



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
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Burlington, VT 05402-0849
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www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

**DPW COMMISSION MEETING AGENDA
February 16, 2022
6:30 – 9:00 p.m.
Masks Required**

This month, members of the Commission, City staff & the public are strongly encouraged to attend this meeting remotely:

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

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

If you prefer to attend in a physical location, you may join us at 645 Pine St in the front conference room (masks required)

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 of 1-19-22
- 5 20 Min Annual Lakeview/College Street Garage Occupancy Update
 - A Communication, J. Padgett
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – None
- 6 15 Min South End Construction Coordination Plan Update
 - A Oral Communication, C. Mims, & N. Baldwin
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested – None

- 7 15 Min Bright Street Traffic Calming – Parking Adjustment
A Communication, E. Ross
B Commissioner Discussion
C Public Comment
D Action Requested – Vote
- 8 10 Min Director’s Report
- 9 10 Min Commissioner Communications
- 10 **Adjournment & Next Meeting Date – March 16, 2022**



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**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING JANUARY 19, 2022
DRAFT MINUTES**

Commissioners Present: Commissioner Bose, Commissioner Hogan (Chair), Commissioner Kennedy, Commissioner Munteanu, Commissioner O'Neill-Vivanco (Vice-Chair), Commissioner Overby

Commissioner Absent: Commissioner Barr

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at 6:31 p.m.

ITEM 2 – AGENDA

Commissioner O'Neill-Vivanco made a motion to approve the agenda
Commissioner Munteanu seconded
Commissioner Bose Aye; Commissioner Kenney Aye; Commissioner Overby Aye;
Commissioner O'Neill-Vivanco Aye; Commissioner Munteanu Aye; Commissioner Hogan Aye.

ITEM 3 – PUBLIC FORUM

Karen Long called in about the Great Streets TIF Proposal. Mrs. Long stated that there are two projects permitted Zoning YMCS hotel has been approved and have had two extensions. There are no other projects to help pay for TIF. Is there a need for that much money on Main Street and how much parking would we be using by redoing Main Street?

Maureen Frye stated she has been working since October to have no parking on the residential side of the Lakeside Avenue. Ms. Frye has had letters sent to her for support of the no parking because research states it is not safe. Hula has a number of parking spaces on site for employees to use and people are taking the parking in the Lakeside Neighborhood instead of using parking provided by HULA. Metrics do not support what has been happening.

_____ Hula has plenty of parking. There is a lot of activity on the street. There is a sign petition that Lakeside is not safe and single side parking, neighborhood parking only. There is one egress route and the traffic has doubled in the spring and summer with the bike paths open. Please look at this.

Beverly Kehoe lives in Lakeside at Wright Avenue and Central Ave. She believes the parking issues are solvable. The actual metrics are important and she has never not seen a parking spot. The street is busy during the day and one of the greatest impact is when St. John's Club has event. I consider the most dangerous part of Lakeside Avenue is the underpass.

Jim Dunn lives on Central Avenue stated that when HULA came everyone was excited when HULA came and we knew it would create some traffic issues. The street is awkward, cars are sticking out in road and with cars, and parking on both sides of the street it is tight.

John Carlo is a Central Avenue resident stating that historically this is a factory town created to support Queen City Cotton Company and with Blodgett Oven and then HULA there has been a mixture of truck traffic. When Blodgett Oven was here there was no curb cut, no sidewalk no traffic calming cars exiting at one time. We have worked with DPW in terms of design for improvement and parking on both sides of the street creates a safer environment. It is tight exactly when the design drawing were, it does slow down traffic. It is not the perfect solution and there should be stop signs at all approaches. Sightline would improve with the removal of a parking spot or two.

Maddie Matthew request a stop sign at South Union Street and Adams Street. When coming up Adams Street to go onto South Union Street it is hard to see oncoming traffic on South Union Street because of the cars parked on the street.

ITEM 4 – CONSENT AGENDA

A – Approval of Draft Minutes 12/15/21

B – Parking Removal on Caroline Street

Commissioner Hogan stated there were a few minor edits to the minutes. Robert Goulding, Public Information Manager, stated he corrected Commissioner spelling change

Commissioner O'Neill-Vivanco made a motion to approve consent agenda with edited draft minutes.

Commissioner Kennedy seconded

Commissioner Bose Aye, Commissioner Kenney Aye, Commissioner Overby Aye, Commissioner O'Neill-Vivanco Aye, Commissioner Munteanu Aye, Commissioner Hogan Aye.

ITEM 5 – Revised Capital Plan and Main Street Great Street Proposed Ballot Items

Director Spencer stated these are two proposal to invest in city and we wanted the Commission to see this before we brought it to City Council on January 24th.
REVISED CAPITAL PLAN – City Engineer Norman Baldwin stated we are proposing a smaller Capital Bond on Town Meeting Day 2022.

Plan to nearly fully remove Memorial Auditorium from bond (defer decision on building's future until after BHS decisions.
Defer other items in the original plan to substantially reduce total amount of the bond
Federal infrastructure plan passed and we anticipate receiving budget-relieving funds (though need for more local match dollars too)
Property tax relief programs for hardest hit property owners will be implemented

If the Capital bond does not passed here are some of the consequences:

No local match funding for upcoming federal grants
No funds for failing emergency radio system
No fire truck replacements
No street or sidewalk preventive maintenance
No enhanced traffic calming
No plan BTV Walk/bike implementation
No curb work
No facilities capital budget
No parks special projects
No investment in public art

The updated Capital Bond Approach

Streets & Bridges \$2,000,000 – 1 additional mile per year, funds urgent work and will pursue IJA funds for additional bridge and paving work
Civic Buildings \$4,300,000 prioritizes urgent facility repairs
Parks \$2,000,000 prioritizes revenue generating Parks investments
Memorial Auditorium \$1,000,000 shift to a temporary stabilizing strategy
Local Match and Grants \$4,500,000 increased local match so City can better leverage Federal IJA funding
35% reduction from vote in December

There is an attached list on the effect of existing tax payments

Director Spencer stated that we would like a vote of support from the Commission

Commissioner Munteanu asked if there were more recent cuts from Board of Finance is recommending it to be taken from how it will affect the infrastructure.

City Engineer Norm Baldwin stated with the ability to fully fund, ability to pave, preserve and protect the sidewalk system, bridgework being deferred for federal funding.

Commissioner Bose a chunk of reduction Memorial Auditorium not in this the inability to maintain local match goes further down. Why did this fail? Need an idea of dollar value. A narrative on why you are asking for more money. It would be helpful in making clear on the circumstances and building and facilities repairs on what is being talked about.

City Engineer Norm Baldwin stated we are working on that list and identifying specifics – we are trying to fix some things but not everything.

Commissioner Bose stated he would like more specificity and he would support.

Commissioner Overby stated there is some confusion on how much TIF is related. Lack of specificity on the expenditures, is it an open line of credit for the city. I do not want to go to voters in March for a twenty million high school, not a good idea to go further until the cost of the high school. I will not support going forward for the \$25.9 million dollar bond. The details need to be worked out.

Commissioner O'Neill-Vivanco stated she agrees that clarification is needed on line items. There is uncertainty with the high school, tax bill hit homeowner's year and the school is a tough pill to swallow. Ten million for Memorial Auditorium to open doors deferred maintenance. Need to communicate return on lack of investment and what happens if the bond is not passed – failing infrastructure affects our everyday life. Specific projects need to be identified and what the money is going for. Are we eligible for \$1.4 million for aide for bridge repairs.

City Engineer Norman Baldwin stated there are different levels of bridge repairs. He believes we are eligible under the federal infrastructure bill.

Commissioner O'Neill-Vivanco stated that a better message needs to go out to the voters explaining where the money is going I do support this.

City Engineer Norman Baldwin stated the facility is leased to BT for servers. It has to be heated while the lease is in place. This building has been on my radar for many years it needs to be secure and safe for the public.

Commissioner O'Neill-Vivanco stated she does support this, fill in the blanks and push the school district to get a number out.

Commissioner Hogan stated that we have a challenge in front of us. Think about the deferred cost when this catches up with us. We do not have a lot of time to ask the voters for more money and the high school could cost a lot of money.

City Engineer Norman Baldwin stated that they are updating information as we get the new information.

MAIN STREET & GREAT STREETS

City Engineer Laura Wheelock is explaining TIF and did an overview of downtown projects using TIF dollars and reviewing the upcoming Main Street Great Streets Project.

City Engineer Wheelock gave an overview of the of the approve TIF projects that have already taken place downtown – St. Paul Street, Marketplace garage repairs, Browns Court parking lot clean up, storm water upgrades Main Street adjacent to City Hall Park. We are looking for approval for the repair or replace of ravine sewer, Main Street Upper block and Main Street lower block. For more information go the Public Works website to see the information provided in the Commission packet.

Commissioner Kennedy stated she likes the project and what changes were going to be made to make it more accessible.

City Engineer Laura Wheelock stated they were going to raise the whole street up for accessibility. She also explained taking parking space in the right of way not being used, we will have more specific information in March.

Commissioner Bose stated this has to be made known to the public. Laura explained that the Main Street initial outreach and design and construction phases. There will be weekly meetings.

Commissioner O'Neill-Vivanco stated she loves this and that St. Paul Street is pleasing. You mentioned failing trees and worn green belts is that streetscapes trees or Parks and Rec takes care of this. City Engineer Wheelock stated that this was DPW it was us, 8' wide tree belt, and width on soul pervious paver.

Commissioner O'Neill- Vivanco stated that the parking issue in other town they have signs to let visitors know where the parking is available. She asked about the impacts of the ravine sewer mean for existing businesses during the rehab.

City Engineer Wheelock stated they have to wait for the bond vote to see what is connected to it.

Commissioner Overby stated she does not feel that this will bode well in March. It should be on the November ballot and have more details with it. I am not supporting this I need more work and details. Brian Pine wants to do affordable housing how long is that sewer?

City Engineer Wheelock did not know exactly but estimated 6' tall in that area. This resembles tunnel. If we wait until November, it will be scary, as not all these things can wait. TIF has expiration until next March to bond. We need time with the design consultants and the hotel.

Commissioner Overby stated no dollars on no financial number to be believable. City Engineer Wheelock stated we do not have all the answers. Details are in the council packet I can send the link to you.

Commissioner Hogan stated there are opportunities to take advantage of, the gateway block is underwhelming. We need to take care of the ravine.

Commissioner Munteanu stated that year-by-year breakdown 2023-2025 what is the period for Main Street sewer project. Engineer Wheelock stated that it does not

necessarily change the taxes. Main Street starting September 2023, the lower blocks which are the simpler part of the street. It will be a minimum of 2 years before ravine sewer added in.

Karen Long stated that she is impressed with this commission. 40 million median prices around 300,000 and pay 15 more. Give price what it cost people will not affect property taxes, yes. TIF funding is speculative. City Place destroyed hope in Burlington, how much money do we have from City Place? There are no permits for VFW site. Memorial is something people will pay for. If you want this to pass, build trust. Timeline 2 years on Main Street can we survive. City Administration, DPW group, like to know how many engineers we have. Stratos luxury condo cost \$429,000.00 which is a lot of money now.

Director Spencer stated that given the hour no timeline that works for the Commission to make this work, Action is not necessary but your input is invaluable.

Commissioner Overby stated that she needs more information two plans are really an investment, waiting on school district for money number.

ITEM 6 – COVID 19 Operations Update

Director Spencer general operations during the pandemic a number of our people have been out with COVID or had contact with someone who did. We have been able to maintain our services and keeping critical operations continuing with the help of people from other department within Public Works stepping up and helping us out.

ITEM 7 – Director's Report –

Please see the Director's Report in the packet available on the website

ITEM 8 – Commissioner Communication

Commissioner Overby stated the snow fighting effort in the Old North End has been great.

Commissioner Bose seconded Commissioner Overby's comments for the snow removal. He stated that some of the comments received tonight asking for our trust I took issue with some of the comments. We can disagree about directions.

Commissioner O'Neill-Vivanco stated as well thank you for the snow removal. Commissioner O'Neill-Vivanco stated that some of the comments early in the meeting in elevated tone. We are all volunteers and we do not have magic wands. We rely on data

from staff for making our decisions. I took offense that we have been sitting in our hands since October.

Commissioner Hogan stated thanked the department for carrying on. We need to look at the metrics and where we are. A conversation to get additional staff member.

Director Spencer stated we have council support for an engineer. We are hiring for the position. We are looking at hiring a Public Works Transportation Engineer.

ITEM 9 – Adjournment & Next Meeting Date - February 16, 2022

Commissioner O'Neill-Vivanco made a motion to adjourn
Commissioner Munteanu seconded
Unanimous approval

Meeting adjourned at 9:20 p.m.



Annual Occupancy Analysis Report

Lakeview and College Street Garage

Public Works Commission – 2/16/22

Why this report?

Delegated Authority and Occupancy Performance

Delegated Authority

In October, 2019 the Public Works Commission delegated authority to the Director of Public Works to enter into monthly parking agreements.

This was done to:

- 1) Expedite processing for parkers
- 2) Minimize work effort for DPW staff
- 2) Allow DPW greater flexibility optimizing occupancy

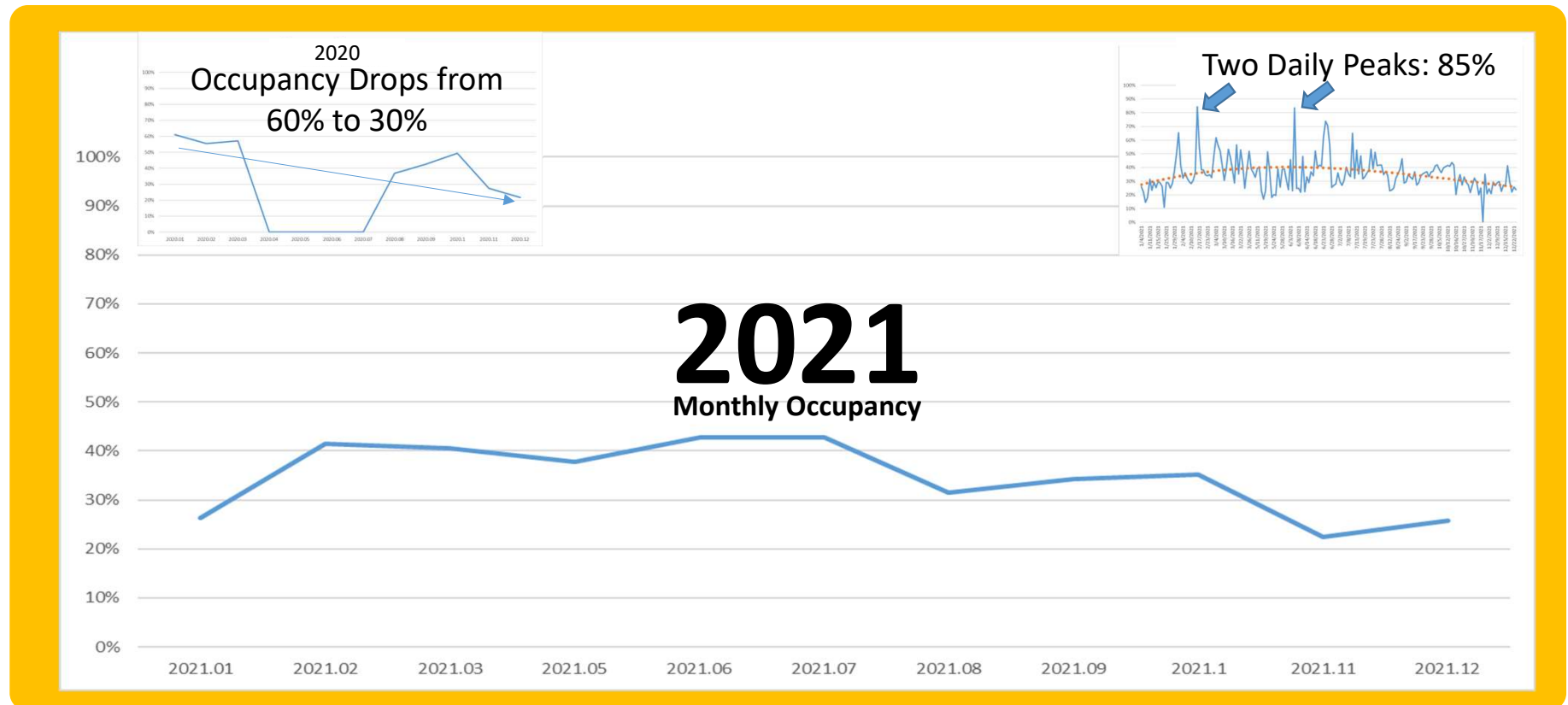
Occupancy Performance

As a condition of this delegation, the PWC required an annual report to ensure that occupancy of the garage is managed and optimized. This is the third required Annual Report.

Occupancy remains dramatically low

Well below capacity and historic volumes.

BHS
Enters



Revenues are recovering from Covid-19

Average annual revenues are nearing budget volumes.

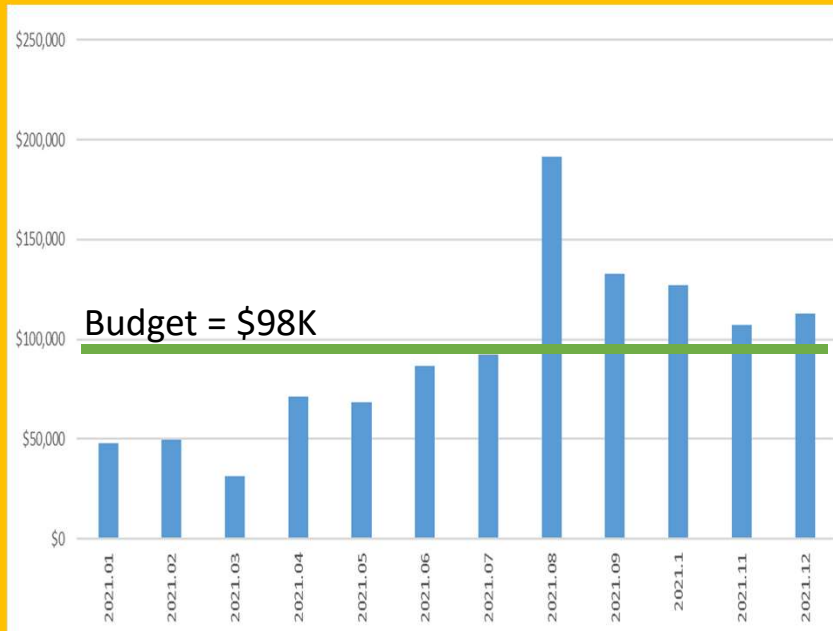
	Budgeted Revenues*	2021 Actual Revenue	Percent of Budget
Monthly Permit Revenue Per Month	\$98K	\$93K	95%
Average Transient Revenue Per Month	\$33K	\$35K	89%

**Because the garage is operating near budgeted Revenue, budget performance is presented v.s. pre-Covid performance as in previous reports.*

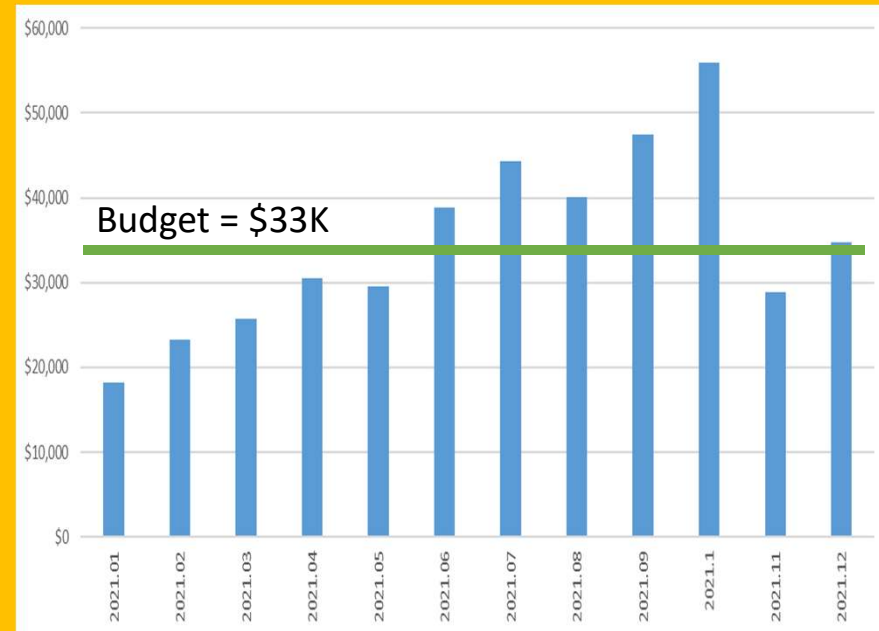
Revenue Trends *improved* over the year

Monthly Revenues now exceed budget

Monthly Permits



Transient and Hotels



Free Employee Program is a Success

Participation is enthusiastic and within budget.

**Companies
Participating**

70

**Employees
Participating**

700

**Employees
Parking Daily**

125

Budget Performance vs. \$180K

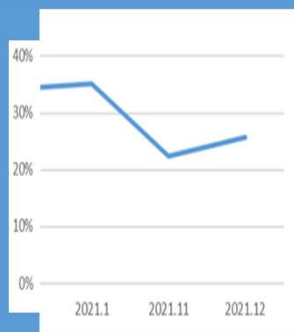
Annualized from April 1 when permits were issued vs. validations

\$151K => 84%, good

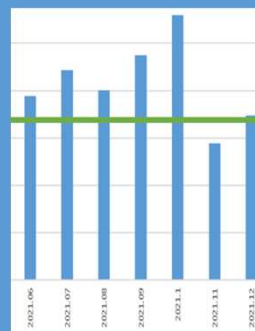
Conclusion: Revenues Recovering yet Occupancy Low

Better occupancy measures needed to correlate with revenues.

Occupancy Remains Low



Revenues Recovering



Next Steps

1. **Improve occupancy resolution**
 - Time of day
 - Parking Services Agents
2. **Monitor/Revoke Employee Free Parking**
 - To improve permit/occupancy resolution
3. **Update Agreements: address lack of use**
4. **Begin to understand Oversell Threshold**

100 Bank Street Occupancy Status

Status of usage by 100 bank tenants per Development Agreement executed in September, 2021

Calendar Year Starting	Committed Usage
10/1/2022	200*
10/1/2023	
2024	
2025	
2026	

*Initial Term is an Allocation, not commitment

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. During the Initial Term, the City will provide an allocation of 200 parking permits upon ninety (90) days' prior notice from Permittee. Permittee will administer such parking permits for Permittee's employees and tenants. The Parties acknowledge that number of permits may fluctuate up and down (upon ninety (90) days' prior notice from Permittee) based on Permittee's needs during the Initial Term.

For each year after the Initial Term, Permittee will provide written notice to the City by October 1 of the number of parking space permits Permittee will commit to assume for the upcoming year (up to 200 permits for Year 6). For ensuing years, the maximum number of permits for which Permittee may commit to assume will be limited to the number of permits actually assumed by Permittee in the previous year. The City will cooperate with Permittee to provide additional permits if requested by Permittee at least 90 days in advance, subject to availability and as approved by the Public Works Commission if the City determines such approval is required.

Thank you!



BURLINGTON

Annual Occupancy Analysis Report

Lakeview and College Street Garage

Public Works Commission – 2/16/22



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
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Memo

Date: February 16, 2022

To: Public Works Commission

From: Elizabeth Ross, Planner

Subject: Bright St Traffic Calming - Parking Adjustment

Recommendations:

Staff recommend the DPW Commission pass the below motion amending Appendix C as follows:

“To adopt the below proposed amendments to Appendix C, Rules and Regulations of the Traffic Commission, Sections 7 (No-parking areas) and 7A (Accessible spaces designated), of the Code of Ordinances of the City of Burlington, in relation to altering parking on Bright Street for the purpose of traffic calming.

- Section 7 No-parking areas.
No person shall park any vehicle at any time in the following locations:
 - (422) On the west side of Bright Street ~~from Riverside Avenue Archibald Street~~ beginning at Archibald Street and extending north for 230 feet.
 - (449) ~~Reserved.~~ On the west side of Bright Street beginning at Riverside Ave and extending south for 130 feet.
 - “(500) On the east side of Bright Street ~~for ten (10) feet south of Driveway at 30 Bright Street.~~ beginning at the driveway between 48 and 50 Bright Street and extending south 200 feet, ending ten (10) feet south of Driveway at 30 Bright Street.”
- Section 7A Accessible spaces designated.
 - (147) In front of ~~48~~ 41 Bright Street.”

Purpose & Need:

The purpose of this request is to alternate parking in the middle section of the street. The need for this change is to promote a traffic calming effect on Bright St.

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			No prior city plan for traffic calming on Bright St
Followed Public Engagement Plan?		X		This Traffic Regulation change is defined as an INVOLVE project in the Public Engagement Plan (PEP).

Background:

Thanks to additional traffic calming funds allocated by City Council this year, we are now working with consultant VHB on a few streets that rose to the top of our traffic calming priority list, one of which is Bright St.

The 2020 Traffic Calming Manual provided options to calm traffic on Bright Street. Based on VHB's analysis, considerations from Burlington Public Works and Fire Departments, and public feedback, we are planning to advance a chicane using parking restrictions. We are proposing to alternate parking in the middle section of the street, consolidate curb cuts, and rehabilitate curb lines to calm traffic and "green" the neighborhood. Going from south to north on the street, parking would alternate east / west / east (this is more easily understood when looking at the attached mailer). By alternating the parking, drivers would be forced to slow down and maneuver between the changing sides of parking on the street. We have observed that parking is well utilized on this street, so we feel that the desired calming effect will be created using the parked cars.

Public Engagement:

The traffic calming concepts were shared at a neighborhood meeting on January 26, 2022. In preparation for the 2/16/22 DPW Commission Meeting, staff mailed letters (see Attachment-1) to the residents and property owners on Bright St. Staff also notified area-Councilors regarding the parking changes.

As of 2/10/22, there have been several responses via email and one response via voicemail (see Attachment-2) from Bright St neighbors, most of which were supportive of or neutral regarding the preferred alternative. One responder expressed concern about the parking chicane, since it requires on-street parking to be highly utilized to be effective. They also preferred a different combination of traffic calming techniques than was presented in the alternatives.

Summary and Conclusion:

The proposed traffic regulations will:

1. Allow parking on the west side of Bright St in front of 33-43 Bright St.
2. Prohibit parking on the east side of Bright St, beginning 10 feet to the south of the driveway to 30 Bright St, and extending to the north until the driveway between 48 and 50 Bright St.
3. Move the existing accessible space from in front of 48 Bright St to in front of 41 Bright St.

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

Attachments:

1. Mailing
2. Public input correspondence

Bright Street Traffic Calming

In response to a neighborhood request for traffic calming along Bright Street, the Department of Public Works (DPW) hosted a public meeting on January 26th, 2022. We presented findings from our analysis of crash, volume and speed data along the street. In response to community input and our findings, a preferred alternative for improvements along the street was presented.

Recommended Improvement—Redefine the West Curb & Alternate Parking to Create a Chicane

The recommended improvements for the corridor will seek to slow motorist speeds along the roadway, while also enhancing the streetscape of Bright Street. The curb reconstruction will visually narrow and physically “harden” the roadway, while driveway consolidation will provide more green space and create opportunities for street trees. Alternating the side of the street that parking is on will create a natural “chicane,” requiring motorists to slow their speeds to navigate around parked vehicles. The City estimates that with this recommended improvement, there will be a gain of one parking space along Bright Street

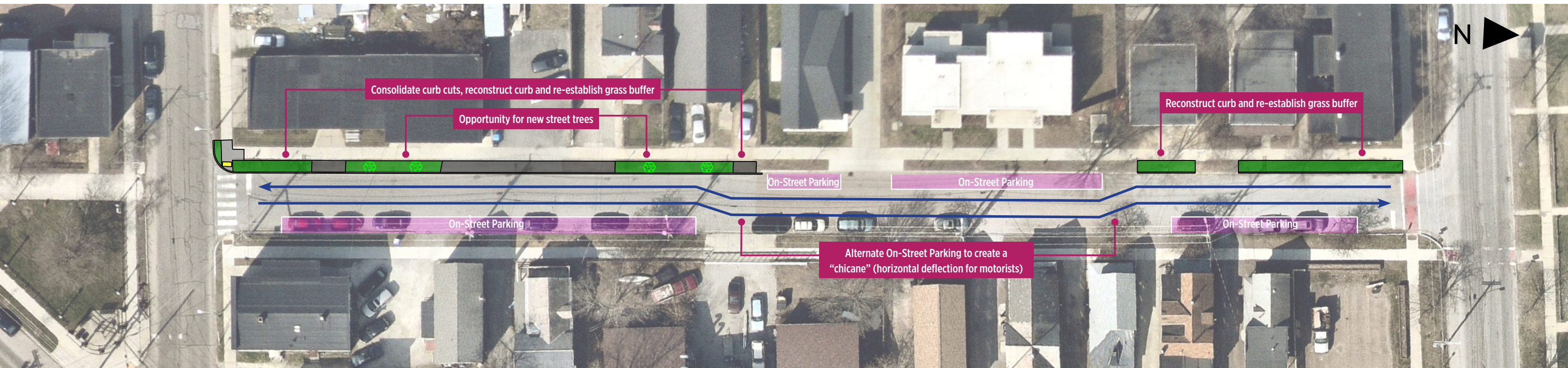
We want to hear from you!

The City of Burlington DPW is soliciting feedback on the recommended improvement along Bright Street. Please share your feedback by contacting either dpwplanning@burlingtonvt.gov or **802.391.6808**. There will also be an opportunity to share feedback at the upcoming DPW Commission Meeting on: **February 16th, 2022**

All meeting information, including time, location, and how to join virtually will be posted at the following website closer to the meeting date: <https://www.burlingtonvt.gov/DPW/Commission/Agendas>

Contact Information

Elizabeth Ross
Planner, Department of Public Works
645 Pine Street, Burlington, VT 05401
802.391.6808
dpwplanning@burlingtonvt.gov



Contact DPW with comments at
dpwplanning@burlingtonvt.gov or (802) 863-9094

Attachment 2

Public input correspondence emails

1/27/2022

Hey Elizabeth, This is great! Thanks for sharing! Eric

Eric Fitzgerald
Property Manager
Burlington Housing Authority

1/27/2022

Thanks Elizabeth, to you and Drew. It was enlightening even just communicating over the phone.

I just forwarded the slideshow to my coop, which is a big chunk of Bright street residents. Sent to Pete too.

Stay safe,

Christopher David Ramos

2/4/2022

Hi Elizabeth and Drew,

Here is the feedback from my household.

Judging by the sharp distinction between the two alternatives, there appears to be a bit of rigging of the polls, so to speak.

So, our preference is most of alternative one and the two chokers.

In summary, these are the changes we'd like to see:

- Everything in alternative one (curb rehabilitation, re-establishment of green buffers, etc), except alternating parking.
- Two chokers.

While we can't be sure how you did your analysis, we don't think we can count on the "natural" chicane effect of the alternating parking: we can't count on cars being where they need to be to produce that effect.

Lastly, would you clarify something? The greening of space per alternative one, referred to as an "opportunity"; would this constitute a separate project, or would it be a part of the traffic-calming project?

Stay safe,

Christopher David Ramos

1/31/2022

Hi Elizabeth,

Thank you so much for sharing this with me.

Since I don't know much about city planning, it seems like the option to rebuild the curbs and move some parking to the other side of the street is a good one. If research supports that this option would result in a greater reduction in speed than the speed bumps, I'm supportive.

Glad it's being addressed.

Thanks again,

Megan

2/4/2022

Hello everyone,

As a member of the bright street Co-OP I did call in and left a message for Elizabeth as C. Amos said it very clear. Which ever you wish let this get done and over with it we're expecting yearly.

Sincerely ,

Alex P

1/31/2022

Hello Elizabeth and Drew,

I see the PDF and since road surface

changes are ruled out, I endorse the Plan 1, with restoration of Greenway and parking restructuring.

Again, I want to emphasize the need for enough space for the Casella and DPW Compost trucks to be able to back into the 37 Bright St, entryway in order to empty the 64 gallon bins we use for waste and compost. The building was designed to NOT provide collection access anywhere else on the property. They literally pull up to our front door 3 times each week. There are 50 residences at this complex.

The trucks enter Bright St from Archibald, drive almost two car lengths past the entryway, and then start making their backing maneuvers to get back to the courtyard space and access to the trash recycling and compost room. I believe they also pull forward once, straighten out, and resume backing but I think there's a driveway opening on the south side that provides the space they need for that.

The Recycling collection has to take place on the street. These trucks pull up to our entryway from Riverside. The lift mechanism is on the right side of the truck. The Blue Bins are lined up on the widened

sidewalk area to the south side of the entryway opening to the street, on the morning of pickup. This area must remain a no parking zone, but could be just for that pickup day which is currently Tuesday, weather permitting! Something to consider.

Sorry I didn't succeed at entering my email correctly, and my tardy arrival. I am happy to learn about your plans and the prospect of restoration to a challenging area of the city.

Pete Sullivan

Public input correspondence phone calls

2/3/2022

Alex Pial called in support of the option which moves a few parking spaces to the west side curb.



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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: February 16, 2022

I hope everyone is well.

Traffic Request Updates

There are a few traffic requests that Commissioners have discussed or heard public comment on over the past few months. Here are updates:

- **Lakeside Ave Parking Removal Request:** Last month Lakeside resident Ms. Fry asked staff to confirm data on tickets and tows. Staff rechecked and confirmed the data and has shared the findings with Ms. Fry. As discussed last month in our memo, staff is committed to bracketing the parking spaces on the south side of Lakeside Avenue in order to reduce driveway encroachment concerns. This work will be done this coming spring. Staff will continue to monitor the area.
- **Adams and South Union Stop Sign Request:** Data collection is needed to determine whether a warrant for stop signs on South Union is met. It is in queue for data collection. Staff will bring forward a recommendation (either to install stop signs, keep the current condition, or make other adjustments) at a future meeting.
- **Overlake No Parking Request:** Staff continues to actively review this request. We expect to have additional information for the Commission at this upcoming meeting.

South End Construction Coordination Plan Updates:

- **Shelburne St Roundabout:** Blasting of ledge continues at the Shelburne St Roundabout project. More ledge removal is needed to accommodate underground utilities than was initially projected. This is extending the timeline for the project, but good progress continues to be made. More info: Olivia Darisse, odarisse@burlingtonvt.gov
- **Champlain Parkway:** FHWA issued the Record of Decision in January. The initial construction contract, consistent with the South End Construction Coordination Plan, was put out to bid last week. We expect to return to the City Council in April to award the construction contract, with construction projected to start in June 2022. More info: Corey Mims, cmims@burlingtonvt.gov
- **Waterfront Passenger Rail & Bike Path:** Approximately three months of work will be needed this spring to complete the various contracts for the passenger rail and bike path relocation project. The work will again close sections of the bike path on the waterfront in April and May. Stay tuned for more information. We understand VTrans and Amtrak are planning for initiating passenger rail service this summer. More info: Norm Baldwin, nbaldwin@burlingtonvt.gov
- **Railyard Enterprise Project:** Public meeting for this project will be on March 10. A new website has been launched with background information and details on the upcoming meeting. More information will be added to the website soon. More info: Corey Mims, cmims@burlingtonvt.gov
- **Class 1 Town Highway Paving:** VTrans is on schedule to begin paving Routes 2 and 7 in Burlington in 2022. More info, Corey Mims, cmims@burlingtonvt.gov

- **Main Street Great Streets:** We are continuing our series of public meetings on the project. Building on a decade of previous efforts, the City is advancing a generational upgrade of a key six blocks of Main Street – between South Union Street and Battery Street – through utilization of tax increment financing (TIF). This is a proposed ~\$30M generational reinvestment into Burlington’s Main Street – including renewal and/or upgrades to the entire public right of way – from utilities, stormwater facilities, lighting, parking, multi-modal transportation, public realm amenities and more. Information on the project can be found here: <http://greatstreetsbtv.com/main-street-st-paul>. More info: Laura Wheelock, lwheelock@burlingtonvt.gov. Upcoming public meetings:
 - February 16: Church Street Marketplace Commission 9am
 - February 17: Ward 5 NPA 6:45pm
 - February 22: Burlington Business Association - Downtown Action Group 9:30am
 - February 23: Ward 4/7 NPA 7pm
 - February 24: Transportation Energy Utility Committee 5pm
 - March 9: Ward 1/8 NPA
 - March 10: Ward 2/3 NPA 6:30pm
 - March 15: REIB Committee

Two Town Meeting Day Ballot Items

At the City Council’s January 24 meeting, the Council voted to place to capital project related items on the Town Meeting Day ballot that would enable the City to continue its generational reinvestment in the City’s aging infrastructure:

- Reduced \$23.8M General Fund Capital Bond (Question #3)
- Downtown TIF-funded Main Street Great Streets Project (Question #4)

We appreciated the opportunity to present these items to the Commission last month and get your feedback. Thanks to your input, we provided more specificity on projects proposed to be funded with the general obligation bond. More information on ballot items can be found here:

https://www.burlingtonvt.gov/CT/Elections/Results/TMD2022_ballot_items. If you or other residents have questions, feel free to reach out to Director Chapin Spencer, cspencer@burlingtonvt.gov.

We will have an agenda item at the Commission to brief you on these proposals and ask the Commission to consider supporting placing them on the ballot for the Council’s upcoming decision.

Public Works Staff - Emergency Responders

Over the past two weekends, our staff have responded to challenging conditions:

- First, over the weekend of January 29-30, our crews responded to four water main breaks and repaired them with the help of private contractors in especially cold conditions. Approximately 70 homes in the NNE experienced a disruption in the water service for approximately 24 hours and then had a boil water notice for a day until tests verified the water exceeded our standards.
- Second, during the following week and weekend, crews successfully plowed our streets, sidewalks and bike lanes during the season’s largest snow storm. Every division at DPW as well as staff from other departments participated in this snow fighting effort. It was a long storm with two nights of parking bans and snow push backs. Our two rotating crews worked exceptionally well and we received generally positive feedback from the public. We are having pizza today for staff to recognize their efforts on a job well done.

Thank you all. Please don’t hesitate to reach out with any questions.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

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

Date: February 7, 2022

To: Board of Finance

C.C.: Chapin Spencer, Director of Public Works
Katherine Schad, Chief Administrative Officer

From: Jeffrey A. Padgett, Division Director for Parking and Traffic
Richard Goodwin, Director of Finance

Subject: Parking Facilities Fund Update on Debt Management

BACKGROUND

As of June 30, 2021, Parking Facilities (Fund 265) audited losses were \$4.5 million, offset by \$1.2 million in pre-pandemic fund balance for a deficit of \$3.3 million. The FY21 management letter from the City's auditors made a recommendation that the City correct the \$3.3M deficit in the Parking Facilities fund (Fund 265) before June 30, 2022.

The Parking Facilities losses were driven almost exclusively by impacts of the COVID-19 pandemic. During this audit period, Parking Facilities revenues were severely reduced, and in fact fell to nothing for many months. In total, this generated a loss of approximately \$1 million. As stated in the Management Letter response, this operating loss caused the Parking Facilities Fund to not meet the Debt Service Coverage Ratio requirements for its long-term bank loan. To avoid breaching a condition of our loan and causing a non-compliance issue with Key Bank, our lender, and also potentially a negative effect to our Moody's credit rating, the City paid off this \$3.5 million loan. In summary:

COVID Operational Losses:	-\$1.0 Million
Debt Payment:	-\$3.5 Million
Fund Balance:	<u>\$1.2 Million</u>
Total Deficit:	-\$3.3 Million

Today, the City is unable to secure new commercial financing based on our audited Profit and Loss Statements and Balance Sheets. In order to remedy this deficit without affecting the general fund, we have developed the following strategy.

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STRATEGY

Three funding sources have been identified to address this deficit:

- \$1 million ARPA Funds - this was approved by BOF/CC on October 25, 2021 and is not yet reflected in the balance
- \$300,000 fund balance from Traffic Fund (Fund 264) - leaving approximately \$250,000 remaining in the fund balance in recognition of continued uncertainty of revenues in this fund
- \$2 million Revenue Anticipation Note (RAN) - This instrument functions as a line of credit, which can be drawn upon as needed, and will be paid off using funds previously used to service the private loan. This instrument is backed by the full faith and credit of the City and is not awarded solely upon the merits of the garage revenues as was the private loan. We plan to come back to BOF/CC no later than April 2022 to approve these details. This strategy will cover \$3.3 million deficit.

ONGOING RECOVERY

Despite the challenges of the pandemic and the slow recovery during FY21, changes to garage operations have led to a very optimistic revenue recovery in FY22 for the Parking Facilities Fund. Specifically, in April of 2021, the “2 Hour Free” rate was removed from the Marketplace Garage which had an immediate positive impact on revenues. Additionally, demand for monthly parking permits at the Lakeview/College Street garage remains strong and hotel guest parking has returned to pre-pandemic levels. The presence of the Burlington High School has improved the “energy” in the garage and also provided foundational revenue. Looking forward, we are in discussions with the State of Vermont to provide parking for up to 500 employees as they renovate their office building garage on upper St. Paul Street. These demands point to a bright future for revenues and also the need to closely manage occupancy.

Over all, these positive trends drove Parking Fund (Fund 265) revenues to exceed budgeted revenue in July 2021. This continued through October. In November and December, revenues dropped slightly, which is typical seasonally and also due to the Holiday Parking Promotion (1 hour free via ParkMobile), yet they remained very close to budget (~87%). This dramatic recovery to date in FY22 supports the reasonable expectation that FY22 will finish out at or near budgeted revenues and continue to be strong in FY23.

However, regardless of the revenue outlook, a sustainable operation and a sound approach to debt is needed. The proposed RAN will cover a \$2M deficit that was generated by 1) reduced revenues due to Covid-19 and 2) the resulting required payoff of the loan due to not meeting the coverage ratio terms. The combination of ARPA funds and reallocation of Traffic funds (Fund 264) to cover some of the debt created a situation where, as the pandemic wanes and revenues continue to grow, the Parking Fund (Fund 265) will be carrying LESS debt than pre-pandemic. Therefore, the combination of reduced debt load and (expected) increased revenues should lay the groundwork for a rapid and full recovery of the Parking Fund (Fund 265).

RAN FINANCING MODEL

A RAN has a one-year term. To implement this strategy the Parking Fund (Fund 265) would utilize a series of RANs renewed annually that reflect the fund’s ability to pay off this loan. It is expected that the fund will continue to make the same annual debt service payment as have been made to service the former KeyBank: approximately \$500,000. The KeyBank loan was \$42,263/month, or \$502,158 annually over 8 more years for a total of approximately \$4 million.

Year	RAN Needed	Interest Rate Estimate	Interest Amount Estimate	Paydown Amount	Total Cost to Traffic Fund
FY22	\$2,000,000	3.0%	\$60,000	\$440,000	\$500,000
FY23	\$1,560,000	3.25%	\$50,700	\$449,300	\$500,000
FY24	\$1,110,700	3.5%	\$38,875	\$461,125	\$500,000
FY25	\$649,575	3.75%	\$24,359	\$475,641	\$500,000
FY26	\$173,934	4.0%	\$7,197	\$173,934	\$181,131
TOTAL					\$2,181,131

No formal action is needed at this time from the Board of Finance but we will return in the coming months to move a strategy forward.

Future Plans

Prior to the pandemic the City had plans to take on more Parking Facilities debt to make a major investment in the Church Street Marketplace Garage. As a result of the revenue challenges created by the pandemic as well as other factors we believe that such an effort is at least two years away. The strategy described in this memo will, if successful, put the City in better position to take on new debt to support that investment several years from now. In the shorter term we will continue to fund new maintenance efforts out of cash flow, and will continue to pursue revenue enhancing strategies including new residential parking agreements that allow the garages to be better utilized overnight, and bring down the cost of new housing by reducing the need for new structured parking for downtown housing projects.

**DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING FEBRUARY 16, 2022
FINAL MINUTES**

Commissioners Present: Commissioner Barr, Commissioner Bose, Commissioner Hogan (Chair), Commissioner Kennedy, Commissioner Munteanu, Commissioner O'Neill-Vivanco (Vice-Chair), Commissioner Overby

ITEM 1 – CALL TO ORDER

Commissioner Hogan called the meeting to order at 6:31 p.m.

ITEM 2 – AGENDA

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

ITEM 3 – PUBLIC FORUM

Michael Long commented on Ballot Item 4. DPW and the city are not allowed to advocate on a project just inform the citizens. Item 4 is advocated. There is a lot of misinformation on how TIF works and it does affect the taxpayers.

Caryn Long seconded what Michael Long stated and also stated that things can go wrong. City Place is supposed to pay for schools but who is going to pay for additional police protection and fire protection. TIF is robbing the education fund. TIF is the biggest sales pitch fund this with a bond.

Sharon Bushor stated that the process that changed regarding traffic calming. We got a notice about a preferred solution and the residents were not asked about the preferred solution. The process is too lengthy. The residents are not asked about the process. I am asking the Commission to reflect on the process you were involved in; there is a concern about parking being removed. There needs to be communication and dialogue.

ITEM 4 – CONSENT AGENDA

A – Approval of Draft Minutes 1-19-22

Chair Hogan stated there were proposed edits that were circulated earlier. Robert Goulding, DPW Public Information Officer, stated that he sent another copy of the minutes with some changes he made to spelling of names and a comment in public forum. Commissioner Overby had changes in the minutes as well.

Commissioner Hogan asked about the proposed edits

Mr. Goulding stated they involved the Main Street Great Street presentation and also the phrasing in Director Spencer's report about the COVID 19 operations.

Commissioner Munteanu made a motion to accept the minutes with the changes

Commissioner O'Neill-Vivanco seconded with the approved amended minutes.

Commissioner Barr abstained from voting, as he was not present at last month's meeting.

Unanimous approval.

ITEM 5 – ANNUAL LAKEVIEW/COLLEGE STREET GARAGE OCCUPANCY UPDATE

Division Director Jeff Padgett stated we have delegated authority to enter into monthly agreements with customers wishing to rent space in the parking garages.

The occupancy rates were still low in 2021 at 30-40% full and there were a couple of peak times where occupancy was at 85%. There are 700 workers who have permits for free parking and currently we see 125 parking on a daily basis, we will be evaluating this because we don't need to have this many spots for free parking when for the most part only 125 are being used take some away but will give them back if needed.

Starting in March 1st, we will be transitioning to Park Mobile in the garages. There are some issues with parking groups. The 100 Bank Street tenants nothing has changed there is still an allocation of 200 spots.

Commissioner Munteanu asked who was eligible for the free parking spots and asked if we are encouraging use of other means of transportation.

Division Director Padgett stated the businesses downtown are for the front line workers. This is part of the removal of the two hours free parking from the Marketplace Garage. This is not encouraging bike/ped but that is not my job but we do have bike racks in stock we just need to figure out where we can place them.

Commissioner Munteanu asked about the bike lockers in the Market Place Garage if they were being rented. Assistant Director Padgett stated that there are no bike lockers at Lakeview Garage.

Director Spencer stated that the bike lockers were used to store stuff long term we need to figure out how to provide secure bikes.

Commissioner Overby stated she never supported the free parking for employees and asked if switching to Park Mobile will, there no longer be cash or credit card payments will it have to be done through the app.

Division Director Padgett stated it would work the same as we have on the street now. There will be a kiosk for payment.

Questions about the 100 Bank Street and their 200 permits that are available and was informed that the allocation hasn't changed. How can we get more people to visit the garages? They are not attractive and we need to make more signage for people to know where the entrances to the garages are.

Commissioner O'Neill-Vivanco asked if they could track the employee parking and if 700 are used on a daily basis. Assistant Director Padgett stated with the use of Park Mobil we will know who is parking there.

Commissioner O'Neill-Vivanco asked how we are encouraging net zero energy while our department needs revenue. There are not ample transit options that run in the evening.

Division Director Padgett stated doesn't see job as generate more traffic we want to make the garages attractive and say let's go to that garage it is fast and efficient place to park.

Commissioner Hogan questioned the usage of the Marketplace Garage about encouraging pattern validation program worked. AD Padgett stated the program was too hard to use, too many avenues to pay and with Park Mobil you get a free hour of parking.

ITEM 6 – SOUTH END CONSTRUCTION COORDINATION PLAN UPDATE

DPW Engineer Cory Mims stated that we are going to give an overview and update on projects in the city. We have completed concrete crack repairs on 189 and Winooski Bridge. In 2022 VTRANS will have a Class 1 paving in Burlington and Winooski.

Vermont Rail and Amtrak project will be finished in the spring

The roundabout is a little behind but is scheduled to be finished in 2023

Champlain Parkway went out to bid and we had a mandatory pre-bid meeting. March 18th bids will be received and we will award it in April.

The first phase of the project will be Home Avenue to Lakeside to Pine and Pine to Kilburn, there will be a shared use path. This will start in 2022 and completed in the Fall of 2024.

Main Street Great Streets we have some designs on that. City Engineer Baldwin stated the scope of work is going for a TIF vote in March and we will be engaging stakeholders in conversations. This is one to two years before the design process.

The railyard project we will start the outreach with stakeholders in early March and we will provide an update. We are working on engaging the public and using different languages to get more people involved.

Commissioner Bose stated it would be helpful to outline public engagement several times and chart out construction with stakeholders. Make it very clear about the way the department is heading with the projects. The roundabout is a good example of getting updates.

Commissioner Overby asked about the Champlain Parkway require stoplights and not roundabout for safer intersection, does the current bid plan have any or are we required to spend money for stoplight at the intersections?

City Engineer Norman Baldwin stated we have to advance with the design as proposed, there is no option. Project has to be built as designed.

ITEM 7 – BRIGHT STREET TRAFFIC CALMING – PARKING ADJUSTMENT

We are making a parking change on Bright Street through traffic calming from requests from members of the neighborhood. Our recommendation is to moving to the west side from the middle of the street to end. This would slow down the traffic and we could rehabilitate the curb on the southwestern side of the street and add some new greening. This would provide traffic calming and more beautification of the street. There is an accessible parking space from 48 to 41 Bright Street.

Commissioner Overby had some concerns about moving the parking to the west side of the street. There is a fire hydrant on that side of the street as well as the Bright Street Coop has a walkway there where their recycling is put on their pick up day as well as the six foot parking away from fire hydrant. Commissioner Overby asked what the other alternative was and was informed that there would be two mid-block curb extensions.

Commissioner Barr stated the chicane is a good tool if it is in place properly. Need to address the ADA space moving as it might make it difficult for the person using it. Commissioner Hogan asked about the logic for traffic calming and City Planner Nicole Losch stated that City Council granted \$300,000.00 for traffic calming to make headway on all the requests that we have. We have three other streets as well as this one that we are planning for traffic calming – Birchcliff Parkway, East Avenue and Scarff Avenue.

Commissioner Barr mad a motion to accept staff's recommendation.

Commissioner O' Neill-Vivanco seconded

Commissioner Overby "Nay"; Commissioner Barr "Aye", Commissioner Kennedy "Aye", Commissioner Munteanu "Aye"; Commissioner Hogan "Aye"; Commissioner O'Neill-Vivanco "Aye"

Approved 5 Ayes – 1 Nay

ITEM 8 – DIRECTOR'S REPORT

Traffic calming program has evolved and we are working to get down the list. Have listened to concerns of Mrs. Bushor on the East Avenue traffic-calming project. We will have more updates for next month's meeting.

Kudo to staff working on the water main break at Overlake Park over the weekend.

Thanks to staff for winter plowing during the storm

ITEM 9 – COMMISSIONER COMMUNICATION

Commissioner Barr commented on snow removal the sidewalks and roads were clear, salted, and walkable. Asked if recycling bins could be placed back where they belong instead of left in road or bike lanes.

Commissioner Overby mentioned the flowerpots on Main Street and South Winooski Avenue people are being forced out into the street, not a good idea to have that particular flowerpot there.

Commissioner Kennedy commending staff- car was towed and everyone was really nice and helpful when called to see where car was. Was wondering if there could be something online so we can find out where car is. Director Spencer stated this was a privacy issue with the plate numbers.

Commissioner Kennedy asked about College Street and South Willard Street no signal for pedestrians.

Commissioner Munteanu stated the quality of the sidewalks after the storm was good. Also had concerns about College Street and South Willard Street. Traffic goes fast and there is a high volume of pedestrian traffic at this intersection.

Commissioner O'Neill-Vivanco stated she has a friend who lives on Catherine Street and she admitted that the parking change is working well. Also had a question about fining people who have private plower who plows the snow into the sidewalk. Director Spencer advised her to call Customer service, we will let the Excavation Inspector know, and he will contact the property owner.

Commissioner O'Neill-Vivanco stated the water main break on upper Cliff street was handled quickly, crews arrived within 45 minutes worked all night great job.

Commissioner Hogan also had issues with snow from private plowers. Appreciates work from storm clean up. What happens when there is a clear drainage issue?

City Engineer Norm Baldwin stated there is follow up with property owners. The biggest issue is sump pump issues that drain from yards and the water freezes on sidewalk making it slippery.

ITEM 10 – ADJOURNMENT –NEXT MEETING MARCH 16, 2022

Commissioner Barr made a motion to adjourn meeting.

Commissioner Overby stated she remembered her other comment she wanted to make. This was in regards to the remediation of the sewer going under the municipal parking lot at Main and S. Winooski and down College Street. Stated sewer line was installed in late 1980s on College St. near the Fletcher Library. Does DPW have access to that data from when the ravine sewer was assessed as too complex and expensive a problem to

remediate? City Engineer Baldwin stated Martha had done an extensive study on the library and what was done for work.

Commissioner O'Neill-Vivanco seconded the motion for adjournment
Unanimous approval

Meeting Adjourned 9:10 p.m.