

CITY MANAGER'S WEEKLY REPORT

October 9, 2015

Page 2

CITY MANAGER'S REPORT ...

Community Budget Forum

The second Community Budget Forum will be held at 6:30 on Tuesday, October 13th in the High School Cafeteria. At this Forum, we will present the values and key strategies we heard from the community at the first Forum and through the on-line survey, and participants will be asked to prioritize these values and ideas. Approximately 40 people attended the first session and 55 people completed the online survey. A complete report of the data received and prioritization activity will be presented to the City Council at an upcoming meeting.

1 Taylor Street

The project team is focusing on two key priorities: (1) securing the right-of-way needed for the project and (2) identifying additional funding sources to close the budget gap. Below we provide an update on these tasks.

Rights of Way: The City continues to work with the State to complete the right-of-way acquisition phase. This past week, the State approved all plans and information to be forwarded to the private appraiser for completion of the appraisals. This work will be completed in mid-November. We expect quick final approval from the State by the end of November which puts us in active conversations with the property owners in December. This whole process has certainly taken far longer than anticipated.

In addition to the bike path easements, we have also reached agreement with VTTrans and Vermont Railway for re-alignment of the rail right-of-way along the entire corridor of this project. VTTrans would like to wait until all other rights-of-way have been acquired before finalizing this piece. If, however, the Mowatt acquisition stretches out, we will ask that this work be split into two transfers, one on each side of the North Branch.

The Mowatt hearing on necessity is set for October 28th with the hearing on value tentatively set for December 9th.

Additional Funding: The project team has completed a schematic design of the site (path from Taylor to Main, site work, and soil management plan) and the transit center portions of the project. DEW then did a cost estimate of this schematic design. This identified approximately a \$1.4 million funding gap for the City project (cost of project to identified funds). Since that time, the City has secured an additional \$250K to fund the stormwater mitigation work on site, \$128K in sales tax reallocation to fund infrastructure work, and

CITY MANAGER'S WEEKLY REPORT

October 9, 2015

Page 3

CCTA/GMTA have agreed to fund \$100K in fit-up work required for the Transit Center. Therefore, the current funding gap is \$922,000. The City is exploring several other sources of alternative funding including working with CCTA/GMTA on a possible additional capital request and applying for a state grant to cover soil management efforts. We continue to be confident that we can close this funding gap.

Schedule: Attached please find the [most current schedule](#). With the assumption that the rights-of-way will be secured and additional funding identified by January 1, 2016, we will then move into 50% design, permitting, final design, and construction bidding. If all goes smoothly, it is possible that construction contracts could be awarded by October 2016.

Federal Grant Requirements: The project team continues to work with the Federal funders (FTA and FHWA) to ensure we are complying with the grant requirements. Currently we are working to identify the specific costs related to constructing the parking on site. With this information, we will then make a recommendation to FHWA on how these costs will be repaid over time given that they will be in use by a private entity (those renting apartments from Redstone).

Website Redesign

This week, 30 City and 2 Montpelier Alive staff were trained on how to use the redesigned website. Trainers from CivicPlus were in Montpelier on Tuesday, Wednesday, and Thursday to train site administrators and publishers on the features of the new site and our editing capabilities. Over the month of October, staff will practice using the production site and updating the content migrated over from the old site by CivicPlus. The new site, with the sister Montpelier Alive site, will go live on November 2, 2015. At the City Council meeting on Wednesday, staff will present a brief overview of the production site to the Council for their feedback.

Economic Development Strategic Plan

The EDSP Steering Committee held its kick-off meeting with consultant Peter Fairweather this week. We reviewed the schedule to develop the EDSP, discussed the outreach efforts and identified key stakeholders to reach out to during this process. This fall and early winter, we will be going to the community and key stakeholders to present data and ask for feedback on economic development priorities for the city of Montpelier.

CITY MANAGER'S WEEKLY REPORT

October 9, 2015

Page 4

ICMA Annual Conference

Jessie and Bill attended the International City/County Management Association's Annual Conference last week in Seattle. Once again, it proved a great opportunity to learn from experts in the municipal management field, meet and share information with colleagues from across the country (and world), and learn about new resources to bring back to Montpelier. We attended sessions including "Leadership Skills for Managing Wicked Problems", "Placemaking for Small Communities", "What are the Next Big Things Facing Local Government", and keynote sessions presented by Shawn Achor, Verna Myers, Patrick Lencioni, and Kelly Leonard.

Legal

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

Bettis/Powers vs. Bean – Court ruled in city's favor. 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.

WEEKLY UPDATES FROM DEPARTMENT HEADS ...

TOPICS FOR UPCOMING CITY COUNCIL MEETINGS ...

October 13	Public Budget Discussion 2 (MHS Cafeteria)
October 14	Appointment to Historic Preservation Commission Appoint City Rep to CVSWMD Goals Discussion Debrief Public Forums Budget Schedule Winter Parking Ordinance Discussion Community Fund Board Investment Committee Senior Center Request Manager's 6-month Review Website Review

CITY MANAGER'S WEEKLY REPORT

October 9, 2015

Page 5

October 28

Mowatt Site Visit
Mowatt Necessity Hearing
Tentative: Zoning Update by PC

November 4

Budget Direction
Parking Study
Rec Transition
Manager's 6-month Review
Montpelier Foundation
Clean Water Act
Executive Session: Sabins Pasture

November 18

Berlin Pond Charter Change



William J. Fraser
City Manager

Sandy Pitonyak

From: William Fraser
Sent: Friday, October 02, 2015 6:14 PM
To: L-Council; L-DEPTHEAD
Subject: Fwd: Crosswalk Painting

Subject: Crosswalk Painting

At our last meeting the Pedestrian Advisory Committee formally asked me to write a note to the City Council acknowledging the fact that the Department of Public Works has re-painted some of the crosswalks this fall. We are very pleased they responded to suggestions to have this happen and then asked for recommendations about which crosswalks in particular needed work.

Why re-paint in the fall? The #1 reason is *pedestrian safety*. We've all seen the paint disappear over the winter, a situation that puts pedestrians in grave danger. Re-painting is a strong statement of support for pedestrian safety by DPW that we appreciate and want to acknowledge. While some of the paint will surely still disappear, re-painting in the fall will keep us safe for more of the winter.

Further, we want to express our support for budgeting to once again next spring have the crosswalks painted early in the season over a short period of time by a contractor, as was the case this past spring. This was a great "experiment" on the part of DPW that was a huge success in our opinion. Again, for pedestrian safety it is a measure that will have a great deal of benefit.

Thanks to the Council for supporting these two initiatives and thanks especially to DPW for making it happen. Thank you for sharing this note with the full Council.

John Snell
for the Pedestrian Advisory Committee

2015/2016 PARADE PERMITS

Updated October 5, 2015

Date	Parade Theme/Title	Organization	Start	Contact	Added Info
10-10-15	Choice Physical Therapy Fall 5K Run/Walk	Choice Physical Therapy	Assembly at 0830 hours at Blanchard Court. Approx. 100 entries	MaryEllen Boutin 229-6398	Special Provisions: Approved for side of road and sidewalk only. Police will assist at Start of race with traffic at major intersections. Will require organization marshalls to wear safety approved vests
10-31-15	Halloween 5K Race	Onion River Sports	Starting at 0800 at Langdon St	Tristan Von Duntz 595-3457	Special Provisions: Police to assist at Langdon & Elm, Elm & School St and bailey Ave & State St at start of race and for the "out" participants only. Marshall with reflective vest to assist at intersections on return.
11-11-15	Veterans Day Parade	Montpelier Veteran Council	Assembly at 09:30 at Main St Round About to Main, State and Bailey St.	Bob Lizzari 223-3090	Special Provisions: Police to assist with traffic control at all affected intersections. Lead Parade if needed.
01-16-16	Rally for Life 2016	Vt Right to Life Committee	Assembly at 1045 behind City Hall walking to State Hse using one lane only for 300 participants	Mary Hahn Beerworth 229-4885 or 802-338-5341	Special Provisions: One Lane approved- Police to assist at major intersections and follow at rear with cruiser for participants' protection.



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 to Hold Second Community Budget Forum October 9, 2015

Mayor John Hollar and City Manager William Fraser invite all Montpelier residents to participate in the second of two Community Budget Forums to be held on October 13th. This forum is a follow-up to the first discussion held on September 24th (and the associated on-line survey) where residents brainstormed values and priorities for future City budgets. At Tuesday's forum, residents will be asked to prioritize these values and priorities.

Montpelier will continue to face major budget challenges in the coming years. With the Council approved "steady state capital plan," the City needs to spend an additional \$500,000 per year to reach a sustainable rate of infrastructure funding. This is \$1M more than the City spent three years ago. The municipal tax rate, while remaining stable for several years, remains relatively high compared to other communities in Vermont and elsewhere. This creates a challenge for our residents, businesses, and for future development.

- **Community Forum #2** will be held from 6:30 to 8:30 on October 13th at the Montpelier High School Cafeteria. 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.

Montpelier resident Paul Costello will facilitate the Forum, Mayor Hollar will welcome attendees, and City Manager Fraser will provide background information on the municipal budget.

“Montpelier is a city of engaged residents who work actively to improve the quality of life in our community. Through the collective work of our residents, we can solve the fiscal challenges that the City will face in the next few years,” said Mayor Hollar.

Early next week, City staff will release an on-line survey to collect information from members of the community who are unable to attend the evening meetings.

Additionally, written feedback can be provided to William Fraser, City Manager, at wfraser@montpelier-vt.org or 39 Main Street, Montpelier, VT 05602.

1 Taylor Street Redevelopment

Project Timeline

Updated: October 5, 2015

Phase	Milestones	Previous Completion Date	Revised Completion Date (October 2015)	Status
Pre Permit Phase				
	Bike path preliminary plans (60% complete)	Done		Done
	Execute Development Agreement with Council approval	10-Jul-2015		Done
	Finalize CM agreement with DEW	10-Jul-2015	1-Jan-2016	
	Conduct EA and CE reevaluation	28-Feb-2015		Done
	Finalize complete agreement with gbA	10-Jul-2015	1-Jan-2016	
	Complete preliminary cost estimate for building	24-Feb-2015		Done
	Complete preliminary cost estimate for site	17-Mar-2015		Done
	Geotech work and recommendations	20-May-2015		Done
	Schematic Design for Transit Center and site work complete	8-Jun-2015		Done
	DEW to complete cost estimate of Schematic Design	29-Jun-2015		Done
	With schematic design cost estimates - complete "Cost Management" process to determine economic feasibility and design impacts	15-Jul-2015		Done
	Present outcome of Cost Management process to Committee	8-Jul-2015		Done
	Present outcome of Cost Management process to Council	8-Jul-2015		Done
	Identify new revenue sources to close funding gap	1-Nov-2015	1-Jan-2016	
	Finalize property acquisitions and easements, submit to VTrans	1-Nov-2015	1-Jan-2016	
	Schematic Design for Housing	1-Sep-2015	1-Feb-2016	
	Complete Preliminary Plans (sufficient detail for submission to DRB & Act 250)	8-Sep-2015	7-Feb-2016	
	Complete a preliminary construction schedule	15-Sep-2015	14-Feb-2016	
Permit Phase Begins				
	Obtain utility relocation easements, submit to VTrans	1-Aug-2015	7-Feb-2016	
	Submit Act 250 Application	25-Sep-2015	14-Feb-2016	
	Local Permitting (approximate - dates not yet set)	19-Dec-2015	14-May-2016	
	Application deadline	25-Sep-2015	14-Feb-2016	
	DRC Meeting	13-Oct-2015	7-Mar-2016	
	DRB Meeting	19-Oct-2015	14-Mar-2016	
	DRB Decision	19-Nov-2015	14-Apr-2016	
	Appeal process	19-Dec-2015	14-May-2016	
	Procure ME/FP to get to final design documents	1-Oct-2015	1-Mar-2016	
	Prepare design documents (50%) Transit Center building & site design	15-Nov-2015	30-Apr-2016	
	Execute agreement with CCTA	1-Oct-2015	1-Apr-2016	
	Provide an updated construction schedule based on the 50% design documents	1-Dec-2015	7-May-2016	
	Prepare final Soil Management and Grading Plans	1-Dec-2015	7-May-2016	
	Conduct technical, CCTA & design committee review of DD (50%) Transit Center plans and site specifications	1-Dec-2015	1-Jun-2016	
	Obtain VTrans clearances	1-Jan-2016	15-Jun-2016	
	Obtain stormwater and other permits	1-Jan-2016	1-Jun-2016	
	Prepare 100% complete bike path plans, specifications & estimate (PS&E)	10-Jan-2016	15-Jun-2016	
	Conduct technical, CCTA & design committee review of DD (100%) site plans and specifications	20-Jan-2016	25-Jun-2016	
Pre-Construction Phase Begins				
	Finalize construction documents (100% complete) for both projects	1-Feb-2016	15-Jul-2016	
	Obtain Federal path clearance package	15-Feb-2016	15-Aug-2016	
	Complete bid of construction	15-Mar-2016	15-Sep-2016	
	Execute construction contract	30-Mar-2016	1-Oct-2016	
	Execute legal documents for ownership/structure of Project	15-Apr-2016	1-Oct-2016	
Construction Phase Begins				
	Construction Period	8-Oct-2017	8-Oct-2017	