



CITY OF BURLINGTON, VERMONT
CITY COUNCIL TRANSPORTATION, ENERGY & UTILITIES COMMITTEE

c/o Department of Public Works
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Councilor Maxwell Tracy, Chair *WARD 2*
Councilor Richard Dean, *East District*
Councilor Ali Dieng, *WARD 7*

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Transportation, Energy and Utilities Committee of the City Council
Wednesday, August 9th, 2017 at 5:00 PM

Burlington Department of Public Works – Front Conference Room
645 Pine Street – Burlington, VT

–AGENDA–

1. **Agenda**
 - a. DISCUSSION
 - b. ACTION
2. **Public Forum**
3. **Minutes of 06/20/2017**
 - a. DISCUSSION
 - b. ACTION
4. **Consolidated Trash Pick-up – 10 minutes**
 - a. Rob Green presenting
 - b. 10-minute duration
 - c. Action: Informative, no action needed.
5. **Public Engagement Plan for DPW Projects – 10 minutes**
 - a. Nicole Losch and Norm Baldwin presenting
 - b. 10-minute duration
 - c. Action: Informative, no action needed.
6. **TEUC Goals for 2017-2018 – 15 minutes**
 - a. 15-minute duration
 - b. Action: Informative, no action needed.
7. **Councilors' Update**
8. **Adjourn**



City of Burlington

Department of Public Works

Technical Services Engineering Division

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www.burlingtonvt.gov/DPW

Memo

Date: August 4, 2017

To: Transportation, Energy, and Utilities Committee

From: Nicole Losch, PTP, Senior Planner

Subject: Public Engagement Plan Development for Public Works Projects

Background

As City Council concluded the North Avenue Pilot Project, the approved resolution directs the Department of Public Works to develop a written report regarding public outreach processes and provide this to the TEUC no later than September 25, 2017.

For the last several months, our Engineering Division has been working on a Public Engagement Plan / Civic Engagement Plan that is based on the Chittenden County Regional Planning Commission's (CCRPC) [Public Participation Plan](#) and a draft Civic Engagement Plan start by CEDO in 2015. Before we continue our work, this is an opportunity to obtain guidance from the TUEC about our proposed development of this plan.

Next Steps

Attached we have provided a 2-page summary of the CCRPC's Public Participation Plan, which defines the general spectrum of engagement we propose to follow and that we currently follow with CCRPC-funded planning studies (more detail on their full PPP can be found through the hyperlink above). Our goal is to have this public engagement plan apply to Corridor Studies, as directed in the North Avenue Pilot resolution from July 2017, and also apply to all types of DPW projects. We have an additional opportunity to share this draft and get guidance from DPW's new Public Information Manager, who will join DPW in mid-August.

While our team continues to define the types of DPW projects that apply across this spectrum, edit the outreach tools to fit Burlington, outline an engagement worksheet to guide staff through this process, and package this as a report to present at the September TEUC meeting, we are reaching out to the TEUC to collect any initial thoughts or direction about the development of this report.



CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

PUBLIC PARTICIPATION PLAN UPDATE 2014

WHAT IS THE 2014 PUBLIC PARTICIPATION PLAN UPDATE?

As part of our ongoing efforts to engage the public, we have completed a 2014 Public Participation Plan. This is an update to our 2008 Public Participation Plan, and provides the methodology for involving the public in our work, using both traditional and innovative outreach methods to meet the needs of our growing and increasingly diverse community.

A Public Participation Plan
is a requirement of
receiving federal dollars.



It is intended to be a resource for
the CCRPC to use in its efforts to
reach out to and engage community
members in the neighborhoods
and towns impacted by its projects.

The 2014 Public Participation Plan outlines the CCRPC's principles and goals, aligns our strategies and activities with specific levels of engagement appropriate to each, and provides evaluation methods for determining the effectiveness of our initiatives.

Each activity of the CCRPC will have a customized level of public engagement, depending on:

Stakeholders

Size
&
Scope

Short- and
Long-Term Goals

Level of Program
& Community
Readiness

Capacity
&
Resources

THE SPECTRUM OF PARTICIPATION

The Spectrum of Participation divides the CCRPC's strategies into corresponding levels of engagement to ensure the community's needs are being met. Every project is reviewed using the CCRPC Public Participation Plan & Equity Impact Worksheet to determine at an early stage whether there are groups that need additional engagement and further review of equity impacts. The levels of the Spectrum of Participation are as follows:

INFORM

We will provide the public with balanced and objective information, using:

- Website & online calendar
 - Database
- Informational brochures
- Posters & flyers
 - Display ads
 - Press releases
 - Social media
- Email announcements
 - Newsletters

CONSULT

We will obtain public feedback on analysis, alternatives and/or decisions. This includes:

- Public hearings & legal ads
 - Work groups
 - Comment forms
 - Surveys & questionnaires
 - Visualization techniques
 - Analysis reports
- Technical assistance studies

INVOLVE

We will work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood / considered.

At this level, we complete an EQUITY IMPACT WORKSHEET.

- Steering/advisory committees
- Project meetings/workshops/open houses/forums
 - Direct mailings
 - Staff outreach
- CCRPC Equity Impact Worksheet

COLLABORATE

We will partner with the public in each aspect of the decision, including the development of alternatives and the identification of a preferred solution.

- Community or co-led committees
 - Advisory boards
 - Coalitions & partnerships
- Policy development & advocacy

EMPOWER

We will place final decision-making in the hands of the public.

- Community-led planning efforts
- Community-hosted forums

ABOUT US & THE UPDATE

The mission of the Chittenden County Regional Planning Commission (CCRPC) is to act as the principal forum for planning, policy and community development in Chittenden County, Vermont. The CCRPC functions as the federally designated metropolitan planning organization (MPO) and serves the 19 municipalities in Chittenden County.

In June 2013, a Public Participation Plan Advisory Committee was assembled to assist in the development of a comprehensive public involvement process, building off of the existing Public Participation Plan. The assembled Advisory Committee included representatives from a diverse range of area interests and organizations. The Advisory Committee reviewed the existing Public Participation Plan to determine which elements were relevant to retain and which were outdated, reviewed other comparable plans and engagement tools, and assisted in the overall update of the plan, with the deliverable being a draft 2014 Public Participation Plan (completed July, 2014).

WHY ARE WE UPDATING THE EXISTING PLAN?

While we are proud of our strong relationships with local residents, advocacy and interest groups, and state and federal agencies, we strive to improve our efforts to involve the public in our planning and policy work, as inclusive community engagement is the foundation that will lead to improved problem-solving methods, decision-making and long-term solutions that meet the needs of our diverse community. This update seeks to strengthen existing relationships and forge new ones.

A lot has changed since 2008. Some of our reasons for updating in 2014 include:

Desire to
Strengthen
Equity

Implementation
of the
ECOS Plan

Increasing
& Diverse
Population

Improvements
in
Technology

Ongoing
Federal
Requirements

The updated Plan will help implement the relevant principles in the 2013 Chittenden County ECOS Plan:

CULTIVATE
COLLABORATION

(ECOS Principle # 6) Sustainable communities engage all facets of society in working together for the benefit of the whole. Local governments in these communities bring government representatives, community members and organizations together and create a culture of collaboration that encourages innovation, sharing of resources, and jointly shared accountability for results.

ENSURE
EQUITY

(ECOS Principle # 7) Sustainable communities allocate resources and opportunities fairly so that all people who do the full range of jobs that a community needs can thrive in it. Local governments in these communities actively eliminate barriers to full participation in community life and work to correct past injustices.

EMBRACE
DIVERSITY

(ECOS Principle # 8) Sustainable communities feature a tapestry of peoples, cultures and economies underpinned by a richly functioning natural environment. Local governments in these communities celebrate and foster ethnic, cultural, economic and biological diversity and encourage multiple approaches to accomplish a goal.

To narrow disparities and accomplish these goals, we must:

Explore new ways to
engage our stakeholders

Present our programs with
understandable terms & visual aids

Listen to the concerns, opinions
& ideas of our residents

WHERE CAN I FIND MORE INFORMATION?

To view the updated Plan, get more information and provide feedback, please visit:

<http://www.ccrpcvt.org/aboutus/public>

or contact Emma Long, Communications Manager at the CCRPC: elong@ccrpcvt.org or 802-846-4490 x21

Transportation, Energy and Utilities Committee of the City Council
 Wednesday, August 09, 2017 5:00 PM
 Burlington Department of Public Works – Front Conference Room 645 Pine Street – Burlington, VT

SIGN-IN SHEET

NAME	EMAIL
Tiki Archambault	Tiki'ski's@yahoo.com
NORMAN BAUDWIN	NBAUDWIN@Burlingtonvt.gov
Rob Green	rgreen@burlingtonvt.gov
Max Tracy	maxtracy@burlingtonvt.gov
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Members Present: Councilor Max Tracy, TEUC Chairperson
Councilor Richard Deane, TEUC Member
Councilor Ali Dieng, TEUC Member

Other Councilors Present: None

City Staff Present: Chapin Spencer, DPW
Nicole Losch, DPW
Laura Wheelock, DPW
Megan Moir, DPW
Susan Molzon, DPW
Kirsten Shapiro, CEDO
Meagan Tuttle, Planning and Zoning

Residents Present: See Attendance Sheet

1. **Agenda (meeting started at 5:13 pm)**
 - a. Councilor Tracy called the meeting to order at 4:48 pm
2. **Public Forum**
 - a. No attendees requested to speak as part of the public forum.
3. **Minutes of 06/20/2017 (Passed unanimously)**
 - a. Councilor Tracy moved for a motion on the minutes, Councilor Deane moved to approve the minutes and Councilor Tracy seconded. All in favor.
4. **Consolidated Trash Pick-up – 10 minutes**
 - a. Rob Green presented, see attached.

- b. 10-minute duration
- c. Action: Informative, no action needed.
- d. TEUC recommend gathering more data before any action is taken.

5. Public Engagement Plan for DPW Projects – 10 minutes

- a. Nicole Losch and Norm Baldwin presented
- b. 10-minute duration
- c. Norm Baldwin, focus on order of priority and different projects have different stakeholders.
- d. Nicole Losch, A Public Engagement Plan establishes a model for effective public involvement and contains written procedures for including the public in the DPW planning process.
- e. Action: Informative, no action needed.
- f. Tiki DPW Commission position, public engagement is dependent on the complexity and controversy of a project.
- g. TEUC, establishing the process is important
- h. New Public Information Officer
- i. Mr. Tracy, get a draft to the council by 8/25/17
- j. Schedule a meeting for the 21st

6. TEUC Goals for 2017-2018 – 15 minutes

- a. 15-minute duration
- b. Action: Informative, no action needed.
- c. Possible topics for TEUC consideration,
 - i. Current status of the District Energy System (BED)
 - 1. Income sensitivity for fee structures
 - 2. Climate action plan
 - ii. Frequent Capital Plan updates
 - 1. Curb replacement
 - 2. Strategy for undergrounding of utilities
 - iii. Railyard enterprise district
 - iv. Champlain Parkway
 - v. Central sewage treatment long term investments
 - vi. Gray water policies
 - vii. Bicycle sharing program (implementation of the bike walk plan)

7. Councilors' Update

- a. No updates

8. Adjourn (7:01 pm adjourn)

- a. Councilor Deane motioned to adjourn and Councilor Tracy seconded. Meeting was adjourned at 5:42 PM.