



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: FEBRUARY 12, 2014
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on February 12, 2014 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. Parking Meter Ordinance Changes
4. Colchester/Pearl/Prospect Intersection Pilot Project – Results & Recommendations
5. Minutes of 12/18/13 & 1/15/14

Non-Discrimination

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



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: February 12, 2014
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **February 19, 2014**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 5 Min Public Forum
- 3 5 Min Consent Agenda
 - 3.10 Pearl St Crosswalk Installation
 - 3.20 Pearl St at George St Parking Request
 - 3.30 Handicap Parking Space at 523 North St
 - 3.40 South Union St & Shelburne St Parking Request
 - 3.50 Howard St, St. Paul St & S. Winooski Ave Crossing Guard Request
 - 3.60 FY2015 Street Reconstruction Program- Approval of Street List
- 4 15 Min Sidewalk Capital Funding
 - 4.10 Oral Communication, E. Demers & N. Losch
 - 4.20 Discussion

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- 5 15 Min Parking Meter Ordinance Changes
 - 5.10 Communication, P. Buteau
 - 5.20 Discussion
 - 5.30 Decision

- 6 20 Min Colchester/Pearl/Prospect Intersection Pilot Project - Results & Recommendations
 - 6.10 Communication, N. Losch
 - 6.20 Discussion
 - 6.30 Decision

- 7 40 Min Commission Goals List
 - 7.10 Oral Communication, C. Spencer
 - 7.20 Discussion

- 8 Minutes of 12-18-13 & 1-15-14

- 9 Director's Report

- 10 Commissioner Communications

- 11 Adjournment & Next Meeting Date – 3-19-14



MEMORANDUM

February 11, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Pearl Street Crosswalk installation

Background:

Staff received a request from Kevin Worden, A City Councilor in Ward 1, asking that a crosswalk be installed to cross Pearl Street north at North Williams Street in a north south direction.

Observations:

The closest crosswalk to the east of this location is the signalized intersection of Prospect Street and Pearl Street which is 720 feet away. The closest crosswalk to the west of this location is the signalized intersection of Willard Street and Pearl Street which is 530 feet away. Pearl Street is a major pedestrian route for college students walking to and from class at UVM. Staff examined the current sight distance that would be required in order to install a mid-block crosswalk at this location. According to the MUTCD a roadway with a speed limit of 25 MPH would require 155 feet of stopping sight distance at the crosswalk. Currently there is 370 feet of sight distance to the west of the proposed crosswalk location which is well exceeds the minimum stopping sight distance of 155 feet. In order to provide the minimum stopping sight distance of 155 feet to the east, it will require the removal of 20 feet of parking. must be removed from the north side of Pearl Street just east of North Williams Street. This proposal will remove a single parking space on the north side of Pearl Street.

Staff has determined that a street luminaire would need to be installed in order to provide adequate lighting for a midblock crossing. Staff would recommend that advanced warning signs were installed as well as pedestrian crossing signs at the crosswalk.

Conclusions:

NB 2/12/14

- Looking west of the proposed crosswalk there is 370 feet of stopping sight distance.
- Looking east of the proposed crosswalk 20 feet of parking will need to be removed from the north side of Pearl Street to achieve 155 feet of stopping sight distance.
- BED will install a street luminaire above the crossing on the utility pole on the south side of Pearl Street.

Recommendations:

Staff recommends the Commission adopt a crosswalk across Pearl Street at North Williams Street which will require:

- A 20 foot parking restriction on the north side of Pearl Street east of north Williams Street.
- Burlington Electric Department has agreed to install a street luminaire.
- The standard advanced warning sign package will be installed.



#3184

CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Kevin Worden

Request Date: 12/10/2013

3:23 PM

Due Date: 1/9/2014

Address:

Phone Number: 343 5445

Email Address: kevinwbtv@gmail.com

Request

Location: Pearl Street @ South Williams street

Request Description: Counselor Worden has asked staff to install a crosswalk across Pearl Street at North Winooski Avenue.

Assign History

Date	Assigned To	Description
12/10/2013 3:23:35 PM	Joel Fleming	Request Assigned

Work History

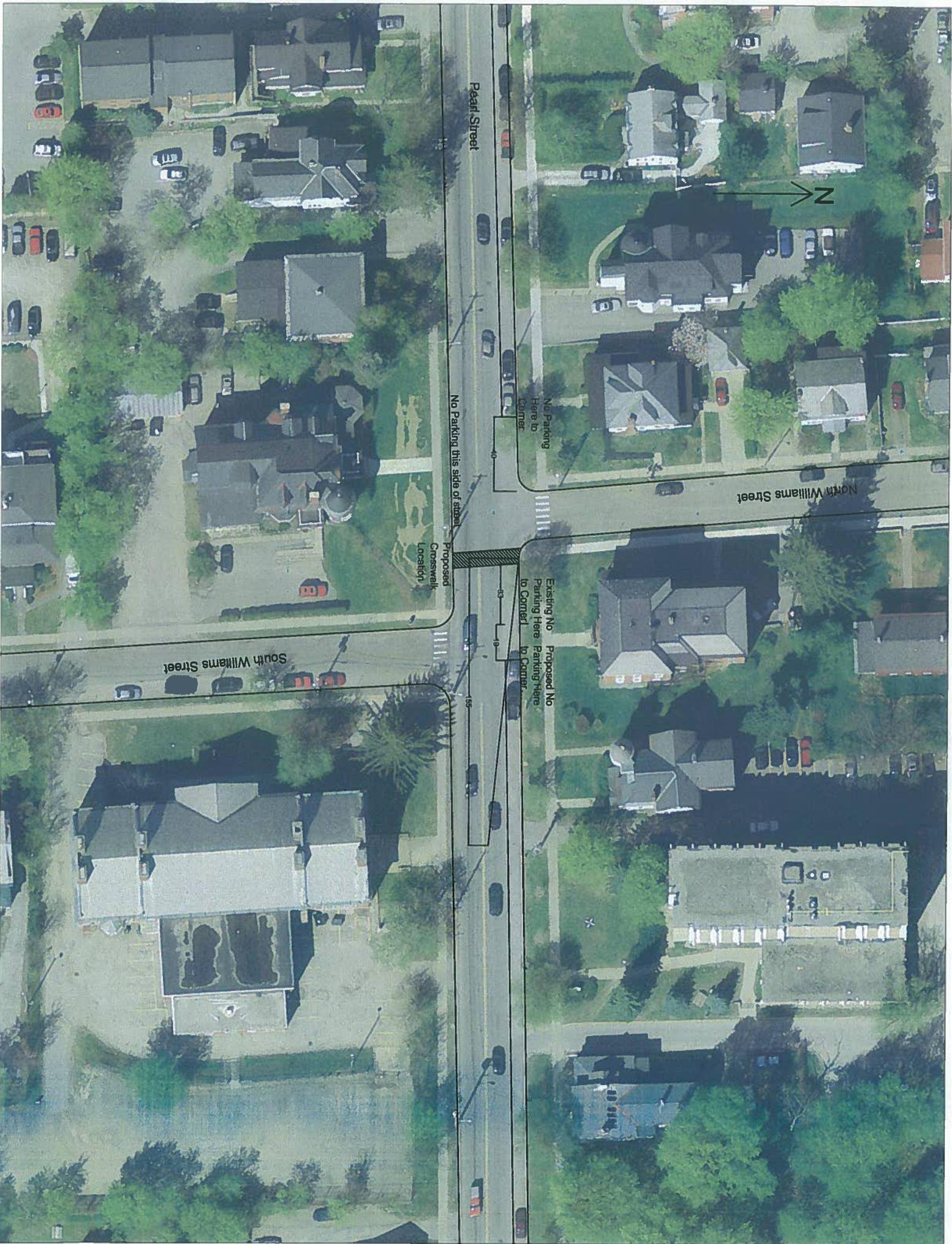
Date	Staff Person	Description
12/17/2013	Joel Fleming	Staff has visited the site and determined that a crosswalk could be installed at this location but 15 ft of parking must be removed from the north side of Pearl Street east of North Williams in order to clear out enough site distance for pedestrians crossing the street. Staff plans on bringing this to the commission in February. (Entered on 12/17/2013 11:41:54 AM by Joel Fleming)
12/13/2013	Joel Fleming	Staff has visited the site and will finish the CAD drawing next week. (Entered on 12/13/2013 2:39:09 PM by Joel Fleming)

Customer Service

Status: Investigation

Request created by: Joel Fleming

Print Date: 12/17/2013 11:42:01 AM



Pearl Street

North Williams Street

South Williams Street

No Parking
Here to
Corner

Existing No Parking Here
to Corner

Proposed No Parking Here
to Corner

Proposed
Crosswalk
Location

No Parking this side of street

19

155

Joel Fleming

From: Thayer, Greg <Gthayer@burlingtonelectric.com>
Sent: Thursday, January 09, 2014 10:09 AM
To: Joel Fleming
Cc: Sehovic, Enis
Subject: RE: Mid block crosswalk lighting
Attachments: Pearl_NWilliams_xwalk.pdf

Joel,

It should not be a problem.
Please indicate where the crossing will be located on the attached file.

You may recall that midblock crossings are a special situation that require a greater level of illumination. Crosswalks located at an intersection have their own requirements based on the classification of the intersecting streets.

It sounds like this may be an intersection crosswalk rather than a midblock crossing.
In any case, we will need to do a lighting design to verify the light level will meet IES recommendations.

Does the plan include installation of traffic control lighted signs?

Greg

From: Joel Fleming [mailto:jfleming@burlingtonvt.gov]
Sent: Tuesday, January 07, 2014 3:42 PM
To: Thayer, Greg
Subject: Mid block crosswalk lighting

Greg,

I have been working on a possible installation of a mid-block crossing on Pearl Street at the eastern side of North Williams and it appears that the site will need a new light fixture installed to make it comply with the MUTCD. If the Public Works Commission passes this item would BED be able to install a new light fixture on the utility pole adjacent to this intersection? I would not expect this work would need to be done before spring time at the earliest.

Thanks,

Joel

Joel Fleming, E.I.T
Engineering Technician
Burlington Public Works
645 Pine St.
Burlington VT. 05401

Phone: (802)8655832
Fax: (802)8630466
Email: jfleming@ci.burlington.vt.us



MEMORANDUM

January 21, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Pearl Street at George Street parking request

Background:

Staff received a request from a resident of the old north end asking to improve the sight distance for traffic trying to exit George Street onto to Pearl Street. Specifically they are asking to remove the two adjacent parking spaces on the north side of Pearl Street just east of George Street. Pearl Street is an arterial roadway that connects Battery Street with Colchester Avenue. George Street is a local street that has one way traffic south bound.

Observations:

Staff examined the intersection of George Street and Pearl Street and determined that vehicles trying to exit George Street have approximately 160 feet of clear sight lines to the east and west of the intersection. Currently parking is restricted for approximately 40 feet to the east of the intersection and for 35 feet west of the intersection. The required stopping sight distance for a roadway with a 25 mph speed limit is 155 feet.

Conclusions:

This intersection does not have an accident history and it does not appear to have sight lines issues. Based on the speed of vehicles, lack of accident history, current acceptable sight lines, and the need for parking in this area staff would not support removing parking on the north side of Pearl Street east of George Street.

Recommendations:

Staff recommends that the commission deny the petitioners request to remove the first two spaces east of George Street on the north side of Pearl Street

NB 2/12/14



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Matt Pierle

Request Date:

12/17/2013 8:27 AM

Due Date: 1/16/2014

Address:

Phone Number: 231-740-6819

Email Address:

Request

Location: George St & Pearl St

Request Description: Per today's ContactUs e-mail:

Comment/Question: Hello, I'm writing to express concern about what I view as a potentially dangerous traffic situation in the Old North End. I don't know if there have been (any or many) accidents at this location but it seems very dangerous to me. My concern is with the safety of vehicles (cars as well as bicycles) turning left from George onto Pearl Street (as well as those traveling west on Pearl approaching George). The reason this left turn is...or at least seems... very dangerous is that the view of oncoming (west-bound) traffic on Pearl can be partially to COMPLETELY OBSCURED if there are cars parked in the 1-2 parking spots just east of George Street (the westbound lane of Pearl). The problem is amplified if the parked vehicle(s) are anything larger than "compact" in size although I drive a mini van ~ moderately clearance vehicle (albeit one with low horsepower) and never really feel completely safe making this turn if there is a car(s) parked there, especially in the west most space. Bicycles may be particularly vulnerable although they can perhaps creep further out onto Pearl to get a better view of oncoming traffic than cars with their long front hoods. Furthermore, on a number of occasions I've seen cars parked beyond the legal bounds of the west most parking spot further compromising the view. I've also witnessed larger delivery van type vehicles idling (talking on phone, waiting, whatever) in or beyond that parking spot. I would urge the city to consider decommissioning this last space in favor of a safer left turn from George Street for all drivers, turners and through traffic alike. If the city insists on maintaining that west most parking spot I would suggest vigilantly patrolling and/or ticketing violators as well as conspicuously marking the last 1 or 2

*-35 LF No parking
-17 LF motorcycle parking space*

spots as for "COMPACT VEHICLES ONLY" I know parking space and the income it generates for the city is nearly a sacred issue but I would appreciate if the city would

Assign History

Date	Assigned To	Description
12/17/2013 8:27:46 AM	Joel Fleming	Request Assigned

Work History

Date	Staff Person	Description
12/17/2013	Helen Plumley	I e-mailed customer to let him know that I was referring his concerns to Joel. (Entered on 12/17/2013 8:28:08 AM by Helen Plumley)

Customer Service

Status: New

Request created by: Helen Plumley

Print Date: 12/17/2013 10:45:09 AM



Pearl Street

Pine Street

George Street

St Paul Street

161

158

35

No Parking Here



MEMORANDUM

January 27, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Handicapped parking space at 523 North Street

Background:

Staff received a request from Jeffrey Munger, a resident of 523 North Street, for the addition of a handicapped parking space in front of his residence. The residence is on the top block of North Street between North Prospect Street and Mansfield Avenue.

Observations:

The resident included his Handicapped tag in the request to prove that he will be using the space. In the request the resident mentioned that the street recently lost five on-street parking spaces when the bump-outs were built this past summer. Staff talked to the resident and although finding parking has not been too difficult to find the resident always fears not being able to find a parking space. This resident has one off-street parking space available to them.

Staff talked to Mr. Munger about how many off street parking spaces he and his wife had available to them. Mr. Munger stated that they have only one off-street parking space and they are a two car family. Both he and his wife get home later in the evening when there are no on street parking spaces available. He said that they often have to park a couple blocks away. This can be difficult for Mr. Munger as a disabled person and his wife who is a senior without a disability.

Conclusions:

There is currently no other handicapped parking spaces on this block of North Street or the surrounding blocks on Mansfield Avenue and North Prospect Street.

Recommendations:

Staff would recommend that the commission adopt a handicapped parking space on the north side of North Street in the space in front of 530 North Street.

NB 2/12/14



Mansfield Avenue

Proposed Handicapped

North Street

North Prospect Street





CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

Request # 2425

SERVICE REQUEST

Name and Address

Name: J. Jeffrey Munger

Request Date: 08/20/2013 9:42 AM

Due Date: 9/19/2013

Address: 523 North Street

Phone Number: 863-4997

Email Address:

Request

Location: 523 North Street

Request Description: Would like a Handicap Parking street sign placed across the street from home at 523. He does have a placard from Department of Motor Vehicle.

Assign History

Date	Assigned To	Description
8/20/2013 9:42:27 AM	Joel Fleming	Request Assigned

Work History
Customer Service

Status: New

Request created by: Holly Lane

Print Date: 8/20/2013 9:43:02 AM

August 6, 2013

Public Works Commission
645 Pine Street
Burlington, VT 05401

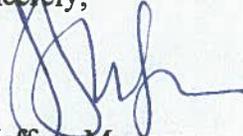
Dear Commissioners:

I am writing to request that a "Handicap Parking" street sign be placed across the street from my home at 523 North Street. I have a placard from the Vermont Department of Motor Vehicles with no expiration date. I have enclosed a copy of the placard.

I make this request as our block of North Street, between Mansfield Avenue and North Prospect has lost about five and a half on street parking spaces because of our much needed bump outs that have been constructed this summer (not quite finished yet). I am worried when the students return I will not have a space on the street across from my house, as we only have room for one car in our driveway. Many of the students use the guest passes as resident stickers is another reason for my request as this also contributes to the lack of spaces.

I thank you for your timely consideration of my request. I am happy to answer any questions or provide additional information if necessary.

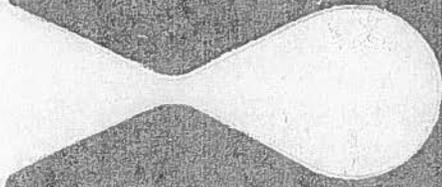
Sincerely,



J. Jeffrey Munger

J. Jeffrey Munger
523 North Street
Burlington, VT 05401
802-863-4997 (H)
802-862-0697 (W)
802-578-8173 (M)
jeff_munger@sanders.senate.gov

IMPORTANT: REMOVE BEFORE
DRIVING VEHICLE



P26349

Disabled Parking Identification



EXPIRES:

**NO
EXPIRATION**

VERMONT
PERMANENT

Joel Fleming

From: Chapin Spencer
Sent: Friday, November 08, 2013 4:12 PM
To: Joel Fleming
Subject: Re: Commission Items

Joel,

I ran into Mr. Jeff Munger yesterday and we discussed the handicap parking request for 523 North Street. I told him of the timeline for the November 20th agenda and he said he'd follow up to get you any additional information that the Commission might find helpful. One item I was interested to hear from him was that if there wasn't space to park on upper North Street, the nearest street for him to park on was Mansfield, but his residential parking pass wasn't valid on Mansfield (another residential parking district) so he'd get a ticket. I believe I have this correct. Anyway, he might be in touch with additional information.

Best,
~ Chapin

Chapin Spencer, Director
Department of Public Works
645 Pine Street, Burlington, VT 05401
802-863-9094 www.burlingtonvt.gov/DPW
Facebook: <http://www.facebook.com/BTVDPW>
Twitter: btvdpw

From: Joel Fleming <jfleming@burlingtonvt.gov>
Date: Wednesday, November 6, 2013 2:19 PM
To: Valerie Ducharme <vducharme@burlingtonvt.gov>, Nicole Losch <NLosch@burlingtonvt.gov>, Erin Demers <edemers@burlingtonvt.gov>, Norm Baldwin <nbaldwin@burlingtonvt.gov>, David Allerton <dallerton@burlingtonvt.gov>, Guillermo Gomez <ggomez@burlingtonvt.gov>, Pat Buteau <PButeau@burlingtonvt.gov>, Laurie Adams <LAdams@burlingtonvt.gov>, Rob Green <RGreen@burlingtonvt.gov>, Chapin Spencer <cspencer@burlingtonvt.gov>, William Ward <wward@burlingtonvt.gov>
Subject: RE: Commission Items

August 6, 2013

Public Works Commission
645 Pine Street
Burlington, VT 05401

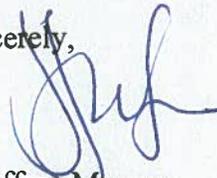
Dear Commissioners:

I am writing to request that a "Handicap Parking" street sign be placed across the street from my home at 523 North Street. I have a placard from the Vermont Department of Motor Vehicles with no expiration date. I have enclosed a copy of the placard.

I make this request as our block of North Street, between Mansfield Avenue and North Prospect has lost about five and a half on street parking spaces because of our much needed bump outs that have been constructed this summer (not quite finished yet). I am worried when the students return I will not have a space on the street across from my house, as we only have room for one car in our driveway. Many of the students use the guest passes as resident stickers is another reason for my request as this also contributes to the lack of spaces.

I thank you for your timely consideration of my request. I am happy to answer any questions or provide additional information if necessary.

Sincerely,



J. Jeffrey Munger

J. Jeffrey Munger
523 North Street
Burlington, VT 05401
802-863-4997 (H)
802-862-0697 (W)
802-578-8173 (M)
jeff_munger@sanders.senate.gov



MEMORANDUM

February 3, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: South Union Street and Shelburne Street parking Request

Background:

Staff received a request from Kaye Alexander, Owner of 528-530 South Union Street, asking staff to reinstate the 2 parking spaces that were removed this past summer. South Union Street is a collector street that has a parking restriction on the east side of the street.

Observations

In replacing the damaged signs traffic operations researched the supporting parking regulation. In their research they determined the supporting traffic regulation was described to prohibit parking on the east side of South Union Street. Parking in front of 528-530 South Union Street is understood to be prohibited as a part of the existing regulation.

- Appendix C Section 7 (108) On the east side of North Union Street and of South Union Street.

As Such traffic changed/replaced the signage to properly reflect the regulations as written. As an unintended consequence tenants at 528-530 South Union Street no longer had access to these two spaces causing hardship for the tenants and the landlord.

Conclusion:

At the request of the petitioner and landlord we have examined if the current parking prohibition can be removed without causing an unsafe condition. Given there is a long standing history of its use with no associated accidents and the width of the roadway can reasonably support the future and continued use of these two spaces.

Staff Recommendation:

As Staff we offer out support for the request. We would recommend the South Union Street parking prohibition be amended to allow parking in front of 528-530 South Union Street on the east side.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Kaye Alexander

Request Date: 01/21/2014

2:06 PM

Due Date: 2/28/2014

Address: 32 Castle Hill Lane, Westford, VT 05494

Phone Number: 879-2843

Email Address:

kalexandervt@aol.com

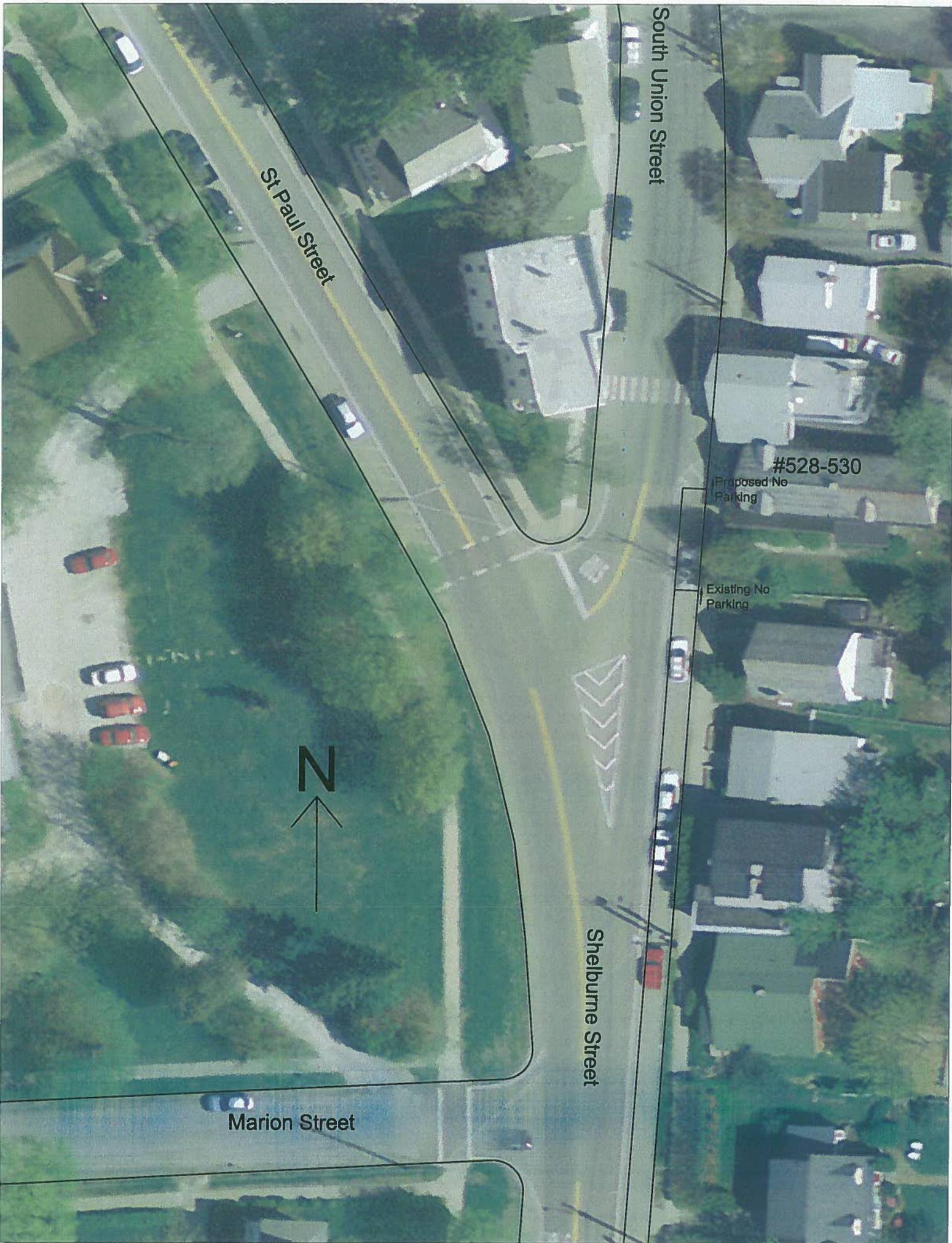
Request

Location: 528 South Union Street

Request Description: "This is to recap our phone discussion today. I won the house at 528-530 S. Union Street. This is the "last" house on the east side of S. Union. South of my house are more houses but the road becomes Shelburne Street. For as long as I have owned this property, (1985) the No Parking sign has been just to the south of my driveway, which is the northernmost spot on the green belt. This has allowed there to be 2 parking spaces in front of my house. You looked this up on Google Maps - street view and were able to see both the sign in that position, as well as 2 cars parked there. For some reason, the sign is now about 40 feet south, just south of the telephone pole, eliminating those 2 parking spaces. It would be great if the sign could be repositioned back into the place next to my driveway, so we can reclaim those parking spaces. They seem to fit well, and provide much-needed parking in a neighborhood where there is little parking available. You said that it looked like this could be done and that you would bring it to the commission which will either be at a meeting in the 3rd week of February, or in March. After that, we would still have to wait for the ground to thaw so the workmen could physically move the sign. I really appreciate your efforts here, and please let me know as you deal with this, what I can expect and when. Thank you very much." From petitioner: Kaye Alexander

Assign History

Date	Assigned To	Description
1/21/2014 2:10:23 PM	Joel Fleming	Per Joel, assigning to self,



South Union Street

St Paul Street

#528-530

Proposed No Parking

Existing No Parking



Shelburne Street

Marion Street



MEMORANDUM

January 22, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Crossing Guard Request: St Paul St, South Winooski Ave, & Howard St

Background:

Staff received a request from Victor Prussack, from the Burlington School district, requesting a crossing guard post be established at the intersection of St Paul Street, South Winooski Avenue, and Howard Street.

As contextual information it is known and understood that:

- Children are physiologically not as well equipped as a full grown adult to gauge spatially, speed, and distance of a moving car.
- Children lack the emotional maturity to wait under conditions of high delay.

We use the methodology provided nationally by the AAA(American automobile association) and the ITE(Institute of transportation Engineers) entitled "A Program for School Crossing Protection". This methodology determines the gap time necessary for children to cross the street safely, knowing the minimum gap time compare this against the available gaps (delay). If there are less than adequate safe gaps based on a set percentage of delay, then control is warranted to protect children taking risks. Positive control comes in the form of a crossing guard. I have attached the methodology for your review and consideration.

As part of our effort to render a recommendation for your consideration we have performed a delay study for the intersection of St Paul Street, South Winooski Avenue, and Howard Street. In doing so we:

- Determine the size of groups(N): N equals one at this intersection
- Determine the necessary gap time to cross St Paul Street at Howard and South Winooski Avenue (g): g equals 19 seconds

NB 2/12/14

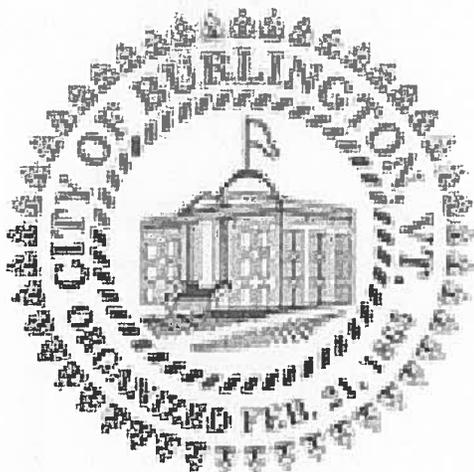
- Completed a gap analysis to determine how many adequate gaps are available: It was determined that in the morning pedestrians experienced a 70% delay and in the afternoon pedestrians experienced a 63% delay.
- Plotting these data points of delay with roadway width it has been identified as no control needed. In essence, no warranted technical need for a crossing guard.

Conclusion:

In Comparing the study plot points for St Paul Street, South Winooski Avenue, and Howard Street, against my experience with other data points for existing crossing guard posts, I would suggest that crossing St Paul Street at Howard Street and South Winooski Avenue is less challenging than most other locations within our crossing guard program. Most children who cross at this intersection walk up the south side of Howard Street and cross St Paul Street and continue up Howard Street until they reach South Union Street. During each traffic signal cycle Howard Street gets approximately 20 seconds of green time with an additional 4 seconds of yellow. This time allows kids walking up Howard Street ample time to cross St Paul Street, never having to wait more than roughly 40 seconds.

Staff Recommendation:

Staff recommends that the commission deny the petitioners request to install a crossing guard post at the intersection of St Paul Street, South Winooski Avenue, and Howard Street.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Vactor Prussack

Request Date:
12/10/2013 10:01 AM
Due Date: 3/10/2014

Address: Burlington School District

Phone Number: 802 316 6653

Email Address:

vprussac@bsdvt.org

Request

Location: 126 Howard Street

Request Description: From Email: "to follow up on our phone call, we really need a crossing gaurd and/or a "walk/don't walk" light at this intersection. I have gone down to this intersection five or six times over the past month between 7:20 and 7:45 and observed many kids trying to navigate this area. We have students walking though this intersection on a daily basis. Some are heading to Edmunds El., others to EMS, and others to the CCTA bus stop on their way to BHS. In addition, we have a district school bus (#20) picking up elementary students on the SE corner of Howard. This is a confusing intersection to pedestrians and vehicles. I consider this to be a real safety hazard. Thanks for your help."

Assign History

Date	Assigned To	Description
12/10/2013 10:01:41 AM	Joel Fleming	Request Assigned

Work History

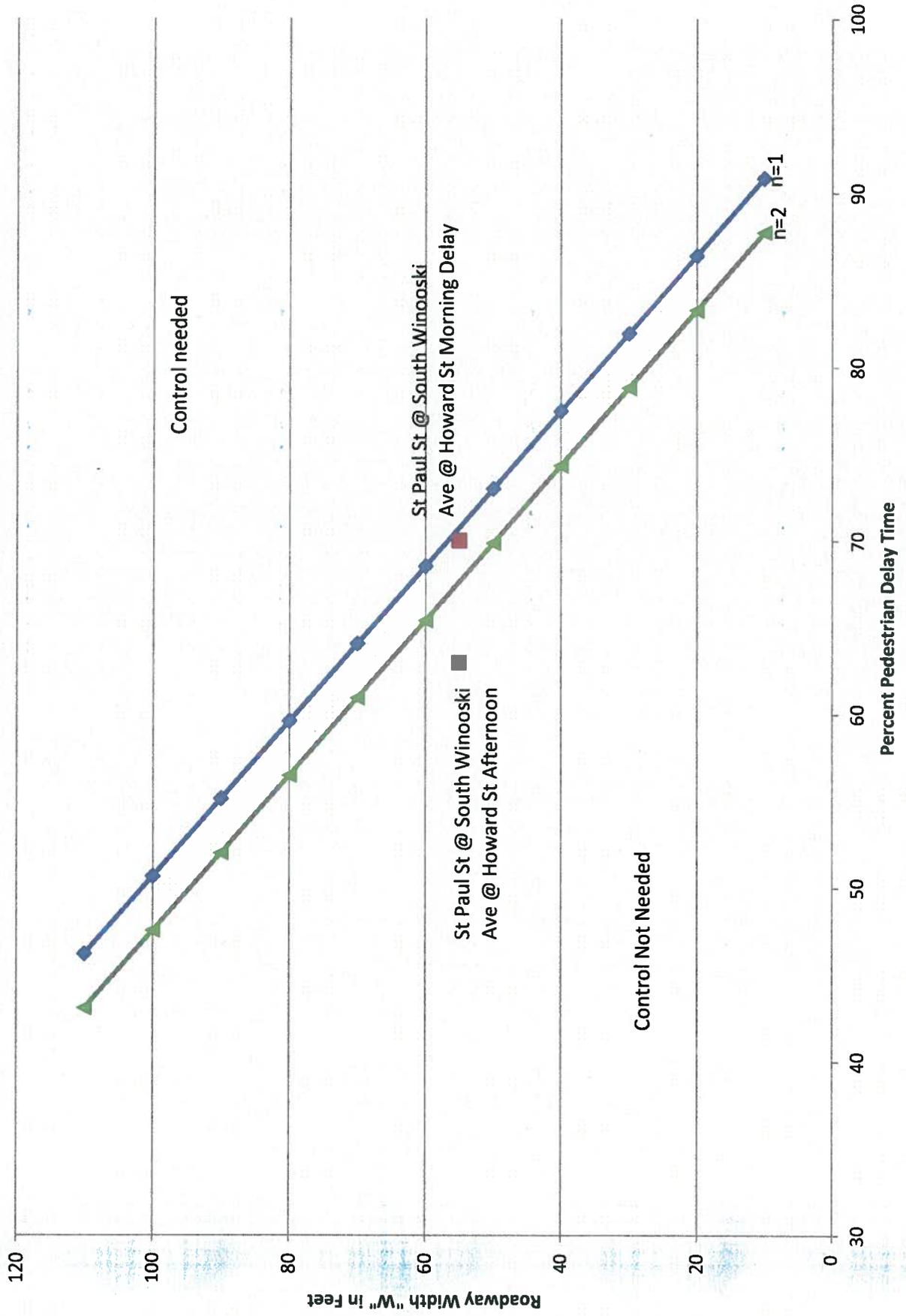
Customer Service

Status: New

Request created by: Joel Fleming

Print Date: 12/10/2013 10:12:57 AM

Determination of Need for Traffic Control at School Crossings





Joel Fitzgerald <jfitzger@bsdvt.org>

crossing guard at intersection of Howard, /St. Paul and S. Winooski Ave.

1 message

Victor Prussack <vprussac@bsdvt.org>
To: Joel Fitzgerald <jfitzger@bsdvt.org>

Tue, Dec 10, 2013 at 8:03 AM

Hi Joel,

To follow up on our phone call, we really need a crossing guard and/or a "Walk/Don't Walk" light at this intersection. I have gone down to this intersection five or six times over the past month between 7:20 and 7:45 and observed many kids trying to navigate this area.

We have students walking through this intersection on a daily basis. Some are heading to Edmunds El., others to EMS, and others to the CCTA bus stop on their way to BHS. In addition, we have a district school bus (#20) picking up elementary students on the SE corner of Howard.

This is a confusing intersection to pedestrians and to vehicles. I consider this to be a real safety hazard.

Thanks for your help.

—

Victor Prussack
Coordinator of Magnet Schools
Burlington School District
vprussac@bsdvt.org
802-316-6653
<http://iaa.bsdvt.org/>
<http://sa.bsdvt.org/>
Integrated Arts Academy & Sustainability Academy

Pedestrian Group Size Study

Study Date: 12/17/13 Time: From 7:39 To 8:00 Location: Howard / St Paul / Wood St.
 Crosswalk Across: St Paul St. Curb-to-curb Distance: 55 LF
 Divided roadway: Yes No Width of island: N/A.

Group Size	Number of Rows (N)	Number of Groups		Cumulative	Computations
		Tally	Total		
46 to 50	10				
41 to 45	9				
36 to 40	8				
31 to 35	7				
26 to 30	6				
21 to 25	5				
16 to 20	4				
11 to 15	3				
6 to 10	2				
5 or less	1		3	3	
Total Number of Groups			3	x 0.15 = 0.45	N = 1

Pedestrian Delay Time Study

Study Date: 12/18/13 Location: Howard/Winarski ^{St Paul} Crosswalk Across: St Paul St.

End of Survey(Minutes): 8:40 Am Number of Rows-N: 1

Start of Survey(Minutes): 7:40 Am Roadway Width-W: 55

Total Survey Time(Minutes): 60 min Adequate Gap time-G: 19 Secs

Gap Size (Seconds)	Number of Gaps		Multiply by Gap Size	Cumputation
	Tally	Total		
8				
9	 			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19		3	57	
20		3	60	
21		0	0	
22		0	0	
23		3	69	T= Total survey time X 60
24		2	48	
25		2	50	
26		2	52	
27		2	54	T= <u>60</u> X 60
28		4	112	T= <u>360</u> Secs
29		4	116	
30		1	30	
31		4	124	
32		2	64	D=(T-t/T)100
33		3	99	D= $\frac{3600-1077}{3600} \times 100$
34		1	34	D= <u>70.1%</u>
35		2	79	
36			0	
37			0	
38		1	38	
39				
40				
41				
42				
43				
"t" (total time of all gaps equal or greater than "G")			<u>1977</u> secs	D= <u>70</u> %

Pedestrian Group Size Study

Study Date: 1/6/14 Time: From 230 To 330 Location: St Paul, S. Winoski, Howard
 Crosswalk Across: St Paul Curb-to-curb Distance: 55
 Divided roadway: Yes No Width of island: N/A

Group Size	Number of Rows (N)	Number of Groups		Cumulative	Computations
		Tally	Total		
46 to 50	10				
41 to 45	9				
36 to 40	8				
31 to 35	7				
26 to 30	6				
21 to 25	5				
16 to 20	4				
11 to 15	3				
6 to 10	2				
5 or less	1		4	4	
Total Number of Groups			4	x 0.15=	N= 0.60

2

Pedestrian Delay Time Study

Study Date: 1/13/14 Location: St Paul @ Howard Crosswalk Across: St Paul St.

End of Survey(Minutes): 3:30 Number of Rows-N: 1

Start of Survey(Minutes): ~~2:20~~ Roadway Width-W: 55

Total Survey Time(Minutes): 75 Adequate Gap time-G: 19 Secs

Gap Size (Seconds)	Number of Gaps		Multiply by Gap Size	Cumputation
	Tally	Total		
8	 			
9	 			
10	 			
11	 			
12	 			
13	 			
14	 			
15	 			
16	 			
17	 			
18	 			
19		5	95	
20		2	40	
21		2	42	
22		2	44	
23		2	46	
24		1	24	
25		2	50	
26		7	182	
27		5	135	
28		3	84	
29		3	87	
30		5	150	
31		4	124	
32		3	96	
33		3	99	
34		3	102	
35		1	35	
36				
37		1	37	
38				
39		2	78	
40				
41				
42				
43				
"t" (total time of all gaps equal or greater than "G")			1550 sec	D= 63%

T= Total survey time X 60

$T = 75 \times 60$

4200

$T = \frac{4200}{75} \text{ Secs}$

$D = (T-t/T)100$

$D = \left(\frac{4200 - 1550}{4200} \right) \times 100$

$D = 63\%$

BURLINGTON PUBLIC WORKS

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www.ci.burlington.vt.us

JOB Howard Street, St Paul Street, S. Winslow Ave
Crossing Guard Study.

SHEET NO. _____ OF _____

CALCULATED BY Joel Fleming DATE 1/14/15

CHECKED BY _____ DATE _____

SCALE _____

Allowable Pedestrian Delay

$$D_a = \left[1 - \left(\frac{\frac{W}{3.5} + 3 + (N-1)2}{C} \right) \right] \times 100$$

$$D_a = \left[1 - \left(\frac{\frac{55}{3.5} + 3 + (1-1)2}{64 \text{ seconds}} \right) \right] \times 100$$

$$D_a = \left[1 - \left(\frac{18.7 \text{ sec}}{64 \text{ sec}} \right) \right] \times 100$$

$$D_a = \left[1 - 0.29 \right] \times 100$$

$$D_a = 71\%$$

Where:

D_a = Allowable Pedestrian Delay time

C = Cycle Length

W = Roadway Width

N = Number of Rows of Pedestrians

$$D_a > D_{Am} > D_{Pm}$$

A.M. Actual Pedestrian Delay

$$D_{Am} = 70\%$$

P.M. Actual Pedestrian Delay

$$D_{Pm} = 63\%$$

Average Actual Pedestrian Delay

$$D = 66.5$$

$D_a > D$, Therefore, No measure of control is needed.

**A PROGRAM
FOR
SCHOOL CROSSING PROTECTION**



A Recommended Practice
of the
Institute of Transportation Engineers



APPENDIX A
Procedure for Making Field Studies in Step 3

Determination of "N"
 - the number of rows

It is assumed that five pedestrians will walk abreast when a group crosses a roadway. Therefore, if the group size is determined and divided by five, the required number of rows, "N", will be obtained. The 85th-percentile group size is used so as to include most situations.

There is a natural tendency for pedestrians to group together before crossing a roadway as they wait for a break or gap in the traffic stream. Thus, an observer can count the number of pedestrians that gather in each of these groups at the crossing under study and record the size on a form such as

suggested in Exhibit No. A-1. A simple computation will yield the 85th-percentile group and the value of "N" for the group size can be found in the second column. Note that "N" is taken as a whole number since even one pedestrian in excess of an even five will make an additional row, which will require extra clearance time.

These pedestrian counts should be made on a normal school day during the heaviest hours of crossing activity in the morning or afternoon, preferably both.

Determination of "W"
 - the pavement width

This is the curb-to-curb width as measured at the crossing under study. If

PEDESTRIAN GROUP SIZE STUDY					
Study date <u>5/10/62</u>		Time: From <u>8:00am</u> to <u>9:00am</u>		Location <u>Quadr</u>	
Crosswalk across <u>D Street</u>		Curb-to-curb distance <u>40</u>			
Divided roadway? Yes <input checked="" type="radio"/> No <input type="radio"/>		Width of island <u>None</u>			
Group size	Number of Rows (N)	Number of Groups		Cumulative	Computations
		Tally	Total		
46 - 50	10				
41 - 45	9				
36 - 40	8		1	1	This figure includes "9" the cutoff for the 85th percentile group size. Therefore: N = 6
31 - 33	7		3	4	
26 - 30	6		7	11	
21 - 25	5		13		
16 - 20	4		18		
11 - 15	3		12		
6 - 10	2		5		
5 or Less	1		1		
Total Number of Groups			60	x 0.15 = 9	N = 6

Exhibit No. A-1

the roadway is divided and the center island is wide enough for the maximum-sized group of pedestrians to stand on it in safety, the curb-to-curb width of only one roadway is used for "W". This information should be obtained at the same time that the pedestrian group size study is made by recording the information suggested at the top of Exhibit No. A-1.

Determination of "D" – the actual pedestrian delay time

This information is developed in a second field survey based on the information obtained in the Pedestrian Group Size Study.

Before the field survey is made to determine pedestrian delay time at the location under study, it is necessary to find the minimum length (in seconds) of

a gap in traffic which will permit an 85th-percentile group of pedestrians to cross a roadway of specified width. This minimum gap in traffic, known as the Adequate Gap Time (G), includes both the perception-reaction time and the time needed to walk across the roadway without coming into conflict with passing vehicles.

The Adequate Gap Time may be selected from the table in Exhibit No. A-2, or it may be computed using the following equation. In either case the values for "W" and "N" are those determined in the Pedestrian Group Size Study.

Adequate Gap Time – G (in seconds)

$$= \frac{W}{3.5} + 3 + (N - 1) 2 \text{ where: } W \text{ divided}$$

TABLE OF ADEQUATE GAP TIMES (in seconds)										
Roadway Width - "W"	Number of Rows - "N"									
	1	2	3	4	5	6	7	8	9	10
16 - 19	8	10	12	14	16	18	20	22	24	26
20 - 22	9	11	13	15	17	19	21	23	25	27
23 - 26	10	12	14	16	18	20	22	24	26	28
27 - 29	11	13	15	17	19	21	23	25	27	29
30 - 33	12	14	16	18	20	22	24	26	28	30
34 - 36	13	15	17	19	21	23	25	27	29	31
37 - 40	14	16	18	20	22	24	26	28	30	32
41 - 43	15	17	19	21	23	25	27	29	31	33
44 - 47	16	18	20	22	24	26	28	30	32	34
48 - 50	17	19	21	23	25	27	29	31	33	35
51 - 54	18	20	22	24	26	28	30	32	34	36
55 - 57	19	21	23	25	27	29	31	33	35	37
58 - 61	20	22	24	26	28	30	32	34	36	38
65 - 68	22	24	26	28	30	32	34	36	38	40
75 - 80	25	27	29	31	33	35	37	39	41	43

Exhibit No. A-2

by 3.5 = Walking Time – the number of seconds required to walk across the roadway. This value is equal to the width of roadway (W) in feet, divided by the walking speed in feet per second (assumed to be 3.5 ft./sec.).

3 = Perception and Reaction Time – The number of seconds required for a child to look both ways, make a decision, and commence to walk across the street. This interval is assumed to be 3 seconds.

$(N - 1) 2$ = Pedestrian Clearance Time – additional seconds of time required to clear large groups of children from the roadway. Children are assumed to cross the roadway in rows of five with two-second time intervals between each row. The clearance time interval is equal to $(N - 1) 2$ where N is the number of rows, 1 represents the first row, and 2 is the time interval between rows.

Pedestrian Delay Time Field Study.
After the Adequate Gap Time has been selected, the field study to determine the actual delay time to pedestrians caused by passing traffic can be undertaken. This study actually measures the time intervals between passing vehicles. Those intervals or traffic gaps that are equal to or greater than the Adequate Gap Time are the periods during which children must cross the roadway. The intervals between these gaps are the delay periods, the sum of which is the Actual Pedestrian Delay.

Either of the following methods may be used to determine the gaps in the traffic stream. If the entire roadway must be crossed once the pedestrian leaves the curb, traffic flow in all lanes regardless of direction must be considered together.

1) *The Graphic Recorder Method* – A graphic recorder similar to the

Esterline-Angus recorder is used. The pen on the recorder may be actuated by a radar speedmeter aimed at passing traffic or a manually-operated push-button arrangement. Passing vehicles are recorded on the moving tape of the recorder as a series of sharp peaks. Traffic gaps are measured in seconds of time from one peak to the next peak. The total time of all gaps (t) which is equal to or greater than the Adequate Gap Time (G), and the total time of survey are used in the analysis of the crossing.

Upon completion of the survey, the form suggested in Exhibit No. A-3 can be used to tally the results.

2) *The Metronome Method* – This method makes use of a mechanical or electrical metronome, which marks time by a ticking sound. Electrical metronomes, which usually can be constructed in the traffic signal workshop, require an inverter to adapt the power from the car battery. Traffic gaps are measured with the metronome by ear and sight. The instrument is set for one-second click intervals. The field observer counts the number of clicks between passing vehicles. In this way, the length of all gaps which are equal to or greater than the Adequate Gap Time (G) is measured and recorded; lesser gaps are discarded. The form suggested in Exhibit No. A-3 can be used as a field sheet for this purpose. The overall survey time is also recorded. The metronome method of survey is recommended because of its simplicity and its low cost in equipment and manpower.

The survey should be conducted immediately before or after the period in which children are using the crosswalk, so that they will not affect the vehicular traffic pattern. At least two surveys should be made, in the morning

PEDESTRIAN DELAY TIME STUDY

Study date 5/11/62 Location 44th & D Crosswalk across D Street

End of Survey (to nearest minute) 8:57^{am} Number of Rows - "N" 6

Start of Survey (to nearest minute) 8:02^{am} Roadway Width - "W" 40 ft.

Total Survey Time (minutes) 55 Adequate Gap Time - "G" 24 secs.

Gap Size (Seconds)	Number of Gaps		Multiply by Gap Size	Computations
	Tally	Total		
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24		1	24	
25		4	100	
26		3	76	
27	"	2	54	
28		1	28	
29		3	81	
30		5	150	
31	"	2	62	
32		4	128	
33		0		
34		3	102	
35		4	140	
36		0		
37		1	37	
38				
39				
40				
41				
42				
43				
"t" (total time of all gaps equal or greater than "G")			<u>990</u> secs.	$D = \frac{(T - t)}{T} 100$ $D = \frac{(3300 - 990)}{3300} 100$ $D = 70$

Discard gaps of less than 24 seconds from study.

T = Total survey time x 60
T = 55 :: 60
T = 3300 secs.

$$D = \frac{(T - t)}{T} 100$$

$$D = \frac{(3300 - 990)}{3300} 100$$

$$D = 70$$

Exhibit No. A-3

and in the afternoon, of the heaviest traffic weekday. Additional surveys may be necessary to verify results.

Computation of Actual Pedestrian Delay. When the field survey is completed, the total time of all gaps in which pedestrians could cross is found by adding the length, in seconds, of each gap which was equal to or greater

than the Adequate Gap Time (G). This figure is known as "t" and is subtracted from the total survey time in seconds (T). The following equation is then used to determine the percentage of actual pedestrian delay:

$$\begin{aligned} \text{Actual Pedestrian Delay} - D \text{ (in \%)} \\ = \left(\frac{T-t}{T} \right) 100 \end{aligned}$$

APPENDIX B

Analysis of School Crossings at Signalized Intersections

In the body of this program the analysis has assumed that traffic control signals have not been installed at the location under study. However, certain school crossings may be located at complicated and congested signalized intersections where heavy turning movements create confusion and hazard, particularly for small children. Special controls of the type discussed in Step 5A may be necessary to assist children at these locations.

Hazard is created as right- and left-turning vehicles (moving on the same green signal interval as the children) traverse the pedestrian crosswalk being used by the children. This hazard is determined by measuring those gaps which are equal to or greater than the Adequate Gap Time (G) in the traffic turning across the crosswalk. In this instance, the width of roadway (W) is equal to one-half of the roadway, since the children are "Protected" on the other half by vehicles waiting for the green light on the cross street. Except for one further consideration, the need for additional traffic control is calculated in the same manner and with the same equations as used previously.

The additional item of information which must be considered is the cycle length of the traffic control signals. The cycle length is the factor "C" in the

following equation for the family of lines which appear on the graph in Exhibit No. 2:

$$D_a = \left(\frac{C-G}{C} \right) 100$$

where D_a = Allowable Pedestrian Delay Time (in per cent)

C = Cycle Length
G = Adequate Gap Time

Since $G = \frac{W}{3.5} + 3 + (N-1)2$,

the equation can be written as:

$$D_a = \left[1 - \left(\frac{\frac{W}{3.5} + 3 + (N-1)2}{C} \right) \right] 100$$

" D_a ," which by definition is the maximum delay time that is acceptable to a pedestrian, is equivalent to the green and yellow vehicle signal interval of a hypothetical traffic signal. The Adequate Gap Time (G) is used as the green and yellow signal interval of the pedestrian phase. The Allowable Delay Time is found by subtracting the Adequate Gap Time from the signal cycle (C).

In developing the graph in Exhibit No. 2, "C" was assumed to be 60

seconds in accordance with assumption 2, at the beginning of Step 4. At a signalized intersection, if "C" does not equal 60, it will be necessary to calculate " D_a " using the above equation.

To determine whether or not a special form of protection or control is needed, the calculated " D_a " is compared with "D", the actual percentage of pedestrian delay, as found by field

studies. If "D" is less than " D_a " no special steps need be taken. Conversely, if "D" is greater than " D_a ", one or more of the measures set forth in Step 5A may be appropriate.

Note that in cases where "D" is greater than " D_a " the difference can be used to set priorities for undertaking installation of controls among several locations.



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CHAPIN SPENCER
DIRECTOR OF PUBLIC WORKS

Date: February 19, 2014

To: DPW Commission

*From: Erin Demers, E.I.T.
Public Works Engineer
Street Capital Program Manager*

Subject: Fiscal Year 2015 Street Reconstruction Draft Paving List

Memo

Attached is the updated street reconstruction list for your approval. This work is scheduled for the next construction (July 1, 2014 to October 1, 2014). Survey data and field inspections are now complete and prior estimates and pavement condition has been verified.

After further on-site inspection, Staff proposed the following changes. These changes include replacing the following four streets proposed at last month's meeting with the following additions:

Removed:
MOORE CT
STANBURY RD
TURF RD
WESTWARD RD
VAN PATTEN PKWY

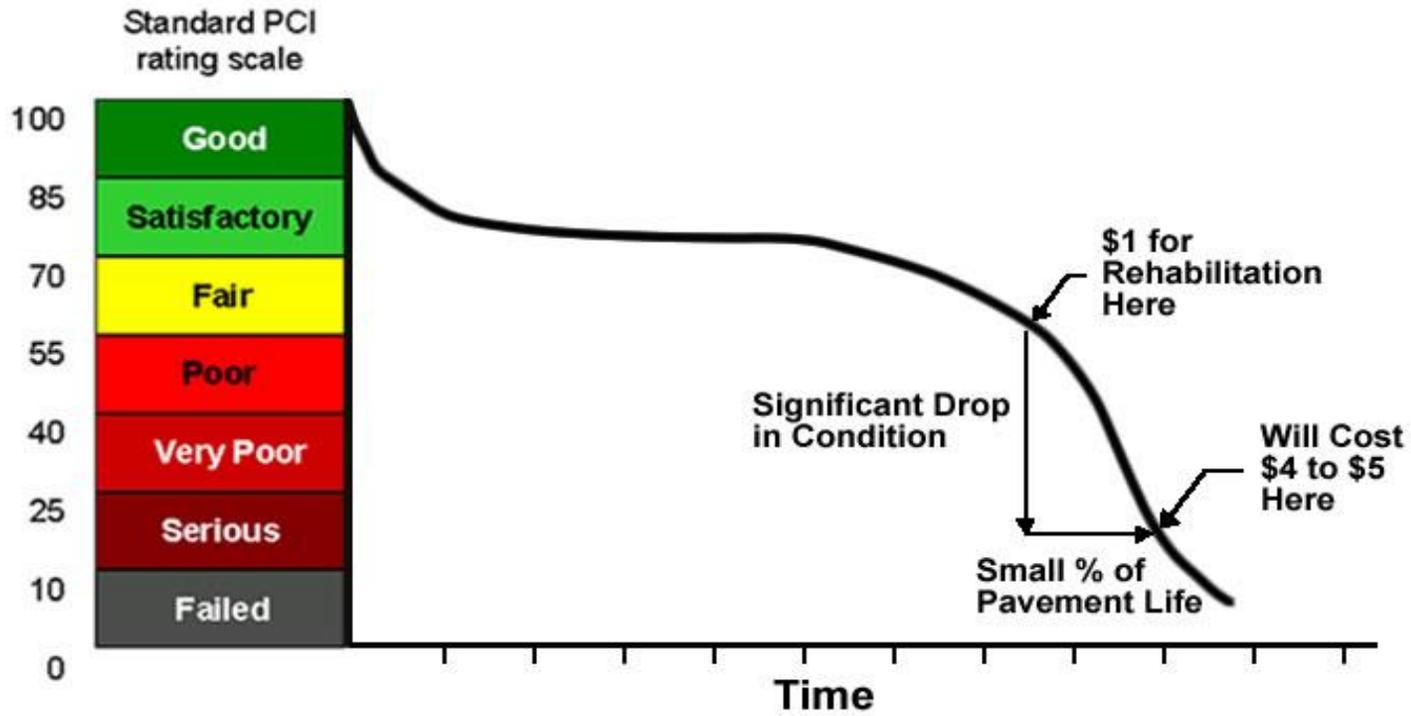
Added:
CENTER ST
NORTH CHAMPLAIN ST
SUMMIT RIDGE

The streets that were removed from last month's draft list will continue to be planned for future year's construction. Staff will continue to develop full construction documents, surveys, drawings, estimates and advertise to bid this project in March 2013, if approved during the February Commission meeting.

If you have any questions regarding the proposed street paving list for your approval, please do not hesitate to contact me directly at edemers@burlingtonvt.gov or 802-863-9094.

FISCAL YEAR 2015 STREET RECONSTRUCTION PROGRAM				
STREET PAVING LIST (Pending DPW Commission Approval)				
	Location	Length (FT)	Width (Ft)	Area (Sq-Ft)
1	BALSAM ST	475	30	14,250
2	CASE PARKWAY	792	30	23,760
3	CENTER	422	25	10,550
4	EDGEWOOD LN	528	26	13,728
5	FARRINGTON PARKWAY	1,320	30	39,600
6	FLETCHER PL	686	26	17,836
7	FOSTER ST	1,637	30	49,110
8	JUNIPER TERR	397	26	10,322
9	MILL ST	264	30	7,920
10	NORTH CHAMPLAIN ST	2,640	35	92,400
11	SUMMIT RIDGE	739	30	22,170
12	THIBAULT PARKWAY	686	26	17,836
13	UNIVERSITY TERR	637	26	16,562
15	VEST HAVEN DR	792	30	23,760
16	WILDWOOD DR	1,478	30	44,340
		13,493	(FT)	404,144
		2.56	(MILES)	

Pavement Condition Index



Chapin Spencer
Director of Public Works

Patrick Buteau
*Assistant Director DPW
Parking & Fleet Services*



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MEMORANDUM

To: Public Works Commission
From: Patrick Buteau, Assistant Director DPW
Date: February 10, 2014
Subject: Parking Meter Ordinance changes.

As part of the City Council resolution launching the Downtown Parking Improvement Initiatives, the parking team working on enhancing customer service realized the need to clean up the Parking Meter ordinances so that alternative forms of payment could be taken instead of just coinage.

Attached you will find those sections of Chapter 20 with the additions and deletions noted.

These changes will allow us to move forward with several pilot programs including use of in car meters for payment, multi space meters, acceptance of credit cards, and pay by cell phone to mention a few.

We will also be returning to you with additional changes once enforcement times and/or rate changes are proposed.

If you have any questions please contact me at 863-0460 or by email at pbuteau@burlingtonvt.gov.

DIVISION 3. PARKING METERS¹

20-83 Establishment of meter zones.

The board of [traffic] public works commissioners is hereby authorized to establish zones to be known as parking meter zones in all or part of such areas on the streets of the city as they may deem necessary.

(Rev. Ords. 1962, § 5352)

Cross reference—Parking meter zones designated, App. C, § [17](#).

20-84 Installation and maintenance.

(a) The [traffic] public works commission shall cause parking meters to be installed in parking meter zones established under this division. The [traffic] public works commission shall also install necessary curb and street markings, provide for the regulation and operation thereof, and maintain said meters and/or multi-space meters in workable condition.

(b) Meters and multi-space meters shall be placed upon the curb next to individual parking spaces or in proximity of designated parking spaces, and shall be so constructed as to [display a signal showing legal parking upon a deposit] accept payment [therein of the proper coin or coins of the United States] as indicated by instructions upon the meter. [, the signal shall remain in evidence until the expiration of parking period so designated, at which time a dropping of the signal or some other mechanical operation shall indicate expiration of the parking period.]

(Rev. Ords. 1962, § 5352)

20-85 Manner of parking.

When any vehicle shall be parked [next to] in a parking meter zone, the operator of the vehicle shall park the same within the area designated therefor by the curb or street markings as indicated for parallel or diagonal parking.

(Rev. Ords. 1962, § 5353; 1969 Cum. Supp., § 5353)

20-86 Reserved [Permitting vehicle to remain when meter indicates overtime parking.]

[It shall be unlawful for any person to permit a vehicle to remain or be placed in any parking space adjacent to any parking meter while the meter is displaying a signal indicating that the vehicle occupying such parking

space has already been parked beyond the period of time prescribed for such parking space. Violation of this article shall not be regarded as a single continuing offense. After the original offense and issuance of the first ticket, a ticket may be issued every two (2) hours thereafter.]

(Ord. of 5-17-76; Reg. 9-1-94)

20-87 [Deposit of coin] Payment required.

(a) When any vehicle is parked in any [space adjacent to which a parking meter is located] meter zone in accordance with the provisions of this division, the operator of the vehicle shall, upon entering the parking space, immediately Pay in accordance with instructions on the meter and/or multi-space meter[deposit or cause to be deposited a coin of the United States in such parking meter] and operate the meter as indicated by the legend thereon, and failure to deposit such [coin]payment or to operate the meter shall constitute a misdemeanor. Upon [deposit of such coin] payment, the parking space may be lawfully occupied by such vehicle for a period as set out in appendix C, section [19](#).

(b) Vehicles which are owned by a City of Burlington department, agency or division, or a vehicle on official business operated by officers, agents or employees thereof, shall be exempt from this section.

(Rev. Ords. 1962, § 5353; Ord. of 11-15-82; Ord. of 5-20-85)

20-88 Periods when [coins] Payment is required [to be deposited].

The provisions of section [20-87](#) shall be effective during the hours from 8:00 a.m. to 6:00 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays and Saturdays, and during the hours from 8:00 a.m. to 9:00 p.m. on Fridays; provided, however, that said subsections shall not be effective on legal holidays or on Mondays succeeding legal holidays which fall on Sunday.

(Rev. Ords. 1962, § 5353)

20-89 Extending time.

It shall be unlawful for any person to deposit, or cause to be deposited, in a parking meter and/or multi-space meter any [coin] payment for the purpose of extending parking time beyond the maximum period specified on the meter at which time the vehicle must be moved from the metered space for a period of at least four (4) hours.

(Rev. Ords. 1962, § 5354; Reg. of 5-13-09(2), eff. 6-24-09)

20-90 Slugs or other devices.

It shall be unlawful to deposit or cause to be deposited in any parking meter and/or multi-space meter any slug, device or other [substitute for a coin of the United States] counterfeit payment.

(Rev. Ords. 1962, § 5355)

20-91 Tampering with meter.

It shall be unlawful for any person to tamper with, open, break or destroy any parking meter and/or multi-space meter.

(Rev. Ords. 1962, § 5356)

20-92 Reserved.

Editor's note—An ordinance effective April 7, 2004, repealed § 20-92 in its entirety. Formerly, said section pertained to meters not to be placed in bus stops or taxi stands and derived from Rev. Ords. 1962, §§ 5357, 5358.

20-93 Collection of [coins]Payment.

It shall be the duty of the traffic [commission] division of Public Works to provide for regular collection of [the coins deposited] all payments in the parking meter[s] zones, to keep records showing the same, and to turn over the funds so collected to the city treasurer.

(Rev. Ords. 1962, § 5359)

20-94 Use of fees.

The fees required by this division are hereby levied as a police regulation and inspection fee to cover the cost of providing parking meters and/or multi-space meters and maintaining the same, allotting and marking parking spaces, providing regulation and control of traffic moving in and out of, and parking in, said parking spaces and the zones herein created, marking the streets in the city and maintaining directional and other signs therein, and any and all other expense pertaining to policing, regulating and controlling traffic in and adjacent to said streets and areas.

(Rev. Ords. 1962, § 5360; 1969 Cum. Supp. § 5360)

20-95 Disabled persons exempt from requirements.

Any person who is blind, who has an ambulatory handicap, or who is temporarily disabled with an ambulatory handicap shall be entitled to park without fee for an unlimited period in a parking zone which is restricted as to the length of time parking is permitted. This section shall not apply to zones in which parking, standing or stopping of all vehicles is prohibited, which are reserved for special vehicles, or where parking is prohibited by any parking ban. As a condition to this privilege, the vehicle shall display the special handicapped parking card, plate or placard issued by the state commissioner of motor vehicles as required in 23 V.S.A. 304a or a handicapped license plate, card or other identification issued by any other state.

(Rev. Ords. 1962, § 5361; Ord. of 5-5-93)

20-96—20-100 Reserved.

DIVISION 4. CITY OWNED OR LEASED LOTS

20-101 Installation and operation of meters.

In each lot owned or leased by the city for the purpose of parking, meters and/or multi- space meters shall be placed upon the curb [next to individual]or in proximity to parking spaces, and shall be so constructed as to accept payment. [display a signal showing legal parking upon deposit therein of the proper coin or coins of the United States,] as indicated by instructions upon said meter. [, such signal to remain in evidence until expiration of the parking period so designated, at which time a dropping of the signal or some other mechanical operation shall indicate expiration of the parking period.]

(Rev. Ords. 1962, § 5402)

Cross reference—Parking meter lots designated, App. C, § [18](#).

20-102 Deposit of [coin] Payment required.

The operator of a motor vehicle shall not park the same in any city parking lot during the effective hours of metered parking without depositing in the [adjacent] appropriate meter the [coin or coins] payment required by Appendix C, section [19](#).

(Rev. Ords. 1962, § 5403)

Cross reference—Rates for metered lots, App. C, § [19](#)(b).

20-103 Use of space permitted upon [deposit of coin] payment.

Upon [depositing one (1) or more coins]payment as indicated by directions on the parking meter [adjacent] in proximity to a space in each lot, such parking space may be used by a vehicle for the period covered by the amount so deposited[, at the rate and subject to the maximum time set out].

(Rev. Ords. 1962, § 5403)

20-104 When vehicle illegally parked.

A vehicle shall be illegally parked if it remains in any space [beyond the maximum time,] beyond the time covered by the amount so deposited. [or when the adjacent parking meter displays a signal showing illegal parking]. Violation of this article shall not be regarded as a single continuing offense. After the original offense and issuance of the first ticket, a ticket may be issued every two (2) hours thereafter.

(Rev. Ords. 1962, § 5403; Ord. of 5-17-76; Reg. of 9-1-94)

20-105 [Extending time] Reserved.

[It shall be unlawful for any person to deposit, or cause to be deposited, in a parking meter any coin for the purpose of extending parking time beyond the maximum period specified on the meter at which time the vehicle must be moved from the metered space for a period of at least four (4) hours.]

(Rev. Ords. 1962, § 5405; Reg. of 5-13-09(3), eff. 6-24-09)

20-106 Slugs or other devices.

It shall be unlawful for any person to deposit or cause to be deposited in any parking meter within a city owned or leased lot any slug, device or other [substitute for a coin of the United States.] counterfeit payment.

(Rev. Ords. 1962, § 5405)

20-107 Tampering with meters.

It shall be unlawful for any person to tamper with, open without authority, break or destroy any parking meter and/or multi-space meter within a city owned or leased lot.

(Rev. Ords. 1962, § 5405)

20-108 Winter parking.

No person shall park, or permit to remain parked, any motor vehicle in any parking lot owned or operated by the city from December first of any year to March fifteenth of the succeeding year, between the hours of 2:30

a.m. and 6:00 a.m. Any vehicle parked in violation of this section may be removed at the owner's expense as provided by section [20-71](#).

(Rev. Ords. 1962, § 5406; Reg. of 6-22-05)

20-109 When division effective.

The provisions of this division shall be effective during the hours from 8:00 a.m. to 6:00 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays and Saturdays, and from 8:00 a.m. to 9:00 p.m. on Fridays, except in the lot between St. Paul Street and Brown's Court, in which the effective hours on such days shall be from 8:00 a.m. to 12:00 midnight; provided, however, that such sections shall not be effective on legal holidays or on Mondays succeeding legal holidays falling on Sunday.

(Rev. Ords. 1962, § 5407)

20-110—20-119 Reserved.

[1](#)

Cross reference—Obstructing metered parking spaces prohibited, § [27-33](#).

Case law annotations—An ordinance of the city installing a parking meter system has been held by the Vermont Supreme Court to be a valid exercise of the police power of the city even though the revenue produced exceeded the cost of the operation of the system. *State v. Douglas*, 94 A2d 403 (1953), 117 Vt. 485.



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Memo

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Date: February 7, 2014

To: Public Works Commission

From: Nicole Losch, Transportation Planner

Subject: Colchester Ave / Pearl St / Prospect St Intersection Pilot Results & Final Recommendations

BACKGROUND

In August 2013 the Department of Public Works implemented sign, striping, and signal changes at the intersection of Colchester Avenue / Pearl Street / Prospect Street to begin this Intersection Pilot Project. The changes effectuated the removal of 18 on-street parking spaces on Pearl Street and on South Prospect Street, the prohibition of left turns for eastbound vehicles, the addition of a left turn lane for northbound vehicles, changes to pedestrian crossing times and cycles, and changes to the signal cycles for vehicle movements. A visual depiction of the changes is shown in Figure 1.

The DPW and the Chittenden Regional Planning Commission (CCRPC) launched outreach materials that included variable message signs on Pearl Street and on South Prospect Street, windshield flyers for cars parked on Pearl Street and South Prospect Street for numerous days, flyers posted in the Fletcher Allen UHC Campus, press releases, email blasts, and postings on Front Porch Forum and DPW social media accounts.

An online survey was released after implementation, and this was distributed through the online formats described above. Public feedback was obtained through the survey and through direct communication to DPW; very few comments were received directly through DPW. Summaries of public feedback are presented below. In addition, Resource Systems Group (RSG) conducted turning movement counts and queue counts during the week of October 16 to measure the traffic impacts of the Pilot Project.

FIGURE 2: SUMMARY OF INTERSECTION PILOT PERFORMANCE

METRIC	PRE-PILOT	PILOT	CHANGE	NOTES
Peak Hour Traffic Volume ²	2,229 (AM) 2,618 (PM)	2,078 (AM) 2,551 (PM)	-7% (AM) -3% (PM)	VTrans continuous counter on VT 127 in Burlington recorded a 2% reduction from September 2012 – September 2013
Average Maximum Queue Length – All Approaches (# cars) ³	15 (AM) 30 (PM)	30 (AM) 44 (PM)	+48% (AM) +46% (PM)	Primary increases occurred on Pearl Street approach (increase from 4 to 7 cars in AM and from 14 to 24 cars in PM)
PM Peak Cycle Length	133 seconds	120 seconds	-10%	Shorter wait times for pedestrians.
PM Peak Average Vehicle Delay ⁴	71 seconds	85 seconds	+20%	Optimized timing and removal of EB left turn increased intersection capacity.
Vehicle Crashes ⁵	2 / year	0	-100%	Intersection currently #25 on HCL list.
Vehicle Conflict Points	32	26	-19%	The removal of the EB left-turn removed six potential conflict points.
On-Street Parking Spaces Adjacent to Intersection	21	3	-86%	10 spaces removed on S. Prospect to accommodate NB left-turn lane. 8 spaces removed on Pearl to accommodate bike shoulders.
Leading Pedestrian Interval for East-West Pedestrians	0 seconds	6 seconds	↑	Leading pedestrian interval added as part of pilot.
Shoulder Width on Pearl Street	2-3 feet (unmarked)	±6 feet	+100%	Shoulders widened and striped and on-street parking removed to improve bicyclist safety.

FIGURE 3: CITY OF BURLINGTON ONLINE WEB SURVEY FORM

Pearl St / Prospect St / Colchester Ave Intersection Survey

Page One

1. Do you pass through this intersection as a: *

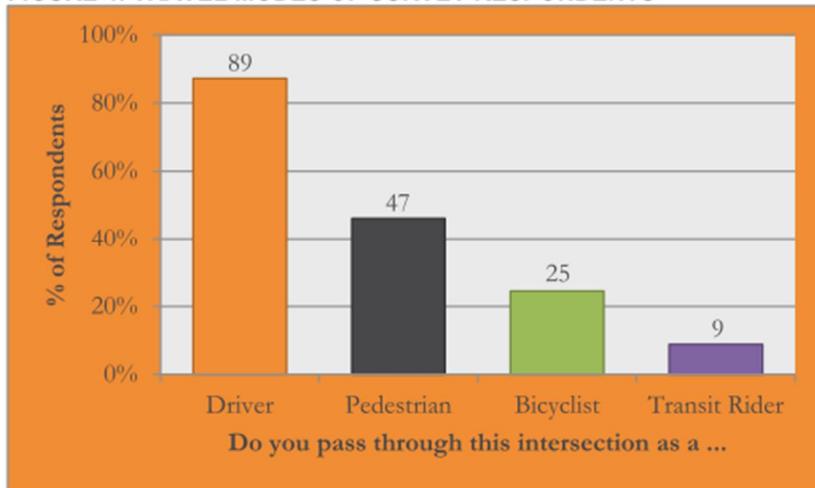
- Pedestrian
- Bicyclist
- Driver
- Transit Rider

2. Overall, are the changes to the intersection beneficial or problematic? *

- More benefits than problems
- More problems than benefits
- No impact

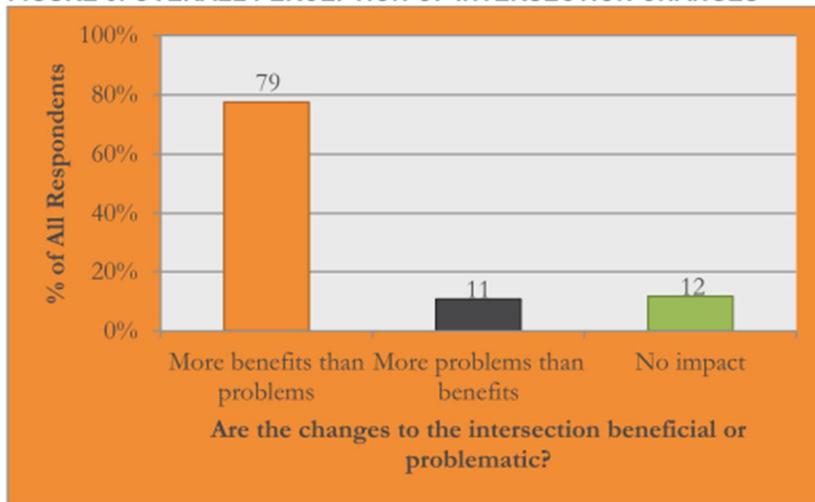
Next

FIGURE 4: TRAVEL MODES OF SURVEY RESPONDENTS



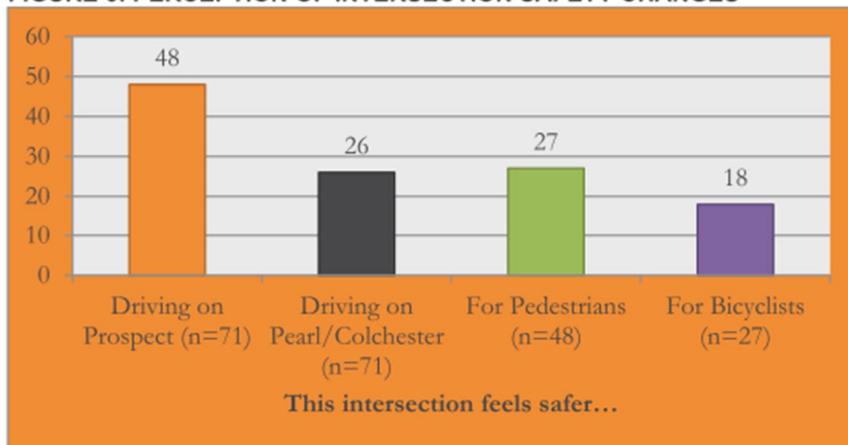
The majority of survey respondents traveled through the intersection as a motorist, and slightly less than half as pedestrians. Of the respondents, 44% traveled through the intersection only as a motorist, 8% only as a pedestrian, and the majority utilized various modes.

FIGURE 5: OVERALL PERCEPTION OF INTERSECTION CHANGES



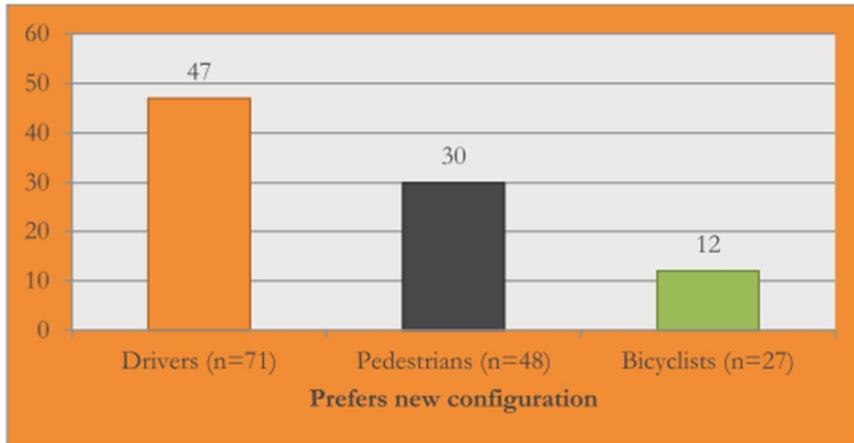
Across all respondents, the majority said the intersection changes provided more benefits than problems.

FIGURE 6: PERCEPTION OF INTERSECTION SAFETY CHANGES



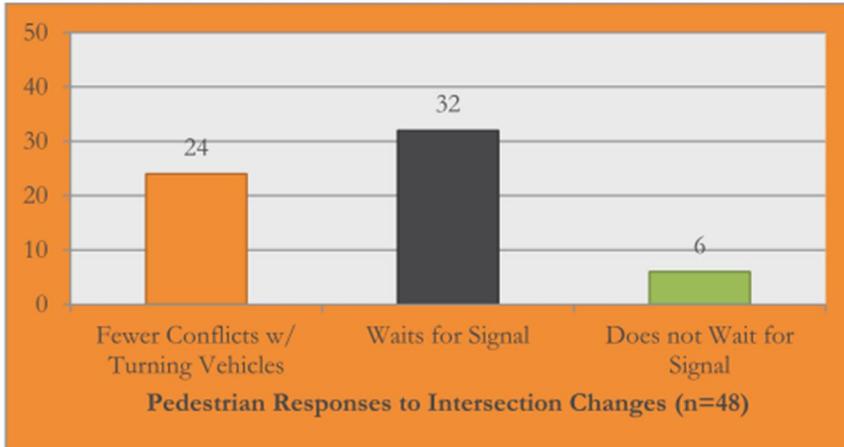
Each mode considered if the intersection felt safer with the new configuration. The majority of drivers (68%) felt the intersection felt safer on Prospect Street, while fewer felt the same on Pearl / Colchester (37%). More than half of pedestrians (56%) and roughly two-thirds (67%) of bicyclists felt the intersection was safer.

FIGURE 7: PREFERENCE FOR NEW INTERSECTION CONFIGURATION



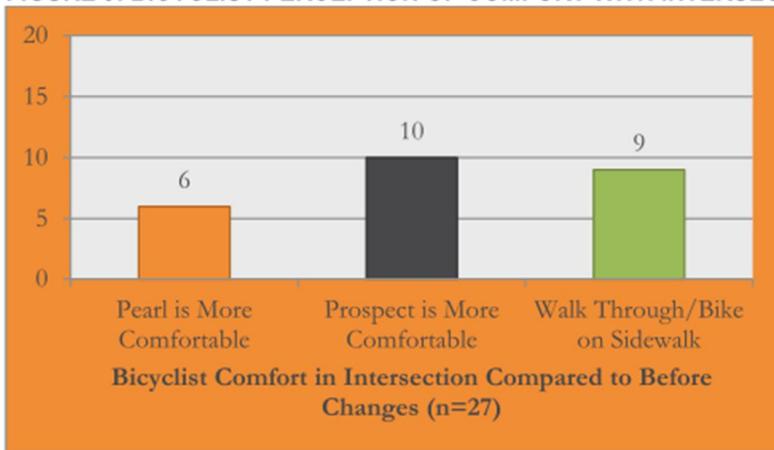
Each mode also considered if the intersection configuration was preferred. This configuration was preferred by 66% of drivers, 63% of pedestrians, and 44% of bicyclists.

FIGURE 8: OTHER PEDESTRIAN RESPONSES TO INTERSECTION CHANGES



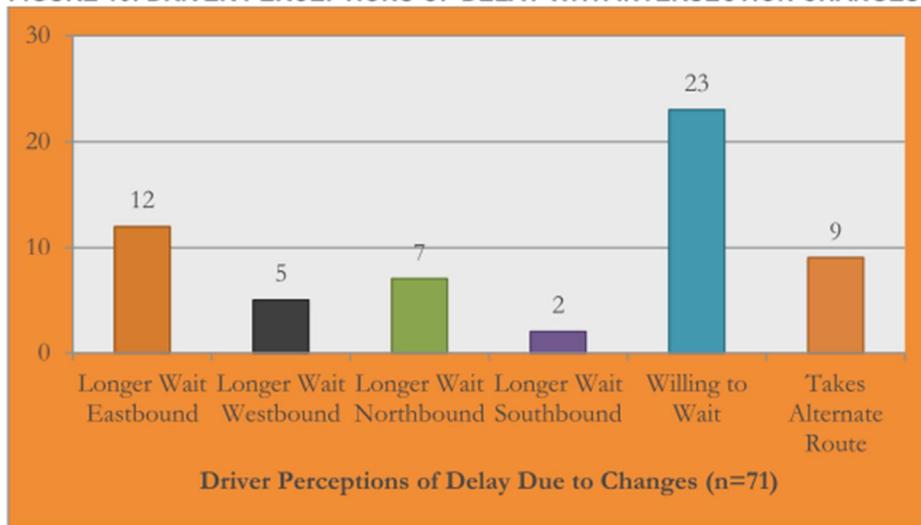
For pedestrians, half (50%) perceived fewer conflicts with right-turning vehicles, and roughly two-thirds (67%) understood and wait for the pedestrian crossing signal.

FIGURE 9: BICYCLIST PERCEPTION OF COMFORT WITH INTERSECTION CHANGES



For bicyclists, only 22% felt safer traveling on Pearl Street, while 44% felt safer traveling on Prospect Street. At the same time, 33% always walk through the intersection or rode on the sidewalk instead of the street.

FIGURE 10: DRIVER PERCEPTIONS OF DELAY WITH INTERSECTION CHANGES



Few drivers through the intersection perceived an increased delay with the intersection changes. Pearl Street was most noticeably delayed, but only by 17% of drivers. Overall, 32% of drivers were willing to wait because the changes made the intersection feel safer, while 13% began taking an alternate route due to increased wait times.

Additional comments were provided by 49 people, which included a mix of reactions as well as specific comments regarding features they liked or disliked about the changes.

Several people mentioned they liked:

- The wider shoulder on Pearl Street
- Safer, less ambiguous traffic patterns
- Reduced conflicts with left-turning traffic
- Improved pedestrian experience with the restricted right turns

People also mentioned they disliked:

- Reduced capacity for parking
- Difficulty turning left from Colchester Avenue
- Difficulty maneuvering on Prospect Street due to narrower shoulders and more lanes northbound
- Traffic delays on Pearl Street, attributed to the new split phasing and uncoordinated signals on Colchester Avenue

In addition, some suggestions were made to improve the intersection and surrounding area:

- Full bike lanes on all streets through this intersection
- A roundabout or mini-roundabout at this intersection
- Restricting or improving left turns onto or from Colchester Avenue
- Widening North Prospect Street
- Improving access to the pushbutton on the northeast corner
- Additional signs or markings to clarify the correct movements

PILOT PROJECT ASSESSMENT

The results of the public feedback and data collection were reviewed by the CCRPC, DPW, and the Scoping Study's Steering Committee. The Steering Committee and staff of each agency unanimously agreed to recommend the intersection changes be retained rather than converted to the 2012 configuration. At the same time, recommendations were made to improve the configuration:

1. Relocate the "No Left Turn" sign on the signal mast arm closer to the center of the eastbound approach lane;
2. Improve the lighting at the southwest corner;
3. Add pavement markings in the through lane on South Prospect Street: two straight arrows and the word "ONLY"; and
4. Enhance signal coordination with the Mansfield Avenue and Mary Fletcher Drive signals.

REQUEST FOR APPROVAL

We recommend the intersection changes at Colchester Avenue / Pearl Street / Prospect Street become permanent rather than revert to the 2012 configuration.

We request the Public Works Commission approve:

1. Prohibition of parking on the north side of Pearl Street between Prospect Street and Handy Court,
2. Prohibition of parking on the west side of South Prospect Street for 10 spaces immediately south of the intersection of Pearl Street / Colchester Avenue,
3. Prohibition of left turns from Pearl Street onto North Prospect Street.

NEXT STEPS

The Scoping Study's final report is under development. The final Steering Committee meeting will occur in March, to identify the preferred long-term alternative for this intersection. The final report will be presented to the Public Works Commission, the Transportation, Energy and Utilities Committee of the City Council, and will be recommended for approval by the City Council.

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MONTHLY MEETING MINUTES, December 18, 2013, AMENDED
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Nathan Lavery (Chair), Solveig Overby, Jeffrey Padgett and Mark Porter (Vice Chair) **COMMISSIONERS ABSENT:** Tiki Archambeau and Asa Hopkins

Commissioner Lavery called the meeting to order at 6:32 p.m.

ITEM 1 – AGENDA

Commissioner Porter requested that Item 3.20 be withdrawn from the Consent Agenda (CarShare Vermont Parking Request) so it will be a separate item – Item 3.60. Unanimous.

ITEM 2 – PUBLIC FORUM: No one came forward. Commissioner Lavery read aloud an e-mail from Gene Day (distributed by Mr. Fleming) pertaining to Item 3.50 (Adsit Court winter parking).

ITEM 3 – CONSENT AGENDA, Amended

- 3.10 Richardson St, Morse Pl, Scarff Ave STOP Sign Request
- 3.30 Ethan Allen Pkwy Parking Removal
- 3.40 Colchester Ave Resident Parking Request
- 3.50 Adsit Ct Parking Request

(Refer to Commission Packet)

The Commissioners were unanimous in adopting the Consent Agenda as amended.

ITEM 3.6 – CARSHARE VERMONT PARKING REQUEST

(Becca Van Dyke, Operations Manager and Annie Bourdon, Executive Director, CarShare Vermont)

(Refer to Commission Packet)

Commissioner Alberry moved to accept staff’s recommendations which includes all three of the proposed new or moved spots: 1) Adopting a CarShare parking space on the south side of Pearl Street in the first space east of Church Street; 2) Adopting a CarShare parking space on the west side of South Union Street in the first space north of Spruce Street; and 3) Amending the CarShare parking space from the south end of the Fletcher Free Library parking lot to the space at the northeast corner adjacent to College Street. Commissioner Overby seconded the motion. Commissioner Porter voted against, due to lack of input on the 2nd and 3rd issues; the other four commissioners voted in favor. The motion carries. Commissioner Overby stated that she fully supports CarShare Vermont and DPW’s recommendations and if by voting in favor of these spots members of the public feel it creates a hardship, she would be happy to collect any such feedback.

ITEM 4 – BURLINGTON STOP FOR INTERSTATE TRANSIT CARRIERS

(Communication, Chapin Spencer, Director)

Greyhound has been using the bus stop at University Place in front of UVM’s Royal Tyler Theater; earlier this month MegaBus has resumed using the stop as well. The City stakeholders have met a number of times and continue to work toward formalizing a suggested plan of action concerning bus stops.

Director Spencer asked the Commission for input on the concept of specifying “bus stops” in Appendix C of the Code as “local bus stops, ” and in addition to the “tour buses” category, setting up a third one specifying “intercity transit bus stops.” The City would then look at how it manages the “intercity transit bus stops” and specify where the carriers pick up and drop off their passengers (they can technically use any of the stops listed in Appendix C of the Code).

The Commission is open to being presented with the concept of multiple categories of bus stops, while keeping in mind connectivity considerations.

ITEM 5 – HYDE ST TRAFFIC CALMING (Communication, Nicole Losch, Transportation Planner)

(Refer to Commission packet)

The Pilot project was a success; the neighborhood poll showed 100% support for making the adjusted conceptual design the final design, and the initial concept was approved by the Transportation and Energy Utilities Committee (TEUC) of the City Council preceding consideration by the full City Council in January.

Part of the design consideration is a question around parking revisions to the very northern edge of the triangle on Willard Street.

If there are no parking changes, there will be no further approval needed from the Commission.

ITEM 6 – MINUTES OF NOVEMBER 20, 2013 (Refer to Commission packet)

Commissioner Alberry moved to accept the Minutes; Commissioner Padgett seconded. Unanimous.

ITEM 7 – DIRECTOR’S REPORT (Chapin Spencer, Director)

(Refer to Commission packet)

- FY '15 Budgeting
- Wastewater refinancing (passed by the City Council unanimously)
- Improvements to wastewater lines and bio solids handling
- Updates about the future of parking downtown
- Caryn Long e-mailed Director Spencer about greenbelt disturbance and stormwater issues. She wanted the Commission to be notified that some of the cars that were parked on front lawns during the snow ban were encroaching on sidewalks, causing challenges to her as a pedestrian. Her e-mail will be forwarded to Parking Enforcement at the Police Department. As Director Spencer has not had the opportunity to visit the property at which Ms. Long claims the driveway apron had been expanded and will have to wait until the snow recedes. He has been in contact with Megan Moir, Stormwater Administrator and Bill Ward, Director of Code Enforcement, on greenbelt preservation.
 - If a car obstructs a sidewalk when parked off the street during a snow ban, the Police Department’s Parking Enforcement office handles the ticketing and removal of the vehicle.
- The City Council has appointed Director Spencer as the Burlington representative for the Chittenden Solid Waste District (CSWD). Former DPW Director Steven Goodkind previously served in that capacity for twenty-three years. One of the items on tomorrow night’s CSWD meeting agenda is the consideration of a consolidated solid waste collection (franchising of garbage collection), which would include organics/compost collection (Act 148 was passed at the last Legislative Session).

ITEM 8 – COMMISSIONER COMMUNICATIONS – UPDATE ON ADVISORY BOARD FOR PARKING INITIATIVE

A meeting has not yet been held; no report.

Commissioner Padgett

- Per Jared Wood, deterioration on the side of the Marketplace Garage; rebar is revealed in the concrete.
- Consent Agenda: The 30-minute time allocation should be adjusted.

Commissioner Overby

- Expressed interest in the ideas raised by Mr. Day whose e-mail was read aloud at the beginning of the Consent Agenda.

ITEM 9 – EXECUTIVE SESSION

Commissioner Alberry moved to go into Executive Session at 7:45 p.m. to discuss a real estate contract, premature disclosure of which would clearly put the City at a substantial disadvantage. Commissioner Overby seconded. Unanimous.

Commissioner Overby moved to end the Executive Session; Commissioner Padgett seconded. Unanimous.

ITEM 10 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, January 15, 2014 at 6:30pm.

Commissioner Alberry moved to adjourn at 8:39 p.m.; Commissioner Padgett seconded. Unanimous.

Non-Discrimination

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BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MINUTES, January 15, 2014
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Tiki Archambeau, Asa Hopkins, Nathan Lavery (Chair), Solveig Overby (via conference phone), Jeffrey Padgett and Mark Porter (Vice Chair)

Commissioner Lavery called the meeting to order at 6:30 p.m.

ITEM 1 – AGENDA No changes.

ITEM 2 – PUBLIC FORUM

Don Schramm – Burlington co-housing resident, read a prepared statement recalling two past Commission meetings concerning livable wages, policy governance and pristine drinking water. He encouraged the Commission to focus on the purity of drinking water.

Bill Ward – Director of Code Enforcement, explained the findings of DPW inspector Ron Gore regarding a complaint of a driveway width expansion at 9 Weston Street (copies of 3 photos taken by DPW inspector Ron Gore were distributed). Mr. Gore determined that the concrete repair to the driveway was a repair of an existing driveway and that, as best as could be determined in the snow, the width of the repair had added 6-8” on but not of a significant consequence. Director Ward contacted the Zoning office; Mr. White deferred to DPW. Director Ward supports Mr. Gore’s findings.

ITEM 3 – CONSENT AGENDA

(Refer to Commission Packet)

- 3.10 South Willard & Spruce St – 3-Way STOP Request
 - “Staff recommends that the Commission deny the petitioner’s request...”
- 3.20 Spruce Ct Resident Parking Request
 - “Staff recommends that the Commission deny the petitioner’s request...”
- 3.30 Ward St STOP Sign Request
 - “Staff recommends that the Commission: Deny the petitioner’s request for a 3-way stop controlled intersection at the Ward Street and Manhattan Drive intersection; deny the petitioner’s request for a 3-way stop controlled intersection at the Ward Street and Blodgett Street intersection; and adopt stop control at Blodgett Street where it meets with Ward Street.”

Commissioner Archambeau moved to approve staff recommendations for the three items in the Consent Agenda; Commissioner Porter seconded. Unanimous.

ITEM 4 – RICHARDSON ST, MORSE PL & SCARFF AVE STOP SIGN REQUEST

(Communication, Joel Fleming, Engineer)

(Refer to Commission packet)

This item had been brought before the Commission at the December meeting; however, because staff had been unaware that residents intending to speak to the issue were present at that meeting, the issue was revisited. Residents Amanda Levinson, Ken Allen and Erik Esckilson expressed support for staff recommendations. The residents were directed to contact Nicole Losch with any future traffic calming requests.

Commissioner Alberry moved to accept staff recommendations: “Staff would seek to retract our previous recommendation and recommend that the Commission: Adopt multi-way stop control at the intersection of Richardson Ave and Morse Pl; and adopt stop control at the western-bound approach at the intersection of Scarff Ave and Richardson Ave.” Commissioner Hopkins seconded. Unanimous.

ITEM 5 – FY 2015 DRAFT STREET RECONSTRUCTION LIST

(Communication, Erin Demers, Engineer & Street Capital Program Manager)

(Refer to Commission packet)

Ms. Demers presented the *draft* list of the FY 2015 Street Reconstruction Program. *Corrections to draft:* Length (FT) of Sears Lane should be 750', not 1,056'; and Moore Court has been deferred.

Ms. Demers will return to the February Commission meeting with the final list and will ask the commissioners to approve it. She would then conduct a more thorough analysis of each street (including *Complete Streets* considerations).

Ms. Demers will bring the historic PCI chart to next month's meeting as well as a map highlighting the streets proposed for reconstruction.

Director Spencer and Ms. Demers will talk more about the timing of the proposed Sears Lane street reconstruction and the pending Champlain Parkway.

ITEM 6 – DEVELOPING COMMISSION GOALS FOR 2014

(Oral Communication, Chapin Spencer, DPW Director)

(Refer to Commission Packet, Director's Report)

Director Spencer asked the Commission to consider the following goals this year:

Performance benchmarking;

Capital funding for maintaining assets (e.g., sidewalks, wastewater system);

Transportation plan/policy (Director Spencer handed out a few guides by the National Association of City Transportation Officials, which are more in line with urban design and may assist in the implementation of *Complete Streets*); and

The Commission's role (after reviewing the Ordinance and City Charter).

Other suggestions from the commissioners:

Better public education about the overall context of the issues DPW deals with;

A point of measurement for the tactical side of DPW work (e.g., potholes are filled within 72 hrs.);

The diminishing value of the backlog of planned projects (how priorities are set, the cost of setting one priority over another (was the funding pulled from another project which is now put on hold),

communication to the residents affected by the projects on hold;

Sidewalk expansion and care;

Including the Commission – if appropriate - in the conversation on capital funding needs/plans/budgeting;

Status report on the timing of the bike plan (funding anticipated from CCRPC for a bike/walk action plan). DPW has put in a request to supplement the original grant request with a master plan (pending);

Need for policy planning assistance;

Suggestion for 2014 to do more collaborative planning, possibly during a Saturday retreat (CCRPC, CCTA, DPW Commission, Planning Commission) to review plans for the City in the near future;

Improve perception of Code Enforcement as far as inconsistency as far as application of the rules;

Prioritize water quality;

Identify 5-10 common issues that come up at DPW where there is a lack of clarity, or existing rules that are confusing. The Commission will assist in clarifying standard policies/answers for staff expediency;

Put FAQ's on the Web site (e.g., how streets are determined in need of reconstruction/PCI, or step-by-step project permitting instructions);

Consider policy governance as a tool.

Commissioner Lavery will contact City Attorney Eugene Bergman for a document that lays out the ordinance sections that the Commission should focus on/be responsible for.

Director Spencer would like to, before the February meeting, get a small group of commissioners together with another DPW staff person to review some of the comments mentioned tonight and work on a

manageable plan to present at the February meeting. Commissioners Padgett, Archambeau, Porter and Lavery volunteered.

ITEM 7 – MINUTES OF DECEMBER 18, 2013

(Refer to Commission packet)

Commissioner Porter requested that voting on the Minutes be deferred until the February meeting. He will e-mail his suggestions to the commissioners concerning the discussion during last month's agenda Item 3.6 (CarShare Vermont Parking Request).

Commissioner Padgett corrected his statement from last month's Minutes under "Commissioner Communications": When he was describing the damage to the Marketplace Garage, he talked about the sidewalk being damaged, but should have reported on behalf of Jared Wood, exposed rebar on the structure itself. (Director Spencer stated that an RFP that Assistant Director Patrick Buteau is finalizing, to do an assessment of the Marketplace Garage and the College Street Garage behind the Hilton.)

ITEM 8 – DIRECTOR'S REPORT (Chapin Spencer, Director)

(Refer to Commission packet)

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioner Padgett:

Who is in charge of the Southern Connector (Director Spencer advised, for technical questions: David Allerton, DPW Engineer and project manager, or policy: Assist Director and City Engineer Normal Baldwin or Dir. Spencer.

Consent Agendas: Are petitioners informed about when their issue is coming before the Commission and what staff is recommending (Assistant Director Baldwin has asked Engineer Joel Fleming to notify petitioners and will confirm that this is taking place).

Sidewalk in front of the Mater Christi School, Mansfield Avenue (per Jared Wood) needs work.

Steve Levy, resident of Caroline and Locust, requests an update on stormwater drainage issues.

Carolyn Bates asked about public parking on Flynn Avenue leading to Oakledge Park (should it be metered?). Director Spencer advised people with questions to contact Assistant Director Baldwin.

Commissioner Alberry: Will be absent from the February meeting.

Commissioner Hopkins: Is the City/DPW engaged in the State conversation on phosphorous TMDL's and Lake Champlain? (Director Spencer answered that Stormwater Administrator Megan Moir is following these policies.)

Commissioner Lavery: Encourages commissioners to contact DPW staff as they hear about concerns, though they may still bring up the concerns at the meetings.

ITEM 10 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, February 19, 2014 at 6:30pm.

Commissioner Alberry moved to adjourn at 8:20 p.m.; Commissioner Padgett seconded. Unanimous.

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: February 12, 2014

COMMISSION GOALS FOR 2014

I met with Commissioners Padgett, Porter and Archambeau on February 10th to follow up from our initial goal-setting discussion at the January meeting. From our conversation, I am drafting a document with proposed goals. Due to the recent demands of the Champlain Parkway litigation, the document is not ready for the packet. I will get it to you as soon as possible.

GREEN CAPITAL IMPROVEMENT PROGRAM

The City's Sustainability Coordinator Jennifer Green wrote a grant to fund a contingent of BTV staffers to travel to Asheville, NC last week to learn about their Green Capital Improvement Program. In short, they've created a capital fund for efficiency upgrades to city assets – where the savings over time from these investments is plowed back into the fund to make other investments. I have yet to debrief with the DPW team yet, but we are scheduled to do so next week. As the Commission looks at our long-term asset management approach, a Green CIP might be one approach to consider.

QUICK BITS:

- The **Downtown Parking Advisory Committee** has met twice so far. They've reviewed the RFP for the Parking & Travel Management Study and reviewed the list of potential pilot projects (see attached). Pat has also put an RFP on the street to do a comprehensive structural assessment of our three municipal parking garages.
- We're continuing the hiring process for a **Building Inspector** to assist Ned Holt and the rest of the Inspection Services team. We expect interviews to begin next week.
- Due to the challenging weather this winter, we've exceeded our FY'14 **salt budget**. We've made a couple of budget amendments to compensate, but we're going to need to transfer more funds from other parts of our budget to get through the winter.

NEXT COMMISSION MEETING: Wednesday, March 19th, 6:30pm.

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Chapin Spencer
Director of Public Works

Patrick Buteau
*Assistant Director DPW
Parking & Fleet Services*



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(802) 863-0450(T.T.Y) For Hearing Impaired
pbuteau@burlingtonvt.gov

MEMORANDUM

To: Public Works Commission
From: Patrick Buteau, Assistant Director DPW
Date: February 11, 2014
Subject: Assorted parking related updates.

As part of the ongoing Downtown Parking Improvement Initiative, the Department is charged with completing an assessment of its three downtown parking garages with three key deliverables. Identify immediate repairs, repairs that can occur over a longer period of time, and the useful remaining life of each facility.

The attached RFP is for your information to keep you in the loop as these initiative projects unfold.

Additionally, please find a listing of proposed pilot projects that are under consideration and will be more fully vetted with you in the coming months.

I am happy to answer any questions you may have. I can be reached at 863-0460 or by email at pbuteau@burlingtonvt.gov.

Downtown Parking Improvement Initiative :: PILOT PROJECT OPTIONS

February 12, 2014

#	Pilot Project	Pros	Cons	Stakeholders Impacted
1	Eliminate parking minimums in the zoning code	<ul style="list-style-type: none"> ● Would give developers more flexibility (especially on small lots) ● Would allow property owners to lease parking to off-site vehicle owners 	<ul style="list-style-type: none"> ● Could lead to tighter parking supply downtown ● 	Developers Business Owners
2	Implement "Easy Park" in-car meters	<ul style="list-style-type: none"> ● Offers customer another way to pay ● Doesn't require parking enforcement to have special equipment 	<ul style="list-style-type: none"> ● Requires person to buy \$30 gadget ● Can't reload on spot, have to bring home and connect to computer 	Easy Park customers
3	Implement a Smart Phone Payment Service (Mobile Now, etc)	<ul style="list-style-type: none"> ● Makes parking experience modern ● Gives people an on the spot option to pay another way 	<ul style="list-style-type: none"> ● Requires enforcement to have equipment that shows what spaces have been paid for ● 	Smart phone users
4	Extend Meter Hours to 10pm in specified areas	<ul style="list-style-type: none"> ● Generates good money ● Offers on-street options for evening parkers -- convenience or price options 	<ul style="list-style-type: none"> ● Could frustrate evening downtown patrons w/ tickets and towing ● Could be confusing if just in certain areas ● Would increase enforcement hours 	Restaurants Entertainment venues Second shift employees Parking enforcement
5	Expand Meter Hours to Sundays (Noon to 6pm?)	<ul style="list-style-type: none"> ● Generates good money 	<ul style="list-style-type: none"> ● Generates good money ● Offers on-street options for evening parkers -- convenience or price options 	Retailers Employees who work on Sunday Faith based communities Parking enforcement
6	Extend Marketplace Garage hours on Thurs/Fri/Sat nights to 3am	<ul style="list-style-type: none"> ● Easy to implement 	<ul style="list-style-type: none"> ● Late night behavior; need to ensure security of staff 	Late-night parkers Bars Garage staff
7	Staff Garages on Sunday	<ul style="list-style-type: none"> ● Helps garages generate more funds for their capital upgrades ● Should be fairly palatable if we can accommodate churches 	<ul style="list-style-type: none"> ● Increased labor 	Retailers Employees who work on Sunday Faith based communities Garage staff
8	Change 2 Hour Free Parking to 1 hour free at Marketplace and BTC garages	<ul style="list-style-type: none"> ● Direct relationship between more garage money and more garage maintenance ● Will be looked at favorably from private garage owners 	<ul style="list-style-type: none"> ● Concern from some downtown retailers 	Retailers

Downtown Parking Improvement Initiative :: PILOT PROJECT OPTIONS

February 12, 2014

9	Remove 2 Hour Free Parking from Marketplace and BTC garages	<ul style="list-style-type: none"> ● Direct relationship between more garage money and more garage maintenance ● Will be looked at favorably from private garage owners 	<ul style="list-style-type: none"> ● Concern from some downtown retailers 	Retailers
10	Increase Business Leases at Lakeview	<ul style="list-style-type: none"> ● Uses unused capacity at Lakeview 	<ul style="list-style-type: none"> ● Leaves fewer spaces for shoppers 	Employers Commuters
11	Contract with Entity to Sell Advertising in the Garages	<ul style="list-style-type: none"> ● Leverages private money to keep parking rates down 	<ul style="list-style-type: none"> ● Could make garages look more cluttered, less aesthetic 	Advertisers
12	End Early Bird Program	<ul style="list-style-type: none"> ● Impacts a few number of people ● Some businesses may pay for increased cost of employee's parking 	<ul style="list-style-type: none"> ● Might anger a couple downtown employees 	Employers Commuters
13	Increase Rates at Garages	<ul style="list-style-type: none"> ● More tolerance to pay more if can do it with credit card ● It recognizes the true cost of maintaining the garages ● 	<ul style="list-style-type: none"> ● Might reduce utilization of garages ● Should consider meter increases at same time to ensure off-street remains cheaper 	Retailers Restaurants
14	Increase On-Street Meter Rates	<ul style="list-style-type: none"> ● Makes on-street parking more expensive and drives people to garages 	<ul style="list-style-type: none"> ● Could have negative public perception, especially without a way to pay without coins 	Retailers Restaurants
15	Increase Rates for Leases	<ul style="list-style-type: none"> ● Impacts minimal number of people ● Doesn't impact tourists 	<ul style="list-style-type: none"> ● Raises limited money 	Commuters
16	Establish Remote Student / Overnight Parking (at an off-site location)	<ul style="list-style-type: none"> ● Provides a new service to residents during underutilized time ● Might reduce parking demand in neighborhoods 	<ul style="list-style-type: none"> ● Raises limited money ● Will require management of surface lot 	Students
17	Promote and Charge for Overnight Parking in Garages	<ul style="list-style-type: none"> ● Provides a new service to residents during underutilized time ● Doesn't require new equipment 	<ul style="list-style-type: none"> ● Need to address late night garage safety ● Requires management of new service 	Downtown residents
18	Implement Multi-Space Meters (Pilot on St. Paul St and Main St lot)	<ul style="list-style-type: none"> ● Gives people more payment options ● Looks innovative 	<ul style="list-style-type: none"> ● Will take significant staff time to implement ● How do we deal with meter hood programs? 	

Downtown Parking Improvement Initiative :: PILOT PROJECT OPTIONS

February 12, 2014

19	Implement Digital Meterheads that Accept Credit Cards	<ul style="list-style-type: none"> ● Gives people more payment options ● Looks innovative 	<ul style="list-style-type: none"> ● Not sure if they are cold weather hardy ● Doesn't get rid of the meterpoles ● Costly 	
20	Replace 10-hour Meters with 3 Hour Meters	<ul style="list-style-type: none"> ● Pushes all-day parkers (mostly workers) into garages and leaves on-street for short-term users 	<ul style="list-style-type: none"> ● Will frustrate existing users of these spaces ● Raises limited money 	Commuters
21	Pass Along Fees for Credit Card Customers	<ul style="list-style-type: none"> ● Parking managers don't lose revenue to fees 	<ul style="list-style-type: none"> ● Might anger some patrons 	Parking managers
22	Operate Garages 24 Hours / Day (Gates down at all times)	<ul style="list-style-type: none"> ● Straightforward ● Maximizes potential revenue 	<ul style="list-style-type: none"> ● Could add significant labor costs during low utilization times unless automated 	Downtown residents
23	Charge Drivers Who Don't Remove their Cars from Garages by 8:30am after a Parking Ban (now is 9am)	<ul style="list-style-type: none"> ● Easy to implement 	<ul style="list-style-type: none"> ● May frustrate existing users ● Will raise limited funds 	
24	Automate a lane at Marketplace Garage	<ul style="list-style-type: none"> ● Will help move towards 24-hour operation ● Should operationally be a revenue positive proposition 	<ul style="list-style-type: none"> ● Costs money to install and maintain 	
25	Increase Parking Violation Fine Amounts	<ul style="list-style-type: none"> ● Will raise significant funds 	<ul style="list-style-type: none"> ● Won't be popular 	Parking enforcement
26	Hone Enforcement Patterns	<ul style="list-style-type: none"> ● Could raise more ticket revenue 	<ul style="list-style-type: none"> ● Limited financial impact 	Parking enforcement
27	Provide Valet Parking	<ul style="list-style-type: none"> ● Deliver great customer service 	<ul style="list-style-type: none"> ● Unclear financial viability 	Visitors Restaurants
28	Implement pilot projects in private lots downtown	<ul style="list-style-type: none"> ● Leverages the private parking system for more public uses 	<ul style="list-style-type: none"> ● Complexity 	Private parking owners
29	Expand Placement of Meters Throughout Downtown and Beyond	<ul style="list-style-type: none"> ● Would raise funds ● Would increase turnover of spaces on fringe of downtown 	<ul style="list-style-type: none"> ● Would not be popular with most adjacent residents 	Retailers Downtown residents
30	Eliminate Time Limits at Meters	<ul style="list-style-type: none"> ● Would raise money ● Would give people the flexibility to pay for a longer duration 	<ul style="list-style-type: none"> ● Might confuse people that the meters get more expensive the longer one stays 	

Downtown Parking Improvement Initiative :: PILOT PROJECT OPTIONS

February 12, 2014

31	Install More Wayfinding (inside and outside garages)	<ul style="list-style-type: none"> ● Help visitors find available parking 	<ul style="list-style-type: none"> ● Need to fund annual upkeep of these signs 	Public Works Garage owners
32	Increase Meter Hood Rates for Contrators		<ul style="list-style-type: none"> ● Would raise limited funds (currently raises \$60K per year) ● 	Contractors
33	Charge to Park in Loading Zones During Off-Peak	<ul style="list-style-type: none"> ● Clarifies ability to parking in loading zones during off-peak ● Would raise modest funds 	<ul style="list-style-type: none"> ● Would take away a current free parking option ● 	
34	Reduce Zoning Code Dimensional Requirements for Parking Spaces	<ul style="list-style-type: none"> ● Would allow more flexibility for developers 	<ul style="list-style-type: none"> ● Would create tighter parking areas 	Developers
35	Install Seasonal 'Parklets' in On-street Parking Spaces for More Pedestrian or Restaurant Space	<ul style="list-style-type: none"> ● Creates more streetlife ● Can be removed during off-season ● Streetside restaurants can add more outdoor seating 	<ul style="list-style-type: none"> ● It displaces on-street parking while installed 	Restaurants
36	Increase on Foot Patrols (including daytime)	<ul style="list-style-type: none"> ● Would make garages more welcoming with less vandalism and anti-social behavior 	<ul style="list-style-type: none"> ● Costly 	Garage owners
37	Install Real Time Space Availability Signs at Garage Entrances	<ul style="list-style-type: none"> ● Provides clear availability info to public 	<ul style="list-style-type: none"> ● Requires gates down 24/7 to ensure accurate count 	Visitors
38	Develop Available Parking App for Smart Phones	<ul style="list-style-type: none"> ● Provides good customer service for visitors to downtown 	<ul style="list-style-type: none"> ● Would be limited to garages until we had control points, multi-space meters or sensors in other locations 	Visitors Advertisers
39	Install On-Street Parking Sensors	<ul style="list-style-type: none"> ● Could expand parking availability info for mobile devices / Apps 	<ul style="list-style-type: none"> ● Expensive, new technology ● Unclear how resilient it is in cold climates 	Visitors

Structural Analysis of City of Burlington
Downtown Parking Garages and Repair
Recommendations

Assessment of City Parking Garages

RFP for Engineering Services

Patrick Buteau, Assistant Director DPW
February 10, 2014

City of Burlington, Vermont

REQUEST FOR PROPOSAL

ASSESSMENT OF PARKING GARAGE STRUCTURES ENGINEERING SERVICES

INTENT:

The City of Burlington is seeking professional engineering services (Engineer) to evaluate the existing condition of its three parking garage structures located in the downtown business district; including but not limited to joints, concrete, mechanical systems and other structural components as detailed below and to recommend short and longer term remediation to ensure continued safe and efficient operations of these facilities.

OVERVIEW:

The City of Burlington launched a Downtown Parking Improvement Initiative in November of 2013 by City Council Resolution establishing a collaborative public/private partnership with a vision of a managed parking system that delivers a more positive customer experience. Among the expected outcomes of this initiative is a completion of a comprehensive assessment of the City's parking facilities which includes maintenance and capital improvement needs and expected lifespan of each facility.

The Municipal (Church Street Marketplace) Garage is a multilevel 400 space facility built in 1976 using post tensioned cast in place construction methods. The stair towers consist of cast in place concrete steps supported of itself and the exterior stair tower walls. This facility is bounded by Bank Street, Cherry Street, and South Winooski Avenue with entrances on Bank and Cherry Streets and one exit on South Winooski Ave. The lower level 40+ spaces have their own combined entrance/exit gate and are used by monthly lease holders. The remainder of the garage is open for public daily parkers who pay for their parking at attended booths upon exit. Skidata revenue control equipment is utilized in this facility.

The College Street (Hilton) Garage is a multilevel 460 space facility built in 1985 by a private developer using poured in place concrete columns and precast concrete double tees. The facility was turned over to the City for \$1.00 in 1995 with significant repairs incurred since City ownership. The facility is located at 60 College Street with entrance and attended/automated exits on College Street and automated entrance/exit on Battery Street. This garage is primarily used by monthly leaseholders and hotel conference and overnight guests. Transient daily parkers are minimal. Skidata revenue control equipment is also utilized at this facility.

The Lakeview Garage (Macy's) is a multilevel 400 space facility built in 1998 with an additional two levels adding 278 spaces in 2009 for a total of 678 spaces constructed with steel columns and precast concrete decks. Additionally, the Westlake Garage is a cast in place garage built with 59 spaces connecting to the Lakeview Garage in 2011. Lakeview Garage is located at 45 Cherry Street with entrance and exits onto Cherry Street and it is interconnected with the College Street Garage. This Garage supports Macy's Department Store, two hotels for their overnight guests, and daily transient users.

SPECIFICATIONS AND SCOPE OF SERVICES:

The Engineer will perform a thorough structural review of each Garage, its stair towers, ingress/egress and mechanical systems (electrical, elevators, etc) in order to provide a comprehensive written conditions report regarding the various elements in each Garage along with recommendations for immediate and long term repairs and/or improvements. The report should identify repairs requiring immediate attention as well as recommended maintenance and repairs scheduled for the next 10 years. The schedule of repairs must include a detailed estimate of construction costs and engineering costs to prepare plans and specifications to affect each type of repair. Estimates shall include annual inflation costs for inclusion in future annual budgets.

In the course of the review, should the Engineer identify critical safety issues in any of the facilities it is expected that they would be brought to the City's attention immediately and prior to the completion of the engagement.

The recommendations should be of such scope and detail as to provide a basis for the preparation of any bidding of repair services. The scope of services shall include the following items for each facility:

1. An evaluation of the parking garage including any joint sealant and joint expansion systems.
2. A conditions assessment of the water proofing membranes.
3. Determinations of the general structural condition of the parking garage including precast panels and an examinations and discussion of foundation performance.
4. A conditions assessment of the unbonded post tensioned strands in the Municipal Garage decks using nondestructive testing.
5. A conditions assessment of the electrical and lighting systems within the facility.
6. A conditions assessment of the stair towers, elevator shafts, mechanical rooms, utility rooms, and occupied spaces (attendant booths).
7. A conditions assessment of the roof areas of stair and elevator towers.
8. A conditions assessment of all expansion joints, sealants, sidewalks and curbs.
9. A conditions assessment of parking stall striping and deck markings.
10. Determination of the condition and adequacy of the drainage systems throughout the garage.

11. Determination of the condition and adequacy of the handrails, doors, and stairs in the towers.
12. A review of the elements of the structure for compliance with the American with Disabilities Act.
13. Estimate of remaining lifespan of each facility.
14. Determine average annual capital expense per facility per year.

QUALIFICATIONS REQUIRED:

Minimum qualifications of the Engineer are as follows:

1. At least five (5) years of professional experience providing similar service to a facility of similar size.
2. At least three (3) references from similar projects currently/previously engaged in with contact information.
3. At least one of the references must be from a city/county/state entity.

PROPOSAL FORMAT:

The Engineer's proposal should include the following:

1. Engineer shall provide a statement indicating their understanding of the project, and provide a statement including their approach to performing the scope of work and in completing the project.
2. Detailed information on your organization's primary participants and their roles, including all MBE/WBE participants.
3. The name, qualifications and experience of the local manager that will be assigned to oversee this project. Additionally, provide resumes for your proposed project manager as well as other engineers and subcontractors proposed to work on the project.
4. Demonstration that the firm has successfully completed engineering services similar in scope to that requested in this proposal.
5. Description of the firm and its pertinent experience. Please submit a list of clients for which the firm provides comparable services. The listing of comparable experience should provide names, contact persons, addresses and phone numbers of references for verification of experience
6. Proof that the firm is presently licensed to do business in State of Vermont, or is able to obtain proof upon award and prior to the commencement date of the Agreement. Each MBE/WBE participant will provide a copy of its MBE/WBE certification that verifies the certification occurred prior to the date this Request for Proposals was issued.
7. A proposed schedule for commencement and completion of study for each garage from date of award.

8. A separate cost estimate for each Garage being assessed including a detailed level of effort table with hourly rates, hours, and expenses.
9. One signed original and 4 copies of your proposal; and one electronic copy.

AWARD CRITERIA :

The award of a contract for the described services will be made by the City's RFP Evaluation Committee and shall be based on the respondent's qualifications including, but not limited to the following:

1. Project Understanding and Approach (maximum 30 points)

2. Experience and Qualifications of the Proposer (maximum 30 points)

Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP, and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include providing similar services to major public and private sector corporations.

3. Proposal Completeness (maximum 10 points)

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation.

4. Financial Terms (maximum 30 points)

Consideration will be given to proposals that present the optimum financial benefit to the City over the term of the contract.

Respondents may be asked to attend an interview and make a presentation of their proposal to the Committee.

PRE-PROPOSAL MEETING :

A pre-proposal meeting and site tour will be conducted on **February 21, 2014 at 10:00am SHARP**, meeting at City of Burlington Public Works Facility, 645 Pine Street, Burlington, VT. It is **STRONGLY** recommended that prospective bidders attend this meeting. Deadline for submitting questions will be **February 28, 2014 at 4:00pm**. Answers to questions will be emailed to all attendees **by Friday March 7, 2014 at 4:00pm**.

Please contact Patrick Buteau, Asst Director Public Works to confirm your participation in the pre-proposal meeting (802) 863-0460 or by email at pbuteau@burlingtonvt.gov.

The City reserves the right to amend the RFP based on questions and issues raised prior to and at the pre-proposal conference. Companies represented at the pre-proposal conference will receive any such amendments in writing.

PROPOSAL DUE DATE :

Proposals will be accepted up until **3:00 pm April 11, 2014**, mailed to City of Burlington Public Works Department, 645 Pine Street, Burlington, VT 05401, Attn:

Patrick Buteau, Asst Director of DPW. Outside of envelope must be clearly marked with "Garage Assessment Proposal".

LIVABLE WAGE, OUTSOURCING AND UNION DETERRENCE :

The Contractor shall comply with the Burlington Livable Wage Ordinance and the Non-outsourcing Ordinance and the Union Deterrence Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications).

LIABILITY REQUIREMENTS :

1. Paid by Awarded Vendor - Errors and Omissions Policy

The successful company shall supply and maintain insurance which indemnifies and holds harmless the City, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than 1,000,000.

2) See attached sample insurance certificate with required limits for other required insurances.

INSURANCE CERTIFICATES SHALL NAME THE CITY OF BURLINGTON AS ADDITIONAL INSURED PARTY AND SHALL BE PRIMARY OVER ANY INSURANCE HELD BY THE CITY.

RIGHT TO REJECT PROPOSALS :

This RFP does not commit the City to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The City intends to award a contract on the basis of the best interest and advantage to the City, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the City to do so.

COMPLIANCE WITH LIVABLE WAGE & NON-OUTSOURCING ORDINANCES: The Contractor shall comply with the Burlington Livable Wage Ordinance and the Non-outsourcing Ordinance and the Union Deterrence Ordinance and shall provide the required certifications attesting to compliance with these ordinances (see attached ordinances and certifications).

Certification of Compliance with the City of Burlington's Livable Wage Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Livable Wage Ordinance; (2) as a condition of entering into this contract or grant, Contractor confirms that all covered employees, as defined by Burlington's Livable Wage Ordinance, shall be paid a livable wage for the term of the contract as determined and adjusted annually by the City of Burlington's Chief Administrative Officer, (3) a notice regarding the applicability of the Livable Wage Ordinance shall be posted in the workplace or other location where covered employees work, and (4) payroll records or other documentation, as deemed necessary by the Chief Administrative Officer, shall be provided within ten (10) business days from receipt of the City's request.

Dated at _____, Vermont this ___ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary

Certification of Compliance with the City of Burlington's Outsourcing Ordinance

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that (1) Contractor shall comply with the City of Burlington's Outsourcing Ordinance (Ordinance §§ 21-90 - 21-93); (2) as a condition of entering into this contract or grant, Contractor confirms that the services provided under the above-referenced contract will be performed in the United States or Canada.

Dated at _____, Vermont this ___ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary

**Certification of Compliance with the City of Burlington's
Union Deterrence Ordinance**

I, _____, on behalf of _____ (Contractor) and in connection with _____ (City contract/project/grant), hereby certify under oath that _____ (Contractor) has not advised the conduct of any illegal activity, it does not currently, nor will it over the life of the contract provide union deterrence services in violation of the City's union deterrence ordinance.

Dated at _____, Vermont this ___ day of _____, 20__.

By: _____

Duly Authorized Agent

Subscribed and sworn to before me: _____

Notary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agency name Agency address	CONTACT NAME:	
	PHONE (AC, RA, EXT):	FAX (AC, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Name of insurance carrier		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED (Y/N)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	Policy Number	Eff Date	Exp Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	Policy Number	Eff Date	Exp Date	COMBINED SINGLE LIABILITY (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETORS/PARTNER/EXECUTIVE OFFICERS/INSURER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A			<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	Professional/E&O		Policy Number	Eff Date	Exp Date	\$1,000,000 limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Burlington is named as an additional insured, on a primary and non-contributory basis, with regard to the general liability and auto liability policies, as required by written contract or agreement.

CERTIFICATE HOLDER City of Burlington Department of Public Works 149 Church Street Burlington, VT 05401	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Signature required

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ACORD 25 (2010/05)

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City of Burlington Engineering Services Parking Garage Assessments

Monday, February 10, 2014

ID	Task Name	Start	Finish	Duration	Q1 14							Q2 14														
					2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	6/8	6/15	6/22		
					1	Release of RFP	2/10/2014	2/21/2014	10d																	
2	Site Visits Pre Bid Mtg	2/21/2014	2/21/2014	1d																						
3	Questions Submitted	2/21/2014	2/28/2014	6d																						
4	Response to Questions	2/28/2014	3/7/2014	6d																						
5	Proposals Due	3/7/2014	4/11/2014	26d																						
6	Finance Board Approval of Award	4/14/2014	4/14/2014	1d																						
7	City Council Approval Resolution	4/16/2014	4/16/2014	1d																						
8	Award to successful firm	4/17/2014	4/17/2014	1d																						
9	Completion of Engagement	4/17/2014	6/10/2014	39d																						
10	Draft Report for Comment	6/10/2014	6/13/2014	4d																						
11	Presentation of Final Report	6/16/2014	6/20/2014	5d																						
12																										
13																										
14																										

Pearl Street / Prospect Street / Colchester Avenue Intersection - Pilot Study

February 19, 2014

Public Works Commission



CHITTENDEN COUNTY RPC
Communities Planning Together

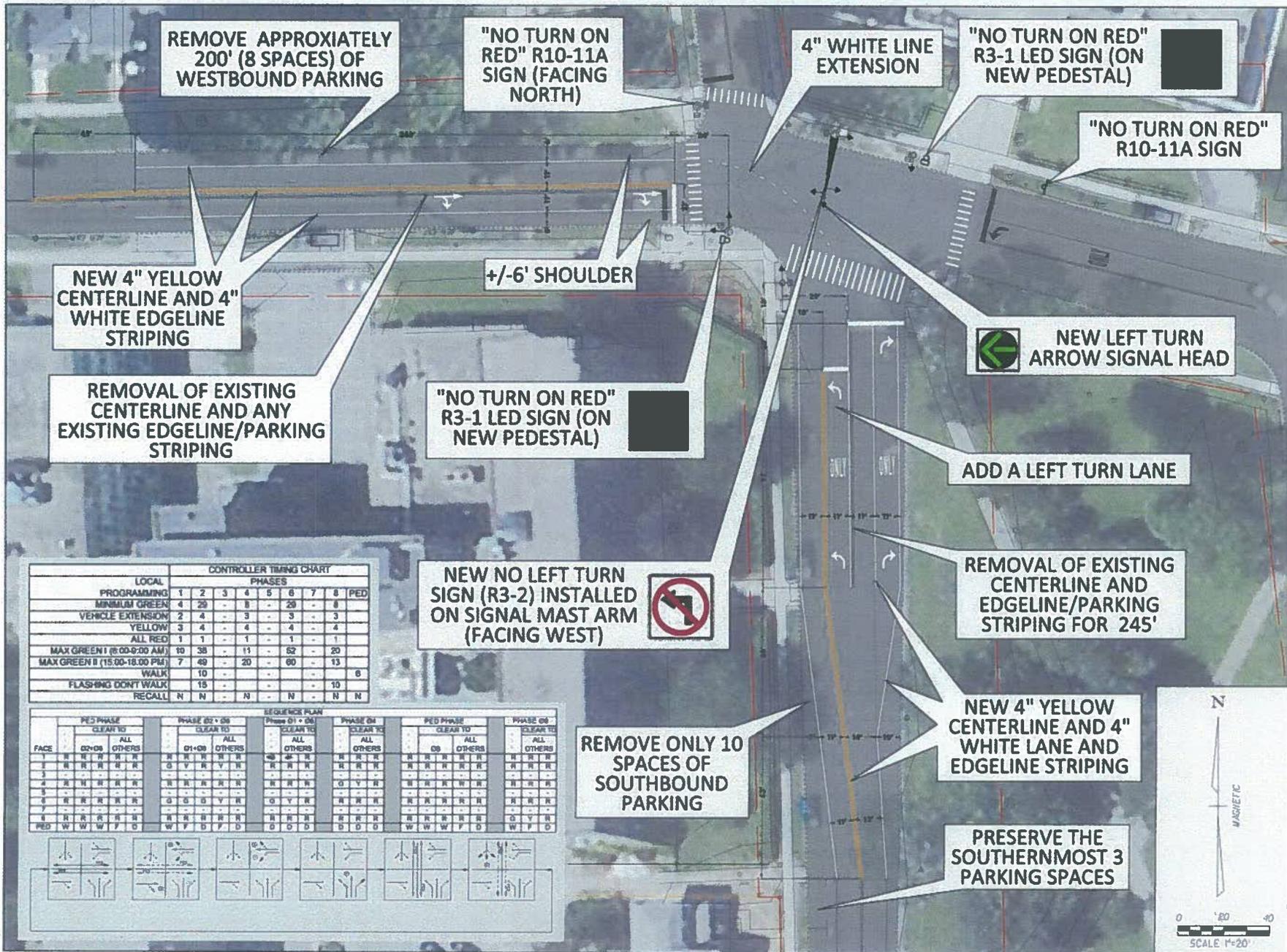
Presentation Overview

- **Pearl/Prospect/Colchester Pilot Project Timeline**
- **Pilot Project Elements & Performance**
- **Public Input – Web Survey Results**
- **Pearl/Prospect/Colchester Steering Committee Recommendation**

Intersection Pilot Timeline of Events

- **Fall of 2012:** Pearl/Prospect/Colchester Scoping Study was initiated to address performance and safety issues for all users at this intersection
- **Spring of 2013:** Scoping Study Steering Committee endorsed a pilot test to test short term solutions at the intersection
- **June 2013:** Public presentation to Ward 1 NPA
- **June 2013:** Burlington Public Works Commission approves pilot concept and removal of 18 parking spaces adjacent to the intersection
- **July-August 2013:** Pre-launch public outreach (variable message signs, flyers, press releases, e-mail blasts, on-line survey)
- **August 1, 2013:** Pilot striping and signage improvements implemented
- **August 9, 2013:** Pilot signal timing and phasing changes implemented
- **September:** Pearl Street paving project (interim pilot striping replaced on 10/3/13)
- **October 16, 2013:** Turning movement count and queue observations conducted to measure pilot performance

Intersection Pilot Elements



Intersection Pilot Elements



Intersection Pilot Performance Metrics

METRIC	PRE-PILOT	PILOT	CHANGE	NOTES
Peak Hour Traffic Volume ¹	2,229 (AM) 2,618 (PM)	2,078 (AM) 2,551 (PM)	-7% (AM) -3% (PM)	VTrans continuous counter on VT 127 in Burlington recorded a 2% reduction from September 2012 – September 2013
Average Maximum Queue Length – All Approaches (# cars) ²	15 (AM) 30 (PM)	30 (AM) 44 (PM)	+48% (AM) +46% (PM)	Primary increases occurred on Pearl Street approach (increase from 4 to 7 cars in AM and from 14 to 24 cars in PM)
PM Peak Cycle Length	133 seconds	120 seconds	-10%	Shorter wait times for pedestrians.
PM Peak Average Vehicle Delay ³	71 seconds	85 seconds	+20%	Optimized timing and removal of EB left turn increased intersection capacity.
Vehicle Crashes ⁴	2 / year	0	-100%	Intersection currently #25 on HCL list.
Vehicle Conflict Points	32	26	-19%	The removal of the EB left-turn removed six potential conflict points.
On-Street Parking Spaces Adjacent to Intersection	21	3	-86%	10 spaces removed on S. Prospect to accommodate NB left-turn lane. 8 spaces removed on Pearl to accommodate bike shoulders.
Leading Pedestrian Interval for East-West Pedestrians	0 seconds	6 seconds	↑	Leading pedestrian interval added as part of pilot.
Shoulder Width on Pearl Street	2-3 feet (unmarked)	±6 feet	+100%	Shoulders widened and striped and on-street parking removed to improve bicyclist safety.

¹ Pre-pilot traffic counts conducted on October 23, 2012. Pilot phase traffic counts conducted on October 16, 2013

² Pre-pilot queue counts conducted on October 23, 2012. Pilot phase queue counts conducted on October 16, 2013

³ Pilot phase volume/capacity ratio calculated using October 2012 (i.e. pre-pilot) traffic volumes.

⁴ Pre-pilot crashes represent the average number of crashes occurring at the intersection between August and October from 2008 – 2012. The lack of crashes during the Pilot phase (August-October 2013) was based on information provided by the Burlington Police Department and verified by VTrans.

Intersection Pilot - Public Input

Online survey ran from August 26 - November 30, 2013

Pearl St / Prospect St / Colchester Ave Intersection Survey

Page One

1. Do you pass through this intersection as a: *

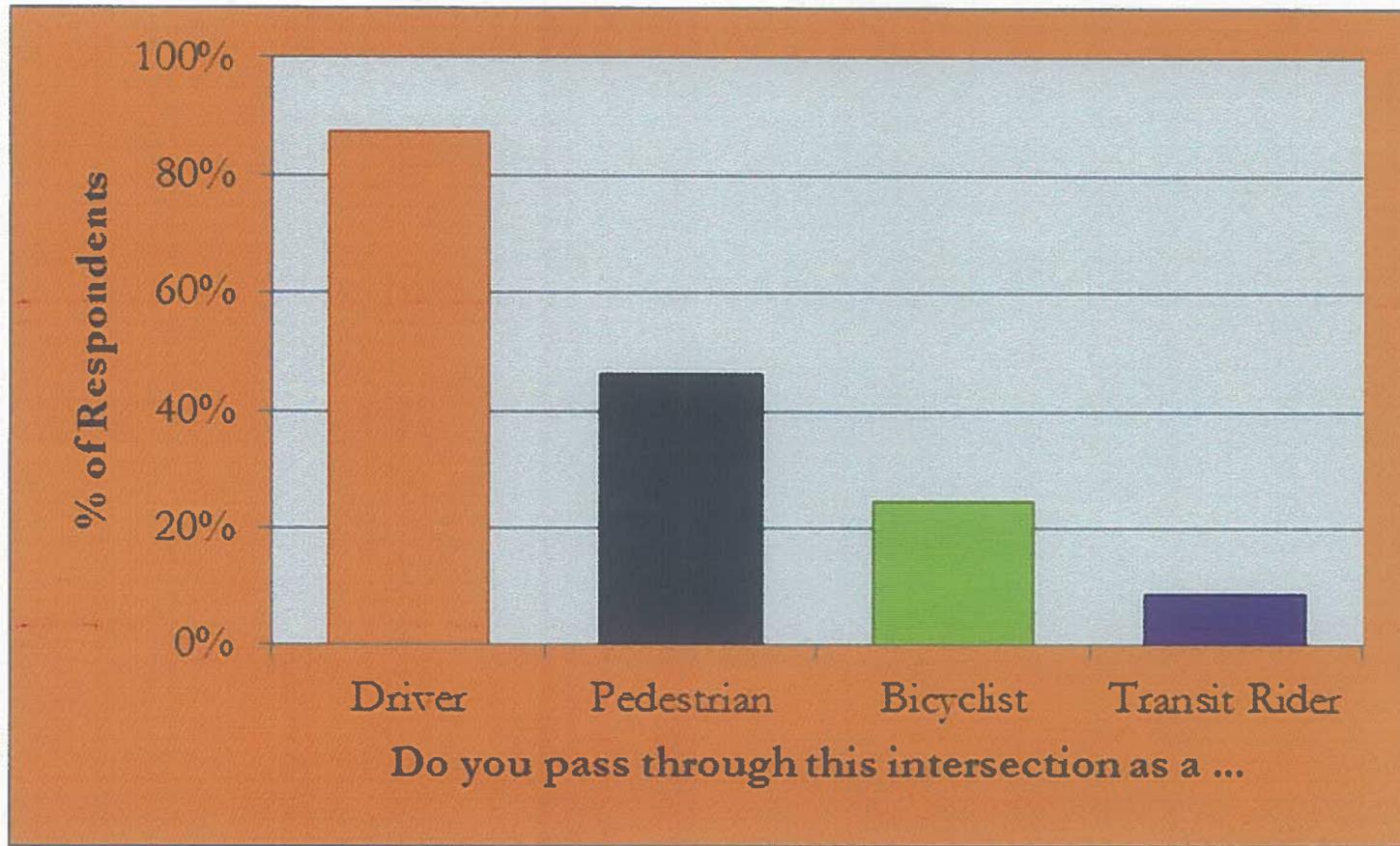
- Pedestrian
- Bicyclist
- Driver
- Transit Rider

2. Overall, are the changes to the intersection beneficial or problematic? *

- More benefits than problems
- More problems than benefits
- No impact

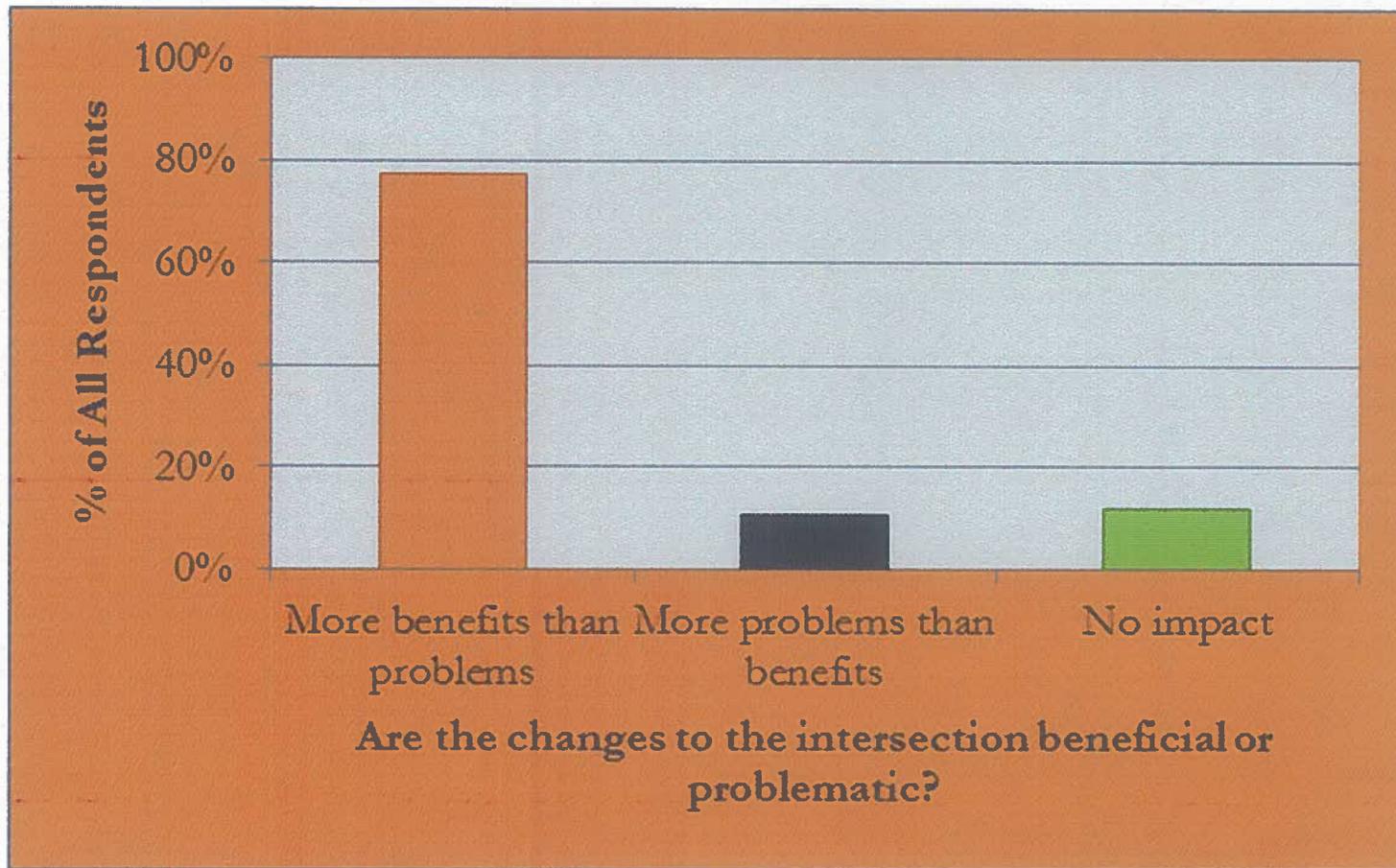
Next

Pilot Public Input - Travel Modes



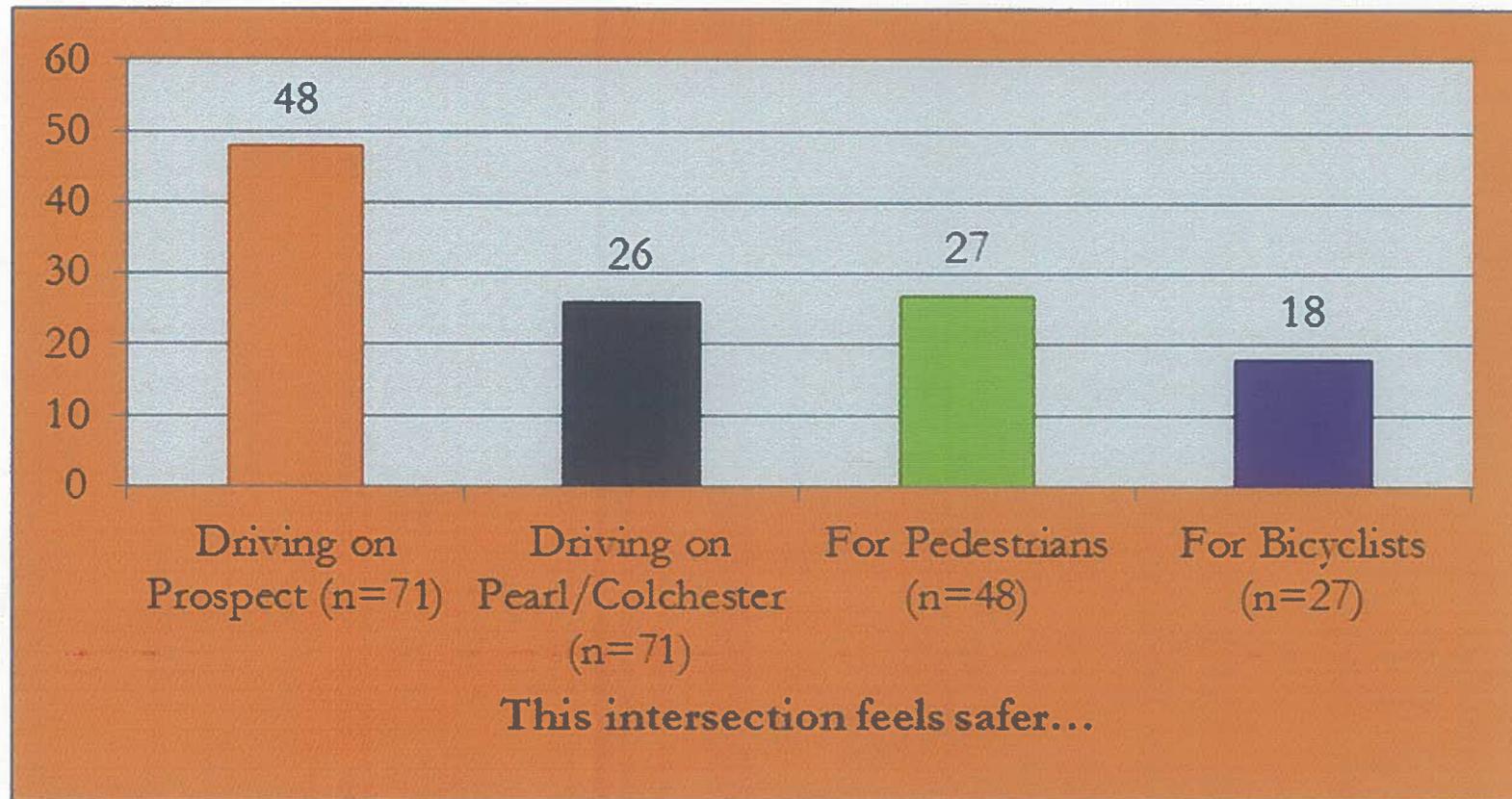
102 total completed surveys. Approximately 1/2 of respondents travelled through the intersection as a pedestrian.

Pilot Public Input - Overall Perception of Changes



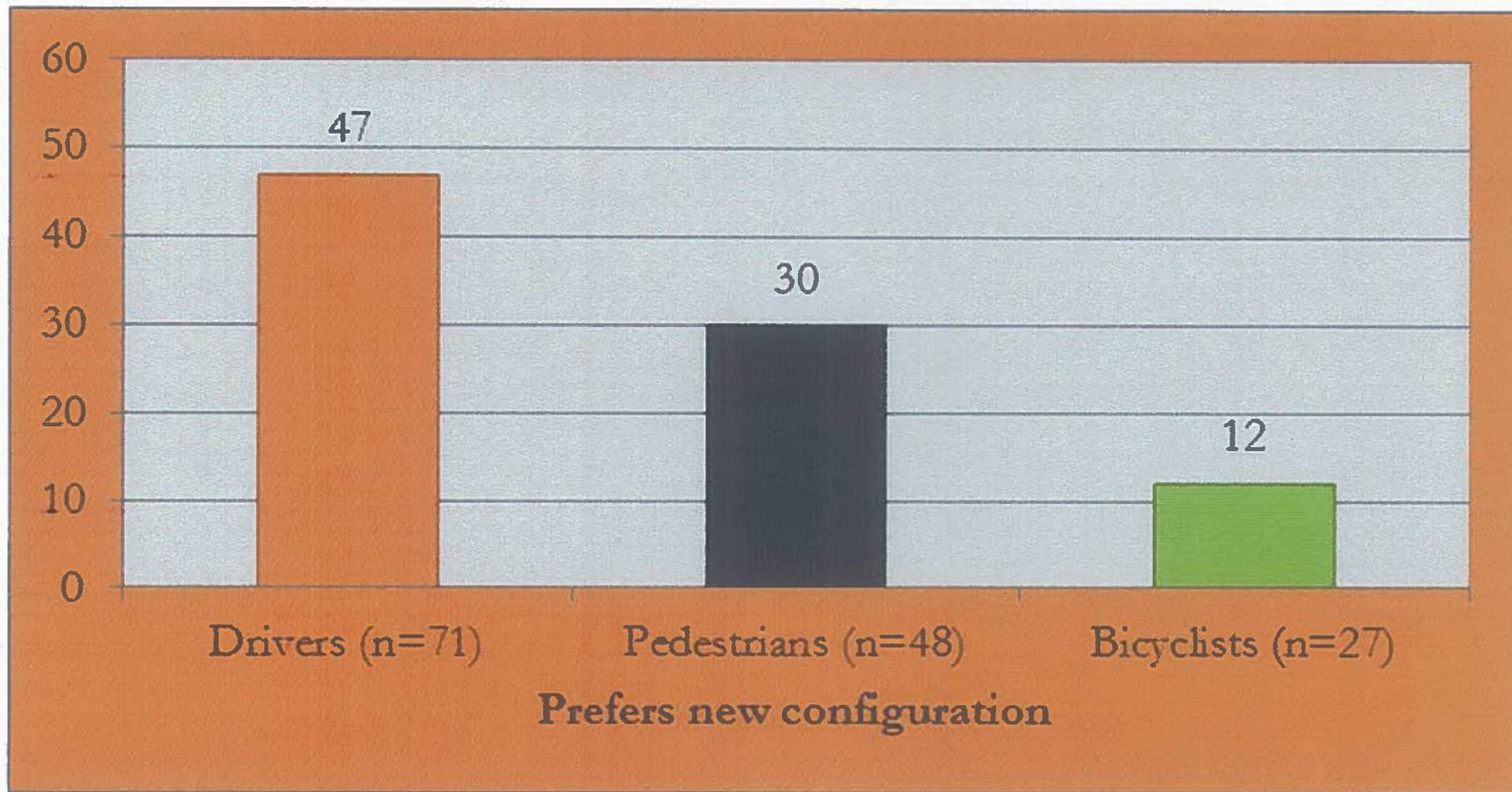
79% felt pilot changes were positive. 11% felt the changes created more problems than benefits.

Pilot Public Input - Perception of Safety



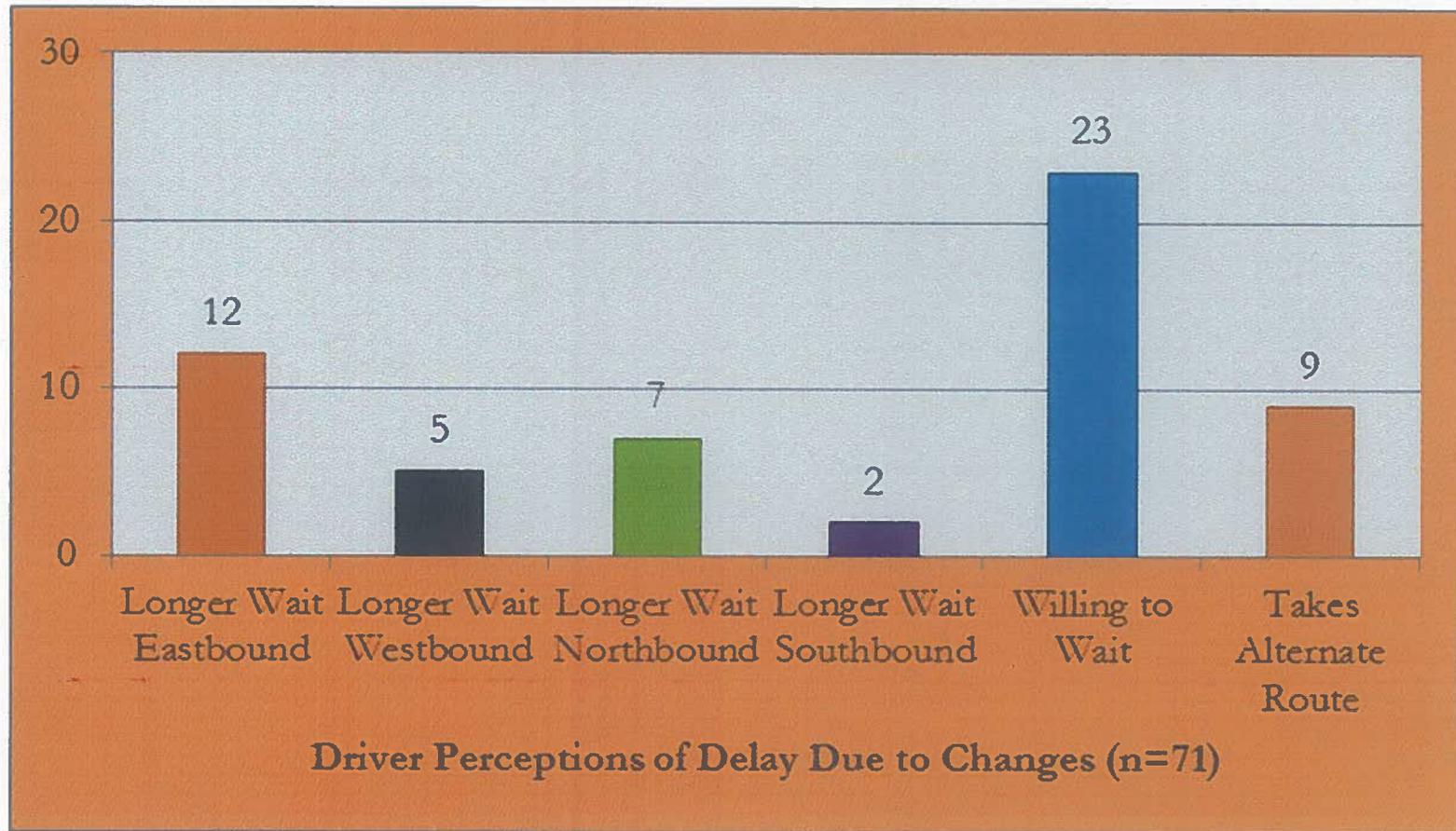
The majority of drivers on Prospect (68%) felt safer with the new configuration while only 37% of drivers on Pearl/Colchester felt safer. 56% of pedestrians and 67% of bicyclists felt safer.

Pilot Public Input - New Configuration Preference



66% of drivers, 63% of pedestrians and 44% of the bicyclists preferred the new intersection configuration.

Pilot Public Input - Driver Perception of Delay



*17% of respondents noted an increase delay on EB Pearl Street.
32% acknowledged an increased delay in general, but said they were willing to wait because the changes made the intersection safer overall.
13% indicated that they are taking alternate routes.*

Pilot Public Input - Additional Comments

Open-ended Comments

Positive Aspects

- Wider shoulder on Pearl Street
- Safer, less ambiguous traffic patterns
- Reduced conflict with left-turning traffic
- Restricted right turns improve pedestrian crossing experience

Negative Aspects

- Fewer parking spaces
 - Difficulty of left turns from Colchester Ave
 - Lack of space to maneuver on Prospect Street due to narrower shoulders and more NB lanes
 - Traffic delays and backups along Pearl Street/Colchester Avenue
-

Intersection Pilot - Recommendations

- Relocate the “No Left Turn” sign closer to the center of Eastbound Pearl approach lane



- Add pavement markings on center lane at Northbound Prospect approach to indicate thru movement
- Enhance signal coordination with Mansfield & FAHC signals
- Improve lighting on Southwest corner of intersection



Recommendations

The Steering Committee for the Pearl / Prospect / Colchester scoping study recommends that the pilot improvements be made permanent.

Staff recommends the Public Works Commission approve the prohibition of parking on the north side of Pearl Street between Prospect Street and Handy Court, prohibit parking on the west side of South Prospect for 10 spaces south of Pearl Street, and prohibit eastbound left turns at the intersection.

Steering Committee Members

- CATMA
- UVM
- Fletcher Allen
- Local Motion
- Burlington DPW
- Burlington City Council
- Ward 1 Neighborhood Planning Assembly (NPA)
- CCTA



Thank you!

Questions? Comments?

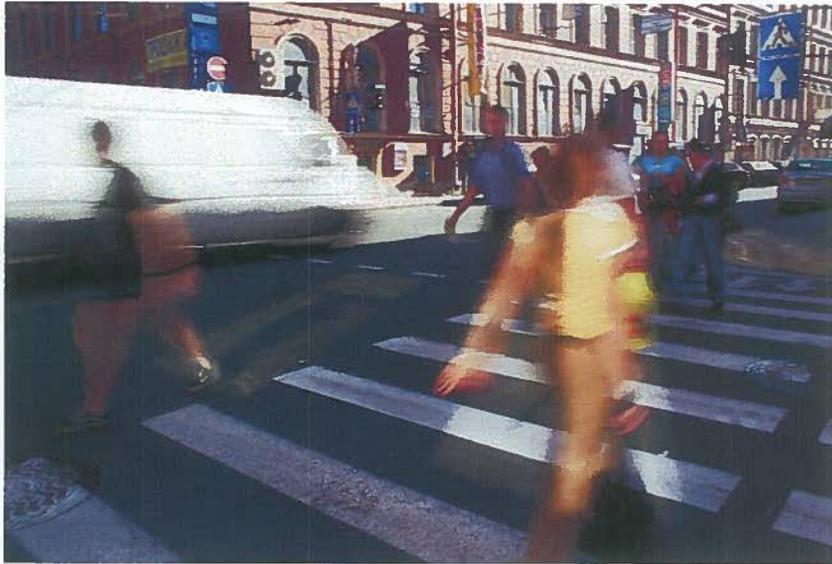
The Sidewalk System: *Planning, Funding, and Improving*

February 19, 2014

Public Works Commission



Our Focus: Goals



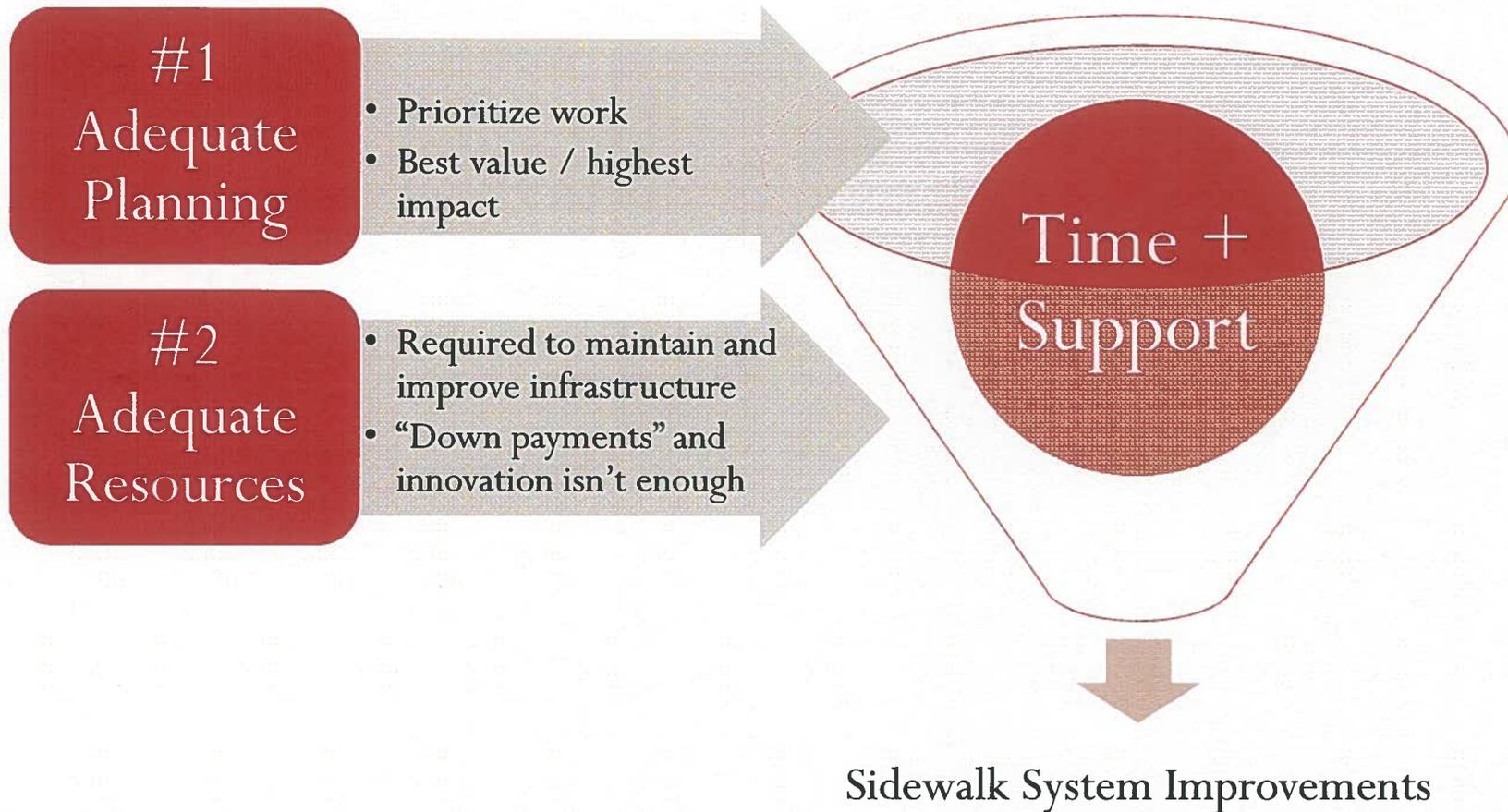
- Sustainably maintain our sidewalk system in perpetuity
- Secure annual funding
 - *Understand the state of the sidewalk system*
 - *Develop a collaborative workplan to reach our goals*

Strategic Plan Baseline: the street system



- 3-year accelerated paving plan 2008-2011
- Pavement Condition Index (PCI) = 72
- Off-the-shelf assessment system
- Multi-year process to increase funding

Paving Program Lessons Learned



#1: adequate planning

prioritize work + best value/high impact

- 2008 / 2009 Sidewalk Strategic Plan
 - *Defined program goals*
 - *Comprehensive system inventory with volunteers + staff*
 - *Developed prioritization methodology*

- Identify an acceptable sidewalk condition
- Increase quantity and quality of repair
- Utilize alternative funding for new sidewalk
- Pro-active planning
- Repair curb and greenbelt
- Meet ADA and walkability goals

ks in the worst condition in the traveled areas.

72 years worth of work

System

Prioritization Methodology, part 1

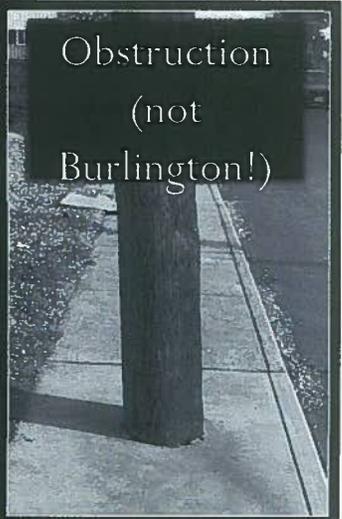
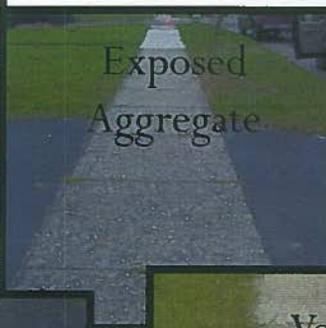
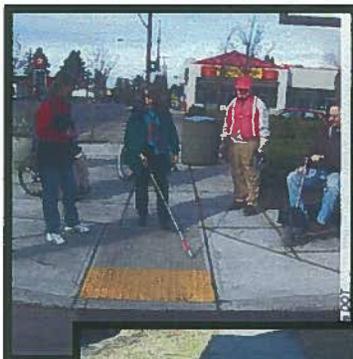
- Sidewalk Deficiency Index (DI)

Possible hazards & deficiencies:

- Vertical displacement across >50% sidewalk or >2" in height
- Horizontal displacement greater than 2% slope
- Drainage problem
- Surface deterioration or material inconsistency
- Surface spalling or cracking
- Obstruction (hydrant, utility pole or cabinet, light pole, signal pole, parking meter, bike rack, tree, sign, structure)

ADA ramp requirements:

- Detectable warning
- Ramp slope < 8.33%
- Ramp > 4' x 4'
- Ramp flares' slope < 10%
- Landing slope < 2%
- Landing > 4' x 4'
- Ramp lip < ¼"



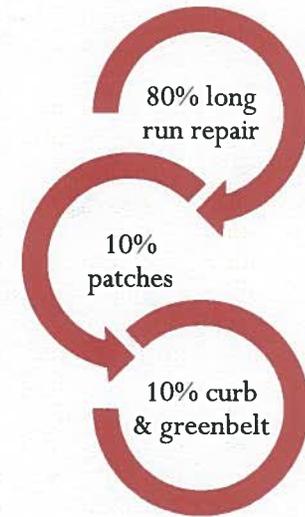
Prioritization Methodology, part 2

- Pedestrian Potential Index (PPI)

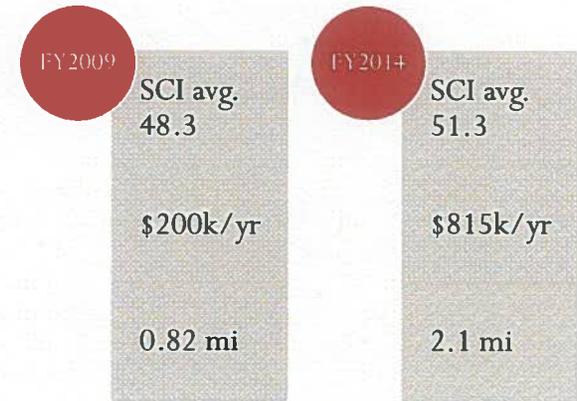
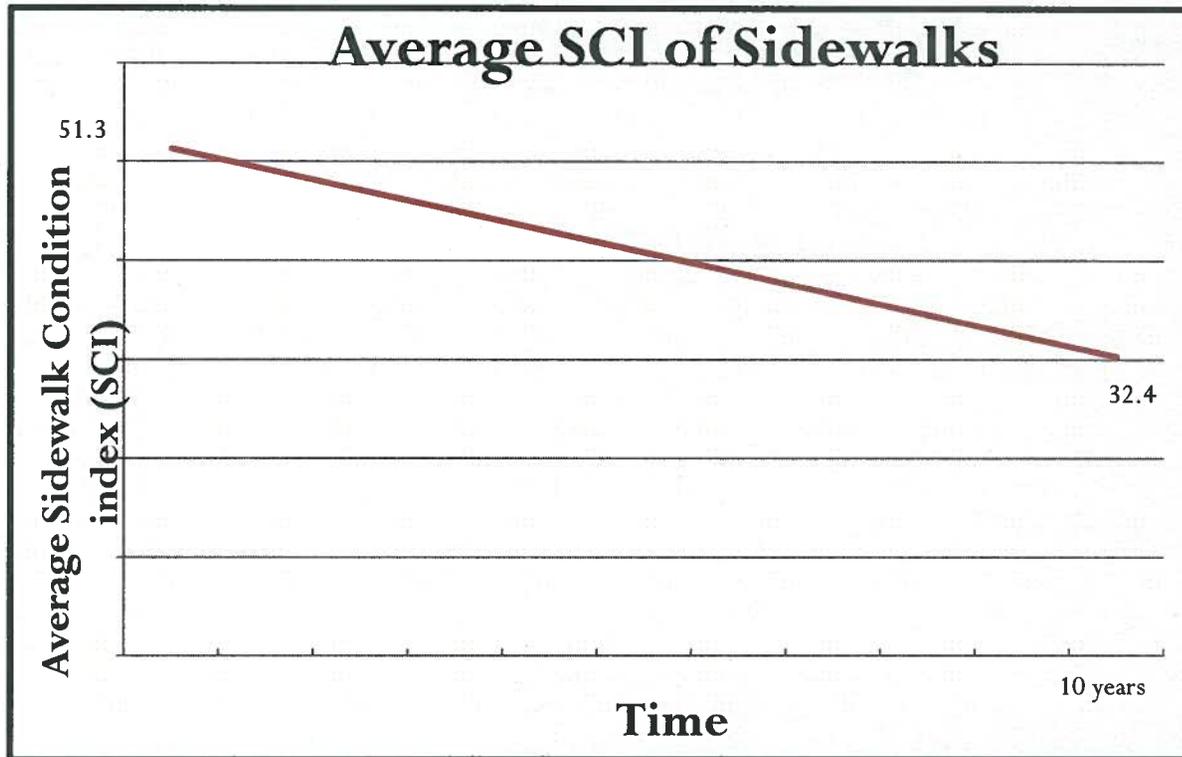
Variable	Code	Description	Assigned Value
Type of Road	ART	Arterial	5
	COL	Collector	3
	LCL	Local	1
Major Pedestrian Generators	ASL	W/in 0.25 mi of retirement community, assisted living, or senior center	5
	CC	W/in 0.25 mi of library, community center, places of worship, etc.	3
	WK	W/in 1 mile of employment center for > 200 employees	3
	SOC	W/in 0.25 mi of community medical & social services	1
School Zones	ES	W/in 0.25 mi of elementary school	5
	MHS	W/in 0.5 mi of middle or high school	3
	UNV	W/in 1 mi of college or university	3
Transit Routes	TRN	Roads that are transit routes	5
Commercial Areas	DD	W/in Designated Downtown	5
	NAC	W/in 0.25 mi of Neighborhood Activity Center	4
Paths, Trails, & Parks	PK	W/in 0.25 mi	3
No Sidewalks on Either Side	SIDE	City policy for at least one sidewalk on every street	5

#2: adequate resources

- \$2.3 million invested FY2007 – FY2012
 - \$460k - \$500k / annual budget
 - Downtown side street investments
 - \$200k grant awards for new sidewalks
 - *Colchester Avenue, Flynn Avenue, Cliff Street*
 - *Small projects constructed by city forces: Flynn Avenue, Willard Street, Staniford Road*



Sidewalk Condition Relative to Rate of Repairs



- *Average SCI in FY2024 is projected to be 32.4 (-2.9/yr)*
- *Rate of repairs is not enough to keep up with the rate of deterioration*

Next Steps

- Identify target SCI
- Develop funding alternatives
 - *March Public Works Commission, TEUC, & Community Partners*
- Select a funding strategy
 - *April Public Works Commission*
 - *May TEUC*
 - *June / July City Council*
 - *November ballot item?!*

2014 Sidewalk Capital Funding Outline

Version 2-19-14

Goal: Secure sufficient annual capital funding to sustainably maintain our sidewalk system in perpetuity

Staff Policy Lead: Chapin

Staff Technical Lead: Erin & Nicole

DRAFT WORKPLAN

Date	Action	Lead
Feb 11	Discuss concept at Pre-Built Environment mtg	Chapin
Feb 19	Staff presents initial PowerPoint to Commission	Chapin / Nicole
Feb	Present to Bob Rusten for input / guidance	Chapin
Feb 25	Present to Built Environment	Chapin / Norm
March 6	Present to CTEUC	Chapin / Erin / Nicole
March	Update key community partners and get their input (AARP, advocates, business community)	
April 2	Special meeting: Commission discusses funding need, deliberates on funding options	
April 16	Commission recommends funding approach to Mayor, Council	
May	Update PowerPoint with Commission recommendation	
May	CTEUC reviews Commission's recommendation	
June	CTEUC agrees to bring discussion and recommended funding approach to full Council	
July	Full Council gets Power Point and recommended funding approach presentation	
Sept	Full City Council decides whether to place on ballot	
Sept-Oct	Educate community (NPA's, CCTV, etc) on ballot item	City / Advocates
Nov 4	Election	Voters

Discussion Items:

- Confirm that Commission sees the lack of sidewalk capital funding as major issue
- Determine roles, responsibilities, process
- Determine whether we include funding for curbs and curb ramps in these discussions
- Discuss with Parks whether this potential ballot item should be combined with likely bike path rehabilitation ballot item

Determining Funding Approach / Level: Which approach(es) do we want to take:

- 1) Seek a short term burst of funding to catch up on deferred maintenance (maybe bond, dedicated tax with sunset)
- 2) Seek a long term source to address issue over time (maybe ongoing dedicated tax)

Sidewalk Policy in the Burlington Transportation Plan

- Sidewalks on both sides of arterials and collectors, sidewalks on one side of all other roads – 5 more miles of sidewalk are needed to be consistent with this policy

Key Stakeholders to Engage:

- Accessibility Committee, AARP, Local Motion, Burlington Business Association, PTOs, NPAs, Burlington Walk/Bike Council, etc.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Draft 2014 Commission Workplan

PROPOSED MISSION:

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

Goal #1: Operational Excellence

Commission:

- Continue to improve effectiveness of Commission meetings
- Establish key performance indicators (benchmarks) for the department
- Develop sustainable capital plan for one asset group (sidewalks in 2014)
- Review progress on workplan at year-end and set goals for 2015

Goal #2: Exemplary Customer Service

Commission:

- Establish key performance indicators for customer service
- Ensure high degree of public access to the Commission and its work

Goal #3: Culture of Innovation

Commission:

- Approve implementation of downtown parking pilot projects
- Vet and advance adoption of new transportation design guides
- Partner with staff in vetting and advancing new ways of delivering our services

Non-Discrimination

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

Commission 2014 Workplan Meeting Notes

February 10, 2014

Drafted by Chapin Spencer

Attendees: Jeff Padgett, Mark Porter, Tiki Archambeau, Chapin Spencer

- Attendees reviewed Chapin's preliminary list from Commission meeting
- Commissioners like the idea of picking key benchmarks that are high level and give the commission, staff and the community at large a good indication of where we are going
- Consider mode-split benchmark
- Transparency and public education are critical as the department plans for big things
- Jeff suggested having a place on our website for project status updates – so the public can easily find out where each project is at
- Where are the policies from the former policy governance period? We need to find them.
- Mark suggested using terms "Key Performance Indicators" and "Service Level Agreements"
- Chapin will ask Valerie what the main concerns that come in through Customer Service
- Commissioners discussed importance of maintaining our infrastructure and having sustainable capital funding – each year we could take on a different asset within the department (parking garages, water, wastewater, sidewalks, stormwater, fleet etc.)
- Replicating the model of the department's success with improving the PCI for streets could work for other asset groups
- What about having a reserve fund target for all of our enterprise and special revenue funds to ensure we have access to emergency funding as needed?
- Regarding multi-modal transportation, there was a desire for better parking for the LINK bus
- There was support for using some of the policy governance techniques but using it in a balanced way
- Design guides and standards are important for protecting the city
- Chapin will circulate the past Performance Report that he believes the department did previously around FY'08