



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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

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: March 9, 2017
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **March 15, 2017**
Time: 6:30 – 9:00 p.m.
Place: **645 Pine St – Main Conference Room**

A G E N D A

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 Status Report
 - B Certify an Existing Stop Sign at The Intersection of Lake St & Penny Ln

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.

- 5 10 Min Request for Towing Fee Change
 - A Communication, J King
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –Vote

- 6 40 Min Maintenance Division Report
 - A Presentation, R. Green
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –None

- 7 15 Min FY17 Workplan Mid-Year Progress Report
 - A Presentation, C. Spencer
 - B Commissioner Discussion
 - C Public Comment
 - D Action Requested –None

- 8 5 Min Approval of Draft Minutes of 2-15-17

- 9 10 Min Director's Report

- 10 10 Min Commissioner Communications

- 11 20 Min Tour of Maintenance Division Facility

- 12 **Adjournment & Next Meeting Date – April 19, 2017**



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Chapin Spencer
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MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: MARCH 9, 2017
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on March 15, 2017 at 6:30 PM at
645 Pine St – Main Conference Room

1. Agenda
2. Consent Agenda
3. Request for Towing Fee Change
4. Approval of Draft Minutes of 2-15-17

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MEMORANDUM

March 03, 2017

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineering Technician

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

RE: Traffic Request Status Report

Number of Requests 02/02/17 =	80
New Requests since 02/02/17 =	1
Requests closed since 02/02/17 =	5
Number of Requests 03/02/17 =	76

RFS BREAKDOWN BY TYPE*

Accessible Space:	3
Resident Only Parking:	12
Crosswalks:	17
Driveway Encroachments:	1
Signage:	12
Loading Zone:	6
Area/Intersection Study:	6
Parking Prohibition:	11
Bus Stop:	0
Geometric Issues:	4
Parking Meters:	4
Other:	0
TOTAL:	76

UB 2/2/17



MEMORANDUM

March 03, 2017

TO: Public Works Commission
FROM: Phillip Peterson, DPW Engineer Technician
CC: Norman Baldwin, City Engineer
RE: Stop Sign at Lake Street and Penny Lane

Background:

The Waterfront Access North (WAN) project is complete. Part of the project involved improvements of the Lake Street and Penny Lane intersection. The approved project plans included stop control causing traffic on Penny Lane to stop. Accordingly, there is stop control at the intersection, causing traffic on Penny Lane to stop.

Observations:

Lake Street is a low volume collector road on the waterfront, while Penny Lane is a local dead-end street connecting a parking lot, the Burlington Water Department, the Lake Champlain Coast Guard Station, and the community boat access area.

Conclusions:

When a minor street intersects a major street there is an implied yield condition where the vehicle on the minor street yield the right-of-way to the vehicles traveling down the major street. The WAN design properly identifies Lake Street as the major street with Penny Lane as the minor street.

Recommendations:

Staff recommends that the Commission adopt:

- The official adoption of stop control at the intersection of Penny Lane and Lake Street causing eastbound traffic on Penny Lane to stop.

1/8 3/3/17



POLICE DEPARTMENT
CITY OF BURLINGTON

February 17, 2017

Department of Public Works – Commission

We recently had a problem with a full size privately owned bus being parking on North Winooski Ave for a extended time period. Checking the Vermont Registration plates on the vehicle found that it was registered to someone in New Orleans, LA. Had PEO leave a notice on bus they had three days to move vehicle or we would impound the vehicle.

Found vehicle was moved to lower Archibald St, again along the curb, and again stayed there several days. Left second notice on vehicle giving it three days to move. Found that it moved to upper Archibald St at North Winooski Ave and was parked in the green belt area in front of Champlain Transmission.

Requested Spillane's Towing to check vehicle and make arrangements to impound the vehicle.

Towing contract with Spillane's states: "Towing Service shall either by its own equipment or subcontracting remove any vehicle over one ton at an hourly rate of \$175.00. Rates shall apply from the time the tow vehicle leaves the impoundment lot to returns to the impoundment lot."

The bus exceeded the one ton limit so they subcontracted with Charliebois, Milton, Vermont to remove the vehicle. A wrecker from Charliebois came from Milton removed the bus to Spillane's impoundment lot and then returned to Milton.

When the owner of the bus went to Spillane's to claim the vehicle they paid the normal towing rate of \$62.50 for the removal. However Spillane's billed us \$637.50 (\$700.00-\$62.50).

Attached is changes to BCO Sec 26-74 Charges which would allow us to pass on to the vehicle owner the actual costs when the vehicle exceeds the one ton limit. Any vehicle towed which is less than the one ton limit will continue to be charged the current rate of \$62.50.

With the change to the ordinance we will then go to the BOF and request the tow contract with Spillane's be modified to make this change to the towing fee's.

20-74 Charges.

(a) Charges made or incurred under this division shall not exceed sixty-two dollars and fifty cents (\$62.50), except for vehicles weighing over 1 ton which shall be charged according to subsection (b). Parking or storing charges made or incurred under this division shall not exceed ten dollars (\$10.00) for the first day and twenty dollars (\$20.00) per day for each day thereafter. With the exception of towing done pursuant to Section 20-77, a charge for towing shall be assessed when the following actions to enforce the provisions of this division related to the moving or removal of vehicles have occurred: the officer requests a tow truck for purposes of moving or removing the vehicle, a tow truck is on site and the tow truck driver takes actions necessary for moving or removal of the vehicle, including, but not limited to, backing up to the vehicle, dropping the bed of the truck or hooking the vehicle to the tow truck. Charges made pursuant to Section 20-77 shall be incurred when the tow truck driver takes actions necessary to remove the vehicle, including, but not limited to, backing up to the vehicle, dropping the bed of the truck or hooking the vehicle to the tow truck. The tow truck driver or tow company shall provide a written receipt to the owner or operator of any vehicle moved or removed under this division showing all charges incurred, including, but not limited to, tow charges, parking or storage charges and any administrative fee.

(b) A vehicle towed at the request of any police officer or parking enforcement officer shall be charged according to the ~~[schedule adopted]~~ rates set forth in the contract between the City of Burlington and tow company ~~[and]~~ that is approved by city council resolution. This schedule of charges does not apply to the towing of vehicles on private property under section 20-77 which may be assessed or charged not to exceed fifty dollars (\$50.00).

(c) The owner of the towing service, or his/her designee, shall notify by registered mail the registered owner of the vehicle or the holder of a security interest therein, if his/her identity can be readily ascertained, within seven (7) days of the impoundment of the vehicle. If the owner of the towing service is unable to ascertain the identity of the registered owner or the holder of a security interest therein, he/she shall publish in a newspaper of general circulation in the State of Vermont for three (3) consecutive days the record of impoundment. Storing fees after seven (7) days shall not be allowed unless the towing service has provided notice, either by certified letter or publication, to the registered owner or holder of a security interest. As long as notice has been provided, the towing service may collect reimbursement of the actual cost of providing notice, including up to a fifteen-dollar administrative fee, from the registered owner or holder of a security interest.

Burlington Dept. of Public Works FY'17 Key Initiatives

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & NOTES	COMMISSION ROLE	METRICS	FY'17 MID YEAR STATUS
1	DPW-wide, CIO	Conduct Project Management pilot across City government with support of a PM consultant.	✓			Completion of pilot. Determination of next investment to strengthen City's PM capabilities and systems across City.		Updated policies.	Have implemented a cross-departmental project management platform Teamwork.com.
2	DPW-wide	Complete asset management plan to advance City's capabilities and begin implementation of a CMMS (computerized maintenance management system)	✓	✓	✓	Create asset mgmt plan mainly for the Water Resources that also includes a city-wide needs assessment. Procure CMMS tool in FY'17.	Provide feedback on draft plan	Completion of plan. Number of service interruptions, service complaints. Will develop and refine operational metrics through plan development.	Phase II for WR Division is underway https://www.burlingtonvt.gov/AssetManagement
3	DPW-wide	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by implementing strategies with stakeholders	✓			The city-wide capital plan sets funding targets. Adequate capital funding levels replace assets on schedule, increase service reliability and reduce costly emergency repairs.	Evaluate and recommend funding sources	Annual capital expenditures vs.the total annual capital needs for each asset class	Successful bond vote in November will increase capital reinvestment for next 5 years in Water, Streets, Sidewalks, Fleet, Buildings.
4	DPW-wide	Manage finances within policy and budgetary parameters	✓	✓		Budget targets are met and there are no major audit findings.		Financials meet or exceed budgeted targets across all funds, Fund balances % of goal.	GF and enterprise / revenue funds all performed better than budget in FY'16. FY'17 tracking well.
5	DPW-wide	Strengthen operational policies and procedures	✓		✓	All DPW operational policies located in central folder. Smooth internal operations with clear policies and procedures. Clear expectations about engaging other divisions and departments.		At least 10 new written policies / procedures approved by Diector or Assistant Directors	Additional SOP's in development. Expect to have 10 signed SOP's completed in FY.
6	DPW-wide	Increase employee participation in professional development opportunities	✓	✓	✓	Further increase productivity of workforce, staff morale and internal promotions. Expectation is that every employee will take advantage of at least one prof. development opporunity each year.		At least 90% of staff that took advantage of professional development opportunity over last year	Strengthening safety trainings. Developing training log to better record certifications and trainings obtained.
7	DPW-wide	Refine key performance indicators (KPI's) and summarize results in annual report.	✓	✓		Staff managing to metrics and a public that is aware of our successes. Initial KPI's developed at end of FY'15. Small professional services contract to develop annual report.	Review, modify and monitor KPI's	Existance and use of KPI's	Developed KPI's for BTV Stat. See attached.
8	DPW-wide	Increase commitment to the City's diversity and equity goals	✓	✓	✓	DPW staff, Commission, and engaged community members reflect the diversity of our city. Staff continues to serve on City's Core Team for diversity and equity issues.	Help diversify commission	Utilize metrics developed by City's Diversity & Equity Core Team	Commission Chair attended diversity training. Additional recruitment efforts being made to reach out to diverse communities.
9	DPW-wide	Strengthen safety program	✓	✓		Safety Manual completed in FY'16, printed in FY'17. Actively participate in citywide risk management effort. DPW Safety Team meets at least quarterly. Host voluntary Project Worksafe Audit.		Number of workdays lost to work-related injuries	Hosting Project Worksafe inspections. Increased trainings. Safety team meeting quarterly. Set benchmarks.
10	CEDO, CIO, DPW-wide	Participate in city-wide public engagement and communications plan		✓	✓	Assist City in developing Civic Engagement Plan (incl. social media) to achieve a more informed and engaged community. May wait until FY'18, dependant on other departments.	Recommend Commission-related communication improvments	Completion of plan	With upcoming expanded capital reinvestment, we are proposing a communications staffer.
11	DPW-wide	Begin to measure department-wide customer service		✓	✓	More responsive department. Begin customer service surveys in FY'17.		Response time for a subset of Request For Service categories	Included in BTV Stat KPIs.
12	IT, P&Z, Asessor, DPW	With CIO, develop document retention policy and document management system that enables DPW to efficiently store and retrieve plans, permits, documents	✓			Greater protection of city records. Reduced staff time spent filing and searching.		Electronic document management system for plans, permits	City policy on document retention developed. Now a document mgagement system needs to be developed.
13	ROW, Tech Services	Expand preventative maintenance program of pavement, sidewalk, guardrails, railings, fences and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Reference costs in the city-wide capital plan.		Activities are budgeted for and completed. Number of potholes, sewer plugs, main breaks decrease.	Now included in 10-Year Capital Plan.
14	Tech Services, Water Res.	Develop engineering standards and street design guidelines	✓		✓	Contract out development of standards, guidelines that will efficiently direct future investments. Initially focus on downtown for TIF streetscape investments.	Recommend adoption of standards to Council	Adoption of standards	Great Streets consultant developing street design standards for downtown. More detailed engineering standards will also be needed.
15	Tech Services	Complete division re-organization and support teams through transition to best position Division to respond to current and future needs	✓	✓	✓	High performing department effectively delivers projects and services. Be an employer of choice. Revised job descriptions and org charts go to Board of Finance and Council for approval.		Re-organization accomplished.	In process.

Burlington Dept. of Public Works FY'17 Key Initiatives

16	Tech Services	Increase technical staff capacity in Technical Services	✓	✓		Team has resources to tackle additional capital projects (including downtown TIF) identified in the City's capital plan.		Staffing needs met with appropriate staff resources. Additional metric forward could include report on projects completed.	Positions posted. Hiring process underway for Engineer, Associate Planner.
17	Tech Services	Advance high priority capital projects in accordance with project schedules	✓			High priority projects (Champlain Parkway, Great Streets, PlanBTV Walk/Bike implementation, Railyard Enterprise Project) advance on schedule.		Projects advance according to project schedules.	Champlain Parkway project construction date of fall 2018 has held for the last year.
18	Traffic	Substantially complete Phase II of major capital repairs in garages	✓	✓		Assessment-recommended capital repairs underway to extend lifespan of aging municipal garages. Complete \$6M+ investments by end of FY'17.	Review and provide input on funding strategy	Short term capital repairs completed	Phase I completed. Seeking Council authorization to borrow for Phase II this month. Expect to start work in spring.
19	Traffic	Implement comprehensive upgrade to garage operations including an enhanced PARCS system				New PARCS system allows for greater automation of garages, transition of attendants to ambassadors, new validation program, and new lease options for customers.	Review and approve new lease and rate changes	Enhanced PARCS system installed. Begin to see increased net income from the garages.	Commission has approved updated leases/agreements. Consultant hired to develop RFP for PARCS procurement. Collaborating with Airport and BPA.
20	Traffic	Implement downtown parking and transportation improvements -- Phase II policy and funding recommendations from Downtown Parking Study	✓	✓		Improve customer experience while also enhancing the sustainability of our parking system. Begin to have Traffic Fund support broader downtown transportation and related infrastructure needs.	Review and approve changes	Phase II policy and rate changes implemented	Council approved Parking & Transportation Agreement with BBA on 1-23-17.
21	CIO, Tech Services	Assist completion of permit reform report and begin implementation	✓	✓	✓	Led by CIO. Inspection Services will be actively engaged.		Plan substantially complete	Final draft of recommendations being reviewed currently. Report will be out by spring.
22	Maintenance, CT, Parks	Explore City-wide fleet model for managing City's vehicles			✓	Launch pilot to share DPW and Parks admin fleet. Review existing structure and make recommendations to Administration. May include review of City's facility maintenance structure and BSD fleet.	Review provide feedback on study	Study of fleet (and facility?) structure underway in FY'17	Behind schedule. Have discussed merging fleet maintenance with BSD. Upgrading shop this spring.
23	Traffic, Water Resources, CT office, Schools	Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.		FY'18 budget has fairer allocation of costs	PILOT conversations underway. Parking enforcement transfer reduced.
24	Water Resources	Develop capital plans for stormwater and wastewater infrastructure -- including a comprehensive assessment of existing assets and future biosolids handling/processing needs	✓			This will allow project, rate planning and coordination of work for collection system with capital street program. Procure consultant to determine how best to deal with biosolids (in partnership with CSWD).		Capital plans complete for Wastewater and Stormwater	Dubois & King developed 10 Yr prioritized capital plan. Launching Pipe Condition assessments work for SW and WW. Vast improvements in coordination between WR and street capital; creation of a capital planning GIS map.
25	Water Resources	Integrated Water Quality Management Plan development	✓		✓	Advance planning necessary to develop an Integrated Water Quality Management Plan which outlines how the City will meet its various Clean Water Act regulatory obligations and its local water quality priorities.	Review interim elements and final Integrated Plan	Obtain SRP funding. Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of 35 high priority projects, completion of financial capability analysis.	Advancing Integrated Planning process.
26	Water Resources	Project and establish sustainable rate structure for Water, Wastewater and Stormwater	✓	✓		Develop a multi-year rate structure that will balance future budgets while accomplishing the division's goals.	Review proposed rate structure, recommend to Council	Rates clearly tied to need and adopted.	Working with consultant to project future WW rates. Looking at similar work for W and SW.
27	Water Resources	Comply with TMDL (Total Maximum Daily Load) regulations -- continue chemical trial at Main & North W/W plants to determine ability to meet TMDL regulations for phosphorous reduction through optimization	✓		✓	Obtain reasonable Main WW discharge permit in early FY'17. Continue optimization efforts to help us reach compliance.	Monitor policy and understand cost impact	Track/develop cost per pound of P removed via Ferric versus Alum.	Optimization continuing. P from WWTP reported through BTV Stat.
28	Water Resources	Improve compliance with Stormwater sections of Chapter 26 ordinance through increased site inspections of construction sites and post-construction practices.	✓	✓		through poss. increase of staff resources, inc. compliance inspections for construction EPSC practices. Complete formal process of recording maint. and access agreements for post-const. practices. Ensure public projects are compliant with Chapter 26.		# of construction and post-construction compliance inspections.	Hired new SW Program Manager. Will provide progress report by end of FY.

Burlington Department of Public Works Commission Meeting
Draft Minutes, 15 February 2017
645 Pine Street

Commissioners Present: Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk) (*arrives at 6:40pm*); Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Robert Alberry; Justine Sears.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:36pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests moving Consent Agenda Item A to Agenda Item 4.1; Vice Chair Archambeau requests moving Consent Agenda Items C and D to Agenda Items 4.2 and 4.3 respectively. Vice Chair Archambeau makes motion to approve altered Agenda and is seconded by Commissioner Barr.

Action taken: motion approved;
“Ayes” are unanimous.

Clerk Gillman arrives

Item 3 – Public Forum (3 minute per person time limit)

Lani Ravin, of East District University of Vermont, speaks on Consent Agenda Item E.
Sharon Bushor, Ward 1, speaks on Consent Agenda Item E.
Richard Hillyard, Ward 1, speaks on Colchester Ave redesign.

Item 4 – Consent Agenda

B. Traffic Status Report
E. Colchester Ave/Centennial Field Crosswalk Improvement Project

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved.
“Ayes” are unanimous.

Item 4.1 – 94 College St Encumbrance Metered Parking Rates

A) Communication
B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 4.1 with DPW Director Chapin Spencer and DPW Engineer Laura Wheelock answering.

C) Public Comment
D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff’s recommendation: support the use of the ROW under the terms of the License Agreement between the City of Burlington and ICV, and their application for encumbrances on College Street and Pine Street.

Seconded by Clerk Gillman

Discussion

Action taken: motion approved.

Commissioner Alberry: *not present*

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Nay

Chair Padgett: Aye
Commissioner Sears: *not present*

Item 4.2 – Modify an Existing Unrestricted Parking Space on King St to a 30 Minute Parking Space on King St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.2 with Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Engineering Technician Phillip Peterson answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff's recommendation: the modification of the unrestricted parking space located on the south side of King Street in the first space west of South Champlain Street to a 30-minutes metered parking space.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved.

"Ayes" are unanimous.

Item 4.3 – Modify an Existing No Time Limit Metered Parking Space to a 30 Minute Metered Parking Space on St. Paul St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.3 with Director Spencer and Technician Peterson answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: the modification of the No Time Limit Metered parking space located on the west side of Saint Paul Street in the third space south of College Street to a 30-minute metered parking space.

Seconded by Clerk Gillman

Discussion

Action taken: motion approved.

Commissioner Alberry: *not present*

Vice Chair Archambeau: Nay

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: *not present*

Item 5 – 32 Brookes Ave Appeal – 3rd Floor Egress Issue

****AGENDA ITEM 5 REMOVED PRIOR TO COMMISSION MEETING****

Item 6 – 210 South Union Sprinkler Appeal

****Engineer Baldwin introduces and summarizes the appeal****

A) Oral Presentation by Appellant Chad Tyler who presents his appeal.

B) Communication by Senior Assistant City Attorney Gene Bergman, Engineer Baldwin, Senior Building Inspector Ned Holt, Building Inspector Brad Biggie, and City Fire Marshall and Battalion Chief

Barry Simays, who introduce the city's evidence packet ("DPW - #1) concerning the 210 South Union appeal for the record – Mr. Tyler replies with Attorney Bergman answering.

C) Commissioner Discussion

The Commission talks on Agenda Item 6 with Attorney Bergman, Engineer Baldwin, Inspector Holt, and Mr. Tyler responding.

D) Action Requested – No action taken. Commission will deliberate later.

Item 7 – Request For Appeal For 395 Manhattan Dr

Chris Khamnei, requester of appeal, introduces and summarizes his request

A) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in a discussion over Item 7 with Attorney Bergman and Mr. Khamnei responding.

B) Public Comment

C) Motion made by Commissioner Overby to have the Commission deliberate later, regarding over whether the Commission has jurisdiction on an appeal concerning whether an inspector has the right to enter private property without notifying the owner.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 8 – Maintenance Division Report

Motion made by Commissioner Barr to table Item 8, and is seconded by Clerk Gillman – "Ayes" are unanimous

Item 9 – Burlington Harbor Marina Update

A) Communication by Director Spencer and Burlington Harbor Marina Developer Jack Wallace who speak on the city's Harbor Marina project.

B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 9 with Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 10 – Approval of Draft Minutes of 1-18-17

The Commission tables Draft Minutes of 1-18-17 until 3-15-17 meeting

Item 11 – Director's Report

Director Spencer reports on Assistant Director – Parking & Traffic DPW (interim) Paul Bohne having started work; the Champlain Parkway update report having been posted at www.champlainparkway.com; the attached BTV Stat presentation having been put together for the department by the Assistant Directors; the State's water inspection report having been completed with no infractions; the upcoming FY'17 mid-year plan review report for the Commission; and the passing of Working Foreman Leo Legrand. Commissioner Overby asks about Service Level Agreement Periods in the metrics and stats BTV Stat report with Director Spencer answering.

Item 12 – Commissioner Communications

Clerk Gillman comments on the Commission's use of city emails for official correspondence; Commissioner Barr comments on snow removal/parking ban related phone calls he has received from

Ward 1 residents; Chair Padgett comments on a draft document he is putting together concerning the Commission's powers and duties; Commissioner Overby comments on the "New Commissioner" binder she received when first joining the commission.

Item 13 – Adjournment & Next Meeting Date – February 16, 2017

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

“Ayes” are unanimous.

Meeting adjourned at 9:26pm.



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Burlington, VT 05401
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www.burlingtonvt.gov/dpw

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: March 9, 2017

MEETING WITH NEW ADMINISTRATION

With Governor Scott leading a new Administration in Montpelier, City leaders have been meeting with key new appointees to better understand our respective priorities. Over the last month I have met with VTrans Secretary Joe Flynn and participated in a listening session with ANR Secretary Julie Moore. On the transportation front, there appears to be significant alignment in our priorities regarding the Champlain Parkway, Railyard Enterprise Project, Amtrak and others. On the environmental front, funding for the Legislature's Clean Water Bill (Act 64) and management of urban soils were common concerns expressed by meeting attendees and Secretary Moore indicated that these would be areas of focus for her Agency in the coming months.

GEARING UP FOR A BIG CONSTRUCTION SEASON:

Staff is busy getting ready for an exceptionally busy season of activity. Thanks to the voter approved bonds in November 2016, we will be:

-) Reconstructing over 3 miles of sidewalk (historically we've done 1-1.5 miles/yr)
-) Repaving 5 miles of roadway (historically we've done 2-2.5 miles/yr)
-) Relining 14,500 feet and replacing 11,500 feet of water mains

Given that this elevated amount of work will cause greater disruptions along our rights of way, DPW is looking to hire a public information officer who can assist the department with public outreach and education.

FY'17 MID-YEAR WORKPLAN REVIEW

The status report on our department's FY'17 workplan is attached. I will be happy to answer any questions at the Commission meeting. One workplan item was to compile key performance indicators (KPI's). The presentation of our initial KPI's was included last month's packet. We welcome the Commission's input.

STREET SWEEPING BEGUN

In what staff believes is the earliest ever, we began spring street sweeping on March 1st. We focused on arterial roadways, bike lanes and the bottom of hilly streets. While the coming week is expected to be below freezing, we will resume sweeping as soon as we're able.

Don't hesitate to contact me with any questions prior to Wednesday's meeting.

COMMISSION MEETING SIGN IN SHEET

Date: 15 March 2017

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Burlington Department of Public Works Commission Meeting
Draft Minutes, 15 February 2017
645 Pine Street

Commissioners Present: Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk) (*arrives at 6:40pm*); Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Robert Alberry; Justine Sears.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:36pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests moving Consent Agenda Item A to Agenda Item 4.1; Vice Chair Archambeau requests moving Consent Agenda Items C and D to Agenda Items 4.2 and 4.3 respectively. Vice Chair Archambeau makes motion to approve altered Agenda and is seconded by Commissioner Barr.

Action taken; motion approved;
“Ayes” are unanimous.

Clerk Gillman arrives

Item 3 – Public Forum (3 minute per person time limit)

Lani Ravin, of East District University of Vermont, speaks on Consent Agenda Item E.
Sharon Bushor, Ward 1, speaks on Consent Agenda Item E.
Richard Hillyard, Ward 1, speaks on Colchester Ave redesign.

Item 4 – Consent Agenda

B. Traffic Status Report

E. Colchester Ave/Centennial Field Crosswalk Improvement Project

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved.
“Ayes” are unanimous.

Item 4.1 – 94 College St Encumbrance Metered Parking Rates

A) Communication

B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 4.1 with DPW Director Chapin Spencer and DPW Engineer Laura Wheelock answering.

C) Public Comment

D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: support the use of the ROW under the terms of the License Agreement between the City of Burlington and ICV, and their application for encumbrances on College Street and Pine Street.

Seconded by Clerk Gillman

Discussion

Action taken: motion approved.

Commissioner Alberry: *not present*

Vice Chair Archambeau: Aye

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Nay

passed out to
Commission
prior to meeting

Chair Padgett: Aye
Commissioner Sears: *not present*

Item 4.2 – Modify an Existing Unrestricted Parking Space on King St to a 30 Minute Parking Space on King St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.2 with Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Engineering Technician Phillip Peterson answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff's recommendation: the modification of the unrestricted parking space located on the south side of King Street in the first space west of South Champlain Street to a 30-minutes metered parking space.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved.

"Ayes" are unanimous.

Item 4.3 – Modify an Existing No Time Limit Metered Parking Space to a 30 Minute Metered Parking Space on St. Paul St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.3 with Director Spencer and Technician Peterson answering.

- C) Public Comment
- D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: the modification of the No Time Limit Metered parking space located on the west side of Saint Paul Street in the third space south of College Street to a 30-minute metered parking space.

Seconded by Clerk Gillman

Discussion

Action taken: motion approved.

Commissioner Alberry: *not present*

Vice Chair Archambeau: Nay

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: *not present*

Item 5 – 32 Brookes Ave Appeal – 3rd Floor Egress Issue

****AGENDA ITEM 5 REMOVED PRIOR TO COMMISSION MEETING****

Item 6 – 210 South Union Sprinkler Appeal

****Engineer Baldwin introduces and summarizes the appeal****

A) Oral Presentation by Appellant Chad Tyler who ~~responds to the city's case~~ presents his appeal.

B) Communication by Senior Assistant City Attorney Gene Bergman, Engineer Baldwin, Senior Building Inspector Ned Holt, Building Inspector Brad Biggie, and City Fire Marshall and Battalion Chief

Barry Simays, who introduce the city's evidence packet ("DPW - #1) concerning the 210 South Union appeal for the record – Mr. Tyler replies with Attorney Bergman answering.

C) Commissioner Discussion

The Commission talks on Agenda Item 6 with Attorney Bergman, Engineer Baldwin, Inspector Holt, and Mr. Tyler responding.

D) Action Requested – No action taken. Vote in Executive Session Commission will deliberate later.

Item 7 – Request For Appeal For 395 Manhattan Dr

Chris Khamnei, requester of appeal, introduces and summarizes his request

A) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in a discussion over Item 7 with Attorney Bergman and Mr. Khamnei responding.

B) Public Comment

C) Motion made by Commissioner Overby to have the Commission deliberate Inter-in Executive Session, regarding over whether the Commission has jurisdiction on an appeal concerning whether an inspector has the right to enter private property without notifying the owner.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 8 – Maintenance Division Report

Motion made by Commissioner Barr to table Item 8, and is seconded by Clerk Gillman – "Ayes" are unanimous

Item 9 – Burlington Harbor Marina Update

A) Communication by Director Spencer and Burlington Harbor Marina Developer Jack Wallace who speak on the city's Harbor Marina project. Director Spencer and Jack Wallace provided an overview of the project history, components, agreements and operational considerations due to the proximity to the water plant. Director Spencer informed the Commission that future Commission action would be necessary for the regulation of parking at the East Lot, Lake Street Extension, and potentially at the Plaza.

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B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 9 with Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 10 – Approval of Draft Minutes of 1-18-17

The Commission tables Draft Minutes of 1-18-17 until 3-15-17 meeting

Item 11 – Director's Report

Director Spencer reports on Assistant Director – Parking & Traffic DPW (interim) Paul Bohne having started work; the Champlain Parkway update report to be included in the meeting packet having been posted at www.champlainparkway.com; the attached BTV Stat presentation metrics and state report having been put together for the department by the Assistant Directors; the State's water inspection report having been completed with no infractions found no deficiencies at our water plant; the upcoming FY'17 mid-year plan review report for the Commission; and the passing of Water Working Foreman Leo

Legrand. Commissioner Overby asks about Service Level Agreement Periods in the ~~metrics and stats~~ BTV Stat report with Director Spencer answering.

Item 12 – Commissioner Communications

Clerk Gillman comments on the Commission's use of city emails for official correspondence; Commissioner Barr comments on snow removal/parking ban related phone calls he has received from Ward 1 residents; Chair Padgett comments on a draft document he is putting together concerning the Commission's powers and duties; Commissioner Overby comments on the "New Commissioner" binder she received when first joining the commission.

Item 13 – Adjournment & Next Meeting Date – February 16, 2017

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;
"Ayes" are unanimous.

Meeting adjourned at 9:26pm.

Burlington Dept. of Public Works FY'17 Key Initiatives

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & NOTES	COMMISSION ROLE	METRICS	FY'17 MID YEAR STATUS
1	DPW-wide, CIO	Conduct Project Management pilot across City government with support of a PM consultant.	✓			Completion of pilot. Determination of next investment to strengthen City's PM capabilities and systems across City.		Updated policies.	Have implemented a cross-departmental project management platform Teamwork.com.
2	DPW-wide	Complete asset management plan to advance City's capabilities and begin implementation of a CMMS (computerized maintenance management system)	✓	✓	✓	Create asset mgmt plan mainly for the Water Resources that also includes a city-wide needs assessment. Procure CMMS tool in FY'17.	Provide feedback on draft plan	Completion of plan. Number of service interruptions, service complaints. Will develop and refine operational metrics through plan development.	Phase II for WR Division is underway https://www.burlingtonvt.gov/AssetManagement
3	DPW-wide	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by implementing strategies with stakeholders	✓			The city-wide capital plan sets funding targets. Adequate capital funding levels replace assets on schedule, increase service reliability and reduce costly emergency repairs.	Evaluate and recommend funding sources	Annual capital expenditures vs.the total annual capital needs for each asset class	Successful bond vote in November will increase reinvestment for next 5 years in Water, Streets, Sidewalks, Fleet, Buildings.
4	DPW-wide	Manage finances within policy and budgetary parameters	✓	✓		Budget targets are met and there are no major audit findings.		Financials meet or exceed budgeted targets across all funds, Fund balances % of goal.	GF and enterprise / revenue funds all performed better than budget in FY'16. FY'17 tracking well.
5	DPW-wide	Strengthen operational policies and procedures	✓		✓	All DPW operational policies located in central folder. Smooth internal operations with clear policies and procedures. Clear expectations about engaging other divisions and departments.		At least 10 new written policies / procedures approved by Director or Assistant Directors	Additional SOP's in development. Expect to have signed SOP's completed in FY.
6	DPW-wide	Increase employee participation in professional development opportunities	✓	✓	✓	Further increase productivity of workforce, staff morale and internal promotions. Expectation is that every employee will take advantage of at least one prof. development opportunity each year.		At least 90% of staff that took advantage of professional development opportunity over last year	Strengthening safety trainings. Developing training to better record certifications and trainings obtained.
7	DPW-wide	Refine key performance indicators (KPI's) and summarize results in annual report.	✓	✓		Staff managing to metrics and a public that is aware of our successes. Initial KPI's developed at end of FY'15. Small professional services contract to develop annual report.	Review, modify and monitor KPI's	Existence and use of KPI's	Developed KPI's for BTV Stat. See attached.
8	DPW-wide	Increase commitment to the City's diversity and equity goals	✓	✓	✓	DPW staff, Commission, and engaged community members reflect the diversity of our city. Staff continues to serve on City's Core Team for diversity and equity issues.	Help diversify commission	Utilize metrics developed by City's Diversity & Equity Core Team	Commission Chair attended diversity training. Additional recruitment efforts being made to reach out to diverse communities.
9	DPW-wide	Strengthen safety program	✓	✓		Safety Manual completed in FY'16, printed in FY'17. Actively participate in citywide risk management effort. DPW Safety Team meets at least quarterly. Host voluntary Project Worksafe Audit.		Number of workdays lost to work-related injuries	Hosting Project Worksafe inspections. Increase safety trainings. Safety team meeting quarterly. Set benchmarks.
10	CEDO, CIO, DPW-wide	Participate in city-wide public engagement and communications plan		✓	✓	Assist City in developing Civic Engagement Plan (incl. social media) to achieve a more informed and engaged community. May wait until FY'18, dependant on other departments.	Recommend Commission-related communication improvements	Completion of plan	With upcoming expanded capital reinvestment, proposing a communications staffer.
11	DPW-wide	Begin to measure department-wide customer service		✓	✓	More responsive department. Begin customer service surveys in FY'17.		Response time for a subset of Request For Service categories	Included in BTV Stat KPIs.
12	IT, P&Z, Asessor, DPW	With CIO, develop document retention policy and document management system that enables DPW to efficiently store and retrieve plans, permits, documents	✓			Greater protection of city records. Reduced staff time spent filing and searching.		Electronic document management system for plans, permits	City policy on document retention developed. New document management system needs to be developed.
13	ROW, Tech Services	Expand preventative maintenance program of pavement, sidewalk, guardrails, railings, fences and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Reference costs in the city-wide capital plan.		Activities are budgeted for and completed. Number of potholes, sewer plugs, main breaks decrease.	Now included in 10-Year Capital Plan.
14	Tech Services, Water Res.	Develop engineering standards and street design guidelines	✓		✓	Contract out development of standards, guidelines that will efficiently direct future investments. Initially focus on downtown for TIF streetscape investments.	Recommend adoption of standards to Council	Adoption of standards	Great Streets consultant developing street design standards for downtown. More detailed engineering standards will also be needed.
15	Tech Services	Complete division re-organization and support teams through transition to best position Division to respond to current and future needs	✓	✓	✓	High performing department effectively delivers projects and services. Be an employer of choice. Revised job descriptions and org charts go to Board of Finance and Council for approval.		Re-organization accomplished.	In process.

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Burlington Dept. of Public Works FY'17 Key Initiatives

16	Tech Services	Increase technical staff capacity in Technical Services	✓	✓		Team has resources to tackle additional capital projects (including downtown TIF) identified in the City's capital plan.		Staffing needs met with appropriate staff resources. Additional metric forward could include report on projects completed.	Positions posted. Hiring process underway for Engineer, Associate Planner.
17	Tech Services	Advance high priority capital projects in accordance with project schedules	✓			High priority projects (Champlain Parkway, Great Streets, PlanBTV Walk/Bike implementation, Railyard Enterprise Project) advance on schedule.		Projects advance according to project schedules.	Champlain Parkway project construction date of 2018 has held for the last year.
18	Traffic	Substantially complete Phase II of major capital repairs in garages	✓	✓		Assessment-recommended capital repairs underway to extend lifespan of aging municipal garages. Complete \$6M+ investments by end of FY'17.	Review and provide input on funding strategy	Short term capital repairs completed	Phase I completed. Seeking Council authorization to borrow for Phase II this month. Expect to start work in spring.
19	Traffic	Implement comprehensive upgrade to garage operations including an enhanced PARCS system				New PARCS system allows for greater automation of garages, transition of attendants to ambassadors, new validation program, and new lease options for customers.	Review and approve new lease and rate changes	Enhanced PARCS system installed. Begin to see increased net income from the garages.	Commission has approved updated leases/agreements. Consultant hired to develop for PARCS procurement. Collaborating with Airport Authority.
20	Traffic	Implement downtown parking and transportation improvements -- Phase II policy and funding recommendations from Downtown Parking Study	✓	✓		Improve customer experience while also enhancing the sustainability of our parking system. Begin to have Traffic Fund support broader downtown transportation and related infrastructure needs.	Review and approve changes	Phase II policy and rate changes implemented	Council approved Parking & Transportation Agreement with BBA on 1-23-17.
21	CIO, Tech Services	Assist completion of permit reform report and begin implementation	✓	✓	✓	Led by CIO. Inspection Services will be actively engaged.		Plan substantially complete	Final draft of recommendations being reviewed currently. Report will be out by spring.
22	Maintenance, CT, Parks	Explore City-wide fleet model for managing City's vehicles			✓	Launch pilot to share DPW and Parks admin fleet. Review existing structure and make recommendations to Administration. May include review of City's facility maintenance structure and BSD fleet.	Review provide feedback on study	Study of fleet (and facility?) structure underway in FY'17	Behind schedule. Have discussed merging fleet maintenance with BSD. Upgrading shop this spring.
23	Traffic, Water Resources, CT office, Schools	Improve cost allocations between DPW and other departments (i.e. have Water credited for fire protection service, contain growth of PILOT payments, end payment for parking enforcement, transfer crossing guard program to schools)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.		FY'18 budget has fairer allocation of costs	PILOT conversations underway. Parking enforcement transfer reduced.
24	Water Resources	Develop capital plans for stormwater and wastewater infrastructure - including a comprehensive assessment of existing assets and future biosolids handling/processing needs	✓			This will allow project, rate planning and coordination of work for collection system with capital street program. Procure consultant to determine how best to deal with biosolids (in partnership with CSWD).		Capital plans complete for Wastewater and Stormwater	Dubois & King developed 10 Yr prioritized capital plan. Launching Pipe Condition assessments work for sewer and WW. Vast improvements in coordination between WR and street capital; creation of a capital plan GIS map.
25	Water Resources	Integrated Water Quality Management Plan development	✓		✓	Advance planning necessary to develop an Integrated Water Quality Management Plan which outlines how the City will meet its various Clean Water Act regulatory obligations and its local water quality priorities.	Review interim elements and final Integrated Plan	Obtain state funding. Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of 35 high priority projects, completion of feasibility studies.	Advancing Integrated Planning process.
26	Water Resources	Project and establish sustainable rate structure for Water, Wastewater and Stormwater	✓	✓		Develop a multi-year rate structure that will balance future budgets while accomplishing the division's goals.	Review proposed rate structure, recommend to Council	Rates clearly tied to need and adopted.	Working with consultant to project future WW rates. Looking at similar work for W and SW.
27	Water Resources	Comply with TMDL (Total Maximum Daily Load) regulations -- continue chemical trial at Main & North WW plants to determine ability to meet TMDL regulations for phosphorous reduction through optimization	✓		✓	Obtain reasonable Main WW discharge permit in early FY'17. Continue optimization efforts to help us reach compliance.	Monitor policy and understand cost impact	Track/develop cost per pound of P removed via Ferric versus Alum.	Optimization continuing. P from WWTP reported through BTV Stat.
28	Water Resources	Improve compliance with Stormwater sections of Chapter 26 ordinance through increased site inspections of construction sites and post-construction practices.	✓	✓		Through poss. increase of staff resources, inc. compliance inspections for construction EPSC practices. Complete formal process of recording maint. and access agreements for post-const. practices. Ensure public works compliance with Chapter 26.		# of construction and post-construction compliance inspections.	Hired new SW Program Manager. Will provide progress report by end of FY.