

December 10, 2015

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

FROM: Wayne S. Davis, City Manager *W.S.D.*

SUBJECT: Government Affairs Committee Meeting of Monday, December 14, 2015

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, December 14 at 3:30 p.m. at City Hall. Items to be discussed include:

- a. Service to Community Grant Update—Staff will be present to update the Committee on the development of the Service to Community Grant which is proposed to replace the former Community Engagement Grant. Please see the updated grant program document, which is attached.
- b. Update on Recommended Appointment to the Sister Cities Commission—The Committee will discuss a recommendation for an appointment to the Sister Cities Commission due to a current vacancy on this Commission.
- c. 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.
- d. Surplus Property Disposal (Police)—Please find attached correspondence from Police Chief, Don Simpson, requesting that the Government Affairs Committee declare the attached lists of vehicles and firearms as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com, public auction or be destroyed.
- e. Surplus Property Disposal (Public Works)—Please find attached correspondence from Brian Riblet, Public Works 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.
- f. Surplus Property Disposal (Fire)—Please find attached correspondence from Fire Chief Paul Wright requesting that the Government Affairs Committee declare the attached list of equipment as surplus property. Staff requests that one helmet be donated to the Sister Cities Commission to be used as a gift. Staff would like to discuss the possible sale of the remaining fire helmets to department members and also to donate to the Africa Fire Mission where used personal protective equipment is collected and shipped to various countries in Africa which have limited resources for firefighting.
- g. 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.

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**

**December 14, 2015  
Montgomery City Hall  
10101 Montgomery Road**

**3:30 P.M.**

- 1. Call To Order**
- 2. New Business**
  - a. Service to Community Grant Update
  - b. Update on Recommended Appointment to the Sister Cities Commission
  - c. Surplus Property Disposal (Community and Information Services)
  - d. Surplus Property Disposal (Police Department)
  - e. Surplus Property Disposal (Public Works)
  - f. Surplus Property Disposal (Fire)
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes**— October 12, 2015
- 6. Adjournment**

December 1, 2015

TO: Wayne S. Davis, City Manager

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

SUBJECT: Service to Community Grant request

### Request

It is necessary for the Government Affairs Committee of City Council to approve the new Service to Community grant program. The new grant program is intended to replace the current Community Engagement Grant.

### Background

The current Community Engagement Grant application policy was approved by the Government Affairs Committee of City Council in 2011 for a three-year trial and capped at \$5,000 per year. The trial period was renewed during the October 2013 Government Affairs Committee meeting. The purpose of the grant application policy was to provide a fair and consistent method of establishing grant funding for organizations that benefit and engage citizens in the City of Montgomery. The Montgomery Community Engagement Grant considered grants for specific projects that engaged multiple entities or organizations and did not intend to cover operating costs. Eligible Grantees were limited to those local not-for-profit, civic or neighborhood associations serving the Montgomery community.

The grant has not been advertised and has only been used when opportunities presented themselves. Over its five-year history, the Community Engagement Grant has been awarded to the Montgomery Farmers Market in 2011, 2013, 2014 and 2015 and to Montgomery Food Share in in 2013. No grant applications were received in 2012.

During the June 2015 Government Affairs Committee of City Council meeting, it was approved to modify the Community Engagement Grant to allow an organization to be awarded the grant more than two years in a row if no other applications were received.

Early in 2015, Shahla Mehdizadeh was interviewed by the Government Affairs Committee of Council for an open position on the Sister Cities Commission. During the interview, it was discovered that Shahla has an extensive background in senior citizen issues which led to a conversation about ensuring services are available to seniors wishing to age in place. This issue was reinforced during research and planning for the 2016-2021 strategic plan.

Following the strategic plan retreat in August 2015 the idea was generated that there should be a way for local non-profit organizations or community groups to apply for grant funding to provide services such as raking leaves, shoveling snow, etc. to Montgomery seniors wishing to age in place.

A team of employees comprised of myself, Faith Lynch, Connie Gaylor and Melissa Hays was created to review the Community Engagement Grant and recommend changes to expand it to service grant possibilities.

Following extensive reviews of the current grant application policy and community services grant applications from Cincinnati, OH; Covington, KY; Hillsboro, Oregon; Laguna Beach, California and Camarillo, California, the team created a revised grant application titled *Service to Community Grant*, please see attached.

The new grant contains similar guidelines to the current Community Engagement Grant with the following changes.

- Applications for services to the community are now acceptable.
- The minimum award of \$500 was removed to not discourage applications that may not need more than \$500.
- The application policy and process was more formalized by including timelines, more detailed questions, clearer instructions and a score sheet to be used by internal staff.
- To bring more awareness to the availability of the grant, an article may be published in the Montgomery Bulletin and a page may also be added on the City website.
- To explain the purpose of the grant and to answer questions, a pre-application meeting is planned for late February, 2016. This date is flexible.

The Service to Community Grant application has been reviewed by the City Law Director. The attached application includes his recommendations.

### **Recommendation**

The Community and Information Services Department recommends approval of the new Service to Community Grant application guidelines. The new grant application builds on the tradition and intended purpose of the current Community Engagement Grant through the inclusion of services to the community and a more formalized process.



# Service to Community Grant Program

Application and Guidelines

2016-2017

---

## City of Montgomery Service to Community Grant Application Guidelines

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

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

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

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

---

### *Funding Criteria*

---

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

---

### *Eligibility*

---

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

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

Grant applications must be submitted by April 1 of each year to be considered in that year's grant cycle. As a matter of fairness to all applicants, no exceptions to the deadline will be made. Notifications of decisions will be made to applicants within 90 days of April 1. The decision to continue funding of the Service to Community Grant is subject to the appropriation of funds for such purpose by the Montgomery City Council. The total amount of grant funds available will be determined annually by City Council. A maximum of \$2,500 will be awarded to any one applicant in any given year. The City of Montgomery has budgeted \$5,000 for 2016-2017.

---

### *Financial Need*

---

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

---

### *Agreement and Final Report*

---

The Montgomery City Council must authorize all grants. All grant applications will be reviewed and scored by City Staff and City Council and awarded by City Council by motion. Such grants will require an agreement entered into by the City of Montgomery and grantee. The agreement shall specify how the funds will be used and require that upon completion, the grantee give a detailed report on the outcomes of the projects including the expenditure of funds remaining and that such funds shall be

returned to the City consistent with the grant agreement. Applicants must also provide a plan for recognizing the City of Montgomery for the support provided through this grant.

---

*Snapshot of Timeline*

---

Applications Due: 4:00 p.m. on Friday, April 1, 2016

Funding Decisions Made: Wednesday, April 20, 2016

Project Completion: March 31, 2017

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

#### Application Contents

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

#### Eligibility Requirements

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

#### Deadline to Submit Applications

Completed applications must be received no later than 4:00 p.m., Friday, April 1, 2016. No exceptions will be made. These may be either dropped off or mailed. Emailed applications will not be accepted. Fully completed applications must be typed and not hand-written.

#### 2016-2017 Grant Funding

The City of Montgomery has budgeted \$5,000.00 for the Service to Community Grant Program for the fiscal year 2016.

Funding for the Service to Community Grant Program may be modified or suspended during times of economic downturn, when revenue sources for the City are reduced and/or by City Council consistent with the adopted budget.

Grant Process Timeline

Pre-application meeting for interested applicants	Thursday, February 25, 2016
Applications available online	Tuesday, March, 1, 2016
Applications due by 4:00 p.m.	Friday, April 1, 2016
City staff review of applications	Monday, April 4, 2016

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

Distribute application packets to the Grant Committee for review	Monday, April 4, 2016
Grant Committee deliberation and award recommendations	Thursday, April 7, 2016
Government Affairs Committee of City Council considers Grant Committee award recommendations	Monday, April 11, 2016
Government Affairs Committee of City Council takes recommendations of grant awards to full City Council for motion to approve	Wednesday, April 20, 2016
Grant Award notification letters mailed to applicants	Monday, April 25, 2016
Checks presented to grant recipients at the City Council Meeting (7:00 p.m.)	Wednesday, May 4, 2016
Checks mailed to grant recipients not present at the City Council meeting	Friday, May 6, 2016
Article appears in Montgomery Bulletin notifying the community of grant awards	June newsletter, due May 10, 2016
Six month progress reports due to City of Montgomery for review	Wednesday, November 2, 2016
Final Report due to City of Montgomery for review.	Wednesday, March 22, 2016

Application Checklist

For your application to be considered, please ensure all of the items listed below are emailed to Faith Lynch at [flynch@ci.montgomery.oh.us](mailto:flynch@ci.montgomery.oh.us) no later than 4:00 p.m., Friday, April 1, 2016. Please do not include the cover sheet and 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. \_\_\_\_\_

Contact:

Faith Lynch  
City of Montgomery  
(513) 792-8358  
[flynch@ci.montgomery.oh.us](mailto: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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Project/Program Title: \_\_\_\_\_

Project/Program Start Date: \_\_\_\_\_ Project/Program End Date: \_\_\_\_\_

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



**Certification**

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

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

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

---

Name of Group/Organization

---

Signature of Authorizing Official Date

---

Printed Name and Title of Authorizing Official

**Application Questionnaire**

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

Amount requested last year: \_\_\_\_\_ Amount awarded: \_\_\_\_\_

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

Government Agency

Amount

---

---

---

---

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

Partner group

Amount

---

---

---

---

2. What is your group's mission statement?

3. What is your group's annual budget?

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

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

Source

Amount

---

---

---

---

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

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

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

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

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

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

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

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

---

---

---

---

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

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

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

**Grant Request Budget Worksheet**

Grant Request is for:

(name of project/program and group name)

\_\_\_\_\_

Amount of Grant Request

\$ \_\_\_\_\_

Time period covered by grant request

\_\_\_\_\_

Project/Program Funding Sources

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

Total Funding Sources

Project/Program Expenses

- Personnel \$ \_\_\_\_\_
- Equipment \$ \_\_\_\_\_
- Materials \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

**Final report**

The final report must include an itemized budget with a copy of financial statements or statement of income and expenditures and assets and liabilities.

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

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

**Scoring Sheet**

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

November 25, 2015

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	PowerEdge 840	FW7QVC1	Server
Dell	OptiPlex XE	9P8WKM1	PC
Dell	OptiPlex 380	19MCLM1	PC
Dell	OptiPlex 360	DC10FK1	PC
Nokia	2520	0635138	Tablet
Nortel	Contivity 1100, DM1401096	SCM8F3011053	Network Router
Dynamic Instruments	DI-VoiceVault-SDS16	20230	PC
Eltron	P310	E232185	ID Card Printer

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.

December 1, 2015

To: Wayne S. Davis, City Manager

 From: Don Simpson, Police Chief 

Subject: Surplus Equipment

I would request that the following list of firearms be presented to the Government Affairs Committee of City Council to be declared surplus. I have included serial numbers (if available). Please see attached list.

Make	Model	Caliber	Serial Number	Other	Final Disposition
Savage Arms	19	.22	50463	Rifle with sling	Trade in
Remington	511P	.22	N/A	Rifle with sling	Trade in
Smith and Wesson	Airweight Revolver	.38 +P	DAM4013	Laser sight grip and holster	Trade in
Smith and Wesson	Revolver	.38	J62133	Hammerless	Trade in
Rossi	Revolver	.38	53613		Trade in
Hipoint	CF380	.380	P805141		Destroy
Forjas Taurus	Falcon 38	.38	516317		Trade in
Smith and Wesson	CT6	9mm	16D2043		Trade in
Rossi	M68	.38	AA213759		Trade in
Taurus	Revolver	.38	VH34094	In box	Trade in
Titan	Semi-auto	.25	142690		Destroy
Lorcin	L9mm	9mm	L061096		Destroy
Walther/S&W	PPS	9mm	AE0436		Trade in
Hipoint	JHP	.45	Defaced		Destroy
Ruger	LCP	.380	376-14020	Case and clip	Trade in
Glock	21SF	.45	NLZ175		Trade in
RG10	Revolver	.22 short	481571		Destroy
RG10	Revolver	.22 short	1257843		Destroy

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

December 11, 2015

TO: Wayne Davis, City Manager  
 FROM: Brian Riblet, Public Works Director *BR*  
 SUBJECT: Surplus Vehicle and Miscellaneous Items

The public works department is requesting that the following vehicle and 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.

<u>YEAR</u>	<u>DESCRIPTION</u>	<u>VIN#</u>	<u>MILES</u>	<u>VALUE</u>
2003	Ford F-550 One-Ton	#1FDAF56S73ED85424	51,118	\$3,500.00

<u>Miscellaneous Items</u>	<u>Quantity</u>
BMB Grader Blade	1
Backhoe Bucket	1
Backhoe Pick	1
Brass Fountain Lights	12
Used Traffic Control Cabinets	5
Flower Pots	50
Gas Furnaces	5
Fluorescent Lights	37
Magazine Rack	1
Lodge Chairs	80
Office Chairs	13
Echo Weedeater	2
Stihl Weedeater	3
Ford V10 Engine (City Hall Generator)	1

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

December 8, 2015

TO: Wayne Davis, City Manager  
FROM: Paul Wright, Fire Chief *PCW*  
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.

24 – Morning Pride Fire Helmets: (expired/worn)

Serial Number - 0511008822  
0511008859  
0511008852  
0511008797  
0511008855  
0511008821  
0511008830  
0611009238  
0611009233  
0611009230  
0611009236  
0610008832  
0611009235  
0610008829  
0610008830  
0610008828  
0610008835  
0611009228  
0611009239  
0611066388  
0611009226  
0610008833  
0610008836  
0610008837

We would like to donate one helmet to Sister Cities for a gift, possible sale to department members and/or to donate to the Africa Fire Mission where they take used equipment and utilize it in Africa where they have no resources and work to establish fire departments on the continent.

*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  
October 12, 2015

Present

Wayne Davis, City Manager  
Connie Gaylor, Clerk of Council  
Matthew Vanderhorst, Communications & Information Services Director  
Brian Riblet, Public Works Director  
Julie Machon, Recreation Coordinator

City Council Committee Members Present

Gerri Harbison, Chair  
Lynda Roesch  
Chris Dobrozsi

---

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

**Arts Commission Sponsorship Packet**

Julie Machon, Recreation Coordinator, addressed the Committee regarding a proposed Arts Commission Sponsorship Packet. As a result of the increased awareness and understanding of the importance of maintaining the Arts and Amenities budget, the Arts Commission members propose to actively seek financial support for the Arts programs through sponsorships, which is also noted as a strategy in Goal 5 of the 2011-2016 Strategic Plan, Objective 5.5.6. Ms. Machon explained that Arts Commission member Greg Leader, designed the sponsorship packet to be used to present to local businesses to describe sponsorship options with the goal to secure/partner with businesses to support the arts in Montgomery. This professionally created sponsorship packet describes reasons as to why it is a smart business decision for businesses to sponsor the arts in Montgomery as well as each Arts Commission activity with varying sponsorship amounts. Ms. Machon stated that Arts Commission members plan to work closely with Recreation Staff to ensure that sponsorship requests are spaced out appropriately so no overlap occurs with sponsorship of City events. All sponsorship requests must go through the Recreation Coordinator before any request is made to any business and Recreation Staff will maintain a chart to record all requests and document sponsorships.

Ms. Roesch advised Ms. Machon to verify if permission had been granted for the use of the photographs and sponsor logos in the packet before using them.

Mr. Dobrozsi inquired about adding the City's brand on the packet so it is identifiable.

The Committee advised Ms. Machon to incorporate the feedback given and then to proceed with the utilization of the packet.

**Holiday Card Contest**

Ms. Machon stated to the Committee that there were 10 entries submitted during the Holiday Card contest. She explained that included in the packet were the top three picks of the Arts Commission. The Committee viewed and a motion was made by Mr. Dobrozsi to use the photo by Dick Close. Ms. Roesch seconded. The Committee unanimously agreed.

**Twelve Days of Christmas**

Ms. Machon updated the Committee on the progress of the new holiday event, the *Twelve Days of Christmas*. Ms. Machon stated that all 12 days have an event scheduled. Ms. Machon stated that an inquiry had been made by Julie Lyons of Jewels with Jules Jewelry Store, to request adding charity names to the poster. The

*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 Council Government Affairs Committee Minutes

October 12, 2015

Page 2.

Committee discussed how to manage the amount of charities that would need to be listed and decided to refer people to the respective business's website instead. The Committee discussed the format of the brochure and which design was better suited to listing the information. Ms. Machon stated that she will prepare a redesign of the poster. She expects to deliver the poster to all businesses by mid-November.

Mrs. Harbison inquired about utilizing transportation from Twin Lakes.

Ms. Machine stated that the Commission didn't feel it would be needed based on the specific events.

Ms. Roesch advised Ms. Machon to send out an email to all participants to inform them of the listing of the charities to make sure everyone understood.

### **Strategic Plan Retreat Update**

Mr. Davis and Mr. Vanderhorst provided an update to the Committee regarding the 2016-2021 City Strategic Plan.

Ms. Roesch suggested changing the verbiage on Goal One and Goal Two to read "Montgomery" instead of "The City" to be consistent with the verbiage throughout the document.

Mr. Davis stated that the feedback provided would be incorporated into the Goals and Strategies and then placed on the agenda for the October 21, City Council Work Session. Mr. Davis stated that if approved staff would begin to develop the implementation steps to be completed by the end of the first quarter of 2016.

### **Surplus Property Disposal (Community and Information Services)**

Mr. Vanderhorst discussed the submitted request to the Government Affairs Committee to designate a list of phone 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. Dobrozsi seconded. The Committee unanimously agreed.

### **WeThrive Update**

Ms. Gaylor updated the Committee on the progress of the WeThrive Initiative. She discussed the prepared action plans created by the Chronic Disease and Emergency Preparedness teams and the formal presentation to the City of becoming a WeThrive Community.

Mrs. Harbison suggested that the verbiage on Objective 3 of the Emergency Preparedness plan be reworded to clearly define the designation of the Coordinator of Volunteer Recruitment.

The Committee approved the action plans as amended and advised Ms. Gaylor to schedule the presentation at a future City Council meeting that was convenient to all involved.

*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 Council Government Affairs Committee Minutes**

October 12, 2015

Page 3.

**Other Business**

Mrs. Harbison reminded the Committee and staff that staff evaluations of the Law Director would be due on October 21. These evaluations will be forwarded to City Council by October 28, with final discussion held at the November 19, City Council Work Session.

Mr. Vanderhorst updated the Committee on the status of the MCLA 2.0 session planned for April of 2016. This program originally scheduled for the month of October was rescheduled due to scheduling conflicts and to work around the holidays of those attending.

Mr. Vanderhorst updated the Committee on the review of the Community Engagement Grant. He stated that along with Faith Lynch, Melissa Hays and Connie Gaylor, a review of the grant guidelines is in progress to rename the grant a Community in Service Grant. Upon completion of the review a revised copy would be presented to the Committee at a later date.

**Approval of Minutes**

Ms. Roesch moved to adopt the August 10, 2015 Government Affairs Committee minutes. Mr. Dobrozsi seconded. The Committee unanimously agreed.

**Adjournment**

The Governmental Affairs Committee of Council meeting was adjourned at 5:43 p.m.

\_\_\_\_\_  
Chair