

June 16, 2023

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

FROM: Tracy Henao, Assistant City Manager *JMH*

SUBJECT: Government Affairs Committee Meeting of Monday, June 19, 2023

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, June 19 at 5:00 p.m. at City Hall. Items to be discussed include:

1. New Event Request Discussion—Please find the attached correspondence from Julie Machon, Recreation Director, requesting the Committee to consider two new events in the city as recommended by the Parks and Recreation Commission. Staff will be present to discuss this with the Committee and to obtain feedback at the meeting.
2. Public Works Surplus—Please find the attached correspondence from Gary Heitkamp, Public Works Director, requesting that the Committee consider the attached list of equipment to be declared surplus and sold on Govdeals.com. Staff will be present to discuss this with the Committee and to obtain feedback at the meeting.
3. Montgomery Bulletin and Calendar RFP Discussion—Please find the attached correspondence from Amy Frederick, Community Engagement Coordinator, outlining the Montgomery Bulletin and Calendar Request for Proposals (RFP) process and recommendation. Staff will be present to discuss this with the Committee and to obtain feedback at the meeting.
4. 2025 Calendar Theme Discussion— Please find the attached correspondence from Amy Frederick, Community Engagement Coordinator, requesting the opportunity to discuss with the Committee suggested themes of the 2025 Montgomery Calendar. Staff will be present to discuss this with the Committee and to obtain feedback at the meeting.
5. 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 March 13, 2023 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, Executive Assistant/Clerk of Council
Department Heads
File




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

Agenda
June 19, 2023
City Hall
5:00 P.M.

1. Call to Order
2. Guests and Residents
3. New Business
 - a. New Event Request Discussion
 - b. Public Works Surplus
 - c. Montgomery Bulletin and Calendar RFP Discussion
 - d. 2025 Calendar Theme Discussion
4. Old Business
5. Other Business
6. Approval of Minutes-March 13, 2023
7. Adjournment

June 15, 2023

TO: Brian K. Riblet, City Manager

FROM: Gary Heitkamp, Public Works Director & Lisa Lorenz, Recreation Specialist 

SUBJECT: New Event: The Amazing Montgomery Race

Request

It is necessary for the Government Affairs Committee of City Council to review the New Event application and consider authorizing the proposed event.

Background

The Parks and Recreation Commission seeks to host a new event that would showcase our Montgomery parks. The Commission would like to propose a race fashioned after the show *The Amazing Race*, which would take participants to our parks and businesses in Montgomery. The name of the event would be *The Amazing Montgomery Race*.

The proposed event date is September 30, 2023, to not interfere with other City events or potential conflicts. The target audience is groups of residents that are friends or family members. The required age for participants is 18 years old. The proposed location is the various parks of Montgomery and various Montgomery businesses.

Members of the Parks and Recreation Commission have provided a report that outlines the details of the event to include vision, locations, timeline and estimated costs. Expenses would be minimal and funds in the Parks and Recreation Commission could be utilized. The Parks and Recreation Commission could seek donations from participating businesses. The report and City Event Authorization Form are attached.

Recommendation

The Montgomery Parks and Recreation Commission seeks consideration and approval of *The Amazing Montgomery Race* as a new way to showcase our parks and businesses.



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: Parks and Recreation Commission

Event Manager (must be present at event): Lisa Lorenz

Date Submitted for Review (must be 120 days prior to the proposed event): June 2023

**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 – Parks and Rec comm
☐ notice to residents ☐ crowd control ☐ City policy, code, ordinances that impact
☐ recycling containers ☐ legal considerations with law director input needed

Revenue Planning:
☐ Participant Fee: \$20 per team
(Est. # of Participants 100)
☐ Vendor Participation Fee of \$ _____ ea. (Est. # of Vendors _____)
☐ Sponsors (Projected Sponsor Revenue \$ _____ Potential ending party at MPH)
**Fundraising Policy, if applicable, will be followed.*
☐ Grants \$ _____ (attach Grant schedule or award receipt)
☐ Cooperative Planner Contribution of \$ _____
☐ Budget Account # or Fund 101-301-5402

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 _____ Date to follow-up _____

Expenditures to be paid from:
Board/Commission/Volunteer Committee Budget Account
101-301-5402

Cooperating organization(s) _____

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 _____

The Montgomery Amazing Race

Event Details

- Event date – September 30, 2023; Time 2-5PM
- Register by September 1, 2023, on Rec1
 - Provide team name and size.
 - Entire team must fit in one vehicle.
- \$20.00 registration fee per team
- 18 and over, at least one team member must be 21.
- Estimating 25 – 30 teams (100 -125 participants)
- Prizes
 - Business Gift Cards
 - Montgomery Pool 20 visit pass
 - Limited time membership to TriHealth Pavilion

Use registration fees to purchase grand prize.

The Race

- All teams start at Weller Park
- The order of locations for the teams vary to better disburse the teams.
 - Teams are provided the clue for the next location upon successful completion of the challenge at the current location.
- Once all challenges are completed, the Team gets a final clue that leads them to the final location where they can claim their prize

Locations

Parks

- **Weller (START)**
 - Challenge
 - Go on an old-fashioned Scavenger Hunt. Find the rock with the Montgomery logo on it.

- **Dulle**
 - Clue
 - This location is popular on the Pickleball circuit.
 - Challenge
 - Find painted rock along the creek
- **Johnson Nature Preserve**
 - Clue
 - This location is considered an urban forest and neighbors a University of Cincinnati research center
 - Challenge
 - Find the Amy and Andrew Mott anniversary brick and take a picture of it.
- **Montgomery**
 - Clue
 - The Volunteer Walk of Fame is located in this park.
 - Challenge
 - Take a picture sitting next to the late Gerri Harbison statue
- **Pfeiffer**
 - Clue
 - You will find a statue here that was donated to Montgomery by the founder of Montgomery Cyclery
 - Challenge
 - Take water from one bucket and fill another using a sponge.
- **Pioneer**
 - Clue

This location was named for people who traveled here from New York along the Sycamore Creek. It has gardens that are shaped like butterflies.

- Challenge
 - Go fishing for ducks. Find a duck with the number 5 on the bottom
- **Swaim**
 - This park was formerly a golf course.
 - Challenge
 - Make a putt into the bucket

Possible Businesses to Involve

- We will work with businesses to come up with a challenge.
 - **MPH** (end of race party)
 - **Corner Pub**
 - Challenge
 - Stein slide
 - **Haute Chocolate**
 - Clue
 - Slightly off a main path, you can find delicious confections, including one based on the Ohio state tree, [here](#).
 - **Euro Café**
 - **Aglemesis Bros.**
 - Clue
 - This icy and sweet shop was started by two brothers from Sparta, Greece.
 - **TriHealth Pavilion**
 - **Montgomery Quarter Restaurants**
 - **Twin Lakes**
 - **Taglio's**
 - **Universalist Church**
 - Clue
 - This building has its key imprinted across dozens of bricks that were used to construct the building.
 - Challenge
 - Take a video of your entire team ringing the bell together

Amazing Race – Parks and Rec

Parks involved:

Dulle

Johnson Nature Preserve

Montgomery Park

Pfeiffer

Weller

Pioneer

Swaim

Businesses:

Taglio's

Corner Pub

Haute Chocolate

Montgomery Inn

Bridal Shop

Euro Café

Aglemesis

Other:

Universalist Church

MQ

June 12, 2023

TO: Tracy Henao, Asst. City Manager
FROM: Gary Heitkamp, Public Works Director *DH*
SUBJECT: Surplus Items

The public works department is requesting that the following items be declared as surplus by the Government Affairs Committee of City Council. If approved as surplus, the items will be sold through GovDeals.com.

<u>ITEMS</u>	<u>APPROX. VALUE</u>
Lockers (5 sets of 3)	\$350
Building entry doors (2 each) (Terwilliger Lodge old doors)	\$200
3000 Gallon Tank (damaged, minor leak)	\$400
Stihl Chain Saw (battery powered)	\$50
Ford Ranger tailgate and bumper	\$500
Hanging Baskets (old style)	\$100

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

June 16, 2023

To: Brian Riblet, City Manager

From: Amy Frederick, Communications and Engagement Coordinator

AF

Subject: Recommendation for the 2024-2025 Montgomery Bulletin and 2025 Annual Calendar Design and Printing Contract

Introduction

The City of Montgomery produces the Montgomery Bulletin and annual City calendar to inform residents and businesses of city services, new businesses, decisions, and upcoming events. For residents, the printed Bulletin remains the preferred choice for getting City information. The Bulletin has grown to a 16-page, full-color quality newsletter with eye-catching graphics and images.

The current agreement with Think Patented ends on October 31, 2023. The cost to publish the Bulletin and the City Calendar in 2022 was \$67,673.

The City received request for proposal responses from the following three vendors for publishing the monthly Bulletin and the annual City Calendar. Peerless Printing was also contacted, but they elected not to submit a proposal.

Vendor	Bulletin	Calendar	Total
Graphic Village	\$41,668.08	\$14,305.00	\$55,973.08
Think Patented	\$45,984.00	\$12,355.00	\$58,339.00
Quality Publishing	\$64,350.48	\$14,368.23	\$78,718.71

From the above table, you can see that Think Patented and Graphic Village offered very competitive bids. While competitive in price, staff feels the quality of design and printing, ease of editing, and proven delivery reliability lies with Think Patented.

Recommendation

Staff asks City Council to approve Think Patented as the City's partner for designing, producing, printing, and mailing the 2023-2024 Montgomery Bulletin and the 2024 Calendar based on the estimates provided and the proven product quality. Staff will also continue the internal conversation on the sustainability of communication publications, shorten the articles, and adjust for increasing printing, postage, and design costs.

June 16, 2023

TO: Brian K. Riblet, City Manager

FROM: Amy Frederick, Communications and Engagement Coordinator *AF*

SUBJECT: 2025 Calendar Theme

Background

During the 2021 City Calendar process, it was decided that the Government Affairs Committee should approve the annual calendar theme. Arts Commission Member and Sycamore High School Art Teacher, Elise Williams, asked if the theme could be chosen early in the school year to allow time for the students to complete the project.

Below is a list of potential 2025 calendar themes generated by the Calendar Planning Committee.

What's your favorite Montgomery Event?

1. Request residents to submit photos (both old and new) of their favorite events. Ideas include Harvest Moon, Holiday in the Village, Independence Day Parade, DogFest, Touch A Truck, etc.
2. Calendar Planning Committee members will select various photos and provide them to the art teacher in the fall.
3. Residents who submit pictures would also be asked for a quote to describe why this event is their family's favorite or why they enjoyed the moment so much.

Other Ideas

1. Montgomery Parks: Highlight a different park each month. Some parks will be featured in multiple months.
2. The Faces of our Commissions: Student art would feature commission projects.
3. All about Montgomery Quarter

Recommendation

Staff recommends the Government Affairs Committee provide feedback and select the proposed 2025 City Calendar theme.

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
April 10, 2023

Present

Brian Riblet, City Manager
Tracy Henao, Asst. City Manager
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 April 10, 2023 at 4:30 p.m. with Mr. Dobrozsi presiding.

New Business

Facilities and Corporate Signage

Ms. Henao explained that Staff has been working with Kolar Design on proposed designs for new City facilities and corporate signage in accordance with the brand standards adopted in September of 2020. She explained that included in their packets was a power point presentation that would provide an overview of the 2019 branding process that serves as a foundation for the design project that includes updating and creating new facility and corporate signage throughout the city limits.

Ms. Henao explained that the purpose of this meeting was to present material selection as well as the design system to the Committee. She stated that staff would like to obtain feedback and approval for both to provide direction to staff in the continued process of design development of the signage from the Committee.

Ms. Henao explained that along with Mr. Riblet, Kevin Chesar, Community Development Director, and Mike Rogers, Asst. Public Works Director, they met with Kolar Design to discuss the materials and design. She stated that what was before them today were the results of these meetings.

Ms. Henao explained that when determining the look of wayfinding signs, the team considered the use of materials in the past such as brick and rod iron. She added that all signage would follow the 2019 brand guidelines in the selection of colors. Ms. Henao discussed with the Committee the proposed shape styles of the signs. For the cantilever wayfinding sign she discussed a sling style frame that was suggested to hold directional and area signage such as for public parking or to mark the Montgomery Quarter.

Ms. Henao presented the facility signage that would be of a larger scale. Among the four options presented staff liked options 1 or 2 that had a masonry cornice of different shapes on top and under the building sign. She pointed out that Kolar recommended option #1 as it was traditional yet progressive with the shape of the cornices. She added that Kolar also recommends using the circular logo but "city of" can be added above the facility location name. She added that staff was split on adding "city of" as it could get lost on the sign, but staff were fine with it or without it.

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Mr. Riblet stated that staff and Council have spent a lot of time and money on the rebranding and during that process that he felt Council did not stretch too far in the new branding so he felt option #2 would be more traditional and fall in line with the branding.

Mr. Dobrozsi asked if the base of the sign would be brick or limestone.

Ms. Henao explained that the design could include both. She added that the panel would have external illumination with HDU (high density urethane) with routed letters. She explained that Kolar is envisioning a metal panel with vinyl letters.

Mr. Messer asked which material would hold up better.

Ms. Henao replied that in regard to maintenance there would not be much difference between the HDU material and the metal panel.

Mr. Dobrozsi stated that the price difference between the materials is not very big.

Mr. Riblet stated that he felt it would be an issue of what looked traditional or modern.

Mr. Dobrozsi stated that he looked at the level of detail. He stated that the difference is a more substantial base with a flat sign or a simple base with a detailed sign. He added that he did not like options 3 or 4.

Mr. Messer stated that he liked options 1 and 2 but was leaning towards #2.

Mrs. Naiman stated that she did not like options 3 or 4 and originally liked option #2 but is leaning towards option #1, depending on the materials.

Ms. Henao asked how the Committee felt with having "City of" on the signs.

Mr. Riblet stated that he felt the sunburst would have to be shrunk in order to increase "City of" or you would not see it.

Mr. Dobrozsi asked if the full address needed to be used.

Ms. Henao replied that the Code requires the street number and name on signs.

Mr. Dobrozsi asked what staff's preference was. He asked if the numbers could be placed somewhere else on the sign and to also add the street number to the buildings. Staff and the Committee discussed this.

The Committee and staff discussed the materials being monument width on the sign. Mr. Dobrozsi pointed out that the top cornice would not be masonry due to the weight of it. If the sign material were to be a metal panel, it would likely be 2 metal panels mounted on a frame then onto the base to create the proper width. Mr. Dobrozsi stated that he was leaning towards a design that was more simplistic.

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Mr. Riblet added that having a brick base along with the logo would recognize the history of the brick and lamppost that has always been in the brand.

Mr. Dobrozsi stated that he liked the combination of a flat panel and applied letters.

Ms. Henao explained that the major building signs would be more appropriate in size and dimension to the building and lot size.

Ms. Henao confirmed with the Committee that they liked options 1 or 2, more detail on the base and less on the sign face, retain depth on the sign base, include both "City of" and the entire street number and name on the sign.

Mr. Dobrozsi confirmed that these were just prework pictures.

Ms. Henao agreed he was correct in that the team and Kolar originally discussed the presented designs. She stated that there was still work to be done before a final design was chosen and that an update would be given to the Committee in the future.

Mr. Messer asked what type of signs Madeira has.

Mr. Dobrozsi stated he thought theirs were brick. Mr. Dobrozsi asked how many signs would have to be done.

Mr. Riblet stated there were 8 corporation limit signs. Ms. Henao stated there would be 15 monument signs to include all buildings and park entrances.

Ms. Henao explained that the signs would most likely be done in phases as the funds were worked into the budget.

Other Business

Mr. Messer displayed a flyer he had received from Madeira that had a QR code on it that linked to all events. He asked if we had thought about doing something similar.

Mr. Riblet stated that he thought that sign came from the Chamber of Commerce in Madeira.

Mr. Dobrozsi stated that they also do a lot through social media.

Ms. Henao explained that the Montgomery Chamber of Commerce utilizes email blasts to disburse information. She stated that they do not have the funds to produce and send out mailers that the City would have to fund that type of project.

Mrs. Naiman stated that when all the Montgomery Quarter (MQ) activities begin to occur that we need to emphasis all those activities to drive attendance to the new area.

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Mr. Riblet explained that staff have been cautious with the programming at the MQ to allow the restaurants to open and become operational. He stated that in the next phase there would be areas that will be more activity focused. Mr. Riblet added that staff is discussing whether bringing in a new full time/part time person in the recreation department to help with the programming or outsourcing those services would be more beneficial.

Mrs. Naiman asked if there would be open park space and not just a pathway between the buildings and phases of the development.

Mr. Riblet explained that the center of Block 3 will be activity driven. He stated this 'activity alley' will connect the south end to the park. He explained that would provide a great deal of opportunity for activities.

Ms. Naiman asked the percentage of the existing structures were rented,

Mr. Riblet replied approximately 80%.

Minutes

Mr. Messer moved to approve the March 13, 2023 minutes. Mrs. Naiman seconded. The Committee unanimously agreed.

Adjournment

Mr. Messer moved for adjournment. Mrs. Naiman seconded. The Committee unanimously agreed. The Governmental Affairs Committee of Council meeting was adjourned at 5:19 p.m.

Chair