

RECORD OF PROCEEDINGS

Minutes of the Riverside City Council Meeting

Held on Thursday, September 14, 2023

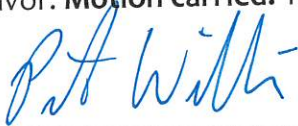
Discussion continued on the information that will be transparent and how information can be made that is most helpful to the people and to the council. Mr. Rauch stated they will use every tool at their disposal to answer the questions the best that they can.

Mr. Denning asked if this would do the same thing with income where it separates what is coming in such as gas tax as that can only be used for specific things. He stated that would be important for people to know the money coming in, where it is going, and what it is paying for. Most of the income tax goes to fire and police, but they still pull some money from the general fund to help fund fire and police on top of the income tax. People need to understand when they go out for a levy where the money they have is and if citizens want them to do more, then they need more coming in. Mr. Joseph stated that in an ideal world, every department would be self-funded because they would have a dedicated income source. Mr. Rauch stated that after the operating side is plugged in that will get data in a place to build a budget book for 2024. This is the value of the budget work session. Last year, he took everyone fund by fund, but now they can go department by department. They will ideally be in a situation of total revenue coming in, total going out, and a delta above and below compared to next year. He stated they will review more when they get deeper into the budget process.

City Manager Updates – Mr. Rauch stated that Dayton is working on a project near Valleycrest with the EPA. Dayton suggested to the city that one of the things they are trying to do is take the right of way, some of which is worn down but extend it out to make more of an official road that extends to Brandt Pike. There is a little section of the right-of-way in Riverside. Dayton has asked Riverside to change its boundaries so that they can connect up the road. Ms. Grandjean is working on an ordinance for this. The city is not giving up any income tax, residences, or businesses; they are just giving up a bit of a liability in the sense that they want a road, and Riverside can let them have it. Mr. Joseph asked if the trucking terminal there had any employees. Mr. Rauch stated the building is still in the city limits. He will verify that. They are only giving up a small section of roadway. He stated that a supplemental will be coming to them at next week's council meeting. It is for roughly \$350,000 about half of that is because of grants they have been awarded that will be reimbursed. The city just has to front the money now, which is roughly \$160,000 - \$180,000.

Audio went out at this time.

ADJOURNMENT: Mr. Joseph moved, seconded by Mr. Denning, to adjourn. All were in favor. **Motion carried.** The meeting adjourned at 7:27 pm.



Pete Williams, Mayor



Clerk of Council

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Mr. Joseph asked if projections could be run through this module. Mr. Rauch replied that they could. He stated that once labor negotiation contracts are finalized, it lets them plug in an increase for out years, and it will show and know where employees are in the unit, what step they are at, and where they are going to go in 2025, 2026, and so on. They are building to a point where he can give them a budget and five-year projection. Additional scenarios can also be created as a planning tool.

Mr. Rauch presented the budget book module, which pulls the data from the other modules where data has been entered thus minimizing the likelihood of human error. He stated that last year he developed the popular budget document that summarized by fund. The budget book module effectively does all of that. On the back end, there is a list of templates that have to be built out in order to win a GFOA award. They will start to build those out. Part of what they get as a subscriber to the service is the key demographic information that the software company gets as they have an API with the Bureau of Labor Statistics that will tell them median home value, household size, etc. A lot of leg work that takes staff time is now automated. He stated as they continue to work on this over the next couple of weeks, he is hopeful that they will have personnel and operating in a good place as well as capital to have good budget conversations in October and November. They will start building the templates out and plugging away so that in a couple of years from now they will have a full-fledged budget book.

Mr. Rauch presented the Strategic Planning module, Clear Plans. The company's long-term road map is to create more linkages between this kind of product and the budget itself. A couple of years down the road, they will be able to view a budget line item that supports a particular strategic initiative the City of Riverside is working on, and all of that data will be linked. So, if something is updated in the strategic plan it will be reflected in the budget and vice versa. He stated it is a strategic planning tool in the sense that they had key focus in priority areas and had identified some projects in each focus area. The strength of this is that under the focus areas, they can identify specific tasks that need to be done and indicate whether or not those tasks are on track. He used the stormwater utility fee as an example of the assigned tasks. They are able to assign tasks to staff to log in and update. He spoke with the company and stated they have actually built a work-planning tool. They can also build a mirror to it and put it on the website so that people can see where the status of the strategic plan is.

He explained the transparency and dashboards that can be created. Mr. Joseph stated for what they can be transparent about with everyday financial transactions, he wants to be able to say to a resident where they can go look and see what is happening with the budget. Ms. Fry asked if they would be able to drill down into the graphs or are they static. Mr. Rauch stated he has not built them out yet, so he is not sure at this point. He believes they are interactive where if the cursor hovers over a graph it may give more information but not drill down into it. That is an opportunity where they can use the transparency portal to develop a widget or graph that will answer the question.

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D) ClearGov Budgeting Intro – Mr. Rauch stated the budget that he is showing with this platform is not a complete budget but is being used to show them what the platform is and what it will do moving forward. He stated ClearGov is a software company that operates on modules. The city has acquired the following modules: capital budgeting, personnel budgeting, operational budgeting, digital budget book, and a public transparency portal. He added that the city participated in a Beta test for ClearPlans, which is a strategic planning module; the company's long term goal is to fold that more deeply into the budgeting process for this side of their system. The module that the most work has been done on is the personnel module. He presented the module based on their personnel picture and what they believe will go into 2024. The data entered becomes organized so that it can be represented and summarized very quickly. The system's ability to summarize is extensive and helpful. He showed the charts and graphs that will be displayed in budget books and online on the website to explain how the numbers break down. He explained how a lot of the budget discussions they have are organized in terms of funds, which is important since they do fund accounting. While this is one way of looking at the budget, it is not necessarily intuitive for people not familiar with government accounting. For instance, a person may look at the Police Fund and make an assumption that is all the police department costs. In reality, that is not true as the police department pulls money from lots of different funds. This personnel tool is able to organize all of that data in a way that shows by department. The operating budget module works in much the same way summarizing across all funds and showing the total cost that each department creates for the city regardless of funding source. The key thing point here is that it's enough of a baseline being able to look at this data and start to show people that when assumptions are made about keeping staffing just the way it is going into next year, almost 40 percent of the personnel costs go to police and almost 40 percent of the personnel costs go to fire. Together, those departments are almost 75 percent of the budget. The personnel in administration, finance, and community development is about 10 percent of the entire personnel budget. When looking for places to save on personnel, this is what he means they can look at and see there is not much there to save; there is no fat to trim in personnel. He added that they are doing quite a lot with a fairly lean staff on the city hall side. Police, Fire, and Service, while having the biggest share of the budget do quite a lot with having the limited staffing.

Ms. Fry asked if there is an equivalent graph associated with the departments that show the capital budgeting. Mr. Rauch stated there will be, but it is not ready, yet. It will be the last module to be built out. There is a way to develop a capital plan. One of the changes they will make in the budget and showing in this system at the behest of the auditor is to move 702 and 703, some of the capital debt service funds, and eliminate those funds and talk about capital in terms of departments and other funds. This tool will help them tell the story of personnel, operations, and capital. It will show where the money goes.

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Mr. Rauch added that at next week's council meeting, they will be making appointments to the parks and recreation board and the board of zoning appeals. There was one new applicant for the board of zoning appeals. Ms. Holt has met with that applicant and is comfortable with the applicant. That board has been down a member for some time.

B) Glendean Land Discussion – Ms. Holt stated this has been going on for quite some time as it started with a rezoning in 2021 under a different developer. It was originally a 14-acre project, but since then it has changed as the developer has changed. The back half has been subdivided as they realized with studies that the back half cannot support development, and the soils are unstable. It is now under a new developer, who is now reconfiguring a new layout. They are looking to the city to see if they are interested in using the city-owned parcel. They would like to use a city-owned parcel to access Derwent Drive for utilities and expand a stormwater basin to relieve some of the drainage and stormwater issues over there. She asked the council if they were interested in her continuing those conversations with the developer. Discussion was held on whether it would be selling the property or providing an easement. Mr. Rauch stated they are trying to determine if the council has any hesitation on parting with this property, so they know the next steps to take with the developer. Currently, the staff is just mowing it. Most of it is in the floodplain. Ms. Holt added if they move forward, should the developer submit a CRA application that would give the housing council something to negotiate. Mr. Rauch stated the property has some challenges due to its flood and drainage. Mr. Denning stated that it was owned by the Village of Riverside and originally was part landfill that was covered with honeysuckle and vegetation. A Boy Scout/Eagle Scout project was to clean it up with the help of the Jaycees. The Parks and Recreation Board had put in for some grants to make it like a picnic grove, but that fell through. He stated if they can't make it into a park-like setting and it costs them a lot for maintenance, then it doesn't seem like it is good for them to keep it. He prefers it to be a picnic grove, but if they have the opportunity to cut maintenance costs and make it into something more positive, then he is for it. Mr. Rauch stated they need to figure out what the real ask is. Once that is figured out, he will schedule a time to have an executive session about real estate. Mr. Joseph asked if there was a way for them to be informed on all the infrastructure assets and city-owned properties on a map. Discussion continued on capital assets. Mr. Joseph asked to know the assets the city has, the value of those, and when they need to replace them or not. He added it is good to know what all the city owns. Mr. Rauch stated they would do the homework and be back with the council in October on this matter.

C) Source Water Protection Grant – Ms. Holt stated the city has been awarded a \$4,564.00 grant from the Source Water Protectionary Fund Board since working with their partners and the service crew to get the groundwater signs up. They will see the signs up soon around the community on Valley Street and Springfield Street. Ms. Lommatzsch asked if some information could be put on the website explaining what those signs are about. Ms. Holt stated that they could do that.

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

- II) Resolution No. 23-R-2869 – A resolution renewing a professional service agreement with Colliers International as the property management agent for the Wright Point Office Park, 5100 and 5200 Springfield Street, Riverside, OH.**

Mr. Rauch stated this is a clean-up of the existing property maintenance contract with Colliers for property management services. This will see them through to the end of the year and give them time to rebid the project for next year.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2869.

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

WORK SESSION:

A) Various Board & Commission Appointments – Mr. Rauch stated that housing council members will be appointed at the next council business meeting. It is a common practice to appoint staff members to the housing council. Mr. David Owens from the Planning Commission has been appointed to the housing council and the council gets to appoint two, and the mayor gets to appoint two. Once those are appointed that group of five gets to appoint two additional residents-at-large. The staff recommendation to the council is to appoint the community development director, the economic development specialist, and the finance director. Staff believes it would be helpful to have someone from the council also sit on this board since the housing council is making recommendations to the city council about CRA incentives. He asked if anyone on the council would be interested in serving on the housing council. Deputy Mayor Lommatzsch recommended Mayor Williams to serve on the housing council as his background and expertise are in that field. Mayor Williams explained he does have some background in the legislative process the council would go through from a previous role he held on the staff side when he worked in Greene County for enterprise zones and similar state-run programs. He agreed to be the representative for the city council. Mr. Rauch explained how the housing council works and the recommendations or denials that they will bring to the city council. Having a member of the council on that body provides the ability for that person to report to the city council what the conversations were like and represent their viewpoint. Ms. Holt added that the housing council would review any approved applications and CRA agreements and make sure that the agreements are being adhered to. She recommended that once it is established, there would be an annual meeting to review those. Mayor Williams added that if there aren't new applications then they would still meet annually to review existing CRA agreements to make sure compliance is being met. Ms. Holt agreed. Discussion continued on how to find the two members-at-large. Mr. Rauch invited anyone watching to email nholt@riversideoh.gov if they are interested in serving on the housing council.

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CALL TO ORDER: Mayor Williams called the Riverside, Ohio, Special City Council Meeting and Work Session to order at 6:01 p.m. at the Riverside Administrative Offices, 5200 Springfield Street, Suite 100, Riverside, Ohio, 45431.

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

ROLL CALL: Council attendance was as follows: Mr. Denning, present; Mrs. Franklin, absent; 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; Nia Holt, Community Development Director; and Katie Lewallen, Clerk of Council.

EXCUSE ABSENT MEMBERS: Mr. Joseph moved, seconded by Mr. Maxfield, to excuse Mrs. Franklin. All were in favor. **Motion carried.**

ADDITIONS OR CORRECTIONS TO THE AGENDA: Mr. Rauch stated that item 11 (3) would be taken off the agenda and brought back at a later work session.

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

EXECUTIVE SESSION: Deputy Mayor Lommatzsch moved, seconded by Mr. Maxfield, to enter into executive session for the following: 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. The council entered into an executive session at 6:03 p.m.

RECONVENE: The council reconvened at 6:23 p.m.

PUBLIC COMMENT ON AGENDA ITEMS: Mayor Williams stated that anyone wishing to speak on THE agenda items can find a form in the back and hand it to the clerk. No one came forward to speak.

RESOLUTIONS

- 1) **Resolution No. 23-R-2868 – A resolution confirming the city manager’s appointment of Mark Miller to the position of Fire Chief for the City of Riverside, Ohio.**

Mr. Rausch stated this will confirm the appointment of Mark Miller to the position of fire chief for the City of Riverside.

Mr. Denning moved, seconded by Mr. Maxfield, to approve Resolution No. 23-R-2868.