

From: Eileen Korey <ek@eileenkorey.com>
Sent time: 12/06/2015 10:51:02 PM
To: Butler, Kevin <Kevin.Butler@lakewoodoh.net>
Subject: Re: Key messaging documents

Thanks!!!

Sent from my iPhone
2164708737

On Dec 6, 2015, at 9:35 PM, Butler, Kevin <Kevin.Butler@lakewoodoh.net> wrote:

FYI.

Kevin M. Butler, Director of Law
City of Lakewood | Law Department
(216) 529-6034
kevin.butler@lakewoodoh.net

From: Butler, Kevin
Sent: Sunday, December 06, 2015 9:35 PM
To: Summers, Mike; Anderson, David; Bullock, Tom; Juris, Shawn; Madigan, Mary; Marx, Cynthia; Mary Louise Madigan (mlmadigan9@hotmail.com); Nowlin, Ryan; O'Leary, Sam
Cc: McEwen, Colin; Siley, Dru; Pae, Jennifer; Smyers, Robyn Minter (Robyn.Smyers@thompsonhine.com); Cathryn E. Greenwald (Cathryn.Greenwald@ThompsonHine.com)
Subject: Key messaging documents

Privileged and confidential communication

Mayor, Councilmembers,

Thanks for participating in some very thorough meetings over the course of the day.

Attached are four documents prepared by Colin and Eileen with my input. They are:

1. Draft Monday schedule, including timeline of emails, media briefing, release of documents
2. Draft Media Release, which is to be posted on the city's website, along with link to Key Points document (in your words)
3. Key Points document (in your words)
4. Revised draft of the FAQ's, which will not be posted yet, but can be used as a guide to answer questions as the roll-out continues

A reminder from Eileen to all of you: Please prepare your own comments in writing (for verbal delivery at the media briefing, about a minute in length), and forward those comments to me and Colin. If you would like Eileen's assistance, please call her directly at (216) 470-8737. Colin or Eileen may reach out to you tomorrow if they haven't heard from you first.

Tomorrow I will send the finalized version of the Key Highlights of Master Agreement that would be attached to the add-on ordinance as an exhibit at the meeting tomorrow, as well as the ordinance itself.

Best wishes,

Kevin

Kevin M. Butler
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<Monday schedule (rollout).docx>

<DRAFT press release 12-6-15 (EK revisions).docx>

<Key Points 12-7-15.docx>

<FAQs for public 12-7-15.docx>