

February 11, 2022

TO: City Council Member Chris Dobrozsi, Chair
Government Affairs Committee of City Council

FROM: Brian K. Riblet, City Manager 

SUBJECT: Government Affairs Committee Meeting of Monday, February 14, 2022

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, February 14 at 4:30 p.m. at City Hall. Items to be discussed include:

1. Sister Cities Proposed Dinner Event—Please find attached correspondence from Matthew Vanderhorst, Community and Information Services Director, regarding a proposed Sister Cities new event. Staff will be at the meeting to obtain the Committees feedback and to discuss this request.
2. Surplus Property Disposal (Administration)—Please find attached correspondence from Brian Riblet, City Manager, requesting that the Government Affairs Committee declare a Trolley as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.
3. Update on 2022-2026 Strategic Plan—Staff will be present to provide an update on the 2022-2026 Strategic Plan development and to obtain feedback on a proposed presentation to City Council at a future meeting.
4. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also, attached are the minutes from the January 10, 2022 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

Should you have questions or concerns pertaining to these topics or have additional items to be discussed at Monday's meeting, please do not hesitate to contact me.

C: Mayor and City Council Members (4)
Connie Gaylor, Administrative Coordinator
Department Heads
File



GOVERNMENT AFFAIRS COMMITTEE OF CITY COUNCIL
10101 Montgomery Road • Montgomery, Ohio 45242
(513) 891-2424 • Fax (513) 891-2498

Agenda
February 14, 2022
City Hall
4:30 P.M.

1. Call to Order
2. Guests and Residents
3. New Business
 - a. Sister Cities Proposed Dinner Event
 - b. Surplus Property Disposal (Administration)
 - c. Update on 2022-2026 Strategic Plan
4. Old Business
5. Other Business
6. Approval of Minutes- January 10, 2022
7. Adjournment

February 11, 2022

TO: Government Affairs Committee of Council
FROM: Brian K. Riblet, City Manager 
SUBJECT: Surplus Vehicle Request

Staff is requesting that the following vehicle be declared as surplus by the Government Affairs Committee of City Council. If approved as surplus, the specialty vehicle will be sold through Gov-Deals.

As background information, this vehicle was purchased in 2020 with the intent of refurbishing the vehicle and utilizing it for city sponsored events and tours. Upon soliciting quotes to make necessary repairs to the motor, upgrades to the interior and exterior, and meeting ADA requirements as well as ensuring safety, staff feels the project is no longer warranted.


VEHICLE

<u>YEAR</u>	<u>DESCRIPTION</u>	<u>VIN#</u>	<u>MILES</u>	<u>VALUE</u>
1988	Specialty Vehicle (Trolley)	1S9BR15G9JC143269	36,622	\$4000

Should you have any questions please do not hesitate to contact me.

February 7, 2022

TO: Brian K. Riblet, City Manager

FROM: Matthew Vanderhorst, Community and Information Services Director 

SUBJECT: Montgomery Sister Cities Commission Dinner Event Proposal

Background

The Montgomery Sister Cities Commission seeks to replace the Dinner Around the World event with something more traditional to the French culture. The Commission would like to propose a refined, elegant social event for couples and small groups in the French tradition of *Dîner en Blanc* (Dinner in White), honoring the relationship between Montgomery and Neuilly-Plaisance, France. The name of the event would be called *Soirée en Blanc*.

The proposed event date is May 7, 2022, to not interfere with other City events, student graduations, spring break, and other potential conflicts. The target audience is groups of residents that are friends and couples. The proposed location is the Pioneer Park Gazebo and Meadow next to the gazebo.

Members of the Sister Cities Commission have provided a report that outlines the details about the event to include the vision, set up, timeline, and estimated costs. The report and City Event Authorization Form are attached.

Recommendation

The Montgomery Sister Cities Commission seeks consideration and approval of *Soirée en Blanc* as a new way to celebrate the relationship between Montgomery and Neuilly-Plaisance.



Sister Cities Soirée en Blanc Proposal



A refined, elegant social event for couples and small groups in the French tradition of Dîner en Blanc,TM honoring the relationship between Montgomery, Ohio and Neuilly-Plaisance, France.

Dear Council Member,

Thank you for your consideration of the Sister Cities Commission's proposal of creating a Soirée en Blanc (in the tradition of the French Dîner en Blanc, which is trademarked as a name in the US) as a new way to celebrate the relationship between Montgomery and Neuilly-Plaisance.

On the following pages you will find the vision of creating this elegant and special event that will bring together small groups of Montgomery residents and the details of how this vision will be brought to life in a way that is self-funding.

We hope that the following pages will showcase what a positive and unique experience this Soirée en Blanc will offer that will further enhance the reputation of Montgomery and the Sister Cities program.

Kind regards,

Dina Schmid and Blair Davis on behalf
of the Commission:

- Marcallene Shockey, Chair
- Jody Ballah
- Blair Davis
- Melissa Linser
- Balbina Maniet
- Dina Schmid
- Jack Wild



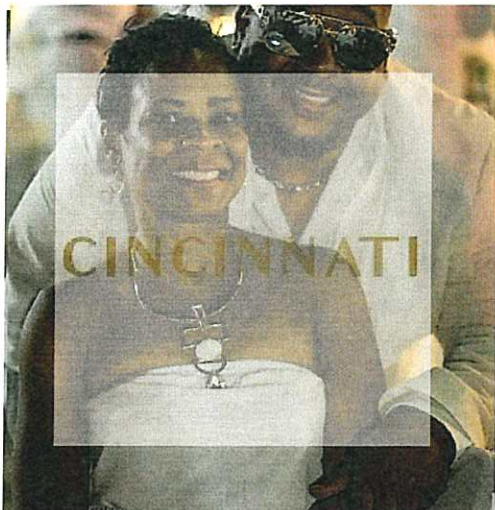
Soirée en Blanc - Vision

Vision Statement

A refined, elegant social event for couples and small groups (over age 21) in the French tradition of Dîner en Blanc, honoring the relationship between Montgomery, Ohio and Neuilly-Plaisance, France.

- The event adds to the diversity of events offered by the City of Montgomery
- The timing of the event is in Spring (target May 7) so as to not conflict with other events
- The target audience is groups of residents that are friends and/or couples; ~100 people in the first year

Location: Pioneer Park Gazebo + Meadow field – Event is rain or shine. No rain date will be offered.



Details

Tickets:

- Tickets are sold by the table. There will be 10 tables for up to 8 available at a cost of \$200/table and 6 tables for up to 4 at a cost of \$100/table. Individual tickets will not be sold.
- Ticket cost will include the table with white linen tablecloth and padded white garden seats, entertainment, sparklers, bubbles and (budget permitting) one glass of a sparkling drink (alcoholic or non-alcoholic) for a toast to kick off the event. Participants bring their own table settings and food. They may also bring non-alcoholic beverages.
- Drink tickets for beer and wine may be pre-ordered at a cost of \$6/ticket. This is allowable with the liquor license we would obtain, and price is consistent with Bastille Day price. Choices will be cans of beer, one type of white wine, one type of red wine and one type of sparkling wine. (Pre-sale eliminates needing to handle money at the event and also can be used to limit consumption.)
- The event will be cost neutral. Ticket and beverage revenue should cover all expenses. See attached spreadsheet for how this will be achieved.

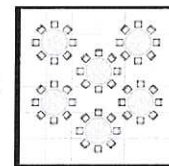
Set-up:

- The set up will utilize the Pioneer Park gazebo, the 30x30 tent owned by the city and two smaller gray pop up tents owned by Blair Davis.

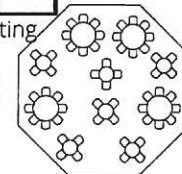
Based on feedback from Public Works, the large 30x30 tent will be set up on Friday and taken down on Monday to avoid any overtime charges. Sister Cities Commission volunteers will set up the small pop-up tents on the day of the event.

Tables, chairs and linens will be delivered by the rental company on the day of the event. Volunteers (Sister Cities Commission members and their friends and family) will set up and break down the tables and chairs.

Proposal is for 10 tables of 8 and 6 tables of 4. (The cost per person is much higher to rent the tables, chairs and linens for the smaller tables.) If event sells out quickly, 4 tables of 8 can be added.



Tent Seating



Gazebo Seating

- Volunteers will place rental items into a rented UHaul at the end of the event to avoid pickup charges. Items (and UHaul) will be returned Monday during normal business hours.
- One of the popup tents will be used for the check in/wine table. That table will be staffed by volunteers.

The second popup tent will be used for sound equipment and potentially for entertainment if it is raining.

- Attendees will be encouraged to decorate their tables in accordance with the theme and to provide fairy lights and/or candlelight for additional illumination.



Details (cont'd)

Setup (cont'd):

- A generator will be used to provide electricity to the second tent and as needed to support entertainment.
- A sound system will be provided and set up by Melissa Linser (Sister Cities Commission member).
- White Christmas lights will adorn the gazebo and tent.

Timeline:

7:00 Check-in and set up for participants. White disposable wrist bands will be issued to identify paying participants. Coolers/bags will be inspected and any alcoholic beverages will be held and returned at the end of the event. Beverage tickets will be issued for those that were pre-purchased. Participants will also receive sparklers and instructions.

7:30 Kick-off with announcements and a toast. Dinner will be eaten as the sun gets lower and the white clothes of the participants will begin to glow as the evening commences. Background music and/or acoustic guitar will set the tone, but at a level low enough to allow conversation.

8:30 As the sun sets, everyone will be instructed to light their sparklers to kick off the evening entertainment. Buckets of sand will be available for safe disposal of sparklers. LED Illuminated entertainment (Hoop Happy hooping + at least one more, potentially a poi artist or jugglers)

9:30 Event ends. Volunteers break down tables and clean up.

Under consideration is a tablescape competition: Committee will solicit donations (such as gift cards or gift baskets) from local merchants to be awarded as prizes for the tablescape competition winners. Donors will be recognized when the award is handed out. Judges TBD and potentially will include a local design expert if one can be recruited.

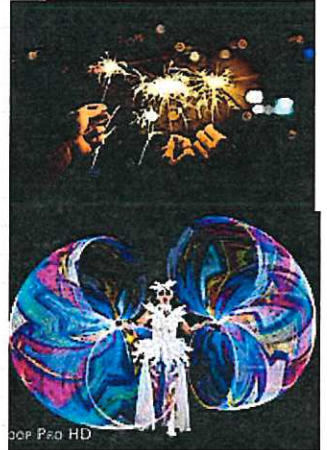
The event will start small, but with room to grow under the assumption that it will be successful. As it grows it can be moved around to different venues around the city.



Financials

With the following, the event will be self-funding and not require sponsorships from local merchants.

	A	B	C	D	E
1	INCOME:				
2	Ticket Sales				
3	Tables of 4	6	\$100	\$600	
4	Tables of 8	10	\$200	\$2,000	
5	Wine Ticket Sales	100	\$6	\$600	
6	Beer Ticket Sales	50	\$6	\$300	
7					
8		TOTAL:		3500	
9					
10	EXPENSES:				
11	Table, Chair, Linen Rental (from All Occassions Rental)**			Total (with tax)	
12	60" tables (seat up to 8)	10	10.75	\$116	
13	36" tables (seat up to 4)	6	10.75	\$70	
14	White padded chairs	107	4.2	\$485	
15	White fabric tablecloths for 60" tables	10	16	\$173	
16	White fabric tablecloths for 36" tables	6	13	\$84	
17	Damage Waiver			\$85	
18	Saturday Delivery		105	\$113	
19	Uhaul rental for storage + return			\$160	
20	Entertainment (Hoop Happy @\$150 + additional)			500	
21	Alcohol Permit			250	
22	Sparkling Toast - 18 bottles @ \$14/bottle			252	
23	Sparkling Toast - Elegant Plastic Flutes (Amazon - 140 ct)			46	
24	Wine - Bottles from Heidelberg			20	8
25	Cans of Beer (Stella Artois) from Heidelberg			3	25.59
26	Lights (Home Depot)			16 strands	52
27	Generator (3 hours of overtime @ \$50/hour)				150
28	Elegant Plastic Cups for Wine (Amazon - \$16 for 80)				52
29	Sparklers (Walmart - \$0.97/8)				16
30	Ice				20
31	Plastic Tablecloths for Wine Table (Amazon -2ct)				7
32	buckets of sand for sparkler disposal			estimated	15
33	Paper Drink Tickets (Amazon)				8.64
34	White Tyvek Wristbands (Amazon - 500ct)				9.5
35		TOTAL		\$2,984	
36	Additional Optional Expenses:				
37	White Cloth Napkins (Amazon)		\$17/24 count	\$91.75	
38	Illuminated Decorations (fairy lights and/or white LED balloons)			~\$100	
39					



under consideration is purchasing linens to be reused for future events, saving money after 2 uses.



Additional Notes





**Boards, Commissions or Volunteer Committees
Planning and Authorization Form for Events and Special Projects**

To effectively manage the event planning and approval process for all of our volunteers, this form has been put in place to create a checklist that covers the basics of any event and includes prompts to be sure policies are followed and funds are properly accounted for to meet with our audit requirements. This helps to ensure quality events that benefit the community through the cooperative working relationship between our volunteers, staff and partners.

This form is for the purpose of planning events that are to be offered by the City's Boards, Commissions or Volunteer Committees or events done in cooperation with any of these City volunteer based groups. Event cooperatives with not-for-profit entities must include a shared responsibility for resources and collaborative input into the goal and implementation of an event that benefits the Montgomery community. No City funds or resources can be committed to an outside entity for sponsorship of an event. Definitions for events, sponsorships and City resources are clarified in the policy titled Event Planning and Authorization Procedures for Boards, Commissions and Volunteer Committees. It should be stressed that the City is not a partner nor entering into a joint venture with any third party requesting a cooperative event. Such third party does not have authority to contract on the City's behalf nor commit City resources in planning a cooperative event.

For any new event, this form must be completed and submitted to Government Affairs Committee for approval 120 days prior to the event or cooperative proceeding. For any established event that is budgeted and requires the expenditure of funds or allocation of City resources, this form must be completed and submitted to the City Manager for approval 120 days prior to the event or cooperative proceeding.

- Attach a summary of the event, including a description of the City's role and contribution to the event, for consideration for approval by the Government Affairs Committee of Council or the City Manager or designee. Justify the purpose for this event using feedback data, the City strategic plan, City department goals, City mission, history of event, etc. so that there is a clearly stated need and benefit to the community of Montgomery. The summary should answer how this proposed event will add value to the services the City provides to the citizens of Montgomery.
- The attached summary should cover the event planning items listed on the reverse side of this form including liability and risk management, staffing estimations, anticipated use of City resources, compliance with governing policies, laws and ordinances and other items pertaining to the proposed event. The purpose of the list of event planning items to consider is to prompt the Board, Commission or Volunteer Committee and any item relevant to this proposed event should be detailed and explained in the attached summary.
- A spreadsheet of estimated expenses and estimated revenues should be attached for consideration in evaluating approval of the proposed event. A Services Cost Schedule is attached for better estimation of expenditures and responsible stewardship of City resources.
- If the proposed event is to be in cooperation with an outside not-for-profit organization(s), please attach an explanation of that organization(s) intended mission or purpose for the event and include a basic summary of why cooperating with this organization(s) is beneficial to the success of the event and the service to the community.

AUTHORIZATION:

Board/Commission/Volunteer Committee making request: Montgomery Sister Cities Commission

Event Manager (must be present at event): Matthew Vanderhorst

Date Submitted for Review (must be 120 days prior to the proposed event): January 10, 2022

**New Event or Existing Budgeted Event with
Changes from Previous Format**

**Events that are funded within the City Budget for
Receiving Expenditures of City Funds, Facilities, Staff
time and resources.**

Government Affairs Committee

City Manager

Date _____

Date _____

EVENT PLANNING ITEMS TO CONSIDER:

Venue for event: park reserved shelter or lodge
 rented venue City building annex other _____

Staffing needs: commissions/board members service department
 police department fire department administration department
 volunteers outside sponsored organization(s) contracted staffing

Outside documents needed: insurance certificates workers' comp. certificate
 purchase orders waiver forms inspections (health or fire departments)
 rental paperwork (dumpster, blockades, portalets, booths, tents, tables, inflatables, etc.)
 permits (electrical, signage, tents, alcohol, street closure, parades, fires, etc.)

Promotional opportunities desired:
 city website magazines city bulletin
 radio/TV local papers bulletin boards mailer
 flyers posters email blue signs
 other signs other Social Media

Consider deadlines for each of these options as well as costs and effectiveness in reaching target market. The Content of City Produced Communications policy will be followed and may limit publicity through City communication vehicles.

Event Management:
 risk management City liability contracts needed
 cancellation option traffic control setup/cleanup staffing
 notice to residents crowd control City policy, code, ordinances that impact
 recycling containers legal considerations with law director input needed

Revenue Planning:
 Participant Fee: Tickets sold by the table. Ten tables for up to 8 available at a cost of \$200/table and six tables for up to 4 at a cost of \$100/table. Individual tickets will not be sold. Additional drink tickets may be pre-ordered at a cost of \$6/ticket, which is the same cost of drinks at Bastille Day. (Est. # of Participants 100)
 Vendor Participation Fee of \$ _____ ea. (Est. # of Vendors _____)
 Sponsors (Projected Sponsor Revenue \$ _____)
**Fundraising Policy, if applicable, will be followed.*
 Grants \$ _____ (attach Grant schedule or award receipt)
 Cooperative Planner Contribution of \$ _____
 Budget Account # or Fund 485.000.4351

Feedback method: survey on site survey mailed survey emailed website survey
**include information from guests, vendors, staff, volunteers, participants (Standard evaluation form attached)*
Date to be solicited May 11, 2022 Date to follow-up June 13, 2022

Expenditures to be paid from:
Board/Commission/Volunteer Committee Budget Account
485.000.4351
485.000.5997
Cooperating organization(s) Montgomery Sister Cities Commission

Follow-up items at conclusion of the event: follow-up on feedback
 thank you notes bulletin article Friday update
 intranet sponsor kits other _____

Note that the policy on Event Planning and Authorization Procedures for Boards, Commissions and Volunteer Committees requires a follow-up summary assessment of the event or special project, including evaluative feedback, be submitted within eight (8) weeks after the event.

For office use: Date received with approval: _____ Staff Initials _____
Date summary received: _____ Staff Initials _____

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City of Montgomery
Government Affairs Committee Minutes
January 10, 2022

Present

Brian Riblet, City Manager
Tracy Henao, Asst. City Manager
Matthew Vanderhorst, Community and Information Serv. Dir.
Connie Gaylor, Clerk of Council

City Council Committee Members Present

Chris Dobrozsi, Chair
Ron Messer
Sasha Naiman

The Government Affairs Committee of Council convened its meeting for January 10, 2022 at 4:30 p.m. with Mr. Dobrozsi presiding.

New Business

Appointments and Reappointments of Boards and Commission Members

Mr. Riblet explained to the Committee that on December 1, 2021, City Council approved Ordinance #9, 2021 recognizing and formally establishing the Diversity and Inclusion Commission. He explained that as a result of the creation of the Commission that the members now needed to be appointed to the Commission. He explained that the Diversity and Inclusion Commission shall consist of seven (7) members who shall be residents of the City appointed by City Council with staggering terms commencing February 1 in the appropriate year of appointment. Initially, four (4) persons shall be appointed for a term commencing February 1, 2022, who shall serve until January 31, 2024, and three (3) persons shall be appointed for a term commencing February 1, 2022, who shall serve until January 31, 2025. Mr. Riblet stated that staff recommends the Government Affairs Committee consider the following as the first appointed members of the Diversity and Inclusion Commission:

Steve Coppel	2-year term
Priya Viswalingham	2-year term
Juan Molina	2-year term
Lydell Carter	2-year term
Chip Harrod	3-year term
Umama Alam	3-year term
Benny Miles	3-year term

Mr. Riblet added that Mrs. Naiman would be the Council Liaison to the new commission and that they would continue to meet on the fourth Tuesday of each month at 4:00 p.m. He stated this would ensure continuity from when the Diversity and Inclusion Committee was initially meeting so that others would continue to come as they normally had.

Mr. Messer moved to appoint the Diversity and Commission members as recommended by staff. Mrs. Naiman seconded. The Committee unanimously agreed.

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City Council Government Affairs Committee Minutes
January 10, 2022
Page 2.

Ms. Gaylor explained that there were also several members of the Arts Commission and Sister Cities Commission who needed to be reappointed. She stated the following members and terms:

Elise Williams to the Arts Commission with a term ending on January 31, 2025
Christine Genovese to the Arts Commission with a term ending on January 31, 2025
Marcallene Shockey to the Sister Cities Commission with a term ending on January 31, 2025
Blair Davis to the Sister Cities Commission with a term ending on January 31, 2025

Mr. Messer moved to appoint the members as noted by Ms. Gaylor. Mrs. Naiman seconded. The Committee unanimously agreed.

Surplus Property Disposal (Community and Information Services)

Mr. Vanderhorst explained that a list of computer equipment was provided in the packet of items that are of no use to the department due to equipment condition and obsolescence and asked the Committee to designate the items as surplus. He stated that the equipment does have value as parts and will be placed on GovDeals.com for auction. Hard drives have been removed or erased of all data and formatted according to US DoD 5220.22-M standards.

Mrs. Naiman made a motion to declare the list as surplus and to approve the sale of the items on GovDeals.com. Mr. Messer seconded. The Committee unanimously agreed.

Discussion of the City Manager Evaluation Process

Mr. Dobrozsi explained that it is time to begin the process for Mr. Riblets' annual evaluation. He recommended using Management Partners to facilitate the evaluation process as has been done in the past. He explained that he has reached out to Jerry Newfarmer of Management Partners to discuss the steps and timeline and with the agreement from the Committee will confirm with Mr. Newfarmer to begin the process.

The Committee discussed the value of having an outside firm conduct the process and advised Mr. Dobrozsi to proceed with hiring Management Partners to handle the City Manager evaluation process.

Other Business

Sons of the American Revolution Request

Ms. Gaylor explained to the Committee that Scott Freeman with the Cincinnati Chapter of the Sons of the American Revolution (SAR) reached out to her to request that the City consider the installation of 18 flag poles to display the 18 historical flags that represent the different conflicts that occurred during the Revolutionary War era. She explained that these flags are currently on display at Lytle Park in the City of Cincinnati but had to be removed due to the reconstruction at that park that will no longer be a place they can be displayed. Ms. Gaylor explained that the group will be responsible for the hanging of the flags as well as their maintenance however the cost of the poles, installation and then lowering of the flags would be the City's responsibility.

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.

City Council Government Affairs Committee Minutes
January 10, 2022
Page 3.

Staff and the Committee discussed the challenges of this request. The Committee advised staff to do more research and approved a final determination to be made at the staff level.

Trolley

Mr. Riblet explained that several years ago the City partnered with the City of Wyoming to purchase a trolley with the anticipation of jointly sharing the vehicle to use for various events and city purposes. He explained that the total cost of the trolley was \$5,000 and was split between the City and the City of Wyoming at \$2,500 each. He explained that once delivered and inspected by the City's mechanic the cost of the restoration was deemed cost prohibitive to restore for safety reasons. Mr. Riblet explained that he anticipates bringing the issue back to the Committee to declare as surplus in the future but wanted to provide background on the original purchase of the vehicle.

Emergency Operation Plan

Mr. Riblet stated that at Mr. Messer's request staff would be scheduling a Law and Safety Committee meeting in which to present an update and overview of the City's current Emergency Operation Plan for those Committee Members as well as other Council members who would like to attend. He stated this would be a broad overview as the plan is very in depth.

Mr. Messer stated that a one page document that would provide general information for Council members to know how to proceed in the event there was a need to enact the plan would be very helpful.

Mr. Riblet stated that he would work with staff to make this presentation.

Minutes

Mr. Messer moved to approve the November 8, 2021 Government Affairs Committee minutes. Mrs. Naiman seconded. The Committee unanimously agreed.

Adjournment

Mrs. Naiman moved for adjournment. Mr. Messer seconded. The Committee unanimously agreed. The Governmental Affairs Committee of Council meeting was adjourned at 5:16 p.m.

Chair