



Wednesday, May 15, 2024, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM

DPW COMMISSION

7:00 pm, Main Conference Room, 645 Pine St OR Remotely via ZOOM:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83495330508>

Or Telephone: Dial US: 301-715-8592 Webinar ID: 834 9533 0508

Channel 17 also often livestreams this on their YouTube channel and airs it over the air at a later date.

Note that comments on YouTube are not monitored.

1. Call to Order

2. Agenda - 5 Minutes

Subject	2.1. Motion to amend/adopt agenda
Meeting	May 15, 2024 - DPW Public Works Commission - Wednesday, May 15, 2024, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	2. Agenda - 5 Minutes
Department	Public Works Department
Type	Action
Recommended Action	Motion to Approve Agenda

3. Public Forum -3 Minutes per Person Time Limit - 10 Minutes

4. Consent Agenda

4.1. Approval of Draft Minutes 4-17-24

Subject	4.2. Temporary Construction Parking
Meeting	May 15, 2024 - DPW Public Works Commission - Wednesday, May 15, 2024, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	4. Consent Agenda
Department	Public Works Department
Type	Action (Consent)
Recommended Action	Approve Consent Agenda

5. DPW FY24 Goals & Objectives Status Report - 30 Minutes

Subject	5.1. Communication, C. Spencer
Meeting	May 15, 2024 - DPW Public Works Commission - Wednesday, May 15, 2024, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	5. DPW FY24 Goals & Objectives Status Report - 30 Minutes
Department	Public Works Department
Type	Information
Recommended Action	No Action

6. Director's Report - 10 Minutes

Subject	6.1. Communication - C Spencer
Meeting	May 15, 2024 - DPW Public Works Commission - Wednesday, May 15, 2024, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	6. Director's Report - 10 Minutes
Department	Public Works Department
Type	Communication

7. Commissioner Communications - 10 Minutes

8. Executive Session - Director Annual Review

9. Adjournment & Next Meeting Date - June 19, 2024

Subject	9.1. Motion to adjourn
Meeting	May 15, 2024 - DPW Public Works Commission - Wednesday, May 15, 2024, 7:00 PM, To Attend in Person - 645 Pine St. Main Conference Room OR REMOTELY via ZOOM
Category	9. Adjournment & Next Meeting Date - June 19, 2024
Department	Public Works Department
Type	Action
Recommended Action	Motion to Adjourn

DEPARTMENT OF PUBLIC WORKS
645 PINE STREET
BURLINGTON, VERMONT 05401
COMMISSION MEETING APRIL 17, 2024
DRAFT MINUTES

For video of the meeting, please visit Town Meeting TV's YouTube Channel:
<https://www.youtube.com/watch?v=k0r9VW6DgXY&t=978s>

Commissioners Present: Commissioner Barr, Commissioner Damiani (Vice Chair), Commissioner Fox, Commissioner Hogan, Commissioner Munteanu; Commissioner O'Neill-Vivanco (Chair), Commissioner Sears via zoom.

ITEM 1 – CALL TO ORDER

Commissioner O'Neill-Vivanco called the meeting to order at 6:32 p.m.

ITEM 2 – AGENDA

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

ITEM 3 – PUBLIC FORUM

Jack Trans of Ward 5 is in support of CCRPC. Mr. Trans stated the support connection from Main Street to downtown Burlington is huge. Need a protected bike lane along bike path there have a good number of pedestrians and cycling being struck by vehicles need to take safety into consideration.

Colin _____ resident of Ward 7 stated he has been alarmed by the number of drivers hitting pedestrians and cyclists. He went on to explain his ideas for the BTV Vision from a few years ago stating that none of the items in the report have been worked on. Safety is the number one concern.

Sharon Bushor shared thoughts on the Residential Parking perming and would like to evaluate the transition from permit on the car to the electronic version. Makes it difficult to tell if someone does have a Resident Only Parking Permit. I live in a section of town where there are residents, UVM as well at the UVMMC so there is no place for people to park. Mrs. Bushor does not feel like there is a whole lot of enforcement of the residential parking permits in her area.

Jason Stuffle a resident of Colchester Avenue stated that the Old East End Neighborhood bought a radar speed signs for Grove Street which we received a grant from and help from AARP for this radar machine. I observed the traffic when radar unit was installed and the traffic did not slow down even though the machine is a top brand and told drivers they were going too fast.

Evan Gould of Ward 5 stated CCRPC needs to look at Main Street scoping study and revisit the walk/bike plan for the City of Burlington.

ITEM 4 – CONSENT AGENDA

- 4.1 Approval of Draft Minutes 3-20-24
- 4.2 Main Street Motorcycle Parking

Commissioner Munteanu made a motion to approve the agenda with the removal of
Commissioner Barr seconded
Unanimous approval

ITEM 5 – CCRPC F'25 UPWP

City Engineer Philip Peterson, who was on line via zoom, gave a brief synopsis of the UPWP proposal under the FY 2025 budget. We are seeking the Commissions support of the proposed projects as indicated in the report. Funding through the program is mostly through the US Department of Transportation.

Commissioner Damiani asked how the projects were decided on for this and stated that these projects have to happen. City Engineer Peterson stated that we took a position, we needed to figure who is responsible for what should we get the go ahead. This information will be put out sooner in the future.

Director Spencer stated the scoping studies are underway.

Commissioner Hogan asked about a clarification of the action requested. City Engineer Peterson stated that the public comment has been solicited we need government body to approve.

Commissioner Munteanu is supportive of this but it unclear of start dates and end dates. Can we expect to see a report and opportunity for public feedback. City Engineer Peterson stated that we can provide dates at this point.

Commissioner Sears stated that we need another scoping study for Main Street.

Director Spencer stated we have a conceptual design and once completed we will move forward.

Commissioner O'Neill-Vivanco stated it would be helpful to getting this information beforehand. City Engineer Peterson stated this is a regional connection – South Burlington and Burlington are working on this together. Commissioner O'Neill-Vivanco asked where is Burlington's commitment.

Commissioner Barr made a motion to approval
Commissioner Damiani seconded
Commissioner Fox abstained
Unanimous approval of all other Commissioners

ITEM 6 – APPENDIX C CLEAN-UP

City Engineer Peterson stated that for the regulations we have been working with the Attorney's office and they have been great. We have presented everything to you in this packet for final approval.

Commissioner Fox asked about the phrasing of a regulation over a loading zone and a park on either side of driveway at University Place. City Engineer Peterson stated it is a no parking area, we are removing and towing cars when vendors show up to serve food.

Commissioner Barr made a motion to approve this comprehensive document
Commissioner Munteanu seconded
Unanimous approval

ITEM 7 – PERMIT OPTION FOR COURTHOUSE PLAZA GARAGE

Assistant Director Esperti stated that we are trying to implement permits to utilize the garage a little more, the cost of the permits being the same as the parking garages owned by the city.

Commissioner Fox stated the spaces were acquired for Main Street project so this makes sense. Assistant Director Esperti stated that some people are parking on the side streets where it's available.

Commissioner Damiani asked how many spaces in the Courthouse Plaza are available to us and Assistant Director Esperti stated there were 86 spaces available.

Commissioner Hogan asked if the entire garage was for public use and was informed that the City has one level which we have access to.

Commissioner Barr made a motion to approve staff's recommendations
Commissioner Damiani seconded
Unanimous approval

ITEM 8 – RESIDENTIAL PARKING PERMITS

Mark Bilodeau is the Parking Manager of the Parking division and stated we are in the process of overhauling the residential parking. The changes we are looking at is to increase the yearly fee. The current free issues are included in the fee but at a reduced rate. The homeowner can pay for two years. We are looking to review from street to a zone areas.

Commissioner O'Neill-Vivanco stated the zone parking might be piloted in neighborhoods. A homeowner can purchase four digital tags and hang tags? Mr. Bilodeau stated the homeowner can purchase all four – use 2 on a regular basis and have two for guests. Assistant Director Esperti stated that the homeowner can buy two digital tags and come in at a later time to pick up two hang tags if needed. MR. Bilodeau stated that we have never sold four permits to a homeowner. Commissioner Barr is in support of this program.

Commissioner Munteanu asked if there was a period to start the implementation of the new fees. Assistant Director Esperti stated that they are looking for a May vote and if it is approved we hope to start in mid to late June.

Evan Gould of the public stated that \$20 is too low for a price for RPP but we do need to look at areas. Need to be aware that taxes are going up.

Connor Smith stated twenty dollars is low should be a little higher.

ITEM 9 – DIRECTOR’S REPORT

Director Spencer stated the eclipse present went well. The connector was 80% full for vehicle parking and the parking revenue for the eclipse event was approximately \$27000.00 in garages.

Rock Point bridge replacement is underway and should be completed by the end of the year.

Construction season has begun and is in full swing

TEUC we will be discussing if the city loop will continue to be fare free. College Street is fare free.

There is an updated FY’24 goals and objectives

ITEM 10 – COMMISSIONER ITEMS

Commissioner Hogan stated the service line check. There is a lot in que on bigger projects but a low cost for barriers to help with slowing down traffic

Commissioner applications are due May 15th.

Commissioner Damiani stated clean sweep is coming up. A huge thank you for work on the eclipse.

Commissioner O’Neill-Vivanco stated that the eclipse was well done, lot of people spoke about the website. Thank you for filling holes on Summit Street. Asked about the bridge going over 127, in need of repair even though not used that much.

Commissioner Barr suggested for quick build projects get a group to help. Chase Street and Colchester Avenue the paint is worn down and cars are speeding we need more than paint to slow down the traffic.

Commissioner Fox stated the eclipse was well organized.

Commissioner Sears asked how priorities were set there needs to be a broader conversation and let the commissioners know.

ITEM 11 – ADJOURNMENT

Commissioner Barr a made to adjourn

Commissioner Munteanu seconded

Unanimous approval

Meeting concluded at 8:28 p.m.



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

Memorandum

Date: May 15th, 2024
To: Public Works Commission
From: Madeline Suender, Public Works Engineer
CC: Erik Ramakrishnan, Assistant City Attorney
Jackie Rowland, Parking Services Operations Manager
Phillip Peterson, P.E., Senior Transportation Planner
Subject: Temporary Construction Parking

DPW Staff, in collaboration with the City Attorney's Office, recommend the DPW Commission approve the following:

Appendix C, 31 ~~{Reserved}~~ Temporary Construction Parking

Notwithstanding any other provision of this appendix, the Director of Public Works, or their designee, shall have the authority to temporarily relocate regulated spaces during construction projects to accommodate construction. Violation of associated parking signage is subject to towing and enforcement pursuant to Article III of Chapter 20 of the Burlington Code of Ordinances.

Final language of the amended ordinances is subject to the review and approval of the City Attorney's Office

Purpose & Need:

The purpose of this request is to support essential construction operations in a timely and efficient manner. The need is to accommodate specialized parking throughout construction while enabling work to happen on schedule.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		- MUTCD Section 6C.01 Temporary Traffic Control Plans - Americans with Disabilities Act Title II Regulations: 28 CFR 35.130(b)(7)(i) - US Access Board: Public Right of Way Accessibility Guidelines R211

				- City Ordinance 20-55 General prohibitions. (a)(1), (a)(8) - City Ordinance 20-63 Authority to close streets to parking. - City Ordinance 20-66 Charges. (b)(5) - City Ordinance 27-46 Protective measures.
Aligns with City plans?	X			
Followed Public Engagement Plan (PEP)?	X			

Background:

This Appendix C Provision will codify the Department of Public Works' (DPW) ability to temporarily relocate regulated parking that is impacted by construction. This will allow these parking changes to happen in a standardized, timely, and flexible manner to accommodate construction timelines and reduce parking impacts to the public.

Staff intend that this most often be executed by the Excavation Inspector and recorded inside the permitting system via the approved Traffic Control Plan for any necessary projects. The goal is to be able to effectively and efficiently relocate essential spaces such as Accessible (ADA), Electric Vehicle, Loading Zones, and other critical parking spaces that are location dependent as various construction projects impact parking temporarily. This would allow staff to temporarily relocate these impacted spaces to adjacent streets while construction occurs and then back to their original spot following completion of work. This would be for spaces that are previously approved ordinances. This will clarify the enforceability of these temporarily relocated space in lieu of the typical ordinance process. ADA spaces are of particular importance to be relocated in a timely manner as they provide a critical service and are required by federal regulation.

The Project Checklist above summarizes the various City Ordinances and Federal guidance that already grants this authority. Because this is already within the power of DPW to enact, this updated language is simply being added to streamline the supporting guidance and allow for a more standard process for temporary construction parking accommodations moving forward. Specific outreach for these impacted spaces would be done through the construction project by things such as targeted outreach, general project updates, and on street signage.

Attachments:

1. Regulation Change From

Attachment 1:

CITY OF BURLINGTON

In the Year Two Thousand Twenty-four

A Regulation in Relation to

Rules and Regulations of the Traffic
Commission—
31 [Reserved]

Sponsor(s): Public Works Commission

Action: _____

Date: 5/15/2024

Attestation of Adoption:

Phillip Peterson, PE

Public Works Engineer, Technical Services

Published: _____

Effective: _____

It is hereby Ordained by the
Public Works Commission of the
City of Burlington as follows:

That Appendix C, Rule and Regulations of the Traffic Commission, 31 [Reserved] of the Code
of Ordinances of the City of Burlington is hereby amended as follows:

31 ~~[Reserved]~~ Temporary Construction Parking

Notwithstanding any other provision of this appendix, the Director of Public Works, or their designee,
shall have the authority to temporarily relocate regulated spaces during construction projects to
accommodate construction. Violation of associated parking signage is subject to towing and
enforcement pursuant to Article III of Chapter 20 of the Burlington Code of Ordinances.

** Material stricken out deleted.

*** Material underlined added.

/hm: BCO Appx.C, Section 31
4/17/24

Public Works FY'24 Goals Objectives

Our Mission: To steward Burlington's infrastructure and environment by providing efficient, effective and equitable public services



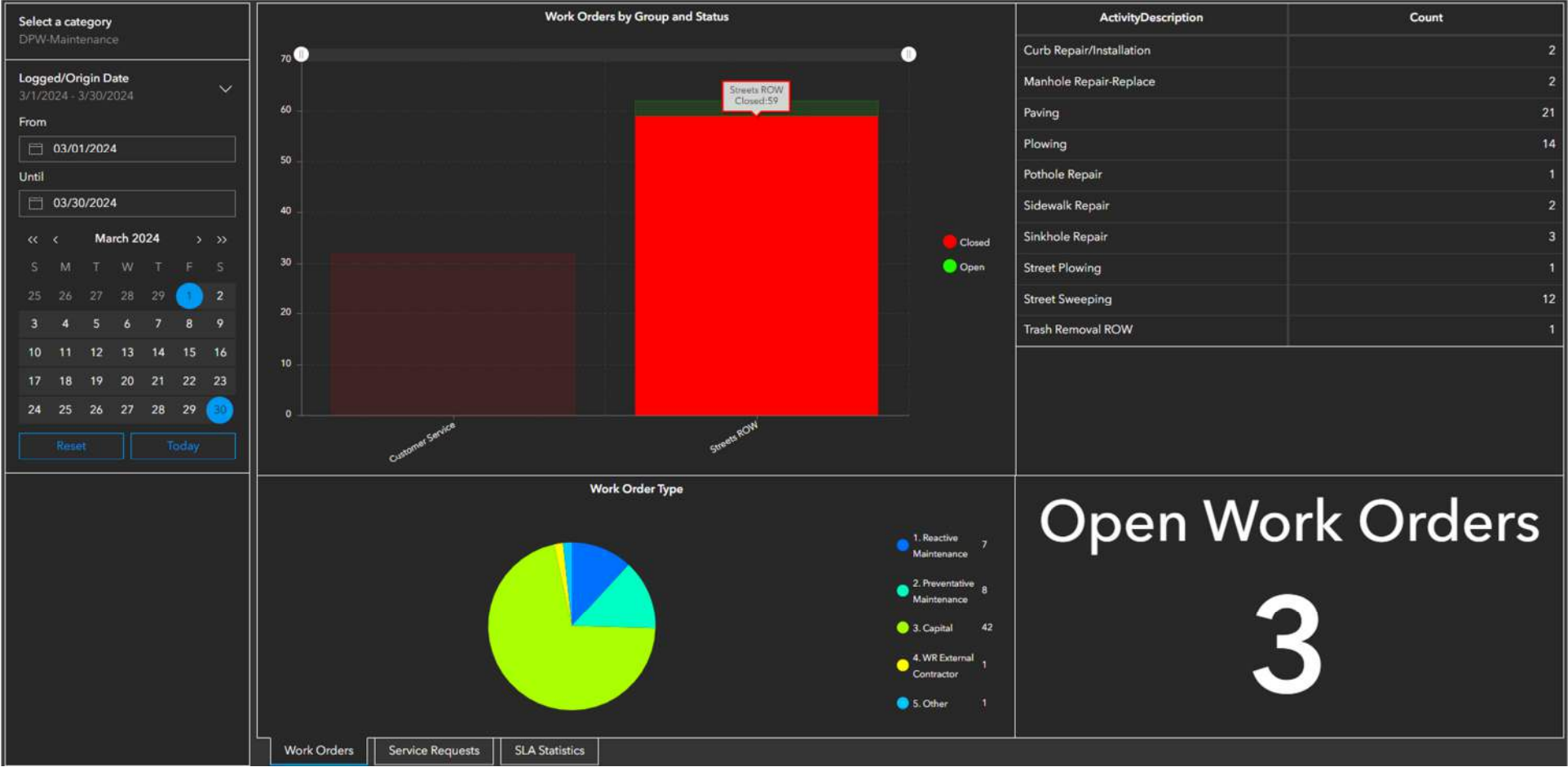
		DPW GOALS			METRICS	DIVISION	COMMISSION ROLE	FY'24 STATUS (April 2024)
	FY'2024 OBJECTIVES	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation				
	DPW-wide Objectives							
1	Strengthen asset management program to advance City's data-driven stewardship of City's assets	✓	✓	✓	Expand utilization of Enterprise Asset Management (EAM) / Commuterized Maintenance Management System (CMMS) tool in FY'24 including data-driven decision making. AM Steering Cmte meeting regularly.	DPW-wide	Review performance reports and provide feedback to department	Progressing. Using AM system well for managing service requests and workorders, but starting to strengthen use for risk management, capital priority prioritization, etc. Presented to Commission Nov 2023, all-staff meeting in March 2024. 86% of Maintenance Div service requests met within service level agreement in March 2023 (up from 64% in July 2023).
2	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders	✓			Continue updating City's multiple year Capital Plan. Budgeted Funding vs. Actual investments vs. funding targets for each asset class. Service reliability (number of main breaks / year).	DPW-wide	Evaluate and recommend funding strategies	Progress despite challenges. With General Fund capital bonding constraints, staff securing major partnerships and grants: \$34M in grants for GS Bank & Cherry, \$35M TIF funding for GS Main St, major State/Fed participation in Parkway, Winooski Bridge, Railyard Enterprise, etc. Applied for Federal funding for Water reservoir, South End sewer storage tank. Preliminary design work for large comprehensive Wastewater plant renovation/expansion underway. Over \$500M of projects currently in design or construction.
3	Enhance growth opportunities within department through filling open positions, professional development, job shadowing, succession planning, etc. to best position DPW to meet the future needs of City	✓	✓	✓	% of staff participating in a professional development opportunity each year. % of positions that are filled internally.	DPW-wide		Majority of management hires in FY'24 have been internal (at least 6 internal hires YTD). United City training platforms in FY'23, but getting metrics on prof dev training % difficult. All of the annual reviews for the Director's direct reports are current and annual review forms include section on professional development.
4	Increase engagement of under-represented constituencies through enhanced outreach efforts while also ensuring capital project and maintenance prioritization does not inadvertently underinvest in these areas of the community	✓	✓	✓	Implement City's new Equity Toolkit. Capital project, program and maintenance prioritization evaluated for equity. DPW staff and engaged community members reflect the diversity of our city. Be an active participant in reshaping our workplace culture to strengthen equity and inclusion for both internal and external customers.	DPW-wide		Continued progress. Using Telelanguage/Propio for real-time translation services. Translated key DPW materials for snow bans, Clean Sweep, toter requirements, boil water notices, big planning studies (Battery St.) etc. Filled out Equity Toolkit for new projects such as the Railyard Enterprise Project. Implementing City's Language Access Plan.
5	Reduce injuries through strengthened safety program that includes active safety committee and online Learning Management System	✓	✓		DPW Safety Team meets monthly. Department meets majority of FY'22 safety goals. Reduction in recordable incidents and lost time injuries. Reduction of late injury reports.	DPW-wide		Mixed results. Lost time days down to 46, but recordable injuries up to 17 in 2023 (up from 7 in 2022). Safety Committee meets regularly. Injury data over last few years trending generally in better direction, but still above industry standards. Completing Safety Cmte site assessments at different job sites each year.

6	Expand preventative maintenance program of pavement, pavement markings, sidewalk, guardrails, railings, fences, valves, hydrants, sewer mains, fleet and other infrastructure that has historically not been adequately maintained -- and better prepare the department to maintain new assets	✓			Number of potholes, sewer plugs, main breaks decrease. Percent of fleet PMs to repairs increases. Maintenance crews trained and provided maintenance schedule for new assets. Consider new maintenance worker positions cost shared between General Fund and Water Resources. New Asset Management program will better capture these metrics.	DPW-wide		Mixed progress. Staff maximizing effectiveness within funding constraints. Water main renewal reducing breaks (15 in 2023, 40 breaks/yr on avg a decade ago). Limited GF Capital \$ reducing sidewalk production (2 miles instead of 3) and reducing paving (1 mile instead of 4). Received approval to hire two additional Street Maintenance workers in FY'23 to better maintain W/WW/SW infrastructure. Asset Management program continues to improve our operational efficiencies.
7	Provide effective coordination with private projects through project review and coordinated investments	✓	✓		Deptment turns material review in agreed upon timelines. Assists applicants with helpful guidance. Cambrian Rise, CityPlace, Sears Ln/Lakeside Ave, old Y redevelopment, VFW project progress according to timelines.	DPW-wide		Successfully ongoing. 79 Pine, 157 S Champlain complete. Coordinating currently with CityPlace, Cambrian Rise, new BHS, former YMCA, Post Apartments (former VFW), Lakeside/Sears South End development planning, etc.
	Cross-Division Objectives							
8	Develop engineering standards that will efficiently direct future investments.	✓		✓	Substantial completion of standards in FY'24.	Tech Services, Water Resources	Recommend adoption of standards to Council	Achieved! After years of getting deferred due to other more urgent items and staff vacancies, staff completed draft standards. Transportation, Energy & Utilities Cmte recommended approval on 10/26/23. Council approved 12/18/23. City Attorney recommended approval through Council cmte, not Commission.
9	Improve solid waste and soil management facilities through purchase of 195-201 Flynn Avenue, relocation of soil management activities, and expansion of the CSWD Drop Off Center at 339 Pine St.	✓		✓	Get signed purchase and sale agreement by 9-30-23. Secure funding for lease purchase.	Tech Services, Water Resources		Proceeding well. Achieved MOU extension until Sept 30, 2024 to complete negotiations for a purchase and sale agreement with CSWD. Completed Phase II Environmental Site Assessment (ESA). Updated City Ordinance to use Sold Waste Generation Tax to pay for acquisition.
10	Advance high priority capital projects (Champlain Parkway, PlanBTV Walk/Bike, Railyard Enterprise, Downtown Great Streets, Calahan Storage Tank, 195-201 Flynn Ave) in accordance with project schedules	✓			Projects advance according to project schedules. Annually budgeted capital projects completed. Adjust staffing to increase project management resources.	Tech Services, Water Resources	Review and approve ordinance changes related to projects.	Many successes: Shelburne St Roundabout, Amtrak, University Place, N Winooski bike lanes, Plattsburg Ave bike lanes all completed. Champlain Parkway, Main St Great Streets, W/WW pipe rehabilitation underway. Railyard Enterprise completed environmental assessment Feb 2024.
	Division Objectives							
11	Modernize City signal systems to provide more reliable, responsive multi-modal operations	✓	✓	✓	Number of signals upgraded with real time, multi-modal actuation. Number of RRFB and other warning devices installed. Amount of grant / State funding secured to leverage additional work.	Parking & Traffic	Provide feedback on overall modernization strategy.	5 signals expected to be upgraded by end of FY'24. Will need to find additional sources of funding as impact fees will be spent down.
12	Unify parking resources within DPW, branded as ParkBurlington, providing a singular parking resource		✓		Continue integration DPW-managed, Parks-managed and third party parking assets unthe the management of Park Burlington. Number of non-DPW owned parking facilities receiving support from ParkBurlington.	Parking & Traffic	Review and approve parking operations agreements and policy changes	Progress. The ParkBurlington Brand is now owned by DPW and Parking Services is providing all backend parking product sales for BPRW. In addition, DPW is now providing enforcment in BPRW lots. DPW now providing 83 spaces at Courthouse Plaza at City rates.

13	Improve parking experience through new services, technology and metrics management.	✓	✓		Provide improved signage, communication tools and service (online and in person). Metrics dashboard for on-street and off-street parking system. Enhance interactive online parking map.	Parking & Traffic	Review and provide input	Ongoing maintenance has improved the appearance and customer experience in garages. Upgraded interactive parking map live. Several new parking products approved by Commission. Metrics show slow but ongoing revenue recovery post-Covid.
15	Increase City's EV Fleet and reduce the fleet's carbon footprint in accordance with Burlington's Net Zero Goals.			✓	Percentage of EV/Hybrid vehicles purchased over fiscal years. Gallons of gas and diesel purchased annually.	Maintenance		Number of electric vehicles increasing by year. Now approximately 20% of total Fleet. Constrained GF Budget in FY24, only purchasing few vehicles for Special Revenue/Revenue Depts - but added 3 EVs. Installed 3 new dual port chargers at 645 Pine St. for Fleet vehicles. Applying for rebates and Fed/State grants for more EVs and charging infrastructure.
16	Expand use of transportation options while increasing safety of system and reducing overall environment impact consistent with City plans			✓	Complete City TDM study. Increase traffic calming implementations and reduce waiting list. Grants for bike/pedestrian infrastructure secured. Non-SOV mode share increases. Annual # of crashes decreases.	Technical Services	Review and approve ordinance changes related to projects.	Continued progress. Completed University Place, Mansfield path, Plattsburg Ave. Main St Great Streets includes dedicated, protected facilities. Secured 3 grants for Intervale Rd sidepath, Lake St bike/ped connection, Queen City Park Rd path. Continued enhanced sidewalk production (2 miles/yr vs. 1 mi/yr). Seeking grants for N. Champlain protected bikeway and Battery St given construction cost.
18	Implement last phase of Clean Water Resiliency Plan capital upgrades in FY'24	✓			Complete Manhattan Dr outfall repairs. Complete design and initiate construction of next phase of Wastewater Treatment Plant refurbishments. Complete planning of next round of outfall improvements.	Water Resources	Recommend approval of CWRP borrowing to City Council.	Completed SE GSI, pump station upgrades. Relining will finish this 2024 season. Advancing design of Phase II WWTP modernization, and preliminary design for comprehensive plant upgrades. Presented to Commission Oct 2023.
19	Implement Council-approved rate restructuring and affordability program for Water, Wastewater and Stormwater utilities	✓	✓		Percent increase of affordability program utilization by customers. Present affordability options for renters to the Commission.	Water Resources	Review any affordability program modifications, recommend to Council	First phase of affordability programs implemented. Now increasing marketing and developing framework for additional affordability measures. Reviewing affordability options for renters - but very few examples around country - just big cities.
20	Advance next phase of Water Resources staffing plan for increased operational sustainability	✓	✓		Advance second phase of WR Re-org with restructuring of Engineering team, addition of Water Distribution staff, etc.	Water Resources		Continued progress. Completed third-party organizational review May 2023 and included initial staff recommendations in FY'24 budget. Hired first Director of Engineering & Operations. Hired first Engineering Manager. Expanded WW staffing and looking at additional staffing to manage aging plants while preparing for comprehensive overhaul. Proposing next re-org phase in FY'25 budget.
21	Complete Integrated Water Quality Management Plan for how City will meet its Clean Water Act regulatory obligations and its local water quality priorities & begin implementation	✓		✓	Acceptance of Plan by DEC. Secure Integrated Permit. Advance first phase recommendations.	Water Resources	Review and provide feedback on final draft of Integrated Plan	Continued progress. Integrated Plan approved by DEC. Completed report on tertiary treatment pilot at Main WWTP. DPW WR and State actively drafting integrated permit framework - aiming to have permit by end of 2024. Plan at: https://www.burlingtonvt.gov/water/integratedplan .
22	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of Payment In Lieu Of Taxes (PILOT) payments, negotiate new Franchise Fee agreement for Water)	✓			More appropriate cost allocations between departments / funds. Would enable Water Resources Division to better reinvest in aging systems.	Water Resources, CT Office		WR PILOT credit received for FY'23 and FY'24. New Franchise Fee for Water moving slowly with CT due to other more urgent priorities. New Franchise Fee agreement with VT Gas getting close - will financially support General Fund.

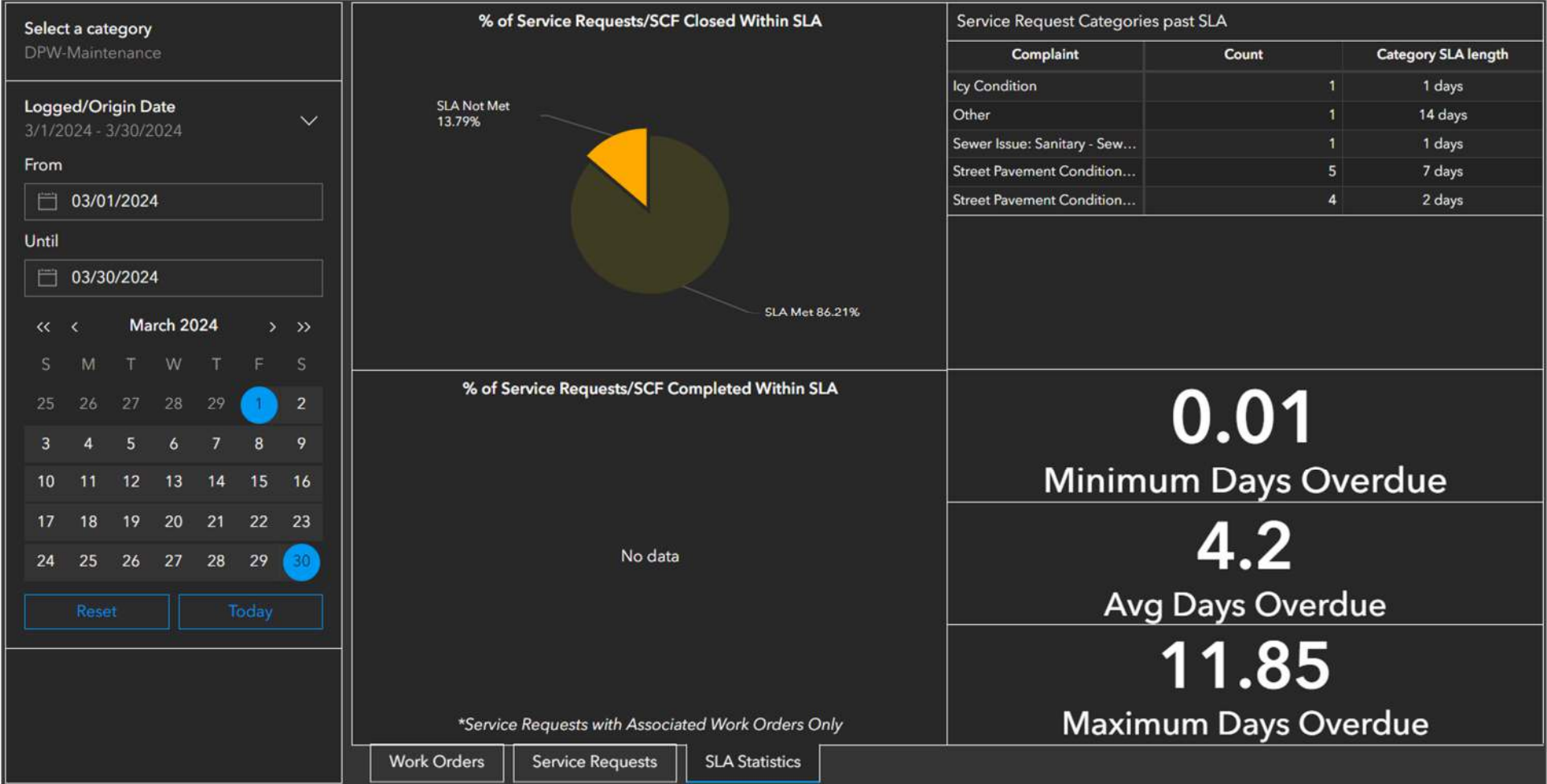
DPW FY'24 OBJECTIVE 1 – ASSET MANAGEMENT METRICS

Street Maintenance Work Orders – Only 3 Pending Work Orders from March 2024

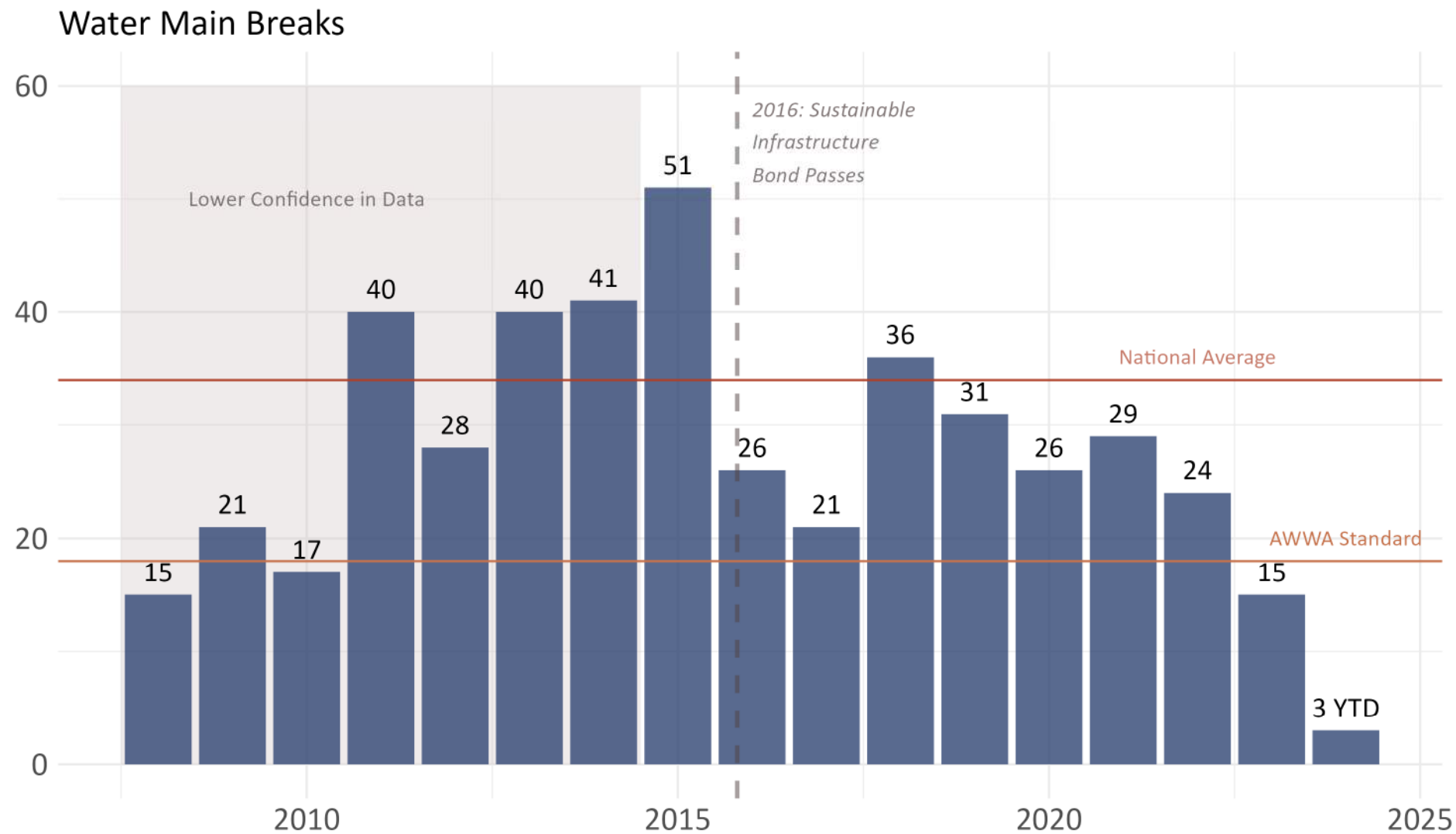


DPW FY'24 OBJECTIVE 1 – ASSET MANAGEMENT METRICS

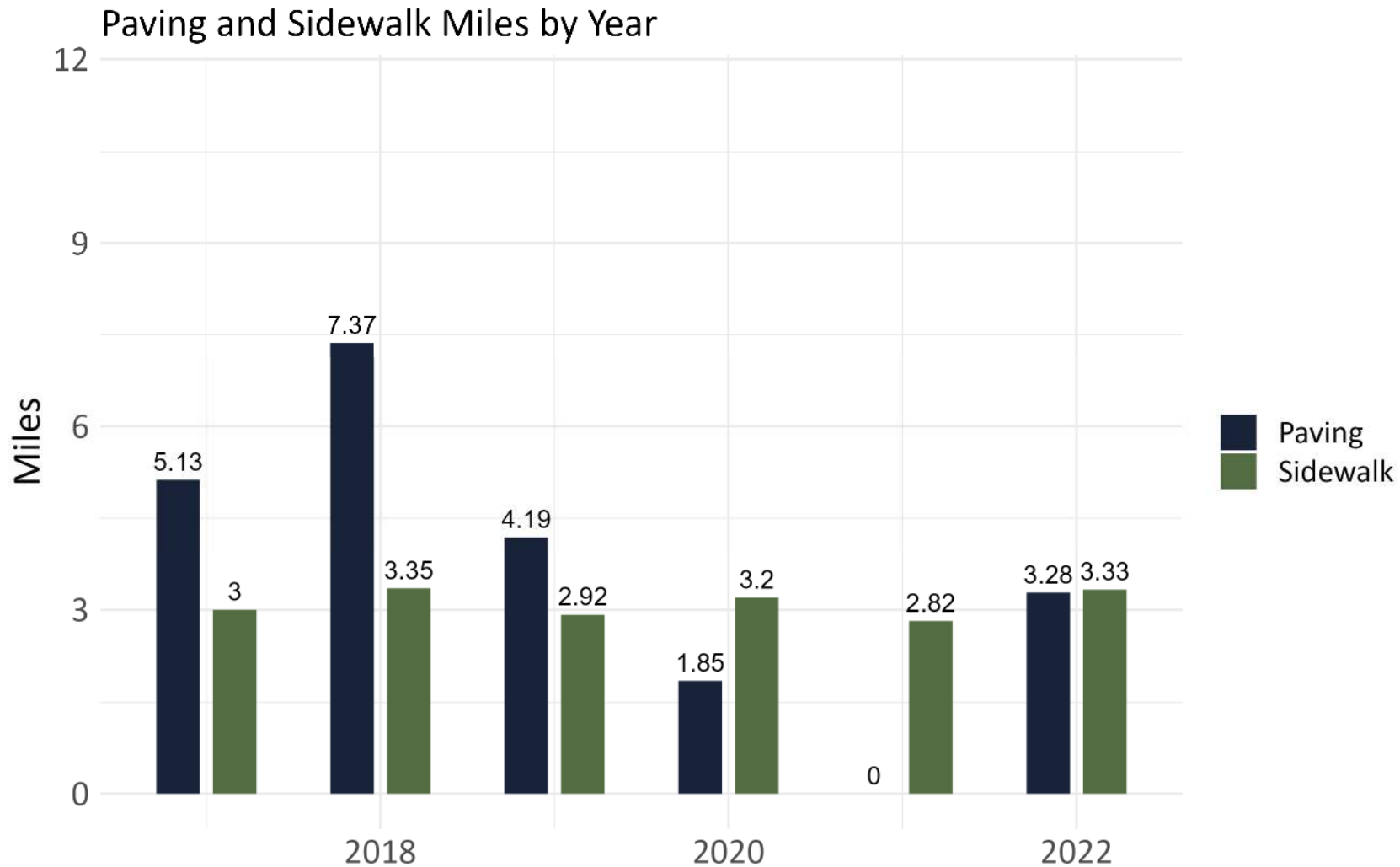
Street Maintenance Service Level Agreements (SLAs) – 86% closed within SLA – March 2024



DPW FY'24 OBJECTIVES 1 & 2 – ASSET MANAGEMENT AND CAPITAL METRICS



DPW FY'24 OBJECTIVES 1 & 2 – ASSET MANAGEMENT AND CAPITAL METRICS



* Note that the production numbers above are for stand-alone annual City paving and sidewalk investments. These numbers are supplemented by capital improvement projects with sidewalk and roadway components and State Class 1 paving program.

** Prior to the Sustainable Infrastructure Bond passing in November 2016, the City was reconstructing on average 1 mile of sidewalk per year and repaving 2 to 2.5 miles of roadway per year.

DPW FY'24 OBJECTIVE 2 – CAPITAL PROGRAM METRICS

Over \$500M of DPW capital projects in the pipeline or under construction:

Water, Wastewater, and Stormwater Capital

Planning

- Wastewater Plant Upgrades (pump East Plant to Main Plant, add aeration, add clarifier, add tertiary, replace equipment)
- Water Treatment Plant Upgrades
- North Plant Siphon Resilient Solution (Winooski River Sewer Pipe)
- Water Distribution Capital Planning
- Collection System Capital Planning
- SW Outfall Assessments
- CSO Tank along Pine Street

Design

- Manhattan Ave Stormwater Outfall Improvements
- Water Reservoir Improvements
- Wastewater Pump Station Improvements (Proctor Place, Water Plant, Crescent Beach)

Construction

- Distribution and Collection System Improvements
- Headworks Improvements at all 3 WWTPs
- Removal of siphon bypass pipe

Come by Water Resources to talk to staff about any of these projects!

DPW FY'24 OBJECTIVE 2 – CAPITAL PROGRAM METRICS

Over \$500M of DPW capital projects in the pipeline or under construction:

<u>Roadways, Intersections, and Paths</u>		
Planning	Design	Construction
▪ Battery Street ▪ Home & Shelburne ▪ NNE Sidewalks ▪ Walk/Bike Update ▪ Main Street to South Burlington ▪ Exit 14 Interchange ▪ EAP Traffic Calming ▪ Southend Traffic Circulation Model ▪ Northern Waterfront Connectivity	▪ Intervale Sidepath ▪ Queen City Park Road Sidepath ▪ Winooski Bridge ▪ Colchester/Barret/River side Intersection ▪ Pearl/Prospect Intersection	▪ East Ave Traffic Calming ▪ Archibald Quick Build ▪ Paving: Pearl, North Ave, Staniford ▪ Patching ▪ ROW Sidewalks ▪ Rockpoint Bridge ▪ ONE Greenway
Come by Tech Services to talk to staff about any of these projects!		

Plus large partner, grant and TIF funded projects: Champlain Parkway, Great Streets Main Street, Great Streets Bank and Cherry, Railyard Enterprise Project.

Recent Equity Case Studies

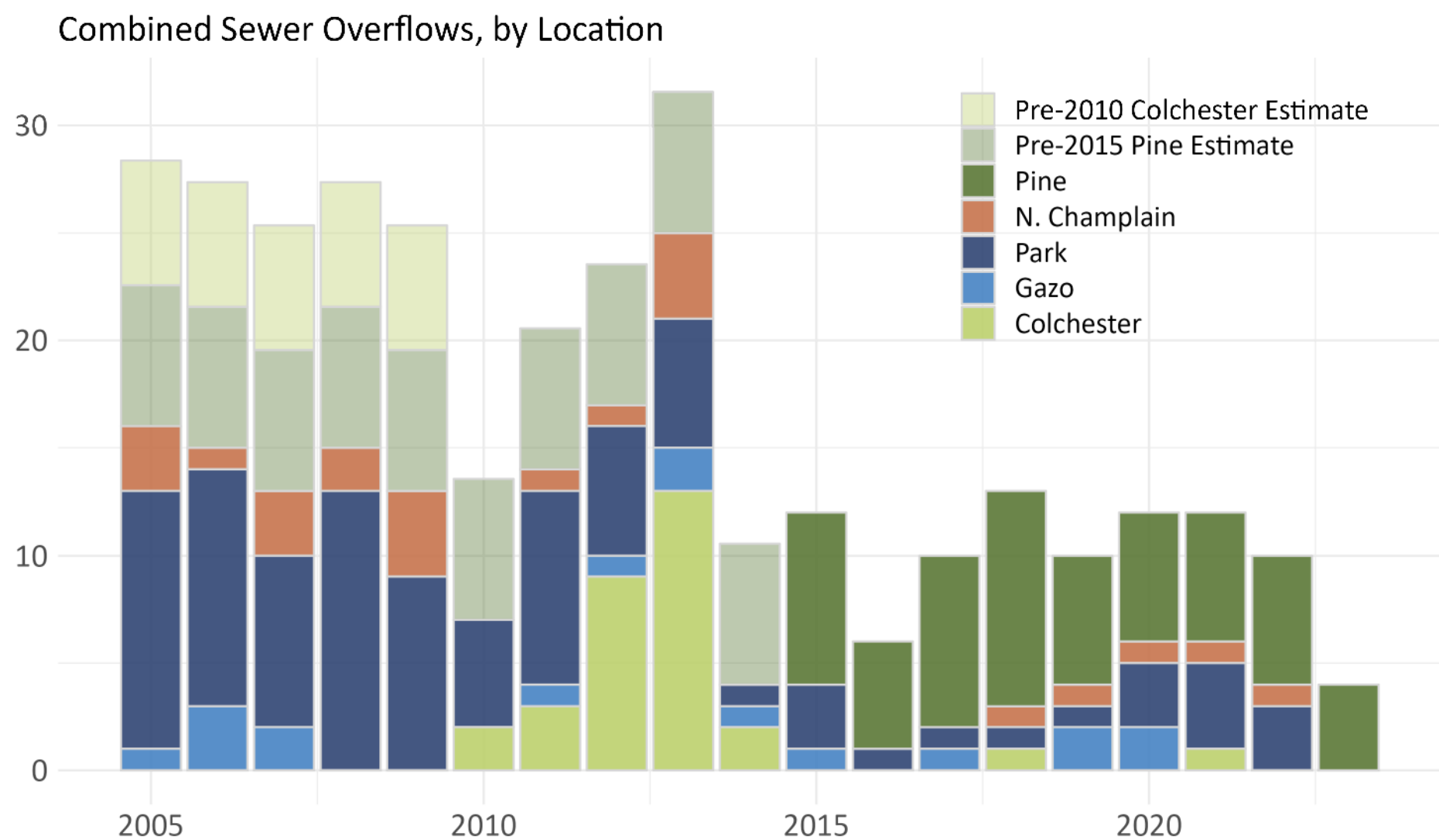
- **Ongoing & Improved Language Access:** Propio, Translations, Videos, A partner w/ CEDO
- **2023 Sidewalk Inventory with an equity score factored in**
- **2022 Raising the scofflaw threshold**
- **2021 Water Resources Ratepayer Affordability Project:** <https://www.burlingtonvt.gov/Water/AffordabilityProject>

[illegible]

2024 DPW-wide Safety Goals

Goal	2023	2024 YTD	2024 GOAL
# of recordable injuries	17	2	10
# of lost work days	46	0*	40
Compliance Training	Reboot	24%	85%

- ▶ * Lost days are being incurred from a 2023 injury, but thus far, none from 2024.





CITY OF BURLINGTON DEPARTMENT OF PUBLIC WORKS

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To: DPW Commissioners
Fr: Chapin Spencer, Director (cspencer@burlingtonvt.gov)
Re: **DPW Director's Report**
Date: May 15, 2024

THANK YOU NORM!

After 33 super-dedicated years of service to this City, City Engineer Norm Baldwin is moving on to become the Director of Public Works for the Town of Colchester. This is truly a great career opportunity for Norm – and also a huge loss for our City. There aren't many parts of the City's infrastructure that Norm hasn't personally made better, safer and more resilient. Norm got his start in the Traffic Division in the early 1990's when Traffic was in the building that is now the downtown City Market (82 S. Winooski Ave). Over the years, Norm repaired the bike path from lakeshore flooding, built a fabulous waterfront skatepark, oversaw the Trades Inspection program, managed large complexities to get Amtrak to Burlington, brought the Champlain Parkway to construction, built an amazing Technical Services team, and for the first time in modern history, oversaw the development of comprehensive Engineering Standards that will benefit our community for generations to come. Over the next two weeks, please join me in celebrating all the successes Norm has helped make possible. These are going to be very, very large shoes to fill.

FY'25 BUDGET PROCESS

DPW leadership has been focused on developing the FY'25 budget over the last month. We've developed three iterations of the budget that have been submitted to the Chief Administrative Officer (CAO) as we've worked to help the City narrow the \$13m General Fund budget gap. I'm pleased to report that we've made solid progress, though the budget stretches our department to raise ~5.6% more revenue than FY'24. We will be presenting the draft budget to the City Council on May 22. All are welcome to attend, review and provide comment.

ANOTHER SUCCESSFUL CLEAN SWEEP

This late April and into early May, multiple DPW divisions came together to sweep 95 miles of roads, alert tens of thousands of residents and answer innumerable phone calls about sweeping, cars and dates. Clean Sweep is no simple annual event. It is an important event for public health, beautifying the City and infrastructure protection. Removing the built-up debris from winter keeps nutrient pollution out of which fuels cyanobacteria (blue-green algae) and beach closures; it keeps kids safe when they bike to school by preventing flats and unnecessary swerving to avoid debris; and it really showcases how beautiful this town is. This year we are pleased to report that we had to tow 30% fewer cars this year to complete our work. We will continue to refine outreach to lower that number further. Thank you Maintenance Division, Parking Services, Water Resources and Customer Service for the long-hours and the hard work! More info: Rob Goulding, rgoulding@burlingtonvt.gov.

CONSTRUCTION PORTAL REFRESH

Team DPW has been collaborating with several other departments to update and enhance the Construction Portal for the public for 2024. Over the next week, we are making a couple final tweaks to the 2024 project list. Feel free to take a look and share your feedback: <https://www.burlingtonvt.gov/construction>. More info: Rob Goulding, rgoulding@burlingtonvt.gov.

GMT FUNDING AND FARES

The Council's Transportation, Energy & Utilities Committee (TEUC) has met a couple times to discuss both GMT's long-term funding and the short-term policy decision on Burlington's fare free transit routes. The TEUC met on 4-23-24 and supported the direction to keep the Burlington portion of Route 11 (the College St Shuttle) fare free and to continue the pre-pandemic position of having regular fare service on the City Loop (Route 8). More info: Chapin Spencer, cspencer@burlingtonvt.gov.

PROGRESS ON DPW'S FY'24 GOALS & OBJECTIVES

I have attached the status update that was provided to the Commission at last month's meeting. In working with the Chair and ViceChair, we have added an agenda item to the Commission to continue to discussion on our collective progress to date. Providing this performance document is intended to help the Commission with reviewing the annual performance of the DPW Director and DPW City Engineer. Given Norm's resignation, my understanding is that only my performance needs to be reviewed this year.

ECLIPSE NOTE OF APPRECIATION

Monday April 8th was a fantastic day to appreciate the amazing town that many of us call home, and all of us serve. Being in the path of totality for the eclipse was truly a once-in-a-lifetime experience for most of us. The City did a great job preparing for it and you all deserve a big thank you. From helping on the preparation, to coordinating with contractors to being on-call that day, dozens of DPW employees made sure Burlington laid out a giant welcome mat for tens of thousands of visitors and put our best foot forward. See below for what one out of town guest had to share with the new Mayor:

"I have been meaning to write for over a week to let you know what a wonderful job I think that the City of Burlington did in managing visitors for the Solar Eclipse last week! Not knowing exactly what to do/where to go, once we got to Burlington, I headed for the waterfront. Plenty of very polite and helpful people were stationed there and explained exactly where to go for remote parking, all about the shuttle buses, etc. Their directions were easy to follow and we were soon out of town and parking along the side of, if I remember correctly, route 127. Again, everything was totally in order - frequent and well-marked shuttle bus stops, plenty of porta-potties, and polite and helpful personnel..."

See you all next Wednesday!