



**CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS**

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**Chapin Spencer**  
DIRECTOR OF PUBLIC WORKS

**MEMORANDUM**

TO: DPW Commission  
FROM: Chapin Spencer, Director  
Patrick Mulligan, Assistant Director – Parking & Traffic  
DATE: October 17, 2018  
RE: Parking Agreement between the City and Champlain Housing Trust

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**Recommendation:**

Staff recommends that the DPW Commission adopt on the Consent Agenda the proposed Parking Agreement between DPW and Champlain Housing Trust.

**Background:**

When the City entered into the Parking Management agreement with 194 St. Paul Street, the Department of Public Works anticipated making monthly parking available to local business as employee parking. The Board of Finance and City Council limited DPW to offering only 20 parking spaces as monthly parking between the hours of 7:00 am – 5:30 pm, Monday – Friday.

The Department of Public Works (DPW) staff has negotiated a parking agreement with Champlain Housing Trust to provide twenty (20) monthly parking spaces between specified times and days to be used by their employees who work at the 88 King Street location.