



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street, Suite A
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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

MEMORANDUM

TO: PUBLIC WORKS COMMISSION
FM: STEVEN GOODKIND, DIRECTOR
DATE: APRIL 10, 2012
RE: PUBLIC WORKS COMMISSION MEETING

Enclosed is the following information for the meeting on April 18, 2012 at 6:15 PM at 645 Pine St, Main Conference Room.

1. Agenda
2. Main St. & St. Paul St. Parking Change
3. N. Union at Loomis Mid-Block Crossing
4. 116 University Pl. – Add a Greyhound Bus Stop
5. Corner of Battery St. & Kings St Parking Changes
6. 127 Bank St. – Add 15 Minute Parking Space
7. Conceptual Approval for CCTA Transit Station on St. Paul St.
8. Operation Clean Sweep
9. Performance Report
10. Minutes of 2/15/12 & 3/21/12

An Equal Opportunity Employer

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call 802.863.9094 (voice) or 802.863.0450 (TTY).



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Steven Goodkind, P.E.
DIRECTOR OF PUBLIC WORKS
CITY ENGINEER

M E M O R A N D U M

To: Martha Gile, Clerks Office
From: Steve Goodkind, Director
Date: April 10, 2012
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **April 18, 2012**
Time: 6:15 – 9:00 p.m.
Place: 645 Pine Street – Main Conference Room

A G E N D A

ITEM

- 1 Agenda
- 2 Public Forum – 5 Minutes
- 3 10 Min Main St. & St. Paul St Parking Change
 - 3.10 Communication , J. Fleming
 - 3.20 Discussion
 - 3.30 Decision
- 4 10 Min N. Union at Loomis Mid-Block Crossing
 - 4.10 Communication, J. Fleming
 - 4.20 Discussion
 - 4.30 Decision
- 5 10 Min 116 University Pl. – Add a Greyhound Bus Stop
 - 5.10 Communication, J. Fleming
 - 5.20 Discussion
 - 5.30 Decision

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- 6 10 Min Corner of Battery St. & King St. Parking Changes
 - 6.10 Communication, J. Fleming
 - 6.20 Discussion
 - 6.30 Decision

- 7 10 Min 127 Bank St. – Add 15 Minute Parking Space
 - 7.10 Communication, J. Fleming
 - 7.20 Discussion
 - 7.30 Decision

- 8 25 Min Conceptual Approval for CCTA Transit Station on ST. Paul St
 - 8.10 Communication, A. Frank
 - 8.20 Discussion
 - 8.30 Decision

- 9 5 Min Operation Clean Sweep
 - 9.10 Communication, S. Goodkind
 - 9.20 Discussion

- 10 10 Min Sidewalk Plowing
 - 10.10 Oral Communication, J. Wood
 - 10.20 Discussion

- 11 10 Min Traffic Signal Plan
 - 11.10 Oral Communication, S. Goodkind
 - 11.20 Discussion

- 12 30 Min Performance Report
 - 12.10 Presentation, S. Goodkind
 - 12.20 Discussion

- 13 Minutes of 2/15/12 & 3/21/12

- 14 Chair's Report

- 15 Director's Report – Various issues from March meeting

- 16 Commissioner Communications

- 17 Committee Reports

- 18 Policy Update

- 19 Adjournment



MEMORANDUM

April 9, 2012

TO: Public Works Commission
FROM: Joel Fleming *JF*
RE: Main and St Paul Street Parking Changes

Background:

This coming summer the farmers market is going to be shutting down St Paul Street from Main Street to College Street on Saturday mornings. In order for these changes to work some of the parking spaces would have to be switched around. Parks and Recreation and the organizers of the farmers market have been working with the Mayor's office and Car Share Vermont to figure out a solution that will work for everyone.

Observations:

The Mayor has agreed to his parking space being moved from the western most space on Main Street at St Paul Street to the southernmost space on the east side of St Paul Street. This will allow the Car Share Space, currently on the west side of St Paul Street, to be moved to where the Mayor's spot is currently.

Conclusions:

There is not a net loss or gain to parking at this location. This change will help Car Share Vermont utilize their parking space all week long and let the farmers market utilize all of St Paul Street on Saturday mornings.

Recommendations:

Staff recommends that the mayor's space is moved to St Paul Street and the Car Share space is moved to Main Street at St Paul Street as Shown in the drawing.

Joel Fleming

From: William Burns
Sent: Wednesday, March 14, 2012 6:44 AM
To: Joel Fleming
Subject: FW: Farmer's Market Issues

Follow Up Flag: Follow up
Flag Status: Completed

About moving the Mayor's spot and the CSV spot.

William P. Burns
Traffic Foreman
Crossing Guard Supervisor
645 Pine Street
Burlington, VT 05401
(802) 863-6351 Work
(802) 863-0466 Fax

From: Mari Steinbach
Sent: Tuesday, March 13, 2012 5:32 PM
To: Seth Lasker; Steve Goodkind; Schirling, Mike
Cc: Ronald Gore; William Burns; Deryk Roach; Joe Reinert; 'spencerwelton@hotmail.com'; Christopher Wagner; 'Kelly Devine'
Subject: Farmer's Market Issues

OK – here's my attempt to address all items at once that remain outstanding issues for the Farmer's Market and its impending move into St Paul Street:

Fire (Seth): Please reiterate the width required once an apparatus is on the street, as well as how much room – length and width – Fire would need to access the storefronts lining the street. There has now been a lot of discussion after the fact regarding actual space needed, if it needs to access a building, which wasn't brought up by Fire in our initial discussion. Probably the real reason for that is we are now talking with the business owners/ reps on the west side of the street, who have an interest in vendor and participant flow. To that end, we've begun more formal introduction of farm vendors on the western side of the street. To allow for the large turning radius from College to St Paul, our plan is to not place market vendors until after (south side) the curb cut for the corner parking lot. We've also certainly left the alley way north of Am Flatbread open also, with at least a few feet buffer on either side.

DPW:
Ron, there's been much discussion now about businesses expanding their marketing and vending onto the west sidewalk in front of their shops. Citing the language you provided from Ordinance Section # 27-31, Obstructing Streets & Sidewalks.

Obstruction permits are issued with the requirements to allow public access to a streets or roadways during a project (construction) or an event which would block these areas. The applicant would need to provide an alternate route for public access, by providing a pedestrian or traffic plan approved by DPW. Do you have a suggestion on the width of acceptable vendor setups on the west sidewalk that you could recommend? Someone from outside the organization has suggested that 9' is a guide. Is there a preference for vending to occur closest to the building, or is serpentine style generally acceptable?

Second, former Pacific Rim location has been issued a P&Z permit – I understand that belongs to American Flatbread and that construction will occur sometime this summer. Is there a way to coordinate activity, including dumpster location so that it's not in the street during the Saturday market?

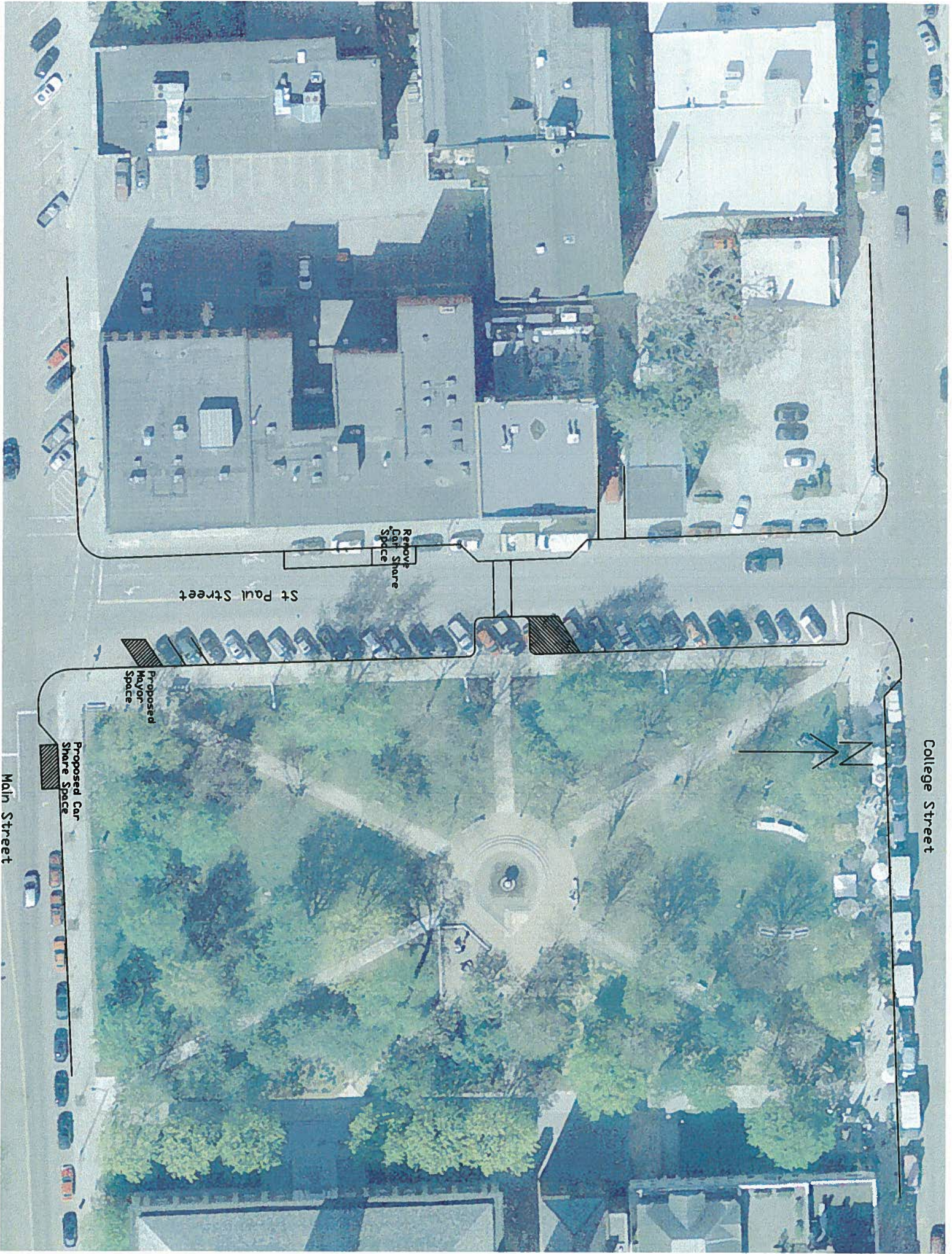
Steve, Billy: Car Share VT, as well as Mayor Kiss, is on board with Mayor parking spot relocation to the first car spot on St. Paul Street against the park – around the corner from where it now is. Then CSV would take the current Mayor's spot on a permanent basis. Can you please move it through the appropriate process, tell us what that precisely

is, and the timeline? CSV wants to begin notifying its members right away that the change will happen by May 12 at the very latest.

Steve: Mike, you and I should talk more about the appropriate way to sign the parking on St Paul St. It's now been suggested that rather than bagging meters, permanent signs should be placed to notify people that no parking may occur on Saturdays May 12 – October... 6:30 a.m. – 2:30 p.m. This will take some coordination and sign resources, and we need agreement about what precisely to do and the processes.

I think this is all that we'd noted a need to still address. Please copy all in your response...we are all eager to wrap this up by the end of this week if at all possible. Thanks greatly to each and every one of you for your help!

Mari Steinbach, CPRP, MPA
Parks & Recreation Director
City of Burlington
645 Pine Street, Ste B
Burlington, VT 05401
(802) 865-7557
msteinbach@ci.burlington.vt.us
www.enjoyburlington.com



College Street

Remove
Golf Share
Space

St Paul Street

Proposed
Mayor
Space

Proposed Car
Share Space

Main Street



MEMORANDUM

April 9, 2012

TO: Public Works Commission
FROM: Joel Fleming JF
RE: North Union Street at Loomis Street Midblock Crossing

Background:

Earlier this year it came to staff's attention that there was a handicapped ramp on North Union Street at Loomis Street but there was not a Crosswalk. Staff examined the area to see if a crosswalk at this location was needed.

Observations:

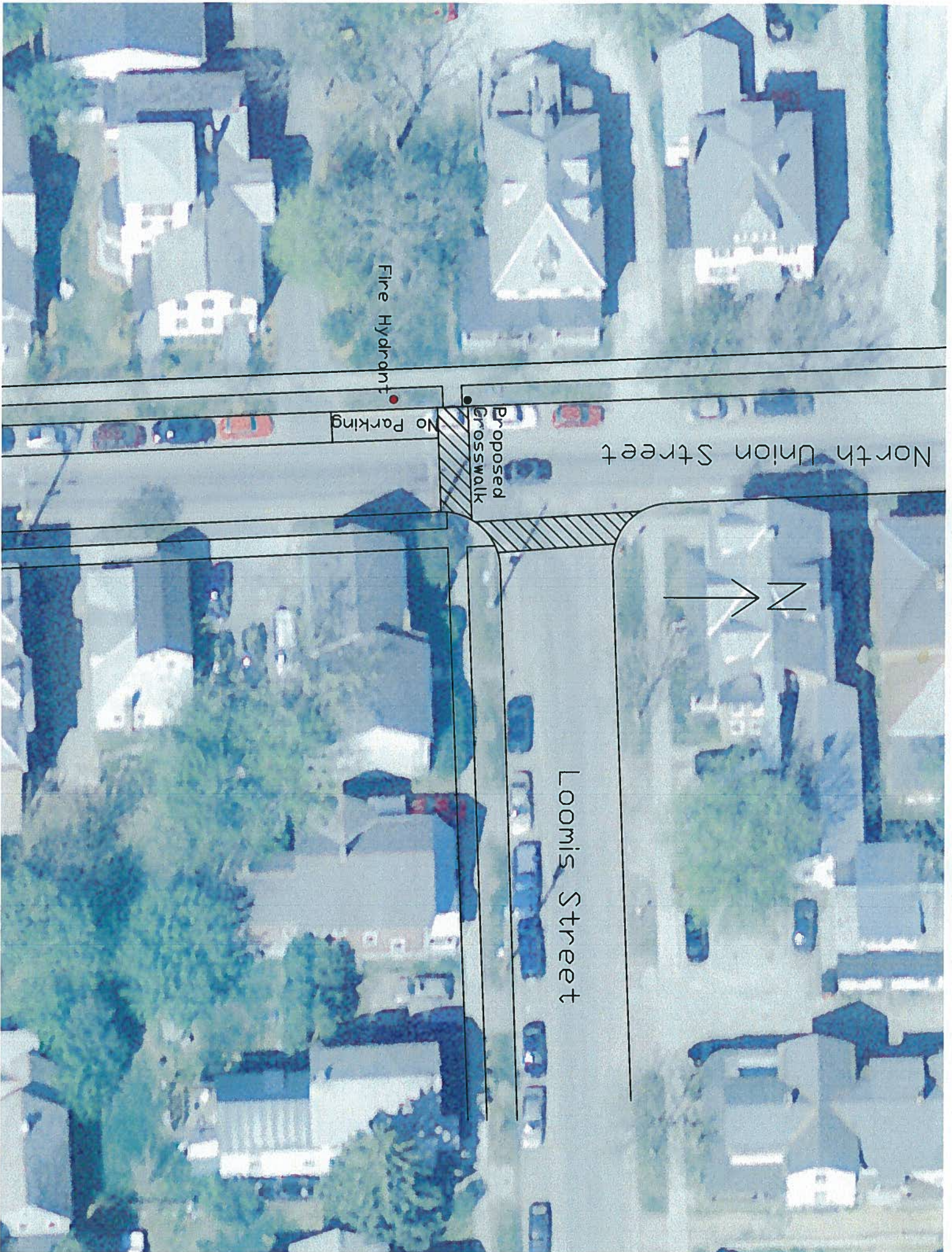
Staff went out to the site to look at the proposed Crosswalk location. Staff examined the site distance and lighting requirements for a midblock Crosswalk. If staff removed parking directly south of the crosswalk it would allow for 200 feet of site distance. The required sight distance for a street with a 25MPH speed limit is 150 feet. This location has an overhead street light directly above the proposed crosswalk. This proposed crosswalk would be the only crosswalk across North Union Street between Pearl Street and North Street.

Conclusions:

This location fits all of the criteria for a midblock crossing. There is adequate sight distance, lighting and a need for a crosswalk at this location.

Recommendations:

Staff recommends that 2 parking spaces are removed from the west side of North Union Street in order to put a midblock crossing at Loomis and north union Streets.





MEMORANDUM

April 9, 2012

TO: Public Works Commission
FROM: Joel Fleming JF
RE: 116 University Place Bus Stop

Background:

In February Staff received a request for a Bus Stop in front of 116 University Place by Greyhound Lines, Inc. Greyhound Lines, Inc. had been working with UVM to provide a more convenient bus stop for UVM students without hindering the UVM shuttle bus services.

Observations:

Staff went out to the site to look at the proposed Bus Stop location. Currently parking is restricted at this location so there would not be a net loss of parking spaces. UVM is the only stake holder in this area so staff did not contact any other residents.

Conclusions:

Adding a bus stop at this location does not seem to have any negative effect to the surrounding area. It will allow easier access for students coming in and out of the city on the bus.

Recommendations:

Staff recommends that a bus stop is placed in front of 116 University Place.

From: Bamberski, Stephen [<mailto:Stephen.Bamberski@greyhound.com>]
Sent: Monday, February 13, 2012 12:58 PM
To: Joel Fleming
Cc: Stuckert, Donna; Burak, Evan; Fleischhauer, Michael; jim.barr@uvm.edu
Subject: New Greyhound bus stop on 116 University Place RTT

Mr. Fleming:

My name is Steve Bamberski with Greyhound Bus Lines. I have been referred to you by Mr. Jim Barr, Director of Transportation at the University of Vermont, in regards to a new bus stop at the Royal Tyler Theater (RTT) on 116 University Place in Burlington. I was told that you were the person to contact on this issue and that there is a request process.

Recently, Mr. Barr and I have been discussing a potential new bus stop at RTT in order to provide a more convenient bus stop for the students on campus. Currently, Greyhound stops at the Burlington International Airport and at 119 Winooski Street. We are not going to change the Burlington International Airport stop; we just want to change the 119 Winooski Street stop to now stop at RTT. Customer feedback and the scarce number of passengers boarding at 119 Winooski Street have influenced this proposal.

We, Greyhound, are seeking permission to stop at 116 University Place (directly in front of RTT) on all of our schedules. The reason we wish to stop in front of RTT instead of at the bus stop on campus is because it might conflict with Campus shuttle service and other bus service. By stopping in front of RTT, we will not be conflicting with any other bus services. For Greyhound, this will be a "stop & go" operation. The Greyhound buses will not be stopped for more than 5 minutes. The plan is to stop, unload/load passengers and then continue to the Airport.

We are not adding any additional routes at this time; this will only effect our current schedules which is outlined in further detail in the attachment to this e-mail (The attachment is the proposal that Jim Barr (UVM) and I have agreed on... it has the daily times that Greyhound will be stopping at 116 University Place)

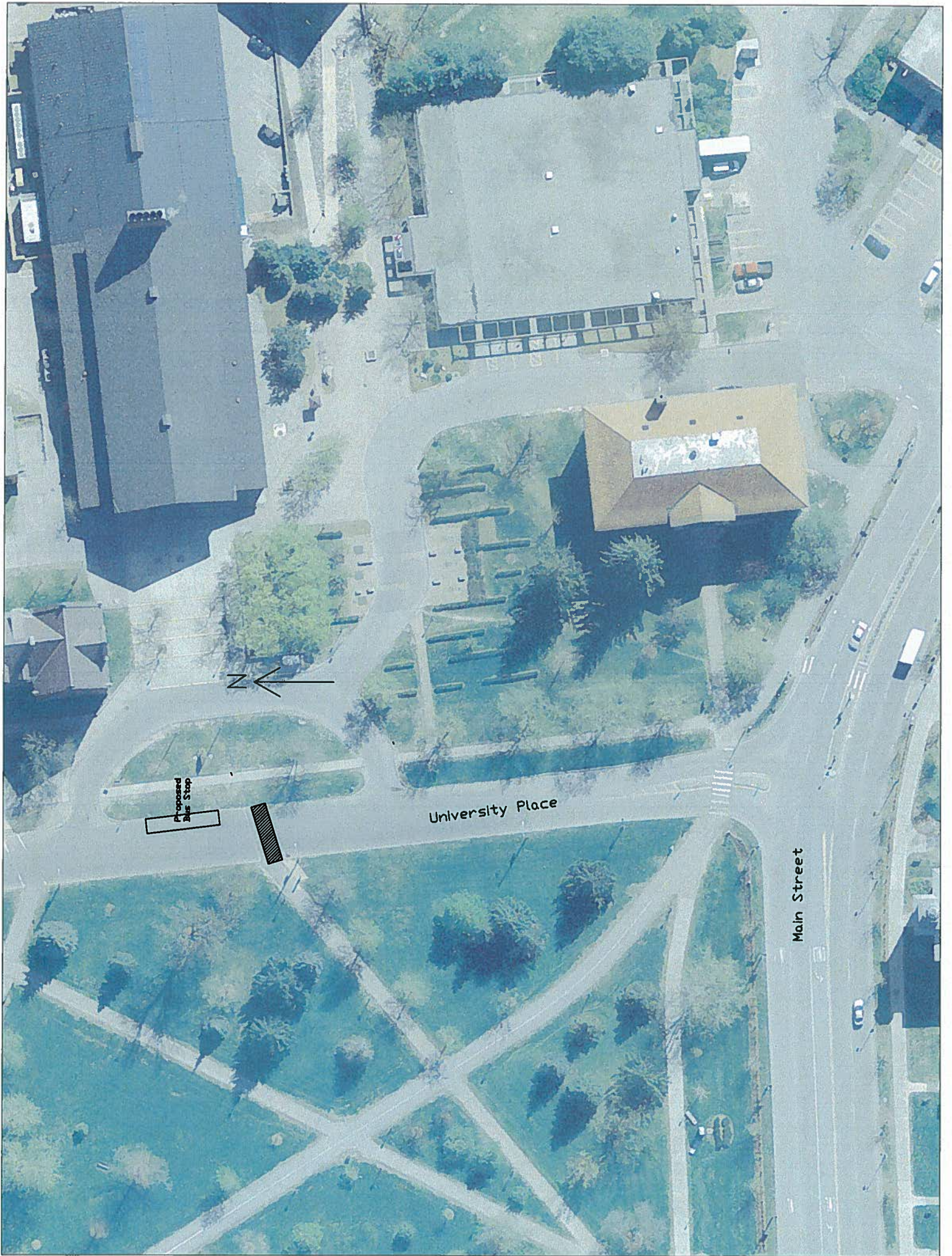
Thank you for your time, and I look forward to your feedback. Have a great day!

Respectfully,

Stephen Bamberski | Operations Supervisor | **Greyhound Lines, Inc.**

44 Sykes Mountain Ave, White River Jct, VT 05001 | p 802.295.3317 | f 802-296-7527 |

stephen.bamberski@greyhound.com



Proposed
Bus Stop

University Place

Main Street



MEMORANDUM

April 9, 2012

TO: Public Works Commission
FROM: Joel Fleming *JF*
RE: Parking changes on the corner of Battery Street and King Street

Background:

This past summer a new building was built on the southeast corner of Battery Street and King Street. The building has a mixture of uses from office to retail. There is a parking garage on site that provides parking to all people working in and around the building. The building owner, ICV, asked staff to establish parking that fronts the Battery Street side of their building, specifically the 145 foot section between King Street and their southernmost driveway on Battery Street. On that section, they are asking for a handicapped parking space and a 30 foot vehicle loading zone.

Observations:

See attached map:

- 145 feet south of the corner of newly established unrestricted parking available.

The Surrounding Block

- Including the proposed parking there are 22 parking spaces on the adjacent block.
- There are no handicapped parking spaces on this adjoining block.

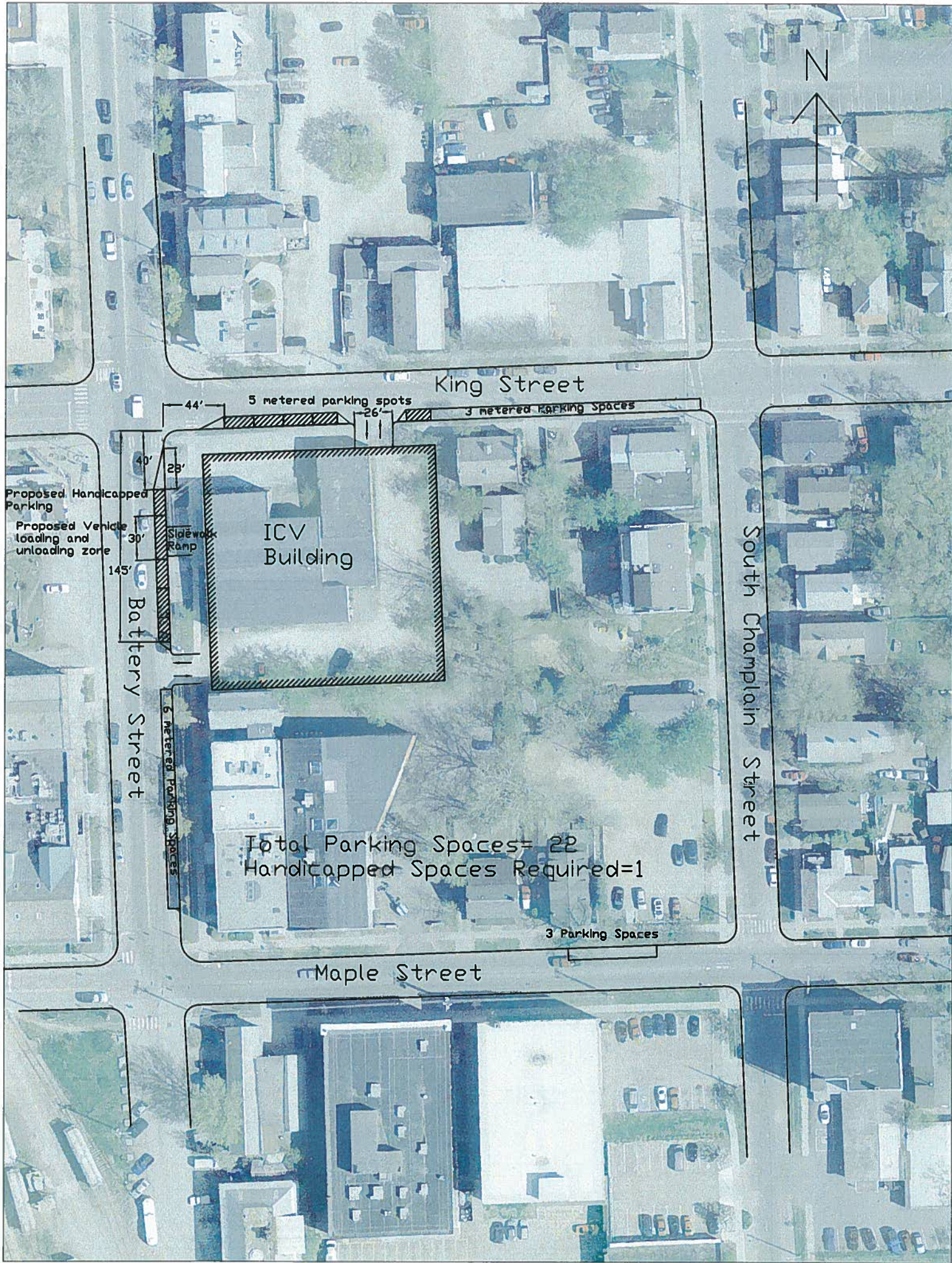
Conclusion:

Staff would propose the commission adopt the proposed parking plan that is described in the map to convert the 145 feet into a handicapped parking space, vehicle loading zone, and 3 metered parking spaces.

Recommendation:

Staff recommends putting the parking configuration in that is shown on the map.





King Street

South Champlain Street

Maple Street

Battery Street

ICV Building

Total Parking Spaces= 22
Handicapped Spaces Required=1

Proposed Handicapped
Parking
Proposed Vehicle
loading and
unloading zone

Sidewalk
Ramp

5 metered parking spots

3 metered parking spaces

6 metered parking spaces

3 Parking Spaces



MEMORANDUM

March 8, 2012

TO: Public Works Commission
FROM: Joel Fleming *JF*
RE: 127 Bank Street 15 Minute Parking Space

Background:

Staff received a request from the owners of Left bank Home and Garden, 127 Bank Street, to put a 15 minute parking meter in front of their store. They are in need of a parking space with quick turnover for their customers directly in front of their business.

Observations:

Left Bank home and Garden is located on the south side of Bank Street about half way between St. Paul Street and Pine Street. The current parking is on the north side of Bank Street and is currently all 3 hour meters.

Conclusion:

Creating short term parking in this part of town will not only benefit Left Bank Home and Garden but it could benefit some of the other business in this area. There are multiple ATM machines with in this block that customers could utilize a short term space.

Recommendation:

Staff recommends that the space directly across the street from Left Bank Home and Garden is changed from a 3 hour metered space to a 15 minute metered space.

Stratmann Service request
Bank, Home and Garden

Proposed
15 min Parking

Currently all meters
are 3 hrs



BANK ST

127 Bank





CITY OF BURLINGTON - DEPARTMENT OF PUBLIC WORKS

SERVICE REQUEST

Use this form to request services from the Department of Public Works.

Today is: 12/30/2011

Entered By Helen Plumley Request # 12840**Name and Address**

Reminder 3/29/2012

First Name Trice Last Name Stratmann Date 12/30/2011
Street Number 127 Street Address Bank Street, owner of Left Bank Home and Garden
Phone Number 862-1001 e-mail

Request

Location of Request Bank Street
Location Street Number Location Street Bank Street
Please describe the request. SR #12840
Use additional space on back of form, if necessary. See letter from business owner dated 12/28/11 requesting a 20-minute parking space across from her business. " to have access to short term parking space for pick up of merchandise." See attached letter.

Resolution

For Office use only
Referred to Engineering Dept Staff Assigned Joel Fleming
Date Staff Contact 12/30/2011
Staff Assessment

Customer ServiceFollow Up Date 1/14/2012

Comments

Status

Status Investigation Close out date 12/30/2011
Follow-up Pending

LEFT BANK

HOME & GARDEN

127 Bank Street, Burlington, VT 05401 802.862.1001

December 28, 2011

Burlington Public Works
645 Pine St.
Burlington VT 05401

RECEIVED

DEC 30 2011

BURLINGTON PUBLIC
WORKS

Dear Public Works Customer Service,

I am writing to formally ask for a 20 minute parking space located across from my business at 127 Bank Street. It would be very helpful for my customers to have access to a short term parking space for pick up of merchandise.

Sincerely,



Trice Stratmann
Owner

Getting you where you need to go!

April 10, 1012

Public Works Commission
C/O Department of Public Works
645 Pine Street
Burlington, VT 05401

Dear Commission Members;

The Chittenden County Transportation Authority has undertaken a federally-funded study to identify a suitable new location for its downtown transit station. This effort has built upon the work that the City of Burlington had previously completed between 2006 and 2008. Overall, thirty seven (37) potential sites were identified and evaluated against a set of screening criteria. Those 37 sites have now been reduced to nine (9) sites that are undergoing a secondary review. The secondary review will use more detailed concept plans, order-of-magnitude costs estimates, and bus operating plans as evaluation criteria.

At your meeting scheduled for April 18th, I will present to the Commission a plan under consideration that would utilize public space for the station— St. Paul Street between Cherry Street and Pearl Street. We would like to engage you in a discussion of this site alternative with the goal of getting your agreement that the concept makes sense and merits the use of public space.

We will present concept drawings of this proposal; review bus operating plans; provide an analysis of the impacts on parking; report on traffic impacts; and, address questions that Commission members may have.

As background, I have attached: (1) a listing of all 37 sites considered; (2) a listing of the 9 sites that have been advanced to the secondary screening process; (3) a project time line; (4) a set of photographs of the current facility on Cherry Street; (5) a listing of the meetings we have held with various stakeholders; and (6) letters of support from the Marketplace commission and the Department of Planning and Zoning. Additional information is also available on our website at www.cctaride.org/dtc.

As I noted earlier, we will not be asking for project approval at this meeting – only your sense that this is a concept worthy of using public space. With that acknowledgement, we can then proceed to further develop the project, returning to the Department of Public Works and other City Department staff and officials as required through City Permitting, Licensing, and other processes.

We greatly appreciate the opportunity to bring this concept to the Commission for discussion.

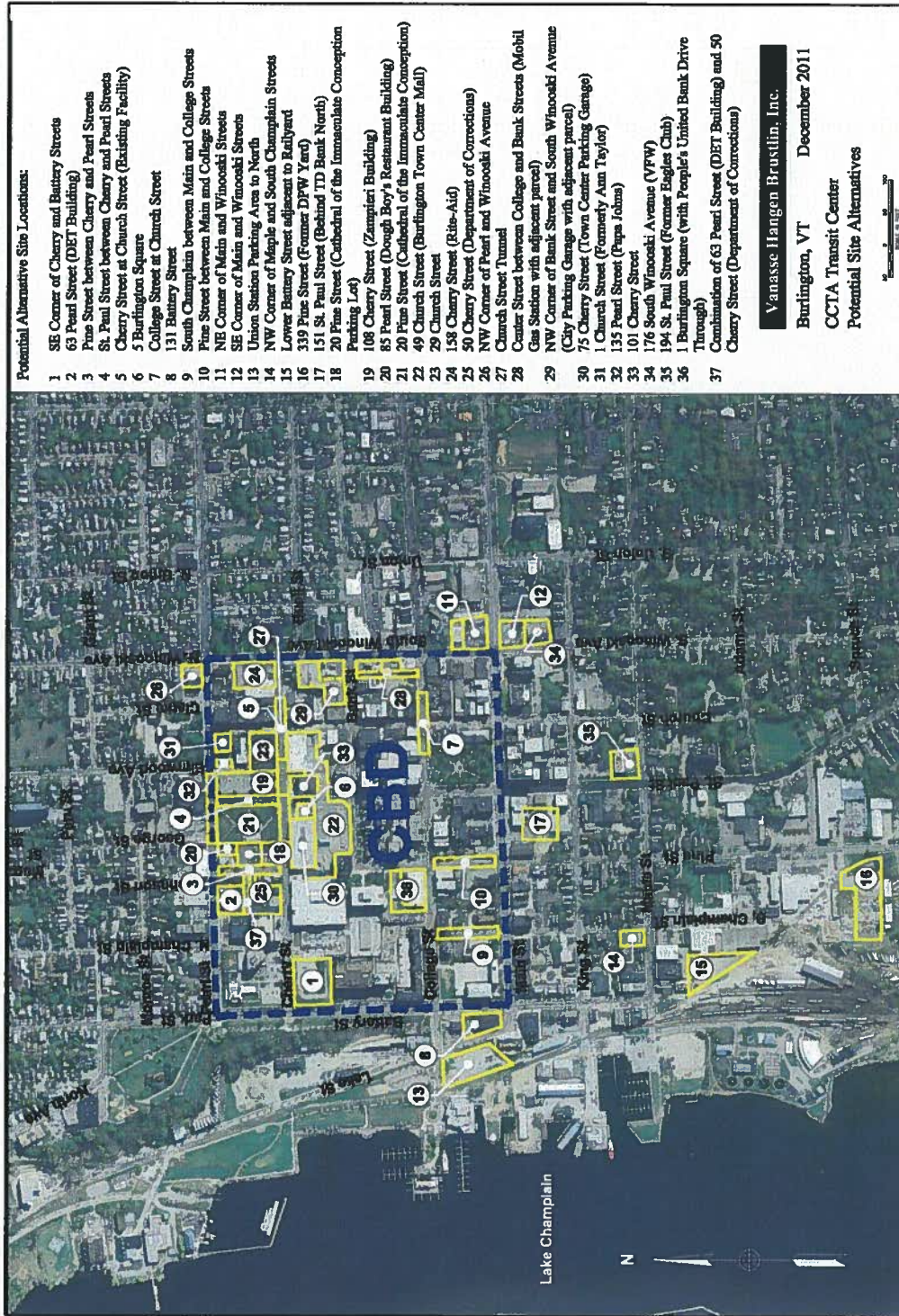
Sincerely,

Aaron Frank
Assistant General Manager



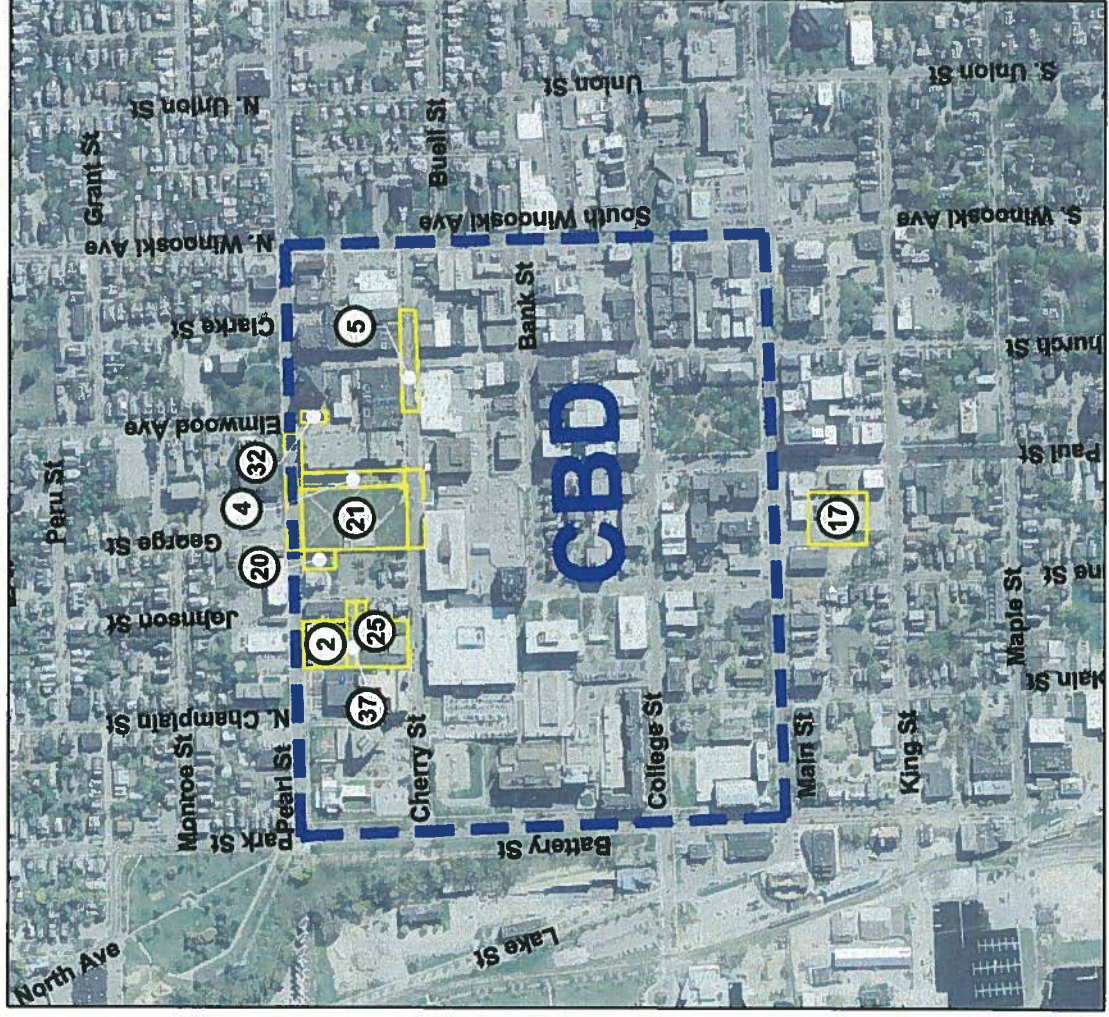
ATTACHMENTS

Alternative Sites

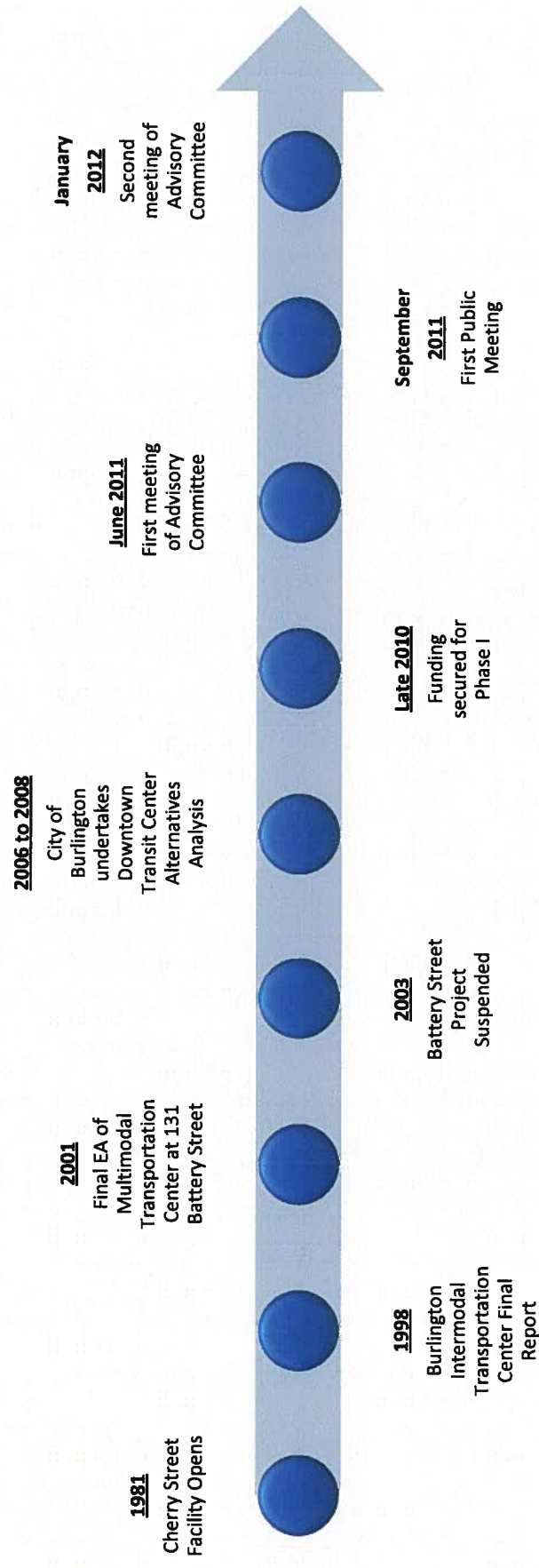


Alternatives Identified for Secondary Screening

- Site #2: 63 Pearl Street (DET Building)
- Site #4: St. Paul Street between Cherry Street and Pearl Street
- Site #5: Cherry Street at Church Street
- Site #17: 151 St. Paul Street (Behind TD Bank North)
- Site #20: 85 Pearl Street (former Doughboy's Restaurant Building)
- Site #21: 20 Pine Street (Cathedral of the Immaculate Conception)
- Site #25: 50 Cherry Street (Dept. of Corrections)
- Site #32: 135 Pearl Street (Papa John's)
- Site #37: Combination of 63 Pearl Street (DET) and 50 Cherry Street (Dept. of Corrections)

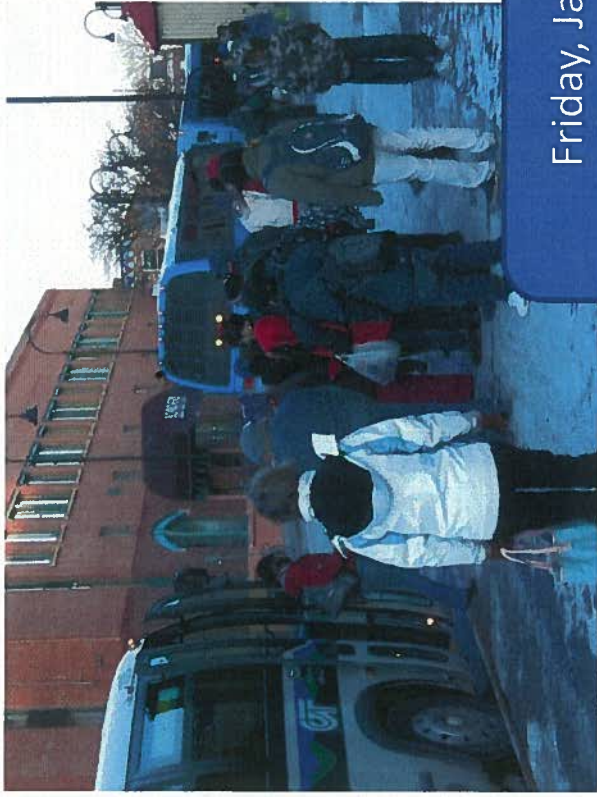


CCTA Transit Center: Project Timeline

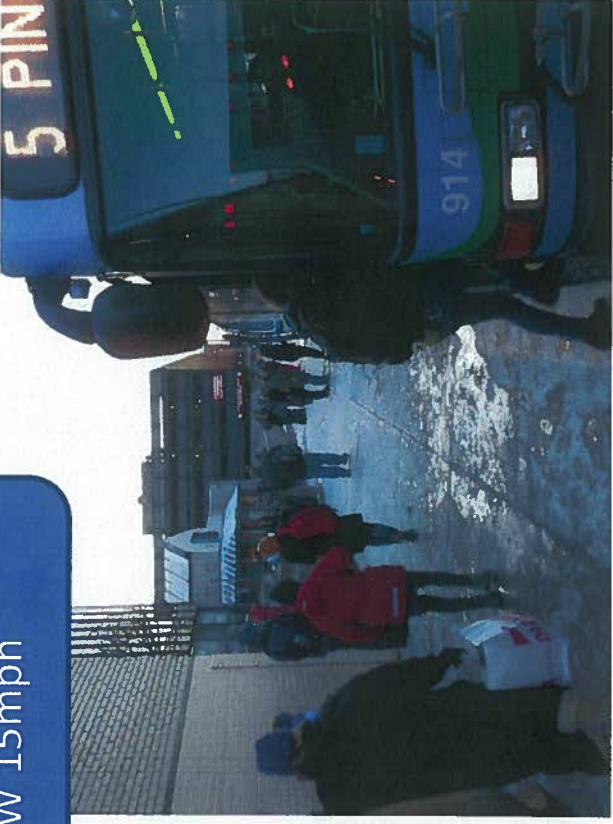


Transit Center Schedule

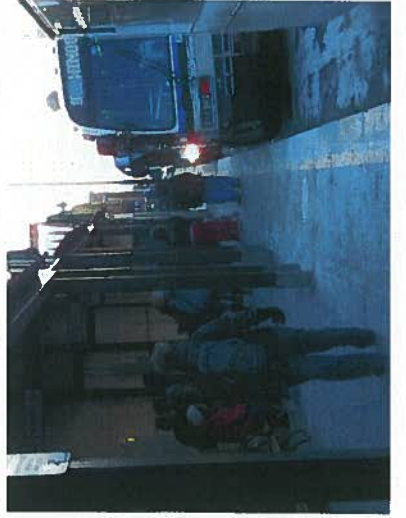
- Develop concept plans, order-of-magnitude cost estimates, and operating plans for each of the alternatives in the secondary screening process
- Narrow list of site alternatives to one preferred alternative
- May - Advisory Committee meeting to share and receive input on results of the secondary screening process
- May - Public Meeting to share and receive input on results of the secondary screening process
- June 15 - Strategy Committee meeting to review and recommend preferred alternative to CCTA Board
- June 19 - Board meeting to declare preferred alternative



Friday, January 29, 2010
Temperature = 5 °F
Wind = WNW 15mph



CCTA Downtown Transit Center – Existing Conditions



Stakeholder Meetings

6/7/2011	DTC Advisory Committee
6/15/2011	LCRCC - Regional Affairs Committee
7/6/2011	DPW (Steve Goodkind and Pat Buteau)
7/6/2011	Burlington Department of Planning (David White)
7/21/2011	Bill Laferriere of Agency of Admin. (BGS)
8/2/2011	Catholic Diocese (Monsignor Routhier and Peter Wells)
8/4/2011	General Growth Properties - Dan Latcheran
8/17/2011	Meeting with property owners and developers at LCRCC
9/13/2011	CCTA Board
9/14/2011	Public Meeting at Contois Auditorium
9/15/2011	Burlington City Council - TEUC
9/21/2011	Marketplace Commission
10/7/2011	Emma Mulvaney-Stanak (Ward 3 Councilor)
10/11/2011	CCTA Board
10/11/2011	Commissioner Obuchowski (VT BGS)
10/12/2011	Peter Collins (Paul Frank & Collins) re. One Church Street
10/13/2011	Ward 3 NPA
10/16/2011	CCTA Bus Drivers
10/18/2011	BBA Downtown Action Group
10/19/2011	LCRCC - Regional Affairs Committee
11/3/2011	CCTA Board Strategy Committee
11/8/2011	CCTA Board Meeting
12/1/2011	Terry Meron (owner of Papa John's)
12/6/2011	CCRPC Technical Advisory Committee
12/15/2011	Catholic Diocese (Monsignor Routhier)
12/16/2011	CCTA Board Strategy Committee

12/6/2011	CCRPC Technical Advisory Committee
12/15/2011	Catholic Diocese (Monsignor Routhier)
12/16/2011	CCTA Board Strategy Committee
December	Mayoral Candidate Briefings
1/10/2012	Bishop Salvatore Matano and Administrative Board
1/11/2012	Commissioner Annie Noonan (Labor Department)
1/12/2012	Meetings with CCTA Bus Drivers (3 sessions)
1/17/2012	DTC Advisory Committee
1/26/2012	Plan BTV Charrette
2/6/2012	Redstone
2/15/2012	Bill Laferriere of Agency of Admin. (BGS)
2/17/2012	CCTA Board Strategy Committee
2/20/2012	CCTA Board
2/24/2012	Mark Sherman (owner of Outdoor Gear Exchange)
2/28/2012	Mathew Chabot, General Manager, Town Center Mall
2/28/2012	Chris Cole (Vermont Agency of Transportation)
3/7/2012	Hinsdale Properties
3/7/2012	CCTA Board
3/8/2012	Burlington Department of Public Works Staff
3/12/2012	Deputy Commissioner Sandretto (BGS) / Vtrans staff
3/15/2012	Burlington Department of Planning and Zoning
3/21/2012	Meetings with CCTA Bus Drivers (3 sessions)
3/26/2012	Battalion Chief Francis
3/29/2012	Transportation, Energy & Utilities Committee

Department of Planning and Zoning

149 Church Street
Burlington, VT 05401
Telephone: (802) 865-7188
(802) 865-7195 (FAX)
(802) 865-7142 (TTY)
www.ci.burlington.vt.us

David E White, AICP, Director
Ken Lemer, Zoning Administrator
Sandrine Thibault, AICP, Comprehensive Planner
Jay Appleton, Sr. GIS/IT Programmer
Scott Gustin, AICP, Senior Planner
Mary O'Neil, AICP, Senior Planner
Nic Anderson, Planning & Zoning Clerk
Elsie Tillotson, Administrative Assistant



MEMORANDUM

TO: Public Works Commission
CC: Steven Goodkind, Dir. of Public Works
Aaron Frank, CCTA
Nicole Losch, DPW
FROM: David E. White, AICP, Director of Planning & Zoning
DATE: Monday, April 02, 2012
RE: CCTA Downtown Transit Center

At your meeting this month you will be hearing from CCTA regarding their progress towards selecting a site for a long-desired Downtown Transit Center. Our office has been asked to offer its perspective regarding their proposals as they relate to the work we are doing on the planBTV Master Plan for the Downtown and Waterfront.

First, we see CCTA's Downtown Transit Center as an essential component to the long-term success of our downtown area. Expanding and enhancing the reach and desirability of public transit in our region has long been a fundamental element of Burlington's land use and transportation planning. Improving our public transit system is critical to reducing traffic congestion at restricted access points into the City, serving transit-dependent populations, reducing the demand for parking on limited available land in our downtown and on our waterfront, supporting new development which expands the City's tax base, and protecting our environment by reducing greenhouse gas emissions and other pollutants. The work we have been doing with regard to planBTV these last several months continues to emphasize the critical nature of these themes and the important role that improved public transit provides in the long-term vitality of our city.

What's important for any site being considered is that it: has the physical capacity to meet current and future needs of CCTA to expand its services; offers a highly visual and attractive presence in the downtown that is easy to find and is welcoming to choice-riders; reduces bus-pedestrian conflicts on the Church Street Marketplace; and, improves CCTA's operational efficiency. Each of the options under consideration achieves these goals - of course some more effectively than others. Given that current on-street parking in this part of the downtown is operating at only 41-57% occupancy, we see no negative impacts associated with a potential net loss of on-street parking associated with several of the proposals.

Finally, as some of you may be aware, the planBTV Design Charrette discussed reconnecting St. Paul and Pine streets between Bank and Cherry streets. The proposed "Transit Mall" on St. Paul St. between Pearl and Cherry would not however preclude this from happening. Such a reconnection would most likely serve only pedestrians and cyclists as reopening the routes to vehicles poses many significant physical and logistical obstacles. Thus, we would encourage your conceptual support for this and the other alternatives going forward.

Our office looks forward to working with CCTA, DPW and the TEUC as this process moves ahead towards selecting a final site in the coming months. Thank you for your consideration of our comments and please feel free to contact our office should you have any questions or we can be of any further assistance.



March 30, 2012

TO: Burlington Public Works Commission
c/o Department of Public Works
645 Pine Street
Burlington, VT 05401

FROM: Jeff Nick, Chair
Church Street Marketplace District Commission

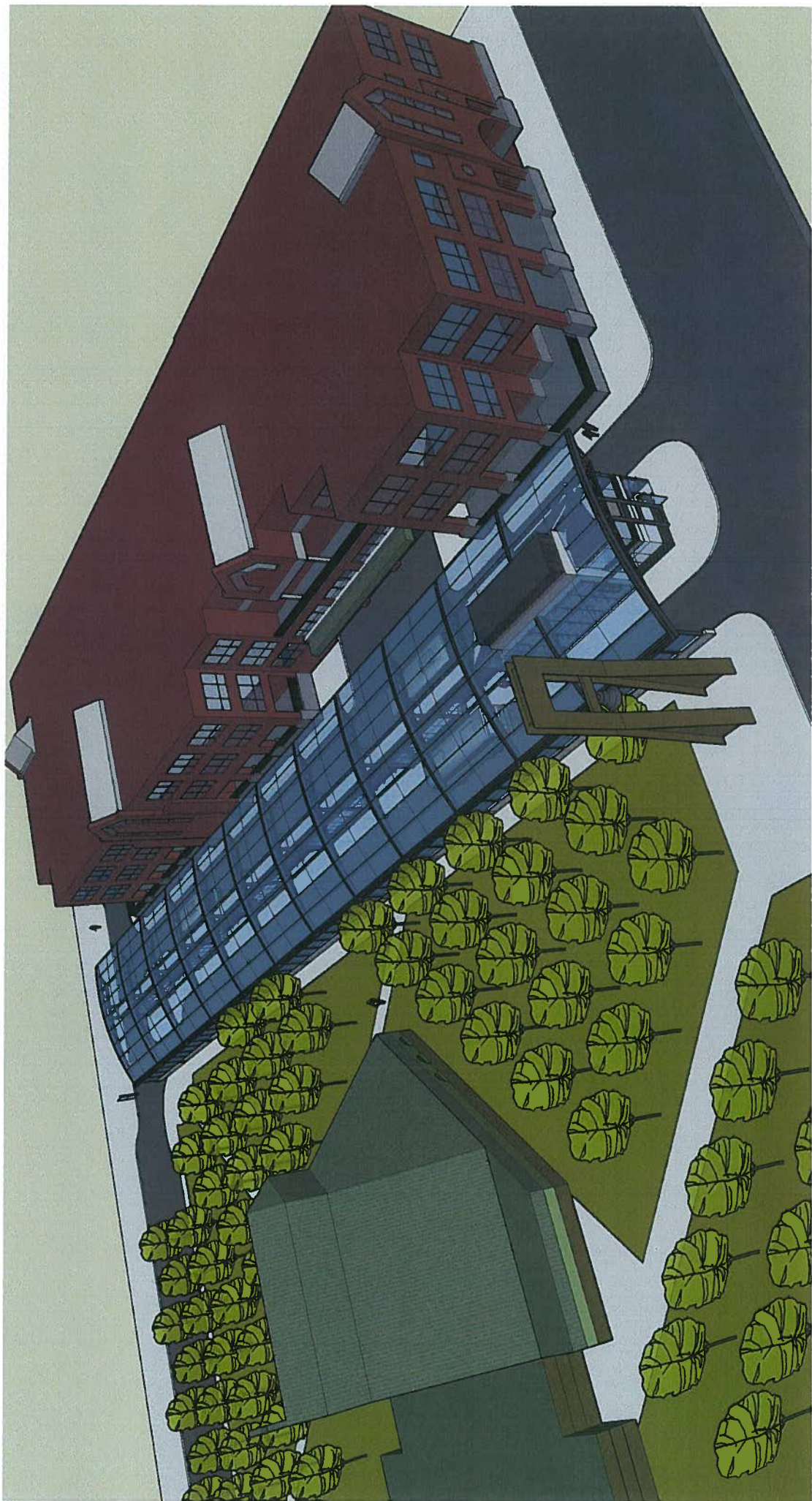
RE: USE OF ST. PAUL STREET AS A TRANSIT MALL

Dear Commission Members: The Church Street Marketplace District Commission is aware of the concept plans developed by the Chittenden County Transportation Authority for use of St. Paul Street as a Transit Mall and we endorse that concept. CCTA's efforts have built upon the work that the City of Burlington had previously completed in the study it undertook between 2006 and 2008. This scheme is very similar to the one identified by the City as one of its final proposals.

The Marketplace Commission believes that moving the Transit Center away from the intersection of Church Street and Cherry Street (its current location) will have a very positive effect on economic development opportunities and dramatically reduce the bus-pedestrian conflicts that exist today.

Locating the new Transit Center is a very challenging process. We believe this concept represents a good balance between the use of public space and supporting the essential public service that CCTA bus service represents.

We encourage members of the Burlington Public Works Commission to favorably consider this concept.











STREET SWEEPING ZONE A



CLEAN SWEEP

is coming to North Avenue
East Side Only! *Is that your
neighborhood?*

From 10:00 PM, Wednesday, April 25, 2012
until 7:00 AM, Thursday, April 26, 2012 cars
must be off all HIGHLIGHTED streets on this
map. Any car not off these streets will be
towed at owner's expense (\$100). Parking
ban lights will be on.

Free parking will be available at the following city lots
from 10:00 PM, April 25, 2012 till 8:00 AM, April 26, 2012:
Cherry Street Garage (Macy's) Garage, College Street Garage
(Hilton), South Winooski Garage (Marketplace).

Your cooperation will make it possible for Public Works to do a great
job in sweeping the streets of your neighborhood!

Any Questions? Please call 658-7669 or 863-9094 or visit our website
at www.burlingtonvt.gov/dpw

*ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED

East side of North Avenue - not both sides



STREET SWEEPING ZONE B CLEAN SWEEP



is coming to North Avenue - West Side Only!
Is that your neighborhood?

**From 10:00 PM, Thursday, April 26, 2012 until
7:00 Am. Friday, April 27, 2012 cars must be off
all HIGHLIGHTED streets on this map. Any car not off
these streets will be towed at owner's expense (\$100)
Parking ban lights will be on.**

**Free parking will be available at the following
city lots from 10:00 PM, April 26, 2012 till
8:00Am, April 27, 2012: Cherry Street Garage
(Macy's) Garage, College Street Garage
(Hilton), South Winooski Garage
(Marketplace).**

**Your cooperation will make
it possible for Public Works
to do a great job in
sweeping the streets of
your neighborhood!**

**Any Questions? Please call 658-7669
or 863-9094 or visit our website at
www.burlingtonvt.gov/dpw**

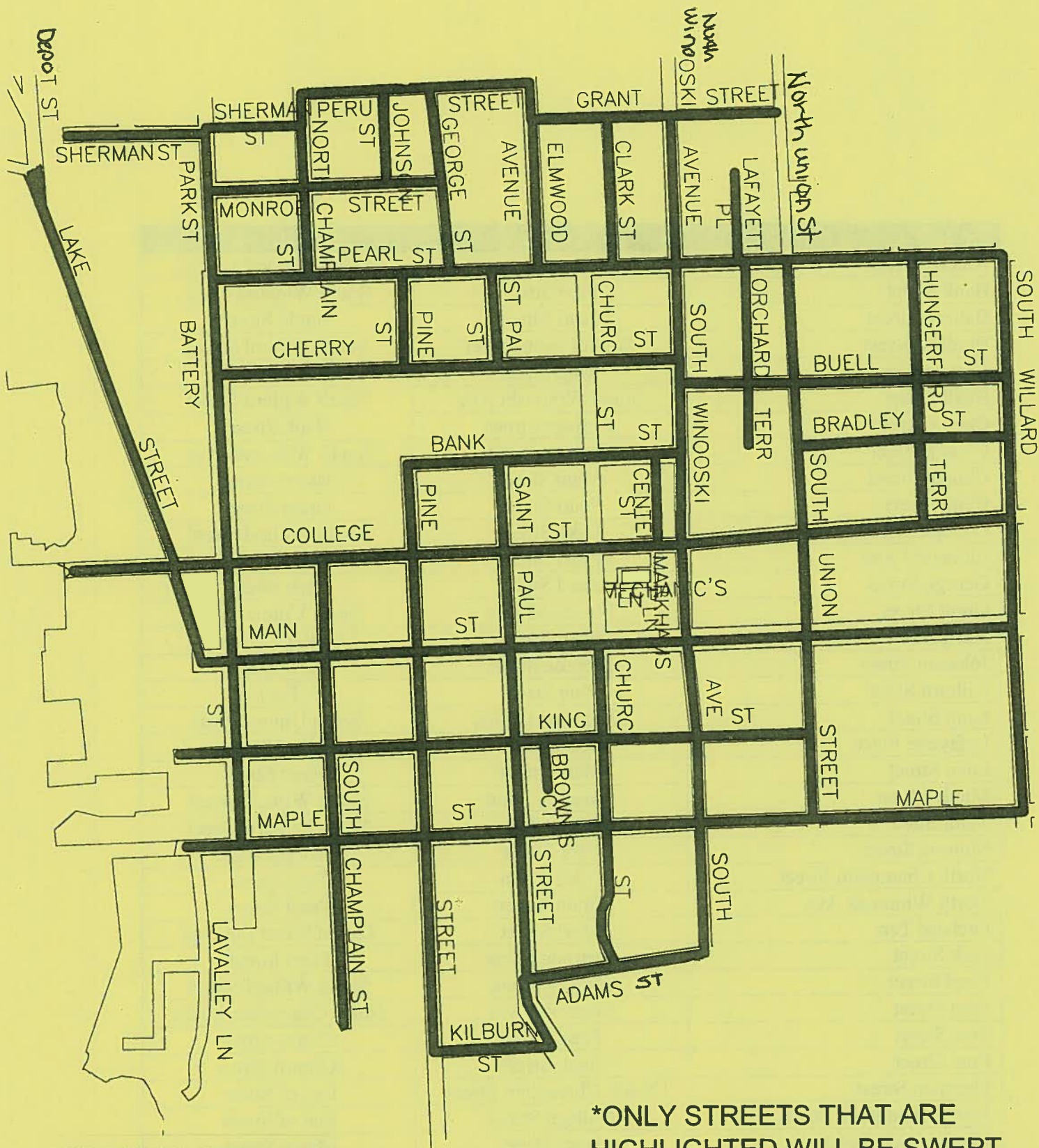
***ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED**

West side of North Ave - NOT Both Sides





STREET SWEEPING ZONE F



CLEAN SWEEP

*ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED
(SEE BACK FOR STREET LISTING)

is coming to The Downtown area! *Is that your neighborhood?*

From 12:00 AM, Sunday, April 29, 2012 until 7:00 AM, Monday, April 30, 2012 cars must be off All HIGHLIGHTED streets on this map. Any car not off these streets will be towed at owner's expense (\$100). Parking ban lights will be on.

Free parking will be available at the following city lots from 10:00 PM, April 29, 2012 till 8:00 AM, April 30, 2012: Cherry Street Garage (Macy's) Garage, College Street Garage (Hilton), South Winooski Garage (Marketplace).

Your cooperation will make it possible for Public Works to do a great job in sweeping the streets of your neighborhood!

Any Questions? Please call 658-7669 or 863-9094 or visit our website at www.burlingtonvt.gov/dpw (See Reverse side for street listings)

Streets	From	To
Adams Street	St Paul Street	South Winooski Ave.
Bank Street	Pine Street	South Winooski Ave
Battery Street	Pearl Street	Maple Street
Bradley Street	South Union Street	South Willard Street
Browns Court	King Street	End of Street
Buell Street	South Winooski Ave	South Willard Street
Center Street	College Street	Bank Street
Cherry Street	Battery Street	South Winooski Ave
Church Street	Main Street	Adams Street
Clark Street	Pearl Street	Grant Street
College Street	Lake Street	South Willard Street
Elmwood Ave	Pearl Street	Peru Street
George Street	Pearl Street	Peru Street
Grant Street	Elmwood Ave	North Union Street
Hungerford Terr	Pearl Street	College Street
Johnson Street	Monroe Street	Peru Street
Kilburn Street	Pine Street	St Paul St
King Street	King Street Dock	South Union Street
Lafayette Place	Pearl Street	End of Street
Lake Street	Main Street	Depot Street
Maple Street	Lavalley Lane	South Willard Street
Main Street	Battery Street	South Willard Street
Monroe Street	Park Street	George Street
North Champlain Street	Pearl Street	Peru Street
North Winooski Ave	Grant Street	Pearl Street
Orchard Terr	Pearl Street	End of Street (co-op)
Park Street	Sherman Street	Pearl Street
Pearl Street	Battery Street	South Willard Street
Peru Street	Elmwood Ave	North Champlain Street
Pine Street	Pearl Street	Cherry Street
Pine Street	Bank Street	Kilburn Street
Sherman Street	North Champlain Street	End of Street
South Champlain Street	College Street	End of Street
South Union Street	Pearl Street	Maple Street
South Willard St (both sides)	Pearl Street	Maple Street
South Winooski Ave	Pearl Street	Adams Street
St Paul Street	Pearl Street	Cherry Street
St Paul Street	Bank Street	Adams Street

Zone-F



Any Questions? Please call 658-7669 or 863-9094 or visit our website at www.burlingtonvt.gov/dpw (See reverse side for a list of streets to be swept)

Street	From	To
Allen Street	Elmwood Ave	Murray Street
Archibald Street	North Willard Street	Spring Street
Berry Street	North Ave	Lakeview Terr
Blodgett Street	Ward Street	North Street
Booth Street	North Street	Loomis Street
Bright Street	Riverside Ave	Archibald Street
Canfield Street	North Ave	Lakeview Terr
Cedar Street	Elmwood Ave	North Champlain Street
Charles Street	North Willard Street	Russell Street
Cloarec Court	Intervale Ave	End of Street
Convent Sq.	North Ave	Washington Street
Converse Court	Hickok Place	End of Street
Crombie Street	North Winooski Ave	Intervale Ave
Crowley Street	North Ave	End of Street
Decatur Street	North Winooski Ave	Intervale Ave
Depot Street	Parking Lot	Lake Street
Drew Street	Ward Street	North Street
Elmwood Ave	Spring Street	Grant Street
Front Street	North Street	End of Street
Green Street	Loomis Street	Pearl Street
Haswell Street	North Ave	Lakeview Terr
Hickok Place	North Union Street	Isham Street
Hyde Street	North Street	North Willard St
Intervale Ave	North Street	Manhattan Drive
Isham Street	Loomis Street	Hickok Place
Lafountain Street	Manhattan Drive	North Street
Lake Street	Depot Street	To Stop Sign
Lakeview Terr	Berry Street	Burlington College Parking Lot
Loomis Street	North Union Street	North Willard Street
Luck Street	Intervale Ave	St Louis Street
Manhattan Drive	Washington Street	Intervale Ave
Murray Street	North Street	Peru Street
Myrtle Street	North Champlain Street	Park Street
North Ave	Sherman Street	Convent Sq
North Champlain Street	Manhattan Drive	Peru Street
North Street	North Willard Street	North Ave
North Union Street	Pearl Street	North Winooski Ave
North Winooski Ave	Riverside Ave	Grant Street
Oak Street	Manhattan Drive	Intervale Ave
Park Street	Manhattan Drive	Sherman Street
Pitkin Street	Manhattan Drive	North Street
Pomeroy Street	North Willard Street	Hyde Street
Poplar Street	North Champlain Street	Park Street
Riverside Ave	Hyde Street	Intervale Ave
Rose Street	Manhattan Drive	North Street
Russell Street	Charles Street	North Street
School Street	Loomis Street	Hyde Street
Spring Street	Intervale Ave	Manhattan Drive
St Louis Street	Manhattan Drive	Oak Street
St Louis Street	Willow Street	Archibald Street
St Mary Street	Willow Street	Manhattan Drive
Strong Street	Pitkin Street	North Ave
Summer Street	Front Street	Park Street
Sunset Court	North Ave	End of Street
Voltz Street	Manhattan Drive	End of Street
Walnut Street	Manhattan Drive	Spring Street
Ward Street	Manhattan Drive	North Ave
Washington Street	Manhattan Drive	North Ave
Willow Street	Walnut Street	Intervale Ave

Zone- G



STREET SWEEPING ZONE D



*ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED
(SEE BACK FOR STREET LISTING)

CLEAN SWEEP

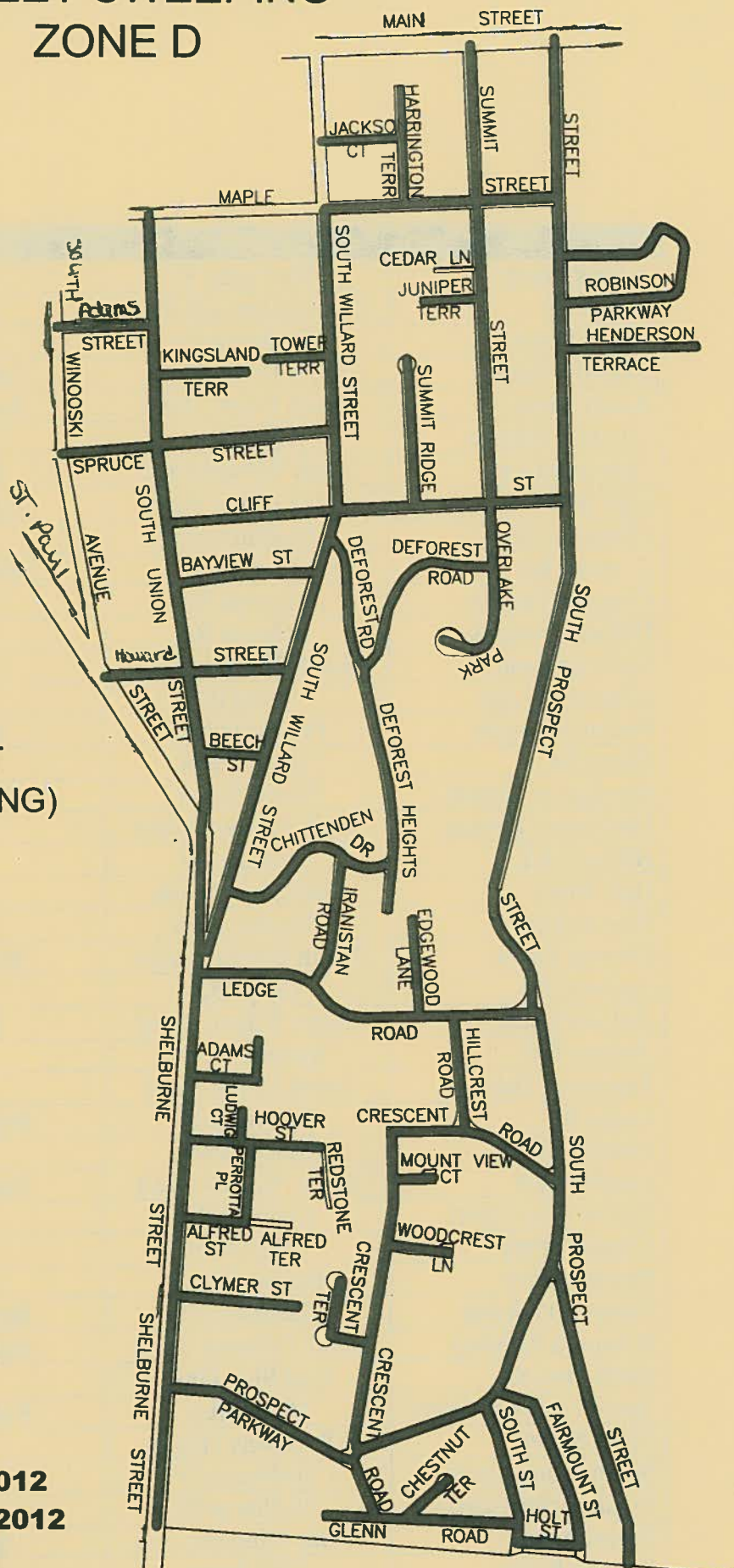
is coming to The Hill Section!
Is that your neighborhood?

**From 10:00 PM, Tuesday, May 1, 2012
until 7:00 AM, Wednesday, May 2, 2012
cars must be off all HIGHLIGHTED
streets on this map. Any car not off these
streets will be towed At owner's expense
(\$100). Parking ban lights will be on.**

**Free parking will be available at the following city lots from 10:00 PM, May 1,
2012 till 8:00AM, May 2, 2012: Cherry Street Garage (Macy's) Garage, College
Street Garage (Hilton), South Winooski Garage (Marketplace).**

**Your cooperation will make it possible for Public Works to do a great job in
sweeping the streets of your neighborhood!**

**Any Questions? Please call 658-7669 or 863-9094 or visit our website at
www.burlingtonvt.gov/dpw (See reverse side for a list of streets to be swept)**



Street	From	To
Adams Court	Shelburne St	End of Street
Adams St	South Winooski Ave	South Union St
Alfred Street	Shelburne St	Perotta Place
Bayview Street	South Union Street	South Willard Street
Beech Street	South Union Street	South Willard Street
Chestnut Terrace	Glenn Rd	End of Street
Chittenden Dr	South Willard Street	Deforest Heights
Cliff Street	South Union Street	South Prospect Street
Clymer Street	Shelburne St	End of Street
Crescent Rd	Glenn Rd	South Prospect Street
Crescent Terrace	Crescent Rd	End of Street
Deforest Heights	Deforest Rd	End of Street
Deforest Road	South Willard Street	Overlake Pkwy
Edgewood Lane	Ledge Rd	End of Street
Fairmount Street	Prospect Pkwy	Rice High School
Glenn Rd	South Street	End of Street
Harrington Terrace	Maple Street	End of Street
Henderson Terrace	South Prospect Street	End of Street
Hillcrest Rd	Crescent Rd	Ledge Rd
Holt Street	Fairmount Street	South Street
Hoover Street	Shelburne Rd	Redstone Terr
Howard Street	South Winooski Ave	South Willard Street
Iranistan Rd	Ledge Rd	Chittenden Dr
Jackson Court	South Willard Street	Harrington Terr
Juniper Terr	Summit Street	End of Street
Kingsland Terr	South Union Street	End of Street
Ledge Rd	Shelburne St	South Prospect Street
Ludwig Court	Hoover Street	End of Street
Maple Street	South Willard Street	South Prospect Street
Mount View Court	Crescent Rd	End of Street
Overlake Park	Cliff Street	End of Street
Perrotta Place	Hoover Street	Alfred Street
Prospect Parkway	Shelburne St	South Prospect Street
Robinson Parkway	South Prospect Street	South Prospect Street
Shelburne St	East Side Only	
South Prospects Street	Main Street	End of Street by Rice
South Street	Prospects Pkwy	Holt Street
South Union Street	Shelburne St	Maple Street
South Willard Street	Shelburne St	Maple Street
Spruce Street	South Winooski Ave	South Willard St.
Summit Ridge	Cliff Street	End of Street
Summit Street	Main Street	Overlake Park
Tower Terrace	South Willard St	End of Street
Woodcrest Lane	Crescent Rd	End of Street

Zone- D

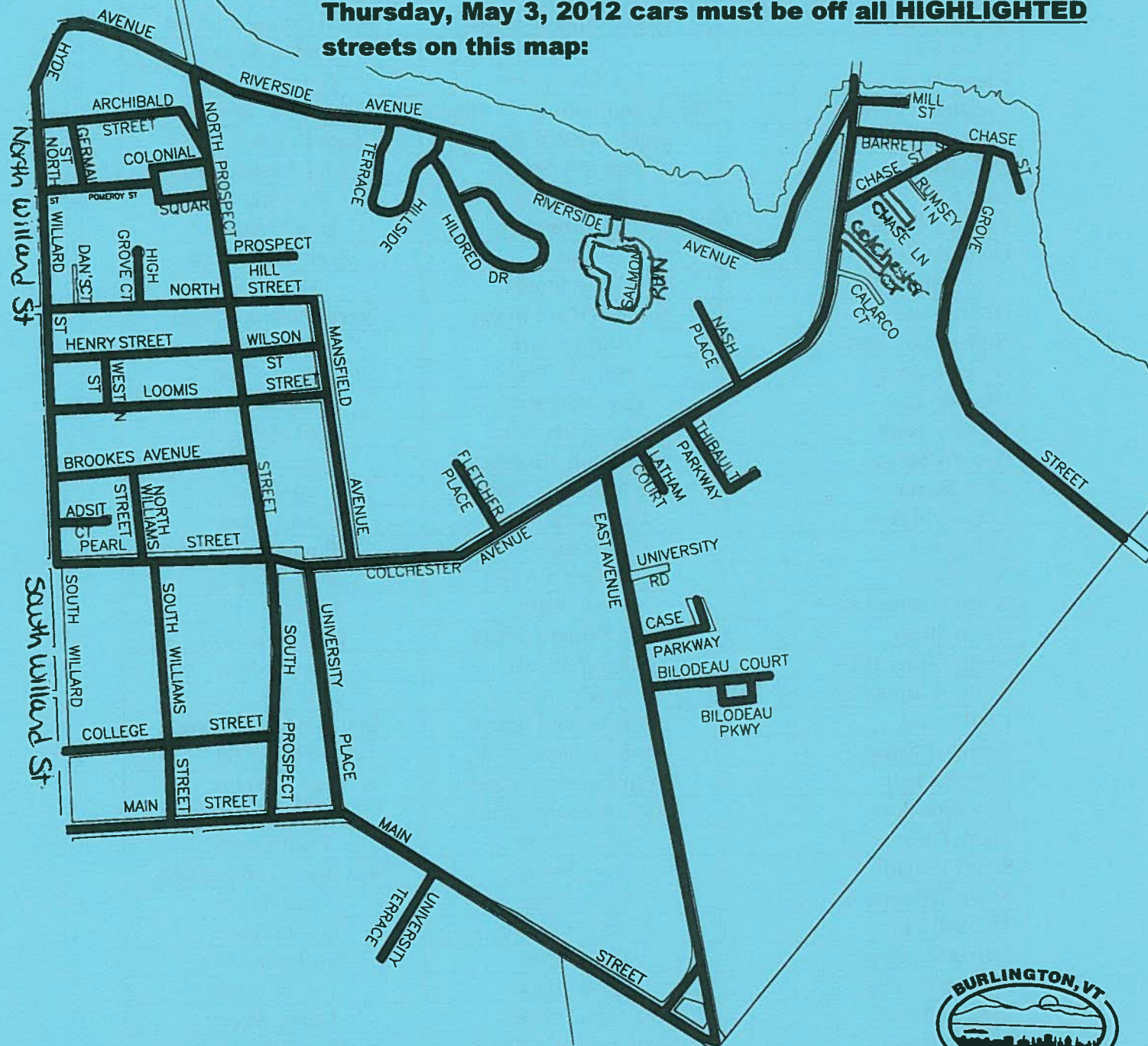
STREET SWEEPING ZONE E



CLEAN SWEEP

is coming to The University Area! *Is that your neighborhood?*

From 10:00 PM, Wednesday, May 2, 2012 until 7:00 Am, Thursday, May 3, 2012 cars must be off all HIGHLIGHTED streets on this map:



***ONLY STREETS THAT ARE HIGHLIGHTED WILL BE SWEEPED (SEE BACK FOR STREET LISTING)**

**Any car not off these streets will be towed
At owner's expense (\$100). Parking ban lights will be on.**

Free parking will be available at the following city lots from 10:00 PM, May 2, 2012 till 8:00 AM, May 3, 2012: Cherry Street Garage (Macy's) Garage, College Street Garage (Hilton), South Winooski Garage (Marketplace).

Your cooperation will make it possible for Public Works to do a great job in sweeping the streets of your neighborhood!

Any Questions? Please call 658-7669 or 863-9094 or visit our website at www.burlingtonvt.gov/dpw (See reverse side for a list of streets to be swept)



Street	From	To
Adsit Ct.	North Willard Street	End of Street
Archibald Street	North Willard Street	North Prospect Street
Barrett Street	Colchester Ave	Chase Street
Bilodeau Court	East Ave	End of Street
Bilodeau Pkwy	Bilodeau Ct	Bilodeau Ct.
Brookes Ave	North Willard Street	North Prospect Street
Case Pkwy	East Ave	End of Street
Chase Street	Colchester Ave	Barrett Street
Colchester Ave	North/South Prospect Street	Winooski Bridge
College Street	South Willard Street	South Prospect Street
Colonial Sq	Pomeroy Street	North Prospect Street
East Ave	Main Street	Colchester Ave
Fletcher Place	Colchester Ave	End of Street
Germain Street	Pomeroy	Archibald Street
Grove Street	Chase Street	City Line
Henry Street	North Willard Street	North Prospect Street
Highgrove Court	North Street	End of Street
Hildred Drive	Hillside Terr	Hillside Terr
Hillside Terr	Riverside Ave	Riverside Ave
Latham Court	Colchester Ave	End of Street
Loomis Street	North Willard Street	Mansfield Ave
Main Street	South Willard Street	Jug Handle
Mansfield Ave	Colchester Ave	North Street
Mill Street	Colchester Ave	Pump Station
Nash Place	Colchester Ave	End of Street
North Prospect St	Pearl Street	Riverside Ave
North Street	North Willard Street	Mansfield Ave
North Willard St	Pearl Street	Hyde Street
North Williams St	Pearl Street	Brookes Ave.
Pearl Street	South Willard Street	South Prospect Street
Pomeroy Street	North Willard Street	Colonial Sq
Prospect Hill	North Prospect Street	End of Street
Riverside Ave	North Prospect Street	Winooski Bridge
South Prospect St	Main Street	Pearl Street
South Willard	Main Street	Pearl Street (both sides)
South Williams St	Main Street	Pearl Street
Thibault Pkwy	Colchester Ave	End of Street
University Place	Main Street	Colchester Ave
University Terr	Main Street	End of Street
Weston Street	Loomis Street	Henry Street
Wilson Street	North Prospect Street	Mansfield Ave

Zone-E

STREET SWEEPING ZONE C



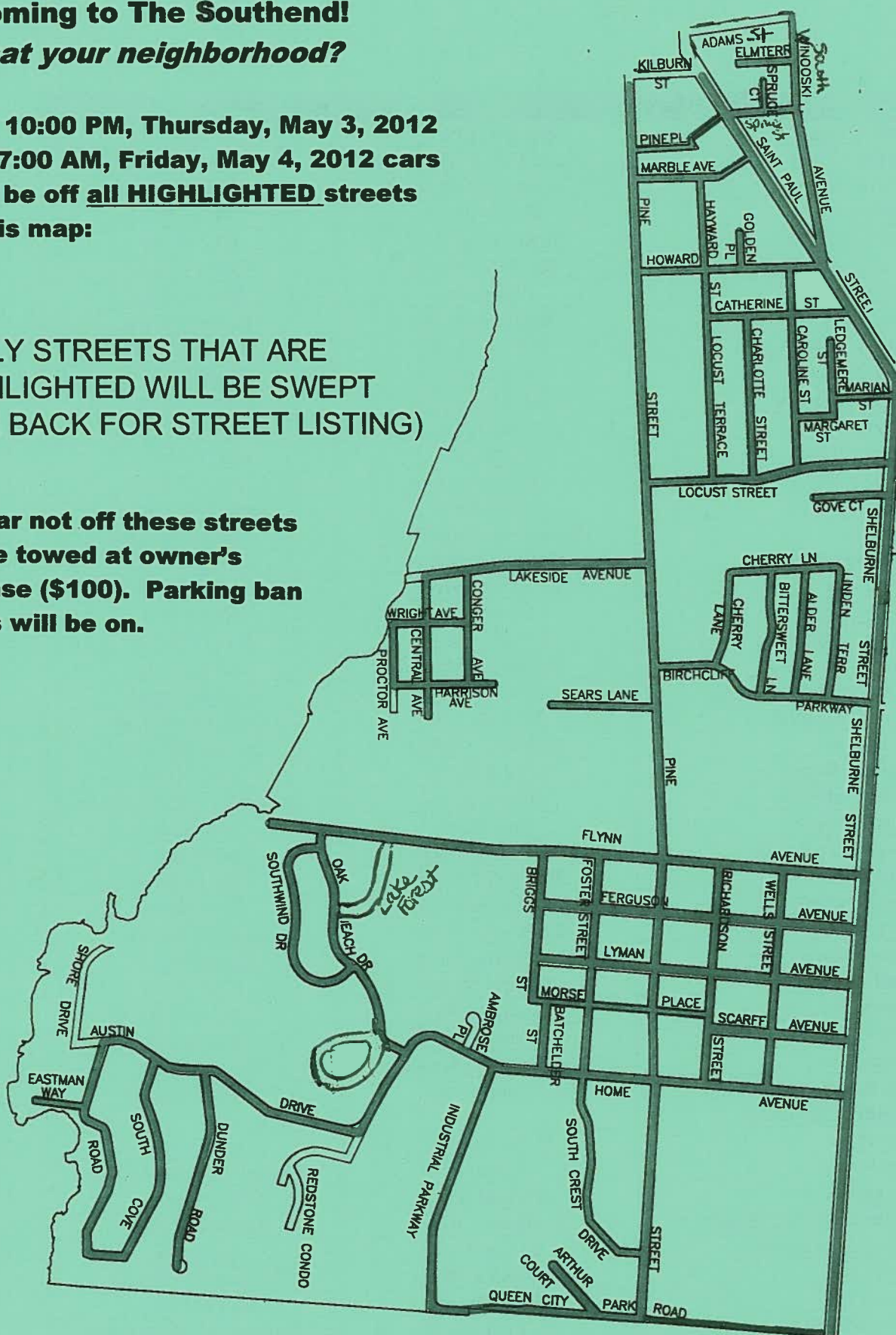
CLEAN SWEEP

is coming to The Southend!
Is that your neighborhood?

**From 10:00 PM, Thursday, May 3, 2012
until 7:00 AM, Friday, May 4, 2012 cars
must be off all HIGHLIGHTED streets
on this map:**

***ONLY STREETS THAT ARE
HIGHLIGHTED WILL BE SWEEPED
(SEE BACK FOR STREET LISTING)**

**Any car not off these streets
will be towed at owner's
expense (\$100). Parking ban
lights will be on.**



**Free parking will be available at the following city lots from 10:00 PM,
May 3, 2012 till 8:00 AM, May 4, 2012 at the Cherry Street Garage
(Macy's) Garage, College Street Garage (Hilton), South Winooski
Garage (Marketplace).**

**Your cooperation will make it possible for Public Works to do a great
job in sweeping the streets of your neighborhood!**

**Any Questions? Please call 658-7669 or 863-9094 or visit our website
at www.burlingtonvt.gov/dpw (See reverse side for a list of streets to
be swept)**



Street	From	To
Alder Lane	Birchcliff Pkwy	Cherry Lane
Arthur Court	Queen City Park Road	End of Street
Austin Drive	Industrial Pkwy	South Cove Drive
Batchedler	Morse Place	Home Ave
Birchcliff Pkwy	Shelburne Street	Pine Street
Bittersweet Lane	Birchcliff Pkwy	Cherry Lane
Briggs Street	Flynn Ave	Morse Place
Caroline Street	Howard Street	Locust Street
Catherine Street	St Paul Street	Locust Terr
Central Ave	Lakeside Ave	Harrison Ave
Charlotte Street	Catherine Street	Locust Street
Cherry Lane	Birchcliff Pkwy	Linden Terr
Conger Ave	Lakeside Ave	Harrison Ave
Dunder Road	Austin Drive	End of Street
Eastman Way	South Cove	End of the Street
Elm Terr	South Winooski Ave	End of Street
Ferguson Ave	Shelburne Street	Briggs Street
Flynn Ave	Shelburne Street	Oakledge Park Gate
Foster Street	Flynn Ave	Home Ave
Golden Place	Howard Street	End of Street
Gove Court	Shelburne Street	End of Street
Harrison Ave	Proctor Ave	End of Street
Hayward Street	Marble Ave	Catherine Street
Home Ave	Shelburne Street	Industrial Pkwy
Howard Street	St Paul Street	Pine Street
Industrial Pkwy	Home Ave	Queen City Park Road
Lakeside Ave	Pine Street	Central Ave
Ledgemere Street	Margaret Street	End of Street
Linden Terr	Birchcliff Pkwy	Cherry Lane
Locust Street	Shelburne Road	Pine Street
Locust Terr	Catherine Street	Locust Street
Lyman Ave	Shelburne Street	Briggs Street
Marble Ave	St Paul Street	Pine Street
Margaret Street	Ledgemere Street	Caroline Street
Marian Street	Shelburne Street	Ledgemere Street
Morse Place	Richardson Street	Briggs Street
Oak Beach Dr (Not including the loop)	Flynn Ave	Austin Drive
Pine Place	St Paul Street	Pine Street
Pine Street	Kilburn	Queen City Park Road
Proctor Ave	Wright Ave	Harrison Ave
Queen City Park Road	Shelburne Road	Industrial Pkwy
Richardson Street	Flynn Ave	Home Ave
Scarff Ave	Shelburne Street	Richardson Street
Sears Lane	Pine Street	End of Street
Shelburne St	St. Paul Street	Queen City Park Road
South Cove Road	Austin Drive	Austin Drive
South Crest Drive	Home Ave	Pine Street
Southwind Drive	Oak Beach Drive	Oak Beach Drive
South Winooski Ave	Adams St	St Paul St
Spruce Ct	Spruce St	End of Street
St. Paul Street	Kilburn	Shelburne Street
Wells Street	Flynn Ave	Home Ave
Wright Ave	Conger Ave	End of Street
Zone C		



City of Burlington

Department of Public Works

Performance Report FY 2011

Steve Goodkind PE

Public Works Director

802-863-9094

www.burlingtonvt.gov/DPW

Burlington Public Works Department Vision Statement

"We aspire to improve the quality of life through stewardship of our environment and infrastructure."

Operating Principles

1. The Department of Public Works is committed to customer service as a base principle. We will strive to satisfy the citizenry in all cases. We will always treat the citizens of this city with dignity and respect they deserve.
2. The Department of Public Works is committed to empowering our employees to make decisions that impact the services they deliver. We will support and train our employees so that they will be in a position to make the best possible decisions.
3. The Department of Public Works is committed to involving the citizens in our decision making process to the highest extent possible. In cases where it is possible this includes empowering them to make the decision
4. The Department of Public Works is committed to ensuring that the services and projects we provide are as balanced in function and aesthetics as possible
5. The Department of Public Works is committed to preserving and improving the quality and safety of the environment in which we live.
6. The Department of Public Works is committed to strengthening our "partnership" with the city and will cooperate with other governmental entities to always work for the greater good of the city so that we may all be "Working together for Burlington".
7. The Department of Public Works is committed to seeking new vision for the city by providing leadership to try new ideas, promoting quality first, encouraging entrepreneurialism, and creating a culture that enjoys change.
8. The Department of Public Works is committed to foster a sustainable economy in the city by promoting public policy and practices that recognizes the value of local goods and services.

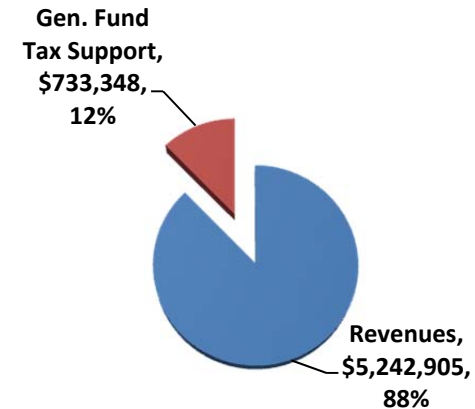
Scope of Services and Budget Overview

The Burlington Department of Public works manages the city's infrastructure and provides the public with quality services such as clean water, recycling, parking, safe sidewalks and streets and the other necessary amenities that make up day to day life. DPW consist of four divisions; Right of Way, Water/ Wastewater, Engineering, and Parking/ Equipment Services. Each division is responsible for specific tasks and duties within the City and strives Each division strives to meet specific goals as well as to implement best management practices in daily operations.

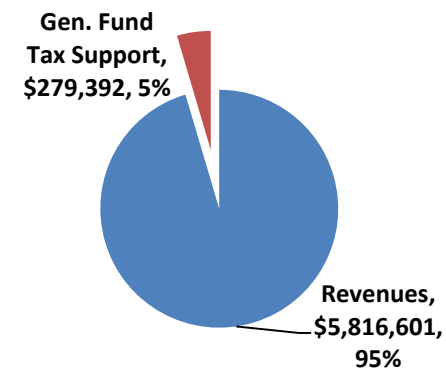
This report aims to provide a description of the services and projects carried out by DPW during the fiscal year of 2011, July 1st 2010 – June 30th 2011 and provide a quantifiable measurement of performance in relation to past years or other cities of comparable size. .

From a budgeting perspective, as the following charts indicate, DPW's actual general fund support was about \$450,000.00 less than originally budgeted. This despite the fact that our snow fighting program was significantly over budget due to the heavy snow fall we experienced. A more detailed budget report is available as an appendix to the online version of this document which can be found at www.burlingtonvt.gov/DPW

Total DPW General Fund Fy2011 Approved Budget



Total General Fund Fy 2011 Audited Actuals



Right of Way Division

The Right of Way (R.O.W) Division of DPW provides some of the most visible and essential services to the city. These include street and sidewalk repair, street sweeping , repair and installation of water mains and services, maintenance and repair of sewers and stormwater drains, recycling collection, maintenance of road markings and signage, and of course snow fighting.

R.O.W manages its staff in a way that maximizes the output of its workers year round. The crews that are used for the intensive job of snow fighting during the winter take on the rolls of construction crews in the warmer months to do street and sidewalk repair, sewer line replacement and stormwater system installations as well as emergency repairs to city facilities. R.O.W has the equipment and trained staff to be able to handle almost any physical job required, no matter what the season.

This year R.O.W was able to respond to the challenges of brought on by extreme weather including repairs to the bike path and, stormwater infrastructure. It was also responsible for clearing the streets and sidewalks during 53 snow events.

Much of the construction work undertaken by R.O.W is through what we refer to as force account. That means that we use our staff to perform the work that DPW or other city departments would otherwise hire contractors for. Another term for this is resource leveling. It enables us to have the staff we need in the winter for snow fighting while undertaking essential work in the warmer months that is funded from dollars that do not come from the general fund. This keeps our dependence on property taxes as a fairly low proportion to our overall budget while enabling us to provide a high level of service to the taxpayers.



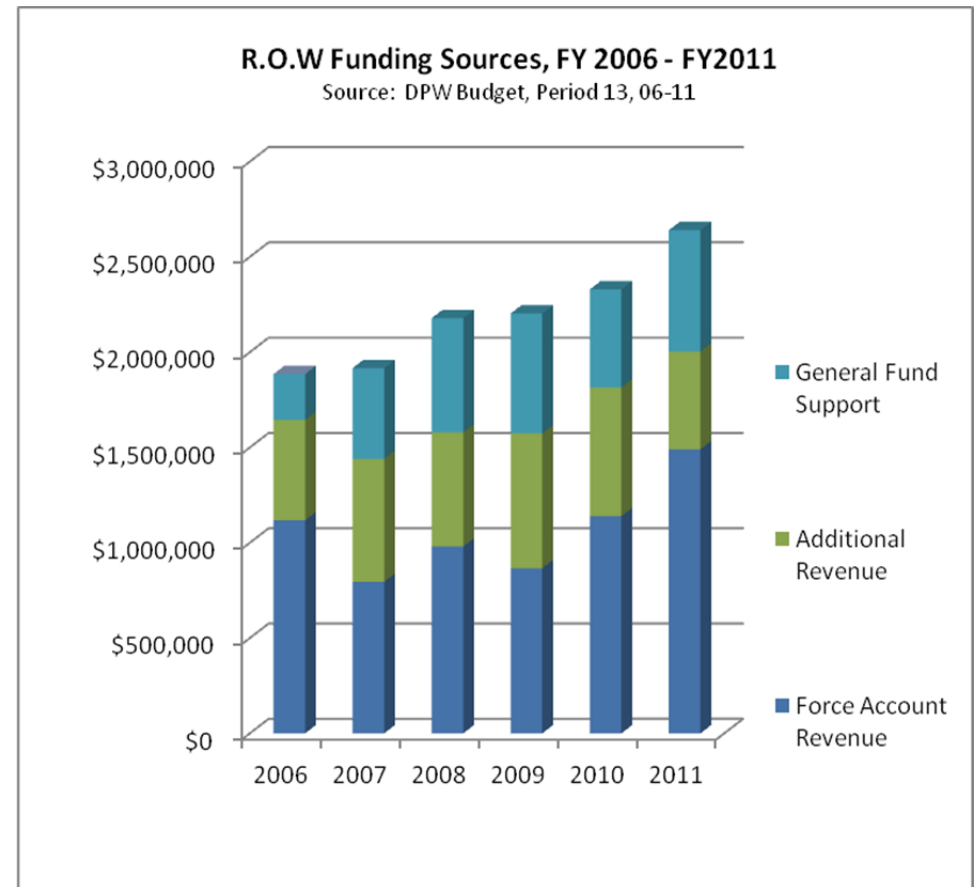
R.O.W Installing Stormwater Lines

Force Account Work

R.O.W is often able to provide Force Account work for projects within the City of Burlington. Force Account work is when R.O.W staff are utilized to provide labor for a project. This allows R.O.W to generate revenue that augments the stipend from the general fund (see chart right). These projects are often designed and implemented by the DPW Engineering Department. Since R.O.W is able to provide competitive pricing on labor as well as on call assistance in the case of unexpected problems Force Account work done by R.O.W provides a more efficient and cost effective alternative to hiring from outside the department.

The graph at right shows the sources of revenue for the R.O.W. division. The amount of revenue generated by Force Account work is a larger share of our revenue than is the general fund. Additional revenue sources such as state aid, miscellaneous sales of material and labor make up the remainder of our revenue.

Force account work also allows us to level our staff resources over the entire year with force account DPW is able to maintain experienced crews year round for snow fighting in the winter and construction in other seasons without increasing the financial burden on the tax payer. . Resource Leveling also ensures that ROW workers are able to do all work necessary in the city's ROW.



Additional Revenue comprised of State Aid, Misc. Sales of Materials & Labor, Snow Removal Services, and Misc. Employment Transfers

Examples of force account work performed by the R.O.W. division this year include replacing 9,300 linear feet of sidewalk, 200 linear feet of curb, 10 manholes, repairing upwards of 1,200 potholes and cleaning 315,000 linear feet of sewer line.

Street Sweeping

Street sweeping is an important service in Burlington not only because it helps to maintain the quality of our roads and improves safety in bike lanes but because it removes harmful sediments and debris from clogging drainage systems and entering Lake Champlain.

Street Sweeping, Debris Removed Per Year	
Source: DPW ROW Division	
Year	Cubic Yards Removed
2008-08	120
2009-10	200
2010-11	250

*Estimating that debris has a density of 2,700lbs per cubic yard

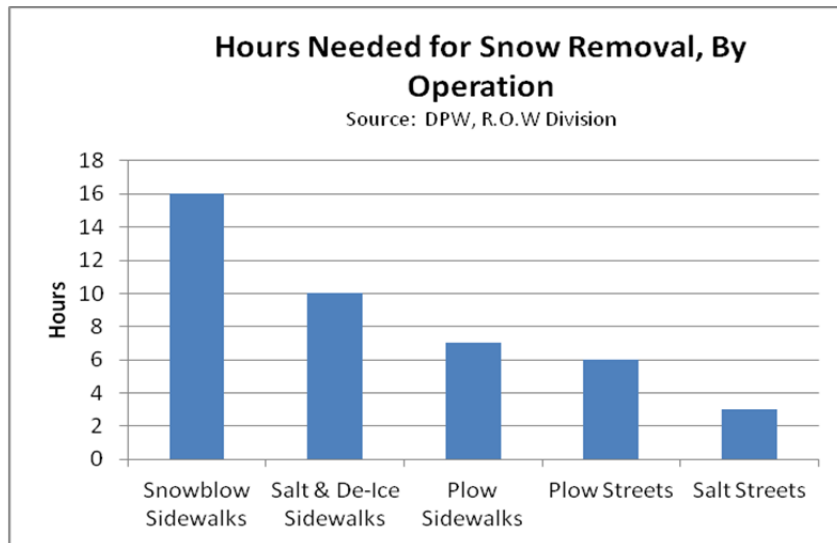
This year R.O.W collected and disposed of 250 cubic yards of debris, the equivalent of 337 tons*. While the preceding chart shows that we have increased our debris removal over the years, we have yet to determine what the appropriate “best management practice” should be for Burlington. R.O.W is working with the Stormwater program to evaluate whether more resources should be dedicated towards regular sweeping in the future. Looking forwards R.O.W and Stormwater intend to track debris collected more accurately in terms of weight in order to better assess the performance of the program

Catch Basins

Catch basins (or storm drains) are part of the city’s Stormwater infrastructure. They serve to drain stormwater from city streets. Most catch basins have a depression (sump) at the bottom which captures sediment and prevents it from washing into the river or lake. Catch basins must be cleaned regularly to make sure that the sump is not full of debris and can continue to capture sediment. In combination with sweeping, catch basins are important element in our efforts to protect water quality. In conjunction with sweeping we are working to determine what combination of best management practices delivers the best value for our efforts to prevent sediments from entering the river or lake. This year R.O.W built or repaired more than 120 catch basins, and was responsible for cleaning more than 1000 out of the total 2,200 in the city’s system.

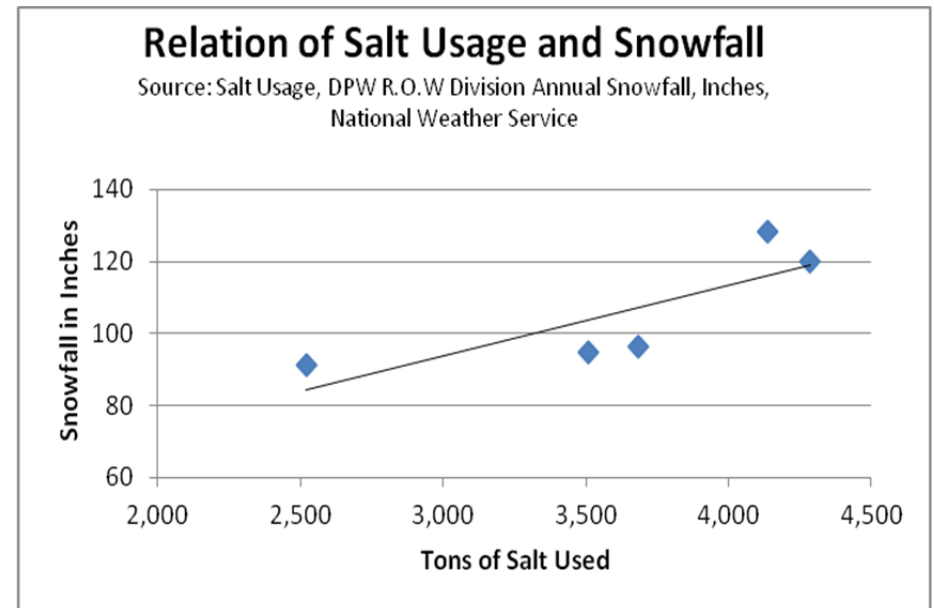
Snow Program

During the winter months R.O.W’s focus turns towards the battle of keeping Burlington’s streets and sidewalks clear of snow. Each snow event requires the clearing of 100 miles of road and 150 miles of sidewalk. This year the DPW Snow Program accounted for \$965,502 of the budget’s total \$2,640,320, or 37%. Although individual storms can vary greatly, the following graph shows a generalized breakdown of hours needed to perform individual snow removal operations during a snow event.



The Burlington Snow Programs salt usage is dependent on the number and severity of snow events. FY 2011 saw 53 snow events with a total of 128.4" of snow fall. This was an increase over previous years. Below is a table showing salt usage and yearly snowfall. This is followed by a chart showing the correlation between high annual amounts of snowfall and high salt usage.

Salt Usage and Yearly Snowfall		
Source: Salt Usage, DPW R.O.W Division		
Annual Snowfall, Inches, National Weather Service		
Year	Tons Used	Snow
2006-07	3,508	94.6"
2007-08	4,286	120.2"
2008-09	2,521	91.1"
2009-10	3,686	96.5"
2010-11	4,137	128.4"



Recycling Program

R.O.W provides recycling services for approximately 17,204 residential dwellings in Burlington. The goal of the recycling program is to provide a convenient service that successfully reduces the amount of waste generated by the city. This service is provided by 3 recycling trucks, each running 1 route a day 5 days a week. This year R.O.W collected 3,109 tons of recycling. The recycling rate in Burlington has remained steady over the last five years. Collection is a labor and energy intensive undertaking, however, as the following chart shows, we have been successful in improving the efficiency of our operation with the use of new collection vehicles, the result being that our costs to collect have remained stable over the same period.

Recycling Collection

FISCAL YEAR	Tons Collected	COLLECTION COST	COST PER TON
2007	3,141	\$502,956	\$160
2008	3,187	451,835	142
2009	2,985	451,835	140
2010	3,013	406,623	135
2011	3,021	432,469	143

Last year a Compressed Natural Gas (CNG) fueled recycling truck was purchased for the program. This truck produces nearly half the emissions of an equivalent diesel engine*. Two more CNG vehicles will replace our existing truck in 2012.

The recycling program is funded through a business tax on the collection of solid waste. For every residential unit served by solid waste collection (or per drop-off at the CSWD Drop-Off Center), a \$3.10 tax per month is assessed. This rate has not been increased since 2002.

The Recycling program also funds the Leaf pick up week, Christmas tree pick up week, and Green Up Day

DPW began offering 65 and 95 gallon wheeled recycling totes to all residents at wholesale cost. This will help prevent windblown litter that has been a problem with the blue boxes we have been using.



CNG Fueled Recycling Truck

Water Distribution/Maintenance

R.O.W division maintains the water distribution system that serves all residential and commercial buildings in Burlington. This includes 900 fire hydrants, 110 miles of pipe including water and 16000 services to buildings. Crews respond 24/7 to leaks or breaks in the system. In addition to dealing with 32 main breaks, we replaced 2505 feet of water mains, 6 valves and installed 58 services. This work is funded through the Water Division of DPW

Traffic

The R.O.W. division manages the city's 1219 parking meters, street name signs, traffic regulatory signs and road markings. The 1,219 parking meters generated \$1.3 million of revenue. R.O.W was also responsible for the replacement or repair of 675 street signs and the painting of 623 white stop bars and 326 red crosswalks.

The R.O.W. division also manages the school crossing guard program. The 32 guard program is funded entirely with parking revenues and receives no general fund or school tax support.

The traffic operations of the R.O.W. are funded by the traffic fund and receive no money from general fund taxes

Construction Projects

R.O.W performs various force account projects for the City. Often these tasks are planned and managed by the DPW Engineering Division. Undertaking this work is in keeping with the goal of having a productive year round staff. . This year R.O.W's construction projects included:

- Stormwater Reduction Project
- Rebuilding storm damaged Bike Path at Oakledge Park
- Stabilize Bike Path erosion behind Northshore Condo's
- St Paul St. sewer replacement - 240 linear ft. 12" sewer line
- Replacement of Dale Rd. / Bike Path Storm line
- Bike rack installations
- Sidewalk/Curb repair and replacement

Parking and Fleet Services Division

Parking and Fleet Services division of DPW provides vehicle and equipment maintenance and repair services for 11 city departments as well as some outside clients such as Mallets Bay Fire Department. Parking and Fleet Services is able to provide competitive prices and 24 hour on call services to all city vehicles, helping to reduce costs for the entire city as well as ensuring that city vehicles are consistently kept in working order.

Equipment Services also provides fueling services for all city vehicles in the forms of gasoline, bio-diesel and compressed natural gas (CNG). Parking and Fleet Services currently provides CNG to the University of Vermont's fleet of 5 on campus CNG buses.



DPW Fleet Services

As part of the department's commitment to reducing greenhouse emissions, Parking and Fleet Services replaced DPW's diesel burning fleet with bio-diesel and continues to promote CNG

as a cleaner burning fuel source for the city's fleet. One recycling truck currently runs on CNG and 2 more have been ordered.

In addition to maintaining the city's rolling stock Parking & Fleet Services, manages the city's four parking garage facilities, 1,219 metered parking spots, and six surface parking lots. Parking and Fleet Services traffic signal engineer also manages and maintains all city traffic signal system and parking ban lights. Parking and Fleet Services also manage the city's school crossing guard program.

DPW fueling station serves all city departments

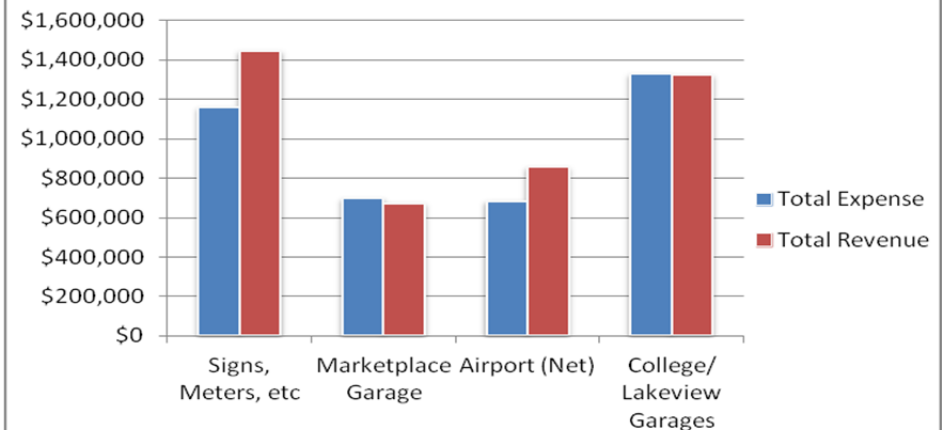


Parking

Parking meter rates have remained static since 2008, and garage rates have remained static since 2009. Parking revenue has only just been able to keep up with the increase in expenses associated with operations, and often the garages operate a loss (See Graph Right). There has been a steady upward trend in parking revenue over the last 3 years, although expenses continue to be slightly higher. The increase in revenue in 2009 can account for its net gain due to an increase in rates for that year. The Garage Parking Program operated at a net loss of \$14,690 in 2011. These trends indicate the need to increase revenue for off street parking facilities in order to sustain the operational expenditures.

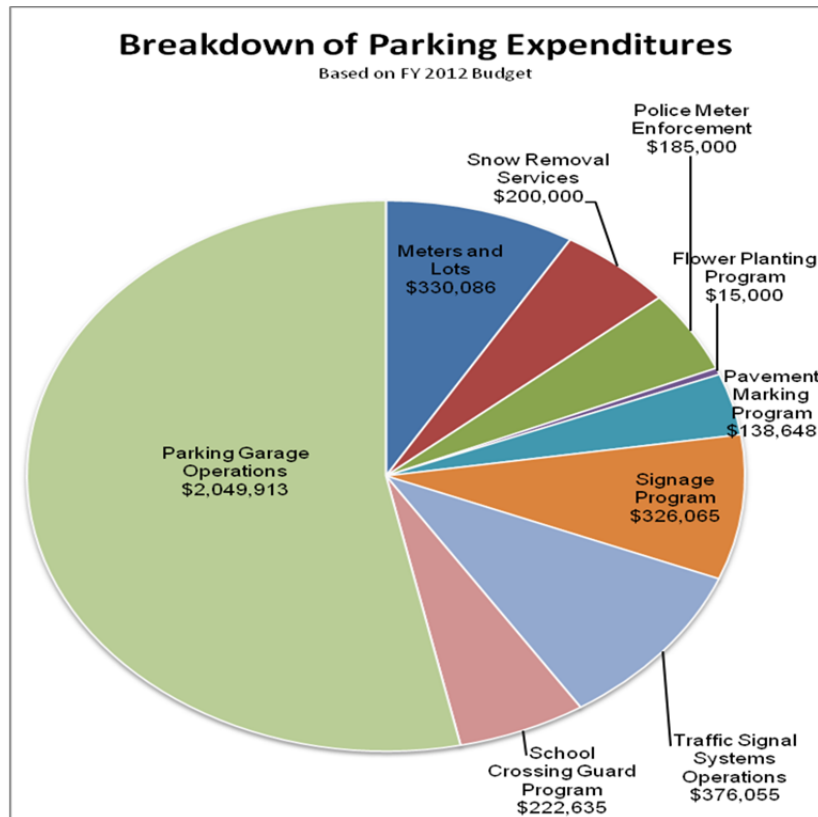
Parking and Traffic Revenue vs Expense Fiscal Year 2011

Source: DPW Budget 2011, Period 13



Parking Revenue Expenditures

As illustrated by the graph “Breakdown of Parking Revenue Expenditures” (on the following page) revenue generated by the city’s on-street and off-street parking facilities is used to pay not only for the upkeep of parking facilities but for other programs as well. Traffic Signal Operations, School Crossing Guards, Sign Repair and Replacement, and the city’s Flower Planting Program all receive funds generated by parking revenue. This in turn eases the burden on tax payers, as no extra cash from the general fund is needed to pay for these services and programs.



Two Hour Free Parking

Since 1999 downtown Burlington parking garages have provided 2 free hours of free parking to customers. For FY 2011 those who parked for more than 2 hours accounted for 32.03% of total parking at downtown garages. The lost revenue from providing the 2 hour free parking service is partially offset by an annual contribution of \$310,000 by the Downtown Business District. If Burlington *did not* provide 2 hour free parking at its downtown garages and charged a fee of \$1 an hour for the first two hours, the value of 2 hour parking in FY 2011 would be \$646,901

Traffic

Parking and Fleet Services employs one Traffic Signal Engineer to manage the city’s traffic signals and parking ban lights. There are 330 ped. signals in Burlington, 2 per crosswalk. 117 of the 330 signals are countdown signals. The remaining 213 signals will be upgraded on a basis of necessity. When a non-countdown signal stops working it will be replaced with a countdown one. A 2nd signal tech. was hired in 2012 to increase efficiency.

The Traffic division has committed to changing bulbs used in traffic signals from incandescent bulbs to light emitting diodes (LED’s). When an incandescent traffic signal bulb burns out the traffic signal engineer replaces the bulb with a LED light. 50% of our vehicle signals & 53% of our pedestrian signals are on Led. The department projects that within 5 years 90% of all lights will be LED.

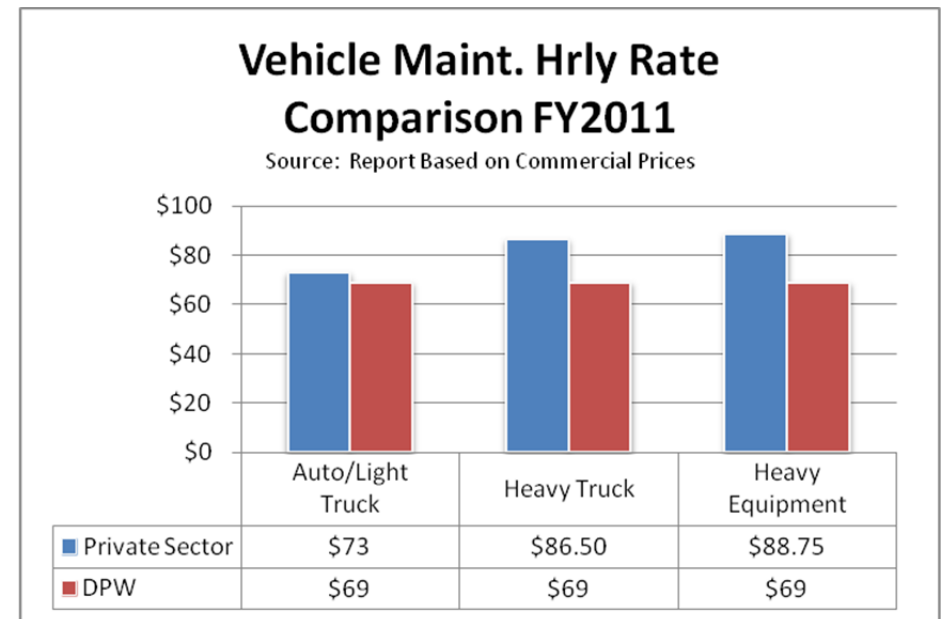
The benefits of LED lights can be seen in comparison of wattage used. An 8" LED light (typical of pedestrian signals) uses 9 watts vs. an 8" incandescent using 65 watts. A 12" LED uses 20 Watts vs. a 12" Incandescent at 135 Watts. A fully upgraded traffic light system using only LED lights could provide an 85% reduction in energy consumption, which was \$68,000 for the year.



135 Watt bulb (left) used for 12" signal vs. 20 Watt LED 12" (right) signal

Fleet Services

Fleet Services division continues to provide maintenance and repair services for over 300 of Burlington's municipal vehicles and 8 generators. Fleet Services offers competitive rates with the private sector (See Graph below), as well as 24 hr. a day on call services. This is especially important as many city vehicles are first response public safety and emergency vehicles such as fire and police.



Fuels

Parking and Fleet Services provides fuel services for diesel, gas, and compressed natural gas vehicles for all city vehicles. The division is able to recap cost of fuel usage through sales. .

The Central Maintenance Facility has a Compressed Natural Gas (CNG) Fast Fill Station. This station is used to fuel 5 UVM on campus buses, 1 recycling truck using CNG, and several Honda Civics with CNG engines used by Police Enforcement Department, DPW Director, and Parks & Recreation. Burlington Electric currently fuels a bi-fuel CNG Pick-Up truck as well.

All diesel powered trucks used by DPW run on Biodiesel, a best management practice, which decreases the need for oil changes and general maintenance. DPW also use synthetic oils that have further reduced the number of oil changes needed, reducing the amount of petroleum product used as well as the elimination of waste petroleum product disposal.

Parking and Fleet Services manages fuel distribution through a vehicle ID system. Each vehicle is assigned an ID key card which is swiped at the pump and each operator is assigned an individual pin number that must be punched after the key card is swiped. This allows the fuel to be tracked by vehicle and operator. Each city department is billed monthly for the actual amount of fuel used.

The chart up and right shows the cost of fuels per gallon used by DPW over the last 6 years. Gas and Biodiesel have been steadily increasing while CNG fuel has remained static. As the prices of gas and biodiesel continue to rise it will be important for the city of Burlington to consider replacing older vehicles with CNG fueled ones to capitalize on the cost savings associated with a natural gas engine.

DPW Fuel Price History, 2006 - 2011						
Source: DPW Parking and Fleet Services Division						
	2006	2007	2008	2009	2010	2011
Gas	\$ 2.93	\$ 2.98	\$ 3.63	\$ 2.47	\$ 2.66	\$ 3.29
Biodiesel	\$ 3.00	\$ 2.96	\$ 4.34	\$ 2.25	\$ 2.67	\$ 3.23
CNG	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.65
CNG Public	\$ 2.85	\$ 2.85	\$ 2.85	\$ 2.85	\$ 2.85	\$ 2.85



DPW Truck, Fueled by Bio-Diesel

Water & Wastewater Division

The Water/Wastewater division of DPW works to provide the citizens of Burlington with high quality potable drinking water, and ensures that wastewater is treated before it is discharged into the Winooski River and Lake Champlain.

The Water plant produces an average of 4.5 million gallons per day for the residents of Burlington and Colchester FD#2. The plant is staffed 24/7 to ensure all treatment processes are in order.

The water treatment plant is comprised of two stage filtration that then pumps potable water continuously and is distributed to the high and low service systems via 110 miles of water mains, two covered storage reservoirs and two elevated water tanks.

The City has three advanced secondary treatment plants, 49.7 miles of combined stormwater/sanitary sewers, 49.4 miles of sanitary sewers and 25 wastewater pump stations.



Wastewater Main

Water Debt

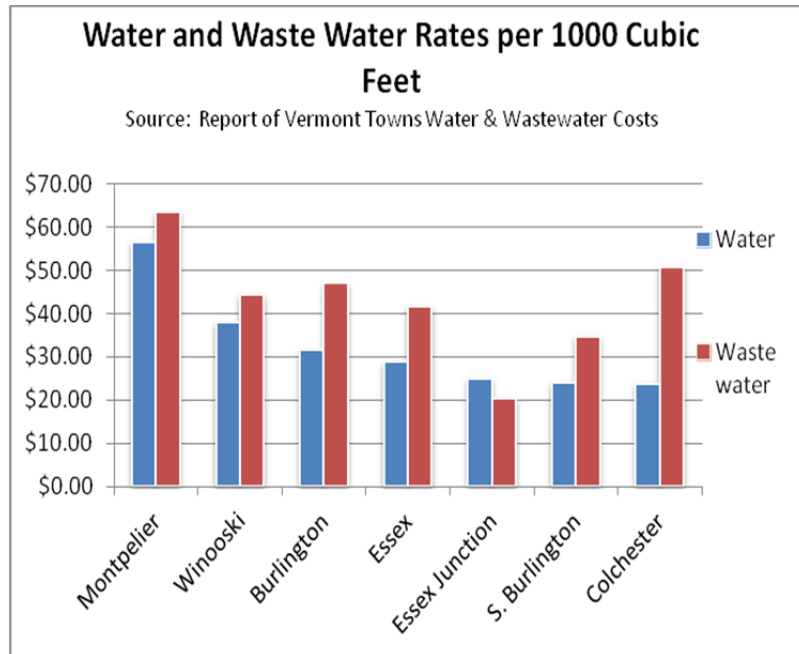
The Water Division is approaching the end of a 30 year debt payoff plan. Each year the Division pays \$1.3 million dollars, this will end in 2012. Since debt repayment accounts for substantial amount of the Water budget, the end of the repayment period will allow for more investment in water infrastructure. It is important to note that rates will need to remain static or increase in order to keep up with the need of improvements in infrastructure. The Water Division is gearing up for the 2013 budget and making allowances for the necessary improvements in infrastructure.

Wastewater Debt

In the late 1980s and early 1990s the City made 52 million dollars in improvements to the three treatment plants and associated collection systems. FY2011 saw the first balloon payment of 4 million dollars towards one of two loan schedules. The Wastewater division is currently preparing for the next balloon payment, which will be made in 2014, of \$14.6 million. To do this the department is increasing rates by 10.5% yearly to put itself in good financial standing for future borrowing.

Rates

Rates for Water and Wastewater have increased annually by 10% over the last three years. These rate increases have been necessary to assist in the payment of debt and capital improvements. Prior to 2008 rates had remained consistently static, showing increases only in 1994 and 2004. Burlington's rates are generally consistent with other towns in Chittenden County and Vermont despite its far greater service needs due to larger population.



The rate of inflation change between 1992 and 2011 is 61.7%. If the city had maintained the 1992 rate and only adjusted for inflation the water rate today would be \$3.91, and waste water would be \$3.74 for a combined \$7.65. As the following table shows water rates have increased at less than the rate of inflation. Wastewater rates have increased at greater the rate of inflation. This latter case is due to capital spending for wastewater improvements over the last twenty years.

History of Water and Waste Water Rates			
Rates per 100 cubic feet			
Source: Burlington, Water & Waste Water Division			
	Water	Wastewater	Combined
1992	2.42	2.31	\$4.73
1993	2.42	2.82	\$5.24
2004	2.68	3.24	\$5.92
2008	2.62	3.89	\$6.51
2009	2.88	4.28	\$7.16
2010	3.17	4.71	\$7.88
2011	3.17	5.18	\$8.35

Energy Efficiency

In FY 2011 Wastewater purchased a new Aeration Blower for its Main Plant through a grant from the American Recovery and Reinvestment Act. This blower pumps dissolved oxygen into the treatment system in order to sustain microorganisms that help treat the wastewater.

This new Aeration Blower is replacing one of the least efficient 200 horse power blowers with a turbo blower. It is projected that the new blower will be 30% more efficient than the previous blower and is projected to save enough energy to power 30 to 45 homes. The Waste Water Division has gained considerable experience with the turbo blower efficiencies since installing a 50 hp turbo blower at the North Wastewater plant. To date the Waste Water Division is seeing a 24% reduction in aeration energy that amounts to approximately 193,000 KWh equivalent to \$24,000 annually.

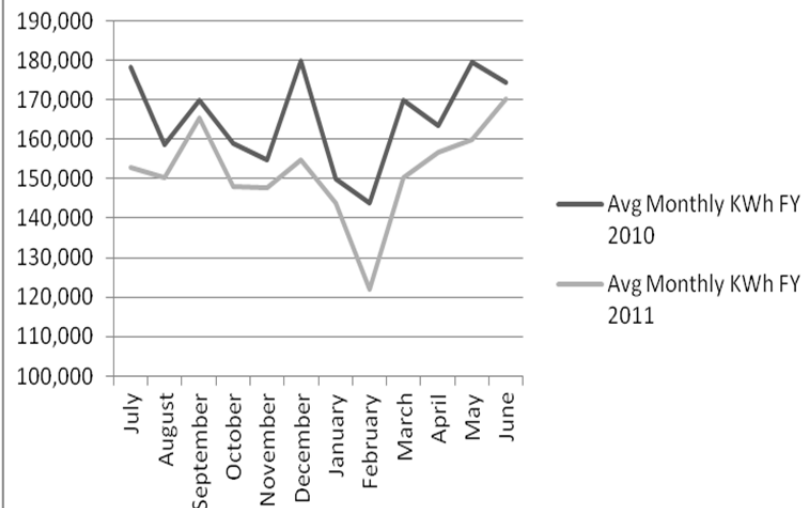


The project also qualified for a significant cash rebate from Burlington Electric. Combined with the 50% ARRA, the rebate will reduce what would have been a 4.5 year payback to a less than one year payback period.

New Turbo Blower at Main Wastewater Plant

Wastewater Main Killowatt Hours per Month

Source: Burlington Electric Dep.



The graph above shows monthly usage of KWh for FY 2010 and FY 2011. The new turbo blower was installed July 2010. The greatest savings in KWh occur in the months of December and February. The total yearly savings in KWh from 2010 to 2011 was 13,230 KWh. The installation of energy efficient equipment in the Water and Wastewater facilities is a best management practice as it reduces costs in energy expenditures as well as environmental impact.

Capital Improvements

This year wastewater lines running under Battery St and Colchester Avenue were relined using a Cast In Place Piping (CIPP) technique. Using this technique DPW saved a combined \$140,078 versus traditional excavation techniques. The Colchester Ave project was completed in one day using CIPP versus an estimated two weeks for traditional excavation. The Battery St project was completed in 2 days using CIPP versus an estimated three weeks for traditional excavation.

The savings in time and costs can be attributed to the Wastewater Division in conjunction with the Engineering Division taking advantage of new technologies and implementing them effectively.



Installing of CIPP on Colchester Ave

30 Year Plan

In February 2008 the Water division released a 30 year plan that outlines capital improvements to the water system in order to proactively mitigate future costs. As proactive action is always better and less costly than reactive, the projects outlined in the 30 year plan can be seen as best management practices towards cost savings as well as reductions in water loss and environmental impact. Burlington currently has an average water loss rate of 19.5% per month. The Water Division has set the goal of reducing this number to between 10 – 15%, implementation of projects detailed in the 30 year plan will assist in reaching this goal.

The majority of expenses outlined in the 30 year plan come from the water distribution system. This includes replacing pipes that have failed due to corrosion, age, or pipes that are too small to provide adequate domestic and fire flows.

Water meters are a third component within the 30 year plan. Practically speaking the American Water Works acknowledges that meter life varies with many factors including water quality and meter sizing for the expected use. The Water Division goal will be to have a program that strives to test a certain number of meters every year depending on meter size. Remote readers will also require battery or complete replacement in order to retain accuracy.

The plan also provides for the replacement of water main valves and hydrants that are beyond their useful service life. Working hydrants are essential to firefighting operations, and working valves are necessary isolate parts of the water distribution system during main breaks or replacements.

Technical Services Division

The Technical Services Division consists of Inspection Services group and the Engineering Group as described in the following Section

Inspection Services

Burlington DPW Inspection Services employs three trade inspectors, one building, one electrical, and one plumbing/ mechanical. The three trade inspectors conduct plan reviews, provide code consultation on structural and life safety codes, issue permits and conduct onsite inspections for all commercial and residential buildings. This includes additions, alterations, repairs and demolitions to all underground and above ground structures

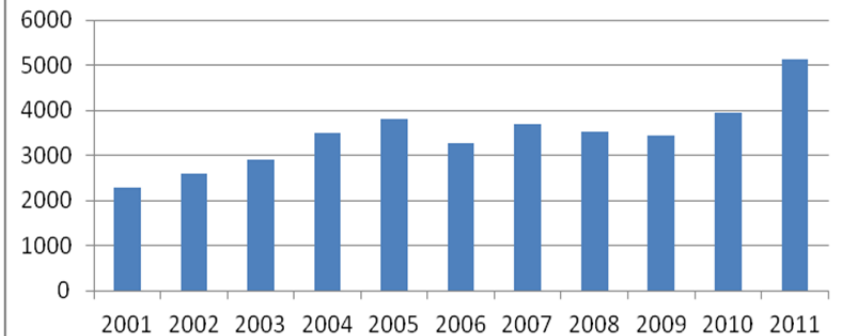
Funded by the revenues from permit fees; (building, plumbing, electrical, & HVAC, etc.) the division operates on a sustainable budget. Permitting fees are based on the estimated cost (time & material) of construction on a project. Fees are based on \$7.00 per \$1,000 of the project value.

Increase Trade Fees and Permits

Inspection Services has experienced a rise in work activity including property permit clean-up requests and number of permits issued per year. The number of trade permits issued in FY 2011 shows the greatest increase in permits issued within the last 10 years as the following graph shows.

Number of Trades Permits Issued by DPW

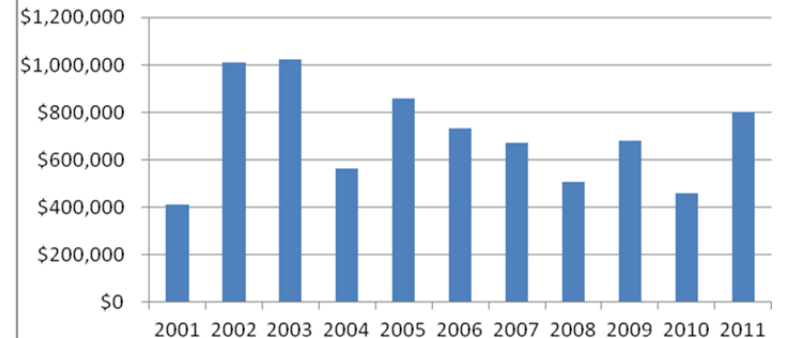
(Building, Plumbing, Electrical & HVAC)
Source: DPW AMANDA Database



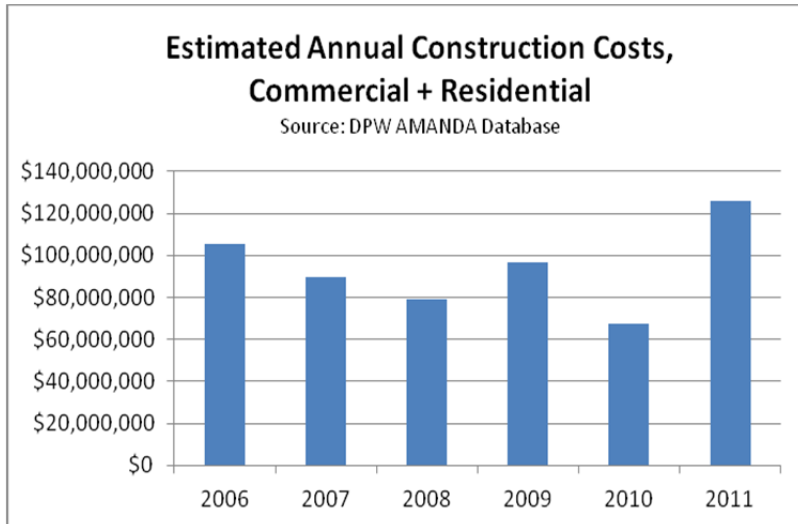
While the number of permits issued has increased, permit generated revenue generally has been declining until this year when it reached 2005 levels as the following chart demonstrates.

Trade Inspection Fees Collected by DPW

(Building, Plumbing, Electrical & HVAC)
Source: DPW AMANDA Database



The same can be said for total construction activity in Burlington, only this year did we surpass 2006 levels as shown in the following chart.



Unified Certificate of Occupancy (UCO)

A 2009 Ordinance changed Burlington's permitting process merged the zoning and building certificate of occupancy documents into one document now known today as the UCO. The consolidation of the two documents was implemented to improve the management of permits, streamline the processes, which expedites the closing of the permits related. 688 UCO's were issued this year.

Engineering Services

The Engineering Services of the Public Works Department provides design, construction, management, and maintenance of the City's infrastructure. This includes streets, sidewalks and pathways, sewers and storm drains, water and wastewater, public buildings and structures, traffic signals, and residential recycling. Engineering provides technical support in order to provide efficient operations in compliance with local, state, and federal regulations. Improvement of operations through maintenance and upgrades of infrastructure in order to advance environmental stewardship as well as improve system wide functionality is another goal of the Engineering group.



Street and sidewalk improvements at St. Paul and Main St.

Engineering also operates and manages the Stormwater, Street Capital, City Capital, and Transportation Planning programs. These programs often work together or with the other DPW divisions to carry out capital improvement projects within the City.

Engineering is also responsible for acquiring federal and state funding for capital projects. By leveraging dollars from outside of the community the Engineering department eases the burden of tax payers in paying for many of the capital projects that occur in the city.

Stormwater Program

The Burlington Stormwater Program was launched in 2009 as a result of a special taskforce assigned by the mayor to review the city's current stormwater policies and practices. While on a day to day basis, the stormwater program oversees and funds the maintenance, repair and enhancement of our existing stormwater infrastructure (catch basins, manholes, storm lines and outfalls), ultimately the goals of the Stormwater Program are to improve water quality in our surface waters and ensure compliance of the City with the various State and Federal Stormwater regulations.

Like many communities across the nation, the City of Burlington has chosen to fund stormwater management directly using a special revenue stream funded by user fees rather than allowing it to be lost in the day to day competing priorities of DPW. Residential properties are assessed a flat fee (\$3.00 for single family and duplexes and \$3.60/month for triplexes) whereas commercial properties are actually assessed a fee (\$1.17/1000 s.f.

per month) commensurate with the approximate amount of impervious (rooftop, paved and unpaved surfaces) on the property

Public Stormwater Infrastructure Management

With the help of the ROW division, the stormwater program and its funds ensure that the City's stormwater infrastructure is in good working condition and that we are employing best management practices to reduce the amount of sediment being discharged to our water system. There are over 2000 catch basins in the city that need to be cleaned on a regular basis. In order to keep up with cleaning the stormwater program, through the help of a VTRANS grant, purchased an additional stormwater vactor truck in FY 11 (with remaining debt financed through Stormwater through FY15). Most catch basins have a depression "sump" at the bottom which serves to capture sediments and prevent them from washing into the sewer lines and our surface waters. These catch basins must be cleaned ("vactored") regularly to make sure that the sump is not full and can continue to capture sediment. In order to maximize use of the new vactor, the stormwater program is also paying labor costs for two employees to inspect and clean catch basins between April -November. Over 1000 catch basins were inspected and cleaned this year, with approximately 270 tons of material removed. New for FY 2011 was the introduction of a catch basin inspection and cleaning form which can be used to track progress and also highlight basins which may be in need of repair.



ROW employees cleaning a catch basin on Colchester Ave with the new Stormwater Vector Truck

The Stormwater program utilizes the ROW division to perform necessary repairs to approximately 120 basins this year, and completed the installation of several drainage improvement projects (Hayward/Howard, South Union, Flynn & Foster, and Colchester Avenue) that were needed in locations with poor drainage. Additional stormwater projects include the installation of two 5,000 gallon stormwater storage tanks to reduce combined sewer basement flooding issues on South Prospect and the repair of a failed stormwater outfall pipe at Dale Road (by ROW). Of note was the combination of a traffic calming program project funding on Decatur Street with grant funding from VT DEC (\$10K) awarded to the stormwater program.

By installing a rain garden in the traffic calming bump out, stormwater runoff is able to soak into the soil rather than reach the catch basin at the end of the street. This project achieved two goals – traffic calming as well as stormwater runoff reduction.



Rain Garden Traffic Calming Bump out (Decatur Street)

Special Project: Combined Sewer/ Stormwater Reduction Project

The City of Burlington's drainage system is comprised of approximately 60% combined sewers. This means that the stormwater runoff from the City's paved surfaces and rooftops (impervious surfaces) drains to the same pipe network as the sanitary sewer. The arrangement does provide certain benefits during very small storms, through treatment of that stormwater. However larger storm events can cause combined sewer overflows (CSOs) due to pipe restrictions in the system. The City has undertaken millions of dollars' worth of projects over the past 30 years to reduce the number of CSO points in the City, install separate storm sewers and to increase treatment capacity for these large storm events at the Main

Waste Water Treatment Plant. Despite these efforts, as of 2009, overflows

were still occurring at a frequency greater than that permitted by the State at the City's remaining 3 permitted combined sewer overflow outfalls – 2 off of Manhattan Drive (Park Street and North Champlain outfalls) and 1 off of Gazo Avenue.



Infiltration System Installation at North Willard

With \$1.2 million in financial assistance from the ARRA program, the City of Burlington Department of

Public Works accomplished significant reductions in the amount of stormwater draining to these outfalls (reduction of more than **260,000 gallons** to the Manhattan outfalls and **150,000** gallons to the Gazo outfalls) through the construction of the following projects between April 2010 and September 2011.

- 13 Infiltration Systems throughout the Old North End
- Separation of roof drains at H. O. Wheeler with installation of pervious pavement parking spaces
- Separation of roof drain at C.P. Smith with peak attenuation storage
- Separation of roof drain at L.C. Hunt with stormwater re-use storage for irrigation

These projects were designed by DPWs Technical Services Division and installed by the ROW Division. As the result of these efforts, the City now appears to be in compliance with the State's CSO Policy which prohibits overflows during smaller than a 2.5", 24-hour storm.

Stormwater Education and Outreach

The Stormwater program continued its commitment to community outreach and education through the Chittenden County Regional Stormwater Education Program (RSEP). RSEP allows the City to contribute an annual fee of \$5000, along with the rest of the Chittenden County MS4s (Municipal Separate Storm Sewer System), to ensure consistent, quality education of the public via paid media and a website (www.smartwaterways.org). These media outreach efforts aim to educate the public about the effects of stormwater runoff on water bodies and the simple steps that can be taken to reduce these effects (Phase II Stormwater 2010 Annual Report).

Following on the success of the RSEP program, the MS4 (with Burlington on the steering committee) communities also launched a pilot project for the regionalization of Minimum Measure 2 which focuses on public involvement and workshops. The pilot created the Chittenden County Stream Team (CCST) which worked to promote workshops on how to disconnect stormwater runoff from storm drains, rain barrel fabrication, how to improve your driveway to reduce stormwater runoff, and how to build a rain garden. As part of this project, the Stormwater Program worked with the CCST to install a rain garden at Callahan Park which receives runoff from the roadway and allows it to infiltrate into the soil.

Implementation of Chapter 26 Stormwater Ordinance

As part of an increased focus and prioritization of stormwater management in Burlington, the City introduced protective language in Chapter 26 of the Burlington Code of Ordinances requiring that all projects disturbing more than 400 sq. ft. of earth be reviewed by the Stormwater Program prior to the issuance of any zoning or building permits. All projects

over 400 sq.ft. must submit an Erosion Prevention and Sediment Control Plan which outlines the measures that will be employed on the site to prevent the runoff of sediment from the project into our stormwater system and our waterways. Additionally, all commercially zoned projects that are disturbing more than 400 sq. ft. and all residential projects that are disturbing more than 400 sq. ft. and which have (or



Rain Garden Installation by SW Program and Chittenden County Stream Team Volunteers

will have) greater than 2500 sq. ft. of impervious surface are reviewed to ensure that long term stormwater runoff from is minimized. For residential projects, the measures focus largely on impervious disconnection (letting runoff from impervious surfaces soak into vegetated areas), but have also included specifying ribbon driveways (two strips of pavement with grass strip in the middle) or pervious pavers for patio surfaces. For commercial projects (both new development as well as redevelopment), measures include bio-retention (rain gardens), tank storage, pipe storage, pervious pavers, tree plantings and green/living roofs.

Chapter 26 implementation is on-going, with work still to be done on the workflow processes related to review and compliance tracking of these projects/approvals. As of FY 11, Erosion Prevention Sediment Control and Post Construction Stormwater reviews are being tracked in the AMANDA database which aids in coordination between the Stormwater Program, the Trades Inspectors, Planning & Zoning and Code Enforcement. #’s of projects

Capital Street Program

Street Capital is managed within the Engineering Division. Specific programs managed under Street Capital are street reconstruction, traffic calming, bike/pedestrian improvements, roadway repairs & patching, sidewalk and concrete work, and catch basin repair. The Street Capital division works closely with the R.O.W Division to ensure that these programs are designed and constructed as per plan.

The Engineering Division manages specific projects which utilize and leverage Street Capital local match funds to perform large scale projects such as the College Street Improvements on the Waterfront, Lower Church

St and St Paul St Improvement Project, Cherry St. at Church, Waterfront Access North, and Pearl St projects.



Street Paving

Burlington is currently embarking upon a 20 year plan to improve the condition of its streets. Prior to 2008 Burlington was spending \$700,000/year on street paving and the average Paving Condition Index (PCI), the standard measure of street quality, was at 62. An asset analysis showed that Burlington’s average PCI would decrease by 2-3 points per year if paving continued at this rate. In 2008 voters approved a property tax increase of \$.02 a \$5.4 million dollar bond to fund road improvements. This has enabled us to

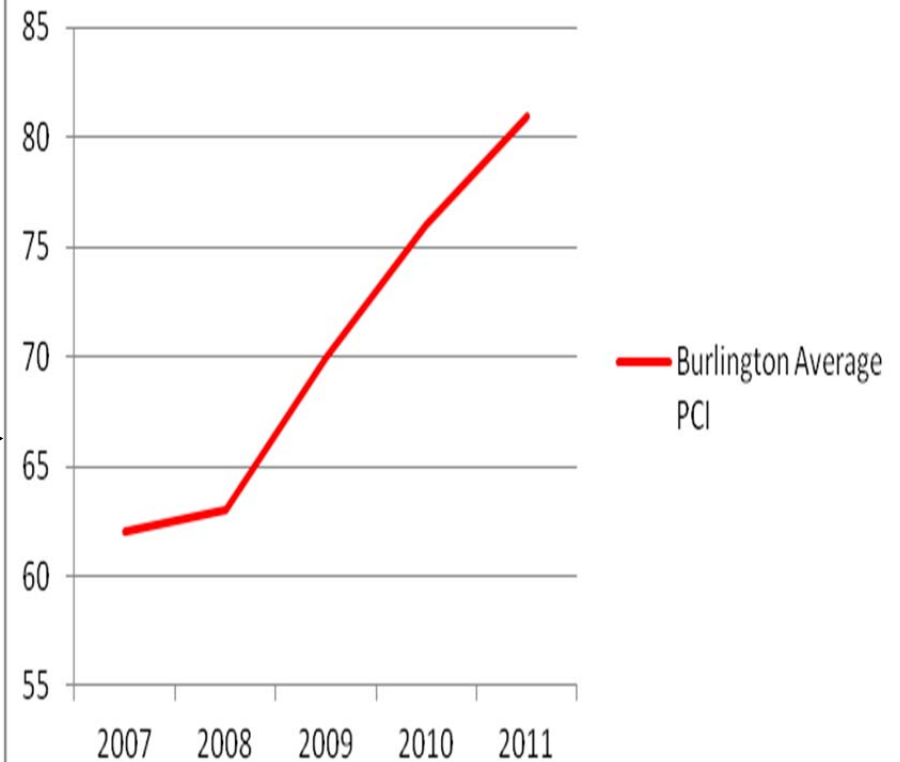
spend \$9.4 million over 3 years and raise the PCI over 80 as the chart shows. We will continue to spend over a million dollars to maintain and improve our roads.

The DPW Engineering Division decided to spend \$3.2 million in the initial 3 years of the 20 year plan in order to mitigate future expenses. In these 3 years, the Street Capital Program was able to pave approximately 10 miles of street a year. The graph right shows the average PCI of the Burlington Street system has been increasing due to the new funds available for street paving. This allows our transportation system to maintain an improved and sustainable level of service for bicycles, transit, vehicular traffic and pedestrians utilizing new ADA accessible crosswalks.



Burlington Average PCI: 2007 - 2011

Source: DPW Street Capital Program





Transportation Planning

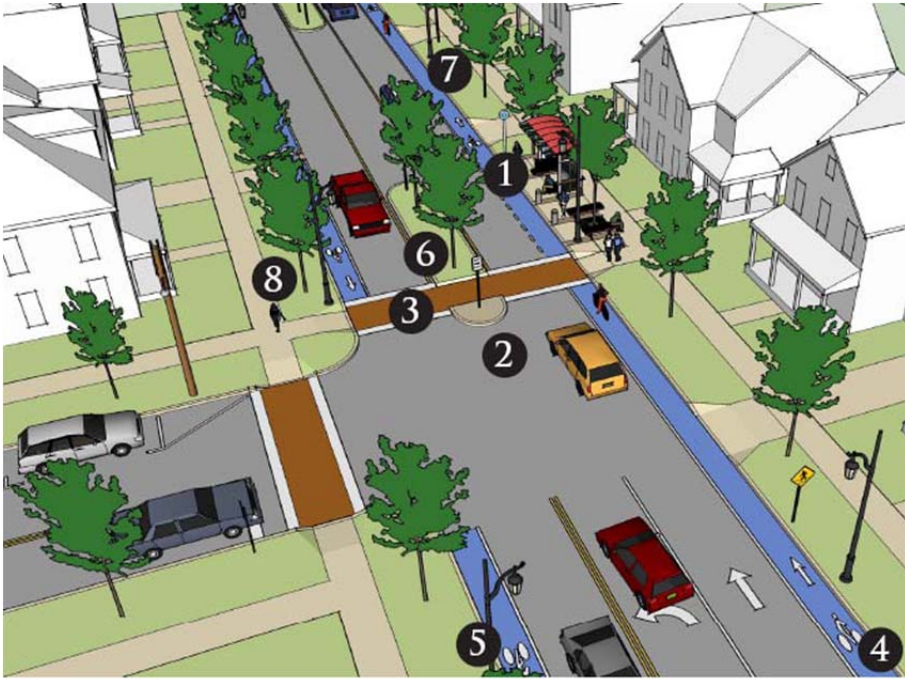
The Transportation Planning Program within the Engineering Division is responsible for keeping Burlington's transportation system on track with the city's goals for transportation as laid out in the Burlington Transportation Plan. This includes moving forward with the city's complete streets initiative, making provisions for a multi-modal public transit systems, traffic and speed management initiatives, and new forms of parking management. The transportation planning division coordinates efforts with the CCTA, Planning & Zoning Department, Legacy Department, Car Share Vermont, University of Vermont Transportation Research Center and Engineering Department, CATMA, VTRANS and other stakeholders to ensure these goals are met. In addition, staff represents Burlington at the

Chittenden County Regional Planning Commission (CCRPC) and staffs the Transportation, Energy, and Utilities Committee of the City Council.

The Transportation Planners also coordinate annual Transportation Improvement Planning meetings with other city departments and coordinate grant applications, which may include Transportation Enhancements through Vtrans, Sidewalk Grants through the CCRPC, or other grant opportunities as they arise.

Traffic Calming

Street Capital Program works closely with the Transportation Planning division in traffic calming. Traffic Calming is generally done in response to requests by residents who feel their streets are unsafe due to driving conditions. The Street Capital and Transportation Planning Divisions will conduct a study of the street to determine the actual traffic conditions of the street and then create a plan for traffic calming if necessary. Some accepted Traffic Calming Techniques include street bump outs, shrinking of travel lanes, addition of bike lanes, and general configuration of the roadway. In FY 2011, the city requested Technical Assistance from the Chittenden County Regional Planning Commission (CCRPC) to update Burlington's 2003 Traffic Calming and Neighborhood Enhancement Plan; work began in late FY 2011 and is not yet complete. In FY 2011, traffic calming was completed on Decatur Street and plans were approved by residents of Isham Street (construction will occur in FY 2012). In addition, data collection and/or neighborhood meetings began or continued on Hyde Street, Austin Drive, North Street, and Tracy Drive. Follow-up data collection was also scheduled for Decatur Street.



The Complete Street, Transportation Plan

Progress Indicators

As identified in the *Transportation Plan*, fourteen progress indicators will be tracked and reviewed annually. The indicators have been chosen because they are important to the goals of the *Plan*, and because they can be tracked at little or no additional cost. Some of the indicators have specific goals. For example, there is a long-term goal for the first indicator of completing 100 percent of the *Complete Streets* network. Other indicators do not have specific targets but are important to monitor. For example, if the volume of traffic entering and exiting the City is increasing but road capacity

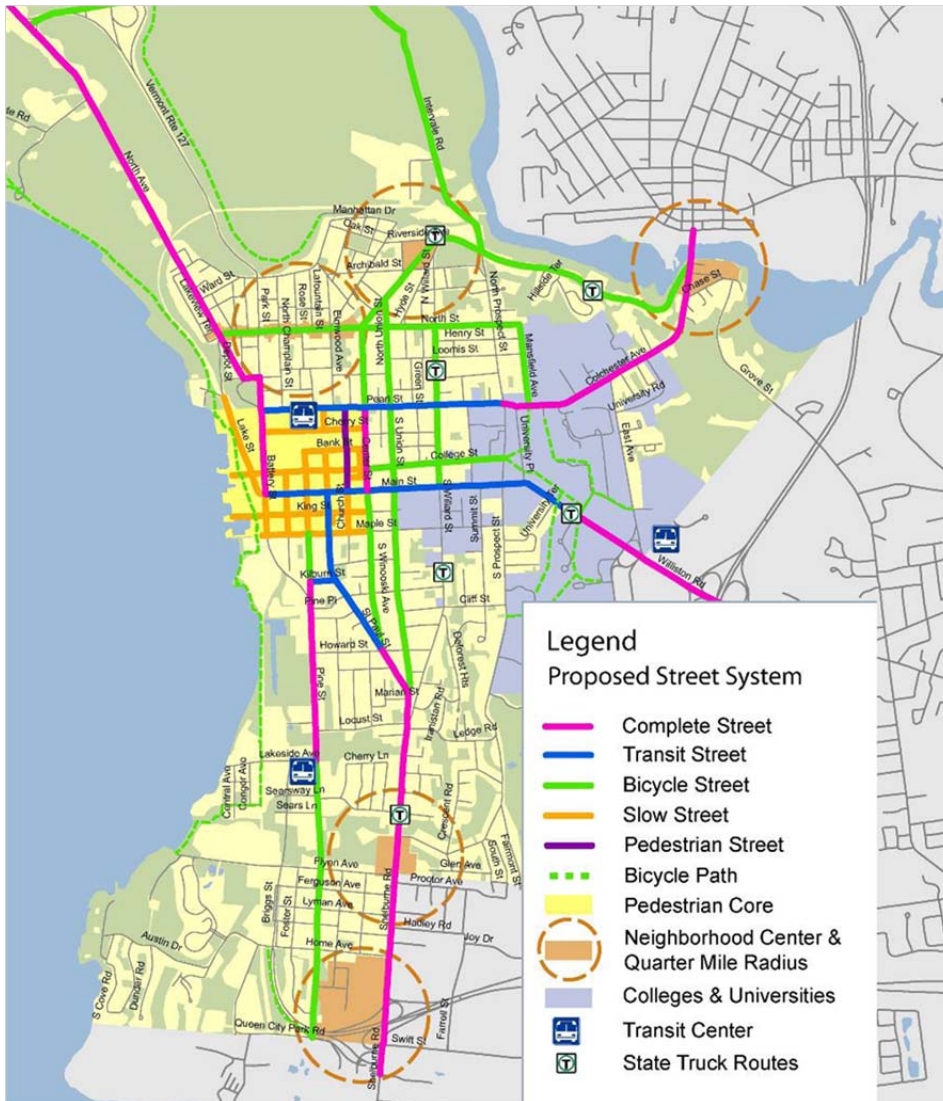
is not, action will be needed. These data can begin to be monitored and tracked.

Tracking the Progress Indicators

- 1) *Complete Streets* (percent completed);
 - **10%, Western Segment of Colchester Ave**
- 2) *CCTA Transit Ridership* (annual);
 - **2,510,959**
- 3) *Priority Transit System* (Percent of weekly service hours achieved)
 - **0%, CCTA does not currently operate a Priority Transit System**
- 4) *Traffic Volumes into and out of the City* (vehicles per weekday);

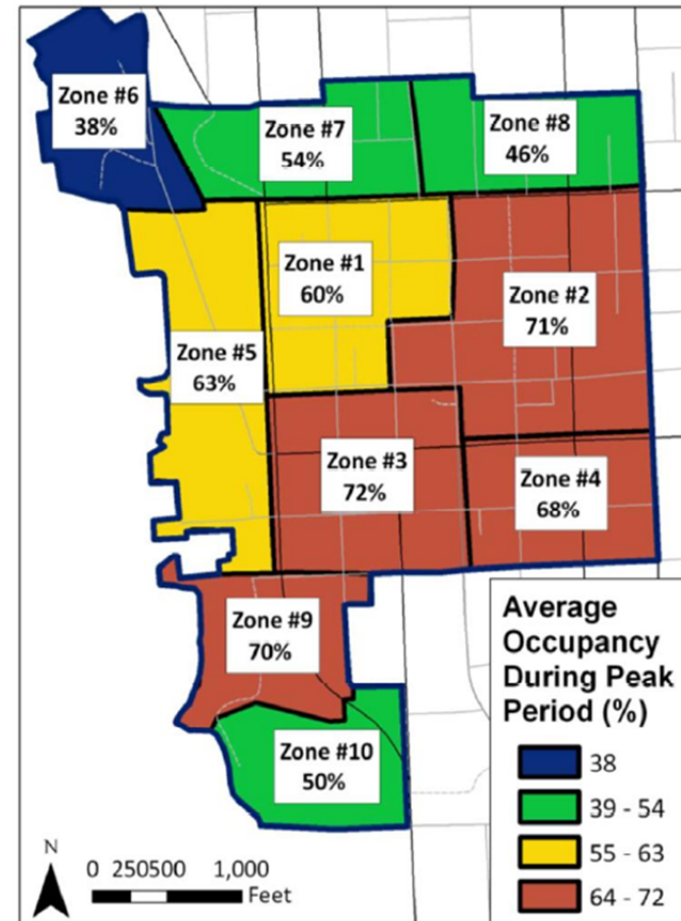
Average Annual Daily Traffic Counts (AADT) taken at:

- **Main St US 2, South of U Terrace – 29,500**
 - **Shelburne St, South of the Rotary – 19,440**
 - **Colchester Ave, East of Mansfield – 16,800**
 - **Beltline Rte. 127, Exit for North Ave – 7,700**
- 1) *Accumulation of Cars* (estimated for weekdays from traffic volumes – an indication of parking demand); **See Burlington Downtown + Waterfront Plan Transportation Study*
 - 2) *Downtown/Waterfront Parking Spaces* (total public and private spaces);
 - **8,846 total parking spaces**



Proposed Street System, Burlington Transportation Plan

Figure 15: Peak Period Average Occupancy of Parking Zones Created for the Study Area



Graph Courtesy of RSG Transportation Inc., Downtown and Waterfront Plan Transportation Study, August 2011

6. *Downtown On-Street Parking Utilization* (peak times on weekdays – part of parking pilot program described below);

- **Peak Parking is between 1 -3pm on Fridays.**

7. *Parking Revenues* (annual City parking revenues from garages, surface lots, and on-street spaces);

- **\$8.3 million**

8. *Maintenance Expense* (annual City budget as percent of needed maintenance budget) :

- **\$2,049,913, Operations expenditures for city parking facilities**

9. *Number of Burlington Employees Covered by TMAs* (Total number in Transportation Management Associations including CATMA, a downtown TMA under discussion, and any other TMAs that might form); ** See Burlington Legacy Plan*

10. *TMA Employee Mode Shares* (percent walking, biking, using transit, carpooling); ** See Burlington Legacy Plan*

11. *Mode Shares for Students at Public Schools* (percent walking, biking, using transit, carpooling);

- **83% of Elementary Schools Participate in a Safe Routes to Schools Program**
- **50% of Middle Schools Participate in a Safe Routes to Schools Program**

12. *Traffic Crashes* (reported crashes per year, segmented by injury vs. property damage only, and whether pedestrians and cyclists were involved);

Total Crashes in Burlington VT, FY 2011	
Source: Vermont Agency of Transportation	
From 07/01/10 To 06/30/11 General Yearly Summaries Information	
Injury Crashes	158
Person Injuries	190
Property Damage Only	1415
Total Crashes FY 2011	1646
Total Bicycle Crashes	42
Total Pedestrian Crashes	27
Injury Crashes Bicycle	32
Injury Crashes Pedestrian	57
Property Damage Only Bikes	8
Property Damage Only Pedestrians	3
Total Ped Bike Crashes	69

13. *Energy Use/Greenhouse Gas Emissions* (estimated fuel consumption in City and by City residents by cars, trucks and buses. ** See Burlington Legacy Plan*

Bicycle and Pedestrian Planning

The Street Capital program allocates \$36,701 for bicycle planning annually. This budget can be devoted to infrastructure improvements, education, planning, or any other bicycle-specific project. In FY 2011, the bicycle program provided 11 u-racks to private businesses through the Bicycle Parking Assistance Program; provided long-term, secure bicycle parking in the bicycle lockers in the Marketplace Garage; printed the 3rd edition Burlington Bicycle Map; coordinated the first annual Walk Bike Meet-Up to bring the numerous Burlington-based pedestrian/bicycle advocacy groups together; purchased and installed new bicycle racks; and created the Burlington Walk Bike Council (BWBC) budget committee to assist in the prioritization of bicycle-related projects. In FY 2011, efforts and the associated budget focused on education (38% of annual funding), monthly BWBC meetings (2%), monthly BWBC meetings (2%), Plangineering staff training (2%), events (3%), bicycle parking infrastructure (16%), other infrastructure (9%), and miscellaneous or carryover projects (30%).

Pedestrian Planning is largely a coordination of efforts and attempts to have clear communication between the various divisions focused on pedestrian projects: annual sidewalk improvements (Street Capital and R.O.W.), pedestrian signal improvements (Traffic), and safety/encouragement (included in bicycle-related efforts). In addition, pedestrian-specific design is often the focus of Plangineering staff training.

CCRPC / Technical Assistance

Burlington is fortunate to have a productive and cooperative relationship with the Chittenden County Regional Planning Commission, who provides technical assistance and grant opportunities on an annual

basis. In FY 2011, Burlington requested technical assistance through the Unified Planning Work Program (UPWP). This included traffic counts, Colchester Avenue Corridor Study, Colchester Avenue Demonstration Project, downtown circulation and pedestrian signal timing, Main Street (Burlington/Winooski) Bridge evaluation, North Avenue Corridor Study, and North Winooski / Archibald Street intersection scoping. Some projects were moved into the FY 2012 UPWP.

Recycling and Solid Waste

The Transportation Planning division also coordinates the outreach efforts and schedules for residential recycling/R.O.W. special projects, including Leaf Collection, Christmas Tree Collection, and Green Up Day. Staff also assists with the annual licensing of solid waste collection haulers. In FY 2011, nine haulers were licensed to collect solid waste in Burlington. Haulers are required to abide by Chapters 14 and 21 of City Ordinance, governing solid waste collection operations, taxes, and noise control

City Capital Program

In Fiscal Year 2008, the Department of Public Works took over management of the City's Capital Improvement Plan including the planning, prioritization, budgeting, and construction management of each capital project. The Capital Improvement Program (CIP), approved by the City Council in June 2007, included a description of how capital projects were to be identified, ranked, prioritized, and managed. Each year since then, the City Council has reviewed and approved an Annual Work Plan and Capital Improvement Plan five year plan in June.

City Capital Improvement projects are identified through meetings with the heads of all city departments. The department heads bring needed projects to the fund manager, where they are then scored and ranked based on a number of criteria, including; health and safety, essential to operations, required by federal or state mandate, will help avoid future costs, or have a local dollar match.

The City Capital Program aims to research and understand many of the city's facilities and operations in order to be better able to allocate the resources from the fund. In 2009 a city wide electrical and mechanical assessment was done in order to evaluate the electrical and mechanical status of city assets. This study provided the department with much information about energy efficiency, building code and operational issues that will allow the program to advance projects that are cost effective and have maximum benefit

The City Capital Program also identifies those projects that are above and beyond what can be funded by the General Fund in the next five years, at least. Many of these projects, without the assistance of grant and/or matching money are unlikely to become funded projects due to the ongoing need of the city's existing facilities.

As an appendix to the online version of this document which can be found at www.burlingtonvt.gov/DPW a spreadsheet is provided that gives more detail on the projects that were managed by Engineering Department and a separate spreadsheet gives more detail about the City Capital program that we also manage.

Steve Goodkind PE
Public Works Director
City of Burlington

Appendix

A



**CITY OF BURLINGTON
DEPARTMENT OF PUBLIC WORKS**

645 Pine Street
Post Office Box 849
Burlington, VT 05402-0849
802.863.9094 VOX
802.863.0466 FAX
802.863.0450 TTY

Steven Goodkind, P.E.
*DIRECTOR OF PUBLIC WORKS
CITY ENGINEER*

**MEMO: BURLINGTON CITY COUNCIL
FROM: STEVEN GOODKIND
7/12/11
RE: ANNUAL REPORT TO CITY COUNCIL - FY2011**

The Department of Public Works was established 16 years ago through the consolidation of five departments. With a combined budget of over \$32,000,000 we have continued to demonstrate the benefits of cooperation and resource sharing across diverse programs.

The following report is a summary of DPW's projected budget performance through the end of FY2011 and operational highlights for each DPW workgroup during that same time period.

SUMMARY

Although our fiscal year ended on June 30, we do not close the books on FY 2011 until August, therefore this report is still a projection of how the department will perform relative to our budget for the fiscal year. Overall it was a good year. Our general fund programs with the exception of activities associated with snow fighting will finish the year within budget. All of the special revenue and enterprise programs are also expected finished the year in the black. In this later case they all exceed their net revenue projections.

An Equal Opportunity Employer

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GENERAL FUND

TECHNICAL SERVICES

Technical Services comprises three programs: **Inspection Services** offers consultation and technical advice, issues permits for construction in the city, and inspects the work for adherence to safety codes and standards. It is funded entirely by fees. **Engineering** which include design, construction, and management of streets, sidewalks & pathways, sewers & storm drains, water & wastewater, public buildings, traffic signals, and residential recycling. It does transportation planning develops policy, and provides staff support to various committees. **The Capital Street Program** which is funded from a dedicated portion of the property tax and state aid to help maintain state roads within the city. It provides the resources to repair and reconstruct our transportation infrastructure.

All three of these programs will finish the year within their budgetary authorizations. Selected highlights from this year's activities are as follows:

Inspection Services

- Issued 4942 permits with a value more than double from the previous year, indicating an upturn in building activity follow the recession.
- Implemented a unified certificate of occupancy program
- Continued effort to close out open permits, and reduce the number of open permits
- Participated in the coordination of the permitting process with other city departments.
- Provided technical training to Code Enforcement
- Provided staff support for issues involving vacant buildings.

Engineering

- Provided engineering design and review services for the city
- Managed the City's General Fund Capital Plan that includes an inventory and prioritization analysis
- Staff assigned to schedule, organize, and convene the City Councils Transportation, Energy, Utilities Committee. (TUEC)
- Managed all state and federal environmental permitting
- Managed the City's MS4 General Stormwater Permit
- Managed the City's Post Closure Land Fill Permits
- Provided internal support to other workgroups within the department, by arranging safety training sessions.
- Conducted on-going effort to provide beach sampling
- Conducted the Colchester Avenue Complete Street demonstration project 3-lane complete street configuration as recommended by the Transportation Plan
- Installed a buffered bike lane on Union Street – first installation in Burlington, encourages motorists to ride further from the bike lane

- Continued support of the effort to adoption of the Burlington Transportation Plan
- Increased bike/ped advocacy groups in Burlington: we've had the Walk Bike Council, but we also have the Burlington Bicycle Coalition and the BTV Bike Cluster (focusing on the bike economy of Burlington)
- Continued pedestrian and bicycle related education and outreach activities in coordination with the Safe Streets Collaborative
- Worked with the School Dept to develop plans to improve the function and safety of the Main Street mid-block crossing at Edmunds School
- Received state and federal support to include a new shared use path on the west side of Pine Street from Lakeside Avenue to Kilburn Street in the construction of the Champlain Parkway
- Applied for Act 250 Permit for the Champlain Parkway . Hearings to be held in Summer of 2011
- Awarded construction of Cherry/Church Street Improvements. Construction to begin in September 2011
- Completed design of streetscape improvements to Pearl Street between Winooski Avenue and St. Paul Street. This project will increase parking by 6 spaces and add a bike lane in both directions. Construction to begin in Summer 2011. This project is part of a larger Church Street Marketplace Lighting Upgrade project. Construction to begin in Winter 2011. The work on Pearl Street will provide the in-kind local match that will leverage state funds for the lighting project.
- Completed improvements to Lakeview Cemetery. Improved drainage and road to provide access to burial sites on the cemetery's north side.

Completed energy efficiency upgrades to heating and electrical systems at each of the City's five fire stations, the Police Station, Fletcher Free Library and the Firehouse Gallery for the Arts.

Assisted in the funding of the new entrance to the Route 127 Bike Path at Manhattan Drive

- Completed improvements to Lower College Street including new brick work, stormwater, underground utilities, street lighting, sidewalks and other pedestrian amenities at Waterfront Park.
- Completed infrastructure design of improvements at the Waterfront North project area. (Moran Plant sight) This project is funded by a TIGER grant and is set to begin construction in 2011.

Capital Street Program

- Developed and implemented a strategic analysis of the sidewalk system that is now used to prioritize sidewalk capital work and installed 6300 feet of sidewalk
- Successfully completed the second year of a \$9.6 million program to raise the pavement condition index (pci) of our street system. This work includes paving and reconstructing over 10 miles of roadway in Burlington. We now project that we will significantly exceed our pci goal of 75 when this program is complete at the end of calendar year 2011.

- 90% of Lower Church is completed, new curb bumpouts, new lighting, new crosswalks, concrete, solar clusters, ADA compliance for sidewalks, new roadway, benches, bike racks, new signalization, pedestrian space and amenities.
- St. Paul Street Improvement Project, was 60% completed, including new mid-block crossing at City Hall park on St. Paul Street is currently under construction.

RIGHT OF WAY

The **Right of Way** program is responsible for plowing & sweeping streets and sidewalks, fixing potholes, repaving streets, laying new sidewalks and maintaining the water distribution and waste water collection systems.

The Right of Way program exceeded its budget due to costs associated with snowfighting. All its other programs were within budget for the fiscal year.

This past winter was not only the second snowiest on record, it saw two mega-storms, each of which rivaled the Valentines Day storm of three years ago. We learned a lot from that earlier storm including how to clear the heavy snow more quickly with the strategic use of sidewalk plows/blowers on the streets and in the downtown.

As winter finally ebbed we were faced with a severe pothole season although it would have been much worse had we not undertaken our enhanced paving program. This was followed by the lake flooding that kept our crews busy throughout the city.

Other selected highlights from this year's activities are as follows:

- Replaced 3490 feet of water mains
- Renewed 33 residential water services
- Installed 7 new fire services
- Repaired 34 water mains
- Repaired 39 water leaks
- Replaced 7 fire hydrants
- Salt usage was 4,137 tons
- Replaced 6,300 linear feet of sidewalk
- Repaired/replaced 80 catch basins and 10 manholes
- Swept 800 cubic yards of debris from streets
- Completed 15 locations of a \$1.2 million program that will eliminate the 3 remaining combined sewer overflows in our city and the 2 remaining locations to finish the program will be finished this year
- Installed new stormwater system at Flynn Ave. and Foster St.
- Installed new stormwater system on Colchester Ave. at medical center
- Assisted in efforts to repair flood damage to the bikepath
- Provided sand and delivered sandbags to residents in flooded areas and provided garbage dumpsters to neighborhoods to collect flood damaged belongings for disposal.

RECYCLING

Recycling licenses haulers, handles curbside pick-up, and collects autumn yard waste, Christmas trees, and organizes Green Up Day. It is funded entirely with fees. The recycling program will meet its budget mandates for this year and it will generate a small surplus. Selected highlights from this year's activities are as follows:

- Collected about 3200 tons of recyclables with our curbside collection program
- implemented a toter cart purchase program that will make 65 gallon wheeled toters available to the public at a discounted price.
- Sold household composting bins at a discounted price
- Placed a new compressed natural gas recycling packer truck in service
- Coordinated the city's Green Up Day efforts.

EQUIPMENT MAINTENANCE

Equipment Maintenance operates the City's central garage; services fleet vehicles (Public Works, Police, Fire, Parks & Electric departments); and operates the central fueling station for fleet vehicles. It is funded by fees paid by each department for the services provided. Equipment Maintenance will meet its budget targets. Selected highlights from this year's activities are as follows

- Purchased new plow truck, sidewalk tractor with high capacity snow blower, and pickup truck for Right of Way division.
- Continued change over to synthetic oils replacing petroleum based products through out City fleet.
- Increase in use of compressed natural gas as an alternative to diesel with more vehicles being purchased and outside sales to the public.
- Service above and beyond by mechanics working round the clock to ensure snow removal equipment was up and functioning during the unusually hard winter season.

SPECIAL REVENUES

TRAFFIC

The **Traffic Program** is responsible for all public parking in the city and at the airport, as well as traffic lights, signs, crossing guards, and fire alarms. It is funded from parking fees at municipal garages and on-street meters and receives no tax support from the city.

Although parking garage revenues for our downtown garages and the airport are down from last year, this group will meet their budget requirements for this year. Selected highlights from this year's activities are as follows:

- Completed ramp and revenue control equipment installations for Westlake Garage hotel entrance.
- Completed concrete deck repairs on Level 3 and ramp to level 2 at College Street Parking Garage.
- Painted Stair tower doors and applied new signage at College St. Garage.
- Activated reversible center lane at Lakeview Parking Garage.
- Manual credit card backup processing installed at Airport parking facility.
- Completed Colchester Ave & FAHC signal upgrade with new LED Pedestrian signals and control, new Westbound left turn lane control into hospital.
- Replaced seven critical loops at East Ave & Colchester Ave due to complete street project; created new coordination plans for traffic backup due to lane losses.
- New video detection camera replaces six northbound loops torn up by paving project at Main & Prospect.
- New actuated controller installed at North Ave. & Woodbury Rd. to prevent needless stops for North Ave. traffic. Last non actuated controller on North Avenue.
- New cabinets at Winooski & College and Winooski & Pearl; and new conduit at Winooski & Cherry to accommodate paving of state route alternate route 7.
- New conduit across Battery St. at King St. replaces bad underground crossing on North side.
- Two intersections were refitted with countdown pedestrian crossing indicators and five units were installed where signals had been knocked down. This brings the total number of countdown signals to 101 with 237 remaining to be refitted.

ENTERPRISE FUNDS

WATER/WASTEWATER

The **Water and Wastewater Programs** deliver potable water to your tap and clean the wastewater and some stormwater prior to discharge into the Winooski River and Lake Champlain. The funds come from ratepayers and from services provided to others so there is no burden on the property tax.

For the close of FY11 Water and Wastewater will not meet their revenue budget targets due to the unusually wet spring, however, because of significantly reduced expenses both programs met their net budgets. The flooding brought challenges to Wastewater in terms of the volume and intensity of the rain, and the high lake level made it difficult for the process as lake water backed into the treatment process. For Water the flooding impacted both the location of the plant and raised our vigilance in terms of watching for changes in the incoming source water prior to treatment. Selected highlights from this year's activities are as follows:

Wastewater

- Used a "cured in place" lining to restore 434 feet of 20 inch clay pipe on Colchester Avenue and 800 feet of brick sewer on Battery Street. This was done with minimal interruption of service and no damage to the roadway.
- Installed a 200 hp turbo blower at the Main wastewater plant replacing a less efficient conventional blower with estimated annual savings of \$24,000.
- Purchased a new tanker for hauling sludge from the North Plant to Main Plant for dewatering.

Water

- Rehabilitated the first stage of the filtration system including the replacement of the anthracite filter media.
- Water/Wastewater billing customers can now view their account activity on-line for 24/7 information.
- Our radio read program is 96 % complete or 9,771 meters of 10,177 can be read by driving by the location and registering the read into a handheld device.
- Replaced the non-functional air handling system.
- Our Annual Water Quality Report can be viewed online or downloaded at www.dpw.ci.burlington.vt.us

STORMWATER

Last but not least, I would like to devote a larger narrative the **Stormwater Program** since it is a new program within the Water/Wastewater enterprise funds. is entering its second full fiscal year as a Special Revenue funded program housed within Technical Services at DPW. It receives its revenue from a fee based on impervious surface (hard surfaces that don't allow water to infiltrate into the ground such as rooftops, parking areas and driveways) charged to all properties in the city. This program oversees maintenance and assessment of our stormwater collection system and also develops plans for improvement of the collection and water quality in the various water bodies into which our collection system discharges.

The program is also responsible for the implementation of the City's recently enhanced stormwater ordinance (Chapter 26). The adoption of Chapter 26 was an important step in the City's commitment to water quality. While mechanisms for the complete, comprehensive implementation of all of its facets will take time to develop fully, the program has made great strides in the number of projects that are being reviewed and required to implement stormwater best management practices during both the construction phase as well as for the post-construction phase. Additionally, this past fiscal year saw the development of tracking systems within the City's existing permitting database AMANDA to assist in the tracking of project approvals and compliance. Overall, these requirements are designed to reduce the amount of sediment that runs off construction projects and to reduce the number of pollutants and volume of water that runs off our impervious surfaces. Together, these best management practices will work to minimize infrastructure issues (clogging and flooding) and improve water quality in Lake Champlain.

The stormwater program continues to meet its budget projections, though revenues remain about 25% less (\$735,000 after approved credits for customers have been issued) than what was projected as needed (\$1 million) during the calculation of the Impervious Surface Unit (ISU) Rate that is being charged to the City's residents. We are currently undertaking an analysis of our billing to ensure all available revenue (under the current ISU) is being captured. Next steps will model different ISU rate scenarios to examine possibilities for capturing the revenue necessary to continue the implementation of the stormwater program and continue to meet the regulatory challenges in future City Stormwater permits issued by the State of Vermont.

Highlights include:

Overall Programmatic Development

- Development and continued refinement of EPSC (Erosion Prevention and Sediment Control) and PCSW (Post Construction Stormwater) "permit" folders in

city permit database AMANDA to track review, issuance and compliance of development projects with Chapter 26 stormwater ordinance

- Reduction in backlog of customer stormwater billing appeals (ongoing)
- Analysis of stormwater impervious billing revenue shortfall (ongoing until October 2011); goals include 1) verifying that all available revenue under current billing rate structure is being captured and 2) modeling possible changes in the impervious surface unit billing rate that may be necessary to generate anticipated revenue needs
- Implementation of catch basin inspection/cleaning log for Stormwater Vector and catch basin repair crew to track maintenance/repair

State Stormwater Permit Compliance

- Continued implementation of our Phase II stormwater management plan and compliance with the City's Municipal Separate Storm Sewer System (MS4) permit.
- Inspection, maintenance and renewal of 9 State Stormwater permits for neighborhood storm systems with accepted City Streets(e.g. Riverwatch, Grey Meadows, Hillside Terrace etc).

ARRA Project

- Manhattan CSO project:
 - Design and installation of subsurface infiltration systems at 11 locations in the Old North End neighborhood **in the City ROW** (underneath the road); these systems receive water from almost 3 acres of impervious that would have originally gone into the combined sewer system and instead infiltrate up to a 2.5" storm event into the sandy subsurface. Two more systems to be installed in Spring 2011 to wrap up grant.
 - Disconnection of H.O. Wheeler Roof (0.58 ac) runoff from combined sewer
 - Design and install a pervious concrete system at a school (H.O. Wheeler) parking lot
 - Preliminary evidence shows reduction in frequency of overflows at Park and Manhattan CSOs
- Gazo CSO project
 - Disconnection of LC Hunt Roof (1.6 ac) runoff from combined sewer; installation of 20,000 gallon storage tank to allow for water reuse by school in the future for irrigation
 - Disconnection of CP Smith Roof (.84 ac) runoff from combined sewer; installation of 32,000 gallon storage system with a controlled release to mitigate impacts on the separate storm sewer system.
 - Preliminary evidence shows reduction in frequency of overflows at Gazo CSO.
- Repair of Plattsburgh Outfall

Grants Awards and Implementation

- Purchase dedicated Stormwater Vactor truck
- Received VTDEC \$10,000 grant and implemented 2 rain garden traffic calming bump outs on Decatur Street (VTDEC grant \$10,000)
- Received \$25K grant from Lake Champlain Basin Program and \$45K grant from VTDEC for a water quality improvement project for the Blanchard Beach stormwater outfall; design to occur over FY12 and construction in FY13
- Completed consultant selection for update and modernization of stormwater infrastructure maps for City, development of an asset management system which will allow for the recording of maintenance/repair information and development of a hydrologic/hydraulic model for Englesby watershed (project kickoff end of July). This map modernization will also be critical to infrastructure inventory/assessment activities that will guide our approach towards addressing our aging stormwater infrastructure in some areas of the city.

Infrastructure Improvements

- Colchester Ave/hospital entrance drainage improvements
- South Prospect storage tanks to mitigate basement flooding related to combined sewer capacity issues (two 5000 gallon tanks to minimize frequency of basement flooding for homeowners who have plumbing fixtures – sinks, bathrooms) below grade
- South Union drainage improvements
- Flynn/Foster drainage improvements
- Repair of Dale Road outfall pipe

Citizen Involvement and Communication:

- Subsidized attendance of 19 Burlington residents at a “Make Your Own Rain Barrel” Workshop held by Resource
- Burlington citizens participated in the construction of the Calahan Park curb cut rain garden
- Stormwater Manager presented Stormwater Program Updates to Ward 4/7, Ward 1 and Ward 6 NPA

Appendix

B

Today's date	Project Name	Brief Description	Local Project Manager	Total Project Cost	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
10/18/2011	Citywide Paving 2011	Calendar year 2011	Erin Demers	\$ 3,200,000	City Capital			
	VTrans Main Street (Willard to S. Burlington) Paving Project	paving project	Erin Demers			Vtrans		Fall 2013
10/21/2011	Citywide Paving 2012	Calendar year 2012	Erin Demers	\$ 1,400,000	City Capital		May 2012	
		Annual sidewalk repair plan, pending budget update after 2011 construction. Plan for new inventory in 2012.	Erin Demers / Nicole Losch	TBD	City Capital Sidewalk Program	n/a	annual	annual
11/8/2011	Sidewalk Program	Demonstration project for intersection improvements, coordination with CCTA	Nicole Losch	TBD	City Capital Sidewalk Program	CCTA	spring 2011	TBD
11/8/2011	Battery Street / Pearl Street	Current project: Park Street / Route 127, pending Vtrans final recommendations	Nicole Losch / Erin Demers	TBD	Vtrans HSIP	Vtrans HSIP	spring 2011	TBD
11/8/2011	Vtrans Highway Safety Improvement Program (HSIP)							
		Planning and project management for \$1,000,000 annual City Capital Improvement Program	Carol Weston	\$ 1,000,000	General Fund	None	7/1/11	7/1/12
11/8/2011	General Fund Capital Improvement Program							
11/8/2011	Main Street Parking Pilot	Willard St to Union Street. Fall pilot complete. Planned winter/spring evaluation.	Nicole Losch		City Capital, Traffic	n/a	August 2011	Spring 2012
		Riverside Ave to Prospect St. Final document is complete, pending printing in November. PWC approval. City Council presentation planned for 12/5/2011.			20% Street Capital	80% RPC technical assistance	January 2010	November 2011
11/8/2011	Colchester Avenue Corridor Study		Nicole Losch					

Today's date	Project Name	Brief Description	Local Project Manager	Total Project Cost	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
11/8/2011	25 mph city wide speed limit	Transportation Plan policy initiative, approved by PWC. Outreach underway, targeting late November/early December launch.	Nicole Losch	\$ 8,000	City Capital	n/a	Summer 2011	December 2011
11/8/2011	Downtown Transportation & Parking Study	Update 2003 Parking Study & include downtown circulation	Nicole Losch / Sandrine Thibault	\$ 49,900	20% Traffic	80% RPC technical assistance	Fall 2010	Fall 2011
11/8/2011	Traffic Calming rewrite	update 2003 Traffic Calming & Neighborhood Enhancement Program	Nicole Losch	\$	- n/a in house	n/a RPC in-house technical assistance	Summer 2011	Spring 2012
11/8/2011	Residential Parking rewrite	Update residential parking program, pending funding and schedule availability in RPC work plan	TBD	\$	-	RPC technical assistance	2010/2011	TBD
11/8/2011	Downtown circulation study & pedestrian signal timing	Evaluate alternative ped signal timings & impact on downtown circulation; pending funding and schedule availability in RPC work plan	Nicole Losch	\$	-	RPC technical assistance	2010/2011	TBD
11/8/2011	Hyde Street traffic calming	Neighborhood request. In design, then neighborhood review & negative poll.	Nicole Losch	TBD	Street Capital Traffic Calming	n/a	2006	Spring 2012
11/8/2011	North Street traffic calming	Neighborhood request. Scheduling neighborhood meeting to review traffic data.	Nicole Losch	TBD	Street Capital Traffic Calming	n/a	Spring 2011	TBD
11/8/2011	Austin Drive traffic calming	Neighborhood request. Rescheduling neighborhood meeting to review traffic data.	Nicole Losch	TBD	Street Capital Traffic Calming	n/a	Fall 2010	TBD
11/8/2011	Tracy Drive traffic calming	Neighborhood request. In design, then neighborhood review & negative poll.	Nicole Losch	TBD	Street Capital Traffic Calming	n/a	Spring 2011	TBD

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Today's date	Project Name	Brief Description	Local Project Manager	Total Project Cost	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
11/8/2011	Isham Street traffic calming	Neighborhood request. Plan approved. Pending construction.	Nicole Losch	\$ 15,000	Street Capital Traffic Calming, Stormwater	n/a	2006	Spring 2012
11/8/2011	Decatur Street traffic calming	Data collection, follow up to evaluate 2011 installation	Nicole Losch	n/a	n/a in house	n/a RPC in-house technical assistance	Summer 2011	Winter 2011
11/8/2011	Bicycle planning	Planning: bike lane additions for "low hanging fruit;" safety campaign planning; bike parking planned for 2012; bike sign upgrades; 2012 event planning; data collection planning; translate bike map; online bike map; bike-ped plan update	Nicole Losch	TBD	Street Capital Bicycle Set Aside	TBD		
11/8/2011	Complete Streets implementation	Schedule workshop for decisionmakers.	Nicole Losch	\$ 8,000	Street Capital	n/a	Spring 2011	TBD
11/8/2011	Main Street Mid Block Crosswalk	Relocate. Enhance. Funds being obligated by RPC & Vtrans.	Nicole Losch / TBD	\$ 108,000	20% Street Capital	80% Vtrans TE	2007/2008	TBD
11/8/2011	Flynn Avenue Sidewalk	Design & permit new sidewalk between Shelburne Street & Pine Street.	Nicole Losch / TBD	\$ 72,000	20% Street Capital Sidewalk Program	80% RPC Sidewalk Program	2007/2008	TBD
11/8/2011	Colchester Avenue Sidewalk	Design & permit new sidewalk adjacent to Greenmount Cemetery	Nicole Losch / TBD	\$ 70,800	20% Street Capital Sidewalk Program	80% RPC Sidewalk Program	2008/2009	TBD
11/8/2011	Cliff Street Sidewalk	Design & permit new sidewalk between Willard Street and Prospect	Nicole Losch / TBD	\$ 146,000	20% Street Capital Sidewalk Program	80% RPC Sidewalk Program	2009/2010	TBD
11/8/2011	North Ave Safe Routes to School	Design & permit signal upgrades, Plattsburg Ave / North Ave redesign	Nicole Losch / TBD	\$ 41,740	Vtrans Safe Routes to School	100% State	2007	TBD

DPW Engineering Projects FY2011

Today's date	Project Name	Brief Description	Local Project Manager	Total Project Cost	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
11/8/2011	Champlain School Safe Routes to School	Install new & upgrade existing school-related signs; Feasibility study for 5 Sisters school route planning	Nicole Losch	\$ 47,000	Vtrans Safe Routes to School	100% State	2009/2010	2012
11/8/2011	UVM Civil Engineering	Class project review of: Pearl Street streetscape west of St Paul; North Winooski corridor improvements; Cherry Street streetscape west of Church St; Main St east of Winooski Ave; South Winooski streetscape & corridor	Nicole Losch / Carol Weston	n/a	n/a in house		Summer 2011	December 2011
11/3/2011	ARRA CSO Stormwater Reduction	Stormwater Separation and Infiltration Projects to reduce Combined Sewer Overflows; energy efficiency through blower replacement at Main WWTP	Megan Moir & Steve Roy	\$1.3 million	SW funds to pay back bond (2% over 20 years)	ARRA funds (50% loan forgiveness); \$300K capital bill grant (State DEC)	April 2010	Complete; pending final reimbursements
11/3/2011	GIS Mapping Update of SW/San/Water infrastructure & Asset Mgt System development	Update of GIS data for these three infrastructure systems; development of asset management capabilities	Megan Moir	\$130K	SW funds, Water Distribution Capital	VTRANS SAFETEA-LU (80% of \$100K); HUD grant for Downtown/ Waterfront (\$8.2K)	July 2011	Dec 2012

Water Program

DPW Engineering Projects FY2011

Today's date	Project Name	Brief Description	Local Project Manager	Total Project Cost	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion
11/3/2011	Blanchard Beach Wetland Restoration and WQ improvements	Mapping of Blanchard Beach/Oakledge Trib watershed; assessment of SW pollution and SW runoff sources; identification of retrofit opportunities; design of wetland restoration and stormwater treatment	Megan Moir	\$100+	SW funds	LCBP (\$25K grant); DEC (\$40K grant for wetland restoration)	October 2011	September 2012* (possibly longer due to federal wetlands permitting)
General Engineering								
11/8/2011	Planning Reorg	Packaged proposal for updated job descriptions, including new FT Admin Assistant, new FT Engineer, merged Planning position. Pending HR review. Scheduled for pick up during week of 11/14. Contemplating second pick up due to late leaf-drop.	Norm Baldwin		Engineering	n/a	2006	early 2012
11/8/2011	Leaf Program	New city website launch pending. DPW website updates in progress.	Nicole Losch		Recycling	n/a	annual	TBD
11/8/2011	Website overhaul	Working with Parks and Recreation Dept to identify projects, design and manage remediation where needed after spring 2011 flooding	Nicole Losch		n/a	n/a	ongoing	ongoing
11/8/2011	Flood Remediation Projects		Norm Baldwin/Carol Weston	Unknown				ongoing
11/8/2011	Pearl Street Streetscape	Improvements to sidewalks, lighting, crosswalks, signals between Winoski and St. Paul	Carol Weston	\$ 800,000	St. Capital, Traffic	SAFETEA-LU	October 2010	Summer 2012
11/8/2011	Champlain Parkway Project	New Roadway from 189 to Lakeside, Upgrade to existing Pine Street from Lakeside to Main	Carol Weston	\$30 million	Street Capital (2%)	FHWA (95%), Vtrans (3%)	1965	ongoing

Federally Funded Transportation Projects									
Today's date	Project Name	Brief Description	Local Project Manager	Total Project Cost	Funding Source	Outside Funding Source	Project Start Date	Projected Dated of Completion	
11/8/2011	Church Street Marketplace Lighting Upgrade	New lighting service and street lights on Church Street Marketplace, new trees and other amenities	Carol Weston	\$ 2,300,000	Force Account for local match	SAFETEA-LU	Spring 2012	Fall 2012	
11/8/2011	Cherry Street Intersection Upgrade	Upgrade to streetscape and accessibility at Cherry and Church	Carol Weston	\$ 200,000	Marketplace	SAFETEA-LU	9/2011	12/1/2011	
11/8/2011	Marketplace Upper Block Project	Capital Improvements to Upper Block of Church Street Marketplace	Carol Weston	\$ 975,000	None	100% Earmark	10/15/11	ongoing	
11/9/2011	Shelburne Street Roundabout	New single-lane roundabout to be designed and constructed at Shelburne St/St. Paul/Locust/Ledge/Willard intersection	Erin Demers	\$ 2,000,000	VTRANS HSIP	100% State Funds	2014	TBD	
10/18/2011	Side Street Improvements	Lower Church Street and Saint Paul Street	Erin Demers	\$ 2,000,000	80/20 (SAFETEA-LU)				
10/21/2011	Waterfront Access / Lake Street Extension	New site construction at Waterfront North / Lake Street includes new skatepark, parking area, realignment and improvements of the bike path, lighting, sidewalk, roadway & stormwater improvements	Erin Demers	\$ 5,800,000	TIGER Grant & Other	Tiger Grant			
11/8/2011	Wayfinding	Finalize 2009 Plan, bid docs, consider French additions.	Nicole Losch / Carol Weston	TBD	Planning: SAFETEA-LU	Construction: TBD	2009	TBD	

Appendix C

City Capital Projects FY2011

	Project	Est. Cost	Actual Cost	Difference	Status
1	Memorial Exterior Repairs	\$130,000	\$130,000	\$0	Design underway. To be combined with proposed FY12 appropriation to rebuild north stairs, south stairs, and South Union accessible entrance ramp.
2	Exterior Repairs Carnegie	\$77,000	\$77,000	\$0	Project definition underway. Will include repair of southwest entrance wall and roof area.
3	Electrical Energy Efficiency and Building Code Upgrades	\$165,000	\$161,000	(\$4,000)	<p>\$50,000 – Fire Electrical Upgrades. Bidding underway to make code improvements throughout all stations</p> <p>\$50,000 – Efficiency upgrades to lighting control in rooms. Not yet started.</p> <p>\$50,000 – Leddy Electrical Upgrades – to be combined with Leddy plumbing upgrades in restrooms. Project not yet started.</p> <p>\$11,000 Exterior doors at Fire stations 4 and 5. Complete (Estimate \$15k)</p>
4	Mechanical Energy Efficiency and Building Code Upgrades	\$170,000	\$137,500	(\$32,500)	<p><u>Fire Mechanical Upgrades – Est. \$75,000</u></p> <p>1. New generators at Stations 1 and 3 (\$27,500 actual) - Complete</p> <p>2. Controls to shut off heat in garages when doors open at all stations - Complete (\$8,000),</p> <p>3. Floor engineering and repair at Station 2 - Underway (30,000).</p> <p><u>Police Department Heating Unit Replacement – Estimate \$85,000</u></p> <p>Two new heating units, new controls, new generator at Police Station (\$49,000) - Complete</p>

	Project	Est. Cost	Actual Cost	Difference	Status
					Additional Projects 1. Library HVAC \$8,000 – The library needed money to match a grant that they received to make efficiency upgrades to their system. - Underway 2. Memorial Classroom Expansion – Est. \$15,000 City Arts has been raised \$30,000 toward the project. HVAC upgrades were more expensive than originally estimated. CIP to cover HVAC costs of this project.- Underway
5	Roof Repair/Replacement	\$85,000	\$85,000	\$0	Repair of roof at Firehouse Gallery and replacement of roof at Station 4. – Not yet started
6	Plumbing Repairs	\$68,000	\$68,000	\$0	Restroom renovation at Leddy. Planned for summer 2011.
7	Moran Redevelopment Design	\$150,000	\$150,000	\$0	Complete – Money from FY2011 was designated for use in the development and design of the Moran property, specifically with the Freeman/French/Freeman design contract.
8	Route 127 Bike Path Entrance Project	\$42,000	\$55,000	+\$13,000	Improvements to Route 127 Bike Path Entrance. Island, tree, sign, water fountain, fence, paving. – Complete
9	Lakewood Cemetery Drainage and Road Repair	\$85,000	\$98,000	+\$13,000	Installation of drainage system and repair of road on northern edge of Lakeview Cemetery. Complete except for some minor landscaping.
10	Havey Acquisition	\$60,000	\$60,000	\$0	Annual appropriation for acquisition of Havey Property on Pine St. This is year 4 of a five year option to purchase this property.
11	Project Management	\$50,000	\$50,000	\$0	Planning, Engineering, and Construction Management of CIP
12	Reserve	\$50,000	\$50,000	\$0	
	Total	\$1,132,000.	\$1,121,500	(\$10,500)	

BURLINGTON PUBLIC WORKS COMMISSION
645 Pine Street
Minutes - February 15, 2012

Commissioners present: Nathan Lavery, Mark Porter, Maxwell Tracy and Jared Wood
Commissioners absent: Robert Alberry, Margaret Gundersen and Marc Sherman

Commissioner Lavery called the meeting to order at 6:26 p.m.

Item 1: AGENDA: Commissioner Lavery asked if there were changes to the Agenda; no changes.

Item 2: PUBLIC FORUM: Commissioner Lavery invited members of the audience to come forward to speak on items NOT on the Agenda:

Steve Norman, Ward 4 resident representing the Alliance Francais of the Lake Champlain Region and the Walk/Bike Council: He and Director Goodkind will continue to talk over the next month about bilingual signage. The Walk/Bike Council met yesterday; on their behalf, Mr. Norman requests that bike route signage continue to be posted this spring. Mr. Norman also requests that the signs that came with the bike lockers be posted as soon as possible so the public will know where they are located. Director Goodkind will talk with Nicole Losch, Transportation Planner and Bicycle/Pedestrian Program Manager about the Council's request. Discussion continues with Director Goodkind on bilingual signage for the city.

Item 3: ADDITION OF HANDICAP SPACES IN FRONT OF 208 FLYNN AVENUE
(Joel Fleming, Public Works Engineer)

See Commission packet for February 15, 2012 Memorandum from Mr. Fleming and attachments. A business owner requested two additional handicap-accessible parking spaces in front of 208 Flynn Avenue, which houses twenty businesses, as there is currently only one handicap-accessible space on site. After soliciting feedback from the businesses and receiving no negative feedback, staff recommends designating ONE handicap-accessible space in front of 208 Flynn Avenue, just off an existing handicap-accessible ramp.

Commissioner Tracy moved to accept staff's recommendation to add one handicap-accessible space in front of 208 Flynn Avenue; Commissioner Porter seconded. Unanimous approval.

Discussion: Because this space serves a complex of businesses and not a homeowner or tenant, there will be no "sun setting," or planned reconsideration of this space designation.

Item 4: 2012 STREET RECONSTRUCTION WORK LIST
(Erin Demers, Public Works Engineer, Street Capital Program Manager)

See Commission packet for February 7, 2012 Memorandum from Erin Demers. Ms. Demers presented the "Proposed 2012 Street Reconstruction Program List" for the Commission's approval, which includes *estimated* costs (based on 5% increase over last year's prices) for the over 3.5 miles of street reconstruction, a new crack seal program on 2008-2009 streets, and carryover work from 2011. The work is for the calendar year as opposed to the fiscal year and uses funds appropriated as part of FY 2013 dedicated solely to street capital (per charter).

Once the Commission's approval is secured, staff hopes to complete all contract documents by February 17th and invite bids for the work.

Ms. Demers posted the proposed street reconstruction program list on the DPW website last month, "Tweeted" and posted it on Facebook. Per ordinance, notices of street reconstruction will be sent to residents on affected streets (prior to April 15th) and 2-5 days prior to beginning the work, staff will hang notices on every door.

Commissioner Tracy moved to accept the proposed 2012 street reconstruction program list in its existing form; Commissioner Porter seconded. Unanimous approval.

Discussion: Commissioner Lavery's request: Once staff accepts the final bid, if there are extra funds available, they revisit the status of Mansfield Avenue rather than considering a street slated for reconstruction on next year's list, and come back to the Commission to explain their findings and/or ask the Commission to approve the possible addition to the list. This request was made after Commissioner Wood voiced concern over the condition of Mansfield Avenue, coupled with the volume of commuter and emergency vehicle traffic. Commissioner Wood asked that it Mansfield Avenue at the very least be patched this year. Commissioner Wood also brought to staff's attention the deterioration of the east side of the Mansfield Avenue sidewalk which is asphalt; staff said that they are aware of that area and are monitoring it.

Item 5: WATER FINANCES AND NEED FOR FY 2013 RATE INCREASE

(Laurie Adams, Assistant Director – Water and Wastewater Treatment; Rich Goodwin, Assistant CAO for Finance, Clerk/Treasurer's Office and Steven Goodkind, Director)

Draft budget has been submitted to Clerk/Treasurer's office. The Water Division's 30-year bond will be paid off at the end of this fiscal year (\$1.3M/year for the past 30 years primarily dedicated to the treatment plant and the reservoir covering). Beginning in FY 2013, Water will be able to begin a 30-year capital plan which includes relining reservoirs, water distribution system, new finished water pump at the water plant, water valve replacements.

Water hopes to add one more water operator to their staff and implement a shift change to maximize safety and teamwork.

Over the past two fiscal years, the water rate has remained the same; if a water rate increase is indicated, the Mayor will propose one and the City Council will approve it. The budget for Water used to come before the DPW Commission for acceptance/adoption; now, the budget goes directly to the Clerk/Treasurer's office and will then be brought before the Commission for adoption.

The discussion on Water will continue at the March Commission meeting.

Item 6: WASTEWATER FINANCES, NEED FOR PROMISSORY NOTE AND FY 2013 RATE INCREASE (Laurie Adams, Assistant Director – Water Quality; Rich Goodwin, Assistant CAO for Finance, Clerk/Treasurer's Office and Steven Goodkind, Director)

See 2-page handout titled, "Wastewater Department" distributed at the meeting.
A draft budget for Wastewater has been submitted to the Clerk/Treasurer's office.

Based on the financing that went into the \$52M investment into the wastewater system, there are two loans, one of which had a balloon payment of \$4M that was paid in FY 2010. Another balloon payment (\$14.5M) is coming up on January 1, 2014. Beginning in FY 2009, Wastewater rates were increased in

order to position Water to refinance the \$14.5M and \$4M (refinancing the \$4M did not occur; this amount was simply repaid).

Mr. Goodwin compiled the information in simplified terms on the two-page handout. He asked that the Commission write at the top of the second page, "Investor" (the second page is identified with the last line reading, "Beginning Cash"). Commissioner Lavery asked if this two-page document could be posted so that the public following the recording of this meeting could follow along more easily.

In order to avoid redundancy and the possibility of erroneous recording, the minutes-taker has not attempted to type up Mr. Goodwin's presentation and refers readers to CCTV's recording of this meeting (www.cctv.org).

Mr. Goodwin is asking the following of the Commission:

- 1) To accept this two-page communication, a quick financial update on a conversation that discusses fund balances, cash flow and the refinancing of a \$14M bond;
- 2) Approve - once Mr. Goodwin drafts it - an agreement for Wastewater to reimburse the City for the pooled cash by June 30, 2014;
- 3) Allow Assistant Director Adams and Mr. Goodwin to return to the Commission with a possible rate increase for FY 2013, to accelerate the reimbursement to the City (they will attend the March meeting).

Commissioner Porter expressed concern that issues having a financial impact on people are often, as in this case, presented at separate times. He would prefer to see potential/expected increases presented at once, giving taxpayers the whole picture for the fiscal year (e.g., this potential wastewater rate increase, school budget vote on the March ballot, projected increase to municipal taxes to cover the shortfall equal to the loss of multiple fire and police officers, other potential increase proposals once the new administration is in place, etc.). Commissioner Lavery clarified that the Commission is not expected to vote on these increases/the budget; the budget comes from the Mayor's office and is presented to the Commission for their information only.

The debt was incurred approximately 20 years ago. The voters gave the approval for Wastewater to do a refinance when the balloon payments became due and payable. The approval was given because of the 40-50 year life of the asset. Because we are a municipality, the only methodology is "straight line" (versus acceleration).

Item 7: FY 2013 BUDGET UPDATE (Steven Goodkind, Director)

DPW is being asked to absorb a 3.5% COLA increase, which is doable. Though it is a budget proposed by the Mayor, DPW is proposing three new positions:

- Hiring a Stormwater technician, funded by Stormwater fees;
- Hiring another trade inspector, funded by trades permit fees without an increase;
- Hiring another Water Distribution worker, funded through Water rates.

Item 8: FY 2012 BUDGET UPDATE (Steven Goodkind, Director)

See handout titled, "Department of Public Works, Summary Operating Budget—January 31, 2012, FY 2012 Reports."

- Director Goodkind noted that though the Engineering Division shows a deficit, it is due to a billing issue and actually have receivables which far exceed the deficit shown on the budget sheet.
- Snow program is currently running below the expenditures originally predicted (approx. \$300,000 in the black, though winter is not over yet). Saving some fuel, overtime and equipment maintenance due to the lighter winter. Any leftover money will go back into the city budget.
- Water treatment budget: Appears on paper not to be doing as well as last year, but that is as a result of the change in the accounting process. Water is not doing worse than last year.

Item 9: MINUTES OF 1/18/12

Commissioner Wood moved to accept the Minutes of January 18, 2012 as recorded; Commissioner Porter seconded. Unanimous approval.

Item 10: CHAIR'S REPORT: No report.

Item 11: DIRECTOR'S REPORT (Steven Goodkind, Director)

- Working on bilingual signage with Nicole Losch, Transportation Planner and Bicycle/Pedestrian Program Manager, and Steve Norman of Alliance Francais of the Lake Champlain Region and Walk/Bike Council. Director Goodkind has a file he will give to Mr. Norman to review and offer suggestions on. Director Goodkind and Ms. Losch continue to look for funding sources for this endeavor.
- Will update the Commission on the Wayfinding project at the March meeting.
- Gave a presentation on sidewalks with Ms. Losch at the last City Council meeting. Director Goodkind and Ms. Losch continue to look at ways to fund and prioritize the work that needs to be done.
- Recrafting the Performance Report. Hopes to meet with Commissioners Lavery and Porter in about a week to discuss it.

Item 12: COMMISSIONERS' COMMUNICATIONS

Commissioner Tracy

- Concerned about recent accident at Pearl and Union Streets. For the long term, Director Goodkind has asked the NPO for a corridor study. For the short term, Norman Baldwin, Assistant Director – Technical Services is working with the Burlington Police Department to obtain a copy of the police report (which the responding officer has 30 days to complete). DPW staff wants to review the facts and understand what occurred and take corrective measures if necessary or possible.
- Traffic calming at North Winooski Avenue near the Food Shelf: No traffic stop at present and vehicles travel fast through there. Director Goodkind asked Commissioner Tracy to call him the next day for more information.
- Gave high praise to Megan Moir, Stormwater Administrator, for going above and beyond for the residents of Decatur Street.

- Requests a crossing guard at the intersection of Pearl and Union Streets. Director Goodkind said that a warrant (technical test) would need to be met and if a warrant is met, funding will need to be secured. Director Goodkind will talk with Assistant Director Baldwin about the request.
- Residents have reported being pleased that one of the two poles supporting the new street signs will be removed once the ground thaws. Decatur Street residents are grateful that their street sign was replaced.
- Expressed appreciation for improvements to the Archibald Street/Winooski Avenue intersection (crosswalk and signals). Director Goodkind said that more improvements are planned for that area.
- Concerned that storm drains on North Winooski Avenue have not been cleaned out after the State reconstruction project. Director Goodkind asked Commissioner Tracy to call him the next day to discuss it further.

Commissioner Wood

- Expressed appreciation to Director Goodkind and the staff responsible for removing all of the 30 mph speed limit signs after the implementation of the city-wide 25 mph speed limit. Requested that the extra one at the Queen City Parkway bridge be removed. Director Goodkind will ask staff to investigate, and reminded the Commission that while the actual extra speed limit signs have been removed, removal of the posts will not occur until the ground thaws.
- Going northeast on Route 7 just past the Rotary, or approaching the Champlain School on Pine Street, there are 25 mph signs with flashing signals which are activated during school hours: suggested removing the flashing signals. Director Goodkind said that the flashing signals warn drivers of the school zones. Staff continues to discuss more uniform signage in school zones.
- Requested that an additional 25 mph sign be posted on Pine Street just north of Home Avenue (as cars pick up speed going down the hill when traveling north).

Item 13: COMMITTEE REPORTS: No reports.

Item 14: POLICY UPDATE: No policy updates.

Item 15: ADJOURNMENT: **Commissioner Wood moved** to adjourn the meeting at 9:00 p.m.; Commissioner Tracy seconded. Unanimous approval.

BURLINGTON PUBLIC WORKS COMMISSION

645 Pine Street

Minutes – March 21, 2012

Broadcast live by CCTV

DVD of this meeting is on file at DPW

Commissioners present: Robert Alberry, Margaret Gundersen, Nathan Lavery, Mark Porter and Maxwell Tracy (arrived later in the meeting, just before Item 6)

Commissioners absent: Marc Sherman and Jared Wood

Commissioner Alberry called the meeting to order at 6:23 p.m.

Item 1: AGENDA

Commissioner Lavery moved to make the following changes to the Agenda; Commissioner Gundersen seconded. Unanimous approval:

Item 9 (Crossing Guard Request – Union St. and Pearl St.) moved to Item 2.5

Item 13 (Sidewalk Plowing) stricken from Agenda; moved to April mtg. (Commissioner Wood's item)

Commissioner Gundersen moved to make the following change to the Agenda; Commissioner Lavery seconded. Unanimous approval: Item 8 (Pedestrian Crash Reports & Safety) moved to Item 10.

Item 2: PUBLIC FORUM: No one came forward to speak on items NOT on the Agenda.

Item 2.5: CROSSING GUARD REQUEST – UNION AND PEARL STREETS – Moved from Item 9

Commissioner Gundersen moved to accept staff's recommendation to adopt the installation of the crossing guard post at the requested intersection of Pearl Street and Union Street. Commissioner Lavery seconded. No opposition from the public; unanimous approval from the Commission.

DPW Director Goodkind: DPW does not have an extra crossing guard to assume that post so the hiring process will begin, with the goal to have a staff person in place as soon as possible. Interested parties should apply through the standard application process (which includes a background check).

Item 3: MEETING WITH PARKS COMMISSION – OAKLEDGE PARK PARKING ISSUES

(Parks Commissioners: Carolyn Hanson, Chair; Chris Pearson; Nancy Kaplan; John Ewing; John Bossange)

Crosswalk on Grove Street at Schmanska Park (Parks Commission): Until recent paving, a crosswalk existed on Grove Street at Schmanska Park. The sidewalk across the street from the Park (on Grove Street) ends before the parking lot; park-goers are frequently crossing Grove Street where the sidewalk ends, where there is no crosswalk. The Parks Commission requests that a crosswalk be placed at the site where the sidewalk ends.

DPW Director Goodkind: DPW has received requests for crosswalks at various intersections in that area. Final evaluation is being done to determine the safest location (e.g., proper site distance, adequate

lighting) for a crosswalk. Commissioner Gundersen to Mr. Joel Fleming, DPW Engineer: Please make this a top priority as warmer weather is bringing out more park-goers.

Crosswalk on St. Paul Street at Smalley Park (Parks Commission): Neighbors are concerned about children crossing St. Paul Street from the vicinity of the gas station on the corner of Kilburn Street to get to the Park; there is no crosswalk there, and vehicles speed. Mr. Fleming has not seen a formal request for a crosswalk in that area but will look into it.

Road crossings that interface with the Bike Path (Parks Commission): There are several areas along the Path in the New North End where it crosses a road. Path users are expected to stop when they reach an intersecting road and proceed when clear. The concern is that there are non-existent or non-consistent visual indicators for users of the road as they approach/reach the intersecting Bike Path, and the Parks Commission would like suggestions from DPW (e.g., traffic calming, Stop signs, etc.).

DPW Assistant Director Norman Baldwin: The Bike Path/side street intersections are another example of the interface of the transportation projects (DPW) with a Parks facility (Parks and Recreation – P&R). DPW follows the most current standard practice (following the Federal standards found in the *Manual on Uniform Traffic Control Devices*, or MUTCD) as they manage the roadway and the evolving the philosophies of the “complete street”/shared use approach. Assistant Director Baldwin and Mr. Fleming are assigned to working with P&R on the Bike Path intersection crossings.

P&R Director Mari Steinbach: Intersection crossings are one of the areas identified in a new Bike Path Feasibility Study, on which P&R staff and the Bike Path Task Force have been working to define policy statements. P&R staff is working in conjunction with DPW staff and the DPW Commission on recommendations for roadway and bike path treatments with the least amount of intersection control. P&R Director Steinbach will forward copies of the Feasibility Study to the DPW commissioners and staff to review the Study’s recommendations, keeping current standard practices in mind. The final copy may be found on-line: www.enjoyburlington.com/parks

Waterfront Parking - Kiosks (Parks Commission): DPW Director Goodkind: Part of the lower College Street development plan included replacing attendant parking booths with unstaffed parking kiosks/pay stations. Funding has not been available; however, the City is close to undertaking a lease agreement for equipment that includes three (3) kiosks for the Waterfront (at the ECHO Center and Pease lots). The conduit is already in place; once the lease has been finalized and approved by the City Council, DPW hopes to be able to order and install the three kiosks.

P&R Director Steinbach: May 15 is the season opening for Parks and they are committed to meeting the challenge of providing attendants for the parking booths until the final decision is made and approved on the kiosks. Commissioner Alberry requested that the DPW Commission be given the opportunity to look at the final kiosk system being considered by DPW, P&R and the Burlington Police Department, *before* a final decision/purchase is made. P&R Director Steinbach noted that the kiosk project is a collaboration between DPW and P&R, with the responsibility of operation falling under P&R. Parking enforcement and hourly vs. daily rates will be determined once the type of kiosk system/equipment has been finalized.

Off-street Parking at Oakledge Park (Parks Commission): The Oakledge parking lot is not being fully utilized; many drivers using the park are parking along the Flynn Avenue and Austin Drive/South Cove, rather than paying to park in the designated lot. Residents of surrounding neighborhoods have expressed concerns over safety and social issues and requested that the City look at ways to encourage drivers to park in the lot. Parking on Flynn Avenue is allowed; parking along the north side of Austin Drive is prohibited. Parking enforcement is a challenge for the police (civil enforcement during the day, uniformed enforcement during evening hours). Assistant Director Baldwin continues to receive

neighbors' concerns, review options and implement changes if appropriate. DPW and P&R will continue to collaborate on this challenging issue to find solutions that will fulfill both departments' and residents' goals.

P&R Director Steinbach:

- Feels that those drivers who park on the street rather than enter the lot are either avoiding paying to park or are simply following the vehicle in front of them as they pull over;
- Acknowledges that P&R staff continue to look at ways to inform drivers that there is a designated lot for park-goers;
- Maintains that P&R revenue reflects more usage of the lot than is suggested at this meeting, and that revenue is vital to supporting P&R resources. Though P&R already offers a variety of discounted parking fees, they are committed to continue looking at other ways to encourage parking in the lot;
- Stated that the Beach and Parks Patrol's presence has been increased.

Installation of parking meters was suggested to recoup some income from drivers who park their vehicles on the streets; enforcement is an issue.

Laura Merriam, resident of one of the neighborhoods near Oakledge Park, came forward with several recommendations to encourage drivers to park in the lot and create a revenue stream for P&R:

- Create incentives for people entering/paying for use of the parking lot and support those incentives with a mini-marketing campaign. For example:
 - Early in the season, advertise a discounted price for seasons pass purchases;
 - Tie the use of the park by sports leagues with special usage fees/parking passes;
 - Accommodate families with multiple vehicles by providing removable passes;
 - Offer discounted prices for park-goers who arrive later in the day.

The Parks Commission left and the DPW Commission meeting continued.

Item 4: 4-WAY STOP CONTROL ON PINE STREET AT LYMAN AVENUE

(Joel Fleming, Public Works Engineer)

See Commission Packet: March 21, 2012 Memorandum from Joel Fleming.

Staff conducted a warrant analysis for the intersection in question after receiving a request and petition from Lyman Avenue resident Evzen Holas. **Staff recommends that no additional stop control be placed at Pine Street and Lyman Avenue, as the disadvantages outweighed the advantages and instead suggested that a striped and marked crosswalk be installed similar to that placed at Howard and Pine Streets.**

Commissioner Gundersen stated that she does not support the staff's decision.

Evzen Holas, Lyman Avenue resident:

- Clarified that he and petitioners are requesting any type of traffic calming measures; not just a Stop sign;
- Questioned the low number of accidents (3) reported by the Burlington Police Department (BPD) in that area (e.g., Mr. Holas witnessed two accidents just in the month of January – the 6th and 28th). In the past 3 years he has lived there, he has witnessed approximately eight accidents, and each time, a vehicle ends up on the sidewalk, which is his and the petitioners' main concern – the safety of pedestrians using the sidewalks.

Laura Merriam, Lyman Avenue resident:

- Supports some type of traffic control/calming;
- Noted that people traveling north on Pine Street come down the hill at an increasing rate of speed, and the drivers approaching Pine Street from the intersecting side streets may not be aware that the intersections are NOT 4-way Stops.

Mr. Fleming noted a similar situation on South Champlain Street where drivers assumed the Stop signs were 4-way and not 2-way, where he asked Traffic Foreman Billy Burns to attach to the bottom of the Stop signs, smaller signs indicating a 2-way stop. He suggested that a possible solution would be to use that same solution in this case.

Assistant Director Baldwin agreed that this area presents a unique challenge. DPW staff relies on police reports and uses that data to support action taken. He suggested that a possible explanation for the discrepancy in the number of accidents reported by the BPD vs. those witnessed by Mr. Holas may be that some of the accidents were considered by the drivers to be non-reportable.

Commissioner Lavery asked those present if they had any comments with regards to staff's recommendations. Mr. Holas emphasized the concern of the vehicles involved in accidents driving up onto the sidewalks.

Commissioner Porter expressed concern about placing a crosswalk at that intersection, given the steep grade of Pine Street as drivers approach Home Avenue. Assistant Director Baldwin and staff will continue to look at additional traffic calming measures (shark's teeth marking; lighting) in addition to adding a crosswalk.

Director Goodkind reminded the Commission that, per Commissioner Wood's request, additional speed limit signs will be posted on Pine Street in this area, once the ground thaws.

An unnamed resident came forward stating that the majority of the accidents are caused by drivers coming off Lyman Avenue onto/crossing Pine Street, suggesting that people on Lyman Avenue are not aware that they are supposed to stop. The suggestion was made to add a crosswalk across Lyman Avenue instead of Pine Street, more clearly defining the intersection.

Commissioner Porter moved to accept staff's recommendation as per Mr. Fleming's Memorandum; Commissioner Lavery seconded. Commissioners Alberry, Lavery and Porter voted in favor; Commissioner Gundersen was opposed. **The motion failed due to lack of a quorum.**

Mr. Fleming will return to the Commission in April with further recommendations. Prior to that meeting, Mr. Fleming will communicate with Mr. Holas and/or residents on recommendations being considered.

Item 5: NORTH STREET – REMOVAL OF 30-MINUTE PARKING

(Joel Fleming, Public Works Engineer)

See Commission Packet: March 21, 2012 Memorandum from Joel Fleming.

Mr. Fleming: A 30-minute parking space was in place in front of a now-defunct business at 194 North Street. Staff recommends that this 30-minute space be removed to allow unrestricted parking at this location, and reconsider assigning a 15-minute or 30-minute parking space once another business purchases 194 North Street.

Commissioner Lavery moved to accept staff's recommendation; Commissioner Porter seconded. Unanimous approval.

Commissioner Tracy joined the meeting at this time: 7:50 p.m.

Item 6: 80 CHURCH STREET – HANDICAP PARKING SPACE REQUEST

(Joel Fleming, Public Works Engineer)

See Commission Packet: March 8, 2012 Memorandum from Joel Fleming.

Owners of the business at 80 Church Street – Dobra Tea – requested switching a truck loading zone with a handicapped parking space so that trucks would no longer park in front of the business. Staff recommends that the spaces stay the way they are currently.

Commissioner Gundersen moved to accept the change on Bank Street by changing the location of the truck loading zone from in front of Dobra Tea, to in front of the parking garage area. Further, staff will speak with staff from the Church Street Marketplace to ensure that there are no objections from area businesses. If there are no objections, staff is authorized to go ahead and relocate the loading zone; if there are objections, staff will come back to the Commission at the April meeting for further discussion. (The handicap-accessible space would remain where it is.) Commissioner Porter seconded.

Commissioner Lavery asked staff to get the Church Street Marketplace's response in writing. Unanimous approval.

Item 7: STOP SIGN CONTROL ALONG WILLARD STREET (Mr. Joel Fleming, DPW Engineer)

See Commission Packet: March 21, 2012 Memorandum from Joel Fleming and attachments.

In order to satisfy DPW's commitments in accepting State funding for Route 7 (North and South Willard Street), DPW recommends providing stop control, in order to meet MUTCD standards, on the following side streets: Adsit Court, Bayview Street, Beech Street, Bradley Street, Brookes Avenue, Buell Street, Charles Street and Henry Street.

Commissioner Lavery moved to accept staff's recommendation; Commissioner Gundersen seconded. Unanimous approval.

Item 8: PEDESTRIAN CRASH REPORTS AND SAFETY – Moved to Item 10 per Director Goodkind's request

Item 10: 2012 STREET RECONSTRUCTION PROGRAM BID RESULTS – Moved to Item 8 per Director Goodkind's request (Erin Demers, Public Works Engineer, Street Capital Program Manager)

See one-page informational sheet handed out to the Commission.

The bid opening on March 14th drew four (4) contractors – ECI, Pike, S.D. Ireland and Whitcomb – with Pike coming in the lowest bid (\$1,043,498). Though Ms. Demers' estimate was on the low side, allowing for less contingency/leeway (3-4%), the full street list approved last month by the Commission will still go forward. The crack/seal program (to which \$1million was allocated) will be put off until next year, as the longitudinal cracks aren't in need of sealing this year as anticipated. This 2012 street reconstruction will begin July 1st and go through October 15th. Whitcomb will continue this spring and summer with unfinished work from their 2011 contract.

Ms. Demers is scheduled to go to the Board of Finance on April 2nd to get approval for the planned reconstruction, and will then begin to notify residents of the affected streets via mail (deadline, April 15th per Ordinance).

If Ms. Demers' tonnage estimate turns out to be high resulting in more contingency in the reconstruction budget, DPW will make some repairs to Mansfield Avenue as per Commissioner Wood's request last month. At the very least, Mansfield Avenue will advance to next year's list of needed reconstruction.

Per Commissioner Tracy on behalf of Commissioner Wood: Please ensure quality controls are built in to the reconstruction contracts; Director Goodkind assured the Commission that they are. DPW is also in the process of hiring a paving inspector.

Commissioner Gundersen referred to a recent definitive UNH study on a toxic substance found in a particular seal coat (containing polycyclic aromatic hydrocarbons). Ms. Demers said that seal coats are not used by the City; Commissioner Gundersen will forward the e-mail to Director Goodkind. Her concern extends to driveway sealants used by property owners and suggested that the Commission consider outlawing its use in the City as it also affects storm water runoff.

Commissioner Alberry moved to accept moving forward on the 2012 Street Reconstruction Program; Commissioner Porter seconded. Unanimous approval.

Item 9: CROSSING GUARD REQUEST – UNION AND PEARL STREETS – Moved to Item 2.5

Item 8: PEDESTRIAN CRASH REPORTS AND SAFETY – Moved to Item 10 (Nicole Losch, Bicycle/Pedestrian/Environmental Planner)

In response to last month's request by the Commission, Ms. Losch reviewed a recent pedestrian and vehicle crash at North Union and Pearl Streets. Since that accident, the Burlington Police Department has begun forwarding copies of crash reports involving pedestrians or bicyclists to DPW, thus enabling DPW to determine if any changes need to be made at those accident sites. The police are issuing tickets to drivers who fail to yield to pedestrians in crosswalks. DPW is working on their safety campaign, which this year includes collaborating with a class at Champlain College as well as other stakeholders (e.g., State Department of Health, LocalMotion, schools, UVM Police Department).

At this specific location, the driver was headed east on Pearl Street and turning left onto North Union Street. The driver attempted to turn just as the traffic light turned green to avoid having to wait for oncoming traffic, crashing into a pedestrian in the crosswalk on North Union Street.

Commissioner Porter asked if the pedestrian crossing signal is given an advanced walk prior to the traffic lights turning green. Director Goodkind will consult with DPW Traffic Signal Technician Dave Garen and return to the Commission with the answer, as well as any recommendations for needed improvements at this intersection.

Commissioner Porter applauded the advance pedestrian crossing signal at the corner of Bank and South Winooski Avenue. Commissioner Tracy asked if, with the planned reconstruction of Pearl Street this summer, DPW was planning to implement any *Complete Streets* concepts. In addition, Commissioner Tracy noted that when drivers are traveling north on Union Street and wish to turn left, the signage for the

left-hand turn lane is not visible in its current location and is partially obstructed by a parked car, creating a site distance problem.

Item 11: ACCESSIBILITY IMPROVEMENT PROGRAM

(Nicole Losch, Bicycle/Pedestrian/Environmental Planner)

See Commission Packet: March 13, 2012 Memorandum from Nicole Losch.

Ms. Losch explained the informational handout of a grant program (totaling \$300,000 state-wide) which will be administered by the State of Vermont. Municipalities are tasked with identifying and prioritizing potential projects and submitting the information to the State, which will then decide on the projects to be administered. The application is due on Monday.

Connecting housing areas to the Marketplace and City Market using an accessible route is DPW's approach in prioritizing projects.

Item 12: WAYFINDING UPDATE (Director Steven Goodkind)

See Commission Packet: March 13, 2012 Memorandum from Steve Goodkind.

The Project is still in its design phase; funding has been an issue. Director Goodkind will know more by the end of next month about funding, and Ms. Losch is in the process of applying for a grant that will facilitate more bilingual signage. The information has been forwarded to Mr. Steve Norman of Alliance Francais for his feedback on adding French content to the signs.

Commissioner Gundersen suggested that Ms. Losch check with the Chamber of Commerce or the Vermont Department of Tourism to solicit funding.

Item 13: SIDEWALK PLOWING – Moved to April Agenda due to Commissioner Wood's absence.

Item 14: MINUTES OF 2/15/12

There were only three commissioners present who were at last month's meeting. This will also be the case at next month's meeting. Commissioner Gundersen moved to accept the February 15th Minutes pending Commissioner Wood's approval; Commissioner Lavery seconded. Commissioners Lavery, Porter and Tracy voted unanimously; Commissioners Alberry and Gundersen abstained since they were absent from the February meeting.

Item 15: CHAIR'S REPORT (Commissioner Robert Alberry)

- Congratulations to Commissioner Tracy on his election to the City Council. He will be missed. This will be Commissioner Tracy's last Commission meeting.
- Thanks to Commissioner Lavery for chairing last month's meeting.

Item 16: DIRECTOR'S REPORT (Steven Goodkind, Director)

- See Commission Packet: March 9, 2012 letter to Public Works Commission from Aaron Frank, Assistant General Manager, Chittenden County Transportation Agency (CCTA). Mr. Frank will

come before the Commission at the April 18th meeting with a full presentation concerning a new location for its downtown transit station (project approval is *not* being sought at the April meeting).

- The Engineering Department is experiencing a staffing shortage, which has affected the department's ability to proceed with some of their planned projects. They are preparing to make a decision on hiring two engineers: a permanent engineering tech (a position which Mr. Fleming has been filling on a temporary basis and which has been vacant for 1 ½ years); and an engineer to replace engineer Carol Weston, who left last September. In addition, the Department has been recruiting to permanently fill the position of Administrative Assistant.
- The Water Plant staff currently has a schedule that has been difficult and unusual (e.g., sometimes requiring operators to work 2, 8-hour shifts back-to-back). Their contract allows a change to be made *only if* all parties agree on the proposed change. Staff may have reached an agreed-upon change which would result in 12-hour shifts. Director Goodkind and Assistant Director Laurie Adams have been working on this issue for years and feel the change, once finalized, will be much more beneficial for staff and in maintaining a safer working environment.
- Drafts of "City of Burlington Department of Public Works Performance Report FY 2011" and "Appendix A" were distributed to the Commission for their review prior to next month's meeting when it will be an Agenda item. The Performance Report is close to being finalized; comments from next month's Commission meeting will be incorporated in the Report before finalizing. The Appendices (total of 3) will be in the on-line version but not incorporated in hard copy. Commissioner Alberly asked that the City Council be given the final version before it goes out to the public.
- Currently working on a revised Customer Service intake/response system with the I.T. Department with the goal of beginning to use a *beta* version in approximately a month. Director Goodkind will report back on the new system at next month's meeting.

Item 17: COMMISSIONERS' COMMUNICATIONS

Commissioner Gundersen

- Received a copy of a TRUGREEN solicitation in the mail at home and asked DPW staff to look into it. It is her understanding that the company has been asked not to do business in the area due to their products' impact on storm water runoff and the Board of Health went so far as to rule on this about 1 ½ years ago. Commissioner Gundersen gave the piece of mail to DPW staff and asked that they look into the matter. Director Goodkind will pass on the TRUGREEN solicitation to Code Enforcement Director William Ward for further investigation.

Commissioner Lavery

- Following up on last month's Water and Wastewater discussion; since it was not on this meeting's Agenda, when will the discussion continue? Director Goodkind said that because Mr. Goodwin was not prepared, he will be at the April meeting.

Commissioner Porter

- Thanked the DPW team for the patience shown during his first months as a commissioner and their quick responses to the Commission's concerns.

Commissioner Tracy

- Thanked DPW staff for the quick response in cleaning up broken glass on Hickok Street.
- Residents adjacent to the intersection of North Union and Decatur Streets meet Winooski Avenue, have expressed concerns to Commissioner Tracy. He asked if additional signage is

being planned for that area. Assistant Director Baldwin has been attempted to work with the resident but what he/she is asking for requires resources that DPW does not have. He has e-mailed all pertinent information to the resident and others in his/her e-mail group. Commissioner Tracy asked that Assistant Director Baldwin forward those e-mails to him. Stationary signs and additional striping will be considered this spring as staff continues to study the area; however, moveable objects (e.g., barrels or “Yield to Pedestrians” signs) require a commitment from a person to be responsible to set it out and take it off the street every day, and DPW does not have available staffing for this.

- As this is his last meeting, Commissioner Tracy thanked the commissioners for their support during his meaningful experience as a commissioner. He also thanked DPW staff for their responses to his concerns and their willingness to educate him on issues being discussed. He will continue to focus on transportation and Public Works-related issues.

Item 18: COMMITTEE REPORTS: No reports.

Item 19: POLICY UPDATE: No policy updates.

Item 20: ADJOURNMENT: Commissioner Gundersen moved to adjourn the meeting at 9:00 p.m.; Commissioner Alberly seconded. Unanimous approval.



**CITY OF BURLINGTON
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William P. Burns
Traffic Foreman

To: Burlington Public Works Commission
From: Billy Burns, Traffic Foreman
Re: **Pavement Marking Bid 2011**

On March 30, 2011 at 12:00p.m. Burlington Public Works Traffic Department opened the Pavement Marking Bids for 2011. Public Works had requested bids for Long Line Painting and Stencil Painting.

Item Description:

14,590 linear feet of 4" white painted parking lanes.
8,565 linear feet of 4" white painted fog lines.
41,472 linear feet of 6" white painted bike lanes.
2,275 linear feet of 6" double yellow contra flow lane.
16,559 linear feet of 4" double yellow center lane line.
We also asked for 190 stencils to be painted.

The Traffic Department sent the request for Pavement Marking Services to four companies: L&D Safety Markings Corp. was part of the Disadvantaged Business Enterprise Program. We received two bids back.

L&D Safety Markings Corp. total bid was \$11,026.18
Marking Inc. total bid was \$19,170.19

L&D Safety Markings Corp. was the lowest bidder. I have previously worked with this company and they do quality work in a timely manner. We will offer the contract to L&D Safety Markings.

Thank you.

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William P. Burns
Traffic Foreman

To: Burlington Public Works Commission
From: Billy Burns, Traffic Foreman
Re: **Landscaping Services 2012**

On March 30, 2012, at 12:00 p.m. The Burlington Public Works Traffic Department opened the Landscaping Quotes for the 2012 summer season. Public Works had requested quotes for Landscaping Services for the City flowerbeds for one season of service.

The Traffic Department sent the Request for Landscaping Services to seven companies in the area and the Burlington Parks and Recreation Department.

We received one quote back.

Pinnacle Properties total quote was \$22,500.00

We worked with Pinnacle Properties last year and they do quality work in a timely manner. We will offer the contract to Pinnacle Properties.

Last year's winning quote was \$17,595.00

Thank you.

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