

September 16, 2016

TO: Mayor and City Council Members

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

SUBJECT: City Council Work Session of Wednesday, September 21, 2016

As a reminder, City Council is scheduled to meet in Work Session on Wednesday, September 21, 2016 at 7:00 p.m.

**Work Session**

1. **Call to Order**
2. **Roll Call**
3. **Special Presentation**
  - a. Montgomery resident, Mr. William Howard Gunnels will be present to receive a proclamation in honor of his 100<sup>th</sup> birthday.
4. **Guests and Residents**
5. **Legislation for Consideration Tonight**
6. **Establishing an Agenda for October 5, 2016**

**Pending Legislation**

**New Legislation**

- a. A Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor—Please find attached correspondence from Katie Smiddy, Finance Director, requesting that City Council adopt this Resolution accepting the rates and amounts determined by the Hamilton County Budget Commission. As a State of Ohio taxing authority and pursuant to the Ohio Revised Code, the City is required to adopt an annual tax budget. City Council adopted the Tax Budget on July 1, 2016, and the 2017 Tax Budget was then submitted to the Hamilton County Auditor for review by that office and the Hamilton County Budget Commission. Those reviews did not generate any questions and the proposed Tax Budget was accepted by the Budget Commission and Auditor. City Council is requested to act to accept the Budget Commission's rates and amounts, which would result in the estimated collections as specified in the City's 2017 Tax Budget. This action will then permit the Budget Commission to collect property taxes at the rates established for the upcoming year.

***Add this Resolution to the October 5, 2016 Business Session agenda, assign it to a City Council member for reading, and consider adoption of the Resolution that evening.***

- b. An Ordinance to Make Appropriations for Current Expenses and Other Expenditures of the City of Montgomery, State of Ohio, During the Fiscal Year Ending December 31, 2017— Please find attached correspondence from Katie Smiddy, Finance Director, requesting that City Council adopt this Ordinance that establishes the City's budget for fiscal year 2017. These documents were presented to and reviewed with the Financial Planning Committee of City Council at their September 6 meeting and on September 14, City Council conducted its formal review of the 2016 Operating and Capital Budget with Four Year Forecast and 2017-2021 Capital Improvement Program. As a result of the discussion at the City Council budget review session, changes to the budget will be forthcoming and will be presented to City Council in the packet for the October 5, Business Session.

***Staff recommends that City Council add this Ordinance to the October 5, 2016 Business Session agenda and assign it to a City Council Member for first reading that evening. The second reading of the Ordinance will be held at the November 2, 2016 Business Session. The third reading of the Ordinance will be held at the December 7, 2016 Business Session with adoption of the Ordinance requested at that meeting.***

- c. A Resolution Authorizing An Agreement with The Ohio Department Of Transportation For Bridge Inspection Services—Please find attached correspondence from Brian Riblet, Public Works Director, requesting that City Council authorize the City Manager to enter into an agreement with the Ohio Department of Transportation (ODOT) for the project known as Bridge Inspection Program Services, PID 97103. Each year the City of Montgomery is required to complete an annual inspection of the bridge located on Terwilliger's Run Drive. In 2014, the City of Montgomery entered into a similar agreement with ODOT by passing Resolution 9, 2014 which included bridge inspection services for years 2014, 2015 and 2016. ODOT has indicated they are renewing the program for three more years which would extend their bridge inspection services through years 2017, 2018 and 2019. In this program the Ohio Department of Transportation shall assume and bear 100% of the necessary costs for bridge inspection program services requested by the City of Montgomery and agreed to by the State.

***Add this Resolution to the October 5, 2016 Business Session agenda, assign it to a City Council member for reading, and consider adoption of the Resolution that evening.***

- d. A Resolution Authorizing the City Manager to Extend a Contract with SwimSafe Pool Management, Inc. for Professional Services Related to the Operation and Management of the Montgomery Municipal Pool— Please find attached correspondence from Brian Riblet, Public Works Director, requesting that City Council authorize the City Manager to enter into a contract with SwimSafe Pool Management, Inc. for the operation and management of the municipal pool. This contract will cover the management of the pool, staffing of guards, management and staffing of the snack bar and front desk, and provisions for swimming lessons and swim team staff and the scheduling for each. Also included are general maintenance responsibilities, season opening work and winterization duties. The current contract is scheduled to end on October 31, 2016, however, a two-year contract continuation option is available.

***Add this Resolution to the October 5, 2016 Business Session agenda, assign it to a City Council member for reading, and consider adoption of the Resolution that evening.***

- e. A Resolution Authorizing The City Manager To Prepare And Submit An Application To Participate In The Ohio Public Works Commission State Capital Improvement And/Or Local Transportation Improvement Program(s) And To Execute Contracts As Required—Please find attached correspondence from Brian Riblet, Public Works Director, requesting that City Council adopt a Resolution to authorize the City Manager to submit an application to participate in the Ohio Public

Works Commission State Capital Improvement Program and to execute any contracts as required for the proposed Ross Avenue Improvement Project. Staff submitted a grant/loan application to Ohio Public Works Commission (OPWC) on September 14, 2016 in an effort to subsidize project costs associated with the proposed Ross Avenue Improvement Project, which includes the construction of a concrete sidewalk, concrete curbing, minor road widening, and significant storm drainage improvements. Funding for this project is currently included in the 2017 City of Montgomery Capital Improvement Program (CIP) budget. The OPWC grant/loan application requests \$121,245 in grant funds and \$121,245 in a loan with 0% interest and would require the City of Montgomery to repay OPWC for a term not to exceed 20 years.

***Add this Resolution to the October 5, 2016 Business Session agenda, assign it to a City Council member for reading, and consider adoption of the Resolution that evening.***

**7. Administration Report**

**8. Law Director Report**

**9. City Council Member Reports**

- a. Mrs. Combs
- b. Mr. Cappel
- c. Mrs. Harbison
- d. Vice Mayor Roesch
- e. Mr. Suer
- f. Mr. Margolis
- g. Mayor Dobrozsi

**10. Approval of Minutes—September 7, 2016 Business Session Meeting**

**11. Other Business**

**12. Executive Session**

**13. Adjournment**

Should you have any questions or concerns regarding this information, please do not hesitate to contact me.

C: Connie Gaylor, Administrative Coordinator  
Department Heads  
Terry Donnellon, Law Director  
File

September 21, 2016

City Council Work Session –7:00 p.m.

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2. Roll Call
3. Special Presentation
  - a. Montgomery resident, Mr. William Howard Gunnels will be present to receive a proclamation in honor of his 100th birthday.
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**12. Executive Session**

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# The City of Montgomery, Ohio



## Proclamation

**WHEREAS, William Howard Gunnels, a Montgomery resident, celebrated his 100<sup>th</sup> birthday on September 9, 2016; and**

**WHEREAS, Howard was born the youngest of six siblings on a farm near Morrilton, Arkansas, where he attended school in a one-room, segregated school house. Howard met Ruby B. Toombs, the love of his life, at a baseball game and after a five-year courtship Howard and Ruby were married; and**

**WHEREAS, Howard and Ruby lived in Hot Springs, Arkansas, where their daughter Vivian was born and then moved to Cincinnati in search of better opportunities; and**

**WHEREAS, Howard worked many jobs in order to provide for his family and found work during World War II at Wright Aeronautical Company in Lockland, moved on to brick laying, opened up a corner grocery store and operated, Ruby's Chili; and**

**WHEREAS, after moving the family to St. Paul, Minnesota, Howard, Ruby and Vivian realized the American dream when they built their own home, purchased an apartment building as income property and sent Vivian to college to pursue a nursing degree; and**

**WHEREAS, Howard and Ruby retired and again relocated to Cincinnati in 1976 to be near Vivian, son-in-law Dr. Walter F. Leavell, and twin grandsons Pierce and Pierre; and**

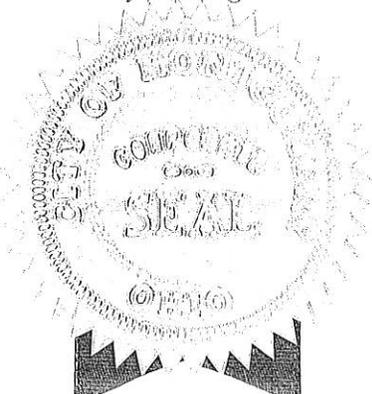
**WHEREAS, Howard and Ruby were married for 78 years, with Howard dedicated to Ruby's care until her death in 2013 at the age of 96; and**

**WHEREAS, Howard's secret to life is his strong Christian faith in God, a supportive and loving family, great friends and great BBQ.**

**NOW THEREFORE, I, Christopher P. Dobrozsi, by virtue of the authority vested in me as Mayor of the City of Montgomery in the State of Ohio, do hereby proclaim Thursday, September 22, 2016 as**

## William Howard Gunnels Day

*in honor of his 100<sup>th</sup> birthday and urge all citizens to observe this day in ways relevant to its importance and significance.*



*IN WITNESS WHEREOF, I have hereunto subscribed my name this 21<sup>st</sup> day of September, Two Thousand Sixteen.*

\_\_\_\_\_  
Christopher P. Dobrozsi, Mayor

September 2, 2016

To: Wayne Davis, City Manager  
From: Katie Smiddy, Finance Director *KMS*  
Subject: Resolution Accepting the Amounts and Rates

Request

It is necessary for City Council to consider a resolution accepting the amounts and rates as determined by the Hamilton County Budget Commission.

Financial Impact

Resolution authorizes the necessary tax levies to be collected for budget year 2017 to the County Auditor.

Background

In accordance with ORC section 5704.34, each taxing authority must pass a resolution to accept and authorize the necessary tax levies and to certify the levies to the County Auditor. The preliminary amounts are from the 2017 tax budget and are estimates of the amounts the City will receive in property taxes:

	Millage	2016 Estimate
General Fund	4.50	\$2,287,800
Fire/EMS	5.55	\$1,918,192

Staff Recommendation

A copy of the resolution from the Hamilton County Budget Commission has not been received by the City but it is anticipated that they will be available for the October Business Meeting of City Council. In anticipation of receiving authorization of the funds from Hamilton County, it is recommended that the City Council consider a resolution that will accept the amounts and rates as determined by the Hamilton County Budget Commission at its September Work Session for the purpose of placing it on the October Business Session for approval that evening.

RESOLUTION NO. \_\_\_\_\_, 2016

**A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE HAMILTON COUNTY BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR**

**WHEREAS**, this Council, in accordance with the provisions of law, has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2017; and

**WHEREAS**, the Budget Commission of Hamilton County, Ohio, has certified its action thereon to the Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council and what part thereof is without, and what part is within the ten mill tax limitation.

**NOW THEREFORE, BE IT RESOLVED**, by the Council of the City of Montgomery, Hamilton County, Ohio, that:

**SECTION 1.** The rates, as determined by the Budget Commission in its certification, as set forth on the attached Schedule A, are hereby accepted.

**SECTION 2.** There is hereby levied on the City of Montgomery's tax duplicate the rate of each tax necessary to be levied without and within the ten mill limitation, as detailed on attached Schedule A, which Schedule A is adopted by reference as if fully restated herein.

**SECTION 3.** This Resolution shall be in full force and effect from and after its passage.

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
Connie M. Gaylor, Clerk of Council

\_\_\_\_\_  
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM

  
\_\_\_\_\_  
Terrence M. Donnellon, Law Director

**GENERAL FUND**  
UPCOMING TAX YEAR 2016

NEW ESTIMATED DUPLICATE:		RES/AG	OTHER	PUPP	TANG PP	TOTAL	PUPP ELECTRIC REIMB.	PUPP NAT GAS REIMB.	TOTAL
FULL RATE	RES/AG	FACTOR	OTHER RATE RES/AG	EFFECTIVE RATE OTHER	OTHER	FULL RATE			
3.00	0.000000	0.000000	3.000000	3.000000	410,300,000	3.00	508,400,000	0	508,400,000
<b>INSIDE</b>					410,300,000		508,400,000		508,400,000
<b>OUTSIDE</b>					88,400,000		9,700,000		0
1.50	0.000000	0.000000	1.500000	1.500000	1,230,900	1.50	1,525,200	0	1,525,200
0.00	0.000000	0.000000	0.000000	0.000000	615,450	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
1.50	0.000000	0.000000	1.500000	1.500000	615,450	1.50	762,600	0	762,600
<b>NEW LEVY</b>					132,600		0	0	0
0.00	0.000000	0.000000	0.000000	0.000000	0	0.00	0	0	0
<b>TOTAL</b>					4.500000		2,287,800	0	2,287,800
4.50			4.500000	4.500000	1,846,350	4.500000	43,650	0	2,287,800

TAX SUMMARY	GENERAL FUND		
	REAL	PERSONAL	TOTAL
INSIDE 10 MILL	1,525,200	0	1,525,200
OUTSIDE 10 MILL	762,600	0	762,600
<b>TOTAL</b>	<b>2,287,800</b>	<b>0</b>	<b>2,287,800</b>
Less Roll/Hmstd	258,489		258,489
Less PUPP Reimbursement	0		0
<b>NET LEVY</b>	<b>2,029,311</b>	<b>0</b>	<b>2,029,311</b>
STATE REIMBURSEMENTS	258,489	0	258,489
<b>GROSS LEVY PROCEEDS</b>	<b>2,287,800</b>	<b>0</b>	<b>2,287,800</b>

NEW CONSTRUCTION	REAPPRAISAL
RESAG 2,500,000	RES/AG 0.00
OTHER 500,000	COMM/IND 0.00
PUPP 0	
PP 0	

REVENUE	
Income Tax	6,341,758
Other local Taxes	50
Estate Tax	0
Cigarette Tax	150
Liquor Tax	20,000
LGF-State	15,750
LGF-County	0
Grants	2,000
Interest Income	85,000
Special Assessments	0
Bldg & Construction Permits	350,000
Charges for Services	364,849
Fines, Licenses & Permits	168,250
Miscellaneous	70,445
Transfers In	1,126
Advances	0
<b>TOTAL REVENUE</b>	<b>7,419,378</b>
BEGINNING CASH BALANCE	13,592,607
<b>TOTAL RESOURCES</b>	<b>21,011,985</b>

TOTAL RESOURCES	21,011,985
TOTAL EXPENDITURES	10,375,343
LGF - County	0
Financial Institutions	0
LGF - Revenue Assistance	0
Library & LGF Revenue Asst	0
<b>REQUIRED TAX LEVY</b>	<b>10,636,642</b>
<b>Real Estate - 0111</b>	<b>2,029,311</b>
<b>Personal Property - 0113</b>	<b>0</b>
<b>TPP Reimbursement - 0141</b>	<b>0</b>
<b>Rollback &amp; Homestead - 0142</b>	<b>258,489</b>
<b>PUPP - Reimbursement - 0143</b>	<b>0</b>
<b>TOTAL TAX LEVY</b>	<b>2,287,800</b>

Montgomery 2017

FIRE		TAX CALCULATION TOTAL										
CURRENT TAX YEAR 2015		EFFECTIVE RATE	RES/AG	EFFECTIVE RATE	OTHER	FULL RATE	PUPP	TANG PP	TOTAL	PUPP ELECTRIC REIMB.	PUPP NAT.GAS REIMB.	TOTAL
FULL RATE	RES/AG	OTHER	407,800,000	RATE	87,900,000	0	9,700,000	0	505,400,000			
INSIDE	FACTOR	FACTOR	RES/AG	OTHER								
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0	0	0	0	0	0
<b>OUTSIDE</b>												
5.55	0.359672	0.172018	3.553820	1,449,248	4.595300	403,927	5.55	53,835	0	0	0	1,907,010
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
5.55	0.000000	0.000000	3.553820	1,449,248	4.595300	403,927	5.55	53,835	0	0	0	1,907,010
<b>TOTAL</b>												
5.55			3.553820	1,449,248	4.595300	403,927	5.550000	53,835	0	0	0	1,907,010

FIRE		UPCOMING TAX YEAR 2016										
NEW ESTIMATED DUPLICATE:		EFFECTIVE RATE	RES/AG	EFFECTIVE RATE	OTHER	FULL RATE	PUPP	TANG PP	TOTAL	PUPP ELECTRIC REIMB.	PUPP NAT.GAS REIMB.	TOTAL
FULL RATE	RES/AG	OTHER	410,300,000	RATE	88,400,000	0	9,700,000	0	508,400,000			
INSIDE	FACTOR	FACTOR	RES/AG	OTHER								
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0	0	0	0	0	0
<b>OUTSIDE</b>												
5.55	0.359672	0.172018	3.553820	1,458,133	4.595300	406,225	5.55	53,835	0	0	0	1,918,192
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
5.55	0.000000	0.000000	3.553820	1,458,133	4.595300	406,225	5.55	53,835	0	0	0	1,918,192
<b>NEW LEVY</b>												
0.00	0.000000	0.000000	0.000000	0	0.000000	0	0.00	0	0	0	0	0
<b>TOTAL</b>												
5.55			3.553820	1,458,133	4.595300	406,225	5.550000	53,835	0	0	0	1,918,192

TAX SUMMARY	FIRE		
	REAL	PERSONAL	TOTAL
INSIDE 10 MILL	0	0	0
OUTSIDE 10 MILL	1,918,192	0	1,918,192
<b>TOTAL</b>	<b>1,918,192</b>	<b>0</b>	<b>1,918,192</b>
Less Roll/Hmstd	204,139		204,139
Less PUPP Reimbursement	0		0
<b>NET LEVY</b>	<b>1,714,053</b>	<b>0</b>	<b>1,714,053</b>
<b>STATE REIMBURSEMENTS</b>	<b>204,139</b>	<b>0</b>	<b>204,139</b>
<b>GROSS LEVY PROCEEDS</b>	<b>1,918,192</b>	<b>0</b>	<b>1,918,192</b>

NEW CONSTRUCTION	REAPPRAISAL
RESAG 2,500,000	RES/AG 0.00
OTHER 500,000	COMM/IND 0.00
PUPP 0	
PP 0	

REVENUE	
Grant	0
Interest	23,000
EMS Fees	125,000
Fines Licenses & Permits	0
Miscellaneous	0
Transfers In	0
Other Sources	15,213
<b>TOTAL REVENUE</b>	<b>163,213</b>
BEGINNING CASH BALANCE	3,869,379
<b>TOTAL RESOURCES</b>	<b>4,032,592</b>
<b>TOTAL EXPENDITURES</b>	<b>2,783,782</b>
<b>REQUIRED TAX LEVY</b>	<b>-1,248,810</b>
<b>TOTAL TAX LEVY</b>	<b>1,918,192</b>

Real Estate - 0111	1,714,053
Personal Property - 0113	0
TPP Reimbursement - 0141	0
Rollback & Homestead - 0142	204,139
PUPP - Reimbursement - 0143	0
<b>TOTAL TAX LEVY</b>	<b>1,918,192</b>

September 2, 2016

To: Wayne Davis, City Manager  
From: Katie Smiddy, Finance Director *KMS*  
Subject: 2017 Annual Operating Budget

### Introduction

It is necessary for City Council to consider passage of the annual appropriation ordinance for 2017.

### Financial Impact

Total City expenditures, which include the departmental budgets, debt service and transfers as contained in the 2017 Operating and Capital Budget, are \$28,191,651.

### Background

The Annual Operating budget is prepared and submitted annually to the Montgomery City Council in accordance with Article IV, Section 4.02 (3) of the Montgomery City Charter.

The budget is the primary fiscal planning tool for moving the City forward toward accomplishing its mission-Providing superior services and engaging with you to enhance our community. It also provides the resources to support the City's goal of becoming a higher performing organization.

Briefly, this budget accomplishes three key objectives:

- Continues stewardship of City resources in a prudent manner while delivering superior services;
- Follows priorities from the 2016 strategic plan for new initiatives;
- Provides additional resources for the City's capital assets; specifically, technology improvements, street/sidewalk/curb infrastructure maintenance and enhancements to the parks.

### Staff Recommendation

It is recommended that City Council authorize and direct the preparation of legislation adopting the 2017 Annual Operating and Capital Budget.

ORDINANCE NO. \_\_\_\_\_, 2016

**AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF MONTGOMERY, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017**

**WHEREAS**, Council previously did approve and submit to the Budget Commission a budget for revenues and expenses for the fiscal year commencing January 1, 2017 and ending December 31, 2017; and

**WHEREAS**, the proposed budget has been accepted and approved, and Council does desire to appropriate funds according to the budget to meet current expenses and other expenditures for the 2017 fiscal year.

**NOW THEREFORE, BE IT ORDAINED** by the Council of the City of Montgomery, Hamilton County, Ohio, that:

**SECTION 1.** Commencing January 1, 2017 and for the fiscal year ending December 31, 2017, in order to provide for the current expenses and other expenditures of the City, the sums detailed on the attached schedule are hereby appropriated as if such schedule is fully set forth herein.

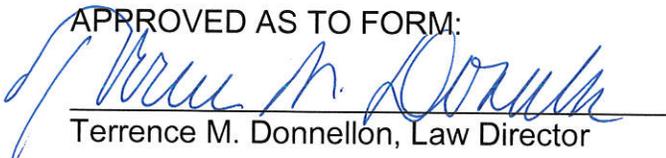
**SECTION 2.** This Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Connie M. Gaylor, Clerk of Council

\_\_\_\_\_  
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Terrence M. Donnellon, Law Director

## Attachment to 2017 Appropriation Ordinance

General Fund		
101 Police Department	Personnel	3,119,797
	Nonpersonnel	457,062
	<b>Total</b>	<b>\$3,576,859</b>
106 Disaster Services	Personnel	0
	Nonpersonnel	9,300
	<b>Total</b>	<b>\$9,300</b>
201 Public Health and Welfare	Personnel	58,179
	Nonpersonnel	0
	<b>Total</b>	<b>\$58,179</b>
301 Recreation	Personnel	226,870
	Nonpersonnel	93,752
	<b>Total</b>	<b>\$320,622</b>
303 City Parks	Personnel	301,941
	Nonpersonnel	206,000
	<b>Total</b>	<b>\$507,941</b>
317 Swaim and Terwilliger Lodges	Personnel	0
	Nonpersonnel	31,600
	<b>Total</b>	<b>\$31,600</b>
321 Special Events	Personnel	0
	Nonpersonnel	104,250
	<b>Total</b>	<b>\$104,250</b>
405 Landmarks Commission	Personnel	0
	Nonpersonnel	13,250
	<b>Total</b>	<b>\$13,250</b>
406 City Beautiful	Personnel	0
	Nonpersonnel	123,411
	<b>Total</b>	<b>\$123,411</b>
407 Development	Personnel	363,883
	Nonpersonnel	426,100
	<b>Total</b>	<b>\$789,983</b>
408 Planning Commission	Personnel	0
	Nonpersonnel	11,000
	<b>Total</b>	<b>\$11,000</b>
409 Historical Building Operations	Personnel	0
	Nonpersonnel	43,700
	<b>Total</b>	<b>\$43,700</b>
701 City Administration	Personnel	457,200
	Nonpersonnel	23,600
	<b>Total</b>	<b>\$480,800</b>
702 Finance Department	Personnel	570,815
	Nonpersonnel	61,225

	<b>Total</b>	<b>\$632,040</b>
703 Legal Administration	Personnel	0
	Nonpersonnel	218,000
	<b>Total</b>	<b>\$218,000</b>
705 City Council	Personnel	17,304
	Nonpersonnel	3,750
	<b>Total</b>	<b>\$21,054</b>
707 Mayor's Court	Personnel	86,076
	Nonpersonnel	76,775
	<b>Total</b>	<b>\$162,851</b>
708 Civil Service Commission	Personnel	0
	Nonpersonnel	4,150
	<b>Total</b>	<b>\$4,150</b>
709 Public Works Administration	Personnel	532,025
	Nonpersonnel	139,500
	<b>Total</b>	<b>\$671,525</b>
712 Community and Information Services	Personnel	486,253
	Nonpersonnel	144,290
	<b>Total</b>	<b>\$630,543</b>
715 General Government	Personnel	10,000
	Nonpersonnel	1,471,270
	<b>Total</b>	<b>\$1,481,270</b>
Total General Fund Transfers/Cash Advances Out		<b>699,006</b>
Total General Fund	Personnel	6,230,343
	Nonpersonnel	4,360,991
	<b>Total</b>	<b>10,591,334</b>

**Special Revenue Funds**

219 Community Oriented Policing Solutions	Personnel	156,516
	Nonpersonnel	3,500
	<b>Total</b>	<b>\$160,016</b>
223 Fire Department	Personnel	2,191,628
	Nonpersonnel	726,694
	<b>Total</b>	<b>\$2,918,322</b>
261 Street Maintenance and Repair	Personnel	758,515
	Nonpersonnel	285,579
	<b>Total</b>	<b>\$1,044,094</b>
209 Memorial Fund	Personnel	0
	Nonpersonnel	3,000
	<b>Total</b>	<b>\$3,000</b>
210 Parks & Recreation	Personnel	0
	Nonpersonnel	500
	<b>Total</b>	<b>\$500</b>
215 Law Enforcement	Personnel	0
	Nonpersonnel	12,300

	<b>Total</b>	<b>\$12,300</b>
<b>216 Drug Enforcement</b>	Personnel	0
	Nonpersonnel	400
	<b>Total</b>	<b>\$400</b>
<b>217 DUI Enforcement and Education</b>	Personnel	0
	Nonpersonnel	1,000
	<b>Total</b>	<b>\$1,000</b>
<b>218 Mayor's Court Technology Fund</b>	Personnel	0
	Nonpersonnel	13,295
	<b>Total</b>	<b>\$13,295</b>
<b>220 Law Enforcement Assistance Fund</b>	Personnel	0
	Nonpersonnel	1,600
	<b>Total</b>	<b>\$1,600</b>
<b>227 Environmental Impact Area I</b>	Personnel	0
	Nonpersonnel	15,000
	<b>Total</b>	<b>\$15,000</b>
<b>228 Environmental Impact Area II</b>	Personnel	0
	Nonpersonnel	75,000
	<b>Total</b>	<b>\$75,000</b>
<b>229 Environmental Impact Area III</b>	Personnel	0
	Nonpersonnel	5,000
	<b>Total</b>	<b>\$5,000</b>
<b>230 Environmental Impact Area IV</b>	Personnel	0
	Nonpersonnel	1,500
	<b>Total</b>	<b>\$1,500</b>
<b>265 State Highway Fund</b>	Personnel	0
	Nonpersonnel	54,000
	<b>Total</b>	<b>\$54,000</b>
<b>266 Permissive MVL Fund</b>	Personnel	0
	Nonpersonnel	79,000
	<b>Total</b>	<b>\$79,000</b>
<b>275 Municipal Pool</b>	Personnel	0
	Nonpersonnel	263,450
	<b>Total</b>	<b>\$263,450</b>
<b>485 Arts and Amenities</b>	Personnel	0
	Nonpersonnel	94,200
	<b>Total</b>	<b>\$94,200</b>
<b>Total Special Revenue Funds</b>	Personnel	3,106,659
	Nonpersonnel	1,635,018
	<b>Total</b>	<b>4,741,677</b>

**Debt Service Funds**

<b>322 Special Assessment Bond Retirement</b>	Personnel	0
	Nonpersonnel	16,010
	<b>Total</b>	<b>\$16,010</b>

324 General Bond Retirement	Personnel	0
	Nonpersonnel	12,200
	<b>Total</b>	<b>\$12,200</b>
328 Reserve Bond Retirement	Personnel	0
	Nonpersonnel	176,625
	<b>Total</b>	<b>\$176,625</b>
331 Vintage Club Tax Increment Financing Fund	Personnel	0
	Nonpersonnel	2,019,045
	<b>Total</b>	<b>\$2,019,045</b>
<b>Total Debt Service Funds</b>	Personnel	0
	Nonpersonnel	2,223,880
	<b>Total</b>	<b>2,223,880</b>

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**Capital Projects Funds**

410 Capital Improvements	Personnel	0
	Nonpersonnel	3,560,144
	<b>Total</b>	<b>\$3,560,144</b>
460 Urban Redevelopment Fund	Personnel	0
	Nonpersonnel	287,650
	<b>Total</b>	<b>\$287,650</b>
461 Triangle Equivalent TIF	Personnel	0
	Nonpersonnel	153,900
	<b>Total</b>	<b>\$153,900</b>
463 Vintage Club Capital Construction Fund	Personnel	0
	Nonpersonnel	6,500,000
	<b>Total</b>	<b>\$6,500,000</b>
<b>Total Capital Projects Funds</b>	Personnel	0
	Nonpersonnel	10,501,694
	<b>Total</b>	<b>10,501,694</b>

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**Fiduciary Funds**

875 Compensated Absence	Personnel	27,000
	Nonpersonnel	0
	<b>Total</b>	<b>\$27,000</b>
546 Trust Reimbursements	Personnel	0
	Nonpersonnel	50,000
	<b>Total</b>	<b>\$50,000</b>
601 State Fees	Personnel	0
	Nonpersonnel	10,000
	<b>Total</b>	<b>\$10,000</b>
836 Historical Trust Fund	Personnel	0
	Nonpersonnel	500
	<b>Total</b>	<b>\$500</b>
840 Cemetery Expendable Trust	Personnel	0
	Nonpersonnel	44,850
	<b>Total</b>	<b>\$44,850</b>

<b>890 Unclaimed Moneys Fund</b>	Personnel	0
	Nonpersonnel	716
	<b>Total</b>	<b>\$716</b>
<b>Total Fiduciary Funds</b>	Personnel	27,000
	Nonpersonnel	106,066
	<b>Total</b>	<b>133,066</b>

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**Total All Funds**

Personnel	9,364,002
Nonpersonnel	18,827,649
<b>Total</b>	<b>28,191,651</b>

September 16, 2016

TO: Wayne S. Davis, City Manager

FROM: Brian Riblet, Public Works Director *BKR*

SUBJECT: Consent Legislation Request regarding Ohio Department of Transportation (ODOT) PID 102554.

### Request

It is necessary for City Council to adopt a Resolution to authorize the City Manager to enter into an agreement with the Ohio Department of Transportation (ODOT) for the project known as Bridge Inspection Program Services, PID 102554.

### Financial Impact

The Ohio Department of Transportation (ODOT) shall assume and bear 100% of the necessary costs for Bridge Inspection Program Services requested by the City of Montgomery and agreed to by the State. Eligible bridge inspection services are described in the Consultant's Scope of Services Task Order Contract, 'Exhibit A'. In the event that the City of Montgomery requests certain services not included in 'Exhibit A', the City shall contribute 100% of the cost of those services.

### Background

Each year the City of Montgomery is required to complete an annual inspection of the bridge located on Terwilliger's Run Drive. In 2014, the City of Montgomery entered into a similar agreement with ODOT by passing Resolution #9, 2014 which included bridge inspection services for years 2014, 2015 and 2016. ODOT has indicated they are renewing the program for three more years which would extend their bridge inspection services through years 2017, 2018 and 2019.

### Recommendation

It is requested that City Council adopt legislation authorizing the City Manager to enter into an agreement with the Ohio Department of Transportation (ODOT) for the project known as Bridge Inspection Program Services, PID 102554.

Enclosure

RESOLUTION NO. , 2016

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR BRIDGE INSPECTION SERVICES**

**WHEREAS**, the Ohio Department of Transportation offers bridge inspection services to local communities such as the City of Montgomery, which are required periodically to inspect roadway bridges supporting traffic throughout the community; and

**WHEREAS**, the Ohio Department of Transportation has offered to perform such services for the City with limited cost; and

**WHEREAS**, the Administration is recommending a contract with the Ohio Department of Transportation for such services.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the City of Montgomery, Hamilton County, Ohio, that:

**SECTION 1.** The City Manager is hereby authorized to enter into an agreement with the Ohio Department of Transportation (“Department”) for a period of thirty-six (36) months to participate in the Bridge Inspection Program Services (“Services”) offered by the Department. Such Services are to include, but not be limited to, bridge load rating calculations, scour assessments, bridge inspections and fracture critical plan development.

**SECTION 2.** Consistent with the proposal from the Department, the Department shall assume and bear one hundred percent (100%) of the cost for Bridge Inspection Program Services requested by the City and agreed to by the Department. Eligible Bridge Inspection Services are described in the Consultants Scope of Services Task Order Contract, Exhibit A attached hereto. The City of Montgomery agrees to pay

one hundred percent (100%) of the cost of those services which are not included in Exhibit A and requested by the City.

**SECTION 3.** The City agrees that all right-of-way required for the described project Services will be made available in accordance with current state and federal regulations.

**SECTION 4.** This Resolution shall be in full force and effect from and after its passage.

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Connie M. Gaylor, Clerk of Council

\_\_\_\_\_  
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Terrence M. Donnellon, Law Director

Scope of Services Meeting Date: \*\*/\*\*/\*\*  
Approved Final Scope of Services Minutes Date: \*\*/\*\*/\*\*

## **GENERAL ENGINEERING SERVICES Central Office, Office of Structural Engineering Scope of Services**

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Consultants must be prequalified for Level 1 Bridge Inspection services, which may include but are not limited to the following:

Task 1 - Scour Tasks

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action
- Task 1C – Scour Analysis

Task 2 - Load Rating Tasks

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

Task 3 – SMS Structure Inventory and Review

Task 4 – Inspection Procedures

- Task 4A - Fracture Critical Plan
- Task 4B – Underwater Inspection Procedures

Task 5 - Bridge Inspection

- Task 5A – Routine Bridge Inspection
- Task 5B – Fracture Critical Inspection
- Task 5C – Underwater Dive Inspection

**General Engineering Services Scope of Services  
Central Office, Office of Structural Engineering  
PID No. 102554**

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Second Edition 2013 interim with revisions, AASHTO Publication
- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049, Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027, Publication Year: 2010
- ODOT SMS Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Latest Version

All work shall be performed on an actual cost basis. The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders.

The duration of the agreement will be thirty-six (36) months from the authorization date of the agreement.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in SMS. This typically includes an office and field review.

The project will be divided in to four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with with municipal inspection responsibility obtained from SMS data as of July 2016:

**Project: SP01 - District (1, 2, &3), Total Structures = 406\***

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
<b>Single Span</b>	157	149	21	0	<b>327</b>
<b>Multi-Span</b>	20	19	27	13	<b>79</b>
<b>Culvert</b>	116	33	0	0	<b>149</b>
<b>Truss</b>	0	7	14	0	<b>3</b>
<b>Underwater Inspection</b>	0	0	0	0	<b>0</b>
<b>Fracture Critical Inspection</b>	0	2	2	0	<b>4</b>

\* Level 1 bridge inspection structures

General Engineering Services Scope of Services  
Central Office, Office of Structural Engineering  
PID No. 102554

**Project: SP02 - District (4, 11, &12), Total Structures = 211\***

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	70	71	20	0	161
Multi-Span	6	7	22	15	50
Culvert	51	23	1	0	75
Truss	13	12	38	0	6
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	1	4	0	5

\* Level 1 Bridge Inspection structures

**Project: SP03 - District (5, 6, &10), Total Structures = 285\***

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	104	99	24	0	227
Multi-Span	4	6	31	17	58
Culvert	72	32	4	0	108
Truss	0	0	54	0	7
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	0	7	0	7

\* Level 1 bridge inspection structures

**Project: SP04 - District (7, 8 &9), Total Structures = 377\***

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	121	118	22	0	261
Multi-Span	23	44	37	12	116
Culvert	109	86	4	0	199
Truss	0	7	21	12	5
Underwater Inspection	0	0	1	0	1
Fracture Critical Inspection	0	2	3	1	6

\* Level 1 bridge inspection structures

Please note that the total number of structure types is estimated based on current SMS data and may be adjusted when tasks are assigned. The estimated annual contract price value for each sub-project is as follows:

SP01 \$280,000  
SP02 \$200,000  
SP03 \$230,000  
SP04 \$290,000

CONSULTANT shall clearly designate in the letter of intent the SP(s) they wish to be considered for.

Three (3) copies of the letter of intent shall be submitted. The letter of intent shall demonstrate that the CONSULTANT has a clear understanding of the scope of services.

**Price Proposal Due Date: \*\*/\*\*/\*\***

### **UNDERSTANDING**

1. Inspections shall be completed by firms prequalified with ODOT for Level 1 bridge inspection with full time staff according to Manual of Bridge Inspection.
2. All reports and records compiled under this agreement shall become the property of the City or Village and shall be housed in the City or Village. ODOT shall receive an electronic copy of plans, analysis files, reports and other items mentioned below.
  - a) CONSULTANT shall perform all applicable updates to SMS with new or revised information for structure inventory and appraisal data, inspections, scour, fracture critical members, and load ratings.
  - b) CONSULTANT shall submit copies of all reports and calculations electronically, or in hard copies when requested, to the City or Village for inclusion in their bridge records.
  - c) This includes, as applicable, a printed copy of the inspection report, Scour Plan-of-Action, Fracture Critical Plan, load rating report, gusset plate analysis, inspection procedures, and field measurement notes, digital pictures as well as a reproducible digital data file (.pdf, .doc, and .xls formats).
3. Copies of all transmittal letters related to this Task Order shall be submitted to Central Office, Office of Structural Engineering.
  - a) When required, CONSULTANTS shall locate the original construction plans, as-built, and shop drawings from archive locations specified by the municipality and upload them onto SMS.

Services to be furnished by CONSULTANT may include:

### **TASK 1 - SCOUR TASKS**

**Task 1A – Scour Critical Susceptibility NBIS Item 113)** - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection. Deliverables include field notes, a completed Scour Critical Assessment Checklist as per Appendix I of the 2014 Manual of Bridge Inspection, and any other reference material needed for the bridge owner to properly maintain their bridge files.

**Task 1B - Scour Plan-of-Action** - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection Appendix H for the scope of this task. Deliverables include a completed Scour Plan-of-Action, field notes, calculations, and any other reference material needed by bridge owner to maintain bridge files.

### **TASK 2 – LOAD RATING TASKS**

**Task 2A - Field Measurements for Load Rating** - Should no plans exist or if additional information is required, each main member shall be field measured for load rating. The condition of the member should be noted on the field documentation. All measurements shall be included in the load rating report.

**Task 2B - Load Rating Calculations** – A bridge carrying vehicular traffic shall be rated to determine the safe load carrying capacity. The CONSULTANT shall review existing bridge plans and inspection reports and other inspection information such as photographs and estimates of section loss for bridge members and connections. The analysis for existing structures shall be performed for AASHTO HS20-44 [MS 18] (truck, lane, & military) loading for both inventory and operating levels, and for the four Ohio Legal Loads including the special hauling vehicles (2F1, 3F1, 4F1, and 5C1, SU4, SU5, SU6, SU7, and NRL) at operating level. The CONSULTANT shall try to complete the load rating analysis utilizing BrR (Virtis) at first. Hand-calculations or Spreadsheets if BrR is not applicable. The BrR analysis file, other load rating files, and BR100 shall be included with the submittal to OSE.

The inventory and operating ratings shall be coded as per the most recent version of the ODOT Bridge Inventory Coding Guide. Update SMS Inventory with the load rating results and upload BR100 pdf file.

The electronic deliverable shall include if applicable an Excel spreadsheet or other files used for analysis for each bridge which shall include the member areas, member capacities both with and without section loss, influence lines (can be the ordinates or graph of the lines), dead loads and dead load stresses in members, live loads and live

load stresses in members for all truck loadings and the load ratings of the members. Truck loadings to be used for the ratings are specified in BDM Section 900.

The Load Rating Report shall be prepared by a registered or non-registered engineer and it shall be checked, signed, sealed and dated by an Ohio Registered Professional Engineer.

The Load Rating Report shall explain the method used to calculate the load rating of each bridge.

AASHTO Load Factor Rating (LFR) shall be utilized for all bridges not designed by Load and Resistance Factor Design. AASHTO Load and Resistance Factor Rating (LRFR) shall be utilized for all structures designed for HL93 loading.

Load Rating Report Submittal to the City or Village shall include:

- a. Two (2) printed copies and one electronic pdf copy of the Load Rating Report for each bridge.
- b. Final summary of inventory and operating ratings for each member and the overall ratings of the structure shall be presented for each live load truck. An acceptable format is ODOT form BR-100.
- c. Analysis program input files. Both input and output files shall be submitted when programs other than BrR or spreadsheets are used.
- d. All calculations related to the load rating.

### **TASK 3 – SMS STRUCTURE INVENTORY AND REVIEW**

The scope of this task includes a limited review of the structure inventory data in the ODOT SMS. In general, the CONSULTANT shall review specific existing ODOT bridge inventory records (as provided by the City and approved by ODOT) of the designated bridge. The CONSULTANT may download the inventory report, which contains inventory data for each bridge on file with ODOT from the ODOT website. The CONSULTANT shall verify this data and determine if the ODOT SMS structure file information needs changing. If no changes are necessary then no SMS inventory needs to be filled out. If changes are necessary, the scope of this task shall also include completing and filing inventory updates (and supplements, as needed) in SMS. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of SMS for inventory coding details.

## **TASK 4 – INSPECTION PROCEDURES**

**Task 4A – Fracture Critical Plan** – A Fracture Critical Member Plan and inspection procedure shall be developed and updated. For more details, refer to Chapter 4: Inspection Types in the Manual of Bridge Inspection. It shall include:

1. Sketches of the superstructure with locations of all fatigue and fracture prone details identified.
  - a. Use framing plan or schematic with detail locations labeled and a legend explaining each labeled item on the scheme.
  - b. Use an elevation view for trusses.
  - c. Classify similar fatigue/fracture prone details as types (e.g. end of partial cover plate).
2. A table or location of important structural details indicating:
  - a. Type of detail (e.g. end of partial cover plate, short web gap, etc.)
  - b. Location of each occurrence of detail
  - c. AASHTO Fatigue Category of detail
  - d. Identify retrofits previously installed
3. Risk Factors Influencing the inspector access.

Photos and sketches shall be properly referenced. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

**Task 4B – Underwater Inspection Procedures** – An underwater inspection procedure shall be developed. For more details, refer to Chapter 4: Underwater Inspections in the Manual of Bridge Inspection.

## **TASK 5 – BRIDGE INSPECTION**

**Task 5A – Routine Bridge Inspection (SMS Input)** - Perform a routine field inspection of the structure to determine the general condition. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task. Section 1111 of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) modified 23 U.S.C.144, requires Ohio to report bridge element level data for NBIS bridges on the National Highway System (NHS) to FHWA. A condition rating or element level inspection will be assigned. This task includes: Condition Rating Inspection for non-NBI structures, Condition Rating Inspection for NBI structures, and Element Level Inspection for NBI classified as NHS.

**Task 5B – Fracture Critical Inspection** - Perform a fracture critical field inspection of fracture critical items. The CONSULTANT shall update the FCM inspection procedure with current photos and descriptions. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

**Task 5C – Underwater Dive Inspection** – Perform Underwater/ In-Water inspection of substructure units according to the cycle shown in SMS. Emergency underwater inspection may arise for specific structures over the duration of the contract period. Work shall be done in accordance with the reference manuals and inspection procedure. Scour risk shall be evaluated after field and data collection.

**Agreement Administration Procedures**

- I. Type I Task Order Notification and Authorization Procedures for task orders less than \$10,000 with a well-defined scope of services**
- A. Central Office will identify a task order, assign a task order number and develop a detailed scope of services.
  - B. Central Office will authorize the CONSULTANT to perform the task by standard authorization letter that includes:
    - 1. A detailed scope of services for the task order.
    - 2. The completion time from authorization.
    - 3. The maximum compensation (including net fee).
      - a. The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime CONSULTANT shall not earn net fees on subconsultant costs.
- II. Type II Task Order Proposal Request, Review and Authorization Procedures for task orders greater than \$10,000**
- A. Central Office will identify a task order, assign a task order number and develop a detailed scope of services
  - B. Central Office will prepare a request for a task order proposal in the format included herein and transmit it to the CONSULTANT. Review of the task order request and task order proposal preparation are allowable costs and shall be shown as a separate line item in the proposal.
  - C. Standard Proposal Format - Each Task Order Proposal shall include the following elements:
    - 1. Letter of transmittal with reference to include:
      - a. Central Office General Engineering Services Agreement
      - b. PID No.
      - c. Agreement No.
      - d. Task Order No.

The project for which the task order is being performed shall NOT be in the letter of transmittal reference, but shall be referenced in the body of the letter.
    - 2. All other proposal requirements shall conform to Chapter 6, Price Proposals for Agreements and Modifications, of the current Specifications for Consulting Services.
    - 3. Appendix A of the CONSULTANT's proposal shall include the task order proposal request transmitted to the CONSULTANT by the District.
  - D. Central Office will review the CONSULTANT's proposal for:
    - 1. Adherence to submittal requirements.
    - 2. Compliance with the scope of services.
    - 3. Mathematical accuracy.
    - 4. Labor hours and rates.
    - 5. Net fee percentage.
  - E. Central Office will resolve any issues with the CONSULTANT and obtain a revised proposal (if necessary).
  - F. Central Office will authorize the CONSULTANT to proceed with the task.

**III. Task Order Identification and Numbering**

- A. The task order numbering system shall be a three component series consisting of the Sub-Project (SP) number assigned to each consultant under this PID, second number is for the year, third is for sequential number of task orders.
  - 1. For example, the first task order issued in in 2017 for SP01 is SP01-2017(1).
    - a. Continuing task orders on that project would be numbered SP01-2017(2).
  - 2. A new task order number shall be assigned rather than increase the fee of an existing task order.

**IV. Invoice and Project Schedule Requirements**

- A. The CONSULTANT shall provide monthly invoices and project schedules in the format transmitted with the executed agreement. Each invoice shall include all task orders authorized, a summary of the total amount authorized, the total amount invoiced and appropriate project schedules.

Authorization to Proceed - Type I Task Order

Consultant Name and Address

Re: Central Office, Office of Structural Engineering  
General Engineering Services Agreement  
PID No.  
Agreement No.  
Task Order Number (FIPS Code) - (Number)

Dear Consultant:

Effective this date you are hereby authorized to proceed with the subject task order.

Project Identification

- a. Bridge List
- b. Tasks required on each bridge

Services Requested

(Detailed description of services required.)

Documents Furnished by the Agency (attached)

Additional Scope of Services Notes

Task Order Completion Time

\_\_\_ days from Notice to Proceed.

Prime Compensation

The State agrees to compensate the CONSULTANT for the performance of the task order specified in accordance with Agreement No. \_\_\_\_\_, as follows:

Actual costs plus a net fee. The Maximum Prime Compensation shall not exceed \_\_\_\_\_ (\$ \_\_\_\_\_). The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime CONSULTANT shall not earn net fees on subconsultant costs.

**General Engineering Services Scope of Services  
Central Office, Office of Structural Engineering  
PID No. 102554**

Please address your written acknowledgment of this communication to:

Omar Abu-Hajar

[Omar.Abu-Hajar@dot.ohio.gov](mailto:Omar.Abu-Hajar@dot.ohio.gov)

Office of Structural Engineering  
Ohio Department of Transportation  
1980 West Broad Street  
3rd Floor - Mail Stop 5180  
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

**Request for Task Order Proposal - Type II Task Order**

Consultant Name and Address

Re: Central Office, Office of Structural Engineering  
General Engineering Services Agreement  
PID No.  
Agreement No.  
Task Order Number SP0X - (Number)

Dear Consultant:

Please provide a cost proposal for the subject task order as follows:

Project Identification

- a. Bridge List
- b. Tasks required on each bridge

Services Requested

(Detailed description of services required.)

Documents Furnished by the State (attached)

Additional Scope of Services Notes

Task Order Completion Time

\_\_\_ days from Notice to Proceed.

Due date for Cost Proposal:

**General Engineering Services Scope of Services  
Central Office, Office of Structural Engineering  
PID No. 102554**

Please submit your proposal to:

Omar Abu-Hajar

[Omar.Abu-Hajar@dot.ohio.gov](mailto:Omar.Abu-Hajar@dot.ohio.gov)

Office of Structural Engineering  
Ohio Department of Transportation  
1980 West Broad Street  
3rd Floor - Mail Stop 5180  
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

If you have any questions or comments regarding this request, please contact this office prior to submitting your proposal.

Respectfully,

Attachments:

cc: file

**Authorization to Proceed - Type II Task Order**

Consultant Name and Address

Re: Central Office, Office of Structural Engineering  
General Engineering Services Agreement  
PID No.  
Agreement No.  
Task Order Number SP0X-(Number)

Dear Consultant:

Reference is made to your task order proposal dated \_\_\_\_\_, requesting compensation for the identified task.

Effective this date you are hereby authorized to proceed with the subject task order.

Prime Compensation

The State agrees to compensate the CONSULTANT for the performance of the task order specified in accordance with Agreement No. \_\_\_\_\_, as follows:

Actual costs plus a net fee of \_\_\_\_\_ (\$ \_\_\_\_\_). The maximum prime compensation shall not exceed \_\_\_\_\_ (\$ \_\_\_\_\_).

Please address your written acknowledgment of this communication to:

Omar Abu-Hajar

[Omar.Abu-Hajar@dot.ohio.gov](mailto:Omar.Abu-Hajar@dot.ohio.gov)

Office of Structural Engineering  
Ohio Department of Transportation  
1980 West Broad Street  
3rd Floor - Mail Stop 5180  
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

September 16, 2016

**To:** Wayne S. Davis, City Manager

**From:** Brian Riblet, Public Works Director *BR*

**Subject:** Legislation Request to extend SwimSafe Pool Management, Inc. Contract to Provide Management Operations of the Municipal Swimming Pool

**Request**

It is necessary for City Council to adopt a Resolution to authorize the City Manager to extend the current contract with SwimSafe Pool Management, Inc. to provide management operations of the municipal swimming pool.

**Background:**

The City of Montgomery has contracted with SwimSafe Pool Management, Inc. for the past several years to provide management operations of the municipal swimming pool including overall management of the pool, staffing of the guards throughout operations, management and staffing of the concessions and front desk staff, and provisions for swim lessons and swim team staff and the scheduling for each. These contracts have also included recommendations for general maintenance as well as opening and winterization duties. A three-year contract was entered into for the period including 2011, 2012, and 2013. Resolution #3, 2014 authorized the City Manager to enter into a contract with SwimSafe Pool Management, Inc. for our current contract including years 2014, 2015, and 2016. This current contract is scheduled to end on October 31, 2016, however, a two-year contract continuation option is available.

The sum of the contract amounts is listed in the table below.

Year	Contract Amount
2014	\$122,530
2015	\$125,530
2016	\$125,530
2017 continuation	\$125,530
2018 continuation	\$126,530

**Financial Impact:**

Funds to contract for management of the municipal swimming pool are being proposed in the 275.000.5365 account in the upcoming 2017 – 2021 budget cycle. This is typically where these funds have been captured and utilized to pay for such services. The contract proposal by SwimSafe Pool Management, Inc. indicates no increase in costs for year 2017 and a slight increase of \$1000 for year 2018.

**Recommendation:**

SwimSafe Pool Management, Inc. has proved to be quick in their responsiveness to issues, proactive in their maintenance of issues, and provide good leadership to their employees including a continuity of staff which enables opportunities for improved customer service levels at the municipal swimming pool.

This matter was discussed at the September 12, 2016 Parks and Recreation Committee of Council and the Committee unanimously passed a motion to proceed with an extension of the current contract with SwimSafe Pool Management, Inc.

Staff would recommend that the current contract with SwimSafe Pool Management, Inc. be extended for option years 2017 and 2018 in the amounts of \$125,530 and \$126,530 respectively.

RESOLUTION NO.                   , 2016

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXTEND  
A CONTRACT WITH SWIMSAFE POOL MANAGEMENT, INC.  
FOR PROFESSIONAL SERVICES RELATED TO THE OPERATION  
AND MANAGEMENT OF THE MONTGOMERY MUNICIPAL POOL**

**WHEREAS**, Section 9.03 of Article IX of the Charter of the City of Montgomery, Ohio, provides the method under which the City Manager shall make certain purchases and enter into contracts on behalf of the City; and

**WHEREAS**, it is appropriate to provide contract authority for professional services that are generally not subject to competitive bidding but will exceed a total of \$50,000 in a calendar year; and

**WHEREAS**, under the existing proposal and contract for services with SwimSafe Pool Management, Inc. (SwimSafe), SwimSafe did offer to the City the option to extend the contract for services under the same terms and conditions for the 2017 and 2018 pool seasons; and

**WHEREAS**, it is the desire of the Council of the City of Montgomery to extend the contract with SwimSafe to accept the proposed option years to perform professional services related to the operation and management of the Montgomery Municipal Pool for the years 2017 and 2018, with the City retaining the option to terminate the agreement before either the second calendar year.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the City of Montgomery, Ohio:

**SECTION 1.** The City Manager is hereby authorized to extend the current contract with SwimSafe Pool Management, Inc. for professional services to the City of

Montgomery for the years 2017 and 2018. The City shall retain the option in its discretion to terminate the contract before either the 2017 or 2018 season.

**SECTION 2.** The City Manager is hereby authorized to pay SwimSafe according to the rates set forth in said contract.

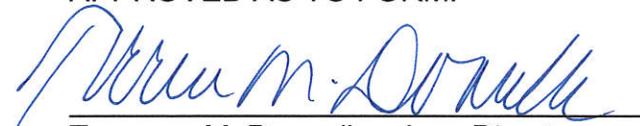
**SECTION 3.** This Resolution shall be in full force and effect from and after its passage.

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Connie M. Gaylor, Clerk of Council

\_\_\_\_\_  
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Terrence M. Donnellon, Law Director

September 16, 2016

TO: Wayne S. Davis, City Manager

FROM: Brian Riblet, Public Works Director *BKR*

SUBJECT: Ohio Public Works Commission (OPWC) Grant/Loan Application for the proposed Ross Avenue Improvement Project

### **Request**

It is necessary for City Council to adopt a Resolution to authorize the City Manager to submit an application to participate in the Ohio Public Works Commission State Capital Improvement and to execute any contracts as required for the proposed Ross Avenue Improvement Project.

### **Background**

Staff submitted a grant/loan application to OPWC on September 14, 2016 in an effort to subsidize project costs associated with the proposed Ross Avenue Improvement Project which include the construction of a concrete sidewalk, concrete curbing, minor road widening, and significant storm drainage improvements.

OPWC officials have recently placed a strong emphasis on local agencies to utilize the loan incentive mechanism in place of the traditional matching funds approach. Grant applications that include a loan request are scored higher than those without the loan request. Preliminary scores will be emailed to applicants on Friday, October 14, 2016 with the OPWC Integrating Committee authorizing final project approval on Friday, November 18, 2016.

### **Financial Impact**

Funding for this project is currently included in the 2017 City of Montgomery Capital Improvement Program (CIP) budget. The OPWC grant/loan application requests \$121,245 in grant funds and \$121,245 in a loan with 0% interest and would require the City of Montgomery to repay OPWC for a term not to exceed a 20 years.

**Recommendation**

Staff requests City Council to adopt a Resolution to authorize the City Manager to submit and application to participate in the Ohio Public Works Commission State Capital Improvement and to execute any contracts as required for the proposed Ross Avenue Improvement Project. .

If there are any questions or concerns, please do not hesitate to contact me.

attachment: CFO Certification of Local Funds

September 9, 2016

**Ross Avenue Improvements**

CHIEF FINANCIAL OFFICER'S CERTIFICATION OF LOCAL FUNDS/  
LOAN REPAYMENT LETTER

I, Finance Director of the City of Montgomery, Ohio, hereby certify that the City of Montgomery will collect the amount of **\$121,245.00** in the Capital Improvements Fund (410) and that this amount will be used to repay the Ohio Public Works Commission SCIP or RLP loan requested for the Ross Avenue Improvements project not to exceed a 20-year term.

Katie Smiddy, Director of Finance

Katie Smiddy 9/9/2016



SHARON A. SMITH SAVITT  
Notary Public, State of Ohio  
My Commission Expires  
June 28, 2019

*Sharon A. Smith Savitt*  
9/9/16

RESOLUTION NO. \_\_\_\_\_, 2016

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED**

**WHEREAS**, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

**WHEREAS**, the City of Montgomery is planning to make capital improvements to Ross Avenue; and

**WHEREAS**, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs; and

**NOW THEREFORE, BE IT RESOLVED** by the Council of the City of Montgomery, Hamilton County, Ohio, that:

**SECTION 1.** The City Manager is hereby authorized to apply to the OPWC for funds as described above for and on behalf of the City.

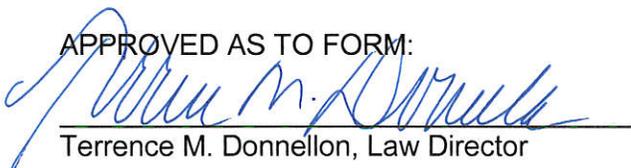
**SECTION 2.** The City Manager is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

**SECTION 3.** This Resolution shall be in full force and effect from and after its passage.

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Connie M. Gaylor, Clerk of Council

\_\_\_\_\_  
Christopher P. Dobrozsi, Mayor

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Terrence M. Donnellon, Law Director

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

City of Montgomery  
City Council Business Session Minutes  
September 7, 2016

Present

Wayne Davis, City Manager  
Terry Donnellon, Law Director  
Tracy Roblero, Community Development Director  
Katie Smiddy, Finance Director  
Brian Riblet, Public Works Director  
Don Simpson, Police Chief  
Paul Wright, Fire Chief  
Matthew Vanderhorst, Community and Information Services Director  
Faith Lynch, Community Engagement Coordinator  
Connie Gaylor, Clerk of Council

City Council Members Present

Chris Dobrozsi, Mayor  
Lynda Roesch, Vice Mayor  
Ann Combs  
Gerri Harbison  
Ken Suer  
Mike Cappel  
Craig Margolis

City Council convened in Council Chambers at 7:12 p.m. for the Business Session with Mayor Dobrozsi presiding.

**ROLL CALL**

Mayor Dobrozsi asked for a motion to dispense with the roll call since everyone was in attendance.

Mr. Margolis moved to dispense with the roll call. Mr. Cappel seconded. City Council unanimously agreed.

**LEGISLATION FOR CONSIDERATION TONIGHT**

**New Legislation**

**A Resolution Authorizing the City Manager to Enter into a Contract with Humana Health Plan of Ohio to Provide Medical Coverage and Life Insurance for Full-Time Employees**

Mrs. Harbison moved to read the Resolution by title only. Mr. Margolis seconded. City Council unanimously agreed.

Mrs. Harbison read the Resolution by title only and moved for passage. Mrs. Combs seconded.

Mrs. Harbison explained that, if approved, this Resolution would authorize the City Manager to enter into a contract with Humana Health Plan of Ohio, Inc. for medical insurance coverage for the City's full-time employees. Each year, the City must bid its medical insurance coverage. The proposals are evaluated by the Health Care Benefits Committee, which takes into account benefit levels and coverage costs to make a recommendation as to the desired provider of medical insurance coverage, as well as any changes to current benefit levels to achieve cost savings. For the benefit period that runs from October 1, 2016 through September 1, 2017, the Health Care Benefits Committee is recommending that the City remain with Humana, the current medical insurance carrier. The health care plan being recommended would continue to provide full-time employees one High Deductible Health Plan with a Health Savings Account (HDHP/HSA) with deductible levels of \$3,000/\$6,000 (single/family) with four levels of coverage: single, employee with child(ren), employee with spouse and family. The original Humana proposal recommended by the Health Care Benefits Committee at the August 24, 2016 City Council meeting represented a 7.4% increase from the 2015-2016 plan year premium. However, earlier this week it was confirmed that after Humana processed all of the negotiated concessions for a renewal with the City, the proposed renewal rates actually represent a 5.68% increase over current rates. It should be noted that participation in Humana's employee and family member's wellness program (Vitality) can result in additional savings on premiums for the City. During the current benefit period, the City has realized a savings of \$13,445 as a result of member participation in the Vitality program.

The roll was called and showed the following vote:

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City Council Business Session Minutes

September 12, 2016

Page 2

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AYE: Combs, Cappel, Harbison, Dobrozsi, Roesch, Suer, Margolis (7)  
NAY: (0)  
ABSENT: (0)

**A Resolution Authorizing the City Manager to Enter into A Contract with Dental Care Plus, to Provide Dental Insurance Coverage for Full-Time Employees**

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Mrs. Harbison moved to read the Resolution by title only. Mr. Margolis seconded. City Council unanimously agreed.

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Mrs. Harbison read the Resolution by title only and moved for passage. Mrs. Combs seconded.

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Mrs. Harbison explained that this Resolution, if approved, would authorize the City Manager to enter into a contract with Dental Care Plus, Inc. for dental insurance coverage for the City's full-time employees. Periodically, the City must bid its dental insurance coverage. The proposals are evaluated by the Health Care Benefits Committee, which takes into account coverages and costs and makes a recommendation as to the desired provider of dental insurance coverage, as well as any changes to current coverages to achieve cost savings. For the benefit period October 1, 2016 through September 30, 2017, the Health Care Benefits Committee is recommending that the City remain with its current dental insurance carrier. Dental Care Plus, Inc. quoted a 0% increase and offers a provider network that is superior to other dental insurance plans.

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The roll was called and showed the following vote:

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AYE: Cappel, Harbison, Dobrozsi, Roesch, Suer, Margolis, Combs (7)  
NAY: (0)  
ABSENT: (0)

82

**A Resolution Establishing City Contributions for Health Care Benefits**

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86

Mrs. Harbison moved to read the Resolution by title only. Mr. Margolis seconded. City Council unanimously agreed.

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Mrs. Harbison read the Resolution by title only and moved for passage. Mr. Cappel seconded.

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90

Mrs. Harbison explained that this Resolution, if adopted, will establish the City's maximum contribution limits (caps) for medical and dental insurance which determines the amount of money the City and employees must contribute toward the cost of health and dental insurance coverages. Typically, the City has increased these "caps" annually by six percent (6%) for medical insurance and three percent (3%) for dental insurance. This practice allows for some increase in the cost of healthcare but also ensures that the increased costs are shared between the City and its employees. The recommended caps for the upcoming 2016-2017 medical and dental insurance plan years are already in place in existing labor contracts.

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The roll was called and showed the following vote:

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AYE: Harbison, Dobrozsi, Roesch, Suer, Margolis, Combs, Cappel (7)  
NAY: (0)  
ABSENT: (0)

100

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**A Resolution Authorizing Internet Auction of Surplus Personal Property Through GovDeals.com**

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105

Mr. Suer moved to read the Resolution by title only. Mr. Margolis seconded. City Council unanimously agreed.

106

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City Council Business Session Minutes

September 12, 2016

Page 3

107

108

Mr. Suer read the Resolution by title only and moved for passage. Mr. Cappel seconded.

109

110

Mr. Suer explained that this Resolution, if approved, will designate GovDeals.com as internet auction agents for the disposal of surplus property for the period of September 1, 2016 through August 31, 2017. Ohio law authorizes the City to dispose of surplus and abandoned personal property through internet auction. Section 50.02 of the Code of Ordinances sets forth a procedure for the sale and disposition of lost, abandoned, stolen, seized or forfeited property ("Surplus Property") through internet auction agents.

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115

The roll was called and showed the following vote:

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    AYE: Dobrozsi, Roesch, Suer, Margolis, Combs, Cappel, Harbison (7)

118

    NAY: (0)

119

    ABSENT: (0)

120

121

**A Resolution Authorizing the City Manager to enter into a Labor Agreement with the Fraternal Order of Police Ohio Labor Council, Inc., for Wage and Benefits from July 1, 2016 through June 30, 2019**

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123

124

Mrs. Combs moved to read the Resolution by title only. Mr. Margolis seconded. City Council unanimously agreed.

125

126

Mrs. Combs read the Resolution by title only and moved for passage. Mr. Cappel seconded.

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Mrs. Combs explained that this Resolution, if approved, will authorize the City Manager to enter into a labor agreement with the Fraternal Order of Police (FOP) from July 1, 2016 through June 30, 2019. The City and the FOP have reached a tentative agreement on a new three (3) year labor agreement that includes wage and benefit modifications. The FOP membership ratified the contract on July 14, 2016.

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The roll was called and showed the following vote:

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135

    AYE: Roesch, Suer, Margolis, Combs, Cappel, Harbison, Dobrozsi (7)

136

    NAY: (0)

137

    ABSENT: (0)

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139

**ADMINISTRATION REPORT**

140

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Mr. Davis reported on the following items:

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143

- The Public Works Committee has cancelled their meeting for the month of September.
- The Parks and Recreation and Government Affairs Committees will meet in Council Chambers on Monday, September 12 at 3:30 and 4:30 p.m., respectively.
- City Council Work Session is scheduled for September 21, 2016 at 7:00 p.m.
- As a reminder the annual budget review session is scheduled for Wednesday, September 14 at 5:30 p.m. in Council Chambers. Dinner will be provided at 5:00 as we work through the 2017 proposed budget with staff and City Council.
- Volunteer Appreciation Days at the Pool wrapped up on Monday, September 5, with a total of 177 volunteer/guest passes being used. Volunteer feedback was positive with a common theme of appreciation

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## City Council Business Session Minutes

September 12, 2016

Page 4

- 157 for the flexibility of attendance at this event. The City appreciates the various efforts of all of these fine  
158 volunteers throughout the past year.  
159
- 160 • Tuesday afternoon, Katie Smiddy, Terry Donnellon and Mr. Davis, met with Jerry Royce with Brandicorp  
161 and Tom Humes with Great Traditions to review financial data and TIF numbers regarding the Vintage  
162 Club North site. Additional information needs to be confirmed by the Hamilton County Auditor's Office  
163 before any final determinations can be made and discussed with the developers.  
164
  - 165 • Mr. Davis signed a contract with Cox Media Group for the 2017 Calendar in the amount of \$12,673.17.  
166
  - 167 • The Montgomery Chamber of Commerce will host its annual Hot Dog Luncheon at Neuilly-Plaisance Plaza  
168 on Thursday from 11:00 a.m. to 1:00 p.m.  
169
  - 170 • The annual Community Wide Yard Sale will take place this Saturday, September 10, 62 residents have  
171 signed up to participate in this event. Maps and Directories will be available tomorrow at the front desk and  
172 members of the Environmental Advisory Commission will be at City Hall on Saturday from 9:00 a.m. to  
173 12:00 p.m. to hand them out as well.  
174
  - 175 • Council member Craig Margolis, Sister Cities Commission members, Marcallene Shockey and Jack Wild,  
176 and staff members Ben Shapiro and Julie Prickett will all be departing on Friday morning to travel to the  
177 Village of Montgomery, NY to participate in General Montgomery Day this Saturday, September 10, 2016.  
178
  - 179 • Mr. Davis reported that he would be out of the office on Friday, September 9 through Monday September  
180 12 and will return to the office on Tuesday, September 13.  
181

### APPROVAL OF MINUTES

182 Mr. Cappel moved to approve the August 24, 2016 Work Session minutes. Mr. Margolis seconded. City Council  
183 unanimously agreed.  
184

### MAYOR'S COURT REPORT

185 Mayor Dobrozsi reported that the total Mayor's Court collections for the month of August 2016 were \$19,659.80.  
186

187 Mr. Margolis moved to accept the Mayor's Court collections for the month of August 2016. Mr. Cappel seconded.  
188 City Council unanimously accepted the collections.  
189

### OTHER BUSINESS

190 Mr. Margolis stated that he and Brian Riblet travelled to the City of Dublin, Ohio, and met with Ken Richardson,  
191 Engineering Manager to tour and discuss the development of their round-a-bout. Mr. Margolis stated that they  
192 learned that signage was critical in educating motorists on how to approach a round-a-bout. Mr. Margolis also  
193 reported that the meeting between their staff and ours was very productive in learning about funding options and  
194 how to structure Commercial Tax Increment Financing.  
195

196 Mr. Cappel reported that the Environmental Advisory Commission was holding the One Stop Drop recycling event  
197 on Saturday, September 17 from 10:00 a.m. to 1:00 p.m. at the Public Works Facility.  
198

199 Mayor Dobrozsi extended safe travels to Council member Margolis, Assistant Fire Chief, Ben Shapiro, staff  
200 member, Julie Prickett and Sister Cities Commission members Marcallene Shockey and Jack Wild, as they travel  
201 to the Village of Montgomery, New York to participate in the General Montgomery Days. He thanked these  
202  
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City Council Business Session Minutes

September 12, 2016

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208 individuals for sacrificing their personal time in order to support the growing relationship with our National Sister  
209 City.

210  
211 Mayor Dobrozsi thanked staff for their efforts in holding the Gateway Redevelopment Area Open House and felt  
212 that it went very well resulting in positive feedback by those in attendance.

213  
214 Mr. Davis, asked City Council to review the 2017 calendar that was supplied to them to consider those holidays that  
215 fell around regularly scheduled Council Meetings, most pointedly, changing the November Work Session date that  
216 would normally occur the Wednesday before Thanksgiving to the week prior, on November 15, 2017.

217  
218 Mr. Margolis moved to approve the 2017 City Council Business and Work Session meeting dates. Mr. Cappel  
219 seconded. City Council unanimously agreed.

220  
221 Mayor Dobrozsi asked if there was any further business to discuss in Public Session. There being none, he asked  
222 for a motion to adjourn.

223  
224 Mr. Cappel moved to adjourn. Mr. Margolis seconded. City Council unanimously agreed.

225  
226 City Council adjourned at 7:30 p.m.

227  
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---

Connie Gaylor, Clerk of Council