

Pride ~ Progress ~ Possibilities

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

March 3, 2022

Council Meeting

6:00 P.M.

City Council

PETER J. WILLIAMS, MAYOR

MIKE DENNING
APRIL FRANKLIN
BRENDA FRY
ZACHARY JOSEPH
SARA LOMMATZSCH
JESSE MAXFIELD

Josh Rauch, City Manager

Katie Lewallen, Clerk of Council

Calendar for year 2022 (United States)



January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 6 • Council Meeting
Jan 13 • Work Session
Jan 20 • Council Meeting
Feb 3 • Council Meeting
Feb 10 • Work Session
Feb 17 • Council Meeting
Feb 21 • Offices Closed
Mar 3 • Council Meeting
Mar 10 • Work Session
Mar 17 • Council Meeting
Apr 7 • Council Meeting
Apr 14 • Work Session
Apr 21 • Council Meeting
May 5 • Council Meeting
May 12 • Work Session
May 19 • Council Meeting

May 30 • Offices Closed
Jun 2 • Council Meeting
Jun 9 • Work Session
Jun 16 • Council Meeting
Jul 4 • Offices Closed
Jul 7 • Council Meeting
Jul 14 • Work Session
Jul 21 • Council Meeting
Aug 4 • Council Meeting
Aug 11 • Work Session
Aug 18 • Council Meeting
Sep 1 • Council Meeting
Sep 5 • Offices Closed
Sep 8 • Work Session
Sep 15 • Council Meeting
Oct 6 • Council Meeting

Oct 13 • Work Session
Oct 20 • Council Meeting
Nov 3 • Council Meeting
Nov 8 • Election Day
Nov 10 • Work Session
Nov 11 • Offices Closed
Nov 17 • Council Meeting
Nov 24 • Offices Closed
Nov 25 • Offices Closed
Dec 1 • Council Meeting
Dec 8 • Work Session
Dec 15 • Council Meeting
Dec 23 • Offices Closed
Dec 26 • Offices Closed

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 3, 2022
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) POLICE DEPARTMENT PROMOTIONS
- 8) MINUTES – Approval of minutes from the February 10, 2022, council meeting, and the February 17, 2022, council meeting/work session.
- 9) COUNCIL CALENDAR
- 10) ACCEPTANCE OF CITIZEN PETITIONS
- 11) DEPARTMENT UPDATES:
 - A) Police Department
 - B) Fire Department
 - C) Public Services Department
 - D) City Manager Report
- 12) PUBLIC COMMENT ON AGENDA ITEMS
- 13) OLD BUSINESS
 - A) ORDINANCES
 - I) Ordinance No. 22-O-789 – An ordinance enacting a new Chapter 111, Council and repealing the existing Chapter 111, of the Administrative Code of the City of Riverside, Ohio. (2nd reading, public hearing, adoption)

*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.*

- II) Ordinance No. 22-O-791 - An ordinance to approve employee position titles, number of positions and pay ranges and to repeal ordinance No. 21-O-764 passed May 20, 2021. (2nd reading, public hearing, adoption)

14) NEW BUSINESS

A) RESOLUTIONS

- I) Resolution No. 22-R-2750 – 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.
- II) Resolution No. 22-R-2751 – A resolution authorizing the city manager to enter into a Memorandum of Understanding with the Montgomery County Soil & Water Conservation District for professional services for the City of Riverside.
- III) Resolution No. 22-R-2752 – A resolution authorizing the city manager to enter into a Memorandum of Understanding with the Montgomery County Soil & Water Conservation District for post-construction storm water management and inspection for the City of Riverside
- IV) Resolution No. 22-R-2753 – A resolution by the Riverside City Council revising the assessment of delinquent charges for the cutting and removal of weeds, vegetation and/or grass to be placed on the Montgomery County Property Tax Duplicate.

15) PUBLIC COMMENT ON NON-AGENDA ITEMS

16) COUNCIL MEMBER COMMENTS

17) EXECUTIVE SESSION – PERSONNEL

- A) Section 103.01 (4) Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees and officials of the City concerning their compensation or other terms and conditions of their employment.

18) RECONVENE

19) ADJOURNMENT

MINUTES

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

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

Staff present was as follows: Josh Rauch, City Manager; Tom Garrett, Finance Director; Kathy Bartlett, Public Service Director, Frank Robinson, Police Chief; Dan Stitzel, Fire Chief; Jim Miller, Associate Law Director; and Katie Lewallen, Clerk of Council.

EXCUSE ABSENT MEMBERS: No council members were absent.

ADDITIONS OR CORRECTIONS TO AGENDA: Mr. Rauch stated that a supplemental appropriations ordinance originally put on the agenda has been moved to the following week.

APPROVAL OF AGENDA: Ms. Lommatzsch motioned to approve the amended agenda. Mr. Maxfield seconded the motion. All were in favor. **Motion carried.**

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

MINUTES: Mr. Maxfield motioned to approve the minutes from the January 13, 2022, work session and the January 20, 2022 council meeting. Mrs. Franklin seconded the motion. All were in favor. **Motion carried.**

WRITTEN CITIZEN PETITIONS: Mayor Williams stated any citizens who joins them and wishes to speak should fill out a petition and turn it in to the clerk. Citizen would be called up in the order of business.

DEPARTMENT UPDATES:

A) Police Department – Chief Robinson stated they are having a few sporadic issues with Covid-19, but currently, zero personnel are out with it. They did first panel interviews today for the sergeant eligibility list and the second will be held next Tuesday. Once those are done, he will review the top three and he and the city manager will review who that will be. He acknowledged the hard work done by the service department and the police and fire departments over the ugly weekend due to the weather. He heard many good comments for different departments with service doing the brunt of the work to clear the roads. Police and fire did help citizens stuck in the snow and they have received compliments on that. The Lexipol policy review is finally finished and tier one has been sent out to all personnel so they can review it and sign off on it. There are four more tiers to go out that will go out in three week increments to give time for them to get through those and sign off so everyone knows the new and current policies they have. They appreciate they have Lexipol as it makes it easier for them and there is a training component in there as well. He stated that the date for the active shooter training has been set for March 29, 2022, at

Carroll High School. Elayna in HR and Major Sturgeon set May 1, 2022, as active shooter training in the city building. He stated that GTech is the computer system they use in the cruisers, and they also have a camera system they are trying to emerge. Currently, the police use Watchguard. GTech is going to bring a car camera and two body cameras next week and install in a vehicle. Then, on March 1, they will train the officers to use the equipment for the demo. This will allow them to look at what they have before they put out an RFP to get bids. They will review how well they function in the field. He stated the Mad River Local Schools family celebration was canceled, but has now been rescheduled for Saturday, February 19, 10 am – 2 pm. He announced that the police department put in for a zero-match grant for body cameras, and the State of Ohio gave them \$38,785.

B) Fire Department – Chief Stitzel echoed Chief Robinson’s comments on everyone doing a great job during the recent storm. He appreciated how everybody came together as a team and worked together. He stated they did not have a lot of storm incidences, but a few crashes. He stated he had been losing part-time personnel. He recently put two part-time in as full-time as he lost two full-timers. As of next week, he will have eight part-time people gone though he just hired four so there will be a net loss of four part-time personnel. They are trying to fill those and doing a lot of advertising, recruiting, going through the application process, and testing. Firefighter Balcom, who has been doing the community paramedicine program, is on light duty as she was off for a few weeks with a surgery and will be back on Monday. She will be on light duty continuing the paramedicine program as it has been a success in the community. He is assisting with the police sergeant interviews to give them an extra person on the panel.

C) Service Department – Ms. Bartlett stated the biggest activity in her department has been the recent storm and snow removal. The crews worked 12-hour shifts through Saturday to clear the roadways, including the plats. The guys did a great job and received a lot of compliments on Facebook. There were three bidders for the 2022 paving program, which were received today. Fillmore Construction was the low bid at \$1.8 million. That is \$400,000 under the engineer’s estimate. She is working on two pieces of legislation with the Montgomery County Conservancy District that will come before council in March and has to do with keeping in line with EPA regulations. She stated that final plans are near completion on the Harshman Wall project. They are also receiving quotes on this year’s crack sealing program.

D) City Manager Report – Mr. Rauch recognized the performance of all three of the departments, specifically public service, police and fire for their efforts during and after the storm. He mentioned particularly the line staff being out in the weather last week as it was bumpy, uncomfortable, and cold. He recognized department directors for their leadership in coordinating all the efforts. He presented the Ohio Municipal League new council training conference on March 5, a Saturday, and directed those wishing to attend to let the clerk know as soon as possible. It is a good session to hear from the OML attorneys and provide updates to any changes in the law as well as information for those new to public service or a different position in public service. He encouraged all of council to attend, if possible. He explained that the appropriation ordinance for the backhoe is not taking any money from the savings, it is literally moving budgeted money from one account to another.

Due to the meeting last week being postponed, the ordinance would not have enough time for publication in the paper between its first and second reading so they will have to do the ordinance as an emergency at the meeting next week. The other constraint is that there are only three backhoe units left in the area so they need to purchase it sooner rather than later. They can pass the appropriations ordinance at the next meeting and then the resolution for the backhoe purchase. They are able to trade-in their current backhoe, which will drop the price of the new backhoe by roughly \$30,000. He added that the council handbook ordinance will come before them at the next meeting with the second reading at the first meeting in March so a little more of a delay. Also, in March, they will have legislation regarding the notice of violation letter from the EPA related to storm water and Montgomery County Soil and Water helping to address some of the issues. They have gotten their submittals into the EPA on time, and they are reviewing those. They need to continue to follow up on inspections for larger sites over one acre that may disturb soil. Those need to have the proper silt fences and other erosion control in place. They are working with the county on a contract to provide those services ancillary to what assistance they are already providing. That will be coming before council as well. He stated next week's meeting will begin as a business meeting and end with a work session. MKSK, land use plan consultants, will have a presentation for council providing information and updates on the land use plan.

PUBLIC COMMENT ON AGENDA ITEMS: No one was present for comment.

NEW BUSINESS

A. ORDINANCES

- I) Ordinance No. 22-O-789 – An ordinance enacting a new Chapter 111, Council and repealing the existing Chapter 111 of the Administrative Code of the City of Riverside, Ohio. (1st reading)**

Deputy Mayor Denning motioned to approve the first reading of Ordinance No. 22-O-789. Mrs. Franklin seconded the motion. The clerk read the ordinance by title only.

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

B. RESOLUTIONS

- I) Resolution No. 22-R-2739 – A resolution authorizing the city manager to sign contracts for the City of Riverside to design and construct modifications to the Airway West Pedestrian Crossing in an amount not to exceed \$69,585.00.**

Mr. Rauch explained that this resolution deals with removing the crosswalk they discussed several weeks ago. Council had tabled it at that time. This will remove it from the table and

have them vote on it. If they decide not to approve the resolution, the funds will be used for the broader design standard.

Mrs. Franklin motioned to remove Resolution No. 22-R-2739 from the table. Deputy Mayor Denning seconded the motion. All were in favor. **Motion carried.**

Deputy Mayor Denning motioned to approve Resolution No. 22-R-2739. Ms. Lommatzsch seconded the motion. Discussion was had with regard on taking roll call for this vote. Mr. Rauch clarified an 'aye' vote would be to build the crosswalk; a 'no' vote would take those funds to be used for the broader design standard. Roll call went as follows: Mr. Denning, no; Ms. Lommatzsch, no; Mrs. Franklin, no; Ms. Fry, no; Mr. Joseph, no; Mr. Maxfield, no; and Mayor Williams, no. **Motion failed.**

II) Resolution No. 22-R-2747 – A resolution authorizing the city manager to enter into an agreement with the Montgomery County Office of Emergency Management for the purpose of coordinating emergency management and homeland security activities for the City of Riverside.

Mr. Rauch stated this is a housekeeping resolution related to the Montgomery County Office of Emergency Management. This is a regional organization that the city participates in. If there is a natural disaster or other emergency event, then they will partner with them for communications, other logistics, and support. They have been a member since 2003.

Mr. Maxfield motioned to approve Resolution No. 22-R-2747. Deputy Mayor Denning seconded the motion. All were in favor. **Motion carried.**

PUBLIC COMMENT ON NON-AGENDA ITEMS: No member of the public present.

COUNCIL MEMBER COMMENTS: Mr. Maxfield thanked the public service staff along with police and fire for battling the snow storm over the past weekend. He thanked the city manager for riding along with the service department to see what they have to do when they plow the roads. He wished the Bengals good luck over for the Superbowl even though he is a Browns fan.

Mr. Joseph thanked the public service department for their hard work during the storm. He stated working in personnel in the Navy, when things are going well nothing is heard about it, but when things go wrong they hear plenty. Without the service department, streets don't get paved, grass doesn't get cut; the city doesn't operate. He thanked Ms. Bartlett and her team, Chief Stitzel, and Chief Robinson for keeping the city running. He added he was born and raised in Cincinnati and cheered on the Bengals. He asked for everyone to be cautious in their celebrations over Superbowl weekend.

Mayor Williams stated he knew the moment the Bengals won the AFC Championship because he heard fireworks throughout the city. He stated it is hard being a Browns fan right now. He stated it is no surprise to him with regard to the excellence with which the staff

conducted themselves during a major snow event. He reiterated Mr. Joseph's comment on when things are good nothing is said, but when things go bad, they hear it. He looked at Thursday and Friday as a non-event because the staff did a phenomenal job taking care of the city. He also thanked the citizens for taking care of their neighbors. He thanked the service department staff putting in many hours to make sure streets were passable and they were able to keep going as well as they could by the next day. He has gotten to know the department heads and Mr. Rauch and his leadership was very apparent last week. He is proud to be able to say they can work with them and the staff they lead. He stated the Mad River Local Schools did reschedule the community summit for Saturday, February 19, and they are able to support that.

Ms. Lommatzsch reiterated thanks to the departments for their role during the recent snow event. She commended the city manager for his leadership. She stated she was able to get out and go to work every day and was appreciative of that. She stated that she was at the historical society today and met with Mr. Ron Brohm on the Parks & Recreation Commission and he shared with her some suggestions for showing off the history of the city. She stated he is moving forward with the trail at the Eintracht, and financing a lot of it himself. Mr. Brohm believes he has found a historical still and vineyard, and is looking for information about the history of a vineyard and a still overlooking the river from anyone. She asked anyone with information to contact the city. Mr. Brohm is interested in making this walk with a beautiful overlook over the river. He is using a lot of his money to do this as the city doesn't have a lot of extra money to assist with it. She asked him to keep council informed so they can help advertise it as it is part of the park system. She stated he and Bill Holder created an idea to start 'Riverside Wonders' and will be back to council to discuss what they would like to do. She thanked the department heads for what they do everyday and not just when there is a storm. She added she understands the part-time issue with firefighters as she hears other departments with similar situations. She stated it is getting harder to find front line responders and it is difficult to get people to commit to that kind of work. She stated there is need for education for sidewalks and residents needing to clean them. If snow and ice are on the sidewalks and someone falls down, then it is on the resident and not on the city for not clearing it. There is personal liability. She stated she spoke with the city manager about getting some education on the webpage for personal liability and sidewalks.

Ms. Fry offered her thanks to the various departments over the storm event. She thanked the city's social media team for information shared with the community throughout the event. She stated there is a blood drive on February 21, 2022. The Blood Center had to cancel a few events during the snow storm so there is a need. She encouraged everyone who is able to donate to come on President's Day, February 21, as the blood mobile will be in the parking lot. Additionally, she recognized February as Black History Month. She shared that when she was younger she didn't fully understand Black History Month and thought it was just for celebration in the black community, but as an adult it is a great opportunity to learn about the richness of black history. The community has tremendous resources for that. She scans through Netflix to see what they have to offer; she also uses library resources. She encouraged people to find one aspect of black history they don't know and learn as it helps to enrich the community and the nation.

Deputy Mayor Denning thanked everyone for the work they have done. He thanked the citizens who were able to get their cars off the street to allow plows to come down the streets. He stated the social media team helped with that. One thing he talked about years ago was some sort of One-Call system to be on a list to get contacted for emergencies. It is not cost prohibitive and they may wish to look at that again. For events like this, if they can separate for snow routes they can text and/or call and notify residents. They need more forms of communication and not less; social media doesn't hit everybody. If the internet went out, the cell system would still be in effect. Like with the tornado, it is important for people to hear from their city. The snow events would be good to use this as well. He agreed with the mayor that it doesn't surprise him as with past snow events he is proud of the service department a number of roads he traveled were clear. He stated they worked as a team as two trucks were side by side clearing the street at one time. That was more efficient rather than send one truck back and forth. He thanked the service department for doing that. He thanked the police and fire department for their efforts during the snow event. He added that a lot of times the service department often relies on the police to tell them when the roads are getting bad enough so they can go out. He stated it is great when they all work as a team and asked Ms. Bartlett to extend his thanks to the staff.

EXECUTIVE SESSION: Deputy Mayor Denning motioned to go into Executive Session for the following reason: Attorney-Client Privilege - Section 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 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. Mr. Joseph seconded the motion. Roll call went as follows: Mr. Denning, yes; Mr. Joseph, yes; Mrs. Franklin, yes; Ms. Fry, yes; Ms. Lommatzsch, yes; Mr. Maxfield, yes; and Mayor Williams, yes. **Motion carried.** Council went into Executive Session at 6:39 pm.

RECONVENE: Council reconvened at 7:28 pm.

ADJOURNMENT: Mrs. Franklin motioned to adjourn. Mr. Joseph seconded. All were in favor; none opposed. The meeting adjourned at 7:29 pm.

Peter J. Williams, Mayor

Clerk of Council

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

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

Staff present was as follows: Josh Rauch, City Manager; Tom Garrett, Finance Director; Kathy Bartlett, Public Service Director, John Freeman, Associate Law Director; and Katie Lewallen, Clerk of Council.

EXCUSE ABSENT MEMBERS: No council members were absent.

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

APPROVAL OF AGENDA: Deputy Mayor Denning motioned to approve the agenda. Mr. Joseph seconded the motion. All were in favor. **Motion carried.**

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

FINANCIAL REPORT: Deputy Mayor Denning motioned to accept the financial report. Ms. Fry seconded the motion. All were in favor. **Motion carried.**

LIQUOR LICENSE: Mr. Rauch stated that the proposed liquor license is for a C1 and C2 closed carryout license for Valley Street Market, Inc. The city had no objections to the license. Council did not request a hearing.

WRITTEN CITIZEN PETITIONS: Mayor Williams stated any citizens who joins them and wishes to speak should fill out a petition and turn it in to the clerk. Citizen would be called up in the order of business.

DEPARTMENT UPDATES:

A) Finance Department – Mr. Garrett stated in the financial report that in the income tax chart they fed the target for the month, which was probably to a combination of unusual circumstances and will probably drop back some next month. They have worked the past few weeks on the offerings statement of the road bond and sent each councilmember a copy. The plan is for both the Wright Point and road bond to be priced on February 23, 2022. They are continuing with end of year and getting out tax reporting to the various agencies. He is also dedicating some time to do the routine things of the department as his assistant is off for the week. They are preparing the GAP formatted financial statements. He has an outline of data from the consultant who helps with that; he hasn't had a chance to get anything to him yet, but that is next on their agenda.

B) Administration Department – Mr. Lohr stated that 70% of staff has completed cyber security training and they have until the end of the month to get it completed. The simulated phishing campaign is complete and 109 messages were sent out with only one person clicking on the link so that is less than 1%. The industry average is around 16% so city staff is well below.

C) City Manager Report/Community Development – Mr. Rauch thanked the Chamber for their efforts with the Circle K grand opening and hope to keep the development trend going. There will be a planned event at the Kroger property later this month with a much larger event upon opening. They continue to work on the PUD and will take a first draft to the planning commission this month with the hope to get it to council within the next couple of months. They continue to score the new financial software system RFPs hoping to have a short list by end of month to scheduled demos on the top vendors. They also are working on the job posting for the finance administrator position. The Table of Organization ordinance authorizing that is on the agenda tonight.

PUBLIC COMMENT ON AGENDA ITEMS: No one was present for comment.

NEW BUSINESS

A. ORDINANCES

I) Ordinance No. 22-O-790 – An ordinance to make Supplemental Appropriations for current expenses and other expenditures of the City of Riverside, State of Ohio, for the period January 1 through December 31, 2022, and declaring an emergency. (1st & 2nd reading, public hearing, adoption)

Ms. Lommatzsch motioned to approve the first reading of Ordinance No. 22-O-790. Deputy Mayor Denning seconded the motion. The clerk read the ordinance by title only.

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

Mayor Williams stated that city council has been requested to approve both the first and second reading and consider final adoption. Ms. Lommatzsch motioned to suspend the rules requiring an ordinance be read on two separate dates. Deputy Mayor Denning seconded the motion.

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

Deputy Mayor Denning motioned to approve the second reading of Ordinance No. 22-O-790. Mr. Joseph seconded the motion. The clerk read the ordinance by title only.

Mayor Williams opened the public hearing. No one wished to speak on Ordinance No. 22-O-790. Mayor Williams closed the public hearing at 6:11 pm.

Mr. Joseph clarified that this is for the purchase of the backhoe and the process they are going through is due to the short supply of backhoes and interest rates. Mr. Rauch confirmed that this was to be initially heard on the February 3, 2022, but had to postpone due to weather and with the short supply of backhoes along with interest rates they are trying to be as expedient as possible. Mr. Maxfield stated his understanding is that it would not be worth it to fix the current backhoe. Mr. Rauch stated over time it would not be worth it.

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

II) Ordinance No. 22-O-791 – An ordinance to approve employee position titles, number of positions and pay ranges and to repeal Ordinance No. 21-O-764 passed May 20, 2021. (1st reading)

Deputy Mayor Denning motioned to approve the first reading of Ordinance No. 22-O-791. Ms. Fry seconded the motion. The clerk read the ordinance by title only.

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

B. RESOLUTIONS

I) Resolution No. 22-R-2748 – A resolution authorizing the city manager to enter into a contract with Ohio CAT through the Source Well Cooperative Bid Program for one (1) new Caterpillar Model-420 Backhoe for use by the Service Department.

Mr. Rauch stated this is the legislation that allows them to purchase the backhoe.

Ms. Lommatzsch motioned to approve Resolution No. 22-R-2748. Deputy Mayor Denning seconded the motion. All were in favor. **Motion carried.**

II) Resolution No. 22-R-2749 – A resolution by the Council of the City of Riverside, Ohio authorizing the city manager to enter into a lease agreement renewal with Knowledge Based Systems, Inc.

Mr. Rauch stated this is an extension of an older contract they had with the city to lease space in Wright Point. It will be a two-year extension.

Deputy Mayor Denning motioned to approve Resolution No. 22-R-2749. Mrs. Franklin seconded the motion. All were in favor. **Motion carried.**

PUBLIC COMMENT ON NON-AGENDA ITEMS: No member of the public present.

COUNCIL MEMBER COMMENTS: Mr. Joseph welcomed Circle K to the neighborhood and echoed the city manager's comments.

Mayor Williams invited the public to attend the Mad River Community Summit on Saturday at Mad River Middle School, 10 am – 2 pm. The city along with other community partners will be there. He thanked the local school board for being able to reschedule it. It is a free event sharing valuable community resources.

Ms. Lommatzsch thanked the community partners that keep working and moving forward along with the staff to better the business community. She apologized for not making the ribbon cutting for Circle K due to vehicle issues. She added that the blood mobile will be there on Monday.

Ms. Fry stated the blood mobile will be in the city parking lot from 3 – 7 pm, Monday, February 21, 2022. Walk-ins are welcome, but it is best to try and register at www.donortime.com for appointments. She requested the public to support the Girl Scouts and to try and support them. They won't be at Kroger so it may be harder to find them. To find where to buy cookies visit www.gsw.org and use the cookie finder. It is an important opportunity for young women to learn how to run a business.

Ms. Lommatzsch added that those who register for the blood drive are entered into a chance for four tickets to the final four.

Deputy Mayor Denning welcomed Circle K and thanked the Chamber for putting together the ribbon cutting. He heard on the radio that Circle K gave the city and community a lot of good public relations on how welcoming the community was to them. As small as Riverside is, they had a great turnout with show of support. They need to keep up the good work and do the same for all businesses coming to the area. He stated that he spoke with Airway Shopping Center and shared some ideas on other businesses. Places like Midwest wants to hear ideas and if they have a space to put somebody they will.

Council decided to forego the recess and reconvene and go into work session. Mayor Williams stated it is not common practice to have a work session the same night as a business session, but due to weather issues at the beginning of the month, they do not want to miss opportunities. He thanked the city manager and staff for being accommodating.

WORK SESSION/DISCUSSION ITEMS:

MKSK - Mr. Rauch introduced Mr. Chris Hermann and Mr. Kyle May of MKSK, the consultant the city is working with to develop the land use plan. Mr. Hermann stated they are a planning landscape architecture and urban design firm working in the Midwest. They help cities with comprehensive planning and community engagement transforming place making. He introduced Mr. Kyle May, a senior associate with the firm and project manager. He stated the rest of the consulting team members and their roles. He stated that a

comprehensive plan is a guiding policy document that allows for them to take stock and develop a clear road map for community growth and investment. It establishes a vision where Riverside wants to go in the next 10 years. It reviews trends, what is anticipated, what are aspirations of the community, what are issues that need resolved, and what opportunities need to be taken advantage of. This allows them to have a community conversation with a chance for everyone to participate and share their ideas. City staff and council can share things they want the community to be aware of. It is a good, robust discussion that will result in an action plan and implementation process. The plan is a roadmap for the city. He stated that they have a steering committee of people with different viewpoints from different areas of the community. They will help guide the process to make sure they are taking the right steps. He reviewed the planning process project scope: 1) reconnaissance and exiting conditions, 2) community engagement, 2) plan recommendations, 4) plan creation, and 5) plan adoption process. He provided the schedule for the process working throughout the year with a draft report by end of year and final report by early 2023.

Mr. May stated they have already had one meeting with the steering committee already. Riverside has a lot of pockets and energy and overall potential. They are working in a regional context and looking at what affects them internally and externally. They also work with MVRPC to look at the city in a broader context. While it may be slow growing, the region is growing whether in Dayton or in Riverside. Unique to Riverside are the military community and the multiplier they provide within the economic system. They are interdependent and interconnected. They are also looking at the housing market with the products they have and what the market is. They have found there is already some good planning work and they have a diverse community not in terms of just race, but also origin. This is a big, wholistic study understanding the local context with populations and households along with economics and the housing market. They are being intentional about reaching the public with an interactive comment map and a brief online survey. He announced the Think Big Riverside comprehensive plan kickoff to launch the community planning effort and gather critical feedback to direct and inform the process. This will take place on Tuesday, March 8, 5:30 – 7:30 pm at Mad River Schools Administrative Offices Gymnasium, 801 Old Harshman Road. Anyone who cares about the future of Riverside is invited to attend and can register at <https://www.riversideoh.gov/land-use-plan/>. He stated they rely on community partners for events like these to be successful. They take two paths: publicity and outreach. They will craft some messages for the community as to why they ought to be involved using traditional methods and social networks. The outreach will be through civic groups and connections. He reviewed the next steps: detailed reporting on conditions and trends in Riverside; prepare, promote, facilitate, and document public kickoff meeting on March 8; begin to develop vision and guiding principles for the plan; and reconvene in the spring with the steering committee.

Mayor Williams asked if the conditions and trends report be available to council prior to the March 8 meeting. Mr. May stated they plan to share some high-level key nuggets from that meeting, but want to spend most of the time listening at the meeting. Following that meeting they will create a pdf version of the meeting and post it online. Mayor Williams asked what report would be provided prior to the meeting or will it be a report after the March 8 meeting. Mr. May replied after the meeting they want to report on key conditions and trends from

their technical analysis and couple that with the engagement sessions they have held throughout round one.

Ms. Fry asked if they would be creating Facebook or NextDoor events and advertising or would the city be doing that. Mr. May stated it would be both/and. They have a great steering committee that is connected and relying on partners to help spread that word. They will create events and are asking folks to register so they have an idea of how many people will be in the room. Some people may not be comfortable being out in public, yet; and some may not be available that evening so they are planning some virtual meetings.

Mr. Rauch stated there is information already on the website. Discussion was held on the event advertisement and various avenues to share it. Mr. Rauch stated their intention is to get this out as far and deep as possible. They will lean on other folks in the community to help get this promoted. Mr. May added they have a hundred fliers with them today. Deputy Mayor Denning suggested using those for Saturday at the school summit meeting. Discussion was held on having a mailer. Mr. May stated there will have three rounds of engagement. He hopes they grow the pool as they go. Mr. Rauch stated they are all willing to be flexible and try advertising across the board. Where they get a lot of response they will continue and in areas with less, they will try another avenue. Mr. Maxfield suggested the March 2 Mad River Schools spaghetti dinner as over 1,000 people attend and it may be a good way to get that information out there.

CITY STRATEGIC PLAN – Mr. Rauch stated while working with MKSK on the comprehensive plan they will get a lot of value out of that process not only from community input, but on trends and other elements. This fits in with the land use plan and comprehensive plan and what residents want to see in the community. This is a critical aspect of the planning process to make sure they are all attracting and retaining the kind of development they want in Riverside. There is a linkage to a broader strategic plan. Once they start to get the data and finding, he would like to take that and hire a facilitator to have the council and an organization develop a strategic plan for the city. This will help them to prioritize the things that are most important to council for staff to focus on and prioritize time, effort, and resources. He would like to pursue this over the next couple of months and then carry that forward into operations and the budget.

COUNCIL ORIENTATION – Mr. Rauch stated the plan is to have an orientation event on a Saturday in April. He suggested an early meet for about 30 minutes then go out and tour the city, city buildings, neighborhoods, etc...He developed an agenda for the event: introductions, logistics, council governance, city government structure, and tour. He briefly reviewed each of the topics on the agenda. He asked if there was any information they would like to see covered or things that need to be removed. Mr. Joseph stated this would occur after the OML Seminar and some of that may overlap with what he wants to present. Mayor Williams asked if they could adjust the April meeting as they will all be hearing the same seminar in March. Ms. Franklin stated that this should be more on how they work here than the few things they will learn at the OML Seminar. Ms. Fry stated she would like to see how they could put a resolution on an agenda if it does not come from staff and how that is done. Mr. Maxfield added they may also want to put some Budget 101 on it as well. Mr. Joseph

stated it would help to better understand accounts and how to better read those so the finance report makes a little more sense.

FIREWORKS – Mr. Rauch stated that the city does not have its own fireworks ordinance. It is in one part of the code Section 933.12 that says a person cannot go into a park and shoot off fireworks. Other than that, they go to the state law. The state law will change and they are now permitting consumer grade fireworks. He asked if they were okay with following the state guidelines then they do not need to do anything. If council prefers a policy decision and keep a stricter ordinance in place that is what he needs feedback on so he and the chief can work together on how that looks and how it can be enforced. Mr. Maxfield stated the state law is there for a purpose. Mr. Joseph mentioned various abilities cities had in terms of a fireworks ordinance and what they can do. He stated that the city has a noise ordinance and cited a section of that code. He stated that if they didn't do anything about that, then a resident could yell, shout, hoot, whistle, but it precludes fireworks should someone light one at 3:00 am. Mayor Williams stated that the code he is reciting is in the public right of way, he did not think it was private property, but that the noise ordinance does cover a certain decimal level going outside of your property line. He stated they have a lot of valid conversation about enforcement of ordinances, but what he wanted today was whether council feels strongly enough about the fireworks in particular to create an ordinance. Discussion continued on the current noise ordinance and the time limits. Mrs. Franklin stated she doesn't have an issue one way or another on the fireworks ban, but if they can't enforce the ordinances they already have on the books, creating this isn't helping the situation. They are able to enforce it, the question is why, manpower or something else? Mr. Maxfield stated that he and the fire chief have a lot more things to worry about and work on than banning fireworks. Mr. Joseph stated he disagreed, and this was the time to do it. Every other city is having to deal with this change and it should not take long to hash out. Mrs. Franklin mentioned that the state law laws for a number of days and asked if the city would enforce it outside of that. If they let the state law stand and make no changes, the city is still not enforcing it outside of those days. That is a bigger issue to discuss. If they are going to look at an ordinance now is the time. Ms. Fry stated that she recalled when the fireworks ordinance originally got put on the books as children were getting hurt and that was a concern of hers. She is interested in an ordinance that relates to the proximity to children. She agrees with Mrs. Franklin in that there is no point in the ordinance if they aren't going to enforce it. Mr. Joseph agreed; he added that there is no way on the Fourth of July at 10 pm they could enforce this. They would need the Ohio National Guard. His issue comes if on one of the 21 days a resident is trying to sleep, possibly a veteran with PTSD, and someone shoots off fireworks at 3 am. He asked if he was wrong in thinking that he could set up or rig fireworks to go off at his house every five minutes from midnight to 6:00 am based on the current noise ordinance. Mayor Williams stated that was not the case. Mr. Maxfield stated that it is the same if someone play loud music and you hear if from your property, a resident can all the police. Discussion continued about the noise ordinance. Mayor Williams stated it is already in place. He stated he would like to hear form the chiefs or even a dispatch report on the number of calls they get regarding the noise ordinance. Is it something they are unable to adequately enforce under the way it is written? He wants to know it is a problem on a scale should they need to take a deeper dive. Ms. Lommatzsch stated that police do respond when it is reported, but often when things happen by response time the sound is over. Mrs. Franklin

stated they recently had the situation at an establishment with loud music outside and drinking outside and they can't do anything about it. It is not an answer for her. How will they move forward; every time they let those things slip, a small percentage break the rules and are affecting the community. The larger community needs to have the ability to see change happen. Ms. Lommatzsch stated they are doing something about it through nuisance abatement. She will back staff when they are doing something about it. They can't enforce what they don't know. Deputy Mayor Denning stated they have the tool in the toolbelt, already. They don't need to waste staff time to give them a bigger hammer. When people call and complain they can enforce it. He added that after the first year if there is a bigger issue than in the past they may need to step forward and make changes. To rewrite stuff before seeing if there is a bigger problem is a waste of time. Discussion continued on loud noises like mufflers and other situations where the sound goes away.

Mr. Joseph asked the attorney to make sure there is no ambiguity in the codified ordinance that if an officer received a call that he couldn't issue a civil citation to somebody have a his or her discretion for violating the noise ordinance past whatever time is in there. Deputy Mayor Denning stated they can call at any time if they are violating a noise ordinance. Mr. Maxfield stated generally, they would get a visit and told to turn the noise down, but should a second call come, there will be a notice of violation. Mrs. Franklin stated she would like to see the numbers for that, where is the consequence and how are the numbers for that. If there were 1,000 violations for some law and out of the 1,000 there is only a warning, then that is a problem. People will continue to break the rules because they know they are only going to get a slap on the hand. Mr. Joseph stated that he doesn't want to see someone who continually shoots off fireworks and someone across the street gets mad and the city can't do anything so he takes the law into his own hands. He discussed information sharing on being a good neighbor. Mayor Williams stated it is the same as running a light; they can only hope that members of the community behave responsibly and obey the traffic control device. He agreed with Mr. Joseph on putting out information on being a good neighbor and to notify the public they have the ability to take corrective actions. Mr. Rauch stated he would get with the chiefs and pull call records. They can review the types of nuisance activities they are experiencing and bring it to a work session and discuss actions. He stated they have a challenge as they can enforce and do enforce and sometimes it is a verbal warning and then a citation and sometimes if it is egregious it is just a citation. The officers determine what type of corrective action to take. They can have a conversation based on their practices. If they feel additional ordinances are warranted, they can work on that. Ms. Lommatzsch brought up that they have to also weigh the cost of taking officers off the road and then having to go to court. They need to be cautious of personal rights as well. Mrs. Franklin stated she wants to see the data if they need to make a change. Mr. Maxfield stated they need to keep in mind they are often short two to three officers. Mr. Joseph stated is as a city with their resources they say the guidelines for Ohio and these are the rules, be a good neighbor.

ADJOURNMENT: Mr. Maxfield motioned to adjourn. Mr. Joseph seconded. All were in favor; none opposed. The meeting adjourned at 7:25 pm.

Peter J. Williams, Mayor

Clerk of Council

CITY COUNCIL CALENDAR

2022 City Council Calendar

February 10, 2022

- Monthly Update: Police, Fire, Public Services, and CM Report
 - a. PS: MCSW Contract
- Ordinance: Adopting City Council Handbook – First Reading (Josh)
- Ordinance: Supplemental Appropriation Backhoe (Tom)
- Resolution 22-R-2739 – Tabled at Jan 6 meeting (Josh)
- Resolution: MCOEM Agreement
- Executive Session: Attorney-Client Privilege

February 17, 2022 – Items Due February 9

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Monthly Financial Report
- Liquor License: Satsang Diksha LLC dba Valley Street Market (Permit Class C1 and C2)
- Ordinance: Supplemental Appropriation (Backhoe) – Emergency Reading (Tom)
- Ordinance: Changes to TO – First Reading (Josh)
- Resolution: Backhoe Purchase (Kathy)

Discussion Items

- Fireworks (Josh)
- Council Orientation Update (Josh)
- Land Use Plan Process Update (Gary)
- City Strategic Plan (Josh)

March 3, 2022 – Items Due February 23

- Monthly Update: Police, Fire, Public Services, and CM Report
- Ordinance: Adopting City Council Handbook – Second Reading (Josh)
- Ordinance: Changes to TO – Second Reading (Josh)
- Resolution: Bob Chiles Classic (Katie)
- Resolution: Montgomery County Soil & Water Conservation District – General Stormwater (Kathy)
- Resolution: Montgomery County Soil & Water Conservation District – Stormwater Inspections (Kathy)
- Resolution: Corrections to Property Tax Assessments (Tom)
- Executive Session: Personnel

March 17, 2022 – Items Due March 9

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Monthly Financial Report

2022 City Council Calendar

March 24, 2022 – WORK SESSION

- Stormwater Utility Update (Josh)
- 2022 Paving Program (Kathy)
- Crack Sealing (Kathy)
- 2022 Mowing (Kathy)

April 7, 2022 – Items Due March 30

- Monthly Update: Police, Fire, Public Services, and CM Report
- Proclamation: Arab-American Month
- Ordinance: Northern Circle Rezoning First Reading (Josh/Nia)
- Resolution: 2022 Paving Program (Kathy)
- Resolution: Crack Sealing (Kathy)

April 14, 2022 – WORK SESSION

- Ordinance Enforcement Considerations and Processes
- TENTATIVE: Special Meeting around this time for Council Orientation/Tours of Community and City Facilities
 - a. 2022 Organizational Goals (/Department Heads)

April 21, 2022– Items Due April 13

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Northern Circle Rezoning - Second Reading (Josh/Nia)

May 5, 2022– Items Due April 27

- Monthly Financial Report
- Monthly Update: Police, Fire, Public Services, and CM Report
- Resolution: Grass Assessments (Tom)
- Resolution: Paint Striping Contract (Kathy)

May 12, 2022 – WORK SESSION

- NatureWorks Grant: Pickle Ball Court (Kathy)
- OPWC Applications: Spinning from Linden to Eastman, Urban Paving Program (Kathy)
- HSIP Application: Guardrail Replacement (Kathy)

May 19, 2022 – Items Due May 11

- Monthly Financial Report
- Monthly Update: Finance, Administration, Community Development, and CM Report

LEGISLATION



MEETING DATE: March 3, 2022
AGENDA ITEM: Old Business

TO: Riverside City Council
FROM: Josh Rauch, City Manager
SUBJECT: Ordinance No. 22-O-789.

EXPLANATION:

According to Section 4.10 of the City Charter, the City Council must determine its rules and order of business by ordinance. The current rules of Council are codified in Chapter 111 of the City Code.

Last year, the City Council began the process of reviewing its rules and compiling them into a “Rules of Council” handbook. This handbook contains several provisions which are substantially similar to the existing codified rules in Chapter 111.

To eliminate redundancy and duplication, the attached ordinance repeals the existing Chapter 111 of the City Code and replaces it with a provision adopting the Rules of Council Handbook. This action must be accomplished by ordinance to comply with the Charter.

RECOMMENDATION

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

FISCAL IMPACT

- **Does this item require a new appropriation?** No. There are no direct costs associated with this item.
- **What is the total cost, if applicable?** None
- **Are we receiving any grants/offsets to reduce cost?** Not Applicable.
- **What is the net cost impact to the Department/City?** None.

SOURCE OF FUNDS

Not Applicable

EXHIBITS

Ordinance
Exhibit

22-O-789

AN ORDINANCE ENACTING A NEW CHAPTER 111, COUNCIL AND REPEALING THE EXISTING CHAPTER 111, OF THE ADMISINSTRATIVE CODE OF THE CITY OF RIVERSIDE, OHIO.

WHEREAS, the Riverside City Council wishes to adopt the City of Riverside Rules of Council Handbook to provide guidance and interpretation regarding the Council's order of business.

THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RIVERSIDE, STATE OF OHIO:

Section 1: That Chapter 111, Council, as set forth in Exhibit "A" attached hereto and incorporated herein as if fully set forth is hereby enacted.

Section 2: That existing Chapter 111, Council, is hereby repealed.

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

PASSED THIS DAY OF _____.

APPROVED:

MAYOR

ATTEST:

CLERK

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 22-O-789 passed by the Riverside City Council on _____.

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

CLERK

111.01 RULES OF COUNCIL.

- (a) The Council hereby adopts the City of Riverside Rules of Council Handbook to provide guidance and interpretation regarding the Council's order of business. The Rules of Council Handbook may be amended or changed from time to time by a majority vote of members of Council holding office. The Rules of Council Handbook shall provide for the number, composition, and manner of appointment of committees to the Council, and such other matters as the Council shall determine to be necessary for the proper functioning and government of the Council. The Rules of Council Handbook shall not be subject to initiative or referendum.
- (b) No provision or section of the Rules of Council Handbook which conflicts with the Constitution of the United States, the Constitution of the State of Ohio, or the Charter of the City of Riverside shall have any force or effect.
- (c) The City Clerk shall keep a copy of the Rules of Council Handbook and shall maintain and update the same to reflect amendments or changes approved by the Council.

MEETING DATE: March 3, 2022

AGENDA ITEM: Old Business

TO: Riverside City Council

FROM: Josh Rauch, City Manager

SUBJECT: Ordinance 22-O-791 - AN ORDINANCE TO APPROVE EMPLOYEE POSITION TITLES, NUMBER OF POSITIONS AND PAY RANGES AND TO REPEAL ORDINANCE NO. 21-O-764, PASSED MAY 20, 2021.

EXPLANATION:

The attached ordinance makes several minor changes to the City's Table of Organization (TO).

The FY2022 Budget appropriated funds for a Finance Administrator position to assist with implementing new financial software and to preserve institutional knowledge in the event of staff separations. **This position is funded in the budget, but is not currently included in the City's TO** of authorized positions. The TO must be changed before the hiring process can begin.

Similarly, in conferring with the Fire Chief, the proposed TO creates four additional authorized full-time firefighter positions. **While these positions are not funded in the FY2022 budget**, they serve a few important purposes, including:

- Creating a full-time community paramedicine position which can be funded by ARPA monies
- Creating capacity to convert part-time positions to full-time as needed in the coming year(s)
- Creating capacity to hire replacement full-time staff more rapidly, should existing full-time personnel declare an intention to retire or separate from the organization

Lastly, the revised TO formally transfers oversight of the Fire Administrative Assistant position to the Fire Department (it was previously allocated to the City Manager's Office).

RECOMMENDATION

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

FISCAL IMPACT

- **Does this item require a new appropriation?** No. The ordinance only changes position totals at this time.

What is the total cost, if applicable? None.

Are we receiving any grants/offsets to reduce cost? Not Applicable.

What is the net cost impact to the Department/City? None.

SOURCE OF FUNDS - Not Applicable

EXHIBITS - Ordinance No. 22-O-791 and Exhibit A (Positions List)

22-O-791

AN ORDINANCE TO APPROVE EMPLOYEE POSITION TITLES, NUMBER OF POSITIONS AND PAY RANGES AND TO REPEAL ORDINANCE NO. 21-O-764, PASSED MAY 20, 2021.

WHEREAS, the City Manager has undertaken a review of the present organizational structure of the City of Riverside, including position titles, number of positions and pay ranges; and

WHEREAS, the City Manager has made recommendations for the adopting of changes thereto.

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

Section 1: That the compensation and number of officials and employees of the City of Riverside be fixed as per the attached Exhibit A, and the positions listed in Exhibit A are hereby established in respect to position, title, authorized number and pay range.

Section 2: That Ordinance No. 21-O-764, passed May 20, 2021, and all other Ordinances in conflict with the provisions of this Ordinance be and the same are hereby repealed.

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

PASSED THIS DAY OF _____.

APPROVED:

MAYOR

ATTEST:

CLERK

CERTIFICATE OF THE CLERK

I, _____, Clerk of the City of Riverside, Ohio, do hereby certify that the foregoing Ordinance is a true and correct copy of Ordinance No. 22-O-791 passed by the Riverside City Council on _____.

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

CLERK

ORDINANCE NO. 22-O-791
EXHIBIT "A"

Position Title	Type of Position	Authorized Strength	Appropriated Strength	Pay Range	
				Minimum	Maximum
COUNCIL					
Clerk of Council	FT	1	1	\$45,000	\$56,000
CITY MANAGER’S OFFICE					
City Manager/Director of Personnel	FT	1	1	Contract	Contract
Assistant City Manager	FT	1	1	\$76,000	\$102,000
Administrative Assistant	FT	2	2	\$31,200	\$53,200
Administrative Assistant	PT	1	1	\$15.00hr	\$24.61hr
Intern	PT	1	1	\$15.00hr	\$16.00hr
FINANCE DEPARTMENT					
Director	FT	1	1	\$76,000	\$102,000
Finance Administrator	FT	1	1	\$55,600	\$93,000
Finance Assistant	FT	1	1	\$36,400	\$55,600
LAW DEPARTMENT					
Law Director	FT	1	1	Contract	Contract
Prosecutor	FT	1	1	Contract	Contract
COMMUNITY DEVELOPMENT					
Director	FT	1	1	\$76,000	\$102,000
Specialist	FT	1	1	\$47,000	\$72,700
Zoning Administrator	FT	1	1	\$47,000	\$72,700
Code Enforcement Officer	FT	1	1	\$36,400	\$55,600
FIRE DEPARTMENT					
Chief	FT	1	1	\$76,000	\$102,000
Battalion Chief	FT	3	3	\$72,800	\$95,000
Fire Lieutenant/Firefighter/EMT-P*	FT	19	16	Contract	Contract
Firefighter/EMT	PT	42,000 Hrs	33,000 Hrs	\$10.00hr	\$20.00hr
Administrative Assistant	PT	1	1	\$15.00hr	\$24.61hr
POLICE DEPARTMENT					
Chief	FT	1	1	\$76,000	\$102,000
Major	FT	2	2	\$72,800	\$95,000
Sergeants	FT	4	4	Contract	Contract
Officer	FT	22	22	Contract	Contract
Advocate	FT	1	1	\$36,400	\$55,600
Records Clerk	FT	1	1	\$36,400	\$55,600
Property Room Custodian	FT	1	1	\$36,400	\$55,600
PUBLIC SERVICES DEPARTMENT**					
Director	FT	1	1	\$76,000	\$102,000
Administrative Assistant	PT	1	1	\$15.00hr	\$24.61hr
Engineering Technician	FT	1	1	\$66,300	\$80,500
Operations Manager	FT	1	1	\$66,300	\$80,500
Working Foreman	FT	1	1	Contract	Contract
Equipment Operator	FT	2	2	Contract	Contract
Park Technician	FT	2	2	Contract	Contract
Construction Inspector	FT	2	2	Contract	Contract
Maintenance Worker	FT	2	2	Contract	Contract

*No more than three (3) Lieutenants at one time

**No more than nine (9) total contract personnel, and two (2) bargaining unit members in the same position classification in the Public Services Department

FT=Regular full-time working more than 30 hours per week and no less than 1,560 hours per year

PT=Regular part-time working 28.5 hours per week or less on an annualized average basis

T=Temporary Working up 40 hours a week for a definite duration



MEETING DATE: March 3, 2022

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Katie Lewallen, Clerk of Council

SUBJECT: Resolution No. 22-R-2750 – 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.

EXPLANATION: This is an annual donation made to support the MVMAA and the Presidents Club, both of which are service organization.

RECOMMENDATION

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

FISCAL IMPACT

- \$100 sponsorship

SOURCE OF FUNDS

100.101.5310

22-R-2750

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.

WHEREAS, the City of Riverside desires to promote the public health, general welfare, and contentment of its citizens; and

WHEREAS, The Bob Chiles Classic is held annually to benefit the WPAFB Fisher House and USO; and

WHEREAS, Council has determined that the purpose of The Bob Chiles Classic is a charitable event 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, STATE OF OHIO:

Section 1: That the City of Riverside shall obligate funds in an amount not to exceed \$100.00 in support of The Bob Chile Classic 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 Account Number 100.101.5310.

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

PASSED THIS DAY OF _____.

APPROVED:

MAYOR

ATTEST:

CLERK

22-R-2750

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. 22-R-2750 passed by the Riverside City Council on _____.

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

CLERK



MEETING DATE: March 3, 2022

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kathy Bartlett, PE, Public Service Director

SUBJECT: Resolution No. 22-R-2751 –Authorizing the City Manager of the City of Riverside to renew a Memo of Understanding (MOU) with Montgomery County Soil and Water Conservation District for NPDES MCM 1,2,3 and 6.

EXPLANATION:

This Memo of Understanding (MOU) with Montgomery County Soil and Water Conservation District (MCSWCD) is a renewal to the one that was in place in 2021. In 2021, the MOU allowed for locating and inspecting 25% of the City's storm sewer outfalls. Also, MCSWCD helped with getting documentation to submit to EPA after we received a Notice of Violation.

In 2022, the MCSWCD will continue inspecting another 25% of our storm sewer outfalls and prepare required reports for EPA compliance.

RECOMMENDATION

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

FISCAL IMPACT

- Does this item require a new appropriation? No
- What is the total cost, if applicable? \$25,000
- Are we receiving any grants/offsets to reduce cost? Yes
 - If yes, from whom, and how much? American Rescue Plan Act Funds; \$25,000
- What is the net cost impact to the Department/City? \$25,000

SOURCE OF FUNDS

Which fund/line item will be used to pay for this, if applicable?

American Rescue Plan funds: 237.237.5286

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MONTGOMERY COUNTY SOIL AND WATER CONSERVATION DISTRICT (hereinafter referred to as “the District”) FOR PROFESSIONAL SERVICES FOR THE CITY OF RIVERSIDE.

WHEREAS, Riverside is responsible for the administration of its Small Municipal Separate Storm Sewer System General Permit (hereinafter referred to as “MS4”); and

WHEREAS, Riverside is in need of services for the Public Education & Outreach, Public Involvement, Illicit Discharge Detection & Elimination, Post-Construction Storm Water Management in New & Re-Development, Pollution Prevention & Housekeeping, and Reporting of these control measures to the Ohio EPA; and

WHEREAS, the District, through its conservation of natural resource work, has determined that assisting Riverside meets its water quality requirements and is compatible with the District’s mission; and

WHEREAS, the District, through its water quality work, is familiar with the MS4 regulations and has the expertise to meet said requirements; and

WHEREAS, recognizing this mutual concern and responsibility, Riverside and the District set forth their responsibilities in this Memorandum of Understanding.

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

Section 1: In accordance with the recommendation of the City Manager, this Council does determine that it is in the best interest of the City to enter into the aforementioned memorandum of agreement with the Montgomery County Soil and Water Conservation District. Accordingly, The City Manager is hereby authorized to enter into said agreement, captioned “Memorandum of Understanding,” and attached hereto as “Exhibit A.”

Section 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this resolution to the City Manager, Director of Finance and the Community Development Director, who will submit a certified copy to the duly recognized agent of Montgomery County Soil and Water Conservation District.

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

22-R-2751

PASSED THIS DAY OF _____.

APPROVED:

MAYOR

ATTEST:

CLERK

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. 22-R-2751 passed by the Riverside City Council on _____.

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

CLERK

MEMORANDUM OF UNDERSTANDING

Upon this day, _____, this Memorandum of Understanding was entered into by and between the City of Riverside, (hereinafter referred to as “Riverside”), and the Montgomery Soil and Water Conservation District, (hereinafter referred to as “the District”).

STATEMENT OF PURPOSE

Whereas, Riverside is responsible for the administration of its Small Municipal Separate Storm Sewer System General Permit (hereinafter referred to as “MS4”)

Whereas, Riverside is in need of services for the Public Education & Outreach, Public Involvement, Illicit Discharge Detection & Elimination, Post-Construction Storm Water Management in New & Re-Development, Pollution Prevention & Housekeeping, and Reporting of these control measures to the Ohio EPA.

Whereas, the District, through its conservation of natural resource work, has determined that assisting Riverside meets its water quality requirements and is compatible with the District’s mission.

Whereas, the District, through its water quality work, is familiar with the MS4 regulations and has the expertise to meet said requirements.

Whereas, recognizing this mutual concern and responsibility, Riverside and the District set forth their responsibilities in this Memorandum of Understanding.

It is therefore agreed;

That the District shall be responsible for the following:

1. Prepare two water quality newsletter articles and a homeowner’s brochure.
2. Conduct a Rain Barrel workshop.
3. Locate, and map 100 percent of the storm outfalls and dry weather screen them once per permit cycle or dry weather sample 25% of the storm outfalls each year.
4. Assist with the placement of new storm water infrastructure on maintenance.
5. Update Stormwater system maps as needed.
6. Provide annual training for employees and audit their pollution prevention and housekeeping activities.

7. Assist in the preparation of the Ohio EPA annual report which will be submitted by the Riverside Public Works Director or assigned designee.

That Riverside shall be responsible for the following:

1. Provide the District access to related maps, ordinances, and records.
2. Provide the District access to Riverside's storm water man holes and catch basins.
3. Provide the District access to employees and facilities for auditing and training purposes.
4. In consideration of performance of such services, the District shall receive a fee annually in the amount of Twenty-Five Thousand Dollars (\$25,000.00) for these services. One half (Twelve Thousand Five Hundred (\$12,500.00)) to be paid by _____, 2022 and the second half Twelve Thousand Five Hundred (\$12,500.00)) to be paid by _____, 2022. The total of the contract for the above listed one-year period is (\$25,000) dollars.

IT IS MUTUALLY AGREED:

1. The District and Riverside will meet periodically, or as needed to review, and where possible coordinate this MS4 program for the maximum public benefit.
2. This agreement shall commence on _____, 2022 and terminate _____, 2023. The parties may mutually review this agreement on an annual basis, otherwise this agreement will automatically renew March 31st of each year.
3. This memorandum may be amended at any time by mutual consent of the parties hereto or may be terminated by either party by giving sixty (60) days notice in writing to the other. Any work completed up until the time of termination shall be paid in full.
4. If, in the event that the quantity of work provided by the District for these services exceeds that provided by more than 25 percent, the District shall establish an equitable price and request that Riverside and the District amend this memorandum accordingly, at an agreed upon amount.
5. If, in the event that Riverside determines that the services covered by this Agreement have not been completed, all payments under this agreement shall be suspended until there has been full compliance with the terms of this agreement by the District.

IN WITNESS WHEREOF, this memorandum is executed and agreed to on the day, month, and year written below.

MONTGOMERY SOIL AND WATER
CONSERVATION DISTRICT

CITY OF RIVERSIDE

By: _____
Board Chair

By: _____
City Manager

Date: _____

Date: _____

CERTIFICATION

This will certify that the funds required to meet the municipality's obligations set forth herein during the fiscal year in which this contract is made or obligation incurred, have been lawfully appropriated for such purpose and are in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances. Ref. O.R.C. § 5705.41.

Thomas Garrett, Director of Finance

Approved as to form:

City of Riverside Law Director

MEETING DATE: March 3, 2022

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Kathy Bartlett, PE, Public Service Director

SUBJECT: Resolution No. 22-R-2752 –Authorizing the City Manager of the City of Riverside to enter into a new Memo of Understanding (MOU) with Montgomery County Soil and Water Conservation District for Stormwater Inspection Services.

EXPLANATION:

This Memo of Understanding (MOU) with Montgomery County Soil and Water Conservation District (MCSWCD) provides active construction and post-construction stormwater inspection services to the City. EPA requires these inspections for construction sites that meet specific criteria (e.g. over an acre in size, land disturbance, etc.) as part of the National Pollutant Discharge Elimination System (NPDES) Minimum Control Measures (MCM) 4 and 5. The City must conduct these inspections as-needed to comply with EPA regulations and resolve its Notice of Violation.

Stormwater inspections services were negotiated as a separate MOU to provide flexibility and billing transparency to the City and MCSW. This MOU is set up to be billed at a labor plus mileage agreement not to exceed \$20,000. The City will provide MCSW with \$20,000 up-front as a retainer, and hours will be billed against this amount on an as-needed basis.

RECOMMENDATION

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

FISCAL IMPACT

- Does this item require a new appropriation? No
- What is the total cost, if applicable? \$20,000
- Are we receiving any grants/offsets to reduce cost? yes
 - If yes, from whom, and how much? American Rescue Plan Act Funds will be used this year for a total of \$20,000.
- What is the net cost impact to the Department/City? \$20,000

SOURCE OF FUNDS

Which fund/line item will be used to pay for this, if applicable?
American Rescue Plan Act funds: 237.237.5287

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE MONTGOMERY COUNTY SOIL AND WATER CONSERVATION DISTRICT (hereinafter referred to as “the District”) FOR POST-CONSTRUCTION STORM WATER MANAGEMENT AND INSPECTION FOR THE CITY OF RIVERSIDE.

WHEREAS, Riverside is responsible for the administration of its Small Municipal Separate Storm Sewer System General Permit (hereinafter referred to as “MS4”); and

WHEREAS, Riverside is in need of services for the Post-Construction Storm Water Management in New & Re-Development and Reporting of these control measures to the Ohio EPA. These minimum control measures are defined and established as items 4 and 5 in the EPA Rainwater and Land Development Guide; and

WHEREAS, the District, through its conservation of natural resource work, has determined that assisting Riverside meets its water quality requirements and is compatible with the District’s mission; and

WHEREAS, the District, through its water quality work, is familiar with the MS4 regulations and has the expertise to meet said requirements; and

WHEREAS, recognizing this mutual concern and responsibility, Riverside and the District set forth their responsibilities in this Memorandum of Understanding.

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

Section 1: In accordance with the recommendation of the City Manager, this Council does determine that it is in the best interest of the City to enter into the aforementioned memorandum of agreement with the Montgomery County Soil and Water Conservation District. Accordingly, The City Manager is hereby authorized to enter into said agreement, captioned “Memorandum of Understanding,” and attached hereto as “Exhibit A.”

Section 2: That the Clerk be and is hereby Authorized and directed to forward a certified copy of this resolution to the City Manager, Director of Finance and the Public Service Director, who will submit a certified copy to the duly recognized agent of Montgomery County Soil and Water Conservation District.

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

22-R-2752

PASSED THIS DAY OF _____.

APPROVED:

MAYOR

ATTEST:

CLERK

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. 22-R-2752 passed by the Riverside City Council on _____.

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

CLERK

MEMORANDUM OF UNDERSTANDING

Upon this **31st** day of March, 2022 this Memorandum of Understanding was entered into by and between the City of Riverside, (hereinafter referred to as “Riverside”), and the Montgomery Soil and Water Conservation District, (hereinafter referred to as “the District”).

STATEMENT OF PURPOSE

Whereas, Riverside is responsible for the administration of its Small Municipal Separate Storm Sewer System General Permit (hereinafter referred to as “MS4”).

Whereas, Riverside has need of services for Active and Post Construction Storm Water Management in New & Re-Development, and Reporting of these control measures to the Ohio EPA.

Whereas, the District, through its conservation of natural resource work, has determined that assisting Riverside meets its water quality requirements and is compatible with the District’s mission.

Whereas, the District, through its water quality work, is familiar with the MS4 regulations and has the expertise to meet said requirements.

Whereas, recognizing this mutual concern and responsibility, Riverside and the District set forth their responsibilities in this Memorandum of Understanding.

It is therefore agreed;

That the District shall be responsible for the completion of site inspections corresponding with NPDES MCM 4 and 5. In order to achieve success the following will occur:

1. The District will attend or be briefed on the pre-construction SWP3 review before site disturbance takes place.
2. Site inspection frequency and procedure will be based off of the Rainwater and Land Development Guide, OEPA Construction Site inspection Checklist and requirements instituted by the current NPDES permit.
3. Attend or be briefed on the Long-Term O&M meeting and perform required runoff control inspection.
4. Provide an educational opportunity to contractors, SWP3 designers and or employees pertaining to OHC00005 table 4b practices and green infrastructure.
5. Provide technical assistance with fulfilling the “performance” standards requirements referring to page 17 of the NPDES permit.

That Riverside shall be responsible for the following:

1. Provide the District access to related maps and records.
2. Provide ordinance or regulatory mechanism along with their procedures and requirements provided in OHQ00004.
3. Proctor the pre-construction SWP3 review and attend the initial site inspection.
4. Provide Applicable site data for submission with the annual report.
5. In consideration of performance of such services, the District shall receive a fee in the amount of (\$20,000). The District will perform services at the rates listed below and charge them to the contract fee. The Contract will terminate once the contract fee has been reached. An invoice with the breakdown of allotted hours will be sent monthly or at the request of Riverside.
 - Director: \$75/hour
 - Stormwater Tech: \$63/hour
 - Intern: \$35/hour
 - Mileage – Company Vehicle: US Federal rate

IT IS MUTUALLY AGREED:

1. The District and Riverside will meet periodically, or as needed to review, and where possible coordinate this MS4 program for the maximum public benefit.
2. This agreement shall commence on March 31, 2022 and terminate when the contract fee has been reached.
3. If, in the event that Riverside determines that the services covered by this Agreement have not been completed, all payments under this agreement shall be suspended until there has been full compliance with the terms of this agreement by the District.



IN WITNESS WHEREOF, this memorandum is executed and agreed to on the day, month, and year written below.

MONTGOMERY SOIL AND WATER
CONSERVATION DISTRICT

CITY OF RIVERSIDE

By: _____
_____, Board Chair

By: _____
_____, City Manager

Date: _____

Date: _____

MEETING DATE: March 3, 2022

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Tom Garrett, Finance Director

SUBJECT: Resolution No. 22-R-2753 – A resolution revising the assessment of delinquent charges for the cutting and removal of weeds, vegetation and/or grass to be placed on the Montgomery County Property Tax Duplicate.

EXPLANATION:

Resolution 21-R-2705 certified 2021 mowing assessments to Montgomery County. This resolution is to correct errors found in the original assessment list.

629 Aspen was recently purchased. New owner requests reversal of assessment as delinquent charges were caused by the prior owner. City is giving up \$165 reimbursement for expense previously paid to our contractor. The remainder of the assessment was abatement penalty and administrative charge.

315 Prince Albert was previously charged for a mowing assessment that belonged to 2428 Valley because of a typographic error in the parcel number. This correction re-assigns that charge to the correct parcel at the same amount.

RECOMMENDATION

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

FISCAL IMPACT

- Does this item require a new appropriation? No
- What is the total cost, if applicable? \$165
- What is the net cost impact to the Department/City? \$165 of General Fund revenue foregone.

SOURCE OF FUNDS

Which fund/line item will be used to pay for this, if applicable?

None. Expense was paid in 2021.

22-R-2753

A RESOLUTION BY THE RIVERSIDE CITY COUNCIL REVISING THE ASSESSMENT OF DELINQUENT CHARGES FOR THE CUTTING AND REMOVAL OF WEEDS, VEGETATION AND/OR GRASS TO BE PLACED ON THE MONTGOMERY COUNTY PROPERTY TAX DUPLICATE.

WHEREAS, the owner(s) of property indexed on the list that is attached 'Exhibit A' hereto and made a part of this resolution was/were previously assessed grass mowing charges in 2021 on Resolution No. 21-R-2669 certified in April 2021 and/or Resolution No. 21-R-2705 certified in August 2021; and

WHEREAS, there were errors made in those assessments and are corrected in 'Exhibit A'.

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

Section 1: That the City Manager is hereby authorized to certify corrected charges for tax year 2021, to the Montgomery County Auditor for placement on the property tax duplicate of the owner(s) of the property indexed on the list that is attached and made a part hereof.

Section 2: That this Resolution shall take effect and be in full force from and after the date of its passage.

PASSED THIS DAY OF _____.

APPROVED:

MAYOR

ATTEST:

CLERK

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. 22-R-2753 passed by the Riverside City Council on _____.

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

CLERK

Exhibit

22-R-2753



County Code	Parcel ID	Number Street	Balance Due	5% County Fee	Total
WAS: (As Assessed on Riverside Resolution 21-R-2705)					
31500	I39 00706 0044	629 Aspen	\$415.00	\$20.75	\$435.75
CORRECTED:					
31500	I39 00706 0044	629 Aspen	\$0.00	\$0.00	\$0.00
WAS: (As Assessed on Riverside Resolution 21-R-2705)					
31500	I39 00708 0007	315 Prince Albert	\$315.00	\$15.75	\$330.75
CORRECTED:					
31500	I39 00708 0007	315 Prince Albert	\$0.00	\$0.00	\$0.00
WAS: (As Assessed on Riverside Resolution 21-R-2705)					
31500	I39 00718 0007	2428 Valley Pike	\$640.00	\$32.00	\$672.00
CORRECTED:					
31500	I39 00718 0007	2428 Valley Pike	\$955.00	\$47.75	\$1,002.75
WAS: (As Assessed on Riverside Resolution 21-R-2705)					
31500	I39 00703 0017	1014 Pleasant Valley	\$210.00	\$10.50	\$220.50
CORRECTED:					
31500	I39 00703 0017	1014 Pleasant Valley	\$0.00	\$0.00	\$0.00
WAS: (As Assessed on Riverside Resolution 21-R-2705)					
31500	I39 00703 0018	Pleasant Valley	\$420.00	\$21.00	\$441.00
CORRECTED:					
31500	I39 00703 0018	Pleasant Valley	\$630.00	\$31.50	\$661.50

CITY
MANAGER
PREVIOUS
UPDATES

MEMORANDUM

TO Honorable Mayor and Councilmembers

FROM: Josh Rauch, City Manager

DATE: February 11, 2022

SUBJECT: Weekend Update

CC: Department Directors, City Clerk, Law Director

City Manager's Office

- An RFP for performance reviews for the City Manager and City Clerk has been posted to the City's website, and a shortlist of interested vendors has been notified. Responses are due February 25. I will facilitate a pre-bid meeting next Friday, February 18th to answer any questions vendors may have.
- I worked with the City Clerk to experiment with adding bookmarks to the regular Council packet. Our hope is this will make the document easier to read. Please contact Katie with any feedback (and thanks to her for spending some additional time troubleshooting this!)
- I met with Colliers to tour the local facilities/office space market and discuss Wright Point.
- I met the union representative for the Public Service Department (CWA) to introduce myself and get acquainted.
- Next week, several senior City staff will meet with MKSK for an update on the land use plan prior to their presentation to Council on the 17th.

Administration

- **Human Resources:** An initial draft of the Classification and Compensation Study RFP has been completed and forwarded to the City Manager for review.
- **E-mail Security:** The webmail feature of our e-mail accounts has been disabled as it has become a significant security vulnerability for other organizations. If you currently use webmail by going to mail.riversideoh.gov and signing in and would like to continue to use it, let Chris know and he can re-enable access for you individually.
- **Office 365 Upgrade:** Quotes are expected shortly for an upgrade from Microsoft Outlook and Office Suite to Office 365.

Community Development Department

- **Development**
 - Kroger: FH Martin Constructors has begun prep work on the site.
 - The Circle K ribbon cutting will be February 16th at 10:30 a.m.
 - Morris Furniture is moving through the permitting process at Montgomery County.

- **Planning Commission and BZA:** The Planning Commission's next meeting is Wednesday, February 23rd with draft PUD and Source Water Protection Area Map amendments on the agenda. The BZA is scheduled for Tuesday, February 22 at 7:00 p.m. The BZA has a vacancy on the Board.
- **Comprehensive Plan:** MKSK will present a brief overview of the planning process at the February 17th Council meeting. The in-person community engagement event will be held March 8th. Please encourage the community to participate in the online survey on the City website. Community involvement is essential in this planning process.
- **Nuisance Abatement and Code Enforcement:** Commercial abatement is moving forward in partnership with the Montgomery County Land Bank with an application deadline at the end of February.

Finance Department

- Staff held a meeting to score RFP responses for the proposed financial software system. The cover letter and qualifications sections of each submittal were scored. Staff will meet again in two weeks to score the software requirements and implementation sections – these sections are highly detailed and will require time to review.

Fire Department

- With the recent resignations, we are back to full staff in fulltime rank by moving two part time in. We hired five shifted part time, which will be starting next week. We will still have three shifted part time vacancies after that. We are still actively recruiting part time personnel.
- FF Balcom returns to full duty on Monday the 14th and is continuing her assignment as community paramedic.
- This week:
 - I assisted the police department with the sergeant interview panel
 - Met with the county dispatch in preparing for our dispatch system switching
 - Held an FD Command staff meeting
 - Attend City Council Meeting
 - Attended First Arriving software demo for FD Current status dashboard and digital signage for inside the stations.
 - Attended RFP scoring panel session for new finance software..

Police Department

- Currently we have 0 officers out with Covid 19
- The first of 2 Sergeants Oral Board for promotion was held on Thursday 2/10/2022.
- The Lexipol policy review is finished. Tier one has been sent out to all personnel for review and sign off. There are 4 more tiers to go out. They will go out in 3-week increments.
- Active Shooter Training dates have been set for Carroll High School and at the Riverside City Building. If you know of an organization interested in Active Shooter Training, please contact the Police Department.
- A reminder that the Mad River Local Schools Family and Community Celebration has been rescheduled for Saturday February 19th, 2022, 10am to 2 pm.



Public Service Department

- 2022 Paving Program bids were received Thursday. Filmore Construction was the low bid at \$1.78 million. This is nearly \$400,000 under the Engineer's Estimate.
- Final plans are nearly complete on the Harshman Wall Repair Project. Expect to bid in Early March.
- Quotes have been requested from 3 contractors for this year's crack sealing program.
- Training continues on IworQs software for Public Service Dept. This software will allow staff to log all work orders/complaints to be more efficient and keep a record of work activity in the Dept. There is also a Fleet module that provides an electronic vehicle and equipment service log.
- Met with Montgomery County Engineers Office for our annual project coordination meeting.

MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Josh Rauch, City Manager
DATE: February 18, 2022
SUBJECT: Weekend Update
CC: Department Directors, City Clerk, Law Director

City Manager's Office

- As a reminder, City Hall will be closed Monday, February 21 in observance of Presidents' Day.
- We're continuing to tweak the packet layout based on staff and Council feedback. Because the "City Manager's Report" section now includes past weekend updates, we'll retitle this section as "Previous Weekend Updates" and move it toward the end of the packet to avoid causing confusion. If you have other thoughts or suggestions for improving the packets, please contact me or Katie.
- The Mad River Local Schools Community Summit is tomorrow, February 19, from 10:00 AM to 2:00 PM. Public Safety staff will be present, and I'll also attend to pass out information regarding the land use planning process.
- We had two vendors attend the optional pre-bid meeting for Manager/Clerk reviews. Bids are due next Friday.

Administration

- **HR** - A job description and job posting for the Finance Administrator position have been drafted and are being reviewed by staff. We anticipate posting the position in March assuming Council finalizes approval of TO changes.
- **IT** - Unitrends has provided a quote for a replacement back up device and 3-year maintenance plan. Staff will be comparing a Network Attached Storage (NAS) backup solution and then selecting which solution to implement in 2022.

Community Development Department

- **Planning and Zoning** - Nia arranged and facilitated meetings with the City Manager and the Chairs of the Planning Commission and BZA this week to discuss upcoming agendas and training opportunities.
- **Economic Development** - Lori led a team effort to identify and prioritize additional properties eligible for demolition, which we have submitted to the Land Bank for grant assistance. The Land Bank will pool and score these properties among others submitted by surrounding communities.



- **Code Enforcement** - Rob received confirmation that the City will receive \$3,360 in reimbursable grants for the purchase of cameras to deter illegal dumping. The grant is provided by the Montgomery County Solid Waste Management District.
- Demolition of the old K-Mart site is expected to commence in March.
- Staff continue to work closely with developers regarding Glendean and Northern Circle. The most recent development conversations have involved whether streets and infrastructure should be private or become City property, and the standards for infrastructure development.

Finance Department

- Staff will complete scoring the Finance System RFPs next Friday, February 25.
- Bonds for road construction will be priced next week.

Fire Department

- I assisted the police department with another sergeant interview panel
- Continuing to prepare for our dispatch system switching
- Researching citywide emergency notifications systems
- LT. Kessinger submitted his resignation. I issued postings for Battalion Chief, Lieutenant, and Fulltime firefighter
- Attended Greater Mont. Co. Fire Chief's meeting
- M-5 was involved in a minor accident causing damage to some mirrors

Police Department

- The second of 2 Sergeants Oral Board for promotion was held on Tuesday 2/15/2022.
 - Next step in Sergeants eligibility list is a one-on-one interview between the Chief and each of the top 3 finishers. Those interviews will be held on Friday 2/18/2022.
- Interview dates have been set up with the 2 Sergeants that have submitted resumes for the open Major position. The one on one interviews with the Chief will be on 2/22 and 2/23/2022.
- The second tier of Lexipol policy sign offs went out this week.
- Carroll High School has updated their School Emergency Plan. The Chief received, reviewed, and signed off on the new plan.

Public Service Department

- Conducted a mowing analysis regarding labor hour requirements for mowing City properties
- Received official letter of grant award from Montgomery County Solid Waste District for Community Park Play Structure
- Worked with Zoning on Glen Dean Development and 4215 Linden property reviewing for infrastructure requirements
- Researched possible grant for Marianne/Ingleside flooding problem
- Gathered data for Riverside's Comprehensive Plan
- Began working on 2021 MS4 Report to EPA due by April 1
- Attended Preconstruction meeting for Woodman/Burkhardt signal project
- Attended Monthly MVRPC Technical Advisory Committee Meeting.