CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

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

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: OCTOBER 14, 2016
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on October 19, 2016 at 6:30 PM at **645 Pine St – Main Conference Room**

1. Agenda
2. Consent Agenda
3. 10 Year Capital Plan
4. Great Streets
5. UVM Medical Center Parking Agreement Extension

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: Hannah Cormier, Clerks Office
From: Chapin Spencer, Director
Date: October 14, 2016
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **October 19, 2016**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A - AMMENDED

ITEM		
1		Call to Order – Welcome – Chair Comments
2		Agenda
3	10 Min	Public Forum (3 minute per person time limit)
4	5 Min	Consent Agenda
	A	Traffic Request Program Status Report
	B	Request to Add 30-Minute Parking on Marble Ave
	C	Modifying 15-Minute Parking on North Street
	D	Approval of Draft Minutes of 7-20-16
	E	Approval of Draft Minutes of 9-21-16

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5 25 Min 10 Year Capital Plan Question & Answer Session

***Materials for this item were included in last month's packet and can be viewed online on the DPW Commission webpage**

A Communication, C. Spencer
B Public & Commission Q & A

6 25 Min PlanBTV Walk/Bike

A Presentation, N. Losch
B Commissioner Discussion
C Public Comment
D Action Requested –Vote

7 10 Min Great Streets

A Communication, L. Wheelock
B Commissioner Discussion
C Public Comment
D Action Requested –None

8 30 Min Division Overview – Technical Services

A Presentation, N. Baldwin
B Commissioner Discussion
C Public Comment
D Action Requested –None

9 10 Min UVM Medical Center Parking Agreement Extension

A Communication, P. Cashman
B Commissioner Discussion
C Public Comment
D Action Requested –Vote

10 10 Min Director's Report

11 10 Min Commissioner Communications

12 **Adjournment & Next Meeting Date – November 16, 2016**

MEMORANDUM

October 13, 2016

TO: Public Works Commission

FROM: Damian Roy, DPW Engineering Technician

CC: Norman Baldwin, City Engineer
Dave Allerton, Public Works Engineer

RE: Traffic Request Status Report

New Requests since 9/15/16 =	7
Requests closed since 9/15/16 =	29

RFS BREAKDOWN BY TYPE*

Accessible Space:	2
Resident Only Parking:	9
Crosswalks:	17
Driveway Encroachments:	0
Signage:	13
Loading Zone:	4
Area/Intersection Study:	6
Parking Prohibition:	9
Bus Stop:	0
Geometric Issues:	6
Parking Meters:	3
Other:	0
TOTAL:	69

NB 10/13/16

MEMORANDUM

October 12, 2016

TO: Public Works Commission

FROM: Damian Roy, DPW Engineer Technician

CC: Norm Baldwin, City Engineer

RE: 30-Minute Parking on Marble Avenue

Background:

In September 2016, staff evaluated a request from Stuart Sporko, owner of Battery Street Jeans (BSJ), to install a loading zone active during business hours of 10:00am and 6:00pm Monday through Friday to serve his business on Marble Avenue. During staff's public outreach process, residents of Marble Avenue unanimously spoke out against installing the loading zone. Other businesses nearby also did not express a need for the loading zone. Staff then contacted the property owner Unsworth Properties who indicated that the off-street gravel parking lot located directly across the street from Battery Street Jeans includes several spaces for Battery Street Jeans' specific use. Given the competing interests for on-street parking on Marble Ave along with the information gathered through public process, staff recommend that the Commission not install the loading zone.

At the September Public Works Commission meeting, Mr. Sporko stated that the gravel parking lot is insufficient for his business' needs and that his business has suffered from lack of available parking for his customers. The Commission asked whether a 30-minute parking space would be more appropriate in serving Mr. Sporko's needs and elected to hold off their decision until staff could evaluate that option.

Observations:

Please refer to staff's initial loading zone evaluation for street characteristics, street usage levels, off-street parking, and public outreach regarding the loading zone.

Marble Avenue is primarily residential and is located adjacent to a section of Pine Street that is primarily commercial. On Pine Street, the closest on-street parking spaces are located 245 feet south of Marble Ave and are 1-hour parking in front of Arts Riot. There is no official

NB 10/13/16

delineation between commercial and residential districts to indicate where time-limited parking is appropriate.

Staff distributed flyers to Marble Avenue residents between Pine Street and Hayward Street asking for feedback regarding the installation of a 30-minute parking space. This effort has not yielded any response from residents of Marble Avenue, however several patrons and friends of Battery Street Jeans have contacted staff to voice their support for the 30-minute parking space stating that they value BSJ's services and agree that having an open space nearby would improve their customer experience. Staff contacted Burlington Parking Enforcement to ensure that enforcement of a new 30-minute parking space on Marble Avenue was feasible. Parking Enforcement stated that enforcement would follow the same schedule as the time-limited parking on Pine Street.

Conclusions:

On-street parking on Marble Avenue was heavily utilized and contested between residents and businesses, their employees, and their customers during staff's evaluation of the loading zone. Given this, staff was surprised to not receive any opposing feedback from these residents in the evaluation of the 30-minute parking space. At the September Public Works Commission meeting, the Commission asked staff to consider installing a 30-minute metered parking space. Staff met with the Traffic Director Pat Cashman to discuss this option and it was determined that installing a single metered parking space at this location would be impractical from a logistic point of view. From a planning point of view installing a single meter this far south of the downtown core may be inviting an unwelcomed precedent. It is with these reasons and with Parking Enforcement's buy-in that staff supports and recommends installing one 30-minute parking space on the south side of Marble Avenue in the first space east of Pine Street.

Recommendations:

Staff recommends that the Commission adopt:

- The installation of one 30-minute parking space in effect between 10:00a.m. and 6:00p.m. Monday through Friday on the south side of Marble Avenue in the first space east of Pine Street.

North

30-Minute Parking
on Marble Avenue

Existing Conditions

BURLINGTON, VT PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.

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

DESIGNED DRR	RFS NO. 11265
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 9/9/2016	SHEET 1 OF 2

North

30-Minute Parking
on Marble Avenue

Proposed Conditions

BURLINGTON, VT PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-0094
(802) 863-0466 (Fax)

DESIGNED DRR	RFS NO. 11265
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 10/7/2016	SHEET 2 OF 2

Dear Marble Avenue Residents,

The Department of Public Works (DPW) had received a request from Battery Street Jeans to evaluate the installation of a 40 foot loading zone in front of their business frontage on Marble Ave. This request was presented to the Public Works Commission where it was decided not to install the loading zone. The Commission then asked staff to evaluate installing a 20-foot 30-minute parking space on the south west corner of Marble Avenue near Pine Street.

As part of this evaluation process we are engaging residents and businesses on Marble Ave between Pine Street and Hayward Street to gauge their reaction to installing the 30-minute parking space that would be in effect from 10:00 am to 6:00 pm Monday through Friday. If you would like to offer any comments regarding this request please contact me by Tuesday October 11th.

Thank you!

Damian Roy, Engineering Technician

Burlington Public Works Department

645 Pine St. Burlington VT 05401

Desk: 802.865.5832

Cell: 802.563.5353

RFS# 11265 – Marble Ave 30-minute parking

- Ceviche Robin-Cole, Jessica Johnson, Haley Runswick, and Erin Ostricker are patrons and/or personal friends of Battery Street Jeans and called to offer their support for the 30-minute parking space at the corner of Marble and Pine.

MEMORANDUM

October 7, 2016

TO: Public Works Commission

FROM: Damian Roy, DPW Engineer Technician

CC: Norm Baldwin, City Engineer

RE: Modify and Add 15-minute Parking Spaces on North Street.

Background:

Staff received a request in June 2015 from Robnar of the Nepali Dumpling House at 78 North Street saying that cars are parked in the 15-minute space in front of 78 North Street all day and all night and that in the seldom times that he has parked in the space he has received threats from his neighbors who utilize this space for their own use. Staff at that time suggested that Mr. Robnar should seek police assistance.

Staff received a call from Officer Hodges of the Burlington Police Department in September 2016 to relay an order from Police Chief Del Pozo to modify the 15-minute parking space to 15-minute parking 8:00am to 6:00pm Monday through Friday and to remove the Accessible Space located behind the existing 15-minute space and replace it with a second 15-minute parking space active during the same timeframe. This request is part of an effort the police have made with Nepali Dumpling House and the neighbors on the street.

Observations:

- Street Characteristics: North Street is a 30-foot-wide mixed-use arterial roadway with unrestricted on-street parking on the north side of the street between Park Street and North Champlain Street. There are 4 existing 15-minute parking spaces situated on the street, 2 are active 24/7 and two are active from 8am to 6pm. Approximately 7 unrestricted spaces make up the balance of parking on the street.

- Public Outreach: Staff distributed flyers to the apartment buildings and businesses on North Street between Park and North Champlain on September 1st. Staff received responses from one resident and Goma Khadka of the Nepali Dumpling House, both requesting that both 15-minute parking spaces be active from 8:00am to 10:00pm instead

NB 10/13/16

of 8:00am to 6:00pm. Staff contacted Officer Hodges to ask whether the original timeframe of 8:00am to 6:00pm was flexible and he indicated that an 8:00am to 10:00pm timeframe is acceptable.

Conclusions:

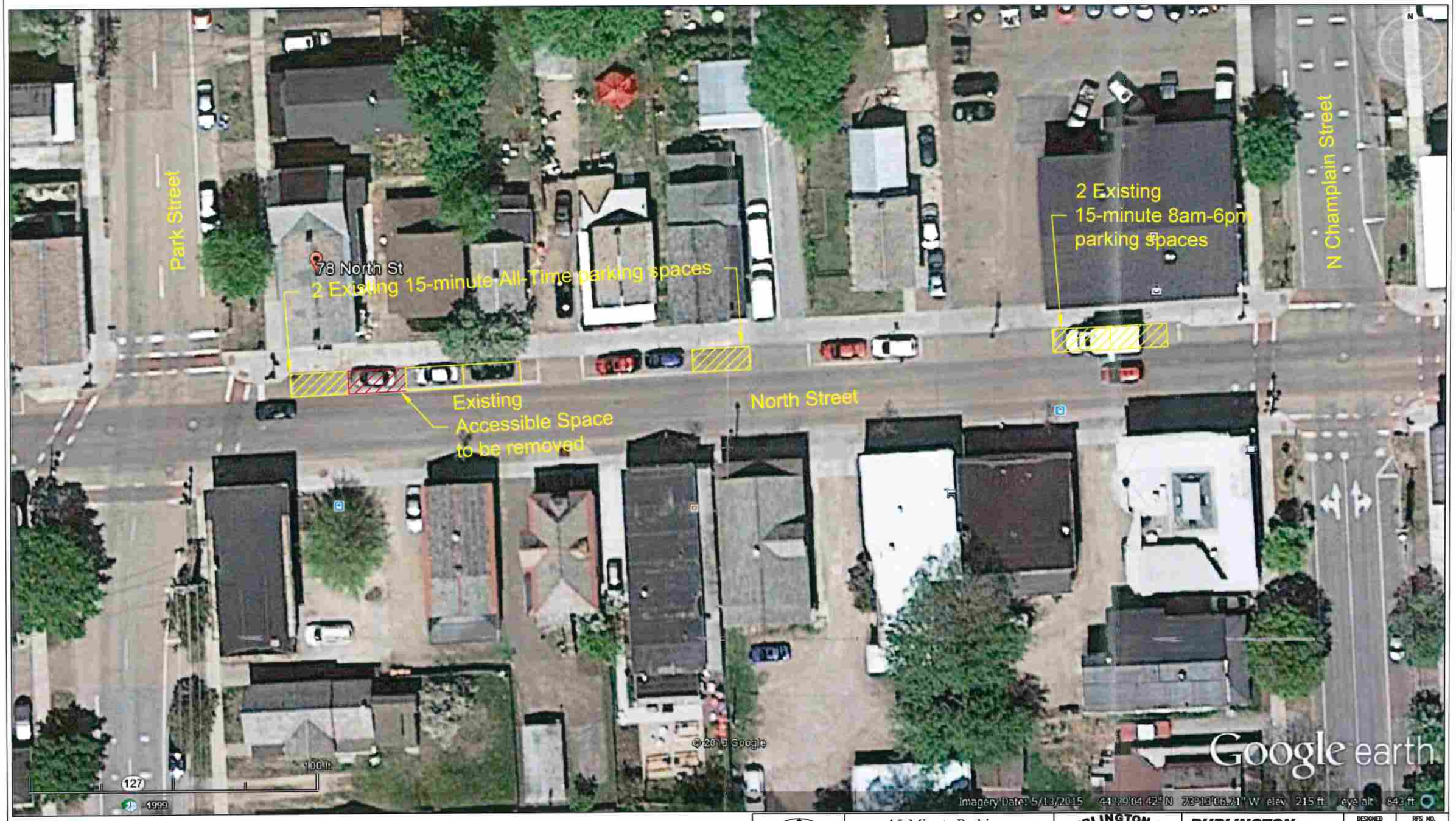
With direction from Burlington Police and without opposing feedback from other residents in the area, staff is recommending changing the accessible space to a 15-minute space and making both 15-minute spaces time limited to 8:00am to 10:00pm.

Recommendations:

Staff recommends that the Commission adopt:

- The modification of the 15-minute parking space located on North Street at the north-east corner of North and Park Street to 15-minute parking 8:00am to 10:00pm.

- The removal of the accessible space located on North Street at the north-east corner of North and Park Street next easterly of the exising 15-minute space to15-minute parking 8:00am to 10:00pm.



North

15-Minute Parking
on North Street

Existing Conditions

BURLINGTON, VT
PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.

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

DESIGNED DRR	RFS NO. 7729
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 9/14/2016	SHEET 1 OF 2

North

15-Minute Parking
on North Street

Proposed Conditions

BURLINGTON, VT PUBLIC WORKS

BURLINGTON PUBLIC WORKS ENGINEERING DIV.

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0488 (Fax)

DESIGNED DRR	RFS NO. 7729
DRAWN DRR	SCALE NTS
CHECKED NJB	DRAWING NO.
DATE 10/7/2016	SHEET 2 OF 2

Damian Roy

From: Nikki White <nikkiwhite.aloha@gmail.com>
Sent: Friday, September 09, 2016 9:33 AM
To: Damian Roy
Subject: North St

Hello,
I live two doors up from the 15 minute parking spot in front of the Napalii Dumpling House on North St. I think the 15 minute spot is important for any business that is there and should be open during their business hours. I believe the 15 minute parking should extend beyond 6pm for customers to be able to park to purchase dinner and groceries.
Sincerely,
Nikki White

City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Memo

Date: *October 19, 2016*

To: *DPW Commission*

From: *Laura Wheelock P.E.*
Public Works Engineer
Street Capital Program Manager

Subject: *Great Streets Initiative*

The Great Streets Initiative is a culmination of many years of planning and project development, including the public vote in March of 2015 to use the City's downtown TIF district to make new investments in the downtown's public infrastructure, to ensure that Burlington residents have a downtown that is a vibrant, walkable and sustainable urban center. Through this initiative, we'll advance several key projects envisioned by plans such as Imagine City Hall Park, planBTV Downtown and Waterfront Master Plan, and the Transportation Plan.

The Great Streets initiative's premise is to work with citizens, stakeholders, and officials of Burlington on three interrelated efforts:

1. **Downtown Street Standards** The goal of this effort is to create a palette of urban elements that are beautiful, practical, affordable, sustainable, and appropriate for downtown Burlington from Pearl to Maple (north to south) and from Union to Battery (east to west).
2. **Main Street / St. Paul Street** This initiative will apply those standards to the redesign of six segments of Main Street from Union to Battery and two segments of St. Paul Street from Main to Maple. This effort will culminate in the construction of two key segments of Main Street between Pine and Church.
3. **City Hall Park** This project continues the effort to reconstruct one of the oldest and most significant public spaces in Burlington. The work here starts with the already completed schematic design from the four-month public engagement process, Imagine City Hall Park, completed in 2011, and ends with the much anticipated reconstruction.

Utilizing these standards, Burlingtonians will have well-designed streets that are lively in all seasons; are multi-use and accommodate all modes of transportation; manifest the natural beauty of Vermont in the urban forest and landscaping; and capture rain in a way that keeps pollutants out of Lake Champlain and helps manage stormwater runoff.

SCHEDULE

July 2016 – Project kick off
September 2016 – First public presentation: Standards and Main Street
November 2016 – Second public presentation: Main Street and St. Paul Street Sections; and City Hall Park Concept
January 2017 – 25% Concept plan for Main Street and St. Paul Street Sections; 25% Concept for City Hall Park; and 100% Downtown Street Standards

March 2017 – Start design of Main Street from Church to Pine, and City Hall Park to progress to Construction Documents
April 2018 – Begin Construction of Main Street from Church to Pine, and City Hall Park

Design/Construction schedule for St. Paul Street is not known at this time.

If you have any questions about our paving program or the list above, please contact me directly at LWheelock@burlingtonvt.gov or 802-540-0397. Thank you.

Great Streets BTV

Creating a downtown that is a vibrant, walkable, and sustainable urban center

SAVE THE DATE!

Presentation of Concept Plans for Main Street & City Hall Park

Discussion of Draft Concept Plans for *Main Street* (Union to Battery) and *City Hall Park*, projects of the Great Streets Initiative.

Wednesday, November 16, 2016
7:00 p.m.
Contois Auditorium, City Hall

The Great Streets Initiative is a culmination of many years of planning and project development with the citizens of Burlington for our downtown. Through this Initiative, we'll advance several key projects envisioned by plans such as Imagine City Hall Park, planBTV Downtown and Waterfront Master Plan, and the Transportation Plan.

Videos from previous Great Streets presentations are available on the project website **www.GreatStreetsBTV.com** under "Media." Leave any comments on the "Contact" page.

For questions and information, please visit
www.GreatStreetsBTV.com
or contact Diane Meyerhoff at 802.865.1794

suisman URBAN DESIGN

The Great Streets Initiative is a project of the City of Burlington

Individuals with disabilities who require assistance or special arrangements to participate in programs and activities of the Dept of Planning & Zoning are encouraged to contact the Dept at least 72 hours in advance so that proper accommodations can be arranged. For information, call 802-865-7188 (TTY 802-865-7144).

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS
TECHNICAL SERVICES

Division Report-Technical Services

ASSISTANT DIRECTOR | NORMAN J. BALDWIN, P.E.

SENIOR TRANSPORTATION PLANNER | NICOLE LOSCH,
PUBLIC WORKS ENGINEER | DAVID ALLERTON, P.E.
PUBLIC WORKS ENGINEER | MARTIN LEE, P.E.
PUBLIC WORKS ENGINEER | LAURA WHEELOCK, P.E.
ADMINISTRATOR OF PLANNING & ENGINEERING | KATHLEEN POIRIER
ENGINEERING TECHNICIAN | DAMIAN ROY
CAPITAL IMPROVEMENT PROGRAM MANAGER | MARTHA KEENAN
EXCAVATION INSPECTOR | JOHN SUCHAREWSKI

BUILDING INSPECTOR | NED HOLT
BUILDING INSPECTOR | BRAD BIGGIE
ELECTRICAL INSPECTOR | TIM HENNESSEY
PLUMBING & MECHANICAL INSPECTOR | JOHN RYAN

C I T Y O F B U R L I N G T O N
D E P A R T M E N T O F P U B L I C W O R K S
T E C H N I C A L S E R V I C E S

TECHNICAL SERVICES IS MADE UP OF TWO WORKGROUPS

- INSPECTION SERVICES
- ENGINEERING SERVICES

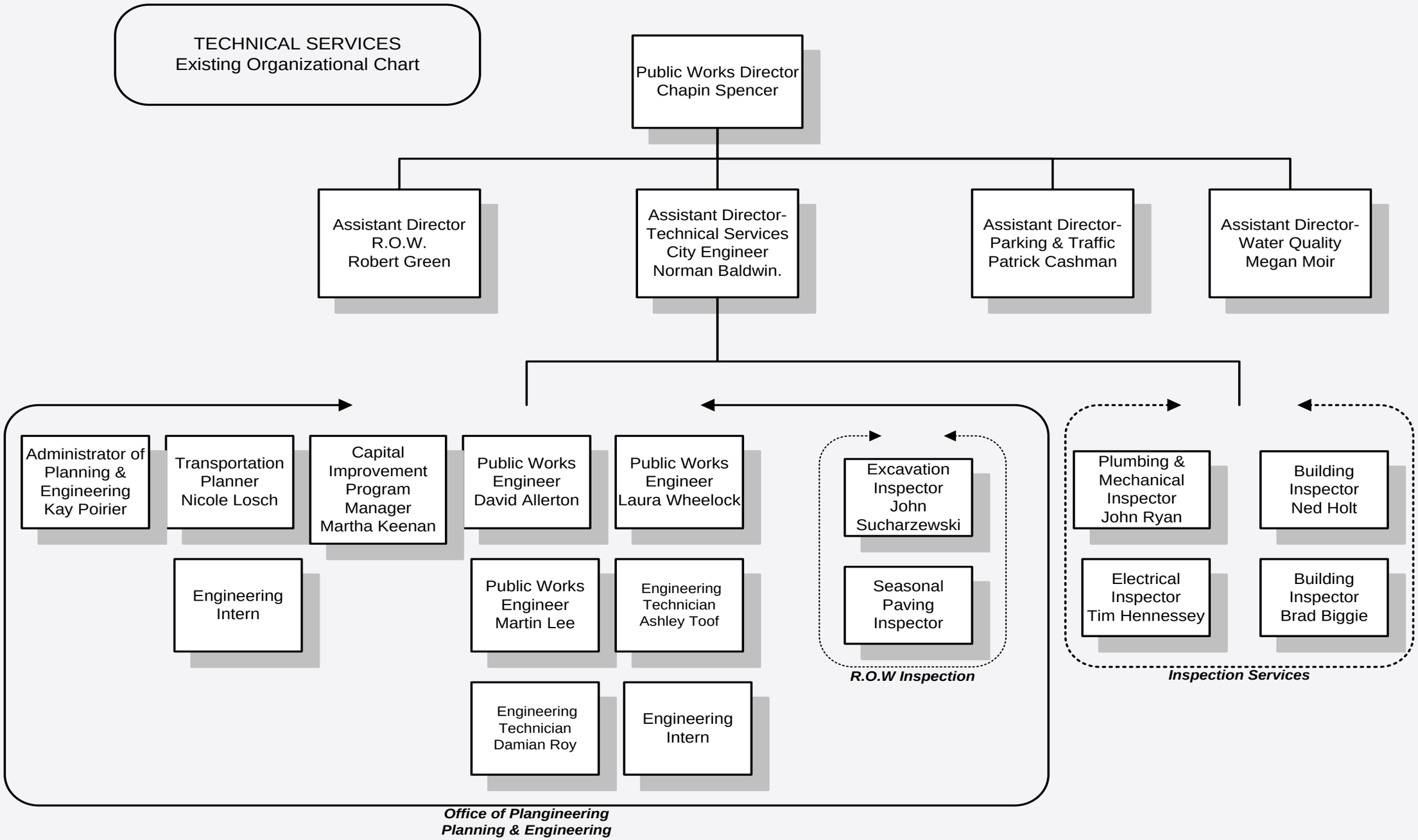
INSPECTION SERVICES

Permits and Inspects all structures within the City of Burlington to ensure projects conform to Vermont Fire and Building Safety Code

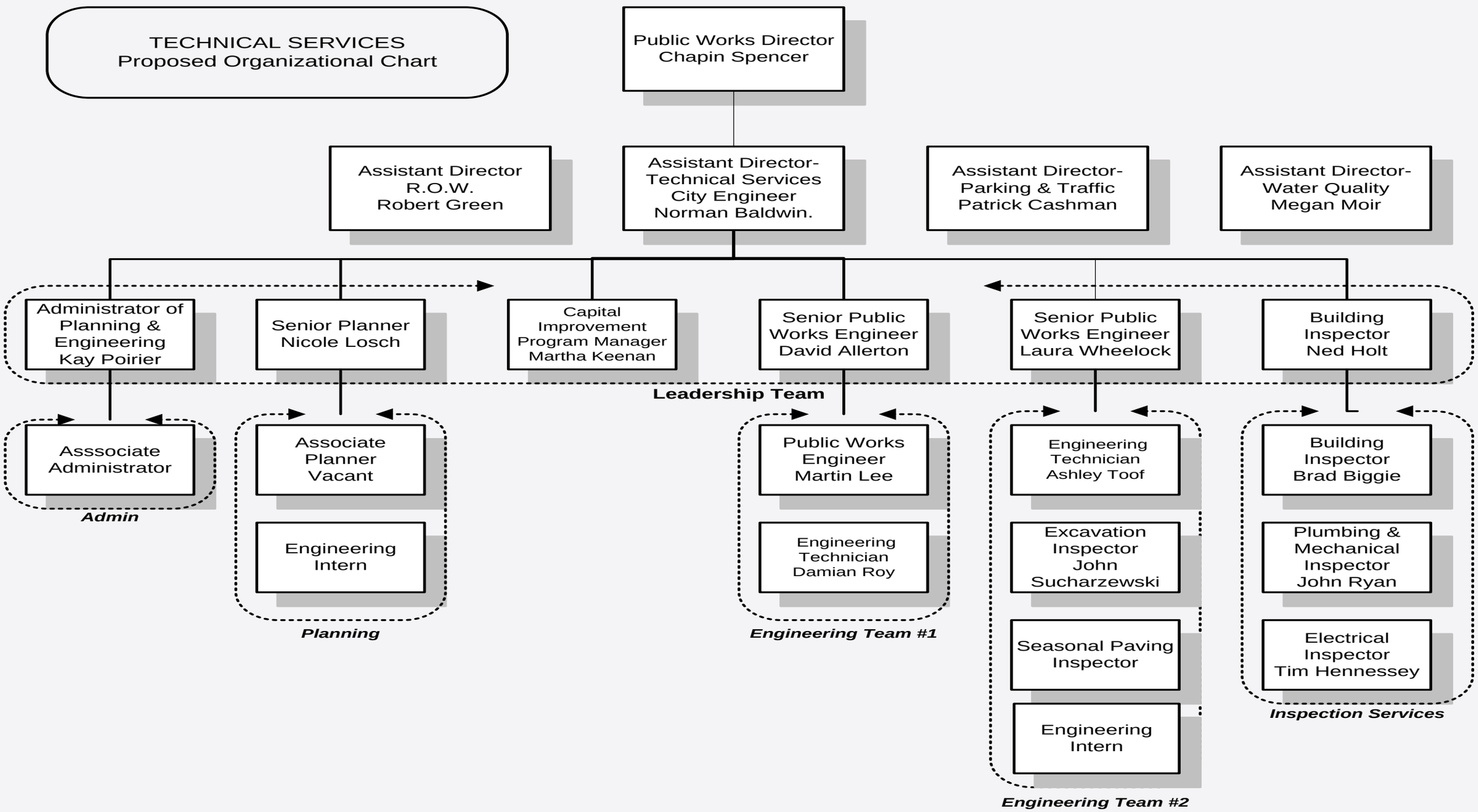
ENGINEERING SERVICES

Advances Major Capital Projects and Programs associated with Public Infrastructure through the various stages of development from early stages of civic engagement and conceptual design to final stages of construction and final audit.

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS
TECHNICAL SERVICES



CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS
TECHNICAL SERVICES



C I T Y O F B U R L I N G T O N
D E P A R T M E N T O F P U B L I C W O R K S
T E C H N I C A L S E R V I C E S

FY17 Department Initiatives commitments associated with the Technical Services Workgroup

	DIVISION	KEY INITIATIVE
1	DPW-wide, CIO	**Conduct Project Management pilot** across City government with support of a PM consultant.
2	DPW-wide	**Complete asset management plan** to advance City's capabilities and begin implementation of a CMMS (computerized maintenance management system)
3	DPW-wide	**Continue to close capital funding gaps** across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders
4	DPW-wide	**Manage finances within policy and budgetary parameters**
5	DPW-wide	**Strengthen operational policies and procedures**
6	DPW-wide	**Increase employee participation in professional development opportunities**
7	DPW-wide	**Refine key performance indicators** (KPI's) and summarize results in annual report.
8	DPW-wide	**Increase commitment to the City's diversity and equity goals**
9	DPW-wide	**Strengthen safety program**
10	CEDO, CIO, DPW-wide	**Participate in city-wide public engagement and communications plan**
11	DPW-wide	**Begin to measure department-wide customer service**
12	IT, P&Z, Asessor, DPW	With CIO, **develop document retention policy and document management system** that enables DPW to efficiently store and retreive plans, permits, documents
13	ROW, Tech Services	**Expand preventative maintenance program** of pavement, sidewalk, guardrails, railings, fences and other infrastructure that has not been traditionally funded
14	Tech Services, Water Res.	**Develop engineering standards and street design guidelines**
15	Tech Services	**Complete division re-organization** and support teams through transition to best position Division to respond to current and future needs
16	Tech Services	**Increase technical staff capacity** in Technical Services
17	Tech Services	**Advance high priority capital projects** in accordance with project schedules
21	CIO, Tech Services	**Assist completion of permit reform report and begin implementation**

Primary Areas of Work Effort

Engineering

- Advancing Major Projects and Programs
  30-40 Capital Project, FY17 Budget of $11.1 million dollars
- Organizational Restructuring
- Process Improvements
- Innovation

Trades Inspection

- Process Improvements
- Participation of Permit Reform Process
- Innovation

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS
TECHNICAL SERVICES

ENGINEERING		
Major Capital Projects and Programs		
Champlain Parkway	Rail Enterprise Project	Waterfront Access North
10 Year Capital Plan & Implementation	Capital Repair of Parking Garages	Great Streets-Redevelopment of Main Street and St.Paul Street and the development of City Engineering Standards
Street Capital Paving Program	Street Capital Sidewalk Program	North Ave Pilot Project
FEMA	Slope Repair Manhattan Drive East	127 Bikepath Slope Repair
Colchester Sidepath	Shelburne Roundabout	CNG Upgrade
Wayfinding	North Ave Un-Signalized Crosswalk	Colchester Ave Crosswalks
Loomis Street Traffic Calming	Bike/Ped Master Plan	Burlington Town Center
Process Improvements		
Project Management Review	Development of Standard Operating Procedures-Excavation Program	Development of Standard Operating Procedures-Traffic Requests
Development of Standard Operating Procedures-Project Management		
Organizational Restructuring		
Hired Limited Service Engineering Tech	Re-described and Classified Senior Planner and Associate Planner	Advertised Limited Service Pubic Works Engineer
Preparing description for Senior Public Works Engineer	Advertised Associate Planner Position	Preparing and Training Leadership Team Managers
Preparing revisions to Engineering Administration position and creation of Associate Admin position	Advertising soon to be vacant Engineering Technician positon currently held by Damian Roy	
Innovations		
Continuing to pursue an ordinance for Community Demonstration Projects	Expanding universe of roadway preservation and repair techniques- Crack sealing	Sidewalk Cutting-process to level heaved sidewalk surface to as an alternative to full slab replacement
Collaboration		
Working with Parks to Redevelop all of their roadway and Parking facilities	**Working closely with Water Resources to coordinate Paving Program with the redevelopment of Aging Utility Infrastructure**	**Coordinating Slope repairs with the redevelopment of Storm-water Outfalls**
Puddle mitigation-Collaboration with Stormwater	**Winooski Bridge Railing Repair/Replacement with City of Winooski and CCRPC**	
Expanded Preventative Maintenance		
Development of Bridge Management Plan	**Development of Geotechnical Asset Management Plan**	**Expanded Curb and Guard Rail Maintenance**

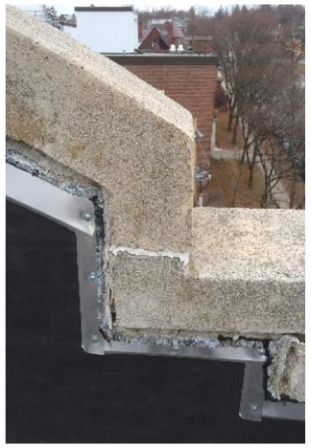
C I T Y O F B U R L I N G T O N
D E P A R T M E N T O F P U B L I C W O R K S
T E C H N I C A L S E R V I C E S

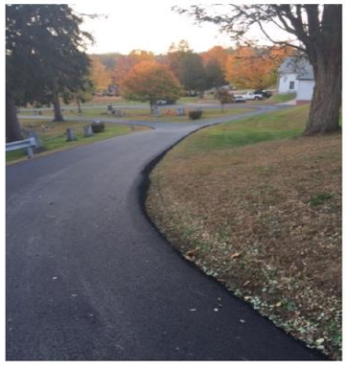
Trades Inspection Program		
Process Improvement		
Development of Trades Inspection SOP's	Participation in Permit Reform	Participation in Amanda Governance
Participation in Development Review and Coordination Meeting	Assisting Excavation Permit Process Improvements	Actively revising and perfecting Trades Inspection SOP's
Innovation		
Actively seeking the Assistance of CIO to go mobile with access to Land Based Records System	Coordinated Solar Inspections	

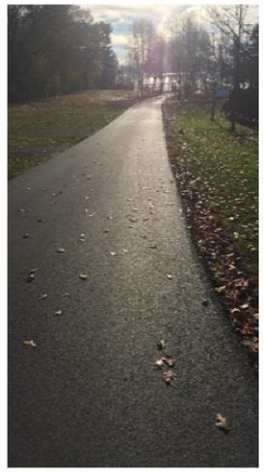
Trades Inspection Program
Permit Activity-Calendar year

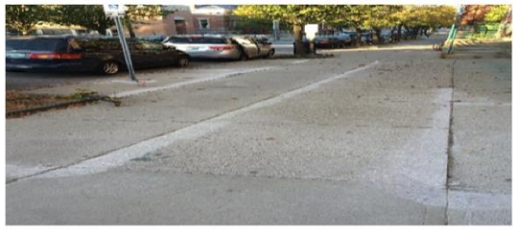
	BP	EP	PP	MP	EC	EM	AL	SS	SU	TOTAL
Year to Date 2016	1876	1131	646	687	281	5	130	110	22	**4888**
2015	2368	1356	773	772	328	14	139	121	22	**5893**
2014	2437	1335	829	794	333	18	123	124	22	**6015**
2013	2548	1328	729	729	179	12	148	115	23	**5811**

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS
TECHNICAL SERVICES









TECHNICAL SERVICES
Working Together for Burlington

MEMORANDUM

October 14, 2016

TO: Public Works Commission

FROM: Patrick Cashman, Assistant Director for Traffic and Parking

CC: Chapin Spencer, Director of Public Works

RE: Amendment #8 to 1996 Agreement Between University of Vermont Medical Center and the City of Burlington

---

Background:

The University of Vermont Medical Center (UVMMC) has maintained an agreement with the City of Burlington for monthly parking privileges in the College Street Garage since January 1, 1996. Prior to this amendment renewal of that agreement and other such group and corporate parking agreements were approved administratively by my predecessor. Review of this practice with the City Attorney's office has shown that such authority lies with the Commission unless specifically delegated to the Director by resolution.

Characteristics of the Amendment:

- *Amendment Duration:* The amendment is from 1 January 2016 to 31 December 2016 with the option for UVMMC to extend the agreement for a negotiated additional term. This amendment is coming to the Commission late for two reasons:
    - Previous amendments to this and other group parking agreements had been approved within the Department. Review of this practice and substantial discussion with the City Attorney's office has shown that such authority rests with Commission unless delegated to the Director by resolution.
    - This amendment (Amendment 8) was received and reviewed simultaneously with an additional amendment (Draft Amendment 9) for future reoccupation of City garages by UVMMC that was not approved and remains under discussion.
- *Number of spaces:* This amendment is for 135 spaces in the College Street Garage.

- *Rate:* This amendment is for market rate of $96.00 per space, $12,960.00 per month.

Conclusions:

In accordance with the assessment that parking agreement renewals are the purview of the Commission and not the Director of Public Works, measures will be taken to identify and prepare other agreements requiring renewal for the Commission's approval. Additionally staff have been working to transition individual monthly parking agreements, which are currently executed via a simple form provided to the Parking Foreman, to a more formal standardized agreements. That agreement for individual parkers will also be prepared for future Commission approval.

Recommendations:

Staff recommends that the Commission:

- Authorize the Director of Public Works to sign and enact Amendment 8 to the 1996 Agreement Between University of Vermont Medical Center and the City of Burlington.

AMENDMENT #8 TO 1996 AGREEMENT BETWEEN UNIVERSITY OF VERMONT MEDICAL CENTER, INC. AND THE CITY OF BURLINGTON

THIS AGREEMENT dated this _____ day of _____, with an effective date of January 01, 2016, is made by and between the City of Burlington, Vermont (the "City") and University of Vermont Medical Center, Inc. ("UVMMC"), a Vermont non-profit corporation with a principal place of business at 111 Colchester Avenue, Burlington, Vermont.

RECITALS

WHEREAS, the City and UVMMC entered into an Agreement dated January 26, 1996 pursuant to which the City granted UVMMC the right to use up to 175 downtown parking spaces for use by UVMMC employees ("Agreement") at the College St. (Radisson) Garage;

WHEREAS, the term of the Agreement commenced on January 1, 1996 and continued for five years, expiring at midnight on December 31, 2001;

WHEREAS, UVMMC amended its number of spaces needed to 80 in Amendment #2 executed on October 22, 2003, with the new agreement expiring June, 30, 2007;

WHEREAS, UVMMC extended the term of this Agreement for an additional term of three and one half years expiring December 31, 2010 to coincide with their College St. property lease in Amendment #3;

WHEREAS, UVMMC increased the number of spaces from 80 to 99 in Amendment #4;
WHEREAS, UVMMC increased its number of spaces to a total of 109 in Amendment #5,
WHEREAS, UVMMC increased its number of spaces to a total of 131 in Amendment #6,
WHEREAS, UVMMC increased its number of spaces to a total of 135 in Amendment #7:

WHEREAS, UVMMC has agreed upon an amount of the parking fee for the extended term commencing January 1, 2016 and continuing for a term of one year to expire at midnight on December 31, 2016;

NOW, THEREFORE, that for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. Extended Term. The term of the Agreement shall be extended for an additional term of one year (the "Extended Term,") commencing on January 01, 2016 and continuing for one year, expiring at midnight on December 31, 2016, UVMMC shall have the option to extend the term of this Agreement (successively) for a negotiated additional term. UVMMC shall exercise its option by giving written notice to the City not less than six (6) months prior to the expiration of the Extended Term.

2. Parking Fee. UVMMC shall pay the City annual parking fees for use of the Parking Facilities during the Extended Term in accordance with the following schedule, payable in monthly installments in advance::

	Monthly Per space	Monthly for 135 Spaces	Annual Payment
January 01, 2016 – December 31, 2016	**$96.00**	**$12,960**	**$155,520**

3. Operations Personnel. For the purpose of managing daily operations of the Parking Facilities, Pat Cashman, Asst. Director of Public Works – Parking & Traffic, or his designee shall be the contact person for the City and Jack Conry shall be the contact person for UVMMC.

4. Early Termination. Either party to this agreement may terminate the agreement in its entirety, by giving at least four (4) full months written notice to the other party.

5. Continuation of Agreement. In all other respects, the Agreement shall continue in full force and effect for the Extended Term.

The parties hereto have set their hands as of the date first mentioned above.

IN THE PRESENCE OF: CITY OF BURLINGTON, VERMONT

_____ By:_____
Chapin Spencer, Director DPW

STATE OF VERMONT)
COUNTY OF CHITTENDEN, SS.)

At Burlington, this _____ day of March, 2016, personally appeared Chapin Spencer, Duly Authorized Agent of the City of Burlington, and he acknowledged this instrument, by him sealed and subscribed, to be his free act and deed and the free act and deed of the City of Burlington, Vermont.

Before me, _____
Notary Public

IN THE PRESENCE OF: UNIVERSITY OF VERMONT MEDICAL CENTER, INC.

_____ By:_____
Duly Authorized

STATE OF VERMONT)
COUNTY OF CHITTENDEN, SS.)

At Burlington, this 7th day of ~~March~~ July, 2016, personally appeared Richard Vincent, Duly Authorized Agent of University of Vermont Medical Center and he/she acknowledged this instrument, by him/her sealed and subscribed, to be his/her free act and deed and the free act and deed of the University of Vermont Medical Center, Inc.

Before me, Kurly Efeth
exp 2/10/2019 Notary Public

CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS

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

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: October 13, 2016

THANK YOU DAMIAN!
Damian Roy has been offered a great engineering tech position at VHB – a large consulting firm with a strong local presence. I want to acknowledge and thank Damian for his two years of dedicated service to the City. The traffic requests Damian had to work through were often complex and contentious – and Damian would find a way to work through them. I never saw Damian lose his cool. His last day will be tomorrow, Friday 10/14. Thank you Damian!

DRAFT 10 YEAR CITY-WIDE CAPITAL PLAN
As was reported last month, City staff has been working on a citywide 10 Year Capital Plan over the past two years in an effort to inventory existing assets, identify future needs, and prepare a financing plan to meet the future needs. The General Fund Capital Plan shows a 5 year need of $160M. Approximately $117M (or ~73%) of the total need has existing identified sources. On September 12, the City's Board of Finance reviewed the proposal to address the $42M General Fund gap and voted to recommend Council approval of the 10 Year Capital Plan. The draft plan is expected to go the City Council at either the September 19 or 26 meeting. The proposed financing plan has a blended approach that looks to visitors, institutions, businesses and residents to close the $42M General Fund gap. **At the October 2016 Commission meeting we will host a question and answer session for the Commission and the general public regarding the 10 Year Capital Plan, the two bond ballot items, and the proposed Charter Change related to the Traffic Fund.** All the materials were attached to September's Commission packet that can be found at: https://www.burlingtonvt.gov/DPW/Commission/Agendas. Contact me or Martha Keenan (mkeenan@burlingtonvt.gov) with any questions.

PLANBTV WALK / BIKE
The draft of the City's first comprehensive master plan for walking and biking was presented to the Commission at its September meeting. At the October meeting, staff will be happy to answer any additional questions. We are seeking a Commission vote to recommend approval of the document to the City Council. Feel free to contact Nicole Losch (nlosch@burlingtonvt.gov) in advance with any questions.

CSWD DROP-OFF CENTER MOU EXECUTED
In late September, both the City Council and the CSWD Board unanimously approved the Memorandum of Understanding (MOU) that provides the City a 3-year $50,000 option to purchase the 3 acre parcel at 195-201 Flynn Avenue and lays out the framework for a lease purchase agreement if the City chooses to exercise the option. **The Mayor executed the MOU in late September.** The shared goal between the CSWD and the City of Burlington is to develop an expanded, safer, more customer-friendly CSWD drop-off center (DOC) in the largest community in the District. The District has an existing DOC at 339 Pine Street that has many constraints. The site at 195-201 Flynn would also offer the City approximately 1 acre of land for municipal use. More

information on the item can be found in the September 12 Board of Finance packet here: http://www.boarddocs.com/vt/burlingtonvt/Board.nsf/goto?open&id=ADLJUA4E74D6

NORTH AVENUE PILOT PRESENTATION ON OCT. 17
DPW staff will present traffic, crash and survey data related to the North Avenue Pilot to the City Council on October 17. We will also be presenting a recommendation on what parts of the pilot to continue through winter. The complete packet of materials will be posted on the City Council's BoardDocs webpage by Thursday evening, October 13. Thank you to Transportation Planner Nicole Losch, the Burlington Police Department, RSG, Cindy Cook, CCRPC and the entire DPW team for all the work that has gone into this pilot project.

DOWNTOWN TRANSIT CENTER & INTERSTATE CARRIERS
After 20 years of effort, the Downtown Transit Center is opening today, October 13. Transit passengers finally get a climate controlled waiting area, restrooms, real time bus arrival info, and soon downtown stops for Megabus, Greyhound Bus Lines, and Vermont Translines. It's a new day for sustainable mobility and there are hundreds to thank including: Federal Transit Administration (FTA), Green Mountain Transit (formerly CCTA), Senator Patrick Leahy, VTrans, Dan Bradley, Chris Cole, Aaron Frank, Steve Carlson, Norm Baldwin, Team DPW, and so many more.

DRIVEWAY ENCROACHMENT ORDINANCE IN EFFECT OCT. 19
After a successful pilot this spring, and Commission approval a few months ago, the new ordinance language on driveway encroachment will go into effect next week. We have been doing interviews with the media, working with hill institutions, sending out press releases – all in effort to educate the public on this new law. Parking Enforcement will also be providing warnings initially.

ANNUAL EMPLOYEE RECOGNITION EVENT
We had a great party to recognize all of our team's successes over the past year in late August. Special recognition was given to Street Maintenance Worker Bernie Baker who has been working for us for 50 years! Congratulations Bernie!