

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 5/01/2015

UPCOMING MEETINGS ...

- Wednesday, May 6th Montpelier Business Association Meeting, 8:00 A.M., Memorial Room
- Thursday, May 7th Tree Board Meeting, 5:30 P.M., Memorial Room

ATTACHMENTS ...

-  City Council Goals: 2015-16
-  Notice of City Council Vacancy
-  Press Release: Armed Robbery at Meadow Mart

CITY MANAGER'S REPORT ...

District Heat Montpelier

District Heat Montpelier has switched from winter operations to summer operations – meaning that the system is now being heated by the boilers at City Hall.

We held a media event this morning to celebrate the end of the first year of operations.

Winter Parking Ban

Staff from the Manager's Office, Public Works, Police, and Fire met this week to debrief on the winter parking ban pilot put in place this winter. We will present data and recommendations from our operational experience, as well as the public survey at the May 13th Council meeting.

Goals

A copy of the adopted goals document with the changes made this week is enclosed. We are implementing a monthly reporting system so that you can monitor progress and activities on each item.

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Zoning Administrator

We're happy to announce that Sarah McShane has been hired as the part-time Zoning Administrator. Sarah is currently the Planning and Zoning Administrator for the Town of Underhill and also serves as the Development Review Board assistant for the Town of Bolton. She has a BA in Geography and Anthropology and a MS in Geo-Environmental Studies. Prior to moving to Vermont, she had seven years of relevant planning experience in Maryland. She will be a great addition to our team and is flexible about possibly expanding hours up to full-time in the future if we move in that direction.

Legal

Hallsmith vs. City, Fraser, Baker – Appealed to Supreme Court. Represented by Bernie Lambek. Oral arguments were held on December 18, 2014. Awaiting decision

VCEA vs. City, Tax Appeal. – Status conference held on Wednesday. Deadlines have been set for filings so that case is ready for hearing by June 15. Represented by Robert Fletcher.

Steuermald vs. Fraser, Cleveland, City – Case was dismissed but possibility of refileing some portions of it exists. Represented by Nancy Sheahan through VLCT.

Bettis/Powers vs. Bean – Motions being filed. Represented by Nancy Sheahan through VLCT.

Illuzzi vs. City, Law, Motyka, Renaud Bros. – Motions have been filed. Going into mediation. Represented by Constance Tryon Bell through VLCT.

WEEKLY UPDATES FROM DEPARTMENT HEADS ...

Parks/Tree Warden

- ✓ Prep for Green Up day Groups
- ✓ Temporary repairs to Winter Street gate that is rotting
- ✓ Met with contractor to explore the building of replacement gate for the Winter Street entrance and Hubbard Park Drive entrance

TOPICS FOR UPCOMING COUNCIL MEETINGS ...

May 13:

Hazard Mitigation Plan
Greening America's Capitals Update
Winter Parking Ban Review
Montpelier in Motion
Smoke Free Communities
Transportation Committee Reps
Economic Development Strategic Plan

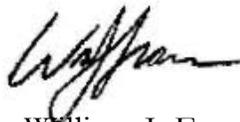
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May 27:

Rec Department Transition
Long Term Budget Plan
Downtown Designation
GMTA Circulator Update
One Taylor Street Development Agreement
Sprinkler



William J. Fraser
City Manager

2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
A	Maintain current level of city services	<p>Overall - meet performance management standards as established in the budget.</p> <p>DPW - complete staffing; increase cross-training; plan for and fund additional summer interns. Fully integrate District Heat operations.</p> <p>Public Safety - continue diligence in addressing substance abuse related criminal activity.</p>	Ongoing	City Manager, Assistant City Manager, Department Heads	FY16 budget		Continued
B	Balance and control municipal budgeting, taxes and services relative to current population and grand list tax base	<p>Initiate public discussion regarding long term budget choices.</p> <p>Identify and address budget implications regarding unfunded state and federal mandates.</p>	<p>Data collection - spring, summer.</p> <p>Public discussion - fall.</p>	City Manager, Finance Director			Continued
C	Maintain the timeline for "steady state plan" infrastructure improvements	<p>Fully fund year 4 of Steady State general fund plan.</p> <p>Where possible, incorporate elements from bike plan, storm water master plan, water, waste water, retaining walls, transportation and all infrastructure.</p> <p>Advance projects on current DPW work list.</p> <p>Devote sufficient resources to accomplish goals.</p>	<p>Funding in FY17 budget. Construction projects proceeding throughout year.</p> <p>5% of parking revenues for bike/ped path</p>	Public Works Director	Increased CIP funds in FY16		Continued

2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
		Complete and implement ADA transition plan.					
D	Address long term utility and environmental infrastructure needs.	<p>Develop a Stormwater Management Master Plan to meet minimum requirements for the MS4 (Needed BEFORE Water Park).</p> <p>Develop a Master Plan and funding plan to address our Water and Wastewater System needs.</p> <p>Seek control of Berlin Pond via Charter change</p>	<p>Stormwater plan by 9/1/16.</p> <p>Utility plan when funds identified.</p> <p>Charter change for March 2016 ballot.</p>	<p>Public Works Director, Planning Director.</p> <p>City Manager and Council to take lead on Charter change.</p>	\$40K grant	Implementation funds in the future	Continued
E	Maintain current timeline and budget for the 1 Taylor Street Redevelopment Project	<p>Secure right of way.</p> <p>Complete permitting and final design.</p> <p>Put project out to bid.</p>	2015-16; construction to start in 2016	City Manager, Assistant City Manager, Public Works Director	\$5.2M available for construction (including required City match)	Additional City Match \$250K to \$600K	Continued in 2016-17 then becomes a new operational requirement
F	Support and promote a vibrant downtown	<p>Continue DID appropriation;</p> <p>Pursue streetscape improvements at Taylor Street;</p> <p>Seek opportunities to fund a downtown master plan and implementation strategy; (Greening America's Capitals)</p>	<p>Annually</p> <p>2015-16</p> <p>2015-2025</p>	<p>Council</p> <p>Planning Director/DPW Director</p> <p>Planning Director</p>	FY16 DID funds	\$800k for Taylor Street (seeking grant funding)	Continued

2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
		Universal recycling implementation;	2015-16	DPW Director			
		Maintain financial support for Montpelier Alive.	Ongoing	Finance Director			
G	Alleviate parking pressures in Montpelier to maintain a vibrant downtown	Complete the Zoning Revisions; Continue parking counts; Conduct a strategic planning process to address parking concerns	5 years to construction of structure	Planning Director	\$0	TBD	2016-17 - Implementation Plan; future years construction
H	Explore and encourage intra-municipal and other regional efforts with the goal of maintaining service levels and reducing costs	Maintain dispatch relationship with Capital West; Implement Recreation Department transition; Begin work on internal consolidation (Rec, Senior Center, Parks, Cemetery) Consider recommendations of Public Safety Authority	Ongoing. Rec transition by 1/1/16 After Rec transition When presented	Police Chief, Fire Chief City Manager, Assistant City Manager, Finance Director Police Chief, Fire Chief, Council			Continued
I	Create a hospitable environment for economic development and grand list growth	Complete an Economic Development Strategic Plan. Improve tax stabilization policy and Business Loan Fund;	Complete plan when funding is available. Change policies after plan.	Planning Director	\$0	\$30K for EDSP; restore funding for full time ZA \$100K annually if LDC formed	Continued

2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
J	Create a hospitable environment for housing development and grand list growth	Complete Zoning revisions;	2015	Planning Director	\$12K grant and \$2k of match for consultant's contract	Restore Housing Trust Funding	Continued
		Fund Housing Trust Fund; make recommendations to improve the Fund.	2015				
		Complete 1 Taylor Street	2017	Assistant City Manager			
		Work with CVCLT on other potential projects;	Ongoing				
		Work with property owner to explore possibilities on Sabin's Pasture.	2015-2016	City Manager			
K	Consistently collect and communicate information in a transparent manner.	Launch new website;	Winter 2016. Operational need after	Asst City Manager, IT Manager, for website	FY16 budget = \$22,000 for upfront cost and \$5,400 for maintenance; staff salary time for all Departments		New operational requirement
		Expanded use of surveying tools to collect information on services (for planning and multi-year budgeting);	Spring, summer for survey	City Manager and Asst City Mgr for survey			
		Improve Winter Parking Ban.	Have revised Ban practices for 12/15/15	DPW Director, Police Chief for parking ban.			
		Continue current communication methods.	Ongoing				
					\$12,000 for survey		

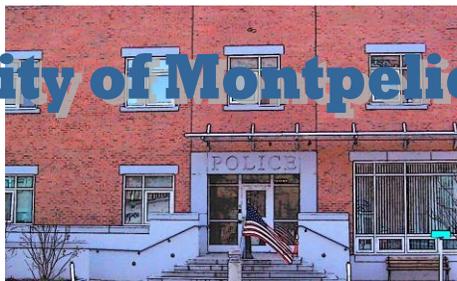
2015-2016 City Council Goals

Reference Letter	Council Goal	Projects/Next Steps	Timeline	Lead Staff	Funds Available	Funds Needed	Goal in Future Years
L	Maintain investments to become a bike and pedestrian friendly city	<p>Complete permitting, final design and bidding of Bike Path Extension and Bike Path at 1 Taylor;</p> <p>Integrate Montpelier in Motion recommendations into CIP and funding plan.</p> <p>Receive plan from the Bike Committee to appropriate 5% of the parking meter revenue to the implementation of Montpelier in Motion</p>	Bike path construction in 2016-17; fully implement Montpelier in Motion - 2015 years	Planning Director, Public Works Director, Assistant City Manager	\$40K from parking fund	City Match for bike path extension	Continued
M	Establish a clear plan for short-term, medium-term, and long-term Net Zero implementation	<p>Implement a 1 MW Solar Project</p> <p>Receive a Net Zero implementation plan from MEAC</p>	2030 or 2050	Planning Director, VISTA MEAC	\$0	Needs .5 FTE in the future	Continued

Note current project commitments: 1 Taylor, Bike Path, Re-Zoning, Montpelier in Motion Plan, Solar Array, full DPW project list including increased Steady State funding, new Website, Rec Transition, Stormwater Plan, ADA transition plan, Winter Parking Ban



City of Montpelier Police Department



Anthony J. Facos
Chief of Police

PRESS RELEASE

For more information, contact:
Chief Anthony J. Facos
Or Detective Steve Nolan
(802) 223-3445

FOR IMMEDIATE RELEASE

April 27, 2015

Armed Robbery of Meadow Mart

On Monday April 27, 2015 at approximately 8:24 PM, the Montpelier Police Department received a 911 call that an armed robbery had just occurred at the Meadow Mart convenience store located at 284 Elm Street, in Montpelier, Vermont.

Based on the investigation, a male and female entered the store, approached the clerk and demanded money from the register. Both suspects verbally threatened the clerk and each pulled-out a handgun and pointed them at the clerk. The suspects then took an undisclosed amount of cash from the store and fled on foot. The suspects were last seen running north on Elm Street. An MPD K-9 was able to partially track the suspects before losing the scent a couple of blocks from the store.

The suspects were described as follows:

-white female, blond hair, stocky build, approx. 5'2" to 5'3", wearing dark pants and a dark colored hoody, carrying a black handgun

-white male, brown hair, "lanky" build, approx. 6'0", wearing dark pants and a dark colored hoody, carrying a black handgun

Both suspects are to be considered armed and dangerous. This is an active investigation and anyone with any information is asked to contact the Montpelier Police Department at (802) 223-3445.