

Pride ~ Progress ~ Possibilities

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

March 7, 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, March 7, 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) MINUTES – Approval of minutes from the February 8, 2024, work session and the February 15, 2024, council business meeting.
- 8) ACCEPTANCE OF CITIZEN PETITIONS
- 9) PROCLAMATION – Girl Scout’s Week
- 10) PUBLIC COMMENT ON AGENDA ITEMS
- 11) NEW BUSINESS
 - A) ORDINANCES
 - I) **Ordinance No. 24-O-848** – An ordinance to establish the Unclaimed Money Fund, and declaring an emergency. (1st reading)
 - B) RESOLUTIONS
 - I) **Resolution No. 24-R-2921** – A resolution recognizing Fisher-Nightingale Houses, Inc. “All-American Evening” as a function that promotes the public health, general welfare, and contentment of the citizens of the City of Riverside.
 - II) **Resolution No. 24-R-2922** – A resolution authorizing the city manager to enter into an agreement with the State of Ohio Attorney General’s Office for collection of delinquent accounts.
 - III) **Resolution No. 24-R-2923** – A resolution amending the personnel policy manual for the City of Riverside, OH.

*If you need special accommodations to attend this meeting,
please notify the City of Riverside at least 72 hours in advance by calling 937.233.1801.*

- 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; and 103.01 (3) Conferences with any attorney representing the City as counsel, concerning disputes involving the City, its council, boards, commissions, officials and employees that are the subject of pending or imminent court action or discussions of any matters which are properly covered under the attorney-client privilege as recognized by the law of Ohio.
- 16) RECONVENE
- 17) ADDITIONAL BUSINESS
 - A) RESOLUTION
 - l) **Resolution No. 24-R-2924** – A resolution amending the twelve (12) month moratorium on specific zoning and land uses in the City of Riverside, Ohio.
- 18) ADJOURNMENT

WORK SESSION MINUTES

CALL TO ORDER: Mayor Williams called the Riverside, Ohio, City Council Work Session to order at 6:00 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; Frank Robinson, Police Chief, Mark Miller, Fire Chief; Kim Baker, Finance Director; Nia Holt, Community Development Director; and Katie Lewallen, Clerk of Council.

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

ADDITIONS OR CORRECTIONS TO THE AGENDA: There were no changes to the agenda. Mr. Rauch recommended that the United Way guests speak first, then staff reports will follow.

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

PRESENTATION BY THE UNITED WAY: Mr. Tom Kelley, President & CEO of the United Way of the Greater Dayton Area, stated he would like to present things they were doing in the community and things happening in association with Riverside. He stated they serve Montgomery, Greene, and Preble Counties. They serve different populations, and they need to be responsive and reflexive to be aware of things that affect citizens throughout that space. He explained the ways in which the United Way thrives through workplace giving campaigns, working with individual donors, working with other non-profits, but most importantly to connect with citizens who need their assistance. Their mission is to uplift the community. They need to provide services and do outreach. He stated one of the ways they do this is by the phone line 2-1-1. He stated when people have a need and not sure who to connect with, they can call 2-1-1 as it is staffed 24/7, 365 days. Callers will get a person who can help them with their needs, but what they may need. They drill down to find the real needs of the person/family. Helplink is the general name of the 2-1-1 service for anyone who calls. Within Helplink, there is also VetsLink for the military. This started about five years ago. They intentionally hired veterans as they understand what a military family or veteran needs. He added they offer a strong families program that is designed around

families with school-aged children. They make sure they are in safe and stable housing. Then they look at educational supports for the children. They look at the adults and their income viability and if there are programs for certification or education for them to help ladder their skill sets up. By building stronger families, they are building stronger neighborhoods and everyone in the region is in a better position. He added they provide the 2-1-1 service to 12 counties in the area. They are there to make sure people get to what they need and provide resources.

Ms. Fry asked if the wraparound service he mentioned comes with a case manager. Mr. Kelley stated they work with case managers in the community. She asked if that was available to everyone who expresses a need. Mr. Kelley stated it is available to referrals coming in and an assessment to make sure they fit the criteria for the program. He added if they don't fit into the program, they look at the array of case management services throughout the community and identify if there is another way to place them so they can get what they need. They are the gap filler and how they can try to facilitate some dialogue on the next generation of services. They are a stand-alone non-profit in the community and also a partner with every other non-profit in the community.

Mr. Joseph asked what their relationship with the Miami County Community Action Partnership is. Mr. Kelley stated they work closely with CAP and others. They provide referrals for rental assistance and the HEAP program; they are a part of the partnership. He provided further information on the 2-1-1 service on where a caller needs to go and help them understand and speed up the process of how to go through certain programs.

Mayor Williams asked if there were a way people could get involved and help the United Way. Mr. Kelley stated they often need volunteers for specific projects. They have been trying to tailor specific projects to communities or populations, so there may be an opportunity to talk with Riverside on a project. He stated they are also in need of raising funds, but that is not all United Way is. They can work on advocacy together. Mayor Williams stated that he has been a part of workplace campaigns before and liked how he could target some of his dollars to specific initiatives. Mayor Williams congratulated Ms. Antoinette Hampton, Vice-President of Resource Development, on her retirement tomorrow. He discussed how Ms. Hampton was persistent in connecting with the city throughout the pandemic, she wanted to connect through that time and how the city and United Way could work together. She thanked the mayor and council for allowing them to come and discuss what they were doing and the things to come.

MONTHLY UPDATE

1) Police Department – Chief Robinson presented the 2023 police department annual review. He stated that calls for service have been consistent over the last three years averaging around 16,000. Higher volume is during the summer. There were 4,333 incident reports filed in 2023. He presented the crimes reported that are Ones (homicides, rapes,

robberies, assaults) and Twos (simple assaults, fraud, drug offenses), which totaled 1,317 for the year. Only 12 Use of Force, hands on or pulling out a weapon, were reported. He reviewed the traffic enforcement and stated they were short staffed at times during the year. The totals are close for the past three years with 2023 being 1,043. He stated there were 557 traffic warnings issued. OVI's were down a bit in 2023 with a total of 39. Traffic accidents were big as they have intersections that come up on a list with the most accidents in the county. He stated the volume of traffic in Riverside is astronomical, but the numbers have gone down in the past three years as he has seen accident's in the 700's. In 2023, there were 614 traffic accidents. He broke down the intersections with the most accidents. Harshman and Valley showed the only increase in accidents, but the other main intersections went down. He stated in the detectives section they were down to three, are now at four, and full staff would be five. They handled 500 felony cases in 2023. He reviewed the IT work done in the police department and the work Officer Schmidt does for the department. He reviewed everything the records clerk does and that it is a very busy position that she has. She handled over 7,000 phone calls last year and had more than 2,000 people visit the lobby. He provided data for the School Resource Officer who attended 66 separate events in 2023, as well as 332 school visits. Discussion was held on seeing next year's data to compare on any student's behavior changes once they get used to him being around. He visits both the public and private schools in the area. Ms. Lommatzsch asked that those schools be added to the list for that data. She is also interested in seeing another officer in the schools. Chief Robinson reviewed the amount of property that goes through the property room that Danny Brodnick collects, processes, and destroys. He added that they have destroyed over 55 pounds of prescription drugs.

Chief Robinson reviewed the goals for 2024. They are researching wellness programs for officer's mental and physical health. Lexipol also has an app for mental health concerns that officers can utilize. The officers are out in the public and they have to deal with a lot and need to also have their wellness addressed. He stated they are sending detectives into the community to give talks regarding various crimes and how to prevent them. The records clerk is working on streamlining the public records requests online and in person. They will also install boxes in the lobby for request forms and officer complaints. He added that an application has been made for the SHEP grant to gain funding for overtime traffic details in high-risk areas. He would also like to re-launch the Citizen's Police Academy.

In 2024, the police department is investing in equipment to make their jobs more effective and efficient. They have invested in Trimble Forensic Quick Response technology along with Capture and Reveal Software. This helps to reconstruct traffic crash scenes and map out any type of scene needed. This will allow investigators to examine a scene from different perspectives. They have also began using FLOCK cameras in July of 2023. The city has 15 cameras, Montgomery County has 275, and the region has 2, 206. The police department has access to all cameras in the region. The camera system is used for traffic crashes and sees what people may not see. It helps the police department find evidence.

He added that the FLOCK system does not enforce speeding or red-light violations. The camera system has been vital in many investigations ranging from misdemeanor theft all the way to homicide. It has been vital to identify vehicles of interest quickly leading to persons of interest.

Mayor Williams stated they are very busy and are a very taxed group in the city. They are doing as much as they can with what they have. He stated that Officer Toscani is present at Stebbins every morning and goes to all the schools throughout the day. He recalled at the Homecoming Parade how Officer Brookshire was approached by all these kids at the bonfire who just wanted to high-five him; they want to be his buddy. They remember him from when he went to different classes and spoke to them about various topics. Kids look up to him and admire him. Having ambassadors in the role of law enforcement is an opportunity to show they support them, and young people are seeing role models in front of them. He thanked Chief Robinson for his leadership.

Mr. Joseph thanked Chief Robinson for including in his plan for 2024 and in his presentation wellness programs for the police department.

II) Fire Department – Chief Miller stated the fire department did 3,903 EMS runs 67 percent were advanced runs where paramedics did advance level skills in 2023 and 1185 fire runs. They provided mutual aid 1,204 times with most being to the City of Dayton, and they received mutual aid 875 times. He reviewed the incidents by call type: 102 – fire, 3,903 – EMS, 228 – rescue, 111 – hazardous condition, 123 – service call, 497 – good intent calls, and 110 – false alarm. He reviewed the incidents by day of the week stating that the weekend receives the fewest calls and then it spikes on Monday. He reviewed incidents by time of day; they ramp up around 10:00 a.m. and peak around 3:00 – 4:00 p.m. He stated when he started, he wanted actual data for incidents by month. They were having a problem when units were tied up on other runs as they received units into the city and did not know about them. Prior to the end of October, they do not have accurate data that is why there is a spike at the end of October through the rest of the year. Last year, 30 percent of the runs were concurrent; one unit on the road then the next went out and then the third and fourth. In January 2023, there were listed 420 runs; this January they are closer to 500, so they are getting actual data. He reviewed the staffing model. The approved staffing is 10, and he discussed what happens when they go from 10 down to five (the minimum) and how the engines and medics are staffed/operated. He stated when they drop below nine, that is when things start to fall apart. When they get down to five, they heavily rely on mutual aid coming to the city. Mr. Joseph asked where their average is on staffing. Chief Miller stated the average for 2023 was 7.63. Mr. Joseph asked how they compare with other municipalities on the mutual aid. Chief Miller stated they are giving a lot, but the city receives a lot. He added that approved staffing is eight full-timers and three part-timers. They could manage at eight, but when they drop below eight on Thursdays, Fridays, and Saturdays, a lot of times they have unmanned fire houses, which is why the mutual aid

received is elevated. Discussion was held on the cities providing and receiving the most mutual aid along with the Base. Chief Miller presented the part-time roster; they have three spots per day and currently have seven people working part-time. He stated that anywhere they see an opening drops them from 10 on staff; most of the time they have two full-timers off. Per the contact, they have one person on EDO, and one can be on vacation. Full-time staff right now usually six, then if they have part-timers that puts them to seven, eight, or nine. They lost 19 part-timers last year to full-time employment. They were able to raise the part-time salary to make them more competitive in the area. They are all pulling out of the same pool between Cincinnati and Columbus. They have seven part-time employees with 16 part-time shifted positions needing filled. He reviewed the time and money it takes to train part-time employees. Discussion was had on staffing and the issues in the area.

Discussion was held on recruiting people to become firefighters. Chief Miller stated it is a lot of work to become a paramedic and a firefighter. Ms. Lommatzsch added that people need to be cognizant of child pornography as it is happening in the community. Anything that is seen needs to be told. She believes the police academy is a great idea.

Chief Miller stated they spent time putting their budget together for things they can do and equipment they can carry to capitalize on the fact they may have a 40 – 50 percent swing in daily staffing from 7:30 a.m. – 7:30 p.m. They will develop sustainable funding sources for additional full-time staffing by pursuing grants. They are getting ready to promote three lieutenants, and they will promote two station captains, who will be responsible for the facility, fleet, and personnel assigned to the station. This will allow him to free up a battalion chief to do more executive level things. They will increase accuracy in data collection and analytics. They will work more toward portable equipment acquisitions to take advantage of getting more out of personnel for incidents they respond to. They are increasing their training and succession planning. They will pay cash for Medic 7. They will need to have conversations about new fire apparatus acquisition as many pieces are old and lead times being two to three years. They need to have the conversations to get in line for a three year build. The reason it takes so long is lack of workers to make the equipment.

Mr. Rauch stated that the information both chiefs provided is important to help council make the decisions they need to make. Mayor Williams stated he was thankful for the detailed reports received.

III) Public Services – Mr. Rauch stated that Ms. Bartlett has separated from the organization and the position has been posted.

WORK SESSION ITEMS

I) Bob Chiles/Fisher-Nightingale Donations – Ms. Lewallen presented the letters of request for donations from both the Bob Chiles and Fisher-Nightingale House donations. She highlighted what they have given in the past to both those organizations. She stated

with them being so close to the Base and having a connection to Wright-Patt may be one of the reasons they have been supporters of these organizations supporting the military. The donation has been budgeted and resolutions will be forthcoming unless they wish to make a change.

II) Delinquent Income Tax – Ms. Baker stated any receivable that is delinquent can be worked through the Attorney General’s office. It requires a contract, but it is the city agreeing with the Ohio AG’s office that they want to release outstanding receivables to them. They can then collect it at no cost to the city as they add on a 10 percent fee and bill to the individual. The benefit is they have a higher percentage of collection as they can take state or federal tax refunds or state monies someone may be getting. She stated that CCA works on delinquencies and has done a fairly respectable job. However, they need to take the old things off the CCA list and start the process of being done with them. By utilizing the AG’s office, the city can tell them how long they wish to collect, up to 10 years, and the city will tell them which things they want them to collect and what they do not want them to collect. Currently, she is certain they want income tax delinquent payables. Mr. Rauch stated that property tax delinquency is collected by the Treasurer’s Office; this is another vehicle for the city to be sure that money owed to the city is referred to an agency that has more resources to help ensure the city gets those collections. Ms. Baker stated the code states they actually do this, but she has drawn up a resolution as she could not find a contract with the AG’s office. Mr. Joseph asked how much bad debt there was. Ms. Baker stated she did not have a number; CCA manages all the accounts for them. She knows they collected a good amount of delinquent taxes last year. CCA indicated that what they collect this year would not affect their revenues and that they would be consistent with what they collected last year. She has looked at older reports and can see some things beyond 20 years. They cannot go after someone if they are older than three years. They need to collect in a timely manner. Discussion was held on income tax versus property tax delinquency.

III) Tax Increment Financing (TIF) District – Ms. Holt stated that a tax increment is the difference between the amount of property tax revenue generated before a TIF district is created and the amount of property tax revenue generated after TIF designation. Those monies are put into a fund that can be used for different projects that are set by laws. Only the taxes generated when that district is set can be used and put into that fund. It does not reduce the existing property tax revenues or tax generating districts such as libraires and schools. She stated TIF districts are established to address development in blighted areas, build and repair infrastructure, and put vacant properties to work. It can be used to create a new source of revenue to make public improvements without raising taxes. Potential uses of TIF funding include property acquisition, studies on the best use for the area, and site preparation for a potential developer. She stated there are a few TIF districts already in Riverside: Brantwood TIF District I and II, and Woodman/Burkhardt TIF District. Mr. Denning asked if there was a TIF for Airway/Woodman. Ms. Holt stated it had expired. She presented key development areas for TIF districts including Springfield Street. They want

to include new TIF districts in key development areas to encourage development in areas already identified in the land use process. This is their recommendation to support a TIF district in focused areas. She discussed a number of areas in town that are ripe for districts: Burkhardt, Airway, Valley/Harshman, and Springfield Streets. Mayor Williams stated that if they establish a TIF district in one of the areas that is a circle on the map, it would not necessarily mean development would happen the next day, but it would establish a baseline for property tax recovered currently, and then a new threshold when improvements occur. The developer would have a level of assuredness that there would be a fund for improvements to support the infrastructure changes they may want to use for redevelopment options. Ms. Holt stated they could also enter into a development agreement with a developer that incentivizes the development. This is putting in place the tools on the financial side, the tax collection side, to make it easier to develop an area. Mr. Rauch stated that they have some guidance from the land use plan about where reinvestment is most ripe in the community. Part of the strategy about attracting redevelopment to some of these areas is to put these kinds of incentive layers in place so that they are already there making them ahead of the game. If council is comfortable with a certain level of TIF incentive they have already established and a developer comes in asking for more, then they have already established a foundation for those conversations to start rather than having a developer come ask for a lot and then we have to wiggle around that as part of a negotiation. It is a way to grow into the land use plan and at the same time turn their development face to the business the development community and say the city is open for business and these are the kinds of incentives that council has some comfort entertaining. It will give them a sense about what they should start to think about in terms of planning out their costs and things that they may be able to offset such as new roads, new water, pipes, those kinds of things when they're thinking about what is in their wheelhouse. Discussion was held on the process they have in place now with TIF districts.

Mr. Denning asked if they could set up a TIF where the clock does not start until a developer comes in. Ms. Holt stated they can set the TIFs and use the funding for other projects in those areas to retain the jobs that are there whether that is putting in sidewalks to support the business or other infrastructure projects that are needed, but those are other projects that can be used with TIF funding. She stated they can extend and renew. Mr. Rauch stated they can get clarity from legal on how that can happen.

Ms. Fry asked if they could have a quick discussion about when a TIF is good and when it is not good. Ms. Holt stated when they look at a project they ask what it is bringing to the city such as an increase in jobs or the housing types coming in, which comes from the state. They do not want to give a TIF if there are not clear guidelines to make sure that what they are bringing in invests in the city, increases the property values, and adds jobs that creates a value to the city. Discussion was held on what they would give away in relation to what they need. Mr. Rauch stated residential does not typically get a TIF in housing because property tax valuations do not go up that high. They do not justify themselves as projects.

There is a threshold where TIFs do not make sense. Staff evaluate when projects and proposals come up to take a deep dive into what it really is and what is a reasonable return. Discussion continued with TIF funds and residential/housing and potential scenarios. Mr. Rauch stated they will be strategic on where they will place a TIF district and where it makes the most sense given with the land use plan. The Springfield Street corridor is where they will start since it is not very residential, and it lines up with the road work they are doing.

IV) Personnel Manual Updates – Mr. Rauch stated there are a couple of areas in the manual that impact non-union personnel more than contract employees. One is tuition reimbursement. They have more people using it and want to set a reasonable cap per year contingent upon grades. They are also discussing reducing the probationary period from one year to six months. Many peer communities are at six months. The rules are different in public safety and contracts; this is for non-union personnel. Ms. Baker stated that probationary employees cannot use vacation unless that has already been pre-discussed. The one year affects things like tuition reimbursement. The personnel manual gives a bit of circular reference, and this will help to clear that up. The tuition reimbursement is the big issue. He will present legislation regarding this. On the accruals, he received information from Centerville on how vacation and sick time accrues and found that many cities index themselves to the state. Riverside is a bit under state accruals. It would be a good policy to write the city policy to align with the state accruals as this will keep them competitive and reduce the risk of falling behind. He will get the details to them addressing the relevant sections.

CITY MANAGER UPDATES - Mr. Rauch stated that they have some capital maintenance needs in the city buildings like the roofs. There are also grants that they can dip into to look at the parking lot lighting. There are also energy efficiency grants. Some they tasked the Downing Group with, but some of it is a bigger scope. Some is if they find the right grant and chase it, then they have to do the grant, which is a project management challenge. He is going to issue an RFQ for an Energy Efficiency/Facilities Management specialization firm; someone who can take the projects and if they land the grants can run with them. They are trying to get money where they can upgrade the buildings. He expects it to be more than a \$50,000 bid, but wanted them to be aware of some things in the future.

COUNCILMEMBER COMMENTS: Ms. Lommatzsch stated she visited a new Riverside business across from the McDonald's on Woodman Drive where it used to be a motorcycle shop. It is now a paint and dent shop. She stated they have improved the inside of the building tremendously, and she was impressed with the young man. She suggested people visit the business. The front door is locked, but knock on the garage door for an answer. Mr. Joseph stated his husband contacted him to let him know Ms. Holt did a great presentation. Mayor Williams thanked staff for the reports they put together. This is the data they value to make decisions and having it out for the public, especially the public safety side. Ms. Fry agreed with Mayor Williams. She stated she appreciated the graphs and

narrative, in particular with pointing out the disparity in the data and trying to get better data. She thanked everyone who came to the recent blood drive. It was the most successful blood drive in two years.

ADJOURNMENT: Ms. Lommatzsch moved, seconded by Mr. Joseph, to adjourn. The council work session adjourned at 7:55 p.m.

Pete Williams, Mayor

Katie Lewallen, Clerk of Council

MINUTES

CALL TO ORDER: Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:06 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; Kim Baker, Finance Director; Jim Miller, Law Director; and Katie Lewallen, Communications Manager/Clerk of Council.

EXCUSE ABSENT MEMBERS: No members of council were absent.

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

APPROVAL OF AGENDA: Mr. Joseph moved, seconded by Deputy Mayor Maxfield, to approve the amended agenda. All were in favor. **Motion carried.**

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

MINUTES: Mr. Joseph moved, seconded by Deputy Mayor Maxfield, to approve the February 1, 2024, council business meeting 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.

PROCLAMATION: Mayor Williams proclaimed February 2024 as Career Technology Education month. He thanked Deputy Mayor Maxfield for bringing this proclamation forward and asked him to talk about the CTE program he is a part of. Deputy Mayor Maxfield stated he had the opportunity to be the career tech director at Stebbins High School and is now at the Miami Valley Career Technology Center. He stated there are opportunities for students to learn in demand job skills and job training that prepare them for the future. They have the opportunity to work while in high school and make \$35,000 - \$45,000 when they graduate high school. He recognized that post-secondary education is important to many, but that a good living can be made going through a career technical program that creates skilled trade workers. Career tech education prepares students for both post-secondary school and the workforce. Mayor Williams added that Riverside has Stebbins CTC program that many students attend, but they can also attend the Greene County, the Miami Valley CTC, and Ponitz. It is great to be at the crossroads of those academic institutions.

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

UNFINISHED BUSINESS

A. ORDINANCES

- I) **Ordinance No. 23-O-847 – An ordinance repealing Section 125.01 Investment Policy of the City of Riverside Codified Ordinances.** (2nd reading, public hearing, adoption)

Mr. Rauch stated this ordinance repeals an investment policy in the administrative code and cleans up the language. It will allow them to redevelop a policy to bring forth at a later date.

Mr. Denning moved, seconded by Deputy Mayor Maxfield, to approve the second reading of Ordinance No. 23-O-847. The clerk read the ordinance by title only.

Mayor Williams opened the public hearing at 6:12 p.m. No one came forward to speak. Mayor Williams closed the public hearing at 6:13 p.m.

Roll call went as follows: Mr. Denning, yes; Mr. Maxfield, yes; Mr. Brown, yes; Ms. Fry, yes; Mr. Joseph, yes; Ms. Lommatzsch, yes; and Mayor Williams, yes. **Motion carried.**

NEW BUSINESS

A. RESOLUTIONS

- I) **Resolution No. 24-R-2916 – A resolution declaring a 2013 Ford E-150 Cargo Van owned by the City to be surplus and no longer needed for City purposes and authorizing its disposition.**

Mr. Rauch stated this is for a cargo van that is now surplus, and they intend to put it on Gov Deals to try to recover something from it.

Ms. Lommatzsch moved, seconded by Mr. Joseph, to approve Resolution No. 24-R-2913.

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

- II) **Resolution No. 24-R-2917 – A resolution recognizing the Bob Chiles Classic as a function that promotes the public health, general welfare, and contentment of the citizens of the City of Riverside.**

Mr. Rauch stated this is for the Bob Chiles function and acknowledges council support for that.

Ms. Lommatzsch moved, seconded by Deputy Mayor Maxfield, to approve Resolution No. 24-R-2914.

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

III) Resolution No. 24-R-2918 – A resolution authorizing payment of a “Then and Now” certificate in the amount of \$22,135.36 payable to PNC Bank, N.A., for a portion of City of Riverside’s Fiscal Year 2023 bank fees due.

Mr. Rauch stated the next three resolutions are circumstances where due to purchase orders from last year closing, and the city needing to pay invoices received this year; it is a housekeeping accounting measure for approval to pay.

Mr. Denning moved, seconded by Deputy Mayor Maxfield, to approve Resolution No. 24-R-2918.

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

IV) Resolution No. 24-R-2919 – A resolution authorizing payment of a “Then and Now” certificate in the amount of \$3,066.27 payable to Stoops Freightliner.

Deputy Mayor Maxfield moved, seconded by Mr. Joseph, to approve Resolution No. 24-R-2919.

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

V) Resolution No. 24-R-2920 – A resolution authorizing payment of a “Then and Now” certificate in the amount of \$73,615.58 payable to All-American Fire Equipment, Inc., for a repair on a fire department engine.

Mr. Joseph moved, seconded by Deputy Mayor Maxfield, to approve Resolution No. 24-R-2920.

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

Mr. Joseph stated that the city manager and finance director have worked hard on their procurement policy so that things like this do not happen very much in the future.

PUBLIC COMMENT ON NON-AGENDA ITEMS: No one wished to speak.

CITY MANAGER REPORT: Mr. Rauch asked council for a motion to make some appointments to the Board of Zoning Appeals. Those appointees would be Mr. Tim Cron, Mrs. Lisa Carpenter, and Mr. Marty Walling. Ms. Lommatzsch moved, seconded by Mr. Brown, to issue letters of appointment. All were in favor. **Motion carried.**

Mr. Rauch added that city offices will be closed on Monday, February 19, 2024, in observance of President’s Day. The next council meeting will be March 7, 2024.

COUNCILMEMBER COMMENTS: Mr. Brown stated that Project Riverside is sponsoring an adult Easter Egg Hunt on Saturday, March 23, 2024, at 12:30 p.m. The cost is \$5/person, and registration must be received by March 1, 2024. It is for ages 13 and up. The hunt will be

held at 1600 Brandt Pike; if there is a large registration, they will figure out a bigger venue. The registration fees go towards the candy, the eggs, and the prizes for the hunt. Additional information can be found on the Project Riverside Facebook page. Ms. Fry stated that Girl Scouts will be active selling cookies. This is an opportunity for the girls to develop their entrepreneur skills. She thanked people for supporting the Girl Scouts. Mayor Williams stated the deadline for voter registration for the primary election is February 20, 2024. He hopes everyone in the community exercises their ability to vote. The primary will be on March 19, 2024.

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. Denning, yes; Mr. Joseph, yes; Mr. Brown, yes; Ms. Fry, yes; Ms. Lommatzsch, yes; Mr. Maxfield, yes; and Mayor Williams, yes. **Motion carried.** Council entered into executive session at 6:21 p.m.

RECONVENE: Council reconvened at 7:25 p.m. Discussion was held on the previous motion for letters of appointment being issued for the Board of Zoning Appeals. Mayor Williams moved, seconded by Mr. Denning, to rescind the earlier motion issuing letters of appointment until council could further discuss the applications received. Roll call went as follows: Mayor Williams, yes; Mr. Denning, yes; Mr. Brown, yes; Ms. Fry, yes; Mr. Joseph, yes; Ms. Lommatzsch, no; and Mr. Maxfield, yes. **Motion carried.**

ADJOURNMENT: Being no further business, council adjourned at 7:32 p.m.

Pete Williams, Mayor

Katie Lewallen, Clerk of Council

CITY COUNCIL
CALENDAR

2024 COUNCIL CALENDAR

- Creating Springfield St. TIF District (Nia)
- Personnel Manual Updates (Josh)

February 15, 2024

- Proclamation: CTE Month
- Ordinance: Repeal Section 125.01 (2nd reading)
- Resolution: Bob Chiles Golf Outing
- Resolution: Then and Now – Stoops Freightliner Invoice
- Resolution: Surplus – Service Department
- Resolution: Then and Now – PNC
- Resolution: Then and Now – All-American Fire Equipment
- Exec Session: Personnel

March 7, 2024

- Ordinance: Unclaimed Monies Fund (1st Reading)
- Resolution: Fisher-Nightingale Houses All-American Evening
- Resolution: Delinquent Income Tax Collections (Kim)
- Resolution: Personnel Manual Changes (Accruals, Probation, Education Reimbursement)
- Exec Session: Personnel, Litigation
- Resolution: Amending Moratorium

March 14, 2024 – Work Session

- Monthly Update: Finance, Administration, Community Development
- Supplemental Appropriations Ordinance (Kim)
- Springfield St. TIF
- UDO Rewrite Update
- CIC Update
- FY2024 Budget Book
- Eclipse Update

March 21, 2024

- Swear-In: New FF/LTs
- Proclamation: World Down Syndrome Awareness Day
- Ordinance: Creation of Springfield St. TIF District (1st Reading)
- Ordinance: Unclaimed Monies Fund (2nd Reading)
- Ordinance: Supplemental Appropriations (1st Reading)
- Resolution: Adopting FY2024 Budget Book
- Resolution: Surplus - Police
- Exec Session: Personnel

2024 COUNCIL CALENDAR

April 4, 2024

- Ordinance: Supplemental Appropriations (2nd Reading)
- Ordinance: Creation of Springfield St. TIF District (2nd Reading)
- Resolution: Adoption of Records Commission Policy (Katie)

April 11, 2024 – Work Session

- Monthly Update: Police, Fire, Public Services
- CIC 101 (McHugh, Downings)
-

April 18, 2024

No Meeting

May 2, 2024

- Presentation: Dayton Metro Library, Adam Schwiebert – Government Relations Director
- Proclamation: Mental Health Awareness Month

May 9, 2024 – Work Session

- Monthly Update: Finance, Administration, Community Development

May 16, 2024

No Meeting

June 6, 2024

-

June 13, 2024 – Work Session

- Monthly Update: Police, Fire, Public Services

June 20, 2024

- Resolutions – Placeholder for any charter review recommendations to council

July 11, 2024 – Work Session

- Monthly Update: Finance, Administration, Community Development

LEGISLATION



MEETING DATE: March 7, 2024

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kim Baker, Finance Director

SUBJECT: Resolution No. 24-O-848 – An ordinance to establish the Unclaimed Money Fund, and declaring an emergency.

EXPLANATION: As a requirement under the Ohio Revised Code, the City of Riverside needs to establish an unclaimed money fund for funds not claimed by its lawful owner. After a period of five years, the money, if unclaimed, shall revert to the general fund of the public office.

RECOMMENDATION

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

FISCAL IMPACT

N/A

SOURCE OF FUNDS

N/A

EXHIBITS

N/A

ORDINANCE NO. 24-O-848

PASSED: _____

AN ORDINANCE TO ESTABLISH THE UNCLAIMED MONEY FUND, AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Revised Code requires all money received or collected by a public official under color of office and not otherwise paid out according to law shall be paid into the treasury of the public office to the credit of a trust fund and shall be retained there until claimed by its lawful owner; and

WHEREAS, if funds not claimed within a period of five years, the money shall revert to the general fund of the public office pursuant to ORC 9.39; and,

WHEREAS, the City of Riverside desires to establish an Unclaimed Money Fund to account for monies unclaimed; and,

WHEREAS, all such monies collected shall be placed in a separate fund to be known as the Unclaimed Money Fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five (5) years, the money shall revert to the general fund of the City.

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

Section 1: That the City Council of Riverside, Ohio, in accordance with ORC 9.39, hereby directs the Finance Director to establish the Unclaimed Money Fund, so as to allow for the accounting of money unclaimed.

Section 2: That this Ordinance declared to be an emergency measure shall take effect and be in force from its date of 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 Ordinance No. 24-O-848 passed by the Riverside City Council on _____.

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

CLERK



MEETING DATE: March 7, 2024

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Katie Lewallen, Clerk of Council

SUBJECT: Resolution No. 24-R-2921 – A resolution recognizing Fisher-Nightingale Houses, Inc. “All-American Evening” as a function that promotes the public health, general welfare, and contentment of the citizens of the City of Riverside.

EXPLANATION: This is a request for donation by the Fisher-Nightingale Houses, Inc. These houses assist families of those in the military with a place to stay while critical medical treatment is being provided to those in any/all branches of the military.

RECOMMENDATION

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

FISCAL IMPACT

\$250.00

SOURCE OF FUNDS

1100-210-101-524160

EXHIBITS

N/A

RESOLUTION NO. 24-R-2921

PASSED: _____

A RESOLUTION RECOGNIZING FISHER-NIGHTINGALE HOUSES, INC. “ALL-AMERICAN EVENING” AS A FUNCTION THAT PROMOTES THE PUBLIC HEALTH, GENERAL WELFARE, AND CONTENTMENT OF THE CITIZENS OF THE CITY OF RIVERSIDE.

WHEREAS, Fisher-Nightingale Houses, Inc. is a private non-profit 501(c)3 organization whose mission is to raise funds to support compassionate care lodging for patients and their families receiving critical medical treatment for all branches of the military; and

WHEREAS, Fisher-Nightingale Houses, Inc. annually conducts their “All-American Evening” fundraiser to pursue its mission; and

WHEREAS, Council has determined that the purpose of Fisher-Nightingale Houses, Inc.’s mission is consistent with the objectives of the City’s desire to promote the public health, general welfare, and contentment of its citizens.

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

Section 1: That the City of Riverside shall obligate funds in an amount not to exceed \$250.00 in support of Fisher-Nightingale House, Inc. as a means to promote the public health, general welfare, and contentment of its citizens.

Section 2: That the funds aforementioned in this resolution shall be drawn upon from Account No. 1100-210-101-524160.

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-2921 passed by the Riverside City Council on _____.

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

CLERK



MEETING DATE: March 7, 2024

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kim Baker, Finance Director

SUBJECT: Resolution No. 24-R-2922 – A resolution authorizing the city manager to enter into a Memorandum of Understanding with the Ohio Attorney General for assistance collecting delinquent debt for the City of Riverside.

EXPLANATION: The Ohio Attorney General’s office provides a program that helps municipalities with the collection of delinquent debt owed to the municipality. This is a no fee service to the city as they factor in their collection cost to be paid by the debtor.

RECOMMENDATION

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

FISCAL IMPACT

SOURCE OF FUNDS

N/A

EXHIBITS

Exhibit A

RESOLUTION NO. 24-R-2922

PASSED: _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE OHIO ATTORNEY GENERAL FOR ASSISTANCE COLLECTING DELINQUENT DEBT FOR THE CITY OF RIVERSIDE.

WHEREAS, the Office of the Ohio Attorney General provides a program to assist municipalities pursuant to the Ohio Revised Code 131.02 with collection of delinquent debt owed to a political subdivision; and

WHEREAS, the Office of the Ohio Attorney General provides the program by charging collection costs as an additional obligation of the debtor and not to the City of Riverside; and

WHEREAS, Riverside is in need of services for collection of delinquent receivable debts due; and

WHEREAS, Council now desires to approve an agreement to participate in said program.

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

Section 1: That 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 memorandum of agreement with the Ohio Attorney General. Accordingly, The City Manager is hereby authorized to enter into said agreement, captioned “DELINQUENT DEBT COLLECTION AGREEMENT” and attached hereto as “Exhibit A.”

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 and Director of Finance, who will submit a certified copy to the duly recognized agent of the Ohio Attorney General.

Section 3: That 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-2922 passed by the Riverside City Council on _____.

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

CLERK



DAVE YOST
OHIO ATTORNEY GENERAL

Collections Enforcement
Office 614-466-8360
Fax 614-752-9070

30 E Broad St, 14th Floor
Columbus, OH 43215
www.OhioAttorneyGeneral.gov

**DELINQUENT DEBT COLLECTION AGREEMENT
BETWEEN THE
OHIO ATTORNEY GENERAL
AND THE CITY OF RIVERSIDE, OHIO**

I. PARTIES

1.1. THIS DELINQUENT DEBT COLLECTION AGREEMENT (this “Agreement”) is between the Ohio Attorney General (hereinafter “Attorney General”) and the City of Riverside, OH (“Political Subdivision”), collectively referenced herein as the “Parties.”

II. PURPOSE

2.1. The Political Subdivision has requested that the Attorney General undertake, and the Attorney General agrees to undertake, the collection of delinquent debt owed to the Political Subdivision, pursuant to Ohio Revised Code (“O.R.C.”) § 131.02. This Agreement sets forth the rights, duties and obligations of the Parties and the amounts to be charged, collected and allocated between the Political Subdivision and Attorney General. This Agreement will become effective in ten business days once fully executed (“Effective Date”).

III. CERTIFICATION OF DEBT

3.1. The Parties agree that this Agreement shall apply to amounts owed to Political Subdivision that meet the criteria specified on the attached Exhibit “A” (hereinafter the “Debt”). The Parties may, from time to time, change the categories of debt to be certified to the Attorney General by amending Exhibit “A” pursuant to the discretion of the Section Chief of the Collections Enforcement Section of the Attorney General and of the Political Subdivision. Such changes to the categories of debt identified on Exhibit “A” shall not be construed as an amendment or termination of this Agreement.

3.2. Political Subdivision hereby warrants that all Debts certified to the Attorney General for collection pursuant to this Agreement are or will be legally due and owing to Political Subdivision at the time of certification.

3.3. Political Subdivision hereby warrants that it has complied or will comply with all conditions precedent to the legality of certifying the Debt for collection prior to certifying the Debt to Attorney General pursuant to this Agreement.

3.4. Political Subdivision hereby warrants that it has obtained the approval of any person or entity whose approval is required as a condition to entering into this Agreement. True and correct copies of any such approvals shall be attached hereto as Exhibit "B."

3.5. Political Subdivision shall identify and itemize the amounts owed in any bills or mailings issued to the debtors prior to certifying the Debt pursuant to this Agreement. Such itemization shall separately identify penalties, fees, costs and interest, if any, added to the principal balance of the amounts owed. For all Debt certified under this Agreement, Political Subdivision shall maintain account records documenting the principal balance of the amounts owed, as well as any penalties, fees, costs and interest, from the date such debt becomes due and owing to Political Subdivision until the debt is paid in full, resolved or written off as specified herein.

3.5.1 In regards to income tax Debt, Political Subdivision hereby warrants that procedures outlined in R.C. 718.18 were complied with, and that notice to such income tax debtors was provided by certified mail. Within this notice, there must be an indication that this debt will be referred for collection by federal and state tax refund offset.

3.6. Political Subdivision shall make all account records related to the Debt fully available to specified Attorney General personnel in order for the Attorney General to actively identify and pursue collection activities. Political Subdivision shall retain account records related to the Debt so long as the Debt remains outstanding, or until the Debt is resolved or written off as specified herein.

3.7. Political Subdivision agrees and shall forward all payments received on certified Debt to the Attorney General. In the event that Political Subdivision accepts a debtor's payment on Debt certified to the Attorney General, Political Subdivision agrees to promptly notify the Attorney General of the details of the payment, including date, amount, remitter, check or instrument number and forward the payment to the Attorney General.

3.8. In the event that any debtor owing Debt certified to the Attorney General files bankruptcy or other insolvency proceeding, Political Subdivision shall immediately notify the Attorney General of such filing. The Attorney General may cease all collection efforts with regard to such Debt. Political Subdivision remains exclusively and solely responsible for protecting its interest in bankruptcy & other insolvency proceedings. Upon notice that Debt certified to the Attorney General is subject to bankruptcy or other insolvency proceeding, the Attorney General may close the affected accounts and such accounts shall no longer be considered to be certified to the Attorney General. Other insolvency proceeding may include but is not limited to receivership or foreclosure.

IV. ALLOCATION OF FEES AND COLLECTION COSTS

4.1 The client may choose for each account certified to the Attorney General to bear interest (hereinafter "AGI") at the annual rate established by the Tax Commissioner under O.R.C. § 5703.47. Upon recovery AGI is paid to Political Subdivision, not to Attorney General. AGI may be waived, either by Political Subdivision or the Attorney General. Political Subdivision also has discretion to request that AGI not be assessed as an additional obligation of debtors. If this request is indicated, the cost of AGI will not be added to the Debt. The AGI is in place of any separate accruing interest of the Political Subdivision on the Debt once certified to the Attorney General.

4.2 Pursuant to O.R.C. § 131.02, the Attorney General is authorized to deduct the

Attorney General's collection cost from all amounts collected, calculated upon all certified amounts recovered, plus interest and fees accruing from the date of certification to Attorney General. Attorney General collection costs may be waived, either by the Attorney General or jointly by the Political Subdivision and the Attorney General. The Parties agree that the Attorney General will pass all Attorney General collection costs on to the debtor as an additional obligation of debtor. The Attorney General collection cost is 10% pursuant to O.R.C. § 109.08.

4.3 The Attorney General may also hire third party vendors to collect claims for Political Subdivision and to pay such third party vendors for their services ("TPV Fees") from funds collected by them. The Attorney General will assign debt to TPVs in accordance with an established assignment strategy. TPV fees shall be paid at rates set by the Attorney General. The Parties agree that the Attorney General will pass all TPV Fees on to debtors as an additional obligation of the debtors.

4.4 The Attorney General may appoint special counsel to collect claims for Political Subdivision and to pay such special counsel for their services ("Special Counsel Fees") from funds collected by them. The Attorney General will assign Debt to Special Counsel in accordance with an established assignment strategy. Special Counsel Fees shall be paid at rates set by the Attorney General. The Parties agree that the Attorney General will pass all Special Counsel Fees on to debtors as an additional obligation of the debtors.

4.5 Political Subdivision may execute a different Service Level Agreement for each category of debt certified pursuant to this Agreement, and each Service Level Agreement shall be attached as additional pages of Exhibit "C."

4.6 Political Subdivision may change or terminate the Service Level Agreement(s) attached hereto as Exhibit "C" upon appropriate written notice as specified therein, and any change or termination of the Service Level Agreement(s) shall not be construed as an amendment or termination of this Agreement.

V. DISBURSEMENT PROCESS/PAYMENT OF COLLECTION COSTS

5.1 On a weekly basis the Attorney General shall disburse to the Political Subdivision the full amounts collected on the Debt minus any applicable collection costs or fees as outlined herein. The Political Subdivision and Attorney General shall have the authority to settle or compromise any account in the Debt which is agreed upon by the Political Subdivision and Attorney General as payment in full based on the best interests of the Parties. At the time of the Attorney General's disbursement to the Political Subdivision, the Political Subdivision will receive the amount collected minus the Attorney General's collection costs and any applicable TPV Fees or Special Counsel Fees pursuant to this Agreement.

5.2 The Parties agree that court cases and judgment liens shall not be dismissed or deemed satisfied without the Political Subdivision's consent that all the fees have been paid by the debtor liable for costs under the court case and/or judgment lien.

5.3 Disbursements to the Political Subdivision of amounts due hereunder may be made via state check or by Automated Clearing House ("ACH") deposit, at the Attorney General's discretion. Political Subdivision acknowledges that the Attorney General prefers to remit all payments by ACH deposit, and Political Subdivision agrees to execute an ACH payment authorization in accordance with the form attached hereto as Exhibit "D" within thirty (30) days after the Effective Date of this Agreement.

VI. CERTIFICATION AND CANCELLATION OF DEBT

6.1. Political Subdivision will certify only Debt to the Attorney General which is past due and final, in accordance with O.R.C. § 131.02(A). O.R.C. § 131.02 provides that the Attorney General and Political Subdivision may determine an appropriate time beyond the regular 45-day requirement to certify delinquent debt. Such exceptions may be made as the Attorney General and the Political Subdivision mutually agree are appropriate.

6.2. The Parties acknowledge and agree that O.R.C. §131.02 empowers the Attorney General to, with the consent of the chief officer of an entity reporting a debt, cancel the debt or cause the same to be canceled. O.R.C. § 131.02(F)(2) provides a general statute of limitations of forty (40) years from the date of certification to collect claims. O.R.C. § 131.02(F)(1) allows the Attorney General to cancel uncollectible claims earlier, with the approval of the Political Subdivision. Political Subdivision may execute the Service Level Agreement attached hereto as Exhibit "C" to designate the preference of Political Subdivision. If no preference is indicated, the write off period will be ten (10) years after the date of certification. Exceptions revising the write off period for specified claims or categories of debt may be agreed to by the Attorney General and the Political Subdivision as amendments to the Service Level Agreement, and such amendments shall not be construed as an amendment or termination of this Agreement.

VII. CONFIDENTIALITY

7.1. Any confidential debtor information made available to Attorney General in the course of performance of this Agreement shall be used only for the purpose of carrying out the provisions of this Agreement pursuant to the Attorney General's statutory obligations. Additionally, the Attorney General shall not sell any debtor information to any third parties.

VIII. LIABILITY

8.1. Each Party shall be responsible for its own acts and omissions and those of its officers, employees and agents.

IX. CHOICE OF LAW

9.1. This Agreement is made and entered into in the State of Ohio and shall be governed and construed in accordance with the laws of Ohio. Any legal action or proceeding related to this Agreement shall be brought in Franklin County, Ohio, and the Parties irrevocably consent to jurisdiction and venue in Franklin County, Ohio.

X. COMPLIANCE WITH LAW

10.1. The Parties, in the execution of their respective duties and obligations under this Agreement, agree to comply with all applicable federal, Ohio and local laws, rules, regulations and ordinances.

XI. RELATIONSHIP OF THE PARTIES

11.1. It is fully understood and agreed that a Party's personnel shall not at any time, or for any purpose, be considered as agents, servants, or employees of the other Party.

11.2. Except as expressly provided herein, neither Party shall have the right to bind or obligate the other Party in any manner without the other Party's prior written consent.

XII. MODIFICATION

12.1. This Agreement constitutes the entire agreement between the Parties, and any changes or modifications to this Agreement shall be made and agreed to by the Parties in writing.

XIII. TERMINATION/EXPIRATION

13.1. Either party may terminate this Agreement for any reason by giving written notice, at least forty-five (45) days in advance of the date of termination, to the other Party via e-mail, facsimile transmission, mail, certified mail or personal delivery to the other Party's signatory to this Agreement.

13.2. If there is pending litigation in connection with any Debt, termination shall not be effective until the Attorney General terminates the legal representation in the litigation matter. The Attorney General shall be compensated for Debt collected and received prior to termination. The Parties agree to cooperate so as to effectuate a speedy and efficient transfer of the work to Political Subdivision.

**DELINQUENT DEBT COLLECTION AGREEMENT
BETWEEN THE
OHIO ATTORNEY GENERAL
AND THE CITY OF RIVERSIDE, OHIO**

EXHIBIT "A"

The Parties agree that the following categories of debt may be certified to the Attorney General. All debt must be final.

Examples of Categories of Debt to be certified:

- (a) Statutory fees as assessed by a Political Subdivision;
- (b) Civil court costs; and
- (c) Criminal court costs so long as the defendant is not incarcerated on the date the debt is certified.
- (d) Debt must be declared final with no chance of appeal or no future changes to the amount of the debt sent to the Attorney General for collection purposes.
- (e) Debt from a school system must be as a result of a contractual agreement.
- (f) Debt must be less than 10 years old.
- (g) Debt must be over \$100 per debtor.

Examples of Categories of Debt NOT to be certified:

- (a) Debt that has a small balance.
- (b) Debt that is against a juvenile.
- (c) Debt against a presently incarcerated individual.
- (d) Debt that is involved in a bankruptcy, rental or foreclosure action.
- (e) Debt from any type of utility.
- (f) Debt resulting from code enforcement violations.
- (g) Debt that results from a red light camera violation/citation.

PLEASE NOTE: THE ATTORNEY GENERAL'S OFFICE RESERVES THE RIGHT TO DECLINE ACCEPTANCE OF ACCOUNTS BASED ON QUANTITY, VALUE, OR DEBT TYPE. ADDITIONALLY, THE AGO RESERVES THE RIGHT TO CHANGE WHAT DEBTS MAY BE ACCEPTED AT ANY TIME.

**PLEASE LIST THE TYPE OF DEBTS YOU WILL BE CERTIFYING TO THE
ATTORNEY GENERAL'S OFFICE:**

**DELINQUENT DEBT COLLECTION AGREEMENT
BETWEEN THE
OHIO ATTORNEY GENERAL
AND THE CITY OF RIVERSIDE, OHIO**

EXHIBIT "B"

The Delinquent Debt Collection Agreement Between the Ohio Attorney General and the City of Riverside, Ohio.

, executed by _____ ,
_____, on _____, _____ is hereby ratified and approved.

POLITICAL SUBDIVISION AUTHORITY (I.E. COUNTY COMMISSIONERS, COUNCIL)

Peter Williams, Mayor

Date

Date

Date

POLITICAL SUBDIVISION LEGAL AUTHORITY (I.E. PROSECUTOR, LAW DIRECTOR)

Date

IN WITNESS WHEREOF, the Parties hereto have caused this Service Level Agreement to be executed, as of the day and year last written below.

ACCEPTED AND APPROVED:

Date

OHIO ATTORNEY GENERAL
DAVE YOST

By: _____ Date
Lucas Ward
Section Chief

MEETING DATE: March 7, 2024

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Joshua Rauch, City Manager

SUBJECT: 24-R-2923 - A resolution amending the personnel policy manual for the City of Riverside, OH.

EXPLANATION

Staff recommend three key adjustments to personnel policies to improve the City’s competitiveness in the employment market, clarify existing text, and streamline administrative procedures. The specific improvements staff are requesting include:

- Shortening the probationary period for non-bargaining staff from one year (12 months) to 6 months with the option to extend probation if necessary. This will reduce the time new hires can be confirmed in their positions.
- Rewriting the vacation policy for clarity, as well as modifying current accrual rates to more closely match the ORC and the local market. A comparison table of vacation accruals is below.

| Years of Service | Vacation Hours | | |
|---------------------------------|----------------|-------------------|--------------------|
| | State of Ohio | Current Riverside | Proposed Riverside |
| Less than 5 years | 80.6 | 80 | 80 |
| 5 years but less than 10 years | 119.6 | 112 | 120 |
| 10 years but less than 15 years | 161.2 | 136 | 152 |
| 15 years but less than 20 years | 179.4 | 160 | 176 |
| 20 years but less than 25 years | 200.2 | 184 | 200 |
| 25 years + | 239.2 | 200 | 216 |

[Section 124.134 - Ohio Revised Code | Ohio Laws](#)

- Capping tuition reimbursement at \$5,000 per employee per year for accredited courses related to the employee’s current job responsibilities.

RECOMMENDATION

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

FISCAL IMPACT

These changes will not directly or immediately result in additional expenditures. They will limit the City’s future financial exposure for benefits like tuition reimbursement by introducing a competitive annual cap per employee.

RESOLUTION NO. 24-R-2923

PASSED: _____

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

WHEREAS, the City Manager does report that it is necessary to establish certain personnel policies governing the relationship between the City and its employees; and

WHEREAS, the City Council approved Resolution No. 22-R-2813 in December 2022, adopting a Personnel Manual; and

WHEREAS, the City Manager recommends changes to the Personnel Manual to clarify and improve the administration of personnel policy; 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”, 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: That 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-2923 passed by the Riverside City Council on _____.

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

CLERK



SOURCE OF FUNDS

N/A

EXHIBITS

Exhibit A – Recommended Personnel Manual Changes

Article 4: Probation

Under appointment by the City Manager, all newly hired employees, in both full-time and part-time status, will serve a minimum probationary period of six (6) months unless otherwise specified in a Collective Bargaining Agreement. Newly promoted employees will serve a minimum probationary period of ninety (90) days unless specified in a Collective Bargaining Agreement.

At the end of the probationary period, the Department Head will evaluate the employee's performance and recommend the employee's status. Upon evaluating the employee's performance, the Department Head may recommend to the City Manager approval of an extension of the employee's probationary period of up to six (6) months. A record of the recommendation to remove or extend probationary status shall be kept in the employee's personnel file.

Probationary employees may be removed, demoted, or disciplined at any time without cause during the probationary period by simple written notice to the employee by the City Manager. Such removals or demotions are not subject to appeal.

Section 10.3: Vacation.

Accrual

Vacation accrual is calculated on a calendar year basis, starting from the employee's date of hire. Vacation time is accrued on the basis of complete pay periods of employment.

Vacation rates for full-time city employees, unless stated otherwise in a Collective Bargaining Agreement, are as follows:

| Years of Service | Annual Vacation |
|---------------------------------|------------------------|
| Less than 5 years | 80 hours |
| 5 years but less than 10 years | 120 hours |
| 10 years but less than 15 years | 152 hours |
| 15 years but less than 20 years | 176 hours |
| 20 years but less than 25 years | 200 hours |
| 25 years + | 216 hours |

Vacation will be advanced at the beginning of the year. Upon hire, new employees will be advanced the prorated amount of annual vacation time they are eligible to accrue through the end of the calendar year, based on the accrual table above. Part-time employees will receive prorated vacation leave based on the number of hours regularly scheduled to work in a pay period.

Employees may carry over vacation time equal to 80 hours to the next calendar year. Any accrued vacation in excess of 80 hours at the end of the calendar year shall be forfeited.

Employees shall be credited with service time earned as a full-time employee with other political subdivisions for the purpose of determining vacation accrual rates.

Eligibility and Scheduling

New hires may not utilize vacation during their probationary period without prior written approval of the City Manager. If such approval is granted, a record of the approval shall be maintained in the employee's personnel file.

Department Heads have full discretion to authorize vacation usage requests for employees they supervise. Employees are expected to request vacation usage with as much advance notice as possible.

When an employee takes a leave of absence permitted under the FMLA, the City reserves the right to concurrently designate such leave as paid vacation leave.

Separation

If an employee leaves City employment in good standing, that employee shall be paid for all accrued, unused vacation at their last rate of pay at the time they leave City employment. Employees removed from their employment during their probationary period, for cause, or otherwise not in good standing pursuant to this policy manual are not eligible to receive accrued, unused vacation payouts.

Upon separation, if an employee has used more vacation than they ordinarily would have accrued by that point in the calendar year, the employee will pay back the unaccrued amount of vacation time.

ARTICLE 23: TUITION REIMBURSEMENT

The City is committed to supporting the continuing education of all employees. A tuition reimbursement program is offered to foster an environment that promotes career development. This policy outlines the eligibility criteria, reimbursement limits, and the process for application and reimbursement requests.

A. Eligibility:

To be eligible for tuition reimbursement, an employee must meet the following criteria:

1. Employees must be on regular full-time status and have completed their probationary period.
2. The institution the employee wishes to attend must be an accredited educational college, university, or technical institute.
3. Courses taken must be directly related to achieving a degree relevant to the employee's current position or a position the employee aspires to within the City.
4. Employees must submit the Tuition Reimbursement Application and be approved before enrolling in classes.

B. Reimbursement Schedule:

The maximum tuition reimbursement amount per employee per calendar year is \$5,000. Eligible expenses include tuition fees and mandatory fees directly related to the course of study (e.g., lab fees, textbooks). Reimbursements will be based on the employee's final course grade according to the following schedule:

- A: 100% reimbursement
- B: 75% reimbursement
- C: 50% reimbursement
- D or below: Not Covered

Classes that are pass/fail and a passing grade is obtained are covered at 50%.

C. Application Process:

1. In November of the year prior to reimbursement, the employee must submit a Tuition Reimbursement Application to their department Director and the Human Resources Manager for approval. The application should include anticipated course details and estimated costs for the upcoming year.
2. After completing the approved course or program, the employee must submit the Tuition Reimbursement Request form to Human Resources. The request form should include proof of course completion, final grades, and course receipts.
3. The granting or denial of tuition reimbursement is management's prerogative and is not subject to the grievance procedure. The City Manager may, upon notice to the employees affected, reduce the individual and/or aggregated limits on tuition reimbursement, limit the number of credit hours for which reimbursement may be sought, or limit the program to those employees or classifications where the learning needs are the most critical to the City.

D. Repayment Obligation:

An employee who has received tuition reimbursement must, as a condition for such reimbursement, remain a City employee for (2) two years following the reimbursement payment date. Employees who do not complete the work commitment before separating from City employment, whether through resignation, retirement, or termination, must return funds received under this tuition reimbursement program to the City. The amount of the funds returned shall be pro-rated to reflect the portion of the work obligation that the employee has accomplished before separation. Such funds may be withheld from remaining paychecks or other funds due to the employee. For example, an employee receives \$2,000 in tuition reimbursement. The employee resigns a year after receiving the payment. The employee will owe the City \$1,000 in re-payment.

A RESOLUTION AMENDING THE TWELVE (12) MONTH MORATORIUM ON SPECIFIC ZONING AND LAND USES IN THE CITY OF RIVERSIDE, OHIO.

WHEREAS, City Council adopted Resolution No. 23-R-2901 establishing a moratorium for twelve (12) months on specific zoning and land uses within Riverside, Ohio; and

WHEREAS, the purpose of the moratorium is to allow the City the necessary time to study and determine the impact certain land uses and developments could have on the City to assure they are properly zoned, and to maintain the status quo while doing so; and

WHEREAS, the moratorium also serves to allow the City to conduct the requisite analysis of the community's existing development conditions and trends, including a market analysis of public and private business activities, land uses, transportation access, and community facilities in order to accomplish the goals of the ONE RIVERSIDE Comprehensive Plan; and

WHEREAS, in conducting the analyses referenced herein, the Council has determined that it would be in best interest of the health, safety, and general welfare of the citizens of Riverside to amend the moratorium to remove the moratorium as to the establishment or commencement of truck terminal facilities or developments, and that such amendment will foster the economic and business growth of the City while concurrently aligning with the principles and vision of the ONE RIVERSIDE Comprehensive Plan.

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

Section 1: That it is the legislative intent of this Resolution to amend the temporary moratorium adopted via Resolution No. 23-R-2901 to remove the moratorium as to the establishment or commencement of truck terminal facilities or developments as the City continues to review and study the land uses and developments set forth in the moratorium as adopted to determine appropriate zoning regulations. This amendment to the moratorium is necessary to ensure future developments align with the Comprehensive Plan, and to protect residential neighborhoods and commercial corridors from potentially negative secondary effects created by such land uses and developments, including but not limited to increased traffic, transient visitor activity, blighted conditions, noise, and crime. All other provisions of the moratorium shall remain in full force and effect.

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

Section 3: That 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-2924 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: February 16, 2024
SUBJECT: Weekend Update
CC: City Clerk, Law Director, City Staff

City Manager's Office/Administration

- I've opened a support ticket with TechAdvisors regarding our Tricaster/streaming challenges.
- I reviewed the City Charter and provided feedback on suggested changes in preparation for the first Charter Review Committee meeting at the end of the month.
- I attended a meeting of the WPRCOG this week. We have another meeting next week to review a preliminary draft of the Base Compatibility Use Plan (CUP). The CUP process and our involvement in the WPRCOG is critical as we undertake a comprehensive development code rewrite this year.
- Met with Samantha Kennedy, Director of the Dayton Civic Scholar Program at the University of Dayton to discuss the program and potential partnerships (fun fact: I was in the first cohort to go through this program back in the day...)
- Attended Citizens Budget Committee meeting and provided an overview of the draft budget book. The group provided some comments which I'll address next week before circulating the draft to Council.
- Gave a press interview regarding the upcoming Police levy.
- Attended this month's MVRPC TAC meeting.
- Met with the County Engineer's office to discuss coordinating road and bridge projects in the coming years.
- Met with Downing Group to discuss Brightening Ohio Grant (to support lighting improvements at Wright Point) and advancing the Riverside Community Improvement Corporation (CIC).
- I was present for the Governor's visit to Virginia Stevenson today and had great interactions with his team, our local State reps, and our friends and colleagues at Mad River Schools. Thanks to Chad Wyen for the invitation – it's a privilege to help represent our City at these kinds of events.

Communications/Public Relations

- Attended two 3CMA (City- County Communications & Marketing Association) Zoom Meetings – 1) Media Training Local Government Communicators and 2) Preparing Your Confidence for Camera, Messaging and Authentic Self
- Attended Zoom meeting for "Your Communications Policy – The Easy Playbook to Organize Comms Activities (recently learned of this six-part workshop and will get links to earlier ones)

- Drafted updated Public Records Policy (using references from the State of Ohio, City of Gahanna, and City of Cincinnati)
- Created post for city offices closed – Presidents’ Day.

Community Development Department

General Department:

- The Children’s Water Festival Planning Committee (Riverside is a member) is recruiting volunteers until the end of the month. The Water Festival is scheduled for May 8th, 2024 from 8am – 1pm. Interested parties can register using the following link: <https://forms.gle/Jb2mzvtf1ypRbSrh9>
- The Community Development Department is partnering with City of Dayton Office of Sustainability, Montgomery County Public Health, and Old North Dayton Neighborhood Association to host the 2nd Annual Vapor Intrusion Open House. The Open House will be held on February 27th, 2024; 2-4p.m. and 6-8p.m. at the Dayton Polish Club (1470 Valley Street). A contingent of Riverside residents have been impacted by contamination in the groundwater from the Behr Facility. This event will provide information about vapor testing and monitoring.

Code Enforcement:

- Rob and the abatement contractors spent several days this week back at 4540 Fair Park Ave. Several tons of trash and junk were removed from the property. The dead bushes and a broken fence were also taken out to allow more visible to the site for police.

Economic Development:

- Nia attended the Riverside Chamber of Commerce Board meeting on Thursday.
- Lori attended DDC’s Dayton Region Economic Update earlier today. The presentation was given by the DDC’s President and CEO, Jeff Hoagland.

Planning & Zoning:

- This month’s Planning Commission meeting will be held on Wednesday, February 21st, 2024. This change was made since the City offices will be closed on Monday in observance of President’s Day.

Finance Department

- Met with Brian Andzik from Morgan Stanley for information related to their governmental investment opportunities.
- Work continues with the Shared Resources Center on defining sources and uses for city revenues and expenditures.
- Spoke with the Work-Based Learning Coordinator from Stebbins High School regarding opportunities for an accounting intern to join our team. Damien McCormick will be offered the opportunity and will work with us Monday through Friday from 8:00am to 11:30am. We look forward to welcoming him to the Riverside Team.

Fire Department

Administration:

- Medic 6 returned from Horton last Friday afternoon.
- Medic 6 and Medic 7 were sent to the Dayton garage for preventative maintenance.
- We have still yet to receive the leased vehicle from Enterprise. We are working with their staff to see what the ongoing delays are.
- On Tuesday, Battalion 5, Engine 6, and Medic 6 assisted WPAFB with their annual disaster drill. This was a great opportunity to work with our mutual-aid partners under their unified command staff.
- On Wednesday, BC Wenzler and Chief Miller took Engine 6 to Summit Fire Apparatus in Edgewood, Kentucky to get an accurate quote for a front winch to be added to the unit as well as a multi-mount winch to be added to the sides and rear. This will greatly augment the rescue capabilities of the unit and add a layer of safety when stabilizing vehicles on slopes.

Incidents and Staffing:

- Crews responded to 80 EMS incidents and 16 Fire incidents.
 - Averaged 13.71 incidents per day.
- The RFD averaged 8 personnel working per day.
- On Tuesday Medic 5 responded to Route 4 at the city line for a mutual-aid auto accident with entrapment. Upon arrival, Dayton units were extricating one patient from a police chase. The incident was just inside the Riverside line. Medic 5 transported the patient to the trauma center with serious injuries.
- On Wednesday RFD and our mutual-aid partners responded to a report of an apartment fire in the 4800 block of Springfield Street. Engine 5 arrived to find debris in front of the unit on fire in the yard. No extension. Incident handled by Engine and Battalion 5 as well as Dayton Ladder 18.

Community Outreach:

- Crews conducted several home safety inspections over the past week for city residents. Crews also installed smoke detectors and carbon monoxide detectors in city residences.
- An interview was held for a prospective part-time fire inspector on Friday morning. If hired, this will fill one of the two vacancies.

Training:

- Crews conducted training at the old Flowerrama on Woodman Dr. We conducted three days of hose line operations and three days of search and roof work. The building is slated to be torn down on Monday the 19th. These hands-on training courses are invaluable to RFD personnel when we get to train with our equipment in our local buildings.
- Crews are continuing to work through the in-house paramedic refresher course. This program was spearheaded by FF Fourman and will run through March 15th. A paramedic refresher course is required every three years for state certification. This will be an annual offering at the RFD moving forward.

Police Department

- We received the Ohio Law Enforcement Body Armor Program and were awarded \$8,552.43 to purchase body armor for your law enforcement officers. This is a 25% match for the agency.
- Attended Montgomery County OVI Taskforce meeting – 6 checkpoints scheduled for the year and training for officers will be available.
- Phase 1 training is continuing for Officers, this also supports the continuing education credits needed for the Ohio Collaborative.
- We have begun the semi-annual purging of the property room. The property room clerk is compiling a property list for the court so evidence can be released or destroyed.
- Two new cruisers are out on patrol (last one will hit the road next week)
- Attended a training webinar for upcoming Flock Camera System upgrades.
- Provided local media information on the following issues. The upcoming levy replacement, the fatal accident on SR 35 in the bridge construction zone, and the crash on SR 4 involving a stolen Charger

Public Service Department

Engineering/Administration/Project

- The water line at Eintracht is repaired and water service has been restored.
- Monitoring wells are being installed around the old Mullin's Rubber in various locations.
- Bayside and Barrett Water Main Replacement is ongoing.
- The staff has reviewed, approved, and inspected multiple right-of-way permits.
- City staff held interviews for maintenance worker positions early in the week. Mark Sanford has accepted the City's offer of employment for the maintenance worker position
- The City has gathered and submitted information to CMT to help with the Harshman/Beatrice traffic light design.

Crews

- Applied nearly 11 tons of asphalt to address resident pothole complaints and ongoing pothole repairs.
- Made repairs to fences at Rohrer Park, Harshman Cemetery, and Dog Park.
- Trimmed trees from the right of way along several main thoroughfares.
- Made trailer/equipment repairs.
- Picked up trash from the City's roadsides.
- Cleaned graffiti from RTA shelters again.
- Picked up several dead animals.
- Hauled away multiple truckloads of construction debris.
- Cleaned the Parks.
- Prepped trucks and formed a plan for treating 2-4" snowfall for Friday afternoon and evening.

MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Josh Rauch, City Manager
DATE: February 23, 2024
SUBJECT: Weekend Update
CC: City Clerk, Law Director, City Staff

City Manager's Office/Administration

- Tuesday I attended a half-day work session for the Wright-Patt Council of Governments to discuss the ongoing Compatibility Use Plan process for WPAFB. The process is on track to conclude by the end of the year. The results will be critical for us as we rewrite our zoning code.
- Interviews for the Administrative Assistant position at City Hall were held this week. We hope to finalize an offer next week.
- I met with a couple of folks who are potentially interested in the Public Service Director position to discuss Riverside, the position, and expectations.
- The City hosted the Greater Dayton Mayors and Managers Association at Walnut Grove on Wednesday evening. Thanks to Mayor Williams for welcoming the group and introducing Scott Springer with Wright Brothers Institute as our guest speaker.
- Met with Nia, the Downing Group, and attorney Steve McHugh to discuss the status of Riverside's Community Improvement Corporation (CIC) and next steps for bringing the CIC into active status. We hope to have the CIC fully operational by the middle of the year.
- Met with representatives of the Police Department to discuss the upcoming police levy. We had a very productive conversation, and I really appreciated the opportunity to engage.
- I hosted the Dayton Area City Managers group meeting on Friday. Thanks to Becky for her assistance preparing for this meeting.
- Next week I'll be attending the Ohio City Managers Association (OCMA) conference in Columbus from Wednesday to Friday. I'll continue to have access to email and phone (and sit in on a few meetings) during this time.

Communications/Public Relations

- No major updates this week.

Community Development Department

General Department:

- The Department is excited to welcome Mara Ciriaco as the new Community Development Intern. Mara is a sophomore at Wright State University studying economics and geography. Her internship will span the rest of the Spring 2024 semester.
- The Community Development Technician position was posted this week.

- Nia attended the Children’s Water Festival Planning Committee meeting this week. transportation and t-shirt design for the event were finalized.

Code Enforcement:

- Rob and the abatement contractors boarded and cleaned up 4733 Byesville Blvd. The team also boarded up 1514 Phyllis Ave. Both properties have been declared public nuisances.

Economic Development:

- Lori conducted a site visit this week of the Trey Landfill. Our partners from the Dayton Water Department (reps for the SWPP) and Montgomery Public Health joined her.

Planning & Zoning:

- Planning Commission approved both cases on the agenda at this month’s meeting. The scheduled work session was postponed to the next month.

Finance Department

- Thank you to Stebbins High School for graciously giving us a tour of their Career Technology Center Wednesday afternoon.
- Damien McCormick joins the finance department as Finance Intern starting Monday February 26th. His schedule will be Monday through Friday 8am to 11:30am. Damien joins us from the Career Tech Program at Stebbins High School.
- The Wright Point Building Acquisition and Improvements Special Obligation Bond Anticipation Notes, 2024 Renewal is in process. Notes were sold on February 21, 2024 with an interest rate of 6.75%.
- GAAP conversion for the 2023 financial compilation has started with Julian and Grube.

Fire Department

Administration:

- Staff is working on our Incident Action Plan for the April 8, 2024, total solar eclipse. The Miami Valley is anticipating a record number of visitors to the region to include the WPAFB and Eastwood Lake. Our RFD team is working with surrounding jurisdictions to ensure we’re able to handle the influx in population.
- Engine 5 and Engine 6 were sent to the Dayton garage this week for chronic air leak issues. The garage is adding an air inlet to both front-line engines so we can keep the units plugged in to station air. This will ensure the unit has enough air in its tanks and not delay our responses.
- Hasting Air has begun the installation of the vehicle exhaust system that was purchased in the fourth quarter of last year with grant funding. They anticipate being on-site for 4-5 days per station.
- Engine 6 has been taken to Fire and Marine for rooftop and compartment upgrades. We should have back in the city by late next week.

Incidents and Staffing:

- Crews responded to 66 EMS incidents and 17 Fire incidents.
 - Averaged 11.85 incidents per day.
- The RFD averaged 7.78 personnel working per day.
- On Saturday Station 5 and 6 crews responded to Harshaman Road and Rt 4 N exit ramp for a two-vehicle crash. Crews arrived to find a serious crash with confirmed entrapment. Crews began patient triage and extrication on one of the vehicles. In total, three patients were transported to the trauma center with minor injuries. Unfortunately, one occupant succumbed to their injuries on-scene. BC Wenzler had command.
- On Thursday crews responded to Old Troy Pike and Community Drive for a head-on motor vehicle accident. One patient was in serious condition and transported to the trauma center by RFD paramedics. Dayton Engine 12 assisted on-scene. BC Taylor was in command.
- Early Friday morning Medic 5 responded to a structure fire in Fairborn. Fairborn fire crews removed a subject from the fire and the patient was treated and transported by RFD medics to the trauma center.

Community Outreach:

- We have hired a part-time fire inspector to aid in fire prevention and community outreach activities. Inspector Ziegert recently retired from the city of Moraine Fire Department. He is also a certified fire investigator which will aid us greatly.

Training:

- Crews continued training at the Flowerama site on Woodman throughout the weekend. Crews conducted roof operations and search evolutions.
- Crews continued with the in-house paramedic refresher class.

Police Department

- Officer Moffitt will be moving to a day shift with Ofc Waler to complete Phase 2 of his training.
- In the planning stage for the Eclipse and emergency plan. Scheduled meeting with City staff members.
- Participated in the Career Technology Center at Stebbins High School.
- Working with Montgomery County and Emergency Medical Admits to the hospital.
- Scheduled Detective Ritchie for death investigation training at OPOTA (one week)
- Scheduled Detective Ritchie for Reid interview school (one week)
- Scheduled Detective Todd for OPOTA statement analysis training (two days)
- Phase training (MCSO)
- Officer Berger resignation
- Two background checks for potential city employee hires.

Public Service Department

Engineering/Administration/Project

- Miami Valley Lighting is currently installing new street lighting along Beatrice Dr.
- The staff has reviewed, approved, and inspected multiple right-of-way permits.
- Montgomery County Water Main Replacement in the Bayside and Barrett area is ongoing.
- With the snow event this past week, all our new employees have completed their in-house snow plow training.
- Staff members attended a webinar on basic stormwater management concepts.
- Spinning Road Phase 1 reconstruction is projected to start on March 18th.
- The Woodman/35 project is proceeding on schedule.

Crews

- We used approximately 85 overtime hours and 170 tons of salt on what became officially 4.5 inches of snow during the overnight hours of 2/16/24
- Applied brine to some main thoroughfares, Route 35, and bridges and overpasses to pretreat for possible snow 2/23/24
- Applied almost 9 tons of asphalt on City streets to address resident complaints and ongoing pothole repairs.
- Made more repairs to the Cemetery fence.
- Made repairs to dump trucks after last weekend's snowstorm.
- Met with Montgomery County Public Health for our third Chemical Storage Capacity Inventory inspection.
- Repaired a vandalized Little Library in Drennen Park.
- Made multiple sign repairs in the city right of way.
- Our two Commercial Pesticide Applicator License holders attended continuing education training on 2/22/24
- Cleaned the Parks at the beginning and end of the week.

MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Josh Rauch, City Manager
DATE: March 1, 2024
SUBJECT: Weekend Update
CC: City Clerk, Law Director, City Staff

City Manager's Office/Administration

- Senior staff met this week to discuss the eclipse and our planning efforts for that event. We're expecting significant crowds and traffic in and through the City, and traffic management will likely be a challenge. More to come as we continue working internally and our regional partners to manage this.
- I had a status meeting with the TID regarding our Woodman SS4A project. Our next task force meeting will occur in March, and we'll work on scheduling public meetings and stakeholder outreach.
- I spent the remainder of the week in Columbus at the annual Ohio City/County Management Association (OCMA) Conference. The conference was very well attended and we had a number of engaging speakers. I also shamelessly plugged our Public Service Director position.
- We've extended an offer for the front desk Administrative Assistant position with a tentative start date of March 25th. We're looking forward to a good overlap period where our new hire can learn all of Becky's tips and tricks for effective customer service.
- I'll be interviewing Public Service candidates next week.
- I intend to meet with employees in mid-March to show off our budget book and engage on other topics. I'm not sure this has been done before (or at least in recent memory) and I think it's important to continue building awareness and relationships since we're all here to advance the community. More details to come.

Communications/Public Relations

- Participated in Career Tech tour at Stebbins (2/21/24) to partner with a student for photography/graphic needs to create a database for use on website/social media.
- Filled in for Community Development Director to lead planning commission meeting on February 21, 2024.
- Attended and participated in Zoom meeting for leadership and building professional confidence on February 22, 2024, and earned points towards my MMC certification.
- Participated in planning for upcoming April 8, Eclipse Day; working with Dayton Metro Library on activities for children/families to take place at Shellabarger Park from 1:00 p.m. – 3:30 p.m. that day.
- Attended webinar (2/27/2024) hosted by author Laura Brown on quick and practical techniques on making writing sharper.

- Organized and led the 2024 Charter Review Commission first meeting on Thursday, February 29, at 6:00 p.m.

Community Development Department

General Department:

- Nia attended the 2nd Annual Vapor Intrusion Open House on Tuesday. There were four (4) Riverside residents at the 2:00PM meeting that have been impacted by contamination in the groundwater from the Mullins Rubber Facility. Testing wells are being installed in the affected area this week.
- Rob assisted with the tornado aftermath to clear streets and alert the county building inspector of damage properties.

Code Enforcement:

- The contractors and Rob reboarded 1304 Ames Ave and 1929 Harshman Rd this week. Notices were posted on the front of 1929 Harshman Rd due to someone continually setting out food for the feral cats and attracting other wildlife. It has also been the site of multiple unhoused persons setting up camp.
- The abatements for 4733 Byesville and 1514 Phyllis were completed.
- There are 370 open code enforcement cases. The department closed 10 cases and open 4 new cases this week.

Economic Development:

- Lori attended an informational meeting with the Ohio Department of Development about the Brightening Ohio Communities grant funding.
- Lori and Nia met with the Land Bank to discuss Brownfield funding opportunities for 600 Spinning Road this week.

Planning & Zoning:

- The department received 27 zoning permits, 1 variance application, and 1 waiver application in February.
- The zoning sign permit for the new sign at 1791 Harshman Rd was issued this week

Finance Department

- City of Riverside appreciates their employees every day, but we still enjoy little surprises from those who express appreciation in their own way. Thank you to Sara Lommatzch for thinking of the city employees on this 2024 Employee Appreciation Day.
- Damien McCormick started Tuesday 2/27 as Finance Intern and has begun helping us sort out our fixed asset lists. We're happy to have him onboard.
- Wright Point bond anticipation notes will be fully processed for 2024 next week.
- CCA was in the office Wednesday and had a productive day with citizens helping file income tax returns. Eric will be back March 21st for another day of scheduled appointments with citizens.

- Thank you to Ambrose and Conrad for their time assembling the new scans plotter located in the administrative suite.
- Huge shoutout to the city hall staff for making your finance director's 27th anniversary of her 18th birthday a memorable one. Every little detail was greatly appreciated.

Fire Department

Administration:

- Staff continues to work on our Incident Action Plan for the April 8, 2024, total solar eclipse. The Miami Valley is anticipating a record number of visitors to the region to include the WPAFB and Eastwood Lake. Our RFD team is working with surrounding jurisdictions to ensure we're able to handle the influx in population. All city departments are participating in the planning process.
- Hasting Air has completed the installation of the vehicle exhaust system that was purchased in the fourth quarter of last year with grant funding. The electricians will be finishing up early next week to get the system online. The exhaust fittings for the apparatus have been installed except for Engine 5 and Engine 6. They both must go to the Dayton garage to get repaired prior to the exhaust tips being placed on the units. Engine 6 was dropped off on Thursday.
- Engine 6 has returned from Fire and Marine in Springfield. The updates added a considerable amount of storage space to the unit for future equipment purchases to increase the capabilities of the RFD.

Incidents and Staffing:

- Crews responded to 66 EMS incidents and 34 Fire incidents through noon on Thursday.
 - Averaged 16 incidents per day.
- The RFD averaged 7.21 personnel working per day.
- On Sunday RFD crews responded to NB Rt 4 at Harshman for a two-vehicle crash. Crews arrived to find a serious crash with confirmed entrapment in two vehicles. Crews began patient triage and extrication on both vehicles. In total, two patients were treated on-scene. Unfortunately, one occupant succumbed to their injuries on-scene. BC Taylor had command.
- On Wednesday morning crews responded to numerous incidents caused by severe weather across the Miami Valley. Crews handled over thirty incidents ranging from wires down to trees down through houses. A huge thanks goes out to our road department for their assistance!

Community Outreach:

- No community outreach events were held during this reporting period.

Training:

- Crews continued with the in-house paramedic refresher class.

Police Department

- All three cruisers ordered in 2023 are in service
- 2023 and 2024 ammunition order received.
- Arrest made on the Taco Bell robbery and stabbing.

- Media contact regarding Taco Bell stabbing and EF1 tornado.
- Phase 2 training dates are opening – Handgun and Shotgun re-qualifications along with live fire drills.
- Major Jackson is working with Ofc Toscani on summer programs for students.
- Planning for Eclipse event and collaboration with neighboring cities.
- Major Jackson attended a round table discussion with Montgomery County Courts and medical providers on medical admits and avenues we can take to assist those in crisis.

Public Service Department

Engineering/Administration/Project

- The staff has been working with Montgomery County Environmental on the MS4 EPA report.
- Staff is working on updating quotes for the new playground equipment at Rohrer and Community Parks.
- We have placed an order with Enterprise for the replacement of one of our service trucks.
- Staff met internally with other departments to begin planning for Community Clean-up Day.
- Tree Care Inc. has started clearing brush behind the guardrail on Woodman Drive for phase I reconstruction.
- Bayside and Barrett water main replacement is still ongoing.
- Eagle Bridge has added more signage to help with the traffic congestion within the Woodman/35 project.
- The new maintenance worker (Mark Sanford) is scheduled to start on Monday the 4th.

Crews

- Truck clean up from salting operations over the weekend.
- Crews saw cut the roadway on Silver Oak & Mentor for future repairs.
- Removed plows & v-boxes from pickup trucks.
- Began yearly Sweeper repair & maintenance.
- We picked up trash on Woodman Dr. from Airway to Springfield St.
- Crews did multiple sign repairs in the right of way.
- We removed graffiti from RTA stops around the city.
- Crews finished with headstone clean-up in Harshman Cemetery.
- Crews worked on tornado, and storm damage remediation.
- Pothole patch Brandt Pike, Woodman Dr, and other residential streets.