

November 10, 2017

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

FROM: Brian K. Riblet, Interim City Manager *BKR*

SUBJECT: Government Affairs Committee Meeting of Monday, November 13, 2017

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, November 13 at 3:30 p.m. at City Hall. Items to be discussed include:

1. Surplus Property Disposal (Fire Department)—Please find attached correspondence from Paul Wright, Fire Chief, requesting that the Government Affairs Committee declare the attached list of miscellaneous equipment as surplus property. If approved, the fire hose will be donated to the Cincinnati Zoo.
2. Surplus Property Disposal (Police Department)—Please find attached correspondence from Sergeant Gregory Harris requesting that the Government Affairs Committee declare the attached list of vehicles as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com, public auction or be destroyed.
3. 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.
4. Surplus Property Disposal (Public Works)—Please find attached correspondence from Gary Heitkamp, Assistant Public Works Director, requesting that the Government Affairs Committee declare the attached list of miscellaneous items as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.
5. Update on Holiday Cards—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.
6. 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 3, 2018. Please see the attached draft agenda for this planned community meeting.
7. Review of the Montgomery Farmers Market Grant Report— Staff will be present to review the attached six-month progress report from the Montgomery Farmers Market.
8. Review of City Manager Evaluation Process—The Committee will discuss the City Manager evaluation process in order to hear feedback from staff for future processes.

9. 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 11, 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

**November 13, 2017
Montgomery City Hall
10101 Montgomery Road**

3:30 P.M.

- 1. Call to Order**
- 2. New Business**
 - a. Surplus Property Disposal (Fire Department)
 - b. Surplus Property Disposal (Police Department)
 - c. Surplus Property Disposal (Community and Information Services)
 - d. Surplus Property Disposal (Public Works)
 - e. Update on Holiday Cards
 - f. Update on Community Leadership Forum
 - g. Review of City Manager Evaluation Process
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes– September 11, 2017**
- 6. Adjournment**

October 11, 2017

TO: Brian Riblet, Interim City Manager
FROM: Paul Wright, Fire Chief *PW*
SUBJECT: Surplus Equipment

The following listed firefighting equipment is of no use to the department due to the age or condition of the equipment and should be designated as surplus by the Government Affairs Committee of City Council.

1) Panasonic Toughbook Computers – 5 units

Model	S/N
6JKSA54934 R	CF-18
5EKSA23708	CF-29
6JKSA54887 R	CF-18
5JKSA54891 R	CF-18
5EKSA23764	CF-29

2) Fire Hose

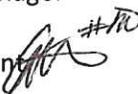
Hose Diameter	Number of Sections
1 ¾"	38
2 ½"	3
5"	4

The value of the computers is zero since the units are inoperable. The fire hose we would like to donate to Cincinnati Zoo for use with their animal care, activities and/or environment.

Please let me know if you have any questions.

October 18, 2017

To: Brian Riblet, Interim City Manager

From: Gregory Harris, Police Sergeant  #10

RE: Request for Vehicles to be declared as Surplus

Request

The Police Department is requesting that the following vehicles be declared as surplus by the Government Affairs Committee of City Council and sold for fair market value as part of our vehicle replacement rotation.

<u>YEAR</u>	<u>DESCRIPTION</u>	<u>VIN#</u>	<u>MILES</u>	<u>VALUE</u>
2013	Ford Police Interceptor SUV	1FM5K8AR7DGC73554	93,523	\$7000
2013	Ford Police Interceptor SUV	1FM5K8AR5DGC73553	99,707	\$7000
2012	Ford Taurus (unmarked)	1FAHP2D81DG101254	70,105	\$8000
2012	Ford Police Interceptor Sedan	1FAHP2MT9DG132207	67,484	\$8500

Background

As part of the Police Department's vehicle replacement rotation, the vehicles will be sold to another government agency directly; by advertisement through the site GovDeals.com or sold to a Law Enforcement Training facility (such as Scarlet Oaks or the Ohio Peace Officer's Training Academy OPOTA) in exchange for tuition credits and will be sold for fair market value (estimated above) including the Police Interceptor Package the vehicle is equipped with.

October 20, 2017

TO: Brian Riblet, Interim City Manager

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

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
Dell	OptiPlex 9010	5YX9ZV1	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.

November 10, 2017

TO: Brian Riblet, Interim City Manager
FROM: Gary Heitkamp, Assistant Public Works Director
SUBJECT: Surplus Items



The public works department is requesting that the following list of miscellaneous items be declared as surplus by the Government Affairs Committee of City Council. All items will be disposed of through GovDeals.com.

Miscellaneous Items

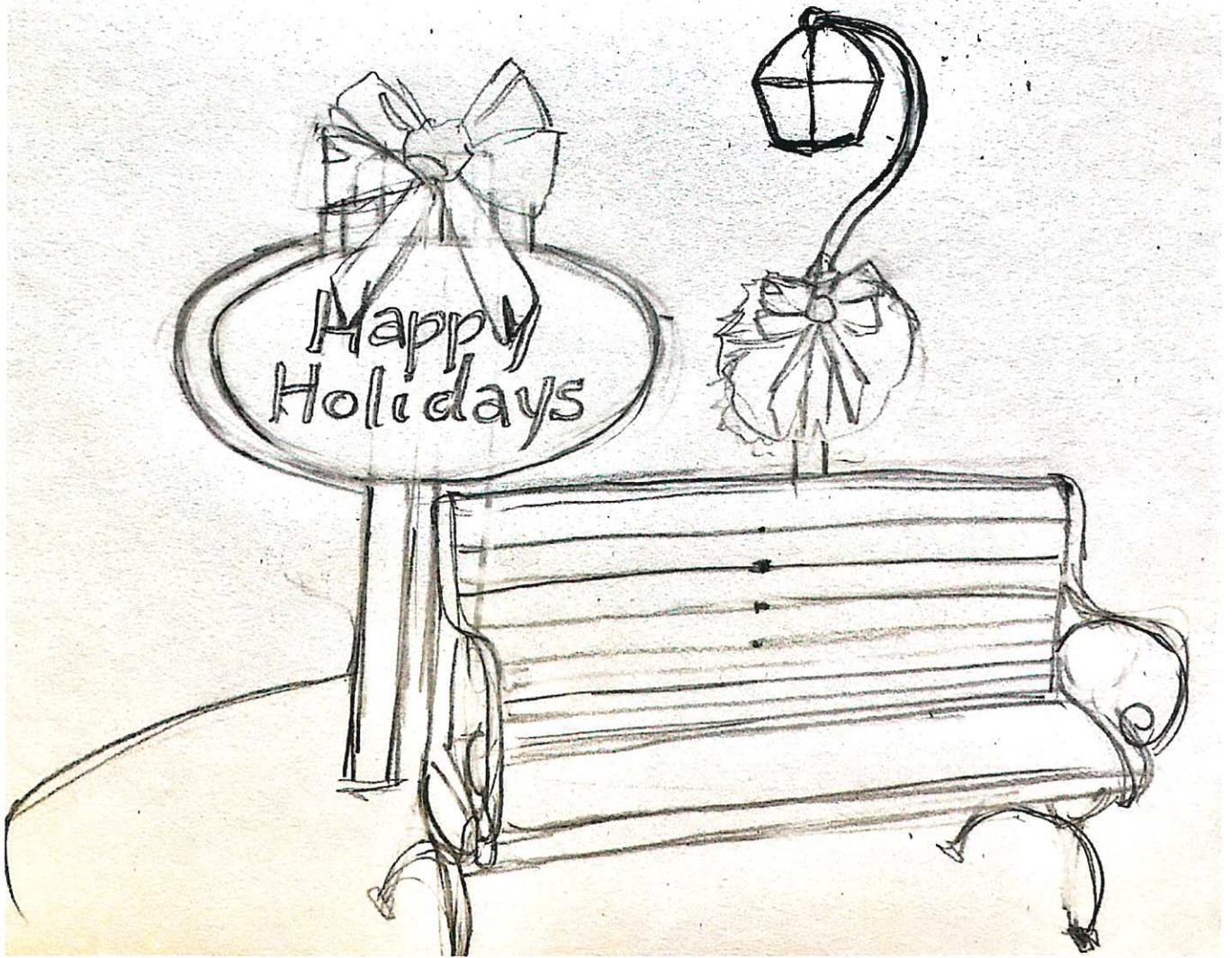
GE Oven	Model #JBP66W0K4WW Serial #DM217690
GE Microwave	Model #JVM1660WH04 Serial #HL90031
GE Microwave	Model #JES2051DN2BB Serial #GZ207636
GE Microwave	Model #JES2051DN2BB Serial #ZD201323
Frigidaire Refrigerator	Model #GLRT13TEW4 Serial #4A64910582
Bunn Coffee Machine	Model #VPR Serial #VPR0469455

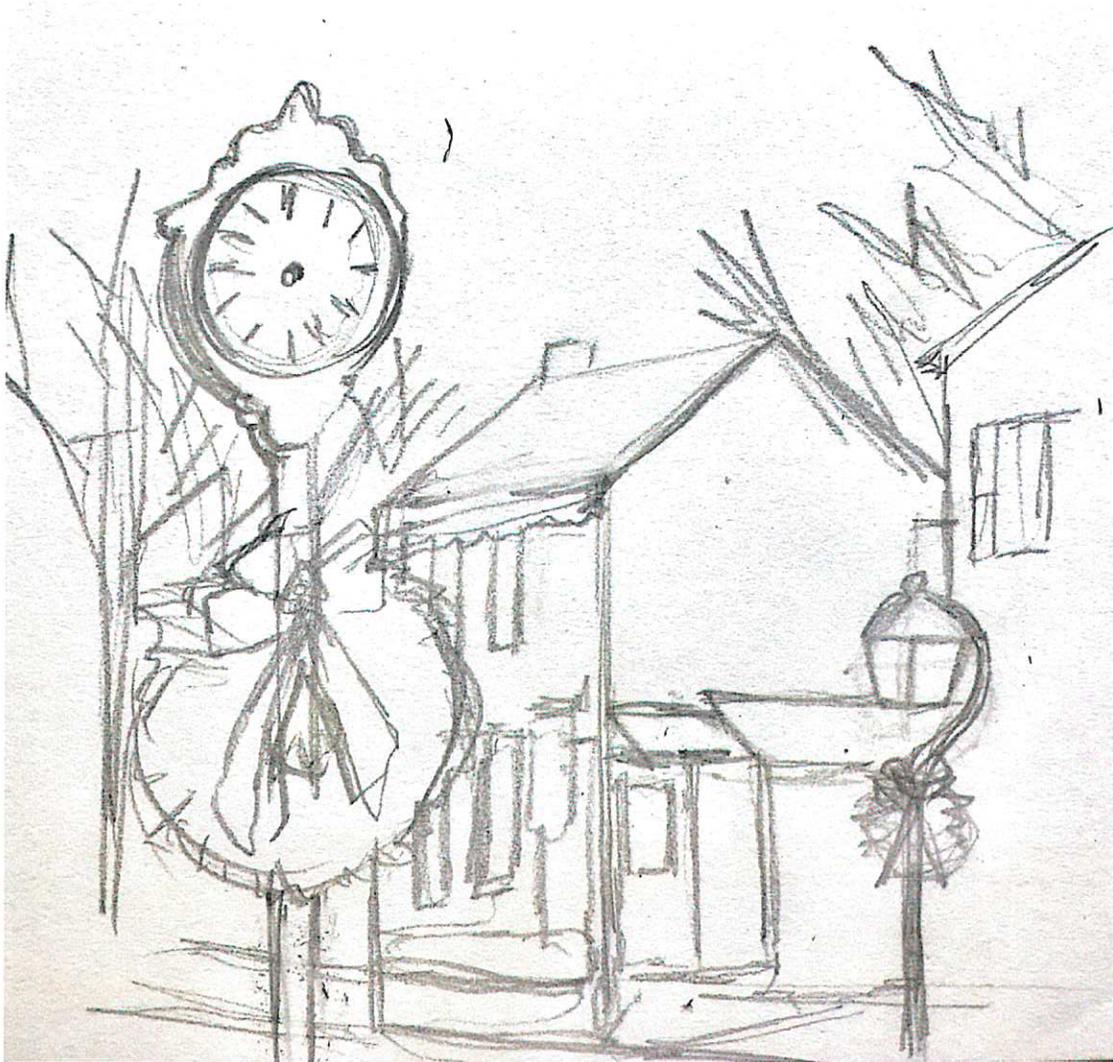
Should you have any questions please do not hesitate to contact me.



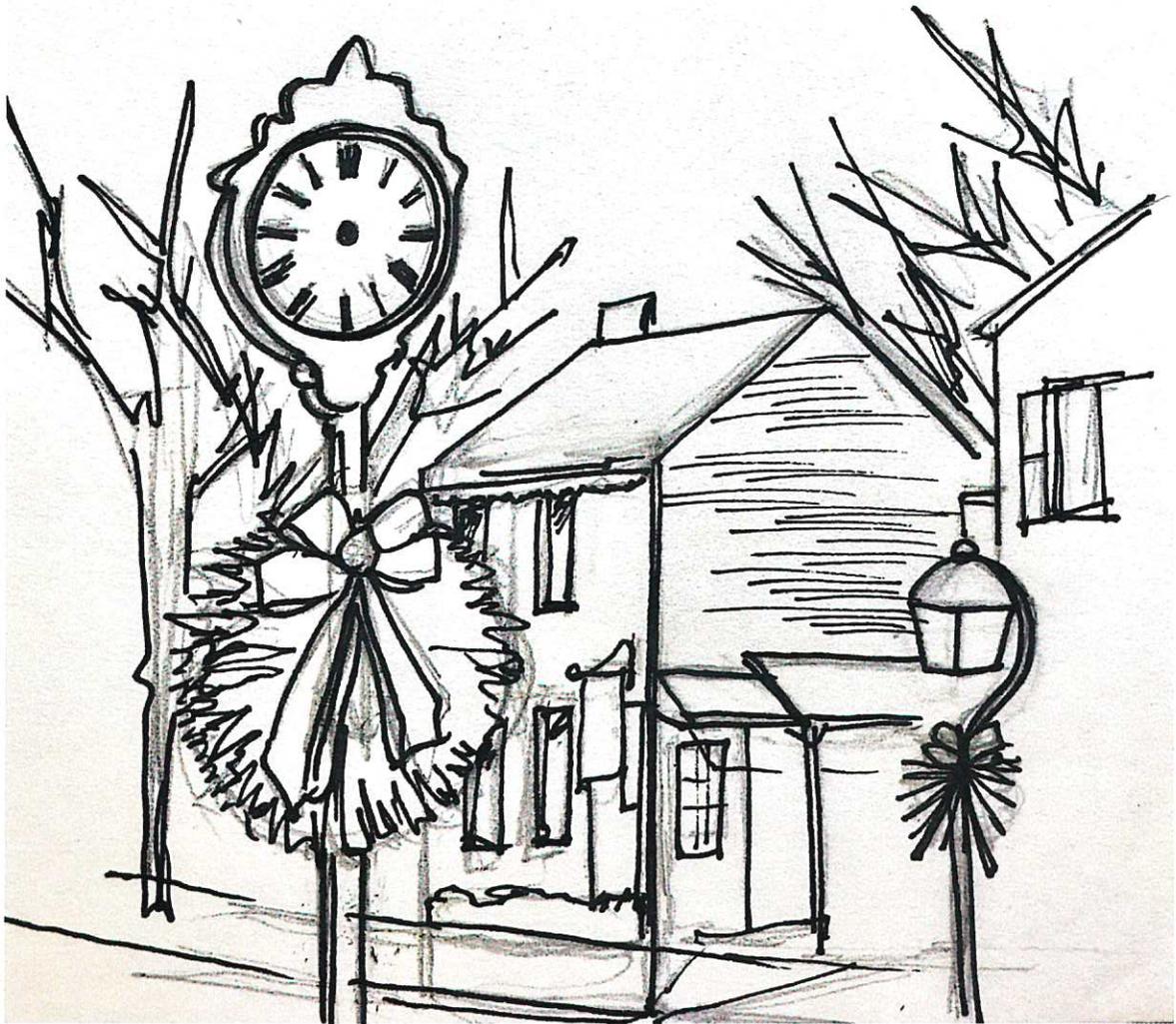
Holiday Card Contest Entries 2017 from Elise Williams 1







Holiday Card Contest Entries 2017 from Elise Williams 4



Holiday Card Contest Entries 2017 from Elise Williams 5



One picture is a photograph and the other is processed to make it look like a painting.



One picture is a photograph and the other is processed to make it look like a painting.

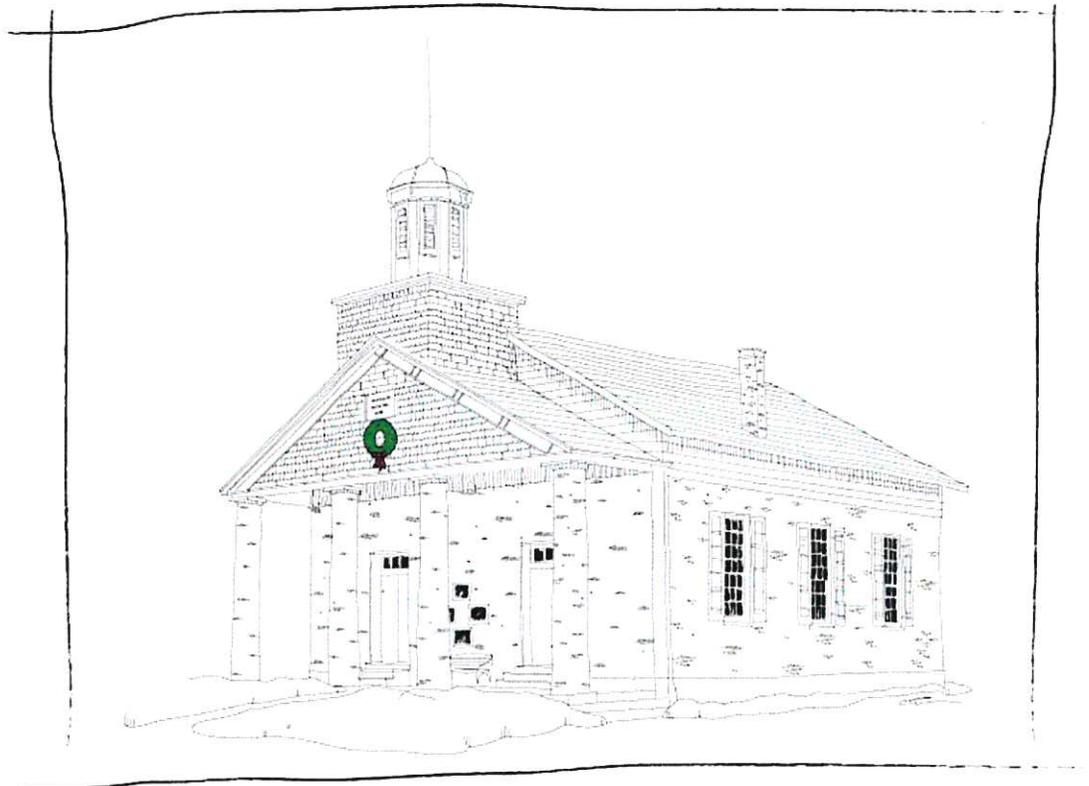
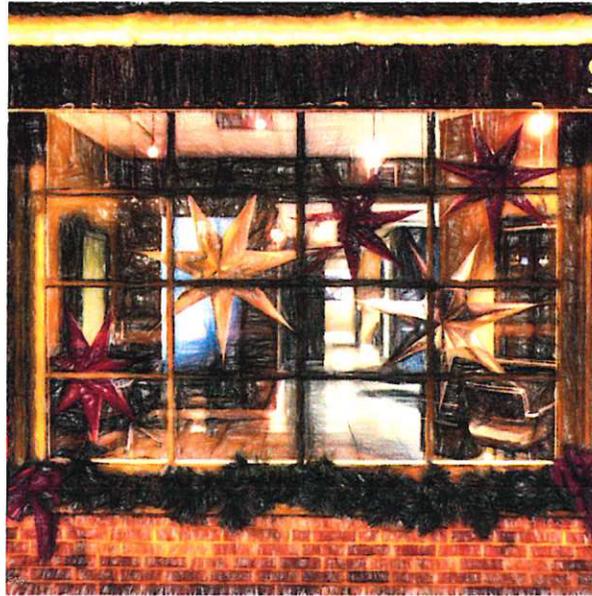
The top 4 picks below were selected by the Montgomery Arts Commission and they are in no particular order of preference.



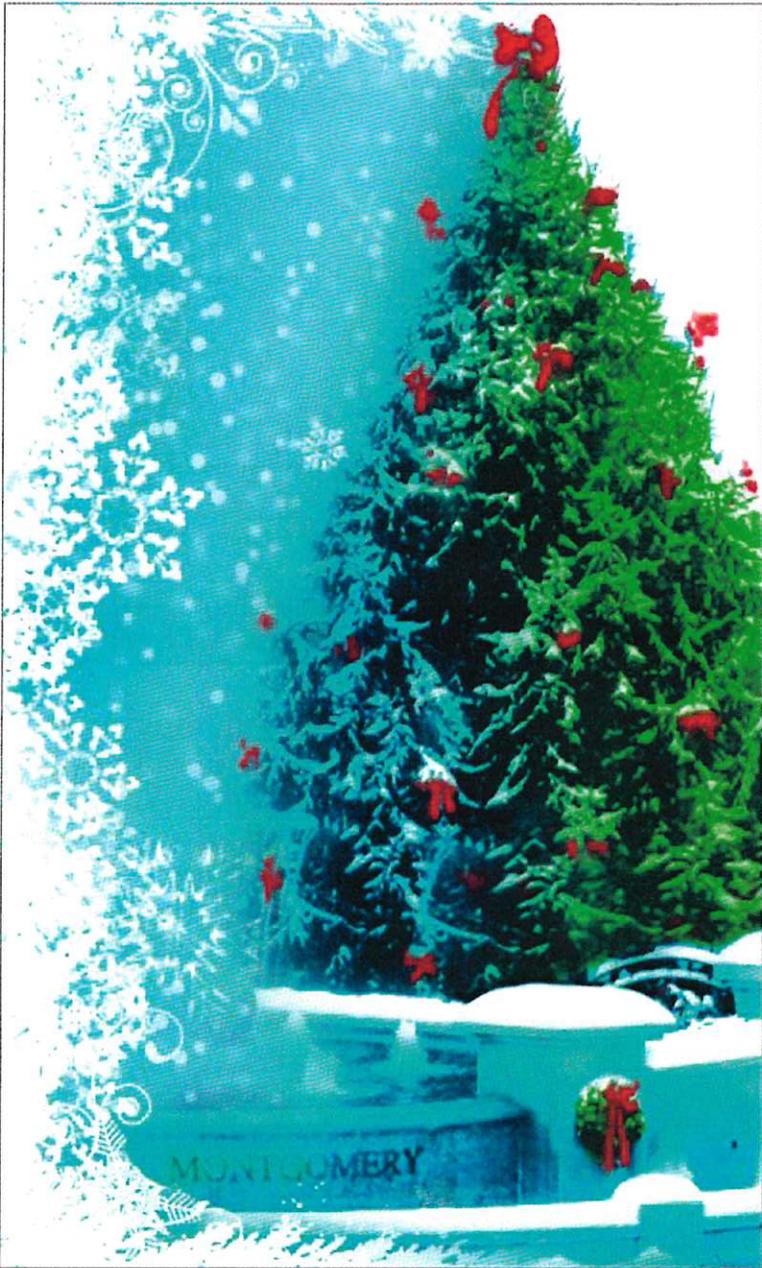
Arts Commission members suggested the "fog" be taken off this photo.

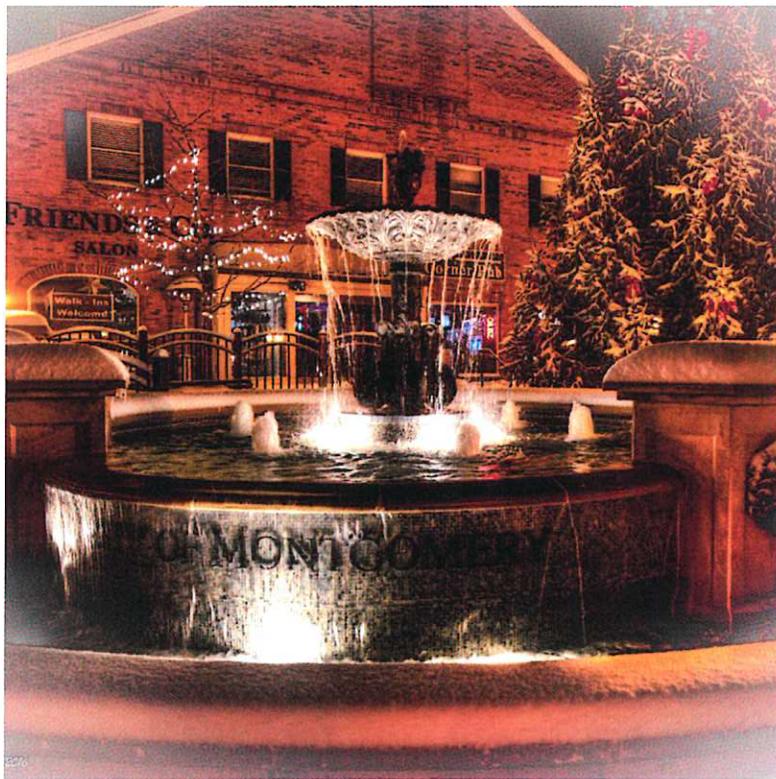
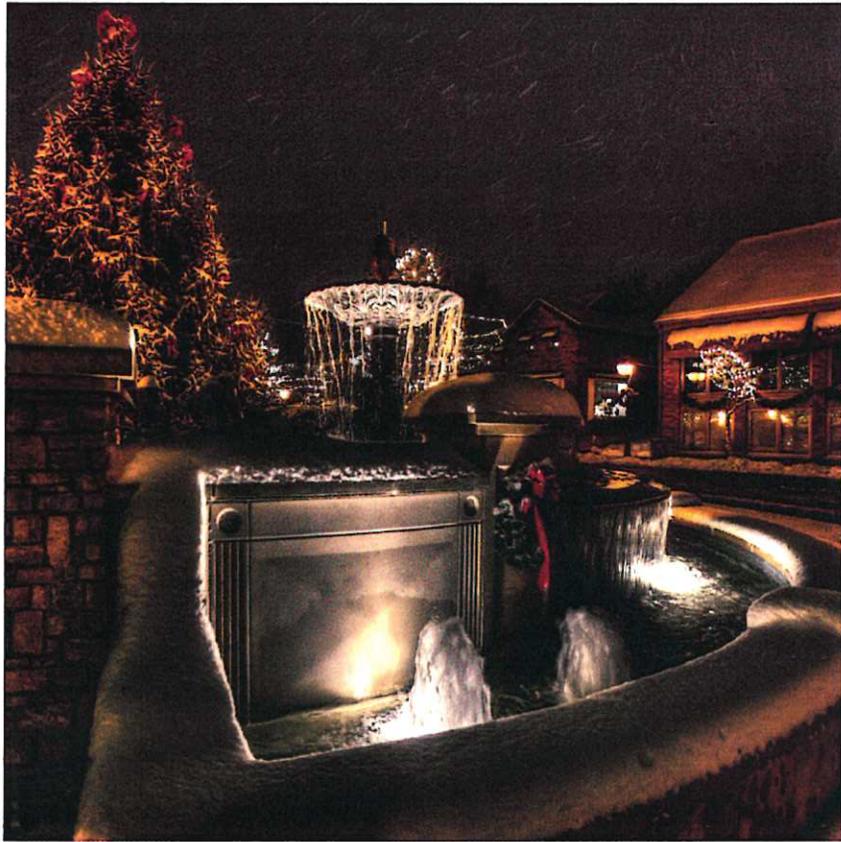


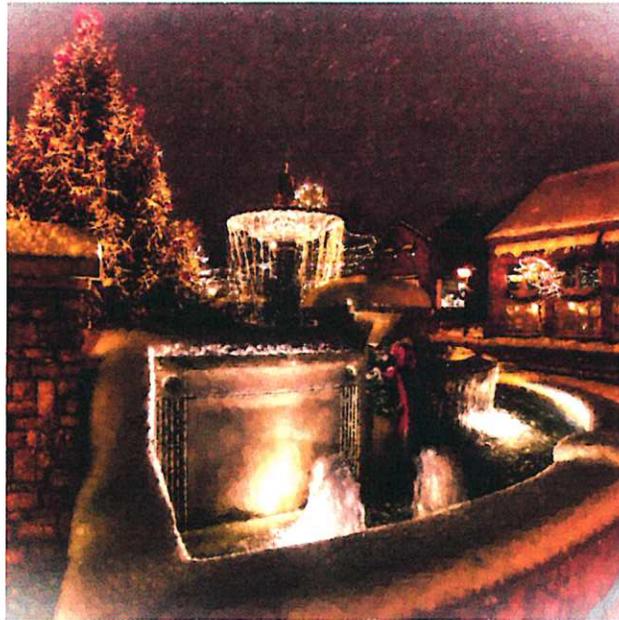
Top 4 picks continued.

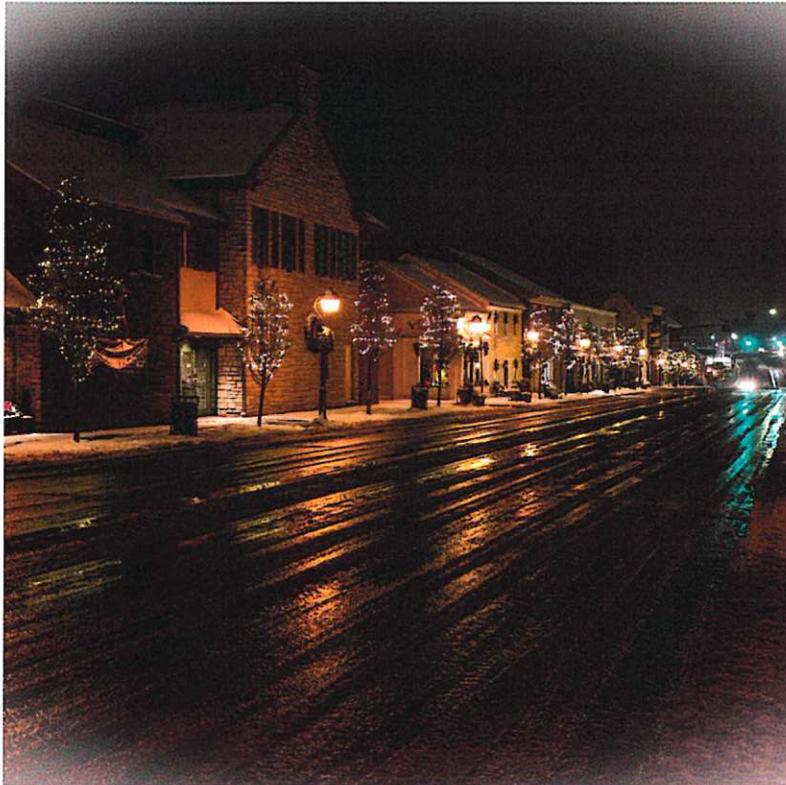
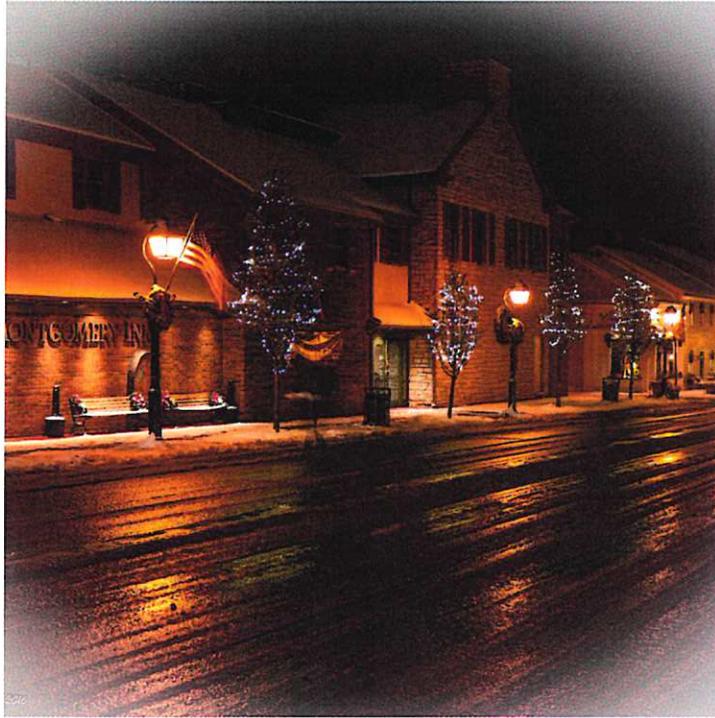


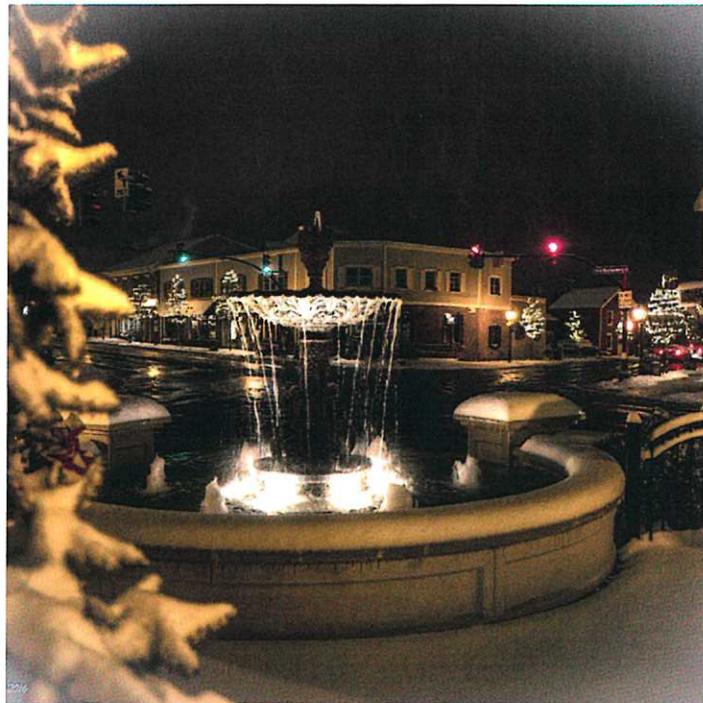
The rest of the entries that were submitted into the contest are included below and on the following pages.





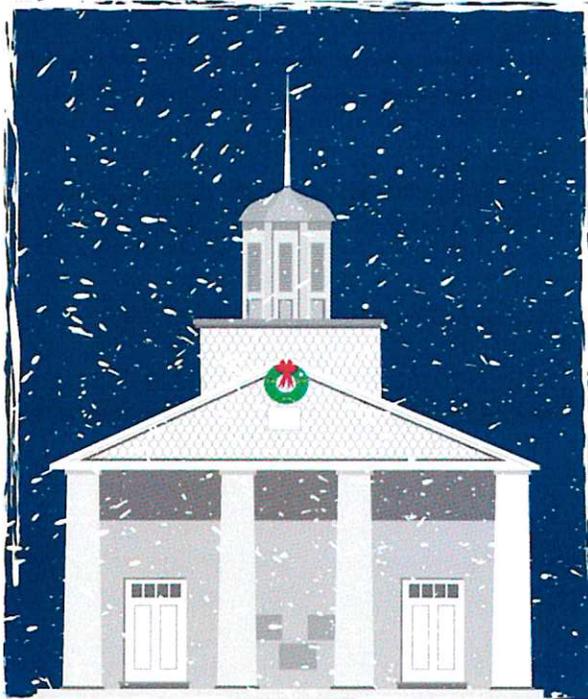








Happy Holidays



HAPPY HOLIDAYS

The three participants who submitted their entries are below.

First Name	matthew
Last Name	pauley
Email Address	madapa100@gmail.com
Phone Number	3049210733
Upload a copy of your artwork. (Please use either jpg or png file formats.)	http://www.montgomeryohio.org/wp-content/uploads/formidable/20/montgomery-christmas-card.jpg

First Name	Fred
Last Name	Haaser
Email Address	pack489@yahoo.com
Phone Number	5136021734
Upload a copy of your artwork. (Please use either jpg or png file formats.)	http://www.montgomeryohio.org/wp-content/uploads/formidable/20/H1-3.jpg

First Name	Paul
Last Name	Oliver
Email Address	basement_graphics@hotmail.com
Phone Number	513-913-2928
Upload a copy of your artwork. (Please use either jpg or png file formats.)	http://www.montgomeryohio.org/wp-content/uploads/formidable/20/Lamp-Post-Holiday-Card-EPS.jpg

**Montgomery Community Leadership Forum Agenda
Bethesda North Hospital
Golder Conference Room I & II
February 3, 2018**

8:15 – 8:30 a.m. Coffee, Rolls and Networking

8:30 – 8:45 a.m. Welcome and Introductions

8:45 – 9:25 a.m. Presentations from Our Partners

- Bethesda North Hospital
- Sycamore Community Schools
- Montgomery Ohio Chamber of Commerce
- Montgomery Ministerial Association

9:25 – 9:35 a.m. What Struck You?

9:35 – 9:45 a.m. Break

9:45 – 10:30 a.m. Safety and Preparedness

10:30 – 10:40 a.m. Fire Levy update

10:40 – 11:00 a.m. Wrap Up and Adjournment

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



Service to Community Grant Report – October 1, 2017

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*

Over the past 2 years, we have learned much about the process of setting up a farmers market to accept SNAP. The process had several false starts, more than a couple of unexpected obstacles, and utilized more than one backup plan, but starting in June of 2017, the Montgomery Farmers Market (MFM) is now capable of accepting SNAP benefits as well as credit and debit cards. MFM is now also a full participant in the Produce Perks matching program.

Originally, we had hoped to begin SNAP acceptance at the market during the 2016 season. After a series of delays, we realized that we would not be able to implement the program prior to the season ending in October of 2016. We then hoped to launch our SNAP program when the market opened in May of 2017. However, while everything else was in place, it took longer than expected to acquire a Point of Sale (POS) machine that would allow us to process EBT cards (necessary to accept SNAP benefits). The program through the National Farmers Market Coalition which provided free POS machines for markets and covered the first three years of fees ran out of money in 2016 and funding has not been replenished in 2017. Because of this, we were forced to find other options to provide POS services for the market. After much research, the market was able to contract with a local company--Vantiv--to provide us EBT as well as credit and debit card processing services and POS machine. The market was forced to purchase a POS machine and to find a way to cover the fees. This resulted in some quick budget revisions for the MFM as well as coming up with some creative ways to fundraise. In the end, Vantiv was very gracious in working with us to reduce the fees as much as possible and

the market was able to use our “rainy day funds” to cover the cost of the POS machine. The decision to also accept credit and debit cards at the market was made in order to help cover some of the fees. As we are not allowed to pass our processing fees on to SNAP customers, we decided to use the fees we are able collect from credit and debit customers to help cover the fees for SNAP customers. It also provides a valuable service to all of our market customers and helps reduce the stigma of using an EBT card at the market as many customers are approaching the SNAP booth and purchasing market currency--not just SNAP customers.

We also faced the challenge of a large amount of turnover on the MFM board. At the end of 2016, only 2 of the 6 board members remained. With the help of the MCLA, we were able to bring on 4 new board members, but the challenge of getting them up to speed and ready to take over projects from the remaining board members took some time. This further delayed the launch of SNAP acceptance, however in the end two of our new board members were willing and able to take over the SNAP program for MFM and have done a wonderful job of managing the SNAP program and volunteers. Another board member has taken over the treasurer duties, including setting up our SNAP/EBT account and keeping all the accounts balanced. We were also blessed to find a wonderful volunteer from the community who runs the SNAP booth at the market some weeks, although we are hoping to find and train more volunteers as time goes on. Manpower has been and will continue to be the greatest need and one of the greatest challenges for SNAP acceptance in the future.

Now that we have gotten past the hurdle of setting things up to accept SNAP, credit, and debit cards at the market, the MFM is finding a new set of challenges. First, we are continuing to look for more ways to promote our SNAP acceptance at the market to the community--particularly to groups that utilize SNAP benefits. We hope to continue to grow our SNAP utilization over the next few market seasons and are currently exploring more advertising opportunities including an ad in the Community Press, printing flyers to post at the local libraries, and advertising with local food and clothing banks and the school system.

Second, we have realized, over the last few months, that our design for the SNAP currency is too similar to our normal market currency that can be purchased with credit or debit cards. We will need to redesign the SNAP currency to make it more distinct. This will also involve reprinting those “bucks”.

While we have begun accepting cards at the market, we are still in the startup phase as we learn from our mistakes and tweak our processes, procedures, and materials to meet the needs of our customers and our vendors. Because we have been judicious with our grant funds, we have some funds left as we continue our tweaking process. However, we have identified additional areas and items which the grant funds can assist with--most of these have to do with additional promotion of the program to help increase SNAP utilization at the market. Now that

the major start up costs have been covered by the grant funds, the market will be able to easily cover any ongoing costs from our normal operating budget and fund raisers.

Despite the challenges, the MFM has been very pleased with the rollout of our SNAP program. We started SNAP acceptance in June, with our main rollout and promotion starting in July. Each month we have seen more and more utilization of the program.

Overall, we have processed 115 transactions at the market--11 SNAP/EBT transactions and 93 credit/debit card transactions. The total of all 11 SNAP transactions is \$152 for an average of \$13.81 per transaction. Produce Perks has allowed us to double the first \$10 of all SNAP transactions, meaning that for the \$152 of SNAP dollars spent at the market, we have also passed out \$113 in Produce Perks tokens which can be used to purchase any fruit or vegetable. The total for all credit/debit card transactions is \$3,419 for an average transaction of \$36.76 per transaction. The total number of transactions per week varies; we have had as few as 1 transaction and as many as 15 in a week. The average transactions per week is 8.8. We have seen an increase in transactions over time, and hope to continue to grow utilization by both credit/debit and SNAP/EBT customers.

While the overall numbers are still low, we know from speaking with other local markets that this is often the case and we expect to see our utilization numbers continue to grow as time goes on. While the population in Montgomery that uses SNAP benefits may be lower than in some other local communities, we know there are some families that do qualify. In 2014, approximately 8% of students at Montgomery Elementary were a part of the free and reduced lunch program, which is the best measure we have to how many families might be eligible for SNAP. The view of the MFM board is that our market should be accessible to all members of the community, regardless of income level, and SNAP acceptance is one way to make sure that the low income residents of the city can shop with us. We also know, based on our market patron survey, that about 50% of our customers come from outside the city of Montgomery. Neighboring communities such as Loveland, Symmes, Sycamore, Blue Ash, and Deerfield have residents who use SNAP benefits as well, and we also want our market to be accessible to those customers.

Overall, the response from our market customers has been overwhelmingly positive. Both the customers that have utilized the system with their credit/debit cards and our SNAP customers have been very appreciative of the ability to do so. Many of the vendors have been positively impacted as well, especially those that do not accept credit cards themselves but sell higher value items like pies or crafts. The board feels as if the ability to accept SNAP as well as credit/debit cards has been a huge positive for the market as a whole, and will help keep our market competitive and going strong into the future.

Moving forward, we plan to redesign our SNAP bucks to make it easier for vendors and volunteers to differentiate them from our regular Farmer’s Bucks. We also plan to design and print some flyers that we can use in various venues to promote out SNAP acceptance including Sycamore Schools and Operation Give Back. We are in the process of reaching out to the Community Press to see about placing an ad and/or writing up a story about our SNAP acceptance to be published in the paper. We have already had a story published on the WatchUsTHRIVE.org website. We also hope to recruit and train more volunteers during the off season to help us staff the SNAP booth. Our continued partnership with Produce Perks Midwest should also allow us to increase visibility and increase utilization over time.

Based on our experience and our lessons learned, we have developed the timeline below to help us to move forward.

Timeframe	Action
October 2017	Finish out the 2017 Market Season offering SNAP
November 2017	Redesign the SNAP currency for more visibility and re-print the currency
January-April 2018	Recruit & train more volunteers to work the SNAP Booth at the market Advertise SNAP acceptance in more locations to increase utilization
May 2018	2018 Market season begins with new market script & volunteers

Financial Report

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.

Expenditures

Check #	Amount	Paid to	Date	Notes
1208	\$92.34	Brian Lowe	9/16/16.	Printing on security paper for SNAP script/"bucks"
1227	\$250.00	Anna Bird	5/5/17	Training on Produce Perks and SNAP acceptance procedures

1229	\$85.90	Stuart Zanger	5.6.17	Color Copies of SNAP Materials for Vendor Education
1244	\$47.50	Susan Reilly	5/1/17	Printing & lamination for the Vendor Signs
1261	\$7.74	Kim Chelf	9/12/17	Rubbermaid Tote for storage of POS machine, iPad Mini, Cash box, vendor signs, and other supplies for the SNAP booth
1263	\$14.97	Susan Reilly	9/12/17	Receipt tape for the POS machine
1265	\$28.78	Kim Chelf	9/20/17	Cash box for SNAP Currency & Produce Perks Tokens
Total Spent	\$526.93			

Projected Expenditures

Amount	Purpose
\$300	Graphic Design of new SNAP bucks and promotional materials
\$100	Reprinting of SNAP Bucks with new design
\$50	Advertising in Community Press and/or other venues to promote the program
\$400	Printing of promotional materials, flyers, and vendor signs
\$850	Total Projected

Matching Fund

Amount	Provided by	Date	Notes
\$60	Brian Lowe	Sept 16	Design of new SNAP currency (\$20/hr x 3 hours)
\$100	Marian Dickinson	June-Nov 16	Time Spent Applying for SNAP vendor status, researching machines, grant funds (\$10/hr x 10 hours)
\$100	Kim Chelf	March-May 17	Time Spent Researching Other Options for POS machines, Creating Tracking spreadsheets for Market Currency, Getting up to speed on the program and grant requirements.

\$216	MFM	Nov 16	iPad Mini for use with Produce Perks/SNAP program
\$12	Kim Chelf	April 17	iPad Mini case for PP/SNAP program
\$400	MFM	May 17	POS machine for EBT acceptance
\$1,050	Ted Reilly	June-Oct 17	Time spent doing after market accounting/tracking (\$15/hr x 70 hours)
\$1,350	Susan Reilly & Mary Ellen Wilson	June - Oct 17	Time spent working the SNAP booth at the market (\$15/hr x 90 hours)
\$300	Wanda Paisner	May-Oct 17	Time spent researching merchant services, balancing accounts, working SNAP booth (\$15/hr x 20 hours)
\$3,588	Total		

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 11, 2017

Present

Brian Riblet, Interim 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

The Governmental Affairs Committee of Council convened in City Council Chambers 4:00 p.m. with Mrs. Harbison presiding.

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.

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

Review of 2018 Calendar

Ms. Lynch explained that Mr. Riblet had asked her to conduct research on what other jurisdictions were included on their calendars and if they were printing calendars. Ms. Lynch reported that the City is one of three municipalities in Hamilton County that were in fact printing a yearly calendar. She stated that the cities of Blue Ash and Mason were the others.

The Committee and staff discussed what should be listed on the monthly calendar pages including national holidays, city observed holidays, religious holidays, meetings and events. After discussion, the Committee advised Ms. Lynch to continue with the current format for the 2018 calendar.

The Committee also asked staff to investigate the 2019 religious holidays and to contact Law Director Terry Donnellon, to see if there was any issue with how we should or shouldn't approach the advertising of the religious holidays. The Committee asked staff to report back on their findings at a future meeting. The results of these findings would then be shared with the full City Council for their feedback.

Annual Evaluation of the Law Director

Mrs. Harbison gave an overview of the timeline for the evaluation of the Law Director and those chosen to participate in the process.

Other Business

Ms. Roesch presented sample designs for the Beautification and Tree Commission logo. She stated that these designs were created to use on letterhead and possible shirts. The Committee discussed their opinions of the design in which Ms. Roesch will report back to the Beautification and Tree Commission with.

Ms. Gaylor presented a sample of a "key to the City" presented in a rosewood box. This gift is intended to be presented at the discretion of City Council or staff at a special event or in thanks. The Committee discussed the

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City Council Government Affairs Committee Minutes

September 11, 2017

Page 2.

cost and design and advised Ms. Gaylor to find a key that closely matched the original key used at the Universalist Church, then to proceed with ordering.

Ms. Gaylor discussed with the Committee the production of the picture designed and drawn by Dee Eberhardt of the Landmark buildings within the City. Ms. Gaylor explained that there was only one remaining drawing left. This picture is typically given to a retiring City Council member and there is a need to obtain additional prints. Mrs. Harbison stated that she would contact Mrs. Eberhardt to see if she could produce additional pictures and report back to the Committee.

Ms. Gaylor also reported that there has been a request by a resident to obtain the image used to make the afghans that mimic the quilt hanging in City Hall. Staff is working to find an image, but wanted the Committees permission to release the image for individual use. The Committee agreed to distributing the image of the quilt.

Mr. Riblet suggested that a criterion be created for the distribution of all the gifting items purchased by the City due to the significance and cost of various items. The Committee advised staff to investigate if there was a policy in place and to report back with recommendations to the Committee at a future meeting.

Mr. Vanderhorst explained that there was a new email address created for the use of staff and City Council members. He stated that *montgomeryohio.org* is now available for use by all. This will take the place of the *ci.montgomery.oh.us* address which has proven to be cumbersome to give out as well as to type. He stated that currently both can be used and all incoming emails to the new *montgomeryohio.org* address will automatically copy to the current address until everyone has been informed and has time to make changes to incorporate the new address. Mr. Vanderhorst will send out an email to all staff and Council members to inform them of this change and to indicate when the old address would be retired.

Approval of Minutes

Mr. Margolis moved to approve the June 12, 2017 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 4:55 p.m.

Chair