



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
Burlington, VT 05401
802.863.9094 x 3 VOICE
www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

DPW COMMISSION MEETING AGENDA

July 26, 2023

6:30 p.m.

To Attend In Person – 645 Pine St. Main Conference Room

To Join via Zoom: <https://us02web.zoom.us/j/83495330508>

To call into the meeting: 301-715-8592 Webinar ID: 834 9533 0508

Channel 17 also often livestreams this on their YouTube channel and airs it over the air at a later date.

Note that comments on YouTube are not monitored.

- 1 Call to Order – Welcome – Chair Comments
- 2 5 Min Agenda
- 3 5 Min Election of Chair, Vice Chair and Secretary
- 4 10 Min Public Forum (3 minute per person time limit)
- 5 5 Min Consent Agenda
 - A Approval of Draft Minutes 6-21-23
 - B Main Street Parking - Police and ADA
 - C BHS Parking Agreement
 - D Bank St. Time Limit for Loading Zone
 - E Batchelder St. No Parking
 - F 530 North St Accessibility (ADA) Parking Change
 - G Main Street Parking – South Champlain
 - H St. Paul Parking Spot Removal
 - I Main ST & South Winooski Ave Lot - Encumbrance
- 6 10 Min Chase Street Traffic Calming
 - A Communication, D. Crites
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –Vote
- 7 10 Min Director’s Report
- 8 10 Min Commissioner Communications
- 9 **Adjournment & Next Meeting Date September 20, 2023**



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**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING JUNE 21, 2023
DRAFT MINUTES**

For video of the meeting, please visit Town Meeting TV's YouTube Channel:
<https://www.youtube.com/watch?v=k0r9VW6DgXY&t=978s>

Commissioners Present: Commissioner Barr, Commissioner Damiani, Commissioner Fox, Commissioner Hogan (Chair), Commissioner Munteanu, Commissioner O'Neill-Vivanco,

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at 6:32PM.

ITEM 2 – AGENDA

Commissioner Barr made a motion to accept the agenda
Vice-Chair O'Neill-Vivanco seconded
Unanimous approval

ITEM 3 – PUBLIC FORUM

No members of the public were present or spoke

ITEM 4 – CONSENT AGENDA

Commissioner Barr made motion to approve
Seconded by Commissioner Munteanu
Commissioner Damiani asked about question on item 4E about whether longer time to park would impact SSTA access. DPW Engineer Peterson said residents and property managers were okay with change.
Commissioner Fox asked for clarification on how staff made decisions on item 4D.
Commissioner Overby asked whether meters would go in on Bank St for 15 min proposal on 4C. DPW Engineer Suender confirmed meters would be installed.
Unanimous Approval

ITEM 5 – Parking Violation Ordinance Change Regarding Fees

DPW Director Spencer gave brief overview of parking fine increase from \$15 to \$20.

Commissioner Damiani asked when this would become effective. Director Spencer said it becomes effective after approval + 21 days for appeals.

Commissioner Munteanu asked how many tickets are charged for these kinds of violations. Director Spencer referenced 20K from memo, ~65% of tickets.

Commissioner Overby offered support for the proposal.

Commissioner O'Neill-Vivanco appreciated rationale including inflation and peer community examples. Asked Department to educate "frequent" violators so they are aware.

Commissioner Barr appreciates use of data, and asked how we would educate the public about tickets and fines. Public Information Manager Goulding confirmed that ordinance and reason for ticket are on tickets.

Commissioner Fox echoed that education around change is important.

Chair Hogan asked for confirmation that rates were being studied for further parking changes, which Director Spencer confirmed.

Commissioner Munteanu made motion to approve ordinance change
Seconded by Commissioner Fox
Unanimous approval

ITEM 6 – REVENUE BOND AUTHORIZATION FOR GARAGE CAPITAL WORK

Director Spencer gave an overview about the intent to take out a loan to pay back General Fund for prior garage construction work. Bond counsel finds that DPW Commission needs to approve.

Commissioner Fox asked about revenue trend. Director Spencer said that there will likely be additional downtown activity during construction and when people move in, removal of 2 hour free at Marketplace will lead to increased occupancy.

Vice Chair O'Neill-Vivanco said that proposal looks great and reiterated that Commissioner Fox's questions were similar to her own.

Commissioner Overby said that this payment scenario is similar to what occurred during Burlington Telecom.

Commissioner Barr made a motion to accept staff's recommendation
Seconded by Vice Chair O'Neill-Vivanco
Unanimous Approval

ITEM 7 – DRAFT FY 24 DPW GOALS & OBJECTIVES

Director Spencer gave a brief overview of goals and objectives, and Commission role.

Commissioner Barr reviewed and agrees with approach.

Vice Chair O'Neill-Vivanco appreciates reducing injuries being on list. Sees City working hard on enhanced multilingual engagement, but more needs to be done such as creating a "feedback loop." Also asked for consolidated waste collection to be reconsidered.

Chair Damiani offered that demonstration projects should be a priority goal of DPW's. Also offered that public may be questioning Departmental data, but look at ways to improve that.

Commissioner Munteanu asked about asset management program and if the data and metrics will be made public, e.g., potholes, etc. Director Spencer said some data is being captured and easily extracted from our tools, but backend asset management system still being built.

Commissioner Overby asked how the document is used by Director day to day, month to month. Director Spencer said rather than strategic plan, it helps Leadership team identify priorities & figure out where to invest more. Commissioner Overby prefers status column be more data driven/metric. A discussion ensued between Commissioner Overby, Director Spencer and City Engineer Baldwin about metrics, data and how to incorporate these into the document.

Chair Hogan agrees w/ Commissioner Overby's points about clearer metrics. Asked specifically about traffic and crash statistics. City Engineer Baldwin said this is hard to get from the Burlington Police Department. Director Spencer offered that DPW can bring data to the Commission and give a presentation. Director Spencer also offered a presentation on the Sidewalk Assessment. City Engineer Baldwin said he was cautious about oversharing this so that individual City Councilors don't manipulate that for their own Ward's purposes.

No Action Requested on item/No Vote

ITEM 8 - DIRECTOR'S REPORT

Director Spencer offered a brief summary of the Director's Report and that Division Director Padgett will be sending a notification to the Commission about a 50% Saturday discount at the Downtown Garage.

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioner Munteanu asked about the pothole assessment. City Engineer Baldwin states that while he has not seen the current inventory his staff has conducted an investigation and he will be getting briefed.

Commissioner Fox praised Champlain Parkway engagement efforts. Also asked about flex posts that were recently installed, but unfortunately already damaged. City Engineer spoke about the challenges of finding durable material and the need for resources. Also asked about striping at North Ave and Sherman as it wasn't done correctly (center lane and bike lane). City Engineer said that our contractor does not have good quality control as other line striping has not been done well. Director Spencer said that if it is a hazard, we will correct it this year.

Commissioner Barr also offered criticism of striping at North Ave and Sherman. Offered praise for new DPW Transportation Planner.

Vice Chair O'Neill Vivanco offered sympathy for pace of DPW's work and said that while she is asking for more data it is not to criticize, but to show public how much department is doing. Also said that even though our contractor may not be doing great at line striping, it will reflect on DPW. Offered praise for Overlake Dr water relining contractor, made note of some parking enforcement challenges, but that Division Director Padgett helped solve it. Also put it in a request via daughter to pave college st as it is difficult biking up.

Commissioner Overby offered closing remarks on her tenure as DPW Commissioner, after over a decade of service. Director Spencer offered thoughts and thanks to Commissioner Overby for her service.

ITEM 11 – ADJOURNMENT & NEXT MEETING DATE – July 26, 2023

Due to scheduling conflicts, Commission cannot meet on the third Wednesday of July. Offered July 26 as alternative.

Commissioner Barr made a motion to adjourn
Commissioner Fox seconded
Unanimous approval

Meeting adjourned at 8:02PM.



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

Memorandum

Date: July 26, 2023
To: Public Works Commission
From: Madeline Suender, Associate Public Works Engineer
CC: Laura Wheelock P.E., Senior Public Works Engineer
Norm Baldwin P.E., City Engineer
Subject: Main Street Parking Changes

Staff recommends the DPW Commission temporarily amend, see Attachment 1:

7A Accessible spaces designated.

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:

- (1)-(27) As written.
- (28) ~~Reserved.~~ On the east side of Church Street, in the second space south of Main Street.
- (29)-(129) As written.
- (130) ~~Reserved.~~ On the east side of Pine Street in the first space south of Main Street.
- (131)-(173) As written.

12-1 No parking except vehicles loading or unloading.

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

- (1) - (52) As written.
- (53) ~~Reserved.~~ On the north side of Main Street in the first space west of the Church Street intersection from 6AM – 5PM for no more than fifteen (15) minutes.

29 Special parking.

No parking shall occur at the following locations unless by:

- (a) – (c) As written.
- (d) *Police vehicles.*
 - (1) On the north side of Main Street in the first space west of the Church Street intersection from 5PM – 6AM. ~~at the intersection of Church Street, except for police vehicles.~~
 - (2)-(7) As written.
 - (8) On the east side of Church Street in the first space south of Main Street.

Purpose & Need:

The purpose of this request is to add time limited, police and accessible parking. Relocating police parking from the Church St entrance will allow better emergency fire access. Installing dual use vehicle loading and police parking on Main Street will provide increased parking turnover in the area while serving the needs of the Police Department during respective peak hours of use. Accessible spaces will allow the parking will help serve business and residents in need of these spaces to access this section of downtown.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

In advance of upcoming Work on Main Street (from Battery – Union), DPW Staff is proposing adjusting two Accessible spaces and two Police spaces (one to be dual use Vehicle Loading). See Attachment 2 for Site Map. These spaces came as a result of discussions with businesses, residents, and the fire and police departments.

The changes and schedules are as follows:

1. Accessible space on Pine St:
 - On the east side of Pine St in the first space south of Main St.
 - Implemented pre-construction ASAP
 - Requested by VT Comedy Club
2. Accessible space on Church St:
 - On the east side of Church St in the second space south of Main St.
 - Implemented post-construction
 - Replacing approved post construction accessible space in the first spot east of Main St.
3. Police Parking (5PM-6AM)/Vehicle loading (6AM-5PM) on Main Street:
 - On the north side of Main St in the first space west of Church St.
 - Implemented post-construction
 - To accommodate emergency access on Church St
4. Police Parking on Church St:
 - On the east side of Church St in the first space south of Main St.
 - Implemented post-construction
 - To accommodate emergency access on Church St

Public Engagement:

In preparation for the 7/26/23 DPW Commission Meeting, Staff distributed flyers and emailed residents and businesses along the areas adjacent to these sections of Main Street. Staff received one email in support of this change (see Attachment 3).

Attachments:

1. Traffic Regulation Changes
2. Site Map
3. Public Correspondence

Attachment 1: Traffic Regulation Changes

CITY OF BURLINGTON

Sponsor(s): Public Works Commission

Action: _____

Date: _____

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—

Sections:

7A Accessible spaces designated.

12-1 No parking except vehicles loading or unloading.

29 Special parking.

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 7A Accessible spaces designated., 12-1 No parking except vehicles loading or unloading., and 29 Special parking. of the Code of Ordinances of the City of Burlington is hereby amended as follows:

7A Accessible spaces designated.

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:

(1)-(27) As written.

(28) ~~Reserved.~~ On the east side of Church Street, in the second space south of Main Street.

(29)-(129) As written.

(130) ~~Reserved.~~ On the east side of Pine Street in the first space south of Main Street.

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No parking shall occur at the following locations unless by:

(a)-(c) As written.

(d) Police vehicles.

(1) On the north side of Main Street in the first space west of the Church Street intersection from 5PM – 6AM. at the intersection of Church Street, except for police vehicles.

(2)-(7) As written.

(8) On the east side of Church Street in the first space south of Main Street.

Attachment 2: Site Map



Attachment 3: Public Correspondence

Email Received 7/13/23

So excited for the change on Pine. Thank you for listening and implementing!

Natalie



City of Burlington
Department of Public Works
Division of Parking and Traffic
645 Pine Street, Suite A
Burlington, VT 05402
802.863.9094 P
802.863.0466 F
802.863.0450 TTY
www.burlingtonvt.gov

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: July 26, 2023
To: Public Works Commission
From: Jeffrey A. Padgett, Division Director for Parking and Traffic
C.C. Chapin Spencer, Director of Public Works
Nate Lavery, BSD Director of Finance and Operations
Subject: Burlington High School, Parking Agreement FY24-26

Motion:

“Authorize the Department of Public Works to extend the Parking Agreement with the Burlington School District through FY24, FY25 and FY26, plus month-to-month in FY27 to allow staff and students to park Monday-Friday at the Downtown Garage at a rate of \$40/month as detailed in the updated Parking Agreement.”

Background:

In 2021 DPW entered into a special agreement with the Burlington School District to provide discounted parking at the Downtown garage during the High School’s occupancy of the former Macy’s building. That agreement expired on July 1, 2023; but the school now expects to occupy the Macy’s facility for approximately three more years. Therefore, DPW has negotiated with the Burlington School District to extend the existing agreement, at the same \$40 rate, through FY26, with the option to extend on a month-to-month basis through FY27. This provides the school with both flexibility and stability for the expected duration of their occupancy of the former Macy’s.

Burlington High School (BHS) has been an engaged and supportive partner in this relationship. DPW staff and BHS have worked together closely on a variety of operational and administrative system to ensure the safest environment possible for the students and staff using the facility. The new “outdoor classroom” located on the top deck of the Downtown Garage is a physical manifestation of this positive, collaborative relationship.

Additionally, the BHS community has brought increased vehicular and pedestrian traffic in the facility which has noticeably improved the parking experience for all members of the public. Feel free to reach out with any questions.

Attachment: BSD/BHS Parking Agreement FY24-FY26 - DRAFT

An Equal Opportunity Employer
This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).



PARKING PERMIT AGREEMENT

City of Burlington

This Parking Agreement ("Agreement") is entered into by the City of Burlington ("City"), by and through its Department of Public Works ("DPW") doing business as the ParkBurlington brand, and

Burlington School District located at 150 Colchester Avenue, Burlington, VT ("Permittee")

OR

_____ an individual

with a mailing address: _____ ("Permittee").

The Permittee and the City agree to the terms of this Agreement.

1. EFFECTIVE DATE AND NOTICE OF NONLIABILITY

This Agreement shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Agreement before the Effective Date and shall have no obligation to pay Permittee for any performance or expense incurred before the Effective Date or after the expiration or termination of this Agreement.

2. RECITALS

- A. Authority.** Authority to enter into this Agreement exists in the City Charter. Required approvals, clearance, and coordination have been accomplished from and within each Party.
- B. Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Agreement.
- C. Purpose.** Permittee seeks to utilize 300 parking permits at the College Street and Lakeview parking garages owned by the City for their use or users that they employ/manage.

3. DEFINITIONS

- A. "Parking Structures"** means the City-owned parking structures known as the College Street Parking Garage (located at located at 60 College Street) and the Lakeview Parking Garage (located at 41 Cherry Street) that function as a single facility.
- B. "Effective Date"** means the date on which this Agreement is approved and signed by the City, as shown on the signature page of this Agreement, whichever date is later.

C. “Party” means the City or Permittee and “Parties” means both the City and Permittee.

4. TERM AND EARLY TERMINATION

A. **Term.** This Agreement and the Parties’ respective performance shall commence on the first day of March 2021 and shall continue until June 30 ~~2020~~ 2023 and shall continue subject to termination in accordance with §4.B.

B. **Termination.** Either Party may terminate this Agreement for any reason upon written notice to the other Party with 60 day notice. The notice shall specify the date of the effective termination. Permits may be suspended for use pursuant to the provisions set forth in Section 6 (B) and Section 7 below.

5. GRANT OF PERMIT

A. **Use of Facilities.** The City shall provide Permittee with parking permits to be used by Permittee and its authorized permit users at the Parking Structures for the term of this Agreement as set forth in §4.A.

B. **Timing Restrictions.** The parking permits granted under this Agreement shall be as follows and defined by Appendix C of the City of Burlington Ordinance:

Parking Permit Product 1: FY21 5 Day Permit (M-F) Fee Per Product: \$10/month

Parking Permit Product 2: FY22 5 Day Permit (M-F) Fee Per Product: \$10/Month

Parking Permit Product 2: FY23 5 Day Permit (M-F) Fee Per Product: \$40/Month

Parking duration is limited to 2 weeks of continuous parking on all products.

C. **User Restrictions.** Only currently registered vehicles that are legally allowed to be operated on public streets may be issued a parking permit and utilize the Parking Structures privileges granted in this Agreement. Motorcycles, scooters, electric or motorized bicycles, bicycles of any other kind, or other similar light-weight vehicles are not allowed.

D. **Permit Credentials.** All persons possessing parking permit granted under this Agreement must utilized the appropriate credentials via the automated entry/exit point to utilize the parking privileges granted herein. Such credentials may include a card, decal, hangtag, entry on a license plate registry, bar code, or other means as provided by the city.

6. PAYMENT

A. **Permit Fee.** Permit shall pay the City the fee(s) shown in 5.B per month as defined by Appendix C of the City of Burlington Ordinance for each parking permit product granted under this Agreement. ~~The City may change the fee for each parking permit by providing 60 days advanced notice to Permittee.~~

B. **Billing.** The billable term of each issued permit shall begin on the day the permit is issued to Permittee, and no earlier than on the first day of the month following the Effective Date. Permittee shall be issued an invoice on the last day of the month with payment due within a grace period of 25 days of the invoice. The City reserves the right to suspend use of any parking permit for non-payment at any time after the grace period. There is no proration of permit fees.

7. PARKING CONDITIONS

- A. Use of Parking Structures.** The monthly parking permits issued under this Agreement authorize permit users designated by the Permittee to self-park (and lock) one vehicle for each permit in an available (i.e. not being used) parking space located within the Parking Structures. If a permit user is unable to park in the Parking Structures due to full occupancy, the City may, at its sole discretion, offer parking to permit users at a different City-owned parking structure. Notwithstanding the foregoing, the City **does not guarantee** the availability of parking spaces under this Agreement nor will it cover costs associated with obtaining alternative parking if the facility is full. The City will operate in good faith to maintain available capacity in the structure.
- B. Management of Parking Structures.** The City reserves the right to manage parking in its facilities in the best interests of the City. Permittee acknowledges and agrees that management of City facilities may require the users of the parking permits granted under this Agreement to use another parking structure or be relocated.
- C. Emergency Removal.** In the event of an emergency (a threat of imminent danger to life or property created by a problem with the Parking Structures or permit user's vehicle), the City may move the vehicle to another space in the Parking Structures or remove the vehicle to a space outside the Parking Structures without notification to the permit user. If the emergency derives from the condition of the Parking Structures, the City will notify the Permittee of the location of the removed vehicle after removal, and the City shall pay for removal expenses. If the emergency derives from the permit user's vehicle, the City will notify thereafter the Permittee of the location of the removed vehicle, and the Permittee/permit user may have to pay for removal expenses at the City's discretion. The City will determine what constitutes an emergency.
- D. Burlington Police Department Enforcement.** Permittee and permit users understand that the Burlington Police Department ("BPD") polices the Parking Structures and enforces all traffic laws, posted signs, striping, gates and other directions and markings provided in the Parking Structures. Parking Structures staff may issue warnings to assist permit users with compliance or call BPD to ensure enforcement of compliance with said directions and markings.
- E. Acceptance of Risk.** Parking is at the Permittee and its designated permit users' sole risk. The City shall not guard, assume care, custody, or control of any vehicle or its contents. The City shall not be responsible for any loss or damage caused to vehicles or their contents utilizing the City's Parking Structures including fire, theft, damage, or loss directly resulting from the negligence of the City. No bailment is created under this Agreement.
- F. Reporting.** Permittee shall require that as a condition of issuing a parking permit granted herein, the permit user shall report any damage to the Parking Structures caused by the permit user's vehicle. Such damage includes, but is not limited to, the leaking of any chemicals, oil, gas, or antifreeze.
- G. Leaks.** If a vehicle is discovered to be leaking any chemical, oil, gas, or antifreeze, the City may temporarily suspend the parking permit privileges of the permit user until the permit user provides the City with written proof that necessary repairs were made to prevent further leakage. Any suspension issued under this §7.F. shall not suspend Permittee's obligation to pay the fee set forth in §6.A.
- H. Limitation on Use.** The parking permits granted herein are for the exclusive use of the Permittee and its authorized permit user(s). Parking permits shall not be loaned, altered, transferred or sold. Permittee agrees that misuse of a permit may be deemed as theft of services and the permit user may be locked out and that parking privileges in the Parking Structures may be rescinded/suspended. Permit users are limited to natural persons who can and will provide a legal name, a valid and active email address, and a license plate number to the City in order to create an account. Permittee must provide the City with a legal name and a valid and active email address to

create an account with the City. Other information may be asked for by DPW to facilitate proper administration.

- I. Compliance.** Permittee shall inform its permit users that compliance with instructions for the use of a permit is a condition of its use. If a permit user fails to properly comply with use instructions the permit user's parking privileges in the Parking Structures may be rescinded/suspended.
- J. Insurance.** Permittee shall ensure that all permit users possess minimum levels of vehicle insurance as required by law. If a permit user fails to properly comply with use instructions the permit user's parking privileges in the Parking Structures may be rescinded/suspended.
- K. Operation Costs.** If the City incurs additional costs to provide a safe parking environment for all customers (i.e. additional security, staffing, signs, etc.) to provide a safe parking environment, the School District will be notified and the parties will negotiate an amendment to this agreement, if necessary.
- L. The following staff will be the primary contacts at the School District:**
 - a. Safety and Operational Issues: Name Contact:
 - b. Parker Management: Name Contact:

8. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter of this Agreement. All prior representations and understandings of the Parties, oral or written, are merged into this Agreement. Prior or contemporaneous additions, deletions, or other changes to this Agreement shall not have any force or effect whatsoever, unless embodied herein.

9. THIRD PARTY BENEFICIARIES

This Agreement does not and is not intended to confer any rights or remedies upon any person or entity other than the Parties. Enforcement of this Agreement and all rights and obligations hereunder are reserved solely for the Parties. Any services or benefits which third parties receive as a result of this Agreement are incidental to the Agreement and do not create any right for such third parties.

10. WAIVER

A Party's failure or delay in exercising any right, power, or privilege under this Agreement, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

11. CHOICE OF LAW

Vermont law shall be applied in the interpretation, execution, and enforcement of this Agreement. Any provision included or incorporated herein by reference which conflicts with Vermont law shall be null and void. Any provision rendered null and void by operation of this provision shall not invalidate the remainder of this Agreement, to the extent capable of execution.

12. JURISDICTION

All suits or actions related to this Agreement shall be filed and proceedings held in the State of Vermont.

13. ASSIGNMENT

Permittee's rights and obligations under this Agreement are personal and may not be transferred or assigned without the prior written consent of the City. Any attempt at assignment or transfer without

such consent shall be void. Any assignment or transfer of Permittee's rights and obligations approved by the City shall be subject to the provisions of this Agreement.

— *Signature Page Follows* —

SIGNATURE PAGE

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

The Parties hereto have executed this Parking Agreement

PERMITTEE

Permittee Name: _____

Address: _____

Signature: _____

Printed: _____

Title: _____

Date: _____

CITY OF BURLINGTON Department of Public Works

Signature: _____

Printed: _____

Title: _____

Date: _____



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: July 26th, 2023

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

CC: Phillip Peterson P.E., Public Works Engineer

Subject: 100 Bank St. Time Limit to Vehicle Loading Zone

Staff recommends the DPW Commission add (see Attachment-1):

12-1 No parking except vehicles loading or unloading.

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

(18) On the north side of Bank Street for approximately forty (40) feet east of Pine Street between the hours of 8:00 a.m. and 5:00 p.m., for a maximum time limit of thirty(30) minutes.

Purpose & Need:

The purpose of this request is to add a time limit to a previous vehicle loading space. This would allow for a turnover of vehicles that can utilize the space and prevent vehicles from sitting in the space for long periods of time.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

100 Bank Street has requested DPW Staff add a time limit to a Vehicle Loading space. Vehicles will sit in the space for long periods of time which prevents other vehicles from utilizing the space. The addition of a thirty minute time limit will allow for a turnover of vehicles that may load and unload.

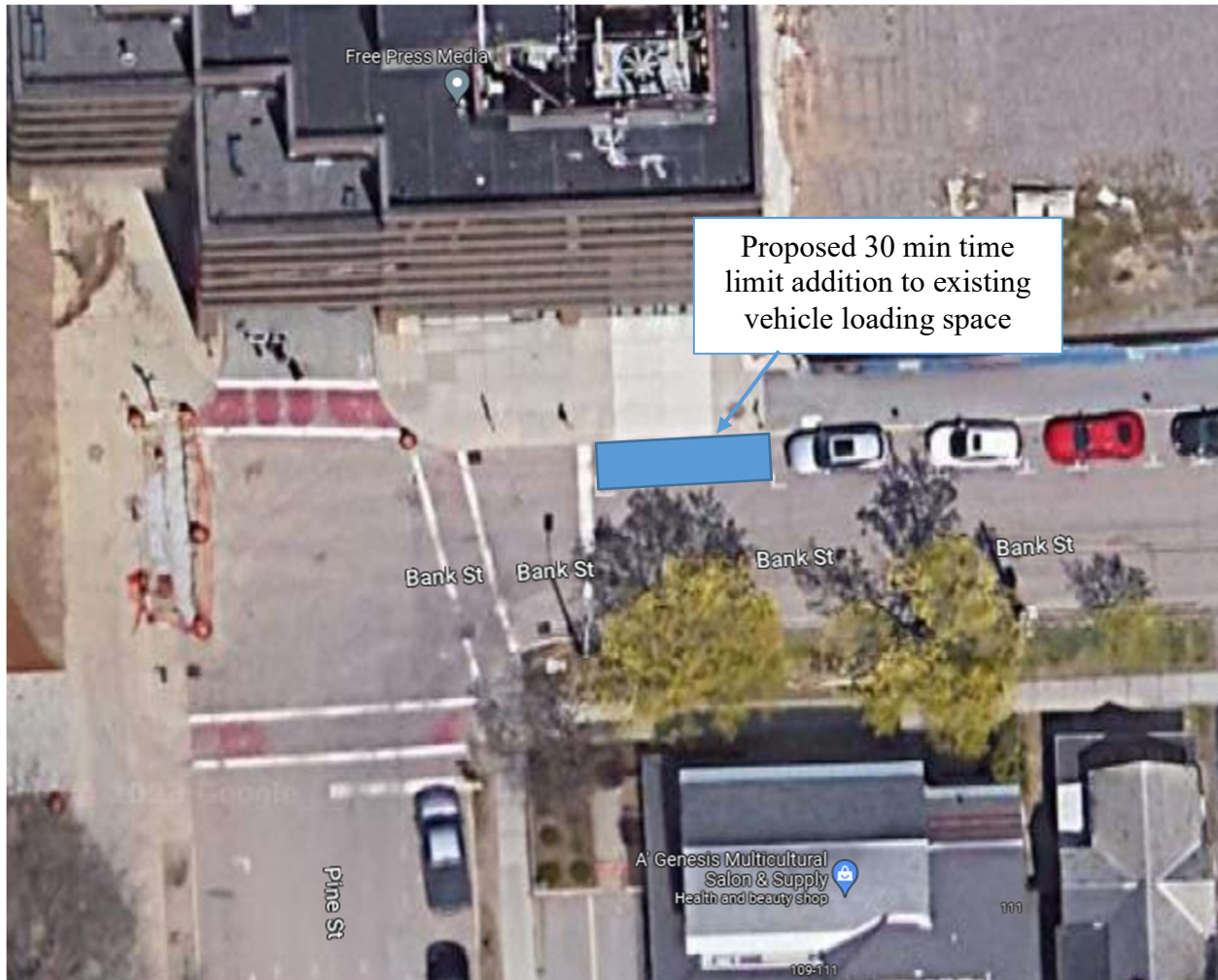
Public Engagement:

In preparation for the 7/26/23 DPW Commission Meeting, Staff distributed flyers to residents on Bank Street, near the parking space. Staff did not receive any public input correspondence in regards to this request.

Attachments:

1. Traffic regulation.

Site Map:



CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
12-1 No parking except vehicles loading or
unloading.

Sponsor(s): Public Works Commission

Action: Approved

Date: 7/26/2023

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the
Public Works Commission of the
City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 12-1 No parking except
vehicles loading or unloading of the Code of Ordinances of the City of Burlington is hereby
amended as follows:

12-1 No parking except vehicles loading or unloading.

*No person shall park a vehicle at the following locations unless engaged in loading or unloading
the vehicle:*

(1)-(17) As written.

(18) On the north side of Bank Street for approximately forty (40) feet east of Pine Street
between the hours of 8:00 a.m. and 5:00 p.m., for a maximum time limit of thirty (30) minutes.

(19)-(52) As written.

** Material stricken out deleted.

*** Material underlined added.

/hm: BCO Appx.C, Section 12-1
7/26/2023



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: July 26th, 2023

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

CC: Phillip Peterson P.E., Public Works Engineer

Subject: Batchelder Street No Parking

**Staff recommends the DPW Commission add (see Attachment-1):
7 No-parking areas.**

No person shall park any vehicle at any time in the following locations:

(99) ~~Reserved.~~ On either side of Batchelder Street.

Purpose & Need:

The purpose of this request is to remove parking on Batchelder Street due to the street being narrowed after reconstruction. This parking restriction will provide an emergency vehicle response need.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		DPW Narrow Streets
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Street width affects the capability of emergency service vehicles to rapidly reach a fire or medical emergency and for emergency personnel to efficiently set up and use their equipment. The access requirements for emergency response vehicles are driven, in part, by National Fire Protection Codes. Narrow streets may also limit access by plow trucks and may increase the risk of damage to vehicles and to plow drivers' driving records.

Based on these concerns, DPW Staff developed Narrow Streets standard operating procedures (SOP) in 2018. According to the Narrow Streets SOP, a Narrow Street is 28 feet wide or less. After reconstruction, Batchelder Street is now 20 feet wide, see Attachment-2. Based on the Narrow Streets SOP, emergency vehicles require 14 feet of effective travel width. Given the new configuration on Batchelder Street, DPW Staff recommend restricting all parking on Batchelder Street.

Public Engagement:

The Batchelder Street reconstruction is part of the Champlain Parkway project. Public outreach for this project has been extensive. For more information on public outreach and engagement please go to the following link, <http://www.champlainparkway.com/>.

Attachments:

1. Traffic regulation.
2. Site map.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
Section 7. No parking areas.

Sponsor(s): <u>Public Works Commission</u>
Action: <u>Approved</u>
Date: <u>7/26/2023</u>
Attestation of Adoption:
<u>Phillip Peterson, PE</u>
<u>Public Works Engineer, Technical Services</u>
Published: _____
Effective: _____

It is hereby Ordained by the Public Works Commission of the City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, Section 7, No parking areas of the Code of Ordinances of the City of Burlington is hereby amended as follows:

7 No parking areas.

No person shall park any vehicle at any time in the following locations:

- (1)-(98) As written.
- (99) ~~Reserved.~~ On either side of Batchelder Street.
- (100)-(581) As written.

** Material stricken out deleted.
*** Material underlined added.

646.403 DURABLE 4 INCH WHITE LINE, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 188+75.00 - STA 194+25.00 EDGE LINE LT & RT
STA 188+75.00 - STA 190+80.00 DOTTED LANE LINE LT

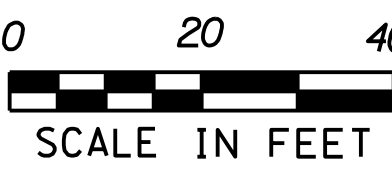
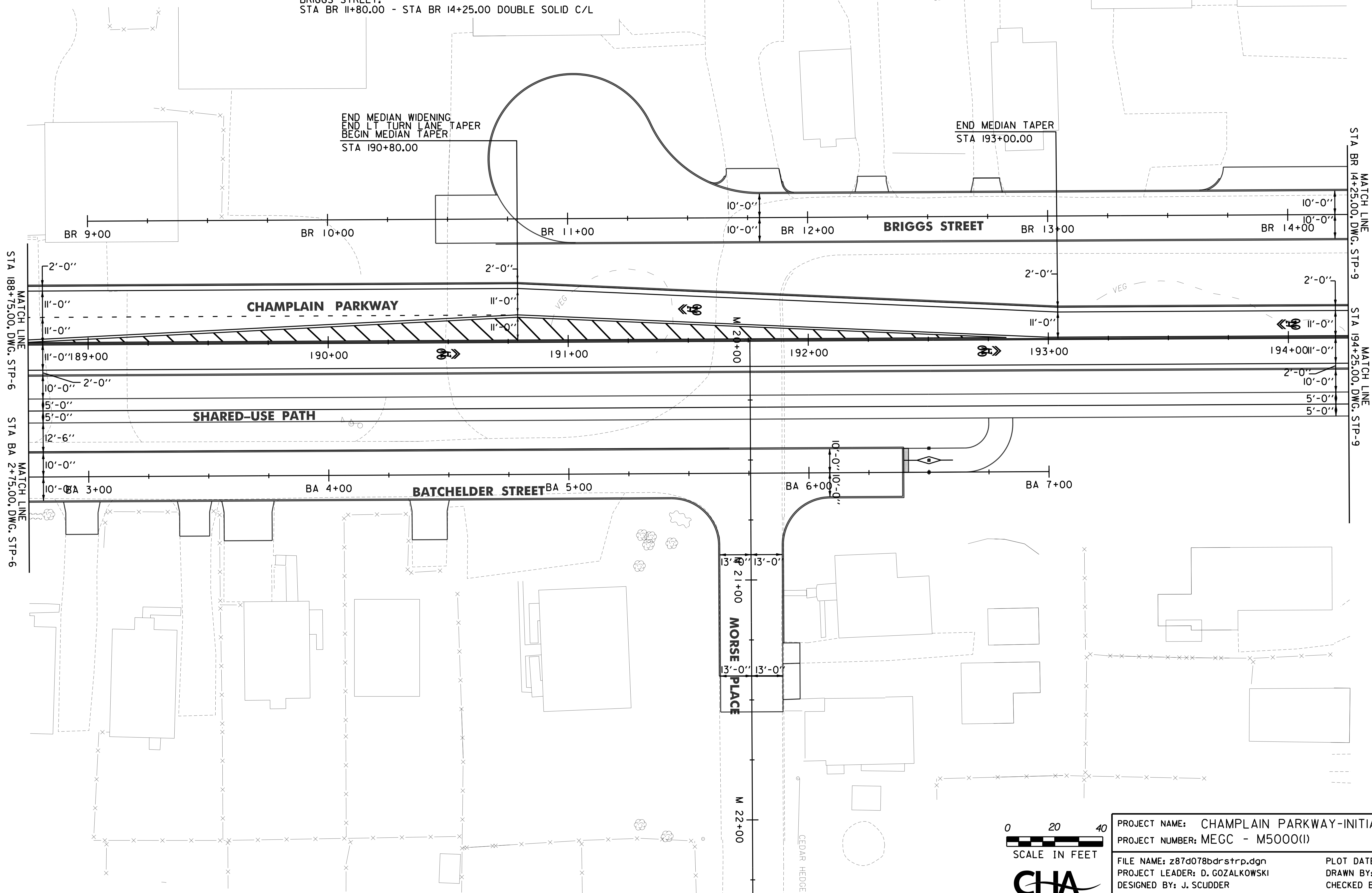
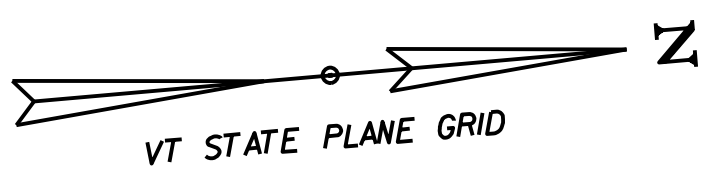
646.453 DURABLE 8 INCH YELLOW LINE, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 188+75.00 - STA 193+00.00 HATCHED MEDIAN LT & C/L

646.413 DURABLE 4 INCH YELLOW LINE, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 188+75.00 - STA 193+00.00 DOUBLE SOLID MEDIAN C/L & LT
STA 188+75.00 - STA 194+25.00 PATH CENTERLINE RT
STA 193+00.00 - STA 194+25.00 DOUBLE SOLID LT & RT

BATCHELDER STREET:
STA BA 6+40.00 - STA BA 6+60.00 BOLLARD MARKINGS LT

BRIGGS STREET:
STA BR 11+80.00 - STA BR 14+25.00 DOUBLE SOLID C/L

646.493 DURABLE LETTER OR SYMBOL, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 190+50.00 RT, SHARED LANE MARKING (I EA)
STA 191+50.00 LT, SHARED LANE MARKING (I EA)
STA 192+75.00 RT, SHARED LANE MARKING (I EA)
STA 194+00.00 LT, SHARED LANE MARKING (I EA)



SCALE IN FEET

CHA

PROJECT NAME: CHAMPLAIN PARKWAY-INITIAL CONTRACT	
PROJECT NUMBER: MEGC - M5000(I)	
FILE NAME: z87d078bdrstrp.dgn	PLOT DATE: 2/2/2022
PROJECT LEADER: D. GOZALKOWSKI	DRAWN BY: J. HEALD
DESIGNED BY: J. SCUDDER	CHECKED BY: J. SHIELDS
STRIPING PLAN SHEET 8 (STP-8)	SHEET 352 OF 735

FILE NAME: I:\0655\870078\Consultants\z87d078bdrstrp.dgn
DATE: 2/2/2022
USER: JSD



City of Burlington
Department of Public Works

Technical Services Engineering Division
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Memo

Date: July 26th, 2023

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

CC: Phillip Peterson P.E., Public Works Engineer

Subject: 530 North Street Accessibility (ADA) Parking Change

Staff recommends the DPW Commission remove (see Attachment-1):
7A Accessible spaces designated.

No person shall park any vehicle at any time in the following location, except automobiles displaying special handicapped license plates issued pursuant to [18](#) V.S.A. § [1325](#), or any amendment or renumbering thereof:

(158) ~~On the north side of North Street in the first space east of 530 North Street.~~ Reserved.

Purpose & Need:

The purpose of this request is to reallocate an accessible (ADA) space as public parking because it is no longer in use. This request will provide parking for residents of North Street.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Staff received a request from the resident of 530 North Street to remove the ADA space in front of the building, which is no longer being utilized. Reallocating the space to public parking will allow more parking for local residents. The spaces around the ADA spot are resident permit parking, so they space will become resident permit parking.

Public Engagement:

In preparation for the 7/26/23 DPW Commission Meeting, Staff distributed flyers to residents on North Street, near the parking space. Staff received no public input in regards to this project.

Site Map:**Attachments:**

1. Traffic regulation.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
7A Accessible spaces designated.

Sponsor(s): Public Works Commission

Action: Approved

Date: 7/26/2023

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the
Public Works Commission of the
City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 7A Accessible spaces
designated of the Code of Ordinances of the City of Burlington is hereby amended as follows:

7A Accessible spaces designated.

*No person shall park any vehicle at any time in the following location, except automobiles
displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any
amendment or renumbering thereof:*

(1)-(157) As written.

(158) ~~On the north side of North Street in the first space east of 530 North Street.~~ Reserved.

(159)-(173) As written.

** Material stricken out deleted.

*** Material underlined added.

/hm: BCO Appx.C, Section 7A
7/26/2023



City of Burlington
Department of Public Works

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Memorandum

Date: July 26, 2023
To: Public Works Commission
From: Dora Bean, Associate Public Works Engineer
CC: Laura Wheelock P.E., Senior Public Works Engineer
Norm Baldwin P.E., City Engineer
Subject: Main Street Parking Changes- South Champlain

Staff recommends the DPW Commission temporarily amend, see Attachment-1:

Section 5 One-way streets designated.

The following streets are hereby designated as one-way streets, and all traffic and travel thereon, except pedestrians, shall pass in the directions indicated and not otherwise:

(1)–(42) As written.

(43) South Champlain, southerly from Main Street to King Street.

(44) South Champlain, northerly from Main Street to College Street.

Section 7 No Parking.

(a) *No person shall park any vehicle at any time in the following locations:*

(2)–(586) As written.

(587) On the east side of South Champlain Street within 50 feet of the driveway leading to 144 South Champlain Street. Reserved.

Section 12-1 No Parking except vehicles loading or unloading.

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

(1)–(52) As written.

(53) In the two (2) spaces in front of 149 South Champlain Street maximum time limit of thirty (30) minutes.

Purpose & Need:

The goal of these changes is to add more parking for local businesses and residents and reduce on-street vehicle congestion, during project construction for Main Street. Vehicle parking spaces will be added to this street between Main Street and King Street on the west side of the road. Additionally, since the

street is narrow, it will be changed to one-way northbound to accommodate the anticipation of parking utilization. An established loading zone will be created for August First Bakery to ensure they are still able to utilize the street appropriately.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Vehicle parking spaces will be added to this street between Main Street and King Street on the west side of the road. Additionally, since the street is narrow, it will be changed to being one-way southbound to accommodate the anticipation of parking utilization. A loading zone will be added in front of 149 South Champlain to accommodate needed loading and unloading for nearby businesses.

See site map for layout.

Public Engagement:

In preparation for the 7/26/23 DPW Commission Meeting, Staff distributed flyers to residents and businesses along the areas adjacent to these sections of South Champlain. Staff did not receive any correspondence in regards to this project.

Attachments:

- A. Site Map
- B. Traffic Regulations

Site Map



CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—

*Section 7 No Parking Areas, Section 5 One-
way streets designated, Section 12-1 No
parking except vehicles loading or
unloading*

Sponsor(s): Department of Public Works

Action: _____

Date: 7.26.23

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the Public Works Commission of the City of Burlington
as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, *Section 5 One-way streets
designated, 7 No Parking Areas, Section 12-1 No Parking except vehicles loading or unloading*,
of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 5 One-way streets designated.

The following streets are hereby designated as one-way streets, and all traffic and travel thereon, except
pedestrians, shall pass in the directions indicated and not otherwise:

(1) ~~–(42)~~ As written.

(43) South Champlain, southerly from Main Street to King Street.

(44) South Champlain, northerly from Main Street to College Street.

Section 7 No Parking.

(a) No person shall park any vehicle at any time in the following locations:

(2) ~~–(586)~~ As written.

(587) ~~On the east side of South Champlain Street within 50 feet of the driveway leading to 144
South Champlain Street. Reserved.~~

Section 12-1 No Parking except vehicles loading or unloading.

No person shall park a vehicle at the following locations unless engaged in loading or unloading the
vehicle:

(1)–(52) As written.

(53) In the two (2) spaces in front of 149 South Champlain Street maximum time limit of thirty (30) minutes.

** Material stricken out deleted.

*** Material underlined added.

TD: BCO Appx.C, 5, 7, 12-1
7.26.23



City of Burlington

Department of Public Works

Technical Services Engineering Division

645 Pine Street, Suite A

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www.burlingtonvt.gov/DPW

Memo

Date: July 26, 2023

To: Public Works Commission

From: Dora Bean, Associate Public Works Engineer

CC: Phillip Peterson P.E., Public Works Engineer

Subject: St. Paul Crosswalk Parking Updates

Staff recommends the DPW Commission amend, see Attachment-1:

Section 7 No Parking.

No person shall park any vehicle at any time in the following locations:

- On the east side of St. Paul Street between the driveways for 309 St. Paul Street and 315 St. Paul Street.

Purpose & Need:

The purpose of the recommended traffic regulation amendment is to be in compliance with the Vermont Agency of Transportation (VTrans) guidelines. The parking prohibition adjacent to crosswalks is based on the VTrans "Guidelines for Pedestrian Crossing Treatments." This need will improve sight lines between pedestrians and motorists, increasing safety for those using the crosswalk.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		Vermont Agency of Transportation "Guidelines for Pedestrian Crossing Treatments"
Aligns with City plans?		X		planBTV Walk Bike

Followed Engagement Plan?	Public		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).
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Summary and Conclusion:

During the planning phase for the CY23 Paving project, DPW Staff conducted a site investigation on the existing midblock crosswalk, crossing St Paul near Kilburn Street entering the basketball court at Smalley Park. This existing crossing to Smalley Park exists on a steep incline of approximately 17% grade on the west side of the street, and also utilizes a Parks driveway for the ramp. This slope and location makes the crosswalk non-compliant with Americans with Disabilities Act (ADA) standards. Given this, DPW Staff are relocating the crosswalk approximately 74 feet to the south; the new location will allow for a slope which meets guidelines. In order to meet Vermont Agency of Transportation crosswalk guidelines, DPW Staff recommend removal of parking on the east side of St. Paul Street between the driveways for 309 St. Paul Street and 315 St. Paul Street.

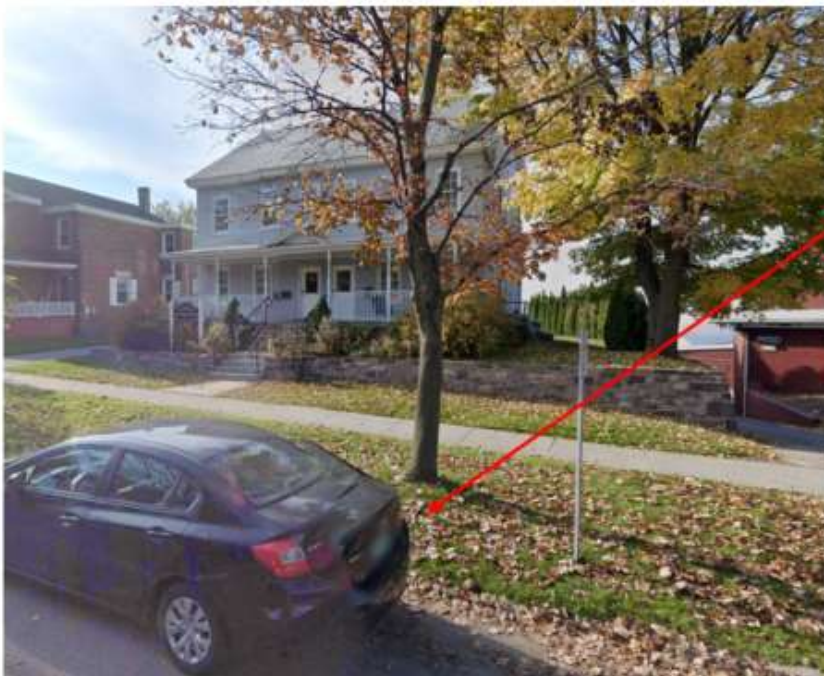
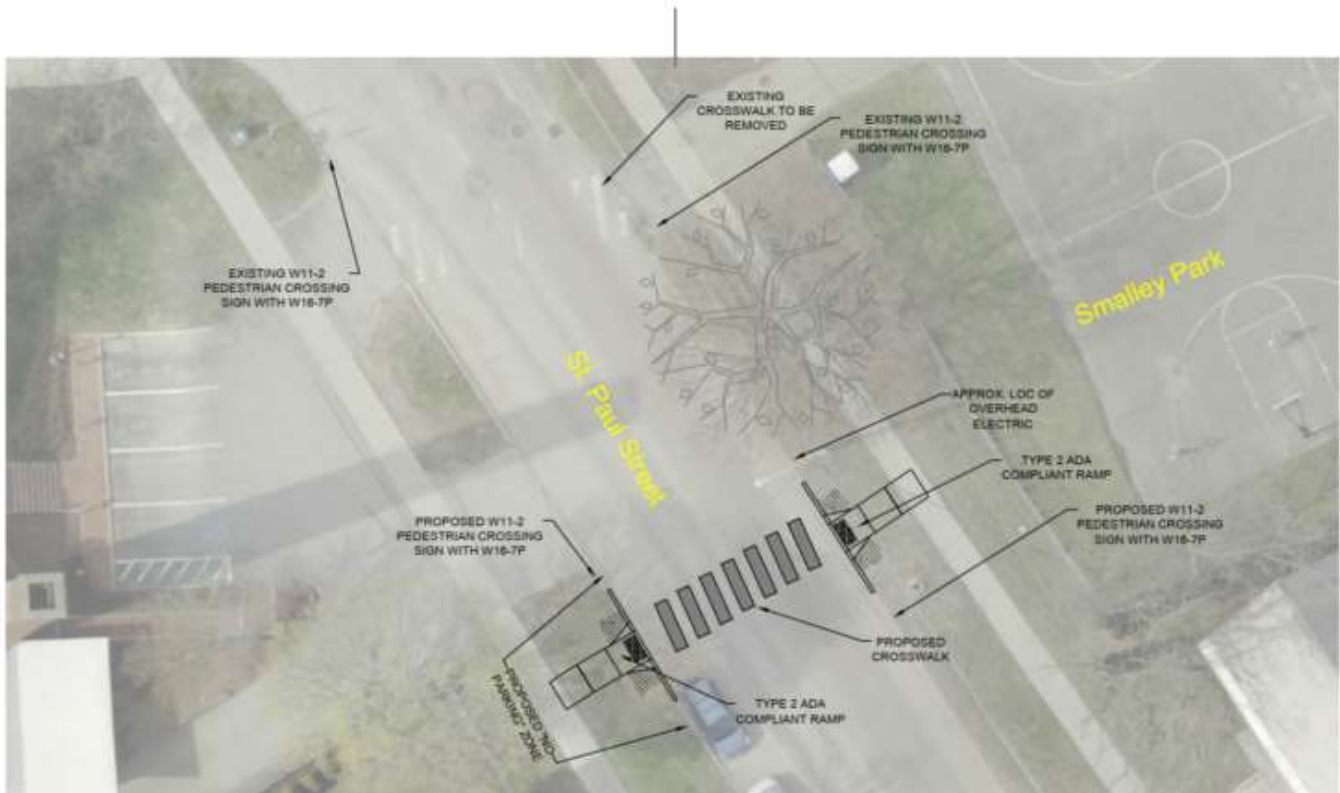
Public Engagement:

In preparation for the 7/26/23 DPW Commission Meeting, Staff distributed flyers to residents and businesses along the areas adjacent to these sections of South Champlain. Staff received one email which supports Staff recommendations, see Attachment-2.

Attachments:

1. Traffic regulation.
2. Public Correspondence.

Crossing Design and Site Map



Three parking spaces to be removed
in front of 315 St. Paul Street.

CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
Section 7. No parking areas.

It is hereby Ordained by the
Public Works Commission of the
City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, Section 7, No parking areas,
of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 7 No parking areas.

No person shall park any vehicle at any time in the following locations:

(1)-(585) As written.

(586) On the east side of St. Paul Street between the driveways for 309 St. Paul Street and 315
St. Paul Street.

** Material stricken out deleted.

*** Material underlined added.

BCO Appx.C, Section 7
7/26/22

Sponsor(s): Department of Public Works

Action: Approved

Date: 7/26/2023

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

Attachment 2

Public input correspondence emails

Wednesday July 19, 2023

Hello Dora,

I am the owner of the property located at 315 Saint Paul Street. I have before me the notice you circulated regarding the proposed removal of one parking space on the west side of Saint Paul Street directly in front of my building. It appears from the site map on the reverse side of your notice that the installation of the proposed ramp on the west side of the street will require the removal (or at least a significant disruption) of a very mature, healthy, and beautiful tree. For that reason, I am opposed to the installation of the ramp in that location.

Meanwhile, let me take this opportunity to address the parking situation in front of my building, particularly those parking spots located immediately adjacent to my driveway. It has proven to be significantly dangerous when exiting my driveway, whether headed south or north on Saint Paul Street, but most especially south, even when vehicles are parked three (3) feet from the edge of my driveway. When vehicles are parked in those locations, they obscure the view of passing cars, typically traveling well above the posted speed limit. Moreover, while it might at first appear the northbound lane is clear well to the south, it has become very common to abruptly encounter a vehicle that has come down Spruce Street (only a very short distance away) and without stopping has turned right onto Saint Paul headed past my driveway. My staff, tenants, clients, and myself as well, have experienced numerous near misses as a result of all this. Additionally, when one is turning to the south, they are forced to make a rather wide swing into the northbound lane just to clear the rear of a vehicle parked three feet from the edge of my driveway. For the safety of everyone involved, I would like to request that no parking signs be posted on both sides of my driveway at least ten (10) feet from its edge.

Thank you for your consideration of my concerns.

Christopher A. Micciche, Esq.

Thursday July 20, 2023

Hi Chris,

Thanks for taking the time to reach out. Hopefully, I can address your concerns about the proposed crosswalk.

As I am sure you are aware, the existing crossing to Smalley Park exists on a steep incline of approximately 17% grade on the west side of the street. This slope makes the crosswalk inaccessible to persons with disabilities using a wheelchair or other mobility aid. As part of the Americans with Disabilities Act, the City of Burlington must update this crossing to meet ADA standards.

At the current location, leveling the crossing would be a more involved construction process and more likely to impact the tree at Smalley Park. We've coordinated with the City Arborist, Vincent Comai, and he believes that we can install the proposed crossing without harming the tree at Smalley Park.

Additionally, the new crossing location improves visibility for pedestrians. The National Association of City Transportation Officials recommends that crosswalks have a minimum stopping sight distance of at least 115 feet. Presently, the crossing at Smalley Park has a stopping sight distance of about 47 feet from the intersection with Kilburn Street and presents safety concerns for pedestrians.

Finally, thank you for providing us with information about the sightline issues you are having at your driveway. Rather than removing one spot, we will request the removal of parking from the full extent of your driveway.

Thanks again for reaching out. Please let me know if you have any other concerns, or if you would like to find a time to talk on the phone.

Kindly,

Dora Bean
Associate Public Works Engineer



City of Burlington
Department of Public Works

Technical Services Engineering Division
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Memorandum

Date: July 26, 2023
To: Public Works Commission
From: Madeline Suender, Associate Public Works Engineer
CC: Laura Wheelock P.E., Senior Public Works Engineer
Norm Baldwin P.E., City Engineer
Subject: Main Street and Winooski Ave Lot Encumbrance

Staff recommends the DPW Commission recommend to the License Committee and City Council a temporary approval of the Main and Winooski Lot as a staging area during the Main Street Great Streets Construction, via a long term Encumbrance Permit and License Agreement. This would be for a cost of \$211,220/year, over an anticipated 3 years, minus the cost of resurfacing the lot, currently valued at \$120,000. The total anticipated cost over three years would be \$513,660 (\$633,660 minus \$120,000). This is to be paid to the parking facilities fund through TIF funding.

Purpose & Need:

The purpose of this request is to add temporary construction staging to the Main St and Winooski Ave City owned parking lot. The need is to maintain traffic while allowing construction to efficiently occur throughout Main Street Great Streets construction.

Summary and Conclusion:

This temporary construction encumbrance permit and license agreement will allow the contractor to use the City owned Main and Winooski Parking Lot as a staging area throughout construction. This will allow the project to advance as quickly as possible while maintaining traffic on Main Street. The funds from the encumbrance permit will go directly to parking facility revenue and the project will repave the lot which is estimated at a \$120,000 cost. The yearly rate of is a result of the current lot capacity:

Parking Opportunity Cost:

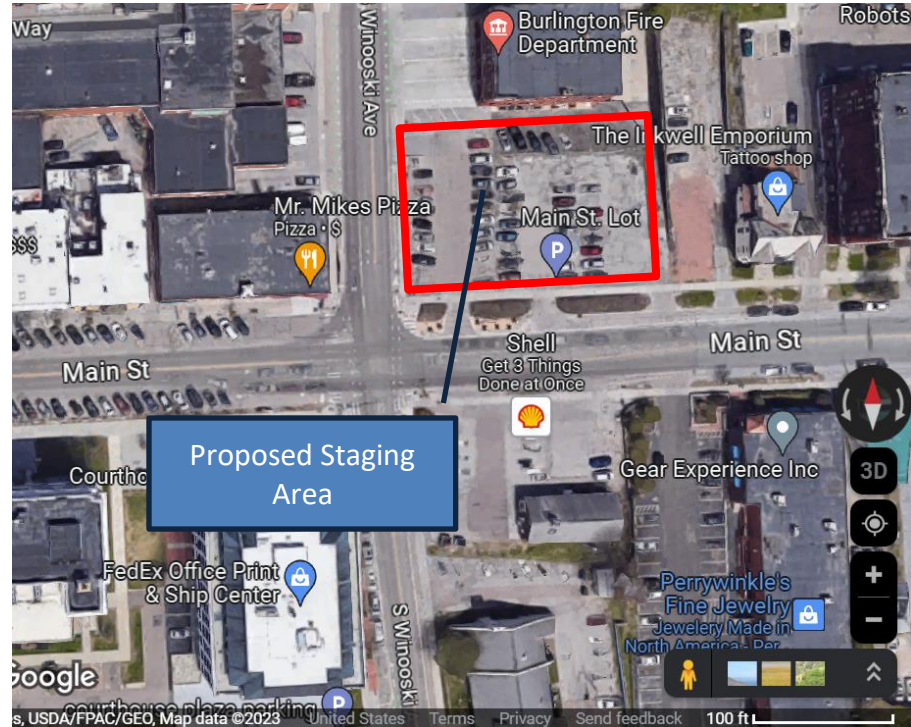
8 permitted spaces x \$40	= \$ 320/ month
+ 40 spaces x \$18/day x 24 days	= \$17,280/month
Total	= \$17,600/month
	= \$211,220/year

Subtracting the cost to resurface (\$120,000) from this annual Parking Cost over the anticipated three years of construction (\$211,220/year*3years = \$633,660) leaves a total cost of \$513,660.

The City will include requirements for posting notice for the lot prior to and following the encumbrance of these spaces for construction.

Public Engagement:

In preparation for the 7/26/23 DPW Commission Meeting, Staff discussed this temporary parking encumbrance at the May Commission Meeting and at multiple one on one property/business owner meetings along Main Street. Throughout these meetings, there was general support for maintaining traffic over parking throughout construction.

Site map:**Motion:**

To approve and recommend that the City Council approve and authorize a long-term encumbrance permit for use of the so-called Jail lot as a staging area for the duration of Main Street Great Streets project as described and depicted herein, and to further authorize the Mayor to execute a license agreement with the occupant outlining the terms of said encumbrance, subject to review by the City Attorney's Office.



City of Burlington
Department of Public Works
Technical Services Engineering Division
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MEMO

Date: July 19, 2023

To: Public Works Commission

From: Ravi Venkataraman, AICP, Transportation Planner
Dayton Crites, AICP, Senior Transportation Planner
Julia Ursaki, PE, Public Works Engineer

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, PE, Assistant Director of Public Works / City Engineer
Phillip Peterson, PE, Public Works Engineer

Subject: Chase St Traffic Calming - Parking Adjustment

Recommendations

Staff recommends the Public Works Commission pass the below motion amending Appendix C as follows:

Sections 7 (No-parking areas).

No person shall park any vehicle at any time in the following locations:

(402) On the south side of Chase Street, from 272 feet southwest of the Barrett Street intersection to Grove Street

(584) On the south side of Chase Street, from Colchester Avenue to 341 feet northeast of Colchester Avenue.

(585) On the north side of Chase Street, from 293 feet northeast of Colchester Avenue to 230 feet southwest of Barrett Street.

(586) On the south side of Chase Street, from 439 feet northeast of Colchester Avenue to 475 feet northeast of Colchester Avenue.

Purpose & Need

The purpose of this project is to lower vehicle speeds on Chase Street by utilizing a parking chicane. Traffic data on Chase Street shows that the 85th percentile speed of vehicles on that road was 33 miles per hour. The speed limit for Chase Street is 25 miles per hour, and the PlanBTV Walk Bike Master Plan lists Chase Street as a 20 mile-per-hour neighborhood slow zone. Based on traffic speeds, Chase Street qualified for traffic calming treatments per the criteria listed in the 2020 Traffic Calming Manual.

Project Checklist

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		2020 Traffic Calming Manual
Aligns with City Plans?		X		PlanBTV Walk Bike identifies Chase St. as a neighborhood slow zone
Followed Public Engagement Plan?		X		This Traffic Regulation change is defined as an INVOLVE project in the Public Engagement Plan (PEP).

Background

The Department of Public Works (DPW) received a neighborhood traffic calming request from the residents of Chase Street in 2018. After reviewing speed data and City plans, DPW installed bollards on the north side of the Chase Street and Colchester Avenue intersection. These bollards tightened the turning radius for vehicles turning right onto Chase Street from Colchester Avenue, and reduced pedestrian crossing lengths. Although this measure was received with mixed feedback from the community, as designed, it conflicted with the turning radii of snowplows, resulting in an ineffective traffic calming solution.

To lower vehicle speeds further, DPW has designed a street layout with alternating parking arrangements to create a chicane in the street. On-street parking sections on Chase Street will be bookended by planters and edge lines to guide vehicle traffic around the on-street parking. In addition to the placement of planters at the ends of on-street parking sections, planters will also be placed at the mid-block pedestrian crossing accessing Triangle Park. This would narrow the travel portion of roadway—forcing vehicles to drive slower--and reduce the pedestrian crossing distance.

Using parking arrangements to create a chicane is a standard practice in many municipalities. DPW has employed this on Bright Street to lower vehicle speeds in 2022. We are currently monitoring and evaluating Bright Street to determine the precise effectiveness of this traffic calming measure.

In order to implement this plan, DPW will need the no-parking sections that reference Chase Street within the traffic ordinance changed.

Observations

Chase Street has two vehicle travel lanes. Currently, on-street parking is on the north side of the street, and no parking is allowed on the south side of the street. There is a mid-block crossing about 85 feet from the intersection of Chase Street and Barrett Street. The corridor is residential; residential uses along the roadway have one to two driveways for resident parking. At the intersection of Chase Street and Barrett Street, there is a pocket park. Currently, Chase Street has approximately 26 on-street parking spaces, and we are not proposing any changes to the amount of on-street parking on Chase Street.

Public Engagement

We engaged with the Chase Street neighborhood on May 21, 2023, June 16, 2023, and June 28, 2023. The neighborhood is informally organized as the Old East End Neighborhood Coalition, holding regular meetings and block parties collectively. We worked with this neighborhood group to organize meetings on this subject.

The May 21, 2023 meeting was during a neighborhood block party. At this time, we ascertained their concerns about vehicle traffic, and their thoughts for solutions. About 20 people provided feedback directly to DPW planning staff.

Members of the Old East End Neighborhood Coalition led a community engagement session on June 16, 2023, facilitated by DPW materials illustrating the proposed traffic calming chicane as well as other possibilities. On June 28, 2023 DPW staff met with about 16 members of the OEE and affiliated neighbors to further discuss roadway design concepts. There was strong support for many solutions discussed at all meetings, but the broad theme of the meetings was that something should be done about speeding traffic, and something should be done quickly.

On July 12th, we provided informational flyers to all properties on Chase Street. These flyers provided confirmation of these final recommended plans, and the date and time of the July 26, 2023 Public Works Commission meeting, and an invitation to share feedback and input by phone, email, or in person. The mailing we sent is enclosed in this packet, as is the two direct responses received by DPW planning offices between 7/12 and 7/19 when this summary memo was assembled.

One of the two comments we received expressed concerns about parked cars impacting visibility and turning movements at the intersection of Chase Street and Rumsey Lane. Taking

this feedback into account, we adjusted the plans to include a 10 foot long no-parking section on either side of Rumsey Lane to accommodate sight lines and larger vehicle turning movements at this driveway intersection. This is reflected in line (586) above, and in the enclosed plans.

We also informed city councilors representing this area of the proposed plans for Chase Street, at the July 26, 2023 Public Works Commission meeting.

Conclusion

Based on the current speed data, there is a need for traffic calming on Chase Street to reduce vehicle speeds and improve safety for all users. We recommend revisions to the traffic ordinance to create a parking chicane on Chase Street.

The proposed revisions to the traffic regulations will:

1. Allow parking on the south side of Chase Street between 31 Chase Street and 55 Chase Street.
2. Prohibit parking on the north side of Chase Street, from 30 Chase Street to 52 Chase Street.

These changes would create a parking chicane by alternating the parking between the two sides of the street.

Attachments

1. Traffic Regulation
2. Proposed street layout design
3. Public Flyer
4. Public Emails in response to proposal

CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
Section 7. No-parking areas

Sponsor(s): Public Works Commission

Action: Approved

Date: _____

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the Public Works Commission of the City of
Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, Section 7, No-parking areas,
of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 7: No-parking areas

No person shall park any vehicle at any time

(1) - (401) As written.

(402) On the south side of Chase Street, from 272 feet southwest of the Barrett Street intersection to
Grove Street

(403) – (583) As written.

(584) On the south side of Chase Street, from Colchester Avenue to 341 feet northeast of Colchester
Avenue.

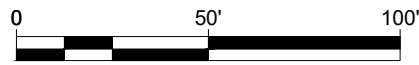
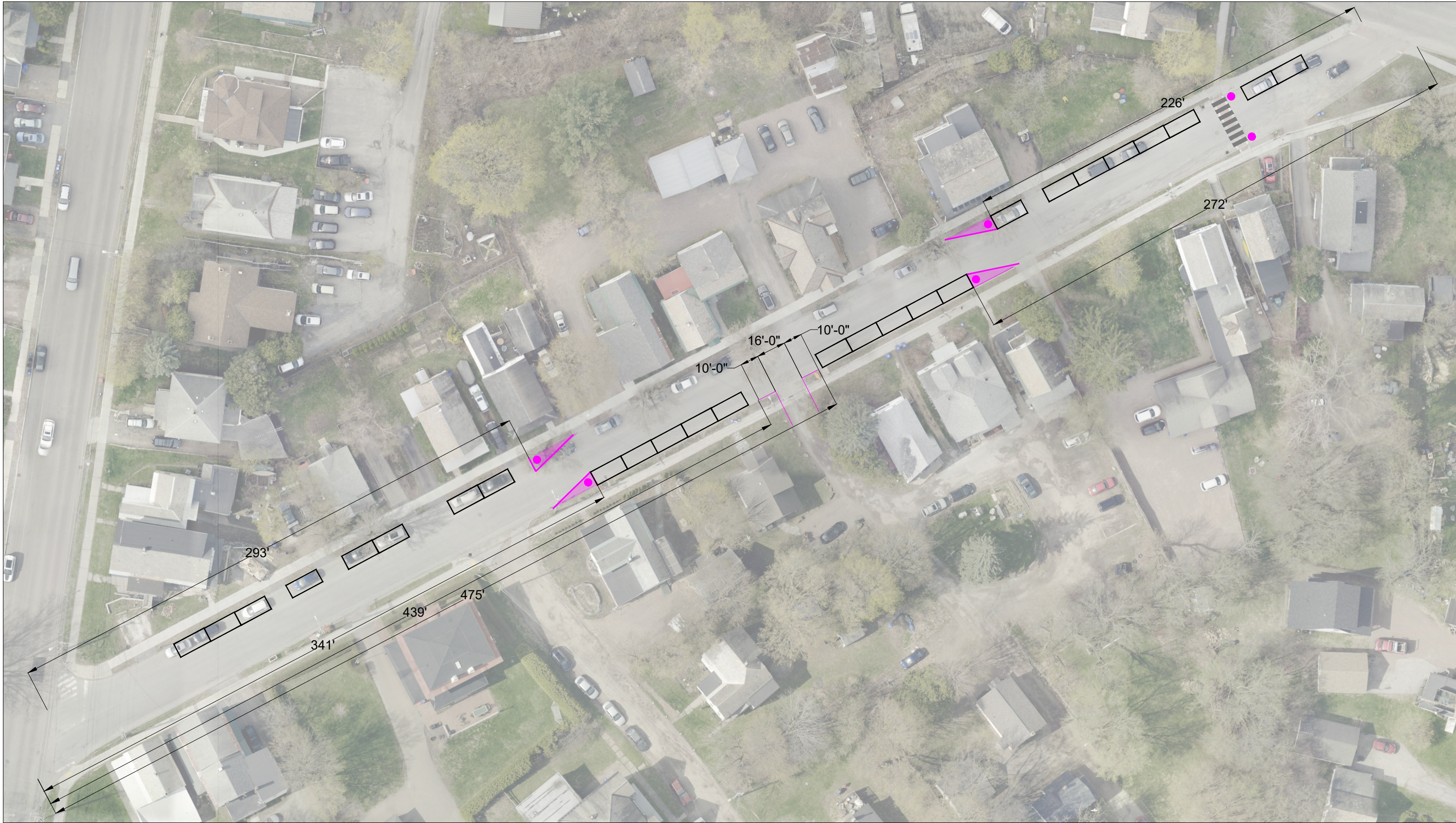
(585) On the north side of Chase Street, from 293 feet northeast of Colchester Avenue to 230 feet
southwest of Barrett Street.

(586) On the south side of Chase Street, from 439 feet northeast of Colchester Avenue to 475 feet
northeast of Colchester Avenue.

** Material stricken out deleted.

*** Material underlined added.

/hm: BCO Appx.C, Section 9 & 12-1
7/XX/2023



SCALE: 1" = 50'

Chase Street
Parking Chicanes



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

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

DESIGNED JLU	SCALE 1"=50'
DRAWN JLU	
CHECKED DC	
DATE 07/2023	

DRAWING NO.
1
SHEET 1 OF 1

Chase Street Traffic Calming

A PROPOSAL

WHAT IS THIS?

In response to a request for traffic calming on Chase Street, the Department of Public Works (DPW) has gathered community feedback at 2 public meetings, studied traffic patterns on Chase Street, and verified the need for changes to slow down high speed cut-through traffic.

Attendees to this year's May 21 Old East End Block Party, as well as the June 28th Schmanska Barn community meeting were presented with DPW traffic analysis on Chase Street as well as multiple alternatives for improvements. Based on clear public desire for effective and rapidly implementable solutions - **a recommended improvement of a Parking Chicane has been developed and will be proposed for implementation at the upcoming July 26th Public Works Commission meeting.** That concept is illustrated below.

A PARKING CHICANE?

These improvements slow motorist speed by introducing two slight bends in the roadway by flipping on street parking in the middle of the street to the south side.

Changes will include demarcated 'tapers' that clarify parking and travel boundaries **by adding paint and planters to the roadway, and new parking signs.**

In addition, planters will be added to the northeast crosswalk near Triangle Park to improve pedestrian safety.

Moving parking to the other side of the street for a short section and adding these tapers will maintain the same number of parking spaces as the street has today.

SHARE YOUR THOUGHTS!

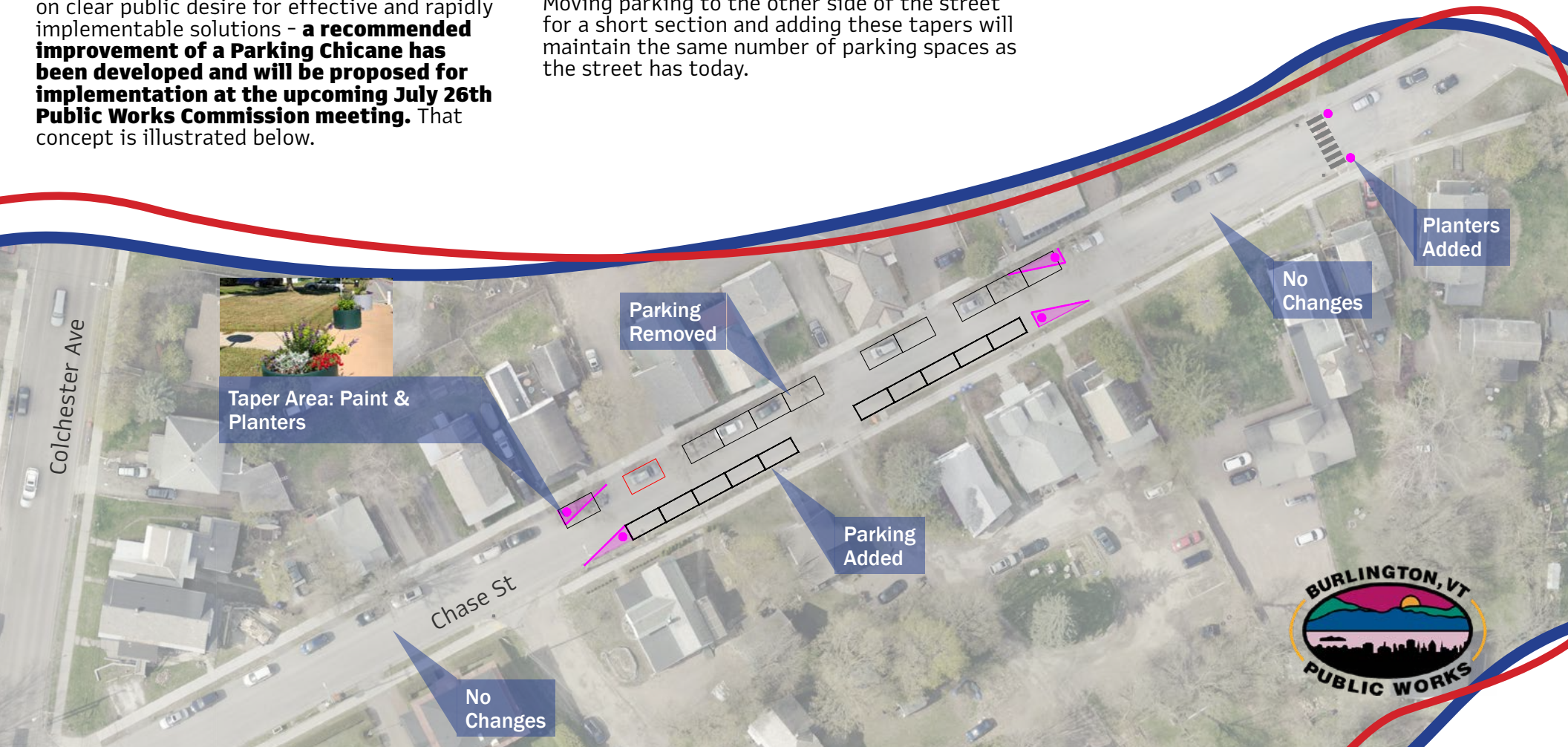
Ahead of the July 26th Public Works Commission meeting, the City wants to hear feedback from neighborhood residents regarding these proposed changes.

Share your thoughts through email, phone calls, or attending the upcoming DPW commission meeting.

email: dpwplanning@burlingtonvt.gov

phone: 802.863.9094

Live: July 26th, 5:30pm, 645 Pine Street, Front Conference Room.



Ravi Venkataraman

From: Jake DeAngelis <jake.deangeli@gmail.com>
Sent: Friday, July 14, 2023 4:58 PM
To: dpwplanning
Subject: Chase st traffic calming

You don't often get email from jake.deangeli@gmail.com. [Learn why this is important](#)

[WARNING]: This email was sent from someone outside of the City of Burlington.

I am in favor of the chicane proposal. :)

30 chase st resident

Jake

Ravi Venkataraman

From: Mark R. <markrosenberg33@gmail.com>
Sent: Monday, July 17, 2023 6:12 PM
To: dpwplanning
Subject: Chase Street Traffic Calming - Public Feedback

You don't often get email from markrosenberg33@gmail.com. [Learn why this is important](#)

[WARNING]: This email was sent from someone outside of the City of Burlington.

Hello,

I am writing to share my thoughts in regards to the Chase Street Traffic Calming Proposal.

My name is Mark Rosenberg. Along with my wife, Amelia Garofalo, we own the single family home at 37 Chase Street. We have been permanent residents here for just over three years, and plan to be here for the foreseeable future.

While we agree that our street needs traffic calming measures, ***we object to the proposal of developing a parking chicane, in its current iteration***, for the following reasons:

1. Parked vehicles, as a result of flipping on street parking in the middle of the street to the south side, will significantly impair line of sight for any vehicle exiting Rumsey Lane in either direction. This will create a hazardous intersection with a high potential for recurring accidents, damage and injury.
2. Snow build up currently makes it very difficult to enter/exit Rumsey Lane in the winter. Deposited snow compounds issues of a slippery raised entry to Rumsey, causing vehicles to bottom out, while snow banks further bottleneck the entrance. At times, two-wheel drive vehicles can't even enter Rumsey in heavy wintery conditions. Restricted access to uniformly plow this space, as a result of flipping parking to the south side of the street, will further complicate snow removal from this area, exacerbate the current issue, and make it more difficult for the residents of Rumsey Lane to enter/exit the street.
3. Large vehicles that provide public services, home services and property maintenance currently experience difficulty accessing Rumsey Lane. One look at worn tire tracks that cut the corner of the curb are clear evidence of this. Casella and Gauthier Trucking both have clients on Rumsey that require vehicles to back down the street. As does the DPW snow plow in the winter, the grader in the summer, etc. Parking on the south side of Chase St, in this particular section, will further inhibit their ability to access the homes on Rumsey Lane - let alone any emergency services that may be needed (ambulance, firetruck, etc)

Although our street address is technically 37 Chase, we access our driveway and home via Rumsey Lane. We can personally attest to the validity of the above statements, and for these reasons, strongly encourage the DPW and the community to seek alternative solutions or iterations upon the current proposal.

If you could please confirm receipt of this feedback, I would certainly appreciate it. While we all look forward to calming the speed and noise of traffic on our street, we look forward to a more amenable solution for everyone.

Thank you,

Mark Rosenberg & Amelia Garofalo
802-309-5263



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: **DPW Director's Report**
Date: July 26, 2023

I will be out of the office during the week of the Commission meeting. City Engineer Norm Baldwin will be opening the meeting and facilitating the meeting through the election of officers before turning it over to the Chair.

FY'24 COMMISSION OFFICERS:

Each July, the Commission votes to elect the Chair, Vice-Chair and Clerk. If you are interested in any of these positions, feel free to contact Chair Hogan, Vice Chair O'Neill-Vivanco or me. The positions are for one year and the Clerk can be a Commissioner or a staff member.

NORTH PLANT SIPHON EMERGENCY RESPONSE

On July 12 during the storm-related flooding, the sewer main (aka siphon) under the Winooski River that connects the eastern part of the New North End to the North Plant broke. Since then, our team has been responding with great skill and speed. The broken main was capped at the plant within a few hours. We began a 24/7 pumping and hauling operation the following day that still continues. The bypass piping construction mobilization started 48 hours after the break was identified. Our team is working to document every activity in efforts to secure FEMA support for this work. We briefed the Board of Finance on 7-17-23 regarding the significant expenses:

- Pumping and hauling contract for 14 days: ~\$210,000
- Sewer bypass construction: ~\$500,000
- Disaster / FEMA consultant: ~\$20,000

We will continue to update the Commission, Board of Finance and Council as we continue with the emergency response and then start shifting to the planning and design for the permanent fix.

- Incident webpage: <https://www.burlingtonvt.gov/water/WinooskiBreakJuly12>
- Contact: Rob Goulding: rgoulding@burlingtonvt.gov

DRAFT FY'24 DPW GOALS & OBJECTIVES:

At last month's Commission meeting, we reviewed the draft FY'24 goals and objectives that I provided. There was a lot of Commissioner interest in bringing forward more metrics for the Commission's review and the public's benefit. It was good input and staff is preparing to bring metrics on many key objectives to the Commission this fall. It is up to the Commission whether you want to consider voting to accept the goals and objectives at your July Commission meeting or just informally use it to evaluate DPW's performance as part of your annual review of DPW leadership each spring. Contact: Chapin Spencer, cspencer@burlingtonvt.gov

MAJOR GRANT AWARD FOR DOWNTOWN GREAT STREETS

Thanks to persistent work among DPW and City staff, we were successful in securing a large \$22M federal RAISE grant to fund the reconstruction of all of Bank Street, Cherry Street and the two new one-block sections of St Paul Street and Pine Street that were severed during Urban Renewal. This funding, in addition to a previous \$12M Congressionally Directed Spending grant from Senator Leahy and Burlington Tax Increment Financing generated through the City Place development, the City will

be able to make these transformational investments with very little impact on the local property tax payer. Contact: Laura Wheelock, lwheelock@burlingtonvt.gov.

CONSTRUCTION UPDATES:

- 2024 construction information can be found on the City's Construction Portal at: <https://www.burlingtonvt.gov/construction>

Please don't hesitate to reach out with any questions.

Public Works FY'24 Goals Objectives

Our Mission: To steward Burlington's infrastructure and environment by providing efficient, effective and equitable public services



		DPW GOALS			METRICS	DIVISION	COMMISSION ROLE	FY'24 STATUS
DRAFT OBJECTIVES		Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation				
DPW-wide Objectives								
1	Strengthen asset management program to advance City's data-driven stewardship of City's assets	✓	✓	✓	Expand utilization of Enterprise Asset Management (EAM) / Commuterized Maintenance Management System (CMMS) tool in FY'24 including data-driven decision making. AM Steering Cmte meeting regularly.	DPW-wide	Review performance reports and provide feedback to department	Asset Management program launched in FY'22 with software tool VUEWorks. Using well for managing service requests and workorders, but need to strengthen use for risk management, capital priority prioritization, etc.
2	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders	✓			Continue updating City's multiple year Capital Plan. Budgeted Funding vs. Actual investments vs. funding targets for each asset class. Service reliability (number of main breaks / year).	DPW-wide	Evaluate and recommend funding strategies	Work in progress. Preliminary design work for large comprehensive Wastewater plant renovation/expansion underway. Need to figure out how to fund enhanced GF capital levels with upcoming GF borrowing constraints.
3	Enhance growth opportunities within department through filling open positions, professional development, job shadowing, succession planning, etc. to best position DPW to meet the future needs of City	✓	✓	✓	% of staff participating in a professional development opportunity each year. % of positions that are filled internally.	DPW-wide		United City training platforms in FY'23. Annual review forms include section on professional development.
4	Increase engagement of under-represented constituencies through enhanced outreach efforts while also ensuring capital project and maintenance prioritization does not inadvertently underinvest in these areas of the community	✓	✓	✓	Implement City's new Equity Toolkit. Capital project, program and maintenance prioritization evaluated for equity. DPW staff and engaged community members reflect the diversity of our city. Be an active participant in reshaping our workplace culture to strengthen equity and inclusion for both internal and external customers.	DPW-wide		Continued progress. Using Telelanguage for real-time translation services. Translated key DPW materials for snow bans, Clean Sweep, toter requirements, boil water notices, etc. Filled out Equity Toolkit for new projects such as the Railyard Enterprise Project. Regularly put DPW updates in translated CEDO newsletter.
5	Reduce injuries through strengthened safety program that includes active safety committee and online Learning Management System	✓	✓		DPW Safety Team meets monthly. Department meets majority of FY'22 safety goals. Reduction in recordable incidents and lost time injuries. Reduction of late injury reports.	DPW-wide		Continued progress. Safety Committee meets regularly. Injury data trending in right direction, but still above industry standards. 7 recordable injuries in 2022 (down from 11 in 2021). Did Safety Cmte site assessments at different job sites a couple of times / yr.
6	Expand preventative maintenance program of pavement, pavement markings, sidewalk, guardrails, railings, fences, valves, hydrants, sewer mains, fleet and other infrastructure that has historically not been adequately maintained -- and better prepare the department to maintain new assets	✓			Number of potholes, sewer plugs, main breaks decrease. Percent of fleet PMs to repairs increases. Maintenance crews trained and provided maintenance schedule for new assets. Consider new maintenance worker positions cost shared between General Fund and Water Resources. New Asset Management program will better capture these metrics.	DPW-wide		Continued progress. Water main break numbers continue to decrease. Received approval to hire two additional Street Maintenance workers in FY'23 to better maintain WWWW/SW infrastructure. Continuing to deliver ~3 miles of sidewalk / yr. Paving achieving 6 miles in CY'23 but only with 4 miles of State paving. FY'25 will be challenging given General Fund borrowing constraints.
7	Provide effective coordination with private projects through project review and coordinated investments	✓	✓		Deptment turns material review in agreed upon timelines. Assists applicants with helpful guidance. Cambrian Rise, CityPlace, Sears Ln/Lakeside Ave, old Y redevelopment, VFW project progress according to timelines.	DPW-wide		Successfully ongoing. 79 Pine nearly complete. Coordinating currently with CityPlace, Cambrian Rise, new BHS, Lakeside/Sears South End development planning, etc.
Cross-Division Objectives								
8	Develop engineering standards that will efficiently direct future investments.	✓		✓	Substantial completion of standards in FY'24.	Tech Services, Water Resources	Recommend adoption of standards to Council	Work in progress. This has advanced, but more slowly than desired due to other more urgent items and due to past staff vacancies.
9	Improve solid waste and soil management facilities through purchase of 195-201 Flynn Avenue, relocation of soil management activities, and expansion of the CSWD Drop Off Center at 339 Pine St.	✓		✓	Get signed purchase and sale agreement by 9-30-23. Secure funding for lease purchase.	Tech Services, Water Resources		Negotiating purchase and sale agreement with CSWD. Undertaking due diligence activities. Getting Council approval to extend existing MOU for three months until September 30, 2023.

10	Advance high priority capital projects (Champlain Parkway, PlanBTV Walk/Bike, Railyard Enterprise, Downtown Great Streets, Calahan Storage Tank, 195-201 Flynn Ave) in accordance with project schedules	✓			Projects advance according to project schedules. Annually budgeted capital projects completed. Adjust staffing to increase project management resources.	Tech Services, Water Resources	Review and approve ordinance changes related to projects.	Many successes: Shelburne St Roundabout, Amtrak, Champlain Parkway. Main St Great Streets construction projected to start this winter. Plan BTV Walk/Bike projects advancing (Plattsburg Ave, N Winooski). Railyard Enterprise will complete environmental assessment this fall.
	Division Objectives							
11	Modernize City signal systems to provide more reliable, responsive multi-modal operations	✓	✓	✓	Number of signals upgraded with real time, multi-modal actuation. Number of RRFB and other warning devices installed. Amount of grant / State funding secured to leverage additional work.	Parking & Traffic	Provide feedback on overall modernization strategy.	Six signals upgraded in FY'23. Additional signals planned for FY'24. Will need to find additional sources of funding as impact fees have been spent down.
12	Unify parking resources within DPW, branded as ParkBurlington, providing a singular parking resource		✓		Continue integration DPW-managed, Parks-managed and third party parking assets unthe the management of Park Burlington. Number of non-DPW owned parking facilities receiving support from ParkBurlington.	Parking & Traffic	Review and approve parking operations agreements and policy changes	The ParkBurlington Brand is now owned by DPW and Parking Services is now providing all backend parking product sales for BPRW. In addition, DPW is now providing enforcement in BPRW lots.
13	Improve parking experience through new services, technology and metrics management.	✓	✓		Provide improved signage, communication tools and service (online and in person). Metrics dashboard for on-street and off-street parking system. Enhance interactive online parking map.	Parking & Traffic	Review and provide input	Major repairs were made to the Downtown Garage and the Marketplace Garage (totalling \$750K). Ongoing maintenance has dramatically improved the appearance and customer experience in the garages. Metrics show ongoing, but slow, revenue recover post-Covid
15	Increase City's EV Fleet and reduce the fleet's carbon footprint in accordance with Burlington's Net Zero Goals.			✓	Percentage of EV/Hybrid vehicles purchased over fiscal years. Gallons of gas and diesel purchased annually.	Maintenance		Success. Number of electric vehicles increasing by year. Now approximately 20% of total Fleet. Constrained GF Budget in FY24, only purchasing for Special Revenue/Revenue Depts. Installed 3 new dual port chargers at 645 Pine St. for Fleet vehicles. Apply for rebates and Fed/State grants for more EVs and charging infrastructure.
16	Expand use of transportation options while increasing safety of system and reducing overall environment impact consistent with City plans			✓	Complete City TDM study. Increase traffic calming implementations and reduce waiting list. Grants for bike/pedestrian infrastructure secured. Non-SOV mode share increases. Annual # of crashes decreases.	Technical Services	Review and approve ordinance changes related to projects.	Continued progress. Completed University Place, Mansfield path. Main St Great Streets includes dedicated, protected facilities. Other projects (Plattsburg advancing). Secured two grants - one for Intervale Rd sidepath and one of Lake St bike/ped connection. Continue tripled sidewalk production. Seeking grants for N. Champlain protected bikeway given its construction cost.
18	Implement last phase of Clean Water Resiliency Plan capital upgrades in FY'24	✓			Complete Manhattan Dr outfall repairs. Complete design abd initiate construction of next phase of Wastewater Treatment Plant refurbishments. Complete planning of next round of outfall improvements.	Water Resources	Recommend approval of CWRP borrowing to City Council.	Completed SE GSI, pump station upgrades. Relining will finish this season. Advancing design of Phase II WWTP modernization, and preliminary design for comprehensive plant upgrades. Will present to Commission later in mid-FY24.
19	Implement Council-approved rate restructuring and affordability program for Water, Wastewater and Stormwater utilities	✓	✓		Percent increase of affordability program utilization by customers. Present affordability options for renters to the Commission.	Water Resources	Review any affordability program modifications, recommend to Council	Mostly completed. Council approved and staff successfully implemented rate restructuring in FY'22. Phasing in affordability programs. Reviewing affordability program options for renters.
20	Advance next phase of Water Resources staffing plan for increased operational sustainability	✓	✓		Advance second phase of WR Re-org with restructuring of Engineering team, addition of Water Distribution staff, etc.	Water Resources		Continued progress. Hired WR Technician. Hired additional Water Plant Operator. Completed third-party organizational review May 2023. Bringing staff recommendations to Council as part of FY'24 budget. Seeking to discuss tiering option to bargaining with AFSCME Union.
21	Complete Integrated Water Quality Management Plan for how City will meet its Clean Water Act regulatory obligations and its local water quality priorities & begin implementation	✓		✓	Acceptance of Plan by DEC. Secure Integrated Permit. Advance first phase recommendations.	Water Resources	Review and provide feedback on final draft of Integrated Plan	Continued progress. Draft Integrated Plan provided to DEC. Long-term Control Plan provided to DEC in July 2022. We expect integrated permits in coming months. Draft plan at: https://www.burlingtonvt.gov/water/integratedplan .

22	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, negotiate new Franchise Fee agreement for Water)	✓		More appropriate cost allocations between departments / funds. Would enable Water Resources Division to better reinvest in aging systems.	Water Resources, CT Office		Work in progress. PILOT credit received for FY'23 and FY'24. Working with CT Office to contain growth of PILOT payments and to get a new Franchise Fee for Water. Project moving slowly due to other more urgent priorities.
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