



**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
June 21, 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 10 Min Public Forum (3 minute per person time limit)
- 4 5 Min Consent Agenda
 - A Approval of Draft Minutes 5-17-23
 - B 3rd of July Rate Notification
 - C Bank St. Temporary Construction Parking – Loading & Accessible Spaces
 - D North Union Street Time Limited Parking
 - E 101 College Street Vehicle Loading Zone
 - F Briggs Street No Parking Zone
- 5 15 Min Parking Violation Ordinance Change Regarding Fees
 - A Communication, J. Padgett
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –Vote
- 6 15 Min Revenue Bond Authorization for Garage Capital Work
 - A Communication, C. Spencer & J. Padgett
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –Vote
- 7 25 Min Draft FY'24 DPW Goals and Objectives
 - A Communication, C. Spencer
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – None

8 10 Min Director's Report

9 10 Min Commissioner Communications

10 **Adjournment & Next Meeting Date – July 19, 2023**



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 - D Action Requested – None

8 10 Min Director's Report

9 10 Min Commissioner Communications

10 **Adjournment & Next Meeting Date – July 19, 2023**

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING ~~April 19~~May 17, 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, Commissioner Overby

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at 6:35 p.m.

ITEM 2 – AGENDA

Commissioner Barr made a motion to accept the agenda
Commissioner Fox seconded
Unanimous approval

ITEM 3 – PUBLIC FORUM

Sharon Bushor called with concerns with the parking lot at Main Street and South Winooski Avenue.

Michal Arnold called and stated he was in favor of the protected bike lanes for the Main Street project.

ITEM 4 – CONSENT AGENDA

Commissioner Barr made motion to approve
Commissioner O'Neill-Vivanco seconded the motion
Unanimous Approval

ITEM 5 – MAIN STREET GREAT STREETS: PAARKING STUDY AND PARKING CHANGES

DPW Engineer Laura Wheelock had an overview of on what the actions that DPW was looking for this evening.

- Accept the parking study laid out in Attachment 1
- Approve parking changes laid out in Attachment 4
- Temporary parking changes
- Appendix C correction

There will be temporary parking spaces on west side of Battery Street and South Champlain Street.

Commissioner Overby had questions about standardized private parking rate change. Also had concerns with Park Mobile and if there were ways to not use the app. Informed that the kiosk will work with coin or card only goes by plate number. Commissioner Overby wanted to get people familiar where to park.

Commissioner Munteanu stated that he is clear what is going to be there is this going to be permanent when completed
Senior Engineer Wheelock stated construction changed quickly need to understand when it is ready to get back to the public

Commissioner Damiani had concerns about the gas station at the South Winooski Avenue and Main Street intersection.
City is in communication with the property owners they want two driveways on Main Street.

Commissioner Fix had concerns for the bus stop at Acme on Pearl Street, traffic in area going to waterfront. Church and Winooski loading zones, 3 hours parking could be confusing.
City Engineer Wheelock stated we were working on signage.

Commissioner Barr asked if Park Mobile will be used on Main Street. Engineer Wheelock stated yes signage will be there.

Commissioner O'Neill-Vivanco stated there needed to be more wayfinding and clear communication, safety and security. Commissioner O'Neil-Vivanco stated concerns for the parking around the Edmunds School with all the events held during evening hours. Engineer Wheelock stated school was using a section for parking that is out of ordinance.

Commissioner Hogan commented that wayfinding has come up several times.

Robert Leidy stated that St. Paul is a thriving street and used it all the time. Would like to see the scramble intersection at Main Street like the ones on Pearl and Winooski, which work really well for pedestrians and bicyclists.

Evan Gould is in support of the Great Streets.
Gordon Dragoon is in support of Great Streets
Ali Hamedani is in support of removing parking.
Carlos Edquil (hard to understand spoke low)
Josephine Brunelle is encouraging the changes with Great Streets
Jak Tiano is in support of parking changes on Main Street

Kelly Divine of the BBA not opposing projects and we appreciate working with the team and we have made good headway with the parking but there is more work to be done. There was no meeting with the Parking Advisory Committees to address loss of parking and to make modification to replace parking.

Serrill Flash is in full support for parking, but would like to see bike parking, maybe add hitches to existing meters.

Dan Castrigana is in support of removing parking and would like to extend protected bike lane right up to the school.

Parking study – Munteanu makes a motion to accept communication of parking study.

Commissioner O'Neill-Vivanco seconds

Unanimous approval

Permanent parking changes – Commissioner Damiani make a motion to accept the changes

Commissioner Fox seconds

Commissioners Barr, Damiani, Fox, Hogan, Munteanu, and O'Neill-Vivanco all vote to approve.

Commissioner Overby declines approval

Temporary Parking – Commissioner O'Neill-Vivanco makes a motion to accept the suggested temporary parking. Commissioner Munteanu seconds.

Unanimous approval

5G Appendix Corrections – Commissioner Barr makes a motion to accept staff's recommendations.

Commissioner O'Neill-Vivanco seconds

Unanimous approval

ITEM 6 – TIME LIMITED PARKING VIOLATION CHANGES

Director Spencer spoke on behalf of AD Padgett who was in another meeting. Director Spencer stated they were looking for a policy recommendation – adding more time to limited parking. There was a question of equity see time limited and metered parking compared to downtown which is 15 minutes. Change violation for time limited to 15 minutes, need to change the language.

Commissioner Munteanu questioned shall be towed. St. Paul Street is time limit in parking ordinance what is used in practice. Director Spencer stated it was meter.

Commissioner Barr is in favor to make things for similar, make the communication as well.

Commissioner Barr made a motion to accept staff changes

Commissioner Damiani seconded

Unanimous approval

ITEM 7- DIRECTOR'S REPORT

Just a reminder of Executive for the Director and City Engineer Reviews

Toter deadline has been pushed back to July 1st as we have had more demand for the 35 gallon toters and we had to order more and when they come in the ordinance will start.

Budget update was presented to City Council tonight

Champlain Parkway judge rules in our favor.

Clean Sweep had complaints of dropping cars on streets in middle of night waking residents so the last two nights went and dropped at Perkins Pier – in future will drop in lots first.

City Engineer Baldwin stated he went around the city on Tuesday and got a sense of the ugly spots on the streets riddled with potholes. We are doing the best we can with what we have.

ITEM 8 – COMMISSIONER COMMUNICATIONS

Commissioner Damiani asked about budget conversation and if the commissioner has any further input. Norm Baldwin stated this is asking for addition money for coming year.

Director Spender stated budgets lie with the City Council

Commissioner Damiani stated we would utilize the private parking lots

Commissioner Fox stated her parents came to visit and parked in the Cherry Street Garage and were impressed with how easy it was to navigate.

Kudos on the great work on Main Street

Commissioner Barr stated fantastic work for past few years, apply for grants to fix streets in my neighborhood. Add bike parking into Great Streets

Commissioner O'Neill-Vivanco read the feedback on Main Streets. Asked if we were fully staffed in all departments. Director Spencer stated the Teach Team is fully staff but we do have vacancies in recycling, streets, water and crossing guards

I appreciate work on the pipe relined but are the streets going to be septs again when the projects are done lots of debris in road from being dug up.

Commissioner Overby was shocked to hear of the passing of Jared Wood. Stated that the elderly need parking available to them in the downtown area.

Use of the scramble on Main Street is a better method than stop lights since a rotary cannot be put in for the project.

College Street Congregational Church has problem since change – paperwork not properly filed. Director Spence stated this is resolved and we are moving forward with the issued and have worked with our attorney.

Commissioner Munteanu stated the Cherry Street garage kiosk parking well how is structure work coming along

Director Spencer stated we are very close to completing, just small things left. This work will help extend life of garage but there will need to be money and decision made in the future bout this parking structure.

Commissioner Munteanu asked about Champlain Parkway and if there were delays and City Engineer Baldwin stated there was minimal impact with the schedule.

ITEM 9 – EXECUTIVE SESSION – DIRECTOR & CITY ENGINEER ANNUAL REVIEWS

ITEM 10 – ADJOURNMENT AND NEXT MEETING DATE – JUNE 21, 2023

Meeting adjourned at



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, MBA
DIVISION DIRECTOR

Notice Date: 6/16/2023
Meeting Date: 6/21/2023

To: Public Works Commission

From: Jeffrey A. Padgett
Division Director for Parking and Traffic

C.C. Chapin Spencer
Director of Public Works

Subject: Event Rate
3rd of July

Per Appendix C, 19(d)2, the Public Works commission is hereby notified of the following special event rate at the Marketplace and Downtown Garages:

July 3, 2023 from 4:00 PM to Midnight: Transient parking flat rate = \$5
Hotel and Permit Rates will remain for overnight parking

This flat rate for transient parking is the same arrangement that has been provided on July 3 for the past several years when the event has not fallen on a Sunday (when parking is free).

Feel free to reach out to me with any questions (jpadgett@burlingtonvt.gov). Thank you.



City of Burlington
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Technical Services Engineering Division
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P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
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Memorandum

Date: June 21st, 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: Bank Street Temporary Construction Parking

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.~~ Up to two spaces on Pine Street between Bank Street and College Street for the extents of SRF construction.
- (29)-(173) As written.

9 Fifteen-minute parking.

(a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 10:00 p.m., Sundays and holidays excepted, in the following areas:

- (1)-(10) As written.
- (11) ~~Reserved.~~ Up to two spaces in the first two metered spaces on Bank Street just east of Pine Street for the extents of SRF construction.
- (12)-(126) As written.

Purpose & Need:

The purpose of this request is to add time limited and accessible parking during construction. Installing 15-minute metered parking will provide increased parking turnover in the area during construction. Flexible Accessible spaces will allow the parking to adjust with construction as the site changes. This will help serve business and residents as parking is temporarily displaced by construction.

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 Water Resources Work on Pine Street (from Bank – College), DPW Staff is proposing adding two 15-minute metered spaces to create higher turnover for added parking opportunities in the area during construction. This would be in place of two metered parking spaces that currently exist. These 15-minute spaces would only be for the duration of construction and then would revert to metered parking as they are today.

In addition, DPW is looking to temporarily adjust Accessible spaces, as needed, as spaces are impacted on Pine Street. This would be part of the Contractor's approved Traffic Control Plan.

The exact extents of construction are still being determined. These changes are intended to allow us to adapt quickly to address changing parking needs as they arise. More project specific information will be provided to the impacted area in the coming weeks.

Public Engagement:

In preparation for the 6/21/23 DPW Commission Meeting, Staff distributed flyers to residents and businesses along these two blocks of Bank and Pine Street. Staff did not receive any correspondence 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—
Section 7A Accessible spaces designated.
Section 9 Fifteen-minute parking.

Sponsor(s): Public Works Commission

Action: Approved

Date: 6/21/2023

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, Section 7A Accessible
spaces designated, and Section 9 Fifteen-minute parking, of the Code of Ordinances of the City
of Burlington is hereby amended as follows:

Section 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.~~ Up to two spaces on Pine Street between Bank Street and College Street for the
extents of SRF construction.

(29)-(173) As written.

9 Fifteen-minute parking.

*(a) No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m.
and 10:00 p.m., Sundays and holidays excepted, in the following areas:*

(1)-(10) As written.

(11) ~~Reserved.~~ Up to two spaces in the first two metered spaces on Bank Street just east of Pine
Street for the extents of SRF construction.

(12)-(126) As written.

** Material stricken out deleted.

*** Material underlined added.



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Memo

Date: June 21st, 2023

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

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

Subject: North Union Street Two Hour Parking

**Staff recommends the DPW Commission remove (see Attachment-1):
10 Two Hour parking.**

No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:

(4) Reserved. The first three spaces south of North Winooski Avenue on the west side of North Union Street.

Purpose & Need:

The purpose of this request is to reallocate the first three parking spaces on the west side of North Union Street and south of North Winooski Ave, to two hour parking spaces between the hours of 8:00 a.m. and 6:00 p.m. Reallocation would allow for turnover of cars for the businesses in the area during daytime hours.

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:

During the recent public outreach phase for the North Winooski Avenue bike lane project, local businesses and City Council members requested additional two-hour parking during daytime hours in the North Union Street area. The purpose of two-hour parking is to ensure turnover of parking spaces and provide access to businesses or services for a wide range of individuals by limiting the duration of parking to two hours. Consequently, staff recommends the commission approve the reallocation of the spaces to two hour parking spaces.

Public Engagement:

In preparation for the 6/21/23 DPW Commission Meeting, Staff distributed flyers to businesses and residents on North Union Street adjacent to the proposed two hour parking spaces. One response was received which does not support Staff Recommendations, see Attachment-2.

Attachments:

1. Traffic regulation.
2. Public input correspondence.

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 10. Two Hour Parking

Sponsor(s): Public Works Commission

Action: Approved

Date: 6/21/2023

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, Section 10, Two hour
parking of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Section 10: Two hour parking.

*No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m.
and 6:00 p.m., Sundays and holidays excepted, in the following locations:*

(1)-(3) As written.

(4) ~~Reserved.~~ The first three spaces south of North Winooski Avenue on the west side of North
Union Street.

(5)-(20) As written.

** Material stricken out deleted.

*** Material underlined added.

/hm: BCO Appx.C, Section 10
6/21/2023

Attachment 2

Public input correspondence emails

Wed 6/14/2023

Hi,

I live at XXX North Union St. and received the flyer about the proposed 30-minute parking spaces on North Union street earlier this week. I am against this proposal as it makes parking more difficult for residents and only benefits the businesses at the top of the street.

I've lived at this address for over five years, and parking has been a consistent issue. Our apartment does not have off-street parking, so my partner and I park our shared car on the street every day. As businesses have opened in the area, it has become harder and harder for residents to find places to park.

My issue with the proposed 2-hour parking spaces is that they only benefit businesses, and not the many residents who live on this street and need to park their cars near their homes. These businesses (All Souls Tortilla, mainly) have been aggressive about trying to claim the exact parking spots you are proposing to change as their personal daytime loading zone, sometimes illegally blocking these spaces off with wooden shipping pallets, orange cones, and putting up false "no parking" signs. For a long time they put up a fake sign near those spots that said "No parking Mon-Fri 9-5 Loading Zone." I have been asked to move my car from those spots more than once for no reason other than that the owner of the tortilla company wanted to unload some boxes from his car.

I am strongly against making it harder for residents to park their cars on the street they live on. It is already hard enough for us to find spots both during the day and at night, and I do not think it's fair to block off those three spots for non-residents when the residential parking is already so difficult. If someone needs to park for a brief period of time to run an errand at taco gordo, all souls tortilla, or Jake's ONE, they should use the Jake's ONE lot. It is not the responsibility of residents to shoulder the parking needs of businesses, and businesses like taco gordo/all souls have not taken any responsibility for the parking needs of their customers and employees.

Thank you for the opportunity to comment on this issue!

Lorna Dielentheis,



City of Burlington
Department of Public Works

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Memo

Date: June 21st, 2023

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

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

Subject: College Street Vehicle Loading Parking

Staff recommends the DPW Commission remove (see Attachment-1):
9 Fifteen-minute parking.

No person shall park any vehicle, at any time, longer than fifteen (15) minutes at the following locations:

(b) (13) ~~On the south side of College Street beginning 60 feet west of Pine Street and extending west for 20 feet. Reserved.~~

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:

(21) Reserved On the south side of College Street, in the second space west of Pine Street, between the hours of 7:00 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 reallocate the fifteen-minute parking space, on the south side of College Street, in the second space west of Pine Street, to a vehicle loading space. Reallocation would allow for residents and business owners to utilize this space as a vehicle loading zone between the hours of 7:00 a.m. and 5:00 p.m. for a time limit of 30 minutes.

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:

Local residents of 101 College Street have requested DPW Staff reallocate a 15-Minute Parking space to a Vehicle Loading space. The local residents making this request understand both 15-minute parking and vehicle loading zones are specific areas designated for temporary parking purposes, but they serve different purposes. The concern is that the 15-minute parking is often times an insufficient amount of time for passengers to load and unload. Often times the space is utilized by SSTA, which require more time to load and unload elderly passengers. Consequently, staff recommends the commission approve the reallocation of the space to a vehicle loading space.

Public Engagement:

In preparation for the 6/21/23 DPW Commission Meeting, Staff distributed flyers to residents on College Street, near the parking space. Two emails were received one seeking clarification around the request, and the other supporting the Staff recommendation. One phone call was made to the email seeking clarification; after the phone call the person from the original email seems to support Staff recommendations.

Attachments:

1. Traffic regulation.
2. Public correspondence.

Site Map

101 College Street



Fifteen-minute parking space
to be reallocated a with
vehicle loading space

CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

Rules and Regulations of the Traffic Commission—
Section 9. Fifteen minute parking.
12-1 No parking except vehicles loading or unloading.

Sponsor(s): Public Works Commission

Action: Approved

Date: 6/21/2023

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, Section 9, Fifteen minute parking, and 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 9: Fifteen minute parking.

(a) As written.

(b) *No person shall park any vehicle, at any time, longer than fifteen (15) minutes at the following locations:*

(1)-(12) As written.

(13) ~~On the south side of College Street beginning 60 feet west of Pine Street and extending west for 20 feet.~~ Reserved.

(14)-(34) As written.

(c)-(d) 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)-(20) As written.

(21) ~~Reserved.~~ On the south side of College Street, in the second space west of Pine Street, between the hours of 7:00 a.m. and 5:00 p.m., for a maximum time limit of thirty (30) minutes.

(22)-(52) As written.

** Material stricken out deleted.

*** Material underlined added.

Attachment 2

Public input correspondence emails

Mon 6/12/2023

Hello Kelly,

I am at XX College Street and would be opposed to loosing another parking spot to a vehicle loading spot. There is already an loading spot in front of 91 College Street.

Thanks,

Todd

Todd A. Wulfson, CFA
Rock Point Advisors

Hi Todd,

Thanks for the email and your input. Just to clarify we are not proposing to add another time limited parking space. We are changing the existing 15-minute parking space to a vehicle loading zone. Happy to chat on the phone about this should you need to.

Best,

Kelly DeCarlo
Engineering Intern

Mon 6/12/2023

I am very much in favor of changing the "15 minute" parking sign to a "loading only" sign. I am so tired of cars parked for more than 15 minutes, some times it is over an hour. I need the SSTA van with the lift and so very often there are cars parked in that spot and they have to leave me off on the corner and I have to walk on a sidewalk that is in severe need of repair itself and am so afraid of falling.

Mary Lyons

Public input correspondence phone calls

Public Works Engineer Phillip Peterson called Todd A. Wulfson with Rock Point Advisors, and explained that the City was not going to be adding another time limited space, Staff at Rock point Advisors appeared to be okay with our proposal given that DPW Staff are not adding another time limited space.



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Memo

Date: June 21st, 2023

To: Public Works Commission

From: Kelly DeCarlo, Engineering Intern

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

Subject: Briggs 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:

(15) ~~Reserved.~~ On either side of Briggs Street.

Purpose & Need:

The purpose of this request is to remove parking on Briggs 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, Briggs 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 Briggs Street, DPW Staff recommend restricting all parking on Briggs Street.

Public Engagement:

The Briggs 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): Public Works Commission

Action: Approved

Date: 6/21/2023

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, 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)-(14) As written.

(15) ~~Reserved.~~ On either side of Briggs Street.

(16)-(581) As written.

** Material stricken out deleted.

*** Material underlined added.

/hm: BCO Appx.C, Section 7

6/21/2023

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

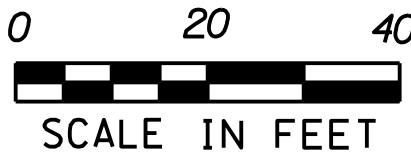
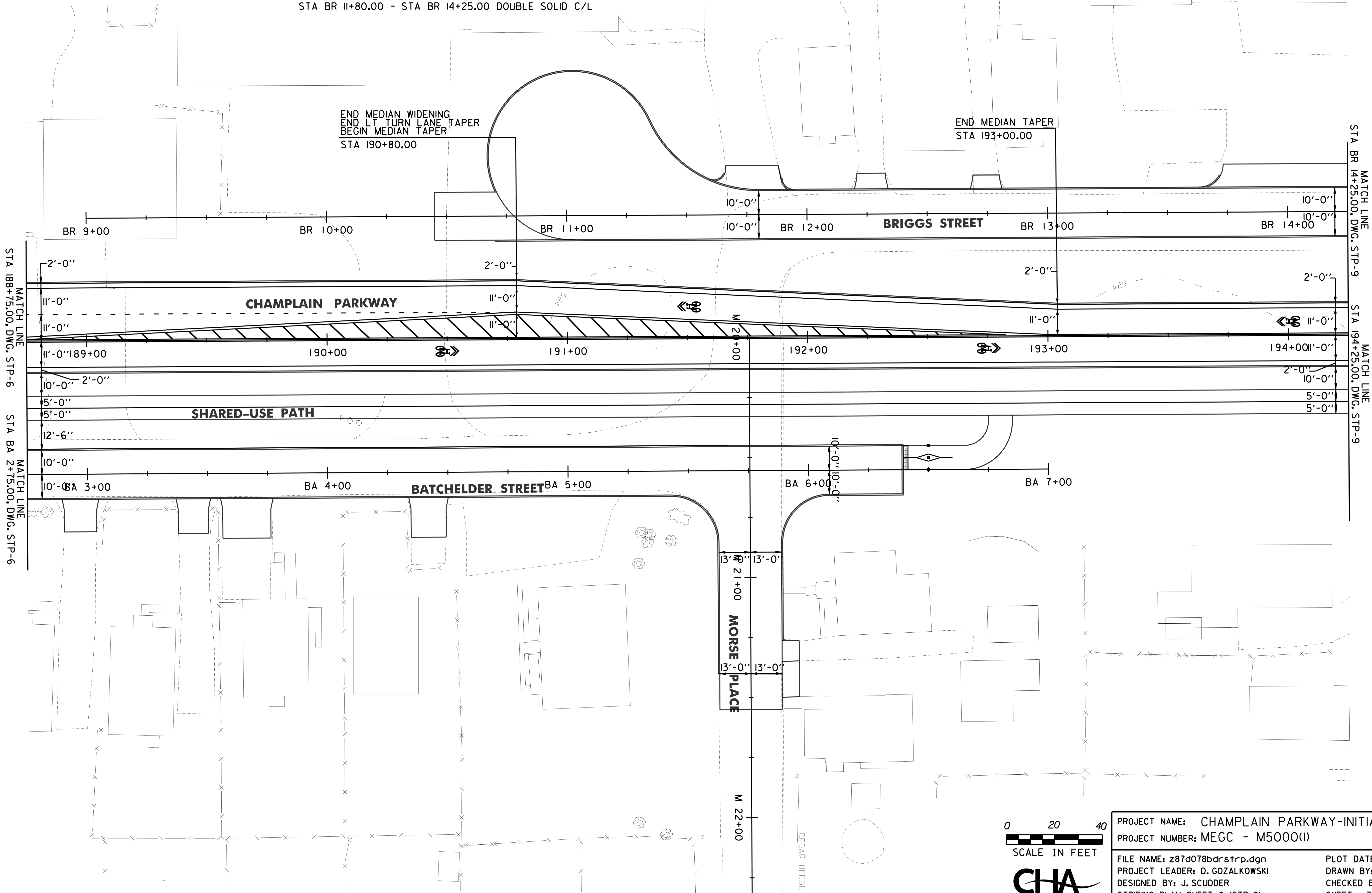
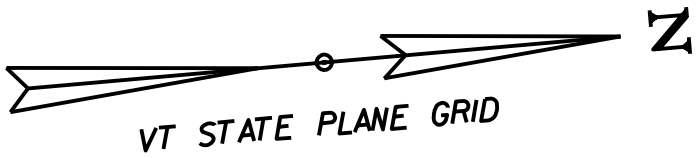
646.453 DURABLE 8 INCH YELLOW LINE, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 188+75.00 - STA 193+00.00 HATCHED MEDIAN LT & C/L

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)



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

646.403 DURABLE 4 INCH WHITE LINE, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 194+25.00 - STA 200+25.00 EDGE LINE LT & RT
STA 198+25.00 - STA 200+25.00 DOTTED LANE LINE C/L

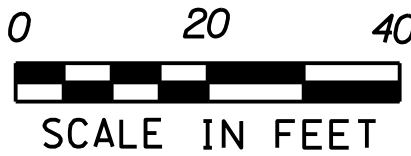
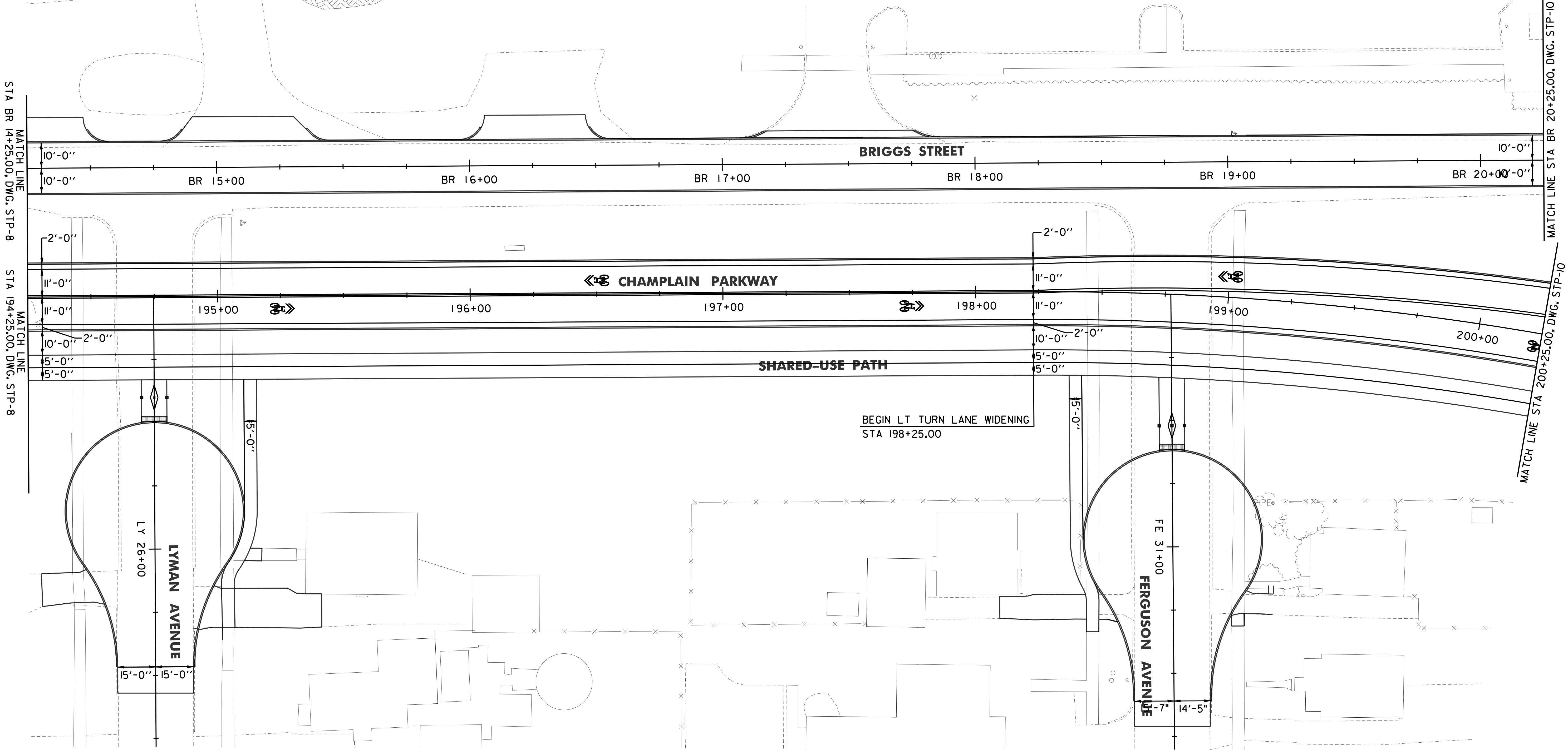
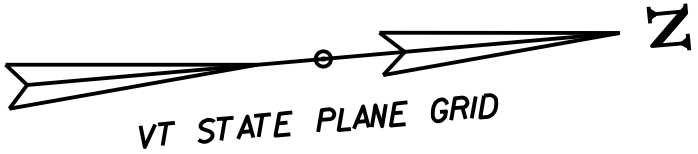
646.413 DURABLE 4 INCH YELLOW LINE, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 194+25.00 - STA 198+25.00 DOUBLE SOLID C/L
STA 194+25.00 - STA 200+25.00 PATH CENTERLINE RT
STA 198+25.00 - STA 200+25.00 DOUBLE SOLID LT

646.493 DURABLE LETTER OR SYMBOL, EPOXY PAINT
CHAMPLAIN PARKWAY:
STA 195+25.00 RT, SHARED LANE MARKING (I EA)
STA 196+50.00 LT, SHARED LANE MARKING (I EA)
STA 197+75.00 RT, SHARED LANE MARKING (I EA)
STA 199+00.00 LT, SHARED LANE MARKING (I EA)
STA 200+25.00 RT, SHARED LANE MARKING (I EA)

BRIGGS STREET:
STA BR 14+25.00 - STA BR 20+25.00 DOUBLE SOLID C/L

LYNMAN AVENUE:
STA LY 25+30.00 - STA LY 25+50.00 BOLLARD MARKINGS C/L

FERGUSON AVENUE:
STA FE 30+42.00 - STA FE 30+62.00 BOLLARD MARKINGS C/L



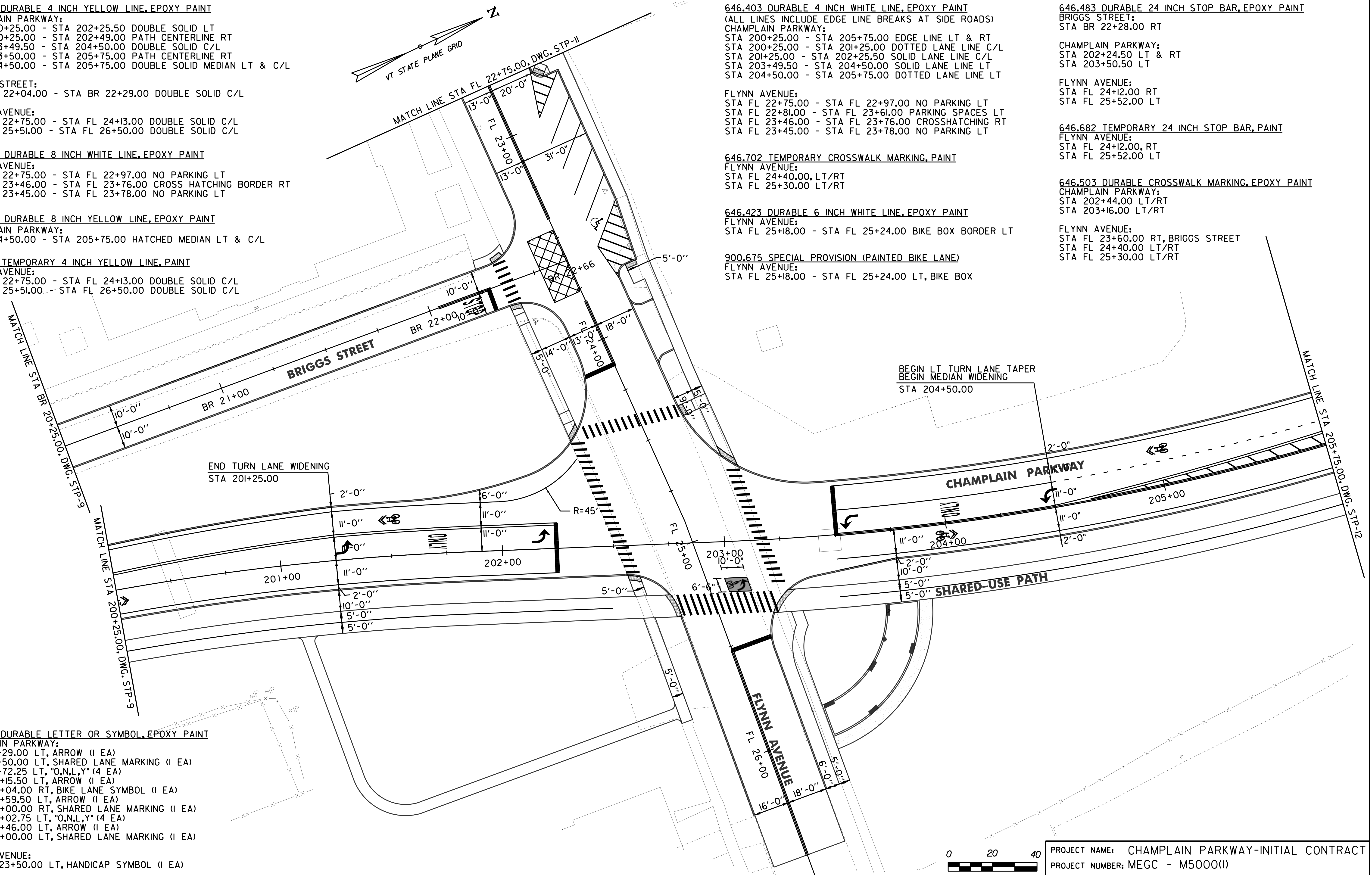
CHA

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 9 (STP-9)	SHEET 353 OF 735

BRIGGS STREET:
STA BR 22+19.00 RT, "S,T,O,P" (4 EA)

900.675 SPECIAL PROVISION (PAINTED BIKE LANE)
FLYNN AVENUE:
STA FL 25+18.00 - STA FL 25+24.00 LT, BIKE BOX

FLYNN AVENUE:
STA FL 23+60.00 RT, BRIGGS STREET
STA FL 24+40.00 LT/RT
STA FL 25+30.00 LT/RT



CHIA

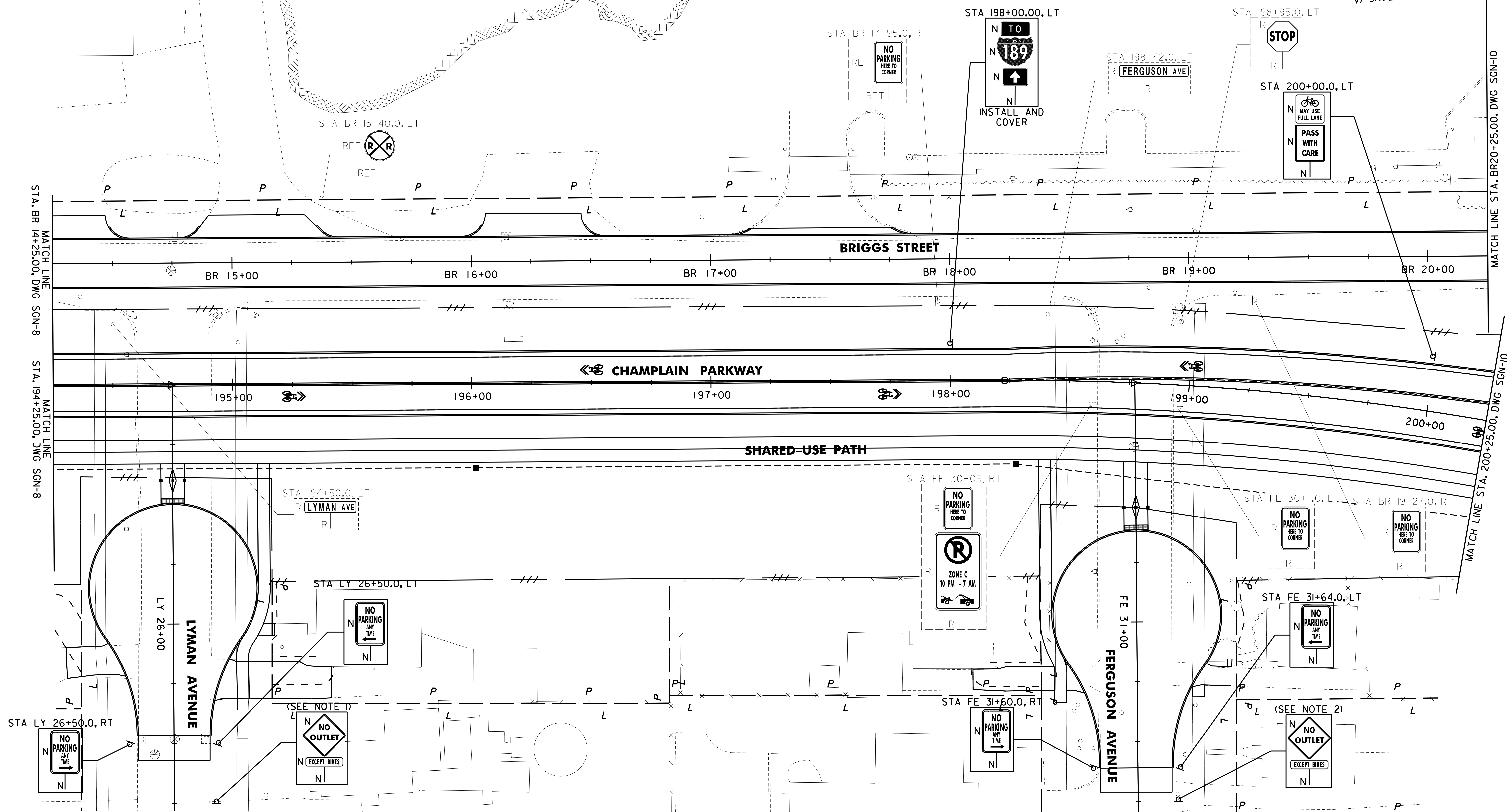
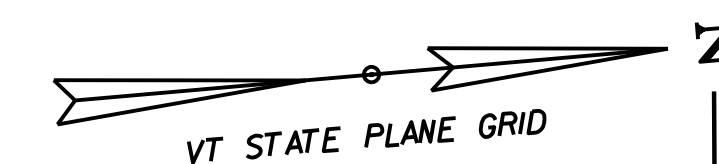
PROJECT NAME: CHAMPLAIN PARKWAY-INITIAL CONTRACT	
PROJECT NUMBER: MEGC - M5000(I)	
FILE NAME: z87d078bdrstrp.dgn	PLOT DATE: 2/2/2022
PROJECT LEADER: D. GOZALKOWSKI	DRAWN BY: J. HEALD
DESIGNED BY: J. SCUDDER	CHECKED BY: J. SHIELDS
STRIPING PLAN SHEET 10 (STP-10)	SHEET 354 OF 735



NOTE:

I. PLACE SIGN AT INTERSECTION OF MORSE PLACE AND FOSTER STREET.

FILE NAME =U:\8659\87D078\Consultants\z87d078bdr-sgn.dgn
DATE/TIME =2/2/2022
USER =5375



NOTES:

1. PLACE SIGN AT INTERSECTION OF LYMAN AVENUE AND FOSTER STREET.
2. PLACE SIGN AT INTERSECTION OF FERGUSON AVENUE AND FOSTER STREET.

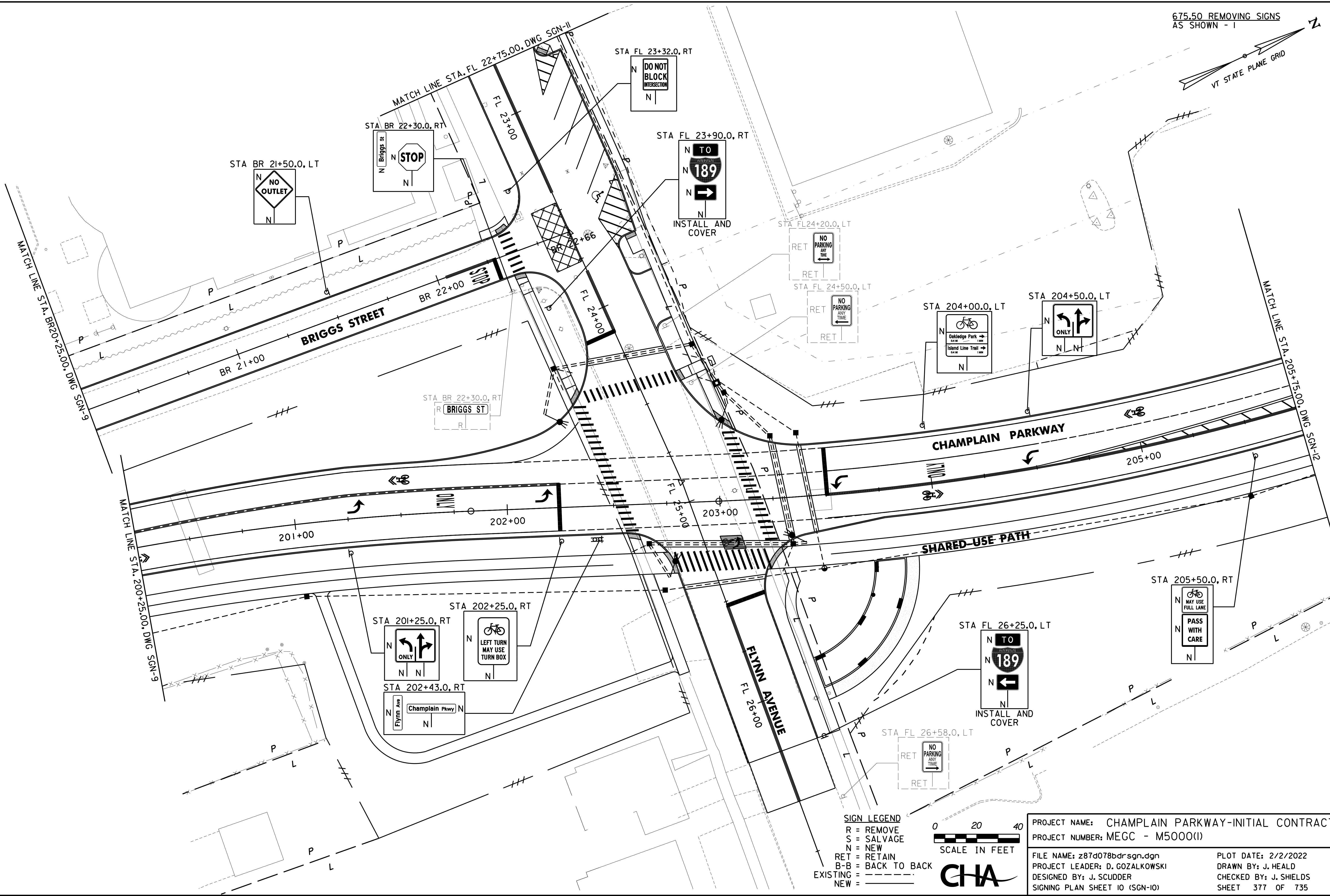
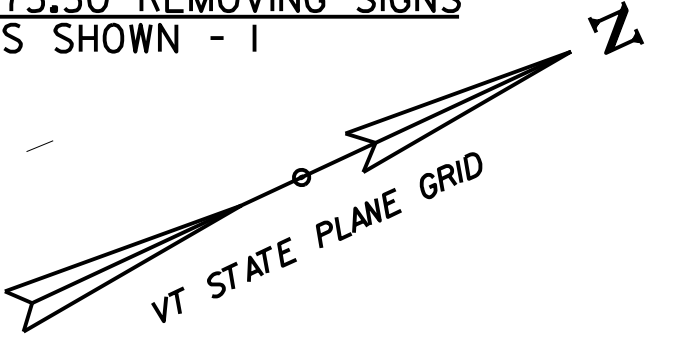
SIGN LEGEND
R = REMOVE
S = SALVAGE
N = NEW
RET = RETAIN
B-B = BACK TO BACK
EXISTING =
NEW =

0 20 40
SCALE IN FEET



PROJECT NAME: CHAMPLAIN PARKWAY-INITIAL CONTRACT	
PROJECT NUMBER: MEGC - M5000(I)	
FILE NAME: z87d078bdrsgn.dgn	PLOT DATE: 2/2/2022
PROJECT LEADER: D. GOZALKOWSKI	DRAWN BY: J. HEALD
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SIGNING PLAN SHEET 9 (SGN-9)	SHEET 376 OF 735

675.50 REMOVING SIGNS
AS SHOWN - 1



SIGN LEGEND

R = REMOVE
S = SALVAGE
N = NEW
RET = RETAIN
B-B = BACK TO BACK
EXISTING = ---
NEW = _____

0 20 40
SCALE IN FEET

CHA

PROJECT NAME: CHAMPLAIN PARKWAY-INITIAL CONTRACT
PROJECT NUMBER: MEGC - M5000(I)

FILE NAME: z87d078bdrsgn.dgn
PROJECT LEADER: D. GOZALKOWSKI
DESIGNED BY: J. SCUDDER
SIGNING PLAN SHEET 10 (SGN-10)

PLOT DATE: 2/2/2022
DRAWN BY: J. HEALD
CHECKED BY: J. SHIELDS
SHEET 377 OF 735



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, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: June 21, 2023

To: Public Works Commission

From: Jeffrey A. Padgett
Division Director for Parking and Traffic

C.C. Chapin Spencer, Director of Public Works

Subject: Meter and Time Limited Parking
Fine Increase

Request:

To authorize the update of Burlington Code of Ordinance in Section 20 to:

- Increase the fine for meter violations from \$15 to \$20
- Increase the fine for time-limited violation from \$15 to \$20

Background:

Fines for overstaying the time on a meter have not been updated since 2013. At that time the fine was raised from \$12 to \$15 (25%). And just recently, the fine for overstaying the time at time-limited spaces was *reduced* from \$75 to \$15 (80% decrease). For the following reasons staff proposes that the fine for both situations be set at \$20 (33% increase and 73% decrease, respectively):

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).

1) Public Education

- a. A stated goal of the Parking Services team is to educate the public as to Safe and Equitable parking in Burlington; ultimately resulting in a reduction in the number of tickets written and an increase in meter revenue.
- b. The current ticket rate is not significantly more expensive than the parking rate, thus not sending the correct message to the public that the City would prefer they pay the meter vs. the ticket.
- c. Current \$15 Meter tickets represent 65% of all tickets written (over 20,000 per year), the total of the next 5 violations is ~7,000; there is a clear need to educate the public and reduce meter violations.
- d. Despite the volume written, the current \$15 Meter tickets represent only about 30% of Parking Services revenues; thus, the proposed rate increase is intended to have a more meaningful educational impact on public behavior (reduce tickets) versus grow revenue in the Parking Services budget.

2) Traffic Fund Revenue

- a. The proposed ticket rate helps support the messaging that the City would rather people pay the meters than get a parking ticket.
- b. Beyond not wanting folks to go through the hassle and cost of a ticket; paying parking meters is of vital financial interest to the City because meters are the major funding source for the operations and capital improvements of the Traffic group (Fund 264).
- c. These revenues fund the installation and maintenance of vital transportation infrastructure for the City: pavement markings (bike lanes, crosswalks, painted symbols, center-lines, fog lines); traffic, bike and pedestrian signs; the traffic and pedestrian signal systems; and the crossing guard program.
- d. Policies that can help drive meter revenues benefit the health of the Traffic budget, which is currently severely challenged after 4 years of significantly reduced revenues (down ~40%)

3) General Fund Revenue

- a. In the short term, revenue to the general fund will increase
- b. Initial Meter Revenue Increase of ~\$100,000 (growing the total from ~300K to ~400K)
- c. As the community comes to understand the City's expectations of Safe and Equity, it is expected that revenues contributed to the General Fund will decrease

4) Inflation:

- a. The proposed increase is consistent with the inflation rate
- b. Inflation at 30.2% from 2013 to 2023
- c. A \$15 cost in 2013 grows to \$19.53 in 2023
- d. \$20 is consistent with inflation and easy to communicate to the public

5) Other Communities:

- a. Rutland recently increased from \$15 to \$30
- b. UVM = \$25
- c. Portland, ME = \$20
- d. Portsmouth, NH = \$35

Also, it's important to note that a \$2.75 convenience charge used to be applied to online ticket payment creating an actual fine payment of \$17.75. With over 80% of payments coming in online, the effective increase of the fine to \$20, for most fine payers, is more closely 13%. The convenience fee was removed in November, 2022. With the transition to the new parking management software; staff felt that adding fees to a fine based solely on the method of payment was not fair and equitable for our community.

Public Notice:

Notice of the proposed changes has been posted on DPW's website, sent to the City Councilors on the Transportation Energy and Utilities Committee and communicated to downtown stakeholders.

Motion:

"To adopt the attached update to the Burlington Code of Ordinance Section 20 to:

- Increase the fine for meter violations from \$15 to \$20
- Increase the fine for time-limited violation from \$15 to \$20

As detailed in the attached proposed update and upon review and approval of the City Attorney."

Attachments:

Requested Update: Burlington Code of Ordinances Section 20

CITY OF BURLINGTON

In the Year Two Thousand Twenty-three

A Regulation in Relation to

BURLINGTON CODE OF
ORDINANCES—
CHAPTER 20, MOTOR VEHICLES
AND TRAFFIC—
ARTICLE III
SECTION 20-66, PENALTIES

Sponsor(s): Department of Public Works

Action: Approved

Date: 6/21/2023

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 Chapter 20, Motor Vehicles and Traffic, Article I. In General, of the Code of Ordinances of the City of Burlington is hereby amended as follows:

Chapter 20. MOTOR VEHICLES AND TRAFFIC

Articles I—II. As written.

Articles III. As written.

20-53 – 20-65 As written.

20-66. Charges.

(a) *Metered Parking Offenses:* The penalty for violating any ordinance regulating metered parking in the City of Burlington shall be twenty ~~fifteen~~ dollars (\$~~15~~20.00).

(b) *Nonmetered Parking Offenses:*

(1) - (8) As written.

(9) Time limited parking offense. The penalty for time limited parking offenses as articulated in section 9 through 11-1 of Appendix C, shall be ~~fifteen~~ twenty dollars (\$~~15~~20.00). Vehicles in violation of three or more time limited parking offenses within a three (3) year time period, also may be removed to another street or a remote location and if removed shall be assessed charges for removal as part of the issuance of the penalty, such charges to be assessed and collected pursuant to Division 2 of Article III of this chapter.

(c) As written.

20-67—20-82. As written.

Articles IV—VI. As written.

* Material stricken out deleted.

** Material underlined added.

6/21/2023



City of Burlington
Department of Public Works
Division of Parking and Traffic
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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Jeffrey A. Padgett, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: June 21, 2023

To: Public Works Commission

From: Jeffrey A. Padgett
Division Director for Parking and Traffic

C.C. Chapin Spencer, Director of Public Works
Katherine Shad, Chief Administrative Officer
Darlene Bayko, Banking & Cash Operations Manager

Subject: Revenue Bond for Municipal Garage Repairs

Request:

To approve:

- Issuance of a \$750,000 Revenue Bond
- A recommendation to the City Council for approval of said bond

Background:

Over the past year, major repairs were made to the Downtown Garage and the Marketplace Garage, totaling approximately \$750,000. Repairs included:

- Stair tower replacement in the Downtown Garage
- Beam, deck and concrete repair in the Marketplace Garage

This work is now complete and was essential to keeping the garages safe and extending their useful life.

The repairs began in the summer of 2022. At the time of construction, staff transition in the Clerk/Treasurer’s Office (CT Office) limited the City’s capacity to initiate borrowing. Therefore, the decision was made to have the City’s General Fund pay for the capital expenses as they were incurred, with the understanding that a debt instrument would be secured for Parking Facilities Fund (Fund 265) to repay the General Fund. The CT Office, in consultation with its financial advisors and auditor, has now identified a Revenue Bond (versus lease or loan, etc.) as the appropriate debt instrument, due to the financial challenges in Fund 265 resulting from the COVID-related revenue decline. In preparing the bond, and review of the City Charter, the City’s bond counsel has recommended approval from the Public Works Commission (PWC) to execute a Revenue Bond.

With the approval of the PWC, staff will then prepare a request to City Council for the authority to execute the Revenue Bond given the City’s General Fund be the guarantor of the Bond.

Expected Revenue Bond Terms:

Term:		5 Years
Rate:		3.75% (estimated)
Payments	Year 1	\$0
	Year 2	\$0
	Year 3	\$250,000 + Interest
	Year 4	\$250,000 + Interest
	Year 5	\$250,000 + Interest

These terms allow for parking revenues to continue to recover over the next two years and then cover the cost of the loan from operational revenue. The Parking Facilities Fund, which receives revenue from the municipal garages and lots, has budgeted revenue of \$3.4M in FY’24 and has historically (pre-COVID) generated \$200,000-\$400,000 in excess revenue (above costs), annually. A portion of these excess revenues is expected to cover the cost of this loan.

Motion:

“Adopt the attached Resolution related to financing of garage repairs.”

CITY OF BURLINGTON, VERMONT

Public Works Commission

RESOLUTION

Be it resolved by the Board of Public Works Commissioners (the “Board”) of the City of Burlington, Vermont (the “City”) as follows:

WHEREAS, the certain of the City’s parking lots and garages require capital repairs and improvements, including, but not limited to, the repair and replacement of a stair tower in the Lakeview Garage and certain other structural repairs to the Marketplace Garage; and

WHEREAS, City Charter Section 48(58) authorizes the City to acquire and hold and maintain and operate a municipal parking lot or lots, and a municipal parking garage or garages, and to improve, extend, add to, construct, and reconstruct such lots or garages and pledge or assign the net revenues from said lots or garages, after the payment of operating expenses, and may mortgage any part of all of said lots or garages, including personal property therein, to secure the payment of the cost of acquiring, leasing, altering, improving, constructing or reconstructing said lots or garages;

WHEREAS, the City Charter Section 48(58) further allows the City Council to mortgage its parking lots or garages and pledge the net revenues from such lots and garages for indebtedness incurred to finance the improvements to the City’s parking lots and garages, following a recommendation from the Board of Public Works Commissioners of the same;

WHEREAS, the Board now desires to recommend that the City obtain a loan by issuing one or more notes or bonds to finance the costs of such capital repairs and improvements;

WHEREAS, the repayment of such loan shall be secured by a pledge of the parking revenues and may be secured by a mortgage of the City’s parking garages and lots.

NOW THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The Board hereby recommends that the City Council authorize the issuance of one or more short-term notes or bonds in a principal amount not to exceed **\$750,000.00** to provide for the refinancing of capital repairs and improvements to the City’s parking lots and garages (the “Financing”).
2. The Board hereby approves the Financing, including a pledge of parking revenues as security for the Financing and a mortgage and security agreement of the City’s parking lots or garages.
3. In the event the parking revenues are insufficient to pay debt service on the Financing, the Board hereby directs the Director of the Department of Public Works to make a request to the City Council to make an appropriation of such funds as are necessary to make up such shortfall.

4. The Board, in exercising its authority under the City Charter of the general control, management, and supervision of all municipal parking lots and garages, shall establish rates and charges designed to meet the terms and repayment of the bonds and notes incurred pursuant to the Financing.

8887318_1:12576-00005



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: June 21, 2023

DRAFT FY'24 DPW GOALS & OBJECTIVES:

Around this time each year I work to provide the Commission a document outlining the Department's proposed goals and objectives for the coming fiscal year. I plan to have the FY'24 document to you a couple days prior to the June board meeting. Your feedback is most welcome. 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. More info: Chapin Spencer, cspencer@burlingtonvt.gov

CSWD DROP OFF CENTER AND CITY SOIL MANAGEMENT FUTURE

In order to move the City's soil management to 195-201 Flynn Avenue and then expand CSWD's Drop Off Center at 339 Pine Street on part of the old footprint of the City's soil management area, the City is seeking to purchase 195-201 Flynn Avenue from Chittenden Solid Waste District. The City Council at their 6-20-23 meeting will be considering extending an MOU with CSWD for another 3 months to give time to negotiate a purchase and sale agreement for the property. More info: Lee Perry, lperry@burlingtonvt.gov.

FY'24 BUDGET UPDATES:

Staff will be presented our FY'24 budgets to the City Council on May 17 – just before the Commission meeting. It has been a difficult budget year given that COVID-related funding is ending and some revenues (such as parking) has not fully recovered. Here are links to our presentations:

- [DPW General Fund Budget Presentation](#)
- [DPW General Fund Budget](#)
- [DPW Water Resources Presentation](#)
- [Parking & Traffic Presentation](#)
- [Parking & Traffic Budget](#)
- [City Capital Budget Presentation](#)

We are seeking a 6.52% increase in water and wastewater rates for the typical residential customer as well as a 5.6% increase in the Solid Waste Generation tax – starting July 1. More detail is in the links above. While the City Council is the Legislative entity that approves municipal budgets, we are sharing it with the Commission for your information. More info: Chapin Spencer, cspencer@burlingtonvt.gov.

BLACK LIVES MATTER STREET APPLICATION:

DPW completed the stewardship of the Black Lives Matter street application on Main Street for 3+ years as directed in the 2020 Council resolution. The last refresh was done on June 4, 2023. Thanks to President Paul for her leadership and volunteer coordination efforts – and to DPW Traffic for all of the prep work and site management.

CONSTRUCTION UPDATES:

- State paving of Winooski Avenue, Shelburne Road and St Paul Street will be occurring in the next 3 weeks weather permitting.

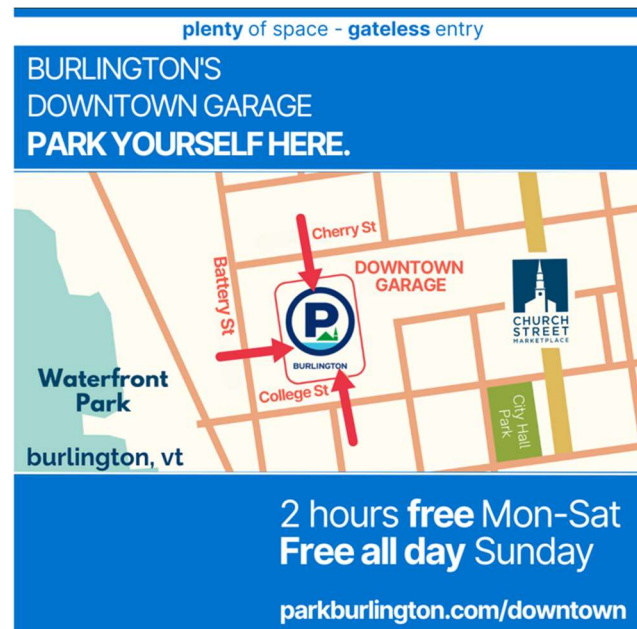
- Champlain Parkway work has focused recently on railroad crossing improvements at Home Avenue and Flynn Avenue, but will be turning to Lakeside Avenue and Pine Street in July. We will be hosting a public meeting and coordinating additional outreach prior to this new phase of work in the coming weeks.
- While bids for the North Champlain two-way protected bike lane came in too high for 2023 construction (over \$500,000), we have worked to value engineer the project in preparation to rebid the project this fall. We are aiming for a 2024 construction.
- The Water distribution and Wastewater/Stormwater collection system upgrade work is continuing across the City with final paving due soon on Lakewood, Tallwood and North Prospect streets. Replacement of a key section of sewer main on Pine Street between College and Bank streets will be starting later this summer.
- More 2024 construction information can be found on the City's Construction Portal at: <https://www.burlingtonvt.gov/construction>

DEADLINE TO STOP USING UNCOVERED RECYCLING BINS IS JULY 1:

The deadline for requiring toter use for the recycling program is July 1, 2023. We are continuing our educational campaign, but welcome Commissioner outreach to neighbors who may still be using uncovered bins. More info: Rob Goulding, rgoulding@burlingtonvt.gov.

CURRENT ONLINE AD CAMPAIGNS:

We have been using social media to get out the important news on the upcoming toter requirement and our underutilized Downtown Garage. We welcome Commissioners' amplification of these messages on social media.

We're running the Downtown Garage ad in Vermont as well as in adjacent drive markets. We are considering a French version.

FY24 DPW COMMISSION OFFICERS:

At the first Commission meeting after July 1, the Commission will be electing officers – a Chair, a Vice Chair and a Clerk. Feel free to reach out to Chair Hogan or myself if you have interest in serving in any of these roles. For info: Chapin Spencer, cspencer@burlingtonvt.gov.

Please don't hesitate to reach out with any questions. See everyone next Wednesday.

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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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, MBA
DIVISION DIRECTOR for PARKING & TRAFFIC

Date: June 21, 2023

To: Public Works Commission

From: Jeff Padgett, Division Director
Parking and Traffic

C.C.: Chapin Spencer, DPW Director
Matt Fitzpatrick, Parking Facilities Manager
Jackie Esperti, Parking Services Manager

Subject: Notice
50% off Saturdays at the Downtown Garage

Notice

In accordance with Appendix C of the Burlington Code of Ordinance, Section 19(d)2 – *Special Events*, the Director of Public Works is providing two weeks' notice for the following Special Rate Events/Promotions at the Downtown Garage:

50% off Saturdays: July 8, 15, 22, 29 and August 5, 12, 19, 26

Background:

As staff has presented many times over the years, the Downtown Garage continues to be underutilized, especially by transient parkers (parking by the hour). There have been multiple approaches taken over the years to incentivize transient parkers to park at the Downtown Garage (promo-codes, coupons, validations, etc.); these, however, required extra effort by the parker or merchant and had very limited utility. The “50% Off Saturdays” promotion is intended simplify access to the discount by changing the rate to \$0.50/hr versus \$1.00 on Saturdays through the summer, no codes needed; just park and pay like normal. This approach was used last summer and had nearly 3x the usage (versus similar past programs). Two hours of free parking will remain and parking is completely free on Sundays.

This offer will be promoted on signs at the garage and via social media in coordination with a general Downtown Garage awareness campaign which is already underway and is also promoting monthly parking and the Free Restaurant and Retail Parking program.

An Equal Opportunity Employer
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