



**Downtown Parking Initiative Advisory Committee**  
**Friday, April 18, 2014**  
**8:00 – 9:30 a.m.**  
**BBA 3<sup>rd</sup> Floor Conference Room, 29 Church Street**  
**MINUTES**

**Attendees:** Kelly Devine (BBA), Nate Wildfire & Diana Colangelo (CEDO), Chapin Spencer & Pat Buteau (DPW), Peter Keating & Michele Boomhower (CCRPC), Asa Hopkins (DPW Commission), Jim Barr (UVM), Dan Bradley & Kathleen Ryan (BTV residents), Mathew Chabot (Burlington Town Center), Max Tracy (Burlington City Council), Jeff Nick (JL Davis Realty)

**I. Administrative Tasks**

**Motion to Approve March 21<sup>st</sup> minutes:** Dan Bradley. **Second:** Peter Keating. **All in favor.**

**II. Parking Team Updates**

1) TDM Updates

Desman & Associates: winning scope of work on PARKING

*Key Contact: Peter Keating*

RSG: TDM

*Key Contact: Bryan Davis*

+coordination of other efforts (each will support the other)

+additional data collection

2) Residential Updates

Residential Parking Study currently funded by RPC with DPW. Reviewing usage and patterns of “buffer zones” Will propose a new plan for residential parking zones.

*Key Contact: Nicole Losch*

3) Facilities Assessment

10 bids received. \$4 million bond in preparation for garage assessment results.

**III. Consultant Proposal Review**

Feedback welcome on proposal (by Wed., 4/23). Will finalize scope by then.



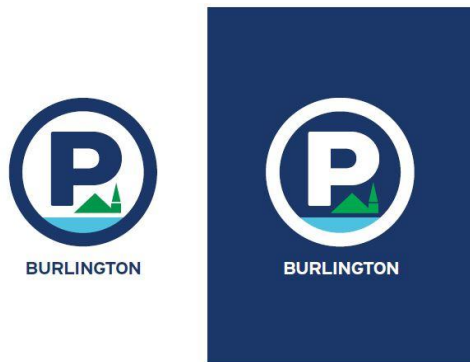
#### Some notes:

- 1) Stakeholder Meetings: Desman & Associates includes *more* meetings (impt for Parking Team)
- 2) Capital Infrastructure: includes private parking. Desman provides a payment plan for each. Also includes a future demand analysis.
- 3) Wayfinding: their plan will bolster what DPW will be installing this summer/fall
- 4) Pilot Projects: small-scale; PAC may weigh in on providers.
- 5) TDM: will be removing this section (as RSG will be completing). Will use funds (originally allocated for TDM) for additional data gathering, pilot review, and meetings.

#### IV. Logo Review

Keep in mind: how all messages (and contracts) can collaborate together.

#### Final decision:



#### V. DPW Rate Enhancement Options

- 1) Traffic Fund Background Information:
  - a) A 'Special Revenue Fund' within the City of Burlington; separate from general fund.
  - b) \$4 million/year from: on-street metered parking, off-street parking in garages/lots, monthly parking leases, meter hoods. **Will be gone by end of FY'14 w/o reserve fund.**
  - c) Supports: operation/maintenance of City's on and off-street parking facilities, traffic signals, signage, pavement markings, crossing guards
- 2) FY'15 urgent financial needs:
  - a) \$300,000 projected operating budget
  - b) Projected operating budget to build fund balance for future contingencies.
  - c) Sufficient funding to borrow \$4 million (over 10 yrs) for facilities assessment results



3) How to Strengthen Traffic Fund:

- a) Revenue enhancements (i.e. increased parking rates, fines)
- b) Short-term operational improvements w/ relatively quick returns on investments
- c) Crossing Guards – have School Dept. manage
- d) City/BPD to explore if DPW could manage ticket enforcement/revenue
- e) Implement Desman's parking management plan

PAC Input:

- a) How we message is important: education, context
- b) Meter hood increases: (probably) politically OK
- c) Utilize consultant (Desman)
- d) Raising fines (but would need to go to traffic)
- e) Ticket increases may hurt downtown retail
- f) Paying for Sunday parking (on/off-street) could be OK
- g) Paying for evening/night parking: huge political lift, impacts. Education needed. Also – is evening enforcement tied to technology implementation?
- h) Marketplace Garage: automate!
- i) Need to remember that meters are for managing use, not just for raising funds

4) Next Steps:

- a) May Meeting: PAC to provide final input to plan of action
- b) June: will be reviewed by DPW Commission

**Adjourn**

**Next Meeting:** Friday, May 23 from 8:00 – 9:30 a.m.

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