



**CITY OF
MONTPELIER
MONTPELIER,
VERMONT**

Agenda for City
Council Meeting
Wednesday,
October 10, 2012
06:30 P.M.

- 1) Call to Order by the Mayor
- 2) 12-246. General Business and Appearances (Deborah Lamb, LCV Coordinating Producer for C-SPAN, will be attendance to introduce herself to the Council and briefly outline what they will be doing during their week-long visit to Montpelier; Press Release is attached.)
- 3) 12-247. Consideration of the Consent Agenda:
 - a) Approve Minutes from the City Council's September 26th Meeting.
 - b) Approve Summary Budget Report by Department for General Fund and Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund and Senior Center Fund for a two-month period beginning July 1, 2012 and ending August 31, 2012.
 - c) Accept the price of \$61,022.18 (with no trade) submitted by Clark's Truck Center of Jericho, Vermont, for the replacement of Dump Truck #47 for the Public Works Department, and authorize the City Manager to sign all the necessary paperwork.
 - d) Approve the signing of a Proclamation, by the Mayor, for the "Extra Mile America Foundation".
 - e) Approval of Payroll and Bills

- 4) 12-248. Appointment to the Montpelier Housing Authority Board.
 - a) Each year, one board member's term expires in October; this year, it is Christine Zern's.
 - b) Staff advertised and received a request for reappointment from Christine and a request for appointment from Warren V. Vail, III.
 - c) Portions of the discussion related to this appointment may be eligible for Executive Session under 1 V.S.A., §313, (a)(3).
 - d) Recommendation: Appointment to fill the 5-year term.
- 5) 12-249. Appointment of Youth Member(s) to Montpelier's Conservation Commission.
 - a) On December 3rd, 2008, Council adopted an Amendment Resolution to create the Montpelier Conservation Commission which would include two (2) youth (age 15-18) members to the Commission for renewable one-year terms.
 - b) Staff advertised and received a letter of interest from Montpelier High School student Meghan Wingate.
 - c) Recommendation: Appoint Meghan Wingate as a Youth Member to Montpelier's Conservation Commission for another one-year term.
- 6) 12-250. Appointment of Youth Member(s) to Montpelier's Planning Commission.
 - a) On February 20th, 2008, Council voted to approve the Planning Commission's recommendation to allow two ex-officio youth members (15-18) to the Planning Commission for renewable one-year terms. A Resolution (showing this amendment to the original Resolution Re-creating the Planning Commission in September of 2002) was approved and signed as well.
 - b) Staff advertised and received a letter of interest from Montpelier High School student Thomas Nowlan.

- c) Recommendation: Appoint Thomas Nowlan as a Youth Member to Montpelier's Planning Commission for a one-year term.

7) 12-251. Presentation from Tree Board representatives.

- a) Co-chair John Snell requested time on this agenda to briefly update City Council about the work the Board has done over the past year.
- b) Recommendation: Receive presentation and opportunity to ask questions; no voting action is requested.

8) 12-252. Budget Committee Report.

- a) On June 13th, 2012, Council appointed 19 citizens to form this committee and adopted the following official charge for them: "The committee will be charged with comparing the costs and effectiveness of Montpelier's municipal services with those provided by comparable communities. The committee is authorized to make any recommendations it believes are appropriate related to its charge. The committee is requested to supply a report to the City Council by September 17, 2012." (A few weeks ago, the committee asked for an extension of time.)
- b) Recommendation: Receive report; discussion; and direction to staff.

9) 12-253. Receive update on City Hall Sign Project.

- a) Paul Carnahan requested time on this agenda to address this issue. He will not have a specific proposal for the Council to adopt or reject; rather, he would like to get the sense of the Council as to whether or not they should continue to try and find a building sign that people like; should they can use all of the money allocated by the Council for the other half of the project (i.e. an information/events sign); or should the project be dropped all together.
- b) Recommendation: Discussion; provide direction to Montpelier Alive's Design Committee.

10) 12-254. Consideration of Policy for the Montpelier Community Fund Board.

- a) At their September 26th meeting, Bernie Lambek of the Board asked that this item be added to the agenda, stating in an e-mail to staff that "the Community Fund Board wishes to propose revisions to the Policy Statement."
- b) Following a discussion, Council chose to not take action that evening but to put the item back on this agenda, giving staff an opportunity to post the proposed amendment(s) so that Council and the public have more time to review their proposal.
- c) Recommendation: Adopt policy, following any further comments from the MCF Board and questions from Council.

11) 12-255. Hebert Road Transmission

- a) Some Hebert Road residents have raised concerns about radiation from the sewer pump station transmission system in their neighborhood.
- b) Public Works Director Todd Law, Fire Chief/Health Officer Bob Gowans and Council Members Timpone, Weiss and Golonka have been meeting with the residents.
- c) The Vermont Department of Health provided their expert on these matters to meet with the residents and to test the transmitter. The report and the City Manager's letter to residents have been provided to the Council. Staff has asked for cost estimates for alternative ways of transferring this data if necessary.
- d) This item was tabled from the June 13th agenda, and again on July 18th, in order to give the committee additional time to review the report. City Councilor Golonka requested this item be added to this agenda for further discussion "as a way to come to some sort of conclusion or direction from the whole Council."
- e) Recommendation: Review the committee's report and recommendation; discussion with committee members and residents; direction to staff.

4) 12-248. Appointment to the Montpelier Housing Authority Board.

12) 12-256. Council Reports

13) 12-257. Mayor's Report

14) 12-258. Report by the City Clerk

15) 12-259. Status Reports by the City Manager

16) 12-260. Agenda Reports by the City Manager

Adjournment

13) 12-257. Mayor's Report

Tax Comparisons

Municipal Property Tax Comparisons

By Phil Dodd

Compared to other Vermont municipalities, Montpelier's tax rates and median tax bills are among the highest in the state. This ranking is largely a result of our municipal property taxes, not our school property taxes, as shown below. This appendix explains how our municipal taxes stack up against other cities and towns.

2011 Effective Municipal Tax Rates

One way to compare taxes from one municipality to the next is to compare "effective" property tax rates, which reflect what the tax rates would be if all grand lists in the state were set at 100% of fair market value. Comparing actual tax rates is inappropriate, since the accuracy of town property assessments vary so much; some may be at 100% of fair market value, while others may be at 90% or lower. Effective tax rates are calculated by the Vermont Tax Department and published each year. The figures below are 2011 effective tax rates and are taken from the 2012 Property Valuation and Review (PVR) Annual Report, the source of much of the information in this appendix.

- Statewide 2011 average effective **municipal** tax rate: \$0.47
- Montpelier's 2011 effective **municipal** tax rate: \$1.01

(Seventh highest in the state out of 262 municipalities)

Although this study focuses on municipal budgets, it may be of interest that Montpelier's effective school tax rates are in the middle of the pack compared to other school districts:

- Statewide 2011 average effective residential **school** tax rate: \$1.29
- Montpelier 2011 effective residential **school** tax rate: \$1.29

(126 out of 262)

This school tax ranking reflects spending levels that are near average compared to other school districts. According to the state Education Department, Montpelier's fiscal year 2012 education spending per equalized pupil was ranked 133 out of 270 school districts in Vermont.

The high municipal tax rates in Montpelier push its overall property tax rate well above the state average, however. When our effective school tax rate is added to the municipal rate, Montpelier's combined tax rate is ninth highest in Vermont out of 262 cities and towns:

- Statewide 2011 average effective total homestead tax rate: \$1.76
- Montpelier 2011 effective total homestead tax rate \$ 2.31

The nonresidential school property tax paid by owners of commercial property, land, and second homes is the same in every town, so Montpelier's ranking on the combined school and municipal effective tax rate for these property owners would be the same as for the municipal rate alone: 7th highest.

Median Municipal Tax Bills

Tax rates only reflect part of the equation when it comes to property taxes, since tax bills are calculated by multiplying the tax rate times a property's assessment. More precisely, the municipal tax bill is a result of multiplying a property's assessment (divided by 100) by the actual municipal tax rate.

One way to compare tax bills for residents is by looking at median tax bills for residential properties. When examined this way, it is clear that Montpelier tax bills are high, apparently the highest in the state. (I did not calculate the median tax bill for every town in the state, but tax rates and taxes are generally much lower in the more rural towns of Vermont. Taxes are also lower in some large towns that do not have traditional downtowns, such as Williston and South Burlington).

The list below also shows the interaction of municipal tax rates and property values in determining property tax rankings. Five of the towns examined have higher municipal tax rates than Montpelier, but a lower median value on R1 residential properties. Barre, for example, has the highest municipal tax rate of the 17 towns examined, but the median residential value is 38.5% lower than in Montpelier. Five other towns have lower municipal tax rates, but higher median R1 values. Waterbury has a very low municipal tax rate with a median residential value that is 17.8% higher than Montpelier.

The following median tax bills of 17 larger Vermont municipalities with downtown centers, including Montpelier, were calculated by multiplying each city or town's actual 2011 municipal tax rate, as reported by PVR in its 2012 annual report, against the median 2011 grand list value of a residence on less than six acres in that city or town, called an R1 property by the state (the other residential property category used by the state is R2, for properties on six or more acres). While most R1 properties are single-family homes, either primary or second homes, the category also includes apartment buildings and buildings that include a commercial space as well as a residence (apartments and commercial property are taxed at the nonresidential rate). The median is the point at which half the values are higher and half are lower.

[See table next page]

City/Town	Median Municipal Tax Bill	Municipal Tax Rate	Median R1 Residential Value
1) Montpelier	\$ 2,169	1.0185	\$ 213,000
2) Brattleboro */ **	\$ 2,103	1.1199	\$ 187,000
3) Barre City	\$ 2,032	1.5518	\$ 130,920
4) Winooski	\$ 2,012	0.9411	\$ 213,800
5) Burlington *	\$ 1,768	0.7280	\$ 242,900
6) Rutland City *	\$ 1,745	1.3118	\$ 133,000
7) Springfield	\$ 1,732	1.2206	\$ 141,900
8) Middlebury *	\$ 1,674	0.8375	\$ 199,900
9) Hartford (WRJ)	\$ 1,589	0.6889	\$ 220,900
10) Windsor	\$ 1,571	1.1057	\$ 142,050
11) St. Johnsbury	\$ 1,438	1.0247	\$ 140,210
12) Bennington	\$ 1,352	0.6974	\$ 137,500
13) Manchester *	\$ 1,178	0.3023	\$ 389,800
14) Newport	\$ 1,130	1.2135	\$ 93,100
15) St. Albans City	\$ 1,050	0.8410	\$ 124,900
16) Waterbury	\$ 853	0.3400	\$ 251,000
17) Lyndon	\$ 723	0.5299	\$ 136,500

** These municipalities have a local option rooms and meals tax, or a local sales tax, or both, which takes some pressure off their property tax rates.*

*** Brattleboro spends about \$960,000 a year on collecting refuse and recycling from its residents, an expense which inflates its tax rate compared to Montpelier, which does not offer this service.*

In a handful of these cities or towns, there are multiple tax rates, depending on where in that town one lives. For example, in Bennington there are different add-on rates for those who are in the downtown fire district versus those that are not, and there is another add-on rate for North Bennington. The comparisons above use the higher rates that are collected for “in-town” properties in central Bennington and St. Johnsbury. However, the comparison shown above does not include the extra special assessment fees collected in Rutland and Bennington - just in their downtown commercial districts for marketing and related activities.

Montpelier’s property median property tax bills are not solely the result of its relatively high property values, as some have speculated. For one thing, note that two towns with higher property values – Manchester and Waterbury – are relatively low on the median tax bill comparison above. A simple example will illustrate that municipal tax bills are largely driven by budgets, not property values.

Consider a tiny town with only three houses, assessed at \$125,000, \$150,000, and \$175,000, for a grand list of \$450,000. This town's municipal budget is \$4,500. To raise this amount, the tax rate must be \$1.00. The three tax bills are \$1,250, \$1,500 and \$1,750, with a median tax bill of \$1,500.

Now imagine a real estate boom occurs, and all three houses double in value to \$250,000, \$300,000 and \$350,000. Tiny town's budget remains the same, however, at \$4,500. The new tax rate will be .50 to raise that amount, and the actual tax bills will remain the same (\$1,250, \$1,500, and \$1,750). The median municipal tax remains the same as well, at \$1,500. In this example, higher property values are offset by lower tax rates, as long as the town budget remains the same.

Of course, real cities and towns have more and different types of property that appreciate at varying rates (as well as budgets that generally go up). Over the past decade or two in Montpelier – as in many other Vermont cities and towns – values for residential properties, and thus property tax bills, increased more quickly than for commercial properties. After reappraisals reflected these changes, residential property tax bills had larger average increases than commercial property tax bills.

One caveat about these comparisons of effective tax rates and median tax bills (as well as any comparisons of overall budgets): services and facilities vary from city to city. For example, Brattleboro includes trash and recycling services for its residents; its budget and taxes would be lower if, like Montpelier, it did not offer these services. Moreover, some cities and towns in the list above collect local option taxes (Brattleboro, Burlington, Rutland, Middlebury, and Manchester), so they do not have to rely as much on the property tax to fund their budget, and their property taxes are somewhat lower than they would be without these other revenues.

It is also important to note that not all Montpelier property owners pay their property tax bills based on the city tax rates. Separate from the income-sensitivity adjustments available for school property taxes, the state also has a “circuit breaker” adjustment that assures that no homeowner with household income below a set amount pays more than a certain percentage of household income in property taxes. In effect, that limits the amount that some primary homeowners have to pay in municipal, as well as school, property taxes.

The circuit breaker applies to primary homes with household incomes of \$47,000 or less. Those with household incomes between \$25,000 and \$47,000 pay no more than 5% of their household income in total property taxes. Those with household incomes between \$10,000 and \$24,999 pay no more than 4.5% of their income in total property taxes. And those with incomes between \$0 and \$9,999 pay no more than 2% of their income in total property taxes.

In 2011, 527 households in Montpelier received circuit breaker reductions averaging \$1,048.75, according to the Vermont Tax Department. (An additional 755 homeowners with household incomes above \$47,000 received a property tax adjustment to offset school taxes, averaging \$2,179.) There were 2,022 “housesites” in Montpelier that year, defined as a primary home and up to two acres – the types of properties potentially

available for circuit breaker reductions. So, about 30% of Montpelier's primary homeowners received reductions, most of them significant, on their municipal tax bills. For these qualifying homeowners, the municipal tax bill – since it is based on income and is capped – will remain the same in any year regardless of the size of the municipal budget. For them, municipal spending and tax rates may be of little immediate concern.

Another category of Montpelier residents – apartment renters – is indirectly affected by property taxes, since increases affect the costs to landlords and can be passed along to renters in the form of higher rents. However, there is a state renter rebate program that, like the "circuit breaker," provides financial relief to some renters based on their income.

For owners of commercial property, there are no income-based programs or other programs that reduce municipal property taxes. Montpelier's relatively high municipal taxes boost commercial rents and have been cited as a deterrent for businesses considering buying or building in Montpelier.

Owners of undeveloped open or forested land generally pay full property taxes, but do have one state program that can reduce property taxes substantially: the current use program. In most cases, landowners need 25 or more acres to enroll in current use, however, limiting the help this program provides to landowners in a small city such as Montpelier.

1/2



DATE: September 22, 2010

TO: Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: **BACKGROUND INFORMATION FOR FY 12 BUDGET WORK**

CITY COUNCIL QUESTIONNAIRE FOR FY12 BUDGET

With limited opportunities to increase revenue and continued uncertainties in health insurance and energy costs, the FY12 budget process will provide challenges similar to the ones experienced in recent years. Despite these challenges, it is important to build a budget that supports the goals and priorities established by the Council.

To help us begin the FY 12 Budget process, please complete the following questionnaire and return to the City Manager's Office by Friday, October 1, 2010.

1). LEVEL OF SERVICES:

a). NEW OR EXPANDED SERVICES

In spite of our current fiscal constraints, are there any services that we should be doing that we are not doing or any services that may need to be expanded?

☐ Yes ☐ No

If yes, please identify the new or expanded services below:

b.) CUTS IN SERVICE: CITY SERVICE, PROGRAM OR PROJECT REDUCTIONS, ELIMINATIONS OR TRANSFERRED-If cuts in City services are required, what City services, programs or projects, if any, do you feel should be eliminated, reduced or provided by another organization?

4/2

2). PROPERTY TAX TARGET: Do you have a property tax target for this year's budget?

3). GENERAL COMMENTS

Please make any other comments or suggestions that you have about the upcoming FY 12 Budget. Your ideas and knowledge about the interests in the community are very important as we develop the FY 12 Budget.



1/4

DATE: September 28, 2011

TO: Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: **BACKGROUND INFORMATION FOR FY 13 BUDGET WORK**

INTRODUCTION

Montpelier citizens have supported our budgets strongly at the ballot box in the past. For the last five years we have received high voter support for the General Fund Budget. The five year average is 75%.

YEAR	VOTER APPROVAL
★ FY 12	75%
★ FY 11	73%
★ FY 10	74%
★ FY 09	77%
★ FY 08	77%

PROPERTY TAXES - CONSUMER PRICE INDEX - EMPLOYEE COST OF LIVING ADJUSTMENTS-UNEMPLOYMENT RATE

FIVE YEAR HISTORY:

	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY 09</u>	<u>FY08</u>	<u>AVERAGE</u>
Property Tax Increases (Municipal)	1.4%	*.8%	2.9%	6.3%	3.5%	3 %
Consumer Price Index (Aug 11-Aug10)	3.8%	.3%	1.5%	5.4%	2.0%	2.6%
City Employee Cost of Living Adj.	0-3.5%	1.5-3.5%	3 %	2.75%	3.25%	2.5%
Unemployment Rate	4.1%	5.3%	6.0%	3.4%	2.9%	4.3%

Note: Every 1% increase in the tax rate adds .9 cents to the current tax rate and raises an additional \$75,000. A one cent increase in the tax rate raises an additional \$83,100.

INFRASTRUCTURE SUPPORT-CAPITAL IMPROVEMENT PROGRAM - NEW POLICY FOR FY13

In FY12 the Council increased the Capital Improvement Program budget from \$1,070,200 to \$1,150,000. Over the years, substantial increases in capital project costs (i.e. energy and asphalt) have reduced the benefit of this annual support. The City Council is in the

considering the adoption of a Capital Improvement Policy to address the City's infrastructure needs.

EQUIPMENT REPLACEMENT SUPPORT

The amount allocated to equipment purchases and replacement has been substantially reduced in the last five years. The City has relied on financing to keep up with necessary equipment replacement. We now have leases on a grader, two ambulances and a bucket truck. The City Council is aware that funding levels for equipment need to be restored in future years to maintain realistic replacement schedules.

TRENDS AFFECTING FY 13 OPERATING BUDGET -

REVENUE TRENDS - LIMITED OPPORTUNITIES FOR GROWTH WITH THE PRESENT TAX AND FEE SCHEDULES

Property Taxes: The Assessor believes the City's Grand List will not see any significant growth in the next year so there is not a large, built-in opportunity to bring in more tax dollars without increasing rates. It is important to note that 2010 property reappraisal did not impact the high voter approval ratio on the FY12 Budget vote.

The FY12 Budget has \$25,000 to fund a reappraisal for the City's business property tax. There may be opportunity for increase revenue with this reappraisal.

For FY 12, Montpelier has the 6th (10th highest in the previous year) municipal tax rate in the state (Barre City, Springfield, Rutland City, Windsor, Brattleboro, are higher). When the education tax rates are included in the total, Montpelier has the 5th highest residential tax rate in the state as compared to the 8th highest the previous year. Our CLA (Common Level of Appraisal) went down substantially in FY12 which caused our effective tax rates to increase. Although our effective tax rate went up, our actual tax rate (before equalization) went down 7 cents.

The amount of delinquent property taxes has not changed substantially during the last few years. On June 30, 2011, \$141,000 (about .7%) of taxes were past due. This compares to \$169,000 in the previous year. Delinquent water and sewer fees the end of FY11 totaled \$167,000 which is \$7000 higher than the level of unpaid water and sewer bills in FY10.

State PILOT: The FY 11 PILOT funds increased to \$930,223 (a \$157,000 increase). In FY 12 we are expecting \$964,912 in State PILOT funds. PILOT is 8.5% of the total General Fund Revenues.

Fees Charged for Services: Fee revenue currently totals \$603,000 and is 5.6% of General Fund Revenue. Much of this revenue is based on demand for services which can be difficult predict. Ambulance Call Charges brought in \$382,000 in FY 11 and make up 55% of the budgeted fees charged for services. The Building Permits/State Contracts Plans Review Revenue brought in

3/4

\$65,600 in FY11 which is higher than \$43,000 in FY 10. We budget \$70,000 for Building Permits fees.

Grant Revenue

Montpelier has increased its grant revenue in recent years.

Fund Received:	FY10	FY11
Federal COPS & Police Grants	78,800	36,583
Federal Fire/EMS Grants	23,800	71,930
State Town Highway/Bridges Grant	25,400	297,524
State Community Justice Grants	108,800	187,305

Note: In FY11 Federal/ARRA grants funded Capital Improvement Projects of \$426,000 in the Sewer Fund. The REACH Grant totaled \$315,000. District Energy received \$248,480 in federal grant funding. Turntable Park received \$248,000 in state and federal funding.

Looking ahead to FY13, funding for the COPS Grant will end in October of 2012. After that time, the City will have to fund the 17th officer with local funds.

Alternative Revenue Sources

The City Council is considering opportunities for additional revenue sources for FY13.

EXPENSE TRENDS/CONCERNS

Consumer Price Index - The Consumer Price Index: August 2011 was 3.8% higher than August 2010.

Salaries & Wages: The Fire Union is the only union contract that is not settled for FY13. The Police Union cost of living adjustment is 1% but there are adjustments to the step schedule which increase employees' pay who are in the middle of the step schedule (6 to 10 year range). The DPW Union contract has a 1.5-3.0 % cost of living adjustment that will be determined by the CPI.

A 1% increase in salaries is \$44,000 (includes OT) for the General Fund which, with other related costs, is .64 cents on the tax rate. Note: FY12 Cost of Living Adjustments were: 1% Personnel Plan, 0% DPW Union, 3.5% Fire Union, 0% Police Union.

Health Insurance: For 2012 VLCT will discontinued offering its health insurance plans. We are currently requesting proposals from all three of the major health insurance providers. In the next few weeks, the prices will be known for our employee health insurance program. Some changes in our coverage may occur. The City's Employee Health Committee is actively participating in the exploration of our best options for 2012. We continue to offer payment in lieu of health insurance benefit which saves approximately \$60,000 annually.

Important to Remember: In January 2010, the City enrolled eligible employees in a VLCT High Deductible Insurance Plan (CIGNA HDHP 2250 Value Insurance Plan) with a \$2250/\$4500

4/4

deductible, combined with a Health Reimbursement Arrangement (HRA) \$3000/\$6000. For FY11 the projected savings in health insurance costs was is \$200,000 and the actual saving was approximately \$220,000.

Energy Costs: The City made \$472,000 in energy conservation improvements to its facilities in FY08. The cost of these improvements will be covered by energy savings over a 10 year period. In 2011 we contracted with Right-Trak to perform a facilities needs assessment. Part of this assessment will include recommendations for additional energy savings improvement. We expect to receive their report in November.

The District Heat Project will become operational in FY13. Its impact on the general fund budget needs to be determined.

The City installed solar panels at the Wastewater Treatment Plant in the spring of 2010. It appears that approximately \$12,000 of electricity will be produced each year and will be applied to the Treatment Plant's electrical use.

Fuel costs for FY13 are difficult to predict. Todd Law will be providing that information later in the budget process

Flood Damages and Flood Mitigation: Flood events in August 2008, May 2011 and August 2011, produced substantial damage to the city's infrastructure. Although federal and state aid is available for municipal flood damages we do not receive 100% reimbursement.

The City is aggressively pursuing solutions to reduce the threat of flooding in its downtown areas. Even with substantial financial support from federal and state agencies, the local share of the cost of flood mitigation projects will be in the six figure range. FY13 will need to have funds allocated to flood mitigation projects.

REACH Grant will be ending in October 2012.

FUND BALANCE

The Council recently approved a Fund Balance Policy and will develop a plan to achieve a minimum unassigned fund balance equal to 15 % of the budgeted General Fund expenditures.

DEBT

The Council recently approved a Debt Management Policy which will help guide the decisions regarding borrowing in FY13.



DATE: SEPTEMBER 30, 2011

TO: DEPARTMENT HEADS

FROM: SANDRA GALLUP, FINANCE DIRECTOR

SUBJECT: FY 13 OPERATING BUDGET REQUESTS

**REVENUE AND EXPENDITURE - OPERATING BUDGETS for July 1, 2012- June 30, 2013
PLEASE READ – THE PROCESS HAS CHANGED.**

Please note that Friday, October 21st is the date that Departmental Operating Budgets are due to the Finance Office. (Note: The CIP & Equipment FY13 Requests are due a week earlier – October 12th). BudgetSense software can be used in the preparation of the FY13 Budget. This means that the reports formats and method of input have changed. I will be in contact with each of you to go over the new input procedure and discuss your options for submitting your FY13 operating budget request. In the meantime, please review the attached information and instructions.

Enclosed please find the following information:

- Budget Worksheet with historical information for FY11 Budget & Actual, FY12 Budget and FY12 Year-to-date (as of 09/30/10).
- Account Detail Listings of FY11 actual expenditures.
- Instructions for budget input using BudgetSense Software
- Instructions for Generating Reports in BudgetSense

For employee-related salary and benefits,

If are requesting changes in staffing (added staff, changes in part-time or full-time employees, reductions in staff) please contact the Finance Office so we can help cost out these changes. the Finance Office will work with your department to come up with these FY13 costs. We will provide all allocated costs such as employee benefits, property & casualty insurance, and copier costs.



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DATE: SEPTEMBER 30, 2011

TO: DEPARTMENT HEADS

FROM: SANDRA GALLUP, FINANCE DIRECTOR

SUBJECT: FY 13 BUDGET REQUESTS FOR EQUIPMENT AND
CAPITAL PROJECTS

CAPITAL AND EQUIPMENT FUNDING REQUESTS

Please note that **Wed., October 12, 2011** is the due date for Capital Improvement (CIP) and Equipment Request forms to be submitted to Finance. A committee of all Department Heads will review these requests at **9 AM in the City Manager's Conference Room on Wed., October 19, 2011**. Enclosed are Capital Projects Request Forms for any Budget FY 13-18 Capital Projects and similar Equipment Fund Request Forms. Please make as many copies as you need for your budget submittals.

Please note that both the Equipment and CIP plan is for a five year period so please review all of the five year columns in the CIP and Equipment Plan. Information on last year's CIP and Equipment Plans are in your FY12 Budget Books and are also available on our web site.

New this year: As you are aware, there was a City Council Committee that met this summer to look at the City's capital needs over the next ten years. Many of you were asked to submit CIP and Equipment Needs for your departments for their review. I am enclosing a copy of their findings and their recommended policy. If you provided information to this committee please review your numbers in their ten-year report.

Let me know if you have questions.

Thanks!



DATE: July 24, 2012

TO: City Manager
Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

**SUBJECT: EARLY PROJECTION AND
BACKGROUND INFORMATION FOR FY 14
BUDGET**

PROPERTY TAXES - CONSUMER PRICE INDEX - EMPLOYEE COST OF LIVING
ADJUSTMENTS-UNEMPLOYMENT RATE
FIVE YEAR HISTORY:

	<u>FY13</u>	<u>FY12</u>	<u>FY11</u>	<u>FY10</u>	<u>FY09</u>	<u>AVERAGE</u>
Property Tax Increases (Municipal)	3.2%	1.4%	.8%	2.9%	6.3%	2.9%
Consumer Price Index (June 11-June 12)	1.5%	3.8%	.3%	-1.5%	5.4%	2.5%
City Employee Cost of Living Adj.	0-2.5%	0-3.5%	1.5-3.5%	3 %	2.75%	2.25%
Unemployment Rate (June 12)	5.0%	4.1%	5.3%	6.0%	3.4%	4.7%

Note: Every 1% increase in the tax rate adds 1 cent to the current tax rate and raises an additional \$83,150.

FY 13 OPERATING BUDGET PROJECTIONS-

REVENUE TRENDS - LIMITED OPPORTUNITIES FOR GROWTH WITH THE PRESENT
TAX AND FEE SCHEDULES

For projection purposes I am assuming no grow in the Grand List, State PILOT funds and Fees Charged for Services.

EXPENSE TRENDS/PROJECTIONS

Salaries & Wages Projections: All Union contracts will be settled for FY14:

Assume increases for DPW 4%, Police 3%, Fire/EMS 3.25% and Admin/Others 2.75% for cost of living adjustments plus steps.

Total Projected Salary increases	\$196,500
Add: FICA/MEDI	15,000
Workers Comp	6,600
Pension	12,100
Total Projected increase in Salary and related costs	\$230,200

Other Employee-related increases	
Health Insurance - 12% Increase	\$129,300
Dental Insurance -5% Increase	2,500
<u>Workers Comp 15% Increase</u>	<u>31,950</u>
Total Projected Other Employee-related Increases	\$163,750

Total Projected Employee Wages and Benefit Increase \$394,000

The General Fund has 74% of Employee Salaries.

Therefore, \$291,500 of the increase will be in the General Fund for salary and benefits.

Other Operating Cost Increases - General Fund

Purchased Services increases 5% \$16,500

Scheduled Debt Payment Increase \$72,000

Total General Fund Projected Increases in Costs: \$380,000

This is a 3.4% increase in the expenditure budget.

Also, the FY13 Budget includes use of \$74,500 Fund Balance. To reduce/eliminate this source of funding would increase the additional property tax funds by \$74,500.

Unless additional savings and/or revenue could be found, the additional \$454,500 (\$380,000 additional costs + \$74,500 reduction in fund balance use) requires a 5.4% (5.4 cents) increase in the municipal tax rate.

These projections do not allow for increases in energy costs, operating supplies or increased equipment and capital improvement spending.

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- Notices-Jobs-Bids
- Calendar of Events
- News & Weather
- Permits
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- Meeting Minutes
- Meeting Agendas
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- Document Archive
- Annual Budget
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> City Government > City Council and Mayor > Pages > 2012-13 Goals and Priorities

City Council and Mayor Council Members 2012-13 Goals and Priorities Voting

Districts Map City Council Rules of Procedure Mayor's Page

CITY COUNCIL GOALS
For June 27, 2012 meeting
2012 - 2013

Goal: Balance and control municipal budgeting, taxes and services relative to current population and grand list tax base

Steps:

- Assemble a citizen's group to compile municipal tax rate information from comparable municipalities.
- Develop longer term budget projections
- Assure that all Matrix Report recommendations have been addressed
- Set a Budget target, focus budget discussions on policy and services, not line items.
- Complete five year plan to implement debt and fund balance policy.
- Establish a rational process for funding outside agencies

Goal: Maintain all city streets, bridges, sidewalks and other Infrastructure (tennis courts, parks, rec paths, etc.) in (at minimum) fair or good condition as per appropriate rating indices.

Steps:

- Capital improvements committee to recommend a funding plan to improve streets and sidewalks to a reasonable level within five years.
- Develop comprehensive inventory of Infrastructure needs and associated costs.
- Take steps to remove all dual utility poles in Montpelier.

Goal: Provide sufficient parking throughout the city for shoppers, visitors, businesses and housing.

Steps:

- Engage in a city-wide analysis of parking issues including review of existing information.
- Initiate discussions with State on parking Issues especially regarding parking near Statehouse.
- Review and balance alternatives between adding parking and reducing parking demand.

Goal: Provide comprehensive, accessible and useful information to constituent groups about the City government and the community.

Steps:

- Re-vamp city website to make it more user-friendly; provide clear and easy-to-find information for residents AND for potential residents and potential businesses
- Expand use of social media to communicate city's message while continuing traditional communications methods.
- Provide adequate staff and volunteer support to maintain communications efforts once they have started.
- Target appropriate information messages to specific audiences

Goal: Promote and encourage a mix of single and multi family residential growth.

Steps:

- Create a Hospitable environment for residential growth
- Follow-through with recommendations of Barriers to Housing Committee
- Consider public investment in infrastructure to generate housing.
- Review impact of sprinkler ordinance on housing

Goal: Create an environment where businesses thrive throughout Montpelier.

Steps:

- Change narrative and present Montpelier as business friendly through brochures, communications and marketing.
- Maintain active role in Dickie Block redevelopment
- Establish Economic Development and Business Recruitment/retention a municipal priorities
- Maintain a viable and vibrant downtown
- Consider financial incentives

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Official Statement regarding Berlin Pond
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City to enforce trespassing violations at Berlin Pond
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April 18, 2012
New Emergency Alerts Service
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Design Review Committee meeting
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Aug 20, 2012 7:00 pm
Development Review Board meeting
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Aug 28, 2012 5:30 pm
Design Review Committee meeting
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Planning Subcommittee (of Budget Study Committee) Meeting
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Montpelier Housing Task Force Special Meeting
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2/2

Goal: Become a nationally known bike and pedestrian friendly city.
Steps:

- Repair sections of bike path and bridge
- Install additional bike racks downtown
- Make completing the bike path a priority project
- Convene a bike/pedestrian summit in conjunction with Parks Commission
- Create and publish a prioritized list of other sidewalks in need of repair or replacement
- Continue to work with Sidewalk Stewards to help monitor conditions

Goal: Make significant progress on three major outstanding capital projects: District Heat, Transit Center and Montpelier/Berlin Bike Path.

MISCELLANEOUS:

- The Director of Finance shall present an auditors approved process to the Council indicating a revised process for the authorization of payment of bills and warrants.
- The Council shall appoint a Charter Review Commission. Its charge to analyze the contents of the Charter regarding anachronisms, items to be deleted, amended or added. The Commission shall report its findings no later than 11 December 2012.
- The Council will consider appropriate means of volunteer appreciation and recognition.

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Date Subcommittee Montpelier Growth Comparison						Appendix Data 1							
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013	share of total cost	Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget
Accounts													
Total General Fund Revenues	12,516,243	10,800,519	10,802,263	10,862,379	11,110,028		-13.7%	0.0%	0.6%	2.3%	-2.9%		
EXPENDITURES													
10-4100 POLICE HEADQUARTERS													
10-4100-10.00 SALARIES & WAGES	750,507	801,867	813,687	857,840	885,420		6.8%	1.5%	5.4%	3.2%	4.2%	36.94%	7.97%
10-4100-11.00 OVERTIME	124,159	138,283	121,615	100,000	90,000		11.4%	-12.1%	-17.8%	-10.0%	-7.7%	3.75%	0.81%
10-4100-15.01 DENTAL INSURANCE	5,791	6,195	5,921	7,335	6,971		7.0%	-4.4%	23.9%	-5.0%	4.7%	0.29%	0.06%
10-4100-15.02 FICA/MEDICARE	63,589	68,408	68,557	69,865	72,228		7.6%	0.2%	1.9%	3.4%	3.2%	3.01%	0.65%
10-4100-15.03 HEALTH INSURANCE	145,691	131,666	128,229	155,024	144,752		-9.6%	-2.6%	20.9%	-6.6%	-0.2%	6.04%	1.30%
10-4100-15.04 IRS SECTION 125	751	1,940	1,651	3,680	2,440		158.4%	-14.9%	122.9%	-33.7%	34.3%	0.10%	0.02%
10-4100-15.05 LONG TERM CARE INSURANCE	696	411	47	795	-		-40.9%	-88.6%	1589.7%	-100.0%	-100.0%	0.00%	0.00%
10-4100-15.07 CITY RETIREMENT	75,765	55,970	59,241	62,209	61,839		-26.1%	5.8%	5.0%	-0.6%	-5.0%	2.58%	0.56%
10-4100-15.08 LIFE, STD, LTD INSURANCE	9,997	10,195	11,616	11,827	12,882		2.0%	13.9%	1.8%	8.9%	6.5%	0.54%	0.12%
10-4100-15.09 UNEMPLOYMENT INSURANCE	1,613	2,174	3,449	3,985	4,183		34.8%	58.6%	15.5%	5.0%	26.9%	0.17%	0.04%
10-4100-15.10 WORKERS' COMPENSATION	33,732	29,502	25,837	27,333	28,427		-12.5%	-12.4%	5.8%	4.0%	-4.2%	1.19%	0.28%
10-4100-15.12 PARKING FEES	2,652	2,652	2,652	2,652	-		0.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%
10-4100-18.00 UNIFORMS/PROTECT CLOTHING	10,950	11,031	12,631	10,000	12,500		0.7%	14.5%	-20.8%	25.0%	3.4%	0.52%	0.11%
10-4100-19.00 TUITION REIMB/FITNESS TESTS	3,172	3,047	10,933	3,000	14,500		-4.0%	258.8%	-72.6%	383.3%	46.2%	0.80%	0.13%
10-4100-20.00 OFFICE SUPPLIES	1,432	2,213	2,091	2,020	3,000		54.6%	-5.5%	-3.4%	48.5%	20.3%	0.13%	0.03%
10-4100-20.01 POSTAGE	1,495	1,521	1,450	2,000	2,000		1.7%	-4.7%	37.9%	0.0%	7.5%	0.08%	0.02%
10-4100-21.00 OPERATING SUPPLIES	10,266	13,558	16,880	10,130	16,800		32.1%	23.0%	-39.3%	63.9%	12.8%	0.69%	0.15%
10-4100-21.01 INTERNAL FLEET FUEL	16,820	18,552	22,820	22,140	23,500		10.3%	23.0%	-3.0%	6.1%	8.7%	0.98%	0.21%
10-4100-30.00 ADVERTISING	-	865	2,299	1,000	1,000		-	166.0%	-56.5%	0.0%	-	0.04%	0.01%
10-4100-40.00 DUES/SUBSCRIPTS/MTGS	1,682	2,044	1,437	1,000	1,250		21.5%	-29.7%	-30.4%	25.0%	-7.2%	0.05%	0.01%
10-4100-41.00 TRAINING	3,539	5,301	8,010	5,400	5,925		49.8%	51.1%	-32.6%	9.7%	13.7%	0.25%	0.05%
10-4100-48.00 PROPERTY & LIABILITY INS	14,644	16,777	20,080	21,731	24,603		14.6%	19.7%	8.2%	13.2%	13.9%	1.03%	0.22%
10-4100-56.00 OTHER PUR SVCS	5,608	9,418	1,410	5,977	6,502		67.9%	-85.0%	323.9%	8.8%	3.8%	0.27%	0.06%
10-4100-56.01 TRANSFER TO CITY HALL CLEANING	-	10,000	10,300	10,815	11,356		-	3.0%	5.0%	5.0%	-	0.47%	0.10%
10-4100-60.00 PROFESSIONAL SVCS	6,486	9,036	7,209	8,625	9,175		39.3%	-20.2%	19.7%	6.4%	9.1%	0.38%	0.08%
10-4100-62.00 PRINTING & BINDING	117	-	173	-	100		-100.0%	-	-100.0%	-	-3.8%	0.00%	0.00%
10-4100-68.00 EQUIP REPAIR & MAINT	26,114	22,175	25,568	11,003	25,883		-15.1%	15.3%	-57.0%	135.2%	-0.2%	1.08%	0.23%
10-4100-68.01 INTERNAL FLEET REPAIR	16,465	12,358	12,707	16,000	17,000		-24.9%	2.8%	25.9%	-	0.8%	0.71%	0.15%
10-4100-69.00 5 POLICE BLDGS/GROUNDS MAIN	-	-	-	17,288	-		-	-	-	-100.0%	-	0.00%	0.00%
10-4100-70.00 COPIER	2,207	1,582	1,850	2,515	3,067		-28.3%	17.0%	36.0%	22.0%	8.6%	0.13%	0.03%
10-4100-70.01 COPIER PAPER	440	355	780	-	-		-19.3%	120.0%	-28.2%	-100.0%	-100.0%	0.00%	0.00%
10-4100-72.00 TAXES/LICENSE/REGIST	77	294	-	205	205		281.3%	-100.0%	0.0%	0.0%	27.7%	0.01%	0.00%
10-4100-74.00 TRAVEL/TRANSPORTATION	2,464	2,125	2,269	3,100	3,500		-13.8%	6.8%	36.6%	12.9%	9.2%	0.15%	0.03%
10-4100-75.00 LEASE/PURCHASE INSTLMTS	31,099	39,440	-	-	-		26.8%	-100.0%	-	-	-100.0%	0.00%	0.00%
10-4100-76.00 UTILITIES	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4100-76.01 ELECTRIC	11,337	12,159	14,607	15,686	15,626		7.3%	20.1%	7.4%	-0.4%	8.4%	0.65%	0.14%
10-4100-76.02 HEATING OIL	5,775	6,267	7,572	8,424	9,407		8.5%	20.8%	11.3%	11.7%	13.0%	0.39%	0.08%
10-4100-76.04 IN HOUSE UTILITIES	870	957	943	1,000	1,025		10.0%	-1.5%	6.0%	2.5%	4.2%	0.04%	0.01%
10-4100-79.00 POL CHILD SAFETY SEATS	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4100-83.00 MACHINERY & EQUIP (see 10-9400.83)	10,588	2,508	11,502	-	-		-76.3%	358.7%	-100.0%	-	-100.0%	0.00%	0.00%
10-4100.83.01.5 POLICE EQUIP -DRUG SEIZURE RES	-	1,347	-	-	-		-	-100.0%	-	-	-	0.00%	0.00%
10-4100-85.00 GRANT EXPENSE HOMELAND	26,000	2,866	-	-	-		-89.0%	-100.0%	-	-	-100.0%	0.00%	0.00%
10-4100-89.00 INTEREST EXPNS ON LEASES	-	5,509	-	-	-		-	-	-100.0%	-	-	0.00%	0.00%
10-4100-95.01 PENSION INTEREST EXP	-	28,948	34,022	34,022	34,022		-	17.5%	0.0%	0.0%	-	1.42%	0.31%
Total POLICE HEADQUARTERS	1,424,587	1,486,005	1,477,356	1,516,186	1,550,888	14%	4.3%	-0.6%	2.6%	2.3%	2.1%	64.70%	13.96%
10-4105 POLICE COMMUNICATIONS													
10-4105-10.00 SALARIES & WAGES	249,620	257,282	274,049	278,334	293,898		3.1%	6.5%	1.6%	5.6%	4.2%	12.26%	2.65%
10-4105-11.00 OVERTIME	49,639	54,129	54,345	52,000	51,580		9.1%	0.4%	-4.3%	-0.8%	1.0%	2.15%	0.46%
10-4105-15.01 DENTAL INSURANCE	1,990	2,203	2,413	2,642	2,680		10.7%	9.5%	9.5%	1.5%	7.7%	0.11%	0.02%
10-4105-15.02 FICA/MEDICARE	21,397	22,440	23,640	24,201	25,402		4.9%	5.4%	2.4%	5.0%	4.4%	1.06%	0.23%
10-4105-15.03 HEALTH INSURANCE	50,064	48,709	52,408	59,609	58,735		-2.7%	7.6%	13.7%	-1.5%	4.1%	2.45%	0.53%
10-4105-15.04 IRS SECTION 125	259	711	567	1,415	938		174.5%	-20.2%	149.4%	-33.7%	37.9%	0.04%	0.01%
10-4105-15.05 LONG TERM CARE INSURANCE	239	146	7	292	-		-39.1%	-95.4%	4219.5%	-100.0%	-100.0%	0.00%	0.00%
10-4105-15.07 CITY RETIREMENT	26,911	18,673	21,326	19,849	21,749		-30.6%	14.2%	-6.9%	9.6%	-5.2%	0.91%	0.20%
10-4105-15.08 LIFE, STD, LTD INSURANCE	3,435	3,736	3,991	4,548	4,953		8.8%	6.8%	14.0%	8.9%	9.6%	0.21%	0.04%
10-4105-15.09 UNEMPLOYMENT INSURANCE	554	797	1,185	1,532	1,608		43.8%	48.7%	29.3%	5.0%	30.5%	0.07%	0.01%
10-4105-15.10 WORKERS' COMPENSATION	11,591	10,813	4,797	5,514	6,142		-6.7%	-55.6%	15.0%	11.4%	-14.7%	0.26%	0.06%
10-4105-15.11.5 POLICE COM TUITION REIMB	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4105-15.12 PARKING FEE	750	750	750	750	-		0.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%
10-4105-18.00 UNIFORMS/PROTECTIVE CLOTH	1,471	1,064	134	1,800	1,800		-27.7%	-87.4%	1247.0%	0.0%	5.2%	0.08%	0.02%
10-4105-19.00 TUITION REIMB/FITNESS TESTS	573	-	1,100	3,000	3,000		-100.0%	-	172.7%	0.0%	51.3%	0.13%	0.03%
10-4105-20.00 OFFICE SUPPLIES	487	3,574	1,879	1,510	1,920		634.3%	-47.4%	-19.6%	27.2%	40.9%	0.08%	0.02%
10-4105-20.01.5 POLICE COM POSTAGE	-	45	31	-	50		-	-31.1%	-100.0%	-	-	0.00%	0.00%
10-4105-21.00 OPERATING SUPPLIES	91	119	100	-	200		30.4%	-15.8%	-100.0%	-	21.8%	0.01%	0.00%
10-4105-30.00 ADVERTISING	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4105-34.00 COMMUNICATIONS	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4105-34.03 TELEPHONE CELL & PAGER	3,835	3,458	4,853	3,840	4,320		-9.8%	40.3%	-20.9%	12.5%	3.0%	0.18%	0.04%
10-4105-34.04 TELEPHONE VLETS	1,610	2,454	3,041	3,779	3,779		52.4%	23.9%	24.3%	0.0%	23.8%	0.16%	0.03%
10-4105-40.00 DUES/SUBSCRIPTS/MTGS	252	92	92	100	100		-63.5%	0.0%	8.7%	0.0%	-20.6%	0.00%	0.00%
10-4105-41.00 TRAINING	796	-	118	825	1,900		-100.0%	-	601.9%	130.3%	24.3%	0.08%	0.02%
10-4105-48.00 PROPERTY & LIABILITY INS	5,032	6,241	7,002	8,356	10,421		24.0%	12.2%	19.3%	24.7%	20.0%	0.43%	0.09%
10-4105-56.00 OTHER PURCHASED SVCS	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4105-62.00 PRINTING & BINDING	-	-	-	100	100		-	-	-	0.0%	-	0.00%	0.00%
10-4105-68.00 EQUIP REPAIR & MAINT	7,015	8,051	9,627	9,388	10,000		14.8%	19.6%	-2.5%	6.5%	9.3%	0.42%	0.09%
10-4105-70.00 COPIER	760	580	636	965	1,180		-23.8%	9.7%	51.8%	22.3%	11.6%	0.05%	0.01%
10-4105-70.01 COPIER PAPER	151	130	274	215	-		-14.0%	111.0%	-21.6%	-100.0%	-100.0%	0.00%	0.00%
10-4105-74.00 TRAVEL/TRANSPORTATION	398	-	36	400	400		-100.0%	-	1011.1%	0.0%	0.1%	0.02%	0.00%
10-4105-83.00 MACHINERY & EQUIPMENT	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4105-85.00 FED/STATE GRANT EXP	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4105-95.01 PENSION INTEREST EXP	-	9,947	-	-	-		-	-100.0%	-	-	-	0.00%	0.00%
10-4105.95.01.5 POLICE COM PENSION INT EXP	-	-	11,691	11,691	11,691		-	-	0.0%	0.0%	-	0.49%	0.11%
Total POLICE COMMUNICATIONS	438,919	456,142	480,089	496,655	518,546	5%	3.9%	5.3%	3.5%	4.4%	4.3%	21.63%	4.67%
10-4150 OUTSIDE PAY POLICE & FIRE													
10-4150-10.00 SALARIES & WAGES	-	-	-	-	-		-	-	-	-	-	0.00%	0.00%
10-4150-11.00 OVERTIME	2,322	1,496	796	-	-		-35.6%	-46.8%	-100.0%	-	-100.0%	0.00%	0.00%
10-4150-15.02 FICA/MEDICARE	177	114	59	-	-		-35.9%	-48.0%	-100.0%	-	-100.0%	0.00%	0.00%

												Appendix Data 1		
	Date Subcommittee Montpelier Growth Comparison													
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013	share of total cost	Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget	
Accounts														
10-4190.15.11.5 SCHOOL RES TUITION REIMB			-	-	-							0.00%	0.00%	
10-4190-18.00 UNIFORMS/PROTECTIVE CLOTH			-	550	550					0.0%		0.02%	0.00%	
10-4190-20.00 OFFICE SUPPLIES	-	-	-	-	-							0.00%	0.00%	
10-4190-20.01 POSTAGE	14		-	-	-		-100.0%				-100.0%	0.00%	0.00%	
10-4190-21.00 OPERATING SUPPLIES			-	-	-							0.00%	0.00%	
10-4190-40.00 DUES/SUBSCRIPTS/MTGS			-	-	-							0.00%	0.00%	
10-4190-48.00 PROPERTY & LIABILITY INS	923	1,104	1,285	1,374	1,714		19.6%	16.4%	6.9%	24.8%	16.7%	0.07%	0.02%	
10-4190-62.00 PRINTING & BINDING			-	-	-							0.00%	0.00%	
10-4190-70.00 COPIER	140	106	117	160	195		-23.8%	9.7%	37.2%	21.9%	8.7%	0.01%	0.00%	
10-4190-70.01 COPIER PAPER	28	24	50	35	55		-14.0%	111.0%	-30.5%	57.1%	18.7%	0.00%	0.00%	
10-4190-74.00 TRAVEL/TRANSPORTATION			-	-	-							0.00%	0.00%	
10-4190-79.00 MISC			-	-	-							0.00%	0.00%	
10-4190.95.01 PENSION INTEREST EXP		1,825	2,145	2,145	2,145			17.5%	0.0%	0.0%		0.09%	0.02%	
Total POLICE SCHOOL RESOURCE	80,028	75,550	81,140	87,601	88,553	1%	-5.6%	7.4%	8.0%	1.1%	2.6%	3.69%	0.80%	
												0.00%	0.00%	
10-4200 COMMUNITY JUSTICE CENTER												0.00%	0.00%	
10-4200-10.00 SALARIES & WAGES		94,465	62,601	69,873	62,655			-33.7%	11.6%	-10.3%		2.61%	0.56%	
10-4200-11.00 OVERTIME		-	-	-	-							0.00%	0.00%	
10-4200-15.01 DENTAL INSURANCE		784	532	587	506			-32.2%	10.4%	-13.8%		0.02%	0.00%	
10-4200-15.02 FICA/MEDICARE		7,413	4,728	5,050	4,574			-36.2%	6.8%	-9.4%		0.19%	0.04%	
10-4200-15.03 HEALTH INSURANCE		13,244	5,543	13,252	10,806			-58.2%	139.1%	-18.5%		0.45%	0.10%	
10-4200-15.04 IRS SECTION 125	6	245	195	605	177		3874.9%	-20.4%	210.2%	-70.8%	131.4%	0.01%	0.00%	
10-4200-15.05 LONG TERM CARE INSURANCE		49	-	154	-			-100.0%	-100.0%			0.00%	0.00%	
10-4200-15.07 CITY RETIREMENT		5,433	3,660	4,497	3,916			-32.6%	22.9%	-12.9%		0.16%	0.04%	
10-4200-15.08 LIFE, STD, LTD INSURANCE		1,289	1,373	1,946	935			6.5%	41.7%	-52.0%		0.04%	0.01%	
10-4200-15.09 UNEMPLOYMENT INSURANCE		275	408	656	305			48.3%	60.9%	-53.5%		0.01%	0.00%	
10-4200-15.10 WORKERS' COMPENSATION		3,730	925	350	181			-75.2%	-62.2%	-48.3%		0.01%	0.00%	
10-4200-15.12 PARKING FEE		1,128	677	795	-			-40.0%	17.5%	-100.0%		0.00%	0.00%	
10-4200-20.00 OFFICE SUPPLIES		1,083	1,688	2,900	2,500			55.9%	71.8%	-13.8%		0.10%	0.02%	
10-4200-20.01 POSTAGE		333	243	400	-			-27.1%	64.6%	-100.0%		0.00%	0.00%	
10-4200-21.00 OPERATING SUPPLIES		-	-	-	-							0.00%	0.00%	
10-4200-30.00 ADVERTISING		72	-	-	-			-100.0%				0.00%	0.00%	
10-4200-40.00 DUES/SUBSCRIPTS/MTGS		1,619	3,670	2,000	3,000			126.7%	-45.5%	50.0%		0.13%	0.03%	
10-4200-41.00 PROFESSIONAL DEVELOPMENT		200	1,261	750	2,000			530.5%	-40.5%	166.7%		0.08%	0.02%	
10-4200-48.00 PROPERTY & LIABILITY INS		2,076	1,446	2,372	1,967			-30.4%	64.1%	-17.1%		0.08%	0.02%	
10-4200-56.00 OTHER PURCHASED SERVICES		349	-	-	-			-100.0%				0.00%	0.00%	
10-4200.56.01.5 JUSTICE CTR REENTRY PROGRAM		9,718	-	-	-			-100.0%				0.00%	0.00%	
10-4200.56.02.5 JUSTICE CTR MEDIATION SVC			596	1,800	1,800				202.3%	0.0%		0.08%	0.02%	
10-4200-60.00 PROFESSIONAL SVCS		813	480	500	500			-41.1%	4.3%	0.0%		0.02%	0.00%	
10-4200-62.00 PRINTING & BINDING		602	-	300	300			-100.0%		0.0%		0.01%	0.00%	
10-4200-68.00 EQUIP REPAIR & MAINT		-	-	-	-							0.00%	0.00%	
10-4200-70.00 COPIER		200	131	216	507			-34.4%	64.6%	134.7%		0.02%	0.00%	
10-4200-70.01 COPIER PAPER		45	94	90	-			110.6%	-4.7%	-100.0%		0.00%	0.00%	
10-4200-74.00 TRAVEL & TRANSPORTATION		737	1,221	1,500	1,500			65.8%	22.8%	0.0%		0.06%	0.01%	
10-4200-79.00 MISCELLANEOUS ADJUSTMENT		-	-	-	-							0.00%	0.00%	
10-4200-83.00 MACHINERY & EQUIPMENT		-	-	-	-							0.00%	0.00%	
10-4200-95.01 PENSION INTEREST EXP		3,431	2,420	4,033	1,775			-29.5%	66.7%	-56.0%		0.07%	0.02%	
Total COMMUNITY JUSTICE CENTER	6	149,334	93,889	114,626	99,904	1%	2420217%	-37.1%	22.1%	-12.8%	1028.0%	4.17%	0.90%	
												0.00%	0.00%	
10.4205 RE-ENTRY PROGRAM												0.00%	0.00%	
10.4205.10.00.5 RE-ENTRY PROG SALARY & WAGES			60,804	58,805	70,125				-3.3%	19.3%		2.93%	0.63%	
10.4205.11.00.5 RE-ENTRY PROG OVERTIME			-	-	-							0.00%	0.00%	
10.4205.15.01.5 RE-ENTRY PROG DENTAL INS			565	543	640				-4.0%	17.9%		0.03%	0.01%	
10.4205.15.02.5 RE-ENTRY PROG FICA/MEDICARE			4,386	4,250	5,119				-3.1%	20.4%		0.21%	0.05%	
10.4205.15.03.5 RE-ENTRY PROG HEALTH INS			6,135	9,052	14,324				47.6%	58.2%		0.60%	0.13%	
10.4205.15.04.5 RE-ENTRY PROG IRS SECT 125			-	-	224							0.01%	0.00%	
10.4205.15.05.5 RE-ENTRY PROG LT CARE INS			-	-	-							0.00%	0.00%	
10.4205.15.07.5 RE-ENTRY PROG CITY RETIREMEN			3,397	3,785	4,383				11.4%	15.8%		0.18%	0.04%	
10.4205.15.08.5 RE-ENTRY PROG LIFE, STD, LTD INS			-	-	1,184							0.05%	0.01%	
10.4205.15.09.5 RE-ENTRY PROG UNEMPLOYMENT			-	-	384							0.02%	0.00%	
10.4205.15.10.5 RE-ENTRY PROG WORKERS' COMP			617	-	231				-100.0%			0.01%	0.00%	
10.4205.15.12.5 RE-ENTRY PROG PARKING FEE			451	735	-				62.9%	-100.0%		0.00%	0.00%	
10.4205.20.00.5 RE-ENTRY PROG OFFICE SUPPLY			443	300	400				-32.3%	33.3%		0.02%	0.00%	
10.4205.20.01.5 RE-ENTRY PROG POSTAGE			9	30	30				240.9%	0.0%		0.00%	0.00%	
10.4205.34.03.5 RE-ENTRY PROG TELE CELL & PAGER			1,980	2,000	2,000				1.0%	0.0%		0.08%	0.02%	
10.4205.40.00.5 RE-ENTRY PROG DUES, SUB/MGT			626	600	600				-4.2%	0.0%		0.03%	0.01%	
10.4205.41.00.5 RE-ENTRY PROG PROFESSIONAL D			359	500	500				39.2%	0.0%		0.02%	0.00%	
10.4205.48.00.5 RE-ENTRY PROG PROP & LIAB INS			1,350	1,203	2,492				-10.9%	107.2%		0.10%	0.02%	
10.4205.56.00.5 RE-ENTRY PROG OTR PUR SRVC			-	-	-							0.00%	0.00%	
10.4205.57.00.5 RE-ENTRY PROG OTHER CLIENT NE			918	3,067	3,067				234.0%	0.0%		0.13%	0.03%	
10.4205.60.00.5 RE-ENTRY PROG PROF SVC			363	1,700	1,700				369.0%	0.0%		0.07%	0.02%	
10.4205.66.00.5 RE-ENTRY PROG CLIENT HOUSING			17,566	26,500	26,500				50.9%	0.0%		1.11%	0.24%	
10.4205.70.00.5 RE-ENTRY PROG COPIER			87	199	-				127.5%	-100.0%		0.00%	0.00%	
10.4205.74.00.5 RE-ENTRY PROG TRAVEL & TRANS			3,135	3,000	3,000				-4.3%	0.0%		0.13%	0.03%	
10.4205.95.01.5 RE-ENTRY PROG PENSION INT EXP			1,613	-	2,258				-100.0%			0.09%	0.02%	
TOTAL 10.4205 RE-ENTRY PROGRAM	-	-	104,805	116,269	139,161	1%			10.9%	19.7%		5.81%	1.25%	
												0.00%	0.00%	
Police	1,946,040	2,168,669	2,241,875	2,331,337	2,397,052	22%	11.4%	3.4%	4.0%	2.8%		100.00%	21.58%	
10-4500 FIRE AND E.M.S.														
10-4500-10.00 SALARIES & WAGES	804,446	858,720	856,601	959,006	935,465		6.8%	-0.3%	12.0%	-2.5%	3.8%	48.92%	8.42%	
10-4500-10.01 CALL FORCE	8,265	6,477	8,938	12,000	12,000		-21.6%	38.0%	34.3%	0.0%	9.8%	0.63%	0.11%	
10-4500-11.00 OVERTIME	175,448	174,897	207,367	147,900	130,668		-0.3%	18.6%	-28.7%	-11.7%	-7.1%	6.83%	1.18%	
10-4500-15.01 DENTAL INSURANCE	7,120	7,881	7,788	9,019	8,545		10.7%	-1.2%	15.8%	-5.3%	4.7%	0.45%	0.08%	
10-4500-15.02 FICA/MEDICARE	71,670	75,647	77,267	81,855	80,164		5.6%	2.1%	5.9%	-2.1%	2.8%	4.19%	0.727%	

												Appendix Data 1		
	Date Subcommittee Montpelier Growth Comparison													
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013	share of total cost	Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget	
Accounts														
10-450065.00 RENTAL OF CITY EQUIP													0.00%	
10-4500-66.00 OTHER RENTALS	132	357	307	500	500		171.1%	-14.0%	63.1%	0.0%	39.6%	0.03%	0.00%	
10-4500-68.00 EQUIP REPAIR & MAINT	31,260	32,601	33,775	14,500	14,500		4.3%	3.6%	-57.1%	0.0%	-17.5%	0.76%	0.13%	
10-4500-68.01 INTERNAL FLEET REPAIR	8,145	12,248	6,529	10,000	10,000		50.4%	-46.7%	53.2%	0.0%	5.3%	0.52%	0.09%	
10-4500.68.05 5 FIRE EMS EQUIP SERVICE CONTRA				13,500	13,500					0.0%		0.71%	0.12%	
10-4500-69.00 BLDG/GROUNDS REPAIR/MAINT	3,425	2,994	2,596	3,000	3,000		-12.6%	-13.3%	15.6%	0.0%	-3.3%	0.16%	0.03%	
10-4500-70.00 COPIER	2,722	2,021	2,274	3,165	3,760		-25.8%	12.6%	39.2%	18.8%	8.4%	0.20%	0.03%	
10-4500-70.01 COPIER PAPER	541	453	972	701	-		-16.2%	114.5%	-27.9%	-100.0%	-100.0%	0.00%	0.00%	
10-4500-74.00 TRAVEL/TRANSPORTATION	-	129	21	750	750			-84.1%	355.8%	0.0%		0.04%	0.01%	
10-4500-75.00 LEASE PURCHASE	10,423	10,423	10,423	-	-		0.0%	0.0%	-100.0%		-100.0%	0.00%	0.00%	
10-4500-75.01 AMBULANCE LEASE PAYMENT			39,873	39,873	39,873				0.0%	0.0%		2.09%	0.36%	
10-4500-76.00 UTILITIES	-											0.00%	0.00%	
10-4500-76.01 ELECTRIC	7,114	7,480	9,188	8,000	8,000		5.2%	22.8%	-12.9%	0.0%	3.0%	0.42%	0.07%	
10-4500-76.03 TRASH REMOVAL	166	70	47	200	200		-57.6%	-32.8%	323.2%	0.0%	4.8%	0.01%	0.00%	
10-4500-76.04 IN HOUSE UTILITIES	2,156	2,168	2,069	2,300	2,300		0.6%	-4.6%	11.2%	0.0%	1.6%	0.12%	0.02%	
10-4500-76.05 PROPANE	606	774	747	800	850		27.7%	-3.5%	7.1%	6.3%	8.8%	0.04%	0.01%	
10-4500-83.00 MACH & EQUIPMENT (see 10-9400.83.00)	7,024	16,994	3,055	-	-		141.9%	-82.0%	-100.0%		-100.0%	0.00%	0.00%	
10-4500-85.00 FED/STATE GRANT EXPENSE	100,658	354	56,977	-	-		-99.7%	15981.1%	-100.0%		-100.0%	0.00%	0.00%	
10-4500-90.00 PRINCIPAL PAYMENTS	25,000	25,000	25,000	25,000	25,000		0.0%	0.0%	0.0%	0.0%	0.0%	1.31%	0.23%	
10-4500-91.00 INTEREST PAYMENTS	5,610	-	4,078	3,091	9,363		-100.0%		-24.2%	203.0%	13.7%	0.49%	0.08%	
10-4500-95.01 PENSION INTEREST EXP		35,592	41,831	41,831	41,831			17.5%	0.0%	0.0%		2.19%	0.38%	
Total FIRE AND E.M.S.	1,697,162	1,656,993	1,839,071	1,837,348	1,810,105	16%	-2.4%	11.0%	-0.1%	-1.5%	1.6%	94.65%	16.29%	
10-4600 BLDG CODE & HEALTH OFFICER												0.00%	0.00%	
10-4600-10.00 SALARIES & WAGES	47,639	49,413	51,859	52,354	54,707		3.7%	5.0%	1.0%	4.5%	3.5%	2.86%	0.49%	
10-4600-11.00 OVERTIME	2,800	4,308	3,443	4,405	4,652		53.9%	-20.1%	27.9%	5.6%	13.5%	0.24%	0.04%	
10-4600-15.01 DENTAL INSURANCE	365	404	402	462	450		10.7%	-0.6%	15.0%	-2.6%	5.4%	0.02%	0.00%	
10-4600-15.02 FICA/MEDICARE	3,458	3,774	3,875	4,106	4,333		9.1%	2.7%	6.0%	5.5%	5.8%	0.23%	0.04%	
10-4600-15.03 HEALTH INSURANCE	9,186	8,537	8,330	10,002	9,855		-7.1%	-2.4%	20.1%	-1.5%	1.8%	0.52%	0.09%	
10-4600-15.04 IRS SECTION 125	48	130	104	237	157		174.4%	-20.2%	128.1%	-33.9%	34.8%	0.01%	0.00%	
10-4600-15.05 LONG TERM CARE INSURANCE	44	94	136	53	-		114.1%	44.4%	-60.9%	-100.0%	-100.0%	0.00%	0.00%	
10-4600-15.07 CITY RETIREMENT	4,697	3,315	3,595	3,656	3,710		-29.4%	8.4%	1.7%	1.5%	-5.7%	0.19%	0.03%	
10-4600-15.08 LIFE, STD, LTD INSURANCE	630	686	732	763	831		8.8%	6.8%	4.2%	8.9%	7.2%	0.04%	0.01%	
10-4600-15.09 UNEMPLOYMENT INSURANCE	102	146	217	257	270		43.8%	48.7%	18.2%	5.1%	27.6%	0.01%	0.00%	
10-4600-15.10 WORKER'S COMPENSATION	2,127	1,984	158	151	179		-6.7%	-92.0%	-4.6%	18.5%	-46.1%	0.01%	0.00%	
10-4600-15.12 PARKING FEE	600	600	600	600	-		0.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%	
10-4600-20.00 OFFICE SUPPLIES	514	769	614	600	600		49.7%	-20.2%	-2.3%	0.0%	4.0%	0.03%	0.01%	
10-4600-20.01 POSTAGE	643	541	362	700	500		-15.8%	-33.0%	93.1%	-28.6%	-6.1%	0.03%	0.00%	
10-4600-21.00 OPERATING SUPPLIES	65	-	-	-	-		-100.0%				-100.0%	0.00%	0.00%	
10-4600-30.00 ADVERTISING	189	-	-	300	300		-100.0%			0.0%	12.2%	0.02%	0.00%	
10-4600-34.03 TELEPHONE CELL & PAGER	927	589	850	700	700		-36.5%	44.4%	-17.7%	0.0%	-6.8%	0.04%	0.01%	
10-4600-40.00 DUES/SUBSCRIPTION/MEETINGS	783	1,958	275	750	750		150.1%	-86.0%	172.7%	0.0%	-1.1%	0.04%	0.01%	
10-4600-48.00 PROPERTY & LIABILITY INS.	923	1,104	1,285	1,402	1,748		19.6%	16.4%	9.1%	24.7%	17.3%	0.09%	0.02%	
10-4600-60.00 PROFESSIONAL SERVICES	88	-	-	500	500		-100.0%			0.0%	54.6%	0.03%	0.00%	
10-4600-70.00 COPIER	140	106	117	160	200		-23.8%	9.7%	37.2%	25.0%	9.4%	0.01%	0.00%	
10-4600-70.01 COPIER PAPER	28	24	50	40	-		-14.0%	110.9%	-20.5%	-100.0%	-100.0%	0.00%	0.00%	
10-4600-74.00 TRAVEL/TRANSPORTATION	74	-	191	500	500		-100.0%		162.5%	0.0%	61.0%	0.03%	0.00%	
10-4600-83.00 EQUIPMENT	-	-	-	200	200					0.0%		0.01%	0.00%	
10-4600-95.01 PENSION INTEREST EXP		1,825	2,145	2,145	2,145			17.5%	0.0%	0.0%		0.11%	0.02%	
TOTAL BLDG CODE & HEALTH ENFORC	76,068	80,307	79,340	85,043	87,287	1%	5.6%	-1.2%	7.2%	2.6%	3.5%	4.56%	0.79%	
10-4700 EMERGENCY MANAGEMENT												0.00%	0.00%	
10-4700-10.00 SALARIES & WAGES	4,994	6,219	1,180	-	-		24.5%	-81.0%	-100.0%		-100.0%	0.00%	0.00%	
10-4700.11.00.5 EMERG MGT OVERTIME			-	-	-							0.00%	0.00%	
10-4700-15.01 DENTAL INSURANCE	73	90	12	-	-		23.5%	-87.2%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-15.02 FICA/MEDICARE	360	428	82	-	-		18.9%	-80.9%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-15.03 HEALTH INSURANCE	1,837	1,827	712	-	-		-0.6%	-61.0%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-15.04 IRS SECTION 125	10	26	21	-	-		173.4%	-20.3%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-15.05 LONG TERM CARE INSURANCE	9	5	-	-	-		-40.5%	-100.0%			-100.0%	0.00%	0.00%	
10-4700-15.07 CITY RETIREMENT	712	170	59	-	-		-76.1%	-65.4%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-15.08 LIFE, STD, LTD INSURANCE	126	137	146	-	-		8.8%	6.8%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-15.09 UNEMPLOYMENT INSURANCE	20	29	44	-	-		43.8%	48.7%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-15.10 WORKER'S COMPENSATION	425	397	23	-	-		-6.7%	-94.3%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-20.00 OFFICE SUPPLIES	-	-	110	-	-				-100.0%			0.00%	0.00%	
10-4700-21.00 OPERATING SUPPLIES	650	363	-	500	500		-44.2%	-100.0%		0.0%	-6.3%	0.03%	0.00%	
10-4700-22.00 FLOOD SUPPLIES	-	-	332	-	-				-100.0%			0.00%	0.00%	
10-4700-34.00 FLOOD COMMUNICATIONS	176	438	873	-	8,000		148.7%	99.5%	-100.0%		159.7%	0.42%	0.07%	
10-4700-34.03 TELEPHONE CELL & PAGER	185	87	87	-	-		-52.8%	-0.3%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-40.00 DUES/SUBSCRIPTS/MTGS	-	-	-	-	-							0.00%	0.00%	
10-4700.41.00.5 EMERG MGT TRAINING EXERCISE			-	-	-							0.00%	0.00%	
10-4700-48.00 PROPERTY & LIABILITY INS	185	221	257	-	-		19.6%	16.4%	-100.0%		-100.0%	0.00%	0.00%	
10-4700-56.00 FLOOD PURCHASED SVCS	-	-	-	-	-							0.00%	0.00%	
10-4700-66.00 FLOOD EQUIPMENT RENTAL	-	-	-	-	-							0.00%	0.00%	
10-4700-68.00 EQUIP REPAIR & MAINT	6,000	6,000	3,137	6,000	6,000		0.0%	-47.7%	91.3%	0.0%	0.0%	0.31%	0.05%	
10-4700-70.00 COPIER	27	21	23	30	-		-20.3%	9.6%	28.6%	-100.0%	-100.0%	0.00%	0.00%	
10-4700-70.01 COPIER PAPER	6	5	10	10	-		-14.1%	110.9%	-0.6%	-100.0%	-100.0%	0.00%	0.00%	
10-4700-74.00 TRAVEL/TRANSPORTATION	-	-	-	-	-							0.00%	0.00%	
10-4700.83.00.5 EMERG MGT EQUIPMENT			-	-	-							0.00%	0.00%	
10-4700-95.01 PENSION INTEREST EXP	-	365	429	429	429			17.5%	0.0%	0.0%		0.02%	0.00%	
Total EMERGENCY MANAGEMENT	15,793													

	Date Subcommittee Montpelier Growth Comparison					share of total cost	Appendix Data 1						
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013		Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget
Accounts													
10-5100-56.01 BRIDGE MAINTENANCE	7,255	29,240	10,224	17,500	15,000		303.0%	-65.0%	71.2%	-14.3%	19.9%	0.71%	0.14%
10-5100-56.02 CRACK SEAL & PREVENT MAIN	-	2,897	15,000	17,500	18,000			417.7%	16.7%	2.9%		0.85%	0.16%
10-5100-56.03 ROADSIDE MOWING	4,200	4,000	4,300	6,000	6,000		-4.8%	7.5%	39.5%	0.0%	9.3%	0.28%	0.05%
10-5100-56.04 STREET LIGHT LEASES/SRVS CHARG	87,071	98,209	86,887	91,200	84,600		12.8%	-11.5%	5.0%	-7.2%	-0.7%	3.99%	0.78%
10-5100-56.05 CONTRACT PAVEMENT MARKINGS	6,837	-	4,893	8,000	8,500		-100.0%		63.5%	6.3%	5.6%	0.40%	0.08%
10-5100.56.08.5 DPW STREETS PUR SRV WATER FT			6,418	-	-				-100.0%			0.00%	0.00%
10-5100.56.09.5 DPW STREETS PUR SRV SEWER FT			7,134	-	-				-100.0%			0.00%	0.00%
10-5100-60.00 PROFESSIONAL SVCS	4,907	5,717	809	4,000	2,800		16.5%	-85.9%	394.4%	-30.0%	-13.1%	0.13%	0.03%
10-5100-60.01 ELM STREET ROCKSLIDE LOCAL SH			-	-	-							0.00%	0.00%
10-5100-62.00 PRINTING & BINDING	302	386	357	400	400		27.7%	-7.4%	11.9%	0.0%	7.2%	0.02%	0.00%
10-5100-66.00 OTHER RENTALS	35,574	5,647	40,376	16,560	19,250		-84.1%	615.0%	-59.0%	16.2%	-14.2%	0.91%	0.17%
10-5100.66.01.5 DPW ST OTHER RENTAL-ELM ST SL			-	-	-							0.00%	0.00%
10-5100-67.00 STREET MAINTENANCE	5,857	2,942	2,735	8,000	3,000		-49.8%	-7.0%	192.5%	-62.5%	-15.4%	0.14%	0.03%
10-5100-68.01 VEH/EQUIP MAINT OFFICE EQUIP	1,705	1,156	5,004	200	200		-32.2%	332.7%	-96.0%	0.0%	-41.5%	0.01%	0.00%
10-5100-68.02 TRAFFIC SIGNAL PARTS/REPAIR	2,831	1,536	2,412	4,000	4,000		-45.8%	57.1%	65.8%	0.0%	9.0%	0.19%	0.04%
10-5100-68.03 STREET LIGHT REPAIR PARTS	4,027	1,533	(1,996)	4,000	-		-61.8%	-230.3%	-300.2%	-100.0%	-100.0%	0.00%	0.00%
10-5100-70.00 COPIER	1,838	1,269	1,501	2,105	2,670		-31.0%	18.3%	40.2%	26.8%	9.8%	0.13%	0.02%
10-5100-70.01 COPIER PAPER	359	287	632	470	780		-20.0%	120.4%	-25.7%	66.0%	21.4%	0.04%	0.01%
10-5100-72.00 TAXES/LICENSE/REGIST.	551	46	46	800	200		-91.7%	0.0%	1639.1%	-75.0%	-22.4%	0.01%	0.00%
10-5100-74.00 TRAVEL/TRANSPORTATION	1,420	627	1,375	1,875	1,500		-55.8%	119.2%	36.4%	-20.0%	1.4%	0.07%	0.01%
10-5100-76.00 UTILITIES			-	-	-							0.00%	0.00%
10-5100-76.01 ELECTRIC	18,497	19,854	19,663	22,500	22,500		7.3%	-1.0%	14.4%	0.0%	5.0%	1.06%	0.20%
10-5100-76.03 TRASH REMOVAL	5,473	4,664	4,044	6,000	6,000		-14.8%	-13.3%	48.4%	0.0%	2.3%	0.28%	0.05%
10-5100-79.00 MISC			-	-	-							0.00%	0.00%
10-5100.83.00.5 DPW ST MACH & EQUIP			-	-	-							0.00%	0.00%
10-5100-95.01 PENSION INTEREST EXP		22,012	25,871	25,871	25,871			17.5%	0.0%	0.0%		1.22%	0.23%
Total DPW STREETS	1,334,595	1,302,123	1,487,810	1,502,562	1,502,796	14%	-2.4%	14.3%	1.0%	0.0%	3.0%	70.96%	13.53%
10-5300 DPW FLEET OPERATIONS													
10-5300-10.00 SALARIES & WAGES	162,966	146,065	153,163	153,762	149,351		-10.4%	4.9%	0.4%	-2.9%	-2.2%	7.05%	1.34%
10-5300-11.00 OVERTIME	14,544	6,290	10,849	4,296	11,749		-56.8%	72.5%	-60.4%	173.5%	-5.2%	0.55%	0.11%
10-5300-15.01 DENTAL INSURANCE	1,278	1,237	1,365	1,385	1,385		-5.3%	2.2%	10.4%	1.5%	2.0%	0.07%	0.01%
10-5300-15.02 FICA/MEDICARE	13,074	11,127	12,050	11,357	12,762		-14.9%	8.3%	-5.8%	12.6%	-0.6%	0.60%	0.12%
10-5300-15.03 HEALTH INSURANCE	32,151	22,639	19,796	30,805	30,353		-29.6%	-12.6%	55.6%	-1.5%	-1.4%	1.43%	0.27%
10-5300-15.04 IRS SECTION 125	164	381	308	731	485		131.7%	-19.1%	137.3%	-33.7%	31.0%	0.02%	0.00%
10-5300-15.05 LONG TERM CARE INSURANCE	154	107	62	148	-		-30.5%	-42.4%	140.6%	-100.0%	-100.0%	0.00%	0.00%
10-5300-15.07 CITY RETIREMENT	15,728	8,698	9,980	10,113	10,944		-44.7%	14.8%	1.3%	8.2%	-8.7%	0.52%	0.10%
10-5300-15.08 LIFE, STD, LTD INSURANCE	2,206	2,002	2,188	2,350	2,559		-9.3%	8.3%	8.4%	8.9%	3.8%	0.12%	0.02%
10-5300-15.09 UNEMPLOYMENT INSURANCE	356	427	792	831	831		20.0%	50.8%	23.0%	4.9%	23.6%	0.04%	0.01%
10-5300-15.10 WORKERS' COMPENSATION	7,444	5,793	7,242	6,628	8,867		-22.2%	25.0%	-8.5%	33.8%	4.5%	0.42%	0.08%
10-5300-15.12 PARKING FEE	144	144	144	144	-		0.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%
10-5300-18.00 PROTECTIVE CLOTHING	3,976	3,094	3,567	5,160	6,020		-22.2%	15.3%	44.7%	16.7%	10.9%	0.28%	0.05%
10-5300-20.00 OFFICE SUPPLIES	854	578	1,157	800	1,000		-32.3%	100.2%	-30.9%	25.0%	4.0%	0.05%	0.01%
10-5300-20.01 POSTAGE	50	-	-	50	50		-100.0%			0.0%	0.2%	0.00%	0.00%
10-5300-21.00 OPERATING SUPPLIES-FLEET FUEL	190,586	170,899	216,495	198,040	238,163		-10.3%	26.7%	-8.5%	20.3%	5.7%	11.25%	2.14%
10-5300-21.01 INTERNAL FUEL FLEET REIMB	(30,214)	(25,780)	(35,347)	(30,000)	(54,553)		-14.7%	37.1%	-15.1%	81.8%	15.9%	-2.58%	-0.49%
10-5300-21.02 OIL & ANTI-FREEZE			-	2,700	3,500					29.6%		0.17%	0.03%
10-5300-23.00 SMALL TOOLS & EQUIPMENT	2,732	5,029	5,726	7,000	5,000		84.1%	13.9%	22.3%	-28.6%	16.3%	0.24%	0.05%
10-5300-30.00 ADVERTISING	366	56	56	500	500		-84.7%	0.0%	791.3%	0.0%	8.1%	0.02%	0.00%
10-5300-34.04 COMMUNICATIONS OTHER	3,282	3,510	15,538	3,600	4,180		6.9%	342.7%	-76.8%	16.1%	6.2%	0.20%	0.04%
10-5300.38.00.5 DPW FLEET OPS DEPRECIATION			-	-	-							0.00%	0.00%
10-5300-40.00 DUES/SUBSCRIPTS/MTGS	111	129	172	275	300		16.6%	33.6%	59.6%	9.1%	28.3%	0.01%	0.00%
10-5300-48.00 PROPERTY & LIABILITY INS	3,232	3,224	4,062	4,318	5,386		-0.2%	26.0%	6.3%	24.7%	13.6%	0.25%	0.05%
10-5300-60.00 PROFESSIONAL SERVICES	1,507	145	118	570	570		-90.4%	-18.5%	383.1%	0.0%	-21.6%	0.03%	0.01%
10-5300-68.00 VEH/EQUIP MAINTENANCE	168,537	102,504	113,683	117,000	120,000		-39.2%	10.9%	2.9%	2.6%	-8.1%	5.67%	1.08%
10-5300-68.01 INTERNAL FLT REPAIR REIMB	(23,610)	(24,389)	(19,204)	(20,000)	(20,000)		3.3%	-21.3%	4.1%	0.0%	-4.1%	-0.94%	-0.18%
10-5300-70.00 COPIER	488	311	345	500	609		-36.4%	11.2%	44.8%	21.8%	5.7%	0.03%	0.01%
10-5300-70.01 COPIER PAPER	97	70	148	110	-		-28.2%	112.8%	-25.8%	-100.0%	-100.0%	0.00%	0.00%
10-5300-72.00 TAXES/LICENSE/REG	209	123	82	250	250		-41.2%	-33.3%	204.9%	0.0%	4.6%	0.01%	0.00%
10-5300-74.00 TRAVEL/TRANSPORTATION	4	-	-	200	250		-100.0%			25.0%	181.2%	0.01%	0.00%
10-5300-83.00 MACHINERY & EQUIPMENT	-	-	-	-	-							0.00%	0.00%
10-5300-90.00 PRINCIPAL	-	-	-	-	-							0.00%	0.00%
10-5300-91.00 INTEREST	-	-	-	-	-							0.00%	0.00%
10-5300-95.01 PENSION INTEREST EXP		5,384	6,328	6,328	6,328			17.5%	0.0%	0.0%		0.30%	0.06%
Total DPW FLEET OPERATIONS	572,418	449,768	530,568	519,892	546,859	5%	-21.4%	18.0%	-2.0%	5.2%	-1.1%	25.82%	4.92%
10-5310 DPW BUILDING OPERATIONS													
10-5310-21.00 OPERATING SUPPLIES	1,918	1,775	2,118	2,500	2,500		-7.4%	19.3%	18.0%	0.0%	6.9%	0.12%	0.02%
10-5310-23.00 SMALL TOOLS & EQUIP	521	-	18	-	520		-100.0%		-100.0%		0.0%	0.02%	0.00%
10-5310-34.00 COMMUNICATIONS	-	-	-	850	850					0.0%		0.04%	0.01%
10-5310-56.00 OTHER PURCHASED SERVICES	4,950	5,720	5,225	6,500	6,000		15.6%	-8.7%	24.4%	-7.7%	4.9%	0.28%	0.05%
10-5310-69.00 BLDG/GRNDS MAINTENANCE	7,101	8,879	12,225	9,000	9,750		25.0%	37.7%	-26.4%	8.3%	8.2%	0.46%	0.09%
10-5310-72.00 TAXES/LICENSES/REG	200	200	200	400	400		0.0%	0.0%	100.0%	0.0%	18.9%	0.02%	0.00%
10-5310-76.01 ELECTRIC	9,321	8,540	11,261	10,000	10,800		-8.4%	31.9%	-11.2%	8.0%	3.8%	0.51%	0.10%
10-5310-76.02 HEATING OIL	24,608	12,320	12,424	22,500	26,700		-49.9%	0.8%	81.1%	18.7%	2.1%	1.26%	0.24%
10-5310-76.03 TRASH REMOVAL	3,702	1,348	1,318	1,500	1,500		-63.6%	-2.2%	13.8%	0.0%	-20.2%	0.07%	0.01%
10-5310-76.04 IN HOUSE UTILITIES	2,779	2,451	2,273	3,000	3,000		-11.8%	-7.3%	32.0%	0.0%	1.9%	0.14%	0.03%
10-5310-76.05 PROPANE	1,044	4,540	6,246	4,900	6,000		334.8%	37.6%	-21.6%	22.5%	54.8%	0.28%	0.05%
10-5310-82.00 CAPITAL IMPROVEMENTS			-	-	-							0.00%	0.00%
Total DPW BUILDING OPERATIONS	56,144	45,773	53,307	61,150	68,020	1%	-18.5%	16.5%	14.7%	11.2%	4.9%	3.21%	0.61%
Public Works	1,963,157	1,797,664	2,071,685	2,083,604	2,117,675	19%	-8.4%	15.2%	0.6%	1.6%	1.9%	100.00%	19.06%
Other													
10-3000 CITY COUNCIL													
10-3000-10.00 SALARIES & WAGES	9,033	8,700	8,700	10,200	10,200		-3.7%	0.0%	17.2%	0.0%	3.1%	0.09%	0.09%
10-3000-15.02 FICA/MEDICARE	691	666	666	780	744		-3.6%	0.0%	17.1%	-4.6%	1.9%	0.01%	0.01%
10-3000.15.03.5 CITY COUNCIL HEALTH INS			-	-	-							0.00%	0.00%
10-3000-20.00 OFFICE SUPPLIES	420	305	462	1,070	1,177		-27.4%	51.6%	131.6%	10.0%	29.4%	0.01%	0.01%
10-3000-20.01 POSTAGE	250	513	126	1,625	1,250		105.6%	-75.4%	1186.8%	-23.1%	49.6%	0.01%	0.01%
10-3000-30.00 ADVERTISING	4,955	5,009	5,716	5,160	5,800		1.1%	14.1%	-9.7%	12.4%	4.0%	0.05%	0.05%
10-3000.34.00.5 CITY COUNCIL COMMUNICATIONS			-	-	1,800							0.02%	0.02%
10-3000-40.00 DUES, SUBSCRIPTIONS, MTGS	638	629	555	1,165	980		-1.4%	-11.9%	110.1%	-15.9%	11.3%	0.01%	0.01%
10-300													

	Date Subcommittee Montpelier Growth Comparison											Appendix Data 1	
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013	share of total cost	Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget
Accounts													
10-3210-15.10 WORKERS' COMPENSATION	5,530	4,960	520	487	768		-10.3%	-89.5%	-6.3%	57.7%	-39.0%	0.01%	0.01%
10-3210-15.12 PARKING FEE	1,560	1,560	1,560	1,560	-		0.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%
10-3210-15.13 DEFERRED COMP 401 (A)	1,877	1,957	2,714	2,021	5,000		4.3%	38.7%	-25.5%	147.4%	27.8%	0.05%	0.05%
10-3210-20.00 OFFICE SUPPLIES	616	799	917	805	1,067		29.8%	14.8%	-12.2%	32.6%	14.7%	0.01%	0.01%
10-3210-20.01 POSTAGE	474	462	480	500	500		-2.5%	4.0%	4.1%	0.0%	1.4%	0.00%	0.00%
10-3210-30.00 ADVERTISING	6,366	10,561	9,423	9,405	9,464		65.9%	-10.8%	-0.2%	0.6%	10.4%	0.09%	0.09%
10-3210-34.00.5 CITY MGR COMMUNICATIONS		360	242	-	-			-32.8%	-100.0%			0.00%	0.00%
10-3210-34.03 TELEPHONE CELL & PAGER	1,872	2,024	2,131	2,025	2,100		8.1%	5.3%	-5.0%	3.7%	2.9%	0.02%	0.02%
10-3210-40.00 DUES/SUBSCRIPTS/MTGS	4,299	4,675	11,846	5,175	5,945		8.7%	153.4%	-56.3%	14.9%	8.4%	0.05%	0.05%
10-3210-48.00 PROPERTY & LIABILITY INS	2,401	2,760	3,209	3,505	6,295		15.0%	16.3%	9.2%	79.6%	27.3%	0.06%	0.06%
10-3210-56.00 OTHER PURCHASED SVCS	-		251	-	-							0.00%	0.00%
10-3210.58.00.5 CITY MGR VIDEO ARCHIVE SYS		13,720	-	6,252	6,000			-100.0%		-4.0%		0.05%	0.05%
10-3210-61.00 LEGAL SERVICES	46,895	50,083	63,415	40,000	40,000		6.8%	26.6%	-36.9%	0.0%	-3.9%	0.36%	0.36%
10-3210-62.00 PRINTING & BINDING	-	-	-	-	-							0.00%	0.00%
10-3210.66.00.5 CITY MGR OTHER RENTALS				-	-							0.00%	0.00%
10-3210-68.00 EQUIP REPAIR & MAINT	38	-	4	-	200		-100.0%		-100.0%		52.0%	0.00%	0.00%
10-3210-68.01 INTERNAL FLEET REPAIRS				-	-							0.00%	0.00%
10-3210-70.00 COPIER	346	266	292	405	712		-23.2%	9.7%	38.9%	75.8%	19.8%	0.01%	0.01%
10-3210-70.01 COPIER PAPER	72	60	126	90	-		-17.3%	111.0%	-28.5%	-100.0%	-100.0%	0.00%	0.00%
10-3210-74.00 TRAVEL/TRANSPORTATION	467	584	594	900	900		25.0%	1.8%	51.4%	0.0%	17.8%	0.01%	0.01%
10-3210-74.01 TRANSPORTATION-FUEL	36	-	-	-	150		-100.0%				43.0%	0.00%	0.00%
10-3210-75.00 MANAGER CAR LEASE/STIPEND	see salary line	-	-	2,800	-					-100.0%		0.00%	0.00%
10-3210-79.00 MISC	730	309	563	325	475		-57.6%	81.9%	-42.2%	46.2%	-10.2%	0.00%	0.00%
10-3210-83.00 MACHINERY & EQUIP	-	-	-	-	-							0.00%	0.00%
10-3210-95.01 PENSION INTEREST EXP	117	4,563	5,363	5,363	5,363		3811.1%	17.5%	0.0%	0.0%	160.4%	0.05%	0.05%
Total CITY MANAGER	306,375	327,519	337,444	316,704	333,791	3%	6.9%	3.0%	-6.2%	5.4%	2.2%	3.00%	3.00%
												0.00%	0.00%
10-3400 CLERK-TREASURER ELECT												0.00%	0.00%
10-3400-10.00 SALARIES & WAGES	133,730	124,017	133,244	133,763	101,020		-7.3%	7.4%	0.4%	-24.5%	-6.8%	0.91%	0.91%
10-3400-11.00 OVERTIME	475	63	-	1,000	1,000		-86.8%	-100.0%	0.0%	0.0%	20.5%	0.01%	0.01%
10-3400-15.01 DENTAL INSURANCE	1,095	1,103	1,153	1,203	899		0.7%	4.5%	4.4%	-25.3%	-4.8%	0.01%	0.01%
10-3400-15.02 FICA/MEDICARE	8,868	8,519	9,179	9,715	7,448		-3.9%	7.7%	5.8%	-23.3%	-4.3%	0.07%	0.07%
10-3400-15.03 HEALTH INSURANCE	27,558	23,462	24,219	26,004	19,710		-14.9%	3.2%	7.4%	-24.2%	-8.0%	0.18%	0.18%
10-3400-15.04 IRS SECTION 125	141	339	271	617	315		140.1%	-20.2%	128.1%	-49.0%	22.2%	0.00%	0.00%
10-3400-15.05 LONG TERM CARE INSURANCE	132	169	202	139	-		28.1%	19.5%	-31.0%	-100.0%	-100.0%	0.00%	0.00%
10-3400-15.07 CITY RETIREMENT	11,788	7,390	6,574	8,650	6,376		-37.3%	-11.1%	31.6%	-26.3%	-14.2%	0.06%	0.06%
10-3400-15.08 LIFE, STD, LTD INSURANCE	1,891	1,783	1,904	1,984	1,662		-5.7%	6.8%	4.2%	-16.2%	-3.2%	0.01%	0.01%
10-3400-15.09 UNEMPLOYMENT INSURANCE	305	380	565	668	540		24.6%	48.7%	18.1%	-19.2%	15.3%	0.00%	0.00%
10-3400-15.10 WORKERS' COMPENSATION	6,381	5,158	388	365	313		-19.2%	-92.5%	-6.0%	-14.3%	-52.9%	0.00%	0.00%
103400-15.12 PARKING FEE	2,400	2,160	2,160	2,160	-		-10.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%
10-3400-20.00 OFFICE SUPPLIES	6,746	8,627	8,918	8,000	9,000		27.9%	3.4%	-10.3%	12.5%	7.5%	0.08%	0.08%
10-3400-20.01 POSTAGE	4,763	4,633	5,563	6,000	7,000		-2.7%	20.1%	7.9%	16.7%	10.1%	0.06%	0.06%
10-3400-23.00 SMALL TOOLS & EQUIP	-	237	-	2,000	1,000			-100.0%		-50.0%		0.01%	0.01%
10-3400-30.00 ADVERTISING	3,247	1,735	2,003	3,500	3,500		-46.6%	15.4%	74.8%	0.0%	1.9%	0.03%	0.03%
10-3400-40.00 DUES/SUBSCRIPTS/MTGS	457	286	308	325	700		-37.6%	7.9%	5.5%	115.4%	11.2%	0.01%	0.01%
10-3400-48.00 PROPERTY & LIABILITY INS	2,770	2,870	3,341	3,645	3,497		3.6%	16.4%	9.1%	-4.1%	6.0%	0.03%	0.03%
10-3400-51.00 RECORDS RESTORATION	-	14,442	15,233	-	-			5.5%	-100.0%			0.00%	0.00%
10-3400-60.00 PROFESSIONAL SVCS	16,217	14,393	17,068	17,000	17,000		-11.2%	18.6%	-0.4%	0.0%	1.2%	0.15%	0.15%
10-3400-68.00 EQUIP REPAIR & MAINT	-	-	-	-	-							0.00%	0.00%
10-3400-70.00 COPIER	423	277	303	425	395		-34.7%	9.7%	40.1%	-7.1%	-1.7%	0.00%	0.00%
10-3400-70.01 COPIER PAPER	83	109	131	95	-		31.1%	20.0%	-27.4%	-100.0%	-100.0%	0.00%	0.00%
10-3400-74.00 TRAVEL/TRANSPORTATION	173	256	-	300	300		47.8%	-100.0%		0.0%	14.7%	0.00%	0.00%
10-3400-83.00 MACHINERY & EQUIP. (see 10-9400-83)	-	715	-	-	-			-100.0%				0.00%	0.00%
10-3400-95.01 PENSION INTEREST EXP	-	4,746	5,577	5,577	5,577			17.5%	0.0%	0.0%		0.05%	0.05%
Total CLERK-TREASURER ELECT	229,644	227,868	238,303	233,135	187,252	2%	-0.8%	4.6%	-2.2%	-19.7%	-5.0%	1.69%	1.69%
												0.00%	0.00%
10-3420 FINANCE												0.00%	0.00%
10-3420-10.00 SALARIES & WAGES	131,062	142,442	200,506	203,707	287,615		8.7%	40.8%	1.6%	41.2%	21.7%	2.59%	2.59%
10-3420-11.00 OVERTIME	-	-	-	-	-							0.00%	0.00%
10-3420-15.01 DENTAL INSURANCE	949	1,113	1,457	1,596	2,249		17.2%	30.9%	9.5%	40.9%	24.1%	0.02%	0.02%
10-3420-15.02 FICA/MEDICARE	9,631	10,169	14,469	14,539	20,996		5.6%	42.3%	0.5%	44.4%	21.5%	0.19%	0.19%
10-3420-15.03 HEALTH INSURANCE	23,884	20,617	20,605	32,225	49,275		-13.7%	-0.1%	56.4%	52.9%	19.8%	0.44%	0.44%
10-3420-15.04 IRS SECTION 125	124	339	277	855	787		174.4%	-18.5%	209.0%	-7.9%	58.9%	0.01%	0.01%
10-3420-15.05 LONG TERM CARE INSURANCE	114	218	300	214	-		90.7%	37.7%	-28.6%	-100.0%	-100.0%	0.00%	0.00%
10-3420-15.07 CITY RETIREMENT	13,279	8,975	11,680	12,945	17,976		-32.4%	30.1%	10.8%	38.9%	7.9%	0.16%	0.16%
10-3420-15.08 LIFE, STD, LTD INSURANCE	1,639	1,783	1,904	2,747	4,156		8.8%	6.8%	44.3%	51.3%	26.2%	0.04%	0.04%
10-3420-15.09 UNEMPLOYMENT INSURANCE	264	380	455	926	1,349		43.8%	19.6%	103.7%	45.7%	50.3%	0.01%	0.01%
10-3420-15.10 WORKERS' COMPENSATION	5,530	5,158	399	548	884		-6.7%	-92.3%	37.2%	61.3%	-36.8%	0.01%	0.01%
10-3420-15.12 PARKING FEE	1,560	1,560	1,800	2,160	-		0.0%	15.4%	20.0%	-100.0%	-100.0%	0.00%	0.00%
10-3420-20.00 OFFICE SUPPLIES	2,555	5,812	3,604	5,000	5,000		127.5%	-38.0%	38.7%	0.0%	18.3%	0.05%	0.05%
10-3420-20.01 POSTAGE	2,287	2,615	2,047	3,000	2,500		14.3%	-21.7%	46.6%	-16.7%	2.2%	0.02%	0.02%
10-3420-30.00 ADVERTISING	-	314	283	-	500			-9.9%	-100.0%			0.00%	0.00%
10-3420-34.00.5 FINANCE COMMUNICATIONS				-	-							0.00%	0.00%
10-3420-40.00 DUES/SUBSCRIPTS/MTGS	334	600	255	-	250		79.8%	-57.6%	-100.0%		-7.0%	0.00%	0.00%
10-3420-41.00 PROF DEV/TRAINING	189	63	405										

														Appendix Data 1
	Date Subcommittee Montpelier Growth Comparison													
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013	share of total cost	Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget	
Accounts														
10-3423-56.00 OTHER PURCHASED SERVICES	15,543	16,917	11,483	12,600	15,780		8.8%	-32.1%	9.7%	25.2%	0.4%	0.14%	0.14%	
10-3423-60.00 PROFESSIONAL SVCS	11,402	10,759	14,375	15,500	16,700		-5.6%	33.6%	7.8%	7.7%	10.0%	0.15%	0.15%	
10-3423-65.00 RENTAL OF CITY EQUIP				-	-							0.00%	0.00%	
10-3423-68.00 EQUIP REPAIR & MAINT	5,836	6,140	6,120	6,650	6,650		5.2%	-0.3%	8.7%	0.0%	3.3%	0.06%	0.06%	
10-3423-70.00 COPIER	276	213	233	325	396		-23.0%	9.7%	39.3%	21.9%	9.4%	0.00%	0.00%	
10-3423-70.01 COPIER PAPER	55	48	101	70	-		-14.0%	110.9%	-30.5%	-100.0%	-100.0%	0.00%	0.00%	
10-3423-74.00 TRAVEL/TRANSPORTATION	15	-	-	200	200		-100.0%			0.0%	89.8%	0.00%	0.00%	
10-3423-83.00 MACHINERY & EQUIP (see10-9400-83.0)	-											0.00%	0.00%	
10-3423-83.01 COMPUTER EQUIPMENT ALLOC	-											0.00%	0.00%	
10-3423-88.01 COMPUTER RESERVE			-	-	-							0.00%	0.00%	
10-3423-88.02 TELEPHONE RESERVE												0.00%	0.00%	
10-3423-95.01 PENSION INTEREST EXP		3,650	4,290	4,290	4,290			17.5%	0.0%	0.0%		0.04%	0.04%	
Total TECHNOLOGY SERVICES	186,417	196,414	197,008	209,884	221,278	2%	5.4%	0.3%	6.5%	5.4%	4.4%	1.99%	1.99%	
10-3430 PROPERTY ASSESSOR												0.00%	0.00%	
10-3430-10.00 SALARIES & WAGES	46,782	50,769	49,399	50,028	51,005		8.5%	-2.7%	1.3%	2.0%	2.2%	0.46%	0.46%	
10-3430-11.00 OVERTIME		-	-	845	900					6.5%		0.01%	0.01%	
10-3430-15.01 DENTAL INSURANCE	365	366	402	463	450		0.3%	9.7%	15.2%	-2.8%	5.4%	0.00%	0.00%	
10-3430-15.02 FICA/MEDICARE	3,528	3,752	3,657	3,509	3,789		6.3%	-2.5%	-4.0%	8.0%	1.8%	0.03%	0.03%	
10-3430-15.03 HEALTH INSURANCE	9,186	5,980	2,824	10,002	9,855		-34.9%	-52.8%	254.1%	-1.5%	1.8%	0.09%	0.09%	
10-3430-15.04 IRS SECTION 125	48	130	104	237	157		174.4%	-20.2%	128.1%	-33.9%	34.8%	0.00%	0.00%	
10-3430-15.05 LONG TERM CARE INSURANCE	44	68	84	54	-		54.9%	23.2%	-35.5%	-100.0%	-100.0%	0.00%	0.00%	
10-3430-15.07 CITY RETIREMENT	4,034	2,590	2,470	3,124	3,244		-35.8%	-4.6%	26.5%	3.8%	-5.3%	0.03%	0.03%	
10-3430-15.08 LIFE, STD, LTD INSURANCE	630	686	732	763	831		8.8%	6.8%	4.2%	8.9%	7.2%	0.01%	0.01%	
10-3430-15.09 UNEMPLOYMENT INSURANCE	102	146	328	257	270		43.8%	124.6%	-21.7%	5.1%	27.6%	0.00%	0.00%	
10-3430-15.10 WORKERS' COMPENSATION	2,127	1,984	139	131	159		-6.7%	-93.0%	-6.0%	21.4%	-47.7%	0.00%	0.00%	
10-3430-15.12 PARKING FEE	900	900	900	900	-		0.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%	
10-3430-20.00 OFFICE SUPPLIES	832	1,800	1,236	2,100	2,200		116.4%	-31.4%	69.9%	4.8%	27.5%	0.02%	0.02%	
10-3430-20.01 POSTAGE	450	2,733	947	600	600		506.8%	-65.4%	-36.6%	0.0%	7.4%	0.01%	0.01%	
10-3430-30.00 ADVERTISING	126	90	213	150	225		-28.6%	136.9%	-29.6%	50.0%	15.6%	0.00%	0.00%	
10-3430-34.00 COMMUNICATIONS		-	-	-	-							0.00%	0.00%	
10-3430-40.00 DUES/SUBSCRIPTS/MTGS	3,215	2,046	2,637	1,375	2,775		-36.4%	28.9%	-47.9%	101.8%	-3.6%	0.02%	0.02%	
10-3430-48.00 PROPERTY & LIABILITY INS	923	1,104	1,285	1,402	1,748		19.6%	16.4%	9.1%	24.7%	17.3%	0.02%	0.02%	
10-3430-56.00 OTHER PURCHASED SERVICES	4,625	4,625	4,370	29,500	4,900		0.0%	-5.5%	575.1%	-83.4%	1.5%	0.04%	0.04%	
10-3430-56.01 5 ASSESSOR LICENSING/SOFTWARE		-	-	-	4,900							0.04%	0.04%	
10-3430-60.00 PROFESSIONAL SERVICES	37,527	59,696	74,840	72,576	79,300		59.1%	25.4%	-3.0%	9.3%	20.6%	0.71%	0.71%	
10-3430-60.01 REAPPRAISAL SERVICE	17,703	185,740	22,000	-	-		949.2%	-88.2%	-100.0%	-	-100.0%	0.00%	0.00%	
10-3430-60.02 REAPPRAISAL RESERVE EXP		15,044	9,552	9,475	-			-36.5%	-0.8%	-100.0%		0.00%	0.00%	
10-3430-62.00 PRINTING & BINDING	-	-	-	-	-							0.00%	0.00%	
10-3430-68.00 EQUIP REPAIR & MAINT	38	-	-	50	50		-100.0%			0.0%	7.5%	0.00%	0.00%	
10-3430-70.00 COPIER	140	106	117	160	198		-23.8%	9.7%	37.2%	23.8%	9.1%	0.00%	0.00%	
10-3430-70.01 COPIER PAPER	28	24	50	40	50		-14.0%	111.0%	-20.5%	25.0%	15.9%	0.00%	0.00%	
10-3430-74.00 TRAVEL/TRANSPORTATION		-	-	100	100					0.0%		0.00%	0.00%	
10-3430-83.00 MACHINERY & EQUIPMENT	117	398	-	300	200		241.1%	-100.0%		-33.3%	14.4%	0.00%	0.00%	
10-3430-95.01 PENSION INTEREST EXP		1,825	2,145	2,145	2,145			17.5%	0.0%	0.0%		0.02%	0.02%	
Total PROPERTY ASSESSOR	133,469	342,603	180,432	190,286	170,051	2%	156.7%	-47.3%	5.5%	-10.6%	6.2%	1.53%	1.53%	
10-3600 PLANNING AND DEVELOPMENT												0.00%	0.00%	
10-3600-10.00 SALARIES & WAGES	232,713	225,868	238,103	244,537	248,622		-2.9%	5.4%	2.7%	1.7%	1.7%	2.24%	2.24%	
10-3600-10.01 MINUTES SALARIES	-	3,414	6,135	-	6,908			79.7%	-100.0%			0.06%	0.06%	
10-3600-11.00 OVERTIME	-	-	-	1,108	1,143					3.2%		0.01%	0.01%	
10-3600-11.01 5 PLANNING OVERTIME MINUTES		-	-	-	-							0.00%	0.00%	
10-3600-15.01 DENTAL INSURANCE	1,716	1,928	2,041	2,174	2,024		12.3%	5.9%	6.5%	-6.9%	4.2%	0.02%	0.02%	
10-3600-15.02 FICA/MEDICARE	16,562	15,877	17,241	17,757	18,737		-4.1%	8.6%	3.0%	5.5%	3.1%	0.17%	0.17%	
10-3600-15.03 HEALTH INSURANCE	41,337	39,127	38,902	46,987	44,347		-5.4%	-0.6%	20.8%	-5.6%	1.8%	0.40%	0.40%	
10-3600-15.04 IRS SECTION 125	223	613	489	1,115	708		174.5%	-20.2%	128.1%	-36.5%	33.4%	0.01%	0.01%	
10-3600-15.05 LONG TERM CARE INSURANCE	206	180	114	251	-		-12.9%	-36.5%	120.1%	-100.0%	-100.0%	0.00%	0.00%	
10-3600-15.07 CITY RETIREMENT	19,845	12,218	13,706	14,511	15,610		-38.4%	12.2%	5.9%	7.6%	-5.8%	0.14%	0.14%	
10-3600-15.08 LIFE, STD, LTD INSURANCE	2,963	3,222	3,440	3,585	3,740		8.8%	6.8%	4.2%	4.3%	6.0%	0.03%	0.03%	
10-3600-15.09 UNEMPLOYMENT INSURANCE	478	687	1,022	1,208	1,214		43.8%	48.7%	18.2%	0.5%	26.2%	0.01%	0.01%	
10-3600-15.10 WORKERS' COMPENSATION	9,996	9,325	705	668	773		-6.7%	-92.4%	-5.2%	15.7%	-47.3%	0.01%	0.01%	
10-3600-15.12 PARKING FEE	3,300	3,300	3,300	3,300	-		0.0%	0.0%	0.0%	-100.0%	-100.0%	0.00%	0.00%	
10-3600-20.00 OFFICE SUPPLIES	1,145	1,140	526	1,800	1,800		-0.5%	-53.8%	241.9%	0.0%	12.0%	0.02%	0.02%	
10-3600-20.01 POSTAGE	879	719	580	2,790	2,790		-18.2%	-19.3%	380.8%	0.0%	33.5%	0.03%	0.03%	
10-3600-21.00 OPERATING SUPPLIES	72	2,214	401	500	500		2987.4%	-81.9%	24.8%	0.0%	62.5%	0.00%	0.00%	
10-3600-23.00 SMALL TOOLS/EQUIPMENT	635	874	1,541	500	500		37.6%	76.3%	-67.6%	0.0%	-5.8%	0.00%	0.00%	
10-3600-30.00 ADVERTISING	3,145	5,567	2,481	5,000	5,000		77.0%	-55.4%	101.6%	0.0%	12.3%	0.05%	0.05%	
10-3600-40.00 DUES/SUBSCRIPTS/MTGS	1,438	897	2,971	1,000	1,200		-37.6%	231.3%	-66.3%	20.0%	-4.4%	0.01%	0.01%	
10-3600-41.00 PROFESSIONAL DEVELOPMENT	2,779	2,518	3,684	3,000	3,500		-9.4%	46.4%	-18.6%	16.7%	5.9%	0.03%	0.03%	
10-3600-48.00 PROPERTY & LIABILITY INS	4,340	5,189	6,036	6,587	7,869		19.6%	16.3%	9.1%	19.5%	16.0%	0.07%	0.07%	
10-3600-56.00 OTHER PURCHASED SERVICES	3,465	5,373	1,260	3,000	8,000		55.1%	-76.6%	138.1%	166.7%	23.3%	0.07%	0.07%	
10-3600.57.00 5 PLANNING PROGRAM EXPENSES		36	-	-	-			-100.0%				0.00%	0.00%	
10-3600-68.00 WEB SITE MAINT	-	12,695	1,301	4,000	4,000			-89.8%	207.4%	0.0%		0.04%	0.04%	
10-3600-60.00 PROFESSIONAL SVCS	2,923	3,580	2,750	2,500	2,500		22.5%	-23.2%	-9.1%	0.0%	-3.8%	0.02%	0.02%	
10-3600.60.01 5 PLANNING CONTRACT SVS BLDG IN		-	-	-	-							0.00%	0.00%	
10-3600.60.02 5 PLANNING RE-ZONING CONTRACT		-	8,378	-	-				-100.0%			0.00%	0.00%	
10-3600.61.00 5 PLANNING OTHER LEGAL SVCS		-	-	-	-							0.00%	0.00%	
10-3600-62.00 PRINTING & BINDING														

												Appendix Data 1		
	Date Subcommittee Montpelier Growth Comparison													
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013	share of total cost	Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget	
Accounts														
10.8300.93.00.5 CONSERVATION BUDGET XFER TO			-	-	-							0.00%	0.00%	
Total CONSERVATION	3,708	4,183	2,088	5,750	6,750	0%	12.8%	-50.1%	175.4%	17.4%	16.2%	0.06%	0.06%	
												0.00%	0.00%	
10-9100 DEBT SERVICE/LEASE PURCHASE												0.00%	0.00%	
10-9100-90.00 PRINCIPAL PAYMENTS	385,000	365,000	435,000	435,000	425,000		-5.2%	19.2%	0.0%	-2.3%	2.5%	3.83%	3.83%	
10-9100-90.03 MONTPELIER NET NOTE	11,704						-100.0%				-100.0%	0.00%	0.00%	
10-9100-91.00 INTEREST PAYMENTS	380,646	240,814	215,960	223,976	206,138		-36.7%	-10.3%	3.7%	-8.0%	-14.2%	1.86%	1.86%	
10-9100-91.03 MONTPELIER NET INTEREST	-	15,963						-100.0%				0.00%	0.00%	
10-9100-92.00 ENERGY IMPROV LEASE PAYMENT	31,232	32,806	37,126	37,126	37,126		5.0%	13.2%	0.0%	0.0%	4.4%	0.33%	0.33%	
10-9100-92.01 ENERGY AUDIT		5,484		-	-							0.00%	0.00%	
10-9100-92.02 BOND ISSUANCE EXPENSES		-	600	3,200	3,200				433.3%	0.0%		0.03%	0.03%	
Total DEBT SERVICE	808,582	660,067	688,686	699,302	671,464	6%	-18.4%	4.3%	1.5%	-4.0%	-4.5%	6.04%	6.04%	
												0.00%	0.00%	
10.9200 ADMIN COPIER & POSTAGE												0.00%	0.00%	
10-9200 ADMIN COPIER AND POSTAGE												0.00%	0.00%	
10-9200-20.00 PHOTOCOPIES	627		-	-	-		-100.0%				-100.0%	0.00%	0.00%	
10-9200-20.01 POSTAGE	260		-	-	-		-100.0%				-100.0%	0.00%	0.00%	
10-9200-20.02 OTHER ADMIN SUPPLIES	-		-	-	-							0.00%	0.00%	
10-9200-70.00 COPIER LEASE PAYMENT	-		-	-	-							0.00%	0.00%	
10-9200-70.01 COPIER PAPER	-		-	-	-							0.00%	0.00%	
TOTAL ADMIN COPIER AND POSTAGE	887	-	-	-	-	0%	-100.0%				-100.0%	0.00%	0.00%	
												0.00%	0.00%	
10-9300 OTHER GOVERNMENTAL AGENCIES												0.00%	0.00%	
10-9300-72.00 WASHINGTON COUNTY TAX	88,600	76,032	70,385	54,447	54,447		-14.2%	-7.4%	-22.6%	0.0%	-11.5%	0.49%	0.49%	
10-9300-72.01 SOLID WASTE DISTRICT FEE	24,657	24,199	16,874	15,520	15,520		-1.9%	-30.3%	-8.0%	0.0%	-10.9%	0.14%	0.14%	
10-9300-72.02 GREEN MOUNTAIN TRANSIT AGENCY	27,972	29,371	29,371	69,371	69,371		5.0%	0.0%	136.2%	0.0%	25.5%	0.62%	0.62%	
10-9300-72.03 CENTRAL VT REG PLANNING COMMIS	7,583	7,583	8,381	8,382	8,248		0.0%	10.5%	0.0%	-1.6%	2.1%	0.07%	0.07%	
10-9300-72.04 VERMONT LEAGUE OF CITIES & TOW	7,102	7,263	8,072	8,251	8,251		2.3%	11.1%	2.2%	0.0%	3.8%	0.07%	0.07%	
Total OTHER GOVERNMENTAL AGENCIES	155,914	144,448	133,083	155,971	155,837	1%	-7.4%	-7.9%	17.2%	-0.1%	0.0%	1.40%	1.40%	
												0.00%	0.00%	
10-9390 TRANSFERS TO OTHER FUNDS												0.00%	0.00%	
10.9390.00.00.5 XFER TO JUSTICE CENTER		5,728	-	-	-			-100.0%				0.00%	0.00%	
10.9390.93.00.5 XFER TO WATER FUND			-	-	-							0.00%	0.00%	
10.9390.94.00.5 XFER TO SEWER FUND			-	-	-							0.00%	0.00%	
10-9390-96.00 XFER CEMETERY PROP TAX	52,000	-	-	-	-		-100.0%				-100.0%	0.00%	0.00%	
10-9390-96.01 XFER CEMETERY CIP		6,000	-	-	22,000			-100.0%				0.20%	0.20%	
10-9390-96.02 XFER CEMETERY SMALL PARKS	21,600	21,600	23,000	27,900	27,900		0.0%	6.5%	21.3%	0.0%	6.6%	0.25%	0.25%	
10-9390-96.04 XFER CEMETERY OPERATIONS	89,317	82,559	92,445	109,129	95,855		-7.6%	12.0%	18.1%	-12.2%	1.8%	0.86%	0.86%	
10.9390.97.00.5 XFER TO PARKING FUND			-	-	-							0.00%	0.00%	
10-9390-98.00 XFER TO CAPITAL PROJECTS	399,251	676,610	445,332	491,024	459,434		69.5%	-34.2%	10.3%	-6.4%	3.6%	4.14%	4.14%	
10-9390-99.00 XFER PARK OPERATIONS	91,603	95,352	96,633	112,407	130,035		4.1%	1.3%	16.3%	15.7%	9.2%	1.17%	1.17%	
10-9390-99.01 XFER PARKS CIP	6,000	10,000	6,000	3,500	13,935		66.7%	-40.0%	-41.7%	298.1%	23.4%	0.13%	0.13%	
10-9390-99.02 XFER PARKS EQUIPMENT	7,000	1,700	1,750	14,600	6,000		-75.7%	2.9%	734.3%	-58.9%	-3.8%	0.05%	0.05%	
10-9390-99.03 XFER TO HOUSING TRUST	52,000	26,000	26,000	41,000	41,000		-50.0%	0.0%	57.7%	0.0%	-5.8%	0.37%	0.37%	
10-9390-99.04 XFER TO SENIOR CENTER		135,707	125,707	125,707	116,372			-7.4%	0.0%	-7.4%		1.05%	1.05%	
Total TRANSFERS TO OTHER FUNDS	718,771	1,061,256	816,867	925,267	912,531	8%	47.7%	-23.0%	13.3%	-1.4%	6.1%	8.21%	8.21%	
												0.00%	0.00%	
10-9400 EQUIPMENT PLAN												0.00%	0.00%	
10-9400-82.00 CAPITAL OUTLAY-ENERGY	9,741		-	-	-		-100.0%				-100.0%	0.00%	0.00%	
10-9400-83.01 EQUIPMENT - DPW	221,389	411,394	124,980	163,164	258,164		85.8%	-69.6%	30.6%	58.2%	3.9%	2.32%	2.32%	
10-9400-83.02 EQUIPMENT - POLICE	1,630	13,626	26,425	53,000	44,300		735.8%	93.9%	100.6%	-16.4%	128.3%	0.40%	0.40%	
10-9400-83.03 EQUIPMENT- FIRE	17,958	182,649	9,852	34,300	26,200		917.1%	-94.6%	248.2%	-23.6%	9.9%	0.24%	0.24%	
10-9400-83.04 EQUIPMENT- CLERK/TREASURER		-	6,704	-	-				-100.0%			0.00%	0.00%	
10-9400-83.05 EQUIPMENT- TECHNOLOGY	48,474	16,965	49,699	39,534	49,534		-65.0%	193.0%	-20.5%	25.3%	0.5%	0.45%	0.45%	
10-9400-83.06 EQUIPMENT- PLANNING	-			-	-							0.00%	0.00%	
10-9400-83.07 EQUIPMENT-FINANCE SOFTWARE		32,174	1,265	-	-			-96.1%	-100.0%			0.00%	0.00%	
10-9400-83.08 EQUIPMENT-EMERGENCY MGMT			-	-	6,066							0.05%	0.05%	
Total EQUIPMENT PLAN	299,193	656,808	218,924	289,998	384,264	3%	119.5%	-66.7%	32.5%	32.5%	6.5%	3.46%	3.46%	
												0.00%	0.00%	
10-9900 EMPLOYEE BENEFITS												0.00%	0.00%	
10.9900.15.03.5 EMPLOYEE BENEFITS HLTH REIMB			-	-	-							0.00%	0.00%	
10.9900.15.04.5 EMPLOYEE BENEFITS FLEX SPEND		(9,747)	-	-	-			-100.0%				0.00%	0.00%	
10.9900.15.05.5 EMPLOYEE BENEFITS HRA/FSA ADJ			-	-	-							0.00%	0.00%	
10-9900-48.00 P&C INSURANCE CLAIM EXP	115		-	-	-		-100.0%				-100.0%	0.00%	0.00%	
10-9900-48.01 PC - DEDUCTIBLE EXPENSE	1,500	1,000	-	-	-		-33.3%	-100.0%			-100.0%	0.00%	0.00%	
10-9900-79.00 MISCELLANEOUS - BENEFITS	3,972	6,801	983	-	-		71.3%	-85.5%	-100.0%		-100.0%	0.00%	0.00%	
10-9900-80.00 EMPLOYEE WELLNESS (RESERVE)	-	3,645	5,700	-	-			56.4%	-100.0%			0.00%	0.00%	
10-9900-95.01 VMERS PAYDOWN RES EXP	2,537,500		-	-	-		-100.0%				-100.0%	0.00%	0.00%	
Total EMPLOYEE BENEFITS	2,543,087	1,699	6,683	-	-	0%	-99.9%	293.3%	-100.0%		-100.0%	0.00%	0.00%	
												0.00%	0.00%	
10-9950 CONTINGENCY												0.00%	0.00%	
10-9950-92.00 GEN'L CONTINGENCY												0.00%	0.00%	
10-9950-95.00 CAP ESCROW EXPENSES	3,438		-	-	-		-100.0%				-100.0%	0.00%	0.00%	
Total CONTINGENCY	3,438	-	-	-	-	0%	-100.0%				-100.0%	0.00%	0.00%	
												0.00%	0.00%	
10-9951 MISCELLANEOUS EXPENSES												0.00%	0.00%	
10.9951.60.00.5 MISCELLANEOUS EXPENSES			64,142						-100.0%			0.00%	0.00%	
10-9951-79.00 MISCELLANEOUS EXPENSES	3,212	1,150	1,049				-64.2%	-8.8%	-100.0%		-100.0%	0.00%	0.00%	
10-9951-79.01 CITY HALL PLAZA EXPENSES	-											0.00%	0.00%	
10-0000-00.00 PROP. TAX I.T. EXPENSES	-											0.00%	0.00%	
10-9951-93.00 USE OF RECORDS RESRVE												0.00%	0.00%	
10.9951.94.00.5 MISC USE OF VMERS PAYOFF RESI		33,936						-100.0%				0.00%	0.00%	
Total MISCELLANEOUS EVENTS/EXP	3,212	35,08												

											Appendix Data 1			
	Date Subcommittee Montpelier Growth Comparison													
	Actual FY09 (unaudited)	Actual FY10 (Unaudited)	Actual 2011 (Unaudited)	Budget 2012	Budget 2013	share of total cost	Growth 09 to 10	Growth 10 to 11	Growth 11 to 12	Growth 12 to 13	Compound Annual Growth Rate 09 to 13	share of budget	share of total budget	
Accounts														
Footnote: data is from the "City of Montpelier Approved FY 2013 Budget for July 1, 2012 - June 30, 2013"														

								Appendix Data 2	
			Data Subcommittee Nine (9) City Financial Comparison						
2011 Town Govt-wide Statements	Barre City	Brattleboro	Burlington	Hartford	Middlebury	Montpelier	Rutland	St Albans	Springfield
assets									
cash	2,535,575	20,516,232	42,676,853	11,050,020	6,422,467	3,523,517	8,347,216	1,424,145	4,060,078
investments	789,295	1,457,917	19,692,831	11,360	1,115,496	1,181,808	3,901,571	155,039	2,598,928
receivables	2,605,139	2,273,868	15,936,806	934,055	1,155,071	2,513,349		1,807,349	3,578,568
due fr other governments			11,218,349	1,036,542	6,339				229,866
loans receivable		3,817,688	7,725,293			978,090		98,887	
notes receivable	150,113			219,424	2,145,852	177,847	1,169,957		
deposits			1,012,971	100,003		1,600			
prepaid expenditures	42,813	242,907	276,418		89,038	30,932	493,007	22,084	74,537
inventories	287,637	166,474	6,450,090			170,304	185,886		261,121
due fr other funds									
capital assets									
land	1,876,033	51,863,834	144,720,385	1,787,375	55,012,492	992,722	4,173,920	1,137,932	755,156
construction in progress	3,770,282			17,330,658		1,094,053		5,708,732	
other capital assets net of depreciation	39,134,551		319,884,367	32,903,434		53,267,274	43,025,329	18,555,761	46,452,415
total assets	51,191,438	80,338,920	569,594,363	65,372,871	65,946,755	63,931,496	61,296,886	28,909,929	58,010,669
liabilities									
warrants & Accts payable	785,021	557,314	9,032,428	1,233,831	2,906,839	563,979	976,472	623,759	1,154,584
accrued liabilities	194,117	619,688	10,584,247	572,113	402,465	331,961	398,036	51,179	
due to other funds	15,264		3,051,316			507,242	1,872		
due to others				344,967					7,000,000
deferred revenue	4,485	4,984,246	1,174,409	53,788	157,366	30,420	220,809	94,991	67,235
accrued interest						91,283		71,072	
anticipation notes			23,000,000						
OPEB obligation		775,378			58,000	49,782			
noncurrent liabilities									
due within one year	780,851	1,284,304	18,576,152	990,764	1,543,635	1,626,902	1,379,234	759,411	2,354,124
due in more than one year	13,741,984	28,994,141	183,858,500	17,557,505	25,540,237	23,257,467	28,694,401	9,925,470	11,645,198
total liabilities	15,521,722	37,215,071	249,277,052	20,752,968	30,608,542	26,459,036	31,670,824	11,525,882	22,221,141
net assets									
invested in capital assets, net of debt	31,362,972	22,051,892	277,173,891	35,194,591	27,928,620	35,431,334	32,070,064	16,147,879	26,900,529
restricted	3,010,410	17,528,999	42,220,210	3,681,589	4,639,100	2,358,725	2,216,466	264,656	3,040,902
unrestricted	1,296,334	3,542,958	923,210	5,743,723	2,770,493	-317,599	-4,660,468	971,512	5,848,097
total net assets	35,669,716	43,123,849	320,317,311	44,619,903	35,338,213	37,472,460	29,626,062	17,384,047	35,789,528
0									
Governmental									
Revenues									
general government	287,578	1,843,371	4,751,952	224,358	248,657	396,625	668,941	354,866	802,611
public safety	2,297,678	550,369	6,717,929	1,272,527		834,901	746,037	1,863,712	867,266
education			68,766,652						
public works	2,658,916	227,011	8,382,217	381,704	1,758,941	1,449,740	300,280	597,382	964,183
health & social services									
culture & recreation	356,555	364,246	4,304,985	176,773	189,619	539,273	666,365	418,298	59,422
community development	796,558		4,103,981	74,632		273,337	1,125,946	85,608	143,619
cemetery						29,929			
MontpelierNet						0			
interest on long term debt									
total govt revenues	6,397,285	2,984,997	97,027,716	2,129,994	2,197,217	3,523,805	3,507,569	3,319,866	2,837,101
				0			0	0	0
Expenses									
general government	2,053,209	5,714,959	13,426,363	1,488,723	2,311,803	1,744,867	3,669,047	947,435	1,780,620
public safety	5,439,628	4,980,721	21,931,701	5,843,686	1,551,480	4,252,181	7,653,274	4,190,064	4,148,981
education			66,901,788	10					7,041,164
public works	2,446,435	2,201,923	13,101,541	3,317,041	1,728,228	2,520,455	3,381,000	571,072	3,369,419
health & social services				258,891	159,006				
recycling & solid waste		960,426	9,244,881						
culture & recreation	813,378	1,408,459	5,082,322	1,049,079	957,053	1,222,259	2,395,406	485,389	1,033,774
community development	804,300			528,671		164,086	181,317	2,356	636,549
cemetery						178,350			
MontpelierNet						2,664			
interest on long term debt	255,719		2,791,517	42,807		248,767		62,959	95,976
other		232,266							
total govt expenses	11,812,669	15,498,754	132,480,113	12,528,908	6,707,570	10,333,629	17,280,044	6,259,275	18,106,483
excess of expenditures over revenues	-5,415,384	-12,513,757	-35,452,397	-10,398,914	-4,510,353	-6,809,824	-13,772,475	-2,939,409	-15,269,382
									0
Business type activities									
Revenues									
water	2,399,433	4,129,900	5,583,062		1,087,202	2,322,874	7,760,746	1,988,380	2,058,220
sewer	2,289,066		7,176,316	3,971,482	2,303,983	3,814,571		3,267,927	
parking		864,947		170,216		669,645			
electric			60,711,777						
airport			42,257,016						
telecom			7,199,476						
school			2,523,681						
cemetery	133,224								
BCDC/RAA			453,500				71,081		
total business revenues	4,821,723	4,994,847	125,904,828	4,141,698	3,391,185	6,807,090	7,831,827	5,256,307	2,058,220

								Appendix Data 2	
			Data Subcommittee Nine (9) City Financial Comparison						
2011 Town Govt-wide Statements	Barre City	Brattleboro	Burlington	Hartford	Middlebury	Montpelier	Rutland	St Albans	Springfield
Expenses									
water	1,907,982	2,919,644	4,939,065	3,234,763	736,215	2,353,052	5,257,700	1,714,023	3,219,007
sewer	1,387,531		6,522,461	856,217	1,952,905	3,183,746		2,365,686	
parking		816,786		185,388		670,738			
electric			56,676,147						
airport			16,690,935						
telecom			7,107,667						
school			2,546,470						
cemetery	330,992								
BCDC/RRR			410,105				339,474		
total business expenses	3,626,505	3,736,430	94,892,850	4,276,368	2,689,120	6,207,536	5,597,174	4,079,709	3,219,007
net business income (loss)	1,195,218	1,258,417	31,011,978	-134,670	702,065	599,554	2,234,653	1,176,598	-1,160,787
total revenues less expenditures	-4,220,166	-11,255,340	-4,440,419	-10,533,584	-3,808,288	-6,210,270	-11,537,822	-1,762,811	-16,430,169
general revenues									
property taxes	7,065,587	12,745,669	28,488,306	10,516,674	5,876,114	7,846,012	14,114,903	3,860,810	14,890,117
gross receipt taxes			2,507,382						
local option sales tax			1,998,462				447,386		
PILOT	231,052		2,116,319			184,000			
franchise fees			2,047,748						
impact fees			118,207						
unrestricted investment earnings	21,408	211,565	1,106,399	38,415	36,522	138,241	74,929	50,247	547,167
gain (loss) on sale of capital assets	-1,949		-26,777,837	-12,857		10,150			
transfers		2,582			-6,054	-180,000	22,063		15,888
lease extinguishment			33,500,000						
insurance proceeds	25,277					851,846			
other revenues			630,279	256,030	802,110	79,630	3,452,662	124,817	155,331
contributions to permanent endowments	71,915					5,885			
special item-VMERS pension liability									
total general revenues	7,413,290	12,959,816	45,735,265	10,798,262	6,708,692	8,935,764	18,111,943	4,035,874	15,608,503
change in total net assets	3,193,124	1,704,476	41,294,846	264,678	2,900,404	2,725,494	6,574,121	2,273,063	-821,666
RECAP - totals									
total government + business type									
revenues	11,219,008	7,979,844	222,932,544	6,271,692	5,588,402	10,330,895	11,339,396	8,576,173	4,895,321
expenditures	15,439,174	19,235,184	227,372,963	16,805,276	9,396,690	16,541,165	22,877,218	10,338,984	21,325,490
total revenues less expenditures	-4,220,166	-11,255,340	-4,440,419	-10,533,584	-3,808,288	-6,210,270	-11,537,822	-1,762,811	-16,430,169
total general revenues	7,413,290	12,959,816	45,735,265	10,798,262	6,708,692	8,935,764	18,111,943	4,035,874	15,608,503
change in total net assets	3,193,124	1,704,476	41,294,846	264,678	2,900,404	2,725,494	6,574,121	2,273,063	-821,666
Footnotes:									
1) All amounts taken from individual town FY 2011 audited financial statements 'Statement of Net Assets' and the associated 'Statement of Activities'.									
2) Yellow-highlighted individual number cells indicate combined cost categories that have not been broken out on the financial statement.									

										Appendix Data - 3
	Data Subcommittee - Montpelier Five (5) Year Growth Comparison									
Montpelier Govt-wide Statements	Montpelier	Montpelier	Montpelier	Montpelier	Montpelier					
	2007	2008	2009	2010	2011	Growth 07 to 08	Growth 08 to 09	Growth 09 to 10	Growth 10 to 11	Compound Annual Growth Rate 07 to 11
assets										
cash	1,105,613	1,600,873	1,543,790	1,912,769	3,523,517	44.8%	-3.6%	23.9%	84.2%	33.6%
Investments	797,721	811,041	1,340,762	1,141,908	1,181,808	1.7%	65.3%	-14.8%	3.5%	10.3%
receivables	2,319,120	1,587,901	3,499,926	1,787,255	2,513,349	-31.5%	120.4%	-48.9%	40.6%	2.0%
due fr other governments		4,685								
loans receivable	2,446,947	2,976,836	1,102,181	1,077,767	978,090	21.7%	-63.0%	-2.2%	-9.3%	-20.5%
notes receivable	723,563	644,688	236,080	204,922	177,847	-10.9%	-63.4%	-13.2%	-13.2%	-29.6%
deposits	1,600	1,600	1,600	1,600	1,600	0.0%	0.0%	0.0%	0.0%	0.0%
prepaid expenditures	40,026	16,865	15,000	84,123	30,932	-57.9%	-11.1%	460.8%	-63.2%	-6.2%
inventories	158,988	167,843	227,552	251,081	170,304	5.6%	35.6%	10.3%	-32.2%	1.7%
due fr other funds	4,479	420								
internal balances										
capital assets										
land	837,006	845,322	1,145,322	1,172,722	992,722	1.0%	35.5%	2.4%	-15.4%	4.4%
construction in progress	1,758,004	3,591,667	4,523,608	1,882,194	1,094,053	104.3%	26.0%	-58.4%	-41.9%	-11.2%
other capital assets net of depreciation	46,510,483	46,049,790	47,954,508	52,496,168	53,267,274	-1.0%	4.1%	9.5%	1.5%	3.4%
total assets	56,703,550	58,299,531	61,590,329	62,012,509	63,931,496	2.8%	5.6%	0.7%	3.1%	3.0%
liabilities										
warrants & Accts payable	359,026	362,350	1,239,006	529,234	563,979	0.9%	241.9%	-57.3%	6.6%	12.0%
accrued liabilities	146,688	137,030	179,933	374,753	331,961	-6.6%	31.3%	108.3%	-11.4%	22.7%
due to other funds		16,441	229,829		507,242		1297.9%	-100.0%		
due to others	83,988	20,790				-75.3%	-100.0%			-100.0%
deferred revenue	60,079	53,999	5,702	3,991	30,420	-10.1%	-89.4%	-30.0%	662.2%	-15.6%
accrued interest	67,668	65,265	120,928	87,447	91,283	-3.6%	85.3%	-27.7%	4.4%	7.8%
grant anticipation note	750,000		1,500,000			-100.0%		-100.0%		-100.0%
OPEB obligation				26,000	49,782				91.5%	
noncurrent liabilities										
due within one year	1,467,093	1,460,086	1,476,021	1,623,719	1,626,902	-0.5%	1.1%	10.0%	0.2%	2.6%
due in more than one year	20,575,972	21,912,763	24,532,763	24,620,399	23,257,467	6.5%	12.0%	0.4%	-5.5%	3.1%
total liabilities	23,510,514	24,028,724	29,284,182	27,265,543	26,459,036	2.2%	21.9%	-6.9%	-3.0%	3.0%
net assets										
Invested in capital assets, net of debt	28,562,223	29,303,343	32,408,736	34,408,169	35,431,334	2.6%	10.6%	6.2%	3.0%	5.5%
restricted	4,007,310	4,294,900	2,317,689	2,022,382	2,358,725	7.2%	-46.0%	-12.7%	16.6%	-12.4%
unrestricted	623,503	672,564	-2,420,278	-1,683,585	-317,599	7.9%	-459.9%	-30.4%	-81.1%	
total net assets	33,193,036	34,270,807	32,306,147	34,746,966	37,472,460	3.3%	-5.7%	7.6%	7.8%	3.1%
0										
Governmental										
Revenues										
general government	1,079,326	1,248,114	1,188,307	538,163	396,625	15.6%	-4.8%	-54.7%	-26.3%	-22.1%
public safety	727,908	676,341	440,752	757,894	834,901	-7.1%	-34.8%	72.0%	10.2%	3.5%
public works	1,666,932	478,225	2,753,265	2,132,348	1,449,740	-71.3%	475.7%	-22.6%	-32.0%	-3.4%
culture & recreation	267,932	118,262	1,088,625	406,927	539,273	-55.9%	820.5%	-62.6%	32.5%	19.1%
community development	53,464	461,293	85,695	64,093	273,337	762.8%	-81.4%	-25.2%	326.5%	50.4%
cemetery	89,629	53,361	44,554	33,138	29,929	-40.5%	-16.5%	-25.6%	-9.7%	-24.0%
MontpelierNet				13,525	0				-100.0%	
interest on long term debt	0		35,293					-100.0%		
total govt revenues	3,885,191	3,035,596	5,636,491	3,946,088	3,523,805	-21.9%	85.7%	-30.0%	-10.7%	-2.4%
Expenses										
general government	1,938,114	2,074,469	2,147,763	1,874,052	1,744,867	7.0%	3.5%	-12.7%	-6.9%	-2.6%
public safety	3,571,410	3,613,370	3,864,168	4,033,759	4,252,181	1.2%	6.9%	4.4%	5.4%	4.5%
public works	1,973,269	2,356,563	2,379,156	1,964,525	2,520,455	19.4%	1.0%	-17.4%	28.3%	6.3%
culture & recreation	555,980	549,852	837,933	1,093,533	1,222,259	-1.1%	52.4%	30.5%	11.8%	21.8%
community development	21,979	37,902	1,962,157	54,094	164,086	72.5%	5076.9%	-97.2%	203.3%	65.3%
cemetery	190,774	182,944	185,150	181,319	178,350	-4.1%	1.2%	-2.1%	-1.6%	-1.7%
MontpelierNet			37,590	21,332	2,664			-43.3%	-87.5%	
interest on long term debt	310,527	431,087	470,305	243,760	248,767	38.8%	9.1%	-48.2%	2.1%	-5.4%
total govt expenses	8,562,053	9,246,187	11,884,222	9,466,374	10,333,629	8.0%	28.5%	-20.4%	9.2%	4.8%
excess of expenditures over revenues	-4,676,862	-6,210,591	-6,247,731	-5,520,286	-6,809,824	32.8%	0.6%	-11.6%	23.4%	9.8%
Business type activities										
Revenues										
water	2,193,801	2,145,550	2,191,803	2,235,579	2,322,874	-2.2%	2.2%	2.0%	3.9%	1.4%
sewer	3,063,198	3,045,367	3,244,677	3,394,516	3,814,571	-0.6%	6.5%	4.6%	12.4%	5.6%
parking	625,746	618,972	681,886	678,526	669,645	-1.1%	10.2%	-0.5%	-1.3%	1.7%
total business revenues	5,882,745	5,809,889	6,118,366	6,308,621	6,807,090	-1.2%	5.3%	3.1%	7.9%	3.7%

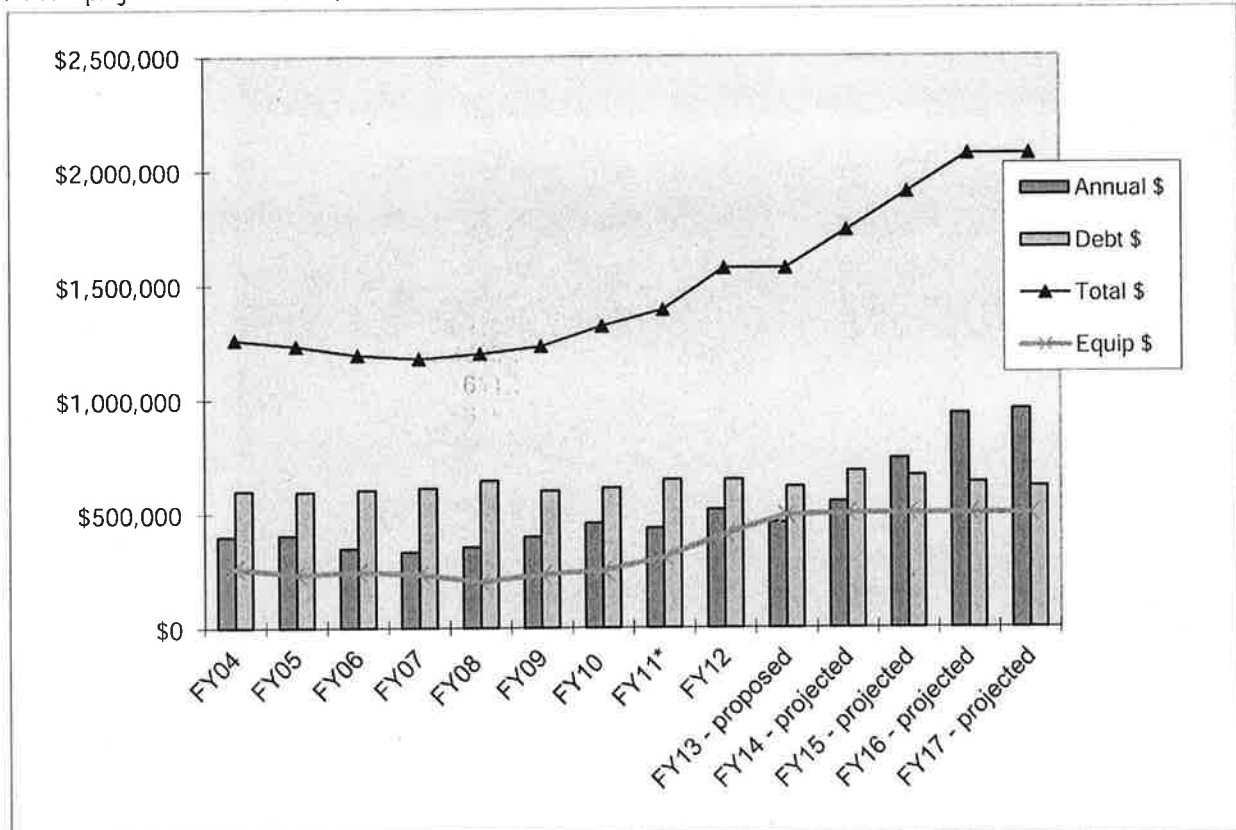
										Appendix Data - 3
	Data Subcommittee - Montpelier Five (5) Year Growth Comparison									
Montpelier Govt-wide Statements	Montpelier	Montpelier	Montpelier	Montpelier	Montpelier					
	2007	2008	2009	2010	2011	Growth 07 to 08	Growth 08 to 09	Growth 09 to 10	Growth 10 to 11	Compound Annual Growth Rate 07 to 11
Expenses										
water	2,136,784	2,209,827	2,361,919	2,432,394	2,353,052	3.4%	6.9%	3.0%	-3.3%	2.4%
sewer	2,960,436	3,000,649	3,189,852	3,088,840	3,183,746	1.4%	6.3%	-3.2%	3.1%	1.8%
parking	512,460	576,079	557,821	610,501	670,738	12.4%	-3.2%	9.4%	9.9%	7.0%
total business expenses	5,609,680	5,786,555	6,109,592	6,131,735	6,207,536	3.2%	5.6%	0.4%	1.2%	2.6%
net business income (loss)	273,065	23,334	8,774	176,886	599,554	-91.5%	-62.4%	1916.0%	239.0%	21.7%
total revenues less expenditures	-4,403,797	-6,187,257	-6,238,957	-5,343,400	-6,210,270	40.5%	0.8%	-14.4%	16.2%	9.0%
general revenues										
property taxes	6,471,318	6,595,127	7,198,011	7,618,724	7,846,012	1.9%	9.1%	5.8%	3.0%	4.9%
PILOT	184,000	184,000	184,000	184,000	184,000	0.0%	0.0%	0.0%	0.0%	0.0%
unrestricted investment earnings	154,845	331,676	128,592	141,959	138,241	114.2%	-61.2%	10.4%	-2.6%	-2.8%
gain (loss) on sale of capital assets	10,000	17,258	2,184	-243,384	10,150	72.6%	-87.3%	-11244.0%	-104.2%	0.4%
property transfer to housing					-180,000					
insurance proceeds					851,846					
other revenues	82,423	118,097	131,588	75,680	79,630	43.3%	11.4%	-42.5%	5.2%	-0.9%
contributions to permanent endowments		18,870	10,425	7,240	5,885		-44.8%	-30.6%	-18.7%	
special item-VMERS pension liability			-3,380,503					-100.0%		
total general revenues	6,902,586	7,265,028	4,274,297	7,784,219	8,935,764	5.3%	-41.2%	82.1%	14.8%	6.7%
change in total net assets	2,498,789	1,077,771	-1,964,660	2,440,819	2,725,494	-56.9%	-282.3%	-224.2%	11.7%	2.2%
RECAP - totals										
total government + business type										
revenues	9,767,936	8,845,485	11,754,857	10,254,709	10,330,895	-9.4%	32.9%	-12.8%	0.7%	1.4%
expenditures	14,171,733	15,032,742	17,993,814	15,598,109	16,541,165	6.1%	19.7%	-13.3%	6.1%	3.9%
total revenues less expenditures	-4,403,797	-6,187,257	-6,238,957	-5,343,400	-6,210,270	40.5%	0.8%	-14.4%	16.2%	9.0%
total general revenues	6,902,586	7,265,028	4,274,297	7,784,219	8,935,764	5.3%	-41.2%	82.1%	14.8%	6.7%
change in total net assets	2,498,789	1,077,771	-1,964,660	2,440,819	2,725,494	-56.9%	-282.3%	-224.2%	11.7%	2.2%
Footnotes:										
1) All amounts taken from Montpelier's annual audited financial statements 'Statement of Net Assets' and the associated 'Statement of Activities'.										

SUMMARY of ANNUAL and DEBT FUNDING for CAPITAL PROJECTS

SUMMARY of ANNUAL and DEBT FUNDING for CAPITAL PROJECTS & EQUIPMENT

General Fund

Fiscal Year	Annual \$	Debt \$	Equip \$	Total \$	\$ Change	% Change
FY04	\$401,100	\$598,900	\$261,565	\$1,261,565		
FY05	\$404,183	\$595,817	\$234,025	\$1,234,025	-\$27,540	-2.2%
FY06	\$346,699	\$603,301	\$245,250	\$1,195,250	-\$38,775	-3.1%
FY07	\$332,196	\$611,304	\$235,854	\$1,179,354	-\$15,896	-1.3%
FY08	\$354,510	\$645,490	\$201,581	\$1,201,581	\$22,227	1.9%
FY09	\$399,251	\$600,749	\$233,735	\$1,233,735	\$32,154	2.7%
FY10	\$457,811	\$612,389	\$250,847	\$1,321,047	\$87,312	7.1%
FY11*	\$434,509	\$647,691	\$308,275	\$1,390,475	\$69,428	5.3%
FY12	\$515,849	\$647,651	\$408,904	\$1,572,404	\$181,929	13.1%
FY13 - proposed	\$461,693	\$618,061	\$492,650	\$1,572,404	\$0	0.0%
FY14 - projected	\$551,846	\$686,654	\$500,000	\$1,738,500	\$166,096	10.6%
FY15 - projected	\$740,388	\$665,112	\$500,000	\$1,905,500	\$167,000	9.6%
FY16 - projected	\$937,147	\$634,853	\$500,000	\$2,072,000	\$166,500	8.7%
FY17 - projected	\$955,380	\$616,620	\$500,000	\$2,072,000	\$0	0.0%

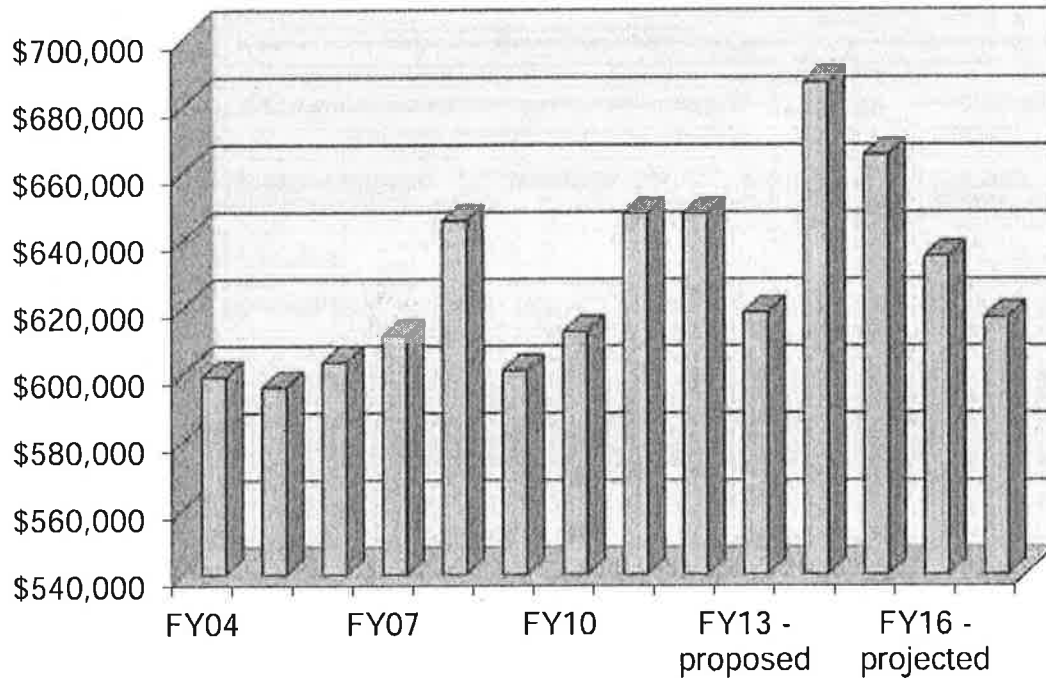


* equipment funds for parks/cemetery & lease payments included in department budgets before FY11

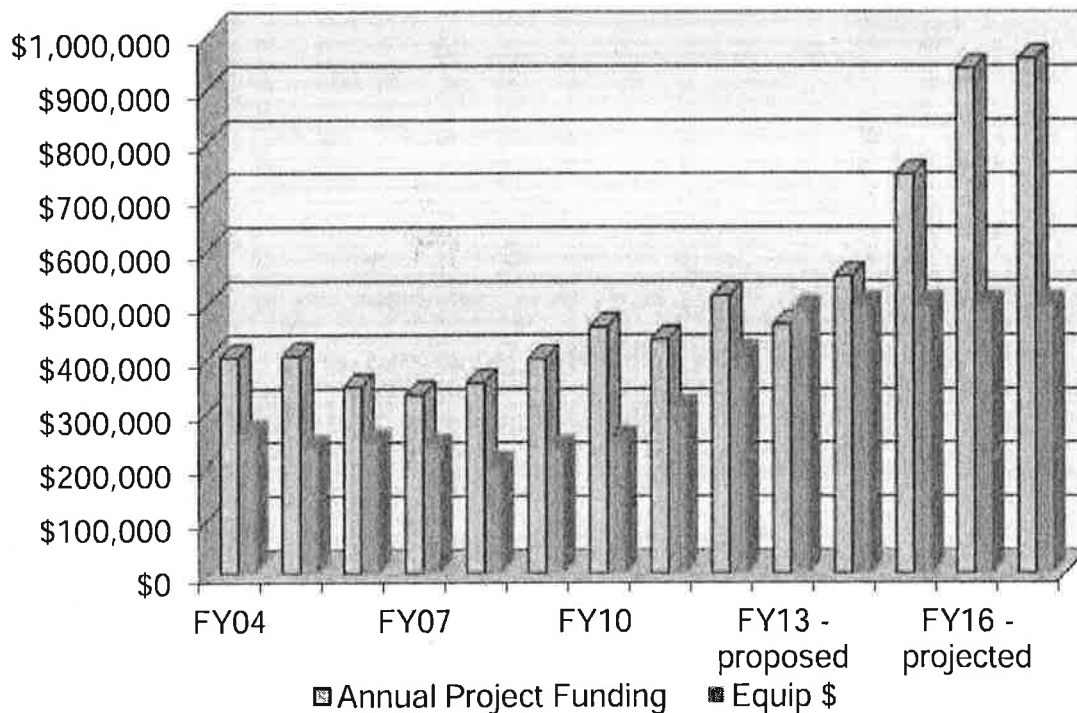
Annual Projects (including Bond)	FY11	FY12	FY13
Street Paving	\$66,690		\$134,558
Street Rehabilitation		\$203,000	\$91,167
Retaining Walls	\$80,000	\$73,000	
Sidewalks		\$15,000	\$115,000
Storm Drains/Culverts	\$30,000	\$62,000	
Buildings & Grounds	\$55,000	\$10,000	
Master Plan update	\$15,000		
Downtown Projects	\$5,000	\$10,000	\$10,000
Traffic Improvements		\$15,000	\$10,000
Flood Mitigation Army Corps Study	\$100,000	\$90,000	
Flood Mitigation Project	\$50,000		
Parks	\$6,000	\$3,500	\$13,935
Cemetery	\$6,000	\$10,000	\$22,000
Project Management	\$20,819	\$24,349	\$65,033
Total Annual Funding	\$434,509	\$515,849	\$461,693
Street Rehabilitation			\$187,833
Retaining Walls	\$80,000	\$73,000	\$140,000
Storm Drains/Culverts			\$50,000
Buildings & Grounds			\$284,667
Total Projects in Bond			\$662,500
Total Project Funding	\$434,509	\$515,849	\$1,124,193

Scheduled Debt Payments	FY11	FY12	FY13
Berlin St Reconstruction	\$5,525	\$5,175	\$0
Bridges	\$47,864	\$46,053	\$44,224
Fire Station	\$48,939	\$47,128	\$45,299
Kellogg-Hubbard Library	\$46,973	\$45,469	\$43,938
Police Station	\$115,768	\$112,008	\$108,179
Retaining Walls '96	\$6,948	\$6,655	\$6,359
Retaining Walls '98	\$64,243	\$62,067	\$59,858
Main St Lighting	\$15,001	\$14,577	\$14,141
Central Vt Bike Path	\$16,251	\$15,791	\$15,320
Capital District Master Plan - Carr Lot	\$0	\$28,571	\$28,573
City Hall/DPW Building Bond	\$75,755	\$74,212	\$72,374
Bridges/City Hall/DPW facilities	\$72,238	\$70,548	\$68,766
Sabins Pasture	\$45,554	\$35,004	\$0
District Heat '09	\$22,446	\$21,866	\$21,409
Retaining Walls	\$37,252	\$36,289	\$35,529
Bridges	\$26,934	\$26,238	\$25,688
Infrastructure/Equipment '12			\$28,404
Total Debt Payments	\$647,691	\$647,651	\$618,061
Total Capital Plan	\$1,082,200	\$1,163,500	\$1,742,254

Scheduled Debt Payments FY04-FY17



Annual Project and Equipment Funding FY04-FY17





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

DEBT MANAGEMENT POLICY

Approved: September 28, 2011

PURPOSE. The purpose of this Policy is to establish the guidelines for the issuance of debt by the City of Montpelier. Debt levels and the related annual debt service expenditures are important long-term obligations that must be managed with available short- and long-term resources. This policy also addresses the level of indebtedness that the City can reasonably expect to incur without jeopardizing its existing financial position.

Adherence to a debt management policy, along with the utilization of other sound and prudent financial practices and the City's other financial policies, will assure the lending market that the City is well managed and will meet its obligations in a timely manner.

PLANNING AND PERFORMANCE. Debt management means adopting and maintaining financial plans for both the issuance and repayment of debt. The determination to issue new debt should be made as a part of the adoption of the annual capital budget, which prioritizes capital projects and identifies the various funding sources available for those projects. Planning for the repayment of debt will include analysis of the operating budget to determine if the fund will incur the additional debt service required by the new debt.

USE OF SHORT-TERM AND LONG-TERM DEBT. Short-term debt should be limited to borrowing to cover short-term, temporary cash flow shortages within the City's fiscal year through the use of tax anticipation notes in those instances where there is an inadequate level of cash flow, or through the use of bond anticipation notes when cash is required to initiate a capital project prior to the receipt of bond proceeds. The City Council should manage the City's finances so as to avoid the use of short-term debt when possible.

Long-term debt should be issued for the acquisition, construction, or improvement of land, buildings, infrastructure, equipment, public improvements and payment of prior pension liability that cannot be financed from current revenues or other resources. Current year budget appropriations and accumulated reserve funds should be used to minimize the amount of long-term borrowing that is required.

PURPOSE OF DEBT. General obligation debt funded by general fund property taxes shall be used for projects that provide a general benefit to City residents and that cannot otherwise be self-supporting. Debt incurred for use by an enterprise fund, even if backed by a general

Direct Debt Service Ratios - Debt Policy Guidelines

Proposed Ratio for General Fund Debt:

8.2% of Total Budgeted Revenues for Government Activities

Year	Budgeted Revenues (up 5%/yr)	MAX Debt Service Guide Line	Ratio before		Add for Carr Lot	Add for District Heat	Total Debt Service	Ratio after Compare		Ability to borrow within guidelines
			Scheduled Debt Service	Unissued Debt				Unissued Debt	with Guideline	
FY12	11350000	930700	771646	6.8%	70000	99000	940646	8.3%	-0.1%	0
EST FY13	11917500	977235	733403	6.2%	69000	97000	899403	7.5%	0.7%	\$ 870,786.66
EST FY14	12513375	1026097	711513	5.7%	68000	95000	874513	7.0%	1.2%	\$ 1,615,165.11
EST FY15	13139044	1077402	666301	5.1%	67000	93000	826301	6.3%	1.9%	\$ 2,548,136.60

Note: A 20 year bond for \$1,000,000 at 4% would be \$90,000 per year (highest year). \$90,000 in debt service adds about .75%. Therefore in FY13 we could add \$870,000 in General Fund debt and still be okay with the guideline ratio.

Every \$100,000 in debt increases the debt service by .075%

The City could borrow \$800,000 - \$900,000 per year over the next 3 years and be within the debt guideline.

Proposed Ratio for City-Wide Debt:

15.0% of Total Budgeted Revenues for City-Wide Activities

Year	Budgeted Revenues (up 3% per yr)	MAX Debt Service Guide Line	Ratio before		Add for Carr Lot	Add for District Heat	Total Debt Service	Ratio after Compare		Ability to borrow within guidelines
			Scheduled Debt Service	Unissued Debt				Unissued Debt	with Guideline	
FY12	17,646,000	2,646,900	2,496,208	14.1%	70,000	99,000	2,665,208	15.1%	-0.1%	0
EST FY13	18,175,380	2,726,307	2,370,080	13.0%	69,000	97,000	2,536,080	14.0%	1.0%	\$ 2,907,275.30
EST FY14	18,720,641	2,808,096	2,328,213	12.4%	68,000	95,000	2,491,213	13.3%	1.7%	\$ 4,701,928.32
EST FY15	19,282,261	2,892,339	2,281,498	11.8%	67,000	93,000	2,441,498	12.7%	2.3%	\$ 6,494,759.10

Note: A State Revolving Loan - 20 year bond for \$1,000,000 at 2% would be \$70,000 per year. \$70,000 in debt service adds .36%. Therefore in FY13 we could add \$1,750,000 in Revolving Loan debt (less any increases in General Fund Debt) and still be okay with the guideline ratio.

Every \$100,000 in RLF debt increases the debt service by .036%.

The City could borrow \$2,000,000 in Revolving Loan Funds per year over the next 3 years and be within the debt guideline (less any increases in General fund Debt).

1. INTRODUCTION AND EXECUTIVE SUMMARY

The Matrix Consulting Group was retained by the City of Montpelier to conduct a Management Assessment for all municipal operations. The report, which follows, presents the initial results of the study. This study was designed to provide an overall assessment of the efficiency and effectiveness of City operations, identifying strengths and improvement opportunities relating to organization, staffing and management.

In this concluding point of the study, the project team has assembled this **draft** final report, which summarizes our findings, conclusions and recommendations.

1. STUDY METHODOLOGY

In this Management Assessment for the City of Montpelier, the Matrix Consulting Group project team utilized a wide variety of data collection and analytical techniques.

The project team conducted the following data collection and analytical activities:

- At the outset of the project, the study team interviewed the City Manager and the City Council. The purpose of these interviews was to develop an initial understanding of the issues and background which led to this study.
- The project team conducted an intensive process of interviewing staff in every department in the City. Members of the project team interviewed a significant portion of City staff in individual or group interviews. These interviews included staff at every level in the organization -- managers, supervisors and line staff.
- In order to maximize the employee input into this study, the project team distributed a confidential employee survey which every employee in the City had the opportunity to fill-out and return to the project team.
- While on site, the project team collected a wide variety of data designed to document workloads, costs, service levels and operating practices.
- The project team developed descriptive summaries, or profiles, of each department in the City – reflecting organizational structure, staffing, workloads, service levels and programmatic objectives.

- In order to make the assessments of operational strengths and improvement opportunities, the project team developed a set of performance measures, called “best management practices” against which to evaluate current services, workloads and service levels in the City of Montpelier.

The best management practices analysis was a critical task in our approach – organizational strengths were identified in that document as well as improvement opportunities. This report focuses on the most significant organization, staffing and management issues facing the City of Montpelier.

2. STRENGTHS OF THE CITY OF MONTPELIER’S OPERATIONS.

It is important to place any evaluation and analysis such as this Management Assessment into context. A study such as this one, necessarily focuses much of its attention on improvement opportunities which need to be addressed to improve services, address deficiencies or enhance customer service. However, this study process has also identified many positive characteristics for the City of Montpelier. These positive attributes were identified through our:

- Interaction and input from staff through personal interviews, and the employee survey.
- Conduct of a ‘best practices’ assessment process that identified specific areas of strength within the organization.

The project team feels that it is important in this Executive Summary to highlight at least some of the positive attributes of the City of Montpelier operations. The table, below, summarizes just a few of these positive attributes for each operating Department:

ASSESSOR
The Assessor’s Office has made extensive use of the website to educate the public regarding the assessment process, to distribute relevant information, and make available parcel maps to the public.

The Office has implemented a comprehensive assessing program to facilitate operations.
CEMETERY
The Department's use of Department of Corrections laborers is a cost-effective method of receiving low-skilled maintenance at the cemeteries.
The use of the Cemetery's full time employees for snow removal and green space maintenance is also cost-effective and lowers the effective cost of operating the Cemetery.
Although the project team recommends the migration to automated records, the manual system in place currently appears to be accurate and the files are in logical order.
CITY CLERK / CITY TREASURER
The City Clerk's Office has a comprehensive index of all legal records and extensive electronic files (all records after 1993) to provide easy access of records to the public. The City has implemented an effective document imaging program for all recorded documents.
The City is transitioning to action minutes for Council meetings.
The City has implemented appropriate segregation of duties on financial transactions.
The City has implemented procedures for timely cash reconciliation and deposit. Billing and collection for non-payment of utility bills are conducted in a timely manner.
CITY MANAGER
The City has employed a variety of social media tools (including Facebook and Twitter) to communicate with residents.
Has implemented, in conjunction with the City Council, a strategic planning effort that includes the establishment of goals and objectives to guide City operations and focus staff and financial resources on identified priorities.
Develops and distributes, including web distribution, a weekly report outlining key issues facing the community, upcoming meetings, and updates on city-wide and departmental issues.
COMMUNITY JUSTICE CENTER
The Center receives a large percentage of its operating costs through State grants, and thus lowers the effective cost to the City.

The Center Director conducts between 10 and 15 cases annually under the Mediation Program, thereby avoiding the cost of an external mediator.
Center staff deliver “Insights into Conflict” training sessions three times annually.
FINANCE
The annual budget outlines trends impacting city operations including key issues impacting expenditures and revenues.
The City develops a 5-year Capital Improvement Program and a 6-year equipment replacement program.
The Finance Director prepares a monthly report, presented to the City Council and available on the website, that details actual to project expenditures and revenues.
The City has implemented a fixed asset program.
The City has implemented a cost allocation program allocating administrative costs to all enterprise funds.
FIRE
The development of a regional response system for major incidents is of value to the City and Washington County as a whole.
The Department is multi-functional, responsible for fire and emergency medical (including transport), fire prevention (including building inspection) and health issues.
The retention of part time fire fighters and volunteers to augment full time paid resources.
The use of day shift Lieutenants to assist with the management and administration of the Department.
PARKS AND TREES
The Department’s use of volunteers is exemplary, and lowers the effective cost of Department operations. The Department receives over 5,000 hours of volunteer service each year.
The Department has initiated a tree inventory plan, which the project team endorses and recommends expanding.
PLANNING

The Planning Department serves as the lead entity for the review of all discretionary permits and has established, within the ordinance, review times and procedures for handling applications.
The City has delegated authority to the Planning Director, or designee, to administratively review “minor” permits to streamline the review and approval process.
The City provides an opportunity for applicants to meet with representatives from all reviewing departments (at a Technical Review Committee meeting) to discuss plans, concerns or issues, and address site specific issues.
The City has recently (September 2010) adopted an updated Master Plan for the City of Montpelier. The Zoning ordinance is updated on an on-going basis as issues are identified with a planned comprehensive update to implement overlay districts.
The City’s Planning Department has undertaken a variety of special projects that position the City at the forefront of many community planning efforts and initiatives.
POLICE
Very high levels of proactive time are used to address community problems.
The flat nature of the Department’s organizational structure pushes responsibility down into the organization.
Patrol personnel are involved in the follow-up investigation of many crimes.
The Department is involved with the community in many ways, either formal linkages (such as with the Community Justice Center) or informally (e.g., community policing techniques).
The Department’s School Resources Officer is a widely respected person who has developed many youth oriented programs internally and externally; joint funding for these programs with the City’s schools.
PUBLIC WORKS
The Department has instituted a pavement condition assessment program that is administered by a former State Highway Department employee at no cost to the City.
The Equipment Maintenance Division has instituted a computerized maintenance management system that the project team recommends expanding into other divisions of Public Works.

The Department has initiated the conversion of certain Category 3 roads to gravel on a case-by-case basis, based on traffic volumes, cost of repairs and resurfacing and other factors.

Cross-utilization of personnel in the Equipment Maintenance, Streets and Water & Sewer Divisions is exemplary.

These strengths provide a strong base on which to make future changes and implement recommendations identified within the report.

3. SUMMARY OF RECOMMENDATIONS

The extended exhibit, which follows, provides a list of the principal recommendations made in this report. It also provides, for each recommendation, a suggested priority, timing for implementation, responsibility for implementing, and estimated cost / cost savings. This will provide the City with a comprehensive “implementation plan” that can be utilized for future efforts. In terms of timeframe for implementation, short term generally refers to action that can be accomplished in the next twelve to eighteen months, and long term are those that would require more than eighteen months to implement.

The following recommendations are listed, by department, in the order they appear in the individual chapters on each department.

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
ASSESSOR					
2.1	With the implementation of an on-going reassessment process conducted by City staff, the City Assessor position should be converted to a full-time position.	Council / City Manager	High	NOT DONE – chose not to spend extra money	\$25,000 - \$30,000 annually
2.2 (1)	The City of Montpelier should consider modifying the assessment process to annually reassess one-fifth of properties within the Community.	Assessor / City Manager	High	NOT DONE- not completely consistent with State law. Will take more funding than listed.	Est. (\$25,000 annually)
2.2 (2)	The Assessor should continue to expand the amount of information available on the website to educate and inform the public regarding assessment policies and processes and to provide general information.	Assessor	Medium	ONGOING	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
2.2 (3)	The City should explore the further integration of Building Permitting data and Assessing data through the use of a single system. If this is not feasible, the City should develop a method of electronically transferring relevant building permitting data to the Assessor's software system.	Assessor	Medium	IN PROCESS. Software ordered and implementation to begin.	Unk.
CEMETERY					
3.1	Consolidate the Cemetery Department under the Public Works Department to capitalize on opportunities to share equipment and personnel resources.	City Manager & Cemetery Commission	Low	NOT DONE – still under consideration	NA
3.2	The Cemetery should automate the records of burials and plot ownership. Initially, this could be achieved through the use of an electronic spreadsheet; however, it is recommended that the Cemetery link these data to spatial data in a GIS at a later point.	Cemetery Director/Public Works Engineering	Medium	NOT DONE – agree with need, Inadequate staff to complete.	None
CITY CLERK / CITY TREASURER					

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
4.1	Staffing level totals should remain as currently allocated at 4.5 positions.	N/A	Immediate	DONE	N/A
4.1	With the implementation of the split between the City Clerk and City Treasurer function, staffing should be allocated as follows: 2.5 positions to City Clerk function, and 2.0 positions to Treasurer functions.	City Manager	High	DONE	N/A
4.2 (1)	The City should explore the provision of on-line access to land and vital records currently maintained in electronic format.	City Clerk	High	Possible State Wide implementation by end of 2012	Dependant on solution selected
4.2 (2)	The City should further implement action minutes for Council Meetings recording only the motions, action taken, and a short summary of discussion topics.	City Council / City Clerk	High	Some Improvements made but council still likes detail in minutes.	N/A
4.2 (3)	The City should either eliminate the use of NEMRC for cash receipting (if BudgetSense can be configured to provide this feature) or implement an automatic batch transfer of required financial data on a monthly basis.	City Clerk/City Treasurer/Finance Director	High	In process, working with BudgetSense, May be too costly.	Dependent on solution selected)

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
4.2 (4)	The City should place a high priority on the implementation of credit card payment options within the City organization.	City Clerk/Treasurer	High	DONE – limited options	N/A
4.2 (4)	The City should implement an administrative / processing fee, where feasible, in order to limit the loss of revenue associated with credit card processing fees.	City Clerk / Treasurer	High	DONE	N/A
4.2 (5)	The City should implement individual cash drawers for all staff routinely responsible for handling cash payments in the Clerk/Treasurer's Office.	City Clerk / Treasurer	Medium	NOT DONE – checking with auditors for recommendation	N/A
CITY MANAGER					
5.1 (1)	The duties allocated to the Assistant City Manager should be modified in the future to provide a greater focus on conducting analysis, report writing, and general management assistance to the City Manager. Additionally, this position can be utilized to provide direct oversight of some functions to limit the number of direct reports to the City Manager.	City Manager	High	IN BUDGET, Currently recruiting for ACM to fill role as described.	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
5.1 (2)	Consolidate the Montpelier Senior Activity Center and the Recreation Department, currently under the Board of Education, into a newly-formed Community Services Department reporting to the Assistant City Manager.	City Manager	High	NOT DONE – still under consideration with new ACM.	N/A
COMMUNITY JUSTICE CENTER					
6.1	The CJC should report to the Assistant City Manager as part of the organizational realignment and creation of the Community Services Department.	City Manager	Low	NOT DONE – still under consideration. Will fall under new ACM	None
6.1 (1)	Retain the Community Justice Center in the City organization. Should State funding be eliminated, or significantly reduced, the City should re-evaluate the CJC at that time. Regionalization of the CJC services should also be explored.	City Manager	Low	DONE	None
FINANCE					

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
7.1 (1)	The Treasurer's functions should be reallocated to the Finance Department as the charter change is implemented.	City Manager	High	DONE	N/A
7.1 (1)	The duties associated with the collection of delinquent accounts should be performed by staff performing treasurer functions.	City Manager / Finance Director	High	DONE as of 8/1	N/A
7.1 (2)	Staffing levels allocated to the Information Technology function are appropriate at current levels.	City Manager	N/A	DONE – currently filling a vacancy	N/A
7.1 (2)	The functions of GIS / Webmaster currently performed in the Planning Department, along with the part-time staff members, should be reallocated to the Information Technology unit in the Finance Department.	City Manager	High	NOT DONE – performed internal review and chose not to make change.	N/A
7.1 (3)	Over time, the City of Montpelier should expand the duties of the HR / Payroll Manager position to enable the provision of a more comprehensive and centralized Human Resources program.	City Manager	High	NOT DONE due to additional funding required	\$20,000

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
7.2 (1)	The Finance Staff should develop a five-year financial plan outlining and projecting major revenue and expenditures to guide policy decisions regarding service levels, staffing allocations, and major revenue and expenditure decisions.	Finance Director	Medium	IN PROCESS	N/A
7.2 (2)	The City should implement the reporting of performance indicators within each Department Budget section and focus on those “key” measures / indicators that are most applicable to evaluating performance.	City Manager / Finance Director	High	IN PROCESS with FY13 Budget, needs more development.	N/A
7.2 (3)	The City should more clearly delineate the specific funding sources for each capital project.	Finance Director	Medium	DONE	N/A
7.2 (3)	The City should provide data demonstrating the impact of capital expenditures for the adopted CIP and Equipment Replacement Program on the operating budget.	Finance Director	Medium	IN PROCESS for FY14 Budget	N/A
7.2 (4)	The City should adopt a formal cost recovery policy outlining the targeted level of revenues for selected municipal functions that will be covered by fees.	Finance Director / City Manager	Medium	IN PROCESS for FY14 Budget	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
7.2 (5)	The Finance Director should continue to monitor fund reserve balances and work with the City Council to develop a plan to increase unallocated fund reserves to at least the 10% level.	Finance Director	High	DONE – Council adopted a fund balance policy	N/A
7.2 (5)	The implementation of electronic timesheets for the City of Montpelier employees should be a high priority.	Finance Director	High	NOT DONE – ongoing work to implement	Unk.
7.2 (6)	The Finance Staff should develop a plan for full implementation of the electronic document functions of the BudgetSense software related to payables.	Finance Director	Medium	DONE	N/A
7.2 (7)	Over time, the City should implement a more centralized Human Resources Program including a professional Human Resources Manager position.	City Manager	High	Will be done as opportunity arises	\$20,000
7.2 (7)	The City should acquire a more suitable location for the storage of computer backup files.	Finance Director	High	DONE	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
7.2 (7)	The City should develop a plan for maintaining all City PC software (specifically Microsoft Office Suite) on a consistent version for all staff.	Finance Director / IT Manager	Medium	Will be completed by October 1	N/A
FIRE					
8.1 (2)	Recommendation: The City of Montpelier and the Montpelier Fire Department need to develop standards of service for fire and emergency medical services.	Fire Chief	Medium	DONE	N/A
8.1 (4)	Evaluate the use of part time firefighters and qualified, available and interested City and regional volunteers for shift coverage.	Fire Chief	High	ONGOING	Conversion of overtime

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
8.1 (5)	The Fire Department's organizational structure should remain unchanged for now. However, on a relevant position vacancy upgrade the Department Secretary position to an Administrative Assistant and eliminate one of the Special Projects Lieutenants positions and use of these funds to create a new firefighter position.	City Council and City Manager	High	One Lt. replaced with FF. One Lt assigned to Admin work. Plan for Sec. position underway.	(\$10,000)
8.2 (1)	The MFD and the City of Montpelier should consider implementing a company inspection program to improve fire prevention and education efforts within the City.	Fire Chief and Lieutenants	High	DONE	N/A
8.2 (2)	The jurisdictions in Washington County should, in the long term, consider sharing services in one or more of the methods shown above for service functions that lend themselves to consideration and openness in the region.	City Manager and Fire Chief	Medium	Regional Study Effort Underway	N/A
PARKS AND TREES					

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
9.1	Consolidate the Parks and Trees Department under the Public Works Department to capitalize on the opportunity to share equipment and personnel resources.	City Manager, Parks Commission	Low	NOT DONE	None
9.2 (1)	Continue the current effort to develop a Tree Master Plan, including a tree inventory.	Parks and Trees Superintendent	Low	ONGOING	None
PLANNING					
10.1 (1)	The GIS / Webmaster position should be transferred to the Information Technology unit of the Finance Department.	City Manager	High	NOT DONE – better fit with Planning.	N/A
10.1 (2)	The City should reallocate the Building Permitting and Inspection functions from the Fire Department to the Planning and Community Development Department.	City Manager	Medium	DONE	N/A
10.2 (1)	The Planning Director, in conjunction with the Finance Director, should review the fees charges for services provided to ensure they are established at a level sufficient to cover actual processing costs.	Planning Director / Finance Director	Medium	Underway	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
10.2 (2)	The Planning Department should acquire and install an automated permitting system.	Planning Director	High	DONE, being implemented now	Dependent on selection made.
10.2 (3)	The City Manager, Planning Director and City Council should hold a workshop to review services performed by the Planning Department, establish priorities, and allocate resources necessary to accomplish assigned duties.	City Manager	High	HAS NOT OCCURRED	N/A
10.2 (3)	Following the work session, the Planning Director should develop an annual work plan outlining core planning function and special projects with identified resources allocated to each.	Planning Director	High	Work Plan DONE	N/A
10.2 (4)	Post common plan check corrections on the City's website to provide guidance to architects and design professionals on the development requirements in the City of Montpelier.	Planning Director	Medium	NOT DONE Reviewed, not necessary	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
10.2 (4)	The conditions of approval utilized by all of the divisions and departments in the review of discretionary and administrative permits should be documented and posted to the Planning Department's website.	Planning Director	Medium	NOT DONE Reviewed, not necessary	N/A
10.2 (4)	The Planning Department should take lead responsibility in facilitating the development of these written conditions of approval by all of the divisions and departments.	Planning Director	Medium	NOT DONE Reviewed, not necessary	N/A
10.2 (5)	The Planning Department should document interpretations of the zoning code and subdivision regulations and internal policies and procedures and make these available to the public on the City's website.	Planning Director	Medium	NOT DONE Reviewed, not necessary	N/A
10.2 (6)	The City should provide the ability for residents to provide complaints regarding zoning compliance through the City's website.	Planning Director	Medium	DONE	N/A
10.2 (6)	The City should develop a plan for the implementation of proactive zoning enforcement, at least on a limited basis.	City Manager / Planning Director	Medium	DONE	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
POLICE					
11.1 (1)	The Montpelier Police Department should retain existing staffing levels in patrol.	N/A	N/A	DONE	N/A
11.1 (1)	The Montpelier Police Department should transfer one patrol position from the swing shift to the day shift.	Police Chief	High	DONE as needed	N/A
11.1 (1)	The Police Department should regularly evaluate the amount a and use of proactive time in patrol.	Police Chief and Sergeants	High	DONE	N/A
11.1 (2)	The MPD is staffed appropriately with one (1) Detective but this staff person has opportunities to expand his use to support the Department. Crime analysis would be an important collateral duty to assign to the Detective.	Police Chief and Detective	High	DONE	N/A
11.1 (3)	Continue current approaches to providing emergency communications services in the City and the region.	N/A	N/A	Ongoing	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
11.1 (4)	As long as there is a continued financial assistance from Montpelier Schools, continue current approaches to providing school resources officer programming.	N/A	N/A	DONE, discussing future model with schools	N/A
11.1 (5)	Continue current approaches to administrative management.	N/A	N/A	DONE	N/A
11.1 (5)	The Police Department's organizational structure should remain unchanged for now. However, with revenue growth the City should convert one sergeant's position to a Lieutenant or Captain.	City Council and City Manager	Medium	PROPOSAL for Capt position pending	\$10,000
11.1 (6)	Implement the utilization of patrol officer plans as a tool for sergeants to better monitor activity and manage / measure the effectiveness of officer proactive time.	Police Chief and Sergeants	High	DONE	N/A
11.2 (1)	The Montpelier Police Department should consider steps to improve its community-policing strategy.	Police Chief and Sergeants	High	DONE	N/A

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
11.2 (2)	The Department should develop a more formal management approach to investigations to make it more consistent and better coordinated.	Police Chief, Sergeants and Detective	High	DONE	N/A
11.2 (3)	Begin an internal process with the assistance of the City's Information technology staff to evaluate alternatives to CrimeTrack.	City Manager, Police Chief and IT staff	High	Under consideration (VJISS project)	N/A
PUBLIC WORKS					
12.1 (1)	Consolidate the Water Treatment Plant and Wastewater Treatment Plant organizations. Through this consolidation, it is possible to eliminate the position of Wastewater Treatment Plant Chief Operator, however, the Department should ensure that the Assistant Chief Operator at the Wastewater Treatment Plant maintains a Grade 3 certification, which is currently the case.	Public Works Director	Medium	NOT DONE – inconsistent with license requirements. Cut one WWTP position.	Avoidance of filling Chief Operator position (\$82,500) including 40% benefits

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
12.1 (2)	Investigate the feasibility of consolidating the facilities maintenance function of the City with the similar function performed in the School System.	Public Works Director	Medium	Explored with School, did not occur.	Maximum of (\$20,747) (amount currently expended on contract maintenance)
12.1 (3)	The Department should utilize multiple means and resources to more effectively report its work activity, with the objective of ensuring the accountability for the use of its resources.	Public Works Director, Assistant Director and Supervisors	Medium	In Progress	None
12.1 (4)	Develop an overall asset management plan for the management of the infrastructure and assets for which the Department has been given responsibility.	Public Works Director, Assistant Director and Supervisors	High	In Progress for last 4 years	None
12.1 (5)	Develop an asset inventory of the infrastructure and assets for which the Department has responsibility. This should include a definition of the assets to be collected, assignment for collecting data, and a schedule for the collection of data.	Public Works Director and Assistant Director	High	In Progress. Sewer complete. Water and storm in works.	None

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
12.1 (6)	The Department should leverage its investment in the Manager Plus computerized maintenance management system, currently in use primarily in the Vehicle Maintenance Division. To develop an annual work program and scheduling plan. This CMMS should also be the primary vehicle by which the Department reports on its work activity and the productivity of the resources utilized in the accomplishment of work in accordance with the work plan.	Public Works Director, Assistant Director and Superintendents	High	In Progress. Upgraded software, expanding use.	None
12.1 (7)	Develop a comprehensive set of work activities performed by each division in the Department.	Public Works Superintendents	Medium	In Progress.	None
12.1 (8)	The Department should define the service levels that are appropriate to be accomplished.	Public Works Director	High	Done through budget process	None

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
12.1 (9)	Once all activities have been defined, performance standards should be defined, which outline, for each major activity, the methods of accomplishment, crew sizes, levels of service, the probable materials needed, and the expected average daily production levels to be achieved. A sample of such a performance standard has been provided.	Public Works Director, Assistant Director and Superintendents	High	In Progress	None
12.1 (10)	The Department of Public Works should develop a formal work planning and scheduling system.	Public Works Director, Assistant Director and Superintendents	High	In progress using updated software.	None
12.1 (11)	The Department should generate a monthly performance report comparing planned versus actual performance and costs. The intent of the monthly performance report is to report actual accomplishments against the annual work plan. This report should provide the basis for the Director's monthly performance report to the City Manager.	Public Works Director	Medium	Ongoing. Adding Manager to the process.	None

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
12.1 (12)	The Public Works Department should have regularly scheduled staff meetings to discuss issues of common interest and concern.	Public Works Director	Low	Occurring.	None
12.2 (1)	The Department Director should relocate to the Dog River complex in order to facilitate communications with staff.	Public Works Director	Low	NOT DONE, don't agree with recommendation	None
12.2 (2)	The Department should design standards for identifying sections of sidewalk that need repair. The Department should either design its own standards or adopt some modification of those presented in this section. Further, it should relate these to the sidewalk stewards group. All City sidewalks should be inspected on a maximum of a three-year cycle.	Public Works Director, Assistant Director and Streets Superintendent	Low	In progress for next year. Expanding road inventory to include sidewalks.	None
12.2 (3)	Convert the vacant, unfilled Truck Driver position in the Streets Division to a seasonal position.	Public Works Director	Medium	NOT DONE.	Approximately (\$24,000)

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
12.2 (4)	Increase the number of miles of street overlays and slurry seals over a five-year period.	City Council, Public Works Director	High	Additional budget funding this year. Enhanced CIP being prepared.	Additional \$187,000 to \$387,000 annually for 5 years (assumes maintenance of current \$213,000 annually.
12.2 (5)	The Engineering Division should develop a standard filing system for all capital projects that captures the same set of documentation for each project. Further, the Division should incorporate a "Project Plan" document that requires the project manager to provide the elements of the project, as stated above.	Assistant Director, Projects engineer	Low	Mostly DONE	None

SECTION	RECOMMENDATION	ENTITY / INDIVIDUAL RESPONSIBLE TO IMPLEMENT	PRIORITY	STATUS as of July 2012	COST / (SAVINGS)
12.2 (6)	The City should adopt a snow and ice removal ordinance that places responsibility for removal on owners of property adjacent to public sidewalks.	Council, City Manager	High	NOT DONE – Council did not accept this policy change.	Avoidance of expenditure of approximately (\$10,000) annually, assuming 500 hours at \$20.00 per hour.

More detailed discussion regarding each recommendation is contained in the appropriate chapter for each department.

**DEPARTMENT of PUBLIC WORKS
PERFORMANCE MEASURES**

- Within five (5) hours of the end of a normal winter storm, roads will be substantially open.
- Within ten (10) hours of the end of a normal winter storm, sidewalks will be substantially open.
- During winter months, a pothole will be filled within three (3) working days of being reported (weather and road conditions permitting).
- During non-winter months, a pothole will be filled within two (2) working days of being reported (weather permitting).
- Construction & Access Permits will be executed within three (3) days.
- Fire hydrants will be flushed annually, with a five (5) workday period.
- One-quarter (1/4) to one-third (1/3) of the sanitary sewer system will be cleaned during each fiscal year.
- One-third (1/3) of catch basins on the City's drainage system will be cleaned and inspected annually.
- The Water Treatment Plant will continue to produce high quality water, and the source will be protected with regular inspections for potential hazards.
- The Wastewater Treatment Plant will treat waste from the sanitary sewer system and run the facility in such a way that violations of the discharge permit do not occur.
- A Pavement Condition Index of 70 points will be established for the City's streets and roads, with the understanding that Class 1 roads will be paved by VTrans.
- Improvement of the condition of the City's sidewalks will continue, and a method to calculate a condition assessment tool to evaluate the sidewalks will be established.

City of Montpelier - Department of Public Works														
Project Time Performance Tracking														
Project Name	Project Manager	Project Cost Estimate / Budget	Project Type	Funding Source	Project Phase	Estimated Start	Estimated Finish	Estimated Days	Actual Start	Actual Finish	Actual Days	Variance (in Days)	Comments	
ADA Transition Plan	Tom McArdle	N/A	ADA Compliance (work book)		Draft in Progress	1-Jan-2011	1-Jun-2012	60		20-Jul-2012			Meeting w/Dr Campbell. Committee to review in June	
Traffic Signal Upgrades (crosswalks)	Tom McArdle	\$ 33,000.00	Traffic Signal - MUTCD & ADA Compliance	CIP/ Traffic Impact fees	Contract Awarded/RYG	1-May-2012	15-Jun-2012			13-Jun-2012			State/Main, Bailey/State - 7/13/12 w/adjustments after	
Barre Street Culvert (FHWA - flood damage)	Tom McArdle	\$ 405,000.00	Culvert & Headwall Reconstruction	FEMA?	Out to Bid by August 12		16-Nov-2012						Dufresne Group - cost proposal - delays	
Rte 302 Culvert (Crossway / AAA)	Tom McArdle	\$ 88,000.00	Culvert & Headwall Reconstruction	FHWA?/ Rouleau?	Contract w/ CEA	26-Sep-2012	24-May-2013			26-Sep-2012			Don Weston Excavating	
Street Light Committee LED lights)	Tom McArdle		LED light replacement plan		Council decision								May 23rd Council meeting - PR	
Ridge Street Slope Stabilization	Kurt Motyka	\$ 180,000.00	Earth retaining wall, street & utility reconstruction	CIP	Construction started		16-Aug-2012	60	20-Jun-2012	28-Aug-2012				
Spring Street Bridge Deck Replacement	Tom McArdle	\$ 100,000.00	Bridge deck surface reconstruction	CIP-Bond									Spring 2013	
Terrace Street Culvert Replacement	Todd/Kurt	\$ 225,000.00	Structures grant replacement	VTRANS Structures/ CIP	VTRANS Structures Grant applied for - not received/ Hydraulic Analysis received.								Todd talked w/Pat Ross	
State Street Culvert Lining (Bailey Ave)	Todd / Tom		Postponed	CIP	Camera Inspection Needed								look @ 1\1 drive ??	
Asphalt Road Cracksealing	Tom/ Brian	\$ 32,500.00	Maint (FY12 \$17,500 and FY13 \$15,000)	Operating	River/Berlin St					30-Jun-2012			Startup Spring 2013	
Taplin Street	Kurt / Zach	\$ 35,000.00	Stormwater Retention	Fund 30	Spring Clean up		30-May-2012			5-Jun-2012			Plant trees, paving by Street Division	
Clarendon Avenue Drainage	Brian/ Zach	\$ 5,000.00	drainage	Operating		1-Oct-2012							Cross culvert and parallel to brook - Colombo 223-7969	
Street Rehab & Paving (FY13) list of projects														
Towne Hill Road/ Bike Path	Tom	\$ 300,000.00	Road rehabilitation	CL2 Grant/CIP	\$175k in CL2 Paving Grant?					24-Aug-2012			HOLD - No Grant \$\$	
Upper Main/Phillips Road	Todd/Zach/Brian	\$ 40,000.00	Road resurface and drainage	CIP	Design done, start drainage May 21					24-Aug-2012				
Dover Road/Woodrow-College-Emmons	Todd/Zach/Brian	\$ 50,000.00	Road rehab/resurface/drainage	CIP	Design done					24-Aug-2012				
Hubbard Park Drive	Tom/Brian	\$ 120,000.00			Drainage issue (Benoit); street drainage					24-Aug-2012				
Liberty Street (College-Heaton)	Tom/Kurt	\$ 78,558.00	Road resurface and drainage	CIP	Drainage completed					24-Aug-2012				
Sidewalk and bike path Repairs (FY13) list of projects														
Liberty Street (Heaton-Fuller)	Tom	\$ 85,000.00	Survey - Zach & Kurt	CIP FY13					1-Oct-2012				Bid awarded to J. Hutchins, Inc. - not accepted yet	
Bike Path (DLC-Junction Road)	Kurt/Brian	\$ 30,000.00		CIP FY13	Low bid Don Weston	1-Jun-2012	13-Jul-2012			24-Aug-2012				
Spot repairs (FY12): State, East State	Tom Zach	\$ 30,000.00		FY12 Operating	Low bid Don Weston	1-Jun-2012	13-Jul-2012			30-Jun-2012				
Accessible spaces at Kellogg-Hubbard Library	Tom	\$ 10,000.00	Contract PCC	FY12/CIP/ADA	Low bid Don Weston	1-Jun-2012	13-Jul-2012			30-Jun-2012				
Carr Lot	Todd Law/ Bill		Engineering/ Construction	Grants/ Bond	Draft Plans: culverts shot!								MPM Jeff Tucker, design by Stantec	
District Heat Project	Todd/Zach/Kurt		Engineering/ Construction Support	Grants/ Bond	Draft Plans- Todd Review								Meeting 5/23 with pipe designer	
Cherry Avenue Retaining Wall	Brian/ Kurt/ Zach	\$ 15,000.00	Retaining wall	CIP	Survey/design	1-Sep-2012							Survey; drafting plans	
Hill Street Retaining Wall	Tom	\$ 75,000.00	Retaining wall	CIP	Final Design Complete/ROW needs completion?								w/DeWolfe Engineering	
Franklin Street Culvert Abandonment	Kurt Motyka	\$ 5,000.00	CSO - sealed up in 2011	Operating			24-Jun-2012			11-Jul-2012			Complete	
Granite Street Culvert	Brian/ Todd		drainage	Operating	Camera Inspection done								Hold til Spring	
Bike Path Bridge Rehab	Kurt Motyka	\$ 130,000.00	Bridge rehab	CIP- fy13	Project underway	23-Apr-2012	27-Jul-2012			2-Jul-2012			Steel fabricating now	
Rialto (State St) Bridge Deck and Western Abutment cap	Todd/Tom	\$ 35,000.00	Repair temporary steel deck plate and cap the western abutment	Operating									Hold til Spring	
FEMA Flood Mitigation	Kurt Motyka		Replace blown motor	FEMA/ CIP	Vtrans holdup in accounting		14-May-2012			30-Jun-2012			Substantial completion	
Miscellaneous FEMA Sites (40) & FHWA sites	Tom McArdle/ Kris		Accounting Follow-up/DPW finish projects	FEMA						15-Jun-2012			Brian to get handwritten work orders to Tom/Kris	
River Street Sewer - Phase II	Kurt Motyka	\$ 500,000.00	Sewer Transmission		Preliminary Plans completed	5/1/2013???							Meeting in May w/Berlin Sewer Commission	
Isabel Circle			Stormwater Retention/rain garden											
Crosswalk Enhancement Grant	Kurt/Zach	\$ 60,000.00	Street Enhancement	TE Grant		1-May-2013							"on hold" - Next year	
Marvin Street Slope	Tom McArdle	\$ 34,000.00	Slope Stabilization	CIP/ Roddy Cook/ FEMA??	Awaiting approval of improvement project	?							field trip/peer review - Knight/JB	
DPWG Solar Panels	Todd Law/Eric	\$ -	Energy offset	GMP	Steve @Peck	23-Apr-2012	14-May-2012			14-May-2012			Need Building Permit, per Glen	
Guernsey Ave Street Rehabilitation	Tom/ Brian?	\$ 5,500.00	Street Rehab	FY 12 Operating			30-Jun-2012			30-Jun-2012				
Hubbard Park Drive culvert	Tom/ Kurt?	\$ -	drainage	FY 13 Operating	On-street drainage					7-Aug-2012			Wetlands delineator	
Laque Slope Stabilization	Kurt/ JB Stevens?	\$ -	Slope Stabilization	CIP	easement obtained. Borings taken.								Spring	
Hillside Dr/ Waverly Place stairs	Brian/ Streets		repair to stairs/tree removal/slope	future CIP	repairs								Stabilized for flow	
CNA/Building Needs	Todd/Burtis					24-Sep-2012								
Berlin Street @Parker's	Brian		tie into existing catch basin											
Double utility poles													working on it since email	
Spring Street Roundabout Sinkhole	Brian		Drain repair ??											
TOTAL								120						

Equipment Division
October 2012 project plans

Daily maintenance:

All vehicles are serviced (lubrication, inspection, oil change, transmission or hydraulic service, etc.) at specific intervals based on the hours of use on the vehicle. Each day, a report is generated indicating which vehicles need which service and those vehicles are addressed as they become due.

Any vehicle deficiencies noted by drivers or operators are addressed. This includes all City departments i.e. DPW, fire, police, recreation, cemetery, parks and school.

Monthly maintenance:

For October, we will be continuing pre-season inspections to make sure bearings, chains, plows, cutting edges, snow blowers, etc. are fully operational and functioning properly. Equipment Division will assist Street Department in converting trucks from summer operation to winter operation i.e. removal of cranes, water tanks, paving equipment, toolboxes and place in storage. Pre-season work should be completed by month end.

Continue improving the work order system in Manager Plus. Continue working on inventory for Water & Sewer Division. Further implementation of the work order request system by external departments.

Install Manager Plus and provide training at Waste Water Treatment Plant.

Winter building preparations; install storm windows, get fire extinguishers serviced etc.

Currently performing pre-season work on the MT Trackless sidewalk plows.



City of Montpelier

USER: TPROVENCHER2

SORTED BY: Asset ID

SELECTION: Custom Criteria

Group is equal to "TOOLS, EQUIPMENT"

OR Group is equal to "RADIOS"

OR Group is equal to "VEHICLES"

AND Active is equal to "TRUE"

1a.

Asset Value & Depreciation

Asset ID	Purchase Date	Useful Life	Salvage Value	Monthly Depr.	Total Depr.	Net Value	Purchase Cost
001 [2010 F550 DUMP AAN 163]	10/29/2009	60.00	\$9,527.85	\$899.85	\$31,494.84	\$32,024.16	\$63,519.00
002 [2009 INTL 7400]	07/15/2008	120.00	\$13,937.55	\$658.16	\$32,908.10	\$60,008.90	\$92,917.00
003 [2011 F550 DUMP TRUCK AAN 593]	12/07/2010	84.00	\$11,193.00	\$755.08	\$15,856.75	\$58,763.25	\$74,620.00
004 [2006 INTL DUMP TRUCK AAK113]	07/12/2005	120.00	\$12,605.40	\$595.26	\$51,191.93	\$32,844.07	\$84,036.00
004P []	07/28/2005			\$0.00	\$0.00	\$0.00	\$0.00
004S []	07/28/2005			\$0.00	\$0.00	\$0.00	\$0.00
006 [2005 INTL 4-5 YD DUMP TRK AAH366]	08/31/2004	120.00	\$12,151.59	\$573.82	\$55,661.02	\$25,349.56	\$81,010.58
006P [ONE WAY REVERSABLE PLOW]	02/08/2005			\$0.00	\$0.00	\$0.00	\$0.00
006S [SPREADER]	02/08/2005			\$0.00	\$0.00	\$0.00	\$0.00
007 [2007 F550 DUMP AAK534]	09/29/2006	60.00	\$10,641.15	\$1,005.00	\$60,299.85	\$10,641.15	\$70,941.00
007P [9' FISHER MC]	01/04/2007			\$0.00	\$0.00	\$0.00	\$0.00
007S [BUYERS MODEL 924 SPREADER]	01/04/2007			\$0.00	\$0.00	\$0.00	\$0.00
008 [2006 INTL 4-5YD DUMP TRK]	09/30/2005	120.00	\$9,364.65	\$457.22	\$38,406.45	\$25,824.56	\$64,231.00
009 [2006 INTL WING TRUCK AAK120]	07/12/2005	120.00	\$14,715.30	\$694.89	\$59,760.47	\$38,341.53	\$98,102.00
009P [ONE WAY REVERSIBLE PLOW]	07/28/2005			\$0.00	\$0.00	\$0.00	\$0.00
009S [SALT/SAND SPREADER]	07/28/2005			\$0.00	\$0.00	\$0.00	\$0.00
009WP [WING PLOW]	07/28/2005			\$0.00	\$0.00	\$0.00	\$0.00
010 [1996 INTL 4-5YD DUMP TRUCK]	09/25/1995	120.00	\$5,867.85	\$277.09	\$33,251.15	\$5,867.85	\$39,119.00
012 [1986 TRACKLESS PLOW AAK524]	03/31/2006	72.00	\$900.00	\$70.83	\$5,100.00	\$900.00	\$6,000.00
012S [DUMP BODY/SPREADER]	12/03/1998	84.00	\$988.20	\$66.66	\$5,599.80	\$988.20	\$6,588.00
013 [2008 TRACKLESS PLOW AAL 854]	12/19/2008	120.00	\$14,245.50	\$672.70	\$30,271.69	\$64,698.31	\$94,970.00
013FM [FLAIL MOWER]	05/20/2009			\$0.00	\$0.00	\$0.00	\$0.00
013M [THREE SPINDLE MOWER]	06/04/2001			\$0.00	\$0.00	\$0.00	\$2,408.00
013P [60" PLOW]	06/04/2001			\$0.00	\$0.00	\$0.00	\$3,026.00
013S [DROP SANDER]	06/04/2001			\$0.00	\$0.00	\$0.00	\$3,867.00
013SB [SSNOWBLOWER]	06/04/2001			\$0.00	\$0.00	\$0.00	\$3,684.00
014 [S160 BOBCAT AAK 796]	01/30/2008	120.00	\$4,197.30	\$198.21	\$11,099.53	\$16,882.47	\$27,982.00
014CP [COLD PLANER]	12/30/1996	120.00	\$900.00	\$67.50	\$8,100.00	\$900.00	\$9,000.00
014F [PALLET FORK]	06/16/1987	0.00	\$66.50	\$0.00	\$0.00	\$0.00	\$665.00
014SB [SNOW BLOWER]	11/14/1996	0.00	\$59.70	\$0.00	\$0.00	\$0.00	\$0.00
014SBK [SNOW BUCKET]	01/07/1977			\$0.00	\$0.00	\$0.00	\$597.00
015 [2006 TRACKLESS MT5]	02/20/2006	120.00	\$10,827.15	\$511.28	\$40,391.28	\$31,789.72	\$72,181.00
015P [HV5 ALL ANGLE V-PLOW]	02/21/2006			\$0.00	\$0.00	\$0.00	\$0.00
015S [HYDRAULIC SANDER]	02/20/2006			\$0.00	\$0.00	\$0.00	\$0.00
016 [2004 INTL 4.48 CY DUMP TRUCK]	07/18/2003	120.00	\$13,319.10	\$628.96	\$69,185.33	\$19,608.68	\$88,794.00
016P [ONE WAY REVERSIBLE PLOW]	07/18/2003			\$0.00	\$0.00	\$0.00	\$0.00
016S [SALT/SAND SPREADER]	10/22/1997	84.00	\$313.00	\$33.54	\$2,817.00	\$313.00	\$3,130.00
016WP [WING PLOW]	07/18/2003			\$0.00	\$0.00	\$0.00	\$0.00
017 [2005 INTL 4-5 YD DUMP TRK AAH365]	08/31/2004	120.00	\$13,722.92	\$648.03	\$62,858.92	\$28,627.61	\$91,486.53
017P [REVERSABLE ONE WAY PLOW]	01/13/2005			\$0.00	\$0.00	\$0.00	\$0.00
017S [SAND/SALT SPREADER]	01/13/2005			\$0.00	\$0.00	\$0.00	\$0.00
017WP [WING PLOW]	01/13/2005			\$0.00	\$0.00	\$0.00	\$0.00
019 [2007 TENCO 172]	02/16/2007	180.00	\$12,324.75	\$388.00	\$25,996.09	\$56,168.91	\$82,165.00
020 [1998 TENCO SNOW BLOWER]	07/01/1999	180.00	\$7,969.95	\$250.91	\$39,643.12	\$13,489.88	\$53,133.00
021 [2010 F550 DUMP AAN164]	10/29/2009	60.00	\$9,527.85	\$899.85	\$31,494.84	\$32,024.16	\$63,519.00
023 [2011 F250 4x4 REG CAB]	12/16/2010	60.00	\$2,803.80	\$264.80	\$5,560.87	\$13,131.13	\$18,692.00
024 [2007 FORD F150 4X2]	03/30/2007	96.00	\$2,156.10	\$182.36	\$12,035.99	\$7,627.01	\$19,663.00
024C [HYD COMPACT UNIT.]	12/13/1999	120.00	\$386.80	\$29.01	\$3,481.20	\$386.80	\$3,868.00
025 [2008 FORD F550 - AAK795]	03/01/2008	60.00	\$7,008.75	\$661.94	\$35,744.63	\$10,980.38	\$46,725.00
025S [MONROE V BOX SPREADER]	01/14/2003			\$0.00	\$0.00	\$0.00	\$0.00
026 [2006 F250 4X4 PICKUP AAK 297]	08/29/2005	60.00	\$10,000.00	\$287.07	\$17,224.00	\$10,000.00	\$27,224.00
026PA [8 FT MIN MOUNT FISHER PLOW]	08/30/2005			\$0.00	\$0.00	\$0.00	\$0.00
027 [2009 FORD F350 4x4 DUMP]	03/26/2009	84.00	\$9,127.50	\$615.74	\$25,861.25	\$34,988.75	\$60,850.00
028 [2006 IMPALA MOTORPOOL.]	06/30/2006			\$0.00	\$0.00	\$0.00	\$0.00
029 [2005 CASE 590SM BACKHOE AAH569]	03/22/2005	144.00	\$25,000.00	\$403.14	\$36,282.29	\$46,769.37	\$83,051.66

Asset Value & Depreciation

Asset ID	Purchase Date	Useful Life	Salvage Value	Monthly Depr.	Total Depr.	Net Value	Purchase Cost
029AC [ASPHALT CUTTER]	08/22/1992	240.00	\$76.50	\$2.87	\$688.50	\$76.50	\$765.00
029CS CONCRETE SAW [HYDRAULIC CONCRETE CHAINSAW]	08/19/2010	120.00	\$120.00	\$9.00	\$225.00	\$975.00	\$1,200.00
030 [05 F-150 PICKUP TRUCK, AAH560]	06/23/2005	96.00	\$2,500.00	\$136.45	\$11,870.97	\$3,728.03	\$15,599.00
031 [CATERPILLAR ROAD GRADER AAL 845]	09/22/2009	180.00	\$26,776.05	\$842.95	\$30,346.19	\$148,160.81	\$178,507.00
032 [2004 STREET SWEEPER AAH169]	09/23/2004	84.00	\$22,348.50	\$1,507.64	\$126,641.50	\$22,348.50	\$148,990.00
033 [2008 F550 BUCKET TRUCK]	08/28/2008	120.00	\$8,938.80	\$422.11	\$20,683.39	\$38,908.61	\$59,592.00
034 [CASE 621D LOADER AAF 589]	10/31/2001	120.00	\$17,092.50	\$807.15	\$96,857.50	\$17,092.50	\$113,950.00
035 [CASE 621D LOADER AAF 590]	10/31/2001	120.00	\$17,092.50	\$807.15	\$96,857.50	\$17,092.50	\$113,950.00
036 [BUCKETLOADER]	09/26/1996	180.00	\$19,482.75	\$613.35	\$110,402.25	\$19,482.75	\$129,885.00
037 [SHOP COMPRESSOR]	01/01/1968	240.00	\$270.00	\$6.38	\$1,530.00	\$270.00	\$1,800.00
038 [PORTABLE COMPRESSOR]	05/12/1989	180.00	\$2,400.00	\$75.56	\$13,600.00	\$2,400.00	\$16,000.00
039 [HYD BREAKER]	04/19/2005	144.00	\$2,000.00	\$77.74	\$6,919.13	\$6,275.87	\$13,195.00
041 [WATER DEPT TOOL VAN - AAL 861]	02/03/2009	300.00	\$2,972.40	\$56.15	\$2,414.25	\$17,401.75	\$19,816.00
041C [HYD COMPACT UNIT]	11/09/2005			\$0.00	\$0.00	\$0.00	\$4,990.00
042 [WATER DEPT TOOL VAN AAG 648]	11/17/2003	84.00	\$3,029.59	\$204.38	\$17,167.69	\$3,029.59	\$20,197.28
042C [HYD COMPACT UNIT]	06/20/1986			\$0.00	\$0.00	\$0.00	\$350.00
043 [2011 F150 2WD,]	10/11/2011	96.00	\$3,209.10	\$189.43	\$2,083.69	\$19,310.31	\$21,394.00
044 [2013 POLICE INTERCEPTOR 3.7L]	08/28/2012	84.00	\$3,615.75	\$243.92	\$243.92	\$23,861.08	\$24,105.00
045 [3/4 TON 4WD LONGBED PIKUP AAM236]	01/15/2009	84.00	\$3,872.85	\$261.26	\$11,495.60	\$14,323.40	\$25,819.00
046 [SEWER LINE CAMERA]	08/03/1999	120.00	\$921.50	\$69.11	\$8,293.50	\$921.50	\$9,215.00
047 [2003 4300 4-SYD DUMP AAG616]	11/01/2002	120.00	\$7,602.60	\$359.01	\$42,363.38	\$8,320.62	\$50,684.00
048 [CHEVROLET SILVERADO 2500]	12/05/2007	84.00	\$5,021.59	\$338.76	\$19,309.20	\$14,168.05	\$33,477.25
049 [2007 RUBBER TIRE EXCAVATOR AAL360]	02/09/2007	144.00	\$20,793.00	\$818.24	\$54,822.28	\$83,797.72	\$138,620.00
050 [SEWERODER]	06/18/1976	360.00	\$752.00	\$18.80	\$6,769.00	\$752.00	\$7,521.00
051 [VACTOR 2115-J6 - INT'L CHASIS]	04/16/2010	144.00	\$96,702.90	\$1,566.95	\$45,441.41	\$276,901.59	\$322,343.00
052 [ORION SEWER LINE CAMERA]	04/10/2009	180.00	\$10,325.10	\$325.05	\$13,327.03	\$55,506.97	\$68,834.00
052A [RIDGID SEE SNAKE]	04/18/2012	120.00	\$1,421.10	\$67.11	\$335.55	\$9,138.81	\$9,474.36
053 [1970 TRAILER]	07/07/1984	120.00	\$99.50	\$7.46	\$895.50	\$99.50	\$995.00
053A [PAINT TRAILER]	10/26/1999	180.00	\$117.50	\$5.88	\$910.63	\$264.38	\$1,175.00
053B [UTILITY LANDSCAPE TRAILER AAK188]	08/31/2005	180.00	\$95.00	\$4.75	\$403.75	\$546.25	\$950.00
053D [TRENCH BOX TRL]	09/09/1997	180.00	\$95.00	\$4.75	\$855.00	\$95.00	\$950.00
055 [MAGNUM 6KW LIGHT TOWER]	08/26/2011	120.00	\$1,170.00	\$55.25	\$718.25	\$7,081.75	\$7,800.00
056 [LINESTRIPER]	08/14/1996	180.00	\$397.50	\$19.88	\$3,577.50	\$397.50	\$3,975.00
057 [MODEL BV30-4 VIBRATORY ROLLER]	06/14/2005	120.00	\$1,250.00	\$59.21	\$5,151.13	\$3,203.88	\$8,355.00
058 [CURBUILDER]	07/26/1977	240.00	\$250.00	\$9.35	\$2,245.00	\$250.00	\$2,495.00
060 [GRASS TRIMMER]	08/03/1998	60.00	\$33.00	\$4.95	\$297.00	\$33.00	\$330.00
060A [GRASS TRIMMER]	08/03/1998	60.00	\$33.00	\$4.95	\$297.00	\$33.00	\$330.00
060B [BRUSH CUTTER]	08/03/1998	60.00	\$45.60	\$6.84	\$410.40	\$45.60	\$456.00
060C [STIHL POLE PRUNER]	07/15/2004	60.00	\$45.60	\$6.84	\$410.36	\$45.60	\$455.96
061 [HUSQVARNA MODEL 55]	08/19/2011	60.00	\$41.25	\$5.23	\$67.98	\$287.02	\$355.00
062 [HUSQVARNA 51 CHAIN SAW]	08/14/1997	60.00	\$39.00	\$3.68	\$221.00	\$39.00	\$260.00
063 [ECHO CHAIN SAW]	08/03/1998	60.00	\$27.50	\$4.13	\$247.50	\$27.50	\$275.00
064 [PIPE SAW, 760 14 CY HUSQVARNA]	06/21/2010	60.00	\$122.24	\$11.54	\$311.70	\$503.20	\$814.90
064A [HUSQVARNA MODEL 371K]	10/17/2000	60.00	\$113.70	\$10.74	\$644.30	\$113.70	\$758.00
064B [PIPE SAW]	07/23/1990	60.00	\$108.00	\$10.33	\$620.00	\$108.00	\$728.00
064D [PIPE SAW]	11/22/1999	60.00	\$116.25	\$10.98	\$658.75	\$116.25	\$775.00
064E [PIPE SAW , 375K]	09/27/2007	60.00	\$135.00	\$12.75	\$765.00	\$135.00	\$900.00
064F [PIPE SAW, K760]	08/19/2011	70.00	\$121.50	\$9.34	\$121.36	\$653.64	\$775.00
064G [PIPE SAW]	07/24/2008	60.00	\$135.00	\$12.75	\$637.50	\$262.50	\$900.00
065 [RAMMER, COMPACTOR]	07/03/1996	60.00	\$159.90	\$23.99	\$1,439.10	\$159.90	\$1,599.00
065A [COMPACTOR]	11/22/1999	60.00	\$138.90	\$20.84	\$1,250.10	\$138.90	\$1,389.00
065B [PLATE COMPACTOR]	04/12/2005	60.00	\$225.00	\$21.25	\$1,275.00	\$225.00	\$1,500.00
066 [PLATE COMPACTOR]	07/30/2010	60.00	\$251.25	\$23.73	\$616.96	\$1,058.04	\$1,675.00
066A [RAMMER, COMPACTOR]	08/09/1993	60.00	\$50.00	\$7.50	\$450.00	\$50.00	\$500.00
066B [PLATE COMPACTOR]	09/06/2011	60.00	\$251.25	\$24.98	\$299.75	\$1,450.25	\$1,750.00
068 [HOT PRESSURE WASHER]	12/06/2000	96.00	\$834.00	\$49.23	\$4,726.00	\$834.00	\$5,560.00
070 [PORTABLE GENERATOR]	07/12/1996	72.00	\$135.00	\$10.63	\$765.00	\$135.00	\$900.00
070A [PORTABLE GENERATOR]	07/15/1999	72.00	\$154.08	\$8.08	\$582.09	\$154.08	\$736.17
070B [PORTABLE GENERATOR]	08/06/1997	72.00	\$206.25	\$16.23	\$1,168.75	\$206.25	\$1,375.00
070C [PORTABLE GENERATOR]	06/23/1983	72.00	\$122.27	\$10.29	\$740.83	\$122.27	\$863.10
071 [SHOP WELDER]	02/03/1958	240.00	\$86.00	\$3.24	\$777.00	\$86.00	\$863.00
072 [MILLER BIG 40 DIESEL WELDER]	03/20/2008	240.00	\$1,300.00	\$48.75	\$2,632.50	\$10,367.50	\$13,000.00
076 [LAWN MOWER,]	07/01/1997	60.00	\$44.60	\$6.69	\$401.40	\$44.60	\$446.00
077 [KUBOTA ZERO TURN MOWER ZD18]	09/04/2002	96.00	\$1,143.60	\$67.50	\$6,480.40	\$1,143.60	\$7,624.00
077A [KUBOTA LAWN TRACTOR]	06/01/2000			\$0.00	\$0.00	\$0.00	\$0.00
078 [8" CAP. WOODCHIPPER]	06/30/1998	60.00	\$800.00	\$120.00	\$7,200.00	\$800.00	\$8,000.00

Asset Value & Depreciation

Asset ID	Purchase Date	Useful Life	Salvage Value	Monthly Depr.	Total Depr.	Net Value	Purchase Cost
079 [4X4 LAWN TRACTOR - WTP]	08/19/2005	120.00	\$1,100.00	\$50.83	\$4,320.83	\$2,879.17	\$7,200.00
084 [CH&E 4" SELF PRIMING TRASH PUMP]	12/02/2002			\$0.00	\$0.00	\$0.00	\$0.00
086 [HALE PUMP]	01/21/2009			\$0.00	\$0.00	\$0.00	\$0.00
100 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
101 [MOBILE RADIO]	02/16/2001	180.00	\$19.68	\$1.71	\$238.09	\$89.91	\$328.00
102 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
103 [MOBILE RADIO]	10/16/2002	180.00	\$23.88	\$2.08	\$247.33	\$150.67	\$398.00
104 [MOBILE RADIO]	09/15/1995	180.00	\$38.90	\$1.95	\$350.10	\$38.90	\$389.00
105 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
106 [MOBILE RADIO]	01/01/1995	180.00	\$38.90	\$1.95	\$350.10	\$38.90	\$389.00
107 [MOBILE RADIO]	08/06/2012	120.00	\$34.50	\$2.59	\$2.59	\$342.41	\$345.00
108 [MOBILE RADIO]	10/16/2002	180.00	\$23.88	\$2.08	\$247.33	\$150.67	\$398.00
109 [MOBILE RADIO]	10/16/2002	180.00	\$23.88	\$2.08	\$247.33	\$150.67	\$398.00
110 [MOBILE RADIO]	07/23/2008	180.00	\$41.20	\$2.13	\$106.61	\$318.39	\$425.00
111 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
112 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
113 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
114 [MOBILE RADIO]	01/16/2004	180.00	\$39.60	\$1.98	\$205.92	\$190.08	\$396.00
115 [MOBILE RADIO]	09/01/1993	180.00	\$41.50	\$2.08	\$373.50	\$41.50	\$415.00
116 [MOBILE RADIO]	09/03/1976	240.00	\$48.00	\$1.78	\$428.00	\$48.00	\$476.00
117 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
118 [MOBILE RADIO]	10/16/2002	180.00	\$23.88	\$2.08	\$247.33	\$150.67	\$398.00
119 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
120 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
121 [MOBILE RADIO]	10/16/2002	120.00	\$23.88	\$3.12	\$371.00	\$27.00	\$398.00
122 [MOBILE RADIO]	08/06/2012	120.00	\$34.50	\$2.59	\$2.59	\$342.41	\$345.00
123 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
124 [MOBILE RADIO]	08/06/2012	120.00	\$34.50	\$2.59	\$2.59	\$342.41	\$345.00
125 [MOBILE]	06/27/1994	180.00	\$42.00	\$2.10	\$378.00	\$42.00	\$420.00
126 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
127 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
128 [MOBILE RADIO]	08/30/2000	180.00	\$34.90	\$1.75	\$253.03	\$95.98	\$349.00
130 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
131 [MOBILE RADIO]	06/20/1995	180.00	\$28.00	\$1.40	\$252.00	\$28.00	\$280.00
132 [BASE RADIO]	11/03/2004	120.00	\$40.20	\$3.02	\$283.41	\$118.59	\$402.00
133 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
134 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
135 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
136 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
137 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
138 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
139 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
140 [MOBILE RADIO]	11/17/1999	180.00	\$34.80	\$1.74	\$267.96	\$80.04	\$348.00
141 [MOBILE RADIO]	04/14/2008	120.00	\$38.00	\$2.85	\$151.05	\$228.95	\$380.00
142 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
143 [MOBILE RADIO]	06/20/2012	120.00	\$34.50	\$2.59	\$7.76	\$337.24	\$345.00
150 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
151 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
152 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
153 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
154 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
155 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
156 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
157 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
158 [PORTABLE RADIO 16CH 5W]	08/06/2012	120.00	\$39.50	\$2.96	\$2.96	\$392.04	\$395.00
160 [BASE RADIO AT WTP]	08/11/2000	180.00	\$36.50	\$1.83	\$264.63	\$100.38	\$365.00
161 [MOBILE BASE RADIO]	08/06/2012	120.00	\$34.50	\$2.59	\$2.59	\$342.41	\$345.00
162 [MOBILE RADIO]	06/20/1995	180.00	\$28.00	\$1.40	\$252.00	\$28.00	\$280.00
163 [MOBILE BASE]	08/06/2012	120.00	\$34.50	\$2.59	\$2.59	\$342.41	\$345.00
164 [MOBILE BASE]	09/02/2004	120.00	\$227.73	\$17.08	\$1,639.66	\$637.64	\$2,277.30
271 [2007 IMPALA POLICE CAR]	06/18/2007			\$0.00	\$0.00	\$0.00	\$0.00
272 [2007 IMPALA UNMARKED AAM 578]	01/12/2010			\$0.00	\$0.00	\$0.00	\$0.00
273 [2009 CHEVY TAHOE 4WD - MPD]	12/08/2009			\$0.00	\$0.00	\$0.00	\$0.00
274 [2011 CHEVY IMPALA - WHITE]	08/01/2011			\$0.00	\$0.00	\$0.00	\$0.00
275 [2011 CHEVY IMPALA - WHITE]	08/24/2010			\$0.00	\$0.00	\$0.00	\$0.00

Asset Value & Depreciation

Asset ID	Purchase Date	Useful Life	Salvage Value	Monthly Depr.	Total Depr.	Net Value	Purchase Cost
276 [2009 IMPALA POLICE CAR]	12/17/2008			\$0.00	\$0.00	\$0.00	\$0.00
277 [2007 CHIEF'S CAR MAROON]	02/05/2009			\$0.00	\$0.00	\$0.00	\$0.00
279 [2012 IMPALA 4 DOOR]	08/01/2012	60.00		\$0.00	\$0.00	\$0.00	\$0.00
AMB 1 [2007 F450 AMBULANCE MUN 112]	12/20/2006			\$0.00	\$0.00	\$0.00	\$31,120.00
AMB 2 [AMBULANCE]	05/28/2010			\$0.00	\$0.00	\$0.00	\$0.00
ANTENNA [RADIO ANTENNA]	05/01/1961	240.00	\$32.00	\$1.18	\$283.00	\$32.00	\$315.00
CEM EXCAVATOR [2007 303C CR]	03/20/2008			\$0.00	\$0.00	\$0.00	\$0.00
CEM MISC [WORK ON MISC EQUIPMENT]				\$0.00	\$0.00	\$0.00	\$0.00
CEM TRK [2012 FORD F550 AAN669]	01/23/2012	72.00	\$5,508.00	\$433.50	\$3,468.00	\$33,252.00	\$36,720.00
CHIEF CAR [2013 POLICE INTERCEPTOR 3.7L]	09/07/2012	84.00	\$3,615.75	\$243.92	\$0.00	\$24,105.00	\$24,105.00
CITY HALL MISC [ALL CITY HALL EQUIPMENT]				\$0.00	\$0.00	\$0.00	
ELECTRIC CAR [ELECTRIC CAR]	06/01/2004			\$0.00	\$0.00	\$0.00	\$0.00
ENG 1 [PUMPER]	03/21/2003			\$0.00	\$0.00	\$0.00	\$0.00
ENG 2 [PUMPER]				\$0.00	\$0.00	\$0.00	\$0.00
EQUIP TOOLS [EQUIP DIV SHOP TOOLS]				\$0.00	\$0.00	\$0.00	
FOOD VAN [FOOD VAN 2000 - WHITE CHEVY]	07/01/2010			\$0.00	\$0.00	\$0.00	\$0.00
MHS [2006 FORD F250 MUN AAK283]	12/12/2005			\$0.00	\$0.00	\$0.00	\$0.00
MHS MISC [MISC MHS EQUIPMENT]	11/16/2011			\$0.00	\$0.00	\$0.00	\$0.00
PARK DODG [PARKS WHITE DODGE]	04/10/2007			\$0.00	\$0.00	\$0.00	\$0.00
PARK KUBOTA [KUBOTA TRACTOR]	04/24/2002			\$0.00	\$0.00	\$0.00	\$0.00
PARK MISC [WORK ON MISC EQUIPMENT]	07/13/2001			\$0.00	\$0.00	\$0.00	\$0.00
PARK TRACTOR [TRACTOR]	09/15/1999			\$0.00	\$0.00	\$0.00	\$0.00
PARK TRK [GREEN DODGE RAM 2500]	03/14/2011			\$0.00	\$0.00	\$0.00	\$0.00
PARK VAN [PARKS RED DODGE VAN 2001]	06/25/2010			\$0.00	\$0.00	\$0.00	\$0.00
PARKCHEVY [2003 REC CHEVY DIESEL AAN 581]	04/07/2011			\$0.00	\$0.00	\$0.00	\$0.00
PDUC [POLICE DEPT. UNDERCOVER CAR GAS]	08/22/2012			\$0.00	\$0.00	\$0.00	\$0.00
POLICE MISC [MISC EQUIPMENT]				\$0.00	\$0.00	\$0.00	\$0.00
REC F150 [RED FORD F-150 2010]	07/01/2010			\$0.00	\$0.00	\$0.00	\$0.00
REC F550 [F550 DUMP/PLOW/SANDER]	11/10/2004			\$0.00	\$0.00	\$0.00	\$0.00
REC MISC [MISC REC DEPT EQUIPMENT]	02/26/2003			\$0.00	\$0.00	\$0.00	\$0.00
RESCUE 1 [UTILITY VEHICLE F250 2006]	05/24/2006	84.00	\$3,794.75	\$256.31	\$19,479.75	\$5,845.25	\$25,325.00
SENIORVAN [SENOIR CENTER VAN AAL871]	12/01/2009			\$0.00	\$0.00	\$0.00	\$0.00
SEWER TOOLS [SEWER TOOLS]				\$0.00	\$0.00	\$0.00	
TOWER 1 [TOWER TRUCK]	01/30/1998			\$0.00	\$0.00	\$0.00	
TRADAR [MOBIL RADAR UNIT]	07/05/2001			\$0.00	\$0.00	\$0.00	\$0.00
TRK 5 [2009 FORD F-150]	02/10/2009			\$0.00	\$0.00	\$0.00	\$0.00
WATER METER TOOL [BUDGET FOR METER TOOLS]	07/28/2005			\$0.00	\$0.00	\$0.00	\$0.00
WATER TOOLS [TOOLS]				\$0.00	\$0.00	\$0.00	
WTP ANT [ANTENNA AT WTP]	08/11/2000	180.00	\$75.10	\$3.76	\$544.48	\$206.53	\$751.00
WWTP [WASTEWATER TREATMENT PLANT]				\$0.00	\$0.00	\$0.00	
Grand Totals :		19,042.00	\$551,989.44	\$24,512.08	1,674,999.10	1,597,234.99	3,322,941.09

REGULAR										
HOURS MAY 22-JUN 4, 2012	Belt Filter Presses/Thickener	Primary Pumping to Digester	Laboratory for process control and permit	Equipment Maintenance/Repair	Preventative Equipment Maintenance/Lubrication	Safety/Confined Space Entry	Payroll/State Reports/Billing	Process Control/Training*	Vac/ Sick/ Comp/ Inc/ Personal	Holiday
Chief Operator	8	6		8	4	6	16	20.5	3.5	8
Assistant Chief Operator/Mechanic		24		16	12		4		16	8
Operator	32		28		2			10		8
Operator	40		23		2			7		8
REGULAR										
HOURS JUN 5-JUN 18, 2012	Belt Filter Presses/Thickener	Primary Pumping to Digester	Laboratory for process control and permit	Equipment Maintenance/Repair	Preventative Equipment Maintenance/Lubrication	Safety/Confined Space Entry	Payroll/State Reports/Billing	Process Control/Training*	Vac/ Sick/ Comp/ Inc/ Personal	Holiday
Chief Operator		3	7	8	2	4	18	16	22	0
Assistant Chief Operator/Mechanic		27		15	8	4	4	2.5	19.5	0
Operator	40		25	4	2			5.5	3.5	0
Operator	40		28		2			10		0
REGULAR										
HOURS JUN 19-JUL 2, 2012	Belt Filter Presses/Thickener	Primary Pumping to Digester	Laboratory for process control and permit	Equipment Maintenance/Repair	Preventative Equipment Maintenance/Lubrication	Safety/Confined Space Entry	Payroll/State Reports/Billing	Process Control/Training*	Vac/ Sick/ Comp/ Inc/ Personal	Holiday
Chief Operator	8	3	8	8			16.5	27	9.5	0
Assistant Chief Operator/Mechanic		21		20	8		4	3	24	0
Operator	32		20	8	2			2	16	0
Operator	40		28	4	2			6		0

* Operators hired 10/2011 and 1/2012 replacing operators with 16 and 42 years of

Maintenance performed In June 2012.

Pavement Markings City Wide

- Crosswalks
- Turn arrows
- Stop Bars
- Lettering (School, Only, etc)

Prepped bike path for re-paving by spreading gravel (grindings) to provide adequate sub-base.

Dover Road/Phillips Road – Installed underdrain, new cross culvert, repaired basins, lowered structures and re-ditched roadside ditches in preparation for paving.

Provided loaders and operators for stockpiling of crushing of approx. 10,000 cubic yards of reclaimed material (concrete, asphalt, stone).

Hot Mix crew used 91 tons of asphalt, (Northfield Street, Berlin Street, Forest Street Curb, Sherwood Drive, Hill Street, etc)

Repaired catch basins, many locations.

Brush trimming for sight distance

Sidewalk repairs.

Bridge deck repair.

Graded gravel roads



City of Montpelier

USER: TPROVENCHER2

SORTED BY: Asset ID

SELECTION: Custom Criteria

Completed is greater or equal to "6/1/2012"
AND Completed is less or equal to "6/30/2012"
AND Assigned is equal to "WATER/SEWER, DIV"

2- Water/Sewer

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
051								
24973 [REPLACE BULB IN HANDHELD LIGHT]	6/13/2012		6/12/2012	0.50	\$9.08	\$10.93	\$0.00	\$20.01
Modified By	Note Date	Note						
TPROVENCHER2	6/13/2012	REPLACE BULB IN HANDHELD LIGHT						
BAILEY AVE								
24951 [RUN SIPHON]	6/11/2012		6/11/2012	4.00	\$187.59	\$0.00	\$0.00	\$187.59
Modified By	Note Date	Note						
ADMIN	6/11/2012	RUN SIPHON AT BAILEY AVE TO STATE STREET						
BALDWIN ST								
25065 [MARK OUT LINES AT 20 BALDWIN STREET]	6/25/2012		6/21/2012	3.00	\$62.87	\$0.00	\$0.00	\$62.87
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	MARK OUT WATER/SEWER AT 20 BALDWIN ST. MARKED SERVICE LINES, TIES IN BOOK NEED A LITTLE WORK.						
BARRE ST								
25006 [LEAK CLEANUP BARRE STREET (AJA'S FIELD)]	6/19/2012		6/15/2012	24.00	\$469.36	\$24.10	\$0.00	\$493.46
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CLEAN STONES, TOPSOIL, SEED AND HAY LEAK LOCATION.						
BIKE PATH								
25102 [MARK OUT MANHOLES ON BIKE PATH]	6/28/2012		6/27/2012	14.00	\$279.42	\$0.00	\$0.00	\$279.42
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	LOCATE AND MARK MANHOLES.						
25103 [TURN WATER ON AT PEACE PARK]	6/28/2012		6/27/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	MEET WITH PARKS AT 9:30 AM TO TURN WATER ON AT PEACE PARK.						
*****ONE CHARGE - REGULAR TIME*****								
BUILDING 1								
25042 [MOW DPW SHOP]	6/22/2012		6/19/2012	3.00	\$55.14	\$0.00	\$0.00	\$55.14
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	MOW AND TRIM LAWN AT SHOP						
CORSE ST								
24966 [LEAK ON CORSE STREET]	6/12/2012		6/11/2012	56.00	\$1,184.80	\$19.73	\$0.00	\$1,204.53
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	FIX WATER LEAK ON CORSE STREET WITH 6 INCH WRAP AROUND.						
24981 [HOT MIX CORSE STREET LEAK]	6/14/2012		6/13/2012	30.00	\$874.70	\$227.24	\$0.00	\$1,101.94
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	PAVE ON HOLE ON CORSE ST, FIX AND HOT MIX SERVICE BOX ON LIBERTY ST.						
DERBY DR								
24904 [TOP SOIL AND SEED 8 DERBY DRIVE]	6/5/2012		6/1/2012	3.00	\$52.10	\$20.70	\$0.00	\$72.80
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	FILLED HOLE WITH TOPSOIL, SEEDED AND MULCHED AREA WHERE WATER LEAK OCCURRED.						
DOWNING ST								
25155 [REPLACE BACKING PLATE AT 4 DOWNING ST]	7/9/2012		6/29/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	7/9/2012	5/8 X 3/4 METER LEAKING BACK PLATE WAS BROKEN, REPLACED.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
E STATE ST								
24948 [DUG MAIN]	6/8/2012		6/7/2012	51.50	\$1,854.29	\$0.00	\$0.00	\$1,854.29
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	DUG MAIN LINE ABOVE MANHOLE, LARGE CONCRETE STRUCTURE DIDN'T NEED TO BE REMOVED. CHECKED WITH KURT AND DECIDED THIS WAS O.K. - FLOW LINE WAS ALRIGHT.						
25010 [FIX SHUTOFFS @ 87 E. STATE & 101 E. STAT]	6/19/2012		6/14/2012	22.00	\$837.44	\$53.37	\$0.00	\$890.81
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	REPAIR SHUT OFF AT 87 EAST STATE ST - NO CURB BOX ON SHUT OFF AT ALL. ALSO REPAIRED 1 AT 101 EAST STATE						
HARRISON AVE								
25050 [DIG AND ABANDON HYDRANT ON HARRISON AVE]	6/22/2012		6/20/2012	50.00	\$1,705.65	\$157.35	\$0.00	\$1,863.00
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	DUG UP OLD HYDRANT ON HARRISON AVE THAT HAS BEEN OUT OF SERVICE. INSTALLED AN END CAP AND NIPPLE WITH MACRO 2 BOLT DRESSED TO CAP LINE AND ABANDON HYDRANT. ALSO REPAIRED 4 INCH UNDERDRAIN. PARTS DO NOT INCLUDE COST OF 4 INCH END CAP.						
HEBERT RD								
24935 [LOCATE WATER/SEWER AT 12 HEBERT ROAD]	6/7/2012		6/6/2012	3.00	\$58.41	\$0.00	\$0.00	\$58.41
Modified By	Note Date	Note						
TPROVENCHER2	6/7/2012	MARK OUT WATER AND SEWER SERVICES AT 12 HEBERT ROAD.						
HILL ST								
25152 [TURN ON WATER @ 33 HILL STREET]	7/9/2012		6/29/2012	0.50	\$12.36	\$0.00	\$0.00	\$12.36
Modified By	Note Date	Note						
TPROVENCHER2	7/9/2012	TURN ON WATER AT 33 HILL STREET						
*****ONE CHARGE - REGULAR TIME*****								
HUBBARD PARK DR								
24938 [CAMERA LINE AND REPAIR SEWER]	6/7/2012		6/6/2012	86.00	\$2,403.47	\$66.13	\$0.00	\$2,469.60
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	CAMERA SECTION OF SEWER MAIN TO MAKE REPAIRS. DUG MAIN LINE SEWER AND MADE REPAIRS TO LINE. SIX INCH PLASTIC AND SIX INCH CLAY FERNOS AND SIX INCH PVC WAS REPLACED. ALSO WORKED WITH KURT ON STORM LINE UP THE STREET.						
25017 [LOCATE MANHOLES ON HUBBARD PARK DRIVE]	6/20/2012		6/18/2012	3.00	\$62.87	\$0.00	\$0.00	\$62.87
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	OPEN MANHOLES FOR KURT ON HUBBARD PARK DRIVE, THESE MANHOLES NEEDED CLEANING. START AT 14 HUBBARD PARK DRIVE, DO NEXT 3, SKIP ONE IN INTERSECTION, DO LAST ONE (WHITE DOT ON THEM, THIRD ONE UP IS IN LAWN WHITE ARROW POINTING TO IT).						
25045 [VACTOR SEWER MANHOLES HUBBARD PARK DRIVE]	6/22/2012		6/19/2012	9.00	\$507.63	\$0.00	\$0.00	\$507.63
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	START AT #14 HUBBARD PARK DRIVE, DO NEXT 3, SKIP ONE IN INTERSECTION AND DO LAST ONE. SEE WHITE DOT ON THEM AND ONE IN LAWN WHITE ARROW TO IT - ALL DONE.						
LIBERTY ST								
24947 [LOWER BOXES ON PHILLIPS, DOVER, LIBERTY]	6/8/2012		6/7/2012	42.00	\$1,593.13	\$0.00	\$0.00	\$1,593.13
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	LOWER ROAD BOX VALVE TOPS 1 1/2" TO 2", KEEP TIES SO THEY CAN BE LOCATED. LOWERED SIX GATE VALVE ROAD BOXES.						
24949 [DROP MANHOLES ON LIBERTY, PHILLIPS, DOVR]	6/8/2012		6/6/2012	49.00	\$1,162.70	\$0.00	\$0.00	\$1,162.70
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	LOWER 3 MANHOLES APPROXIMATELY 1 1/2" DEEP ON DOVER-PHILLIPS AND LIBERTY.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
MAIN ST								
24919 [TURN ON WATER 2 TEST MAIN @ 3 PENNY TAPR]	6/5/2012		6/4/2012	8.00	\$157.33	\$0.00	\$0.00	\$157.33
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	TURNED WATER ON TO FILL MAIN FOR BOB HEWETT SO MAIN COULD BE TESTED. FLUSH AND TEST ON 6/5/12 REFLUSH AND RETEST 6/6/12.						
24982 [TURN ON & INST. MUX THREE PENNY 108 MAIN]	6/14/2012		6/13/2012	0.00	\$0.00	\$0.00	\$0.00	\$0.00
Modified By	Note Date	Note						
TPROVENCHER2	6/21/2012	TURNED ON WATER AND HOOKED UP M X U THREE PENNY TAPROOM 108 MAIN STREET ***ONE CHARGE - REGULAR TIME*****						
NORTHFIELD ST								
25009 [CHECK VALVE & CLEAN ROAD BOX ECONO LODGE]	6/19/2012		6/15/2012	3.00	\$58.41	\$0.00	\$0.00	\$58.41
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECKED VALVE AND CLEANED ROAD BOX SO WE COULD GET ON NUT TO SHUT OFF WATER FOR LINE REPAIR BEING PERFORMED BY CONTRACTOR ON 6-19-12.						
25013 [CHECK MAIN LINE VALVES ECONO LODGE]	6/19/2012		6/18/2012	3.00	\$62.87	\$0.00	\$0.00	\$62.87
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK MAIN LINE VALVES FOR FLUSHING OF SPRINKLER LINE. GOT ON BOTH VALVES.						
PUMP STATION 2								
24953 [GLASS JARS AND SWITCHES]	6/11/2012		6/8/2012	7.00	\$126.60	\$0.00	\$0.00	\$126.60
Modified By	Note Date	Note						
ADMIN	6/11/2012	CHECK OR CHANGE GLASS JARS CLEAN CONTROL SWITCHES IN WET WELLS						
PUMP STATION 6								
24984 [CLEAN TUBE, BACK CHECKS, DIAG. ALARMS]	6/14/2012		6/12/2012	25.00	\$780.66	\$0.00	\$0.00	\$780.66
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	CLEANED TUBE IN WET WELL, CLEANED WET WELL AND BACK CHECKS AS WELL. STATION WAS HAVING FALSE ALARMS. ERIC WENT AND FOUND RED UNIT HALF UNPLUGGED.						
PUMP STATION 7								
24954 [GLASS JARS & SWITCHES]	6/11/2012		6/8/2012	6.00	\$108.42	\$0.00	\$0.00	\$108.42
Modified By	Note Date	Note						
ADMIN	6/11/2012	CHECK OR CHANGE GLASS JARS CLEAN CONTROL SWITCHES IN WET WELLS						
PUMP STATION 8								
24955 [GLASS JARS AND SWITCHES]	6/11/2012		6/8/2012	3.00	\$54.21	\$0.00	\$0.00	\$54.21
Modified By	Note Date	Note						
ADMIN	6/11/2012	CHECK OR CHANGE GLASS JARS CLEAN SWITCHES IN WET WELLS						
QUESNEL DR								
24983 [FIX NO READING ON METER 4 QUESNEL]	6/14/2012		6/12/2012	3.00	\$56.56	\$49.18	\$0.00	\$105.74
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	NO READING ON METER, REMOVED AND REPLACED CHAMBER, - READING 0141						
RIVER ST								
25064 [GET METER INFO AT CODY'S]	6/25/2012		6/21/2012	1.50	\$31.44	\$0.00	\$0.00	\$31.44
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	GET METER INFO @ CODY'S. ID # 54337364 MxU #4224555						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
STATE STREET								
24918 [LOCATE W/S LINES AT 146 STATE FOR GMP]	6/5/2012		6/4/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	GMP WANTS TO RESET GUY WIRE ON POLE 939 AT 146 STATE STREET. VITO AND GEORGE CHECKED THIS LOCATION AND FELT IT WAS OK TO RESET GUY WIRE ANCHOR IN PROPOSED LOCATION.						
25048 [CLEAN DI'S ON STATE AND BAILEY]	6/22/2012		6/20/2012	18.00	\$683.88	\$0.00	\$0.00	\$683.88
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	CLEANED 16 DI'S ON STATE AND BAILEY AND 134 STATE ST PARKING LOT. JUST ONE IN PARKING LOT PAINTED WHITE. CLEANED UP TO 134 STATE ST.						
SUMMIT ST								
24965 [CHECK SEWER SERVICE AT 5 SUMMIT]	6/12/2012		6/11/2012	3.00	\$58.41	\$0.00	\$0.00	\$58.41
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	HOMEOWNER CALLED REGARDING BACKUP OVER THE WEEKEND, THEIR PLUMBER SAID PROBLEM WAS IN MAIN. CHECKED THE MAIN LINE AND IT WAS OK, PUT A SNAKE IN LINE FROM MANHOLE 31 FEET WHICH TOOK US INTO DRIVEWAY, HOMEOWNER WILL CALL THEIR PLUMBER BACK.						
25014 [LOCATE WATER LINE 5 SUMMIT ST]	6/19/2012		6/18/2012	3.00	\$62.87	\$0.00	\$0.00	\$62.87
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	MARKED OUT WATER LINE AT 5 SUMMIT STREET SO HOMEOWNER CAN HAVE NEW SEWER LINE DUG. CURB BOX IS BENT OVER, WHEN THEY DIG SEWER SERVICE WE CAN REPAIR IT.						
TERRACE ST								
24967 [LOCATE WATER MAIN AT 77 TERRACE]	6/12/2012		6/8/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	LOCATE WATER MAIN AT 77 TERRACE STREET.						
25038 [PLUGGED SEWER LINE AT 79 TERRACE ST.]	6/21/2012		6/20/2012	21.00	\$744.54	\$0.00	\$0.00	\$744.54
Modified By	Note Date	Note						
TPROVENCHER2	6/21/2012	MAIN SEWER LINE PLUGGED AT 79 TERRACE STREET. ROOTS IN SEWER LINE - USED VACTOR AND GOT ROOTS OUT OF MAIN. USED CAMERA TO CHECK LINE AND WILL NEED TO CUT OUT MORE ROOTS ON 6-21-12.						
25061 [CUT ROOTS IN LINE AT 79 TERRACE]	6/25/2012		6/21/2012	12.00	\$448.40	\$0.00	\$0.00	\$448.40
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	CUT ROOTS OUT OF MAIN AT 79 TERRACE STREET. USED CAMERA TO INSPECT AND LINE LOOKS GOOD.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
W/S MAINT								
24902 [CHECK]	6/5/2012		6/1/2012	1.50	\$31.44	\$0.00	\$0.00	\$31.44
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
24903 [CHECK]	6/5/2012		6/1/2012	4.50	\$94.31	\$0.00	\$0.00	\$94.31
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	CHECK SEWER PUMP STATIONS 1-8 ALL OK						
24905 [WEED WHACK HYDRANTS]	6/5/2012		6/1/2012	14.00	\$257.32	\$0.00	\$0.00	\$257.32
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	WEED WHACK ALL HYDRANTS.						
24906 [CHECK]	6/5/2012		6/4/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
24907 [CHECK]	6/5/2012		6/4/2012	4.50	\$88.38	\$0.00	\$0.00	\$88.38
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	CHECK SEWER PUMP STATIONS 1-8 P.S. #5 MOTOR #1 TRIPPED, NEED TO PULL. BOTH MOTOR NUMBER 1 AND NUMBER 2 NEEDED TO BE PULLED AND CLEANED. ALSO CLEANED BACK CHECK VALVES.						
24908 [CHECK SEWER OVERFLOWS]	6/5/2012		6/4/2012	3.00	\$56.56	\$0.00	\$0.00	\$56.56
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	CHECKED SEWER OVERFLOWS - ALL GOOD.						
24936 [CHECK]	6/7/2012		6/6/2012	7.50	\$146.03	\$0.00	\$0.00	\$146.03
Modified By	Note Date	Note						
TPROVENCHER2	6/7/2012	CHECK SEWER PUMP STATIONS 1-8 TELEMETRY ALARM AT STATION #4 AND #5 CAME ON, BULB STOPPED WORKING, REPLACED BULB AND IT WORKED. STATION 5 HOURS HIGHT THAN STATION 4 HOURS. REST OF STATIONS CHECKED OUT OK.						
24937 [CHECK]	6/7/2012		6/6/2012	1.50	\$29.21	\$0.00	\$0.00	\$29.21
Modified By	Note Date	Note						
TPROVENCHER2	6/7/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL CHECKED OUT OK						
24942 [CHECK]	6/8/2012		6/7/2012	9.00	\$180.36	\$0.00	\$0.00	\$180.36
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	CHECK SEWER PUMP STATIONS 1-8 ALL OK EXCEPT STATION #5 HOURS ARE HIGH. TALKED TO ERIC AND I PULLED MOTORS AGAIN, HOUR METERS SHOULD START TO LOOK NORMAL NOW.						
24943 [CHECK]	6/8/2012		6/7/2012	1.00	\$21.18	\$0.00	\$0.00	\$21.18
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
24944 [CHECK OVERFLOWS]	6/8/2012		6/7/2012	3.00	\$56.56	\$0.00	\$0.00	\$56.56
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	CHECKED SEWER OVERFLOWS AFTER HEAVE DOWN POUR ON 6/6/12 AROUND 3:30-4:430PM. TAYLOR STREET OVERFLOWED. ALL OTHERS WERE STILL OK.						
24945 [CHECK]	6/8/2012		6/5/2012	1.50	\$33.54	\$0.00	\$0.00	\$33.54
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	CHECK SEWER PUMP STATIONS 1-8						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
W/S MAINT								
24946 [CHECK]	ALL OK, STATION #5 SEEMED HIGH.	6/8/2012	6/5/2012	1.00	\$21.18	\$0.00	\$0.00	\$21.18
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
24968 [CHECK]	6/12/2012	6/8/2012	3.00	\$56.56	\$0.00	\$0.00	\$56.56	
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	CHECK SEWER PUMP STATIONS 1-8 CHECKED 1, 3, 4, 5, 6 ALL OK						
24969 [CHECK OVERFLOWS]	6/12/2012	6/11/2012	4.50	\$87.62	\$0.00	\$0.00	\$87.62	
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	CHECK SEWER OVERFLOWS. NO OVERFLOWS TODAY.						
24970 [CHECK]	6/12/2012	6/8/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28	
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
24971 [CHECK, PRIME, ADD JUICE]	6/12/2012	6/11/2012	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	CHECK SEWER PUMP STATIONS 1-8 PRIMED BOTH #1 AND #2 MOTORS IN STATION #2 REST OF STATIONS LOOKED OK PUT JUICE IN 2,6,7,8 HIGH WET WELL ALARM AT 3 AM BUT ALL CHECKED OUT OK.						
24972 [CHECK]	6/12/2012	6/11/2012	1.50	\$29.21	\$0.00	\$0.00	\$29.21	
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS BOTH STATIONS LOOKED OK. WATER PLANT CALLED AND SAID TOWNE HILL MAY HAVE USED MORE WATER THAN NORMAL OVER THE WEEKEND.						
24980 [CHECK SERVICE AT VT TIRE]	6/14/2012	6/12/2012	21.00	\$415.72	\$0.00	\$0.00	\$415.72	
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	CHECKED SEWER SERVICE, MAIN OK PROBLEM IS WITH SERVICE.						
24985 [CHECK]	6/14/2012	6/14/2012	4.50	\$84.84	\$0.00	\$0.00	\$84.84	
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	CHECK SEWER PUMP STATIONS 1-8 BALL FIELD PUMP 2 LOST PRIME LOWER STATE STREET PUMP 1 AND 2 LOST PRIME						
24986 [CHECK]	6/14/2012	6/12/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28	
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
24987 [EXERCISE CURB STOPS]	6/15/2012	6/11/2012	1.50	\$27.11	\$0.00	\$0.00	\$27.11	
Modified By	Note Date	Note						
ADMIN	6/15/2012	EXERCISE THE CURB STOP VALVE AT THE FOLLOWING LOCATIONS: ** CAPITOL PLAZA						
25003 [CHECK]	6/19/2012	6/14/2012	4.50	\$84.84	\$0.00	\$0.00	\$84.84	
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK SEWER PUMP STATIONS 1-8 ALL OK						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
W/S MAINT								
25004 [CHECK OVERFLOWS]	6/19/2012		6/18/2012	3.00	\$62.87	\$0.00	\$0.00	\$62.87
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK SEWER OVERFLOWS - ALL WERE OK.						
25005 [CHECK]	6/19/2012		6/14/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
25007 [CHECK]	6/19/2012		6/15/2012	6.00	\$116.82	\$0.00	\$0.00	\$116.82
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK SEWER PUMP STATIONS 1-8 STATION 7 NEEDED MOTOR 2 PRIMED STATION 3 NEEDED MOTOR 1 AND 2 PRIMED. REST OF STATIONS OK						
25008 [CHECK]	6/19/2012		6/15/2012	6.00	\$116.82	\$0.00	\$0.00	\$116.82
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS EASY ST LEVEL IS DROPPING TOO FAST 1 FOOT 8 INCHES IN 1 DAY. ERIC HELPED PAPINEAU AND VITO RESET PRV 3 INCHES						
25011 [CHECK, ADD JUICE, PRIME]	6/19/2012		6/18/2012	4.50	\$94.31	\$0.00	\$0.00	\$94.31
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK SEWER PUMP STATIONS 1-8 STATIONS 2, 6, 7, 8 HAD JUICE ADDED TO WET WELLS STATION 2 AND 7, BOTH MOTORS NEEDED TO BE PRIMED.						
25012 [CHECK]	6/19/2012		6/18/2012	1.50	\$31.44	\$0.00	\$0.00	\$31.44
Modified By	Note Date	Note						
TPROVENCHER2	6/19/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
25018 [MOW PUMP STATIONS]	6/20/2012		6/18/2012	13.50	\$217.94	\$0.00	\$0.00	\$217.94
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	MOW SEWER PUMP STATIONS.						
25019 [MOW WATER PUMP STATIONS AND TANKS]	6/20/2012		6/18/2012	10.50	\$169.51	\$0.00	\$0.00	\$169.51
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	MOW WATER PUMP STATIONS AND TANKS, MOW LAWNS AT SHOP.						
25043 [CHECK]	6/22/2012		6/19/2012	1.50	\$31.44	\$0.00	\$0.00	\$31.44
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
25046 [CHECK]	6/22/2012		6/20/2012	1.50	\$29.34	\$0.00	\$0.00	\$29.34
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
25047 [CHECK]	6/22/2012		6/20/2012	4.50	\$88.01	\$0.00	\$0.00	\$88.01
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	CHECK SEWER PUMP STATIONS 1-8 P.S. #8, MOTOR #1 SOUNDS LIKE STONES IN PUMP. TURNED PUMP #1 OFF P.S. #7 - HAD TO PRIME MOTOR #2						
25049 [CHECK]	6/22/2012		6/19/2012	9.00	\$188.61	\$0.00	\$0.00	\$188.61
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	CHECK SEWER PUMP STATIONS 1-8 ALL OK BUT PRIMED BOTH MOTORS AT #2 STATION CHECKED STATION 2 AT 1PM, STILL HOLDING PRIME. ALSO CLEANED GLASS JARS.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
W/S MAINT								
25059 [CHECK]	6/25/2012		6/22/2012	1.50	\$30.26	\$0.00	\$0.00	\$30.26
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS						
25060 [CHECK, CHANGE GLASS AT #7 MOTOR 2]	6/25/2012		6/22/2012	9.00	\$181.56	\$0.00	\$0.00	\$181.56
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	CHECK SEWER PUMP STATIONS 1-8 STATION #7 CHANGED GLASS ON MOTOR #2 REST OF STATIONS CHECKED OUT OK						
25062 [CHECK]	6/25/2012		6/21/2012	4.50	\$94.31	\$0.00	\$0.00	\$94.31
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	CHECK SEWER PUMP STATIONS 1-8 STATION #7 PRIMED MOTORE #2 STATION #8 NEED TO PULL MOTOR #1 REST OF STATIONS LOOKED OK						
25063 [CHECK]	6/25/2012		6/21/2012	1.50	\$31.44	\$0.00	\$0.00	\$31.44
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS. ALL OK.						
25074 [CHECK]	6/26/2012		6/25/2012	7.50	\$141.40	\$0.00	\$152.99	\$294.39
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	CHECK SEWER PUMP STATIONS 1-8 PUMP STATION #2 HAD TO REPRIME MOTOR #2 PUMP STATION #6 REPLACED DEHUMIDIFIER - SEE MISC. PARTS						
25075 [CHECK]	6/26/2012		6/25/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
25076 [CHECK OVERFLOWS]	6/26/2012		6/25/2012	3.00	\$56.56	\$0.00	\$0.00	\$56.56
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	CHECK SEWER OVERFLOWS NONE						
25077 [CLEAN TRUCK 27, 30, 43]	6/26/2012		6/25/2012	7.00	\$127.12	\$7.98	\$0.00	\$135.10
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	WASH AND CLEAN TRUCKS 27, 30, 43 INSTALL NEW WIPERS ON 30						
25089 [CHECK]	6/27/2012		6/26/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
25090 [CHECKS SEWER OVERFLOWS]	6/27/2012		6/26/2012	3.00	\$56.56	\$0.00	\$0.00	\$56.56
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	CHECK SEWER OVERFLOWS, RAINED HARD DAY BEFORE BUT THERE WERE NO OVERFLOWS.						
25091 [CHECK]	6/27/2012		6/26/2012	4.50	\$84.84	\$0.00	\$0.00	\$84.84
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	CHECK SEWER PUMP STATIONS 1-8 ALL OK EXCEPT PUMP STATION #8 NEEDS HOT MIX. WE TURNED WATER AWAY FROM BUILDING.						
25099 [CHECK]	6/28/2012		6/27/2012	4.50	\$84.84	\$0.00	\$0.00	\$84.84
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	CHECK SEWER PUMP STATIONS 1-8 ALL OK						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
W/S MAINT								
25101 [CHECK]	6/28/2012		6/27/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
25104 [YEAR END INVENTORY COUNT]	6/28/2012		6/27/2012	41.00	\$762.41	\$0.00	\$0.00	\$762.41
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	YEAR END INVENTORY COUNT.						
25153 [CHECK]		7/9/2012	6/29/2012	4.50	\$84.84	\$0.00	\$0.00	\$84.84
Modified By	Note Date	Note						
TPROVENCHER2	7/9/2012	CHECK SEWER PUMP STATIONS 1-8 ALL OK.						
25154 [CHECK]		7/9/2012	6/29/2012	1.50	\$28.28	\$0.00	\$0.00	\$28.28
Modified By	Note Date	Note						
TPROVENCHER2	7/9/2012	CHECK EASY ST AND TERRACE ST PUMP STATIONS ALL OK						
WWTP PLANT								
24933 [CLEAN SECONDARIES]	6/7/2012		6/11/2012	8.00	\$375.18	\$0.00	\$0.00	\$375.18
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	CLEAN SECONDARIES AT WASTEWATER TREATMENT PLANT, DUMPED GRIT						
25044 [CLEAN 4 DI'S AT SEWER PLANT]		6/22/2012	6/19/2012	3.00	\$169.21	\$0.00	\$0.00	\$169.21
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	CLEANED 4 DI'S IN WWTP PARKING LOT.						
Grand Totals :				91	\$844.50	\$22,376.49	\$636.71	\$152.99 \$23,166.19



City of Montpelier

USER: TPROVENCHER2

SORTED BY: Asset ID

SELECTION: Custom Criteria

Completed is greater or equal to "6/1/2012"
AND Completed is less or equal to "6/30/2012"
AND Assigned is equal to "EQUIPMENT, DIV"

2 - EQUIP.

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
002								
25051 [SWAP OUT RADIO]	6/25/2012		6/22/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	INSTALL NEW NARROW BAND RADIO.						
003								
24879 [SERVICE AND FIX WORK LIGHT WIRING]	6/1/2012		6/4/2012	2.50	\$55.90	\$77.88	\$0.00	\$133.78
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	0019: OIL AND FILTERS REPAIR REAR WORK LIGHT WIRING						
25052 [SWAP OUT RADIO]	6/25/2012		6/22/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	INSTALL NEW NARROW BAND RADIO.						
004								
24746 [REFERBISH BODY]	5/21/2012		6/21/2012	32.50	\$726.70	\$233.95	\$806.10	\$1,766.75
Modified By	Note Date	Note						
TPROVENCHER2	8/14/2012	REFERBISH, REPAIR BODY AND PREP FOR PAINT REMOVE AND REBUILD HYDRAULIC TANK AND VALVE BODY SUPPORTS HAD BODY SANDBLASTED BY MOBILE SANDBLAST, PRIMED FOR PAINT PAINTED BODY, WHEELS AND FRAME, INSTALLED NEW SIDEBORDS.						
25053 [SWAP OUT RADIO]	6/25/2012		6/22/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	INSTALL NEW NARROW BAND RADIO.						
007								
24929 [A/C NOT WORKING]	6/6/2012		6/12/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
ADMIN	6/6/2012	REQUESTED BY: PERRY, DAN R REQUEST ID: 406 WORK REQUESTED FIX THE AC						
TPROVENCHER2	6/13/2012	GOT A/C TO WORK BUT NOT PERMANENTLY REPAIRED. REMOVED BLEND DOOR MOTOR AND MANUALLY CLOSED DOOR. NEED TO FURTHER TEST TO DETERMINE WHETHER MOTOR OR CONTROL WIRING IS AT FAULT.						
25054 [SWAP OUT RADIO]	6/25/2012		6/22/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	INSTALL NEW NARROW BAND RADIO.						
008								
25055 [SWAP OUT RADIO]	6/25/2012		6/22/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	INSTALL NEW NARROW BAND RADIO.						
009								
24891 [REPAIR FUEL LEAK]	6/4/2012		6/1/2012	1.50	\$33.54	\$0.00	\$0.00	\$33.54
Modified By	Note Date	Note						
TPROVENCHER2	6/4/2012	REPAIRED FUEL LEAK, DEGREASED ENGINE, TEST DROVE, GOOD NOW.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
010								
24931 [LUBE, FIX PINS, FIX LIGHTS]	6/7/2012		6/11/2012	2.00	\$44.72	\$10.68	\$0.00	\$55.40
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	CHASSIS - LUBE GREASE FITTINGS GET REAR PINS TO TAKE GREASE REPAIR WIRING FOR REAR LIGHTS REPAIR STROBE SWITCH.						
25035 [REPLACE LF HEADLIGHT BULB]	6/21/2012		6/20/2012	0.50	\$11.18	\$7.52	\$0.00	\$18.70
Modified By	Note Date	Note						
TPROVENCHER2	6/21/2012	REPLACE LEFT FRONT HEADLIGHT						
25056 [SWAP OUT RADIO]	6/25/2012		6/22/2012	1.50	\$33.54	\$0.00	\$0.00	\$33.54
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	INSTALL NEW NARROW BAND RADIO.						
013								
25094 [NEW BATTERY AND MASTER SWITCH]	6/28/2012		6/27/2012	1.50	\$33.54	\$170.93	\$0.00	\$204.47
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	INSTALL NEW BATTERY AND MASTER SHUT-OFF SWITCH.						
014								
25066 [SWAP OUT RADIO]	6/26/2012		6/25/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	SWAP OUT RADIO WITH NEW NARROW BAND RADIO.						
016								
24861 [OIL LEAK - PIN HOLE IN TRANS COVER]	5/31/2012		6/1/2012	4.00	\$89.44	\$134.49	\$0.00	\$223.93
Modified By	Note Date	Note						
TPROVENCHER2	6/4/2012	CHECKED OUT OIL LEAK, FOUND PIN HOLE IN TRANSMISSION COVER, ORDERED PARTS. REPLACED LEAKING SIDE PTO COVER, SERVICE TRANSMISSION.						
021								
25067 [SWAP OUT RADIO]	6/26/2012		6/25/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	INSTALL NEW NARROW BAND RADIO.						
023								
25036 [FIX STROBE WIRE]	6/21/2012		6/20/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/21/2012	FIX POWER WIRE FOR STROBE LIGHT.						
024								
24875 [LOF]	6/1/2012		6/4/2012	1.00	\$22.36	\$17.89	\$0.00	\$40.25
Modified By	Note Date	Note						
TPROVENCHER2	6/1/2012	0019: OIL AND FILTERS						
025								
24932 []	6/7/2012		6/12/2012	2.00	\$44.72	\$51.66	\$0.00	\$96.38
Modified By	Note Date	Note						
ADMIN	6/7/2012	0019: OIL AND FILTERS						
25110 [REPLACE TRANSMISSION LINE (LEAKING)]	7/3/2012		6/29/2012	2.00	\$44.72	\$44.08	\$0.00	\$88.80
Modified By	Note Date	Note						
TPROVENCHER2	7/3/2012	REPLACE LEAKING TRANSMISSION LINE.						
026								
24874 [LOF]	6/1/2012		6/4/2012	1.00	\$22.36	\$47.11	\$0.00	\$69.47
Modified By	Note Date	Note						
TPROVENCHER2	6/1/2012	ENGINE - CHANGE OIL & FILTER						
25040 [REAR BRAKES]	6/22/2012		6/21/2012	1.50	\$33.54	\$337.26	\$0.00	\$370.80
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	REPLACE REAR BRAKES.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
027								
24921 [RPLACE CABLE ON CRANE]	6/5/2012		6/4/2012	0.50	\$11.18	\$28.00	\$0.00	\$39.18
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	REPLACE CRANE CABLE						
028								
24878 [LOF AND WIPERS]	6/1/2012		6/6/2012	1.00	\$22.36	\$20.24	\$0.00	\$42.60
Modified By	Note Date	Note						
TPROVENCHER2	6/7/2012	0019: OIL AND FILTERS REPLACE WIPERS						
24941 [CHECK FOR TRANS/BRAKE ISSUE]	6/8/2012		6/7/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	ROAD TEST FOR COMPLAINT OF BRAKES STICKING OR TRANSMISSION SLIPPING. BRAKES WORK WELL, NO TRANSMISSION CONCERN AT THIS TIME. CANNOT CONFIRM COMPLAINT AT THIS TIME.						
029								
24991 [REPAIR WRIST PISTON]	6/18/2012		6/15/2012	1.00	\$22.36	\$0.00	\$22.36	\$44.72
Modified By	Note Date	Note						
TPROVENCHER2	6/18/2012	RETHREAD PACKING AND PUT BACK TOGETHER (SPARE CYLINDER FOR SHELF). MISCELLANEOUS PARTS = 1 1/4" X 8" BOLT FROM MCLEOD'S						
25068 [SWAP OUT RADIO]	6/26/2012		6/25/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	INSTALL NEW NARROW BAND RADIO.						
031								
25079 [SWAP OUT RADIO]	6/27/2012		6/26/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	INSTALL NEW NARROW BAND RADIO.						
25108 [DRAIN EXCESS OIL FROM TRANNY]	7/2/2012		6/28/2012	2.00	\$44.72	\$5.06	\$0.00	\$49.78
Modified By	Note Date	Note						
TPROVENCHER2	7/2/2012	INVESTIGATE OIL LEAK, DRAIN 5 QUARTS FROM TRANSMISSION TO BRING DOWN TO FULL MARK, TOP OFF ENGINE OIL.						
032								
25020 [TOP OFF ANTIFREEZE]	6/20/2012		6/18/2012	0.50	\$11.18	\$3.14	\$0.00	\$14.32
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	TOP OFF ANTIFREEZE.						
25058 [SWAP OUT RADIO]	6/25/2012		6/22/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/25/2012	INSTALL NEW NARROW BAND RADIO.						
25095 [LEFT REAR WHEEL CYLINDER]	6/28/2012		6/27/2012	6.50	\$145.34	\$420.84	\$17.00	\$583.18
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	DIAGNOSE BAD BRAKES, FIND LEFT REAR WHEEL CYLINDER BAD, CLEANED BRAKES, INSTALLED NEW WHEEL CYLINDER, BLEED BRAKES, ADJUST AND ROAD TEST,						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
034								
24893 [LOF, FLIP CUTTING EDGE TO NEW SIDE]	6/4/2012		6/5/2012	5.00	\$111.80	\$70.19	\$0.00	\$181.99
Modified By	Note Date	Note						
TPROVENCHER2	6/6/2012	CHANGE ENGINE OIL AND FILTER, CHANGE FUEL FILTER, FLIP CUTTING EDGE OVER TO NEW SIDE, REMOVE RIGHT SIDE PIN AND CLEAN TO MAKE PIN TAKE GREASE.						
24940 [ROAD CALL TRANNY FILTER HAD PIN HOLE]	6/8/2012		6/7/2012	2.00	\$44.72	\$59.60	\$0.00	\$104.32
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	ROAD CALL TO STUMP DUMP TO REPLACE TRANSMISSION OIL FILTER THAT DEVELOPED A PIN HOLE. TOPPED OFF FLUID.						
24976 [ROAD CALL FOR BLOWN HYDRAULIC HOSE]	6/14/2012		6/13/2012	3.00	\$67.08	\$34.99	\$0.00	\$102.07
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	ROAD CALL TO STUMP DUMP TO REPLACE BLOWN HYDRAULIC HOSE.						
25080 [REPLACE AIR FILTER]	6/27/2012		6/26/2012	0.50	\$7.45	\$36.95	\$0.00	\$44.40
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	REPLACE AIR FILTER.						
035								
25081 [SWAP OUT RADIO]	6/27/2012		6/26/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	INSTALL NEW NARROW BAND RADIO.						
036								
24992 [REPLACE FRONT TIRES ON LOADER WITH USED]	6/18/2012		6/15/2012	3.00	\$61.99	\$0.00	\$0.00	\$61.99
Modified By	Note Date	Note						
TPROVENCHER2	6/18/2012	ROAD SERVICE TO STUMP DUMP FOR LOW TIRE, AIRED UP AND RETURNED TO SHOP. REPLACED BOTH FRONT TIRES WITH USED ONES FROM STORAGE.						
25082 [ROAD CALL HYDRAULIC HOSE]	6/27/2012		6/26/2012	2.50	\$55.90	\$20.93	\$0.00	\$76.83
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	ROAD SERVICE TO REPLACE HYDRAULIC HOSE AT STUMP DUMP.						
25092 [LUBE & FREE UP LOWER PINS]	6/28/2012		6/28/2012	4.00	\$84.35	\$64.77	\$0.00	\$149.12
Modified By	Note Date	Note						
TPROVENCHER2	7/2/2012	CHASSIS - LUBE GREASE FITTINGS FREE UP TWO LOWER PIVOT PINS ON BUCKET TO TAKE GREASE						
041								
24939 []	6/8/2012		6/12/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	0020: LUBE						
25026 [M&B SUMMER TIRES]	6/20/2012		6/19/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	MOUNT AND BALANCE SUMMER TIRES.						
25083 [SWAP OUT RADIO]	6/27/2012		6/26/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	INSTALL NEW NARROW BAND RADIO.						
043								
24881 [LOF]	6/1/2012		6/4/2012	1.00	\$22.36	\$16.91	\$0.00	\$39.27
Modified By	Note Date	Note						
TPROVENCHER2	6/1/2012	ENGINE - CHANGE OIL & FILTER						
045								
25029 []	6/21/2012		6/21/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
ADMIN	6/21/2012	0020: LUBE						
25069 [SWAP OUT RADIO]	6/26/2012		6/25/2012	0.00	\$0.00	\$1.49	\$0.00	\$1.49
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	INSTALL NEW NARROW BAND RADIO.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
048								
24960 [M&B TIRES, REPLACE REAR BRAKES]	6/11/2012		6/8/2012	4.00	\$89.44	\$237.05	\$3.99	\$330.48
Modified By	Note Date	Note						
TPROVENCHER2	6/11/2012	MOUNT AND BALANCE TIRES, REPLACE REAR BRAKES, ROAD TEST OTHER COST = 5 STAR TORQ BIT						
049								
24877 [LUBE]	6/1/2012		6/4/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/1/2012	0020: LUBE						
24957 [FRONT TIRE HAS SLICE IN SIDEWALL]	6/11/2012		6/12/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/13/2012	FRONT TIRE HAS SLICE IN SIDEWALL LOOKS LIKE A PRESSURE CRACK ON LUG - OK NOW TO KEEP USING						
24988 [FIX SEAT LOCK]	6/15/2012		6/14/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/15/2012	FIX SEAT LOCK SO SEAT IS ADJUSTABLE.						
25070 [SWAP OUT RADIO]	6/26/2012		6/25/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	INSTALL NEW NARROW BAND RADIO.						
25088 [REPAIR WINDOW LATCH]	6/27/2012		6/27/2012	0.50	\$11.18	\$81.06	\$13.94	\$106.18
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	WINDOW LATCH IS BROKEN PER SCOTT POWERS. PARTS ARE HERE.						
051								
25024 [FIX SPOT LIGHT WIRING]	6/20/2012		6/18/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	FIX SPOT LIGHT WIRING.						
25097 [SWAP OUT RADIO]	6/28/2012		6/27/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	INSTALL NEW NARROW BAND RADIO.						
053B								
25039 []	6/21/2012		6/20/2012	1.00	\$22.36	\$0.28	\$0.00	\$22.64
Modified By	Note Date	Note						
TPROVENCHER2	6/21/2012	INSPECTION						
065B								
24900 [REPLACE RECOIL]	6/4/2012		6/1/2012	1.00	\$22.36	\$99.58	\$0.00	\$121.94
Modified By	Note Date	Note						
TPROVENCHER2	6/4/2012	REPLACE RECOIL ASSEMBLY						
066								
25084 [FIX OIL LEAK]	6/27/2012		6/26/2012	1.50	\$33.54	\$2.36	\$0.00	\$35.90
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	CHECK OUT OIL LEAK - FOUND BAD SEAL ON OIL FILL, REPLACED WASHER, CLEANED AND RAN - OK NOW.						
079								
25016 [ANNUAL SERVICE]	6/20/2012		6/20/2012	1.50	\$33.54	\$17.09	\$0.00	\$50.63
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	0019: OIL AND FILTERS						
271								
24894 [LOF]	6/4/2012		6/19/2012	1.50	\$33.54	\$15.75	\$0.00	\$49.29
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	0019: OIL AND FILTERS						
24963 [INSPECTION]	6/12/2012		6/19/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
ADMIN	6/12/2012	0021: INSPECTION						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
273								
24923 [PLUG BOTH REAR TIRES]	6/6/2012		6/5/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/6/2012	PLUG RIGHT REAR AND LEFT REAR TIRES						
25025 [PLUG RIGHT FRONT TIRE]	6/20/2012		6/19/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	PLUGGED RIGHT FRONT TIRE (WAITING ON NEAL TO MAKE CHOICE OF REPLACEMENT TIRES)						
25041 [INSTALL NEW TIRES]	6/22/2012		6/21/2012	1.50	\$33.54	\$527.00	\$0.00	\$560.54
Modified By	Note Date	Note						
TPROVENCHER2	6/22/2012	MOUNT AND BALANCE NEW GOODYEAR WRL AT/S						
25085 [SERVICE]	6/27/2012		6/26/2012	1.00	\$22.36	\$20.42	\$0.00	\$42.78
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	0019: OIL AND FILTERS						
274								
25071 [SERVICE]	6/26/2012		6/25/2012	1.00	\$22.36	\$16.50	\$0.00	\$38.86
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	0019: OIL AND FILTERS						
25086 [INSTALL CAMERA PIECE]	6/27/2012		6/26/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	INSTALL CAMERA PIECE.						
275								
24922 [REPAIR TRAILER WIRING]	6/6/2012		6/5/2012	1.00	\$22.36	\$7.62	\$0.00	\$29.98
Modified By	Note Date	Note						
TPROVENCHER2	6/6/2012	REPAIR TRAILER WIRING						
25073 [SERVICE, ROTATE TIRES]	6/26/2012		6/25/2012	1.50	\$33.54	\$19.24	\$0.00	\$52.78
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	0019: OIL AND FILTERS ROTATE TIRES, RESET TPMS						
276								
24964 [ACCELERATOR PEDAL POSTION SENSOR]	6/12/2012		6/11/2012	4.00	\$89.44	\$76.96	\$0.00	\$166.40
Modified By	Note Date	Note						
TPROVENCHER2	6/12/2012	CAME IN FOR RUNNING ROUGH, LOSS OF POWER CODED P2127 ACCELERATOR PEDAL POSITION SENSOR, PERFORMED TP SWEEP, FOUND GLITCH, REPLACED PEDAL SENSOR, CLEARED CODES, ROAD TESTED.						
24989 [REPLACE FRONT STRUT COILS, CHECK LIGHT]	6/15/2012		6/14/2012	1.50	\$33.54	\$156.60	\$0.00	\$190.14
Modified By	Note Date	Note						
TPROVENCHER2	6/15/2012	REPLACED FRONT STRUT COILS (BROKEN) DIAGNOSE RIGHT FRONT BLUE LIGHT IN PUSH BAR NOT WORKING, PD IS ORDERING A NEW LIGHT.						
24994 [WIPER]	6/18/2012		6/18/2012	0.00	\$0.00	\$8.98	\$0.00	\$8.98
Modified By	Note Date	Note						
TPROVENCHER2	6/18/2012	OFFICER TRUHAN TOOK 1 WIPER FOR 274 AND 1 FOR 276.						
25021 [CHECK TPMS]	6/20/2012		6/18/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	CHECK TPMS, ORDER NEW RIGHT REAR TPMS.						
25037 [RESET TPMS]	6/21/2012		6/20/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/21/2012	RESET TPMS AND ROAD TEST.						
25072 [SERVICE]	6/26/2012		6/25/2012	1.00	\$22.36	\$15.75	\$0.00	\$38.11
Modified By	Note Date	Note						
TPROVENCHER2	6/26/2012	CHANGE ENGINE OIL AND FILTER, LUBE						
25087 [SWAP OUT CAMERA PIECE]	6/27/2012		6/26/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/27/2012	SWAP OUT CAMERA PIECE						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
AMB 1								
24950 []	6/11/2012		6/12/2012	1.00	\$22.36	\$52.70	\$0.00	\$75.06
Modified By	Note Date	Note						
ADMIN	6/11/2012	0019: OIL AND FILTERS						
AMB 2								
24958 [TEST & REPLACE BLOWER MOTOR]	6/11/2012		6/12/2012	3.00	\$67.08	\$169.43	\$0.00	\$236.51
Modified By	Note Date	Note						
TPROVENCHER2	6/13/2012	TESTED AND FOUND BLOWER MOTOR BAD GO TO WORK TEMPORARILY, ORDERED NEW MOTOR REPLACED BLOWER MOTOR						
BUILDING 2								
24901 [REPAIR OIL CAN CRUSHER]	6/4/2012		6/1/2012	0.50	\$11.18	\$3.23	\$0.00	\$14.41
Modified By	Note Date	Note						
TPROVENCHER2	6/4/2012	FIX OIL CAN CRUSHER						
24920 [REPAIR LIFT #2 - WELA NEW FLIP EXTENSION]	6/5/2012		6/4/2012	1.50	\$33.54	\$0.00	\$0.00	\$33.54
Modified By	Note Date	Note						
TPROVENCHER2	6/5/2012	REPAIR LIFT NUMBER TWO (TYSON'S) WELD A NEW FLIP EXTENSION						
25023 [FIX AIR HOSE]	6/20/2012		6/18/2012	0.50	\$11.18	\$6.92	\$0.00	\$18.10
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	FIX AIR HOSE IN SHOP						
CEM EXCAVATOR								
24990 [CORRECTED WORK ORDER FOR 5-16 HYD HOSE]	6/15/2012		6/1/2012	0.00	\$0.00	\$11.75	\$0.00	\$11.75
Modified By	Note Date	Note						
TPROVENCHER2	6/15/2012	BILLING CORRECTION FOR HOSE MADE FOR MINI ON 5-16-12. SHOULD HAVE BEEN 48 INCHES OF HOSE BUT ON LY BILLED 1.						
CEM TRK								
25027 [INSTALL TAPE, VISORS, FIX BROKEN BOLTS]	6/20/2012		6/19/2012	1.50	\$33.54	\$37.92	\$0.00	\$71.46
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	INSTALL VENT VISORS INSTALL SILVER DOT TAPE INSTALL RED/SILVER DOT TAPE REPLACE BROKEN MOUNTING BOLTS ON BODY.						
CONCRETE SAW								
25028 [REPLACE CHAIN]	6/20/2012		6/15/2012	0.50	\$11.18	\$434.90	\$0.00	\$446.08
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	REPLACE CHAIN ON SAW.						
ENG 2								
24897 []	6/4/2012		6/12/2012	0.00	\$0.00	\$126.94	\$0.00	\$126.94
Modified By	Note Date	Note						
TPROVENCHER2	6/13/2012	CHANGE ENGINE OIL AND FILTERS						
EQUIP TOOLS								
25111 [TRANSMISSION TUBE PLIERS]	7/3/2012		6/29/2012	0.00	\$0.00	\$21.55	\$0.00	\$21.55
Modified By	Note Date	Note						
TPROVENCHER2	7/3/2012	FORD TRANSMISSION DISCONNECT TOOL TO PULL TRANNY COOLER LINE ON F-550.						
25164 [NEW RATCHET AND 19 MM FLKDR]	7/10/2012		6/15/2012	0.00	\$0.00	\$144.95	\$0.00	\$144.95
Modified By	Note Date	Note						
TPROVENCHER2	7/10/2012	1 RKRF936 HSS 3/8 REPAIR 1 19MM FLKDR PLUS COMB 1 FL80 80 TOOTH LONG HANDLE						
FIRE MISC								
25098 [WORK WITH DOUG ON HOSE TESTER]	6/28/2012		6/27/2012	2.50	\$55.90	\$0.00	\$0.00	\$55.90
Modified By	Note Date	Note						
TPROVENCHER2	6/28/2012	WORK WITH DOUG ON HOSE TESTER.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
MHS								
24899 [COOLANT LEAK]	6/4/2012		6/1/2012	1.00	\$22.36	\$12.52	\$0.00	\$34.88
Modified By	Note Date	Note						
TPROVENCHER2	6/4/2012	FIX COOLANT LEAK						
OLD 028AA								
24892 []	6/4/2012		6/7/2012	1.00	\$22.36	\$0.00	\$0.00	\$22.36
Modified By	Note Date	Note						
TPROVENCHER2	6/4/2012	0021: INSPECTION						
OLD 044								
24876 [LUBE]	6/1/2012		6/4/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/1/2012	CHASSIS - LUBE GREASE FITTINGS						
PARK MISC								
24930 [FIX LIGHTS ON TRAILER]	6/6/2012		6/7/2012	2.50	\$55.90	\$0.00	\$0.00	\$55.90
Modified By	Note Date	Note						
TPROVENCHER2	6/8/2012	REQUESTED BY: Todd Provencher REQUEST ID: 409 WORK REQUESTED FIX LIGHTS ON TRAILER REPAIRED WIRING ON TRAILER, REPAIR CONNECTION ON TRUCK, REPLACE BLOWN FUSES IT LOOKS LIKE TRAILER PLUG WAS RIPPED OUT OF SOCKET.						
24975 [PARK TRAILER LEAF SPRING]	6/14/2012		6/14/2012	2.00	\$44.72	\$67.01	\$0.00	\$111.73
Modified By	Note Date	Note						
TPROVENCHER2	6/15/2012	REPLACE LEAF SPRING ON RIGHT FRONT AXLE.						
24978 [REWIRE TRAILER AGAIN]	6/14/2012		6/13/2012	1.50	\$33.54	\$0.00	\$0.00	\$33.54
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	TRAILER LIGHTS NOT WORKING, REWIRED AGAIN.						
PARK TRACTOR								
24959 [REPLACE TUBE ON TRACTOR TIRE]	6/11/2012		6/8/2012	1.00	\$22.36	\$20.20	\$0.00	\$42.56
Modified By	Note Date	Note						
TPROVENCHER2	6/11/2012	FIX FLAT TRACTOR TIRE - REPLACED TUBE, HAD TO DIG MUD OUT OF TIRE.						
PARKCHEVY								
24005 [INSPECTION]	2/23/2012		6/15/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
ADMIN	2/23/2012	0021: INSPECTION						
24977 [WORK ON LIGHTS/WIPERS/TRAILER WIRING]	6/14/2012		6/13/2012	7.50	\$167.70	\$192.40	\$0.00	\$360.10
Modified By	Note Date	Note						
TPROVENCHER2	6/15/2012	WORK ON LIGHTS AND WIPERS AND DIAGNOSE BLOWN FUSES. REPLACED MULTI-FUNCTION SWITCH, WIPER MOTOR AND REPAIRED FUSEBOX AND WIRING, REPAIRED TRUCK LIGHTS						
STATE STREET								
24934 [SANDBLAST & PAINT CROSSWALK PLATES]	6/7/2012		6/6/2012	5.00	\$111.80	\$183.43	\$133.26	\$428.49
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	SANDBLAST THREE TRUNCATED CAST IRON CROSSWALK PLATES AND PAINT. WELD BROKEN METER POST.						
		MISCELLANEOUS PARTS INCLUDE: SANDBLAST HOOD, DUP 7785S-16 80-90F ACTIVATOR, DUP HC-7776S-4 MULTI-MIX SNAP DRY CLEAR						
24979 [SANDBLAST & PAINT SIDEWALK PLATES]	6/14/2012		6/13/2012	3.00	\$67.08	\$58.73	\$0.00	\$125.81
Modified By	Note Date	Note						
TPROVENCHER2	6/14/2012	SANDBLAST AND PAINT TRUNCATED SIDEWALK PLATES FOR STATE STREET SIDEWALK.						
24993 [WELD 3 METER POSTS ON STATE ST.]	6/18/2012		6/15/2012	2.00	\$44.72	\$0.00	\$0.00	\$44.72
Modified By	Note Date	Note						
TPROVENCHER2	6/18/2012	WELD 3 METER POSTS ON STATE STREET, CUT 3 NEW ONES FROM STOCK - 46" EACH.						

Work Order Summary

WO #	Created	Due	Completed	Hours	Labor Cost	Part Costs	Other Costs	Total Costs
TRADAR 24791 []	5/23/2012		6/1/2012	2.00	\$44.72	\$0.00	\$0.00	\$44.72
Modified By	Note Date	Note						
TPROVENCHER2	6/6/2012	0021: INSPECTION REMOVE FROM WINTER STORAGE, CHARGE BATTERIES, PAINT AND PREP FOR USE.						
WATER PLANT 25022 [WELD PADDLE FOR PLANT]	6/20/2012		6/18/2012	0.50	\$11.18	\$0.00	\$0.00	\$11.18
Modified By	Note Date	Note						
TPROVENCHER2	6/20/2012	WELD AND REPAIR PADDLE FOR TREATMENT PLANT.						
WWTP PLANT 24974 [PULL GEAR BOX AND FIND PROBLEM]	6/13/2012		6/12/2012	4.00	\$89.44	\$0.00	\$0.00	\$89.44
Modified By	Note Date	Note						
TPROVENCHER2	6/13/2012	PULL GEAR BOX APART TO FIX AND FOUND PROBLEM, PUT BACK TOGETHER AND ORDER PARTS.						
Grand Totals : 102				179.50	\$3,999.71	\$4,763.37	\$996.65	\$9,759.72

SCOPE OF WORK PERFORMED

During JUNE 2012

- Started cleaning/maintenance on EQ basin.
- Replaced sensors in gas meter (problem discovered during calibration process).
- Worked on raw water vault road, diverting water so it would dry up for us to be able to use it if there are problems with the injection vault.
- Mowing/weekwhacking at Water Plant and vacuum stations (approximately 1 day per every 10-12 calendar days for one person at this time of year).
- Calibrated and cleaned all turbidity meters. Next scheduled maintenance is September 2012.
- Calibrated and cleaned chlorine and fluoride analyzers as well as pH meters to ensure proper readings.
- Finished installation of two new chemical tanks for Sodium Hydroxide (caustic soda) and fluoride, replaced all necessary piping.
- Painted and re-labeled new piping.
- Painted floors and walls in construction area.
- Higgins Masonry demolished and rebuilt wall in chemical storage tank area.
- Continue work with Montpelier and Berlin Police Departments on trespass issues due to activity in Berlin Pond.
- Replaced "Posted" signs as necessary.
- Cleaned Cell #1 for the second of four annual cleanings.
- Bleached, scrubbed and pressure-washed exterior top of EQ basin.
- Stripped and waxed all floors in our main office, lab and conference room (will be done next in June 2013).
- Completed monthly Bac-T testing for June 2012.
- Reviewed quarterly sampling plan to confirm sampling was completed for the second quarter.
- Reviewed inventory to ensure adequate supplies for maintenance and repair of equipment.
- Checked lab, pond and tank levels daily.
- End of budget year.

Geoff Wilson
Chief Operator

City of Montpelier - Department of Public Works
Project Time Performance Tracking

Project Name	Project Manager	Project Cost Estimate / Budget	Project Type	Funding Source	Project Phase	Estimated Start
ADA Transition Plan	Tom McArdle	N/A	ADA Compliance (work book)		Draft in Progress	1-Jan-2011
Traffic Signal Upgrades (crosswalks)	Tom McArdle	\$ 33,000.00	Traffic Signal - MUTCD & ADA Compliance	CIP/ Traffic Impact fees	Contract Awarded/RYG	1-May-2012
Barre Street Culvert (FHWA - flood damage) Engineering RFQ Design Bid	Tom McArdle	\$ 405,000.00	Culvert & Headwall Reconstruction	FEMA?	Out to Bid by August 12	
Rte 302 Culvert (Crossway / AAA)	Tom McArdle	\$ 88,000.00	Culvert & Headwall Reconstruction	FHWA?/ Rouleau?	Contract w/ CEA	26-Sep-2012
Street Light Committee LED lights)	Tom McArdle		LED light replacement plan		Council decision	
Ridge Street Slope Stabilization	Kurt Motyka	\$ 180,000.00	Earth retaining wall, street & utility reconstruction	CIP	Construction started	
Spring Street Bridge Deck Replacement	Tom McArdle	\$ 100,000.00	Bridge deck surface reconstruction	CIP-Bond		
Terrace Street Culvert Replacement	Todd /Kurt	\$ 225,000.00	Structures grant replacement	VTRANS Structures/ CIP	VTRANS Structures Grant applied for - not received/ Hydraulic Analysis received.	
State Street Culvert Lining (Bailey Ave)	Todd / Tom		Postponed	CIP	Camera Inspection Needed	
Asphalt Road Cracksealing	Tom/ Brian	\$ 32,500.00	Maint (Fy12 \$17,500 and FY13 \$15,000)	Operating	River/Berlin St	
Taplin Street	Kurt / Zach	\$ 35,000.00	Stormwater Retention	Fund 30	Spring Clean up	
Clarendon Avenue Drainage	Brian/ Zach	\$ 5,000.00	drainage	Operating		1-Oct-2012
Street Rehab & Paving (FY13) list of projects						
Towne Hill Road/ Bike Path	Tom	\$ 300,000.00	Road rehabilitation	CL2 Grant/CIP	\$175k in CL2 Paving Grant?	
Upper Main/Phillips Road	Todd/Zach/Brian	\$ 40,000.00	Road resurface and drainage	CIP	Design done, start drainage May 21	
Dover Road/Woodrow-College-Emmons	Todd/Zach/Brian	\$ 50,000.00	Road rehab/resurface/drainage	CIP	Design done	
Hubbard Park Drive	Tom/Brian	\$ 120,000.00			Drainage issue (Benolt), street drainage	
Liberty Street (College-Heaton)	Tom/Kurt	\$ 78,558.00	Road resurface and drainage	CIP	Drainage completed	
Sidewalk and bike path Repairs (FY13) list of projects						
Liberty Street (Heaton-Fuller)	Tom	\$ 85,000.00	Survey - Zach & Kurt	CIP FY13		
Bike Path (DLC-Junction Road)	Kurt/Brian	\$ 30,000.00		CIP FY13	Low bid Don Weston	1-Jun-2012
Spot repairs (FY12) State, East State	Tom Zach	\$ 30,000.00		FY12 Operating	Low bid Don Weston	1-Jun-2012
Accessible spaces at Kellogg-Hubbard Library	Tom	\$ 10,000.00	Contract PCC	FY12/CIP/ADA	Low bid Don Weston	1-Jun-2012
Carr Lot	Todd Law/ Bill		Engineering/ Construction	Grants/ Bond	Draft Plans- culverts shot!!	
District Heat Project	Todd/Zach/Kurt		Engineering/ Construction Support	Grants/ Bond	Draft Plans- Todd Review	
Cherry Avenue Retaining Wall	Brian/ Kurt/ Zach	\$ 15,000.00	Retaining wall	CIP	Survey/design	1-Sep-2012
Hill Street Retaining Wall	Tom	\$ 75,000.00	Retaining wall	CIP	Final Design Complete/ROW needs completion?	
Franklin Street Culvert Abandonment	Kurt Motyka	\$ 5,000.00	CSO - sealed up in 2011	Operating		
Granite Street Culvert	Brian/ Todd		drainage	Operating	Camera Inspection done	
Bike Path Bridge Rehab	Kurt Motyka	\$ 130,000.00	Bridge rehab	CIP- fy13	Project underway	23-Apr-2012
Rialto (State St) Bridge Deck and Western Abutment cap	Todd/Tom	\$ 35,000.00	Repair temporary steel deck plate and cap the western abutment	Operating		
FEMA Flood Mitigation	Kurt Motyka		Replace blown motor	FEMA/ CIP	Vtrans holdup in accounting	
Miscellaneous FEMA Sites (40) & FHWA sites	Tom McArdle/ Kris		Accounting Follow-up/DPW finish projects	FEMA		
River Street Sewer - Phase II	Kurt Motyka	\$ 500,000.00	Sewer Transmission		Preliminary Plans completed	5/1/2013???
Isabel Circle			Stormwater Retention/rain garden			
Crosswalk Enhancement Grant	Kurt/Zach	\$ 60,000.00	Street Enhancement	TE Grant		1-May-2013
Marvin Street Slope	Tom McArdle	\$ 34,000.00	Slope Stabilization	CIP/ Roddy Cook/ FEMA??	Awaiting approval of improvement project	?
DPWG Solar Panels	Todd Law/Eric	\$ -	Energy offset	GMP	Steve @Peck	23-Apr-2012
Guernsey Ave Street Rehabilitation	Tom/ Brian?	\$ 5,500.00	Street Rehab	FY 12 Operating		
Hubbard Park Drive culvert	Tom/ Kurt?	\$ -	drainage	FY 13 Operating	On-street drainage	
Laque Slope Stabilization	Kurt/ JB Stevens?	\$ -	Slope Stabilization	CIP	easement obtained. Borings taken.	
Hillside Dr/ Waverly Place stairs	Brian/ Streets		repair to stairs/tree removal/slope	future CIP	repairs	
CNA/Building Needs	Todd/Burtis					24-Sep-2012
Berlin Street @Parker's	Brian		tie into existing catch basin			
Double utility poles						
Spring Street Roundabout Sinkhole	Brian		Drain repair ??			
TOTAL						

October 2012 Work, Streets

Culvert replacement Clarendon

Remove downtown flower pots.

Residential leaf pickup

Sweeping streets (leaves) to prevent drainage issues over winter

Prepare snow removal equipment. (material spreaders, plows, etc)

Grade gravel roads and ditch as needed.

Complete patching downtown sidewalks.

Remove berms from under guardrails and road edges to promote drainage.

October, until snow falls, is the same as the other summer months. All summer functions continue, such as hot mixing, catch basin repairs, drainage projects, brush trimming, etc...

WATER PLANT OCTOBER WORK SCHEDULE

Following is the work we intend to do during October, although it may not be in this exact order:

- Drain and clean cells #1 and #2.
- Complete all Bac-T sampling, as well as all required quarterly sampling.
- Wrap up cleaning and maintenance in EQ basin.
- Stabilize flow to wastewater plant to stay at 100-150 gpm.
- Locate, label and mark with grade stakes all gate valves and air releases.
- Check, drain and whip all fire hydrants around Water Plant property.
- Install heaters in raw water and coagulation vaults and inspect weekly during winter months.
- Check pac tower, brick building and Dicky's Dam to ensure heaters are working properly and inspect weekly.
- Inspect and clean all summer equipment for storage (mowers, weedwhackers, etc.).
- Pull out and prepare snowblower and plow.
- Switch over all air-handling equipment from summer to winter mode. Shut down air-conditioning to get ready for winter PM work.
- Change valving on LMI pump to deliver PCH-180 coagulation chemical.
- Inspect and clean containment areas below bulk storage tanks.
- Drain, inspect and clean all bulk storage tanks.
- Drain and clean age tank and day tank on non-ionic polymer system.
- Drain and clean both day and mix tanks to potassium permanganate system.
- Check streams and posted areas in Source Protection area.
- Perform sewer system inspection in Source Protection area.
- Pick up trash along roadsides around source and Source Protection area.
- Continue to work with vendor on rebuilding finish water/backwash pumps.
- Change all filters on dehumidifiers.
- Daily labwork, pond and tank readings.
- Water testing for Water & Sewer Division to confirm leaks and questionable areas that could be either ground water or City water.

This list is, as always, subject to change as necessary.

Geoff Wilson
Chief Operator

RIDGE STREET RECONSTRUCTION				
MONTPELIER, VERMONT				
Engineer's Opinion of Probable Construction Cost				
4/6/2012 Based upon site plans of 4/6/2012				
ITEM	UNIT	# UNITS	\$/UNIT	SUBTOTAL
Project Site Work				
Mobilization/Demobilization	LS	1	\$ 5,000	\$5,000
Construction Controls	LS	1	\$ 1,500	\$1,500
Remove and dispose of at City Stump dump existing concrete and pavement	CY	65	\$ 20	\$1,300
Remove and dispose off- site two catch basins and approx 60' of RCP storm line	LS	1	\$ 2,000	\$2,000
Remove, store and reuse existing granite curb	LF	300	\$ 20	\$6,000
Excavate to design sub grade elevations for side walk and road and remove material to City Stump Dump	CY	1200	\$ 20	\$24,000
Provide, place and compact General Fill-under road and on slope	TON	600	\$ 27	\$16,200
Provide, place and compact Fine Crushed Gravel on slope	TON	850	\$ 27	\$22,950
Install separation fabric under road and sidewalk	SY	500	\$ 1.50	\$750
Provide, place and compact 1 ½" densely graded crushed gravel under road & sidewalk	TON	300	\$ 27	\$8,100
Provide, place and compact ¾" crushed gravel under road & sidewalk	TON	100	\$ 27	\$2,700
Provide all affected water users with temporary water service	LS	1	\$ 2,000	\$2,000
Provide and install 15" HDPE storm line	LF	50	\$ 45	\$2,250
Pave Base Course	TON	60	\$ 90	\$5,400
Pave Wearing Course	TON	40	\$ 90	\$3,600
Install w beam steel guard rail and posts	LF	205	\$ 20	\$4,100
Provide, place and compact topsoil	TON	135	\$ 30	\$4,050
Install 5.5" Vertical Granite Curb	LF	100	\$ 26	\$2,600
Construct 5" thick Cast in Place Concrete Sidewalk	SY	110	\$ 60	\$6,600
Provide and install ADA Detectable Warning Surface	EA	1	\$ 500	\$500
Restoration of growth - lawn	SY	200	\$ 3.00	\$600
Restoration of growth - field	SY	400	\$ 3.00	\$1,200
Erosion Prevention and Sediment Controls as needed	LS	1	\$ 4,000	\$4,000
Miscellaneous Work & Clean-up	LS	1	\$ 5,000	\$5,000
Provide and implement project traffic control plan with all required signage and traffic control staff	LS	1	\$ 10,000	\$10,000
	CONSTRUCTION SUB-TOTAL			\$142,400
	CONTINGENCY @ 15%			\$22,000
	ESTIMATED SITEWORK TOTAL			\$164,400
Additional Items				
Install new 8" DI water main and associated connections to existing main, disinfection and testing.	LF	250	\$ 75	\$18,750
Remove and dispose of existing water main	LS	1	\$ 10,000	\$10,000
Restore ¾" water service connections	EA	3	\$ 500	\$1,500
Provide and install pre-cast concrete Catch Basins/Drain Manhole	EA	3	\$ 2,500	\$7,500
Plantings	LS	1	\$ 10,000	\$10,000
sub total				\$47,750
	CONTINGENCY @ 15%			\$8,000
	ESTIMATED SITEWORK TOTAL			\$55,750
	PROJECT TOTAL			\$220,150

CHANGE ORDER # 2 – BALANCING CHANGE ORDER

Project No.
 Contract No. 1
 CONTRACT TITLE: Ridge St. Reconstruction
 OWNER: City of Montpelier, VT
 CONTRACTOR: Don Weston Excavating, Inc.

Date: August 30, 2012
 Agreement Date: June 15, 2012
 ORIGINAL PRICE: \$149,739.00
 Original Completion Date: August 16, 2012

The following changes are hereby made to the CONTRACT DOCUMENTS:

DESCRIPTION:

1. Adjustment of contract to reflect actual quantities installed.
2. Add 26 days to the contract time

JUSTIFICATION:

1. Contract unit items were based on estimates; the actual quantities installed are reflected in the attached sheet.
2. Additional contract time for temporary shutdown to allow for most appropriate time for tree planting.

PRICE: This C.O.⁽¹⁾ will (~~not change/increase/decrease~~)
 the Contract Price By:
 Current Contract Price per most recent C.O.:
 The new Contract Price including this C.O. is:

\$ 11,194.30
 \$ 175,012.75
 \$ 186,207.05

TIME: Current Contract Calendar Days as per most recent C.O.:

DAYS 70

This C.O. will (~~not change/increase/decrease~~)
 the Contract Calendar Days by:
 The new Contract Calendar Days including this C.O. is:
 The new Contract Completion Date is, therefore:

DAYS 26
 DAYS 96
September 21, 2012

Stipulated price and time adjustment includes all costs and time associated with the above described change. Contractor waives all rights for additional compensation or time extension for said change. Contractor and Owner agree that the price(s) and time adjustment(s) stated above are equitable and acceptable to both parties.

REQUESTED BY: The City of Montpelier

SIGNATURES/APPROVALS:

Recommended By: _____ (Engineer)

Accepted By: _____ (Contractor)

Ordered By: _____ (Owner)

(1) C.O. means Change Order

March 8, 2012

WRITTEN
WARNING.

I acknowledge that I received a reprimand today for leaving work on notifying, and/or obtaining approval from, my supervisor, _____ occurred on February 24, 2012, the second on March 2, 2012, after I because it was not warranted at that time.

Date 3/8/2012

_____, Union Steward _____

Date 3/8/10

_____, Supervisor _____

Date 3-8-2012

2-27-12

On FRIDAY 2/24/12,
10:30 WITHOUT NOTIFYING ME.

Documentation of
verbal warning.

ON MONDAY 2/27/12 I spoke with , NOTIFYING
HIM THAT LEAVING WITHOUT NOTIFICATION IS NOT
ACCEPTABLE.

SUPERVISOR

FEBRUARY 2012 CITY COUNCIL MINUTES Related to RECREATION DEPARTMENT

Recreation Department Discussion from Feb. 8 and 20**Feb. 8, 2012 City Council minutes:**

12-048. Receive Rec Department Report

a) Following the Recreation Department Review Committee's meeting on February 2nd, City Councilor Angela Timpone requested that this item be place on this evening' agenda.

b) Recommendation: Receive report; discussion.

Council Member Timpone wanted the Council Members to have an opportunity to comment if needed. What is needed for this process is for the Council to give some direction. This department needs some direction from the Council, whether it stays under the supervision of the School Board, whether it becomes a Recreation Commission or comes under the supervision of the City Council. City Manager Fraser sent a memo out to the Council laying out different scenarios and one was from the perspective of the oversight of the School Board. The Recreation Board and Arne McMullen came up with a charter change which would make the Recreation Board an elected body.

Council Member Golonka added the role of the committee was to come up with scenarios we could consider and to look at pros and cons of each to see where the Council wanted to go and how we want to address some of the issues that have come up over the past several years.

Sue Aldrich said from the School Board's perspective they feel like this is a healthy functioning entity that is in the black. It is very well run and they aren't sure why they are going through this whole process and the urgency around it. She thinks they should wait. Reading over the pros and cons she didn't see any enormous pros jump out. She thinks it would be very disruptive to the School District to disentangle the relationship that is going on right now. It isn't really clear to them why. There is no problem. There is no huge reason why there is this sudden scrutiny, at least from their perspective. They aren't sure why the City Council wants to take them over.

Council Member Golonka replied this has been an ongoing process over the past four years. We have a charter requirement for oversight of shared responsibility. There are issues that have come up in terms of the MATRIX Report. They want to look at what is in the best interest of the city, and that is what the charter says is our responsibility. The Council has certain concerns and requirements in regards to the Council's oversight of the whole picture. They are trying to look at strategically what is in the best interest for

the people of Montpelier – all 8,000 of them and not just the school age citizens. They want to look at the strategic direction of the Recreation Department in regards to capital improvements and potentially renovating the building. They have had a significant experience across the street. They want to have the opportunity to investigate. He has some issues in regards to some of the numbers that have been thrown out in regards to accounting and cross relationships between the School Board and the Recreation Board. It is about \$175,000. He wants to see that separated out in any scenario. He is just asking questions he thinks are in the best interest of the city of Montpelier. Where it ends up he thinks is a healthy discussion. They have been talking about this for four years and he doesn't think waiting simply because of a new Council is somewhat insulting to the existing Council.

Sue Aldrich said it seems like they seem to be rushing to get everything done before the election. They feel also insulted because the scrutiny suddenly coming against a well functioning department. Why is there so much concern that something is going on? Mayor Hooper reported the City Council has not taken a position on this. She wants to be clear there is not a City Council position. The City Council's position was to pull together a group to look at it.

Council Member Timpone said they looked at everything else in the MATRIX Report. With a new Council and new Mayor we would have to start that process over again eventually.

Ken Jones said with regards to the MATRIX Report, there is a line on page 40 that says the city's expenditures and these two functions, which was the Senior Center, have historically been made with little control, input or requirement for justification or attainment of a specific level of service. If he were to take that statement as a true observation he would agree with it wholeheartedly, but it is blatantly wrong. The Recreation Department has every year, and throughout the year, provided us with information with regards to the level of service and their budget is very closely aligned with that level of service. We provide them significant oversight. In terms of this section of this report there was no discussion. In this section about the Recreation Department there is no mention of the Recreation Board where they talk about there needs to be greater feedback mechanisms so the clients of these recreational services have a mechanism. That is what the Recreation Board does. With the MATRIX Report it is not clear if you look at some of their observations that aren't supported as to whether really there is a basis for the merger. That specific recommendation said to consolidate the Recreation Department and the Montpelier Senior Activity Center. In terms of their scenarios they didn't go there. It was just considered the Recreation Department governance structure under the School Board or City Council. Granted, the longer term talked about bringing

those together.

Mayor Hooper said there are essentially three thoughts in front of the Council for possible governance structures of the Recreation Department. She presumes there was an agreement between the groups.

Ken Jones said they were asked to develop a scenario where the School Board took more of an oversight role. It isn't a recommendation on their part at all. It's an exercise and to look at the pros and cons. He would rather not go there and rather maintain the autonomy of the Recreation Board. They are doing a great job. They need to maintain their mechanism to provide input from their clients. At their next meeting they intend to take a vote of the School Board. The vote will be on whether they think the current arrangement is sufficient for their needs. They haven't had that vote yet.

Council Member Hooper asked if there was any discussion about the terms and methods that the Recreation Board uses to continue itself.

Recreation Department Director McMullen said they advertised for a position in The Bridge the other day. What they have typically done in past years after they advertise a position they get a few requests. They give their recommendation to the School Board and they would appoint the person. The terms are 1-year, 2-year or 3-year. They are an advisory board as opposed to an elected board.

Sue Aldrich said she thinks everyone in this room has the best interest of the Recreation Department at heart. They do such a great job. The way it is funded right now it is cheaper for the taxpayer. There are great synergies at the schools.

Recreation Department Director McMullen said right now there are shared services between the School District and the Recreation Board, largely with regards to the maintenance of facilities and property. The School District takes some of those responsibilities to help with the management of some of the recreation portion and the Recreation Department takes some of the school's. They may be able to quantify what the dollar value of that is. Right now those services are specifically allocated to either the Recreation Department or the School Department budget. When they had their audit he asked specifically of the auditor whether that was an appropriate mechanism and he was fine with it because he recognized there were shared services among many different city agencies. As long as they are in the budget and clearly allocated that is the sort of control mechanism they look for as auditors and applaud them for doing a good job.

Council Member Jarvis said the school budget is obviously separate.

Ken Jones said if the School District had to shoulder more of the specific costs for managing its facilities that would end up in the school budget which would increase their per pupil expenditure, and if they increase their per pupil expenditure that increases the tax rate. To the extent they can establish the sharing relationship and keep the school

budget lower it saves taxpayers money.

City Manager Fraser said when they share services they track it and it all comes to the municipal taxpayer. When they share the water rates and sewer rates they are very clear because those are different rate payers than our taxpayers. It is a different mix of funding. It has always been told to him by superintendents that you got more bang for your buck in the school fund.

Council Member Timpone said she would like to see what kind of services are exchanged.

Council Member Golonka said his concern is at what point does the Education Department look at this as a unique situation in the state of Vermont and come back on the city of Montpelier and tell us we are doing this incorrectly and suddenly we have to cough up some education funding because it has been done incorrectly. We need to ask these questions because he doesn't want the Education Department coming back to the Council in terms of its oversight capacity. Is it better to be funded on the school budget or does the Recreation Department as an independent entity better off funded just independently? Or, do we have allocated expenses between the different departments and still have some cross sharing of services which can be maintained the exact same way and maybe have some increased relationship with the city. He wants to make sure going forward that we have the answers so as a Council we can sign off on it and feel we are actually signing off on it. Right now he doesn't feel comfortable as a fiduciary of it for the past five years. It has nothing to do with management. Arne is doing a great job and the fact that the budget is staying the same is great.

Mayor Hooper said there is the question about the magnitude of the cost and who appropriately should be paying for it, the Recreation Department or the School Department. If it is appropriately paid for by the school what are the financial implications of that?

Arne McMullen said he thinks the \$180,000 is actually the value of the equipment that they use to take care of the fields. It isn't actually a maintenance number. For seasonal maintenance he only budgets \$35,000 to \$40,000.

Council Member Weiss said his observation is that the first two meetings of the committee have been excellent. There are two perspectives here. The first one is the short range which we are talking about now? He sincerely hopes that the Recreation Board will be enabled to continue for the next couple of years a series of systematic meetings in which we discuss areas of interest, concern and areas of mutual cooperation. He is asking the School Board when they make their decision to consider making it open ended so they can continue discussion. We need to consider a long range cooperative endeavor.

Council Member Timpone said they had started that process. She thinks the Council has been trying to do that. It has been very interesting working with the School Board to determine if it is in the best interest of the public to keep the management of the Recreation Department under the schools or move it to the city. This Council and the School Board need to make a formal agreement on moving forward.

Mr. Murphy of the Recreation Board agreed with Alan's point about long term planning about how the City Council, School Board and Recreation Department all have something to add because it really involves all of them. They need to have that dialogue. Council Member Timpone said on the other committees the Council appoints they do have a Council representative. Then they bring that information back to the full Council. Sue Aldrich agreed that made sense.

Council Member Jarvis said she has a governance question. It is hard for her to feel comfortable when there is no alignment between oversight and financial responsibility when money is coming out of the budget that in theory the Council creates. From their perspective it is hard in the context of the budget discussions about services to not be able to have those prior conversations with this huge chunk of municipal funding. She doesn't want to micro manage but if they are contemplating whether they should go from a full-time fire department to a volunteer fire department or whether they should cut a position in the streets department to not to be able to have those same conversations about a real large chunk of the budget is hard. It has nothing to do with anyone's ability or how well there has been oversight. She thinks the Recreation Department is one of their core functions.

Mayor Hooper said there needs to be communication around financial issues, particularly during budget time.

Council Member Weiss said the Council has been discussing this interaction with one another and Mr. Jones has indicated that the School Board would like an opportunity to discuss it. He is asking there be a third meeting scheduled of this group after the School Board meeting so we can discuss this and find out if there is a consensus. That is the plan he is proposing.

Mayor Hooper said she is trying to capture what the issues are. It was mentioned about the future of the building on Barre Street which is an important piece and a discussion the Council needs to be part of from a charter standpoint. She understands the Recreation Department provides services to the School Department and she needs to understand if that relationship was not that close to the School Department what the consequence of that would be. Right now the city has a finance office that is undertaking a once in a lifetime transition with the Treasurer and totally reorganizing our financial systems to accommodate that. That is our most important duty right now.

Feb. 22, 2012 City Council minutes:

Discussion of oversight of the Recreation Department

a) Recommended Action: Direction to staff and possible vote.

Mayor Hooper invited Brian, Arne and Ken to the table for a conversation with the Council. The School Board had a conversation about this last week and the Recreation Board did as well.

Ken Jones reported the School Board had a meeting first. He handed out a proposal to Council Members. The first page of the proposal is what was presented to the School Board last Wednesday night which is a summary of the discussions that took place in the committee that looked at the governance structure of the Recreation Department. The strong themes there are that the School Business Office does oversee the financial management and personnel management of the Recreation Department. They believe from the results of the audit and the stories they have heard that the relationship is a strong one and the Recreation Department seems to be served well by it. They understand the questions and concerns about some of the budgetary overlap and they are working on making sure there is more clarity with regards to the shared resources. It is his understanding that the sequence after the Recreation Department and Recreation Board present a budget to the School Board that it does come before the Council and the Council has the final say on it. Certainly, one of the issues that did arise is some of the long term planning and the benefits of similar coordinated long term planning, and the School Board is very much in favor of that although they would rather it not be an entirely independent body to look at coordinated efforts but rather have the coordination ideas funneled through

one of the three existing bodies – the School Board, City Council or the Recreation Board – so they can optimally use the coordination efforts. They do want to recognize that the Montpelier Recreation Board has done a very good job of being that liaison between the citizens of Montpelier and the recreation services that the department provides.

Arne McMullen said the Recreation Board also met and supports what Ken Jones just laid out. They deem it essential to identify the personnel time and costs which are shared between the two. They don't feel there is a need for a standing committee to look at the future of the Recreation Department. That is still the responsibility of the Recreation Board, but they do feel there is a need for the advancing of the facilities and long term planning with input from everybody.

Mayor Hooper said some of the City Councilors have worked on this issue. It strikes her that this conversation has come about because of a failure to communicate very effectively. Perhaps on the city side to not clearly articulate what it is they feel may be lacking. What sort of information do we think needs to be in place to clearly understand what is going

on, so they can perform their fiduciary responsibility? There is a concern that we really are taking care of this in a way they feel obligated.

Council Member Golonka said the Council's questions are so they feel comfortable with whatever direction they decide to go in, whether they continue delegating or to take a more active role in the future in terms of what the City Council sees as the best interest of the city. One part we haven't asked is the city staff. What does that mean? The Council's proposal would be more to expand this and bring the City Manager and staff into this and try to answer these questions so by July they would be able to take those concerns and see what we can do.

There are six concerns they have identified:

- (a) Management concerns and a proposed realistic timeline if adopted.*
- (b) The identification of recreation department/ school budget transfers and policy for inclusion in future budgets*
- (c) A specific policy that addresses fee structures for programs that takes into account concerns the current council issue of regional subsidies and self-sustainability.*
- (d) The formal adoption of a newly reconstituted recreation board which includes a school rep appointment, a city council appointment, and the remaining members appointed as a terms expire by the Council as advertised positions like other boards in the city.*
- (e) A 5 year capital improvement plan for facilities and equipment.*
- (f) The identification of education fund vs general fund benefits for taxpayers.*

Added Items

- (g) Personnel Review*
- (h) Union status of employees*

If they do decide to have more of an active role what are Bill's and Sandy's concerns? Can the Finance Department handle it? Secondly, they talked about earlier the identification of Recreation Department/ School Department transfers and have some sort of policy of how we include that. Are there general fund transfers? That would make it more transparent to the voting public so when they look at the Annual Report and they can actually see the transfers.

Another concern is they would like to have a more formal adoption of the Board using the existing Board but maybe having a City Council representative, School Board representative and the Board Members as they expire have them become appointed by the Council like they do with every other board. They would like to see a capital improvement plan. He thinks that is important, particularly for the building on Barre Street. When they took over the Senior Center building they realized the building had been neglected for years and it was costing a huge amount of money. Having a capital improvement plan of where you see yourself in five years from now is needed. He worries

that under the school control they are delegated to just staying where they are at and they aren't looking at what they can become and where they should be in five years. The last thing they brought up was the issue of education fund versus general fund benefits to the taxpayer. Those are the type of things he would like to discuss.

They have formulated a motion to incorporate those questions. They would like a period of a couple of months then they could make some budget decisions and have a thoughtful discussion moving forward.

Recreation Director McMullen asked if there was anything preventing them from having the discussions if they are under the School Board.

Council Member Golonka said we need to set a deadline so we don't have these discussions in November and December. Then, when we get the budget on January 5th we'll know whether they are going to make any changes.

Council Member Weiss said he wants to take off the heading Recreation Department Oversight. They aren't to that stage yet. He would like to add in two items. The first is income sensitivity and the second is state aid problems, if any. He would like to add a (g) with the heading Personnel. He would like the information to be acquired what is the comparison of salary and benefits between recreation employees and city employees. If this were to happen, how would the recreation personnel integrate into city governance? The third is, if this were to occur how does it impact, if at all, union status?

Council Member Timpone thanked everyone for going through the process and she wanted to thank everyone for coming to the table and working with the City Council.

Ken Jones said what he is hearing from Tom is really an addition to the points that were raised by the School Board and Recreation Board which is appropriate. Some of the specific things that concerned them are the relationship between the School Department and Recreation Department in terms of sharing facilities is very important. The way that is implemented at this point is the management of staff and budget. The points he raised go beyond the management but also lead to some of the long term planning. Yes, he knows there is the issue of overlap of resource sharing but he sees that as an expansion of the existing relationship rather than reversing any of those relationships they have.

Council Member Golonka said he has heard these different issues come from different people and he tried to put them down on paper. He wants them to work together. The people who have to implement it have to tell the Council whether it is reasonable or not. Are we being unrealistic to assume that our Finance Director can in this fiscal year entertain something of this nature given she is doing the treasurer's duties. That is why it is a timeline issue.

Mayor Hooper told Council Member Golonka she was curious about what he just said

in terms of understanding the implications for the city staff. Isn't there also another half to the question in terms of what are the implication of a change to the Board and the consequence of it being thoroughly understood before a decision is made?

Council Member Golonka said from his perspective that is the City Manager's responsibility.

Mayor Hooper said she thinks it is entirely appropriate to engage the Superintendent in having that sort of deeper understanding of what the current situation is and what are the benefits within the school system. Let's

look at the potential benefits of a change. Let's have the two entities work together. She would be shocked if the Superintendent wouldn't engage in that sort of thoughtful discussion with the city. If you remove something that is providing service to the school system what is the consequence to the school system? She would hope people would not support that kind of change without understanding the transition. That is her concern.

Council Member Weiss said the Council needs to understand something. Between the Recreation Department, the School Board and the City we collectively spend every penny that is raised by the taxpayers. Between the entities we have more than 200 employees and this is not a "we" versus "them." This is how can the entities responsible for the totality of the operation of this city work together progressively, cooperatively and with astute planning? That is what this is all about.

Council Member Jarvis said the essence of this motion would be to direct city staff to work with the School Superintendent and the School Board to address the list of issues and report back to the Council by July.

Arne McMullen said he thinks a member of the City Council should sit in on the Recreation Board meetings for the next few months while they are going over all of this. They meet the second Wednesday of every month at 5:15 P.M.

Council Member Hooper moved the adoption of the resolution that Tom and Angela brought the Council regarding the direction to the City Manager. They need to have a review done by July. Council Member Timpone seconded the motion.

Council Member Weiss said this is complex. We need to provide in this proposal some flexibility for the Manager in terms of his needing information.

This is an onerous task. The implementation has got to be understood and the Manager needs professional flexibility in conducting this.

City Manager Fraser said they need to have their own organizational charts.

Mayor Hooper called for a vote on the motion. The vote was 6-0, motion carried unanimously.

Report of the Montpelier City
Council's
Citizen Budget Review Committee
October 4, 2012

Table of Contents

TRANSMITTAL LETTER TO CITY COUNCIL.....	3
1. EXECUTIVE SUMMARY	4
a. Charge from City Council:.....	4
b. Background of Budget Review Committee:	4
c. Limitations.....	4
i. Lack of Comparability	5
ii. Cost Effectiveness.....	5
d. Time, Resources, & Need for Further Inquiry	5
e. Summary of the Committee's Organization & Participation	5
f. Summary of Recommendations.....	7
2. INTRODUCTION	19
a. History and Background Information.....	19
b. Subcommittee's Reports.....	20
Administration and Finance Subcommittee Report.....	21
Budget Process Subcommittee Report.....	29
Data Subcommittee Report.....	36
Debt/Capital Planning Subcommittee Report.....	38
Health Benefits Subcommittee Report.....	45
Matrix Subcommittee Report	49
Planning Subcommittee Report	51
Public Safety Subcommittee Report	61
Public Works Subcommittee Report	66
Recreation Department Subcommittee Report	78
3. APPENDICES	88

TRANSMITTAL LETTER TO CITY COUNCIL

October 4, 2012

Montpelier City Council and Mayor
39 Main Street, City Hall
Montpelier, VT 05602

RE: Transmittal of Budget Review Committee Report

Dear Council Members and Mayor Hollar:

The Budget Review Committee (BRC) respectfully submits the attached report to the Montpelier City Council for consideration, as requested. The members have worked diligently and with the utmost professionalism and dedication. A total of 10 working sub-committees were formed in the course of our work, with 28 sub-committee positions staffed by members of the BRC.

The effort expended by the volunteer members is estimated to total between 1/2 and 2/3 of a person-year of work, with each member of the BRC contribution of time in the range of 74-99 hours, per person. On a weekly basis, the City of Montpelier has benefited from between 72 hours to 96 hours of work, each week, since the BRC's first meeting on June 21, 2012, at no cost to the taxpayers.

While the membership is comprised of individuals with divergent backgrounds, perspectives, and opinions, civility and inquisitive discourse prevailed throughout the entire process, without exception. Although unanimity with regard to each recommendation was neither sought, nor was it likely even possible given the short schedule to complete the work, the committee discussed the body of work as a group and offered comments and criticism on each of the subcommittee's reports and recommendations.

The document produced includes 10 pages of recommendations across each area studied by the BRC. Changes in Process, Procedure, and Policy are included in these detailed recommendations, among others. This work is comprehensive, and yet there are also numerous areas and topics which are recommended for further examination and review.

We are grateful for the opportunity afforded by the City Council to conduct this work and it is with our unanimous hope and trust that it will be of use as the Council and the City of Montpelier move forward.

Sincerely,

The Budget Review Committee

1. EXECUTIVE SUMMARY

a. Charge from City Council:

“The committee [will be] charged with comparing the costs and effectiveness of Montpelier’s municipal services with those provided by comparable communities. The committee is authorized to make any recommendations it believes are appropriate, related to its charge. The committee is requested to supply a report to the City Council by September 17th, 2012.”

b. Background of Budget Review Committee:

Citizen concern about property taxes in Montpelier led to the formation of this Budget Review Committee (BRC). The idea for the committee was first brought up during discussions before the City Council in the midst of budget deliberations in late 2011, and received a positive reaction from Mayor Mary Hooper and members of the City Council. Concern among some residents about property taxes and spending had emerged after a city-wide meeting at the Montpelier High School in the fall of 2011 at which city officials said Montpelier had fallen behind in funding infrastructure repairs and would need to boost infrastructure spending by \$500,000 or more per year for the next several years.

The concept of appointing a study committee to compare Montpelier’s municipal spending to other communities was revived by Mayor John Hollar and the current City Council and led to the creation of this committee. The members of the BRC were officially appointed in early June and held their first official meeting on June 21, 2012.

c. Limitations

The committee was composed of a group of volunteers, many with daytime jobs. Summer vacations and busy schedules, for committee members and officials in other town, made completing some tasks difficult. In many ways, our work only scratches the surface; though we believe there is information in this report that will be useful and interesting to the City Council and city staff. As discussed in our conclusions and recommendations, there are additional areas of budget study that the Council may want to pursue.

The body of work completed by each subcommittee was not reviewed in detail by the BRC due to lack of sufficient time. Most, although not all, of the recommendations contained in the subcommittee reports were discussed, however, the entire group was unable to conduct a detailed review of each subcommittee's report. Instead, the group primarily relied upon informational presentations and briefings on the development of their findings, progress, and questions during the BRC’s weekly meetings.

i. Lack of Comparability

The BRC was unable to conduct a line-item budget comparison with other Cities and Towns, despite several attempts, because there is a complete lack of uniformity and consistency between municipal budgets. No two municipalities organize their budgets in the same manner, and therefore it was not possible, in the time allotted, to provide a comparative analysis against Montpelier's budget as a whole. However, relative comparisons were performed where possible on discrete issues and/or City Departments.

ii. Cost Effectiveness

The development of a consistent and comparable method for evaluation of "effectiveness" or "cost-effectiveness" was not possible given the time constraints and the lack of comparability between any two municipal budgets, as cited above.

d. Time, Resources, & Need for Further Inquiry

Completing this report within the three months allotted by the City Council was a challenge, and we did end up requesting a two-week extension. The BRC has worked diligently since June and has met consistently each week, either as a whole, or within subcommittees. In spite of great personal sacrifice and effort, the volunteer members of the BRC concluded that there was not enough time to adequately review and report on everything of interest but offer the specific recommendations included herein for the City Council to conduct further inquiry, as appropriate.

e. Summary of the Committee's Organization & Participation

The BRC was composed of the individuals listed below. The results of their work are the subject of this report, and are included herein.

Montpelier Citizen Budget Review Committee Membership			
Member Name	Montpelier Address		Member Name
David Beatty	Independence Green		Rob Kasow
Phil Dodd	McKinley Street		Nolan Langweil
Jeff Francis	Ledgewood Terrace		Larry Mires
Bob Gross	Chestnut Hill Road		Susan Mesner
David Gorges	Main Street		Jean Olson
H Toni Hartrich	Terrace Street		Mike Quaranta,
Jim Hutton	Judson Drive		Justin Turcotte
Karl Johnson	Murray Road		Harris Webster
Jane Kast	Chestnut Hill Road		Susan Zeller
			Isabel Circle

The Budget Review Committee established subcommittees to conduct inquiry and study on various specific topics and report to the whole group. This enabled the accomplishment of many tasks in parallel and greatly facilitated the Committee's work. Given the short time in which to perform its charge, without this method of resource utilization, the results of the Committee's work would have been severely limited.

The individual subcommittees and their members are provided in the table below.

Citizen Budget Study Committee 2012 City of Montpelier, VT		Sub-Committee Participation									
		Administration & Finance	Budget Process	Data	Debt Service & Capital	Health Benefits	Matrix Report	Planning	Public Safety	Public Works	Recreation
Committee Member Name	Montpelier Address										
David Beatty	Independence Green	X	X	X							
John Bloch	Winter Street									X	
Phil Dodd	McKinley Street	X									X
Jeff Francis	Ledgewood Terrace			X					X		
Bob Gross	Chestnut Hill Road								X		
David Gorges	Main Street								X		
Toni Hartrich	Terrace Street				X						X
Karl Johnson, Committee Chair	Murray Road										
Jane Kast	Chestnut Hill Road					X		X			
Rob Kasow	First Avenue				X						
Nolan Langweil	Hubbard Park Drive			X		X					
Larry Mires	Liberty Street			X							
Susan Mesner	Liberty Street			X							
Jean Olson	Hubbard Street	X					X	X			
Mike Quaranta	Berlin Street								X		
Justin Turcotte	Msg. Crosby Avenue						X			X	
Harris Webster	Cityside Drive									X	
Susan Zeller, Note Taker	Isabel Circle		X	X							
Tom Golonka, City Council Representative	Meadowbrook Drive										

f. Summary of Recommendations

The BRC decided to include all of the Recommendations developed by the subcommittees in the Executive Summary as the best means for summarizing the work that was accomplished, while avoiding the pitfalls of “watering down” or “wordsmithing” in order to gain the consensus of the overall BRC. *However, due to the limitations discussed above, the recommendations are made by the individual subcommittees, and not the group as a whole.* The recommendations from each of the subcommittees, listed alphabetically, appear below in the order in which the reports are presented in this document.

Administration & Finance Subcommittee Recommendations

1. Because there appears to be a constant flux of employees within city departments, we recommend the City Manager work with the City Council at the start of the budget process to provide a clear organizational chart of current positions, showing filled/vacant and salaries as well as the City Manager’s plans for moving/adding/deleting positions in the next budget period.
2. City staff FTE has grown 9.8% from 106.85 in 1992 to 117.28 in 2013. In about the same timeframe, the population of Montpelier has shrunk 4.8% from 8247 to 7855 (US Census). We recommend that City Council and the City Manager work together to carefully review all new potential hires as well as potential projects that may be handled more efficiently and effectively by other local or regional organizations.
3. When city employees retire and are then re-hired to return to work for Montpelier City government, we recommend that it is with a contract for a specific time period and with clearly stated compensation and benefits. This recommendation is intended to clarify staffing roles, succession planning, and budgeting.
4. In our review of five other communities, we found three others are served by Community Justice Centers (CJCs). Like Montpelier, Brattleboro and St. Albans treat CJC staff as city employees in addition to providing space and other in-kind benefits. Barre City provides only in-kind resources to its nonprofit CJC. There is no formal CJC in Bennington, but the city allocates \$3000 for related services. There is no CJC in Middlebury, nor does it contribute anything for such services. We did not have the time or the resources to compare the effectiveness of these centers.

We recommend that City Council regularly examine the relationship between the Community Justice Center and Montpelier City to see if expenses can be matched with outside revenues so that the city contribution, which has varied from year to year, can be minimized or eliminated. It will be particularly important to keep an eye on this if state funding is reduced.

In the 2009 National Citizen Survey, Montpelier residents identified the CJC as the number one area to cut city costs, if cuts were necessary. It was named by 53% of the respondents. While we understand that the CJC is doing good work, this suggests that some Montpelier residents have concerns about costs that could benefit from a broader discussion of the CJC.

5. We recommend the City Council review how IT services are provided and the cost of those services. Comparison towns in this report all use contract services.

Budget Process Subcommittee Recommendations

The following recommendations support Goal 1 of the City Council's Goals for 2012-2013 and the Finance Recommendations [7.1 (1) through 7.2 (7)] of the Matrix Report:

1. The BPSC recommends that the Council provide the City Manager with clear direction and specific goals before the budget process begins.
2. The BPSC recommends that the City Manager's performance related to the specific budget development goals and assignments should be included in the City Manager's annual performance review.
3. The BPSC recommends that the City Council first understand and then focus on the "gap," or difference, between the projected available budget year revenues - without any tax or fee increases - and the projected expenses, which should be adjusted for known increases or decreases (changes in union contracts, health plan, debt service, etc.).
4. The BPSC recommends that the City Manager and Council should focus on realistic efficiencies, cost savings and/or program changes that could mitigate or resolve any negative "gap" (deficit), as well as important uses for any positive "gap" (surplus) to further the Council's fiscal goals before considering tax increases.
5. The BPSC recommends that the City Council should require the City Manager to provide a Budget Worksheet, or "gap" analysis (see Attachment 3), or similarly formatted document, for the total projected municipal budget, including revenue and expenses for all funds and capital improvements, for the upcoming fiscal year, at the first City Council Meeting following Labor Day. This Worksheet is intended to be a summary level document (not line item detail or narrative) showing changes by major revenue and expense categories.
6. Budget related instruction memos from the City Manager's Office to department heads, and to the Mayor and City Council, vary from year to year. Clear, concise and consistently formatted budget instructions improve reader/user understanding and timely decision making. The BPSC recommends the adoption of standardized content and format. Improvements in format and measurement should be incorporated to best serve the City Council.
7. In the context of the above recommendations, the BPSC recommends additional training on budgeting methods and processes for City department heads, which is

available through VLCT. This will support department heads' full participation in and responsibility for their department's financial operation and budget control.

8. The BPSC concurs with the City Council's plan to increase and maintain a sufficient General Fund balance (reserve) for fiscal stability and the ability to respond to emergencies. (Matrix recommendation 7.2 (5)).
9. The BPSC supports Matrix recommendation 7.2 (1) for the development of a five-year financial plan (Plan). This plan should be a living document, reviewed and revised annually.

Data Subcommittee Recommendations

The City should take measures to create a system in which inter-city/town comparisons sought by the Council could be made with some confidence and urge the League of Cities and Towns to consider establishing such a system.

Debt/Capital Planning Subcommittee Recommendations

A. Make the Capital Plan a top priority in the budget.

We recommend that the state of the city's infrastructure be raised as a top budget priority and that the 6 year Capital Improvement Plan be adhered to as closely as possible. After our interviews with Bill Fraser and Sandy Gallup it was clear to us the monies for emergencies and other urgent needs were disproportionately taken from the Department of Public Works over a period of years. This may partially explain why our roads and sidewalks look the way they do. In order to catch up and to create a better mixture of maintenance, repair and replacement, other departments and programs should also be considered as a source of emergency funds when these situations arise and a re-balancing of our spending should be considered with all aspects of the budget on the table.

B. Look for savings throughout the budget.

Given the scope of the work to be done on our infrastructure in the future, additional bonding may be necessary. We recommend that the council look for savings in the current budget to offset the cost of new bonds that would otherwise raise the annual debt service, taxes and the overall budget. Any monies saved could be re-directed to our most urgent needs like fixing our neglected infrastructure and reducing the amount of borrowing the city ultimately has to do. Additionally, we recommend not taking money from normal maintenance or repair of roads to fund any new projects or to pay for emergencies because over the long run it costs more to do so.

C. Implement the following Matrix Report recommendation.

The Matrix report says "Greater detail should be provided regarding the specific funding source for each capital program" and recommends that "The City provide data demonstrating the impact on capital expenditures for the adopted CIP and Equipment Replacement Program on the operating budget".

We agree. If the general public was aware of the benefit of the costs of maintenance as compared to waiting for things to fall into disrepair then perhaps our Capital Improvement Plan would become a publicly supported high priority, fully funded and executed.

D. Create a Public Works Committee

In Middlebury, they have a committee comprised of department heads, the town manager, several select board members and some residents to decide on capital expenditure priorities. This committee allows the other department heads in the city to see what is truly needed and move their resources around based on those needs. It also alleviates the insularity that often exists between departments. Instead of lobbying for the biggest share possible for their departments, managers get to see the broader needs of the community and might be willing to give and take their share from year to year depending on the circumstances to benefit the community at large. This type of committee also empowers a broader spectrum of the community by decentralizing the decision making, which can create more open and less closely held control of the decisions regarding how money is spent on Public Works. Perhaps if something similar was established in Montpelier, resources could be moved thoughtfully to where the City's urgent needs truly lie while fostering a shared community spirit of sacrifice and unity.

Health Benefits Subcommittee Recommendations

Conclusions:

Currently, health care costs make up approximately 9% of the municipal budget.¹ With average annual premium increases of 8.5%, the city is facing an escalating fiscal burden. Health benefits are negotiated as part of the overall union contract, usually in conjunction with wages and other benefits, such as retirement, and as such are part of a broader discussion. Short of reducing staff, the only major tools towns (and other employers alike) have in addressing their exposure to rising health care costs are to reduce the benefit package and increase cost-sharing.

Recommendations:

That being said, it will be important for those in city governance to continue to find ways of offsetting foreseeable yearly increases in health care costs. At some future point Green Mountain Care may offer more affordable solutions, however, that is unlikely to happen before 2017.

Matrix Report Subcommittee Recommendations

1: Refer to the Appendix Matrix 1 to read the City's Status Update on Recommendations to review which recommendations have been accomplished and which are outstanding.

¹ This number is derived by comparing the city's share of employee medical costs (approximately \$1 million) with the city's total general fund expenditure of \$10,862,379 (for 2012).

2: View City and staff responses to the Matrix report by going to Montpelier-vt.org. Click "View City Meetings" in left hand menu. Then, go to upper right hand box and click "City Council." When the list of meetings appears, click on August 10, 2011 to see the agenda. Click on "Matrix Recommendations" to hear responses from City.

Planning Subcommittee Recommendations

1. **The City Manager, Planning Director and City Council should complete the Matrix recommendation to hold a work session to review Planning Department services and then establish priorities prior to allocating necessary resources. (Matrix Report 10.2 (3)) City Council should consider the Matrix finding that the heavy emphasis on special projects diverts attention from core planning functions.**

"The project team would recommend, prior to making any increases in staffing levels, that the City Manager and Planning Director undertake a Planning work session with the City Council to discuss the level of effort and time resources allocated to these special projects. The Council should be responsible for establishing the commitment of the City to conduct these special projects/efforts, establishing the relative priority of these activities, and setting parameters for staff time and resources to be dedicated to them. From this effort, the City Planning Director should develop an annual work plan setting forth the core services to be provided and the identification of special projects (and associated resources – staff or external) that will be supported by the Planning Department." (Matrix Report, pg. 87)

This Matrix recommendation remains incomplete and that is of concern to the subcommittee. It states in the Matrix Status Update 10.2 (3) that the Planning Department's annual work plan for FY13 was completed without this review. (See Appendix Matrix 1) It is noted as high priority.

2. **Following a work session with the City Manager and the Planning Director, City Council should establish the commitment of the City to conduct special projects, establish a process and procedure (including the Council's approval of individual Project Charters) for formalizing the city's commitment of resources as well as their relative priority, including establishing parameters for staff time and resources to be dedicated to them. (Matrix Report, 10.2 (3))**

While commending the Planning Department for certain aspects of their work, Matrix also noted:

"However, in this Department, more than any other in the City, there have been many "special projects" and efforts assigned to (or assumed by) staff that fall outside what would typically be found in a municipal Planning Department for a community the size of Montpelier. This special project (sic) all have value and importance to the community, but the project team has noted that they divert significant resources and focus away from the core services provided – with a noticeable impact on both staff and the attention given to these services. The long-term focus of the department cannot continue, if the City wishes to provide a high level of services on "core planning functions" without either a reduction in the number and time spent on special projects or an increase in staff." (Matrix Report, p.87)

This recommendation highlights the Matrix focus on decision-making at the City Council level, with staff input. Coming out of the Matrix concern that time spent on special projects diminishes the effectiveness of efforts on core planning functions, is

an emphasis that the City Council is responsible to determine which projects are core as well as which projects to fund and conduct.

- 3. Given the concerns stated in the Matrix report about the noticeable impact on both staff and attention to services resulting from the Planning Department's focus away from core services, as well as the employee responses noted below, the City Council and the City Manager should identify core functions and how they will be addressed in the Planning Department's annual work plan.**

In the Summary of the Employee Survey section of the Matrix report, the consultants noted that 84% of employee responses received were positive (i.e., either 'strongly agree' or 'agree').

"With the exception of the Planning & Development Department, all departments had over 80% positive responses. In the Planning & Development Department, 55% of responses were positive." (Matrix Report, p.221)

This marked discrepancy, in conjunction with the concerns described in the other Recommendations, highlight and emphasize the importance of the subcommittee's recommendation that City Council and the City Manager be involved in establishing and approving the Planning Department's annual work plan before approving its budget.

- 4. As part of establishing its annual priorities, the City Council should also consider when and how other organizations can appropriately initiate and implement projects now initiated by the City Planning Department.**

The Planning subcommittee agrees with helping all citizens within the community. This recommendation is intended to urge City Council to consider all possible sources of that support. We urge City Council to continually ask the question "is there someone else offering this service?" in order to avoid any duplication of services. This kind of strategic planning has become crucial for government and all nonprofits as funding dollars are stretched. Food sustainability, time banks, neighborhood organizing and others are all worthwhile efforts that are, and can be, addressed by local and regional nonprofits.

- 5. With the discussion of hiring a new full-time assistant City Manager to replace the part-time Assistant City Manager position, the City Council should consider whether both the planning and development functions should be housed in the same department. The community development position now in the Planning and Community Development office could be moved to the City Manager's office, supervised by a full-time Assistant City Manager, or directly by the City Manager.**

A major portion of the work done by the Planning and Community Development office relates to community and economic development. This includes grant writing, grant management, promoting Montpelier businesses, helping with community projects, administering housing programs, and working on special projects like the biomass heating plant. According to the City Manager, if you leave aside the

Building Inspector, half the department's work pertains to planning and zoning and half involves community and economic development work.

According to the City Manager, concerns have been expressed in the past as to whether these divergent planning and development duties should be housed in the same department. One portion of the department (zoning, building permits, etc.) is regulating development, while the other portion is promoting and working on developments, creating potential conflicts of interest, or the appearance of a potential for a conflict of interest, and thereby undermines public confidence in the Department's impartiality. Splitting up the department and bringing the economic development work into the City Manager's office has been considered more than once, according to the City Manager, but never acted upon, in part due to concerns it might require hiring more employees – specifically two department heads, one for planning and zoning and one for economic development.

- 6. In the 2009 National Citizen Survey, 67% of Montpelier citizens interviewed cited the city's economic development services as "poor" or "fair" (Figure 29). Based on these responses, as well as information gathered during the process of this study, the committee highly recommends these areas for future study as soon as feasible:**
 - Economic Development: Policy, Staffing, Management, and Implementation
 - Revenue Responsibilities of the Planning Department: Policy Management and Implementation
 - Grant Writing: Oversight and Management

Public Safety Subcommittee Recommendations

- 1. Time did not allow for a review of police services therefore, we believe that a review of operational efficiency and effectiveness of the police department in the near future is necessary and appropriate.**
- 2. The City of Montpelier should arrange for professional development for its Public Safety Department Heads in the specific areas of optimizing fiscal management and finding operational efficiencies.**
- 3. Budget presentations and information regarding public safety cost centers (police, fire service, ambulance, dispatch and emergency management) should be presented distinctly and separately in order to enable the most detailed analysis by each individual public safety function.**
- 4. Budget targets should be established by the City Council with appropriate specificity and conveyed to the City Manager. The City Manager should be directed by the council to apply those targets. Department Heads (including Public Safety) should develop and present budget recommendations that meet the targets. Public Safety Department Heads should be directed to prepare budgets for their respective departments that, in their professional judgments, *have the least detrimental effects* on overall public safety in Montpelier, while considering effectiveness and efficiencies.**

5. **The City should consider promoting the establishment of a regional or county-wide dispatch center.** The City has been studying the regionalization of public safety for years with little progress. We believe that starting a regional dispatch center could be the catalyst for regionalization of all public safety for Central Vermont and could lead to substantial cost savings.
6. **The City should develop a plan for recruitment and retention of a supplementary voluntary firefighting force (call force), emphasizing membership of both city residents and employees of public and private entities located in Montpelier.** *Matrix Report section 8.1(4) recommended the City evaluate the use of part-time firefighters and qualified, available and interested City and regional volunteers for shift coverage.*
7. **The City could utilize a pager system for evening coverage of fire responses by an enhanced Call Force.** Two call force members could respond with the initial tone for any fire call in the City after the close of normal business hours. This type of response meets the O.S.H.A. requirement of the “Two in Two out Policy” for hazardous conditions and enables regular employees the ability to gain entry, rescue residents, and increase fire ground safety and effectiveness while working to confine and extinguish the fire. This system would increase fire ground safety and effectiveness of initial fire ground operations for confinement, rescue, and suppression of fires without delay. (With an advanced call force response program the City can save monies paid in overtime to regular employees. This program would also protect the City from being in violation of O.S.H.A. regulations pertaining to fire ground operations, which cannot currently be met on every call due to staffing levels.)

With a well-trained, well-staffed and well-deployed call force to augment the professional force, the City could realize the dual benefits of both cost-savings and improved effectiveness.

It appears that the current Fire Union contract offers overtime to employees before a call-force member can be fully utilized and will require adjustments in order to gain maximum savings for the City. The City should offer a stipend, training, and competitive compensation, etc., for the retention of an active and trained Call Force.

8. **Update the Matrix Recommendation to require that the Fire Department Secretary be a Certified Billing Clerk.** This will provide assurance that the City’s medical billing procedures for Ambulance services remain up-to-date.
9. **Analyze the costs and benefits of utilizing ambulance vans rather than the larger, box-like units currently employed to deliver Emergency EMS care.** Box units are designed more for comfort and space on long-distance critical care transfers when more than two personnel are required. Vans are smaller, easier to handle, provide ample space for patient care with one or two attendants on short runs to the hospital and are much less costly to purchase and maintain. The City

should undertake this analysis prior to making any replacement purchases for existing ambulance units.

10. **Undertake a comprehensive and thorough analysis of the practice of performing ambulance transfers using Montpelier equipment and personnel and consider eliminating the service if it is not profitable.** The City was unable to provide this subcommittee with a real cost of ambulance transfers and unable to substantiate that transfers make money for the City. The City should be able to calculate a COST OUT THE DOOR to claim it is making money off transfers. (COTD includes fuel, lights, heat, storage, overtime, etc.) With overtime costs of over \$200,000 at time and one half, the City should be able to provide an initial cost to the taxpayer. It appears the Montpelier taxpayer is subsidizing non-residents by doing transfers with Montpelier Firefighters and overtime cost shifted to the City.
11. **Consider charging for Fire Department services to all non-residents by use of City ordinances.** Montpelier property taxpayers underwrite the cost of our public safety and emergency services, yet we are the host to thousands of non-residents who also have access to Montpelier services. The City should consider instituting a system where non-residents are billed for certain services they require from the public safety departments (e.g. (haz mat, car fire, etc.)). Montpelier officials should investigate this system, which we understand is in place in some other municipalities by use of City ordinances.
12. **The City should consider removing all Fire Alarm Boxes from the streets due to potential liability issues.** These call boxes within the City limits are outdated, not well maintained or appropriately upgraded, and have been the topic of removal since the 911 system entered our emergency dispatching. The City Council should determine if this condition creates a liability for the City or not.
13. **The City should consider renegotiating the work shifts for Fire and Ambulance services.** The Fire/Ambulance employees presently work a shift that is 24 hours on and 72 hours off. The department has four (4) crews of three employees and Special Project Officers who work most days and some nights. However, on most weekend days and nights, the shift coverage is only three (3) firefighters. The City should negotiate a more productive and safer shift configuration, such as 10 and 14 hour shifts. It amounts to the same number of hours worked but puts more firefighters on each shift both day and night and allows the Department to meet OSHA standards around the clock. It could have the added benefit of reducing call back for sick and/or vacation time, thereby creating a cost savings within the department. If savings can be found by reducing overtime, the City could consider hiring three more firefighters full time and leave the 24/72 schedule.
14. **The City should investigate what difference in the Insurance Services Offices (ISO) rating would be incurred by extending the life of Fire Apparatus from 20 years to 30.** Barre City has an ISO rating of 4 where we are at a 3.

15. **The City should investigate the costs and benefits of the current practice of deploying a fire truck on every ambulance call.** Most residential calls can be handled by the two personnel on the ambulance call (oxygen and defibrillators can be affixed to the ambulance cot as they are designed to accommodate these tools).

Public Works Subcommittee Recommendations

1. **If Montpelier wants to improve its quality of sidewalks (see City Council goals in next page) from pretty average to better than average, we suggest it will need to increase its current relatively low average of expenditures per mile of sidewalks per year.**
2. **Thus, we suggest there should be a Pedestrian Plan developed by a citizen's committee with limited professional help to help better in the long run the development of the types of sidewalks envisioned in the 2012 Montpelier City Council Goals.**
3. **Further, it is clear to Montpelier citizens and its City Council that Montpelier needs to improve their streets, and make it a priority.**
4. **It seems that, the recommended and privately accepted, but not officially acknowledged, Complete Streets Policy should be followed; a policy that calls for improving all uses of the street whenever construction takes place.**
5. **Formal inventories must be established for all assets the DPW is responsible for. *Much of this institutional knowledge should be contained in a written document similar to what was presented for the Equipment department being supervised by Eric Ladd.***

*Detailed inventories were presented for the **Equipment** sub department, this included purchase date, life, salvage value, depreciation, net value and purchase cost. Work orders should be used for all departments.*

6. **Work orders should be used for all departments.**

*Work orders were submitted for 2 departments **Equipment** and **Water and Sewer**. Using work orders will catalog, archive and quantify all work activities*

7. **A formal schedule of maintenance should be developed for the Streets department.**

If recommendation #2 is adopted these work orders would fit hand and glove with this schedule.

8. **Level of service standard as provided by Todd Law September 2012 should be amended to include in the final bullet point a specific measure (1") to assess if sidewalks need to be fixed. (See Appendix DPW 1)**
9. **A formal work planning process should be established for all departments.**

Equipment, Streets, and Wastewater Plant submitted non-standardized project plans for October 2012. It was unclear how these plans were created.

- 10. Corrective actions should be standardized and include the following: Date for follow up; how it affected the department; and what will happen if the unacceptable action continues.**

This is an essential management tool that should be used regularly and as needed for the following reasons:

- a. It sets a clear expectation for employees so they know what is expected of them;*
- b. It holds them accountable to that expectation;*
- c. It creates a paper trail that illuminates patterns in employee behavior;*
- d. It sets a date for supervisors or directors to follow up with employees to acknowledge when behavior has improved.*

*The department should continue to use merit pay as an incentive to **reward achievement in top employees.***

- 11. The subcommittee recommends that the Director of DPW improve communication and information sharing among his 5 divisions, and suggests holding regular group meetings.**

The city manager should attend each of these sub-department meetings with in the DPW at least once a year. Workers in these departments have valuable information that must be filtered back into all of the above recommendations. Without a formal process to share information it is unlikely to happen effectively.

- 12. The director of the DPW should relocate his office the Dog River facility.**

The men need to see their director more. There are several people to field visits from the public, other city departments, and other requests for information. If the director must be involved he is very effective at e-mailing.

- 13. Department Director and all 5 sub-department supervisors should be required to attend budget training sessions.**

- 14. The city manager should take an active role in supporting the director of this department through mentoring and establishing clear and direct expectations for the director.**

DPW is a very large and visible department. They must continue to adapt to the recommendations that were made in the summer of 2011. This department has several large known projects and most likely several that are unknown at this time. Without strong leadership this department will struggle to deliver value in exchange for the taxes this department consumes. A level of standard for service delivered should be established and maintained.

Recreation Subcommittee Recommendations

- Other cities and town interviewed are able to run Recreation Departments on smaller budgets per capita and, often with greater reliance on fees or donations from the business community and social organizations. Montpelier should undertake a study based on these other towns (especially St. Albans, Middlebury and Brattleboro) to see what changes Montpelier could adopt for more efficient and effective delivery of recreation services. For example, in at least two cases, maintenance needs are met by the city public works department. There may be other differences worth examining.
- Montpelier should continue its discussion of and reach a conclusion about governance structure, including whether the Recreation Department is better supervised by the School Board or the City (whatever the decision, both a City Council representative and a School Board representative should sit on the Recreation Board). The Matrix Report calls for bringing the Recreation Department under the city's supervision, in a new department with the Senior Center. The Council should revisit this suggestion in the context of the report from the City Manager on the Recreation Department that is now being prepared. Ideally, this discussion could occur soon, before budget matters dominate Council meetings. The City Council, in conjunction with the School Board and the Recreation Board, need to resolve the governance issue.

[End recommendation Summary]

2. INTRODUCTION

a. History and Background Information

Montpelier's municipal property taxes are relatively high compared to other Vermont cities and towns, and have been for many years. As shown in Appendix A to this report, Montpelier's median R1² residential municipal tax bill is the highest among comparable communities in the state, and our municipal effective tax rate is near the top statewide (by contrast, our effective³ school tax rate is right at the state average).

Some Montpelier homeowners – those with household incomes of \$47,000 or less – get tax relief on the municipal portion of the property tax bill, but not nearly as many as qualify for school property tax adjustments, which are available in full for those with household incomes up to \$90,000. Therefore, a greater proportion of Montpelier homeowners pay the entire municipal property tax than pay the full school property tax.

Property tax levels – and whether the services we receive provide for them are a good value – are a concern of at least some Montpelier residents. In the 2009 National Citizen Survey of Montpelier residents, less than half of respondents felt that the value of services for taxes paid was “excellent” or “good.” The greatest number of answers in an open-ended question in the survey asking what the most important issue Montpelier will face over the next five years was in the category of “Taxes/Property Taxes Too High.”

Many reasons have been cited to explain why Montpelier's municipal taxes are higher than average. We are a small city with public safety services and miles of paved roads and sidewalks not found in rural towns. Much of our prime real estate – which otherwise might be developed and subject to taxation – is owned by the state, by churches, or by other nonprofit entities that do not pay taxes but do require services. According to both the current and former police chief, the fact we have a larger percentage of low-income rental units and group homes than nearby towns leads to more demands on the police. Our status as a regional center and state capital with an influx of daytime workers and other visitors increases demands on city services. And over the years, Montpelier has chosen to offer a broad range of optional municipal services, among them our popular parks and recreation facilities.

The city's budget and spending choices also play an important role in our levels of taxation. This study was designed to compare Montpelier's municipal spending levels and its approach to municipal government with those of other comparable Vermont communities to see if there is anything to learn that might help the city increase efficiencies and/or relieve budgetary pressures. In the end, of course, final budget and spending decisions are made by the City Council and by the

² An “R1” Property is defined a residence on less than 6 acres of land

³ The “effective tax rate” is the calculated rate if all of the valuations for all properties on every grand list in the State were at the fair market value (100% of Market Value).

voters of Montpelier, and it may be that the community is satisfied with the services and tax bills we currently have.

One other point is worth mentioning about property taxes. For those who deduct property taxes on their income tax returns, the effect of high property taxes is somewhat reduced due to tax savings. But the future of these deductions is in question at both the state and federal levels. A 2011 report by Vermont's Blue Ribbon Tax Structure Committee recommended lowering state income tax rates by eliminating deductions, including the property tax deduction, at the state level. Legislative leaders have said they want to consider such changes in the upcoming legislative session. At the federal level, there has also been talk of eliminating or reducing tax deductions as part of federal tax reform. If either or both of these changes came to pass, Montpelier residents who deduct property taxes would be more adversely affected than taxpayers in most of the rest of the state and nation.

While some of the subcommittee reports in the report show that certain levels of staffing in Montpelier are high compared to other cities and towns, we want to emphasize that we are not criticizing city employees or the job they do. City staff has generally been very helpful to the committee's work, and we want to particularly thank City Manager Bill Fraser and Finance Director Sandy Gallup for their time and assistance.

b. Subcommittee's Reports

The following Subcommittee reports are included, in alphabetical order.

- Administration & Finance
- Budget Process
- Data
- Debt/Capital Planning
- Health Benefits
- Matrix Report
- Planning
- Public Safety
- Public Works
- Recreation

Administration and Finance Subcommittee Report

David Beatty, Phil Dodd, Jean Olson

Process:

The Administration/Finance (F/A) subcommittee decided to review the City Manager's Office and the Finance Department in depth. Matrix issued four recommendations for the City Manager and 16 for the Finance Department. The most recent status of these recommendations as of 2012 is in Appendix B. This review included consideration of these Matrix recommendations, meetings in person with Bill Fraser and Sandy Gallup and compiling focused data from comparable Vermont municipalities: Barre City, Bennington, Brattleboro, Middlebury and St. Albans.

We also reviewed the offices of the City Clerk/City Treasurer, Assessor, Information Technology, Cemetery and Community Justice Center. While this process was less extensive, the data includes information from the same six municipalities gathered by telephone and email. The following information is by individual department.

We are grateful to the key contacts for each municipality who were:

- Barre City: Carol Dawes, City Clerk and Treasurer and Elizabeth Somaini, Assistant to the City Manager/Human Resources Administrator
- Bennington: Stuart Hurd, Town Manager
- Brattleboro: John O'Connor, Director of Finance
- Middlebury: Kathleen Ramsay, Assistant Town Manager
- Montpelier: Bill Fraser (City Manager) and Sandra Gallup (Finance Director)
- St. Albans: Peg Strait, Director of Finance and Administration

Description of the Montpelier City Manager Office

Matrix describes this office as generally responsible for the overall administration and management of the City of Montpelier under the policy direction and guidance of the City Council.

Key Questions:

- What is the FTE staff in the City Manager's Office? (See Exhibit 1)
- What are the roles of the staff in the City Manager's Office? (See Exhibit 1)
- What is the budget for the City Manager's Office? (See Exhibit 1)
- Do you have an Assistant City Manager? How much time? Is the position filled? What are the core responsibilities for this position? (See Exhibit 1)
- How is right-size staffing determined and by whom? (See next page)

Notes from Each Community:

How is right-size staffing determined and by whom?

- **Barre:** Staffing levels are predominantly driven by the voters and the budgets they approve. The city has cut staff in recent years to get budgets passed.
- **Bennington:** The Town Manager and the Board have a pretty good handle on what is needed. We have little turnover and reduce by attrition.
- **Brattleboro:** Decided by the Town Manager and the Select Board. Recently one FTE retired and the Town Manager wanted to replace with two new FTE. The Board did not agree.
- **Middlebury:** When there is an open position, the Town Manager reviews the roles and responsibilities of that position and recommends adjustments in staffing, if any, to the Personnel Committee, which, in turn, recommends to the Select board for consideration.
- **Montpelier:** The City Manager, with input from department heads, determines right-size staffing. The city's budget process allows for city council involvement in decisions regarding staffing levels in city departments.
- **St. Albans:** Lots of growth currently. Reduced Assessor position, recently added Downtown Manager and, two years ago, Director of Planning.

Description of the Montpelier City Finance Department

Matrix describes this office as generally responsible for all financial functions of the City including financial records, accounting, payroll, payables, insurance, billing program, and audit preparation/coordination. The Finance Department also leads the development of the annual budget, capital improvement plan, and equipment replacement program. The Finance Department provides grant oversight for the entire City operations. The Finance Department works closely with the city Treasurer on many duties and functions including ensuring adequate financial reporting of all receipts and the monthly reconciliation of accounts.

Key Questions:

- What is the FTE staff in the City Finance Department? (See Exhibit 1)
- What are the roles of the staff in the City Finance Department? (See Exhibit 1)
- What is the budget for the Finance Department? (See Exhibit 1)
- Where is the City Treasurer housed?
- Who collects your delinquent taxes? How much time is allocated for this? What is the volume of work? What is your delinquent tax rate?

Who collects delinquent taxes? How much time is allocated for this role? What is your delinquent tax rate?

- **Barre:** City Clerk/Treasurer also serves as Delinquent Tax Collector. Estimate 30 – 35 hours per week devoted to collections of delinquent taxes and water/sewer charges. Delinquent tax rate averages about 5% per quarter.
- **Bennington:** By charter, it is the role of the Town Manager. About 6% rate, billed monthly.
- **Brattleboro:** The Town Manager gives to Billing and Collections. Takes a lot of time for Tax Sale process. Currently working with 75 properties in this process. About 4.4% go to tax sale.
- **Middlebury:** Assistant Town Manager, supported by the Finance Department. About 10 hours per month. Delinquent Tax Rate is just under 3%.
- **Montpelier:** The Tax Collector who is working 0.6 FTE in the Finance Department and handles collections for delinquent taxes, water and sewer fees. The delinquent tax rate is 0.66%.
- **St. Albans:** Has an aggressive policy and, with a hired attorney, reduces the rate from 10% to 2%.

Description of the Montpelier City Clerk/City Treasurer Office

Matrix describes this office as generally responsible for the maintenance of all essential records of the City of Montpelier, vital records, recording of land documents and collection of various payments including tax payments, licensing payments, water and sewer payments, parking tickets and other municipal charges. In addition, the City processes fishing and hunting licenses on behalf of the State. The office is also responsible for the administration of elections.

Key Questions:

- What is the FTE staff in the City Clerk's office? (See Exhibit 1)
- What are their roles? (See Exhibit 1)
- What is the budget for the City Clerk's Office? (See Exhibit 1)

Recent Personnel Shifts in Montpelier City Administration

One of the most expensive parts of the city budget involves personnel costs, especially health benefits. Over the past decade or two, the number of full time employees (FTE) of the city government has been drifting up, even as population has edged lower. Based on the figures in the Administration and Finance comparison chart, per capita costs range from a low of \$32.86 in Bennington to a high of \$95.26 in Montpelier. Montpelier is 50% higher than the average of \$63.47.

Every position in the Montpelier City Budget comes with measureable and often substantial costs. The addition of every new position adds new expenses to the City's bottom line. For those reasons, proposals for new staff must be carefully scrutinized by the City Council. Decisions to add positions must not be taken lightly.

The Council's efforts to keep the budget in check will require better coordination of personnel matters with the City Manager, or possibly, a revision of the Council and City Manager's responsibilities.

Shifting of positions among the offices of the City Clerk, Finance Department and City Manager's office in recent months illustrates how reorganization, even when done for the right reasons and in a way that enabled the city to keep experienced staff on board, can in some cases result in an FTE increase, in this case an increase of 0.6 within City Hall in FY13.

One change, involving the division of the City Clerk and Treasurer responsibilities, was done with no net increase in employees. The City-Treasurer job was divided and it was determined a full-time Clerk would remain and the former Treasurer would retire and come back as a 0.6 employee in the Finance Department. Two other clerk/treasurer employees switched over to Finance and one part-time position was eliminated last winter, keeping the total number of FTEs involved in the transition about the same (the Clerk and Assistant Clerk remained in the Clerk's office).

However, the FY13 budget created another new 0.6 job in the Finance Department. According to the City Manager, he had an inkling that the former Assistant City Manager (who was also Tax Collector) wanted to go to part-time and that she and her tax collecting duties could be shifted to the new slot in Finance. There was and is still a full-time position budgeted for Assistant City Manager, a position that is vacant at this time.

Asked what would have happened to that new 0.6 position in Finance if the Assistant City Manager had not shifted to part-time and left her office, the City Manager said they would have found some other responsibilities or projects for that slot.

According to the City Manager, having a full-time Assistant City Manager who does not also have tax collecting duties would allow the new person to work on managing special projects, overseeing infrastructure maintenance, handling communications, working on community development issues if those were shifted from the Planning Department, and other possible duties.

While creating and filling a new position like this may be a good thing, when making such decisions and when setting budgets, the Council and City Manager should always keep a critical eye on how such changes impact the total number of city employees.

Description of Montpelier City Assessor Office

Matrix describes the Assessor office as generally responsible for the assessment and tax levy for all real estate and personal property owned within the City of Montpelier in accordance with State regulations. Additionally, staff is responsible for the maintenance of all property records, sales information and tax maps for the City of Montpelier.

Key Questions:

- What is the FTE staff in the Assessor's Office? (See Exhibit 1)
- What is the budget for the Assessor's Office? (See Exhibit 1)

Information Technology Discussion by Municipality

Presently, the Finance Department has two FTE staff dedicated to providing the majority of information technology services and support to the City of Montpelier. The principal areas of information technology not directly overseen by this unit include GIS services and webmaster services as both these functions are currently performed by a part-time staff member in the Planning Department. Matrix recommended incorporating the 0.5 FTE currently in the Planning & Development Department into the Finance Department so all major information technology services would be overseen and managed by the same individuals. The City did not agree and has kept two FTE in Finance and 0.5 in Planning.

Salaries and benefits for these 2.5 FTE are approximately \$176,000 in FY13. The narratives below describe how the comparison municipalities do not have a designated web employee and have decided to contract their IT services.

Brattleboro (John O'Connor, Finance Director) - There is no IT person on staff. Brattleboro contracts out all work including consulting, hardware and software. Last year the city paid \$105,000 for all of that. The Listers may do some GIS work. A committee of city employees is revamping the website, which each department can update.

Hartford (Matt Osborn, planner) - Hartford contracts out all IT work. Each department is charged for it as they use the services. Hartford does not do any GIS work. For the web, each administrative assistant in each department updates their own department's section of the city website.

Middlebury (Katherine Ramsay, Assistant Town Manager) - Middlebury contracts out IT at about \$10,000 per year. The Police Department has some officers who are tech-savvy and they have minimized costs in the department.

St. Albans (Peg Straight, Finance Director) - St. Albans contracts out all IT work. Last year they paid \$5,000 in contract work. The prior year they had some higher expenses to purchase new computers.

Cemetery Discussion by Municipality

- **Barre:** Budgeted at \$60,000 but the Cemetery Department is in flux. Recent charter changes took the Cemetery Department out of the control of the cemetery commissioners and created a Cemetery Department under the control of the Manager.
- **Bennington:** \$43,900. We have three cemeteries, most are full and we will maintain them but not expand them. We have one large private cemetery with room to expand.
- **Brattleboro:** \$28,000.
- **Middlebury:** No.

- **Montpelier:** The Cemetery Commission oversees the Green Mountain Cemetery policies and operations. The City employs the staff and provides all fiscal services. The Cemetery budget is \$207,092 and the City provides \$117,855 in annual support.
- **St. Albans:** No.

Community Justice Center Discussion by Municipality

Local Community Justice Centers (CJCs) receive significant funding from the state, and state funding was increased for FY13. CJCs are handled differently throughout the state, however. In some cities the CJCs are city departments (usually responsible for their own benefits), or CJC employees may be on a contract with the city or town (usually without benefits), or they may be run by a nonprofit. In some areas, including Bennington, Addison and Lamoille counties, there are no official CJCs yet.

- **Barre:** Barre has a CJC. The Greater Barre Community Justice Center, a nonprofit separate from city government, is located at the Barre Civic Center. The city provides in-kind support through space, utilities, phone, heat and postage. All other financial considerations are under the control of the CJC.
- **Bennington:** There is no formal CJC, but some services are offered in the area. The city contributes \$3,000. It is mostly financed through several nonprofits and corrections. It has no municipal connection.
- **Brattleboro:** Community Justice Center employees are city employees, but the CJC is in a separate account from the general fund, and the city contributes nothing to the CJC account, according to the finance director. It is entirely financed through grants from the state and other grants, which cover all benefits such as health insurance.
- **Middlebury:** There is no CJC in Middlebury and no town contribution. Some similar functions are handled through the local diversion program.
- **Montpelier:** Montpelier's CJC is financed primarily through state corrections funding and grants. Staff members are city employees, but employee salaries, benefits, parking and office expenses are paid, for the most part, through state funding and grants. CJC expenses exceeded revenues by \$22,788 in FY10, by \$475 in FY11 and by \$8,895 in FY 12. However, a portion of expenses each year are for an allocation from the city pension interest expense, an expense Montpelier would have even if the CJC did not exist. If these expenses are taken out of the equation, the net cost to the city is less; in FY 12, for example, the CJCs' net cost to the city would be \$4,862 rather than the \$8,895 mentioned earlier. \$24,400 has been budgeted for CJC for FY13, but the director expects grants to reduce that number substantially and the net cost to the city for FY13 will be less, if there is any cost.
- **St. Albans:** Their CJC is self-sufficient with extensive grants, except for a \$5,000 cash grant from city. CJC employees are city employees, but grants cover personnel benefits. The CJC used to have offices in a city building, but now leases its own offices at its own expense.

Admin & Finance Exhibit 1

Administration and Finance (Personnel Benefits are not included)						
	Barre	Bennington	Brattleboro	Middlebury	Montpelier	St Albans
Population 2010	9052	15764	12046	8496	7855	6918
Total Admin/Fin Budget (minus Personnel Bens)	617,970	517,940	695,065	503,000	748,290	466,954
Cost per capita	\$68.27	\$32.86	\$57.70	\$59.20	\$95.26	\$67.50
<u>City Manager Office (in total above)</u>						
FTE	2	2	3	2.75	2.6	3
Budget	249,970	165,990	194,000	218,575	270,027	382,105
Roles	City Mgr Admin	City Mgr Ass't/HR	City Mgr Ass't Twn Mgr Admin	Town Mgr Ass't Twn Mgr Exec Ass't	City Mgr Ass't City Mgr Admin	City Mgr Dir Fin Exec Ass't
Ass't City Mgr	No	No	1 FTE	1 FTE	1 FTE*	No
*Previously 0.6. Now advertised as 1 FTE						
<u>Finance Dept (in total above)</u>						
FTE	3	3	6.5	2.5	6.8	2
Budget *	166,297	159,080	322,300	162,425	328,274	32,726
Roles	Sr Acct Payroll Coll Clerk	Fin Dir Payroll Acc'ts Clerk	Fin Dir/Treasurer Gen Acc't Payroll/payables Grants admin Bill/Coll (2 FTE) Clerical	Treasurer Billing Payables	Fin Dir Treas Sr Acc't Payroll/HR Acctg Mgr Billing Clerk Acctg Clerk	Acc'ts (2)
*Montpelier \$365,974 minus \$37,700 for Audit not included in other budgets						
<u>City Clerk (in total above)</u>						
FTE	3	2.5	3	2.5	2	2
Budget	201,703	192,870	178,765	122,000	149,989	52,123
Roles	Clerk/Treasurer Ass't Clerk Ass't Treasurer	Clerk Ass't Clerk Clerical	Clerk Ass't Clerk Clerical		Clerk Ass't Clerk	Clerk Ass't Clerk
<u>Assessor (not in total above)</u>						
FTE	0.5	2.5	3.5	0.2	1.6	0.5
Contract Assessor	0.5	No	No	Yes	Yes	Yes
Budget	79,504	126,340	154,410	30,120	151,296	43,846
Roles		Chief Assessor Ass't Assessor Clerical	Chief Assessor Ass't Assessor Clerical 911 Coord (0.5 FTE)	Clerical	Clerical .6 Contract	
<u>City Cemetery</u>						
Budget	Yes 60,000	Yes 43,900	Yes 28,000	No 0	Yes 117,855	No 0
<u>City Community Justice Ctr</u>						
Budget	Yes in-kind, no \$	Yes \$3,000	Yes 0	No 0	Yes \$24,400*	Yes \$5,000
*This is the amount budgeted for FY13. In most years, grants come in during the year that reduce the amount the city needs to contribute to the CJC by a substantial amount. Last year, the cost to the city for the CJC was either \$4,862 or \$8,895 depending on how you look at it. (see discussion for details)						

Recommendations

1. Because there appears to be a constant flux of employees within city departments, we recommend the City Manager work with the City Council at the start of the budget process to provide a clear organizational chart of current positions, showing filled/vacant and salaries as well as the City Manager's plans for moving/adding/deleting positions in the next budget period.
2. City staff FTE has grown 9.8% from 106.85 in 1992 to 117.28 in 2013. In about the same timeframe, the population of Montpelier has shrunk 4.8% from 8247 to 7855 (US Census). We recommend that City Council and the City Manager work together to carefully review all new potential hires as well as potential projects that may be handled more efficiently and effectively by other local or regional organizations.
3. When city employees retire and are then re-hired to return to work for Montpelier City government, we recommend that it is with a contract for a specific time period and with clearly stated compensation and benefits. This recommendation is intended to clarify staffing roles, succession planning, and budgeting.
4. In our review of five other communities, we found three others are served by Community Justice Centers (CJCs). Like Montpelier, Brattleboro and St. Albans treat CJC staff as city employees in addition to providing space and other in-kind benefits. Barre City provides only in-kind resources to its nonprofit CJC. There is no formal CJC in Bennington, but the city allocates \$3000 for related services. There is no CJC in Middlebury, nor does it contribute anything for such services. We did not have the time or the resources to compare the effectiveness of these centers.

We recommend that City Council regularly examine the relationship between the Community Justice Center and Montpelier City to see if expenses can be matched with outside revenues so that the city contribution, which has varied from year to year, can be minimized or eliminated. It will be particularly important to keep an eye on this if state funding is reduced.

In the 2009 National Citizen Survey, Montpelier residents identified the CJC as the number one area to cut city costs, if cuts were necessary. It was named by 53% of the respondents. While we understand that the CJC is doing good work, this suggests that some Montpelier residents have concerns about costs that could benefit from a broader discussion of the CJC.

5. We recommend the City Council review how IT services are provided and the cost of those services. Comparison towns in this report all use contract services.

[END ADMINISTRATION AND FINANCE SUBCOMMITTEE REPORT]

Budget Process Subcommittee Report

David Beatty and Susan Zeller

BACKGROUND:

The Budget Process Subcommittee (BPSC) was formed to review the process and methodology employed by the City Manager and City Council in developing and managing the annual municipal budget, which is subsequently submitted to the voters for approval on the March City Meeting ballot. The Budget Process Subcommittee was formed at the main Budget Study Committee meeting of July 26, 2012 with two members, David Beatty and Susan Zeller. The BPSC members held their initial strategy meeting on August 2, 2012.

SOURCE OF INFORMATION:

The BPSC met with and interviewed City Manager Bill Fraser and Finance Director Sandy Gallup, and separately with City Councilor Tom Golonka. To the extent possible, the Budget Process, Debt Service/Capital, and Finance & Administration Subcommittees coordinated and attended these meetings jointly. In addition, BPSC received responses to questions (see BSP Attachment 1) asked of Councilor Golonka and emailed to Councilors Weiss, Hooper and Guerlain.

The BPSC spoke several times with the Vermont League of Cities & Towns (VLCT). While the VLCT provides material and seminars to assist towns with how to do their budgets, it provides little guidance on how to control or contain budget growth. The BPSC also reviewed numerous articles, publications and reports, on the budget process, available on the Web from colleges/universities, financial organizations, and other government entities, including:

- Recommended Budget Practices; A Framework for Improved State and Local Government Budgeting – National Advisory Council on State and Local Budgeting, Government Finance Officers Association (GFOA).

"Of all the functional areas of finance, the one most in need of guidance is government budgeting."

"Recommended budget practices encourage governments to consider the longer-term consequences of such actions to ensure that the impacts of budget decisions are understood over a multi-year planning horizon and to assess whether programs and service levels can be sustained."

- Handbook for Vermont Selectboards, A Comprehensive Guide for Vermont Selectboard Members – Vermont League of Cities & Towns (VLCT)

"Attention to the town budget is a major part of the selectboard's job throughout the year, and shouldn't be confined to the period when the board is drafting next year's budget. A budget is a plan of what the town expects to do in the upcoming year and how much it will cost taxpayers to do it. But, as the saying goes, 'the best laid plans are the first to go awry.' Property tax collections can plummet, a bad winter can wipe out the highway fund and prices for supplies can change with little notice. For these reasons, the selectboard should regularly review revenues and expenditures (most do it at least monthly) to make sure the town is staying within budgeted figures as the fiscal year progresses. Spotting a trend of deficient revenues or unexpectedly high expenditures (hopefully not both) earlier in the year rather than later gives a town more time to make adjustments to the budget."

- Fundamentals of Sound State Budget Practice - National Conference of State Legislatures (NCSL).
- Anatomy of a Priority-Driven Budget Process - Government Finance Officers Association (GFOA).
- Budget Methodologies Study [prepared for State of Washington Joint Transportation Committee] – Cambridge Systematic, Inc.
- Budget Methods and Practices [PowerPoint] – Willamette University (Salem, OR) lecture series.
- Choosing a Budget Method by Kathleen Allen, Phd and Peter Economy – Dummies Books series.

There are several basic types of budget methodologies, presented in the above source material, each with their own merits and challenges, such as: incremental; zero-based; performance based; and priority based. The traditional “incremental” budget method persists in state and local governments despite the push toward performance based budgets or priority based budgets, because it meets the expectations developed over time.

CURRENT CITY BUDGET PROCESS:

The City Budget Process begins in the early fall and a timeline is followed to meet the deadline of the Annual City Meeting in March.

- A. City Manager provides background and detail financial information to the Council and seeks City Council’s input, asking three questions:
 - a. New programs or expended services?
 - b. If necessary, what cuts should there be?
 - c. Does the Council have a property tax rate target?
- B. Subsequent to City Council input, City Manager prepares and sends memo (see Attachment 2) to department heads providing information and instruction for entering each department’s operating budget request into the City’s BudgetSense software application (“BudgetSense”).
- C. Department heads submit operating expense budget requests to City Manager, including requests for staffing changes.
- D. Finance Director prepares cost estimates for proposed staffing changes and enters personnel changes in BudgetSense as approved by the City Manager. The City Manager and Finance Director also enter all allocated cost estimates for employee benefits, insurance, etc., into BudgetSense.
- E. The City Manager reviews submissions, conducts discussions on the budget submissions with department heads and finalizes the overall city budget, including debt service, capital improvement budget and resulting impact on tax rate and fees. City Manager’s Office also refers to National Citizen Survey 2009 and enVision Montpelier Goals, Goals, Targets and Strategies (see links below).
- F. The City Manager presents this budget in detail, including the use of PowerPoint presentations to the City Council for discussion.
- G. The City Council approves the budget for inclusion on the annual city meeting ballot (the number of line items differs annually).

CONCLUSIONS & RECOMMENDATIONS:

The previous budget presentation materials, supplied to the City Council by the City Manager, contain ample information, but most of it is inadequate in providing Council members with the critical information they need to fully participate in budgetary decisions. These materials can easily overwhelm the most seasoned budget analyst but lack an adequate and appropriate summary level, or “big picture,” view of the entire City budget. Some of the comparisons provided are selective and incomplete or are meaningless. [Examples: 1) comparing CPI (consumer price index) to the municipal property tax increase and the City employee cost of living adjustment is valid and informative, but incomplete without comparing CPI to the % increase in total city expenses; 2) including the unemployment rate in that comparison is meaningless.] The details included tend to overwhelm the Council and divert their attention from the “big picture.” While the City Manager is responsible for preparing the budget proposal, it should also be the City Manager’s responsibility to provide the Council with realistic options and achievable solutions to managing expenditures and controlling tax growth.

The following recommendations support Goal 1 of the City Council’s Goals for 2012-2013 and the Finance Recommendations [7.1 (1) through 7.2 (7)] of the Matrix Report:

- 1. The BPSC recommends that the Council provide the City Manager with clear direction and specific goals before the budget process begins.**
- 2. The BPSC recommends that the City Manager’s performance related to the specific budget development goals and assignments should be included in the City Manager’s annual performance review.**
- 3. The BPSC recommends that the City Council first understand and then focus on the “gap,” or difference, between the projected available budget year revenues - without any tax or fee increases - and the projected expenses, which should be adjusted for known increases or decreases (changes in union contracts, health plan, debt service, etc.).**
- 4. The BPSC recommends that the City Manager and Council should focus on realistic efficiencies, cost savings and/or program changes that could mitigate or resolve any negative “gap” (deficit), as well as important uses for any positive “gap” (surplus) to further the Council’s fiscal goals before considering tax increases.**
- 5. The BPSC recommends that the City Council should require the City Manager to provide a Budget Worksheet, or “gap” analysis (see Attachment 3), or similarly formatted document, for the total projected municipal budget, including revenue and expenses for all funds and capital improvements, for the upcoming fiscal year, at the first City Council Meeting following Labor Day. This Worksheet is intended to be a summary level document (not line item detail or narrative) showing changes by major revenue and expense categories.**
- 6. Budget related instruction memos from the City Manager’s Office to department heads, and to the Mayor and City Council, vary from year to year. Clear, concise and consistently formatted budget instructions improve reader/user understanding and timely decision making. The BPSC recommends the adoption of standardized content and format. Improvements**

in format and measurement should be incorporated to best serve the City Council.

- 7. In the context of the above recommendations, the BPSC recommends additional training on budgeting methods and processes for City department heads, which is available through VLCT. This will support department heads' full participation in and responsibility for their department's financial operation and budget control.**
- 8. The BPSC concurs with the City Council's plan to increase and maintain a sufficient General Fund balance (reserve) for fiscal stability and the ability to respond to emergencies. (Matrix recommendation 7.2 (5)).**
- 9. The BPSC supports Matrix recommendation 7.2 (1) for the development of a five-year financial plan (Plan). This plan should be a living document, reviewed and revised annually.**

[Attachments continued next page]

Budget Process Subcommittee – Process Questionnaire:

1. What is the future budget based on - prior cost/program results, projected revenue?
2. How do the City Manager and the City Council share the process?
3. How and who forecasts city revenue?
4. How much and how often is the budget shifted when revenues are coming in below target?
5. With City Manager form of government, can the council influence initial instructions?
6. Do you have a suggestion to improve the budget information for your use and understanding?

NOTE: Please see Appendices section for the following items (Appendix Budget 1 through Appendix Budget 6).

Examples of Budget related memos, instructions and materials from City Manager's Office:

1. FY 12 Background memo to Mayor & City Council, dated 9/22/10;
2. FY 12 Background memo to Mayor and City Council, dated 9/28/11;
3. FY 13 Operating Budget Request memo to Department heads, dated 9/30/11;
4. FY 13 Capital Equipment & Capital Project Request memo to Department heads, dated 9/30/11;
5. FY 14 Early Projection and Background Information memo to Mayor & City Council;
6. City Council Goals 2012 – 2013;
7. Other information used by City Manager's Office for budgeting purposes, available on City website at:
 - a. National Citizen Survey: <http://www.montpelier-vt.org/story/262.html>;
 - b. enVision Montpelier - Goals, Targets and Strategies: <http://www.montpelier-vt.org/community/132.html>

NOTE: The following chart is for example purposes only and do not represent actual budget amounts.

Budget (gap) Worksheet				
Category (\$ millions)		General Fund	Special Fund	Capital Improvement
Current Year Adopted City Budget - Revenues:		10,000,000	6,935,577	481,032
Changes by Major Revenue Category:				
PILOT		50,000		
Permits & Licenses		(4,000)		
Fed Grant changes		(4,000)		
Fees & charges for Services		40,000	220,500	12,000
Rents & commissions		(27,000)		
Fines & forfeitures		9,000		
Leases		(20,000)		
Investment earnings		(20,000)		
Misc revenue		2,000		
Operating transfers (non-discretionary)		(60,000)	30,200	
Property tax changes		-		
Net Estimated Changes in Revenues		(34,000)	250,700	12,000
Total Estimated Available Revenue for Next Budget Year		9,966,000	7,436,977	505,032
Current Year Adopted City Budget - Expenditures:		10,000,000	6,935,577	481,032
Changes by Major Expenditure Category:				
Salaries (union contract)		100,000	(7,500)	
Salaries (non-union)		25,000	29,000	
Additional Staff positions		15,000		
Temporary Staff positions		1,000		
Health Benefits		50,000	3,000	
Contracts		3,000	10,000	
Operating expenses			151,000	
Debt service		(28,000)	(10,000)	
Equipment purchases		94,000	70,000	12,000
Net Estimated Changes in Expenditures for Next Budget Year		260,000	245,500	12,000
Total Estimated Expenditures for Next Budget Year		10,260,000	7,181,077	493,032
Total (Shortfall)/Surplus		(294,000)	255,900	12,000

[END BUDGET PROCESS SUBCOMMITTEE REPORT]

Data Subcommittee Report

David Beatty, Jeff Francis, Nolan Langweil, Larry Mires, Susan Mesner and Susan Zeller

The data subcommittee was formed early in the Budget Review Committee's process, and met initially on July 3, 2012 to discuss what data should be collected to meet the City Council's charge to the Budget Committee of comparing Montpelier to other communities. The BRC had decided at its June 21 meeting to examine Barre City, Bennington, Brattleboro, Burlington, Hartford, Middlebury, Rutland City, St. Albans, St. Johnsbury, Springfield, Waterbury and Winooski.

The committee agreed that due to the short time frame and limited volunteer resources the scope of its effort should be limited to analyzing expenditures across communities, and that including an analysis of revenue would be overwhelming. David Beatty provided a five-year analysis of Montpelier's expenditures, across every major category and subcategory, which he had compiled from Montpelier FY 2013 budget report (See Appendix Data 1). The committee discussed assembling similar data for other towns, recognizing the difficulty in constructing viable comparisons given the wide variability among towns in assigning expenditures to budget categories. The general consensus was to focus the comparison on five major expenditure categories - Police, Fire, Public Works, Debt, and Other—and to limit the preliminary analysis to nine towns: Barre City, Brattleboro, Burlington, Hartford, Middlebury, Rutland City, St. Albans, Springfield, and Winooski.

The next phase included accessing a variety of town reports and financial statements to assemble a spreadsheet comparing the selected towns across budget categories identified at the previous meeting. As before, questions arose on comparability of data across towns. Aside from obvious differences that can result in large discrepancies in spending (e.g., a paid fire department versus volunteer fire department), local decisions on how to allocate expenditures, such as salaries and benefits, render comparisons on individual budget items of questionable value. The resulting comparison table compiled from individual town FY 2011 audited financial statements - "Statement of Net Assets" and the associated "Statement of Activities" - indicate the wide variability in how towns report expenditures (see Appendix Data 2). A related table shows the data for the same budget categories just for Montpelier over a 5-year period, as well as the associated rates of annual growth (see Appendix Data 3).

Volatility of some budget expenditures from one year to the next was noted, and the group suggested using a three-year average when available to provide a more accurate picture of a town's expenditures. Subcommittee members also discussed the need to find other metrics that would allow statistical comparisons (an idea first proposed in the larger Budget Review Committee), and brainstormed a preliminary list: town population, daytime population, median household income, miles of paved road and sidewalk, and various property tax statistics.

The Data Subcommittee was producing an expanding volume of comparative data, as well as metrics that could more accurately capture an "apples-to-apples" comparison of town budget data. However, there was a growing unease among all members of the subcommittee as to the value of comparing the data and the work required to ensure that various towns' statistics were consistent across categories. Through discussions, the committee eventually concluded that such a task, if possible, required more time and resources than available from a volunteer

committee under a short deadline. This conclusion was reported back to the full Budget Review Committee.

Recommendation: The City should take measures to create a system in which inter-city/town comparisons sought by the Council could be made with some confidence and urge the League of Cities and Towns to consider establishing such a system.

NOTE: Please refer to Data subcommittee reference tables in the Appendices section:

Appendix Data 1 – Montpelier Five (5) Year Financial Data

Appendix Data 2 – Nine City Financial Comparison

Appendix Data 3 – Montpelier Five (5) Year Growth

[END DATA SUBCOMMITTEE REPORT]

Debt/Capital Planning Subcommittee Report

Toni Hartrich and Robert Kasow

The Debt/Capital Planning Subcommittee was formed to examine Montpelier's long term debt and capital planning strategy. Long term debt and capital planning are closely related so in some instances our analysis will look at these issues separately and together. We decided to compare and contrast Montpelier to similar Vermont communities including: Barre, Winooski, Brattleboro, Middlebury, St. Johnsbury and St. Albans.

We employed three techniques to make our comparisons. First, we did comparisons of general fund long term debt using the most recent numbers as of 12/31/2011 from the Vermont Municipal Bond Bank (VMBB) Database. Second, we created a standard list of questions from which we hope to illuminate the similarities and the differences between the communities. Third, we conducted interviews with Montpelier and four of the five other towns (Barre did not respond) to get a little more nuance and understanding of how these communities deal with debt and capital planning.

Montpelier's Debt Management Policy:

"Long-term debt should be issued for the acquisition, construction, or improvement of land, buildings, infrastructure, equipment, public improvements and payment of prior pension liability that cannot be financed from current revenues or other resources. Current year budget appropriations and accumulated reserve funds should be used to minimize the amount of long-term borrowing that is required".

"Total direct debt service (principal and interest) for Government activities (General Fund and other Governmental activities) of the City will not exceed 8.2% of the total budgeted revenues for Governmental Activities."

"Total direct debt service (principal and interest) for the City as a whole (Governmental Activities and Business Activities will not exceed 15% of the total budgeted revenues for the Governmental Activities and the Business Activities (Water Fund, Sewer Fund, Parking Fund)."

Long Term Debt:

As of 9/21/12, Montpelier's total City-wide Debt is **\$24,732,377: or \$3, 148.62 for every resident of Montpelier (based on 2010 population of 7855).**⁴

Where does Montpelier rank among our other six communities? – The Numbers (source: Vermont Municipal Bond Bank as of 12/31/2011 based on data at the time of the latest bond issued by each town).⁵

⁴ This includes a \$3,565,000 pension refunding bond that was issued in 2009 to reduce the cost of the city's pension liability. (Source: Sandy Gallup, Director of Finance)

⁵ Montpelier's figures in the VMBB comparisons do not include most recent bond of \$1,670,000 (800K for Carr lot and 870K for capital needs and fire truck) approved by voters in March. Montpelier voters have also approved \$2,000,000 bond for the district heat plant but the City is not currently using this authority at this time.

Total Long Term Debt per Capita:

Latest Bond Issued:

1. Montpelier	\$2,940 (highest in state)	(2009)
2. Middlebury	\$2,598	(2011)
3. Barre City	\$1,903	(2011)
4. Brattleboro	\$1,814	(2010)
5. <u>STATE AVERAGE</u>	<u>\$753.19</u>	
6. Winooski	\$ 340	(2011)
7. St. Johnsbury	\$ 302	(2011)
8. St. Albans	\$ 292	(2010)

Total Long Term Debt as a percentage of total revenue:

1. Brattleboro	611.20% (highest in state)
2. Middlebury	389.18%
3. Montpelier	254.74%
4. Barre City	182.39%
5. <u>STATE AVERAGE</u>	<u>110.66%</u>
6. St. Albans	53.60%
7. Winooski	53.20%
8. St. Johnsbury	52.92%

Total Long Term Debt as a percentage of AGI (Adjusted Gross Income):

1. Middlebury	19.19%
2. Barre City	18.42%
3. Montpelier	15.60%
4. Brattleboro	12.60%
5. <u>STATE AVERAGE</u>	<u>8.71%</u>
6. Winooski	3.66%
7. St. Johnsbury	2.41%
8. St. Albans	2.10%

Annual Long Term Debt Service as a percentage of total revenue:

1. Brattleboro	28.90%
2. Barre City	23.72%
3. <u>STATE AVERAGE</u>	<u>13.47%</u>
4. Montpelier	10.52%
5. Middlebury	7.50%
6. St. Albans	6.50%
7. Winooski	5.44%
8. St. Johnsbury	2.03%

Annual General Government Debt Service FY 2013 Per Capita (Based on 2010 Population and responses to our 5 town survey)

1. Montpelier	\$107.07
2. Middlebury	\$ 87.10
3. Brattleboro	\$ 62.50
4. St. Albans	\$ 49.94
5. Winooski	\$ 32.73

Montpelier's long term debt ranks relatively high compared to other cities and towns in the state in all the metrics we reported here. The first metric and the last comparison in our study are perhaps the most relevant since they use the most recent numbers for FY 2013.

Montpelier has the highest long term debt per capita among our 5 towns. However, if one consults the Direct Debt Service Ratios sheet established by the Montpelier Capital Funding Committee and included here, the city still has some room to borrow and remain within its established guidelines. In our respective interviews with City Manager Bill Fraser and Finance Director Sandy Gallup and City Councilman Tom Golonka there were some philosophical differences over the issue of adding more long term debt. Fraser and Gallup both seemed comfortable with the prospect of taking on more long term debt as long as it remained within the City's Debt Policy Guidelines. At the City Council meeting of Sept. 12 2012, Fraser presented a draft capital plan (The Infrastructure Challenge – The Next 10 Years) which deals with potential capital and long term needs that, if enacted completely, would put major pressure on annual budgets over the long term and may drive the City's long term debt over the recently established maximum debt levels.

Tom Golonka expressed reservations about adding additional long term debt, noting that the first \$800,000 of revenues collected by the city currently goes to annual debt service and that number stands to rise as the City adds more debt. Tom was concerned that raising the annual debt service would increase the pressure on already tight municipal budgets and leave the municipal budget of Montpelier with increasingly limited options.

Capital Planning and Long Term Debt Policies: Survey and Interviews of five towns/cities.

[See the following comparative chart of five cities that responded to our questions about Capital Planning and Debt with written and verbal responses.]

Five City/Town Comparative Chart- Debt Service

9/23/2012

Measures of Debt Level	Montpelier	Brattleboro	Middlebury	St. Albans City	Winooski
FY13 GF Annual debt service per capita	\$ 107.07	\$ 62.50	\$ 87.10	\$ 49.94	\$ 32.73
GF Tot Long-term Debt per capita	\$ 3,148.62		\$ 2,073.45		\$ 244.91
2010 Census Population	7855	12046	8496	6918	7267
Has CIP	Yes	Yes	Yes	Yes (only had three years)	Yes
Has Debt Schedule	Yes	Yes	Yes	Yes	Yes
Way Fund Capital needs/Equipment					
General Obligation Bonds	Yes 50%	Yes	Yes	Yes	Yes (Firetruck)
Long-term lease/lease to purchase	Yes 2%	Yes	No	Yes	No
Pay as You Go (Appropriation of GF, SF or EF)	Yes 20%	Yes	Yes (includes 2 cent on property tax that is dedicated annually to pay for Fire Equipment)	Yes	Yes Has capital strategy to fund small equipment about \$50K a year
Capital Reserve Fund	No	No	No	Yes(annually reserve \$\$ toward future purchases)	No
Surplus	No	Yes	Yes(rare but Middlebury Coll. Paid 1/2 cost of bridge)	Yes	small use
Grants/ Donations	Yes 28%		Yes (not often)	Yes	Yes (Community Ctr, nature preserve, rec areas)
State/Fed	Yes(included in 28% above)	Yes	Yes	Yes	Yes (Infrastructure)
Annual Long-term Debt Service Cost	\$841,000 GF; \$1,659,000 other funds	\$752,935 GF; \$1,376,196 Other Funds	\$740,000 GF	\$345,479 GF; \$819,123 Other Funds	\$237,843 GF; \$1,164,846 Other Funds
Future Major Project Need	Car lot, Roads, Bike Path, Heat Plant etc.	Police/Fire Building	up to date- even did some work early to take advantage of low interest and low bid costs.	significant deferred maintenance of streets, sidewalks, wastewater treatment, water distribution	trying to lessen emergency situations by replacing items before they fail
Way they will be budgeted and paid for	GO Bonds, etc	GO Bonds	Bonds, etc. Use Public Works Comm Recs.	GO Bond (Wastewater) and	Working on strategy now
Town schedule for replacement, repair, maintenance:		update CIP annually			
Equipment/Fleet	Yes	Yes	Yes	Yes in CIP	Yes in CIP
Roads/Buildings/etc.	Yes	Yes	Yes	No	Yes in CIP
How have handled capital related emergencies and cost overruns and funded them	Added grants, got insurance payouts, delayed projects	They change CIP order if something happens, use fund balance if needed	The Public Works Comm./Town Council may change CIP and pay as you go priorities to deal with problems	Have been able to tap reserve funds for emergencies and cost overruns. Capital plan items reduced in budget- primarily police	Issue with State Audit of TIF is still to be resolved.
Have they reduced, postponed, or eliminated budgeted items, examples	Yes			Used combination of bonds and budget changes to deal with this	

Note : there is a bond issue of \$1.67 mil that Montpelier has issued in FY13 for \$800K Car lot and \$870K Cap needs and fire truck. Also have \$2 million approved Heat Plant bond authority but not using this bond authority at this point. The FY 13 \$1.67 million VMBB bond issued in FY13 is not in the VMBB database yet and so is not in the VMBB measures included in the text.

Similarities and differences between these Towns/Cities:

Like most of our sample communities Montpelier has a Capital Improvement Plan (CIP) and an Equipment Replacement Plan. But there are philosophical, budgetary and procedural differences between the towns that became apparent in our interviews with them.

- Montpelier:** Montpelier has a 6 year CIP and a 5 year Equipment Replacement Plan. CIP calls for increased spending over the next few years over current levels primarily to “catch up” on the repair and maintenance of Montpelier’s roads. This state of affairs occurred because of a combination, as Bill Fraser suggested in our interview, of years of deferred maintenance and a number of emergencies (which occurred mostly because

of extreme weather or catastrophic failures and in areas for which the Department of Public Works is responsible). The result has been that funds have been taken disproportionately from Department of Public Works budgeted projects, thereby exacerbating the situation by further delaying scheduled maintenance and repairs.

- **Middlebury:** Middlebury has a number of interesting ideas. With regard to financing fire equipment, the city devotes 2 cents on the tax rate to purchasing fire equipment. This allows for consistent budgeting and management of expectations. Also, Middlebury has established a Public Works Committee that includes the City Manager, department heads, several select board members and a few residents. This committee establishes capital project priorities and funds can be moved, if need be with the approval of the select board, from another part of the budget to provide the necessary funding balance. A recent major capital expenditure in Middlebury was the building of a new bridge. The cost of the bridge was split between Middlebury College (a non-profit) and the city to the benefit of both and saving the taxpayers some money. The town currently has no major capital planning crises because they have adhered to their capital plan and maintenance schedules and have not fallen behind. **This successful execution allows Middlebury to exploit today's low interest rates and be proactive in dealing with capital planning.**
- **Winooski:** Winooski maintains a five year Capital Plan but only funds one year at a time. To quote the City Manager, "We are trying to get out of the rut of fixing broken things and dealing with emergencies". Winooski also has a capital reserve strategy "to assure their ability to replace smaller equipment- typically under \$50K." She adds, "We are trying hard to avoid emergencies with a plan to replace items before they fail. We work hard to minimize the risk of catastrophic failure. We have an inventory of where we are at risk – **largely in roads and sidewalks as this is the easiest – not the wisest – item to cut in a pinch.**"
- **St. Albans:** St. Alban's City Manager responds: "We have an annual CIP planning process that begins in the fall and involves Department Heads and the City Manager in preparing the first draft. The draft is reviewed by the Finance Committee (Council Subcommittee) and Planning Commission (for conformance to the City Plan). Our capital budget involves a combination of reserving funds for purchase in future years, debt service, or a combination of the two." Additionally, "We have been able to tap funds for emergencies or cost overruns. **Capital plan items have been reduced in the budget, primarily in police.**"
- **Brattleboro:** Brattleboro has a methodical capital plan updated yearly to adapt to changing environment and needs. Police, fire and DPW develop their own equipment replacement plans. They try to coordinate plans among departments to achieve efficiencies when doing projects.

Recommendations:

A. Make the Capital Plan a top priority in the budget.

- i. We recommend that the state of the city's infrastructure be raised as a top budget priority and that the 6 year Capital Improvement Plan be adhered to as closely as possible. . After our interviews with Bill Fraser and Sandy Gallup it was clear to us the monies for emergencies and other urgent needs were disproportionately taken from the

Department of Public Works over a period of years. This may partially explain why our roads and sidewalks look the way they do. In order to catch up and to create a better mixture of maintenance, repair and replacement, other departments and programs should also be considered as a source of emergency funds when these situations arise and a re-balancing of our spending should be considered with all aspects of the budget on the table.

B. Look for savings throughout the budget.

Given the scope of the work to be done on our infrastructure in the future, additional bonding may be necessary. We recommend that the council look for savings in the current budget to offset the cost of new bonds that would otherwise raise the annual debt service, taxes and the overall budget. Any monies saved could be re-directed to our most urgent needs like fixing our neglected infrastructure and reducing the amount of borrowing the city ultimately has to do. Additionally, we recommend not taking money from normal maintenance or repair of roads to fund any new projects or to pay for emergencies because over the long run it costs more to do so.

C. Implement the following Matrix Report recommendation.

The Matrix report says “Greater detail should be provided regarding the specific funding source for each capital program” and recommends that “The City provide data demonstrating the impact on capital expenditures for the adopted CIP and Equipment Replacement Program on the operating budget”.

We agree. **If the general public was aware of the benefit of the costs of maintenance as compared to waiting for things to fall into disrepair then perhaps our Capital Improvement Plan would become a publicly supported high priority, fully funded and executed.**

D. Create a Public Works Committee

In Middlebury, they have a committee comprised of department heads, the town manager, several select board members and some residents to decide on capital expenditure priorities. This committee allows the other department heads in the city to see what is truly needed and move their resources around based on those needs. It also alleviates the insularity that often exists between departments. Instead of lobbying for the biggest share possible for their departments, managers get to see the broader needs of the community and might be willing to give and take their share from year to year depending on the circumstances to benefit the community at large. This type of committee also empowers a broader spectrum of the community by decentralizing the decision making, which can create more open and less closely held control of the decisions regarding how money is spent on Public Works. Perhaps if something similar was established in Montpelier, resources could be moved thoughtfully to where the City’s urgent needs truly lie while fostering a shared community spirit of sacrifice and unity.

See Appendices section for additional Debt/Capital Planning information (Appendix Debt 1 – Debt 2)

[END DEBT/CAPITAL PLANNING SUBCOMMITTEE REPORT]

Health Benefits Subcommittee Report

Jane Kast and Nolan Langweil

The City of Montpelier offers a health benefits package similar to other comparable cities in Vermont. Keep in mind, insurance premiums costs are the result of not just the benefit package offered but also the overall loss experience of the insurance pool.

Health Benefits Comparison					
City	FTE's	Medical Insurance Budget (2012)	Deductible / Coinsurance		Other Information
			Individual	Family	
Montpelier	101	\$1,043,201	\$4,000	\$8,000	- City pays first \$3,500 (for individual) and \$7,000 (for family towards deductible). - Employer share = 95% (Individual), 80% (two person). - \$2,125 per year for employees who wish to "opt out"
Barre City	90	\$1,031,000	<i>Standard HDHP plan</i> \$1,500 \$3,000 or <i>Coinsurance type plan</i> City pays 80% Employee pays 20%		- \$3,000 per year for employees who wish to "opt out". - City pays approx. 95% of premium (depending on union contract). - Employees pay 100% of deductible.
Brattleboro	138	\$1,492,200	In-Network \$1,500 Out-of-Network \$3,000	In-Network \$3,000 Out-of-Network \$6,000	- Town pays 100% of premium and 50% of in-network deductible.
Hartford	80	Approx. \$1,00,000	\$7,500	\$18,750	- City pays 100% of the premium. - Employees pay \$1,375 towards deductible annually. - \$1,000 per year for employees who wish to "opt out".

Rising health care costs continue to burden both public and private employers (and their employees) continually applying pressures on budgets and bottom lines. The City of Montpelier, like many other employers has tried to address this by adjusting the benefit package at least five times in the last ten years.

2001 -The city paid 100% of health insurance premiums for a single-person plan, and 85% for two-person and family plans.

2004 - The city increased premium cost sharing for two-person and family plans from 85% to 82.5% (meaning the employees share of the premium increased from 15% to 17.5%)

2007 - The city switched from Blue Cross Blue Shield of Vermont (BCBSVT) to CIGNA. The city also increased premium costs-sharing to 95% for a single person plan and 80% for two-person and family plans.

2010 – The city switched to a CIGNA high deductible health plan (HDHP) with deductibles of 3,000 for individuals and \$6,000 for families. The city also provided health reimbursement

accounts (HRA) to cover the majority the high deductible costs. The city continued to pay approximately 95% of the premium for single and 80% for two-person and family plans (includes HRA funding).

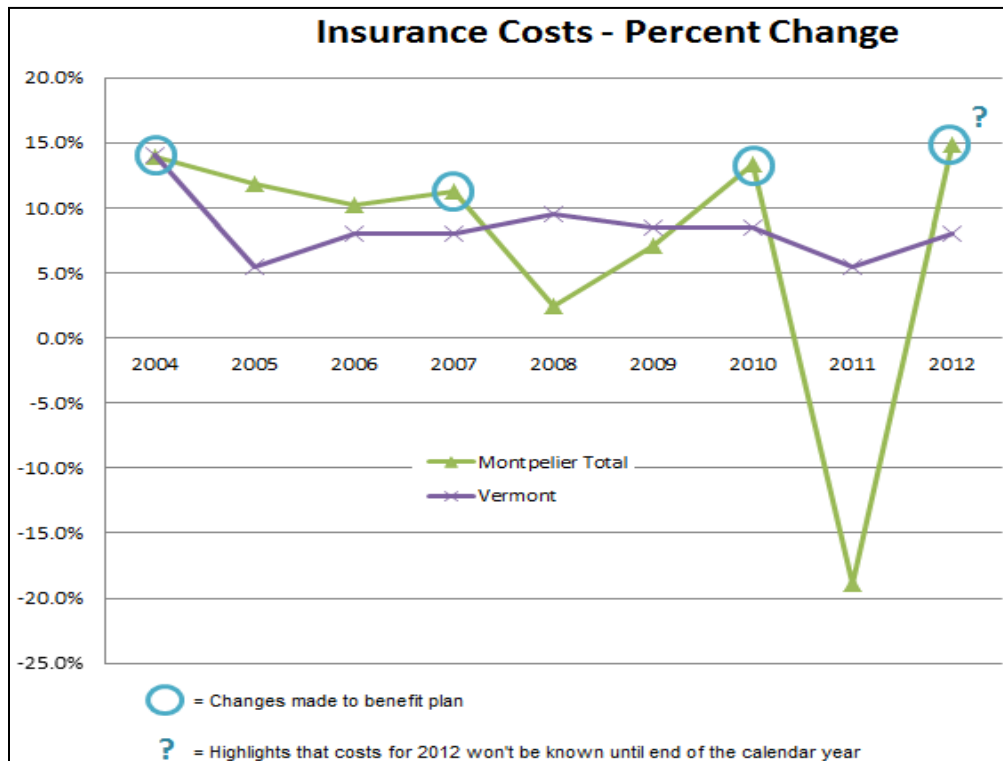
2012 - Although the changes made in 2010 saved the city \$190,000 it still faced an additional 20% premium increase in 2011. As a result, the city made further changes in 2012 switching to a BCBSVT high deductible health plan (HDHP) with deductibles of \$4,000 for individuals and \$8,000 for families with an HRA to assist in covering the cost of the high deductibles. The HRA covers up to \$3,500 for individuals and \$7,000 for families and the beneficiaries can roll-over up to 10% of their unused HRA for the following year. In budgeting for this the city assumed a 65% usage rate of the HRA (in that not everyone would use the all of their HRA). The city continues to pay approximately 95% of the premium for single and 80% for two-person and family plans (includes HRA funding). Employees can choose to opt-out of the health insurance coverage and receive \$2,125/year (paid incrementally through the bi-weekly payroll). NOTE: At this time it is not yet known what the total 2012 health costs will be until the end of calendar year 2012. The city projected a 1% cost above 2011 when it made its decision to move to this plan.

The chart below is a summary of the annual rates and cost sharing for the city's 2012 health plan.

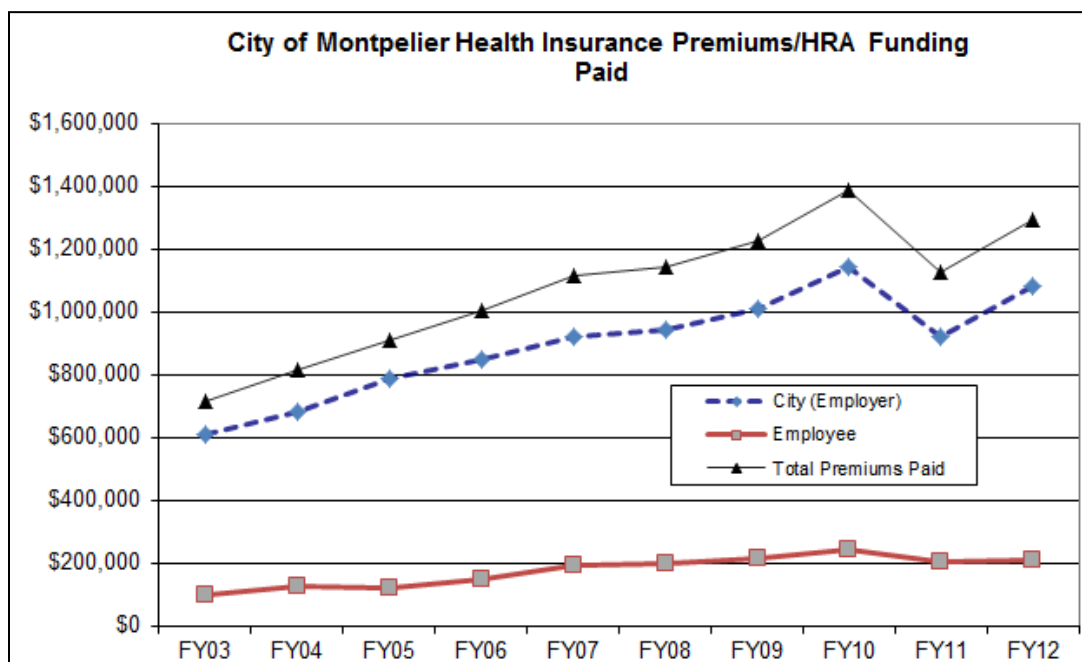
CDHD Comp Blue High Deductible Plan w/Employer Funded Health Reimbursement Arrangement (HRA)				
Plan Type	Total Monthly Rate 2012	Total Annual Rate 2012 (inc. HRA)	Per Pay Period - City	Per Pay Period - Employee Rate
<u>Single-One Person (HRA funding level \$3,500, max out of pocket \$4,000)</u>	\$400.74	\$8,308.88	\$303.59	<u>\$15.98</u>
<u>Two Persons (HRA funding level \$7,000, max out of pocket \$8000)</u>	\$668.92	\$15,027.04	\$462.37	<u>\$115.59</u>
<u>Family (HRA funding level \$7,000, max out of pocket \$8000)</u>	\$1,032.96	\$19,395.52	\$596.79	<u>\$149.20</u>

[Continued next page]

The following graph looks at changes in premiums between 2004 and 2012 taking into account the aforementioned changes.



The following chart looks at premiums dollars paid between 2004 and 2012 again taking into account the aforementioned changes. Again, 2012 costs won't be known until the end of calendar year 2012.



Conclusions:

Currently, health care costs make up approximately 9% of the municipal budget.⁶ With average annual premium increases of 8.5%, the city is facing an escalating fiscal burden. Health benefits are negotiated as part of the overall union contract, usually in conjunction with wages and other benefits, such as retirement, and as such are part of a broader discussion. Short of reducing staff, the only major tools towns (and other employers alike) have in addressing their exposure to rising health care costs are to reduce the benefit package and increase cost-sharing.

Recommendation:

That being said, it will be important for those in city governance to continue to find ways of offsetting foreseeable yearly increases in health care costs. At some future point Green Mountain Care may offer more affordable solutions, however, that is unlikely to happen before 2017.

[END HEALTH BENEFITS SUBCOMMITTEE REPORT]

⁶ This number is derived by comparing the city's share of employee medical costs (approximately \$1 million) with the city's total general fund expenditure of \$10,862,379 (for 2012).

Matrix Subcommittee Report

Jean Olson and Justin Turcotte

Background

The Matrix Consulting Group was selected by the City of Montpelier in February 2011 to conduct a Management Assessment for all municipal operations. Their study was designed to provide an overall assessment of the efficiency and effectiveness of City operations, identifying strengths and improvement opportunities relating to organization, staffing and management. They submitted their report in June 2011. There are references to the Matrix report throughout this document as a number of subcommittees read the report as part of their research process.

The Matrix report included 79 recommendations which are compiled with a description of methodology, their assessment of City strengths and a summary of recommendations with a status update from the City Manager as of July 2012 in the Appendix to this report:

Matrix Recommendations by Department	
Name of Department / Area of City Government	Number of Recommendations
1. Dept of Public Works	17
2. Finance	16
3. Planning	12
4. Police	9
5. City clerk/ Treasurer	8
6. Fire	5
7. Assessor	4
8. Cemetery	2
8. City Manager	2
8. Community Justice	2
8. Parks / Trees	2
Entity Responsible to Implement Recommendations	
Department head	61
City Manager	25
City Council	5
Note: At times multiple parties were identified as responsible to implement recommendations.	

Recommendation #1: Refer to the Appendix to read the City's Status Update on Recommendations to review which recommendations have been accomplished and which are outstanding.

Recommendation #2: View City and staff responses to the Matrix report by going to Montpelier-vt.org. Click "View City Meetings" in left hand menu. Then, go to upper right hand box and click "City Council." When the list of meetings appears, click on August 10, 2011 to see the agenda. Click on "Matrix Recommendations" to hear responses from City

departments. City Council agendas included responses to the Matrix report through their October 12, 2011 meeting.

Note: See Appendices section for Matrix Final Report (Summary) with Management Status Update July 2012 (Appendix Matrix 1).

[END MATRIX SUBCOMMITTEE REPORT]

Planning Subcommittee Report

Jane Kast and Jean Olson

Process:

The Planning Subcommittee reviewed the 2011 Matrix Report as its starting point to understand both the roles and responsibilities of the Montpelier Planning Department as well as the Matrix recommendations for this department. The subcommittee then compared five Vermont municipal planning departments with Montpelier to get a snapshot of staffing, roles and responsibilities and costs. These include: Barre City, Hartford, Middlebury, St. Albans and St. Johnsbury. Members of the subcommittee contacted these municipalities and the Montpelier Planning Department by telephone and email as well as meeting in person with Planning Director, Gwen Hallsmith, in Montpelier. Comparative staffing data from the Vermont League of Cities and Towns 2011 Vermont Municipal Compensation Report is also used in this subcommittee report.

The five municipalities were selected with an eye to population and potential for similar planning issues. While noting the difficulty of an exact apples-to-apples comparison, this committee sought to develop key questions that would elicit information pertaining to scale of staff and budgets as well as the scope of work and responsibilities. It is the intention that this information will provide a lens through which Montpelier can critically review our Planning Department to consider ways to maximize efficient focus on core functions as well as optimize the use of tax dollars. This report reviews and analyzes the Planning Department from the expense side only.

With sincere appreciation for their time, these are the key contacts for each municipality:

Barre City: Mike Miller, Director Permitting, Planning & Inspection Services
Hartford: Lorie Hirshfield, Director of Planning
Middlebury: Kathleen Ramsay, Assistant Town Manager
Montpelier: Gwendolyn Hallsmith, Director of Planning & Community Development
St. Albans: Chip Sawyer, Director of Planning & Development
St. Johnsbury: Dawn McPhee, Special Assistant to Town Manager

Description of Montpelier Planning Department:

As stated in the Matrix Report, the Planning Department is generally responsible for the planning and implementation of community planning, zoning and community development activities. The Department is responsible for all land development regulatory processes including zoning, subdivision and design review and staffing and supporting several committees. In addition to these core functions, the Department is also actively involved in many special projects. Some of the more notable and time intensive projects include envision Montpelier, the District Energy project, the Multimodal Transit project, the Food Systems Council, and various other efforts.

Planning & Development Director Gwen Hallsmith noted her disagreement with the Matrix characterization of *"special projects that fall outside what would typically be found in a municipal Planning Department for a community the size of Montpelier."* Hallsmith considers all work in the department to be core functions. This difference in perspective is especially

important to understand when reading the recommendations at the end of this report. She also noted that her department is the official Community Development Agency (CDA) for the city. She pointed out that this structure is not all that common as often there is an external organization supported, in part, by funding from city government. An example exists in Barre where there is the Barre Area Development. In Middlebury, it is the Addison County Economic Development Corporation.

Because of the many variations, this subcommittee was not able, in the time available, to go into depth to compare the different models of economic development. We suggest this report raises many questions and recommend this area for future study. Briefly, we learned that Montpelier primarily handles economic development through the Planning Department. Short descriptions of other communities, which appear to utilize planning department as well as contract services, are listed in the section below.

The Montpelier City Manager considers its Planning & Zoning Director as 0.5 in the area of community development, along with a Community Development Specialist at 1.0 FTE and 0.33 admin for a total of 1.83 FTE in the Planning Department dedicated to community development. A local nonprofit organization, Montpelier Alive, receives a grant of \$20,000 to “enhance the quality of life” for citizens and visitors to Montpelier. In a recent Times Argus article regarding First Night, the director of Montpelier Alive was quoted as saying they are focusing on economic development as a priority.

In the Montpelier Planning & Development Department, there were 4.45 FTE in 2007 and 4.5 FTE in FY13, plus two VISTA Volunteers. The Montpelier Planning Department budget has increased from \$313,797 in 2007 to \$411,982 budgeted for FY13. This represents a 31.3% increase in seven years, or an average of 4.5% per year.

Key Questions:

Key questions are intended to focus responses and yet not force language and descriptions to fit expectations that may not be valid. This report, using both charts and narrative, is an attempt to balance and expose nuances that help with understanding the planning picture in Vermont among these communities.

The key questions posed to the six municipalities were:

- How many staff in your Planning, Zoning, Economic Development office? (See Attachment 1)
- What is your current budget for these functions? (See Exhibit 1)
- What are the core functions for this office? (See Exhibit 1)
- What special projects is your Planning Department involved with? (See Exhibit 1)
- How many committees does your Planning Dept staff? (See Exhibit 1)
- How do you handle community and economic development work?
- Have there been any changes in your Planning Dept over the past 5 years?
- Web/GIS: Are these functions housed in Planning or elsewhere? How much staff time? Are these functions together or separate?
- Planning Consultants: How many do you contract with per year? What is your budget for this?
- Do you have any full or part-time volunteers working in the Planning Department?

Notes from Each Community:

Much of the information gleaned through the use of key questions is adaptable to charts. Some is not and the following section contains narrative comments from each community in response to key questions.

How do you handle community and economic development work?

- **Barre City:** They budgeted \$48,250 FY13 for Barre Area Development and \$33,000 for the Barre Partnership. Barre has not had a dedicated economic development/community development department or staff for almost 20 years. Their Planning & Zoning Director and the City Manager do most of this work.
- **Hartford:** A lot of grant and development work is done within the Planning Department. They also contract out some grant work, such as for transportation enhancement grants.
- **Middlebury:** Community and economic development work is handled in the Planning Department, where they have 0.20 FTE allocated for grant writing. However, this has been a challenge, so the town recently initiated a dialogue with their Regional Planning Commission to administer some grants on a fee-for-service basis.
- In another area of economic development, **Middlebury** supports the Better Middlebury Partnership with \$25,000 per year for marketing the downtown. In addition, Middlebury is launching a new Business Development initiative. That effort will have one FTE to recruit new business and investment in Middlebury.
- **Montpelier:** See description above.
- **St. Albans:** All development and grant work is done by their Planning Department.
- **St. Johnsbury:** Development work is done by the Assistant to the Town Manager and the Selectboard.

Have there been any changes in your Planning Department over the past 5 years?

- **Barre City:** Planning Director, Mike Miller, advised Barre City to combine Planning & Zoning with Building & Housing for a total of three positions plus .5 FTE clerical in the Planning Department. Prior to three and one-half years ago these were separate departments. In joining the two, city residents enjoy the benefit of greater efficiency in permit processing. The Planning Department's goal is to issue permits on the spot.
- **Hartford:** No changes in the department.
- **Middlebury:** Added approximately 10 hours per week. Changed secretarial position to Zoning Administrator.
- **Montpelier:** As of January 2012, the Building Inspector is housed in the Planning Department and budgeted separately.
- **St. Albans:** There has been a complete turnover in staff during the past year. They are currently focused on beautifying public space and utilizing any possible tool for economic development. They were recently awarded a federal TIGER grant of \$1.3m, received a TIF designation (Tax Increment Financing), and are developing form-based code for the city core.
- **St. Johnsbury:** St. Johnsbury has no Planning Department. The half-time Zoning Administrator position was cut during a budget crunch a few years ago and those duties are now handled by the Town Manager. Planning functions are wrapped into the

salaries of the Town Manager and the special assistant to the Town Manager. The special assistant to the Town Manager staffs the Planning Commission in approximately 5 – 10 hours per month. She also attends Planning Commission meetings.

Web/GIS: Are these functions housed in Planning or elsewhere? How much staff time? Are they together or separate?

- **Barre City:** According to Mr. Miller, the Barre City website is in need of an update. They hope to outsource this function to a web design company. GIS is handled through a contract with Cartographics Association. They provide tax map updates in addition to providing access to a basic online mapping program that is public. The cost of this contract is less than \$5,000 per year. Mr. Miller indicates they believe this expenditure provides excellent value.
- **Hartford:** The city has a web site and each department maintains its own web page. There is no specific staff allocation for this function. The Zoning Administrator works with the GIS software most often for the purpose of land use planning. An estimated one hour per week is spent on these activities.
- **Middlebury:** Web/GIS functions are housed in the Planning/Zoning Department. They spend between 10% and 15% of their time on GIS work, either for permitting purposes or other long term planning projects. The Public Works Department also has some GIS exposure though the Planning/Zoning administrator was not sure of the time involved for PWD.
- **Montpelier:** Web/GIS functions are housed in the Planning Department. This work is handled by a .5FTE, along with E-911 work.
- **St. Johnsbury:** Web functions are outsourced, though town employees can post documents or short notices. The Special Assistant is among those who do this. There are no staff who work with GIS although they are thinking of hiring for this area.

Zoning Permits: How many zoning permits do you issue each year?

- **Barre City:** Issues five types of permits, mostly zoning and electrical, in the 350 to 400 permits per year range.
- **Hartford:** Considers zoning and building permits as the same thing and issues 350 permits per year. They issue about 40 permits per year that require public hearings.
- **Middlebury:** The number of zoning permits varies with the last five years ranging from 115 permits in 2009 to 148 in 2010 and 2011. These numbers include sign permits, work in the public right of way, residential additions to major commercial developments, etc.
- **Montpelier:** The number of permits over the past five years ranges from 176 in 2008 to 140 in 2011. These numbers range from a simple deck that would be issued the same day as an application to a more complex development process that takes a month to complete.
- **St. Johnsbury:** About one permit per week (approximately 50 per year). The low volume was one reason the town decided to eliminate the half-time zoning administrator position.

Planning Consultants: How many do you contract with each year? What is your budget for this?

- **Barre City:** The Planning Department uses a number of consultants as project managers for individual projects. Most projects are grant funded and consulting costs are built in to the grant.
- **Hartford:** For core functions such as regional planning Hartford contracts about one per year. For special projects they contract with five or six consultants. The budget for these is generally grant funded. Hartford allocates \$2,000 - \$3,000 each year from their Planning budget.
- **Middlebury:** In the past four years Middlebury has contracted with one planning consultant. Middlebury has an experienced Town Planner who has worked with Middlebury for over 30 years and has worked in the planning field longer than that. There is no budget line item for planning consultants.
- **Montpelier:** Montpelier has no budget for consultants. When grants require consultants, Montpelier contracts with the Central Vermont Regional Planning Commission to do the planning work.
- **St. Johnsbury:** St. Johnsbury does not ordinarily hire consultants to help with planning projects. They recently hired an attorney to do a major rewrite of the town zoning regulations at a cost of \$15,000 for the entire project, which the town thinks is a good deal.

Do you have any full or part-time volunteers working in the Planning Department?

- **Barre City:** None, because there could be implications for various unions.
- **Hartford:** None. Last year there was an unpaid intern working on a specific project. That person then became eligible to be paid through grant funds.
- **Middlebury:** None.
- **Montpelier:** Two VISTA volunteers working in the Planning Department on a three-year contract with AmeriCorps. This is currently the last year of the second three-year contract. They are paid \$10,000 for two FTE.
- **St. Johnsbury:** None.

Analysis:

As is the case with other municipal departments, it is difficult to get precise apples to apples comparisons. In particular there are various configurations of municipal staff and outside contracts focused on both community planning and economic development. Recognizing this challenge, the committee did its best to understand the information we received. This section will highlight several key themes which arose during the research, using information forwarded by the municipalities.

Populations range from 6918 to 9952. Montpelier's population of 7855 is 5.5% less than the comparison cohort average of 8313. The Planning Department budgets range from \$0 in St. Johnsbury to \$359,940 in Hartford. Using the budget figures for the five comparison communities with Planning Departments, the average Planning FY13 budget is \$246,197. These figures include municipal staff and do not include personnel benefits. Montpelier's budget at \$324,829 is 32% higher than the average of the five selected communities. It is important to note that this figure does not take into account the cost of any outside contracts.

Per capita budget figures, counting only municipal staff and not their personnel benefits, range from \$17.99 in Middlebury to \$41.35 in Montpelier. Using the per capita rate for the five

communities with Planning Departments, the average is \$29.03. Montpelier's per capita rate is 42% higher than the average.

Planning Department municipal staffing ranges from .5 FTE in St. Johnsbury to 4.5 FTE in Montpelier, plus Montpelier employs two VISTA volunteers. According to the VLCT 2011 Vermont Municipal Compensation Report, Barre City is the only municipality listed with a Building Inspector in the Planning Department budget. Montpelier moved its Building Inspector into the Planning Department in January 2012, which increases FTE staff from 4.5 to 5.5, but the Building Inspector's salary and benefits of \$87,287 are listed separately for FY13. If that salary, minus benefits, were included in the Montpelier budget to create a more accurate comparison with Barre City, the difference would be Barre City at 3.5 FTE with a budget of \$211,403 and Montpelier at 5.5 FTE with a budget of \$392,331. Montpelier's budget then is \$180,928, or 86%, higher than Barre, with two additional FTE. (While this report does not include a detailed comparison of the costs of outside contracts, in this case we note that Barre budgeted \$81,250 FY13 for two contracts with Barre Area Development and Barre Partnership, with the result that Montpelier's budget is approximately \$100,000 higher when outside contracts are considered).

Using Planning Department municipal staffing numbers from the five communities with staff (not including the two VISTA volunteers or the Building Inspector in Montpelier) the average staff FTE is 3.6. Montpelier, at 4.5, is above the average FTE. When the Building Inspector is included, making a more accurate comparison with Barre City which includes its Building Inspector, Montpelier, at 5.5 FT, is above the average FTE by 53%.

The number of committees staffed by Planning Department staff varies within the six communities from two in Barre City to 12 in Montpelier. The average of the five communities, with the exception of Montpelier, is 3.4 committees. Montpelier staffs more than three times the average number.

To address shortcomings in this subcommittee report, according to Planning & Development Director Gwen Hallsmith, this analysis would be more complete if planning and community development functions were considered separately and if outside contract fees were included. These concerns should be addressed with future study.

See Planning Departments by Town comparison following (Exhibit 1):

Planning Departments by Town							Exhibit 1
	Barre City	Hartford	Middlebury	Montpelier	St Albans	St Johnsbury	
Population (2010)	9052	9952	8496	7855	6918	7603	
Budget Planning Dept FY13*	211403	359940	152,855	324829	181958	0	
Budget per capita	<u>\$23.35</u>	<u>\$36.17</u>	<u>\$17.99</u>	<u>\$41.35</u>	<u>\$26.30</u>	<u>0</u>	
*Budgets include municipal staff only (minus benefits) and do not include outside agencies, other departments or consultants.							
See responses to Key Questions for further descriptions about roles and outside contracts.							
Municipal Staffing	Barre City	Hartford	Middlebury	Montpelier	St Albans	St Johnsbury	
	3.5	4	2.5	4.5	3.5	0.5	
Planning Dir	1	1	1	1	1		
Zoning Admin		1	1	1	1		
Comm Dev Spec				1			
Planning/Zon Ass't			0.25	1			0.5
Web/GIS			0.25	0.5			
VISTA Volunteers				2*			
Building Inspector	1			1**			
Permit Admin	1						
Clerical	0.5	1			1		
General Planner		1					
Downtown Prog Coord					0.5		
* 2 VISTA Volunteers are paid \$10,000. Not included in FTE.							
** VLCT 2011 lists 9 towns with Building Inspectors. Montpelier moved BI into Planning Dept. Jan. 2012							
Not counted in Montpelier FTE or budget total. Separate budget for BI.							
Committees Staffed	2	5	4	12	3	3	
Core Functions as Described by Towns	Barre City	Hartford	Middlebury	Montpelier	St Albans	St Johnsbury	
Permitting	x	x	x	x	x	x	
Building Inspection	x						
Health/Housing complaints	x						
Land use planning	x	x	x	x	x		
Grant writing/prog mgmt	x	x	x	x			
Regs writing		x		x			x
Master Plan/zoning update	x	x	x	x	x		x
Econ Development					x		x
Tax increment funding (TIF)					x		
Historic Design Control				x			
Floodplain Mgmt/CRS				x			
Compliance/public education		x		x			
Web/soc media				x			
GIS				x			
Special Projects as Described by Towns	Barre City	Hartford	Middlebury	Montpelier	St Albans	St Johnsbury	
City Place	x						
Downtown Plans	x	x					
Nelson St Hydro Proj	x						
5 pgs of projects	x						
Growth Center desig		x		x			
TIF	x	x					
Regulation re-writes		x					x
Irene Recovery		x					
Downton housing proj			x				
Web/soc media					x		
Ad hoc w/state/fed funding					x		
Grantwriting/mgmt					x		
District Energy Project				x*			
Multimodal Transit				x*			
enVision Montpelier				x*			
Food Systems Council				x*			
Various Others				x*			
*Matrix lists as Special Project							

Recommendations:

- 1. The City Manager, Planning Director and City Council should complete the Matrix recommendation to hold a work session to review Planning Department services and then establish priorities prior to allocating necessary resources. City Council should consider the Matrix finding (Appendix Matrix 1; 10.2(3)) that the heavy emphasis on special projects diverts attention from core planning functions.**

"The project team would recommend, prior to making any increases in staffing levels, that the City Manager and Planning Director undertake a Planning work session with the City Council to discuss the level of effort and time resources allocated to these special projects. The Council should be responsible for establishing the commitment of the City to conduct these special projects/efforts, establishing the relative priority of these activities, and setting parameters for staff time and resources to be dedicated to them. From this effort, the City Planning Director should develop an annual work plan setting forth the core services to be provided and the identification of special projects (and associated resources – staff or external) that will be supported by the Planning Department." (Matrix Report, pg. 87)

This Matrix recommendation remains incomplete and that is of concern to the subcommittee. It states in the Matrix Status Update 10.2 (3) that the Planning Department's annual work plan for FY13 was completed without this review (see Appendix Matrix 1); it is noted as high priority.

- 2. Following a work session with the City Manager and the Planning Director, City Council should establish the commitment of the City to conduct special projects, establish a process and procedure (including the Council's approval of individual Project Charters) for formalizing the city's commitment of resources as well as their relative priority, including establishing parameters for staff time and resources to be dedicated to them. (Appendix Matrix 1; 10.2 (3))**

While commending the Planning Department for certain aspects of their work, Matrix also noted:

"However, in this Department, more than any other in the City, there have been many "special projects" and efforts assigned to (or assumed by) staff that fall outside what would typically be found in a municipal Planning Department for a community the size of Montpelier. This special project (sic) all have value and importance to the community, but the project team has noted that they divert significant resources and focus away from the core services provided – with a noticeable impact on both staff and the attention given to these services. The long-term focus of the department cannot continue, if the City wishes to provide a high level of services on "core planning functions" without either a reduction in the number and time spent on special projects or an increase in staff." (Matrix Report, p.87)

This recommendation highlights the Matrix focus on decision-making at the City Council level, with staff input. Coming out of the Matrix concern that time spent on special projects diminishes the effectiveness of efforts on core planning functions, is an emphasis that the City Council is responsible to determine which projects are core as well as which projects to fund and conduct.

- 3. Given the concerns stated in the Matrix report about the noticeable impact on both staff and attention to services resulting from the Planning Department's focus away from core services, as well as the employee responses noted below, the City Council**

and the City Manager should identify core functions and how they will be addressed in the Planning Department's annual work plan.

In the Summary of the Employee Survey section of the Matrix report, the consultants noted that 84% of employee responses received were positive (i.e., either 'strongly agree' or 'agree').

"With the exception of the Planning & Development Department, all departments had over 80% positive responses. In the Planning & Development Department, 55% of responses were positive." (Matrix Report, p.221)

This marked discrepancy, in conjunction with the concerns described in the other Recommendations, highlight and emphasize the importance of the subcommittee's recommendation that City Council and the City Manager be involved in establishing and approving the Planning Department's annual work plan before approving its budget.

- 4. As part of establishing its annual priorities, the City Council should also consider when and how other organizations can appropriately initiate and implement projects now initiated by the City Planning Department.**

The Planning subcommittee agrees with helping all citizens within the community. This recommendation is intended to urge City Council to consider all possible sources of that support. We urge City Council to continually ask the question "is there someone else offering this service?" in order to avoid any duplication of services. This kind of strategic planning has become crucial for government and all nonprofits as funding dollars are stretched. Food sustainability, time banks, neighborhood organizing and others are all worthwhile efforts that are, and can be, addressed by local and regional nonprofits.

- 5. With the discussion of hiring a new full-time assistant City Manager to replace the part-time Assistant City Manager position, the City Council should consider whether both the planning and development functions should be housed in the same department. The community development position now in the Planning and Community Development office could be moved to the City Manager's office, supervised by a full-time Assistant City Manager, or directly by the City Manager.**

A major portion of the work done by the Planning and Community Development office relates to community and economic development. This includes grant writing, grant management, promoting Montpelier businesses, helping with community projects, administering housing programs, and working on special projects like the biomass heating plant. According to the City Manager, if you leave aside the Building Inspector, half the department's work pertains to planning and zoning and half involves community and economic development work.

According to the City Manager, concerns have been expressed in the past as to whether these divergent planning and development duties should be housed in the same department. One portion of the department (zoning, building permits, etc.) is regulating development, while the other portion is promoting and working on developments, creating potential conflicts of interest, or the appearance of a potential for a conflict of interest, and thereby undermines public confidence in the Department's impartiality. Splitting up the department and bringing the economic development work into the City Manager's office has been considered more than once, according to the City Manager, but never acted

upon, in part due to concerns it might require hiring more employees – specifically two department heads, one for planning and zoning and one for economic development.

6. In the 2009 National Citizen Survey, 67% of Montpelier citizens interviewed cited the city's economic development services as "poor" or "fair" (Figure 29). Based on these responses, as well as information gathered during the process of this study, the committee highly recommends these areas for future study as soon as feasible:

- Economic Development: Policy, Staffing, Management, and Implementation
- Revenue Responsibilities of the Planning Department: Policy Management and Implementation
- Grant Writing: Oversight and Management

[END PLANNING SUBCOMMITTEE REPORT]

Public Safety Subcommittee Report

Bob Gross, David Gorges, Jeff Francis and Mike Quaranta

The Subcommittee convened in a series of meetings to discuss the operations and expenditures associated with the delivery of public safety services in Montpelier. We brought to the analysis our collective experiences as observant citizens and taxpayers in the City of Montpelier. In addition, two of us have extensive experience as public sector managers - albeit outside the public safety realm, one of us is a Certified Public Accountant and one of us is a former Montpelier firefighter with 22 years as a full-time employee and 6 years as a call firefighter for the Montpelier Fire Department.

We begin our report by noting that the City of Montpelier seems well-served by its public safety services.

Our examination considered police, fire, ambulance and dispatch functions. Our first and more in- depth examination centered on the fire and ambulance services and time did not allow for a similar review of police services. Therefore, we believe that a review of operational efficiency and effectiveness of the police department in the near future is in order.

As non-experts in these areas (the exception being the member with fire and ambulance experience noted above) we relied on information provided to us by the responsible department heads and representatives of similar departments in other locales.

We also reviewed the recommendations of the Matrix Report and have included certain recommendations from that report herein.

We met on one occasion with the Police Chief and on two occasions with the Fire Chief. At our second meeting with the Fire Chief, two other senior members of the Fire Department, Lieutenants Billy Clifford and Douglas Jasmin, participated.

In our meetings with department heads, our purpose was to better understand public safety operations and budgetary practices and to develop observations and recommendations. We were very interested in hearing recommendations for finding operating efficiencies from the department heads themselves.

In an effort to better understand the relative costs of service delivery in Montpelier, we developed some comparisons with other Vermont communities. These comparisons are attached as Exhibit 1.

Observations:

Based on our review and relying on the experience, knowledge and observations of the members of the Subcommittee, we offer the following observations.

In our meetings with the Public Safety Department Heads, we received no substantive recommendations for specific cost saving measures and/or methods that could be applied to achieve greater operational efficiencies.

In general, public safety departments focus on their first order of business - police, fire, ambulance and emergency management services. Nevertheless, public safety expenditures are a significant cost center of municipal governments (36.3 % of the total FY12 Montpelier expenditure budget) and taxpayer interests would be well-served by a proactive emphasis on finding cost savings.

In the course of our discussions and analysis we focused on specific operational aspects that we believe are worth examinations by the City Council and Administration.

The chart below is an attempt at comparing Montpelier public safety budget with other towns. Some of the towns used for comparison were mentioned at meetings with the police and fire chiefs. Augusta, ME was selected because it was a New England capitol closest in size the Montpelier. Franklin, NH was selected by doing a Google search for a NH town with a population of fewer than 10,000.

After reviewing the Montpelier budget, the one item that came to the attention of everyone on the Public Safety Subcommittee was the fire and EMS overtime. That is why the item was added to compare the percentage of regular and overtime wages to the total wages for the five towns. The latest actual amounts were used since the budgeted overtime wages are usually less than actual.

The towns of Newport and Waterbury utilize a volunteer fire department. No line item was found for dispatch expenses for either of these two towns. It is assumed that, since they have volunteer fire departments, the dispatch is also handled by volunteers. These two towns may not be comparable to Montpelier for the police and fire. The EMS for the town of St. Johnsbury is handled by a hospital, so no MS expenses are included in their budget.

							Exhibit 1	
PUBLIC SAFETY	Montpelier	Barre City	Hartford	St. Johnsbury	Newport	Waterbury	Franklin, NH	Augusta, ME
Population	7,855	9,052	9,952	7,603	4,589	5,064	8,486	19,136
Budgeted Expense (No Revenue)								
Police & Dispatch	\$ 2,105,000	\$ 2,515,000	\$ 2,630,000	\$ 1,210,000	\$ 1,100,000	\$ 386,000	\$ 2,165,000	\$ 3,820,000
Fire & EMS	\$ 1,835,000	\$ 1,855,000	\$ 2,605,000	\$ 965,000	\$ 115,000	\$ 312,000	\$ 1,800,000	\$ 3,625,000
Total Public Safety	\$ 3,940,000	\$ 4,370,000	\$ 5,235,000	\$ 2,175,000	\$ 1,215,000	\$ 698,000	\$ 3,965,000	\$ 7,445,000
Cost Per Individual								
Police & Dispatch	\$ 268	\$ 278	\$ 264	\$ 159	\$ 240	\$ 76	\$ 255	\$ 200
Fire & EMS	\$ 234	\$ 205	\$ 262	\$ 127	\$ 25	\$ 62	\$ 212	\$ 189
Total Public Safety	\$ 502	\$ 483	\$ 526	\$ 286	\$ 265	\$ 138	\$ 467	\$ 389
Fire & EMS								
Regular Wages	\$ 865,538	\$ 991,037	\$ 1,265,244				\$ 854,224	\$ 1,845,999
% of total	81%	82%	86%				84%	78%
Overtime Wages	\$ 207,366	\$ 220,355	\$ 204,778				\$ 161,002	\$ 511,003
% of total	19%	18%	14%				16%	22%
Total Wages	\$ 1,072,904	\$ 1,211,392	\$ 1,470,022				\$ 1,015,226	\$ 2,357,002
EMS Revenue	\$ 403,353	\$ 726,485	\$ 396,724				\$ 280,586	\$ 1,046,690

Recommendations:

1. Time did not allow for a review of police services therefore, we believe that a review of operational efficiency and effectiveness of the police department in the near future is necessary and appropriate.
2. The City of Montpelier should arrange for professional development for its Public Safety Department Heads in the specific areas of optimizing fiscal management and finding operational efficiencies.
3. Budget presentations and information regarding public safety cost centers (police, fire service, ambulance, dispatch and emergency management) should be presented distinctly and separately in order to enable the most detailed analysis by each individual public safety function.
4. Budget targets should be established by the City Council with appropriate specificity and conveyed to the City Manager. The City Manager should be directed by the council to apply those targets. Department Heads (including Public Safety) should develop and present budget recommendations that meet the targets. Public Safety Department Heads should be directed to prepare budgets for their respective departments that, in their professional judgments, *have the least detrimental effects* on overall public safety in Montpelier, while considering effectiveness and efficiencies.
5. The City should consider promoting the establishment of a regional or county-wide dispatch center. The City has been studying the regionalization of public safety for years with little progress. We believe that starting a regional dispatch center could be the catalyst for regionalization of all public safety for Central Vermont and could lead to substantial cost savings.
6. The City should develop a plan for recruitment and retention of a supplementary voluntary firefighting force (call force), emphasizing membership of both city residents and employees of public and private entities located in Montpelier. *Matrix Report, section 8.1(4) recommended the City evaluate the use of part-time firefighters and qualified, available and interested City and regional volunteers for shift coverage.*
7. The City could utilize a pager system for evening coverage of fire responses by an enhanced Call Force. Two call force members could respond with the initial tone for any fire call in the City after the close of normal business hours. This type of response meets the O.S.H.A. requirement of the “Two in Two out Policy” for hazardous conditions and enables regular employees the ability to gain entry, rescue residents, and increase fire ground safety and effectiveness while working to confine and extinguish the fire. This system would increase fire ground safety and effectiveness of initial fire ground operations for confinement, rescue, and suppression of fires without delay. (With an advanced call force response program the City can save monies paid in overtime to regular employees. This program would also protect the City from being in violation of O.S.H.A. regulations pertaining to fire ground operations, which cannot currently be met on every call due to staffing levels.)

With a well-trained, well-staffed and well-deployed call force to augment the professional force, the City could realize the dual benefits of both cost-savings and improved effectiveness.

It appears that the current Fire Union contract offers overtime to employees before a call-force member can be fully utilized and will require adjustments in order to gain maximum savings for the City. The City should offer a stipend, training, and competitive compensation, etc., for the retention of an active and trained Call Force.

8. **Update the Matrix Recommendation to require that the Fire Department Secretary be a Certified Billing Clerk.** This will provide assurance that the City's medical billing procedures for Ambulance services remain up-to-date.
9. **Analyze the costs and benefits of utilizing ambulance vans rather than the larger, box-like units currently employed to deliver Emergency EMS care.** Box units are designed more for comfort and space on long-distance critical care transfers when more than two personnel are required. Vans are smaller, easier to handle, provide ample space for patient care with one or two attendants on short runs to the hospital and are much less costly to purchase and maintain. The City should undertake this analysis prior to making any replacement purchases for existing ambulance units.
10. **Undertake a comprehensive and thorough analysis of the practice of performing ambulance transfers using Montpelier equipment and personnel and consider eliminating the service if it is not profitable.** The City was unable to provide this Subcommittee with a real cost of ambulance transfers and unable to substantiate that transfers make money for the City. The City should be able to calculate a COST OUT THE DOOR to claim it is making money off transfers. (COTD includes fuel, lights, heat, storage, overtime, etc.) With overtime costs of over \$200,000 at time and one half, the City should be able to provide an initial cost to the taxpayer. It appears the Montpelier taxpayer is subsidizing non-residents by doing transfers with Montpelier Firefighters and overtime cost shifted to the City.
11. **Consider charging for Fire Department services to all non-residents by use of City ordinances.** Montpelier property taxpayers underwrite the cost of our public safety and emergency services, yet we are the host to thousands of non-residents who also have access to Montpelier services. The City should consider instituting a system where non-residents are billed for certain services they require from the public safety departments (e.g. (haz mat, car fire, etc.)). Montpelier officials should investigate this system, which we understand is in place in some other municipalities by use of City ordinances.
12. **The City should consider removing all Fire Alarm Boxes from the streets due to potential liability issues.** These call boxes within the City limits are outdated, not well maintained or appropriately upgraded, and have been the topic of removal since the 911 system entered our emergency dispatching. The City Council should determine if this condition creates a liability for the City or not.
13. **The City should consider renegotiating the work shifts for Fire and Ambulance services.** The Fire/Ambulance employees presently work a shift that is 24 hours on and 72 hours off. The department has four (4) crews of three employees and Special Project Officers who work most days and some nights. However, on most weekend days and

nights, the shift coverage is only three (3) firefighters. The City should negotiate a more productive and safer shift configuration, such as 10 and 14 hour shifts. It amounts to the same number of hours worked but puts more firefighters on each shift both day and night and allows the Department to meet OSHA standards around the clock. It could have the added benefit of reducing call back for sick and/or vacation time, thereby creating a cost savings within the department. If savings can be found by reducing overtime, the City could consider hiring three more firefighters full time and leave the 24/72 schedule.

14. The City should investigate what difference in the Insurance Services Offices (ISO) rating would be incurred by extending the life of Fire Apparatus from 20 years to 30. Barre City has an ISO rating of 4 where we are at a 3.

15. The City should investigate the costs and benefits of the current practice of deploying a fire truck on every ambulance call. Most residential calls can be handled by the two personnel on the ambulance call (oxygen and defibrillators can be affixed to the ambulance cot as they are designed to accommodate these tools).

[END PUBLIC SAFETY SUBCOMMITTEE REPORT]

Public Works Subcommittee Report

Justin Turcotte and Harris Webster

BACKGROUND:

In looking at the Department of Public Works (DPW), the Department of Public Works Subcommittee did so in both a Macro and Micro level. This report includes a detailed summary of the condition of our cities' sidewalks and a detailed analysis of how DPW is running, as a whole. The combination of these two approaches has led us to the recommendations in this report.

Our subcommittee members have spent many hours walking the streets of Montpelier, and other communities, to bring you these results. They have met with our city manager William Fraser, Mayor John Hollar, and DPW Director Todd Law to reach these conclusions. The Matrix report was used as a bench mark to assess progress on recommendations that were made 15 months ago in June of 2011. The minutes and video of city council meeting from October 12th, 2011 when DPW head presented his response to the matrix report was also overlaid on the status update presented by Bill Fraser in summer of 2012 (see Appendix Matrix 1). The subcommittee reviewed and included a number of documents provided by the director of the DPW. In a short span of time we have done our best to try to understand what many good people have been working on for years.

DPW is the single biggest department in the city of Montpelier. With 5 supervisors, 2 full time engineers and 37 total employees, it is extremely important that it be well managed. This year's budget for DPW will be around \$2.3 million and has a forecasted upward trend in future years, without taking into account unexpected events.

Sidewalk Segment

Quantitative information on Sidewalks in Comparable Cities:

Population: Montpelier 7855; Burlington 42,417; Brattleboro 12,046; Barre 9,052; *Concord NH 42,695; *Hartford 9,952 (*much less data collected and no interviews carried out)

Re total miles of sidewalks and yards of public sidewalks provided per person from highest number of yards to lowest number: Burlington - 155 miles, 6.2 yards per person; Montpelier - 25 miles, 5.6 yards per person; Brattleboro - 35 miles, 5.1 yards per person; Barre - 25 miles, 4.9 miles per person; Concord NH - 87 miles, 3.6 yards per person; Hartford - not available at this time (*note some cities provide significantly more sidewalks per person*).

Re estimated* FTE's in streets and sidewalks section of the Public Works Departments: Montpelier - 12, 1 FTE for 655 people; Burlington - (not known at this point); Brattleboro - 12, 1 FTE for 618 people; Barre - 13, 1 FTE for 696 people; Hartford - 9, 1 FTE for 1106 people; Concord 35, 1 FTE for 1,219 people (*note Montpelier, Barre and Brattleboro have pretty similar numbers for population for each FTE's*).

Comparisons of Significant Fall Hazards (SigHAZ) and Severe Fall Hazards (SevHAZ) per mile in monitored cities in order of the lowest number of hazards:

Significant Fall Hazards (SigHAZ):

- **Concord NH** - 2.9 miles monitored 96 SigHAZ or 33 SiH per mile;
- ***Hartford VT** - 1.0 miles monitored 33 Sig HAZ or 33 HAZ per mile (* note: only 1 mile monitored so margin of error is greater);
- **Barre VT** - 3.4 miles monitored 215 SigHAZ or 63.2 SigHAZ per mile (note: Barre will have excellent sidewalks on it North Main Street soon which would improve it marks;
- **Montpelier VT** - 3.9 miles monitored 248 SigHAZ or or 63.6 per mile;
- **Brattleboro** - 4.7 miles monitored 302 SigHAZ or about 64.3 SigHAZ per mile;
- **Burlington VT** - 3.0 miles monitored 229 SigHAZ or 76.0 per mile 8 Sev HAZ Or 2.6 HAZ per mile (Note: If you adjust Burlington's figures SigHAZ's because of its almost perfect brick sidewalks on about .7 miles double paces in downtown Church St. Street there were be only 61 per mile. and only 2.1 SevHAZ per mile).

Except for Concord and possibly Hartford, the quality is poor to fair for all the other four cities, all of which are definitely within the margin of error.

Severe Fall Hazards (SevHAZ):

- **Concord NH** 0 SevHAZ;
- **Montpelier** 2 SevHAZ or .5 SevHAZ permile;
- **Hartford** 2 SevHAZ or 2 Sev per mile;
- **Burlington** 8 SevHAZ or 2.6 Sev HAZ per mile;
- **Brattleboro** 19 SevHAZ or 4.0 SevHAZ per mile;
- **Barre** 19 SevHAX or 5.6 Sev Haz Per mile.

There is more variety in the results for SevHAZ with Montpelier scoring better in this regard, but the margin for error is probably greater.

Summary of Average Costs of Sidewalks:

Summary of Average Costs of Sidewalks per Year, per mile of sidewalks from 2010 to 2013 (roughly) from the Capital Budget Financial Information Received from Comparable Cities in order of the lowest expenditure:

- **Montpelier VT** - From FY 2006 to FY 2010, \$2,460; from FY 2011 through FY2013, \$1,720 (note: the decrease was largely due to no capital expenditures in FY 2011) Source: Documents from Montpelier's Finance Office);
- **Barre VT** - According to the average figures FY 2009 to 2011 \$2,360 (Source: Barre Annual Reports);
- **Brattleboro VT** - According to the average figures FY 2011 to 2013, \$2,522 (Source: Town of Brattleboro's Draft Capital Plan document received from the Director of Public Works);

- **Burlington VT** - From FY 2010 through 2013 the average budget figures for sidewalks the amount \$3,706 (*Source: Burlington Annual Reports*);
- **Concord NH** - Approximately and apparently, \$1,180 is spent on just maintenance per mile per year, but an accurate and somewhat comparable total amount has not been determined because capital expenditures were not available.
- **Hartford VT** - An accurate and somewhat comparable total amount has not been determined because capital expenditures were not available. (Note attempts to communicate with Concord and Hartford DPW's personnel failed to get results and website information was incomplete and inconclusive

Conclusions:

Over three or four year period 2010 through 2013, Burlington paid the most per mile of sidewalk; Brattleboro and Barre an approximately equal amount; and Montpelier the least, due to its lack of any capital expenditures in FY 2011. (*Montpelier's average expenditures from 2006 to 2010 was equivalent of Brattleboro's and Barre's*)

From looking at the comparable quantitative information for Barre, Brattleboro, Burlington and Montpelier, we observe the quality of Montpelier sidewalks is similar to those cities and rated average at best and amount of expenditure for Montpelier per mile of sidewalks per year over the past three to four years is actually slightly on the low end.

If Montpelier wants to improve its quality of sidewalks (see City Council goals on next page) from pretty average to better than average, we suggest it will need to increase its current relatively low average of expenditures per mile of sidewalks per year.

The following subjective and tentative conclusions were derived from Harris Webster's July to August monitoring observations of comparable cities' sidewalks and interviews with Montpelier's, Brattleboro's, and Barre's Directors of Public Works (Todd Law, Steve Barrett and Reginald Abare) and Burlington's person specializing in sidewalks (Nicole Losch):

"We thought the main observation of these personnel was either a) there was a lack of a pedestrian plan (Montpelier, Brattleboro and Barre), a weakness that all the interviewed officials admitted both in terms of efficiency in use of funds and benefits in terms improving sidewalks or b) there was a plan (Burlington in 2008) which was helpful, though at times somewhat difficult to carry out. Also a plan does not guarantee lower expenses in the short run, for example Burlington has both a plan and the highest expenditures per mile of sidewalks after their plan, but that is probably because they were playing catch-up and had set goals which needed to be met. These personnel were also very aware of the truth that delaying repairs in the long run is more costly. Also the cost for a creating a pedestrian plan should not be high if there is a significant number citizen involved in developing a plan and relatively low professional staff involvement. That was the case in Burlington."

Thus we suggest there should be a Pedestrian Plan developed by a citizen's committee with limited professional help to help better in the long run the development of the types of sidewalks envisioned in the 2012 Montpelier City Council Goals.

Further rationale for the above suggestion - this suggestion is consistent with Montpelier City Council Goals "to improve streets and sidewalks to a reasonable level within five years"; "develop a comprehensive inventory of infra-structure needs"; and "create and publish a prioritized list of other sidewalks in need of repair or replacement".

The personnel in Montpelier and Burlington indicated they had received and accepted citizen input that sidewalks were important whereas the personnel in Brattleboro and Barre indicated that except for the ADA community they had not received such input and that sidewalks were not a community priority as compared with streets for example.

Our observations was that not only do Montpelier and Burlington citizens and their City Councils clearly puts a higher priority on sidewalks, but also that Montpelier and perhaps Burlington have a higher volume of pedestrian traffic than Brattleboro or Barre.

Finally, based on subjective comparisons during the monitoring of sidewalks, we noted that Montpelier quality of sidewalks was seemingly behind other cities in the downtown area, although ahead of other cities in the arterial areas. Perhaps Montpelier should stress the downtown area in its pedestrian plan.

Observations from interviews with various city officials:

- Burlington, Brattleboro and Barre all reported receiving federal/state grants for improving their sidewalks. (We believe Montpelier also received a small safe streets grant calming traffic near Main St Middle School, which involved improving some sidewalks.)The only specific numbers we received were from was that Burlington who received \$300,000 for 3 grants. Barre's was a small grant to fix the sidewalk around City Park. Certainly we would suggest making application for grants to improve sidewalks in Montpelier; a pedestrian plan would be helpful in making this application.
- Concord said that carbide plows saved money.
- Brattleboro said that in the past using seasonal help for spot repairs of sidewalks in the summer was helpful.
- Burlington reported that setting aside 10% of sidewalk Funds for a curb and green belt program reduced the amount of puddles and icy conditions.
- Brattleboro reported puddle area could be leveled with asphalt.
- Burlington reported their DPW website for reporting complaints about poor sidewalks and their website notice that homeowners having cracked sidewalks on their driveways should call DPW and get those patched before private sidewalk resurfacing was working well.

Comments on objectivity and margin of error:

Sidewalks were rated entirely by the number and severity of sidewalk fall hazards or uneven heights divided by mileage, not by the quality of the surface, cracks without uneven heights, or grass without uneven heights This criteria was chosen because it can be quantitatively measured (although with some difficulty noted below *), because injuries caused by falls is a major health hazard, because a committee member has had previous experience measuring such hazards, and because other negative characteristics of sidewalks correlate well with fall hazards caused by uneven heights. The following measures were taken to make the

monitoring as objective as possible. For time sake and comparability sake only approximately 3 miles of downtown and arterial street concrete sidewalks (the composition of most such sidewalks) were compared (although the general comments refer to asphalt or brick sidewalks factors.) All sidewalks including Montpelier's were monitored with in short three week week span so that standards were internally remembered* and somewhat consistent, which might not have been the case if we had used figures from previously monitored Montpelier sidewalks.

Streets Segment of Report

Streets were monitored in all comparable cities by driving over downtown and arterial streets, but not by as objective criteria as was done with sidewalks. Following is a subjective comparison:

Good Quality Streets: Brattleboro, Burlington

Fair Quality Streets: Concord NH, White River Junction, Barre

Poor quality Streets: Montpelier

Concord NH has a 10 year plan for street maintenance. Barre a few years ago evaluated their 60 miles of streets and came up with 15 miles of poor quality streets. Since that evaluation, Barre has been working on improving the quality of those 15 miles reducing the number of miles in poor conditions. By next year Barre is working on reducing the remaining 3 miles of poor quality streets to about 1 and half miles

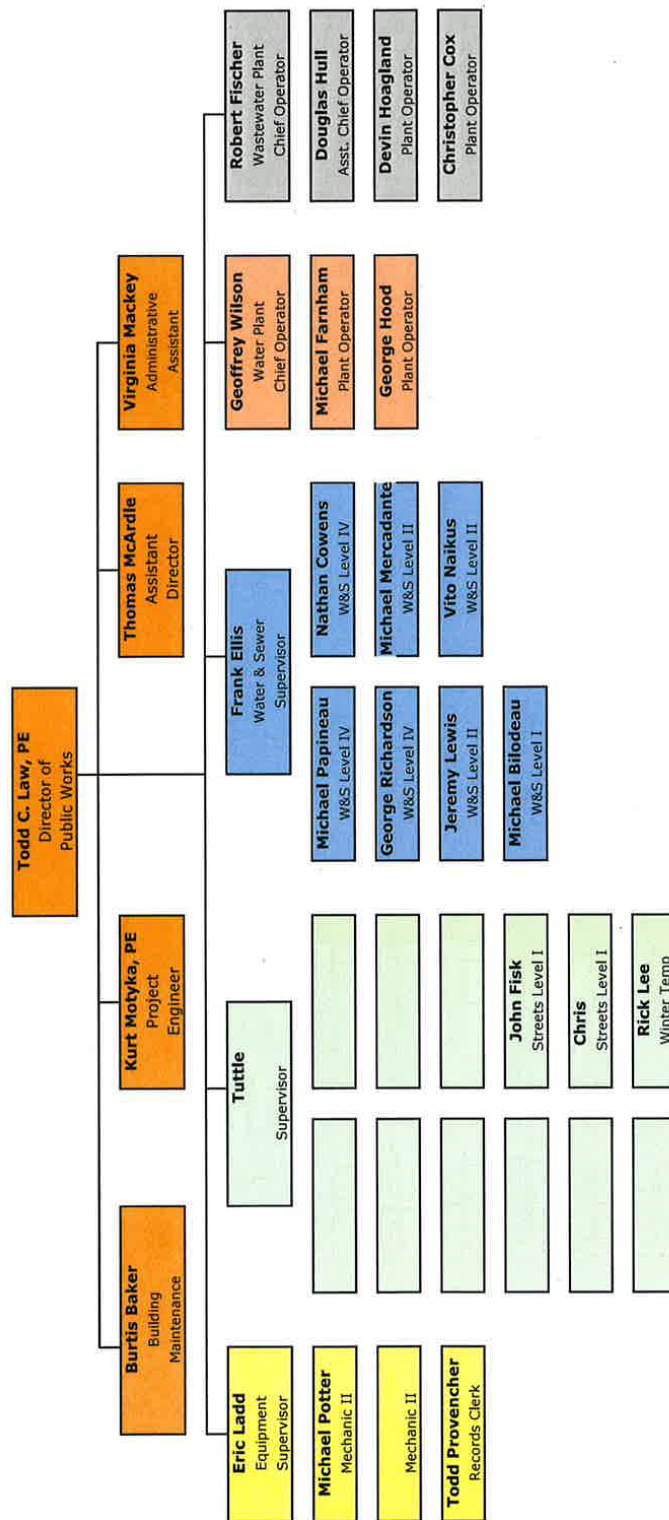
At this point it is not clear if planning was the cause why the streets of Brattleboro and Burlington are such good quality or what the reasons were.

It does makes sense that a plan or inventory as envisioned in the City Council goals should be carried out. Further It is clear to Montpelier citizens and its City Council that Montpelier needs to improve their streets, a goal which will cost money.

It seems that following the recommended and privately accepted but not officially acknowledged Complete Streets Policy should be followed, a policy that calls for improving all uses of the street whenever construction takes place.

Department Structure

The department of public works is segregated into 5 divisions: **Equipment; Streets; Water and Sewer; Water Plant; and Wastewater Plant** (see DPW organization chart following).



The following letter was presented to Todd Law in mid September 2012. It is included now, with his responses, **in red**, to support our recommendations. Todd was very cooperative with our committee and we would like to personally thank him for his participation in this process. All of the supporting documents that were provided by DPW can be found at the end of the report.

16 MSGR Crosby Ave
Montpelier, VT 05602
223-6012

September 13th, 2012

Todd Law
Department of Public Works
City Hall
Montpelier, VT
05602

The DPW Subcommittee has put together a list of questions to finish our report. We may include the content of your responses as part of an overall assessment the DPW subcommittee is making of your department. Many of these questions were posed as recommendations in June of 2011, and as per your status updates provided to Bill Fraser in July 2012 many have been identified by you as in progress. With consideration to your status update of these recommendations, we understand if this evidence is incomplete.

I am sure you will rely on Tom, Virginia, Eric, Brian, Frank, Geoffrey, Robert, and others with in the sub-departments to provide the answers. Bill Fraser will also be a resource for support you are familiar with.

Please respond in writing by the end of next week Friday, September 22nd 2012.

1. Please provide a summary of your department assets divided into the following sub-departments:
 - a. Equipment **See list of all DPW equipment. The assets also include the equipment maintenance portion of the DPW Garage and the stock records room.**
 - b. Streets, sidewalks and bridges
We have 52.5 miles of roads, approximately 26 miles of sidewalks, 15 vehicle bridges and 4 pedestrian bridges in the City infrastructure.
 - c. Water and sewer lines
The water system includes 84,668 linear feet of water main and appurtenance of various sizes, 2 water pump stations and 2 water storage reservoirs. The sanitary sewer system includes 70,592 linear feet of sewer mains and 8 sewer pump stations.
 - d. Fresh water plant
The water treatment plant assets include the raw water piping from the pond to the plant, the two vacuum stations and the plant, as well a small pickup for plowing the yard and equipment for yard maintenance.
 - e. Waste water plant
The wastewater plant consists of the headworks, primary settling tanks, septage and leachate tanks, digesters, sludge presses, achimedes screws, blowers and aeration tanks, clarifiers and UV disinfection. It also includes the administration building, blower building, garage and press building, headworks building, chemical feed building and UV disinfection building. A new addition is the FEMA flood mitigation pump station (treated effluent pumps) are on the site for wastewater.
2. Please provide documentation of a summary of work activities performed during the month of June 2012
We have begun to use work orders (through the Manager Plus program) for the equipment and water/ sewer divisions and can provide data for these divisions. We can also provide daily, handwritten, work sheets for the street division. The two treatment plants are typically fairly consistent when things are breaking. Both have daily labs to report, varying in duration. Wastewater also does preventative maintenance and pressing sludge daily. Water treatment does preventative maintenance and source protection work at Berlin Pond.

3. Roughly what is the percentage of the total vehicle fleet value is \$183,000?
The total estimated fleet value is \$3,694,000, which gives 5% of the total fleet value.
4. What was the outcome of Tom Working with the street light committee?
The committee has recommended reduction of 90 street lights and working towards replacement of a significant amount of existing fixtures with LED fixtures. They also recommend continued lease through GMP as the preferred and most cost effective means. They are also meeting with residents to ensure that there is concurrence on removal or replacement for each area to avoid future issues.
5. Please provide a schedule of maintenance for the following department that was conducted during June 2012.
 - a. Equipment Daily from the Manager Plus program for vehicle maintenance.
 - b. Streets Daily (with help from a planning board and work orders) on a hand written sheet. I can provide the months or a days sheet for use if you'd like.
 - c. Water and sewer lines Daily- same as Streets with more reliance on the works orders for daily maintenance projects. Again, can provide a sheet or the months?
 - d. Fresh water plant No written plan that is worked from currently. There are daily labs that are done and daily work plans from daily source checks to building and yard maintenance. We can develop a fairly good idea of what occurred, even though the Chief Operator was on vacation for 2 of the weeks.
 - e. Waste water plant Very similar to the water plant. Daily labs occur which take a little longer for incoming water quality and treated disinfected water quality. The sludge is also pressed on each working day and hauled away when the boxes are full. We can also provide a fairly good schedule if needed?
6. Please give me an example of how you define the level of service you deliver
Our typical LOS indicator would be customer satisfaction. We don't ask for this, so we have also started performance measures that we strive to achieve. (Please see the performance measures provided).
7. Please provide an example of a performance standard for year 2012 See attached
8. Please submit your work planning schedule for October 2012 Admin/ engineering staff is working on our revised project plans. Our supervisors are working on their annual construction season plans that are not documented on much with the exception of the white boards. We will attempt to document the supervisors work planning schedule for October.
9. Please give a specific project where you can show planned vs actual costs
The Ridge Street slope stabilization project would give our planned (estimated construction) vs. actual costs. I will provide those costs next week.
10. In the past 12 months how many written corrective actions are on record for your department?
We actually have very few written correction actions on record. I can remember 3-4 since I started over 6 years ago. We follow the Union contract for Union employees, which states verbal reprimands (at the supervisor level typically, but I have been involved in 4 or 5), then to written. I can recall one in the past 12 months that I will have to verify was written, not verbal (with documentation). The supervisor is on vacation.
11. Please provide a written example of a specific corrective action in the last 12 months you feel was especially effective (names omitted).
Next week with either the written or documentation of the verbal reprimand.
12. Please provide meeting agendas from August 2012.
The only agendas that we use are for the Labor Management meetings that occur with the supervisors, Director and Union representatives semi-annually. The remainder are fairly informal with our staff meetings being more geared to projects and planning for construction.
13. How many visits from citizens of Montpelier did you have at City Hall in August 2012?
We don't keep track of this on a daily or monthly basis. I would estimate we have between 6-8 on a daily basis looking for answers, plans, permits, concerns, etc. We can perform this in October if it would be helpful?
14. In response to your quote at city council meeting October 2011, when you responded to the Matrix report recommendation to relocate to the Dog River Plant, you replied "I haven't done this lately which showed in

discussions with the matrix.” Is there a specific statement made by your staff that you are aware of that prompted this statement?

When I started in my position, I was at the DPW garage and treatment plants meeting with the Superintendent and Supervisors on a very regular basis. As I got more comfortable in my role and relied more on walk in visits from the supervisors and the Superintendent was eliminated, I wasn't as regular at the meetings and the Superintendent was at the DPW garage and made daily visits to the plants. Whenever I go to the plants and garage I would hear and see that more frequent visits are necessary for my supervisors.

15. When you are budgeting for your department do you use the needs of the department or the amount of money you have?

We start with the needs of the department. The supervisors and I meet and discuss needs and what is reasonable for a schedule. The budget is then reviewed with the City Manager and Finance Director on at least 1 occasion individually, and more often as a group. This gives the recommendation to the City Council.

16. As you plan to allocate your projected \$2,300,000.00 +/- for 2013 budget cycle how to you plan for an event like a large storm.

We don't plan for large storms. We plan for average conditions and have to react and adjust if we get a large (or multiple large) storms. This definitely alters our schedules and sometimes amounts for normal and planned projects or tasks to be delayed or sometimes put on hold.

17. How do you prioritize your existing plans while coping with a crisis?

We would see what staffing levels are necessary for the remaining storm damage repair. If it is by contractor or engineer, staff would manage the projects they can and the other staff members would share the load of the projects. Last year, we were very lucky that our intern agreed to stay on to assist with design and project management which allowed us to fix up the roads and do some projects, but some were still delayed.

18. At what point did you go to the city manager to lay out the impacts of these decisions in 2011?

The City Manager and I speak weekly and during these storms we were in constant communication by phone, email and meetings. Bill was appraised of the situation as a member of the Incident Command team and knew of the significant damage occurred during the May storm. As the repairs developed, we discussed staffing and project management, as we did this year with the significant amount of work on our plates from the CIP projects for this summer.

19. What formal training do department heads receive to participate in the budget process after being hired in the City of Montpelier?

I have performed budgeting in my past position for the Town of Essex and was mentored by my former supervisor who is the Public Works Director. I was also sent to formal training through various state and national associations such as the Vermont Leagues of Cities and Towns, Vermont Rural Water, American Public Works Association that gave brief hour or multiple hour trainings on budgeting. We also work with the City Manager, who has a great deal of experience and training and the Finance Director who also has a great deal of experience in budgeting.

Thank you for your honesty and candor.

Citizens Budget Review Department of Public Works Subcommittee

Hope this helps? I will start getting things together for the remainder of the information requested.

Have a great weekend.

Todd

Recommendations for DPW

1. If Montpelier wants to improve its quality of sidewalks (see City Council goals in next page) from pretty average to better than average, we suggest it will need to increase its current relatively low average of expenditures per mile of sidewalks per year.
2. Thus, we suggest there should be a Pedestrian Plan developed by a citizen's committee with limited professional help to help better in the long run the development of the types of sidewalks envisioned in the 2012 Montpelier City Council Goals.
3. Further, it is clear to Montpelier citizens and its City Council that Montpelier needs to improve their streets, and make it a priority.
4. It seems that, the recommended and privately accepted, but not officially acknowledged, Complete Streets Policy should be followed; a policy that calls for improving all uses of the street whenever construction takes place.
5. Formal inventories must be established for all assets the DPW is responsible for. *Much of this institutional knowledge should be contained in a written document similar to what was presented for the Equipment department being supervised by Eric Ladd.*

*Detailed inventories were presented for the **Equipment** sub department, this included purchase date, life, salvage value, depreciation, net value and purchase cost. **Work orders** should be used for all departments.*

6. *Work orders were submitted for 2 departments Equipment and Water and Sewer. Using work orders will catalog, archive and quantify all work activities*
7. A formal schedule of maintenance should be developed for the Streets department.
If recommendation #2 is adopted these work orders would fit hand and glove with this schedule.
8. Level of service standard as provided by Todd Law September 2012 should be amended to include in the final bullet point a specific measure (1") to assess if sidewalks need to be fixed. (See Appendix DPW 1)
9. A formal work planning process should be established for all departments.

Equipment, Streets, and Wastewater Plant submitted non-standardized project plans for October 2012. It was unclear how these plans were created.

10. Corrective actions should be standardized and include the following: Date for follow up; how it affected the department; and what will happen if the unacceptable action continues.

This is an essential management tool that should be used regularly and as needed for the following reasons:

- e. *It sets a clear expectation for employees so they know what is expected of them*
- f. *It holds them accountable to that expectation*
- g. *It creates a paper trail that illuminates patterns in employee behavior*
- h. *It sets a date for supervisors or directors to follow up with employees to acknowledge when behavior has improved.*

The department should continue to use merit pay as an incentive to reward achievement in top employees.

11. The subcommittee recommends that the Director of DPW improve communication and information sharing among his 5 divisions, and suggests holding regular group meetings.

The city manager should attend each of these sub-department meetings with in the DPW at least once a year. Workers in these departments have valuable information that must be filtered back into all of the above recommendations. Without a formal process to share information it is unlikely to happen effectively.

12. The Director of the DPW should relocate his office the Dog River facility.

The men need to see their director more. There are several people to field visits from the public, other city departments, and other requests for information. If the director must be involved he is very effective at e-mailing.

***Refer to Todd Law letter with responses above.*

13. Department Director and all 5 division supervisors should be required to attend budget training sessions.

***Refer to Todd Law letter with responses above.*

14. The city manager should take an active role in supporting the director of this department through mentoring and establishing clear and direct expectations for the director.

DPW is a very large and visible department. They must continue to adapt to the recommendations that were made in the summer of 2011. This department has several large known projects and most likely several that are unknown at this time. Without strong leadership this department will struggle to deliver value in exchange for the taxes this department consumes. A level of standard for service delivered should be established and maintained.

See Appendices section for additional DPW related information (Appendix DPW 1 through Appendix DPW X).

[END PUBLIC WORKS SUBCOMMITTEE REPORT]

Recreation Department Subcommittee Report

Phil Dodd and Toni Hartrich

The Montpelier City Charter describes the recreation component of city services as follows:

Montpelier Charter, Section 7. Recreation

(1) The city may establish, maintain and conduct a system of public recreation including playgrounds; may set apart for such use any other land or buildings owned or leased by it; may acquire land, buildings and recreational facilities by gift or purchase, and may issue bonds therefore as provided by law and equip and conduct the same; may employ a director of recreation and assistant; and may expend funds for the aforesaid purposes.

(2) The legislative body may conduct the same through a department or bureau of recreation; or may delegate the conduct thereof to a recreational board created by them, or to a school board or to any other appropriate existing board or commission.

(3) The recreation board of the City of Montpelier shall consist of five (5) members appointed by the legislative body for three-year (3) terms, or in the case of a commission, elected at large at the annual meeting of the city. The recreation board shall perform such planning functions and duties as may be required by the legislative body, charter, ordinances, or applicable state laws.

(4) The recreation board budget shall be an integral part and under the control of the legislative body.

Section 7(1) of the charter allows the Council to delegate its authority over the recreation department to the school board. However, section 4 makes clear that the budget remains “an integral part of and under the control of” the City Council.

Montpelier’s Recreation Department is relatively large by Vermont standards. Both the TOTAL budget amount (\$815,583) and the number of staff (6.5 FTE) are much higher than four of the other five cities and towns that were contacted for this report. Brattleboro’s staff numbers are the highest, but Brattleboro’s population is 50% larger than Montpelier’s. Brattleboro’s budget is second highest at \$700,000. The percentage of the Recreation budget covered by local taxes is also higher in Montpelier than 4 of the other communities looked at. Montpelier Recreation has a low percent of its income, 22.06%, coming from fees with St. Albans showing the highest percentage of income at 78.7% coming from fees.

In recent years, the funding amount sought from taxpayers by the Montpelier Recreation Department has been level and was even reduced by \$30,000 in FY13 to \$575,280. This is a better fiscal record than most other city departments. The department seems to be well run and its offerings are popular with those who take advantage of them.

The Montpelier Recreation Department consists of a director, a program coordinator/pool coordinator, an administrative secretary, an office assistant, a day camp director, a maintenance foreman, and a maintenance worker who also works part-time for the schools. That gives the Department an FTE level of 6.5. According to employment figures supplied by the City Manager, the Recreation Department FTE level has risen from 2 in 1983, to 5 in 1992, to 6 in 1997, and to 6.5 in 2007, which is the current level of staffing today. Over that time period, the population of Montpelier, especially the number of children, has generally been in a slight decline. See the table titled “Montpelier FY13 Recreation Department Budget Chart”, below, for more budget specifics.

According to the 2009 National Citizen Survey of Montpelier citizens, 40% of Montpelier citizens had never used a Montpelier recreation center and 50% had never participated in a recreation program or activity. These survey results were similar to those in comparably sized communities, the survey said.

The survey also asked residents this question: "If the City had to reduce services to cut costs, which three services would you choose for reduction? (Please check only THREE service areas.)" Recreation came in third-highest out of 17 services listed, with 34% saying recreation services should be cut if Montpelier had to reduce services.

Montpelier Recreation Department- Montpelier-FY13 Budget									
Revenues		Expenditures							
		Admin	Indoor	Outdoor	Pool	Skating	Total		
Property Tax	\$ 575,230	Salaries	\$ 151,043	\$ 7,470	\$ 161,929	\$ 50,835	\$ 926	\$ 372,203	
		Benefits	\$ 78,215	\$ 640	\$ 49,853	\$ 3,889	\$ 101	\$ 132,698	
Fees	\$ 179,896	Misc	\$ 4,000		\$ 980	\$ 9,800		\$ 14,780	
		Purchased Services	\$ 8,101	\$ 17,350	\$ 30,290	\$ 7,969	\$ 1,000	\$ 64,710	
Concessions	\$ 7,700	Capital Improvemt	\$ 3,000					\$ 3,000	
		Travel	\$ 3,630					\$ 3,630	
Rentals	\$ 15,000	Telephone	\$ 1,225	\$ 1,680	\$ 1,750	\$ 400		\$ 5,055	
		Advertising	\$ 5,000			\$ 200		\$ 5,200	
Ski Skate sale	\$ 8,500	Printing	\$ 200			\$ 200		\$ 400	
		Supplies	\$ 5,678	\$ 15,915	\$ 46,000	\$ 19,035		\$ 86,628	
Misc	\$ 7,000	Equipment	\$ 400					\$ 400	
		Tools	\$ 500			\$ 995		\$ 1,495	
Rec Fund Bal	\$ 22,257	Dues	\$ 440					\$ 440	
		VMERS Bond Paymt	\$ 11,007					\$ 11,007	
total FY13 budget	\$ 815,583	Insurance	\$ 28,505					\$ 28,505	
Note:		Utilities		\$ 32,286	\$ 15,331	\$ 20,440		\$ 68,057	
Other revs (above)	\$ 60,457	Equipment Repairs			\$ 6,300			\$ 6,300	
(Concessions, Rentals, Skate Swap, Misc, Fund Bal)		Equipment-new			\$ 2,075			\$ 2,075	
		Repairs				\$ 9,000		\$ 9,000	
		Total	\$ 300,944	\$ 75,341	\$ 314,508	\$ 122,763	\$ 2,027	\$ 815,583	

Source: Arne McMullen, Director, Montpelier Recreation Department

Properties owned by the Recreation Department include the Recreation building and gym (where the department is headquartered), the pool, the baseball stadium, the recreational field, skateboard park, and the Dog River field. The Department owns two trucks and a considerable amount of equipment, such as lawnmowers.

The Montpelier School Board supervises the Recreation Department, and has for decades. There was a time in the early or mid-1990s when the City supervised the department for a year or two, but administrative supervision was shifted back to the School Board. This governance structure is unique compared to other towns and cities looked at. The others house their Recreation Department in city government.

Arne McMullen, Montpelier Recreation Department Director, puts together the proposed budget for the coming year. He presents it to the Recreation Advisory Board for its input and then the budget is reviewed and approved by the Montpelier School Board. After that the Montpelier City Council reviews the amount that the Recreation Department is requesting from City Property Taxes and approves the tax amount for Recreation Department that will be voted on by City Residents on Town Meeting Day.

Courses like Afterschool Dance, Ballroom Dance, Latin Dance, Tennis, Drawing, Watercolors, Archery, Tae Kwon Do, Fitness Hoops, French, Italian and Yoga are taught by contract instructors on a stipend basis. Some programs like Start Smart Soccer, Brain Aerobics, Crafty Critters and the Day Camp are run by Recreation Department staff. Both residents and nonresidents take courses. See following table for Montpelier Recreation Program Enrollment breakdown between residents and nonresidents. Montpelier has the highest nonresident surcharges of the municipalities looked at, averaging around 50% for non-residents' use of Recreation Programs.

[Continued next page]

Table of Montpelier Recreation Department Enrollments

Source Arne McMullen: Updated 1/9/12

Season/Program	Unique Enrollments	Percent of Participation
2011 Year-All Programs		
Residents	663	56%
Non-Residents	519	44%
Swimming Lessons		
Residents	193	55%
Non-Residents	159	45%
Day Camp		
Residents	98	67%
Non-Residents	48	33%
Tennis Lessons		
Residents	39	74%
Non-Residents	14	28%
Kayaks		
Residents	2	33%
Non-Residents	4	67%
Outdoor Sports		
Residents	28	67%
Non-Residents	14	33%
Baseball Camp		
Residents	53	23%
Non-Residents	177	77%
Indoor Activities		
Residents	6	86%
Non-Residents	1	14%
Summer Programs-Combined		
Residents	326	46%
Non-Residents	385	54%
Fall Programs		
Residents	275	75%
Non-Residents	93	25%
Winter Programs		
Residents	131	87%
Non-Residents	19	13%
Spring Programs		
Residents	297	84%
Non-Residents	56	16%

The Matrix Report Recommendations

The Matrix report did not examine the Recreation Department in detail, but it did recommend that the Recreation Dept. and the Senior Activity Center be combined into a Community Services Department reporting to the Assistant City Manager (Section 5, p. 39 of Matrix Report)

The report states, among other things: “The City’s expenditures in these two functions have historically been made with little control, input or requirement of justification or attainment of specific levels of service,” and goes on to suggest that the two organizations are logical candidates for consolidation because they both “provide leisure services to their constituents and charge fees for services and activities.”

The report also says (on page 41) that the Recreation Department should be charged with attainment of specific qualitative and quantitative performance objectives, specifically:

- The Recreation Department should “be accountable for increasing class and program participation.”
- The Recreation Department should “be accountable for innovative ways to reach new participants, and to keep current participants informed of programs, services and events.”
- The Recreation Department should “continually formally survey its membership and program participants to establish a baseline of satisfaction, and should be accountable for the maintenance and/or improvement upon this baseline each reporting period.”
- “The Recreation Department covers \$207,575 of its \$838,061 FY 12 budget in fees and charges for services, or about 25%. There are certain populations to which the Department provides services that the City and Department will make conscious decisions to subsidize fees. However, there are other programs that the Department should be required to attain certain level of self-sufficiency approaching 100% for some of these.”

Comparison to Five Other Municipalities:

- **St. Albans** (Source: *Interview with Kelly Viens, Recreation Department Director for the City of St. Albans, VT*): St. Albans receives a \$40,000 annual contribution from St. Albans Town, which allows residents of the town to participate in recreation programs at city resident rates. The Recreation Budget per capita is \$36.14 which is the lowest of the four Towns that supplied budget information (excluding St. Johnsbury’s unique situation).

Many programs are contracted out to individual instructors. For these programs, there is an agreement that the instructor takes a certain amount of revenue after costs and the recreation department receives the remaining amount. For most of these programs the agreement is that the instructor takes 60% and the Recreation Department takes the remaining 40%. The city promotes the courses, carries insurance, etc.

There is no Recreation Department maintenance staff in St. Albans, so maintenance needs are handled in a variety of ways. They have a couple of part-time youth who help

during the school year. The Public Works Department handles a lot, like mowing the soccer fields. At the pool, the summer help handles mowing the grass.

In addition to the facilities owned by the Recreation Department (pool, pool house, four tennis courts, four basketball courts, there is a gym in city hall, and the department has use of a room in the Barlow building. The Recreation Department is also able to use fields at the nonprofit Hard'ack recreational facility, which has a small ski area and fields. The city operates the facility, but the nonprofit raises enough money to reimburse the town for all expenses. Finally, the Recreation Department is also able to use a sports and fitness center owned by the high school.

- **St. Johnsbury** (Source: Interview with Joe Fox, former Recreation Department Director and now an employee of St. Johnsbury Academy but still running recreation programs for the town): The Town of St. Johnsbury had a Recreation Department from the 1960's until November 2010, when it was terminated. There had been fiscal issues leading up to the closure of the department, and in 2009 the armory that had been used as the recreation building (with a $\frac{3}{4}$ size basketball court) was closed down because it needed expensive repairs and renovation. St. Johnsbury Academy offered to hire the Recreation Department director, Joe Fox, and let him use office space at the Academy to run recreation programs for the town. Fox also does some recreation work for the Academy.

There is no recreation budget per se, but the town pays \$10,000 per year to the Academy towards Fox's salary and benefit. It also pays \$15,000 to the Kiwanis, which operates a pool. When there was a full time recreation department, the budget was about \$137,000, of which the town contributed \$60,000. The rest came from fees, fundraisers and grants. When there was a recreation department, the town also used Americorps volunteers and inmates of the Department of Correction's work camp for cleaning and maintenance.

The pool in St. Johnsbury is owned by the Kiwanis, which raises about \$45,000 to \$50,000 each year to operate the pool and nearby tennis courts (the town contributes about \$15,000 annually toward the pool). It is reportedly the only entirely free pool in the U.S.

Baseball and softball fields are owned and run by a nonprofit group, St. Jay Baseball.

The recreation director at the Academy also schedules courses and programs at both the St. Johnsbury elementary school and at the Academy, which has fields, a gym, field house, and an indoor pool.

- **Barre** (Source: Interview with Stephanie Quaranta, Barre Recreation Director): The Barre Recreation Department has shrunk over time. At one point, in addition to the director, there was a program director and a half-time secretary. Now there is just the director.

All recreation programs are required to pay for themselves. The city pays for the one staff person and her office operation.

Barre is not able to offer as many program as Montpelier, Quaranta said, but they do have a pool and the city also owns the Barre auditorium and the ice rink, which the

recreation department uses. The director does all scheduling for ice time at the rink. A separate Facilities Department in Barre takes care of maintenance and operation of the ice rink and the auditorium and other city property.

Quaranta also said the city, including her department, uses Streets Department employees in the winter. They renovated her offices, did painting, work on the ice rink in the winter, etc.

- **Brattleboro** (Source: *Interview with Carol Lolatte, Director of Brattleboro Parks and Recreation*): Brattleboro is the largest of the towns in this comparison with 12,046 residents. Its recreation budget is the closest to the size of Montpelier Recreation, at approximately \$700,000. The recreation budget per capita is \$58.11 which is a little more than half of Montpelier's per capita amount of \$103.83. The program offerings are fairly similar to Montpelier's offerings. Like Montpelier it charges non-residents more for programs. In Brattleboro the surcharges for non-residents range from \$15 to \$20. Brattleboro Recreation is part of the Parks and Recreation Department. The 9 person full-time staff includes the director, an assistant director, administrative assistant, program coordinator, a building maintenance person, a park supervisor, and 3 park maintenance staff. The Senior Center is part of Parks and Recreation Department in Brattleboro.
- **Middlebury** (Source: *Interview with Dustin Hunt, Middlebury Recreation Department Coordinator and Kathleen Ramsay, Assistant Town Manager*): Middlebury is slightly larger than Montpelier with 8,496 residents and its \$348,130 Recreation Budget is much smaller than Montpelier's. The per capita cost of Recreation is \$40.98 and the percent of the Recreation budget that comes from taxes is 46% while fee revenues are 54% of the budget. The non-resident surcharge on fees is between \$5 and \$25. Recreation has 4 year-round employees, 2 full-time and 2 part-time. The Recreation program is part of Parks and Recreation Department. The Town has a Senior Center which is not part of the Parks and Recreation Department but it is housed in the same building.

[Continued next page]

Comparative Chart-Recreation Departments in Montpelier and Five Other Towns						
	Montpelier	Barre	Brattleboro	Middlebury	St. Johnsbury	St. Albans
Rec Budget per capita	\$ 103.83	\$ 13.53	\$58.11	\$ 40.98	\$ 4.60	\$ 36.14
Tax \$ for Rec-per capita	\$ 73.23	Not Available	\$ 42.30	\$ 18.85	\$ 4.60	\$ 1.73
Population 2010	7855	9052	12046	8496	7603	6918
Has a Recreation Department	Yes-Recreation	Yes	Yes (Parks/Rec)	Yes (Parks/Rec)	No longer	Yes
Size of Recreation Portion of Budget	\$ 815,583	\$ 122,500	\$700,000 (approx)	\$ 348,130	\$35,000 (see text on St. Johnsbury)	approx. \$350,000
Benefits Costs	Included		Not Included	Included (\$58,000)	0	
How Funded (\$\$\$s and /or %)						
Local Tax	70.56%	See Footnote #1	\$509,500 (estimate), 72.79% estimate	46%	100% See Footnote#2	\$12,000 or 3.4%
Fees	22.06%	Information unavailable	\$190,500 or 27.21%	54%	See Footnote#2	\$275,500 or 78.7%
Grants		Information unavailable				\$20,000 in business sponsorships or 5.7%
Other	7.40%					\$45,000 from Town of St. Albans or 12.1%
How much higher out of towners program fees are	Almost all programs have higher non-resident fee ranging from 5.7% to 100% higher (many in 50%higher range)	50% higher	\$15 -Youth; \$20- Adults	\$5 to \$25 non-resident fees (Middlebury property taxpayers do not pay the added fee)	No extra charge	20% higher, except St. Albans Town
Staff						
full-time	6.5	1	9	2	See Footnote#2	1
part-time	3	0	-	2	See Footnote#2	0.5
seasonal	27	11	40	25 (summer)	See Footnote#2	40
Properties owned (list)	Rec Dept. Center Building, Dog River Rec Area (Rec Field, tennis cts, basketball Ct, Skateboard PK, Picnic area pavilion, pool)	Pool	56 acre park with skating rink, pool, 2 ballfields, 1 youth ballfield, 2 tennis courts,walking trails, playground, picnic shelter, 2 bocce courts, and a volleyball court. 10 acre park with 2 fields and walking path. Several mini parks/cemeteries.	5 multi-use fields, municipal pool, 6 tennis courts,2 basketball courts(1 outdoor; 1 indoor) greenhouse, Community meeting bldg	Land for ice rinks	Pool, pool house, tennis courts, basketball courts (see notes for more information).

Comparative Chart-Recreation Departments in Montpelier and Five Other Towns-Continued						
	Montpelier	Barre	Brattleboro	Middlebury	St. Johnsbury	St. Albans
Fields lighted at Night	Tennis Courts and Basketball Ct at Elm St.		2	soccer one-occasionally	Ice rinks lighted	No
Vehicles Own (type and #)	2 trucks Summer and vacation day camps, Kickboxing, Zumba, Outdoor Group Sports,Tennis, Swimming, Basketball,Baseball Camp,Yoga, Dancing, Adult, Teen and Children classes, Skateboarding, Ice skating, Events,etc.	None	3 trucks;1 zamboni	1 truck (also uses DPW truck, tractors as needed)	None	One 15-passenger van
Types of programs offered		Swimming, tennis, baseball, summer daycamps, ice skating	Softball, baseball, T-ball, Lacrosse, field hockey, soccer, swimming, tennis, track and field, gymnastics, yoga, daycamps, water aerobics, badminton, belly dancing, line dancing skating,Kung Fu, mad science, etc.	Soccer, Gymnastics,Field hockey, Zumba, Volleyball, Basketball, Aikido, swimming,summer camps,wrestling, flag-football,fun runs, etc.	Includes soccer, and volleyball, summer camps, etc.	Soccer, swim team, fitness courses, yoga, Pilates, and nordic walking. This is a list of Fall programs only. Many other programs offered at other times of the year.
Have Senior Center	Yes	Yes	Yes	Yes	Yes	Yes
Is it connected to Recreation Dept	No	No	Is in Parks and Rec Dept.	No connection except in same bldg	No	No
REC Dept Structure:						
Part of City/Town Government	Delegated by City to Schools	Yes	Yes	Yes	Yes See Footnote#2	Yes
Overseen by City/Town	In City part of Annual Report there is \$575,230 of Prop Tax (GF) for Rec Dept Cost Subsidy	Yes	Yes	Yes	Yes See Footnote#2	Yes
Managed or overseen by School District	Yes	No	No	No	See Footnote#2	No
Rec Department use of school property	yes	Yes	Yes	Yes (some)	Yes	Yes
If so, do schools charge for use	No	No	No	No		No
Citizen Advisory Board	Yes(appted by school bd)	Yes	Yes	Yes	Not any longer	Yes

Footnote #1: Barre's \$122,550 figure represents the amount in the Barre budget for supporting recreation staff person and office. We were unable to get figures for the % paid by property taxes. It should be noted that Barre operates an ice rink under its Facilities department as well. It is not included in Recreation numbers included here.

Footnote#2: St. Johnsbury no longer has a recreation department, but does contribute \$10,000 a year to St Johnsbury Academy to support a recreation position and \$15,000 to Kiwanis to support pool operated by Kiwanis.

Montpelier City Council Concerns and Discussion

In recent years, the City Council has been discussing various issues related to the Recreation Department, including whether the Recreation Department should be supervised by the School Board, as is the case now, by the city, or operate as a stand-alone Recreation Commission. There was considerable discussion of these issues at the City Council in February, 2012. The relevant sections from these Council minutes can be found in Appendix Recreation 1. Issues that surfaced in these meetings related to governance and oversight, performance standards and the Matrix report recommendations.

At the conclusion of the February 22 meeting, the Council voted 6-0 to have city staff, in conjunction with school officials, answer a series of questions and report back by July, 2012. That report had not been completed or delivered, as of mid-September 2012. The City Manager said that a report is being drafted and would be delivered to the Council.

Here are the areas of concern that the Council asked for specific feedback on:

- (a) Management concerns and a proposed realistic timeline if adopted;
- (b) The identification of recreation department/school budget transfers and policy for inclusion in future budgets;
- (c) A specific policy that addresses fee structures for programs that takes into account concerns the current council issue of regional subsidies and self-sustainability;
- (d) The formal adoption of a newly reconstituted recreation board which includes a school rep appointment, a city council appointment, and the remaining members appointed as a terms expire by the Council as advertised positions like other boards in the city;
- (e) A 5 year capital improvement plan for facilities and equipment;
- (f) The identification of education fund vs general fund benefits for taxpayers;

Added Items

- (g) Personnel Review
- (h) Union status of employees.

CONCLUSIONS

- Montpelier has a large Recreation Program. It relies more heavily on tax revenues than similar programs in the comparable communities that were reviewed by the subcommittee and still have a formal recreation department.
- Montpelier charges non-residents, on average, 50% more than residents for Recreation Programs, though not for all programs. This is higher than most other communities reviewed.
- Montpelier's Recreation Department governance structure, specifically its supervision by the School Board, is unusual. In all the other communities reviewed, supervision was by the City.

RECOMMENDATIONS

- Other cities and town interviewed are able to run Recreation Departments on smaller budgets per capita and, often with greater reliance on fees or donations from the business community and social organizations. Montpelier should undertake a study based on these other towns (especially St. Albans, Middlebury and Brattleboro) to see what changes Montpelier could adopt for more efficient and effective delivery of recreation services. For example, in at least two cases, maintenance needs are met by the city public works department. There may be other differences worth examining.
- Montpelier should continue its discussion of and reach a conclusion about governance structure, including whether the Recreation Department is better supervised by the School Board or the City (whatever the decision, both a City Council representative and a School Board representative should sit on the Recreation Board). The Matrix Report calls for bringing the Recreation Department under the city's supervision, in a new department with the Senior Center. The Council should revisit this suggestion in the context of the report from the City Manager on the Recreation Department that is now being prepared. Ideally, this discussion could occur soon, before budget matters dominate Council meetings. The City Council, in conjunction with the School Board and the Recreation Board, need to resolve the governance issue.

[End Recreation Subcommittee Report]

1. Appendices

The numerous Appendices following this page contain additional reference information, examples and/or supporting documentation provided by the subcommittees. They are presented in the same order as the subcommittee reports.

Please note that the page numbers for the Appendices, following this page, re-start at page 1.

Appendix Reference	Description	Page(s)
A	Municipal Tax Comparison	1 - 5
Budget 1 - 6	Examples of budget related memos, instructions and materials from the City Manager's Office	6 - 17
Data 1	Montpelier Five (5) Year Financial Data	18 - 26
Date 2	Nine City Financial Comparison	27 - 28
Data 3	Montpelier Growth FY09 – FY13	29 - 30
Debt 1	Summary of Annual Debt Funding for Capital Projects	31 - 33
Debt 2	Debt Management Policy and Guidelines	34 - 35
Matrix 1	Matrix Introduction and Summary, including Status Report	36 - 63
DPW 1	Public Works Performance Measures	64
DPW 2	Public Works Project Inventory	65
DPW 3	Public Works Equipment Division October 2012 Project Plan	66
DPW 4	Public Works, various documentation	67 - 98
REC 1	February 2012 City Council Minutes related to Recreation Department	99 - 107



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

DATE: September 25, 2012

TO: Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: SUMMARY BUDGET REPORT BY DEPARMENT FOR GENERAL FUND AND DETAILED BUDGET STATUS REPORTS FOR GENERAL FUND, WATER FUND, SEWER FUND, CEMETERY FUND, PARKS FUND, PARKING FUND AND SENIOR CENTER FUND FOR A TWO MONTH PERIOD BEGINNING JULY 1, 2012 AND ENDING AUGUST 31, 2012

Enclosed please find budget reports for the above reference funds. **For the General Fund, please note that 78% of revenues budgeted have been received (compared to 77% last fiscal year) and 24% of expenditures budgeted have been expensed for this time period (compared to 23% last year). This represents 17% of the budget year completed.**

GENERAL FUND NOTES:

Revenue:

Revenue is coming in as projected during the first two months.

Expenditures:

Expenditures are in line with the FY13 budget except for some savings in City Manager Salaries with the vacant Assistant City Manager position and some higher costs in Police overtime. We used \$10,000 of prior year fund balance for the regionalization study payment.

WATER AND SEWER FUNDS:

Revenue: Water and Sewer usage was consistent with the budgeted amount which is better than some of the decreases we've seen in recent quarters. After the first quarter, billing is approximately 25% of the budgeted amount for water and sewer.

Expenditures: Water Fund expenditures are 24% and Sewer expenditures are 23% of the FY13 budget.

PARKING FUND: Parking meter revenue is \$13,000 higher than last year's first two months and is in line with the budget projections.

The Budget Reports are scheduled for the City Council Consent Agenda for October 10, 2012.



City of Montpelier
GENERAL FUND FY 2013 Summary Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
REVENUES				
TOTAL PROPERTY TAX REVENUE	\$7,378,193.00	\$7,395,614.07	\$17,421.07	100.24%
TOTAL STATE/LOCAL PILOT	\$914,912.00	\$10,425.40	(\$904,486.60)	1.14%
TOTAL PERMITS AND LICENSE REV	\$82,600.00	\$8,396.59	(\$74,203.41)	10.17%
TOTAL INTERGOVERNMENTAL REV	\$858,615.00	\$170,190.88	(\$688,424.12)	19.82%
TOTAL FEES & CHARGES FOR SERVICES	\$620,307.00	\$161,571.05	(\$458,735.95)	26.05%
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$600.00	\$24.99	(\$575.01)	4.17%
TOTAL FINES & FORFEITURES	\$35,000.00	\$2,291.00	(\$32,709.00)	6.55%
TOTAL EQUIPMENT/LAND REVENUE	\$343,123.00	\$262,133.18	(\$80,989.82)	76.40%
TOTAL INTEREST/INVESTMENT REVENUE	\$38,230.00	\$6,803.87	(\$31,426.13)	17.80%
TOTAL MISC REVENUE	\$53,166.00	\$27,243.77	(\$25,922.23)	51.24%
TOTAL OPERATING TRANSFERS	\$785,282.00	\$670,782.00	(\$114,500.00)	85.42%
TOTAL GENERAL FUND REVENUES	\$11,110,028.00	\$8,715,476.80	(\$2,394,551.20)	78.45%
EXPENDITURES				
TOTAL CITY COUNCIL	\$33,391.00	\$2,409.76	\$30,981.24	7.22%
TOTAL CITY MANAGER	\$333,791.00	\$38,889.49	\$294,901.51	11.65%
TOTAL CITY CLERK	\$187,252.00	\$25,849.64	\$161,402.36	13.80%
TOTAL FINANCE	\$463,646.00	\$64,728.11	\$398,917.89	13.96%
TOTAL TECHNOLOGY SERVICES	\$221,278.00	\$33,841.03	\$187,436.97	15.29%
TOTAL PROPERTY ASSESSOR	\$170,051.00	\$27,929.22	\$142,121.78	16.42%
TOTAL PLANNING & DEVELOPMENT	\$411,982.00	\$55,977.72	\$356,004.28	13.59%



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	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
TOTAL CITY HALL MAINT	\$192,340.00	\$6,686.09	\$185,653.91	3.48%
TOTAL 58 BARRE ST BLDG MAINT	\$0.00	(\$622.93)	\$622.93	0.00%
TOTAL POLICE OPERATIONS	\$1,550,888.00	\$251,725.93	\$1,299,162.07	16.23%
TOTAL POLICE COMMUNICATIONS	\$518,546.00	\$85,377.60	\$433,168.40	16.46%
TOTAL OUTSIDE PAY POLICE	\$0.00	\$0.00	\$0.00	0.00%
TOTAL POLICE CANINE UNIT	\$0.00	\$0.00	\$0.00	0.00%
TOTAL POLICE SCHOOL RESOURCE OFFICER	\$88,553.00	\$12,724.60	\$75,828.40	14.37%
TOTAL COMMUNITY JUSTICE CENTER	\$99,904.00	\$16,591.62	\$83,312.38	16.61%
TOTAL RE-ENTRY PROGRAM	\$139,161.00	\$15,127.32	\$124,033.68	10.87%
TOTAL FIRE AND E.M.S	\$1,810,105.00	\$251,007.76	\$1,559,097.24	13.87%
TOTAL BLDG CODE & HEALTH ENFORCEMENT	\$87,287.00	\$12,721.76	\$74,565.24	14.57%
TOTAL EMERGENCY MANAGEMENT	\$14,929.00	\$262.38	\$14,666.62	1.76%
TOTAL DPW STREETS	\$1,502,796.00	\$202,093.57	\$1,300,702.43	13.45%
TOTAL DPW FLEET OPERATIONS	\$546,859.00	\$90,329.78	\$456,529.22	16.52%
TOTAL DPW BUILDING OPERATIONS	\$68,020.00	\$865.58	\$67,154.42	1.27%
TOTAL WRIGHTSVILLE BEACH FUNDS	\$4,007.00	\$0.00	\$4,007.00	0.00%
TOTAL AGENCY CONTRIBUTION	\$99,175.00	\$82,675.00	\$16,500.00	83.36%
TOTAL LIBRARY CONTRIBUTION	\$293,975.00	\$146,988.00	\$146,987.00	50.00%
TOTAL COMMUNITY ENHANCEMENT	\$48,800.00	\$34,300.00	\$14,500.00	70.29%
TOTAL TREE MANAGEMENT	\$34,446.00	\$3,970.25	\$30,475.75	11.53%
TOTAL TREE BOARD	\$2,000.00	\$0.00	\$2,000.00	0.00%



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2 Months Ending 8/31/2012
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<u>Account Number and Description</u>	<u>Budget FY</u>	<u>Actual to Date</u>	<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
TOTAL CONSERVATION COMMISSION	\$6,750.00	\$740.06	\$6,009.94	10.96%
TOTAL DEBT SERVICE	\$671,464.00	\$22,113.04	\$649,350.96	3.29%
TOTAL ADMIN COPIER & POSTAGE	\$0.00	\$7,340.19	(\$7,340.19)	0.00%
TOTAL OTHER GOVERNMENTAL	\$155,837.00	\$109,227.50	\$46,609.50	70.09%
TOTAL TRANSFERS TO OTHER FUNDS	\$912,531.00	\$878,855.00	\$33,676.00	96.31%
TOTAL EQUIPMENT PLAN	\$384,264.00	\$72,348.74	\$311,915.26	18.83%
TOTAL EMPLOYEE BENEFITS	\$0.00	\$62,955.07	(\$62,955.07)	0.00%
TOTAL GF MISC EXP	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
TOTAL TAX ABATEMENTS/CREDITS	\$56,000.00	\$57,515.17	(\$1,515.17)	102.71%
TOTAL GF MISC EXP	\$0.00	\$3,980.00	(\$3,980.00)	0.00%
TOTAL GENERAL FUND EXPENDITURES	\$11,110,028.00	\$2,687,524.05	\$8,422,503.95	24.19%
GENERAL FUND NET EXCESS / (DEFICIT)	\$0.00	\$6,027,952.75		



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<u>Account Number and Description</u>	<u>Budget FY</u> 2013	<u>Actual to Date</u> Through 8/31/2012	<u>Variance</u>	<u>Percent of</u> <u>Budget</u>
REVENUES				
10.20 PROPERTY TAX REVENUE				
10.2000.00.00.4 PROPERTY TAX GF	\$6,904,043.00	\$6,921,464.07	\$17,421.07	100.25 %
10.2005.00.00.4 PROPERTY TAX LIBRARY	\$293,975.00	\$293,975.00	\$0.00	100.00 %
10.2006.00.00.4 PROPERTY TAX AGENCIES OUT	\$180,175.00	\$180,175.00	\$0.00	100.00 %
10.2008.00.00.4 HOUSING TRUST	\$0.00	\$0.00	\$0.00	0.00 %
10.2009.00.00.4 PROPERTY TAX SENIOR CENTER	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PROPERTY TAX REVENUE	\$7,378,193.00	\$7,395,614.07	\$17,421.07	100.24%
10.21 STATE/LOCAL PILOT				
10.2100.00.00.4 STATE PILOT	\$780,912.00	\$0.00	(\$780,912.00)	0.00 %
10.2100.00.01.4 LOCAL PILOT	\$20,000.00	\$0.00	(\$20,000.00)	0.00 %
10.2100.00.02.4 CURRENT USE	\$14,000.00	\$0.00	(\$14,000.00)	0.00 %
10.2101.00.00.4 PENALTY DELINQUENT TAXES	\$58,000.00	\$8,500.22	(\$49,499.78)	14.66 %
10.2102.00.00.4 INTEREST DELINQUENT TAXES	\$20,000.00	\$1,925.18	(\$18,074.82)	9.63 %
10.2103.00.00.4 STATE ADMIN ALLOWANCE	\$22,000.00	\$0.00	(\$22,000.00)	0.00 %
10.2110.00.00.4 RJAP (CJC) Fees	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL STATE/LOCAL PILOT	\$914,912.00	\$10,425.40	(\$904,486.60)	1.14%
10.22 PERMITS AND LICENSE REV				
10.2201.00.00.4 BUSINESS PERMITS/LICENSES	\$10,000.00	\$465.00	(\$9,535.00)	4.65 %
10.2202.00.00.4 DOG LICENSES	\$2,600.00	\$66.00	(\$2,534.00)	2.54 %
10.2203.00.00.4 BUILDING PERMITS/CODE SVC	\$70,000.00	\$7,465.59	(\$62,534.41)	10.67 %
10.2205.00.00.4 IMPACT FEES - PARK	\$0.00	\$0.00	\$0.00	0.00 %
10.2206.00.00.4 INSPECTION FEES	\$0.00	\$400.00	\$400.00	0.00 %
TOTAL PERMITS AND LICENSE REV	\$82,600.00	\$8,396.59	(\$74,203.41)	10.17%
10.23 INTERGOVERNMENTAL REV				
10.2301.00.00.4 GRANTS-POLICE HOMELAND	\$0.00	\$0.00	\$0.00	0.00 %
10.2301.00.01.4 GRANTS-POLICE FEDERAL	\$0.00	\$0.00	\$0.00	0.00 %



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<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>	
10.2301.00.02.4 FEDERAL COPS GRANT	\$23,284.00		(\$0.01)		(\$23,284.01)	0.00 %	
10.2302.00.00.4 FEDERAL EMERGENCY MGT	\$0.00		\$0.00		\$0.00	0.00 %	
10.2303.00.00.4 STATE HIGHWAY AID	\$209,631.00		\$66,141.39		(\$143,489.61)	31.55 %	
10.2304.00.00.4 STATE STATUTORY PAYMENT	\$184,000.00		\$0.00		(\$184,000.00)	0.00 %	
10.2305.00.00.4 CAPITAL FIRE MUTUAL AID	\$159,521.00		\$0.00		(\$159,521.00)	0.00 %	
10.2310.00.00.4 ACT 60 REAPPRAISAL-STATE	\$25,000.00		\$0.00		(\$25,000.00)	0.00 %	
10.2313.00.00.4 SCHOOLS-RESOURCE OFFICER	\$44,580.00		\$0.00		(\$44,580.00)	0.00 %	
10.2314.00.00.4 STATE GRANTS COM JUSTICE CTR	\$106,500.00		\$104,049.50		(\$2,450.50)	97.70 %	
10.2314.00.01.4 State Grants-CJC Misc	\$0.00		\$0.00		\$0.00	0.00 %	
10.2314.00.03.4 FED GRANTS COM JUSTICE CTR	\$0.00		\$0.00		\$0.00	0.00 %	
10.2315.00.00.4 FED/ST GRANTS- FIRE/EMERG	\$0.00		\$0.00		\$0.00	0.00 %	
10.2316.00.00.4 PLANNING GRANT REVENUE	\$0.00		\$0.00		\$0.00	0.00 %	
10.2316.00.03.4 ST AHS GRANT CJC COSA	\$0.00		\$0.00		\$0.00	0.00 %	
10.2316.00.04.4 ST GRANT CJC RE-ENTRY PRG	\$106,099.00		\$0.00		(\$106,099.00)	0.00 %	
10.2318.00.00.4 STATE GRANTS - PLANNING	\$0.00		\$0.00		\$0.00	0.00 %	
10.2320.00.00.4 STATE/FED GRANT - DPW EQUIP	\$0.00		\$0.00		\$0.00	0.00 %	
TOTAL INTERGOVERNMENTAL REV	\$858,615.00		\$170,190.88		(\$688,424.12)	19.82%	
10.24 FEES & CHARGES FOR SERVICES							
10.2401.00.00.4 RECORDING DOCUMENTS	\$70,000.00		\$10,871.00		(\$59,129.00)	15.53 %	
10.2402.00.00.4 CLERK/TREASURER DEPT FEES	\$15,500.00		\$2,488.90		(\$13,011.10)	16.06 %	
10.2404.00.00.4 RECORDS RESTORATION FEE	\$0.00		\$1,142.00		\$1,142.00	0.00 %	
10.2406.00.00.4 PLANNING DEPARTMENT FEES	\$15,000.00		\$2,725.48		(\$12,274.52)	18.17 %	
10.2409.00.00.4 SALE OF GIS MATERIALS	\$0.00		\$0.00		\$0.00	0.00 %	
10.2411.00.00.4 PHOTOCOPIER MACHINE	\$250.00		\$12.25		(\$237.75)	4.90 %	
10.2413.00.00.4 AMBULANCE CALL CHARGES	\$373,500.00		\$73,800.45		(\$299,699.55)	19.76 %	
10.2415.00.00.4 AMBULANCE CONTRACTS	\$92,557.00		\$63,706.50		(\$28,850.50)	68.83 %	
10.2416.00.00.4 POLICE - STATE	\$10,000.00		\$0.00		(\$10,000.00)	0.00 %	
10.2417.00.00.4 OUTSIDE PAY POLICE & FIRE	\$8,000.00		\$246.44		(\$7,753.56)	3.08 %	
10.2417.00.02.4 OUTSIDE PAY POL-HOMELAND	\$0.00		\$0.00		\$0.00	0.00 %	
10.2417.00.03.4 OUTSIDE PAY FIRE-HOMELAND	\$0.00		\$0.00		\$0.00	0.00 %	
10.2418.00.00.4 FIRE DEPT - MISC FEES	\$0.00		\$5.00		\$5.00	0.00 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>
10.2419.00.00.4 POLICE DEPT - MISC FEES	\$8,000.00		\$2,195.01		(\$5,804.99)	27.44 %
10.2420.00.00.4 STUMP DUMP	\$3,000.00		\$1,382.00		(\$1,618.00)	46.07 %
10.2420.10.00.4 TREE STUMPAGE REVENUE	\$0.00		\$0.00		\$0.00	0.00 %
10.2421.00.00.4 PUBLIC WORKS DEPT FEES	\$15,000.00		\$1,632.30		(\$13,367.70)	10.88 %
10.2422.00.00.4 CPR COURSE FEES	\$1,000.00		(\$10.00)		(\$1,010.00)	(1.00)%
10.2423.00.00.4 CONSERVATION COMMISSION REVENUE	\$0.00		\$0.00		\$0.00	0.00 %
10.2423.00.01.4 TREE MGMT WOOD SALES	\$3,000.00		\$0.00		(\$3,000.00)	0.00 %
10.2424.00.00.4 SUPPORT SERVICES-MDCA	\$2,000.00		\$0.00		(\$2,000.00)	0.00 %
10.2425.00.00.4 COM JUSTICE CTR FEES	\$1,500.00		\$825.00		(\$675.00)	55.00 %
10.2425.00.01.4 CJC CONTRACT SVC RE-ENTRY	\$2,000.00		\$0.00		(\$2,000.00)	0.00 %
10.2425.00.02.4 COM JUSTICE REIMB OF EXP	\$0.00		\$48.72		\$48.72	0.00 %
10.2425.00.03.4 CJC DONATIONS	\$0.00		\$500.00		\$500.00	0.00 %
10.2425.00.04.4 RE-ENTRY PROGRAM REIMB	\$0.00		\$0.00		\$0.00	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	\$620,307.00		\$161,571.05		(\$458,735.95)	26.05%
10.25 RENTS & COMMISSIONS/UTILITY FEES						
10.2502.00.00.4 MEMORIAL ROOM RENTAL	\$600.00		\$25.00		(\$575.00)	4.17 %
10.2504.00.00.4 58 BARRE ST RENT	\$0.00		\$0.00		\$0.00	0.00 %
10.2505.00.00.4 RENTS & COMMISSIONS/UTILITY FEES	\$0.00		(\$0.01)		(\$0.01)	0.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$600.00		\$24.99		(\$575.01)	4.17%
10.260 FINES & FORFEITURES						
10.2601.00.00.4 POLICE FINES & FORFEITURE	\$30,000.00		\$2,291.00		(\$27,709.00)	7.64 %
10.2602.00.00.4 DRUG SEIZURE-FOR RESERVE	\$5,000.00		\$0.00		(\$5,000.00)	0.00 %
10.2605.00.00.4 BUILDING/ZONING FINES	\$0.00		\$0.00		\$0.00	0.00 %
TOTAL FINES & FORFEITURES	\$35,000.00		\$2,291.00		(\$32,709.00)	6.55%
10.261 EQUIPMENT/LAND REVENUE						
10.2610.00.00.4 WATER FUND EQUIPMENT XFER	\$96,340.00		\$98,020.00		\$1,680.00	101.74 %
10.2610.00.02.4 SALE OF DPW RAP	\$0.00		\$6,024.00		\$6,024.00	0.00 %
10.2611.00.00.4 SEWER FUND EQUIPMENT XFER	\$132,180.00		\$132,180.00		\$0.00	100.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2013</u>	<u>Actual to Date Through 8/31/2012</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.2612.00.00.4 PARKING FUND EQUIP XFER	\$12,603.00	\$12,603.00	\$0.00	100.00 %
10.2613.00.00.4 FUEL SALES	\$82,500.00	\$8,835.04	(\$73,664.96)	10.71 %
10.2614.00.00.4 SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.2614.00.10.4 PROCEEDS LEASE/NOTES	\$0.00	\$0.00	\$0.00	0.00 %
10.2614.00.11.4 SALE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %
10.2615.00.00.4 RENTAL OF EQUIPMENT	\$3,000.00	\$0.00	(\$3,000.00)	0.00 %
10.2616.00.00.4 MISC. REVENUE	\$0.00	\$350.23	\$350.23	0.00 %
10.2617.00.00.4 MISC REIMB (FLEET REPAIR)	\$16,500.00	\$4,120.91	(\$12,379.09)	24.98 %
10.2618.00.00.4 VACTOR USE FEE SEWER FUND	\$0.00	\$0.00	\$0.00	0.00 %
10.2619.00.00.4 USE OF EQUIPMENT FUND RES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	\$343,123.00	\$262,133.18	(\$80,989.82)	76.40%
10.27 INTEREST/INVESTMENT REVENUE				
10.2700.00.00.4 INTEREST INCOME	\$38,230.00	\$6,803.87	(\$31,426.13)	17.80 %
10.2715.00.00.4 PENSION DIVIDENDS & DISTR	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	\$38,230.00	\$6,803.87	(\$31,426.13)	17.80%
10.28 MISC REVENUE				
10.2801.00.00.4 MISCELLANEOUS REVENUE	\$2,500.00	\$0.10	(\$2,499.90)	0.00 %
10.2802.00.00.4 MISCELLANEOUS REIMB	\$4,000.00	\$658.00	(\$3,342.00)	16.45 %
10.2802.00.01.4 INS. REIMB - OTHER DEPTS	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.02.4 INS. REIMB - DPV	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.03.4 INS. REIMB - POLICE	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.04.4 INS. REIMB. - FIRE	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.05.4 INS. REIM - FLOOD MAY 2011	\$0.00	\$8,405.73	\$8,405.73	0.00 %
10.2803.00.00.4 POLICE CANINE - OTHER REVENUES	\$0.00	\$0.00	\$0.00	0.00 %
10.2804.00.00.4 DONATIONS - FIRE/AMBULANCE RSV	\$0.00	\$0.00	\$0.00	0.00 %
10.2804.00.01.4 DONATIONS - POLICE K-9	\$2,000.00	\$0.00	(\$2,000.00)	0.00 %
10.2806.00.00.4 GRNT DRAWDWNS - TREE BOARD	\$0.00	\$0.00	\$0.00	0.00 %
10.2807.00.00.4 W.C./S.T.D. WAGE REIMBURS	\$5,000.00	\$3,132.97	(\$1,867.03)	62.66 %
10.2807.00.01.4 WC /STD REIMB - DPV	\$5,000.00	\$2,490.30	(\$2,509.70)	49.81 %
10.2807.00.02.4 WC /STD REIMB - POLICE	\$0.00	\$876.11	\$876.11	0.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date	Variance	Percent of Budget
	2013	Through 8/31/2012			
10.2807.00.03.4 WC / STD REIMB FIRE	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2809.00.00.4 TREE BOARD DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2811.00.00.4 ENERGY SAVINGS INCENTIVE	\$0.00	\$25.00	\$25.00	\$25.00	0.00 %
10.2813.00.00.4 RESERVE FIRE REVENUE	\$0.00	\$100.00	\$100.00	\$100.00	0.00 %
10.2814.00.00.4 PROCEEDS FROM L.T. DEBT	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2816.00.00.4 CONNOR-INTEREST ON NOTE	\$3,412.00	\$1,275.38	(\$2,136.62)		37.38 %
10.2817.00.00.4 USE OF CONNOR RESERVE	\$31,254.00	\$10,280.18	(\$20,973.82)		32.89 %
10.2820.00.00.4 EMPLOYEE WELLNESS REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL MISC REVENUE	\$53,166.00	\$27,243.77	(\$25,922.23)		51.24%
10.29 OPERATING TRANSFERS					
10.2901.00.00.4 ADMIN TRANSFER - WATER	\$260,520.00	\$260,520.00	\$0.00		100.00 %
10.2902.00.00.4 ADMIN TRANSFER SEWER	\$360,540.00	\$360,540.00	\$0.00		100.00 %
10.2903.00.00.4 ADMIN TRANSFER - PARKING	\$46,722.00	\$46,722.00	\$0.00		100.00 %
10.2904.00.00.4 XFER FROM PARKS-TREE WARD	\$0.00	\$3,000.00	\$3,000.00		0.00 %
10.2905.00.00.4 XFER FROM SENIOR CENTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2907.00.00.4 XFER FROM FIRE RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.00.4 TRANSFER FROM CDA	\$30,000.00	\$0.00	(\$30,000.00)		0.00 %
10.2909.00.01.4 REACH GRANT ADMIN	\$8,000.00	\$0.00	(\$8,000.00)		0.00 %
10.2909.00.02.4 XFER FROM REACH	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.03.4 XFER FROM DISTRICT ENERGY	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2913.00.00.4 XFER FROM WELLNESS RESERV	\$5,000.00	\$0.00	(\$5,000.00)		0.00 %
10.2914.00.00.4 USE OF RECORDS RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2916.00.00.4 USE OF GEN FUND BALANCE	\$74,500.00	\$0.00	(\$74,500.00)		0.00 %
10.2920.00.00.4 BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
10.2930.00.00.4 LEASE/PURCHASE PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$785,282.00	\$670,782.00	(\$114,500.00)		85.42%
TOTAL GENERAL FUND REVENUES	\$11,110,028.00	\$8,715,476.80	(\$2,394,551.20)		78.45%

EXPENDITURES



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

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10.3000 CITY COUNCIL				
10.3000.10.00.5 CITY COUNCIL SALARY & WAGES	\$10,200.00	\$1,500.00	\$8,700.00	14.71 %
10.3000.15.02.5 CITY COUNCIL FICA/MEDICARE	\$744.00	\$114.76	\$629.24	15.42 %
10.3000.15.03.5 CITY COUNCIL HEALTH INS	\$0.00	\$0.00	\$0.00	0.00 %
10.3000.20.00.5 CITY COUNCIL OFFICE SUPPLIES	\$1,177.00	\$0.00	\$1,177.00	0.00 %
10.3000.20.01.5 CITY COUNCIL POSTAGE	\$1,250.00	\$0.00	\$1,250.00	0.00 %
10.3000.30.00.5 CITY COUNCIL ADVERTISING	\$5,800.00	\$615.00	\$5,185.00	10.60 %
10.3000.34.00.5 CITY COUNCIL COMMUNICATIONS	\$1,800.00	\$0.00	\$1,800.00	0.00 %
10.3000.40.00.5 CITY COUNCIL DUES/SUBS/MTGS	\$980.00	\$0.00	\$980.00	0.00 %
10.3000.56.00.5 CITY COUNCIL OTR PUR SRVC	\$1,635.00	\$0.00	\$1,635.00	0.00 %
10.3000.56.01.5 CITY COUNCIL DONATIONS IN LIEU OF WAGES	\$0.00	\$0.00	\$0.00	0.00 %
10.3000.62.00.5 CITY COUNCIL PRINT & BINDING	\$8,205.00	\$0.00	\$8,205.00	0.00 %
10.3000.74.00.5 CITY COUNCIL TRAVEL/TRANS	\$50.00	\$0.00	\$50.00	0.00 %
10.3000.79.00.5 CITY COUNCIL MISC	\$1,350.00	\$180.00	\$1,170.00	13.33 %
10.3000.83.00.5 CITY COUNCIL MACH & EQUIP	\$200.00	\$0.00	\$200.00	0.00 %
TOTAL CITY COUNCIL	\$33,391.00	\$2,409.76	\$30,981.24	7.22%
10.3210 CITY MANAGER				
10.3210.10.00.5 CITY MGR SALARY & WAGES	\$190,856.00	\$24,648.72	\$166,207.28	12.91 %
10.3210.11.00.5 CITY MGR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.15.01.5 CITY MGR DENTAL INS	\$1,219.00	\$179.08	\$1,039.92	14.69 %
10.3210.15.02.5 CITY MGR FICA/MEDICARE	\$13,921.00	\$1,751.23	\$12,169.77	12.58 %
10.3210.15.03.5 CITY MGR HEALTH INS	\$26,368.00	\$2,772.48	\$23,595.52	10.51 %
10.3210.15.04.5 CITY MGR IRS SECTION 125	\$567.00	\$0.00	\$567.00	0.00 %
10.3210.15.05.5 CITY MGR LT CARE INS	\$0.00	\$54.76	(\$54.76)	0.00 %
10.3210.15.07.5 CITY MGR CITY RETIREMENT	\$11,958.00	\$1,602.46	\$10,355.54	13.40 %
10.3210.15.08.5 CITY MGR LIFE, STD, LTD INS	\$2,992.00	\$415.07	\$2,576.93	13.87 %
10.3210.15.09.5 CITY MGR UNEMPLOYMENT INS	\$971.00	\$159.30	\$811.70	16.41 %
10.3210.15.10.5 CITY MGR WORKERS' COMP	\$768.00	\$156.65	\$611.35	20.40 %
10.3210.15.12.5 CITY MGR PARKING FEE	\$0.00	\$1,560.00	(\$1,560.00)	0.00 %
10.3210.15.13.5 CITY MGR DEF COMP 401(A)	\$5,000.00	\$1,731.15	\$3,268.85	34.62 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

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	<u>2013</u>		<u>Through 8/31/2012</u>				<u>Budget</u>	
10.3210.20.00.5 CITY MGR OFFICE SUPPLIES	\$1,067.00		\$19.37		\$1,047.63		1.82 %	
10.3210.20.01.5 CITY MGR POSTAGE	\$500.00		\$0.00		\$500.00		0.00 %	
10.3210.30.00.5 CITY MGR ADVERTISING	\$9,464.00		\$0.00		\$9,464.00		0.00 %	
10.3210.34.00.5 CITY MGR COMMUNICATIONS	\$0.00		\$0.00		\$0.00		0.00 %	
10.3210.34.03.5 CITY MGR TELE CELL & PAGER	\$2,100.00		\$126.92		\$1,973.08		6.04 %	
10.3210.40.00.5 CITY MGR DUES/SUBS/MTGS	\$5,945.00		\$940.18		\$5,004.82		15.81 %	
10.3210.48.00.5 CITY MGR PROPERTY & LIAB INS	\$6,295.00		\$955.07		\$5,339.93		15.17 %	
10.3210.56.00.5 CITY MGR OTR PUR SRVC	\$0.00		\$0.00		\$0.00		0.00 %	
10.3210.58.00.5 CITY MGR VIDEO ARCHIVE SYS	\$6,000.00		\$126.00		\$5,874.00		2.10 %	
10.3210.61.00.5 CITY MGR LEGAL SERVICES	\$40,000.00		\$1,631.33		\$38,368.67		4.08 %	
10.3210.62.00.5 CITY MGR PRINT & BINDING	\$0.00		\$0.00		\$0.00		0.00 %	
10.3210.66.00.5 CITY MGR OTHER RENTALS	\$0.00		\$0.00		\$0.00		0.00 %	
10.3210.68.00.5 CITY MGR EQUIP REPAIR & MNT	\$200.00		\$0.00		\$200.00		0.00 %	
10.3210.70.00.5 CITY MGR COPIER	\$712.00		\$59.72		\$652.28		8.39 %	
10.3210.70.01.5 CITY MGR COPIER PAPER	\$0.00		\$0.00		\$0.00		0.00 %	
10.3210.74.00.5 CITY MGR TRAVEL/TRANS	\$900.00		\$0.00		\$900.00		0.00 %	
10.3210.74.01.5 CITY MGR TRANS-FUEL	\$150.00		\$0.00		\$150.00		0.00 %	
10.3210.75.00.5 CITY MGR CAR LEASE/STIPEND	\$0.00		\$0.00		\$0.00		0.00 %	
10.3210.79.00.5 CITY MGR MISC	\$475.00		\$0.00		\$475.00		0.00 %	
10.3210.83.00.5 CITY MGR MACH & EQUIP	\$0.00		\$0.00		\$0.00		0.00 %	
10.3210.95.01.5 CITY MGR PENSION INT EXP	\$5,363.00		\$0.00		\$5,363.00		0.00 %	
TOTAL CITY MANAGER	\$333,791.00		\$38,889.49		\$294,901.51		11.65%	
10.3400 CITY CLERK								
10.3400.10.00.5 CLERK SALARY & WAGES	\$101,020.00		\$17,774.68		\$83,245.32		17.60 %	
10.3400.11.00.5 CLERK OVERTIME	\$1,000.00		\$177.84		\$822.16		17.78 %	
10.3400.15.01.5 CLERK DENTAL INS	\$899.00		\$201.88		\$697.12		22.46 %	
10.3400.15.02.5 CLERK FICA/MEDICARE	\$7,448.00		\$1,303.14		\$6,144.86		17.50 %	
10.3400.15.03.5 CLERK HEALTH INS	\$19,710.00		\$2,101.31		\$17,608.69		10.66 %	
10.3400.15.04.5 CLERK IRS SECTION 125	\$315.00		\$0.00		\$315.00		0.00 %	
10.3400.15.05.5 CLERK LT CARE INS	\$0.00		\$15.50		(\$15.50)		0.00 %	
10.3400.15.07.5 CLERK CITY RETIREMENT	\$6,376.00		\$1,029.45		\$5,346.55		16.15 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
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	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>
10.3400.15.08.5 CLERK LIFE, STD, LTD INS	\$1,662.00		\$319.28		\$1,342.72	19.21 %
10.3400.15.09.5 CLERK UNEMPLOYMENT INS	\$540.00		\$165.67		\$374.33	30.68 %
10.3400.15.10.5 CLERK WORKERS' COMP	\$313.00		\$82.17		\$230.83	26.25 %
10.3400.15.12.5 CLERK PARKING FEE	\$0.00		\$1,200.00		(\$1,200.00)	0.00 %
10.3400.20.00.5 CLERK OFFICE SUPPLIES	\$9,000.00		\$202.59		\$8,797.41	2.25 %
10.3400.20.01.5 CLERK POSTAGE	\$7,000.00		\$2.60		\$6,997.40	0.04 %
10.3400.23.00.5 CLERK SMALL TOOLS&EQP	\$1,000.00		\$0.00		\$1,000.00	0.00 %
10.3400.30.00.5 CLERK ADVERTISING	\$3,500.00		\$114.80		\$3,385.20	3.28 %
10.3400.40.00.5 CLERK DUES/SUBS/MTGS	\$700.00		\$197.38		\$502.62	28.20 %
10.3400.48.00.5 CLERK PROP & LIAB INS	\$3,497.00		\$734.67		\$2,762.33	21.01 %
10.3400.51.00.5 CLERK REC RESTORATION	\$0.00		\$167.75		(\$167.75)	0.00 %
10.3400.60.00.5 CLERK PROF SVCS	\$17,000.00		\$0.00		\$17,000.00	0.00 %
10.3400.68.00.5 CLERK EQUIP REP&MAINT	\$0.00		\$0.00		\$0.00	0.00 %
10.3400.70.00.5 CLERK COPIER	\$395.00		\$58.93		\$336.07	14.92 %
10.3400.70.01.5 CLERK COPIER PAPER	\$0.00		\$0.00		\$0.00	0.00 %
10.3400.74.00.5 CLERK TRAVEL/TRANSP	\$300.00		\$0.00		\$300.00	0.00 %
10.3400.83.00.5 CLERK MACH AND EQUIP	\$0.00		\$0.00		\$0.00	0.00 %
10.3400.95.01.5 CLERK PENSION INT EXP	\$5,577.00		\$0.00		\$5,577.00	0.00 %
TOTAL CITY CLERK	\$187,252.00		\$25,849.64		\$161,402.36	13.80%
10.3420 FINANCE						
10.3420.10.00.5 FINANCE SALARIES & WAGES	\$287,615.00		\$38,382.20		\$249,232.80	13.34 %
10.3420.11.00.5 FINANCE OVERTIME	\$0.00		\$0.00		\$0.00	0.00 %
10.3420.15.01.5 FINANCE DENTAL INSURANCE	\$2,249.00		\$403.79		\$1,845.21	17.95 %
10.3420.15.02.5 FINANCE FICA/MEDICARE	\$20,996.00		\$2,712.33		\$18,283.67	12.92 %
10.3420.15.03.5 FINANCE HEALTH INSURANCE	\$49,275.00		\$3,022.87		\$46,252.13	6.13 %
10.3420.15.04.5 FINANCE IRS SECTION 125	\$787.00		\$0.00		\$787.00	0.00 %
10.3420.15.05.5 FINANCE LONG TERM CARE INS	\$0.00		\$69.81		(\$69.81)	0.00 %
10.3420.15.07.5 FINANCE CITY RETIREMENT	\$17,976.00		\$2,083.91		\$15,892.09	11.59 %
10.3420.15.08.5 FINANCE LIFE, STD, LTD INS	\$4,156.00		\$798.20		\$3,357.80	19.21 %
10.3420.15.09.5 FINANCE UNEMPLOYMENT INS	\$1,349.00		\$229.39		\$1,119.61	17.00 %
10.3420.15.10.5 FINANCE WORKERS' COMP	\$884.00		\$232.40		\$651.60	26.29 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
10.3420.15.12.5 FINANCE PARKING FEE	\$0.00	\$2,160.00	(\$2,160.00)	0.00 %
10.3420.20.00.5 FINANCE OFFICE SUPPLIES	\$5,000.00	\$95.27	\$4,904.73	1.91 %
10.3420.20.01.5 FINANCE POSTAGE	\$2,500.00	\$23.95	\$2,476.05	0.96 %
10.3420.30.00.5 FINANCE ADVERTISING	\$500.00	\$0.00	\$500.00	0.00 %
10.3420.34.00.5 FINANCE COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.40.00.5 FINANCE DUES/SUBS/MTGS	\$250.00	\$0.00	\$250.00	0.00 %
10.3420.41.00.5 FINANCE PROF DEV/TRAINING	\$750.00	\$0.00	\$750.00	0.00 %
10.3420.48.00.5 FINANCE PROPERTY & LIAB INS	\$8,743.00	\$1,836.67	\$6,906.33	21.01 %
10.3420.56.00.5 FINANCE OTH PUR SRVS	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.60.00.5 FINANCE PROF SVCS AUDIT/FS	\$37,700.00	\$0.00	\$37,700.00	0.00 %
10.3420.60.01.5 FINANCE ACCNTNG SFTWRE	\$13,000.00	\$12,585.65	\$414.35	96.81 %
10.3420.60.02.5 FINANCE PROF SVCS ACCOUNT	\$2,000.00	\$0.00	\$2,000.00	0.00 %
10.3420.68.00.5 FINANCE EQUIP REPAIR & MAINT	\$600.00	\$0.00	\$600.00	0.00 %
10.3420.70.00.5 FINANCE COPIER	\$989.00	\$91.67	\$897.33	9.27 %
10.3420.70.01.5 FINANCE COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.74.00.5 FINANCE TRAVEL/TRANSP	\$750.00	\$0.00	\$750.00	0.00 %
10.3420.79.00.5 FINANCE MISC	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.83.00.5 FINANCE MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.95.01.5 FINANCE PENSION INT EXP	\$5,577.00	\$0.00	\$5,577.00	0.00 %
TOTAL FINANCE	\$463,646.00	\$64,728.11	\$398,917.89	13.96%
10.3423 TECHNOLOGY SERVICES				
10.3423.10.00.5 TECHNOLOGY SALARIES & WAGES	\$100,408.00	\$15,797.28	\$84,610.72	15.73 %
10.3423.11.00.5 TECHNOLOGY OVERTIME	\$830.00	\$0.00	\$830.00	0.00 %
10.3423.15.01.5 TECHNOLOGY DENTAL INS	\$899.00	\$162.80	\$736.20	18.11 %
10.3423.15.02.5 TECHNOLOGY FICAMEDICARE	\$7,390.00	\$1,129.82	\$6,260.18	15.29 %
10.3423.15.03.5 TECHNOLOGY HEALTH INS	\$19,710.00	\$2,482.65	\$17,227.35	12.60 %
10.3423.15.04.5 TECHNOLOGY IRS SECTION 125	\$314.00	\$0.00	\$314.00	0.00 %
10.3423.15.05.5 TECHNOLOGY LT CARE INS	\$0.00	\$42.15	(\$42.15)	0.00 %
10.3423.15.07.5 TECHNOLOGY CITY RETIREMENT	\$6,327.00	\$934.33	\$5,392.67	14.77 %
10.3423.15.08.5 TECHNOLOGY LIFE,STD,LTD INS	\$1,662.00	\$319.28	\$1,342.72	19.21 %
10.3423.15.09.5 TECHNOLOGY UNEMPLOYMENT INS	\$539.00	\$127.44	\$411.56	23.64 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>		<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>				<u>Budget</u>	
10.3423.15.10.5 TECHNOLOGY WORKERS' COMP	\$312.00		\$82.24		\$229.76		26.36 %	
10.3423.15.12.5 TECHNOLOGY PARKING FEE	\$0.00		\$600.00		(\$600.00)		0.00 %	
10.3423.20.00.5 TECHNOLOGY OFFICE SUPPLIES	\$500.00		\$0.00		\$500.00		0.00 %	
10.3423.20.01.5 TECHNOLOGY POSTAGE	\$0.00		\$0.00		\$0.00		0.00 %	
10.3423.23.00.5 TECHNOLOGY SMALL TOOLS&EQUIP	\$3,300.00		\$177.33		\$3,122.67		5.37 %	
10.3423.30.00.5 TECHNOLOGY ADVERTISING	\$0.00		\$0.00		\$0.00		0.00 %	
10.3423.34.00.5 TECHNOLOGY TELE BASIC SERVICE	\$10,226.00		\$961.32		\$9,264.68		9.40 %	
10.3423.34.01.5 TECHNOLOGY TELE LONG DIST	\$2,106.00		\$688.73		\$1,417.27		32.70 %	
10.3423.34.02.5 TECHNOLOGY INTERNET WAN SVC	\$17,742.00		\$2,223.64		\$15,518.36		12.53 %	
10.3423.34.03.5 TECHNOLOGY TELE CELL & PAGER	\$1,500.00		\$120.00		\$1,380.00		8.00 %	
10.3423.40.00.5 TECHNOLOGY DUES/SUBS/MTGS	\$0.00		\$0.00		\$0.00		0.00 %	
10.3423.48.00.5 TECHNOLOGY PROPERTY&LIAB INS	\$3,497.00		\$734.67		\$2,762.33		21.01 %	
10.3423.56.00.5 TECHNOLOGY OTR PUR SRVC	\$15,780.00		\$490.24		\$15,289.76		3.11 %	
10.3423.60.00.5 TECHNOLOGY PROFESSIONAL SVC	\$16,700.00		\$5,479.30		\$11,220.70		32.81 %	
10.3423.65.00.5 TECHNOLOGY RENTAL OF EQUIP	\$0.00		\$0.00		\$0.00		0.00 %	
10.3423.68.00.5 TECHNOLOGY EQUIP REP & MAINT	\$6,650.00		\$1,240.39		\$5,409.61		18.65 %	
10.3423.70.00.5 TECHNOLOGY COPIER	\$396.00		\$47.42		\$348.58		11.97 %	
10.3423.70.01.5 TECHNOLOGY COPIER PAPER	\$0.00		\$0.00		\$0.00		0.00 %	
10.3423.74.00.5 TECHNOLOGY TRAVEL/TRANS	\$200.00		\$0.00		\$200.00		0.00 %	
10.3423.88.01.5 TECHNOLOGY COMPUTER RESVE	\$0.00		\$0.00		\$0.00		0.00 %	
10.3423.95.01.5 TECHNOLOGY PENSION INTEXP	\$4,290.00		\$0.00		\$4,290.00		0.00 %	
TOTAL TECHNOLOGY SERVICES	\$221,278.00		\$33,841.03		\$187,436.97		15.29%	
10.3430 PROPERTY ASSESSOR								
10.3430.10.00.5 ASSESSOR SALARIES & WAGES	\$51,005.00		\$8,260.37		\$42,744.63		16.20 %	
10.3430.11.00.5 ASSESSOR OVERTIME	\$900.00		\$0.00		\$900.00		0.00 %	
10.3430.15.01.5 ASSESSOR DENTAL INS	\$450.00		\$81.40		\$368.60		18.09 %	
10.3430.15.02.5 ASSESSOR FICA/MEDICARE	\$3,789.00		\$613.83		\$3,175.17		16.20 %	
10.3430.15.03.5 ASSESSOR HEALTH INS	\$9,855.00		\$0.00		\$9,855.00		0.00 %	
10.3430.15.04.5 ASSESSOR IRS SECTION 125	\$157.00		\$0.00		\$157.00		0.00 %	
10.3430.15.05.5 ASSESSOR LT CARE INS	\$0.00		\$16.10		(\$16.10)		0.00 %	
10.3430.15.07.5 ASSESSOR CITY RETIREMENT	\$3,244.00		\$413.03		\$2,830.97		12.73 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u> <u>2013</u>	<u>Actual to Date</u> <u>Through 8/31/2012</u>	<u>Variance</u>	<u>Percent of</u> <u>Budget</u>
10.3430.15.08.5 ASSESSOR LIFE, STD, LTD INS	\$831.00	\$159.64	\$671.36	19.21 %
10.3430.15.09.5 ASSESSOR UNEMPLOYMENT INS	\$270.00	\$63.72	\$206.28	23.60 %
10.3430.15.10.5 ASSESSOR WORKERS' COMP	\$159.00	\$41.70	\$117.30	26.23 %
10.3430.15.12.5 ASSESSOR PARKING FEE	\$0.00	\$900.00	(\$900.00)	0.00 %
10.3430.20.00.5 ASSESSOR OFFICE SUPPLIES	\$2,200.00	\$0.00	\$2,200.00	0.00 %
10.3430.20.01.5 ASSESSOR POSTAGE	\$600.00	\$13.40	\$586.60	2.23 %
10.3430.30.00.5 ASSESSOR ADVERTISING	\$225.00	\$0.00	\$225.00	0.00 %
10.3430.34.00.5 ASSESSOR COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.40.00.5 ASSESSOR DUES/SUBS/MTGS	\$2,775.00	\$0.00	\$2,775.00	0.00 %
10.3430.48.00.5 ASSESSOR PROPERTY & LIAB INS	\$1,748.00	\$367.33	\$1,380.67	21.01 %
10.3430.56.00.5 ASSESSOR OTR PUR SRVC	\$4,900.00	\$4,265.00	\$635.00	87.04 %
10.3430.56.01.5 ASSESSOR LICENSING/SOFTWARE FEES	\$4,900.00	\$4,400.00	\$500.00	89.80 %
10.3430.60.00.5 ASSESSOR PROFESSIONAL SVC	\$79,300.00	\$8,310.00	\$70,990.00	10.48 %
10.3430.60.01.5 ASSESSOR REAPPRAISAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.60.02.5 ASSESSOR REAPPRAISAL RESVE EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.62.00.5 ASSESSOR PRINTING & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.68.00.5 ASSESSOR EQUIP REPAIR & MAINT	\$50.00	\$0.00	\$50.00	0.00 %
10.3430.70.00.5 ASSESSOR COPIER	\$198.00	\$23.70	\$174.30	11.97 %
10.3430.70.01.5 ASSESSOR COPIER PAPER	\$50.00	\$0.00	\$50.00	0.00 %
10.3430.74.00.5 ASSESSOR TRAVEL/TRANS	\$100.00	\$0.00	\$100.00	0.00 %
10.3430.83.00.5 ASSESSOR MACHINERY & EQUIP	\$200.00	\$0.00	\$200.00	0.00 %
10.3430.95.01.5 ASSESSOR PENSION INT EXP	\$2,145.00	\$0.00	\$2,145.00	0.00 %
TOTAL PROPERTY ASSESSOR	\$170,051.00	\$27,929.22	\$142,121.78	16.42%
10.3600 PLANNING & DEVELOPMENT				
10.3600.10.00.5 PLANNING SALARIES & WAGES	\$248,622.00	\$38,603.82	\$210,018.18	15.53 %
10.3600.10.01.5 PLANNING MINUTES SALARIES	\$6,908.00	\$0.00	\$6,908.00	0.00 %
10.3600.11.00.5 PLANNING OVERTIME	\$1,143.00	\$0.00	\$1,143.00	0.00 %
10.3600.11.01.5 PLANNING OVERTIME MINUTES	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.15.01.5 PLANNING DENTAL INS	\$2,024.00	\$407.00	\$1,617.00	20.11 %
10.3600.15.02.5 PLANNING FICA/MEDICARE	\$18,737.00	\$2,766.96	\$15,970.04	14.77 %
10.3600.15.03.5 PLANNING HEALTH INS	\$44,347.00	\$4,246.60	\$40,100.40	9.58 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>
10.3600.15.04.5 PLANNING IRS SECTION 125		\$708.00	\$0.00	\$708.00		0.00 %
10.3600.15.05.5 PLANNING LT CARE INS		\$0.00	\$21.95	(\$21.95)		0.00 %
10.3600.15.07.5 PLANNING CITY RETIREMENT		\$15,610.00	\$2,253.32	\$13,356.68		14.44 %
10.3600.15.08.5 PLANNING LIFE, STD, LTD INS		\$3,740.00	\$795.52	\$2,944.48		21.27 %
10.3600.15.09.5 PLANNING UNEMPLOYMENT INS		\$1,214.00	\$299.35	\$914.65		24.66 %
10.3600.15.10.5 PLANNING WORKERS' COMP		\$773.00	\$203.15	\$569.85		26.28 %
10.3600.15.12.5 PLANNING PARKING FEE		\$0.00	\$3,300.00	(\$3,300.00)		0.00 %
10.3600.20.00.5 PLANNING OFFICE SUPPLIES		\$1,800.00	\$366.57	\$1,433.43		20.36 %
10.3600.20.01.5 PLANNING POSTAGE		\$2,790.00	\$0.00	\$2,790.00		0.00 %
10.3600.21.00.5 PLANNING OPERATING SUPPLIES		\$500.00	\$19.80	\$480.20		3.96 %
10.3600.23.00.5 PLANNING SMALL TOOLS/EQUIP		\$500.00	\$26.16	\$473.84		5.23 %
10.3600.30.00.5 PLANNING ADVERTISING		\$5,000.00	\$225.50	\$4,774.50		4.51 %
10.3600.40.00.5 PLANNING DUES/SUBS/MTGS		\$1,200.00	\$800.00	\$400.00		66.67 %
10.3600.41.00.5 PLANNING PROFESSIONAL DEV		\$3,500.00	\$0.00	\$3,500.00		0.00 %
10.3600.48.00.5 PLANNING PROPERTY & LIAB INS		\$7,869.00	\$1,653.00	\$6,216.00		21.01 %
10.3600.56.00.5 PLANNING OTR PUR SRVC		\$8,000.00	\$0.00	\$8,000.00		0.00 %
10.3600.57.00.5 PLANNING PROGRAM EXPENSES		\$0.00	\$0.00	\$0.00		0.00 %
10.3600.58.00.5 PLANNING WEB SITE MAINT		\$4,000.00	\$0.00	\$4,000.00		0.00 %
10.3600.60.00.5 PLANNING PROFESSIONAL SVCS		\$2,500.00	(\$150.00)	\$2,650.00		(6.00)%
10.3600.60.01.5 PLANNING CONTRACT SVS BLDG INSPEC		\$0.00	\$0.00	\$0.00		0.00 %
10.3600.60.02.5 PLANNING RE-ZONING CONTRACT SVS		\$0.00	\$0.00	\$0.00		0.00 %
10.3600.61.00.5 PLANNING OTHER LEGAL SVCS		\$0.00	\$0.00	\$0.00		0.00 %
10.3600.62.00.5 PLANNING PRINTING & BINDING		\$100.00	\$0.00	\$100.00		0.00 %
10.3600.63.00.5 PLANNING MASTER PLAN UPDATE		\$15,000.00	\$0.00	\$15,000.00		0.00 %
10.3600.68.00.5 PLANNING EQUIP REPAIR&MAINT		\$500.00	\$0.00	\$500.00		0.00 %
10.3600.70.00.5 PLANNING COPIER		\$890.00	\$110.49	\$779.51		12.41 %
10.3600.70.01.5 PLANNING COPIER PAPER		\$0.00	\$0.00	\$0.00		0.00 %
10.3600.74.00.5 PLANNING TRAVEL & TRANS		\$625.00	\$28.53	\$596.47		4.56 %
10.3600.75.00.5 PLANNING CENTRAL VT ECONOMIC DEV		\$3,000.00	\$0.00	\$3,000.00		0.00 %
10.3600.79.00.5 PLANNING MISC		\$300.00	\$0.00	\$300.00		0.00 %
10.3600.83.00.5 PLANNING MACHINERY & EQUIP		\$0.00	\$0.00	\$0.00		0.00 %
10.3600.85.00.5 PLANNING RE-ZONING GRANT EXP		\$0.00	\$0.00	\$0.00		0.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date		Variance	Percent of	
	2013		Through 8/31/2012			Budget	
10.3600.95.01.5 PLANNING PENSION INT EXP	\$10,082.00		\$0.00		\$10,082.00	0.00 %	
TOTAL PLANNING & DEVELOPMENT	\$411,982.00		\$55,977.72		\$356,004.28	13.59%	
10.3710 CITY HALL MAINT							
10.3710.10.00.5 CITY HALL SALARIES & WAGES	\$50,128.00		\$8,109.27		\$42,018.73	16.18 %	
10.3710.11.00.5 CITY HALL OVERTIME	\$2,684.00		\$28.04		\$2,655.96	1.04 %	
10.3710.15.01.5 CITY HALL DENTAL INS	\$539.00		\$103.98		\$435.02	19.29 %	
10.3710.15.02.5 CITY HALL FICA/MEDICARE	\$3,855.00		\$540.96		\$3,314.04	14.03 %	
10.3710.15.03.5 CITY HALL HEALTH INS	\$11,826.00		\$1,747.60		\$10,078.40	14.78 %	
10.3710.15.04.5 CITY HALL IRS SECTION 125	\$189.00		\$0.00		\$189.00	0.00 %	
10.3710.15.05.5 CITY HALL LT CARE INS	\$0.00		\$4.84		(\$4.84)	0.00 %	
10.3710.15.07.5 CITY HALL CITY RETIREMENT	\$3,301.00		\$515.01		\$2,785.99	15.60 %	
10.3710.15.08.5 CITY HALL LIFE, STD, LTD INS	\$997.00		\$191.56		\$805.44	19.21 %	
10.3710.15.09.5 CITY HALL UNEMPLOYMENT INS	\$323.00		\$82.84		\$240.16	25.65 %	
10.3710.15.10.5 CITY HALL WORKERS' COMP	\$2,689.00		\$706.70		\$1,982.30	26.28 %	
10.3710.15.12.5 CITY HALL PARKING FEE	\$0.00		\$720.00		(\$720.00)	0.00 %	
10.3710.18.00.5 CITY HALL UNIFORMS/PROTECT CLOTHING	\$350.00		\$51.93		\$298.07	14.84 %	
10.3710.20.00.5 CITY HALL OFFICE SUPPLIES	\$200.00		\$0.00		\$200.00	0.00 %	
10.3710.21.00.5 CITY HALL OPERATING SUPPLY	\$7,500.00		\$195.02		\$7,304.98	2.60 %	
10.3710.21.01.5 CITY HALL SPRING/FALL PLANT	\$500.00		\$0.00		\$500.00	0.00 %	
10.3710.23.00.5 CITY HALL SMALL TOOLS&EQUIP	\$1,500.00		\$0.00		\$1,500.00	0.00 %	
10.3710.34.03.5 CITY HALL TELE CELL & PAGER	\$720.00		\$120.00		\$600.00	16.67 %	
10.3710.40.00.5 CITY HALL DUES/SUBS/MTGS	\$0.00		\$0.00		\$0.00	0.00 %	
10.3710.48.00.5 CITY HALL PROP & LIAB INS	\$2,098.00		\$440.80		\$1,657.20	21.01 %	
10.3710.48.01.5 CITY HALL XFER FRM POLICE ST	(\$11,356.00)		(\$11,356.00)		\$0.00	100.00 %	
10.3710.56.00.5 CITY HALL OTR PUR SRVC	\$4,000.00		\$0.00		\$4,000.00	0.00 %	
10.3710.60.00.5 CITY HALL PROFESSIONAL SVC	\$500.00		\$0.00		\$500.00	0.00 %	
10.3710.68.00.5 CITY HALL EQUIP REPAIR&MAINT	\$750.00		\$52.06		\$697.94	6.94 %	
10.3710.69.00.5 CITY HALL BLDG REPAIR/MAINT	\$15,000.00		\$1,340.33		\$13,659.67	8.94 %	
10.3710.70.00.5 CITY HALL COPIER	\$237.00		\$30.37		\$206.63	12.81 %	
10.3710.70.01.5 CITY HALL COPIER PAPER	\$0.00		\$0.00		\$0.00	0.00 %	
10.3710.74.00.5 CITY HALL TRAVEL/TRANS	\$250.00		\$0.00		\$250.00	0.00 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

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	2013	Through 8/31/2012		Budget
10.3710.76.01.5 CITY HALL ELECTRIC	\$29,000.00	\$2,721.84	\$26,278.16	9.39 %
10.3710.76.02.5 CITY HALL HEATING FUEL	\$53,700.00	\$0.00	\$53,700.00	0.00 %
10.3710.76.03.5 CITY HALL TRASH REMOVAL	\$5,500.00	\$338.94	\$5,161.06	6.16 %
10.3710.76.04.5 CITY HALL IN HOUSE UTILITIES	\$3,000.00	\$0.00	\$3,000.00	0.00 %
10.3710.82.00.5 CITY HALL CAPITAL IMPROV	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.83.00.5 CITY HALL MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.95.01.5 CITY HALL PENSION INT EXP	\$2,360.00	\$0.00	\$2,360.00	0.00 %
TOTAL CITY HALL MAINT	\$192,340.00	\$6,686.09	\$185,653.91	3.48%
10.3810 58 BARRE ST BLDG MAINT				
10.3810.10.00.5 58 BARRE ST SALARY & WAGES	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.11.00.5 58 BARRE ST OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.01.5 58 BARRE ST DENTAL INS	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.02.5 58 BARRE ST FICA/MEDICARE	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.03.5 58 BARRE ST HEALTH IN	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.04.5 58 BARRE ST IRS SECTION 125	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.05.5 58 BARRE ST BLDG MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.07.5 58 BARRE ST CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.08.5 58 BARRE ST LIFE, STD, LTD INS	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.09.5 58 BARRE ST UNEMPLOY INS	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.15.10.5 58 BARRE ST WORKERS' COMP	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.21.00.5 58 BARRE ST OPERATING SUPPLY	\$0.00	\$19.26	(\$19.26)	0.00 %
10.3810.23.00.5 58 BARRE ST SMALL TOOLS	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.34.03.5 58 BARRE ST COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.48.00.5 58 BARRE ST PROPERTY & LIAB INS	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.56.00.5 58 BARRE ST OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.60.00.5 58 BARRE ST PROFESSIONAL SVC	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.68.00.5 58 BARRE ST EQUIP REP & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.69.00.5 58 BARRE ST BLDG MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.70.00.5 58 BARRE ST COPIER	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.70.01.5 58 BARRE ST COPY PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.3810.76.01.5 58 BARRE ST ELECTRIC	\$0.00	(\$642.19)	\$642.19	0.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date		Variance		Percent of	
	2013		Through 8/31/2012				Budget	
10.3810.76.02.5 58 BARRE ST HEAT	\$0.00		\$0.00		\$0.00		0.00 %	
10.3810.76.03.5 58 BARRE ST TRASH REMOVAL	\$0.00		\$0.00		\$0.00		0.00 %	
10.3810.76.04.5 58 BARRE ST IN HOUSE UTILITY	\$0.00		\$0.00		\$0.00		0.00 %	
10.3810.96.00.5 58 BARRE ST XFER TO CEM FD-PLOWING	\$0.00		\$0.00		\$0.00		0.00 %	
TOTAL 58 BARRE ST BLDG MAINT	\$0.00		(\$622.93)		\$622.93		0.00%	
10.4100 POLICE OPERATIONS								
10.4100.10.00.5 POLICE SALARY & WAGES	\$885,420.00		\$140,209.46		\$745,210.54		15.84 %	
10.4100.11.00.5 POLICE OVERTIME	\$90,000.00		\$17,351.27		\$72,648.73		19.28 %	
10.4100.15.01.5 POLICE DENTAL INS	\$6,971.00		\$1,261.85		\$5,709.15		18.10 %	
10.4100.15.02.5 POLICE FICA/MEDICARE	\$72,228.00		\$11,486.94		\$60,741.06		15.90 %	
10.4100.15.03.5 POLICE HEALTH INS	\$144,752.00		\$16,802.40		\$127,949.60		11.61 %	
10.4100.15.04.5 POLICE IRS SECTION 125	\$2,440.00		\$0.00		\$2,440.00		0.00 %	
10.4100.15.05.5 POLICE LT CARE INS	\$0.00		\$9.05		(\$9.05)		0.00 %	
10.4100.15.07.5 POLICE CITY RETIREMENT	\$61,839.00		\$10,080.73		\$51,758.27		16.30 %	
10.4100.15.08.5 POLICE LIFE, STD, LTD INS	\$12,882.00		\$2,474.42		\$10,407.58		19.21 %	
10.4100.15.09.5 POLICE UNEMPLOYMENT INS	\$4,183.00		\$987.65		\$3,195.35		23.61 %	
10.4100.15.10.5 POLICE WORKERS' COMP	\$28,427.00		\$8,086.84		\$20,340.16		28.45 %	
10.4100.15.12.5 POLICE PARKING FEE	\$0.00		\$2,652.00		(\$2,652.00)		0.00 %	
10.4100.18.00.5 POLICE UNIFORMS/PROTECT CLOTH	\$12,500.00		\$1,068.83		\$11,431.17		8.55 %	
10.4100.19.00.5 POLICE TUITION REIMB/FIT TEST	\$14,500.00		\$0.00		\$14,500.00		0.00 %	
10.4100.20.00.5 POLICE OFFICE SUPPLIES	\$3,000.00		\$207.98		\$2,792.02		6.93 %	
10.4100.20.01.5 POLICE POSTAGE	\$2,000.00		\$26.98		\$1,973.02		1.35 %	
10.4100.21.00.5 POLICE OPERATING SUPPLIES	\$16,600.00		\$1,261.92		\$15,338.08		7.60 %	
10.4100.21.01.5 POLICE INTERNAL FLEET FUEL	\$23,500.00		\$5,224.62		\$18,275.38		22.23 %	
10.4100.30.00.5 POLICE ADVERTISING	\$1,000.00		\$1,398.60		(\$398.60)		139.86 %	
10.4100.40.00.5 POLICE DUES/SUBS/MTGS	\$1,250.00		\$150.00		\$1,100.00		12.00 %	
10.4100.41.00.5 POLICE TRAINING	\$5,925.00		\$16.00		\$5,909.00		0.27 %	
10.4100.48.00.5 POLICE PROPERTY & LIAB INS	\$24,603.00		\$5,693.67		\$18,909.33		23.14 %	
10.4100.56.00.5 POLICE OTR PUR SRVC	\$6,502.00		\$24.95		\$6,477.05		0.38 %	
10.4100.56.01.5 POLICE XFER TO CITY HALL CLEANING	\$11,356.00		\$11,356.00		\$0.00		100.00 %	
10.4100.60.00.5 POLICE PROFESSIONAL SVCS	\$9,175.00		\$5,279.40		\$3,895.60		57.54 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>
10.4100.62.00.5 POLICE PRINTING & BINDING	\$100.00		\$0.00		\$100.00	0.00 %
10.4100.68.00.5 POLICE EQUIP REPAIR & MAINT	\$25,883.00		\$3,826.29		\$22,056.71	14.78 %
10.4100.68.01.5 POLICE INTERNAL FLEET REP	\$17,000.00		\$2,507.60		\$14,492.40	14.75 %
10.4100.69.00.5 POLICE BLDGS/GROUNDS MAIN	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.70.00.5 POLICE COPIER	\$3,067.00		\$367.50		\$2,699.50	11.98 %
10.4100.70.01.5 POLICE COPIER PAPER	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.72.00.5 POLICE TAXES/LICENSE/REG	\$205.00		\$0.00		\$205.00	0.00 %
10.4100.74.00.5 POLICE TRAVEL/TRANS	\$3,500.00		\$0.00		\$3,500.00	0.00 %
10.4100.75.00.5 POLICE LEASE/PURCHASE INSTL	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.76.00.5 POLICE UTILITIES	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.76.01.5 POLICE ELECTRIC	\$15,626.00		\$1,912.98		\$13,713.02	12.24 %
10.4100.76.02.5 POLICE HEATING OIL	\$9,407.00		\$0.00		\$9,407.00	0.00 %
10.4100.76.04.5 POLICE IN HOUSE UTILITIES	\$1,025.00		\$0.00		\$1,025.00	0.00 %
10.4100.79.00.5 POLICE CHILD SAFETY SEATS	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.83.00.5 POLICE MACHINERY & EQUIP-FLOOD	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.83.01.5 POLICE EQUIP -DRUG SEIZURE RES	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.85.00.5 POLICE GRANT EXPENSE	\$0.00		\$0.00		\$0.00	0.00 %
10.4100.95.01.5 POLICE PENSION INTEREST EXP	\$34,022.00		\$0.00		\$34,022.00	0.00 %
TOTAL POLICE OPERATIONS	\$1,550,888.00		\$251,725.93		\$1,299,162.07	16.23%
10.4105 POLICE COMMUNICATIONS						
10.4105.10.00.5 POLICE COM SALARY & WAGES	\$293,898.00		\$48,377.89		\$245,520.11	16.46 %
10.4105.11.00.5 POLICE COM OVERTIME	\$51,580.00		\$10,588.23		\$40,991.77	20.53 %
10.4105.15.01.5 POLICE COM DENTAL INS	\$2,680.00		\$471.28		\$2,208.72	17.59 %
10.4105.15.02.5 POLICE COM FICA/MEDICARE	\$25,402.00		\$4,331.00		\$21,071.00	17.05 %
10.4105.15.03.5 POLICE COM HEALTH INS	\$58,735.00		\$5,670.90		\$53,064.10	9.66 %
10.4105.15.04.5 POLICE COM IRS SECTION 125	\$938.00		\$0.00		\$938.00	0.00 %
10.4105.15.05.5 POLICE COM LT CARE INS	\$0.00		\$1.30		(\$1.30)	0.00 %
10.4105.15.07.5 POLICE COM CITY RETIREMENT	\$21,749.00		\$3,595.87		\$18,153.13	16.53 %
10.4105.15.08.5 POLICE COM LIFE, STD, LTD INS	\$4,953.00		\$951.45		\$4,001.55	19.21 %
10.4105.15.09.5 POLICE COM UNEMPLOYMENT INS	\$1,608.00		\$379.77		\$1,228.23	23.62 %
10.4105.15.10.5 POLICE COM WORKERS' COMP	\$6,142.00		\$2,123.54		\$4,018.46	34.57 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date		Variance		Percent of	
	2013		Through 8/31/2012				Budget	
10.4105.15.11.5 POLICE COM TUITION REIMB	\$0.00		\$0.00		\$0.00		0.00 %	
10.4105.15.12.5 POLICE COM PARKING FEE	\$0.00		\$678.00		(\$678.00)		0.00 %	
10.4105.18.00.5 POLICE COM UNIFORMS/PROT CLOTH	\$1,800.00		\$59.50		\$1,740.50		3.31 %	
10.4105.19.00.5 POLICE COM TUITION REIMB/FIT TEST	\$3,000.00		\$0.00		\$3,000.00		0.00 %	
10.4105.20.00.5 POLICE COM OFFICE SUPPLIES	\$1,920.00		\$0.00		\$1,920.00		0.00 %	
10.4105.20.01.5 POLICE COM POSTAGE	\$50.00		\$0.00		\$50.00		0.00 %	
10.4105.21.00.5 POLICE COM OPERATING SUPPLY	\$200.00		\$0.00		\$200.00		0.00 %	
10.4105.30.00.5 POLICE COM ADVERTISING	\$0.00		\$0.00		\$0.00		0.00 %	
10.4105.34.00.5 POLICE COM COMMUNICATIONS	\$0.00		\$0.00		\$0.00		0.00 %	
10.4105.34.03.5 POLICE COM TELE CELL &PAGER	\$4,320.00		\$0.00		\$4,320.00		0.00 %	
10.4105.34.04.5 POLICE COMM TELE VLETS	\$3,779.00		\$0.00		\$3,779.00		0.00 %	
10.4105.40.00.5 POLICE COM DUES/SUB/MTGS	\$100.00		\$0.00		\$100.00		0.00 %	
10.4105.41.00.5 POLICE COM TRAINING	\$1,900.00		\$0.00		\$1,900.00		0.00 %	
10.4105.48.00.5 POLICE COM PROP & LIABI INS	\$10,421.00		\$2,189.31		\$8,231.69		21.01 %	
10.4105.56.00.5 POLICE COM OTR PUR SRVC	\$0.00		\$0.00		\$0.00		0.00 %	
10.4105.62.00.5 POLICE COM PRINT & BINDING	\$100.00		\$0.00		\$100.00		0.00 %	
10.4105.68.00.5 POLICE COM EQUIP REP &MAINT	\$10,000.00		\$5,818.25		\$4,181.75		58.18 %	
10.4105.70.00.5 POLICE COM COPIER	\$1,180.00		\$141.31		\$1,038.69		11.98 %	
10.4105.70.01.5 POLICE COM COPIER PAPER	\$0.00		\$0.00		\$0.00		0.00 %	
10.4105.74.00.5 POLICE COM TRAVEL/TRANS	\$400.00		\$0.00		\$400.00		0.00 %	
10.4105.83.00.5 POLICE COM MACH & EQUIP	\$0.00		\$0.00		\$0.00		0.00 %	
10.4105.85.00.5 POLICE COM FED/ST GRANT EXP	\$0.00		\$0.00		\$0.00		0.00 %	
10.4105.95.01.5 POLICE COM PENSION INT EXP	\$11,691.00		\$0.00		\$11,691.00		0.00 %	
TOTAL POLICE COMMUNICATIONS	\$518,546.00		\$85,377.60		\$433,168.40		16.46%	
10.4150 OUTSIDE PAY POLICE								
10.4150.10.00.5 OUTSIDE PAY SALARY & WAGES	\$0.00		\$0.00		\$0.00		0.00 %	
10.4150.11.00.5 OUTSIDE PAY OVERTIME	\$0.00		\$0.00		\$0.00		0.00 %	
10.4150.15.02.5 OUTSIDE PAY FICA/MEDICARE	\$0.00		\$0.00		\$0.00		0.00 %	
10.4150.15.03.5 OUTSIDE PAY POLICE	\$0.00		\$0.00		\$0.00		0.00 %	
10.4150.15.07.5 OUTSIDE PAY CITY RETIREMENT	\$0.00		\$0.00		\$0.00		0.00 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

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TOTAL OUTSIDE PAY POLICE		\$0.00	\$0.00	\$0.00	0.00%
10.4161 POLICE CANINE UNIT					
10.4161.21.00.5 CANINE OP SUPPLIES		\$0.00	\$0.00	\$0.00	0.00 %
TOTAL POLICE CANINE UNIT		\$0.00	\$0.00	\$0.00	0.00%
10.4190 POLICE SCHOOL RESOURCE OFFICER					
10.4190.10.00.5 SCHOOL RES SALARY & WAGES		\$60,909.00	\$10,028.18	\$50,880.82	16.46 %
10.4190.11.00.5 SCHOOL RES OVERTIME		\$1,000.00	\$0.00	\$1,000.00	0.00 %
10.4190.15.01.5 SCHOOL RES DENTAL INS		\$441.00	\$79.75	\$361.25	18.08 %
10.4190.15.02.5 SCHOOL RES FICA/MEDICARE		\$4,519.00	\$767.23	\$3,751.77	16.98 %
10.4190.15.03.5 SCHOOL RES HEALTH INS		\$9,658.00	\$0.00	\$9,658.00	0.00 %
10.4190.15.04.5 SCHOOL RES IRS SECT 125		\$154.00	\$0.00	\$154.00	0.00 %
10.4190.15.05.5 SCHOOL RES LT CARE INS		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.15.07.5 SCHOOL RES CITY RETIREMENT		\$3,869.00	\$651.87	\$3,217.13	16.85 %
10.4190.15.08.5 SCHOOL RES LIFE,STD,LTD INS		\$814.00	\$156.45	\$657.55	19.22 %
10.4190.15.09.5 SCHOOL RES UNEMPLOY INS		\$264.00	\$62.44	\$201.56	23.65 %
10.4190.15.10.5 SCHOOL RES WORKERS' COMP		\$2,266.00	\$595.46	\$1,670.54	26.28 %
10.4190.15.11.5 SCHOOL RES TUITION REIMB		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.18.00.5 SCHOOL RES UNIF/PROTECT CLOTH		\$550.00	\$0.00	\$550.00	0.00 %
10.4190.20.00.5 SCHOOL RES OFFICE SUPPLY		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.20.01.5 SCHOOL RES POSTAGE		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.21.00.5 SCHOOL RES OPER SUPPLY		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.40.00.5 SCHOOL RES DUES/SUB/MTGS		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.48.00.5 SCHOOL RES PROP & LIAB INS		\$1,714.00	\$359.99	\$1,354.01	21.00 %
10.4190.62.00.5 SCHOOL RES PRINT & BINDING		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.70.00.5 SCHOOL RES COPIER		\$195.00	\$23.23	\$171.77	11.91 %
10.4190.70.01.5 SCHOOL RES COPIER PAPER		\$55.00	\$0.00	\$55.00	0.00 %
10.4190.74.00.5 SCHOOL RES TRAVEL/TRANS		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.79.00.5 SCHOOL RES MISC		\$0.00	\$0.00	\$0.00	0.00 %
10.4190.95.01.5 SCHOOL RES PENSION INT EXP		\$2,145.00	\$0.00	\$2,145.00	0.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
TOTAL POLICE SCHOOL RESOURCE OFFICER				
	\$88,553.00	\$12,724.60	\$75,828.40	14.37%
10.4200 COMMUNITY JUSTICE CENTER				
10.4200.10.00.5 JUSTICE CTR SALARY & WAGES	\$62,655.00	\$12,287.80	\$50,367.20	19.61 %
10.4200.11.00.5 JUSTICE CTR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.15.01.5 JUSTICE CTR DENTAL INS	\$506.00	\$116.30	\$389.70	22.98 %
10.4200.15.02.5 JUSTICE CTR FICA/MEDICARE	\$4,574.00	\$929.39	\$3,644.61	20.32 %
10.4200.15.03.5 JUSTICE CTR HEALTH INS	\$10,806.00	\$506.95	\$10,299.05	4.69 %
10.4200.15.04.5 JUSTICE CTR IRS SECT 125	\$177.00	\$0.00	\$177.00	0.00 %
10.4200.15.05.5 JUSTICE CTR LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.15.07.5 JUSTICE CTR CITY RETIREMENT	\$3,916.00	\$712.66	\$3,203.34	18.20 %
10.4200.15.08.5 JUSTICE CTR LIFE, STD, LTD INS	\$935.00	\$179.59	\$755.41	19.21 %
10.4200.15.09.5 JUSTICE CTR UNEMPLOYMENT INS	\$305.00	\$162.48	\$142.52	53.27 %
10.4200.15.10.5 JUSTICE CTR WORKERS' COMP	\$181.00	\$108.16	\$72.84	59.76 %
10.4200.15.12.5 JUSTICE CTR PARKING FEE	\$0.00	\$858.00	(\$858.00)	0.00 %
10.4200.20.00.5 JUSTICE CTR OFFICE SUPPLY	\$2,500.00	\$236.37	\$2,263.63	9.45 %
10.4200.20.01.5 JUSTICE CTR POSTAGE	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.21.00.5 JUSTICE CTR OPERATING SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.30.00.5 JUSTICE CTR ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.40.00.5 JUSTICE CTR DUES/SUBMTGS	\$3,000.00	\$0.00	\$3,000.00	0.00 %
10.4200.41.00.5 JUSTICE CTR PROFESSIONAL DEV	\$2,000.00	\$0.00	\$2,000.00	0.00 %
10.4200.48.00.5 JUSTICE CTR PROP & LIAB INS	\$1,967.00	\$413.25	\$1,553.75	21.01 %
10.4200.56.00.5 JUSTICE CTR OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.56.01.5 JUSTICE CTR REENTRY PROGRAM	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.56.02.5 JUSTICE CTR MEDIATION SVC	\$1,800.00	\$0.00	\$1,800.00	0.00 %
10.4200.60.00.5 JUSTICE CTR PROFESSIONAL SVC	\$500.00	\$0.00	\$500.00	0.00 %
10.4200.62.00.5 JUSTICE CTR PRINT & BINDING	\$300.00	\$0.00	\$300.00	0.00 %
10.4200.68.00.5 JUSTICE CTR EQUIP REP & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.70.00.5 JUSTICE CTR COPIER	\$507.00	\$54.03	\$452.97	10.66 %
10.4200.70.01.5 JUSTICE CTR COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.74.00.5 JUSTICE CTR TRAVEL & TRANS	\$1,500.00	\$26.64	\$1,473.36	1.78 %
10.4200.79.00.5 JUSTICE CTR MISC. COUNCIL ADJ	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
10.4200.95.01.5 JUSTICE CTR PENSION INT EXP	\$1,775.00	\$0.00	\$1,775.00	0.00 %
TOTAL COMMUNITY JUSTICE CENTER	\$99,904.00	\$16,591.62	\$83,312.38	16.61%
10.4205 RE-ENTRY PROGRAM				
10.4205.10.00.5 RE-ENTRY PROG SALARY & WAGES	\$70,125.00	\$9,871.93	\$60,253.07	14.08 %
10.4205.11.00.5 RE-ENTRY PROG OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4205.15.01.5 RE-ENTRY PROG DENTAL INS	\$640.00	\$127.90	\$512.10	19.98 %
10.4205.15.02.5 RE-ENTRY PROG FICA/MEDICARE	\$5,119.00	\$684.39	\$4,434.61	13.37 %
10.4205.15.03.5 RE-ENTRY PROG HEALTH INS	\$14,324.00	\$924.30	\$13,399.70	6.45 %
10.4205.15.04.5 RE-ENTRY PROG IRS SECT 125	\$224.00	\$0.00	\$224.00	0.00 %
10.4205.15.05.5 RE-ENTRY PROG LT CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4205.15.07.5 RE-ENTRY PROG CITY RETIREMENT	\$4,383.00	\$579.84	\$3,803.16	13.23 %
10.4205.15.08.5 RE-ENTRY PROG LIFE, STD, LTD INS	\$1,184.00	\$227.48	\$956.52	19.21 %
10.4205.15.09.5 RE-ENTRY PROG UNEMPLOYMENT INS	\$384.00	\$0.00	\$384.00	0.00 %
10.4205.15.10.5 RE-ENTRY PROG WORKERS' COMP	\$231.00	\$0.00	\$231.00	0.00 %
10.4205.15.12.5 RE-ENTRY PROG PARKING FEE	\$0.00	\$738.00	(\$738.00)	0.00 %
10.4205.20.00.5 RE-ENTRY PROG OFFICE SUPPLY	\$400.00	\$1.56	\$398.44	0.39 %
10.4205.20.01.5 RE-ENTRY PROG POSTAGE	\$30.00	\$0.00	\$30.00	0.00 %
10.4205.34.03.5 RE-ENTRY PROG TELE, CELL & PAGER	\$2,000.00	\$0.00	\$2,000.00	0.00 %
10.4205.40.00.5 RE-ENTRY PROG DUES, SUBMGT	\$600.00	\$0.00	\$600.00	0.00 %
10.4205.41.00.5 RE-ENTRY PROG PROFESSIONAL DEV	\$500.00	\$0.00	\$500.00	0.00 %
10.4205.48.00.5 RE-ENTRY PROG PROP & LIAB INS	\$2,492.00	\$523.45	\$1,968.55	21.01 %
10.4205.56.00.5 RE-ENTRY PROG OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4205.57.00.5 RE-ENTRY PROG OTHER CLIENT NEEDS	\$3,067.00	\$0.00	\$3,067.00	0.00 %
10.4205.60.00.5 RE-ENTRY PROG PROF SVC	\$1,700.00	\$68.75	\$1,631.25	4.04 %
10.4205.66.00.5 RE-ENTRY PROG CLIENT HOUSING	\$26,500.00	\$1,330.00	\$25,170.00	5.02 %
10.4205.70.00.5 RE-ENTRY PROG COPIER	\$0.00	\$6.43	(\$6.43)	0.00 %
10.4205.74.00.5 RE-ENTRY PROG TRAVEL & TRANS	\$3,000.00	\$43.29	\$2,956.71	1.44 %
10.4205.95.01.5 RE-ENTRY PROG PENSION INT EXP	\$2,258.00	\$0.00	\$2,258.00	0.00 %
TOTAL RE-ENTRY PROGRAM	\$139,161.00	\$15,127.32	\$124,033.68	10.87%
10.4500 FIRE AND E.M.S				



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>	
10.4500.10.00.5 FIRE EMS SALARY & WAGES	\$935,465.00		\$141,426.66		\$794,038.34	15.12 %	
10.4500.10.01.5 FIRE EMS CALL FORCE	\$12,000.00		\$86.02		\$11,913.98	0.72 %	
10.4500.11.00.5 FIRE EMS OVERTIME	\$130,668.00		\$19,273.18		\$111,394.82	14.75 %	
10.4500.15.01.5 FIRE EMS DENTAL INS	\$8,545.00		\$1,514.04		\$7,030.96	17.72 %	
10.4500.15.02.5 FIRE EMS FICAMEDICARE	\$80,164.00		\$11,657.61		\$68,506.39	14.54 %	
10.4500.15.03.5 FIRE EMS HEALTH INS	\$179,244.00		\$17,990.64		\$161,253.36	10.04 %	
10.4500.15.04.5 FIRE EMS IRS SECTION 125	\$2,991.00		\$0.00		\$2,991.00	0.00 %	
10.4500.15.05.5 FIRE EMS LT CARE INS	\$0.00		\$41.75		(\$41.75)	0.00 %	
10.4500.15.07.5 FIRE EMS CITY RETIREMENT	\$67,883.00		\$10,445.50		\$57,437.50	15.39 %	
10.4500.15.08.5 FIRE EMS LIFE, STD, LTD INS	\$15,791.00		\$3,033.15		\$12,757.85	19.21 %	
10.4500.15.09.5 FIRE EMS UNEMPLOYMENT INS	\$5,127.00		\$1,242.53		\$3,884.47	24.24 %	
10.4500.15.10.5 FIRE EMS WORKERS' COMP	\$79,177.00		\$20,737.19		\$58,439.81	26.19 %	
10.4500.15.12.5 FIRE EMS PARKING FEE	\$0.00		\$3,000.00		(\$3,000.00)	0.00 %	
10.4500.18.00.5 FIRE EMS UNIFORMS/PROT CLOTH	\$24,000.00		\$598.35		\$23,401.65	2.49 %	
10.4500.20.00.5 FIRE EMS OFFICE SUPPLY	\$2,400.00		\$141.68		\$2,258.32	5.90 %	
10.4500.20.01.5 FIRE EMS POSTAGE	\$900.00		\$2.00		\$898.00	0.22 %	
10.4500.21.00.5 FIRE EMS OPERATING SUPPLY	\$18,000.00		\$2,670.61		\$15,329.39	14.84 %	
10.4500.21.01.5 FIRE EMS INTERNAL FUEL FLEET	\$15,000.00		\$2,565.89		\$12,434.11	17.11 %	
10.4500.23.00.5 FIRE EMS SMALL TOOLS & EQUIP	\$10,000.00		\$0.00		\$10,000.00	0.00 %	
10.4500.30.00.5 FIRE EMS ADVERTISING	\$0.00		\$0.00		\$0.00	0.00 %	
10.4500.34.00.5 FIRE EMS TELE BASIC SVC	\$0.00		\$0.00		\$0.00	0.00 %	
10.4500.34.03.5 FIRE EMS TELE CELL & PAGER	\$2,400.00		\$0.00		\$2,400.00	0.00 %	
10.4500.34.04.5 FIRE EMS COM OTHER	\$1,500.00		\$182.10		\$1,317.90	12.14 %	
10.4500.40.00.5 FIRE EMS DUES/SUBMTGS	\$5,000.00		\$360.00		\$4,640.00	7.20 %	
10.4500.41.00.5 FIRE EMS TRAINING	\$1,000.00		\$719.10		\$280.90	71.91 %	
10.4500.48.00.5 FIRE EMS PROP & LIAB INS	\$30,723.00		\$6,979.34		\$23,743.66	22.72 %	
10.4500.50.00.5 FIRE EMS FIRE EQUIP RSV EXP	\$0.00		\$732.47		(\$732.47)	0.00 %	
10.4500.56.00.5 FIRE EMS OTR PUR SRVC	\$6,000.00		\$407.72		\$5,592.28	6.80 %	
10.4500.60.00.5 FIRE EMS PROFESSIONAL SVCS	\$2,500.00		\$0.00		\$2,500.00	0.00 %	
10.4500.61.00.5 FIRE EMS LEGAL	\$0.00		\$0.00		\$0.00	0.00 %	
10.4500.62.00.5 FIRE EMS PRINTING & BINDING	\$200.00		\$0.00		\$200.00	0.00 %	
10.4500.66.00.5 FIRE EMS OTHER RENTALS	\$500.00		\$0.00		\$500.00	0.00 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
10.4500.68.00.5 FIRE EMS EQUIP REPAIR & MAINT	\$14,500.00	\$823.84	\$13,676.16	5.68 %
10.4500.68.01.5 FIRE EMS INTERNAL FLEET REPAIR	\$10,000.00	\$886.12	\$9,113.88	8.86 %
10.4500.68.05.5 FIRE EMS EQUIP SERVICE CONTRACTS	\$13,500.00	\$842.00	\$12,658.00	6.24 %
10.4500.69.00.5 FIRE EMS BLDG/GROUNDS REPAIR/MAINT	\$3,000.00	\$1,128.25	\$1,871.75	37.61 %
10.4500.70.00.5 FIRE EMS COPIER	\$3,760.00	\$460.07	\$3,299.93	12.24 %
10.4500.70.01.5 FIRE EMS COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.74.00.5 FIRE EMS TRAVEL/TRANSPORTATION	\$750.00	\$0.00	\$750.00	0.00 %
10.4500.75.00.5 FIRE EMS LEASE PURCHASE	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.75.01.5 FIRE EMS AMBULANCE LEASE PAYMENT	\$39,873.00	\$0.00	\$39,873.00	0.00 %
10.4500.76.01.5 FIRE EMS ELECTRIC	\$8,000.00	\$888.92	\$7,111.08	11.11 %
10.4500.76.03.5 FIRE EMS TRASH REMOVAL	\$200.00	\$0.00	\$200.00	0.00 %
10.4500.76.04.5 FIRE EMS IN HOUSE UTILITIES	\$2,300.00	\$0.00	\$2,300.00	0.00 %
10.4500.76.05.5 FIRE EMS PROPANE	\$850.00	\$115.20	\$734.80	13.55 %
10.4500.83.00.5 FIRE EMS MACHINERY & EQUIPMENT	\$0.00	\$55.83	(\$55.83)	0.00 %
10.4500.85.00.5 FIRE EMS FED/STATE GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.90.00.5 FIRE EMS PRINCIPAL PAYMENTS	\$25,000.00	\$0.00	\$25,000.00	0.00 %
10.4500.91.00.5 FIRE EMS INTEREST PAYMENTS	\$9,363.00	\$0.00	\$9,363.00	0.00 %
10.4500.95.01.5 FIRE EMS PENSION INTEREST EXP	\$41,831.00	\$0.00	\$41,831.00	0.00 %
TOTAL FIRE AND E.M.S	\$1,810,105.00	\$251,007.76	\$1,559,097.24	13.87%
10.4600 BLDG CODE & HEALTH ENFORCEMENT				
10.4600.10.00.5 BLDG HLTH ENF SALARY & WAGES	\$54,707.00	\$8,268.88	\$46,438.12	15.11 %
10.4600.11.00.5 BLDG HLTH ENF OVERTIME	\$4,652.00	\$758.20	\$3,893.80	16.30 %
10.4600.15.01.5 BLDG HLTH ENF DENTAL INS	\$450.00	\$81.40	\$368.60	18.09 %
10.4600.15.02.5 BLDG HLTH ENF FICAMCARE	\$4,333.00	\$647.27	\$3,685.73	14.94 %
10.4600.15.03.5 BLDG HLTH ENF HLTH INS	\$9,855.00	\$965.75	\$8,889.25	9.80 %
10.4600.15.04.5 BLDG HLTH ENF IRS SECT 125	\$157.00	\$0.00	\$157.00	0.00 %
10.4600.15.05.5 BLDG HLTH ENF LT CARE INS	\$0.00	\$26.10	(\$26.10)	0.00 %
10.4600.15.07.5 BLDG HLTH ENF CITY RETIREMENT	\$3,710.00	\$586.76	\$3,123.24	15.82 %
10.4600.15.08.5 BLDG HLTH ENF LIFE,STD,LTD INS	\$831.00	\$159.64	\$671.36	19.21 %
10.4600.15.09.5 BLDG HLTH ENF UNEMPLOYMENT INS	\$270.00	\$63.72	\$206.28	23.60 %
10.4600.15.10.5 BLDG HLTH ENF WORKERS' COMP	\$179.00	\$47.09	\$131.91	26.31 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date		Variance		Percent of	
	2013		Through 8/31/2012				Budget	
10.4600.15.12.5 BLDG HLTH ENF PARKING FEE	\$0.00		\$600.00		(\$600.00)		0.00 %	
10.4600.20.00.5 BLDG HLTH ENF OFFICE SUPPLY	\$600.00		\$20.75		\$579.25		3.46 %	
10.4600.20.01.5 BLDG HLTH ENF POSTAGE	\$500.00		\$0.00		\$500.00		0.00 %	
10.4600.21.00.5 BLDG HLTH ENF SUPPLY	\$0.00		\$0.00		\$0.00		0.00 %	
10.4600.30.00.5 BLDG HLTH ENF ADVERTISING	\$300.00		\$0.00		\$300.00		0.00 %	
10.4600.34.03.5 BLDG HLTH ENF TELE CELL & PAGER	\$700.00		\$0.00		\$700.00		0.00 %	
10.4600.40.00.5 BLDG HLTH ENF DUES/SUBS/MTGS	\$750.00		\$0.00		\$750.00		0.00 %	
10.4600.48.00.5 BLDG HLTH ENF PROP & LIAB INS	\$1,748.00		\$367.33		\$1,380.67		21.01 %	
10.4600.60.00.5 BLDG HLTH ENF SVC	\$500.00		\$0.00		\$500.00		0.00 %	
10.4600.70.00.5 BLDG HLTH ENF COPIER	\$200.00		\$23.70		\$176.30		11.85 %	
10.4600.70.01.5 BLDG HLTH ENF COPIER PAPER	\$0.00		\$0.00		\$0.00		0.00 %	
10.4600.74.00.5 BLDG HLTH ENF TRAVEL/TRANS	\$500.00		\$105.17		\$394.83		21.03 %	
10.4600.83.00.5 BLDG HLTH ENF EQUIP	\$200.00		\$0.00		\$200.00		0.00 %	
10.4600.95.01.5 BLDG HLTH ENF PENSION INT EXP	\$2,145.00		\$0.00		\$2,145.00		0.00 %	
TOTAL BLDG CODE & HEALTH ENFORCEMENT	\$87,287.00		\$12,721.76		\$74,565.24		14.57%	
10.4700 EMERGENCY MANAGEMENT								
10.4700.10.00.5 EMERG MGT SALARY & WAGES	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.11.00.5 EMERG MGT OVERTIME	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.01.5 EMERG MGT DENTAL INS	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.02.5 EMERG MGT FICA/MEDICARE	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.03.5 EMERG MGT HEALTH INS	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.04.5 EMERG MGT IRS SECTION 125	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.05.5 EMERG MGT LT CARE INS	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.07.5 EMERG MGT CITY RETIREMENT	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.08.5 EMERG MGT LIFE,STD,LTD INS	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.09.5 EMERG MGT UNEMPLOYMENT INS	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.15.10.5 EMERG MGT WORKERS' COMP	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.20.00.5 EMERG MGT OFFICE SUPPLY	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.21.00.5 EMERG MGT OPERATING SUPPLY	\$500.00		\$0.00		\$500.00		0.00 %	
10.4700.22.00.5 EMERG MGT FLOOD SUPPLY	\$0.00		\$0.00		\$0.00		0.00 %	
10.4700.34.00.5 EMERG MGT FLOOD COM	\$8,000.00		\$262.38		\$7,737.62		3.28 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
10.4700.34.03.5 EMERG MGT TELE CELL & PAGER	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.40.00.5 EMERG MGT DUES/SUBMTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.41.00.5 EMERG MGT TRAINING EXERCISE	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.48.00.5 EMERG MGT PROP & LIAB INS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.56.00.5 EMERG MGT FLOOD OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.66.00.5 EMERG MGT FLOOD EQUIP RENTAL	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.68.00.5 EMERG MGT EQUIP REP & MAINT	\$6,000.00	\$0.00	\$6,000.00	0.00 %
10.4700.70.00.5 EMERG MGT COPIER	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.70.01.5 EMERG MGT COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.74.00.5 EMERG MGT TRAVEL/TRANS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.83.00.5 EMERG MGT EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.95.01.5 EMERG MGT PENSION INT EXP	\$429.00	\$0.00	\$429.00	0.00 %
TOTAL EMERGENCY MANAGEMENT	\$14,929.00	\$262.38	\$14,666.62	1.76%
10.5100 DPW STREETS				
10.5100.10.00.5 DPW ST SALARY & WAGES	\$591,691.00	\$92,254.64	\$499,436.36	15.59 %
10.5100.11.00.5 DPW ST OVERTIME	\$71,748.00	\$3,229.38	\$68,518.62	4.50 %
10.5100.15.01.5 DPW ST DENTAL INS	\$5,841.00	\$1,054.51	\$4,786.49	18.05 %
10.5100.15.02.5 DPW ST FICAMEDICARE	\$48,431.00	\$6,902.31	\$41,528.69	14.25 %
10.5100.15.03.5 DPW ST HEALTH INS	\$18,986.00	\$12,333.94	\$106,652.06	10.37 %
10.5100.15.04.5 DPW ST IRS SECTION 125	\$2,044.00	\$0.00	\$2,044.00	0.00 %
10.5100.15.05.5 DPW ST- LT CARE INS	\$0.00	\$20.47	(\$20.47)	0.00 %
10.5100.15.07.5 DPW ST CITY RETIREMENT	\$41,465.00	\$5,999.05	\$35,465.95	14.47 %
10.5100.15.08.5 DPW ST LIFE, STD, LTD INS	\$10,794.00	\$2,073.24	\$8,720.76	19.21 %
10.5100.15.09.5 DPW ST UNEMPLOYMENT INS	\$3,504.00	\$827.71	\$2,676.29	23.62 %
10.5100.15.10.5 DPW ST WORKERS' COMP	\$16,488.00	\$4,858.30	\$11,629.70	29.47 %
10.5100.15.12.5 DPW ST PARKING FEE	\$0.00	\$1,362.00	(\$1,362.00)	0.00 %
10.5100.18.00.5 DPW ST UNIFORMS/PROT CLOTHING	\$6,400.00	\$799.86	\$5,600.14	12.50 %
10.5100.20.00.5 DPW ST OFFICE SUPPLY	\$2,000.00	\$102.12	\$1,897.88	5.11 %
10.5100.20.01.5 DPW ST POSTAGE	\$300.00	\$0.00	\$300.00	0.00 %
10.5100.21.00.5 DPW ST OPERATING SUPPLY	\$35,200.00	\$21,363.45	\$13,836.55	60.69 %
10.5100.21.01.5 DPW ST SALT-OPER SUPPLY	\$204,400.00	\$0.00	\$204,400.00	0.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

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	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>	
10.5100.21.02.5 DPW ST SAND-OPER SUPPLY	\$10,000.00		\$0.00		\$10,000.00	0.00 %	
10.5100.21.03.5 DPW ST BITUMINOUS MAT-SUMMER	\$56,424.00		\$11,473.96		\$44,950.04	20.34 %	
10.5100.21.04.5 DPW ST BITUMINOUS MAT-WINTER	\$7,000.00		\$0.00		\$7,000.00	0.00 %	
10.5100.21.05.5 DPW ST CONCRETE	\$8,200.00		\$8,200.00		\$0.00	100.00 %	
10.5100.23.00.5 DPW ST SMALL TOOLS & EQUIP	\$800.00		\$7.91		\$792.09	0.99 %	
10.5100.30.00.5 DPW ST ADVERTISING	\$1,200.00		\$0.00		\$1,200.00	0.00 %	
10.5100.34.03.5 DPW ST CELL PHONE & PAGER	\$2,800.00		\$80.00		\$2,720.00	2.86 %	
10.5100.40.00.5 DPW ST DUES/SUB/MTGS	\$2,600.00		\$65.00		\$2,535.00	2.50 %	
10.5100.48.00.5 DPW ST PROP & LIAB INS	\$17,709.00		\$4,770.56		\$12,938.44	26.94 %	
10.5100.56.00.5 DPW ST OTR PUR SRVC	\$15,500.00		\$2,765.10		\$12,734.90	17.84 %	
10.5100.56.01.5 DPW ST BRIDGE MAINTENANCE	\$15,000.00		\$0.00		\$15,000.00	0.00 %	
10.5100.56.02.5 DPW ST CRACK SEAL MAINT	\$18,000.00		\$0.00		\$18,000.00	0.00 %	
10.5100.56.03.5 DPW ST ROADSIDE MOWING	\$6,000.00		\$4,883.48		\$1,116.52	81.39 %	
10.5100.56.04.5 DPW ST- ST LIGHT LEASES/SVC CHG	\$84,600.00		\$8,162.21		\$76,437.79	9.65 %	
10.5100.56.05.5 DPW ST PAVEMENT MARKING	\$8,500.00		\$0.00		\$8,500.00	0.00 %	
10.5100.56.08.5 DPW STREETS PUR SRV WATER FD	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.56.09.5 DPW STREETS PUR SRV SEWER FD	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.60.00.5 DPW ST PROFESSIONAL SVC	\$2,800.00		\$5,420.50		(\$2,620.50)	193.59 %	
10.5100.60.01.5 DPW ST PROF SVC ELM ST SLIDE	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.62.00.5 DPW ST PRINT & BINDING	\$400.00		\$0.00		\$400.00	0.00 %	
10.5100.66.00.5 DPW ST OTHER RENTALS	\$19,250.00		\$0.00		\$19,250.00	0.00 %	
10.5100.66.01.5 DPW ST OTHER RENTAL-ELM ST SLIDE	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.67.00.5 DPW ST STREET MAINT	\$3,000.00		\$0.00		\$3,000.00	0.00 %	
10.5100.68.00.5 DPW ST VEH/EQUIP MAINT	\$200.00		\$0.00		\$200.00	0.00 %	
10.5100.68.02.5 DPW ST METERED ST LIGHTS	\$4,000.00		\$607.62		\$3,392.38	15.19 %	
10.5100.68.03.5 DPW ST REPAIR PARTS-ST LIGHTS	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.70.00.5 DPW ST COPIER	\$2,670.00		\$307.96		\$2,362.04	11.53 %	
10.5100.70.01.5 DPW ST COPIER PAPER	\$780.00		\$0.00		\$780.00	0.00 %	
10.5100.72.00.5 DPW ST TAXES/LICENSE/REG	\$200.00		\$130.00		\$70.00	65.00 %	
10.5100.74.00.5 DPW ST TRAVEL/TRANSP	\$1,500.00		\$0.00		\$1,500.00	0.00 %	
10.5100.76.00.5 DPW ST UTILITIES	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.76.01.5 DPW ST ELECTRIC	\$22,500.00		\$1,651.00		\$20,849.00	7.34 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>	
10.5100.76.03.5 DPW ST TRASH REMOVAL	\$6,000.00		\$387.29		\$5,612.71	6.45 %	
10.5100.79.00.5 DPW ST MISC	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.83.00.5 DPW ST MACH & EQUIP	\$0.00		\$0.00		\$0.00	0.00 %	
10.5100.95.01.5 DPW ST PENSION INT EXP	\$25,871.00		\$0.00		\$25,871.00	0.00 %	
TOTAL DPW STREETS	\$1,502,796.00		\$202,093.57		\$1,300,702.43	13.45%	
10.5300 DPW FLEET OPERATIONS							
10.5300.10.00.5 DPW FLEET OPS SALARY & WAGES	\$149,351.00		\$24,964.33		\$124,386.67	16.72 %	
10.5300.11.00.5 DPW FLEET OPS OVERTIME	\$11,749.00		\$797.29		\$10,951.71	6.79 %	
10.5300.15.01.5 DPW FLEET OPS DENTAL INS	\$1,385.00		\$244.27		\$1,140.73	17.64 %	
10.5300.15.02.5 DPW FLEET OPS FICA/MEDICARE	\$12,782.00		\$1,902.26		\$10,879.74	14.88 %	
10.5300.15.03.5 DPW FLEET OPS HEALTH INS	\$30,353.00		\$2,401.80		\$27,951.20	7.91 %	
10.5300.15.04.5 DPW FLEET OPS IRS SECTION 125	\$485.00		\$0.00		\$485.00	0.00 %	
10.5300.15.05.5 DPW FLEET OPS LT CARE INS	\$0.00		\$11.85		(\$11.85)	0.00 %	
10.5300.15.07.5 DPW FLEET OPS CITY RETIREMENT	\$10,944.00		\$1,554.42		\$9,389.58	14.20 %	
10.5300.15.08.5 DPW FLEET OPS LIFE, STD, LTD INS	\$2,559.00		\$459.76		\$2,099.24	17.97 %	
10.5300.15.09.5 DPW FLEET OPS UNEMPLOYMENT INS	\$831.00		\$196.26		\$634.74	23.62 %	
10.5300.15.10.5 DPW FLEET OPS WORKERS' COMP	\$8,867.00		\$2,195.17		\$6,671.83	24.76 %	
10.5300.15.12.5 DPW FLEET OPS PARKING FEE	\$0.00		\$144.00		(\$144.00)	0.00 %	
10.5300.18.00.5 DPW FLEET OPS PROT CLOTHING	\$6,020.00		\$305.10		\$5,714.90	5.07 %	
10.5300.20.00.5 DPW FLEET OPS OFFICE SUPPLY	\$1,000.00		\$0.00		\$1,000.00	0.00 %	
10.5300.20.01.5 DPW FLEET OPS POSTAGE	\$50.00		\$0.00		\$50.00	0.00 %	
10.5300.21.00.5 DPW FLEET OPS OPERATING SUPPLY	\$238,163.00		\$49,903.08		\$188,259.92	20.95 %	
10.5300.21.01.5 DPW FLEET OPS INT FUEL REIMB	(\$54,553.00)		(\$7,786.73)		(\$46,766.27)	14.27 %	
10.5300.21.02.5 DPW FLEET OPS OIL & ANTI-FREEZE	\$3,500.00		\$1,033.96		\$2,466.04	29.54 %	
10.5300.23.00.5 DPW FLEET OPS SMALL TOOLS & EQUIP	\$5,000.00		\$0.00		\$5,000.00	0.00 %	
10.5300.30.00.5 DPW FLEET OPS ADVERTISING	\$500.00		\$0.00		\$500.00	0.00 %	
10.5300.34.04.5 DPW FLEET OPS COMMUNICATIONS	\$4,180.00		\$1,357.42		\$2,822.58	32.47 %	
10.5300.38.00.5 DPW FLEET OPS DEPRECIATION	\$0.00		\$0.00		\$0.00	0.00 %	
10.5300.40.00.5 DPW FLEET OPS DUES/SUB/MTGS	\$300.00		\$0.00		\$300.00	0.00 %	
10.5300.48.00.5 DPW FLEET OPS PROP & LIAB INS	\$5,386.00		\$1,057.92		\$4,328.08	19.64 %	
10.5300.60.00.5 DPW FLEET OPS PROFESSIONAL SVC	\$570.00		\$126.00		\$444.00	22.11 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
10.5300.68.00.5 DPW FLEET OPS VEH/EQUIP MAINT	\$120,000.00	\$7,446.87	\$112,553.13	6.21 %
10.5300.68.01.5 DPW FLEET OPS INTNL REP REIMB	(\$20,000.00)	(\$3,349.37)	(\$16,650.63)	16.75 %
10.5300.70.00.5 DPW FLEET OPS COPIER	\$609.00	\$72.12	\$536.88	11.84 %
10.5300.70.01.5 DPW FLEET OPS COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.72.00.5 DPW FLEET OPS TAXES/LIC/REG	\$250.00	\$0.00	\$250.00	0.00 %
10.5300.74.00.5 DPW FLEET OPS TRAVEL/TRANS	\$250.00	\$0.00	\$250.00	0.00 %
10.5300.83.00.5 DPW FLEET OPS MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.85.00.5 DPW FLEET OPS FED/ST GRANT EXP	\$0.00	\$5,292.00	(\$5,292.00)	0.00 %
10.5300.95.01.5 DPW FLEET OPS PENSION INT EXP	\$6,328.00	\$0.00	\$6,328.00	0.00 %
TOTAL DPW FLEET OPERATIONS	\$546,859.00	\$90,329.78	\$456,529.22	16.52%
10.5310 DPW BUILDING OPERATIONS				
10.5310.21.00.5 DPW BLDG OPS OPERATING SUPPLY	\$2,500.00	\$36.40	\$2,463.60	1.46 %
10.5310.23.00.5 DPW BLDG OPS SMALL TOOLS & EQUIP	\$520.00	\$0.00	\$520.00	0.00 %
10.5310.34.00.5 DPW BLDG OPS COM	\$850.00	\$0.00	\$850.00	0.00 %
10.5310.56.00.5 DPW BLDG OPS OTR PUR SRVC	\$6,000.00	\$495.00	\$5,505.00	8.25 %
10.5310.69.00.5 DPW BLDG OPS BLDG/GRNDS MAINT	\$9,750.00	\$231.00	\$9,519.00	2.37 %
10.5310.72.00.5 DPW BLDG OPS TAXES/LIC/REG	\$400.00	\$0.00	\$400.00	0.00 %
10.5310.76.01.5 DPW BLDG OPS ELECTRIC	\$10,800.00	\$0.00	\$10,800.00	0.00 %
10.5310.76.02.5 DPW BLDG OPS HEATING FUEL	\$26,700.00	\$0.00	\$26,700.00	0.00 %
10.5310.76.03.5 DPW BLDG OPS TRASH REMOVAL	\$1,500.00	\$103.18	\$1,396.82	6.88 %
10.5310.76.04.5 DPW BLDG OPS IN HOUSE UTILITIES	\$3,000.00	\$0.00	\$3,000.00	0.00 %
10.5310.76.05.5 DPW BLDG OPS PROPANE	\$6,000.00	\$0.00	\$6,000.00	0.00 %
10.5310.82.00.5 DPW BLDG OPS CAPITAL IMPROV	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DPW BUILDING OPERATIONS	\$68,020.00	\$865.58	\$67,154.42	1.27%
10.7270 WRIGHTSVILLE BEACH FUNDS				
10.7270.44.00.5 WRIGHTSVILLE BEACH CONTRIB	\$4,007.00	\$0.00	\$4,007.00	0.00 %
TOTAL WRIGHTSVILLE BEACH FUNDS	\$4,007.00	\$0.00	\$4,007.00	0.00%
10.7800 AGENCY CONTRIBUTION				



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>	<u>Actual to Date</u>	<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
10.7800.44.00.5 AGENCY CONTRIB ON BALLOT ITEMS	\$0.00	\$0.00	\$0.00	0.00 %
10.7800.45.00.5 OUTSIDE AGENCY CONTRIB	\$99,175.00	\$82,675.00	\$16,500.00	83.36 %
TOTAL AGENCY CONTRIBUTION	\$99,175.00	\$82,675.00	\$16,500.00	83.36%
10.7900 LIBRARY CONTRIBUTION				
10.7900.00.00.5 KELLOGG HUBBARD LIBRARY CONTRIB	\$293,975.00	\$146,988.00	\$146,987.00	50.00 %
TOTAL LIBRARY CONTRIBUTION	\$293,975.00	\$146,988.00	\$146,987.00	50.00%
10.8000 COMMUNITY ENHANCEMENT				
10.8000.00.00.5 COM ENH ARTS GRANT PROGRAM	\$10,000.00	\$10,000.00	\$0.00	100.00 %
10.8000.00.01.5 COM ENH VT LOCAL GREEN UP DAY	\$300.00	\$300.00	\$0.00	100.00 %
10.8000.00.02.5 COM ENH MDCA	\$20,000.00	\$10,000.00	\$10,000.00	50.00 %
10.8000.00.04.5 COM ENH JULY 4 CELEBRATION	\$2,000.00	\$2,000.00	\$0.00	100.00 %
10.8000.00.12.5 COM ENH FALL-WINTER CELEBR	\$3,000.00	\$0.00	\$3,000.00	0.00 %
10.8000.00.15.5 COM ENH WOOD ART GALLERY	\$7,500.00	\$7,500.00	\$0.00	100.00 %
10.8000.00.16.5 COM ENH CAPITAL CITY BAND	\$1,500.00	\$1,500.00	\$0.00	100.00 %
10.8000.00.17.5 COM ENH DIVERSION	\$0.00	\$0.00	\$0.00	0.00 %
10.8000.00.18.5 COM ENH WELCOME LEGISLATORS	\$1,500.00	\$0.00	\$1,500.00	0.00 %
10.8000.00.19.5 COM ENH HOLIDAY LIGHTS	\$2,000.00	\$2,000.00	\$0.00	100.00 %
10.8000.00.20.5 COM ENH JUSTICE CENTER	\$0.00	\$0.00	\$0.00	0.00 %
10.8000.00.21.5 COMMUNITY ENHANCEMENT USS MONTPELIER	\$1,000.00	\$1,000.00	\$0.00	100.00 %
TOTAL COMMUNITY ENHANCEMENT	\$48,800.00	\$34,300.00	\$14,500.00	70.29%
10.8130 TREE MANAGEMENT				
10.8130.10.00.5 TREE MANAGEMENT SALARIES & WAGES-WARDEN	\$17,550.00	\$2,623.30	\$14,926.70	14.95 %
10.8130.11.00.5 TREE MANAGEMENT OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.8130.15.01.5 TREE MANAGEMENT DENTAL INSURANCE	\$211.00	\$47.37	\$163.63	22.45 %
10.8130.15.02.5 TREE MANAGEMENT FICA/MEDICARE	\$1,281.00	\$183.28	\$1,097.72	14.31 %
10.8130.15.03.5 TREE MANAGEMENT HEALTH INSURANCE	\$4,619.00	\$289.76	\$4,329.24	6.27 %
10.8130.15.04.5 TREE MANAGEMENT IRS SECTION 125	\$74.00	\$0.00	\$74.00	0.00 %
10.8130.15.05.5 TREE MANAGEMENT LONG TERM CARE INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>		<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>				<u>Budget</u>	
10.8130.15.07.5 TREE MANAGEMENT CITY RETIREMENT		\$1,097.00		\$170.52		\$926.48		15.54 %
10.8130.15.08.5 TREE MANAGEMENT LIFE, STD, LTD INSURANCE		\$390.00		\$74.83		\$315.17		19.19 %
10.8130.15.09.5 TREE MANAGEMENT UNEMPLOYMENT INSURANCE		\$127.00		\$29.95		\$97.05		23.58 %
10.8130.15.10.5 TREE MANAGEMENT WORKERS' COMPENSATION		\$911.00		\$239.35		\$671.65		26.27 %
10.8130.23.00.5 TREE MANAGEMENT SMALL TOOLS		\$1,200.00		\$0.00		\$1,200.00		0.00 %
10.8130.30.00.5 TREE MANAGEMENT ADVERTISING		\$0.00		\$0.00		\$0.00		0.00 %
10.8130.48.00.5 TREE MANAGEMENT PROPERTY & LIABILITY INS		\$820.00		\$172.19		\$647.81		21.00 %
10.8130.56.00.5 TREE MANAGEMENT OTR PUR SRVC		\$5,000.00		\$128.56		\$4,871.44		2.57 %
10.8130.70.00.5 TREE MANAGEMENT COPIER		\$93.00		\$11.14		\$81.86		11.98 %
10.8130.70.01.5 TREE MANAGEMENT COPIER PAPER		\$0.00		\$0.00		\$0.00		0.00 %
10.8130.82.00.5 TREE MANAGEMENT CAP IMP- WARDEN & BOARD		\$0.00		\$0.00		\$0.00		0.00 %
10.8130.95.01.5 PENSION INTEREST EXP-WARDEN		\$1,073.00		\$0.00		\$1,073.00		0.00 %
TOTAL TREE MANAGEMENT		\$34,446.00		\$3,970.25		\$30,475.75		11.53%
10.8135 TREE BOARD								
10.8135.21.00.5 TREE BOARD TREE NURSERY		\$2,000.00		\$0.00		\$2,000.00		0.00 %
10.8135.79.00.5 TREE BOARD MISC GRANT EXPENSE		\$0.00		\$0.00		\$0.00		0.00 %
TOTAL TREE BOARD		\$2,000.00		\$0.00		\$2,000.00		0.00%
10.8300 CONSERVATION COMMISSION								
10.8300.56.00.5 CONSERVATION OTR PUR SRVC		\$3,250.00		\$0.00		\$3,250.00		0.00 %
10.8300.79.00.5 CONSERVATION MISCELLANEOUS PROJECTS		\$3,500.00		\$740.06		\$2,759.94		21.14 %
10.8300.93.00.5 CONSERVATION BUDGET XFER TO RESERVE		\$0.00		\$0.00		\$0.00		0.00 %
TOTAL CONSERVATION COMMISSION		\$6,750.00		\$740.06		\$6,009.94		10.96%
10.9100 DEBT SERVICE								
10.9100.90.00.5 DEBT SERVICE PRINCIPAL PAYMENTS		\$425,000.00		\$0.00		\$425,000.00		0.00 %
10.9100.91.00.5 DEBT SERVICE INTEREST PAYMENTS		\$206,138.00		\$0.00		\$206,138.00		0.00 %
10.9100.92.00.5 DEBT SERVICE ENERGY IMPROV LEASE PYMT		\$37,126.00		\$18,563.04		\$18,562.96		50.00 %
10.9100.92.01.5 DEBT SERVICE ENERGY AUDIT		\$0.00		\$0.00		\$0.00		0.00 %
10.9100.92.02.5 DEBT SERVICE BOND ISSUANCE EXPENSES		\$3,200.00		\$3,550.00		(\$350.00)		110.94 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date		Variance	Percent of Budget
	2013		Through 8/31/2012			
TOTAL DEBT SERVICE			\$671,464.00	\$22,113.04	\$649,350.96	3.29%
10.9200 ADMIN COPIER & POSTAGE						
10.9200.20.00.5 PHOTOCOPIES	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9200.20.01.5 ADMIN POSTAGE	\$0.00		\$7,340.19	(\$7,340.19)	\$0.00	0.00 %
10.9200.20.02.5 ADMIN OTHER SUPPLIES	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9200.70.00.5 ADMIN COPIER LEASE PAYMENT	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9200.70.01.5 ADMIN COPIER PAPER	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
TOTAL ADMIN COPIER & POSTAGE	\$0.00		\$7,340.19	(\$7,340.19)		0.00%
10.9300 OTHER GOVERNMENTAL						
10.9300.72.00.5 OTHR GOVT - WASH COUNTY TAX	\$54,447.00		\$59,288.00	(\$4,841.00)		108.89 %
10.9300.72.01.5 OTHR GOVT - SOLID WASTE DIST FEE	\$15,520.00		\$15,710.00	(\$190.00)		101.22 %
10.9300.72.02.5 OTHR GOVT - GRN MTN TRANSIT	\$69,371.00		\$17,342.75	\$52,028.25		25.00 %
10.9300.72.03.5 OTHR GOVT - CENTRAL VT REG PLANNING	\$8,248.00		\$8,247.75	\$0.25		100.00 %
10.9300.72.04.5 OTHR GOVT - VT LEAGUE OF CITIES AND TOWNS	\$8,251.00		\$8,639.00	(\$388.00)		104.70 %
TOTAL OTHER GOVERNMENTAL	\$155,837.00		\$109,227.50	\$46,609.50		70.09%
10.9390 TRANSFERS TO OTHER FUNDS						
10.9390.00.00.5 XFER TO JUSTICE CENTER	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9390.93.00.5 XFER TO WATER FUND	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9390.94.00.5 XFER TO SEWER FUND	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9390.96.00.5 XFER CEMETERY PROP TAX	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9390.96.01.5 XFER TO CEMETERY CIP	\$22,000.00		\$22,000.00	\$0.00	\$0.00	100.00 %
10.9390.96.02.5 XFER CEMETERY SMALL PARKS	\$27,900.00		\$27,900.00	\$0.00	\$0.00	100.00 %
10.9390.96.04.5 XFER CEMETERY OPERATIONS	\$95,855.00		\$95,855.00	\$0.00	\$0.00	100.00 %
10.9390.97.00.5 XFER TO PARKING FUND	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9390.98.00.5 XFER TO CAPITAL PROJECTS	\$459,434.00		\$425,758.00	\$33,676.00		92.67 %
10.9390.98.01.5 TRANSFER TO DISTRICT ENERGY	\$0.00		\$0.00	\$0.00	\$0.00	0.00 %
10.9390.99.00.5 XFER PARK OPERATIONS	\$130,035.00		\$130,035.00	\$0.00	\$0.00	100.00 %
10.9390.99.01.5 XFER PARKS CIP	\$13,935.00		\$13,935.00	\$0.00	\$0.00	100.00 %



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY 2013		Actual to Date Through 8/31/2012		Variance		Percent of Budget	
10.9390.99.02.5 XFER PARKS EQUIPMENT		\$6,000.00	\$6,000.00		\$0.00		100.00 %	
10.9390.99.03.5 XFER TO HOUSING TRUST		\$41,000.00	\$41,000.00		\$0.00		100.00 %	
10.9390.99.04.5 XFER TO SENIOR CENTER		\$116,372.00	\$116,372.00		\$0.00		100.00 %	
TOTAL TRANSFERS TO OTHER FUNDS		\$912,531.00	\$878,855.00		\$33,676.00		96.31%	
10.9400 EQUIPMENT PLAN								
10.9400.82.00.5 EQUIP PLAN - CAPITAL OUTLAY-ENERGY		\$0.00	\$263.26		(\$263.26)		0.00 %	
10.9400.83.01.5 EQUIP PLAN - DPV		\$258,164.00	\$10,993.36		\$247,170.64		4.26 %	
10.9400.83.02.5 EQUIP PLAN - POLICE		\$44,300.00	\$23,021.00		\$21,279.00		51.97 %	
10.9400.83.03.5 EQUIP PLAN - FIRE		\$26,200.00	\$23,433.53		\$2,766.47		89.44 %	
10.9400.83.04.5 EQUIP PLAN - CLERK		\$0.00	\$0.00		\$0.00		0.00 %	
10.9400.83.05.5 EQUIP PLAN - TECHNOLOGY		\$49,534.00	\$9,371.59		\$40,162.41		18.92 %	
10.9400.83.06.5 EQUIP PLAN- PLANNING		\$0.00	\$0.00		\$0.00		0.00 %	
10.9400.83.07.5 EQUIP PLAN - FINANCE SOFTWARE		\$0.00	\$0.00		\$0.00		0.00 %	
10.9400.83.08.5 EQUIP PLAN - CITY HALL		\$6,066.00	\$5,266.00		\$800.00		86.81 %	
TOTAL EQUIPMENT PLAN		\$384,264.00	\$72,348.74		\$311,915.26		18.83%	
10.9900 EMPLOYEE BENEFITS								
10.9900.15.03.5 EMPLOYEE BENEFITS HLTH REIMB ARRANGEMENT DRA		\$0.00	\$58,887.90		(\$58,887.90)		0.00 %	
10.9900.15.04.5 EMPLOYEE BENEFITS FLEX SPENDING ACCOUNT FUNDI		\$0.00	\$1,876.67		(\$1,876.67)		0.00 %	
10.9900.15.05.5 EMPLOYEE BENEFITS HRA/FSa ADMINISTRATION EXP		\$0.00	\$2,080.50		(\$2,080.50)		0.00 %	
10.9900.48.00.5 EMPLOYEE BENEFITS P&C INSURANCE CLAIM EXP		\$0.00	\$0.00		\$0.00		0.00 %	
10.9900.48.01.5 EMPLOYEE BENEFITS PC - DEDUCTIBLE EXPENSE		\$0.00	\$0.00		\$0.00		0.00 %	
10.9900.79.00.5 EMPLOYEE BENEFITS MISCELLANEOUS - BENEFITS		\$0.00	\$110.00		(\$110.00)		0.00 %	
10.9900.80.00.5 EMPLOYEE BENEFITS EMPLOYEE WELLNESS (RESERV		\$0.00	\$0.00		\$0.00		0.00 %	
10.9900.95.00.5 EMPLOYEE BENEFITS VMERS PAYOFF PENSION EXP		\$0.00	\$0.00		\$0.00		0.00 %	
TOTAL EMPLOYEE BENEFITS		\$0.00	\$62,955.07		(\$62,955.07)		0.00%	
10.9951 GF MISC EXP								
10.9951.60.00.5 MISC USE OF GF FUND BALANCE		\$0.00	\$10,000.00		(\$10,000.00)		0.00 %	
10.9951.79.00.5 MISC MISCELLANEOUS EXP		\$0.00	\$0.00		\$0.00		0.00 %	



City of Montpelier
GENERAL FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
10.9951.80.00.5 MISC PURCHASE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %
10.9951.93.00.5 MISC USE OF RECORDS RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
10.9961 TAX ABATEMENTS/CREDITS				
10.9961.00.00.5 TAX ABATEMENTS/SPRINKLER	\$56,000.00	\$57,515.17	(\$1,515.17)	102.71 %
TOTAL TAX ABATEMENTS/CREDITS	\$56,000.00	\$57,515.17	(\$1,515.17)	102.71%
10.9962 GF MISC EXP				
10.9962.00.00.5 MISC A/R BAD DEBT WO	\$0.00	\$3,980.00	(\$3,980.00)	0.00 %
TOTAL GF MISC EXP	\$0.00	\$3,980.00	(\$3,980.00)	0.00%
TOTAL GENERAL FUND EXPENDITURES	\$11,110,028.00	\$2,687,524.05	\$8,422,503.95	24.19%
GENERAL FUND NET EXCESS / (DEFICIT)	\$0.00	\$6,027,952.75		



City of Montpelier
WATER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY 2013	Actual to Date Through 8/31/2012	Variance	Percent of Budget
REVENUES				
11.2 INTERGOVERNMENTAL REV				
11.2300.00.00.4 WATER REV GRANTS-STATE	\$0.00	\$0.00	\$0.00	0.00 %
11.2301.00.00.4 GF REIMB OT HRS	\$0.00	\$0.00	\$0.00	0.00 %
11.2310.00.00.4 WATER REV GRANTS-FEDERAL	\$0.00	\$0.00	\$0.00	0.00 %
11.2313.00.00.4 BERLIN FIRE DISTRICT CLOSEOUT	\$0.00	\$0.00	\$0.00	0.00 %
11.2502.00.00.4 WATER REV WATER USE REVENUE	\$2,380,374.00	\$607,380.86	(\$1,772,993.14)	25.52 %
11.2503.00.00.4 WATER REV PENALTIES - WATER USE	\$16,000.00	(\$192.02)	(\$16,192.02)	(1.20)%
11.2505.00.00.4 WATER REV DELINQUENT INTEREST	\$10,000.00	(\$59.85)	(\$10,059.85)	(0.60)%
11.2570.00.00.4 WATER REV METER SALES	\$0.00	\$0.00	\$0.00	0.00 %
11.2595.00.00.4 WATER REV ON/OFF FEES	\$5,000.00	\$700.00	(\$4,300.00)	14.00 %
11.2599.00.00.4 WATER REV CONNECTION FEES	\$10,000.00	\$0.00	(\$10,000.00)	0.00 %
11.2605.00.00.4 WATER REV SPRINKLER SERV REIMB	\$0.00	\$0.00	\$0.00	0.00 %
11.2614.00.11.4 WATER REV SALE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %
11.2700.00.00.4 WATER REV INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
11.2804.00.00.4 WATER REV DONATIONS	\$0.00	\$0.00	\$0.00	0.00 %
11.2820.00.00.4 WATER REV W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
11.2901.00.00.4 XFER FROM SEWER FD WATER METER DEPREC	\$12,500.00	\$12,500.00	\$0.00	100.00 %
11.2990.00.00.4 WATER REV MISC REVENUE	\$2,000.00	\$0.00	(\$2,000.00)	0.00 %
11.2992.00.00.4 WATER REV XFER PARKS PEACE PARK	\$0.00	\$0.00	\$0.00	0.00 %
11.2993.00.00.4 WATER REV XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
11.2997.00.00.4 WATER REV USE OF FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$2,435,874.00	\$620,328.99	(\$1,815,545.01)	25.47%
TOTAL WATER FUND REVENUES	\$2,435,874.00	\$620,328.99	(\$1,815,545.01)	25.47%
EXPENDITURES				
11.6200 WATER ADMINISTRATION				
11.6200.10.00.5 ADMIN SALARIES & WAGES	\$67,001.00	\$9,894.65	\$57,106.35	14.77 %
11.6200.11.00.5 ADMIN OVERTIME	\$3,034.00	\$495.96	\$2,538.04	16.35 %



City of Montpelier
WATER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

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	<u>2013</u>		<u>Through 8/31/2012</u>			
11.6200.15.01.5 ADMIN DENTAL INSURANCE	\$513.00		\$93.00		\$420.00	18.13 %
11.6200.15.02.5 ADMIN FICAMEDICARE	\$5,112.00		\$770.03		\$4,341.97	15.06 %
11.6200.15.03.5 ADMIN HEALTH INSURANCE	\$11,235.00		\$1,022.55		\$10,212.45	9.10 %
11.6200.15.04.5 ADMIN IRS SECTION 125	\$179.00		\$0.00		\$179.00	0.00 %
11.6200.15.05.5 ADMIN LONG TERM CARE INSURANCE	\$0.00		\$8.25		(\$8.25)	0.00 %
11.6200.15.07.5 ADMIN CITY RETIREMENT	\$4,377.00		\$576.26		\$3,800.74	13.17 %
11.6200.15.08.5 ADMIN LIFE, STD, LTD INSURANCE	\$948.00		\$181.99		\$766.01	19.20 %
11.6200.15.09.5 ADMIN UNEMPLOYMENT INSURANCE	\$309.00		\$72.64		\$236.36	23.51 %
11.6200.15.10.5 ADMIN WORK COMP	\$2,319.00		\$609.44		\$1,709.56	26.28 %
11.6200.15.12.5 ADMIN PARKING FEE	\$0.00		\$462.00		(\$462.00)	0.00 %
11.6200.18.00.5 ADMIN UNIFORMS/PROTECT CLOTHING	\$250.00		\$225.00		\$25.00	90.00 %
11.6200.20.00.5 ADMIN OFFICE SUPPLIES	\$1,200.00		\$0.00		\$1,200.00	0.00 %
11.6200.20.01.5 ADMIN POSTAGE	\$3,700.00		\$9.50		\$3,690.50	0.26 %
11.6200.30.00.5 ADMIN ADVERTISING	\$750.00		\$0.00		\$750.00	0.00 %
11.6200.34.00.5 ADMIN TELEPH BASIC SERVICE	\$2,686.00		\$311.95		\$2,374.05	11.61 %
11.6200.34.01.5 ADMIN TELEPH LONG DISTANCE	\$559.64		\$194.85		\$364.79	34.82 %
11.6200.34.02.5 ADMIN INTERNET WAN SERVICE	\$5,160.00		\$771.91		\$4,388.09	14.96 %
11.6200.38.00.5 ADMIN DEPRECIATION	\$0.00		\$0.00		\$0.00	0.00 %
11.6200.40.00.5 ADMIN DUES/SUBSCRIPTS/MTGS	\$3,100.00		\$70.00		\$3,030.00	2.26 %
11.6200.48.00.5 ADMIN PROP & LIAB INS	\$1,993.00		\$418.76		\$1,574.24	21.01 %
11.6200.48.01.5 ADMIN PC - DEDUCTIBLE EXPENSE	\$0.00		\$0.00		\$0.00	0.00 %
11.6200.60.00.5 ADMIN PROF SVCS	\$4,500.00		\$315.00		\$4,185.00	7.00 %
11.6200.61.00.5 ADMIN LEGAL SERVICES	\$4,500.00		\$350.00		\$4,150.00	7.78 %
11.6200.62.00.5 ADMIN PRINTING & BINDING	\$1,000.00		\$0.00		\$1,000.00	0.00 %
11.6200.65.00.5 ADMIN EQUIP RENTAL COMPUTER	\$0.00		\$0.00		\$0.00	0.00 %
11.6200.66.00.5 ADMIN TOWN HILL LEASE	\$42,319.00		\$0.00		\$42,319.00	0.00 %
11.6200.70.00.5 ADMIN COPIER	\$227.00		\$27.02		\$199.98	11.90 %
11.6200.70.01.5 ADMIN COPY PAPER	\$0.00		\$0.00		\$0.00	0.00 %
11.6200.72.00.5 ADMIN TAXES/LICENSE/REGIST	\$15,000.00		\$2,928.29		\$12,071.71	19.52 %
11.6200.74.00.5 ADMIN TRAVEL/TRANSPORTATION	\$100.00		\$0.00		\$100.00	0.00 %
11.6200.79.00.5 ADMIN MISC	\$0.00		\$0.00		\$0.00	0.00 %
11.6200.83.00.5 ADMIN MACH & EQUIP	\$0.00		\$0.00		\$0.00	0.00 %



City of Montpelier
WATER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
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11.6200.83.01.5 ADMIN COMPUTER EQUIP ALLOC	\$12,587.00	\$2,448.23	\$10,138.77	19.45 %
11.6200.83.02.5 ADMIN FINANCIAL SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.88.01.5 ADMIN COMPUTER WIRELESS NETWORK	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.90.00.5 ADMIN PRINCIPAL	\$455,519.48	\$0.00	\$455,519.48	0.00 %
11.6200.91.00.5 ADMIN INTEREST EXPENSE	\$350,114.88	\$0.00	\$350,114.88	0.00 %
11.6200.92.00.5 ADMIN ENERGY IMPROV LEASE PYMT	\$6,086.24	\$3,043.12	\$3,043.12	50.00 %
11.6200.92.01.5 ADMIN ENERGY AUDIT	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.95.00.5 ADMIN VMERS PAYOFF PENSION EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.95.01.5 ADMIN PENSION INTEREST EXP	\$3,059.00	\$0.00	\$3,059.00	0.00 %
11.6200.97.00.5 ADMIN ADMIN/MGMT SVCS	\$260,520.00	\$260,520.00	\$0.00	100.00 %
TOTAL WATER ADMINISTRATION	\$1,269,958.24	\$285,820.40	\$984,137.84	22.51%

11.6210 WATER SUPPLY & TREATMENT				
11.6210.10.00.5 WATER TREAT SALARIES & WAGES	\$185,196.00	\$28,155.23	\$157,040.77	15.20 %
11.6210.11.00.5 WATER TREAT OVERTIME	\$11,417.00	\$1,549.34	\$9,867.66	13.57 %
11.6210.15.01.5 WATER TREAT DENTAL INSURANCE	\$1,489.00	\$269.50	\$1,219.50	18.10 %
11.6210.15.02.5 WATER TREAT FICA/MEDICARE	\$14,353.00	\$2,196.09	\$12,156.91	15.30 %
11.6210.15.03.5 WATER TREAT HEALTH INSURANCE	\$32,620.00	\$2,700.10	\$29,919.90	8.28 %
11.6210.15.04.5 WATER TREAT SECTION 125	\$521.00	\$0.00	\$521.00	0.00 %
11.6210.15.05.5 WATER TREAT LONG TERM CARE INSURANCE	\$0.00	\$16.55	(\$16.55)	0.00 %
11.6210.15.07.5 WATER TREAT CITY RETIREMENT	\$12,288.00	\$1,756.71	\$10,531.29	14.30 %
11.6210.15.08.5 WATER TREAT LIFE STD, LTD INSURANCE	\$2,751.00	\$528.41	\$2,222.59	19.21 %
11.6210.15.09.5 WATER TREAT UNEMP INSURANCE	\$893.00	\$210.91	\$682.09	23.62 %
11.6210.15.10.5 WATER TREAT WORK COMP	\$6,478.00	\$1,702.38	\$4,775.62	26.28 %
11.6210.15.12.5 WATER TREAT PARKING FEE	\$0.00	\$96.00	(\$96.00)	0.00 %
11.6210.18.00.5 WATER TREAT UNIFORMS/PROTECTIVE CLOTH	\$1,350.00	\$111.00	\$1,239.00	8.22 %
11.6210.20.00.5 WATER TREAT OFFICE SUPPLIES	\$700.00	\$0.00	\$700.00	0.00 %
11.6210.21.00.5 WATER TREAT OPER SUPPLIES	\$112,736.76	\$46,565.89	\$66,170.87	41.30 %
11.6210.23.00.5 WATER TREAT SMALL TOOLS & EQUIP	\$500.00	\$0.00	\$500.00	0.00 %
11.6210.34.00.5 WATER TREAT COMMUNICATIONS	\$2,880.00	\$223.94	\$2,656.06	7.78 %
11.6210.38.00.5 WATER TREAT DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.40.00.5 WATER TREAT DUES, SUBSCRIP, MTGS	\$1,600.00	\$0.00	\$1,600.00	0.00 %



City of Montpelier
WATER FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

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	<u>2013</u>		<u>Through 8/31/2012</u>			
11.6210.48.00.5 WATER TREAT PROP & LIAB INS	\$5,788.00		\$1,215.87		\$4,572.13	21.01 %
11.6210.60.00.5 WATER TREAT PROF SERVICES	\$5,500.00		\$270.00		\$5,230.00	4.91 %
11.6210.65.00.5 WATER TREAT EQUIPMENT FLAT FEE	\$2,500.00		\$2,500.00		\$0.00	100.00 %
11.6210.66.00.5 WATER TREAT OTHER RENTALS	\$500.00		\$60.00		\$440.00	12.00 %
11.6210.68.00.5 WATER TREAT VEH/EQ REPAIR & MAIN	\$20,000.00		\$17,372.46		\$2,627.54	86.86 %
11.6210.69.00.5 WATER TREAT BLDGS/GRNDS REPAIR/MAINT	\$8,500.00		\$907.44		\$7,592.56	10.68 %
11.6210.70.00.5 WATER TREAT COPIER	\$659.00		\$78.47		\$580.53	11.91 %
11.6210.70.01.5 WATER TREAT COPY PAPER	\$200.00		\$0.00		\$200.00	0.00 %
11.6210.72.00.5 WATER TREAT TAXES/LICENSE/REGIST	\$15,450.00		\$2,565.48		\$12,884.52	16.61 %
11.6210.74.00.5 WATER TREAT TRAVEL & TRANSP	\$100.00		\$0.00		\$100.00	0.00 %
11.6210.76.01.5 WATER TREAT ELECTRIC	\$67,000.00		\$6,605.91		\$60,394.09	9.86 %
11.6210.76.02.5 WATER TREAT HEATING FUEL	\$0.00		\$0.00		\$0.00	0.00 %
11.6210.76.05.5 WATER TREAT PROPANE	\$43,000.00		\$0.00		\$43,000.00	0.00 %
11.6210.79.00.5 WATER TREAT MISCELLANEOUS	\$0.00		\$0.00		\$0.00	0.00 %
11.6210.83.00.5 WATER TREAT MACHINERY & EQUIPMENT	\$30,000.00		\$0.00		\$30,000.00	0.00 %
11.6210.85.00.5 WATER TREAT WTP GRANT EXP	\$0.00		\$0.00		\$0.00	0.00 %
11.6210.95.01.5 WATER TREAT PENSION INTEREST EXP	\$6,837.00		\$0.00		\$6,837.00	0.00 %
TOTAL WATER SUPPLY & TREATMENT	\$593,806.76		\$117,657.68		\$476,149.08	19.81%
11.6220 WATER DISTRIBUTION SYSTEM						
11.6220.10.00.5 WATER DISTRIB SALARIES & WAGES	\$142,548.00		\$24,310.73		\$118,237.27	17.05 %
11.6220.11.00.5 WATER DISTRIB OVERTIME	\$15,696.00		\$2,179.36		\$13,516.64	13.88 %
11.6220.15.01.5 WATER DISTRIB DENTAL INSURANCE	\$1,408.00		\$259.59		\$1,148.41	18.44 %
11.6220.15.02.5 WATER DISTRIB FICA/MEDICARE	\$11,552.00		\$1,880.23		\$9,671.77	16.28 %
11.6220.15.03.5 WATER DISTRIB HEALTH INSURANCE	\$30,846.00		\$3,564.80		\$27,281.20	11.56 %
11.6220.15.04.5 WATER DISTRIB SECTION 125	\$493.00		\$0.00		\$493.00	0.00 %
11.6220.15.05.5 WATER DISTRIB LONG TERM CARE INS	\$0.00		\$8.35		(\$8.35)	0.00 %
11.6220.15.07.5 WATER DISTRIB CITY RETIREMENT	\$9,890.00		\$1,637.42		\$8,252.58	16.56 %
11.6220.15.08.5 WATER DISTRIB LIFE STD. LTD INSURANCE	\$2,601.00		\$499.68		\$2,101.32	19.21 %
11.6220.15.09.5 WATER DISTRIB UNEMP INSURANCE	\$945.00		\$199.44		\$745.56	21.10 %
11.6220.15.10.5 WATER DISTRIB WORK COMP	\$5,141.00		\$1,351.01		\$3,789.99	26.28 %
11.6220.15.12.5 WATER DISTRIB PARKING FEE	\$0.00		\$0.00		\$0.00	0.00 %



City of Montpelier
WATER FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

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11.6220.18.00.5 WATER DISTRIB UNIFORMS/PROTECTIVE EQUIP	\$2,000.00	\$0.00	\$2,000.00	0.00 %
11.6220.20.00.5 WATER DISTRIB OFFICE SUPPLIES	\$50.00	\$0.00	\$50.00	0.00 %
11.6220.21.00.5 WATER DISTRIB OPERATING SUPPLIES	\$20,000.00	\$4,722.03	\$15,277.97	23.61 %
11.6220.23.00.5 WATER DISTRIB SMALL TOOLS & EQUIP	\$1,500.00	\$100.00	\$1,400.00	6.67 %
11.6220.34.00.5 WATER DISTRIB COMMUNICATIONS	\$1,380.00	\$0.00	\$1,380.00	0.00 %
11.6220.38.00.5 WATER DISTRIB DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.48.00.5 WATER DISTRIB PROP & LIAB INS	\$5,473.00	\$1,149.75	\$4,323.25	21.01 %
11.6220.48.01.5 WATER DISTRIB PC-DEDUCTIBLE EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.56.00.5 WATER DISTRIB OTR PUR SRVC	\$14,000.00	\$150.00	\$13,850.00	1.07 %
11.6220.56.01.5 WATER DISTRIB STORAGE TK INSPECTION EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.65.00.5 WATER DISTRIB EQUIP USE	\$93,920.00	\$93,920.00	\$0.00	100.00 %
11.6220.66.00.5 WATER DISTRIB OTHER RENTALS	\$500.00	\$420.00	\$80.00	84.00 %
11.6220.67.00.5 WATER DISTRIB STREET REPAIRS & MAINT	\$12,000.00	\$13,544.53	(\$1,544.53)	112.87 %
11.6220.68.00.5 WATER DISTRIB VEH/EQUIP REPAIR & MAINT	\$8,000.00	\$267.20	\$7,732.80	3.34 %
11.6220.70.00.5 WATER DISTRIB COPIER	\$619.00	\$74.21	\$544.79	11.99 %
11.6220.70.01.5 WATER DISTRIB COPY PAPER	\$125.00	\$0.00	\$125.00	0.00 %
11.6220.72.00.5 WATER DISTRIB TAXES/LICENSE/REGIST	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.76.01.5 WATER DISTRIB ELECTRIC	\$9,250.00	\$543.71	\$8,706.29	5.88 %
11.6220.76.02.5 WATER DISTRIB HEATING FUEL	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.76.05.5 WATER DISTRIB PROPANE	\$1,295.00	\$0.00	\$1,295.00	0.00 %
11.6220.82.00.5 WATER DISTRIB CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.83.00.5 WATER DISTRIB MACH & EQUIP	\$60,000.00	\$12,052.50	\$47,947.50	20.09 %
11.6220.86.00.5 WATER DISTRIB HYDRANTS	\$4,100.00	\$0.00	\$4,100.00	0.00 %
11.6220.95.01.5 WATER DISTRIB PENSION INTEREST EXP	\$7,473.00	\$0.00	\$7,473.00	0.00 %
TOTAL WATER DISTRIBUTION SYSTEM	\$462,805.00	\$162,834.54	\$299,970.46	35.18%
11.6230 DELQ WATER FEES COLLECTION				
11.6230.10.00.5 DEL WATER COLL SALARIES & WAGES	\$14,257.00	\$1,311.52	\$12,945.48	9.20 %
11.6230.11.00.5 DEL WATER COLL OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.15.01.5 DEL WATER COLL DENTAL INSURANCE	\$90.00	\$22.63	\$67.37	25.14 %
11.6230.15.02.5 DEL WATER COLL FICAMEDICARE	\$1,041.00	\$99.95	\$941.05	9.60 %
11.6230.15.03.5 DEL WATER COLL HEALTH INSURANCE	\$1,971.00	\$67.60	\$1,903.40	3.43 %



City of Montpelier
WATER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>	
11.6230.15.04.5 DEL WATER COLL SECTION 125	\$31.00		\$0.00		\$31.00	0.00 %	
11.6230.15.05.5 DEL WATER COLL LONG TERM CARE INS	\$0.00		\$13.01		(\$13.01)	0.00 %	
11.6230.15.07.5 DEL WATER COLL CITY RETIREMENT	\$891.00		\$20.95		\$870.05	2.35 %	
11.6230.15.08.5 DEL WATER COLL LIFE, STD, LTD INSURANCE	\$167.00		\$31.93		\$135.07	19.12 %	
11.6230.15.09.5 DEL WATER COLL UNEMP INSURANCE	\$54.00		\$12.74		\$41.26	23.59 %	
11.6230.15.10.5 DEL WATER COLL WORK COMP	\$44.00		\$11.52		\$32.48	26.18 %	
11.6230.15.12.5 DEL WATER COLL PARKING FEE	\$0.00		\$120.00		(\$120.00)	0.00 %	
11.6230.20.00.5 DEL WATER COLL OFFICE SUPPLIES	\$50.00		\$0.00		\$50.00	0.00 %	
11.6230.20.01.5 DEL WATER COLL POSTAGE	\$500.00		\$0.00		\$500.00	0.00 %	
11.6230.34.00.5 DEL WATER COLL COMMUNICATIONS	\$0.00		\$0.00		\$0.00	0.00 %	
11.6230.40.00.5 DEL WATER COLL DUES/SUBSCRIPTS/MTGS	\$350.00		\$0.00		\$350.00	0.00 %	
11.6230.48.00.5 DEL WATER COLL PROPERTY & LIABILITY INS	\$350.00		\$73.47		\$276.53	20.99 %	
11.6230.70.00.5 DEL WATER COLL COPIER	\$40.00		\$4.74		\$35.26	11.85 %	
11.6230.70.01.5 DEL WATER COLL COPY PAPER	\$0.00		\$0.00		\$0.00	0.00 %	
11.6230.95.01.5 DEL WATER COLL PENSION INTEREST EXP	\$411.00		\$0.00		\$411.00	0.00 %	
TOTAL DELQ WATER FEES COLLECTION	\$20,247.00		\$1,790.06		\$18,456.94	8.84%	
11.6250 WATER METER OPERATIONS							
11.6250.10.00.5 WATER METER SALARIES & WAGES	\$34,462.00		\$5,450.25		\$29,011.75	15.82 %	
11.6250.11.00.5 WATER METER OVERTIME	\$1,107.00		\$163.25		\$943.75	14.75 %	
11.6250.15.01.5 WATER METER DENTAL INSURANCE	\$341.00		\$61.90		\$279.10	18.15 %	
11.6250.15.02.5 WATER METER FICA/MEDICARE	\$2,597.00		\$409.25		\$2,187.75	15.76 %	
11.6250.15.03.5 WATER METER HEALTH INSURANCE	\$7,490.00		\$575.70		\$6,914.30	7.69 %	
11.6250.15.04.5 WATER METER SECTION 125	\$120.00		\$0.00		\$120.00	0.00 %	
11.6250.15.05.5 WATER METER LONG TERM CARE INSURANCE	\$0.00		\$0.35		(\$0.35)	0.00 %	
11.6250.15.07.5 WATER METER CITY RETIREMENT	\$2,223.00		\$361.77		\$1,861.23	16.27 %	
11.6250.15.08.5 WATER METER LIFE STD, LTD INSURANCE	\$631.00		\$121.33		\$509.67	19.23 %	
11.6250.15.09.5 WATER METER UNEMP INSURANCE	\$206.00		\$48.43		\$157.57	23.51 %	
11.6250.15.10.5 WATER METER WORK COMP	\$1,183.00		\$310.80		\$872.20	26.27 %	
11.6250.15.12.5 WATER METER PARKING FEE	\$0.00		\$300.00		(\$300.00)	0.00 %	
11.6250.20.00.5 WATER METER OFFICE SUPPLIES	\$0.00		\$0.00		\$0.00	0.00 %	
11.6250.21.00.5 WATER METER OPERATING SUPPLIES	\$7,000.00		(\$41.95)		\$7,041.95	(0.60)%	



City of Montpelier
WATER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
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Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
11.6250.23.00.5 WATER METER SMALL TOOLS & EQUIP	\$500.00	\$0.00	\$500.00	0.00 %
11.6250.48.00.5 WATER METER PROP & LIAB INS	\$1,336.00	\$279.17	\$1,056.83	20.90 %
11.6250.60.00.5 WATER METER PROF SERVICES	\$0.00	\$0.00	\$0.00	0.00 %
11.6250.65.00.5 WATER METER EQUIPMENT FLAT FEE	\$1,600.00	\$1,600.00	\$0.00	100.00 %
11.6250.70.00.5 WATER METER COPIER	\$151.00	\$18.02	\$132.98	11.93 %
11.6250.70.01.5 WATER METER COPY PAPER	\$0.00	\$0.00	\$0.00	0.00 %
11.6250.82.00.5 WATER METER CAPITAL IMPROVEMENT	\$0.00	\$0.00	\$0.00	0.00 %
11.6250.84.00.5 WATER METER WATER METERS	\$10,000.00	\$905.75	\$9,094.25	9.06 %
11.6250.95.01.5 WATER METER PENSION INTEREST EXP	\$1,560.00	\$0.00	\$1,560.00	0.00 %
TOTAL WATER METER OPERATIONS	\$72,507.00	\$10,564.02	\$61,942.98	14.57%
TOTAL WATER FUND EXPENDITURES	\$2,419,324.00	\$578,666.70	\$1,840,657.30	23.92%
WATER FUND NET EXCESS / (DEFICIT)	\$16,550.00	\$41,662.29		



City of Montpelier
SEWER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
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REVENUES				
12.2 INTERGOVERNMENTAL REV				
12.2300.00.00.4 SEWER REV CAPITAL GRANTS-VT	\$0.00	\$0.00	\$0.00	0.00 %
12.2300.00.10.4 SEWER REV FEDERAL GRANTS	\$0.00	\$0.00	\$0.00	0.00 %
12.2300.00.20.4 SEWER REV ARRA GRANT	\$0.00	\$0.00	\$0.00	0.00 %
12.2301.00.00.4 GF REIMB OT HRS	\$0.00	\$0.00	\$0.00	0.00 %
12.2501.00.00.4 SEWER USE REV-METERED	\$1,763,640.00	\$454,800.67	(\$1,308,839.33)	25.79 %
12.2501.00.01.4 SEWER USE REV-FLAT RATE	\$23,940.00	\$0.00	(\$23,940.00)	0.00 %
12.2502.00.00.4 SEWER USE REV-BERLIN	\$316,339.00	\$94,456.98	(\$221,882.02)	29.86 %
12.2503.00.00.4 SEWER REV PENAL TIES - SEWER USE	\$15,000.00	(\$194.53)	(\$15,194.53)	(1.30)%
12.2504.00.00.4 SEWER REV CONNECTION FEES	\$10,000.00	\$100.00	(\$9,900.00)	1.00 %
12.2505.00.00.4 SEWER REV DELINQ INTEREST	\$10,000.00	(\$39.42)	(\$10,039.42)	(0.39)%
12.2522.00.00.4 SEWER BENEFIT CHARGE	\$190,534.00	\$200,384.29	\$9,850.29	105.17 %
12.2525.00.00.4 SEWER CSO BENEFIT CHARGE	\$666,870.00	\$664,559.68	(\$2,310.32)	99.65 %
12.2614.00.00.4 SEWER REV SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
12.2615.00.00.4 SEWER REV VACTOR RENTAL FEES	\$5,000.00	\$0.00	(\$5,000.00)	0.00 %
12.2700.00.00.4 SEWER REV INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
12.2802.00.01.4 INS REIM - WWP FLOOD MAY 2011	\$0.00	\$0.00	\$0.00	0.00 %
12.2807.00.00.4 SEWER STD WAGE REIMB	\$0.00	\$0.00	\$0.00	0.00 %
12.2820.00.00.4 SEWER REV W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
12.2920.00.00.4 SEWER REV BOND PROCEEDS	\$0.00	\$0.00	\$0.00	0.00 %
12.2986.00.00.4 SEWER SEPTAGE & LEACHATE FEES	\$360,000.00	\$26,022.14	(\$333,977.86)	7.23 %
12.2990.00.00.4 SEWER MISC REVENUE	\$0.00	\$87.40	\$87.40	0.00 %
12.2992.00.00.4 SEWER MISC REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
12.2993.00.00.4 SEWER XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
12.2997.00.00.4 SEWER REV USE OF FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$3,361,323.00	\$1,440,177.21	(\$1,921,145.79)	42.85%
TOTAL SEWER FUND REVENUES	\$3,361,323.00	\$1,440,177.21	(\$1,921,145.79)	42.85%

EXPENDITURES



City of Montpelier
SEWER FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
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	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
12.5470 WASTEWATER TREATMENT				
12.5470.10.00.5 WW TREAT SALARIES & WAGES	\$236,492.00	\$34,644.79	\$201,847.21	14.65 %
12.5470.11.00.5 WW TREAT OVERTIME	\$16,311.00	\$3,644.11	\$12,666.89	22.34 %
12.5470.15.01.5 WW TREAT DENTAL INSURANCE	\$1,862.00	\$343.28	\$1,518.72	18.44 %
12.5470.15.02.5 WW TREAT FICA/MEDICARE	\$17,433.00	\$2,850.68	\$14,582.32	16.35 %
12.5470.15.03.5 WW TREAT HEALTH INSURANCE	\$40,799.00	\$3,418.90	\$37,380.10	8.38 %
12.5470.15.04.5 WW TREAT SECTION 125	\$652.00	\$0.00	\$652.00	0.00 %
12.5470.15.05.5 WW TREAT LONG TERM CARE INSURANCE	\$0.00	\$41.95	(\$41.95)	0.00 %
12.5470.15.07.5 WW TREAT CITY RETIREMENT	\$14,925.00	\$2,167.09	\$12,757.91	14.52 %
12.5470.15.08.5 WW TREAT LIFE, STD, LTD INSURANCE	\$3,441.00	\$692.83	\$2,748.17	20.13 %
12.5470.15.09.5 WW TREAT UNEMPLOYMENT INSURANCE	\$1,117.00	\$326.88	\$790.12	29.26 %
12.5470.15.10.5 WW TREAT WORKERS' COMPENSATION	\$7,841.00	\$2,148.03	\$5,692.97	27.39 %
12.5470.15.12.5 WW TREAT PARKING FEE	\$84.00	\$84.00	\$0.00	100.00 %
12.5470.18.00.5 WW TREAT UNIFORMS/PROTECT CLOTHING	\$2,200.00	\$286.97	\$1,913.03	13.04 %
12.5470.20.00.5 WW TREAT OFFICE SUPPLIES	\$1,500.00	\$0.00	\$1,500.00	0.00 %
12.5470.20.01.5 WW TREAT POSTAGE	\$250.00	\$0.00	\$250.00	0.00 %
12.5470.21.00.5 WW TREAT OPERATING SUPPLIES	\$151,238.00	\$13,393.59	\$137,844.41	8.86 %
12.5470.23.00.5 WW TREAT SMALL TOOLS & EQUIP	\$500.00	\$1,463.97	(\$963.97)	292.79 %
12.5470.34.00.5 WW TREAT COMMUNICATIONS	\$6,481.00	\$143.94	\$6,337.06	2.22 %
12.5470.38.00.5 WW TREAT DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.40.00.5 WW TREAT DUES/SUBSCRIPTS/MTGS	\$3,000.00	\$65.00	\$2,935.00	2.17 %
12.5470.48.00.5 WW TREAT PROP & LIAB INS	\$29,239.00	\$7,094.23	\$22,144.77	24.26 %
12.5470.56.00.5 WW TREAT OTR PUR SRVC	\$176,068.00	\$15,422.00	\$160,646.00	8.76 %
12.5470.56.01.5 WW TREAT FLOOD PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.60.00.5 WW TREAT PROF SVCS	\$36,150.00	\$535.15	\$35,614.85	1.48 %
12.5470.65.00.5 WW TREAT EQUIPMENT FLAT FEE	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.66.00.5 WW TREAT OTHER RENTALS	\$10,000.00	\$60.00	\$9,940.00	0.60 %
12.5470.68.00.5 WW TREAT VEH/EQUIP REPAIR & MAINT	\$47,000.00	\$2,979.18	\$44,020.82	6.34 %
12.5470.69.00.5 WW TREAT BLDGS/GRNDS REPAIR/MAINT	\$20,000.00	\$1,328.57	\$18,671.43	6.64 %
12.5470.70.00.5 WW TREAT COPIER	\$824.00	\$118.06	\$705.94	14.33 %
12.5470.70.01.5 WW TREAT COPY PAPER	\$0.00	\$0.00	\$0.00	0.00 %



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	<u>2013</u>		<u>Through 8/31/2012</u>				<u>Budget</u>	
12.5470.72.00.5 WW TREAT TAXES/LICENSE/REGIST.	\$200.00		\$0.00		\$200.00		0.00 %	
12.5470.73.00.5 WW TREAT OPERATING FEE	\$6,600.00		\$0.00		\$6,600.00		0.00 %	
12.5470.74.00.5 WW TREAT TRAVEL/TRANSPORTATION	\$1,000.00		\$38.85		\$961.15		3.89 %	
12.5470.76.01.5 WW TREAT ELECTRIC	\$180,000.00		\$15,365.68		\$164,634.32		8.54 %	
12.5470.76.02.5 WW TREAT FUEL OIL	\$58,500.00		\$757.65		\$57,742.35		1.30 %	
12.5470.76.03.5 WW TREAT TRASH REMOVAL	\$1,200.00		\$0.00		\$1,200.00		0.00 %	
12.5470.76.04.5 WW TREAT IN HOUSE UTILITIES	\$300,000.00		\$27,924.92		\$272,075.08		9.31 %	
12.5470.76.06.5 WW TREAT UV	\$0.00		\$0.00		\$0.00		0.00 %	
12.5470.79.00.5 WW TREAT MISC	\$0.00		\$0.00		\$0.00		0.00 %	
12.5470.82.00.5 WW TREAT CAP IMPROVEMENTS	\$0.00		\$0.00		\$0.00		0.00 %	
12.5470.83.00.5 WW TREAT MACH & EQUIP	\$24,000.00		\$0.00		\$24,000.00		0.00 %	
12.5470.83.01.5 WW TREAT FLOOD EQUIP RPL	\$0.00		\$0.00		\$0.00		0.00 %	
12.5470.88.00.5 WW TREAT CAPITAL RESERVE	\$0.00		\$0.00		\$0.00		0.00 %	
12.5470.90.00.5 WW TREAT DEBT PRINCIPAL	\$174,170.88		\$0.00		\$174,170.88		0.00 %	
12.5470.91.00.5 WW TREAT DEBT INTEREST	\$0.00		\$0.00		\$0.00		0.00 %	
12.5470.95.01.5 WW TREAT PENSION INTEREST EXP	\$12,037.00		\$0.00		\$12,037.00		0.00 %	
12.5470.97.00.5 WW TREAT ADMIN/MGMT SVCS	\$132,916.00		\$132,916.00		\$0.00		100.00 %	
TOTAL WASTEWATER TREATMENT	\$1,716,030.88		\$270,256.30		\$1,445,774.58		15.75%	
12.5471 STORMWATER MANAGEMENT								
12.5471.10.00.5 STRM WTR MGMT SALARIES & WAGES	\$60,524.00		\$10,320.64		\$50,203.36		17.05 %	
12.5471.11.00.5 STRM WTR MGMT OVERTIME	\$3,451.00		\$515.63		\$2,935.37		14.94 %	
12.5471.15.01.5 STRM WTR MGMT DENTAL INSURANCE	\$476.00		\$96.43		\$379.57		20.26 %	
12.5471.15.02.5 STRM WTR MGMT FICA/MEDICARE	\$4,670.00		\$807.94		\$3,862.06		17.30 %	
12.5471.15.03.5 STRM WTR MGMT HEALTH INSURANCE	\$10,446.00		\$839.74		\$9,606.26		8.04 %	
12.5471.15.04.5 STRM WTR MGMT IRS SECTION 125	\$167.00		\$0.00		\$167.00		0.00 %	
12.5471.15.05.5 STRM WTR MGMT LONG TERM CARE INSURANCE	\$0.00		\$3.94		(\$3.94)		0.00 %	
12.5471.15.07.5 STRM WTR MGMT CITY RETIREMENT	\$3,998.00		\$593.85		\$3,404.15		14.85 %	
12.5471.15.08.5 STRM WTR MGMT LIFE, STD, LTD INSURANCE	\$881.00		\$169.22		\$711.78		19.21 %	
12.5471.15.09.5 STRM WTR MGMT UNEMPLOYMENT INS	\$287.00		\$67.54		\$219.46		23.53 %	
12.5471.15.10.5 STRM WTR MGMT WORKERS COMP INS	\$2,111.00		\$554.71		\$1,556.29		26.28 %	
12.5471.15.12.5 STRM WTR MGMT PARKING FEE	\$390.00		\$990.00		(\$600.00)		253.85 %	



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	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
12.5471.18.00.5 STRM WTR MGMT UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.20.00.5 STRM WTR MGMT OFFICE SUPPLIES	\$50.00	\$0.00	\$50.00	0.00 %
12.5471.21.00.5 STRM WTR MGMT OPERATING SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	0.00 %
12.5471.23.00.5 STRM WTR MGMT SMALL TOOLS AND EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.34.00.5 STRM WTR MGMT COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.40.00.5 STRM WTR MGMT DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.48.00.5 STRM WTR MGMT PROPERTY & CASUALTY INS	\$1,854.00	\$389.37	\$1,464.63	21.00 %
12.5471.60.00.5 STRM WTR MGMT PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.65.00.5 STRM WTR MGMT RENTAL OF CITY EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.66.00.5 STRM WTR MGMT OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.67.00.5 STRM WTR MGMT STREET REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.68.00.5 STRM WTR MGMT VEH/EQUIP REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.69.00.5 STRM WTR MGMT BLDG/GRNDS REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.70.00.5 STRM WTR MGMT COPIER	\$211.00	\$25.12	\$185.88	11.91 %
12.5471.70.01.5 STRM WTR MGMT COPY PAPER	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.72.00.5 STRM WTR MGMT TAXES/LICENSES/REGISTS	\$40.00	\$0.00	\$40.00	0.00 %
12.5471.74.00.5 STRM WTR MGMT TRAVEL/TRANSPORTATION	\$250.00	\$0.00	\$250.00	0.00 %
12.5471.79.00.5 STRM WTR MGMT MISC	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.95.01.5 STRM WTR MGMT PENSION INTEREST EXP	\$2,610.00	\$0.00	\$2,610.00	0.00 %
TOTAL STORMWATER MANAGEMENT	\$94,916.00	\$15,374.13	\$79,541.87	16.20%
12.5480 SEWER COLLECTION SYSTEM				
12.5480.10.00.5 COLLECTION SALARIES & WAGES	\$148,313.00	\$26,287.60	\$122,025.40	17.72 %
12.5480.11.00.5 COLLECTION OVERTIME	\$14,819.00	\$1,985.41	\$12,833.59	13.40 %
12.5480.15.01.5 COLLECTION DENTAL INSURANCE	\$1,466.00	\$279.99	\$1,186.01	19.10 %
12.5480.15.02.5 COLLECTION FICA/MEDICARE	\$11,909.00	\$2,014.19	\$9,894.81	16.91 %
12.5480.15.03.5 COLLECTION HEALTH INSURANCE	\$32,127.00	\$3,693.81	\$28,433.19	11.50 %
12.5480.15.04.5 COLLECTION SECTION 125	\$513.00	\$0.00	\$513.00	0.00 %
12.5480.15.05.5 COLLECTION LONG TERM CARE INSURANCE	\$0.00	\$6.50	(\$6.50)	0.00 %
12.5480.15.07.5 COLLECTION CITY RETIREMENT	\$10,196.00	\$1,769.22	\$8,426.78	17.35 %
12.5480.15.08.5 COLLECTION LIFE, STD, LTD INSURANCE	\$2,709.00	\$520.43	\$2,188.57	19.21 %
12.5480.15.09.5 COLLECTION UNEMPLOYMENT INSURANCE	\$880.00	\$207.73	\$672.27	23.61 %



City of Montpelier
SEWER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
12.5480.15.10.5 COLLECTION WORKERS' COMPENSATION	\$5,315.00	\$1,396.75	\$3,918.25	26.28 %
12.5480.15.12.5 COLLECTION PARKING FEE	\$48.00	\$48.00	\$0.00	100.00 %
12.5480.18.00.5 COLLECTION UNIFORMS/PROTECTIVE CLOTH	\$2,200.00	\$0.00	\$2,200.00	0.00 %
12.5480.20.00.5 COLLECTION OFFICE SUPPLIES	\$150.00	\$0.00	\$150.00	0.00 %
12.5480.21.00.5 COLLECTION OPERATING SUPPLIES	\$20,000.00	\$5,311.90	\$14,688.10	26.56 %
12.5480.23.00.5 COLLECTION SMALL TOOLS & EQUIP	\$500.00	\$0.00	\$500.00	0.00 %
12.5480.34.00.5 COLLECTION COMMUNICATIONS	\$3,700.00	\$0.00	\$3,700.00	0.00 %
12.5480.38.00.5 COLLECTION DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.48.00.5 COLLECTION PROP & LIAB INS	\$5,700.00	\$1,197.51	\$4,502.49	21.01 %
12.5480.48.01.5 COLLECTION PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.56.00.5 COLLECTION OTR PUR SRVC	\$15,000.00	\$0.00	\$15,000.00	0.00 %
12.5480.65.00.5 COLLECTION EQUIP USE ASSESSMENT	\$82,180.00	\$82,180.00	\$0.00	100.00 %
12.5480.65.01.5 COLLECTION EQUIP FLAT FEE	\$50,000.00	\$50,000.00	\$0.00	100.00 %
12.5480.65.02.5 COLLECTION VACTOR USE FEE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.66.00.5 COLLECTION OTHER RENTALS	\$1,500.00	\$420.00	\$1,080.00	28.00 %
12.5480.67.00.5 COLLECTION STREET REPAIR/MAINT	\$8,000.00	\$0.00	\$8,000.00	0.00 %
12.5480.68.00.5 COLLECTION VEH/EQUIP REPAIR & MAINT	\$10,000.00	\$637.20	\$9,362.80	6.37 %
12.5480.69.00.5 COLLECTION BLDGS/GRNDS REPAIR/MAINT	\$1,000.00	\$0.00	\$1,000.00	0.00 %
12.5480.70.00.5 COLLECTION COPIER	\$645.00	\$77.30	\$567.70	11.98 %
12.5480.70.01.5 COLLECTION COPY PAPER	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.76.01.5 COLLECTION ELECTRIC	\$9,600.00	\$577.15	\$9,022.85	6.01 %
12.5480.79.00.5 COLLECTION MISC	\$50.00	\$0.00	\$50.00	0.00 %
12.5480.82.00.5 COLLECTION CAP IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.83.00.5 COLLECTION MACH/EQUIPMENT	\$70,000.00	\$12,052.50	\$57,947.50	17.22 %
12.5480.88.00.5 COLLECTION CAPITAL RSRV	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.90.00.5 COLLECTION CSO PRINCIPAL DEBT PAYMENT	\$335,953.40	\$34,709.71	\$301,243.69	10.33 %
12.5480.91.00.5 COLLECTION CSO INTEREST DEBT PAYMENT	\$53,279.82	\$0.00	\$53,279.82	0.00 %
12.5480.95.01.5 COLLECTION PENSION INTEREST EXP	\$7,147.00	\$0.00	\$7,147.00	0.00 %
TOTAL SEWER COLLECTION SYSTEM	\$904,900.22	\$225,372.90	\$679,527.32	24.91%
12.5481 WASTEWATER ADMINISTRATION				
12.5481.10.00.5 WW ADMIN SALARIES & WAGES	\$93,849.00	\$13,390.03	\$80,458.97	14.27 %



City of Montpelier
SEWER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of Budget</u>
	<u>2013</u>		<u>Through 8/31/2012</u>			
12.5481.11.00.5 WW ADMIN OVERTIME	\$4,482.00		\$589.18		\$3,892.82	13.15 %
12.5481.15.01.5 WW ADMIN DENTAL INSURANCE	\$791.00		\$137.04		\$653.96	17.32 %
12.5481.15.02.5 WW ADMIN FICA/MEDICARE	\$7,178.00		\$1,035.48		\$6,142.52	14.43 %
12.5481.15.03.5 WW ADMIN HEALTH INSURANCE	\$17,345.00		\$1,524.94		\$15,820.06	8.79 %
12.5481.15.04.5 WW ADMIN IRS SECTION 125	\$277.00		\$0.00		\$277.00	0.00 %
12.5481.15.05.5 WW ADMIN LONG TERM CARE INSURANCE	\$0.00		\$8.15		(\$8.15)	0.00 %
12.5481.15.07.5 WW ADMIN CITY RETIREMENT	\$6,146.00		\$793.89		\$5,352.11	12.92 %
12.5481.15.08.5 WW ADMIN LIFE, STD, LTD INSURANCE	\$1,463.00		\$280.96		\$1,182.04	19.20 %
12.5481.15.09.5 WW ADMIN UNEMPLOYMENT INSURANCE	\$475.00		\$105.77		\$369.23	22.27 %
12.5481.15.10.5 WW ADMIN WORKERS' COMPENSATION	\$3,254.00		\$960.13		\$2,293.87	29.51 %
12.5481.15.11.5 WW ADMIN HEALTH INS DEDUCT REIMB.	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.15.12.5 WW ADMIN PARKING FEE	\$600.00		\$600.00		\$0.00	100.00 %
12.5481.18.00.5 WW ADMIN UNIFORMS/PROTECT CLOTHING	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.20.00.5 WW ADMIN OFFICE SUPPLIES	\$700.00		\$0.00		\$700.00	0.00 %
12.5481.20.01.5 WW ADMIN POSTAGE	\$3,300.00		\$9.50		\$3,290.50	0.29 %
12.5481.30.00.5 WW ADMIN ADVERTISING	\$250.00		\$0.00		\$250.00	0.00 %
12.5481.34.00.5 WW ADMIN TELEPHONE BASIC SERVICE	\$5,000.00		\$350.17		\$4,649.83	7.00 %
12.5481.34.01.5 WW ADMIN TELEPHONE LONG DISTANCE	\$700.00		\$222.22		\$477.78	31.75 %
12.5481.34.02.5 WW ADMIN INTERNET WAN SERVICE	\$4,515.00		\$675.41		\$3,839.59	14.96 %
12.5481.38.00.5 WW ADMIN DEPRECIATION	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.40.00.5 WW ADMIN DUES/SUBSCRIPTS/MTGS	\$750.00		\$70.00		\$680.00	9.33 %
12.5481.48.00.5 WW ADMIN PROPERTY & LIABILITY INS	\$3,078.00		\$646.51		\$2,431.49	21.00 %
12.5481.48.01.5 WW ADMIN PC - DEDUCTIBLE EXPENSE	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.56.00.5 WW ADMIN - OTR PUR SRVC	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.60.00.5 WW ADMIN PROFESSIONAL SVCS	\$2,500.00		\$0.00		\$2,500.00	0.00 %
12.5481.61.00.5 WW ADMIN LEGAL SERVICES	\$5,000.00		\$350.00		\$4,650.00	7.00 %
12.5481.65.00.5 WW ADMIN EQUIPMENT VACTOR RESERVE	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.70.00.5 WW ADMIN COPIER	\$350.00		\$39.82		\$310.18	11.38 %
12.5481.70.01.5 WW ADMIN COPIER PAPER	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.79.00.5 WW ADMIN MISCELLANEOUS	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.83.00.5 WW ADMIN MACHINERY & EQUIPMENT	\$0.00		\$0.00		\$0.00	0.00 %
12.5481.83.01.5 WW ADMIN COMPUTER EQUIPMENT ALLOC	\$14,355.09		\$2,793.19		\$11,561.90	19.46 %



City of Montpelier
SEWER FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>		<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>				<u>Budget</u>	
12.5481.83.02.5 WW ADMIN FINANCIAL SOFTWARE		\$0.00		\$0.00		\$0.00		0.00 %
12.5481.85.00.5 WW ADMIN FED/STATE GRANT EXPENSE		\$0.00		\$0.00		\$0.00		0.00 %
12.5481.88.01.5 WW ADMIN COMPUTER NETWORK RESERVE		\$0.00		\$0.00		\$0.00		0.00 %
12.5481.90.00.5 WW ADMIN WWTP DEBT PRINCIPAL		\$104,480.00		\$0.00		\$104,480.00		0.00 %
12.5481.91.00.5 WW ADMIN WWTP DEBT INTEREST		\$74,953.26		\$0.00		\$74,953.26		0.00 %
12.5481.92.00.5 WW ADMIN ENERGY IMPROV LEASE PYMT		\$17,650.00		\$8,825.05		\$8,824.95		50.00 %
12.5481.92.01.5 WW ADMIN ENERGY AUDIT		\$0.00		\$0.00		\$0.00		0.00 %
12.5481.95.01.5 WW ADMIN PENSION INTEREST EXP		\$3,856.00		\$0.00		\$3,856.00		0.00 %
12.5481.96.00.5 WW ADMIN WATER METER DEPREC SHARE		\$12,500.00		\$12,500.00		\$0.00		100.00 %
12.5481.97.00.5 WW ADMIN ADMINISTRATIVE/MGMT SVCS		\$227,624.00		\$227,624.00		\$0.00		100.00 %
TOTAL WASTEWATER ADMINISTRATION		\$617,421.35		\$273,531.44		\$343,889.91		44.30%
12.5482 PRIVATE SEWER SYS MAINT								
12.5482.10.00.5 PRIV SWR MAINT SALARIES & WAGES		\$2,159.00		\$336.59		\$1,822.41		15.59 %
12.5482.11.00.5 PRIV SWR MAINT OVERTIME		\$42.00		\$18.32		\$23.68		43.62 %
12.5482.15.01.5 PRIV SWR MAINT DENTAL INSURANCE		\$14.00		\$2.40		\$11.60		17.14 %
12.5482.15.02.5 PRIV SWR MAINT FICAMEDICARE		\$161.00		\$26.17		\$134.83		16.25 %
12.5482.15.03.5 PRIV SWR MAINT HEALTH INSURANCE		\$296.00		\$16.40		\$279.60		5.54 %
12.5482.15.04.5 PRIV SWR MAINT SECTION 125		\$5.00		\$0.00		\$5.00		0.00 %
12.5482.15.05.5 PRIV SWR MAINT LONG TERM CARE INS		\$0.00		\$0.40		(\$0.40)		0.00 %
12.5482.15.07.5 PRIV SWR MAINT CITY RETIREMENT		\$138.00		\$21.43		\$116.57		15.53 %
12.5482.15.08.5 PRIV SWR MAINT LIFE, STD, LTD INS		\$25.00		\$4.79		\$20.21		19.16 %
12.5482.15.09.5 PRIV SWR MAINT UNEMPLOY INSURANCE		\$8.00		\$2.55		\$5.45		31.88 %
12.5482.15.10.5 PRIV SWR MAINT WORKERS' COMPENSATION		\$73.00		\$19.31		\$53.69		26.45 %
12.5482.20.00.5 PRIV SWR MAINT OFFICE SUPPLIES		\$0.00		\$0.00		\$0.00		0.00 %
12.5482.48.00.5 PRIV SWR MAINT PROP/LAB INS		\$53.00		\$11.02		\$41.98		20.79 %
12.5482.56.00.5 PRIV SWR MAINT OTR PUR SRVC		\$4,500.00		\$355.41		\$4,144.59		7.90 %
12.5482.70.00.5 PRIV SWR MAINT COPIER		\$6.00		\$0.91		\$5.09		15.17 %
12.5482.70.01.5 PRIV SWR MAINT COPY PAPER		\$0.00		\$0.00		\$0.00		0.00 %
12.5482.95.01.5 PRIV SWR MAINT PENSION INTEREST EXP		\$47.00		\$0.00		\$47.00		0.00 %
TOTAL PRIVATE SEWER SYS MAINT		\$7,527.00		\$815.70		\$6,711.30		10.84%



City of Montpelier
SEWER FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2013</u>	<u>Actual to Date Through 8/31/2012</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5491 DELO SEWER FEES COLLECTION				
12.5491.10.00.5 DELO SEWER TAX COLL SALARIES & WAGES	\$14,257.00	\$1,311.52	\$12,945.48	9.20 %
12.5491.11.00.5 DELO SEWER FEES COLLECTION	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.15.01.5 DELO SEWER TAX COLL DENTAL INSURANCE	\$90.00	\$22.63	\$67.37	25.14 %
12.5491.15.02.5 DELO SEWER TAX COLL FICAMEDICARE	\$1,041.00	\$99.95	\$941.05	9.60 %
12.5491.15.03.5 DELO SEWER TAX COLL HEALTH INSURANCE	\$1,971.00	\$67.60	\$1,903.40	3.43 %
12.5491.15.04.5 DELO SEWER TAX COLL IRS SECTION 125	\$31.00	\$0.00	\$31.00	0.00 %
12.5491.15.05.5 DELO SEWER TAX COLL LONG TERM CARE INSURANCE	\$0.00	\$13.01	(\$13.01)	0.00 %
12.5491.15.07.5 DELO SEWER TAX COLL CITY RETIREMENT	\$891.00	\$20.95	\$870.05	2.35 %
12.5491.15.08.5 DELO SEWER TAX COLL LIFE, STD, LTD INSURANCE	\$167.00	\$31.93	\$135.07	19.12 %
12.5491.15.09.5 DELO SEWER TAX COLL UNEMPLOYMENT INSURANCE	\$54.00	\$12.74	\$41.26	23.59 %
12.5491.15.10.5 DELO SEWER TAX COLL WORKERS' COMPENSATION	\$44.00	\$11.61	\$32.39	26.39 %
12.5491.15.12.5 DELO SEWER TAX COLL PARKING FEE	\$120.00	\$120.00	\$0.00	100.00 %
12.5491.20.00.5 DELO SEWER TAX COLL OFFICE SUPPLIES	\$100.00	\$0.00	\$100.00	0.00 %
12.5491.20.01.5 DELO SEWER TAX COLL POSTAGE	\$200.00	\$0.00	\$200.00	0.00 %
12.5491.34.00.5 DELO SEWER TAX COLL COMMUNICATIONS	\$400.00	\$0.00	\$400.00	0.00 %
12.5491.40.00.5 DELO SEWER TAX COLL DUES/SUBSCRIPTS/MTGS	\$300.00	\$0.00	\$300.00	0.00 %
12.5491.48.00.5 DELO SEWER TAX COLL PROPERTY & LIABILITY INS	\$352.00	\$73.47	\$278.53	20.87 %
12.5491.70.00.5 DELO SEWER TAX COLL COPIER	\$40.00	\$4.74	\$35.26	11.85 %
12.5491.70.01.5 DELO SEWER TAX COLL COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.95.01.5 DELO SEWER TAX COLL PENSION INTEREST EXP	\$470.00	\$0.00	\$470.00	0.00 %
TOTAL DELO SEWER FEES COLLECTION	\$20,528.00	\$1,790.15	\$18,737.85	8.72%
TOTAL SEWER FUND EXPENDITURES	\$3,361,323.45	\$787,140.62	\$2,574,182.83	23.42%
SEWER FUND NET EXCESS / (DEFICIT)	(\$0.45)	\$653,036.59		



City of Montpelier
CEMETERY FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u> 2013	<u>Actual to Date</u> Through 8/31/2012	<u>Variance</u>	<u>Percent of</u> Budget
REVENUES				
17.2 INTERGOVERNMENTAL REV				
17.2301.00.00.4 FEMA STORM DAMAGE GRANT REV	\$0.00	\$0.00	\$0.00	0.00 %
17.2550.00.00.4 CEMETERY XFER CMTRY TRST-EXP	\$27,000.00	\$0.00	(\$27,000.00)	0.00 %
17.2660.00.00.4 CEMETERY OUTSIDE BURIALS	\$3,000.00	\$0.00	(\$3,000.00)	0.00 %
17.2700.00.00.4 CEMETERY INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
17.2701.00.00.4 CEMETERY CHANGE IN MARKET VALUE	\$0.00	\$0.00	\$0.00	0.00 %
17.2770.00.00.4 CEMETERY ENDOWMENT CARE	\$10,425.00	\$0.00	(\$10,425.00)	0.00 %
17.2771.00.00.4 CEMETERY GRAVE OPENINGS	\$0.00	\$0.00	\$0.00	0.00 %
17.2771.00.01.4 CEMETERY GRAVE OPEN FULL BURIAL	\$12,000.00	\$0.00	(\$12,000.00)	0.00 %
17.2771.00.02.4 CEMETERY GRAVE OPEN CREMATION	\$12,000.00	\$495.00	(\$11,505.00)	4.13 %
17.2772.00.00.4 CEMETERY FOUNDATIONS	\$0.00	\$0.00	\$0.00	0.00 %
17.2773.00.00.4 CEMETERY VAULT CHARGES	\$1,600.00	\$0.00	(\$1,600.00)	0.00 %
17.2814.00.00.4 PROCEEDS FROM LTD	\$0.00	\$0.00	\$0.00	0.00 %
17.2920.00.00.4 CEMETERY BOND PROCEEDS	\$0.00	\$0.00	\$0.00	0.00 %
17.2960.00.00.4 CEMETERY LOT SALES	\$6,400.00	\$0.00	(\$6,400.00)	0.00 %
17.2990.00.00.4 CEMETERY MISC REV	\$0.00	\$0.00	\$0.00	0.00 %
17.2990.00.01.4 CEMETERY MONUMENT SALES/REPAIR	\$0.00	\$0.00	\$0.00	0.00 %
17.2990.00.02.4 CEMETERY MONUMENT INSTALLATIONS	\$4,000.00	\$0.00	(\$4,000.00)	0.00 %
17.2990.00.03.4 CEMETERY MONUMENT REPAIR	\$500.00	\$0.00	(\$500.00)	0.00 %
17.2990.00.04.4 CEMETERY MONUMENT SALES/SANDBLAST	\$500.00	\$0.00	(\$500.00)	0.00 %
17.2992.00.00.4 CEMETERY MISC REIMBS	\$0.00	\$0.00	\$0.00	0.00 %
17.2994.00.00.4 CEMETERY XFER GENERAL FUND	\$95,855.31	\$95,855.00	(\$0.31)	100.00 %
17.2995.00.00.4 CEMETERY XFER PARKING FUND	\$10,000.00	\$10,000.00	\$0.00	100.00 %
17.2996.00.00.4 CEMETERY XFER DPW SMALL PARKS	\$27,900.00	\$27,900.00	\$0.00	100.00 %
17.2997.00.00.4 CEMETERY XFER GF CIP	\$22,000.00	\$22,000.00	\$0.00	100.00 %
TOTAL INTERGOVERNMENTAL REV	\$233,180.31	\$156,250.00	(\$76,930.31)	67.01%
TOTAL CEMETERY FUND REVENUES	\$233,180.31	\$156,250.00	(\$76,930.31)	67.01%

EXPENDITURES



City of Montpelier
CEMETERY FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date		Variance	Percent of	
	2013		Through 8/31/2012			Budget	
17.7000 GREEN MOUNT CEMETERY							
17.7000.10.00.5 CEMETERY SALARIES & WAGES	\$83,191.00		\$16,608.69		\$66,582.31	19.96 %	
17.7000.11.00.5 CEMETERY OVERTIME	\$4,500.00		\$160.84		\$4,339.16	3.57 %	
17.7000.15.01.5 CEMETERY DENTAL INSURANCE	\$751.00		\$162.80		\$588.20	21.68 %	
17.7000.15.02.5 CEMETERY FICA/MEDICARE	\$6,401.00		\$1,160.59		\$5,240.41	18.13 %	
17.7000.15.03.5 CEMETERY HEALTH INSURANCE	\$8,000.00		\$1,637.75		\$6,362.25	20.47 %	
17.7000.15.04.5 CEMETERY IRS SECTION 125	\$263.00		\$0.00		\$263.00	0.00 %	
17.7000.15.05.5 CEMETERY LONG TERM CARE INSURANCE	\$0.00		\$32.05		(\$32.05)	0.00 %	
17.7000.15.07.5 CEMETERY CITY RETIREMENT	\$5,481.00		\$1,050.16		\$4,430.84	19.16 %	
17.7000.15.08.5 CEMETERY LIFE, STD, LTD INSURANCE	\$1,388.00		\$266.59		\$1,121.41	19.21 %	
17.7000.15.09.5 CEMETERY UNEMPLOYMENT INSURANCE	\$451.00		\$106.41		\$344.59	23.59 %	
17.7000.15.10.5 CEMETERY WORKERS' COMPENSATION	\$3,353.00		\$881.05		\$2,471.95	26.28 %	
17.7000.18.00.5 CEMETERY UNIFORMS/PROTECT CLOTHING	\$500.00		\$71.76		\$428.24	14.35 %	
17.7000.20.00.5 CEMETERY OFFICE SUPPLIES	\$700.00		\$0.00		\$700.00	0.00 %	
17.7000.20.01.5 CEMETERY POSTAGE	\$75.00		\$0.00		\$75.00	0.00 %	
17.7000.21.00.5 CEMETERY OPERATING SUPPLIES	\$2,000.00		\$0.00		\$2,000.00	0.00 %	
17.7000.21.01.5 CEMETERY FUEL	\$5,000.00		\$777.05		\$4,222.95	15.54 %	
17.7000.23.00.5 CEMETERY SMALL TOOLS & EQUIP	\$300.00		\$0.00		\$300.00	0.00 %	
17.7000.30.00.5 CEMETERY ADVERTISING	\$800.00		\$300.00		\$500.00	37.50 %	
17.7000.34.00.5 CEMETERY TELEPHONE BASIC SERVICE	\$439.56		\$22.72		\$416.84	5.17 %	
17.7000.34.01.5 CEMETERY TELEPHONE LONG DISTANCE	\$46.75		\$16.28		\$30.47	34.82 %	
17.7000.34.02.5 CEMETERY INTERNET WAN SERVICE	\$325.00		\$192.97		\$132.03	59.38 %	
17.7000.34.03.5 CEMETERY CELL PHONE & PAGER	\$0.00		\$0.00		\$0.00	0.00 %	
17.7000.40.00.5 CEMETERY DUES/SUBSCRIPTS/MTGS	\$1,000.00		\$0.00		\$1,000.00	0.00 %	
17.7000.48.00.5 CEMETERY PROPERTY & LIABILITY INS	\$3,033.00		\$0.00		\$3,033.00	0.00 %	
17.7000.48.01.5 CEMETERY PC - DEDUCTIBLE EXPENSE	\$0.00		\$0.00		\$0.00	0.00 %	
17.7000.49.00.5 CEMETERY OTHER INSURANCE	\$0.00		\$0.00		\$0.00	0.00 %	
17.7000.56.00.5 CEMETERY CORRECTIONS - LABOR COST	\$23,000.00		\$4,000.00		\$19,000.00	17.39 %	
17.7000.57.00.5 CEMETERY MONUMENT INSTALLATION	\$2,000.00		\$0.00		\$2,000.00	0.00 %	
17.7000.57.01.5 CEMETERY MONUMENT REPAIR	\$500.00		\$138.00		\$362.00	27.60 %	
17.7000.57.02.5 CEMETERY MONUMENT SALES/SANDBLAST	\$500.00		\$450.00		\$50.00	90.00 %	



City of Montpelier
CEMETERY FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
17.7000.58.00.5 CEMETERY FLOWER FUND	\$500.00	\$0.00	\$500.00	0.00 %
17.7000.58.01.5 CEMETERY ENDOWMENT CARE	\$10,425.00	\$0.00	\$10,425.00	0.00 %
17.7000.60.00.5 CEMETERY PROFESSIONAL SVCS	\$750.00	\$0.00	\$750.00	0.00 %
17.7000.66.00.5 CEMETERY OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.67.00.5 CEMETERY STREET REPAIR & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.68.00.5 CEMETERY VEH/EQUIP REPAIR & MAINT	\$0.00	\$261.61	(\$261.61)	0.00 %
17.7000.68.01.5 CEMETERY TRUCK REPAIR & MAINT	\$100.00	\$0.00	\$100.00	0.00 %
17.7000.68.02.5 CEMETERY MOWING REPAIR & MAINT	\$1,000.00	\$668.29	\$331.71	66.83 %
17.7000.68.03.5 CEMETERY EXCAVATOR REPAIR & MAINT	\$1,000.00	\$0.00	\$1,000.00	0.00 %
17.7000.68.04.5 CEMETERY TRACTOR REPAIR & MAINT	\$500.00	\$0.00	\$500.00	0.00 %
17.7000.69.00.5 CEMETERY BLDGS/GRNDS REPAIR/MAINT	\$1,000.00	\$624.76	\$375.24	62.48 %
17.7000.69.01.5 CEMETERY SMALL PARKS MAINTENANCE	\$3,000.00	\$325.90	\$2,674.10	10.86 %
17.7000.70.00.5 CEMETERY COPIER	\$332.00	\$39.60	\$292.40	11.93 %
17.7000.70.01.5 CEMETERY COPIER PAPER	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.72.00.5 CEMETERY TAXES/LICENSE/REGIST	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.74.00.5 CEMETERY TRAVEL/TRANSPORTATION	\$600.00	\$0.00	\$600.00	0.00 %
17.7000.76.01.5 CEMETERY ELECTRIC	\$1,000.00	\$44.68	\$955.32	4.47 %
17.7000.76.02.5 CEMETERY HEATING FUEL	\$1,900.00	\$414.74	\$1,485.26	21.83 %
17.7000.76.03.5 CEMETERY TRASH REMOVAL	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.76.04.5 CEMETERY IN HOUSE UTILITIES/WATER	\$750.00	\$0.00	\$750.00	0.00 %
17.7000.76.05.5 CEMETERY PORTOLET	\$2,400.00	\$377.60	\$2,022.40	15.73 %
17.7000.79.00.5 CEMETERY MISC	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.80.00.5 CEMETERY ELM STREET CEMETERY	\$200.00	\$0.00	\$200.00	0.00 %
17.7000.80.01.5 CEMETERY TREES, BULBS, SHRUBS	\$1,300.00	\$0.00	\$1,300.00	0.00 %
17.7000.82.00.5 CEMETERY CIP PLAN CEMETERY	\$22,000.00	\$195.70	\$21,804.30	0.89 %
17.7000.83.00.5 CEMETERY EQUIPMENT PLAN CEMETERY	\$28,150.00	\$0.00	\$28,150.00	0.00 %
17.7000.91.00.5 CEMETERY INTEREST EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.95.00.5 CEMETERY VMERS PAYOFF PENSION EXP	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.95.01.5 CEMETERY PENSION INTEREST EXP	\$2,275.00	\$0.00	\$2,275.00	0.00 %
TOTAL GREEN MOUNT CEMETERY	\$233,180.31	\$30,988.59	\$202,191.72	13.29%
17.9900 EMPLOYEE BENEFITS				



City of Montpelier
CEMETERY FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>	<u>Actual to Date</u>	<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
17.9900.48.01.5 PC DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EMPLOYEE BENEFITS	\$0.00	\$0.00	\$0.00	0.00%
TOTAL CEMETERY FUND EXPENDITURES	\$233,180.31	\$30,988.59	\$202,191.72	13.29%
CEMETERY FUND NET EXCESS / (DEFICIT)	\$0.00	\$125,261.41		



City of Montpelier
PARKS FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u> 2013	<u>Actual to Date</u> Through 8/31/2012	<u>Variance</u>	<u>Percent of</u> <u>Budget</u>
REVENUES				
18.22 PERMITS AND LICENSE REV				
18.2245.00.00.4 PARKS NO. BR BRIDGE AOT GRANT	\$0.00	\$0.00	\$0.00	0.00 %
18.2280.00.00.4 PARKS MISC GRANT REVENUE	\$6,000.00	\$0.00	(\$6,000.00)	0.00 %
TOTAL PERMITS AND LICENSE REV	\$6,000.00	\$0.00	(\$6,000.00)	0.00%
18.23 INTERGOVERNMENTAL REV				
18.2300.00.00.4 PARKS TOWER GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$0.00	\$0.00	\$0.00	0.00%
18.261 EQUIPMENT/LAND REVENUE				
18.2614.00.00.4 PARKS SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	\$0.00	\$0.00	\$0.00	0.00%
18.264 OTHER REVENUE				
18.2648.00.00.4 PARKS VISTA	\$0.00	\$0.00	\$0.00	0.00 %
18.2649.00.00.4 PARKS MISC CONTRIBS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
18.268 OTHER REVENUE				
18.2680.00.00.4 PARK ENCHANTED FOREST RECEIPTS	\$0.00	\$0.00	\$0.00	0.00 %
18.2685.00.00.4 PARKS SHELTER RESERVATION	\$0.00	\$50.00	\$50.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$50.00	\$50.00	0.00%
18.29 OPERATING TRANSFERS				
18.2900.00.00.4 PARKS INTEREST REV	\$0.00	\$0.00	\$0.00	0.00 %
18.2907.00.00.4 PARKS W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
18.2910.00.00.4 PARKS XFER GF OPERATIONS	\$130,035.00	\$130,035.00	\$0.00	100.00 %
18.2915.00.00.4 PARKS XFER FROM FUND 30	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
PARKS FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
18.2920.00.00.4 PARKS BOND PROCEEDS	\$0.00	\$0.00	\$0.00	0.00 %
18.2983.00.00.4 PARKS RANGER HOUSE RENTAL	\$3,240.00	\$623.05	(\$2,616.95)	19.23 %
18.2984.00.00.4 PARKS XFER FROM OTHER FUNDS	\$0.00	\$0.00	\$0.00	0.00 %
18.2985.00.00.4 PARKS XFER GF EQUIPMENT	\$6,000.00	\$6,000.00	\$0.00	100.00 %
18.2987.00.00.4 PARKS XFER GF CIP	\$13,935.00	\$13,935.00	\$0.00	100.00 %
18.2990.00.00.4 PARKS MISC. REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
18.2992.00.00.4 PARKS MISC REIMB	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$153,210.00	\$150,593.05	(\$2,616.95)	98.29%
TOTAL PARKS FUND REVENUES	\$159,210.00	\$150,643.05	(\$8,566.95)	94.62%
EXPENDITURES				
18.76 PARKS GRANT EXP				
18.7612.00.00.5 PARKS TRAIL GRANT-BOARDWALK	\$0.00	\$2,150.00	(\$2,150.00)	0.00 %
18.7614.00.00.5 PARKS PEACE PARK GRANT PROJECT	\$500.00	\$0.00	\$500.00	0.00 %
18.7615.00.00.5 PARKS STATE HOUSE TRAIL	\$900.00	\$0.00	\$900.00	0.00 %
18.7621.00.00.5 PARKS GRANT EXP-COMMUNITY GARDEN	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS GRANT EXP	\$1,400.00	\$2,150.00	(\$750.00)	153.57%
18.7600 PARKS OPERATIONS				
18.7600.10.00.5 PARKS SALARIES & WAGES	\$59,071.00	\$10,729.06	\$48,341.94	18.16 %
18.7600.10.01.5 PARKS AMERICORP & SUMMER WAGES	\$11,500.00	\$0.00	\$11,500.00	0.00 %
18.7600.11.00.5 PARKS OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.15.01.5 PARKS DENTAL INSURANCE	\$520.00	\$115.43	\$404.57	22.20 %
18.7600.15.02.5 PARKS FICA/MEDICARE	\$5,152.00	\$741.54	\$4,410.46	14.39 %
18.7600.15.03.5 PARKS HEALTH INSURANCE	\$11,395.00	\$1,845.84	\$9,549.16	16.20 %
18.7600.15.04.5 PARKS IRS SECTION 125	\$182.00	\$0.00	\$182.00	0.00 %
18.7600.15.05.5 PARKS LONG TERM CARE INSURANCE	\$0.00	\$19.85	(\$19.85)	0.00 %
18.7600.15.07.5 PARKS CITY RETIREMENT	\$4,411.00	\$697.40	\$3,713.60	15.81 %
18.7600.15.08.5 PARKS LIFE, STD, LTD INSURANCE	\$961.00	\$184.58	\$776.42	19.21 %
18.7600.15.09.5 PARKS UNEMPLOYMENT INSURANCE	\$314.00	\$73.91	\$240.09	23.54 %



City of Montpelier
PARKS FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u> <u>2013</u>	<u>Actual to Date</u> <u>Through 8/31/2012</u>	<u>Variance</u>	<u>Percent of</u> <u>Budget</u>
18.7600.15.10.5 PARKS WORKERS' COMPENSATION	\$2,299.00	\$604.23	\$1,694.77	26.28 %
18.7600.18.00.5 CONTRACT LABOR - SUMMER WORK	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.20.00.5 PARKS OFFICE SUPPLIES	\$700.00	\$0.00	\$700.00	0.00 %
18.7600.20.01.5 PARKS POSTAGE	\$70.00	\$0.00	\$70.00	0.00 %
18.7600.21.00.5 PARKS OPERATING SUPPLIES	\$1,200.00	\$1,616.58	(\$416.58)	134.72 %
18.7600.23.00.5 PARKS SMALL TOOLS & EQUIP	\$1,000.00	\$1,047.67	(\$47.67)	104.77 %
18.7600.30.00.5 PARKS ADVERTISING	\$200.00	\$72.80	\$127.20	36.40 %
18.7600.34.00.5 PARKS TELEPHONE BASIC SERVICE	\$871.43	\$12.22	\$859.21	1.40 %
18.7600.34.01.5 PARKS TELEPHONE LONG DISTANCE	\$80.15	\$8.75	\$71.40	10.92 %
18.7600.34.02.5 PARKS INTERNET WAN SERVICE	\$324.00	\$496.80	(\$172.80)	153.33 %
18.7600.34.03.5 PARKS CELL PHONE & PAGER	\$900.00	\$117.97	\$782.03	13.11 %
18.7600.40.00.5 PARKS DUES/SUBSCRIPTS/MTGS	\$1,000.00	\$0.00	\$1,000.00	0.00 %
18.7600.48.00.5 PARKS PROPERTY & LIABILITY INS	\$2,101.00	\$424.73	\$1,676.27	20.22 %
18.7600.48.01.5 PARKS PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.56.00.5 PARKS OTR PUR SRVC	\$1,500.00	\$0.00	\$1,500.00	0.00 %
18.7600.62.00.5 PARKS PRINTING & BINDING	\$200.00	\$0.00	\$200.00	0.00 %
18.7600.67.00.5 PARKS ROADS/REPAIR/MAINT	\$4,000.00	\$0.00	\$4,000.00	0.00 %
18.7600.68.00.5 PARKS VEHSE/EQUIP REPAIR/MAINT	\$9,000.00	\$2,053.96	\$6,946.04	22.82 %
18.7600.69.00.5 PARKS BLDG/GRNDS REPAIR/MAINT	\$4,000.00	\$714.37	\$3,285.63	17.86 %
18.7600.69.01.5 PARKS NON RE-OCCURRING MAINT	\$7,500.00	\$0.00	\$7,500.00	0.00 %
18.7600.69.02.5 PARKS TOWER REPAIRS/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.70.00.5 PARKS COPIER	\$230.00	\$27.48	\$202.52	11.95 %
18.7600.70.01.5 PARKS COPIER PAPER	\$37.00	\$0.00	\$37.00	0.00 %
18.7600.74.00.5 PARKS TRAVEL/TRANSPORTATION	\$250.00	\$0.00	\$250.00	0.00 %
18.7600.76.00.5 PARKS UTILITIES	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.76.01.5 PARKS ELECTRIC	\$882.00	\$46.32	\$835.68	5.25 %
18.7600.76.03.5 PARKS TRASH REMOVAL	\$100.00	\$0.00	\$100.00	0.00 %
18.7600.76.04.5 PARKS IN HOUSE UTILITIES/WATER	\$400.00	\$0.00	\$400.00	0.00 %
18.7600.79.00.5 PARKS MISC	\$250.00	\$0.00	\$250.00	0.00 %
18.7600.79.01.5 PARKS OFFICE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.82.00.5 PARKS CIP PLAN PARKS	\$13,935.00	\$0.00	\$13,935.00	0.00 %
18.7600.83.00.5 PARKS EQUIPMENT PLAN PARKS	\$6,000.00	\$275.00	\$5,725.00	4.58 %



City of Montpelier
PARKS FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
18.7600.83.01.5 PARKS TOWER RESTORATION	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.83.02.5 STORM DAMAGE REPAIR	\$0.00	\$5,699.26	(\$5,699.26)	0.00 %
18.7600.91.00.5 PARKS INTEREST EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.95.00.5 PARKS VMERS PAYOFF PENSION EXP	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.95.01.5 PARKS PENSION INTEREST EXP	\$2,275.00	\$0.00	\$2,275.00	0.00 %
18.7600.99.01.5 PARKS XFER TO GF-TREE WARDEN ASST	\$3,000.00	\$3,000.00	\$0.00	100.00 %
TOTAL PARKS OPERATIONS	\$157,810.58	\$30,625.75	\$127,184.83	19.41%
18.764 PARKS MISC EXP				
18.7643.00.00.5 PARKS PEACE PARK	\$0.00	\$747.77	(\$747.77)	0.00 %
18.7644.00.00.5 PARKS IMPACT EXP (XFR TO GF)	\$0.00	\$0.00	\$0.00	0.00 %
18.7644.00.01.5 PARKS TOWER LANDSCAPE PROJECT	\$0.00	\$0.00	\$0.00	0.00 %
18.7647.00.00.5 PARKS TOWER IMPROVEMNT EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS MISC EXP	\$0.00	\$747.77	(\$747.77)	0.00%
TOTAL PARKS FUND EXPENDITURES	\$159,210.58	\$33,523.52	\$125,687.06	21.06%
PARKS FUND NET EXCESS / (DEFICIT)	(\$0.58)	\$117,119.53		



City of Montpelier
SENIOR CENTER FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY 2013	Actual to Date Through 8/31/2012	Variance	Percent of Budget
REVENUES				
38.20 PROPERTY TAX REVENUE				
38.2000.00.00.4 SR CTR CITY APPROPRIATION	\$116,372.00	\$116,372.00	\$0.00	100.00 %
TOTAL PROPERTY TAX REVENUE	\$116,372.00	\$116,372.00	\$0.00	100.00%
38.24 FEES & CHARGES FOR SERVICES				
38.2401.00.00.4 SR CTR MEMBERSHIP DUES	\$14,700.00	\$4,470.00	(\$10,230.00)	30.41 %
38.2403.00.00.4 SR CTR CLASS FEES	\$36,000.00	\$2,913.00	(\$33,087.00)	8.09 %
38.2405.00.00.4 SR CTR MEAL CONTRIBUTIONS	\$12,090.00	\$303.00	(\$11,787.00)	2.51 %
38.2407.00.00.4 SR CTR TRIP INCOME	\$21,000.00	\$1,674.00	(\$19,326.00)	7.97 %
38.2409.00.00.4 SR CTR SPECIAL DINNERS	\$0.00	\$0.00	\$0.00	0.00 %
38.2411.00.00.4 SR CTR SPECIAL FOODS	\$0.00	\$0.00	\$0.00	0.00 %
38.2425.00.00.4 SR CTR SPECIAL PROJECTS	\$100.00	\$0.00	(\$100.00)	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	\$83,890.00	\$9,360.00	(\$74,530.00)	11.16%
38.27 INTEREST/INVESTMENT REVENUE				
38.2700.00.00.4 SR CTR CORRY FUND-OPERATIONS	\$53,000.00	\$0.00	(\$53,000.00)	0.00 %
38.2701.00.00.4 SR CTR CORRY FUND-INVESTMENT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
38.2705.00.00.4 SR CTR INTEREST INCOME	\$0.00	\$0.00	\$0.00	0.00 %
38.2705.00.01.4 SR CTR REALIZED GAIN	\$0.00	\$0.00	\$0.00	0.00 %
38.2705.00.02.4 SR CTR UNREALIZED GAIN	\$0.00	\$0.00	\$0.00	0.00 %
38.2706.00.00.4 SR CTR INVESTMENT INCOME	\$1,000.00	\$0.00	(\$1,000.00)	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	\$54,000.00	\$0.00	(\$54,000.00)	0.00%
38.28 MISC REVENUE				
38.2801.00.00.4 SR CTR CONTRIBUTIONS	\$3,500.00	\$1,152.20	(\$2,347.80)	32.92 %
38.2802.00.00.4 SR CTR MEMORIAL GIFTS	\$1,200.00	\$0.00	(\$1,200.00)	0.00 %
38.2803.00.00.4 SR CTR FUND RAISING-BAZAAR/WINDOW	\$2,500.00	\$0.00	(\$2,500.00)	0.00 %
38.2804.00.00.4 SR CTR FUND RAISING-MERCHANDISE SALE	\$500.00	\$2.50	(\$497.50)	0.50 %
38.2805.00.00.4 SR CTR FUND RAISING-RUMMAGE SALE	\$2,500.00	\$0.00	(\$2,500.00)	0.00 %



City of Montpelier
SENIOR CENTER FY 2013 Budget Report
 As Of and For The
 2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>	<u>Actual to Date</u>	<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
38.2808.00.00.4 CONTRIBUTIONS-SCHOLARSHIPS	\$0.00	\$3.00	\$3.00	0.00 %
38.2810.00.00.4 SR CTR OTHER TOWNS CONTRIBUTION	\$2,000.00	\$0.00	(\$2,000.00)	0.00 %
38.2816.00.00.4 SR CTR TRANSFER FROM SMITH BARNEY ACCOUNT	\$0.00	\$0.00	\$0.00	0.00 %
38.2820.00.00.4 SR CTR MISC INCOME	\$7,800.00	\$0.00	(\$7,800.00)	0.00 %
TOTAL MISC REVENUE	\$20,000.00	\$1,157.70	(\$18,842.30)	5.79%
TOTAL SENIOR CENTER REVENUES	\$274,262.00	\$126,889.70	(\$147,372.30)	46.27%
EXPENDITURES				
38.3800 SENIOR CTR OPERATIONS				
38.3800.10.00.5 SR CTR SALARIES & WAGES	\$75,569.00	\$11,807.16	\$63,761.84	15.62 %
38.3800.11.00.5 SR CTR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.15.01.5 SR CTR DENTAL INSURANCE	\$900.00	\$166.04	\$733.96	18.45 %
38.3800.15.02.5 SR CTR FICAMEDICARE	\$5,517.00	\$820.35	\$4,696.65	14.87 %
38.3800.15.03.5 SR CTR HEALTH INSURANCE	\$15,768.00	\$2,516.43	\$13,251.57	15.96 %
38.3800.15.04.5 SR CTR SECTION 125	\$315.00	\$0.00	\$315.00	0.00 %
38.3800.15.05.5 SR CTR LONG TERM CARE INSURANCE	\$0.00	\$1.90	(\$1.90)	0.00 %
38.3800.15.07.5 SR CTR CITY RETIREMENT	\$4,723.00	\$579.51	\$4,143.49	12.27 %
38.3800.15.08.5 SR CTR LIFE, STD, LTD INSURANCE	\$1,662.00	\$319.28	\$1,342.72	19.21 %
38.3800.15.09.5 SR CTR UNEMPLOYMENT INSURANCE	\$540.00	\$121.07	\$418.93	22.42 %
38.3800.15.10.5 SR CTR WORKERS' COMPENSATION	\$234.00	\$61.58	\$172.42	26.32 %
38.3800.20.00.5 SR CTR OFFICE SUPPLIES	\$2,000.00	\$305.32	\$1,694.68	15.27 %
38.3800.20.01.5 SR CTR POSTAGE	\$1,750.00	\$1,405.56	\$344.44	80.32 %
38.3800.20.02.5 SR CTR PROGRAM SUPPLIES	\$150.00	\$227.10	(\$77.10)	151.40 %
38.3800.21.00.5 SR CTR OPERATING SUPPLIES	\$1,000.00	\$2,914.55	(\$1,914.55)	291.46 %
38.3800.21.01.5 SR CTR FUEL-VAN	\$2,000.00	\$46.89	\$1,953.11	2.34 %
38.3800.23.00.5 SR CTR SMALL TOOLS & EQUIP	\$100.00	\$0.00	\$100.00	0.00 %
38.3800.30.00.5 SR CTR ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	0.00 %
38.3800.34.00.5 SR CTR TELEPHONE	\$500.00	\$0.00	\$500.00	0.00 %
38.3800.34.02.5 SR CTR INTERNET WAN SERVICE	\$600.00	(\$974.57)	\$1,574.57	(162.43)%
38.3800.34.03.5 SR CTR CABLE TV	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.40.00.5 SR CTR DUES/SUBSCRIPTIONS/MTGS	\$400.00	\$0.00	\$400.00	0.00 %



City of Montpelier
SENIOR CENTER FY 2013 Budget Report
 As Of and For The
 2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>	
38.3800.41.00.5 SR CTR TRAINING	\$500.00		\$0.00		\$500.00	0.00 %	
38.3800.48.00.5 SR CTR PROP & LIAB INS	\$3,632.00		\$1,208.68		\$2,423.32	33.28 %	
38.3800.56.00.5 SR CTR CONTRACT SVCS-INSTRUCTION	\$30,000.00		\$4,330.00		\$25,670.00	14.43 %	
38.3800.56.01.5 SR CTR SWIMMING PROGRAM	\$17,000.00		\$1,080.00		\$15,920.00	6.35 %	
38.3800.56.02.5 SR CTR BOWLING PROGRAM	\$6,000.00		\$0.00		\$6,000.00	0.00 %	
38.3800.56.03.5 SR CTR OTHER PROGRAMS	\$0.00		\$0.00		\$0.00	0.00 %	
38.3800.56.04.5 SR CENTER CLEANING SERVICES	\$7,800.00		\$1,075.44		\$6,724.56	13.79 %	
38.3800.56.05.5 SR CTR TENNIS PROGRAM	\$5,000.00		\$0.00		\$5,000.00	0.00 %	
38.3800.56.06.5 SR CTR GYM USE	\$3,000.00		\$830.00		\$2,170.00	27.67 %	
38.3800.60.00.5 SR CTR PROF SERVICES	\$0.00		\$575.00		(\$575.00)	0.00 %	
38.3800.62.00.5 SR CTR PRINTING/COPIER	\$4,000.00		\$451.29		\$3,548.71	11.28 %	
38.3800.66.00.5 SR CTR RENT	\$27,500.00		\$8,181.00		\$19,319.00	29.75 %	
38.3800.68.00.5 SR CTR EQUIPMENT MAINT/RENTAL	\$500.00		\$0.00		\$500.00	0.00 %	
38.3800.68.01.5 SR CTR VAN REPAIRS/MAINT	\$1,000.00		\$0.00		\$1,000.00	0.00 %	
38.3800.70.00.5 SR CTR COPIER-CITY ALLOCATION	\$396.00		\$45.54		\$350.46	11.50 %	
38.3800.70.01.5 SR CTR COY PAPER-CITY ALLOCAT	\$65.00		\$0.00		\$65.00	0.00 %	
38.3800.74.00.5 SR CTR TRAVEL/TRANSPORTATION	\$250.00		\$0.00		\$250.00	0.00 %	
38.3800.76.00.5 UTILITIES	\$0.00		\$0.00		\$0.00	0.00 %	
38.3800.76.01.5 SR CTR ELECTRIC	\$0.00		\$685.27		(\$685.27)	0.00 %	
38.3800.79.00.5 SR CTR MISC	\$500.00		\$0.00		\$500.00	0.00 %	
38.3800.83.00.5 SR CTR EQUIP/COMPUTERS/WEBSITE	\$1,000.00		\$0.00		\$1,000.00	0.00 %	
38.3800.83.01.5 SR CTR COMPUTER EQUIP ALLOCATION	\$200.00		\$0.00		\$200.00	0.00 %	
38.3800.88.01.5 SR CTR COMPUTER NETWORK	\$100.00		\$0.00		\$100.00	0.00 %	
38.3800.90.00.5 SR CTR DEBT SERVICE PRINCIPAL PAYMENT	\$12,000.00		\$0.00		\$12,000.00	0.00 %	
38.3800.91.00.5 SR CTR DEBT SERVICE INTEREST PAYMENT	\$0.00		\$0.00		\$0.00	0.00 %	
38.3800.95.01.5 SR CTR PENSION INTEREST EXP	\$4,241.00		\$0.00		\$4,241.00	0.00 %	
38.3800.97.00.5 SR CTR ADMIN/MGMT SVCS	\$0.00		\$0.00		\$0.00	0.00 %	
TOTAL SENIOR CTR OPERATIONS	\$239,412.00		\$38,780.39		\$200,631.61	16.20%	
38.3801 SENIOR CTR FOOD SERVICE							
38.3801.10.00.5 SR CTR FOOD SVC SALARIES & WAGES	\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.11.00.5 SR CTR FOOD SVC OVERTIME	\$0.00		\$0.00		\$0.00	0.00 %	



City of Montpelier
SENIOR CENTER FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>		<u>Percent of</u>	
	<u>2013</u>		<u>Through 8/31/2012</u>				<u>Budget</u>	
38.3801.15.01.5 SR CTR FOOD SVC DENTAL INSURANCE		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.02.5 SR CTR FOOD SVC FICA/MEDICARE		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.03.5 SR CTR FOOD SVC HEALTH INSURANCE		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.04.5 SR CTR FOOD SVC IRS SECTION 125		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.05.5 SR CTR FOOD SVC LONG TERM CARE INSURANCE		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.07.5 SR CTR FOOD SVC CITY RETIREMENT		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.08.5 SR CTR FOOD SVC LIFE, STD, LTD INSURANCE		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.09.5 SR CTR FOOD SVC UNEMPLOYMENT INSURANCE		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.15.10.5 SR CTR FOOD SVC WORKERS' COMPENSATION		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.21.00.5 SR CTR FOOD SVC FOOD & WATER		\$14,000.00		\$297.06		\$13,702.94	2.12 %	
38.3801.21.01.5 SR CTR FOOD SVC KITCHEN SUPPLIES		\$100.00		\$0.00		\$100.00	0.00 %	
38.3801.48.00.5 SR CTR FOOD SVC PROPERTY & LIABILITY INS		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.56.00.5 SR CTR FOOD SVC OTP PUR SRVC		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.66.00.5 SR CTR FOOD SVC OTHER RENTALS		\$0.00		\$0.00		\$0.00	0.00 %	
38.3801.70.00.5 SR CTR FOOD SVC COPIER		\$100.00		\$0.00		\$100.00	0.00 %	
38.3801.70.01.5 SR CTR FOOD SVC COPIER PAPER		\$50.00		\$0.00		\$50.00	0.00 %	
38.3801.76.05.5 SR CTR FOOD SVC PROPANE		\$500.00		\$0.00		\$500.00	0.00 %	
TOTAL SENIOR CTR FOOD SERVICE		\$14,750.00		\$297.06		\$14,452.94	2.01%	
38.3802 SENIOR CTR FIELD TRIP/TOURS								
38.3802.74.00.5 SR CTR FIELD TRIP/TOURS EXP		\$20,000.00		\$114.20		\$19,885.80	0.57 %	
TOTAL SENIOR CTR FIELD TRIP/TOURS		\$20,000.00		\$114.20		\$19,885.80	0.57%	
38.3803 SENIOR CTR CAPITAL IMP.								
38.3803.82.00.5 SR CTR CAPITAL IMPROVEMENTS		\$100.00		\$0.00		\$100.00	0.00 %	
38.3803.83.00.5 SR CTR-USE OF ENDOW-RENOVATION		\$0.00		\$0.00		\$0.00	0.00 %	
TOTAL SENIOR CTR CAPITAL IMP.		\$100.00		\$0.00		\$100.00	0.00%	
38.3804 SENIOR CTR SCHOLARSHIPS								
38.3804.44.00.5 SCHOLARSHIP EXPENSE		\$0.00		\$0.00		\$0.00	0.00 %	
TOTAL SENIOR CTR SCHOLARSHIPS		\$0.00		\$0.00		\$0.00	0.00%	



City of Montpelier
SENIOR CENTER FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

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	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
TOTAL SENIOR CENTER EXPENDITURES	\$274,262.00	\$39,191.65	\$235,070.35	14.29%
SENIOR CENTER NET EXCESS / (DEFICIT)	\$0.00	\$87,698.05		



City of Montpelier
PARKING FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

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	<u>2013</u>	<u>Through 8/31/2012</u>		<u>Budget</u>
REVENUES				
40.25 RENTS & COMMISSIONS/UTILITY FEES				
40.2560.00.00.4 PARKING METER REV	\$352,500.00	\$70,584.00	(\$281,916.00)	20.02 %
40.2560.00.01.4 PARKING METERS REV-JACOBS LOT	\$16,000.00	\$3,644.99	(\$12,355.01)	22.78 %
40.2560.01.00.4 PARKING VENDING-BLANCHARD	\$40,000.00	\$4,819.49	(\$35,180.51)	12.05 %
40.2560.02.00.4 PARKING VENDING-CAP PLAZA	\$25,000.00	\$4,550.85	(\$20,449.15)	18.20 %
40.2560.03.00.4 PARKING VENDING-60 STATE ST	\$20,000.00	\$4,661.80	(\$15,338.20)	23.31 %
40.2560.04.00.4 PARKING VENDING-TAYLOR ST	\$0.00	\$0.00	\$0.00	0.00 %
40.2560.05.00.4 PARKING VENDING-STONECUTTER	\$5,000.00	\$543.05	(\$4,456.95)	10.86 %
40.2560.06.00.4 PARKING KEY REVENUE	\$15,000.00	\$1,693.19	(\$13,306.81)	11.29 %
40.2560.07.00.4 PARKING HOLIDAY METER REV (2 WKS)	\$0.00	\$0.00	\$0.00	0.00 %
40.2561.00.00.4 PARKING TICKETS REV	\$190,000.00	\$28,705.00	(\$161,295.00)	15.11 %
40.2563.00.00.4 PARKING PERMITS-BLANCHARD	\$5,400.00	\$2,700.00	(\$2,700.00)	50.00 %
40.2563.01.00.4 PARKING PERMITS-CAP PLAZA	\$0.00	\$0.00	\$0.00	0.00 %
40.2563.02.00.4 PARKING PERMITS-JACOBS	\$22,000.00	\$10,920.00	(\$11,080.00)	49.64 %
40.2563.03.00.4 PARKING PERMITS-60 STATE	\$14,000.00	\$5,150.00	(\$8,850.00)	36.79 %
40.2563.04.00.4 PARKING PERMITS-TAYLOR ST	\$0.00	\$0.00	\$0.00	0.00 %
40.2563.05.00.4 PARKING PERMITS-STONECUTTERS WAY	\$11,000.00	\$4,585.60	(\$6,414.40)	41.69 %
40.2563.06.00.4 PARKING PERMITS-PITKIN COURT CIRC	\$1,300.00	\$0.00	(\$1,300.00)	0.00 %
40.2563.07.00.4 PARKING PERMITS-VLCT LOT	\$4,000.00	\$1,680.00	(\$2,320.00)	42.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$721,200.00	\$144,237.97	(\$576,962.03)	20.00%
40.27 INTEREST/INVESTMENT REVENUE				
40.2700.00.00.4 PARKING INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	\$0.00	\$0.00	\$0.00	0.00%
40.29 OPERATING TRANSFERS				
40.2910.00.00.4 PARKING REVENUE FRM GEN'	\$0.00	\$23,852.00	\$23,852.00	0.00 %
40.2990.00.00.4 PARKING MISC REV	\$3,000.00	\$6.00	(\$2,994.00)	0.20 %
40.2992.00.00.4 PARKING MISC REIMBS	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
PARKING FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

Account Number and Description	Budget FY	Actual to Date	Variance	Percent of
	2013	Through 8/31/2012		Budget
40.2995.00.00.4 PARKING REPLACEMENT FEES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$3,000.00	\$23,858.00	\$20,858.00	795.27%
TOTAL PARKING FUND REVENUES	\$724,200.00	\$168,095.97	(\$556,104.03)	23.21%
EXPENDITURES				
40.4400 PARKING ENFORCEMENT				
40.4400.10.00.5 PARKING ENF SALARIES & WAGES	\$243,055.00	\$38,172.27	\$204,882.73	15.71 %
40.4400.11.00.5 PARKING ENF OVERTIME	\$20,800.00	\$3,487.58	\$17,312.42	16.77 %
40.4400.15.01.5 PARKING ENF DENTAL INSURANCE	\$2,276.00	\$415.83	\$1,860.17	18.27 %
40.4400.15.02.5 PARKING ENF FICA/MEDICARE	\$19,261.00	\$2,986.65	\$16,274.35	15.51 %
40.4400.15.03.5 PARKING ENF HEALTH INSURANCE	\$43,953.00	\$4,364.46	\$39,588.54	9.93 %
40.4400.15.04.5 PARKING ENF SECTION 125	\$796.00	\$0.00	\$796.00	0.00 %
40.4400.15.05.5 PARKING ENF LONG TERM CARE INSURANCE	\$0.00	\$20.10	(\$20.10)	0.00 %
40.4400.15.07.5 PARKING ENF CITY RETIREMENT	\$16,491.00	\$2,202.35	\$14,288.65	13.35 %
40.4400.15.08.5 PARKING ENF LIFE, STD, LTD INSURANCE	\$4,205.00	\$807.78	\$3,397.22	19.21 %
40.4400.15.09.5 PARKING ENF UNEMPLOY INSURANCE	\$1,365.00	\$322.42	\$1,042.58	23.62 %
40.4400.15.10.5 PARKING ENF WORKERS' COMPENSATION	\$9,455.00	\$2,484.42	\$6,970.58	26.28 %
40.4400.15.12.5 PARKING ENF PARKING FEE	\$506.00	\$506.00	\$0.00	100.00 %
40.4400.18.00.5 PARKING ENF UNIFORMS/PROTECT CLOTHING	\$1,360.00	\$301.55	\$1,058.45	22.17 %
40.4400.20.00.5 PARKING ENF OFFICE SUPPLIES	\$1,725.00	\$0.00	\$1,725.00	0.00 %
40.4400.20.01.5 PARKING ENF POSTAGE	\$4,500.00	\$0.00	\$4,500.00	0.00 %
40.4400.21.00.5 PARKING ENF OPERATING SUPPLIES	\$6,100.00	\$1,466.35	\$4,633.65	24.04 %
40.4400.23.00.5 PARKING ENF SMALL TOOLS & EQUIP	\$100.00	\$52.69	\$47.31	52.69 %
40.4400.30.00.5 PARKING ENF ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.34.00.5 PARKING ENF TELEPHONE BASIC SERVICE	\$680.00	\$68.85	\$611.15	10.13 %
40.4400.34.01.5 PARKING ENF TELEPHONE LONG DISTANCE	\$141.68	\$49.33	\$92.35	34.82 %
40.4400.34.02.5 PARKING ENF INTERNET WAN SERVICE	\$1,290.00	\$49.89	\$1,240.11	3.87 %
40.4400.34.04.5 PARKING ENF TELEPHONE OTHER DPS LINE	\$3,105.00	\$0.00	\$3,105.00	0.00 %
40.4400.38.00.5 PARKING ENF DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.40.00.5 PARKING ENF DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.48.00.5 PARKING ENF PROPERTY & LIABILITY INS	\$8,848.00	\$1,858.71	\$6,989.29	21.01 %



City of Montpelier
PARKING FUND FY 2013 Budget Report
 As Of and For The
2 Months Ending 8/31/2012
 17% of Fiscal Year Completed

Account Number and Description	Budget FY		Actual to Date		Variance		Percent of	
	2013		Through 8/31/2012				Budget	
40.4400.48.01.5 PARKING ENF PC DEDUCTIBLE EXPENSE		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.56.00.5 PARKING ENF OTP PUR SRVC		\$5,640.00		\$776.00		\$4,864.00		13.76 %
40.4400.60.00.5 PARKING ENF PROFESSIONAL SVCS		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.62.00.5 PARKING ENF PRINTING & BINDING		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.65.00.5 PARKING ENF EQUIPMENT FLAT FEE		\$5,603.00		\$5,603.00		\$0.00		100.00 %
40.4400.66.00.5 PARKING ENF PARKING LOT LEASES		\$91,630.00		\$15,945.50		\$75,684.50		17.40 %
40.4400.68.00.5 PARKING ENF VEH/EQUIP REPAIR & MAINT		\$6,410.00		\$4,835.80		\$1,574.20		75.44 %
40.4400.70.00.5 PARKING ENF COPIER		\$1,001.00		\$119.97		\$881.03		11.99 %
40.4400.70.01.5 PARKING ENF COPY PAPER		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.72.00.5 PARKING ENF PARKING LOT TAXES		\$11,000.00		\$9,584.68		\$1,415.32		87.13 %
40.4400.74.00.5 PARKING ENF TRAVEL/TRANSPORTATION		\$300.00		\$0.00		\$300.00		0.00 %
40.4400.76.01.5 PARKING ENF ELECTRIC		\$5,217.00		\$478.24		\$4,738.76		9.17 %
40.4400.76.02.5 PARKING ENF HEATING FUEL		\$2,480.00		\$0.00		\$2,480.00		0.00 %
40.4400.76.04.5 PARKING ENF IN HOUSE UTILITIES		\$250.00		\$0.00		\$250.00		0.00 %
40.4400.77.00.5 PARKING ENF PARKING BAD DEBT		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.79.01.5 PARKING ENF CC FEES PARKING LOT		\$0.00		\$1,284.75		(\$1,284.75)		0.00 %
40.4400.82.00.5 PARKING ENF CAPITAL IMPROVEMENTS		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.83.00.5 PARKING ENF MACHINERY & EQUIP		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.83.01.5 PARKING ENF COMPUTER EQUIPMENT ALLOC		\$7,936.48		\$619.81		\$7,316.67		7.81 %
40.4400.88.01.5 PARKING ENF COMPUTER SOFTWARE		\$0.00		\$0.00		\$0.00		0.00 %
40.4400.95.01.5 PARKING ENF PENSION INTEREST EXP		\$9,654.00		\$0.00		\$9,654.00		0.00 %
40.4400.97.00.5 PARKING ENF ADMINISTRATIVE/MGMT SVCS		\$46,722.00		\$46,722.00		\$0.00		100.00 %
TOTAL PARKING ENFORCEMENT		\$583,856.16		\$145,586.98		\$438,269.18		24.94%
40.4401 DPW-PARKING MAINT								
40.4401.10.00.5 PARKING MAINT SALARIES & WAGES		\$68,820.00		\$9,545.52		\$59,274.48		13.87 %
40.4401.11.00.5 PARKING MAINT OVERTIME		\$7,819.00		\$430.51		\$7,388.49		5.51 %
40.4401.15.01.5 PARKING MAINT DENTAL INSURANCE		\$662.00		\$100.10		\$561.90		15.12 %
40.4401.15.02.5 PARKING MAINT FICAMEDICARE		\$5,595.00		\$724.67		\$4,870.33		12.95 %
40.4401.15.03.5 PARKING MAINT HEALTH INSURANCE		\$14,516.00		\$1,177.51		\$13,338.49		8.11 %
40.4401.15.04.5 PARKING MAINT IRS SECTION 125		\$232.00		\$0.00		\$232.00		0.00 %
40.4401.15.05.5 PARKING MAINT LONG TERM CARE INSURANCE		\$0.00		\$3.90		(\$3.90)		0.00 %



City of Montpelier
PARKING FUND FY 2013 Budget Report
As Of and For The
2 Months Ending 8/31/2012
17% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY</u>		<u>Actual to Date</u>		<u>Variance</u>	<u>Percent of</u>
	<u>2013</u>		<u>Through 8/31/2012</u>			<u>Budget</u>
40.4401.15.07.5 PARKING MAINT CITY RETIREMENT	\$4,790.00		\$612.78	\$4,177.22		12.79 %
40.4401.15.08.5 PARKING MAINT LIFE, STD, LTD INSURANCE	\$1,224.00		\$235.15	\$988.85		19.21 %
40.4401.15.09.5 PARKING MAINT UNEMPLOYMENT INSURANCE	\$400.00		\$93.67	\$306.33		23.42 %
40.4401.15.10.5 PARKING MAINT WORKERS' COMPENSATION	\$2,724.00		\$715.92	\$2,008.08		26.28 %
40.4401.15.12.5 PARKING MAINT PARKING FEE	\$54.00		\$54.00	\$0.00		100.00 %
40.4401.20.00.5 PARKING MAINT OFFICE SUPPLIES	\$0.00		\$0.00	\$0.00		0.00 %
40.4401.21.00.5 PARKING MAINT OPERATING SUPPLIES	\$6,830.00		\$0.00	\$6,830.00		0.00 %
40.4401.30.00.5 PARKING MAINT ADVERTISING	\$500.00		\$0.00	\$500.00		0.00 %
40.4401.48.00.5 PARKING MAINT PROPERTY & LIABILITY INS	\$2,576.00		\$541.08	\$2,034.92		21.00 %
40.4401.56.00.5 PARKING MAINT OTP PUR SRVC	\$17,500.00		\$0.00	\$17,500.00		0.00 %
40.4401.60.00.5 PARKING MAINT PROFESSIONAL SVCS	\$0.00		\$0.00	\$0.00		0.00 %
40.4401.65.00.5 PARKING MAINT EQUIPMENT FLAT FEE	\$7,000.00		\$7,000.00	\$0.00		100.00 %
40.4401.66.00.5 PARKING MAINT OTHER RENTALS	\$5,000.00		\$0.00	\$5,000.00		0.00 %
40.4401.70.00.5 PARKING MAINT COPIER	\$293.00		\$34.86	\$258.14		11.90 %
40.4401.70.01.5 PARKING MAINT COPIER PAPER	\$0.00		\$0.00	\$0.00		0.00 %
40.4401.82.00.5 PARKING MAINT CIP PARKING LOT RESURFACE/MAINT	\$0.00		\$0.00	\$0.00		0.00 %
40.4401.82.05.5 PARKING MAINT TRAFFIC CIRCULATION STUDY	\$0.00		\$0.00	\$0.00		0.00 %
40.4401.82.10.5 PARKING MAINT XFER TO RESERVES/REPAY GF	\$0.00		\$0.00	\$0.00		0.00 %
40.4401.91.00.5 PARKING MAINT INTEREST EXPENSE	\$0.00		\$0.00	\$0.00		0.00 %
40.4401.93.00.5 PARKING MAINT TRANSFER TO CEMETERY FUND	\$10,000.00		\$10,000.00	\$0.00		100.00 %
40.4401.95.01.5 PARKING MAINT PENSION INTEREST EXP	\$2,860.00		\$0.00	\$2,860.00		0.00 %
TOTAL DPW-PARKING MAINT	\$159,395.00		\$31,269.67	\$128,125.33		19.62%
40.9900 EMPLOYEE BENEFITS						
40.9900.95.01.5 PARKING MAINT VMERS PAYOFF PENSION EXP	\$0.00		\$0.00	\$0.00		0.00 %
TOTAL EMPLOYEE BENEFITS	\$0.00		\$0.00	\$0.00		0.00%
TOTAL PARKING FUND EXPENDITURES	\$743,251.16		\$176,856.65	\$566,394.51		23.80%
PARKING FUND NET EXCESS / (DEFICIT)	(\$19,051.16)		(\$8,760.68)			



CITY OF MONTPELIER MONTPELIER, VERMONT

Agenda for City Council Meeting

City Council Chambers, City Hall

Wednesday, October 10, 2012

6:30 P.M.

- 1) Call to Order by the Mayor
- 2) 12-246. General Business and Appearances

(Deborah Lamb, LCV Coordinating Producer for C-SPAN, will be attendance to introduce herself to the Council and briefly outline what they will be doing during their week-long visit to Montpelier; Press Release is attached.) 
- 3) 12-247. Consideration of the Consent Agenda:
 - a) Approve Minutes from the City Council's September 26th Meeting. 
 - b) Approve Summary Budget Report by Department for General Fund and Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund and Senior Center Fund for a two-month period beginning July 1, 2012 and ending August 31, 2012. 
 - c) Accept the price of \$61,022.18 (with no trade) submitted by Clark's Truck Center of Jericho, Vermont, for the replacement of Dump Truck #47 for the Public Works Department, and authorize the City Manager to sign all the necessary paperwork. 
 - d) Approve the signing of a Proclamation, by the Mayor, for the "Extra Mile America Foundation". 
 - e) Approval of Payroll and Bills
- 4) 12-248. Appointment to the Montpelier Housing Authority Board. 
 - a) Each year, one board member's term expires in October; this year, it is Christine Zern's.

- b) Staff advertised and received a request for reappointment from Christine and a request for appointment from Warren V. Vail, III.
 - c) Portions of the discussion related to this appointment may be eligible for Executive Session under 1 V.S.A., §313, (a)(3).
 - d) Recommendation: Appointment to fill the 5-year term.
- 5) 12-249. Appointment of Youth Member(s) to Montpelier's Conservation Commission . 
 - a) On December 3rd, 2008, Council adopted an Amendment Resolution to create the Montpelier Conservation Commission which would include two (2) youth (age 15-18) members to the Commission for renewable one-year terms.
 - b) Staff advertised and received a letter of interest from Montpelier High School student Meghan Wingate.
 - c) Recommendation: Appoint Meghan Wingate as a Youth Member to Montpelier's Conservation Commission for another one-year term.
- 6) 12-250. Appointment of Youth Member(s) to Montpelier's Planning Commission . 
 - a) On February 20th, 2008, Council voted to approve the Planning Commission's recommendation to allow two ex-officio youth members (15-18) to the Planning Commission for renewable one-year terms. A Resolution (showing this amendment to the original Resolution Re-creating the Planning Commission in September of 2002) was approved and signed as well.
 - b) Staff advertised and received a letter of interest from Montpelier High School student Thomas Nowlan.
 - c) Recommendation: Appoint Thomas Nowlan as a Youth Member to Montpelier's Planning Commission for a one-year term.
- 7) 12-251. Presentation from Tree Board representatives.
 - a) Co-chair John Snell requested time on this agenda to briefly update City Council about the work the Board has done over the past year.

- b) Recommendation: Receive presentation and opportunity to ask questions; no voting action is requested.

8) 12-252. Budget Committee Report.

- a) On June 13th, 2012, Council appointed 19 citizens to form this committee and adopted the following official charge for them: “The committee will be charged with comparing the costs and effectiveness of Montpelier’s municipal services with those provided by comparable communities. The committee is authorized to make any recommendations it believes are appropriate related to its charge. The committee is requested to supply a report to the City Council by September 17, 2012.” (A few weeks ago, the committee asked for an extension of time.)
- b) Recommendation: Receive report; discussion; and direction to staff.

9) 12-253. Receive update on City Hall Sign Project.

- a) Paul Carnahan requested time on this agenda to address this issue. He will not have a specific proposal for the Council to adopt or reject; rather, he would like to get the sense of the Council as to whether or not they should continue to try and find a building sign that people like; should they can use all of the money allocated by the Council for the other half of the project (i.e. an information/events sign); or should the project be dropped all together.
- b) Recommendation: Discussion; provide direction to Montpelier Alive’s Design Committee.

10) 12-254. Consideration of Policy for the Montpelier Community Fund Board.

- a) At their September 26th meeting, Bernie Lambek of the Board asked that this item be added to the agenda, stating in an e-mail to staff that “the Community Fund Board wishes to propose revisions to the Policy Statement.”
- b) Following a discussion, Council chose to not take action that evening but to put the item back on this agenda, giving staff an opportunity to post the proposed amendment(s) so that Council and the public have more time to review their proposal.

- c) Recommendation: Adopt policy, following any further comments from the MCF Board and questions from Council.

11) 12-255. Hebert Road Transmission

- a) Some Hebert Road residents have raised concerns about radiation from the sewer pump station transmission system in their neighborhood.
- b) Public Works Director Todd Law, Fire Chief/Health Officer Bob Gowans and Council Members Timpone, Weiss and Golonka have been meeting with the residents.
- c) The Vermont Department of Health provided their expert on these matters to meet with the residents and to test the transmitter. The report and the City Manager's letter to residents have been provided to the Council. Staff has asked for cost estimates for alternative ways of transferring this data if necessary.
- d) This item was tabled from the June 13th agenda, and again on July 18th, in order to give the committee additional time to review the report. City Councilor Golonka requested this item be added to this agenda for further discussion "as a way to come to some sort of conclusion or direction from the whole Council."
- e) Recommendation: Review the committee's report and recommendation; discussion with committee members and residents; direction to staff.

12) 12-256. Council Reports

13) 12-257. Mayor's Report

14) 12-258. Report by the City Clerk

15) 12-259. Status Reports by the City Manager

16) 12-260. Agenda Reports by the City Manager

Adjournment

5 October 2012

TO: Montpelier City Council

FROM: Paul Carnahan, Design Committee Chair, Montpelier Alive

RE: City Hall Sign Status

I wish to bring you up to date on the status of the Design Committee's work on a new sign for City Hall and to receive some direction from you for future deliberations and designs.

Background

As part of the 2011-2012 budget, the City Council set aside a total of \$10,000 in the Capital Improvements Projects (CIP) budget for Montpelier Alive to use toward the improvement of the back of the Blanchard Block and for a sign (not to exceed \$5000) for City Hall. Montpelier Alive had not requested the money for the sign, but the Council felt that the building needed a sign to identify it and to inform citizens of meetings and activities taking place within it. They felt that the MA Design Committee was the organization to make this happen. The committee began meeting on this topic in August 2011. The committee members could not come up with a satisfactory design for a sign to tell people about the events happening within the building. We felt that such a sign would require too much staff time to maintain or, if was electronic and easier to maintain, would be too bright and modern for Montpelier's downtown. We also wondered if such a civic sign was necessary when so much information can be found on the city's web site.

So we set aside the informational aspect of our charge and developed a proposal for identifying the building. That sign would have been composed of 18 letters installed above the entrance arches and below the granite overhang at the front of the building. After obtaining approval from the City Council, the Design Committee submitted its proposal to the Design Review Committee last June. That design was rejected on a 4-1 vote by the DRC on the grounds that the building does not need a sign, that the location for the proposed sign was not a "sign band" designed by the original architect, that the letters will partially hide the granite detailing, that too many holes would need to be drilled into granite (causing the stone to deteriorate over time), and that the "medium bronze" letters were not dark enough.

To address the DRC's concerns, the Design Committee developed an alternative proposal to install just eight letters on the brick portion near the base of the building's tower. This proposal, however, would have required Lost Nation Theater to remove its sign frame from the building and discontinue the practice of hanging banners in this location, which is unacceptable to them since the banners represent an important method for publicizing their events and those of other organizations that use the City Hall Auditorium Arts Center.

Questions for Discussion

The Design Committee is now at a crossroads. It is apparent that it will be difficult to find a design for a sign for the building that can be embraced by important constituencies. It is also not clear who would maintain an announcement system if it were designed. Since some time has passed since the money was first allocated and since there has been significant change in the membership of the council, we would like input from you on three questions:

- Does the council believe a sign on City Hall is important?
- If no, we can cease work on this project and move on to other things. If yes, which is the higher priority: information or place marking?
- If a sign is needed what should the process be and what is the role of the Design Committee in that process?



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

Mayor John Hollar

City Council:

Tom Golonka, President
Angela Timpone, Vice President
Andy Hooper, Parliamentarian
Anne Watson
Alan H. Weiss
Thierry Guerlain

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

CITY OF MONTPELIER

**RECRUITMENT OF YOUTH
TO SERVE AS EX-OFFICIO MEMBERS ON THE
CITY'S PLANNING AND CONSERVATION COMMISSIONS**

The Montpelier City Council is seeking youth interested in filling regular positions on the City's Planning and Conservation Commissions. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, or by e-mailing spitonyak@montpelier-vt.org on or by noon on Thursday, October 4th. The City Council will make these appointments at their Wednesday, October 10th meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Further information may also be obtained by contacting the Planning and Development Office at 223-9506.

William J. Fraser
City Manager

Sandy Pitonyak

From: Meghan Wingate [wingatem@mpsvt.org]
Sent: Wednesday, October 03, 2012 5:58 PM
To: Sandy Pitonyak
Subject: Youth Representative on the Conservation Commission

Hello,

Matt McLane said I should e-mail you if I was interested in continuing this year as a youth representative on the Conservation Commission. I enjoyed my time on the commission last year and especially liked the connections I was able to make between the time I spent on the Planning Commission and the issues facing the Conservation Commission. I love being involved in my community and think it is very important to have an understanding of the issues facing Montpelier. Because of my busy schedule last year, I am especially excited to devote more time as a youth representative if given the opportunity to continue. Is there anything else I need to do?

Thank you,

Meghan Hoyne Wingate



Governor Shumlin, Vermont Students to Kick-Off C-SPAN Week-long Visit To Montpelier

**Monday, Oct. 8, 9:30am at Montpelier High School:
Comcast Hosts C-SPAN**

Event Features:

Gov. Shumlin and Montpelier Mayor John Hollar, MPS Superintendent Brian Ricca

C-SPAN to Highlight Montpelier for its History and Literary Life

(For Immediate Release: Oct. 4, 2012) –Vermont Gov. **Peter Shumlin**, Montpelier Mayor **John Hollar**, and Montpelier Public Schools Superintendent **Brian Ricca** will be on hand to welcome C-SPAN as the network prepares to feature the city's history and literary life on the cable network's non-fiction book channel BookTV (on C-SPAN2) and history channel American History TV (on C-SPAN3).

On **Monday, October 8th at 9:30am**, Gov. Shumlin, Mayor Hollar, Superintendent Ricca will give remarks at Montpelier High School, 5 High School Drive, to kickoff the network's week-long filming of various literary and historic sites, interviews with local authors and civic leaders. The Governor will talk about his role and the state of the state. Elementary, middle and high school students will participate in the program. C-SPAN will reveal the stories and segments their producers will explore during the weeklong visit to Montpelier. Comcast, which offers C-SPAN as a public service on cable, is a major organizer of the week's logistics, which will also include community and educational outreach. The media is invited to attend.

This event and others will air during a special Montpelier feature weekend on November 3rd and 4th. **In the Montpelier area, Comcast provides C-SPAN on these channels: C-SPAN: 22, C-SPAN2: 156, C-SPAN3: 187.**

C-SPAN videojournalists are travelling in specially detailed Ford Transit Connect vehicles, which C-SPAN is calling Local Content Vehicles (LCV's), visiting various literary and historic sites and interviewing local historians, authors and civic leaders. Outfitted with the most current digital camera, editing and other recording technologies, each member of the LCV team is equipped to shoot and edit video on location as well as make presentations to schools and community organizations about C-SPAN and its public affairs content.

C-SPAN's LCV project also incorporates extensive digital and social media outreach, including use of Twitter, Facebook, foursquare, and online streaming on C-SPAN websites. C-SPAN video from each city will be archived – and easily searchable, clippable, and shareable – through C-SPAN's online Video Library.

From its debut in 2011 through 2012, the LCV Cities Tour will have visited 20 cities, including Tampa/St. Petersburg, Savannah, GA, Charleston, SC, Charlotte, NC, Frankfort, KY, Knoxville, TN, Birmingham, AL, Baton Rouge, LA, Beaumont, TX, Shreveport, LA, Little Rock, AR, Oklahoma City, OK, Wichita, KS, Jefferson City, MO, Louisville, KY, Columbus, OH, Augusta, ME, Montpelier, VT, Albany, NY, Providence, RI.

Click here for [video of the LCV project](#) (via YouTube).

[Click here for pictures of the LCV Cities Tour](#) (via Flickr).

Here is [C-SPAN's LCV tab](#) on Facebook.

And here is [C-SPAN's LCV website](#).

###

Comcast Media Contact:

Laura Brubaker Crisco

Director, Public Relations

Comcast - Western New England Region

Office: [860.505.3445](tel:860.505.3445) | E-mail: Laura_Crisco@cable.comcast.com

Twitter: [@Comcast_Laura](#) | Facebook: www.facebook.com/comcastnewengland

About Comcast Cable:

Comcast Corporation (Nasdaq: CMCSA, CMCSK) (www.comcast.com) is one of the nation's leading providers of entertainment, information and communications products and services. Comcast is principally involved in the operation of cable systems through Comcast Cable and in the development, production and distribution of entertainment, news, sports and other content for global audiences through NBCUniversal. Comcast Cable is one of the nation's largest video, high-speed Internet and phone providers to residential and business customers. Comcast is the majority owner and manager of NBCUniversal, which owns and operates entertainment and news cable networks, the NBC and Telemundo broadcast networks, local television station groups, television production operations, a major motion picture company and theme parks.

C-SPAN Media Contacts:

Debbie Lamb, Coordinating Producer
(202) 997-9807; dlamb@c-span.org

Howard Mortman, C-SPAN Communications Director
(202) 626-6527; hmortman@c-span.org

About C-SPAN

Created by the cable TV industry and now in over 100 million TV households, C-SPAN programs three public affairs television networks in both SD and HD; C-SPAN Radio, heard in Washington DC at 90.1FM and nationwide via XM Satellite Radio Channel 119 and via the C-SPAN Radio app for iPhone and Android users; and a video- rich website which hosts the C-SPAN Video Library. Visit <http://www.c-span.org/> or [follow us on Facebook](#) and on [Twitter @cspan](#).

CITY OF MONTPELIER
Department Of Public Works

M E M O R A N D U M

TO: William J. Fraser, City Manager

FROM: Todd C. Law, Director



Date: October 3, 2013

SUBJECT: Truck #47 Purchase Award

The Department of Public works has determined that it would be cost-effective to purchase replacement truck #47 for FY 2013 utilizing the State bid price system. The bid price of \$61,022.18 (with no trade) from Clark's Truck Center of Jericho, VT, is within the original budgeted amount in the FY13 Equipment Plan for the Water and Sewer Divisions.

I request that you seek Council authorization on the next available Consent Agenda to order this equipment, suggested wording as follows:

*To accept the price of **\$61,022.18** (with no trade) submitted by Clark's Truck Center of Jericho, VT, for the replacement of Dump Truck #47 for the Public Works Department, and authorize the City Manager to sign all the necessary paperwork.*

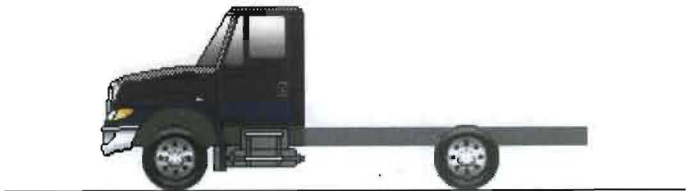
If you have any questions, please do not hesitate to ask.

c: Eric Ladd, Equipment Supervisor

Prepared For:
CITY OF MONTPELIER
ERIC LADD
39 MAIN STREET
MONTPELIER, VT 05602-
(802)223 - 9510
Reference ID: N/A

Presented By:
CLARK'S TRUCK CENTER
Jeffrey W Leete
6 ORR ROAD
JERICHO VT 05465 -
(802)899-3753

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.



2013 4300M7

Model Profile
2013 4300M7 SBA 4X2 (MA065)

APPLICATION:	Landscape Dump
MISSION:	Requested GVWR: 33000. Calc. GVWR: 25999 Calc. Start / Grade Ability: 25.50% / 2.44% @ 55 MPH Calc. Geared Speed: 78.3 MPH
FUEL ECONOMY:	7.75 MPG @ 55 MPH
DIMENSION:	Wheelbase: 152.00, CA: 84.90, Axle to Frame: 63.00
ENGINE, DIESEL:	{MaxxForce 7} EPA 10, 300 HP @ 2600 RPM, 660 lb-ft Torque @ 1600 RPM, 2800 RPM Governed Speed, 300 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 2500_RDS_P} 4th Generation Controls; Wide Ratio, 5-Speed, With Overdrive; On/Off Hwy; 33,000 lb GVW & GCW Max., With PTO Provision, Less Retarder
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor MS-17-14X-3DFL} Single Reduction, 17,500-lb Capacity, With 190 Wheel Ends Gear Ratio: 5.86
CAB:	Conventional
TIRE, FRONT:	(2) 11R22.5 HSR2 (CONTINENTAL) 498 rev/mile, load range G, 14 ply
TIRE, REAR:	(4) 11R22.5 HDR1 (CONTINENTAL) 495 rev/mile, load range G, 14 ply
SUSPENSION, RR, SPRING, SINGLE:	Vari-Rate; 20,000-lb Capacity, With 4500 lb Auxiliary Rubber Spring
PAINT:	Cab schematic 100GA Location 1: 6C00, Blue Metallic (Prem) Chassis schematic N/A

Description	(US DOLLAR)	Price
Factory List Prices:		
Product Items	\$81,715.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$81,715.00
Total Goods Purchased:		\$875.00
Freight Charge	\$1,875.00	
Total Freight:		\$1,875.00
Total Factory List Price Including Freight:		\$84,465.00
Less Customer Allowance:		(\$23,442.82)
Total Vehicle Price:		\$61,022.18
Total Sale Price:		\$61,022.18
Total Per Vehicle Sales Price:		\$61,022.18
Less Trade-In Allowance:		(\$2,500.00)
Net Sales Price:		\$58,522.18

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.

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
Base Chassis, Model 4300M7 SBA 4X2 with 152.00 Wheelbase, 84.90 CA, and 63.00 Axle to Frame.	6019/2734	8753
FRAME RAILS High Strength Low Alloy Steel (80,000 PSI Yield); 10.250" x 3.092" x 0.375" (260.4mm x 78.5mm x 9.5mm); 427.0" (10846mm) Maximum OAL	59/225	284
BUMPER, FRONT Full Width, Aerodynamic, Steel; 0.142" Material Thickness	0/0	0
WHEELBASE RANGE 128" (325cm) Through and Including 183" (465cm)	0/0	0
AXLE, FRONT NON-DRIVING {Meritor MFS-10-122A} I-Beam Type, 10,000-lb Capacity	41/0	41
SUSPENSION, FRONT, SPRING Parabolic, Taper Leaf, 10,000-lb Capacity; With Shock Absorbers	65/0	65
BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	89/41	130
DRAIN VALVE {Berg} Manual; With Pull Chain, for Air Tank	1/0	1
AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel) With Automatic Traction Control	0/0	0
AIR DRYER {Meritor Wabco System Saver 1200} with Heater	-45/57	12
BRAKE CHAMBERS, SPRING Relocated To Rear Of Rear Axle For Maximum Ground Clearance	0/0	0
BRAKE CHAMBERS, FRONT AXLE {Haldex} 20 SqIn	0/0	0
BRAKE CHAMBERS, REAR AXLE {Haldex GC3030LHDHO} 30/30 Spring Brake	0/6	6
BRAKES, FRONT, AIR CAM S-Cam; 15.0" x 4.0"; Includes 20 Sq. In. Long Stroke Brake Chambers	0/0	0
BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake	0/27	27
AIR COMPRESSOR {Bendix Tu-Flo 550} 13.2 CFM Capacity	46/-1	45
STEERING COLUMN Tilting	10/0	10
STEERING WHEEL 2-Spoke, 18" Diam., Black	0/0	0
STEERING GEAR {Sheppard M-100} Power	25/0	25
EXHAUST SYSTEM Single, Horizontal, Aftertreatment Device Frame Mounted Right Side Back of Cab, Includes Horizontal Tail Pipe	0/0	0
ENGINE EXHAUST BRAKE for MaxxForce 7 V8 Engines, Electronically Activated	0/0	0
ELECTRICAL SYSTEM 12-Volt, Standard Equipment	0/0	0
POWER SOURCE Cigar Type Receptacle without Plug and Cord	1/0	1
ALTERNATOR {Leece-Neville LBP2224H} Brush Type; 12 Volt 120 Amp. Capacity, Pad Mount	0/0	0
BODY BUILDER WIRING Back of Standard Cab at Left Frame or Under Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn	2/0	2
BATTERY SYSTEM {International} Maintenance-Free (2) 12-Volt 1300CCA Total	0/0	0
2-WAY RADIO Wiring Effects; Wiring With 20 Amp Fuse Protection, Includes Ignition Wire With 5 Amp Fuse, Wire Ends Heat Shrink and Routed to Center of Header Console in Cab	1/0	1
HORN, AIR Black, Single Trumpet, Air Solenoid Operated	2/0	2
WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time	0/0	0
HEADLIGHTS Halogen; Composite Aero Design for Two Light System; Includes Daytime Running Lights	0/0	0

<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
INDICATOR, LOW COOLANT LEVEL With Audible Alarm	0/0	0
STARTING MOTOR {Delco Remy 29MT} 12 Volt; Less Thermal Over-Crank Protection, With Integrated Magnetic Switch	0/0	0
CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III With Trip Indicators, Replaces All Fuses Except For 5-Amp Fuses	0/0	0
GRILLE Chrome	0/0	0
FRONT END Tilting, Fiberglass, With Three Piece Construction	0/0	0
PAINT SCHEMATIC, PT-1 Single Color, Design 100	0/0	0
PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0
PAINT CLASS Premium Color	0/0	0
SPECIAL RATING, GVWR Limited to 25,999-lb GVWR	0/0	0
CLUTCH Omit Item (Clutch & Control)	-62/-13	-75
ENGINE, DIESEL {MaxxForce 7} EPA 10, 300 HP @ 2600 RPM, 660 lb-ft Torque @ 1600 RPM, 2800 RPM Governed Speed, 300 Peak HP (Max)	0/0	0
FAN DRIVE {Borg-Warner SA85} Viscous Type, Screw On	1/0	1
RADIATOR Aluminum; 2-Row, Cross Flow, Over Under System, 817 SqIn Louvered, With 262 SqIn CAC, With In Tank Oil Cooler	52/-1	51
AIR CLEANER With Service Protection Element	0/0	0
THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel	0/0	0
ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls; With Ignition Switch Control for MaxxForce post 2007 Emissions Electronic Engines	0/0	0
FEDERAL EMISSIONS for 2010; MaxxForce 7 Engines	0/0	0
FAN DRIVE SPECIAL EFFECTS Fan Cooling Ring with Fan Shroud Effects, Engine Mounted	14/-1	13
EMISSION COMPLIANCE Federal, Does Not Comply With California Clean Air Idle Regulations	0/0	0
TRANSMISSION, AUTOMATIC {Allison 2500_RDS_P} 4th Generation Controls; Wide Ratio, 5-Speed, With Overdrive; On/Off Hwy; 33,000 lb GVW & GCW Max., With PTO Provision, Less Retarder	-22/2	-20
TRANSMISSION OIL Synthetic; 20 thru 28 Pints	0/0	0
SHIFT CONTROL PARAMETERS Allison Load Based Shift Schedules (LBSS)	0/0	0
AXLE, REAR, SINGLE {Meritor MS-17-14X-3DFL} Single Reduction, 17,500-lb Capacity, With 190 Wheel Ends Gear Ratio: 5.86	0/16	16
SUSPENSION, RR, SPRING, SINGLE Vari-Rate; 20,000-lb Capacity, With 4500 lb Auxiliary Rubber Spring	0/43	43
FUEL TANK Top Draw; D Style, Non Polished Aluminum, 50 U.S. Gal., 189 L Capacity, 16" Deep, with Quick Connect Outlet, Mounted Right Side, Under Cab	0/0	0
CAB Conventional	0/0	0
GAUGE CLUSTER English With English Electronic Speedometer	0/0	0
IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
SEAT, DRIVER {National 2000} Air Suspension, High Back With Integral Headrest, Cloth, Isolator, 1 Chamber Lumbar, 2 Position Front Cushion Adjust, -3 to +14 Degree Back Angle Adjust	-11/-14	-25

Description	F/R Wt (lbs)	Tot Wt (lbs)
SEAT, TWO-MAN PASSENGER {Gra-Mag} Fixed Back, Integrated Headrest in Both Occupant Positions, Cloth, Less Under Seat Storage Compartment	40/47	87
MIRRORS (2) {Lang Mekra} Rectangular, 7.44" x 14.84" & 7.44" sq. Convex Both Sides, 102" Inside Spacing, Breakaway Type, Heated Heads Thermostatic Controlled, Black Heads, Brackets and Arms	0/0	0
AIR CONDITIONER {Blend-Air} With Integral Heater & Defroster	64/7	71
INSTRUMENT PANEL Center Section, Flat Panel	0/0	0
CAB INTERIOR TRIM Premium	0/0	0
WHEELS, FRONT DISC; 22.5" Painted Steel, 2 Hand Hole, 10 Stud (285.75MM BC) Hub Piloted, Flanged Nut, Metric Mount, 8.25 DC Rims; With Steel Hubs	37/0	37
WHEELS, REAR DUAL DISC; 22.5" Painted Steel, 2 Hand Hole, 10-Stud (285.75MM BC) Hub Piloted, Flanged Nut, Metric Mount, 8.25 DC Rims; With Steel Hubs	0/24	24
BDY INTG, REMOTE POWER MODULE Mounted Inside Cab behind Driver Seat; Up to 6 Outputs & 6 Inputs, Max. 20 amp. per Channel, Max. 80 amp Total (Includes 1 Switch Pack With Latched Switches)	0/0	0
BDY INTG, PTO ACCOMMODATION for Electric over Hydraulic PTO, Does Not Include Solenoids, With Latched Switch Mounted on Dash Includes Audible Alarm and Indicator Light in Gauge Cluster (Requires 1 Remote Power Module input & 1 output)	0/0	0
(2) TIRE, FRONT 11R22.5 HSR2 (CONTINENTAL) 498 rev/mile, load range G, 14 ply	62/0	62
(4) TIRE, REAR 11R22.5 HDR1 (CONTINENTAL) 495 rev/mile, load range G, 14 ply	0/128	128
Cab schematic 100GA Location 1: 6C00, Blue Metallic (Prem)		
Chassis schematic N/A		
Total Component Weight:	6491/3327	9818
RAW MATERIAL SURCHARGE FOR DURASTAR AND WORKSTAR 7300, 7400 AND 7500 MODELS PER G-731 OCTOBER 10, 2011	0/0	0
Vermont Safety Inspection, Triangle Flare Kit, 2 3/4# Fire Extinguisher	0/0	0
Total Goods Purchased:	0/0	0

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

<u>Description</u>	(US DOLLAR)	<u>Price</u>
1996 International 4900		2500.00
		Total Trade Allowance: \$2,500.00

Montpelier Community Fund

MCF revisions 9/24/12

Deleted: DRAFT 7/15/12

1. Statement of Purpose and Scope

The Montpelier City Council establishes the Montpelier Community Fund ("MCF"). As an alternative to organizations seeking funding using the annual city meeting ballot, the City Council shall include within its annual budget the MCF, which shall be dedicated to awarding grants to eligible organizations.

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Deleted: funds

Except as listed below, all private non-profit organizations that benefit the residents of Montpelier are eligible to apply for grants from the MCF.

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Deleted: are recognized as not-for-profit entities by the Internal Revenue Service

Kellogg-Hubbard Library, Green Mountain Transit Agency, Montpelier Alive, and Central Vermont Economic Development Corporation, which have received grants from other funds within the city budget, are not eligible.

Arts organizations seeking funding from the city should apply to the MCF. However, individual artists are not eligible and they may continue to apply to the Montpelier Arts Grant Program.

An organization that elects to place an article on the city ballot by petition in any year shall be disqualified from applying to the MCF for that year. Similarly, an organization that applies to the MCF waives its right to place an article on the ballot by petition.

For FY 2013, the city shall allocate to the MCF the amount of \$115,000, which is the combined approximate amount of grants awarded in 2012 to organizations which are now eligible to apply to the MCF. This amount shall not be reduced by grants awarded to organizations requesting funds by petition.

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2. Montpelier Community Fund Board

a. Board membership. The City Council shall appoint five members to serve as the board of directors ("Board") of the MCF. Members shall be Montpelier residents. The Board shall adopt rules, review applications for grant awards, and make recommendations to the City Council for approval.

b. Board terms. Initially, two members shall be appointed to three-year terms, two members shall be appointed to two-year terms, and one member shall be appointed to a one-year term. Thereafter, members shall serve three-year terms.

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Deleted: With the exception of the member appointed to an initial one-year term, members shall not be eligible for immediate reappointment following the expiration of their terms. Members may not participate in the consideration of a grant application for an applicant for which the member or an immediate family member is employed or serves as a board member.

c. Conflict of interest. No member shall participate in the consideration of an application from an organization on which the member or his or her family member serves as a board member or for whom the member or his or her family member is

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employed. Members may also decide to recuse themselves if there is a reasonable basis to conclude their consideration of an application may be biased.

3. Grant Award Criteria

The Board shall consider the following criteria in awarding funds:

- a. The extent to which the applicant will receive funds from the city in the next fiscal year through in-kind contributions and direct appropriations.
- b. Prior sums the applicant has received through ballot initiatives.
- c. The extent to which the amount received will complement services provided by Montpelier city government.
- d. The extent to which the grant will benefit Montpelier, its residents and the public good.
- e. The extent to which the organization can raise funds from other sources.

4. Application

The Board shall prepare an application form for grant requests and shall adopt rules relating to the application process. Applications must be completed and filed with the Board by December 1.

5. Grant Awards

The Board shall adopt rules governing its review of grant applications. After review, the Board shall endeavor to reach consensus regarding proposed allocations from the MCF. The Board shall submit its funding recommendations to the City Council in early January. The City Council shall consider the Board's recommendations in January, and shall approve or deny the Board's recommendations, which shall not be subject to amendment by the City Council. The Montpelier Annual Report shall list all grant recipients and amounts.

6. Recipient Reporting

One year after receiving a MCF grant, the recipient shall report to the Board the results of the funding. A recipient seeking subsequent funding from the MCF shall submit a progress report with its application.

Deleted: The form shall require applicants to submit the following information: A list of board members; the geographic area served by the organization; a copy of the organization's by-laws; IRS designation; the organization's most recent annual budget; the number of Montpelier residents projected to be served by the award; the purpose for which the funding will be used; any direct or in-kind contributions received by the city; a certification from the applicant that it will not submit a petition for funding through a ballot initiative in the upcoming fiscal year; and such other information as the Board deems necessary to assist in evaluating the request. The applicant shall submit five copies of its request to the Board.

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Deleted: 30 days after Town Meeting Day

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

Mayor John Hollar

City Council:

Tom Golonka, President
Angela Timpone, Vice President
Andy Hooper, Parliamentarian
Anne Watson
Alan H. Weiss
Thierry Guerlain

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

September 25, 2012

The Times-Argus

Please insert the following ad with other Montpelier notices on: Thursday,
September 27th. Thank you!

MONTPELIER HOUSING AUTHORITY VACANCY

The Montpelier City Council is seeking applicants interested in filling an expired term on the Montpelier Housing Authority Board; said 5-year term to expire in October, 2017. Interested citizens should submit a letter of interest and/or resume to the Office of the City Manager, City Hall - 39 Main Street, (or by e-mail to: spitonyak@montpelier-vt.org) as soon as possible and no later than noon on Thursday, October 4th. The City Council will make this appointment at their October 10th regularly scheduled meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws.

William J. Fraser
City Manager

sjp

Cristine Zern
3 Prospect Street Apt 206
Montpelier, Vermont 05602
802 223-5665

Mayor John Hollar
City Council Members
39 Main Street
Montpelier, Vermont 05602

Dear Mayor Hollar and City Council Members:

I am writing to request re-appointment to the Montpelier Housing Authority Board of Commissioners. I have very much enjoyed serving on this Board and would welcome the opportunity to continue in that capacity.

These are certainly challenging times in which to attempt to provide housing. I am very proud of the Authority's efforts, especially our newest project, 58 Barre Street Apartments.

Your consideration of this request is greatly appreciated.

Sincerely,


Cris Zern



Warren V. Vail III



10 Monsignor Crosby Ave.

Unit-1

Montpelier, VT 05602

(802) 461-7345

WVAIL3@AOL.COM

City of Montpelier
City Manager-Willam J. Fraser
39 Main Street
Montpelier, VT 05602

October 4, 2012

Re: Montpelier Housing Authority Vacancy

Dear Mr. Fraser,

I am offering to volunteer my service for participation on the Montpelier Housing Authority of which a vacancy was posted for recently.

I have also participated as a volunteer in civic government most recently with my participation with the Montpelier Community Fund.

After attending a City Council Meeting recently I believe it was reproted that you were having a difficult time getting volunteers to apply to serve on some City board or committee vacancies.

It is for that reason and my interest in quality affordable housing in Montpelier that I respectfully submit my application for consideration.

I have attached a resume of which I have relevant experience with Policy & Planning ,most recently with the the State of Vermont Agency of Transportation.

I have experience of building and renovating large construction projects if renovations or new construction of housing experience is needed on the Housing Authority board.

I look forward to hearing from the City in regards to my interest in serving my community further with participation on the Housing Authority committee.

Yours truly,

Warren V. Vail III

Warren V. Vail III

Warren V. Vail III
10 Monsignor Crosby Ave., Unit-1
Montpelier, VT 05602
(802) 461-7345, WVAIL3@AOL.COM

Job Objective:

Montpelier Housing Authority Board Vacancy

Education:

1) University of Hartford, West Hartford, CT
B.S. Civil Engineering, 1999

2) Capital Community College, Hartford, CT
Formerly -Hartford State Technical College
A.S. Civil Engineering Technology, 1986

Professional Summary: Over twenty years of transportation heavy highway construction and civil engineering experience on major DOT/FHWA construction projects. Direct supervision of field engineers and inspectors charged with oversight and contractual management of contractors, sub-contractors and utilities. Management of specific federal transportation programs and coordinator of federal funding for discretionary FHWA grants. Contract writing and management oversight with both non-profit and profit based contractors/vendors. Technical quality control, estimating, payment processing and supervision of major heavy and highway construction projects. Previous to 1986 worked in the building trades as a non-union tradesman and supervisor in the construction of commercial and residential projects. State of Vermont policy and planning, transportation and structural engineering. Vermont Scenic Byways and Public Lands program management and administration.

Special Cert.:

- 1) NICET- Level 3 heavy highway construction specialist
- 2) Nuclear density certified testing technician.
- 3) A.C.I.- Grade 1 certified concrete technician.
- 4) US DOT/FHWA- NBIS certified in service bridge safety inspector.
- 5) National Highway Institute certification in administration of FHWA planning and research grants.
- 6) 2000 version of the Manual of Uniform Traffic Control specification training.

Experience:

Synopsis:

DOT Resident Engineering Construction Administration & Management.
Bridge Safety Inspection & Structural Analysis & Design.
FHWA Administrative Policy & Planning & Engineering.

- Vermont Agency of Transportation, Montpelier, VT
Program Development Division, Structures Section,

Structural Civil Engineer-4, (June 2005 to May 2008)
Category: Structural Analysis & Design

Policy & Planning Division, Civil Engineer -4, (August 2001 to June 2005)
FHWA Scenic Byways & Public Lands Grants Coordinator
Category: FHWA Administrative Policy & Planning & Engineering

Experience Continued...

- * Metro Tech. Consulting Inc, NY, NY
CT DOT, S.Insp. (2000)
I-84 safety improvements project, Hartford/W. Htfd., CT
Category: Heavy & Highway Construction
- * Liechtenstein Engineering Assoc. Inc., Watertown, CT
Structural Engineer (2000)
CT-DOT in service bridge inspection and structural analysis.
Category: DOT Bridge Safety
- * A/N Consulting Engineers Inc., Newington, CT
CT-DOT, S.Insp. (1999)
Rt. 9 safety improvements project, Berlin/Cromwell, CT
Category: Heavy & Highway Construction
- * Parsons Brinkerhoff Constr. Services Inc, NY, NY
CT-DOT, Insp. (1998)
I-95 safety improvements project, Clinton/Branford, CT.
Category: Heavy & Highway Construction
- * Gannett Fleming Engineering Inc., Manchester, CT
Mass. Tpk. Auth., Insp. (1995)
Turnpike safety improvement's construction program.
Category: Heavy & Highway Construction
- * Hayden-Wegman Engineers Inc., NY, NY
CT-DOT, S. Insp. (1994)
I-84 safety improvements, Danbury, CT
Category: Heavy & Highway Construction
- * Bechtel Corp., Boston, MA
Senior construction engineer (1990-1993)
Central Artery/Third Harbor Tunnel Project.
Category: Heavy & Highway Construction
- * Vollmer Assoc. Inc, Norwalk, CT
CT-DOT, S. Insp./Asst. Res. Engineer (1990)
I-91/rt.20 Interchange reconstruction project.
Category: Heavy & Highway Construction
- * Clough Harbour Assoc. Inc., Rocky Hill, CT
CT-DOT, S. Insp. (1989-1990)
I-84 safety improvements project, Waterbury/Middlebury, CT
Category: Heavy & Highway Construction
- * Berger Lehman Assoc. Inc., Wethersfield, CT
CT-DOT, Insp. (1987-1989)
I-84/I-91 Interchange reconstruction project.
Category: Heavy & Highway Construction



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

CITY OF MONTPELIER

**RECRUITMENT OF YOUTH
TO SERVE AS EX-OFFICIO MEMBERS ON THE
CITY'S PLANNING AND CONSERVATION COMMISSIONS**

The Montpelier City Council is seeking youth interested in filling regular positions on the City's Planning and Conservation Commissions. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, or by e-mailing spitonyak@montpelier-vt.org on or by noon on Thursday, October 4th. The City Council will make these appointments at their Wednesday, October 10th meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Further information may also be obtained by contacting the Planning and Development Office at 223-9506.

William J. Fraser
City Manager

From: Thomas Nowlan [mailto:nowlant@mpsvt.org]
Sent: Thursday, October 04, 2012 12:19 AM
To: Sandy Pitonyak
Subject: MHS Representative to Planning Commission

Ms. Pitonyak,

My name is Tom Nowlan, and I am a junior at Montpelier High School. I am writing to express my interest in being MHS' representative to Montpelier's Planning Commission. I was encouraged to apply by Matt McLane from the guidance department, who thought this position would be a great match for my talents and interests.

I am deeply interested in and passionate about government, and enjoy interacting with adults and learning and contributing to the world outside the walls of the classroom. I had an internship last year for Global News Analysis, (a Montpelier-based company dealing with media analysis) which involved recording and analyzing coverage of the presidential election. I also took an online class called AP Politics and Government, which I thoroughly enjoyed and was fascinated by. I also participate on the school debate team, and have managed to achieve a 3.95 cumulative GPA over my MHS career.

I was just informed of this opportunity today, by I wanted to drop my name into the hat before it was too late. Feel free to respond with any questions, and any additional information that you feel I should know about the specifics of this position.

Thanks for your time!

Tom Nowlan

CITY OF MONTPELIER

Capital City of the State of Vermont

PROCLAMATION FOR “EXTRA MILE DAY 2012”

WHEREAS, Montpelier, Vermont, is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, As a community, citizens of Montpelier are encouraged to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Montpelier is a community which chooses to shine a light on, and celebrate, individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, Montpelier acknowledges the mission of the Extra Mile America Foundation to create 300 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2012.

NOW THEREFORE, BE IT PROCLAIMED that, as Mayor of the City of Montpelier, it is my pleasure to hereby proclaim

November 1, 2012 *to be* “Extra Mile Day”

and I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those around who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

Adopted and signed this 10th day of October, 2012

CITY SEAL:

Signed:

John Hollar, Mayor

Montpelier Tree Board

Report to City Council, October 2012



Many people enjoy sitting in the shade of our young street trees! We hope to grow more of this size.

Purpose of the Tree Board:

The purpose of the Tree Board is to protect the public health and welfare by improving and preserving the beauty of the city as it relates to street trees and park trees. The Board administers and updates a plan for the care, preservation, pruning, planting, removal, or disposition of trees and shrubs in parks, along streets, and in other public areas. The City Council and the Planning Commission may also request the Tree Board's expertise in special matters that come within the Board's scope of work. The Board meets monthly (1st Thursday) and schedules regular workdays.

Working with the Tree Warden:

We work closely with the Tree Warden (Geoff Beyer) who also sits on the Board. The Tree Warden is a City official with complete authority over all trees, shrubs, or plants in the public right of way of the

city that are not under the jurisdiction of the Parks Commission or Cemetery Commission. The Tree Warden may

remove or cause to be removed any tree which is in an unsafe condition, presents a hazard to the general public, infected by insects, or is affecting public utility improvements. The Tree Warden also advises the Tree Board and regulatory boards of the City in matters of tree health, care, and maintenance.

Current Membership of the Tree Board:

John Snell, Co-Chair
Sarah Hoffmeier, Co-Chair
Wendy Blakeman
John Van Deren
Carole Naquin
Abby Colihan
(3 positions unfilled)
Geoff Beyer, Tree Warden

Volunteer hours, year to date 1012:

- Board Members/Tree Warden: **1025**
- Volunteers: **263**
- 2 AmeriCorps volunteers: **90**
- Total volunteer hours: 1378***

Tree Board Budget for 2012: \$2000

Summary of our work for 2012



A number of freshman students from MHS helped plant several trees downtown this fall as part of a community service project. Their participation is vital to our long term success.

- **Tree planting:** We continue to plant trees in various locations around town using both trees purchased with grant funds as well as trees grown in our nursery.
- **GreenUp Day celebration:** The Tree Board planted six trees for GreenUp in the downtown using funds from a grant from American Forests.
- **Arbor Day celebration:** The Tree Board planted five trees from our nursery for Arbor Day at Union Elementary School with the assistance of both adult and elementary school volunteers. An Arbor Day Proclamation was read with the students.

• **Tree maintenance:** We continue to expand our work maintaining our existing trees. This summer we focused on the downtown trees, removing all grates and guards to add compost to the planting areas and pruning the trees as needed. Unfortunately many of the grates and guards are in poor conditions and some of the trees struggle because they were planted in soil that is less than adequate. Still, our work showed, as in many instances the trees appear better than ever.



FSarah Hoffmeier, Tree Board Co-chair, hard at work in the Norm Hudson Nursery.

• **Tree nursery:** We maintain a small nursery, The Norm Hudson Nursery, at North Branch Nature Center, which donates the land for our use, where we raise enough trees so that we can plant out 10-20 trees/year. Typically we plant “whips” and raise them for 2-3 years before they are moved. We are working hard to improve the quality of the trees raised as well as refine the species to better suit our needs.

• **Pruning workshops:** The Board and the Tree Warden hosted four hands-on workshops to teach people the basics of small tree pruning. These were attended by over 30 people total, many of whom have continued to volunteer with us since. We also continue to support similar workshops offered by the SOUL program and our local state foresters.

• **Educational activities:** The Board has hosted several educational days at the Farmers Market to help people understand our mission and the needs of the urban forest. In addition we spoke to the entire

student body of Union Elementary school as part of a project to plant trees at the school with students.

• **Volunteers:** We have worked hard this year to solicit and use volunteers, with good success! We signed up nearly 30 interested people at workshops and educational activities to help—an arrangement has been both fun and mutually beneficial. We also introduced a program where a volunteer can earn a Tree Board t-shirt after providing 10 hours of work.

• **Watering downtown trees:** Due to limited quantity of soil in the small downtown tree pits, weekly hand-watering is required. Three volunteer teams did the bulk of the work during this long, dry summer and, as a result, most of the trees came through in excellent condition. In particular we’d like to acknowledge Abby Colihan, Sarah Hoffmeier and Lauren and Jennifer Grant for their devoted efforts. Note: larger planting pits would decrease the need for watering and increase tree health and size; we are experimenting with several new options in this regard.

- **Sidewalk clearance pruning:** We have responded to a dozen situations, including several referrals from DPW, where trees overhanging sidewalks were causing problems. We are pleased to be able to provide these services to the city while also assuring the work will be done acceptably to relevant arboreal standards.

- **Tree City USA:** Montpelier once again qualified as a Tree City USA and was honored as such by the Vermont Urban and Community Forestry Program. A Tree City USA must have: (1) a tree board or tree warden; (2) a tree ordinance; (3) a tree program with an annual budget of at least \$2/person; and (4) an annual Arbor Day celebration proclaiming the importance of trees in our lives.

- **Consulting:** We provide informal, free consulting to citizens with questions about their trees. These range from advice on pruning and planting to questions about tree health or possible removal. In 2012 we provided these services in more than a dozen instances.

- **Emerald Ash Borer (EAB) Educational Project:** we marked all Green Ash trees (20) in town to highlight our vulnerability to this new invasive pest that is on the north and south borders of the state. We also hung two EAB traps (purple rectangular boxes) for educational purposes and held a news conference to educate the city. In addition a member of the Board and one of our prime volunteers have both taken First Detector training to assist in detection of and education about invasive pests.

- **Update of Tree Plan:** The update of our Tree Plan was completed in 2011 and adopted in early 2012. We look forward to consulting this document for guidance in the years to come.



The last "great" American Elm in Montpelier, on Court Street, is a lovely gem any time of the year.

- **Inventory:** We continue to gather data about the Urban Forest and make it available through City GIS. This will help us refine our planning process. We would like to note that fewer than six Elms of any size remain in the city. We face a similar decline with all Ash species (we have more than 2 dozen Green Ash in the downtown alone) and street and sidewalk Sugar Maples (which has succumbed to salt pollution).

- **Grants:** The City, mainly through the efforts of the Tree Warden, Geoff

Beyer, received a \$5000 from American Forests to plant trees that enhance the streetscape in the city. Part of this effort was to plant trees downtown in the spring

and another part is a new project to plant a number of new trees in the Barre Street neighborhood as well as other areas this fall.

Planning for the future:

- We will continue targeting neighborhoods for large-scale plantings.
- We will continue to improve the use of the nursery as a way to grown high-quality trees at a lower cost.
- We plan to pursue discussion about having a more formal role in the review of building and zoning applications to ensure the use of trees is optimized.
- We will continue to work with DPW to improve the viability of downtown street trees, including possible testing of new designs for planting areas and better coordination with them on city projects.
- We hope to increase the use of lower cost wood/metal tree guards as a way of reducing costs.
- We will continue to educate community members of all ages as to the importance of Montpelier's trees and how they can better care for those on their property.



Tree Warden, Geoff Beyer, helps remove a Green Ash that had declined. The planting pit was renovated and a new Gingko was planted here the next day.

Our appreciation:

We appreciate the support we have from the citizens of Montpelier. Located as we are in the middle of the forest, it is easy to take the urban forest for granted. Many passersby express their appreciation while we are doing our work on the streets and we use the opportunity to let people know what we are up to.

We also appreciate the support the Council gives us in the budgetary process. Without the seed money we have in our line item and the considerable support given to our work through the Tree Warden, Geoff Beyer, we would struggle even more to get the job done. Geoff has been generous with his support and energy and creative in his assistance—most often far beyond what is reasonable.

Finally, we must acknowledge the tremendous support we have from both the Board members and a small and devoted group of volunteers—little of this would happen without their time, effort and enthusiasm, a fact we trust the Council recognizes and appreciates fully.