

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 9/18/2015

UPCOMING MEETINGS ...

- Monday, September 21st City's Investment Committee Meeting, 4:00 P.M. in the City Manager's Conference Room

Development Review Board Meeting, 7:00 P.M. in the City Council Chambers
- Tuesday, September 22nd Pedestrian Advisory Committee Meeting, 5:30 P.M. in the City Manager's Conference Room
- Wednesday, September 23rd Regular City Council Meeting, 6:30 P.M. in the City Council Chambers
- Thursday, September 24th Bike Advisory Committee Meeting, 8:00 A.M. in the City Council Chambers

Community Budget Forum #1, 6:30 P.M. in the Governor's Ballroom at the Capitol Plaza (This forum will collect ideas on core community values to be considered during the budget process.)

ATTACHMENTS ...

- ✚ Press Release: City Releases Presentation and Survey in Advance of Community Budget Forums - September 17, 2015

CITY MANAGER'S REPORT ...

Legal

VCEFA vs. City, Tax Appeal. – Motions for Summary Judgment were filed by both parties on June 15. Represented by Robert Fletcher.

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.

Hallsmith Hearing is set for November 9, 2015.

CITY MANAGER'S WEEKLY REPORT

September 18, 2015

Page 2

WEEKLY UPDATES FROM DEPARTMENT HEADS ...

Department of Public Works

Bus Shelter: Construction of the concrete pad for the bus shelter and replacement of the narrow and deteriorating connecting sidewalk along the side of Blanchard Court took place this week. The order for the prefabricated bus shelter (4' x 8') has been placed and delivery is expected within a couple of weeks. DPW anticipates assembling and installing the new shelter by mid-October. The concrete pad is designed to be ADA accessible, and the shelter is translucent to allow travelers to view the bus arrival. The DRC reviewed and approved the proposed location for the temporary bus shelter site on the City Hall grounds.

City Hall Railings/Banisters: Other work planned for City Hall is the restoration of the front railings and the banisters positioned on the wall abutting the City Hall plaza area. The railings are rusting and staining the granite. A temporary hand railing was installed this week which will be in place while the railings and banisters are being galvanized at a facility in Massachusetts. A granite specialist will be removing the rust stains while the railings are off-site. The DRC also reviewed and approved this maintenance restoration project.

Terrace Street Culvert: Construction is underway. The contractor has installed the new piping up to the edge of Terrace Street and will work on the road crossing starting on Monday, 9/21/15. Traffic on Terrace Street near the intersection of Dairy Lane will be reduced to one-way during this work.

North Street Culvert: Replacement is taking place this week between Mechanic Street and Hillhead Street. DPW is also replacing the sidewalk this week between Main Street and Cross Street. Paving on North Street between Mechanic and Hillhead Streets is scheduled to start on Monday, 9/21/15.

Planning and Community Development

The second half of this summer, the Planning and Community Development Department adjusted its work plan to address three priorities.

- 1) ***Advance the One Taylor Street Project:*** For the past year, the department has been playing more of an advisory role to the Manager's Office in the One Taylor Street Project. As a result of the project budget shortfall, the department provided assistance in identifying and applying for additional grant funds. Thus far, Community Development Specialist Kevin Casey has applied for and received \$550k in grants for the Taylor Street and One Taylor Street Projects. Staff has also identified a \$900k grant opportunity that looks promising and is committing time to preparing that application. Additionally, Director Mike Miller has been assisting with the preparation of the condemnation proceedings to take place next Wednesday.

CITY MANAGER'S WEEKLY REPORT

September 18, 2015

Page 3

- 2) ***EDSP Kickoff:*** Kevin Casey led the procurement process for hiring a consultant to complete an Economic Development Strategic Plan (EDSP). At the request of some on the Council to shorten the schedule, staff and the Steering Committee have the consultant on board months ahead of schedule. The Kickoff Meeting with the Steering Committee is tentatively scheduled for the first full week of October.

- 3) ***Readoption of the Master Plan and Related Items:*** There were a number of inter-related items that all needed to happen by September 30th that required a lot of organizing. The Master Plan was expiring and needed to be readopted, along with regional approval of that plan. These approvals were required in order for other applications and reviews to take place. The Growth Center update has been submitted to the State for a meeting on September 28th (requiring an adopted and approved plan); the Designated Downtown application was submitted by Montpelier Alive (requiring an adopted and approved plan); and a Municipal Planning Grant application is being developed for submission before September 30th to revise and update the Master Plan next year (requiring the same).

Moving forward into fall, the department will be shifting focus to the development of the parking strategy. Kevin Casey has continued parking counts throughout the summer and our new VISTA, Laura Biren, will be helping to summarize the data and look for trends. We should have a report on the findings of those counts ready for the Transportation Committee at the end of October. The assessment of the supply and demand will be the foundation for the development of the parking strategy later this fall.

Recreation Department Transition

We continue to work on the transition plan to move the Recreation Department under City management. To that end, this week Jessie attended the Recreation Advisory Board meeting to discuss the transition plan and the FY17 budget process. Additionally, this week Jessie, Sandy Gallup, and Todd Provencher met with all of the Recreation staff to review the City's Personnel Plan, pay structure, and benefits packages, as well as discuss the transition plan. These discussions were positive and both focused on a team approach to making this transition as smooth as possible.

TOPICS FOR UPCOMING CITY COUNCIL MEETINGS ...

September 23

5:30 Mowatt Site Visit
6:30 Mowatt Hearing
Master Plan Public Hearing (2nd)
Appointments to Design Review Committee;
Planning Commission, Montpelier Housing
Authority; and Historic Preservation Committee
Community Fund Board
Opiate Update

CITY MANAGER'S WEEKLY REPORT

September 18, 2015

Page 4

September 24	Public Budget Discussion 1 (Capitol Plaza)
October 13	Public Budget Discussion 2 (MHS Cafeteria)
October 14	Debrief Public Forums Goals Status Update
October 28	Preliminary Budget



William J. Fraser
City Manager



America's Small Town Capital

Mayor John Hollar

William Fraser
City Manager

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

Jessie Baker
Assistant City Manager

**City Releases Presentation and Survey
in Advance of Community Budget Forums
September 17, 2015**

Mayor John Hollar and City Manager William Fraser invite all Montpelier residents to participate in two Community Budget Forums to be held on September 24th and October 13th. These forums will ask residents to evaluate challenges, consider goals, and share their ideas for values and priorities for future City budgets.

- **Community Forum #1** will be held from 6:30 to 8:30 on September 24th at the Capitol Plaza Hotel. This forum will collect ideas on core community values to be considered during the budget process.
- **Community Forum #2** will be held from 6:30 to 8:30 on October 13th at the Montpelier High School. This forum will review all ideas contributed and set key priorities for the City Council as they build future budgets abased on the collective values of City residents.

In advance of the first Community Budget Forum, the City has released a presentation on the municipal budget and a survey soliciting input. These materials can be found here: <http://www.montpelier-vt.org/group/357.html>. The City asks residents who are not able to attend the first Community Forum on September 24th to provide feedback by completing this survey: <https://www.surveymonkey.com/r/1BudgetForum>. Additionally, written feedback can be provided to William Fraser, City Manager, at wfraser@montpelier-vt.org or 39 Main Street, Montpelier, VT 05602.

Jessie Baker
Assistant City Manager
City of Montpelier
39 Main Street
Montpelier, Vermont 05602
P: (802) 262-6250
jbaker@montpelier-vt.org
www.montpelier-vt.org

