

# Pride ~ Progress ~ Possibilities

**Riverside Municipal Building  
5200 Springfield Street, Suite 100  
Riverside, Ohio 45431**

**June 6, 2024**

Council Meeting

**6:00 P.M.**

City Council

PETER J. WILLIAMS, MAYOR

ANDY BROWN  
MIKE DENNING  
BRENDA FRY  
ZACHARY JOSEPH  
SARA LOMMATZSCH  
JESSE MAXFIELD

Josh Rauch, City Manager

Katie Lewallen, Communications Manager/Clerk of Council

# Calendar for year 2024 (United States)



Council Business Meeting

Council Business Meeting

## January

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- Jan 1 • New Year's Day
- Jan 15 • Martin Luther King Jr. Day
- Feb 19 • Presidents' Day
- May 27 • Memorial Day

- Jun 19 • Juneteenth
- Jul 4 • Independence Day
- Sep 2 • Labor Day
- Oct 14 • Columbus Day

- Nov 11 • Veterans Day
- Nov 28 • Thanksgiving Day
- Dec 25 • Christmas Day

# AGENDA

Please place all cell phones in silent mode before the meeting begins.

## RIVERSIDE CITY COUNCIL

**Riverside Administrative Offices  
5200 Springfield Street, Suite 100  
Riverside, Ohio 45431**

**Thursday, June 6, 2024  
Business Meeting 6:00 P.M.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) EXCUSE ABSENT MEMBERS
- 4) ADDITIONS OR CORRECTIONS TO AGENDA
- 5) APPROVAL OF AGENDA
- 6) PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
- 7) PROCLAMATIONS – Valedictorians/Salutatorians from Carroll High School and Walter E. Stebbins High School
- 8) MINUTES – Approval of minutes from the May 2, 2024, council business meeting and May 9, 2024, council work session.
- 9) ACCEPTANCE OF CITIZEN PETITIONS
- 10) PUBLIC COMMENT ON AGENDA ITEMS
- 11) NEW BUSINESS
  - A) ORDINANCES
    - I) **Ordinance No. 24-O-851** – An ordinance approving a change in the district boundaries as shown on the zoning map of the City of Riverside, Ohio for the site known as 1600 Brandt Pike, Parcel ID No. I39 00518 0017, from R-3 Medium Density Residential District to B-2 General Business District.
  - B) RESOLUTIONS
    - I) **Resolution No. 24-R-2940** – A resolution by the Riverside City Council authorizing an increase in the Clerk of Council’s annual salary effective June 1, 2024.
    - II) **Resolution No. 24-R-2941** – A resolution providing for the submission to the electorate of an amendment to Article V, Section 5.03(A), amending Section 5.03(A), “Procedure for Passage of Ordinances,” of the Charter of the City of

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please notify the City of Riverside at least 72 hours in advance by calling 937.233.1801.*

Riverside, Ohio, and to place on the ballot at the General Election, November 5, 2024.

- III) **Resolution No. 24-R-2942** – A resolution providing for the submission to the electorate of an amendment to Article VI, Section 6.03(I), amending Section 6.03(I), “Powers and Duties,” of the Charter of the City of Riverside, Ohio, and to place on the ballot at the General Election, November 5, 2024.
- IV) **Resolution No. 24-R-2943** – A resolution providing for the submission to the electorate of an amendment to Article IX, Section 9.03, amending Section 9.03, “Planning Commission,” of the Charter of the City of Riverside, Ohio, and to place on the ballot at the General Election, November 5, 2024.
- V) **Resolution No. 24-R-2944** - A resolution providing for the submission to the electorate of an amendment to Article IX, Section 9.05, amending Section 9.05, “Board of Zoning Appeals,” of the Charter of the City of Riverside, Ohio, and to place on the ballot at the General Election, November 5, 2024.
- VI) **Resolution No. 24-R-2945** – A resolution providing for the submission to the electorate of an amendment to Article IV, Section 4.12, amending Section 4.12, “Clerk of Council,” of the Charter of the City of Riverside, Ohio, and to place on the ballot at the General Election, November 5, 2024.
- VII) **Resolution No. 24-R-2946** – A resolution providing for the submission to the electorate of an amendment to Article X, Section 10.03, amending Section 10.03, “Conduct of Elections,” of the Charter of the City of Riverside, Ohio, and to place on the ballot at the General Election, November 5, 2024.
- VIII) **Resolution No. 24-R-2947** – A resolution providing for the submission to the electorate of an amendment to Article XIII, Section 13.04, amending Section 13.04, “Amendment,” of the Charter of the City of Riverside, Ohio, and to place on the ballot at the General Election, November 5, 2024.
- IX) **Resolution No. 24-R-2948** – A resolution by the Council of the City of Riverside, Ohio, requesting the auditor of Montgomery County to certify the total current tax valuation of the City of Riverside and the dollar amount of revenue that would be generated by a 4.95 Mill Replacement Levy to operate the Police Department, as authorized by Section 5705.19(J) of the Ohio Revised Code.
- X) **Resolution No. 24-R-2949** - A resolution by the Council of the City of Riverside, Ohio, requesting the auditor of Montgomery County to certify the total current tax valuation of the City of Riverside and the dollar amount of revenue that would be generated by a 4.95 Mill Renewal Levy to operate the Police Department, as authorized by Section 5705.19(J) of the Ohio Revised Code.
- XI) **Resolution No. 24-R-2950** – A resolution authorizing the city manager to enter into a development agreement between the City of Riverside and Mechanical Services and Design, Inc. (MSD) for the administration of Montgomery County Economic Development/Government Equity (ED/GE) Program Funds awarded for the Mechanical Services and Design, Inc. Project.

XII) **Resolution No. 24-R-2951** – A resolution authorizing the city manager to enter into a professional service agreement with ZoneCo for Unified Development Ordinance review and revision.

XIII) **Resolution No. 24-R-2952** – A resolution amending the Personnel Policy Manual for the City of Riverside, Ohio.

XIV) **Resolution No. 24-R-2953** – A resolution authorizing the city manager to enter into a project development agreement with Energy Systems Group LLC to identify areas for improvements to the Wright Point Office park, 5100 and 5200 Springfield Street, Riverside, Ohio.

XV) **Resolution No. 24-R-2954** – A resolution authorizing the city manager to enter into a collective bargaining agreement between the City of Riverside and the International Association of Firefighters, AFL-CIO-CLC, Local 2938, from June 29, 2024, through June 28, 2027.

12) PUBLIC COMMENT ON NON-AGENDA ITEMS

13) CITY MANAGER REPORT

14) COUNCIL MEMBER COMMENTS

15) EXECUTIVE SESSION - 103.01 (1) - Unless the City employee or official requests a public hearing; to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a city employee or official or the investigation of charges or complaints against a City employee or official.

16) RECONVENE

17) BOARDS AND COMMISSIONS APPOINTMENTS

18) ADJOURNMENT

MINUTES

**CALL TO ORDER:** Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:00 p.m. at the Riverside Administrative Offices, 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

**ROLL CALL:** Council attendance was as follows: Mr. Brown, present; Mr. Denning, present; Ms. Fry, present; Mr. Joseph, present; Ms. Lommatzsch, present; Mr. Maxfield, present; and Mayor Williams, present.

Staff present were as follows: Josh Rauch, City Manager; Frank Robinson, Police Chief; Kim Baker, Finance Director; Nia Holt, Community Development Director; Dalma Grandjean, Law Director; Jim Miller, Legal Counsel; and Katie Lewallen, Communications Manager/Clerk of Council.

**EXCUSE ABSENT MEMBERS:** No members were absent.

**ADDITIONS OR CORRECTIONS TO THE AGENDA:** No additions or corrections were made.

**APPROVAL OF AGENDA:** Ms. Lommatzsch moved, seconded by Mr. Denning, to approve the agenda. All were in favor. **Motion carried.**

**PLEDGE OF ALLEGIANCE:** Mayor Williams led the pledge of allegiance.

**MINUTES:** Mr. Denning moved, seconded by Mr. Maxfield, to approve the April 4, 2024, council business meeting minutes and the April 11, 2024, work session minutes. All were in favor. **Motion carried.**

**WRITTEN CITIZEN PETITIONS:** Mayor Williams stated that anyone wishing to speak should fill out a form located in the back of the room and hand it to the clerk.

**PUBLIC COMMENT ON AGENDA ITEMS:** No one wished to speak on an agenda item.

## **NEW BUSINESS**

### **A. RESOLUTIONS**

- I) Resolution No. 24-R-2931 – A resolution replacing Resolution No. 24-R-2925 declaring certain police department vehicles owned by the city to be surplus and no longer needed for city purposes and authorizing its disposition.**

Mr. Rauch stated this resolution, and the next one are standard housekeeping items for surplus items the city no longer needs. This one corrects a typo on the previous resolution that had been passed for police vehicles.



Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 24-R-2931.

All were in favor. **Motion carried.**

- II) Resolution No. 24-R-2932 – A resolution declaring certain property owned by the city to be surplus and no longer needed for city purposes and authorizing its disposition this second quarter of FY2024.**

Ms. Lommatzsch moved, seconded by Mr. Brown, to approve Resolution No. 24-R-2932.

All were in favor. **Motion carried.**

- III) Resolution No. 24-R-2933 – A resolution authorizing the City Manager to enter into an addendum agreement with Mad River Local Schools to establish and appoint a School Resource Officer.**

Mr. Rauch stated this is an addendum to the current MOU with Mad River Local Schools and clarifies how the City will bill Mad River for those services given the grants each entity applies for annually.

Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 24-R-2933.

All were in favor. **Motion carried.**

- IV) Resolution No. 24-R-2934 – A resolution authorizing the City Manager to enter into a contract with Belgray, Inc. as the lowest and best bidder for the State Route 201, 202, and 835 ADA compliance upgrade.**

Mr. Rauch stated this is for ADA ramp replaces for state highways at 201, 202, and 835. ADA ramps have to be replaced before mill and fill overlays can proceed. Belgray is the lowest and best bidder based on CMT Engineering.

Mr. Denning moved, seconded by Mr. Brown, to approve Resolution No. 24-R-2934.

Six were in favor. Mr. Joseph abstained. **Motion carried.**

- V) Resolution No. 24-R-2935 – A resolution by the Council of the City of Riverside, Ohio to object to liquor permit number 8177928 held by Carr & Tamara Simpson doing business as Christy Club, located at 2623 Valley Pike and declaring an emergency.**

Mr. Rauch stated that there is a nuisance case regarding this property that he has shared with council. Council has the opportunity to object to liquor licenses and register that with Ohio Liquor Control. This resolution would do that for this property in this case based on the nuisance activities observed at this property. Passage of this resolution does not automatically rescind the liquor license; it notifies the OLC that the government body has a concern. Mr. Joseph asked if the city would send representation to the OLC. Mr. Miller stated that the City would be represented by the law director or designee and represents council's interest and presents evidence for the reasoning behind the objection. The

establishment owner will also have the opportunity to be represented and present their evidence. The OLC would take all the evidence and make a final determination as to whether or not to renew that liquor license.

Mr. Brown moved, seconded by Mr. Joseph, to approve Resolution No. 24-R-2935.

Six were in favor. Deputy Mayor Maxfield abstained. **Motion carried.**

**VI) Resolution No. 24-R-2936 – A resolution authorizing the renewed employment contract of Mr. Joshua Rauch for performance of duties as city manager of Riverside, Ohio.**

Mr. Rauch stated this is the renewal of his appointed contract.

Ms. Lommatzsch moved, seconded by Mr. Brown, to approve Resolution No. 24-R-2936.

All were in favor. **Motion carried.**

**VII) Resolution No. 24-R-2937 – A resolution authorizing the appointment of and an employment contract for performance of duties of City Law Director for the City of Riverside, OH.**

Mr. Rauch stated this is the contract for Mr. Jim Miller as the city law director.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 24-R-2937.

All were in favor. **Motion carried.**

Ms. Dalma Grandjean gave the oath of office to Mr. Jim Miller. Mr. Miller stated he looks forward to continuing to provide advice and guidance to the city and starting this new chapter of providing pride, progress and possibilities to Riverside.

**VIII) Resolution No. 24-R-2938 – A resolution reaffirming the creation and purpose of the Community Improvement Corporation of Riverside, Ohio, and approving an amendment to the Articles of Incorporation.**

Mr. Rauch stated these resolutions reaffirm the need to have a CIC and establish the initial code by which it will function. Next steps will be for the CIC to hold an initial meeting to have bylaws adopted and discuss how to capitalize and structure the CIC from there with the goal of getting it off the ground by July or August.

Mr. Joseph moved, seconded by Mr. Denning, to approve Resolution No. 24-R-2938.

All were in favor. **Motion carried.**

**IX) Resolution No. 24-R-2939 – A resolution adopting the Code of Regulations of the Community Improvement Corporation of Riverside, Ohio.**

Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 24-R-2939.

All were in favor. **Motion carried.**

**PUBLIC COMMENT ON NON-AGENDA ITEMS:** One petition to speak was turned in. Mayor Williams invited Mr. Bill Flaute to the podium and asked him to state his name, address, and to please keep comments to three minutes.

Mr. Bill Flaute, 1407 Deerland Street, Riverside, OH, thanked Council for their time and stated that he is the president of the Riverside Seniors Citizens. He stated he placed a letter in each of their mailboxes that explained what the seniors do and what they do for the community. Some of the seniors are not able to do a lot of fundraising due to their age. They have always asked council for money to help them operate. In prior years, it was \$3,000, then \$2,000, and this year they would like to ask for \$1,000. One of the big things they do is keep the seniors active. They try to do games and things to keep them active. If they do not stay active, they do not do as well with the general public. This group formed in 1996, and they would appreciate any assistance the council would give them.

**CITY MANAGER REPORT:** Mr. Rauch stated he spent today on the base briefing several units about the Safe Streets for All (SS4A) project and the Woodman corridor and things they want to do in terms of redeveloping the downtown area on Springfield Street. This is part of the overall effort to make friends and build bridges on the installation as well as letting them know what is going on. He spoke with several people in the engineering groups on gate 1B to get an update on projects they have planned. He invited them to participate in the public comment portions of the SS4A project. There will be a public meeting hosted by Mad River Local Schools on June 4, 2024, about the Woodman corridor and aspects of the corridor that people like, and aspects that people find difficult or challenging with regard to transportation and development. Any and all are welcome to attend that meeting. There will also be a survey component available online to participate. The work session is next week and the next regular meeting after that is on June 6, 2024. He thanked Ms. Dalma Grandjean for all her work and assistance since he began working as the city manager two and a half years ago. She was instrumental for him, particularly in the early months. He appreciates all the advice and support she has given him.

**COUNCILMEMBER COMMENTS:** Ms. Lommatzsch asked people to look at Memorial Day, look at the things going on in our country today. She asked people to think about the young people and what they are involved in with regards to what is going on at college campuses. Mr. Joseph stated that Ms. Grandjean has been instrumental in teaching him about his role as a council member. He may not see her every Thursday now, but will be seeing her at least once a month. He appreciates her work and everything she has done. Mayor Williams stated that they will not be together while graduations are going on, but hopes and plans to have some valedictorians at the first council meeting in June. He has enjoyed seeing the top of the class from the high schools as it is a credit to the community; he is excited to see them in June. He stated the roads are getting fixed and to take it easy on the roads when out and about. Deputy Maxfield thanked Ms. Grandjean for what she has done for council

and for the city. He told Mr. Miller they would keep him busy. He was glad to see all the police officers attending this evening. Ms. Fry thanked Ms. Grandjean for being such an encourager to her and in her role. She has been a great mentor. She stated that First Suburbs gave a great presentation on the Kettering Leadership Academy. It started 20 years ago by one of their council members. It is still going on, and she hopes they may look to bringing that to the community in the future. She stated she had the opportunity to give testimony on Senate Bill 137 regarding ranked choice voting opposing the bill. She was impressed that all the presentations given at that hearing were all opposed. She looks forward to the opportunity to discuss it next week. Mr. Denning told Ms. Grandjean that she will be missed and has been an encouragement to him. He thanked her for her service.

**POLICE SWEARING IN:** Mayor Williams gave the oath of office to Officer Aaron Moffitt.

**POLICE DEPARTMENT PRESENTATIONS:** Chief Robinson stated that the awards they are giving are from 2023; things happened and changes in the department slowed them down a bit. All of the awards except for the last ones are identical awards. These awards were given to only a few by their peers who nominated them. He read the description for the Police Chief's Distinguished Service Medal. This medal is awarded for continued service in a skill or assignment characterized by sustained performance at a high level of great personal growth and development in a difficult task or challenging skill; the impact of which is a major importance to the department and/or the community. He presented award the Police Chief's Distinguished Service Medal to Officer Nick Toscani. Officer Toscani has done an exceptional job building a school resource officer program over the past two years. His efforts have been instrumental in fostering a positive relationship between law enforcement and the students, staff, and the faculty. Officer Toscani is committed to making our community safer and a better place, which has been proven by his drive as the school resource officer. He has participated in and put together many programs to strengthen the relationship between the Police Department, Mad River School District, and the community. Some of these programs include interacting with the peace officers for the sophomore class, safety patrol pizza, cops and popsicles, and he has been instrumental in setting up school safety programs. He has made a difference in the school district and our agency for the last two years.

Chief Robinson presented Detective Abney and Detective Todd each with the Police Chief's Distinguished Service Medal. He stated that the work these two detectives perform on a daily basis is instrumental in accomplishing their goals every day when it comes to investigations. He stated you could not ask them to work any harder than they already do. They have both been detectives for multiple years. They have worked on a variety of high-profile cases that are some of the vilest crimes. They have developed impressive skills that include diligence and overall professionalism, which has led them to putting extremely dangerous criminals in prison. They do this job every day and it is not the pretty side of

police work. He stated they continue to perform at an elevated level of service. Their body of work has impacted the police department and the citizens of Riverside.

Chief Robinson stated that Officer Brookshire has been nominated for the most awards being given out tonight. He is making a difference for the community, the citizens, and even in the schools. Chief Robinson stated he has never seen anybody talk more people out of nonsense than Officer Brookshire. He hears this all the time. Statistically, Officer Brookshire is among the top in multiple categories with his fellow police officers. Although the expectation for of an Officer of the Year includes a stat line, that is not what Officer Brookshire is all about. Officer Brookshire's fellow officers and supervisor recognize his ability to work with people that sometimes need a little more help. They have noticed the strong interpersonal skills and his ability to communicate clearly and effectively. These skills have led Officer Brookshire to be selected by Montgomery County Sheriff's Office hostage negotiating team. His immediate supervisor, Sergeant Vance, recommended the Police Chief's Distinguished Service Award, which he is getting tonight for his continuing service and skill on assignment while sustaining a high level of performance. Officer Brookshire's peers have seen first-hand his ability to deescalate a very threatening and potential tragic events regarding citizens with mental health issues. His peers have seen him on many occasions go above and beyond to foster a relationship with citizens on calls for service. With his empathy and calmness, Officer Brookshire has helped many citizens get the help they need without any injuries or arrests made. For his actions, Officer Brookshire has been recommended for the Humanitarian Award, which he is also receiving. For his body of work in 2023, Officer Brookshire has also been nominated by his peers as Officer of the Year for his professionalism, dedication, and compassion to help others.

Ms. Lommatzsch thanked all the officers for what they do for the community every single day.

**PROCLAMATION:** Mayor Williams presented a proclamation recognizing May 2024 Mental Health Awareness Month and May 5 – May 11, 2024, as Child Mental Health Week to Dayton Children's Outreach Coordinator Emily Weitz and Dayton Children's Chief of Psychiatry Dr. Katherine Winner. Ms. Weitz stated she works with her team daily to educate adults on children's mental wellness in order to break mental health stigma and encourage conversations with children about feelings. She encourages adults to join their movement at <https://www.childrendayton.org/onoursleeves> to receive monthly emails for tips and tricks to raising mentally well kids. On Our Sleeves is just one program under the Dayton Children's new center for emotional wellbeing that works to promote emotional behavioral and physical health development in children and adolescents in order to get upstream of the mental health crisis. Dr. Winner stated that while they know how important the upstream tactics are, there are still over 7,000 children that come to Dayton Children's in a behavior health crisis. Due to this, Dayton Children's has made behavioral health one of their pillars and has expanded all of their behavioral health programs to help

increase access to kids needing a higher level of care. In this last year, they have added community based therapy services, group therapy, and more child psychiatrist. In the spring of 2025, they plan to expand their services in Springboro by adding a new partial hospitalization program therapy and medication management. The highlight of their growth is a new building slated to open in the summer of 2025 near Dayton Children's campus for behavioral health. This building will double the number of behavioral health inpatient beds and move most of the behavioral services under one roof allowing for more convenient patient experience.

Mr. Joseph thanked them for coming as this is hugely important to him and having adequate access to care is important. He stated it is refreshing to hear that children will not have to face the struggle many adults face. He asked how important it was to start treating mental health issues at a young age. Ms. Weitz stated that is why On Our Sleeves exists; they try to target before a crisis happens. There are things, tools, and intervention that can be put in place so that when challenges come, they will have the skills to overcome them. If they come in sooner, there is a better prognosis. Mr. Maxfield stated he works in the education system and thanks them for what they do. He sees more and more children with behavioral health issues and appreciates everything they do as it is powerful and meaningful. It is a team effort to make each child successful. Mayor Williams thanked Councilmember Fry for making this proclamation come forward today. He thinks about Officer Brookshire and how he is an ambassador to youth in the community. He stated that they can make the conversation about mental health something people do not run from. Officers Toscani and Brookshire are people the kids like and want to run to for help. If they can make mental health something they can talk about with their child or their child talk about with you that is something every person can do. He thanked Ms. Fry and Mr. Joseph for finding importance in this. Mr. Joseph stated that a person with a mental illness is no different than someone with a physical illness. People should not view others with a mental illness as different than someone having another type of disability. They should not be ridiculed or chastised. They need to break that stigma. Ms. Fry stated she is grateful for the On Our Sleeves program. As a parent, they can be accepting and open to talk about mental health, but they may not have the tools. The On Our Sleeves program provides that and she is appreciative of all the work they do.

**EXECUTIVE SESSION:** Mr. Denning moved, seconded by Mr. Joseph, to enter into executive session for the following: 103.01 (1) - Unless the City employee or official requests a public hearing; to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a city employee or official or the investigation of charges or complaints against a City employee or official. Roll call went as follows: Mr. Maxfield, yes; Mr. Brown, yes; Mr. Denning, yes; Ms. Fry, yes; Mr. Joseph, yes; Ms. Lommatzsch, absent for roll call; and Mayor Williams, yes. **Motion carried.** Council entered into executive session at 6:58 p.m.

**RECONVENE:** Council reconvened at 7:27 p.m.

**RECOGNITION OF YEARS OF SERVICE/RETIREMENT OF LAW DIRECTOR DALMA GRANDJEAN:** Ms. Dalma Grandjean was recognized for her years of service and presented a proclamation from Montgomery County Commissioners Judy Dodge and Deboarh Lieberman.

**ADJOURNMENT:** Being no further business, Mayor Williams adjourned the meeting at 7:43 p.m.

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Pete Williams, Mayor

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Katie Lewallen, Clerk of Council

# WORK SESSION MINUTES



**CALL TO ORDER:** Mayor Williams called the Riverside, Ohio, City Council Work Session to order at 6:02 p.m. at the Riverside Administrative Offices, 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

**PLEDGE OF ALLEGIANCE:** Mayor Williams led the pledge of allegiance.

**ROLL CALL:** Council attendance was as follows: Mr. Brown, present; Mr. Denning, present; Ms. Fry, present; Mr. Joseph, present; Ms. Lommatzsch, present; Mr. Maxfield, absent; and Mayor Williams, present.

Staff present were as follows: Josh Rauch, City Manager; Kim Baker, Finance Director; Nia Holt, Community Development Director; Jim Miller, Law Director; and Katie Lewallen, Clerk of Council.

**EXCUSE ABSENT MEMBERS:** Mr. Joseph moved, seconded by Mr. Brown, to excuse Deputy Mayor Maxfield. All were in favor. **Motion carried.**

**ADDITIONS OR CORRECTIONS TO THE AGENDA:** No changes were made.

**APPROVAL OF AGENDA:** Ms. Lommatzsch moved, seconded by Mr. Denning, to approve the agenda. All were in favor. **Motion carried.**

**LIQUOR CONTROL:** Mr. Rauch indicated that the new liquor license application for Elrey Micheladas, LLC, 5418 Burkhardt Road, Riverside, OH, has already received zoning approval, and there were no concerns on the background check. Mayor Williams asked if this is the former Oddbody's address. Mr. Rauch stated that it is that same address. It is for a Mexican Restaurant. Ms. Lommatzsch asked if it would have music. Mr. Rauch stated that Ms. Holt has put conditions on the property permitting music in a limited fashion and only on weekends similar to other restaurants in the area. Council did not make an objection. No hearing was requested.

## **MONTHLY UPDATE**

**I) Finance Department** – Ms. Baker stated in the past month they have met with the insurance company three times: discussion on renewal for the year, discussion on risk assessment, and discussion on IT risk assessment. They will compile their suggestions and create plans for what was suggested. The Shared Resource Center has been in twice and they have talked about long-term planning and different scenarios to share with council for their long-term financial stability. The GAAFR financial compilation is ongoing. The last piece is the fixed asset piece. As soon as that is done they will have financials. The auditors will be onsite the last week of May. She stated Michelle Elliot has been a great asset helping

with this. Discussion was held on the physical asset list being old and determining what is actually there. The former policy considered an asset at being \$1,000 or more; the auditors suggest moving that to \$5,000. There was also a one-year threshold that she would like to move to three or five years depending on what council decides. They will work on a policy to bring it to council. Ms. Lommatzsch stated that the last time they did any asset list may have been when they moved into the new building. She thanked council for the decisions made on the last two contracts. Everyone in the city appreciates that Mr. Rauch's contract has been approved as she does not feel the city would be where it is at without him. She thanked them for the law director's contract as well. She presented council the financials through the end of April. She stated it is the first month that she was able to completely reconcile within the first week of the following month. She added that the budget is a little inflated because of the way income tax was treated before as they went into a fund and were transferred into two other funds. They will not be doing that this year; so, they will be cleaning that up. She stated that on the revenue they have not received EMS monies due to a data breach from the company that collected the funds. They could have opted to get advances, but she opted not because she felt it was a lot more of an administrative function. If the funds do not come in soon, they will address that. She reviewed the bank reports and the balances. Her final page, the city bank reconciliation, showed that all the banks are reconciled except the main operating account. She stated earlier in the year that she would be coming to council to request writing off a difference that has been carried for a long time. She added that the difference has not happened in any month since she has been with the city. It would be too time consuming and costly to find where this came from. She will speak with the auditors on it and will bring their suggestion to council. Discussion was held on legislation that passed to write off an amount. Ms. Baker stated the bank balanced adjusted amount is 15.043 and the book balance is 15.034. This indicates there were revenues that were not recorded. They are on the good side of making an adjustment. Mr. Rauch added that one of the first things Ms. Baker did when she came on board was learn where to put the city money to earn interest. In fairness to the staff here before she came, the interest rate environment was not that great. Ms. Baker took the initiative to educate herself on where to best put the funds; and the year-to-date revenue is over \$200,000, so she has already paid for her position. They are on track to do pretty well this year in terms of investment income. He thanked Ms. Baker for her initiative and being the best steward of taxpayer dollars. He added they are on track for budget for the year in income tax collection. Discussion was held on the expense report and a more helpful report to condense it down for council.

**II) Community Development Department** – Ms. Holt provided an update for the Community Development Department over the past few months. She stated they have hired a new Development Technician, Taryn Smith; and the spring intern, Mara Ciriaco, is wrapping up and will be presenting complete streets later this evening. There is also a volunteer, Katarina Fry, scanning documents from the 1990s that they have had to comb through for a request. They will also be hiring a second code enforcement officer, and that

application closes tomorrow. She stated that Ms. Lori Minnich has been helpful in getting the Montgomery County ED/GE Program application get approved. Ms. Minnich submitted an application for the Mechanical Services and Design (MSD) expansion project, and the grant was awarded for \$100,000. The next step is to enter into an agreement with Montgomery County for distribution of those funds and an agreement with MSD; a resolution will be required for both of those agreements. She stated that for the zoning code update they contacted four firms and three proposals have been received. After reviewing their criteria, they scored the firms and ZoneCo came out as the firm with the highest score. She added that this firm has worked with Dayton and Fairborn. They have experience with hybrid form based codes and images they can put in the code to give a visual representation. They have a background to position Riverside as a more desirable and competitive city. Staff finds their proposal to be the lowest and best option.

Ms. Lommatzsch thanked Ms. Holt for representing the city so well at the Children's Water Festival.

**III) Administration Department** – Mr. Rauch recognized the efforts of Fire Chief Mark Miller, Human Resources Director April Davis, and Mr. Steve McHugh for the fire contract negotiations that lasted for six hours. The unions agreed to the major terms of the contract. He will provide that to council with it being on the first council meeting in June.

## **WORK SESSION ITEMS**

**I) Ranked Choice Voting (RCV)** – Ms. Kristen Beireis, Voter Advocacy Liaison for Rank the Vote, stated she is one of the founding members of the organization and has been working with the organization since 2020. It is a non-partisan, non-profit, grass roots organization fighting to implement ranked choice voting in Ohio. She stated that the voting system needs to better reflect the people of today and the living not be ruled by the dead. She presented an example regarding the presidential election of 2000 in Florida. She stated since 1968, there have only been two times where a president won with less than 50 percent of the vote. In 2000, Nader was demonized for choosing to run, predicting this impact. Nader supporters were vilified for wasting their vote. This spoiler effect creates a strong bias against competition in elections. In 2016, almost 45 percent of the country did not vote for the following: no one represents them, nothing will change, they do not like the candidates, they do not have time, and the system is broken. This deters people from coming out to vote. She stated the greatest factor on people getting re-elected is because of electability, name recognition, and fear of losing to someone else. People do not want to waste their vote on someone they think will lose. This means that fear pushes people to not vote instead of voting for the person they would like to see in office. She stated the voting system is the problem. She used the example of a 2024 Primary in the 2<sup>nd</sup> district where the winner only received 25 percent of the vote. Currently, candidates do not need a majority of support depending on the number of people running for office. With ranked choice voting, it will require at least 50 percent of the vote to win. She stated the current

voting system allows for the spoiler effect, fails to require majority support, discourages new candidates, and silences voices of voters. They need to create an incentive structure that makes them want to understand others. Instead of choosing one candidate, there could be a ranking of choices knowing what the people actually want. She presented an example of a ballot of five people where one can be selected in the current system. In a ranked system, the five can be ranked one to five and should a person's first choice not win, then it moves to their second choice thus ranking the order of what they would want. She stated the only way to win in a ranked choice contest is by gaining the majority of votes. It happens right away or in an 'instant runoff.' If the majority of votes are not received in the first round right away, immediately it goes to a runoff. In a runoff, the lowest percentage is knocked out of the race and their votes are then redistributed to their second choice. This continues removing the last place then redistributing their votes until one candidate has over 50 percent of the vote. She returned to the presidential election of 2000 results in Florida, and had Nader not run, the exit polls said 45 percent preferred Gore, 27 percent preferred Bush, and 28 percent would not have voted. This shows Gore would have won the state.

Ms. Beireis discussed the culture of civil campaigning rather than negative campaigning. She stated that it ends hate campaigns, appeals to a wide range of voters, and makes candidates consider how they will rank even with non-base voters. She added that with the return of civil campaigning the focus will be on the issues than on the people. She pointed out that there is an increase in voter turnout by 10 percent; in a 2016 study done at the University of Missouri, it showed the adoption of ranked choice voting that 87 percent of the voters ranked multiple candidates and 61 percent ranked all candidates. She stated ranked choice voting gives power back to the people and gives voters more voice and more choice. She reviewed the progress on ranked choice voting with Maine being the first state to adopt RCV in 2016, followed by Alaska in 2020. There are 45 US cities using RCV in 25 states. She added that Australia, Ireland, Canada, Scotland, India, and New Zealand use RCV. Organizations also use RCV at their leadership levels. She stated they are leading the RCV movement across Ohio. More information can be found at [www.rankthevoteohio.org](http://www.rankthevoteohio.org).

Discussion was held on RCV being a ballot initiative and Senate Bill No. 137. Mayor Williams asked about instant runoffs that are done in a few other states and what the counter to that is. Ms. Beireis explained that in Georgia there are two elections should the first one not have a winner with over 50 percent then there is a second election. This costs a lot more than having it all done in one election. Discussion was held on working to be the second most popular to be voted. The mechanics on how running for council seats would work was discussed.

Mr. Miller stated that the proposed language for a charter amendment could be drafted with an escape hatch that any time a state law passes that would withhold funding or negatively impact a municipality that uses ranked choice voting, it would immediately

nullify ranked choice voting and immediately revert back to the general laws of voting for the State of Ohio. Mr. Joseph stated this is council's choice to present this option to the voters who then can choose if this is how they would choose to vote.

Ms. Fry stated that another election reform discussed during charter review was implementing wards. In contrasting the two reforms, they have seen in neighboring communities wards can divide communities and create contention. She feels they are working to operate in good faith to improve the community. Going towards wards is taking a step backward. Mayor Williams stated he knew a little about ranked choice, but hearing this and knowing Ms. Fry's passion, the idea that they can be an example and give the voters a chance to be an example to not only increase electorate participation, but also set an example of decorum one should expect from elected leaders.

**II) Charter Review Suggestions** – Mr. Rauch presented a summary of discussion items from the charter review public meeting. He stated there was no formal charter review committee as they did not get the participation from the community; however, the summary is the output of the discussion held at those meetings. He reviewed the first few items that can be cleaned up administratively without a ballot vote that included typo corrections and clarity. He reviewed the eight items that were discussed. He reminded council they are not voting on these items, but just discussing them to get direction should legislation need to be presented at a council business meeting. *Item 1* – Section 4.01 – discussion on ward vs. at-large; general consensus at the meeting more were against wards than for it. Staff did not have a recommendation as this is a policy question on how council seats are elected. Mayor Williams stated he does not know how they would avoid more conflict or division on why things got done where. Discussion was held with Mr. Denning and Ms. Lommatzsch explaining discussion as Riverside became a city and why they went with at-large council members and not wards. Council did not request legislation for this. *Item 2* – Section 4.07 – discussion on moving the Mayor vote to being a tie breaker vote only. Staff did not have a recommendation on this as it is how they wish to govern themselves. Council discussed that the way it is working is fine; it would take away the mayor's discussion or vote. Council did not request legislation for this. *Item 3* – Section 5.03(A) – removing the requirement to publish ordinances in newspapers in general circulation. The ORC has changed requirements on publication and municipalities that have this in their charter are changing it to reflect the ORC. Staff recommends legislation to change the language as it would streamline the administrative processes. *Item 4* – Section 6.03(i) – recommendation to slightly modify the language under the city manager to have the charter reference the procurement ordinance to avoid when contracts are and are not effective and prevent overlap between those two sections. Staff recommends legislation as it is more difficult to change the charter as procurement laws and requirements continue to evolve. Council agreed to bring forth legislation for this. *Item 5* – Section 9.02 – discussed suggestion on a training requirement to be put into the city charter for boards and commissions. There was not a lot of energy to include that in the charter. It is best

addressed in the bylaws of the boards and commissions themselves. Staff recommended council take no action. Council did not request legislation. *Item 6* – Section 9.03 and Section 9.05 - discussion on the makeup of the planning commission and BZA to allow for a certain number on non-residents to serve on these boards and commissions to widen the pool of applicants who may be interested and available to serve and to try and attract specialized professionals for those boards and commissions. The charter requires residency or an electorate of the city to serve. They would like for citizens in the community to weigh in on it and recommend bringing forth legislation. Discussion was held on conflicts of interest of anyone who may serve on these boards/commissions. Mr. Miller confirmed any member would be subject to Chapter 102 – Ohio Ethics Laws. Discussion was held on the safeguards for how members are appointed to these boards/commissions along with the number of who can serve on them. Discussion was held on a quorum of residents versus a quorum of those in attendance for any board/commission and the potential to raise the number of members from five to seven. Mr. Rauch stated that even those who do not have residency in Riverside, council will be the ones who appoints each member and has the power to remove members as well. They are trapped into a situation as there are mechanisms in place. Mr. Rauch stated he will bring forward legislation for voters to voice their opinion. *Item 7* – Section 10.03 – discussion on ranked choice voting and that those on the ballot have the support from a majority of voters as was previously presented. Staff does not provide a recommendation as it is integral to how elections are run in a community. Discussion was held on holding off until it could be better digested as it was the first time many had heard of it. Mr. Rauch stated he could bring it to the next work session. There would then be two business meetings after that for potential adoption. *Item 8* – Section 13.04 - discussion was held extending the number of years between charter review from five to 10 and reducing the number of electors sitting on the commission to seven. Ms. Fry stated that she feels 10 years too long. How it was handled this year was valid and useful. Mr. Rauch stated that he will have a resolution prepped for council.

Mr. Denning stated they should bring a resolution for ranked choice voting to council and have their homework done by the next time they have a meeting in June as there is plenty of time. Mr. Rauch reviewed the list of items that would come forward as resolutions. He stated there is still time to have discussion on the items.

Mayor Williams asked Mr. Dan Teaford to say a few words on the charter review process. Mr. Teaford stated it was his first time reviewing that and it went quite well. He stated it was unfortunate they did not have enough people to have a formal commission. The ones who attended put a lot into it and discussed every one of these items quite a bit. Mr. Rauch read exactly what they produced. He added that 10 years is too long to wait to have another meeting; they could reduce it to seven or just leave it at five years. A lot can happen in five years; and they need to keep their finger on the ball for any changes.

Mayor Williams asked Mr. Tim Gosnell to say a few words about the charter review process. Mr. Gosnell stated he enjoyed the process, and it amazed him how people had different ideas and the process worked great. He agreed with Mr. Teaford that 10 years is too long to wait for review. Everyone who participated was energized.

Ms. Fry stated that she has had discussion with some of council about the clerk role falling under the council. She feels they need to discuss the clerk role falling under administration. She stated the main reason it is a good idea is because of the review process and how much she struggled with providing quality feedback because she does not work in this building. She can only give limited feedback, but she deserves high quality feedback. Mr. Joseph stated that the communications role should be under the city and not have to go through the council. He supports this change. Mr. Rauch stated that they will prepare a resolution on what that change looks like.

**III) Complete Streets Update** – Ms. Holt introduced Ms. Mara Ciriaco, an intern for Community Development and student at Wright State University studying economics. She has worked on looking at complete streets, the city's fee schedule, and reviewing processes to summarize a step-by-step guide for residents and developers. Ms. Ciriaco presented her ideas and research on road styles and safety for Riverside. She listed some of the goals for Riverside's Comprehensive Plan including updating already built buildings, expanding bike paths and trails, making opportunities for new businesses, and working towards a community feel. She stated that complete streets contain elements that include mid-block crosswalks, transit stops, wide sidewalks, street parking and loading, bike lanes, landscaping, bike parking, and street lighting. She utilized a non-scientific survey by going to coffee shops in the area and asking Riverside residents about road safety and walkability. She reviewed the 15 responses. About 53 percent of the residents stated if they had the option to walk to work or school they would. She reviewed what other cities are doing and their best practices. Most nearby cities have similar goals and plans to focus on walkability, making the streets safer, and adding connected bike trails. Ideal neighborhood roads for Riverside could include one sided parking, sidewalks on at least one side of the road, and barriers of trees protecting residents. She reviewed how transit oriented development shows corners of blocks being rounded which enables vehicles to continue their right turns at high speeds when pedestrians have the right-of-way. Rounded corners also increase the distance required to cross on foot making pedestrians have more time in the street. Many existing crosswalks are faded or invisible. For busier roads like Harshman/Woodman, she stated that adding trees and greenery has been proven to keep speeds down making the roadway safer for everyone. She reviewed some neighborhood roads seeing that some have no sidewalks, no barriers, and a lot of double parking. Her idea to fix the issues in areas without sidewalks is to have a painted on area of the street for people who want to walk outside. She stated it will make drivers aware that they have less space and make them more cautious of the spacing on the road. In her survey, she asked if residents felt that the elderly/children population has safe walking. A majority, 53

percent, said maybe, while 27 percent said yes, and 20 percent said no. She feels that improvements can still be made. She added that if more people took public transportation then they could work towards a more walking city. She concluded her survey asking if residents fell a sense of community within Riverside. A little over half replied somewhat, while approximately one-third did not feel a sense of community. She followed that up by asking the places they feel most connected to Riverside, and the reply was coffee shops and school events. She stated they can probably develop more areas where people feel connected. She added that when developing future plans, they need to think about the environment. She suggested adding flower beds or trees in the dashed line areas to battle the heat and increase driver safety. This will help to organize traffic.

Ms. Fry asked when she looked at adding painted areas for pedestrians and bikes, did she look at protective barriers. Ms. Ciriaco stated she considered it, but with lack of space it would be easier and more cost-effective to paint it on.

Mayor Williams stated he appreciated her information on environmental aspects; and the long term impact. He agreed that people drive slower when there are more trees. Discussion was held on road diets and the roads already not having a lot of extra space. Mr. Rauch stated they need to use the right-of-way in the most effective way possible. Mr. Rauch stated that through the SS4A for Woodman thought is to actually reduce the lane widths in part to buy more space on the edges of the corridor, so it has the added benefit of calming traffic down and reduces the amount of pavement to shave. These are concepts that they are trying to utilize and bake into the day-to-day process of thinking things through on infrastructure concerns. Mayor Williams stated they can do something unique with the opportunities they have.

**IV) Stormwater Utility Fee** – Mr. Rauch recapped the stormwater utility fee that has been a priority for city council since he began. They have adopted a stormwater utility fee ordinance in 2022. He reviewed what has been done to-date: new finance system, new budgeting software, utility billing module, internal staff review of parcels/impervious area, draft stormwater utility manual, and consultant review of parcels/impervious area. He discussed the challenges to implementing in 2024 as they were trying to do. Challenges include: lack of service director, finalizing stormwater utility manual, develop and implement communications plan, adding a utility billing specialist, and define data-sharing processes among departments. He does not believe that 2024 is a realistic timeline to accomplish all these things. He added that the trash contract is up in 2025, so there is an opportunity to establish a single utility bill for stormwater and trash services. He discussed the process for trash collection when trash is not picked up or not paid for and picked up that causes a number of calls to the city for code enforcement for trash related complaints. Many communities adopt a single billing model, so the city pays the trash bill for all residents and the city bills the residents. If they are moving toward an environment where they will bill for stormwater, then the opportunity is to avoid confusing residents and roll



it into one bill for stormwater and trash as a utility bill. The city could then collect the bill on whatever period they determine, and then if residents do not pay, they could levy assessments. Discussion was held on assessments and trash bill collections in the past. Mr. Rauch stated that it is appropriate for council to discuss and establish a rate to get a stormwater utility off the ground. He feels that effective date should be in 2026 as this will give them the time to do the education pieces. The rate will also be transparent and future councils can change it. This will help them to move forward with other elements they need to get it off the ground such as finalizing the stormwater utility manual, determining the third-party billing services, hire a utility billing specialists, develop a communications plan, and develop data management systems and processes for stormwater/trash billing. Discussion was held on the rate being charged and how it was tied to projects and the amount of funds a stormwater utility needed to raise. Mr. Rauch stated that they can potentially expand services by adding a leaf pick-up, which would keep leaves out of stormwater. He added that they need approximately \$2.1 million per year.

Mr. Teaford stated that his neighborhood has no drainage as they are all on septic tanks and wells. He asked how this would help them or why they should pay for this. Mr. Rauch stated that this fee will pay for all that infrastructure to come into their neighborhood. These funds would be dedicated for stormwater improvements that include new construction as they have neighborhoods and thoroughfares that flood. The thought behind this is to start to connect all these issues and address them. He stated they want a stormwater solution in all the areas that is most effective for that neighborhood. There are a number of infrastructure components that can detain and attract the water, so it is not getting into people's homes. Mr. Teaford discussed issues in his neighborhood and potential solutions. Discussion was held on comprehensive long-term solutions and getting stormwater to run its natural point. They do not want to create a problem down the road.

Mr. Rauch presented proposed billing tiers for residential and explained how Raftelis calculated their three tiers. The tiers were outlined as follows: Tier 1 (150 sq ft to 2,200 sq ft) at \$7.00/month; Tier 2 (2,200 sq ft – 3,600 sq ft) at \$12.00/month; and Tier 3 (3,600 sq ft to 11,250 sq ft) at \$18.00/month. He stated that this is also related to commercial properties as \$12.00 is the Equivalent Residential Unit (ERC) that would be charged per the average amount of sq. footage. He stated that most residents will pay at the \$12.00/month rate as most residential parcels fall in that tier. He added that gives residents some control as well should they wish to add a garage that can increase their rate or similarly they can remove a garage and add grass that could lower their rate. The stormwater utility manual will also provide other actions residents can take to create credits or offsets by using rain barrels, detain water, or use impervious concrete. This is why a utility billing specialist will be helpful to make sure that the databases stay up to date and handle these circumstances. He stated next steps that they will follow with the proposed rates and mark it, so it is not effective until 2026. There will be plenty of time to get the word out. If anything changes by 2026, council can revisit this.

**V) Personnel Manual/Compensation** – Mr. Rauch stated that last year they adopted a compensation policy to stay competitive. There was some specific language about maintaining a certain percentage of differences between classifications of employees like union versus non-union. Those were qualified meaning they have to be in the budget, and they have to have resources to do it. In order to avoid confusion, he is proposing language that would modify that commits them to maintaining an appropriate amount of separation between grades and between union/non-union positions, but it will remove the specific percentages. The second proposal addresses merit and cost-of-living adjustments (COLA). He stated that many peer cities provide a COLA to account for inflation and changes in the cost of living on January 1 to all employees and moves their pay and brackets to keep up with inflation. Then, in July, the merit increase is provided. This is another percent increase based on an employees ability to live up to or exceed goals that are set for them and the rest of the organization. In the first version of the policy, they had not addressed the COLA. Should council adopt this language, employees will receive a single adjustment made in July for non-union employees. They will then follow this policy through the next budget cycle. He will reflect numbers in the budget for COLA and merit for 2025. He stated the system allows them to move regular reviews for all staff at the same time so that no one gets left behind. He stated that the resolution for this will incorporate this into the personnel manual.

**VI) Donations – Riverside Seniors** – Mr. Rauch stated at the last business meeting Mr. Flaute with the Riverside Seniors asked council to be considered for a donation. He informed them that the public function support line still has about \$650. His request was for \$1,000. The common donation has been around \$250. He stated that he would like them to discuss if they would like to donate and at what amount; if so, he can put together a resolution. Mr. Denning stated that when they give a donation it is typically for a specific project. Mr. Flaute did not get them a specific thing; he only gave them the organization. He has a problem with that as it is the same as any other community organization. He would like a request that is more specific. Ms. Fry asked if they have any written guidance for donations. Mr. Rauch stated they did not adopt any as part of the council handbook update. They discussed it, but he did not recall council wanting to tie their hands on requests. It is council's decision. She stated that Mr. Denning raised a good point. She used the example of the Girl Scouts not allowed to ask for donations for the troop, but it has to be for a specific project. She feels this may be a good policy. She recommends not providing a donation without a project. Discussion was held on the donation budget and how much council should allocate annually in the budget. Ms. Fry stated there is value in providing guidance to those who request. Mayor Williams stated that it should be clear that even if a request is made, it does not it will be granted. Discussion on a form for donation was held. Mr. Brown asked if this group has received donations before. Mr. Rauch stated a resolution was passed in 2009 stating that this organization should have a line item in the city budget. He stated this is not the most appropriate way to go about a donation. Part of the rationale to revisit this is to address this question and put things the correct

way. Mr. Joseph stated a project shows what they are donating money to. Mayor Williams stated it is up to their discretion.

**CITY MANAGER UPDATES** - Mr. Rauch stated that a postcard will go out in the next couple of weeks regarding the Woodman Drive Safe Streets for All Study. Mad River Local schools is hosting an open house similar to the land use process over at the CO Gym at 801 Old Harshman Road. This is a public open house where residents can weigh in on what they like and do not like about the Woodman corridor and what they would like to see. This will also run in the Dayton Daily News on Sunday. Everyone is welcome to attend and provide input.

**COUNCILMEMBER COMMENTS:** Ms. Lommatzsch asked if while developing this new plan, could they ask the costs to illuminate the 35 mph curb speed on Woodman like a flashing light around the sign to try and mitigate some of the issues with hitting the fences and wall. She does not want to wait until they redo the road. Mr. Rauch stated he will speak to the Chief of Police about enforcement as well. She added that the Mad River Lions Club has a flower sale this weekend across the street from Stebbins. There is a beautiful selection of flowers for mother's or anyone. She stated the Lions Club does so much for children and elderly in the community. They will provide food and take it to people. She asked those wishing to buy flowers to buy from them and that all volunteers work there for this. Mr. Brown thanked the community for their support of their little library on Silverleaf on behalf of him and his wife. They did experience a theft, but noticed this past week that the donation bin along with a vast majority of items taken from them had been returned along with a note from a family member of the thieves. The note indicated those who took it were struggling with addiction and were likely under the influence when they took the items. He stated his brother-in-law constructed a new little library. They will be doing a grand opening on Saturday, May 25, 2024, at 4:00 p.m. He invited all of Riverside and council to come to the event. There will be snacks for kids and books to giveaway. He wished all mother's a Happy Mother's Day. Mayor Williams thanked staff and how fortunate they are to have them as a team. Ms. Fry stated that she will be attending the CNU conference next week. The presentation on complete streets was a good segway into learning more about urban design. She is excited to bring back information. Mr. Denning wished a Happy Mother's Day to all.

**ADJOURNMENT:** Being no further business, Mr. Joseph moved, seconded by Mayor Williams, to adjourn the meeting. All were in favor. **Motion carried.** The meeting adjourned at 8:34 p.m.

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Pete Williams, Mayor

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Katie Lewallen, Clerk of Council

CITY COUNCIL  
CALENDAR

# 2024 COUNCIL CALENDAR

- ED/GE Grant Update?
- Donation – Riverside Seniors

## May 16, 2024

No Meeting

## June 6, 2024

- Proclamations: Valedictorians/Salutatorians of Carroll and of Stebbins
- Charter Review Resolutions
- Ordinance: Rezoning 1600 Brandt Pike
- Resolution: Council Clerk Compensation
- Resolution: Approval of contract with IAFF
- Resolution: ESG/Wright Point Roof
- Resolution: Repeal/Replace compensation philosophy and Section V of personnel manual
- Resolution: Selection of Professional Services Firm for UDO Rewrite
- Resolution: ED/GE Funds
- Resolution: Property Valuation for Police Property Tax Renewal
- Resolution: Property Valuation for Police Property Tax Replacement
- Executive Session: Personnel

## June 13, 2024 – Work Session

- Monthly Update: Police, Fire, Public Services
- Financial Modeling Update – Sam Braun, Shared Resource Center
- Police Property Tax Levy
- Campaign Guidelines for Public Officials re: Levies
- Fee List
- SOPEC Update – Natural Gas?

## June 20, 2024

- Ordinance: Rezoning 1600 Brandt Pike (2<sup>nd</sup> reading, public hearing, adoption)
- Resolution: Police Property Tax
- Resolutions – Placeholder for any charter review recommendations to council
- Resolution: Downing Group

## July 11, 2024 – Work Session

- Monthly Update: Finance, Administration, Community Development
- Vision Zero Resolution (SS4A)
- Woolpert SS4A update?
- Police Property Tax Levy
-

# 2024 COUNCIL CALENDAR

July 18, 2024

- Ordinance: Rezoning 1600 Brandt Pike (2<sup>nd</sup> reading)
- Resolution: Vision Zero

August 1, 2024

- 

August 8, 2024 – Work Session

- Monthly Update: Police, Fire, Public Services
- 

August 15, 2024

- 

September 5, 2024

No Meeting

September 12, 2024 – Work Session

- Monthly Update: Finance, Administration, Community Development

September 19, 2024

- Resolution: Adoption of Records Commission Policy (Katie)

October 3, 2024

- 

October 10, 2024 – Work Session

- Monthly Update: Police, Fire, Public Services

October 17, 2024

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# LEGISLATION

**MEETING DATE: June 6, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Nia Holt, Community Development Director

**SUBJECT:** Ordinance No. 24-O-851 – An ordinance approving a change in the district boundaries as shown on the zoning map of the City of Riverside, Ohio for the site known as 1600 Brandt Pike, Parcel ID No. I39 00518 0017, from R-3 Medium Density Residential District to B-2 General Business District.

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**EXPLANATION:**

The subject site is just north of the Pleasant Valley Avenue and Brandt Pike intersection. The site is within the Source Water Protection Area. The property was the location of a former church.



In June 2023 Project Riverside entered into a land contract with the owner to take over ownership of the property. The church had been operating as a nonconforming nonresidential use in the residential district. The change of use to an entirely different nonresidential use triggered the need to rezone to the appropriate zoning district. The applicant plans to utilize the existing structures and parking lot on the site. There are no current plans to remodel the structure or redevelop the property.

If Council votes **for** this ordinance:

- The zoning change will take effect in 30 days.
- The applicant will be required to submit a Certificate of Zoning Compliance.

If Council votes **against** this ordinance (or if there is no motion to approve the ordinance):

- The zoning map amendment fails.





- The applicant will need to make significant revisions to their application if they wish to resubmit a new rezoning application.

**RECOMMENDATION:**

City Staff and Planning Commission both recommend **approval with conditions** of the rezoning request.

**EXHIBITS:**

Legislation

**AN ORDINANCE APPROVING A CHANGE IN THE DISTRICT BOUNDARIES AS SHOWN ON THE ZONING MAP OF THE CITY OF RIVERSIDE, OHIO FOR THE SITE KNOWN AS 1600 BRANDT PIKE, PARCEL ID NO. I39 00518 0017, FROM R-3 MEDIUM DENSITY RESIDENTIAL DISTRICT TO B-2 GENERAL BUSINESS DISTRICT.**

**WHEREAS**, the City of Riverside Planning Commission has recommended approval of P.C. Case #24-0008 on May 20, 2024, pursuant to Section 1105.07 Development Procedures of the Zoning Ordinance initiating changes in the Zoning District Map to include a change for one (1) parcel from the R-3 Medium-Density Residential District to B-2 General Business District; and,

**WHEREAS**, the Planning Commission added a condition of approval to ensure that any proposed or future land use on the subject site is in compliance with City of Riverside Comprehensive Land Use Plan; and,

**WHEREAS**, use of the parcel associated with the subject site shall be limited to business offices, supermarket and specialty food stores as defined by the U.S.D.A., basic research and development facilities, brewery with restaurant, multi-family housing, urgent care, professional doctor office, coffee shop, casual-dining restaurant with table service, and accessory uses or structures customarily incidental to any of the forementioned permitted principal uses. All such uses must be in compliance with the requirements of the Water Protection Overlay District. There shall be no other uses of this property unless prior approval is obtained from the Planning Commission. Notice of any requested change in use shall be given in accordance with UDO Section 1105.07; and,

**WHEREAS**, the Planning Commission of the City of Riverside, Ohio has held at least one public hearing thereon, after notice of the time and place thereof had been given as required by law, whereby testimony and evidence was submitted, including the applicant's testimony and the recommendation and report of City staff; and,

**WHEREAS**, the Council of the City of Riverside, Ohio has held a public hearing thereon after notice of the time and place thereof had been given as required by law.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Riverside, Ohio:

Section 1:

That the **Planning Commission** having **recommended a Conditional Approval of the rezoning** of the within described property; it is the legislative determination and decision of this Council that the recommendation of the Planning Commission be and of the same is hereby approved and the rezoning initiated by P.C. Case #24-0008 is hereby approved with said condition and adopted into the district boundaries of the Zoning Map of the City of Riverside, Ohio; and said map is hereby amended and changed to incorporate such change thereon, so that the property located on 1600 Brandt Pike, and **being further**

**identified as County Auditor’s Parcel ID No. I39 00518 0017, is rezoned from R-3, MEDIUM-DENSITY RESIDENTIAL DISTRICT to B-2, GENERAL BUSINESS DISTRICT** which maps, deed, and draft Planning Commission minutes are incorporated herein and made a part hereof by reference thereto and as set forth in “Exhibit A” of this Ordinance.

Section 2: That the Clerk of Council is directed to forward a certified copy of this Ordinance to the Community Development Department of the City of Riverside, Ohio, and said Department is directed to amend the Official Zoning Map of the City of Riverside, Ohio, to reflect the changes enacted by this Ordinance.

Section 3: This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED THIS DAY OF: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Ordinance No. 24-O-851 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK



**MEETING DATE: June 06, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Katie Lewallen, Communications Manager/Clerk of Council

**SUBJECT:** Resolution No. 24-R-2940 – A resolution by the Riverside City Council authorizing an increase in the Clerk of Council’s annual salary effective June 1, 2024.

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**EXPLANATION:**

The attached legislation modifies the clerk of council’s pay that includes the duties of communications management for the City of Riverside.

**RECOMMENDATION:**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**SOURCE OF FUNDS**

**EXHIBITS:**

See attached resolution

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**RESOLUTION NO. 24-R-2940**

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

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**A RESOLUTION BY THE RIVERSIDE CITY COUNCIL AUTHORIZING AN INCREASE IN THE CLERK OF COUNCIL'S ANNUAL SALARY EFFECTIVE JUNE 1, 2024.**

**WHEREAS**, Section 4.12 of the Charter provides that the Council shall establish the salary of the Clerk of Council; and,

**WHEREAS**, the Council desires to adjust the salary of the Clerk of Council effective July 1, 2023.

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

Section 1: That effective June 1, 2024, the annual salary of the Clerk of Council shall be \$70,000.00.

Section 2: That the Clerk of Council forward a certified copy of this Resolution to the City Manager and Finance Director.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2940 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**MEETING DATE: June 6, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Joshua Rauch, City Manager

**SUBJECT:** 24-R-2941 through 24-R-2947 – Charter Review Resolutions.

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#### **EXPLANATION**

The City completed a Charter Review process this year which obtained input and feedback from a committee of interested residents. Results of the committee's discussions were presented to the City Council at the May 9<sup>th</sup> work session. Based on discussions during that meeting, staff have prepared the following resolutions for Council consideration. The resolutions are as follows:

- **24-R-2941:** Allows public notices to be provided on the City's website or any other method approved by state law
- **24-R-2942:** Clarifies powers of the City Manager to procure according to City ordinances and resolutions
- **24-R-2943:** Permits a maximum of two (2) non-residents to serve on Planning Commission
- **24-R-2944:** Permits a maximum of two (2) non-residents to serve on Board of Zoning Appeals
- **24-R-2945:** Places the City Clerk under the appointment and supervision of the City Manager
- **24-R-2946:** Adopts the ranked choice voting (RCV) method for municipal elections, with language to immediately revert to the current election method if state laws change to discourage RCV.
- **24-R-2947:** Reduces requirement for Charter Review Commission from nine (9) electors of the municipality to seven (7), and leaves the current 5-year period between Charter Reviews in place.

Adoption of these resolutions will enable the City to put ballot questions for each respective Charter amendment on the November ballot for consideration by the electorate.

#### **RECOMMENDATION**

Not Applicable

#### **FISCAL IMPACT**

Not Applicable

#### **SOURCE OF FUNDS**

Not Applicable

#### **EXHIBITS**

Not Applicable

**A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AN AMENDMENT TO ARTICLE V, SECTION 5.03(A), AMENDING SECTION 5.03(A), “PROCEDURE FOR PASSAGE OF ORDINANCES,” OF THE CHARTER OF THE CITY OF RIVERSIDE, OHIO, AND TO PLACE ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 5, 2024.**

**WHEREAS**, the Charter Review Commission has completed its review of the existing Charter of the City of Riverside, Ohio, and has submitted its report to Council; and,

**WHEREAS**, Council having reviewed said report and recommendations has determined that an amendment to Article V, Section 5.03(A), “Procedure for Passage of Ordinances,” amending Section 5.03(A) of the Charter should be submitted to the electors of the City; and

**WHEREAS**, Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter provide that the amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) members of Council.

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

Section 1: The question of the amendment of the Charter of the City be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 5th day of November 2024, at the regular places of voting in the City between the hours of 6:30 A.M. and 7:30 P.M. to determine whether Article V, Section 5.03(A) of the Charter shall be amended to replace the language under Section A. “First Reading”:

**Upon approval of its first reading, which may be by title only unless a full reading is requested by any member of Council, Council shall cause notice to be provided to the general public by one of the following methods: (1) a copy of the legislation shall be published on the City’s website; or (2) by publication in any manner that publication of official government action is permitted under state law. Regardless of which method is selected, copies of the proposed ordinance without cost shall be made available to the public at the Municipal Building during regular business hours and shall specify the time and place for the second reading and public hearing. The publication by posting shall be at least seven (7) calendar days prior to the time set for the second reading and public hearing.**

Section 2: The ballots for said election shall at the top thereof, be entitled “Proposed Charter Amendment”, “City of Riverside” and the question to be submitted shall be separately stated on said ballot in the words “Shall Section 5.03(A) of Article V of the Charter of Riverside be amended?”

The full text or a condensed text of the proposed amendment to said Charter shall appear on the ballot and at the appropriate place for marking said question shall appear the words “YES” and “NO” and each voter shall indicate his or her vote by making a mark as provided in the place so provided.

Section 3: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on adoption.

Section 4: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published once a week for not less than two consecutive weeks in a newspaper of general circulation in the City of Riverside with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

Section 5: The Clerk of Council shall certify this resolution to the Montgomery County Board of Elections by 4:00 P.M. on August 7, 2024.

Section 6: Passage of this Resolution shall require the affirmative vote of five (5) members of the Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter.

Section 7: This Resolution shall take effect and be in force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2941 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK



**A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AN AMENDMENT TO ARTICLE VI, SECTION 6.03(I), AMENDING SECTION 6.03(I), “POWERS AND DUTIES,” OF THE CHARTER OF THE CITY OF RIVERSIDE, OHIO, AND TO PLACE ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 5, 2024.**

**WHEREAS**, the Charter Review Commission has completed its review of the existing Charter of the City of Riverside, Ohio, and has submitted its report to Council; and,

**WHEREAS**, Council having reviewed said report and recommendations has determined that an amendment to Article VI, Section 6.03(i), “Powers and Duties” of the City Manager, amending Section 6.03(i) of the Charter should be submitted to the electors of the City; and

**WHEREAS**, Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter provide that the amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) members of Council.

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

Section 1: The question of the amendment of the Charter of the City be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 5th day of November 2024, at the regular places of voting in the City between the hours of 6:30 A.M. and 7:30 P.M. to determine whether Article VI, Section 6.03(i) of the Charter shall be amended to replace the language under Section (i):

**To execute and deliver all contracts, purchase orders, franchises and agreements for the Municipality pursuant to the relevant ordinance or resolution of the Council.**

Section 2: The ballots for said election shall at the top thereof, be entitled “Proposed Charter Amendment”, “City of Riverside” and the question to be submitted shall be separately stated on said ballot in the words “Shall Section 6.03(i) of Article VI of the Charter of Riverside be amended?” The full text or a condensed text of the proposed amendment to said Charter shall appear on the ballot and at the appropriate place for marking said question shall appear the words “YES” and “NO” and each voter shall indicate his or her vote by making a mark as provided in the place so provided.

Section 3: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on adoption.

Section 4: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published once a week for not less than two consecutive weeks in a newspaper of general circulation in the City of Riverside with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

Section 5: The Clerk of Council shall certify this resolution to the Montgomery County Board of Elections by 4:00 P.M. on August 7, 2024.

Section 6: Passage of this Resolution shall require the affirmative vote of five (5) members of the Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter.

Section 7: This Resolution shall take effect and be in force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2942 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AN AMENDMENT TO ARTICLE IX, SECTION 9.03, AMENDING SECTION 9.03, “PLANNING COMMISSION,” OF THE CHARTER OF THE CITY OF RIVERSIDE, OHIO, AND TO PLACE ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 5, 2024.**

**WHEREAS**, the Charter Review Commission has completed its review of the existing Charter of the City of Riverside, Ohio, and has submitted its report to Council; and,

**WHEREAS**, Council having reviewed said report and recommendations has determined that an amendment to Article IX, Section 9.03, “Planning Commission,” amending Section 9.03 of the Charter should be submitted to the electors of the City; and

**WHEREAS**, Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter provide that the amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) members of Council.

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

Section 1: The question of the amendment of the Charter of the City be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 5th day of November 2024, at the regular places of voting in the City between the hours of 6:30 A.M. and 7:30 P.M. to determine whether Article IX, Section 9.03 of the Charter shall be amended to replace the language in the first sentence under Section 9.03:

**The Planning Commission shall consist of the Mayor as ex officio without voting power, and five (5) electors appointed by Council to serve without compensation for terms of four (4) years, with a maximum of two (2) non-residents members permitted who meet the requirements of the relevant by-law, resolution, or ordinance governing the appointments.**

Section 2: The ballots for said election shall at the top thereof, be entitled “Proposed Charter Amendment”, “City of Riverside” and the question to be submitted shall be separately stated on said ballot in the words “Shall Section 9.03 of Article IX of the Charter of Riverside be amended?” The full text or a condensed text of the proposed amendment to said Charter shall appear on the ballot and at the appropriate place for marking said question shall appear the words “YES” and “NO” and each voter shall indicate his or her vote by making a mark as provided in the place so provided.

- Section 3: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on adoption.
- Section 4: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published once a week for not less than two consecutive weeks in a newspaper of general circulation in the City of Riverside with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.
- Section 5: The Clerk of Council shall certify this resolution to the Montgomery County Board of Elections by 4:00 P.M. on August 7, 2024.
- Section 6: Passage of this Resolution shall require the affirmative vote of five (5) members of the Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter.
- Section 7: This Resolution shall take effect and be in force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2943 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AN AMENDMENT TO ARTICLE IX, SECTION 9.05, AMENDING SECTION 9.05, “BOARD OF ZONING APPEALS,” OF THE CHARTER OF THE CITY OF RIVERSIDE, OHIO, AND TO PLACE ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 5, 2024.**

**WHEREAS**, the Charter Review Commission has completed its review of the existing Charter of the City of Riverside, Ohio, and has submitted its report to Council; and,

**WHEREAS**, Council having reviewed said report and recommendations has determined that an amendment to Article IX, Section 9.05, “Board of Zoning Appeals,” amending Section 9.05 of the Charter should be submitted to the electors of the City; and

**WHEREAS**, Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter provide that the amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) members of Council.

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

Section 1: The question of the amendment of the Charter of the City be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 5th day of November 2024, at the regular places of voting in the City between the hours of 6:30 A.M. and 7:30 P.M. to determine whether Article IX, Section 9.05 of the Charter shall be amended to replace the language in the first sentence under Section 9.05:

**There shall be a Board of Zoning Appeals composed of five (5) electors, appointed by a majority vote of the Council, for terms of four (4) years, with a maximum of two (2) non-residents members permitted who meet the requirements of the relevant by-law, resolution, or ordinance governing the appointments.**

Section 2: The ballots for said election shall at the top thereof, be entitled “Proposed Charter Amendment”, “City of Riverside” and the question to be submitted shall be separately stated on said ballot in the words “Shall Section 9.05 of Article IX of the Charter of Riverside be amended?” The full text or a condensed text of the proposed amendment to said Charter shall appear on the ballot and at the appropriate place for marking said question shall appear the words “YES” and “NO” and each voter shall indicate his or her vote by making a mark as provided in the place so provided.

Section 3: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on adoption.

Section 4: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published once a week for not less than two consecutive weeks in a newspaper of general circulation in the City of Riverside with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

Section 5: The Clerk of Council shall certify this resolution to the Montgomery County Board of Elections by 4:00 P.M. on August 7, 2024.

Section 6: Passage of this Resolution shall require the affirmative vote of five (5) members of the Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter.

Section 7: This Resolution shall take effect and be in force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2944 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AN AMENDMENT TO ARTICLE IV, SECTION 4.12, AMENDING SECTION 4.12, “CLERK OF COUNCIL,” OF THE CHARTER OF THE CITY OF RIVERSIDE, OHIO, AND TO PLACE ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 5, 2024.**

**WHEREAS**, the Charter Review Commission has completed its review of the existing Charter of the City of Riverside, Ohio, and has submitted its report to Council; and,

**WHEREAS**, Council having reviewed said report and recommendations has determined that an amendment to Article IV, Section 4.12, “Clerk of Council,” amending Section 4.12 of the Charter should be submitted to the electors of the City; and

**WHEREAS**, Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter provide that the amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) members of Council.

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

Section 1: The question of the amendment of the Charter of the City be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 5th day of November 2024, at the regular places of voting in the City between the hours of 6:30 A.M. and 7:30 P.M. to determine whether Article IV, Section 4.12 of the Charter shall be amended to replace the language of the first sentence under Section 4.12:

**There shall be a Clerk of Council, appointed by the Manager pursuant to Article VI, Section 6.03(f) of the Charter, and supervised by the Manager pursuant to Article VI, Section 6.03(e) of the Charter, who shall enter upon the duties of this office.**

Section 2: The ballots for said election shall at the top thereof, be entitled “Proposed Charter Amendment”, “City of Riverside” and the question to be submitted shall be separately stated on said ballot in the words “Shall Section 4.12 of Article IV of the Charter of Riverside be amended?” The full text or a condensed text of the proposed amendment to said Charter shall appear on the ballot and at the appropriate place for marking said question shall appear the words “YES” and “NO” and each voter shall indicate his or her vote by making a mark as provided in the place so provided.

Section 3: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on adoption.

Section 4: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published once a week for not less than two consecutive weeks in a newspaper of general circulation in the City of Riverside with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

Section 5: The Clerk of Council shall certify this resolution to the Montgomery County Board of Elections by 4:00 P.M. on August 7, 2024.

Section 6: Passage of this Resolution shall require the affirmative vote of five (5) members of the Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter.

Section 7: This Resolution shall take effect and be in force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2945 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK



**A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AN AMENDMENT TO ARTICLE X, SECTION 10.03, AMENDING SECTION 10.03, “CONDUCT OF ELECTIONS,” OF THE CHARTER OF THE CITY OF RIVERSIDE, OHIO, AND TO PLACE ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 5, 2024.**

**WHEREAS**, the Charter Review Commission has completed its review of the existing Charter of the City of Riverside, Ohio, and has submitted its report to Council; and,

**WHEREAS**, Council having reviewed said report and recommendations has determined that an amendment to Article X, Section 10.03, “Conduct of Elections,” amending Section 10.03 of the Charter should be submitted to the electors of the City; and

**WHEREAS**, Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter provide that the amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) members of Council.

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

Section 1: The question of the amendment of the Charter of the City be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 5th day of November 2024, at the regular places of voting in the City between the hours of 6:30 A.M. and 7:30 P.M. to determine whether Article X, Section 10.03 of the Charter shall be amended to replace the language under Section 10.03:

**Both regular and special Municipal elections shall be conducted by the Board of Elections of Montgomery County, Ohio under a ranked choice method. Should the laws of the State of Ohio be amended to withhold municipal funding from or otherwise negatively impact in any way municipalities that employ ranked choice elections, then ranked choice voting shall immediately cease, references to ranked choice voting shall become null and void, and the conduct of elections shall immediately revert to the provisions of the Charter with no reference to ranked choice voting. Except as otherwise provided in this Charter, all elections shall be conducted, and the results thereof ascertained and certified as provided by the laws of the State of Ohio.**

Section 2: The ballots for said election shall at the top thereof, be entitled “Proposed Charter Amendment”, “City of Riverside” and the question to be submitted shall be separately stated on said ballot in the words “Shall Section 10.03 of Article X of the Charter of Riverside be amended?” The full text or a condensed text of the proposed amendment to said Charter

shall appear on the ballot and at the appropriate place for marking said question shall appear the words “YES” and “NO” and each voter shall indicate his or her vote by making a mark as provided in the place so provided.

Section 3: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on adoption.

Section 4: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published once a week for not less than two consecutive weeks in a newspaper of general circulation in the City of Riverside with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

Section 5: The Clerk of Council shall certify this resolution to the Montgomery County Board of Elections by 4:00 P.M. on August 7, 2024.

Section 6: Passage of this Resolution shall require the affirmative vote of five (5) members of the Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter.

Section 7: This Resolution shall take effect and be in force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2946 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**A RESOLUTION PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AN AMENDMENT TO ARTICLE XIII, SECTION 13.04, AMENDING SECTION 13.04, “AMENDMENT,” OF THE CHARTER OF THE CITY OF RIVERSIDE, OHIO, AND TO PLACE ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 5, 2024.**

**WHEREAS**, the Charter Review Commission has completed its review of the existing Charter of the City of Riverside, Ohio, and has submitted its report to Council; and,

**WHEREAS**, Council having reviewed said report and recommendations has determined that an amendment to Article XIII, Section 13.04, “Amendment,” amending Section 13.04 of the Charter should be submitted to the electors of the City; and

**WHEREAS**, Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter provide that the amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) members of Council.

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

Section 1: The question of the amendment of the Charter of the City be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 5th day of November 2024, at the regular places of voting in the City between the hours of 6:30 A.M. and 7:30 P.M. to determine whether Article XIII, Section 13.04 of the Charter shall be amended to replace the language of the first sentence of the second paragraph under Section 13.04:

**At the first meeting of the Council in January 1999 and every five (5) years thereafter, Council shall appoint a Commission of seven (7) electors of the Municipality.**

Section 2: The ballots for said election shall at the top thereof, be entitled “Proposed Charter Amendment”, “City of Riverside” and the question to be submitted shall be separately stated on said ballot in the words “Shall Section 13.04 of Article XIII of the Charter of Riverside be amended?” The full text or a condensed text of the proposed amendment to said Charter shall appear on the ballot and at the appropriate place for marking said question shall appear the words “YES” and “NO” and each voter shall indicate his or her vote by making a mark as provided in the place so provided.

Section 3: A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on adoption.

Section 4: Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published once a week for not less than two consecutive weeks in a newspaper of general circulation in the City of Riverside with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

Section 5: The Clerk of Council shall certify this resolution to the Montgomery County Board of Elections by 4:00 P.M. on August 7, 2024.

Section 6: Passage of this Resolution shall require the affirmative vote of five (5) members of the Council as required by Article XVIII, Section 9 of the Ohio Constitution and Section 13.04 of the Charter.

Section 7: This Resolution shall take effect and be in force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2947 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**MEETING DATE: June 6, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Joshua Rauch, City Manager

**SUBJECT:** 24-R-2948 and 24-R-2949 – Requesting the auditor of Montgomery County to certify the total current tax valuation for the City of Riverside.

---

**EXPLANATION**

A significant portion of the Police Department’s revenue comes from a 4.95-mill property tax levy. Replacement of this levy went to the voters in March 2024 and was narrowly rejected. The City Council can choose to place another replacement levy on the ballot or a simple renewal; however, prior to doing so, the City is required to obtain a tax valuation from Montgomery County. These resolutions will enable staff to ask the County for valuations and estimated property tax revenues for both a renewal and a replacement. Having both estimates will enable the Council to make a more informed choice about which measure to put to voters in November.

- **24-R-2948:** Requests Montgomery County to provide valuations and revenue estimates for 4.95 mill replacement levy
- **24-R-2949:** Requests Montgomery County to provide valuations and revenue estimates for 4.95 mill renewal levy

Levy options will be discussed at work sessions in June and July.

**RECOMMENDATION**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**FISCAL IMPACT**

Not Applicable

**SOURCE OF FUNDS**

Not Applicable

**EXHIBITS**

Not Applicable

**A RESOLUTION BY THE COUNCIL OF THE CITY OF RIVERSIDE, OHIO, REQUESTING THE AUDITOR OF MONTGOMERY COUNTY TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE CITY OF RIVERSIDE AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A 4.95 MILL REPLACEMENT LEVY TO OPERATE THE POLICE DEPARTMENT, AS AUTHORIZED BY SECTION 5705.19(J) OF THE OHIO REVISED CODE.**

**WHEREAS**, the Council of the City of Riverside, Ohio, hereby declares the necessity of a replacement tax levy in excess of the ten-mill limitation in the amount of 4.95 mills in accordance with O.R.C. 5705.03(B)(1); and

**WHEREAS**, O.R.C. 5705.03 (B)(1) requires the City to request the County Auditor to certify a total current tax valuation of the City of Riverside and the dollar amount of revenue that would be generated by the specified number of mills.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:**

- Section 1: The Council of the City of Riverside, in accordance with O.R.C. 5705.03 (B), requests the Montgomery County Auditor to certify the current total tax valuation of the City of Riverside and the dollar amount of revenue that would be generated by a 4.95 mill replacement levy for a 5 year period.
- Section 2: It is necessary that the replacement tax be levied in excess of the ten-mill limitation for the purpose of operating and maintaining the police department and for all other purposes authorized by O.R.C. 5705.19 (J).
- Section 3: The question of passage of said replacement tax levy shall be submitted to the electors of the City of Riverside at an election to be held on November 5, 2024. If a majority of the voters voting on this replacement levy vote in favor thereof, this levy shall be first placed on the tax list and duplicate for the tax year of 2025, for collection in calendar year 2026.
- Section 4: Pursuant to Section 5705.03 of the Ohio Revised Code, the County Auditor is hereby requested to certify to the City of Riverside the total current tax valuation of the City and the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof, and the Clerk is hereby authorized and directed to certify a copy of this Resolution to the Montgomery County Auditor immediately upon its adoption.

Section 5: This Resolution shall take effect and be in force from and after the date of its passage.

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

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2948 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**A RESOLUTION BY THE COUNCIL OF THE CITY OF RIVERSIDE, OHIO, REQUESTING THE AUDITOR OF MONTGOMERY COUNTY TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE CITY OF RIVERSIDE AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A 4.95 MILL RENEWAL LEVY TO OPERATE THE POLICE DEPARTMENT, AS AUTHORIZED BY SECTION 5705.19(J) OF THE OHIO REVISED CODE.**

**WHEREAS**, the Council of the City of Riverside, Ohio, hereby declares the necessity of a renewal tax levy in excess of the ten-mill limitation in the amount of 4.95 mills in accordance with O.R.C. 5705.03(B)(1); and

**WHEREAS**, O.R.C. 5705.03 (B)(1) requires the City to request the County Auditor to certify a total current tax valuation of the City of Riverside and the dollar amount of revenue that would be generated by the specified number of mills.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:**

- Section 1: The Council of the City of Riverside, in accordance with O.R.C. 5705.03 (B), requests the Montgomery County Auditor to certify the current total tax valuation of the City of Riverside and the dollar amount of revenue that would be generated by a 4.95 mill renewal levy for a 5 year period.
- Section 2: It is necessary that the renewal tax be levied in excess of the ten-mill limitation for the purpose of operating and maintaining the police department and for all other purposes authorized by O.R.C. 5705.19 (J).
- Section 3: The question of passage of said renewal tax levy shall be submitted to the electors of the City of Riverside at an election to be held on November 5, 2024. If a majority of the voters voting on this renewal levy vote in favor thereof, this levy shall be first placed on the tax list and duplicate for the tax year of 2025, for collection in calendar year 2026.
- Section 4: Pursuant to Section 5705.03 of the Ohio Revised Code, the County Auditor is hereby requested to certify to the City of Riverside the total current tax valuation of the City and the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof, and the Clerk is hereby authorized and directed to certify a copy of this Resolution to the Montgomery County Auditor immediately upon its adoption.





**MEETING DATE: June 06, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Lori Minnich, Economic Development Specialist

**SUBJECT:** Resolution No. 24-R-2950 – A resolution authorizing the city manager to enter into a development agreement between the City of Riverside and Mechanical Services and Design, Inc. (MSD) for the administration of Montgomery County Economic Development/ Government Equity (ED/GE) Program funds awarded for the MSD Project.

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**EXPLANATION:**

Montgomery County Economic Development/ Government Equity (ED/GE) Program was created to support job creation, retention, and regional economic growth. Riverside City Council passed legislation, 19-R-2537, authorizing the ten-year participation, 2020-2029, in the ED/GE program.

This spring the Community Development Department submitted an application to support the Mechanical Services and Design (MSD) expansion Project. The MSD Project calls for the construction of a new 26,000 square foot building on vacant land in the City of Riverside. The MSD Project was awarded \$100,000.00 by the ED/GE Grant Board. The ED/GE funds can be used for the construction of the building. The Grant Board considered the MSD Project essential to job creation and retention.

The next step in order to accept the funds if for the City of Riverside to enter into an agreement with MSD prior to the construction of the building. The City will then enter into a separate agreement with Montgomery County for distribution of the awarded funds.

**RECOMMENDATION:**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**SOURCE OF FUNDS**

\$100,000 from Montgomery County ED/GE (Economic Development/Government Equity) Program

**EXHIBITS:**

See attached resolution and exhibits

Section 5: This Resolution shall take effect and be in force from and after the date of its passage.

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

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2949 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

---

**RESOLUTION NO. 24-R-2950**

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

---

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A DEVELOPMENT AGREEMENT BETWEEN THE CITY OF RIVERSIDE AND MECHANICAL SERVICES AND DESIGN, INC. (MSD) FOR THE ADMINISTRATION OF MONTGOMERY COUNTY ECONOMIC DEVELOPMENT/GOVERNMENT EQUITY (ED/GE) PROGRAM FUNDS AWARDED FOR THE MECHANICAL SERVICES AND DESIGN, INC. PROJECT.**

**WHEREAS**, the Council of the City of Riverside passed legislation, 19-R-2537, to participate in the Montgomery County Economic Development/Government Equity (ED/GE) Program for the purpose of job creation, retention, and regional economic growth; and

**WHEREAS**, the City of Riverside agreed to assist Montgomery County implement the ED/GE program and administer the ED/GE program grant; and

**WHEREAS**, on April 30, 2024, by Resolution No. 24-0767 (Exhibit A) the Board of Montgomery County Commissioners awarded the City of Riverside a distribution from the Montgomery County Primary Economic Development Fund, for the Spring 2024 ED/GE period, in an amount not to exceed \$100,000.00 (Exhibit B) to provide funding support for the Mechanical Services and Design, Inc., Project.

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

Section 1: The City Manager is hereby authorized to enter into an agreement with Mechanical Services and Design, Inc., to administer the funds for the qualifying project.

Section 2: The City Manager is hereby authorized to receive and distribute ED/GE grant funds and to sign agreements on behalf of the City per the aforementioned program participation agreement.

Section 3: That the Clerk of Council be and is hereby authorized and directed to forward a certified copy of Resolution No. 24-0767 of the Board of Montgomery County Commissioners to the City Manager and Finance Director.

Section 4: That this resolution shall take effect and be in full force from and after the date of its passage.

Passed: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR



CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2950 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**RESOLUTION NO. 24-0767  
APRIL 30, 2024**

**RESOLUTION APPROVING THE SPRING 2024 ECONOMIC DEVELOPMENT PROJECT FUNDING RECOMMENDATIONS FOR THE MONTGOMERY COUNTY ECONOMIC DEVELOPMENT/GOVERNMENT EQUITY (ED/GE) PROGRAM.**

WHEREAS, pursuant to the terms of the Economic Development/Government Equity (ED/GE) agreements entered into by the Board of County Commissioners and participating local governments, an ED/GE Advisory Committee was created; and

WHEREAS, that Advisory Committee has reviewed ED/GE project funding applications and recommended to the Board of County Commissioners of Montgomery County, Ohio, a package of economic development funding recommendations for the Spring 2024 ED/GE Program (Exhibit A); and

WHEREAS, pursuant to Ohio Revised Code, Section 307.07, the Economic Development Director of Montgomery County, Ohio has been appointed in order to design, implement, oversee and evaluate economic development programs and policies in the County; and

WHEREAS, the Economic Development Director has evaluated the attached recommendations of the ED/GE Advisory Committee and finds that those recommendations are consistent with the ED/GE Program guidelines and criteria;

NOW, THEREFORE, BE IT RESOLVED that the Spring 2024 economic development project funding for the Montgomery County Economic Development/Government Equity (ED/GE) Program, be and is hereby approved.

BE IT FURTHER RESOLVED that the Clerk of Commission certify this resolution and make an imaged copy of this resolution available on the Montgomery County, Ohio website at <http://www.mcohio.org>.

**RESOLUTION NO: 24-0767  
APRIL 30, 2024**

**CERTIFICATE**

Mrs. Rice moved the adoption of the foregoing resolution. It was seconded by Ms. Dodge, and upon call of the roll the following vote resulted:

Mrs. Rice, aye; Ms. Dodge, aye; Mrs. Lieberman, aye: Carried.



I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the Board of County Commissioners of Montgomery County, Ohio, on the 30th day of April, 2024.

THE BOARD OF COUNTY COMMISSIONERS HEREBY FINDS AND DETERMINES THAT ALL FORMAL ACTIONS RELATIVE TO THE ADOPTION OF THIS RESOLUTION WERE TAKEN IN AN OPEN MEETING OF THIS BOARD OF COUNTY COMMISSIONERS, AND THAT ALL DELIBERATIONS OF THIS BOARD OF COUNTY COMMISSIONERS, AND OF ITS COMMITTEES, IF ANY WHICH RESULTED IN FORMAL ACTION, WERE TAKEN IN MEETINGS OPEN TO THE PUBLIC, IN FULL COMPLIANCE WITH APPLICABLE LEGAL REQUIREMENTS, INCLUDING SECTION 121.22 OF THE REVISED CODE.

A handwritten signature in black ink that reads "Emily Bradford". The signature is written in a cursive style and is positioned above a horizontal line.

Emily Bradford, Clerk  
Board of County Commissioners  
Montgomery County, Ohio

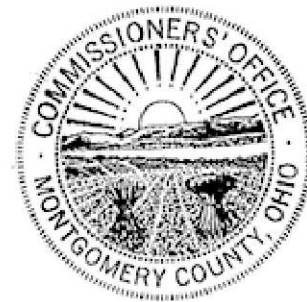


EXHIBIT A

PRIMARY ECONOMIC DEVELOPMENT PROJECTS  
ED/GE SPRING CYCLE 2024

JURISDICTION	NAME OF PROJECT	AMOUNT FUNDED
Dayton	Delco Office Project	\$400,000
Kettering	ETI-Starwin	\$150,000
Miami Twp.	Square Rock/Rushlight Assets LLC	\$250,000
Dayton Miami Twp. Trotwood Union	Project Swifty	\$225,000
Miamisburg	Killer Brownie	\$75,000
Moraine	Project Crispy	\$225,000
Riverside	Mechanical Services & Design	\$100,000
Trotwood	Gordon Food Service	\$75,000

**2024-2025**  
**AGREEMENT OF IMPLEMENTATION OF THE**  
**ECONOMIC DEVELOPMENT/GOVERNMENT EQUITY (“ED/GE”) PROGRAM**  
**MONTGOMERY COUNTY, OHIO**

THIS AGREEMENT is made and entered into by and between the CITY OF RIVERSIDE, OHIO ("Program Member"), and MECHANICAL SERVICES AND DESIGN, INC. ("Recipient/Business").

WHEREAS, the Board of County Commissioners of Montgomery County, Ohio, (“COUNTY”) established the Economic Development/Government Equity (“ED/GE”) program in 1992 to spur economic growth as well as create regional cooperation between its jurisdictions; and

WHEREAS, under the Participation Agreement between the County and the Program Member, the Program Member agreed to assist the County implement the ED/GE program and administer the ED/GE program grant funds, City of Riverside Resolution, 19-R-2537; and

WHEREAS, April 30, 2024, by Resolution No. 24-0767, the County awarded the Program Member, funds from the Primary Economic Development Fund, (“ED/GE GRANT”), 2024 ED/GE Program period, to provide financial support for a project known as the Mechanical Services and Design, Inc., Project; and

WHEREAS, the Recipient/Business hereby acknowledges that all Program Members awarded funds are required to enter into a written development agreement with the Recipient/Business receiving the ED/GE Grant Funds, memorializes the Recipient/Business understanding of the fifty percent (50%), twenty-five percent (25%), twenty-five percent (25%) nature of the award and sets forth the grant monitoring obligations of the Program Member and the Recipient/Business; and

WHEREAS, as part of the development agreement, the Recipient/Business is guaranteeing certain capital investment, job creation, and job retention; and

NOW, THEREFORE, for and in consideration of the mutual promises, covenants and agreements hereinafter set forth, the parties to this Agreement, with the intent to be legally bound, agree as follows:

**PROJECT.**

The Project calls for the construction of a new 26,000 sq. ft. building on vacant land in the City of Riverside, purchased by the Recipient/Business in 2023. The ED/GE funds can be used for the sole purpose of the Project, which being the construction of the abovementioned building, considered essential to fulfill the stated business objective of bringing the fragmented workforce back into a central location, and job creation and retention realized by the relocation of engineers, project managers, administrative staff, and technology team members to the new building upon completion.

**GRANT AMOUNT.**

The Program Member agrees to provide the ED/GE grant funds made available to the Program Member by the County for this Project pursuant to both the terms and conditions of the ED/GE agreement between the Program Member and the County. (i) The funds distributed, if any, will not exceed the ED/GE awarded amount of \$100,000.00. (ii) The parties acknowledge that this Agreement



is made pursuant to the Montgomery County ED/GE program and that the distribution of funds provided for herein is made pursuant to that program. (iv) The parties further acknowledge that they have been informed and fully understand that ED/GE grants are given to Program Members as follows: (1) fifty percent (50%) upon an invoice basis following completion of the construction portion of the project, (2) twenty-five percent (25%) of the grant amount will be distributed to the Program Member at any time during a three (3) year period commencing with the full execution of the agreement that the Recipient/Business attains fifty percent (50%) of the total pledged jobs, (3) twenty-five percent (25%) of the grant will be distributed to the Program Member when the Recipient/Business attains one hundred percent (100%) of the total pledged jobs.

#### ED/GE FUNDS ACKNOWLEDGEMENT.

The Recipient/Business agrees that the ED/GE grant is expended by the County in its sole discretion, and that the County's financial assistance is voluntarily, and that the Recipient/Business has no legal or equitable claim to any of the ED/GE funds.

#### PAYROLL CREATION.

The Recipient/Business agrees to retain two-hundred twenty-two (222) jobs located within Montgomery County, creating \_\_\_\_\_ new jobs upon completion of the project, and retaining eighty-five (85) jobs upon the project completion date of \_\_\_\_\_. The Recipient/Business workforce growth over the next \_\_\_\_\_ years is projected to align with the current annual job creation of no less than twenty (20) employees annually.

#### LOCATION IDENTIFICATION.

The Recipient/Business agrees to make a good faith effort in all its business communications to identify that the Company's facility is located in the Program Member jurisdiction, Montgomery County, Ohio. Communication may include signage, promotional literature, stationery, and licensed vehicles.

#### TAXES CURRENT.

The Recipient/Business agrees to pay all respective applicable real and tangible personal property taxes and all municipal earnings tax amounts, including payroll withholding owed, in a timely manner.

#### PREVAILING WAGES.

The Recipient/Business agrees that all labor, including that employed by contractors and subcontractors, used in the Project shall be compensated at a level equal to that of prevailing wages as determined by Ohio Revised Code Chapter 4115. The Recipient/Business agree(s) to fully indemnify, defend and save harmless the Program Member, its officials, agents and employees, from and against all suits, claims demands or actions, damages, liabilities, judgments, losses, costs and reasonable attorney fees to the extent such arise out of or flow from, whether directly or indirectly, actual failure of the Recipient/Business or its contractors and subcontractors to pay such compensation in the manner specified.

#### COMPLIANCE WITH ED/GE PROGRAM AND INDEMNIFICATION.

The Recipient/Business agrees to use any grant money received from the ED/GE program only for the purpose(s) provided in this Agreement, which have been determined to serve valid public purpose under the ED/GE Program. The Recipient/Business agree(s) to indemnify, defend and save harmless the Program Member, its officials, agents, and employees, from and against all suits, claims demands or actions, damages, liabilities, judgments, losses, costs, and reasonable attorney fees arising out of

or flowing from its failure to use the funds for the stated purpose. Further if any of the ED/GE funds are used for any purpose other than that of the Project, the Recipient/Business agrees that it will repay the County the amount improperly expended, and will do so within seven (7) calendar days of written notice delivered to it by the Program Member that such an improper expenditure has occurred. Said notice shall state the amount which the Program Member believes to have been improperly expended.

#### INFORMATION WARRANTED.

The Recipient/Business affirmatively covenant(s) that it/they has/have made no false statements to the Program Member in the process of obtaining approval of the ED/GE funds. If any representative of the Recipient/Business knowingly made false statements to the Program Member to obtain or maintain the incentive provided by this Agreement, it is mutually agreed that such false statements shall be legally attributed to the representative's principal for purposes of this Agreement.

#### AUDIT.

The Recipient/Business acknowledge(s) that it/they is/are receiving public funds, and that documentation of the use of such funds may be subject to audit by the County Auditor or the State Auditor or their representatives. The Recipient/Business agree(s) to allow either the County or its representative, or a representative of the State Auditor's Office, to enter upon its premises during regular business hours and to supply the books/financial records concerning the receipt and expenditure of the economic development funding received pursuant to the Agreement. The Recipient/Business also agree(s) to notify persons or business entities with which (it/they) (does/do) business in the prosecution of the work called for in the "Project" of the fact that such person or business entity is receiving public funds and that such funds may be audited by the County Auditor or the State Auditor even though they have been received by a private person or business entity.

#### RECORD RETENTION.

The Recipient/Business agree(s) that all documentation, financial records, and other evidence of project activity under this Agreement shall be maintained by the Recipient/Business, consistent with the records retention requirements of the Ohio Revised Code, for a period of three (3) years after the completion or termination of the Project. After this three (3) year retention period, the Recipient/Business must notify the Program Member, in writing, of its intent to destroy said records. The Program Member reserves the right to extend the retention period for such records, and if it decides to do so it will notify the Recipient/Business in writing, otherwise, the Program Member will issue to the Recipient/Business a written Certificate of Records Disposal. It is mutually understood and agreed that no records in the Recipient/Business' possession will be destroyed until the Recipient/Business has received a Certificate of Records Disposal.

#### NO DISCRIMINATION.

The Recipient/Business agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, handicap, age, political belief, or place of birth. The Recipient/Business will ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, national origin, ancestry, handicap, age, political belief, or place of birth. Such action shall include, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Recipient/Business agree(s) not to establish or knowingly permit any

such practice or practices of discrimination or segregation in reference to anything related to this Agreement, or in reference to any contractors or subcontractors.

**TRANSFER**

This Agreement is not transferable or assignable without the express, written approval of the Program Member.

**AMENDMENT.**

This instrument embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either written or oral, between the parties. This Agreement shall not be modified in any manner except by an instrument, in writing, executed by the parties hereto. This Agreement may only be voided or amended by written mutual consent.

**SEVERABILITY.**

If any term or provision of this Agreement or the application thereof to any entity, person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to entities, persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each remaining term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**GOVERNING LAW.**

This Agreement and any modifications, amendments, or alterations, shall be governed, construed, and enforced under the laws of the State of Ohio.

**SIGNATURES.**

Signatures hereon shall act as express representations that the signing agents are authorized to bind their respective principals to all rights, duties, remedies, obligations, and responsibilities incurred by way of this Agreement.

PROGRAM MEMBER:

RECIPIENT/BUSINESS:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Law Director

\_\_\_\_\_  
Date



**MEETING DATE: June 06, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Josh Rauch, City Manager  
Nia Holt, Community Development Director

**SUBJECT:** Resolution No. 24-R-2951 – A resolution authorizing the city manager to enter into a professional service agreement with ZoneCo for the Unified Development Ordinance Revision.

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**EXPLANATION:**

The City of Riverside is preparing to undertake a major Unified Development Ordinance (UDO) revision which aligns with the Comprehensive Plan update – ONE Riverside. This UDO update is one of the most substantial recommendations which emerged from the 2023 land use plan process.

The UDO update will be a 14-18 month community-driven initiative. The process will unfold in two phases: UDO approach recommendation and UDO development. The consultants, ZoneCo, will provide the city with coordination of public meetings, recommendations based on best practices, legal review, development of ready to adopt UDO, and aid staff in the adoption process.

**RECOMMENDATION:**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**SOURCE OF FUNDS**

\$95,000 from General Fund.

**EXHIBITS:**

See attached resolution and exhibit

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH ZONECO FOR UNIFIED DEVELOPMENT ORDINANCE REVIEW AND REVISION.**

**WHEREAS**, the City of Riverside is preparing to undertake a major Unified Development Ordinance (UDO) revision which aligns with the Comprehensive Plan update – ONE Riverside; and

**WHEREAS**, this USO update is one of the most substantial recommendations which emerged from the 2023 land use plan process; and

**WHEREAS**, the UDO update will be a fourteen (14) to eighteen (18) month community-driven initiative unfolding in two (2) phases: UDO approach recommendation and UDO development; and

**WHEREAS**, the consultants, ZoneCo, will provide the City with coordination of public meetings, recommendations based on best practices, legal review, development of ready-to-adopt UDO provisions, and aid staff in the adoption process; and

**WHEREAS**, the City desires to contract with ZoneCo, who highly specializes in review, revision, and development of property maintenance and development codes, to provide the City with the best practices and up-to-date code language; and

**WHEREAS**, the City may, with legislative authorization but without competitive bidding, make any contract providing for services for the City involving a personal, professional, highly technical or scientific nature, or involving the special skills or proprietary knowledge required for the servicing of specialized equipment owned by the City pursuant to Section 139.18(e) of the codified ordinances of the City of Riverside, Ohio.

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

Section 1: In accordance with the recommendation of the City Manager, this Council does herewith determine that it is in the best interest of the City to enter into the aforementioned agreement with ZoneCo. Accordingly, the City Manager is authorized to enter into said agreement with a duly recognized agent of ZoneCo for an amount not to exceed \$95,000 from the General Fund for the specialized professional services described herein.

Section 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of the within resolution to the City Manager and Finance Director, who will submit a certified copy to a duly recognized agent of ZoneCo.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2951 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK



**MEETING DATE: June 6, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Joshua Rauch, City Manager

**SUBJECT:** 24-R-2952- A resolution authorizing the city manager to update the Personnel Manual and replace Resolution 23-R-2866.

---

**EXPLANATION**

In 2023, the City adopted a compensation policy that outlined the guidelines and principles governing the compensation provided to all non-bargaining employees. The attached resolution will update the policy to include cost of living adjustments to employees' salaries and pay grades to account for inflation and introduce merit increases to incentivize and reward high performance and significant employee contributions to the City. Moving forward, this compensation philosophy will play a crucial role in attracting and retaining top talent. In addition, the updated policy will replace Article 5: Pay Schedule, in the Personnel Manual.

**RECOMMENDATION**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**FISCAL IMPACT**

Not Applicable.

**SOURCE OF FUNDS**

Not Applicable

**EXHIBITS**

Exhibit A – Article 5 Compensation Policy for Non-Bargaining City Employees

---

**RESOLUTION NO. 24-R-2952**

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

---

**A RESOLUTION AMENDING THE PERSONNEL POLICY MANUAL FOR THE CITY OF RIVERSIDE, OHIO.**

**WHEREAS**, the City Manager does report that it is necessary to amend certain personnel policies governing the relationship between the City and its employees in order to maintain a competitive and skilled workforce; and

**WHEREAS**, the City Council previously approved Resolution No. 22-R-2813 in December 2022, adopting a Personnel Policies Manual, and has adopted subsequent Resolutions when necessary to amend said Personnel Policies Manual; and

**WHEREAS**, the City Manager recommends changes to the Personnel Policies Manual to clarify and improve the administration of personnel policy by updating the compensation philosophy therein by removing Article 5 of the current manual and replacing said Article with updated language reflected in the replacement Article 5 attached as “Exhibit A” to this Resolution; and

**WHEREAS**, the City Council agrees that the City Manager’s proposed changes are reasonable and should be adopted.

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

Section 1: That the Personnel Policies Manual is hereby amended as described in “Exhibit A”, removing the current Article 5 language and replacing it with the Article 5 language which is attached hereto and incorporated by reference herein be and the same is hereby adopted and enacted.

Section 2: That the Clerk of Council be and is hereby authorized and directed to forward a certified copy of this resolution to the City Manager.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR





CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2952 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

## **The City of Riverside Compensation Policy for Non-Bargaining City Employees**

**Effective Date:** \_\_\_\_\_

### **Introduction**

This Compensation Policy outlines the guidelines and principles governing the compensation provided to all non-bargaining employees of the City of Riverside. The policy is designed to attract, retain, and motivate talented individuals to contribute to the city's success while ensuring fairness, consistency, and provide fiscal responsibility through annual cost of living adjustments and periodic salary reviews.

### **1. Compensation Philosophy**

Our compensation philosophy is based on the following principles:

- a. **Market Competitiveness:** We aim to offer competitive salaries and benefits to attract and retain skilled professionals in our industry and region.
- b. **Internal Equity:** Employees should be compensated fairly and equitably based on their skills, experience, and contributions within the organization.
- c. **Transparency:** We are committed to open communication about our compensation practices and providing employees with a clear understanding of their total compensation package.

### **2. Compensation Structure**

- a. **Pay Grades:** All non-bargaining city positions will be categorized into pay grades based on job responsibilities, skills required, and market benchmarks. Each pay grade will have a corresponding salary range, providing employees with opportunities for growth and advancement within their roles.
- b. **Wage Compression Prevention for Battalion Chiefs and Police Majors:** When new bargaining contracts are ratified, the City will review the impact on Battalion Chiefs and Police Majors wages to ensure their compensation remains competitive and fair. Contractual changes to the pay of their highest-paid subordinate will be assessed, and Battalion Chiefs and Police Majors wages will be modified accordingly, taking into account internal equity. The prevention of wage compression acknowledges the leadership, experience, and the critical nature of their roles in managing and overseeing their teams and ensuring public safety.

- c. **Annual Cost of Living Adjustments (COLAs):** To account for inflation and changes in the cost of living, all non-bargaining employees will receive annual cost of living adjustments. These adjustments will be based on COLAs provided to union personnel and regional economic indicators and will be implemented with the first pay period each January. In addition, the established pay grades will also be adjusted in conjunction with the COLA percentage to ensure pay ranges are competitive with market rates.
- d. **Merit Increase:** All regular full-time and part-time employees will be eligible for a merit increase with the first pay in July. Merit increases are tied to performance evaluations and will be determined by the employee's performance rating. Employees will be assessed based on their goals, knowledge, productivity, and other relevant factors.
- e. **Salary Review:** Every three years, or as needed, a comprehensive salary review will be conducted for all non-bargaining positions. This review will assess market competitiveness, internal equity, individual performance, and the overall financial health of the city. The review will aim to ensure that compensation remains competitive against comparable positions in the public and private sectors within the region.

### **3. Compensation Administration**

- a. **Compliance:** This compensation policy will comply with all applicable labor laws, regulations, and city policies. It will be reviewed periodically to ensure ongoing compliance with legal requirements and industry best practices.
- b. **Fiscal Responsibility:** A commitment to maintaining fiscal responsibility and sustainability in compensation decisions. All compensation adjustments, including differentials and COLAs, will be subject to budget availability and approval by the City Council.
- c. **Communication:** The Compensation Policy will be made available to all employees to promote transparency and understanding of the city's compensation practices. Any updates or changes to the policy will be communicated effectively to all affected parties.

**MEETING DATE: June 6, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Joshua Rauch, City Manager

**SUBJECT:** 24-R-2953 – A resolution authorizing the city manager to enter into a project development agreement with Energy Systems Group LLC to identify areas for improvements to the Wright Point Office park, 5100 and 5200 Springfield Street, Riverside, Ohio.

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### **EXPLANATION**

In March of this year, staff released a request for qualifications to identify a qualified firm or person experienced in design and implementation of energy conservation measures for City facilities, particularly Wright Point. Only one firm – Energy Systems Group (ESG) – submitted qualifications.

ESG has significant industry experience identifying energy efficiency opportunities in municipal facilities and connecting cities with funding to implement capital improvements. ESG's local clients include Vandalia, Huber Heights, and Fairborn.

The attached scope of work includes an energy efficiency audit and assessment as well as a review of lighting, HVAC, building envelope (including roof) and other improvements to help stabilize critical systems in Wright Point and better position the buildings for redevelopment.

The initial cost of the contract is \$32,500. If the City elects to pursue a capital project based on the outcome of ESG's studies, this cost will be rolled into the overall capital project costs.

Establishing a partnership with ESG is important because it will help the City target specific investments at Wright Point in a cost-effective manner, while improving efficiencies and operating costs in the process.

### **RECOMMENDATION**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

### **FISCAL IMPACT**

\$32,500

### **SOURCE OF FUNDS**

If a capital project is identified, staff and ESG will determine an appropriate source of funds for Council approval. If no capital project is identified, staff will pay the \$32,500 cost using Contracted Services lines from the Wright Point Fund.

### **EXHIBITS**

Exhibit A – Project Development Agreement

---

**RESOLUTION NO. 24-R-2953**

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

---

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROJECT DEVELOPMENT AGREEMENT WITH ENERGY SYSTEMS GROUP LLC TO IDENTIFY AREAS FOR IMPROVEMENTS TO THE WRIGHT POINT OFFICE PARK, 5100 AND 5200 SPRINGFIELD STREET, RIVERSIDE, OHIO.**

**WHEREAS**, the City of Riverside desires to contract for Project Development Services for the above-mentioned properties, and

**WHEREAS**, the City desires to identify areas for improvements to the Wright Point Office Park that will address capital needs and better position the buildings for maximum use for the benefit of the City; and

**WHEREAS**, the City Manager recommends pursuing a project development agreement with Energy Systems Group LLC, which specializes in performing capital evaluations to determine whether it can develop viable projects to reduce infrastructure-related energy and operating costs; and

**WHEREAS**, the City Council supports city-wide economic development and job growth, including maximizing capital assets, and entering into such agreement will promote said development through the means provided by a qualified and professional project development company.

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

Section 1: In accordance with the recommendation of the City Manager, this Council does determine that it is in the best interest of the City to enter into the aforementioned agreement with Energy Systems Group LLC, through one of its duly authorized representatives. Accordingly, the City Manager is hereby authorized to enter into an agreement in an amount not to exceed \$32,500, which represents the initial cost associated with commencing the project development services, on the terms and conditions materially similar to those set forth in the contract attached as Exhibit A.

Section 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this resolution to the City Manager and the Director of Finance, who will submit a certified copy to the duly recognized agent of Energy Systems Group LLC.

Section 3: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR

CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2953 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

**Guaranteed Energy Savings Performance Contract**  
**Project Development Agreement**

**City of Riverside**  
**5200 Springfield Street Suite 100**  
**Riverside, OH 45431**

Between  
AND

**Energy Systems Group, LLC**  
**9877 Eastgate Court**  
**Newburgh, IN 47630**

This Project Development Agreement (“PDA”) is between Energy Systems Group, LLC (“ESG”) and City of Riverside, Ohio (“Customer”). The purpose of the PDA is for ESG to perform an evaluation to determine whether it can develop a viable project to reduce Customer’s infrastructure-related energy and operating costs. ESG and Customer hereby agree as follows:

1. Detailed Engineering Evaluation

ESG agrees to perform a detailed engineering evaluation of certain Customer owned facilities and other infrastructure to develop a proposed scope of work for a Guaranteed Energy Savings Performance Contract (“GESPC”). ESG will quantify potential energy savings and operating cost reducing strategies and other financial benefits, including operational and equipment efficiencies that could be achieved through implementation of a GESPC. Customer agrees to cooperate with ESG to facilitate the evaluation. ESG will provide to Customer an Energy Conservation Report (“Report”) for Customer’s review and consideration. The Report may include, but is not necessarily limited to, recommendations regarding the following Energy Conservation Measures:

- A. Lighting
- B. HVAC
- C. Controls
- D. Building Envelope Including Roof
- E. Other General Market Driven Improvements

2. Customer Data Collection

To facilitate the evaluation, Customer agrees to furnish to ESG accurate and complete data including:

- At least most recent 12 months of utility bills from AES Ohio, CNP/Vectren, electric supplier(s), gas supplier(s)
- Complete set of building drawings for 5100/5200 Springfield St.

ESG may request, and Customer agrees to provide, confirmation of historical maintenance and operational costs the parties expect may be reduced, eliminated or otherwise offset through implementation of the proposed GESPC.

ESG may request, and Customer agrees to provide information from their capital budget on items potentially being impacted through implementation of the proposed GESPC,

3. Preparation of Guaranteed Energy Savings Performance Contract

If ESG’s evaluation results in a viable project, (meaning the cost of the energy conservation measures (including the PDA Fee) do not exceed the amount of money the Customer would save in energy, operating, maintenance, and avoided capital costs over the average system life of the energy conservation measures included in the Report) the parties intend to negotiate a GESPC under which ESG will design, install, and implement cost-reducing strategies and identified energy conservation measures that will adhere to performance standards as agreed upon by the parties. The terms and provisions of the GESPC will be set forth in a separate document. The GESPC shall be prepared on standard ESG contract forms and will include, but will not be limited to, the following components:

- Terms and Conditions, a template will be provided for review during the development process

- Exhibit A - Scope of Work
- Exhibit B – Performance Guarantee
- Exhibit C – Support Service Annual Agreement
- Appendices

4. Price and Payment Terms

ESG is undertaking work and dedicating resources to perform this PDA at its cost and in reliance on Customer's good faith intention to negotiate a GESPC following the Report. Customer agrees to pay to ESG a fee of **\$32,500** (collectively, the "PDA Fee") within 60 days of receipt of the proposed GESPC if Customer declines to enter into the GESPC with ESG.

Customer has no obligation to pay the PDA Fee if either of the following conditions below are met:

- A. The parties execute a GESPC within sixty (60) days of Customer's receipt of the same. In such event, the parties agree that any and all obligations under this PDA will have been fulfilled and satisfied and that this PDA will be superseded by the GESPC. Further, in such event, the PDA Fee and all other development costs will be included in the cost of the GESPC, subject to any payment terms outlined therein.
- B. The Report concludes that the cost of the energy conservation measures (including the PDA Fee) exceeds the amount of money the Customer would save in energy, operating, maintenance, and avoided capital costs over the average system life of the energy conservation measures included in the Report.

Customer acknowledges that ESG's performance under this PDA is not contingent upon the Customer's creditworthiness or ability to qualify or obtain financing for its execution of a GESPC. If the Customer is not able to obtain financing, for any reason, ESG will nonetheless be entitled to receive the PDA Fee. Provided however, this contract must be approved by Customer's City Council.

5. Contract Implementation and Timeline

Customer has reviewed ESG's qualifications in detail and has selected ESG to prepare the Report. Customer agrees to work in good faith with ESG during its development of the Report. Customer shall provide ESG with access to its facilities during normal working hours for the purpose of gathering information required for the evaluation and will cooperate with ESG by providing timely, complete, accurate, and pertinent information as requested. Nothing contained herein shall prevent the Customer and ESG from good faith negotiations with respect to the execution and implementation of a GESPC.

It is the intent and commitment of the parties to work diligently, and to cause others under their direction to work diligently, toward meeting or exceeding the following estimated timeline goals:

[Remainder of page intentionally left blank; signature page to follow.]



**ESTIMATED IMPLEMENTATION TIMELINE:**

Project Start/ESG Selection	04/03/2024
Detailed Development Kickoff Meeting	04/19/2024
30% review/concept discussion	05/31/24
90% scope/price review	06/28/24
Financial options review by customer	07/09/24
Draft contract	07/23/24
Final contract	TBD
Contract Execution	TBD
Implementation Kickoff	TBD

**6. Confidentiality**

The Parties acknowledge that each Party may have access to confidential information and intellectual property, including but not limited to cost information, systems, services or planned services, suppliers, data, financial information, computer software, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, designs, and other trade information and/or intellectual property relating to the other Party (“Confidential Information”). Except as authorized in writing, or in the event disclosure is required under applicable federal or Ohio public records laws, the Parties agree to keep all Confidential Information confidential. ESG may make copies of only that Confidential Information necessary for performing the evaluation. Subject to Ohio Public Records law, at the end of the agreement, the Parties will return or destroy all such information and all documents, data and other materials in their control that contain or relate to such Confidential Information. The Parties agree to keep and maintain confidentiality regarding its undertaking of the obligations under this PDA. ESG shall coordinate its services only through designated Customer representatives and shall provide information regarding the evaluation to only those persons approved by Customer.

**7. Force Majeure**

Neither party shall be in breach of its obligations under this Agreement or incur any liability to the other party for any losses or damages of any nature whatsoever incurred by the other party if and to the extent such losses or damages are caused by a Force Majeure Event. A “Force Majeure Event” is (a) any event beyond the control of the affected party including governmental action, act of war, terrorism, strike, civil disturbance, exceptional adverse weather conditions, fires, floods, epidemics, quarantine restrictions or nationwide and worldwide health crises, (b) which the affected party cannot avoid even by using its best efforts and (c) causes such affected party to be unable to comply with all or a material part of its obligations under this Agreement.

**8. Miscellaneous Provisions**

This PDA cannot be assigned by either party without the prior written consent of the other party. This PDA is the entire agreement between ESG and Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between ESG and Customer. Any change or modification to this PDA will not be effective unless made in writing and signed by both parties. The written instrument must specifically indicate that it is an amendment, change, or modification to this PDA.

This PDA shall be enforced and interpreted in accordance with the laws of the State of Ohio, notwithstanding any choice of law provisions. Before any formal dispute resolution proceeding is filed by either party, the parties agree that a senior management representative of each will meet face-to-face in an effort to resolve any dispute. Any dispute arising out of or relating to this PDA, including, but not limited to, payments under, or the breach, invalidity or termination hereof, that cannot amicably be settled between the parties shall be finally settled by arbitration to occur in a

neutral county in Ohio, in accordance with the Commercial Arbitration Rules of the American Arbitration Association as in force on the date of this PDA. Either party shall be entitled to commence such an arbitration if it has served a notice on the other party requesting a management meeting to settle the dispute and the dispute has not been settled within ninety (90) days of the service of such notice.

Customer agrees that ESG shall have no liability or responsibility resulting from or arising under Customer's use of the Report or any of ESG's work product provided under this PDA unless the project is implemented through a GESPC executed by ESG and Customer.

9. Agreement Expiration

This PDA will expire upon the occurrence of any of the following: (a) the Parties' full execution of the GESPC or a substantially similar version thereof; (b) 12 months following the latest date of execution, identified below; or (c) the Parties' written mutual consent to terminate. Expiration of this PDA shall not impact Customer's obligation to pay the PDA Fee in accordance with Section 4.

ESG and Customer acknowledges that a phased approach may be utilized in the evaluation of Customer's facilities, infrastructure, and systems; however, this PDA can be utilized repeatedly for each phase of work and each subsequent project that is developed. The acceptance of any subsequent phased implementation stages will be handled as an amendment to this PDA and the resulting GESPC. Each time this agreement is utilized for future phases of work the agreement expiration date extends another twelve (12) months from date of subsequent contract execution. The fees set forth in the PDA may be amended by a mutually agreeable amount to cover additional services necessitated by the phased approach.

[Remainder of page intentionally left blank; signature page to follow.]

Energy Systems Group, LLC	City of Riverside, Ohio
Authorized Signature: <b>[NOT FOR EXECUTION]</b>	Authorized Signature: <b>[NOT FOR EXECUTION]</b>
Print Name:	Print Name: Joshua Rauch
Title:	Title: City Manager
Date:	Date:

*\* This PDA reflects the business intent of both parties and should be executed by authorized representatives who would ultimately be signatories to a guaranteed energy savings performance contract.*

Approved as to legal form:

\_\_\_\_\_  
James D. Miller, City Law Director

**MEETING DATE: June 6, 2024**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Joshua Rauch, City Manager

**SUBJECT:** 24-R-2954 – A resolution authorizing the city manager to enter into a collective bargaining agreement between the City of Riverside and the International Association of Firefighters, AFL-CIO-CLC, Local 2938, from June 29, 2024, through June 28, 2027.

---

**EXPLANATION**

On April 26<sup>th</sup>, the City's administrative bargaining team met with firefighters to negotiate the next service contract. Negotiations went very well for all parties and were effectively completed that day.

The new contract for fire services brings the fire contract more in line with Police contracts, which will streamline internal processes in finance and payroll. Wage increases are also in line with Police contracts at 6% the first year and 3% in subsequent years.

**RECOMMENDATION**

It is respectfully recommended that the Mayor and City Council approve the attached legislation.

**FISCAL IMPACT**

The estimated cost of contractual wage increases is approximately \$270,000 over the three-year span of the contract.

**SOURCE OF FUNDS**

All costs associated with the contract will be paid from the Fire Fund.

**EXHIBITS**

Exhibit A – IAFF Contract Agreement

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**RESOLUTION NO. 24-R-2954**

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

---

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF RIVERSIDE AND THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO-CLC, LOCAL 2938, FROM JUNE 29, 2024, THROUGH JUNE 28, 2027.**

**WHEREAS**, the City Manager does report that the City of Riverside has reached a tentative agreement with the International Association of Firefighters, AFL-CIO-CLC, Local 2938 on a collective bargaining agreement regarding certain employees in the fire department.

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

Section 1: That the collective bargaining agreement between the City of Riverside and the International Association of Firefighters, AFL-CIO-CLC, Local 2938, covering the period beginning June 29, 2024, through June 28, 2027, and attached hereto, be and the same is approved, and the City Manager is hereby authorized to enter into said agreement on behalf of the City.

Section 2: That the Finance Director is hereby authorized to pay from the appropriate fund(s) all appropriated monies necessary to carry out the terms and conditions of said agreement effective June 29, 2024, to June 28, 2027.

Section 3: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager and Finance Director.

Section 4: This Resolution shall take effect and be in force from and after the date of its passage.

PASSED THIS DAY OF: \_\_\_\_\_.

ATTEST:

APPROVED:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
MAYOR



CERTIFICATE OF THE CLERK

I, \_\_\_\_\_, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 24-R-2954 passed by the Riverside City Council on \_\_\_\_\_.

IN TESTIMONY WHEREOF, witness my hand and official seal this day of \_\_\_\_\_.

\_\_\_\_\_  
CLERK

CITY MANAGER

PREVIOUS

UPDATES

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** April 26, 2024  
**SUBJECT:** Weekend Update  
**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- To start this update, I'd like to particularly highlight and recognize the work of Chief Miller, who was recently published in Firehouse Magazine regarding cab design for fire apparatus: <https://www.firehouse.com/apparatus/article/53098899/how-fire-departments-can-optimize-fire-vehicle-cab-design>. You'll even catch a photo of Riverside's own Engine 5 in that article. **Thank you** to Chief Miller for taking such an active role in the fire service and contributing to the profession! This sets a great example for all our employees and highlights the work you're doing in our community in a unique way.
- Negotiations with Fire staff kicked off this week to update the current contract. Thanks to April Davis for all her work coordinating this effort.
- I held our monthly SS4A Task Force meeting this week. We discussed key design principles for the corridor and upcoming public engagement efforts. We'll host a community event at Mad River Local Schools on June 4<sup>th</sup> to gather feedback about the corridor. A survey will also be available for residents and folks who travel through the corridor. More info to come mid-May.
- I attended the MRLS Community Connectedness meeting this week.
- I attended the Dayton Defense Luncheon and a presentation from Gen. Richardson regarding Air Force restructuring.
- I attended the First Suburbs meeting this week.

## Communications/Public Relations

- Created Facebook posts for Roadwork update on Spinning Road and for the Records Commission Meeting.
- Conducted and organized records commission meeting and processing of RC-3 records for destruction held on April 24, 2024.
- Attended Dayton Area Public Relations Society of America (PRSA) professional development class on April 25, 2024.
- Continued work on uploading documents and links to new website.



## Community Development Department

### General Department:

- Katarina Fry will volunteer with our department next week to help scan and digitize our permit records. We are glad to have the help!
- Packet for the Children's Water Festival were dropped off to the participating Mad River Schools 4<sup>th</sup> grade classes this week. The Festival will take place on May 8<sup>th</sup> from 9:00AM – Noon at the University of Dayton.

### Code Enforcement:

- A stop work order was issued for 717 Spinning Rd until an EPA permit can be provided. We will coordinate with MC Soil and Water to ensure the site is brought into compliance according to the EPA regulations.
  - Additional Stop work orders were given to 2700 Valley (Driveway & Right-of-Way w/o permits and 1338 Ames for driveway w/o a permit.
- Re-secured 1304 Ames, again.
- Began Abatement mowing this week.
- There are 468 open code enforcement cases. The department closed 28 cases and opened 25 new cases this week.

### Economic Development:

- Lori attended a presentation from the Center for Community Progress on Partnering with local school districts to create neighborhood beatification programs.
- The demolitions of 4420 Fair Park and 528 Blue Bell were completed this week.
- **Montgomery County's Economic Development/Government Equity (ED/GE) Grant Program awarded MSD a \$100,000 grant to support the construction of their new administrative office building.**

### Planning & Zoning:

- Nia and a few board/PC members attended a training on urban agriculture site selection on Wednesday. The speaker discussed a method he developed using GIS to use available data to find the most ideal location for urban gardens.

## Finance Department

- February Real Estate Taxes were received and recorded.
- ARP Reporting is being compiled.
- Current asset lists are being compiled with the help of every department.
- Work with the GAAP converter is ongoing and should be finalized by May 3, 2024.
- Met with our insurance Risk Services Consultant and Chief Miller. City of Riverside has been de-escalated out of the high-risk category thanks to some changes implemented by our current team.

## Fire Department

### Administration:

- Chief Miller met with the City Manager, HR Manager, and the city legal team regarding the upcoming union contract negotiations which begin on Friday the 26th.
- Staff continues to work on the operational policies for the RFD.
- Engine 5 is at the Dayton Fire Garage for a DEF system fault code.
- Medic 5 was at the Dayton Fire Garage for preventative maintenance.
- BC Wenzler and Lt. Ledford compiled additional surplus lists to remove antiquated equipment from our asset list. These items will be sold on GovDeals.

### Incidents and Staffing:

- Crews responded to 81 EMS incidents and 11 Fire incidents.
  - Averaged 13.14 incidents per day.
- The RFD averaged 7.85 personnel working per day.
- On Tuesday Engine 6 and Battalion 5 responded with Dayton Fire to a building fire on Sperling Ave. Crews operated for 30 minutes before returning to the city.
- On Wednesday Medic 5 responded to Fairborn for a residential structure fire on Princeton Ave. Crews operated for an hour before returning to the city.

### Community Outreach:

- Our newly hired part-time fire inspector submitted his resignation to Chief Miller. Staff will now begin to look for another new part-time inspector to fill this vital position until we can afford a full-time fire inspector position.
- No community outreach events were held during this period.

### Training:

- Crews conducted classroom training on Fire Apparatus Positioning Considerations and forward laying of supply lines.
- Crews continue to work on their annual protocol testing.

## Police Department

- Chief Robinson attended a Chiefs meeting with Judge Pergies in Western Division Court to discuss current trends and policy.
- Upgrading our cruiser connection to 5g capabilities (no additional cost)
- First quarter report submitted to the state for the Flock camera grant.
- Completed interviews for two open officer positions.
- Shooting on Valley Street near Spicewood. Still under investigation.
- Sgt Vance started plans for St Helens Festival
- Officer Moffitt completed FTO and is out on his own, and will be moved to nights on May 1
- Collaboration and follow-ups with Crisis Intervention Team for Montgomery County on Medical Admits
- Phase 2 training continued. State handgun, shotgun and rifle qualifications included

## Public Service Department

### Engineering/Administration/Projects

- The Service Department has received a new crew cab truck from the Enterprise leasing program.
- The Spinning Rd Phase 1 Project: contractors have been installing curbs on the west side of Spinning Rd.
- The staff has reviewed, approved, and inspected multiple right-of-way permits.
- The Woodman/35 project is still ongoing.
- There will be multiple temporary road closures on Spinning Rd from Dundee Cir to Bayside Dr during the day next week.
- The Service department is still looking for summer help.
- Staff is currently getting quotes for the replacement of the Shellabarger Park sign.

### Crews

- Crews have finished street-sweeping the main thoroughfares.
- Mowed right-of-way areas and parks; used zero turns as our tractor has been taken to be repaired.
- Completed multiple equipment repairs.
- The staff has picked up multiple dead animals.
- Replaced worn basketball nets at the parks.
- Hauled 57 truckloads of salt to Dayton for summer storage and cleaned the salt bin.
- Completed installation of the concrete walkways at City Hall and replaced the mulch.
- Crews operated the reach arm mower in right-of-way areas and parks.
- Crews have made multiple sign repairs.
- Applied 2 tons of asphalt on streets to address resident complaints.
- Cleaned the parks at the beginning and end of the week.

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** May 3, 2024  
**SUBJECT:** Weekend Update  
**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- I had many productive meetings at Wright Patterson AFB this week regarding our Safe Streets 4 All project in the Woodman Corridor and other redevelopments we're trying to bring to the City. I encouraged everyone I met to participate in the City's public outreach process for the Woodman Corridor.
- Mad River Local Schools will host an open house community meeting to gather feedback on the Woodman Corridor on Tuesday, June 4 from 5:00 PM to 8:00 PM in the CO Gym at 801 Old Harshman Rd. A virtual option will also be available. The event is open house style for folks to come/go as needed.
- Congratulations to Jim Miller on his appointment as the City's new Law Director! Jim will start with us on Monday and we look forward to having him aboard.
- Thank you to Dalma Grandjean for all your help, assistance, and counsel. Your impact on this organization and the region has been significant – we would not be where we are today without your tireless efforts and commitment to our city.

## Communications/Public Relations

- Submitted RC-3's to Ohio History Connection as approved by the Records Commission; typed minutes from Records Commission meeting.
- Created Facebook posts for Woodman/35 update (reached out to ODOT contact for information), Fire Hydrant flushing, Dalma retirement/Jim swearing-in, National Mental Health Month, and Riverside Community Garage Sale.

## Community Development Department

### General Department:

- Nia attended the Stebbins High School Career Fair with other staff members. The event was a great opportunity for students to learn about municipal work as a career or internship option.
- Mara is preparing for her final presentation. She gave a practice presentation on Monday to a group of City staff. The last day of her internship is May 9<sup>th</sup>.
- Taryn Smith will start as the new Community Development Technician on Monday, May 6, 2024.
- The SWPA Children's Water Festival will take place on May 8<sup>th</sup> from 9:00AM – Noon at the University of Dayton. Nia will be aiding in festival preparations next Monday and Tuesday as a

member of the Planning Committee. She and Taryn will be working at the festival and attending the luncheon.

#### Code Enforcement:

- Nia and Rob continued communications with Montgomery Soil & Water Conservation District and Ohio EPA on issues at 717 Spinning Rd this week.
- Rob is coordinating joint enforcement efforts for 600 Albrecht Ave. There are hundreds of tires on the property and other environmental hazards.
- There are 454 open code enforcement cases. The department closed 50 cases and open 43 new cases this week. We sent 19 properties for abatement services to the City abatement contractor.

#### Economic Development:

- Staff met with the Downing Group to discuss the next steps for forming the Community Improvement Corporation.
- Lori attended the EPA Grants Fair Share Objectives Webinar. This training gave an overview of Fair Share negotiations, guidance, and process.
- Montgomery County's Board of Commissioners approved funding for the Spring 2404 Economic Development/Government Equity (ED/GE) Grant Program recipients on April 30<sup>th</sup>. Lori is working with the County and Mr. Miller on the development agreement between all parties.

#### Planning & Zoning:

- Nia attended the APA OH Miami Valley Chapter meeting this week. The professional development committee has several events planned this year including ODOT Multimodal Training and workshop for GIS Day. Planning has started for the annual Planning & Zoning Workshop.
- Nia and other city staff met with the Ohio Emergency Management Agency (EMA) to discuss the grant opportunities and public outreach support for hazard mitigation and flood risk reduction. Riverside is eligible for Hazard Mitigation Assistance Grants under Flood Mitigation Assistance (FMA) or Building Resilient Infrastructure and Communities (BRIC) should we have eligible projects.
- The Technical Review Committee held their monthly meeting this week. The TRC discussed ongoing and upcoming projects.

## Finance Department

- No major updates this week.

## Fire Department

#### Administration:

- Staff continues to work on the operational policies for the RFD.
- Dayton Fire Garage worked on numerous air leaks on Engine 6. They will be back out next week to complete the repairs once the parts come in.
- We had another part-time employee complete the pre-hire process. We also have three part-time prospects conducting agility testing next week.
- On Friday, staff met with the Executive Board of the firefighters IAFF Local 2938 to begin discussions on the 2024-2027 union contract. After five hours of negotiations, staff and the union agreed to the terms of the new contract. The membership of the union voted to accept the contract this past Monday. This was a great example of the current relationship between

labor and management and will allow us to start our long-term planning for all facets of the fire department.

#### Incidents and Staffing:

- Crews responded to 69 EMS incidents and 16 Fire incidents.
  - Averaged 12.14 incidents per day.
- The RFD averaged 7.64 personnel working per day.

#### Community Outreach:

- Crews attended the St. Helen Touch-a-Truck event with the RPD. This was a great event where we got to showcase our fleet to the elementary students.
- Crews conducted mechanical inspections at 2700 Valley. This is the new EXO logistics distribution center.

#### Training:

- Crews conducted training on winch operations for the newly added front and multi-mount winch on Engine 5. This allows for rapid stabilization of vehicles on their side or on significant grade. Crews also trained on flat and lateral vehicle lifts.
- Crews continued with their 2024 protocol testing. This testing was due to be completed by May 1, 2024.
- BC Taylor was in Pensacola, Florida this week taking a fireground command course.

## Police Department

- Continued to work on the Internet and Bullying project for June 3
- Meet with Union Reps on the Wellness Program.
- Working with Montgomery County Regional Dispatch and Tech Advisor on issues with the VPN.
- Researching Life-Vacs.
- Working on Chaplain policy
- Addressed parking on Granville – issued 1 citation.
- Extra patrols at Airway Shopping Center addressing the homeless and panhandling.
- Chief Robinson along with Major Jackson attended the Council meeting and gave out awards that included the **Officer of the Year to Officer Deton Brookshire**.
- Second online meeting regarding building the Cordico app. (officer wellness)
- Two conditional offers (Huff and Schroeder)
- Cruiser 420 fully in service.
- 5g Wi-Fi hotspots for cruisers are ordered and in transit.
- Det. Schmidt had a huge assist with a Miamisburg homicide investigation as he rebuilt a suspect phone extracting info off the phone that helped the investigation that led to the suspect facing 18 to life in prison. **Great job Det.Schmidt.**

## Public Service Department

#### Engineering/Administration/Project

- Staff met with CMT Engineering to discuss upcoming projects.
- The Spinning Rd Phase 1 Project: contractors are doing full-depth asphalt repair in various locations.
- The staff has reviewed, approved, and inspected multiple right-of-way permits.

- There will still be temporary road closures on Spinning Rd from Dundee Cir to Bayside Dr during the day next week.
- Members of our service department participated in the Stebbins High School CTC job fair this week.
- Our 4 new hires are learning fast and quickly becoming a valuable part of our Service Department team.
- The Woodman/35 project is still on schedule.

#### Crews

- We made repairs to multiple pieces of equipment.
- Crews made several sign repairs throughout the city.
- Crews completed weed spraying in the right of way, parks, and highways.
- We picked up trash on Route 4 and began highway mowing.
- We cleaned the parks at the beginning and end of the week.
- Most of our time was spent mowing the City right-of-way and parks.

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** May 10, 2024  
**SUBJECT:** Weekend Update  
**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- Welcome to our new Law Director, Jim Miller, and to our Community Development Technician, Taryn Smith, who both started with the City this week! It's great to have you aboard and we're glad you're part of our team.
- I met with staff from the 88<sup>th</sup> Air Base Wing this week to discuss our SS4A/Woodman Corridor Project and potential right-of-way needs, as well as landfill sites that could complicate the project.
- I was briefed by staff from the Shared Resource Center regarding a financial model they are putting together for us. The model forecasts our financial position over the next 10 years. Results from the model will be presented to Council (tentatively scheduled for June work session).
- Next week I'll be in Washington DC for the regional community fly-in. I'm looking forward to the conference agenda as well as meetings with staff from Congressman Turner's Office, Senator Brown's Office, and Senator Vance's Office. We intend to brief the Congressional staffs on the Woodman Corridor work as well as the City's intent to redevelop areas near the Base.

## Communications/Public Relations

- No major updates this week.

## Community Development Department

### General Department:

- The SWPA Children's Water Festival took place Wednesday. Riverside was represented by Brenda Fry, Sara Lommatzsch, Nia Holt, Taryn Smith, and the 4<sup>th</sup> graders of Virginia Stevenson.
- Rob and Taryn will be on vacation at the end of next week. Therefore, the Department will be running on a skeleton crew.

### Code Enforcement:

- There are 493 open code enforcement cases. The department closed 46 cases and opened 86 new cases this week. We sent 11 properties for abatement services to the City abatement contractor.

### Economic Development:



- Lori attended the Ohio Brownfield Conference in Dublin, Ohio on Wednesday. The conference explored funding opportunities for cities to arrest blight and remediate brownfields in their communities.
- The Land Bank announce there are additional funds for this round of funding. Our department submitted five (5) additional properties for demolition funding.

#### Planning & Zoning:

- Two applications were received for BZA. Nia plans to sit down with the interested residents early next week.
- The Planning Commission packet for the May 20<sup>th</sup> was sent to the Commissioners on Friday. It will be available online next week.

## Finance Department

- No major updates this week.

## Fire Department

#### Administration:

- Staff continues to work on the operational policies for the RFD.
- Staff met with the firefighter's union to ratify the contract on Wednesday. This contract will take us into 2027.
- Engine 5 was taken back to Summit Fire Apparatus in Edgewood, Kentucky on Monday to have the front winch fairing realigned.
- Engine 7 is at the Dayton Fire Garage due to a coolant leak. They are also fixing the air gauge sending unit since the parts just came in.
- Two part-time applicants completed interviews and physical agility testing this week. We have moved them both onto conditional offers.
- BC Wenzler dropped off several boxes of used batteries to the Montgomery County Battery Take-Back event on Tuesday.

#### Incidents and Staffing:

- Crews responded to 75 EMS incidents and 20 Fire incidents.
  - Averaged 13.57 incidents per day.
- The RFD averaged 7.57 personnel working per day.
- RFD and mutual-aid crews responded to the 5200 block of Underwood Road for a vehicle fire next to the house. Crews arrived to find a well-off vehicle fire with slight extension to the garage. Engine 6 made quick work of the incident and mutual-aid companies were put in-service a short time later. BC Hart had command.

#### Community Outreach:

- Crews attended the Spinning Hills Day in the Park event on Thursday and Friday for their fifth and sixth graders.

#### Training:

- Crews trained with Premier Health on advanced airway techniques at Station 5.

- Crews also continued to work with our new part-time personnel on their orientation books.

## Law Department

- I am very invigorated and excited to be here and have had an extremely welcoming and productive first week getting acclimated – thank you to ALL departments and staff for making me feel more than welcome and being extremely helpful and engaging
- I have met with all Department Heads to tour and review their facilities, operations, staff, and identify current areas of legal need for enhancement or collaboration now that dedicated Law Director presence is in-house
- I am working with Departments on addressing both current legal questions, issues, and needs, as well as setting goals and action plans for each Department to respond to their unique legal concerns in a proactive manner.
- Upon coordination with Chief Robinson and the Manager, it is anticipated that in-house Law Director services will assume prosecution duty starting in June 2024.

## Police Department

- The Police Department deployed new 5g Wi-Fi hotspots (Verizon)
- Police candidate Alex Huff's background investigation is complete. He will continue in the process.
- Completed paperwork for Enterprise to dispose of five surplus police vehicles.
- Continued working on the Chaplin policy.
- Continued monitoring issues with homeless and panhandling at the Airway shopping center.
- Continued working with Tech Advisors and Montgomery County SO in reference to our issues with our VPN.
- Officer Toscani participated in the field day for the Mad River Schools.
- Officers addressed parking issues on Granville Rd.
- Members of the Department attended an Officer involved Shooting and Incident Training.
- Major Jackson is improving the recognition program. She is assembling a new committee for officer awards. The committee will be made up of police personnel from all ranks.
- The Police Memorial in Montgomery County was last week. Thank You to Officer Decker for walking with the family of Officer Larry Safreed. Officer Safreed's end of watch was October 2nd, 1984. Officer Safreed was on patrol when a drunk driver struck his vehicle. His widow attends the memorial every year.

## Public Service Department

### Engineering/Administration/Projects

- We are seeking quotes for a new Rohrer Park shelter house roof due to vandalism.
- Barrett Paving has finished all full-depth base asphalt repair on Spinning Rd Phase 1, milling is scheduled to start in the next 2 weeks.
- The staff has reviewed, approved, and inspected multiple right-of-way permits.

- Due to the weather delays, there will still be temporary road closures on Spinning Rd from Dundee Cir to Bayside Dr next week.
- Staff met with ODOT for the post-construction meeting for Springfield St west reconstruction.
- We have an internal posting for an open equipment operator position.
- The Westbound ramp to 35 is scheduled to open next week weather permitting.

#### Crews

- Mowed: Parks, properties and right-of-way areas
- Performed maintenance on a few pieces of equipment
- Took the small mowing tractor to Apple Farm Service for repairs/estimates. Downtime is estimated to be 3-4 weeks.
- Took the backup zero turn mower to Koenig Equipment for repairs/estimates; Downtime estimated to be 1-2 weeks.
- Made multiple sign repairs
- Applied over 3 tons of asphalt to address potholes on main thoroughfares
- Moved old soccer goals from Rohrer Park to Shellabarger Park in hopes that they will get used
- Cleared storm drains throughout the city
- Picked up multiple dead animals
- Repaired several signs
- Cleaned the parks at the beginning and end of the week

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** May 17, 2024  
**SUBJECT:** Weekend Update  
**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- This week I represented the City at the Dayton Development Coalition's regional fly-in in Washington, DC. We met with staff from Congressman Turner's Office, Senator Brown's Office, and Senator Vance's Office, as well as colleagues from across our region. Our conversations were productive, and we were able to provide updates on our work in the Woodman corridor.
- I met with Phil Downing this week regarding a scope of work to establish initial deliverables for the Riverside CIC.
- I spent the remainder of the week attempting to dig out from an email/phone back log.

## Communications/Public Relations

### Communications/Clerk of Council

- Edited contact page for new website adding news stories; formatted and uploaded interior photos to website; set up new user for form response.
- Created the following online fillable forms: Garage Sale Application and Boards and Commissions Application.
- Typed work session minutes, formatted legislation.
- Created social media posts: 35 Westbound ramp open, street sweeping, Republic Services Memorial Day Schedule, and Smiley's demolition.
- Drafted new Marquee Policies and Procedures, in process.

## Community Development Department

### General Department:

- Interviews for the 2<sup>nd</sup> code enforcement officer will begin next week. The interviews are scheduled for May 23<sup>rd</sup> and May 24<sup>th</sup>.
- The Department has started the search for a summer intern. We are accepting applications through June 7, 2024.

### Code Enforcement:

- There are 426 open code enforcement cases. The department opened 30 new cases this week.

### Economic Development:

- Lori met with the Dayton Development Coalition to discuss the retention and expansion of defense contractors in the area.
- A Senate and House Policy Update was held on Monday in partnership with Bricker Graydon and the OEDA. Lori attended the event as Riverside's representative.
- The Riverside Area Chamber of Commerce held their monthly meeting in the City Offices this Thursday. Lori was in attendance to give the City report.

#### Planning & Zoning:

- Planning Commission is scheduled for 6:30PM on Monday, May 20<sup>th</sup>. There is one rezoning case on the agenda.
- The Board of Zoning Appeals packet for the May 28<sup>th</sup> was sent to the Board members this Friday. It will be available online next week.

## Finance Department

- Received IT related risk assessment from our insurance company. Responses to their suggestions are in the works.
- Met with HR and Fire to discuss changes for a new contract that is effective 6/29/24. Great job to our IAFF and leadership teams on reaching an acceptable collective bargaining agreement well before the term of the new contract begins!
- Next week we'll meet with department heads to begin putting together a capital plan for the city. This will help true-up assumption in our long-term budgeting plans.
- Audit documents have been requested and files are being pulled for those requests.
- First draft of current assets is expected to be finalized by 5/21/24. Next steps will be working to implement assets into our accounting system.
- Jim Miller has already proven to be a true asset in his short two-week tenure here. Thank you for all your help, Jim!! We look forward to our continued success with you onboard.

## Fire Department

#### Administration:

- Chief Miller attended the Sinclair Job Fair on Friday where forty-five firefighters had just completed their initial training.
- Lt. Evans is continuing to process incoming part-time applications. Based on recent hirings, we now have two of our three-unit days with two part-time members on rotational shifts. We still have five part-time prospects in various steps in our process.
- Chief Miller and BC Hart met with our finance department and HR Manager regarding the new contract and the changes that will affect payroll.
- Chief Miller attended the Montgomery County Fire Chiefs Association meeting on Wednesday.

#### Incidents and Staffing:

- Crews responded to 70 EMS incidents and 20 Fire incidents.
  - Averaged 12.85 incidents per day.
- The RFD averaged 8 personnel working per day.

- On Saturday RFD units responded to Harshman at Rt. 4 for an MVC with injuries. Units arrived and found one person trapped and began extrication efforts. Crews transported two patients to the trauma center with minor injuries. BC Wenzler had command.
- On Thursday RFD and RPD units responded to a stabbing on Eisenhower Drive. RFD Medics transported one patient to the trauma center with serious injuries.

#### Community Outreach:

- Staff met with Project Riverside at 1600 Brandt Pike to go over the fire protection needs for the structure based upon its intended use.
- Lt. Evans is working with the maintenance division of Stebbins Schools to complete their annual fire inspections in their eight buildings. We anticipate these being completed late this afternoon.

#### Training:

- We sent three personnel to peer support training in Springboro on Monday and Tuesday. This is going to be an invaluable tool to ensure the well-being of staff moving forward. This initiative was led by Lt. Fourman.
- FF's Robinson and McGriff are at advanced rope training in the Red River Gorge. This is an intense one-week course utilizing the latest tools and techniques of the trade. This will also give us additional instructors as we move into technical rescue disciplines over the next couple of years.
- Crews conducted the classroom portion of our annual drivers training on Monday through Wednesday.
- Crews begin the cone driving course for our annual recertification on Thursday. Next week, crews will compete the training with the over the road driving course.

## Law Department

- Drafted charter review resolutions for Council's consideration at June meeting
- Law Department now has access to Lexipol for police activity, evidence, and other trial preparation purposes and for providing legal guidance and assistance to Police Department regarding encounters in the field
- Law Department now has access to IWorQ, Community Development's code enforcement/permitting system, to provide real-time legal support to zoning and development issues
- Law Department providing in-house support for labor and employment issues in conjunction with HR to address legal needs prior to need for outside counsel

## Police Department

- Officers generated 248 reports.
- Made 109 traffic stops and issued 124 violations and 56 warnings.
- They also handled 38 crashes, and 11 were injuries.
- Road Patrol made 45 misdemeanor and ten felony arrest.
- Officers had 125 self-initiated dispatches and 28 Field Interviews

- Officers took 1,250 Dispatches.
- There were 36 new felony cases turned over to the detective section
- Officers and Detectives are completing Phase 2 training.
- Detective Ritchie completed Reid's Interview and Integration.
- Ofc Matt Jackson completed Swat Training in Michigan.

## Public Service Department

### Engineering/Administration/Projects

- The Westbound ramp to State Rt 35 is now open.
- Barrett Paving has finished all full-depth base asphalt repair on Spinning Rd Phase 1, milling is scheduled to start next week.
- The staff has reviewed, approved, and inspected multiple right-of-way permits.
- County water main replacement Spinning Rd: The street will be open, with the use of temporary traffic lights.
- Testing for the open equipment operator position will start next week.
- The Rt 4 and Woodman traffic light is scheduled for an upgrade to a designated turn arrow next week.

### Crews

- Crews mowed the parks, Cemetery, and some City right-of-ways.
- Crews applied 21 tons of asphalt this week to catch up on many potholes throughout the City.
- Staff cleared a tree from Airway Rd blocking the right-of-way.
- Staff Picked up several dead animals.
- We made repairs/installed multiple signs.
- Crews cleared the City-owned drains throughout the City.
- Lowered/raised the City's flags to/from half-staff in honor of Peace Officer Memorial Day and Police Week.
- We cleaned the parks at the beginning and end of the week.

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** May 24, 2024  
**SUBJECT:** Weekend Update  
**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- I met with representatives from the 88<sup>th</sup> ABW this week to discuss our SS4A project and the Wright-Patt Regional Council of Governments. Next week I'll be meeting with Col. Richards, the current base commander, to discuss our roadway and redevelopment efforts.
- Attended Planning Commission, Chamber dinner, and hosted First Suburbs meetings this week. Thanks to Ashley for her help prepping for First Suburbs!
- Met with TechAdvisors this week to discuss software licensing and asset needs. We've put a PO in place to begin replacing some of our oldest computers.
- City offices will be closed Monday, May 27<sup>th</sup>, in observance of Memorial Day. Please stay safe this weekend and keep an extra eye out for road congestion!

## Communications/Public Relations

### Communications/Clerk of Council

- Created the following online fillable forms: Fire/EMS Incident Request Form, Do Not Solicit List, Police Records Request Form, Hotel/Motel lodging tax form, and Marquee Usage Form.
- Added Fire Department Admin to manage requests and forms; conducted preliminary training with Lisa Brodnick for fire forms. Added Police Department Admin to manage requests and forms, briefly reviewed forms with Anne Wood.
- Attended the Miami Valley Communications Council Center for Local Government Community Engagement Workshop – simple public engagement strategies/build public support forum on 5/21/24.
- Typed Planning Commission minutes.
- Created the following social media posts: Keep Grass/Weeds below 8", In-Person Open House June 4, Memorial Day – Offices Closed, Memorial Day – Remember & Honor.
- Sending a shout out to Kevin Miller as he has been helpful in getting me around over the past month when I have needed to take photos of roadwork to provide updates on our social media.

## Community Development Department

General Department:



- Four candidates were interviewed this week for the 2<sup>nd</sup> code enforcement officer position.
- The Department continues our search for a summer intern. We have reached 3 applications since the application was posted. We are accepting applications through June 7, 2024.
- The code enforcement truck will be sent in for service next week. The second CD vehicle will be used in its place to keep up with the workload.

#### Code Enforcement:

- Rob and Nia conducted inspections of several public nuisance cases. Two of the properties made sufficient progress and the cases were closed.
- There are 466 open code enforcement cases. The department opened 47 new cases and closed 77 cases this week.
- The stop work order was reposted at 717 Spinning Road.

#### Economic Development:

- Department staff met with representatives from the Land Bank to inspect properties on the demolition list. These inspections determine if they remain on the traditional demolition list or move through a brownfield process prior to demolition.
- The Business 1<sup>st</sup> meeting took place this week at the Air Force Research Laboratory Small Business Hub. The topic of this week's meeting was defense contractors.
- The department plans to request CD/DG funding to support some of the upcoming demolition initiatives. The deadline for the application is this Friday.

#### Planning & Zoning:

- Planning Commission was held this Monday. They recommended approval, with conditions, of the rezoning case.
- The Board of Zoning Appeals packet for the May 28<sup>th</sup> is available on the [City website](#).
- Nia attended the Miami Valley APA Professional Development Committee meeting. The City of Riverside was asked to sponsor an ODOT multimodal training on October 21<sup>st</sup> and give a short presentation on the SS4A project.

## Finance Department

- No major updates this week.

## Fire Department

#### Administration:

- BC Hart created a new FD pay sheet to match our newly ratified firefighter contract.
- Chief Miller met with our HR Manager and PD regarding recruitment workflows. This will aid in bringing all city departments in line with one another regarding recruitment and hiring processes.
- Chief Miller and BC Wenzler met with the finance director and our finance consultants regarding our five- and ten-year capital improvement plan.

- Lt. Evans conducted five part-time interviews and agility tests. Each prospective member passed the agility test and was moved on to HR for background and drug testing.

#### Incidents and Staffing:

- Crews responded to 58 EMS incidents and 15 Fire incidents through Thursday morning.
  - Averaged 12.16 incidents per day.
- The RFD averaged 8.28 personnel working per day.
- On Monday Station 5 companies responded mutual-aid into Dayton for a large multi-structure fire. Engine 5 arrived early in the incident and operated for over two hours before returning to service.

#### Community Outreach:

- Chief Miller met with our TRC committee and the proposed developments of the Ascent at Spinning regarding pre-application concerns.
- Crews conducted a home healthcare inspection on Hayden Ave.

#### Training:

- Crews conducted the over the road portion of the VFIS driving class. This is an annual recertification driving course for operating emergency vehicles. We should have the complete training completed by this weekend.
- Lt. Fourman has been working with crews to complete the practical checkoffs for our annual EMS protocol testing.

## Law Department

- Assisted Community Development Department with various development agreements and legal aspects of code enforcement and permitting issues;
- Assisted Community Development Department and partnership with county Land Bank to move forward with legal compliance on nuisance property demolitions
- Collaborated with Service Department to identify needs for stormwater easements throughout City to protect, repair, and maintain City stormwater infrastructure;
- Assisted with various public records requests
- Participated in briefings on various ongoing litigation and administrative agency proceedings with outside counsel/entities to become knowledgeable and updated to be ready to provide in-house legal assistance
- Preparing various resolutions and legislative items for the June 6th Council meeting
- Working with Majors to schedule “meet and greet” sessions with each police shift to meet road patrol and detectives, introduce myself and prosecutorial philosophy and style, and build comfort level, rapport, and working relationships to assist in advising law enforcement and prosecutorial duties
- Working with Majors to meet and confer with relevant Court staff to facilitate transition to prosecutorial duties

## Police Department

- Met with HR regarding the current and future status of our overall recruitment policies.
- Met with Financial Director Kim Baker regarding assets, and future Capital purchases.
- Applied for the 2025 IDEP/STEP grant.
- Ace Task force served narcotics search warrant at 1517 Rauch (one arrest).
- Coker case file turned over to Channel 7 (public records request).
- Encryption security update through P&R for portables and mobiles.
- 5g hot spots installed in cruisers for improved connectivity.
- Major Jackson attended OSHP Intelligence meeting on stolen vehicles and Hooning
- Road patrol and Ofc Toscani attended end-of-school-year field days
- Planning summer events for students and the community
- Sgt Vance finalizing St Helen's Festival Events
- Sgt Crigler's shift attended Phase 2 training

## Public Service Department

### Engineering/Administration/Projects

- Staff met with Belgrave Construction and CMT Engineering for a pre-construction meeting about wheelchair ramp replacement. This project is scheduled to start on May 28, 2024
- The staff has reviewed, approved, and inspected multiple right-of-way permits.
- The county water main replacement on Spinning Rd is still ongoing.
- The Rt 4 and Woodman traffic light is scheduled for an upgrade to a designated turn arrow next week.
- We have selected 2 seasonal workers. They should be starting next week.
- The staff took part in the Parks & Rec meeting this month to talk about the upcoming Rock in Rods car show at Rohrer Park.
- The service and finance department met this week to discuss long-term capital planning.

### Crews

- Performed backhoe and street sweeper training for the open internal Equipment Operator position.
- Ran the street sweeper in residential areas of the City's south end.
- We made repairs to multiple pieces of equipment.
- Mowed in Parks and City right of way areas.
- Crews picked up multiple dead animals.
- Cleaned up a tree branch in the roadway at Travis and Twinning.
- Sprayed weeds in multiple parks and right-of-way areas.
- Pulled weeds and trimmed bushes at 1791 Harshman.
- Made several sign repairs.
- Cleaned the parks at the beginning and end of the week.

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** **May 31, 2024**  
**SUBJECT:** Weekend Update  
**CC:** City Clerk, Law Director, City Staff

## City Manager's Office/Administration

- The Mayor and I met with Col. Richards and command staff at the 88<sup>th</sup> ABW HQ on Tuesday. We provided a briefing about the Woodman Corridor/SS4A work and discussed efforts to position Wright Point for redevelopment.
- Many thanks to Kim, Crystal, and Michelle for all their diligence and hard work this year during the auditor's on-site visit. I'm very proud that we've completed the on-site portion without any major snags, and your efforts are a huge part of that. Thank you!
- Coordinated Public Service projects including 201, 202, 835 repaving with Kevin Miller and Shelby Ingle.
- Conducted SS4A Task Force meeting this week in preparation for next week's open house.
- All are welcome to the Woodman Corridor Open House next Tuesday, June 4, from 5:00 PM to 8:00 PM at Mad River Schools (801 Old Harshman) in the CO gym. Online options will also be available.

## Communications/Public Relations

- Posted website news story for upcoming Safe Streets for All open house; created calendar event and FB event.
- Created Facebook post for Spinning Road closure for water main break, closure of Spinning Road for repairs June 3 – June 7, and 21-day closure of Eastbound 35 on ramp and exit ramp for realignment.
- Typed BZA minutes for May 28, meeting.
- Attended Relational Public Engagement Zoom meeting, May 30.

## Community Development Department

### General Department:

- Second interviews will be conducted next Wednesday for the 2<sup>nd</sup> code enforcement officer position. We have invited two of the finalists back for this round of interviews.
- The Department continues our search for a summer intern. We are accepting applications through June 7, 2024. We have over 20 applicants and plan to interview 4-5 during the week of June 10<sup>th</sup>.

### Code Enforcement:

- The Code Enforcement Truck is back in service.
- There are 438 open code enforcement cases. The department opened 15 new cases and closed 34 cases this week.

#### Economic Development:

- Lori and Rob inspected several commercial properties for demolition/redevelopment with the Land Bank. The inspection is the first step to determine if the properties are eligible for ODOT funding.

#### Planning & Zoning:

- The Board of Zoning Appeals was held this Tuesday. They recommended approval with conditions of the variance/waiver case.
  - Reece Timbrook, Board Chair, announced his resignation from the Board due to a professional relocation.
  - Staff have continued to interview candidates for the BZA. Two of the three most recent candidates interviewed by staff have been forwarded to Council for their consideration.
- May department permit/application stats: 40 permits, 3 variance applications, and 1 preliminary site plan application.

## Finance Department

- Department heads met with finance and our consultants last week to speak about capital needs so those items could be factored into our budgets.
- 2023 Financial Statements have been uploaded to the state.
- 2023 audit is in progress. Auditors were onsite three days this week.
- Crystal and Michelle did an amazing job working as a team this week. They kept payroll on target in a short week while also helping the team of three auditors navigate our 2023 source documents and policies. Great job, Ladies!!
- Congratulations to Josh on accomplishing his goal of biking 80 miles in one trip this past Saturday. Very impressive, Sir!

## Fire Department

#### Administration:

- Lt. Evans conducted two more part-time interviews and agility tests this week. Each prospective member passed the agility test and was moved on to HR for background and drug testing. We have also started two additional personnel through the process. We now have two part-time personnel assigned to each rotation. After the additional hires, we hope to be full at three part-time personnel assigned to each rotation.
- Lt. Fourman rotated out all Miami Valley drug bags to the latest inventories on Thursday.
- Chief Miller is working with the State Fire Marshall's office to ensure proper uploading of our monthly statistics.
- Chief Miller is working with our reporting software company, Image Trend, on ensuring we're capturing the needed data to send to the state to reduce errors.

#### Incidents and Staffing:

- Crews responded to 66 EMS incidents and 25 Fire incidents.

- Averaged 13 incidents per day.
- The RFD averaged 8.14 personnel working per day.
- On Saturday, RFD Crews responded to the 30 block of Woodman Ave. for a motorcycle accident. Upon arrival, crews located a male with significant injuries and immediately began Advanced Life Support. Unfortunately, the subject succumbs to his injuries enroute to the trauma center.
- On Tuesday morning crews responded to a roll-over crash at Harshman and Valley. Crews transported one patient in stable condition to the trauma center.
- On Tuesday afternoon, RFD and Huber Heights units responded to Old Troy Pike and Needmore Road for a motorcycle accident. Crews arrived to find one subject under a vehicle in serious condition. Huber Heights medics transported the subject to the trauma center.
- On Thursday evening crews responded to the 4700 block of Harlou Dr. for a person burned. Crews arrived to find one patient with severe burns after catching her chair on fire. Crews rapidly transported the patient to the trauma center in serious condition.

#### Community Outreach:

- Chief Miller met with the Montgomery County Building Department to discuss the workflow process of permit requests. Chief Miller and BC Taylor then worked to implement the new workflows.
- BC Taylor and Chief Miller conducted plan reviews on the tent plans for St. Helen's festival.
- BC Taylor and Chief Miller conducted initial plan reviews with comments for the proposed Black Barn Pickleball development.

#### Training:

- Crews continued the over the road portion of the VFIS driving class. This is an annual recertification driving course for operating emergency vehicles.
- Crews have completed our annual 2024 EMS Protocol testing.

### Law Department

- Drafted final pieces of legislation for June 6, 2024, Council Meeting
- Finalized presentation regarding levy communication for June 13, 2024, Work Session
- Assisted Economic Development with finalization of significant grant agreements and facilitation of receiving grant funds
- Reviewed and edited several City contracts and agreements
- Joined Community Development Department's meeting to review various legal issues related to ongoing development projects, CIC, and other development projects
- Attended BZA Meeting to provide legal advice and guidance to Board and City staff on Tuesday, 5/28/24
- Reviewed Planning Commission packet materials for June meeting for legal issues
- Huge THANK YOU to all City Staff, Manager, and Council Members for making my first full month in this position extremely rewarding and positive, and looking forward to continuing moving the Law Department forward to assist and benefit every department's needs

### Police Department

- Sgt Vance finalized no parking map for St Helens and is working with Jim Reheman
- Set Summer event for Saville Elementary

- Officer Toscani will participate in the car show at Calvary Open Bible Church on Sat. 06/01
- Sgt Vance's shift interrupted a GTA in progress at Yorktown Colony Apartments – subjects came in a stolen vehicle, all wearing black masks. The vehicle fled when officers attempted to stop it.
- Crash investigator Stafford called in on a fatal crash at Circle K
- Evaluation of all radar units.
- CVSA completed for officer candidate Alex Huff.
- CVSA scheduled for officer candidate Maggie Schroeder.
- Completed background checks for HR regarding part-time firefighters.

## Public Service Department

### Engineering/Administration/Projects

- Paving for Spinning Road Phase 1 reconstruction has been pushed back to June 17<sup>th</sup>.
- The staff has reviewed, approved, and inspected multiple right-of-way permits.
- Contractors have started replacing the wheelchair ramps on Woodman Drive, south of Linden Ave for the Urban Paving project.
- The county water main replacement on Spinning Rd is still ongoing. We are expecting temporary road closures on Spinning Rd between Enright and Barrett next week.
- The Rt 4 and Woodman traffic light upgrade has started this week.
- On-the-job training continues with 2 new seasonal employees.

### Crews

- Crews put down 11 tons of asphalt on our residential plat roads.
- Street sweeping was completed in Penn and Saville plats.
- Crews mowed the city parks, Woodman corridor, and Harshman cemetery this week.
- We picked up multiple dead animals on the roadways.
- A new cable and flag were installed at the Shellabarger flagpole.
- We repaired picnic tables at Rohrer Park.
- Crews repaired a sinkhole in the road at Silver Oak and Oakdell.
- Crews checked and cleaned storm drains throughout the city.
- Storm remediation, removed fallen tree on Quimby Ave.
- Crews picked up 2 truckloads of limbs from the right-of-way due to storm damage.