CITY OF MONTGOMERY

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Memorandum

January 9, 2017

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, January 9, 2017

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, January 9 at 4:00 p.m. at City Hall. Items to be discussed include:

1. Update on Community Leadership Forum—Staff will be present to update the Committee on the details of the Community Leadership Forum scheduled for Saturday, February 4, 2017. Please see the attached draft agenda for this planned community meeting.

2. Service to the Community Grant Update—Staff will be present to review the attached six-month progress reports from the Montgomery Farmers Market and Operation Give Back and the amended program guidelines for 2017.

3. Update on Recommended Re-Appointments to the Arts and Sister Cities Commissions—Please find attached correspondence from DeAnna Gross, Volunteer Coordinator, updating the Committee on suggested re-appointments and appointments to the Arts and Sister Cities Commissions.

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 December 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

CITY OF MONTGOMERY
GOVERNMENT AFFAIRS COMMITTEE OF CITY COUNCIL
10101 Montgomery Road • Montgomery, Ohio 45242 • (513) 891-2424 • Fax (513) 891-2498

# Agenda

**January 9, 2017**
**Montgomery City Hall**
**10101 Montgomery Road**

**4:00 P.M.**

1. **Call to Order**

2. **New Business**

   a. Update on Community Leadership Forum
   b. Service to the Community Grant Update
   c. Update on Recommended Re-Appointments to the Arts and Sister Cities Commissions

3. **Old Business**

4. **Other Business**

5. **Approval of Minutes**– December 12, 2016

6. **Adjournment**

# Montgomery Community Leadership Forum Agenda
# Bethesda North Hospital
# Golder Conference Room I & II
# February 4, 2017

| | |
|---|---|
| **8:15 – 8:30 a.m.** | **Coffee, Rolls and Networking** |
| **8:30 – 8:35 a.m.** | **Welcome and Introductions – Mayor Chris Dobrozsi** |
| **8:35 – 8:40 a.m.** | **Welcome from Barb Boyne, Bethesda North Hospital CEO** |
| **8:40 – 8:45 a.m.** | **Introduction to Staff Update – Wayne Davis** |
| **8:45 – 9:05 a.m.** | **Staff Update** |
| **9:05 – 9:15 a.m.** | **What Struck You?** |
| **9:15 – 9:25 a.m.** | **Break** |
| **9:25 – 10:45 a.m.** | **Presentations from Our Partners**<br>• Sycamore Community Schools<br>• Bethesda North Hospital<br>• Montgomery Ohio Chamber of Commerce<br>• Twin Lakes Senior Living Community |
| **10:45 – 10:55 a.m.** | **Questions and Answers Discussion** |
| **10:55 – 11:00 a.m.** | **Wrap Up and Adjournment** |

**(Please note that staff members will be present after the session for any individual questions or comments you may wish to discuss.)**

CITY OF MONTGOMERY

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Memorandum

January 9, 2017

To: Wayne S. Davis, City Manager

From: Matthew Vanderhorst, Community and Information Services Director

Subject: Service to the Community Grant Recommendations

**Request**

It is requested for the Government Affairs Committee of City Council to approve the Service to the Community Grant program guidelines as amended from the last funding cycle. A review of the grant guidelines also presents an opportunity for the Committee to review the six month progress reports as submitted by the 2016 – 2017 grantees.

**Background**

During the December 14, 2015, Government Affairs Committee of Council, the Community and Information Systems Department recommended that the Committee approve the new Service to the Community Grant program and guidelines intended to build on the tradition and intended purpose of the former Community Engagement Grant while formalizing the process, increasing awareness of the grant in the community and broadening the scope of the funded projects.

By the April 1, 2016 deadline, two applications were filed for the Service to the Community Grant. Operation Give Back and Montgomery Farmers' Market both requested funding for two new projects. On November 2, 2016, each organization was asked to submit a six-month progress report. These reports are in your packets.

The reports also prompted staff to review the grant guidelines and modify some of the language. The dates were updated to reflect corresponding dates in 2017. Staff also included a note that the dates in the timeline are subject to change according to changes in the Government Affairs Committee of City Council schedule as well as the City Council's schedule.

Staff clarified language found in the last paragraph of page 2. The new language reads, "The agreement shall specify how the funds will be used and require that, upon completion, the grantee give a detailed report on the outcomes of the projects including the expenditures and funds remaining. Any funds remaining shall be returned to the City consistent with the grant agreement."

On page 19 of the grant guidelines, staff asked that the final report also include documentation of how the City of Montgomery was recognized for the support. This bullet reads, "Documentation of the recognition given to the City of Montgomery for the support provided through this grant."

**Recommendation**

The Community and Information Services Department and the grant team recommend approval of the Service to the Community Grant application guidelines as amended. The updates to the grant application builds on the tradition and intended purposes of the grant program, while clarifying language and intent.

## Connie Gaylor

**From:** Beverly Tharp <beverlyltharp@gmail.com>
**Sent:** Wednesday, November 2, 2016 4:36 PM
**To:** Faith Lynch
**Subject:** Re: Service to the Community Grant - Operation Give Back

This provides six month status for Operation Give Back. We are somewhat behind our original plans due to staffing turnover spurred by the Founders transitioning to retirement. Leanne Berke is our new Program Director as of mid-summer. We have a new financial coordinator. Lastly, we have a new Office Manager as of September who is responsible for Parent Education. After two months of her start-up / on-boarding and generally getting the core After School Tutoring Program functioning well, we are ready to proceed executing the Parent Education Plans.

We held an Expectations and Goal Setting meeting with program parents in August. We held an Open House on Saturday, October 22 to expose the community and our parents to the programs offered by Operation Give Back.

We plan the other Parent Programs monthly January to April. Topics we plan to pursue include:

1. Navigating Sycamore Schools Systems - how to stay informed on your students' assignments, grades and progress
2. Dealing with parenting challenges - tweens, teens and more
3. Computer literacy and connectivity including trouble shooting
4. Professional development 1:1 counseling
5. Financial budgeting and literacy

The final programs will be determined as we are able to confirm facilitators.

We appreciate the City of Montgomery support.

Beverly Tharp
Board of Directors Chair and Grant Writer

;
On Oct 7, 2016, at 11:19 AM, Faith Lynch <fdickerhoof@ci.montgomery.oh.us> wrote:

> Service to the Community Grant Recipients,
>
> Hello, I just wanted to take this moment to remind each of you the six month progress reports are due to the City of Montgomery for review on Wed. Nov. 2. You may send those reports to me via email Those reports need to document your activity up to this date and should include items necessary for the final report.
>
> *The final report must include an itemized budget with a copy of financial statements or statement of income and expenditures and assets and liabilities. The report must also include lessons learned and impact of the project and grant.*
> *The final report should include the following information for each expenditure.*

1. *The amount and check number*
2. *The date paid*
3. *To whom payment was made*
4. *The purpose of the expenditure*
5. *Documentation of matching fund including names and time worked if service hours contributed to matching fund requirements.*

Please let me know if you have any additional questions.

Faith

**Faith Lynch**
Communications and Engagement Coordinator

<image002.jpg>
10101 Montgomery Rd.
Montgomery, Ohio 45242
Phone: (513) 792-8358
Fax: (513) 891-2498
Email: flynch@ci.montgomery.oh.us
Website: montgomeryohio.org
Facebook: CityofMontgomeryOhio
Twitter: @MontgomeryOhio
Instagram: @MontgomeryOhio

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# Service to Community Grant Report – November 2, 2016

**Lessons Learned and Impact**

"Montgomery Farmers' Market will expand our service to the community by accepting SNAP benefits in 2016, hopefully with the help of the City of Montgomery. SNAP is the program formerly known as food stamps, which were physical paper stamps that could be exchanged for eligible food items anywhere. SNAP benefits are now administered through Electronic Benefits Transfer (EBT) cards, which creates a barrier for farmers to accept SNAP as a form of payment at farmers' markets and farmstands. To overcome this barrier, farmers' markets have created alternate currencies." *From our application*

This season we learned that the process of setting up to accept SNAP benefits at our market is not a quick or easy process! The steps of acquiring SNAP vendor status and getting approved for the Farmers' Market Coalition grant to pay for the machine to swipe cards takes longer than we anticipated. Despite starting the process in March 2016, we were unable to complete the process in time to get our machine, train volunteers, and roll out the program before the end of the market.

Some of our work was delayed by the delay in the grant process. (Due to cancelled Government Affairs Committee of Council meetings). We initially anticipated an April 20th notification of funding decisions, but the email notification came two months later in the middle of June. We were not comfortable committing to paying for some aspects of the project that we would not be able to fund without the City's grant funding. We did submit the application to be a Produce Perks Farmers' Market in February since that application was due and didn't require money. We also began the SNAP approved vendor application process starting in March because that did not require any money and would be required no matter what type of currency we decided to use, how we would track information, or whether or not we decided to accept debit and credit cards. The delay of grant notification did delay the choice of machine and application for our Farmers' Market Coalition approval for grant funding to cover the cost of the machine.

Partial funding from the City ($1500 of the $2500 requested) meant making decisions about how to cover the costs of the unapproved items or changing our process for meeting those needs. The City was unable to fund the printing of tokens for credit and debit cards, which called into question whether or not we would accept credit and debit cards. Without funding for credit and debit tokens, we ultimately ended up adapting our strategy around tokens for debit and credit cards, instead choosing to use paper

script, or "bucks" for the non-SNAP currency. It took us a little longer to determine how to design the different paper scripts so that they would all be distinct yet coordinated. As we reconsidered accepting debit and credit, it also caused us to reconsider which machine would be appropriate for our market, as different machines and companies bring with it different fees for credit and debit card transactions.

As we processed through these decisions, we had applied for the Farmers' Market Coalition grant, but our application expired by the time we were ready to use it, thus requiring us to need to reapply and delaying getting our machine.

Complicating these matters, the board member responsible for this project experienced a decrease in capacity due to increased work demands and a change in health status.

However, the Market Board is still just as committed to providing SNAP access at our market! We have designed and printed the paper script. We have a FNS number and are recognized as a SNAP approved store. We have been approved through Produce Perks and have hosted multiple Produce Perks cooking demos of budget-friendly recipes at our market this season.

Given the unanticipated challenges we have experienced, we have updated our timeline to reflect the new plan to fulfill our objectives of serving our community by providing SNAP access at our farmers' market.

**Updated Timeline**

| Month | Tasks |
|---|---|
| February 2016 | Application approved for Produce Perks |
| March 2016 | Applied for and received SNAP vendor approval |
| June 2016 | Received $1500 grant from City of Montgomery |
| September 2016 | Paper script designed and printed |
| November 2016 | Reapply for FMC grant and machine |
| December 2016 | Design signs for customization once vendor applications are approved |
| January-February 2017 | Recruit additional volunteers, train volunteers and board members on machine use and tracking of use, apply again for Produce Perks for 2017 |
| March 2017 | Outreach to local organizations that serve low-income population |
| March-April 2017 | Print signs for each vendor based on their accepted application |
| May 2017 | Official launch on day 1 of the 2017 season, advertising on facebook and through local channels and partners |

The following chart reflects our current expenditures: the amounts, check numbers, date paid, to whom the payment was made, and the purpose of the expenditure, and documentation of matching fund including names and time worked for the service hours contributing to matching requirements.

| Check # | Amount | Paid to whom | Date | Purpose | Matching funds | Time | Purpose | Provided by |
|---|---|---|---|---|---|---|---|---|
| 1208 | 92.34 | Brian Lowe | Sep-16 | Printing on security paper for SNAP script/"bucks" | | $ 60.00 | Graphic design of new bucks | Brian Lowe |
| | | | | | | $ 100.00 | Time spent applying for SNAP vendor status, researching machines, grant funds, etc | Marian Dickinson |
| | *100* | | | Design of bucks and signs | | | | |
| | *900* | | | Printing of signs for all vendors | | | | |
| | *250* | | | Consultant fees to train volunteers, staff to use machine, track feedback | | | | |
| | *50* | | | Advertising to reach beyond current customer base | | | | |
| | *100* | | | Supplies - storage bins, baggies, turntable, etc | | | | |

CITY • OF MONTGOMERY

# Service to Community Grant Program

## Application and Guidelines

2017-2018

## City of Montgomery Service to Community Grant Application Guidelines

The purpose of the Service to the Community Grant program is to provide a fair and consistent method of establishing grant funding for community groups or organizations that have the ideas and the skills necessary to execute creative community projects to benefit and engage citizens in the City of Montgomery.

**Service to the community is defined as providing a beneficial service, project or event that engages or improves the quality of life of Montgomery residents.**

The City of Montgomery is a local government agency with the mission "Providing superior services and engaging with you to enhance our community!" As this mission statement states, it takes a partnered approach to provide services to a community and this grant is one opportunity for Montgomery service organizations to partner with the City for the benefit of our community.

We encourage you to review this document while filling out the grant application.

### *Funding Criteria*

1. All projects must be a creative effort to address an identified issue and build on assets in the community to improve conditions and enhance the quality of life in Montgomery.
2. All projects must be inclusive, bring the community together and involve the community in the project. All projects/activities must benefit and be open to the general public.
3. Projects must be sponsored by not-for-profit or civic organizations, educational organizations, neighborhood associations or religious organizations serving the Montgomery community.
4. The project must have a clearly defined plan of action with measurable outcomes for success.
5. We encourage community groups to team up to create transformative change in our city. In order to encourage groups to work together on joint projects, two or more groups who work together on a single project may submit one grant application. Special consideration will be granted to applications that involve more than one entity.
6. Projects should encourage increased involvement of residents in neighborhood or community activities, may involve a wide variety of participants including youth, and clearly provide benefits to the entire community.
7. The project/activity should be enjoyable, build citizen leadership capacity, and provide opportunities to increase social connections among residents.
8. The organization should match the grant with investments of their own funds, other donations or grants or other in-kind donations, such as labor.
9. The group must agree to report on expenditures, lessons learned, photos and stories to capture the impact of the project and grant.
10. The proposal must document how this project can be sustained without grant funding.
11. Grantees are encouraged to publicize their project/activity to spread the word on this grant and the good work that they are doing for the community.

## Eligibility

Eligible grantees are limited to those not-for-profit or civic organizations, educational organizations, neighborhood associations or religious organizations serving the Montgomery community. Requests will not be considered from organizations that discriminate on the basis of race, creed, color, age, sex, religion, national origin or veteran status. The grant cannot fund commercial activities or charitable activities that are not directly of service within the City of Montgomery. Special consideration will be given for joint applications submitted by more than one group working together.

Documentation is required that the requested amount of the grant be equally matched from other sources in either cash contributions or in-kind property or equipment contributions. The applicant may also provide up to 50% of the matching contribution in service hours by the applicant's members or supporters, to be credited at $20 per hour. The contributing service work should be specifically described to be considered.

Grant applications must be submitted by April 1 of each year to be considered in that year's grant cycle. As a matter of fairness to all applicants, no exceptions to the deadline will be made. Notifications of decisions will be made to applicants within 90 days of April 1.

## Financial Need

Recipients with documented outstanding project performance and demonstrated financial need may reapply for the grant but would be limited to a maximum of two consecutive years of funding. Applicants will not be considered for a third consecutive year of funding but could reapply after sitting out a year, unless no other applications are submitted by the April 1 deadline.

## Agreement and Final Report

The Montgomery City Council must authorize all grants. All grant applications will be reviewed and scored by City Staff and City Council and awarded by City Council by motion. Such grants will require an agreement entered into by the City of Montgomery and grantee. The agreement shall specify how the funds will be used and require that, upon completion, the grantee give a detailed report on the outcomes of the projects including the expenditures and funds remaining. Any funds remaining shall be returned to the City consistent with the grant agreement. Applicants must also provide a plan for recognizing the City of Montgomery for the support provided through this grant.

## *Snapshot of Timeline*

Applications Due: 4:00 p.m. on Monday, April 3, 2017

Funding decisions will be made within 90 days following the application due date.

Project Completion: The date of completion will be made within one (1) year of receiving the grant funds.

Thank you for your interest in the City of Montgomery's Service to Community Grant Program. Please review the enclosed materials carefully and provide all of the information requested. Incomplete applications or applications that do not meet the definition of community engagement or service to community will not be considered.

Application Contents

1. Group Fact Sheet
2. Certifications
3. Application Questionnaire
4. Budget Worksheet

Eligibility Requirements

- Applicants must be a qualified tax-exempt 501 (c) (3) organizations or a registered non-profit with the State of Ohio that serves Montgomery residents, or an organized and identifiable group of citizens that serves Montgomery residents.
- Only one grant application per year will be considered for any one group or organization. More than one group or organization may join together for a single grant application.
- Grant requests can be made for all project and activity types which provide engagement or service to the citizens of Montgomery.

Deadline to Submit Applications

Completed applications must be received no later than 4:00 p.m., Monday, April 3, 2017. No exceptions will be made. These may be either dropped off or mailed. Emailed applications will not be accepted. Fully completed applications must be typed and not hand-written.

2017-2018 Grant Funding

A maximum of $2,500 will be awarded to any one applicant in any given year. The City of Montgomery has budgeted $5,000 for 2017.

The decision to continue funding of the Service to the Community Grant is subject to the appropriation of funds for such purpose by the Montgomery City Council. Funding for the Service to the Community Grant Program may be modified or suspended during times of economic downturn, when revenue sources for the City are reduced and/or by City Council consistent with the adopted budget.

Grant Process Timeline

| | |
|---|---|
| Pre-application meeting for interested applicants | Tuesday, February 21, 2017<br>5:00 p.m. at City Hall |
| Applications available online | Wednesday, March, 1, 2017 |
| Applications due by 4:00 p.m. | Monday, April 3, 2017 |
| City staff review of applications | Thursday, April 6, 2017 |

**Incomplete applications will not be considered and the applicant will be notified by email.**

****The following dates are subject to change based on the Government Affairs Committee of City Council and the City Council schedule.****

| | |
|---|---|
| Distribute application packets to the Grant Committee for review | Tuesday, April 4, 2017 |
| Grant Committee deliberation and award recommendations | Thursday, April 6, 2017 |
| Government Affairs Committee of City Council considers Grant Committee award recommendations | Monday, April 10, 2017 |
| Government Affairs Committee of City Council takes recommendations of grant awards to full City Council for motion to approve | Wednesday, April 19, 2017 |
| Grant Award notification letters mailed to applicants | Monday, April 24, 2017 |
| Checks presented to grant recipients at the City Council Meeting (7:00 p.m.) | Wednesday, May 3, 2017 |
| Checks mailed to grant recipients not present at the City Council meeting | Friday, May 5, 2017 |
| Article appears in Montgomery Bulletin notifying the community of grant awards | June newsletter, due May 10, 2017 |
| Six month progress reports due to City of Montgomery for review | Thursday, November 2, 2017 |
| Final Report due to City of Montgomery for review. | Exactly 1 year after the grant award |

Application Checklist

For your application to be considered, please ensure that all of the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., Monday, April 3 ,2017 to Montgomery City Hall. Questions may be directed to Faith Lynch at 792-8358 or flynch@ci.montgomery.oh.us.

Please do not include the coversheet or pages 1 through 5 with your submission.

1. Grant application includes:

   a. Group fact sheet _____

   b. Certification _____

   c. Application questionnaire _____

   d. Grant Request budget worksheet _____

   e. Proof of tax exempt status and/or Articles of Incorporation as a not-for-profit organization, If applicable. _____

   f. Completed W-9 Form _____

Contact:

Faith Lynch
City of Montgomery
(513) 792-8358
flynch@ci.montgomery.oh.us

**Deadline: 4:00 p.m., Monday, April 3, 2017**

**Applications received after the deadline will not be accepted**

**Group Fact Sheet**

Group name: _____

Address: _____

City: _____ Zip: _____

Mailing Address:

_____

City: _____ Zip: _____

Phone: _____ Fax: _____

Contact Person: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Project/Program Title: _____

Project/Program Start Date: _____ Project/Program End Date: _____

Group Fiscal Year End: _____ Federal Tax ID # (EIN) _____

**Certification**

Groups or organizations applying for fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving City of Montgomery Service to Community Grant Program funds.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct.

I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

_____

Name of Group/Organization

_____

Signature of Authorizing Official Date

_____

Printed Name and Title of Authorizing Official

**Application Questionnaire**

1. Funding amount requested: _____ Application submitted last fiscal year? _____

   Amount requested last year: _____ Amount awarded: _____

List the source and amount of any government funding received for the project or program (include funding received from City of Montgomery departments outside of this grant application process).

Government Agency Amount

_____

_____

_____

_____

List all other pending grants related to the project or program to which you are applying for funding.

Partner group Amount

_____

_____

_____

_____

2. What is your group's mission statement?

3. What is your group's annual budget?

4. Detail the group's history, purpose, accomplishments and goals.

5. What is the group's primary funding sources (government, private, other and estimated amounts)?

| Source | Amount |
| --- | --- |
| | |
| | |
| | |
| | |

6. How does your group meet the City's definition of service to the community as defined on page one (1) of the application?

7. Describe how your group plans to use the funds being requested. Please be as specific as possible including a timeline for the project as well as explaining the sustainability of the project and how that would be managed.

8. How will this project/service have a public purpose and engage citizens of Montgomery for this public purpose?

9. How will you identify residents in need of services, if applicable?

10. Have you received in the past, or currently receiving grant funding, for this or a similar project? If yes, please provide a detailed description.

11. How will awarding funds to your group benefit City of Montgomery residents? Special consideration will be given for joint applications submitted by more than one group working together. You may share a specific example or a brief past "success story".

12. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? _____

13. List other groups providing the same or similar services in the Montgomery area?

_____

_____

_____

_____

14. Is the project or program still feasible if awarded partial funding? (please explain)

15. How will you evaluate success of the project or program? Please note that your group will be required to submit a 6 (six) month progress report if awarded funds (see the Grant Process Timeline on page 4.)

16. What is your plan to provide recognition to the City of Montgomery for the support provided through this grant?

**Grant Request Budget Worksheet**

Grant Request is for: _____

(name of project/program and group name)

Amount of Grant Request $_____

Time period covered by grant request _____

Project/Program Funding Sources

- City of Montgomery $_____
- Other governmental entity $_____
- Other pending grants $_____
- Private business sponsors $_____
- Donations, events, fundraising, etc. $_____
- Other_____ $_____

Total Funding Sources

Project/Program Expenses

- Personnel $_____
- Equipment $_____
- Materials $_____
- Other $_____

Total Expenses $_____

**Final report**

The final report must include an itemized budget with a copy of financial statements or statement of income and expenditures and assets and liabilities. The report must also include lessons learned and impact of the project and grant.

The final report should include the following information for each expenditure.

1. The amount and check number
2. The date paid
3. To whom payment was made
4. The purpose of the expenditure
5. Documentation of matching fund including names and time worked if service hours contributed to matching fund requirements.
6. Documentation of the recognition given to the City of Montgomery for the support provided through this grant.

**Scoring Sheet**

| Question | Points | Points Awarded |
|---|---|---|
| Group's history, purpose, accomplishments, and goals | 5 | |
| How does the group meet the City's definition of Service to the Community | 10 | |
| Describe how your group plans to use the funds requested | 15 | |
| How will this project/ service have a public purpose? | 15 | |
| How will you identify residents in need of services | 10 | |
| Have you received funding in the past? | 5 | |
| How will the award benefit Montgomery residents (weighted here for more than 1 group) | 20 | |
| Anticipated number that will be served | 5 | |
| List the other groups involved | 5 | |
| Evaluate success of the program | 5 | |
| How will your plan provide recognition to the City of Montgomery? | 5 | |
| **TOTAL Points Awarded** | **100** | |

## City seeks applicants for Service to the Community Grant program

In 2016, the City of Montgomery expanded the previous community engagement grant program into the Service to the Community Grant program. This grant program is open to all not-for-profit organizations which have innovative ideas and the skills necessary to execute creative community projects that benefit and engage the citizens of the City of Montgomery.

Service to the community is defined as providing a beneficial service, project or event that engages or improves the quality of life of Montgomery residents.

This grant is an opportunity for local service organizations to partner with the City of Montgomery for the benefit of the community. Last year, both the Montgomery Farmers' Market and Operative Give Back each received grants from this program. The maximum of $2,500 may be awarded to any one applicant.

Service organizations are invited to attend a pre-application meeting on Thursday, Feb. 21, 2017, 5:00 p.m., at the Montgomery City Hall to learn more about the grant program and the expected timeline. To review the grant application, search "Service to Community Grant" on montgomeryohio.org. Applications are due by 4:00 p.m. on Monday, April 3, 2017.

Please contact Faith Lynch, communications and engagement coordinator, at 792-8358 or flynch@ci.montgomery.oh.us with any questions.

CITY OF MONTGOMERY

Providing superior services and
engaging with you to enhance our community!

Memorandum

September 29, 2016

TO: City Council and City Manager

FROM: DeAnna Gross, Volunteer Coordinator

SUBJECT: Status report on Board and Commission members with term expirations of 1/31/2017 and 2/28/2017.

| Board/Commission & Member | Term Expiration | Re-appointment Status |
|---|---|---|
| **Art Commission** | | |
| Rosalee Ritchie | 2/28/2017 | Seeking Re-appointment |
| Vacant | 2/28/2017 | NA |
| **Beautification & Tree Commission** | | |
| Shirley Freeman | 2/28/2017 | Seeking Re-appointment |
| Martha Seaman | 2/28/2017 | Not Seeking Re-appointment |
| **Board of Tax Appeals** | | |
| Gary Blomberg | 1/31/2017 | Seeking Re-Appointment |
| Ed Steinebrey | 1/31/2017 | Seeking Re-Appointment |
| Shari Kolnicki | 1/31/2017 | Seeking Re-appointment |
| **Civil Service Commission** | | |
| Benny Miles | 1/31/2017 | Seeking Re-appointment |
| **Board of Zoning Appeals** | | |
| Doug King | 1/31/2017 | Seeking Re-appointment |
| Tom Molloy | 1/31/2017 | Seeking Re-appointment |
| **Environmental Advisory Commission** | | |
| Laith Alfaqih | 1/31/2017 | Seeking Re-appointment |
| Donna Schwartz | 1/31/2017 | Seeking Re-appointment |
| **Landmarks Commission** | | |
| Doug Hughes | 1/31/2017 | Seeking Re-appointment |
| Stephen Schmidlin | 1/31/2017 | Seeking Re-appointment |
| **Parks and Recreation Commission** | | |
| Kristy Felss | 1/31/2017 | Seeking Re-appointment |
| Cherie Estill | 1/31/2017 | Not Seeking Re-appointment |
| Mitch Radakovich (Student Advisor) | 1/31/2017 | Not Seeking Re-appointment |
| **Planning Commission** | | |
| Michael Harbison | 1/31/2017 | Seeking Re-appointment |
| Barbara White | 1/31/2017 | Seeking Re-appointment |
| **Sister Cities Commission** | | |
| Jody Ballah | 2/28/2017 | Seeking Re-appointment |
| Dina Schmid | 2/28/2017 | Seeking Re-appointment |
| Jack Wild | 2/28/2017 | Seeking Re-appointment |

*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 Affair Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.*

City of Montgomery
Governmental Affairs Committee Minutes
December 12, 2016

Present
Wayne Davis, City Manager
Brian Riblet, Public Works Director
Don Simpson, Police Chief
Matthew Vanderhorst, Community and Information Services Director
Connie Gaylor, Clerk of Council

City Council Committee Members Present
Gerri Harbison, Chair
Lynda Roesch
Craig Margolis

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

**Review of City Hall Facility Usage Policy**

Mr. Davis explained that at the October 10, 2016 Government Affairs Committee meeting, staff was asked to review the City Hall Facility Usage Policy and to make suggested changes such as:

- Change the days the building was available from Monday through Thursday to daily
- Remove the provision that a member of a Board or Commission could schedule the use of the building
- Extend the amount of days that the building could be scheduled in advance from 14 days to 45 days
- Remove the final clause of the policy referring to the use by Neighborhood Associations permitted through December 31, 2010.

The Committee reviewed and discussed the changes and suggested that the First Suburbs Consortium be considered as an approved organization as well as the addition of the clause "including but not limited to" in regards to the approved organizations. The Committee agreed with all changes as approved by Mr. Davis, City Manager.

**Board and Commission Member Resignation Process**

Mr. Davis explained that at the August 8, 2016 Government Affairs Committee meeting, staff was asked to review the process as stated in the Board and Commission Training Manual regarding the resignation of a Board or Commission member. He stated that after a review process, staff has drafted a Board and Commission Resignation Letter template as well as a City Council Liaison Board and Commission Resignation Acceptance Letter template that will be included in an updated Boards and Commission Training Manual to be disbursed to all Commission Members.

The Committee reviewed the letters and suggested adding a phrase to the Board and Commission letter to include why the member is resigning.

Mr. Margolis moved to approve both letters and to add to the Boards and Commission Manuals. Ms. Roesch seconded. The Committee unanimously agreed.

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**Surplus Property Disposal (Public Works)**

Mr. Riblet discussed the submitted request to the Government Affairs Committee to designate a 2004 Ford F-650 Dump Truck as surplus property. If approved, the truck will be auctioned to the public through GovDeals.com.

Mr. Margolis moved to designate the 2004 Ford F-650 as surplus. Ms. Roesch seconded. The Committee unanimously agreed.

**Surplus Property Disposal (Police Department)**

Police Chief, Don Simpson, explained at the October 10, 2016 Government Affairs Committee meeting, the Committee declared the donated 1962 Ford Fairlane as surplus and approved it for sale as a parts vehicle. Since this time the police department has a received a request from the Greater Cincinnati Police Historical Society to consider the donation of the 1962 Ford Fairlane to their Museum. The museum indicated that the vehicle would be used for display purposes only and that the Montgomery markings would remain untouched.

Mr. Margolis made a motion to donate the 1962 Ford Fairlane to the Greater Cincinnati Police Historical Society for display in their museum. Ms. Roesch seconded. The Committee unanimously agreed.

**Approval of Minutes**

Mr. Margolis moved to adopt the October 10, 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 4:55 p.m.

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Chair