

February 4, 2016

TO: Mayor and City Council Members

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

SUBJECT: Thursday Update

The following information is provided to you as a summary of activities for the week of February 1, 2016 and as an announcement of activities in the coming weeks:

1. As a reminder, the Government Affairs and Parks and Recreation Committees of Council will meet tomorrow, Friday, February 5 in the Council Chambers of City Hall at 8:00 a.m. and 3:30 p.m., respectively. The Public Works Committee of Council has cancelled their meeting for the month of February.
2. The Planning Commission met on Monday, to consider an application for the expansion of a conditional use permit and approval of the General Development Site Plan with equivalencies for Twin Lakes Senior Living Community. Twin Lakes is proposing to construct a three story 42,500 square foot addition on the northwest side of the existing building. The new addition would add up to 45 independent living units, an additional dining venue and a community center. The proposed addition would include a lower level 58 space parking garage and would also require modifications to the parking lot and access from Montgomery Road. After careful consideration, the Planning Commission voted to recommend approval of the expansion of a conditional use permit and the General Development Site Plan with equivalencies to City Council. Staff would like to request that City Council schedule a public hearing prior to the March 23 Business Session at 6:30 p.m.
3. On Tuesday, the HealthCare Benefits Committee (Michelle Greis, James Martin, Patrick Morgan, Julie Prickett, Mike Rogers, Sharon Savitt and Julie Tople) held its initial planning meeting for 2016. Julie Tople provided updates on provisions of the Affordable Care Act as well as various health insurance carrier updates. The team also laid out a timetable to follow for the 2016 renewal process.
4. The Board of Tax Review met on Tuesday evening for their first meeting of the year. Gary Blomberg was appointed as chairperson of the Board. Other members include Ed Steinebrey and John Rothgeb. We are fortunate, as with all of our volunteers, to have these dedicated individuals who selflessly give their time volunteering for the City.
5. Assistant Chief Shapiro and Lieutenant Nelson attended a training on Workplace Violence at Bethesda North Hospital on Wednesday morning that was presented through their Employee Assistance Program.
6. Staff from public works and the fire department met on Wednesday afternoon to lay out the 2016 Capital Program for the replacement of approximately 25 fire hydrants. The fire hydrant replacements are tied to the street resurfacing program in order to coordinate these infrastructure improvements.

7. Tracy Roblero met with representatives from Camden Homes and Bayer Becker this week to discuss the submission of the Final Development Site Plan for the proposed Camden Homes project on the Former Montgomery Swim and Tennis Club site. At this time, Camden Homes hopes to submit to the Planning Commission in the April timeframe should all the proper approvals be received from City Council prior to the submission date.
8. Council Member, Mike Cappel, attended an Elected Officials program hosted by Miami Valley Risk Management Association (MVRMA) and Miami Valley Communications Council (MVCC) on Wednesday. This training geared towards elected officials, offered discussions on topics such as: Ohio Ethics Laws, Sunshine Laws, the Council/Manager form of government, Finance, Planning and Zoning, Economic Development and an Effective City Council. Mr. Cappel indicated that he most enjoyed the sessions on finance and economic development. We thank Council Member Cappel for his commitment and service to our community.
9. Chief Wright and Assistant Chief Shapiro attended the monthly Eastside Fire Chiefs meeting hosted by the Madeira Indian Hill Fire Department on Thursday morning. The group discussed the funding of the Communications Center and how the proposed utility tax assessment might be an avenue to increase the Center's funding.
10. Mayor Dobrozsi, Council Member Harbison and I attended the quarterly Community Roundtable meeting this morning held at the Sycamore School District Board office. These roundtable meetings include council members and administrators from our neighboring communities and schools and provide the forum to network on current events, economic development and issues currently being faced. This morning's session included an update from Sycamore School attendees regarding their plans to place a 6.5 mill operating levy on the November 2016 Ballot. Blue Ash attendees provided an update on the progress of Summit Park. Thank you to Mayor Dobrozsi and Council Member Harbison for your time and contributions to this meeting.
11. On Thursday morning, The City's Gateway Redevelopment Area (GRA) Team (Michelle Greis, Terry Donnellon, Brian Riblet, Tracy Roblero, Frank Davis and myself) met with several members of the Gateway Partners Team, the City's Preferred Developer for this project. This meeting served as the City's first opportunity to meet with the team, following several months of work on this project by both Gateway Partners and the City. The meeting covered several important areas of the project including discussion on project schedule, traffic analysis, site planning, meetings with key decision makers and financing for the project. For each of the preceding project areas, members of both teams agreed to meet within the next two weeks to work on deadlines and tasks for completion. Another meeting of the larger group has been scheduled for February 23. We will continue to keep you apprised of our progress on this important project.
12. Ohio National Financial Services will host the Montgomery Citizens' Leadership Academy Class of 2016 this evening for the "Dreams, Aspirations and Taxes" session as taught by members of the Finance Department, Michelle Greis and Kelly Beach, and Tracy Roblero, of the Community Development Department. The session starts at 5:45 p.m. Sycamore Community Schools and Sycamore High School will host the next MCLA session on Tuesday, February 9. This session starts at 6:00 p.m. For more information or to attend this session, please contact Faith Lynch.
13. Sarah Fink attended the 2016 Ohio Parks and Recreation Association Conference this week January 31 – February 3 in Sandusky, Ohio. This conference provides various educational sessions that focus on trends, issues and current standards for the Parks and Recreation industry. Sarah is appreciative of the opportunity to learn and network with her industry peers.

14. Public works staff received word this week that the City of Montgomery has been approved for a grant through the Hamilton County Storm Water District (HCSWD) in the amount of \$69,184 to construct a wet pond (retention) and rain harvesting system at public works facilities. Staff has submitted four grant proposals and we are happy to finally get one of these approved. Staff will work to secure the agreement and anticipate the work will be completed later this summer and early fall. Great work by the entire department in remaining committed to pursuing grants to enhance the city.
15. Congratulations to Chris Bryant who recently passed written and driving tests to obtain his Commercial Driver's License (CDL) Class A. This will allow Chris to move into a Service Worker II classification pursuant to the American Federation of State, County and Municipal Employees (AFSCME) contract.
16. Public works staff attended an ODOT pre-construction meeting for the HAM 71-17.17 project (Cornell Road Bridge over I-71) which consists of replacing the entire bridge deck, parapet walls, vandal fencing, guardrail, and includes an 8' wide sidewalk on the north side of the bridge providing a safe connection point to existing sidewalks in Montgomery and Blue Ash. ODOT has awarded the contract to Complete General Construction and anticipates work to begin in late spring. The contract does provide for a bridge closure to occur only when school is not in session this summer.
17. Income tax revenues for the month of January were \$524,444 which is a decrease of \$304,834 or 36.7% compared to collections of \$829,279 for January of 2015. Approximately 75% of the variance, \$230,000, is attributable to a timing difference of lockbox payments that posted to the bank at the very end of the month, but were not available for the City to post to tax accounts until February. It should also be noted that January 2015 was larger than typical due to a large employer paying bonuses, as January 2014 receipts were \$690,483. Year-to-date revenues were under estimated revenues by 35.2%. The January Income Tax Variance Report is attached for reference.
18. The fire department's mobile and portable radios were reprogrammed by the Hamilton County Communications Center as part of a County-wide radio improvement program. The radio improvements are part of a system wide improvement program and radio infrastructure replacement at the Communications Center, and should enhance regional communications among safety service agencies.
19. Attached please find a copy of the January 2016 Social Media Report. Analytics from these two social media channels are collected and reviewed by staff to contribute to the City's social media strategy.
20. The Community Leadership Forum will be held this Saturday morning at 8:15 a.m. at the Bethesda North Hospital Golder Conference Rooms I & II. At this time, 75 individuals have registered for the event. Senior Staff members are preparing their presentations on the upcoming 2016-2021 Strategic Plan. Staff members of Twin Lakes, Sycamore Schools and the Montgomery Ohio Chamber of Commerce will participate in a panel discussion. Finally, members of the Police and Fire Departments will share information with the attendees on the Heroin epidemic in southwest Ohio. For more information or to RSVP, please contact Faith Lynch.
21. The Community and Information Systems Department is hosting a Service to the Community Grant pre-application meeting on Tuesday, March 1 at 5:30 p.m. in the Montgomery City Hall Council Chambers. The purpose of the meeting is to answer any questions local service

organizations may have regarding the new Service to the Community Grant. The Service to Community Grant application, timeline and scorecard are available for your review at <http://www.montgomeryohio.org/pages/service-to-the-community-grant/>. Please let Faith Lynch know if you plan to attend or have any questions regarding the grant program.

22. This week the City began accepting applications for the position of Assistant Finance Director/Tax Commissioner. The deadline for applications is February 19.
23. Please find a letter from the Montgomery Woman's Club Downtown Decorating Committee thanking everyone who contributed to the success of the 2015-2016 downtown decorating project. The commitment and partnership that the Montgomery Woman's Club has provided to the City is a testament to the great citizens that we have and the community that they work with us to create.
24. Please find attached monthly department report from the fire departments for the month of January.

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

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

February 1, 2016

To: Wayne Davis, City Manager

From: Kelly J. Beach, Assistant Finance Director/Tax Commissioner *KJB*

Subject : 2016 January Income Tax Variance Report

Year to Date

For the month of January 2016, the City's total income tax receipts were \$524,444, which is a decrease of \$304,834 or 36.7% compared to the actual amount collected in January 2015 of \$829,278. Approximately 75% of the variance, \$230,000, is attributable to a timing difference of lockbox payments that posted to the bank at the very end of the month, but were not available for the City to post to tax accounts until February. It should also be noted that January 2015 was larger than typical, as January 2014 income tax receipts were \$690,483. For the month of January, year-to-date revenues were under estimated revenues by 35.2%.

	2016	2015	% Change
January Actual	\$524,444	\$829,279	(36.7)%

	YTD Actual	YTD Estimate	% Change
2016	\$524,444	\$809,033	(35.2)%

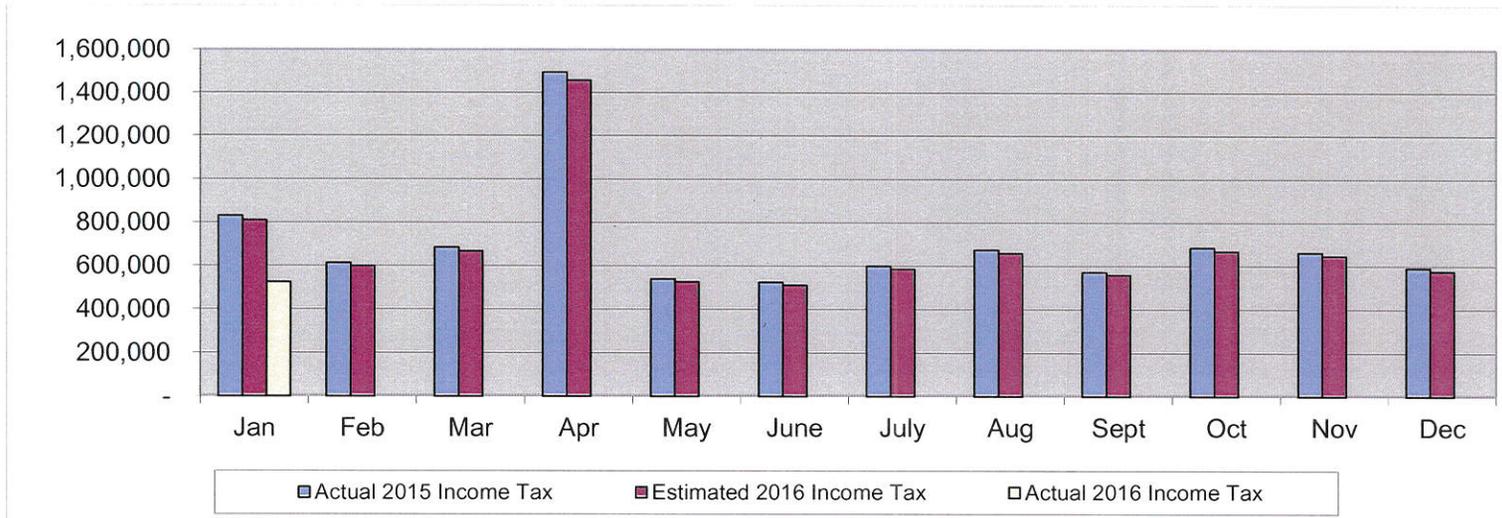
A breakdown by category for January 2016 is as follows:

- *Withholding*- January withholding collections were \$413,319 or a decrease of \$284,598 or 40.7% when compared to January 2015 collections of \$697,917.
- *Business*- In January 2016, net profits from businesses located within or doing business within Montgomery were \$17,542. This is a decrease of \$5,971 or 25.3% compared to January 2015 collections of \$23,513.
- *Resident*- Revenues of \$93,584 were collected in January 2016 from residents living in Montgomery, which is a decrease of \$14,264 or 13.2% compared to January 2015 collections of \$107,848.

The following schedule breaks down collections by source and provides a graph comparing actual and estimated income tax revenues for 2015 and 2016. There is also an End of Month report attached showing the comparison between month-to-date and year-to-date.

**Schedule of Income Tax Collections by Source
Actual 2015 Compared to 2016 Estimate & Actual**

	Actual 2015				Actual 2016				2016	Estimate	%	Actual	%
	Business	Resident	Withholding	Total	Business	Resident	Withholding	Total	Estimate	Variance		Variance	
Jan	23,513	107,848	697,917	829,278	17,542	93,584	413,319	524,444	809,033	(284,588)	-35.18%	(304,833)	-36.76%
Feb	23,144	35,600	554,901	613,645	-	-	-	-	598,664		0.00%		0.00%
Mar	32,625	59,799	591,955	684,379	-	-	-	-	667,672		0.00%		0.00%
Apr	200,522	809,884	483,267	1,493,674	-	-	-	-	1,457,209		0.00%		0.00%
May	4,704	46,282	489,079	540,065	-	-	-	-	526,881		0.00%		0.00%
June	53,215	45,207	425,373	523,795	-	-	-	-	511,008		0.00%		0.00%
July	43,778	119,709	436,938	600,425	-	-	-	-	585,767		0.00%		0.00%
Aug	11,565	65,336	597,442	674,343	-	-	-	-	657,881		0.00%		0.00%
Sept	72,931	95,947	403,803	572,681	-	-	-	-	558,700		0.00%		0.00%
Oct	49,494	202,143	432,864	684,500	-	-	-	-	667,790		0.00%		0.00%
Nov	22,469	67,277	571,953	661,699	-	-	-	-	645,545		0.00%		0.00%
Dec	54,543	109,929	425,584	590,056	-	-	-	-	575,651		0.00%		0.00%
Totals	592,503	1,764,963	6,111,075	8,468,541	17,542	93,584	413,319	524,444	8,261,800	(284,588)	-35.2%	(304,833)	-36.8%

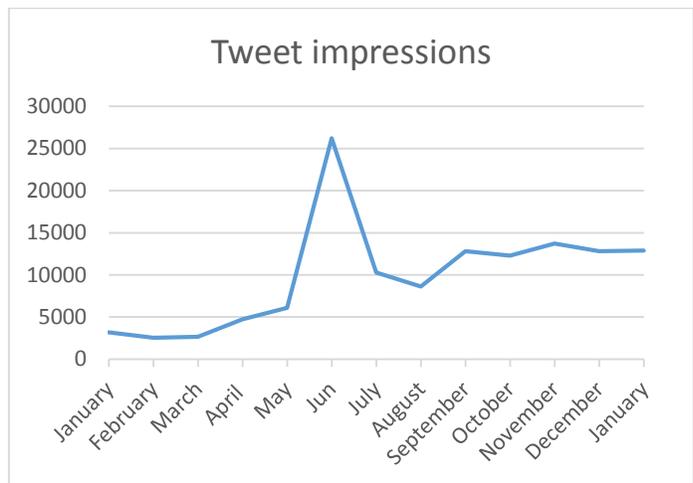
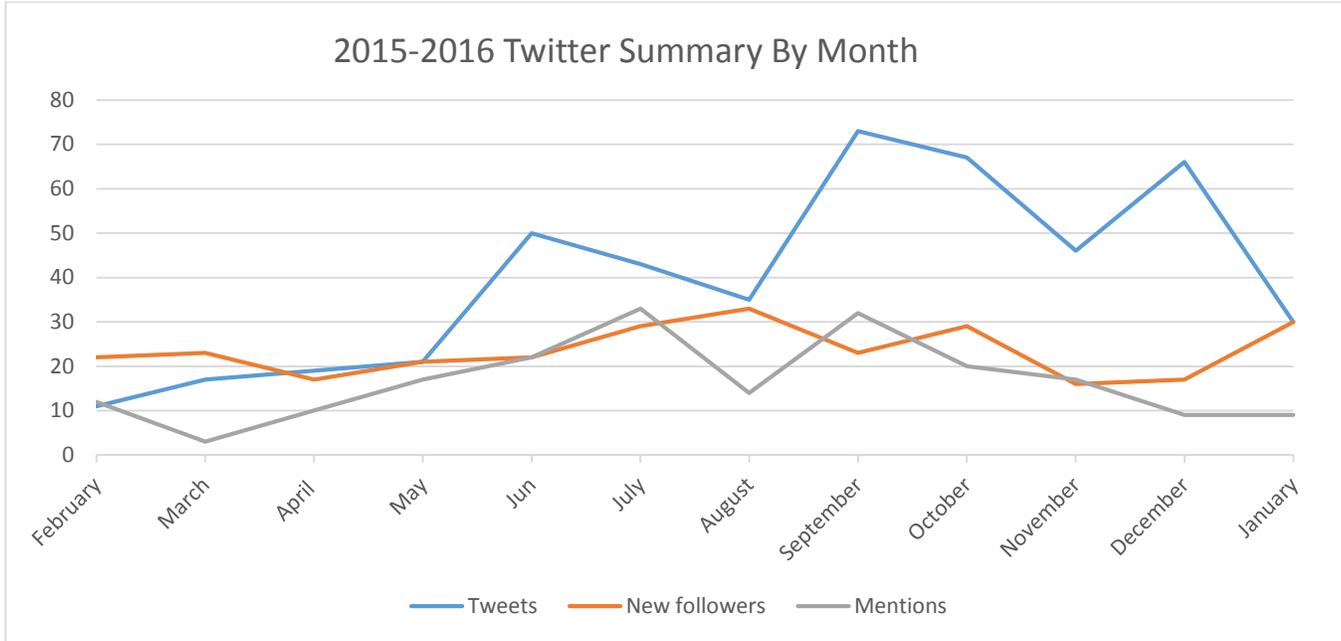


CITY OF MONTGOMERY
END OF MONTH REPORT
31 JAN 2016

	2014 Month-to-date	2015 Month-to-date	2016 Month-to-date	2016 vs 2015 Month percent	2016 Year-to-date	2015 Year-to-date	2016 vs 2015 Year percent
January							
Business	30,088.07	23,512.73	17,541.54	-25.3	17,541.54	23,512.73	-25.3
Resident	98,433.64	107,848.39	93,583.69	-13.2	93,583.69	107,848.39	-13.2
Withholding	561,961.06	697,916.73	413,319.13	-40.7	413,319.13	697,916.73	-40.7
Non-resident							
TOTAL	690,482.77	829,277.85	524,444.36	-36.7	524,444.36	829,277.85	-36.7
February							
Business	19,554.96	23,143.93		-100.0	17,541.54	46,656.66	-62.4
Resident	35,972.00	35,599.97		-100.0	93,583.69	143,448.36	-34.7
Withholding	526,120.56	554,901.24		-100.0	413,319.13	1,252,817.97	-67.0
Non-resident							
TOTAL	581,647.52	613,645.14	0.00	-100.0	524,444.36	1,442,922.99	-63.6
March							
Business	65,548.31	32,625.34		-100.0	17,541.54	79,282.00	-77.8
Resident	93,912.57	59,799.20		-100.0	93,583.69	203,247.56	-53.9
Withholding	560,970.14	591,954.77		-100.0	413,319.13	1,844,772.74	-77.5
Non-resident							
TOTAL	720,431.02	684,379.31	0.00	-100.0	524,444.36	2,127,302.30	-75.3
April							
Business	162,577.53	200,522.41		-100.0	17,541.54	279,804.41	-93.7
Resident	871,031.68	809,884.09		-100.0	93,583.69	1,013,131.65	-90.7
Withholding	423,546.54	483,267.01		-100.0	413,319.13	2,328,039.75	-82.2
Non-resident							
TOTAL	1,457,155.75	1,493,673.51	0.00	-100.0	524,444.36	3,620,975.81	-85.5

Social Media Performance Measures February 1, 2016

Twitter



Twitter Analysis:

The number of new followers has increased while the number of mentions has dipped. Profile visits and tweets have dipped while Tweet impressions are also remaining steady. With slightly fewer events and noteworthy items, tweets averaged about 1 a day during the month of January.

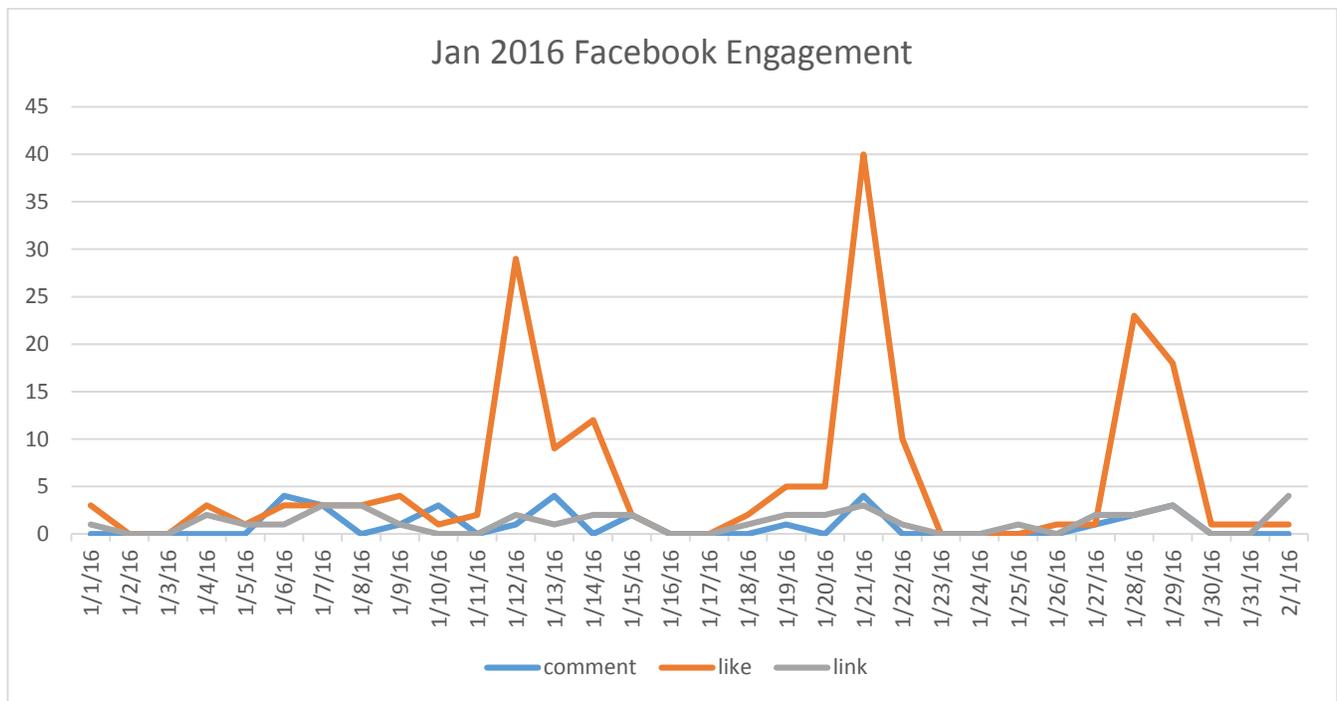
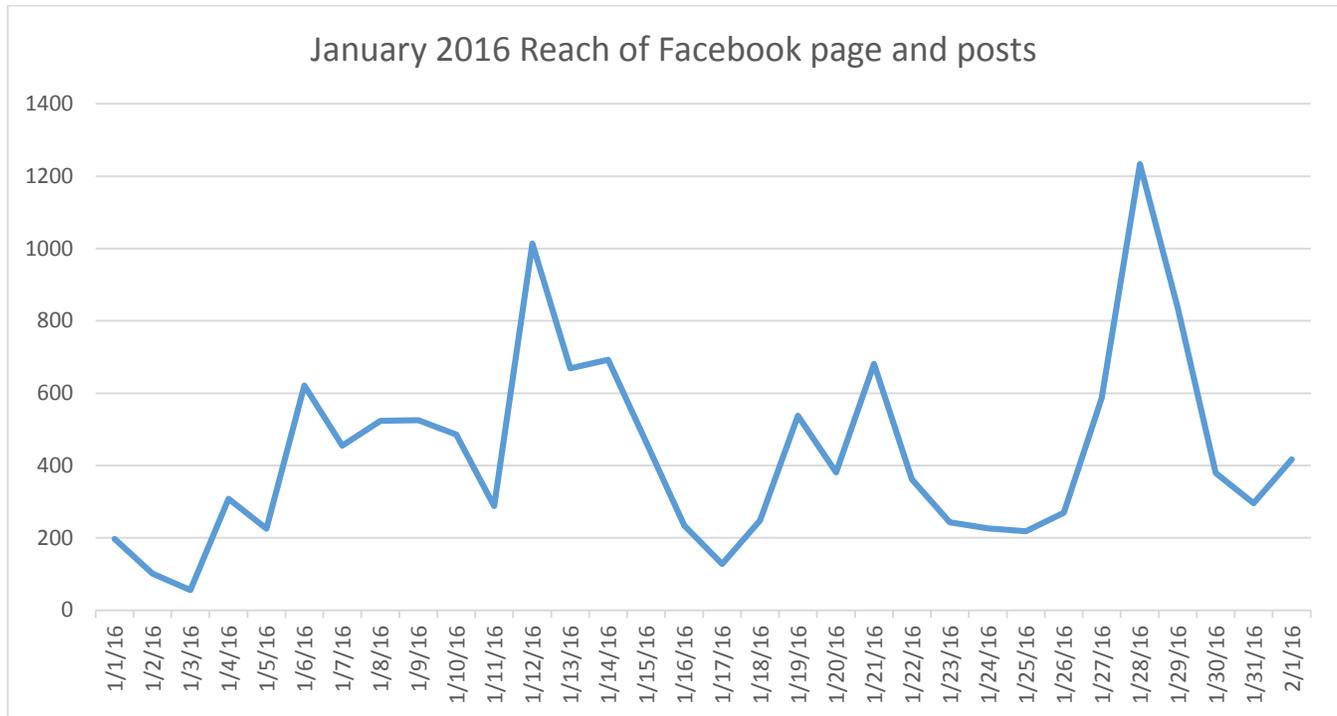
Twitter Definitions:

Profile visits: Number of users who visited our Twitter site.

Mentions: Any tweet that contains @montgomeryohio (our username)

Tweet Impressions: Total number of times that our tweet may appear in other user's Twitter feeds, both followers and their followers etc. through shares, mentions and retweets. Shows the reach of the City's brand.

Facebook



Facebook Analysis:

The spike in the number of likes on January 12 can be attributed to a post about the Fire Department's ISO Rating. The spike on the number of likes on January 21 may be attributed to a post about Duke Energy's completion of the Accelerated Main Replacement Program and the award presented to City Council. The last spike on January 28 represents a post about the MCLA session, Montgomery Our Town USA.

Facebook Definitions:

Daily Reach: The number of people who visited our Facebook Page, or saw our Page or one of its posts in news feed or ticker. These can be people who have liked your Page and people who haven't. (Unique Users)

Daily Positive Feedback (engagement): The number of times people have given positive feedback (like, share link, leave comment) to your Page, by type. (Unique Users)

Received 2/2/16

Montgomery Woman's Club, Inc.

P.O. Box 42114 Cincinnati, Ohio 45242

Wayne Davis
City Manager
Montgomery City Hall
10101 Montgomery Rd.
Montgomery, Ohio 45242

Dear Mr. Davis,

The Montgomery Woman's Club Downtown Decorating Committee, wishes to thank the various members of the city who contributed to the success of the 2015-2016 Downtown Decorating Project. This great project could not be accomplished without their support and their cooperation.

We are so grateful to Terry Willenbrink, for his excellence in coordinating the city servicemen and for providing all the supplies to do the job, even coffee and donuts. Terry is always so pleasant and his care for our community is evidenced by the care he takes with all the details of this project as well as the details of our parks and communal properties.

The Servicemen, led by Tony Brothers, and including, Chris Bryant, Robert Dunham, Justin Liming, Nick Miller, Scott Schulte, Jim Stewart and Walter Taylor are no less accommodating. It is a pleasure to work with such great guys. We hope to see them all next year. Every year we seem to require more of their service. This year they hung all the greenery on the southend as well as all the high greenery throughout downtown. They did it perfectly!

We are also grateful to DeAnna Gross for her efforts to obtain new volunteers, contacting the regular volunteers, and for being our greeter and time keeper. Having DeAnna welcome the volunteers at all stages of the project, enables the committee members to focus on managing the job and directing the volunteers.

Our city is a great place to live and this project is evidence of a cohesive, caring community. We are grateful for the support that the city has given the Downtown Decorating Project. With God's grace and your help we will see you for the 2016-2017 Holiday Season.

Sincerely Yours,

Montgomery Woman's Club

Downtown Decorating Committee

Nancy Jones

Clarie Hunchell

**MONTGOMERY FIRE DEPT.
DIVISION OF FIRE PREVENTION
MONTHLY INSPECTION REPORT
January -2016**

OCCUPANCY CLASS	TOTALS		
	Initial	Re-inspections	Total
RESIDENTIAL _____	0	0	0
PUBLIC BUILDINGS _____	0	8	8
HEALTH CARE FACILITIES _____	13	3	16
CHILD CARE FACILITIES _____	1	0	1
EDUCATIONAL BUILDINGS _____	1	0	1
CHURCHES _____	0	0	0
MERCANTILE _____	27	1	28
Sub Totals: _____	42	12	54

Other Misc. Inspections:

- 2 Inspections with NIC
- 1 Foster Care – Fire Safety Inspection
- 9 Fire Alarm tests
 - 2 Meetings to discuss fire code issues

TOTAL INSPECTIONS → 68

RESULTS OF INSPECTIONS

VIOLATIONS ISSUED _____	36
VIOLATIONS CORRECTED _____	23
TOTAL VIOLATIONS ISSUED IN 2015 _____	486
TOTAL VIOLATIONS CORRECTED IN 2015 _____	464
RECOMMENDATIONS ISSUED _____	04
RECOMMENDATIONS CORRECTED _____	03
COMPLAINTS ANSWERED _____	00
REFERRALS MADE TO OTHERS _____	02
PERMITS ISSUED _____	03
PERMITS WITHHELD _____	00
APPLIANCES RED TAGGED _____	00
CITATIONS ISSUED _____	00
WARNING TAGS ISSUED _____	00
SUPPLY SYSTEMS INSTALLED _____	00
SPRINKLER SYS. TESTS OBSERVED _____	01
ALARM SYS. TESTS OBSERVED _____	09
FIRE DRILLS OBSERVED _____	01
TORNADO DRILLS OBSERVED _____	00
SYSTEMS TEST CERTIFICATES RECEIVED _____	05
PLAN REVIEWS MADE _____	07

PROGRAM INVOLVEMENT :

Center Learn – Fire pre-plan training
Meeting with SWOFSC Fire Safety Council

**Lt. Mark S. Stagge
Fire Safety Inspector**