

# Pride ~ Progress ~ Possibilities

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

**May 18, 2023**

**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 2023 (United States)



## January

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Council meetings in aubergine.

Work sessions in pale yellow.

**Jan 1** • New Year's Day  
**Jan 2** • 'New Year's Day' day off  
**Jan 16** • Martin Luther King Jr. Day  
**Feb 20** • Presidents' Day  
**May 29** • Memorial Day

**Jun 19** • Juneteenth  
**Jul 4** • Independence Day  
**Sep 4** • Labor Day  
**Oct 9** • Columbus Day  
**Nov 10** • 'Veterans Day' day off

**Nov 11** • Veterans Day  
**Nov 23** • Thanksgiving Day  
**Dec 25** • Christmas Day

# AGENDA

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

## RIVERSIDE CITY COUNCIL

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

**Thursday, May 18, 2023  
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) PROCLAMATION: Mental Health Awareness Month
- 8) PRESENTATION: State Representative Willis Blackshear
- 9) MINUTES – Approval of minutes from the May 4, 2023, council business meeting.
- 10) ACCEPTANCE OF CITIZEN PETITIONS
- 11) DEPARTMENT UPDATES:
  - A) Police Department
  - B) Fire Department
  - C) Public Service Department
  - D) City Manager Report
- 12) PUBLIC COMMENT ON AGENDA ITEMS
- 13) NEW BUSINESS
  - A) RESOLUTIONS
    - I) **Resolution No. 23-R-2846** – A resolution by the Riverside City Council authorizing the assessment of delinquent fines imposed for failure to comply with an order made under the Riverside Unified Development Ordinance.

*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.*

14) PUBLIC COMMENT ON NON-AGENDA ITEMS

15) COUNCIL MEMBER COMMENTS

16) EXECUTIVE SESSION – 103.01(1) Unless the City employee or official requests a public hearing; to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a city employee or official or the investigation of charges or complaints against a City employee or official; and 103.01(2) To consider the purchase of property for public purposes, or for the sale of public property, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal or private interest is adverse to the general public interest.

17) RECONVENE

18) ADJOURNMENT

MINUTES

**CALL TO ORDER:** Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:08 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; Kim Baker, Finance Administrator; Dalma Grandjean, Law Director; and Katie Lewallen, Clerk of Council.

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

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

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

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

**PROCLAMATION:** Mayor Williams presented the Clerk of Council with a proclamation for National Clerk's Week, April 30 – May 6, 2023.

**MINUTES:** Mr. Denning moved, seconded by Mrs. Franklin, to approve the minutes of the April 13, 2023, council work session and the April 20, 2023, council business meeting. All were in favor. **Motion carried.**

**WRITTEN CITIZEN PETITIONS:** Mayor Williams stated that any citizen wishing to speak should fill out a petition form and turn it in to the clerk.

**DEPARTMENT UPDATES:**

**A) Finance Department** – Mr. Garrett acknowledged Kim and Crystal for their dedicated effort on keeping things going while he was away. They have been doing a lot of end of quarter reporting including the annual report for the American Rescue Plan money they have to report annually what they have spent from the allocation they have received. He stated they only received one distribution of income tax in April because the first one was given at the end of March. It lifted up March a bit, so April looks lower than what was budgeted. The cumulative effect up until now is just about slightly below. They anticipate getting three distributions in May, so it will bring it back up. They are on track. In mid-April, they did get their real estate tax distribution from the county with

some of it already redistributed to end users. They also received a water pollution settlement relating to Monsanto and PCB contamination on certain waterways. They received this as they are a consistent reporter for the pollution discharge reports they do every year. They received \$17,000.

**B) Administration Department/Community Development Department/City Manager Report** – Mr. Rauch apologized for the technical problems at the beginning of the meeting. He understands many people rely on the stream. They have had difficulties with the reliability of the hardware, but they are having IT contractors look to find a solution. He recognized the clerk for her work and the collaborative relationship they have getting work done in a positive environment. He reminded the public that the height limit for grass is eight inches and to respect neighbors keeping rodents and critters out of tall grass and yards. Anyone who notices a serious issue can call the City Offices and they will look into it. He began the recruitment process for the Fire Chief position today. He hopes it will result in a selection no later than four months from now. He would like to have someone onboard at the start of fourth quarter. He stated the HR Manager position has been posted and they have received applications for that. He will look through those later in the week and early next week. He stated that Clemans-Nelson, the consultant for the classification and compensation study, are nearing the end of their wage survey. They should provide firm numbers in the near future.

**PUBLIC COMMENT ON AGENDA ITEMS:** No forms were turned in for public comment.

## **OLD BUSINESS**

### **A. ORDINANCES**

- I) **Ordinance No. 23-O-826 – An ordinance amending Chapter 1109 Zoning Development Standards of the Unified Development Ordinance (UDO) of the City of Riverside, Ohio. (2<sup>nd</sup> reading, public hearing, adoption)**

Mr. Rauch stated this is a series of changes to the Development Standards of the UDO recommended by the Planning Commission.

Mr. Maxfield moved, seconded by Mrs. Franklin, to approve the second reading of Ordinance No. 23-O-826. The clerk read the ordinance by title only.

Mayor Williams opened the public hearing at 6:22 pm. No one came forward to speak. Mayor Williams closed the public hearing at 6:23 pm.

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



**II) Ordinance No. 23-O-828 – An ordinance amending the annual salary for the Mayor and Council Members of the City of Riverside, Ohio. (2<sup>nd</sup> reading, public hearing, adoption)**

Mr. Rauch stated this is the ordinance that council has discussed over the last few weeks about changes for the elected officials positions commensurate with inflation.

Mr. Denning moved, seconded by Mrs. Franklin, to approve the second reading of Ordinance No. 23-O-828. The clerk read the ordinance by title only.

Mayor Williams opened the public hearing at 6:24 pm. No one came forward to speak. Mayor Williams closed the public hearing at 6:24 pm.

Roll call: Mr. Denning, yes; Mrs. Franklin, yes; Ms. Fry, no; Mr. Joseph, no; Ms. Lommatzsch, no; Mr. Maxfield, yes; and Mayor Williams, yes. **Motion carried.**

**NEW BUSINESS**

**A. RESOLUTIONS**

**I) Resolution No. 23-R-2842 – A resolution declaring the necessity of assessing numerous real property parcels located in the City of Riverside, Ohio for various types of curb, gutter, and sidewalk repairs.**

Mr. Rauch stated that this allows them to close the road improvement projects on Lynnhaven, Eastman, and Meyer, and assess back costs for curb, gutter, sidewalk, and related infrastructure repairs.

Mr. Denning moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2842.

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

**II) Resolution No. 23-R-2843 – A resolution by the Riverside City Council authorizing the assessment of delinquent charges for the cutting and removal of weeds, vegetation, grass and/or debris to be placed on the Montgomery County Property Tax Duplicate.**

Mr. Rauch stated resolution allows them to assess charges to the property tax to collect for cutting of vegetation.

Mr. Denning moved, seconded by Deputy Mayor Lommatzsch, to approve Resolution No. 23-R-2843.

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

**III) Resolution No. 23-R-2844 – A resolution adopting a technical correction to Resolution No. 10-R-1450 to clarify the treatment of multiple unit residential dwellings.**

Mr. Rauch stated that this resolution and the next are similar. These resolutions are the technical corrections to the Community Reinvestment Areas. It cleans up the language so that any multi-family property will be treated as residential and not commercial.

Mr. Denning moved, seconded by Mrs. Franklin, to approve Resolution No. 23-R-2844.

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

**IV) Resolution No. 23-R-2845 – A resolution adopting a technical correction to Resolution No. 10-R-1451 to clarify the treatment of multiple unit residential dwellings.**

Mr. Maxfield moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2845.

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

**PUBLIC COMMENT ON NON-AGENDA ITEMS:** No one came forward to comment.

**COUNCIL MEMBER COMMENTS:** Mr. Joseph stated it is Mental Health Awareness Month; it is a good month to be reflective of taking care of both your physical and mental health. Check on anyone who may be going through a tough time. Deputy Mayor Lommatzsch stated she was at the MVRPC meeting earlier today and received information about water mitigation activities at the base for the region for the water field. She asked that they have the base give a presentation for citizens to review. She thought later in the summer or closer to fall for the presentation. She added that Matt Joseph would be willing to provide a tour for staff and council of the well field at Eastwood Park. She mentioned ads that are on television about water and living around WPAFB. Ms. Fry stated last week she attended the First Suburbs retreat with April. It was a look toward the future and where they wanted the organization to go; it was a productive meeting to formalize goals and intentions. Mr. Denning stated that tomorrow is his wife's birthday and asked that people call and text her to wish her a happy birthday.

**ADJOURNMENT:** Mr. Joseph moved, seconded by Mr. Denning, to adjourn. All were in favor. **Motion carried.** The meeting adjourned at 6:32 pm.

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Peter J. Williams, Mayor

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Clerk of Council

PROCLAMATION

*City of Riverside, Ohio*  
*A Proclamation Recognizing*

***National Mental Health Awareness Month***

*Whereas*, mental health is an essential component of overall health and well-being for all individuals, families, and communities in the City of Riverside, Ohio; and

*Whereas*, mental health disorders affect millions of people across the United States, with one in five adults experiencing mental illness each year, and approximately one in six children aged 6-17 experiencing a mental health disorder; and

*Whereas*, addressing the complex mental health needs of our citizens is vital to ensuring a healthy, thriving, and inclusive community; and

*Whereas*, Mental Health Awareness Month has been observed in the United States each May since 1949, providing an opportunity for education, support, and advocacy around mental health issues; and

*Whereas*, the City of Riverside recognizes the importance of mental health as a critical issue impacting our community, and is committed to supporting the efforts of local organizations, healthcare providers, educators, and advocates who work tirelessly to raise awareness, provide resources, and reduce stigma associated with mental health challenges; and

*Whereas*, through public education and awareness, we can encourage early identification, intervention, and access to appropriate mental health services, thereby improving the lives of those affected and contributing to the overall well-being of our community.

*Now, Therefore*, I, Peter J. Williams, Mayor of the City of Riverside, Ohio and the Council of the City of Riverside, Ohio do hereby proclaim the month of May 2023 as “MENTAL HEALTH AWARENESS MONTH” in the City of Riverside, and encourage all citizens, government agencies, public and private institutions, businesses, and schools to recommit to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all individuals with mental health conditions.

Signed under my hand and seal this 18<sup>th</sup> day of May 2023.

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**Peter J. Williams, MAYOR**

# CITY COUNCIL CALENDAR

# 2023 COUNCIL CALENDAR

## May 11, 2023 – Work Session

- Mad River Peewee Football Agreement
- Shellabarger Park Use Agreements
- Stormwater Utility Fee Update
- Housing Council Appointment Discussion

## May 18, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Proclamation: Mental Health Awareness Month
- Presentation: Willis Blackshear
- Resolution: Code Violations Assessment
- Executive Session: Property, Personnel

## June 1, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Supplemental (1<sup>st</sup> Reading)
- Ordinance: Property Maintenance Code Update Ordinance (1<sup>st</sup> reading)
- Resolution: 2023 Paint Striping (Kathy)
- Resolution: Traffic Signal Maintenance Contract (Kathy)
- Resolution: Mad River Peewee Football Agreement
- Resolution: Shellabarger Park Use Agreements

## June 8, 2023 – Work Session

## June 15, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Ordinance: Supplemental (2<sup>nd</sup> Reading)
- Ordinance: Property Maintenance Code Update Ordinance (2<sup>nd</sup> reading)
- Resolution: 2023 Crack Seal (Kathy)
- Resolution: Guardrail Maintenance Program (Kathy)
- Resolution: Street Lighting (Chris)

## July 13, 2023 – Work Session

## July 20, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Resolution: OPWC Grant Application for Woodman Phase 1 (Kathy)

# 2023 COUNCIL CALENDAR

August 3, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Ordinance: Street Lighting (1<sup>st</sup> Reading)
- Ordinance: Development Procedures Update (1<sup>st</sup> reading)

August 10, 2023 – Work Session

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August 18, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Development Procedures Update (2<sup>nd</sup> reading)
- Ordinance: Street Lighting (2<sup>nd</sup> Reading)
- Resolution: Road Salt Purchase (Kathy – need to ask if we need this)

September 7, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Resolution: Grass Assessment (Kim)

September 14, 2023 – Work Session

September 21, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Resolution: Hometown Holiday donation (Katie)

October 5, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Resolution: Accepting Amounts and Rates as determined by the Mont. Cty. Budget Commission

October 12, 2023 – Work Session

October 19, 2023

# 2023 COUNCIL CALENDAR

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Resolution: Mad River Lions Club 'Project Share' donation (Katie)

## November 2, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Resolution: Advance Payment of Taxes (Finance)

## November 9, 2023 – Work Session

## November 16, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Supplemental Appropriations (1<sup>st</sup> reading)
- Ordinance: Permanent Appropriations – Budget (1<sup>st</sup> reading)
- Resolution: Annual Public Defender Contract (Katie)

## December 7, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report

## December 14, 2023 – Work Session

## December 21, 2023

- Swearing in of Mayor and two council members
- Monthly Update: Finance, Administration, Community Development, and CM Report
- Ordinance: Annual Codification (Katie)(1<sup>st</sup> reading)

### Going into 2024:

- Remembrance of Corporal Dixon & PFC Ullmer
- Resolution for 2024 Charter Commission Appointments



# LEGISLATION



**MEETING DATE: August 18, 2023**

**AGENDA ITEM: New Business**

**TO:** Riverside City Council

**FROM:** Thomas Garrett, Finance Director

**SUBJECT:** Resolution 23-R-2846 - A resolution by the Riverside City Council authorizing the assessment of delinquent fines imposed for failure to comply with an order made under the Riverside Unified Development Ordinance.

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**EXPLANATION**

The Community Development Department has assessed various penalties for failure to comply with the City's Unified Development Ordinance (UDO). Some property owners have failed to pay the assigned penalties. This resolution certifies the unpaid amounts as a special assessment on real property tax bills.

**RECOMMENDATION**

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

**FISCAL IMPACT**

No effect upon 2023 budget. Seeks to recover next year \$21,098.21 of unpaid penalties.

**SOURCE OF FUNDS**

N/A

**EXHIBITS**

Exhibit A - List of Assessments

**A RESOLUTION BY THE RIVERSIDE CITY COUNCIL AUTHORIZING THE ASSESSMENT OF DELINQUENT FINES IMPOSED FOR FAILURE TO COMPLY WITH AN ORDER MADE UNDER THE RIVERSIDE UNIFIED DEVELOPMENT ORDINANCE.**

**WHEREAS**, the owners of the properties identified on the attached list, located in Riverside, Ohio, have been provided with written notice to pay and the imposition of fines and penalties, as indexed on the list that is attached (Exhibit A) hereto and made a part of this Resolution, for failure to comply with the City's "NOTICE OF VIOLATION, ORDER OF COMPLIANCE AND CORRECTION" (the "Order") requiring the owner to correct such discrepancies as such activities violate sections of the Riverside Unified Development Ordinance; and

**WHEREAS**, the owners of listed properties have failed to pay said fines and penalties within thirty (30) days of being properly notified of same; and

**WHEREAS**, these delinquent fines and penalties can be recovered by certification to the Montgomery County Auditor's Office for placement on the next property tax duplicate of the owner(s) of said property for collection as a special assessment under Section 1103.99 of the Riverside Unified Development Ordinance.

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

Section 1: That the City Manager is hereby authorized to certify delinquent fines and penalties, as indexed on the list that is attached and made a part hereof, in the amount of \$21,098.09, which does not include the admin fee charged by the Auditor, to the Montgomery County Auditor for placement and collection as a special assessment on the property tax duplicate of the owners of the properties located in Riverside, Ohio.

Section 2: This resolution shall take effect and be in full force on and after the date of its passage.

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

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CLERK

23-R-2846

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. 23-R-2846 passed by the Riverside City Council on \_\_\_\_\_.

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

\_\_\_\_\_  
CLERK

Exhibit A  
23-R-2846

Parcel ID	Project Code	Year	Amount	Address
I39 00123 0037	31950	2023	\$148.09	4766 Airway
I39 00124 0016	31950	2023	\$2,600.00	4835 Airway
I39 00203 0055	31950	2023	\$7,350.00	2015 2059 Harshman
I39 00222 0003	31950	2023	\$350.00	4081 Forest Ridge
I39 00318 0034	31950	2023	\$100.00	4460 Meadowsweet
I39 00506 0001	31950	2023	\$250.00	3031 Old Troy
I39 00601 0016	31950	2023	\$3,500.00	720 Texas
I39 00602 0054	31950	2023	\$500.00	649 Brantly
I39 00705 0006	31950	2023	\$250.00	700 N. Pleasant Valley
I39 00711 0030	31950	2023	\$1,100.00	2347 Rondowa
I39 00714 0013	31950	2023	\$1,600.00	2413 Valey
I39 00717 0002	31950	2023	\$600.00	2504 Valley
I39 00718 0025	31950	2023	\$100.00	2409 Warrendale
I39 00812 0003	31950	2023	\$350.00	4911 Old Troy
I39 00903 0038	31950	2023	\$250.00	252 Murchison
I39 01004 0049	31950	2023	\$100.00	4600 Airway
I39 01018 0019	31950	2023	\$850.00	325 Gramercy
I39 01110 0032	31950	2023	\$250.00	450 Ketcham
I39101411 0023	31950	2023	\$100.00	1330 Mayapple
I39101618 0029	31950	2023	\$750.00	4771 Tall Oaks
			\$21,098.09	

CITY MANAGER

PREVIOUS

UPDATES

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers  
**FROM:** Josh Rauch, City Manager  
**DATE:** May 5, 2023  
**SUBJECT:** Weekend Update  
**CC:** Department Directors, City Clerk, Law Director

## City Manager's Office

- We've received interest from qualified applicants for the HR Manager position, and I've begun scheduling interviews. The position will remain open until filled.
- Fire Chief recruitment kickoff went well. We've received an initial data request from the consultant so they can build a profile of the department (call volume, vehicles/stations, etc.) Interim Chief Taylor and I will coordinate on pulling that information together. We anticipate selecting a finalist by the end of September.
- This week I met with St. Helen's to discuss parking and traffic control while they conduct their annual festival. We will follow the same traffic and parking plan as last year.
- I had the pleasure and privilege of representing the City at this year's Bob Chiles Golf event in support of the Miami Valley Military Affairs Association. Many thanks to Sara and Katie for all they do to support MVMAA and the Bob Chiles event.

## Administration

- **Service Department Hiring:** One Maintenance Worker and two Seasonal Worker positions have been posted for applications. Interviews are expected to take place for these positions before the end of the month. Also with the upcoming retirement of Chad McBee, there is a need for a internal promotional promise for Equipment Operator.
- **AV System Update-** TechAdvisors and staff are meeting again on May 8th to finalize specs for an AV system upgrade.
- **Classification and Compensation Study-** Clemans, Nelson has received most of the comparable jurisdictions salary surveys. They expect to be able to provide preliminary data of wages on May 11th.

## Community Development Department

- There have been 440 Code Enforcement cases in the first quarter of this year.
- The Board of Zoning Appeals meeting is cancelled this month due to lack of cases.
- The new Citizen Portal was launched on May 1, 2023. Applicants can search code enforcement cases or apply, track, and pay for permits online: [Online Portal Link](#).
- Lori and Lane will visit business with the Source Water Protection Area to pass out educational information about the program and new ordinance starting next week.

## Finance Department

- Welcome back Tom! We were very glad to have him back in the office this week.
- We had a productive meeting with ClearGov this week to discuss their strategic planning module. We'll be participating in a beta test of the strategic planning software and will move forward with a purchase if the software is useful.
- Income tax collections continue to track with this year's budget forecast.

## Fire Department

- BC Taylor is settling into the transitional role of Interim Chief until a selection is made later this year
- This week crews underwent EMS training on strokes
- Hydrant maintenance/exercising has begun (weather permitting)
- Engine 6 is still in for maintenance (pump rebuild). Using Engine 7 as front line in the meantime.
- 5 new PT Firefighters will be starting in the coming week.

## Police Department

- We currently have possession of the donated truck for the SRO. We are now waiting for the wrap to be done, and we have met with P&R regarding a mobile radio.
- Chief Robinson attended the Ohio Association of Chiefs of Police conference in Columbus on April 23-25.
- Flock Cameras are still at 80%. The company had to order some equipment and parts to move forward.
- Officers Brookshire and Vendetti are currently in Fist Line Supervisory school.
- Officer Decker participated in the Dayton Service Initiative in Montgomery County. The partnership is a collaborative effort to reduce crashes and suppress crime on our roadways while bringing further awareness, education and transparency to our communities through traffic safety.
- We are in Phase 2 training with the county which includes firearms qualifications and scenarios. (Firearms Qualifications and Scenarios).

## Public Service Department

### Engineering/Administration:

- Began writing legislation for upcoming projects (traffic signal maintenance, crack sealing and guardrail maintenance)
- Attended Technical Review Committee meeting
- Began right of way appraisal work on corner of Spinning and Burkhardt
- Advertised for seasonal help (2) and one maintenance worker.

### Projects:

- Met with contractors for the 2022 crack sealing program they should start in mid-June
- Staff has been working on contracts for traffic signal maintenance, crack sealing and guardrail replacement with CMT engineering.
- Service department has received a new service truck from Enterprise leasing





- Staff is currently seeking bids on tear down/removal of Rohrer Park concession stand.
- Staff is getting quotes on repairing salt dome and installing new structure for sweeping debris.
- Approved and inspected multiple right of way permits.
- Springfield St West project: installing curbs along the south side of road.
- County watermain replacement project is ongoing in the Barrett/Bayside area.

Crews:

- Worked regular and overtime and applied hours to apply 12 tons of asphalt to address citizen complaints and in the roadways moving plat by plat working south to north
- Completed the sinkhole repair near the catch basin on Burkhardt in front of U-Haul storage
- Mowed all of the parks and the Cemetery
- Made multiple sign repairs
- Cleaned more catch basins as part of 2023 catch basin maintenance plan
- Repaired vandalism at Rohrer Park: reinstalled the plywood to secure the building, reinstalled concrete on a park bench and a grill pulled out of the ground
- Cleaned the parks at the beginning and end of the week

# MEMORANDUM

**TO:** Honorable Mayor and Councilmembers

**FROM:** Josh Rauch, City Manager

**DATE:** May 12, 2023

**SUBJECT:** Weekend Update

**CC:** Department Directors, City Clerk, Law Director

## City Manager's Office

- I've interviewed two qualified candidates for the HR Manager position and will be advancing both to a group interview with Department Heads later in May.
- I've contracted with Clemans Nelson for on-site HR support while we pursue the HR Manager recruitment process. Clemans will begin sending a staff person two days per week starting next week (May 16<sup>th</sup>). I anticipate this supplemental staffing will be needed for the next two months and have prepared a work plan regarding expectations for the consultant.
- We received additional direction from our attorneys regarding property maintenance code updates, specifically to enhance and clarify the proposed appeals process. Staff will make changes to the proposed code and resubmit for legal review. I'm optimistic we'll have a draft of the code to Council in June.
- This week I met with Dan Frazier, the union rep for CWA (Public Service Department) to get acquainted and discuss approach to this year's labor negotiation process. I also reached out to Josh Gwin (Fire Department) to provide an update on the Fire Chief recruitment process.

## Administration

- **Service Department Hiring:** Staff has received 19 applications for Maintenance Worker and 3 applications for Temporary Worker. First review of applicants for Maintenance Workers will be May 22nd.

## Community Development Department

- The Planning Commission meeting is Monday, May 15, 2023. There are 3 cases on the agenda. The work session will immediately follow the regular meeting.
- Chipotle Riverside location on Linden Avenue will officially open on Tuesday, May 16, 2023, at 10:45AM.
- Construction has begun on the Dollar General at 4203 Linden Avenue.
- Lori and Lane completed business visits along Old Troy and Brandt Pikes this week. The goal of these visits is to educate the business owners about the Source Water Protection Program and new overlay ordinance.

## Finance Department

- Staff are preparing a supplemental ordinance for June which will contain some accounting corrections as well as additional appropriation requests in various departments.

## Fire Department

- Engine 6 still at Dayton for repairs
- Hydrant flushing ongoing
- We still have an active posting for two FT Firefighter positions. The applicant pool has been extremely limited (similar to many departments nationwide).

## Police Department

- Flock Cameras are still being installed and nearing completion.
- Officers Brookshire and Vendetti completed Fist Line Supervisory school.
- April 2023 Stats:
  - Officers generated 276 reports, made 79 traffic stops, and issued 77 violations, and 77 warnings. 31 crashes and 5 were injury crashes.
  - Road Patrol made 50 misdemeanor arrests, and 10 felony arrests.
  - Officers had 128 self- initiated dispatches and made 197 citizen contacts.
  - The records clerk answered or called 658 citizens, 99 background checks, 153 records request and had 158 citizens walk into the window for assistance.
  - The Property Room Manager destroyed 114 pieces of drug material, donated 31 bicycles to a non-profit organization, and took in 31.4 pounds of drug material through the Drug Take Back Program for the DEA. Total items taken in 88 and total released or destroyed is 195.

## Public Service Department

### Engineering/Administration:

- Received OPWC application and began working on our submittal of Woodman Phase 1
- Reviewed various site plans
- Prepared roadway cost estimate for Glen Dean development
- Advertised our Crack Seal Program to bidders
- Submitted annual traffic taken by CMT to MVRPC

### Projects:

- Answering several resident questions in response to the Eastman, Lynnhaven and Meyer invoices that were mailed last week.

### Crews:

- Mowed the ROW, and included the areas along the AF Museum fence and across from City Hall
- Made repairs to 2 mowers that broke down during mowing
- Removed the power pole at Memorial Park in the way of construction on Springfield St



- Applied 3 tons of asphalt
- Replaced drain grates on and cleaned the catch basin on Old Harshman
- Made multiple equipment/vehicle repairs; leak in vac truck, back up beeper, etc
- Street sweeping in Huberville, Byesville, Lynnhaven, Beverly Gardens areas
- Repaired/replaced multiple signs
- Repaired ruts in Rt 4 ramp; damage from auto accident
- Picked up dead animals from roadway-Cleaned parks at the beginning and end of the week as scheduled and additional times after reservations during the week