

October 9, 2015

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, October 12, 2015

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

- a. Arts Commission Sponsorship Packet—Staff will be present to discuss the sponsorship packet created by the Arts Commission to actively seek financial support for the Arts programs through sponsorships.
- b. Holiday Card Contest—Staff will be present to provide an update on the Holiday Card Contest and will present the Arts Commission's top three recommendations for the Holiday Card artwork.
- c. 12 Days of Christmas in Montgomery—Staff will be present to discuss the current project with updates on businesses participating and the next steps to implement the proposed program.
- d. 2016-2021 City Strategic Plan—Staff will be present to discuss the proposed 2016-2021 City Strategic Plan. Staff will be prepared to provide a quick overview of the highlights of this plan along with updated goal and strategy language for the five goal areas identified by City Council at the Strategic Plan Retreat on August 21 and 22.
- e. 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.
- f. WeThrive Update—Staff will be present to provide an update on the WeThrive Initiative.
- g. 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 10, 2015 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.



Agenda

**October 12, 2015
Montgomery City Hall
10101 Montgomery Road**

4:30 P.M.

- 1) Call To Order**
- 2) New Business**
 - a. Arts Commission Sponsorship Packet
 - b. 2016-2021 City Strategic Plan
 - c. Surplus Property Disposal
- 3) Old Business**
 - a. Holiday Card Contest
 - b. 12 Days of Christmas
 - c. WeThrive Initiative Update
- 4. Other Business**
- 5. Approval of Minutes– August 10, 2015**
- 6. Adjournment**

October 5, 2015

To: Wayne Davis, City Manager
From: Julie Machon, Recreation Coordinator
Subject: Arts Commission Sponsorship Packet

Background:

Arts Commission members have been increasing their awareness of the Arts and Amenities budget over the past few years by having past Finance Director Jim Hanson attend an Arts Commission meeting and explaining the Arts and Amenities budget, having Staff Liaison Julie Machon report their month and year to date budget numbers and by having Arts Commission members themselves involved in the development of the proposed budget.

As a result of the increased awareness and understanding of the importance of maintaining the Arts and Amenities budget, Arts Commission members propose to actively seek financial support for the Arts programs through sponsorships, which is also noted as a strategy in Goal 5 of the 2011-2016 Strategic Plan, Objective 5.5.6.

Arts Commission member Greg Leader created a sponsorship packet designed to be used to present to local businesses to describe sponsorship options with the goal to secure/partner with businesses to support the arts in Montgomery. This professionally created sponsorship packet describes reasons why it is a smart business decision for businesses to sponsor the arts in Montgomery as well as each Arts Commission activity with varying sponsorship amounts. Then, Staff Liaison, Julie Machon created the benefits of each level of sponsorship for each program which is modeled after the long standing Blue Ash Montgomery Symphony Orchestra sponsorship packet. Arts Commission members reviewed the sponsorship packet and description of levels during two Arts Commission meetings.

Arts Commission members plan to work closely with Recreation Staff to ensure that sponsorship requests are spaced out appropriately so no overlap occurs with sponsorship of city events. All sponsorship requests must go through the Recreation Coordinator before any request is made to any business and Recreation Staff will maintain a chart to record all requests and document sponsorships.

Recommendation:

Staff believes this new sponsorship packet will help maintain the Arts Commission activities and budget and respectfully submits it to the Government Affairs Committee of Council for consideration and approval.



CITY OF MONTGOMERY

BUSINESS SUPPORT OF THE ARTS

Art enhances a community,
making it a better place to live, work and visit.



The City of Montgomery
Arts Commission serves to
foster and promote the visual
and performing arts within
Montgomery.

The Arts Commission
welcomes partnerships with
area businesses wishing to
support the arts in
Montgomery and reach arts
patrons in the community.

ARTS SPONSORSHIP - A SMART BUSINESS DECISION

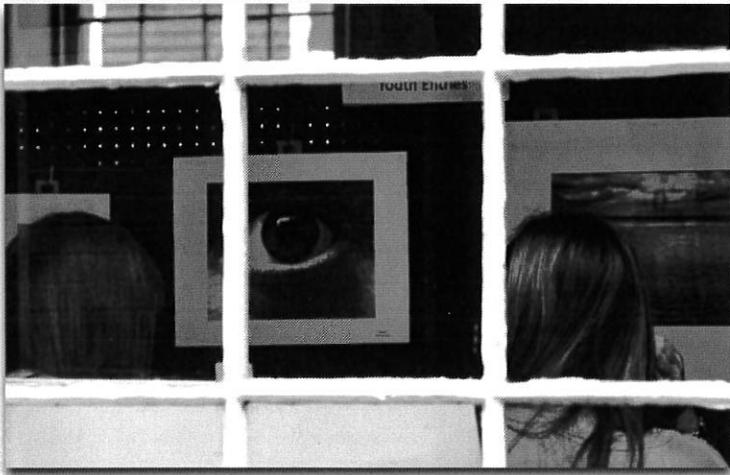
Sponsorship of the arts in
Montgomery will

- Increase your visibility among affluent arts patrons in and around Montgomery
- Align your brand with cultural excellence and community support
- Benefit your bottom line - donations to the City of Montgomery Arts Commission are tax deductible



Patrons eagerly await the judging of the Montgomery Photo Competition, one of the city's longest running events.

MONTGOMERY PHOTO COMPETITION



Sponsorship Opportunities

- Presenting Sponsor - \$1,000
- Exhibition Sponsor - \$500
- Best in Show Sponsor - \$200
- Prize Sponsor - \$100

The longest running photo competition in the region, the Montgomery Photo Competition features hundreds of photos by top area photographers in adult and student categories.

The competition features exhibitions and an awards presentation in Montgomery's historic downtown district.

BAMSO INDEPENDENCE DAY CONCERT PRESENTED BY OHIO NATIONAL FINANCIAL SERVICES



A Montgomery favorite for more than a decade, the Independence Day Concert at Montgomery Park features the talented Blue Ash/Montgomery Symphony Orchestra (BAMSO) performing an array of live musical medleys and timeless patriotic classics.

Sponsorship Opportunities

- Presenting Sponsor - \$5,000
- Red Level Sponsor- \$2,000
- White Level Sponsor - \$1,000
- Blue Level Sponsor - \$500



Ohio National
Financial Services.

LIVE AT THE UNI

Montgomery's signature performance series, Live at the Uni showcases top area performers in a historic setting in the heart downtown Montgomery.

The three concert series runs early autumn and each performance is followed by a reception sponsored by Montgomery Inn.



Sponsorship Opportunities

- Presenting Sponsor - \$1,500
- Red Level Sponsor- \$500
- Reception Sponsor – Providing appetizers and space for patrons

IMPROV COMEDY SHOW



Now in its fourth year, the annual Improv Comedy Show is an evening of spontaneous hilarity.

Featuring the talented Improv Aves, the show keeps audience and performers on their toes throughout this mid-winter performance.

Sponsorship Opportunities

- Presenting Sponsor - \$500

SPONSORSHIPS ARE NOW AVAILABLE FOR THE 2016 ARTS SEASON

To align your business with the arts in Montgomery, contact:

Nancy Nolan
Chairperson
City of Montgomery Arts Commission
nolanarts@gmail.com

or

Julie Machon
Recreation Coordinator
City of Montgomery
(513) 792-8316
jmachon@ci.montgomery.oh.us



Dick

Close

dclose1@cinci.rr.com

513-477-8755



pencil

Fred

Haaser

Pack489@yahoo.com

5135300233



Painting

Fred

Haaser

Pack489@yahoo.com

5135300233

2016-2021 Strategic Plan Goals and Strategies

Goal 1: The City delivers the right core services through innovation and partnerships consistent with our vision by assessing changes in customer demands, demographics and the environment.

Strategy 1: Align the critical, core and quality of life service index to properly reflect current expectations, considering demographics and service inventory.

Strategy 2: Evaluate the City's ability to positively impact local and regional traffic issues to maintain a small-town feel.

Strategy 3: Cultivate a progressive work culture that is responsive to customer service demands.

Strategy 4: Integrate performance measurement and benchmarking into the City's work culture.

Strategy 5: Review guiding documents (e.g., City Charter, Code of Ordinances, personnel manual, collective bargaining agreements and standard operating procedures) to assure they match the City's service delivery model.

Strategy 6: Evaluate the City's infrastructure to ensure it meets current and future needs of the community.

Goal 2: The City has a quality of life that makes it a premier community.

Strategy 1: Cultivate and support effective partnerships and relationships among local organizations, residents, partners, stakeholders and employees to collaboratively build connection, ownership and pride for the community.

Strategy 2: Use a variety of methods to communicate information based on the needs of the target audiences.

Strategy 3: Identify and provide a variety of recreation programs and events to meet the needs of the community.

Strategy 4: Provide a healthy and beautiful environment by building on past successes.

Strategy 5: Improve high levels of customer satisfaction with City services that meet the needs of current and future residents.

Goal 3: Montgomery attracts and retains businesses that contribute to the long-term stability of the City, while maintaining our small town historic feel.

Strategy 1: Work with the Preferred Master Developer to create and execute a vision for the Gateway Redevelopment Area.

Strategy 2: Provide physical infrastructure to enhance and sustain commerce in the City.

Strategy 3: Create an environment in the Heritage District and Old Montgomery Gateway District that attracts a sustainable retail/restaurant mix that caters to employees and residents.

Strategy 4: Redefine and update the Montgomery brand by implementing a marketing and image campaign.

Strategy 5: Create a redevelopment vision for the Montgomery Road Commercial Corridor from Main Street to City Hall.

Strategy 6: Define and create gateways into the City that are worthy of our premier community.

Strategy 7: Evaluate development opportunities with surrounding communities to determine if partnerships with the City would advance our strategic goals of broadening the employment base, diversifying housing stock, enhancing infrastructure and creating gateways into the City.

Goal 4: Montgomery will retain and attract quality and diverse housing options while maintaining a small town feel and effectively managing the infrastructure impacts of redevelopment.

Strategy 1: Create a housing strategy based on changing housing demands and the market and include input from residents, builders, Planning Commission and City Council.

Strategy 2: Review and update the Comprehensive Plan and Zoning Code based upon the housing strategy.

Strategy 3: Identify tools to encourage the diversification of housing stock.

Strategy 4: Review policies to mitigate the physical impacts of infill development and evaluate changes in the fabric of neighborhoods resulting from infill development.

Strategy 5: Identify new tools, policies and procedures to mitigate the impacts of single family infill development.

Goal 5: Montgomery's fiscal plan supports City operations consistent with policy, while managing risk to provide services in the most efficient and effective manner.

Strategy 1: Enhance the City's financial position and operations by identifying and using new financial tools including new policies and procedures which promote efficiencies and effectiveness.

Strategy 2: Assess potential changes in revenue as a result of internal and/or external economic factors and plan for possible future impacts in order to remain fiscally viable.

Strategy 3: In the spirit of good stewardship, educate residents and other stakeholders about the City's financial resources.

Strategy 4: Communicate with state legislators to establish a good working partnership regarding City financial operations.

Strategy 5: Using risk management practices, identify and assess operational decisions which may impact the City's future financial condition and take appropriate steps to address areas of concern.

October 9, 2015

TO: Wayne Davis, City Manager

FROM: Matthew Vanderhorst, Community and Information Services Director 

SUBJECT: Surplus Equipment

The following listed phone 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	Type
Nortel	BCM 400 (2 items)	PBX
Nortel	T7208 (50 items)	Telephone
Nortel	NTDU02 (8 items)	Telephone

This equipment does have value as parts and will be placed on GovDeals.com for auction. Hard drives have been 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.

Community Action Plan

Community Name: Montgomery Pathway: Chronic Disease Date: October 7, 2015

Person(s) completing the form: _____

Objective 1: **Make at least 3 changes that encourage residents to make healthy food choices at the pool concession stand by May 15, 2016**

Key Action Steps	Person(s) Responsible	Resources Needed	Target Date for Completion	Measure of Success
Explore moving healthy options to the top of the menu and marking them as "Healthy Options"	Sarah Fink (Julie Machon)		May 2016	Sales
Explore adding healthier food/snack options to menu to encourage healthier choices	Sarah Fink (Julie Machon)		May 2016	Sales Feedback Waste
Provide healthy snack as a reward for Kids Fun Tuesdays-related themes	Sarah Fink (Julie Machon)		May 2016	Feedback
Research including Smoothie Vendor truck at special pool events	Sarah Fink (Julie Machon)		May 2016	Vendor Sales Feedback

Objective 2: Encourage the Montgomery Farmer's Market to explore accepting WIC and SNAP benefits and to report back to the city on their findings by December 31, 2016.

Key Action Steps	Person(s) Responsible	Resources Needed	Target Date for Completion	Measure of Success
Send letter to Farmers Market Board to encourage the acceptance of WIC and SNAP vouchers/cards at the market.	Connie Gaylor	Farmers Market would have expenses for equipment (\$600-\$800)	10/31/2015	
Follow up with Farmers Market Board	Connie Gaylor		12/31/2015	

Objective 3: Create tobacco free zones in at least 3 playgrounds in the City of Montgomery by May 15, 2016.

Key Action Steps	Person(s) Responsible	Resources Needed	Target Date for Completion	Measure of Success
Review existing code for language regarding tobacco use at the parks	Connie Gaylor	City Code	12/31/15	
Review existing Pool tobacco-free policy for language ideas.	Sarah Fink	City Code/Policy	12/31/15	
Decide on method of implementing (park rules, city ordinance, etc.)	Connie Gaylor		12/31/15	
Method of implementation will determine next steps				

Objective 4: Offer at least 4 new ways for Senior Adults in Montgomery to be healthier by September 1, 2017.

Key Action Steps	Person(s) Responsible	Resources Needed	Target Date for Completion	Measure of Success
Hold Water Aerobics Classes at the City Pool during the 2016 season	Sarah Fink (Julie Machon)		July 2016	Registration
Open the new Pickleball Programs in 2016	Sarah Fink (Julie Machon)	Grant Funding (equipment)	Spring/Summer 2016	Registration
Explore shared potential partnerships with Twin Lakes and Sycamore Schools to provide Physical Activity opportunities for Seniors/Students/Community members year round	Sarah Fink, Jon Williamson		12/31/15 (Explore options by Summer 2016 (potential opportunities))	Registrations Feedback
Publicize the Blood Pressure and Home Safety Checks done by Montgomery Fire Dept. to Seniors	Ben Shapiro, Ja'net Crawford, Connie Gaylor	Website, Social Media, Montgomery Bulletin	Ongoing	Resident Feedback
Create a Senior Health Resource Guide to be distributed by Montgomery Police/Fire/EMS	Ben Shapiro, Ja'net Crawford		12/31/15	Resident Feedback
Publicize "Good Neighbor" reminders to encourage people to watch out for their neighbors, especially during extremely hot/cold weather	Ben Shapiro, Ja'net Crawford, Connie Gaylor	Monthly Bulletin	January 2016 and July 2016	
Provide Home Safety and fall prevention checks for Seniors	Ben Shapiro	Monthly Bulletin	January 2016	Sign-ups Resident Feedback

Community Action Plan

Community Name: City of Montgomery Pathway: Emergency Preparedness Date: 9-23-15

Person(s) completing the form: Connie Gaylor – Administrative Coordinator for City of Montgomery

Objective 1: Increase POD Plan awareness within the community by completing the following Key Action Steps by 1-31-16

Key Action Steps	Person(s) Responsible	Resources Needed	Target Date for Completion	Measure of Success
Incorporate POD Plan into the next Emergency Operations Plan (EOP) training to be scheduled for October	Tom Wolf/Paul Wright		10-31-15	Training Completion
Incorporate POD Plan into next EOC training	Tom Wolf/Paul Wright		10-31-15	Training Completion
Incorporate POD Plan information into Bulletin and social media	Connie Gaylor, Matthew Vanderhorst Faith Lynch	Tom & Connie to gather information to post	1-31-16	Published information
Add an emergency preparedness link to the City website and explain that a POD Plan exists in the community	Connie & Matthew	Tom & Connie to gather information	1-31-16	Website

Objective 2: Increase emergency preparedness within the community by completing the following Key Action Steps by 12-31-15

Key Action Steps	Person(s) Responsible	Resources Needed	Target Date for Completion	Measure of Success
Add an emergency preparedness link to the city website and populate with information such as tornado awareness, winter storm preparedness, smoke detectors, fire extinguisher guidance, CERT, home EP plans and kits	Connie & Matthew Tom, Julie & Justin To develop outline of snow emergency	Develop outline of what to put on website. Gather PDFs of EP information	12-31-15 1-31-16	Website
Use social media to remind community about EP by linking up Montgomery social media sites with HCPH social media sites	Connie & Faith		12-31-15	
Check POD supplies	Tom Wolf/FD Personnel	Develop of checklist	12-31-15	Completed List
Review POD Plan on an annual basis	Tom Wolf/FD Personnel	Develop of checklist	12-31-15	Completed List
Attend end of year meeting at HCPH	Tom Wolf, John Crowell, POD Manager		12-31-15	

Objective 3: Develop MRC Volunteer Plan by December 31, 2016

Key Action Steps	Person(s) Responsible	Resources Needed	Target Date for Completion	Measure of Success
Appoint a Volunteer Recruiting Coordinator	Julee, Tom, Phil		12-31-16	
Add volunteer link to the city website	Connie		1-31-16	
Decide who will draft the plan	Tom, John, Julee, Justin	Julee will schedule meeting	12-31-15	
Develop table of contents to the plan	Tom, John, Julee or Justin		12-31-16	
Have CERT members sign up as MRC volunteer through Ohio Responds	Julee		12-31-15	

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 10, 2015

Present

Wayne Davis, City Manager
Connie Gaylor, Clerk of Council
Matthew Vanderhorst, Communications & Information Services Director
Brian Riblet, Public Works Director

City Council Committee Members Present

Gerri Harbison, Chair
Lynda Roesch
Chris Dobrozsi

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

Update on Holiday Card-Art Contest

Julie Machon, Recreation Coordinator, updated the Committee on the status of the holiday card photo contest. She stated that an article has been placed in the June, July, and August bulletin and there has only been one photo submission as of the current date. She indicated there was a photo of Ohio National Financial Services taken at the Holiday in the Village event last year that was very nice. Ms. Machon stated that she would send out emails to all past photo contest participants to try to generate additional interest, and would also send a copy of the Ohio National photo to all Committee members to see.

Public Art Guidelines Update

Ms. Machon stated to the Committee that at the May 11 meeting of the Government Affairs Committee, a proposed draft of the Montgomery Public Art Guidelines was discussed. She stated that at the end of the meeting, the discussion was tabled so the guidelines could be reviewed by Terry Donnellon, Law Director. She asked the Committee if in fact his review had been completed.

Ms. Roesch indicated the review was complete and that Mr. Donnellon could submit a final version at this time.

Ms. Machon indicated she would contact Mr. Donnellon to obtain a final draft.

Ms. Harbison asked the Committee if they accepted the amended Public Arts Guidelines.

Ms. Roesch made a motion to accept them as amended. Mr. Dobrozsi seconded. The Committee unanimously agreed.

Twelve Days of Christmas

Ms. Machon updated the Committee on the progress of the new holiday event, the *Twelve Days of Christmas*. Ms. Machon stated that she is seeking to obtain a commitment from vendors who would offer some type of an event at their business during the dates of December 1 through December 12. During this time the City has three scheduled events, the Holiday in the Village event on Saturday, December 5, The Blue Ash Montgomery Kindle Memorial Holiday Concert on December 6, and the Breakfast with Santa on December 12. All of these events will be included in the Twelve Days schedule. Ms. Machon stated that she and Sarah Fink, Recreation Specialist, have been visiting businesses and have commitments from two so far. Carol Gorley, with the Montgomery Chamber of Commerce is also working to recruit businesses to participate in this event.

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Senior Services

Matthew Vanderhorst, Community and Information Services Director, explained to the Committee that based on discussion from a past committee meeting, he began compiling a list of senior services resources that the City could use as a tool to provide its residents with various services provided to seniors in the community.

Mr. Vanderhorst reviewed the report with the Committee and discussed additional resources to add to it. Mr. Vanderhorst stated he would make the additions and then post report to the City's webpage.

Surplus Property Disposal (Community and Information Services)

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

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

Strategic Plan Retreat Update

Mr. Davis provided an update to the Committee regarding the 2015 Strategic Plan Retreat. He reminded the Committee that Friday, August 21 and Saturday, August 22 are the dates scheduled for the retreat. Mr. Vanderhorst distributed the Strategic Plan briefing books to the Committee.

Law Director Annual Evaluation

Mrs. Harbison discussed the timeline for the Law Director annual evaluation with the Committee and staff. Mrs. Harbison stated that she would be sending out a timeline to those staff members who will be participating in the process as well as to City Council.

Update on Conversations with the Village of Montgomery, N.Y.

Mr. Davis updated the Committee on the proposed exchange trip to Montgomery, NY for General Montgomery Days. He stated that after a conversation with Rose Griffith, Village Clerk, she indicated they were excited that we could send a group to not only participate in the parade but in the other festivities as well. Mr. Davis stated that he would send an email to City Council to seek their interest in attending the event.

Mrs. Harbison and Mr. Dobrozsi both stated that they were both interested in attending and would confirm with him at a later time.

Other Business

Mrs. Harbison discussed the upcoming term expirations of City Council members and the upcoming election.

Ms. Roesch discussed the final arrangements for the September 10, First Responders recognition day. The Committee and staff discussed how to best honor both the fire and police departments and make it available to the public at the same time. It was determined to open the safety center up for breakfast for all staff and any

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August 10, 2015

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visitors. Mr. Vanderhorst indicated that he would place an announcement in the bulletin to make the community aware of the recognition day.

Approval of Minutes

Mr. Dobrozsi moved to adopt the June 11, 2015 Government Affairs Committee minutes. Ms. Roesch seconded. The Committee unanimously agreed.

Adjournment

The Governmental Affairs Committee of Council meeting was adjourned at 5:46 p.m.

Chair