



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

DPW COMMISSION — WORKPLAN SUBCOMMITTEE MTG

January 27th, 4pm
645 Pine Street, Burlington

AGENDA

1. Call To Order
2. Approve Agenda
3. Discuss Commission Workplan Priorities
4. Adjourn

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.

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
WORKPLAN SUBCOMMITTEE MEETING
DRAFT MINUTES, January 27, 2015
645 Pine Street**

COMMISSIONERS PRESENT: Tiki Archambeau, Jim Barr, and Solveig Overby
Commissioner Archambeau called the meeting to order at 4 p.m.

ITEM 1 – AGENDA

Commissioner Overby moved to accept the Agenda; Commissioner Barr seconded. Unanimous.

ITEM 2 – PUBLIC FORUM No one was present/came forward.

ITEM 3 – DEVELOPING THE COMMISSION’S FY’16 WORKPLAN

Director Spencer presented the draft FY’16 Key Initiatives document that the Directors previously developed (see attached). The Commissioners reviewed the draft and decided to supplement the document by adding new columns for departmental goals and a new column for the Commission’s role for each initiative. The proposed roles were added to the spreadsheet. Director Spencer agreed to make the revisions to the document and put it on the Commission’s February meeting agenda for discussion.

ITEM 4 – ADJOURNMENT

Commissioner Barr moved to adjourn the meeting at 6pm; Commissioner Archambeau seconded. Unanimous.

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Draft FY'16 Key Initiatives -- Burlington Department of Public Works

	DIVISION	WHAT	OUTCOME	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	NOTES	FY'16 \$ IMPACT (Rough Est.)	COMMISSION ROLE
1	CT Office	Streamline procurement (RFQ, purchasing policies, etc)	More efficient procurement of goods and services.	✓				Staff time	
2	DPW-wide	Develop asset management plan to advance City's capabilities and lay the foundation for the implementation of a CMMS (computerized maintenance management system) with geo-referenced in-field data collection functionality	Create asset mgmt plan for the Water Resource division initially. As part of process, host DPW-wide needs assessment process that builds consensus around a possible City-wide CMMS tool.	✓	✓	✓	Plan to hire a consultant to do a Phase I of our Asset Management Plan. Half from Water Division, half from CIP. Prepare procurement of the CMMS tool in FY'17.	(\$50,000)	Provide feedback on draft plan
3	DPW-wide	Close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders	City assets are better maintained. Regular PM more of a focus than emergency fixes.	✓		✓	The city-wide capital plan will show optimal funding targets. Advance strategies to close the funding gap between the capital plan and actual annual expenditures.		Evaluate and recommend funding sources
4	DPW-wide	Strengthen operational policies and procedures (whether through APWA accreditation or not)	Smooth internal operations with clear policies and procedures.	✓			Most of the cost will be existing staff time. Focus on Inspection Services in FY'16.		
5	DPW-wide	Enhance professional development program	Further increase productivity of workforce, staff morale and internal promotions	✓			Upfront cost will be in development of the professional development program.		
6	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 in FY'15. Small professional services contract to develop annual report.	(\$5,000)	Review, modify and monitor KPI's
7	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
8	DPW-wide	Strengthen safety program	Reduce missed days of work due to injury.	✓			Continue dept-wide safety committee efforts.		
9	DPW-wide	Enhance communications strategies	More informed and engaged community.		✓		Develop public engagement protocols. Work to reach broad and diverse constituencies.	(\$5,000)	Recommend Commission comm. improvements
10	IT Dept	Develop 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.	✓				TBD	
11	ROW	Begin budgeting for maintenance of guardrails, railings, fences and other infrastructure that has not been traditionally funded.	Better maintenance of fences, bollards, guardrails, railings and other items in the ROW				Include these costs in the city-wide capital plan.	TBD	
12	Tech Services	Develop engineering standards and street design guidelines	Adopted engineering standards and street design guidelines that efficiently direct future investments.	✓		✓	Contract out the development of standards and guidelines. Key for future TIF streetscape investments.	(\$100,000)	Recommend adoption of standards to Council
13	Tech Services	Invest in Planning team to achieve more capacity, sustainability (additional resources, minor restructure, prof dev, etc)	High performing team delivering efficiently delivering projects. Sustainable work loads.	✓			Team has resources, support to tackle public realm redesign projects called for in TIF districts, corridor studies.	TBD	
14	Tech Services Water Res.	Hire additional technical staff for Technical Services and Water divisions	Ability to complete additional capital projects identified in the City's capital plan.	✓	✓		The added staff cost in Water Division may be able to be covered out of existing W/WW capital program.	(\$300,000)	
15	Traffic	Advance major capital repairs in garages	Short term capital repairs completed to extend lifespan of aging municipal garages	✓	✓		As detailed in the garage assessments. Plan for ~\$6M investments for 2016 construction season.	(\$1,500,000)	Review and provide input on funding strategy
16	Traffic	Deliver on enhanced garage maintenance and security	Cleaner and more welcoming garages	✓	✓		As recommended in the garage assessments.	(\$400,000)	

Draft FY'16 Key Initiatives -- Burlington Department of Public Works

17	Traffic	Implement downtown parking improvements -- phase II policy and funding recommendations from Downtown Parking Study	Improve the customer experience while also enhancing the sustainability of our parking system.	✓	✓		Increased revenue can't be projected until we know what changes we're making and when -- changes won't likely happen until Fall 2015/Spring 2016.	\$500,000	Review and approve changes
18	Traffic	Upgrade CNG filling station with larger compressor.	Longer lifespan. Quicker fill-ups.	✓			Funded by existing FTA grant.	(\$300,000)	
19	Traffic	Conduct a successful leadership transition in the Traffic Division when Pat retires.	A smooth transition to a new Assistant Director.	✓			Work to have a one month of overlap for Assistant Directors.	(\$12,000)	
20	Traffic	Analyze management and operation models for the municipal garages and lots.	Policy decision on how garages will be managed and operated long term.	✓			Evaluate recommendations that come out of the Downtown Parking Study.	(\$40,000)	Review, approve any changes needing approval
21	Traffic, CT office, Parks	Explore City-wide fleet model for managing City's vehicles	Report with recommendation presented to Administration, Council			✓	Consultant reviews existing structure and makes recommendations for future. May include simultaneous review of City's facility management structure.	(\$25,000)	Review provide feedback on study
22	Traffic, CT office, Schools	Transfer crossing guard program to more appropriate entity -- including funding and coordination of program	Responsibility to fund this program is placed with the appropriate municipal entity -- and enables the Traffic Fund to reinvest in its capital infrastructure	✓				\$250,000	
23	Water Resources	Revise Chapter 26 Ordinance and Stormwater manual	Be transparent, fair and flexible with development, without missing op's for capture and mitigation; incentivize management on private properties	✓			Adoption of stormwater standards, with alternative compliance mechanisms; creation of Stormwater Manual.	(\$35,000)	
24	Water Resources	Develop capital plans for stormwater and wastewater infrastructure	This will allow project, rate planning and coordination of work for collection system with capital street program	✓			Stormwater portion can be CWSRF funded. Hire consultant to assist with this extensive undertaking to prioritize capital reinvestment.	staff time	Review as part of City capital plan
25	Water Resources	Complete impervious billing update ; develop process/protocol for maintenance of impervious database	Ensure that we have captured SW customers impervious correctly (as of 2013 fly over)	✓				staff time	
26	Water Resources	Carry out EPA-funded Integrated Planning Initiative with consultant Tetra Tech	Develop project templates for an integrated planning implementation toolbox. EPA wants transferable tools for other communities.	✓		✓	Will be helpful to know what the final TMDL requirements are before public process.	staff time	
27	Water Resources	Request credit for Water's PILOT payment for fire protection services	Water rates stabilized and consistent policy across city departments.	✓			Impact will be determined as negotiated with C/T	?	
28	Water Resources	Replace large aging water meters (can be done once ordinance is updated in FY'15)	Greater equity for water customers. Greater revenue stream for W/WW funds.	✓			This should be a significant revenue generator. Upfront cost will be staff time and purchase of new meters.	\$100,000	
29	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	✓	✓		Most of the cost will be existing staff time	\$0	Review proposed rate structure, recommend to Council
30	Water Resources	Film all sewer lines	Information collected for developing capital plan for Wastewater.	✓			Looking to apply to be on State Priority list to hire an outside firm to tackle this task. Too much for our crew to complete in addition to other duties.	(\$50,000)	
31	Water Resources	Begin planning to comply with TMDL regulations (Total Maximum Daily Load) for phosphorous reduction		✓		✓	Although we cannot predict the regulatory outcome, we can expect to need a consultant to work through implementation decision making	(\$85,000)	Monitor policy and understand cost impact

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