MEMORANDUM

To:         Tenzin Chokden, Clerks Office
From:  Chapin Spencer, Director
Date:     May 13, 2021
Re:  Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date:  May 19, 2021
Time:  6:30 – 9:00 p.m.

**Due to current social distancing measures, this meeting will be held entirely virtually.**

**To view the meeting:**
1. CCTV YouTube Channel (*streamed live*) or on Burlington Telecom Channel 317 (aired on a later date, not live). Comments on YouTube are not monitored by DPW staff. [https://www.youtube.com/channel/UCJkWMLSqRNKLoYUZQiNoAcQ](https://www.youtube.com/channel/UCJkWMLSqRNKLoYUZQiNoAcQ)
2. Join via Zoom: [https://us02web.zoom.us/j/83495330508](https://us02web.zoom.us/j/83495330508)
3. Call in for audio only: Phone number: 301-715-8592 Webinar ID: 834 9533 0508

**To participate in public comment:**
1. You must either join the meeting via the Zoom link above or by calling via the call-in information above.
2. If signed in via Zoom, please use the “Raise Your Hand” feature. This will alert DPW staff that you wish to speak and will automatically add you to the queue. When it’s your turn to speak, your name will be called and you will be unmuted.
3. If you are calling in, please press *9 which will alert DPW staff that you wish to speak. When it’s your turn to speak, your phone # will be called out and you will be unmuted.
4. If you encounter any difficulties when attempting to speak during public forum, please email [DPWCommunications@burlingtonvt.gov](mailto:DPWCommunications@burlingtonvt.gov).
5. In the event of challenges with Zoom video, please use the call-in option.

AGENDA

ITEM

1     Call to Order – Welcome – Chair Comments
2  5 Min  Agenda

3  10 Min  Public Forum (3 minute per person time limit)

4  5 Min  Consent Agenda
    A  Reallocation of Adams Ct 2-hr Parking Zone
    B  North Avenue & Berry Street “No Parking Zone”
    C  Design Vehicle Manual Update

5  15 Min  Bike Path Detour
    A  Communication, N. Baldwin & P. Peterson
    B  Commissioner Discussion
    C  Public Comment
    D  Action Requested – Vote

6  45 Min  Trades Appeal – 441 Shelburne St.
    A  Communication, W. Ward & B. Biggie
    B  Communication, Appellant
    C  Commissioner Discussion
    D  Public Comment
    E  Action Requested – Vote

7  5 Min  Approval of Draft Minutes of 4-21-2021

8  10 Min  Director’s Report

9  10 Min  Commissioner Communications

10  Executive Session – Director & City Engineer Annual Reviews

11  Adjournment & Next Meeting Date – June 16, 2021

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, crime victim 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 (802) 540-2505.
Memo

Date: May 12, 2021

To: Public Works Commission

From: Phillip Peterson, E.I., Associate Public Works Engineer

CC: Chapin Spencer, Director of Public Works
Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services

Subject: Reallocate Two (2) Hour Parking Spaces on Adams Court

Recommendations:
Staff recommend the DPW Commission remove:

10 Two-hour parking.
No person shall park a vehicle for a period longer than two (2) hours between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following locations:
- In the first 2 parking spaces on the south side of Adams Court east of Shelburne Street.

Purpose & Need:
The purpose is to reallocate time limited parking that is unnecessary for Adams Court. Time limited parking increases customer turnover for adjacent businesses; however there are no businesses adjacent to Adams Court, consequently the two (2) hour parking is unnecessary. The need is to provide more parking resources for residents on Adams Court.

Project Checklist:

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Summary and Conclusion:
The Department of Public Works (DPW) received a request from a local resident in April 2021 to reallocate two (2) existing two (2) hour time limited parking spaces on Adams Court to unrestricted normal parking spaces. These particular spaces are on the south side of Adams Court in the first two spaces east of Shelburne Street, see Attachment-1. This traffic regulation amendment would allow for unrestricted public use.

Public Engagement:
In preparation for the 05/19/21 DPW Commission Meeting, Staff placed fliers on the homes adjacent to the two (2) hour parking spaces on Adams Court. Staff received three (3) emails and two (2) phone calls in regards to this proposal, see Attachment-2. Two of the emails and both phone calls support the Staff recommendation, one email does not support the Staff recommendation, see Attachment-2.

Attachments:
1. Site map.
2. Public input correspondence.
Tue 5/11/2021

Absolutely makes sense for those spots to be regular unrestricted parking.
After living on this street for 32 years, I was shocked when those 2-hour signs went up! Never saw anything like them there before.
So, yes, we are fine with the change.
Thanks for asking.
Patty Wesley and Garry Schaedel

Tue 5/11/2021

Dear Mr. Peterson
I received your flier about the return of the recently installed 2-hr limit back to unlimited parking on the area of Adams Court closest to Shelburne Rd
As we were not consulted about the transition from unlimited to 2 hour limited parking, I'm rather surprised you care about our opinion on this.
There is no reason what so ever for there to be a 2 hour limit on parking anywhere on Adams Court. Please return it to unlimited parking.

Linden Higgins

Tue 5/11/2021

I am not in favor of reallocating existing 2-hour time limited to regular unrestricted parking on Adam’s Court.
As it is, the brand new signage is being ignored. There are area visitors (not residents) who frequently park on Adam’s Court all day and overnight, monopolizing spaces used by visitors of Adam’s Court residents. This has been problematic several times in the past, including weekends and holidays. This neighborhood has space-limited parking due to the age of development of the houses in this street. Personally, I have enough space for one car in the garage, one in the driveway. This makes having dinner guests tricky.
It would be an improvement if the 2-hr spots were actually monitored, or to assign spots to residents using permits.

Thanks for listening,
Susan Davis
Public input correspondence phone calls

Tue 5/11/2021
Associate Engineer Phillip Peterson received a phone call from Adams Court resident Sydney Ely. This resident supports the reallocation of 2-hour parking on Adams Court.

Tue 5/11/2021
Associate Engineer Phillip Peterson received a phone call from Adams Court resident Ruth Henry. This resident supports the reallocation of 2-hour parking on Adams Court.
Memo

Date: May 12, 2021

To: Public Works Commission

From: Phillip Peterson, E.I., Associate Public Works Engineer

CC: Chapin Spencer, Director of Public Works
    Norm Baldwin, P.E., City Engineer/Asst. Director – Technical Services
    Olivia Darisse, P.E., Public Works Engineer

Subject: North Avenue Crosswalk No Parking Zone

Recommendations:
Staff recommend the DPW Commission approve:

7 No-parking area.

No person shall park any vehicle at any time in the following locations:
- On the west side of North Avenue beginning at Berry Street and extending south for ninety (90) feet.

Purpose & Need:
The purpose of the recommended traffic regulation amendment is to be in compliance with the Vermont Agency of Transportation (VTrans) and Federal Highway Administration (FHWA) guidelines. The parking prohibition adjacent to crosswalks is based on the VTrans “Guidelines for Pedestrian Crossing Treatments.” This need will improve sight lines between pedestrians and motorists, increasing safety for those using the crosswalk.

Project Checklist:

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<td>planBTV Walk Bike, North Avenue Corridor Study</td>
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Summary and Conclusion:
During the planning phase for the North Avenue raised intersection project, the existing crosswalk north of Berry Street going across North Avenue was planned to be relocated south of Berry Street due to an immovable sight line obstruction north of the existing crossing. This change in crossing location results in a need to establish a no-parking zone on the west side of North Avenue for ninety (90) feet south of the new crosswalk at Berry Street. Given the volume of traffic on North Avenue, DPW Staff determined a more robust stopping site distance analysis was in order for the proposed crosswalk relocation. DPW Staff conducted a site visit; in order to maintain the proper stopping sight distance, a 90-foot parking prohibition on the south side of the crosswalk is appropriate (see Attachment-1).

Public Engagement:
In preparation for the 05/19/21 DPW Commission Meeting, Staff placed fliers on the homes and businesses adjacent to the proposed crosswalk location. Staff received one (1) email in regards to this project, see Attachment-2. The email was more tangential to the proposed No Parking zone; ultimately, this resident sought clarification on the North Avenue raised intersection project and did not express a clear opinion on the proposed No Parking zone.

Attachments:

1. Site map.
2. Public input correspondence.
IN ORDER TO MEET ADEQUATE SIGHT DISTANCE, THESE PARKING SPACES WILL BE DESIGNATED NO PARKING.

WASHINGTON/BERRY RAISED INTERSECTION
STOPPING SIGHT DISTANCE
Mr. Peterson, I just read the notice of impending street work at the above mentioned intersection. What’s wrong with the people that make these decisions? They certainly don’t live here or they would know there is no need for a raised intersection at that location. We don’t have traffic jams. We don’t have accidents. Very rarely do we have pedestrians. We don’t get unexpected flooding that can’t be taken care of by anything but normal gutter cleaning. Relocating the crosswalk might be good seeing as how I don’t think we even have one there. I’m sure they can find other ways to spend our money and waste the workers time. How about all the pot holes in this town? They can be a real danger. Or put the raised intersection somewhere that has real traffic problems. We live close to that intersection and have a business there. I can only see this work making it harder for trucks to get in & out of our business. You already have two on Ward St that make no sense. I suggest you survey Burlington to find places that might really benefit from these stupid things and leave intersections that won’t benefit from it alone.

Respectfully, Frances Metevier
Memo

Date: May 19, 2021

To: Public Works Commission

From: Chapin Spencer, DPW Director
Norm Baldwin, P.E., Assistant Director and City Engineer
Olivia Darisse, P.E., Public Works Engineer

Subject: Intersection Design Vehicles Guidance Document

Recommendations to the DPW Commission
No action is required by the Commission.
Commission feedback on the applicable guidelines and standards is welcomed.

Purpose & Need
Due to a growing need for intersection design standards that meet the needs and objectives specific to the City of Burlington, an Intersection Design Vehicles Guidance document has been developed as a resource for engineers and designers. Existing design resources provide general guidance that lacks consideration for unique downtown settings and pedestrian safety. This document standardizes the intersection design process for the City of Burlington, and will be used as a design resource for City staff and consultants to balance the needs of various road users and modes of travel.

May 2021 Update
The Department of Public Works (DPW) placed the Design Vehicles Guidance Document on the April 2021 Public Works Commission’s agenda. In consideration of feedback from a Commissioner at the meeting, DPW has updated the guidance document to include language that clarifies that the use of this document is limited to the providing geometric design guidance for traditional signaled or stop-controlled intersections, and acknowledges the use of roundabouts as another design option.

Since roundabout design references and standards are constantly evolving, the added language does not include specific design references, but rather refers designers to DPW for guidance on roundabout design standards. This approach will ensure that designers are always referring to the most up-to-date guidance, including future guidance developed by the City of Burlington.
In regards to future roundabout guidance, DPW will begin efforts to develop a Roundabout Design Guidance document in FY22. Similar to the Intersection Design Vehicles Guidance Document, DPW will procure and collaborate with a professional consultant for the development of this guidance. Engineering staff will update and seek input from the Public Works Commission during the conceptual and final development phases.

The genesis for this Intersection Design Vehicles Guidance document came out of the St Paul Street Great Streets project. Team DPW was working hard on that project to focus on pedestrian safety and accommodation with widened sidewalks, bump outs, narrowed crosswalks, benches, activation areas for adjacent businesses, etc. It was our first project utilizing our new Great Streets Standards and while the Standards provide good overall guidance, it did not get to the level of detail for intersection geometries. Our design consultant followed the Standards and created a pedestrian-focused design. Once the curbs were set, we began getting feedback from motorists that the Maple and St Paul intersection in particular was very challenging to navigate. Team DPW worked with our design consultant and our contractor to make changes to two corners of the intersection and chamfered the curbs at King and St Paul. In the end, with the $20,000 change order (about half of one percent of the total project cost) and more time for motorists to adjust, the street improvement has been very well received. It is important that the department have space to innovate and try new designs as we work to build a multi-modal, sustainable transportation network within narrow New England rights-of-way. In addition, these guidance documents for intersection and roundabout design will help our teams on the front end during project development.

Background
In early 2020, DPW procured a professional consultant, Stantec Consulting Services, to develop the Intersection Design Vehicles Guidance document.

In the early stages of guidance development, Stantec collaborated and collected preliminary information such as:

- Past and existing issues around the City
- Existing City planning documents and objectives (i.e. Burlington Walk Bike Masterplan)
- Feedback from Burlington Fire Department
- Existing national design guidelines (i.e. AASHTO, NACTO, VTrans)
- Similar guidance documents from other states and municipalities

The consultant used preliminary information to expand on existing design concepts and establish specific guidance on its application in the City of Burlington. The end result of this effort is a standard, three-step process, as summarized below, for designing intersections with widths and turning radii that will meet vehicular mobility needs while creating safer streets for bicyclists and pedestrians.

**Step 1: Design Traffic Volumes**
This step outlines the process for which volume and turning data is collected for each intersection of interest. It also establishes a classification system for different types of Design Vehicles (i.e. Passenger Cars, Semi-Trailers, Busses, Fire Trucks).

**Step 2: Design Vehicle Selection**
This step outlines the process for which the information collected in Step 1 is applied and how a Design Vehicle is selected. It also establishes a classification system for intersection types and
roadway types, which are used in consideration of Design Vehicle Selection. A Design Vehicle, in this application, is defined as a control vehicle for which its physical characteristics and turning path must be accommodated through an intersection.

**Step 3: Intersection Layout**
This step provides guidance for applying indicated design criteria to develop a geometric layout compact enough to maximize pedestrian and bicycle safety while accommodating the Design Vehicles selected in Step 2. The design criteria include minimum turning paths, encroachment standards (how far a design vehicle is allowed to approach or depart into the opposing lane), and consideration for intersection types based on route types (i.e. truck or bus routes), traffic and turning volumes, susceptibility to congestion and intersection controls. For example, a low-volume, stop-controlled intersection may be designed to allow encroachment of the selected design vehicle, while encroachment on a high-volume, signalized intersection would be highly disruptive to the flow of traffic and therefore unacceptable. This step also includes considerations for special elements such as low or mountable curbs, truck aprons, or clear zones that would allow a design vehicle to operate outside of the normal boundary of the curb radii while still effectively calming traffic. These circumstances will be evaluated on a case-by-case bases.

**Conclusion**
Intersection design will be completed using processes outlined in this guidance document. DPW staff and consultants typically use a CAD program called AutoTurn to aid in the intersection design process, which enables designers to verify that a design vehicle’s physical characteristics and turning path will be accommodated in accordance with the appropriate standards. This Intersection Design Vehicles Guidance document will standardize the intersection design process in the City of Burlington amongst City staff and consultants, and aim to eliminate oversight in the process that can lead to significant disruptions to the travelling public and expensive repairs. As users gain experience with this document, it may be modified or amended to address gaps or shortfalls in this guidance.

**Attachments:**

1. Revised Intersection Design Vehicles Guidance Document
TO: Public Works Commission

FROM: Sophie Sauvé, Parks Comprehensive Planner
Jon Adams-Kollitz, Parks Project Coordinator

CC: Cindi Wight, Parks Director
Chapin Spencer, Director of Public Works
Phillip Peterson, E.I., Associate Public Works Engineer

RE: Burlington Greenway Temporary Detour

Staff recommend the DPW Commission approve:

7 No-parking area.  
No person shall park any vehicle at any time in the following locations:
- On the west side of Battery Street beginning at Maple Street and extending north to Main Street.

7A Accessible spaces designated. 
No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:
- On the east side of King Street in the first parking space east of Battery Street.
- On the east side of King Street in the second parking space east of Battery Street.

This proposal will temporarily remove fourteen (14) parking spaces between Main Street and King Street; and ten (10) parking spaces between King Street and Maple Street. This proposal includes the relocation of two (2) Accessible (ADA) parking spaces on King Street, just east of Battery Street. Additionally, once the Greenway project is complete DPW Staff seek approval from the Commission to remove the temporary No Parking restrictions and temporary relocation of the two (2) ADA spaces; this will revert the traffic regulations on the west side of Battery Street to the existing conditions.

Purpose & Need:
The purpose of the temporary “No Parking” zone is to provide all road users space to travel; which includes motor vehicles, bicyclists, and pedestrians. The need is to create a safer street for all road users, while bicycle and pedestrian traffic is temporarily detoured. The purpose of the ADA parking relocation is to provide accessible parking on street as recommended by the Public Rights-of-Way
Accessibility Guidelines (PROWAG). The need for accessible parking in this location will be close to several businesses which would benefit the disabled community in this area.

Background:
Burlington Parks, Recreation & Waterfront (BPRW) and the Department of Public Works (DPW) have completed the design of the realignment of the Burlington Greenway to be entirely west of the railroad tracks between Perkins Pier and Waterfront Park. This realignment, strongly supported by Burlington voters in a 2016 referendum, was precipitated by the need to accommodate Amtrak passenger rail service scheduled to start in 2022. Together these projects represent a multi-million-dollar transformative investment in sustainable transportation on the waterfront.

Due to the displacement of the Greenway in this section during construction, the detour is necessary to safely accommodate thousands of Greenway users during what is expected to be a significant rebound year for the 2021 tourist/outdoor recreation season in Burlington. Data gathered in 2017 by the Chittenden County Regional Planning Commission saw an average of over 75,000 Greenway users in this area of the Waterfront. The highest numbers were recorded in August. BPRW and DPW are aware of the potential impact of parking removal to Battery Street businesses and the surrounding area and have worked with CEDO to develop a parking compensation plan to help ease the burden for businesses adjacent to the temporarily removed street parking. Details of how the compensation plan will roll out will be developed by BPRW in the coming week with CEDO feedback.

While daytime observations of the parallel, metered street parking on the west side of Battery St. between Main and Maple indicate a 30-50% occupancy rate, BPRW recognizes the availability of the curbside parking currently available are very important to adjacent businesses and that the observed uses are irregular most likely due to the lingering impacts of COVID-19.

The current detour, which is on-street and assumes cyclists will ride with vehicular traffic, is not accessible for many cyclists. Battery Street is very wide, is subject to high volumes of traffic and with vehicles often traveling at higher than the maximum speed. This has led to the observation of many cyclists on sidewalks intermingling with pedestrians on Battery Street, and many others avoiding the formal detour by cutting through the large surface parking lot at Main and College owned by the Lake & College Corporation. This leads to an unpredictable traffic environment for all modes of transportation and liability concerns by private entities.

Project Checklist:

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Summary and Conclusions:
Burlington Parks, Recreation and Waterfront (BPRW) in collaboration with the Department of Public Works (DPW) has developed this temporary parking removal and temporary detour for the safety of all modes of transportation in this corridor, see Attachment-1. BPRW and DPW will monitor the temporary detour and make changes as needed to maintain the safety of all users. In order to ensure a safe and efficient transportation system, BPRW and DPW recommend this
temporary detour; the temporary removal of parking will allow for pedestrian and bicyclist safety during the Greenway Realignment’s construction. The immediate change in parking, of the spaces described above, will be implemented by DPW in two phases as needed by the construction impacts. Phase 1 will see the removal of parking on the west side of Battery Street between Main and King Streets. Phase 2 will consist of the removal of parking on the west side of Battery Street between King and Maple Streets when construction of passenger rail and the Greenway between those blocks is about to begin- estimated to be in late June 2021.

We will continue to monitor the situation once the temporary Greenway detour is implemented. BPRW and DPW staff will make observations and collect data on-site during weekdays and during peak weekends.

Public Engagement:
In preparation for the 05/19/2021 DPW Commission Meeting, Staff mailed fliers to the businesses and homes adjacent to Battery Street between Main Street and Maple Street. Staff also attended the Burlington Business Association’s Waterfront Action Group meeting on May 13 to get feedback. Staff will post any additional feedback received to the Public Works Commission website prior to the meeting.

Attachments:
1. Feedback from Waterfront Action Group Meeting, 5/13/2021
2. Public Notice: Temporary Greenway Detour
3. Detour Plan
Feedback from Waterfront Action Group Meeting (5/13/2021)

1. Has there been outreach to private parking lot owners about parking compensation on other lots?
2. Will there be space for parking at Perkins Pier? How many seasonal pass holders are at Perkins and will the spaces be full and not accessible to the Battery Street businesses?
3. Who will help with signage along the corridor?
4. Is there any data regarding parking capacity at Perkins Pier?
5. What will enforcement look like at Perkins Pier?
6. Will there be any limitations on contractors parking at the Pease lot?
7. Local Motion has offered to help with signage.
Dear Battery Street Residents and Businesses,

Burlington Parks, Recreation and Waterfront (BPRW) in collaboration with the Department of Public Works (DPW), are developing a plan to provide a temporary alternate detour to the Greenway during this summer’s construction of passenger rail and Greenway realignment between College and Maple Streets. BPRW has received several requests to improve the safety of the detour which is currently an on-road detour from Waterfront Park, up College Street, onto Lake Street and Main Street before ending on Battery Street before returning to the Greenway at Perkins Pier. To address these safety concerns, DPW and BPRW are proposing the following temporary parking changes:

The following temporary changes are proposed:

1. On the west side of Battery Street – between Main Street and King Street – removal of 14 parking spaces.
2. On the west side of Battery Street – between King Street and Maple Street – removal of 10 parking spaces.
3. Designation of one (1) parking space on Main Street as temporary Accessible (ADA) parking.
4. Designation of one (1) parking space on King Street as temporary Accessible (ADA) parking.

For further clarification, please see the attached image. BPRW and DPW would like to ask for your feedback regarding the possibility of this change. Please respond via email or phone so your feedback may be considered during our evaluation.

Thank you!

Sophie Sauvé, PLA, Parks Comprehensive Planner
802.865-7248
ssauve@burlingtonvt.gov
Proposed Revised Greenway Detour along Battery Street
May 11, 2021
MAPLE TO COLLEGE DETOUR PLAN: PHASE 1

- **Street shall be bagged and removed by Burlington DPW.**
- **All parking meters along the west side of Battery Street shall be bagged and removed by Burlington DPW.**

**Notes:**

1. Existing parking spaces shall be bagged and removed at curb.

**Detour is in place through duration as ADA parking shall be designated. Two parking spaces southbound travel lane waterborne (typ) to establish 12'-wide stripe new double yellow centerline, 6' wide bike crossing marking with bike lane green waterborne paint (typ), 5' wide bike crossing marking with bike lane (typ).**

**Temporary sign (installed on 200' increments along Main Street to North) additional sets of slms shall then be installed along Main Street in approximate location shown. Two (2) shared lane markings shall be installed along Main Street in approximate location shown.**

- **Four (4) loopers (typ), installed at 5' O.C.**
- **Four (4) loopers (typ), installed at 4' O.C.**
- **Seven (7) loopers (typ), 6" solid white line, waterborne (typ), R=15'**
- **Six (6) loopers (typ), 4" dashed white edge lines, 2' stripe, waterborne (typ)**
- **Two (2) shared lane markings shall be installed along Main Street in approximate location shown.**
- **Additional sets of slms shall then be installed at 200' increments along Main Street to North.**
NOTE:

1. All parking meters along the west side of Battery Street shall be bagged and removed by Burlington DPW.
2. Implementation of Phase 2 of the bike path detour will require coordination with traffic signals engineer and potential re-paving of signalized intersections.
Commissioners Present: Commissioner Archambau, Commissioner Barr, Commissioner Hogan (Chair), Commissioner O’Neill-Vivanco (Vice-Chair), Commissioner Overby.

Commissioners Absent: Commissioner Bose and Commissioner Gilman

ITEM 1 – CALL TO ORDER

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

ITEM 2 – AGENDA

Commissioner Overby asked to pull Item C off the agenda for more discussion as she had an email exchange about this item off-line.
Commissioner Barr made a motion to accept the agenda with pulling Item C off and making it Item 4.1
Commissioner O’Neill-Vivanco seconded
Unanimous approval

ITEM 3 – PUBLIC FORUM –

Jason Van Dreische spoke at Public Forum in reference to upcoming Commission review of City Engineer Baldwin. Van Dreische said that while CE Baldwin loves Burlington, he is too cautious on safety improvements; project implementation has been substandard and there have been delays in implementing safety improvements. He does not believe CE Baldwin should be re-appointed and wanted the Commission to factor this in to their recommendation to the Mayor for re-appointment.

ITEM 4 – CONSENT AGENDA

A – Update to Free Employee Parking Policy
B – Parking Request for Lakewood Parkway GSII Project

Commissioner Barr made a motion to accept consent agenda for Items A and B
Commissioner O’Neill-Vivanco seconded
Unanimous approval

ITEM 4.1 – DESIGN VEHICLE GUIDELINES
DPW Engineer Olivia Darisse stated that with the growing need for intersection design standards that meet the needs and objectives specific to the City of Burlington, an Intersection Design Vehicles Guidance document has been developed as a resource for engineers and designers. Existing design resources provide general guidance that lacks consideration for unique downtown settings and pedestrian safety. This document standardizes the intersection design process for the City of Burlington and will be used as a design resource for city staff and consultants to balance the needs of various road users and modes of travel. This is not to change any existing and functioning intersections but rather provide guidance when intersections are undergoing a capital project redesign or reconstruction.

Commissioner Overby’s concern is that this document does not mention the use of roundabouts and is only focused on traditional intersection treatments.

DPW Engineer clarified that this resource really only addresses existing intersections.

Discussion ensued about incorporating language offered by Commissioner Overby.

Chair Hogan clarified that no action was required for this item.

City Engineer Baldwin stated that the need for this resource grew out of the St. Paul Street implementation where an intersection was designed to be narrower and more pedestrian friendly. However, the public felt like we went too far in that direction. This resource is meant to address and clarify existing intersections.

DPW Engineer Darisse stated that in the future there will be supplemental guidance for roundabouts as there are no resources to cater to the city.

Commissioner Overby stated that intersections are an issue in Burlington and roundabouts need to be considered as an option.

DPW staff pulled this item and will bring it back after further internal deliberation.

**ITEM 5 – WATER RESOURCES RATE RECOMMENDATIONS**

Division Director Megan Moir shared a power point presentation. She stated that her team has done extensive outreach, including going to multiple NPA meetings and mailing post cards to all residents with the new rate structure. Updates include irrigation rates, fire service fees, a fixed fee and flexible payment plans. Division Director Moir also addressed next steps for implementation.

Commissioner Archambeau offered compliments for the hard work of Water Resources.
Commissioner Barr echoed these sentiments and underscore how important help will be for those who need financial assistance.

Commissioner O’Neill-Vivanco shared that she sat in on the citywide meeting and requested an impact summary which she received. Asked about whether those with automatic sprinklers may complain and wondering what strategies DPW will use to deal with pushback. Division Director Moir stated that letters are being sent to people who have irrigation and fire service accounts so they are prepared for the changes.

Commissioner Overby offered compliments for the amount of work that went into the outreach and work. Under scored how important it is letting people know about the true cost of water. Offered support for the changes.

Chair Hogan asked clarifying questions about the presentation, such as what “meter removal” might indicate, given the importance of having a meter.

Commissioner Barr made a motion to approve with the language in the packet. Commissioner O’Neill Vivanco seconded. Unanimous approval.

ITEM 6 – CONSOLIDATED COLLECTION STUDY UPDATE

Division Director Lee Perry provided a power point presentation on the steps the City has taken to study Consolidated Collection. This includes the results of the franchise study AND the municipal model that DPW has evaluated.

Vice-Chair O’Neill-Vivanco suggested if the city takes on this increased capacity then perhaps priorities shift if trash and compost are added to responsibilities. Concerned the City may not have the capacity to take this on and if this is where priorities should be focused. Also asked about enforcement options if we do undertake the municipal model.

Division Director Perry stated that performance indicators would be language written into a RFP to ensure proactive standards are met. DD Perry said that we would play the role one way or another.

Commissioner Overby said that the control over cost and quality is an important consideration and that we lose an advantage here if things are privatized. Asked clarifying questions about number of households who “opt-out.” Director Spencer said that, according to the survey from consultant, approximately up to 25% in Burlington opt out. Commissioner Overby also wants the focus to be on how to reduce waste generated by residents.
Commissioner Archambeau stated that he is a big fan of consolidation. Suggests that equity is an important consideration in how we move forward. For instance, safety considerations can be factored in more stringently with city control. Recommends that if we do go private, that we work with haulers who have a good working history with the City; don’t accommodate violators. He is a fan of the municipal option – it’s about equity, including retirement, livable wages, etc.

Commissioner Barr agreed with most of the comments and is a fan of consolidated pick up. However, with rising municipal costs in a variety of areas, too high of a cost can push people out of the City. Is probably leaning toward the ranchise model. Put in RFP to set specific guidelines like minimum wages, etc.

Chair Hogan wanted to clarify if a single cart would be used for all 3 services and if all services would be handled on the same day. Director Perry stated there would be a split body truck for trash and compost, recycling would still be done in a similar manner. Also underscored the need to write performance standards into the contract.

Gene Bergman spoke during public comment and supports a change to a consolidated system, specifically a public system. It is the most in the public interest. Democratic, public control can take other priorities into account beside cost, which includes ratepayer interests, the environment and workers. Privatization is not in the public interest.

from the public stated solid waste collection is essential to fight climate system. Public consolidation system is most in public interest. Need to give the public greater control over the rates, be more flexible.

ITEM 7 – BSD SCHOOL TRAVEL PLAN KICKOFF

Associate Engineer Philip Peterson shared a power point presentation on an ongoing project to conduct a holistic survey of Burlington School District travel conditions.

Commissioner Overby asked for more clarity on the end result of this project, what is driving the project.

Associate Engineer Peterson stated that it is a comprehensive evaluation of the transit and transportation network around the schools – including how do kids get to school, how can safety be improved, etc.

Director Spencer stated we have heard of the need to make improvements at certain schools, curb pick up, sidewalk and bike routes. DPW will work with the school district and there will be independent plans for each school. We want total involvement from schools, parents and students.
Commissioner Barr asked about the Safe Routes to School position with BSD and whether it’s filled?

City Engineer Baldwin stated that Nicole Losch is working with the School Department for safer route to schools and evaluating conditions where parents see problems.

Vice Chair O’Neill-Vivanco stated that the crosswalk at Union and Main Street has not been fixed yet. Make sure to prioritize the most vulnerable users. Make plans to fit into the walk/bike plan. Keep in mind the high school will be in the downtown for next 3 years.

Chair Hogan requested a check-in on the project in summer or fall and to have some material ahead of time to evaluate.

ITEM 8 – ANNUAL DOWNTOWN PARKING REPORT

Division Director Padgett provided material ahead of time and offered to answer questions on the parking report.

Commissioner Archambeau thanked DD Padgett for the effort.

Commissioner Barr appreciated the data.

Vice Chair O’Neill-Vivanco asked about the auditing of the businesses through the free employee parking program. DD Padgett described how the monthly process works to validate employee parking.

Commissioner Overby stated that the wayfinding sign was not working at Marketplace.

ITEM 9 - APPROVAL OF DRAFT MINUTES

Commissioner Overby had changes to March’s minutes. The Commission decided to defer this item until the next month when staff can present changes to minutes in a way more conducive to Zoom.

ITEM 10 – DIRECTOR’S REPORT

Director Spencer referred the Commission to his submitted report.

ITEM 11 – COMMISSIONER COMMUNICATIONS

Commissioner O’Neill-Vivanco read a letter from a concerned citizen about recycling and how it has been blowing all over the place making the Henry Street and Loomis Street neighborhood full of trash on windy days. People who do not have bins have
been using boxes to put recycling in and this makes the stuff blow around even more. He understands that toters are being recommended for apartment buildings but would like to see them for the city as this would cut down on trash blowing around. This was on See Click Fix.

Commissioner Overby had some questions about the goals and objectives but stated she would contact Director Spencer later this week and discuss this with him.

Commissioner Archambeau offered support to the City Engineer. The City struggles with a lot of voices from within city and he is not convinced the problem is with the City Engineer but with trying to balance multiple, competing voices.

Commissioner Hogan asked about where things will land with how some streets during Covid 19 last year were dedicated to local traffic only. He would like to see this a permanent fixture in some neighborhoods in the city.

**ITEM 12 – ADJOURNMENT AND NEXT MEETING DATE – MAY 19, 2021**

Commissioner Barr made a motion to adjourn
Commissioner O’Neill-Vivanco seconded
Unanimous approval

Meeting adjourned at 9:32 p.m.
Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Bose (late), Commissioner Gillman, Commissioner Hogan (Chair), Commissioner O’Neill-Vivanco (Vice-Chair), Commissioner Overby.

ITEM 1 – CALL TO ORDER

Commissioner Hogan called meeting to order at 6:34 p.m.

ITEM 2 – AGENDA

Commissioner Overby wanted to pull Item A off the consent agenda for discussion. Commissioner Barr makes a motion to accept agenda with A removed and added at Item 4.1
Commissioner Archambeau seconds
Unanimous approval

ITEM 3 – PUBLIC FORUM –

ITEM 4 – CONSENT AGENDA

B – ADA Space Removal – 124 North Union Street

Commissioner Barr made a motion to accept consent agenda
Commissioner Overby asked for an amendment to remove the Making Spaces Agenda Item
Commissioner Barr accepted this amendment
Commissioner Archambeau seconded
Unanimous approval

Item 4.1 – MAKING SPACES – GRAB AND GO SPACES

Commissioner Overby asked for clarity on this item as the memo refers to the Streets Seats program.

DPW Engineer Phillip Peterson confirmed that the memo asked for action on the Grab & Go pickup spaces and that no action was requested on the other “Making Spaces” programs. Director Spencer confirmed this and said that staff will come back for further authorization, when necessary.
Commissioner Barr made a motion to accept Item 4.1
Commissioner O’Neill-Vivanco seconded
Unanimous approval

ITEM 5 – PARKING PROGRAM FOR RESTAURANT AND RETAIL WORKERS

Assistant Director Jeff Padgett made a motion to adopt, publish and notice the updates related to parking rates as described in Appendix C, Chapter 19 (b)(8) to include free parking for downtown restaurant/retail/service workers at the Lakeview/College street parking facility. AD Padgett stated that a goal of this policy change is to aid downtown businesses and workers, especially during this period of uncertainty.

Commissioner Overby expressed concerns that this free parking will encourage people to drive and that it is a subsidy for downtown businesses.

Commissioner O’Neill-Vivanco stated we do need a change in transportation mindset and we should encourage businesses to promote transportation options. This would include more car share pods & more bike parking in the garages.

Assistant Director Padgett stated that 2 to 3 more EV charging stations are going into the Lakeview Garage. We have additional money from DID for bike racks but it is hard to find a place to install bike racks. There are several initiatives going on to enhance transportation options.

Commissioner Barr stated there are many different opportunities and CATMA has a host of programs that they run. Bike share improvements are coming to Burlington and thinks this is one way to further enhance transportation choice.

AD Padgett stated that we have money for subsidizing bus passes but buses are free right now for everyone. We need to support downtown merchants as this change for free employee parking is a critical part of the removal of the free 2-hour parking in the Marketplace Garage.

Commissioner Archambeau asked how passes will be issued and for how long and when will they be valid.

AD Jeff Padgett stated there is no sense of percentages but 65 businesses in the downtown area value this and are looking for steady growth.

Commissioner Hogan asked if the permits were tied to individuals and license plate numbers and was informed that yes the permit is assigned to a person. There is a good idea of how many will have to park. It is a month-to-month pass that is issued. There are changes coming as well as some challenges in the future.
AD Padgett confirmed that his approach was necessary to support businesses, workers and the economic recovery.

Director Spencer clarified that this is not about subsidizing businesses. We want to direct people to not park on the street and instead use the underutilized garage in the evening. This frees up parking for residents, shoppers and visitors on street. We are proposing to take a small slice of a very underutilized garage for parking for downtown workers.


ITEM 6 – SLOPE STABILITY SITE ADJUSTMENTS

Associate Engineer Philip Peterson shared a Power point presentation. He advised that there are four slope inspections that occurred in 2019 and 2020. One was the Northshore Natural Area, which will need an inspection in five year, but we will monitor it. Manhattan Drive and Route 127 on the west side is stable but will be inspected every 3 years but will be monitored. Manhattan Drive at North Champlain Street urgent repair need but inspection good, will keep with other side of Route 127. Riverside Avenue has three segments and for some of them we need homeowner’s permission to go onto the land so we are more limited on what we can do on the private property.

Commissioner Archambeau asked if there was imminent danger for people’s safety and City Engineer Baldwin stated with the unknown conditions sandy soil easily erodes. If people stop putting material on the banks, it will be okay. River system at the bottom depends on how close the river gets. Commissioner Archambeau asked if there were contingencies in place if there was another super soaker rain and was advised that, we could not prepare for loss of land.

Commissioner Bose asked about historical floods and loss of landscape considered safe for slope, stabilization. Is there more willingness by business owners to talk? City Engineer Baldwin stated we don’t have authority to walk onto property and look without homeowner consent.
Associate Engineer Philip Peterson stated that Public Works or consultants are measuring data we can collect to get more buy in for inspections. Information is shared with other city departments. Stormwater has consultants vetting this for future projects. DPW Engineer Baldwin stated there is a development review process for a scale of what is going on. We need to invest in outfalls. DPW Engineer stated that homeowners have done some work and some are working with consultants to stabilize banks.

Sharon Bushor, 862-3604, called in during public comment and stated that Riverside Avenue stability of slope banks the side not abutting the river that is an old landfill and the stability of the area is in question. The whole area needs to be looked at, as it is a safety and liability issue. She expressed appreciation for staff’s work on this.

ITEM 7 – PASSENGER RAIL PROJECT AND LAVALLEY LANE

Director Spencer and City Engineer Baldwin offered an introduction and also shared that Senior Engineer Susan Molzon will be working on this project. There are many partners in this. We are moving the bike path from the east side of the railroad tracks to the west side from College Street to King Street; Lavalley Lane is going to be relocated. A transformer has been installed for shore power to trains. Additional work still needs to go out to bid. Contract 4 includes the relocation of Lavalley Lane.

Commissioner Barr stated great presentation and it is high time we have rail in Burlington.

Commissioner O’Neill Vivanco agreed that it is an aggressive time line, lots of obstacles to make the time line and do we have support through the city? CE Baldwin stated there was tremendous support in the city. Lavalley Lane needs to be moved first. Asked when we could expect at the Commission and Mr. Baldwin stated next month. Commissioner Overby asked about the water treatment plant and the large vehicle challenge of getting in and out and was informed that the consultant was asked to evaluate this.

Commissioner Hogan asked about the rail being in close proximity to the critical wastewater infrastructure. City Engineer Martin Lee stated it is not water treatment so from that perspective it’s less challenging and that the existing footprint should be able to accommodate these changes.

ITEM 8 – RAILYARD ENTERPROSE PROJECT

Senior Engineer Susan Molzon offered an intro and said that we are in the preliminary engineering stage after years of scoping studies. The Cooperative agreement financing details include 80% federal, 10% state and 10% local. We will hire a consultant this summer and move forward with the three alternatives. This is a federal process with Federal Highway.
Commissioner Gilman asked if there was a better way of connecting Battery Street and Pine Street.

Commissioner Overby stated she had contacted City Engineer Molzon earlier to see if we could go back and look at other options.

Johnathan Eddy from the Waterfront Diving Center telephoned in and stated he was concerned about losing parking and warehouse space stating this would be detrimental to his business. He stated the King Street revitalization program should come off King Street.

Jacob Albee is looking forward to seeing how it goes. The sidewalk on the east side of the street is more functional as the west side pedestrians are more often on this side of the street and walking between cars, which is dangerous.

Director Spencer stated that we are engaging the property owners in the process, but that there is no public right of way between Pine Street and Battery Street.

ITEM 9 - APPROVAL OF DRAFT MINUTES

Commissioner Barr made a motion to approve the minutes. Commissioner Archambeau seconded. Commissioner Overby stated that there were two sentences she wanted removed one on page 2 and the other on the last page. Commissioner Barr accepted the friendly amendment Commissioner Archambeau seconded Unanimous approval

ITEM 10 – DIRECTOR’S REPORT

See Director’s Report.

ITEM 11 – COMMISSIONER COMMUNICATIONS

Commissioner O’Neill-Vivanco wanted to thank the Public Works staff for staying healthy all winter long.

Commissioner Overby heard that there was no longer an appeals process for permitting and inspections and asked for clarity. Assistant Director Baldwin stated that nothing has likely changed and appeals should still be coming before this commission.

Commissioner Archambeau is on the permit reform committee and had not seen or heard of any changes.
Commissioner Hogan referenced emails that may have appeared to come from him and offered a general warning about suspicious emails.

ITEM 12 – ADJOURNMENT & NEXT MEETING APRIL 21, 2021

Commissioner Archambeau made a motion to adjourn
Commissioner Barr seconded
Unanimous approval

Meeting adjourned at 9:15 p.m.
To: DPW Commissioners  
Fr: Chapin Spencer, Director  
Re: DPW Director’s Report  
Date: May 13, 2021

The May 2021 Public Works Commission meeting will be held online via Zoom.

**FY’21 Goals and Objectives – Mid Year Review:** Again for this month, please find a mid-year review of our progress towards our department’s FY’21 goals and objectives. The Commission reviewed our proposed departmental goals and objectives last fall. We are pleased to report that despite the pandemic, our staff has successfully advanced most of the objectives laid out in the document. Our progress is detailed in the last column. Thank you to Team DPW for all of their efforts especially during these challenging times. I am happy to answer any questions or clarifications prior to the meeting or during my Director’s Report at the meeting. This document should be helpful to the Commission’s annual review of the Director and City Engineer.

**Public Forum Comment on Locust Street:** I am drafting a written memo for the Commission following up on the public comment made last month regarding the Champlain Elementary Pedestrian Improvement Project. It is my plan to have that in advance of this coming Commission meeting.

**Upcoming Transportation, Energy & Utilities Committee (TEUC) Meeting:** The next TEUC meeting is scheduled for May 25 and its usual start time is 5:00pm. Last month they reviewed the Water Resources Rate Restructuring recommendation. This month they will be focusing on Consolidated Collection. Commissioners and members of the public are welcome to participate at this Council committee meeting as well to provide additional input on this important topic. We will be coming to the DPW Commission in June with the Consolidated Collection item. We are still working on a few key issues and we want to bring a complete packet to the Commission – which we will do in June.

**Water Resources Rate Restructuring and Affordability Program Analysis:** That you for the Commission’s comments and support of the recommendations at the April meeting. We will be bringing the full suite of recommended changes to the Board of Finance and the City Council on May 24. There will be a public forum at both meetings for any Water Resources customers who would like to comment before the Council acts.

**Clean Sweep & Painting:** Thank you to all the divisions that helped make the 2021 Clean Sweep a success. It took staff from Customer Service, Street Maintenance, and Traffic & Parking. Now that the streets are well swept we expect our painting contractor to start next week with their night work. Our crews are now out painting as well.

Please reach out with any questions prior to Wednesday’s Commission meeting.
# Public Works FY'21 Goals and Objectives - April 2021 Mid Year Review

**Our Mission:** To steward Burlington’s infrastructure and environment by providing efficient, effective and equitable public services

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>METRICS</th>
<th>DIVISION</th>
<th>COMMISSION ROLE</th>
<th>FY’21 STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DPW-wide Objectives</strong></td>
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</tr>
<tr>
<td>1 Respond to COVID-19 pandemic with internal protocols and external initiatives that protect our staff and meet the needs of our community</td>
<td>✓ ✓ ✓</td>
<td>DPW-wide</td>
<td>Approve changes that require Commission adoption</td>
<td>Implemented policies and protocols. Maintained critical water, wastewater and plowing services throughout. Initiated wastewater testing for COVID-19 prevalence which provided early notice to public health leaders and congregate care facilities.</td>
</tr>
<tr>
<td>2 Stand up asset management program to advance City’s capabilities and procure CMMS (computerized maintenance management system)</td>
<td>✓ ✓ ✓</td>
<td>DPW-wide</td>
<td>Provide feedback on draft plan</td>
<td>Staff launched multi-departmental initiative. Conducted successful procurement with 19 proposals. Council approved contract with VUEWorks in February. Contract executed and multi-departmental kick-off meeting held in March 2021.</td>
</tr>
<tr>
<td>3 Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by developing and implementing funding strategies with stakeholders</td>
<td>✓</td>
<td>DPW-wide</td>
<td>Evaluate and recommend funding strategies</td>
<td>COVID-19 delayed some W/WW/SW capital work. Continued elevated sidewalk and paving work into FY’21 - last year of FY’17-21 Sustainable Infrastructure Plan. CY'2021 workplan may shrink due to pandemic budget constraints, but we are actively evaluating whether American Rescue Plan funds and/or General Fund unassigned fund balance can supplement. Working now on next 5 year capital plan and will seek Commission guidance in coming months. We hope to bring it to voters at a special election in November 2021.</td>
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<tr>
<td>4 Enhance growth opportunities within department through professional development, job shadowing, succession planning, etc.</td>
<td>✓ ✓ ✓</td>
<td>DPW-wide</td>
<td></td>
<td>Internally promoted staff into 3 out of 4 open manager positions (Fleet Manager, Garage Operations Manager, Public Information &amp; Customer Service Manager). Used City's online training platform for continuing compliance training and we achieved 92% compliance rate. External training opportunities have been more limited during COVID-19.</td>
</tr>
<tr>
<td>5 Increase engagement of under-represented constituencies through enhanced outreach efforts while also ensuring capital project and maintenance prioritization does not inadvertently underinvest in these areas of the community</td>
<td>✓ ✓ ✓</td>
<td>DPW-wide</td>
<td></td>
<td>Multiple staff members are participating in Racial Equity, Inclusion &amp; Belonging Committee. Winter parking ban information translated into 5 languages. Resolved 44 year old street acceptance issue with BHA Franklin Square. Public Information Manager continuing to strengthen outreach. Preparing to implement Racial Equity Toolkit.</td>
</tr>
<tr>
<td>6 Reduce injuries through strengthened safety program that includes active safety committee and online Learning Management System</td>
<td>✓ ✓ ✓</td>
<td>DPW-wide</td>
<td></td>
<td>Reduction in recordable injuries (11 in 2020, 21 in 2019), a reduction in lost time injuries (1 in 2020, 3 in 2019) and a reduction in lost time days (9 in 2020, 88 in 2019).</td>
</tr>
<tr>
<td>7 Improve capital project accounting with enhanced systems, provide leadership in the development of formalized policies and procedures, and transition to multi-year capital budget accounting</td>
<td>✓ ✓ ✓</td>
<td>Tech Services, Water Res.</td>
<td></td>
<td>DPW staff fully engaged in strengthening capital project accounting. New chart of accounts and procedures implemented. A minor re-organization was completed.</td>
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<tr>
<td></td>
<td>Provide effective coordination with private projects through project review and coordinated investments</td>
<td>✓</td>
<td>✓</td>
<td>Deptment turns material review in agreed upon timelines. Assists applicants with helpful guidance. Cambrian Rise, Cambria Hotel, Bove's, CityPlace progress according to timelines.</td>
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<tr>
<td><strong>Cross-Division Objectives</strong></td>
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<tr>
<td>9</td>
<td>Expand preventative maintenance program of pavement, pavement markings, sidewalk, guardrails, railings, fences, valves, fleet and other infrastructure that has historically not been adequately maintained – and better prepare the department to maintain new assets</td>
<td>✓</td>
<td></td>
<td>Number of potholes, sewer plugs, main breaks decrease. Percent of fleet PMs to repairs increases. Maintenance crews trained and provided maintenance schedule for new assets.</td>
</tr>
<tr>
<td>10</td>
<td>Develop engineering standards that will efficiently direct future investments.</td>
<td>✓</td>
<td>✓</td>
<td>First phase of engineering standards compiled in FY21. Recommend adoption of standards to Council</td>
</tr>
<tr>
<td>11</td>
<td>Advance high priority capital projects (Champlain Parkway, Amtrak, PlanBTV Walk/Bike, Downtown Great Streets) in accordance with project schedules</td>
<td>✓</td>
<td></td>
<td>Projects advance according to project schedules. Annually budgeted capital projects completed.</td>
</tr>
<tr>
<td>12</td>
<td>Improve cost allocations between DPW and other departments (ie. have Water credited for fire protection service, contain growth of PILOT payments, end payment for parking enforcement, transfer crossing guard program to schools)</td>
<td>✓</td>
<td></td>
<td>More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.</td>
</tr>
<tr>
<td><strong>Division Objectives</strong></td>
<td></td>
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<tr>
<td>13</td>
<td>Integrate BPD &amp; DPW Parking Services through an plan that integrates Parking Enforcement budget, personnel and facilities into DPW</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>14</td>
<td>Leverage parking technology within Parking &amp; Traffic Division</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>15</td>
<td>Unify parking resources within DPW, branded as ParkBurlington, providing a singular parking resource</td>
<td>✓</td>
<td></td>
<td>Integrate DPW-managed, Parks-managed and third party parking assets under the management of Park Burlington</td>
</tr>
</tbody>
</table>

**Our Mission:** To steward Burlington's infrastructure and environment by providing efficient, effective and equitable public services
<table>
<thead>
<tr>
<th>No.</th>
<th>Goal Description</th>
<th>Accomplished?</th>
<th>Recommended?</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Improve parking experience through new services and technology</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Provide improved signage, communication tools and service (online and in person)</td>
<td>Parking &amp; Traffic</td>
<td>Review and provide input</td>
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<tr>
<td></td>
<td>Commission approved Downtown employee parking program and visitor validation program launched in Spring 2021 launch. The monument signs are illuminated. An interior wayfinding signage design will be complete by July 1.</td>
<td></td>
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</tr>
<tr>
<td>17</td>
<td>Expand use of transportation options while increasing safety of system and reducing overall environment impact consistent with City plans</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>18</td>
<td>Transition solid waste collection system for garbage, recycling and organics to a more integrated system</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Complete consolidated collection study (including evaluation of a municipally operated model) and get City Council direction in FY'21.</td>
<td>Maintenance</td>
<td>Review study and recommend approval to City Council.</td>
</tr>
<tr>
<td></td>
<td>Completed Consolidated Collection review with consultant GBB. Recently completed analysis of a municipally operated system. Now we will be seeking Commission and Council recommendation for path forward.</td>
<td></td>
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<tr>
<td>19</td>
<td>Implement Phase I of Clean Water Resiliency Plan capital upgrades in FY'21</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Complete upgraded programmable logic control (PLC) system and disinfection system at WWTPs. Initiate construction of Green Stormwater Infrastructure and pump station upgrades in FY'21.</td>
<td>Water Resources</td>
<td>Recommend approval of CWRF borrowing to City Council.</td>
</tr>
<tr>
<td></td>
<td>Commission recommended approval of CWRF borrowing. PLC and disinfection system upgrades complete at WWTPs. South End GSI and two pump station upgrades will be constructed CY'21.</td>
<td></td>
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</tr>
<tr>
<td>20</td>
<td>Restart and complete rate study and get Council approval for updated rate structure for Water, Wastewater and Stormwater utilities</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Develop options for rates / incentives / programs for public review. Council decides on new rate structure by April 2021 for FY'22 budgeting. Postponed due to COVID. Considering how to advance in FY21 given COVID financial impact to customers who may be impacted by rate structural changes.</td>
<td>Water Resources</td>
<td>Review proposed rate structure, recommend to Council</td>
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<td></td>
<td>Commission provided initial input at January 2021 meeting. Staff seeking Commission recommendation for Council approval at April 2021 meeting.</td>
<td></td>
<td></td>
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<tr>
<td>21</td>
<td>Advance second phase of Water Resources staffing plan for increased operational sustainability</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>22</td>
<td>Complete Integrated Water Quality Management Plan for how City will meet its Clean Water Act regulatory obligations and its local water quality priorities &amp; begin implementation</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of high priority projects, completion of financial capability analysis.</td>
<td>Water Resources</td>
<td>Review and provide feedback on final draft of Integrated Plan</td>
</tr>
<tr>
<td></td>
<td>Commission provided input at July 2020 meeting. Staff finalizing plan with VT Dept of Environmental Conservation.</td>
<td></td>
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<tr>
<td>23</td>
<td>Improve process for customer requests related to transportation, traffic calming, and parking regulations</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Reduce outstanding traffic calming requests and reduce time to resolution and closing customer requests in SeeClickFix.</td>
<td>Technical Services, Administration</td>
<td>Consider potential process changes for evaluating requests.</td>
</tr>
<tr>
<td></td>
<td>Commission provided input on draft Traffic Calming program at September 2020 meeting. Staff has taken input and updated Traffic Calming program and procedures.</td>
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</tbody>
</table>

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