

**CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE COUNCIL CHAMBERS
60 N GREENE ST**

Work Session
Tuesday, January 10, 2023 –6:00 p.m.

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

1. FY24 Budget discussion
 - a. Revenue projections
 - b. Hotel/Motel grant applications
 - c. Capital Projects
2. Review of applications for temporary PT position in City Hall

Upcoming meeting schedule:

Tuesday, January 17, 2023 – Regular meeting

Tuesday, January 24, 2023 – Work session

Monday, February 6, 2023 – Regular meeting

FY 24 BUDGET - REVENUES

1-10-2023 WS

FUND	2019	2020	2021	2022	12/31/2022	2023 EST	2023 TOTAL	FY 23/24 ESTIMATE ??
001-GENERAL	\$ 1,282,043.00	\$ 1,103,021.00	\$ 1,129,629.00	\$ 1,282,653.00	\$ 671,095.00	\$ 711,662.00	\$ 1,382,757.00	\$ 1,200,000.00
002- FIRE	\$ -	\$ 235,283.00	\$ 152,588.00	\$ 181,999.00	\$ 78,020.00	\$ 75,742.00	\$ 153,762.00	\$ 150,000.00
110-ROAD USE	\$ 128,281.00	\$ 127,639.00	\$ 148,615.00	\$ 144,857.00	\$ 74,822.00	\$ 70,000.00	\$ 144,822.00	\$ 144,000.00
121-LOST	\$ 108,554.00	\$ 122,057.00	\$ 130,449.00	\$ 156,660.00	\$ 77,196.00	\$ 75,000.00	\$ 152,196.00	\$ 150,000.00
145-CASINO	\$ 1,148,653.00	\$ 1,225,108.00	\$ 1,057,951.00	\$ 1,605,467.00	\$ 1,131,825.00	\$ 600,000.00	\$ 1,731,825.00	\$ 1,200,000.00
200-DEBT	\$ 227,700.00	\$ 228,500.00	\$ 224,200.00	\$ 224,900.00	\$ -	\$ -		
301-C PROJECT	\$ 2,515,840.00	\$ 3,703,772.00	\$ 883,844.02	\$ 1,583,579.00	\$ 2,845,129.00	\$ 152,500.00	\$ 2,997,629.00	
302-C CENTER	\$ -	\$ 908,637.00	\$ 118,590.00	\$ 113,533.00	\$ 2,837.00	\$ 102,830.00	\$ 105,667.00	\$ 105,000.00
600-WATER	\$ 406,939.00	\$ 385,194.00	\$ 378,495.00	\$ 384,165.00	\$ 207,791.00	\$ 207,000.00	\$ 414,791.00	\$ 400,000.00
610-SEWER	\$ 357,864.00	\$ 350,030.00	\$ 388,202.00	\$ 389,466.00	\$ 299,799.00	\$ 180,000.00	\$ 479,799.00	\$ 450,000.00
670-GARBAGE	\$ 23,767.00	\$ 54,611.00	\$ 86,931.00	\$ 86,109.00	\$ 42,230.00	\$ 42,000.00	\$ 84,230.00	\$ 84,000.00
680-STORM	\$ 18,616.00	\$ 18,701.00	\$ 19,099.00	\$ 18,963.00	\$ 9,518.00	\$ 9,500.00	\$ 19,018.00	\$ 19,000.00
TOTALS	\$ 6,218,257.00	\$ 8,462,553.00	\$ 4,718,593.02	\$ 6,172,351.00	\$ 5,440,262.00		\$ 7,666,496.00	



Trek "Where the ~~Best~~ Begins"

Application for Funding FY 2023/2024

Please attach additional sheets as required

Fiscal Year 2023-2024 Hotel-Motel Tax

Tax Fund Grant Program

- About the program
The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION

General Information

Contact Person: Travis Riggan Title: Trekfest 38 Chairman

Email: triggan94@gmail.com

Organization Name: R.A.C.C. Trekfest 38 Tax ID/Federal ID # 19-2005566

Organization Street Address: P.O. Box 55

City: Riverside State: IA Zip Code: 52327

Telephone: 3195416394 Fax: _____

E-mail: triggan94@gmail.com

Applications are due no later than February 1, 2023, to the following address:

City of Riverside City Hall
60 N. Greene Street
PO Box 188
Riverside, Iowa 52327

History and Uses

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the County or City for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the City or County and surrounding areas.
- 2) The remaining revenues may be spent by the City or County, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of City or County revenues derived from ad valorem taxes.

Eligibility and Allocation Procedures

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) **Resolution:** Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations

submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

Type of Grant (choice from category 1-4 below) #2 Community Events
Requested Amount: \$21,000

Category 1: Community Culture and Education. Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501 non-profit status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

Category 2: Community Recreation and Events. Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

Category 3: New and Emerging Organizations and Events. Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need, or program, and have a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

Category 4: Service-Related Organizations. Applicants could apply on an annual basis. Organizations will need to describe the service they provide and the need in the city of Riverside.

Eligibility and Allocation Procedures

Required to be submitted with application:

- Mission Statement (optional)
- Current Board Member List
- Verify 501 non-profit status
- Annual financial statement

Part 1: Quantitative Section:

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc.

Part 2: Qualitative Section:

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.
2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs, or collections, etc.

3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.
4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.

Part 3: Fiscal Accountability:

Operating and/or capital requests will require current year budget detail breakdown, in addition a balance sheet showing most recent year-end assets, liabilities, and equity.

Quantitative Section

Briefly describe project (350 words or less)

City Responsibilities

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received because of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed.

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

- *This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*
- *Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*
- *Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable.

The facts, figures and information contained in this application including all attachments, are true and correct.

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant.

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request.

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made.

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Officer Signature

Trauis Riggan

Officer Signature

Date

12-27-22

Date

Final Reporting

Organizations that received hotel-motel funding for fiscal year 2022/2023 will be required to submit a report by February 1, 2023, outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. *Failure to file a report by February 1, 2023, with the City of Riverside may result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.*

The following items shall be included in the final report, if applicable:

1. General attendance last year
2. Paid visitor attendance last year
3. Attendance by school children last year
4. Number of full-time staff
5. Number of volunteers last year:
6. Number of volunteer hours last year:
7. Regular Meetings/Agendas concerning your use of grant funds
8. Days open to the public
9. Number of out-of-town visitors
(More than 100 mi.):
10. How are number of out-of-town visitors tracked:
11. Local economic impact:
12. How your organization works:
13. Other information- provide information you believe the Council should know:

If you receive a grant in this cycle, be prepared to provide this information in your final report.

Quantitative Section:

Trekfest 38 is the Annual Celebration of Riverside's most famous fictional celebrity, Captain James T. Kirk. There are several events for kids and citizens alike. Most events are free and geared towards "family and friendly" events.

Final Reporting:

1. General Attendance: 4000
2. Paid Visitor Attendance Last Year: No cost, other than Demo Derby which is outside of grant request.
3. Attendance by School Children Year: 800
4. Number of Full Time Staff: N/A
5. Number of Volunteers: 40
6. Number of Volunteer Hours: 2000 between all parties in organizing & setup/teardown.
7. Regular Meetings/Agendas concerning use of grant funds: RACC meets on the 4th Wednesday of the month, with additional meetings taking place in May and June in preparation. RACC meets at the Riverboat Room located within City Hall.
8. Days open to the public: Two Days (June 23rd and 24th)
9. Number of Out of Town Visitors: Between 500 and 700 people roughly
10. How are these numbers Tracked: Merchandise sales is the main way we track this. Other ways of tracking this take place at the Museum or at the Costume Contest.
11. Local Economic Impact: This past year at Trekfest the two bars opened for the parade offering a unique perspective at one of the largest events. Trekfest also provides a way for other community groups to hold fundraisers throughout the weekend. Volunteer hours are also accumulated for Scouting organizations and Red Cord Hours.
12. How your Organization works: RACC is a group of service minded volunteers dedicated to the betterment of Riverside through community service projects, event management, fundraising, and high school scholarships. RACC is focused on social and educational advancement for area residents and students alike.
13. Other Information: RACC is committed to advancing tourism in Riverside and throughout Washington County.

Riverside Area Community Club Board:

President: Travis Riggan

Vice President: Kevin Guy

Treasurer: Becky LaRoche

Marketing and Web: Travis Riggan & Kevin Guy

Directors: Sam Holden, Kelli Schneider, Diane Poch, Ruth Phillips, Kevin Rodgers.

RACC Mission Statement

Organized in 1984 as a nonprofit organization, The Riverside Area Community Club (RACC) is governed by volunteer members who hold annual elections of officers/directors and is located in Riverside, Iowa. Our mission is to provide community support, to provide opportunities for the education of children, to promote our town and encourage tourism, and to support the lives of individuals. We do this primarily with our annual fund raiser, a small town celebration called "TREKFEST" held the last Friday and Saturday in June

Policy Resolutions

The Riverside Area Community Club (hence forth referred to as the "Club") will sponsor a scholarship award for two local students who will continue his/her education beyond high school. The amount of the award will \$500 each and will be presented at the school's award presentation. The criteria and selection will be made by the Board. Application for the scholarship will be available to interested seniors at the high school.

The Club will sponsor an Easter Candy Hunt with expenses not to exceed \$250.

The Club will provide prime sponsorship of the annual community celebration Trek Fest, on the last Saturday of June.

The Club will extend congratulations or condolence to members as the Board deems appropriate. The Board may expend up to \$50 for each incident.

The Club will recognize new businesses in the community. The Board may expend up to \$30 for each as it deems appropriate.

The Club will sponsor the Blood Drive when it comes to Riverside in January, July, and September.

The Club will sponsor a Santa Claus visit with expenses not to exceed \$325.

The Club will sponsor the Girls Scouts and Boy Scouts, not to exceed \$100 each unless approved by vote. An additional \$100 per day to be paid for trash pick up for Trek Fest.

The Club may sponsor school events to assist in special expenses. The board may expend up to \$50 for each event with a vote of club members to exceed the limit.

The Club will donate \$200 to the Local Assistance Fund.

The Club will donate \$250 each to the Fire Department and the First Responders for expenses and attendance at Trek Fest.

The Club will donate \$500 per year to Highland's STEM program.

Community, civic, school or church achievements may be recognized, as the Board feels appropriate.

Date:

FEB 05 2010

RIVERSIDE AREA COMMUNITY CLUB
PO BOX 55
RIVERSIDE, IA 52401-0055

Employer Identification Number:

42-1443749

DE#: 389356001

Contact Person:

ROBERT M. LEITCH

ID# 31617

Contact Telephone Number:

(577) 929-2500

Accounting Period Ending:

November 31

Form 990 Required:

Yes

Effective Date of Exemption:

August 30, 1948

Contribution Deductibility:

Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), for some helpful information about your responsibilities as an exempt organization.

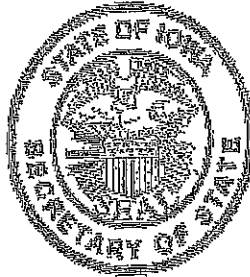
Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-NC

IOWA SECRETARY OF STATE
MATT SCHULTZ



CERTIFICATE OF EXISTENCE

Date: 6/18/2014

Name: RIVERSIDE AREA COMMUNITY CLUB (504RDN - 62556)

Date of Incorporation: 8/31/1968

Duration: PERPETUAL

I, Matt Schultz, Secretary of State of the State of Iowa, custodian of the records of incorporations, certify the following for the nonprofit corporation named on this certificate:

- a. The entity is in existence and duly incorporated under the laws of Iowa.
- b. All fees required under the Revised Iowa Nonprofit Corporation Act due the Secretary of State have been paid.
- c. The most recent biennial report required has been filed with the Secretary of State.
- d. Articles of dissolution have not been filed.

Certificate ID: CS94698

To validate certificates visit:
sos.iowa.gov/ValidateCertificate



Matt Schultz, Iowa Secretary of State

Estimated Budget Trekfest 38 (2023)

Marketing: \$4,500

(Newspaper, Web, Social Media, Radio, and Print.)

Main Stage Entertainment: \$11,000

(4 featured bands and possibly 1 acoustic during morning before Parade)

Celebrity Guest: \$5,000

Free Events: \$8,250

Total: \$28,750

Riverside Area Community Club

Profit and Loss

January 1 - December 29, 2022

	TOTAL
Income	
Capital Improvement Project	145.50
FALL DEMO DERBY	-462.91
HALL PARK SUMMER FUN	800.00
HOTEL/MOTEL TAX GRANT	18,000.00
Investments	0.00
Interest-Savings, Short-term CD	32.96
Total Investments	32.96
KIRK'S BIRTHPLACE SITE	261.04
BIRTHPLACE EXPENSES	-186.16
Kirk's Birthplace Donation Box	44.12
Total KIRK'S BIRTHPLACE SITE	119.00
Merchandise Sales	676.99
Museum	3,473.57
Total Merchandise Sales	4,150.56
Program Income	0.00
Membership Dues	380.00
Total Program Income	380.00
SPACESHIP DONATION BOX	523.07
TrekFest	0.00
BBQ Dinner Sales	754.00
Beverage Sales	8,986.30
BINGO	148.00
Demo Derby Sales	5,226.00
RACC TF MERCHANDISE	3,870.84
Sponsor Letters	7,500.00
Swap Tables	135.00
TF SCALE MODEL SHOW	129.00
TF VENDERS	75.00
Trek Fest misc. income	0.00
Total TrekFest	26,824.14
Total Income	\$50,512.32
Cost of Goods Sold	
Merchandise	3,443.90
TrekFest Beverage Expense	5,177.20
Total Cost of Goods Sold	\$8,621.10
GROSS PROFIT	\$41,891.22
Expenses	
Advertising	872.33
SHUTTLE CRAFT	43.25
USS RIVERSIDE	41.00
WEB FEES	451.96

Riverside Area Community Club

Profit and Loss

January 1 - December 29, 2022

	TOTAL
Total Advertising	1,408.54
Contract Services	0.00
Accounting Fees	320.00
Total Contract Services	320.00
Demo Derby Expenses	3,960.50
Donations	0.00
Blood Drive	194.50
Easter Hunt	345.99
HALL PARK STAGE	800.00
Highland Scholarship	1,000.00
MISC. DONATIONS	39.00
Post Prom	100.00
Riverside Fire Department	5,473.00
Riverside First Responders	250.00
Riverside Local Assistance Fund	200.00
Santa Claus	429.33
SHOP THE PARK	-120.00
Total Donations	8,711.82
Facilities and Equipment	0.00
Rent, Parking, Utilities	1,415.00
Total Facilities and Equipment	1,415.00
Operations	0.00
Postage, Mailing Service	58.60
Total Operations	58.60
Other Types of Expenses	0.00
Insurance - Liability, D and O	150.00
Total Other Types of Expenses	150.00
TrekFest Expense	2,195.77
Advertising TF	4,275.02
BBQ Expense	1,509.11
Costume Contest Awards	250.00
Demo Derby Expense	509.52
Entertainment - Misc. TF	995.00
Expense - Misc. TF	4,710.27
Parade Awards	250.00
Rental Expense	6,247.08
STAR TREK CELEBRITY	4,344.85
TF BANDS	10,275.00
TrekFest Start up cash	0.00
Total TrekFest Expense	35,561.62
Total Expenses	\$51,586.08
NET OPERATING INCOME	\$ -9,694.86



Trek
"Where the Best Begins"

Application for Funding FY 2023/2024

Please attach additional sheets as required

Fiscal Year 2023-2024 Hotel-Motel Tax

Tax Fund Grant Program

• **About the program**

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General Information

Mary Jane Stumpf & Mke Meinders

Tres & Pres

Contact Person: _____ **Title:** _____

Email: maryjanestumpf@iowatelecom.net & voyagehomemuseum@mediacombb.net

Organization Name: Riverside History Ctr-Voyage Home Museum **Tax ID/Federal ID #** 26-2338019

Organization Street Address: 361 1st St. Ste 3

RECEIVED
JAN 03 2023
BY: _____

City: Riverside State: Iowa Zip Code: 52327
Telephone: 319-648-2226 Fax: _____
E-mail: voyagehomemuseum@mediacombb.net or retiredmike@mediacombb.net

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History and Uses

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the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

Type of Grant (choice from category 1-4 below) 1
Requested Amount: \$22,000.00

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Quantitative Section

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Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received because of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed.

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

- *This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*
- *Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*
- *Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable.

The facts, figures and information contained in this application including all attachments, are true and correct.

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant.

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request.

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made.

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.

Mary Jane Stumpf, Tres 12/30/2022
Officer Signature Date

Michael A. Meunier Pres. 12/30/2022
Officer Signature Date

Final Reporting

Organizations that received hotel-motel funding for fiscal year 2022/2023 will be required to submit a report by February 1, 2023, outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. *Failure to file a report by February 1, 2023, with the City of Riverside may result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.*

The following items shall be included in the final report, if applicable:

1. General attendance last year 4,071
2. Paid visitor attendance last year 0
3. Attendance by school children last year 235
4. Number of full-time staff 0
5. Number of volunteers last year: 9 plus 3 honorary board members
6. Number of volunteer hours last year: 7178
7. Regular Meetings/Agendas concerning your use of grant funds monthly
8. Days open to the public 7 days per week, no holidays
9. Number of out-of-town visitors 75 to 80%
(More than 100 mi.):
10. How are number of out-of-town visitors tracked: Sign in on our Captains Log as well
pins on USA and World Maps
11. Local economic impact: Main tourism attraction in Riverside-see
attachment.
12. How your organization works: By volunteers - see attachment.
13. Other information- provide information you believe the Council should know:
See attachment.

If you receive a grant in this cycle, be prepared to provide this information in your final report. Yes, we will continue to provide the city with required information. This grant will help meet our rent obligation as we are expanding our square foot space to the east.

Revised 12-12-2022

TO: City of Riverside, Iowa
FROM: Riverside History Center – Voyage Home Museum
RE: Grant Application Request Hotel-Motel Tax 2023-2024

Our Mission:

The Riverside History Center – Voyage Home Museum (RHC-VHM) primary function is to operate a public museum.

Our core focus is to provide historical information on Riverside Iowa and the Future Birthplace of Capt. James T. Kirk. Our exhibits are designed to showcase the value, principles, culture and heritage of the greater Riverside community (both city and rural) and promote the general advancement thereof. It is our expressed purpose to serve as an educational resource and recreation destination for our area residents and visitors of all ages. To provide service our community is the reason for being and thus all decisions we make and actions we take, shall be henceforth executed in this conscientious and humble regard.

Because of our declarations of the “Future Birthplace of Captain James T. Kirk” (approved by the Riverside City Council) and the connection to the global STAR TREK franchise we attract visitors from all over the world. We provide a place for them to visit and be informed of other attractions in our town. We serve as a tourist information site and maintain a rack for tourism brochures for Riverside and Washington County as well as surrounding area Iowa tourism sites. We direct visitors to areas of local interest, landmarks, and local businesses.

We also provide some support to other community non-profit organizations by selling their merchandise, provide support and coordination with Trek Fest.

CURRENT BOARD MEMBERS:

Mike Meinders – Pres, Jenny Duling – Vice Pres., Mary Jane Stumpf - Tres, Alex Ward – Sec., Christine Kirkwood – PR

Board of Directors and volunteers: Carolyn Hudson, Phil Richman, Carol Meinders, Bruce Duling, Dewayne Audiss and Ron Busell.

Honorary Board Members: Jan Musser, Katie Simon and Ron Warren

Some updates and changes this past year:

With much support and interest, a yearslong dedicated staff and volunteers we produced a 50 year (1972-2022) Historical, Tourism, and Business Guide for the Riverside area. We meet our deadline to have the guide completed prior to Riverside celebrating it's 150 years of existence and in time for Trek Fest. We are thankful and very appreciative of the numerous volunteers and support from many local businesses, the City of Riverside, Riverside Casino and Golf Resort, grant from The Washington County Historical and our neighbors from Kalona News and Ryan Schlabaugh.

At Trek Fest we did a fund raiser and had an auction for a Riverside/Star Trek Historical quilt made from previous Trek Fest T-shirts. It was designed and quilted by Angie Miller. Also auctioned the Mill Painting by Wayne Kaufman and couple other items of interest.

We decided to consult with a professional this past year meet with Latta & Harris to file our 990 tax form.

Plans for 2023:

We have signed a new rental lease to move into the east rooms, Suite 5 of the Kwik & Easy Building with an additional 1050 sq ft. We are in the process of planning our expanded area, ordering new cabinets and display stations. We are excited to have a bigger and better museum with more exhibits and storage space. We will be closed in January and maybe part of February, (except for appointments) so we can expand and create more displays.

We are doing research again on the possibility of adding signage on Hwy 218, however working with IA Dot is somewhat difficult.

We have been discussing opening on Thursday evenings from 4:00 to 7:00PM during our busy part of the year.

Quantitative & Qualitative Sections:

We are open general 7 days a week from Noon to 4:00 PM (except holidays), this may vary depending on weather or when our volunteers are ill or on vacation. We do try to fill in for each other when possible. As our maps show we have visitors from all over the world.

The RHC-VHM is the main tourism attraction in Riverside and many tourists visit several of our "Star Trek" attractions throughout Riverside as well as visiting our churches and local businesses.

We have received wonderful feedback from the students and teachers from Riverside Elementary School at their annual visit/fieldtrip.

Our various collections and displays cover a variety of educational, historical, star trek treasures which provide interest to our visitors, both locally and worldwide.

Our group constantly researches ideas or merchandise that we can sell to our visitors which help us financially. We design and produce items for sale which are only found at our museum.

We collectively work with RACC for Riverside's annual celebration "Trek Fest". We collaborate with RACC, Boy Scouts, and Churches for sales opportunities thru our organization.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 04 2008

RIVERSIDE HISTORY CENTER
PO BOX 372
RIVERSIDE, IA 52327

Employer Identification Number:
26-2338019
DLN:
17053227333018
Contact Person:
CHRIS BROWN ID# 31503
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 9, 2008
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/Cg)

IOWA SECRETARY OF STATE
PAUL D. PATE



CERTIFICATE OF EXISTENCE

Issue Date: 1/14/2021

Name: RIVERSIDE HISTORY CENTER (S04RDN - 364577)

Date of Incorporation: 6/9/2008

Duration: PERPETUAL

I, Paul D. Pate, Secretary of State of the State of Iowa, custodian of the records of incorporations, certify the following for the nonprofit corporation named on this certificate:

- a. The entity is in existence and duly incorporated under the laws of Iowa.
- b. All fees required under the Revised Iowa Nonprofit Corporation Act due the Secretary of State have been paid.
- c. The most recent biennial report required has been filed with the Secretary of State.
- d. Articles of dissolution have not been filed.

Certificate ID: CS211916

To validate certificates visit:
sos.iowa.gov/ValidateCertificate


Paul D. Pate, Iowa Secretary of State



Trek
"Where the ~~Best~~ Begins"

Application for Funding FY 2023/2024

Please attach additional sheets as required

Fiscal Year 2023-2024 Hotel-Motel Tax

Tax Fund Grant Program

• **About the program**

The Hotel-Motel tax grant application provides non-profit organizations a mechanism to be considered for funding allocations derived from hotel/motel tax grant revenues. The funds are gross receipt revenues from the renting of all rooms where accommodations are furnished to transient guests for rent. State Code governs the use of revenues derived from the tax. All entities, excepting governmental entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds. All recommendations on allocations shall be subject to City Council approval.

INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION

General Information

Contact Person: Amy Schulte **Title:** CEO

Email: aschulte@washingtonty.org

Organization Name: YMCA of Washington County **Tax ID/Federal ID #** 42-0698186

Organization Street Address: 520 W 5th Street PO Box 887

City: Washington State: IA Zip Code: 52353

Telephone: 319-653-2141 Fax: 319-653-2142

E-mail: aschulte@washingtonty.org

Applications are due no later than February 1, 2023, to the following address:

City of Riverside City Hall
60 N. Greene Street
PO Box 188
Riverside, Iowa 52327

History and Uses

The citizenry of the City of Riverside approved the implementation of the Hotel-Motel Tax in November of 2006 with the tax to become effective January 1, 2007. The percentage approved was seven percent and is imposed upon the gross receipts from the renting of any and all rooms, apartments, or sleeping quarters in any hotel, motel, inn, public lodging house, rooming house, tourist court, or in any place where sleeping accommodations are furnished to transient guests for rent. The intended use of the tax was to promote community development and tourism in Riverside.

State Code 423A.7 (4) (a) governs the use of revenue derived from the tax and provides that:

- 1) At least fifty percent of the revenues derived there from for the acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining of recreation, convention, cultural, or entertainment facilities including but not limited to memorial buildings, halls, and monuments, civic center convention buildings, auditoriums, coliseums, and parking areas or facilities located at those recreation, convention, cultural, or entertainment facilities or the payment of principal and interest, when due, on bonds or other evidence of indebtedness issued by the County or City for those recreation, convention, cultural, or entertainment facilities, or for the promotion and encouragement of tourist and convention business in the City or County and surrounding areas.
- 2) The remaining revenues may be spent by the City or County, which levies the tax for any city or county operations authorized by law as a proper purpose for the expenditure within statutory limitations of City or County revenues derived from ad valorem taxes.

Eligibility and Allocation Procedures

All entities, excepting government entities, must be non-profit as recognized by the Internal Revenue Code of the United States to be eligible for the consideration of the allocation of these funds.

All recommendations on allocations shall be subject to City Council approval.

- 1) **Resolution:** Allows council members to allocate funding to requesting organizations through a resolution. Prior to allocating funding, organizations must provide written justifications for the funding requested. Justification would include how the funds will be spent, benefit provided to the City through funding their request, and the positive effect their organization will have on the community if the

funding is granted. Eligible applicants would be defined as those organizations that qualify for one of the approved hotel-motel categories. Potential applicants for this funding would have a direct or clearly stated indirect potential impact on the future visitor or cultural enhancements. In addition, organizations submitting applications must provide compelling evidence as to why their particular "special project" should be funded.

Type of Grant (choice from category 1-4 below) _____ 2 _____
Requested Amount: \$15,000

Category 1: Community Culture and Education. Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Riverside. Organizations must have 501 non-profit status under the Internal Revenue Code. Applicants must have regular hours they are open to the public or a regular series of events open to the public.

Category 2: Community Recreation and Events. Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

Category 3: New and Emerging Organizations and Events. Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need, or program, and have a positive impact on the quality of life. Organizations must have 501 non-profit status under the Internal Revenue Code.

Category 4: Service-Related Organizations. Applicants could apply on an annual basis. Organizations will need to describe the service they provide and the need in the city of Riverside.

Eligibility and Allocation Procedures

Required to be submitted with application:

- Mission Statement (optional)
- Current Board Member List
- Verify 501 non-profit status
- Annual financial statement

Part 1: Quantitative Section:

Provide basic quantitative data that is appropriate to your mission. Include the following: number of days open to public, performances, attendees, clients, demographic figures showing where the people who use your services or programs live, local economic impact, etc.

The YMCA of Washington County offers the programs we do for a reason. Young people need safe and enriching environments to try new things, develop skills, meet new people and show what they're capable of. Achieving and maintaining health in spirit, mind and body makes for a richer life and giving back to neighbors and those in need is our responsibility as neighbors, colleagues and citizens. Our organization has three locations in Washington County and we are open 7 days a week. We serve 4,660 members and an additional 3,571 through our youth and adult programs, offering activities from newborn through our senior population. We strive to meet the needs in our communities by offering programs and services that address an issue. Our

areas of focus are caring, honesty, respect and responsibility and our programs are designed to instill these values.

Part 2: Qualitative Section:

1. Describe cultural educational, recreational, or tourism value your hotel-motel funding request will provide in meeting your organization's mission statement and/or current strategic plan.
2. Identify special and/or unique opportunities your organization's hotel-motel funding request provides residents and tourists in such areas as leisure opportunities, educational opportunities, programs that promote diversity and cultural awareness, special programs, or collections, etc.
3. Identify ways in which your organization works with other organizations to bring visitors to Riverside. Address any of the following that occurred during the previous year: partnerships, collaborations, joint marketing, etc.
4. Detail what your organization has done in the past year to reduce your organization's need for hotel-motel funding. Include sponsorship of events, promotions, fund raising, cost sharing programs, etc.

Category 2: The YMCA of Washington County is working with the Highland Community School District to bring Camp Highland back to Riverside for the summer of 2023. This camp would offer activities, educational opportunities, field trips, swimming and fun for up to 35 children from the Riverside area. The camp would be located at the Riverside Elementary School building and would operate May 29th – July 28th from 6am – 6pm for the summer of 2023.

Camp Highland creates a space for kids to learn and have fun within their own community while also enjoying field trips and activities that create lasting memories. This camp also provides a much needed summer child care resource for working families in the Riverside community where parents can know that their kids are have fun in a supervised environment.

The Highland School District will provide the space for the program at the Riverside Elementary school building at no cost to help support the program and ensure we can keep costs lower for the families. This is an estimated \$10,000 savings to the program that will ensure that we can keep costs affordable for families. We will provide our experienced camp staff and safety coordinator to train all of the staff for the summer season. Because this is a licensed program families can apply for child care assistance from DHS or for scholarship assistance through the YMCA to ensure that everyone can have the opportunity regardless of cost.

Part 3: Fiscal Accountability:

Operating and/or capital requests will require current year budget detail breakdown, in addition a balance sheet showing most recent year-end assets, liabilities, and equity.

See attached proposed budget for 2023 and 2019 financial statement from the last season that this camp was offered in Riverside.

Quantitative Section

Briefly describe project (350 words or less)

Camp Highland offers a different theme each week where the campers learn about and enjoy activities related to that theme. This nine-week program is open to children grades kindergarten – fifth, Monday – Friday from 6am to 6pm. This camp not only offers a fun and safe opportunity for kids to learn and play, but it also offers working parents the confidence of a great summer experience for their children. Our certified camp staff provide a fun and safe opportunity for field trips, physical activities, educational activities and mentoring. Each week for the 2023 camp we will read a book and discover the lessons in these impactful books that will help the campers continue learning during the summer while they are having fun. In addition, the campers will visit Beach Ottumwa, Bloomsberry Farms, Cedar Rapids mini golf & splash pad, Des Moines Science Center, Ice Skating, Bowling, Lake Darling, Marr Park and the County Fair. All of these activities are provided at no additional cost to the families.

City Responsibilities

The City, upon receipt from the State of Iowa, will promptly remit payments to grantees receiving funds starting with the first payment in September of each fiscal year.

Disbursements of **capital grants** will be made by the City upon presentation by the grantee of **paid** invoices or other documents in an acceptable form and content as prescribed by the City.

All disbursements of funds shall be subject to the City receiving collected funds from the State of Iowa Department of Revenue.

The City, as part of the annual budget process, will provide an opportunity to receive public input on the allocation of these funds.

The City shall not under any circumstances be obligated financially under this grant application program except to disburse those funds according to the budgeted allocations.

Assurances

Applicants hereby agree and acknowledge that:

They will expend funds, received because of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed.

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

- *This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*
- *Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*
- *Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Riverside.*

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable.

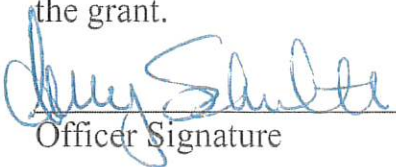
The facts, figures and information contained in this application including all attachments, are true and correct.

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant.

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request.

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made.

All grants acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Riverside as contemplated by Iowa Code Chapter 423A.7(4)(a). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Riverside that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 423A.7(4)(a). The grantee additionally and specifically acknowledges and assures the City of Riverside that it will not use the grant for any purpose which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by the Iowa Code Section 423A.7 (4) (a) that it will reimburse, in full, the City of Riverside the entire amount of the grant.



 Officer Signature

1/2/2023

 Date

 Officer Signature

 Date

Final Reporting

Organizations that received hotel-motel funding for fiscal year 2022/2023 will be required to submit a report by February 1, 2023, outlining how hotel-motel funding was used. This report should show how hotel-motel funding met the quantitative, qualitative, and fiscal accountability your organization provided in the hotel-motel application. This word document should be a maximum of 250 words. ***Failure to file a report by February 1, 2023, with the City of Riverside may result in your organization being disqualified from requesting hotel-motel funding in the next fiscal year. Reports should be mailed to Riverside City Hall, P.O. Box 188, Riverside, Iowa 52327.***

The following items shall be included in the final report, if applicable:

1. General attendance last year
2019 average attendance was 33 kids per week, please see attached 2019 program summary document
2. Paid visitor attendance last year
The program was last offered in 2019 with an average of 33 paid visitors for that summer.
3. Attendance by school children last year
85% of the campers were from the Highland Community School District
4. Number of full-time staff
6 full-time staff will be hired exclusively for this camp and they will join with the Washington staff & campers on field trip days
5. Number of volunteers last year: 0
6. Number of volunteer hours last year: 0
7. Regular Meetings/Agendas concerning your use of grant funds N/A
8. Days open to the public Monday – Friday
9. Number of out-of-town visitors N/A
(More than 100 mi.):
10. How are number of out-of-town visitors tracked: N/A
11. Local economic impact:

This program positively impacts the working families of Riverside by offering an affordable, local summer child care option. In the past 3 years that this camp was not offered in Riverside, parents have enrolled their children in camps in other communities. Last summer 6 children from the Highland School District attend summer camp in Washington.

12. How your organization works:

We are a local non-profit organization that strives to provide quality programs that foster health and wellbeing for everyone. We seek ways to collaborate with partners to keep costs down for families and offer scholarships for those who need assistance.

13. Other information- provide information you believe the Council should know:

The Riverside Elementary will be conducting survey in February to gather information on the number of families who are interested in this summer camp opportunity so we can offer this service to the Highland families first. If we have additional openings we will open up the registration process to families in other districts. Our camp director has led this program for 4 years and has worked in early childhood education since 2011. Her knowledge and experience have created such high demand for our programs that we have waiting lists every year. We look forward to having the opportunity to work with the Riverside community once again through this program.

If you receive a grant in this cycle, be prepared to provide this information in your final report.

Revised 4-4-2022

**YMCA OF WASHINGTON COUNTY
BOARD OF DIRECTORS – 2023**

President: Liz Hall
Vice-President: Willie Stone
Treasurer: Suzanne Horak
Secretary: Diana Rich

Paula Brinning
UP Home, 2275 Juniper Ave, Keota, IA 52248
(C) 319-461-4714, email: pbrinning@uphome.org
Term date: 2024 (1st term)

Joe Fernau
University of Iowa, 204 11th St, Wellman, IA 52356
(C) 319-631-9130 email: joencarmen@gmail.com
Term date: 2025 (2nd term)

Mike Greiner
Washington State Bank, 2450 Goodwin Dr, Washington, IA 52353
© 515-975-4013, email: mgreiner@washsb.com
Term date: 2024 (1st term)

Liz Hall
Horak Insurance, 802 N Railroad, Ainsworth, IA 52201
(C) 319-461-0318 (H) 319-657-2661 email: lhall926@hotmail.com
Term date: 2023 (2nd Term)

Suzanne Horak
2735 W Trio Lane, Washington, IA 52353
(C) 319-461-0285 email: shorak07@gmail.com
Term date: 2025 (2nd Term)

Andrea Leyden
Washington County Hospital & Clinics 1426 Ridgeview Ct, Washington, IA 52353
(H) 319-653-3065 email: aleyden@wchc.org
Term date: 2023 (2nd Term)

Kelly Litwiller
City Administrator, Wellman, 316 8th Ave, Wellman, IA 52356
(W) 319-646-2154 email: cityadministrator@cityofwellman.com
Term date: 2024 (2nd term)

Nick Pacha
Washington Park Superintendent
(C) 319-321-4886 email: npacha@washingtونيowa.net
Term date: 2024 (3rd term)

Jill Quinn

802 S 13th. St Washington, IA 52353

(C) 319-461-2887 email: sprucea@windstream.net

Term Date 2024 (1st term)

Diana Rich

Breakthrough Basketball, 2642 265th St, Washington, IA 52353

(C) 319-400-3235 email: darindianarich@gmail.com

Term date: 2025 (2nd term)

Zach Rozmus

Washington County Conservation,

(c) 319-461-1346, zach.rozmus@gmail.com

Term date: 2023 (1st term)

Ryan Schlabaugh

City Administrator Kalona, 511 C Ave, Kalona, IA 52247

(C) 319-936-9354 email: rschlabaugh@cityofkalona.org

Term date: 2023 (3rd term)

Willie Stone

Washington School District

(W) 319-653-6543 email: wstone@washington.k12.ia.us

Term date: 2024 (2nd term)

Tania Villa

State Farm Insurance 220 W 8th Street, Washington, IA 52353

(C) 319-361-0493 email: tanvilla16@gmail.com

Term date: 2025 (1st term)

Eric Weber

Washington County Sherriff's Department, 703 H Ave, Kalona, IA 52247

(C) 319-653-1580 email: eweber@wps.co.washington.ia.us

Term date: 2023 (2nd term)

Melissa Westphal

Melissa's Stairway to the Stars/Elliott Realty

(c) 319-461-2390, stairwaytothestars@hotmail.com

Term date: 2025 (2nd term)

Jeff Whetstine

Premier 1 Supplies LLC, 1035 Hickory Ave, Wellman, IA 52356

© 319-321-9406, email: jwhetstine@premier1supplies.com

Term date: 2023 (2nd term)

Internal Revenue Service

District
Director

Young Men's Christian Association
of Washington, Iowa
121 East Main Street
Washington, IA 52353

Department of the Treasury
Internal Revenue Service
P. O. Box 1123 - Central Station
St. Louis, Missouri 63188

Person to Contact:
W. Bosch
Telephone Number:
314-425-5651
Refer Reply to:
EO:7206
Date:
DEC 19 1980

Gentlemen:

This is in response to your letter of recent date regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in August, 1942 granting your organization an exemption from Federal income tax under the provisions of Section 101(6) of the Internal Revenue Code of 1939, forerunner of Section 501(c)(3) of the Internal Revenue Code of 1954.

Contributions made to you are deductible by the donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

If your gross receipts each year are normally more than \$10,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, by the fifteenth day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, for failure to file a return on time.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T.

If any question arises with respect to your status for Federal income tax purposes; you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,

Virgil F. Richmond
acting District Director

Statement Of Activities Report
Washington Community YMCA
2019

Branch: Riverside 03
 Department: Community Services 08
 Major Account: All

Account Number	Account Name	Year to Date 2019				
		Actual	Budget	\$ Variance	Last Year	\$ Variance
Revenue						
01-03-08-1100	Contributions	10,000.00	10,000.00	0.00	10,000.00	0.00
01-03-08-1430	Camp Highland	32,298.64	18,460.00	13,838.64	17,037.77	15,260.77
01-03-08-1436	USDA Food Program - Camp Highland	584.79	0.00	584.79	642.10	42.69
	Total Unrestricted Revenue	42,883.33	28,460.00	14,423.33	27,579.87	15,303.46
Expenses						
01-03-08-2171	Day Camp wages	18,047.61	15,533.00	-2,514.61	18,514.76	-467.15
01-01-01-2110	Administrative wages	1,246.15	1,500.00	253.85	Included	above
01-03-08-2200	Employee Benefits	412.72	385.00	-27.72	0.00	412.72
01-03-08-2310	FICA	1,475.97	1,188.29	-287.68	1,365.35	110.62
01-03-08-2540	Supplies Expense	4,771.07	1,500.00	-3,271.07	1,968.23	2,802.84
01-03-08-2610	Cell phone	38.49	0.00	-38.49	163.41	-124.92
01-03-08-2810	Licenses and permits	75.00	75.00	0.00	161.50	-86.50
01-03-08-3100	Printing and promotions	150.00	150.00	0.00	66.33	83.67
01-03-08-3200	Travel and	2,512.65	3,500.00	987.35	3,383.80	-851.15
01-03-08-3300	Conferences and	33.42	0.00	-33.42	93.00	-59.58
01-03-08-3400	Employee Expense	387.00	200.00	-187.00	205.00	182.00
01-03-08-3520	Overhead	1,548.00	1,530.78	-17.24	1,870.00	-322.00
	Total Unrestricted Expenses	30,698.08	25,562.05	-5,136.03	27,771.38	1,680.55
	Change in Net Assets	12,185.25	2,897.95	19,559.38	-191.51	13,622.91

Write off of bad debt -441 -514.73

Total Income (Loss) 11,744.25 -706.24

Statement Of Activities Report
Washington Community YMCA
2023 Budget

Branch: Riverside 03
Department: Community Services 08
Major Account: All

Account Number	Account Name	Budget
Revenue		
01-03-08-1100	Contributions	15,000.00
01-03-08-1430	Camp Highland	39,150.00
01-03-08-1436	USDA Food Program - Camp Highland	600.00
Total Unrestricted Revenue		54,750.00
Expenses		
01-03-08-2171	Day Camp wages	31,980.00
01-01-01-2110	Administrative wages	1,500.00
01-03-08-2200	Employee Benefits	450.00
01-03-08-2310	FICA	2,446.47
01-03-08-2540	Supplies Expense	5,000.00
01-03-08-2810	Cell phone	200.00
01-03-08-2810	Licenses and permits	75.00
01-03-08-3100	Printing and promotions	200.00
01-03-08-3200	Field Trips and Transportation	3,000.00
01-03-08-3300	Conferences and Meetings	50.00
01-03-08-3400	Employee Expense	600.00
01-03-08-3520	Overhead	1,500.00
Total Unrestricted Expenses		47,001.47
Change in Net Assets		7,748.53

Write off of bad debt -1,770

Total Income (Loss) 5,978.53



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**Camp Highland Summer 2019
June 10, 2019 to August 2, 2019**

<u>Month</u>	<u># of Campers</u>	<u>Resident/Non Resident</u>
June	34	30/4
July	31	25/6
August	35	30/5

**Nonresident kids: 2 Kalona, 1 Columbus Junctions, 2 Lone Tree & 1 Iowa City
In 2018 averaged 20 kids, in 2017 averaged 32 kids; 2016 we averaged 21
kids per week**

Three families applied for the scholarship program, each were given a 25% discount off of the rates. One of the families had two children attend camp so they were given the scholarship discount and the second child discount rate as well.

Scholarships given in 2019 \$593.02
Scholarships given in 2018 \$397.50

Multi-child discounts were given to 13 families for a total of \$2,034.54

The 15 passenger van that was purchased in 2017 was used for transporting the Camp Highland participants to and from activities and swim lessons in Kalona.

The use of the kitchen for storage was a tremendous help for our staff and the program!! – Thank you

YMCA of WASHINGTON COUNTY IOWA
121 E Main Street Washington, Iowa 52353
Phone: 319-653-2141 Fax: 319-653-2142 www.washingtony.org

(A)

OBJECTIVE

To find a part-time position that I enjoy to keep me busy after my retirement from the University of Iowa Hospital and Clinics.

SKILLS & ABILITIES

- Customer service, strong phone, oral and written communication skills, Microsoft Suite including Outlook, Word, Excel & light PowerPoint, social media skills including Facebook, fax machines, copy machines, office supply ordering and vendor relations and risk management.

RECEIVED
DEC 15 2022
BY: _____

EXPERIENCE

Deputy City Clerk, City of Riverside *Riverside, IA*

March 8, 2019 – November 26, 2019

- I handled phone calls with resident questions, concerns and problems, helping to resolve as many as possible. I also helped walk-in residents, vendors and contractors.
- I processed water & sewer payments made with checks, cash and credit cards and made deposits each day.
- Retrieved mail from post office, distributed amongst departments, date stamped bills received, filed for payment by City Clerk.
- Handled monthly processing for over 500 water & sewer bills by stuffing envelopes along with the monthly city newsletter and processing all billing through postage machine.
- Notarized documents for City Clerk or customer's requiring notary stamp.
- Attended weekly employee meeting with Mayor Schneider & bi-weekly Council meeting.
- Involved with interviewing along with city employees for City Administrator position over 2 days.
- Did research for documents requested by City Clerk, filing, faxing and making copies as needed.
- My position was ended after the City Administrator was hired. They decided they did not have enough work for three employees.

Medical Assistant, University of Iowa River Landing *Coralville, IA*

September, 2016 – August, 2018

- I worked with patients on a daily basis in the adult diabetic clinic. I roomed patients, took vitals and noted health concerns for the doctors, reviewed medications with patients and helped with refills to specified pharmacies, downloaded insulin pump information into the system, administered vaccinations, and assisted with any other necessary patient care.

Clerk 3, University of Iowa Hospitals and Clinics *Iowa City, IA*

March, 1985 – September, 2016

- I started my career at the University as a Clerk in the Child Health Clinic, before moving to front desk reception and scheduling for the Pediatric Specialty and Adolescent Clinics. I worked in these 2 clinics for 13 years combined. I then moved briefly to the Hospital Business Office. I was in that position for approximately 2 years before being accepted in the Department of Medical Genetics as an Iowa Newborn Screening Program Clerk and then a Clerk for their Outreach Clinics.

School Name – Location – Degree

- West Branch High School, West Branch, IA – diploma in 1974
- Kirkwood Community College, Cedar Rapids, IA – Medical Assistant Degree in 1975
- Continued education classes while employed at University of Iowa Hospitals and Clinics.

COMMUNICATION

- I am very friendly and have a positive attitude and personality. I enjoy working with people and helping them no matter what the task may be. I am willing to learn new things, work with a team, and meet whatever deadlines may be assigned. I am very detail oriented in with tasks to complete and enjoy being organized and helping others be organized.

LEADERSHIP

- I am very strong at working with a team and with communication. I am strong at setting efficient goals for myself and if needed, my team. And I have good follow-up to make sure goals are being met on time and done correctly.

REFERENCES**Allen Schneider, Mayor**

City of Riverside, Riverside, IA

319-330-2102

mayor@cityofriversideiowa.com

Brianne Foulker, ARNP – Adult Diabetic Clinic

University of Iowa River Landing, Coralville, IA

319-467-2000

brianne-foulker@uiowa.edu

Kiley Bradley, RN – Nurse Manager

University of Iowa River Landing, Coralville, IA

319-467-2000

kiley-bradley@uiowa.edu

Carol Johnson – Administrator of Iowa Newborn Screening Program in Genetics

University of Iowa Hospitals and Clinics, Iowa City, IA

319-356-1616

carol-johnson@uiowa.edu

Kim Turner, RN, MSN – Department of Nursing

University of Iowa Hospitals and Clinics, Iowa City, IA

319-356-1616

kimberly-turner@uiowa.edu

(B)



RECEIVED
DEC 2 / 2022

Ph. 319-648-3501 60 North Greene Street PO Box 188 Riverside IA 52327

APPLICATION FOR EMPLOYMENT

Are you 18 years of age or older? Yes No

Are you legally able to work in the United States? Yes No

Are you a military Veteran as defined in Iowa Code Section 35.1? Yes No

If yes, provide dates of active duty: _____ to _____

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application? Yes No

If yes, provide all other name(s): _____

POSITION DESIRED

Job Title: Temporary Office Help Date you can start: 12/28/2022 Wage Desired: Open For Discussion

Are you available for work: Full-Time Part-Time Shift Work Seasonal

EDUCATION

Name of the last school attended: Highland High School City: Riverside State: IA

Circle Last year of school completed: 6 7 8 9 10 11 12 13 14 15 16 17 18

Circle the highest degree earned: High School Diploma GED Certificate AA BD MD PHD Other _____

Area of Concentration and/or degree(s), certificates, licenses, endorsements: Will Graduate With AA This Spring
Attending Kirkwood Community College, Majoring in Political Science. Vice President of Phi Theta Kappa International
College Honor Society at Kirkwood.

Will attend the University of Iowa in Fall of 2023, to continue my education in the Political Science Field.

Other Training or Skills (factory or office machines operated, special courses, computer skills, etc.):

Very Knowledgeable with Technology: Computers, Phones, and other Office Materials

Extensive knowledge in writing and proof reading of legal documents

Confident and efficient at public speaking

Willing and able to take notes on minutes, among other city events

EMPLOYMENT HISTORY

(Former Employment (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name:	<u>KCII Radio</u>	Job Title:	<u>News & Weekend Shift On-Air</u>		
Address:	<u>110 E Main St.</u>	<u>Washington</u>	<u>IA</u>	<u>52353</u>	
	Number and Street	City	State	Zip	
Start Date:	<u>May 2022</u>	End Date:	<u>December 2022</u>	Rate of Pay:	<u>\$12.00</u>
Detailed Job Duties:	<u>Researched, interviewed, wrote, and recorded news stories.</u>				
	<u>On weekends, I monitored the studio and spoke live on-air, covering the weather, state news, obituaries, community events, and more. I also cleaned the studio.</u>				
Reason for Leaving:	<u>I left because I intended to concentrate on my education.</u>				
	<u>As well as to pursue jobs that were more closely related to my field of study.</u>				

Company Name:	_____	Job Title:	_____		
Address:	_____	_____	_____	_____	
	Number and Street	City	State	Zip	
Start Date:	_____	End Date:	_____	Rate of Pay:	_____
Detailed Job Duties:	_____				

Reason for Leaving:	_____				

Company Name: _____ Job Title: _____

Address: _____
 Number and Street City State Zip

Start Date: _____ End Date: _____ Rate of Pay: _____

Detailed Job Duties: _____

Reason for Leaving: _____

May we contact your former employers to verify this information? Yes or No

May we contact your present employer? Yes or No

Please provide any additional information about your abilities or interests that makes you a good candidate for this position:

On a daily basis, I interacted with modern technology during both my weekday and weekend shifts at KCII.

Furthermore, I regularly interacted with people of all backgrounds and treated them with respect and professionalism.

I also regularly check in with my superiors and always work to the best of my ability. There is no late work.

PROFESSIONAL REFERENCES

Name: Joe Nichols Job Title: General Manager Phone #: 319-653-2113

Address: 110 E Main St. Washington IA 52353
 Number and Street City State Zip

Name: Jaron Rosien Job Title: Mayor of Washington Phone # 319-321-5365

Address: City Office Building Washington IA 52353
 Number and Street City State Zip

Name: Shauna Orr Job Title: Personal Representative Phone # 319-653-3425

Address: 303 S 2nd Ave. Washington IA 52353
 Number and Street City State Zip

(C)



Are you 18 years of age or older? Yes X No _____

Are you legally able to work in the United States? Yes X No _____

Are you a military Veteran as defined in Iowa Code Section 35.1? Yes _____ No X

If yes, provide dates of active duty: _____ to _____

Have you ever been known by any other name(s) that this company will require to verify any of the information on this application? Yes _____ No X

If yes, provide all other name(s): _____

POSITION DESIRED

Job Title: City Clerk Date you can start: 1-3-23 Wage Desired: _____

Are you available for work: Full-Time Part-Time Shift Work Seasonal

EDUCATION

Name of the last school attended: St. Ambrose U. City: Davenport State: IA

Circle Last year of school completed: 6 7 8 9 10 11 12 13 14 15 16 17 18

Circle the highest degree earned: High School Diploma GED Certificate AA BD MD PHD Other _____

Area of Concentration and/or degree(s), certificates, licenses, endorsements: Masters-Post
Secondary Education; Clinical Lab Science degree;
B.S. degree in Zoology and Chemistry

Other Training or Skills (factory or office machines operated, special courses, computer skills, etc.):

Worked as assistant clerk for city of Riverside

EMPLOYMENT HISTORY

(Former Employment (List employers, starting with the current or most recent. Explain all gaps in time of employment.)

Company Name:	<u>City of Riverside</u>	Job Title:	<u>Assistant Clerk</u>
Address:	<u>Riverside</u>	<u>IA</u>	<u>52327</u>
	Number and Street	City	State Zip
Start Date:	_____	End Date:	_____ Rate of Pay: _____
Detailed Job Duties:	<u>Utility billing, processing and documenting public records, meeting preparation, and any duties the city clerk requires</u>		
Reason for Leaving:	<u>new employee hired.</u>		

Company Name:	<u>Muscatine Unity Point Hospital</u>	Job Title:	<u>Clinical Lab Scientist</u>
Address:	<u>Muscatine</u>	<u>IA</u>	
	Number and Street	City	State Zip
Start Date:	<u>Jan, 2015</u>	End Date:	<u>Nov. 2017</u> Rate of Pay: <u>\$18.00/hr</u>
Detailed Job Duties:	<u>Performing laboratory tests on patient samples</u>		
Reason for Leaving:	<u>position filled by new employee</u>		

Company Name: UIHC Job Title: Clinical Lab Scientist

Address: 200 Hawkins Dr. Iowa City, IA 52242
Number and Street City State Zip

Start Date: Jan 1991 End Date: Dec 2014 Rate of Pay: \$15.00/hr

Detailed Job Duties: Clinical Lab Scientist in Hematology and Chemistry; developed new toxicology procedure

Reason for Leaving: Personal illness

May we contact your former employers to verify this information? Yes or No

May we contact your present employer? Yes or No (not employed)

Please provide any additional information about your abilities or interests that makes you a good candidate for this position:

Retired. Available to fill in at anytime.

PROFESSIONAL REFERENCES

Name: Becky LaRoche Job Title: City Clerk Phone #: 319-648-3501

Address: Riverside IA 52327
Number and Street City State Zip

Name: Joshua Tilley Job Title: Pastor, River Community Church Phone #: 319-354-3118

Address: 3001 Muscatine Ave Iowa City, IA 52240
Number and Street City State Zip

Name: Jody Fink Job Title: Athletic Director Phone #: 319-648-2891

Address: 1715 Vine Ave Riverside IA 52327
Number and Street City State Zip

- Worked as temporary assistant clerk for City of Riverside for 6 months. Duties include utility billing, processing and documenting public records, meeting preparation, and any duties the city clerk requires.
- 43 years of clinical laboratory experience in all of the main areas.
- Experience in teaching and training students, new employees, and instructing people on new equipment and procedures at UIHC
- Developed new methods for testing in chemistry, following all CAP documentation and guidelines at UIHC.
- Involved in coordinating the training of CLS students in chemistry.
- Constructed standardized training documents for Gas Chromatography, Atomic Absorption at UIHC.

Education

- 1989 – 1990 20 credits, education classes, St. Ambrose University, Davenport, IA.
- 1976 – 1979 Masters Degree in Post-Secondary Education, University of Iowa, Iowa City, IA
- 1973 – 1974 Clinical Laboratory Science Degree, University of Iowa.
- 1970 – 1973 B.S. Degree in Zoology, Iowa State University, Ames, IA

Employment

- 2018 – 2018 Contract help as a clerk for City of Riverside
- 2015 – 2017 Clinical Lab Scientist, Washington, IA and Muscatine Unity Point Hospital, Muscatine, IA
- 1991 – 2014 Clinical Laboratory Scientist, UIHC, Iowa City, IA. Chemistry and Hematology main area of expertise. Developed new toxicology procedure for new gas chromatography instrument.
- 1989 – 1991 Clinical Laboratory Scientist, Davenport Medical Center, Davenport, IA. Worked all areas of the laboratory – chemistry, hematology, microbiology, and blood bank.
- 1985 – 1988 Clinical Laboratory Scientist, St. Luke Hospital, Davenport, IA. Worked all areas of the lab.

- 1983 – 1984 Supervisor, Hematology and Chemistry, Jennie
Edmundson Hospital, Council Bluffs, IA.
- 1980 – 1983 Clinical Laboratory Scientist, Bergen Mercy Hospital,
Omaha, NE.
- Chemistry Chief Technologist (3-11 shift), Chemistry
two years and Teaching Supervisor one year

Skills and Accomplishments

- Developed a completely new method for measuring volatiles and glycols in chemistry at UIHC.
- Strong background in troubleshooting and fixing clinical laboratory instrumentation.
- Received two ABCD (Above and Beyond Call of Duty) awards while working at UIHC.

Professional Affiliations

Registered Medical Laboratory Scientist – American Society of Clinical Pathologists, NO. MT-99575

References

1. Becky LaRoche, Riverside City Clerk. Phone: 319-648-3501
2. Joshua Tillev, Pastor of River Community Church, Iowa City, Iowa. Phone: 319-354-3118. Email: joshua@rivercommunitychurch.org.
3. Janice Thompson, Clinical Lab Scientist, Muscatine Unity Point Hospital, Muscatine, Iowa. Phone: 319-573-7415. Email: jathomps1@gmail.com.
4. Chris McQuern, Clinical Lab Scientist, Muscatine Unity Point Hospital, Muscatine, Iowa. Phone: 217-257-6624. Email: mcpru52@gmail.com

FY 2023 CAPITAL PROJECTS

DATE	FUND	BALANCE	
12/31/2022	CAPITAL PROJECTS	\$ 725,155.00	
FY 23	TRANSFER BALANCE	\$ 152,500.00	
TOTAL CP FUNDS		\$ 877,655.00	
FY 23 PROJECT	BALANCE		
8/2/2022	RAILROAD PARK	\$ (39,207.74)	
11/30/2022	3RD STREET	\$ (317,305.00)	
12/22/2022	3RD STREET- AXIOM	\$ (16,562.50)	
SPRING 2023	WWTP REPAIRS (EST)	\$ (299,700.00)	SEWER FUND
SPRING 2023	COUNTY LINE-SEWER	\$ (2,280.00)	\$369,556.00
SPRING 2023	ADA RAMP PLAN FEE	\$ (2,700.00)	
TOTAL PROJECTS		\$ (677,755.24)	
PROJECTED FY 23	AVAILABLE FUNDS	\$ 199,899.76	
UNKNOWN (-)			
	WATER PLANT REPAIRS	\$?	
	ADA RAMP PROJECT	\$?	
PROJECTED FY 2024 FUNDS			
FY 2024	CASINO FUNDS	\$ 1,200,000.00	
FY 2024	ROAD USE	\$ 144,000.00	
FY 2024	60% LOST	\$ 90,000.00	
FY 2024	WCRF -MUNICIPAL GRANT	\$ 80,000.00	
		\$ 1,514,000.00	