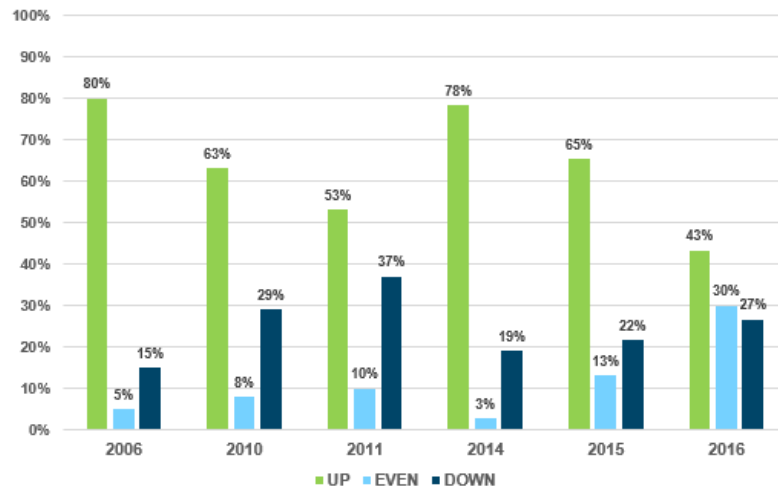


CSM Commission Meeting Minutes
November 15, 2017

CSM Commissioners present: Jeff Nick, Buddy Singh, Lara Allen, Jed Davis
CSM Staff present: Ron Redmond, Jenny Morse, Becky Cassidy

- I. Meeting start 9:15 am
- II. PUBLIC FORUM – no visitors
- III. FINANCE REPORT AND PRELIMINARY FY OPERATING BUDGET (see attached)
- IV. OPERATIONS
 - a. FY 19 BUDGET PROCESS: Commission discussed its October 18 memo, Removing Barriers to Expansion. Ron Redmond to arrange meeting with CSM Commission Finance Committee and Beth Anderson, CAO for city to discuss Indirect Fees for FY 19. No desire from commissioners to increase Common Area Fees or Café fees in FY19
 - b. OVERALL RETAIL SALES. Less stores “up” in overall sales than in previous years -Commission will hold a strategic planning session in January, followed by meeting with City Councilors. Staff discussed presentation made at BTV stat meeting and charts accompanying these minutes. Overall sales compared to prior year showing decline in # of businesses reporting sales “UP.”

**Church Street Businesses:
Overall Sales Compared to Prior Year**



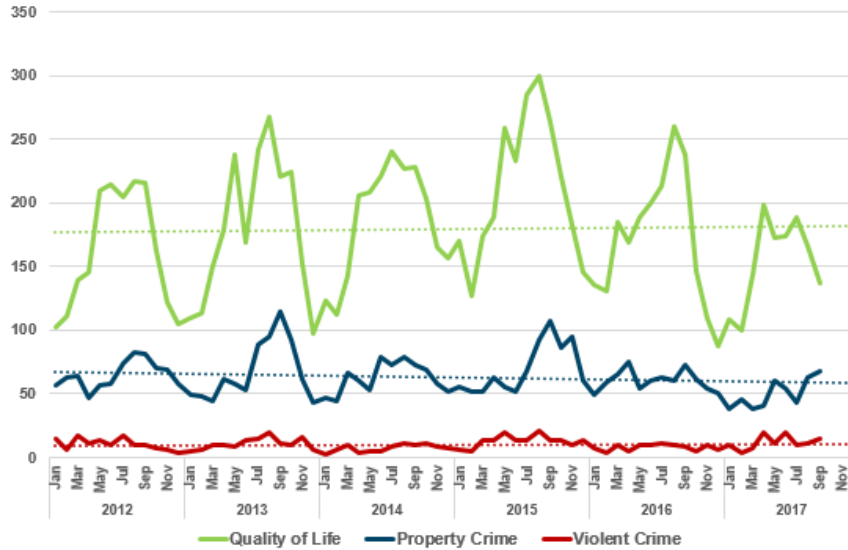
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- Executive summary of challenges facing retailers drafted for review at December CSMC meeting, with this format 1) challenges retailers facing; 2) what CSM is doing; 3) where CSM needs help. Preliminary list to include:

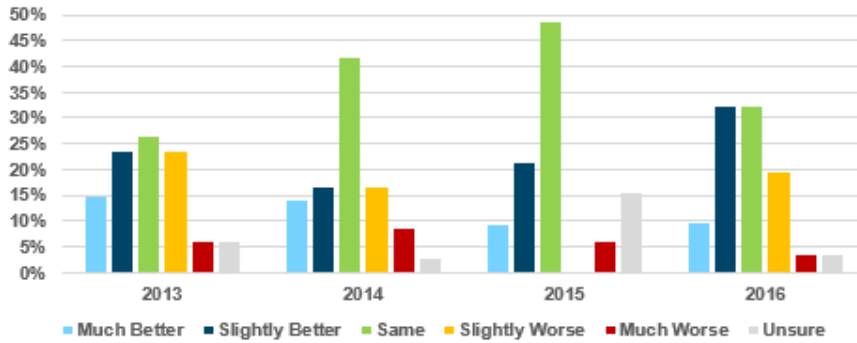
- Mall construction

- Loss of 41 national retailers from the downtown (from Burlington Town Center)
 - Shoplifting
 - Current state policy does not provide consequences for quality of life offenses. Not addressing escalates negative behavior, leads to more serious offenses i.e.
 - one homicide and two stabbings in and around Church Street in 2017.
 - Safety concerns expressed by female employees
 - Church Street Marketplace Department business model is unsustainable.
 - Amazon/Online shopping
- c. DOWNTOWN BID EXPANSION. Governance, budget, charter change Downtown Improvement District advisory committee to recommend that City Council approve a contract with PUMA (Progressive Urban Management Associates) of Denver, CO.
- d. SAFETY AND SECURITY. Increase in foot patrols in the downtown, showing a positive trend per the chart, **D-Area Monthly Number of Calls 5 Year Trends**

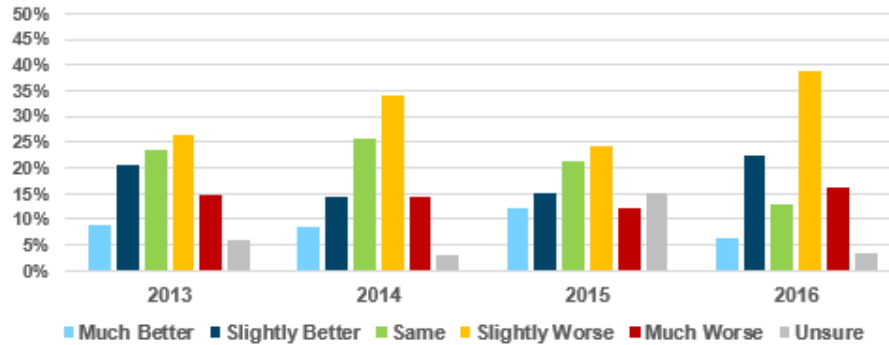
**D-Area Monthly Number of Calls
5 Year Trends**



Survey Response: Safety Reality



Survey Response: Safety Perception



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Safety & Security Meeting Participants

Burlington Police Department	Burlington Town Center	City Market	Muddy Waters
Howard Center Street Outreach Team	First Unitarian Universalist Church	L.L.Bean	Old Gold
Church Street Marketplace	Spectrum Youth and Family Services	Macy's	Discover Jazz Festival
Fletcher Free Library	Turning Point Center	Starbucks	Whim Boutique
Department of Public Works	Outdoor Gear Exchange	Frog Hollow	Dear Lucy
Burlington City Arts	City Market	DAVIDsTEA	Ben and Jerry's
Burlington Business Association			

Common Topics for Discussion

Major Downtown Events	Panhandling
Incidents that have occurred in the downtown	When to call Street Outreach vs. BPD
Public vs. Private Notices of Trespass	Retail Theft & Loss Prevention
Problem Areas	Safety Concerns from Stakeholders
Street Performers	Data & Information Sharing
	Security Cameras

V. ADJOURN