

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE FIRE DEPARTMENT
271 E 1ST ST
REGULAR MEETING
Monday, May 3, 2021 – 6:00 P.M.

The meeting will be recorded and can be viewed live by visiting the city web site at www.riversideiowa.gov

NOTICE TO THE PUBLIC: This is a meeting of the City Council to conduct the regular business of the City. Every item on the agenda is an item of discussion and action if needed.

1. Call meeting to order
2. Approval of agenda
3. Consent agenda
 - a. Minutes from 4-19-2021
 - b. Expenditures for 5-3-2021
4. **Public forum:** 3 minutes per person. See guidelines for public comments at the Clerk's table.
5. Carl A Nelson-Community Center Project
6. Public Hearings, Resolutions, Ordinances
 - a. Resolution #050321-01 Set Public Hearing for changes to Code of Ordinances, Chapter 106, 136, 155, 156, 157, 158, 159 pg. 31
 - b. Resolution #050321-02 Computer/Cell Phone Policy pg. 32
 - c. Resolution #050321-03 Password Policy pg.35
 - d. Resolution #050321-04 Set Public Hearing for Budget Amendment pg. 36
7. RFP for annual examination
8. City Administrator's report
 - a. Birthplace site
 - b. Examination Review
 - c. Dates for engineer interviews May 10th & May 11th
 - d. Update on IMFOA Conference
9. Motion to adjourn.

Meeting attendees are asked to maintain 6 ft. distance from other attendees who don't live in their household. Masks are required when distancing cannot be maintained. Those wishing to provide comments for the public forum without attending the meeting can submit them by email to admin@cityofriversideiowa.com, by phone at 319-648-3501, or in the City Hall dropbox up to 30 minutes prior to the meeting.

COUNCIL PACKET

RIVERSIDE CITY COUNCIL MEETING: Monday, April 19th, 2021

The Riverside City Council meeting opened at 6:00 pm at the Fire Station with Mayor Allen Schneider requesting roll call. Council members present: Andy Rodgers, Lois Schneider, Tom Sexton, Edgar McGuire, and Jeanine Redlinger.

Motion by Rodgers to approve agenda. Second by Schneider, passed 5-0.

Rodgers moved to approve the minutes of April 5, 2021, expenditures, Fire Department Report, and liquor license renewal for Kum & Go and Casey's. Second by Sexton, passed 5 -0.

Public Forum: Phil Richman stated that History Center is holding meetings for the 150 year Celebration of Riverside in 2022. Mary Audia, Executive Director of WEDG, introduced herself to Council.

Randy Tinnes, Patrol Lieutenant for Washington County, presented Sheriff's call report for March.

Bill Stukey, PeopleService, Inc. reviewed March water and wastewater report with Council.

Public Hearing and 1st Reading for changes to City Code of Ordinance was tabled.

Redlinger moved to pass Resolution #041921-02, approving 28E Agreement with the City of Kalona for use of equipment. Second by Rodgers, passed 4-1 Sexton opposed.

McGuire moved to pass Resolution #041921-03, Approving FY21-22 Hotel/Motel tax grant application for Summer Park Activities by RACC for \$2500. Second by Schneider, passed 5-0.

McGuire moved to pass Resolution #041921-04, Approving FY21-22 Hotel/Motel tax grant application for TrekFest XXXVI by RACC for 17,500. Second by Redlinger, passed 4-1 Rodgers opposed.

Redlinger moved to pass Resolution #041921-05, Approving FY21-22 Hotel/Motel tax grant application for donation to Paws & More animal shelter in the amount of \$4000. Second by McGuire, passed 4-1 Sexton opposed.

Sexton moved to pass Resolution #041921-06, Approving FY21-22 Hotel/Motel tax grant application for the Riverside history Center in the amount of \$19,000. Second by Redlinger, passed 5-0.

Redlinger moved to pass Resolution #041921-07, Approving Fire Dept. Chevrolet 2500 Crew Cab 4x4 grass truck purchase from Weile Chevrolet of Columbus Jct. for \$35,300 Second by Schneider, passed 5-0.

COUNCIL PACKET

Admin Yancey stated City Wide clean-up day is set for May 15th. Residents can pay for appliance disposal fee at City Hall.

McGuire moved to hire Absolute Outdoor Services of Riverside for a spring weed control application in City parks for \$1581. Second by Schneider, passed 5-0.

Redlinger moved to accept bid of \$4392 from Utzinger Epoxy and Concrete of Washington to install Parking pad at 40-E 2nd Street. Second by Rodgers, passed 5-0.

Council discussed results of Request for Qualifications for Engineering Services. A work session will be scheduled in May for interviews.

Yancey presented Admin's report and monthly financial updates.

Council reviewed Password, Computer, and Cell Phone Policies.

McGuire moved to go into Closed Session per Iowa Code Chapter 21.5 (j) Real Estate at 9:05 p.m. Second by Rodgers passed 5-0.

Council returned to open meeting at 9:26 p.m.

Redlinger moved to adjourn at 9:26 p.m. Second by Sexton, passed 5-0.

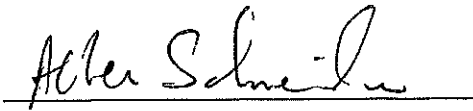
Full content of Council Meetings can be viewed on the City web site; riversideiowa.gov

Council Meeting – Monday, May 3rd, 2021 at 6:00 p.m. in Fire Station.

ATTEST:



Becky LaRoche; City Clerk



Allen Schneider; Mayor

COUNCIL PACKET

EXPENDITURES MAY 3, 2021					
COUNCIL MEETING		BILLS			
1	A-TECH	RVFD	002-5-150-6375	\$	84.00
2	ALLIANT ENERGY	PARKS	001-5-430-6371	\$	337.75
3	ALLIANT ENERGY	SEWER	610-5-815-6371	\$	1,341.81
4	ALLIANT ENERGY	CITY HALL	001-5-650-6371	\$	218.60
5	ALLIANT ENERGY	WATER	600-5-810-6371	\$	129.40
6	ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	\$	1,292.31
7	ALLIANT ENERGY	FIRE STATION	002-5-150-6330	\$	376.94
8	BECKY LaROCHE	CELL	001-5-650-6373	\$	50.00
9	BIG IRON WELDING	DOOR REPAIRS	001-5-210-6506	\$	91.55
10	BRYAN LENZ	CELL	001-5-430-6373	\$	50.00
11	CORE & MAIN	CURB BOX	600-5-810-6374	\$	186.63
12	ELECTRIC PUMP	LS1-VFD REPAIR	610-5-815-6374	\$	2,637.31
13	HEIMAN	THERMAL CAMERA	002-5-150-6356	\$	6,720.00
14	IMPERIAL AUTO	TIRE REPAIR	110-5-210-6331	\$	20.00
15	JAY STUELKE	CELL	001-5-210-6373	\$	50.00
16	JIMS REPAIR	TRIMMER REPAIR	001-5-430-6504	\$	35.90
17	JOHNSON CO REFUSE	YARD BAGS	670-5-840-6372	\$	77.50
18	KCTC	FS INTERNET	600-5-810-6332	\$	484.09
19	KOCH OFFICE	COPIES	001-5-650-6496	\$	766.79
20	KUM N GO	RVFD FUEL	002-5-150-6350	\$	427.68
21	KUM N GO	CITY FUEL	110-5-210-6331	\$	172.69
22	MID AMERICAN ENERGY	SHOP	001-5-210-6371	\$	124.55
23	MID AMERICAN ENERGY	RVFD	002-5-150-6330	\$	175.90
24	MID AMERICAN ENERGY	C HALL	001-5-650-6371	\$	48.99
25	PEOPLE SERVICES	MAY SERVICE	610-5-815-6500	\$	11,449.50
26	PEOPLE SERVICES	MAY SERVICE	600-5-800-6500	\$	11,449.50
27	RELION INS	RVFD	002-5-1506314	\$	18,616.76
28	RELION INS	STREETS	001-5-210-6405	\$	2,921.66
29	RELION INS	PARKS	001-5-430-6404	\$	5,869.37
30	RELION INS	CITY HALL	001-5-650-6403	\$	7,051.22
31	RELION INS	WATER	600-5-810-6405	\$	15,829.05
32	RELION INS	SEWER	610-5-815-6405	\$	14,245.94
33	RELION INS	40 E 2ND	001-5-470-6404	\$	768.00
34	RIVERSIDE HISTORY C ENTER	H/M/GRANT	145-5-650-6413	\$	3,602.31
35	SUEPPEL	LEGAL	001-5-640-6411	\$	3,500.00
36	YANCEY, CHRIS	IMFOA MILEAGE	001-5-650-6240	\$	174.94
37	YANCEY, CHRIS	WASH CHAMBER MEETING	001-5-650-6240	\$	80.00
38	*****	TOTAL BILLS		\$	111,458.64
39	APRIL EOM PAYABLES				
40	DELTA DENTAL	MAY BILLING	001-5-430-6150	\$	225.04
41	LINCOLN NAT'L LIFE INS	APRIL BILLING	001-5-620-6150	\$	288.55
42	MEDIACOM	CITY HALL	001-5-650-6373	\$	224.11
43	MEDIACOM	RVFD	002-5-150-6332	\$	231.35
44	VERIZON	COLLECTORS	600-5-810-6373	\$	63.54
45	WASH CO RECORDER	RECORDING	001-5-470-6404	\$	17.00
46	WELLMARK	MAY INSURANCE	001-5-620-6150	\$	4,804.77
47	WINDSTREAM	WATER INTERNET	600-5-810-6373	\$	158.36
48	WINDSTREAM	SHOP INTERNET	001-5-210-6371	\$	181.22
49	*****	TOTAL PAID BILLS			\$ 6,193.94
50	*****	TOTAL EXPENDITURES		\$	117,652.58
51					
52	TOTAL BY FUND				
53	"001"	GENERAL FUND	\$	29,172.32	
54	"002"	FIRE DEPARTMENT	\$	26,632.63	
55	"110"	ROAD USE FUND	\$	192.69	
56	"145"	CASINO FUNDS	\$	3,602.31	
57	"200"	DEBT SERVICE	\$	-	
58	"301"	CAPITAL PROJECTS	\$	-	
59	"600"	WATER FUND	\$	28,300.57	
60	"610"	SEWER FUND	\$	29,674.56	
61	"670"	GARBAGE	\$	77.50	
62	*****	TOTAL EXPENDITURES	\$	117,652.58	\$ -

**CITY OF RIVERSIDE
COMMUNITY BUILDING FEASIBILITY STUDY**

MEETING 2
APRIL 8, 2021



PREPARED BY:
CARL A. NELSON & COMPANY
1815 DES MOINES AVENUE
BURLINGTON, IA 52601

QUESTIONNAIRE RESPONSES 1

PROGRAMS 5

PRELIMINARY COST OPINIONS 7

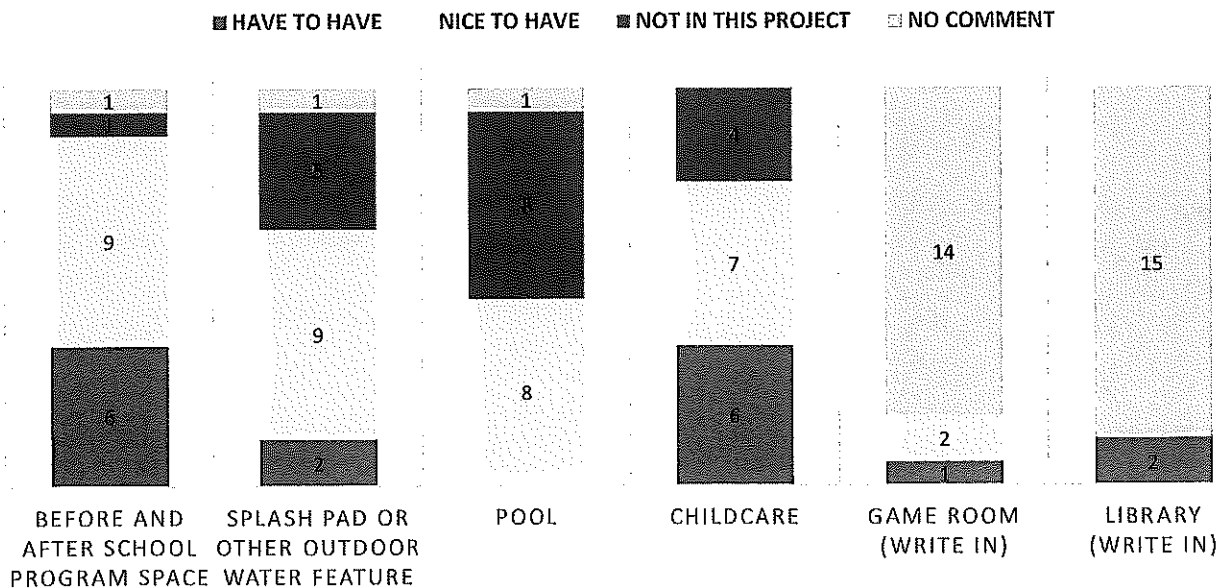
ROOM DIAGRAMS 8

No.	Question	Answers				Total Responses
1	Track					
1A	Indoor Walking/Running Track	Elevated	Ground Level	No Preference		
		9	0	8	17	
2	Gymnasium					
2A	What functions would you like the gym to accommodate? (Select all that apply)	Basketball	Volleyball	Other	Batting Cage	Pickleball
		17	13	0	2	5
2B	Basketball Court Size					
	Regulation High School	Junior High	Whatever Fits			
		12	0	5	17	
2C	Basketball Cross Court	Junior High	Whatever Fits	No Preference		
		6	10	0	16	
2D	Volleyball Courts to Accommodate					
	One High School Court and Two Cross Courts	One High School Court	Whatever Fits	None		
		4	2	11	0	
2E	Spectator Seating	None	0-100	100-200		
		0	13	4	17	

No.	Question	Answers	Total Responses												
3	Reservable Event Space														
3A	What functions would you like the reservable event space(s) to accommodate? (Select all that apply)	<table border="1"> <thead> <tr> <th>Banquets</th> <th>Training/ Workshops</th> <th>Meeting</th> <th>Parties/ Receptions</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>15</td> <td>16</td> <td>14</td> <td>17</td> </tr> </tbody> </table>	Banquets	Training/ Workshops	Meeting	Parties/ Receptions	Total	9	15	16	14	17	17		
Banquets	Training/ Workshops	Meeting	Parties/ Receptions	Total											
9	15	16	14	17											
3B	Do you want a dedicated space to hold large events (over 100 people) such as banquets	<table border="1"> <thead> <tr> <th>Yes (The room could be divided into smaller spaces with moveable walls)</th> <th>No, Use whatever fits in the gymnasium</th> <th>No preference</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>4</td> <td>5</td> <td>17</td> </tr> </tbody> </table>	Yes (The room could be divided into smaller spaces with moveable walls)	No, Use whatever fits in the gymnasium	No preference	Total	8	4	5	17	17				
Yes (The room could be divided into smaller spaces with moveable walls)	No, Use whatever fits in the gymnasium	No preference	Total												
8	4	5	17												
3C	How many people would you like to accommodate for large events/banquets	<table border="1"> <thead> <tr> <th>100-200</th> <th>200-300</th> <th>300+</th> <th>Whatever fits in the gymnasium</th> <th>No need to host banquets at this site</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>0</td> <td>1</td> <td>6</td> <td>2</td> <td>17</td> </tr> </tbody> </table>	100-200	200-300	300+	Whatever fits in the gymnasium	No need to host banquets at this site	Total	8	0	1	6	2	17	17
100-200	200-300	300+	Whatever fits in the gymnasium	No need to host banquets at this site	Total										
8	0	1	6	2	17										
3D	Does the banquet layout need to accommodate space for portable stage or dance floor	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>No preference</th> <th>No need to host banquets at this site</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>3</td> <td>6</td> <td>3</td> <td>17</td> </tr> </tbody> </table>	Yes	No	No preference	No need to host banquets at this site	Total	5	3	6	3	17	17		
Yes	No	No preference	No need to host banquets at this site	Total											
5	3	6	3	17											
3E	How many people would you like to accommodate in a smaller reservable space for meetings, senior meal site, parties, receptions, etc.?	<table border="1"> <thead> <tr> <th>0-25</th> <th>25-50</th> <th>50-75</th> <th>75-100</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10</td> <td>5</td> <td>1</td> <td>17</td> </tr> </tbody> </table>	0-25	25-50	50-75	75-100	Total	1	10	5	1	17	17		
0-25	25-50	50-75	75-100	Total											
1	10	5	1	17											
4	Kitchen														
4A	Capabilities	<table border="1"> <thead> <tr> <th>Fully prepare food (stove, oven, etc).</th> <th>Warm and serve food only</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>14</td> <td>17</td> </tr> </tbody> </table>	Fully prepare food (stove, oven, etc).	Warm and serve food only	Total	3	14	17	17						
Fully prepare food (stove, oven, etc).	Warm and serve food only	Total													
3	14	17													
4B	Desired Features (Select all that apply)	<table border="1"> <thead> <tr> <th>Exterior access for loading and unloading</th> <th>Ovens</th> <th>Roll-up window</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>4</td> <td>6</td> <td>16</td> </tr> </tbody> </table>	Exterior access for loading and unloading	Ovens	Roll-up window	Total	14	4	6	16	16				
Exterior access for loading and unloading	Ovens	Roll-up window	Total												
14	4	6	16												

No.	Question	Answers			Total Responses
5	Amenities				
5A	Before and After School Program Space	Have to Have 6	Nice to Have 9	Not in This Project 1	16
5B	Splash Pad or Other Outdoor Water Feature	Have to Have 2	Nice to Have 9	Not in This Project 5	16
5C	Pool	Have to Have 0	Nice to Have 8	Not in This Project 8	16
5D	Childcare	Have to Have 6	Nice to Have 7	Not in This Project 4	17

5. HAVE TO HAVE AMENITIES



No.	Question	Answers				Total Responses
6	Amenities					
6A	Before/After School Program Space-Number of Kids Accommodated:	0-25	25-50	50-75	75-100	
		4	10	3	0	17
7	Amenities					
7A	What functions would you like the pool to accommodate	Competitive		Recreation/ Exercise Classes		
		Swim	Lap Swim		No Pool	
		0	9	9	4	15

COUNCIL PACKET

PROGRAMS

4 MILLION					6 MILLION				IDEAL			
BUILDING PROGRAM												
Room	Quantity	Size	Total	Notes	Quantity	Size	Total	Notes	Quantity	Size	Total	Notes
Main Entry												
Vestibule	1	80	80		1	80	80		1	80	80	
Lobby	1	750	750	Potentially include computer or library alcove	1	850	850	Potentially include computer or library alcove	1	850	850	Potentially include computer or library alcove
Reception Desk	1	200	200		1	250	250		1	250	250	
Office	2	100	200		2	100	200		2	100	200	
Work Area	1	50	50		1	100	100		1	100	100	
Gymnasium												
Basketball Court	1	4,368	4,368	Accommodates junior high cross courts (74x42')	1	8,112	8,112	Accommodates high school regulation court (84x50') Cross courts are 68x42'	1	8,736	8,736	Accommodates high school regulation court (84x50') Accommodates junior high cross courts (74x42')
Speciator Seating	1	630	630	Accommodates up to 150 people	1	780	780	Accommodates up to 200 people	1	780	780	Accommodates up to 200 people
Track	1	2,453	2,453	2 Lanes, Elevated	1	4,100	4,100	3 Lanes, Elevated	1	4,600	4,600	3 Lanes, Elevated
Wellness												
Cardio Fitness	1	800	800	Accommodates approximately 12 pieces of cardio fitness equipment	1	1,500	1,500	Accommodates approximately 25 pieces of cardio fitness equipment	1	2,000	2,000	Accommodates approximately 30 pieces of cardio fitness equipment
Weight Training	1	800	800	Accommodates approximately 8 pieces of weight training equipment	1	1,750	1,750	Accommodates approximately 20 pieces of weight training equipment	1	2,000	2,000	Accommodates approximately 22 pieces of weight training equipment
Exercise Studio	1	400	400	Accommodates up to 10 people, depending on class	1	750	750	Accommodates up to 15 people, depending on class	1	1,000	1,000	Accommodates up to 20 people, depending on class
Healing Space												
Banquet Space	0	0	0	Gymnasium accomodates 240 people plus space for stage	0	0	0	Gymnasium accomodates 448 people plus space for stage	1	4,175	4,175	Accommodates 200 people plus space for stage. Gymnasium accomodates 512 people plus space for stage
Reservable Meeting Space, Senior Meals	1	600	600	Accommodates 32 people at rectangular tables. Accommodates 24 people in classroom set-up.	1	780	780	Accommodates 48 people at rectangular tables. Accommodates 36 people in classroom set-up.	0	0	0	Located within banquet space, moveable walls divide space into smaller rooms
Children Space												
Before/After School Program	0	0	0		1	400	400		1	400	400	
Daycare	0	0	0		0	0	0		1	750	750	

COUNCIL PACKET

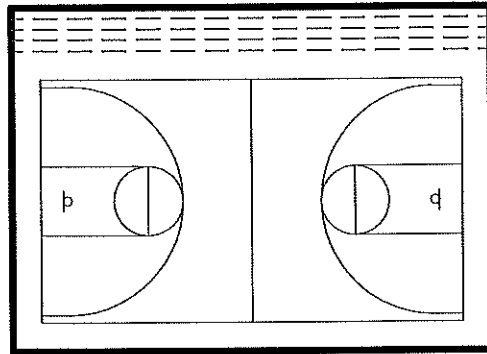
PROGRAMS

4 MILLION				6 MILLION				IDEAL			
Support Space											
Gymnasium											
Storage	1	150	150	1	200	200	1	200	200		
Locker Rooms	2	500	1,000	2	500	1,000	2	500	1,000		
Family Toilet	1	90	90	1	90	90	1	90	90		
Meeting											
Kitchenette	1	75	75	1	90	90	1	100	100		
Storage	1	50	50	1	75	75	1	100	100		
Building											
Electric / IT	1	150	150	1	200	200	1	200	200		
Fire Sprinkler Room	1	150	150	1	150	150	1	150	150		
Mechanical	1	150	150	1	200	200	1	200	200		
Janitor's Closet	2	75	150	2	75	150	2	75	150		
Total Square Footage (Net)		13,295			21,807			28,111			
Net to Gross (Efficiency) Factor	0.3	3,989	Includes circulation, vertical circulation, entry vestibules, wall thickness, etc.	6,542	Includes circulation, vertical circulation, entry vestibules, wall thickness, etc.	8,433	Includes circulation, vertical circulation, entry vestibules, wall thickness, etc.				
Total Square Footage (Gross)		17,285		28,349		36,544					
PARKING LOT											
Parking Stalls Required (1 stall/300 GSF)		58		94		122					
Space Per Parking Stall (300-350 SF)		325	Includes circulation to and from stall.	325	Includes circulation to and from stall.	325	Includes circulation to and from stall.				
Parking Lot Size Required		18,725		30,712		39,599					

	4 MILLION	6 MILLION	IDEAL
BUILDING PROGRAM			
Total Square Footage (Gross)	17,285	28,349	36,544
PARKING LOT			
Parking Lot Size Required	18,725	30,712	39,590
PRELIMINARY COST OPINION			
Item	Budget Cost	Budget Cost	Budget Cost
Development Costs	\$10,000	\$10,000	\$10,000
Site and Building Construction Costs	\$3,575,324	\$5,536,837	\$6,955,614
Professional Fees	\$314,273	\$460,079	\$567,393
Administrative and Legal Costs	\$20,363	\$23,305	\$25,433
Furniture, Fixtures, and Equipment (FFE) Costs	\$70,000	\$75,000	\$82,500
Telecommunications/Technology System Costs	\$20,500	\$20,500	\$25,000
Preliminary Cost Opinion Total	\$4,010,460	\$6,125,721	\$7,665,940

ROOM DIAGRAMS
BASKETBALL COURT

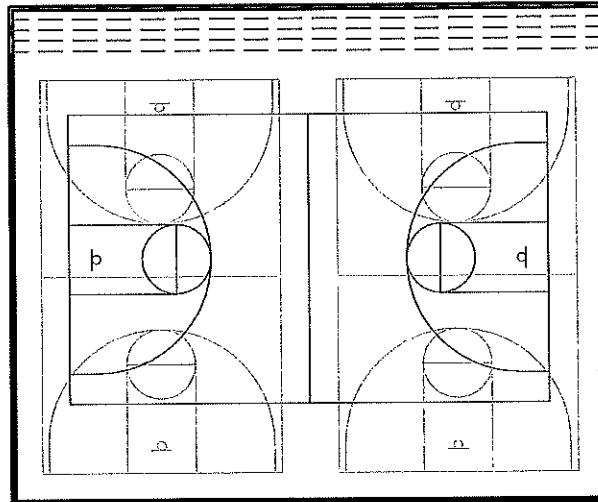
4 MILLION



FULL COURT
JUNIOR HIGH COURTS 74'x42'

SPECTATOR SEATING
ACCOMMODATES UP TO 150
PEOPLE

6 MILLION

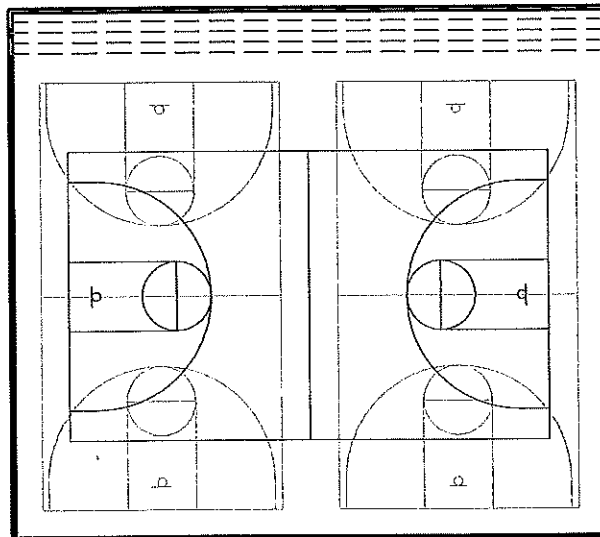


FULL COURT
HIGH SCHOOL COURT 84'x50'

CROSS COURTS
(2) COURTS 68'x42'

SPECTATOR SEATING
ACCOMMODATES UP TO 200
PEOPLE

IDEAL

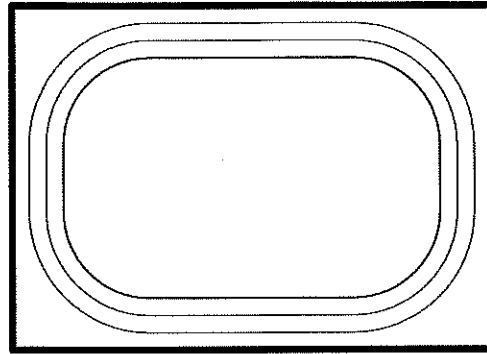


FULL COURT
HIGH SCHOOL COURT 84'x50'

CROSS COURTS
(2) JUNIOR HIGH COURTS
74'x42'

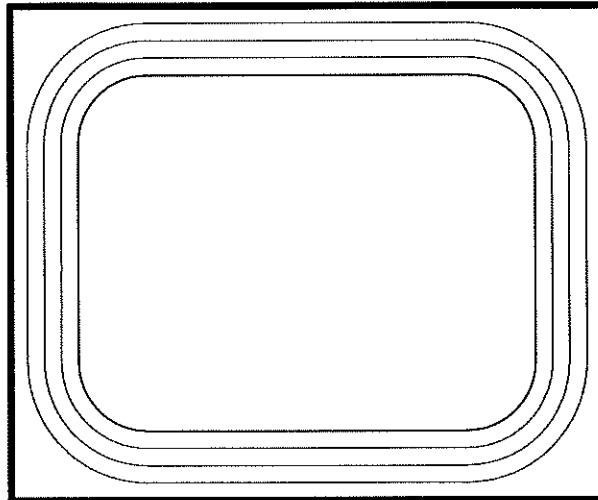
SPECTATOR SEATING
ACCOMMODATES UP TO 200
PEOPLE

4 MILLION



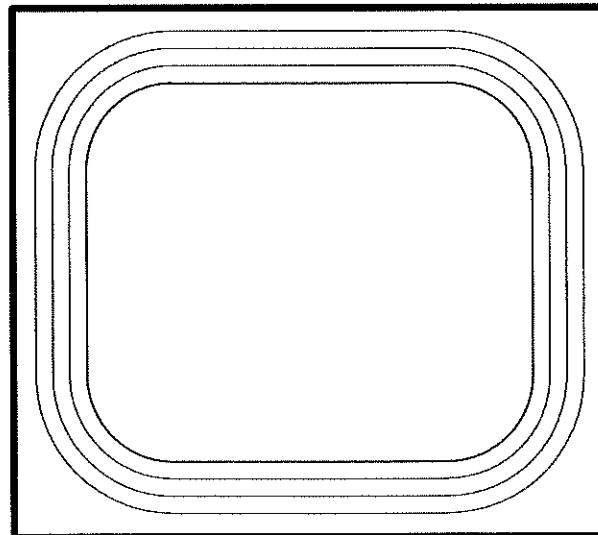
2 LANES

6 MILLION



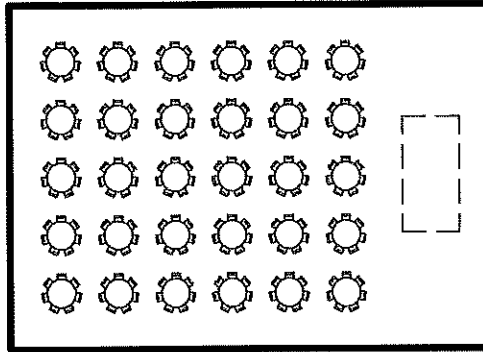
3 LANES

IDEAL



3 LANES

4 MILLION



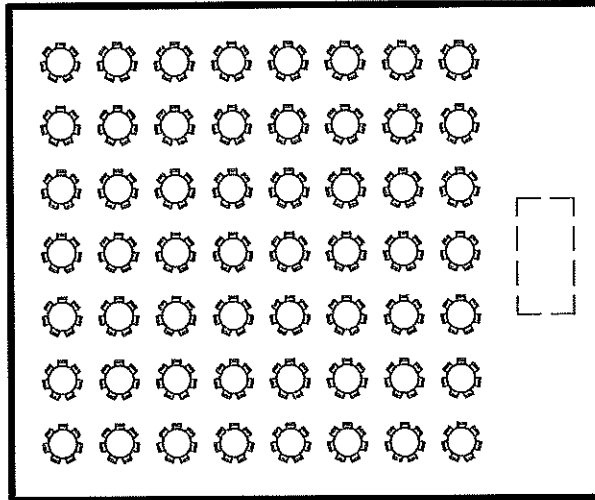
IN GYMNASIUM

240 PEOPLE

60" TABLE

8 PEOPLE/TABLE

6 MILLION



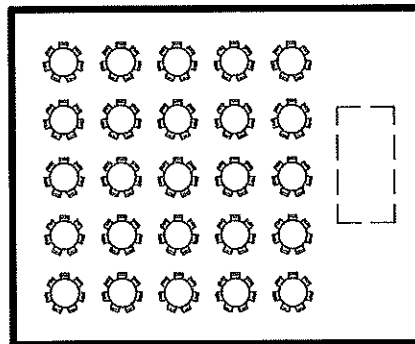
IN GYMNASIUM

448 PEOPLE

60" TABLE

8 PEOPLE/TABLE

IDEAL



DEDICATED SPACE (4,175 SF)

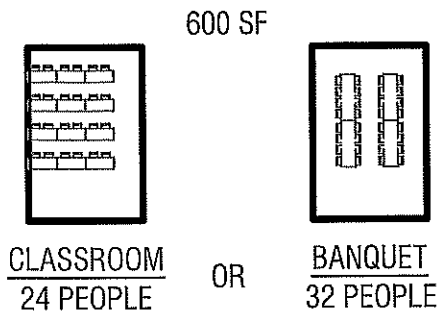
200 PEOPLE

60" TABLE

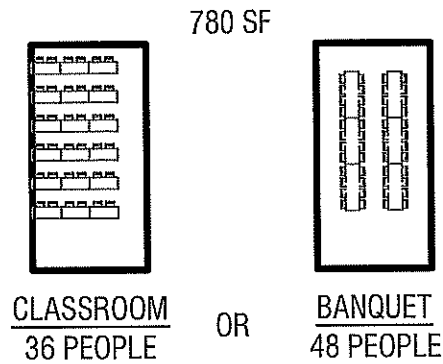
8 PEOPLE/TABLE

RESERVABLE MEETING SPACE - LAYOUT OPTIONS

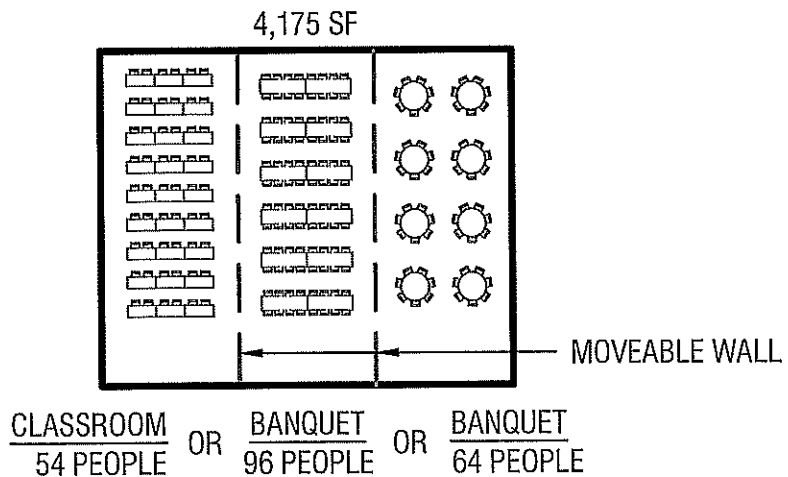
4 MILLION



6 MILLION



IDEAL



COUNCIL PACKET



Riverside Community Building
Feasibility Study
Meeting 2 - April 8, 21

BUILDING COMPARISON

Room	Washington			Notes	Kalona			
	Quantity	Size (SF)	Total (SF)		Quantity	Size (SF)	Total (SF)	
Main Entry								
Vestibule	1	140	140		1	85	85	
Lobby	1	730	730		1	890	890	
Reception Desk	1	184	184					
Office	2	150	300		1	165	165	
Open Office	1	390	390					
Work Area	1		0					
Gymnasium								
Basketball Court	1	7,812	7,812		1	9,950	9,950	
Spectator Seating	1	754	754				Mobil bleachers around perimeter of gym	
Track	1	4,130	4,130		1	6,275	6,275	
Concessions					1	140	140	
Wellness								
Cardio Fitness	1	1,200	1,200		1	2,030	2,030	32 pieces of equipment
Weight Training	1	1,875	1,875		1	1,815	1,815	19 pieces of equipment
Exercise Studio	1	1,500	1,500		1	800	800	
Spinning	1	650	650					
Cross Fit Area	1	840	840					
Meeting Space								
Banquet Space								
Meeting Space: Reservable, Senior Meals	1	1,300	1,300		1	455	455	
Children Space								
Before/After School Program								
Daycare	1	755	755					
Support Space								
Gymnasium								
Storage	1	210	210		1	433	433	
Locker Rooms	4	530	2,120		2	340	680	
Family Toilet	1	83	83					
Meeting								
Kitchen	1	80	80					
Storage	1	95	95					
Building								
Electric / IT	1	110	110					
Electric	1	90	90					
Fire Sprinkler Room	1	155	155					
Mechanical/Elec	1	130	130		1	150	150	
Mechanical					1	185	185	
Janitor's Closet	1	94	94					
Janitor's Closet	1	50	50					
Total Gross Square Footage of Building			34,336		27,900 (Addition)			

COUNCIL PACKET

- Group 1 Table on South Side of the Room
- Group 2 Table in the Middle, between North and South Groups
- Group 3 Table on North Side of the Room



**Riverside Community Building
Feasibility Study**

4 MILLION					6 MILLION					IDEAL				
BUILDING PROGRAM														
Room	Quantity	Size	Total	Notes	Quantity	Size	Total	Notes	Quantity	Size	Total	Notes		
Main Entry														
Vestibule	1	80	80		1	80	80		1	80	80			
Lobby	1	750	750	Potentially include computer or library alcove	1	850	850	Potentially include computer or library alcove	1	850	850	Potentially include computer or library alcove		
Reception Desk	1	200	200	Combine with Lobby	1	250	250		1	250	250			
Office	2	100	200		2	100	200		2	100	200			
Work Area	1	50	50		1	100	100		1	100	100			
Gymnasium														
Basketball Court	1	4,368	4,368	Accommodates junior high cross courts (74x42')	1	8,112	8,112	Accommodates high school regulation court (84x50) Cross courts are 68x42'	1	8,736	8,736	Accommodates high school regulation court (84x50) Accommodates junior high cross courts (74x42')		
Spectator Seating	1	630	630	Accommodates up to 150 people	1	780	780	Accommodates up to 200 people	1	780	780	Accommodates up to 200 people		
Track	1	2,453	2,453	2 Lanes, Elevated	1	4,100	4,100	3 Lanes, Elevated	1	4,600	4,600	3 Lanes, Elevated		
Wellness														
Closer to 1,000 sf.														
Cardio Fitness	1	800	800	Accommodates approximately 12 pieces of cardio fitness equipment	1	1,500	1,500	Accommodates approximately 25 pieces of cardio fitness equipment	1	2,000	2,000	Accommodates approximately 30 pieces of cardio fitness equipment		
Weight Training	1	800	800	Accommodates approximately 8 pieces of weight training equipment	1	1,750	1,750	Accommodates approximately 20 pieces of weight training equipment	1	2,000	2,000	Accommodates approximately 22 pieces of weight training equipment		
Exercise Studio	1	400	400	Accommodates up to 10 people, depending on class	1	750	750	Accommodates up to 15 people, depending on class	1	1,000	1,000	Accommodates up to 20 people, depending on class		
Meeting Space														
Banquet Space	0	0	0	Gymnasium accommodates 240 people plus space for stage	0	0	0	Gymnasium accommodates 448 people plus space for stage	1	4,175	4,175	Accommodates 200 people plus space for stage. Gymnasium accommodates 512 people plus space for stage		
Reservable Meeting Space, Senior Meats	1	600	600	Accommodates 32 people at rectangular tables. Accommodates 24 people in classroom set-up.	1	780	780	Accommodates 48 people at rectangular tables. Accommodates 36 people in classroom set-up.	0	0	0	Located within banquet space, movable walls divide space into smaller rooms		
Children Space														
Before/After School Program	0	0	0		1	400	400		1	400	400			
Daycare	0	0	0		0	0	0		1	750	750			

All three groups expressed concern these spaces may not be large enough.

COUNCIL PACKET

- Group 1 ██████████ Table on South Side of the Room
- Group 2 ██████████ Table in the Middle, between North and South Groups
- Group 3 ██████████ Table on North Side of the Room



Riverside Community Building
Feasibility Study

	4 MILLION	6 MILLION	IDEAL
Support Space			
Gymnasium			
Storage	1 150 150	1 200 200	1 200 200
Locker Rooms	2 500 1,000	2 500 1,000	2 500 1,000
Family Toilet	1 90 90	1 90 90	1 90 90
Meeting			
Kitchenette	1 75 75	1 90 90	1 100 100
Storage	1 50 50	1 75 75	1 100 100
Building These Spaces will be sized based on systems designed with in.			
Electric / IT	1 150 150	1 200 200	1 200 200
Fire Sprinkler Room	1 150 150	1 150 150	1 150 150
Mechanical	1 150 150	1 200 200	1 200 200
Janitor's Closet	2 75 150	2 75 150	2 75 150
Total Square Footage (Net)	13,296	21,807	28,111
Net to Gross (Efficiency) Factor	0.3 3,989	6,542	8,433
	Includes circulation, vertical circulation, entry vestibules, wall thickness, etc.	Includes circulation, vertical circulation, entry vestibules, wall thickness, etc.	Includes circulation, vertical circulation, entry vestibules, wall thickness, etc.
Total Square Footage (Gross)	17,285	28,349	36,544
PARKING LOT			
Parking Stalls Required (1 stall/300 GSF)	58	94	122
Space Per Parking Stall (300-350 SF)	325	325	325
	Includes circulation to and from stall.	Includes circulation to and from stall.	Includes circulation to and from stall.
Parking Lot Size Required	18,725	30,712	39,590

CITY OF RIVERSIDE
COMMUNITY BUILDING
FEASIBILITY STUDY





what is a feasibility study

EXAMPLE OF A PROGRAM

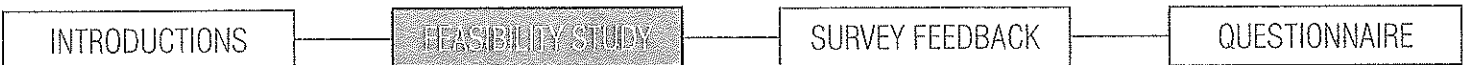
Desired Rooms

- Quantity
- Size (SF)
- Total (SF)
- Notes

Total Square Footage

- Net
- Gross

Room	Quantity	Size	Total	Notes
Bus Office	1	100	100	Accommodates desk plus chairs for 3 students
Assembly Space / Basketball Court	1	8,110	8,110	Accommodates high school regulation court 84'x50'
Spectator Seating	1	780	780	Owner desires seating for 70-100 people.
Classrooms				
English Speaking: Standard	6	375	2,250	Owner desires 10-12 total English classrooms
English Speaking: Teen	2	425	850	
English Speaking: Early Ed	4	550	2,200	3 year old, 4 year old, Kindergarten, 1st grade
Support Space				
Banquet and Sports Storage	1	200	200	
Kitchen	1	480	480	
Restrooms	2	300	600	
Electric / IT	1	100	100	
Fire Sprinkler Room	1	100	100	
Mechanical	2	75	150	
Janitor's Closet	1	95	95	
Total Square Footage (Net)			16,015	
Net to Gross (Efficiency) Factor	0.25		4,004	Includes circulation, vertical circulation, entry vestibules, wall thickness, etc.
Total Square Footage (Gross)			20,019	





response

- 262 Total participants
- Favorable to the project
- Prioritized various amenities from most important to least important

Ranking	Amenity	Responses						Responses		Percentage of Responses	
		Least Important 1	2	Neutral 3	4	Most Important 5	Total	Least/Less Important (1+2)	Percentage of Responses	Most/More Important (4+5)	Percentage of Responses
HAVE TO HAVE	1 Indoor Walking/Running Track	18	8	32	43	161	262	26	10%	204	78%
	2 Cardio Fitness Center	21	10	41	77	113	262	31	12%	190	73%
	3 Gymnasium	23	17	37	63	122	262	40	15%	185	71%
	4 Weight Training Center	28	16	60	75	83	262	44	17%	158	60%
	5 Exercise/Yoga Studio	26	19	59	57	60	221	45	20%	117	53%
	6 Walking Paths/Trails	45	25	57	61	74	262	70	27%	135	52%
	7 Reservable Event Space/Kitchen	34	29	68	69	62	262	63	24%	131	50%
NEED TO HAVE	8 Before/After School Program Space	44	31	68	50	69	262	75	29%	119	45%
	9 Splash Pad/Other Outdoor Water Feature	68	24	55	41	74	262	92	35%	115	44%
	10 Senior Meal Site	33	31	90	56	52	262	64	24%	108	41%
	11 Lap Pool	69	23	65	47	58	262	92	35%	105	40%
	12 Childcare/Pre-School	52	45	63	43	59	262	97	37%	102	39%
13 Reservable Meetings Rooms	48	36	77	53	48	262	84	32%	101	39%	
NOT WORTH THIS PROJECT	14 Library/Reading Room	58	36	73	43	51	261	94	36%	94	36%
	15 Outdoor Sports Complex	83	24	62	53	40	262	107	41%	93	35%
	16 Playground	68	34	69	52	39	262	102	39%	91	35%
	17 Game Room (Ping Pong, Billiards, etc.)	51	27	100	51	33	262	78	30%	84	32%
	18 Whirlpool	94	23	65	40	40	262	117	45%	80	31%
	19 Park Shelter	61	34	91	45	31	262	95	36%	76	29%
	20 Picnic Facilities	63	41	86	42	30	262	104	40%	72	27%
	21 Public Use Computer Terminals	73	47	71	41	30	262	120	46%	71	27%
	22 Theater/Auditorium	86	36	81	43	16	262	122	47%	59	23%
	23 Community Garden	93	34	77	30	28	262	127	48%	58	22%
	24 Racquetball Courts	88	42	84	31	17	262	130	50%	48	18%
	25 Skate/BMX Park	137	42	47	21	15	262	179	68%	36	14%





response

PRIORITIZED BY MOST IMPORTANT

HAVE TO HAVE

NICE TO HAVE

NOT WITH THIS PROJECT

Ranking	Amenity	Percentage of Responses
1	Indoor Walking/Running Track	78%
2	Cardio Fitness Center	73%
3	Gymnasium	71%
4	Weight Training Center	60%
5	Exercise/Yoga Studio	53%
6	Walking Paths/Trails	52%
7	Reservable Event Space/Kitchen	50%
8	Before/After School Program Space	45%
9	Splash Pad/Other Outdoor Water Feature	44%
10	Senior Meal Site	41%
11	Lap Pool	40%
12	Childcare/Pre-School	39%
13	Reservable Meetings Rooms	39%
14	Library/Reading Room	36%
15	Outdoor Sports Complex	35%
16	Playground	35%
17	Game Room (Ping Pong, Billiards, etc.)	32%
18	Whirlpool	31%
19	Park Shelter	29%
20	Picnic Facilities	27%
21	Public Use Computer Terminals	27%
22	Theater/Auditorium	23%
23	Community Garden	22%
24	Racquetball Courts	18%
25	Skate/BMX Park	14%





response

HAVE TO HAVE

Ranking	Amenity	Percentage of Responses
1	Indoor Walking/Running Track	78%
2	Cardio Fitness Center	73%
3	Gymnasium	71%
4	Weight Training Center	60%
5	Exercise/Yoga Studio	53%
6	Walking Paths/Trails	52%
7	Reservable Event Space/Kitchen	50%
8	Before/After School Program Space	45%
9	Splash Pad/Other Outdoor Water Feature	44%
10	Senior Meal Site	41%
11	Lap Pool	40%
12	Childcare/Pre-School	39%
13	Reservable Meetings Rooms	39%
14	Library/Reading Room	36%
15	Outdoor Sports Complex	35%
16	Playground	35%
17	Game Room (Ping Pong, Billiards, etc.)	32%
18	Whirlpool	31%
19	Park Shelter	29%
20	Picnic Facilities	27%
21	Public Use Computer Terminals	27%
22	Theater/Auditorium	23%
23	Community Garden	22%
24	Racquetball Courts	18%
25	Skate/BMX Park	14%

HAVE TO HAVE

NICE TO HAVE

NOT WORTH THIS PROJECT

Ranking	Amenity	Percentage of Responses
1	Indoor Walking/Running Track	78%
2	Cardio Fitness Center	73%
3	Gymnasium	71%
4	Weight Training Center	60%
5	Exercise/Yoga Studio	53%
6	Walking Paths/Trails	52%
7	Reservable Event Space/Kitchen	50%

HAVE TO HAVE





response

NICE TO HAVE

Ranking	Amenity	Percentage of Responses
1	Indoor Walking/Running Track	78%
2	Cardio Fitness Center	73%
3	Gymnasium	71%
4	Weight Training Center	60%
5	Exercise/Yoga Studio	53%
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10	Senior Meal Site	41%
11	Lap Pool	40%
12	Childcare/Pre-School	39%
13	Reservable Meetings Rooms	39%
14	Library/Reading Room	36%
15	Outdoor Sports Complex	35%
16	Playground	35%
17	Game Room (Ping Pong, Billiards, etc.)	32%
18	Whirlpool	31%
19	Park Shelter	29%
20	Picnic Facilities	27%
21	Public Use Computer Terminals	27%
22	Theater/Auditorium	23%
23	Community Garden	22%
24	Racquetball Courts	18%
25	Skate/BMX Park	14%

Ranking	Amenity	Percentage of Responses
8	Before/After School Program Space	45%
9	Splash Pad/Other Outdoor Water Feature	44%
10	Senior Meal Site	41%
11	Lap Pool	40%
12	Childcare/Pre-School	39%
13	Reservable Meetings Rooms	39%





response

NOT WITH THIS PROJECT

Ranking	Amenity	Percentage of Responses
1	Indoor Walking/Running Track	78%
2	Cardio Fitness Center	73%
3	Gymnasium	71%
4	Weight Training Center	60%
5	Exercise/Yoga Studio	53%
6	Walking Paths/Trails	52%
7	Reservable Event Space/Kitchen	50%
8	Before/After School Program Space	45%
9	Splash Pad/Other Outdoor Water Feature	44%
10	Senior Meal Site	41%
11	Lap Pool	40%
12	Childcare/Pre-School	39%
13	Reservable Meeting Rooms	38%
14	Library/Reading Room	36%
15	Outdoor Sports Complex	35%
16	Playground	35%
17	Game Room (Ping Pong, Billiards, etc.)	32%
18	Whirlpool	31%
19	Park Shelter	29%
20	Picnic Facilities	27%
21	Public Use Computer Terminals	27%
22	Theater/Auditorium	23%
23	Community Garden	22%
24	Racquetball Courts	18%
25	Skate/BMX Park	14%

Ranking	Amenity	Percentage of Responses
14	Library/Reading Room	36%
15	Outdoor Sports Complex	35%
16	Playground	35%
17	Game Room (Ping Pong, Billiards, etc.)	32%
18	Whirlpool	31%
19	Park Shelter	29%
20	Picnic Facilities	27%
21	Public Use Computer Terminals	27%
22	Theater/Auditorium	23%
23	Community Garden	22%
24	Racquetball Courts	18%
25	Skate/BMX Park	14%





response

ADJUSTED

	Ranking	Former Ranking	Amenity	Percentage of Responses
HAVE TO HAVE	1		Indoor Walking/Running Track	78%
	2		Cardio Fitness Center	73%
	3		Gymnasium	71%
	4		Weight Training Center	60%
	5		Exercise/Yoga Studio	53%
	7		Reservable Event Space/Kitchen	50%
			10 Senior Meal Site	41%
		13 Reservable Meetings Rooms	39%	
NICE TO HAVE	7		Kitchen	50%
	8		Before/After School Program Space	45%
	9		Splash Pad/Other Outdoor Water Feature	44%
	11		Lap Pool	40%
NO	12		Childcare	39%
		6	Walking Paths/Trails	52%





**City of Riverside
Community Building Feasibility Study
February 25, 2021**

QUESTIONNAIRE

*Please return completed questionnaires to the Riverside City Hall. If you would like to return a digital copy instead, please scan and send to cityadmin@riversideiowa.gov . The deadline to return completed questionnaires is **March 4, 2021**.*

HAVE TO HAVE AMENITIES

Note: The following spaces are included in the "Have to Have" amenities. We do not have any follow-up questions on them:

- | | |
|-----------------------|------------------------|
| Cardio Fitness Center | Weight Training Center |
| Exercise/Yoga Studio | Walking Paths/Trails |

1. Indoor Walking/Running Track
 - Elevated
 - Ground Level
 - No Preference

2. Gymnasium
 - a. What functions would you like the gym to accommodate? (Select all that apply)
 - Basketball
 - Volleyball
 - Other

 - b. Basketball Court Size
 - Regulation High School
 - Junior High
 - Whatever Fits

 - c. Basketball Cross Court
 - Junior High
 - Whatever Fits
 - None Required

 - d. Volleyball Courts to Accommodate
 - One High School Court and Two Cross Courts
 - One High School Court
 - Whatever Fits
 - None

COUNCIL PACKET

2. Gymnasium (continued)
- e. Spectator Seating
- None
 - 0-100
 - 100-200
3. Reservable Event Space (Includes Senior Meal Site, Meeting Rooms):
- a. What functions would you like the reservable event space(s) to accommodate? (Select all that apply)
- Banquets
 - Training/Workshops
 - Meeting
 - Parties/Receptions
 - Other
-
- b. Do you want a dedicated space to hold large events (over 100 people) such as banquets?
- Yes (The room could be divided into smaller spaces with moveable walls)
 - No, use whatever fits in the gymnasium
 - No preference
- c. How many people would you like to accommodate for large events/banquets?
- 100-200
 - 200-300
 - 300+
 - Whatever fits in the gymnasium
 - No need to host banquets at this site
- d. Does the banquet layout need to accommodate space for a portable stage or dance floor?
- Yes
 - No
 - No Preference
 - No need to host banquets at this site
- e. How many people would you like to accommodate in a smaller reservable space for meetings, senior meal site, parties, receptions, etc.?
- 0-25
 - 25-50
 - 50-75
 - 75-100
4. Kitchen
- a. Capabilities
- Fully prepare food (stove, oven, etc).
 - Warm and serve food only
- b. Desired features (Select all that apply)
- Exterior access for loading and unloading
 - Ovens
 - Roll-up window

COUNCIL PACKET

HAVE TO HAVE AMENITIES

5. Please rank the following amenities: Have to Have Nice to Have Not in This Project

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| Before/After School Program Space | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Splash Pad/Other Outdoor Water Feature | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pool | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Childcare | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

6. Before/After School Program Space - Number of Kids Accommodated:

- 0-25
- 25-50
- 50-75
- 75-100

7. What functions would you like the pool to accommodate?

- Competitive Swim
 - Lap Swim
 - Recreation/Exercise Classes
 - Other
-

RESOLUTION #050321-01

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING TO
AMEND CODE OF ORDINANCE**

WHEREAS, the City of Riverside, Iowa, will set the date to hold a public hearing to amend the City Code of Ordinance Chapter 106,136,155,156,157,158, and 159. Hearing will be at the Riverside Fire Station on April 19th, 2021, which begins at 6:00 p.m., in the Meeting room, located at 271 E 1st Street, Riverside, Iowa.

THEREFORE, BE IT RESOLVED, The City of Riverside City Council, hereby approves the date for the Public Hearing.

IT WAS MOVED BY Councilperson ~~_____~~, seconded by Councilperson ~~_____~~, to approve the foregoing resolution.

Roll Call: Sexton, Rodgers, Redlinger, McGuire, Schneider

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 3rd day of May, 2021.

Signed: _____ Date: _____
Allen Schneider, Mayor

Attest : _____ Date: _____
Becky LaRoche, City Clerk

RESOLUTION #050321-02

**RESOLUTION TO APPROVE THE CITY OF RIVERSIDE
COMPUTER USE/CELL PHONE POLICY**

WHEREAS, the City of Riverside City Council is in full support of a computer and cell phone policy to set standards of employee responsibility with City owned computer and electronic devises,

WHEREAS, this policy sets Acceptable Use Policies and Guidelines,

THEREFORE, BE IT RESOLVED, the City of Riverside City Council, hereby approves this attached Computer and Cell Phone Use Policy.

Moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Rodgers, McGuire

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 3rd day of May, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche City Clerk

COUNCIL PACKET

CITY OF RIVERSIDE

COMPUTER/CELL PHONE USE POLICY

1.0 OVERVIEW

It is the intent of the City of Riverside to provide computer and cell phone access for employee use for business purposes. Employees may be offered a stipend for use of their personal phone, or a city owned cell phone may be issued. To maintain productivity, work computers will be provided at city hall, the city shop, and the fire station. When it becomes necessary, laptops or iPads may also be provided by the City. Cell phones and computers are assigned to city staff for the duration of their employment with the City of Riverside.

2.0 USE OF CITY OWNED EQUIPMENT/CELL PHONE

All employees issued City of Riverside computers, laptops, iPads, or cell phones need to use these devices for City business only. Staff are responsible for care and good judgment when using any City owned device. If an employee notices any issues or suspects a virus, contact the City Administrator immediately. The City Administrator will immediately contact the company responsible for the security of the device and software.

While at work, employees are expected to exercise discretion in use of personal cell phone and electronic communication devices. Employees should limit personal calls during work hours, regardless of the phone use, as it can interfere with employee productivity, safety and may be distracting to others. Employees are prohibited from using any city owned device in any illegal, illicit, or offensive manner.

Drivers shall comply with all federal, state, and local laws and regulations regarding the use of cell phones or electronic communication devices while operating city equipment. No employee may use a cellphone or communication device while operating any City vehicles, equipment, or machinery. Sending or reading text messages, e-mails, viewing videos or inputting data in cell phones or laptop computers or navigation systems are prohibited while driving. Use hands free option if available for incoming calls. Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such actions.

City owned devices are not to be altered in any way, including but not limited to the operating system or software without the approval of the City Administrator.

All emails, text and phone messages for City business is subject to Open Records Law.

3.0 Antivirus Summary

Each device on a network will have a City business Antivirus client installed. Additional to including antivirus, there will also be antispam, web security and ransomware protection.

4.0 Patch Management

Microsoft and common 3rd Party applications are updated automatically minimally on a bi-weekly basis from a central repository via an installed remote monitoring and management (RMM) application installed on each network device.

COUNCIL PACKET

5.0 Backup & Disaster Recovery

A managed service offering in which backup software creates an image backup of the Server to a standalone NAS device occurs nightly and is monitored daily. Additionally, a copy of the server image file is copied offsite nightly to an Iowa Solution Data Center. Local retention is set to 180 days and offsite retention is set to 3 days. Individual workstation backups are currently not performed. Please use the shared drive versus the C drive on each workstation to ensure backup of data.

Staff User Agreement:

I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restriction. I further agree to comply with the City's Computer Usage Policies and Guidelines as currently adopted and as may be amended from time to time.

Cell Phone
Serial Number

Tablet
Serial Number

Laptop
Serial Number

Employee Name (Please Print): _____ Date: _____

Employee Signature: _____

RESOLUTION #050321-03

**RESOLUTION TO APPROVE THE CITY OF RIVERSIDE
PASSWORD POLICY**

WHEREAS, the City of Riverside City Council is in full support of a policy to protect the security of the network, protect data integrity, and protect computer systems,

WHEREAS, this policy is to protect network with strong passwords, and establishing minimum time between changes,

THEREFORE, BE IT RESOLVED, the City of Riverside City Council, hereby approves this attached Password Policy.

Moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

Roll Call: Redlinger, Schneider, Sexton, Rodgers, McGuire

Ayes:

Nays:

Absent:

PASSED AND APPROVED by the City Council of Riverside, Iowa and approved this 3rd day of May, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche City Clerk

COUNCIL PACKET
CITY OF RIVERSIDE
Password Policy

1.0 Overview

All employees and personnel that have access to organizational computer systems must adhere to the password policies defined below to protect the security of the network, protect data integrity, and protect computer systems.

2.0 Purpose

This policy is designed to protect the organizational resources on the network by requiring strong passwords along with protection of these passwords and establishing a minimum time between changes to passwords.

3.0 Scope

This policy applies to all personnel who have any form of computer account requiring a password on the organizational network including but not limited to a domain account and e-mail account.

4.0 Password Protection

1. The City will provide training on how to protect passwords.
2. Employees will follow password requirements and will protect their passwords.
3. If an employee feels their password has been compromised, notify the administrator immediately.

5.0 Password Requirements (subject to change)

Minimum Length - 10 characters recommended

1. Minimum complexity - Passwords should use three of four of the following four types of characters:
 1. Lowercase
 2. Uppercase
 3. Numbers
 4. Special characters such as !@#\$%^&*(){}[]
2. Passwords are case sensitive and the user name or login ID is not case sensitive.
3. Maximum password age - 180 days

6.0 Enforcement

Since password security is critical to the security of the organization and everyone, employees that do not adhere to this policy may be subject to disciplinary action up to and including dismissal.

ACKNOWLEDGEMENT OF RECEIPT OF PASSWORD POLICY:

I acknowledge that I have received and reviewed the password policy for the City of Riverside.

Iowa, adopted by City Council on _____, 2021. I understand the terms of the

Policy and will abide by what is set forth.

Employee Signature

Date

RESOLUTION #050321-04

**RESOLUTION TO SET THE DATE FOR PUBLIC HEARING FOR
AMENDING FY20-21 ANNUAL CITY BUDGET**

Whereas, the City of Riverside City Council sets the a date for public hearing for Amending the Fiscal Year 2020-2021 Annual City Budget for May 17TH, 2021 at the regular Council Meeting starting at 6:00 pm at the Riverside Fire Station.

Therefore, be it resolved the City of Riverside City Council does hereby approve the date of the public hearing.

It was moved by Councilperson _____, seconded by Councilperson _____, to approve the foregoing resolution.

ROLL CALL VOTE: Redlinger, Schneider, Sexton, McGuire, Rodgers

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 3th day of May, 2021.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

COUNCIL PACKET

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

RIVERSIDE

Fiscal Year July 1, 2020 - June 30, 2021

The City of RIVERSIDE will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2021

Meeting Date/Time: 5/17/2021 06:00 PM

Contact: BECKY LaROCHE - CITY CLERK

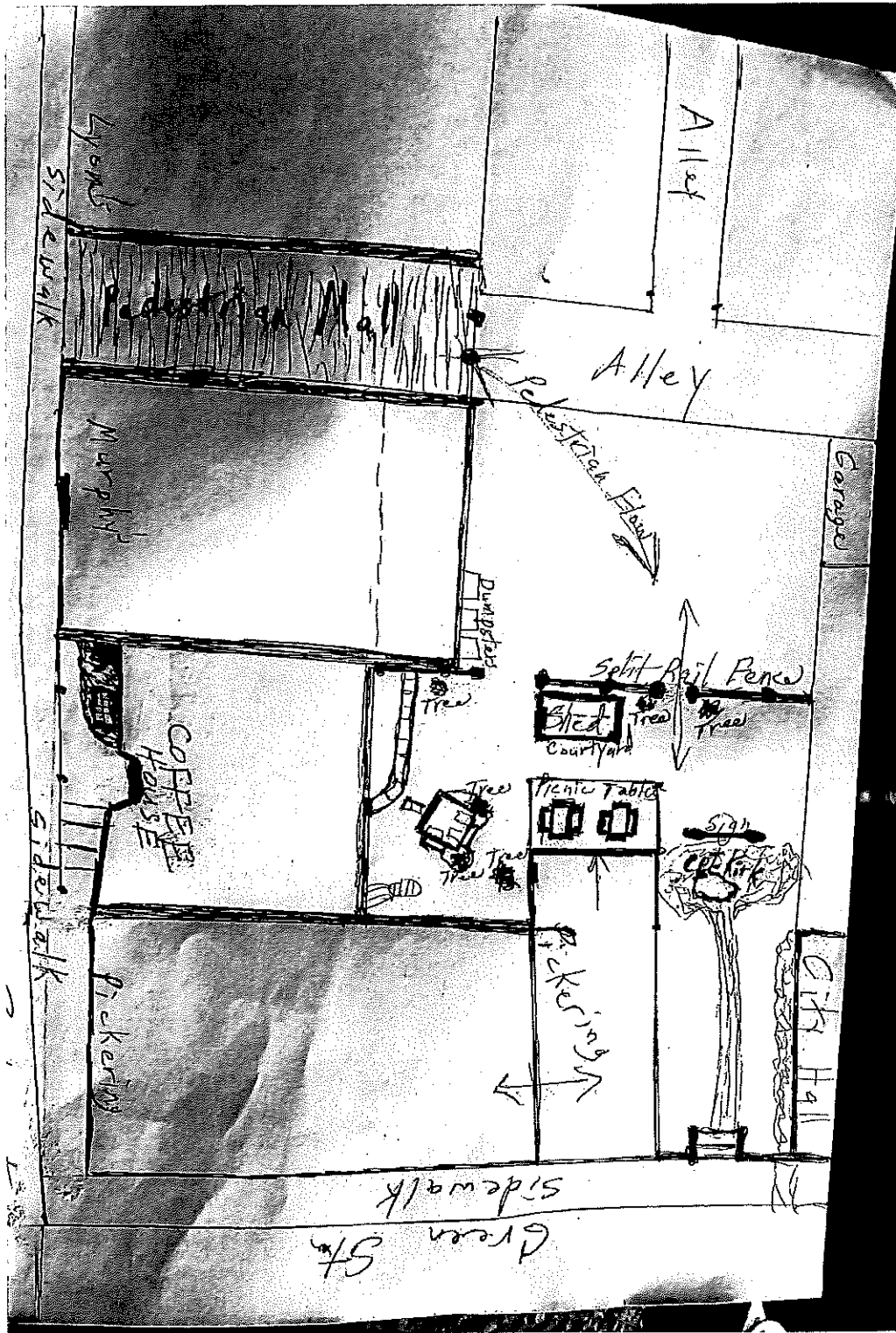
Phone: (319) 648-3501

Meeting Location: RIVERSIDE FIRE STATION

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	883,065	41,700	924,765
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	883,065	41,700	924,765
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	0	0	0
Other City Taxes	6	761,307	0	761,307
Licenses & Permits	7	7,500	0	7,500
Use of Money & Property	8	45,800	138,000	183,800
Intergovernmental	9	1,000,991	0	1,000,991
Charges for Service	10	1,061,124	0	1,061,124
Special Assessments	11	0	0	0
Miscellaneous	12	0	64,000	64,000
Other Financing Sources	13	0	0	0
Transfers In	14	1,291,700	130,000	1,421,700
Total Revenues & Other Sources	15	5,051,487	373,700	5,425,187
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	549,596	0	549,596
Public Works	17	252,683	5,000	257,683
Health and Social Services	18	0	0	0
Culture and Recreation	19	298,800	25,000	323,800
Community and Economic Development	20	62,000	4,000	66,000
General Government	21	339,901	24,200	364,101
Debt Service	22	224,200	0	224,200
Capital Projects	23	1,148,000	502,000	1,650,000
Total Government Activities Expenditures	24	2,875,180	560,200	3,435,380
Business Type/Enterprise	25	798,684	0	798,684
Total Gov Activities & Business Expenditures	26	3,673,864	560,200	4,234,064
Transfers Out	27	1,291,700	130,000	1,421,700
Total Expenditures/Transfers Out	28	4,965,564	690,200	5,655,764
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	85,923	-316,500	-230,577
Beginning Fund Balance July 1, 2020	30	3,538,911	0	3,538,911
Ending Fund Balance June 30, 2021	31	3,624,834	-316,500	3,308,334

Explanation of Changes: Capital Projects paid in FY21, budgeted for FY20. Road use additional transfer to Capital Projects. COVID reimbursement grant (\$37,000) received. COVID expenses (\$9200) not in budget. Sold City property increase in USE of MONEY.



N7



May 4, 2021

RE: Request Proposals for Annual Examination Services in the City of Riverside

The City of Riverside is seeking Requests for Proposals from selected auditing firms for annual examination services and complete audit as needed. Riverside is a city of approximately 1,000 residents and has an annual budget of \$3.1 million.

The City is seeking a long-term arrangement with the selected firm, with the firm assigning a primary Auditor and a secondary Auditor to work with the City in a prompt and efficient manner.

The request for proposals should include but not be limited to:

- Name of firm, address, telephone number, email address.
- Years in business, and office closest to the City of Riverside if more than one office.
- Experience working with a municipality that includes:
 - Annual examinations
 - Complete Audit
- A comprehensive approach to the proposed work and detailed schedule showing completion.
- Summary of firm's ability to provide personnel to meet the State of Iowa timeline.
- Estimated fee structure and schedule anticipated to perform the examination.
- Experience with State of Iowa Regulations regarding annual examinations

The selection of firms to interview by Council will be based on:

- Qualifications of firm and personnel assigned to the project.
- Ability of firm to meet annual examination needs.
- Reference checks from previous municipalities.
- Experience working with municipalities.
- Examination Schedule

The City is open to negotiating a per-hour payment arrangement for day-to-day work performed, as well as a negotiated formal contract for the entire examinations. The City reserves the right to request in-person interviews with the staff to be assigned by the firm prior to making an award of contract. It is expected that the selected firm would begin an examination of the City of Riverside 2022.

Requests for Proposals are due by mail or in person at City Hall, PO Box 188, 60 N Greene Street, Riverside, no later than Friday, May 28th, 2021 at 4:30 p.m. For questions regarding this letter contact City Administrator Christine Yancey at 319-648-3501, or cityadmin@riversideiowa.gov.

Respectfully,

Christine Yancey
City Administrator
City of Riverside

COUNCIL PACKET

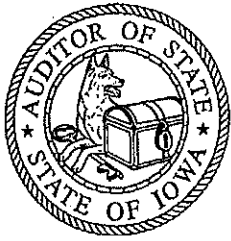
City of Riverside
Administrator Report
May 3, 2021

- Staff meetings on Monday at 8:30
- Payroll review
- Agenda prep
- Bi-weekly phone meeting with Mayor
- Phone meetings with KCII
- E-mails to set up interviews for engineers
- Checked festival participation in Washington, Kalona and Wellman
- Walking tour of parks
- IMFOA meetings
- Budget Amendments
- Water shut offs
- Updates to website
- Setting up engineer interviews
- Emails

Public Works:

- Park bathrooms-cleaning twice daily
- Door repairs to Hall Park bathrooms damaged in the wind
- Fixed leak at Veteran's Park, filled fountain
- Helped with removal of pump
- Sprayed playgrounds
- Repaired frost boil on Boise Court
- Trimmed parks
- Lowered flags
- Contacted DOT on washout on Hwy 22
- Cleaned boat ramp
- Delivered council packets
- Vehicle maintenance
- Hauled rock to shop to maintain supply
- Training on street sweeper at Kalona
- Tilled up low spot in Railroad Park and seeded
- Getting bids for concrete
- Tree donation from Casey's
- Removed and put away plows, sanders
- Preparing spot for leaf drop off

COUNCIL PACKET



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0006
Telephone (515) 281-5834 Facsimile (515) 281-6518

NEWS RELEASE

FOR RELEASE

April 27, 2021

Contact: Ernest Ruben
515/281-5834

Auditor of State Rob Sand today released an agreed-upon procedures report on the City of Riverside, Iowa, for the period July 1, 2019 through June 30, 2020. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa.

Sand reported twelve findings related to the receipt and disbursement of taxpayer funds. They are found on pages 7 through 9 of this report. The findings address issues such as a lack of segregation of duties, the utility system is not accurately reconciled, disbursements exceeding budgeted amounts and business transactions that may represent a conflict of interest. Sand provided the City with recommendations to address each of the findings.

Nine of the twelve findings discussed above are repeated from the prior year report. The City Council has a fiduciary responsibility to provide oversight of the City's operations and financial transactions. Oversight is typically defined as the "watchful and responsible care" a governing body exercises in its fiduciary capacity.

A copy of the agreed-upon procedures report is available for review on the Auditor of State's web site at <https://auditor.iowa.gov/audit-reports>.

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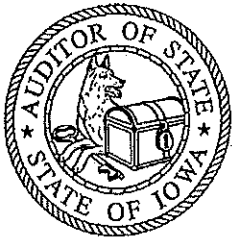
CITY OF RIVERSIDE

**AUDITOR OF STATE'S INDEPENDENT REPORT
ON APPLYING AGREED-UPON PROCEDURES**

**FOR THE PERIOD
JULY 1, 2019 THROUGH JUNE 30, 2020**

2021-0886-BLOF

COUNCIL PACKET



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

State Capitol Building
Des Moines, Iowa 50319-0006
Telephone (515) 281-5834 Facsimile (515) 281-6518

Rob Sand
Auditor of State

April 14, 2021

Officials of the City of Riverside
Riverside, Iowa

Dear Honorable Mayor and Members of the City Council:

I am pleased to submit to you the agreed-upon procedures report for the City of Riverside, Iowa, for the period July 1, 2019 through June 30, 2020. The agreed-upon procedures engagement was performed pursuant to Chapter 11.6 of the Code of Iowa and in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards.

I appreciate the cooperation and courtesy extended by the officials and employees of the City of Riverside throughout the agreed-upon procedures engagement. If I or this office can be of any further assistance, please contact me or my staff at 515-281-5834.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Sand".

Rob Sand
Auditor of State

COUNCIL PACKET

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COUNCIL PACKET

City of Riverside

Officials

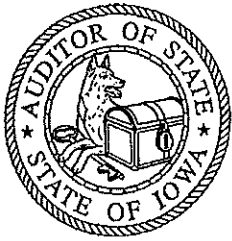
(Before January 2020)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Allen Schneider	Mayor	Jan 2020
Jeanine Redlinger	Council Member	Jan 2020
Robert Schneider, Jr.	Council Member	Jan 2020
Edgar McGuire	Council Member	Jan 2020
Andy Rodgers	Council Member	Jan 2022
Tom Sexton	Council Member	Jan 2022
Becky LaRoche	City Clerk/Treasurer	Indefinite
William J. Sueppel	Attorney	Indefinite

(After January 2020)

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Allen Schneider	Mayor	Jan 2022
Andy Rodgers	Council Member	Jan 2022
Tom Sexton	Council Member	Jan 2022
Edgar McGuire	Council Member	Jan 2024
Jeanine Redlinger	Council Member	Jan 2024
Lois Schneider	Council Member	Jan 2024
Becky LaRoche	City Clerk/Treasurer	Indefinite
William J. Sueppel	Attorney	Indefinite

COUNCIL PACKET



OFFICE OF AUDITOR OF STATE STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0006

Telephone (515) 281-5834 Facsimile (515) 281-6518

Auditor of State's Independent Report on Applying Agreed-Upon Procedures

To the Honorable Mayor and Members of the City Council:

We performed the procedures below, which were established at Iowa Code Chapter 11.6, to provide oversight of Iowa cities. Accordingly, we have applied certain procedures to selected accounting records and related information of the City of Riverside for the period July 1, 2019 through June 30, 2020, including procedures related to the City's compliance with certain Code of Iowa requirements identified below. The City of Riverside's management, which agreed to the performance of the procedures performed, is responsible for compliance with these requirements and for the City's records.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are summarized as follows:

1. We observed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We obtained an understanding of the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We observed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and observed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We scanned City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We observed the City's fiscal year 2020 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. We scanned depository resolutions, the City's investment policy and reporting of unclaimed property to the State of Iowa to determine compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa.

COUNCIL PACKET

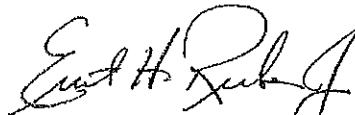
8. We scanned debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
9. The City had no TIF.
10. We traced selected receipts to accurate accounting and consistency with the recommended COA.
11. The City had no voter approved levies.
12. We traced selected disbursements to proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
13. We traced transfers between funds to proper authorization and accurate accounting and determined whether transfers were proper.
14. We traced selected payroll and related transactions to proper authorization and accurate accounting and determined whether payroll was proper.
15. We observed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, we identified various findings and recommendations for the City. Our findings and recommendations are described in the Detailed Findings and Recommendations section of this report. Unless reported in the Detailed Findings and Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on specific accounting records and related information of the City, including compliance with specific Code of Iowa requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is to report, in accordance with Chapter 11.6 of the Code of Iowa, certain agreed-upon procedures and the resulting findings and recommendations pertaining to selected accounting records and related information of the City, including the City's compliance with certain Code of Iowa requirements. This report is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Riverside during the course of our agreed-upon procedures engagement. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.


Ernest H. Ruben, Jr., CPA
Director

April 14, 2021

Detailed Findings and Recommendations

COUNCIL PACKET

City of Riverside

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (A) Segregation of Duties – Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements. Generally, one individual has control over each of the following areas for the City:

- (1) Accounting system – performing all general accounting functions, including journal entries, having custody of assets and controlling all data input and output.
- (2) Cash – handling, reconciling and recording.
- (3) Investments – recordkeeping, investing and custody of investments.
- (4) Receipts – opening mail, collecting, depositing, recording and reconciling.
- (5) Utilities – billing, collecting, depositing, posting, entering rates into the system and maintaining detailed accounts receivable records.
- (6) Long-term debt – recordkeeping and reconciling.
- (7) Disbursements – purchasing, invoice processing, check writing, mailing, reconciling and recording.
- (8) Payroll – recordkeeping, preparing, signing and distributing.

Recommendation – We realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations should be documented by the signature or initials of the reviewer and the date of the review.

- (B) Bank Reconciliations – Bank reconciliations were not reviewed timely by an independent person. Additionally, one bank reconciliation observed had no independent review performed.

Recommendation – To improve financial accountability and control, bank reconciliations should be reviewed timely by an independent person and the review should be documented by the initials or signature of the reviewer and the date of the review.

- (C) Reconciliation of Utility Billings, Collections and Delinquent Accounts – Although the City attempted to reconcile utility billings, collections and delinquent accounts starting in January 2020, the reconciliation process was not complete because the reconciliation did not determine whether the ending total monthly outstanding balance was accurate. Also, there is no evidence the utility reconciliations are being reviewed by an independent person.

Recommendation – The City should establish procedures to ensure reconciliations of utility billings, collections, delinquent accounts and other reconciling times are accurate and reconciled to a listing of outstanding accounts. The City Council or other independent person designated by the City Council should review the reconciliations and monitor delinquent accounts. The review should be documented by the signature or initials of the reviewer and the date of the review.

COUNCIL PACKET

City of Riverside

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (D) Certified Budget – During the year ended June 30, 2020, disbursements exceeded the amounts budgeted in the general government and capital project functions before amendment. Disbursements at year end exceeded the amount budgeted in the public safety function. Chapter 384.20 of the Code of Iowa states, in part, “public monies may not be expended or encumbered except under an annual or continuing appropriation.”

Recommendation – The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

- (E) Business Transactions – Business transactions between the City and City officials or employees which may represent conflicts of interest are detailed as follows:

Name, Title and Business Connection	Transaction Description	Amount
Becky LaRoche, City Clerk, Owner of Riverside History Center’s building	Rent	\$ 17,700

In accordance with Chapter 362.5(3)(k) of the Code of Iowa, the above transactions may represent a conflict of interest since total transactions were more than \$6,000 during the fiscal year and the transactions were not competitively bid.

Recommendation – The City should consult legal counsel to determine the disposition of this matter.

- (F) Journal Entry Approval – Journal entries are not reviewed and approved by an independent person.

Recommendation – An independent person should review and approve journal entries. The approval should be documented by signing or initialing and dating the journal entries.

- (G) Solid Waste Rates – While the City attempted to increase solid waste rates in October 2019, the increased rates were not approved by ordinance as required by Chapter 384.84 of the Code of Iowa.

Recommendation – All utility rates should be approved by ordinance as required by Chapter 384.84 of the Code of Iowa.

- (H) Monthly City Clerk’s Report – The City Clerk’s monthly reports to the City Council did not include a comparison of actual disbursements to the certified budget by function.

Recommendation – To provide better control over budgeted disbursements and the opportunity for timely amendments to the certified budget, the monthly City Clerk’s reports should include comparisons to the certified budget by function.

COUNCIL PACKET

City of Riverside

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (I) Receipts – In May 2020, the City incorrectly recorded \$1,863 of utility excise tax as property tax rather than other city tax.

Recommendation – The City should implement procedures to ensure receipts are properly recorded and reported.

- (J) Questionable Disbursements – In accordance with Article III, Section 31 of the Iowa Constitution and an Attorney General’s opinion dated April 25, 1979, public funds may only be spent for public benefit. We noted the following disbursement which we believe may not meet the requirements of public purpose as defined in the Attorney General’s opinion since the public benefits to be derived have not been clearly documented.

<u>Paid to</u>	<u>Purpose</u>	<u>Amount</u>
Kieck’s Career Apparel and Uniform	Fire department fleece jackets	\$ 1,550

According to the opinion, it is possible for such disbursements to meet the test of serving a public purpose under certain circumstances, although such items will certainly be subject to a deserved close scrutiny. The line to be drawn between a proper and an improper purpose is very thin.

Recommendation – The City Council should determine and document the public purpose served by this type of disbursement prior to authorizing any further payments. If this practice is continued, the City should establish written policies and procedures, including the requirements for proper documentation.

- (K) Transfers – Rule 545-2.5 of the Iowa Administrative Code requires transfers between funds be passed by resolution and include a clear statement of the reason or purpose for the transfer, the name of the affected funds and the dollar amount to be transferred. A transfer from the General Fund to the Capital Project Fund was not approved by resolution, as required.

Recommendation – The City should comply with Rule 545-2.5 of the Iowa Administrative Code.

- (L) Unclaimed Property – Chapter 556.11 of the Code of Iowa requires each City to report and remit obligations, including checks, outstanding for more than two years, to the Office of Treasurer of State annually. The City voided four outstanding checks older than sixty days rather than remit them to the Office of Treasurer of State, as required.

Recommendation – Outstanding obligations including checks should be reviewed annually and items over two years old should be remitted to the Office of Treasurer of State, as required.

COUNCIL PACKET

City of Riverside

Staff

This engagement was performed by:

Ernest H. Ruben, Jr., CPA, Director
Katherine L. Rupp, CPA, Manager
William J. Sallen, CPA, Staff Auditor
William R. Bamber, Assistant Auditor

Dates for Engineer Review

Monday, May 10, 2021

Tuesday, May 11, 2021

Monday, May 10, 2021		Tuesday, May 11, 2021	
Fire Station	Comments	City Hall?	Comments
6:00-6:45	Veenstra & Kimm	Garden & Associates	
6:45-7:30	Axiom	MIMS	
7:30-8:15	Hart-Frederick	MSA	

COUNCIL PACKET

To: Mayor and Council

Re: Report from IMFOA Conference April 22-23, 2021

To begin my update, thank you for approving my attendance at this conference. These meetings provide legislative and procedure updates that are very beneficial to keep the City in compliance with all new requirements.

The agenda was as follows:

- **Let's Get it in the Open.** The Iowa Public Information Board gave an overview of Open Meetings, Public Records, and the IPIB Act, Pre-COVID and going forward. They highlighted making sure your city can hold electronic meetings, and that citizens can access them if they do not have the electronic capability. Government Transparency was the main topic. As far as Public Records, one thing I noticed was that citizens have the right to examine a public record without charge, but the record needs to stay in the physical possession of the custodian, and not leave the room. Citizens may also take photographs of the records versus paying for a copy. All requests for public records must be in writing. There is not a requirement to post minutes on a website.
- **Where's the Money Coming From?** MSA Professional Services moderated a round table like discussion on how to prepare for pursuing grants in a competitive funding environment. Having your project "shovel ready" with all studies or reports completed goes a long way in the process. The steps to be shovel ready and shovel worthy are use GIS information, review your CIP, have a facilities plan, update your comprehensive plan, modernize park plans, create a strategic plan, and develop a road improvement prioritization plan. Make sure to get the public involved in the planning.
- **Payroll Forms and More.** Hansen, PC gave an overview of the tax code, changes to the W-4 form, and how a simple form is now several pages long and requires more information.
- **The 3rd Degree with Mickey.** Everyone could ask questions, which were all over the board. There were several questions on the recent conversations on property tax reform and how this would affect the city. There was also discussion on the American Rescue Plan allocations, and when the cities would be notified of how much they would receive and how they are to be spent.
- **Legislative Update.** There were three house files that passed; city can't regulate the weapons carry permit, the Street Financial Report is now due 12/1 versus 9/30, and there are now limits to zoning regulations for natural gas or propane in the city. Cities can prohibit firearms on city property, but they would be required to provide adequate screening and security if they do so. Bills in the high priority state are the backfill phase out, which would remove the state backfill the tax reduction for commercial and industrial, and TIF, which would take those cities that have unlimited TIF down to 20 years for slum and blight. Other high priority bills are the cost of redacting public records may be limited to \$500, and a public safety proposal that would require a payout of all sick leave to those in public safety on retirement. Census number will be out in September. There is also a push to get the rules out for the American Rescue Plan to cities.
- **Excel Tips and Tricks.** DMACC provided a quick basic and intermediate overview of excel. I am hoping to practice some of these soon.

COUNCIL PACKET

WASHINGTON COUNTY SHERIFF - RIVERSIDE CALL COUNT - MARCH

CALL TYPE	2021	2020	2019	2018	2017	TOTAL
ALARM	1					1
ALL OTHER OFFENSES	1	1	1	3	2	8
ANIMAL COMPLAINT	2	1	1	1		5
ARSON						0
ASSAULT	2			1	2	5
BARKING DOG						0
BURGLARY	2			1		3
CIVIL DISPUTE						0
CIVIL STANDBY						0
CURFEW-LOITERING						0
DISABLE VEHICLES			3	3	2	8
DISORDERLY CONDUCT	4		3	2	1	10
DP&Q	1	2				3
DRUG VIOLATION	3			1		4
FAMILY OFFENSE N/V				1	2	3
FIRE CALLS						0
FRAUD/FORGERY	1				2	3
HANG UP CALLS			1		1	2
HARASSMENT	1		5	1		7
ILLEGAL DUMPING						0
INTOXICATED DRIVER			1	1		2
LIQUOR VIOLATIONS	1					1
LOITERING-VAGRANCY	1					1
MEDICAL CALL	1	1				2
MENTAL SUBJECT	3		1		1	5
MISSING PERSON	1			1		2
PUBLIC INTOX					1	1
PUBLIC SERVICE					1	1
SEARCH WARRANT	1					1
SEX OFFENDER-CHECK	6					6
SEXUAL ASSAULT						0
STOLEN PROPERTY						0
SUICIDE						0
SUSPICIOUS ACTIVITY	8	1			1	10
THEFT-MOTOR VEHICLE	2			1		3
THEFT-OTHER	6		3	4	1	14

COUNCIL PACKET

WASHINGTON COUNTY SHERIFF - RIVERSIDE CALL COUNT - MARCH

THEFT-SHOPLIFTING	1	1				2
TOBACCO VIOLATIONS						0
TRAFFIC -ACCIDENT	3		1	2	1	7
TRAFFIC STOP	24	9	20	22	8	83
TRAFFIC STOP-INTOXICATI	3					3
TRAFFIC STOP-SERIOUS	4	5				9
TRAFIC-DISABLED V	1	1				2
TRAFIC-DRIVE COMPLAINT	1				4	5
TRAFIC-PARKING	1					1
TRESPASS	1	1	1			3
VANDALISM	2		1			3
VEHICLE UNLOCK	7					7
WARRANT ARREST	2	1	2	1		6
WEAPONS VIOLATION						0
WELFARE CHECK	4	2		2		8
	101	26	44	48	30	249