

City of Montgomery
City Council Work Session Minutes
January 20, 2010

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Present

Cheryl Hilvert, City Manager
Terry Donnellon, Law Director
Susan Hamm, Clerk of Council
Frank Davis, Community Development Director
Wayne Davis, Assistant City Manager
Jim Hanson, Finance Director
Ellen Hall, Communications Coordinator
Bob Nikula, Public Works Director
Amber Morris, Recreation and Communications Director
Don Simpson, Police Chief
Paul Wright, Fire Chief
Matthew Vanderhorst, Customer Service Director

City Council Members Present

Gerri Harbison, Mayor
Chris Dobrozsi
Vicki Hirsch
Barry Joffe
Lynda Roesch
Todd Steinbrink
Ken Suer

City Council convened in Council Chambers for the work session at 7:00 p.m. with Mayor Harbison presiding.

ROLL CALL

Mayor Harbison asked for a motion to dispense with the roll call since everyone was in attendance.

Mr. Joffe moved to dispense with the roll call. Mr. Steinbrink seconded. City Council unanimously agreed.

SPECIAL PRESENTATIONS

Certificate of Appreciation to Bob Schuck

Mr. Steinbrink read the Certificate of Appreciation in its entirety.

City Council expressed its sincere appreciation to Mr. Schuck for his contributions to the City as a member of the Board of Zoning Appeals.

Mr. Steinbrink presented the Certificate to Mr. Schuck.

GUESTS AND RESIDENTS

There were no residents or guests to address City Council tonight.

ESTABLISHING AN AGENDA FOR FEBRUARY 3, 2010

Pending Legislation

An Ordinance Authorizing an Amendment to Lease for Property at Cooper and Montgomery Roads (3rd reading, Mr. Joffe)

New Legislation

A Resolution Authorizing The City Manager To Enter Into A Contract With Statewide Ford For The Purchase Of Police Cruiser(s)

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56 Chief Simpson explained that staff was requesting City Council adopt a resolution authorizing the City Manager to
57 enter into a contract with Statewide Ford for the purchase of two (2) Ford Crown Victoria police vehicles. He
58 further explained that the Police Department has budgeted \$56,000 for the purchase of two (2) police vehicles in
59 2010. The purchase of the two (2) vehicles is part of a scheduled rotation program to replace older police vehicles
60 in the Police Department's fleet. He also explained that the two (2) 2010 Ford Crown Victorias are available from
61 Statewide Ford through the State of Ohio Cooperative Purchasing Program.

62

63 **A Resolution Authorizing The City Manager To Enter Into A Contract With Management Partners, Inc.**
64 **For Professional Services Related To The Community Survey and Strategic Planning**

65

66 Mr. Matthew Vanderhorst, Customer Service Director, explained that staff is requesting that City Council
67 consider adopting a resolution authorizing the City Manager to enter into a contract with Management Partners,
68 Inc. for professional services related to the City's community survey and planning for the strategic planning
69 process in 2010. He further explained that Management Partners assisted the City with the last community
70 survey and strategic plan. He also explained that the scope of work for this contract would include the following
71 three (3) primary activities:

72

Coordinate Survey Project

73

Develop Draft and Finalize Survey

74

Analyze Data

75

76 He noted that in the past, surveys were mailed out to all households in Montgomery. Based on 50% of the
77 residents choosing to fill out the online version of the recent RecycleBank survey, Management Partners and
78 staff are recommending that the residents be allowed the option to complete the survey online or by paper.

78

79 Mr. Suer indicated that this matter was discussed with the Government Affairs Committee of City Council. He
80 further indicated that the Committee moved to recommend to City Council the adoption of this resolution and
81 the option to allow residents to complete the survey online or by paper.

82

83 Mr. Steinbrink asked what media options had been considered.

84

85 Ms. Hilvert indicated that the Government Affairs Committee and staff discussed the use of the newsletter, code
86 red, and various other social media outlets.

87

88 **A Resolution Estimating the Probable Amount of Public Monies to be Deposited, Setting a Date for the**
89 **Designation of Public Depositories and Authorizing Notice**

90

91 Mr. Jim Hanson, Finance Director, explained that staff is requesting that City Council consider adoption of a
92 resolution that will estimate the amount of Public Monies to be deposited and set a date for the designation of
93 Public Depositories for a five year period. He further explained that the City's current Memorandums of
94 Agreement with the various banking institutions will expire on May 31, 2010. He also explained that the State
95 of Ohio requires that cities select public depositories for the deposit of active and interim funds. The State also
96 requires that each financial institution within the corporate limits of a municipality be contacted and requested to
97 submit a proposal for banking and financial services. He noted that after the adoption of this resolution, Request
98 for Proposals will be sent to all financial institutions within the corporate limits of the City. He further noted
99 that the Request for Proposals will require bidding institutions to supply information on various banking
100 services, investments, the institution's financial strength, and other related banking information. He also noted
101 that City Council will then be asked to consider adoption of a resolution designating various financial
102 depositories at the April business session.

103

104 **A Resolution Authorizing The City Manager To Enter Into A Contract With XXXXXXXXXXXX For**
105 **Professional Services Related To Auditing Services**
106

107 Mr. Jim Hanson, Finance Director, explained that staff is requesting that City Council authorize the City
108 Manager to enter into a five year contract with the Auditor of the State of Ohio and the selected accounting firm
109 for auditing services. He further explained that the Ohio Revised Code states that when the State Auditor is
110 unable to perform an audit on a public agency, the State Auditor shall engage the services of an Independent
111 Public Accountant to perform the audit. The City has received permission from the State Auditor's Office to
112 solicit proposals for audit years 2009 through 2013. He also explained that the State Auditor's Office has
113 requested proposals from independent accounting firms, a total of six independent accounting firms submitted
114 proposals. He noted that the pre-audit conference was held on January 5, 2010, with the deadline for submission
115 of proposals being January 14, 2010. Since the selection process could not be completed by this work session
116 staff is requesting that City Council place this piece of legislation on the February business session to
117 accommodate the time table needed to complete the audit, which starts in early February. He further noted that
118 by the February business session, a firm will be selected and a formal piece of legislation will be prepared. He
119 also noted that funding for audit services has been appropriated in the 2010 Operating Budget.
120

121 **An Ordinance Adopting Hospital Corridor Overlay District Design Regulations**
122

123 Mayor Harbison noted that this proposed ordinance was discussed in detail at the public hearing prior to the work
124 session.
125

126 **ADMINISTRATION REPORT**
127

128 Ms. Hilvert reported on the following items:
129

- 130 • The first session of the Montgomery Citizens' Leadership Academy was held this past Thursday. The
131 second session featuring renowned author and consultant Peter Block speaking on Zen and the Art of
132 Citizenship will be held this Thursday, January 21, 2010.
133
- 134 • The Planning, Zoning, and Landmarks, Law and Safety and Financial Planning Committees of City
135 Council will meet on Monday, February 1, 2010 at 3:30, 4:30 and 5:30 p.m. respectively.
136
- 137 • The Community Leadership Forum is scheduled for Saturday, February 20, 2010 at the Assembly of
138 God Church from 8:30 to 11:00 a.m. In an effort to try and relocate the forum, staff made contact with
139 the schools, Tri-Health Pavilion, Bethesda North Hospital and Twin Lakes, which were either to
140 expensive, no rooms available or no rooms that would handle the large group. Topics include the
141 Greater Cincinnati Water Works Watermain Project, storefront vacancies (how the City compares to
142 other communities and what residents would like to see to enhance our downtown), and a discussion
143 about the City's financial condition and outlook.
144
- 145 • Work began on the removal of the asphalt path and installation of the new pervious paver pathway at
146 Montgomery Park on Monday, January 19, 2010. Weather and conditions permitting, this work should
147 require approximately 3 weeks from start to finish.
148
- 149 • As a reminder, Ms. Hilvert will be out of town from Tuesday, February 2, 2010 until Friday, February 5,
150 2010 to attend the Michigan Local Government Managers Association winter symposium. This
151 attendance is part of her ICMA Vice President duties, but she will also be presenting a presentation with

152 Tony Gardner on the building blocks of HPO. During her absence, Wayne Davis and Bob Nikula will
153 be sharing duties serving as Acting City Manager.
154

155 Ms. Hilvert requested an executive session to discuss matters related to pending litigation.
156

157 **LAW DIRECTOR REPORT**
158

159 Mr. Donnellon reported that he had been working with the staff on updating various procedures and policies.
160

161 **CITY COUNCIL MEMBERS REPORTS**
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163 Mr. Dobrozsi indicated that the Landmarks Commission reviewed a draft of the new Heritage District design
164 guidelines, prepared by the subcommittee of the Landmarks Commission. A number of changes were made to
165 the draft. Staff will be incorporating these changes into a final document for consideration of the Landmarks
166 Commission at the February meeting.
167

168 Mr. Suer noted that he attended the grand opening of the Goodwill Boutique, who expressed their appreciation
169 to the City for the gracious way in which they welcomed Goodwill to the community. He further noted that he
170 attended the OKI organizational meeting, where they discussed the new stimulus package.
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172 Ms. Rosech noted that she attended the Parks and Recreation Commission, Beautification and Tree Commission
173 and Tree City USA ceremony task team meetings.
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175 Mr. Steinbrink indicated that the Financial Planning Committee of City Council met on January 4, 2010 and
176 discussed the Request for Proposals for the audit years 2009-2013, designation of public depository. He further
177 indicated that staff presented the earnings tax report for the year of 2009, which reflected that the earnings tax
178 collections were down 9.5%. Staff recommended that the estimated revenues for 2010 be adjusted by \$250,000.
179 The Committee's agreed with staff's recommendation. He also indicated that staff presented a proposal from
180 Duke Energy Retail Sales LLC, a wholly owned subsidiary of Cinergy Capital and Trading Inc., which would
181 provide a 12% discount for electric consumed by the City in 2010 and 2011. The amount of the discount is
182 estimated to save the City approximately \$20,000 over the two years.
183

184 Mayor Harbison indicated that she attended the First Suburbs meeting, the annual meeting of the Montgomery
185 Historic Preservation Association and the open house for the Twin Lakes walking path. She also indicated that
186 she met with staff for formulate a newsletter article responding on the Open City Hall question.
187

188 **MINUTES**
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190 Ms. Roesch moved to approve the December 2, 2009 organizational and January 6, 2010 business session
191 minutes. Mr. Joffe seconded. City Council unanimously approved the minutes.
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193 **OTHER BUSINESS**
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195 Mayor Harbison asked if there was any further business to discuss in public session. There being none, she
196 asked for a motion to adjourn into executive session to discuss matters related to pending litigation.
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198 Mr. Steinbrink moved to adjourn into executive session to discuss matters related to pending litigation. Mr. Suer
199 seconded.
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201 The roll was called and showed the following vote:

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AYE: Dobrozsi, Harbison, Hirsch, Joffe, Roesch, Steinbrink, Suer (7)
NAY: (0)
ABSENT: (0)

City Council adjourned into executive session at 7:45 p.m.

City Council reconvened into public session at 8:01 p.m.

Mayor Harbison asked if there was any further business to discuss in public session. There being none, she asked for a motion to adjourn.

Mr. Steinbrink moved to adjourn. Mr. Dobrozsi seconded.

City Council unanimously agreed.

City Council adjourned at 8:02 p.m.

Clerk of Council