

September 8, 2017

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

FROM: Brian K. Riblet, Interim City Manager 

SUBJECT: Government Affairs Committee Meeting of Monday, September 11, 2017

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, September 11 at 4:00 p.m. at City Hall. Items to be discussed include:

1. 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.
2. Review of 2018 Calendar—Staff would like the opportunity to discuss the 2018 calendar and to hear the Committees feedback regarding holidays and meeting dates.
3. Annual Evaluation of Law Director—The Committee will discuss the proposed timeline of the Law Director evaluation process.
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 June 12, 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: Mayor and City Council Members (4)
Connie Gaylor, Administrative Coordinator
Department Heads
File



Agenda

**September 11, 2017
Montgomery City Hall
10101 Montgomery Road**

4:00 P.M.

- 1. Call to Order**
- 2. New Business**
 - a. Surplus Property Disposal (Community and Information Services)
 - b. Review of 2018 Calendar
 - c. Annual Evaluation of Law Director
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes– June 12, 2017**
- 6. Adjournment**

September 5, 2017

TO: Brian Riblet, Interim City Manager

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

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	Pavillion Slimline	3CR0240NL6	PC
Dell	OptiPlex 740	F0VCMD1	PC
Dell	OptiPlex 740	196XYC1	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.

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
June 12, 2017

Present

Wayne Davis, City Manager
Matthew Vanderhorst, Community and Information Services Director
Connie Gaylor, Clerk of Council
Faith Lynch, Community Engagement Coordinator

City Council Committee Members Present

Gerri Harbison, Chair
Lynda Roesch
Craig Margolis

City Council Members Present

Laith Alfaqih

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

Recommendation for 2017-2018 Newsletter and 2018 Annual Calendar

Ms. Lynch updated the Committee on the results of the Request for Proposal (RFP) process that was conducted for the publishing of the 2017-2018 Newsletter and the 2018 Annual Calendar. Ms. Lynch stated that the City received 11 proposals ranging from \$49,718 to \$118,360 for the design, production printing and mailing of the monthly newsletter and the 2018 calendar. Upon review of the submitted proposals and provided samples of art work, staff recommends contracting with DMSink from Yellow Springs, Ohio for an annual cost of \$79,152. Ms. Lynch stated that DMSink provided superior samples of work, a competitive bid, and another benefit that none of the other vendors originally offered, research on flat rate vs. folded rate per carrier routes. While the savings could be minimal between postage and handling, staff was impressed that they made the offer to do this research to find potential savings. This offer speaks to their ability to not only understand our organizational values of cost efficiency, but also to their attention to every detail.

Ms. Lynch stated that staff would like to begin working with the new vendor on the annual calendar in July 2017, and on the newsletter in November 2017, in order to mail out the December 2017 Bulletin with the annual calendar. By mailing these two pieces together, the City saves \$1,100. Staff requests the Committee to accept their recommendation and approval of adding legislation for this agreement to an upcoming Work Session agenda.

The Committee discussed the proposals and sample pieces, as well as the sustainability of a 12-16-page bulletin in the future.

Ms. Roesch proposed that in the future staff may need to consider publishing a quarterly hard copy of the bulletin and a monthly digital copy.

Mr. Margolis moved to accept staff's recommendation to contract with DMSink and to add it to an upcoming Work Session agenda. Ms. Roesch seconded the recommendation. The Committee unanimously agreed.

Update of the 2016 Service to Community Grant

Ms. Lynch reviewed the final report from Operation Give Back, one of the 2016 Service to Community Grant recipients. Operation Give Back was awarded \$1,500 in grant funding to support parent education programs within the Sycamore Community Schools. These programs consisted of: Navigating Sycamore Schools System; Computer Literacy Connectivity; and a 4-week series of cooking classes that taught easy and healthy meal ideas and preparation.

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Among those that attended these programs, 38 household members were from Montgomery.

Ms. Lynch reported that she had not received Montgomery Farmers Market final report and would present it at the next scheduled meeting.

Surplus Property Disposal (Community and Information Services)

Mr. Vanderhorst reviewed 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.

Performance Evaluations for City Manager

Mr. Margolis distributed a Review Process packet to the Committee Members and Mr. Davis, which detailed the current City Manager Evaluation process, performance review methods and industry best practices.

The Committee discussed the pros and cons of the current system.

Mr. Alfaqih suggested reviewing the International City/County Managers Association (ICMA) process that they have featured on their website.

The Committee discussed the options and decided to present the packet to all City Council members to be discussed at a full meeting of Council.

Approval of Minutes

Mr. Margolis moved to approve the April 10, 2017 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 5:30 p.m.

Chair