

March 10, 2017

TO: City Council Member Gerri Harbison, Chair
Government Affairs Committee of City Council

FROM: Wayne S. Davis, City Manager *WSD*

SUBJECT: Government Affairs Committee Meeting of Monday, March 13, 2017

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, March 13 at 4:00 p.m. at City Hall. Items to be discussed include:

1. Review of Proposed Tchotchke Items—Staff would like to discuss the design and purchase of tchotchke items to be used for special presentations and tokens of appreciation to City partners, volunteers and visitors. Please see the attached memorandum further detailing these items.
2. Review of Board and Commission Expiration Terms—Staff would like the opportunity to discuss an amendment to the Board and Commission Ordinances to reassign the expiration terms of all Board and Commission members to occur on the same date. This will ease the administration of these terms, which come before the full City Council and sometimes before Committees of City Council.
3. Update on Hiring Processes—Please find attached correspondence from Police Chief, Don Simpson recommending the hiring of personnel for the police department. Chief Simpson will be present to discuss this request with the Committee at Monday's meeting. In addition to this request, staff will provide an update on other hiring processes within the City.
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 9, 2017 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: Government Affairs Committee Members (2)
Mayor and City Council Members (4)
Connie Gaylor, Administrative Coordinator
Department Heads
File

Agenda

**March 13, 2017
Montgomery City Hall
10101 Montgomery Road**

4:00 P.M.

- 1. Call to Order**
- 2. New Business**
 - a. Review of Proposed Tchothcke Items
 - b. Review of Board and Commission Expiration Terms
 - c. Update on Hiring Processes
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes— January 9, 2017**
- 6. Adjournment**

March 10, 2017

To: Wayne S. Davis, City Manager

From: Matthew Vanderhorst, Community and Information Services Director *mj*

Subject: Proposed Gift Items

Request

Over the years, the City has used a variety of items to serve as gifts for visitors, volunteers and partners of the City. These gifts have included umbrellas, coffee cups, hats, blankets, keys to the City and various other items. The City's inventory of these gifts has dwindled over the years and staff has taken advantage of this opportunity to research and recommend updated options. As these gifts will be given out primarily by City Council, we would like City Council's feedback on the items we would plan to purchase for this purpose.

Background

During the past several years the inventory of City gift items has been depleted for such uses as gifts for visiting Sister Cities delegation members, donations and promotional gifts. Staff has researched the following items to be considered by the Committee for purchase for special circumstances as well as for general purposes. Please see attached photos and descriptions.

<u>Item</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Approximate Total Cost</u>
Challenge Coins – 1.75"	100	\$3.50	\$600.00 + shipping and set up cost
TrackR	50	\$17.29	\$938.50 + shipping
Key to the City 5 1/2" Gold Keys with 6" x 4" Black Box	1	\$43.50	This does not include setup and design fees
8 3/4" x 3 3/4" Rosewood Box	1	\$35.00	This does not include setup and design fees
Solid Hat	24	\$8.25	Includes embroidery
Mesh Back Hat	24	\$13.00	Includes embroidery
Ladies Visor	24	\$8.50	Includes embroidery
City Umbrellas	25	\$10.00	\$250.00 + shipping
Mugs-45518	72	\$5.85	\$500.00
Mugs-45515	72	\$6.85	\$550.00

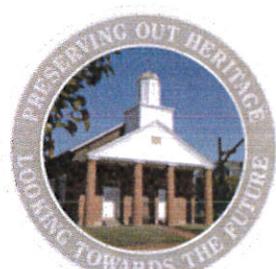
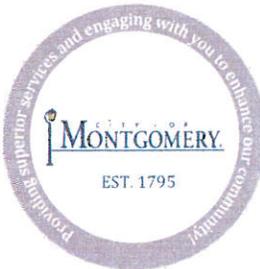
The approximate expenditures will total \$5,500 depending on the number and type of items ordered.

Recommendation

Staff is requesting feedback from the Government Affairs Committee regarding our approach with these gifts and is requesting that the Government Affairs Committee carry this forward to the full City Council for their feedback and guidance.

Draft 1

Brainstorming Ideas



Polished Silver
Recessed Silver
■ Pantone 7687 C
Full Color CMYK w/ Epoxy
Size: 1.5"

Draft 2

Narrowing Down The Design

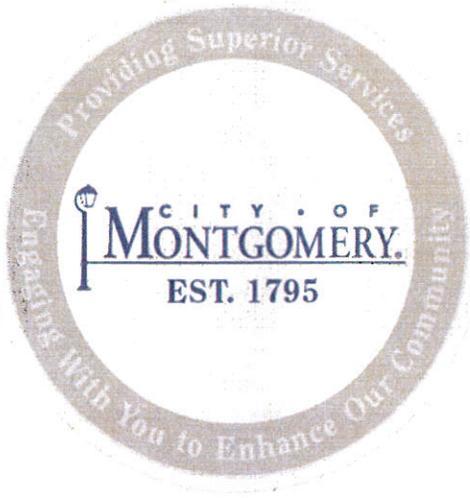


-  Polished Silver
 -  Recessed Silver
 -  Pantone 7687 C
- Full Color CMYK w/ Epoxy
Size: 1.75"



"Antiqued"
Size: 1.75"

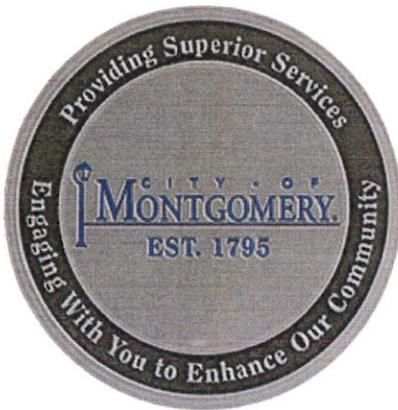
Draft 3 – Final Candidates



- Polished Silver
 - Recessed Silver
 - Pantone 7687 C
- Full Color CMYK w/ Epoxy
Size: 1.75"

Option 1

Option 2



"Antiqued"
Size: 1.75"

TrackR

Color Options With Logo

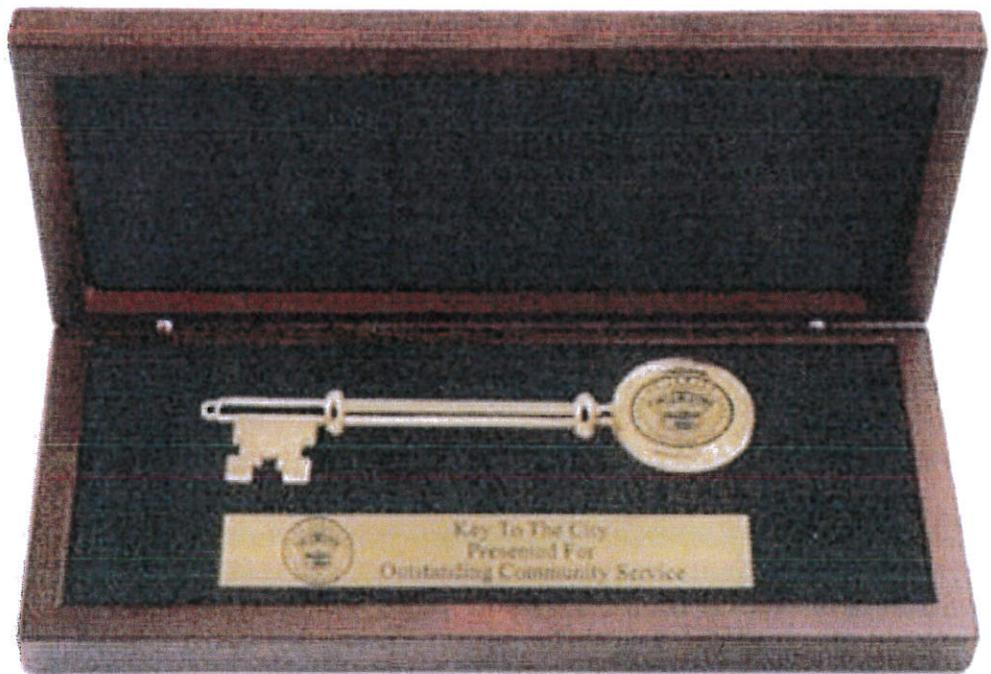


What is the TrackR

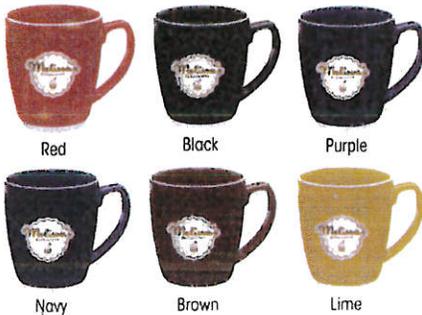
TrackR is a thin aluminum device that connects to a smartphone app using bluetooth. From the app a user can “ring” the TrackR or from the TrackR, a user can “ring” their phone. Other TrackR features include:

- Distance indicator: As you search for your item, the TrackR app will show if you're getting closer to those pesky keys.
- Family sharing: Track and ring the same TrackR bravo from multiple phones. It's perfect for shared items like the remote, shared car keys or the family pet.
- Separation Alerts: Custom separation alerts notify you when you're about to leave your item behind.
- Crowd Locate Network: When another TrackR user is within Bluetooth range of your lost item, you will receive a location update.





45518C
Orange



45518 Purple, Black, Brown, Lime, Navy
45518C Red, Orange

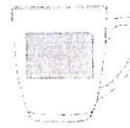
Large Color Bistro with Accent Mug—20 oz.

- White base and halo
- Glossy exterior/interior
- 20 oz. capacity when filled to the rim

Material: Ironstone Ceramic

Product Size: 5-1/2" w x 4-9/16" h x 4-1/8" dia.

Decoration Method/Area:



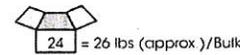
- Standard: Screen Print:**
Front (only) 3" w x 2" h; max. 3 colors
- Optional: Screen Print:**
Back (only) 3" w x 2" h; max. 3 colors,
Front & Back 3" w x 2" h Each; max. 2 colors,
Wraparound 9-1/4" w x 2" h; max. 2 colors

Set-Up Charge: Screen Print \$50(g)

Additional Color: \$0.35(g) per color, per piece

Production Time: 5 business days. Each additional color, add 1 business day

Note: To prevent breakage this product must ship in a damage-resistant box, add \$6.25(g) per box (including proofs); Some geometric shapes and logos may distort due to product shape



QTY	72	144	288	576	1008	
45518	\$6.38	6.17	5.99	5.86	5.72	5C
45518C	\$7.69	7.49	7.29	7.16	7.02	5C

Price includes 1-color imprint, 1 location

45515

Matte Barrel with Color Mug—17 oz.

- Great barrel shape with colorful interior
- Matte-finish exterior
- 17 oz. capacity when filled to the rim

Material: Ironstone Ceramic

Product Size: 5-5/8" w x 4-1/2" h x 4" dia.

Decoration Method/Area:



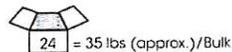
- Standard: Screen Print:**
Front (only) 3-1/4" w x 1-1/8" h; max. 3 colors
- Optional: Screen Print:**
Back (only) 3-1/4" w x 1-1/8" h; max. 3 colors,
Front & Back 3-1/4" w x 1-1/8" h Each; max. 1 color,
Wraparound 9-1/4" w x 1-1/8" h; max. 1 color

Set-Up Charge: Screen Print \$50(g)

Additional Color: \$0.35(g) per color, per piece

Production Time: 5 business days. Each additional color, add 1 business day

Note: To prevent breakage this product must ship in a damage-resistant box, add \$6.25(g) per box (including proofs); Due to the decorating process, there may be unavoidable scratches with matte-finish mugs; Some geometric shapes and logos may distort due to the shape of the mug



QTY	72	144	288	576	1008	
45515	\$6.86	6.05	5.87	5.74	5.61	5C

Price includes 1-color imprint, 1 location

45515
Black/Orange



Black/Lime

Black/Blue

March 10, 2017

To: City Council Member Gerri Harbison, Chair
Government Affairs Committee of City Council

From: Wayne S. Davis, City Manager *WSD*

Subject: Board and Commission Term Expiration Dates

Request

It is requested that the Government Affairs Committee of City Council consider an amendment to the Board and Commission Ordinances to reassign all non-Chartered Commissions created by City Council to a term ending on January 31 of every year.

Background

After a review of the Board and Commission reappointment processes by staff, it was determined that it would be more efficient and consistent to align all Boards and Commissions to have consistent term expiration dates. The Arts, Beautification and Tree, and Sister Cities Commissions all have terms that expire on February 28, which differs from all other Boards and Commissions. After a review of past processes, staff is not aware of a specific need for this staggering of terms and finds it would be easier for tracking purposes to conduct all appointments at the same time. This change would only affect Commissions that are created by an Ordinance and will not affect those created by Charter. Staff would recommend that in the future if Charter amendments are required that consideration would be given to changing all term expirations to March 31. This change would give the Boards and Commissions time to hold meetings outside of the holidays in which applicants could attend the required meetings, allow new City Council Members to become better acquainted with their Liaison duties for the Board and Commission to which they are assigned, and would still work within the schedule parameters of the election of officers and Chair Updates to City Council.

Recommendation

Staff recommends approval of the amendments to the Board and Commission Ordinances for all non-Chartered Commissions created by City Council to a term ending on January 31 of every year.

March 1, 2017

To: Wayne Davis, City Manager

From: Don Simpson, Police Chief



Subject: Hiring of Personnel

Introduction

As you are aware we are currently working to hire two (2) police officers to fill vacant positions within the police department. Captain John Crowell and I feel it would be in the best interest of the City to consider hiring a total of four (4) officers during this process if the candidates successfully pass all phases outlined by the Civil Service Commission.

Background

The police department currently has two vacant police officer positions and the hiring process for these openings remains underway. As you are aware, in addition to these positions I have tendered my letter of intent to retire from the City effective June 17, 2017. Additionally, Police Officer Greg Schill has shared verbally his plans to retire in August of 2017.

Our recent round of interviews identified several potential candidates currently eligible through civil service who have scored well up to this point in the process. Recognizing the many steps remaining in the hiring process (listed below) we feel pursuing four (4) candidates would benefit the City by minimizing the amount of time the department would be under staffed.

Remaining hiring process:

- Background investigation
- Written offer of employment contingent upon satisfactory completion of final screening steps
- Polygraph examination
- Psychological evaluation
- Physical examination

Each of these steps is dependent upon the availability of the applicant and the individual service provider. Scheduling of these exams and waiting on the results can extend the hiring process for several weeks. Additionally, once completed the applicant traditionally extends a two-week notice to his/her current employer which further extends our hiring period.

Logistically the department would need to stagger the start dates for each candidate to allow for the assigned field training officers to rotate through each shift. This would also add time to the hiring process.

We recognize our recommendation may temporarily add one or two positions to the police department, depending upon the total amount of time of the hiring process. After examining the budget for salary and personnel we feel any overlap or temporary additional staffing would not adversely impact our budget. This overlapping of staff would be offset by the savings from the two (2) open positions we have endured up to this point of the 2017 budget cycle.

The intent of this request is not to create any additional positions, rather it is to take advantage of an on-going hiring process, with known vacancy(ies) upcoming in the department. If our current candidates remain candidates through our internal vetting, hiring four patrol officers will help us to minimize the impact of anticipated turnover because of my retirement and other announced retirement plans. The City's police department at the beginning and end would still only be authorized to employ 21 uniformed officers as presented and approved in the 2017 Budget.

We have discussed this with Human Resources Manager Julie Prickett and she agrees with our recommendation to pursue the feasibility of hiring four candidates.

Should you have any 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. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Governmental Affairs Committee Minutes
January 9, 2017

Present

Wayne Davis, City Manager
Matthew Vanderhorst, Community and Information Services Director
Faith Lynch, Community Engagement Coordinator
Julie Kipper, Customer Service Representative

City Council Committee Members Present

Gerri Harbison, Chair
Lynda Roesch
Craig Margolis

The Governmental Affairs Committee of Council convened in the City Hall Conference Room at 4:00 p.m. with Mrs. Harbison presiding.

Update on Community Leadership Forum

Faith Lynch, Community Engagement Coordinator, updated the Committee on the details and the proposed agenda for the Community Leadership Forum scheduled for Saturday, February 4, from 8:15 to 11:00 a.m. The forum will be held at the Bethesda North Hospital, Golder Conference Room I & II. Ms. Lynch stated that there will be brief introductions from Mayor, Chris Dobrozsi; City Manager, Wayne Davis; and Barb Boyne, CEO of Bethesda North Hospital; followed by panel discussions that will include representatives from Twin Lakes, Bethesda North Hospital, Montgomery Ohio Chamber of Commerce and Sycamore Community Schools.

The Committee approved the Community Leadership Forum agenda.

Service to the Community Grant Update

Faith Lynch and Matthew Vanderhorst updated the Committee on suggested amendments to the Service to the Community Grant program guidelines and application packet, and reviewed the six-month progress reports submitted by the 2016 – 2017 grantees, Operation Give Back and The Montgomery Farmers' Market.

Mr. Vanderhorst explained that the reports prompted staff to review the grant guidelines and modify some of the language. The dates were updated to reflect corresponding dates in 2017, and a notation was included stating that the dates in the timeline are subject to change according to changes in the Government Affairs Committee and City Council's schedule.

Ms. Lynch clarified updated language regarding reporting procedures per the grant guidelines. The new language reads, "The agreement shall specify how the funds will be used and require that, upon completion, the grantee give a detailed report on the outcomes of the projects including the expenditures and funds remaining. Any funds remaining shall be returned to the City consistent with the grant agreement."

Ms. Lynch stated that on page 19 of the grant guidelines, additional language was added requesting that the final report submitted by the grantee, include documentation of how the City of Montgomery was recognized for the support. The language reads, "Documentation of the recognition given to the City of Montgomery for the support provided through this grant."

Ms. Roesch inquired about the efforts being taken to promote the grant program to other organizations in the area.

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City Council Government Affairs Committee Minutes

January 9, 2017

Page 2.

Ms. Lynch stated that an article will be included in the February Montgomery Bulletin, and that staff can submit a press release to the Community Press' Northeast Suburban Life newspaper.

Mr. Vanderhorst stated that The Community and Information Services Department and the Service to the Community Grant team is recommending approval of the Service to the Community Grant application guidelines as amended. These updates to the grant application builds on the tradition and intended purposes of the grant program, while clarifying language and intent.

Mr. Margolis moved to approve the Service to Community Grant application guidelines as amended. Ms. Roesch seconded. The Committee unanimously approved.

Update on Recommended Re-Appointments to the Arts and Sister Cities Commissions

Mrs. Harbison discussed with the Committee the suggested re-appointments to the Arts and Sister Cities Commissions with terms ending February 2, 2017.

Mrs. Harbison requested a motion to reappoint Rosalee Ritchie to the Arts Commission and Jody Ballah, Dina Schmid and Jack Wild to the Sister Cities Commission with terms expiring February 28, 2020.

Mr. Margolis moved to reappoint Rosalee Ritchie to the Arts Commission and Jody Ballah, Dina Schmid and Jack Wild to the Sister Cities Commission. Ms. Roesch seconded. The Committee unanimously agreed.

Approval of Minutes

Mr. Margolis moved to approve the December 12, 2016 Government Affairs Committee minutes. Ms. Roesch seconded. The Committee unanimously agreed.

Adjournment

Mr. Margolis moved for adjournment. Ms. Roesch seconded. The Governmental Affairs Committee of Council meeting was adjourned at 4:26 p.m.

Chair