

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 03/10/2017

UPCOMING MEETINGS ...

- | | |
|---------------------|---|
| Monday, March 13 | Planning Commission Meeting, 5:30 P.M. in the City Council Chambers |
| Tuesday, March 14 | ADA Committee Meeting, 10:00 A.M. in the City Manager's Conference Room |
| Wednesday, March 15 | Question and Answer Session in re: to the Potential Impact of Recreational Use of Berlin Pond, 1:30 P.M. in the City Council Chambers/Memorial Room (See details under City Manager's Report) |
| Thursday, March 16 | Housing Task Force/Montpelier Energy Advisory Committee Meeting, 5:15 P.M. in the City Council Chambers

Friends of the Winooski", 6:00 P.M. in the Memorial Room |

ATTACHMENTS ...

-  2017-18 Goal Setting Process Memo from City Manager
-  Guidance to VT Cities and Towns re: Immigration Enforcement
-  2017 Election Results

CITY MANAGER'S REPORT ...

Informational Meeting on the Potential Impact of Recreational Use of Vermont's Small Drinking Water Ponds, Including Berlin Pond, with Regard to Pathogenic Contamination ...

On Wednesday, March 15th, Dr. Jeffrey Griffiths, an expert on Cryptosporidium and Cryptosporidiosis, and other waterborne infectious diseases, will speak on the potential contamination of Montpelier's drinking water source, Berlin Pond, by pathogens such as Cryptosporidium, and should recreation be allowed to continue. Dr. Griffiths is a professor of Public Health and Community Medicine at Tufts University School of Medicine, and former Chair of the EPA Drinking Water Committee. Dr. Griffiths was recommended by the NH Department of Environmental Services where he previously testified in a similar case.

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This meeting will take place in the City Council Chambers/Memorial Room of City Hall from 1:30 to 3:00 P.M. Everyone is welcome. Bring questions! Contact Page Guertin if you have questions to ask but are unable to attend.

<http://www.montpelier-vt.org/Calendar.aspx?EID=507&month=3&year=2017&day=10&calType=0>

Questions Raised at March 8th Council Meeting

As a follow-up to Council Member Turcotte's questions to which we did not have answers to at this week's meeting:

The first question was why tax penalty income at 1/31/2017 was at 50% of budgeted revenue but interest for the year was at 60% of budgeted revenue for the year (Section 10.21). It is a combination of the amount of delinquent taxes outstanding coupled with the timing of payments on those accounts. Penalties are assessed on unpaid taxes at a rate of 5% if paid within 5 business days of the due date or 8% if paid more than 5 business days after. Interest is charged at a rate of 1% per month for the first 3 months after an installment payment is late and 1.5% per month thereafter (12%) annually. Since the penalties are only assessed in the short period following a property tax due date, most residents that are late, cure the problem shortly after the due date. A larger percentage of people are simply late rather than those that have reached the point of accumulating and settling accounts with significant accumulated interest charges. As a result, penalty income typically spikes in the months that include a tax payment due date (August 15, November 15, February 15, and May 15). We expect this will align more closely with the percentage of the year completed at the end of February 2017.

Interest revenue is recorded as payments are received on past due accounts and is closer to the percentage of the year completed through 1/31/2017. We expect this amount to be near 100% of budgeted revenue at the end of February as one of the larger delinquent accounts settled their account in February. With regard to total delinquent taxes, the total balance for delinquent taxes at January 31, 2017 was \$152,992 compared to \$117,368 at January 31, 2016 which is an increase in total delinquencies of \$35,624. The outstanding delinquent taxes on January 31, 2017 represented .66% of the total tax levy (City and School).

The second question concerned Berlin Sewer Use Revenue (Section 12.2) being at 51% of budgeted revenue vs 59% of the fiscal year completed. This is a result of two factors; first, there has been a reduction in the Biological Oxygen Demand (BOD) of the waste stream coming from Berlin (as measured at the Berlin pump station). The FY17 revenue reflects a reduction in the anticipated BOD levels which factor heavily

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into the billings to Berlin. Second, FY17 is the first fiscal year in which we modified the operating costs charged to Berlin to reflect a portion of our operating costs being directly attributed to accepting septage and leachate due to an amended agreement with the Town. This change in calculation resulted in a reduction of estimated annual billing of approximately \$16,000. Both changes occurred after the budgeted revenues for FY17 had been established in January of 2016, resulting in lower than projected revenue.

Assistant City Manager

The vacant position has been posted with an April 3rd deadline. In two weeks since posting, I have received 35 applications, many of which are quite strong. Applicants thus far hail from 13 different states. Fifteen are from Vermont with 6 being Montpelier residents. Twenty-one are male and 14 are female. The position is posted on the City's website and was advertised in the *Times-Argus* and *Seven Days* newspapers. It is also listed in newsletters and websites of the International City/County Management Association (ICMA), Vermont League of Cities & Towns (VLCT), New Hampshire Municipal Association and Maine Municipal Association.

VOSHA

This is a summary explanation of a Vermont Occupational Safety & Health Administration (VOSHA) "Citation and Notification of Penalty" issued to the Department of Public Works regarding repairs of a ruptured water main on December 28, 2016. As reported on December 30th, *"....the attempt to restore water service without adherence to safety requirements is likely to result in 2-3 citations and a fine from the Vermont Occupational Safety and Health Administration (VOSHA). This was a serious mistake that must be addressed through training and other measures to ensure it is not repeated in the future."*

The Citation and Notification of Penalty received on February 9, 2017 describes the violations with accompanying penalties regarding the failure to utilize a protective system to guard against a trench cave-in hazard. The City Manager and Director of Public Works prepared a settlement proposal outlining an investment of funds and staff resources for training with an itemized list of planned safety equipment purchases to offset a portion of the imposed fine. The proposed settlement also outlined enhanced measures that have been or will be implemented to safeguard employees from work place hazards. The proposal with amendments was accepted by VOSHA.

The DPW supervisors who permitted themselves and employees to be exposed unnecessarily to hazardous conditions in violation of City Policy and State Safety Laws have been disciplined which included financial implications with regard to their compensation. In the end, the Department will benefit from this experience through a renewed focus on safety in the work place in all facets of operations.

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Parking Strategy

Still on target for the March 22 meeting.

Econo Lodge

I will have a recommended course of action to you for the March 22 meeting.

Northfield Street Construction Project

Documents and information related to this project are available here:

<http://www.montpelier-vt.org/925/Northfield-Street-Reconstruction>

Downtown Paving Project

Information about this project is available here: <http://www.montpelier-vt.org/929/State-Paving-Project-STP29501>

Legal

Illuzzi vs City, et al: Status conference requested by Court was convened on Monday the 27th. It was concluded that this case will proceed to trial.

WEEKLY REPORTS FROM DEPARTMENT HEADS ...

Montpelier Senior Activity Center

Spring Class Registration Now Open

This spring, the Montpelier Senior Activity Center will offer dozens of weekly classes. Our classes are very affordable (starting at just \$1.66 per week) and many are taught by professionals in their field. Most of our classes are open only to members (ages 50+ are welcome to join!), but several are open to people of any age. You don't need to be a member to learn to play guitar or harmonica, rock out to songs of the 50's and 60's, learn a new language, or watch coming of age films. Spring class registration is now open, and classes fill quickly, so don't miss out! Visit www.montpelier-vt.org/msac to view our full class list and sign up online, or stop by at 58 Barre Street to learn more.

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Save the Date: Rummage Sale, Friday, April 7 and Saturday, April 8

Stop by the sale at 58 Barre Street! There are tons of great items for sale, ranging from clothes to books to toys and household items. All proceeds benefit the Senior Activity Center. Donations will be accepted on Monday, April 3 and Tuesday, April 4 from 10:00 AM – 4:00 PM.

Upcoming Events at the Montpelier Senior Activity Center

The Montpelier Senior Activity Center is hosting several great upcoming events, and you are invited! Explore Palestine thru photos on Tuesday, March 14 at 6:30 PM. Join our Gardening Roundtable (RSVP required) for beginner gardeners on Tuesday, March 14, at 11:30 AM or for advanced gardeners on Friday, March 17, at 11:30 AM. These events are free and open to the public! Call us at 223-2518 to learn more or to RSVP.

Hoehl Family Foundation Gives \$10,000 to Montpelier Senior Activity Center

The Hoehl Family Foundation recently awarded a \$10,000 grant for general operating support to the Montpelier Senior Activity Center. We are incredibly grateful to the Foundation for its continued support. Funds will be used to support the operations of the Center, allowing us to continue offering hundreds of hours of affordable programming to help central Vermont seniors live healthy and active lives.

Planning and Community Development Department Highlights

Zoning Bylaws and River Hazards Bylaws Update: On Monday, March 13, the Planning Commission will be voting to send the final versions to the City Council for consideration. We look forward to presenting this draft to Council at the March 22nd City Council meeting. All of the drafts have now been updated and have been loaded onto the City webpage. They can be found online by going to the City website and clicking on the “how do I” link. The regulations are found under the “View” tab to the right. A short cut is: <http://www.montpelier-vt.org/833/Proposed-Zoning-and-Subdivisions-Regulat> . Please send any questions or comments to the Planning Director at mmiller@montpelier-vt.org .

TOPICS FOR UPCOMING COUNCIL MEETINGS ...

March 22

Zoning Workshop

Parking Strategy

Building Code Proposal – 1st Reading

Tax Stabilization/Development Agreement (tentative)

Planning Commission Appointment


Vermont Mountaineers Proposal

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April 5	Goals Workshop
April 12	Zoning Building Code Proposal – 2 nd Reading Dog Ordinance (?) – 1 st Reading
April 26	Zoning Adopt Goals Dog Ordinance (?) – 2 nd Reading
May 10	Zoning



William J. Fraser
City Manager

Mayor John Hollar

William Fraser,
City Manager

City Council Members:

Dona Bate
Ashley Hill
Rosie Krueger
Jean Olson
Justin Turcotte
Anne Watson

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: 2017-18 Goal Setting Process
Date: March 10, 2017

As a reminder, we scheduled Wednesday, April 5th for a workshop to tackle part 1 – time and location to be determined. This is a revision and follow up to my previous memo on the same subject. Based on our conversation this week, I have taken the three general areas and included some specific suggestions of how we might work through them.

Part 1 – Includes City Council and City Manager. Manager facilitates the conversation and provides technical information as needed.

In this session the Council would brainstorm key areas of interest. Once the main topic areas are established, the Council will work through a series of questions to reach a policy statement about each one if possible. What is the desired big picture outcome?

The Council will then identify actions that the Council can take which will advance the desired policy – enact an ordinance, approve funding, form a study committee, request a report, make a decision in the future, etc.

- 1) What is the mission of City Government?
- 2) What is Council's vision for city? (Should be similar to Master Plan)
- 3) Identify Topic Areas (and sub topics)
- 4) What are City's strengths/weaknesses in these areas?
- 5) What is the range of policy options?
- 6) Are there existing adopted policies or plans about this area?
- 7) Are we seeking to maintain, evolve or transform in this area?
- 8) What does this area most need - leadership, authority or capacity?
- 9) Statement of Policy or End Goal
- 10) What actions can Council take?

Part 2 – Includes the City Manager and City Staff Leadership Team. Manager facilitates and leads the conversation.

City staff will review the policy statements and add action steps by staff which will further the policy. Staff will also add their own priorities which may be mandated, are common service demands or otherwise needed but not identified by the City Council.

The Staff will develop a more complete recommendation of areas, policy statements, council actions and staff actions. This will include identifying which department has lead responsibility, resources required and timelines for task completions.

- 11) What actions can Staff take?
- 12) What resources or information are necessary?
- 13) What work is already underway?
- 14) Is this work still a priority?
- 15) What is out of city control?
- 16) What can be done to mitigate things out of city control?
- 17) What mandates or requirements exist that must be addressed?
- 18) What service commitments exist?
- 19) “Pre-Mortem” – what can go wrong?
- 20) What can be done to mitigate possible obstacles?
- 21) “Pre-Parade” – what can go right?
- 22) How can we prepare for success?
- 23) What are tripwires, milestones, measures?
- 24) What is total estimated time necessary?
- 25) Who has lead responsibility?

Part 3 – Includes the City Council, City Manager and City Staff Leadership Team. Facilitated by the Manager or an outside facilitator.

The Council and Staff will meet together to review all of above work. The full group will determine what is possible to be accomplished within the year, which items are top priority and mutual expectations of council/staff action during the year. It is recognized that all of the items on the original lists will not be possible to be completed.

The result will be goals which include policy statements, necessary council actions, necessary staff actions and clear mutual expectations of outcomes. This final document will be drafted by staff and approved by the City Council.

- 26) Which policies/goals/actions conflict?
- 27) Which policies/goals/actions take priority?
- 28) What is expectation for this year?
- 29) What defines success for this year, long term?
- 30) Which policies/goals/actions can be delayed/eliminated if other priorities emerge?

It is clearly up to the Council to establish policy areas and specific topics. I offer the following outline as a suggestion based on recent years for the sole purpose of helping discussion and to stimulate thinking about how this work might be structured.

Potential Policy Areas and Sub-Topics

Economic Development

- Housing
- Downtown Vitality
- Parking
- Business Development
- Zoning
- Master Plan

Good governance

- Taxes/Budget
- City Services
- Regionalization
- Communication
- Accountability

Infrastructure

- Steady State Plan
- Project Completion
- Montpelier in Motion/Street Typography
- Transportation

Environment

- Berlin Pond
- Stormwater/CSO
- Net Zero

Quality of Life

- Public Safety
- Community Services
- Open Spaces
- Community Health
- Culture and Arts



America's Small Town Capital

Mayor John Hollar

William Fraser,
City Manager

City Council Members:

- Dona Bate
- Ashley Hill
- Rosie Krueger
- Jean Olson
- Justin Turcotte
- Anne Watson

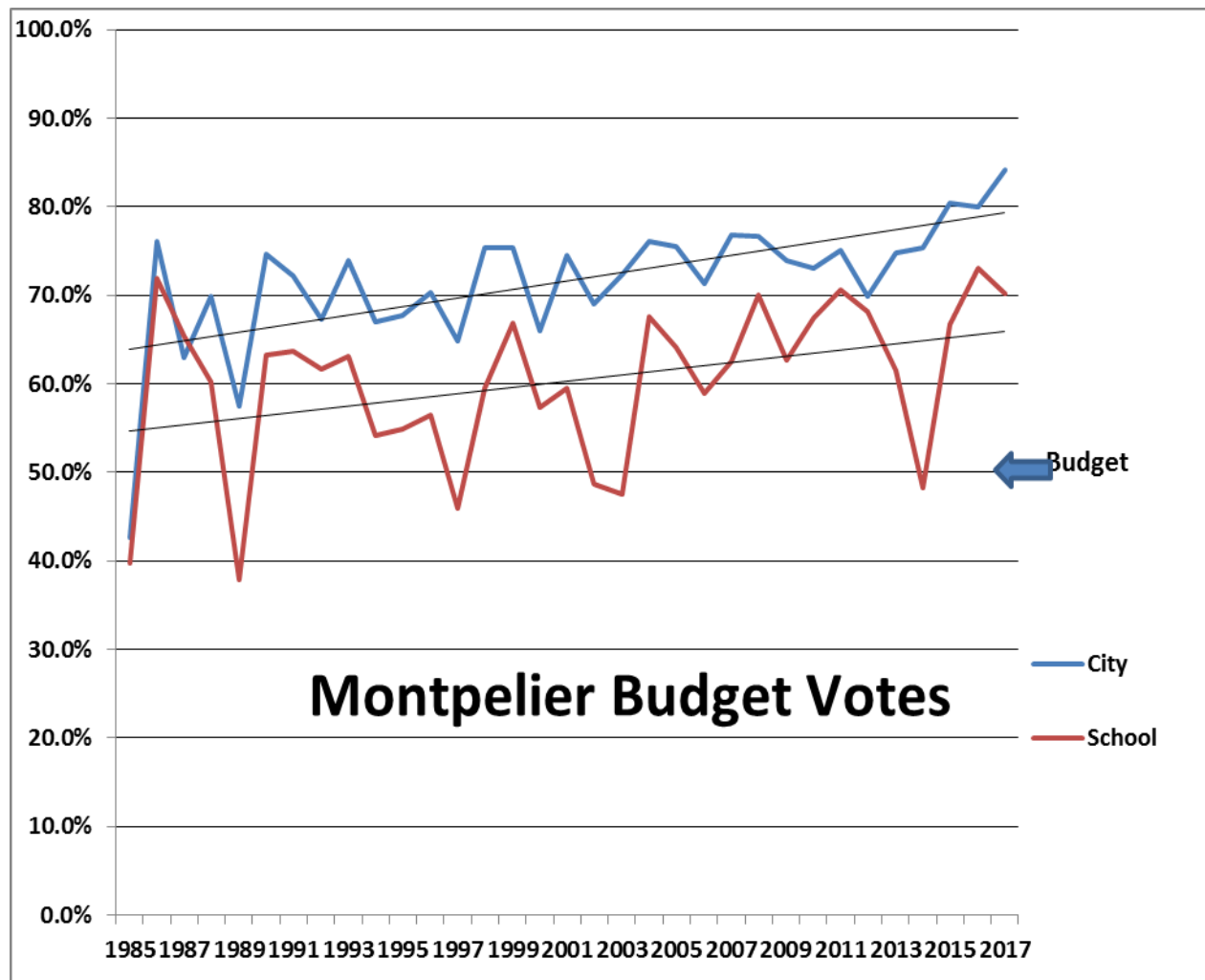
MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Re: Annual Meeting Results
Date: March 10, 2017

Here's a summary of the annual meeting ballot results with some historic perspective.

CITY					SCHOOL				
Year	Yes		No		Year	Yes		No	
1985	769	42.6%	1,038	57.4%	1985	726	39.7%	1,101	60.3%
1986	1,548	76.1%	487	23.9%	1986	1,486	72.0%	579	28.0%
1987	1,185	63.0%	695	37.0%	1987	1,247	65.4%	660	34.6%
1988	1,688	69.9%	727	30.1%	1988	1,474	60.3%	971	39.7%
1989	1,230	57.5%	909	42.5%	1989	814	37.9%	1,336	62.1%
1990	1,781	74.7%	604	25.3%	1990	1,531	63.3%	888	36.7%
1991	1,546	72.2%	594	27.8%	1991	1,380	63.7%	788	36.3%
1992	1,578	67.2%	769	32.8%	1992	1,464	61.7%	910	38.3%
1993	1,575	73.9%	557	26.1%	1993	1,362	63.1%	798	36.9%
1994	1,471	67.0%	726	33.0%	1994	1,187	54.2%	1,003	45.8%
1995	1,559	67.8%	741	32.2%	1995	1,278	54.9%	1,051	45.1%
1996	1,831	70.3%	772	29.7%	1996	1,491	56.4%	1,152	43.6%
1997	1,511	64.9%	817	35.1%	1997	1,076	45.9%	1,267	54.1%
1998	1,679	75.3%	550	24.7%	1998	1,342	59.5%	912	40.5%
1999	1,681	75.4%	548	24.6%	1999	1,510	66.8%	750	33.2%
2000	1,824	66.1%	937	33.9%	2000	1,606	57.3%	1,197	42.7%
2001	1,206	74.5%	413	25.5%	2001	977	59.6%	663	40.4%
2002	1,628	69.0%	730	31.0%	2002	1,166	48.7%	1,229	51.3%
2003	1,604	72.3%	615	27.7%	2003	1,077	47.5%	1,192	52.5%
2004	2,055	76.1%	644	23.9%	2004	1,944	67.5%	934	32.5%
2005	1,679	75.5%	545	24.5%	2005	1,440	64.1%	805	35.9%
2006	1,550	71.4%	621	28.6%	2006	1,289	59.0%	896	41.0%
2007	1,316	76.9%	396	23.1%	2007	1,075	62.6%	643	37.4%
2008	2,393	76.7%	726	23.3%	2008	2,259	70.0%	968	30.0%
2009	1,354	73.9%	478	26.1%	2009	1,156	62.7%	687	37.3%
2010	1,545	73.1%	568	26.9%	2010	1,436	67.4%	695	32.6%
2011	1,307	75.1%	434	24.9%	2011	1,243	70.6%	517	29.4%
2012	1,775	69.9%	763	30.1%	2012	1,756	68.2%	819	31.8%
2013	1,693	74.7%	572	25.3%	2013	1,426	61.5%	891	38.5%
2014	1,752	75.3%	574	24.7%	2014	1,130	48.3%	1,211	51.7%
2015	1,673	80.4%	409	19.6%	2015	1,404	66.7%	702	33.3%
2016	2,556	80.0%	640	20.0%	2016	2,407	73.1%	888	26.9%
2017	1,867	84.2%	350	15.8%	2017	1,574	70.2%	668	29.8%
TOTAL	53,409	71.8%	20,949	28.2%		45,733	60.6%	29,771	39.4%
Average	1,618	71.8%	635	28.2%		1,386	60.6%	902	39.4%

The City's 84.2% budget approval is the highest since 1985, which is as far back as I have tracked.



Most ballot items fared favorably compared to 2016.

2017					2016				
City	1867	84.2%	350	15.8%	City	2556	80.0%	640	20.0%
School	1574	70.2%	668	29.8%	School	2407	73.1%	888	26.9%
Mayor Pay	1550	70.4%	653	29.6%	Mayor Pay	2460	76.6%	752	23.4%
Council Pay	1905	85.5%	322	14.5%	Council Pay	2598	80.5%	628	19.5%
Library	1861	83.2%	375	16.8%	Library	2614	80.5%	635	19.5%
\$3.9M Bond	1868	84.8%	336	15.2%	\$710K Bond	2205	70.2%	937	29.8%
CVHHH \$20K	1911	87.0%	285	13.0%	\$180K Bond	2780	86.6%	430	13.4%
					North Branch \$75K	1864	58.1%	1342	41.9%
Total	12536	80.7%	2989	19.3%	Total	19484	75.7%	6252	24.3%
Downtown Imp Dist	1580	72.6%	596	27.4%	Downtown Imp Dist	1968	63.9%	1113	36.1%
Public Safety Authorit	1792	82.4%	383	17.6%	Public Safety Authority	2464	78.8%	664	21.2%
City Mgr Contract	1429	74.9%	478	25.1%	Local Option Tax	2038	62.3%	1231	37.7%

Taking a very quick look at some other communities results, we see that our municipal approval rate, as well as our voter participation, was very high. Some community results are not available because they have an open town meeting vote or municipal budgets do not go on ballots. I selected these cities/towns because of their size and, frankly, election results were easy to find.

City	Yes		No		Total
Barre	561	53.8%	481	46.2%	1,042
St Albans	446	68.9%	201	31.1%	647
Rutland	2455	60.1%	1631	39.9%	4,086
Winooski	633	73.1%	233	26.9%	866
So Burl	2072	58.8%	1451	41.2%	3,523
Shelburne	1426	72.3%	547	27.7%	1,973
Colchester	1535	65.9%	796	34.1%	2,331
Williston	748	74.3%	259	25.7%	1,007