



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

c/o Department of Public Works
645 Pine Street, Suite A
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Burlington, VT 05402-0849

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Councilor Maxwell Tracy, Chair *WARD 2*
Councilor Sharon Foley Bushor, *WARD 1*
Councilor David Hartnett, *North District*

Inquiries:
Phillip Peterson
802.865.5832
ppeterson@burlingtonvt.gov

Transportation, Energy and Utilities Committee of the City Council
Thursday, March 21, 2019 5:30 PM

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

–AGENDA–

1. **Agenda**
2. **Minutes of 02/21/2019**
3. **Public Forum**
4. **Recycling Cart Update**
 - a. Rob Green, DPW presenting
 - b. 10-minute duration
 - c. Action: Informative, no action needed.
5. **Bike/Scooter Share Update**
 - a. Rob Goulding, DPW and Nicole Losch, DPW presenting
 - b. 10-minute duration
 - c. Action: Informative, no action needed.
6. **Narrow Streets Update**
 - a. Phillip Peterson, DPW presenting
 - b. 10-minute duration
 - c. Action: Informative, no action needed.
7. **Pedestrian Request Update**
 - a. Phillip Peterson, DPW presenting
 - b. 10-minute duration
 - c. Action: Informative, no action needed.
8. **Water Resources Staffing Assessment**
 - a. Megan Moir, DPW and Chapin Spencer presenting
 - b. 10-minute duration
 - c. Action: Informative, no action needed.
9. **Councilors' Update**
10. **Adjourn**



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

Rob Green
*ASSISTANT DIRECTOR
RIGHT OF WAY*

Memo

March 21, 2019

To: City Council Transportation, Energy & Utilities Committee

From: Rob Green, Assistant Director DPW

Re: Recycling Cart, and Consolidated Solid Waste Collection Study Update

In keeping up with ordinance (18-105) Sanitation and the recycling cart requirement for rental property, I wanted to supply to TEUC with some informational updates;

- The 312 carts were ordered on March 6, 2019
- Should arrive around April 30th.
- \$50,000 budgeted for carts in FY20

Additionally, the Consolidated Solid Waste Collection Study with South Burlington and the Chittenden Solid Waste District has begun. The consultant Gershman, Brickner and Bratton has met with all parties including the trash haulers and the random phone survey will start soon.



Current Crosswalk Projects & Pedestrian Requests Update

BURLINGTON DEPARTMENT OF PUBLIC WORKS (DPW)

TRANSPORTATION, ENERGY AND UTILITIES COMMITTEE OF THE CITY COUNCIL

THURSDAY, MARCH 21

Introduction

- 29 Crosswalk Projects in queue
- DPW Staff is developing supplemental guidance to safely install crosswalks
 - Midblock crossings
 - Crosswalk enhancements

Location
62 Oak St
Allen and Murray
Archibald and Walnut
Barrett midblock
Battery St midblock (Monroe)
Colchester and Chase
East Ave midblock (Bilodeau)
Ethan Allen Pkwy and Farrington
Ferguson and Richardson
Ferguson and Wells
Flynn and Foster
Locust St at Locust Terrace
Main and Summit St
N Champlain between Cedar and Poplar
Pearl at George St
Pine and Ferguson
Pine and Lyman
Pine St and Howard
Pine St. Brewery
Pine St. Sears Intersection
Poirer Place
Richardson and Flynn
S Prospect (at Waterman)
S Willard – midblock near Tower Terrace (by Champlain College)
S Willard and Buell
South Union and Bradley St
South Union at roundabout with St. Paul
St Paul and Adams Paul
North St between Blodgett and Front St

Traffic Requests

TRAFFIC REQUEST BREAKDOWN BY TYPE				
As of January Commission Date:	1/16/19	1/11/18	1/10/17	1/14/16
Accessible Space:	0	3	5	8
Resident Only Parking:	4	4	13	10
Crosswalks:	18	22	19	16
Driveway Encroachments:	0	2	1	14
Signage:	3	10	13	20
Loading Zone:	0	3	5	1
Area/Intersection Study:	3	2	6	6
Parking Prohibition:	2	5	11	12
Bus Stop:	0	1	0	2
Geometric Issues:	3	2	4	4
Parking Meters:	0	1	3	1
Other:	0	0	0	5
TOTAL:	33	55	80	99

Colchester Avenue Crosswalk RRFB's

ITEM		ESTIMATED EXPENSE
Poles, Base, RRFB, Push Buttons (Highway Tech)		\$ 14,217.00
Pole Foundations (Camp Precast)		\$ 2,500.00
DPW (Streets)		\$ 22,524.80
Total		\$ 39,241.80



Questions?

Contact:

Phillip Peterson, Associate Engineer

Desk: 802.865.5832

Email: ppeterson@burlingtonvt.gov



Narrow Streets Implementation & Update

CITY OF BURLINGTON, BURLINGTON FIRE DEPARTMENT (BFD)

CITY OF BURLINGTON, DEPARTMENT OF PUBLIC WORKS (DPW)

Purpose & Background



- A. To balance community needs, BFD Emergency Services needs, and DPW Maintenance needs for sufficient mobility and access to narrow streets.
- B. Narrow Streets Policy drafted in January 2018
 - 1. Collaboration with BFD Emergency Services and DPW Winter Maintenance Team
 - 2. Presented to DPW Commission , January 17 2018
 - 3. Approved, March 8 2018
- C. Narrow Streets Recommendations Fall 2018
 - 1. Restrict Parking to one-side on Germain, Latham, and Hoover from December 1 to April 1
 - 2. Continue data collection efforts

Narrow Streets Criteria

1. 28 feet wide or less
2. 116 Narrow Streets in the City of Burlington
 - A. 95 of the 116 Narrow Streets have existing parking restrictions
 - B. BFD Emergency Services and DPW Winter Maintenance have determined 14 feet of effective travel width is the desired minimum width
 - a) 19 Narrow Streets currently have less than 14 feet of effective travel width with no existing restrictions

City Approach



1. Acknowledge challenge of balancing needs
2. Incremental approach allows us to learn and adjust as we move forward
3. We have addressed the most constrained narrow streets first
4. Winter data collection efforts

Data Collection

1. All Narrow Streets for future efforts
2. Adjacent Streets to Germain and Hoover
 - A. Germain, Alfred, Pomeroy, Hoover, Perrotta, and Ludwig
 - B. No substantial statistical changes on adjacent streets



Data Collection

Street Information	Previous Conditions	Current Conditions
Name	Occupancy Summer 2018	Occupancy Winter 2019
Germain St	69%	50%
Latham Ct	42%	56%
Alfred St	42%	25%
Charles St	48%	56%
Russell St	63%	63%
Pomeroy St	15%	22%
Gove Ct	9%	9%
Hoover St	22%	19%
Perrotta Pl	15%	10%
Ludwig Ct	37%	28%

Charles Street & Russell Street – Winter Condition



Charles Street & Russell Street – Winter Condition

1. See, Click, Fix

Snow Plowing ▸ Archived
17 Russell St Burlington, VT, 05401, USA • [Show on Map](#)

Issue ID: 5319342
Submitted To: [Burlington, VT](#)
Category: Snow Plowing
Viewed: 17 times
Neighborhood: [Burlington](#)
Reported: on 01/23/2019
Tagged: [snow](#)

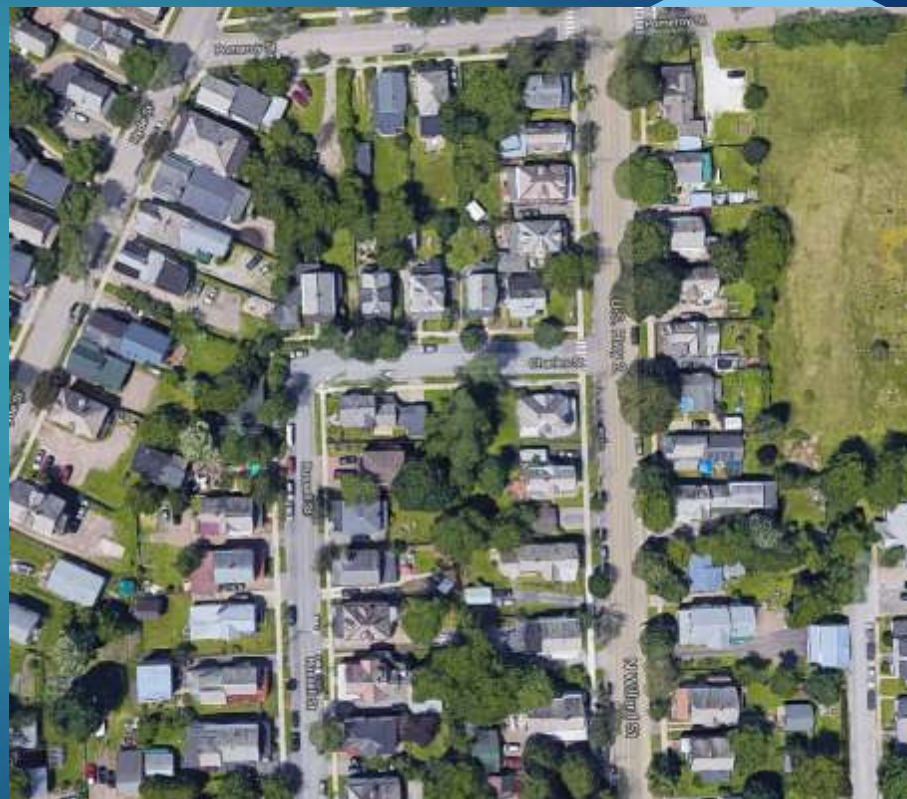
REPORTER
Hughes
Civic Points: 95


DESCRIPTION
Russell Street is nearly impassable if folks are parked on both sides of the street. There's no way fire or ambulance could get down the street. Thank you.
also asked...
Q. Is plowing required on the sidewalk, street or bikelane?
A. street

Charles Street - Statistics



- ▶ Location: Old North End
- ▶ One-way traffic (one lane)
- ▶ 26' wide
- ▶ Parking on both sides (16' total)
- ▶ Average occupancy rate: 48%

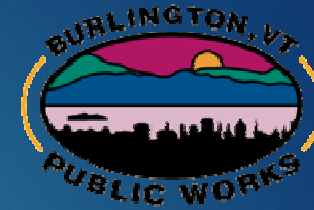


Charles Street - Observation

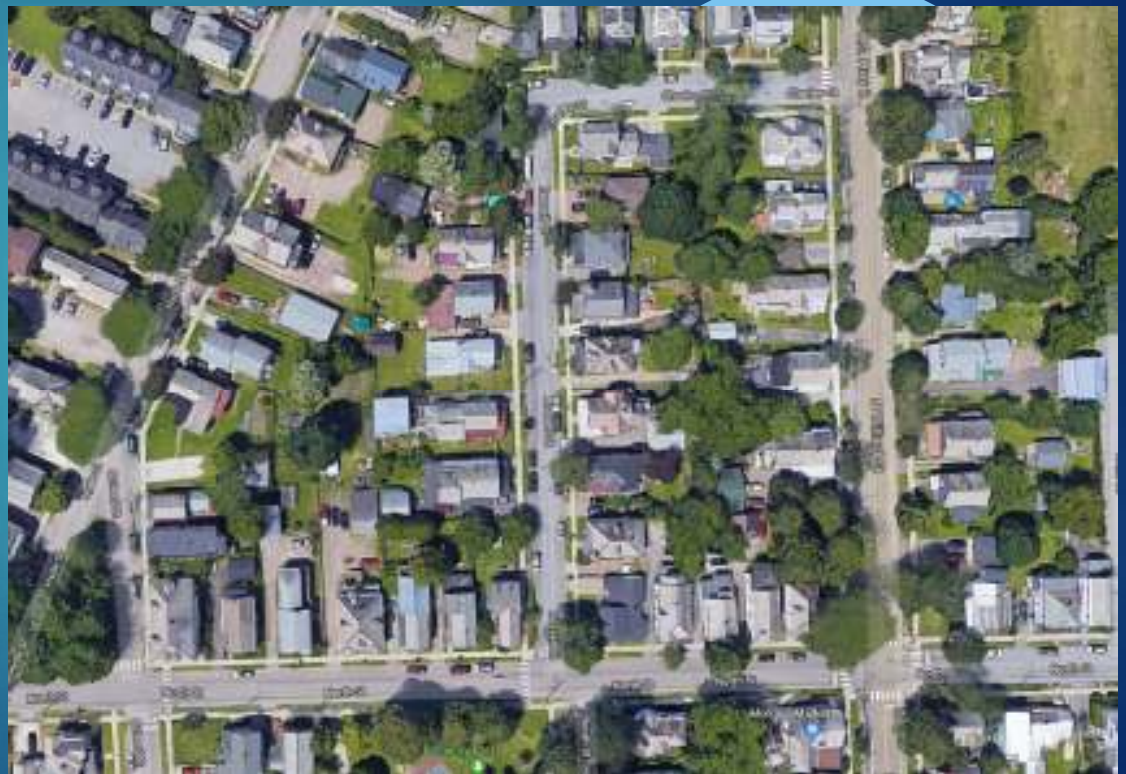
- ▶ 10' of existing roadway available for emergency vehicles during the winter
- ▶ Consideration: restrict parking on south side of street from December 1 to April 1 (left side in picture)



Russell Street - Statistics



- ▶ Location: Old North End
- ▶ One-way traffic (one lane)
- ▶ 26' wide
- ▶ Parking on both sides (16' total)
- ▶ Average occupancy rate: 63%

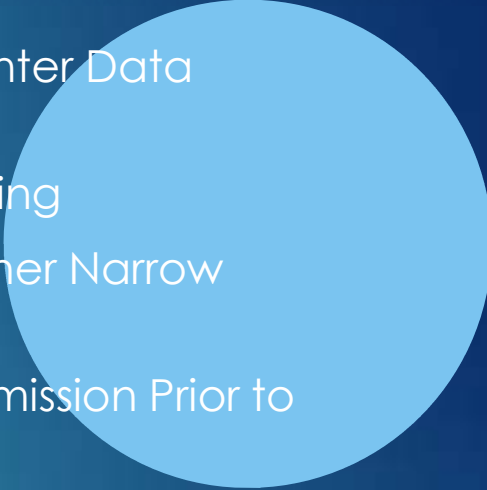


Russell Street - Observation

- ▶ 10' of existing roadway available for emergency vehicles during the winter
- ▶ Consideration: restrict parking on east side of street from December 1 to April 1 (left side in picture)



Timeline Narrow Streets



1. April 2019: Commission Narrow Streets Update on Winter Data Collection
2. Spring 2019: Russel and Charles Neighborhood Meeting
3. Summer 2019: Data Collection and Evaluation on other Narrow Streets
4. Autumn 2019: Staff Recommendations to DPW Commission Prior to Winter 2020



Questions?

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SIGN-IN SHEET

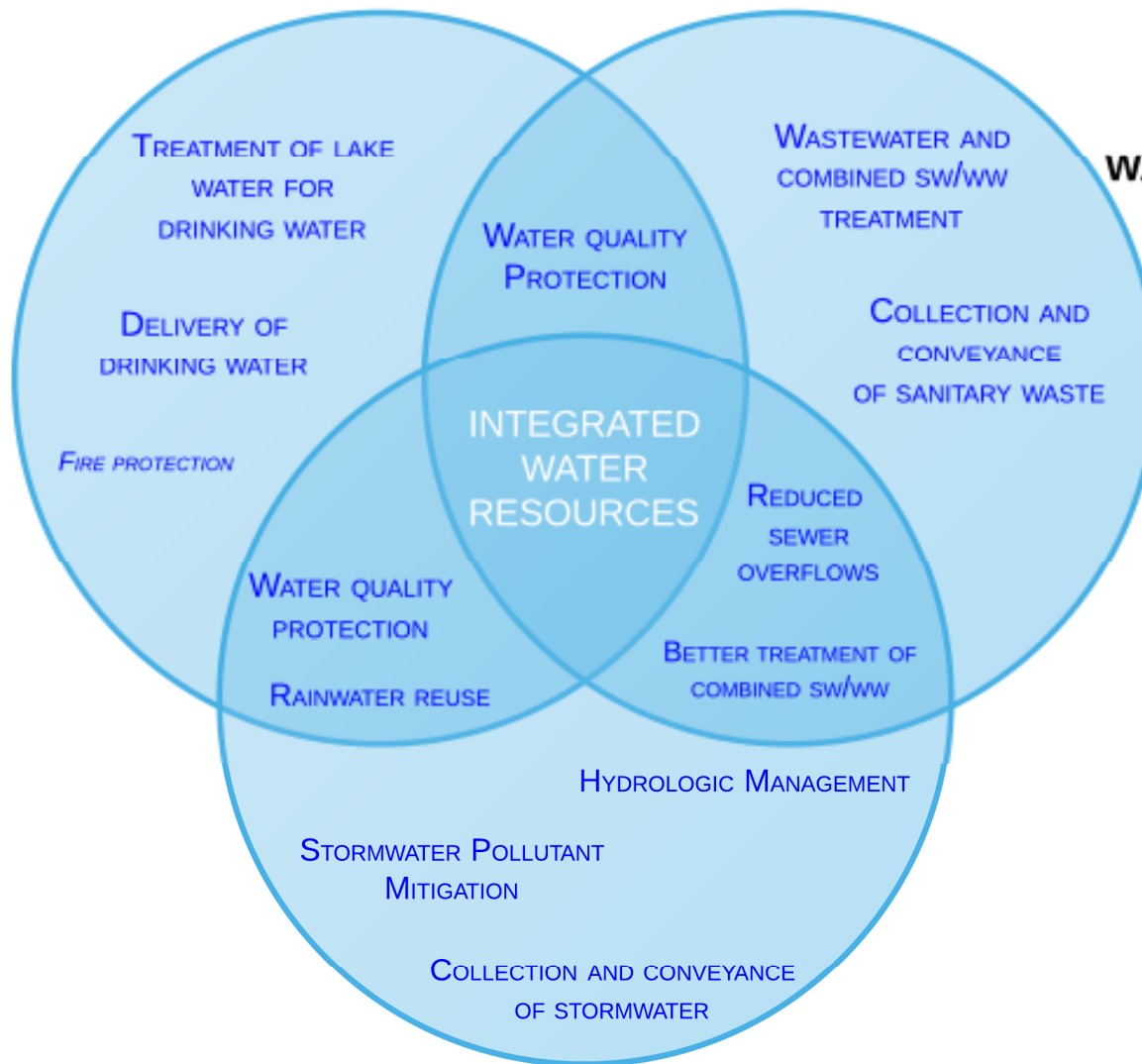
NAME	EMAIL
Jim Burr	jburrr@burlingtonvt.gov
B. Headrick	
Sam Luke	slurric@gmail.com
Robert Herendeen	raherendeen@yahoo.com

Please note that this sign-in sheet and any information provided on it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.

*Water Resources
Staffing Resiliency Plan
Overview*



WATER
\$7 M



WASTEWATER
\$8 M



STORMWATER

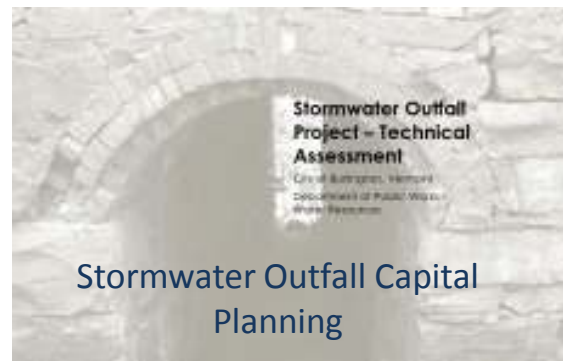
\$1.6 M



Water Resources, by the Numbers

- **1** water plant and finished water pump house
- **2** pump houses (finished water and reservoir)
- **110** miles of water mains
- **2** Reservoirs (7MG storage)
- **2** Water Towers (UVM 500,000 gallons; Redstone 150,000 gallons)
- **10,000+** water meters
- **900** fire hydrants
- **3** Wastewater Treatment Plants
- **49** miles of sanitary sewer
- **45** miles of combined sanitary / storm sewer
- **37** miles of storm sewer
- **25** pump stations
- **102** storm water outfalls
- **3200** catch basins
- **2** post-closure landfills
- **1** methane powered generating station

FY18 Water Resources Work



SEWER RELINING



Water Distribution Reinvestment



- Bond – 88% YES
- \$2M Series 2018A



Year 2 Streets		
Street	Rehab Work	# of miles
Flynn Avenue - North Main (Pine to Shelburne)	Relining	1.31
Flynn Avenue - South Main (Pine to Shelburne)		
Flynn Avenue - Pine to 255 Flynn Ave		
Charlotte Street		
Hillcrest Drive		
Allen Street		
Maple Street (S. Willard to S. Prospect)		
Church Street (Maple to Adams)	Replace	0.54
Ethan Allen Parkway (N. Ave to Lopes)		
Birch Court		
Cayuga Court Services		

- \$2M Series 2018B
 - Additional 1.7 miles

3-1-2018

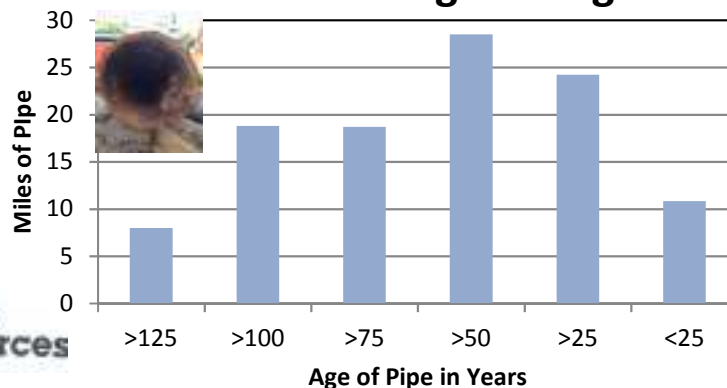
Water Main Break Rates In the USA and Canada: A Comprehensive Study

Steven Folkman
Utah State University

Findings:

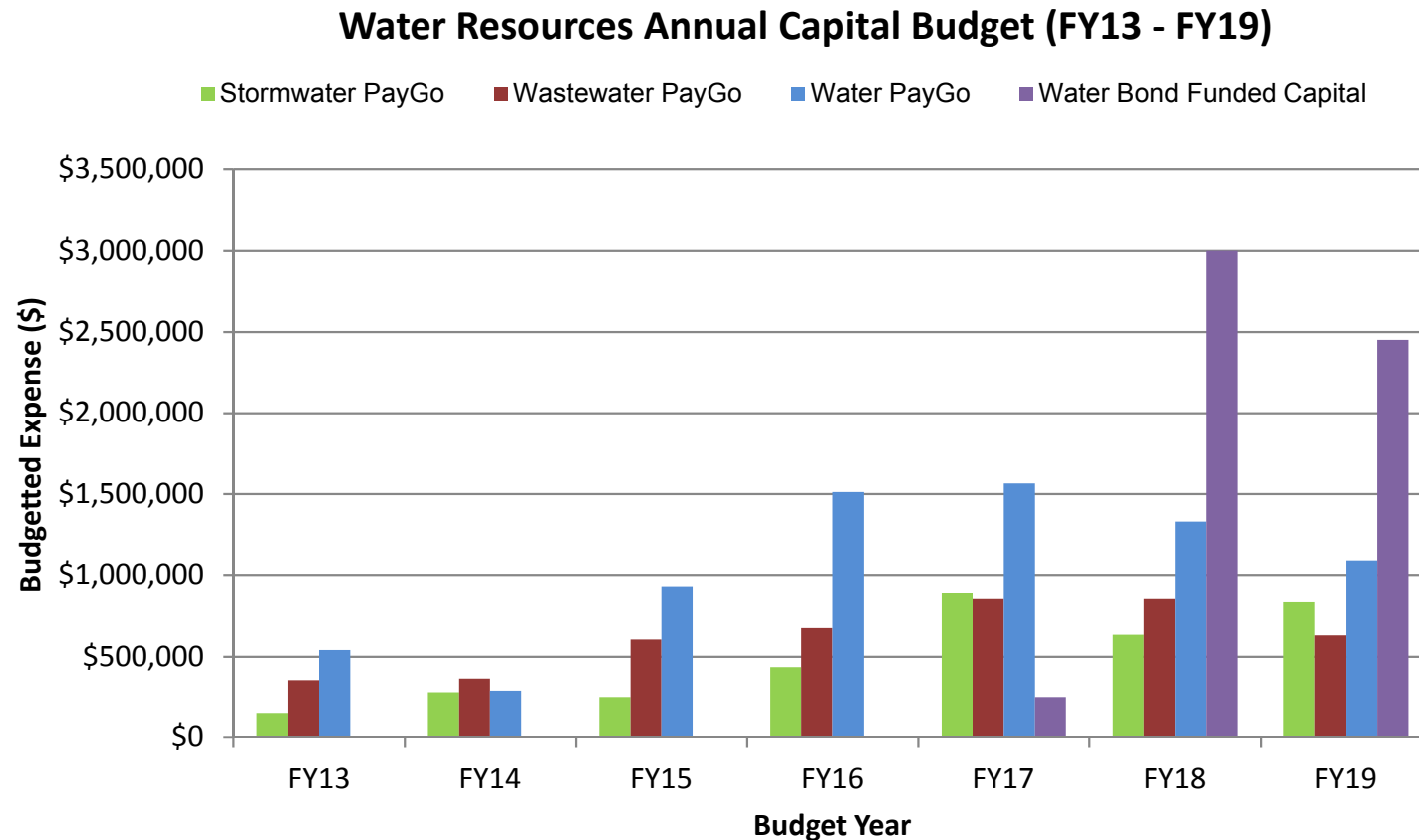
- Break Rates Have Increased 27% in the Past 6 Years
- 82% of Cast Iron Pipes are Over 50 Years Old and are Experiencing a 46% Increase in Break Rates
 - 75% of Burlington's Pipes are Cast Iron!

Water Main Length vs Age



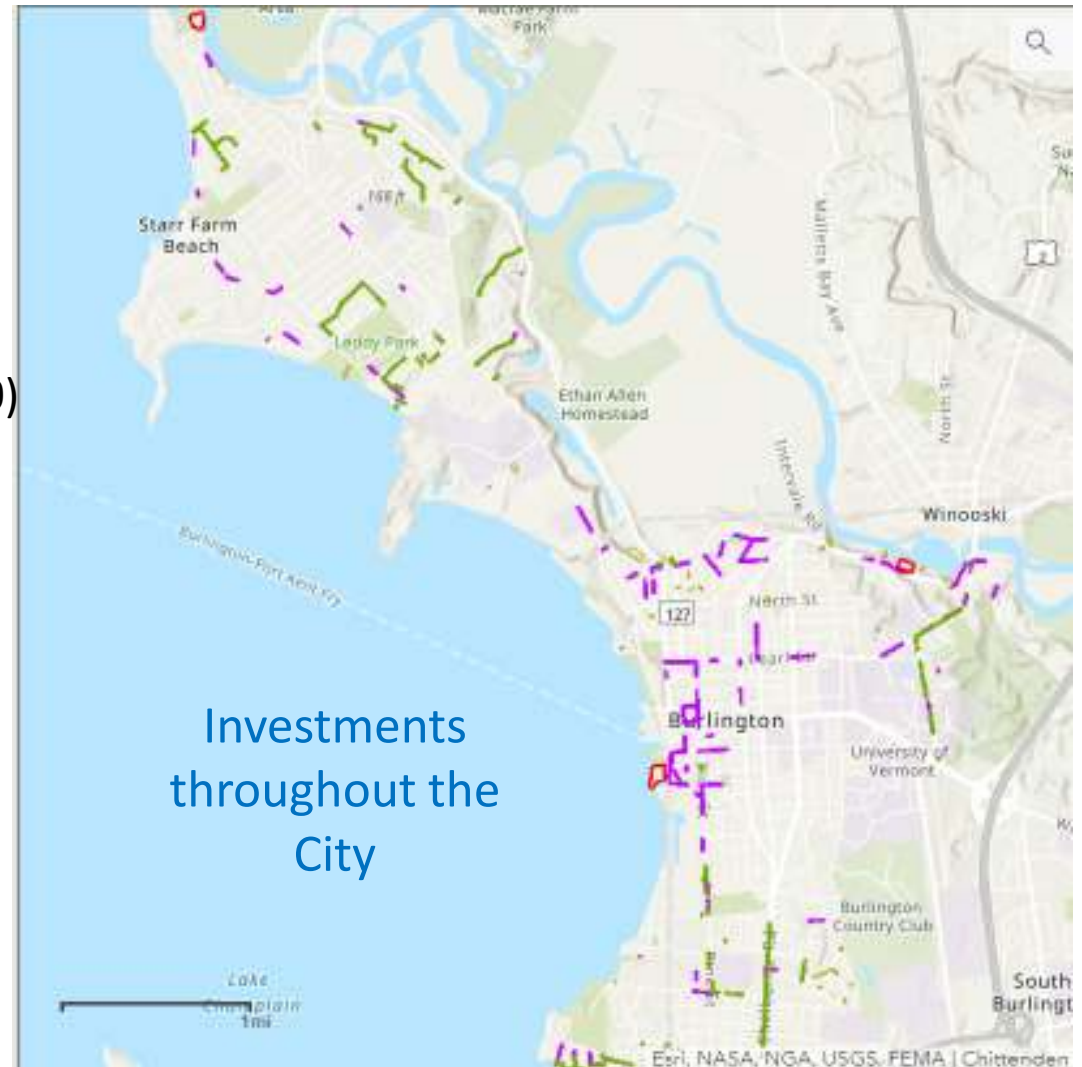
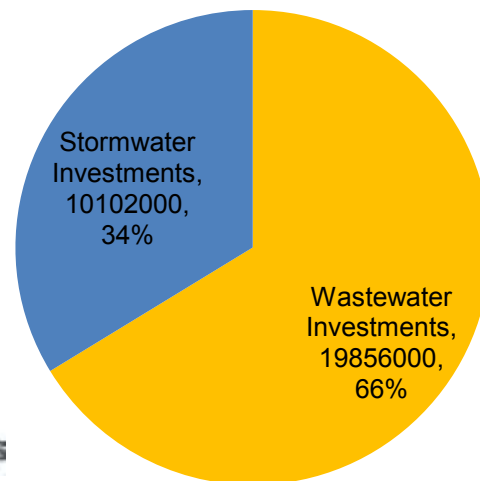
Key Drivers (expense side) cont'd.

- Continued focus on capital improvements



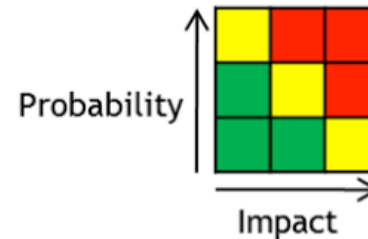
\$30 M OF CLEAN WATER PROJECTS

- November 6, 2018 Bond Vote - **92% Approved**
- Design consultant procurement and CWSRF Loan Acquisition underway and due for completion ~ May 2018
 - SCADA/PLC (Fall 2019)
 - Disinfection System (Winter 19/20)
 - Pump Stations (2020)
 - SW Outfalls (design underway)
- Awarded \$1M in CSO Green Infrastructure Retrofit Grants



Efficiencies/Continuous Improvement

- Enhanced GIS/ field data collection, move towards asset management
- Risk based capital planning
- Water meter reading improvements
- Re-organization of Wastewater work group structure
- Staff development opportunities
- Advancing on-call contracts for excavation services (emergency and routine)
- Contracting with an asset management firm for rehabilitation and long-term maintenance of elevated water storage tanks



RISKS

- Playing catch up on system(s) wide Infrastructure Deficits
- Backlog of preventative maintenance (valves, hydrants) and “housekeeping” maintenance
- Need to update/strengthen operational SOPs
- Need to strengthen compliance/enforcement programs
- New/changing environmental regulations
- Public/Private projects requiring detailed review and coordinated investments
- Decreasing water/wastewater usage per capita while costs increase
- Retirements, Recruitment and Retention cycles
- Meter billing error discoveries (November 2017)
- Wastewater Incidents (Summer 2018)



Risk Management

- Failure is not an option
- Assess overall organization in forward looking manner vs. piece meal approach - determine how to resource:
 - historical/backlog needs
 - current/immediate pressures
 - near term future needs
- Third Party input, fresh eyes

Strategies to Reduce Risks

- Focus staff on preventative maintenance (PM) not capital work
- Strengthen meter to bill systems
- Renew infrastructure by delivering on greatly expanded capital program
- Develop and/or formalize ordinance compliance **programs**, e.g.
 - high strength industrial waste
 - cross connection/backflow prevention
- Work to make sure staffing is efficiently programmed for safety and productivity
- Where possible, staff should spend majority of time in “zone of genius”
- Ensure organization has sufficient time and staff resources allocated for SOP, work flow and policy development and maintenance (learning organization)
- Develop **more robust leadership team** to allow Assistant Director to focus on vision, strategy and tactics and more complex technical projects that may have a generational impact.



Human Capital Reinvestment

- Restructure meter functions
 - Create two field crew “work groups” – Metering and Distribution
 - Dedicate **3** water field crew staff to metering vs. 2 FTEs
 - Join to “Customer Care/Billing Team” to improve communication and joint accountability
- Add **Customer Care Lead**
 - to allow for enrichment of Utility Billing Administrator position
 - Customer Care and Finance Manager
 - Increase financial management horsepower
 - Focus on revenue assurance processes
 - Provide administrative support to compliance programs
 - Further improve customer care
 - Provide career ladder

Human Capital Reinvestment

- Create Policy and Programs Team (with a Policy and Program Manager)
 - **Water Resources Programs Manager**
 - Coordinate with AD and then lead policy, program, process development for all WR
 - Stormwater Coordinator
 - **Water Resource Technician** (Environmental Compliance and engineering support)
- Engineering
 - Immediately add another **staff engineer** to support existing needs and W/WW/SW capital investments, as well as technical support needed for programmatic development
 - Monitor need for Water Resources Engineering technician
 - Monitor need for limited service project accounting/project management position in FY20 (if reimburseable through SRF)
- Wastewater
 - Add **Wastewater Operator in Training** to create “feeder” position to upcoming WW retirements

Opportunities for Continued Optimization

- Asset Management/Work order software
- Interactive Voice Response telephone
- Working with Water Operators on schedule changes to potentially have more staff on during the day vs. night
- Real-time meter data
- Cross-training between East, North and Pump Station staff

Details: Timing and Cost Impacts

Phase	CC approval Date Target	Staffing Action	Position	Wage Cost Impact to FY20 Annual Budget (at FY20 wages)	Estimated Total Benes Impact to FY20 Budget
I	4/15/2019	Add	Water Resources Policy and Program Manager	\$ 78,972.00	\$ 36,528.28
		Reclass ↓	Stormwater Manager --> Stormwater Coordinator	\$ (3,700.00)	\$ (690.05)
		Reclass ↑	Assistant Director --> Division Director	\$ 4,107.00	\$ 765.96
		Reclass ↑	Utility Billing Manager --> Customer Care and Finance Manager	\$ 5,000.00	\$ 932.50
		Re-org	Move 3 Metering positions to report to Customer Care and Finance Manager	\$ -	\$ -
		Add	Customer Care Associate II	\$ 55,437.00	\$ 32,139.00
		Lim. Serv. to Regular	Water Resources Engineer	\$ -	\$ 7,890.52
		Add	Water Resources Engineer	\$ 77,084.00	\$ 36,176.17
		Add	Water Resources Technician	\$ 57,964.00	\$ 25,610.29
II	Late June 2019	Add	Wastewater Operator in Training	\$ 48,843.00	\$ 23,909.22
			Totals	\$ 323,707.00	\$ 163,261.88
			Minus FY19 \$85,000 Staffing Placeholder	(\$85,000)	
			Total of all FY19/FY20 Staff Impacts	\$401,968.88	
			% increase/total WR FY19 expense budget	2.4%	

Rate Impacts



- FY19 budget season forecast of FY20 rate impacts (without staff impacts)
 - 4.7% overall Water Resources Rate Impact
- Current FY20 rate impact projection
 - Including all currently known cost drivers: staffing improvements, utility costs, existing staff cost increases, debt service etc.
 - 4.5% overall impact
 - ~\$3.04 increase/month in typical residential customer bill
 - Note: does not yet include potential rate impacts of repayments due to overbilled customers

Timeline

- 3/20 DPW Commission
- 3/21 TEUC
- April – Raftelis report finalized
- 4/8 Council work-session on Organizational Assessment
- 4/15 BOF and Council approval – Phase I recommendations
- June FY'20 budget approval
- July – Phase II recommendations



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–AGENDA–

1. Agenda (meeting started at 5:35 pm)
2. Minutes of 02/21/2019
3. Public Forum
 - a. Barbara Headrick, ebikes and escooters I hope we postpone or do not do the escooters at all, and if we do, we should not allow them on multiuse paths. They are not safe. The motors should not work on the waterfront. My second topic is the UVM joint institutional parking plan, UVM says they have a 700 parking space deficit in five years; this does not reflect the fact that UVM will have up to 7000 spectators at sporting events. As the TEUC committee, I think you should be aware of that.
4. Recycling Cart Update
 - a. Rob Green, DPW presenting, see memo.
 - b. Discussion: Bushor how many carts do we need? Green: there 12,500 dwelling units, not everyone needs the large cart, but all of them need something. Bushor the random phone survey depending on the age and the number of people in the household. Green, The first questions we ask is age and things like that. Tracy you do not want to put out the message they are not available, can we let people know there are some available. Green we have information on the website available to residents. Tracy is there a way to order more given the lag time. Green I got behind and I don't have an excuse. The totes go quick.
5. Bike/Scooter Share Update
 - a. Rob Goulding, DPW and Nicole Losch, DPW presenting.
 - b. Discussion: Losch we are exploring scooter and ebike opportunities. We have not signed any contracts. We are planning further public engagement in April. This is very much a work in progress. Bushor during ward 1 NPA meeting there was information which was inaccurate and that residents feel like the decision has already been made. I don't get a good feel for a cohesive program, have we brought the bike businesses in? I think we should use our local businesses. Losch we selected gotcha through a proposal process; UVM, Champlain College and the CCRPC had a process for selecting and gotcha was the organization which was selected. J, we have been looking at bike share since 2010 and we did try and work with local bike shops. We have had several public meetings on this issue. We have looked at placement so that commuters are thinking about the first and last mile. We want the scooters to be used as part of the commute. Bushor no one wants the scooters on the sidewalk and the bike path, the only thing motorized should be a wheelchair. I am feeling uncomfortable with the timeline. Hartnett is there a national report out on scooters and ebikes? Are we approaching this with an open mind? Tracy local motion is interested

with big caveats, safety is the most important thing. We need to limit this, there needs to be some good ordinance writing around this issue. The geo fencing needs to be tested. Should we be issuing tickets, and how do we enforce that? This needs to be well thought out before we allow the scooters to flood the market. Losch we have been talking to other cities around ordinance and other issues so we have a clear path forward. Hartnett can we say no to this or are we too far down the road? J, the initial bike share was a pilot; now that this has grown into the next stage. As far as the commission, nothing has been brought to the commission. We do not want the scooters to live all over the place. Losch we are interested in ebikes as another option for transportation; this will be another draw to bikes, if scooters launch this year it would strictly be a pilot. We do not have a specific number of bikes or scooters.

6. **Narrow Streets Update**

- a. Phillip Peterson, DPW presenting
- b. 10-minute duration
- c. Action: Informative, no action needed.

7. **Pedestrian Request Update**

- a. Phillip Peterson, DPW presenting
- b. 10-minute duration
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8. March 21, 3/21

9.

10. Agreed to do update in March

11. Presents background info in PPT presentation

12. Occupancy has gone down on some streets, including Germain. Surmises people are using driveways.

13. **Bushor**: some don't have driveways; what streets were you looking at? Both streets?

14. **Tracy**: trying to assess displacement

15. PP: clarifies that we adjusted for the parking that is disallowed.

16. Hartnett: did different times of year play a role? But you didn't hear from people, that's a good sign.

17. Tracy: didn't come up when I went out door knocking as an issue.

18. Bushor: did you talk to anyone on Archibald? I did see cars on Archibald, saw people walking

19. PP: continue to collect data

20. PP: presents Charles and Russell recycling truck issue; shows scf issue

21. PP presents timeline

22.

23. --

24. **Hartnett**: Russell/Charles are top priority. They park on both sides, heavily used on both sides. I think it should be one sided parking in general.

25. Bushor: So, this year, you are focused on just those two?

26. PP: we'll collect data on all remaining 19 streets

27. Tracy: Neighbor conflicts as some don't have driveways.

28. Bushor: This is the problem with an older city. We need to think about all of these things.

29. PP: on Germain, the cars went somewhere

30. Hartnett recommends another neighborhood meeting to learn how it worked firsthand.

31.

32. --

33.

34. **PEDESTRIAN REQUEST UPDATE**

35.

36. PP presents PPT

37. Bushor asks if she can know today how many crosswalk requests today

38. PP: 19 today.

39. Bushor: is the list supposed to be added, or are these annual #'s inclusive

40. PP: prior to a certain period, i'm not sure. But we have addressed some to reduce the overall amount.

41. Bushor: what does the DPW line item include; what about your time, why isn't that included

42. PP: didn't break that out

- 43. Bushor: asks if the Colchester slide refers to 1 or 2 crosswalks
- 44. PP: 2
- 45. Hartnett: is 5 the right amount on North Ave. just want to make sure this isn't overdone on North Av.
- 46.
- 47. B: is there something we can do to make the timeline to get crosswalks smaller; coming into budget season.
- 48.
- 49. PP: some of it is budget; we also need a recipe/flowchart to ensure we meet requirements. Don't have all clarity due to VTrans guidelines that we are trying to work through.
- 50.
- 51. B: the two sidewalks you pointed out are not crowd pleasers. They didn't ask for these. They asked for one on East Ave. Perception is that these are for the Lake Monsters and a ped-activated light by the hospital (probably UVM). Probably linked to infrastructure money we had to give them, re: Board of Finance. Things drop from the sky and other things become unaddressed.
- 52. N: the two on Colchester came from Colchester Av corridor study.
- 53. B: Fletcher is odd location.
- 54.
- 55.
- 56.
- 57.
- 58.

59. Water Resources Staffing Assessment

- a. Megan Moir, DPW see presentation
- b. Discussion: MM, the staff engineer's position is important because there would be a need for replacing staff as folks retire. We can look at opportunities for limited service for new staff, but we should not box ourselves in.

60. Councilors' Update

- a. Hartnett, I have been critical of DPW, and I do generalize. I respect everyone that works at DPW from Chapin all the way down. Tracy, auto send of agendas for emails, do we have that; is it possible to auto notify people. Maintenance of the greenway is important; if we are going to put things in, we need to maintain things.

61. Adjourn (meeting adjourned at 7:35 pm)