



**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 12, 2015
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on March 18, 2015 at 6:30 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Consent Agenda
3. Traffic Request Program
4. Sidewalk Policy
5. Minutes of 2-18-15 & Draft Commission Work-plan Meeting

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 12, 2015
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **March 18, 2015**
Time: 6:30 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 10 Min Public Forum
- 3 5 Min Consent Agenda
 - 3.10 Starr Farm Rd Crosswalk Relocation
- 4 20Min Traffic Request Program
 - 4.10 Communication, D. Roy
 - 4.20 Discussion
- 5 20 Min Sidewalk Policy
 - 5.10 Communication, A. Hopkins
 - 5.20 Discussion
 - 5.30 Decision

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- 6 10 Min Policy Update on Mid-block Crossings
 - 6.10 Oral Communication, N. Baldwin
 - 6.20 Discussion
- 7 5 Min Minutes of 2-18-15 & Draft DPW Commission Work-plan Meeting
- 8 10 Min Director's Report
- 9 10 Min Commissioner Communications
- 10 Adjournment & Next Meeting Date – April 15, 2015



MEMORANDUM

March 12, 2015

TO: Public Works Commission
FROM: Damian Roy, DPW Engineering Technician *DRR*
CC: Norman Baldwin, City Engineer
RE: Starr Farm Road Crosswalk Relocation

Background:

Staff received a communication from Jen Kaulius of City Hall on November 8th 2013 on behalf of resident Jon Dorwart in regards to a crosswalk on Starr Farm Road that is poorly located. Staff believes the crosswalk there now was previously a rumble strip prior to repaving and was improperly replaced by the paving contractor. The existing location for the crosswalk is incorrect and needs to be relocated.

Observations:

The existing crosswalk is located just west of the Starr Farm Nursing Center entrance; it is not connected to the sidewalk on the southern side of the street and leads to a large white pine tree on the northern side. The existing city-owned sidewalk is located on the south side of Starr Farm Road and there is a sidewalk on the north side beginning at the curb radius of the entryway owned by the Starr Farm Nursing Center. There is an existing utility pole with a guy wire located on the south side of the street across from the endpoint of the Nursing Center's sidewalk. A crosswalk that connected both sidewalks would better serve the community by providing safe crossing of the street and by connecting the Starr Farm Nursing Center's sidewalk network with the City's sidewalk network. This will best be done on the eastern side of the Nursing Center's entrance where the Nursing Center's sidewalk ends. To avoid the utility pole's guy wire on the south side of the street the Nursing Center's sidewalk will have to be extended by a minimum of 5 feet for its current endpoint. More recently staff identified an unofficial access path at this location used by the Flynn Elementary School to access their athletic fields. Staff has been unsuccessful in contacting Marty Spaulding of the Burlington School Property Services to discuss the impact of extending the sidewalk and installing a crosswalk at this location as it

NB 3/12/15

relates to the access path. This access path is not condoned by the city as it crosses city Right of Way and the Nursing Center's existing sidewalk. The existence of this access path was not readily apparent to staff as site visits were conducted during the winter months with significant snow coverage in the area.

Conclusion:

Staff has concluded that nearby residents and Starr Farm Nursing Center members would be better served by relocating the crosswalk from its current location west of the Nursing Center's entryway to immediately east of the entryway where the Nursing Center's sidewalk ends. Staff offers the following design features to best accomplish this:

- Extend the end of the Nursing Center's sidewalk by an additional five to ten feet to avoid the utility pole's guy wire. Install an ADA accessible ramp if needed to meet the pavement.
- Install the crosswalk pavement markings from the new sidewalk ramp on the north side to meet the new sidewalk ramp on the south side.
- Install a section of sidewalk to connect the existing sidewalk on the south side. Install an ADA accessible ramp to meet the pavement at the crosswalk.

Please see the attached pictures to help illustrate these design changes.

Recommendation:

Staff recommends that the commission adopt:

- The removal of the existing crosswalk on the westerly side of the Nursing Center's Entryway.
- The extension of the Nursing Center's sidewalk by five to ten feet (engineer's discretion) to avoid conflict with the utility pole's guy wire.
- Installing an ADA ramp to meet the pavement on the north side of Starr Farm Road.
- Installing a new crosswalk at the newly installed ADA ramp to cross Starr Farm Road.
- Installing an ADA ramp and sidewalk extension to connect with the existing City sidewalk on the south side of Starr Farm Road.
- Staff will continue their attempt to communicate with Burlington School Property Services Department regarding the existing conflict of access to their property relative to this proposed crosswalk.



123 Starr Farm Rd
 Burlington, Vermont
 Street View - Dec 2014



New Crosswalk and Sidewalk
 Existing Condition
 Starr Farm Nursing Center
 Burlington, VT



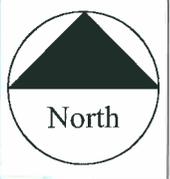
**BURLINGTON
 PUBLIC WORKS
 ENGINEERING DIV.**
 645 PINE STREET
 BURLINGTON, VT 05401
 (802) 863-9084
 (802) 863-0466 (fax)

DESIGNED	RR	RRS NO.	3016
DRAWN	RR	SCALE	N.T.S.
CHECKED	NJR	DRAWING NO.	
DATE	03/2/15		



107 Starr Farm Rd
Burlington, Vermont

Street View - Oct 2014

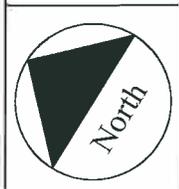
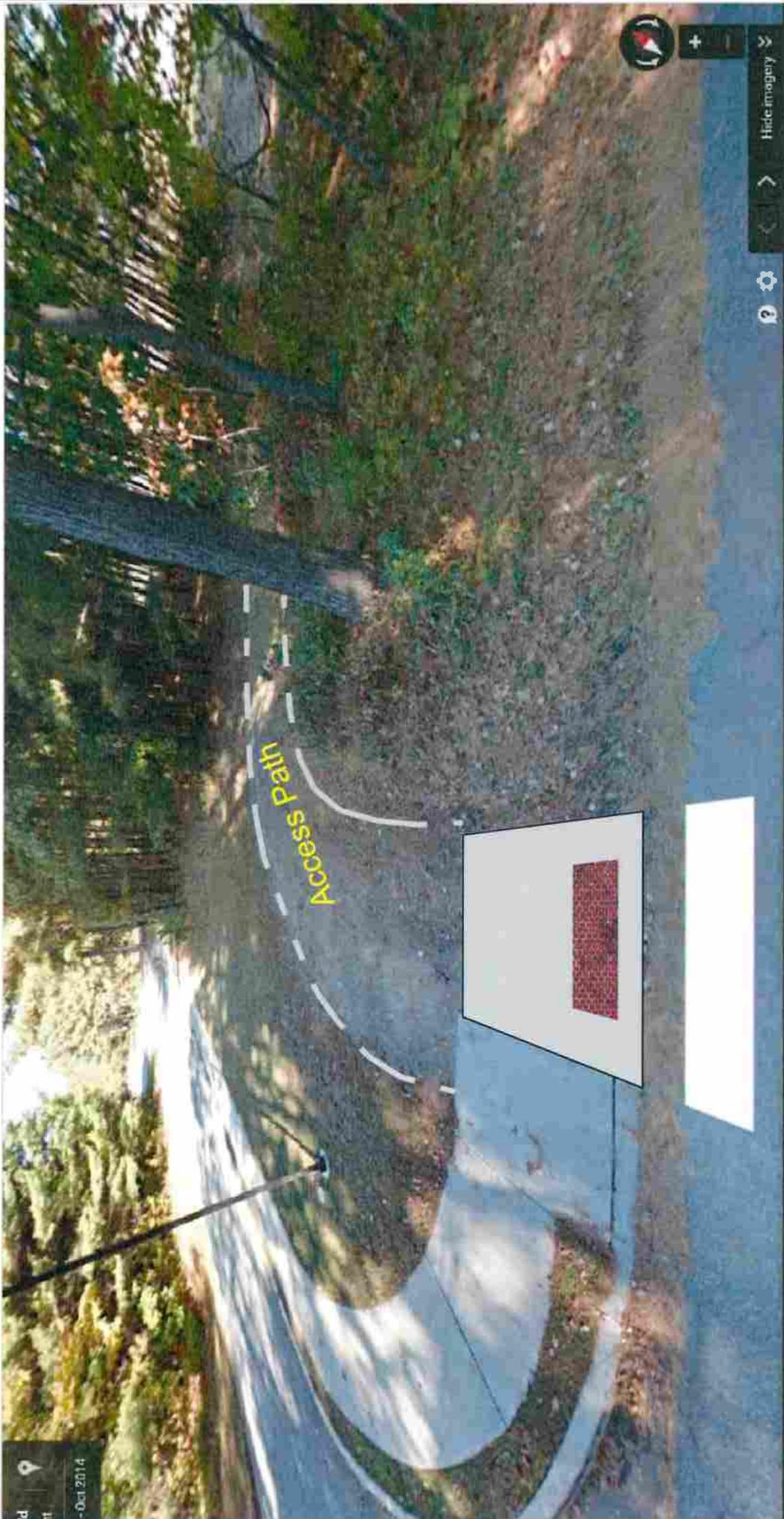


New Crosswalk and Sidewalk
Proposed Design
Starr Farm Nursing Center
Burlington, VT



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**
645 PINE STREET
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(802) 863-9084
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DESIGNED DRR	RFS NO. 3016
DRAWN DRR	SCALE N.T.S.
CHECKED MJB	DRAWING NO.
DATE 03/4/15	



New Crosswalk and Sidewalk
 Existing Condition
 Starr Farm Nursing Center
 Burlington, VT



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DESIGNED DRR	RF'S NO. 3016
DRAWN DRR	SCALE N.T.S.
CHECKED NJB	DRAWING NO.
DATE 03/12/15	

Helen Plumley

From: Jennifer M. Kaulius
Sent: Friday, November 08, 2013 3:21 PM
To: Valerie Ducharme; Helen Plumley; Holly Lane
Subject: FW: Location of Starr Farm crosswalk 'to nowhere'

Hello, and I hope you are all having a great Friday!

It would be great if this Starr Farm Road crosswalk could be placed on a list for future possible crosswalks – it looks like the one there now is not useful, and a crosswalk on the other side of the access road would make more sense. Please have someone in DPW follow up with Mr. Dorwart (jon_vermont@hotmail.com).

Thank you, and I hope you have a great weekend.

Best, Jen

Jennifer Kaulius
Office of Mayor Miro Weinberger
City Hall | 149 Church Street
Burlington, VT 05401
802.865.7272
jennifer@burlingtonvt.gov

From: Jon Dorwart [mailto:jon_vermont@hotmail.com]
Sent: Thursday, October 10, 2013 6:18 PM
To: Jennifer M. Kaulius
Subject: RE: Location of Starr Farm crosswalk 'to nowhere'

Hi,

Attached is the location of the crosswalk - it is on the southwest corner (i.e. down the road) of the intersection of Starr Farm and the nursing home access road. It's a very nice stamped asphalt crosswalk that rather unfortunately ends at a large white pine. On the other side of the access road is a sidewalk where a crosswalk would be more appropriate. Just a heads up!

Thanks,

Jon



MEMORANDUM

March 12, 2015

TO: Public Works Commission

FROM: Norman Baldwin, City Engineer *NB*
Damian Roy, DPW Engineering Technician *DR*

CC: Chapin Spencer, Director of Public Works

RE: State of Traffic Requests For Service

Introduction:

The Department of Public Works Staff has been working to respond to the backlog Traffic Service Requests recorded in the Department's RFS(request for Service) System. Traditionally these requests were staffed by the Engineering Tech with half the position's time committed to Traffic Request while the other half was committed to providing technical support to other capital projects. Prior to Damian's tenure, turnover within the team required a reprioritization of work priorities of the Engineering Tech that required; less emphasis on traffic requests and more emphasis on managing and inspecting capital projects, which in part created this backlog of traffic requests.

Since Damian's hire as the Engineering Technician he has been working full time intensively to:

- be trained in the duties of the position
- approaches and methodology necessary to review these types of requests
- keep pace with the inbound requests as well as respond to aged requests.

The goal of this communication is to inform the commission of the

- the disposition of the queue of the requests
- the number of TRQ(Traffic Requests in Queue)
- the number of requests received on a monthly basis **RORR**-(Rate of Requests Received) within the RFS(requests received/month)
- our effort request to complete each request **LOP**-our current Level of Productivity(hours/requests)
- **HR**(Hours)the resources currently available to respond(hours/month)

- **ACRTR-Annual Completion Rate for Traffic Requests(Request/year)**

With a quantitative understand of these facts make some determination on how we can respond to these requests into the future and reasonably meet the expectations of all interested parties.

Background:

Currently there are 76 Traffic RFSs in queue awaiting investigation, evaluation, review, and recommendations to the Commission.

- **TRQ=76 Requests**

Staff has identified and categorized the different types of outstanding requests, they are as follows:

- 1. Parking Prohibitions = 46**
 - a. Accessible Parking = 6
 - b. Street Parking Prohibitions = 20
 - c. Resident Parking Requests = 8
 - d. Sight Distance Issues = 3
 - e. Geometric Issues = 9
 - f. Other = 1

- 2. Traffic Control = 30**
 - a. Stop Sign Warrants = 8
 - b. Signal Warrants = 2
 - c. Crosswalk Requests = 8
 - d. RFB Requests = 4
 - e. Signage Requests = 6
 - f. Geometric Issues = 2
 - g. Other = 7

In calendar year 2013 and 2014 DPW received 67 and 76 new traffic RFSs respectively. This represents approximately 6 new RFSs entered into the system each month.

RORR-(Rate of Requests Received)=6 request/month

This volume of new requests indicates a trend of an increasing number of incoming requests each year. According to long-employed staff within the department the number of requests has grown substantially over the past five years. This pattern of growth may be attributed to the changing nature and prevalent use of technology amongst Burlington residents. The system for residents to submit a request to Public Works has evolved. In the past, residents had to write a letter to be mailed or hand delivered, this method required more effort on the resident and by extension the resident often put more thought and consideration into their request. Email then became widely used making this process faster and now residents use data applications such as

SeeClickFix with smart phones which makes the process of submitting a request almost instant. This fundamental change in how the public submits a request to DPW has enabled the public to make a greater number of requests.

Staff is evaluating our work process for continual improvement and building performance measurements to help determine if staff is properly resourced to meet our standards of timely delivery of these services. To do this staff has looked back at previous month's productivity reports as it relates to time spent on traffic requests. The breakdown of these reports is as follows:

•**LOP**-our current Level of Productivity(hours/requests)

- LOP=173.00 hrs. preparing 4 traffic requests for the Nov. Comm.=43.3 hr./request
- LOP=113.00 hrs. preparing 3 traffic requests for the Dec. Comm.=37.6 hr./request
- LOP=121.75 hrs. preparing 3 traffic requests for the Jan. Comm.=40.5 hr./request
- LOP=117.00 hrs. preparing 3 traffic requests for the Feb. Comm.=39.0 hr./request

Average LOP = 40.1 hrs/request.

With an average time calculated for each request, we can now weigh that time against the available time staff has to devote to traffic requests in a calendar year. This can be calculated as follows:

- Full Time Engineer Technician = 40hours*52weeks = 2080 hours/year
- Subtract 120 hours for three weeks vacation
- Subtract 40 hours for sick days
- Subtract 16 hours for personal days
- Subtract 112 hours for 14 city holidays
- Multiply this remainder by the productivity coefficient of 0.8 (the productivity coefficient represents time spent at meetings, writing emails, and other miscellaneous administrative tasks).

The work to complete traffic requests is currently funded by Traffic with half the Engineering Technician duties assigned to Traffic Requests

Current hours funded by traffic = 1434 hours*.5 half time=717 hours

With these two metrics calculated we can now calculate :

ACRTR-Annual Completion Rate for Traffic Requests(Request/year)

HALF TIME ENGINEERING TECH ASSIGNED

ACRTR=Hours Available Annually/LOP

ACRTR=717 hrs./40.1 hrs./request

ACRTR=17.8 Requests/year

FULL TIME ENGINEERING TECH ASSIGNED

ACRTR=Hours Available Annually/LOP
ACRTR=1434 hrs./40.1 hrs./request
ACRTR=35.8 Requests/year

Given our ACRTC=35.8 requests is substantially less than our RORR-(Rate of Requests Received)= 76 Request/yr., under the current conditions we will not be able to keep pace with the current work load and will not be caught up with the current backlog of work.

To offer some perspective here is what the cost to the community is for each of these requests.

BR=Billable Rate of The Engineer Technician =\$47 per hour.
LOP=40.1hours/request

Traffic Request Cost=BR*LOP=\$47/hour*40.1 hours=\$1,884.70

The required yearly budget for one Engineer Technician working on traffic requests full time is \$66,500.

As staff continues to track their time they will be better able to properly estimate how long each request should take and be able to quantify efficiencies gained by the use of the SOPs outlined below.

Staff Proposed Solutions:

1.RFS Prioritization:

Staff is challenged with completing this backlog in a timely manner while continuing to receive new requests. To do this, Staff must standardize their approach and prioritize what request should be worked on first. Many of these requests are over a year old, some effect a relative small number of residents while others may effect a much larger number, some are a matter of convenience while others a matter of safety. It is of Staff's opinion that requests that address a safety concern to a larger number of residents are to receive the highest priority, and of those the oldest are to be considered first. This determination will be made to each request by Staff with input from the City Engineer.

2.Increase Resources

- additional staff time assigned to these tasks

3.More Selective screening of Requests for consideration.

- How often an issue should be revisited following a commission decision
- Whether or not the issue relates to life safety or is an issue of convenience

4.Improved Productivity through the development of SOP(Standard Operating Procedures)

In an effort to maximize efficiencies in addressing this RFS Backlog, Staff is proposing Standard Operating Procedures (SOP) for each request subcategory. SOPs for these different RFS types are being developed. With proper input from the Commission and City Engineer, staff aims to standardize a comprehensive approach to these requests to help minimize repeat requests. The following is an example of an SOP for a general request:

As staff we will be prepared to represent this issue at the upcoming commission meeting for a discussion and welcome members of the commission's perspective.

For your consideration we are attaching a draft SOP for Traffic Requests see attached.



TRAFFIC REQUESTS FOR SERVICE - STANDARD OPERATING PROCEDURE FOR GENERAL REQUESTS

1. **Receiving the request.** A request for service comes in via phone call, email, or seeclickfix. Record the date of the request and any and all information the customer gives including but not limited to:
 - a. Their name, address, email address
 - b. Address/area of the issue in question
 - c. Nature of the problem
 - d. Who is affected by this issue, gather a petition
 - e. What are they requesting to resolve the issue

2. **Enter this information into the RFS Data system.** Include here all pertinent information concerning this request. All additional information collected, follow-up emails, internal correspondence, needs to be included throughout the entirety of the RFS process. Assign to the appropriate person(s).

3. **Investigative Site Visit.** Schedule a time to visit the site in question. If possible, meet with the resident who requested the service at the site. Be sure to record all observations including but not limited to:
 - a. A detailed description of the nearby area concerning the issue.
 - b. Traffic features and approaches
 - c. Parking accommodations
 - d. The purpose of nearby buildings
 - e. Any intrusive vegetation/natural features
 - f. Sketch the surrounding area with all measurements and information when beneficial
 - g. Determine whether any additional studies are needed such as a Traffic Volume Study, Pedestrian Volume Study, Crosswalk Warrant Analysis, Plate Counts, etc.

4. **Public Outreach.** Contact any nearby residents via phone calls, email, cold-knocks or fliers who may be affected by the issue. Inform them of the request and the City's potential solution to correct it, give them the opportunity to state their opinions, observations, recommendations. Collect this data and build a spreadsheet showing the various opinions. Inform them of any and all further actions/discussions that are planned concerning the issue. If necessary, set up open meetings to discuss the issue.



5. **Build the Commission Packet.** Write a memo to the Commission, this memo should consist of four basic sections: a background, observations, conclusions, and recommendations sections. The *Background* section should begin by stating the origin and history of the request. Clearly identifying the requestor's need and motive. The *Observations* section should clearly identify the surrounding conditions as they pertain to the request, note any relevant information gathered or studies done that may support and not support the request. The *Conclusion* section should summarize all the information gathered as it relates to the request and the existing conditions and conclude with a statement of recommendation from Staff. The *Recommendation* section should restate Staff's recommendation to the Commission in bullet form. In addition to writing the memo, include any drawings, spreadsheets, graphs, opinion tallies, petitions, phone conversation summaries, or any other supporting documents within the packet. This packet must be completed by 8 days prior to the Commission Meeting.
6. **Inform the Public.** Be sure to inform the public on whether this issue is to go before the next Commission Meeting and if so, give them at least a week's notice via phone calls, emails, cold knocks, or fliers that the Commission will be addressing the issue. Commission meets on the 3rd Wednesday every month, the agenda is sent to the Commission 8 days prior to that. The Commission's agenda is determined on the first Friday of the Month. Send hardcopies of Staff's recommendations and the PWC agenda in advance of the meeting, solicit public opinion.
7. **Inform Traffic Division.** After a draft recommendation is prepared but before it goes to commission, consult with the Traffic Foreman if the recommendation makes sense to him. Understand constructability, or if there are any issues with the proposal.
8. **Attend Public Works Commission Meeting.** Every third Wednesday of the month starting at 6:30pm the Commission meets to discuss the agenda and decide a course of action. Attend this meeting, present the request and staff's recommendation and be prepared to answer any questions from the Commission and the Public.
9. **Draft Regulation(s) and send to the City Attorney's office.** Subsequent to a commission decision to amend or adopt changes, a regulation may be needed to instate the Commission's decision into law.



- a. Look to the Ordinance Book for the format and wording for that specific item and create a regulation for that item.
 - b. Print on legal watermarked paper, get it signed by the City Engineer, make a copy for the current ordinance book then mail or deliver the original to Lisa Jones at the City Attorney's office in City Hall. Within a week or so the CA will email back an adopted, published, and effective dates.
 - c. Write these dates on the copy in the Ordinance Book and make a copy for the Traffic Foreman.
10. **Update RFS.** Update the RFS in the system with a summary the RFSs current status. Change status from "New" to "In Construction".
11. **Oversee Construction.** If the packet is approved, inform the Traffic Foreman. Visit the site during construction and after construction is completed. Verify that all work performed is in accordance with the Commission approved scope.
12. **Close RFS.**

Note: This SOP for Traffic Requests is meant as a general overview of how each request may be addressed. However with the wide range of characteristics some of these requests have, the procedure may vary greatly. Each category of RFS is having its own SOP developed.

Public Works Commission

Proposed Resolution on Sidewalk System Expansion

To be considered at the March 18, 2015 meeting

Whereas sidewalks enhance the quality of life for Burlington residents by enabling safe and healthy options for personal transportation and recreation, and

Whereas sidewalks enhance the feeling of community on residential streets, and

Whereas a complete sidewalk network would enable Burlington residents and visitors to safely walk to destinations throughout the city, and

Whereas plowing of sidewalks allows for safe mobility throughout the year, and

Whereas all Burlington residents and businesses contribute to the funding for sidewalk maintenance and construction, and

Whereas the Department of Public Works has worked with other city departments to develop 10-year capital plans for city assets, including sidewalks, and

Whereas Burlington's sidewalk network is nearly complete, with 127 miles of sidewalk along the City's 95 miles of streets, but that approximately 4.5 miles of additional sidewalk is needed to have sidewalk on at least one side of each street, .

Now therefore be it resolved that the Public Works Commission hereby establishes a goal of building and maintaining a high quality sidewalk on at least one side of each residential and commercial street in Burlington, and

Be it further resolved that the Public Works Commission and staff recognize that implementing this goal will take additional financial resources and the Commission and staff will work cooperatively to advance recommendations that would secure the needed funding, and

Be it further resolved that the Commission will work with City staff and stakeholders to codify this goal in the upcoming Pedestrian and Bicycle Plan.

BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION MEETING
DRAFT MINUTES, February 18, 2015
645 Pine Street
(DVD of meeting may be on file at DPW)

COMMISSIONERS PRESENT: Tiki Archambeau, Jim Barr, Asa Hopkins, Solveig Overby, Jeffrey Padgett and Tom Simon **ABSENT:** Bob Alberry
Commissioner Padgett called the meeting to order at 6:30 p.m.

ITEM 1 – AGENDA

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

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

ITEM 3 – CONSENT AGENDA

(Refer to Packet)

3.10 Moved to a separate Agenda item – 3.40 - as per Commissioner Overby’s request.

3.20 Birch Ct Ext Accessible Parking Space

(Per request from resident at the January Commission mtg)

Staff recommends that the Commission adopt the installation of an accessible parking space on the north side of Birch Ct across from 111 Birch Ct

3.30 Champlain College Temporary Bus Stop Removal

(Per request from Nic Anderson of Champlain College)

Staff recommends that the Commission adopt the removal of the Champlain College temporary bus stop in front of 237 So Willard St, *and* the restoration of three (3) unrestricted parking spaces at 237 So Willard St.

Commissioner Barr moved to: 1) Create a separate Agenda Item - 3.40 - for Item 3.10; and 2) Accept staff recommendations for 3.20 and 3.30. Commissioner Archambeau seconded. Unanimous.

ITEM 3.40 - FY16 PAVING COMPLETE STREETS DOCUMENTATION

(Laura Wheelock, Engineer)

(Refer to Packet - *Complete Streets* documentation for Morgan St, Sears Ln and Foster St)

This documentation reflects staff’s findings using *Complete Streets* assessments. Commissioner Overby requested that this item be separated from the Consent Agenda, as she is concerned that some streets are being exempted from having sidewalks because of the expense/perceived need. There will never be “enough” funding. If sidewalks are added, people may be more inclined to walk.

Ms. Wheelock explained that the paving list, though only 1-2 years looking ahead, should optimally look ahead 5 years and include streets *and* sidewalks (*Complete Streets*). This topic generated similar comments from the Commissioners at the January meeting. Director Spencer will present at the March or April meeting, the 10-year capital maintenance plan.

The Commission and staff agree that there should be sidewalk protocol added to City policy such as that which is in *Complete Streets*.

Commissioner Barr moved to accept the FY16 Paving Complete Streets Documentation; Commissioner Hopkins seconded. Unanimous.

ITEM 4 – THREE DOWNTOWN ACCESSIBLE SPACES REDESIGN

(Communication, Damian Roy, Engineering Technician)

(Refer to Packet - Continued from the January Commission mtg, three specific spaces along College St)

Mr. Roy explained staff recommendations and the reasoning behind their decisions:

- The removal and relocation as directed by the US Postal Service of the Collection Box at the corner of College St and Saint Paul St in front of 114 College St;

- The removal of the metered space in front of 210 College St;
- The relocation of the accessible space in front of 217 College St to the north side of the street in front of 210 College St;
- The installation of a metered space in front of 217 College St;
- The removal of the accessible space in front of 270 College St;
- The installation of a metered space in front of 270 College St;
- The removal of the first metered space on the north side of College St in front of 266 College St;
- The relocation of the loading zone on College St in front of 266 College St to begin 40' west of So Union St and to extend 40' west; and
- The installation of the accessible space on the north side of College St in front of 266 College St at the corner of College St and So Union St.

DPW staff has asked to be put on a future agenda of the Accessibility Committee in order to get their input on their recommendations for these three specific spots. This will aid staff in future reviews of accessible parking spaces.

Commissioner Barr moved to: 1) Have staff bring their recommendations to the Accessibility Committee; 2) Return to the following Commission meeting with the results/recommendations; and 3) E-mail or send via First Class Mail to Mrs. Katz, the original requestor, a copy of the packet information and inform her what the next steps are. Commissioner Archambeau seconded. Unanimous.

ITEM 5 – RESIDENTIAL & DOWNTOWN PARKING MANAGEMENT PLAN UPDATE

(Oral Presentation, Nicole Losch, Transportation Planner and Director Chapin Spencer)

(Refer to Packet)

Ms. Losch presented the residential parking management plan. Staff is working to identify an ideal management strategy with a data-driven approach, look at other comparable cities' best practices (Ithaca, NY; Charlottesville, VA; San Luis, Obispo, CA and Boulder, CO), gather public feedback and bring the information to the Advisory Committee. The group will continue outreach and after the April Advisory Committee meeting, recommendations will be finalized and brought before the Commission and City Council in May. Overall policy recommendations may be directed to Ms. Losch (nlosch@burlingtonvt.gov) or Peter Keating, CCRPC (pkeating@ccrpcvt.org). Website: www.parkburlington.com. The next phase will be assessing street by street.

Director Spencer presented the downtown parking management plan (launched May 2014). The Downtown Parking Committee is comprised of staff from DPW, the Burlington Business Association (BBA) and the Community and Economic Development Office (CEDO). Consultants Desman Associates is recommending the creation of a parking management district (not yet vetted by staff), creating an entity (Go!Burlington) and implementing a 3-5 year pilot.

There are approximately 4,000 *private* spaces downtown, many of which are under-utilized. Next steps: March 23rd, ask City Council for input on the concept and ask for additional time (2 months?); March-April, seek public input; May, finalize report. Offer thoughts, questions, issues via e-mail to: Kelly Devine, BBA (director@bbavt.org); Chapin Spencer, DPW (cspencer@burlingtonvt.gov); and Nate Wildfire, CEDO (nwildfire@burlingtonvt.gov).

Commissioner Archambeau expressed discomfort with hearing about the assessment of both the private and public facilities, feeling that the two are being “lumped” together. He would like a more thorough understanding of public assets as this is the domain of the Commission. Director Spencer stated that the 2013 City Council Resolution was for both private *and* public assessment of spaces, but will provide more information on the public part for Commissioner Archambeau. Commissioner Barr noted that some aspects are also being considered through the Transportation Study.

ITEM 6 – COMMISSION FY16 WORKPLAN

(Communication, Director Chapin Spencer)

(Refer to Packet)

Copies of the Draft of FY16 Key Initiatives for DPW were distributed. Director Spencer and Commissioners Archambeau, Barr and Overby compiled the spreadsheet based on the original text from last year, adding a column titled, “Commission Role.” No decision is being sought at this meeting; Director Spencer is looking for feedback. He will review the spreadsheet to ensure that all of the issues originally proposed are included. His goal is for staff and commissioners to end up with one document. Suggestions:

- Look at the 3 set goals (see next bullet), then look at what staff came up with, and lastly, apply the 3 goals.
- Add “Goals” over the 3 columns in the middle (“Operational Excellence,” “Exemplary Cust. Serv.” and “Culture of Innovation”).
- Include ALL original items on the spreadsheet and add a “Status” column (e.g., to record whether the issue has been completed).
- Clarifications: Last column: there is no Commission role if this is left blank. Some of the wording from the original text has been changed on the spreadsheet. This spreadsheet has been reviewed by DPW assistant directors; not all staff has read it.

ITEM 7 – MINUTES OF JANUARY 21, 2015

(Refer to Packet)

Per Commissioner Hopkins’ e-mailed request, the following corrections will be made:

Item 6 – FY15 Complete Streets: Replace last sentence with the following: “Commissioner Padgett moved to support the direction that the staff is going with the updated assessment of the city’s sidewalk infrastructure, evaluation of the potential to create Complete Streets, and continued efforts to strategically expand the sidewalk network; Commissioner Barr seconded. The motion supported staff’s efforts to plan paving more years in advance in order to better coordinate with sidewalk infrastructure planning.”

Commissioner Barr moved to accept the Minutes with Commissioner Hopkins’ corrections; Commissioner Archambeau seconded. Unanimous.

ITEM 8 – DIRECTOR’S REPORT

(Director Chapin Spencer)

(Design Memorandum and information from DuBois & King consultants, with cover Memorandum from Director Spencer)

Director Spencer updated the Commission on the Champlain Pkwy (Proposed Safety Enhancements for Section C6 of the Champlain Pkwy) with a series of enhancements responding to concerns over the years. The C6 section of the project goes from the Parkway/Lakeside intersection to the Pine/Main intersection. In order to be included in the document, the enhancement recommendations had to be deemed feasible by the Consultant and the City (i.e., couldn’t unreasonably impact: the permits the project has received; the timing to develop the project; and the cost). The document outlines what is feasible within the constraints, and staff has shared the document with VTrans, who responded in a positive fashion. However, further study to determine that it indeed is feasible and can be incorporated into the project design still needs to happen. They have been supportive of having our Parkway consultants fully vet the recommendations in the DuBois & King Memo to determine their feasibility.

ITEM 9 – COMMISSIONER COMMUNICATIONS

Commissioner Overby: Commissioners Archambeau and Overby, and others, were notified of a resident’s safety concern with the intersection of Spring St and Manhattan Dr; DPW staff is reviewing that intersection. Ms. Losch stated that staff hopes to return to the Commission with a plan some time this year.

Commissioner Barr: Accolades to staff for snow removal!

ITEM 10 – NEXT MEETING DATE AND ADJOURNMENT

The next meeting is scheduled for March 18, 2015. **Commissioner Barr moved** to adjourn the meeting at 9pm; Commissioner Archambeau seconded. Unanimous.

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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

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

ITEM 1 – AGENDA

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

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

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

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

ITEM 4 – ADJOURNMENT

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

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

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

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

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



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **Director's Report**
Date: March 11, 2015

WATER DISTRIBUTION SYSTEM:

As you know, this cold winter was very challenging for our water distribution system. With the frost line down around five feet, we were experiencing a number of water main breaks and frozen services. The Water Division, with help from Right Of Way staff, Parks staff and contractors, has continued to do tremendous work to keep the system operating during this challenging period. At the peak we had approximately two dozen customers with frozen service lines. As of today, water service has been restored to all occupied residences. A handful of homes are still receiving their service from a house-to-house connection, but we are focusing on them and on the few frozen lines at commercial and/or vacant properties. As I'm sure you saw in the news, a number of communities were impacted more than we were. To thank our crews, we will be hosting an appreciation lunch after the frost finally leaves the ground.

BURLINGTON TOWN CENTER & DPW

This week a broad spectrum of DPW's technical team met with the Burlington Town Center's new owner Don Sinex and his team of architects and engineers to discuss key issues related to the proposed redevelopment. Before even conceptual plans are developed, we wanted to make sure to identify key issues in Public Works' domain (water, wastewater, stormwater, parking, accessibility, building codes, streetscape design and all forms of transportation) and explore possible approaches.

10-YEAR CAPITAL PLAN

We are putting the final touches on the 10-year capital plan and will have it to present at the April Commission meeting.

FY'16 KEY INITIATIVES & COMMISSION WORKPLAN

Thank you for the input on the FY'16 Key Initiatives and Commission Workplan at the February Commission meeting. We are going over the document with staff to get their input and proposed revisions. We plan to bring it back for the Commission's review or adoption in May.

BURLINGTON SIGNS UP FOR MAYORS' CHALLENGE

Mayor Weinberger has joined 178 other mayors pledging to develop safer streets through a challenge launched by the US Department of Transportation. On March 12, I will be joining municipal leaders from these other communities in DC to identifying strategies to strengthen the safety of our roadways for walkers, bikers and those of all abilities. More info is at: <http://www.dot.gov/mayors-challenge>.