CITY OF MONTGOMERY

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Memorandum

August 5, 2016

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

FROM: Wayne S. Davis, City Manager

SUBJECT: Government Affairs Committee Meeting of Monday, August 8, 2016

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, August 8 at 4:30 p.m. at City Hall. Items to be discussed include:

1. Montgomery Arts Commission—Family Paint Night Event—Please find attached correspondence from Brian Riblet, Public Works Director and Julie Machon, Recreation Coordinator, requesting that the Government Affairs Committee consider the approval of a "Phone Free Friday-Family Paint Night" Event for 2017. Staff will be prepared to review the details of the proposed program and answer any questions the Committee Members may have.

2. Review of the Blue Zone Project—Staff will be present to discuss the details of the Blue Zone Project as depicted in the books provided by Montgomery resident Mike Hawkins.

3. 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 April 25, 2016 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

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

Agenda

August 8, 2016
Montgomery City Hall
10101 Montgomery Road

4:30 P.M.

1. **Call To Order**

2. **New Business**

   a. Montgomery Arts Commission – Family Paint Night Event
   b. Review of Blue Zone Project

3. **Old Business**

4. **Other Business**

5. **Approval of Minutes**– April 25, 2016

6. **Adjournment**

August 4, 2016

To: Wayne S. Davis, City Manager

From: Brian Riblet, Public Works Director BKR
Julie Machon, Recreation Coordinator JM

Subject: Montgomery Arts Commission "Phone Free Friday - Family Paint Night", New Event Proposal

Background:

A kids and family art program was ranked third highest in what residents would like to see offered based on the last Cultural Arts survey completed in 2014. During the annual Arts Commission retreat held last summer, members of the Commission felt that a kids and family program would be valuable to add to the Arts Commission lineup. The Commission researched and discussed the implementation of a new family art program during the Arts Commission meetings this year.

The goal of "Phone Free Friday – Family Paint Night" is to continue to support the arts by presenting a family program to residents in Montgomery and the Greater Cincinnati community, in Terwilliger Lodge with minimal costs to the City and to the attendees.

The proposed program would offer a two-hour, evening workshop on Friday, January 27, 2017 taught by Jacqui Rohner from I.C.I. Studio. Ms. Rohner has offered to sponsor the workshop by providing instruction and materials such as a canvas for each person, paint and brushes. There would be a fee of $5 for each person and we could accommodate up to 30 people.

The revenue generated from the $5 registration fee per person would be paid to I.C.I Studio to help defray their costs. Other anticipated expenses requested from the Arts and Amenities budget would include refreshments for participants in case they are unable to obtain sponsorship of those items and to provide for plastic to protect the tables, chairs and carpet inside Terwilliger Lodge. There are no other anticipated expenses for this program.

Recommendation:

Based upon the Cultural Arts survey, staff believes the proposed "Phone Free Friday – Family Paint Night" will provide another quality arts opportunity to residents and respectfully request the Government Affairs Committee of City Council to authorize the proposed event.

I.C.I. STUDIO Family Painting Workshop

EVENT PLANNING ITEMS TO CONSIDER:

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

Staffing needs:
_____ police department ✓ commissions\board members _____ fire department _____ volunteers _____ partnership organization(s) _____ service department _____ administration department ✓ contracted staffing (staff liaison, JUNE machon)

Outside documents needed:
_____ purchase orders _____ insurance certificates ✓ workers comp. certificate, Recreation contract _____ 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:
_____ radio\TV ✓ city website _____ magazines ✓ city bulletin ✓ flyers ✓ local papers _____ bulletin boards _____ mailer _____ other signs ✓ posters _____ email _____ blue signs _____ other _____

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

Revenue Planning:
✓ Participant Fee of $ 5.00 ea. (Est. # of Participants 30) 15 adults 15 children
_____ Vendor Participation Fee of $ 150.00 ea. (Est. # of Vendors 1)
✓ Sponsors (Projected Sponsor Revenue $ 935.00)
**Fundraising Policy, if applicable, will be followed.*
_____ Grants $ _____ (attach Grant schedule or award receipt)
✓ Cooperative Planner Contribution of $ I.C.I. 935.00
_____ Budget Account # or Fund _____

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
ICI $935.00 sponsor
$5.00 per participant
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 8 weeks after the event.

9/27/17

Return completed form with approval signatures to the City Recreation Director for record and to your staff liaison for budgeting purposes. Keep a copy of form for reference by the Board \ Commission \ Committee. Standard evaluation form attached for your use. After the event, submit a summary of the event including evaluative feedback results.

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

City of Montgomery Arts Commission Program Proposal

Sponsor:
I.C.I. Studio, LLC
10754 Montgomery Road
Cincinnati, OH 45242

Contact Information:
(513) 888-7353
info@ici-studio.com
www.ici-studio.com

Program Title: I.C.I. Studio Family Painting Workshop

Duration: 2 hours

Description: This workshop is an introduction to traditional painting for all levels of artists—no experience is required. The instructor will guide the participants through step-by-step instruction to produce their very own painting. We will use a featured painting that will provide the design outline that will be executed onto canvas. We allow the participants artistic freedom through the entire process and they will be taught appropriately how to think outside of the creative box. This is a great bonding experience for parent(s) and child(ren) alike!

Cost to Arts Commission (paid to I.C.I. Studio):
$5.00 for all participants (Total fee to I.C.I. Studio = **$150.00**) **Value per seat: $35.00**
Seating for **30 people** (15 Adults and 15 children)

This program is intended to provide a creative outlet and experience between one **parent/guardian** and one **child age 8 or over.** Reservations are required, as space is limited and will be given on a first come first serve basis.

Inclusiveness: Accommodations can be made for participants with both physical and mental disabilities. The studio must be notified in advance of any participant that requires special accommodation.

I.C.I. Studio agrees: Sponsorship value: **$1,085.00 - $150.00 = $935.00)**

1) To provide an Artist to teach a 2-hour painting.
2) To provide a 16 X 20 canvas to all participants to paint on and take home at the end.
3) To provide all art materials including brushes, paint and aprons required for the Event.
4) To set up and clean up all art materials.
5) To provide music as additional entertainment for the event.
6) To enter all participants in a **$35.00 certificate** giveaway to be used for any creative service at I.C.I. Studio, LLC. Winner will be announced at the end of the event.

I.C.I. Studio requests:

1) A location to host the event.
2) Access to enough tables and chairs for the participants as well as a sink during the event.
3) Snacks, cookies and/or possible catering to be provided by another sponsor for the event.

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 Affair Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Governmental Affairs Committee Minutes
April 25, 2016

Present
Wayne Davis, City Manager
Connie Gaylor, Clerk of Council
Matthew Vanderhorst, Communications and Information Services Director
Brian Riblet, Public Works Director
Julie Machon, Recreation Coordinator

City Council Committee Members Present
Gerri Harbison, Chair
Craig Margolis
Lynda Roesch

The Governmental Affairs Committee of Council convened in Council Chambers at 4:30 p.m. with Mrs. Harbison presiding.

Service to Community Grant Recommendations for 2016

Mr. Vanderhorst explained to the Committee that at the December 14, 2015, Government Affairs Committee of Council, the Community and Information Systems Department recommended that the Committee approve the new Service to the Community Grant and guidelines intended to build on the tradition and intended purpose of the former Community Engagement Grant while formalizing the process, increasing awareness of the grant in the community and broadening the scope of the funded projects.

By the deadline of April 1, two applications were filed for the Service to the Community Grant. Operation Give Back and Montgomery Farmers' Market both requested funding for two new projects.

Operation Give Back

Mr. Vanderhorst explained that according to the grant application, Operation Give Back (OGB) is a non-profit organization providing after-school and summer programs in academic subjects and life skills for economically-disadvantaged children (grades 1-8) in the Sycamore Community Schools district. OGB's mission is to help students learn, grow and realize their full potential and contribute to society. It is important to note that Operation Give Back was 'born' in Montgomery in 2002 by Lee and Wendetta Langston, who began helping kids after school in the basement of their Montgomery home. Over the last 14 years, the organization has grown and now serves 40 children each day in a 6,000 square foot facility.

Operation Give Back has requested $1,500 to offer education programs to the parents of the students they serve. These education programs would reinforce learning on life skills, self-help, goal setting and achievement. The total cost of the program is $4,500, but they have requested that the City of Montgomery fund one-third of the program as one-third is consistent with the number of participants from Montgomery.

The Service to the Community Grant team recommends that the program be funded at the requested amount of $1,500. The team believes that Operation Give Back provides a valuable service to the less fortunate in the community as well as a pronounced volunteer opportunity in which volunteers can see first-hand the difference they are making in others' lives. Second, Operative Give Back has a strong partnership with the Sycamore Community Schools. Strong community partnerships, beyond partnering with the City, is a foundational element of this grant and the City's community engagement initiatives.

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Montgomery Farmers' Market

Mr. Vanderhorst explained that the Montgomery Farmers' Market is seeking grant assistance from the City of Montgomery to implement a new program to accept Supplemental Nutrition Assistance Program (SNAP) benefits at the market.

The City of Montgomery is supportive of the Montgomery Farmers' Market and has provided grant funding to the Market in 2011, 2013, 2014 and 2015. The City has also provided capacity support when possible. The Farmers' Market has grown each year and is a vital and popular feature in the community. The City of Montgomery has joined the WeThrive Initiative and providing SNAP benefits through a farmers' market is one of the key strategies outlined in the Chronic Disease pathway. Funding this project of the Montgomery Farmers' Market will assist the City in meeting the terms of the WeThrive Initiative. It also provides valuable services to low-income families' access to fresh produce and food.

City staff recommends funding for this project of $1,500. This will cover the expense for security paper, design services, consultant services and advertising of SNAP acceptance by vendors. This amount will not cover the expense for the wooden nickels or the IPad as staff believes that both are unnecessary for the success of the program and these expenses could be covered by market vendor fees.

Mr. Vanderhorst stated that if the Committee approves this expense, we will ask that in providing recognition to the City of Montgomery, in addition to adding the following language to all promotional items including signage, we also ask that the Farmers' Market also include WeThrive recognition.

Mr. Margolis asked what the original intent of the grant was.

Mr. Vanderhorst replied that the original grant was for engagement purposes only but after the Strategic Plan Retreat the focus was shifted to include a component of service to residents.

Ms. Roesch moved to approve both the Operation Give Back and Montgomery Farmers' Market grant requests. Mr. Margolis seconded. The Committee unanimously approved.

Surplus Property Disposal (Community and Information Services)

Mr. Vanderhorst discussed the submitted request to the Government Affairs Committee to designate a list of equipment as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.

Mr. Margolis moved to designate all equipment included in the submitted list as surplus. Ms. Roesch seconded. The Committee unanimously agreed.

Montgomery Arts Commission Spring Live at the Uni Series, New Event Proposal

Ms. Machon explained that during the annual Arts Commission retreat held last summer, members of the Commission felt that a second, Spring Live at the Uni series would be valuable to add to the Arts Commission lineup. The Commission researched and discussed the implementation of the new series and feels that it would be effective to build upon the current Fall Live at the Uni Series promotions and sponsorship by including the proposed 2017 Spring Live at the Uni Series in those promotions.

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The goal of the Spring Live at the Uni Series is to continue to support the performing arts by presenting a music series to residents in Montgomery and the Greater Cincinnati community, in Universalist Church with minimal costs to the City and to the attendees.

The proposed event would offer three "Live at the Uni" evenings in 2017: March 13, March 24 and April 10. For the Fall 2015 and 2016 series, the Arts Commission has attracted Twin Lakes as a season sponsor. In addition, we currently offer complimentary hors d'oeuvres at post-concert receptions through in-kind contributions from Montgomery Inn.

Mr. Peter Miller of the Arts Commission stated that the Montgomery Inn contributes $400 in sponsorship at each event. He stated that the Cincinnati Pops and the Cincinnati Symphony Orchestra have both contacted him to inquire about participating in future events.

Mr. Margolis moved to approve the 2017 Spring Live at the Uni event. Ms. Roesch seconded. The Committee unanimously agreed.

Other Business

Mr. Davis provided an update regarding the training provided by Tony Gardner regarding the High Performing Organization model. The Committee discussed the outcomes and work that would be focused on as a result of the training.

Approval of Minutes

Ms. Roesch moved to adopt the March 14, 2016 Government Affairs Committee minutes. Mr. Margolis seconded. The Committee unanimously agreed.

Adjournment

Ms. Roesch moved for adjournment. Mr. Margolis seconded. The Governmental Affairs Committee of Council meeting was adjourned at 5:30 p.m.

_____
Chair