



City of Burlington  
Department of Parks & Recreation  
645 Pine Street, Suite B, Burlington, Vermont  
(802) 864-0123  
[www.enjoyburlington.com](http://www.enjoyburlington.com)

---

## MEMO

**Date:** June 24, 2013  
**To:** Board of Finance  
**From:** Jesse Bridges, Director Parks and Recreation  
**Re:** Bike Path Intersection Scoping Study  
**CC:** Nicole Losch, Jen Francis, Norm Baldwin

Public Works and Parks are working together on the Bike Path intersection scoping study with Vanasse Hangen Brustlin, Inc. (VHB) through the Chittenden County Regional Planning Commission (CCRPC). Since the Bike Path and Streets are equally involved in this project DPW and Parks have agreed to split the local match obligation. Parks has committed its portion through the FY14 Penny for Parks budget in the amount of \$4,000. This budget has been approved through the Parks Commission.



Office of Planning  
645 Pine Street, Suite A  
Burlington, VT 05402  
802.863.9094 P  
802.863.0466 F  
802.863.0450 TTY

[www.dpw.ci.burlington.vt.us](http://www.dpw.ci.burlington.vt.us)

# Memo

**Steven Goodkind, P.E.**  
DIRECTOR OF PUBLIC WORKS  
City Engineer

*Date: June 24, 2013*

*To: Board of Finance*

*From: Nicole Losch, Transportation Planner*

*Subject: Authorization to Enter Agreement to Provide Local Match*

*CC: Jesse Bridges, Director of Parks and Recreation*  
*Jen Francis, Parks Planner*  
*Erin Demers, Public Works Engineer*

*Encl: Burlington Parks and Recreation Memo Regarding Local Match*  
*Local Match Agreement for the Bike Path Intersection Scoping Study*

---

## BACKGROUND

The Chittenden County Regional Planning Commission (CCRPC) receives metropolitan planning funds from the Federal Highway Administration (FHWA) to support activities related to surface transportation planning. The CCRPC allocates these funds through their annual Unified Planning Work Program (UPWP). There is an additional mid-year adjustment, which modifies the scope of work to account for unanticipated planning activities.

The Department of Public Works (DPW) consults existing city plans and other city departments to identify projects in need of transportation planning. Projects are submitted during the UPWP development schedule, and then prioritized by the CCRPC with consultation from DPW.

UPWP projects are approved by the CCRPC's Transportation Advisory Committee (TAC) and Board of Directors, on which Burlington has one representative on each committee. Projects often proceed with work provided by a consultant recommended from the CCRPC's on-call list. The city agrees to pay the CCRPC for the local match required (usually 20 percent) for locally managed projects, for the consultant's work on the projects.

---

## REQUEST FOR APPROVAL

The DPW is requesting approval to execute an agreement to provide local match for special planning of one project currently underway. Although the project is underway, no local funds have been expended.

Bike Path Intersection Scoping Study

This project will study the feasibility of at-grade crossing enhancements along the Burlington Bike Path where the path crosses the following roadways, building on the work of the 2012 Burlington Bike Path Improvement Feasibility Study. The project kick-off meeting was held in March and a public meeting is anticipated to be held in July.

Total project cost: \$33,770

CCRPC agrees to provide FHWA funds for 80% of the project cost: \$27,016

***We request authorization to execute the local match agreement (attached) to provide the 20% local match, in the amount of \$6,770. Fifty-percent of this match will be provided by the Department of Public Works Street Capital Local Match and fifty-percent will be provided by the Department of Parks and Recreation.***

---