

April 9, 2021

TO: Ron Messer, City Council Member, Chair  
Government Affairs Committee of City Council

FROM: Brian K. Riblet, City Manager *BKR*

SUBJECT: Government Affairs Committee Meeting of Monday, April 12, 2021

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, April 12 at 4:30 p.m. as a hybrid meeting both at City Hall and via teleconference. To participate in this meeting by teleconference please use the following phone number: 1 (866) 228-9900 with Passcode: 204938. Items to be discussed include:

1. Service to the Community Grant Recommendation—Please find the attached correspondence from Matthew Vanderhorst, Community and Information Services Director regarding the Service to the Community Grant recommendations. Staff will be present to discuss these recommendations and to obtain feedback from the Committee.
2. Discussion of the Annual Boards and Commissions Training—Staff would like the opportunity to discuss the format of the annual Boards and Commission training and obtain feedback from the Committee.
3. Update on the Proposed Memorial Donations/Recognition Policy—Staff would like the opportunity to discuss proposed revisions to the Memorial Donations/Recognition policy and obtain feedback from the Committee.
4. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also, attached are the minutes from the March 8, 2021 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

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

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



**GOVERNMENT AFFAIRS COMMITTEE OF CITY COUNCIL**  
10101 Montgomery Road • Montgomery, Ohio 45242  
(513) 891-2424 • Fax (513) 891-2498

**Agenda**  
**April 12, 2021**  
**4:30 P.M.**

The meeting will be offered both in place at City Hall and by teleconference for those who cannot attend in person or feel safer sheltering at home.

To participate in this meeting by teleconference please use the following phone number:

1 (866) 228-9900

Passcode: 204938

1. Call to Order
2. Guests and Residents
3. New Business
  - a. Service to the Community Grant Recommendation
  - b. Discussion of the Annual Boards and Commissions Training
4. Old Business
  - a. Update on the Proposed Memorial Donations/Recognition Policy
5. Other Business
6. Approval of Minutes–March 8, 2021
7. Adjournment

April 8, 2021

TO: Brian K. Riblet   
FROM: Matthew Vanderhorst, Community and Information Services Director  
SUBJECT: Service to the Community Grant Recommendations

### **Request**

It is necessary for the Government Affairs Committee of City Council to review the Operation Give Back and the Montgomery Farmers' Market applications for the Service to the Community Grant and consider City staff recommendations for funding these projects.

### **Financial Impact**

The Service to Community Grant is budgeted in 101.712.5401, Special Projects.

### **Background**

On December 14, 2015, at the Government Affairs Committee of Council meeting, the Community and Information Services Department recommended that the Committee approve the new Service to the Community Grant and guidelines. The new grant and guidelines intended to build on the former Community Engagement Grant's tradition and purpose while formalizing the process, increasing awareness and broadening the funded projects' scope.

In 2020, a \$2,000 grant was awarded to the Montgomery Farmers' Market. The grant provided funds to allow the organization to adjust its services to meet the Covid-19 pandemic guidelines and still offer services to the community. Grant applications were also received from Sidestreams Foundation and Operation Give Back; however, these requests were not funded. The Sidestreams Foundation project has a limited reach, and the Operation Give Back project did not serve Montgomery residents.

For the 2021 grant cycle, the Montgomery Farmers' Market requested a \$2,500 grant to restart engagement programs that were put on hold during the 2020 season. These programs include entertainment, children's activities, and SNAP-EBT activities. The grant request also provides for the cost of items to help the Market manage lingering Covid-19 restrictions and protocols.

Operation Give Back partnered with Sycamore Bridges to submit a \$2,500 grant request for a program that they are developing jointly to address local families' mental

well-being. The program will consist of a "Summer Kick Off" outdoor event during which registered participants will receive a package of activities for the summer. Students and families in need will be identified through connections between Operation Give Back, Sycamore Bridges, and other local support organizations. Both Operation Give Back and Sycamore Bridges support the Sycamore Community Schools student population, which includes the City of Montgomery.

### **Recommendation**

The Community and Information Services Department recommends funding both 2021 grant requests. The Montgomery Farmers' Market and Operation Give Back, in partnership with Sycamore Bridges, have demonstrated a long-term commitment to the Montgomery community's betterment. Both organizations continued their services through the pandemic and provided much-needed resources during the difficult times. These two grant requests will help the organizations continue to provide outstanding community services through 2021.

Attachments: Grant applications

Application Checklist

For your application to be considered, please ensure that all the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., Thursday, April 1, 2021, to Montgomery City Hall. Questions may be directed to Faith Lynch at 513-792-8358 or [flynch@montgomeryohio.org](mailto:flynch@montgomeryohio.org).

Please do not include the cover sheet or pages 1 through 5 of this packet with your submission.

1. Grant application includes:

- a. Group fact sheet \_\_\_\_\_
- b. Certification \_\_\_\_\_
- c. Application questionnaire \_\_\_\_\_
- d. Grant Request budget worksheet \_\_\_\_\_
- e. Proof of tax-exempt status and/or Articles of  
Incorporation as a not-for-profit organization,  
If applicable. \_\_\_\_\_
- f. Completed W-9 Form \_\_\_\_\_

Contact:

Matthew Vanderhorst  
City of Montgomery  
513-792-8323  
[mvanderhorst@montgomeryohio.org](mailto:mvanderhorst@montgomeryohio.org)



Service to Community Grant Application  
2021-2022

**Deadline: 4:00 p.m., Thursday, April 1, 2021.**

**Applications received after the deadline will not be accepted**

**Group Fact Sheet**

Group name: **Operation Give Back**

Address: **10891 Millington Court**

City: **Cincinnati**

Zip: **45242**

Mailing Address: **10891 Millington Court**

City: **Cincinnati**

Zip: **45242**

Phone: **513.489.2023**

Contact Person: **Sheila Lichtenberg**

Title: **Executive Director**

Phone: **513.489.2023**

Email: **sheilalichtenberg@ogiveback.com**

Project/Program Title: **We Thrive! Summer Kick-off Program**

Project/Program Start Date: **May 2021**

Project/Program End Date: **June 2021**

Group Fiscal Year End: **December 31, 2021**

Federal Tax ID # (EIN) **90-0155844**

**Certification**

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

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

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

**Operation Give Back**

Name of Group/Organization

Leanne Berke  
Signature of Authorizing Official

4/8/21  
Date

Leanne Berke  
Printed Name and Title of Authorizing Official

Program Director

**Application Questionnaire**

1. Funding amount requested: **\$2500**      Application submitted last fiscal year? **Yes**

Amount requested last year: **\$2500**      Amount awarded: **\$0**

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

Government Agency	Amount
<b>None</b>	

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

Partner group	Amount
<b>Sycamore Bridges</b>	<b>\$5000</b>

2. What is your group's mission statement?

**To strive for educational equity and provide community outreach to students and families in need, inspiring all to realize their full potential and give back to society.**

3. What is your group's annual budget?

<b>A. Cash Revenue/Support</b>	<b>\$240,000</b>
<b>B. Gifts In-kind</b>	<b>\$265,000</b>
<b>C. Cash Expenses</b>	<b>\$215,000</b>

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

**Operation Give Back (OGB) was founded in 2001 by Lee and Wendetta Langston, when they began helping neighborhood children in the basement of their Montgomery home. Today, OGB welcomes students daily and pantry shoppers weekly, to our 6,000 square foot youth center.**

**Operation Give Back is a non-profit organization providing afterschool tutoring and mentoring programs focused on academic subjects and life skills for at-risk, underserved students in grades 1-8. OGB provides students with a positive, nurturing environment, dedicated tutors and mentors, and family assistance in meeting practical needs to enable self-sufficiency, productivity and school success.**

**Our signature program is afterschool tutoring and homework help. We host an annual school supply give away, an annual holiday store, a weekly community food pantry, positive parenting skills and healthy awareness programs. Over the past 19 years, the program has helped hundreds of kids improve their grades and has helped hundreds of families improve their futures, while providing enriching volunteer experiences to local high school students, church members, company groups and community members.**

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

<u>Source</u>	<u>Amount</u>
A. Grants	\$10,000
B. Individuals/Organizations	\$110,000
C. Churches/Businesses	\$32,000
D. Restricted Donations	\$10,000
E. Special Events/Fundraisers	\$62,000

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

**We offer afterschool tutoring and mentoring to students living in the City of Montgomery. Additionally, we provide a community food pantry, a school supply giveaway and a holiday store to residents in need. We also provide volunteer opportunities to residents of the city, where they can tutor and mentor at-risk students, volunteer in the food pantry, and assist at the School Supply Giveaway and at the Holiday Store. Whether you receive services or volunteer at one of our events, it improves the quality of life for the Montgomery resident.**

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

Operation Give Back has supported hundreds of families in our area over the past year who are struggling financially and emotionally, due to the impact of Covid. Our Food Pantry remained open without interruption by shifting to an on-site, outdoor service model. Similarly, we hosted our Supply Giveaway and Holiday Store in a safe and efficient drive-thru format.

Though societal restrictions are gradually lifting and life is beginning the slow return to normal, the families in our community continue to feel the effects of the last year. For many, these difficult times mean that vacations have been cancelled and plans have been altered, as the intended funds were redirected to cover lost wages, health expenses, and other unforeseen costs. Nonetheless, it is important that these families are able to move forward and be given the chance to experience the joys of summer.

Operation Give Back and Sycamore Bridges are partnering to serve the community by providing local families with an opportunity to celebrate the end of a remarkable school year and the beginning of a memorable summer. The "Summer Kick Off" will be an outdoor event during which registered participants will pick up a bag filled with fabulous opportunities for fun! We recognize that the families we serve are made up of children of all ages with a range of interests, and our hope is to provide a number of different experiences. Some possible themes include Hamilton County Parks, Cincinnati Reds, Kings Island, FC Cincinnati, art fun, and more. Each bag will contain approximately \$150 worth of gift certificates, toys, snacks and other warm weather essentials (sunscreen, beach towels), all unique and centered around the selected theme.

As an example, the Kings Island choice might include two park tickets (approx. \$100), a LaRosa's gift certificate, sunscreen, and a Walker Bros gift card to wrap up a great day at the park. Conversely, the Hamilton County Park choice will contain a season pass (\$16 value), a number of drive-thru restaurant gift certificates, fishing poles, bug catchers, all to support outdoor fun. The value of the bags will remain consistent, but the contents will vary greatly.

Families will preregister by calling OGB, beginning May 3. In order to qualify, families must be residents of the Sycamore Community School District or live in the Stewart Elementary attendance area. There is no cost to register.

The event will take place at Operation Give Back on June 3 & 4, which are the first two days of summer for Sycamore students.

The bags will be assembled at Operation Give Back during the month of May.

As a follow up, we will create a Google Drive and encourage participants to email pictures of some of these fun family moments to be shared with our supporters.

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

**We will be working with a variety of Montgomery businesses as we secure materials for the bags, including restaurants and specialty shops, and we will be seeking donations from local businesses and churches. A number of Montgomery citizens have volunteered to assemble and distribute the bags.**

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

**We will partner with the Sycamore School District to identify families who are experiencing need at this tough time. Families who reach out to the district staff (counselors, administration, teachers) will be referred to us, as well as those served by Sycamore Bridges. Also, those identified by local churches, community partners (Police department, other nonprofit groups) will also be able to participate in this program. We will make all of these agencies aware of our program and provide registration information that can be shared with potential registrants.**

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

**Yes, we did receive the Community Grant from the City of Montgomery in 2018.**

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

**Residents of the City of Montgomery are invited to participate in our "Summer Kick Off" by registering to receive a themed bag of their choice.**

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

**We plan to serve approximately 125-150 families (500+ children)**

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

**None**

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

**Yes, we will partner with Sycamore Bridges, as well as requesting assistance from the Montgomery Clergy Collaborative, local businesses and our current OGB supporters.**

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

**We will be seeking feedback from the recipients regarding the contents of the various bags.**

**Additionally, we plan to use this event to promote our other giveaway programs by including informational flyers in the Summer Bags, thus extending our reach within the community. We will track the number of people who register for our food pantry, Supply Giveaway, etc, as a result of the information distributed during this event.**

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

**We will utilize social media to recognize the City of Montgomery (Facebook, Twitter and Instagram) as well as postings on our OGB website.**

17. (Bonus) How is this program related to community wellness (WeTHRIVE initiative)?

**The Summer Kick Off program is specifically designed to enhance the mental well-being of the families that we serve. There are countless articles regarding the lingering effects of the isolation that we have experienced as a society, particularly as it relates to children. Efforts to slow the spread of the coronavirus have led to drastic changes in the way children and teens learn, play and socialize, and the impact of remote learning and socially distanced classrooms has dramatically affected our youngest residents. Further, families already struggling with financial and food insecurity, for whom paychecks were cut and daycare was lost, were forced to sideline the opportunity to create special memories. The goal of our program is to provide parents and their children with the chance to return to the days of enjoying some family time together and to begin the healing process that can only happen when we, as a community, are able to come together again.**

**Grant Request Budget Worksheet**

Grant Request is for:

(Name of project/program and group name)

Amount of Grant Request

The period covered by the grant request.

**SUMMER KICK OFF PROGRAM**

**OGB/Neighborhood Bridges**

**\$2,500**

**Summer 2021**

**Project/Program Funding Sources**

- City of Montgomery \$ 2,500
- Other governmental entity \$ 0
- Other pending grants \$ 0
- Private business sponsors \$ 2,500
- Donations, events, fundraising, etc. \$ 8,750
- Other: Sycamore Bridges \$ 5,000

**Total Funding Sources**

**\$18,750**

**Project/Program Expenses**

- Personnel \$ 0
- Equipment \$ 0
- Materials \$ 18,750
- Other \$ 0

**Total Expenses**

**\$ 18,750**

**Final report**

The final report must include an itemized budget with a copy of financial statement or statements of income and expenditures and assets and liabilities. The report must also include lessons learned and the impact of the project and grant.

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

1. The amount and check number.
2. The date paid.
3. To whom payment was made.
4. The purpose of the expenditure.
5. Documentation of matching fund, including names and time worked if service hours contributed to matching fund requirements.
6. Documentation of the recognition given to the City of Montgomery for the support provided through this grant.

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

Scoring Sheet



IRS Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248205661  
July 10, 2017 LTR 4168C 0  
90-0155844 000000 00

00024198  
BODC: TE

OPERATION GIVE BACK  
% LEE R LANGSTON  
10891 MILLINGTON CT  
BLUE ASH OH 45242

034179

Employer ID Number: 90-0155844  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated June 28, 2017, regarding your tax-exempt status.

We issued you a determination letter in October 2004, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Operation Give Back</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ► <b>Nonprofit 501(c)(3)</b>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>10891 Millington Court</b>	<b>Requester's name and address (optional)</b>
<b>6</b> City, state, and ZIP code <b>Cincinnati, OH 45242</b>	
<b>7</b> List account number(s) here (optional)  <b>80002156</b>	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>								
			-				-	
<b>or</b>								
<b>Employer identification number</b>								
9	0		-	0	1	5	5	8 4 4

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ► *Shula Ruckenberg*

Date ► 12/15/2020

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

# Montgomery Farmer's Market

Date: April 1<sup>st</sup>, 2021

City of Montgomery  
Service to Community Grant Program  
10101 Montgomery Rd.  
Montgomery, OH 45242

Dear Grant Administrator:

Please find enclosed the documents requested for consideration of the City of Montgomery Service to Community Grant. My hope is that the City of Montgomery will once again partner with our Board & Volunteers in providing grant funds that will be used to support specific programs offered through the Montgomery Farmers' Market.

We are requesting a grant of \$2,500 which will help us to provide many of the special events which our vendors and customers enjoy partaking in during their weekly Saturday outing to the Montgomery Farmers' Market. We were not able to provide these special events during the 2020 Summer due to Covid-19. Many of our customers shared with us last season that while they understood the 'why' behind not offering the special events that they would look forward to the return of these special events in the summer of 2021. The Montgomery Farmers' Market board members and the MFM Manager have been meeting regularly since the first of the year to prepare for our opening day on May 1<sup>st</sup> where we will welcome back our vendors and customers. With the anticipated assurance from our Governor regarding Covid-19, we are confident that we will be able to host all the special events at some point during this market season from musicians to the highly anticipated Kids Tasting Event.

The Montgomery Farmers Market is a community service that is supported by volunteers who have worked tirelessly over the last 10+ years and are now enjoying the visible expansion of the market from both vendors & customers of all ages who look forward to greeting each other while shopping for fresh, locally produced food. With this grant we look forward to adding 'more' fun into the weekly Farmers Market.

Included with this cover letter is the Group Fact Sheet, Certifications, Application Questionnaire and the Budget Worksheet, as required in your guidelines.

Thank you for taking time to consider this grant request. Stuart Zanger, Board President, will be happy to respond to any questions you may have. You may call him at (513) 919-1270.

Sincerely,







*Connie Banning* / Board Member / Volunteer / March 30<sup>th</sup> 2021  
Signature  
*Connie Banning*  
Printed Name

For your application to be considered, please ensure that all the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., Thursday, April 1, 2021, to Montgomery City Hall. Questions may be directed to Faith Lynch at 513-792-8358 or [flynch@montgomeryohio.org](mailto:flynch@montgomeryohio.org).

Please do not include the cover sheet or pages 1 through 5 of this packet with your submission.

1. Grant application includes:

- a. Group fact sheet
- b. Certification
- c. Application questionnaire
- d. Grant Request budget worksheet
- e. Proof of tax-exempt status and/or Articles of Incorporation as a not-for-profit organization, If applicable.
- f. Completed W-9 Form

Contact:

Matthew Vanderhorst  
City of Montgomery  
513-792-8323  
[mvanderhorst@montgomeryohio.org](mailto:mvanderhorst@montgomeryohio.org)

**Deadline: 4:00 p.m., Thursday, April 1, 2021.**

**Applications received after the deadline will not be accepted**

**Group Fact Sheet**

Group name: Montgomery Farmers Market

Address: 9609 Montgomery Road

City: Cincinnati Zip: 45242

Mailing Address: 9484 Longren Court

City: \_\_\_\_\_ Zip: 45242

Phone: 513- 706-6070 Fax: \_\_\_\_\_

Contact Person: Adrienne Davidson

Title: Market Manager

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

Email: montfarmersmkt@gmail.com

Project/Program Title: Montgomery Farmers Market - Season 2021

Project/Program Start Date: May 1<sup>st</sup> 2021 Project/Program End Date: October 30, 2021

Group Fiscal Year End: December 31st Federal Tax ID # (EIN) 27-2192181

**Certification**

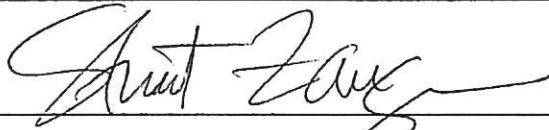
Groups or organizations applying for the fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined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

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

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

Montgomery Farmers Market

Name of Group/Organization



Signature of Authorizing Official

Date

STUART ZANGER

3/31/21

Printed Name and Title of Authorizing Official

**Application Questionnaire**

1. Funding amount requested: \_\$2,500\_ Application submitted last fiscal year? 2020

Amount requested last year: \_\$2,500\_ Amount awarded: \_\$2,000\_

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

Government Agency	Amount
<u>None</u>	<u>None</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

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

Partner group	Amount
<u>None</u>	<u>None</u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

2. What is your group's mission statement?

The mission of Montgomery Farmers' Market is to provide access to healthy, fresh, seasonal, locally-grown produce and other healthy, locally-produced foods for the residents of, and visitors to, the Montgomery community; to further develop our sense of community here; and to encourage commerce and trade in our city.

3. What is your group's annual budget? \$21,405

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

The Montgomery Farmers' Market started in 2010 as a graduation project of that year's MCLA class. It came together in about six weeks, and, with the City's help, started on Shelly Lane. The next year, MFM moved to Montgomery Elementary School, where it had a couple of rocky years. But, by year 4, the Market began to grow and Montgomery residents took notice, and showed up. Today, MFM has dozens (35+) of vendors and, at its peak, 1000-1500 customers on a Saturday morning and this was consistent even in the summer of 2020, the year of the COVID-19 pandemic. The purpose of the Market is to provide healthy access to fresh, locally-grown produce and other locally-made food; to develop our sense of community in Montgomery; to encourage and involve local businesses. In addition, we are committed to supporting family farms and start-up food businesses. We offer opportunities for community non-profits to promote their events, such as the twice-a-year Plant Swap and Operation Give Back. We are committed to exposing children to new foods they may not have tasted, and to show them where their food comes from.

Over the previous 10 years, we have become a gathering place on Saturday mornings, where neighbors see other neighbors, where customers can sit and relax and listen to music while drinking a cup of coffee, and where residents can remember what small-town life was like when communities gathered together.

Our goals never included growth. Our overriding goal was to make this “Montgomery’s farmers’ market.” We focused on recruiting the best vendors we could find, including as many Montgomery residents as possible. Our vendors tell us that Montgomery is the best-run market they attend. They also tell us that they “bring their A-game” to Montgomery, because that’s what the other vendors do. And they tell us they like the customers in Montgomery; they’re friendly. It’s no surprise why we have many repeat vendors.

We created partnerships with local businesses, through the Chamber of Commerce, and with the Sycamore Schools. Besides use of Montgomery Elementary, student volunteers from Sycamore HS receive credit toward their required volunteer hours at MFM.

Our goals include bringing together our neighbors and friends on Saturday morning, and giving them all a satisfying and efficient experience. Our customers tell us they enjoy coming to the Market; we know that because attendance has grown, slowly and continuously over the years. Our goals for the future remain the same: offer quality and variety and a safe, pleasant experience where “community” can happen. The rest will take care of itself.

There is one additional goal. If the growth of our customer base continues, we will want to add new vendors. But, we are land-locked at Montgomery Elementary. With the City’s help, we will explore a larger space, perhaps the new Montgomery Quarter.

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

Source	Amount
Vendor Fees	\$12,585

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

Using the City's own words, "All projects must be a creative effort to address an identified issue and build on assets in the community to improve conditions and enhance the quality of life in Montgomery." MFM works every week to create community, to make Montgomery a better, friendlier place, and more connected place to live by bringing together neighbors, and to offer the best freshly grown produce, artisan baked goods and take-home meals.

Inclusive, bring the community together, and involve the community in the project, open to the general public. MFM is open to all segments of the community, including those who use their SNAP-EBT benefits at the Market. Our board is made up of Montgomery residents. Some of our vendors and musicians come from Montgomery, as do the local businesses who use the booth set aside just for them. MFM partners with the National Honor Society at Sycamore HS to recruit volunteers who get credit for their hours with the Market. We welcome seniors who volunteer with the Market. And, we have in the past partnered with Montgomery Presbyterian Church to host the Winter Market in November and December except for the fall of 2020 due to Covid 19.

Community groups to team up to create transformative change in our city. Special consideration will be granted to applications that involve more than one entity. MFM teams up with the Chamber of Commerce, Sycamore Schools, the Plant Swap (Beautification), We Are Montgomery, non-profits like Operation Give Back and local churches. In addition to the above, this year we are in discussion with the Montgomery Elementary PTA group discussing fundraising ideas that fits the mission of the MFM.

Including youth, and clearly provide benefits to the entire community. MFM is a Saturday morning destination for parents with children. We have created several programs just for children, including the bellringer to open the Market, and prior to the 2020 Covid Year, we supported the scavenger hunt for the peas, a craft project every month when children design and make their own button, and the Kid's Tasting Event, which brings hundreds of children to the Market, which was our biggest event of the year. Additionally, prior to the 2020 Covid Year, we made space free-of-charge for the 4th graders at Montgomery Elementary to sell the lettuce they grew in their school garden.

Projects dedicated to community wellness will receive ten additional bonus points in the scoring process. Community wellness projects, as defined in the WeTHRIVE! Initiative, are programs dedicated to teaching healthy eating, healthy living, and exercise. MFM is a wellness event every week, offering fresh, clean locally-grown produce, freshly baked bread, and many vegetarian and vegan meals to take home. And as already stated, we focus on children, so they can begin to understand how their food is grown, and encourage them to taste new things with our annual Kid's tasting event.

Enjoyable, build citizen leadership capacity, and provide opportunities to increase social connections among residents. Is it enjoyable? Our continuous growth and feedback would say yes. MFM's board is comprised of Montgomery residents, who lead the effort 12 months of the year. And if you stand behind the Managers table with us, you will see residents greeting their neighbors, hugging their neighbors, starting conversations and "increasing social connections among residents."

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

We anticipate seeing more normal times this summer and are planning to use the funds for programs and events that are not necessary to conduct a farmers' market, but enhance the Market and either draw more people in, or give them reasons to linger and spend more time. Specifically, the weekly musician (\$850), the children's peas game (\$520), the Kid's Tasting Event (\$250); SNAP-EBT (\$520) and COVID-19 Special Items (\$600).

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

Montgomery Farmers' Market is like a hand and glove, fitting the City's guidelines by engaging citizens in large numbers every week from May-December (summer and winter market). The project is open to the public. We encourage and invite participation at the Board level, especially from MCLA alums. We have created partnerships with the business community, the schools, non-profits and churches. We have created programs targeted to young people. And we provide fresh, healthy, high-quality food to the entire community, including those who double their SNAP benefits at the Market by using the Produce Perks program.

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

We serve the entire Montgomery community, including those who use SNAP benefits. We provide signage at the entrance to the market about SNAP/EBT and verbally share with those customers that we are able to double their benefits with the use of the Produce Perks program, which is enthusiastically supported by the board and volunteers of the MFM. We are always looking for ways to promote the Market's SNAP and Produce Perks programs with other local community organizations.

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

We received this Service To The Community Grant the first three years it was awarded. We received some grant money three years ago to start up the SNAP-EBT and Produce Perks project at the Market, which serves those in our community who live with food insecurity. We also received the grant in 2020 which was used to support the additional supplies required for COVID such as masks, tape, signs for traffic direction and setting up an entrance/exit for the market.

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

Besides offering fresh food and a weekly gathering place where "community happens," we have become a platform to assist local nonprofits and community events. We continue to find ways the Market can be helpful in the community. Two examples. In 2019, the City brought its model of the roundabout to the Market and set up remote control model cars, so people could practice. For a few years, the Plant Swap has been at the Market on opening day and again in September. Organizers tell us it has helped to increase the visibility and participation at their events.

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

Due to Covid-19 in 2020, we established an entrance and exit to promote a walk plan to encourage less lingering and crossing paths of others as best we could. Because of the new 'entrance', we were able to take more accurate counts of visitors and at the height of the season we counted more than 1,000 people entering the market and we expect the draw to be as good or better than the 2020 Covid-19 year.

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

None

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

Yes, please see our cover letter.

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

With expertise and extra support from new Board members, we were able to send a survey to those customers who have provided an email as well as poll our vendors following the 2020 Covid-19 year and we plan to repeat the survey as one way to identify opportunities to improve this community program. One way we evaluate success is by how strong the connection is between customer and vendor. We clearly heard this in the responses from both our customers and vendors. One of our vendors confided in us that this was their best year ever!

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

We plan to feature the City's grant in our weekly email blast (over 900+ recipients), on our website and on our Facebook page (2000).

17. (Bonus) How is this program related to community wellness (WeTHRIVE initiative)? See page 1, #6, under funding criteria.

Built into the MFM is a community wellness program centered around healthy eating of fresh fruits and vegetables, grass-fed pastured meats, organic food, sourdough bread, and high-quality, take-home meals. In the past, MFM has offered cooking demonstrations, recipes using Farmer Market veggies, and guests to answer questions about gardening and composting. In fact, MFM worked with a local doctor who brought forty of his patients to the Market to teach them about healthy eating. For children, the Market is a "laboratory" to learn about fruits and vegetables, plus we offer the Kid's Tasting Event every



Service to Community Grant Application  
2021-2022

summer (except 2020), when our vendors bring tastes of something new for children to try. In 2019, we had about 200 children participate.

### Grant Request Budget Worksheet

Grant Request is for:

Montgomery Farmers Market

(Name of project/program and group name)

Amount of Grant Request

\$2,500

The period covered by the grant request.

2021 Season

Project/Program Funding Sources

- City of Montgomery
- Other governmental entity
- Other pending grants
- Private business sponsors
- Donations, events, fundraising, etc.
- Other: Vendor Fees

\$

\$

\$

\$5,000

\$1,000

\$15,405

Total Funding Sources

\$21,405

Project/Program Expenses

- Personnel (MFM Manager & Musician)
- Equipment (Snap)
- Materials (Kids, Signs, Covid items etc)
- Other (Insurance, adv., web hosting etc)

\$15,550

\$520

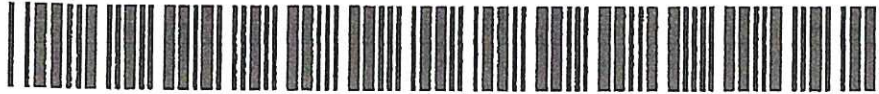
\$1,924

\$2550

Total Expenses

\$20,544

*FEDERAL ID # 27-2192181*



DATE 03/19/2010	DOCUMENT ID 201007700602	DESCRIPTION ARTICLES OF ORGNZTN/DOM. NONPROFIT LIM.LIAB. CO. (LCN)	FILING 125.00	EXPED .00	PENALTY .00	CERT .00	COPY .00
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**Receipt**

This is not a bill. Please do not remit payment.

VALERIE TAYLOR  
JOHN FINOCHARO  
10039 WIMBLEDON CT  
CINCINNATI, OH 45242

# STATE OF OHIO CERTIFICATE

Ohio Secretary of State, Jennifer Brunner

1922650

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

**MONTGOMERY FARMERS' MARKET, LLC**

and, that said business records show the filing and recording of:

Document(s):  
**ARTICLES OF ORGNZTN/DOM. NONPROFIT LIM.LIAB. CO.**

Document No(s):  
**201007700602**



United States of America  
State of Ohio  
Office of the Secretary of State

Witness my hand and the seal of the  
Secretary of State at Columbus, Ohio  
this 15th day of March, A.D. 2010.

*Jennifer Brunner*

Ohio Secretary of State



**Form 533A Prescribed by the:  
Ohio Secretary of State**

Central Ohio: (614) 466-3910  
Toll Free: (877) SOS-FILE (767-3453)

[www.sos.state.oh.us](http://www.sos.state.oh.us)  
[Busserv@sos.state.oh.us](mailto:Busserv@sos.state.oh.us)

**Expedite this form: (select one)**

Mail form to one of the following:

☐ Expedite PO Box 1390  
Columbus, OH 43216

\*\*\* Requires an additional fee of \$100 \*\*\*

☒ Non Expedite PO Box 670  
Columbus, OH 43216

**ARTICLES OF ORGANIZATION FOR A DOMESTIC  
LIMITED LIABILITY COMPANY**

**Filing Fee: \$125.00**

**(CHECK ONLY ONE (1) BOX)**

<p>(1) <input type="checkbox"/> Articles of Organization for Domestic For-Profit Limited Liability Company (115-LCA) ORC 1705</p>	<p>(2) <input checked="" type="checkbox"/> Articles of Organization for Domestic Nonprofit Limited Liability Company (115-LCA) ORC 1705</p>
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2010 APR 15 PM 8:23

Name of limited liability company

Montgomery Farmers' Market, LLC

Name must include one of the following words or abbreviations: "limited liability company," "limited," "LLC," "L.L.C.," "ltd.," or "ltd"

Effective Date 3/1/2010 (The legal existence of the limited liability company begins upon the filing of the articles or on a later date specified that is not more than ninety days after filing)  
(Optional) mm/dd/yyyy

This limited liability company shall exist for \_\_\_\_\_  
(Optional) Period of Existence

Purpose To develop and maintain a farmers' market in the city of Montgomery, OH.  
(Optional)

☐ Check here if additional provisions are attached

**ORIGINAL APPOINTMENT OF AGENT**

The undersigned authorized member(s), manager(s) or representative(s) of

Montgomery Farmers' Market, LLC

Name of Limited Liability Company

hereby appoint the following to be Statutory Agent upon whom any process, notice or demand required or permitted by statute to be served upon the limited liability company may be served. The name and address of the agent is

John Finocharo

Name of Agent

10039 Wimbledon Ct

Mailing Address

Cincinnati

City

Ohio

State

45242

Zip Code

☐ If the agent is an individual and using a P.O. Box, check this box to certify the agent is an Ohio resident.

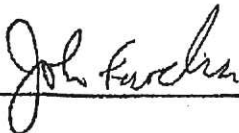
**ACCEPTANCE OF APPOINTMENT**

The undersigned, named herein as the statutory agent for

Montgomery Farmers' Market, LLC

Name of Limited Liability Company

hereby acknowledges and accepts the appointment of agent for said limited liability company

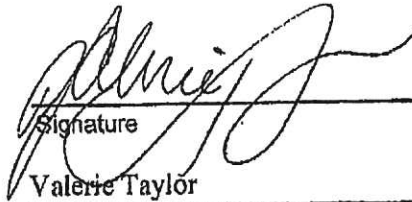


Agent's Signature

By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document on behalf of the limited liability company identified above.

**REQUIRED**

Articles and original appointment of agent must be authenticated (**signed**) by a member, manager or other representative.



Signature

Valerie Taylor

Print Name

3/8/2010

Date

Signature

Date

Print Name

Signature

Date

Print Name

(See Instructions Below)

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Montgomery Farmers' Market, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► C

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

c/o 8265 Mellon Drive

6 City, state, and ZIP code

Montgomery, OH 45242

7 List account number(s) here (optional)

Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

27 - 2192181

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

*Robert C. Bentley*  
TREASURER, MONTGOMERY FARMERS' MARKET LLC

Date ► 3/31/2020

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

*Non-Profit Corporation*

*These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.*

City of Montgomery  
Government Affairs Committee Minutes  
March 8, 2021

Present

Brian Riblet, City Manager  
Tracy Henao, Asst. City Manager/Acting Community Dev. Dir.  
Connie Gaylor, Clerk of Council  
Matthew Vanderhorst, Community and Information Services Director  
Julie Machon, Recreation Director

City Council Committee Members Present

Ron Messer, Chair  
Craig Margolis  
Lynda Roesch, Teleconference

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The Government Affairs Committee of Council convened its meeting for March 8, 2021 at 4:30 p.m. in person and by telephone conference with Mr. Messer presiding. This remote access meeting was allowed by emergency legislation adopted last week by the Ohio General Assembly and approved by the Governor. The emergency legislation added language to RC Section 121.22 allowing public meetings by telephone conference during the current pandemic and declared State of Emergency. As required by the statute, notice of the telephonic meeting was publicized more than 24 hours in advance to allow public access through the same conference call in service. The public was also given a backup number to call in the event there were technical difficulties. This Notice was posted on the City's website and a similar Notice was sent to The Cincinnati Enquirer.

Surplus Equipment-Public Works Department

Ms. Machon explained that the Public Works department is requesting that a 2005 Dodge Caravan be declared as surplus by the Government Affairs Committee of City Council. She explained that the vehicle has 37,444 miles on it and is valued at \$4,000. She explained that, if approved as surplus, the vehicle will be disposed of through GovDeals.com.

Mr. Riblet explained that we usually do very well with the auction of surplus items on GovDeals.com and its typical to get well above the Kelley's Blue Book value.

Mr. Margolis made a motion to declare the 2005 Dodge Caravan surplus and to dispose of it through GovDeals.com. Ms. Roesch seconded. The Committee unanimously agreed.

Surplus Equipment-Finance Department

Mr. Riblet explained that staff is requesting that a Printronix #P5205B printer be declared as surplus as it is no longer needed due to software upgrades. Mr. Vanderhorst stated that the age of the printer makes it only valuable for parts.

Mr. Margolis made a motion to declare the printer as surplus and to dispose of it through GovDeals.com. Ms. Roesch seconded. The Committee unanimously agreed.

City Council Government Affairs Committee Minutes  
March 8, 2021  
Page 2.

### Discussion of 2021 Municipal Pool Season

Mr. Riblet explained to the Committee that staff is at the point of needing to make a decision regarding the 2021 Pool Season. He stated that last year we did not know if we could open the pool, but we were allowed to open at 50% capacity with restrictions. He explained that to meet the restrictions, staff took an alternate approach of selling tickets for multiple sessions a day rather than season memberships. He explained that staff worked with SwimSafe, the pool management contractor, to offer a vital service to the community even though we knew it would be a financial loss. He stated that when we closed the pool for the season, we paid SwimSafe \$130,000 and earned revenue of \$80,000. He stated that SwimSafe issued a credit of \$11,000 off their contract that was carried over into 2021, leaving us with a \$40,000 deficit. Mr. Riblet stated that for most municipal pools that if you break even, it is a good year. He stated that hopefully by June, the restrictions will be lifted, and we can go back to 100% capacity. Mr. Riblet stated that Ms. Machon was in attendance to propose cost saving options for the Committee to consider.

Ms. Machon explained that after looking at the expenses and revenues as well as the attendance for the 2020 season, she comprised the following options to consider in case we are still restricted at the time the pool opens. They are as follows:

- Increase capacity of the pool-Ms. Machon explained that last year the maximum capacity at the pool was 105 because of the surface area. She explained that if the pool deck area were expanded, we could increase that number to 130. She stated that this increase would result in an additional \$5,000 in estimated revenue.
- Sell packaged items at the front desk-Ms. Machon explained that by selling packaged items and water bottles at the front desk there would be no operations inside concession which would result in \$10,000 of contract savings.
- Allow non-residents to attend the pool, with restrictions-Ms. Machon explained that last year only residents were able to purchase tickets. She explained that if we allowed non-residents to purchase tickets with restrictions it would result in an additional \$5,000 in estimated revenue. She explained that the following restrictions could be used as a measure to control the number of people at the pool:
  - Residents would have the first opportunity to purchase tickets before it opened up to non-residents.
  - Holiday weekends are open to residents only.
  - Make the first two weeks of the pool opening for residents only.
- Change time blocks on the weekends-Ms. Machon explained that having two-time blocks on the weekends versus three would result in a \$2,100 contract savings. She stated that the hours of the pool could be 11:00 am to 7:30 pm, with a break in the middle splitting the sessions.
- End Pool Season on August 21, with Dog Swim on Aug 22-Ms. Machon explained that by ending the pool season early, it would result in \$5,750 in contract savings.

*These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council.*

City Council Government Affairs Committee Minutes  
March 8, 2021  
Page 3.

Mr. Riblet stated that while it is hard to forecast what the season would be like depending on the weather, he thought the last idea could be more fluid and the loss would not be as significant to the residents.

Mr. Margolis asked how the 50% capacity was determined.

Ms. Machon replied that it was a guideline issued by Governor DeWine.

Ms. Roesch stated that she would like to have this proposal shared with the Parks and Recreation Commission at their next meeting. She asked how we could handle memberships if the restrictions were lifted in the middle of the season.

Ms. Machon replied that she thought we would have to determine that on a weekly basis depending on when the restrictions were lifted.

Mr. Margolis stated that he never thought of the pool as a revenue generator but now that the heater has been installed, he sees it as a potential revenue generator.

Mr. Riblet stated that staff felt it was very important to open last year so the residents would have a recreational outlet in the midst of all the closures. He stated that we still want to offer that service, but we could reduce an anticipated deficit based on some of the cost saving measures that Ms. Machon has suggested.

Ms. Roesch stated that she was in favor of minimizing the gap in revenue and opening the pool. She stated that it was an important service to the community, and we should do what we can to keep it open.

Mr. Messer asked if we had a benchmark against other communities like Blue Ash or Madeira.

Ms. Machon stated that a report that came out of the National Parks and Recreation Association (NPRA) showed that on average there was \$195,000 lost last year in pool membership sales. She stated that we did better than those pools that actually opened and many did not.

Mr. Riblet stated that our intent is to provide a service to the community and that staff will do what they can to increase revenue and decrease the gap. He stated that we would wait for direction from the Parks and Recreation Commission.

#### Update of 2021-2026 Strategic Plan Process

Mr. Riblet explained that he, Ms. Henao, and Mr. Vanderhorst are working with Amy Paul of Management Partners, and Eric Rademacher with the University of Cincinnati to create the final draft of the Resident Survey. He stated that the draft was sent to City Council for feedback. He stated that he wanted to share final comments today with the Committee in order to send to the University of Cincinnati for final editing before going out to residents beginning March 15. He stated the deadline was April 5 but that could be extended to April 12 if needed. He added that Eric Rademacher is scheduled to come to the May 26 Work Session to present the results of the resident survey. Mr.

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Riblet stated that dates would need to be selected for an anticipated retreat in August to establish the goals for the 2021-2026 plan.

Mr. Riblet explained that staff will review the environmental scan internally. He stated that subjects of interest would be how operations are functioning post-covid, the establishment of the DORA, the Montgomery Quarter, and determine the future of the Montgomery Bulletin being hard copy versus online. Mr. Riblet gave kudos to Ms. Henao and Mr. Vanderhorst for their efforts so far on the preparation of the plan.

Ms. Roesch asked if the survey would go out online or by letter. She stated that she thought the questions looked good.

Mr. Riblet responded that the survey went out 1<sup>st</sup> class mail last year as that was at a minimal cost. He stated that it could be sent out as an email blast and then secondarily as a postcard.

Mr. Riblet shared that staff trimmed some of the questions on the survey to keep it under 20 minutes, but the final draft included very good questions.

Mr. Messer asked if there were questions about traffic control.

Mr. Riblet stated that usually under "comments" we get feedback. He stated that in the current plan, there are goals to address traffic management. He stated that a traffic signal improvement project would be bid this year to also address the traffic congestion on Montgomery Road.

Mr. Margolis made a motion to support the resident survey to go out as written. Ms. Roesch seconded. The Committee unanimously agreed.

#### Other Business

Mr. Riblet explained that a small subcommittee met on Friday, March 5 to discuss a memorial for Gerri Harbison. He explained that on the subcommittee was Marcallene Shockey, Greg Leader, Ms. Roesch, Ms. Machon, Ms. Gaylor, and himself. Mr. Riblet provided a copy of ideas that were created and discussed at the subcommittee meeting. He explained that many groups have come forward to donate to a memorial for Mrs. Harbison. He stated that he has asked those groups to hold off until staff and Council could discuss options.

Mr. Riblet shared a policy that was updated by City Council in 2002 that references the renaming of parks or streets. He pointed out that the policy prohibits the renaming of parks and streets and was prompted after Ted Gregory Lane was named. He explained that some of the ideas suggested renaming Montgomery Park or the July 4<sup>th</sup> parade and festival after Mrs. Harbison as she was the Council Member who initiated holding the festival.

Ms. Roesch stated that the policy referred to an existing park or road. She suggested that a park in the Montgomery Quarter could be named after Mrs. Harbison. Ms. Roesch agreed that Mrs. Harbison was instrumental in creating the July 4<sup>th</sup> Festival in Montgomery Park. Ms. Roesch stated that she remembered the resistance to the renaming of Ted Gregory Lane. She stated she did not have a

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problem with renaming Montgomery Park.

Mr. Margolis stated that he would not have a problem with renaming the festival.

Mr. Riblet explained that he spoke with Council Member Suer about the policy that is 20 years old. He asked if it was time to review the policy. He stated that Mr. Suer agreed to review the policy and make revisions.

Ms. Roesch stated that it was worth discussing. She stated that she did not know if others would feel strongly about renaming a park.

Mr. Riblet stated that we have to make sure when we discuss it that we are comparing apples to apples and if we are discussing a business or community member versus an elected official. He stated that we also need to consider that Ms. Roesch and Mr. Suer have had the longest tenure on Council so how would we honor them when they were no longer on Council. He stated that discussion was two-fold. One to review an old policy and two to decide a tribute for Mrs. Harbison.

Mr. Margolis stated that there is an important distinction between a business member and a public servant. He stated that he also felt like the honor should be done post-mortem as a member's service could be tarnished after they leave public service.

Ms. Roesch and Mr. Messer agreed with Mr. Margolis that any permanent memorials should be done post-mortem.

Mr. Messer asked if anyone had spoken with Mike Harbison.

Mr. Riblet stated that he had spoken with Mr. Harbison to let him know that something would be done but that it was not determined what that would be yet. Mr. Riblet explained that Mr. Harbison was planning to hold a public celebration of life around July 4<sup>th</sup>. He stated that we would definitely get his input on what was being proposed. Mr. Riblet stated that staff would send out information to the Boards and Commission members, other staff, and the Chamber of Commerce to get their feedback. He stated that they would also be asked if they would be willing to make private donations. Mr. Riblet stated that with the tight timeframe that maybe we would unveil the form of recognition at the July 4<sup>th</sup> Festival which would include Mr. Harbison.

Mr. Margolis suggested asking a specific dollar range for contributions, such as \$0-\$20 or \$20 or more. He stated this would help to determine the type of memorial that could be planned.

Mr. Riblet stated that staff would send out an email to the above-mentioned group with a deadline to submit their responses. He stated that staff would come back to the Committee in April with the information. Mr. Riblet asked the Committee if they wanted to do a deeper review of the policy to add alternate language.

Ms. Roesch replied that she felt we needed to do a review and add alternate language.

Mr. Margolis agreed.

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Mr. Messer also agreed.

Mr. Riblet stated that staff would review the policy and bring back suggested revisions to the April meeting for Committee feedback then take it to Council as well.

Mr. Margolis stated that on a different note that as Mrs. Harbison usually handled the scheduling of the City Manager and Law Director Reviews, he wondered if staff would have procedures on file to prompt the timeliness of the processes.

Mr. Riblet stated that staff can handle those processes however City Council would like them to. He added that Mrs. Harbison would take the lead, but staff could provide reminders to the Government Affairs Chair to start the processes.

#### Guests and Residents

Mr. Messer asked if there were any guests or residents on the line that wished to speak. There was no response.

#### Minutes

Mr. Margolis moved to approve the January 11, 2021 Government Affairs Committee minutes. Ms. Roesch seconded. The Committee unanimously agreed.

#### Adjournment

Mr. Margolis moved for adjournment. Ms. Roesch seconded. The Committee unanimously agreed. The Governmental Affairs Committee of Council meeting was adjourned at 5:33 p.m.

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Chair