

CITY OF BURLINGTON  
DEPARTMENT OF PUBLIC WORKS  
TECHNICAL SERVICES



Division Report-Technical Services

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BUILDING INSPECTOR | BRAD BIGGIE  
ELECTRICAL INSPECTOR | TIM HENNESSEY  
PLUMBING & MECHANICAL INSPECTOR | JOHN RYAN



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C I T Y O F B U R L I N G T O N  
D E P A R T M E N T O F P U B L I C W O R K S  
T E C H N I C A L S E R V I C E S

TECHNICAL SERVICES IS MADE UP OF TWO WORKGROUPS

- INSPECTION SERVICES
- ENGINEERING SERVICES

INSPECTION SERVICES

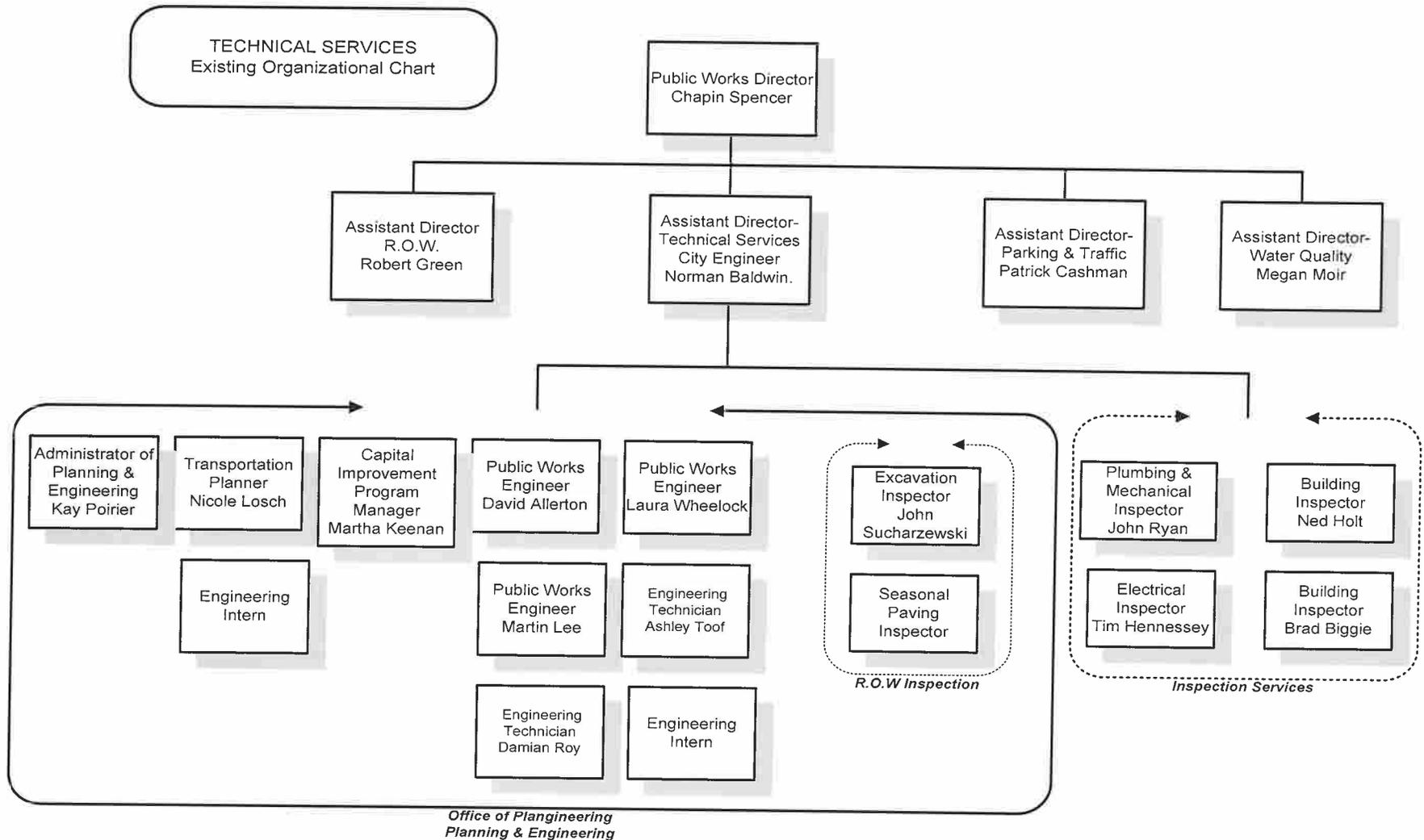
Permits and Inspects all structures within the City of Burlington to ensure projects conform to Vermont Fire and Building Safety Code

ENGINEERING SERVICES

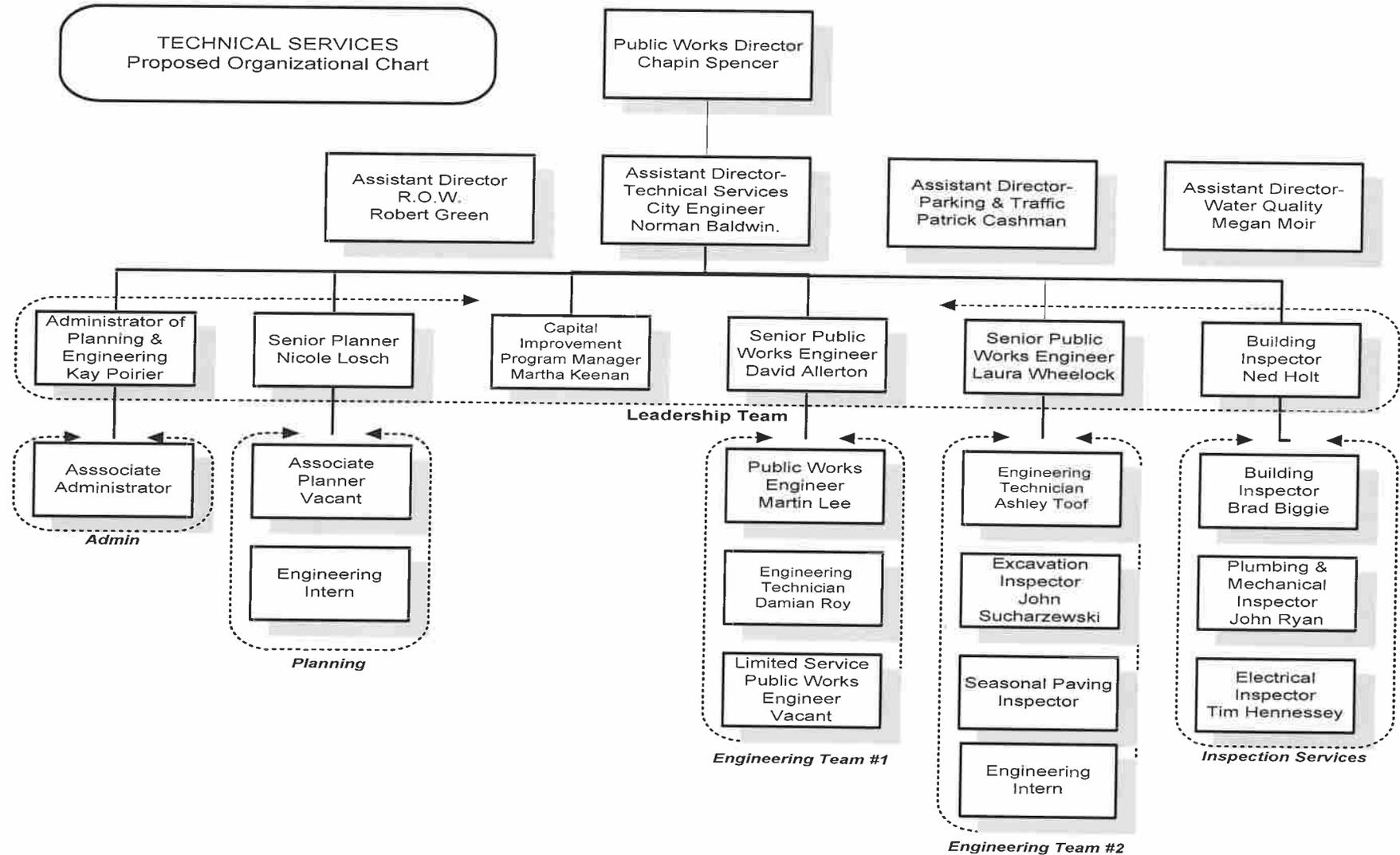
Advances Major Capital Projects and Programs associated with Public Infrastructure through the various stages of development from early stages of civic engagement and conceptual design to final stages of construction and final audit.



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FY17 Department Initiatives commitments associated with the Technical Services Workgroup

	DIVISION	KEY INITIATIVE
1	DPW-wide, CIO	Conduct Project Management pilot across City government with support of a PM consultant.
2	DPW-wide	Complete asset management plan to advance City's capabilities and begin implementation of a CMMS (computerized maintenance management system)
3	DPW-wide	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing strategies with stakeholders
4	DPW-wide	Manage finances within policy and budgetary parameters
5	DPW-wide	Strengthen operational policies and procedures
6	DPW-wide	Increase employee participation in professional development opportunities
7	DPW-wide	Refine key performance indicators (KPI's) and summarize results in annual report.
8	DPW-wide	Increase commitment to the City's diversity and equity goals
9	DPW-wide	Strengthen safety program
10	CEDO, CIO, DPW-wide	Participate in city-wide public engagement and communications plan
11	DPW-wide	Begin to measure department-wide customer service
12	IT, P&Z, Assessor, DPW	With CIO, develop document retention policy and document management system that enables DPW to efficiently store and retrieve plans, permits, documents
13	ROW, Tech Services	Expand preventative maintenance program of pavement, sidewalk, guardrails, railings, fences and other infrastructure that has not been traditionally funded
14	Tech Services, Water Res.	Develop engineering standards and street design guidelines
15	Tech Services	Complete division re-organization and support teams through transition to best position Division to respond to current and future needs
16	Tech Services	Increase technical staff capacity in Technical Services
17	Tech Services	Advance high priority capital projects in accordance with project schedules
21	CIO, Tech Services	Assist completion of permit reform report and begin implementation



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## Primary Areas of Work Effort

### Engineering

- Advancing Major Projects and Programs  
30-40 Capital Project, FY17 Budget of \$11.1 million dollars
- Organizational Restructuring
- Process Improvements
- Innovation

### Trades Inspection

- Process Improvements
- Participation of Permit Reform Process
- Innovation



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**ENGINEERING**

**Major Capital Projects and Programs**

Champlain Parkway	Rail Enterprise Project	Waterfront Access North
10 Year Capital Plan & Implementation	Capital Repair of Parking Garages	Great Streets-Redevelopment of Main Street and St.Paul Street and the development of City Engineering Standards
Street Capital Paving Program	Street Capital Sidewalk Program	North Ave Pilot Project
FEMA	Slope Repair Manhattan Drive East	127 Bikepath Slope Repair
Colchester Sidepath	Shelburne Roundabout	CNG Upgrade
Wayfinding	North Ave Un-Signalized Crosswalk	Colchester Ave Crosswalks
Loomis Street Traffic Calming	Bike/Ped Master Plan	Burlington Town Center

**Process Improvements**

Project Management Review	Development of Standard Operating Procedures-Excavation Program	Development of Standard Operating Procedures-Traffic Requests
Development of Standard Operating Procedures-Project Management		

**Organizational Restructuring**

Hired Limited Service Engineering Tech	Re-described and Classified Senior Planner and Associate Planner	Advertised Limited Service Pubic Works Engineer
Preparing description for Senior Public Works Engineer	Advertised Associate Planner Position	Preparing and Training Leadership Team Managers
Preparing revisions to Engineering Administration position and creation of Associate Admin position	Advertising soon to be vacant Engineering Technician positon currently held by Damian Roy	

**Innovations**

Continuing to pursue an ordinance for Community Demonstration Projects	Expanding universe of roadway preservation and repair techniques- Crack sealing	Sidewalk Cutting-process to level heaved sidewalk surface to as an alternative to full slab replacement
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**Collaboration**

Working with Parks to Redevelop all of their roadway and Parking facilities	Working closely with Water Resources to coordinate Paving Program with the redevelopment of Aging Utility Infrastructure	Coordinating Slope repairs with the redevelopment of Storm-water Outfalls
Puddle mitigation-Collaboration with Stormwater	Winooski Bridge Railing Repair/Replacement with City of Winooski and CCRPC	

**Expanded Preventative Maintenance**

Development of Bridge Management Plan	Development of Geotechnical Asset Management Plan	Expanded Curb and Guard Rail Maintenance
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Trades Inspection Program		
<b>Process Improvement</b>		
Development of Trades Inspection SOP's	Participation in Permit Reform	Participation in Amanda Governance
Participation in Development Review and Coordination Meeting	Assisting Excavation Permit Process Improvements	Actively revising and perfecting Trades Inspection SOP's
<b>Innovation</b>		
Actively seeking the Assistance of CIO to go mobile with access to Land Based Records System	Coordinated Solar Inspections	

**Trades Inspection Program**  
Permit Activity-Calendar year

	BP	EP	PP	MP	EC	EM	AL	SS	SU	TOTAL
<b>Year to Date 2016</b>	1876	1131	646	687	281	5	130	110	22	<b>4888</b>
<b>2015</b>	2368	1356	773	772	328	14	139	121	22	<b>5893</b>
<b>2014</b>	2437	1335	829	794	333	18	123	124	22	<b>6015</b>
<b>2013</b>	2548	1328	729	729	179	12	148	115	23	<b>5811</b>



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Working Together for Burlington