

Pride ~ Progress ~ Possibilities

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

November 16, 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, November 16, 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) SWEARING-IN: Officer Brett Waler
- 8) MINUTES – Approval of minutes from the November 2, 2023, council meeting.
- 9) ACCEPTANCE OF CITIZEN PETITIONS
- 10) DEPARTMENT UPDATES:
 - A) Police Department
 - B) Fire Department
 - C) Public Services Department
 - D) City Manager Report
- 11) PUBLIC COMMENT ON AGENDA ITEMS
- 12) NEW BUSINESS
 - A) RESOLUTIONS
 - I) **Resolution No. 23-R-2894** – A resolution declaring certain property owned by the City to be surplus and no longer needed for city purposes and authorizing its disposition.
 - II) **Resolution No. 23-R-2895** – A resolution authorizing the city manager to enter into a renewal agreement with Colliers International for professional services as

*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.*

the commercial listing agent for the Wright Point Office Park, 5100 and 5200 Springfield Street, Riverside, Ohio.

13) PUBLIC COMMENT ON NON-AGENDA ITEMS

14) DISCUSSION ITEM – Budget 2024

15) COUNCIL MEMBER COMMENTS

16) ADJOURNMENT

MINUTES

CALL TO ORDER: Mayor Williams called the Riverside, Ohio, City Council Meeting to order at 6:30 p.m. at the Riverside Administrative Offices, 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 were as follows: Josh Rauch, City Manager; and Katie Lewallen, Communications Manager/Clerk of Council.

EXCUSE ABSENT MEMBERS: No council members were absent.

ADDITIONS OR CORRECTIONS TO THE AGENDA: There were no changes to the agenda.

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.

MINUTES: Mr. Maxfield moved, seconded by Mrs. Franklin, to approve the October 12, 2023, council work session minutes, and the October 19, 2023, council business meeting minutes. All were in favor. **Motion carried.**

LIQUOR LICENSES: There were no objections to liquor license requests from Taco Veloz Dayton LLC DBA El Taco Veloz, 4904 Airway Road, Riverside, OH; and Airway Petroleum LLC DBA Airway Shell, 6030 Airway Road, Riverside, OH.

WRITTEN CITIZEN PETITIONS: Mayor Williams stated that anyone wishing to speak should fill out a form located in the back of the room, fill it out, and hand it to the clerk.

DEPARTMENT UPDATES

City Manager Report – Mr. Rauch stated that he will bring a budget overview in ClearGov next week with the finance director at the work session. He stated that community development has been busy working on the land use plan and getting connected to some developers to let them know of the land that is available and how that may intersect with the comprehensive land use plan update. In administration, they have been successful recently, especially in HR, as there were four positions open in the public service department and they have four offer letters going out to fill those positions. A new police officer also started this week. He added that they had a productive meeting with the county treasurer this week. They received a good update

on the foreclosure process. They have recently published a new payment plan process for those who may be behind on their property taxes; there are several ways they can work with the office to get ahead and stay current on property tax bills. He stated the new AV system for council chambers is on order and is hoping to have the replacement of it scheduled for the end of the month.

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

NEW BUSINESS

A. RESOLUTIONS

- I) **Resolution No. 23-R-2891 – A resolution appointing the clerk of council as the Riverside City Council’s designee for the purposes of complying with Ohio’s Public Records Act training requirements.**

Mr. Denning moved, seconded by Mrs. Franklin, to approve Resolution No. 23-R-2891.

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

- II) **Resolution No. 23-R-2892 – A resolution authorizing the city manager to enter into a five-year agreement with Revize Software Systems (Revize LLC) for custom-designed web services and website maintenance.**

Mr. Maxfield moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2892.

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

- III) **Resolution No. 23-R-2893 – A resolution authorizing the finance director of the City of Riverside to seek advance payment of collected taxes for the tax year 2023.**

Deputy Mayor Lommatzsch moved, seconded by Mr. Joseph, to approve Resolution No. 23-R-2893.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS: Two requests to speak on non-agenda items were received. The mayor called Mr. Jack Williams to the podium. He asked the speaker to state his name and address, speak into the microphone, and keep comments to three minutes.

Mr. Jack Williams, 5836 Yorktown Ct., Riverside, stated he is a senior patrol leader from

Boy Scout Unit #329, and he is earning his merit badge for citizenship and community along with his brother. He added that he and his brother also volunteer by painting fire hydrants with Mr. Dan Ryan. He stated his troop has several members who have earned their Eagle Merit Badge through required projects at most of the Riverside City parks. He hopes that he and his brothers will continue that tradition.

Mayor Williams stated a few months back there was another member of Troop #329, James Ater, Councilwoman Fry's nephew, in attendance. He thanked Mr. Williams for joining them.

Mr. James Williams, 5836 Yorktown Ct., Riverside, stated he is here with the Boy Scouts Troop #329 at Riverside at St. Helen's Parish. He is earning his merit badge for citizenship and community. He stated that he and his brother have both volunteered with Mr. Dan Ryan by painting fire hydrants.

Mayor Williams stated that the reason they are telling them this information is because one of the requirements for the citizenship and community badge is to attend a council meeting and work with a local non-profit or charitable organization that is doing a community service. Both have done 12 – 18 hours in the last year and a half painting fire hydrants not only in their neighborhood but others as well in the city. He thanked Mr. Ryan for organizing that and for these young men for putting in good work. Mr. James Williams added that he is excited that their troop leader, Mr. Scott Skiple, has recently been appointed to the city parks and recreation commission.

COUNCILMEMBER COMMENTS: Mrs. Franklin reminded people that Tuesday is election day. Anyone who hasn't early voted can get out and vote. Mr. Joseph seconded what Mrs. Franklin said. He stated they have the right to express their vote and choose. It is important to protect that right to be able to choose and is so important in a democracy to be an active participant in a democracy as that is how it has stayed healthy for the last 200+ years. Mayor Williams echoed the comments on voting. He stated he and his wife went and voted yesterday, and it was easy. He stated the county board of elections validated parking and made it all very easy. He is also aware that RTA provides a number of free shuttle services to the polls. He hopes everyone forms a plan to vote. Many Americans take it for granted, but it is very rare in the world. Deputy Mayor Lommatzsch agreed with all the comments about voting. She thanked everyone who came out to welcome Brightview to the community. It is a service for people in the east Dayton Metro Area, and she looks forward to it having a positive impact on the community. Ms. Fry stated at the open house for Brightview she was able to hear them share their story with their clients and how they help them through the long haul of their journey. She thanked the Boy Scouts for coming to the meeting this evening and for working hard in the community. She stated the community is made up of people who step up and participate. This effort they have given does build community. Mayor Williams added that Ms. Fry organized a Girl Scout troop to paint fire hydrants as well with Mr. Ryan.

Mr. Denning reminded everyone of Hometown Holiday on November 11. It is at Stebbins High School and not Airway Shopping Center. There will be a number of food trucks there, and hopefully, there will be a new Christmas tree coming off one of the flag poles. There will be horse-and-buggy rides as well. He thanked the Chamber and board for putting that together. He thanked the Boy Scouts for helping in the community and welcomed them to work the haunted house any time in October for the Jaycees to get community service hours. Mr. Denning stated that the Hometown Holiday is from 3 – 7 pm. Santa will be arriving on the fire truck at 3:00 pm. The event is free, rides are a donation to the food bank, but the food trucks are not free. The money made from the buggy rides will be donated to the food bank. Mayor Williams thanked Mad River Schools for hosting and thanked Airway Shopping Center for the number of years they hosted.

EXECUTIVE SESSION: Mr. Denning moved, seconded by Mr. Joseph, to go into Executive Session for the following reasons: 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(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. Council entered into Executive Session at 6:44 p.m.

RECONVENE: Council reconvened from Executive Session at 7:19 p.m.

ADJOURNMENT: Being no further business, council adjourned at 7:19 p.m.

Pete Williams, Mayor

Clerk of Council

CITY COUNCIL CALENDAR

2023 COUNCIL CALENDAR

November 9, 2023 – Work Session

- FY2024 Budget Work Session

November 16, 2023

- Monthly Update: Police, Fire, Public Services, and CM Report
- Swearing-In: Officer Waler
- Resolution: WP Leasing Contract Renewal (Josh)
- Resolution: Surplus – Fire Department (Mark)

December 7, 2023

- Monthly Update: Finance, Administration, Community Development, and CM Report
- Proclamation: Shirley Reynolds, former councilwoman
- Ordinance: Permanent Appropriations – Budget (1st reading)
- Ordinance: Property Registration and Rental Code – 1st Reading (Nia)
- Ordinance: Supplemental Appropriations (1st reading)
- Ordinance: Annual Codification (Katie) (1st reading)
- Ordinance: Wright Point Note Renewal (1st reading)
- Ordinance: Permanent Appropriations – Budget (2nd reading)
- Resolution: Personnel Manual Update (Josh)
- Resolution: Police Levy Replacement – ballot (Katie)

December 14, 2023 – Work Session

- Business Licensing/Registration Discussion (Nia)
- Area-wide Rezoning (Nia)
- Land Use Development Moratoria (Nia)

December 21, 2023

- Swearing in of Mayor and two council members
- Monthly Update: Police, Fire, Public Services, and CM Report
- Ordinance: Annual Codification (Katie)(2nd reading)
- Ordinance: Supplemental Appropriations (2nd reading)
- Ordinance: Wright Point Note Renewal (2nd reading)
- Ordinance: Property Registration and Rental Code – 2nd Reading (Nia)

Going into 2024:

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

LEGISLATION



MEETING DATE: November 16, 2023

AGENDA ITEM: New Business

TO: Riverside City Council

FROM: Mark Miller, Fire Chief

SUBJECT: **Resolution No. 23-R-2823** – A resolution declaring certain property owned by the City to be surplus and no longer needed for city purposes and authorizing its disposition.

EXPLANATION

Staff is recommending we surplus the attached items due to being non-operable and/or antiquated to today's operations and/or equipment in the fire department. Items that may still hold a monetary value will be listed on Gov Deals per city charter to be publicly auctioned off.

RECOMMENDATION

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

FISCAL IMPACT

N/A

SOURCE OF FUNDS

N/A

EXHIBITS

Exhibit Attached

23-R-2894

A RESOLUTION DECLARING CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES AND AUTHORIZING ITS DISPOSITION.

WHEREAS, the City Manager does report that various capital property belonging to the City is no longer needed for municipal purposes and should be declared surplus; and

WHEREAS, the City Manager and the Fire Chief do recommend that said items be disposed of in the most appropriate manner in conformance to all applicable laws of the State of Ohio and the City of Riverside.

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

Section 1: This Council hereby finds and determines that the property listed in Exhibits "A" attached hereto and incorporated by reference herein is no longer needed for municipal purposes and is hereby declared to be surplus.

Section 2: Accordingly, the City Manager is hereby authorized to dispose of said items in the most appropriate manner in conformance with all applicable laws of the State of Ohio and the City of Riverside.

Section 3: The Clerk is hereby authorized and directed to forward a copy of this Resolution to the City Manager, Finance Director, and the Fire Chief.

Section 4: 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

23-R-2894

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-2894 passed by the Riverside City Council on _____.

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

CLERK

Exhibit A

- 1) Non-operable washing machine; Asset tag # 2342
- 2) Tempest gas ventilation fans; Asset tags # 2423, 2403
- 3) Non-operable Dell laptop; Asset tag # 820
- 4) Non-operable Samsung refrigerator; Asset tag # 2376
- 5) Non-operable fire hose dryer; No asset number
- 6) Scott air pack frames, Asset tag #'s 0181,0186,0479,0620,0167,0553,0155,0171,0164
- 7) Miscellaneous Scott air pack cylinders (9)
- 8) Miscellaneous Scott air pack face pieces (4)
- 9) Miscellaneous Scott air pack regulator parts (various)



MEETING DATE: November 16, 2023
AGENDA ITEM: Wright Point Lease Agreement Renewal

TO: Riverside City Council

FROM: Josh Rauch, City Manager

SUBJECT: 23-R-2895 - A resolution authorizing the city manager to enter into a renewal agreement with Colliers International for professional services as the commercial listing agent for the Wright Point Office Park, 5100 and 5200 Springfield Street, Riverside, Ohio.

EXPLANATION

The attached agreement renews our contract with Colliers International for leasing services at Wright Point. The underlying terms and conditions of the contract are unchanged. The contract will renew for an additional year, through November 9, 2024.

RECOMMENDATION

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

FISCAL IMPACT

N/A – The City expends money for leasing services primarily when tenants are renewed or new tenants sign leases for space.

SOURCE OF FUNDS

2402 – Wright Point Fund

EXHIBITS

Agreement renewal

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A RENEWAL AGREEMENT WITH COLLIERS INTERNATIONAL FOR PROFESSIONAL SERVICES AS THE COMMERCIAL LISTING AGENT FOR THE WRIGHT POINT OFFICE PARK, 5100 AND 5200 SPRINGFIELD STREET, RIVERSIDE, OHIO.

WHEREAS, the City of Riverside desires to renew its contract for services to lease office space in the above-mentioned properties; and,

WHEREAS, the City Council supports city-wide economic development and job growth, and entering into such an agreement will promote said development through the means provided by a qualified and professional commercial leasing agency.

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 renewal agreement with Colliers International, as represented by Richard P. Meder, Brokerage Senior Vice President, Principal Partner. Accordingly, the City Manager is hereby authorized to enter into said agreement, captioned "Listing Renewal Agreement," 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, who will submit a certified copy to the duly recognized agent of Colliers International, and to the Director of Finance.

Section 3: 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

23-R-2895

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-2895 passed by the Riverside City Council on _____.

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

CLERK

LISTING RENEWAL AGREEMENT

The undersigned having accepted your listing agreement contract on the 9th day of November, 2020; and whereas the time therein provided having expired or to expire on the 9th day of November, 2023; now therefore, we in consideration of your further efforts to procure a purchaser/lessee for my/our property at 5100 & 5200 Springfield St hereby renew said original contract until 11/9/2024.

All other terms and conditions of the original listing agreement contract are to remain unchanged and in full force and effect during this renewal except: None.

Owner

Owner

Date

I/We hereby accept the above renewal of the listing agreement on the terms and conditions above stated.

Colliers International Greater Cincinnati

CITY MANAGER

PREVIOUS

UPDATES

MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Josh Rauch, City Manager
DATE: November 3, 2023
SUBJECT: Weekend Update
CC: City Clerk, Law Director, City Staff

City Manager's Office/Administration

- Huge thanks to everyone who planned and participated in our first employee chili cook off today. The event was a lot of fun and I appreciated being able to spend time with everyone (especially between EMS calls). Congrats to Chief Taylor for winning the chili competition and to Katie for her victory in the soup category!
- Kudos to April Davis for her work on recruitments over the last several months. Offer letters will be going out to fill Maintenance Worker positions, a new Police Officer started this week, and we have interviews scheduled for Zoning Administrator next week. Recruitment in today's environment is difficult – we appreciate your efforts and thanks to all the Departments for their continued support and involvement.
- Kim, Nia, and I had a good meeting with County Treasurer John McManus this week. We discussed the property tax foreclosure process and some new tools the Treasurer's Office is using to help folks get back on track with property tax payments.

Communications/Public Relations

- Wrote and published media alert for 2024 Charter Review Commission applicants: <https://dayton247now.com/news/local/city-of-riverside-seek-charter-review-commission-applicants>
- Created section on website under Boards and Commissions to include Charter Review to better explain role of the commission. Designed and edited informational cards for council to hand out to residents who may be potentially interested in doing this short term commission.
- Typed BZA minutes from October 26, 2023.
- Attended Dayton Area PRSA (Public Relations Society of America) Annual Media Day, Tuesday, October 31, 2023.
- Created Facebook posts for Safe and Happy Halloween, Charter Review Commission applicants, and time adjustment for council meeting.

Community Development Department

Code enforcement:

- There were 11 new cases this week; 32 cases were closed. Currently 505 code violations cases are open or pending.

- The public nuisance process has been started on 5051 Norman Blvd.

Economic Development:

- The 2024 list for proposed Land Bank assisted demolition properties have been submitted to the Montgomery County Land Bank for review.

Planning& Zoning:

- Nia, Lori, and Taryn attend a training on new developments in Planning Case Law.
- October Stats: 42 zoning permits and 1 variance application submitted.
- Iworqs, the City's permitting system, has been updated to pull property owner information from the Montgomery County Auditor monthly. Previously staff had to manually initiate these changes every quarter.

Finance Department

- The Finance team has been meeting with Department Heads to finalize FY2024 budgets for next year. More info to come at next week's work session.

Fire Department

Administration:

- Crews installed the Rogue workout rack at Station 5. This is a rack system that can be folded into the wall to save floor space when not in use. Lt. Gwin led this project for the RFD.
- We submitted a surplus resolution to remove the first batch of outdated and non-operable equipment from both stations. If approved by council, the items will be listed on Gov Deals for disposal.
- The hose dryer was removed from the bay at Station 5 with the assistance of Public Works. These interrelationships and equipment sharing between departments are essential to reduce costs and duplication of equipment.
- Plymovent came to survey our stations to place an accurate bid on our advertised vehicle exhaust system at both stations. We anticipate at least two bids on the project from leading manufacturers in the industry.

Incidents and Staffing:

- Crews responded to 64 EMS incidents and 12 Fire incidents.
 - Averaged 10.85 incidents per day.
- The RFD averaged 8.14 personnel working per day.
- On Sunday, the 29th, Engine 6 and Battalion 5 responded mutual aid into Dayton for a residential structure fire. Crews operated for over an hour before being released.
- On Tuesday October 31, Engine 5, Medic 6, and Battalion 5 responded to WB 35 at Woodman for a vehicle accident. Crews arrived to find a serious single vehicle crash with one occupant that was extricated prior to the arrival of RFD units. RFD paramedics transported the patient

with serious injuries to the trauma center. Fire crews remained on-scene due to a power pole being struck during the incident. Crews awaited AES for repairs. BC Wenzler had command.

Community Outreach:

- On October 31st, Station 5 crews had special visitors from Stebbins Middle School. The 25 students speak limited English as they have immigrated from across the globe and ended up in Riverside. The students Trick or Treated around the offices in the building and toured our fire apparatus.
- Station 5 and 6 crew members got out into our neighborhoods to pass out Halloween candy to our residents. These types of community outreach are beneficial for both the community and our crew members to both build relationships and sell what the RFD does for the community. Crews were provided candy by the Riverside Firefighter's union.

Training:

- Crews participated in a vendor training regarding new video laryngoscopes we have budgeted to purchase in 2024. These types of advanced equipment are essential to provide the highest quality of pre-hospital care possible.
- We were able to secure a free spot in the upcoming Firefighter Safety and Survival program being held on November 11 and 12th. FF/Paramedic Robinson will be attending for the RFD and bringing the latest in tips and techniques back to the organization for company level training.

Police Department

- Brent Waler was sworn in by Mayor Williams on Thursday 11/2/2023. He is set to start work as Police Officer on November 4th.
- We are continuing to work towards filling 2 open Police Officer positions. We have interviews set up with 3 potential candidates for our 2 open positions.
- Sinclair is graduating a Police Academy class this month and we have 6 or 7 potential Police Officer candidates from that class.
- We are continuing contract negotiations with both Police Officers and Sergeants.
- Closed out the 2022-2023 IDEP/STEP grant and requested reimbursement (\$4768.17)
- Uploaded 2023 CPT training into the state portal (about 90% finished) will receive reimbursement for 24 hours per officer.
- Updated our OPOTC roster for 2023 including Waler being hired.
- Teranga students from Mad River Middle came over to the police department and fire department to trick or treat.
- Sgt Vance's shift located two stolen vehicles and made the arrest of two juveniles.
- Partnering with East Dayton School on a school sweep with K-9 Tina.
- Wrapping up Phase training with the county for the year.
- On Halloween the Police Officers working the streets passed out candy to the kids in Riverside.

Public Service Department

Engineering/Administration:

- We interviewed 6 candidates for maintenance worker and made offers to 4. All 4 accepted and all but one will start the week after Thanksgiving. Kudos to April Davis for scheduling, organizing and helping with conducting the interviews and most importantly making the offers.
- Submitted ad to Dayton Daily for Snow Removal and Deicing contractor bids. Bids will be opened November 16, 2023 at 10 am. A list will be developed to call from starting with low bid.
- Finalized Snow Removal and Deicing bid package.
- Looking at other funding sources for Woodman Phase 1 construction. Met with Montgomery County TID Friday.
- Sat down with Finance Director to discuss the Service and Capital Budget for 2024.
- Attended meeting with MSD, Community Development and CMT on underground stormwater detention.

Projects:

- Woodman & 35 project: Staff is still working with Eagle Bridge & Miller cable to help solve the traffic issues in regards to traffic light problems. Problems could be coming from signal at Linden.
- Springfield St West construction: We are still waiting for 2 punch list items to be completed by the contractor.
- Airway bridge replacement is still ongoing. Scheduled to be completed November 10.
- Multiple right-of-way permits have been reviewed, approved, and inspected.
- Attended the preconstruction meeting with the County about Phase 3 Bayside & Barrett water main replacement.
- Met with Tackett Tree Service about removing trees on St Rt 4.

Crews:

- Assisted the Fire Department with removal of a large piece of equipment for disposal
- Applied 3.0 tons of asphalt on City roadways to address resident complaints
- Continued with more dump truck preparation/repairs for winter operations
- Ran the street sweeper on the main thoroughfares; This completes 2 passes on all residential streets and 3 passes on all main thoroughfares in 2023
- Performed routine equipment maintenance
- Finished with late season final grass mowing
- Cleaned the parks at the beginning and end of the week
- Removed graffiti from RTA shelter
- Made several sign repairs
- Received a 100 ton road salt order; salt on hand is at full storage capacity

MEMORANDUM

TO: Honorable Mayor and Councilmembers
FROM: Josh Rauch, City Manager
DATE: November 10, 2023
SUBJECT: Weekend Update
CC: City Clerk, Law Director, City Staff

City Manager's Office/Administration

- City offices are closed today, November 10th, in observance of Veteran's Day. Thank you to all who have served!
- I attended this month's Mayors and Managers meeting which was hosted by Wright-Patterson Air Force Base. I accepted a nomination to serve as Secretary for the organization over the next two years, and am excited to continue growing relationships with our base and neighboring communities.
- A reminder that Hometown Holiday is tomorrow, November 11th, beginning at 3:00 PM at Stebbins. Thank you to all our staff and Departments who assist with this event, and particularly the Fire Department for providing direct Santa Support & Transportation.

Communications/Public Relations

- Typed Council minutes from November 2, 2023; created packet for next council meeting.
- Submitted contract for new city website; began process of joining the project team as the city liaison of our new city website.
- Created Facebook posts ODOT update on 35 closing during the night on Wednesday and Thursday, McDonald's shows PD appreciation, Offices closed on 11/10 for Veteran's Day,

Community Development Department

Code enforcement:

- There were 15 new cases this week; 36 cases were closed. Currently 485 code violations cases are open or pending.
- The Montgomery County Treasurer has sent 4505 Byesville to foreclosure.
- 1 STOP WORK ORDER this week for a flag vendor set up at 4601 Old Troy (former Subway)
- 48 Signs Removed from ROW areas on Election Day, which is down considerably from years past.

Economic Development:

- Lori attended the Business 1 meeting in Middletown this week.

Planning& Zoning:

- Zoning Administrator interviews were held this week. We will not hire from this pool of candidates. We are still exploring other options such as a search for a Community Development Technician.

Finance Department

- Budget prep for Council work session.
- Preparing for next week's pivot to capital and debt budgeting. More to come at the meeting on the 16th.

Fire Department

Administration:

- Two physical agility tests were held for new part-time hires.
- On Monday, Engine 6 returned from Rosenbauer. It was delivered to the Dayton Fire Garage and had a full preventative maintenance (PM) inspection completed. The unit returned to Riverside on Wednesday where it was re-stocked and placed back in-service. Next week, the spare Engine 7 will go to the Dayton Fire Garage for PM and pump testing.
- On Thursday, November 9th, an all-officer meeting was held at fire headquarters.

Incidents and Staffing:

- Crews responded to 74 EMS incidents and 18 Fire incidents.
 - Averaged 13.14 incidents per day.
- The RFD averaged 8.21 personnel working per day.
- On November 3rd, units responded to Woodman Drive for a report of a person struck. RFD units arrived to find a single male with significant injuries. The patient was transported to the trauma center by RFD paramedics.
- On November 6, Engine 6 responded to a commercial structure fire in Beavercreek Township. Crews operated with Greene County units for 45 minutes before returning to the city.

Community Outreach:

- There were no community outreach events during this reporting period.

Training:

- Crews attended trauma case study reviews with Premier Health at the city building from Tuesday through Thursday. These case studies provide realistic scenarios from around the Miami Valley with local healthcare providers. This training allows our EMS providers to talk through the continual care of our most serious trauma and medical patients.
- Crews reviewed hose loads and deployment's while re-stocking Engine 6.

Police Department

- Both Sergeants and Patrol Officers contracts negotiations are continuing this week.
- Staff meeting on Tuesday 11/7/2023. We discussed budget, Council meetings and parking issues.
- We got news that the new cruisers are estimated to be ready by the end of December if we are lucky.
- Purchased a 2020 cruiser as a replacement.

September Monthly Stats:

- Officers generated 342 reports.
- Made 98 traffic stops, issued 94 citations, and gave 52 traffic warnings.
- Self-Initiated 204 calls.
- Arrest 40 misdemeanor and 10 Felony arrest.
- 55 crashes.
- 15 Injury crashes

Front Desk/Records:

- Answer/Make Calls 577
- Walk Ins/ Window 182
- Background Checks 105
- Records Request 166

Detective Section Stats

- There was a total of 46 felony cases investigated.

Property Room

- 24 pounds of drugs/Narcotics collected in the last 6 months were dropped off to the DEA for the drug drop off program.
- 13.2 pounds of prescription drugs was collected from the drop box.
- 1 gun logged into property.
- The total number of items logged in was 133 pieces.

Forensic

- Digital forensics on 6 cell phones and 1 data device.
- Most of support time worked was spent in relation to Motorola P1 connection to MCSO issues, with this tunnel have a lot of drop issues.
- Completed training with NW3C a forensics training company on fraud. Rifle requalification at MCSO, with shift. Also completed LEADS ATAC certification and security training.
- Road Calls 27.3% of time worked.
- Road Reports 16.9% of time worked.

School Resource Officer

MONTHLY HIGHLIGHTS – OCTOBER 2023

- Ofc. Nick's Breakfast Club.
- Met with Teranga Students.
- Attended AG School Safety Meeting.
- Attended Stebbins HS Threat Assessment Meeting.
- Assisted Carroll HS with Threat Assessment.
- Worked TNL Stebbins Football Game.
- Assisted with Teranga Students touring PD / FD bldg.
- Safety Drill with Saville.
- 35 Ticket Pizza Party with Stevenson Students.

SCHOOL CHECKS / CAMPUS VISITS

- Brantwood – 6
- Beverly Gardens – 7
- Saville - 6
- Stevenson – 6
- Spinning Hills – 8
- Mad River Middle - 8
- Stebbins - *Every School Day
- Incidents – 55
- Reports - 10
- Charges - 5

Public Service Department

Engineering/Administration:

- Prepared Interview/Questions for adding additional Working Foreman. We have three candidates. Interviews are scheduled for Wednesday.
- Prepared BZA opinion letter for adding second drive on 408 Pandora.
- ODOT notified me of lane closures on US 35 this week and next, also Woodman closure. Watch for Facebook posts for more details.
- Met with Josh and Nia about collapsed storm sewer pipe off Needmore. Requested cost estimate for repair from CMT.
- Received quote to replace the 26 trees taken out as part of the 2022 Paving Program. This is required by City code. Trees will be planted next spring for residents wanting theirs replaced.

Projects:

- Working on placement and sizing of Source Water Protection Program (SWPP) signs
- Traffic signal issues appear to be resolved at US 35 and Woodman
- Working on putting together training programs for the 4 new maintenance workers

Crews:

- Operated with only of 4 workers per day while awaiting start day for new employees
- Paint striped the parking spaces for 1791 Harshman personnel and work vehicles (Service, PD, and FD5)
- Dug up the septic tank to locate the lid for clean out of septic tank after plumbing backup at 1791 Service Building
- Prepped trucks for Krown (rust inhibitor applied on Tuesday Nov 7)
- Ran street sweeper on Route 4 bridge decks
- Restocked supplies: Construction materials, signs, parts for sweeper repairs
- Made multiple sign repairs
- Cleaned the parks at the end of the week
- Assisted PD with traffic control devices for Riverside's Hometown Holiday