

**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 Office 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.



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Pete Williams, Mayor



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Katie Lewallen, Clerk of Council