



Agenda for Regular City Council Meeting

City Council Chambers, City Hall
Wednesday, March 25, 2015
5:30 P.M.

5:30 P.M.

- 1) Call to Order by the Mayor
- 2) 15-085. Review and Approve Agenda
- 3) 15-086. Goal-setting Session
 - a) Department Heads have been asked to join the Council to answer questions and offer their suggestions.

6:30 P.M.

- 4) 15-087. General Business and Appearances
- 5) 15-088. Consideration of the Consent Agenda:
 - a) Consideration of the Minutes from the March 11th City Council Meeting: <http://www.montpelier-vt.org/community/314/City-Council.html>
 - b) Approve an Electric Vehicle Charging Station Placement Agreement with Green Mountain Power; authorize the City Manager to sign the agreement on behalf of the City. 
 - c) Accept the bid proposal from Clark's Truck Center of Jericho, VT, for cab and chassis for two International trucks as presented in the attached Financial Summaries (2) both of which are dated March 11, 2015 in the amount of \$60,300.00 for a 2016 7400 SBA 4x2(SA 625) truck and \$51,373.00 for a 2016 7400 SFA 4x2 (SA525) truck; authorize the City Manager to sign all documents related to this purchase. 

d) Approve request from Montpelier Alive for \$8,000 from the DID marketing budget for a summer/fall tourism marketing and advertising campaign promoting downtown Montpelier. **The Vermont Department of Tourism has generously agreed to match this \$8,000 dollar for dollar.** In addition to bringing more visitors to Montpelier, this will give Montpelier an opportunity to use its new branding resources.

1) The Vermont Department of Tourism is using their expertise in leading the creative work and leveraging their contacts for ad buys. In addition, they will be working with the Montpelier Alive Promotions Committee to create promotional packages to include lodging, recreation, restaurant and retail incentives.

2) Attached is an outline of the marketing plan, as well as metrics to measure success. Steve Cook and Ashley Witzemberger will be present to answer any questions Council may have.

e) Consideration of becoming the Liquor Control Commission for the purpose of acting on the following:

1) Annual renewal of Liquor Licenses (City Clerk will distribute list of applications at the meeting.)

f) Payroll and Bills

6) 15-089. Second Public Hearing to consider CarShare Vermont's request to dedicate two city parking spots to CarShare Vermont fuel-efficient vehicles for a two-year pilot. 

a) CarShare Vermont is requesting that the metered parking spot on Blanchard Court next to the handicapped space closest to Main Street and the parking spot on School Street adjacent to the handicapped space closest to Main Street be designated for car-sharing use. They are also asking that these spots be tow-away zones.

b) The Library has indicated that the loading zone on School Street near the Children's Library can be made a metered spot.

c) These actions require an amendment to the City's Code of Ordinances; Council endorsed this program and held the First Public Hearing on March 11th.

d) Recommendation: Conduct the Second Public Hearing; approve the two proposed Ordinance amendments, with or without further changes; and authorize the City Manager to enter into an agreement with CarShare Vermont to use the first space on Blanchard Court next to the handicapped space and the first space on School Street traveling southeast from Main Street for dedicated CarShare VT parking.

- 7) 15-090. Continue Goal-setting Session 
- 8) 15-091. Other Business
- 9) 15-092. Council Reports
- 10) 15-093. Mayor's Report
- 11) 15-094. City Clerk's Report
- 12) 15-095. City Manager's Report
- 13) Adjournment

POSSIBLE ADDITION TO MONTPELIER PARKING ORDINANCE
TO CREATE DESIGNATED CAR SHARE PARKING SPACES

MARCH 6, 2015 DRAFT

Sec. 10-718A. DESIGNATED CAR SHARE PARKING SPACES

(a) The City Council may, at its discretion, establish certain selected parking spaces in the City of Montpelier for the exclusive use by a car share organization. In such case, the vehicle or vehicles eligible to utilize the spaces so designated shall display a distinguishing decal or other means of identification indicating it is a vehicle which is available to participating members of the car share organization.

(b) No person shall park a motor vehicle in a space designated as a car share parking space except a motor vehicle owned or leased by the car share organization and approved by it to use the designated space. Any person found in violation of this section shall be fined the amount set forth in Section 10-719(c) (parking within a hydrant area), and be subject to costs for the vehicle's removal under Section 10-720.

Sec. 10-717. LIMITED PARKING.

(u) School Street. Parking is restricted on the south side from the driveway at #33 School Street, westerly for a distance of twenty (20) feet, from 7:00 A.M. to 5:00 P.M., Monday through Friday.

Deleted: For the establishment of a vehicle loading and unloading zone, parking is restricted on the north side of School Street from the driveway to 28 School Street, westerly for a distance of twenty (20) feet, from 12:00 noon to 9:00 PM, Monday through Friday.

Deleted: further

Minutes of the Montpelier City Council Special Meeting
March 11, 2015
City Council Chambers

In attendance: Mayor John Hollar (Chair), Councilors Tom Golonka, Anne Watson, Jessica Edgerly Walsh, Justin Turcotte and Dona Bate. Councilor Thierry Guerlain participated via webcam. City Manager William Fraser was in attendance. City Clerk John Odum served as Secretary of the meeting.

Call to Order by the Mayor

- 15-065. The three re-elected City Council Members (Edgerly Walsh, Watson, Golonka) were sworn in by the City Clerk'
- 15-066. The proposed agenda was passed without objection by unanimous consent.
- 15-067. Mary Reyn rose to speak about building a kiln in the city and answered questions from Councilors.
- Mayor Hollar recognized Bill Fraser for his 20 years of service and presented him with a commemorative pin. Mr. Fraser offered comments in gratitude.
- 15-069. Councilor Watson moved that the Council appoint Councilor Bate as Parliamentarian, Councilor Watson as President and Councilor Edgerly Walsh as Vice President. Councilor Golonka seconded. The motion carried unanimously on a roll call vote at 6:42.
- 15-068. Councilor Turcotte moved the Council approve the Consent Agenda, and was seconded by Councilor Watson. The motion carried by unanimous roll call vote at 6:42.
- 15-079. Cindra Conison addressed the Council in opposition to the potential dog license fee increases that have been discussed. She engaged in a question and answer period with Councilors.
- Carolyn Grodinsky also spoke out against a license fee increase, as did Lori Cohen and Elaine Caplis.
- 15-070. Councilor Watson moved the approval of the proposed ethics policy (with the technical corrective amendment attached to the agenda). Councilor Turcotte seconded. After a brief discussion, the motion carried unanimously by roll call vote at 7:09.
- 15-071. Councilor Watson moved the Council adopt the proposed Rules of Procedure, and was seconded by Councilor Golonka. Some discussion and questions followed. At Councilor Golonka's request, the motion was amended without objection to make all agenda items due on Thursday at noon. The motion carried unanimously by roll call at 7:20.
- 15-074. Barbara Conrey addressed the council on her candidacy for the 2 year term on the Montpelier Planning Commission. Councilor Bate moved the Council appoint Barbara Conrey to the open term on the Montpelier Planning Commission. Councilor Edgerly

Walsh seconded. The motion carried by unanimous roll call vote at 7:22.

- 15-075. Regarding the appointment to fill out a three year term on the Design Review Committee (set to expire in sept of 2017), candidates Lori Cohen, Hannah Smith and Ben Cheney addressed the Council in turn.

Councilor Watson moved the Council enter Executive Session in accordance with Title I, §313, Executive Sessions to discuss the appointment. Councilor Bate seconded. The motion carried unanimously by roll call at 7:20.

Councilor Edgerly Walsh moved the Council return to open session and was seconded by Councilor Watson. The motion carried by unanimous roll call vote at 7:38.

Councilor Edgerly Walsh moved the Council appoint Ben Cheney to the Design Review Committee. Councilor Watson seconded. The motion passed unanimously, by roll call, at 7:39.

- 15-076. Peter Mancauskas addressed the council in regards to the opening on the Investment Committee and responded to questions. Councilor Golonka moved Peter Mancauskas be appointed to the Investment Committee, and was seconded by Councilor Watson. The motion carried by unanimous roll call vote at 7:42.

- 15-077. The Council opened a discussion on CarShare Vermont's request to dedicate two city parking spots to CarShare Vermont fuel-efficient vehicles for a two-year pilot. Annie Borden (Executive Director) and James Stoops (?Operations Manager) addressed the Council on the proposal. Assistant City Manager Jessie Baker added information to the discussion which followed.

The Mayor opened the Public Hearing on the two relevant ordinances attached to the agenda at 8:18. Warren Kitzmiller rose with questions. The Public Hearing was closed at 8:19.

Councilor Edgerly Walsh moved the Council approve the 1st reading on the two attached ordinances. Councilor Turcotte seconded. The motion carried unanimously by roll call vote at 8:20.

- 15-078. Page and Jed Guertin, along with State Representative Warren Kitzmiller, came forward to lead a discussion with the Council on H33 ("An act relating to authorizing municipalities to regulate the surface water use of public waters used as drinking water supplies") currently under consideration in the Legislature.

- 15-079. Danis Regal was given an opportunity to address the council to express concerns about the potential dog license fee increase.

The Mayor called for a brief recess at 8:54PM. The meeting was called back into session at 8:59.

The City Manager took a moment to introduce manuals prepared by staff for the Councilors.

- 15-072. The Mayor led a discussion reviewing the Committee Assignments. The following committee assignments were agreed upon without a vote:

Bike Advisory Committee: Jessica Edgerly Walsh
Building Code Appeals Committee: Thierry Guerlain, Tom Golonka
Capital Projects Committee: Justin Turcotte, Dona Bate, Jessica Edgerly Walsh
Central Vermont Solid Waste: Dona Bate (Alternate)
Citizen Advisory Board for Community Justice Center: Anne Watson
Energy Advisory Committee: Anne Watson
Harry Sheridan Scholarship: Anne Watson
Housing Task Force: Jessica Edgerly Walsh
Housing Trust Fund Committee: Tom Golonka, Jessica Edgerly Walsh
Kellogg-Hubbard Library Board: Thierry Guerlain
Montpelier Alive Board: Dona Bate
One Taylor Street Design Committee: Mayor John Hollar, Jessica Edgerly-Walsh, Dona Bate
Parking Advisory Committee: Anne Watson (liaison)
Pedestrian Advisory Committee: Jessica Edgerly-Walsh (liaison)
Public Safety Authority: Tom Golonka, Dona Bate
Recreation Board: Tom Golonka
Water Rate Study Committee: Tom Golonka, Justin Turcotte, Thierry Guerlain
T.W. Wood Art Gallery Board: John Hollar, Mayor
Central Vermont Regional Planning Commission TAC: Dona Bate

Councilor Bate moved the reappointment of Councilor Golonka to the Central Vermont Public Safety Authority board, and was seconded by Councilor Edgerly Walsh. The motion carried by unanimous roll call vote at 9:12.

Councilor moved the re-appointment of Mia Moore and Dona Bate as Central Vermont Solid Waste Authority member and alternate, respectively. Councilor Edgerly Walsh seconded. The motion carried by unanimous roll call at 9:12PM.

- 15-073. The Council engaged in a discussion as to the format of its Goal-setting Session for 2015-16. Assistant Manager Jessie Baker participated.
- 15-079A. Councilor Turcotte introduced a discussion of the Annual City Meeting and how they relate to the 2015 City Council goals.
- 15-081. Councilor Golonka thanked voters for his re-election, and congratulated his opponents on a good race.

Councilor Watson thanked voters for her re-election.

Councilor Edgerly Walsh thanked voters for her re-election, and also thanked Public Works staff for their work on recent water main breaks.

Councilor Bate encouraged citizens to read the city report. She also commended the Senior Center on getting approval for funds from neighboring towns, and noted the solid

waste district's proposal to have transparent trash bags. Finally, she noted the upcoming Clean Water Day at the Statehouse.

Councilor Guerlain congratulated Councilors Golonka, Watson, and Edgerly Walsh on their re-election before thanking voters for supporting the library budget.

Councilor Turcotte congratulated Councilors Golonka, Watson, and Edgerly Walsh on their re-election.

15-083. The City Clerk noted that water/sewer payments were due on Monday before thanking voters for his re-election.

15-084. The City Manager noted there was a tour of the District Heat plant before noting the amount of water line breaks and offering advice to listeners on strategies to prevent pipe freezes. He also reminded the Council that it was the time of year to watch the river for possible flooding.

Without objection, the meeting was adjourned by unanimous consent at.

MEMORANDUM

To: City Council

From: Mike Miller, Director of Planning & Community Development

Re: Comments on 2015 goals

Date: March 18, 2015

In order to better explain my comments regarding the Council's 2015 goals I thought it would be helpful to write them out. This would make my thoughts quicker to convey and would give councilors an opportunity to review them before the meeting and to revisit them at a later date if they need to.

Overview of department for context.

Planning and community development (including the building department) includes 4.5 employees plus one VISTA volunteer. This is down from 2012 when the departments had 5.7 and two VISTAs. That is a 21% reduction in staff and 50% reduction in volunteer time in a department with many responsibilities related to the council's goals.

By staff:

- Building inspector works 100% on building permits, inspections, and enforcement. The number of permits are up from previous years. He has no time on Council Goals.
- Zoning Administrator is half time (and should be a full time position). Staffs DRB and DRC and handles all large permits. This position has no time for Council Goals.
- Assistant Planning and Zoning Administrator handles day to day permits, administrative responsibilities for the department (payables, timesheets, answering phones, buying supplies), as well as running the Community Rating System (flood hazard program) and E-911. She has no time for Council Goals.
- Director has his managerial responsibilities (personnel, vision, budget, and work plan) as well as handling the planning projects for the city. The 2015 (calendar) goals include completing the zoning update and flood hazard area bylaw update; continuing the stump dump solar project; getting designated downtown renewal and growth center review completed; kick off stormwater master plan; wrap up

Montpelier in Motion and Greening Americas Capitals. Unless one or more of the projects is dropped, the Director has limited time to add additional goals but will provide guidance and direction to the Community Development Specialist, Council and Manager.

- Community Development Specialist manages a number of smaller programs (Housing trust, business loan fund, and community development) and uses the remainder of his time on special projects. He currently has been working on grant writing (7 applications this FY), parking (smart meter initiative, winter parking ban, negotiations for property related to a potential parking structure and doing daily parking counts since February 1) as well as some economic development (making connections between businesses and property owners). He has the most opportunity to have time redirected to accomplishing Council goals but that would require discontinuing or completing his current projects and having a clear plan and resources to accomplish a different goal.
- VISTA works on projects to alleviate poverty and her time is focused on staffing the bike, pedestrian and energy committees. VISTAs operate on one year contracts and has limited time to address council goals.

My Goal.

I feel I was hired to facilitate change in the City; to make great projects happen that generations of residents and visitors will be proud of. My plans are to be here for 20 years if possible. As such I would expect certain things to change in that time. I agree with the spirit and direction of your goals and offer some suggestions for being more strategic, consistent and focused.

I am seeking clear direction and the answers to hard questions so I can maximize the staff resources I have at my disposal. Currently 5 or 6 goals directly or indirectly are the responsibility of my department or have implementation steps that are in my responsibility. As noted above we have a limited amount of time in my week and some time in the Community Development Specialist's week if redirected from grant writing and parking to other initiatives. We can focus on one or two of these six goals but to ask staff to do more is not possible without additional resources (staff).

Overall assessment.

Based on my experience in the past 10 months it's clear that there are three goals you are willing to support fully (#1 Balance and Control Budget, #2 Steady State Infrastructure, and #7 Progress on Major projects like 1 Taylor). The rest of the goals only appear to be

supported to the extent they don't interfere with these three.

With that introduction let me address the goals that impact Planning & Community Development and try to give recommendations (sometimes admittedly blunt) to try to make sure that in these next few years we can be as productive as possible.

Goal #3. Alleviate parking pressures

I have focused on this in my first year because I believe this topic is the most significant barrier to achieving many of the downtown goals. Most of the downtown is either buildings or parking lots if it's not roads and sidewalks. Putting in greenspace (goal #9) means removing parking; infill housing (goal #5) means putting development on a parking lot (reducing supply and adding demand); use or make better use of upper stories (#5; more demand on parking); and removing on street parking in some places to add bike lanes (#6). Taken together these all support a vibrant downtown (goal #10).

Not surprisingly, our parking counts have showed nearly 100% occupancy both on street and off street during legislative session. Development of Taylor Street in 2016 will make the situation worse as we will lose 100 spaces and add increased demand. We will be so far behind in the supply side that demand management (the much discussed alternative to building a parking garage) will have a negligible effect on the status quo condition. Also, without a parking structure the other goals above simply will not happen (increase greenspace downtown, infill housing, better use of upper stories (e.g. Dickey Block), and removing on street parking to add bike lanes).

Fixing parking will cost money which will directly conflict with goal #1. Grants can help but they typically require matches. It will take two to three years to assemble a big project so staff needs continued commitment that this will have support when ready to go. Insufficient support is worse than simply saying parking is not a priority. In that case we won't dedicate my limited resources to the problem. It also becomes very challenging to work on other goals that depend on parking to be achieved.

The zoning update is planning to remove parking as a requirement in the downtown but it is being recommended with the caveat that the City will provide sufficient off street parking to accommodate economic demands. The City needs a comprehensive strategy to succeed in this challenge

Recommendation. No parking requirements in zoning coupled with no commitment to additional parking is a recipe for trouble. Parking is and will continue be a barrier to doing great projects in the downtown and in achieving other goals. My recommendation is that

parking should be my department's top priority. Council will need to fund the studies needed to advance the idea and we will eventually need to figure out how to finance construction (TIF, local options tax).

Goal #5. Create hospitable environment for development.

This goal is currently divided into two topics- housing and commercial. In general, whether you are discussing housing or commercial, having a half time zoning administrator is counter to achieving the goal of creating a hospitable environment. Developers coming in to ask about projects finds the ZA is in a couple days a week and decisions take longer to draft and send out. We are going to rewrite the zoning to try to decrease the workload for the administrator but I'm not certain the public will ultimately be happy with that outcome (see NIMBY discussion below).

With the exception of funding reduction to the housing trust fund, support for housing has been very good. That budget decision supports the message that goal #1 trumps all others. Housing was preferred by the Council over commercial development options in the Taylor Street discussion.

The biggest barrier to housing is not a council or staff barrier but the public in general. While it receives a great deal of support generally, Montpelier residents have a strong sense of more housing but not in my back yard. We have had a developer subdivide building lots for housing, sell those lots and then sue the buyer to keep them from building houses on them. Housing initiatives in large open areas like Crestview or Sabins Pasture can be controversial. Large housing developers tell us that one main reason they don't invest in Montpelier is neighborhood opposition.

The biggest concern I have with the zoning rewrite is that (due to staff reductions to achieve goal #1) we are making the process more administrative which gives neighbors less say in the development process. While this will make more projects move forward, I believe the public may have pushback when this is implemented.

On the other side of the development goal, there has been almost no visible support for commercial development beyond some a general statement that "we want more economic development". We did not fund an Economic Development Strategic Plan (EDSP) and while a grant was supported, funding for the required grant match was questioned.

I've worked for communities that have created environments that support development including, most recently, Barre City. In Barre, many significant policy steps were taken to promote economic development. Expanded tax stabilization (yes), build more parking

(yes), add a fulltime Zoning Administrator (yes), bond \$1M for Nelson Hydro (yes), grant matches (yes), Tax Increment Financing (yes). Barre's goal was to add 500 jobs in 5 years and by 2014, Barre had added 722 jobs (298 government jobs and 424 private sector (2009 annual UI to 2014 second quarter UI figures- the most recent available)). The city created an environment that supports development by investing in the right triggers. Barre invested in economic development with the highest tax rate in the state and 7th highest indebtedness. By comparison Montpelier added a similar 615 jobs but 606 of those were government (mostly Irene related state workers temporarily located to National Life) while 9 private sector jobs were created.

Another community taking active steps and getting results is St. Albans. The city constructed a parking garage to spur other downtown development. My understanding is that they are offering developers \$1M to put a hotel in their downtown. In Montpelier we have opted against EDSP funding, taken no real action on parking, maintain a part time zoning administrator, and chose housing over a hotel proposal which contained a lucrative development rights package. If commercial economic development is really a priority, we need to create a clear plan and allocate resources for its success.

My ultimate concern regarding economic development is that the City is going to lose market share to the likes of Barre and Waterbury who are actively funding their renaissance. Barre's economic development plan is simple. Be the best 9-5 workplace in central Vermont by having a better looking downtown with more parking and with lower commercial rents. Barre is also actively pursuing funding options to bring a big hotel and conference center to Barre. Waterbury has worked aggressively to have vibrant night life. When the state offices reopen the City will lose the temporary employees and the local Waterbury economy will be that much stronger.

Recommendation. There are a couple options here depending on what your actual priorities are: 1) You could consider changing your goal to create a hospitable environment for *housing* development. That would more accurately reflect your current actions. Recognize that the new zoning being proposed will implement your goal but you must be supportive of houses being built if you want to support housing development. Most units will not be in the downtown due to a lack of parking.

2) If you are seriously interested in economic (commercial/industrial) development then you need to acknowledge that resources will be necessary to make that happen. I would normally support continuing to have economic development happen from within the Planning Department. In the current environment, I would suggest we move ahead immediately with an EDSP and investigate whether a Local Development Corporation (LDC) would be more appropriate because they can facilitate growth absent political interference and can push back against opposition.

My recommendation is that you do #2. I don't think we have a choice but to be investing in our community to keep us competitive with our neighbors. We may be sitting on the doorstep of potential decline in vibrancy. Austerity will not revitalize downtown.

Goal #6. Become a nationally known bike and pedestrian friendly community.

The key for discussion on this goal is the “nationally known” part. Becoming bike and pedestrian friendly may be accomplishable over time without additional resources but to aspire to national recognition without putting resources behind it is not realistic. Currently the VISTA is only staff dedicated to the Bike and Pedestrian committees. I have worked with the joint committee on Montpelier in Motion but at the conclusion of that project I will not be committing to the implementation in this fiscal year.

While some money has been dedicated from the parking fund to help implement the plan it's likely that a greater infusion of money would be needed for “national recognition”. That could come from grants but that requires staff to write and administer those programs.

Recommendation. Three choices: 1) Downgrade the effort to being friendly (not nationally known); 2) Keep nationally known but recognize that it will be 30 years or more before a national caliber network will be developed and that sometime in the future additional resources will be provided; 3) In upcoming budgets, increase money to add staff to make the signature projects happen sooner.

Goal #8. Net Zero Montpelier implementation.

The goal should be to implement. Planning is one step along the way.

This project currently happens because of an amazing and dedicated committee. The only resources provided to their effort at this time is the VISTA and my time getting the Stump Dump Solar project moving forward. Very similar to Goal #6, being more energy efficient may be accomplishable in pieces over 15 year. Being Net Zero by 2030 without the City investing anything is highly unlikely. We will not make Net Zero without significant resources placed behind the project.

Recommendation: Same as #6... either downgrade the expectation (not Net Zero), keep Net Zero but recognize that 2050 will be a more accurate timeline, or add more staff in the near future.

Goal #9. Meet minimum requirements established for the Municipal Separated Storm Sewer System (MS4) program.

We (P&CD and DPW) are currently working on an RFP to hire a consultant to develop a stormwater master plan. This will be a guidance document for the City in achieving our anticipated MS4 requirements. Once the plan is in place, additional resources will need to be added to implement the plan. This will need to be added into the steady state plan in #2.

Recommendations: Reword the goal. Recognize that additional funds will need to be added to the steady state (goal #2) to achieve MS4 requirements.

Goal #10. Support a vibrant downtown.

This is really the catchall for everything above. Vibrancy is about people. People living, working, and visiting downtown. It's about making a place that is pleasant to be in. In my interview I suggested that our downtown looked tired. Trees don't thrive, grass growing through broken and uneven sidewalks, uninspiring streetscape (5 different types of lamp posts, poor wayfinding) were some of the details that I could point to. Despite that, our core (Main and State Streets) are active day and night; weekday and weekend. My concern here is shared above, we should not expect that this will simply continue because we are Montpelier. We now have communities trying to draw some of that vibrancy to their downtowns and we need to maintain our investment in downtown.

In addition we need to start thinking about streetscape improvements over the next 20 years. We should investigate Greening Americas Capitals ideas to determine which are feasible and desirable to implement. Start a program of upgrading our downtown streetscapes. Identify standards for our street furniture and be consistent. This is more than flower baskets and parklets. We hope to begin this on Taylor Street next year with new sidewalks, street trees, lights, and roadway.

Vibrancy will need people so the above discussions on Parking, Housing and Economic Development apply here. If we want tourism and bigger events then we need to support means of accommodating more people including additional hotel space.

Recommendation: Planning & Community Development helps to set the table for Montpelier Alive. This goal is very important but will require the implementing other goals in order to be fully successful. As good as Montpelier is today, I think it is a shadow of what it could be tomorrow; a model of resiliency, environmental sustainability, and

vibrancy. Like the others, it will require more than we are currently putting towards it today.

Conclusions.

This year's budget is set so additional resources are not an option until next year (2016). In the interim we need to identify what the top two priorities from the list above (Parking, housing, economic development, bike/pedestrian friendly, NZM, stormwater, and vibrancy). I am already working on Stormwater so, realistically, we are choosing one more. That is all the staff we have. My recommendation is to continue on the path we are going: complete the re-zoning, continue to work on a solution to parking, obtaining grants for Taylor Street (set up work 2016) and complete an Economic Development Strategic Plan.

City Of Montpelier
Department of Public Works
Memorandum

To: William J. Fraser, City Manager
From: Thomas McArdle, Director *T.M.*
Date: March 19, 2015
Subject: Approval of Equipment Purchases (FY16) – VT BGS Contract
- Water & Sewer Division Truck #8 Cab & Chassis
- Street Division Truck #17 Cab & Chassis

This memorandum is submitted for the purpose of requesting your authorization and that of the City Council's to issue a purchase order for two trucks from Clarks Truck Center as anticipated in the City's FY2016 approved budget (CIP Equipment Purchase Program). The trucks will be purchased under the current State of Vermont contract program and I have included the front page of that contract in the attachment. These purchases are planned and scheduled under the normal replacement program. Both trucks are six wheel vehicles with a ten year replacement schedule in fleet operations; truck #8 is a 2003 & truck #17 is a 2005. We understand that the issuance of purchase orders will need to wait until 30 days after town meeting and that we cannot take possession until July 1, 2015.

The Water/Sewer Division's truck #8 will be funded by the two respective divisions @ a 50% cost share between these enterprise accounts. The vehicle being traded is the Street Division's truck #10 & the Street Division will assume ownership of the Water/Sewer Division's truck #8 (a 2006) as an exchange between the various accounts. Under this strategy, the oldest truck is traded first allowing us to achieve the maximum value from each vehicle in the fleet. The vendor, Clark's Truck Center has allowed us \$8,000.00 for the trade with a net purchase price of \$60,300.00. The combined water & sewer budgets total \$92,000.00. The remaining \$31,700 in these budgets will be used to purchase fit up equipment at a later date.

The Street Division's truck #17 will be paid for by the general fund capital plan. The vehicle being traded is the current #17 plow truck with wing. The vendor has allowed us \$23,000.00 for the trade with a net purchase price of \$51,373.00. There is \$125,000 available (incl \$9,420.00 from reserves if needed) for this purchase. The remaining \$73,627 will be used for the separate purchase of the dump body, plow, sander and other equipment at a later date currently estimated at \$65,000.

We request that this item be placed on the Consent Agenda for the next City Council meeting and the suggested wording for the Agenda follows:

To accept the bid proposal from Clark's Truck Center of Jericho, VT, for cab & chassis for two International trucks as presented in the attached Financial Summaries (2) both of which are dated March 11, 2015 in the amount of \$60,300.00 for a 2016 7400 SBA 4x2(SA 625) truck & \$51,373.00 for a 2016 7400 SFA 4x2 (SA525) truck and to authorize the City Manager to sign all documents related to this purchase.

If you would like further information about these purchases, please feel free to let me know.

Attachments (Financial Summaries & State of Vt BGS Contracts)

C: Eric Ladd, Equipment Supervisor
Sandra Gallup, Finance Director

Trk #8

<u>Description</u>	<u>(US DOLLAR)</u>	<u>Price</u>
Factory List Prices:		
Product Items	\$104,301.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$104,301.00
Total Goods Purchased:		\$175.00
Freight	\$2,200.00	
Total Freight:		\$2,200.00
Total Factory List Price Including Freight:		\$106,676.00
Less Customer Allowance:		(\$38,376.00)
Total Vehicle Price:		\$68,300.00
Total Sale Price:		\$68,300.00
Total Per Vehicle Sales Price:		\$68,300.00
Less Trade-In Allowance:		(\$8,000.00)
Net Sales Price:		\$60,300.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date_____
Firm or Business Name_____
Authorized Signature_____
Authorized Signature and Date

CLARK'S TRUCK CENTER
6 ORR ROAD
JERICO VT 05465 -
(802)899-3753

This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

INTERNATIONAL®

Financial Summary
2016 7400 SFA 4X2 (SA525)

March 11, 2015

Trk #17

<u>Description</u>	(US DOLLAR)	<u>Price</u>
Factory List Prices:		
Product Items	\$117,385.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$117,385.00
Total Goods Purchased:		\$175.00
Freight	\$2,200.00	
Total Freight:		\$2,200.00
Total Factory List Price Including Freight:		\$119,760.00
Less Customer Allowance:		(\$45,387.00)
Total Vehicle Price:		\$74,373.00
Total Sale Price:		\$74,373.00
Total Per Vehicle Sales Price:		\$74,373.00
Less Trade-in Allowance:		(\$23,000.00)
Net Sales Price:		\$51,373.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

CLARK'S TRUCK CENTER
6 ORR ROAD
JERICHO VT 05465 -
(802)899-3753

**This proposal is not binding upon the seller without
Seller's Authorized Signature**

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

Buildings and General Services
Office of Purchasing & Contracting
10 Baldwin St
Montpelier VT 05633-7501
United States

Phone #: 802/899-3753

Contract ID 000000000000000000000000025198		Page 1 of 5
Contract Dates 10/04/2013 to 10/04/2015		Origin CPS
Description: CPS - VTRANS PLOW TRUCKS		Contract Maximum \$99,999,990.00
Buyer Name Smith, Steven D	Buyer Phone 828-4681	Contract Status Approved

MODEL YEAR: 2016

OPTIONS:

- 1). CHALMERS 1030 REAR SUSPENSION FOR THE SINGLE AXLE TRUCKS, ADD \$1,320.00 PER TRUCK (BRAKE CHAMBERS WILL MOVE THE REAR OF THE AXLE).
- 2). AIR TO REAR WITH ELECTRICAL PER SPECIFICATIONS, ADD \$394.00 PER TRUCK.
- 3). ON-SPOT CHAINS INSTALLED WITH FACTORY DASH SWITCH AND AIR SOLENOID CONTROLLED WITH SPECIAL LOGIC PER SPECIFICATIONS, ADD \$1,667.00 PER TRUCK.
- 4). FRONT FENDER EXTENSIONS, ADD \$81.00 PER TRUCK.
- 5). HEATED HOOD MIRRORS IN LIEU OF NON-HEATED IN SPECIFICATIONS, ADD \$99.00 PER TRUCK.
- 6). TOWING COVERAGE FOR WARRANTABLE FAILURES UP TO \$550.00 PER INCIDENT, 60 MONTHS UNLIMITED MILES, ADD \$1,056.00 PER TRUCK.
- 7). 10 YEAR CAB WARRANTY IN LIEU OF 8 YEARS, ADD \$262.00 PER TRUCK.

EXTENDED SERVICE FOR ENGINE COVERAGE IS NOW 84 MONTHS.

DELIVERY:

The delivery schedule includes all trucks purchased as part of this order. VTrans may prioritize the sequence in which the vehicles are completed, as more than one model is likely to be ordered. A one hundred (100) dollar per working day (M- F) penalty per vehicle will be imposed for late delivery of vehicles. If there is a late penalty in excess of \$2,000.00, the contractor may not be allowed to bid the following year.

Critical dates:

First vehicle delivered - 03/30/15
Last vehicle Delivered - 05/15/15

Provisions shall be made for a pre-delivery inspection of groups of five (5) vehicles, at the contractor's local site. The contractor shall supply an indoor, heated and lighted bay for this inspection. Defects will be identified and corrected prior to delivery.

TRAINING:

A. Two (2) one half day training sessions will be conducted for operators and field maintenance personnel on the vehicles. The successful contractor shall be responsible for organizing the training, providing knowledgeable instructors and any training materials/aids. Topics to be covered are:

Safety features and safe operation.

Lubrication points and PM level service items.

Maintenance schedule as modified by AOT.

Operation and proper shifting of transmissions (automatic.)

Operation of all vehicle controls.

Maintenance items and potential problems the field equipment technicians should be aware of and alerted to.

B. The above training will be conducted at the AOT Central Garage complex in Berlin after the Central Garage receives the first completed (truck, plow, body) truck and before the trucks go into service. At least 30 days notice will be provided.

ELECTRIC VEHICLE CHARGING STATION PLACEMENT AGREEMENT

THIS ELECTRIC VEHICLE CHARGING STATION PLACEMENT AGREEMENT (this “Agreement”) is made and entered into this ____ day of _____, 2015 by and between GREEN MOUNTAIN POWER CORPORATION, a Vermont corporation (“GMP”), and CITY OF MONTPELIER a local government, its successors or assigns (“Customer”).

WHEREAS, GMP and Customer desire to enter into this Agreement to install, operate and maintain an electric vehicle charging station to be available to the public (the “Charging Station”) and to be located at Customer’s property located at or near City Hall, Montpelier, Vermont (the “Property”).

NOW THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, GMP and Customer hereby agree as follows:

1. The initial term of this Agreement shall be three years from the date of installation of the Charging Station (the “Initial Term”). Upon the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods unless and until terminated by either party pursuant to the terms hereof (any such renewal terms together with the Initial Term, the “Term”).

2. Customer hereby grants GMP the exclusive right to install, operate and maintain the Charging Station at the Property. The Charging Station shall be substantially similar to a single port, Level 2 Charging Station that meets the most up to date requirements of the EV market today, and shall include, without limitation, any and all solar panels installed on the roof of a building at the Site Location or otherwise installed at other site location.

3. The exact location of the Charging Station and the solar panels at the Property shall be mutually agreed to between the parties. The Site Location shall provide unrestricted and unobstructed access to the Charging Station as is necessary for (i) charging of an electric vehicle by any electric vehicle owner or operator 24 hours a day and seven days a week, and (ii) maintenance and repair of the Charging Station by GMP or its representatives.

4. Each party shall, at its option, have the right to publicly advertise the availability of the Charging Station. Each party shall further, at its option, have the right to install appropriate signage at the Property and the Site Location. Any and all such advertisements shall be approved by the other party prior to use by such party, such approval not to be unreasonably withheld, conditioned or delayed. Any and all signage shall be approved by the other party prior to use by such party.

5. Customer agrees that the Charging Station shall at all times be available for access and use by the public 24 hours a day, seven days a week during the Term of this Agreement; provided, however, that Customer shall have the right to restrict access and/or use of the Charging Station in cases of emergency.

6. The parties shall reasonably cooperate with one another to continue to comply with the certificate of public good for a “net metering system” pursuant to Vermont Public Service Board (the ‘Board’), Rule 5.100. The parties shall at all times comply with the terms and conditions of any such certificate of public good and any and all other tariffs, permits, or other regulatory requirements in connection with the Charging Station. Customer shall be entitled to any credits that are available from GMP for customers who install solar-generation projects.

7. Following receipt of all necessary consents detailed in this Agreement, GMP shall arrange for the conversion of the current Charging Station to the new eVgo charging station upon reasonable advance notice to Customer.

8. GMP will be solely responsible for all necessary servicing and repair of the Charging Station. In the event of any Charging Station failure, damage, or other problem requiring repair, replacement, adjustment or maintenance, Customer shall notify GMP or a person designated by GMP within twenty-four (24) hours of first becoming aware of such failure or problem. Customer will not permit anyone, other than an authorized representative or designee of GMP to perform any service or repair work on the Charging Station without GMP’s prior written approval. GMP or its representatives shall at any reasonable time and at all times during business hours have the right to enter into and upon the Site Location for the purpose of inspecting, repairing, maintaining, or upgrading the Charging Station and observing its use. Customer shall keep the Site Location clean and shall maintain the space surrounding the Charging Station in a safe, neat and orderly condition.

9. Customer shall pay GMP pursuant to Customer’s current rate schedule for all electricity used by electric vehicles at the Charging Station. In turn GMP shall reimburse Customer at Customer’s current rate schedule for all electricity used by electric vehicles at the Charging Station. The electricity usage will be determined by GMP through the remote accessibility of the reporting system in the Charging Station. The results of the report will be shared with the Customer. Reimbursement for such usage will occur on an annual basis.

10. Customer shall pay GMP a monthly rate of \$39.00 for the software, maintenance and other incremental costs associated with a dual port electric vehicle charging station.

11. The Charging Station, including without limitation, the solar panels a part thereof, shall remain at all times the personal property of GMP. GMP may, at its option, during or after the Term of this Agreement sell the Charging Station (including the solar panels) to Customer at a price to be mutually agreed to between the parties. GMP shall insure the Charging Station against loss, theft, damage, or destruction in an amount not less than the full replacement value of the Charging Station.

12. Customer represents and warrants that it is the owner of the Property or that it holds a lease or option to renew the lease for the Property of equal or greater length than the Initial Term of this Agreement.

13. In the event Customer transfers or moves its business from the Site Location, Customer shall notify GMP not less than thirty days prior to any such event.

14. Except to the extent arising out of or related to the negligence or willful misconduct of Customer, its agents, employees or servants, GMP shall indemnify Customer and hold it harmless from and against any and all damages, liabilities and expenses incurred in connection with loss of life, personal injury and/or damage to property arising out of the Charging Station or any part thereof, of occasioned wholly or in part by any act or omission of GMP, its agents, employees or servants.

15. Either party may terminate this Agreement, effective thirty days after giving written notice of intent to terminate, upon the occurrence of a material breach provided that such breach continues for thirty days after notice of such breach. In addition, either party may terminate this Agreement for convenience at any time after the first year of the Initial Term upon giving sixty days prior written notice to the other party. Upon termination, GMP shall promptly reimburse Customer for all electricity used by electric vehicles at the Charging Station through the termination date.

16. All notices hereunder shall be in writing and shall be deemed given upon personal delivery or upon deposit in the United States mail, first class postage fully prepaid, return receipt requested, addressed to GMP and Customer at their respective addresses as listed below. Any party may change its address for notice in accordance with the terms of this section.

If to GMP:

Green Mountain Power Corporation
163 Acorn Lane
Colchester, Vermont 05446
Attention: Jennifer Cortez
(802) 655-8446

If to Customer:

City of Montpelier
William J. Fraser
39 Main Street
Montpelier, VT 05602
email: wfraser@montpelier-vt.org
phone: (802) 223-9502

17. If suit or action is instituted to enforce or interpret any of the terms of this Agreement, the substantially prevailing party shall be entitled to recover from the other party, in addition to costs, such sums as the court may adjudge reasonable for legal fees.

18. CUSTOMER UNDERSTANDS AND AGREES THAT GMP MAKES NO WARRANTY, EXPRESS, IMPLIED OR STATUTORY, AS TO ANY MATTER

WHATSOEVER, INCLUDING THE CONDITION OF THE CHARGING STATION, ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE.

19. NEITHER PARTY SHALL IN ANY EVENT BE RESPONSIBLE TO THE OTHER PARTY FOR ANY LOST PROFITS OR INCIDENTAL, CONSEQUENTIAL SPECIAL OR INDIRECT DAMAGES.

20. Neither party will be liable for failure to perform its obligations under this Agreement if such failure is due to acts or events beyond such party's reasonable control.

21. Neither party may assign or dispose of any of its rights or obligations under this Agreement without the prior written consent of the other party, such consent not to be unreasonably withheld, conditioned or delayed. This Agreement is binding on the successors and permitted assigns of the parties.

22. A waiver by either party of a breach of any provision of this Agreement shall not constitute a waiver of that party's rights to otherwise demand strict compliance with this Agreement and any and all provisions hereof.

23. This Agreement, including any schedule or exhibit attached hereto, constitutes the entire agreement of the parties with respect to the subject matter hereof. There are no other promises, representations, terms, conditions or obligations other than those contained herein. This agreement supersedes all prior communications, representations or agreements, oral or written, between the parties and shall not be modified except in writing signed by both parties.

24. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Vermont, without giving effect to principles of conflicts of laws that would require the application of any other law.

[Remainder of Page Intentionally Left Blank; Signature Page Follows]

IN WITNESS WHEREOF, the undersigned duly authorized representatives of the parties have executed this Agreement as of the date first written above.

GREEN MOUNTAIN POWER CORPORATION

By: _____

Name:

Title:

CITY OF MONTPELIER

By: _____

Name: William Fraser

Title: City Manager



America's Small Town Capital

Mayor John Hollar

William Fraser
City Manager

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Thierry Guerlain
Justin Turcotte
Anne Watson

Jessie Baker
Assistant City Manager

MEMORANDUM

To: Mayor Hollar & City Council Members
From: William Fraser, City Manager
Jessie Baker, Assistant City Manager
Re: Council Goal Setting
Date: March 18, 2015

As you prepare to set your City Council goals for 2015-2016, we wanted to provide some information on Departmental priorities and operational goals. As part of our performance management structure, and included in the FY16 budget, Department Heads have established:

- Departmental Priorities: Areas of focus for FY16 that reflect new regulatory requirements or emerging issues.
- Departmental Operational Goals: The work that is foundational to providing services within the respected areas of service. For each of these goals, performance measures are reported on over time to make program and resource allocation decisions.

In the following spreadsheet we have cross-walked the Departmental priorities and goals to last year's Council goals, Council projects, or FY16's operational efforts. We hope you will find this informative as you consider setting goals for this upcoming year and we work together to best align our goals and priorities.

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
Council Goals	1	Balance and control municipal budgeting, taxes and services relative to current population and grand list tax base. Develop three year budget projections. Complete plan to implement debt and fund balance policy after we receive the annual audit. Further explore inter-municipal and intra-municipal agreements as well as the possibility of merged services to find efficiencies.	City Manager	Implement the goals of the City Council.	City Manager	Advance the City Council’s adopted goals and priorities.
					Assessor	City's grand list is appropriately maintained and filed
					Finance	Compliance with Governmental Accounting Standards Board standards. Prepare the City’s annual operating and capital budgets accurately and on time. Provide for the City's financial health by ensuring that revenues meet expenditures. Produce accurate quarterly and monthly financial reports that monitor revenues and expenditures, report on financial trends and issues and status of major projects
	2	Make steady progress toward maintaining and improving	City Manager	Continue the Council's priority of transitioning the Recreation Department to City management and working toward merging Recreation, Parks, Cemetery, and the Senior Activity Center into a comprehensive Community Services Department.	MSAC	Supporting town funding contributions will increase and new towns will be added.
			Finance	Research current processes and assess Finance capacity to support the transition of the Recreation Department to the City of Montpelier		
			MSAC	Work with City employees to develop a plan for integration of MSAC with other departments into Community Services Division in FY17.		
		Pursue acquisition of CVMC water system Implement Public Safety Authority and explore regionalization of dispatch.	Fire	Participate as needed in Regional Public Safety Study Group		

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
	3	Maintain commitment to “steady state” funding plan to improve streets and sidewalks.	Planning	Develop road standards in conjunction with DPW (SCBC grant)	DPW - Streets	City roads and sidewalks are well maintained
		Establish metrics for measuring progress toward achieving “steady state”.				
		Explore ways to remove all dual utility poles in Montpelier.				
		Address funding for Class 2 Highways.				
		Identify opportunities to integrate public art into city projects.				
	4	Alleviate parking pressures in Montpelier to maintain a vibrant	Planning	Advance parking garage project		
		Review and balance alternatives between adding parking and reducing parking demand.				
	4	Provide and receive comprehensive information about the City government and the community.	City Manager	Implement an improved City website.	IT	Ensure the City’s technology resources are functional
		Inventory existing spaces and potential new opportunities.				
		Explore feasibility of parking structures in Montpelier.				
5	Revamp city website to make it more user-friendly; provide clear and easy-to-find information for residents as well as potential residents and potential businesses.			City Manager	Information is provided in a timely manner to the City Council and the public.	
	Gather contact information from residents.					
	Gather information from the community about City services.					
5	Proactively provide electronic information to citizens – possibly via regular e-newsletter.	Planning	Adopt new zoning bylaws			
	Create a hospitable environment for development					
	A. Housing					
		Actively engage in zoning process to assure that regulations will help promote new housing.				
		Require regular updates from Planning Commission.				

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
	6	Become a nationally known bike and pedestrian friendly city.	Planning	Readoption of Master Plan by September 2015		
			Planning	Complete Economic Development Strategic Plan		
			City Manager	Start construction at the 1 Taylor Street site and associated path.		
			City Manager	Start construction on the shared use path extension from Granite Street to Gallison Hill Road.		
	DHM	Convene the DHM Advisory Group.	DHM	District Heat Montpelier provides consistent energy to customers. District Heat Montpelier is well administered.		
	DHM	Negotiate contracted capacity amounts and rates with customers to accurately reflect real usage.	DHM			
DHM	Monitor real usage and make recommends about purchases capacity from the State.					
7	Make significant progress on three major outstanding capital	City Manager	Start construction at the 1 Taylor Street site and associated path.			
		City Manager	Start construction on the shared use path extension from Granite Street to Gallison Hill Road.			
8	Establish a clear plan for short term, medium term and long term	DHM	Convene the DHM Advisory Group.	DHM	District Heat Montpelier provides consistent energy to customers.	
		DHM	Negotiate contracted capacity amounts and rates with customers to accurately reflect real usage.	DHM	District Heat Montpelier is well administered.	

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
	9	Enter into a contract for group net metering for city electrical needs.	DPW - Buildings	Continue to work towards improving upon the energy efficiency of the buildings as started with our Capital Needs Assessment.		
		Identify needs and opportunities for stormwater management. Educate Council on requirements such as the new TMDL. Create city wide storm water plan to minimize demand on city systems and protect public and private property during major rain events.	DPW - Sewer	Install the CSO monitoring devices for the overflow structures		
	10	Receive recommendations for implementation of the plan.	Planning	Renew Designated Downtown for Montpelier Alive by September 2015		
		Support and promote a vibrant downtown.				
		Work to ensure that the Farmers’ Market stays downtown. Explore the periodic closure of State Street. Successfully implement the Downtown Improvement District. Engage in the State St. reconstruction plan. Implement and evaluate the parklet pilot project.				
11	Review and revamp public safety ordinances including Identify resources to complete this work					
Other Council Projects						
	Implement a new Water Rate Structure	Finance	Customer support for new Water Rate structure during first year of implementation			
	Consider Downtown Wi-Fi (not funded)	Assessor IT	Assist with implementation of new Water & Sewer rate structure Design and implement a wireless network for pedestrian and tourist use in the Downtown Area.			

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
O	Consider changing the sprinkler ordinance		Fire	Review and evaluate sprinkler ordinance		
Department Operations			Assessor	Consider hiring a contractor to provide a reappraisal of Business Personal Property Continue interior inspections of properties not done in 2010 reappraisal Coordinate the production of the City's Annual Report. Cross training staff Hear and decide grievances and prepare for and defend the City's property valuations in appeals to the BCA, State Property Tax Hearing Officers and Superior Court.	Assessor	Assessor's Office will provide excellent customer service
			Building Inspector		Building Inspector	The City residents and businesses are protected through a combination of building inspections, fire safety code enforcement, and response to health threat complaints. The City residents and businesses are protected through a combination of building inspections, fire safety code enforcement, and response to health threat complaints.
			City Manager		City Manager	City services are delivered effectively and efficiently. Provide excellent customer service to those who call or walk in.
			Community Justice Center	Assess effectiveness and enhancement opportunities for Victim Outreach Program by collection and regular review of data Enhance strengths-based approach by training all RJ Panel and COSA volunteers in solution-focused practices Optimize MPD utilization of Conflict Assistance Program in response to neighbor disputes by establishing cross-training between MCJC and MPD	Community Justice Center	Community members have a meaningful way to participate directly in the resolution of crime and restoration of right relations Deliver a consistently high level of service to clients (disputants, victims, offenders) Crime victims / survivors experience some benefit

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
			DPW - Buildings	Continue to evaluate our facilities (mostly City Hall) for ADA accessibility improvements. Continue to maintain the City buildings to provide a clean and functional building and ensure for the long term preservation of the buildings. Continue to paint rooms/ areas of City Hall/ Public Works Garage to freshen up the offices.	DPW - Buildings	People referred for a restorative justice response to their offending deepen understanding of harm, make amends, connect positively with community and identify ways to avoid reoffending Community members know that there is a readily available resource at the CJC for assistance with managing conflict City Buildings are well maintained
			DPW - Fleet	To continue the excellence of maintenance for all City Departments vehicles and equipment by performing preventative maintenance and repairs of the City fleet. To continue to work with other divisions within the Public Works Department and within other Departments of the City of Montpelier to provide maintenance and guidance in building, equipment and vehicle repairs, replacement, etc.	DPW - Fleet	The City’s fleet is well maintained and fully functional The Wastewater plant receives excellent service from fleet operations
			DPW - Sewer	Clean/inspect Digester #3 Clean/inspect one clarifier Repair Digester compressors 1,2,3 Replace second primary pump	DPW - Sewer	Maintain the functionality of the City’s sewer system
			DPW - Streets	Continue to improve the visibility and condition of crosswalk markings	DPW - Streets	City roads and sidewalks are well maintained

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
				Decrease the use of pounds of salt per lane mile by utilizing computer spread controllers and oversight while continuing to perform adequate road conditions Develop and implement a street sweeping schedule Improve upon the sidewalk conditions following a winter storm event Increase the number of catch basins repaired Reduce the number of sidewalk trip hazards, making the sidewalks safer for pedestrians		
			DPW - Water	Begin valve operating procedure to establish problem areas that need to be addressed by repairing or replacing valves. Prioritize and provide a schedule to the Water supply division of future water system improvements as required by the permit to operate. To continue to meet the water quality requirements of the permit to operate. To continue to supply high quality potable water to the system customers.	DPW - Water	Met the Maximum Contaminated Level for drinking water quality
			Finance	Develop strategies for staff organization as multiple finance employees consider retirement Successful Performance Measures evaluation	Finance	Staff members work toward continuance of performance improvement and professional services. Process expenditures
			Fire	Continually review organizational structure to ensure we fulfil our mission with optimal efficiency Continue awareness training to reduce job related injuries Continue developing Continuity of Operations Plan Continue to evaluate ambulance revenue	Fire	Process employee payroll and benefits Ensure a trained workforce Provide for the public's safety

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
			IT	Maintain staffing levels, training requirements, and equipment maintenances within budget expectations Review plans and awareness of weather related events Find a secure and affordable “Cloud Source” for Municipal and Public Safety Data. Maintain the proper levels for equipment replacement.		
			MSAC	Continue to cultivate donors and develop fundraising initiatives, work with the city to implement an investment strategy, and establish a planned giving campaign. Contribute to making Montpelier a more dementia-friendly community by serving people with dementia and their caregivers as well as increasing dementia awareness and sensitivity in and outside the walls of MSAC.	MSAC	Service provision through MSAC will be largely supported by volunteers. Montpelier and surrounding community residents age 50 years and above will benefit from MSAC services and will have the opportunity to participate in classes in Movement, Arts & Crafts, Humanities, Technology, and Special Workshops, including some off-site. MSAC members will have access to trip activities that are self-supporting.
				Develop awareness and promote use of public and alternative transportation options including walking, biking, ride-sharing and riding the bus.		
			Parks	Add new elements to Hubbard and Blanchard Park play areas Continue work reducing the number of invasive species in the parks and replacing with natives Engage community members and groups to contribute to park improvements Improvements to trail and interpretive signage on Nature trail	Parks	Montpelier seniors aged 60 years and above will benefit from the FEAST partnership for nutrition services Parks are well maintained City efforts are maximized through the application for and receipt of other supporting funding sources.

City Council - Goal Setting Process
March 2015

	14-15 Council Goals		FY16 - Department Priorities		FY16 Performance Management	
	Goal	Steps	Department	Priority	Department	Operational Goals
			Planning	Replace 3 bridges on the North Branch Park mountain bike path Replace old shelter outhouse Replace Winter street gate entrance Restore/improve park pond/remove sediment	Planning	Planning and zoning processes are implemented in a timely manner. The Planning Department provides excellent customer service The MPD police force is trained and prepared
			Police	Explore and develop public safety service models to support the goals of the regional public safety authority (specifically dispatch). Implement the enhanced dispatch center under the direction of the new Emergency Dispatch/Communications Supervisor. In addition to the mission goals outlined in FY 2015, the department seeks to explore further options in public safety regionalization and/or collaborations.	Police	Crime is controlled in the City of Montpelier The community is supported through problem solving Public Safety communications support is provided
			Trees	Continue systematic tree pruning program Continue to work with tree board to care for and plant downtown trees Offer training to DPW, fire and emergency crews on handling fallen trees that are “under compression” to prepare city crews to be prepared and better coordinated in relation to potential storm events. Remove priority hazard trees (as identified by inventory and tree warden Seek grants to help leverage tree plantings on significant streetscapes	Trees	Montpelier's trees are well maintained



Montpelier Alive
Summer 2015 Marketing Campaign

Campaign Overview:

Montpelier Alive, in partnership with The Vermont Department of Tourism & Marketing (VDTM) have similar interest in promoting Vermont as a travel destination to nonresidents in order to attract tourism business to the community and the State. In an effort to meet our mutual goals, Montpelier Alive and VDTM will develop a collaborative promotion with matched marketing dollars to increase exposure for Montpelier and the State of Vermont for the summer and fall of 2015.

Budget:

VDTM:	\$8,000
Montpelier Alive	\$8,000

Goals:

Formulate Lead Generation
Build Brand Recognition in Target Market
Raise recognition of Montpelier's new branding
Grow Local Event Participation
Drive traffic to Montpelier Alive's new website.

Marketing Strategy:

Digital Display Advertising • Email Marketing • Social Integration • Web Presence on Partner Sites •

Using the above media Montpelier Alive & Vermont Tourism will deploy creative consisting of Montpelier's new branding materials throughout MA through Digital Display Advertising.

All media will drive consumers to MontpelierAlive.com where local businesses, special events, and vacation planning material will promote the community and the State. Montpelier Alive will prominently display links to VermontVacation.com during the campaign period. VDTM will host a reciprocal link to MontpelierAlive.com on the state's official tourism website VermontVacation.com. Local event information will be communicated through both Montpelier Alive and VDTM's consumer email lists.

Project Components:

Email Marketing Campaign • Google Display Ads • Social media Integration • Partner Web Real estate

Objectives

- Drive Massachusetts audience to MontpelierAlive.com to plan their Montpelier summer vacation
- Generate leads via an email opt in for future promotional and information sharing.

Montpelier Alive Coop Campaign																					
	June				July				Aug				Sept				Oct				
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	
Google Display																					
Google Text																					
Google Search																					
Pandora Radio																					
Boston Herald																					