

June 9, 2017

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

FROM: Wayne S. Davis, City Manager *wsd*

SUBJECT: Government Affairs Committee Meeting of Monday, June 12, 2017

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, June 12 at 4:30 p.m. at City Hall. Items to be discussed include:

1. Recommendation for 2017-2018 Newsletter and 2018 Annual Calendar—Staff will be present to review and discuss with the Committee the results of the monthly newsletter and City calendar Request For Proposals (RFP).
2. Update of the 2016 Service to the Community Grant Reports—Staff will be present to review and discuss with the Committee the 2016 grant reports from Operation Give Back and Montgomery Farmers Market.
3. Surplus Property Disposal (Community and Information Services)—Please find attached correspondence from Matthew Vanderhorst, Community and Information Services Director, requesting that the Government Affairs Committee declare the attached list of miscellaneous equipment as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.
4. Performance Evaluations for City Manager—Council Member Margolis would like to discuss with the Committee current performance evaluation methods used by various jurisdictions, for city managers and administrators.
5. 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 April 10, 2017 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

Should you have questions or concerns pertaining to these topics, or have additional items to be discussed at Monday's meeting, please do not hesitate to contact me.

C: Government Affairs Committee Members (2)
Mayor and City Council Members (4)
Connie Gaylor, Administrative Coordinator
Department Heads
File

Agenda

**June 12, 2017
Montgomery City Hall
10101 Montgomery Road**

4:30 P.M.

- 1. Call to Order**
- 2. New Business**
 - a. Recommendation for 2017-2018 Newsletter and 2018 Annual Calendar
 - b. Update of the 2016 Service to the Community Grant Reports
 - c. Surplus Property Disposal (Community and Information Services)
 - d. Performance Evaluations for City Manager
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes– April 10, 2017**
- 6. Adjournment**

June 1, 2017

TO: Wayne Davis, City Manager

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

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
Star	TSP100	2409012100601064	Receipt Printer and cash drawer
Star	TSP100	2400114060601943	Receipt Printer and cash drawer
Zebra	P330i ID Card Printer	P330023090	Laptop
Dell	Optiplex 740	JOVCMD1	PC
Dell	Optiplex 740	50VCMD1	PC
Dell	Latitude D620	89H07B1	Laptop

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 17, 2017

Faith Lynch
Communications and Engagement Coordinator
City of Montgomery

This provides the Final Report for Operation Give Back's \$1,500 grant of May 20, 2016. We thank the City of Montgomery for the grant, which funded Parent Education Programs that were incremental to programs previously offered.

Program Summary

1. Navigating Sycamore Schools Systems – how to stay informed on your students' assignments, grades and progress was held in January. Cost \$113.35
2. Computer Literacy and Connectivity – trouble shooting, online good practices and hints on monitoring your students' online activities was held in February. Cost \$386.34
3. A 4-week series of cooking classes about easy and healthy meal ideas were held through March. Total cost \$1,029.31

We served 8 Montgomery families consisting of 38 household members.

The cost detail is attached.

Lessons Learned

The core After School Tutoring Program at Operation Give Back (OGB) runs September to May. Since May 2016, we have transitioned OGB from Founder led to Board of Directors led as the Founders retired from day to day operations. All of the key Leadership roles, both volunteer and paid, have turned over since last May. This includes Executive Director, Program Director and Office Manager. We are stronger and more engaged than ever in the Community and with Sycamore Schools as we serve underserved students and families in the Sycamore School District. However, there was a steep learning curve in the fall that delayed the start of the Parent Education program and the number of programs. We had more plans than we could effectively execute during this transition.

It has also been a challenge to find a convenient time to schedule the classes as our parents are often working multiple jobs and are on various work / school schedules. The parents also have to manage their students' sports and school activities along with other issues that compete for time and attention. We were disappointed in the attendance at some of the sessions. Overall, we had 24 parents attending over the 6 programs. We will be evaluating during the summer whether to continue these programs for the 2017-18 school year.

Beverly Tharp
Operation Give Back

Operation Give Back City Of Montgomery Grant Spending

Amount	Date Paid	Whom Payment Was Made To	Purpose of Expenditure	Documentation - unless noted otherwise purchases made with OGB credit card
Navigating School Systems				
\$ 57.21	1/25/2017	Costco	Snacks for training session	(Receipts filed with OGB)
\$ 31.14	1/18/2017	UPS Business Services	Printing, copying	(Receipts filed with OGB)
\$ 25.00	1/26/2017	Tammy Blair	Childcare	(Petty cash)
Sub-Total \$ 113.35				
Computer Literacy				
\$ 300.00	2/22/2017	Bill Anderson	Training preparation, execution, reference materials	Check 1022
\$ 61.34	2/16/2017	Costco	Refreshments	(Receipts filed with OGB)
\$ 25.00	1/26/2017	Tammy Blair	Childcare	(Petty cash)
Sub-Total \$ 386.34				
4 week series Cooking Classes				
\$ 117.00	3/7/2017	Walmart	Skillets and tupperware containers - used at Cooking Class	(Receipts filed with OGB)
\$ 112.35	3/7/2017	Dollar Tree	Cookware - supplies for all participants	(Receipts filed with OGB)
\$ 206.29	3/7/2017	Target	Gifts bags, tissue paper and cookware items	(Receipts filed with OGB)
\$ 54.82	3/7/2017	Party City	Balloons and table cloths - commencement of classes	(Receipts filed with OGB)
\$ 300.00	3/9/2017	Cayla Snow (Cooking Instructor)	Personnel Compensation for services	(Invoice filed with OGB)
\$ 52.78	3/10/2017	Walmart	Fresh food - first class supplies	(Receipts filed with OGB)
\$ 6.00	3/10/2017	Kroger	Food (seasoning) - last minute cooking supply	(Receipts filed with OGB)
\$ 25.00	3/11/2017	Lillie Kmetz	Child Care	Petty Cash
\$ 25.00	3/18/2017	Lillie Kmetz	Child Care	Petty Cash
\$ 28.21	3/24/2017	Kroger	Fresh food - second class supplies	(Receipts filed with OGB)
\$ 2.00	3/25/2017	Kroger	Food (seasoning) - last minute cooking supply	(Receipts filed with OGB)
\$ 25.00	3/25/2017	Emily Short	Child Care	Petty Cash
\$ 49.86	3/30/2017	Kroger	Fresh food - third class supplies	(Receipts filed with OGB)
\$ 25.00	3/31/2017	Emily Short	Child Care	Petty Cash
Sub-Total \$ 1,029.31				
TOTAL \$ 1,529.00				

Faith Lynch

From: Faith Lynch
Sent: Monday, April 24, 2017 4:15 PM
To: 'Beverly Tharp'
Subject: RE: Operation Give Back Grant Report

Hi Ms. Tharp,

I have a follow up question pertaining to you OGB grant. Two details from your report are missing. One detail is the documentation of matching funds including names and time worked if service hours contributed to matching fund requirements. The second item needed is the documentation of the recognition given to the City of Montgomery for the support provided through this grant. These two items will be found on page 19 of the application, outlining what is needed in the final report.

Thanks,
Faith

From: Beverly Tharp [mailto:beverlyltharp@gmail.com]
Sent: Tuesday, April 18, 2017 4:14 PM
To: Faith Lynch <fdickerhoof@ci.montgomery.oh.us>
Subject: Operation Give Back Grant Report

Faith Lynch

From: Beverly Tharp <beverlyltharp@gmail.com>
Sent: Wednesday, May 03, 2017 10:50 AM
To: Faith Lynch
Subject: Re: Operation Give Back Grant Report

Faith,

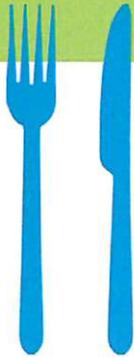
Answers to your two questions:

1. Operation Give Back is a volunteer run organization. We did not keep a “log” of volunteer hours dedicated to the Parent Training. I can only estimate in hindsight the volunteer effort. All classes required approximately 25 hours to execute. Names include: Don McClure, Nichelle Woolfolk, Leanne Berke, Donna Lewis, Karen Simpson, Beverly Tharp.

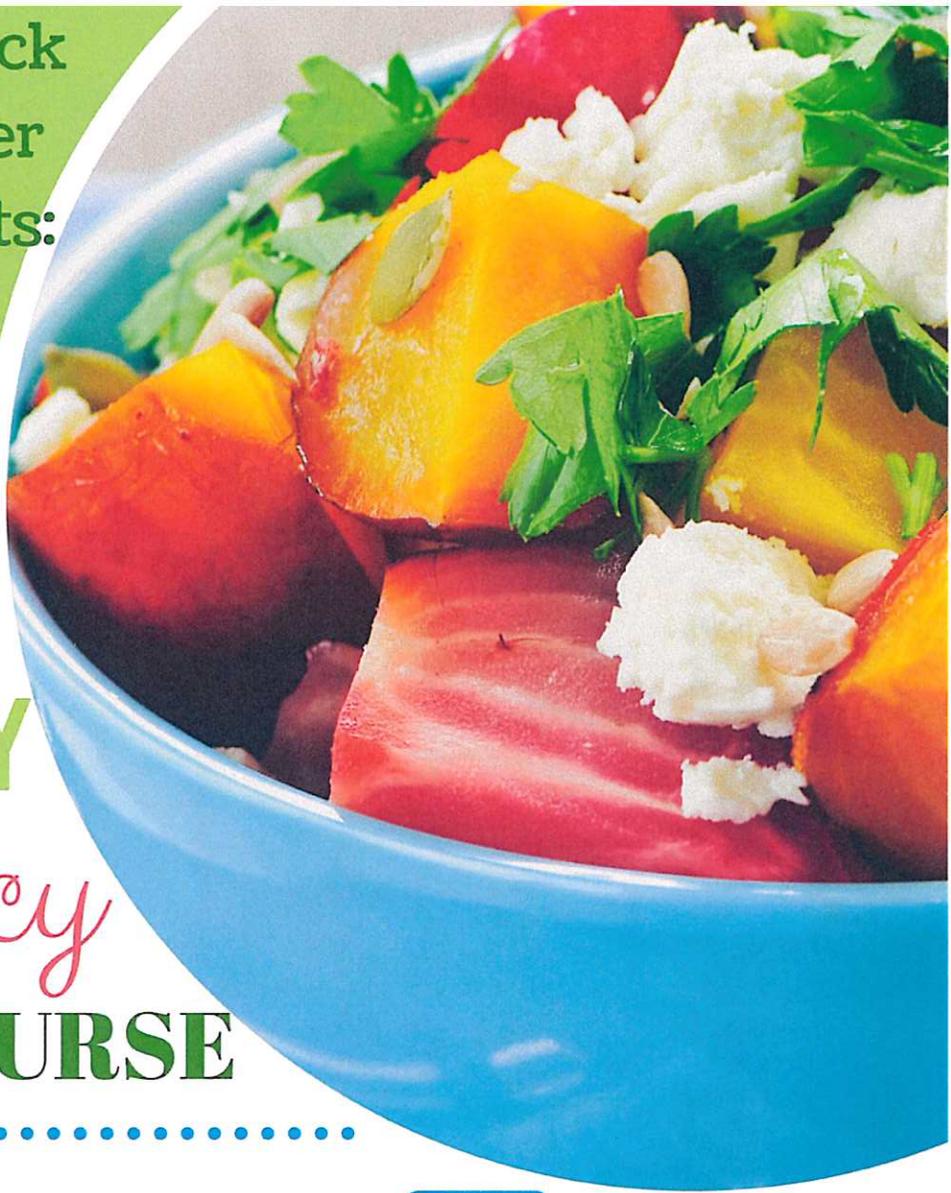
2. The City of Montgomery has been included on the Operation Give Back website as a donor, included on our list of donors in public presentations and noted on the Cooking Training flyer (attached).

Beverly Tharp

Operation Give Back
and Sustaining Her
Excellence presents:



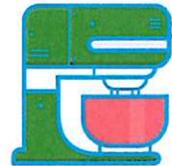
Text



FROM PANTRY
To Fancy
COOKING COURSE



.....
EXPLORE TECHNIQUES ON
COOKING BASICS!



.....
CREATE EXCITING MEALS TO
TAKE HOME TO YOUR
FAMILIES!



.....
LEARN HOW TO PREPARE
HEALTHY AND QUICK DISHES!

.....
DATE(S): MARCH 11TH, 18TH, 25TH AND 31ST

TIME: 12:00 TO 1:00 PM
Sponsored by City of Montgomery
LOCATION: OPERATION GIVE BACK
10891 MILLINGTON COURT
CINCINNATI, OHIO 45242

June 7, 2017

To: Wayne S. Davis, City Manager

From: Faith Lynch, Communications and Engagement Coordinator *FAL*

Subject: Recommendation for 2017-2018 Newsletter and 2018 Annual Calendar

Introduction

The City of Montgomery produces a monthly newsletter and an annual calendar to inform its citizens and businesses of the services, decisions, and events provided by the City. These publications are regularly recognized as the primary communication pieces that the public uses to get information about the community. Through the past 25 years, the newsletter publication has grown from a trifold mailer to a 16-page, full-color newsletter with photographs.

Background

Since December 2013, the City of Montgomery has partnered with Cox Media Ohio to produce and publish the Montgomery Bulletin. The current agreement with Cox Media Ohio for the Montgomery Bulletin runs through 2017. In addition, Cox Media Ohio has also produced and/or printed the annual City Calendar. In the past a quote on the calendar product was solicited separately.

Over the last year, we have encountered many challenges working with Cox Media Ohio. City staff has worked with three different account managers and two different designers to produce these key communication pieces. This has meant that staff has needed to teach our specific design expectations several times over. Cox Media Group staffing changes has placed added pressure on City resources and sacrificed quality.

In addition to these staffing changes, City staff was unprepared for the dramatic increase in price for the annual calendar.

- The City of Montgomery paid Cox Media Ohio \$7,879 for the 2016 Calendar;
- For the 2017 Calendar, the City paid \$12,673. This accounted for a 61 % increase.

Their explanation for the increase was due to increasing operation and production costs, which previous quotes did not adequately capture. Staff opted to continue this relationship for the 2017 Calendar, despite a steep increase from last year's final cost, due to Cox's knowledge of the project, an effective working relationship, collateral on hand from the newsletter, and a design concept created for the 2017 Calendar.

The other 2017 quotes from two competing companies were also substantially more than Cox's final cost for the 2016 Calendar.

When the City of Montgomery signed the contract with Cox Media Ohio for the calendar, a letter was included to communicate that the Bulletin agreement expires at the end of 2017, at which time, the City of Montgomery will send out a request for proposals to area printers and designers. This letter also stated that if the proposal for the Bulletin is consistent with the calendar's cost increase, the City will reconsider its partnership with Cox Media Ohio. Finally, the letter included a request for an estimate on future Bulletin production costs for budgetary planning purposes.

- The current rate for a 16-page newsletter is \$2,784 and their future pricing estimate (provided in September 2016) for a 16-page newsletter was \$5,417, a 95% increase.
- Their actual 2017 quote for the RFP was \$5,545.

For context, the City of Montgomery contracted with AVI, Inc. in 2008-2009 for design purposes only. The quoted amount was \$5,088 per 16-page issue. This price ran through 2013. The actual total design cost in 2013 was \$48,461. In 2013, the City paid \$27,089 to Quality Publishing for printing services. In 2013, Montgomery spent \$75,550 on producing the newsletter including design and printing.

Since 2014, the City has paid Cox Media Group to produce the yearly newsletter.

- 2014 – \$28,235; with postage, \$38,450
- 2015 – \$28,851; with postage, \$38,923
- 2016 – \$30,344; with postage, \$41,602

The quote received from Cox Media Ohio for the production of the monthly newsletter was \$67,580 and includes postage. The quote for the calendar is \$12,463. The total quote for both pieces is \$80,043.

Staff has requested information from surrounding jurisdictions on their communications practices.

- Madeira produces five regular issues and a sixth issue is dedicated to leaf collection. Most of these issues are produced close to the beginning of the year. They do sell ads for the newsletter between October and December each year. They solicit Madeira businesses to purchase a \$95 advertising subscription per year. They recruit 36 businesses to fill the three pages of ad space. Businesses run the same consistent ad in a business card format for the entire year.
- Sharonville produces *Hometown Guide* quarterly. This publication is sent to all residents only (not businesses at this time). They do sell ads, but are selective about the businesses that can purchase ads. They sell each ad at \$1,000 each, but they do not aggressively sell ad space. They use Quality Printing. They also publish a monthly electronic publication that features new programs, events or services and pushes recreation members to those program details on their website.
- Blue Ash does a monthly electronic newsletter. It does not sell ads.
- Wyoming has a multi-dimensional approach to communications. They send out a weekly news e-blast to subscribers who indicate their preferred news topics. *What's Up Wyoming* is a blog managed by the Promote Wyoming Advisory Commission. The City submits news to this blog, which is managed and updated by volunteers. Finally, they produce *Word on Wyoming*, a quarterly

publication, which features City news, four pages of school district news and 10 pages devoted to recreational programming.

- The Village of Indian Hill no longer sells ads for each of its 11 *The Indian Hill Bulletin* newsletters (they print two issues in May and no issues in July or August). They cited difficulty in managing the ad program as the reason they no longer sell ads.

Based on the information laid out above, cost of printing, postage and design is increasingly becoming less sustainable. This is also evidenced by the quotes we received.

Upon review of the summited proposals and provided samples of art work, staff recommends contracting with DMSink from Yellow Springs, Ohio for \$79,152 over Five Visual Communications. DMSink provided superior samples of work, a competitive bid, and another benefit that none of the other vendors originally offered, research on flat rate vs. folded rate according to carrier routes. While the savings could be minimal between postage and handling, staff was impressed that they made the offer to do this research to find potential savings. This offer speaks to their ability to not only understand our organizational values of cost efficiency, but also to their attention to every detail.

One item to note is that the lowest quote from Hamilton County Educational Service Center was very competitive on first review; however, it was outlined in their proposal that they needed eight to 10 business days for design, proofing, editing and approval and 10 business days for printing, addressing, mail processing and delivery to the post office. This timeline did not include the two to seven days needed for USPS delivery. This schedule would not meet our needs to deliver a timely product to the citizens and could cause due dates for articles to be six weeks before the delivery date. Hamilton County Educational Service Center could be an option if we opt to move to a quarterly publication schedule. They may also be an option for printing brochures or other static pieces.

In addition, staff would like to begin working with the new vendor on the annual calendar in July 2017, and on the newsletter in November 2017, in order to mail out the December 2017 Bulletin with the annual calendar. By mailing these two pieces together, the City saves \$1,100.

Recommendation

The recommendation is to terminate the agreement with Cox Media Ohio effective November 1, 2017. We will contact them regarding this change on July 5, 2017, which is more than 60 days prior notice as required in the 2014-2015 contract, which was extended in a 2016-2017 signed quote. Staff recommends contracting with DMSink for design, production, printing, and mailing of the monthly newsletter and annual calendar for 2017-2018 based on the attached summary statement, their ability to deliver the required publications according to our time schedule, and the design and production of the provided samples. Staff also recommends a continuing conversation on future communication publications and possibly changing from monthly to quarterly to adjust for increasing printing, postage and design costs.

Attachments: Spreadsheet of proposed amounts
 Samples of design work

A Publication provided by
the city of Montgomery



CITY OF MONTGOMERY[®] BULLETIN

MAY 2017



COMMUNITY POOL

standard dummy text ever
since the 1500s, when an
unknown printer took a galley
electronic typesetting,

READ MORE ON PAGE 3



MONTGOMERY GARDEN

standard dummy text ever
since the 1500s, when an
unknown printer took a galley
electronic typesetting,

READ MORE ON PAGE 2

THE COUNCIL CORNER



CONTENTS

- 02** City Council Message
- 06** City of Montgomery Tax Return Info
- 08** City to Conduct limited curbside brush pick-up this spring
- 13** Registration is now open for all 2017 Kid's Summer Camps
- 14** Safety Village Returns in June

MONTGOMERY CITY COUNCIL

By Laith Alfaqih



is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

It was popularised in the 1960s with the release of Letraset sheets containing Lore.

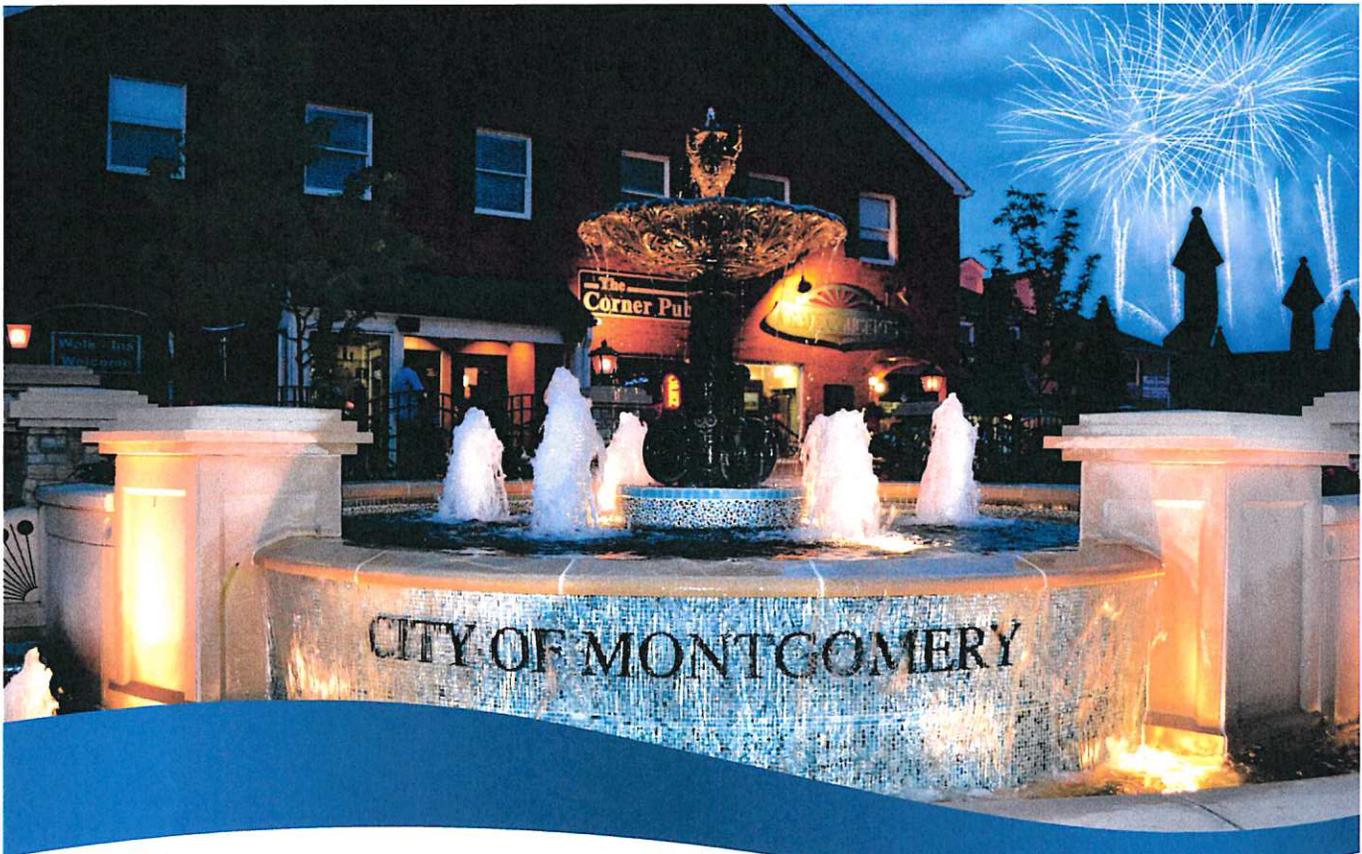
is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

2017 GARDEN TOUR APPLICANTS WANTED



is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets.

Leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release.



June

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2017

Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

CITY OF MONTGOMERY



Come see the fireworks at the heart of downtown Montgomery!

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
April 10, 2017

Present

Wayne Davis, City Manager
Matthew Vanderhorst, Community and Information Services Director
Connie Gaylor, Clerk of Council
Faith Lynch, Community Engagement Coordinator
Julie Machon, Recreation Coordinator
Paul Wright, Fire Chief
Don Simpson, Police Chief
Tracy Roblero, Community Development Director

City Council Committee Members Present

Gerri Harbison, Chair
Lynda Roesch

City Council Committee Members Absent

Craig Margolis

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

Surplus Property Disposal (Community and Information Services)

Mr. Vanderhorst discussed the submitted request to the Government Affairs Committee to designate a list of equipment as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.

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

Surplus Property Disposal (Fire Department)

Chief Wright explained that with the purchase of new radios in 2016, there is now a surplus of radios and accessories to dispose of. He stated that some of the radios will be repurposed to the public works department for use by staff. If approved, the equipment will be auctioned to the public through GovDeals.com or EBay.

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

Surplus Property Disposal (Police Department)

Chief Simpson explained that as part of the police department's vehicle replacement rotation, staff is requesting that the 2013 Ford Police Interceptor Sedan be declared as surplus and sold for fair market value. If approved, the vehicle will be sold to another government agency directly or by advertisement through the site GovDeals.com.

Ms. Roesch moved to designate the 2013 Ford Police Interceptor Sedan as surplus, to be sold to another governmental agency or on GovDeals.com. Mrs. Harbison seconded. The Committee unanimously agreed.

Montgomery Arts Commission, Shakespeare in the Park, New Event Proposal

Ms. Machon explained to the Committee that the idea of implementing a theater performance was presented by a guest at a recent Arts Commission meeting. She stated that Arts Commission members feel it would be worthwhile to implement a new theatrical component in the arts lineup for Montgomery residents. The only other theatrical opportunity in the Arts Commission's lineup is the Improv at the Uni held in January. She explained that the Arts Commission members are proposing "Romeo and Juliet", a Shakespeare in the Park production, to be

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

April 10, 2017

Page 2.

held in Montgomery Park on Sunday, August 27, 2017 from 4:00 to 6:00 p.m., contracted through the Cincinnati Shakespeare Company. Ms. Machon stated that the expense of this program is \$900. Although this amount is included in the 2017 Arts and Amenities operating budget, account 485-000-5998, sponsorship will be sought to cover this expense. In the 2017 budget, it is noted that there is \$750 allocated for a "potential new program" and \$700 for a "Kids Program" and the Montgomery Arts Commission proposes to use \$900 from these two noted items for this program.

Ms. Roesch made a motion to approve the addition of the special event. Mrs. Harbison seconded. The Committee unanimously agreed.

Lanterns and Landmarks Tour, New Event Proposal

Ms. Roblero explained to the Committee that the idea of implementing a cemetery tour at the Pioneer Section of Hopewell Cemetery was recently presented to staff by a City Council member. Subsequently, recreation and community development staff met to brainstorm ideas of a new historical program focusing on historical events and the people of Montgomery. Two ideas for events came out of these brainstorming meetings. First, staff believes that it would be effective to start with a "Lanterns and Landmarks Tour" in 2017 focusing on historical events and the people of Montgomery. Secondly, plans to research and discuss the possibility of a cemetery tour at the Pioneer Section of Hopewell Cemetery for 2018.

Ms. Roblero stated the goal of the Lanterns and Landmarks Tour is to continue to provide education about the City's rich history and support the City's historic preservation efforts by presenting a walking tour and reception to residents in Montgomery and the Greater Cincinnati community, with minimal costs to the City and to the attendees. The proposed Lanterns and Landmarks Event would offer a walking tour in the Fall of 2017 with staff leading a group of 30 people around historic downtown Montgomery telling stories about the Landmarks, historic events and the people of Montgomery. After the walking tour, participants would have an opportunity to mingle and enjoy appetizers and wine inside Universalist Church. The Lanterns and Landmarks Tour would be offered jointly by the Landmarks Commission, the Montgomery Historic Preservation Association as well as the recreation and community development departments.

Ms. Roblero stated that for the first year of this program expenses and revenues will offset each other at \$980 anticipated for both expenses and revenues. She explained that equipment purchases, such as the wireless microphone and lanterns, can be used for other purposes as well as any subsequent tours in the future.

Ms. Roesch made a motion to approve this addition of the special event. Mrs. Harbison seconded. The Committee unanimously agreed.

Service to the Community Grant Recommendations for 2017

Ms. Lynch explained to the Committee that the City received three grant applications for this years' Service to the Community Grant from the Sycamore Junior High School, Church of the Savior and Boy Scout Troop 674, and Honor Flight Tri-State.

Sycamore Junior High School

Ms. Lynch explained that since 2010, Sycamore Junior High School has dedicated their resources and students to participating in Make a Difference Day activities. Their purpose is to help the elderly and shut-ins, who live in

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

April 10, 2017

Page 3.

the community, with raking leaves and cleaning yards in the fall. It's a way to say thank you to the residents for their support of the schools. It is also a volunteer activity that teaches service and care for others to these junior high students. Each year, they rake approximately six to 10 homes in one day. Twenty to thirty students, teachers, parents, and volunteers perform these light yard-care duties.

She explained the students place flyers at the homes in the area adjacent to the Junior High, the Camelot/Delray neighborhood. These flyers include a Sycamore Junior High School contact name and phone number, with the request that residents call this number to apply for the service.

Sycamore Junior High School requests \$500 to purchase rakes, a leaf blower, and bags for the leaves. These items will be stored at the Junior High School. These items would be purchased after the grant is received. The Sycamore Junior High School will recognize the City of Montgomery for helping to provide these funds through the school newsletter and website.

Staff recommends funding of this project at \$500 and will include information in the award letter pertaining to fall unlimited yard waste disposal.

Church of the Saviour United Methodist Church and Boy Scout Troop 674

Ms. Lynch explained that the Church of the Saviour United Methodist Church has made it a goal to deepen their connections to the Montgomery community. In 2016, they provided volunteers for the July 4 Festival and the Bastille Day Festival, and over 100 individuals volunteered to gather trash from the streets following the July 4 parade. The application submitted for the Service to the Community Grant has two goals for the church: to continue their mission to provide service to the community and strengthen their ties with their chartered Boy Scout troop, Troop 674.

Ms. Lynch stated that Troop 674 has also been purposeful with developing a closer community service effort with the City of Montgomery. During the past year, they have provided volunteers for the catch basin labeling project. Also, their troop boasts 12 Eagle Scouts, all having completed an Eagle Scout project directly benefiting their community. The troop is comprised of 92 young men, mostly Montgomery residents.

Church of the Saviour United Methodist Church and Boy Scout Troop 674 request \$1,500 to support the work of the volunteers to assist Montgomery's senior citizens and disabled neighbors with several seasonal tasks that may be difficult for these individuals to accomplish. These tasks include leaf raking in the fall, light yard work in the fall and spring, and care of the paver sidewalks, specifically for the spraying of weeds.

This grant request will also assist with home care tasks, which may include several light maintenance duties. These duties include front and back porch handrail, ramps and building repair; sidewalk weed treatment and edging; driveway or front/back walk patch repair; storm door installation; outdoor security motion porch light install; replacement of light bulbs inside home; and miscellaneous odd jobs around the home.

Staff recommends funding of this project at \$1,500. If awarded, staff will remind the recipient in the award letter that funds are not to be used for personnel costs, but only for materials and supplies.

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

April 10, 2017

Page 4.

Honor Flight Tri-State

Ms. Lynch explained that Honor Flight Tri-State is a Cincinnati-based non-profit organization, which transports veterans to Washington D.C. to visit the memorials dedicated to the service and sacrifices of the nation's veterans. This program gives World War II and Korean veterans the highest priority, followed by those 65 years of age or older, and those having served either stateside or overseas. Veterans are provided this service free of charge, but the flight does cost \$475 per veteran. Honor Flight Tri-State requests \$2,500 and will use these funds to take five veterans to see their memorials in Washington D.C.

Ms. Lynch stated that the grant team endorses the purpose of the Honor Flight, however since it is not determined that the funds will be used only for Montgomery residents, staff would like the opinion of the Committee as to the use of the grant funds. Ms. Lynch state that the team does support the award of the grant to Honor Flight Tri-State only if the money is used for Montgomery residents and requests that, if possible, those who participate in the flight also attend the July 3 concert to be recognized for their service.

The Committee discussed the guidelines and recommendation of staff and advised to award the grant only if the participants are Montgomery residents or a relative of a resident.

Ms. Roesch made a motion to accept the recommendations of the Grant Team on all grants as discussed. Mrs. Harbison seconded. The Committee unanimously agreed.

Review of a Proposed Request for Proposal for 2017-2018 Newsletter and 2018 Calendar

Ms. Lynch updated the Committee on the process for the Request for Proposal for the Montgomery Bulletin and the annual City Calendar, effective November 2017 through November 2018. She explained that since December 2013, the City of Montgomery has partnered with Cox Media Ohio to produce and publish the Montgomery Bulletin. In addition, Cox Media Ohio has also produced and/or printed the annual City Calendar. In the past, a quote on the calendar product was solicited separately. The current agreement with Cox Media Ohio for the Montgomery Bulletin runs through 2017.

Ms. Lynch stated that over the last year, staff has encountered many challenges working with Cox Media Ohio. Staff has worked with three different account managers and two different designers to produce these key communications pieces. This has meant that staff has needed to teach our specific design expectations several times over. In addition to these staffing changes, City staff was unprepared for the dramatic increase in price for the annual calendar. In 2015, the City of Montgomery paid Cox Media Ohio \$7,879.37 for the 2016 Calendar; for the 2017 Calendar, the City paid \$12,673.17. This accounted for a 61 % increase. Their explanation for the increase was due to increasing operation and production costs which previous quotes did not adequately capture. Staff opted to continue this relationship for the 2017 Calendar, despite a steep increase in the quote from last year's final cost, due to Cox's knowledge of the project, an effective working relationship, collateral on hand from the newsletter and a design concept created for the 2017 Calendar.

Ms. Lynch stated that staff would like to begin working with the new vendor on the annual calendar in July 2017, and on the newsletter in November 2017, to mail out the December 2017 Bulletin with the annual calendar. By mailing these two pieces together, the City saves \$1,100. The recommendation is to terminate the agreement with Cox effective November 1, 2017. She explained that staff will contact them regarding this change on July 1, 2017, which is more than 60 days' prior notice as required in the 2014/2015 contract and was extended in a

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

April 10, 2017

Page 5.

2016/2017 signed quote.

Other Business

Ms. Roesch stated that Jodi Keith notified the Beautification and Tree Commission that she would be resigning from her Commission seat due to moving out of the City. Ms. Roesch questioned if the charter allows for non-residents to serve on a Commission.

Staff will verify what the Boards and Commission manual and City Charter states for further clarification.

The Committee and staff discussed the annual Boards and Commission training to be held on May 4, 2017. Staff discussed holding training at the individual meetings to ensure that all members are being educated on correct processes and conduct. The Committee felt that was a good process to implement for future years. The Committee also approved setting a minimum number of attendees required to hold the training due to low response in past years.

Mr. Vanderhorst informed the Committee that Sycamore Schools has once again asked to fly their graduation flags in the downtown area from May 19 through May 26. He verified that the flags would be removed in time for the American flags to be displayed in honor of Memorial Day.

Approval of Minutes

Ms. Roesch moved to approve the March 13, 2017 Government Affairs Committee minutes. Mrs. Harbison seconded. The Committee unanimously agreed.

Adjournment

Ms. Roesch moved for adjournment. Mrs. Harbison seconded. The Governmental Affairs Committee of Council meeting was adjourned at 4:55 p.m.

Chair