

Burlington Department of Public Works Commission Meeting
Draft Minutes, 15 February 2017
645 Pine Street

Commissioners Present: Tiki Archambeau (Vice Chair); Jim Barr; Chris Gillman (Clerk) (*arrives at 6:40pm*); Solveig Overby; Jeff Padgett (Chair). **Commissioners Absent:** Robert Alberry; Justine Sears.

Item 1 – Call to Order – Welcome – Chair Comments

Chair Padgett calls meeting to order at 6:36pm and makes opening comments.

Item 2 – Agenda

Commissioner Overby requests moving Consent Agenda Item A to Agenda Item 4.1; Vice Chair Archambeau requests moving Consent Agenda Items C and D to Agenda Items 4.2 and 4.3 respectively. Vice Chair Archambeau makes motion to approve altered Agenda and is seconded by Commissioner Barr.

Action taken: motion approved;
“Ayes” are unanimous.

Clerk Gillman arrives

Item 3 – Public Forum (3 minute per person time limit)

Lani Ravin, of East District University of Vermont, speaks on Consent Agenda Item E.
Sharon Bushor, Ward 1, speaks on Consent Agenda Item E.
Richard Hillyard, Ward 1, speaks on Colchester Ave redesign.

Item 4 – Consent Agenda

B. Traffic Status Report
E. Colchester Ave/Centennial Field Crosswalk Improvement Project

Commissioner Barr makes motion to accept altered Consent Agenda and is seconded by Vice Chair Archambeau.

Action taken: motion approved.
“Ayes” are unanimous.

Item 4.1 – 94 College St Encumbrance Metered Parking Rates

A) Communication
B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 4.1 with DPW Director Chapin Spencer and DPW Engineer Laura Wheelock answering.

C) Public Comment
D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: support the use of the ROW under the terms of the License Agreement between the City of Burlington and ICV, and their application for encumbrances on College Street and Pine Street.

Seconded by Clerk Gillman
Discussion

Action taken: motion approved.
Commissioner Alberry: *not present*
Vice Chair Archambeau: Aye
Commissioner Barr: Aye
Clerk Gillman: Aye
Commissioner Overby: Nay

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Commission
prior to meeting

Chair Padgett: Aye
Commissioner Sears: *not present*

Item 4.2 – Modify an Existing Unrestricted Parking Space on King St to a 30 Minute Parking Space on King St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.2 with Director Spencer, City Engineer and Assistant Director for Technical Services Norm Baldwin, and Engineering Technician Phillip Peterson answering.

- C) Public Comment

- D) Commissioner Discussion

E) Motion made by Vice Chair Archambeau to accept staff's recommendation: the modification of the unrestricted parking space located on the south side of King Street in the first space west of South Champlain Street to a 30-minute metered parking space.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved.

"Ayes" are unanimous.

Item 4.3 – Modify an Existing No Time Limit Metered Parking Space to a 30 Minute Metered Parking Space on St. Paul St

- A) Communication
- B) Commission Questions

Vice Chair Archambeau asks questions on Item 4.3 with Director Spencer and Technician Peterson answering.

- C) Public Comment

- D) Commissioner Discussion

E) Motion made by Commissioner Barr to accept staff's recommendation: the modification of the No Time Limit Metered parking space located on the west side of Saint Paul Street in the third space south of College Street to a 30-minute metered parking space.

Seconded by Clerk Gillman

Discussion

Action taken: motion approved.

Commissioner Alberry: *not present*

Vice Chair Archambeau: Nay

Commissioner Barr: Aye

Clerk Gillman: Aye

Commissioner Overby: Aye

Chair Padgett: Aye

Commissioner Sears: *not present*

Item 5 – 32 Brookes Ave Appeal – 3rd Floor Egress Issue

****AGENDA ITEM 5 REMOVED PRIOR TO COMMISSION MEETING****

Item 6 – 210 South Union Sprinkler Appeal

****Engineer Baldwin introduces and summarizes the appeal****

A) Oral Presentation by Appellant Chad Tyler who ~~responds to the city's case~~ presents his appeal.

B) Communication by Senior Assistant City Attorney Gene Bergman, Engineer Baldwin, Senior Building Inspector Ned Holt, Building Inspector Brad Biggie, and City Fire Marshall and Battalion Chief

Barry Simays, who introduce the city's evidence packet ("DPW - #1) concerning the 210 South Union appeal for the record – Mr. Tyler replies with Attorney Bergman answering.

C) Commissioner Discussion

The Commission talks on Agenda Item 6 with Attorney Bergman, Engineer Baldwin, Inspector Holt, and Mr. Tyler responding.

D) Action Requested – No action taken. Vote in Executive Session Commission will deliberate later.

Item 7 – Request For Appeal For 395 Manhattan Dr

Chris Khamnei, requester of appeal, introduces and summarizes his request

A) Commissioner Discussion

Chair Padgett, Vice Chair Archambeau, and Commissioner Overby engage in a discussion over Item 7 with Attorney Bergman and Mr. Khamnei responding.

B) Public Comment

C) Motion made by Commissioner Overby to have the Commission deliberate later in Executive Session, regarding over whether the Commission has jurisdiction on an appeal concerning whether an inspector has the right to enter private property without notifying the owner.

Seconded by Commissioner Barr.

Discussion

Action taken: motion approved;

"Ayes" are unanimous.

Item 8 – Maintenance Division Report

Motion made by Commissioner Barr to table Item 8, and is seconded by Clerk Gillman – "Ayes" are unanimous

Item 9 – Burlington Harbor Marina Update

A) Communication by Director Spencer and Burlington Harbor Marina Developer Jack Wallace who speak on the city's Harbor Marina project. Director Spencer and Jack Wallace provided an overview of the project history, components, agreements and operational considerations due to the proximity to the water plant. Director Spencer informed the Commission that future Commission action would be necessary for the regulation of parking at the East Lot, Lake Street Extension, and potentially at the Plaza.

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B) Commission Questions

Vice Chair Archambeau and Commissioner Overby ask questions on Item 9 with Director Spencer answering.

C) Public Comment

D) Commissioner Discussion

E) Action Requested – None.

Item 10 – Approval of Draft Minutes of 1-18-17

The Commission tables Draft Minutes of 1-18-17 until 3-15-17 meeting

Item 11 – Director's Report

Director Spencer reports on Assistant Director – Parking & Traffic DPW (interim) Paul Bohne having started work; the Champlain Parkway update report to be included in the meeting packet having been posted at www.champlainparkway.com; the attached BTV Stat presentation metrics and state report having been put together for the department by the Assistant Directors; the State's water inspection report having been completed with no infractions found no deficiencies at our water plant; the upcoming FY'17 mid-year plan review report for the Commission; and the passing of Water Working Foreman Leo

Legrand. Commissioner Overby asks about Service Level Agreement Periods in the ~~metrics and stats~~ [BTV Stat](#) report with Director Spencer answering.

Item 12 – Commissioner Communications

Clerk Gillman comments on the Commission's use of city emails for official correspondence; Commissioner Barr comments on snow removal/parking ban related phone calls he has received from Ward 1 residents; Chair Padgett comments on a draft document he is putting together concerning the Commission's powers and duties; Commissioner Overby comments on the "New Commissioner" binder she received when first joining the commission.

Item 13 – Adjournment & Next Meeting Date – February 16, 2017

Motion to adjourn made by Commissioner Barr and seconded by Clerk Gillman.

Action taken: motion approved;

"Ayes" are unanimous.

Meeting adjourned at 9:26pm.

Burlington Dept. of Public Works FY'17 Key Initiatives

	DIVISION	KEY INITIATIVE	Operational Excellence	Exemplary Cust. Serv.	Culture of Innovation	EXPECTED OUTCOMES & NOTES	COMMISSION ROLE	METRICS	FY'17 MID YEAR STATUS
1	DPW-wide, CIO	Conduct Project Management pilot across City government with support of a PM consultant.	✓			Completion of pilot. Determination of next investment to strengthen City's PM capabilities and systems across City.		Updated policies.	Have implemented a cross-departmental project management platform Teamwork.com.
2	DPW-wide	Complete asset management plan to advance City's capabilities and begin implementation of a CMMS (computerized maintenance management system)	✓	✓	✓	Create asset mgmt plan mainly for the Water Resources that also includes a city-wide needs assessment. Procure CMMS tool in FY'17.	Provide feedback on draft plan	Completion of plan. Number of service interruptions, service complaints. Will develop and refine operational metrics through plan development.	Phase II for WR Division is underway https://www.burlingtonvt.gov/AssetManagement
3	DPW-wide	Continue to close capital funding gaps across asset classes (Water, WW, Stormwater, Fleet, Streets, Sidewalks, Signals, Facilities) by implementing strategies with stakeholders	✓			The city-wide capital plan sets funding targets. Adequate capital funding levels replace assets on schedule, increase service reliability and reduce costly emergency repairs.	Evaluate and recommend funding sources	Annual capital expenditures vs.the total annual capital needs for each asset class	Successful bond vote in November will increase capital reinvestment for next 5 years in Water, Streets, Sidewalks, Fleet, Buildings
4	DPW-wide	Manage finances within policy and budgetary parameters	✓	✓		Budget targets are met and there are no major audit findings.		Financials meet or exceed budgeted targets across all funds, Fund balances % of goal.	GF and enterprise / revenue funds all performed better than budget in FY'16. FY'17 tracking well.
5	DPW-wide	Strengthen operational policies and procedures	✓		✓	All DPW operational policies located in central folder. Smooth internal operations with clear policies and procedures. Clear expectations about engaging other divisions and departments.		At least 10 new written policies / procedures approved by Director or Assistant Directors	Additional SOP's in development. Expect to have 10 signed SOP's completed in FY.
6	DPW-wide	Increase employee participation in professional development opportunities	✓	✓	✓	Further increase productivity of workforce, staff morale and internal promotions. Expectation is that every employee will take advantage of at least one prof. development opportunity each year.		At least 90% of staff that took advantage of professional development opportunity over last year	Strengthening safety trainings. Developing training log to better record certifications and trainings obtained.
7	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 at end of FY'15. Small professional services contract to develop annual report.	Review, modify and monitor KPI's	Existence and use of KPI's	Developed KPI's for BTV Stat. See attached.
8	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	Utilize metrics developed by City's Diversity & Equity Core Team	Commission Chair attended diversity training. Additional recruitment efforts being made to reach out to diverse communities.
9	DPW-wide	Strengthen safety program	✓	✓		Safety Manual completed in FY'16, printed in FY'17. Actively participate in citywide risk management effort. DPW Safety Team meets at least quarterly. Host voluntary Project Worksafe Audit.		Number of workdays lost to work-related injuries	Hosting Project Worksafe inspections. Increased trainings. Safety team meeting quarterly. Set benchmarks.
10	CEDO, CIO, DPW-wide	Participate in city-wide public engagement and communications plan		✓	✓	Assist City in developing Civic Engagement Plan (incl. social media) to achieve a more informed and engaged community. May wait until FY'18, dependant on other departments.	Recommend Commission-related communication improvements	Completion of plan	With upcoming expanded capital reinvestment, we are proposing a communications staffer.
11	DPW-wide	Begin to measure department-wide customer service		✓	✓	More responsive department. Begin customer service surveys in FY'17.		Response time for a subset of Request For Service categories	Included in BTV Stat KPIs.
12	IT, P&Z, Assessor, DPW	With CIO, develop document retention policy and document management system that enables DPW to efficiently store and retrieve plans, permits, documents	✓			Greater protection of city records. Reduced staff time spent filing and searching.		Electronic document management system for plans, permits	City policy on document retention developed. Now a document management system needs to be developed.
13	ROW, Tech Services	Expand preventative maintenance program of pavement, sidewalk, guardrails, railings, fences and other infrastructure that has not been traditionally funded	✓			Better maintenance of all infrastructure within the ROW. Reference costs in the city-wide capital plan.		Activities are budgeted for and completed. Number of potholes, sewer plugs, main breaks decrease.	Now included in 10-Year Capital Plan.
14	Tech Services, Water Res.	Develop engineering standards and street design guidelines	✓		✓	Contract out development of standards, guidelines that will efficiently direct future investments. Initially focus on downtown for TIF streetscape investments.	Recommend adoption of standards to Council	Adoption of standards	Great Streets consultant developing street design standards for downtown. More detailed engineering standards will also be needed.
15	Tech Services	Complete division re-organization and support teams through transition to best position Division to respond to current and future needs	✓	✓	✓	High performing department effectively delivers projects and services. Be an employer of choice. Revised job descriptions and org charts go to Board of Finance and Council for approval.		Re-organization accomplished.	In process.

passed out to Commission

Burlington Dept. of Public Works FY'17 Key Initiatives

16	Tech Services	Increase technical staff capacity in Technical Services	✓	✓		Team has resources to tackle additional capital projects (including downtown TIF) identified in the City's capital plan.		Staffing needs met with appropriate staff resources. Additional metric forward could include report on projects completed.	Positions posted. Hiring process underway for Engineer, Associate Planner.
17	Tech Services	Advance high priority capital projects in accordance with project schedules	✓			High priority projects (Champlain Parkway, Great Streets, PlanBTV Walk/Bike implementation, Railyard Enterprise Project) advance on schedule.		Projects advance according to project schedules.	Champlain Parkway project construction date of fall 2018 has held for the last year.
18	Traffic	Substantially complete Phase II of major capital repairs in garages	✓	✓		Assessment-recommended capital repairs underway to extend lifespan of aging municipal garages. Complete \$6M+ investments by end of FY'17.	Review and provide input on funding strategy	Short term capital repairs completed	Phase I completed. Seeking Council authorization to borrow for Phase II this month. Expect to start work in spring.
19	Traffic	Implement comprehensive upgrade to garage operations including an enhanced PARCS system				New PARCS system allows for greater automation of garages, transition of attendants to ambassadors, new validation program, and new lease options for customers.	Review and approve new lease and rate changes	Enhanced PARCS system installed. Begin to see increased net income from the garages.	Commission has approved updated leases/agreements. Consultant hired to develop RFP for PARCS procurement. Collaborating with Airport and BPA.
20	Traffic	Implement downtown parking and transportation improvements -- Phase II policy and funding recommendations from Downtown Parking Study	✓	✓		Improve customer experience while also enhancing the sustainability of our parking system. Begin to have Traffic Fund support broader downtown transportation and related infrastructure needs.	Review and approve changes	Phase II policy and rate changes implemented	Council approved Parking & Transportation Agreement with BBA on 1-23-17.
21	CIO, Tech Services	Assist completion of permit reform report and begin implementation	✓	✓	✓	Led by CIO. Inspection Services will be actively engaged.		Plan substantially complete	Final draft of recommendations being reviewed currently. Report will be out by spring.
22	Maintenance, CT, Parks	Explore City-wide fleet model for managing City's vehicles			✓	Launch pilot to share DPW and Parks admin fleet. Review existing structure and make recommendations to Administration. May include review of City's facility maintenance structure and BSD fleet.	Review provide feedback on study	Study of fleet (and facility?) structure underway in FY'17	Behind schedule. Have discussed merging fleet maintenance with BSD. Upgrading shop this spring.
23	Traffic, Water Resources, CT office, Schools	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)	✓			More appropriate cost allocations between departments / funds. Would enable Traffic and Water divisions to better reinvest in their aging systems.		FY'18 budget has fairer allocation of costs	PILOT conversations underway. Parking enforcement transfer reduced.
24	Water Resources	Develop capital plans for stormwater and wastewater infrastructure - including a comprehensive assessment of existing assets and future biosolids handling/processing needs	✓			This will allow project, rate planning and coordination of work for collection system with capital street program. Procure consultant to determine how best to deal with biosolids (in partnership with CSWD).		Capital plans complete for Wastewater and Stormwater	Dubois & King developed 10 Yr prioritized capital plan. Launching Pipe Condition assessments work for SW and WW. Vast improvements in coordination between WR and street capital; creation of a capital planning GIS map.
25	Water Resources	Integrated Water Quality Management Plan development	✓		✓	Advance planning necessary to develop an Integrated Water Quality Management Plan which outlines how the City will meet its various Clean Water Act regulatory obligations and its local water quality priorities.	Review interim elements and final Integrated Plan	Obtain SW funding. Completion of interim project milestones such as: Wet weather/stormwater master plan, selection of 35 high priority projects, completion of financial feasibility studies.	Advancing Integrated Planning process.
26	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.	Review proposed rate structure, recommend to Council	Rates clearly tied to need and adopted.	Working with consultant to project future WW rates. Looking at similar work for W and SW.
27	Water Resources	Comply with TMDL (Total Maximum Daily Load) regulations -- continue chemical trial at Main & North WW plants to determine ability to meet TMDL regulations for phosphorous reduction through optimization	✓		✓	Obtain reasonable Main WW discharge permit in early FY'17. Continue optimization efforts to help us reach compliance.	Monitor policy and understand cost impact	Track/develop cost per pound of P removed via Ferric versus Alum.	Optimization continuing. P from WWTP reported through BTV Stat.
28	Water Resources	Improve compliance with Stormwater sections of Chapter 26 ordinance through increased site inspections of construction sites and post-construction practices.	✓	✓		through poss. increase of staff resources, inc. compliance inspections for construction EPSC practices. Complete formal process of recording maint. and access agreements for post-const. practices. Ensure public		# of construction and post-construction compliance inspections.	Hired new SW Program Manager. Will provide progress report by end of FY.