

November 10, 2023

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

FROM: Brian Riblet, City Manager *BKR*

SUBJECT: Government Affairs Committee Meeting of Monday, November 13, 2023

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, November 13 at 4:30 p.m. at City Hall. Items to be discussed include:

1. Arts Commission-Food Tour Event—Please see the attached memorandum from Julie Machon, Recreation Director regarding a request to consider a new event sponsored by the Arts Commission. Staff will be present to discuss the request and to obtain feedback at the meeting.
2. Service to the Community Grant Discussion—Staff would like the opportunity to discuss the Service to the Community Grant with the Committee and to obtain feedback on the future of the program.
3. Surplus Equipment-Community and Information Services—Please find attached correspondence from Matthew Vanderhorst, Community and Information Services Director requesting the Committee to consider a list of computer equipment as surplus. If approved, the equipment will be listed on GovDeals.com for auction.
4. 2024 Community Leadership Forum/Mental Health Fair— Staff would like the opportunity to discuss the 2024 Community Leadership Forum/Mental Health Fair 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 October 9, 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
November 13, 2023
City Hall
4:30 P.M.

1. Call to Order
2. Guests and Residents
3. New Business
 - a. Arts Commission-Food Tour Event
 - b. Service to the Community Grant Discussion
 - c. Surplus Equipment-Community and Information Services
 - d. 2024 Community Leadership Forum/Mental Health Fair
4. Old Business
5. Other Business
6. Approval of Minutes–October 9, 2023
7. Adjournment

November 7, 2023

TO: Brian K. Riblet, City Manager
FROM: Julie Machon, Recreation Director
SUBJECT: Montgomery Food Walking Tour Proposal

Background

The Montgomery Arts Commission seeks to implement a “Food is Art” walking tour to spotlight Montgomery as being a place for great dining and atmosphere. The Commission would like to propose a walking tour visiting Montgomery restaurants and adding a touch of history along the route.

The proposed event date is Saturday, April 27, 2024, to not interfere with other City events, student graduations, spring break, and other potential conflicts. The target audience is adult residents, and the proposed location is downtown Montgomery.

A member of the Arts Commission participated in a food tour in Cincinnati in 2023 and provided information to the Commission to assist with the ideas in creating it.

The City Event Authorization Form is attached.

Scenario 1:

Start at Universalist Church, Forno Osteria, Artemis Mediterranean Bistro, Z Place, Taglio, Montgomery Quarter: Bru Burger, Livery, Kozue, Kitchen Social

Scenario 2:

Start at Universalist Church, European Café, Montgomery Inn, Napa Kitchen, and the Montgomery Quarter: Bru Burger, Livery, Kozue, Kitchen Social

Recommendation

The Montgomery Arts Commission seeks consideration and approval of a *Food Walking Tour* as a way to celebrate Montgomery as being a place for great dining and atmosphere.

**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: **Arts Commission**

Event Manager (must be present at event): **Arts Commission Members, Staff Liaison**

Date Submitted for Review (must be 120 days prior to the proposed event): **November 8, 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 **X other: start/end at Universalist Church**

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

Outside documents needed: **X insurance certificates** _____ workers' comp. certificate
_____ purchase orders **X 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:
X city website _____ magazines **X** city bulletin
_____ radio\TV _____ local papers _____ bulletin boards
_____ flyers _____ posters **X** email
_____ other signs **X** 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 **X City liability (part of the contract) X contracts needed (from restaurants)**
_____ 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:
X Participant Fee: (Est. # of Participants 20 per tour x \$20-\$40 per person, depending on expenses such as prizes or giveaways)
_____ 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 \$ _____
X Budget Account # or Fund **485.000.5998**

Feedback method: _____ survey on site _____ survey mailed **X** survey emailed _____ website survey
*include information from guests, vendors, staff, volunteers, participants (Standard evaluation form attached)
Date to be solicited **April 28, 2024** Date to follow-up (with restaurants, the following week, the week of April 29)

Expenditures to be paid from:
Board/Commission/Volunteer Committee Budget Account
485.000.5998
Cooperating organization(s) **Montgomery Arts Commission**

Follow-up items at conclusion of the event: **X follow-up on feedback**
X thank you notes _____ bulletin article _____ Thursday 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 _____

November 7, 2023

TO: Brian Riblet, City Manager

FROM: Matthew Vanderhorst, Community and Information Services Director

SUBJECT: Surplus Equipment

Request

The following computer equipment is of no use to the department due to equipment condition and obsolescence and should be designated as surplus by the Government Affairs Committee of City Council.

Manufacturer	Model	Quantity	Serial Number	Type
Aruba	S2500-48P	2	BZ0008851 BZ0008847	Network Switch
Aruba	S2500-24P	1	BY0011276	Network Switch
Aruba	S3500-48P	1	AW0000365	Network Switch
Meraki	MR16	1	Q2DD-D5DP- XUXP	Wi-Fi Access Point
Cisco	Meraki MR26	1	Q2HD- 3Y2YGVM7	Wi-Fi Access Point
Cisco	Meraki MR12	2	Q2CD-FAJG- C2EW Q2CD-3AKA- A5BT	Wi-Fi Access Point
Cisco	Meraki MR18	5	Q2GD-QMYF- TKYL Q2GD-Z5GZ- YPBA	Wi-Fi Access Point

This 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.

If you have any further questions, please do not hesitate to contact me.

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
October 9, 2023

Present

Brian Riblet, City Manager
Paul Wright, Police Chief
Connie Gaylor, Clerk of Council

City Council Committee Members Present

Chris Dobrozsi, Chair
Sasha Naiman
Ron Messer

The Government Affairs Committee of Council convened its meeting for October 9, 2023 at 4:30 p.m. with Mr. Dobrozsi presiding.

New Business

Fire Department Surplus

Chief Wright explained that included in the Committees packet's is a request to declare a list of equipment as surplus due to the age or condition of the equipment. He explained that replacement hose and extrication equipment are already received and installed. Chief Wright also explained that the 2005 Spartan/Summit Fire Engine is also well beyond its useful years. He explained that staff researched the value of the vehicle and found it is approximately \$35,000. He stated that if approved, it is planned to place the vehicle on GovDeals.com and sell it in an "as is" condition. He added that the new truck will be in service soon. It has been received but the final touches are being done to get it in service.

The Committee discussed the equipment and request. Mr. Messer made a motion to declare all listed items as surplus to be sold on Govdeals.com. Mrs. Naiman seconded. The Committee unanimously agreed.

2023 Holiday Card Selection

Mr. Riblet presented several holiday card choices to the Committee to select as this year's card to be sent out on behalf of the City. After discussion and review of the images, Mr. Messer made a motion to select image #6, an image of a Christmas ornament with the Neuilly Plaisance Plaza photo inlaid inside the ornament. Mrs. Naiman seconded. The Committee unanimously agreed.

Law Director and City Manager Evaluations

Staff presented a timeline for the upcoming Law Director and City Manager evaluations and discussed the process of each evaluation and time frames to the Committee. Mr. Dobrozsi stated that he would reach out to Mr. Donnellon to discuss and begin his process as well as reach out to Baker Tilly regarding the City Manager evaluation process. He stated he would follow up with Ms. Gaylor to confirm the details and assistance.

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.

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Other Business

Mr. Riblet explained that he had a few items for other business. He stated that as typically done when a Council Member retires, staff is recommending to host an open house reception in honor of Mr. Cappel on November 15 prior to the meeting, from 5:00 to 6:00 p.m. He added that information would be added to November Bulletin to invite the public to attend.

Mr. Riblet stated that a large commercial Christmas Tree has been ordered to place at MQ Park. He stated that this tree would not take away from the live tree that is used for the tree lighting ceremony but will add to the festivities of the season at the Montgomery Quarter.

Mr. Riblet stated that he had a good conversation with a local Rabbi who has offered to help research adding the lighting of a menorah to the holiday festivities. He stated that while he did not think it would happen this year that he would be working with her and other staff to research the feasibility of adding it next year.

Minutes

Mrs. Naiman moved to approve the August 14, 2023 minutes. Mr. Messer 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 5:02 p.m.

Chair