

April 22, 2016

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, April 25, 2016

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, April 25 at 4:30 p.m. at City Hall. Items to be discussed include:

1. Service to the Community Grant Recommendations for 2016—Staff will be present to review and discuss with the Committee, the attached grant applications from the Montgomery Farmers' Market and Operation Give Back for the 2016 Service to the Community Grant.
2. 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.
3. Montgomery Arts Commission Spring Live at the Uni Series, New Event Proposal—Please find attached correspondence from Brian Riblet, Public Works Director and Julie Machon, Recreation Coordinator, requesting that the Government Affairs Committee consider the approval of a Spring Live at the Uni Concert Series for 2017. Staff will be prepared to review and discuss any questions the Committee may have.
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 March 14, 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

Agenda

**April 25, 2016
Montgomery City Hall
10101 Montgomery Road**

4:30 P.M.

- 1. Call To Order**
- 2. New Business**
 - a. Service to the Community Grant Recommendations for 2016
 - b. Surplus Property Disposal (Community and Information Services)
 - c. Montgomery Arts Commission Spring Live at the Uni Series, New Event Proposal
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes– March 14, 2016**
- 6. Adjournment**

April 7, 2016

To: Wayne S. Davis, City Manager

From: Matthew Vanderhorst, Community and Information Systems Director *mv*

Subject: Service to the Community Grant recommendations

Request

It is necessary for the Government Affairs Committee of City Council to review the following grant applications from the Montgomery Farmers' Market and Operation Give Back for the 2016 Service to the Community Grant and consider City staff recommendations for funding these grant applications.

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 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 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.

Operation Give Back

According to the grant application, Operation Give Back (OGB) is a non-profit organization providing after-school and summer programs in academic subjects and life skills for economically-disadvantaged children (grades 1-8) in the Sycamore Community Schools district. OGB's mission is to help students learn, grow and realize their full potential and contribute to society. It is important to note that Operation Give Back was 'born' in Montgomery in 2002 by Lee and Wendetta Langston, who began helping kids after school in the basement of their Montgomery home. Over the last 14 years, the organization has grown and now serves 40 children each day in a 6,000 square foot facility.

Operation Give Back has requested \$1,500 to offer education programs to the parents of the students they serve. These education programs would reinforce learning on life skills, self-help, goal setting and achievement. The total cost of the program is \$4,500, but they have requested

that the City of Montgomery fund 1/3 of the program as 1/3 is consistent with the number of participants from Montgomery.

The Service to the Community Grant team recommends that the program be funded at the requested amount of \$1,500. The team believes that Operation Give Back provides a valuable service to the less fortunate in the community as well as a pronounced volunteer opportunity in which volunteers can see first-hand the difference they are making in others' lives. Second, Operative Give Back has a strong partnership with the Sycamore Community Schools. Strong community partnerships, beyond partnering with the City, is a foundational element of this grant and the City's community engagement initiatives.

Upon approval by this Committee, we recommend that Operation Give Back record and report in their final report, due March 22, 2017, how many Montgomery families were impacted and how many total Montgomery household members were impacted as a result of this program.

Montgomery Farmers' Market

The 2010 Montgomery Citizens' Leadership Academy class project was the creation of the Montgomery Farmers' Market with the purpose of providing a weekly venue for local farmers to bring sustainably-grown, fresh food to residents of Montgomery and the surrounding area while fostering a sense of community and gathering place. The Montgomery Farmers' market is seeking grant assistance from the City of Montgomery to implement a new program to accept Supplemental Nutrition Assistance Program (SNAP) benefits at the market.

The City of Montgomery is supportive of the Montgomery Farmers' Market and has provided grant funding to the Market in 2011, 2013, 2014 and 2015. The City has also provided capacity support when possible. The Farmers' Market has grown each year and is a vital and popular feature in the community. The City of Montgomery has joined the WeThrive Initiative and providing SNAP benefits through a farmers' market is one of the key strategies outlined in the Chronic Disease pathway. Funding this project of the Montgomery Farmers' Market will assist the City in meeting the terms of the WeThrive Initiative. It also provides valuable services to low-income families' access to fresh produce and food.

City staff recommends funding for this project of \$1,500. Grant guidelines stipulate that "applicants will not be considered for a third consecutive year, but could reapply after sitting out a year, unless no other applications are submitted by the April 1 deadline." City staff believes that this is a worthwhile project and brings this forward for Committee consideration. This amount will cover the expense for security paper, design services, consultant services and advertising of SNAP acceptance by vendors. This amount will not cover the expense for the wooden nickels or the iPad as staff believes that both are unnecessary for the success of the program and these expenses could be covered by market vendor fees.

If the Committee approves this expense, we will ask that in providing recognition to the City of Montgomery, in addition to adding the following language to all promotional items including signage, we also ask that the Farmers' Market also include WeThrive recognition.

This project sponsored in part by the City of Montgomery, a WeThrive Community.

Recommendation

The Community and Information Services Department and the grant team recommends funding as previously outlined in this memo for Operation Give Back and the Montgomery Farmers' Market.

Scoring Sheet

Montgomery Farmers' Market

Question	Points	Points Awarded
Group's history, purpose, accomplishments, and goals	5	5
How does the group meet the City's definition of Service to the Community	10	10
Describe how your group plans to use the funds requested	15	12
How will this project/ service have a public purpose?	15	13
How will you identify residents in need of services	10	5
Have you received funding in the past?	5	5
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	10
Anticipated number that will be served	5	5
List the other groups involved	5	0
Evaluate success of the program	5	5
How will your plan provide recognition to the City of Montgomery?	5	5
TOTAL Points Awarded	100	79

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., Friday, April 1, 2016 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 X
- b. Certification X
- c. Application questionnaire X
- d. Grant Request budget worksheet X
- e. Proof of tax exempt status and/or Articles of Incorporation as a not-for-profit organization, if applicable. X

IRS letter
W-9
State of Ohio certificate

Contact:

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

Deadline: 4:00 p.m., Friday, April 1, 2016

Applications received after the deadline will not be accepted



Group Fact Sheet

Group name: Montgomery Farmers' Market

Address: 9609 Montgomery Road (Montgomery Elementary Parking Lot)

City: Montgomery Zip: 45242

Mailing Address: 10728 Old Pond Drive

City: Montgomery Zip: 45249

Phone: 513-304-9711 Fax: NA

Contact Person: Marian Dickinson

Title: Board President

Phone: 513-304-9711 Fax: NA

Email: mariandickinson1@gmail.com

Project/Program Title: Accepting SNAP Benefits at Montgomery Farmers' Market

Project/Program Start Date: May 2016 Project/Program End Date: Oct 2016

Group Fiscal Year End: March 2017 Federal Tax ID # (EIN) 27-2192181



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.

Montgomery Farmers' Market

Name of Group/Organization

Mari-Dickinson

4/1/2016

Signature of Authorizing Official

Date

Marian Dickinson, Montgomery Farmers' Market Board President

Printed Name and Title of Authorizing Official

Application Questionnaire

1. Funding amount requested: \$2,500 Application submitted last fiscal year? Yes

Amount requested last year: \$2,500 Amount awarded: \$2,500

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
<u> N/A </u>	

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

Partner group	Amount
<u> Produce Perks </u>	<u> In-kind marketing and matching incentives for customers </u>

2. What is your group's mission statement?

To provide a weekly venue for local farmers to bring sustainably grown, fresh food to residents of Montgomery and surrounding locales while fostering a sense of community gathering.

3. What is your group's annual budget?

 \$12,000

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

HISTORY AND PURPOSE OF THE MONTGOMERY FARMERS' MARKET (MFM)

The 2010 MCLA class project brought together citizen leaders with the vision to create a farmers' market in the city of Montgomery. This dedicated group of people established a non-profit LLC, developed by-laws, secured a location and vendors, as well as inducted a Board of Directors united by the following mission: ***To provide a weekly venue for local farmers to bring sustainably grown, fresh food to residents of Montgomery and surrounding locales while fostering a sense of community gathering.***

This May the Montgomery Farmer's Market (MFM) will embark on its 7th season. The current eight member MFM board of directors is comprised of business owners, market vendors, and residents of Montgomery and surrounding communities. The board will continue to maintain current community programming and is **seeking grant assistance from the City of Montgomery to implement a new program to accept Supplemental Nutrition Assistance Program (SNAP) benefits at our market.** This will allow everyone to be able to have access to the healthy and local products our vendors offer and support the City in reaching its WeTHRIVE goals.

In past years, the market has implemented programming to make the market a weekly gathering place for Montgomery residents and friends.

- Live music
- Market Mascot (Find the peas game for kids)
- Kids' Taste-A-Thon
- Amateur Chef Cook-Off
- Community Breakfast with City Council
- Free ice water
- Business Booth
- Community Booth

In addition, the market organizes events beyond the market to educate the community on local food system issues.

- Farm to Table Dinner (with Peterloon and Finn Meadows farm)
- Film series

ACCOMPLISHMENTS AND GOALS OF THE MFM

1. Increase Attendance

This grant will support this goal by helping us to increase attendance among low-income residents. Accepting SNAP and offering Produce Perks will attract new customers. Accepting credit/debit cards will also help customers spend more money at the market.

Attendance has increased every year since the market opened. In 2015, the MFM measured attendance during the peak of the season to be almost 1400 customers a week. Our average in 2013 was around 1150 customers a week. In 2011, the average was 900. Total attendance may plateau, but we anticipate the length of visit and total money spent at the market to continue to rise.

We can also compare the percentage of survey respondents who indicated that they were visiting for the first time. In 2011, 1 out of 4 respondents were first time shoppers, but in 2013 only 1 in 8 were first time shoppers. This tells us that the market has become more established and now attracts repeat customers. We intend to repeat our survey this year to learn more.

This year, we are adding new programs at MFM and improving current ones to help us meet our goal of attracting more customers during the early and later months. Increasing attendance at the market ensures better sales for vendors who rely on farmers' markets for their livelihood. Successful vendors ensure the sustainability of the market. The market could not function without vendors willing to participate.

2. Maintain Strong Community Support

The Montgomery Farmers' Market was presented the **Cincy Magazine 2012 Best of the North** award, having beaten out the West Chester and Loveland farmers' markets as decided by the people's choice.

A survey of almost 100 market patrons, conducted during a 4 week period of the 2013 market season told us that 99% agree that MFM is a valuable asset to the City of Montgomery.

The MFM aims to maintain high support in the 2016 market year. We will repeat the survey conducted in 2011 and 2013 to get the community's feedback. We will also track attendance and new partnerships with community organizations as indicators.

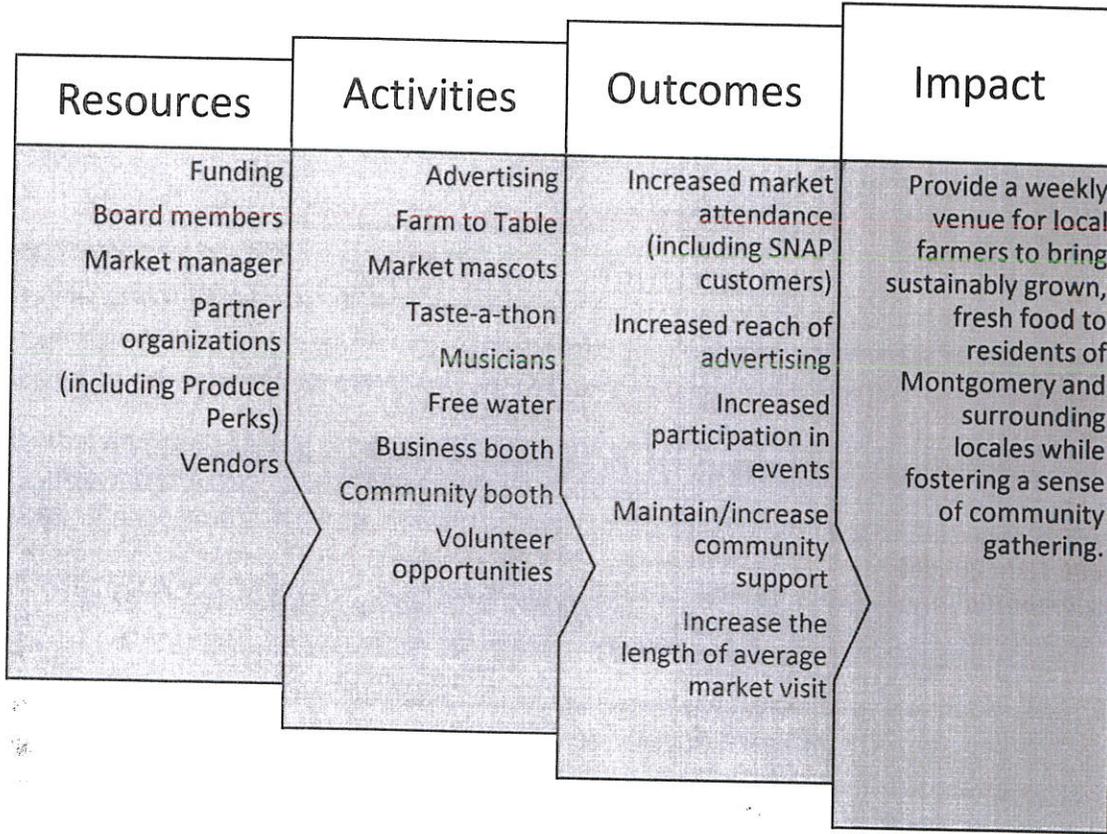
3. Build New Partnerships

We are making a concerted effort to identify and involve new partners to support MFM. The Market is happy to be partnering with Montgomery Elementary again as host of MFM. We already partner with a local bank to assist in making change and providing restroom access for vendors and market staff in exchange for promotional space. We worked with a local urgent care center to provide restroom access for customers since 2013. We began a partnership with the Montgomery Chamber of Commerce to provide booth space for members at the market since 2013. We are excited to partner with Sycamore Community School to host an intern this summer.

4. Increase Volunteer Opportunities

This year we are again making a concerted effort to increase volunteer opportunities at the market. In 2014 we worked with Sycamore High School to engage students in helping conduct patron counts and staffing the market booth to assist visitors at the market and we hope to renew that relationship. We also partnered with Sycamore Wellness Committee for the past two years and plan to work with them again. We have started an online sign-up form and will be taking information at the manager's booth. We aim to engage 10 new volunteers this season.

Montgomery Farmers' Market Logic Model



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

Source	Amount
Vendor fees	\$250 per full-time vendor (~\$6,250)
Crafter, business, food truck fees	\$720
City of Montgomery Grant	\$2500

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

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 Montgomery Farmers' Market (MFM) provides a beneficial service for our customers and vendors, engages Montgomery residents and friends, and improves the quality of life in Montgomery. Our weekly market is a place where anyone can find local and healthy food and our vendors access a market for their products. In the process of providing this simple service, we also provide an event that engages our community members. We have intentionally developed our market to be a space where folks want to come and want to linger to meet their neighbors face to face in the fresh air.

Our patrons have informed us that we are indeed improving the quality of their lives and positively contributing to our community. A survey of almost 100 market patrons, conducted during a 4 week period of the 2013 market season, illustrates this strong support for a farmer's market from the residents of Montgomery.

- 83.3% say having MFM makes them feel better about their choice to live in Montgomery
- 90.1% agree MFM builds a strong community
- 99% agree that MFM is a valuable asset to the City of Montgomery

MFM 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.

To do this, we are partnering with [Produce Perks](#). Produce Perks is an initiative of the Cincinnati Health Department that has grown in the past 2 years to serve Hamilton County and is now expanding throughout the greater Cincinnati/Dayton region. They have raised funds to provide matching incentive dollars for SNAP customers.

Here's how it works, straight from Produce Perks' website:

Produce Perks are incentive tokens given to customers at participating farmers' markets who use an Ohio Direction Card ("electronic benefits transfer" or EBT card) to purchase food. A customer wishing to use their food assistance benefits can swipe their card at one central terminal, located at participating market's information booths, and ask to withdraw a desired amount. The market provides tokens for the transaction and additional Produce Perks that can be spent on fruits and vegetables. The incentive is a dollar-for-dollar match to every dollar spent (up to \$10) using an Ohio Direction Card at the market. There is no minimum purchase amount to qualify for the incentives and Produce Perks tokens are usable at all five participating markets. As the name suggests, Produce Perks are only good for purchasing fruits and vegetables. All other tokens purchased with the Ohio Direction Card are good to use on eligible items at the market.

The Produce Perks program increases affordability and accessibility to healthful foods for low-income populations. Furthermore, the program supports local economies and will seek to expand throughout the county and across the state in the future.

This project will provide an incredibly beneficial service to our low-income residents and improve quality of life by making healthy, local food more accessible.

The central terminal (mentioned above) is also capable of accepting credit/debit cards, which will extend another beneficial service to all of our customers. Any customer who arrives with insufficient cash to complete all of their purchases can swipe a credit or debit card and receive tokens that vendors can accept as payment. The market will then reimburse vendors for the SNAP script, Produce Perks tokens, and credit/debit tokens. This project will benefit our vendors by including SNAP customers who couldn't use their benefits at our markets before, and by allowing customers to use credit and debit cards as payment, which means customers will no longer be limited in how much they can buy by the amount of cash in their pockets!

- 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.

Item	Purpose	Estimated cost
Printing on security paper	SNAP script/"bucks"	\$165
Graphic designer	Design "bucks", signs, and wooden nickels	\$100 (the rest is in-kind)
Printing signs	For vendors accepting SNAP	\$900 (\$30ea for 30 vendors)
Consultant fees	Train volunteers, staff to use machine, track feedback, etc	\$250
Mini iPad & accessories	Collect customer feedback	\$500
Wooden nickels	Serve as currency for credit/debit customers	\$500
Advertising	Reach beyond current customer base, (facebook ads, etc)	\$50
Other supplies/printing	Storage bins, baggies, turntable, etc	\$100
Total		\$2,565
Total requested from City		\$2,500

Explanation of Fund Use

Printing on security paper. In order to prevent the possibility of fraud, we will print our SNAP script on security paper that cannot be photocopied, the same way we print our existing "Farmers Bucks." We have chosen to use paper script for SNAP to reduce the stigma that might be associated with carrying and using a non-cash form of payment with vendors. Since plenty of kids are paying with Farmers Bucks from our Market Mascot game, an individual cannot be identified as a SNAP customer simply by having one of our SNAP "Bucks."

We have priced security paper and estimated the cost of printing \$1000 worth of SNAP script.

Graphic designer. In order to ensure a high quality product that will be in keeping with the Montgomery Farmers’ Market branding, we will enlist the help of a former board member who is a professional graphic designer. While most of her time is provided in-kind, we will pay her \$100 as a token of our appreciation.

Printing signs. Signs will be printed and then hung at the market to identify vendors who accept SNAP benefits. This signage will help SNAP customers understand at a glance who accepts their SNAP script.

Consultant fees. We have identified a local farmers market manager who has been running a SNAP program at her market for 3+ years and is willing to train Montgomery Farmers’ Market board members, market manager, and volunteers in how to properly use the card reading machine and collect customer feedback in line with Produce Perks requirements.

Mini iPad and accessories. As a Produce Perks market, we are required to collect customer feedback to report back to Wholesome Wave, a regional organization that is leading the way in SNAP incentive programs. Wholesome Wave conducts research to inform and improve these programs. Produce Perks has an iPad app available to collect this information at the point of sale and automatically upload the feedback once on a wireless internet signal. We will also purchase appropriate cases to protect the iPad from the outdoor elements inherent to a farmers market.

Wooden nickels. The card reader that allows us to accept SNAP Electronic Benefits Transfer cards will also allow us to accept credit and/or debit cards. While not our primary purpose for implementing this program, it will provide an additional service to all our customers and vendors. Wooden nickels will distinguish credit/debit payment from SNAP script, but will be more similar to the Produce Perks metal incentive tokens provided to us by the Produce Perks program.

Advertising. Produce Perks will provide marketing materials, and we will take full advantage of our existing marketing channels. We will also pay for some advertising to increase our reach beyond what we already reach. Facebook ads will help us reach a wider audience. We will use facebook ads multiple times through the season.

Other supplies. Setting up this new program will require supplies for storing the machine, tokens/script, the iPad, a turntable for easy card reader use, and other incidental supplies. We may also need to print more marketing materials beyond what is provided by Produce Perks.

Timeline

Month	Tasks
April 2016	Design and print SNAP script, vendor signs, and wooden nickels Identify volunteers, schedule and participate in training session Purchase iPad
May 2016	Soft launch the program to work out any kinks
June 2016	Outreach to local organizations that serve low-income population Official Launch!* Paid facebook ad (in addition to free advertising methods)

July-Oct 2016	Continue to implement the program
November 2016	Review collected feedback and adapt plans for 2017 season

*Delaying the official launch to June will give our volunteers and market manager time to experiment with the hardware of the card reader, the software to collect feedback, the process of reimbursing vendors, and give our vendors time to become familiar with the program.

Sustainability of Our Program

Grant funds from the City of Montgomery will only be used for the initial start-up materials needed to get this program started. After the 2016 season, the market will use other income to cover costs beyond the start-up costs. We also piloted a Farm to Table Dinner in 2015 as a potential fundraiser for a SNAP acceptance program. We intend to repeat this successful and popular event in 2016 and beyond.

Montgomery Farmers' Market is partnering with Produce Perks, an established program with federal funding to support farmers' markets in accepting SNAP benefits. They provide marketing materials and matching incentives that will support the sustainability of our program.

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

Accepting SNAP benefits at the Montgomery Farmers' Market will benefit the public by providing increased access to healthy, local food for low-income residents who use SNAP benefits to purchase their food. The infrastructure that will allow us to accept SNAP benefits will also enable us to accept credit/debit cards. This is a benefit that everyone who shops the market can take advantage of.

Montgomery citizens can easily engage in this project by participating as customers, whether through SNAP, credit, or debit cards. We will also engage citizens as volunteers by providing a concrete volunteer opportunity.

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

In our timeline, we share that once we have soft launched the program to train our volunteers, market manager, and vendors, we will conduct outreach to local organizations that serve low-income residents. We intend to use Connect Montgomery, Produce Perks, Hamilton County Public Health, and Montgomery Food Share to help us identify the best avenues to reach our target audience.

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.

No, this is a completely new program to the Montgomery Farmers' Market.

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".

Awarding the Montgomery Farmers' Market will benefit City of Montgomery residents by making the market and all of the products it offers accessible to more members of our community. Our board aims to make the market a place where everyone feels welcome, and this program will allow us to truly welcome SNAP customers and make our market affordable for them.

We are partnering with [Produce Perks](#), an initiative of the [Cincinnati Health Department](#) and supported by the [Green Umbrella](#). As noted under question 9, we will partner with several Montgomery organizations to help identify residents eligible for SNAP and Produce Perks including Montgomery Food Share and Connect Montgomery.

12. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? _30 SNAP customers, 175 credit/debit customers for the first year. (Traditionally, farmers' markets see huge growth between their first and second years of accepting SNAP at their markets)

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

Loveland Farmers' Market _____

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

Montgomery Farmers' Market will implement this project regardless of City funding. If not selected for funding, we will scale back the project and likely eliminate the credit/debit aspect to save costs.

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.)

Success will be measured by:

- Number of SNAP customers served
- Number of credit/debit customers served
- Number of SNAP dollars redeemed at the market

- Number of Produce Perks dollars redeemed at the market

Additional feedback will be collected through Produce Perks and Wholesome Wave. Produce Perks will produce an Annual Report which will showcase how our market will compare to other markets in our region implementing the same project.

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

All promotional materials that we print ourselves to support this project will include the following text:

This project sponsored in part by the City of Montgomery.

Grant Request Budget Worksheet

Grant Request is for:

(name of project/program and group name)

Accepting SNAP Benefits

Montgomery Farmers' Market

Amount of Grant Request

Time period covered by grant request

\$2,500 _____

Project/Program Funding Sources

____ April – October 2016 _____

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

\$2,500 _____

\$ _____ in-kind from Produce Perks _____

\$ _____

\$ _____

\$65 _____

Total Funding Sources

\$ _____

Project/Program Expenses

- Personnel
- Equipment
- Materials
- Other

\$350 (consultants) _____

\$500 _____

\$1565 _____

\$150 _____

Total Expenses

\$2565 _____

 DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 03-25-2010

Employer Identification Number:
27-2192181

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

MONTGOMERY FARMERS MARKET
10039 WIMBLEDON CT
MONTGOMERY, OH 45242

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 27-2192181. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return) **Montgomery Farmers Market**

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
10039 Wimbledon Court

City, state, and ZIP code
Cincinnati, OH 45242

List account number(s) here (optional)

Requester's name and address (optional)

Part 1 Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number
27-2192181

Part 2 Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ *[Signature]* Date ▶ **4/11/2016**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

201007700602

DATE	DOCUMENT ID	DESCRIPTION	FILING	EXPED	PENALTY	CERT	COPY
03/19/2010	201007700602	ARTICLES OF ORGNZTN/DOM. NONPROFIT LIMLIAB. CO. (LCN)	125.00	.00	.00	.00	.00

Receipt

This is not a bill. Please do not remit payment.

VALERIE TAYLOR
JOHN FINOCHARO
10039 WIMBLEDON CT
CINCINNATI, OH 45242

**STATE OF OHIO
CERTIFICATE**

Ohio Secretary of State, Jennifer Brunner

1922650

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

MONTGOMERY FARMERS' MARKET, LLC

and, that said business records show the filing and recording of:

Document(s):
ARTICLES OF ORGNZTN/DOM. NONPROFIT LIMLIAB. CO.

Document No(s):
201007700602



United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of the
Secretary of State at Columbus, Ohio
this 15th day of March, A.D. 2010.

A handwritten signature in cursive script, appearing to read "Jennifer Brunner".

Ohio Secretary of State

Scoring Sheet *Operation Give Back*

Question	Points	Points Awarded
Group's history, purpose, accomplishments, and goals	5	5
How does the group meet the City's definition of Service to the Community	10	10
Describe how your group plans to use the funds requested	15	10
How will this project/ service have a public purpose?	15	13
How will you identify residents in need of services	10	10
Have you received funding in the past?	5	5
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	12
Anticipated number that will be served	5	4
List the other groups involved	5	5
Evaluate success of the program	5	3
How will your plan provide recognition to the City of Montgomery?	5	5
TOTAL Points Awarded	100	82

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., Friday, April 1, 2016 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

✓

✓

✓

✓

✓

✓

RECEIVED
MAR 30 2016
Community Dev

Contact:

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

Deadline: 4:00 p.m., Friday, April 1, 2016

Applications received after the deadline will not be accepted

Group Fact Sheet

Group name: Operation Give Back
Address: 10891 Millington Court
City: Blue Ash Zip: 45242

Mailing Address: 10891 Millington Court
City: Blue Ash Zip: 45242

Phone: 513-489-2023 Fax: 513-489-0141

Contact Person: Beverly Tharp
Title: Volunteer Grant Coordinator
Phone: 513-659-8625 Fax: 513-489-0141
Email: beverlyltharp@gmail.com

Project/Program Title: Operation Give Back Adult Enrichment
Project/Program Start Date: 09/06/2016 Project/Program End Date: 05/26/2017
Group Fiscal Year End: December 31 Federal Tax ID # (EIN) 90-0155844

Certification

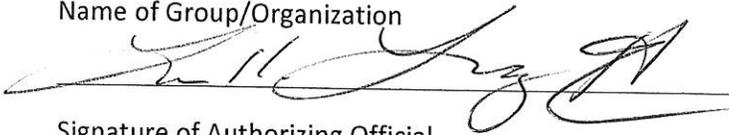
Groups or organizations applying for fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined 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.

Operation Give Back

Name of Group/Organization



Signature of Authorizing Official

March 30, 2016

Date

Lee Langston, Executive Director

Printed Name and Title of Authorizing Official

Application Questionnaire

1. Funding amount requested: _\$1,500_____ Application submitted last fiscal year? __no_____

Amount requested last year: ____0_____ Amount awarded: ____0_____

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

None

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

Partner group

Amount

We have not requested funding for this specific program from any other entity.

We will request funding from additional donors, including business sponsors, to complete the Parent Education Schedule.

2. What is your group's mission statement?

Operation Give Back (OGB) is a non-profit organization providing after-school and summer programs in academic subjects and life skills for economically disadvantaged children (grades 1-8) in the Sycamore School District. OGB's mission is to help students learn, grow, realize their full potential and contribute to society.

3. What is your group's annual budget?

The 2016 budget for expenses is \$145,000.

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

Operation Give Back was "born" in Montgomery in 2002. OGB was launched by a P&G retiree and his wife, Lee and Wendetta Langston, who began helping kids after school in the basement of their Montgomery home. OGB was incorporated as a 501c3 in 2003. Over the last 14 years, the organization has grown to where it now serves about 40 students daily in a warm and friendly 6,000 square foot facility. In addition, OGB sponsors Whiz Kids weekly literacy hour, monthly weekend movie nights, summer tutoring, weekly food pantry, training and coaching for parents, Back to School supplies for 300 children and Holiday Store, which delivers donated goods to 1,500 less fortunate children and their families each December. OGB is a certified Ohio supplemental After-School Service provider.

OGB's signature program is its After-School Tutoring and Mentoring for economically disadvantaged students grades 1-8 in the Sycamore School District. Sycamore School social workers and teachers select students requiring academic and / or social enrichment and Sycamore School District buses the students to the OGB facility. Students and families must commit to program requirements including attendance, goal setting and monitoring, and parental involvement. Sessions occur Tuesdays, Wednesdays and Thursdays fro 3:30 – 6:00 pm nine months a year, from September to May.

Basic support is provided to families when necessary including food, clothing, personal products and school supplies. A Community Food Pantry serves 25-30 families weekly. Nutritious snacks and meals are sent home helping feed 100 hungry children per week.

Program results indicate that tutoring in academic subjects and life skills in a positive nurturing environment by dedicated adults and older students leads to self-sufficiency, productivity and school success.

Cumulative Results:

- All students' Reading & Math skills and comprehension improved from time they started the program
- More than 50% of students achieved grade level or improved by two levels
- Approximately 12 OGB alumni are attending or have graduated college that likely would not have otherwise
- OGB program graduates consistently return to tutor current students

Highlighted Results:

- Two students have achieved National Honor Society this academic year, 2015-16

- A Senior at Sycamore High School was selected "Mr. Sycamore" for best representing the spirit of the school in Spring 2014 and credited his participation in the OGB program
- OGB received the Montgomery / Blue Ash Rotary Club Non-Profit of the Year 2013 award

OGB Objectives:

1. Provide a safe and comfortable after-school environment for economically disadvantaged kids to strengthen their social and emotional development.
2. Improve students' academic success by helping them to develop basic skills, study habits and new attitudes toward school.
3. Help students develop self-esteem and social and learning skills in order to thrive when surrounded by peers from more privileged families.
4. Inspire students to reach their full potential and to realize their dreams by weekly and monthly goal settings and celebration of achievements.

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

Source - 2015	Amount
Individuals	\$57,332
Local Businesses / Organizations	\$48,513
Fundraisers	\$19,976
Grants	\$2,000

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

Improving the lives of students and their families through education, health and basic needs enhances the quality of life for the entire community. About 1/3 of OGB participants live in Montgomery.

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.

Operation Give Back wants to offer education programs to Student Participant Parents. The themes for these programs would be life skills, self-help and enriching lives. These programs would contribute to healthy families providing a conducive environment for education, goal-setting and achievement. Ideally there are 9 monthly sessions per academic year. Average cost per session is \$500 for an academic year, September 2016 to May 2017, for a total of \$4,500. OGB requests that the City of Montgomery fund 3 of these sessions, or 1/3, which is consistent with the 1/3 Montgomery participants in the OGB After School Tutoring program.

Three sessions we would plan include:

1. Nutritious Cook Class including how to plan, shop and cook / prepare
2. Basic Financial Planning / Budgeting
3. Healthy Relationships for Healthy Families

Costs include childcare, instructor fees and supplies.

Sessions are planned as funding and/or sponsors are available. The UC School of Nursing has provided health awareness (sleep, exercise, food for fuel, etc.) sessions as example.

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

Education is a fundamental public purpose. OGB is a totally volunteer-led organization. There is a strong volunteer base consisting of retired teachers, employees of area businesses, high performing high school seniors, parents of students in the program and adults from several local churches (including Montgomery Community Church). More than 350 volunteers are involved in a typical year with about 50 dedicated to After-School Tutoring. Many of these volunteers live in Montgomery and we welcome any others that have interest.

The Montgomery Community and beyond (individuals, businesses, churches) supports the vision and the program – a testament to beneficial service that improves quality of life.

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

Sycamore Schools teachers and social workers recommend economically disadvantaged students for the after school program. The Executive Director and Program Director actively engage with the parents as students are registered and in the commitment/goal setting components of the program. There is close collaboration with Sycamore Schools on program participants, core curriculum, online systems and individual student progress.

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.

OGB has not received funding for this specific project. We have received grant funding for the After School and Summer Tutoring Programs.

YEAR	FUNDER NAME	AMOUNT	PURPOSE
2015	Greater Cincinnati Foundation	\$1,000	Summer Learning
2014	Raymond Endowment / Johnson Charitable Gift	\$5,000	After School Tutoring
2014	Jergens Foundation	\$5,000	Computers for use in tutoring
2014	Dollar General Literacy Foundation	\$1,000	Summer Reading

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".

The OGB program includes City of Montgomery residents. More involved students, engaged parents/guardians and healthy families improve the general welfare of the community. Examples include fewer nuisances from unsupervised children/teens, more involvement to local community, more income spent in local area.

12. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? 120

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

There is no other similar program in the Sycamore School District to serve these economically disadvantaged students and their families. OGB is a holistic program that addresses education, physical needs, social and emotional development in the lives of students and their families through weekly education, enrichment events, mentoring, food pantry, school supplies, summer education to reduce learning losses, and holiday store.

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

We will offer enrichment events to the degree funded by City of Montgomery and other donors. We have budgeted \$500 per event.

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.)

Success Measures

1. Events are scheduled and held
2. 15 parent / guardian participants per enrichment session
3. Parents / guardians indicate valuable learning and plans to implement learning in daily life – measure by feedback surveys.

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

Operation Give Back would recognize the City of Montgomery in the OGB Newsletter, in the Website and with signage in the Center before or during the scheduled education session.



Grant Request Budget Worksheet

Operation Give Back

Grant Request is for:

Parent Education and Enrichment

(name of project/program and group name)

Amount of Grant Request

Time period covered by grant request

\$ 1,500

Project/Program Funding Sources

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

\$ 1,500

\$ _____

\$ _____

\$ 1,000

\$ 500

\$ _____

Total Funding Sources

\$ 3,000

Project/Program Expenses

- Personnel
- Equipment
- Materials
- Other

\$ 400

\$ 450

\$ 600

\$ 50

Total Expenses

\$ \$1,500 for 3 enrichment events

CINCINNATI OH 45999-0038

In reply refer to: 0248164841
Sep. 17, 2013 LTR 4168C 0
90-0155844 000000 00

00015952
BODC: TE

OPERATION GIVE BACK
% LEE R LANGSTON
10891 MILLINGTON CT
BLUE ASH OH 45242



015789

Employer Identification Number: 90-0155844
Person to Contact: B. Hall
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 06, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 2004.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. OPERATION GIVE BACK		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ NON-PROFIT		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) 10891 MILLINGTON COURT		Requester's name and address (optional)
	6 City, state, and ZIP code CINCINNATI, OHIO 45242		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> </tr> </table>									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> </tr> </table>						

or

Employer identification number											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">9</td> <td style="width: 20px; height: 20px;">0</td> <td style="width: 20px; height: 20px;">-</td> <td style="width: 20px; height: 20px;">0</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">8</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">4</td> </tr> </table>	9	0	-	0	1	5	5	8	4	4	
9	0	-	0	1	5	5	8	4	4		

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶ March 30, 2016
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

March 28, 2016

TO: Wayne Davis, City Manager

FROM: Matthew Vanderhorst, Community and Information Services Director 

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 390	GSDHZQ1	PC
Dell	OptiPlex 390	C37V4J1	PC
Polycom	SoundStation2 – 2201-16200-601	H80837029FFB	Conference Phone
RCA	F32640	B495C21KY	32" CRT TV

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.

April 21, 2016

To: Wayne S. Davis, City Manager
From: Brian Riblet, Public Works Director
Julie Machon, Recreation Coordinator 
Subject: Montgomery Arts Commission Spring Live at the Uni Series, New Event Proposal

Background:

During the annual Arts Commission retreat held last summer, members of the Commission felt that a second, Spring Live at the Uni series would be valuable to add to the Arts Commission lineup. The Commission researched and discussed the implementation of the new series and feels that it would be effective to build upon the current Fall Live at the Uni Series promotions and sponsorship by including the proposed 2017 Spring Live at the Uni Series in those promotions.

The goal of the Spring Live at the Uni Series is to continue to support the performing arts by presenting a music series to residents in Montgomery and the Greater Cincinnati community, in Universalist Church with minimal costs to the City and to the attendees.

The proposed event would offer three "Live at the Uni" evenings in 2017: March 13, March 24 and April 10. For the Fall 2015 and 2016 series, the Arts Commission has attracted Twin Lakes as a season sponsor. In addition, we currently offer complimentary hors d'oeuvres at post-concert receptions through in-kind contributions from Montgomery Inn.

The anticipated expenses are:

Fees to Musicians	\$1,500
Printing and Gratuities	\$250
Publicity and Signage	<u>\$100</u>
Total Expenses	\$1,850

The anticipated revenues are:

Tickets/Donations	\$900 (\$300 per concert)
Sponsor	<u>\$1500</u>
Total Revenues	\$2,400

Recommendation:

Building upon the success of the Fall Live at the Uni Series, which is now in its 7th season, staff believes the proposed Spring Live at the Uni Series will provide another quality performing arts opportunity to residents and respectfully request the Government Affairs Committee of City Council to authorize the proposed event.



Boards, Commissions or Volunteer Committees

Planning and Authorization Form for Events and Special Projects

To effectively manage the event planning and approval process for all of our volunteers, this form has been put in place to create a checklist that covers the basics of any event and includes prompts to be sure policies are followed and funds are properly accounted for to meet with our audit requirements. This helps to ensure quality events that benefit the community through the cooperative working relationship between our volunteers, staff and partners.

This form is for the purpose of planning events that are to be offered by the City's Boards, Commissions or Volunteer Committees or events done in cooperation with any of these City volunteer based groups. Event cooperatives with non-profit entities must include a shared responsibility for resources and collaborative input into the goal and implementation of an event that benefits the Montgomery community. No City funds or resources can be committed to an outside entity for sponsorship of an event. Definitions for events, sponsorships and City resources are clarified in the policy titled Event Planning and Authorization Procedures for Boards, Commissions and Volunteer Committees. It should be stressed that the City is not a partner nor entering into a joint venture with any third party requesting a cooperative event. Such third party does not have authority to contract on the City's behalf nor commit City resources in planning a cooperative event.

For any new event, this form must be completed and submitted to Government Affairs Committee for approval 120 days prior to the event or cooperative proceeding. For any established event that is budgeted and requires the expenditure of funds or allocation of City resources, this form must be completed and submitted to the City Manager for approval 120 days prior to the event or cooperative proceeding.

- Attach a summary of the event, including a description of the City's role and contribution to the event, for consideration for approval by the Government Affairs Committee of Council or the City Manager or designee. Justify the purpose for this event using feedback data, the City strategic plan, City department goals, City mission, history of event, etc. so that there is a clearly stated need and benefit to the community of Montgomery. The summary should answer how this proposed event will add value to the services the City provides to the citizens of Montgomery.
- The attached summary should cover the event planning items listed on the reverse side of this form including liability and risk management, staffing estimations, anticipated use of City resources, compliance with governing policies, laws and ordinances and other items pertaining to the proposed event. The purpose of the list of event planning items to consider is to prompt the Board, Commission or Volunteer Committee and any item relevant to this proposed event should be detailed and explained in the attached summary.
- A spreadsheet of estimated expenses and estimated revenues should be attached for consideration in evaluating approval of the proposed event. A Services Cost Schedule is attached for better estimation of expenditures and responsible stewardship of City resources.
- If the proposed event is to be in cooperation with an outside non-profit organization(s), please attach an explanation of that organization(s) intended mission or purpose for the event and include a basic summary of why cooperating with this organization(s) is beneficial to the success of the event and the service to the community.

AUTHORIZATION:
Board/Commission/Volunteer Committee making request: Montgomery Arts Commission
Event Manager (must be present at event): Julie Machon, Peter Miller
Date Submitted for Review (must be 120 days prior to the proposed event): 4/19/16
New Event
Events that are funded within the City Budget for Receiving Expenditures of City Funds, Facilities, Staff time and resources.
Government Affairs Committee
City Manager
Date
Date

EVENT PLANNING ITEMS TO CONSIDER:

Venue for event: _____ park _____ reserved shelter or lodge
_____ rented venue City building _____ annex _____ other Universalist Church

Staffing needs: _____ police department commissions\board members service department
_____ volunteers _____ fire department administration department
_____ partnership organization(s) _____ contracted staffing

Outside documents needed: _____ insurance certificates _____ workers comp. certificate
_____ purchase orders _____ waiver forms _____ inspections (health or fire departments)
_____ rental paperwork (dumpster, blockades, portalets, booths, tents, tables, inflatables, etc)
_____ permits (electrical, signage, tents, alcohol, street closure, parades, fires, etc.) none ✓

Promotional opportunities desired: city website _____ magazines _____ city bulletin
_____ radio\TV local papers _____ bulletin boards _____ mailer
_____ flyers _____ posters email _____ blue signs
 other signs other social media

Consider deadlines for each of these options as well as costs and effectiveness in reaching target market. The Content of City Produced Communications policy will be followed and may limit publicity through City communication vehicles.

Event Management: _____ risk management _____ City liability contracts needed
_____ cancellation option _____ traffic control setup\cleanup staffing
_____ notice to residents _____ crowd control _____ City policy, code, ordinances that impact
_____ recycling containers _____ legal considerations with law director input needed

Revenue Planning:

_____ Participant Fee of \$ _____ ea. (Est. # of Participants _____)
_____ Vendor Participation Fee of \$ _____ ea. (Est. # of Vendors _____)
 Sponsors (Projected Sponsor Revenue \$ 1500.)
**Fundraising Policy, if applicable, will be followed.*
 Grants \$ 1850. (attach Grant schedule or award receipt)
_____ Cooperative Planner Contribution of \$ _____
 Budget Account # or Fund 485 000 4350 revenue

Feedback method: _____ survey on site _____ survey mailed survey emailed _____ website survey

**include information from guests, vendors, staff, volunteers, participants (Standard evaluation form attached)*

Date to be solicited date of each event Date to follow-up as needed, will discuss at Arts meeting

Expenditures to be paid from:

Board /Commission / Volunteer Committee Budget Account
485 000 5998

Cooperating organization(s) _____

Follow-up items at conclusion of the event: _____ follow-up on feedback
 thank you notes bulletin article _____ Friday update
_____ intranet sponsor kits _____ other _____

Note that the policy on Event Planning and Authorization Procedures for Boards, Commissions and Volunteer Committees requires a follow-up summary assessment of the event or special project, including evaluative feedback, be submitted within 8 weeks after the event.

Return completed form with approval signatures to the City Recreation Director for record and to your staff liaison for budgeting purposes. Keep a copy of form for reference by the Board \ Commission \ Committee. Standard evaluation form attached for your use. After the event, submit a summary of the event including evaluative feedback results.

For office use: Date received with approval: _____ Staff Initials _____
Date summary received: _____ Staff Initials _____

A Proposal by the Montgomery Arts Commission to Offer Additional Live at the Uni Concerts

The three-concert fall series Live at the Uni has become a “wildly popular” destination for Montgomery residents and concert goers are easily filling the 130 seat Universalist church to capacity. These events have been exemplary in demonstrating Montgomery’s commitment to enrich the cultural lives of residents and neighbors outside of town. In the past year, MAC has attracted a season sponsor from our business community (Twin Lakes) and we currently offer complimentary hors d’oeuvres at post-concert receptions through in-kind contributions from Montgomery Inn. Concert patrons have also been quite generous with cash donations at the door and all of these contributions caused the series to experience a modest profit in 2015 *without drawing on budgeted city funds*.

To celebrate the success of “Live” in its seventh season and to introduce our audience to the incredible area musicians who are eager to reach a Montgomery audience, the Arts Commission recommends and seeks approval to offer three additional concerts each spring under the “Live” banner. In 2017, these concerts would take place on Monday evenings on 3/13/17, 3/24/17, 4/10/17. Uni is available on those dates.

Each three-concert segment costs approximately \$3,050 to produce, bearing in mind that the musicians play for us at rates which are well under market.

To cover the additional expense of a spring series, we propose to tap four (and perhaps five) potential revenue sources:

1. We will seek a spring season sponsor from the business community and/or invite Twin Lakes to increase its support to include the spring season;
2. We will continue the tradition of community support through cash donations at concerts;
3. We will seek project funding grants from ArtsWave, Ohio Arts council, and other philanthropic foundations; and
4. We will look for another area restaurant to offer no cost post-concert hospitality to concert patrons or invite Montgomery Inn to host the spring parties as well; and
5. We may look at selling ad space in the “Live” program. Exposure over six nights might be attractive to area businesses. Currently, MAC members aren’t enthusiastic about knocking on doors for this, but something may fall in our laps or someone might get inspired.

If none of this works out and we do not succeed in attracting new sponsors, grants etc. we won’t offer the post-concert receptions and charges to the city will be about \$950 in 2017, which is available from MAC’s current budget.

Projected Expenses/Revenues Live at the Uni Spring 2017

Expenses

Fees to Musicians	\$1,500.00
Venue	\$0.00
Production Expenses including set-up, hospitality, printing, and gratuities	\$250.00
Publicity and Signage	\$100.00
Meet the Artist Receptions	\$1,200.00
Total Expenses	\$3,050.00

Revenues

Series Sponsor Contribution	\$0.00
Patron Cash Donations	\$900.00
In-kind Contributions	\$1,200.00
Grant Requests	\$0.00
Ad Revenue	\$0.00
MAC Budgeted Funds	\$950.00
Total Revenues	\$3,050.00

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
March 14, 2016

Present

Wayne Davis, City Manager
Connie Gaylor, Clerk of Council
Matthew Vanderhorst, Communications and Information Services Director

City Council Committee Members Present

Geri Harbison, Chair
Craig Margolis
Lynda Roesch

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

New Board and Commission Member Training for 2016

Mr. Davis stated that a date needs to be selected for the new Board and Commission Member training for this year. He explained that this training program has traditionally been held in the May timeframe in the past. Mr. Davis stated that he has tentatively set the date of May 5, with Mr. Donnellon. The Committee confirmed the training to be held on May 5, 2016.

Review of Meeting Notice Requirements

Mr. Davis stated that included in the packet was a memo prepared by Law Director, Terry Donnellon and draft legislation that, if approved, would modify Section 30.03, Announcements of Public Meetings, of the Code of Ordinances. A recent review of the process of providing notice of public meetings as set forth in Section 30.03 revealed that this Code Section was adopted in 1975 and is no longer consistent with current methods by which information is provided and received by the public. Section 30.03 requires that we publish in a newspaper of general circulation, quarterly, the times and dates of our City Council meetings. It also requires that we have a bulletin board accessible at all hours located within the community. The City Charter does not have any specific requirements regarding notice of public meetings except the advance notice required for a Special Meeting of City Council in the absence of an emergency. R.C. § 121.22 (Sunshine law) requires that Council establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings. Staff requests that consideration be given to no longer requiring the posting of notices on public bulletin boards, and allowing the addition of the use of website postings.

The Committee discussed the need for a public bulletin board and felt that this method of displaying meeting notices was no longer relevant and that using website postings was more consistent with current methods.

Mr. Margolis made a motion to move forward with the modification of Section 30.03 of the Code of Ordinances. Ms. Roesch seconded. The Committee unanimously agreed.

Review of Cemetery Burial Policy

Ms. Gaylor stated that included in the packet was a memo prepared by Law Director, Terry Donnellon that proposed the need for a revision to the Hopewell Cemetery Rules that would require written authorization from the owner of the plot or consent by all next-of-kin for a common burial. Ms. Gaylor reported that the City is receiving more requests by relatives of deceased family members that are buried in Hopewell Cemetery, to be interred into the graves of their loved ones. These requests prompted a review of the policy with Mr. Donnellon. Based on his review, he advised that we consider introducing a new form with the purchase of a gravesite to have the owner authorize either a single burial or multiple burials, or simply let them know that a common burial may

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City Council Government Affairs Committee Minutes

March 14, 2016

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be authorized and leave the responsibility to them to come forward with the documentation. Under either circumstance, he advises we need a rule in place to provide guidance in future operations.

If a common burial would be authorized, the suggested rule change would be:

No more than two cremains, or one human body buried in a casket and vault and one set of cremains, shall be interred in the same grave. Authorization for a combined burial must be signed by the owner of the gravesite or by all next-of-kin of the owner if the owner is deceased. There shall be no more than one marker or monument per grave.

The Committee discussed the requests and Mr. Margolis moved to revise the rules as suggested by Mr. Donnellon. Mrs. Harbison seconded. The Committee unanimously agreed

City Manager Evaluation

Mrs. Harbison reported that City staff would be meeting in a Special Session of City Council on Wednesday, March 23 at 5:00 p.m. to conduct the annual review of the City Manager. She reported that City Council would then meet in Executive Session with Mr. Davis before or after the April 6 Business Session.

Other Business

Mr. Davis stated that he felt the meeting with the Hamilton County Transportation Improvement District (TID) that day went very well. He stated that Mayor Dobrozsi and Councilmember Margolis along with Brian Riblet, Tracy Roblero, Matt Davis and himself attended the meeting to discuss the Gateway Redevelopment Area. Mr. Davis stated that he and Mayor Dobrozsi gave a presentation to the TID about the proposed project and asked the TID for their continued support moving forward as well as consideration for the City's participation in the Corridors of Opportunity program. Mr. Davis felt that this meeting went very well and felt that the Hamilton County Commissioners were all very supportive of the interchange modifications at Montgomery Road and the Ronald Reagan Highway.

Mr. Davis reported that while at the annual Ohio City/County Managers Association meeting, he learned of HB 395 that calls for the redistribution of burial permit fees and establishing a Cemetery Grant fund that can be awarded for the maintenance and operation of a not for profit cemetery. He stated that this bill is still under review, but that staff would stay apprised of the status of it and the terms of the grant program.

Approval of Minutes

Mr. Margolis moved to adopt the February 5, 2016 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 5:12 p.m.

Chair