

September 9, 2016

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, September 12, 2016

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, September 12 at 4:30 p.m. at City Hall. Items to be discussed include:

1. 12 Days of Christmas—Please find attached correspondence from Julie Machon, Recreation Coordinator, regarding the 12 Days of Christmas program that was initiated in 2015. Julie will be present to discuss the proposed continuation of the program in 2016.
2. Surplus Property Disposal (Community and Information Services)—Please find attached correspondence from Matthew Vanderhorst, Community and Information Services Director, requesting that the Government Affairs Committee declare the attached list of miscellaneous equipment as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.
3. Annual Evaluation of the Law Director—Staff would appreciate the opportunity to discuss the proposed timeline (attached) for the annual evaluation of the Law Director.
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 August 8, 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

Agenda

**September 12, 2016
Montgomery City Hall
10101 Montgomery Road**

4:30 P.M.

- 1. Call to Order**
- 2. New Business**
 - a. 12 Days of Christmas
 - b. Surplus Property Disposal (Community Information Services)
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes– August 8, 2016**
- 6. Adjournment**

September 8, 2016

To: Wayne S. Davis, City Manager
From: Julie Machon, Recreation Coordinator *gm*
Subject: 12 Days of Christmas in Montgomery

Background:

The 12 Days of Christmas in Montgomery was a new program planned and implemented in 2015. The Montgomery Chamber of Commerce, business owner Jewels by Jules and recreation staff, partnered together to plan and implement this new activity. The first 12 days of December were filled with promotions and activities by various businesses in Montgomery. Posters advertising this program were hung throughout Montgomery as well as other advertising methods such as the Montgomery Bulletin and social media.

Recreation staff called and spoke with four businesses in August 2016 to gather feedback on the new program. This feedback included that each business would participate again, their response to their particular activity was low and that earlier promotional time was needed.

Staff would appreciate the opportunity to discuss with the Government Affairs Committee of City Council and seek feedback on this program.

September 8, 2016

TO: Wayne Davis, City Manager

FROM: Matthew Vanderhorst, Community and Information Services Director *MJV*

SUBJECT: Surplus Equipment

The following listed 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	Serial Number	Type
HP	LaserJet P2035n	CNB9S45672	Printer
Acer	Veritron	14900647330	PC

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.

UD Timeline for Law Director Evaluation – 2016/2017

September 30 – Terry to provide status update of 2016 goals and proposed 2017 goals to Gerri

October 7 – Gerri will forward this information and 360 Feedback form to staff participating in the 360 process

October 21 - Staff returns completed 360 to Gerri along with any other suggested goals

October 28 – Gerri will send all information out to City Council along with their 360 form to complete

November 4 – City Council returns completed form to Gerri

November 11 – Gerri will send out copies of completed evaluations to City Council

November 16 - City Council meets in Executive Session to discuss the evaluation, goals and wages

November 16 - Resolution set for Work Session agenda for assignment to council member for reading at business session

Gerri and Wayne will meet with Terry to discuss comments received

December 7 - Resolution on business session agenda

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
August 8, 2016

Present

Wayne Davis, City Manager
Connie Gaylor, Clerk of Council
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.

Montgomery Arts Commission—Family Paint Night Event

Ms. Machon explained to the Committee that 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 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.

Ms. Machon also explained that 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.

Mr. Margolis moved to approve the addition of this program as a new event sponsored by the Arts Commission. Ms. Roesch seconded. The Committee unanimously agreed.

Review of the Blue Zone Program

Mr. Davis explained to the Committee that at the request of resident Mike Hawkins, City staff and some Council members read the book, the *Blue Zones Solution*, as provided by Mr. Hawkins. Mr. Davis explained that the program of wellness as stated in the book has many similarities to that of the WeThrive! Initiative, that the City currently supports and partners with the Hamilton County Public Health Department on. Mr. Davis stated that after speaking with Tony Buettner, that he felt that Mr. Buettner was looking for a higher level of partnership than what the City could provide.

Ms. Gaylor stated that she has reached out to Kim Chelf, Health Educator with the Hamilton County Public Health Department, to request that Ms. Chelf share the information depicted in the book and pass along to Health Commissioner, Tim Ingram and other staff. She stated that the book and information is currently being reviewed by staff in the Public Health Department.

Ms. Machon stated that she, as well as Recreation Specialist, Sarah Fink, had both read the book and had concerns that the author was instructing a specific diet yet was not a registered dietician.

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City Council Government Affairs Committee Minutes

August 8, 2016

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The Committee discussed the scope of the program as well as the costs and stated that City Council supports the WeThrive! Initiative and the partnership that has been formed with Hamilton County.

Ms. Roesch stated that she felt it was also not in the best interest of the City to assign additional staff time to further explore this program on top of the WeThrive! Initiative and the City's current Wellness Program.

The Committee concluded with the decision that this program is not the right fit for the City at this time.

Other Business

Mrs. Harbison stated that Arts Commission member, Peter Miller has submitted his resignation from the Commission and that an article would be posted in the next Montgomery Bulletin to fill the vacant seat. The Committee discussed adding language into the Boards and Commission Training Manual that addresses the proper process for how to resign from a Commission.

Mr. Davis updated the Committee on the upcoming Village of Montgomery, New York, trip on September 10, 2016. He stated that Julie Prickett and Ben Shapiro are making arrangements to attend the General Montgomery Days parade along with Marcellene Shockey and possibly Jack Wild from the Sister Cities Commission.

Mrs. Harbison and Mr. Margolis both confirmed their attendance on the trip as well.

Approval of Minutes

Mr. Margolis moved to adopt the April 25, 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 5:20 p.m.

Chair