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ITEM 1: CALL TO ORDER: Mayor Flaute called the Riverside, Ohio City Council special session to order at 7:30 p.m. at the Riverside Administrative Offices located at 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

ITEM 2: ROLL CALL: Council attendance was as follows: Mr. Teaford, present; Deputy Mayor Denning, present; Ms. Fry, present; Ms. Lommatzsch, present; Mr. Curp, absent; Ms. Campbell, present; and Mayor Flaute, present.

Staff present was as follows: Mark Carpenter, City Manager.

ITEM 3: EXCUSE ABSENT MEMBERS: Ms. Lommatzsch motioned to excuse Mr. Curp. Ms. Campbell seconded the motion. All were in favor; none opposed. **Motion carried.**

ITEM 4: ADDITIONS OR CORRECTIONS TO AGENDA: No additions or corrections were made to the agenda.

ITEM 5: APPROVAL OF AGENDA: Deputy Mayor Denning motioned to approve the agenda. Mr. Teaford seconded the motion. All were in favor; none opposed. **Motion carried.**

ITEM 6: PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE: Mayor Flaute led the Pledge of Allegiance.

ITEM 7: WORK SESSION ITEM – 2020 BUDGET: Mr. Carpenter presented two different forms of the budget. Ms. Fry suggested they discuss changes from 2019 to 2020. Mayor Flaute stated he would like to see what it would look like if he were to submit the budget today. Mr. Carpenter reviewed the balance page and the adjustments needed to come to zero in the General Fund; a balanced budget. He removed the communications position from the budget along with a couple of projects. In the council budget, there was a small change with the FICA for Mr. Teaford. From the city manager budget, the communications specialist position was removed and the administrative assistant position Anne Wood currently fills is being moved into the Police budget as the records clerk, and will be kept as unfilled in the city manager budget. There are no changes in the finance department in the first version they saw. He has reached out to staff to work on their operations budget, not to increase the amount but to move it within the line items. He is expecting it by October 10. In the economic development budget is the position for community development director. There are line items for Ms. Minnich and the community development director. The position is based on topping out at \$83,000. They have calculated in costs for insurance as well. They are able to start searching for a community development director as early as next week, if council desires. Mayor Flaute stated it is not in the organization chart, yet. Ms. Lommatzsch indicated she did not want the hiring process to begin in January so that they don't have anyone filling it until March. Deputy Mayor Denning stated they need to take the ordinance off the table and vote on the existing ordinance. Ms. Lommatzsch stated the position should get posted, which will take them 3 – 4 weeks before interviews. She feels they need to have the person ready to go in January. Discussion was held on if he should post prior to the legislation passing that creates the position. Deputy Mayor Denning stated that he is showing them a balanced budget showing he can do this position. Discussion was held on keeping the communications position in the org chart without having it filled. The communications position would be under the city manager budget. Mr. Carpenter covered some of the future positions that were discussed earlier this year. He is hoping to have the Table of Organization approved around the same time as the 2020 budget. He is fine with moving ahead on the hiring process of the community development director prior to the legislation being passed as council seems to be in favor of this position. Mayor Flaute stated that Mr. Curp may have thought with the communications specialist was in there so that would have given Mr. Carpenter permission to put it in the budget. Mr. Carpenter stated there are positions on there

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not in the budget. Ms. Fry stated that Mr. Curp has been strongly in favor of getting this position filled, but having budget information is crucial to approving the ordinance.

Mr. Carpenter stated the reason some of the numbers are in blue is because they were pulled out of the capital items and where they would show up on the old format of the budget. Ms. Fry asked if those items pulled out of the 2019 budget to get it to balance. Mr. Carpenter stated they were from the goal's discussion. He presented some items having to do with facility maintenance not specific for a project; they were moved from non-roadway to the operating budget. They put the money into the 110 General Fund account as it could incorporate contracts and has to do with city facilities. It was in the 202-account last year.

He reviewed the IT Services budget to purchase computers, servers, data backup and email archive services. They have been trying to find a better solution for data backup. Mr. Lohr received a call earlier for another option, but he does not have all the details yet. Deputy Mayor Denning asked what type of computers they were getting for \$1,000 each. He feels if they are buying 10 -12 at a time they should get a better cost. Mr. Carpenter stated that is based on what they spent on computers this year. Ms. Fry stated it depends on what they are buying. By the time the software is loaded it could cost that. Deputy Mayor Denning suggested they check with the school systems IT department as they may be able to help provide information.

Mr. Carpenter discussed transfers to the cemetery fund as it has no source of revenue, \$8,500 at the beginning of each year; the Eintracht for the sewer line; and then refinancing the Center of Flight loan next November. They are also transferring \$25,000 to the CDBG as a match for the grant for Rebuild Dayton, abatement and acquisition of properties. In order to balance the budget, he took out the \$20,000 for the pickle ball court. Mayor Flaute asked if anyone was in favor of putting that in. He feels there are some donations they could get from the community. It was discussed that they need to look for grants. Ms. Lommatzsch mentioned that people have their own equipment for pickle ball. She feels the community is asking for it. Deputy Mayor Denning suggested they keep at least \$5,000 in there. Mr. Carpenter stated he is not recommending this as a final budget, just wanted to show a zero budget. It was the last he had to cut. They do plan on submitting a grant for mulch next year as they did this year.

The fire budget showed the three additional from the SAFER grant. It does not show the grant money in this part of the budget, but on the revenue side, it does. Ms. Lommatzsch asked if it would be cleaner if they separated the budget. Mr. Carpenter stated the auditor needs to see it and see the grants on the revenue side. She asked if there should be a separate line item to identify for these three positions. Mr. Carpenter stated that was a good idea. Ms. Fry stated they would add a line item that would reflect the full cost of those three. Mr. Carpenter stated that does get tricky with roll-ups: holiday pay, pension, health insurance, life insurance; all those items. He could do that. Ms. Fry stated if he left it alone they could just have a note for the total cost for the three firefighters. Ms. Lommatzsch stated somewhere she feels it should be separated. Ms. Fry replied that the number doesn't go up; the number that changes is the income. Mr. Carpenter stated the dollar amount coming in the same for year one and two, but since firefighters have a step increase they will go up. Ms. Fry stated that is a small change until year three when the city pays more. The change would be step increases. He stated there was an \$8,000 grant match for chest compressors as they are going to seek a grant. Ms. Fry asked if the grants coming in are labeled on the income side. Mr. Carpenter stated they are, but he didn't mark them on this version because whatever is plugged in as an advance out is an advance in on the other side. She asked if she would see on the income side if there is a grant for chest compressors; he indicated there is a line item for grants. She asked if all grants were listed and what their purposes are. Mr. Carpenter stated they do not have all listed, but reviewed the ones that are spelled out in the budget. The mulch grant they intend to go for is not listed because they do not know how much. If they get a \$20,000 grant then there is a \$20,000 expense; it is a wash. They have to show the auditor when they get one and when they spend it. He reviewed loan payments on

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fire engines and medics. Ms. Lommatzsch asked about the replacement of police vehicles. Mr. Carpenter stated the city's insurance is offering \$25,000 to replace the car totaled with equipment. Only one was totaled; the other they think they can fix. When the revenue comes in they will have to purchase one or two cruisers as it wasn't in the original budget. They will need to put money on the police side for that. Ms. Lommatzsch asked the city manager to get an update on where they stand with the damaged vehicles and replacing those.

In the service department, they are creating a junior foreman position. There was a vacant maintenance service worker position so they will leave that vacant and then create and fill the junior foreman position. Ms. Lommatzsch asked why they left it open. Mr. Carpenter stated it was due to budget. All of the blue highlighted items were in the roadway project section; he reviewed the various roadway projects; traffic signal replacement, sign replacement, and traffic control money. On capital items they set aside \$30,000 for guard repair replacement and repair; \$30,000 for bridge maintenance; and \$38,000 for bridge enhancements including the Olentangy bridge. Deputy Mayor Denning stated that the engineering for the Olentangy bridge is done a year ahead for preparation of the work. Mr. Carpenter reviewed the PMG renewal in the 10-year plan, replacement mowers, flashing arrow panel, paint striper and grapple attachment for the Bobcat. The one new loan would be for three new pickups as one is out of commission and two others have transmission problems. The other loans for the street sweeper and a final payment on one of the dump trucks and there is another loan for three dump trucks and the salt dome that are ongoing loan payments.

In the police department, Anne Wood's position is now in this personnel budget. The thought is to get two new cruisers this year, then they would have enough money to pay for cruisers next year for the second lease payments. No prices have been received for a new vehicle, but they intend to stay of the state bid.

He stated that they aren't spending as much in the state highway fund as they are planning for down the road. The permissive tax will be used on Union School House, Schwinn, and Community paint striping. This is where the anticipated \$100,000 shows up making it larger than previous years. The estimate was for \$113,000 from the state and \$62,000 from the county; plus, there was an extra payment held back that is included. It is anticipated to have approximately \$370,000 annually. He provided an example of an advance where the city would put \$40,000 to start making payments, then when the money comes in the city is reimbursed; it is an in and out. The OPWC grant will be paid to ODOT in 2020. The EDGE fund is also an in and out should they have something, they will come before council to get the funds then they will be reimbursed. Deputy Mayor Denning asked what Rebuild Dayton will do for the city for the \$50,000. Mr. Carpenter replied that there is a program if there are the right demographics where they can do home repairs. They will be able to improve an estimated seven properties. Once they are notified of an award they will work with Rebuild Dayton on getting the word out and the application process; they handle that.

Mr. Carpenter reviewed payments for the Honeywell Project, Harshman/Brandt, and Burkhardt. He stated that not a lot is spent on the Center of Flight; this part may be modified next time council reviews it. Ms. Fry asked why that would be. Mr. Carpenter stated it depends on what is happening there; he views it as part of the goals for marketing the property. The money would be used for that project or anything else that is happening. Once the project is more defined then the budget can be better defined. Mayor Flaute asked about the K-Mart property. Mr. Carpenter stated it would be part of the economic development fund and a marketing project. Airway does not come out of the General Fund; it is TIF dollars. He showed the transfer of the income tax for police and fire and showed which goes where minus the fees.

Mr. Carpenter reviewed the revenues. The income tax is based on the current rate so the number may not be as high in the end as they have slowed down a bit last month, but by the beginning of November they should have a handle on what to project for 2020. He recalled

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being approximately \$11,000 short from what they budgeted for 2019. He showed where the local government fund was reestablished. He showed the SAFER grant and \$3,000 for an EMS grant. He will still need to add the \$8,000 grant that is not shown; the compressors that they would get reimbursed for. It was discussed where to place the \$8,000 revenue. He discussed the increased gas tax amount indicating that 7.5 percent goes towards the highway fund and is what is expected to be received. Due to how the police department writes its violations, there is an expected increase of about \$8,000. The towing fees are anticipated to bring \$30,000. In the past, they did not include the overtime of police at the schools so council has been asked to appropriate that into their budget upfront and then put it on the revenue side. The motor vehicle tax was a little low last year and should increase for next year. Deputy Mayor Denning asked if it was increased by \$5. Mr. Carpenter stated that will be in the Permissive Tax. Deputy Mayor Denning stated he thought that was motor vehicle taxes. Mr. Carpenter replied it is the same name, but a different pot.

Mr. Carpenter indicated he highlighted the transfer to victim advocate as it is more than they have transferred in the past. Ms. Fry asked if they were spending more on the victim advocate. Mr. Carpenter stated yes; this is the city portion. Deputy Mayor Denning asked why it was \$10,000 more as that is a big jump. Mr. Carpenter stated he will have to look as to why the increase. Discussion was held on the funding of the victim advocate position.

He presented the new revenue sheet that Mr. Curp had asked about. He showed at the bottom what was done in 2019 that came directly out of the General Fund to projects. Ms. Fry asked him to explain. Mr. Carpenter stated that on the bottom part of the page for 2019 infrastructure expenditures, those dollars came out of the General Fund to do projects. That is not the case with the 2020 budget. Mayor Flaute asked if Airway West would cost them anything. Mr. Carpenter replied that check was written this year. Deputy Mayor Denning asked about the city portion of the Airway West project being \$370,000, where did that number come from. Mr. Carpenter replied that LJB started the project and ChoiceOne reviewed it before the OPWC grant. Deputy Mayor Denning commented on how they were underbid on previous projects, but now they are overbid and that hurts them because there are other projects that get cut out because of those situations. He would like to have realistic numbers wherever they are. Mr. Carpenter stated the \$899,000 is the number they spent this year and historically it hasn't been nearly that amount. Mayor Flaute asked if the expenditures year-to-date is \$195,000, will they get close to \$899,000. Mr. Carpenter stated the \$370,000 part of that some times they don't get invoices until later. Those are some big-ticket items they will evaluate and see what is left. They wanted to use some of the Springfield Street right-of-way money to do Woodman repair this year before it gets too cold because they have spots that will get worse. They will do some of the spot mill-and-fill this year, which will go out for bid soon.

Mayor Flaute stated he just got the paperwork for OPWC grant funding and Springfield Street was in there. He asked if they don't get that, is it reflected in the budget. He will push hard for them to get that. Mr. Carpenter stated that is a 2021 project; they got the first round of scoring and it looks pretty good, but the final score isn't done and that is where the mayor comes in.

Mayor Flaute asked if they wanted to see the new format of the budget. Ms. Fry replied for comparing where they are from where they've been that the old format is important for that. The numbers match between the old format and the new format and that will be their baseline for moving forward. They will be able to compare it to the CIP. Mr. Carpenter recommends going to the new format. They will need to get approval to use the new format from the state auditor and that has not been done yet.

Ms. Fry stated that eventually they will have the discussions about the positions; she asked if the one titled 'future positions' is his recommendation for what it would take to run a city of our size. Mr. Carpenter replied that was from earlier this year when he brought the org charts before council and he got that input from department heads. He wanted to put that in

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that format. Ms. Fry stated from the conversation last week it is important to know what they can realistically afford, but it is also good to know what they think they need regardless of where they are financially. They can change the appropriated strength to meet that reality, but when they choose priorities from one department over another, it is a helpful tool to have something that shows what they think they should be. She hopes they would consider doing something like that. Mr. Carpenter stated he is fine with that if council would like that. He would have to do closer evaluation of that as this was taking it from department heads and putting it on paper. Deputy Mayor Denning stated that a quick look at this shows the fire department did that. He discussed the detail Chief Stitzel put in for the fire department. He added that it doesn't look like the police department did theirs the same way. Mr. Carpenter stated he would like to do more comparison with other cities.

Mr. Carpenter stated that they should get the first reading on the Table of Organization before the end of the year. Mayor Flaute asked when council would like to get together and meet again about this. Mr. Carpenter stated that after the beginning of November would be good. He needs to firm up some of the variables like the health insurance, Unitrends, and one other item. Deputy Mayor Denning asked how many total computers there are in the city. Mr. Carpenter replied he was unsure maybe 60 – 70. Deputy Mayor Denning stated they need to put together a plan to replace computers every five years.

Discussion was held on when to have the next special meeting. They decided to wait until after the election. There was no executive session; Mayor Flaute put on an executive session for the next meeting to discuss personnel.

ITEM 8: COUNCIL MEMBER COMMENTS:

Mr. Teaford asked if any board has a dress code. He knows council has a dress professional code, but on BZA they used to wear dress or suits or sports coats over a polo; they have gotten away from that. He is asking because one of the members of BZA came in shorts, tennis shoes, and a polo he had slept in for two weeks. Deputy Mayor Denning replied that those commissions should police themselves. Mr. Teaford agreed. He said he spoke to the Zoning Administrator and she has seen people in other communities come in jeans, overalls, etc... and she doesn't think it matters. Ms. Fry stated they don't have a dress code, really. Mr. Teaford stated they have dressed business. Discussion was held on how boards and committee members dress. Mr. Teaford asked about a pamphlet or booklet for new council members. Other members stated they have not received anything like that. Mayor Flaute stated that if he came in during a normal election, OML has a training day. Deputy Mayor Denning stated as a city they do not have anything. Ms. Fry stated that consideration should be made when talking about the commissions, who they want from the city if they are going to say they need to dress business casual that may preclude some people from serving. It may be a reasonable for BZA but not so much for parks and rec. Discussion was had on legality with telling some how to dress. It was suggested that perhaps a document could be created on letting commission members know what to be aware of or expectations for the position.

ITEM 9: ADJOURNMENT

Deputy Mayor Denning motioned to adjourn. Ms. Campbell seconded the motion. All were in favor; none were opposed. The meeting adjourned at 9:00 pm.

William R. Flaute, Mayor

Clerk of Council