

**CITY OF MONTPELIER  
CAPITAL CITY OF VERMONT**

**City Manager's Weekly Report – 7/02/2015**

**UPCOMING MEETINGS ...**

- Friday, July 3<sup>rd</sup>



**CITY HALL OFFICES WILL BE CLOSED**

[Montpelier's Independence Day Celebration](#) ... click on this link for a list of the day's events

- Monday, July 6<sup>th</sup>

Development Review Board Meeting, 7:00 P.M. in the City Council Chambers

- Tuesday, July 7<sup>th</sup>

ADA Committee Meeting, 10:00 A.M. in the City Manager's Conference Room

Design Review Committee Meeting, 5:30 P.M. in the City Council Chambers

- Wednesday, July 8<sup>th</sup>

Special City Council Meeting in Conjunction with the One Taylor Design Committee, 5:30 P.M. in the City Council Chambers

Regular City Council Meeting, 6:30 P.M. in the City Council Chambers

**ATTACHMENTS ...**

- ✓ Updates on City Council Goals from: Public Works; Planning and Community Development; Finance; and City Manager's Office

**CITY MANAGER'S REPORT ...**

**Montpelier Business Association**

This week the Planning Director and Assistant City Manager met with the Montpelier Business Association to discuss the zoning revision process and downtown development projects. We had a good conversation on the proposed changes the Planning Commission is considering to the downtown "Urban Center District."

## **CITY MANAGER'S WEEKLY REPORT**

**July 2, 2015**

**Page 2**

### **Legal**

*Hallsmith vs. City, Fraser, Baker* – Appealed to Supreme Court. Represented by Bernie Lambek. Oral arguments were held on December 18, 2014. Decision issued June 19, 2015.

*VCFAs 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.

### **WEEKLY UPDATES FROM DEPARTMENT HEADS ...**

#### **Public Works**

On June 30<sup>th</sup>, Bob Fischer, Chief Operator and Chris Cox, Assistant Operator accepted the “Governor’s Award for Environmental Excellence” which was presented to the City of Montpelier’s Wastewater Treatment Facility for efficiency upgrades completed at the facility. This annual award, as presented by Governor Peter Shumlin and Natural Resources Secretary Deborah Markowitz states, “In recognition of efforts to conserve and protect natural resources, prevent pollution, and promote environmental sustainability.” The operators of this award-winning water resource recovery facility collaborated with Efficiency Vermont to review plant systems and then implemented various efficiency and operational improvements. As a result of these changes, electrical energy demands were reduced by almost half and there was a significant reduction in fuel oil consumption with a total combined annual savings of \$70,000 - \$90,000. The Department of Public Works extends its sincere gratitude and appreciation to Bob Fischer and Chris Cox for their work and innovation that led to these stellar accomplishments. We are proud that their efforts are recognized.

The Public Works Department bid a fond farewell to a long-time Street Division employee; Michael Dean Utton. Dean reliably and dependably served the City of Montpelier for 37 years and was recently honored by current and former municipal employees prior to his last day on the job on June 30<sup>th</sup>. The Department extends its best wishes and heartfelt thanks for his many years as a skilled equipment operator and experienced “snow fighter”.

#### **Finance Department**

Sharon Blatchford, the City’s Payroll and Human Resource Manager, retired this week. This is a key position not only in the Finance Department, but in all City departments. Over the years, Sharon initiated many improvements to our employee wage leave and benefits tracking and most importantly, she developed great relationships with the City’s employees. Her knowledge, experience and commitment to our employees will be hard to replace. We wish her well in her retirement and thank her for years of dedicated service.

# CITY MANAGER'S WEEKLY REPORT

July 2, 2015

Page 3

## Parks

At the June 24, 2015 City Council meeting, there was a question about the budget for the Music in the Parks events this summer. Below is the information provided by the Parks Caretaker:

Budget Summary: The Parks Department will not be incurring any costs or accruing revenues from this music series. The costs will be paid for by donations, and the organizing is being done on a volunteer basis. The Park's role is as a host and nominal sponsor of the event. All donations, above what is required to cover costs, will go to the musicians. This first year is meant to be a pilot year so that we can proceed with more information and organization for a similar series next summer.

Costs: Posters and publicity: \$50  
Big Bang Bhangra Brass Band: \$600  
Green Mountain Playboys: No Guarantee

Revenues: National Life Donation: \$500

Musician "Tip Jars" (to be collected by volunteers): Estimated \$100-300

## Police Department

### *Single Space Parking Meter (SSPM) Smart Meter Evaluation:*

This past Wednesday, Duncan Solutions installed three credit card enabled smart meters at three separate locations in the Downtown (Main Street near Three Penny Taproom, State Street between Elm and Main, and Parking Space near the Department of Agriculture Building). The credit card enabled Single Space Parking Meters (SSPM) allow users to pay with coin, credit card, or debit cards. Following the 90-day trial period, the Police Department (in conjunction with the Parking Committee) will evaluate the new meter technologies and provide City Council with a recommendation based on their findings. Duncan Solutions is the second vendor participating in the trial; in May of this year, IPS of San Diego installed their product for evaluation.

The Single Space Parking Smart Meters (SSPM) meters were chosen for the trial for the following reasons:

- Less Confusion: The SSPM are essentially the same as what is on the street now, with the addition of a credit/debit card payment option

## CITY MANAGER'S WEEKLY REPORT

July 2, 2015

Page 4

- **Increased Turnover:** SSPM are ideal when you want to encourage a high rate of turnover and enforce 2-hour maximum parking limits; particularly in the downtown retail core, the smart meters with sensors can limit the ability of someone to “feed the meter” all day, thereby limiting opportunity for other people to park in those spaces. This is especially important in the retail core, where parking spot turnover aids the general public in finding a parking space.
- **Easier to Enforce Parking Violations:** Highly visible flashing “violations” can be seen by parking enforcement; under the kiosk method, each “ticket” needs to be looked at by parking enforcement for time purchased as opposed to SSPM which allows parking enforcement to identify violations remotely and direct enforcement staff accordingly.
- **Less Expensive Upfront:** Individual smart meter heads are in the \$500-\$800 range as opposed to \$10,000-\$12,000 kiosks.

Locations for Trial: 3 Locations of 2 Meters Each

1. 2 spaces adjacent to 3 Penny Taproom on the west side of Main Street
2. 2 spaces adjacent to Capital Grounds on the north side State Street
3. 2 spaces adjacent to the DMV building on the south side of State Street

We look forward to evaluating these technologies in an effort to make parking in downtown Montpelier more convenient for its workers, visitors and residents.

## TOPICS FOR UPCOMING COUNCIL MEETINGS ...

July 8

Development Review Board Appointments  
Set Tax Rate  
District Heat Rates  
Street Closure Request for Block Party  
Trash Barrel Maintenance Contract  
One Taylor Update  
Transportation Committee Appointments  
Montpelier in Motion Scoping Report  
City Master Plan  
Acquisition of 12 Main Street Property  
East Central Vermont Telecommunications District  
FEAST MOU's  
Parks Smoking Ordinance  
Public Hearing – Smoking within City Parks

**CITY MANAGER'S WEEKLY REPORT**

**July 2, 2015**

**Page 5**

July 22

(AT 5:00 P.M. IF NEEDED)

Consent Agenda Items Only

August 12

(AT 5:00 P.M. IF NEEDED)

Consent Agenda Items Only

August 26

Winter Parking Ban Ordinances  
Community Fund Board

September 9



Jessie C. Baker  
Assistant City Manager



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**GOAL: C**     ***MAINTAIN THE TIMELINE FOR “STEADY STATE PLAN” INFRASTRUCTURE IMPROVEMENTS***

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Fully fund Year 4 of Steady State General Fund Plan	City Manager City Council	
Where possible, incorporate elements from bike plan, storm water master plan, water, waste water, retaining walls, transportation and all infrastructure	Public Works Director	<b>Ongoing;</b> current example see National Life bike & ped design. <b>Re storm water : Isabel Circle retention basin design underway, &amp; planning for Towne St CSO elimination; both projects 2015</b>
Advance projects on current DPW work list	Public Works Director	<b>On-going</b>
Devote sufficient resources to accomplish goals	City Manager Finance Director Public Works Director City Council	<b>On-going</b>
Complete and implement ADA Transition Plan	Public Works Director	<b>No progress to report but discussion with DBC as possible contract work</b>

**GOAL: D**     ***ADDRESS LONG-TERM UTILITY AND ENVIRONMENTAL INFRASTRUCTURE NEEDS***

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Develop a Storm Water Management Master Plan to meet minimum requirements for the MS4 (needed BEFORE Water Park)	City Manager City Council	

Develop a Master Plan and funding plan to address City's water and waste water system needs	Public Works Director	<b>Water system master plan nearing completion – to be reviewed by State DEC, Water Supply section before adoption. Waste Water plan – no action</b>
Seek control of Berlin Pond via Charter change	City Manager City Council	

**GOAL: E**     *MAINTAIN CURRENT TIMELINE AND BUDGET FOR THE 1 TAYLOR STREET REDEVELOPMENT PROJECT*

**DEPARTMENT:** \_\_\_\_\_     **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Secure right-of-way	City Manager	
Complete permitting and final design	Assistant City Manager Public Works Director	<b>In Progress; City Engineer / Assistant Director transitioning to DPW Project Mngr Director</b>
Put project out to bid	Assistant City Manager Public Works Director	<b>No action</b>

**GOAL: F**     *SUPPORT AND PROMOTE A VIBRANT DOWNTOWN*

**DEPARTMENT:** \_\_\_\_\_     **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Continue DID appropriation	City Council	
Pursue streetscape improvements at Taylor Street	Planning Director Public Works Director	<b>In progress – grants being pursued (see also Storm Water Plan)</b>
Seek opportunities to fund a downtown master plan and implementation strategy (Greening America's Capitals)	Planning Director	
Universal recycling implementation	Public Works Director	<b>In progress: new containers ordered, interim plan will be in place by July</b>



		1st.
Maintain financial support for Montpelier Alive	Finance Director	

**GOAL: G** *ALLEVIATE PARKING PRESSURES IN MONTPELIER TO MAINTAIN A VIBRANT DOWNTOWN*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete the Zoning Revisions	Planning Director	
Continue parking counts	Planning Director	
Conduct a strategic planning process to address parking concerns	Planning Director	

**GOAL: H** *EXPLORE AND ENCOURAGE INTRA-MUNICIPAL AND OTHER REGIONAL EFFORTS WITH THE GOAL OF MAINTAINING SERVICE LEVELS AND REDUCING COSTS*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement Recreation Department transition	City Manager Assistant City Manager Finance Director	

Begin work on internal consolidation (Rec, Senior Center, Parks, Cemetery)	City Manager Assistant City Manager	
Consider recommendations of Public Safety Authority	Police Chief Fire Chief City Council	

**GOAL: I**     *CREATE A HOSPITABLE ENVIRONMENT FOR ECONOMIC DEVELOPMENT AND GRAND LIST GROWTH*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete an Economic Development Strategic Plan	Planning Director	
Improve Tax Stabilization Policy and Business Loan Fund	Planning Director	

**GOAL: J**     *CREATE A HOSPITABLE ENVIRONMENT FOR HOUSING DEVELOPMENT AND GRAND LIST GROWTH*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete Zoning Revisions	Planning Director	
Fund Housing Trust Fund; make recommendations to improve the Fund	City Manager Planning Director	
Complete 1 Taylor Street	Assistant City Manager	

Work with CVCLT on other potential projects	Planning Director	
Work with property owner to explore possibilities for Sabin's Pasture	City Manager	

**GOAL: K**     *CONSISTENTLY COLLECT AND COMMUNICATE INFORMATION IN A TRANSPARENT MANNER*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Launch new website	Assistant City Manager IT Manager	
Expanded use of surveying tools to collect information on services (for planning and multi-year budgeting)	City Manager Assistant City Manager for survey	
Improve Winter Parking Ban	Public Works Director Police Chief for Parking Ban	<b>No action this mos – improvement plan accepted by staff</b>
Continue current communication methods	All	

**GOAL: L**     *MAINTAIN INVESTMENTS TO BECOME A BIKE AND PEDESTRIAN FRIENDLY CITY*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete permitting, final design and bidding of Bike Path Extension and Bike Path at 1 Taylor	Assistant City Manager Public Works Director	<b>In progress; ROW for extension &amp; Act 250 process underway</b>

Integrate Montpelier in Motion recommendations into CIP and funding plan	Planning Director Public Works Director	<b>In progress; DPW Project Mngr assigned &amp; a meeting with the ped committee was held &amp; bike comm. scheduled</b>
Receive plan from the Bike Committee to appropriate 5% of the parking meter revenue to the implementation of Montpelier in Motion	City Council Bike Committee	

**GOAL: M**    *ESTABLISH A CLEAR PLAN FOR SHORT-TERM, MEDIUM-TERM AND LONG-TERM NET ZERO IMPLEMENTATION*

**DEPARTMENT:** \_\_\_\_\_      **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement a 1 MW Solar Project	Planning Director VISTA	
Receive a Net Zero Implementation Plan for MEAC	MEAC	

**CITY COUNCIL GOALS 2015-16**  
**Adopted April 29, 2015**

**DEPARTMENT:** City Manager's Office                      **DATE:** June 30, 2015

**GOAL: A**     ***MAINTAIN CURRENT LEVEL OF CITY SERVICES***

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Overall – Meet performance management standards as established in the budget	City Manager Assistant City Manager Department Heads	FY15Q3 reports issued
DPW – complete staffing; increase cross-training; plan for and fund additional summer interns; fully integrate District Heat Operations	DPW Director	
Public Safety – continue diligence in addressing substance abuse related criminal activity	Police Chief	

**GOAL: B**     ***BALANCE AND CONTROL MUNICIPAL BUDGETING, TAXES AND SERVICES RELATIVE TO CURRENT POPULATION AND GRAND LIST TAX BASE***

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Initiate public discussion regarding long-term budget choices	City Manager Finance Director	
Identify and address budget implications regarding unfunded state and federal mandates	City Manager Finance Director	

**GOAL: C**     *MAINTAIN THE TIMELINE FOR “STEADY STATE PLAN” INFRASTRUCTURE IMPROVEMENTS*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Fully fund Year 4 of Steady State General Fund Plan	City Manager City Council	
Where possible, incorporate elements from bike plan, storm water master plan, water, waste water, retaining walls, transportation and all infrastructure	Public Works Director	
Advance projects on current DPW work list	Public Works Director	
Devote sufficient resources to accomplish goals	City Manager Finance Director Public Works Director City Council	
Complete and implement ADA Transition Plan	Public Works Director	

**GOAL: D**     *ADDRESS LONG-TERM UTILITY AND ENVIRONMENTAL INFRASTRUCTURE NEEDS*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Develop a Storm Water Management Master Plan to meet minimum requirements for the MS4 (needed BEFORE Water Park)	City Manager City Council	
Develop a Master Plan and funding plan to address City’s water and waste water system needs	Public Works Director	
Seek control of Berlin Pond via Charter change	City Manager City Council	

**GOAL: E**     *MAINTAIN CURRENT TIMELINE AND BUDGET FOR THE 1 TAYLOR STREET REDEVELOPMENT PROJECT*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Secure right-of-way	City Manager	
Complete permitting and final design	Assistant City Manager Public Works Director	Schematic designs are complete for the Transit Center and Path portion of the project.
Put project out to bid	Assistant City Manager Public Works Director	To be complete after final design and permitting

**GOAL: F**     *SUPPORT AND PROMOTE A VIBRANT DOWNTOWN*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Continue DID appropriation	City Council	
Pursue streetscape improvements at Taylor Street	Planning Director Public Works Director	
Seek opportunities to fund a downtown master plan and implementation strategy (Greening America's Capitals)	Planning Director	
Universal recycling implementation	Public Works Director	
Maintain financial support for Montpelier Alive	Finance Director	

**GOAL: G** *ALLEVIATE PARKING PRESSURES IN MONTPELIER TO MAINTAIN A VIBRANT DOWNTOWN*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete the Zoning Revisions	Planning Director	
Continue parking counts	Planning Director	
Conduct a strategic planning process to address parking concerns	Planning Director	

**GOAL: H** *EXPLORE AND ENCOURAGE INTRA-MUNICIPAL AND OTHER REGIONAL EFFORTS WITH THE GOAL OF MAINTAINING SERVICE LEVELS AND REDUCING COSTS*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement Recreation Department transition	City Manager Assistant City Manager Finance Director	We met with the Montpelier Senior Center Advisory Board and representatives from the Cemetery Commission to discuss this transition.
Begin work on internal consolidation (Rec, Senior Center, Parks, Cemetery)	City Manager Assistant City Manager	See above
Consider recommendations of Public Safety Authority	Police Chief Fire Chief City Council	



**GOAL: I**     *CREATE A HOSPITABLE ENVIRONMENT FOR ECONOMIC DEVELOPMENT AND GRAND LIST GROWTH*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete an Economic Development Strategic Plan	Planning Director	
Improve Tax Stabilization Policy and Business Loan Fund	Planning Director	

**GOAL: J**     *CREATE A HOSPITABLE ENVIRONMENT FOR HOUSING DEVELOPMENT AND GRAND LIST GROWTH*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete Zoning Revisions	Planning Director	
Fund Housing Trust Fund; make recommendations to improve the Fund	City Manager Planning Director	
Complete 1 Taylor Street	Assistant City Manager	See goal E
Work with CVCLT on other potential projects	Planning Director	
Work with property owner to explore possibilities for Sabin's Pasture	City Manager	

**GOAL: K**     *CONSISTENTLY COLLECT AND COMMUNICATE INFORMATION IN A TRANSPARENT MANNER*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Launch new website	Assistant City Manager IT Manager	Phase 1 of the implementation plan is complete. Vendor is working on layout design. Anticipate launching the site in November 2015.
Expanded use of surveying tools to collect information on services (for planning and multi-year budgeting)	City Manager Assistant City Manager for survey	Not started yet.
Improve Winter Parking Ban	Public Works Director Police Chief for Parking Ban	
Continue current communication methods	All	Ongoing

**GOAL: L**     *MAINTAIN INVESTMENTS TO BECOME A BIKE AND PEDESTRIAN FRIENDLY CITY*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete permitting, final design and bidding of Bike Path Extension and Bike Path at 1 Taylor	Assistant City Manager Public Works Director	We continue to work on right of way acquisition and responding to the Act 250 recess memorandum.
Integrate Montpelier in Motion recommendations into CIP and funding plan	Planning Director Public Works Director	
Receive plan from the Bike Committee to appropriate 5% of the parking meter revenue to the implementation of Montpelier in Motion	City Council Bike Committee	

**GOAL: M**    *ESTABLISH A CLEAR PLAN FOR SHORT-TERM, MEDIUM-TERM AND LONG-TERM NET ZERO IMPLEMENTATION*

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement a 1 MW Solar Project	Planning Director VISTA	
Receive a Net Zero Implementation Plan for MEAC	MEAC	



		needs for recycling containers- General Fund
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**GOAL: C**     ***MAINTAIN THE TIMELINE FOR “STEADY STATE PLAN” INFRASTRUCTURE IMPROVEMENTS***

**DEPARTMENT:**     \_\_\_\_\_ **Finance** \_\_\_\_\_     **DATE:**   **June 30 2015** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Fully fund Year 4 of Steady State General Fund Plan	City Manager City Council	
Where possible, incorporate elements from bike plan, storm water master plan, water, waste water, retaining walls, transportation and all infrastructure	Public Works Director	
Advance projects on current DPW work list	Public Works Director	
Devote sufficient resources to accomplish goals	City Manager Finance Director Public Works Director City Council	<b>In July –compare budget vs known FY16 revenues and expenditures.</b>
Complete and implement ADA Transition Plan	Public Works Director	

**GOAL: D**     ***ADDRESS LONG-TERM UTILITY AND ENVIRONMENTAL INFRASTRUCTURE NEEDS***

**DEPARTMENT:**     \_\_\_\_\_     **DATE:**   \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Develop a Storm Water Management Master Plan to meet minimum requirements for the MS4 (needed BEFORE Water Park)	City Manager City Council	

Develop a Master Plan and funding plan to address City's water and waste water system needs	Public Works Director	
Seek control of Berlin Pond via Charter change	City Manager City Council	

**GOAL: E**     *MAINTAIN CURRENT TIMELINE AND BUDGET FOR THE 1 TAYLOR STREET REDEVELOPMENT PROJECT*

**DEPARTMENT:** \_\_\_\_\_     **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Secure right-of-way	City Manager	
Complete permitting and final design	Assistant City Manager Public Works Director	
Put project out to bid	Assistant City Manager Public Works Director	

**GOAL: F**     *SUPPORT AND PROMOTE A VIBRANT DOWNTOWN*

**DEPARTMENT:** \_\_\_\_\_     **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Continue DID appropriation	City Council	
Pursue streetscape improvements at Taylor Street	Planning Director Public Works Director	
Seek opportunities to fund a downtown master plan and implementation strategy (Greening America's Capitals)	Planning Director	
Universal recycling implementation	Public Works Director	

Maintain financial support for Montpelier Alive	Finance Director	Montpelier Alive Director received FY16 DID PILOT information. Requested that the State pay FY15 DID PILOT funds in FY16

**GOAL: G** *ALLEVIATE PARKING PRESSURES IN MONTPELIER TO MAINTAIN A VIBRANT DOWNTOWN*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete the Zoning Revisions	Planning Director	
Continue parking counts	Planning Director	
Conduct a strategic planning process to address parking concerns	Planning Director	

**GOAL: H** *EXPLORE AND ENCOURAGE INTRA-MUNICIPAL AND OTHER REGIONAL EFFORTS WITH THE GOAL OF MAINTAINING SERVICE LEVELS AND REDUCING COSTS*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement Recreation Department transition	City Manager Assistant City Manager Finance Director	<b>Discussed Recreation Department at the June Safety Committee meeting. Need to include Recreation Department in city safety trainings.</b>

Begin work on internal consolidation (Rec, Senior Center, Parks, Cemetery)	City Manager Assistant City Manager	
Consider recommendations of Public Safety Authority	Police Chief Fire Chief City Council	

**GOAL: I**     *CREATE A HOSPITABLE ENVIRONMENT FOR ECONOMIC DEVELOPMENT AND GRAND LIST GROWTH*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete an Economic Development Strategic Plan	Planning Director	
Improve Tax Stabilization Policy and Business Loan Fund	Planning Director	

**GOAL: J**     *CREATE A HOSPITABLE ENVIRONMENT FOR HOUSING DEVELOPMENT AND GRAND LIST GROWTH*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete Zoning Revisions	Planning Director	
Fund Housing Trust Fund; make recommendations to improve the Fund	City Manager Planning Director	
Complete 1 Taylor Street	Assistant City Manager	



Work with CVCLT on other potential projects	Planning Director	
Work with property owner to explore possibilities for Sabin's Pasture	City Manager	

**GOAL: K**     *CONSISTENTLY COLLECT AND COMMUNICATE INFORMATION IN A TRANSPARENT MANNER*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Launch new website	Assistant City Manager IT Manager	
Expanded use of surveying tools to collect information on services (for planning and multi-year budgeting)	City Manager Assistant City Manager for survey	
Improve Winter Parking Ban	Public Works Director Police Chief for Parking Ban	
Continue current communication methods	All	

**GOAL: L**     *MAINTAIN INVESTMENTS TO BECOME A BIKE AND PEDESTRIAN FRIENDLY CITY*

**DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete permitting, final design and bidding of Bike Path Extension and Bike Path at 1 Taylor	Assistant City Manager Public Works Director	

Integrate Montpelier in Motion recommendations into CIP and funding plan	Planning Director Public Works Director	
Receive plan from the Bike Committee to appropriate 5% of the parking meter revenue to the implementation of Montpelier in Motion	City Council Bike Committee	

**GOAL: M**    *ESTABLISH A CLEAR PLAN FOR SHORT-TERM, MEDIUM-TERM AND LONG-TERM NET ZERO IMPLEMENTATION*

**DEPARTMENT:** \_\_\_\_\_      **DATE:** \_\_\_\_\_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement a 1 MW Solar Project	Planning Director VISTA	
Receive a Net Zero Implementation Plan for MEAC	MEAC	

**CITY COUNCIL GOALS 2015-16**  
**Adopted April 29, 2015**

**GOAL: A**     ***MAINTAIN CURRENT LEVEL OF CITY SERVICES***

**DEPARTMENT:**    **Planning & Community Development**     **DATE:**     July 1, 2015  

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Overall – Meet performance management standards as established in the budget	City Manager Assistant City Manager Department Heads	<b>New zoning administrator on board. All current zoning and building permits are being issued in conformance with benchmarks. Backlog of old decisions still not addressed. Certificates of compliance and enforcement not yet addressed.</b>
DPW – complete staffing; increase cross-training; plan for and fund additional summer interns; fully integrate District Heat Operations	DPW Director	
Public Safety – continue diligence in addressing substance abuse related criminal activity	Police Chief	

**GOAL: B**     ***BALANCE AND CONTROL MUNICIPAL BUDGETING, TAXES AND SERVICES RELATIVE TO CURRENT POPULATION AND GRAND LIST TAX BASE***

**DEPARTMENT:**    **Planning & Community Development**     **DATE:**     July 1, 2015  

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Initiate public discussion regarding long-term budget choices	City Manager Finance Director	
Identify and address budget implications regarding unfunded state and federal mandates	City Manager Finance Director	

**GOAL: C**     ***MAINTAIN THE TIMELINE FOR “STEADY STATE PLAN” INFRASTRUCTURE IMPROVEMENTS***

**DEPARTMENT:**   **Planning & Community Development**     **DATE:**   **\_ July 1, 2015 \_**

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Fully fund Year 4 of Steady State General Fund Plan	City Manager City Council	
Where possible, incorporate elements from bike plan, storm water master plan, water, waste water, retaining walls, transportation and all infrastructure	Public Works Director	
Advance projects on current DPW work list	Public Works Director	
Devote sufficient resources to accomplish goals	City Manager Finance Director Public Works Director City Council	
Complete and implement ADA Transition Plan	Public Works Director	

**GOAL: D**     ***ADDRESS LONG-TERM UTILITY AND ENVIRONMENTAL INFRASTRUCTURE NEEDS***

**DEPARTMENT:**   **Planning & Community Development**     **DATE:**   **\_ July 1, 2015 \_**

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Develop a Storm Water Management Master Plan to meet minimum requirements for the MS4 (needed BEFORE Water Park)	City Manager City Council	
Develop a Master Plan and funding plan to address City’s water and waste water system needs	Public Works Director	
Seek control of Berlin Pond via Charter change	City Manager City Council	

**GOAL: E**     ***MAINTAIN CURRENT TIMELINE AND BUDGET FOR THE 1 TAYLOR STREET REDEVELOPMENT PROJECT***

**DEPARTMENT:**   **Planning & Community Development**     **DATE:**   **\_ July 1, 2015 \_**

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Secure right-of-way	City Manager	
Complete permitting and final design	Assistant City Manager Public Works Director	
Put project out to bid	Assistant City Manager Public Works Director	

**GOAL: F**     ***SUPPORT AND PROMOTE A VIBRANT DOWNTOWN***

**DEPARTMENT:**   **Planning & Community Development**     **DATE:**   **\_ July 1, 2015 \_**

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Continue DID appropriation	City Council	
Pursue streetscape improvements at Taylor Street	Planning Director Public Works Director	<b>Multiple funding opportunities being pursued to close budget gap. Awaiting word on \$250k ERP grant and (with Ast. City Manager) preparing sales tax reallocation application for one Taylor Street.</b>
Seek opportunities to fund a downtown master plan and implementation strategy (Greening America's Capitals)	Planning Director	<b>Not yet begun. Potential topic for a Municipal Planning Grant.</b>
Universal recycling implementation	Public Works Director	
Maintain financial support for Montpelier Alive	Finance Director	

**GOAL: G** *ALLEVIATE PARKING PRESSURES IN MONTPELIER TO MAINTAIN A VIBRANT DOWNTOWN*

**DEPARTMENT:** Planning & Community Development      **DATE:** \_ July 1, 2015 \_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete the Zoning Revisions	Planning Director	Completed first round of public input. PC now reviewing comments and making revisions.
Continue parking counts	Planning Director	Counts are continuing throughout the summer.
Conduct a strategic planning process to address parking concerns	Planning Director	Counts will be compiled and an analysis of alternatives to begin in September. Results will be presented to the parking committee and council in October or November.

**GOAL: H** *EXPLORE AND ENCOURAGE INTRA-MUNICIPAL AND OTHER REGIONAL EFFORTS WITH THE GOAL OF MAINTAINING SERVICE LEVELS AND REDUCING COSTS*

**DEPARTMENT:** Planning & Community Development      **DATE:** \_ July 1, 2015 \_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement Recreation Department transition	City Manager Assistant City Manager Finance Director	
Begin work on internal consolidation (Rec, Senior Center, Parks, Cemetery)	City Manager Assistant City Manager	
Consider recommendations of Public Safety Authority	Police Chief Fire Chief City Council	

**GOAL: I**     *CREATE A HOSPITABLE ENVIRONMENT FOR ECONOMIC DEVELOPMENT AND GRAND LIST GROWTH*

**DEPARTMENT:**   Planning & Community Development     **DATE:**   \_ July 1, 2015 \_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete an Economic Development Strategic Plan	Planning Director	Draft EDPS request for proposal is ready to go. Will be sent out within the week.
Improve Tax Stabilization Policy and Business Loan Fund	Planning Director	These will be completed after the EDSP is complete. These are implementation tools and should be tailored to implement the specific goals outlined in the EDSP plan.

**GOAL: J**     *CREATE A HOSPITABLE ENVIRONMENT FOR HOUSING DEVELOPMENT AND GRAND LIST GROWTH*

**DEPARTMENT:**   Planning & Community Development     **DATE:**   \_ July 1, 2015 \_

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete Zoning Revisions	Planning Director	Completed first round of public input. PC now reviewing comments and making revisions.
Fund Housing Trust Fund; make recommendations to improve the Fund	City Manager Planning Director	First time home buyer program was revised in May. The remainder of the program is awaiting the completion of the EDSP.
Complete 1 Taylor Street	Assistant City Manager	
Work with CVCLT on other potential projects	Planning Director	P&CD continued to work with Downstreet on new grant opportunities including providing a letter of support for a CEDF grant application on June 29 <sup>th</sup> .
Work with property owner to explore possibilities for Sabin's Pasture	City Manager	

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**GOAL: K**    *CONSISTENTLY COLLECT AND COMMUNICATE INFORMATION IN A TRANSPARENT MANNER*

**DEPARTMENT:**    **Planning & Community Development**    **DATE:**      July 1, 2015  

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Launch new website	Assistant City Manager IT Manager	
Expanded use of surveying tools to collect information on services (for planning and multi-year budgeting)	City Manager Assistant City Manager for survey	
Improve Winter Parking Ban	Public Works Director Police Chief for Parking Ban	
Continue current communication methods	All	

**GOAL: L**    *MAINTAIN INVESTMENTS TO BECOME A BIKE AND PEDESTRIAN FRIENDLY CITY*

**DEPARTMENT:**    **Planning & Community Development**    **DATE:**      July 1, 2015  

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Complete permitting, final design and bidding of Bike Path Extension and Bike Path at 1 Taylor	Assistant City Manager Public Works Director	
Integrate Montpelier in Motion recommendations into CIP and funding plan	Planning Director Public Works Director	<b>Awaiting final approval from Council (July 8). Then grant closeout and reimbursement. CIP integration in fall (?)</b>
Receive plan from the Bike Committee to appropriate 5% of the	City Council Bike Committee	



parking meter revenue to the implementation of Montpelier in Motion		
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**GOAL: M**    *ESTABLISH A CLEAR PLAN FOR SHORT-TERM, MEDIUM-TERM AND LONG-TERM NET ZERO IMPLEMENTATION*

**DEPARTMENT:**    **Planning & Community Development**      **DATE:**      July 1, 2015  

PROJECT/NEXT STEPS	LEAD STAFF	STATUS
Implement a 1 MW Solar Project	Planning Director VISTA	Contracts are signed with Novus for development of net metered solar.
Receive a Net Zero Implementation Plan for MEAC	MEAC	