

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 10/14/2016

UPCOMING MEETINGS ...

Monday, October 17	MSAC Advisory Council Meeting, 12:00 – 1:30 P.M. in the Memorial Room
	Design Review Committee, 5:30 P.M. in the City Council Chambers
	Development Review Board, 7:00 P.M. in the City Council Chambers
Tuesday, October 18	Montpelier Energy Advisory Committee, 7:00 P.M. in the Memorial Room
Thursday, October 20	Housing Task Force, 5:15 P.M. in the Memorial Room
	“Friends of the Winooski”, 6:00 P.M. in the City Manager’s Conference Room

FOR YOUR CALENDAR ...

Thursday, February 9, 2017 “Welcome Legislators” Reception, 5:00 – 7:00 P.M. in the Capitol Plaza’s Ballroom

ATTACHMENTS

-  FY18 Proposed Budget Schedule
-  Staff Accountant – Job Posting
-  Clean Water Initiative Program – Letter of Support for Friends of the Winooski River

CITY MANAGER’S REPORT ...

Reminder: Construction Survey

The survey on downtown construction in 2017 is still open. It will close on October 24, 2016 and data will be shared with the City Council in November. The paving and sidewalk work on State Street and Main Street downtown will take approximately 60 days with the contractors working in 12-hour shifts. We are interested in feedback about when this construction should take place and how we can best support the business community during this time. The survey is available here <https://www.surveymonkey.com/r/2017Construction> and should only take about 3 minutes to complete. Participate in our contest as well! Whoever comes up with the

best name for the 2017 construction efforts will get bragging rights and a \$25 gift certificate to the Montpelier business of their choice.

Budget

A proposed budget schedule is enclosed with the packet material. You will make formal approval of the schedule on October 26th. Note that it suggests only 2 meetings in December but meetings every week in January.

Legal

Illuzzi vs City, et al: No further action to report since the July 12, 2016 VT Superior Court of Washington County issued its “Opinion and Order on Defendant’s Motions to Compel, Enlarge, and Amend”.

VCFA vs. City, Supreme Court Appeal: Oral argument is scheduled for this Wednesday, October 26, 2016 at 2:30 P.M. Represented by Robert Fletcher.

WEEKLY REPORTS FROM DEPARTMENT HEADS ...

Department of Public Works

The annual bagged leaf pick-up and disposal program is now underway which runs through November 4th. Notices have been posted in the local newspaper, on Front Porch Forum and on the City’s web site. The scheduled pick-up locations are listed and identified by day of the week and during this time, DPW will be passing through the neighborhoods looking for bagged leaves placed at the curb side. Disposal restrictions apply so residents should refer to the notice for more information.

Utility construction is planned on Elm Street near the State Street intersection beginning with exploratory excavation. The project concerns construction of a water sprinkler main for 41 State Street which is located on the corner of Elm Street. This project is being undertaken by the property owner with a private contractor. It is anticipated that two way traffic will be maintained during construction but the sidewalk will have to be closed. More will be known once the exploratory excavation is complete.

Work is nearing completion on the Clarendon Avenue sidewalk reconstruction project with final paving taking place on Friday the 14th. This will conclude major construction activities for the season in this section of town with several streets paved, a sewer main replaced, and sidewalks reconstructed over the summer months. Remaining work includes final restoration of lawns and adjustment of utility structures on Terrace St and this work will continue for the next week or two.

Senior Center

Among many other October events, the Senior Center is hosting two upcoming talks about politics, organized by two local organizations, and another about Brain Health led by a neurologist.

“Whose Democracy Is It? Money in Politics”

Monday, October 17, 7-8:30pm

Screening of the presentation “Whose Democracy Is It? Money in Politics” by Ann Luther, League of Women Voters of Maine. Introduction by Kate Rader, League of Women Voters of Vermont. Presented by MSAC and the League of Women Voters of Vermont. Free and open to the public.

“Polls, Politics, and Probabilities”

Wednesday, October 19, 1:30-3pm

Learn about the history, design, and accuracy of polls including some that turned out to be wrong—and why. Mathematician Bob Rosenfeld will tell us how polling statistics calculated and what they really mean? *Presentation hosted by the Osher Institute for Lifelong Learning (OLLI) at the Montpelier Senior Activity Center. Open to all. Free for OLLI members or \$5 suggested donation to OLLI for non-members.*

“The Brain: How Does It Work & How Can We Preserve It?”

Wednesday, October 26, 1:30-3pm

New understandings of brain function and dysfunction plus evolving research techniques and strategies for improving brain health as we age, presented by neurologist Robert Hamill, M.D. *Presentation hosted by the Osher Institute for Lifelong Learning (OLLI) at the Montpelier Senior Activity Center. Open to all. Free for OLLI members or \$5 suggested donation to OLLI for non-members.*

MSAC will host an Open House on Monday, November 28, from 5-7 pm, which will include refreshments and merriment, as well as a talent show to highlight MSAC programming. Staff and volunteers are also starting to plan for MSAC’s 50th anniversary in 2017.

Parks and Trees

Recently we have worked with Tree board volunteers to remove hundreds of invasives near the Tower and clean up the tree nursery. We also worked with the Unitarian Church’s volunteer group called Spuds to refresh the Peace Park, weed, mulch, and plant five trees.

Finally, we have been working with a number of groups in preparation for the Enchanted Forest Saturday, October 15th in Hubbard Park, preparing trails, stages and gathering and carving hundreds of pumpkins. We hope to see you in the Park this weekend!

TOPICS FOR UPCOMING COUNCIL MEETINGS ...

October 26	Junkyard Ordinance 2 nd Reading FEAST Discussion Budget Schedule & Targets Parking Plan New Directions Presentation Community Fund Budget Personnel Executive Session
November 9	Goal: Excellent Services Department Update - Fire Department Update – Police Central Vermont Public Safety Authority
November 16	Tax Stabilization Application 1 st Reading (tentative) Development Agreement (tentative) Goal: Steady State 2016 Construction Summary 2017 Construction Work Plan Department Update – DPW Department Update – Planning
December 14	Tax Stabilization – 2 nd Reading (tentative) Goal: Healthy Community Department Update – Community Services Department Update – Government Services
December 21	Goal: Affordable Community Budget
January 4, 11, 18, 26	Budget, Warning, Public Hearings, Zoning
Feb 8	Zoning City Manager Annual Review
February 15 or 22	Zoning City Manager Annual Review



William J. Fraser
City Manager



America's Small Town Capital

**CITY OF MONTPELIER
FY 18 BUDGET SCHEDULE (JULY 1, 2017– JUNE 30, 2018)**

City Council Capital Improvements (CIP) Committee Members: Dona Bate, Justin Turcotte, John Hollar, Planning Commission member TBD, Bill Fraser, Tom McArdle, Todd Provencher Montpelier Alive Representative

Thursday October 6, 2016

Distribute Capital Projects & Equipment Request forms to Management team.

Wednesday October 12, 2016

Regular Council Meeting

Friday October 14, 2016

FY 18-FY 22 Capital Improvement Program (CIP) and Equipment Requests Due to Finance Department. Exception: DPW will provide CIP Requests by Friday October 21.

Tuesday October 18, 2016

FY 18 budget process and funding letter to Inside Agencies, Boards and Commissions ready for mailing – Sandy Pitonyak.

Wednesday October 19, 2016

Leadership meeting 9 AM, performance measurements and department report formats. Distribute Initial Operations Budget Worksheets/Guidelines to Management Team.

Wednesday, October 26, 2016

Regular Council Meeting, present budget schedule, goals and targets.

Thursday October 27, 2016

Management Team Meeting **9AM-12 PM** – Budget Workshop – CIP, Equipment, New Debt, Staffing
Distribute Performance Measurement Worksheets/Guidelines to Management Team

Friday November 4, 2016

Funding Requests Due from Inside Agencies, Boards and Commissions

Tuesday November 8, 2016
ELECTION DAY

Wednesday November 9, 2016

Regular Council Meeting – CVPSA, Fire and Police Department presentations
Capital Improvements Committee meeting at **5pm pending availability.**

Departmental Operating and Budget Requests Due to Finance including changes to the organizational chart and any supporting documents

Thursday November 10, 2016

Management Team meeting - 9:30-11 AM

Wednesday November 16, 2016

Special Council Meeting, Public Works and Planning Department presentations.
2nd Meeting of Capital Improvements (CIP) Committee-**5 pm pending availability.**

Thursday November 17, 2016

Management Team Meeting – 9:30 – 11 AM

Friday November 18, 2016

Departmental Performance Measures due to Assistant City Manager

Monday November 28, 2016

First draft of Budget completed and presented to City Manager by Finance Director.
Community Fund applications due.

Tuesday November 29 through Friday December 2, 2016

City Manager and Finance Director to complete draft budget

Monday December 5 - 9, 2016

Management Team meets with City Manager and Finance Director to finalize budget
Management Teams provide Budget Book Documents

Wednesday December 14, 2016

Council Meeting – City Manager presents preliminary budget.

Thursday December 15, 2016

Management team Meeting – 9:30 – 11 AM

Wednesday December 21, 2016

Regular Council Meeting – City Manager presents budget with budget books.

Wednesday January 4, 2017

Special Council Meeting - budget discussion

Wednesday January 11, 2017

Regular Council Meeting –Finalize and Approve Council’s Budget

Thursday January 12, 2017

Management Team Meeting 9:30 – 11 AM

Wednesday January 18, 2017

Special Council Meeting - First Public Hearing on Budget

Public Hearing on Bond

Necessity Resolution for Bond

Draft Warning for Annual Meeting

Thursday, January 26, 2017

Regular Council Meeting - Second and Final Public Hearing on Budget

Deadline for petitions

Approve Warning for Annual Meeting

Montpelier Community Fund Award Recommendation

School Board Budget Presentation at City Council Meeting

Thursday January 26, 2017

Management team meeting 9:30 – 11 AM

Tuesday March 7, 2017

Annual Meeting Day to Vote on Budget and Related Articles



**Immediate Opening
Staff Accountant
City of Montpelier- Finance Department**

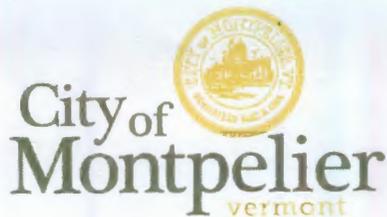
Montpelier, the capital city of Vermont, is seeking a Staff Accountant reporting to the Director of Finance and Administration and Senior Accountant. The professional in this position will be responsible for accounts payable and receivable functions, construction project accounting, grant management as well as submission of state and federal fund reimbursement requests. This person will oversee daily accounting functions, maintenance of financial records and coordination of quarterly water/sewer utility billing. This position requires knowledge of fund accounting, excellent independent judgment and decision-making skills, and the ability to work with members of the public and outside agencies.

The successful applicant will have the following qualifications:

- Bachelor's Degree in Accounting or significant equivalent work experience in a related field and knowledge of Government and/or Fund Accounting.
- Experience in Payroll, Accounts Payable, Accounts Receivable and General Ledger as well as general office operations.
- Proficiency in Microsoft Excel and Word and experience with computer accounting software.
- Federal grant management skills or construction accounting experience preferred.

The salary range is \$43,000 to \$55,640 annually based on qualifications. The City offers an excellent benefits package and a dynamic professional environment. This position has opportunity for significant professional growth for the right candidate. Montpelier is an equal opportunity employer. Please submit a cover letter and resume by November 1, 2016 to Jessie Baker, Assistant City Manager, City Hall, 39 Main Street, Montpelier, VT 05602-2950. Electronic submittals are appreciated to jbaker@montpelier-vt.org.

For more information see: <http://www.montpelier-vt.org/jobs.aspx>



America's Small Town Capital

DEPARTMENT OF PUBLIC WORKS, City Hall, 39 Main Street, Montpelier, VT 05602
Thomas J. McArdle, Director tmcardle@montpelier-vt.org
Kurt S. Motyka, PE, City Engineer kmotyka@montpelier-vt.org

October 14, 2016

Clean Water Initiative Program
Ecosystem Restoration Grants
Department of Environmental Conservation
1 National Life Drive
Montpelier VT 05602

Dear Grant Committee:

The City of Montpelier is writing to express support for the application by Friends of the Winooski River to conduct technical assistance and develop implementation projects based on the City's recently completed stormwater master plan.

The plan states:

The ultimate objective of this stormwater master planning project is to support the City in improving stormwater management, by providing a list of high priority water resource concerns and conceptual solutions that will support the development and implementation of future restoration projects in an efficient and targeted manner.

The plan identified a number of specific opportunities to reduce stormwater flow and to improve water quality. Many of the projects are on private land, or a combination of public and private land.

When the stormwater master plan was presented to the Montpelier City Council this fall, staff members voiced the need for community outreach to garner community support of the plan and to encourage residents to mitigate stormwater on their own properties. The Friends of the Winooski River was mentioned as a potential partner in such an endeavor. The City has worked directly with the Friends of the Winooski River staff to hold river cleanups within the city limits, implement new methods for filtering sediment-laden discharge during trench excavation work, and initiate a stormwater drain stenciling project. We have also worked indirectly with the Friends during the past year's effort to detect and eliminate illicit discharges into the stormwater system. Based on our past experience with the Friends of the Winooski, we feel they would be very effective in working with landowners and the City to develop and implement stormwater mitigation practices. In addition, the Friends would be able to complement the targeted outreach based on the stormwater master plan with broader education initiatives for residents and business owners.

The City strongly supports the Friends' proposal and hopes the State will fund it.

Sincerely,

A handwritten signature in black ink, appearing to read "TJ McArdle", written over a horizontal line.

Thomas J. McArdle
Director of Public Works

C: Mayor Hollar & Members of the City Council
William J. Fraser, City Manager
Michael Miller, Planning Director
Julie Moore, PE, Stone Environmental

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