

October 7, 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, October 10, 2016

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, October 10 at 4:00 p.m. at City Hall. Items to be discussed include:

1. Holiday Card Contest—Staff will be present to provide an update on the Holiday Card Contest and to present the Arts Commission's top four recommendations for the Holiday Card artwork.
2. Montgomery Farmers Market and Arts Commission Event—Council Member Harbison requested that the Committee consider a proposal made by the Arts Commission as a result of their Strategic Planning Retreat held on Saturday, October 1.
3. Discussion of Board and Commission Logos— Council Member Harbison requested that the Committee consider a request made by the Arts Commission to review the current design of the logos of the City's Boards and Commissions.
4. Review of the City Hall Use Policy—The City's policy on Use of City Facilities by Outside Organizations, Policy Number VII-25, was discussed at the September 12 Government Affairs Committee meeting. The policy has been proposed for further discussion and is attached for review.
5. Surplus Property Disposal (Police Department)—Please find attached correspondence from Police Chief, Don Simpson, requesting that the Government Affairs Committee declare the attached lists of vehicles as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com, public auction or be destroyed.
6. 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 September 12, 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

**October 10, 2016
Montgomery City Hall
10101 Montgomery Road**

4:00 P.M.

- 1. Call to Order**
- 2. New Business**
 - a. Holiday Card Contest
 - b. Montgomery Farmers Market and Arts Commission Event
 - c. Discussion of Boards and Commission Logo's
 - d. Review of the City Hall Use Policy
 - e. Surplus Property Disposal (Police Department)
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes— September 12, 2016**
- 6. Adjournment**

October 7, 2016

To: Wayne S. Davis, City Manager

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

Subject: Holiday Card Contest

Background:

Each year, City Council and the City of Montgomery send out holiday cards to those who have served or enhanced the community during the past year.

In 2015, Montgomery City Council asked the Arts Commission to coordinate an art contest, to generate some new choices for the card's front panel. Selected for the 2015 holiday card was an original work by Montgomery resident Dick Close. Mr. Close's art was chosen from a field of about a dozen entries. It depicts a bright, sunny holiday scene in downtown Montgomery. He received recognition as the artist on the cards, as well as a Montgomery-themed gift basket.

The contest was held again in 2016 and 15 entries were received from three participants. The Montgomery Arts Commission carefully reviewed the entries during their Arts Commission meeting and selected four cards to be presented to the Government Affairs Committee of City Council for their review and selection.

Recommendation:

Based upon the entries received, the Montgomery Arts Commission proposes the top four entries and respectfully request the Government Affairs Committee of City Council to select the photo for the 2016 Holiday Card.

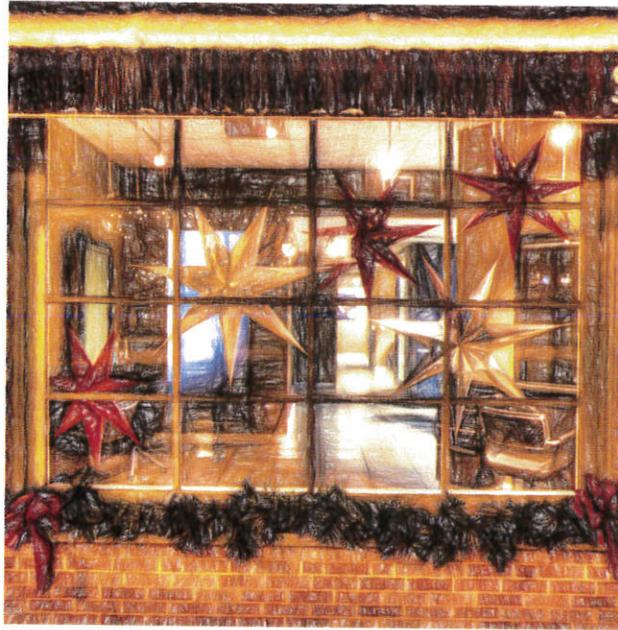
The top 4 picks below were selected by the Montgomery Arts Commission and they are in no particular order of preference.



Arts Commission members suggested the "fog" be taken off this photo.

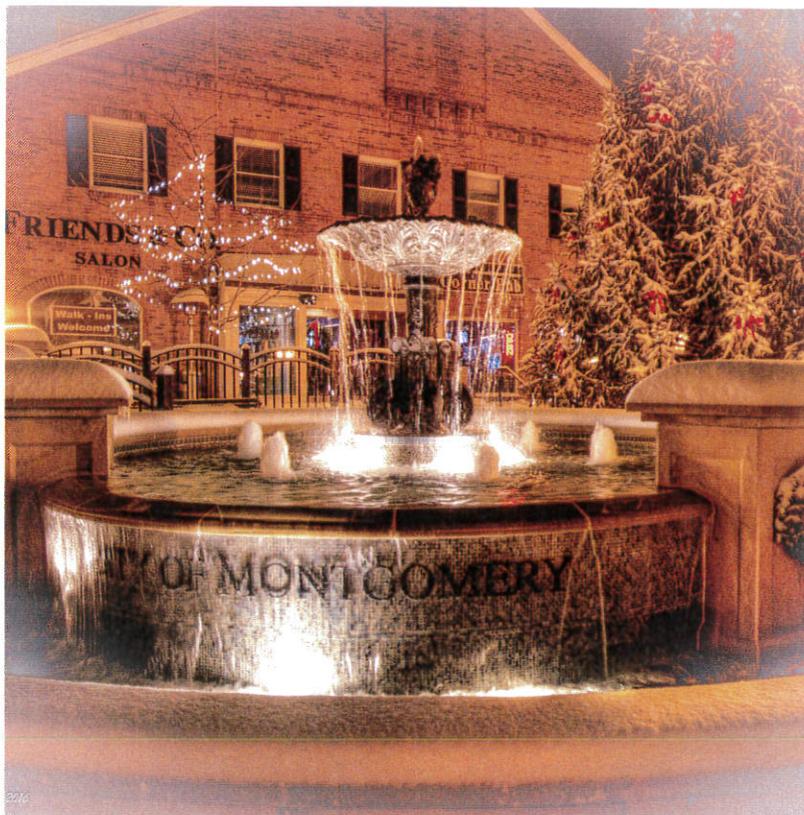
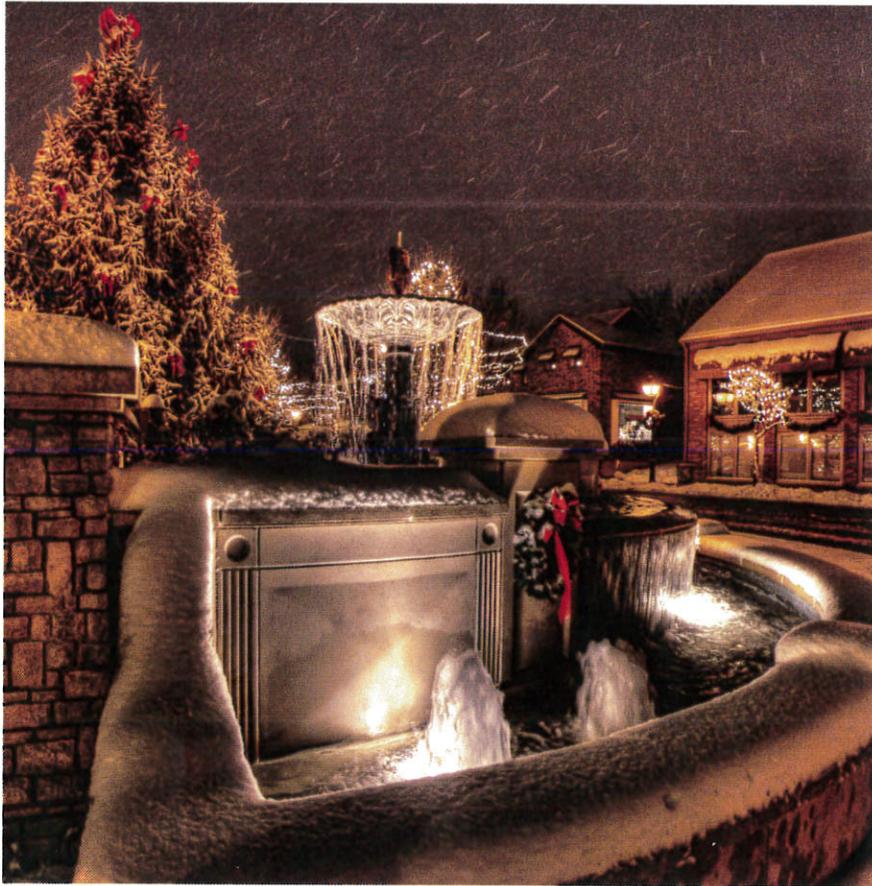


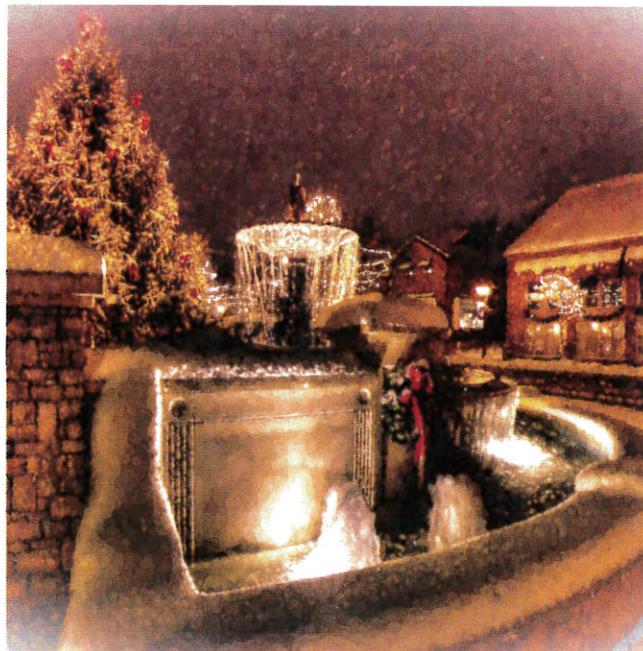
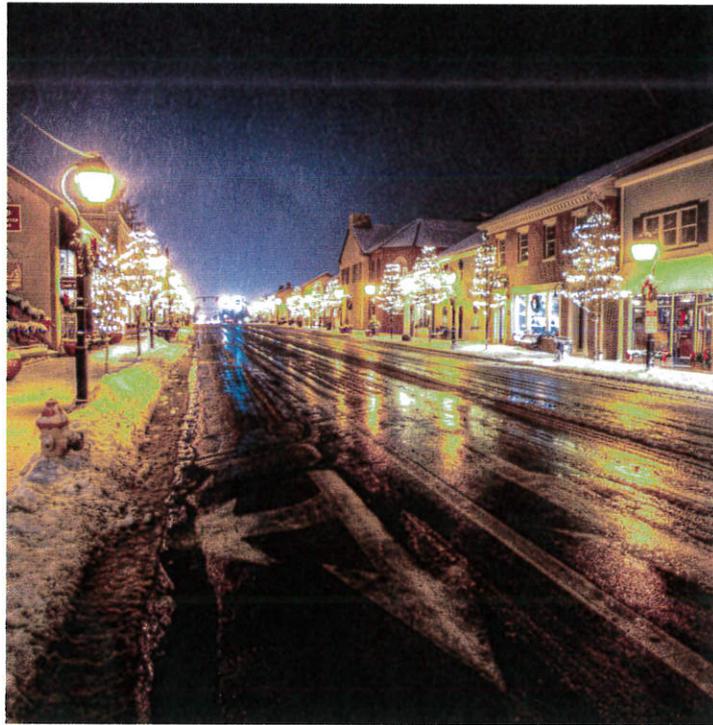
Top 4 picks continued.



The rest of the entries that were submitted into the contest are included below and on the following pages.







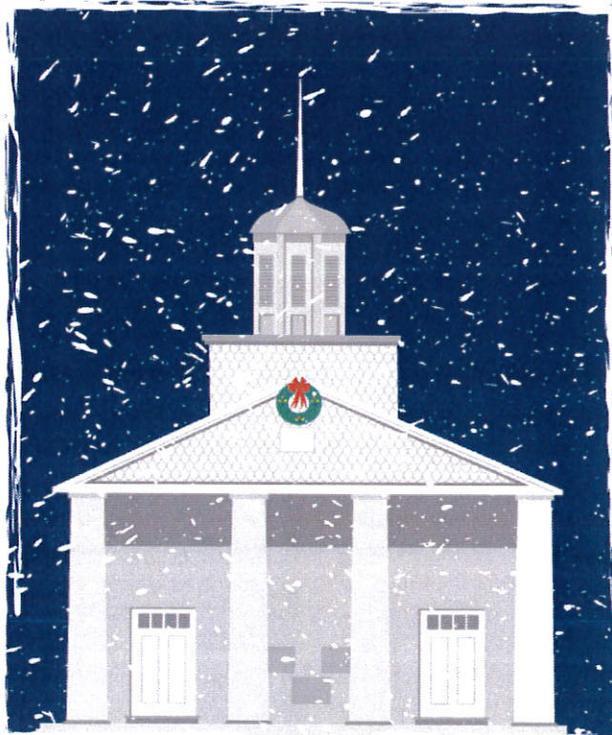






Designed By: Phil Oliver

Happy Holidays



HAPPY HOLIDAYS



Policy No: VII-25

Effective Date: August 2009

Revision Date:

Policy Number VII-25: Use of City Hall Facilities by Outside Organizations

Purpose:

To establish a policy for the use of City Hall facilities, including Council Chambers and the conference room, to be able to prioritize scheduling and to secure and preserve property within City Hall.

Policy/Procedure:

There is a growing demand for the use of City Hall facilities for the official business of the City. As a result, there is a need to establish a policy to prioritize scheduling for City Hall use and to preserve and protect the assets within City Hall. To that extent, Council has established this policy to limit the use of City Hall facilities and to provide the procedure to appropriately secure those facilities.

City Hall facilities, including the conference room, Council Chambers, kitchen, etc. are reserved for the use of the business of the City. These uses include meetings of the City Council and its committees, the Board and Commissions appointed by City Council and their subcommittees, and staff for meetings related to the City's business. These uses are primary and shall be given a scheduling preference over all other activities during both regular business hours of City Hall and after hours.

The City Hall facilities also may be scheduled and used for other official government functions including elections conducted by the Hamilton County Board of Elections, census work, government training programs, public meetings by State and local government agencies serving the City, and State or Federal elected officials convening Town Hall meetings for the business of the government. All governmental organizations without an official City Council member, staff member, or board or commission liaison must comply with the rules and requirements of the City Hall Usage Agreement and complete such form prior to usage of the facility (see attached.) City Hall facilities are available Monday through Thursday.

City Hall facilities also may be scheduled and used by not-for-profit organizations serving the City of Montgomery when such organization has a member of the City Council, its Boards or Commissions, or administrative staff formally appointed by the City to serve in a representative capacity on behalf of the City to such organizations. Examples of these organizations include the OKI Regional Council of Governments, the Sycamore Community School District Planning Committee, the Hamilton County Planning Partnership, and the Blue Ash/Montgomery Symphony Orchestra. In these situations, the official representative appointed by the City to such organization shall take the responsibility for scheduling, meeting oversight, and opening and securely closing the building at the close of the meeting. City Hall facilities are available Monday through Thursday.

Not-for-profit organizations, defined above, wishing to utilize City Hall facilities, must provide proof of their not-for-profit status, if requested. Additionally, reservations for such organizations may be made no sooner than 14 days in advance of the requested meeting date; however, City Council and other city-related meetings take precedence over any other meeting in the building and the City reserves the right to require the group using the facility to relocate if another meeting is scheduled by an official City organization or individual.

The City Hall facilities may not be scheduled and used for political meetings, meetings of a commercial enterprise, or by any other group, or for any other purpose than outlined above.

Should any of the following occur during usage of the facility by a not-for-profit or governmental organization, that organization will be prohibited from using the City Hall facility in the future: failure to leave facility as found; failure to return any borrowed key; failure to secure the facility; need for a police officer to respond to the meeting; damage to facilities or furnishings; failure to return tables, chairs and furniture to their original positions; any other act of negligence. In addition, the group responsible for violations of these standards will be held financially liable for the repair and/or replacement of facilities or equipment.

Recognizing that this is a policy change and the City Hall facilities currently are used by Neighborhood Associations who may have planned and or scheduled the use of City Hall for their meetings, such Neighborhood Associations shall be permitted to continue their planned use of the City Hall facilities through December 31, 2010. During such use in this interim period, a staff member shall be assigned for such use to open the facility, secure the premises, and close and secure the building at the conclusion of the meeting. Staff shall work in cooperation with such organizations during the transition period to find another suitable location for their meetings.

City of Montgomery City Hall Usage Agreement

The City of Montgomery, Owner and _____ as User, hereby enter into the Usage Agreement for use of City Hall facilities, specifically _____ for the following purpose _____ under the following terms and conditions.

1. Organization shall have possession of the premises from _____ a.m./p.m. to _____ a.m./p.m. on _____ for approximately _____ people. Usage will be limited to non-business hours, Monday through Thursday only.
2. For the not-for-profit organizations, a City Council, staff or board or commission member is required to be in attendance during the meeting and to make all reservations for use of the facility.
3. For governmental organizations without an official city liaison, this usage agreement must be completed and a person at least 21 years old must be present at all time during the event.
4. Children must stay with a parent or an adult at all times. Children must not be allowed to move throughout the building unsupervised.
5. Use of copiers, phones, desks, or any other equipment in City Hall is strictly prohibited. Access to individual offices or other office areas is also prohibited.
6. Should any of the following occur, the user will not be permitted to utilize the facility in the future: (a) Need for a police officer; (b) Damage to facilities or furnishings; (c) Failure to return tables, chairs, and furniture to their original positions; (d) Any other act of negligence.
7. City Hall is a No Smoking facility and User is responsible for making sure this rule is observed.
8. User shall have a copy of this agreement with him/her at City Hall during the use as evidence of the reservation.
9. Reservations may be made 14 days in advance. However, City Council and other city-related meetings take precedence over any other meeting in the building and the City reserves the right to require the group using the facility to relocate if such meeting is scheduled by an official city organization or individual.
10. User agrees to indemnify, hold harmless and defend the City, its officers, employees, agents and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which may be asserted against, or which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising wholly or in part due to any act or omission of User, its agents, servants or employees, in the execution, performance or failure to perform User's obligations pursuant to this usage agreement.

By signing this Agreement, the signing officer on behalf of the user acknowledges and agrees that the user/organization shall be bound by these rules outlined herein.

Organization: _____ Date: _____

By: _____

Its: _____

Address _____

Home Phone: _____ Work Phone: _____

City Representative: _____

October 6, 2016

To: Wayne Davis, City Manager
From: Gregory Harris, Police Sergeant
RE: Surplus Vehicle Request

The Police Department is requesting that the following retired police vehicle be declared surplus property by the Government Affairs Committee of City Council:

1962 Ford Fairlane 500 VIN: 2F42U236787 Miles: 119,700

In September of 2016, the Police Department was looking to have the vehicle restored. Pockets of rust were starting to show through the paint along the door panels and it was in need of engine repairs (fuel and oil leaks). The car was donated to the Police Department by Bob Williams Ford in 1995 as a gift for the City's Bicentennial Celebration. The vehicle has always been an excellent public relations tool and conversation piece for the last twenty-one years.

The Police Department was advised that the vehicle was unfit to be driven any longer. Serious frame erosion and other mechanical issues have made the vehicle unsafe for use. We would like to sell the vehicle as a parts car only with the declaration of its unsound drivable condition. Numerous items on the vehicle are in pristine condition such as the chrome trim; headlights and front fascia; the interior and gauge clusters and 1962 badging found throughout the car, just to name a few items.

We plan to utilize GovDeals.com to advertise the sale of the vehicle, targeting collectors and vehicle enthusiasts in need of these rare, original parts – which are extremely hard to find 54 years after she rolled off the assembly line.

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
September 12, 2016

Present

Brian Riblet, Public Works Director
Julie Machon, Recreation Coordinator
Connie Gaylor, Clerk of Council
Matthew Vanderhorst, Community and Information Services Director

City Council Committee Members Present

Gerri Harbison, Chair
Lynda Roesch
Craig Margolis

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

12 Days of Christmas

Ms. Machon explained to the Committee that the 12 Days of Christmas in Montgomery was a new program planned and implemented in 2015. She stated that 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. She stated that recreation staff contacted four of the participating businesses in August of 2016 to gather feedback on the new program. She stated that feedback from these businesses indicated that each business would participate again.

The Committee discussed the reference of the program as *Christmas* versus *Holiday* and decided to continue to call the program 12 Days of Christmas.

The Committee instructed Ms. Machon to continue in the planning, scheduling and promotion of this event.

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.

Annual Evaluation of the Law Director

Mrs. Harbison provided the Committee with an update on the timeline for the Law Director review.

Other Business

Ms. Roesch discussed the current City Facility Usage Policy and recommended that it be reviewed again at the October Committee meeting.

Ms. Gaylor stated that she would add it to the agenda and provide copies of the current policy in the Government Affairs Committee packet.

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 Council Government Affairs Committee Minutes
September 12, 2016
Page 2.

Approval of Minutes

Mr. Margolis moved to adopt the August 8, 2016 Government Affairs Committee minutes. Ms. Roesch seconded. The Committee unanimously agreed.

Adjournment

Ms. Roesch moved for adjournment. Mr. Margolis seconded. The Governmental Affairs Committee of Council meeting was adjourned at 4:51 p.m.

Chair