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ITEM 1: CALL TO ORDER: Mayor Flaute 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.

ITEM 2: ROLL CALL: Council attendance was as follows: Mr. Curp, present; Mr. Denning, present; Mr. Fullenkamp, present; Mrs. Lommatzsch, absent; Mrs. Reynolds, present; Deputy Mayor Smith, present; and Mayor Flaute, present.

Staff present was as follows: Jim Percival, Interim City Manager; Emily Christian; Assistant City Manager; Tom Garrett, Finance Department; Bob Murray, Economic Development Director; Brock Taylor, Planning and Project Management; Mitch Miller, Service Department; Frank Robinson, Police Department; and Bob Turner, Fire Department.

ITEM 3: EXCUSE ABSENT MEMBERS: A motion was made by Mrs. Reynolds to excuse absent member Mrs. Lommatzsch. Deputy Mayor Smith seconded the motion. All were in favor; none were opposed. **Motion carried.**

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

ITEM 5: APPROVAL OF AGENDA: A motion was made by Mrs. Reynolds to accept the agenda as submitted. Mr. Denning seconded the motion. All were in favor; none were opposed. **Motion carried.**

ITEM 6: WORK SESSION ITEMS:

- A. Presentation by Kennedy Consultants regarding City Manager selection process

Mr. Fullenkamp introduced Ms. Kim Early and Ms. Ira Kennedy-Fincher from Kennedy Consultants, a Human Resources firm. They will talk to us about some HR issues and perhaps a process to look at on how we hire our city manager. Tonight they will give us a presentation and we will have a chance to ask as many questions as we like.

Ms. Kennedy-Fincher: When Mr. Fullenkamp contacted us he talked to us about a few things, in particular, about the hiring of a city manager. I prepared who Kennedy Consultants is, what we do, and how we think we can assist you. We've had about 35 years in personnel experience, specializing in HR policies and procedures as well as all kinds of training and other initiatives. We are the go-to resource in the Miami Valley for communication, team building, diversity and inclusion, coaching, and training. We have local customers like Montgomery County, City of Centerville, City of Dayton, and the Veterans Administration, just to name a few. There are others as well and we are happy to be here this evening to talk to you.

Ms. Kennedy-Fincher: One of the things we found through the years that's really important to stay focused on is the fact that our workplace is changing based on so many reasons; the big one right now is that we have five generations in the workplace and those generations collide sometimes and can cause some issues. So one of the things we try to stay focused on is making sure that our procedures are current and up-to-date. Hiring and selection procedures need to change with the times as well; it is one of the things we offer and one of a number of areas we talked with Mr. Fullenkamp about. The first thing we would provide for you is to do an assessment of your hiring policies that now exist. I did get a chance to review some information about Riverside and I'm sure that as you look at your policy, you'll see there are some potential gaps where things have changed in the work environment, maybe not at the same pace as your policy. In addition, we will evaluate your city manager position description and ensure it addresses the expectations you, as council, have.

Mr. Curp: You mentioned reviewing the city's hiring policies; are you talking about the hiring policies for just the city manager position and the search for that or are you talking about the entire policy. Ms. Kennedy-Fincher: In general, the hiring policy should be used for every position and what I've seen for the Riverside policy, it

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includes the city manager. I would be talking about your hiring policy in general and specifically, in that policy as it addresses the filling of the position for the city manager and anything related to filling that position.

Ms. Kennedy-Fincher: When we start talking about candidate search that is key. I wouldn't say I've done hundreds of interviews but I have written many, many interview questions and anchors. I was with the Wright-Patt personnel office for about 20 years and actually re-wrote the interview guide for them. I know that interviewing is critical so one of the things we talk about is looking at your vacancy announcement to make sure it's drawing the kinds of candidates you are looking for. Second we develop the application process that would allow you to screen those candidates. At no point would Kennedy Consultants be responsible for your announcements or your advertising for the position, but all the other pre and post work we would be involved in. We would also screen your applicants for you and ensure the best applicants make your list. We write interview questions with anchors and a scoring matrix so there is no guess work in who you are selecting. If you have interview questions and anchors, you cannot deviate from what you are looking for which is why the questions are so important. If in your question you are asking "can you do x, y, and z" - your anchors would be have you done it which would maybe be 10 points, 5 points if you've seen it but maybe not have done it or you've participated, and the zero might be you didn't have any experience in that particular area. That kind of scoring and anchoring to a question allows you to do simple math at the end - do the matrix, add it up, and you have who your selection is. It makes it much simpler but the anchors must be related to what your questions are, so your questions must be centered on what you are trying to get to for your city manager.

Mrs. Reynolds: Will you please talk a little more about developing anchors. I want to make sure I understand that. Ms. Kennedy-Fincher: If you have interview questions and the question asks a specific thing such as "have you had city manager experience"; you can decide what your range is. We work with your council to determine that. If you want to have a 10 point range for example or 5 points, whatever you decide, the top score in that anchor would be the person that has been a city manager somewhere else before. Your mid-range might be someone that has been deputy city manager or assistant city manager, then your lower score would be someone who has worked in a city manager's office. That allows you to put numeric values to those experiences so you're not guessing at what kind of experience a person has and it makes it much simpler; if you have 10 candidates you are scoring, you are going to naturally add up to who has the highest score or the top 3 scores which is what I usually recommend for who you actually interview.

Mrs. Reynolds: If we go back to "screen all applicants and rank them based on merit"; if we are looking for a city manager and a resume comes in that has had no city manager experience, how would that merit moving forward. Ms. Kennedy-Fincher: It may not and that's the important part about writing your job description and writing your announcement. If having city manager experience is critical for you then it's a critical factor; if you get 10 or 15 applications and the person you are looking at has none, then that person is screened out. They don't meet the qualifications. You also have flexibility; education and experience for instance. Say you expect a person to have xyz degree but a combination of education and experience works; your desire may be someone with a master's degree but you get a candidate that has a bachelor's degree and has great experience in city management, you can do the combination of the two. That is why it is so critical how you write your job announcement so you give yourself the tightness or the flexibility that you need to screen your candidates well.

Mrs. Reynolds: So it's important for us as a council to make sure those questions are what we really want. Ms. Kennedy-Fincher: Yes; one of the things on the list is that I would work with council to make sure the questions we prepare meet what you are looking for. If you are looking for this set of skills but your questions never touch it, then you are not going to get the candidate you are looking for. It's really crucial anytime you are doing hiring to make sure you are matching that. Mrs. Reynolds: How will your firm determine that we've asked the right questions; how are you going to evaluate us vs. what we put on paper. Ms. Kennedy-Fincher: First you need to look

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at your position description; that review is critical. You need to make sure the position description actually defines what you want that person to do. If it is not specific; if it does not say you want the city manager to do x, y, and z then you are not going to get there because your candidates are not going to know what you are looking for. If you write a tight job description, you are more than likely going to get a good question out of that job description. You use that tool to get there and that's why we are here – we have years of experience in HR and we can assist you in writing those questions, the position description, and the vacancy announcement.

Mr. Fullenkamp: Does the anchor evaluation start with the resume or does it only occur at the interview stage. Ms. Kennedy-Fincher: The anchor portion is for interviews but the screening begins at resumes. For instance, if the job description says you want the person to have a master's degree or 3 years as a city manager, those are screening factors; so when you get your resumes in and you have candidates that have no city manager experience whatsoever, they are off your list if you've said that's a requirement. You can also say it's desired and that comes in to ranking; that person is still on the list because they have these 5 things however they missed these 3 things, so they are lower on the list.

Mr. Fullenkamp: Do you have a high level of confidence in initial screening from resumes. Ms. Kennedy-Fincher: Yes, absolutely. It is your first line of defense to make sure you are getting the kinds of candidates you want. There are other things that are really important; if you come up with for example your top 5, you must ask the same questions to all 5 candidates to make sure you are screening them fairly and make sure you are looking at the same factors in every one of those candidates. The anchoring keeps it much more objective. If I ask a question and I don't have anchor for you to tie that question to, Mrs. Reynolds may say I think he was a 10 and Mr. Denning might say I think he was a 4, then how do you balance that out. When you start scoring those folks, you are going to get a bunch of mid-range folks; so the anchoring removes some of those things.

Mr. Denning: She could say he is a 10 because he has 7 years of experience and I could say he is only a 7 because he has only 7 years of experience but he has manager experience. Ms. Kennedy-Fincher: That's why your anchors are so important because your anchor should have your range; for example, if you're looking for someone with experience, the anchor could be someone with 5 to 7 years = 10 points, 3 to 5 years = 5 points. Mr. Denning: So it gives us the exact information we need to be able to give it a number; then we add it all up and say these are the two best, which personality do we like the best. Ms. Kennedy-Fincher: I also recommend when you get to that stage with two or three candidates, you do second interviews and bring in the secondary round of things you would like to consider. So they've met these criteria but how about these other things; have you ever done these other 4 things that are important for Riverside.

Mr. Fullenkamp: I have a question about advertising for the job and what kind of information we give the candidates or the people who are going to submit resumes at that stage. Ms. Kennedy-Fincher: You put in your requirements for the job and the knowledge and skills that are reflected in your job description will be included in that announcement. So it's very clear, Riverside is looking for a city manager who has 5 years city manager experience, 2 years of experience in a manager or leadership position, 1 year of experience in government this size; you put those in the announcement so it's very specific to what you are looking for. In all the years I've helped companies/organizations do the screening process, the number one problem I've encountered is a very poorly written job description and announcement because you don't get to what you are trying to get to. The person can't guess what you are looking for and you need to determine as a council what you are absolutely adamant about; that person has to have that thing to get a score. In cases where it is absolute then there is no anchor range needed. 10 points if you have it; 0 points if you don't.

Mr. Fullenkamp: How will you work with council to put this all together, the initial documents such as the announcement and the job description? Ms. Kennedy-Fincher: One of the first thing Kennedy Consultants would recommend is you all talk to determine what you are looking for in that position, so I would expect that everyone

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would review that position description and make sure it says what you think the city manager should be doing. Once you do that, then you can write a job description based on the knowledge, skills, and abilities you are saying are required in that position to perform. The expectation when you write the job announcement is that they would perform at the top of that range and not mid-range or lower-range. You're talking this is the optimal situation for this position. Mr. Fullenkamp: You will be involved in that process. Ms. Kennedy-Fincher: Yes, we would assist in that part.

Mayor Flaute: Do you get involved in pay or how much; or is that our decision. Ms. Kennedy-Fincher: That's your call.

Mr. Percival: The other thing as part of the advertisement would be some brief demographics about the community. I would assume we would want this to go out nationwide and so you are going to want to put something in there about population, gateway to Wright-Patterson Air Force Base, and a little demographics so that people will know a little about the community or go to the website. If you just say Riverside, Ohio is looking for a city manager, a lot of times that's not enough information for the applicant. So you want to put a little bit about who we are so we can attract people who want to be here. Ms. Kennedy-Fincher: Very often I recommend to organizations who are hiring outside of the community to put in a link to the website so people can read about the organization to help them decide whether to apply for the job or not.

Mrs. Reynolds: In listening to this process, I can envision that we will get top quality candidates; you are going to bring us the best of the best. Ms. Kennedy-Fincher: Correct. Mrs. Reynolds: Then it is just a choice-making at that point. Ms. Kennedy-Fincher: Interviewing and then making that choice. The other things you would all have to think through is who sits on the interview panel; I never recommend more than 3 people in an interview panel. I always recommend that I chair the interview panel and work through the process with whoever else sits on the panel. You have that decision to make; who sits on the interview panel. You need to think through why and how; very often in your hiring policy, it mentions your interview panels and how that is made up. So that would be something I would have to review and you would have to review.

Mrs. Reynolds: You talk about prepare selection recommendation; would you talk a little bit about that. Ms. Kennedy-Fincher: So once we've gone through the interview process and you've done the scoring matrix to pull out the top 3 or whatever, from there you would talk about do you want to do additional interviews or do you leave it at the first round and make a pick. Again, your call as council however you want to work it, but you have the option of second and third interviews. Very often, cities do more than one interview; you screen on the first round then on the second round you get into the nitty gritty or more of what that person thinks about city government and things like that. In the second round of interviews you can be more specific and the second interview round will have anchors as well. The preparing selection recommendation is simply looking at the scoring matrix to make a determination who is your top candidate and that's the recommendation I make to council. If you make a choice that you do not want to hire the top candidate that ranked on your list just make sure you are prepared to have your rationale as to why and keep that on record if anyone challenges your hiring.

Deputy Mayor Smith: You mentioned you are going to bring us the best applicants out there but I see here that you are not going to advertise for the position; so it would be based on our advertising. Ms. Kennedy-Fincher: The company or organization is generally responsible for advertising, then the applications will come into Kennedy Consultants and we screen for you. We weed out the people who have no experience and bring you the ones who meet the most of your requirements if not all your requirements.

Mr. Fullenkamp: You would recommend places to advertise this position. Ms. Kennedy-Fincher: I am not certain what you all did in the past; most generally, city governments have a set standard for where they go to advertise. I can advise if you want but generally I leave that to the city government. Normally what I encounter is

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city governments have a specific range or place or means of advertising for jobs, so I don't generally get involved in that.

Mayor Flaute: In the past we've had all of council interviewing the top three candidates but you say 3 interviewers; at what point does everybody be part of the interviewing process or is it never. Ms. Kennedy-Fincher: My recommendation would be never with the entire council interviewing the individual. When you get to a third interview possibly if that's what you decide; that's my experience and recommendation but you're the council and you can do it the way you choose. When I teach interviewing skills I recommend not to intimidate and overwhelm a candidate; generally more that 3 or 4 at the max in the room interviewing do that.

Mr. Denning: Could we video tape that so the rest of council could see the interview. Ms. Kennedy-Fincher: As long as you inform the person and make sure you have their written consent. Mr. Denning: I don't want to upset anybody or intimidate anybody by adding people up here so I understand that part but if I weren't on the interview panel, I would not want to be hiring somebody blind either. I would at least want to watch it from the back room and be able after the fact to have some conversations. Ms. Kennedy-Fincher: Before I would recommend video tape, I would recommend that three people make up a speaking portion of the panel and you all be in to observe. Mr. Denning: Having 7 people up here would still be intimidating. Ms. Kennedy-Fincher: Yes it is; it has a chilling effect.

Mr. Percival: Part of being a city manager is not being intimidated. The other thing I've experienced is that you may only have 3 people interviewing but you have a reception prior to so everybody gets to interact with that individual. Say you got your top 3; you bring them in for a 2 hour reception. Maybe bring in the Planning Commission, BZA, the Chamber, and you may have only 3 people doing the interview but everybody else still gets to interact with them during that reception time. Ms. Kennedy-Fincher: "Meet the Candidates" receptions are very popular.

Mr. Curp: I think there are a couple issues here. One, this is just a process being described to us and we can adapt the process how we want whether we do it or bring in someone else. There are aspects of this, such as the 3 person interview panel, I would not be comfortable with because I think the constituents in the community expect all of us to be responsible for who is selected. That means our involvement. I don't think that intimidates city manager applicants; we are looking for experienced city manager applicants. Mr. Denning: And if that would intimidate them, we wouldn't want them anyway. Ms. Kennedy-Fincher: That's exactly why I said 3 people speaking and everyone present; and if you chose to have everyone in the interview panel, that is council's choice. I can make a recommendation but you all make the decisions.

Mr. Curp: Back to the same thing; I'm not one to be purposely excluded by a faction of council and I wouldn't want anyone else to be purposely excluded and not be able to take part.

Mayor Flaute: These are only my thoughts; a tight job description, we certainly can find that if we don't already have that. I don't think that would be difficult to put together. The announcement for a city manager, you see them in the National League of Cities every week, so we could put together something for the opening. The big thing I see you would help us with is I like the idea of putting numbers to questions. So I'm trying to find the value here; I'm not trying to minimize your work, I'm just thinking what value you would bring to us and what value do we already have as a group. I'm really torn at this point. Ms. Kennedy-Fincher: Any or all of the process we are presenting; you pick and choose what part we would be responsible for. That's your call and I'm good with that. If you would use your process to come up with your announcement and job description, just be careful that you add the nuances for your city. Don't use a generic, make sure you cater it to what you are looking for in this city. A manager for a large city and a manager for a small city are definitely different.

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Mr. Fullenkamp: One of the downsides I see having 7 interviewers is it kind of defeats the structured anchored approach to actually scoring the interview process. Ms. Kennedy-Fincher: Technically it doesn't; if you are scoring and giving it a numeric value, you could still make that same process work. Mr. Fullenkamp: That would lead me to believe that every member of council would have a sub-set of questions that they should be asking vs. just what pops on the tops of their heads. Ms. Kennedy-Fincher: I recommend whether it be the entire council or just 3 you have structured interview questions. Mr. Fullenkamp: That's what I mean and a group of 7.... Ms. Kennedy-Fincher: would still use those same questions. Generally there are 11 to 13 questions and I rotate who is asking the question; you can hash out who is asking what question and the Mayor would ask the additional question or whoever but I would have everyone participate. Mr. Fullenkamp: I think what you are after is not an interactive session but here's the question and the candidate giving the best response they can. Ms. Kennedy-Fincher: Correct, it's an interview.

Mr. Curp: In describing your process you talk about the questions and the scoring approach and that sort of thing which seems to me to be pretty highly structured around a civil service type of environment. My question for you would be, the examples of the entities listed here that you've done work with, how many city manager or city executive or county executive searches has your organization been involved in. Ms. Kennedy-Fincher: I've only been involved in 2 city government searches; one being a deputy city manager. I have not done an actual city manager hire but I've written policies used in all entities of government. Actually the anchoring process is not something civil service uses. Mr. Curp: The anchoring wouldn't but the scoring structure... Ms. Kennedy-Fincher: That's the anchoring, civil service does not use anchoring – at least not at Wright-Patt. Mr. Curp: Separating anchoring from scoring. Ms. Kennedy-Fincher: Anchoring is scoring, that's what you use to do the scoring. The anchoring, points process, is not a standard process – at least not at Wright-Patt.

Mayor Flaute: I'm certainly not ready to make any kind of decision or recommendation; I need to think about whether we want to bring someone else in that does similar work...I can't quite get my hands around it. I'm guessing at the next work session we are going to be talking about hiring a new city manager. I assume that is something we are going to be talking about in consecutive work sessions so this can be something we can talk about then or we can bring someone else in.

Mr. Percival: If you have some thoughts, just get with me or if you have follow up questions I would be more than happy to follow up with these folks and we can move forward from there.

Mayor Flaute: What town is your firm located in. Ms. Kennedy-Fincher: Englewood.

Council thanked Kennedy Consultants for coming in.

B. Miami Valley Lighting Discussion

Mr. Percival: Next on the agenda is a brief follow up to the Miami Valley Lighting discussion held 2 meetings ago. At that meeting Ms. Christian was tasked with coming up with the costs for changes to LED lights compared to high pressure sodium. Per the memo, she has done quite a bit of work on this and the average increase per year total is \$1.07 for the LED lights. If the lights were switched to high pressure sodium it would be an average increase of \$2.26. I believe that was the question and those were the calculations.

Mr. Fullenkamp: What are the prices if we do nothing? We have many streets with mercury vapor lights; are they forcing us to change those out or are they going to change them out as they fail. Ms. Christian: In the past they have been changing them out as they fail but as part of this new contract which started this year, they will be changing all the mercury vapor whether they fail or not.

Mr. Fullenkamp: Why do the prices vary from district to district; I'm assuming the number of lights is not changing. Ms. Christian: Right, there are different numbers of

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lights per district and there are different numbers of parcels per district. Mr. Fullenkamp: I'm saying the change in price; my neighbor actually has a reduction in price. Ms. Christian: We just received the new mapping information from Miami Valley Lighting and I'm going to be double-checking all of them. This is an estimate. Mr. Fullenkamp: I can see some of them are changes from high pressure sodium and some changes from mercury vapor; we have very few that are LED and I don't think we have any that are in these lighting districts. It's just interesting that in some cases the average drops and in other cases it goes up. Ms. Christian: I haven't quite determined but in terms of the ones that went up quite a bit, another part of this contact is those who have steel or aluminum poles. The price per month for those poles went up \$.10; so it did seem when I was doing the numbers that those districts that have more of the steel or aluminum poles have experienced a jump and that is included in this. It's not solely the lights. Mr. Fullenkamp: If they have pre-existing aluminum poles, the annual assessment rate is being raised even if they are already aluminum. Ms. Christian: Correct.

Mayor Flaute: That's only assuming we replace them with aluminum. Ms. Christian: We don't pay anything for wooden poles but there is a monthly charge for steel or aluminum.

Mr. Fullenkamp: The rate for steel poles remains constant. Ms. Christian: No, that went up \$.10/month also. Mr. Fullenkamp: So a lot of this could be neighborhoods with mostly steel poles. Ms. Christian: Right; steel and aluminum are both going up \$.10/month. Mr. Fullenkamp: If we replace steel with aluminum those will go up \$.50/month but if there is a pre-existing pole they are not sticking you with the \$.50/month. Ms. Christian: Right, it will be \$1.20 per year. Mr. Fullenkamp: I found it curious those numbers varied so much. Ms. Christian: Like I said, I just got the mapping information and I don't think it will vary that much but I am going to look at all of them. The ones where the price went down is a little curious and I'm still trying to figure that out.

Mr. Fullenkamp: So the rates will change when they change the lighting; will it be prorated. Mayor Flaute: Will they do a whole neighborhood at one time. Ms. Christian: Right. This estimate is supposing they do it all in one swoop; that won't be the case, it's just not realistic. Mr. Fullenkamp: So we'll have to check to see if they prorate if they come in the middle of the year; we've already paid our lighting fees so does the difference get kicked to the next year. Ms. Christian: Basically, yes. We set the assessment rates in July, so for 2017 we will set the rates in July 2016 and that locks in the rate. If they change something out we wouldn't further assess the resident, we would just eat that and update the assessment for the next year. Mr. Fullenkamp: But the assessment wouldn't reflect the prorating. Ms. Christian: It could but that's not typically how we've done it. Mr. Fullenkamp: I'm wondering how the lighting company is going to handle it; you'll have to ask that question. Ms. Christian: Sure.

Mrs. Reynolds: Can we look at the Prince Albert district; there are 863 parcels. When we will know those parcels will benefit. Will they take it neighborhood by neighborhood; do we know their plan? I couldn't find in dates in the previous presentation. Ms. Christian: I honestly don't know; I know that they're working on their order and they will do a massive order for all of the communities that are a part of this contract. I believe they will start the ordering process next month or in May so I couldn't foresee we would have any installation until probably the fall. The logistics of how they are going to install, I don't know the answer to that but I can find out. Mrs. Reynolds: Can you ask that question; it would be good information to tell the neighborhoods – this is going to happen and we'll make them aware of that.

Mayor Flaute: In my opinion, it just seems to make sense to do the LED. I guess we need direction from council in the form of a motion.

A motion was made by Deputy Mayor Smith to approve LED lighting. Mr. Denning seconded the motion.

Mrs. Reynolds: Does anyone remember the life expectancy of the LEDs vs. the high pressure sodium. Mr. Denning: It was like 5 years vs. 2 ½ years. Mayor Flaute: But I

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don't think the money changed any as far as the maintenance. Mr. Denning: It's actually less expensive plus the maintenance is lower which is the reason for the \$1.07 vs. the \$2.26. Mayor Flaute: That was my understanding.

With no further discussion: All were in favor; none were opposed. **Motion carried.**

C. Table of Organization

Mr. Percival: There was a retirement of the Assistant to the Police Chief and one of the things Ms. Christian, I, and the rest of staff has had a discussion about is that there is a need for IT support on staff. We contract out all our IT support which at times can be a large burden on Ms. Christian because any IT requests seem to come through her and there is a cost associated with it. Having some significant discussions with the Police Chief relative to what his needs are with the resignation of the Police Major and looking at how we are going to rebalance the administrative staff in the Police Department, the thought is that we can eliminate the Assistant to the Police Chief and replace that person with an IT person for the entire city. Ms. Christian put together a chart that lays out the costs associated with what the current salary range is, what the salary range is for the individual we would be hiring is, the CDO costs, outside support costs, and it would pretty much be a wash. We would actually be saving a few dollars by hiring an IT person for the entire city and not replacing the Assistant to the Police Chief. It would not be more of a burden on the General Fund budget.

Mr. Fullenkamp: I'm not sure the comparison is fair using the current salary for the former Assistant to the Police Chief and the starting salary for the IT person. I'm assuming we don't have to pay \$45,000 to \$50,000 for an entry-level IT Administrator but I do like the idea. Who will this person report to and who will he or she take direction from. Mr. Percival: The IT person would probably fall within the scope of the other admin professionals and it would be my recommendation that they report to the Assistant City Manager. Mr. Fullenkamp: So they will have a direct report because it says none here. Mr. Percival: They wouldn't supervise anyone. Mr. Fullenkamp: So Ms. Christian would direct their work and make sure it was prioritized properly. Mayor Flaute: She does a lot of it anyway.

Ms. Christian: I don't want to minimize my work but the departments do have several folks on staff in the Police Department and the Fire Department that have become their own experts in IT. That is great and I really appreciate that they do that work but centralizing that approach and making sure that when we're doing purchasing we are deciding what the priorities are for the whole city and that's not their job. Mr. Denning: Consistency, seeing the big picture instead of 3 or 4 little pictures and us having the continuity of the way IT is done in general. I get it.

Mr. Fullenkamp: How are we going to make sure this person has the right set of skills for the tools we currently have in-house and what we might intend to acquire in the future. Mr. Percival: I think we need to bring somebody in that has those skills and have them advise us on what tools we need because I would say there are certain areas where we need to upgrade some of our IT and some of our functions just from what I've been able to see. Mr. Fullenkamp: Do you see this person replacing the majority of CDO support? Mr. Percival: Yes; instead of the \$15,000 to CDO the estimate is about \$3,500 or even less. The servers will still be housed two floors up but the IT person would replace the majority of that. Ms. Christian: We don't foresee our relationship with CDO going away but they would be more of a consultant to the IT Administrator.

Mr. Fullenkamp: I think it is important to know where we are going in order to get a person with the right skillsets rather than picking somebody now, wishing they had what we needed and having to go through a lot of training. Ms. Christian: We've been talking to a lot of cities that have IT staff; they have been very helpful and I would venture they would help us out in looking at the right things.

Mrs. Reynolds: You mentioned that some staff has stepped up and taken to assisting whenever they need IT work; is it going to be hard to break that habit because that's

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going to be important to this position being successful. I too am going to bring up the same thing I brought up earlier to the City Manager and to you; I'm a little concerned when I look at the job description and it says Associate's or Bachelor's Degree in Computer Science or related field and 1 year relevant education and/or experience. I don't feel that's a strong enough requirement for what we need and for what we want. I think that also says something to that "I'll take care of this, don't worry" situation we may find ourselves in. Ms. Christian: I've discussed this with senior staff members and they appear to welcome it.

Mayor Flaute: Some of these computer gurus may not have a Bachelor's Degree but they are really good on computers. Mr. Fullenkamp: How do you know? Mr. Percival: That's more on the experience side and I think we can look at that. One of the things I was expressing earlier was you get a lot of temp companies that have IT people but they don't have a real consistent work flow – one place one day and somewhere else the next. A lot of those folks may have 5 years of experience but they have no benefits and they're just out there riding the range. Those folks may be looking for something more consistent in a career and this would be an opportunity for them.

Mr. Denning: I think if we can get some of our friends at other cities to take a look at what we have, they may be able to give us a little better idea of what we need as far as experience is concerned. I don't think any of us are expert enough to say we need 1 year or 10 years of experience; it really depends on the equipment and the responsibilities they are going to have. If we could get more of an expert to come in and take a look at what we have, they may laugh at us and say my high school or college student could do that. I don't know but I think we need something like that because if we only need somebody that has 1 or 2 years of experience, we can get that less expensively than somebody that has 10 years of experience. The other side of that is if we bring somebody in that has 10 years of experience and they get bored really quick, they are going to be gone and we're going to be looking for someone else. I don't want to see us doing that.

Mayor Flaute: I guess it is okay; I hesitate to bring on too many more people. We just brought on an Economic Development person, we are making the Clerk full-time, and now we are bringing on a new person. Mr. Denning: We are bringing on a different person, a replacement person. Deputy Mayor Smith: Well we are moving forward.

Mr. Denning: An IT person is something we have been lacking for a long time. A lot of times, we don't know what we don't know and if we have somebody here that's on the cusp of technology you might save \$10,000 by spending \$5,000 but we don't have the experienced person to tell us that.

Mrs. Reynolds: I did ask the City Manager to project this out for 5 years so we'll know exactly what those costs are going to be. Mr. Percival: We'll do that.

Mayor Flaute: If we have to go out to the community to ask for more money, they'll say you just hired 3 new people but I think it is okay. So we will bring that issue up when we do the Table of Organization on the second reading; that is the plan.

ITEM 7: RECESS: The Council took a recess at 7:00 p.m. Deputy Mayor Smith was not feeling well and not able to stay for the remainder of the meeting.

ITEM 8: RECONVENE: The meeting was reconvened at 7:12 p.m.

ITEM 9: PLEDGE OF ALLEGIANCE: Mayor Flaute led all those in attendance in the pledge of allegiance.

ITEM 10: MINUTES: Consider approval of the minutes of the February 16, 2016 special council meeting and the March 3, 2016 regular council meeting. A motion was made by Mrs. Reynolds to approve the minutes as written. Mr. Fullenkamp seconded the motion. All were in favor; none were opposed. **Motion carried.**

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ITEM 11: ACCEPTANCE OF PRIOR MONTH'S CITY FINANCIAL REPORT:

Mayor Flaute: Do we need to discuss this at this time. Mr. Percival: I think the critical thing Mr. Garrett brought up at the last meeting was the income tax receipts in February were making headway into that lower balance that we saw in January. The other thing I would say from my experience is you really don't see until the end of May where you really stand. Between January and May you see so many fluctuations but I think the one critical part is we did see a bump in February and that's positive.

A motion was made by Mr. Denning to accept the February Financial Report. Mrs. Reynolds seconded the motion. All were in favor; none were opposed. **Motion Carried.**

ITEM 12: ACCEPTANCE OF WRITTEN CITIZENS PETITIONS: Mayor Flaute advised citizens to fill out a form if they wished to speak about agenda or non-agenda items.

ITEM 13: CITY MANAGER'S REPORT:

- (1) FYI Items
 - a. Council Request Sheets.
 - b. Council Agenda Calendar.
 - c. City Manager's Project and Activities Report.
- (2) Monthly Verbal Reports
 - a. Police Department
 - b. Fire Department
 - c. Service Department

Mr. Percival turned the floor over to Chief Robinson for the monthly Police Department Report.

Chief Robinson: I always try to go back and talk about things I've mentioned to you before and I talked to you about us purchasing some new Glock Generation Four hand guns. The trade-ins go in tomorrow and we were able to get 36 new guns at zero cost because of the trade-in values. We had some ammo that was no longer being used and they took that back in trade as well. We ordered the new cruisers this week, something we need to add to the Gantt chart. We've purchased the vehicles and we will do the equipment separately so we get the best bang for our buck. We'll put that out to 2 or 3 different companies and let them give us a quote. We did active shooter training at Carroll High School and it went very well; I've never seen kids move so fast in my life. If someone tried to make it to the third floor and the issue was on the third floor, they would have been lost because there was no one there – like a ghost town. This was very well done and I applaud the students and faculty for doing such a great job. We will continue to stay with that school and continue to improve what we did; hopefully with Stebbins as well. Some other training we've done: Sergeant Close actually completed Northwestern Safety Staff Command this past month and Sergeant Colon started a three week Police Executive level course, one week per month for three months. Major Hughes' last day is tomorrow and we wish him well at his new job as Chief of Police for Hampton Township. We did the promotion exam for Sergeants yesterday; 11 officers took the exam and the results will come back in about 10 days. We'll set up some interviews and go from there.

Mr. Fullenkamp: What's the status on the deployment of body cameras? Chief Robinson: Those are fully operational now. Mr. Fullenkamp: When did that start? Chief Robinson: Last week we got those back in action. We had some setbacks with the computer; it went completely down but we replaced that. We got with Watch Guard and they are going to make the connection with the car cameras and the body

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cameras at some point; we are still working on that. But the body cameras are functional, the folks are wearing them, and we can download just like we were before.

Mr. Percival turned the floor over to Battalion Chief Turner for the monthly Fire Department Report.

Battalion Chief Turner: I have a couple of things to highlight from the Fire Department. First item: The new fire engines are still progressing in construction. We expect the first engine to arrive sometime in June. We are spacing those out with the first in June and the other later this year. After arrival, personnel will receive driving and operational training on each of the engines and they don't come with tools on them so we will have to spend some time mounting tools and getting hose on them. We anticipate about 60 days once they arrive before they are actually placed in service. Second item: We have vacant firefighter positions and we are working through the process of filling those two positions. Three candidates completed the practicals on March 11th and panel interviews on March 15th. During the week of March 21st the process will conclude with a brief presentation and interview with the Fire Chief. Third item: We were pleased to receive 53 carbon monoxide detectors from the Dayton Firefighters Federal Credit Union to distribute to residents within the City of Riverside. The devices will be distributed upon request and we are also working with the Red Cross distributing smoke detectors later on this year. Fourth item: The Fire Chief is working with Montgomery County regarding demolition permits; there is some concern when we have building and house fires, how those are properly demolished. He is working with the county on the best way to eliminate these structures and do it properly, especially any environmental hazards and how that may affect the environment. Last item I have is we did receive one bid for self-contained breathing apparatus. We are in the process of reviewing that to make sure it meets the specifications and we are hoping to have that order placed by the end of the month. You also have two resolutions presented this evening for approval: one is the grant for the Local Government Capital Safety Equipment which we are hoping to obtain for extrication equipment to update our current equipment and get some standardization between our fire engines and the other resolution is for declaring Medic 7 as surplus which we hope to get on Gov Deals sometime in April if it is approved.

Mrs. Reynolds: Which credit union was that? Battalion Chief Turner: Dayton Firefighters Federal Credit Union. Mrs. Reynolds: And the Red Cross? Battalion Chief Turner: For the smoke detectors. Mrs. Reynolds: Do we recognize them in any way for that donation to us? Battalion Chief Turner: Well they haven't donated, they are actually going to be a part of the process. My understanding is they will actually be doing the distribution themselves and we will work with them.

Mayor Flaute: Is that for renters and owners? Battalion Chief Turner: That's information I do not know.

Mr. Fullenkamp: How are we going to notify residents that these carbon monoxide devices are available to them? Battalion Chief Turner: As it is right now there is only 50 of them and we do get requests periodically from residents. Since we just received them, I'm not sure if the Fire Chief wanted to do something as far as promoting that or see if they will be used up in the smoke detector program, then see how many are left at that point. I can find that out and have him pass that on to you. Mr. Fullenkamp: I just want the residents to know these are available. Not just to the people that know about them but a general distribution.

Mr. Percival turned the floor over to Director Miller for the monthly Service Department Report.

Mr. Miller: Believe it or not, we did do some snow and ice removal in February. We had approximately 120 tons of salt we utilized and about 500 gallons of magic ice-be-gone we mixed in with brine. We used 199 bags of pothole patch and the black top plants will be opening next week; we prefer to use the hot mix if possible. We repaired 33 signs and removed 20 animals. The animals are moving around so you need to be careful. We repaired four catch basins and they will be rebuilding two

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catch basins in front of this building. We have been doing a lot of training on welding and fabricating; we have a couple individuals with special skillsets that are within a year of retirement and I've been matching them up with some of the younger guys that are going to be here. We are sending one of our guys to welding school so we can continue to do what we do now – they almost do manufacturing. They fabricated an auger storage rack and a new lining on the sweeper that was rusted out. We have done street sweeping on all the mains and hung a lot of pictures and other accessories in this building and we are getting all the equipment prepped for chipping if we get some high winds. We have done playground inspections for safety standards. We received the Cut-Quick, a very impressive machine, and the warranty doesn't start until we first use it, so we are going to let stuff get a little high and do a field test. We did a walk on Airway to define some of the problem issues so that when we do the major mill and fill repairs and concrete work, we will have everything identified. That's not out for couple years yet but we walked it with the engineers to get a better idea of the estimate of what it will cost to do the work on Airway. We were also invited by Mr. Taylor to the Brant preconstruction and the contractor has already done a lot of clearing and other work and it looks like they will be making pretty good progress once the ground dries up a little bit. Once that dries they will be putting in roadways and all the other infrastructure that needs to be put in for Phase II of Brantwood.

Mayor Flaute: Any questions for Mr. Miller or the City Manager?

Mrs. Reynolds: Mr. City Manager, I received several calls on 2641 Valley Pike. It seems that property has been vacated by the gentleman doing repair work there. According to the calls the building is unsafe and there are several drums of some kind of liquid that may be still in the building. Mr. Percival: We've been out there and we are already addressing that situation.

Mr. Percival: The other thing I would bring up is we had questions on the bark park and we contacted the gentleman. He asked that we delay until it gets a little bit warmer. So we are going to get back to him and as soon as we get a date, we will pass that on to council.

Mr. Fullenkamp: Mr. City Manager, I'm curious about the Springfield Street Corridor Improvement Plan and I'm assuming that spring is quickly arriving and we'll be doing some planting of perennials pretty quickly so we can take advantage of the prime planting season. Mr. Percival: That is something we are working on right now; I don't know that we have a definite date as to when we are going to get those in but it is something we are working on. We are also working with Fairborn and I'll turn it over to Mr. Murray; this is something that just came up that I think is relevant.

Mr. Murray: As you know, we applied for the DMAP grant which helps defense communities and we received \$28,000. The follow up to that grant is a \$100,000 regional grant and we arranged a meeting with Beavercreek, Fairborn, Montgomery County, and Greene County with the idea of creating a similar motif starting at Wright State and going all the way down to Springfield Street. So we would have this corridor related to everything that goes on to Wright-Patt. Fairborn has done the preliminary studies on that, they have given us that documentation, and we look to incorporate that into our plan and then apply for a PDAC grant next year. So we would get together as communities and go in-force down to the DDC and ask for some priority given to improving our corridor which would be in the same vein as Fairborn and Beavercreek. That's something we are working towards and we had that brought up at our staff meeting. Mr. Fullenkamp: how would this interact with our corridor plan for Springfield Street? Mr. Murray: I think Springfield Street right now is more of a clean-up operation; cutting back the vegetation and doing some planting. The one we're talking about would include some planting but also things like light poles, bus stops that are similar, things like that. The corridor plan coming down Airway would be far more capital intensive hardscapes where the Springfield plan, the way I understand it, is more of a clean-up right now.

Mr. Fullenkamp: I guess my original question had to do with the intent of doing a test run on groundcovers and such this year. It's prime season for planting perennials

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right now. Mr. Taylor: I haven't put a schedule together for that yet; I've been in talks last year with the people who I was looking to get the seed from and I'll start that up again soon. I was hoping to hit April as my goal.

Mayor Flaute: I have a question on the general road work that we are finalizing specifications for striping, cape seal, and mill and fill; are we including Trotwood like we did last year as part of those bid specifications? It was my understanding it was a good match last year and we saved some money, so I just was wondering if they were in on the mix. Mr. Miller: I did not include them in the bid specs, we can though. We haven't advertised or anything. Mayor Flaute: Correct me if I'm wrong but it was successful and did save us some money. Mr. Miller: We basically traded labor for their equipment and expertise last year. We had about \$60,000 in construction materials and the plan was to do something similar as to what we did last year. Those RFPs are separate from that.

Mr. Fullenkamp: I'd like to add on to that; one of the things I requested at a previous meeting was a cost/benefit analysis of the Trotwood cooperative agreement. I don't know if you've gotten around to doing that or not. Mr. Miller: I can get that to you by Friday.

Mayor Flaute: I'm curious how that will work; can we do an inter-government thing where we put out the bids, see what the bids are, and then say we don't need the bids because we want to work with Trotwood. How does that work? Mr. Miller: If you go out and do a competitive bid, anybody can piggyback and any governmental institution can join. Mayor Flaute: It's like the trash thing. Would you have to ask Trotwood to bid? Mr. Miller: If you are going to go out for bid, you have to know quantities, locations, and precisely what elements they are going to include in a bid spec. Mayor Flaute: I'm not going to worry about this then; however that's done.

ITEM 14: PUBLIC COMMENT ON AGENDA ITEMS: There were no public comments on agenda items.

ITEM 15: OLD BUSINESS

A. ORDINANCES

- I) Ordinance No. 16-O-592 providing for the issuance of not to exceed \$5,400,000 building acquisition and improvements special obligation bond anticipation notes, series 2013, third (2106) renewal, by the City of Riverside, Ohio in anticipation of the issuance of bonds, providing for the pledge of revenues for the payment of such notes. (Second reading and consideration of adoption)**

Mr. Percival introduced Ordinance No. 16-O-592 and noted it was the second reading and consideration of adoption.

A motion was made by Mr. Denning to read Ordinance No. 16-O-592 for the second time by title only and approve its final adoption. Mr. Fullenkamp seconded the motion.

The clerk read Ordinance No. 16-O-592 for the second time by title only and Mayor Flaute asked if there were any questions or comments.

Being none; all were in favor; none were opposed. **Motion carried.**

ITEM 16: NEW BUSINESS

A. ORDINANCES

- I) Ordinance No. 16-O-594 to approve employee position titles, number of positions and pay ranges**

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**and to repeal Ordinance No. 16-O-591, adopted
February 18, 2016. (First Reading)**

Mr. Percival introduced Ordinance No. 16-O-594 and noted this was a first reading.

A motion was made by Mrs. Reynolds to read Ordinance No. 16-O-594 for the first time in its entirety and approve its first reading. Mr. Denning seconded the motion.

The clerk read Ordinance No. 16-O-594 for the first time in its entirety and Mayor Flaute asked if there were any questions or discussion from members of council.

Mr. Fullenkamp: The changes on this are the Economic Development Specialist and the Clerk going from part-time to full-time. Ms. Christian: There is an error in the ordinance; this is actually repealing 16-O-591 which was just passed a few weeks ago and the Economic Development Specialist was included in that ordinance. The sole changes right now are changing the Clerk of Council to full time and eliminating the Assistant to the Police Chief position. Mr. Fullenkamp: So we are not including the IT Administrator in this. Ms. Christian: We will do that for the second reading; we discussed it during the work session but we didn't want to presume. Mr. Fullenkamp: So it doesn't need to be read twice for that position. Ms. Christian: It should be fine according to the Law Director.

With no further discussion; all were in favor; none were opposed. **Motion carried.**

**II) Ordinance No. 16-O-595 amending Chapter 1331
Exterior Property Maintenance Code, Section
1331.05. (First Reading)**

Mr. Percival introduced Ordinance No. 16-O-595 and noted this was a first reading.

A motion was made by Mrs. Reynolds to read Ordinance No. 16-O-595 for the first time in its entirety and approve its first reading. Mr. Fullenkamp seconded the motion.

The clerk read Ordinance No. 16-O-595 for the first time in its entirety and Mayor Flaute asked if there were any questions or discussion from members of council.

Mr. Fullenkamp: Is as introduced what's going into the ordinance; I see the term "will give more teeth" and I'm not sure that's a legal term. It's in Exhibit A or am I only interested in 1331.05 and down. Mr. Taylor: Correct, that first section would not be part; that is a description of what is happening in this section. The part changing is highlighted, Section 1331.05 (d).

Mr. Fullenkamp: I want to look at enforcement officers in (a) (2); what role does our police department play in this enforcement. Mr. Taylor: Currently we have the passive and active code enforcement. Chief Robinson might be able to help me a little on what happens during passive; typically we do a posting of active enforcement the last week of March and that basically talks about cutting grass. The police department helps us and they basically divide the city up by streets where they are already working and if they see a violation they will go ahead and write that ticket and after their shift, it gets put into Zone Pro and the resident has a 10 day window to fix that. After the 10 days, our code enforcement officer goes out to inspect to see if it has been abated or not. If it has been mowed we just check it off in Zone Pro and no further action is required. If it hasn't been done the code enforcement officer will initiate the abatement by calling the contractor and setting it up to be mowed. Mr. Fullenkamp: So they have the same power as the code enforcement officer. Mr. Taylor: I don't know if I'd put it that way. Mr. Fullenkamp: How do the code enforcement officer's responsibilities differ from the police officer's responsibilities on this? Mr. Taylor: In a case like that I don't think they are very dissimilar; the police officers are not doing a re-inspection of those tickets they are generating. Our code enforcement officer makes the final determination if there is a violation or not. The officers don't enforce. Mr. Fullenkamp: They just put the sticker on. Mr. Taylor: Correct. Mr. Fullenkamp: Who enters the information into Zone Pro? Mr. Taylor: The

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police department records clerk and in our office, one of the administrative staff or the code enforcement officer.

Mrs. Reynolds: *"Any person who neglects, fails, or refuses to correct a violation within the stated compliance deadline provided under Section 1331.05 (c) shall be assessed an abatement action fee for inspections which occur after the compliance date. All fees shall be based upon the cost incurred, including administrative expenses as established by schedule of the City Manager."* What are the criteria for establishing those fees? Mr. Percival: That's coming up in the fee ordinance but I went through that ordinance and it is based on the amount of time someone has to put out to do the inspection. The big problem you have is with the re-inspections and if I understand correctly, we did not ever have a re-inspection fee. So there were a lot of re-inspections and we weren't able to get any of that time back. The re-inspections are where there is a lot of cost; if someone has complied, a lot of that goes away but if someone hasn't complied we have to be able to get some of those costs back.

Mrs. Reynolds: Knowing that the fees are coming up later in the meeting, I'm just thinking of how I will talk this through with the community. What you based everything on. Mr. Percival: It's the amount of time, paperwork, posting that house or yard, the amount of time to go back out, do the re-inspection, and that doesn't include if we have to do the abatement of the violation. That is a separate fee but there are still a lot of administrative costs and the administrative costs rarely cover your total costs. You couldn't put that high enough because people would go crazy; you never cover your administrative costs – it just doesn't happen.

Mr. Fullenkamp: Are we going to publish the re-inspection fees; are people going to know when they are cited and if they don't comply there will be re-inspections fees associated with it. It seems to me that could be a positive thing to do. Mrs. Reynolds: Public awareness needs to be great on this.

Mayor Flaute: I'm seeing some of the fees are doubled; have you checked with other cities or is it just on what the manager said, time and money.

Mr. Taylor: First I will address the abatement action fee and the way I came up with that fee is very similar to how I came up with the other fees which I can address more in depth when we get to that section. Basically, our Charter and the ORC say the same thing, if you are going to do an administrative fee like this it has to be based on administrative costs. You can't just say we are going to charge you \$250 plus the costs to mow your grass unless by law you can prove that you have \$250 in administrative costs. I have a detailed spreadsheet I will get to you where I took an estimate of the hours that each person that touches the permits, specifically the abatement, has in it with their wages adjusted for the insurance and everything and then came up with the fee. When we get to the other section, you will see that I suggested a \$125 abatement fee. Other cities within our area are between \$150 and \$250. It's an estimate and not a true hard cost because it's going to fluctuate between each one; I was at \$142 and I chose to round down to \$125 since this is the first time in doing this. In regards to publishing it; I hadn't thought about it but I think it is a good idea. We can put it in our newsletter, on our social media, and perhaps a sticker to put on our tickets to let people know there is an additional cost. We will look at ways to make sure we do that.

Mr. Percival: I think you bring up a good point because our goal in this is not to collect money; our goal in this is to get people to comply – cut their grass and keep their property in good order.

Mr. Taylor: I might add that since I've been here we've had calls asking when the city was going to send a contractor out to cut the grass again. Since we have a negotiated contract we get a pretty good price so we are cutting grass, at times, for less than what they could find with their own contractor. It just perpetuates the issue and we have repeat violations that we are trying to stop.

Mr. Denning: Is there a way to increase the cost for repeat violations. Mr. Taylor: Not currently; hopefully in the near future we have proposed changes in the Unified

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Development Ordinance (UDO) for that exact instance; first, second, and third time offenders. Mr. Denning: I don't want to hurt Grandma whose Grandson couldn't get there this week to cut her grass, but I'm not above beating up the guy who owns the strip mall that isn't willing to keep his grass cut and this is the third time we've had to cut it this year or the property owner who owns a vacant lot that we have to cut because they won't take care of it. I don't have a problem with the first time being \$150 and the next time is twice that and the next time is doubled again if we can do that legally. I don't want to make it punitive but we've got to get people to stand up and take care of their own property and make it more cost effective for them to hire somebody than it is for us to do it because our additional costs are ridiculous. Mr. Percival: Let us do some research on that and see how we could go about incentivizing those costs. Mr. Denning: It may be the max we can charge is \$150, so maybe the first time we only charge \$75 and work our way up but there needs to be some teeth in there. I don't want to beat up everybody. Mr. Percival: We need to be extremely consistent on how we enforce the ordinance. Mr. Denning: That is probably the most important thing; if you are going to write me a ticket then you better have the city properties all clean/mowed and you better write my neighbor a ticket if they haven't mowed their grass either.

Mrs. Reynolds: I'm going to go back to we really need a public awareness piece and get this out. It is incumbent upon us to let our residents know what we are doing and talking through it with them.

Mayor Flaute: If you could, please check to see how close we are to other cities on these fees. If someone says to me our city only charges \$50 and we are \$150, I would like to have an idea.

With no further discussion; all were in favor; none were opposed. **Motion carried.**

B. RESOLUTIONS

- I) Resolution No. 16-R-4148 authorizing the City Manager to submit a "Local Government Safety Capital Grant Program" application for the purchase of extrication tools and equipment for use by the Fire Department.**

Mr. Percival introduced Resolution No. 16-R-4148 authorizing submittal of a Local Government Capital Grant Program application.

A motion was made by Mr. Denning to approve Resolution No. 16-R-4148. Mrs. Reynolds seconded the motion. All were in favor; none were opposed. **Motion carried.**

- II) Resolution No.16-R-4149 declaring certain items to be surplus and no longer needed for city purposes and authorizing their sale by sealed bid, a broker, direct sale to a public entity or auction.**

Mr. Percival introduced Resolution No. 16-R-4149 declaring certain items as surplus and authorizing their sale.

A motion was made by Mrs. Reynolds to approve Resolution No. 16-R-4149. Mr. Denning seconded the motion. All were in favor; none were opposed. **Motion carried.**

- III) Resolution No. 16-R-4150 by the Riverside City Council authorizing a \$3,000 payment to the Assistant City Manager in recognition of her service as Interim City Manager.**

Mr. Percival introduced Resolution No. 16-R-4150 authorizing a payment of \$3,000 to Ms. Christian in recognition of her service as Interim City Manager.

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A motion was made by Mr. Denning to approve Resolution No. 16-R-4150. Mrs. Reynolds seconded the motion. All were in favor; none were opposed. **Motion carried.**

Mayor Flaute: Our sincere thanks; we were very pleased.

IV) Resolution No. 16-R-4151 appointing Mary Ann Brane as Interim Clerk of Council.

Mr. Percival introduced Resolution No. 16-R-4151 appointing Mary Ann Brane as Interim Clerk of Council.

A motion was made by Mrs. Reynolds to approve Resolution No. 16-R-4151. Mr. Denning seconded the motion. All were in favor; none were opposed. **Motion carried.**

Mayor Flaute: Welcome back. Glad to have you back for a short time.

V) Resolution No. 16-R-4152 authorizing the City Manager to enter into a contract with the lowest, responsive and best qualified bidder for the Great Miami River Access Project.

Mr. Percival introduced Resolution No. 16-R-4152 authorizing a contract with the lowest, responsive and best qualified bidder for the Great Miami River Access Project. This is a grant funded project to put in the boat/kayak ramps at the Eintracht and it is funded at 100%. Staff needs to be recognized for doing the work on this.

A motion was made by Mr. Denning to approve Resolution No. 16-R-4152. Mrs. Reynolds seconded the motion.

Mr. Fullenkamp: My understanding is the grant was for more than the bids; what happens to the excess grant money. Mr. Taylor: With the contract for MS Consultants, we are within \$6,000 of the grant award. There are some trees we will have to take out as well as a dangerous tree and we may be able to use that to take out some of those trees. There is also a little fluff for a change order if need be. As of right now I don't have plans for using that but I think if need be it will not go wasted.

Mrs. Reynolds: We are looking at improving the parking, improving the access drive from Troy Pike, and adding signage. What are we proposing in signage? Mr. Taylor: There is no definite plan for signage right now. One of our signs has to have some ODNR recognition for the grant since they are footing the bill. The sign that is there now for the Eintracht, we want to add to that and coordinate how that looks to keep it the same kind of look. I don't have a design for that but the way the bid was done, there is an allowance to do that. There will also be some additional directional signage to prevent people from going into the loading area Eintracht uses for their events. There are also funds for an ornamental fence to go along the permeable surface walk to direct people to use that path. The alternate we are accepting is for the LED lighting. We would take out the light post that is there, DPL's posts would go away and those would become our lights that we would be responsible for.

Mrs. Reynolds: Are we designating that as a city property or park. Mr. Taylor: I'm not sure how that works; we'd have to look at the agreement. We own the property but if we designate as a city park it could conflict with the Eintracht serving alcohol at their events. Mrs. Reynolds: Will you find out what that should be designated? Mr. Curp: We lease that property back to the Eintracht Club. Mr. Fullenkamp: Just the building and a small area. Mrs. Reynolds: So everything else around there is in question. Mr. Taylor: I'm sure we will have to get with the Law Director on that. And we can get back to you.

Mr. Fullenkamp: The lighting near the waterfront; is there going to be lighting where the launch is? Mr. Taylor: No; 3 in the parking area and 1 in the beer garden. We

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don't want to promote river access at night. Mr. Fullenkamp: I understand but there may be evening events there and we may want to have some cognizance that there is a river. Mr. Taylor: We may have found a use for the extra money; we will look into that. We will have the fence where people gather. Mr. Fullenkamp: I'd like to look at the plans sometime.

Mayor Flaute: As the manager said, this is a good news thing for Riverside so we maybe need to have a grand opening of some sort. Mr. Percival: ODNR and all the other partners are going to require a ribbon cutting when this is complete. Mayor Flaute: Make sure our Chamber knows about it because they can really get the good news out.

Mr. Denning: When do we think it will be finished? Mr. Taylor: It must be finished before June 30th and the current build schedule has us right at June 1st. Mr. Denning: If it comes off that fast, it will be the first time I've ever seen a project move that fast.

Mrs. Reynolds: Have we looked at underground wiring? Mr. Taylor: I'll have to look at those specs but I believe the wiring is going underground which is why the lighting dollars were so high.

With no further discussion, all were in favor; none were opposed. **Motion carried.**

VI) Resolution No. 16-R-4153 authorizing the City Council to revise and update the Schedule of Fees, Chapter 137 of the Administrative Code, for all permits and applications required by the UDO.

Mr. Percival introduced Resolution No. 16-R-4153 authorizing an update in the Schedule of Fees for permits and applications.

A motion was made by Mr. Denning to approve Resolution No. 16-R-4153. Mr. Fullenkamp seconded the motion.

Mr. Curp: Can we amend an ordinance with a resolution? Mr. Taylor: I agree that question is warranted here. If you look at Exhibit "A" out of the UDO, Section 1101.23 Establishment of Fees, it says "*City Council shall establish by resolution a schedule of fees...*" and I did have the Law Director look at this; she didn't seem to think it was an issue.

Mr. Fullenkamp: How do you classify major and minor variances; is there a criteria? Mr. Taylor: So if an individual is building a new house on a larger site plan and they have multiple issues requiring variances; that would be an example of a major variance. A minor variance example would be a shed or an awning that was closer to the property line than allowed. Mr. Fullenkamp: There may be gray areas as to if it is major or if it is minor. Mr. Taylor: In part of our policies that we are trying to finalize, that would be something that would be outlined; what is major and what is minor. 95% of what a resident is going to do would be a minor variance. Mr. Fullenkamp: So what you are suggesting is you are going to fill in the details later. Mr. Taylor: Yes.

Mrs. Reynolds: No disrespect but I don't think that answer would satisfy anybody that would walk in the door asking what is major and what is minor. Can we come up with examples for us to work from? Mr. Taylor: I think the few I gave were pretty much the main major variances; where you would have a major issue with a site plan on a house. Mrs. Reynolds: New construction or renovation? Mr. Taylor: That would probably be the best separation – new construction vs. an addition or a shed or a fence.

Mayor Flaute: Regardless of what it is, you should maybe write it down.

Mr. Percival: Once we get the administrative rules written, we'll bring those back so you can see what we are doing.

With no further discussion, all were in favor; none were opposed. **Motion carried.**

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VII) Resolution No. 16-R-4154 authorizing the City Manager to submit an application for ED/GE Funding for SPGlobal Inc. tenant improvements.

Mr. Percival introduced Resolution No. 16-R-4154 authorizing submittal of an application for an ED/GE grant for SPGlobal Inc. tenant improvements.

A motion was made by Mrs. Reynolds to approve Resolution No. 16-R-4154. Mr. Denning seconded the motion.

Mr. Fullenkamp pointed out an error in the phone number. Mr. Murray: The form didn't translate well and I couldn't correct that. It's a county form and I will get it corrected.

With no further discussion, all were in favor; none were opposed. **Motion carried.**

VIII) Resolution No. 16-R-4155 authorizing the City Manager to submit an application for ED/GE Funding for Radiance Technologies, Inc. Tenant Improvement Project.

Mr. Percival introduced Resolution No. 16-R-4155 authorizing submittal of an application for an ED/GE grant for Radiance Technologies Inc. tenant improvements. Briefly, Mr. Murray has been working himself to death on these things and I really appreciate his effort on this. Nothing is ever in stone and if you all have ever been through the ED/GE program before – it takes a lot of work and a lot of hand-holding. I thank Mr. Murray for his efforts on this.

A motion was made by Mr. Denning to approve Resolution No. 16-R-4155. Mrs. Reynolds seconded the motion. All were in favor; none were opposed. **Motion carried.**

ITEM 17: PUBLIC COMMENT ON NON-AGENDA ITEMS: Mr. Dan Ryan of Guernsey Dell Avenue asked council to look at and make changes to the right-of-way rules. Currently I have pavement and I would like to put a raised flower garden out front. I'm having a major problem with people blocking my driveway. My neighbor's driveway next door, my step-daughter's driveway, and mine are close together and people continue to block it. I thought I could build a raised flowerbed out there that would prevent that from happening. We bought the house next door in November and within 3 weeks of owning it I had to get them to move the cars 9 times. It is an ongoing problem that I've temporarily fixed by taking 2 five-gallon buckets filled with concrete and aluminum poles and putting those out there. They look awful but at least when my daughter comes home from work at night she can get in the driveway. I'm asking to do something to make it look nice but the rules right now are either pavement or grass or a flagpole or street trees. The street trees won't work for me because my sewer lines come in right there which would lead to other problems a few years down the line. So I ask that you look into changing those rules; I guarantee to maintain it.

Mayor Flaute: If someone from staff would get back with Mr. Ryan with some ideas that would be very much appreciated.

Mr. Ryan: One more thing; on our trash clean-up we got 26 bags in 7 hours. Mayor Flaute: Good job. Thank you.

Mr. Fullenkamp: I want to follow up; we had this issue at the last meeting with Mr. Smith and I'd asked the staff to look into the proposed legislation/ordinances that currently exist in Oakwood and Centerville. Mr. Percival: I met with Mr. Smith, gone through that issue, and we need to work with the Law Director to get that squared away. From a city manager's standpoint I would sit here and tell you I don't want anything in the right-of-way; I know that's not an option so we want to come up with the best option to meet everybody's needs. If this is something we need to include in that overall ordinance then we'll take a look at that too.

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Mrs. Reynolds: When do we anticipate having something back? Mr. Percival: I would say it would probably be at least two meetings so we can make sure we are meeting the needs and not over-allowing things in the right of way. Mrs. Reynolds: So in May. Mr. Percival: Yes.

Ms. Alice Waddell of Rondowa Avenue said she had sent an email and would like to have a couple of hens. It says you can have chickens and livestock if you have 10 acres but if it is less, I'm assuming someone has to come out to look at your property or change the ruling. I have plenty of room and I just want 2 hens. We plan on getting a privacy fence around the whole back yard and the chicken coop we have picked out is just adorable. There's probably more that I need to read and I just want to know how to go about doing this.

Mayor Flaute: Thanks Ms. Waddell; it is actually 1.5 acres at this point but I'm thinking we need to relook at that. I think that is still a large acreage for just having 2 or 3 chickens. Ms. Waddell: I just want 2 hens and to have the grandkids be around that - seeing them lay eggs.

Mayor Flaute: I would like to relook at it unless there is another option. Mr. Percival: After we got Ms. Waddell's email, I asked staff to pull the minutes from the prior meeting. I believe council discussed this a while back. Mayor Flaute: At length. Mr. Percival: I've asked staff to pull the minutes so we can get that back out to you folks, refresh your memories, and then we can go from there. Mayor Flaute: It's becoming an issue; at the Ohio Mayor's Association meeting last year I said we need to talk about chickens. People laughed but when we got together to work on our conference, they said it is becoming a huge issue. That is going to be one of our workshops. We need to get as close as we can to some of the other cities or maybe even be better than some of the other cities.

Mr. Denning: In Montgomery, Ohio folks are allowed to have 6 chickens, they all must be hens, and they must be where your neighbors can't see it. That's Montgomery, Ohio where Montgomery Inn is – kind of an Oakwood area and they allow it. I think we need to be a little more forward thinking and come up with what works for us but we don't have to reinvent the wheel. Let's look and see what some other folks are doing and if it makes sense for us. Ms. Waddell is not the first to come in and ask us for permission to do this. We know there are people out there that have chickens and they aren't legal so let's come up with a rule so people aren't breaking the rules.

Mayor Flaute: City of Bexley was another nice place next to Columbus and their ordinance is very much like Montgomery's. I'm getting all this from the Mayor's Association but unfortunately the conference is not until June. There are a lot of high-class cities that are doing this.

Mr. Fullenkamp: I don't know how many times we have to revisit this; we've gone through this 2 or 3 times. Mayor Flaute: I know but it's still not right in my opinion. Mr. Fullenkamp: In your opinion but we've revisited this at least 2 or 3 times since I've been on council and we've said no. Mayor Flaute: I think it's important we revisit it or as the manager said, they are going to look it over and get back to us and we'll see if there's a way we can do it. We do have covenants in our city; if the covenants say no...Mr. Percival: The city has nothing to do with covenants; we don't enforce covenants, we don't even acknowledge covenants. Mayor Flaute: So if we would make a law for chickens, the covenants would not supersede. Mr. Percival: The covenants would supersede in the neighborhoods but we do not enforce covenants. Mayor Flaute: So Forest Ridge, Bayside, Seville, all of those have covenants. Mr. Percival: The covenants may not address the issue either.

Mayor Flaute: Ms. Waddell we will get back with you as soon as we can; it may not be real quick but as soon as we can. Ms. Waddell: Give me enough time to get my permit for my privacy fence.

Mr. Tim Schneider, Chairman of the Riverside Health and Safety Commission, said we have our Bike Rodeos coming up and I'm here to ask for volunteers from the council and any of the staff. We have two dates for the bike rodeos the first of which

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is May 21st from 10 a.m. to 1 p.m. at Rohrer Park and the second is June 11th at Beverly Gardens, same times. We welcome any volunteer assistance. We've had a great turn out the last 2 times, we fitted 150 to 200 helmets, and once again I want to thank council for the money they provided us for this endeavor. It has been a great project.

Mayor Flaute: It's amazing to me that at every bike rodeo you still have a big crowd of kids coming in and they just keep coming. We're pleased that the Riverside Health and Safety Commission has taken on this project. Thank you for your leadership.

ITEM 18: COUNCILMEMBER COMMENTS: Mr. Denning: Emily, thank you for your service and Mary Ann, welcome back.

Mayor Flaute: when is the Easter Egg Hunt? Mr. Denning: A week from Saturday, the day before Easter. It will be at Beverly Gardens at 10:00 and 15 seconds later it will be over. If you want to bring your children or your grand-children come about a quarter till 10:00 to get in place because if your after 10:00 you're are going to be late. And Mr. Mayor don't get in the area with your toddler. Mayor Flaute: My grandkids weren't going to get anything last year. Mr. Denning: We will throw you out even though you are the Mayor. Mayor Flaute: I did get thrown out of the Easter Egg Hunt; it was a little tough to bear.

Mrs. Reynolds: Mr. Manager, I know we are applying again for some CDBG dollars and I know staff was to meet with the county last week to talk about last year's award. I'm just wondering if we could possibly work those two grant dollar amounts together to do something a little different than we've done in the past and look at utilizing those dollars to make more of an impact in the community. Councilman Curp may have some thoughts to go along with this. I just think we have an opportunity to do something that might be substantial and bring greater growth to the city in utilizing both of those grant dollar amounts. I don't know what the plan is or what you are looking at doing but I always have a plan in mind. If you want to call me to talk about it, I'm glad to do that.

Mayor Flaute: We had a Mayors & Managers Association meeting at Walnut Grove this past Wednesday and we had 42 people there. That's one of the largest crowds we've had ever. We had Mike Grauwelman from the land bank come to speak and everyone was really interested in what's going on, especially the folks from Greene County, Miami County, and Shelby County who do not have any land banks. Montgomery County is way ahead of the curve, they are doing a lot with it and hopefully our city can continue to be supportive of the land bank. I went to the Brother Fritz Award Luncheon which was very nice. I have the annual report from that and the recipient of the award was Khadijah Ali. This has everything to do with children and if you are involved with children, that's how you get the award. Next year if you know of someone deserving of the award, please let me know. I have the quarterly report from the Montgomery County Prosecutor Mat Heck if anyone wants to see that, as well as reports from the Greater Dayton RTA and the Dayton Foundation. Hope for Riverside has an April 2nd Sock Drive, so anyone who wants to be involved with that contact me or the city for information. There was a Chamber event at one of our newest restaurants Al Mandi which is on Linden Avenue across from Eastown Shopping Center. A great time was had by all and we had very good Yamen food. Again, the uniqueness of Riverside never is more amazing than some of the restaurants we have. Lastly, I did 6 weddings in the past two weeks.

ITEM 19: ADJOURNMENT: A motion was made by Mrs. Reynolds to adjourn. Mr. Curp seconded the motion. All were in favor; none were opposed. The meeting was adjourned at 8:31 p.m.

William R. Flaute, Mayor

Clerk of Council