

September 11, 2015

TO: City Council Member Lynda Roesch, Chair
Parks and Recreation Committee of City Council

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

SUBJECT: Parks and Recreation Committee Meeting on Monday, September 14, 2015

As a reminder, the Parks and Recreation Committee is scheduled to meet on Monday, September 14, 2015 at 4:30 p.m. at City Hall. Those items to be discussed include:

1. 2016 Pool Membership Procedures—Staff will be present to discuss the upcoming 2016 pool membership procedures. Please see the attached recommendation from staff.
2. Appointment of Aaron Kellenberger—Due to a vacancy on the Beautification and Tree Commission and an application from Aaron Kellenberger, the Committee is requested to consider making a motion to appoint Mr. Kellenberger to the Beautification and Tree Commission. Mr. Kellenberger's application is attached.
3. 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 May 11, 2015 meeting of your Committee for review and approval at Monday's meeting.

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

c: Mayor and City Council Members (3)
Connie Gaylor, Administrative Coordinator
Department Heads
File



AGENDA

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

4:30 P.M.

- 1. Call To Order**
- 2. Guests and Residents**
- 3. Communications**
- 4. New Business**
 - a. 2016 Pool Membership Procedures
 - b. Appointment of Aaron Kellenberger
- 5. Old Business**
- 6. Approval of Minutes – May 11, 2015**
- 7. Other Business**
- 9. Adjournment**

July 13, 2015

To: Parks and Recreation Committee of City Council

From: Wayne S. Davis, City Manager *WSD*
Financial Planning Committee of City Council

SUBJECT: 2016 City of Montgomery Pool Membership Procedures

Request

Based on a motion and recommendation from the Financial Planning Committee of City Council, it is recommended that pool memberships and multiple day guest passes (i.e. 20 visit punch cards) be processed online or only by individuals at City Hall for the 2016 and future pool seasons. To accommodate those individuals who wish to make an immediate purchase at the pool facilities, every effort will be made to provide a kiosk for online purchases at the pool.

Background

As part of the 2014 audit by the Auditor of State of Ohio, it was noted that some procedural changes need to be made in the sale of pool memberships to insure that the number of memberships sold reconcile to monies collected. The recommendation included in the management letter is as follows:

Pool Memberships

The City utilized E-Gov Link to record pool memberships. The amounts recorded for membership dues collected on the Membership Purchase Report from the E-Gov Link system did not match amounts recorded for membership dues collected on the City's FINX CMI Receipts report. During 2014, the E-Gov Link Membership Purchase Report shows collections in the amount of \$181,020 whereas the City's report showed receipt collections of \$171,275, resulting in an original variance of \$9,745. The City performed a review of all membership activity recorded on the E-Gov Link system and identified the following causes of the variance:

- *New employee test accounts recorded as actual receipts;*
- *Duplicate entries on initial input to E-Gov Link system; duplicate entries due to upgrades or purchases prior to getting membership cards;*
- *Purchase of gift certificates for 20-visit punch cards;*
- *20-visit punch cards purchased at pool and receipted to daily fees in FINX;*
- *Differences due to senior/grandchild purchases*
- *No reconciliations were completed for pool membership purchases*

We recommend the City reconcile the receipts and deposits recorded on their financial system to those recorded on the E-Gov Link system on a regular basis. Reconciling the systems on a regular basis will help assure the City that membership activity is being properly accounted for on both systems.

Membership sales have been reviewed for the 2015 pool season and similar issues are still occurring, primarily from those memberships being sold at the pool facilities. The City contracts with Swim Safe Pool as a management company of the pool. They are aware of the issues encountered, however, there are numerous individuals working at the pool and it could be a new person handling the membership sales every day of the week.

It is expected the City will receive a similar comment during the 2015 audit, however, it is early enough that procedures could be changed before the 2016 pool season.

Recommendation

It is recommended that the Parks and Recreation Committee of City Council authorize the procedural changes recommended by the Financial Planning Committee for 2016 and future pool seasons.

c: Brian Riblet, Public Works Director
James Hanson, Finance Director
Connie Gaylor, Administrative Coordinator
Kelly Beach, Assistant Finance Director/Tax Commissioner
Julie Machon, Recreation Coordinator
Matthew Vanderhorst, Community and Information Services Director

VOLUNTEER PROFILE

NAME AARON KELLENBERGER DATE 7/3/15
ADDRESS 10603 INDIAN WOODS DR. ZIP CODE 45242
HOME PHONE (513) ~~210~~ 207-1058 WORK PHONE (513) 979-0224
E-MAIL ADDRESS aaronkellenberger@gmail.com
What is the best place and time to reach you? work (between 9:00 am - 6:00 p.m)

Education (Highest Level of Education) Masters in Education

Current Occupation? Director of Enrollment Management: Cincinnati Country Day School

Why do you want to volunteer (or What do you want to gain from this volunteer experience?)
Give back to my neighborhood and community in an area of interest to me (hobby and past work experience)

Where would you like to do your volunteer service?
Beautification + Tree Commission

Would you like to apply for a Board or Commission? Yes No

Select each Board or Commission that interest you:

- | | |
|--|--|
| <input type="checkbox"/> Arts Commission | <input type="checkbox"/> Environmental Advisory Commission |
| <input checked="" type="checkbox"/> Beautification and Tree Commission | <input type="checkbox"/> Landmarks Commission |
| <input type="checkbox"/> Board of Tax Review | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Zoning Appeals | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Civil Service Commission | <input type="checkbox"/> Sister Cities Commission |

When are you available? Anytime and on the first Monday of the month at 9:00 a.m.

List any experiences, interests, skills or education that may assist us in matching you with available opportunities:

Hobbies include landscaping and gardening, grow-up working in family owned nursery, landscape and floral businesses.

Community Service (Prior and Current), Please identify the organization you worked for, your role, and the dates you volunteered:

MCA Class of 2013; MCA Reunion volunteer 2013; Montgomery Welcome Note Writing 2013-Present; Indian Woods Homeowners Association - President 2012 - Present, CDS Beautification Day Volunteer - 2010 - Present.

How did you hear about our volunteer program? *Community Newsletter*

Please Return Your Completed Application To:

Mail To: DeAnna Gross
City of Montgomery
10101 Montgomery Road
Montgomery, Ohio 454242

Fax To: DeAnna Gross
(513) 891-2994

Email To: DeAnna Gross
dgross@ci.montgomery.oh.us

Thank you for your interest in serving our community and for sharing your time to complete this Volunteer Profile. If you have any questions regarding Montgomery's Volunteer Program, please contact DeAnna Gross, Citizen Involvement Coordinator (792-8329).

Volunteer Leadership Application Meeting Attendance Verification

Attendance at Board/Commission meetings provides an excellent opportunity to learn more about the team's responsibilities, specific projects and activities. Prospective members are required to attend 2-3 meetings before an interview with the respective Council Committee is scheduled.

Please submit this form to the Citizen Involvement Coordinator after it has been completed by the Board/Commission Chair. It will be attached to your Volunteer Profile for review by City Council.

CHAIR	BOARD/COMMISSION	MEETING DATE
_____	<u>Beautification + Tree</u>	<u>5/4/15</u>
_____	<u>Beautification + Tree</u>	<u>6/1/15</u>
_____	<u>Beautification + Tree</u> <u>(GARDEN TOWN)</u>	<u>6/28</u>

SIGNATURE _____

DATE _____

SUBMIT TO: DeAnna Gross
Citizen Involvement Coordinator
10101 Montgomery Road
Montgomery, Ohio 45242
513-792-8329
dgross@ci.montgomery.oh.us

These Minutes are a draft of the proposed minutes from the Parks and Recreation Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Parks and Recreation Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Parks & Recreation Committee Minutes
May 11, 2015

Present

Wayne Davis, City Manager
Brian Riblet, Public Works Director
Julie Machon, Recreation Coordinator
Connie Gaylor, Clerk of Council

Committee Members Present

Lynda Roesch, Chair
Gerri Harbison
Craig Margolis

The Parks and Recreation Committee of Council convened in Council Chambers at 5:10 p.m. with Ms. Roesch presiding.

Blue Ash Montgomery Symphony Orchestra (BAMSO)

Ms. Machon, Recreation Coordinator, updated the Committee on the Blue Ash/Montgomery Symphony Orchestra's (BAMSO) annual July 3rd concert at Montgomery Park. Ms. Machon stated that at the annual planning meeting, the theme of Hollywood Blockbusters was decided upon. The orchestra will play film scores for top rated Hollywood movies, including Star Wars. Ms. Machon and Sarah Fink, recreation specialist, will lead those children in attendance in a Jedi Parade with light sabers provided.

Ms. Machon stated that all sponsor packets have been mailed. She reported that the average sponsorship has been \$12,000 and that the City has received \$10,000 in sponsorship funds to date.

Ms. Machon stated that final arrangements have been made for the booths and the programs. She reported that the Arts Commission is preparing the programs for the concert. She will be purchasing flags to hand out with the programs.

The Committee discussed the final logistics of the event, including the preparation of the park and the scheduling of the tent delivery and take-down.

Other Business

There was no other business to discuss.

Minutes

Mr. Margolis moved to approve the February 9, 2015 Committee minutes. Mrs. Harbison seconded. The Committee unanimously approved the minutes.

Adjournment

The Parks and Recreation Committee of Council meeting was adjourned at 5:36 p.m.

Chair