

CITY OF MONTPELIER
CAPITAL CITY OF VERMONT

City Manager's Weekly Report – 11/25/09

UPCOMING MEETINGS ...

- **Department Head Budget Meeting:** Tuesday, December 1st, at 9:00 A.M. in the City Manager's Conference Room.
- **"Americans with Disabilities Act" Committee Meeting:** Tuesday, December 1st, at 1:30 P.M. in the City Manager's Conference Room.
- **Special City Council Meeting:** Wednesday, December 2nd, at 7:00 P.M. in the City Council Chambers.
- **"Current Issues" Seminar:** Planning Director Gwen Hallsmith has reserved the City Council Chambers/Memorial Room on Thursday, December 3rd, at 7:00 P.M. for this seminar.

FOR YOUR CALENDARS ...

- ❖ **Welcome Legislators Reception:** Thursday, January 28th, **2010**, from 5:00 to 7:00 P.M. at the Capitol Plaza.

ENCLOSURES ...

Memo from City Assessor Steve Twombly re: Corrections to the 2009 Grand List (Errors & Omissions)
Copy of ***NOTICE – CPA WORK NEEDED***

STATUS REPORTS ...

Employee Health Insurance:

We are moving forward with transitioning three of the employee units to the new work plan. The fourth unit, the Police Union, has not yet decided, although they are still actively considering the proposal.

Reappraisal:

As of November 24, 2009, 2,027 properties have been measured and photographed; 1,245 interior inspections have been completed; entry rate of 61.4%.

It has taken about 22 weeks to measure and photograph 2,027 properties for an average rate of 92 properties per week. If NEMC can keep up the current pace, it should take another 9 weeks to complete the exterior work on all properties, putting us into early February.

With winter setting in, we expect production to be slower; but at this point, it appears that they have plenty of time to complete the inspection process.

Financial Review – State Auditor:

Auditor Salmon's committee continues to meet weekly. I understand that their next steps will be focusing on selecting a CPA firm to perform the financial review.

Budget:

I've been taking some time away from the office this week but am told that the first run of the budget places us about \$240,000 over the zero tax increase goal. That represents 4.6 cents. That already includes the assumption of full implementation of the new health insurance plan. I have not seen all the details of what is, and isn't, included so I can't offer more comment than this right now.

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November 25, 2009

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Webcasting:

Wednesday's meeting includes an action item on this service. I will have a detailed recommendation to you at least 24 hours prior to the meeting.

Upcoming Meetings:

December 2	Special City Council Meeting
December 9	Carr Lot Jacobs Water Issue Budget – Overview, Administration, Justice Center, Misc. Accounts
December 12 (Saturday)	Budget Work Session (9:00 AM to 3:00 PM) – Fire, Police, Parks, Cemetery, Planning & Development
December 16	Budget – Public Works (Streets, Water/Sewer, Capital Plan, Equipment), City Hall & 58 Barre Street, Senior Center
January 6	Budget (if needed for wrap-up)
January 13	Receive Report from State Auditor and Committee Budget – First Public Hearing
Thursday, January 21	Budget – Second Public Hearing


Happy Thanksgiving ...

Bill Fraser

William Fraser, City Manager



*From the Office of the
City Assessor . . .*

TO: Montpelier City Council
FROM: Stephen Twombly, City Assessor 
DATE: November 24, 2009
RE: Corrections to the 2009 Grand List (Errors & Omissions)

I hereby request approval from the City Council for Errors & Omission adjustments to the 2009 Grand List. The following Grand List corrections should be made for the reasons given.

Personal Property:

<u>Property Owner</u>	<u>Parcel ID#</u>	<u>Listed Value</u>	<u>Corrected Value</u>
1. Capital Kitchen Value was not listed correctly.	801.159000	\$30,000	\$1,348
2. Damsel's LLC Out of business, spring 2009.	801.087000	\$1,380	\$0

Real Property:

<u>Property Owner</u>	<u>Parcel ID#</u>	<u>Listed Value</u>	<u>Corrected Value</u>
1. Burkholder, Steven & Bonnie 24 North Street Poor condition, purchased 12/18/08 for \$79,000. Equity adjustment.	112.002000	\$75,400	\$50,000
2. North Branch Housing Ltd. Prtnsp I (n/k/a North Branch Apartments Ltd. Prtnsp.) 73 Elm Street 81 Elm Street Combined with parcel #043.065000 at owner's request for 2009 GL. Parcel is now addressed 87 Elm Street, 0.21 A & 23 apts valued at \$592,300.	043.073000 043.081000	\$225,800 \$88,800	\$0 \$0

Veterans Exemptions

<u>Property Owner</u>	<u>Parcel ID#</u>	<u>Listed Value</u>	<u>Corrected Value</u>
1. McManis, Willard 67 Prospect Street Filed late. Requests \$10,000 property exemption.	128.067000	\$75,900	\$65,900
2. Petrie, Christian A. 9 Msgr. Crosby Avenue Filed late. Requests \$10,000 property exemption.	105.009000	\$113,300	\$103,300



City of Montpelier, Vermont
"The Smallest Capital City in the United States"

Mayor Mary S. Hooper

City Council:

Tom Golonka, President
Sarah Jarvis, Vice President
Nancy Sherman
T. Andrew Hooper
Jim Sheridan
Alan H. Weiss, Parliamentarian

William J. Fraser
City Manager
wfraser@montpelier-vt.org

Beverlee Pembroke Hill,
Assistant City Manager
bhill@montpelier-vt.org

November 23, 2009

The Times-Argus
Att: Classifieds

Please include the following with other City of Montpelier notices on Thursday, November 26th:

CITY OF MONTPELIER

NOTICE – CPA WORK NEEDED

The City of Montpelier, working in conjunction with State Auditor of Accounts, Thomas M. Salmon, and a citizen's committee, seeks a CPA firm with familiarity with municipal government accounting to perform agreed upon procedures within the city's financial systems. Work will be specifically defined by the Auditor and the committee but will generally include a review of basic accounting systems, procedural safeguards, adherence to management letter recommendations and cash management practices. A portion of the review will focus on circumstances surrounding a specific overpayment, as well as corrective actions taken after that payment was discovered. The review would include recommendations for improvements or changes to financial systems, if appropriate. Project will require field visits to Montpelier City Hall, two meetings with the committee and a written summary report. The committee expects to release its report by January 11, 2010; therefore the CPA report to the committee must be received before that date. Contact Tom.Salmon@state.vt.us if interested.