



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: CHAPIN SPENCER, DIRECTOR
DATE: MARCH 13, 2014
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on March 19, 2014 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. Cliff Street Sidewalk Project Update
4. Parklet Pilot Project
5. Finalize Commission Work Plan
6. Minutes of 12/18/13 & 2/19/14

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.



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

To: Amy Bovee, Clerks Office
From: Chapin Spencer, Director
Date: March 13, 2014
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **March 19, 2014**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 5 Min Public Forum
- 3 5 Min Consent Agenda
 - 3.10 28 King St Parking Meter Addition
 - 3.20 Colchester Avenue Taxicab Stand Removal
 - 3.30 Spring Street at Intervale Avenue Parking Request
 - 3.40 North Champlian St 15 Minute Parking Request
- 4 15 Min Cliff Street Sidewalk Project Update
 - 4.10 Communication, G. Gomez
 - 4.20 Discussion

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- 5 25 Min Parklet Pilot Project
 - 5.10 Communication, C. Spencer
 - 5.20 Discussion
 - 5.30 Decision

- 6 25 Min Finalize Commission Workplan
 - 6.10 Communication, C. Spencer
 - 6.20 Discussion
 - 6.30 Decision

- 7 Minutes of 12-18-13 & 2-19-14

- 8 Director's Report

- 9 Commissioner Communications

- 10 Adjournment & Next Meeting Date – 4-16-14



MEMORANDUM

February 28, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: 28 King Street Parking Meter Addition

Background:

In December it was brought to staff's attention that there was a parking space in front of 28 King Street, a metered zone, which was not metered. 28 King Street is located between Battery Street and South Champlain Street.

Observations:

This is currently the only parking space on the north side of King Street between Battery Street and South Champlain Street that is not metered. The owners of 28 King Street removed their second driveway and replaced it with a fence and trees many years ago. They left an unrestricted parking space in a metered parking zone. This unrestricted parking space is positioned within the three hour parking meter traffic regulation that reads, "On the north side of King Street from South Champlain Street to a point 110 feet east of Battery Street."

Staff contacted the owner of 28 King Street, James Straughtmeyer, and had multiple conversations with him about the parking space. He was opposed to a parking meter being installed at this location because one of his tenants has used the space for years. Staff had asked Mr. Straughtmeyer to send an email or letter to staff re-explaining the reasons he was against the meter going in. Staff never received an email or letter from Mr. Straughtmeyer.

Conclusions:

This is the only parking space on the north side of King Street between Battery Street and South Champlain Street that is not metered. This particular space is in the middle of the block and currently is included in the parking meter traffic regulation. There are 4 rental properties on

this block of King Street and each one of them has enough available off-street parking for their tenants.

Recommendations:

Staff recommends that the Commission approves the installation of a parking meter on the north side of King Street in the parking space in front of 28 King Street.

South Champlain Street

King Street

Battery Street

#30
New Apartment Building

90 King Street
Driveway

#28

Proposed
Meter

Existing
meter

Existing
meter

28 King Street Driveway
has been removed and
replaced with a walk way
and a gate





MEMORANDUM

February 28, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Colchester Avenue Taxicab Stand Removal

Background:

Staff received a request from Kathleen Brisson, a resident of Colchester Avenue, asking for the removal of the taxicab stand in front of 495 Colchester Avenue. Currently the taxicab stand is the only restricted parking space on the east side of Colchester Avenue between Barrett Street and Mill Street.

Observations:

There are only two properties on the east side of Colchester Avenue between Barrett Street and Mill Street. At 485 Colchester Avenue, Dominos is at grade with 2nd and 3rd floor residential apartments. The second property, 495 Colchester Avenue has a number of apartments and the driveway to this building is on Mill Street. Most of the tenants of this property park on Mill Street or on Colchester Avenue adjacent to the taxicab stand.

Ms Brisson informed staff that she had not seen the taxicab stand used in the 20 years that she has owned 495 Colchester Avenue. Staff talked to the owners of Dominos, Sharon and Stephen Litwhiler, and they said that they see the taxi cab stand used sparingly. They would like to see the taxi cab stand replaced with a 30 minute parking space because they would like to have some parking for their customers. They are afraid that if the taxi cab stand is removed their customers will have trouble finding places to park when picking up their food.

Staff talked to 3 of the local taxi companies, Greene Cab, Dunwright Taxi, and Benway's and determined that Benway's was the only company that used this particular space. They said that they get called to this location about twice a week. None of these three companies said that they post up in this location.

NB 3/11/14

Conclusions:

The residents have different opinions regarding the use of the taxi cab stand on Colchester Avenue. Removing the taxicab stand and replacing it with a 30 minute parking space will allow customers visiting Dominos to park and pick up their food quickly. A short term space is would also allow taxi's to park and pick up their customers when they get called to the area.

Recommendations:

Staff recommends that the Commission removes the taxicab stand in front of 495 Colchester Avenue and replace it with a 30 minute parking space.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: kathleen Brisson

Request Date:

10/31/2013 1:26 PM

Due Date: 11/7/2013

Address:

Phone Number: 8028975625

Email Address:

kbrb@shoreham.net

Request

Location: 495 Colchester Avenue

Request Description: Resident has requested the removal of the taxi parking space in front of 495 Colchester Avenue

Assign History

Date	Assigned To	Description
10/31/2013 1:28:45 PM	Joel Fleming	

Work History

Date	Staff Person	Description
12/10/2013	Joel Fleming	Staff visited the site and determined that the taxi cab space can and should be removed. (Entered on 12/10/2013 1:54:10 PM by Joel Fleming)
10/31/2013	Joel Fleming	inserted into system (Entered on 10/31/2013 1:28:04 PM by Joel Fleming)

Customer Service

Status: Planning

Request created by: Joel Fleming

Print Date: 12/10/2013 1:54:22 PM



Riverside Avenue

Unrestricted Parking

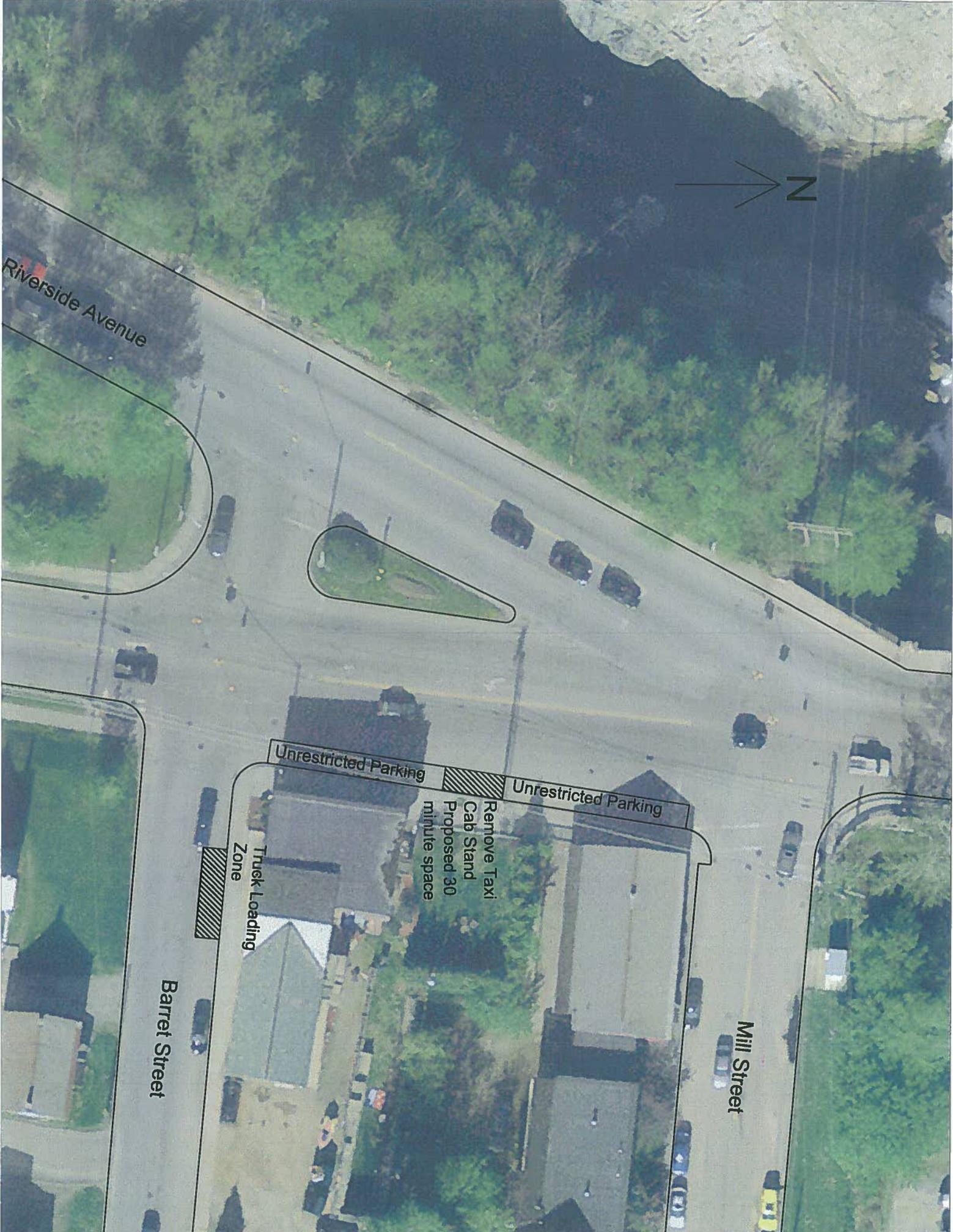
Unrestricted Parking

Truck Loading
Zone

Remove Taxi
Cab Stand
Proposed 30
minute space

Barret Street

Mill Street





MEMORANDUM

February 28, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: Spring Street at Intervale Avenue parking request

Background:

Staff received a request from Gabriel Ely, a resident of Spring Street in the City's old north end, asking to improve sight lines for vehicles exiting Spring Street onto Intervale Avenue. Spring Street is a small residential street that runs east west between Elmwood Avenue and Intervale Avenue. The resident has complained that it is difficult to exit Spring Street onto Intervale Avenue because parked cars block sight lines and vehicles on Intervale Avenue normally travel in excess of the posted speed limit.

Observations:

Staff has examined the intersection of Spring Street and Intervale Avenue and determined that parking is restricted for 55 feet north and 43 feet south of Spring Street. North of Spring Street the sight distance is well above the required 155 feet of stopping sight distance for a street with a 25 mph speed limit. In order to provide 155 feet of stopping sight distance to the south of Spring Street 10 feet of parking needs removed from the west side of Intervale Avenue.

Conclusions:

Vehicles exiting Spring Street onto Intervale do not have adequate sight distance looking south. For 25 MPH the minimum sight distance required is 155 feet. To meet the minimum sight distance requirements, parking will need to be prohibited an additional 10 feet south of Spring Street on the west side of Intervale Avenue.

Recommendations:

Staff recommends the Commission adopt a parking prohibition on the west side of Intervale Avenue starting at the corner of Spring Street and extending 53 feet south on Intervale Avenue.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Gabriel Ely

Request Date: 02/20/2014

3:40 PM

Due Date: 4/30/2014

Address: Spring Street at Intervale

Phone Number:

Email Address: universalapple@gmail.com

Request

Location: 63 Intervale Avenue

Request Description: My family and I have lived on the corner of Spring St. and Intervale Ave. for a few years now. We are still undecided about the project for one main reason. Pulling out onto Intervale Ave from Spring St is dangerous. The visibility when cars are parked along Intervale Ave is nonexistent and cars on the avenue are more often speeding than those on Spring St. My partner and I have had near accidents at least three times when pulling out onto Intervale Ave, even though we are especially cautious when doing so. Just last week, I was driving down Intervale, at the posted speed limit and had another near collision with a car pulling out of Spring St. As a result, we often go North out of our drive way to leave our block even though it is further. Obviously, simply extending Dewey Park will not block off the connection between Spring and Walnut Street, but that small stretch of road is rarely plowed when the rest of the neighborhood is, leaving it impassable when a near accident on Intervale, exacerbated by weather conditions is more likely to end in a collision. For us to support the proposed project, we would need assurances that Walnut St would be kept clear of snow, and that they would put mirrors up to give vehicles pulling out onto Intervale Ave a few of oncoming traffic (or an equally effective solution for that end of our block).

Assign History

Date	Assigned To	Description
2/20/2014 3:40:37 PM	Joel Fleming	Request Assigned

Work History



MEMORANDUM

March 6, 2014

TO: Public Works Commission
FROM: Joel Fleming
RE: North Champlain Street 15 minute parking request

Background:

Staff received a request from a building owner at 72 North Champlain Street asking for an addition of two 15 minute parking spaces in front of their building for their new tenants who are opening a coffee shop. The petitioner stated that the spaces are needed because there isn't enough short term parking on the street.

Observations:

North Champlain Street is a main throughway through the old north end that connects Pearl Street to Manhattan Drive and VT Rt. 127. 72 North Champlain Street is on the north east corner of North Champlain Street and Peru Street. Peru Street is restricted to resident parking Monday through Friday, 6:00 am to 6:00 pm. There is currently a single 15 minute parking space on the east side of North Champlain Street in the first space north of Peru Street.

The no parking here to corner sign is currently 30 feet north of Peru Street on North Champlain Street. The sign could be moved 10 feet south and an additional 15 minute space could be added adjacent to the existing space. This would provide the business a second short term parking space without removing an unrestricted parking space from the neighborhood.

Staff has observed the on-street parking inventory and determined that the neighborhood relies on the on-street parking. Most properties on the street are multiple family homes that have some available off-street parking but for overflow parking this neighborhood still relies heavily on the on-street parking inventory.

Conclusions:

Staff feels that giving this business three 15 minute spaces in a neighborhood that's on-street parking is near full capacity is not a good use of the spaces. Moving the no parking here to corner sign 10 feet south will allow for enough room for two 15 minute parking spaces followed by 3 unrestricted parking spaces before the first driveway north of Peru Street. This proposal has no effect on the number of unrestricted spaces on North Champlain Street and will give this business adequate short term parking.

Recommendations:

Staff recommends that the commission:

- Adopt a 20 foot abbreviated No Parking Here to Corner on the east side of North Champlain Street just north of Peru Street.
- Adopt 2-15 minute parking spaces, 8:00 am and 8:00 pm every day, just north of the revised No Parking Here to Corner restriction proposed above.

See Attached Referenced Plan View.



CITY OF BURLINGTON

SERVICE REQUEST

Name and Address

Name: Maggie Sherman

Request Date: 02/24/2014

8:24 AM

Due Date: 3/26/2014

Address: 72 North Champlain Street

Phone Number: 802-862-5576

Email Address:

maggiesherman.60@gmail.com

Request

Location: 72 North Champlain Street

Request Description: Thank you for talking with me, yesterday, about on street parking around 72 North Champlain Street (corner of North Champlain and Peru Streets). North Champlain Associates owns the storefront building at 72 North Champlain. I am one of the owners and the manager for this property. This commercial space comes with two spaces in our parking lot. These spaces have been used by those are employed in this space rather than their customers. I am requesting that two (2) additional 15 minute parking spaces be added to the existing one (1) 15 minute parking space in front of our building on North Champlain. so as to accommodate the customers of 72 North Champlain. The reason for this request is that parking on Peru Street is restricted to residents only.

Assign History

Date	Assigned To	Description
2/24/2014 8:24:00 AM	Joel Fleming	Request Assigned

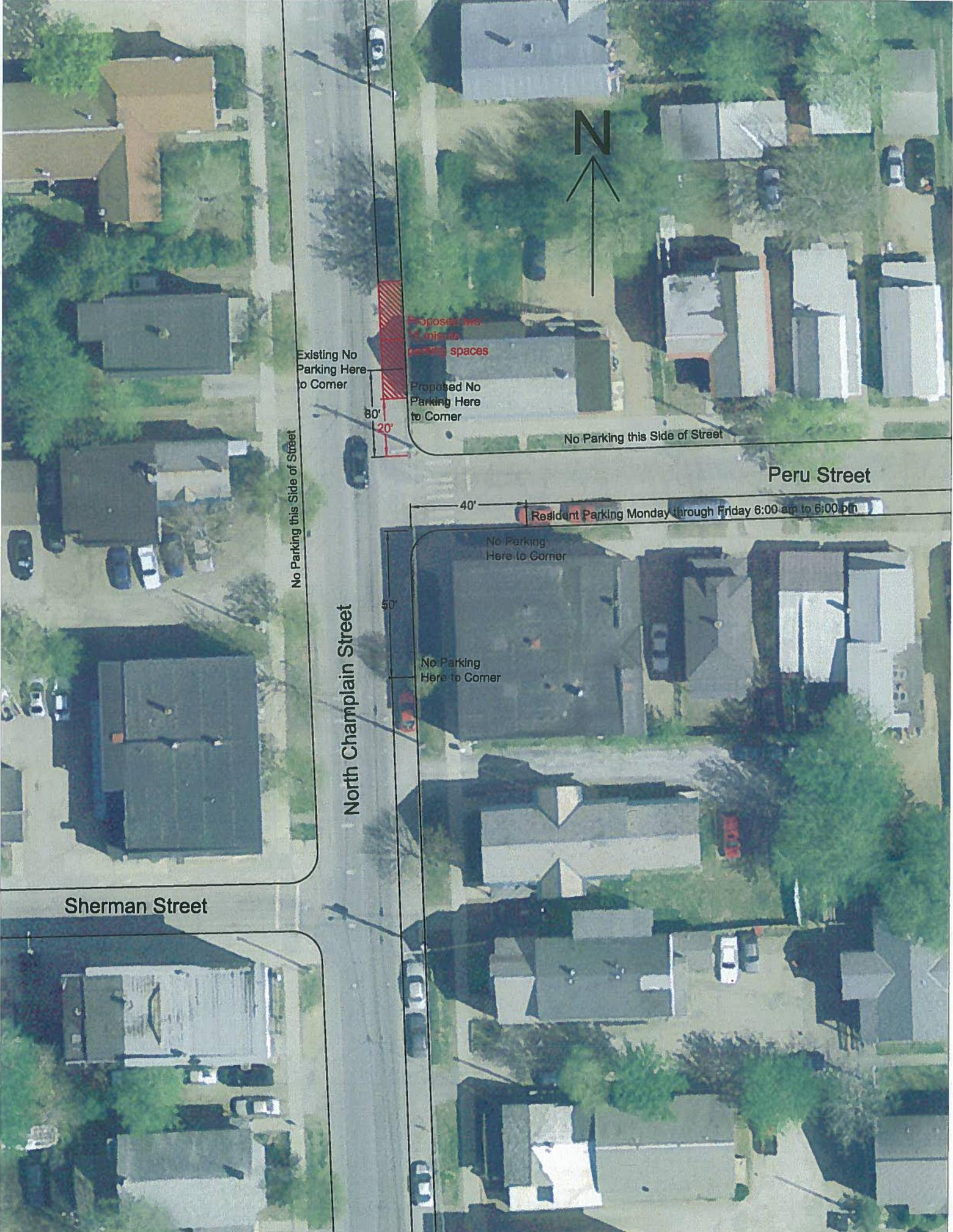
Work History

Customer Service

Status: New

Request created by: Joel Fleming

Print Date: 2/24/2014 8:35:31 AM



N

Proposed two 10' x 20' parking spaces

Existing No Parking Here to Corner

Proposed No Parking Here to Corner

No Parking this Side of Street

Peru Street

Resident Parking Monday through Friday 6:00 am to 6:00 pm

40'

No Parking Here to Corner

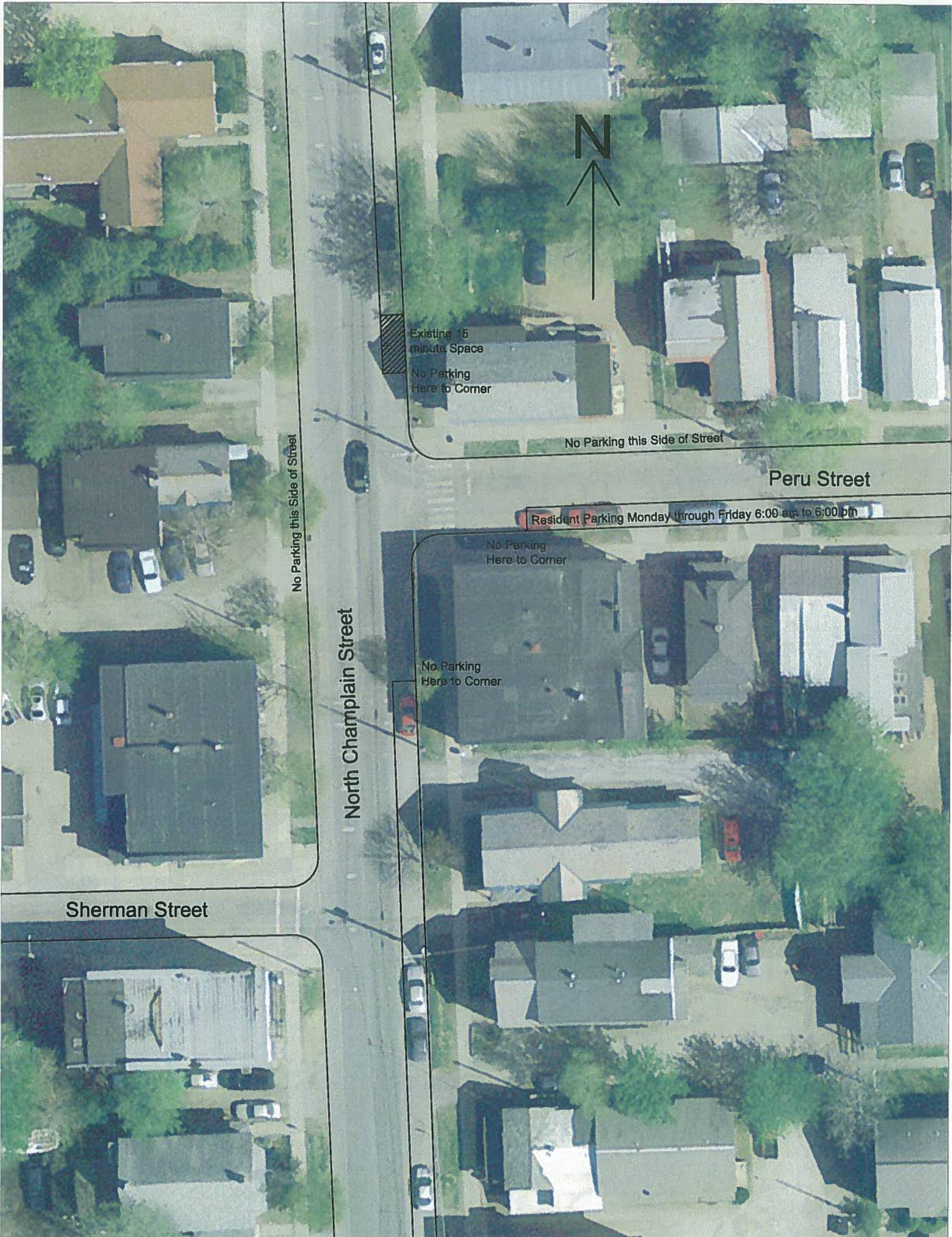
50'

No Parking Here to Corner

North Champlain Street

No Parking this Side of Street

Sherman Street



Existing 15
minute Space
No Parking
Here to Corner

No Parking this Side of Street

Peru Street

Resident Parking Monday through Friday 6:00 am to 6:00 pm

No Parking
Here to Corner

No Parking
Here to Corner

North Champlain Street

Sherman Street

No Parking this Side of Street



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

MEMORANDUM

TO: Public Works Commission

FROM: Guillermo Gomez – Public Works Engineer

DATE: March 11, 2014

RE: Cliff Street Sidewalk Project

Planning efforts for the Cliff Street Sidewalk started with the Cliff Street Mobility Study (completed in 2008). This study was a joint effort between the City and the Chittenden County Regional Planning Commission. This Mobility Study included site investigation, analysis, design and public outreach efforts. During the final public meeting of the study, multiple alternatives were presented by the study team. Attendees were polled to determine which of the alternatives presented was preferred. Alternative 4 narrowly won over Alternative 2 (two vote difference). The results from the Study were presented to the Public Works Commission on March 11, 2009. A preferred alternative was approved by the Public Works Commission, which consisted of a compromise between the preferred alternative by residents (Alternative 4) and the alternative recommended by staff (Alternative 2).

In 2010, DPW successfully applied for a grant to construct the sidewalk on Cliff Street, based on the findings from the Cliff Street Mobility Study. The approved alternative served as the starting point for Aldrich & Elliott, the engineering consultant hired by the City to develop construction plans and bid documents for the sidewalk.

Based on the recommendations from the Mobility Study and the findings from the survey and subsurface exploration, the consultant developed a preliminary design for the proposed sidewalk. The preliminary plans were recently completed and were made available to the public on February 25th. The preliminary design consists of three different typical sections:

- South Willard and Summit Ridge: consists of a 5 ft. sidewalk with a 3 ft. greenbelt. There will be no change in the paved width of Cliff Street in this segment. The sidewalk's

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running slope will follow the existing roadway's running slope. This segment will require excavation and stabilization of the slope north of Cliff Street, due to the existing steep grades.

- Summit Ridge to Summit Street: consists of a 5 ft. sidewalk and a 4 ft. green belt. The sidewalk will be built into the existing roadway, narrowing the paved width of Cliff Street.
- Summit Street to South Prospect Street: consists of a 5 ft. sidewalk and 3 ft. greenbelt. Part of this segment includes an existing sidewalk that will remain. The missing sidewalk will be completed, and a bump-out at the northeast corner of Cliff Street and Summit Street will be built.

The plans were presented to the public at the Ward 6 NPA meeting that took place on March 6th. Staff took note of the comments and concerns from the meeting attendees. DPW staff is attending this Public Works Commission Meeting to give the public an additional opportunity to provide input on the design of the sidewalk. DPW staff will work together with the design consultant to finalize the engineering plans and construction documents, taking into consideration the information gathered during this public input period. Construction of the sidewalk is expected to happen during the 2014 construction season.

The Cliff Street Mobility Study is available at:

http://www.ccrpcvt.org/library/studies/burlington_cliff_st/

The Preliminary Plans for the project are available at

<http://www.burlingtonvt.gov/DPW/Transportation/Projects/New-Sidewalks/>

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PROPOSED 2014 BURLINGTON PARKLET PILOT PROJECT:

March 2014

What is a 'parklet'?

A parklet is a small space serving as an extension of the sidewalk to provide amenities and green space for people using the street. It is typically the size of several parking spaces. Parklets typically extend out from the sidewalk at the level of the sidewalk to the width of the adjacent parking space.

Design and Purpose:

Parklets are designed to provide a public place for passersby to relax and enjoy the atmosphere of the

city around them, in places where either current urban parks are lacking or where the existing sidewalk width is not large enough to accommodate vibrant street life activities.



Jason Byal Photo, Courtesy of Sustainable Connections

Sample Parklet Goals from Other Communities:

- Reimagine the potential of city streets
- Encourage pedestrian activity
- Support local businesses
- Leverage other funding for streetscape enhancements

History

The first formal parklet program was launched in San Francisco in 2010. Since then many large and small communities have been launching their own parklet initiatives. Pilot programs have been a common way for communities to try out this concept.

2014 BTV Goal:

- Operate a parklet pilot project for the 2014 season to test the viability of, and the community support for, seasonal parklets in the City of Burlington.

Proposed Components of a Parklet Pilot:

- DPW would develop guidelines, application, and metrics for the pilot program
- Adjacent property owners would apply for, build, maintain and insure a parklet in front of their business
- As public spaces, parklets could be used by any member of the public including the customers of adjacent businesses
- We propose to limit the pilot this year to a maximum of 3 sites for up to 2 spaces apiece

(up to 6 spaces total)

- Parklet designs would need to meet our design criteria and be approved by DPW staff
- The process for applying would be similar to our current Encumbrance Permit process
- The proposed pilot fee would include:
 - The normal encumbrance application fee (\$25)
 - The normal encumbrance permit fee (\$1 sq/ft)
 - A fee to recover the estimated lost parking revenue for metered parking spaces and a lesser fee for use of unmetered parking spaces (TBD, likely \$5-7 / day / metered parking space)

Proposed Process & Timeline:

DPW Commission review and approval of pilot program	March 19
Applications solicited from property owners	March 31
Application deadline	April 21
Pilot sites selected	April 28
License Committee approval of Encumbrance Permit	May
City Council approval of Encumbrance Permit	May
Parklets removed for the season	October 15
Pilot program metrics evaluated	November

Application Review Committee:

- Comprised of representatives from DPW, CEDO and BCA
- Would meet to select top 3 applications based specified criteria including:
 - Completeness of application
 - Quality of design
 - Support of adjacent property owners
 - Plan to addresses any safety / operations concerns
 - Diversity of locations
 - Other potential criteria

Learn More About Parklets:

Wikipedia: <http://en.wikipedia.org/wiki/Parklet>

New York City, NY: <http://www.nyc.gov/html/dot/html/pedestrians/streetseats.shtml>

San Francisco, SF: <http://sfpavementtoparks.sfplanning.org/>

Seattle, WA: <http://www.seattle.gov/transportation/parklets.htm>

Fort Lauderdale, FL: http://www.fortlauderdale.gov/news/2013/pdf/Parklet_Application.pdf

Bellingham, WA: <https://www.cob.org/services/planning/downtown/parklet.aspx>

Redland, CA Pilot: <http://www.redlandsdailyfacts.com/lifestyle/20140308/redlands-city-council-approves-parklet-pilot-program>

Downtown Parking Improvement Initiative :: **DRAFT** 2014 PILOT PROJECT WORKPLAN

Version Feb 28, 2014

Est. Date	Public Relations / Marketing Story	Low opposition changes	Potential opposition changes	Costs	Major Implementation Tasks
April 2014	Studies underway, Advisory Cmte	<ul style="list-style-type: none"> Adopt Easy Park in-car meter Garage sign / lane improvements 	<ul style="list-style-type: none"> Eliminate Early Bird April 1 Later hours at Marketplace garage 	In-car meters have one-time set up cost of \$5,000. Users pay usage fees.	
June 2014	New logo, smart meter pilots (multi-space and meterheads)	<ul style="list-style-type: none"> Multi-space pay by plate meter pilot (St. Paul Street and Main/Winooski lot) Smart single-space meter pilot (Location TBD) Parklets installed in up to three areas downtown 	<ul style="list-style-type: none"> Extended enforcement until 10pm (either at new smart meters ~130 spaces or within a specified geographic area downtown) 	<p>Cale offering 5 multi-space meters for ~\$2,785 during 90 day trial</p> <p>50 single-space meters for 90 days, cost \$5.75/per meter / per month, \$.13 per transaction + credit card processing fees</p>	
July 2014	Pay by cell phone downtown-wide, rate increases to reinvest in garages, smart meters	<ul style="list-style-type: none"> Pay by cell phone Automated lane at Marketplace Garage (?) 	<ul style="list-style-type: none"> Ennact rate increases / changes, consider: <ul style="list-style-type: none"> Increased rates at garages Increased rates on-street Sunday on-street enforcement? Consider tweaking 2 Hr Free at MPG 	Pay by cell phone will have limited cost to city. Cost for pay by cell phone is often paid through user fees.	
Fall 2014	Pilot data findings, Wayfinding	<ul style="list-style-type: none"> Downtown wayfinding installed 	<ul style="list-style-type: none"> 	Wayfinding grant has ~\$60,000 local match, already budgeted	

DRAFT -- FOR DISCUSSION ONLY



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Chapin Spencer
DIRECTOR OF PUBLIC WORKS

DRAFT MISSION STATEMENT:

We steward Burlington's infrastructure and environment
by delivering efficient, effective and equitable public services

DRAFT DEPARTMENTAL GOALS:

- Goal #1: Operational Excellence
- Goal #2: Exemplary Customer Service
- Goal #3: Culture of Innovation

DRAFT COMMISSION FY'14 – FY'15 WORKPLAN:

Goal #1: Operational Excellence

- Objective 1-A: Finalize Commission workplan for FY'14 – FY'15
- Objective 1-B: Establish department-wide key performance indicators
- Objective 1-C: Develop sustainable capital plans for each asset group
- Objective 1-D: Oversee development of an annual performance report

Goal #2: Exemplary Customer Service

- Objective 2-A: Establish key performance indicators for customer service
- Objective 2-B: Ensure high degree of public access to the Commission and its work

Goal #3: Forge a Culture of Innovation

- Objective 3-A: Partner with staff in vetting and advancing new ways of delivering our services
- Objective 3-B: Offer each Commissioner an opportunity to learn about policy and governance issues related to our mission
- Objective 3-C: Implement downtown parking pilot projects
- Objective 3-D: Vet and advance adoption of new transportation design guides

Non-Discrimination

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BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MONTHLY MEETING MINUTES, December 18, 2013, AMENDED
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Bob Alberry, Nathan Lavery (Chair), Solveig Overby, Jeffrey Padgett and Mark Porter (Vice Chair) **COMMISSIONERS ABSENT:** Tiki Archambeau and Asa Hopkins

Commissioner Lavery called the meeting to order at 6:32 p.m.

ITEM 1 – AGENDA

Commissioner Porter requested that Item 3.20 be withdrawn from the Consent Agenda (CarShare Vermont Parking Request) so it will be a separate item – Item 3.60. Unanimous.

ITEM 2 – PUBLIC FORUM: No one came forward. Commissioner Lavery read aloud an e-mail from Gene Day (distributed by Mr. Fleming) pertaining to Item 3.50 (Adsit Court winter parking).

ITEM 3 – CONSENT AGENDA, Amended

- 3.10 Richardson St, Morse Pl, Scarff Ave STOP Sign Request
- 3.30 Ethan Allen Pkwy Parking Removal
- 3.40 Colchester Ave Resident Parking Request
- 3.50 Adsit Ct Parking Request

(Refer to Commission Packet)

The Commissioners were unanimous in adopting the Consent Agenda as amended.

ITEM 3.6 – CARSHARE VERMONT PARKING REQUEST

(Becca Van Dyke, Operations Manager and Annie Bourdon, Executive Director, CarShare Vermont)

(Refer to Commission Packet)

Commissioner Alberry moved to accept staff’s recommendations which includes all three of the proposed new or moved spots: 1) Adopting a CarShare parking space on the south side of Pearl Street in the first space east of Church Street; 2) Adopting a CarShare parking space on the west side of South Union Street in the first space north of Spruce Street; and 3) Amending the CarShare parking space from the south end of the Fletcher Free Library parking lot to the space at the northeast corner adjacent to College Street. Commissioner Overby seconded the motion. Commissioner Porter's objections were 1) in regards to the spot at the top of Church Street, this is one of the most coveted spots in the area and had it been considered to move it close but elsewhere?, 2) the spot at the library was being moved under the pretense that it was in poor lighting. They want the very first spot in the parking lot which again, is the most prominent spot at the library. Commissioner Porter had asked that the library be contacted about this; they had not 3) the request for a designated spot in a Residential Parking area went against an already existing ordinance providing for Resident Parking sticker to Car Share organizations.

Additionally, no neighbors had been contacted about the loss of this space; the other four commissioners voted in favor. The motion carries.

Commissioner Overby stated that she fully supports CarShare Vermont and DPW’s recommendations and if by voting in favor of these spots members of the public feel it creates a hardship, she would be happy to collect any such feedback.

ITEM 4 – BURLINGTON STOP FOR INTERSTATE TRANSIT CARRIERS

(Communication, Chapin Spencer, Director)

Greyhound has been using the bus stop at University Place in front of UVM's Royal Tyler Theater; earlier this month MegaBus has resumed using the stop as well. The City stakeholders have met a number of times and continue to work toward formalizing a suggested plan of action concerning bus stops.

Director Spencer asked the Commission for input on the concept of specifying "bus stops" in Appendix C of the Code as "local bus stops," and in addition to the "tour buses" category, setting up a third one specifying "intercity transit bus stops." The City would then look at how it manages the "intercity transit bus stops" and specify where the carriers pick up and drop off their passengers (they can technically use any of the stops listed in Appendix C of the Code).

The Commission is open to being presented with the concept of multiple categories of bus stops, while keeping in mind connectivity considerations.

ITEM 5 – HYDE ST TRAFFIC CALMING (Communication, Nicole Losch, Transportation Planner)

(Refer to Commission packet)

The Pilot project was a success; the neighborhood poll showed 100% support for making the adjusted conceptual design the final design, and the initial concept was approved by the Transportation and Energy Utilities Committee (TEUC) of the City Council preceding consideration by the full City Council in January.

Part of the design consideration is a question around parking revisions to the very northern edge of the triangle on Willard Street.

If there are no parking changes, there will be no further approval needed from the Commission.

ITEM 6 – MINUTES OF NOVEMBER 20, 2013 (Refer to Commission packet)

Commissioner Alberry moved to accept the Minutes; Commissioner Padgett seconded. Unanimous.

ITEM 7 – DIRECTOR'S REPORT (Chapin Spencer, Director)

(Refer to Commission packet)

- FY '15 Budgeting
- Wastewater refinancing (passed by the City Council unanimously)
- Improvements to wastewater lines and bio solids handling
- Updates about the future of parking downtown
- Caryn Long e-mailed Director Spencer about greenbelt disturbance and stormwater issues. She wanted the Commission to be notified that some of the cars that were parked on front lawns during the snow ban were encroaching on sidewalks, causing challenges to her as a pedestrian. Her e-mail will be forwarded to Parking Enforcement at the Police Department. As Director Spencer has not had the opportunity to visit the property at which Ms. Long claims the driveway apron had been expanded and will have to wait until the snow recedes. He has been in contact with Megan Moir, Stormwater Administrator and Bill Ward, Director of Code Enforcement, on greenbelt preservation.
 - If a car obstructs a sidewalk when parked off the street during a snow ban, the Police Department's Parking Enforcement office handles the ticketing and removal of the vehicle.
- The City Council has appointed Director Spencer as the Burlington representative for the Chittenden Solid Waste District (CSWD). Former DPW Director Steven Goodkind previously served in that capacity for twenty-three years. One of the items on tomorrow night's CSWD

meeting agenda is the consideration of a consolidated solid waste collection (franchising of garbage collection), which would include organics/compost collection (Act 148 was passed at the last Legislative Session).

ITEM 8 – COMMISSIONER COMMUNICATIONS – UPDATE ON ADVISORY BOARD FOR PARKING INITIATIVE

A meeting has not yet been held; no report.

Commissioner Padgett

- Per Jared Wood, deterioration on the side of the Marketplace Garage; rebar is revealed in the concrete.
- Consent Agenda: The 30-minute time allocation should be adjusted.

Commissioner Overby

- Expressed interest in the ideas raised by Mr. Day whose e-mail was read aloud at the beginning of the Consent Agenda.

ITEM 9 – EXECUTIVE SESSION

Commissioner Alberry moved to go into Executive Session at 7:45 p.m. to discuss a real estate contract, premature disclosure of which would clearly put the City at a substantial disadvantage. Commissioner Overby seconded. Unanimous.

Commissioner Overby moved to end the Executive Session; Commissioner Padgett seconded. Unanimous.

ITEM 10 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, January 15, 2014 at 6:30pm.

Commissioner Alberry moved to adjourn at 8:39 p.m.; Commissioner Padgett seconded. Unanimous.

Non-Discrimination

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and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION
MINUTES, February 19, 2014
645 Pine Street
(DVD of meeting on file at DPW)

COMMISSIONERS PRESENT: Tiki Archambeau, Asa Hopkins, Nathan Lavery (Chair), Jeffrey Padgett and Mark Porter (Vice Chair) **ABSENT:** Bob Alberry & Solveig Overby

Commissioner Lavery called the meeting to order at 6:33 p.m.

ITEM 1 – AGENDA

Commissioner Porter requested that item 3.30 be withdrawn from the Consent Agenda (Handicap Parking Space at 523 North St) & **Commissioner Padgett requested** that item 3.10 also be withdrawn from the Consent Agenda (Pearl St Crosswalk Installation). **Unanimous.**

ITEM 2 – PUBLIC FORUM:

Sharon Bushor – City Councilor, Ward 1, voice support regarding the Pearl/Prospect Pilot Project – Feels change was successful, overall was cost effective and safer. Signage needed to be looked at and adjusted and would like the project to continue.

Kelley Devine – Executive Director of the Burlington Business Association voiced support for the parking meter ordinance changes and multiple forms of payment.

ITEM 3 – CONSENT AGENDA

- 3.20 Pearl St at George St Parking Request
- 3.40 South Union St & Shelburne St Parking Request
- 3.50 Howard St, St. Paul St & S. Winooski Ave Crossing Guard Parking Request
- 3.60 FY2015 Street Reconstruction Program – Approval of Street List

(Refer to Commission Packet)

The commissioners were unanimous in adopting the Consent Agenda as amended.

ITEM 3.1 - PEARL ST CROSSWALK INSTALLATION

(Communication, J. Fleming & N. Baldwin Engineer)

(Refer to Commission packet)

Staff was asked to put a cross walk at Peal St and North Williams St. because it is a long stretch of road with no crosswalk at this location. In order to provide adequate sightline parking would also need to be removed.

Commissioner Padgett noted that this would be a midblock crossing, which are challenging to design appropriately. Having cars stop in the middle of the road may cause more rear end accidents with drivers not paying attention. Feels it warrants more data. Pearl Street intersections were recently improved.

Mr. Fleming stated that he does not have a pedestrian count because there is no current crosswalk. There is 1200 Foot section without a crosswalk. He has observed many students jaywalking in the area.

Mr. Baldwin stated that it is used for students crossing for housing and to and from school.

Commissioner Padgett stated he has gone across but doesn't see a lot of people crossing there. Residents would use it from Brooks Ave or North Williams. He would like to see more evidence. City Councilor, Sharon Bushor also concerned and uncomfortable with a midblock crosswalk installation, unless you make it very visible to notify the motorist. Needs more data.

Commissioner Padgett moved to deny installation of crosswalk. Commissioner Porter seconded. Unanimous.

ITEM 3.3 – HANDICAP PARKING SPACE AT 523 NORTH ST.

(Communication, J. Fleming, Engineer)

(Refer to Commission packet)

This item was originally presented late last fall. Resident has one off street parking space. They have two cars. Mansfield Ave, parts of North St & parts of North Prospect St. is residential parking. Resident is handicap and elderly and has difficulty getting to residence if they have to park far away.

Commissioner Porter pulled item from consent agenda to make sure we aren't setting precedence.

Mr. Fleming states that there are no handicap spaces in or around this neighborhood.

Commissioner Padgett moved to approve. Commissioner Hopkins seconded. Motion carries with one no vote (Commissioner Porter).

ITEM 4 – SIDEWALK CAPITAL FUNDING

(Oral Communication, N. Losch, Engineer & C. Spencer, DPW Director)

(Refer to Commission Packet)

Our goal is to secure sufficient annual capital to maintain our sidewalk system. We need to understand the state of our current system and reach a collaborative work plan to reach these goals. Our program goals are acceptable sidewalk conditions, increase quality and quantity, target alternative funding, be proactive instead of reactive, and meet ADA goals. 80% of current funding is focused on long runs which are more efficient, 10% to patching for smaller work & 10% for curb and greenbelt repair. The rate of repair can't keep up with the rate of deterioration. Our goal is consistent concrete sidewalks of a sufficient width throughout the city.

Commissioner Padgett summarized that there are a number of sidewalks in good shape but a big chunk that are bad and getting worse faster. Does sidewalk plowing shorten the life of the sidewalk?

Commissioner Lavery would like to see some of the alternatives presented to commission as a menu of options in order to make decision. Commissioner Porter asked if there is any other option out there. How do we make this easier on ourselves? Greg Roy, resident states that streets that don't have sidewalks are a priority, then ones that have spalling and drainage issues. Commissioner Archambeau asked if there is coordination with Parks regarding tree issues, damaging sidewalks. Commissioner Hopkins feels curbing is an important issue and streets without sidewalks need them.

Item to be revisited next month.

ITEM 5 – PARKING METER ORDINANCE CHANGES

(Communication, P. Buteau)

(Refer to Commission packet)

Mr. Buteau would like to update the 1962 ordinance in order for DPW to try out the pilot program to allow the use of smart meters that accept multiple forms of payment in order to move our department into the 20th century. Smart meters would have to be PCI compliant and card encrypted.

Commissioner Archambeau asked about the city taking on additional infrastructure dealing with installation and maintenance. Commissioner Hopkins states that the Downtown Parking Advisory supports this change.

Commissioner Porter moved to adopt proposed changes. Commissioner Hopkins seconded. Unanimous.

ITEM 6 – COLCHESETER/PEARL/PROSPECT INTERSECTION PILOT PROJECT – RESULTS & RECOMMENDATIONS

(Communication, N. Losch, Engineer & E. Churchill , Chittenden County Reginal Planning Commission)

(Refer to Commission packet)

Fall of 2012 study was initiated due to VTrans stating that this intersection was a high crash location. August 2013 DPW implemented signs, striping and signal changes at the intersection of Colchester Avenue/Pearl St and S. Prospect St. Removal of 18 on street parking spaces, prohibiting left turns for east bound vehicles, adding left turn lane for northbound vehicles, changing pedestrian crossing timing and signal cycles. Online survey was completed by 102 people. Across all respondents, the majority said the intersection changes provided more benefits than problems. The intersection felt safer by bicyclists. 50% of pedestrians had fewer conflicts with right turning vehicles. Larger scoping will be done in the next couple of months and staff will be seeking final approval.

Commissioner Padgett moved to accept proposed changes. Commissioner Hopkins seconded. Unanimous.

ITEM 7 – COMMISSION GOALS LIST

(Oral Communication ,Chapin Spencer, Director)

(Refer to Commission packet)

Director Spencer handed out a draft commission work plan based on a prior meeting with Commissioners Padgett, Porter & Archambeau. Three goals are Operational Excellence, Exemplary Customer Service, & Culture of Innovation. Director Spencer is looking for revisions so we can adopt the operation of the commission at the next meeting in March.

The commission feels it is a good start. Would like to see the mission and goals finalized and then presented as a one page document. The Commission wants to clarify whether this will be for calendar year 2014 or through FY'15.

ITEM 8 – MINUTES OF 12-18-13 & 1-15-14

(Refer to Commission packet)

Commissioner Lavery requested that the December 18, 2013 minutes be approved with Commissioner Porters Amendments to the Car Share item, but there were not enough commissioners present at this time from the December meeting for final vote.

Commissioner Porter moved to accept the January 15, 2014 minutes; commissioner Padgett seconded. Unanimous.

ITEM 9 – DIRECTORS REPORT (Chapin Spencer, Director)

(Refer to Commission packet)

- ROW Street Dept. loaned out our first pump for flooding issues. They are ready and waiting for the spring thaw.
- Beginning the process of interviewing for 2nd Building Inspector Position – 17 Applicants, 15 of them met minimum requirements. We have narrowed to 6 top candidates with the hopes of choosing 2 candidates that Director Spencer and Mr. Baldwin will interview.

ITEM 10 – COMMISSIONER COMMUNICATIONS

Commissioner Hopkins: Downtown Parking Initiative Advisory Board: RFP due March 7, 2014. Review will begin prior to our next commission meeting.

Commissioner Porter: The snow is not getting pushed back far enough on streets that have parking on one side.

ITEM 10 – NEXT MEETING DATE & ADJOURNMENT

The next DPW Commission meeting is scheduled for Wednesday, March 19, 2014 at 6:30pm.

Commissioner Porter moved to adjourn at 8:36 p.m.; Commissioner Archambeau seconded. Unanimous.

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DEPARTMENT OF PUBLIC WORKS**

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www.burlingtonvt.gov/dpw

Chapin Spencer
DIRECTOR OF PUBLIC WORKS

To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: March 13, 2014

PARKLET PILOT

Staff seeks approval from the Commission to implement a one-year "Parklet Pilot Project". A **parklet** is a small space serving as an extension of the sidewalk to provide amenities and green space for people using the street. It is typically the size of several parking spaces. Parklets typically extend out from the sidewalk at the level of the sidewalk to the width of the adjacent parking space.

The 'parklet' concept has been discussed in Burlington for a number of years, and doing a one-year demonstration is a staff objective under DPW's goal of a "Culture of Innovation". It is proposed to be one of the parking-related pilots that the Downtown Parking Improvement Initiative evaluates this season. Please see the attached document for more

MISSION, GOALS & COMMISSION WORKPLAN FOR 2014

Over the last two meetings, the Commission has been discussing how best to guide the work of the Department in general and the Commission in specific. Three Commissioners met with me on February 10th to begin fleshing out such a framework. The result was a proposed mission statement for the department, three high-level goals and a draft Commission workplan that was presented at the February 19, 2014 Commission meeting. I am looking for the Commission to make any necessary revisions and adopt the mission, goals and Commission workplan at the March meeting (see attached).

PROPOSED JOINT COMMISSION / CITY COUNCIL TEUC MEETING

At the last City Council Transportation Energy and Utilities Committee meeting, I updated them on the Commission's recent agenda item on sidewalk capital funding. They were very interested in participating in this conversation. They proposed a joint meeting of their committee and the Public Works Commission to explore potential funding options to get to a sustainable system. With little time before the City Council re-organization in April, I propose

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we look to doing this after the Council committees have been reassigned this spring. Is the Commission supportive of this idea? We'll discuss this at the Commission meeting.

QUICK BITS:

- The **Downtown Parking Advisory Committee** has reviewed a draft list of 2014 pilot projects. See the attached list. We are looking forward to trying multi-space meters, smart single-space meters, in-car meters and pay-by-cell phone technologies.
- We're pleased to announce that we've hired Bradley Biggie as **Building Inspector** to assist Ned Holt and the rest of the Inspection Services team. He has extensive construction experience and ran his own company. Brad will start later this month.
- Burlington is hosting a statewide **Bike / Pedestrian Summit** on March 29th. I'll be facilitating the main panel. You are welcome to attend the event. More information is here: www.ccrpcvt.org

NEXT REGULAR COMMISSION MEETING: Wednesday, April 16th, 6:30pm.

Helen Plumley

From: Beth Moore Designs <bethmooredesigns@gmail.com>
Sent: Monday, March 10, 2014 4:28 PM
To: Helen Plumley
Subject: Re: Residential Parking Ticket Amount Protest

Thank you!

I'm sure I'm coming off as a bit crazy, as I don't even live there, but I truly believe it's an unjust amount, so I felt the need have my opinion be heard.

I would love to hear a response.

Thanks again, and have a lovely week!

Beth

Sent from my iPhone

On Mar 10, 2014, at 1:20 PM, Helen Plumley <hplumley@burlingtonvt.gov> wrote:

Hi Elizabeth.

I will find out how to get your concern on the upcoming Commission meeting, and will let you know once I find out who will present it.

Thank you,
Helen
Customer Service
Department of Public Works

From: Beth Moore [<mailto:bethmooredesigns@gmail.com>]
Sent: Monday, March 10, 2014 4:07 PM
To: Helen Plumley
Subject: Residential Parking Ticket Amount Protest

Hi Helen,

We spoke on Friday regarding the \$75 residential parking ticket that I received and contested (and am still required to pay). Below is the letter that I wrote. I would like it to be shared at the next meeting that you were speaking of. I hope I'm getting it to you in time!

I would really like Burlington to examine the outrageous cost of this infraction, and recognize that it is in no way appropriate for a city of this size and caliber. I'd also like to point out that it is incredibly uninviting. Even in San Francisco (which has some of the highest parking ticket

I am writing to contest a parking ticket I received on January 29. on Maple St. I live in San Francisco was visiting my sister who lives in Williston. I wanted to get out of the house to get some work done and went to Muddy Waters in downtown Burlington, only to discover they didn't have wifi, which I needed for my work. They recommended the coffee shop Maglianero's on Maple St. Normally I would gladly walk the relatively short distance, but my normal existence doesn't include temperatures of 12 degrees, so I was forced to drive because of the bitter cold. The problem is I had already paid one meter, and had no money to pay a meter closer to my destination. (If I were in SF, it wouldn't be a problem, as I could pay by phone, or even via an app, so I never have to worry about having enough change.) So began the challenge of finding parking large enough for my sister's minivan on a side street. (In SF I ride a scooter, and recently bought a Kia Soul - both much smaller than a minivan.) I had to forgo several spots in my search that were too small. In my circling for parking in a small area, I saw many signs that said 'No Parking From Here to Corner,' some 2 hr parking signs, some 30 minute parking signs, some streets with no signs at all, and some signs that read 'residential parking only.' (Why all these signs are needed for such a small, quiet area is beyond me...) I finally found a spot right in front of a 'No Parking From Here to Corner' sign. Yes! No parallel parking the beast! I did see a 30 min parking sign at the other end of the block, and 2 signs that said 'residential parking only' further up, that both seemed to be pointing inward to what appeared to me to be a single space. It was confusing, and I even checked the car in front of me to see if they had a permit (even though they were not in between what I thought were the only signs. So I thought I was fine. Imagine my surprise to come out to a ticket. Imagine my bigger surprise to discover it to be a \$75 ticket! I looked around, and realized what I had done. Underneath the 'No Parking From Here to Corner' sign there was a 3rd 'resident parking only' sign that I missed. Perhaps I missed it because I had already passed so many 'no parking from here to corner' signs, and none of them had any other verbiage. At any rate, 5 different signs on a single block in what appeared to be a sleepy Burlington side street seems excessive.

Yes, I made a mistake while trying to find parking to avoid parking at a meter, because I didn't want to get ticketed. Oh the irony. Had I realized I could have only gotten a \$15 ticket for that violation, I would have done it. So I am protesting the ridiculous cost of this ticket. I'm not sure who comes up with these prices, but a \$60 difference between these infractions is outrageous. San Francisco has some of the highest parking fees in the nation, and Burlington's residential parking violation is \$3 more. (Plus, SF gives you 2 free hours of parking in residential areas before you risk getting a ticket. They also have stickers clearly visible on rear bumpers, and signs are very clear that you must have a permit to park there. Burlington's signage of 'residential parking only' is a bit vague. How do you know who is a resident?)

Out of curiosity, I researched the cost of the same violation in other major cities, including San Francisco, New York (they actually don't even have residential only parking, but a similar violation is less), Boston, Philadelphia, D.C. and Chicago. You and Chicago are tied for the highest cost of a residential parking violation. Except Chicago has a population of 2.7 million - almost 5 times the size of the entire state of Vermont - and 1.3 million registered cars. These cities have major traffic congestion and busy neighborhoods. By all means, do your own research, let me know and see if you can find a city with a higher fine. This sounds facetious, but I'm legitimately curious. I've attached the fees of some of the cities listed for your reference.

Fiscal Year 2008 Performance Report



visit us at

www.dpw.ci.burlington.vt.us

Customer Service 863-9094

Steven Goodkind, Director

Public Works Commission

Robert Alberry, Chair

John Ackerson

Donald Dugan

Margaret Gundersen

Roger Marshall

Marc Sherman

Jared Wood

SCOPE OF SERVICES AND BUDGET OVERVIEW

Take a drink of water or wash your clothes; take a walk on a sidewalk; drive to the store on a public street; put out your recyclables; park downtown; flush your toilet. These are all services provided by your Public Works Department, which manages the City's infrastructure. Not surprisingly, this infrastructure is usually taken for granted, as it should be. Thanks to the hard work of DPW's many employees, these basic systems work all day every day. And when there's a problem, Public Works employees fix it.

Here is an overview of the Department's major activities and the associated revenues and costs.

Water & Wastewater deliver potable water to your tap and clean the wastewater prior to discharge into the Winooski River and Lake Champlain. These services represent almost half of DPW's total expenditures. The funds come from ratepayers and from services provided to others so there is no burden on the property tax.

Parking & Traffic is responsible for all public parking in the city and at the airport, as well as traffic lights, signs, and crossing guards. It is funded from parking fees at municipal garages and on-street meters.

Streets & Sidewalks is responsible for plowing & sweeping, fixing potholes, repaving streets, laying new sidewalks, and installing bike facilities. The Capital Street Program is funded from a dedicated portion of the property tax and state aid for state roads within the city.

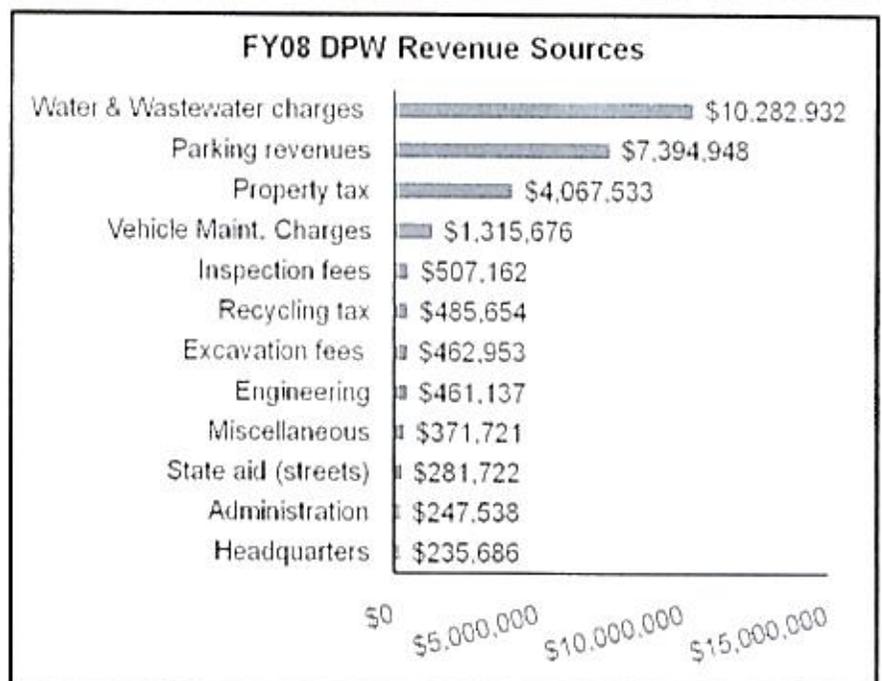
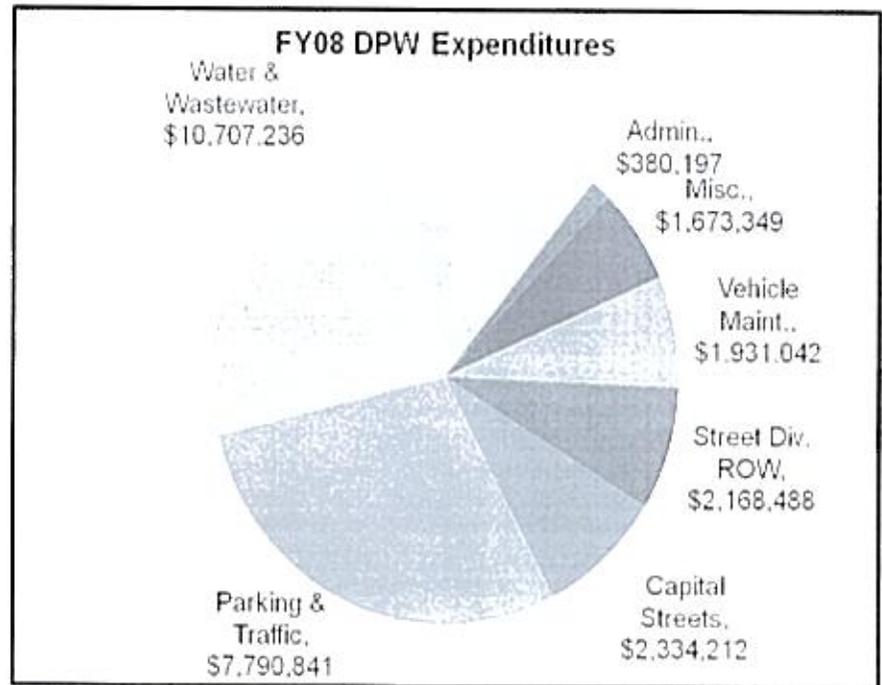
Vehicle Maintenance operates the City's central garage; services fleet vehicles (Public Works, Police, Fire, Parks & Electric departments); and operates the central fueling station for fleet vehicles. It is funded by fees paid by each department for the services provided.

Recycling licenses haulers and conducts curbside pick-up, including autumn yard waste, Christmas trees, and Green Up collection. It is funded entirely with fees.

Inspection Services offers consultation and technical advice, issues permits for construction in the city, and inspects the work for adherence to safety codes and standards. It is funded entirely by fees.

Engineering provides design, construction, and management services for streets, sidewalks and pathways, sewers and storm drains, water and wastewater, public buildings, traffic signals, and residential recycling. It monitors City landfills, is responsible for Transportation planning and policy development, and provides staff support to various local and regional committees

Administration provides services to the divisions (and Parks & Rec.), including budgeting, accounting, payroll, clerical, billing, and customer service.

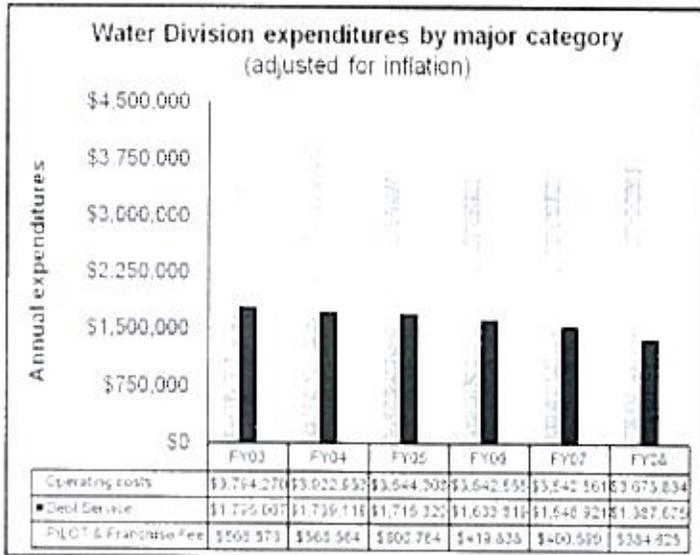


WATER & WASTEWATER

Utilities are very capital intensive and typically carry considerable debt. So when we examine expenditures, it's best to look only at operating expenses since debt service is beyond the control of management (and may vary significantly from year to year based on the structure of the debt). This is also true for tax transfers (see below).

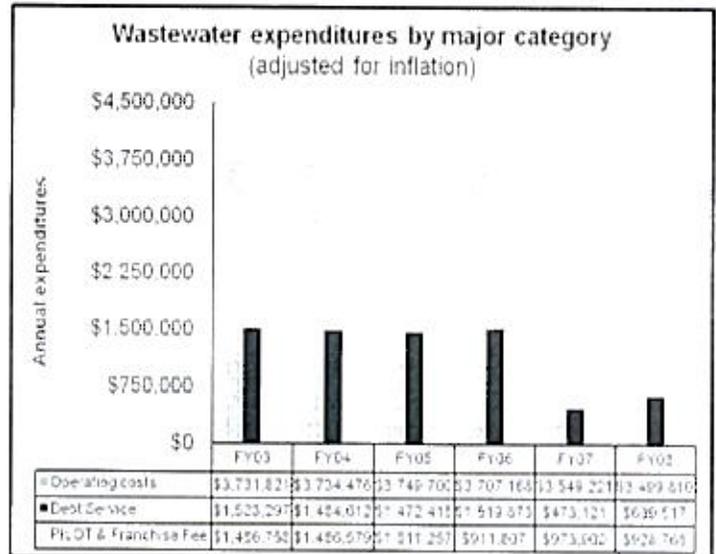
WATER DIVISION

Operating expenditures rose 8.5% last year. Despite the increase, when adjusted for inflation, expenses were actually 6.3% lower than in FY 2004.*



WASTEWATER DIVISION

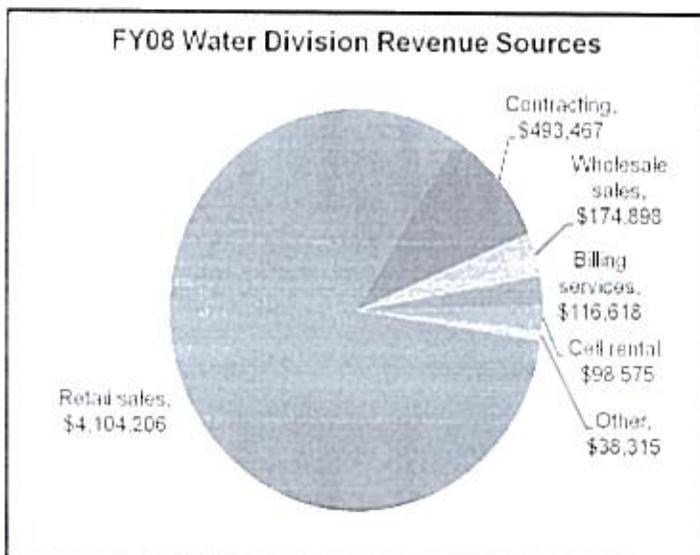
Operating expenditures declined by 1.4% last year. When adjusted for inflation, these expenses were almost 6.7% lower than in FY 2005.



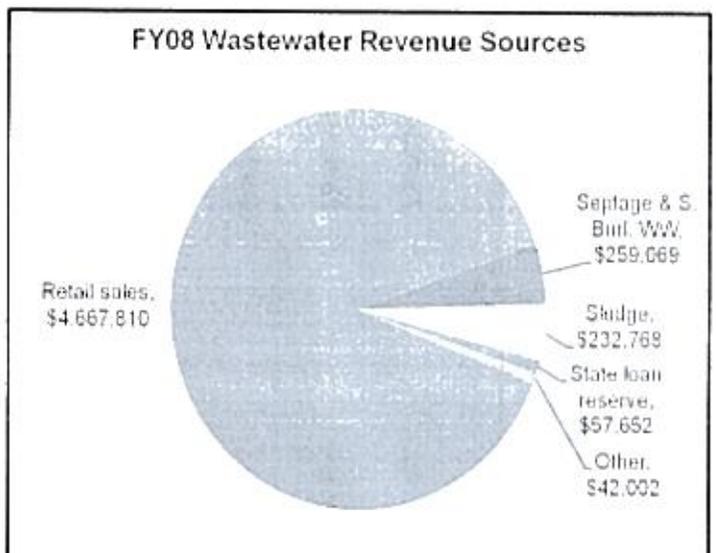
As with any utility, some costs are fixed, such as debt service. Other costs are beyond management's control such as payments in lieu of taxes, health and liability insurance, inter-departmental charges, and franchise fees. These represent almost two thirds of all expenditures. However, Water & Wastewater have sought savings wherever possible.

Energy is a success story. DPW has partnered with BED to achieve substantial energy savings. The investments have paid significant dividends as **Water & Wastewater have reduced their consumption of electricity by over 13% since 1997.**

FY08 Water Division Revenue Sources



FY08 Wastewater Revenue Sources



TAXES & FEES

Water and wastewater rates include taxes and fees that help reduce property taxes. As a municipal utility, DPW is not required to pay property taxes. But the City Charter requires DPW to make an annual payment in lieu of taxes and collect a 3.5% franchise fee. These are paid by all customers, including non-profit entities such as UVM and Fletcher Allen that don't pay property taxes. This is a more equitable way to finance City operations. **If not for these taxes and fees, the property tax rate would be \$0.04 higher than today. Thus, a family with a \$175,000 home saves \$67 per year in property taxes, while paying only \$17 in franchise fees; a net savings of \$50 per year.**

DPW Payments in Lieu of Taxes and Franchise Fee Transfers					
FY	Payments in lieu of taxes		Franchise fee transfers		Total
	Wastewater	Water	Wastewater	Water	
2008	\$765,527	\$220,013	\$163,239	\$164,612	\$1,313,391

CAPITAL INVESTMENT - WATER

The Water Division and the Engineering Group recently completed a 30 year Capital Plan. Key personnel from the treatment plant, distribution system, and Fire Department were interviewed to determine deficiencies in the treatment, storage, and distribution systems. Inspections were performed to confirm the findings and a summary of risk assessment and cost estimates was prepared for the water system's capital needs.

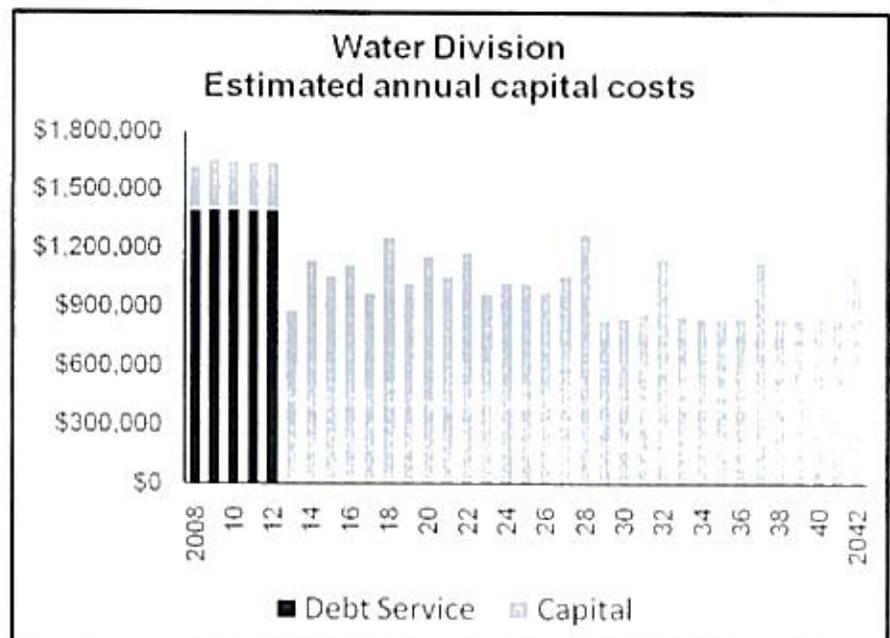
The last major water plant expansion was completed in 1984. Since then, there have been a number of upgrades to meet regulatory requirements but stable demand suggests no need to expand the plant or the storage facilities. Of course DPW will need to rehabilitate existing structures and periodically replace aging mechanical, electrical, and control systems.

The vast majority of work needs to be done in the water distribution system. The system is comprised of 110 miles of water mains ranging in size from 2 inches to 24 inches in diameter with the oldest pipe installed around 1872. Approximately 80% of the water mains are cast iron. While this is more brittle than modern ductile iron pipe, age is less of a factor in failure than the conditions in which it was laid. Thus, Burlington does not need to replace pipes just because of age. We need to replace pipes that have failed due to external corrosion from poor soils, structural weaknesses from improper bedding/damage at the time of installation, or pipes that are simply undersized to provide adequate domestic and fire flows.

In addition to pipe, the plan calls for replacement of defective water main valves and hydrants. While the need for properly working fire hydrants is obvious, water main valves are necessary to isolate parts of the system during main breaks or replacement. Other needs will include replacement of individual water services (from the main to the curbstop) and water meters (which typically last about 20 years).

The Plan provides a timeline and estimates the cost at about \$30 million over 30 years. With this information, we can move to planning and budgeting. Fortunately, the Water Division may be able to pay for these capital improvements without a rate increase.

At present, the Water Division pays about \$1.4 million per year in debt service on old bonds that will be paid off in 2012 (see graph at right). Those funds will then be available to pay for capital work. This decision will be made by the Mayor and City Council but it's good to know the resources are available.



RECOMMENDATIONS OF THE MAYOR'S STORMWATER TASKFORCE

The Task Force was formed in 2006 and was asked to assess current stormwater regulations and practices within the city, identify deficiencies, and recommend solutions. The Task Force (comprised of representatives from DPW, Planning & Zoning, City Attorneys office, Conservation Board, and Code Enforcement) identified two major problems: existing regulations, and existing funding and staffing.

At present, most stormwater issues are handled by the Agency of Natural Resources. The City's regulations are disjointed and located in a variety of different documents under different departments. They are not comprehensive and have wide gaps, particularly with respect to post-construction stormwater management and enforcement. Most importantly, they do not satisfy the City's state and federal stormwater permit requirements.

Existing funding and staffing is insufficient to meet our stormwater permit requirements (especially for capital investments). Annual funding levels are about \$405,000, and there is no dedicated stormwater staff within any city department. Thus, staff deal with stormwater matters in a piecemeal fashion, whereas mounting state and federal permit requirements necessitate a dedicated, comprehensive approach.

The task force drafted a comprehensive rewrite of the existing ordinance (Chpt. 26, Sewers & Water Pollution Control) in order to comply with state and federal regulations. The draft incorporates all of the proposed stormwater regulations in one document. They address administration; illicit discharges & connections; construction site erosion control; post-construction stormwater management; and enforcement.

Currently the city participates in project review and certifies whether there is sufficient water and wastewater capacity. But the state has authority over on-site wastewater and potable water supply system issues. Thus, a state permit is needed for most repairs, upgrades, and new construction of on-site wastewater treatment and disposal facilities, on-site potable water supplies, and connections to municipal water distribution and wastewater collection systems. The Task Force recommended that the City take on these responsibilities. It would provide one-stop-shopping and make doing business in Burlington more efficient.

However, such a change would require new municipal fees to support self-sustaining program

administration. At present, developers and others pay fees to the state, while City funding comes from the Capital Street Fund and the General Fund. City fees would replace those currently paid to the state.

The proposed regulations are comprehensive and address the minimum state and federal permit requirements. However, the proposed regulations cannot reasonably be implemented with existing funding and staffing. The Task Force estimated that \$1 million per year is needed. The money would fund capital replacement, catch basin maintenance, sweeping & cleaning basins, storm line & outfall repair, engineering, and administration & enforcement.

The Task Force considered a variety of options for stormwater funding and concluded that a stormwater user fee based on impervious surface is the best, most appropriate option. It links user costs directly to impacts and applies to tax-exempt properties (like the electric and water & wastewater franchise fees, which help keep property taxes down). Essentially, the more hard surface on a property, the higher the fee. Such a fee is commonplace in the United States, and South Burlington already has such a fee.

Planning & Zoning calculated impervious surface areas for every type of land use such as single family homes, condos, commercial, and institutional. A \$1 million budget could be supported by a \$14 yearly fee for every 1,000 square feet of impervious surface. A flat fee is proposed for:

- Single family homes (~\$37 per yr.; S. Burl. is \$54)
- Duplexes (~\$37 per yr.)
- Triplexes (~\$43 per yr.)

The variability of impervious surfaces among these property types supports the application of a flat fee. The variability among other property types is too great to justify a flat fee so it would be based on the exact impervious surface on non-residential properties.

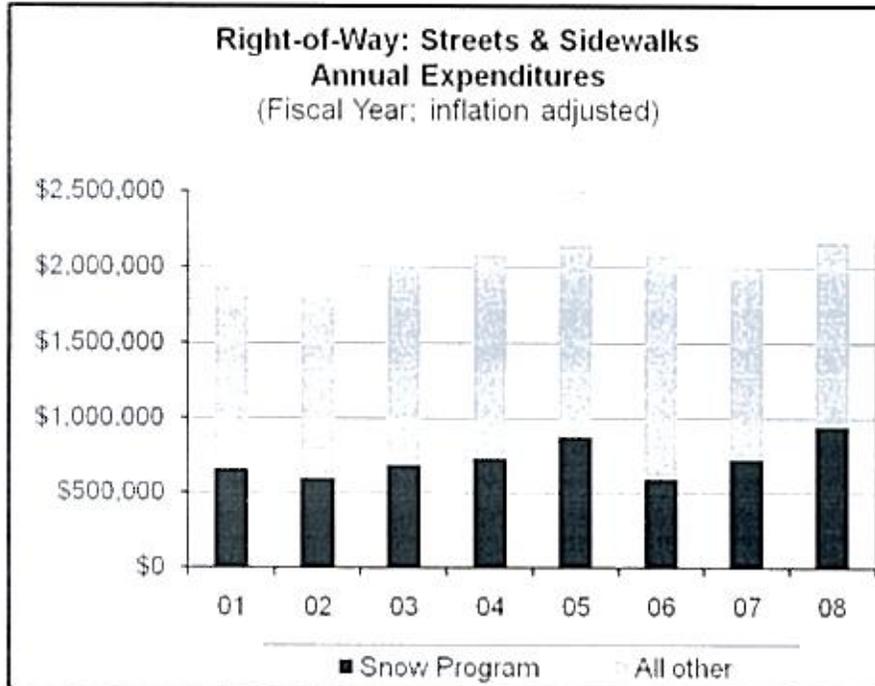
Comment on the proposed ordinance, program and funding mechanism was solicited from a wide variety of groups, including environmental non-profits, city boards and commissions, local business association, and the state. The city council approved the ordinance on Dec. 15 and it will take effect April 1, 2009.

RIGHT-OF-WAY: STREETS & SIDEWALKS

Streets & Sidewalks is responsible for maintaining all road and bridge structures in the City's public right-of-way. This includes salting, sanding and snow plowing, street sweeping, patching potholes, street resurfacing, utility cut repairs, guardrails, and storm response. The Division is also responsible for the repair and replacement of sanitary and storm sewers (three major stormwater upgrades last year at Sunset Drive, Intervale Road, and Lakeside Ave.), sidewalk and ramp projects funded under the Street Capital Improvement Program (see page 6), and bicycle improvements.

There are 96 miles of public streets in Burlington and 127 miles of sidewalks. Street maintenance is funded by a portion of the dedicated street tax, excavation fees, and the General Fund (see next page). Adjusted for

inflation, expenditures have been relatively stable since 2003 and are less than 1% higher now than in 2005.



Street and sidewalk maintenance in a densely populated Northeast city is as much an art as a science. Variables include weather, the age and condition of the roads and sidewalks, traffic, parked cars, the number of staff, the extent of their experience and training, and the quality of the equipment.

Every town faces different challenges and comparisons should be taken with a grain of salt. Nevertheless, one measure of efficiency is the cost of maintenance per road mile. A 2005 survey of area towns found that Burlington had one of the lowest costs per road mile of all the towns that responded. Without more data, we should not draw too many

conclusions. But it suggests that Public Works is managing its resources well.

SNOW PROGRAM: The fleet includes 17 plows and trucks of varying sizes and 10 sidewalk tractors. Even with all this, it takes 5 - 7 hrs to plow the streets once; 3 hrs to salt; 6 - 8 hrs to plow sidewalks; 14 - 18 hrs to snow blow sidewalks; and 8 - 12 hrs to sand sidewalks.

Year to year variations in the Snow Plowing budget reflect weather conditions. In addition to more labor, equipment maintenance costs rise in years with substantial snow. Inflation adjusted costs were up 29% last year; the highest this decade. The program is funded primarily with property taxes. There are 39,000 people in Burlington and just over 10,000 taxable properties so the average cost is \$19 per person or \$73 per property.

In response to growing expectations by citizens, DPW has increased its snow plowing activities. As a result, no city of comparable size in New England spends as much effort on sidewalks as Burlington does. DPW has acquired newer and better equipment and has improved the training provided to staff.

STREET SWEEPING: It is unavoidable that sand, dirt, and other debris accumulate on our streets. If not removed, this debris tends to run into Lake Champlain. These sediments contain chemicals from automobiles and yard runoff that pollute the waters of the Lake. Therefore, street sweeping is not only about quality of life, it is an environmental issue as well.

Street Sweeping occurs on each street approximately three times from June to September, plus Spring and Fall cleanups of heavy debris. Sometimes parked cars prevent the sweeper from getting to the gutter line and curb where most of the road debris accumulates. The volume of debris collected is substantial. In 2008, Public Works crews removed approximately 200 yards of debris, equal to 300 tons of material. Note: At present, the trucks do not have scales to weigh the debris collected so the figures reported are estimates only.

CAPITAL IMPROVEMENT PROGRAM – STREETS & SIDEWALKS

the city council approved two ballot items in 2008 to increase the money available for street work (a bond for immediate needs and an increase in the dedicated tax going forward). Voters overwhelming supported both.

Each year, DPW re-paves an average of about two miles of new pavement. The streets are selected based on the condition of the road and the volume of traffic. Although the funding is consistent, the amount of new pavement varies based on the extent of reconstruction required and the width of the right of way. In prioritizing the available funds, DPW focuses on the main roads and tackles as many neighborhood streets as possible with the remaining funds.

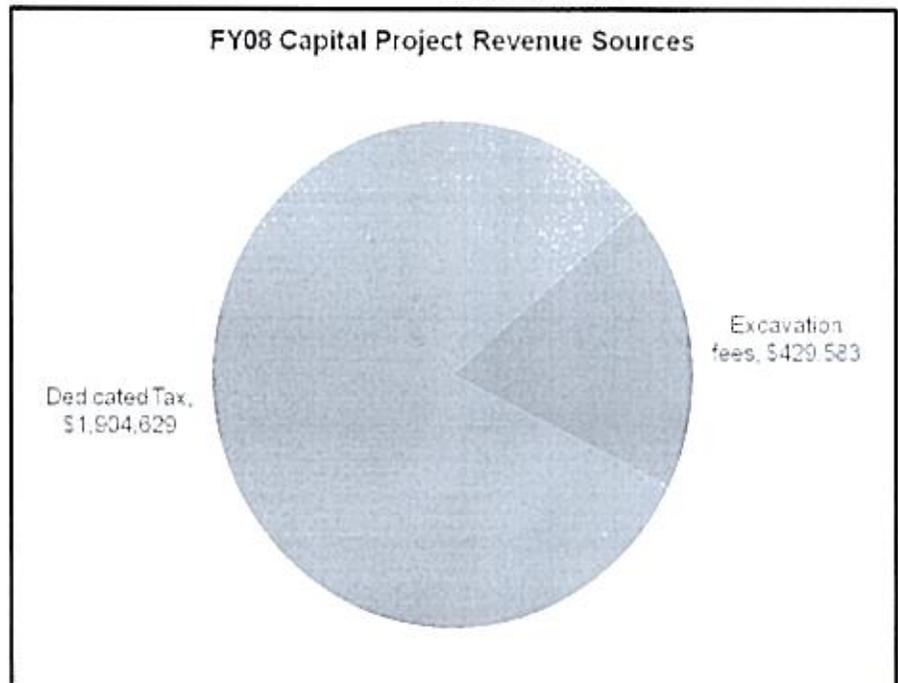
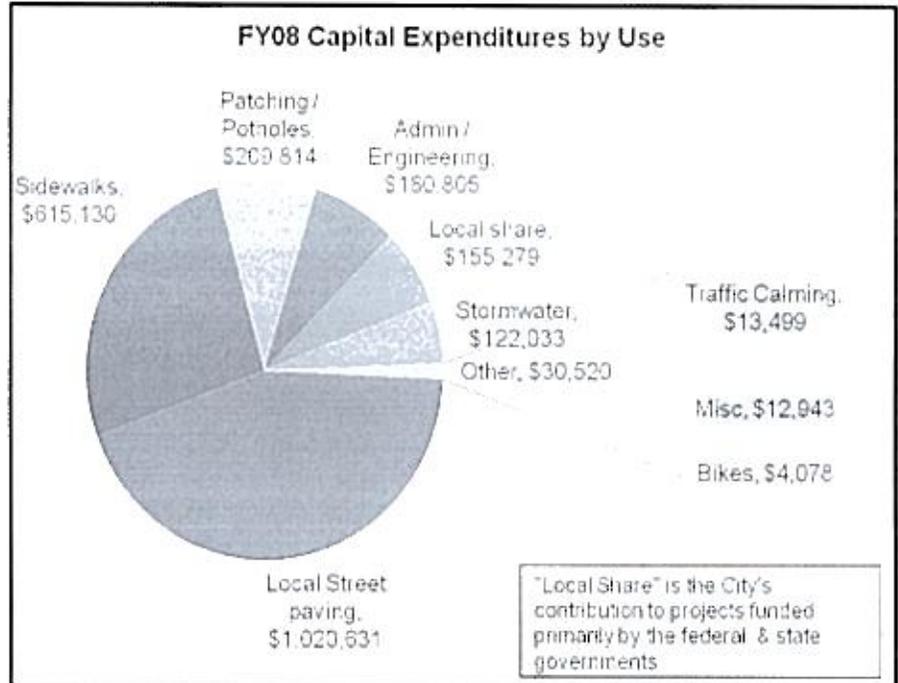
The Department's policy is to put the money where the cars are. Since current revenues are not sufficient to meet the demand system wide, repair dollars are allocated using a "triage" philosophy. It's much cheaper to fix a street in decent condition, than to rebuild a fully deteriorated road.

Revenue from the dedicated tax has been used primarily for long-term street paving and sidewalk replacement. The tax also pays for the local share (2%) of major road projects (e.g., North Street, Riverside Ave. and the Southern Connector); capital improvements to the Bikepath and crosswalks; and traffic calming (e.g., speed bumps & signs).

In addition to the dedicated tax, excavation fees provide a substantial portion of the money needed for capital projects. And beginning in FY07, the City allocated a large portion of the funds from its capital budget for repaving neighborhood streets. The additional funding has allowed substantial increases in paving (see next page).

Note: Several years ago, a decision was made to do sidewalk repair and replacement in-house rather than with outside contractors. This maximizes the use of staff during down times and saves money for the Department.

Each year, DPW re-paves an average of about two miles of new pavement. The streets are selected based on the condition of the road and the volume of traffic. The amount of new pavement varies based on the extent of reconstruction required and the width of the right of way. As noted above, repaving was up the last two years because more money was available for capital projects.



Portions of the following streets have been repaved since FY05:

- **05:** Cliff, Colchester Ave., Flynn, Crescent, Spruce & S. Winooski
- **06:** Bellline, Colchester Ave, College St, Ethan Allen Pkwy, Gazo & James Ave
- **07:** Starr Farm, York, Meridian, Brook, Bellline, Woodcrest, Holly, Catherine, Wright, Monroe, Converse, Kingsland, S. Willard, James, Gazo, Hillside Terrace, S. Union, Industrial Ave.
- **08:** Archibald, Billings, East Ave, Hale, Henderson, Lyman, Manhattan, Murray, North Ave, Park, Pine, St Mary's, Starr Farm, Western, Winooski, etc.

See our web site for a map showing work done in the last few years.

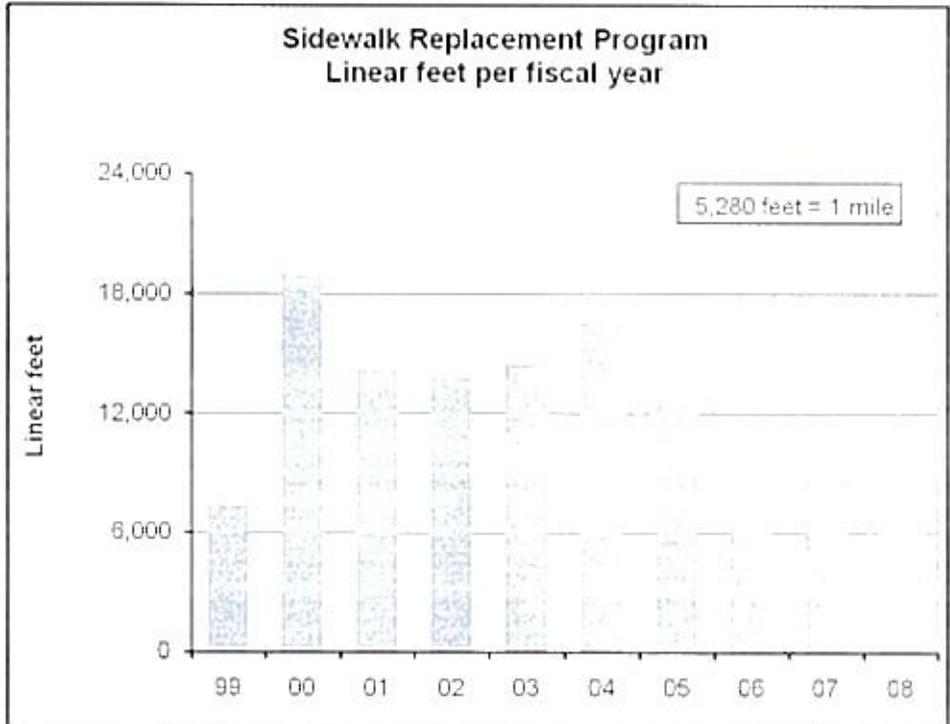
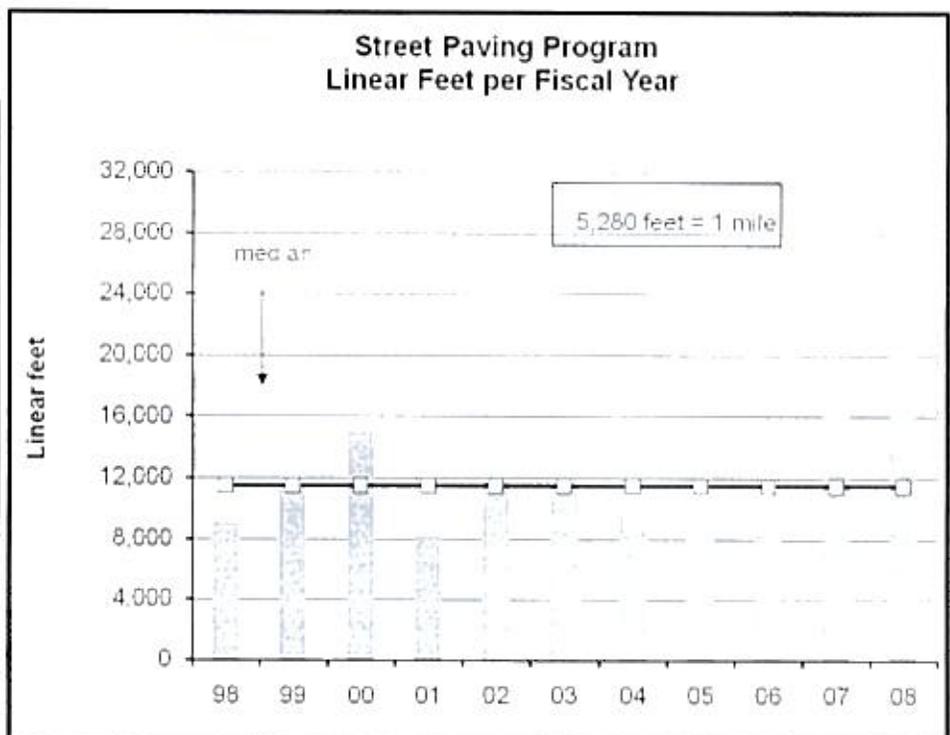
http://www.dpw.ci.burlington.vt.us/docs/PavingFY08_Plan.pdf

On average, DPW reconstructs over two miles of sidewalks each year. Generally, the available resources are distributed evenly throughout the city (see table below).

In the fall of 2007, DPW began to inventory and assess all sidewalks to determine the condition of all sidewalks within our right of way.

The intent is to develop a Sidewalk Strategic Plan. The goals are:

Sidewalk replacement	
Ward	Avg. annual expenditure FY03 - FY07
1	\$53,800
2	\$61,600
3	\$70,600
4	\$58,600
5	\$72,800
6	\$68,600
7	\$69,800
Total	\$455,800



- Identify an acceptable condition for our sidewalks
- Increase the number of miles improved each year
- Use the most efficient methods for installation
- Coordinate with other right-of-way improvements to increase efficiency
- Utilize alternative funding sources to construct new sidewalk
- Move toward a more pro-active planning process
- Increase resources for curb and greenbelt restoration
- Meet American's with Disabilities Act requirements

The Sidewalk Strategic Plan should be completed in the winter of 2008/2009.

PARKING AND TRAFFIC MAINTENANCE

Funding for the Traffic Division and its various components comes entirely from parking revenues. **This division of Public Works receives no funding from property taxes.**

The Parking division maintains 2,938 parking spaces downtown (excluding the Waterfront), including three parking garages, on-street metered parking, and six surface lots. This represents 43% of all downtown parking. Nineteen percent is privately owned but open to the public and the remaining 38% is private. It also manages the Airport Parking facility and receives a portion of their revenues in excess of expenditures.

Another 350 spaces are located at the General Dynamics Lakeside Ave. lot. CCTA offers a monthly Park & Shuttle pass for \$18 (a \$684 annual savings over downtown garage rates). The shuttles have 15 minute headways during peak commuting times and on-demand access during the rest of the day.

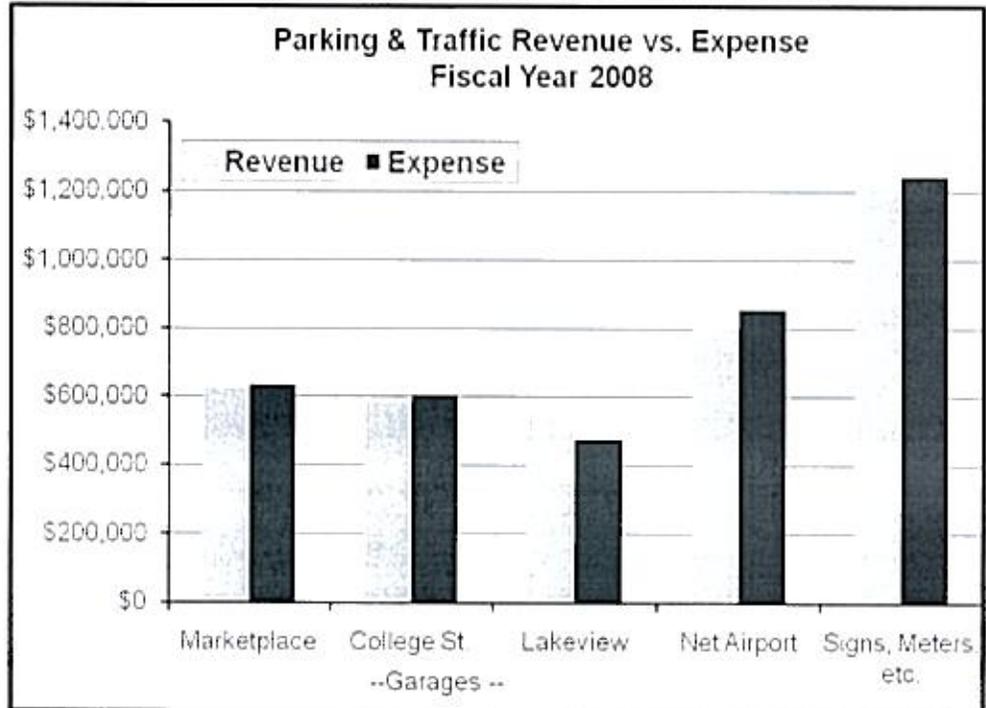
Fiscal year 2008 expenses exceeded revenues (see graph at right). To balance the FY 2009 budget, it was necessary to raise parking rates for the first time in ten years. The new rates will allow us to continue to invest in our facilities and infrastructure.

The Department has also changed all 2 hour meters to 3 hour meters to provide better utilization of the meters. The two hour free garage parking program continues to be successful for transient parkers and downtown businesses and will not be changed.

The Division spent \$450,000 for new revenue control equipment at the three downtown garages (entrance ticket spitters, card readers, barrier gates, and computers). These items replaced equipment that was no longer serviceable by the manufacturer and provides better fiscal control of the facilities. The same equipment is used at the Airport so all systems now run on the same software. This makes training parking attendants easier as they only have to learn one system.

The Division also is responsible for parking meter maintenance, traffic sign repairs, painting of crosswalks, stop bars, rumble strips, medians stencils, bicycle lanes, fog lines, and long lines – 300,000 linear feet per year.

Traffic Signal System: The Department's Traffic Signal Technician is currently responsible for the maintenance and repair of 75 Traffic Signals and 95 Parking Ban lights throughout the City. Highlights of FY 2008 include the completion of Flynn Avenue and Shelburne Road signal reconstruction including "No Turn on Red" and Pedestrian crossing countdown signals. New signals including pedestrian crossing countdowns were installed at Ethan Allen Parkway, Ethan Allen Park Entrance, and North Avenue. It is the Department's intent to change all pedestrian signals to countdowns as intersection upgrades occur.



Item	From	To	Per
Parking Garages	\$5.50	\$8.00	Day
Monthly Leases - 5 day	\$70.00	\$75.00	Month
Monthly Leases - 6 day	\$80.00	\$90.00	Month
75 Early Bird Coupons	\$3.00	\$4.00	Day
All meters except 10 hour	\$0.75	\$1.00	Hour
10 hour parking meters	\$2.00	\$4.00	Day



FLEET SERVICES

The Fleet Services division continues to provide maintenance and repair for more than 300 City wide vehicles, 8 emergency generators, and 17 outside Fire & Rescue vehicles.

Billable rates remain lower than the private sector (see graph at right) and service personnel are available 24 hours per day. This is critical since many of our customers are first responders whose equipment requires 24/7 availability.

The challenge to the City last year was spiraling fuel costs. Gasoline prices rose by 54% and Diesel rose by 70% (see graph at middle right).

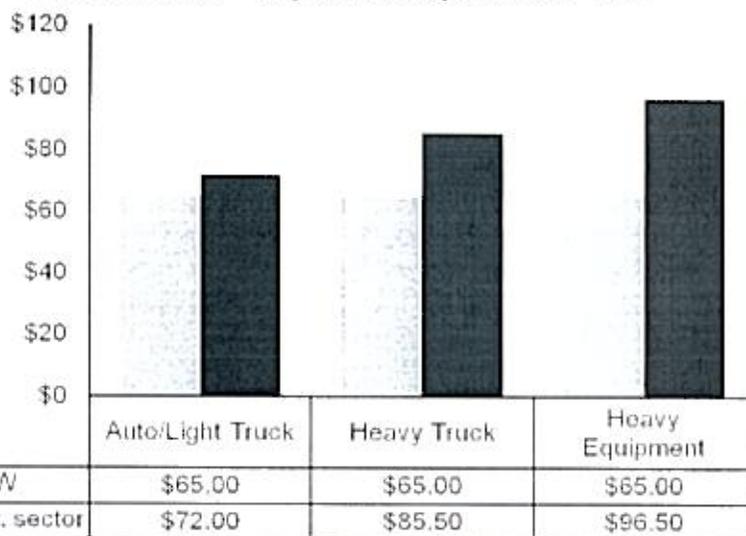
Fuel use by all city departments increased 8% in FY08. Coupled with higher prices, this led to a rise in total fuel costs of \$140,000 from the previous year. DPW saw the largest increase because a severe Winter required greater snow removal operations (see graph at bottom right).

Alternative Fuels: The City and Department continue to be proactive in exploring and utilizing alternative fuels that are cleaner and provide fewer harmful emissions.

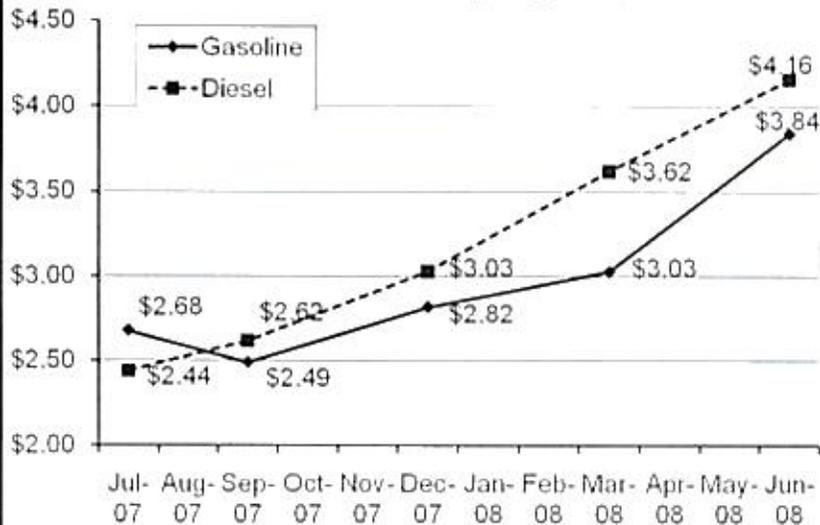
CNG: The Compressed Natural Gas fast-fill fueling station has become busier with the University of Vermont fueling four transit buses now in service. An additional bus has been purchased and is scheduled for delivery in 2009. And we are working with them to purchase a 6th bus for their fleet. Other departments are showing interest and we expect at least two more CNG vehicles within the City in 2009. This is good news because CNG produces 30% fewer greenhouse gases than gasoline.

Biodiesel: The Central Fueling facility continues to dispense biodiesel (B5 and B20 blends) with no adverse effects to operations. The division continues to look for opportunities to improve air quality, cut greenhouse gas emissions, and reduce energy dependence.

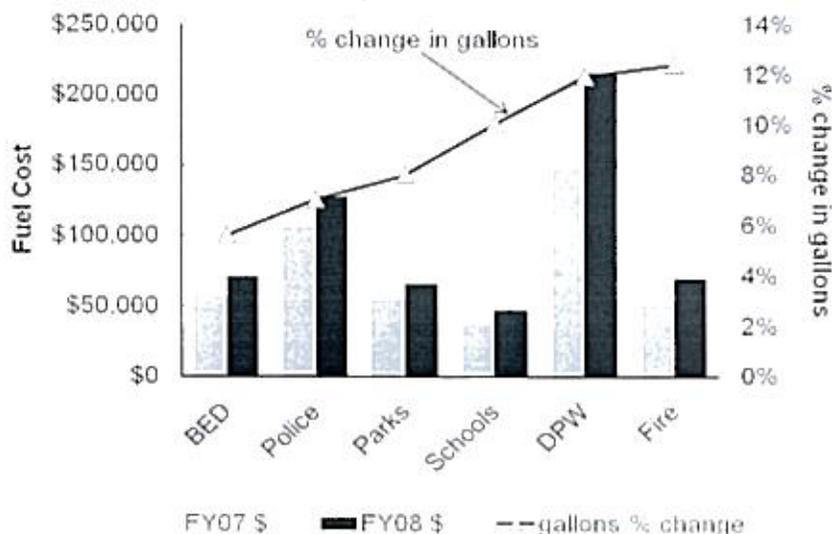
Vehicle maint. - hrly rate comparison, FY 08



Fuel Price per gallon, FY 08



Fuel usage and costs, FY07 to FY08



RECYCLING

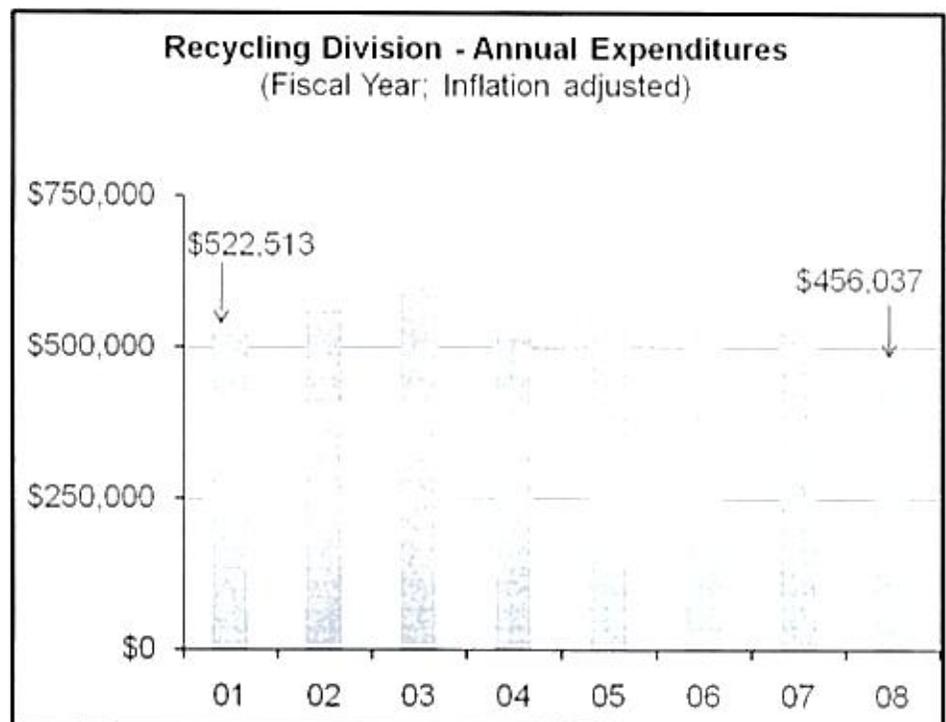
Public Works began a residential recycling pilot project in 1989. The City joined the Chittenden Solid Waste District (CSWD) in 1990. The City Council made recycling mandatory in 1992 and DPW began municipal collection of residential recyclables in 1993.

DPW's recycling crews make 1,000 to 1,500 stops per day, and the total number of residential units served is over 13,000. Collected materials are transported to the Solid Waste District's Material Recovery Facility in Williston, where they are sorted, baled, and shipped to appropriate markets. Through the blue box program, Burlington residents recycled 3,100 tons of material last year (almost 480 pounds per household). Including commercial activity, CSWD estimates that we divert at least 38% of our solid waste to recycling.

The cost of the recycling program is paid from a Solid Waste Generation Tax assessed to each residential unit within the City. This tax is currently \$3.10 per month per residential unit and is collected for the City by the private trash haulers who pick up your solid waste. Businesses are required to recycle as well but they contract directly with private haulers.

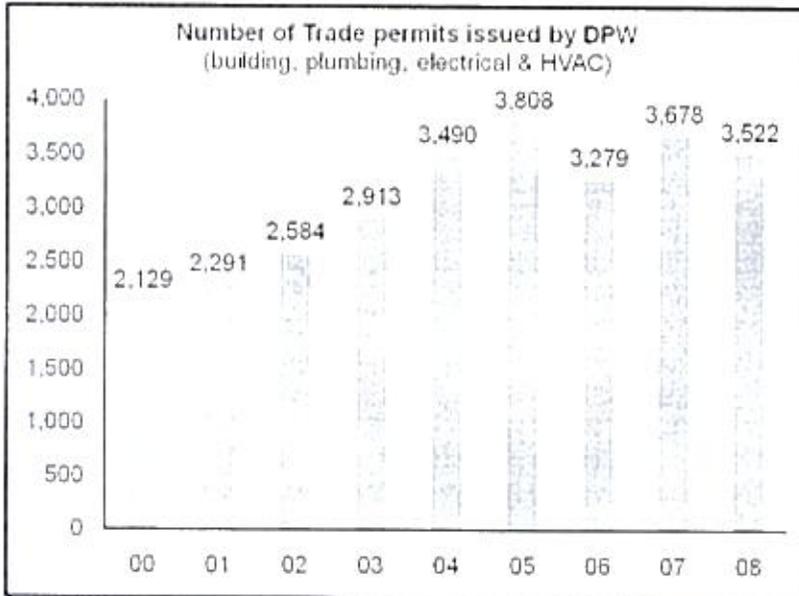
Recycling expenditures grew from FY01 to FY03 for three reasons: 1) the reclassification of several employees who had been "limited service" (grade increases and eligibility for retirement benefits raised annual costs); 2) increasing costs of maintaining old trucks; and 3) a large one-time Worker's Comp payment for an injured worker.

However, the Department made two important strategic changes in FY04 that helped reduce costs. In 2003, the CSWD converted from a "co-mingle" processing system to a single stream ("all in one") recycling system. To accommodate the new system, DPW purchased three new recycling trucks and implemented a more efficient route schedule. The combination of these changes resulted in fewer trips, an increase in tons collected per trip, and a reduction in staff and overtime that produced significant savings. In addition, vehicle maintenance costs declined from the switch to new vehicles. As a result of the changes in 2003, expenditures declined and when adjusted for inflation, are now 27% lower than in 2003.



The Recycling program also conducts the fall leaf pick-up, Christmas tree collection, and Green Up Day collection. The leaves and grass clippings are taken to the regional compost facility in the Intervale and are used by the Intervale Foundation to help produce organic compost for farmers and gardeners. The Christmas trees are taken to the McNeil Generating Station, where they are mulched and used as fuel. Materials collected on Green Up Day include trash, tires, and scrap metal. The trash is taken to the County's landfill, and the tires and scrap metal are separated for recycling.

INSPECTION SERVICES



Inspector's issue permits for new buildings, additions, alterations, repairs, demolitions, sprinkler system changes, fire alarms, fire suppression, plumbing, mechanical and electrical systems.

The division is funded with revenues from inspection fees (building, plumbing, electrical & HVAC). There are only 3 inspectors and, as the chart at left illustrates, their workload has increased significantly. The number of inspections increased 79% from FY00 to FY05, but has leveled off in the last three years. Much of the earlier growth in demand was the result of several large development projects.

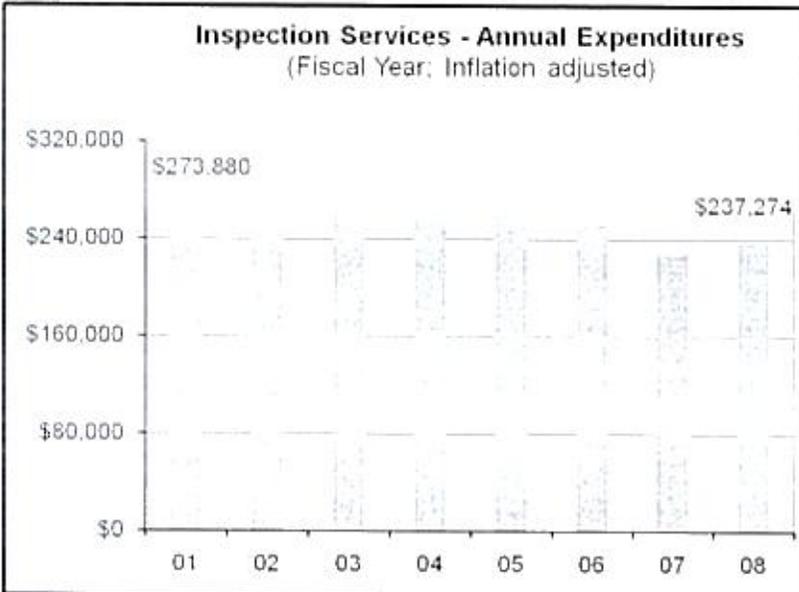
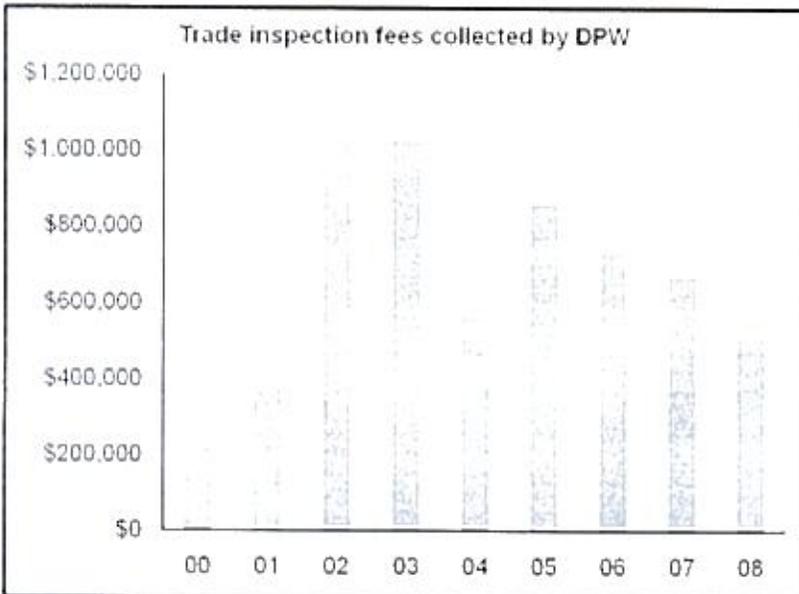
A typical single family home project usually involves three appointments: a visit, a rough inspection, and a final inspection. But the large projects often have hundreds of personnel working non-stop for years, which requires time on site by the inspectors virtually every week for the duration of the project.

Fees are based on the cost of a project and are currently \$7.00 per \$1,000 of value. [Note: The fee has only been raised once in over 20 years.]

As the chart at left shows, revenue varies considerably from year to year. Although revenues appear to exceed expenditures, there are a number of related services for which there is no direct revenue source (e.g., staff and attorney's time for enforcement). If not for the "excess" fee revenues, these activities would require additional property tax funds.

Moreover, since the cost of employee benefits for the non-revenue divisions is paid by general city funds, these occasional surpluses from revenue divisions help offset the need for property tax contributions.

Notwithstanding increased demand for services, inflation adjusted expenditures for this division are actually lower today than in FY01.



PLANNING & ENGINEERING

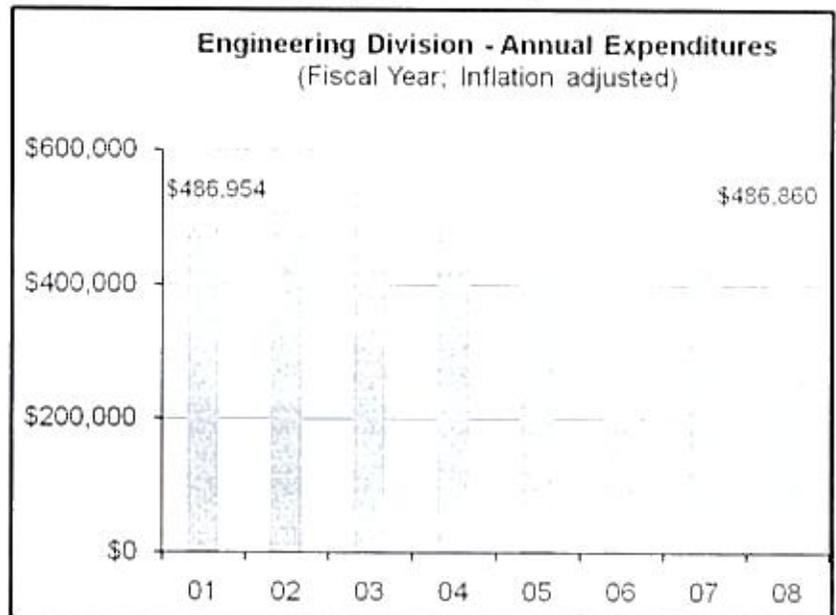
Planning & Engineering provides technical support for major capital projects and Development Review (and staffs various committees); design and engineering services for Water & Wastewater; performs traffic studies; manages traffic calming projects. The current major capital improvement projects are described below.

Transportation Project Management: Engineering has assumed responsibility for managing federally funded transportation investments downtown and on the waterfront. Projects include improving access to the waterfront on College, Battery, and Depot Streets, waterfront parking analysis, comprehensive downtown and waterfront "wayfinding", and improvements to the blocks adjacent to the Church Street marketplace. Staff continued its management of several transportation capital projects, including the Southern Connector, Downtown Transit Center, and the South End Neighborhood Transit Center.

Comprehensive Transportation Plan: Engineering completed the year long project in September. It identifies strategies that reflect the goals of the Municipal Development and Legacy Plans, and provides the basis for a five year capital investment plan. The plan identifies performance benchmarks that will be reviewed annually and identifies organizational changes necessary for successful implementation.

Capital Improvement Program (CIP): Engineering is responsible for planning, prioritizing, and implementing the City's CIP. We gather Information about the department's capital needs and rank projects based on health & safety, energy efficiency, compliance issues, policy initiatives, and cost. We then prepare a five year plan that is presented to the City Council for approval. Engineering also provides technical support and project management assistance to other departments.

Engineering is supported by funds from the various projects and divisions it serves. Recent variances in expenditures reflect shifts in staff allocation.



CENTRAL MAINTENANCE FACILITY

The Central Maintenance Facility is home to Public Works and Parks & Recreation. It opened in August 2000 and consolidated operations from seven different locations.

Green construction features were employed including energy efficient variable speed drives in the mechanical systems, triple paned windows, added insulation, and occupancy sensors in public areas. See our web site for more detailed information.

The resulting energy savings are substantial and our electric energy use is less than half what the contractors first estimated.

