



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: September 14, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **September 20, 2017**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Traffic Status Report
 - B Intervale Avenue New Accessible Space
 - C North Street New Accessible Space
 - D Resident Only Parking on Bradley Street
 - E Allen Street Signage

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- 5 30 Min Old North End Greenway (WIGGLE)
A Communication, N. Losch & A. Wyner
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 6 15 Min Update on Traffic Calming & Traffic Request Program
A Communication, N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 7 20 Min Draft Public Engagement Plan
A Communication, C. Spencer, N. Losch, & R. Goulding
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 15 Min Asset Management Resolution
A Communication, C. Spencer
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 9 5 Min Approval of Draft Minutes of 7-19-17 & 8-17-17
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – October 18, 2017**



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 x3 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: SEPTEMBER 14, 2017
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on September 20, 2017 at 6:00 PM
at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. Old North End Greenway
4. Update on Traffic Calming & Traffic Request Program
5. Draft Public Engagement Plan
6. Asset Management Resolution
7. Approval of Draft Minutes of 7-19-17 & 8-17-17

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: September 14, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **September 20, 2017**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

ITEM

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Traffic Status Report
 - B Intervale Avenue New Accessible Space
 - C North Street New Accessible Space
 - D Resident Only Parking on Bradley Street
 - E Allen Street Signage

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

- 5 30 Min Old North End Greenway (WIGGLE)
A Communication, N. Losch & A. Wyner
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 6 15 Min Update on Traffic Calming & Traffic Request Program
A Communication, N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 7 20 Min Draft Public Engagement Plan
A Communication, C. Spencer, N. Losch, & R. Goulding
B Commissioner Discussion
C Public Comment
D Action Requested – None
- 8 15 Min Asset Management Resolution
A Communication, C. Spencer
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 9 5 Min Approval of Draft Minutes of 7-19-17 & 8-17-17
- 10 10 Min Director's Report
- 11 10 Min Commissioner Communications
- 12 **Adjournment & Next Meeting Date – October 18, 2017**



MEMORANDUM

September 20, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician

PMA 9/14/17

CC: David Allerton P.E., Public Works Engineer

DA 1/14/17

RE: Traffic Request Status Report

Number of Requests 07/13/17 =	57
New Requests since 07/13/17 =	14
Requests closed since 07/13/17 =	14
Number of Requests 09/14/17 =	57

RFS BREAKDOWN BY TYPE*

		7/13/17	Change
Accessible Space:	4	2	+2
Resident Only Parking:	6		
Crosswalks:	21	18	+3
Driveway Encroachments:	0	1	-1
Signage:	11		
Loading Zone:	3	4	-1
Area/Intersection Study:	4		
Parking Prohibition:	4		
Bus Stop:	0		
Geometric Issues:	3	6	-3
Parking Meters:	1		
Other:	0		
TOTAL:	57		



MEMORANDUM

September 20, 2016

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician *PPM 9/14/17*

CC: David Allerton P.E., Public Works Engineer *DA 9/14/17*

RE: New Accessible Space at 71 Intervale Avenue

Recommendations:

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the west side of Intervale Avenue in the first space north of Spring Street.

Background:

Staff received a request from Patrick Twombly to install an on-street accessible parking space in front of 71 Intervale Avenue. Mr. Twombly states he needs an on-street accessible space to grant him reasonable access to his home. His physician, Dr. Clara Keegan, sent DPW a letter supporting his request; see attached.

Observations:

1. **Street Characteristics:** Intervale Avenue is a 30-foot-wide residential collector roadway providing access to Riverside Avenue and North Street. There are currently no on-street accessible spaces along Intervale Avenue. The nearest accessible space is located at 31 Spring Street., which is approximately 350 feet away from 71 Intervale Avenue. The second closest accessible space is at 79 Archibald Street which is approximately 850 feet away from 71 Intervale Avenue.
2. **Public Outreach:** Staff distributed flyers to the homes on Intervale Avenue on August 31, 2017. Staff received one email response from a local resident, the respondent supports the proposal.

Conclusions:

In order to grant Mr. Twombly reasonable access to his home staff recommends the installation of the new accessible space. Additionally, 71 Intervale Avenue is centrally located on Intervale Avenue and an accessible space would benefit the disabled community in this area.



UVM Medical Center Family Medicine - South
Burlington
3 Timber Lane
So Burlington VT 05403
Dept Phone: 802-847-8500
Dept Fax: 802-847-6140

August 23, 2017

RECEIVED

AUG 23 2017

BURLINGTON PUBLIC
WORKS

Patient: **Patrick H Twombly**
Date of Birth: **10/23/1966**

To **Whom** It May Concern:

Mr. Patrick Twombly has had an above knee amputation. Please provide a sign to indicate a disabled parking location.

If you have any questions or concerns, please don't hesitate to call.

Sincerely,

electronically signed:
Clara M **Keegan**, MD

IMPORTANT: REMOVE BEFORE
DRIVING VEHICLE



P83270

Disabled Parking Identification



EXPIRES:

**NO
EXPIRATION**

VERMONT

PERMANENT

Phillip Peterson

From: Emily Nicholson <em.nicholson22@gmail.com>
Sent: Friday, September 01, 2017 2:53 PM
To: Phillip Peterson
Subject: 71 Intervale accessible parking space

Yes!



NOTES:

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the west side of Intervale Avenue in the first space north of Spring Street.



SCALE: 1" = 30'



342 NORTH STREET
ACCESSIBLE PARKING SPACE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

845 PINE STREET
BURLINGTON, VT 05401
(802) 863-9084

DESIGNED PMP	RFS 181
DRAWN PMP	SCALE 1" = 30'
CHECKED DA	DRAWN
DATE	



MEMORANDUM

September 20, 2016

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician *PP 9/14/17*

CC: David Allerton P.E., Public Works Engineer *DA 9/14/17*

RE: New Accessible Space at 340 North Street

Recommendations:

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the north side of North Street in the first space east of School Street.

Background:

Staff received a request from Judy Klima to install an on-street accessible parking space on North Street in front of 340 North Street. Ms. Klima's elderly parents are moving in to Ms. Klima's home and need an on-street accessible space to grant them reasonable access to their home.

Observations:

1. **Street Characteristics:** North Street is a 30-foot-wide arterial collector roadway providing access to homes and business all along the Old North End. The nearest accessible space is located at 21 Russell Street., which is approximately 470 feet away from 340 North Street. The second closest accessible space is at 64 Hyde Street which is approximately 720 feet away from 340 North Street.
2. **Public Outreach:** Staff distributed flyers to the homes on North Street on August 31, 2017. Staff received one email response from a local resident, the respondent supports the proposal.

Conclusions:

In order to grant Ms. Klima's parents reasonable access to their home staff recommends the installation of the new accessible space. Additionally, 340 North Street is near several homes and businesses; having an accessible space in this location would benefit the disabled community.

RECEIVED

AUG 14 2017

BURLINGTON PUBLIC
WORKS

Judy Klima
343 North Street
Burlington, VT 05401
802-922-1666
August 8, 2017

Request for Handicap Parking Spot

To Whom It May Concern,

I am writing to request a handicap parking spot be placed on North Street, between the blocks of School Street and Booth Street. Preferably the very first spot on the West side of North closest to School Street.

In October, 2017 my ninety three year old parents will be relocating to my house, located at 343 North Street. They have daily caregivers (Griswold Home Health Care, Age, Well Vermont, Visiting Nurses Association) who take care of them and will need close access to our home - to easily get my parents in and out of the house and to a variety of doctor appointments. My parents are both legally blind, use a walker and a wheel chair. They have a permanent handicap car tag which we use with our eldercare caregivers.

I am attaching a copy of the car tag and its number(#P65362). I am also attaching a photograph of the location of the parking spot that would be most ideal for my parents. I would love this to be in place by October of 2017.

Thank you so very much,



Judy Klima
Owner and Daughter

P65362

Disabled Parking Identification



EXPIRES:

NO

EXPIRATION

VERMONT

PERMANENT

Phillip Peterson

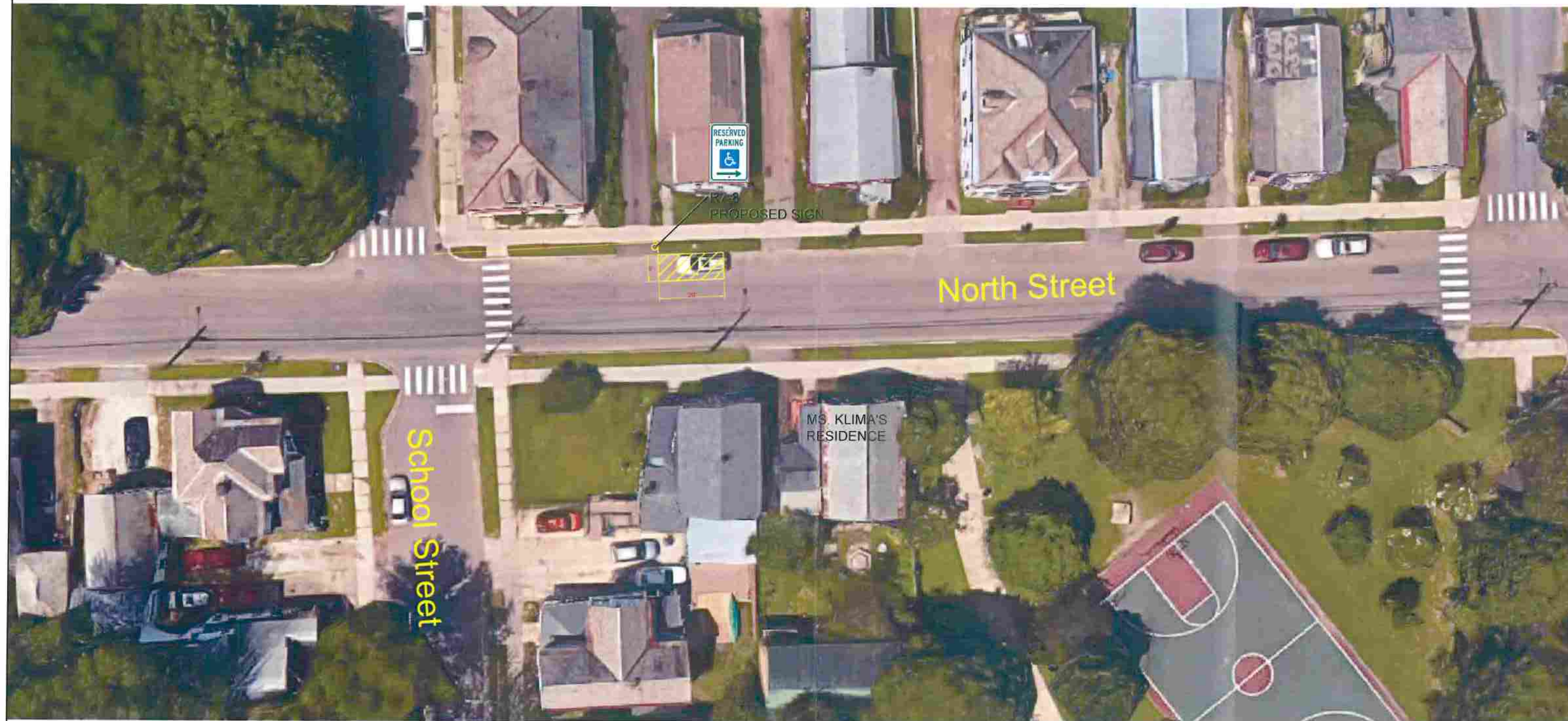
From: Brian Smith <bpsxxi@yahoo.com>
Sent: Friday, September 08, 2017 5:00 PM
To: Phillip Peterson
Subject: North Street resident

Hi, I have no problem with a handicap/ accessible parking space on North St. If you are going to make an effort to have a designated spot, maybe you would consider painting all of upper North St with parking areas strips, so all possible parking spots may be used. Parking is very tight around that residence.

Sincerely,
Brian Smith
348 North St

Sent from my iPhone

.



NOTES:

Staff recommends the Commission adopt:

- The addition of a new Accessible Space on the north side of North Street in the first space east of School Street.
- No person shall park any vehicle at any time in the following locations: On the south side of North Street between North Union Street and North Prospect Street.



SCALE: 1" = 30'



342 NORTH STREET
ACCESSIBLE PARKING SPACE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED PMP	RFS 181
DRAWN PMP	SCA 1"=
CHECKED DA	DRAWN
DATE 09/20/17	SHEET 1



MEMORANDUM

September 20, 2016

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician *PMP 9/14/17*

CC: David Allerton P.E., Public Works Engineer *DA 9/14/17*

RE: Resident Only Parking on Bradley Street

Recommendations:

Staff recommends the Commission adopt:

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.

Background:

The Department of Public Works (DPW) received a request from Anne Brena of 34 Bradley Street to install full time resident only parking on Bradley Street. Per staff's instruction, Ms. Brena generated a petition showing support for full time resident parking from the property owners on Bradley Street. The petition listed nine names accounting for eleven properties out of the sixteen properties on this block resulting in 69% in favor of her request. DPW's Standard Operating Procedure for Resident Parking specifies at least 51% of property owners must support a resident parking request per the Residential Management Parking Plan completed in 2016 (RMPP).

Observations:

Bradley Street is primarily residential with close proximity to and providing access to the UVM campus and the downtown area. Parking is allowed on the south side of the street with signs designating No Parking This Side of Street on the north side of Bradley Street; however, the City ordinance in "Appendix C: RULES AND REGULATIONS OF THE TRAFFIC COMMISSION" does not specify the

north side of Bradley Street as No Parking This Side of Street. Staff believes this is a typographical error in the ordinance.

Staff conducted plate counts depicting the level and type of parking usage on the street, see attached. This information indicates parking is heavily utilized during the day by resident, long term, and transient parkers with usage above 85%, meeting the RMPP's recommendation of a minimum of 85% usage.

It was determined 26% of the vehicles parked on Bradley Street were in the same place for longer than the allowable three (3) day maximum. According to City Ordinance ARTICLE III. PARKING, STOPPING AND STANDING, "No person shall leave a vehicle in the same place within the limits of a street for a period longer than three (3) days. This period starts when the police department observes a vehicle in a space. From that time the vehicle must be moved within three (3) days. For the purposes of this section the term moved is defined as relocating a vehicle at least twenty-five (25) feet from its original location for a time period of thirty-six (36) hours."

Staff has evaluated this area of the city comparing existing Resident Parking restrictions and found Bradley Street is situated next to two Resident Parking prescribed areas, Hungerford Terrace from Bradley Street to College Street, and Union Street from Buell Street north to Pearl Street. Installing Resident Parking would be consistent with the existing parking restrictions on Hungerford Terrace.

Staff distributed flyers to the apartment buildings, homes, and businesses on Bradley Street on February 1, 2017. Of the sixty-five flyers distributed sixteen responses were received from local residents. All of the respondents support the petition and want Bradley Street to be designated a resident only parking area.

The RMPP suggests when resident parking is considered in a mixed use area parking meters should be considered in addition to or in lieu of resident parking. Meters are not recommended at this location as it would have a negative effect on area residents and would be inconsistent with other parking regulations in the area.

The Resident Parking Study also suggests off-street parking be considered. The YMCA was referred to the Unified Parking Partners to explore public parking options at the site of the former Ethan Allen Club and future YMCA Annex. Additionally, all sixteen properties on Bradley Street have driveways which should be utilized whenever possible.

Staff coordinated a Bradley Street neighborhood meeting on Wednesday, August 30th at 6:00 p.m. to discuss resident only parking on Bradley Street. The residents on Bradley Street are agreeable with allowing four-hour parking for non-residents from 6:00 a.m. to 6:00 p.m. in parallel with Resident Parking, as long as DPW staff agree to collect data on Bradley Street one year after implementation of this restriction. This will allow for an evaluation of the restriction to determine its effectiveness. Please see the public meeting notes.

Conclusions:

Bradley Street is heavily utilized for parking representing a significant need for this space during the day. It is recognized residents need to have adequate and reasonable access to their homes, while balancing the needs of the public. To balance these needs, staff suggests installing Resident Parking for Bradley Street, with time limited public parking; non-residents shall not park a vehicle for a period longer than four hours from 6:00 a.m. to 6:00 p.m. Staff will collect data on Bradley Street one year after Resident Parking has been installed to ensure the program is working. Additionally, staff would like to clarify in the ordinance there is no parking allowed on the north side of Bradley Street.

LATE COUNT

Date: 1-26-2017			Location: Bradley Street			Inspector: Phillip Peterson		
Date: 1-26-2017			Date: 1-27-2017			Date:		
7:00	10:00	13:00	7:00	10:00	13:00	7:00	10:00	13:00
326449 (NH)	326449 (NH)	326449 (NH)			326449 (NH)			
GFN372(VT)	GFN372(VT)	GFN372(VT)			GXT289(VT)			
145V39(MA)	145V39(MA)	145V39(MA)			GRA683(VT)			
GAF609(VT)	GAF609(VT)	GAF609(VT)			GAF609(VT)			
FPT794(VT)	FPT794(VT)	FPT794(VT)			EXA157(VT)			
D63HGJ(NJ)	D63HGJ(NJ)	D63HGJ(NJ)			GPN988(VT)			
GDH505(VT)	GDH505(VT)	GDH505(VT)			GDH505(VT)			
FSL726(VT)	FSL726(VT)	FSL726(VT)			JYR3724(PA)			
252ABB2(VT)	GMW469(VT)	GMW469(VT)			5XE964(MA)			
419JXH(CT)	419JXH(CT)	419JXH(CT)			419JXH(CT)			
GBS968(VT)	GBS968(VT)	GBS968(VT)			4382VD(ME)			
FMP147(VT)	FMP147(VT)	FMP147(VT)			FMP147(VT)			
741NST(CT)	741NST(CT)	GTF964(VT)			GBS968(VT)			
FZK6037(NY)	FZK6037(NY)	358ONW(CO)			X56EUG(NJ)			
CBE3398(NY)	GTF796(VT)	GMB691(VT)			DSD279(VT)			
GFF743(VT)	GFF743(VT)	GFF743(VT)			62466(VT)			
GBA953(VT)	EXC7984(NY)	DA5306(DC)			GHY778(VT)			
GXR285(VT)	GXR285(VT)	GXR285(VT)			GXR285(VT)			
DSD279(VT)	DSD279(VT)	DSD279(VT)			GRH580(VT)			
GLH281(VT)	FPA466(VT)	FPA466(VT)			GHY272(VT)			
K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)			K71CCN(NJ)			
GFY458(VT)	GFY458(VT)	GWH384(VT)			GSL147(VT)			
GTF184(VT)	GTF184(VT)	GTF184(VT)			FPM691(VT)			
GHY950(VT)	GHY950(VT)	GHY950(VT)			GTF184(VT)			
GRY132(VT)	GRY132(VT)	GRY132(VT)			GRY132(VT)			
5AT8684(MD)	5AT8684(MD)	5AT8684(MD)			FTG769(VT)			
FTG769(VT)		GMK644(VT)			GDH912(VT)			
JYR3724(PA)	JYR3724(PA)	GKB351(VT)			GFN391(VT)			
					180A843(VT)			
27								
100%	96%	100%			104%			
100%								
	11%							
		78%						

Total Spaces
% Spaces Used
Resident
Transient
Long Term

LATE COUNT

Date: 1-31-2017				Location:				Inspector:			
Date: 1-31-2017				Date: 2-1-2017				Date: 2-2-2017			
7:00	10:00	13:00		7:00	10:00	13:00		7:00	10:00	13:00	
	207A705(VT)			207A705(VT)	207A705(VT)	207A705(VT)			207A705(VT)	207A705(VT)	
	GMK190(VT)			GMK190(VT)	GLL865(VT)	GFT854(VT)			GFG864(VT)	GFG864(VT)	
	EXA157(VT)			EXA157(VT)	EXA157(VT)	EXA157(VT)			GHY442(VT)	GHY442(VT)	
	GAF609(VT)			GCX630(VT)	GCX630(VT)	GCX630(VT)			GWV391(VT)	GWV391(VT)	
	1SL812(MA)			Q540479(IL)	Q540479(IL)	Q540479(IL)			GCX630(VT)	GCX630(VT)	
	GBS968(VT)			FPA466(VT)	FPA466(VT)	FPA466(VT)			GMK190(VT)	DUINO(VT)	
	GXM526(VT)			FTK218(VT)	FTK218(VT)	FTK218(VT)			GHY272(VT)	GHY272(VT)	
	DGP489(VT)			GTF796(VT)	GTF796(VT)	25613(MA)			FMT7871(NY)	FMT7871(NY)	
	14SV39(MA)			14SV39(MA)	14SV39(MA)	14SV39(MA)			GFN372(VT)	GFN372(VT)	
	KFD9537(PA)			O73JEM(OR)	O73JEM(OR)	O73JEM(OR)			3085VG(ME)	3085VG(ME)	
	GFN372(VT)			EWT477(VT)	EWT477(VT)	EWT477(VT)			GGN568(VT)	GGN568(VT)	
	FMP147(VT)			HMY7475(NY)	HMY7475(NY)	HMY7475(NY)			GPN988(VT)	GPN988(VT)	
	CBE3398(NY)			CBE3398(NY)	EXC7984(NY)	358ONW(CA)			DWF560(VT)	6XET158(CA)	
	GHF190(VT)			GHF190(VT)	GHF190(VT)	GHF190(VT)			925UTB(WI)	925UTB(WI)	
	FTG769(VT)			FTG769(VT)	FTG769(VT)	GWH932(VT)			GXT255(VT)	GXT255(VT)	
	AF92325(CT)			AF92325(CT)	AF92325(CT)	62466(VT)			CSB246(VT)	CSB246(VT)	
	4JB154(MA)			4JB154(MA)	4JB154(MA)	4JB154(MA)			4JB154(MA)	4JB154(MA)	
	EPM691(VT)			GRA683(VT)	GRA683(VT)	GRA683(VT)			GRH580(VT)	GRH580(VT)	
	GCX630(VT)			3085VG(ME)	3085VG(ME)	GMC503(VT)			DDX396(VT)	DDX396(VT)	
	GXR285(VT)			GXR285(VT)	GXR285(VT)	GXR285(VT)			GXR285(VT)	GXR285(VT)	
	GRY132(VT)			GRY132(VT)	GRY132(VT)	GRY132(VT)			GRY132(VT)	GRY132(VT)	
	GTF184(VT)			GTF184(VT)	GTF184(VT)	GTF184(VT)			GXS446(VT)	GXS446(VT)	
	7PGA30(MA)			7PGA30(MA)	7PGA30(MA)	7PGA30(MA)			7PGA30(MA)	7PGA30(MA)	
	928VR8(MA)			6XET158(CA)	6XET158(CA)	6XET158(CA)			719ZFG(CT)	719ZFG(CT)	
	3KF421(MA)			DSD279(VT)	DSD279(VT)	DSD279(VT)			DSD279(VT)	FNV462(VT)	
	GKC464(VT)			JYR3724(PA)	JYR3724(PA)	JYR3724(PA)			JYR3724(PA)	GTf964(VT)	
	K71CCN(NJ)			K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)			K71CCN(NJ)	K71CCN(NJ)	
	GXT289(VT)			GXT289(VT)	GXT289(VT)	GXT289(VT)			GXT289(VT)	GXT289(VT)	
	GRH819(VT)			GRH819(VT)	GRH819(VT)	GRH819(VT)			FHV9454(NY)	FHV9454(NY)	
	JYR3724(PA)			1BE954(MA)	1BE954(MA)	1BE954(MA)			1BE954(MA)	1BE954(MA)	
27											
Total Spaces											
% Spaces Used	111%				111%				111%		
Resident											
Transient					26%					15%	



CITY OF BURLINGTON, VERMONT
BRADLEY STREET NEIGHBORHOOD MEETING

c/o Department of Public Works
645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849

802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

Inquiries:
Phillip Peterson
802.865.5832
ppeterson@burlingtonvt.gov

Wednesday, August 30th, 2017 at 6:00 PM

Fletcher Free Library – Fletcher Room
235 College Street – Burlington, VT

–AGENDA–

- 1. Opening Remarks**
 - a. Chapin Spencer
- 2. Resident Only Parking on Bradley Street – 10 minutes**
 - a. Phillip Peterson presenting
- 3. Public Forum**
- 4. Adjourn**

Bradley Street Resident Only Parking - Public Meeting – 8/30/2017

Attendees: Passed sign in sheet around. Chapin, Phillip, Dave (note taker). Total in attendance: 11

Meeting started at 6:00 PM

Introductions

Chapin opened up the meeting and explained the process for ROP.

Phillip updated the meeting with the status of the project. Discussed SOP, RPP, and went through the draft memo to the DPW Commission he has prepared.

Question concerning enforcement. Three-day enforcement. Police go out, put a notice on the car, then the clock starts. It is a complaint driven process.

How would ROP parking be enforced? Jon King has indicated he does have the personnel to support this.

The options are new, and come from the RPP plan adopted by the DPW Commission last year February 2016. Before this, it was easier to get ROP. DPW is now challenged to enforce this new plan.

How did DPW come up with four hours? It was less than 8 but more than 0. 4 hours seemed like a reasonable time.

One resident was concerned BPD would not be able to catch those parking more than four hours. Homeowners and transient people have different needs. One resident thinks four hours is excessive. CS said it is a \$75 ticket. Twelve-hour window will ensure there will be daily turnover. CS feels four hours is a reasonable time for people to do their business and return. CS says it is easier to strengthen ROP, and difficult to roll it back. It can always be ratcheted up if need be, but very difficult to go back. One resident okay with the four-hour change, knowing there is an option to come back and reassess.

Resident says he hears that DPW is willing to work with them, as any change moves the issue forward. DPW could follow up within a year to make sure this change is working. COB can't control who does and does not park in their driveways. CS recommends DPW take counts as to how many cars are actually parked in their driveways. Everyone felt DPW should reassess after a year. This should be built into the DPW commission recommendation.

Would the tags for Residents be permanent stickers or what? CS says this is still under discussion, but for now they would be permanent stickers, but could go to hanging tags. Under the current program, anyone living at any one property, could have a sticker/hang tag. One unit per property, could get up to four stickers/tags. With more units, the number of stickers decreases per unit so as not to overwhelm the parking situation.

Adam doesn't think this will resolve the entire issue, but will assist the residents in parking. One resident said there are 30-something parking spaces on Bradley St. A result of this will be more eyes on the street. One resident said drawing the brackets on the streets would help, and they have painted their own lines to delineate the parking in front of their home. People have parked in front of their driveway in the past. They would like to have the brackets painted to delineate the parking spots.

Schedule; CS/PP indicated this can be put on the commission for September 20th (the 6 am to 6 pm option). It is recommended the residents come to the next commission meeting to support the change. Everyone voted to go with the 6 am to 6 pm option.

Some residents feel there is going to be more pressure on parking due to all of the changes occurring downtown, and losing spots during construction. Care Share vehicles are allowed to park in RPP areas around the City.

This change will be for seven days a week.

Phillip to capture all this in a revised memo to the DPW Commission for the September 20th commission meeting.

Phillip Peterson

From: Lee, Emily A - BURLINGTON VT <emily_lee@ml.com>
Sent: Wednesday, February 01, 2017 4:20 PM
To: Phillip Peterson
Cc: Anne Brena
Subject: Driveway encroachment

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,
Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.
NMLS ID: 86830

60 Lake Street
Burlington, VT 05401
802-660-1022
fax:802-318-4255
emily_lee@ml.com

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message.

Phillip Peterson

From: Anne Brena <anne.brena@gmail.com>
Sent: Wednesday, February 01, 2017 9:09 PM
To: Lee, Emily A - BURLINGTON VT
Cc: Phillip Peterson
Subject: Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <emily_lee@ml.com> wrote:

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,

Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.

NMLS ID: 86830

60 Lake Street
Burlington, VT 05401

[802-660-1022](tel:802-660-1022)

fax: [802-318-4255](tel:802-318-4255)

emily_lee@ml.com

Phillip Peterson

From: Phillip Peterson
Sent: Thursday, February 02, 2017 7:46 AM
To: Anne Brena; Lee, Emily A - BURLINGTON VT
Cc: King, John
Subject: RE: Driveway encroachment
Attachments: DrivewayEncroachmentFlyer.pdf

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department jkking@bpdvt.org (802) 540-2185, I will add him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

Phillip Peterson, Engineering Technician
Burlington Department of Public Works
645 Pine Street
Burlington, VT 05402
802-865-5832 (phone)
ppeterson@burlingtonvt.gov

"Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act."

From: Anne Brena [mailto:anne.brena@gmail.com]
Sent: Wednesday, February 01, 2017 9:09 PM
To: Lee, Emily A - BURLINGTON VT <emily_lee@ml.com>
Cc: Phillip Peterson <ppeterson@burlingtonvt.gov>
Subject: Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <emily_lee@ml.com> wrote:

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,

Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.

NMLS ID: 86830

60 Lake Street
Burlington, VT 05401

[802-660-1022](tel:802-660-1022)

fax: [802-318-4255](tel:802-318-4255)

emily_lee@ml.com

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message.

Phillip Peterson

From: King, John J. <jking@bpdvt.org>
Sent: Thursday, February 02, 2017 8:09 AM
To: Phillip Peterson; 'Anne Brena'; 'Lee, Emily A - BURLINGTON VT'
Subject: RE: Driveway encroachment

Checked the driveway this morning (Feb 2) no NY car blocking driveway however there was a Vermont Car. Vehicle issued a ticket, was not towed at this time. Also checking all cars in that block for any that appear have not moved in last three days.

John

From: Phillip Peterson [mailto:ppeterson@burlingtonvt.gov]
Sent: Thursday, February 02, 2017 7:46 AM
To: Anne Brena; Lee, Emily A - BURLINGTON VT
Cc: King, John J.
Subject: RE: Driveway encroachment

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department jking@bpdvt.org (802) 540-2185, I will forward him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

Phillip Peterson, Engineering Technician
Burlington Department of Public Works
645 Pine Street
Burlington, VT 05402
802-865-5832 (phone)
ppeterson@burlingtonvt.gov

"Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act."

From: Anne Brena [mailto:anne.brena@gmail.com]
Sent: Wednesday, February 01, 2017 9:09 PM
To: Lee, Emily A - BURLINGTON VT <emily_lee@ml.com>
Cc: Phillip Peterson <ppeterson@burlingtonvt.gov>
Subject: Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <emily_lee@ml.com> wrote:

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradle Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,

Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.

NMLS ID: 86830

60 Lake Street
Burlington, VT 05401

[802-660-1022](tel:802-660-1022)

fax: [802-318-4255](tel:802-318-4255)

emily_lee@ml.com

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message.

Phillip Peterson

From: Allison Sawyer <sawyerallison96@gmail.com>
Sent: Saturday, February 04, 2017 4:34 PM
To: Phillip Peterson
Subject: Bradley Street

Hello,

My husband, child, and I live on Bradley street and we are very for resident only parking on our street. We watch every day as tourist's and workers park on our street to have free parking close to downtown. It is incredibly frustrating and often we have to park over 4 blocks away. With a newborn that is extremely hard would love for the street to be resident only. Thank you !!!

-Allison Sawyer

Phillip Peterson

From: Diane Flowers <deflowers21@gmail.com>
Sent: Sunday, February 05, 2017 11:49 PM
To: Phillip Peterson
Subject: Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback about having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for years as a student and then a working professional, I would be in favor of having Bradley street designated as resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you
Diane Flowers

Phillip Peterson

From: Diane Flowers <deflowers21@gmail.com>
Sent: Sunday, February 05, 2017 11:49 PM
To: Phillip Peterson
Subject: Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback around having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for years as a student and then a working professional, I would be in favor of having Bradley street designated as resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you
Diane Flowers

Phillip Peterson

From: Liam Murphy <liaml5inc@hotmail.com>
Sent: Tuesday, February 07, 2017 8:10 PM
To: Phillip Peterson
Cc: Liam Murphy
Subject: Bradley Street residential parking

Mr. Peterson:

I have a six unit rental property at 71 South Willard, on the corner of Bradley. Both the driveway and the garage are located on Bradley Street, and there is an entrance to the building on Bradley as well.

I would support Bradley Street becoming residential parking ONLY if my tenants who do not have parking the garage or driveway could also get residential parking stickers. Several years ago the city eliminated parking from one side of South Willard Street, so restricting Bradley to residential only and not including residential parking stickers for tenants would create even more parking hardship for them.

It was not clear from your memo whether you would only give residential stickers to Bradley Street residents. Since half of my tenants use the rear entrance, they should be able to have residential parking stickers for Bradley.

Please call or email me if you have questions.

Thank you for your time,

Laura Murphy
802-999-4942

Liam and Laura Murphy L5, Inc

Phillip Peterson

From: Jay Nickerson <greenmountainrunner@gmail.com>
Sent: Sunday, February 12, 2017 4:11 PM
To: Phillip Peterson
Subject: Bradley Street: Resident Only Parking

Hello, Mr. Peterson.

Thank you for your letter regarding the possibility of designating Bradley Street a Resident Only Parking zone.

I wholeheartedly agree that this street should receive this designation. Parking is often an issue. I frequently need to 'roam the streets' looking for a parking spot, especially when school is in term.

Thank you for considering the change.

Jay Nickerson
12 Bradley Street
#3

--

"There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self." ~ Ernest Hemingway

"Sail the main course in a simple sturdy craft. Keep her well stocked with short stories and long laughs. Go fast enough to get there but slow enough to see. Moderation seems to be the key." ~ Jimmy Buffett

Phillip Peterson

From: Bob Zimmer <bobzimmer@msn.com>
Sent: Wednesday, February 22, 2017 10:36 AM
To: Phillip Peterson
Subject: Bradley St. parking

Hi Phillip,

As a landlord on Bradley St., I would be in favor of making Bradley St. a resident only parking street.

Regards,
Bob Zimmer
18 Bradley St.

Phillip Peterson

From: Sarah Noel <sarahmarienoel@gmail.com>
Sent: Monday, February 27, 2017 3:13 PM
To: Phillip Peterson
Subject: Bradley Street Parking

Dear Phillip,

This e-mail is being sent in response to your letter requesting feedback on whether or not Bradley Street should be designated resident only parking. I moved to 14 Bradley Street in November, and my landlord does not offer off street parking. I love living here, but the one major issue is, hands down, parking. Being sandwiched between downtown and the university means a lot of people park here during the day and don't leave until nighttime rolls around, leaving few options for us residents who come home from work before classes are over. It's rare that I actually find a spot on Bradley; usually I'm only able to locate something a few blocks away. That's all to say that I would be thrilled if DPW designated resident only parking for Bradley Street! Thank you for your time.

Best,
Sarah Noel

Phillip Peterson

From: Mike Billig <mikeb@scmaps.com>
Sent: Friday, March 03, 2017 9:01 AM
To: Phillip Peterson
Subject: Bradley Street resident only parking

Hello Mr. Peterson,

I am writing in response to the letter you sent recently regarding the possibility of Bradley Street parking becoming resident only. I would love to see Bradley Street designated as resident only. The parking difficulty has had me considering requesting resident only parking for the street since moving here, but somebody beat me too it. The congestion that results from Bradley Street's location between downtown and the University often means that several city blocks need to be circled to find a parking spot during the day, which can take 20+ minutes on some days and usually results in the car being parked several blocks away in a spot that would otherwise be used by a resident of the area.

Thank you,
Mike Billig (14 Bradley Street)

Phillip Peterson

From: Anne Brena <anne.brena@gmail.com>
Sent: Tuesday, April 25, 2017 8:51 AM
To: Phillip Peterson
Cc: E Lee; Adam Roof; Adam Roof; Bill Church; Jay Williams; Im_goebel
Subject: Fwd: Resident Only Parking Petition

To Mr Peterson:

Please see my forwarded email below from March 26 regarding the petition for resident only parking on Bradley Street that we submitted in January.

I have not received any further information about this and I'm wondering if the petition is still being reviewed.

Thank-you for your help,

Anne Breña
34 Bradley Street

----- Forwarded message -----

From: Anne Brena <anne.brena@gmail.com>
Date: Sun, Mar 26, 2017 at 3:25 PM
Subject: Re: Resident Only Parking Petition
To: Phillip Peterson <ppeterson@burlingtonvt.gov>

Hi Mr. Peterson:

I haven't heard the determination on the parking petition request for resident only parking.

Do you have an expected timeline for this?

Thanks-you,

Anne Breña

On Wed, Jan 25, 2017 at 11:17 AM, Phillip Peterson <ppeterson@burlingtonvt.gov> wrote:

Ms. Brena,

I am writing you in regards to the resident only parking petition you submitted for your neighborhood. I would like to thank you for this detailed request. I am familiar with this issue as we have several similar issues currently in the system.

I am busy with several projects at this time; nevertheless I hope to do a detailed site visit by next week. In the meantime, there are policies in place that may specifically deal with some of your issues. I have attached a flyer that explains the City's new driveway encroachment policy and procedures; which was passed by the Department of Public Works.

Works Commission on October 19, 2016. I am hopeful this will address some of your concerns. Please contact me should you have any questions.

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

645 Pine Street

Burlington, VT 05402

[802-865-5832](tel:802-865-5832) (phone)

ppeterson@burlingtonvt.gov

"Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act."

From: Anne Brena [mailto:anne.brena@gmail.com]

Sent: Tuesday, January 24, 2017 3:59 PM

To: Phillip Peterson <ppeterson@burlingtonvt.gov>

Subject: Re: Resident Only Parking Petition

Yes, I am.

Is there a problem with it?

Thanks for the confirmation e-mail.

Anne Breña

34 Bradley Street

On Tue, Jan 24, 2017 at 3:39 PM, Phillip Peterson <ppeterson@burlingtonvt.gov> wrote:

Ms. Brena,

Good afternoon. I just received a Resident Only Parking Petition for your neighborhood. Are you the co person for this petition?

Kind Regards,

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

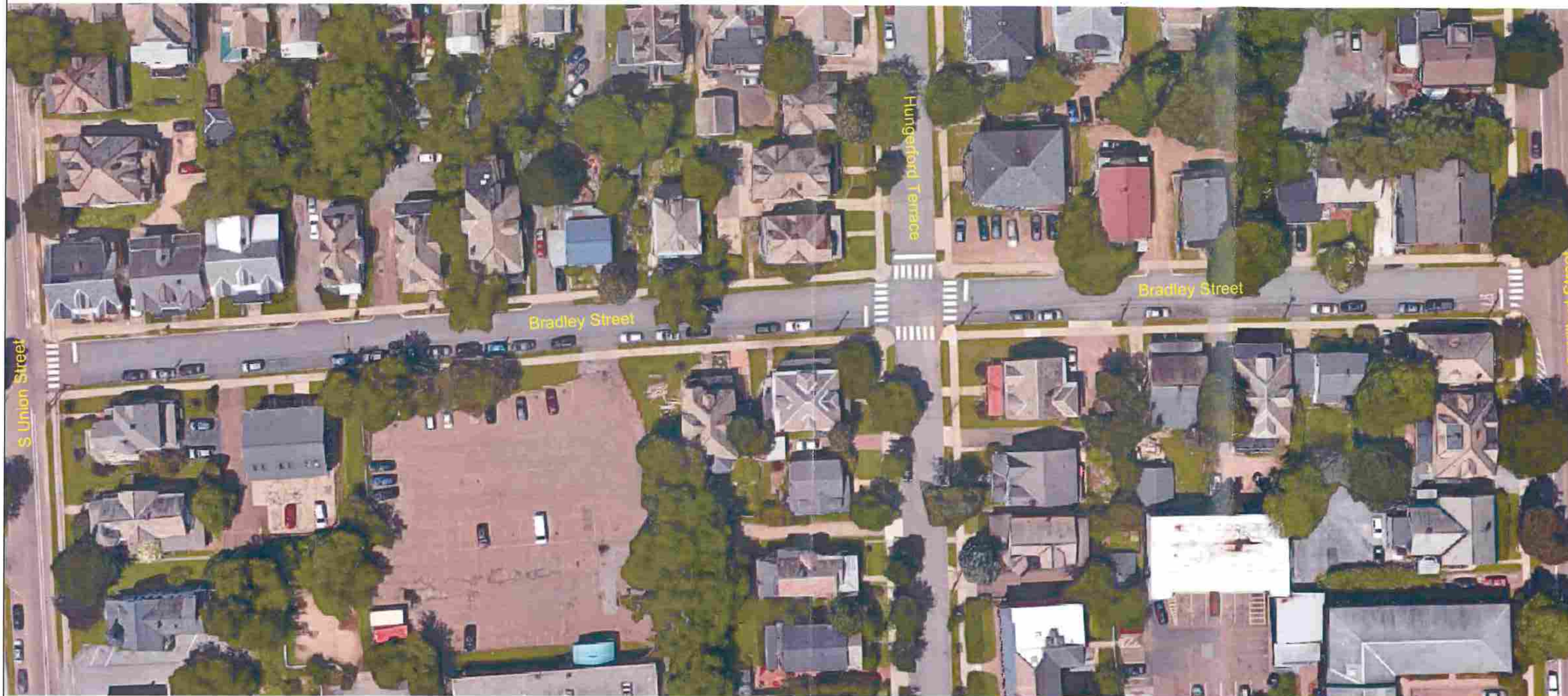
645 Pine Street

Burlington, VT 05402

[802-865-5832](tel:802-865-5832) (phone)

ppeterson@burlingtonvt.gov

“Please note that this communication and any response to it will be maintained as a public record and may subject to disclosure under the Vermont Public Records Act.”



NOTES:

Staff Recommends the Commission adopt

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.



SCALE: 1" = 60'



**BRADLEY STREET
RESIDENT PARKING**



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094

DESIGNED PMP	RFS 1410
DRAWN PMP	SCALE 1"=60'
CHECKED DA	DRAWING
DATE	



MEMORANDUM

September 20, 2016

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician *PMP 9/14/17*

CC: David Allerton P.E., Public Works Engineer *DA 9/14/17*

RE: Resident Only Parking on Bradley Street

Recommendations:

Staff recommends the Commission adopt:

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.

Background:

The Department of Public Works (DPW) received a request from Anne Brena of 34 Bradley Street to install full time resident only parking on Bradley Street. Per staff's instruction, Ms. Brena generated a petition showing support for full time resident parking from the property owners on Bradley Street. The petition listed nine names accounting for eleven properties out of the sixteen properties on this block resulting in 69% in favor of her request. DPW's Standard Operating Procedure for Resident Parking specifies at least 51% of property owners must support a resident parking request per the Residential Management Parking Plan completed in 2016 (RMPP).

Observations:

Bradley Street is primarily residential with close proximity to and providing access to the UVM campus and the downtown area. Parking is allowed on the south side of the street with signs designating No Parking This Side of Street on the north side of Bradley Street; however, the City ordinance in "Appendix C: RULES AND REGULATIONS OF THE TRAFFIC COMMISSION" does not specify the

north side of Bradley Street as No Parking This Side of Street. Staff believes this is a typographical error in the ordinance.

Staff conducted plate counts depicting the level and type of parking usage on the street, see attached. This information indicates parking is heavily utilized during the day by resident, long term, and transient parkers with usage above 85%, meeting the RMPP's recommendation of a minimum of 85% usage.

It was determined 26% of the vehicles parked on Bradley Street were in the same place for longer than the allowable three (3) day maximum. According to City Ordinance ARTICLE III. PARKING, STOPPING AND STANDING, "No person shall leave a vehicle in the same place within the limits of a street for a period longer than three (3) days. This period starts when the police department observes a vehicle in a space. From that time the vehicle must be moved within three (3) days. For the purposes of this section the term moved is defined as relocating a vehicle at least twenty-five (25) feet from its original location for a time period of thirty-six (36) hours."

Staff has evaluated this area of the city comparing existing Resident Parking restrictions and found Bradley Street is situated next to two Resident Parking prescribed areas, Hungerford Terrace from Bradley Street to College Street, and Union Street from Buell Street north to Pearl Street. Installing Resident Parking would be consistent with the existing parking restrictions on Hungerford Terrace.

Staff distributed flyers to the apartment buildings, homes, and businesses on Bradley Street on February 1, 2017. Of the sixty-five flyers distributed sixteen responses were received from local residents. All of the respondents support the petition and want Bradley Street to be designated a resident only parking area.

The RMPP suggests when resident parking is considered in a mixed use area parking meters should be considered in addition to or in lieu of resident parking. Meters are not recommended at this location as it would have a negative effect on area residents and would be inconsistent with other parking regulations in the area.

The Resident Parking Study also suggests off-street parking be considered. The YMCA was referred to the Unified Parking Partners to explore public parking options at the site of the former Ethan Allen Club and future YMCA Annex. Additionally, all sixteen properties on Bradley Street have driveways which should be utilized whenever possible.

Staff coordinated a Bradley Street neighborhood meeting on Wednesday, August 30th at 6:00 p.m. to discuss resident only parking on Bradley Street. The residents on Bradley Street are agreeable with allowing four-hour parking for non-residents from 6:00 a.m. to 6:00 p.m. in parallel with Resident Parking, as long as DPW staff agree to collect data on Bradley Street one year after implementation of this restriction. This will allow for an evaluation of the restriction to determine its effectiveness. Please see the public meeting notes.

Conclusions:

Bradley Street is heavily utilized for parking representing a significant need for this space during the day. It is recognized residents need to have adequate and reasonable access to their homes, while balancing the needs of the public. To balance these needs, staff suggests installing Resident Parking for Bradley Street, with time limited public parking; non-residents shall not park a vehicle for a period longer than four hours from 6:00 a.m. to 6:00 p.m. Staff will collect data on Bradley Street one year after Resident Parking has been installed to ensure the program is working. Additionally, staff would like to clarify in the ordinance there is no parking allowed on the north side of Bradley Street.

LATE COUNT

Date: 1-26-2017			Location: Bradley Street			Inspector: Phillip Peterson		
Date: 1-26-2017			Date: 1-27-2017			Date:		
7:00	10:00	13:00	7:00	10:00	13:00	7:00	10:00	13:00
326449 (NH)	326449 (NH)	326449 (NH)			326449 (NH)			
GFN372(VT)	GFN372(VT)	GFN372(VT)			GXT289(VT)			
145V39(MA)	145V39(MA)	145V39(MA)			GRA683(VT)			
GAF609(VT)	GAF609(VT)	GAF609(VT)			GAF609(VT)			
FPT794(VT)	FPT794(VT)	FPT794(VT)			EXA157(VT)			
D63HGJ(NJ)	D63HGJ(NJ)	D63HGJ(NJ)			GPN988(VT)			
GDH505(VT)	GDH505(VT)	GDH505(VT)			GDH505(VT)			
FSL726(VT)	FSL726(VT)	FSL726(VT)			JYR3724(PA)			
252ABB2(VT)	GMW469(VT)	GMW469(VT)			5XE964(MA)			
419JXH(CT)	419JXH(CT)	419JXH(CT)			419JXH(CT)			
GBS968(VT)	GBS968(VT)	GBS968(VT)			4382VD(ME)			
FMP147(VT)	FMP147(VT)	FMP147(VT)			FMP147(VT)			
741NST(CT)	741NST(CT)	GTF964(VT)			GBS968(VT)			
FZK6037(NY)	FZK6037(NY)	358ONW(CO)			X56EUG(NJ)			
CBE3398(NY)	GTF796(VT)	GMB691(VT)			DSD279(VT)			
GFF743(VT)	GFF743(VT)	GFF743(VT)			62466(VT)			
GBA953(VT)	EXC7984(NY)	DA5306(DC)			GHY778(VT)			
GXR285(VT)	GXR285(VT)	GXR285(VT)			GXR285(VT)			
DSD279(VT)	DSD279(VT)	DSD279(VT)			GRH580(VT)			
GLH281(VT)	FPA466(VT)	FPA466(VT)			GHY272(VT)			
K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)			K71CCN(NJ)			
GFY458(VT)	GFY458(VT)	GWH384(VT)			GSL147(VT)			
GTF184(VT)	GTF184(VT)	GTF184(VT)			FPM691(VT)			
GHY950(VT)	GHY950(VT)	GHY950(VT)			GTF184(VT)			
GRY132(VT)	GRY132(VT)	GRY132(VT)			GRY132(VT)			
5AT8684(MD)	5AT8684(MD)	5AT8684(MD)			FTG769(VT)			
FTG769(VT)		GMK644(VT)			GDH912(VT)			
JYR3724(PA)	JYR3724(PA)	GKB351(VT)			GFN391(VT)			
					180A843(VT)			
27								
100%	96%	100%			104%			
100%								
	11%							
		78%						

Total Spaces
% Spaces Used
Resident
Transient
Long Term

LATE COUNT

Date: 1-31-2017				Location:				Inspector:			
Date: 1-31-2017				Date: 2-1-2017				Date: 2-2-2017			
7:00	10:00	13:00		7:00	10:00	13:00		7:00	10:00	13:00	
	207A705(VT)			207A705(VT)	207A705(VT)	207A705(VT)			207A705(VT)	207A705(VT)	
	GMK190(VT)			GMK190(VT)	GLL865(VT)	GFT854(VT)			GFG864(VT)	GFG864(VT)	
	EXA157(VT)			EXA157(VT)	EXA157(VT)	EXA157(VT)			GHY442(VT)	GHY442(VT)	
	GAF609(VT)			GCX630(VT)	GCX630(VT)	GCX630(VT)			GWV391(VT)	GWV391(VT)	
	1SL812(MA)			Q540479(IL)	Q540479(IL)	Q540479(IL)			GCX630(VT)	GCX630(VT)	
	GBS968(VT)			FPA466(VT)	FPA466(VT)	FPA466(VT)			GMK190(VT)	DUINO(VT)	
	GXM526(VT)			FTK218(VT)	FTK218(VT)	FTK218(VT)			GHY272(VT)	GHY272(VT)	
	DGP489(VT)			GTF796(VT)	GTF796(VT)	25613(MA)			FMT7871(NY)	FMT7871(NY)	
	14SV39(MA)			14SV39(MA)	14SV39(MA)	14SV39(MA)			GFN372(VT)	GFN372(VT)	
	KFD9537(PA)			O73JEM(OR)	O73JEM(OR)	O73JEM(OR)			3085VG(ME)	3085VG(ME)	
	GFN372(VT)			EWT477(VT)	EWT477(VT)	EWT477(VT)			GGN568(VT)	GGN568(VT)	
	FMP147(VT)			HMY7475(NY)	HMY7475(NY)	HMY7475(NY)			GPN988(VT)	GPN988(VT)	
	CBE3398(NY)			CBE3398(NY)	EXC7984(NY)	358ONW(CA)			DWF560(VT)	6XET158(CA)	
	GHF190(VT)			GHF190(VT)	GHF190(VT)	GHF190(VT)			925UTB(WI)	925UTB(WI)	
	FTG769(VT)			FTG769(VT)	FTG769(VT)	GWH932(VT)			GXT255(VT)	GXT255(VT)	
	AF92325(CT)			AF92325(CT)	AF92325(CT)	62466(VT)			CSB246(VT)	CSB246(VT)	
	4JB154(MA)			4JB154(MA)	4JB154(MA)	4JB154(MA)			4JB154(MA)	4JB154(MA)	
	EPM691(VT)			GRA683(VT)	GRA683(VT)	GRA683(VT)			GRH580(VT)	GRH580(VT)	
	GCX630(VT)			3085VG(ME)	3085VG(ME)	GMC503(VT)			DDX396(VT)	DDX396(VT)	
	GXR285(VT)			GXR285(VT)	GXR285(VT)	GXR285(VT)			GXR285(VT)	GXR285(VT)	
	GRY132(VT)			GRY132(VT)	GRY132(VT)	GRY132(VT)			GRY132(VT)	GRY132(VT)	
	GTF184(VT)			GTF184(VT)	GTF184(VT)	GTF184(VT)			GXS446(VT)	GXS446(VT)	
	7PGA30(MA)			7PGA30(MA)	7PGA30(MA)	7PGA30(MA)			7PGA30(MA)	7PGA30(MA)	
	928VR8(MA)			6XET158(CA)	6XET158(CA)	6XET158(CA)			719ZFG(CT)	719ZFG(CT)	
	3KF421(MA)			DSD279(VT)	DSD279(VT)	DSD279(VT)			DSD279(VT)	DSD279(VT)	
	GKC464(VT)			JYR3724(PA)	JYR3724(PA)	JYR3724(PA)			JYR3724(PA)	GT964(VT)	
	K71CCN(NJ)			K71CCN(NJ)	K71CCN(NJ)	K71CCN(NJ)			K71CCN(NJ)	K71CCN(NJ)	
	GXT289(VT)			GXT289(VT)	GXT289(VT)	GXT289(VT)			GXT289(VT)	GXT289(VT)	
	GRH819(VT)			GRH819(VT)	GRH819(VT)	GRH819(VT)			FHV9454(NY)	FHV9454(NY)	
	JYR3724(PA)			1BE954(MA)	1BE954(MA)	1BE954(MA)			1BE954(MA)	1BE954(MA)	
27											
Total Spaces											
% Spaces Used	111%				111%				111%		
Resident											
Transient					26%					15%	



CITY OF BURLINGTON, VERMONT
BRADLEY STREET NEIGHBORHOOD MEETING

c/o Department of Public Works
645 Pine Street, Suite A
Post Office Box 849
Burlington, VT 05402-0849

802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov

Inquiries:
Phillip Peterson
802.865.5832
ppeterson@burlingtonvt.gov

Wednesday, August 30th, 2017 at 6:00 PM

Fletcher Free Library – Fletcher Room
235 College Street – Burlington, VT

–AGENDA–

- 1. Opening Remarks**
 - a. Chapin Spencer
- 2. Resident Only Parking on Bradley Street – 10 minutes**
 - a. Phillip Peterson presenting
- 3. Public Forum**
- 4. Adjourn**

Bradley Street Resident Only Parking - Public Meeting – 8/30/2017

Attendees: Passed sign in sheet around. Chapin, Phillip, Dave (note taker). Total in attendance: 11

Meeting started at 6:00 PM

Introductions

Chapin opened up the meeting and explained the process for ROP.

Phillip updated the meeting with the status of the project. Discussed SOP, RPP, and went through the draft memo to the DPW Commission he has prepared.

Question concerning enforcement. Three-day enforcement. Police go out, put a notice on the car, then the clock starts. It is a complaint driven process.

How would ROP parking be enforced? Jon King has indicated he does have the personnel to support this.

The options are new, and come from the RPP plan adopted by the DPW Commission last year February 2016. Before this, it was easier to get ROP. DPW is now challenged to enforce this new plan.

How did DPW come up with four hours? It was less than 8 but more than 0. 4 hours seemed like a reasonable time.

One resident was concerned BPD would not be able to catch those parking more than four hours. Homeowners and transient people have different needs. One resident thinks four hours is excessive. CS said it is a \$75 ticket. Twelve-hour window will ensure there will be daily turnover. CS feels four hours is a reasonable time for people to do their business and return. CS says it is easier to strengthen ROP, and difficult to roll it back. It can always be ratcheted up if need be, but very difficult to go back. One resident okay with the four-hour change, knowing there is an option to come back and reassess.

Resident says he hears that DPW is willing to work with them, as any change moves the issue forward. DPW could follow up within a year to make sure this change is working. COB can't control who does and does not park in their driveways. CS recommends DPW take counts as to how many cars are actually parked in their driveways. Everyone felt DPW should reassess after a year. This should be built into the DPW commission recommendation.

Would the tags for Residents be permanent stickers or what? CS says this is still under discussion, but for now they would be permanent stickers, but could go to hanging tags. Under the current program, anyone living at any one property, could have a sticker/hang tag. One unit per property, could get up to four stickers/tags. With more units, the number of stickers decreases per unit so as not to overwhelm the parking situation.

Adam doesn't think this will resolve the entire issue, but will assist the residents in parking. One resident said there are 30-something parking spaces on Bradley St. A result of this will be more eyes on the street. One resident said drawing the brackets on the streets would help, and they have painted their own lines to delineate the parking in front of their home. People have parked in front of their driveway in the past. They would like to have the brackets painted to delineate the parking spots.

Schedule; CS/PP indicated this can be put on the commission for September 20th (the 6 am to 6 pm option). It is recommended the residents come to the next commission meeting to support the change. Everyone voted to go with the 6 am to 6 pm option.

Some residents feel there is going to be more pressure on parking due to all of the changes occurring downtown, and losing spots during construction. Care Share vehicles are allowed to park in RPP areas around the City.

This change will be for seven days a week.

Phillip to capture all this in a revised memo to the DPW Commission for the September 20th commission meeting.

Phillip Peterson

From: Lee, Emily A - BURLINGTON VT <emily_lee@ml.com>
Sent: Wednesday, February 01, 2017 4:20 PM
To: Phillip Peterson
Cc: Anne Brena
Subject: Driveway encroachment

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,
Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.
NMLS ID: 86830

60 Lake Street
Burlington, VT 05401
802-660-1022
fax:802-318-4255
emily_lee@ml.com

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message.

Phillip Peterson

From: Anne Brena <anne.brena@gmail.com>
Sent: Wednesday, February 01, 2017 9:09 PM
To: Lee, Emily A - BURLINGTON VT
Cc: Phillip Peterson
Subject: Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <emily_lee@ml.com> wrote:

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,

Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.

NMLS ID: 86830

60 Lake Street
Burlington, VT 05401

[802-660-1022](tel:802-660-1022)

fax: [802-318-4255](tel:802-318-4255)

emily_lee@ml.com

Phillip Peterson

From: Phillip Peterson
Sent: Thursday, February 02, 2017 7:46 AM
To: Anne Brena; Lee, Emily A - BURLINGTON VT
Cc: King, John
Subject: RE: Driveway encroachment
Attachments: DrivewayEncroachmentFlyer.pdf

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department jkking@bpdvt.org (802) 540-2185, I will include him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

Phillip Peterson, Engineering Technician
Burlington Department of Public Works
645 Pine Street
Burlington, VT 05402
802-865-5832 (phone)
ppeterson@burlingtonvt.gov

"Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act."

From: Anne Brena [mailto:anne.brena@gmail.com]
Sent: Wednesday, February 01, 2017 9:09 PM
To: Lee, Emily A - BURLINGTON VT <emily_lee@ml.com>
Cc: Phillip Peterson <ppeterson@burlingtonvt.gov>
Subject: Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <emily_lee@ml.com> wrote:

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradley Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,

Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.

NMLS ID: 86830

60 Lake Street
Burlington, VT 05401

[802-660-1022](tel:802-660-1022)

fax: [802-318-4255](tel:802-318-4255)

emily_lee@ml.com

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message.

Phillip Peterson

From: King, John J. <jking@bpdvt.org>
Sent: Thursday, February 02, 2017 8:09 AM
To: Phillip Peterson; 'Anne Brena'; 'Lee, Emily A - BURLINGTON VT'
Subject: RE: Driveway encroachment

Checked the driveway this morning (Feb 2) no NY car blocking driveway however there was a Vermont Car. Vehicle issued a ticket, was not towed at this time. Also checking all cars in that block for any that appear have not moved in last three days.

John

From: Phillip Peterson [mailto:ppeterson@burlingtonvt.gov]
Sent: Thursday, February 02, 2017 7:46 AM
To: Anne Brena; Lee, Emily A - BURLINGTON VT
Cc: King, John J.
Subject: RE: Driveway encroachment

Anne and Emily,

You are correct Anne. I have been doing plate counts on your street for the past week, and I have noticed a few cars have not moved at all. As it turns out, I am an engineer but I do not do enforcement. The person you need to talk to is John King, he is the Parking Enforcement Manager for the police department jking@bpdvt.org (802) 540-2185, I will cc him on this email as well. I attached the City's new encroachment policy.

Kind Regards,

Phillip Peterson, Engineering Technician
Burlington Department of Public Works
645 Pine Street
Burlington, VT 05402
802-865-5832 (phone)
ppeterson@burlingtonvt.gov

"Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act."

From: Anne Brena [mailto:anne.brena@gmail.com]
Sent: Wednesday, February 01, 2017 9:09 PM
To: Lee, Emily A - BURLINGTON VT <emily_lee@ml.com>
Cc: Phillip Peterson <ppeterson@burlingtonvt.gov>
Subject: Re: Driveway encroachment

Also I believe vehicles parked on the street must move at least 25 feet every three days. Parked cars in the same spot for days on end is a common problem on this street.

Anne Brena

On Wed, Feb 1, 2017 at 4:19 PM, Lee, Emily A - BURLINGTON VT <emily_lee@ml.com> wrote:

Hello DPW-

There has been a red Subaru with NY plates parked blocking my driveway for 7 days. I live at 39 Bradle Street. Are you enforcing the driveway encroachment rules or do I need to report each incident?

Thank you,

Emily

Emily Annick Lee

Financial Advisor
Merrill Lynch, Pierce, Fenner & Smith, Inc.
Bank of America, N.A.

NMLS ID: 86830

60 Lake Street
Burlington, VT 05401

[802-660-1022](tel:802-660-1022)

fax: [802-318-4255](tel:802-318-4255)

emily_lee@ml.com

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message.

Phillip Peterson

From: Allison Sawyer <sawyerallison96@gmail.com>
Sent: Saturday, February 04, 2017 4:34 PM
To: Phillip Peterson
Subject: Bradley Street

Hello,

My husband, child, and I live on Bradley street and we are very for resident only parking on our street. We watch every day as tourist's and workers park on our street to have free parking close to downtown. It is incredibly frustrating and often we have to park over 4 blocks away. With a newborn that is extremely hard would love for the street to be resident only. Thank you !!!

-Allison Sawyer

Phillip Peterson

From: Diane Flowers <deflowers21@gmail.com>
Sent: Sunday, February 05, 2017 11:49 PM
To: Phillip Peterson
Subject: Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback about having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for years as a student and then a working professional, I would be in favor of having Bradley street designated as resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you
Diane Flowers

Phillip Peterson

From: Diane Flowers <deflowers21@gmail.com>
Sent: Sunday, February 05, 2017 11:49 PM
To: Phillip Peterson
Subject: Bradley st resident parking

Hello,

My name is Diane Flowers and I live at 28 Bradley st. I received a letter in the mail asking for feedback around having Bradley st potentially becoming residential parking. As someone who has lived on Bradley street for years as a student and then a working professional, I would be in favor of having Bradley street designated as resident parking. I always have to search for off street parking and sometimes park my car as far as N. Winooski street. It would make me feel a lot safer knowing that I could have more accessible parking on the street that I reside on.

please feel free to contact me with any other questions.

Thank you
Diane Flowers

Phillip Peterson

From: Liam Murphy <liaml5inc@hotmail.com>
Sent: Tuesday, February 07, 2017 8:10 PM
To: Phillip Peterson
Cc: Liam Murphy
Subject: Bradley Street residential parking

Mr. Peterson:

I have a six unit rental property at 71 South Willard, on the corner of Bradley. Both the driveway and the garage are located on Bradley Street, and there is an entrance to the building on Bradley as well.

I would support Bradley Street becoming residential parking ONLY if my tenants who do not have parking the garage or driveway could also get residential parking stickers. Several years ago the city eliminated parking from one side of South Willard Street, so restricting Bradley to residential only and not including residential parking stickers for tenants would create even more parking hardship for them.

It was not clear from your memo whether you would only give residential stickers to Bradley Street residents. Since half of my tenants use the rear entrance, they should be able to have residential parking stickers for Bradley.

Please call or email me if you have questions.

Thank you for your time,

Laura Murphy
802-999-4942

Liam and Laura Murphy L5, Inc

Phillip Peterson

From: Jay Nickerson <greenmountainrunner@gmail.com>
Sent: Sunday, February 12, 2017 4:11 PM
To: Phillip Peterson
Subject: Bradley Street: Resident Only Parking

Hello, Mr. Peterson.

Thank you for your letter regarding the possibility of designating Bradley Street a Resident Only Parking zone.

I wholeheartedly agree that this street should receive this designation. Parking is often an issue. I frequently need to 'roam the streets' looking for a parking spot, especially when school is in term.

Thank you for considering the change.

Jay Nickerson
12 Bradley Street
#3

--

"There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self." ~ Ernest Hemingway

"Sail the main course in a simple sturdy craft. Keep her well stocked with short stories and long laughs. Go fast enough to get there but slow enough to see. Moderation seems to be the key." ~ Jimmy Buffett

Phillip Peterson

From: Bob Zimmer <bobzimmer@msn.com>
Sent: Wednesday, February 22, 2017 10:36 AM
To: Phillip Peterson
Subject: Bradley St. parking

Hi Phillip,

As a landlord on Bradley St., I would be in favor of making Bradley St. a resident only parking street.

Regards,
Bob Zimmer
18 Bradley St.

Phillip Peterson

From: Sarah Noel <sarahmarienoel@gmail.com>
Sent: Monday, February 27, 2017 3:13 PM
To: Phillip Peterson
Subject: Bradley Street Parking

Dear Phillip,

This e-mail is being sent in response to your letter requesting feedback on whether or not Bradley Street should be designated resident only parking. I moved to 14 Bradley Street in November, and my landlord does not offer off street parking. I love living here, but the one major issue is, hands down, parking. Being sandwiched between downtown and the university means a lot of people park here during the day and don't leave until nighttime rolls around, leaving few options for us residents who come home from work before classes are over. It's rare that I actually find a spot on Bradley; usually I'm only able to locate something a few blocks away. That's all to say that I would be thrilled if DPW designated resident only parking for Bradley Street! Thank you for your time.

Best,
Sarah Noel

Phillip Peterson

From: Mike Billig <mikeb@scmaps.com>
Sent: Friday, March 03, 2017 9:01 AM
To: Phillip Peterson
Subject: Bradley Street resident only parking

Hello Mr. Peterson,

I am writing in response to the letter you sent recently regarding the possibility of Bradley Street parking becoming resident only. I would love to see Bradley Street designated as resident only. The parking difficulty has had me considering requesting resident only parking for the street since moving here, but somebody beat me too it. The congestion that results from Bradley Street's location between downtown and the University often means that several city blocks need to be circled to find a parking spot during the day, which can take 20+ minutes on some days and usually results in the car being parked several blocks away in a spot that would otherwise be used by a resident of the area.

Thank you,
Mike Billig (14 Bradley Street)

Phillip Peterson

From: Anne Brena <anne.brena@gmail.com>
Sent: Tuesday, April 25, 2017 8:51 AM
To: Phillip Peterson
Cc: E Lee; Adam Roof; Adam Roof; Bill Church; Jay Williams; Im_goebel
Subject: Fwd: Resident Only Parking Petition

To Mr Peterson:

Please see my forwarded email below from March 26 regarding the petition for resident only parking on Bradley Street that we submitted in January.

I have not received any further information about this and I'm wondering if the petition is still being reviewed.

Thank-you for your help,

Anne Breña
34 Bradley Street

----- Forwarded message -----

From: Anne Brena <anne.brena@gmail.com>
Date: Sun, Mar 26, 2017 at 3:25 PM
Subject: Re: Resident Only Parking Petition
To: Phillip Peterson <ppeterson@burlingtonvt.gov>

Hi Mr. Peterson:

I haven't heard the determination on the parking petition request for resident only parking.

Do you have an expected timeline for this?

Thanks-you,

Anne Breña

On Wed, Jan 25, 2017 at 11:17 AM, Phillip Peterson <ppeterson@burlingtonvt.gov> wrote:

Ms. Brena,

I am writing you in regards to the resident only parking petition you submitted for your neighborhood. I would like to thank you for this detailed request. I am familiar with this issue as we have several similar issues currently in the system.

I am busy with several projects at this time; nevertheless I hope to do a detailed site visit by next week. In the meantime, there are policies in place that may specifically deal with some of your issues. I have attached a flyer that explains the City's new driveway encroachment policy and procedures; which was passed by the Department of Public Works.

Works Commission on October 19, 2016. I am hopeful this will address some of your concerns. Please contact me should you have any questions.

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

645 Pine Street

Burlington, VT 05402

[802-865-5832](tel:802-865-5832) (phone)

ppeterson@burlingtonvt.gov

"Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act."

From: Anne Brena [mailto:anne.brena@gmail.com]

Sent: Tuesday, January 24, 2017 3:59 PM

To: Phillip Peterson <ppeterson@burlingtonvt.gov>

Subject: Re: Resident Only Parking Petition

Yes, I am.

Is there a problem with it?

Thanks for the confirmation e-mail.

Anne Breña

34 Bradley Street

On Tue, Jan 24, 2017 at 3:39 PM, Phillip Peterson <ppeterson@burlingtonvt.gov> wrote:

Ms. Brena,

Good afternoon. I just received a Resident Only Parking Petition for your neighborhood. Are you the co person for this petition?

Kind Regards,

Phillip Peterson, Engineering Technician

Burlington Department of Public Works

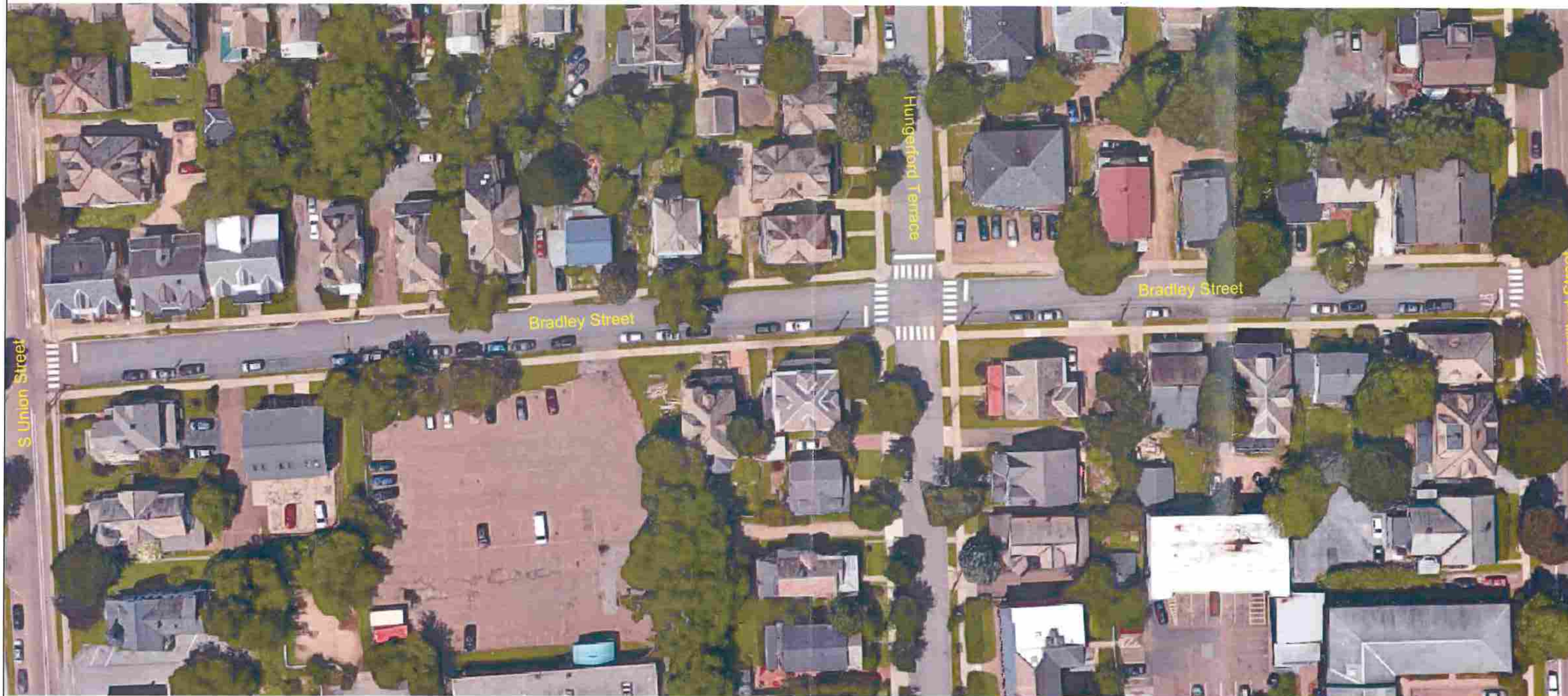
645 Pine Street

Burlington, VT 05402

[802-865-5832](tel:802-865-5832) (phone)

ppeterson@burlingtonvt.gov

“Please note that this communication and any response to it will be maintained as a public record and may subject to disclosure under the Vermont Public Records Act.”



NOTES:

Staff Recommends the Commission adopt

1. Installing all time resident parking on Bradley Street.
2. Non-residents shall not park a vehicle for a period longer than four (4) hours from 6:00 a.m. to 6:00 p.m.; this four (4) hour time limit shall not apply to residents with a valid residential parking sticker properly displayed or to visitors at a residence with a valid guest pass properly displayed.
3. No person shall park any vehicle at any time in the following locations: On the north side of Bradley Street.



SCALE: 1" = 60'



**BRADLEY STREET
RESIDENT PARKING**



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094

DESIGNED PMP	RFS 1410
DRAWN PMP	SCALE 1"=60'
CHECKED DA	DRAWING
DATE	



MEMORANDUM

September 20, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician *PMA 9/14/17*

CC: David Allerton P.E., Public Works Engineer *DA 9/14/17*

RE: Allen Street Signage

Recommendations:

Staff recommends the Commission adopt:

- No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof: In front of 20 Allen Street.
- No person shall park a vehicle for a period longer than four (4) hours between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday in the following locations: The north side of Allen Street.

Background:

Staff received a request in June 2017 from Michael Monte COO/CFO of Champlain Housing Trust (CHT), requesting the parking regulations on Allen Street be adjusted to meet the needs of a new development. CHT is in the process of redeveloping the St. Joseph School. On behalf of the tenants, CHT is requesting a review and change to the ordinance for Allen Street as follows:

1. CHT is requesting the four 15-minute parking spaces in front of St. Joseph School remain in place to support the drop-off and pick-up of two daycares in the building.
2. CHT is requesting the accessible space in front of 39 Allen Street be relocated to the middle of St. Joseph School so disabled tenants have access to the elevator.
3. CHT is requesting removal of the No Parking zone on the north side of Allen Street between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays and allow four-hour parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street.

Observations:

1. **Street Characteristics:** Allen Street is a 28-foot-wide medium volume residential one-way street with parking restrictions on both sides of the street. There is no parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street. There are four (4) 15-minute parking spaces in front of St. Joseph's School on the north side of Allen Street. Allen Street is a designated school zone. There are no meters on Allen Street.
2. **Public Outreach:** Staff distributed twenty flyers to the homes, church, and businesses on Allen Street on June 20th, 2017. Staff received six responses from local residents, all of the respondents support the proposed changes to the traffic regulations on Allen Street. Two of the respondents expressed interest in having unrestricted parking on the north side of Allen Street. Given the close proximity to the downtown core staff believe a four-hour time limit is appropriate and will not change the original proposal.
3. Staff consulted the Burlington Fire Department (BFD) to ensure emergency services would not be impaired by the proposed changes on Allen Street. Battalion Chief Barry Simays concluded the proposed changes would have no impact on BFD operations.

Conclusions:

Staff recommend the DPW commission approve the relocation of the accessible space from 39 Allen Street to 20 Allen Street. Staff also recommends the four 15-minute spaces in front of St. Joseph School be maintained; staff recommend this due to the two daycares in St. Joseph School. In order to balance the parking needs of the public and granting local residents access to their homes, staff is recommending no person shall park a vehicle for a period longer than four (4) hours between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday on the north side of Allen Street.



June 15, 2017

Philip Peterson, Engineering Technician
Department of Public Works
645 Pine Street
Burlington, Vermont 05401

Good Morning!

CHT is in the process of redeveloping the St. Joseph School. Upon review, it seems that the signs on the street date back to when there was a school in operation, specifically on the North side of the street.

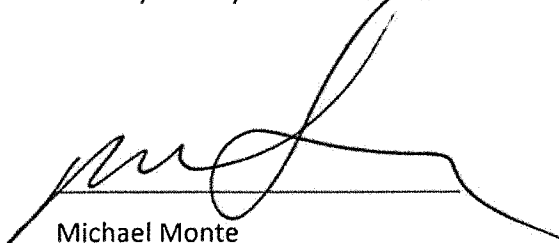
Currently:

- There are "No Parking signs from Monday to Friday from 7:00 AM to 4:30 PM" in two different locations;
- There is a "Neighborhood Special" Bus sign attached to a DPW Pole. The Neighborhood Special no longer runs to that location;
- There is a small area of the street that allows for "15-minute parking"; and
- According to some residents, many downtown works currently park on the street.

On behalf of the tenants of the building (Robins Nest Day Care, The Family Room, AALV and Burlington Parks and Recreation), CHT is requesting a review and change to the ordinances for Allen Street, as follows:

- Four (4) 15-minute parking spaces for drop off and pick up for day care, located from approximately the middle of the building heading west;
- One (1) Handicapped space located approximately in the middle of the building near the elevator; and
- Spaces allowing 4-hour parking, both on the North Side of the street in front of the property and in front of the Church; Several of the organizations provide morning and afternoon workshops.

Thank you for your time and consideration. Please let me know if you need anything additional.



Michael Monte
COO / CFO

6/26/2017

Thank you for contacting us in regards to the request for changes on Allen Street submitted by Champlain Housing Trust. Upon the completion of our review we have no objection with their requests as indicated below:

Four 15 Min parking spaces in front of St. Joseph School remain in place

Accessible space in front of 40 Allen St. be relocated to the middle of St. Joseph School.

Removal of No Parking zone on the north side of Allen Street and allow four-hour parking.

Peter Beauregard
Superintendent of Properties
Catholic Cathedrals, Burlington Vt.

6/22/2017

Dear Mr. Peterson,

I support the plan of removing the accessible parking space in front of 39 Allen Street and removing the 'no parking' status in front of the school.

Thanks!

Susan Fawcett
Allen St. Resident

6/22/2017

Hi Phillip,

I am the director at Robin's Nest Children's Center, we can not see any problems with the proposed parking changes and think they will ultimately improve accessibility.

Thank you,
Tanya

6/20/2017

Good evening Mr. Peterson,

As the school on Allen St is redeveloped, I am glad the city is updating parking rules on Allen St. The relocation of the accessible parking space is an excellent idea - I believe the parking spot is currently in front of 39 Allen Street.

I also appreciate the re-design of the parking rules on the north Side of Allen Street. Much of that parking is directly in front of residences - perhaps the 4 hour limit could be shifted to only the spaces directly in front of the school, with unlimited parking in front of the houses on the eastern end of Allen St.

Best regards,

Aaron Schwartz
39 Allen St

6/20/2017

Hello Mr. Peterson,

I received the letter that was distributed to Allen Street residents today regarding the proposed parking plan, and I wanted to ask a couple of questions. As you may recall, you and I had a conversation early this spring about the possibility of removing the accessible parking space in front of 39 Allen St., and I reached out to the St. Joseph's church and got their support to have this space removed. I believe this is the same space that you are referring to in your letter (although it is referred to in the letter as being in front of 40 Allen St., which is across the street from the space). If that is, in fact, the space in question, I fully support moving it to the front of the school, where it will be of greater benefit to those who truly require accessible parking.

My second question pertains to the change of the No Parking zone into a 4-hour parking zone on the north side of the street. Would this 4-hour parking zone pertain to the entire North side of the street, or just to the area in front of the St. Joseph's School and the neighboring park? I fully support changing the no parking to 4-hour parking, but I'm wondering if it would be possible to remove the 4-hour daytime parking restriction for the portion of the street that is in front of the residential units at the east end of Allen St.? These units house a lot of residents and there are a lot of cars competing for street parking. Because of the very sporadic parking enforcement that happens on Allen St., many residents just leave their cars in these spaces all the time, despite the current daytime restriction. (A similar phenomenon occurs with folks parking in the accessible spot in front of my house). I believe that this would continue to happen with a 4-hour time limit, so unless the city is planning to enforce the parking rules with more regularity, I would suggest removing all parking restrictions on the eastern end of allen st. (the portion in front of 40 and 44 Allen st.). The 4-hour parking zone could end at the fence bordering the St. Joseph's park.

Thanks for your hard work on this plan. It's definitely an improvement over what we currently have.

Regards,

Liz Carson
39 Allen Street

Phillip Peterson

From: Barry Simays
Sent: Tuesday, September 05, 2017 1:32 PM
To: Phillip Peterson
Cc: David Allerton
Subject: RE: Returning your voice mail message

Philip,

Following a site visit this afternoon at 20 Allen St., here are my responses in red:

1. CHT is requesting the four 15-minute parking spaces in front of St. Joseph School remain in place. **No impact on FD operations, existing parking condition to remain.**
2. CHT is requesting the accessible space in front of 39 Allen Street be relocated to the middle of St. Joseph School so disabled tenants have access to the elevator. **No impact on FD operations, a parking space exists in that location currently. Consistent with ADA guidelines.**
3. CHT is requesting removal of the No Parking zone on the north side of Allen Street between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays and allow four-hour parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street. **I don't know what triggered this "No Parking" sign originally, but from what I could see on site, this one parking space does not impact our ability to access the field on the east side of 20 Allen St through the existing gate. Access to this area through the gate shall be maintained clear for emergency vehicles.**

It is important to note that Allen St., a long standing pre-existing condition with parking on both sides of the street has a travel width of the road of 12 feet with vehicles parked in established spaces (in clear conditions, no snow/snowbanks/ice present). Any additional modifications to this street shall not reduce travel width lower than this distance for maintaining emergency vehicle access. I interpret your statement of CHT's request as an adjustment of existing parking spaces and conditions.

BC Barry Simays, *CFPS, CFI, IAAI-FIT*
Fire Marshal
Burlington Fire Department
132 North Avenue
Burlington, VT 05401
(802) 864-5577
(802) 658-7665 (Fax)
bsimays@burlingtonvt.gov

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

From: Phillip Peterson
Sent: Thursday, August 31, 2017 12:47 PM
To: Barry Simays <BSimays@burlingtonvt.gov>
Cc: David Allerton <dallerton@burlingtonvt.gov>
Subject: RE: Returning your voice mail message



NOTES:

Staff recommends the following

- The accessible space in front of 39 Allen Street be relocated to the front of St. Joseph School.
- The four 15-minute parking spaces in front of St. Joseph School remain in place.
- Remove the No Parking zone on the north side of Allen Street between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays and allow four-hour parking between the hours of 7:30 a.m. and 4:30 p.m., Mondays through Fridays on the north side of Allen Street.



SCALE: 1" = 40'



ALLEN STREET PROPOSED
TRAFFIC REGULATION CHANGES



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9084

DESIGNED PMP	RFS 1626
DRAWN PMP	SCALE 1"=40'
CHECKED DA	DRAWING
DATE	



MEMORANDUM

September 12th, 2017

TO: Public Works Commission

FROM: Anna Wyner, Transportation Planning Intern

CC: Nicole Losch, Senior Transportation Planner

RE: North Union Parking between Loomis Street and Grant Street

Recommendations:

Staff recommends that the Commission retain 10 parking spaces on Union Street between Loomis Street and Grant Street starting at 50 feet from the Grant Street intersection.

Background:

The Old North End (ONE) Neighborhood Greenway is a 1.2-mile network of neighborhood streets connecting UVM's campus with Battery Park, an important east west route. Neighborhood Greenways are streets with low vehicle volumes and speeds, designed to prioritize bicycling and enhance conditions for walking as well as increase safety for all on the road.

On July 19th, 2017 the Public Works Commission approved DPW's request to remove 10 parking spots on Union Street between Loomis Street and Grant Street to provide space for a southbound, contraflow bike lane to connect the Greenway for westbound bike traffic. The Commission motion also directed staff to evaluate design adjustments.

As a result, DPW evaluated an alternative route that was suggested by a landlord in the neighborhood. This alternate route will allow parking to remain on Union Street but presented two potential conflict points for people bicycling and making left turns. Staff visited the site to evaluate design options that would minimize these potential conflict points. After evaluating concepts for protected left turns with public works engineers, staff determined that this alternate route is a viable option. This will allow the 10 parking spaces to remain on Union Street. The alternate route will direct westbound bike traffic down Greene Street to Hickok Place and up North Union Street. Eastbound bike traffic will continue along the original route (see image below).



Observations:

1. North Union Street is a one-way northbound collector, which has parking on the west side, although the parking spaces are not marked.
2. North Union Street has an existing seven-foot wide northbound buffered bike lane on the east side (this will be a protected bike lane in 2017).
3. Loomis Street is a two-way residential street, which has unmarked parking on the south side.
4. The intersection of Loomis Street and Green Street is uncontrolled.
5. Greene Street is a southbound one-way residential street, which has unmarked parking on the west side.
6. The intersection of Greene Street and Hickok Place is stop controlled.
7. Hickok Place is a two-way residential street, which has unmarked parking on the south side.

Outreach:

Staff sent out mailings on September 8th, 2017 to the residents and property owners on North Union Street between Loomis Street and Grant Street. We requested feedback by noon September 20th, 2017.

Staff has received:

- One supportive email 09/09/17

We will present any additional feedback staff has received at the meeting on September 20th, 2017.

Conclusions:

Although the alternate route has two additional conflict points, the protected left-turns should make this a low-stress option which staff will continue to evaluate. While staff evaluated this alternate route, the ordinance to remove the 10 parking spaces on Union Street between Loomis Street and Grant Street was not posted. If the Commission approves staff's recommendation, no action will be taken to restrict parking on Union Street for this project. The only parking impacts with the ONE Neighborhood Greenway will occur on North Champlain Street between Sherman Street and Peru Street, which was approved by the Commission on June 6th, 2017 (restricting three parking spaces).



City of Burlington

Department of Public Works

Technical Services Engineering Division

645 Pine Street, Suite A

Burlington, VT 05402

P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450

www.burlingtonvt.gov/DPW

Memo

Date: September 13, 2017

To: Public Works Commission

*From: Nicole Losch, PTP, Senior Planner
Elizabeth Gohringer, Associate Planner
Phillip Peterson, Engineering Technician / Interim Excavation Inspector
Dave Allerton, Senior Engineer
Norm Baldwin, Assistant Director
Chapin Spencer, Director*

Subject: Process Improvement for Traffic Calming and Traffic Requests

Recommendation

Staff recommends the Commission make a motion to:

Endorse the process improvement efforts led by Cope & Associates and discuss the draft report at the October 2017 meeting of the Public Works Commission.

Background

The Department of Public Works (DPW) manages two programs (among others) within the Engineering Division:

1. **Traffic Requests:** typically address regulatory, stand-alone changes related to parking, signs, and small roadway improvements. New requests average 6 each month, and staff is generally able to close an average of 9 each month. Some requests are simple, while others are complex and take longer to resolve. As a result, there is an average of 68 open traffic requests with a goal to reduce this number, expedite the process, and improve customer service.
2. **Traffic Calming and Neighborhood Enhancements:** this program was established in the late 1990's and has not been updated since the early 2000's. Requests are neighborhood-initiated and require 1/3 of the neighborhood to support the request for traffic calming. Projects are advanced in the order they are received. It takes 1-2 years to begin a project after the petition is submitted, and takes approximately 4 years to advance to construction after the neighborhood petition is submitted. Usually staff manage two traffic calming projects, leaving an average wait-list of 5 projects waiting to begin the process.

There is overlap between the Traffic Request program and the Traffic Calming program. For example, a resident may request stop signs, but may not indicate that the reason is to slow traffic. In that case, the traffic request process would apply the stop sign warrant analysis, may find that stop signs are not warranted, present this to the customer and the Commission, only to have the customer then ask for traffic calming.

Process Improvements

In early summer 2017, the DPW hired Cope & Associates to develop an understanding of the existing programs and recommend improvements. Their work will assess the organizational structure, the processes used to advance projects, and the strategy to advance change. The goals of a unified, streamlined program are to:

- Evaluate requests thoroughly, in a timely manner, and with consistency
- Advance projects that improve efficiency, safety, and community
- Streamline and simplify the process for residents, including one clear path for requests initiated by the community
- Improve internal coordination
- Clarify roles and responsibilities
- Follow a clear decision making process with the Public Works Commission, aiming for resolution at one meeting
- Update our “toolbox” of solutions and have information accessible
- Fund the program to meet these goals
- Advance the City’s vision of the transportation system
- Ensure the process allows for better understanding of the underlying issues or problems that initiate requests for traffic calming or traffic regulations
- Ensure flexibility in design and regulations to address concerns
- Plan for project triage before assignment

To date, the Cope & Associates team has conducted 10 interviews with staff, Commission members, and the community; they’ve reviewed and mapped our current program information and processes; and are now moving into an analysis of the programs’ strengths, weaknesses, opportunities, and threats to identify ways to redesign the process, policies, and forms for an improved program.

This information will be packaged into a report that will be presented to the community and the Commission at the October meeting of the Public Works Commission.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY

www.burlingtonvt.gov/dpw

MEMORANDUM

To: DPW Commissioners

Fr: Chapin Spencer, Director
Nicole Losch, Senior Planner
Rob Goulding, Public Information Manager

Re: **Draft Public Engagement Plan**

Date: September 13, 2017

Attached, please find our department's draft Public Engagement Plan.

The City Council directed us to develop a document that lays out our department's approach to public engagement for the range of projects we undertake. The Commission's input is most welcome.

The City Council's Transportation Energy & Utilities Committee met on September 13 to review this draft. We will be presenting the next version to them on October 17, 6:30pm at 645 Pine Street. We will bring the next version to you at the October Commission meeting the following night.

Don't hesitate to contact us with any questions prior to Wednesday's meeting.



We steward Burlington's infrastructure and environment by delivering efficient, effective and equitable public services

Public Engagement Plan

OVERVIEW

Burlington is a dynamic and diverse city with residents who deserve and expect well planned, well-built and properly maintained infrastructure. With a population of 42,000 that grows to over 100,000 during the day, the city has a wide range of residents, business owners, students, commuters and tourists who come to rely on DPW-provided services and infrastructure. From recycling and street maintenance to the implementation of long-term capital projects, our neighbors and visitors should have meaningful opportunities to be informed, to provide input and to make recommendations to DPW's planning process.

This plan uses the Community, Economic, and Development Office's civic engagement worksheet as a guide and directly references their 'Core Values of Civic Engagement', and provides a step toward helping DPW achieve its public engagement goals while continuing to build Burlington. This plan will evolve as public engagement tools expand and as DPW and the community refine the public engagement process.

CORE VALUES OF CIVIC ENGAGEMENT

- **Respect:** Approach decisions openly, regardless of differences; clearly articulate participation ground rules.
- **Inclusiveness and equity:** Involve people most impacted; respect culture and language differences.
- **Easy participation:** Create milestones; lots of ways to participate via electronics and in person.
- **Meaningful engagement:** Open and unbiased process; deliberate and feasible options.
- **Mutual accountability:** Honest, respectful, informed discussion; meaningful assessment to measure growth.
- **Transparency:** Act with integrity in open process; access to clear, reliable information.

- **Evaluation:** Regularly assess the use of civic engagement; “lessons learned” are applied to future initiatives.

GOALS

- To provide inclusive, equitable and meaningful opportunities for the public to provide input, to give recommendations and to offer feedback on upcoming, ongoing or completed projects.
- To regularly and reliably provide information to the public about projects that will have an effect on daily life and to do so in a timely and predictable manner.

STRATEGIC INITIATIVES

- **Decision-Making and the role of public input:** Refine internal processes to evaluate capital projects, maintenance work and emergent issues with regard to how, when, where and with whom the public engagement process occurs in a way that meets resident/stakeholder needs while balancing resource constraints. Transition to a degree of standardization so that predictable engagement occurs for similar-type projects.
- **Online Presence:**
 - Build out DPW social media platforms to be a trusted and reliable source of timely information.
 - Construction portal to provide information on all public and private construction projects in the right-of-way to better inform the public and minimize disruptions, with continued refinements to ease of use and aesthetics.
- **Quick Build Program**
 - Expand public engagement tools to include interim projects as engagement and educational opportunities.
 - Build outreach materials and community understanding of the quick-build program, the value of interim improvements, and the value of real-time public engagement.

TOOLS

- Website, DPW’s and/or City’s homepage
- Social Media (Facebook, Twitter)
- Online calendars (DPW’s or Government Meeting calendars)
- DPW Customer Service
- See-Click Fix
- Informational Signs and Brochures
- Door-hangers, Flyers, Letters
- Email notices and Newsletters (Front Porch Forum, CEDO’s Buzz)
- Information/Press Releases
- Construction Portal

- Traffic-Alerts
- Public Meetings / Pop-up Meetings
- Demonstration Projects / Quick-Build Projects
- BTV Stat, Annual Reports
- Other Stakeholder Distribution (CEDO Business outreach, Advocate listservs, BBA)
- Online input tools (map-based, blogs)

STAKEHOLDERS

- Residents: Owners, Tenants, Landlords
- Neighborhood Planning Assemblies
- Council Members
- Public Works Commission
- Businesses: Associations, Owners
- Media
- Colleges: Administration, Students
- City Departments
- Adjacent Communities
- Advocates
- Institutions (e.g. UVMMC)

IMPACTS, EQUITY AND ENGAGEMENT

Upon identifying a project or encountering a project hurdle, DPW staff (project manager, management, public information manager, etc) will consider impacts and equity before deciding on and implementing a public outreach plan. The following assessment will be conducted to decide on the appropriate level of engagement and the additional tools needing to be considered beyond the minimum standards:

1. Who is positively impacted from the project?
2. Who may be negatively impacted and for how long?
3. What are the main concerns, issues and interests of the community?
4. Will any individuals, institutions or groups be disproportionately impacted?
5. Was the project recommended in earlier planning studies which included public engagement? Is additional public input needed or required?
6. Are there any linguistic or cultural barriers to engaging with impacted residents?

SPECTRUM OF ENGAGEMENT

Engagement is not a single process or set of activities, but is both a process and an outcome related to the public's ability to influence the decisions. The engagement process falls on a spectrum, ranging from no decision making ability (Inform) to having power over the final decision (Empower). Where a project falls on the Spectrum of Engagement indicates the highest level of public participation. For projects on the higher end of the Spectrum of Engagement, the tools and strategies at lower levels may also be

utilized as the project progresses through its various phases. See Appendix for a list of specific project types and the minimum level of engagement the public can expect from DPW.

For this plan, the public should be considered stakeholders who are involved in making decisions or informing decisions which will be made by elected and appointed officials.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<i>Engagement strategies may be needed at many levels, depending on the project or its phase.</i>	Provide the public balanced and objective information.	Obtain public feedback (usually indirectly) on analysis, concepts/alternatives, or decisions.	Work directly with the public to understand concerns and aspirations as they are considered for the project.	Co-lead the project in partnership with the public on each aspect of the decision.	Place the final decision in the hands of the public.
Project Types	Minor Maintenance New Crosswalks Adopting Standards	Quick-Build Major Maintenance Road / Sidewalk Reconstruction	Traffic Requests Street Redevelopment New sidewalks	Scoping / Feasibility Studies Corridor Studies	Traffic Calming Special District Projects
Role of the DPW	Share information. Ensure public safety, access, and utility of basic public services that do not have regulatory impacts or change the line/grade of a road.	Indirectly engage the public. Improve public safety, implement projects that have no regulatory impact or impact on traffic distribution.	Directly engage the public. Implement public safety and/or access improvements through regulatory changes or through full reconstruction of a roadway or intersection.	Collaborate to identify a preferred alternative. Facilitate a conversation about transportation improvements.	Ask questions and provide information for informed decision making. Distribute impartial information, usually after engaging the public across the earlier spectrums of engagement
Role of the Public	Receive information	Provide feedback	Share ideas, concerns, and visions	Co-lead Committee or Task Force with	Decision maker

				the DPW	
Tools and Strategies	Website Online calendar Brochures Posters Flyers Displays Press Releases Social Media Email Listserve Newsletters Direct Mailings Door Hangers	Surveys Reports Legal ads Visualization Techniques	Advisory Committees Focus Groups Project Meetings Open Houses Public Forum Times	Coalitions and Partnerships	Ballots (e.g. TIF) Mailed polls

MEASUREMENT & EVALUATION

- Increase in visitors to the Construction Portal
- Increase in visitors to website and social media
- Decrease in amount of new and total active DPW Customer Service inquiries
- Positive tone in media coverage with regard to the quality of the work DPW does and the analysis of its public engagement efforts
- Feedback from the City Council during the next year on overall engagement efforts
- Responsiveness to questions/issues raised through social media or See-Click Fix (SCF)
 - Service Level Agreements depending on work-order

APPENDIX:

DPW undertakes a variety of projects and performs a variety of services in Burlington. Public interest will vary based on the nature of the project and the timing, length and location of it and the engagement strategy should be tailored to meet these needs.

With a degree of standardization and predictability to projects of similar type, this process should be easier to implement and, most importantly, provide better opportunities for the public to become aware of and participate in project planning.

This plan highlights the minimum engagement strategies needing to be considered, but unique circumstances may require different approaches. DPW has and will continue to evaluate the level of impacts of all projects to determine the proper engagement strategy.

INFORM Project Types

Minor Maintenance

- Construction Portal
- Door Hangers to residents if work lasts more than 24 hours or impacts water service; one week ahead of time with anticipated start date and timing
- Website

New Crosswalks

- Social Media
- Website

Adopting Standards

- Website

CONSULT Project Types

Quick Build

- Social Media educational post (detailing what Quick Build is, its potential, its limitations) two weeks ahead of time
- Flyers delivered and/or mailed to residents two weeks before installation
- Project plans on Quick Build website
- Councilor notification 2 weeks before

Major Maintenance / Road Reconstruction

- Fliers for businesses - 2 weeks ahead of time
- Door hangers for residents - 2 weeks ahead of time
- Letters to Residents - 2 weeks ahead of time

-
- Website
 - Social Media
 - Councilor Notification

INVOLVE Project Types

Traffic Requests (SOP on file)

- Printed flyers to residents at least one block from project location
- Notify and share materials with requester five days in advance of community meeting, or as soon as is practical prior to the meeting
- Notify any interested party who provided email five days prior to meeting, or as soon as is practical prior to the meeting

New Sidewalks

- Letters to Residents and Owners two weeks ahead of time
- Website and Construction Portal
- Social Media
- Fliers for businesses - two weeks ahead of time
- Door hangers for residents - two weeks ahead of time
- Councilor Notification

Street Redevelopment

- Project meetings
- Mailings
- Door hangers
- Social media
- Website
- Project website

COLLABORATE Project Types

Scoping Studies, Feasibility Studies, Corridor Studies

- Project Website
 - Project Advisory Committee
 - Public notification of meetings
 - Councilor Notification
-

EMPOWER Project Types

Traffic Calming

- Mail negative poll to neighborhood residents and businesses directly impacted by traffic calming (a negative poll asks people to respond if they do not want the project to advance as proposed).
- Councilor Notification

Special District Project

- Ballot item
- Councilor Notification

Guidance for Written Materials

Flyers, letters, and mailers: include a link to the project website / DPW website and the project manager's contact information



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

MEMORANDUM

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Asset Management Program**
Date: September 14, 2017

Our department's mission reads, in part, "stewarding Burlington's infrastructure". Operating and maintaining many of the City's capital assets is a large part of what we do.

While we have, thanks to voters' support, increased capital funding for the next five years to upgrade much of our aging infrastructure, we simultaneously need a strong ongoing asset management program to ensure we are well maintaining our existing assets so that we minimize failures, reduce customer complaints and increase the life span of our expensive assets.

Owning a car offers a good analogy. While there is a significant expense to purchase the vehicle, it is essential that maintenance be done on a regular basis in order to have the car be reliable and last a long time.

To achieve a greater resiliency with our infrastructure, a number of City departments have been working together to strengthen the City's asset management program. DPW's Water Resources Division has led much of this effort and I want to recognize their leadership.

Before we spend significant additional time developing a more robust asset management program, we want to ensure we have support from the City Council and the DPW Commission. A draft Council resolution is attached. The Transportation Energy & Utilities Committee met yesterday to review the draft resolution and voted to advance it to the City Council. Staff would welcome the Commission's review of this resolution and consider voting to support it as well. The resolution seeks to lay out the many advantages of a strengthened asset management program.

Don't hesitate to contact me, Capital Projects Manager Martha Keenan or Assistant Director – Water Resources Megan Moir with any questions prior to Wednesday's meeting.

Draft City Council Resolution Supporting Asset Management Program & Implementation

Sponsored by the CC Transportation Energy & Utilities Committee

Version: 9-12-17; Drafted by DPW

WHEREAS the City of Burlington manages more than \$500 million in property, infrastructure, facilities, vehicles and equipment assets according to the City's Preliminary Strategic Asset Management Plan completed in 2016; and

WHEREAS these assets are critical to the vitality and sustainability of our community; and

WHEREAS the American Public Works Association defines asset management as "a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of community benefits"; and

WHEREAS the City has long struggled to adequately maintain its capital assets; and

WHEREAS inadequate preventative maintenance activities lead to premature asset failure, reactive repair work, service disruptions, increased long-term costs, and frustrated constituents; and

WHEREAS City staff and policy makers seek to implement a robust asset management program that will protect the capital investments that the City is currently making through its 10 Year Capital Plan; and

WHEREAS such a program will increase the overall resiliency of our infrastructure, improve customer satisfaction, and reduce long-term capital costs; and

WHEREAS BTV Stat has laid an important foundation for a data-driven management approach that can further benefit from a data-driven asset management program; and

WHEREAS a 2016 Preliminary Strategic Asset Management Plan for the City of Burlington found that "Burlington is well-positioned to implement asset management [and] there is strong executive level support"; and

WHEREAS a goal of the Phase II asset management implementation effort will be to procure a cross-departmental computerized maintenance management system (CMMS) that can manage work orders, customer inquiries, asset inventories, and preventative maintenance schedules for assets across the City; and

WHEREAS various General Fund, Special Revenue Fund, and Enterprise Fund budgets have included monies to continue asset management program development in FY'18; and

WHEREAS asset management is a long-term commitment that requires ongoing human, programmatic and capital resources to succeed; and

WHEREAS the Transportation, Energy & Utilities Committee of the City Council unanimously approved forwarding this resolution to the full City Council at its September 13, 2017 meeting;

NOW THEREFORE BE IT RESOLVED, the City Council strongly supports the development of an asset management program within City government to achieve more resilient and cost-effective municipal infrastructure; and

BE IT FURTHER RESOLVED, the City Council supports the Phase II asset management planning and implementation scope of work presented as part of this agenda item; and

BE IT FURTHER RESOLVED, the City Council directs the Transportation, Energy & Utilities Committee to lead the Council's engagement in this effort moving forward, including recommendations for future resourcing; and

BE IT FURTHER RESOLVED, the City Council requests an annual update from the Transportation, Energy & Utilities Committee and City staff on the City's Asset Management Program implementation.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 19 July 2017
645 Pine Street

Commissioners Present: Robert Albergy (*departs at 9:10pm*); Tiki Archambeau (Chair); Jim Barr (*arrives at 6:33pm*); Chris Gillman (Clerk); Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair).

Commissioners Absent: None.

Item 1 – Call to Order – Welcome – Chair Comments

Commissioner (*and outgoing Chair*) Padgett calls meeting to order at 6:30pm and makes opening comments.

Commissioner Barr arrives

Item 2 – Agenda

DPW Director Chapin Spencer requests removing Agenda Item 8 and moving Agenda Item 10 to Agenda Item 7.5. Commissioner Archambeau makes motion to accept Altered Agenda and is seconded by Commissioner Gillman.

Action taken: motion approved;
“Ayes” are unanimous.

Item 3 – Election of Chair, Vice Chair & Clerk

Commissioner Padgett nominates Commissioner Archambeau for Commission Chair and is seconded by Commissioner Albergy.

Action taken: nomination approved;
“Ayes” are unanimous. Newly elected Chair Archambeau acknowledges the service of past Chair Padgett and runs the remainder of the meeting.

Commissioner Padgett nominates Commissioner Sears for Commission Vice Chair and is seconded by Commissioner Barr.

Action taken: nomination approved;
“Ayes” are unanimous.

Commissioner Barr nominates Commissioner Gillman for Commission Clerk and is seconded by Commissioner Albergy.

Action taken: nomination approved;
“Ayes” are unanimous.

Item 4 – Public Forum (3 minute per person time limit)

Bethany Whitaker, Ward 1, speaks on Agenda Item 7.

David Small, Ward 5, speaks on Agenda Item 7.

Phil Hammerslough, Ward 2, speaks on Agenda Item 7.

Alexander Friend, Ward 1, speaks on Agenda Item 7.

Eileen Mansini, Ward 7, speaks on parking in cal-de-sac at Lori Ln.

Roger Wiberg, Ward 8, speaks on parking in cal-de-sac at Lori Ln.

Arleen Bennett, Ward 7, speaks on parking in cal-de-sac at Lori Ln.

Debra Gottesman, Ward 6, speaks on Consent Agenda Item E.

Jacob Hinsdale, Ward 5, speaks on Agenda Item 7.

Maxine Holmes, Ward 2, speaks on Agenda Item 7.

Dave Hartnett, Ward 4, speaks on on parking in cal-de-sac at Lori Ln and Agenda Item 7.

Thomas Dunn, Ward 1, speaks on Agenda Item 7.

Item 5 – Consent Agenda

- A. Traffic status report
 - B. Cherry Street truck Loading Zone
 - C. Stop Sign on Brookes Ave and North Prospect Street
 - D. No-Parking Any Time Sign at Isham Street and Hickok Place
 - E. Parking on Overlake Park
 - F. Stop Control Switch for Bike Path Project at North Avenue Extension
- Commissioner Alberry makes motion to approve Consent Agenda and is seconded by

Commissioner Barr.

Action taken: motion approved.

“Ayes” are unanimous.

Item 6 – Appeal of Code Enforcement Order – 163-165 Cherry St – 19-95 Means of Egress

Senior Assistant City Attorney Gene Bergman introduces the parties of the appeal

- A) Oral Communication by Appellant Charles Reeves who presents his appeal.
- B) Communication by Code Enforcement Director William Ward, Attorney Bergman, and Code Enforcement Inspector Theodore Miles who introduce “Zoning Permit – COA Level 1 – Conditions of Approval” for 163-165 Cherry St and “Property Activity Summary Report” for 163-165 Cherry St for the record while presenting the city’s case.

C) Commissioner Discussion

Chair Archambeau, Vice Chair Sears, Clerk Gillman, and Commissioners Barr, Overby, and Padgett engage in a discussion over Item 6 with Director Ward, Attorney Bergman, and Appellant Reeves responding.

D) Action Requested: Commission will deliberate on this matter after the regular meeting.

Item 7 – PlanBTV Walk Bike Implementation – North Union St Parking Changes & One-way Except Bicycles

- A) Staff Communication by Director Spencer, Senior Transportation Planner Nicole Losch, and Planning/Engineering Intern Anna Wyner who introduce the city’s supplemental packet of recent public input concerning the PlanBTV Walk Bike Implementation for the record while speaking on the proposed changes to North Union St and surrounding streets.

B) Commission Questions

Chair Archambeau and Commissioners Alberry and Barr ask questions on Item 7 with Planner Losch answering.

C) Public Comment

John Pizzagalli, Ward 2 landlord, speaks on Agenda Item 7.

Jill Diemer, Ward 2 landlord, speaks on Agenda Item 7.

Laurie Smith, Ward 2 landlord, speaks on Agenda Item 7.

Laura Waters, Ward 2 landlord, speaks on Agenda Item 7.

Jason Van Driesche, Local Motion Interim Executive Director, speaks on Agenda Item 7.

Mark Furnari, Ward 1 landowner, speaks on Agenda Item 7.

Jane Knodell, Ward 2, speaks on Agenda Item 7.

Kurt Wright, Ward 4, speaks on Agenda Item 7.

D) Commissioner Discussion

The Commission engages in a discussion over Item 7.

- E) Motion made by Commissioner Padgett to table the item and delay a vote on staff’s recommendation: approval of plan implementation.

Seconded by Commissioner Alberry.

Discussion

Action taken: motion failed;
Commissioner Alberry: Aye
Chair Archambeau: Aye
Commissioner Barr: Nay
Clerk Gillman: Nay
Commissioner Overby: Nay
Commissioner Padgett: Aye
Vice Chair Sears: Nay

Motion made by Commissioner Overby to accept staff's recommendation: approval of plan implementation (with the addition of language offered by Commissioner Alberry and accepted by Commissioner Overby).

Seconded by Vice Chair Sears.

Discussion

Commissioner Alberry offers a friendly amendment: directing staff to continue to evaluate design adjustments including curb and route modifications before and during the Winooski Avenue Corridor Study process. Chair Archambeau sees if there are any objections. There are not so the resolution is amended. Commissioner Overby and Director Spencer respond.

Action taken: motion approved as amended;

Commissioner Alberry: Aye
Chair Archambeau: Nay
Commissioner Barr: Aye
Clerk Gillman: Aye
Commissioner Overby: Aye
Commissioner Padgett: Aye
Vice Chair Sears: Aye

Commissioner Alberry departs

Item 7.5 – Bove's Proposed Redevelopment & Pearl St Lot

A) Staff Communication by Community Economic Development Office (CEDO) Director Noelle MacKay and Assistant Director for Parking & Traffic Patrick Mulligan who speak on the proposed redevelopment of the Pearl St parking lot.

B) Commission Questions

Chair Archambeau and Commissioner Overby ask questions on Item 7.5 with Director MacKay and Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Action taken: none requested.

Item 8 – St Paul Street Parking Changes

A) Staff Communication by DPW Engineer Laura Wheelock who speaks on the changes to St Paul St.

B) Commission Questions

Commissioners Barr and Padgett ask questions on Item 8 with Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Engineer Wheelock answering.

C) Public Comment

D) Commissioner Discussion

Commissioner Padgett seeks to remove "preliminary" from the first line of the recommendation.

E) Motion made by Commissioner Barr to accept staff's recommendation with Commissioner Padgett's language removal: approval of changes to type of parking (with removal of "preliminary" from the first line of the recommendation).

Seconded by Clerk Gillman.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 9 – Approval of Draft Minutes of 6-21-17

Commissioner Barr makes motion to approve draft minutes of 6-21-17 and is seconded by Vice Chair Sears.

Action take: motion approved;

Commissioner Alberry: *absent*

Chair Archambeau: *abstains*

Commissioner Barr: Aye

Clerk Gillman: *abstains*

Commissioner Overby: Aye

Commissioner Padgett: Aye

Vice Chair Sears: Aye

Item 10 – Director's Report

Director Spencer reports on the new Assistant Director for Parking & Traffic, the July 26th Permit Reform meeting at Burlington Electric (B.E.D.), the City Council resolution on the North Avenue Pilot Project, the hiring process for the department's Public Information Manager, and the possible need for an August 2017 Commission Meeting for Burlington Town Center related items with the Commission engaging in a discussion on this with Director Spencer responding.

Item 11 – Commissioner Communications

Vice Chair Sears comments on Ward St traffic calming with Planner Losch answering; Commissioner Overby comments on an individual she's been contacted by concerning a certain sidewalk issue and the sidewalk repair list with Director Spencer and Engineer Wheelock answering; Commissioner Padgett comments on Public Information Manager position and relinquishing the Commission Chair position; Commissioner Barr comments on Colchester Avenue's placement on the paving list, the addition of the stop sign on Brookes Ave, and seal coating.

Item 12 – Deliberation For Appeal (*after adjournment*)

Item 13 – Adjournment & Next Meeting Date – August meeting TBD, September 20, 2017

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

"Ayes" are unanimous.

Meeting adjourned at 10:07pm.

Burlington Department of Public Works Special Commission Meeting
Draft Minutes, 17 August 2017
645 Pine Street

Commissioners Present: Tiki Archambeau (Chair); Jim Barr; Solveig Overby; Jeff Padgett; Justine Sears (Vice Chair). **Commissioners Absent:** Robert Alberry; Chris Gillman (Clerk).

Item 1 – Call to Order – Welcome – Chair Comments

Chair Archambeau calls meeting to order at 6:03pm and makes opening comments.

Item 2 – Agenda

Commissioner Padgett requests removal of Agenda Item 4, at the request of staff, and the combination of Agenda Items 5 and 6 into a Consent Agenda (Agenda Item 2.5) with a brief preview of items by City Engineer and Assistant Director for Technical Services Norm Baldwin. Commissioner Padgett makes motion to accept suggestions and is seconded by Commissioner Barr.

Action taken: motion approved;
“Ayes” are unanimous.

Commissioner Barr makes motion to accept amended Agenda and is seconded by Commissioner Padgett.

Action taken: motion approved;
“Ayes” are unanimous.

Item 2.5 – Consent Agenda

****Staff Communication by City Engineer Baldwin who speaks on the proposed Cherry St parking prohibition****

- A. Traffic Request – Stop Sign Northbound Pine St & Bank St Intersection
- B. Traffic Request – Cherry St Parking Prohibition

Commissioner Padgett makes motion to approve Consent Agenda and is seconded by Commissioner Barr.

Action taken: motion approved;
“Ayes” are unanimous.

Item 3 – Public Forum (3 minute per person time limit)

No members of the public speak.

Item 7 – Burlington Town Center Encumbrance Permit – Parking Meter Rates

A) Staff Presentation by DPW Director Chapin Spencer and City Engineer Baldwin who speak on the city’s proposed rates for encumbered parking meters around the Burlington Town Center project location.

B) Commission Questions

The entire Commission asks questions on Agenda Item 7 with Director Spencer and City Engineer Baldwin answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation – that the DPW Commission approve the revised rates detailed in the memo for encumbrance for parking meters on Bank Street, Cherry Street, Pine Street, and Pearl Street, and payment for those spaces be directed to the Traffic Fund G/L 264-19-200-450.4205 for the duration of the encumbrance – with an added requirement of staff oversight of a way-finding plan including signage directing customers to any relocated parking and review of the management strategy including use of time limits for any relocated parking to create turn-

over and maximize use of the spaces for the greatest number of customers. Commissioner Barr additionally accepts Commissioner Padgett's Friendly Amendment to put a condition on the 13 off-street spaces to be in a city asset (Lakeview Parking Garage).

Seconded by Commissioner Padgett.

Discussion

The entire Commission talks on Agenda Item 7 with Director Spencer, City Engineer Baldwin, Assistant Director – Parking & Traffic Patrick Mulligan, and PC Construction Director of Business Development Art Klugo answering.

Action taken: motion approved;

“Ayes” are unanimous.

Item 8 – Director's Report

Director Spencer thanks the Commission for agreeing to meet in August for a Special Commission Meeting.

Item 9 – Commissioner Communications

Commissioner Barr comments on the possibility of getting a list of future sidewalk improvements with Director Spencer answering.

Item 10 – Adjournment & Next Meeting Date – September 20, 2017

Motion to adjourn made by Commissioner Padgett and seconded by Commissioner Barr.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 7:20pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 VOICE
802.863.0466 FAX
802.863.0450 TTY
www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: September 13, 2017

WELCOME ROB GOULDING!

I am pleased to announce that Rob Goulding, our first ever Public Information Manager, officially started in mid-August. With the increased number of capital projects within the public right of way, this position will better enable the department to engage stakeholders, educate the community and work to minimize disruptions. Rob most recently served in a communications capacity for the State of Colorado's Department of Revenue.

DRAFT PUBLIC ENGAGEMENT PLAN

Attached, please find our department's draft Public Engagement Plan. The City Council directed us to develop a document that lays out our department's approach to public engagement for the range of projects we undertake. The Commission's input is most welcome. The City Council's Transportation Energy & Utilities Committee met on September 13 to review this draft. We will be presenting the next version to them on October 17, 6:30pm at 645 Pine Street. We will bring the next version to you at the October Commission meeting the following night. Contact: Rob Goulding.

PERMIT REFORM ADVISORY COMMITTEE

The City Council decided to establish an advisory committee to guide the implementation into the Permit Reform report. The Council's resolution to establish the ad hoc committee seeks a representative from the Public Works Commission. We will be looking to select a member of the Commission for this role at the upcoming meeting. More information on Permit Reform is at: <https://burlingtonvt.gov/PermitReformForum>.

CONSTRUCTION PORTAL LAUNCHING SOON

In order to keep the public updated on the various public and private work happening in or adjacent to the City's streets, and to minimize disruption, we are launching an online construction portal in the next week or two. Stay tuned. Contact: Rob Goulding.

DPW EMPLOYEE APPRECIATION EVENT

Commissioners are welcome to join us at our annual DPW Employee Appreciation Event this Friday at the St. Johns Club, 9 Central Avenue from 1:30 to 3pm. The Mayor and I will be providing remarks and recognizing a number of employees for their great contributions. Contact: Chapin Spencer or Valerie Ducharme.

Don't hesitate to contact me with any questions prior to Wednesday's meeting.

City of Burlington, Vermont

Draft Scope of Work for

Asset Management Program Development Phase II

I. GENERAL INFORMATION & SCHEDULE

The City of Burlington, Vermont (“City”) is seeking proposals for a consultant(s) to perform a comprehensive analysis of the City’s Department of Public Works, General Fund, and Department of Parks, Recreation and Waterfront physical assets along with their maintenance operations, practices, and policies with the goal of creating an Asset Management Plan, and developing specifications for and procuring an appropriate asset management/computerized maintenance management system (CMMS) software.

Date of Issuance: August 31, 2017

Issued by: City of Burlington

Due Date for Questions: September 18, 2017 by 5PM ET
Reponses will be available by September 25, 2017 by 5PM ET

Due Date for Responses: September 29, 2017 by 12PM ET

Contact: Martha Keenan, CIP Manager
City of Burlington
645 Pine Street
Burlington, VT 05401
mkeenan@burlingtonvt.gov

Questions concerning this RFP must be made via email per the schedule above. Responses to all submitted questions will be posted at <https://www.burlingtonvt.gov/RFP>.

Project Background and Understanding

Burlington is the most populous city in the U.S. state of Vermont and the seat of Chittenden County. It is located 45 miles (72 km) south of the Canada–United States border and 94 miles (151 km) south of Canada's second most populous city of Montreal. The municipal population was 42,452 according to a 2015 U.S. census estimate.

A regional college town, Burlington is home to the University of Vermont (UVM) and Champlain College, a small private college. Vermont's largest hospital, the UVM Medical Center, is located within the municipal limits. In 2015, it became the first city in the U.S. to run completely on renewable energy.

In 2015, the Water Resources Division within the Department of Public Works of the City of Burlington contracted with Hoyle, Tanner and Associates, Inc. (HTA) for Asset Management

Planning and Implementation Phase 1. Phase 1B, Task 2 of that contract required Hoyle-Tanner to prepare a Scope of Work for a Phase 2 Asset Management Program Development. This Scope of Work document fulfills this requirement and builds on the accomplishments of Phase 1 toward the City's goal of planning for and implementing an asset management program.

Phase 1 consisted of interviews across 19 functional groups to assess the status of asset management across City departments and to develop a Preliminary Strategic Asset Management Plan (*SAMP*) with recommendations on how to proceed with the development of Asset Management Plans and Policy. The Preliminary *SAMP* found that most functional groups are receptive to moving forward with an Asset Management Program. The Water Resources Division has been working with HTA to complete Phase 2, consisting of similar workshops to those requested in this RFP and is working to develop an Asset Management Plan for that Division's assets. They have developed functional requirements and are ready to begin the process of looking at Computerized Management and Maintenance Systems (CMMS). As our goal is to identify one solution that meets the needs of all City departments, they are awaiting the completion of this project in order to take part in the last portion of this RFP, to interview and see presentations on potential CMMS systems that could be utilized by the City of Burlington as a whole.

The City would like to expand its efforts to formalize asset management in the future to include all City assets. As a next step, the City is requesting proposals to assist it in developing asset management plans for two additional departments: the Department of Public Works, including Engineering, Traffic, and Streets and Sidewalks; and the Department of Parks, Recreation and Waterfront, including Public Buildings. This Scope of Work details the tasks and deliverables designed to meet the following goals:

1. Develop a sustainable City-wide asset management capability that ensures the City can best steward its assets.
2. Develop an Asset Management Plan (AMP), in conjunction with appropriate city staff, that includes the buildings, parking garages, traffic, fleet, streets and sidewalks, ROW, Parks, grounds inventory and a management system
3. Document the value of formalized asset management and assess city-staff support that would be required for a plan
4. Provide detailed training for staff members on the processes and procedures for maintaining the assets held within Public Works and Parks
5. Coordinate with Fleet vehicle consultant to ensure fleet asset management workshops utilize SOPs and other data and systems developed through the fleet assessment process.
6. Discuss potential integration with the City's financial asset management software (Sage) or City's accounting software.
7. Include an report for senior leadership with recommendations regarding organizational structure and support necessary to sustain the practice of asset management for the City of Burlington.
8. Develop detailed specifications and functional requirements that can be used as part of an RFP for a Computerized Maintenance Management System (CMMS) purchase.

Coordinate interviews and presentations with potential vendors, and coordinate implementation.

To most cost effectively achieve these goals the City of Burlington is looking for a consultant to work with the City through the above tasks. It is our expectation that:

-) Goals 1 through 6 will be accomplished through a series of workshops and related activity designed to train and engage Public Works and Parks staff in the development of an Asset Management Plan.
 - o Goal 5 will be accomplished in partnership with the vendor to be selected to perform a comprehensive analysis of the City's fleet management and maintenance operations, practices, and policies. That RFP was issued August 14, and a vendor is expected to be selected by early October.
-) Goal 7 will be accomplished through a written report.
-) Goal 8 will be accomplished through a process that will assure that the Public Works Department, and Parks, Recreation and Waterfront Department along with the Water Resource Division of Public Works will select a CMMS application that will meet the needs of the Departments and provide the opportunity/functionality to meet the future needs of other departments across the City, including the potential for other Enterprise Departments such as Burlington Electric Department, the Burlington International Airport, and the Burlington School District. The City's IT team will participate in this project to help ensure successful selection and implementation, as well as expansion to other departments.

As the scope of this engagement is broad and will require varied skill sets, the City will accept proposals for either:

-) The entire engagement (items 1-8 above); or
-) The process and related aspects of the engagement (items 1-7 above); or
-) The recommendation and interview process for the CMMS (item 8 above).

Though this RFP outlines our minimum expectations for addressing the needs and goals identified, the City expects that vendors will be thoughtful in their responses to this RFP and will propose additional steps and deliverables that they believe will lead to the best possible outcomes for the City in the completion of this project, development of an effective, successful asset management plan, and selection of a CMMS that enables the City to better steward the assets for which it is responsible. The City understands that active participation by City staff will be required to realize the objectives of this scope of work. Furthermore, the City has designated an individual to serve as the General Fund Asset Management leader over the entire course of the project. This individual will be the prime contact and will be

expected to participate in all activities defined in this scope as we strive to deliver continuity across functional groups in the City of Burlington.

Scope of Work

While the City of Burlington is looking for the following scope of work, , we encourage proposals to include different steps, identifying the associated logic related to the changes, should they feel they are necessary to lead to the best possible project. In all workshops in which fleet asset management is to be discussed, the work must build on materials and outcomes of the fleet assessment so as to not duplicate or redirect the work done by the fleet assessment process

A. Train staff and develop an Asset Management Plan

The following tasks define a process designed to lead Public Works and Parks decision makers through a workshop based process that will serve to train, build consensus, and develop the content of the Asset Management Plan (AMP). The AMP is defined as "A plan developed for the management of one or more infrastructure assets that combines multi-disciplinary management techniques (including technical & financial) over the life cycle of the asset in the most cost effective manner to provide a specific level of service." The goal of this process is to not only develop a Plan, but to instill a sense of ownership in the Plan among the staff who participate. The consultant will plan and lead the activities identified herein, and City decision makers will participate as members of the team.

The term “decision makers” refers to City staff who hold a supervisory role and/or influence decision making within the organization, are willing and able participants, and are ready to share responsibility for implementing the AMP developed through these tasks. The City will select staff from the field, operations, and engineering who meet these requirements. The City expects the selected consultant will assist with determining the appropriate composition of this team. The City Asset Management leader (previously introduced) is also a decision maker.

The scope covers assets in the City’s Department of Public Works, including the Traffic Division, and those in the Department of Parks, Recreation and Waterfront system.

A.1 Kick-off and Asset Management Training Workshop

Participants: City decision makers (maximum 4 from each workshop) from each of the asset classes and Asset Management leader

Time: 5 hours (1 hour kick-off meeting, followed by 4 1-hour workshops with breaks)

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall).

The kick-off meeting will consist of team introductions, review of this scope, deliverables, process, schedule and communications with time for questions and answers.

The Asset Management Primer Workshop will draw on information available from the EPA, ISO 55000 and other sources interjected with the consultant's experience and insight on Asset Management best practices. For attendees who are already educated in Asset Management the course material will be familiar, while others will find the material new and informative. For all it will be an opportunity for consensus building as we engage City participants with questions and discussion points designed to help decision makers form consensus.

Topics included in the Asset Management Primer Workshop should include, though may be expanded beyond:

-) Why we need Asset Management
 - o *Business drivers in the municipal environment*
-) What is Asset Management
 - o *Illustrative views to define asset management*
 - o *Asset Management best practices*
-) Inventory
-) Condition and Performance
-) Components of Risk
 - o *Consequences of Failure and Criticality*
 - o *Likelihood of Failure*
 - o *Failure modes*
 - o *The Risk matrix for guiding actions and decisions*
-) Applications of Risk
 - o *CIP*
 - o *Risk Based Inspections*
-) Life Cycle Costing
 - o *Triple bottom line costs*
 - o *Application for project selection*
-) Long term forecasting
 - o *Deterioration curves (aka survival curves)*
-) The Asset Management System
 - o *Policies, Processes, People, Tools, Information Systems*

Deliverables:

1. Digital copies of material presented during the workshop
2. A memo developed by the consultant that summarizes the key points learned and decisions made during the workshop(s).

City Responsibilities:

1. Participation in the workshop

A.2 Develop Level of Services

Level of Service goals are one of the fundamental building blocks of an asset management system as they reflect the mission of the organization in absolute terms for customer service, regulatory compliance and the working environment. Level of Service goals, both qualitative and quantitative, will be developed in terms that are measurable and achievable. While a separate Level of Service table will be developed for each asset class, we may find cause to include Level of Service goals across all asset groupings.

A.2.i Develop Level of Services for 1) Buildings, 2) Fleet, 3) (Streets, Sidewalks, ROW), 4) (Parks and Grounds), 5) (Traffic & Parking Garages) (5 workshops)

1. Level of Service workshop

Participants: City decision makers representing each asset class and the City Asset Management leader

Time: 3 Hours for each workshop x 5 = 15 hours

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall)

The Consultant will prepare material ahead of the workshop that include Level of Service examples for others, prepare an agenda, and lead the workshop. During the workshop we will seek to identify Level of Services that the City already practices (written or not), compare them with our examples, and collaborate to develop written Level of Service goals suitable for Burlington. The workshop will begin with an overview of Level of Service criteria for all attendees, followed by breakout sessions for each group, completing with presentations by each group for comment and discussion.

2. Assist City to finalize Level of Service goals

After the workshop, the Consultant will provide up to 48 hours of assistance to City decision makers in order to finalize Level of Service goals. Specific tasks to be performed will be decided on after the workshop.

Deliverables:

1. Digital copies of material used in the workshop
2. Up to 48 hours of Level of Service goal assistance after the workshop

City Responsibilities:

2. Participation in the workshop by at least 2 decision makers from each group plus the City Asset Management leader.
3. Finalization of the Level of Service goals

A.3 Assess Inventory

Inventory assessment consists of identifying the completeness of the inventory as well as the processes used to maintain it. In this task, the Consultant will lead workshops where we will ask City staff to present the current state of the inventory of each asset category. We will focus on how the assets are organized (asset class, asset type), the completeness of the asset attributes (size, material, age, etc.), and how the assets are located. In turn, the Consultant will present to City staff examples of data models used by others. Data that is most beneficial for best Asset Management practices including the construct of a unique identifier field will be discussed. We will also discuss considerations and methods for valuation and retiring assets when there is an asset management system in place.

There will be five Workshops. One each for the asset classes. Each workshop will follow the same basic outline as shown in A.3.i.

After each workshop the Consultant will develop an inventory assessment report suitable for inclusion in the Asset Management Plan.

A.3.i Inventory assessment for the Buildings, fleet, grounds management, parking garages, Streets, Sidewalks & ROW, Parks

1. Inventory assessment workshop

Participants: Decision makers, City Asset Management leader

Time: 4 Hours x 6 = 24 hour's total

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall)

The Consultant will prepare material ahead of the workshop that includes review of the pertinent software database and inventory and an agenda. The team will lead the workshop as stated under A.3 above.

2. Review inventory assessment report

The Consultant will develop a report that

- a. Summarizes the inventory by asset type
- b. Provides a written assessment of the completeness of the inventory

- c. Documents existing practices used to maintain the inventory
- d. Evaluate effectiveness of the software system being utilized presently (if there is one) and any gaps. Recommends whether a CMMS could better meet the City's goals and needs.

The report will be developed in draft form, submitted to City workshop attendees for review and comment, and then finalized by the Consultant. The report will be developed for inclusion in the Asset Management Plan.

Deliverables:

- 1. Digital copies of material used in the workshop
- 2. Inventory assessment report for each asset type (6) system assets

City Responsibilities:

- 1. Prepare to present the status of the inventory prior to the workshop
- 2. Present current status and participate in the workshop
- 3. Review and comment on the inventory assessment report

A.4 Condition and performance assessment

Condition is typically determined through a visual observation of an asset, while performance is typically determined through measurements. Age and life expectancy are also included as a proxy of condition. In this task the Consultant will assist the City staff to assess the current status and completeness of City's condition and performance methods and data for each asset type. For each workshop the team will ask City staff to present the current status and methods used to determine condition and performance for each asset type. In turn, the Consultant will be prepared to discuss and present methods conducive for asset management. The discussion will include but not be limited to hours run, maintenance costs, age and life expectancy.

After each workshop the Consultant will develop a condition and performance assessment report suitable for inclusion in the Asset Management Plan.

A.4.i Condition and performance assessment for the buildings, grounds maintenance, Parks, Streets, Sidewalks/ROW, and Traffic/parking garages (5 workshops)

1. Condition-performance assessment workshop

Participants: Related City staff, City Asset Management leader

Time: 3 Hours each workshop x 5 = 15 hours

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall)

The Consultant will prepare material ahead of the workshop that includes example methods and an agenda. The team will lead the workshop as stated under A.4 above.

2. Develop a condition and performance assessment report

The Consultant will develop a report that

- a. Summarizes current condition and performance by asset type.
- b. Provides a written assessment of the completeness of the condition and performance data for each asset type.
- c. Documents existing practices used to determine condition and performance
- d. Recommends how to determine condition and performance for each asset type for the purposes of asset management

The report will be developed in draft form, submitted to staff workshop attendees for review and comment, and then finalized by the Consultant. The report will be developed for inclusion in the Asset Management Plan.

Deliverables:

1. Digital copies of material used in the workshop
2. Condition and performance assessment report

City Responsibilities:

1. Prepare to present the status of condition and performance assessments prior to the workshop
2. Present current status and participate in the workshop
3. Provide information for the condition and performance assessment report as requested post workshop
4. Review and comment on the condition and performance assessment report

A.4.ii Condition and performance assessment for the Fleet –In conjunction with consultant providing Fleet analysis

1. Fleet condition-performance assessment workshop

Participants: Fleet decision makers, City Asset Management leader, Fleet consultant

Time: 5 Hours

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall)

The Consultant will prepare material ahead of the workshop that includes example methods and an agenda. The team will lead the workshop as stated under A.4 above.

Create fleet workshops similar in nature to others, however utilizing and basing discussion and materials on outcome of the fleet assessment and without duplicating those efforts.

A.5 Develop criteria for determining risk and criticality

In the first workshop (task A.1), attendees will learn that risk is the product of consequence of failure and likelihood of failure. We will also learn that there are multiple consequences of varying importance and severity that could occur if an asset fails, and that there is more than one way that an asset might fail. In this task, the Consultant will build on the first workshop, Level of Service, and the condition and performance workshops to assist City staff develop criteria for each asset type that will be used to calculate risk and criticality. In the Consequence of Failure workshop, we will emphasize the best management practice to develop a common set of consequences of failure across all of the systems by including decision makers from all of the asset classes in one workshop. After we develop the list of common consequences we will split into groups to begin the development of severity criteria tables for each asset type. The second workshop will be held to focus on developing failure mode criteria as it relates back to condition, performance, age and life expectancy for each utility's asset types. The second set of workshops will also include training on how to use the criteria to determine risk and criticality.

After the Consequence of Failure workshop the Consultant will provide up to 40 hours to help each group develop consequence severity criteria for each asset type. The Consultant will also provide up to 50 hours after the second workshop to develop likelihood of failure criteria and calculate risk and criticality.

A.5.i Develop Consequence of Failure criteria for Facilities, Fleet, Parks and grounds, Streets/ Sidewalks and ROW, Traffic/parking garages, and Grounds (five workshops)

1. Consequence of Failure workshop

Participants: Related Decision makers from each asset group, Asset Management leader

Time: 3 Hours per workshop x 5 workshops = 15 hours

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall)

The Consultant will prepare material ahead of the workshop that includes example consequences, severity tables, and an agenda. The team will lead the workshop as stated under A.5 above.

2. Assist staff develop consequence severity tables

Developing consequence severity tables for every asset type will take more time than allotted in the workshop. After the workshop, each group will continue to develop the consequence severity tables for each asset type according to the methods developed in the workshop. The Consultant will provide up to a total of 40 hours to assist the groups through the process.

Deliverables:

1. Digital copies of material used in the workshop
2. Up to 40 hours of support to develop consequence severity tables

City Responsibilities:

1. Participation in the workshop
2. Develop consequence severity tables for each asset type

A.5.ii Develop likelihood of failure criteria, calculate risk and criticality for Facilities, Fleet, Grounds, Streets/Sidewalks/ROW, Traffic/parking garages, and Parks/grounds maintenance assets – 5 workshops

1. Likelihood of Failure, risk and criticality workshop

Participants: Related decision makers, City Asset Management leader

Time: 4 Hours each workshop x 5 workshops = 20 hours

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall)

The Consultant will prepare material ahead of the workshop that includes example likelihood of failure criteria, risk and criticality calculations, and an agenda. The team will lead the workshop as stated under A.5 above.

2. Assist staff to finish developing likelihood of failure criteria, calculate risk and criticality

After the workshop City staff will be responsible to complete the likelihood of failure criteria, risk and criticality calculations started during the workshop. The Consultant will provide up to 30 hours of assistance through the process.

Deliverables:

1. Digital copies of material used in the workshop

2. Up to 30 hours of post workshop assistance to develop likelihood of failure criteria and calculate risk and criticality

City Responsibilities:

1. Participation in the workshop
2. Develop likelihood of failure criteria and apply methods to calculate risk and criticality for each asset type with assistance from the Consultant

A.6 Develop life cycle costing and long term budget needs policy

The goals of an asset management system include extending the life of assets as long as possible at a minimal level of risk. As a basis to develop policies for life cycle costing and long term budget forecasting The Consultant will lead a training workshop that includes the decision makers from all of the groups. In this workshop, we will explore the relationship of social, environmental and financial costs (the “triple bottom line”) with the consequences of failure. We will then demonstrate how to use these considerations along with capital and O&M costs to compare the net present value of candidate projects using life cycle benefit-cost analysis. We will also explore how deterioration curves (aka survival curves) can be used to determine long term budget needs for entire asset classes. Long term budget needs can then be used to determine if current funding levels are adequate. After these sessions, we will split up by group to start formulating the group’s policy for life cycle costing and determining long term budget needs.

After the workshop, each group will be responsible for developing policies suitable for inclusion in the Asset Management Plan. The Consultant will provide up to a total of 40 hours to assist the groups to formulate their policies.

1. Life cycle costing and long term budget forecasting workshop

Participants: Related decision makers, City Asset Management leader

Time: 3 Hours each workshop x 5 workshops = 15 hours

Location: In a City conference room equipped with a white board and a projection screen (or suitable wall)

The Consultant will prepare material ahead of the workshop that includes examples of life cycle costing with triple bottom line and long term budget forecasting using deterioration curves. The team will lead the workshop as stated under A.6 above.

2. Assist staff develop life cycle costing and long term budget forecasting policies

After each workshop, each group will be responsible for preparing their own policies suitable for the Asset Management Plan. The Consultant will provide up to a total of 40 hours of assistance to develop these policies.

Deliverables:

1. Digital copies of material used in the workshop
2. Up to 40 hours of assistance to develop life cycle costing and long term budget need policies

City Responsibilities:

1. Participation in the workshop
2. Develop likelihood of failure criteria and apply methods to calculate risk and criticality for each asset type

A.7 Develop a Consolidated Asset Management Plan

The Consultant will coalesce the information and documentation created in tasks A.1 through A.6 into an Asset Management Plan. The Plan will be organized by topic and then by asset class (Facilities, Fleet, Parks & Grounds, Streets, Sidewalks, ROW and Traffic/parking garages) as appropriate. The Consultant will add content including an introduction and overview section as required to correlate the material into a cohesive Asset Management Plan.

Recommendations regarding organizational support and structure necessary to sustain the practice of asset management and an effective CMMS will be included in the Plan. A draft version of the Plan will be distributed to decision makers for review, edits and comments. The Consultant will incorporate feedback received and issue a final version of the Asset Management Plan.

Deliverables:

1. Draft Asset Management Plan for each asset group in MS Word
2. Meeting to review the draft Asset Management Plan
3. Final Asset Management Plan for each asset group delivered as an electronic document in MS Word and PDF

City Responsibilities:

1. Review and provide feedback on the draft Asset Management Plan
2. Meet to review the draft Asset Management Plan
3. Accept the final Asset Management Plan

- B. Provide an Executive report.** Provide a written report of the work achieved and the overall goals of asset management and recommend the organizational structure and resources that will be necessary to sustain the proposed practices and solutions.

Deliverables:

1. Propose the appropriate organizational structure that will be necessary to ensure that the asset management practices are sustained and thrive into the future.
 - * Recommend appropriate reporting structure (solid and dotted lines)
 - * Propose necessary roles and number of staff, identifying where existing staff can be assigned and which require additional headcount
 - * Include any centralized staff, as well as asset management specific staff within each department
 - * Draft job descriptions should be provided for each position
2. Provide a proforma budget for ongoing asset management organization
3. Outline a transition plan for implementation of the new structure

C. Develop specifications for a Computerized Maintenance Management System – Asset Management (CMMS-AM) software solution

The following tasks will be performed to assist the City select an appropriate software package through an informed RFP process. The Consultant understands that the selection will be made based on the capabilities of the software to address the City's needs across functional groups, horizontal assets, and vertical assets. While the software selection will be based on the needs across functional groups, implementation will focus strictly on the needs of the Facilities, Fleet, Grounds, Streets, Sidewalks, ROW, Parking garages, and Parks (General Fund assets), along with the Water Resources asset management plan.

C.1 Solicit up to three vendors to demonstrate software to City decision makers

The purpose of the vendor demonstrations is to prepare decision makers to make informed decisions through learning about the following:

- a. The variety of software solutions available
- b. Trends in the CMMS-AM industry
- c. The types of features available
- d. Integrations with other systems
- e. The support options available
- f. Potential of implementation in phases
- g. Staffing needs to maintain system – data input
- h. Vendor communication and responsiveness

The Consultant will

- a. Present a recommended list of three software vendors to City decision makers
- b. Meet with City decision makers to review the list and make any changes as deemed appropriate

- c. Contact each software vendor and provide a consistent briefing to regarding the City's goals. This will include but not be limited to CMMS functionality, GIS integration, mobile options, asset management features, facilities management, features for water-wastewater-stormwater, pavement, integration with other products such as see-click-fix, and support options. Each vendor will be told that they have up to two hours to present their product and answer questions from City staff in attendance
- d. Coordinate presentation dates and times between vendors and City decision makers
- e. Attend presentations at City of Burlington offices with City decision makers
- f. Provide a one to two page written synopsis of each software vendor's presentation
- g. Provide a comparison of pros and cons of the software systems related to the City's needs

Deliverables:

- 1. A list of three (3) recommended software vendors
- 2. Distribute material provided by the software vendor to City decision makers
- 3. Attend up to three (3) vendor presentations
- 4. A one to two page synopsis of each software presentation

City Responsibilities:

- 1. Confirm the list of recommended software vendors
- 2. Decision makers attend software presentations

C.2 Conduct a software needs assessment

The needs assessment is the first step toward creating the functional needs requirements to be included in the RFP. It is compiled from the previous workshops and tied to the initial software presentations as these may help decision makers describe their needs based on features that were demonstrated.

C.2.i Interview City decision makers who attend software presentations

The Consultant will conduct up to ten, one hour interviews with City decision makers who attend the software presentations. The interviews will focus specifically on software needs. The Consultant will prepare and distribute a sampling of the questions we intend to ask prior to the interviews in order to prepare the staff. Information gathered during these interviews will be used to develop the software needs assessment report.

Deliverables:

1. Questionnaire to be distributed prior to the interviews
2. Conduct up to ten (10), one hour interviews with City decision makers

City Responsibilities:

1. Assist the Consultant to arrange interviews
2. Attend interviews

C.2.ii Prepare and distribute a survey to appropriate City staff

“Appropriate City staff” is City staff selected who are considered stakeholders in the software. This includes anyone who may use the software as well as staff who may require reports generated from the software. A survey will demonstrate that City leaders are interested in all stakeholder feedback regarding this important software selection. The Consultant will prepare approximately twenty multiple choice questions with options to add comments. A tool such as SurveyMonkey will be considered. The questions will be submitted to the City for review and feedback before being distributed.

Deliverables:

1. Draft survey of approximately twenty questions
2. Final survey

City Responsibilities:

1. Review the draft survey and provide feedback
2. Distribute the survey to appropriate staff

C.2.iii Prepare a software needs assessment report

The report will be structured to identify and classify functional needs that are common across functional groups as well as needs that are unique to individual groups.

Deliverables:

1. Draft software needs assessment report in MS Word and/or Excel for markup
2. Final software needs assessment report in MS Word and/or Excel and PDF

City Responsibilities:

1. Review the draft software needs assessment report and provide feedback

C.2.iv Propose an implementation plan

Based on information learned about the City, its assets and its operations, as well as their experience with CMMS implementations, consultant should make a recommendation for the appropriate implementation schedule to ensure a successful CMMS implementation and launch. This should include, but not be limited to, recommending which assets are on-boarded to the new platform first; an order for adding the additional assets; a proposed timeline for implementation; and suggestions for how to test and evaluate each onboarding before moving onto the next asset.

Deliverable: Written plan.

C.3 Prepare software and implementation specifications for an RFP

The Consultant will apply our knowledge of CMMS-AM software and implementation to structure the findings from the software needs assessment into a document that includes software specifications, functional requirements, and a high-level implementation plan. The document will be suitable for inclusion in a request for proposal (RFP) document to be prepared by the City. Sections of the software and implementation specifications may include, but not be limited to:

- Overview of City goals and objectives
- Overview of existing systems used by Facilities, Fleet, Grounds, Streets, Sidewalks, ROW, Traffic , Parking Garages, Water Resources, and Parks, Recreation, and Waterfront
- Overview of city IT infrastructure¹
- Mandatory software functional requirements
- Desired software features
- Mandatory vendor requirements
- Mandatory support requirements – both business and IT staffing and recommended structure (within operational departments and IT)
- Mandatory implementation requirements
- Training requirements²
- Submittal requirements
- Evaluation criteria for scoring
- Pricing worksheet to be filled out by proposer
- Software feature checklist

¹*Overview of City IT infrastructure* will be provided by City IT. During the project, the vendor will work with City IT team to discuss the benefits and costs of onsite and SaaS solutions, and determine the most appropriate solution for the City.

²*Implementation and training requirements* will be the above asset groups and Water Resources

The City will integrate the software and implementation specifications into an RFP document prepared by the City. The Consultant will provide up to 8 hours to assist the City prepare and review the RFP document.

Deliverables:

1. Draft software and implementation specifications in MS Word for markup
2. Final software and implementation specifications in MS Word and PDF
3. Mark-up the City prepared RFP document with review comments and suggestions

City Responsibilities:

1. Review the draft software and implementation specifications and provide feedback
2. City will be responsible for all other sections of the request for proposal

D. Assist the City to select a Computerized Maintenance Management System – Asset Management (CMMS-AM) software solution

It is the expectation that a recommendation for a CMMS will emerge from this RFP. As it is an unknown at this time, please propose a price as an additional alternative as we move through the process to be considered during the consulting process. The City will be responsible for incorporating the specifications developed in task B into a request for proposals (RFP) document, issuing the RFP, and receiving the proposals submitted. The Consultant will provide software selection assistance as described in the following sections.

D.1 Assist the City to review vendor proposals

The Consultant will assist the City with reviewing the vendor proposals with a goal to narrow the list of vendors to be invited to an interview to three. The services will include scoring each proposal using the criteria defined in the software and implementation specification. The Consultant will submit the scoring results and a memorandum that summarizes our observations, scoring results and recommendations to the City. Consultant will attend one meeting with the City after the review process to discuss our findings.

Deliverables:

1. Scoring results
2. Memorandum that summarizes our observations and results
3. Attend one meeting with the City to discuss findings

City Responsibilities:

1. Actively participate in the review process

2. Make the final decision on the vendors to select for interview
3. Notify select vendors and schedule vendor interviews

D.2 Prepare 3 workflow scripts for software vendors to follow during their presentation

Drawing on information from the needs assessment, experience with CMMS-AM software, and anticipated work flows that the City will require the software to support, the Consultant will develop 3 workflow scripts for all software vendors to follow during the interviews with the City. Workflow scripts are written instructions designed to reflect how City staff will use the software. Prior to developing the workflow scripts the Consultant will collaborate with City decision makers to determine the scope of the workflows. The workflow scripts will be written in a manner to not intentionally favor a particular software vendor.

Deliverables:

1. Collaborate with City decision makers
2. Draft version of three (3) workflow scripts
3. Final version of three (3) workflow scripts

City Responsibilities:

1. Collaborate with the Consultant
2. Review and provide comments on the draft version of the three workflow scripts
3. Send the workflow scripts to the vendors

D.3 Assist City decision makers in interviewing vendors and selecting the final software vendor

The Consultant anticipates that enough distinction will be generated after the interviews for the City to confidently select the software vendor to move forward with. To help the City make this selection the Consultant will assist City decision makers prepare for the interviews for up to 3 interviews. Preparing for the interviews will be accomplished by holding a pre-interview meeting where we will define an interview agenda and some core questions that will be asked of all vendors. The intent is to gain the most value out of the interview time and provide consistency across each interview and thereby provide decision makers the ability to compare vendors on equal terms.

After each interview the Consultant will prepare a memorandum of our assessment of the vendor's performance. At the end of the interview process the Consultant will meet with the City's decision makers to discuss the selection of software vendor of choice.

Deliverables:

1. Interview agenda and core interview questions developed after the pre-interview meeting
2. Interview memorandums for three (3) software vendor interviews
3. Prepare a final recommendation memorandum

City Responsibilities:

1. City decision makers participate in pre-interview meeting
2. Make the final software vendor decision
3. Provide all communications with software vendors

III. RFP SUBMITTAL

Responses to this RFP should address how your firm would assess and evaluate the current state and needs of each department, and the steps you would take to develop a proposed solution that achieves the goals outlined. The response should address how your firm would perform the above stated tasks.

As the scope of this engagement is broad and will require varied skill sets, the City will accept proposals for either:

-) The entire engagement (items 1-8 above); or
-) The process and related aspects of the engagement (items 1-7 above); or
-) The recommendation and interview process for the CMMS (item 8 above).

If bidding on only one portion, please explain how you will interact with the other vendor to ensure continuity of the project as a whole.

Responses to this RFP must be not more than 30 pages in length (15 double-sided or 30 single-sided pages) and include the following:

- 1) Qualifications Detail consisting of:
 - a) Cover letter including statement of understanding & approach to this project; the statement should describe the applicant's understanding of the project and the special skills, collaborative approach, and innovative thinking that the team would bring to the project.
 - b) Attachment A (provided in this RFP): Signed by a representative of lead consultant attesting that all terms, conditions and procedures outlined in this RFP are understood and have been followed;
 - c) Organizational Overview: A description of the applicant's organization, years in existence, structure, composition, and qualifications.
 - d) Proposed Project Team Members: Clearly indicate the applicant's designated team leader for the project, as well as the specific individuals who will be assigned to the work, their primary role(s) on the project, and their respective expertise in such work.
 - e) Partners: An explanation of any partnering arrangements that have been or will need to be made in order to complete the work.
 - f) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience, especially municipal or other governmental experience, which the applicant has executed. Applicants are encouraged to include projects that involved members from the proposed project team.

- g) List of References: Provide a minimum of three client references with which the applicant has provided similar consulting services within the last five years: at least two references should be municipal or state government entities. Include the name and telephone number of the contact person and a description of the role and services provided to that contact.

2) Technical Proposal consisting of:

- a) An executive summary explaining the recommended work;
- b) A detailed description of the proposed work and methods to be used, an explanation of any variances to the proposed scope of work as outlined in the RFP;
- c) A scope of work that includes steps to be taken, including specifics of any deliverables to be produced;
- d) A detailed work plan that includes:
 - o clear deliverables, milestones, and deadlines, as well as an overall time for completion with proposed schedule;
 - o expectations of time required from City staff;
 - o a list of information your team will expect the City to provide at the start of the project;
- e) Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

- a) A composite schedule of direct labor hours by task;
- b) An itemized schedule of all expenses, including both labor and direct expenses;
- c) A maximum budget amount inclusive of all fees and expenses specifying a fixed cost or time and materials basis.
- d) Any potential realization of cost savings by the City
- e) Pricing for each component of the scope of work outlined above, to allow for the City to make a meaningful decision about which services offered best meet its needs and fit within its budgetary constraints.
- f) Please provide as complete a proposals as possible, and include estimates of labor, materials, and cost-reimbursable items such as travel. The City must be able to compare services and their cost from different Respondents in a meaningful way. Facilitating this process will only work in the Respondent's favor.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in both digital (PDF) and printed formats.

Provide two (2) print copies of the proposal in addition to the digital file, which may be emailed or submitted on a USB drive. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format.

Additional requirements are as follows:

-) Applicants are solely responsible for ensuring that proposals arrive on time.
-) Each applicant **MUST** provide their submittal electronically as a PDF.
-) Additional detail beyond the contents described above **WILL NOT** be considered.
-) Faxed proposals **WILL NOT** be accepted.
-) Late replies **WILL NOT** be considered.

The City of Burlington does not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

Bids should be sent in a sealed envelope to the contact listed above.

Bidders must comply with all provisions of state law, and the accepted bidder will have to comply with the city's requirements, including its insurance requirements and livable wage and union deterrence ordinances, copies of which are available on the city's website (or may be supplied on request).

Questions

Questions may be submitted by email by the deadline identified above. Any revisions, addendums and answers to questions that are received by the due date for questions will be posted to the City's website at <https://www.burlingtonvt.gov/RFP>.

Bid Evaluation

In compliance with the City of Burlington's Procurement Policy, City staff will evaluate all complete proposals from qualified consultants. Consultants will be scored up to a maximum of 100 points based on the following criteria:

- 1) **Experience & Qualifications** relevant to key personnel and/or sub-contractors (15 pts)
- 2) **Project Understanding & Knowledge of Area** depth of relevant technical experience (25 pts)
- 3) **Ability to Meet Schedule** efficient schedules receive higher scoring (10 pts)

- 4) **Budget & Value** as related to proposed and additional costs (15 pts)
- 5) **Depth of Skills** related to technical aspects of project (15 pts)
- 6) **Demonstrated Innovative Approaches** to identifying solutions (10 pts)
- 7) **Level of Experience** with projects of similar size, structure and complexity (10 pts)
- 8) **Quality, Clarity & Completeness** of submittal package (10 pts)

Responses will be reviewed by City staff, and possibly its consultants, based upon the information provided in the proposal. Additional information may be requested prior to final selection. The city intends to accept the bid it determines to be in the best interests of the city, based on the overall proposal, not exclusively on cost or any other specific factor or sum of factors. The city reserves the right to amend, modify, reject, negotiate, or accept any bid in whole or in part at its sole discretion. It is anticipated that a decision will be made within 30 days of the due date.

VI. TERMS & CONDITIONS

It will be necessary for responding parties to comply fully with the following terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFP must be included as part of the final submittal (see Attachment A).

Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted on the City of Burlington website at: <https://www.burlingtonvt.gov/RFP>. Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any City Official or persons involved in evaluating or considering the statement of qualifications or proposals. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

General Compliance with Laws

The Consultant shall comply with all applicable Federal, State and local laws, including but not limited to the Burlington Livable Wage Ordinance, Union Deterrence, Outsourcing, and City insurance requirements. A certificate of compliance with the Livable Wage ordinance will be required. The Livable Wage ordinance can be found at the following link: <http://www.burlingtonvt.gov/CT/Livable-Wage-Ordinance/>.

Provisions of the resulting Agreement shall be interpreted and implemented in a manner consistent with each other and using procedures that will achieve the intent of both parties. If, for any reason, a provision in the Agreement is unenforceable or invalid, that provision shall be deemed severed from the Agreement, and the remaining provisions shall be carried out with the same force and effect as if the severed provisions had never been a part of the Agreement.

OWNERSHIP OF DOCUMENTS

Proposals, plans, specifications, and other documents prepared and submitted under this RFP shall become the property of the City.

PUBLIC RECORDS

Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, shall be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that the proposal is proprietary or a trade secret or is otherwise exempt. Particular records, pages or section which are believed to be exempt must be specifically identified as such and must be separated from other records with a convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

Other terms

Costs for preparing your proposal in response to this request are solely the responsibility of the respondent. The City of Burlington, Vermont assumes no responsibility and liability for costs incurred by parties responding to this RFP or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract. The City of Burlington reserves the right to accept or reject any or all Statement(s) of Qualifications or proposals, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFP will become the property of the City upon delivery. This solicitation in no way obligates the City of Burlington to award a contract.

Equal Opportunity: the selection of consultant shall be made without regard to race, age, color, religion, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, genetic information or political affiliation. The City of Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

REGISTRATION

A successful consultant must be registered with the Vermont Secretary of State's office as a business entity doing business in the State of Vermont at all times the contract is effective. This registration must be complete prior to the execution of a contract.

INSURANCE:

Prior to beginning any work CONTRACTOR shall obtain the following insurance coverage from an insurance company registered and licensed to do business in the State of Vermont and having an A.M. Best insurance rating of at least A-, financial size category VII or greater (www.ambest.com). The certificate of insurance coverage shall be documented on forms acceptable to the City of Burlington. Compliance with minimum limits and coverage, evidenced by a certificate of insurance showing policies and carriers that are acceptable to the City of Burlington, must be received prior to the effective date of the Agreement. The insurance policies shall provide that insurance coverage cannot be canceled or revised without thirty (30) days prior notice to the City of Burlington for cancellation. In the event that this Contract extends to greater than one year, evidence of continuing coverage must be submitted to the City of Burlington on an annual basis. Certified copies of any insurance policies may be required. Each policy (with the exception of professional liability and workers compensation) shall name the City of Burlington as an additional insured for the possible liabilities resulting from Contractor's actions or omissions. It is agreed that the liability insurance furnished by the CONTRACTOR is primary and non-contributory for all the additional insured. The Parties, for themselves, their insurers, and their officers, employees and agents, do hereby mutually waive all rights of subrogation on any claims of general liability, auto liability, and worker's compensation.

CONTRACTOR is responsible to verify and confirm in writing to the City of Burlington that:

(a) All SUB-CONTRACTORS, agents or workers meet the minimum coverage and limits plus maintain current certificates of coverage for all SUB-CONTRACTORS, agents or workers. SUB-CONTRACTORS must comply with the same insurance requirements as MOPA.

(c) All work activities related to the agreement shall meet minimum coverage and limits.

No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of CONTRACTOR for Contractor's operations. These are solely minimums that have been developed and must be met to protect the interests of the City of Burlington.

GENERAL LIABILITY AND PROPERTY DAMAGE:

With respect to all operations performed by Contractor, SUB-CONTRACTORS, agents or workers, it is Contractor's responsibility to insure that general liability insurance

coverage, on an occurrence form, provides all major divisions of coverage including, but not limited to and with limits not less than:

1. Premises Operations
2. Independent CONTRACTORS' Protective
3. Products and Completed Operations
4. Personal Injury Liability
5. Contractual Liability
6. Broad Form Property Damage
7. Medical Expenses
8. Collapse, Underground and Explosion Hazards

1. General Aggregate	\$2,000,000
2. Products-Completed/Operations Aggregate	\$2,000,000
3. Personal & Advertising Injury	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage (Any one fire)	\$ 250,000
6. Med. Expense (Any one person)	\$ 5,000

WORKERS' COMPENSATION: With respect to all operations performed, CONTRACTOR shall carry workers compensation insurance in accordance with the laws of the State of Vermont and ensure that all SUB-CONTRACTORS and SUBCONTRACTORS carry the same workers' compensation insurance for all work performed by them under this contract. Minimum limits for Employer's Liability:

- (a) Bodily Injury by Accident: \$500,000 each accident
- (b) Bodily Injury by Disease: \$500,000 policy limit, \$500,000 each employee

PROFESSIONAL LIABILITY INSURANCE:

(a) General. The Consultant shall carry architect's/engineers professional liability insurance covering errors and omissions made during their performance of contractile duties with the following minimum limits:

\$3,000,000 - Annual Aggregate

\$1,000,000 - Per Occurrence

(b) Deductibles. The Consultant is responsible for any and all deductibles.

(c) Coverage. Prior to performing any work, the Consultant agrees to provide evidence of E&O insurance coverage defined under this Section. In addition, the Consultant agrees to attempt to maintain continuous professional liability coverage for the period of the agreement and whenever applicable any construction work related to this agreement, and for a period of five years following substantial completion, if such coverage is reasonably available at commercially affordable premiums.

AUTOMOBILE LIABILITY: The CONSULTANT shall carry commercial automobile liability insurance covering all motor vehicles, including owned, non-owned and hired, used in connection with the agreement. Each policy shall provide coverage with a limit not less than: \$1,000,000 - Combined Single Limit for each occurrence.

UMBRELLA LIABILITY:

\$1,000,000 Each Event Limit

\$1,000,000 General Aggregate Limit

INDEMNIFICATION

The Consultant will act in an independent capacity and not as officers or employees of the Municipality. The Consultant shall indemnify, defend and hold harmless the Municipality and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the Consultant's acts and/or omissions in the performance of "non-professional services" under this contract. As used herein, "non-professional services" means services provided under this Agreement other than professional services relating to the design and/or engineering of all or part of the project. The Municipality shall notify the Consultant in the event of any such claim or suit covered by this Subsection and the Consultant shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit arising out of "non-professional services" provided under this Agreement. The Consultant shall indemnify the Municipality and its officers and employees in the event that the Municipality, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Consultant arising from the provision of "non-professional services" (as defined herein) under this Agreement.

The Consultant shall indemnify and hold harmless the Municipality and its officers and employees from liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the Consultant's acts and/or omissions in the performance of "professional services" under this contract. The Consultant shall not be obligated to defend the Municipality and its officers and employees against claims or suits arising from the Party's provision of engineering design services or architectural design services. The Consultant shall be obligated to indemnify and hold the Municipality, its officers and employees, harmless from and against monetary damages to third parties, together with reasonable costs, expenses and attorney's fees incurred and paid by the Municipality in defending claims by third parties (collectively "Damages") but only in the event and to the extent such Damages are incurred and paid by the Municipality as the proximate cause of negligent acts, errors or omissions ("Professional Negligence") by the Consultant, its employees, agents, consultants and subcontractors, in providing the professional services required under this Agreement. As used herein, "Professional Negligence" or "negligent acts, errors or omissions" means a failure by the Consultant to exercise that degree of skill and care ordinarily possessed by a reasonably prudent design professional practicing in the same or similar locality providing such services under like or similar conditions and circumstances.

After a final judgment or settlement, the Consultant may request recoupment of specific defense costs and may file suit in Vermont Superior Court, Chittenden Unit, Civil Division, requesting recoupment. The Consultant shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Consultant.

The Municipality is responsible for its own actions. The Consultant is not obligated to indemnify the Municipality or its officers, agents and employees for any liability of the Municipality, its officers, agents and employees attributable to its, or their own, negligent acts, errors or omissions.

In the event the Municipality, its officers, agents or employees are notified of any claims asserted against it or them to which this Indemnification clause may apply, the Municipality or its officers, agents and employees shall immediately thereafter notify the Consultant in writing that a claim to which the Indemnification Agreement may apply has been filed.

RELATIONSHIP

The parties agree that Contractor is an independent CONTRACTOR. To that end, the Contractor shall determine the method, details, and means of performing the work, but will comply with all legal requirements in doing so. Neither the City of Burlington nor its departments shall provide Contractor with specific instructions or training in how to provide the required services, except to the extent required by law or regulation. Contractor shall provide its own tools, materials or equipment. In providing services under this Agreement, CONTRACTOR shall perform in a manner consistent with that

degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The parties agree that neither CONTRACTOR nor its officers or employees are employees of the City of Burlington or any of its departments, agencies, or related entities. The parties also agree that neither CONTRACTOR nor its officers or employees is entitled to any employee benefits from the City of Burlington. CONTRACTOR understands and agrees that it and its officers and employees have no right to claim any benefits under the Burlington Employee Retirement System, City's worker's compensation benefits, health insurance, dental insurance, life insurance or any other employee benefit plan offered by City. CONTRACTOR agrees to execute any certifications to the best of its knowledge, information and belief, or other documents and provide any certificates of insurance required by City and understands that this contract is conditioned on its doing so, if requested.

CONTRACTOR understands and agrees that it is responsible for the payment of all taxes on the above sums and that the City of Burlington will not withhold or pay for Social Security, Medicare, or other taxes or benefits or be responsible for any unemployment benefits.

RESERVATION OF RIGHTS

It is the intent of the City to select the proposal that it deems to be in the best interests of the City. To that end, the City reserves the following rights:

1. To accept any proposal in whole or in part;
2. To accept multiple proposals if doing so is in the best interests of the City;
3. To reject any or all proposals in whole or in part;
4. To waive any informalities, omissions, or irregularities in any proposal;
5. To terminate and reissue this RFP for any reason;
6. To remedy any error in the RFP process without reissuing it; and/or
7. To change or negotiate any specifications in the City's sole discretion.

ATTACHMENT A

City of Burlington Asset Management Consulting Services

Understanding of RFP Procedures, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team: _____

Representative's Printed Name: _____

Representative's Title: _____

Representative's Signature: _____

Date: _____

Anna Wyner

From: douglas boyden <dgboyden@gmail.com>
Sent: Saturday, September 09, 2017 12:52 PM
To: Anna Wyner
Subject: new route for neighborhood greenway

Hello,

I applaud the change to the design of the "ONE" bike/ walk path as mapped on the DPW mailing dated Sept. 8th, 2017. In my opinion, this is a far better route than the earlier route which entered N Union at the corner of Loomis St.

I am in support of this change.

Thanks,

--

Douglas G. Boyden
Cel (802)363-8084

Sept 20, 2017

DPW Commission Meeting Comments

Thank you Commissioners for including the friendly amendment in the July vote on the Wiggle. That amendment paved the way for further analysis and DPW has been very receptive and proactive in vetting alternatives brought forward by community members. Those efforts have led to the staff recommendations before you tonight which embrace one of the alternatives as way to have a less impactful implementation of the Greenway.

I would additionally like to acknowledge and thank the DPW, and Chapin Spencer in particular, for their willingness to listen and consider alternatives during the implementation of the ONE Wiggle. This level of cooperation is greatly appreciated and will prove invaluable as the city moves forward with Implementation of Plan Walk Bike BTV.

The implementation phase of the ONE Wiggle has demonstrated that a collaborative effort to develop creative solutions during the implementation phase of these projects can improve the ultimate execution while avoiding unnecessary community resistance. The work done since the last Commission meeting demonstrates the benefits of a collaborative process between all stakeholders in a project.

I am grateful to the DPW for their openness and flexibility in moving this project forward and am confident that the lessons learned in this implementation will help assure successful implementation of future segments of the Walk Bike Plan. I urge the Commission to approve the revised recommendations from staff and I fully support the implementation of this revised route.

DEPARTMDNT OF PUBLIC WORKS
PUBLIC WORKS COMMISSION SEPTEMBER 20, 2017

COMMISSIONERS PRESENT: Tiki Archambeau (Chair), Robert Alberry, James Barr, Chis Gillman, Soveig Overby, Justin Sears (Vice Chair). **COMMISSIONERS ABSENT:** Jeff Padgett

Item 1: Call to Order - Welcome - Chair Comments

Chair Archambeau called the meeting to order at 6:32 and made opening comments.

Item 2: Agenda

Commissioner Barr makes a motion to accept the agenda.
Commissioner Alberry seconds.
Action Taken: Motion approved unanimously

Item 3: Public Forum (3 minutes per person time limit)

Lawrence Smith, speaks on Old north End Greenway (WIGGLE)
Jason Starr, speaks about changing Flynn Avenue parking back adjacent to Oakledge Park.

Item 4: Consent Agenda

- A. Traffic Status Report
- B. Intervale Avenue New Accessible Space
- C. North Street New Accessible Space
- D. Resident Only Parking on Bradley Street
- E. Allen Street Signage

Commissioner Barr makes a motion to accept the Consent Agenda. Clerk Gillman seconds. Motion approved unanimously.

Item 5: Old North End Greenway (WIGGLE)- Director Chapin

Spencer and Senior Transportation Planner Nicole Losch

Consideration of staff's recommended updated design

- A. Planner Losch spoke on the modified design, which would keep the parking on North Union Street.
- B. Commissioner Questions
Vice Chair Sears and Commissioners Overby and Barr had comments to make.
- C. Public Comment - Judy Klimer, Jane Knodell had comments on this as well.
- D. Commissioner Barr made a motion to accept staff's recommendation with an additional recommendation to further consider relocating the curb section and widening the road to allow for a two-way cycle-track should use and enforcement of the Green Belt Wiggle fail.

Friendly amendment from Vice Chair Sears to include staff review and address all safety concerns due to the implementation of this project. Commissioner Alberry seconded the motion.

More commissioner discussion on this.

Chair Archambeau stated to accept staff's recommendation.

Commissioner Alberry - Aye

Chair Archambeau - Aye

Commissioner Barr - Aye

Clerk Gillman - Aye

Commissioner Overby - Nay

Commissioner Padgett - Absent

Vice Chair Sears - Aye

Item 6: Update on Traffic Calming and Traffic Request Program

Staff recommends a process improvement initiative for the traffic calming and traffic request programs to, in part, respond to Commission interest in reducing the number of outstanding requests and the time it takes to get to requests. Staff seeks the support of the Commission to embark on this process. Planner Losch stated that she would like to have a draft report for the October Commission Meeting.

Clerk Gillman stated if it were a streamline process, he would support.

Commissioner Alberry agreed.

Commissioner Barr agreed.

Commissioner Overby agreed.

Clerk Gillman made a motion to endorse staff's process.

Commissioner Barr seconded

Action Taken: motion approved - unanimous

Item 7: Draft Public Engagement Plan

Staff presented the draft Public Engagement Plan. Questions about if there were policies in place to inform landlords of what Public Works were doing within their neighborhood.

Planner Losch stated there are policies for outreach depending on the project. In the case of North Union Street there were mailing sent to residents as well as property owners.

City Councilor Sharon Bushor supports the development of this plan.

Item 8: Asset Management Resolution

DPW Director Chapin Spencer provided context for the resolution. Staff seeks to build support for a more robust Preventative Maintenance Program that can reduce long-term costs, improve asset reliability and provide better customer service.

Clerk Gillman supports this effort.

Commissioner Overby supports - is there a software program to keep track of these efforts.

Commissioner Barr supports.

Vice Chair Sears supports.

Commissioner Alberry made a motion to accept staff's recommendation. Clerk Gillman seconded. Unanimous

Item 9: Draft Minutes 7/19/17 and 8/17/17

Commissioner Barr made a motion to accept the July minutes

Vice Chair Sears seconded.

Unanimous approval

Commissioner Barr made a motion to accept the August minutes.

Vice Chair Sears seconded.

Unanimous approval

Item 10: Director's Report

Director Spencer stated that there is a Permit Reform Advisory Committee formed and we are looking for one representative from the DPW Commission to be on it as well as one Commissioner from the Planning Commission. This is a volunteer position. Commissioner Archambeau agreed to serve in this capacity for the DPW Commission.

Item 11: Commissioner Communication

Commissioner Barr stated that the sidewalk that was put in front Kampus Kitchen on Colchester Avenue is great making it much safer to cross.

Chair Archambeau stated he felt bad about missing the employee recognition get together. He will volunteer to be on the permit reform committee if no one else wants to volunteer.

Item 12: Adjournment

Commissioner Barr made a motion to adjourn. Commissioner Alberry seconded. Unanimous approval.

7:55 p.m. adjournment.

DEPARTMDNT OF PUBLIC WORKS
PUBLIC WORKS COMMISSION SEPTEMBER 20, 2017

COMMISSIONERS PRESENT: Tiki Archambeau (Chair), Robert Alberry, James Barr, Chis Gillman, Soveig Overby, Justin Sears (Vice Chair). **COMMISSIONERS ABSENT:** Jeff Padgett

Item 1: Call to Order - Welcome - Chair Comments

Chair Archambeau called the meeting to order at 6:32 and made opening comments.

Item 2: Agenda

Commissioner Barr makes a motion to accept the agenda.
Commissioner Alberry seconds.
Action Taken: Motion approved unanimously

Item 3: Public Forum (3 minutes per person time limit)

Lawrence Smith, speaks on Old north End Greenway (WIGGLE)
Jason Starr, speaks about changing Flynn Avenue parking back adjacent to Oakledge Park.

Item 4: Consent Agenda

- A. Traffic Status Report
- B. Intervale Avenue New Accessible Space
- C. North Street New Accessible Space
- D. Resident Only Parking on Bradley Street
- E. Allen Street Signage

Commissioner Barr makes a motion to accept the Consent Agenda. Clerk Gillman seconds. Motion approved unanimously.

Item 5: Old North End Greenway (WIGGLE)- Director Chapin

Spencer and Senior Transportation Planner Nicole Losch

Consideration of staff's recommended updated design

- A. Planner Losch spoke on the modified design, which would keep the parking on North Union Street.
- B. Commissioner Questions
Vice Chair Sears and Commissioners Overby and Barr had comments to make.
- C. Public Comment - Judy Klimer, Jane Knodell had comments on this as well.
- D. Commissioner Barr made a motion to accept staff's recommendation with an additional recommendation to further consider relocating the curb section and widening the road to allow for a two-way cycle-track should use and enforcement of the Green Belt Wiggle fail.

Friendly amendment from Vice Chair Sears to include staff review and address all safety concerns due to the implementation of this project. Commissioner Alberry seconded the motion.

More commissioner discussion on this.

Chair Archambeau stated to accept staff's recommendation.

Commissioner Alberry - Aye

Chair Archambeau - Aye

Commissioner Barr - Aye

Clerk Gillman - Aye

Commissioner Overby - Nay

Commissioner Padgett - Absent

Vice Chair Sears - Aye

Item 6: Update on Traffic Calming and Traffic Request Program

Staff recommends a process improvement initiative for the traffic calming and traffic request programs to, in part, respond to Commission interest in reducing the number of outstanding requests and the time it takes to get to requests. Staff seeks the support of the Commission to embark on this process. Planner Losch stated that she would like to have a draft report for the October Commission Meeting.

Clerk Gillman stated if it were a streamline process, he would support.

Commissioner Alberry agreed.

Commissioner Barr agreed.

Commissioner Overby agreed.

Clerk Gillman made a motion to endorse staff's process.

Commissioner Barr seconded

Action Taken: motion approved - unanimous

Item 7: Draft Public Engagement Plan

Staff presented the draft Public Engagement Plan. Questions about if there were policies in place to inform landlords of what Public Works were doing within their neighborhood.

Planner Losch stated there are policies for outreach depending on the project. In the case of North Union Street there were mailing sent to residents as well as property owners.

City Councilor Sharon Bushor supports the development of this plan.

Item 8: Asset Management Resolution

DPW Director Chapin Spencer provided context for the resolution. Staff seeks to build support for a more robust Preventative Maintenance Program that can reduce long-term costs, improve asset reliability and provide better customer service.

Clerk Gillman supports this effort.

Commissioner Overby supports - is there a software program to keep track of these efforts.

Commissioner Barr supports.

Vice Chair Sears supports.

Commissioner Alberry made a motion to accept staff's recommendation. Clerk Gillman seconded. Unanimous

Item 9: Draft Minutes 7/19/17 and 8/17/17

Commissioner Barr made a motion to accept the July minutes

Vice Chair Sears seconded.

Unanimous approval

Commissioner Barr made a motion to accept the August minutes.

Vice Chair Sears seconded.

Unanimous approval

Item 10: Director's Report

Director Spencer stated that there is a Permit Reform Advisory Committee formed and we are looking for one representative from the DPW Commission to be on it as well as one Commissioner from the Planning Commission. This is a volunteer position. Commissioner Archambeau agreed to serve in this capacity for the DPW Commission.

Item 11: Commissioner Communication

Commissioner Barr stated that the sidewalk that was put in front Kampus Kitchen on Colchester Avenue is great making it much safer to cross.

Chair Archambeau stated he felt bad about missing the employee recognition get together. He will volunteer to be on the permit reform committee if no one else wants to volunteer.

Item 12: Adjournment

Commissioner Barr made a motion to adjourn. Commissioner Alberry seconded. Unanimous approval.

7:55 p.m. adjournment.