

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

SPECIAL MEETING
Tuesday, January 24, 2023 –6:00 p.m.

1. WEDG – Mary Audia
2. FY24 Budget discussion
 - a) Museum Financial Report CY2022 (15)
 - b) RACC Balance Sheet- Trekfest 2022 report (18)
3. WCRF Municipal Grant discussion (25)
4. Contract law discussion
5. Downtown renovations discussion (32)
6. ADMIN SEARCH - Brent Hinson (47)

Upcoming meeting schedule:

Monday, February 6, 2023 – Regular meeting

Tuesday, February 21, 2023

February budget work sessions(s) - TBD



2023-2025 Investor Pledge Campaign

Washington Economic Development Group

Our mission - Create and promote an environment for Economic Development.

Name(s): _____

Business: _____

Address 1: _____

Address 2: _____

City, State & Zip: _____

Annual Investment Levels

Advisory Council

2023 - \$5,000 2024 - \$5500 2025 - \$6,000

Platinum \$4000 - \$4999

Gold \$2,500 - \$3999

Silver \$1,500 - \$2499

Bronze \$500 - \$1499

Friend \$1 - \$499

We/I pledge to the Washington Economic Development Group \$_____ annually, for the years 2023, 2024 and 2025. We/I understand that We/I will be invoiced in January of each year, unless We/I designate another month here. (_____)

For federal tax purposes, investments in this program should NOT be treated the same as membership dues, ordinary and necessary to conduct business. Contributions are NOT deductible as charitable contributions, but are a legitimate business expense. Washington Economic Development Group is a 501 (c) 6 organization.

Your signature: _____ Date: _____

2023 - 2025 - All Investor Benefits

- Opportunity to serve on WEDG boards, committees or task forces. This gives you a seat at the table to help drive the WEDG work plans and strategies.
- Dollars invested making our communities stronger by allowing WEDG to strategically act upon the goals and needs of the region.
- Premium ribbon cutting and ground breaking service.
- Enhanced visibility, business to business connections.
- Pro-business and pro-growth local, state and federal policy agenda.
- Invitations to networking events, including the Annual Dinner.
- Recognized on the WEDG Investor List on our website; local media promotions in the Washington Evening
- Journal's (WEDG/Chamber/-Main Street) Annual Dinner Publication, LinkedIn, Twitter, Facebook shares for stories, events/announcements.
- Laborshed, demographic and economic reports.
- Sponsorship opportunities.
- Recognition in the WEDG Annual Meeting 'Report'.
- Encouraged to contact the WEDG Office if we can be of assistance in any way.
- Free job listings on the WEDG, MSW, City of WA and Chamber website.
- Educational opportunities for you and your staff.

Levels of Investment & Additional Benefits

Advisory Council & Advisory Benefits

2023 - \$5,000 2024 - \$5500 2025 - \$6,000 & \$6001+

- Two Council meetings annually (i.e. key leader / insider presentation, briefing, opportunity to provide observations-ideas-etc.); plus Annual Dinner /w/ ACM name badge.
- Monthly ACM Update from the WEDG Executive Director.
- VIP "special events".
- Executive Socials.
- Educational offerings for you and your staff.
- WEDG Board meeting held at your place of business with opportunity to highlight your company.
- Facilitation of Federal and/or State elected official tour, such as Debi Durham, etc.
- Business 'spotlight' on website.
- AC Investor Level Plaque & AC Investor
- Advisory Level Window 'sticker'.
- Logo in the WEDG Annual Meeting 'Report'.
- Logo on the WEDG website with a link to your website.
- Regular Social Media Promotional postings of events that you'd like to announce.
- WEDG Board meeting held at your place of business with a speaking opportunity for you.
- Assistance with facilitating a Federal, State or Local prominent leader tour of your facility.

Platinum (\$4,000 - \$4,999)

- Executive socials
- VIP "special events".
- WEDG Board meeting held at your place of business with a speaking opportunity for you.
- Monthly ACM Update from the WEDG Executive Director.
- Platinum Investor Level Plaque & Platinum Investor Level Window 'sticker'
- Logo in the WEDG Annual Meeting 'Report'
- Logo on the WEDG website with link.

Gold (\$2,500 - \$3,999)

- Gold Investor Level Plaque & Gold Investor Level Window 'sticker'.
- Logo in the WEDG Annual Meeting 'Report'
- Logo on the WEDG website with link.

Silver (\$1,500 - \$2,499)

- Silver Investor Level Plaque & Silver investor Level Window 'sticker'.
- Logo in the WEDG Annual Meeting 'Report'

Bronze (\$500 - \$1,499)

- Bronze Investor Level Plaque & Bronze
- Investor Level Window 'sticker'.

Friends (\$1 - \$499)

- Frameable Certificate



Vendor Set: 01-City of Riverside
 Vendor: 0248
 Name: WASHINGTON ECONOMIC DEVELOPMENT GROUP
 Status: Active

General Other Detail Checks Information Comments Purchase Orders

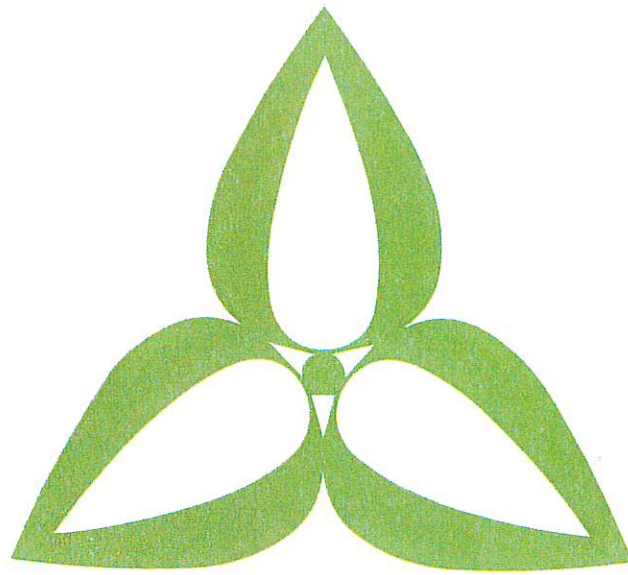
Bank	Date	Type	Check #	Amount	Status
AP/PY	07/06/2022	Check	007340	\$5,000.00	Posted
AP/PY	12/07/2021	Check	006816	\$250.00	Posted
AP/PY	07/07/2021	Check	006441	\$4,500.00	Posted
AP/PY	07/07/2020	Check	005460	\$4,000.00	Posted
AP/PY	10/08/2019	Check	004717	\$2,000.00	Posted
AP/PY	11/06/2018	Check	003779	\$2,000.00	Posted
AP/PY	02/21/2018	Check	003037	\$125.00	Posted
AP/PY	11/21/2017	Check	002810	\$2,000.00	Posted
AP/PY	11/08/2016	Check	023825	\$100.00	Posted
AP/PY	08/02/2016	Check	023507	\$1,500.00	Posted
AP/PY	03/22/2016	Check	023105	\$1,500.00	Posted
AP/PY	02/20/2015	Check	021997	\$100.00	Posted
AP/PY	07/08/2014	Check	021257	\$1,500.00	Posted
AP/PY	07/08/2014	Check	021280	\$1,500.00	Voided
AP/PY	07/02/2013	Check	020082	\$1,500.00	Posted
AP/PY	06/18/2013	Check	020022	\$1,500.00	Posted
AP/PY	07/05/2012	Check	018891	\$1,500.00	Posted
AP/PY	08/02/2011	Check	017650	\$1,500.00	Posted
AP/PY	04/20/2010	Check	015688	\$1,000.00	Posted

Edit This Record

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View office

ok 1-17.23



Washington Economic Development Group

2023 – 2025 Investor Campaign

Purpose / Mission

The mission of WEDG is to create and promote an environment for sustained economic development in Washington County.

120 E Main St #4 Washington, IA 52353 319-653-3942 wedg@washingtioniowa.org

www.washingtioniowa.org Mary Audia, Executive Director 319-541-9577



Guiding Principles:

WEDG will be a catalyst on strategies and actions identified in this plan.

WEDG will maintain and expand their current investors throughout Washington County and maintain working relationships with all Washington County communities.

WEDG will maintain an organization that provides transparency and accountability to investors and will regularly report to investors on overall results.

WEDG will implement a business plan that maintains the focus on Business, Retention and Expansion (BRE) and building a growing economy and strong workforce development and continue to focus on improving the supply and capacity of housing and child care that will support economic and workforce growth and retention.

WEDG will continue to develop their organizational structure with the ability to grow and /or adjust to meet changing priorities.

Plan of Action/Strategic Plan 2021 - 2023

Strategic Outcomes:

WEDG leaders will review progress on outcomes detailed in this plan at least twice each year and will immediately analyze the need for organizational and staff support that is necessary to effectively carry out the priority functions established in the business plan. The need for additional staffing resources, if determined to be necessary, will be focused on specific identified gaps in services/support defined in the action plan.

WEDG will continue efforts to retain and expand existing businesses (BRE) by conducting visits with all employers with 50 or more employees. An action checklist will be prepared after each visit to guide follow-up. The priority will be on facilitating expansion projects that will create and retain jobs and broadening networking, communication and education to more companies. Specific expansion and/or retention projects will be initiated each year as a result of follow-up. **

WEDG will maintain a supportive role in a long-term effort to address the specific workforce needs of Washington County employers. WEDG will perform a supportive role in delivering career information to schools/students, parents and educators. WEDG will support the initiative, in partnership with workforce allies, to quantify workforce needs by occupations and skill set areas.

WEDG will continue to take a leadership role in coordinating the activities of the Washington County Housing Initiative Group with a focus on establishing key goals based on demand projections (over 10 years) in the 2019 County Housing Study. The group will discuss and implement an update of the 3-year-old study and revise goals based on updated information. **

WEDG will coordinate the formation of a Washington County Child Care Strategy Group composed of local stakeholders to develop an overall strategy and action plan to grow capacity in the county to meet demand as detailed in the First Children's Finance study. The goal would be a plan that is developed, coordinated, and monitored by the Strategy Group and implemented by local and area-wide child care and workforce stakeholders. **

WEDG will be an active partner with Washington County communities. WEDG will continue to work with community leadership to establish local priorities for WEDG assistance with emphasis on WEDG priorities such as, existing business retention and expansion and workforce, housing, and child care development. WEDG will have an Action Checklist for each community. At least annually, WEDG will present to local leadership the WEDG plan of action and accomplishments.

(**Established as 1 of 3 Top WEDG Priorities)

Housing

Riverside Residential Development, 70 + units in Phase 1, with eventual Activity Center. Next to elementary school.

SouthTown Development (formerly known as Shiloh University) 200 acres deeded to City of Kalona from this University. Now a booming housing development, with bike paths, ponds, dog parks, disc golf, baseball fields, tennis courts, amphitheater and so much more!
<https://discoversouthtown.com/>

Washington Housing :CDBG - Assist with up to 6 homes with exterior housing Rehab Assistance, which is funded through IEDA/ :CDBG. \$24,999 per home, with \$6,000/ home with lead hazards.

Washington County :CDBG Down Payment Assistance- Grant to assist up to 5 homes within Washington County with down payment assistance. Assist with 50% of required down payment up to \$24,999.

Washington Rehabilitation- Assist up to 9 homes with housing rehabilitation assistance. Funds from Washington TIF (\$37,800) and ECIHTF. \$15,000 maximum per home. Home income level <80%. To date, 7 homes have been assisted and \$97,863 rehab dollars have been spent.

FHLB - Grant 2013 -2014 was 8 homes and \$63,818 in rehab. Grant 2019 - 2021 was 5 homes and \$80,752 in rehab.

Facilitated monthly housing initiative meetings to find solutions to housing shortage issues and share latest information with realtors, bankers, city officials, etc. Because of one of our meetings, we were able to connect HACAP to funding sources for \$157,000 for their expansion and renovation.

Assisted with Student Built Home project in Kalona. Facilitated meetings with participants, social media campaigns, meal donations, funding assistance from ECIHTF for \$25,000 to help a new homeowner (LMI) with an affordable option to purchase this home worth \$205,000 but sold for \$180,000. Hoping to continue this throughout Washington County. Working with the Cities to find a lot or home to be remodeled.

Continuously promoting housing opportunities in Washington while providing answers to sellers, buyers, landlords and landowners with current market conditions/data.

Worked with Main Street Washington on a pending housing project, in collaboration with the City of Washington and local developers to apply for a Downtown Upper Story Housing Grant and begin the project, which would create 4 units of housing in downtown. Award was \$200,000.

NLW Development -Housing units continue to multiply on the Whitesell/Brava land, adding to housing inventory in Washington.

Country Club Subdivision - assisting the City of Washington and a local developer in moving forward with another housing project in Washington, Iowa thus opening more housing supply for potential residents and workforce.

- 1- Iowa Economic Development Authority
- 2- Community Development Block Grant
- 3- Fed Home Loan Bank
- 4- East Central IA House Trust Fund
- 5- Low Middle Income
- 6- IA Workforce Development

Workforce

HR Workforce Exploration Group/Workforce Roundtable, quarterly, with IWD as facilitators. Had productive meetings with representatives from 12 of our large companies in Washington County about the services available from IWD and the new grant opportunities such as Child Care Challenge Fund, Innovation Fund, etc. Also, initiated great conversations about ideas/solutions to IWD to bring forward to the

state as a partner in finding solutions to our workforce challenges.

Workforce Assessment Meetings - held many 1-hour exploratory meetings with local Washington Businesses/WEDG investors to align them with resources provided by Iowa Workforce Development.

Workforce

Workplace Learning Connection Collaboration Meeting - attended by Kristine Bullock, WLC Director; Rochelle Sowers and Brittany Slaubaugh, WLC; Amanda Russell, Bazooka HR director; Casey Peck, CEO KCTC; Michelle Redlinger, WA Chamber of Commerce; Tracy Ousey, WCHC HR director; Aaron McGlynn, Capital Works, Adjunct Arch and Engineering, Kirkwood. Discussed progress in Washington County during 2020-2021: 34 Business Hosts, 36 Job Shadows, 22 interviews and 728 WLC Events. Hoping to get more engagement from local schools and plan a career-fair at our regional center.

Served on the search committee for the City of Washington for a new City Administrator, 2 rounds. Hired Deanna McCusker, formerly of Cascade, IA.

Member of the search committee for a Main Street Washington director.

Child Care

Childcare Study of Washington County Communities commissioned by WEDG and conducted by First Children's Finance with collaboration of six cities throughout Washington County, ECICOG, Alliant Energy and WEDG. The study revealed vital, but surprising, outcomes which will help us focus on where to spend our energy and resources. In addition, any child care grant seekers get extra points for having a current study done in their County.

Assisted Little Ducklings Daycare in finding their current location in the Ainsworth Community building formerly, the elementary school building. In addition, wrote a letter of recommendation for Little Ducklings Daycare when they applied for and received a \$27,000 **Child Care Challenge Grant**. They have capacity for 49 children which will help the Washington County deficit.

Child Care Challenge Grant Facilitation

Recently, met with 3 prospective facilities in hopes of establishing new or expanded child care facilities in Washington after holding a child care provider informational session in Washington, in collaboration with Early Childhood Iowa and the Washington Chamber of Commerce. In addition, provided Letter of Recommendation for the Grant applications.

Amenities/Recreation

Wellness Park \$4 mil sports complex. 2 Soccer Fields and 4 Ball Fields. Grant funds being used. Completed Wellness Park Rotary Pavilion Project with many collaborators. Was chief fund-raising facilitator for private and public donations. City of Washington, WEDG, Betterment Foundation, Rotary Int., David Collins Memorial Fund, Leadership Washington class. Raised \$33,000.

YMCA New Facility successfully built, due in part to public/private funding sources such as Enhance Iowa Grant Fund, Washington County Riverboat Foundation, and many passionate private donors, etc.

Completed a lengthy data questionnaire for City of Washington Hotel study in August 2022 to research our prospects for adding a hotel and meeting space in Washington.

Assisted with the Great Places competition, which the City of Washington won in late July helping to further promote our region to others!

Business Retention and Expansion/Increase in Tax Base

Bazooka Farmstar Expansion (28,000 sq ft.) meetings have been held with Eric Hahn, banks and City of Washington to discuss expansion resources and housing needs. Utilized TIF, Fed and State grants, etc. through ECICOG, IEDA, etc.

Three Washington Business Park lots in Phase 1 are now occupied and growing! KCTC, Sustainable Solutions, and MidWest Tree Service. Lot 10 was recently sold to Sunset Diesel, a diesel repair company.

Premier 1 Supplies continues to grow, and recently expanded its facility by 42,000 sq. ft. They also plan to add at least 25 new employees over the next 3 years. A \$250,000 Iowa Department of Transportation 'Revitalize Iowa's Sound Economy' (RISE) Grant was obtained and an agreement was reached resulting in a public/private partnership to pave 2.7 miles of gravel road from Highway 1 to the Premier 1 Supplies facility. The project and celebratory party completed and successful! Assisted Premier 1 in party planning for a Paving Party Celebration, inviting all involved parties such as Washington County Supervisors, Washington County Engineer, paving contractors and Admin and Staff of Premier 1.

WEDG Community Foundation was established as a 501 (c) 6, non-profit charitable entity.

Kirkwood's 260 E job training adapted, successfully encouraged existing businesses to participate in, increasing opportunity and raising skill levels.

Expansion activity: Actively engaged with several existing, growing businesses to expand marketing efforts, consider expansion opportunities, add additional employees, seek financing, incentives and other programs. Met most recently with the City of Washington, Washington Chamber, Main Street Washington, Hills Bank, Washington State Bank and Trust, Bazooka Farmstar, Civco, Alliant Energy, Washington Community Schools, Cities of Wellman, Riverside, and Kalona and local business owners and the Board of Supervisors, to name a few.

IEDA awarded the following in Washington County:

1. Innovation Funds to Continuum Ag.
2. High Quality Jobs Program to Bazooka Farmstar and Sterling Ammunitions.
3. CDBG for City of Washington and Washington County.

Was awarded the Business Retention and Expansion Award in 2020.

Whitesell gifted property to City and WEDG, which is now occupied by Brava Roof Tile who produces synthetic roof tiles for local and international projects including our own Washington County building and Disney! There's also 7 acres for residential development, with 9 units in Phase 1.

Researched, documented, photographed and established promotional materials for lots in the Washington Business Park. Lots were also registered with IEDA/ICR/Alliant **Location One Information System** (LOIS), making the information available to site selectors nationwide. LOIS also provides extensive demographic information for Washington County and surrounding areas. Updated Washington Business Park signage. West Buchanan extension is completed!

KCTC continues to move forward on an aggressive project to expand high speed fiber connections to homes and businesses throughout Washington County.

Crane Building sold and now occupied. Attracted Sterling Ammo into Washington Community, thanks to the LOIS listing, along with filling two other large Warehouse facilities (Syngenta and United Suppliers). 100 + jobs and a large distribution network.

Syngenta building and land - tours and subsequent sale. 2 parties now able to relocate and expand their businesses.

LiquiGro building and land - sold to a local business, allowing them to expand.

Ainsworth City Hall/former Elementary School - assisted in relocating a childcare business into this facility in collaboration with Cheryl Smith, City of Ainsworth.

Washington Middle School Building - toured with prospective contractors to discuss multi-use to include housing possibilities.

LOIS system continuously updated and commercial inventory (sites and buildings) kept current, allowing potential investors throughout the country to explore possible relocation options in Washington County.

Traveled to over 100 WEDG investor businesses for introductions and fact-finding.

Business Retention and Expansion/Increase in Tax Base

City Council Meetings - attended over 40 City Council meetings in Washington, Ainsworth, Kalona and Riverside. Met with members of the Wellman and Brighton City Council.

Farmers Hen House - road improvement and Highway 1 signage project. Organized a tour of FHH with Washington County and Johnson County Supervisors and WEDG board members. Collaborated with ICAD (Iowa City Area Development Group) to acquire funding for a chip-n-seal road improvement project and Highway 1 signage to improve supply chain efficiency and safety.

Rural Broadband meeting hosted by KCTC (WEDG Investor) in Kalona with Jack Seward, Senator Kevin Kinney, and leaders from local telecoms, Iowa Broadband Institute, etc. Much discussion about broadband funding opportunities and challenges with 911NG cost structure.

Canadian Pacific/Kansas City Southern Railroad Merger - Successfully facilitated meetings between CP Railroad, Washington County, Cities of Washington and Ainsworth, Chamber, Main Street Washington, County Safety and Engineering, City Fire and Police, City Engineering, IDOT and Senator Grassley's office.

State and Federal Visitors

Held Regional Economic Developers meeting in Washington County, August 2022 drawing more awareness to the southern part of the corridor.

Senator Grassley visited Bazooka Farmstar and Atlas Molded Products and had the opportunity to visit with local constituents in Washington County.

Facilitated tour for IFA/IEDA Director, Debi Durham and Manager of Business Development, Michael Gould in February, 2022. The tour included Brava Roof Tile, Bazooka Farmstar, and Engineered Building Designs. In addition, we enjoyed lunch sponsored by True North at the YMCA, with an indoor pool fundraising presentation by Amy Schulte and a Washington County housing video recap by Tracey Achenbach of ECIHTF. We later toured CIVCO (May 2022). Because of Director Durhams visit, we now have a Pilot Program for City of Washington (Iowa Finance Authority - IFA/IA Economy Development Authority - IEDA).

This year's Central Economic Development Plan was called Envision Iowa. WEDG provided multiple opportunities for Washington County residents to give input to represent the rural perspective, defining their perspectives as to what the future might look like for Iowa.

Main Street Washington Program Visit

WEDG assisted Main Street Washington Director, Sarah Grunewaldt in hosting Kathy LaPlante from the National Main Street Center on Thursday June 10th, 2022. We were part of the District Tour. (Main Street Washington, Chamber and WEDG), informing Kathy about the many collaborations and projects completed in the Washington area.

Community Support

ECICOG Board

ECIHTF Board

Main Street Washington, Ex-officio Board

Washington Chamber of Commerce, Ex-officio Board

Kalona Economic Development Group Board

Community Foundation of Washington County Board

Washington County First Responder Advisory Committee

Washington Noon Rotary Board

Envision Iowa Advisory Panel

Washington Economic Development Group Recent Successes/ Cool Facts to Celebrate

Health Care/Social Assistance makes up the largest portion of the Employment Industry (1950), followed by Retail (1454), Manufacturing (1354), and then Educational Services (1296).

Average Family Income is \$63,532/yr, up 1.56% from previous year.

#1 per capita Solar producing county in Iowa with Iowa as #2 in the nation.

#4 in the nation in CRP acres. Texas (2.8M), Nebraska, Colorado and Iowa with 1.9M, 1.8M and 1.7M respectively.

#1 Oldest and longest operating movie theater in the world, State Theater, Washington, IA!

#1 in the state, #3 in the nation for Hog production.

#1st in Flight!! Frank and Indiana Brinton pioneered silent films and flying machines!

#1st in Barn Quilts art project, originating in Washington County.

Washington County was originally formed on January 18, 1838

Washington County

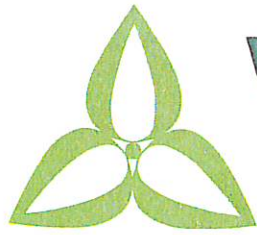
- 15th fastest growing County in Iowa!
- Population = 22,658
- Laborforce = 11,519
- Unemployment = 1.8%

Executive Director, Mary Audia, came on board December 2020. Mary contributes a wealth of experience and knowledge to the position with a proven track record of collaboration, business development and strong Iowa roots. Looking forward to meeting as many of you as possible!



Scan to see our
strategic plan





Washington Economic Development Group

2022 Investors

Advisory Level Plus

City of Washington

Riverside Casino & Golf Resort

Washington State Bank

Greiner Buildings

Washington County Board of Supervisors

Advisory Level

Bazooka Farmstar

Federation Bank

Brava Tile

Hills Bank

City of Kalona

Washington County Hospital & Clinics

City of Riverside

City of Wellman

Platinum

CBI Bank & Trust

Goldfinch Solar

Premier 1 Supplies

Gold

Alliant Energy

Engineered Building Design,
LLC

Farmers Hen House

Eichelberger Farms Inc

Silver

Carl A Nelson & Company	Hy-Vee	Mid-Prairie Community Schools
Elliott Realty Group	Iowa City Area HBA	Washington Evening Journal
Farmers Electric Cooperative	Iowa Renewable Energy, LLC	Woodruff Construction LLC
Hanson, Ken	Marshall Furniture	

Bronze

Ameriprise Financial	Jeff Edberg, Lepic Kroeger	Robert Koller CPA PC
Axis Vision Care	Jessica Yoder, Realtor	Town & Country Veterinary Clinic
Beatty Peterseim Funeral Home	JET Physical Therapy	True North Companies
Brenneman Pork	Jones & Eden Funeral Home	Washington Community Schools
City of Brighton	Kalona Brewing Company	Washington Law Office
Civco Medical Solutions	KCTC	
Dental House of Washington	Kirkwood Community College	
Eastern Iowa Light & Power	MD Orthopaedics Inc	
Fareway Stores, Inc.	Mose Levy Company Inc	
Re/Max Affiliates	Open Gates Group/Kalona	
Horak Insurance, Inc	Supernatural	

Friends

Halcyon House/Wesley Retirement	Jim & Karen Gorham	Lyle Moen & Nancy Rash
JW Pork, LTD	Integrity Abstract Company	John & Karen Moenck
Ray-Man Inc	Kalona Realty	Washington Rotary Club
Dodici's	Keota Unlimited Inc	Washington Title & Guarantee
Edward Jones & Co- David Bruns	Krotz-Dieleman Dental Office	
Edward Jones Investments - Daniel Voss	Joe & Marde McConnell	
Frontier Family Restaurant	Virginia McCurdy, Image Promotions/Tubador	

Contributor

Ed & Mary Brown	Dick Gallagher	JP's 207
Ross Auto & Muffler Inc		



2022 BOARD OF DIRECTORS



Voting Members:

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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.

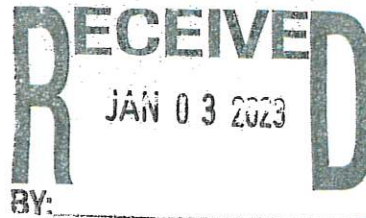
INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED FROM CONSIDERATION

General Information

Mary Jane Stumpf & Mke Meinders
Tres & Pres
Contact Person: _____ Title: _____
Email: maryjanestumpf@lowatelecom.net & voyagehomemuseum@mediacombb.net
Organization Name: Riverside History Ctr-Voyage Home Miusuum Tax ID/Federal ID # 26-2338019
Organization Street Address: 361 1st St. Ste 3

Request: \$22,000.00 -RENT

Actual Rent = \$27,900.00



RHC-VHM Financial Statement for 2022		BY: Mary Jane Stumpf	
Jan 1, 2022 - Dec 31, 2022			
	Income	Expense	
	Credits	Debits	
INCOME:			
City of Riverside Grant rec'd in 2020	15630.24		
Visitors Donation Box, & Volunteer donations	2013.57		
Voyage Home Mdse Sales	10000.00		
Grant Received(2)Washington Co Historical Society	950.00		
Grant rec'd by Riverside Casino & Golf Resort	1000.00		
Trek Fest Auction (Quilt, painting, etc)	970.00		
Historical-Tourism-Business Book Grants & Donations	<u>3840.00</u>		
TOTAL INCOME:	\$34,403.81		
EXPENSES:			
Rent Kwik N Ez		19510.00	
Utilities; Gas, Electric, Phone, Internet, garbage pickup		4751.81	
IMT Group Insurance & Bond		744.00	
Exhibits and Displays		3472.87	
IMA Iowa Museum Assoc DUES		55.00	
Office Eqt,. Router,Sec Camera		308.69	
US Postal Service; stamps, mailing, box rent		216.00	
Advertising		974.00	
Office Supplies, misc		1294.15	
Historical -Tourism Book Exp.(The News 3250.00) + misc		3328.67	
Trek Fest donation for star		607.20	
Quilt maker - Angie Miller		<u>500.00</u>	
TOTAL EXPENSES:		\$35,762.39	
Bank balance as of Dec 31, 2022			18308.36
ASSETS: Exhibits, Antiques, Memorabilia, Data Desk etc.			
EQUIPMENT: POS System, PC, Display Cabinets, etc.			
Misc Donation by Board Members & Volunteers (\$350+)			
Est Labor Hours by Board Members & Volunteers:			
7178 Hrs @ \$29.95 per hour \$214,981.10			
			RHC Fin St 2022

Voyage Home Financial Statement		Jan 1, 2022-Dec 31, 2022		By: MJ Stumpf
INCOME:	Credits-Inc	Debits-Exp		
Voyage Home Mdse Sales	35100.25			
RACC, KBS, BAS, St Mary's Sales (see below for payments to them)	12223.00			
TOTAL:	\$47,323.25		(* Less 10% on mdse sales for RACC & KBS)	
EXPENSE:				
Billing VANTIV Merch Bankcard YR\$2371.04		2133.94		
Website Landon Skyward \$30./per month		360.00		
Misc Supplies POS;labeling, bags, toner, transfer paper		438.99		
Cameras for security		806.59		
Domain Register		605.00		
Amazon; fixtures, small displays, misc		1135.31		
Pay Pal; misc & merchandise		1504.24		
Store Supply Warehouse-display cases		6167.18		
Starbase Atlanta		9231.42		
Precision Metal works		1787.00		
T-Shirt Mill		9343.00		
Tate Bag Factory		552.50		
Freight & Postage (large ST donations-Florida)		246.92		
Uline Bags		297.00		
Candy Nation		160.29		
Misc & Ebay		484.14		
Payment to RHC for this year shared expenses		10000.00		
Jenny Duling - Airfare for ST guest		600.00		
TOTAL:		\$45,853.52		
			Bank Balance 12/31/2022	\$29,361.32
MDSE SALES: *less 10% to cover our costs				
Paid to RACC * (7026.32)		6324.00		
Paid to KBS * (3069.00)		2762.10		
Paid to Boy Scout		293.00		
Paid to St Marys		60.00		
		\$9,439.10		
POS Year End Report:				
Total Inventory Items: 6148 Cost of goods \$8164.25		Projected Total Sale Value \$22,693.50		
Profit Margins: 66% misc items, 60% Museum Apparel				2022 Fin St VHM



Trek "Where the Best Begins"

Application for Funding FY 2023/2024

Please attach additional sheets as required

RECEIVED
DEC 28 2022
BY:

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 # 19-2005565

Organization Street Address: P.O. Box 55

City: Riverside State: IA Zip Code: 52327

Request \$21,000

2022 TF total Exp \$ 35,511.62

Riverside Area Community Club

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on Hand	0.00
Peoples Checking	20,922.22
SAVINGS 4144	0.00
WEB ACCOUNT	1,599.98
Total Bank Accounts	\$22,522.20
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Certificate of Deposit	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$22,522.20
Fixed Assets	
Furniture and Equipment	29,201.77
Total Fixed Assets	\$29,201.77
Other Assets	
Other Assets	1,098.16
Total Other Assets	\$1,098.16
TOTAL ASSETS	\$52,822.13
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	66,116.05
Unrestricted Net Assets	-4,662.46
Net Income	-8,631.46
Total Equity	\$52,822.13
TOTAL LIABILITIES AND EQUITY	\$52,822.13

Donated to Museum

Tents, etc

Riverside Area Community Club

Account QuickReport

January - December 2022

TF INCOME

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
TrekFest			
BBQ Dinner Sales			
06/03/2022		CASH OUT-DEMO FOOD START UP	-550.00
06/03/2022		DEMO SALES	1,304.00
Total for BBQ Dinner Sales			\$754.00
Beverage Sales			
06/03/2022		DEMO SALES	2,302.00
06/03/2022	ILLINOIS CASUALTY COMPANY	DRAMSHOP INS- TREKFEST 37	-811.00
06/03/2022		DEMO SALES	100.00
06/03/2022		DEMO SALES CHANGE	-111.00
06/03/2022		SALES	1,745.50
06/03/2022		SALES	960.00
06/03/2022		SALES	400.00
06/03/2022		6-25- SALE	290.00
06/03/2022		6-25 SALES	990.00
06/03/2022		FRIDAY SALES	1,460.00
06/03/2022		START-UP PARK	-500.00
06/03/2022		START-UP DEMO	-250.00
06/03/2022		START-UP DEMO - BEER TICKET SALES	-250.00
06/26/2022	7g DISTRIBUTING LLC	39 cases	-983.28
06/26/2022		PARK SALES	172.30
06/27/2022		SALES	1,677.50
Total for Beverage Sales			\$7,192.02
BINGO			
06/03/2022		SALES	299.50
06/03/2022		CASH START UP	-200.00
06/27/2022		SALES	48.50
Total for BINGO			\$148.00
Demo Derby Sales			
06/03/2022		GATE SALES	2,700.00
06/03/2022		START-UP PIT GATE	-150.00
06/03/2022		GATE SALES	111.00
06/03/2022		GATE START UP	-500.00
06/03/2022		PIT SALES	1,160.00
06/26/2022	DEMO	GATE SALES	1,905.00
Total for Demo Derby Sales			\$5,226.00
RACC TF MERCHANDISE			
06/03/2022		SALES	60.00
06/03/2022		FRIDAY SALES	270.00
06/03/2022		6-25- SALE	290.00
06/07/2022	COTTON GALLERY LTD	294 T-SHIRTS @8.91 AVEERAGE	-2,618.71
06/27/2022		PARK SALES	295.00
06/30/2022		SALES	2,020.00

Riverside Area Community Club

Account QuickReport
January - December 2022

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
08/10/2022		MUSEUM JUNE SALES	3,554.55
Total for RACC TF MERCHANDISE			\$3,870.84
Sponsor Letters			
04/06/2022	Riverside Casino & Golf Resort	SPONSOR	2,500.00
04/25/2022		BAZOOKA	500.00
04/27/2022		MARCHEK	250.00
04/27/2022		MARHOUSE	500.00
04/28/2022	Stumpf Constr	STUMPF CONST.	1,000.00
05/04/2022	STC	KIDDIE TRACTOR PULL	500.00
05/13/2022		HILLS BANK	500.00
05/17/2022		TOTAL HEALTH	500.00
05/20/2022		DICKINSON EXCAVATING	500.00
05/31/2022		PTS BANK	500.00
06/03/2022	RACC	MOVE TO CHECKING #35149	-1,318.17
06/03/2022		BALANCE FORWARD	1,318.17
06/27/2022		AXIOM CONSULTANTS	250.00
12/27/2022	Hills Bank & Trust	tfest ck not cashed	500.00
Total for Sponsor Letters			\$8,000.00
Sponsors			
09/06/2022	City of Riverside	H/M TAX GRANT	18,000.00
Total for Sponsors			\$18,000.00
Swap Tables			
04/25/2022		JENSON	30.00
05/12/2022	JENSON	3RD TABLE	15.00
05/18/2022		WARP DRIVE TOYS	30.00
05/19/2022		JILL'S CURIO RESIN	30.00
05/24/2022		CRAIG BLAKE	30.00
Total for Swap Tables			\$135.00
TF SCALE MODEL SHOW			
06/26/2022		REGISTRATION	129.00
Total for TF SCALE MODEL SHOW			\$129.00
TF VENDERS			
06/04/2022		HOBBY CORNER-MODEL SHOW	75.00
Total for TF VENDERS			\$75.00
Trek Fest misc. income			
07/27/2022	Voyage Home Museum	guitar aution	1,775.00
08/26/2022	SAVE THE CHILDREN	guitar bennifit (save the children)	-1,775.00
Total for Trek Fest misc. income			\$0.00
Total for TrekFest			\$43,529.86
TOTAL			\$43,529.86

Riverside Area Community Club

Account QuickReport

January - December 2022

TIF EXPENSE

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
TrekFest Expense				
06/24/2022	5158	RAGE GRAFIX	SPONSOR / VOL T-SHIRTS	2,195.77
Total for TrekFest Expense				\$2,195.77
Advertising TF				
06/04/2022	5147	KCII	Account 9456- SUMMER TOWN TOUR 2022 PT 1	327.36
06/08/2022	5149	WMPF GROUP LLC.	SEI UNION	648.55
06/22/2022	5156	THE GAZETTE	GAZETTE PAPER #3275	750.00
06/30/2022	5170	KCII	Account 9456- SUMMER TOWN TOUR 2022 PT 2	267.84
06/30/2022	5173	KCJJ RADIO	RADIO COMMERCIALS	500.00
06/30/2022	5175	JMRIMAGES	EVENT PHOTOS	200.00
07/08/2022	5180	THE NEWS	6/16 - 6/23 TF ADS	500.00
07/08/2022	5181	IOWA RADIO PLUS	SUMMER TOWN TOUR - 5/30-6/26	44.74
07/22/2022	5184	TRAVIS RIGGAN	META ADS- FB BOOST	811.53
09/16/2022	5195	Absoulute Graphics	tf 37 signs	225.00
Total for Advertising TF				\$4,275.02
BBQ Expense				
06/24/2022	5169	BUD'S CUSTOM MEATS	Invoice 165397HB \$390- HD \$180.00	570.00
06/27/2022	5164	Kwik N Ez	demo derby food costs	439.11
08/26/2022	5189	HIGHLAND FINE ARTS BOOSTERS	WORKERS-FINE ARTS BOOSTER CLUB	500.00
Total for BBQ Expense				\$1,509.11
Costume Contest Awards				
06/03/2022	1		AWARDS PD OUT	350.00
06/03/2022	1		NO CATIGORY-RETURN FUNDS	-100.00
Total for Costume Contest Awards				\$250.00
Demo Derby Expense				
06/03/2022	1		KYLE SOUKUP-MC	100.00
06/27/2022	5166	ELITE AWARDS	AWARD TROPHIES	359.52
Total for Demo Derby Expense				\$459.52
Entertainment - Misc. TF				
05/12/2022	5138	SWANK	SPACE JAM & STAR TREK DVD SHOWS	870.00
06/27/2022	5195	Theresa Arn	TF 37 FACE PAINTING	125.00
Total for Entertainment - Misc. TF				\$995.00
Expense - Misc. TF				
05/12/2022		Harry's Custom Trophies	MODEL SHOW AWARDS	280.90
06/03/2022	1		PET SHOW AWARDS	21.00
06/04/2022	5144	Harry's Custom Trophies	TRACTOR PULL TROPHY-15 @ \$7.00	105.00
06/13/2022	5150	Diane Poch	PARADE-GRAN MARSHALL	22.38
06/13/2022	5152	West Bend Mutual Ins	liability ins	2,612.00
06/22/2022	5157	Harry's Custom Trophies	PET SHOW AWARDS	126.00
06/26/2022	5163	LA CHIVA LOKA	12 LUNCH FOR CLEAN-UP CREW	230.00
06/27/2022	5167	Sherry Ingalls	16 HOURS @ 10.00	160.00
06/27/2022	5165	DALLAS PETERSON	BIKE REPAIR	52.99
07/22/2022	5182	Yotty's Inc	GOLF CART RENTALS #210576	600.00

Riverside Area Community Club

Account QuickReport

January - December 2022

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
08/26/2022	5190	Boy Scouts Troop 235	TF 37 SET UP/CLEAN UP	300.00
08/26/2022	5191	HIGHLAND FFA	KIDDIE TRACTOR PULL	200.00
Total for Expense - Misc. TF				\$4,710.27
Parade Awards				
06/03/2022	1		PARADE AWARDS	250.00
Total for Parade Awards				\$250.00
Rental Expense				
06/30/2022	5171	Aero Rental	TF 37 TENTS, CHAIRS, ETC.	5,201.07
07/22/2022	5183	UsFIRST LLC	5 CABANAS,1 HDA, 2 hand wash	1,046.01
Total for Rental Expense				\$6,247.08
STAR TREK CELEBRITY				
06/30/2022	5178	PHIL RICHMAN	JD PER DIEM 3 @ \$50	150.00
06/30/2022	5178	PHIL RICHMAN	BOB PER DIEM 3 @ \$50	150.00
06/30/2022	5178	PHIL RICHMAN	JD AIR FAIR CASH	300.00
06/30/2022	5177	JOHN HERTZLER	AIR FAIR LESS \$300 CASH	793.60
06/30/2022	5176	JENNY DULING	ROBERT O'REILY AIR FAIR	1,039.20
07/08/2022	5179	JOHN HERTZLER	AIR FAIR LESS \$300 CASH	300.00
11/18/2022	5216	Riverside Casino & Golf Resort	2021 ROOMS #11Q1R1	537.35
11/18/2022	5216	Riverside Casino & Golf Resort	2022 ROOMS #11V0G3	1,074.70
Total for STAR TREK CELEBRITY				\$4,344.85
TF BANDS				
05/04/2022	5136	TOM'S TOP 8 LLC	DUSTY BAKER	200.00
05/04/2022	5135	CURT BURGESS	SLAP 'N TICKLE	200.00
05/04/2022	5137	MATT MESSENGER	TROPHY DADS	300.00
05/04/2022	5134	DOGS ON SKIS	DOGS ON SKIS	100.00
06/03/2022	1		LUCUS BEBEE CASH OUT	525.00
06/25/2022	5161	DAVE ZOLLO	DAVE ZOLLO & BODY ELECTRIC	1,200.00
06/25/2022	5160	TOM'S TOP 8 LLC	DUSTY BAKER	1,100.00
06/25/2022	5159	MATT MESSENGER	TROPHY DADS	1,200.00
06/30/2022	5172	STEVE COOK	Misc Subtotal	335.00
06/30/2022	5172	STEVE COOK	Labor Subtotal	2,100.00
06/30/2022	5172	STEVE COOK	Audio Subtotal	2,250.00
06/30/2022	5172	STEVE COOK	Lighting Subtotal	540.00
06/30/2022	5172	STEVE COOK	STAGING	225.00
Total for TF BANDS				\$10,275.00
TrekFest Start up cash				
06/03/2022	1		SALES IN	4,540.00
06/03/2022	1		LUCUS BEBEE CASH OUT	-525.00
06/03/2022	1		6-25 SALES	990.00
06/03/2022	1		PAID OUT	-550.00
06/03/2022	1		SALES IN	1,460.00
06/03/2022	1		PAID OUT	-271.00
06/03/2022	1			4,126.00

Riverside Area Community Club

Account QuickReport

January - December 2022

DATE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
06/03/2022	1			-1,050.00
06/03/2022	1		CASH OUT	-650.00
06/03/2022	2		START-UP PARK	-500.00
06/03/2022	1		CASH AWARDS- DEMO	-3,500.00
06/03/2022	1		SALES	3,465.00
06/23/2022		Peoples Bank	THURSDAY CASH	300.00
06/24/2022		Peoples Bank	2500-\$5, 500-\$1, .25-\$10 (NEED MORE 1'S)	3,100.00
06/24/2022			deposit	-4,690.00
06/25/2022			deposit	-2,309.00
06/25/2022			deposit	-3,936.00
Total for TrekFest Start up cash				\$0.00
Total for TrekFest Expense with sub-accounts				\$35,511.62
TOTAL				\$35,511.62

Income: 43,529.86

\$8018.24 net profit

History

Account 001 4-950-4-4706

Fiscal Year 2022-2023 Current

Account Name WCRF QUARTLY PAYMENTS

General Balance Budget Budget Adjustments History Detail

Grid Graph

Year	Beginning Balance	Activity	Ending Balance	Original Budget	Adjustments	Ending Budget
2005-2006	0.00	0.00	0.00	0.00	0.00	0.00
2006-2007	0.00	0.00	0.00	0.00	0.00	0.00
2007-2008	0.00	57,208.09CR	57,208.09CR	35,000.00CR	30,000.00CR	65,000.00CR
2008-2009	0.00	73,567.56CR	73,567.56CR	60,000.00CR	0.00	60,000.00CR
2009-2010	0.00	61,923.92CR	61,923.92CR	60,000.00CR	0.00	60,000.00CR
2010-2011	0.00	96,285.91CR	96,285.91CR	60,000.00CR	0.00	60,000.00CR
2011-2012	0.00	61,443.68CR	61,443.68CR	60,000.00CR	0.00	60,000.00CR
2012-2013	0.00	45,109.15CR	45,109.15CR	55,000.00CR	0.00	55,000.00CR
2013-2014	0.00	60,398.38CR	60,398.38CR	61,000.00CR	0.00	61,000.00CR
2014-2015	0.00	60,646.07CR	60,646.07CR	0.00	0.00	0.00
2015-2016	0.00	57,957.86CR	57,957.86CR	61,000.00CR	0.00	61,000.00CR
2016-2017	0.00	58,370.87CR	58,370.87CR	55,000.00CR	0.00	55,000.00CR
2017-2018	0.00	58,583.49CR	58,583.49CR	55,000.00CR	0.00	55,000.00CR
2018-2019	0.00	43,097.70CR	43,097.70CR	53,000.00CR	0.00	53,000.00CR
2019-2020	0.00	65,567.65CR	65,567.65CR	55,000.00CR	0.00	55,000.00CR
2020-2021	0.00	58,836.19CR	58,836.19CR	55,000.00CR	0.00	55,000.00CR
2021-2022	0.00	89,695.51CR	89,695.51CR	57,500.00CR	0.00	57,500.00CR
2022-2023	0.00	69,691.40CR	69,691.40CR	57,500.00CR	0.00	57,500.00CR

Edit This Record

Clear

View

office



Account 001 4-950-4-4706

Fiscal Year 2022-2023 Current

Account Name WCRF QUARTLY PAYMENTS

General Balance Budget Budget Adjustments History Detail

No Filter Selections Made

Filter

Drag a column header here to group by that column

Date	Tran	Reference	Description	Amount	Vendor	Invoice
12/22/2022	B21788	M 0000...	4TH QTR MUNICIPAL	20,172.03CR		
09/19/2022	B21403	M 0000...	3RD QTR MUNCI GRANT	24,155.32CR		
07/01/2022	B21085	M 0000...	WCRF	25,364.05CR		

+ 1 more
print this

3 records

69,691.40CR

FY

Edit This Record


Clear

View

office


Apply

23city	Enter Code
--------	------------

 If you have been provided with an Access Code, you may enter it in the box at the top of the page.

 Quick Search	
--	---

After clicking the Apply button, please click the "Public Profile" button on the top right of the application to verify if you have claimed your GuideStar profile. If you have not claimed your GuideStar profile, please go to GuideStar.org to update your information. Government organizations do not need a GuideStar profile.

2023 Municipal Grant Application	Accepting Submissions from 12/05/2022 to 01/31/2023	Apply
Grant Application Deadline: January 31, 2023 at 5pm		
Municipal Fund		
Through the Municipal Fund, the WCRF Board of Directors will distribute 25% of the annual funds it receives from the Riverside Casino and Golf Resort to the incorporated municipal cities in Washington County. These funds will be distributed based on both the percentage of population and your applications.		
Preview	Send to GrantHub	

Application

 Question List

Apply / 2023 Municipal Grant Application / Application / Preview

 Fields with an asterisk (*) are required.

∨ General Information

City Name 2023*

The name of the project is attached to each and every form within your process. Simply write your city and 2023.

Example: Ainsworth 2023

Project List and description*

Provide a brief description of the project/projects. **If you have more than one project, please number them and include all of them in one application.**

After each project put the WCRF municipal grant amount to be used for that project. Also state whether or not the project has been started, not yet started or ongoing.

Example:

1. Baseball field turf repair \$9,750. *Started not complete

...we are repairing the grass at baseball field #4 because worms destroyed the outfield....the grass seed cost.... we plan to reseed in April...etc.

2. City well replacement \$50,000.00 *Not yet started

the city is in negotiation with ABC company to replace the City Well and anticipate it costing...\$\$ more than we have, so we will be using the Riverboat Foundation grant to help fund the City Well...

3. Limo driver for Mayor \$16,000 *Ongoing

...this description ...will be interesting

Application

 Question List

Apply / 2023 Municipal Grant Application / Application / Preview

 Fields with an asterisk (*) are required.

> General Information

∨ Project Information

Your City Impact*

Explain how these projects will benefit residents of your city.

 1,000 characters left of 1,000

 Your City Impact is Required

Recognition of WCRF*

Explain how Washington County Riverboat Foundation will be recognized for contributing to these projects. We would like you to share with your community that your projects are funded in part, by WCRF.

750 characters left of 750

Discussion with Riverboat Foundation Board*

After the application deadline has passed, we request a city representative attend a Riverboat Foundation board meeting to discuss and clarify your municipal grant application. Will you agree to this request?

Application

 Question List

Apply / 2023 Municipal Grant Application / Application / Preview

 Fields with an asterisk (*) are required.

> General Information

> Project Information

✓ Supporting Documents

Additional Documentation Supporting the Application

Please add any additional information you want us to consider. Combine all documents into one file before uploading.

2,000 characters left of 2,000

Upload a file [5 MiB allowed]

> Signatures

Application

 Question List

Apply / 2023 Municipal Grant Application / Application / Preview

i Fields with an asterisk (*) are required.

> General Information

> Project Information

> Supporting Documents

∨ Signatures

Alternate City Contact Name*

Alternate Contact email*

Please add an alternate contact person in the case that the primary grant contact cannot be reached.

Alternate phone contact*

Please add an alternate contact phone number in the case that the primary grant contact cannot be reached.

Affirmation*

I hereby affirm that this application has been approved by its governing body. All data in this application are correct and true. If awarded funds by the WCRF, the Applicant will comply with WCRF guidelines and grant agreement.

I agree

Digital Signature*

Enter your full, legal name.



Trek
"Where the Best Begins"

CITY OF RIVERSIDE BUSINESS DISTRICT GRANT APPLICATION

Applicant Name: Rodney and Jodi Gehman Phone Number: 319-930-9942

Property Address: 71 W 1st Street Riverside, IA

Type of Business: Therapist

Please describe in detail the project you are requesting funding for. Attach all supporting documents including formal drawings/plans for the project, photos of the project area, itemized budget listing projected expense, grant dollars applied for, bid/estimates from contractors, and property owner's estimated financial contribution

We are seeking financial assistance from the city to help with the facade of our building which will include stopping the water leaks, repairing the deteriorating brick and resurfacing back with a cementitious filler followed by an acrylic stucco. New historic picture windows with wood panel built ins and transom windows above picture windows. New windows on the remainder of the building.

Briefly explain how these improvements to your building will enhance the business district and the reason for the improvements.

The biggest reason for the improvement to the outside is to stop the decay of the building. Adding the historic store front windows back in will allow this building to shine like it did once upon a time. We're really excited to see this building bring some beauty back to the down town district.

If the grant is awarded, will this grant complete the project or will additional work need to be done? Please explain.

The only additional finishing touches that I am looking into which will most likely come at a later date would be an awning made out of high density poly that would be durable and help give some protection from the elements. I will attach a picture of what I have in mind, but my thought would be to secure it to the building from the top and not have any down posts. Also, strictly for looks, but an architectural cornice put back on top also made from the high density poly would be pretty sweet looking but not needed immediately.

Total Project Cost: \$ 45,000

Total Amount Requested from the City: \$ 50/50 split

I understand the City of Riverside Business District Incentive Grant Program must be used in the manner described in the attached requirements and that funding is contingent on both the application being approved by the City Council and funding being available.

Applicant Signature: Jodi and Rodney Gehman Date: 12-12-2022

FOR CITY USE ONLY

Date Draft Application Received (if applicable):

Date Grant Application Received:

Date Reviewed by Grant Committee:

Responses from Grant Committee:

Exterior Budget

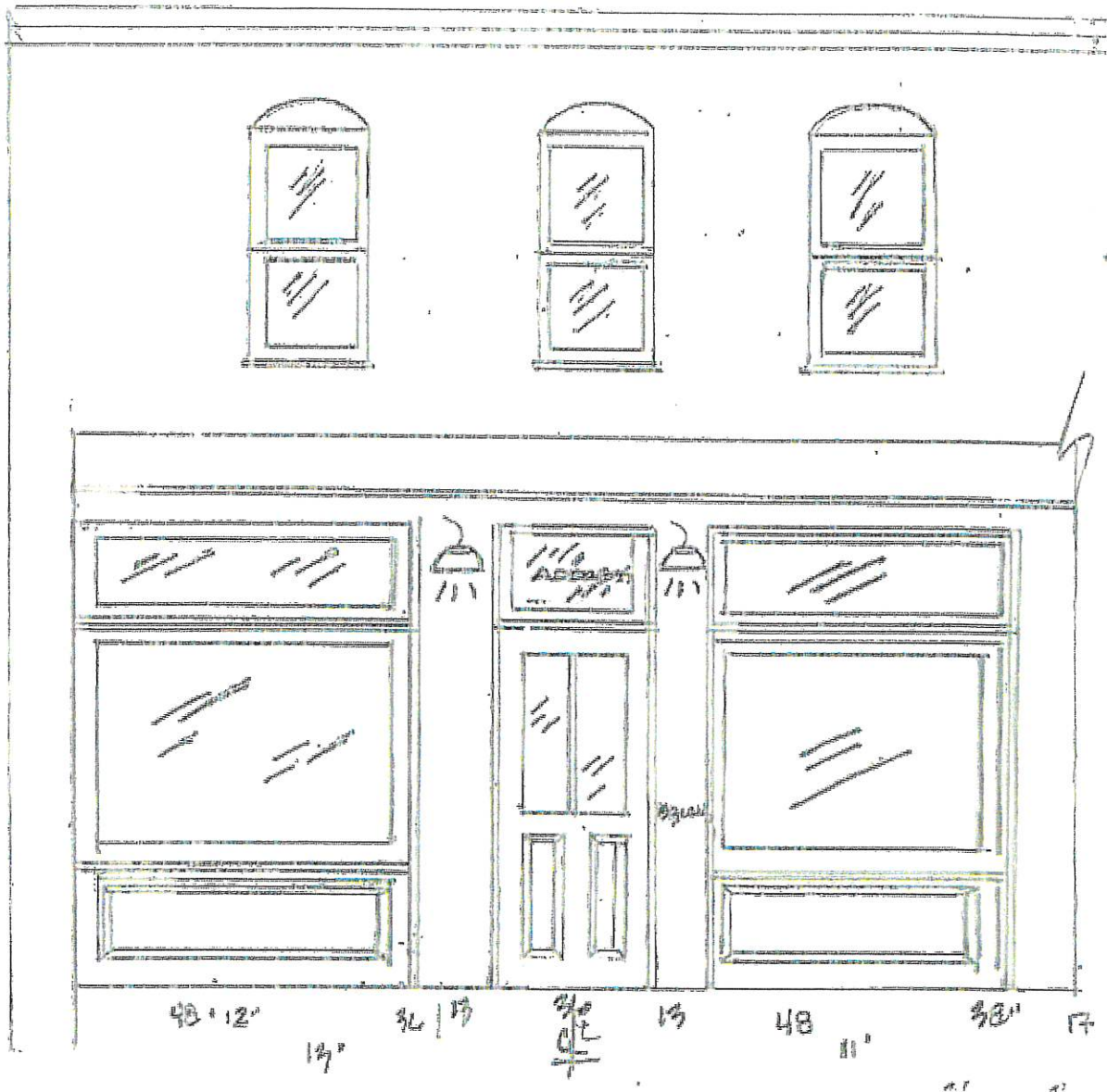
Upper Windows & Install - \$9018

Storefront Windows & Panels - \$24,600

Repair Brick & Stucco (Structural
Integrity)
- \$10,500

Estimated Total: ~\$45,000

#8





LITE INC. (SHIP TO ACCT)

Quotation: Phone: 319-624-2253 930 S MARKET ST
 Fax: AMY@LITEWINDOWS.CO SOLON, IA 52333
Quote Name: Gehman- 71 1st Riverside **Quote #:** SQBTA032213_1
User Name: Danny Brandt **Cutoff Order Day - Thursday 12 P.M. CST**

Quoted For: LITE INC. (SHIP TO ACCT) **Ship-To:** LITE INC. (SHIP TO ACCT)
 930 S MARKET ST
 SOLON, IA 52333
 US

Prepared By: Danny Brandt **Created On:** 12/3/2022
 danny@litewindows.com **Available To:** 1/2/2023

Quote Information

Total Value: \$4,143.06 **Status:** Open

Header:

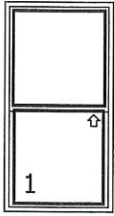
Terms:

Pricing:

All terms and conditions of this quote, including units, quantities, and accessories, are verified and accepted by the undersigned for purchase. Any changes made are rejected unless accepted and approved by Quaker.

Accepted By _____ Date _____ Po# _____

Line	Label	Quantity	UOM	Part Number	Unit	Extended
1	Upstairs BACK	2	EA	Quaker Unit		



** Viewed From Exterior **

Series: Manchester

Exact Size: 29 X 55 Rough Opening: 29 3/4 X 55 1/2

Color:Textured Black Exterior/Textured Black Interior,
 Glass:EnergyBasic (Dual Silver),Argon Filled,
 Hardware:Black,Sash:Sweep Lock,
 Screen:Half Screen,Material:BetterVue (TM),Ship:Screen With Product,
 Install Acc:Nailing Fin,Depth:2" Jamb Depth,

Unit:1-Single Hung Exact Size: 29 X 55,NOT Egress,
 Clear Opening: 23 15/16 X 23 13/16
 Clear Opening Sqft: 4
 NFRC - U-Factor:0.35SHGC:0.33VT:0.56AL:≤0.3CR:59
 Rating: R-35
 Top Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Annealed Glass
 Bottom Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Annealed Glass

Overall Rating: DP-35

2	Upstairs BACK	1	EA	Quaker Unit		
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** Viewed From Exterior **

Series: Manchester

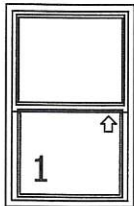
Exact Size: 29 X 76 Rough Opening: 29 3/4 X 76 1/2

Color:Textured Black Exterior/Textured Black Interior,
 Glass:EnergyBasic (Dual Silver),Tempered,Argon Filled,
 Install Acc:Nailing Fin,Depth:2" Jamb Depth,

Unit:1-Picture Window Exact Size: 29 X 76,
 NFRC - U-Factor:0.27SHGC:0.34VT:0.59AL:≤0.3CR:60
 Rating: R-50 *
 Fixed Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Tempered Glass

Overall Rating: DP-50

3	Lower Bathrm	1	EA	Quaker Unit		
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** Viewed From Exterior **

Series: Manchester

Exact Size: 25 1/2 X 39 1/2 Rough Opening: 26 1/4 X 40

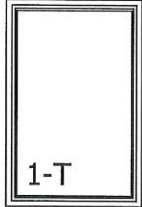
Color:Textured Black Exterior/Textured Black Interior,
 Glass:EnergyBasic (Dual Silver),Argon Filled,
 Hardware:Black,Sash:Sweep Lock,
 Screen:Half Screen,Material:BetterVue (TM),Ship:Screen With Product,
 Install Acc:Nailing Fin,Depth:2" Jamb Depth,

Unit:1-Single Hung Exact Size: 25 1/2 X 39 1/2,NOT Egress,
 Clear Opening: 20 7/16 X 16 1/16
 Clear Opening Sqft: 2 5/16
 NFRC - U-Factor:0.35SHGC:0.33VT:0.56AL:≤0.3CR:59
 Rating: R-35

Top Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Annealed Glass
 Bottom Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Annealed Glass

Overall Rating: DP-35

4	Lower Back	1	EA	Quaker Unit
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** Viewed From Exterior **

Series: Manchester

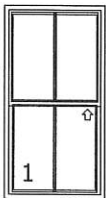
Exact Size: 32 X 48 Rough Opening: 32 3/4 X 48 1/2

Color:Textured Black Exterior/Textured Black Interior,
 Glass:EnergyBasic (Dual Silver),Tempered,Argon Filled,
 Install Acc:Nailing Fin,Depth:2" Jamb Depth,

Unit:1-Picture Window Exact Size: 32 X 48,
 NFRC - U-Factor:0.27SHGC:0.34VT:0.59AL:≤0.3CR:60
 Rating: R-50
 Fixed Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Tempered Glass

Overall Rating: DP-50

5	Front Upstairs	3	EA	Quaker Unit
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** Viewed From Exterior **

Series: Manchester

Exact Size: 29 X 55 Rough Opening: 29 3/4 X 55 1/2

Color:Textured Black Exterior/Textured Black Interior,
 Glass:EnergyBasic (Dual Silver),Argon Filled,
 Muntin:Between Glass 5/8",
 Hardware:Black,Sash:Sweep Lock,
 Screen:Half Screen,Material:BetterVue (TM),Ship:Screen With Product,
 Install Acc:Nailing Fin,Depth:2" Jamb Depth,

Unit:1-Single Hung Exact Size: 29 X 55,NOT Egress,
 Clear Opening: 23 15/16 X 23 13/16
 Clear Opening Sqft: 4
 NFRC - U-Factor:0.3SHGC:0.29VT:0.5AL:≤0.3CR:59
 Rating: R-35
 Top Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Annealed Glass
 Bottom Glass:Cardinal LowE 272 - DSB / Clear - DSB,Strength:Annealed Glass

Overall Rating: DP-35

All Prices in USD	Quote Subtotal		\$3,872.02
	Estimated Tax (if included)	7.000 %	\$271.04
	Total Quote Value		\$4,143.06

Quote Grand Total \$4,143.06

Quote Name: Gehman- 71 1st Riverside

Quote #: SQBTA032213_1

(may be subject to sales tax)

Terms:

- CUSTOMER REVIEW: This quote is based on the products as listed. Customer must review quote and verify, including but not limited to: quantities, sizes, types, finishes, glazing, and adherence to specifications and job requirements and any relevant local or national codes.
- PRICE ADJUSTMENTS: Quaker reserves the right to adjust its pricing in any of the following circumstances:
 - if this quote expires prior to Customer approval;
 - if changes are made to quantities, products, or other terms and conditions of this quote;
 - if the Customer requests delivery dates extending beyond agreed timeframes or beyond 6 months from the date of this quote;
 - if the order is not fully defined for entry (if applicable, shop drawings must be approved within 30 days after Customer submits its purchase order or otherwise approves this quote); or
 - in the event of any extraordinary increase in cost associated with manufacturing, supplying, or distributing the quoted products, upon notice to the Customer at any time prior to Quaker's entry of Customer's order.
- ORDERING PROCESS: This quote is an offer by Quaker Window Products Co. ("Quaker"), a Missouri corporation, to sell to the Customer the products described herein at the prices indicated, subject to the terms and conditions stated in this document, including the referenced Quaker warranty and the limitations of liability described therein. Unless otherwise agreed, this offer shall expire after the quote availability date listed on the quote. In order to accept such offer, and before Quaker begins to fabricate such products, Customer must:
 - Review and approve this quote;
 - Provide any additional details or information Quaker requires regarding the job or the Customer;
 - If applicable, complete and submit a credit application subject to approval by Quaker's credit department; and
 - If applicable, submit approved Shop Drawings which are incorporated into the order.
- Quaker's entry of a sales order will serve to acknowledge completion of these steps. Any purchase order or other document that Customer may use to indicate acceptance of this quote, shall be considered for Customer's internal purposes only, and notwithstanding any language to the contrary in any such document, any resulting order shall remain subject to the governing terms and conditions stated in this quote. Quaker expressly objects to, and does not accept, any conflicting, modified, or additional terms or conditions proposed by Customer unless such proposed terms and conditions are specifically approved in writing by Quaker's credit department, legal counsel, or an appropriate officer of the company.
- TAXES: Unless otherwise indicated, sales or use taxes are not included in this quote. If taxes are not included, it shall be Customer's responsibility to ensure payment of any applicable state, municipal, or local sales or use or other taxes, and Customer shall indemnify Quaker against any claimed failure to pay such taxes when due.
- PAYMENT TERMS: Payment terms are subject to approval by Quaker's credit department, based in part on Customer's credit application and its terms and conditions, including interest of 18% per annum plus all costs of collection, such as attorney fees and court costs. It is understood and agreed that the goods quoted are specially manufactured or fabricated to order, and will be paid for by Customer in accordance with these terms and conditions.
- LEAD TIME ESTIMATES: Any lead times provided are estimates only. An estimated delivery date will be established by Quaker and communicated to Customer once the sales order is entered. Quaker shall not be responsible for any delay damages or any other associated costs resulting from the delivery of goods after the estimated delivery date.
- CHANGE ORDERS: If the Customer requests any change to an order after placing an order, then the Customer will be responsible for all costs incurred by Quaker in processing such change, and Quaker may require submittal of a written change order documenting the requested changes.
- WARRANTY: The sale of the quoted products is subject to [Quaker's Limited Warranty for Single-Family Dwellings dated 1/1/2022](#), which contains the relevant manufacturer's warranty and various limitations of liability, and is hereby incorporated by reference. This warranty may be enclosed with this quote and is available at www.quakerwindows.com/warranty-information/. Customer will provide this warranty to the end user as appropriate. This warranty is not applicable to orders involving parts or service for purposes of repair or replacement.
- UNDELIVERABLE PRODUCT STORAGE FEE: If Customer is not willing or able to accept delivery of an order that is ready for shipment, then for any delivery delayed by more than 14 calendar days from the estimated delivery date, an undeliverable product storage fee of \$1,000 per trailer per week will be added to the order, which may be invoiced at that time. For deliveries delayed beyond 4 weeks, such fee shall increase to \$1,500 per week.
- DELIVERY & DETAINAGE FEE: Upon delivery, the Driver is responsible for removing straps and otherwise preparing products to be unloaded, unless Customer performs such tasks. Upon request, Customer must assist Driver inside the trailer when necessary to handle large items or otherwise ensure safety and avoid product damage. Customer will provide Driver sufficient opportunity to scan each item in an orderly fashion during the unloading process, in order to properly document which items were delivered and whether any products were damaged during transit. Any damaged product must be photographed and documented using Driver's electronic scanner or the paper delivery ticket. Customer is responsible for inspecting products during delivery, and unloading products from the trailer in a safe and efficient manner. If Customer is unable or unwilling to do so, and the Driver opts to assist or unload such products, then Customer assumed all risk and shall be responsible for any resulting damage or loss. If offloading time exceeds 4 hours for a full trailer at a jobsite, or 2 hours for other deliveries, then Customer will be responsible for payment of detention fees in the amount of \$150 per hour. Quaker is not responsible for any product loss or damage occurring after delivery.
- PRODUCT HANDLING & STORAGE: Customer is solely responsible for proper handling and storage of the product after delivery. In order to retain warranty coverage, products must be stored in an upright and secured position not exposed to outside weather, both during and after delivery. Specifically, QUAKER window and door units must be kept in an upright / vertical position, and may be damaged by laying in a flat or horizontal position. For pre-fabricated wall panels, such panels must be erected and installed before QUAKER window and door units are installed and incorporated into the building envelope.
- PRODUCT RATING INFORMATION: Individual units greater than gateway size may have a reduced rating per Quaker's calculations based on AAMA 2502-07 Comparative Analysis Procedure for Window and Door Products. Overall Design Pressure of mulls/assemblies may be less than the computed values of

individual units per Quaker's calculations based on AAMA 450-10 Voluntary Performance Rating Method for Mullled Fenestration Assemblies. Thermal ratings are based on NFRC test size.

- Any vertical or horizontal mulling system is designed for lateral wind loading only and does not provide structural down loading. Headers must be sized to allow for a maximum deflection of 1/8 of an inch. Please consult an architect or engineer for design requirements and building code compliance, particularly when combining multiple units together.
- FIELD TESTING: In order to be warranted for performance by Quaker, any field testing of QUAKER products must be conducted as specified in the above-described warranty.
- FORCE MAJEURE: Quaker will not be liable for any nonperformance, delay in performance, or damage that results from any cause beyond Quaker's reasonable control, including, without limitation, any: Act of God; pandemic or other public health emergency; act of the Customer; restraint of government, such as embargo or other trade restrictions or governmental regulations or demands (whether or not later proven to be invalid); fire; flood; vehicle accident; strike or other labor disturbance; machinery or equipment breakdown; plant shutdown or slowdown; war; riot; terrorist act; delay in transportation; delays of suppliers or carriers; or inability to obtain necessary labor, materials or manufacturing facilities at customary prices ("Force Majeure Events").
- CREDIT CARD SURCHARGE: Payments made by credit card will be assessed a surcharge of at least 3%.
- COASTAL AREAS: In coastal environments, there is greater than normal risk of corrosion or deterioration, which shall not be Quaker's responsibility, except for manufacturing defects causing abnormal corrosion or deterioration beyond what is expected for a coastal environment based on the products selected and proper maintenance. Customer is responsible for appropriate product selection based on the project location.
- ALTITUDE LIMITATIONS: Products to be installed over 3,000 feet above sea level are subject to maximum altitude limitations based on the dimensions of the glass, its thickness, and whether it is annealed or tempered. Customer is responsible for confirming that such limitations are not exceeded based on local elevation. Contact Quaker for additional details.
- SPECIAL COLORS: Certain colors or finishes (such as dark or special colors, micas, metallics, and high chroma shades of red, orange and yellow) have shortened warranty periods or require a clear top coat to achieve the necessary performance requirements to qualify for full warranty coverage. Please consult your Quaker representative to confirm based on your selection.

PROPOSAL



ROB SMITH MASONRY
 4945 420th Street, S.E.
 Iowa City, IA 52240
 Ph. (319) 354-0809

No.
 Date
 Sheet No.

Proposal Submitted To:

Name Rod/Jodi Gehman
 Street 2346 Hwy 1 SW
 City Iowa City, IA.
 State
 Phone

Work To Be Performed At:

Street W. 1st St.
 City Riverside State IA.
 Date of Plans N/A
 Architect

We hereby propose to furnish the materials and perform the labor necessary for the completion of MASONRY REPAIR

- FRONT ELEVATION - Repair leaks through wall; Demo, repair, re-stucco damaged area above lower windows and entry; seal 2,980.
- Repair/grind down/stucco/seal #5 column faces 985.
 - Install #3 Indiana stone sills under 2nd story windows. 195.
 - Prep/stucco around new 2nd story window (stairwell) 285.
- 4,445.

- REAR ELEVATION - Replace loose & missing brk. and joints, repair arch over window, stucco surface 3,375.
- Repair W. wall of rear addition tuckpoint/stucco 1,500.
 - Fiberbond seal, 2nd coat all 2,680.
- 7,555.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of twelve thousand and No/00 Dollars (\$ 12,000.00).
 with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability insurance on above work to be taken out by

Respectfully submitted Robin H. Smith
 Per

Note-This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date _____ Signature _____
 _____ Signature _____



Bobbi Horras

QUOTE BY : Bobbi Horras

QUOTE # : JW221200KV3 - Version 0

SOLD TO : Gelman, Jodi
Liz

SHIP TO :

PO# :

PROJECT NAME: Main Street Riverside

Ship Via : Ground

REFERENCE :

LINE	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	NET UNIT PRICE	QTY	EXTENDED PRICE
Line 1		Jeldwen WIndows From Warehouse			
			\$1,200.00	2	\$2,400.00
Line 2		Entry Door As Per Drawing			
			\$4,329.66	2	\$8,659.32
Line 3		Door Hardware - Budget			
			\$560.00	1	\$560.00
Line 4		Labor & Materials To Reframe & Install Storefront Windows & Door. All Enginnering, Sheet Rock, Masonry/Stucco By Others Structural Supports By Others, Painting By Others			
			\$12,260.00	1	\$12,260.00
			Total:		\$23,879.32
			Iowa Sales Tax (6.0000%):		\$1,432.76
			Net Total:		\$25,312.08
			Total Units:	6	

cust-37000

Page 1 of 1 (Prices are subject to change.) JW221200KV3 (Ver:0)-01/11/2023 11:55 AM

Quote Date: 12/20/2022

Drawings are for visual reference only and may not be to exact scale.
All orders are subject to review by JELD-WEN

Last Modified: 01/11/2023

Becky LaRoche

From: Jodi Gehman <jodirgehman@gmail.com>
Sent: Wednesday, January 18, 2023 3:40 PM
To: Allen Schneider
Cc: Becky LaRoche
Subject: One more proposal

Hi Allen and Becky,

I hope you are both having a great week so far. Allen, thanks for your email with where things are at, I really appreciate that. As we continue to dig into this building more problems come to light. We knew we had water damage and mold issues, and weren't 100% sure where it was coming in at. When we looked at the building the realtor told us a new roof was put on 8 years ago, while that may have been true, it was either not installed professionally or short cuts were made, the problems we are now dealing with are in fact roof related which we discovered this past week. I had a guy come look at the roof yesterday and give me a bid. In reality, it's not going to do a lot of good making all the other needed repairs without going to the source of the problem. If it's okay, I'd like to see if I can add this in to the overall outside renovations.

Thanks again to the both of you for all that you do for the city of Riverside,
Jodi Gehman

Begin forwarded message:

From: Rodney Gehman <rodneygehman@icloud.com>
Date: January 18, 2023 at 3:23:39 PM CST
To: Jodi Gehman <jodirgehman@gmail.com>

Spring Hollow Roofing

5308 Hwy 1 S.W.
Kalona, IA 52247

Proposal

Spring Hollow Roofing
JOHN MAST
319-541-4212

CONKLIN[®]
Means Quality!

Metal Roofing --- Foam & Coatings System --- EPDM Coatings System

SUBMITTED TO: Jodi Gehman	PROPOSAL DATE: Jan 18, 2023
ADDRESS: 2346 Hwy 1 SW	PHONE: 319-930-9942
CITY/STATE/ZIP: Kalona IA 52247	CONTACT NAME: Jodi Gehman
ROOF DESCRIPTION: Flat Low slope with Parapet walls on 3 sides	ROOF LOCATION: 71 West First St Riverside IA

We hereby submit specifications and estimates for:

Tear off old tar & Roll Roofing and disposal
 install 1.5" Iso board insulation
 install 60 ml. membrane white ect.
 If structural repair needed material
 and labor @ \$35.00 per hr.

THIS GIVES A 15 YR WARRANTY IF PAID IN FULL WHEN COMPLETED

We Propose hereby to furnish material and/or labor complete in accordance with the above specifications for the sum of:

\$3825.00

PAYMENT TO BE MADE AS FOLLOWS: --- 50% to be paid upon acceptance of this contract with the balance to be paid upon completion of job.

All materials are guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above this estimate. All contingents are contingent upon strikes, accidents or delays beyond our control. Owner is to carry hail, tornado and other necessary insurance.

CONTRACTOR SIGNATURE

John Mast

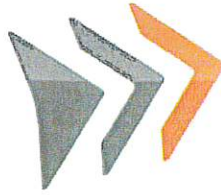
This proposal is valid for 90 days from the date specified above.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. Contractor is authorized to do the work as specified. Payment will be made as outlined above.

CUSTOMER:

CUSTOMER:



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

January 22, 2023

To: Mayor & City Council; Riverside, Iowa

From: Brent Hinson,
Hinson Consulting, LLC

Re: City Administrator Search Process- January 24 Meeting

As we move forward in the CA search process, we need the Council's review and concrete direction on a number of items. I plan to join you at the January 24 meeting for a session on organizational effectiveness and for further discussion of the search.

One-on-One Meetings

Thanks to everyone for their time in meeting with me or Mark Jackson on a one-on-one basis. We greatly enjoyed the input we gained from those meetings, and it has been wonderful to get acquainted with each of you (and reacquainted with several of you). While every community has its challenges, Riverside has made great progress in recent years, and we are highly committed to helping you to find the right City Administrator for your needs.

Results of Organizational Effectiveness Survey

Thanks to all who were able to respond to the survey. I think the results provide good insight into both what you are doing well and what could stand to be improved for an effective organization. Please see attached for those results. I look forward to discussion at the meeting.

Proposed Timetable for the Search Process

We are planning on the same timetable as was discussed at the March 13 workshop and approved in our proposal at your March 19 meeting. This process

Hinson Consulting, LLC

*Brent Hinson, Principal; 1234 Moonstone Court; Mason City, IA 50401
hinsonconsultingllc@gmail.com*

culminates in interviews occurring on Friday, May 31 and Saturday, June 1. We will need you to block out these dates on your schedules.

I have also included for the first time a preliminary schedule for interview weekend. This can be changed however you would like, but it gives you an idea of the elements involved. We are big believers in the idea that a single interview is not enough, and that you want to see the candidates in a variety of settings, from informal to formal, over the course of the two days. This process helps you really get a feel for and understanding of each of the candidates and how they would interface with your organization and community. We will need specific guidance on how you would like to involve staff and community members in the process.

Position Advertising & Profile

We have prepared a proposed position profile for your approval. We are asking for approval of the position profile (with any final edits you may have) and permission to begin advertising. The ad we plan to run is included near the end of the position profile. Our proposal covers the cost of paid advertising on the International City/County Management Association, the Illinois Municipal League, and the Missouri Municipal League websites. We will post an ad on the Iowa League of Cities, which is free to us as a League member. Finally, you may choose to advertise locally as well, but this cost would be outside the cost quoted in our proposal. We would, however, be happy to work with you on getting those ads placed if desired.

Wage & Benefit Package

At the last meeting I attended, I provided you with salary comparisons from comparable municipalities. We found that the average salary for cities with comparable budgets to Riverside was nearly \$86,000. While it is higher than the City has previously paid, the market for City Administrators has gotten much tougher than it was just a few years ago, and salaries have continued to climb considerably. Therefore, we recommend a range of \$87,000-\$97,000 for the position. We feel this will put the City in the best position possible to get a candidate with experience.

We are presenting the information below not to lock the City into anything (each negotiation is unique and reasonable flexibility is usually needed on both sides), but rather to prepare you for the types of requests you may receive from candidates, and to make sure we have proper guidance from you when the time comes to negotiate a contract with your preferred candidate.

Hinson Consulting, LLC

Brent Hinson, Owner; 1234 Moonstone Court; Mason City, IA 50401

hinsonconsultingllc@gmail.com

Here are some common points of negotiation for a City Administrator contract:

- Salary: Typically the #1 item.
- Vacation Time: We believe the City should be willing to allow for vacation time in excess to the normal starting employee, assuming that you are able to hire a trained professional with several years of experience, not a beginner. Often, we see this take shape in the form of a certain number of days "in the bank" to start or by crediting the new employee's past years of public service as if they worked in Riverside that whole time.
- Severance Pay: We would recommend 3 to 4 months' severance pay be included in the contract. In a position that involves a fair amount of political change over time, and also often requires a new manager to move from community to community, severance pay is considered a must for most experienced managers. We do plan to have tighter language moving forward to ensure that in the case of a voluntary resignation, no severance benefits will be paid (other than vacation leave payout).
- Car allowance/City vehicle/mileage reimbursement: This really depends on your preferred candidate's preferences, but should be an item you will be ready to negotiate.
- Service club: You may receive a request to pay for a membership in a local service club (given the role of the RACC in the community, it would be advisable for the new person to be an active participant).
- Performance evaluations: Generally speaking, we encourage you to include initial and ongoing performance evaluations in the contract. Often, it works well to have a 3-month "check-up" in a closed session, and then to conduct a 6-month and 12-month formal evaluation. Thereafter, annually generally works fine.

There are certainly other items that could come up in negotiations, but we thought we would try to prepare you for the basics. Any specific feedback you have on these items is certainly appreciated.

Future Steps in the Process

We have revised the schedule we initially provided to reflect that we are starting advertising a week later than planned, and also have decided it will be best if we avoid the weekends on either side of the typical spring break so as to not lose any candidates that may have plans already in place. Our plan is to meet with you on March 6 to select finalists. To make the best use of your time, we as consultants are proposing to present you with the top candidates for discussion.

Hinson Consulting, LLC

Brent Hinson, Owner; 1234 Moonstone Court; Mason City, IA 50401

hinsonconsultingllc@gmail.com

The Council will then have an opportunity to narrow those candidates to semifinalists for Zoom virtual interviews. Finalists would then be selected from the semifinalist group following the virtual interviews.

Riverside Revised Search Schedule

A. Phase I – Proposal Acceptance, Preliminary Work & Marketing of Position		
1. Consideration of Proposal	City Council	November 21
2. Initial Presentation/Discussion of Search	City Council/Consultant Hinson	December 5
3. One-on-One Meetings between Consultants and Mayor, Council, and Department Heads	City/Consultants Hinson & Jackson	December 14/16
4. Surveying on Organizational Effectiveness	City Participants	January 2-12
5. Preparation of Position Profile and Advertisements	Consultants	By January 19
6. Council Review of Survey Results & Workshop on Organizational Effectiveness Consideration of Authorizing Position Profile, Ads, and Start of Advertising for Position	City Council/ Consultant Hinson	January 24
7. Placement of Advertisements & Release of Position Profile	Consultants	By January 25
8. Emailing of Profiles/Phone Calls to Potential Candidates	Consultants	January 25-February 27
9. Deadline for Applications	-	February 28
B. Phase II – Selection Process		
10. Screening of Candidates	Consultants	February 28-March 5
11. Selection of Candidates for Virtual Interviews (Closed Session)	City Council/Consultants Hinson & Jackson	March 6
12. Virtual Interviews (Closed Session); Selection of Candidates for Formal Interviews (Council direction following closed session)	City Council/Consultant Hinson	March 8
13. Contacts with Selected Finalists	Consultants	By March 9
14. Criminal & Credit Background Checks for Finalists	Consultants	March 10-23
15. Calls on Candidates' References	Consultants	March 10-23
16. Coordination of Interviews	City/Consultants	March 10-23
17. Finalist Interviews	City/Consultants Hinson & Callahan	March 24-25
18. Negotiations with Selected Candidate	Consultants	March 25-26

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Update to Riverside Mayor and Council on Search Process, 1/22/23

19. Approval of Offer of Employment & Employment Contract (Consultant Hinson available virtually)	City Council	April 3
19. Proposed Start Date	New CA	By May 15

Tentative Schedule for Interview Weekend

Friday, March 24:

Time	Event
3:00 PM	Initial Briefing for Candidates
3:15-4:30 PM	City/Area Tours for Candidates & Spouses
5:00-7:00 PM	Reception- Either Public or Private
7:00-7:30 PM	Candidate Debriefing/ Q&A on Saturday Process

Saturday, March 25:

Time	Event
8:30-9:15 AM	Interview Time #1
9:30-10:15 AM	Interview Time #2
10:30-11:15 AM	Interview Time #3
11:30 AM- 12:15 PM	Interview Time #4
12:15- 1:00 PM	Lunch- Box Lunches Provided by City
1:00-1:45 PM	Interview Time #5
2:00-3:00 PM	Community & Staff Group Reports on Interviews; Full Council Discussion & Determination of Direction
3:00 PM	Offer to Selected Candidate/ Begin Negotiations or Schedule 2 nd Interviews for Another Date
By 4:00 PM	All Candidates Updated on Direction

Thanks for your confidence in us in helping you to conduct this important search. We look forward to further discussions, and feel free to reach out if you have any questions.

Brent and Mark

Hinson Consulting, LLC
Brent Hinson, Owner; 1234 Moonstone Court; Mason City, IA 50401
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1. I have a clear understanding of what success means for the City of Riverside.

Mayor/Council Score: 4.00
Staff Score: 4.33

Communication, and working together for the same goal.

Communication is the #1 element to success. My suggestion would be more training for all areas (Mayor, Council and Staff) to be more successful in moving Riverside forward.

I think the definition of success is different for everybody. I know what I want to accomplish, and I am working toward those goals.

I would like to see our city grow in thoughtful way with a variety of housing options and thriving businesses that offer good paying jobs for residents. Revenue and tourism from the casino give us opportunities that most small towns our size don't have. We need to spend those funds wisely.

I think there are a lot of things we can do. Some of it is what comes our way and I think we need to get the office more organized and developed for growth.

follow all rules set by council, invest moneys constructively into citizens, invest wisely into size and importance of said projects! promote growth, invest smartly into new businesses, keep city informed to the best it can be, water bill notes, text to citizen program, newspaper! Apply for any grants that can be approved!

2. Our critical organizational priorities are being successfully pursued.

Mayor/Council Score: 2.60
Staff Score: 4.00

Going in the right direction

I sometime think in the past the priorities haven't been communicated to ALL by the previous administrator which has complicated things from moving in the right direction without bumps in the road.

We need a City Admin to help clean things up in the office. Clear polices and plans. I think it all starts with the office. The council needs to stop micromanaging.

We spend too much time arguing or focusing on day-to-day matters.

a lot of missed opportunities on grant money, information in all areas of office communication to improve, everyone should have same information, and timely manner!

Our priorities seem to change from time to time but overall we get things accomplished.

3. Elected officials are respectful of each other, even when they may disagree on an issue.

Mayor/Council Score: 3.40
Staff Score: 3.67

have had intentional digging at each other at times, not acceptable, everyone needs to speak up more on any topic

I must admit that I could make a couple of snarky remarks but overall, we do treat each other well.

For the most part, discussions are respectful. We could all do a better job in this area.

For the most part this statement is true.

I think there are times when there is a little animosity in the air when all parties don't agree on certain agenda items.

4. The Mayor and City Council understand their roles and are respectful of staff's decision-making in day-to-day matters.

Mayor/Council Score: 2.60
Staff Score: 3.00

We need more clarity on how much the city council should be involved in day-to-day matters.

Um. NO. Too much Micro-managing. We need to help each other not work against each other. I would always talk to the admin. and make recommendations, not give orders. Some of the council acts like they are the admin. or want to be the admin. We should get a lesson on our role (council).

I believe there is confusion on rules of order for council, no handbooks for whatever is currently being used, Roberts Rule of Order? or something else?

Sometimes being successful means spending money and not putting a band aid on equipment.

Again, I think training is recommended so all parties respect the roles of each other. Everyone is trying to do their best at this. In my opinion communication has been the primary problem.

5. Staff members understand their roles and are respectful of the democratic process and the Mayor and Council's policy direction.

Mayor/Council Score: 3.40
Staff Score: 4.00

Yes, for the most part.

Need a lesson for our roles (Council). I don't think it is clear. Also, we need to be more supportive of each other and if there is a problem then we need to maybe find a way not to air the dirty laundry. DONT WORK WITH CITIZENS TO BE ON THE OFFENSE WITH THE CITY as a whole.

Current staff is doing an excellent job. Communication between ALL again would be helpful - with training about everyone knowing their role. We did have one employee who left with an exit interview who complained about micromanaging!! My opinion is this was a result of communication from another employee. Again we need to work together as a whole unit for the betterment of Riverside and leave personal agenda items aside!

Hopefully improves with some new changes in office

6. The City is appropriately responsive to citizen input, without letting individuals outside the organization dominate the conversation.

Mayor/Council Score: 3.40

Staff Score: 4.00

We have to make sure our ordinances and polices are clearly written. We are having trouble enforcing them fairly. Citizens should be able to voice their concerns in a civil manner.

This generally true but we do have two individuals who don't treat staff and council with respect. This has been the cause of at least 3 city administrators resigning early.

Too often we focus on a few negative voices.

There are 2 citizens who seem to stir trouble and a couple of council members who support them. I think this causes a riff inside the council and then those members and citizens get aggressive with city staff. I think we are trying to learn on how to deal with those types of citizens.

this depends on each council person in a way, I believe any citizen better be heard in its entirety whether in citizens time or on the next agenda or schedule a special meeting or work session

7. It is okay to admit a mistake or error on an issue in our organization, and any such admissions are treated in their proper context.

Mayor/Council Score: 4.00

Staff Score: 4.00

I think for the most part yes. There is a council member who thinks you lie when you misspeak or made a mistake. Everyone should be able to say that they made a mistake. I think some council members can be aggressive about mistakes.

I am one that believes we all make mistakes or misjudgment - it's never too late to make right a mistake! To run a smooth-running organization, we need to accept and move on and not look back!

council or mayor, this is why it is so important to understand proper rules of order, so the right procedures are made, do our best to be right the first time!

I make mistakes, and if I do I admit it.

Yes, for the most part. I would like to see city council members come to discussions with possible solutions more often vs. making critical comments with no productive purpose.

8. When our organization encounters challenges, we are able to work together to overcome them.

Mayor/Council Score: 3.80

Staff Score: 4.00

With lack of training, I think we struggle in this department. There are seasoned members and there are newbies. With this combination sometimes I think we forget the difference of knowledge and experience which causes some challenges. Working together and understanding each other sometimes make things hard to overcome - not that I think any of it is intentional. I think more questions being asked for a better understanding would benefit the council.

I think if you see the voting records you can see how the council is split. There is clear and split way of looking at how the city works and develops.

We can improve, but I think we're able to work through challenges.

9. Management has provided good communication to staff and Mayor & Council.

Mayor/Council Score: 3.60

Staff Score: 4.00

In the past the communication seemed to be directed to individuals instead of as a whole. The lack of communication as a whole left some members of the unit left in the dark.

This could be more consistent.

Management meaning City Admin? I think she did, we will need someone who is strong and willing to stand their ground. For the most part we do work well with communication, as long as everyone keeps moving forward.

another area where improvement can always be better, communication is Key!!

10. Our organization supports staff taking the initiative to address important issues.

Mayor/Council Score: 3.60

Staff Score: 4.00

Back to micro-managing. Some Council members might disagree with how things are done but make suggestions and work together not, bash and work against. I think some staff would not want to take the initiative to the possibility that they are wrong.

We recognize initiative, but are sometimes too critical. We need to understand that things don't have to be done exactly the way we would do them.

**City of Riverside
Organizational Effectiveness Survey
January 2023**

*Scores: 5- Strongly Agree; 4- Agree;
3- Neither Agree Nor Disagree;
2- Disagree; 1- Strongly Disagree*

I believe there has been a lack of communication from administration to the staff (city clerk and maintenance.) An example of this is the weekly updates were not extended to the staff - for that reason they were like deer in the headlights sometimes not having any idea what was going on. Just one example of many.

11. I am confident about the future of our organization and community.

Mayor/Council Score: 4.00

Staff Score: 4.33

Everyone's heart is in the right place and we all want to do a good job. We need to trust and respect each other a little more. When a decision is made we need to support it and move ahead.

We need to educate ourselves and on our roles. I think the mayor is quite the glue. We need to work together more and get over the small problems that blow up into bigger problems. I will always have a positive outlook as I know we are all passionate about our city but how we get there is what differs.

I look forward to your search finding an individual who will move to Riverside and move our community in the right direction. We have citizens that are excited for the future of Riverside and with the energy of the right pick I believe the future is all ours!!!



HINSON CONSULTING, LLC
LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

RIVERSIDE, IOWA City Administrator Position Profile



Apply by February 28, 2023
Riversideca2023@gmail.com

Contact: **Brent Hinson**
Hinson Consulting, LLC
hinsonconsultingllc@gmail.com
641-373-2535



About Us

The City of Riverside is offering an exceptional opportunity for leadership in a unique and growing community. The City is seeking a visionary & strategic individual who wishes to be highly involved in the community. Additional highly desired attributes include a good understanding of city finances and good listening skills.



Typical New Housing in Riverside

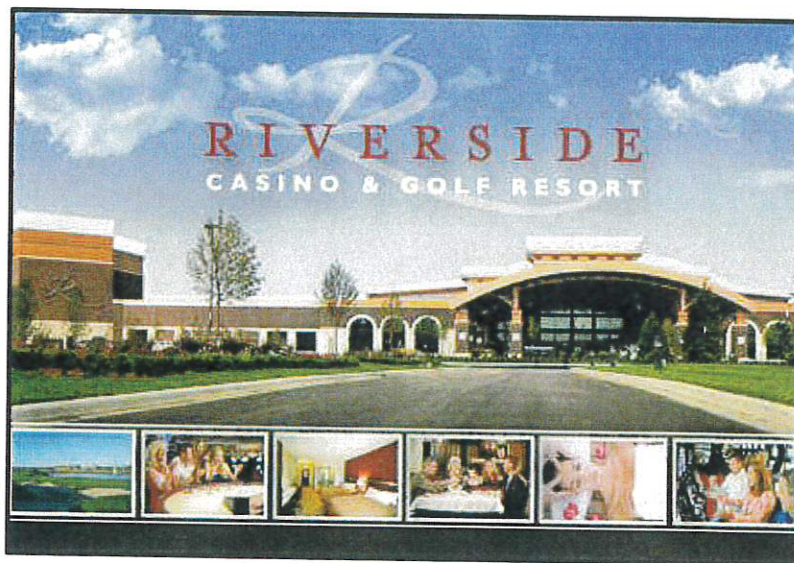
Riverside is poised for growth due to its positioning along the 4-lane Avenue of the Saints/US Highway 218 just 15 miles from central Iowa City. However, it is also the home of the \$90 million Riverside Casino & Golf Resort, which welcomes 1.5 million visitors per year. Riverside is the “future birthplace” of Captain James T. Kirk of Star Trek (his birth is expected March 22, 2228), and is poised for tourism growth in this area as well.

Riverside Casino & Golf Resort greatly benefits the City of Riverside and the surrounding area in terms of sales tax, hotel/motel tax, and gaming tax revenue, direct payments, and additional grant opportunities through its nonprofit sponsor, the Washington County Riverboat Foundation. The vast majority of these funds are being used for capital improvements to provide for the long-term growth and improvement of Riverside.

Riverside is located in the far northeastern portion of Washington County, population 23,000, directly adjacent to Johnson County, home of the University of Iowa, and one of Iowa’s fastest-growing counties. Riverside has enjoyed considerable residential growth in the past several years.

Recent Accomplishments

- Completion of major Railroad Park improvements.
- Third Street water, sewer & paving project.
- Completion of Community Visioning process through an Iowa’s Living Roadways grant.





**CITY ADMINISTRATOR POSITION PROFILE
JANUARY 2023**

- Construction of new housing on City-owned lots on Galileo Drive and in the privately-developed Northern Heights Subdivision.
- Various street improvement/paving projects in the past several years.
- Joint nuisance enforcement agreement & staffing with the City of Kalona.
- Assisted with the sale & redevelopment of 5 downtown buildings.

City Government

The City of Riverside has a mayor-council with appointed city administrator form of local government. The mayor is elected every two years and the five city council members serve four year overlapping terms. All council members are elected at-large. The mayor does not vote, and the city council appoints the city administrator. The city council meets in regular session on the 1st and 3rd Mondays of the month at 6:00 p.m.

The City employs four full-time employees, including the position of City Administrator. The City's annual budget for Fiscal Year 2023 is \$6.0 million, not including transfers between funds. A breakdown of budgeted FY2023 city expenditures is as follows:

Public Safety- Police (Contract), Fire & Animal Control.....	\$911,358
Public Works- Streets, Lighting & Snow Removal.....	\$236,277
Health & Social Services.....	\$0
Culture & Recreation- Library (Contract), Parks & Rec, Cemetery	\$224,548
Community & Economic Development.....	\$72,050
General Government.....	\$393,990
Debt Service.....	\$0
Capital Projects.....	\$3,377,335
Proprietary- Water, Sewer & Garbage (All by Contract)	\$828,231
Total	\$6,043,789

The major sources of city revenues include the following:

Property Taxes.....	\$923,624
Tax Increment Financing.....	\$0
Gaming Wager Tax	\$433,540
Local Option Sales Taxes.....	\$125,000
Hotel/Motel Taxes.....	\$191,774
Road Use Taxes.....	\$133,000
Water Utility User Fees	\$420,320
Sewer Utility User Fees	\$450,300
Grants & Reimbursements	\$1,094,798
Other Fees & Charges for Service	\$126,175
Total	\$3,898,531

The City's current tax rate is \$8.10 per \$1,000 valuation. Total fund balances estimated for 6/30/23 are \$2.8 million. The City has no outstanding general obligation nor revenue debt.



City & Community Services

Riverside's city departments include: Fire, Streets/Parks, Water/Sewer, and Administration & Finance. Many services are delivered through contractual arrangements. The Washington County Sheriff's Office provides law enforcement services. The northern Washington County communities of Wellman, Kalona, and Riverside partnered together to add an officer to the Sheriff's Office to allow for increased coverage in the northern part of the county.



Riverside Fire Department

The Riverside Fire Department is exceptionally well-equipped and supported for a small city department. Their outstanding operation includes an aerial ladder truck.

The City contracts with Kalona for library services and with PeopleService for the operations of the municipal water and wastewater plants. The water and wastewater plants have been upgraded in recent years to accommodate the casino as well as projected future growth.

Boards & Commissions include a Planning & Zoning Commission. The community has a very active community partner in the Riverside Area Community Club, which plans the annual TrekFest and works to promote and improve the community. The Voyage Home Riverside History museum celebrates the community's rich heritage and historical features, as well as its Star Trek heritage.

Housing & Commercial Development

In addition to development of 24 single-family lots by the City in recent years, Riverside has the Northern Heights Subdivision, a 71-lot subdivision being developed by Apex Construction of Iowa City. Discussions are currently underway for a new townhome development, and the City is investigating the possibility of annexing and providing services to a possible 60-lot subdivision on Vine Avenue (Old Highway 218).

The community enjoys great positioning along the 4-lane Highway 218/Avenue of the Saints, and commercial lots have been developed along both sides of the interchange in recent years. A focus on downtown improvement has included streetscaping and sidewalk improvements and the sale & ongoing redevelopment of 5 downtown buildings.



Riverside Casino Bar Area

Riverside Casino & Resort

The singular Riverside Casino & Resort was approved by the Iowa Racing & Gaming Commission in 2004, and began operations in 2006. This \$90 million facility sits on 375 acres that were annexed into the Riverside corporate limits. It includes a 200-room hotel, several restaurants, and an 18-hole golf course designed by the renowned course architect Rees Jones. The casino complex

employs 692. Renovations costing over \$11 million were completed in 2018.

Iowa City Region

Riverside enjoys enviable positioning within 15 miles of the dynamic and growing Iowa City area, home of the University of Iowa and University Hospitals & Clinics. A variety of entertainment, from the Coral Ridge shopping mall, to Hancher Auditorium theatre and musical productions, to Big Ten athletics are easily accessible to Riverside residents. Johnson County, which includes Iowa City, had a population of 152,854 residents at the 2020 Census, a 17% increase from the 2010 Census population of 130,882.

Nearby Linn County, which includes Cedar Rapids and Marion and is home to Cedar Rapids Kernels minor-league baseball and the US Cellular Center multi-purpose arena, had a population of 230,299 residents at the 2020 Census, which was a 9% increase from the 2010 Census.

Future Projects & Initiatives

The new City Administrator will play an important role in the following upcoming projects & initiatives:

- Community Center planning & possible public referendum
- Comprehensive Plan update
- Park Plan implementation, including new boat ramp
- Significant maintenance improvements at the water & wastewater plants
- Work with developers on housing opportunities
- Possible renovations & tech upgrades in City Council Chambers



CITY ADMINISTRATOR POSITION PROFILE JANUARY 2023

Duties and Responsibilities of the Position of City Administrator

Supervision Received:

Works under the general supervision of the Mayor and City Council.

Supervision Exercised:

Exercises supervision over all municipal employees either directly or through subordinate supervision.

The Position:

The City Administrator is appointed by and serves under the general direction of the Mayor and City Council. The position is responsible for the overall administrative direction and supervision of all City employees. The position is responsible for the efficient and effective management of all facets of government under the control and jurisdiction of the City Council. The position provides coordination, communications, and cooperation between City employees, City Council, commissions, committees, and is the City's representative working with external stakeholders. The position also establishes and maintains a governmental organization which will support and promote retail, industrial, and all other economic development. The position will provide for systematic and orderly flow of information to and from the City Council, employees, and citizens of the community.

Essential Duties:

- Draft, implement, coordinate, and administer the policies of the City Council.
- Prepare agendas for all public meetings in collaboration with the Mayor and attend all City Council meetings.
- Prepare all resolutions, ordinances, policies, and procedures as approved by the City Council.
- Maintain a list of all funding sources available to the City.
- Receive, review, and recommend to the City Council all alcohol and tobacco permits.
- Maintain strong working relationship with local law enforcement and other local government officials.
- Represent the City at functions and meetings.
- Recommend modifications, additions, and deletions to the Code of Ordinances. Ensure that changes to the Code of Ordinances are handled according to State of Iowa law and federal regulations.
- Ensure that the duties and responsibilities of the City Clerk are carried out in the Clerk's absence.
- Oversee the financial management of City Hall and the annual budget.



CITY ADMINISTRATOR POSITION PROFILE JANUARY 2023

- Supervise construction, improvement, repair, maintenance, and management of all City-owned facilities and equipment.
- Act as the main contact for all entities conducting business with the City. Examples include: City Attorney, engineering firms, contractors, vendors, and other outside organizations.
- Act as the Human Resources professional for the City, subject to City Council approval for hiring or firing. The position will provide day-to-day supervision of all City employees, authorize requested time off by employees, perform annual evaluations, develop short- and long-term goals for employees and recommend pay adjustments, promotions, demotions, and discharges to the City Council. The position is responsible for the recruitment of qualified individuals when vacancies occur.
- Maintain the City's website and continually review content to ensure the latest information is available to citizens and is easy to find. Maintain the City's presence on social media sites. Manage City signage and other forms of outbound communication.
- Act as the City's main contact for capital project management. Ensure all pre-construction procedures and paperwork are properly completed. Maintain contact with construction superintendents to ensure that projects are on budget and on schedule. Take any change order requests before the City Council for approval.
- Act as the City's Records Custodian, ensuring compliance with records requests under Chapter 22 of the Code of Iowa and the Iowa Records Retention Manual.
- Lead the City Council in goal-setting sessions and assist them in understanding and utilizing the Comprehensive Plan.
- Actively participate in county economic development organizations and other economic development activities.
- Promote local businesses and actively participate in the Riverside Area Community Club and other local organizations. Maintain regular contact with local business owners.
- Direct economic development initiatives to achieve goals and objectives outlined in the Comprehensive Plan.
- Assist businesses in the application and permitting process and service as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the City Council.
- Promote City-owned properties that may be for sale and the orderly development of related projects.
- Work with developers of commercial and residential land adjacent to and within the City to bring additional tax revenues to the City.



CITY ADMINISTRATOR POSITION PROFILE JANUARY 2023

- Lead any City fundraising campaigns.
- Prepare grant proposals and applications, contracts, and other necessary documents as required for community development.
- Work with local organizations in the development of activities and/or festivals to attract visitors to the City.

Knowledge, Skills, and Abilities:

The City Administrator should have extensive knowledge of management practices and policies. Knowledge of principles of public finances, short- and long-term budget projections, intergovernmental relations, human resources principles, administration of grants, state and federal laws, and rules and procedures of local government. The position requires excellent communication skills and the ability to communicate clearly both verbally and in writing. The position requires the ability to read and understand complex materials. The position requires the establishment and maintenance of cooperative working relationships with a wide variety of organizations and individuals. Position requires working knowledge of municipal zoning and infrastructure requirements for residential and commercial expansion.

Announcement/Advertisement

City Administrator, Riverside, Iowa.

The City of Riverside is offering an exceptional opportunity for leadership in a unique and growing community. Riverside is home to the \$90 million Riverside Casino & Resort, which hosts over 1.5 million visitors annually. It is located in Washington County just south of the line with Johnson County, one of Iowa's fastest growing counties. Salary range is \$87,000 to \$97,000, depending upon qualifications, with full range of benefits.

Preferred qualifications include four-year college degree in public or business administration or related field and two or more years of experience in a public sector management position, including supervisory experience. Residency within 20 miles of Riverside is permissible, with residency within Riverside preferred. Riverside seeks an administrator that will embrace and become an important part of the community.

Applications should be submitted to riversideca2023@gmail.com. Application materials requested include: a cover letter, resume, salary history, and five work-related references. Apply by February 28, 2023. EOE.



**CITY ADMINISTRATOR POSITION PROFILE
JANUARY 2023**

Tentative Timetable For Search Process

It is the City’s intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by March 25. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

- | | |
|--|----------------------------|
| 1. Application deadline..... | February 28, 2023 |
| 2. Notifications of semifinalists for the position..... | March 6 |
| 3. Virtual interviews of semifinalists | Wednesday, March 8
(PM) |
| 4. Candidates’ day to tour the community and meet city employees, Mayor and Council members..... | Friday, March 24 |
| 5. Interviews of candidates..... | Saturday, March 25 |
| 6. Offer of employment..... | March 25 |
| 7. City Council approval of employment contract | April 3 |
| 8. Proposed starting date of employment | By May 15 |

