CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Tuesday, July 5, 2016 at 5:30 pm

5:30 PM - WORK SESSION: Review & Discuss People Services Draft Contract

6:30 PM – Regular City Council Meeting

NOTICE TO THE PUBLIC:

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

When citizens are recognized to speak, please approach the podium, spell your first and last name. Time is limited to 3 minutes. Reminder to citizens, this is a privilege, not a right.

CALL MEETING TO ORDER: Mayor Schneider

Pledge of Allegiance

ROLL CALL:

APPROVAL OF AGENDA:

1. Approve Consent Agenda
    1. a) Minutes from 06-18-16
    1. b) Expenditures 07-05-16

2. Committee Reports:

3. Citizens Comments

4. Fire Department Report

5. Employee Personnel Concerns – Ron Hembry
    *Closed session at employee request – Iowa Code Sec 21.5(1)(i)

6. Resolution #07052016-01 "Cornerstone Excavating – Pay Request #3 Ella Street"

7. Resolution #07052016-02 "Change Order #6 – Ella Street"

8. Resolution #07052016-03 "Investment Policy"

9. Storm water and recycling fees for people not in City Limits

10. Employee Evaluation Forms

11. Resolution #07052016-04 "Cost of Living Adjustment"

12. Maintenance on 114th Street

13. Update on Signs for Cherry Lane and Railroad Street

14. Pat Callahan Suggestions Update

15. Clerk Comments

16. City Council Comments & Requests for Information with a majority vote

17. Adjourn Council Meeting

Approved: _____ Date: _____

Allen Schneider, Mayor

RIVERSIDE CITY COUNCIL MEETING; June 20, 2016

The Riverside Council meeting opened at 6:34 pm in City Hall with Mayor Schneider requesting roll call. Council members present were: Ralph Schnoebelen, Jeanine Redlinger, Bob Schneider Jr., Tom Sexton and Rob Weber.

Motion by Schneider, second by Sexton to approve agenda with the addition of Riverside Travel Mart Tobacco permit. Passed 5-0.

Motion by Sexton to approve consent agenda, minutes, Travel Mart tobacco permit, and expenditures, pulling Schnoebelen Inc. invoice for separate vote. Second by Weber, passed 5-0. Schneider moved to pay the Schnoebelen Inc. invoice, second by Weber. Passed 4-0, Schnoebelen abstained.

Committee Reports; Larry Simon, Visioning Committee, reported that the quilt block is complete, and will be revealed at Trek Fest.

Ryan Schlabaugh of the English River Watershed presented reports to council on watershed activities and grants received. He thanked the council for Riverside's participation in the Watershed project.

Mayor opened the Public Hearing on Amendment to Riverside Sidewalk Ordinance at 6:45 pm. There were no written or oral comments from the public or council. Mayor closed Public Hearing and returned to open meeting at 6:46 pm.

Schneider moved to pass Resolution #06202016-01 Changes to Riverside Sidewalk Ordinance. Second by Schnoebelen, passed 5-0.

Kevin Engel presented the monthly Water and Waste Water Report.

Glen Meisner of MMS gave construction updates to the Council for Ella Street, Cherry Lane, and Casey's sewer.

Schnoebelen moved to pass Resolution #06202016-02 Rathje Construction pay request #4 for Cherry Lane in the amount of $157,894.54. Second by Sexton, passed 5-0.

Schnoebelen moved to pass Resolution #06202016-03 Stop Signs on Cherry Lane. Second by Redlinger, passed 5-0.

Schneider moved to pass Resolution #06202016-04 to enter into a Contract with People Services for Water and Wastewater Operations with a final decision by the end of July. Second by Schnoebelen, passed 4-1, Weber voting nay.

Schnoebelen moved to table Resolution #06202016-05 Code of Ethics. Second by Redlinger, passed 5-0.

Schnoebelen moved top table Resolution #06202016-06 Investment Policy for clarification of wording. Second by Schneider, passed 5-0.

Councilman Schneider reported of complaints he received about semi air brakes on Vine Ave. Clerk will check with county on jurisdiction on north Vine Ave.

Redlinger moved to sell requested items to Joel Van Zante for $300 with removal by July 5, 2016. Second by Schneider, passed 5-0.

Redlinger moved to allow volleyball group to use lights on Friday nights, with lights off by 10:30 when park closes. Second by Weber, passed 5-0.

Schneider moved to have city treated for mosquitoes on June 22, 2016. Second by Schnoebelen, passed 5-0.

Schnoebelen moved to have Clerk contact Re-Store for donating useable items in the Van Zante house. Second by Weber, passed 5-0.

Schneider moved to approve expenses for Clerk and Council members to attend the fall Iowa League of Cities Conference in Des Moines. Second by Schnoebelen, passed 5-0.

Schnoebelen moved to change the July 4th council meeting to Tuesday, July 5th. Second by Redlinger, passed 5-0.

Council set a work session for July 5, 2016 at 5:30 pm to review People Service's contract with City Attorney.

Redlinger moved to adjourn at 8:55 pm. Second by Weber, passed 5-0.

Full content of Council Meetings can be viewed on the City Web Site;
www.cityofriversideiowa.com

Council Work Session – June 22, 2016 at 6:30 pm with Martin Gardner on Community Center.
Council Work Session – July 5, 2016 at 5:30 pm.
NEXT CITY COUNCIL MEETING – Tuesday July 5, 2016 at 6:30 pm.

ATTEST:

Lory Young; City Clerk

Allen Schneider; Mayor

EXPENDITURES 07-05-16				
COUNCIL MEETING				
	UNPAID BILLS			
ALLIANT ENERGY	SEWER	610-5-815-6371	$ 599.61	
ALLIANT ENERGY	WATER	600-5-810-6371	$ 95.56	
ALLIANT ENERGY	FIRE STATION	001-5-150-6330	$ 438.58	
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	$ 1,210.44	
ALLIANT ENERGY	PARKS	001-5-430-6371	$ 684.49	
ALLIANT ENERGY	CITY HALL	001-5-650-6371	$ 368.65	
ALLIANT ENERGY	COMM. BUILD	001-5-460-6371	$ 133.32	$ 3,530.65
CARUS	WATER	600-5-810-6501	$ 652.60	
CENTRAL IA DIST	PARKS	001-5-430-6325	$ 66.60	
ENGLISH RIVER WATERSHED	FY 16/17 CONTRIBUTION	001-5-520-6425	$ 7,500.00	
JAY STUELKE	INSPECTIONS	001-5-170-6499	$ 52.50	
LORY YOUNG	CELL- JULY	001-5-650-6373	$ 50.00	
LORY YOUNG	MILEAGE	001-5-650-6240	$ 152.28	$ 202.28
MENARDS	PARKS	001-5-430-6325	$ 143.92	
MENARDS	OFFICE	001-5-650-6506	$ 31.81	$ 175.73
PITNEY BOWES	WATER POSTAGE	600-5-810-6508	$ 250.00	
PITNEY BOWES	SEWER POSTAGE	610-5-815-6508	$ 250.00	$ 500.00
RITEWAY BUSINESS FORMS	LASER CHECKS	001-5-650-6506	$ 157.53	
RIVERSIDE HISTORY CENTER	2ND QTR GRANT	145-5-650-6413	$ 5,194.17	
THREE CHICKS	PUBLISHING	001-5-650-6402	$ 491.16	
UPS	SHIPPING SAMPLES	610-5-815-6510	$ 42.82	
US CELLULAR	BILLING-STREETS	001-5-210-6373	$ 66.72	
US CELLULAR	BILLING-WATER	600-5-810-6373	$ 66.72	$ 133.44
YAHNKE, NATE	MOWING	001-5-430-6320	$ 100.00	
	TOTAL UNPAID BILLS		$ 18,799.48	✓ w/A-P
	PAID BILLS			
BANKER'S TRUST	GO LOAN	301-5-750-6782	$ 250.00	
DELTA DENTAL	JULY BILLING		$ 533.78	
FELD EQUIP. CO.	LADDER TRUCK	001-5-150-6356	$ 3,629.00	
KALONIAL LAWN CARE	MOWING	001-5-430-6320	$ 300.00	
LINCOLN NATIONAL	LIFE, AD&D INS PREMIUMS -MAY		$ 301.03	
MEDIACOM	JUNE PHONE-INTERNET	001-5-650-6373	$ 457.55	
US BANK	COPIER	001-5-650-6496	$ 166.37	
WASH. CO. TREASURER	CHERRY TAXES	145-5-650-6427	$ 770.00	
WATER DEPOSIT REFUNDS			$ 565.98	
WELLMARK INS.	JULY BILLING		$ 6,039.84	
	TOTAL PAID EXPENDITURES			$ 13,013.55
	TOTAL ALL EXPENDITURES			$ 31,813.03

PACKET: 02804 EXPENDITURES 7-05-16 BL
VENDOR SET: 01 City of Riverside
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	18,799.48
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00
BATCH TOTALS	18,799.48

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	LINE ITEM ANNUAL BUDGET	LINE ITEM BUDGET AVAILABLE	LINE ITEM OVER BUDG	GROUP ANNUAL BUDGET	AV
	2015-2016	001-2020	ACCOUNTS PAYABLE	11,648.00-*					
		001-5-150-6330	FIRE DEPT - ELECTRIC & G	438.58	8,000	1,612.44		198,745	
		001-5-170-6499	BUILDING INSPECTOR - CON	52.50	3,000	2,475.00		198,745	
		001-5-210-6373	STREET PHONE EXPENSE	66.72	1,500	3,127.15-	Y	112,594	
		001-5-230-6371	ELECTRIC FOR STREET LIGH	1,210.44	17,000	754.57		112,594	
		001-5-430-6320	GROUNDS MAINTENANCE	100.00	11,000	208.74-	Y	108,140	
		001-5-430-6325	PARK SUPPLIES	210.52	5,000	1,132.35-	Y	108,140	
		001-5-430-6371	PARK ELECTRIC & GAS	684.49	8,000	1,804.56		108,140	
		001-5-460-6371	ELECTRIC & GAS	133.32	1,500	346.34-	Y	151,557	
		001-5-520-6425	WATER SHED PROGRAM	7,500.00	7,500	7,500.00-	Y	25,450	
		001-5-650-6240	MEETINGS & CONFERENCES	152.28	4,000	640.94-	Y	69,950	
		001-5-650-6371	ELECTRIC & GAS	368.65	5,500	1,211.38		69,950	
		001-5-650-6373	TELEPHONE	50.00	3,000	177.71		69,950	
		001-5-650-6402	PUBLICATIONS	491.16	3,500	1,120.09-	Y	69,950	
		001-5-650-6506	OFFICE SUPPLIES	189.34	6,000	2,403.15		69,950	
		145-2020	ACCOUNTS PAYABLE	5,194.17-*					
		145-5-650-6413	HISTORY CENTER GRANT	5,194.17	15,000	5,480.91-	Y		
		600-2020	ACCOUNTS PAYABLE	1,064.88-*					
		600-5-810-6371	ELECTRIC AND GAS	95.56	32,000	2,971.33		255,054	
		600-5-810-6373	TELEPHONE	66.72	3,500	841.14		255,054	
		600-5-810-6501	CHEMICALS	652.60	25,000	6,419.65		255,054	
		600-5-810-6508	POSTAGE - WATER	250.00	2,000	729.92-	Y	255,054	
		610-2020	ACCOUNTS PAYABLE	892.43-*					
		610-5-815-6371	ELECTRIC & GAS	599.61	58,000	956.85		236,670	
		610-5-815-6508	POSTAGE - SEWER	250.00	2,000	1,786.38-	Y	236,670	
		610-5-815-6510	UPS - SEWER	42.82	500	324.14		236,670	
		999-1330	DUE FROM OTHER FUNDS	18,799.48 *					
			** 2015-2016 YEAR TOTALS	18,799.48					

CITY OF RIVERSIDE

MTD TREASURERS REPORT

AS OF: MAY 31ST, 2016

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	1,734,380.16	20,727.80	35,968.36	1,719,139.60	0.00	(81.51)	1,719,058.09
110-ROAD USE TAX	346,520.66	7,859.55	1,738.26	352,641.95	0.00	0.00	352,641.95
121-LOCAL OPTION SALES TAX	307,576.52	7,303.01	0.00	314,879.53	0.00	0.00	314,879.53
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	1,623,850.13	58,691.20	787.00	1,681,754.33	0.00	0.00	1,681,754.33
200-DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
301-CAPITAL PROJECTS	(674,742.76)	0.00	160,892.39	(835,635.15)	0.00	0.00	(835,635.15)
600-WATER FUND	646,561.73	29,473.37	15,129.68	660,905.42	0.00	(26.33)	660,879.09
610-SEWER FUND	108,849.30	27,141.64	21,520.02	114,470.92	0.00	(26.34)	114,444.58
670-LANDFILL/GARBAGE	5,146.67	2,045.43	1,713.25	5,478.85	0.00	0.00	5,478.85
680-STORM WATER	13,027.52	1,585.80	0.00	14,613.32	0.00	0.00	14,613.32
GRAND TOTAL	4,111,169.93	154,827.80	237,748.96	4,028,248.77	0.00	(134.18)	4,028,114.59

*** END OF REPORT ***

CITY OF RIVERSIDE

POOLED CASH REPORT (FUND 999)

AS OF: MAY 31ST, 2016

FUND ACCOUNT# ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH			
001-1110 CHECKING ACCT-GENERAL FUND	1,734,380.16	(15,322.07)	1,719,058.09
110-1110 CHECKING ACCT-ROAD USE TAX	346,520.66	6,121.29	352,641.95
121-1110 CHECKING ACCT-LOST	307,576.52	7,303.01	314,879.53
125-1110 CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110 CHECKING ACCT-CASINO REVENUE	1,623,850.13	57,904.20	1,681,754.33
200-1110 CHECKING ACCT-DEBT SERVICE	0.00	0.00	0.00
301-1110 CHECKING ACCT-CAP PROJECTS	(674,742.76)	(160,892.39)	(835,635.15)
600-1110 CHECKING ACCT-WATER	646,561.73	14,317.36	660,879.09
610-1110 CHECKING ACCT-SEWER	108,849.30	5,595.28	114,444.58
670-1110 CHECKING ACCT-GARBAGE	5,146.67	332.18	5,478.85
680-1110 CHECKING ACCT-STORM WATER	13,027.52	1,585.80	14,613.32
TOTAL CLAIM ON CASH	4,111,169.93	(83,055.34)	4,028,114.59
CASH IN BANK - POOLED CASH			
999-1110 CASH IN BANK	741,650.07	(95,174.38)	646,475.69
999-1112 PEOPLES BANK MONEY MARKET	2,068,720.97	1,493.45	2,070,214.42
999-1114 HILLS BANK	756,924.27	9,027.23	765,951.50
999-1115 CB FUND	14,163.11	10.22	14,173.33
999-1116 COMMUNITY BUILDING CD #18936	269,711.51	0.00	269,711.51
999-1117 COMMUNITY BUILDING CD#18975	260,000.00	1,588.14	261,588.14
SUBTOTAL CASH IN BANK - POOLED CASH	4,111,169.93	(83,055.34)	4,028,114.59
WAGES PAYABLE			
999-2010 WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE	0.00	0.00	0.00
TOTAL CASH IN BANK - POOLED CASH	4,111,169.93	(83,055.34)	4,028,114.59
DUE TO OTHER FUNDS - POOLED CASH			
999-2100 DUE TO OTHER FUNDS	4,111,169.93	(83,055.34)	4,028,114.59
TOTAL DUE TO OTHER FUNDS	4,111,169.93	(83,055.34)	4,028,114.59

POOLED CASH REPORT (FUND 999)

AS OF: MAY 31ST, 2016

FUND ACCOUNT# ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
DUE TO POOLED CASH			
001-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
200-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
600-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
670-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
680-2020 ACCOUNTS PAYABLE	0.00	0.00	0.00
TOTAL DUE TO POOLED CASH	0.00	0.00	0.00
DUE FROM OTHER FUNDS			
999-1330 DUE FROM OTHER FUNDS	0.00	0.00	0.00
TOTAL DUE FROM OTHER FUNDS	0.00	0.00	0.00
ACCOUNTS PAYABLE - POOLED CASH			
999-2020 ACCOUNTS PAYABLE CONTROL	0.00	0.00	0.00
TOTAL ACCOUNTS PAYABLE POOLED CASH	0.00	0.00	0.00

*** PROOF CASH BALANCES ***

(A)		(B)		(C)	
CLAIM ON CASH	4,028,114.59	CLAIM ON CASH	4,028,114.59	CASH IN BANK	4,028,114.59
CASH IN BANK	4,028,114.59	DUE TO OTHER FUNDS	4,028,114.59	DUE TO OTHER FUNDS	4,028,114.59
DIFFERENCE	0.00		0.00		0.00

*** PROOF ACCOUNTS PAYABLE BALANCES ***

(D)		(E)		(F)	
AP PENDING	0.00	AP PENDING	0.00	DUE FROM OTHER FUNDS	0.00
DUE FROM OTHER FUNDS	0.00	ACCOUNTS PAYABLE	0.00	ACCOUNTS PAYABLE	0.00
DIFFERENCE	0.00		0.00		0.00

*** END OF REPORT ***

REQUEST FOR CLOSED SESSION

Section 21.5 subsection 1, paragraph (i) of the Iowa Code allows for a closed session meeting "To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."

As an individual whose appointment, hiring, performance or discharge is being considered, I hereby request discussion of these matters in a closed session at the City Council Meeting held on July 5th, 2016.

Printed name of Requester:_____

Signature:_____

Date:_____

Signed: _____

Allen Schneider, Mayor

Attest:_____

Lory Young, City Clerk

RESOLUTION #07052016-01

RESOLUTION APPROVING PAY REQUEST #3 FROM CORNERSTONE EXCAVATING FOR ELLA STREET IMPROVEMENTS PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this pay estimate from Cornerstone Excavating for work performed and billed on Pay Request #1 for the Ella Street Improvements Project.

Therefore, be it resolved the City of Riverside City Council does hereby approve this pay request to Cornerstone excavating for the Ella Street Improvements Project in the amount of $170,071.75.

Moved by Councilperson _____, seconded by Councilperson _____, to adopt the foregoing resolution on July 5th, 2016.

Roll Call: Weber, Schneider, Sexton, Schnoebelen, Redlinger

Ayes:

Nays:

Absents:

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

CONSTRUCTION PROGRESS PAYMENT

Project Description: Ella Street Improvements

PN: 2245012

Contract Date: 16-Oct-15

Contractor:	Cornerstone Excavating	Owner:	City of Riverside
			Attn:
Address:	P.O. Box 928	Address:	60 N. Greene Street
City,St., Zip:	Washington, Iowa 52353	City, St., Zip:	Riverside, IA 52327
Phone:	319-653-3957	Phone:	319-648-3501
Fax:	319-653-9067	Fax:	

Estimate #	3		FOR PERIOD:	Owner PN
	x	Partial Payment	FROM: 5/30/16	Federal PN
		Final Payment	TO: 6/2416	State PN

Base Contract Price	$1,108,055.85

Change #	1	$10,182.60
Change #	2	$11,000.50
Change #	3	$5,738.25
Change #	4	$650.00
Change #	5	$2,000.00
Change #		

Total Contract	$1,137,627.20

Materials on Hand	$ -
Construction Completed	$632,149.75
Total Earned	$632,149.75
Less Retainage	$31,607.49
Less Previous Payment	$430,470.51
Amount Due This Est	$170,071.75

Requested by: Jim Zieglowsky
Title: President
Date: 6-28-16

Approved by:
Title:
Date:

Recommended by: Scott Pottorff
Title: Project Engineer
Date:

Attested by: Gary Hanna
Title: City Clerk
Date: 6/29/16

MMS Consultants, Inc.
1917 South Gilbert Street, Iowa City, IA 52240

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Ella Street Improvements

Pay Estimate No.: 3

Payable to: Cornerstone Excavating
Date: June 28, 2016
Week Ending: June 24, 2016

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
1	Traffic Control	LS	1	$15,700.00	15,700.00	-	-	0.50	7,850.00
2	Mobilization	LS	1	$72,500.00	72,500.00	-	-	0.50	36,250.00
3	Clearing and Grubbing	LS	1	$15,000.00	15,000.00	-	-	1.00	15,000.00
4	Off Site Topsoil	CY	500	$34.00	17,000.00	-	-	-	-
5	Class 10 Excavation, Import	CY	U.P.O	$15.00		-	-	-	-
6	Excavation, Class 13	CY	2,000	$10.95	21,900.00	1,800.00	19,710.00	1,800.00	19,710.00
7	Below Grade Excavation (Core Out)	CY	200	$37.95	7,590.00	55.00	2,087.25	55.00	2,087.25
8	Subgrade Preparation	SY	6,038	$1.80	10,868.40	6,038.00	10,868.40	6,038.00	10,868.40
9	Subbase, Modified, 6" Thick for Full Depth HMA *	SY	126	$5.75	724.50	-	-	126.00	724.50
10	Subbase, Modified, 4" Thick for 6" PCC Sidewalk	SY	1,406	$5.25	7,381.50	1,100.00	5,775.00	1,100.00	5,775.00
11	Subbase, Macadam Stone, 6" Thick	SY	623	$6.75	4,205.25	-	-	-	-
12	Subbase, Class A Crushed Stone, 4" Thick	SY	623	$4.50	2,803.50	-	-	-	-
13	Removal of Culverts	EA	22	$250.00	5,500.00	5.00	1,250.00	22.00	5,500.00
14	Backfilling of Curbs	LF	3,436	$2.00	6,872.00	-	-	-	-
15	Trench Foundation	TONS	50	$21.50	1,075.00	-	-	-	-
16	Replacement of Unsuitable Backfill Material, Granular Backfill	CY	50	$34.75	1,737.50	-	-	-	-
17	Granular Trench Backfill, Class A Roadstone, 8" Sanitary Main	LF	488	$40.00	19,520.00	-	-	488.00	19,520.00
18	Granular Trench Backfill, Class A Roadstone, 12" Storm Sewer	LF	534	$11.50	6,141.00	75.00	862.50	582.00	6,693.00
19	Granular Trench Backfill, Class A Roadstone, 15" Storm Sewer	LF	95	$11.50	1,092.50	-	-	95.00	1,092.50
20	Granular Trench Backfill, Class A Roadstone, 18" Storm Sewer	LF	35	$11.50	402.50	-	-	35.00	402.50
21	Granular Trench Backfill, Class A Roadstone, 24" Storm Sewer	LF	120	$10.00	1,200.00	-	-	120.00	1,200.00
22	Granular Trench Backfill, Class A Roadstone, 6" Water Main	LF	40	$16.75	670.00	-	-	40.00	670.00
23	Granular Trench Backfill, Class A Roadstone, 8" Water Main	LF	60	$16.75	1,005.00	-	-	141.00	2,361.75
24	Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia.	LF	488	$39.45	19,251.60	-	-	488.00	19,251.60
25	Remove Existing Sanitary Sewer	LF	488	$10.00	4,880.00	-	-	488.00	4,880.00
26	Sanitary Sewer Existing Service Lateral Reconnection	EA	8	$1,125.00	9,000.00	-	-	8.00	9,000.00
27	Storm Sewer, Trenched, RCP, 12" Dia.	LF	1,265	$49.25	62,301.25	475.00	23,393.75	1,265.00	62,301.25
28	Storm Sewer, Trenched, RCP, 15" Dia.	LF	391	$45.00	17,595.00	-	-	391.00	17,595.00
29	Storm Sewer, Trenched, RCP, 18" Dia.	LF	348	$46.75	16,269.00	-	-	348.00	16,269.00
30	Storm Sewer, Trenched, RCP, 24" Dia.	LF	293	$55.75	16,334.75	-	-	293.00	16,334.75
31	Removal of Storm Sewer	LF	289	$12.50	3,612.50	30.00	375.00	217.00	2,712.50
32	Longitudinal Subdrain, Type 2, 4"	LF	639	$8.45	5,399.55	540.00	4,563.00	540.00	4,563.00
33	Subdrain Cleanout, Type A-1	EA	3	$425.00	1,275.00	-	-	-	-
34	Subdrain Outlet, Connection to Structure	EA	3	$225.00	675.00	2.00	450.00	2.00	450.00
35	Connect Existing Sump Pump Outlet to Storm Sewer or Subdrain, East Side	EA	2	$500.00	1,000.00	1.00	500.00	3.00	1,500.00
36	Connect Existing Sump Pump Outlet to Intake or Subdrain, West Side	EA	2	$750.00	1,500.00	2.00	1,500.00	5.00	3,750.00
37	Water Main, 6", PVC C900	LF	184	$32.35	5,952.40	-	-	184.00	5,952.40
38	Water Main, 8", PVC C900	LF	733	$35.00	25,655.00	-	-	733.00	25,655.00
39	Fire Hydrant Assembly	EA	1	$4,050.00	4,050.00	-	-	1.00	4,050.00
40	Cut in 4"x4" Tee	EA	2	$2,300.00	4,600.00	-	-	2.00	4,600.00
41	Cut in 8"x8" Tee	EA	2	$3,000.00	6,000.00	-	-	2.00	6,000.00
42	Relocate Existing Fire Hydrant Assembly	EA	1	$1,250.00	1,250.00	1.00	1,250.00	1.00	1,250.00
43	Water Service Stub, Main to Curb Stop Short, 1" Copper (Type K)	EA	3	$1,375.00	4,125.00	-	-	3.00	4,125.00
44	Water Service Stub, Main to Curb Stop Long, 1" Copper (Type K)	EA	4	$1,950.00	7,800.00	-	-	4.00	7,800.00
45	Remove Tee and Install Sleeve	EA	2	$1,100.00	2,200.00	-	-	2.00	2,200.00
46	Remove Tee and Valve and Install Sleeve	EA	2	$1,200.00	2,400.00	1.00	1,200.00	2.00	2,400.00
47	Remove Valve Box and Rod	EA	2	$250.00	500.00	2.00	500.00	2.00	500.00
48	Gate Valve, 4"	EA	2	$825.00	1,650.00	-	-	2.00	1,650.00
49	Gate Valve, 6"	EA	2	$925.00	1,850.00	-	-	2.00	1,850.00
50	Gate Valve, 8"	EA	7	$1,225.00	8,575.00		-	7.00	8,575.00
51	Sanitary Manhole, Type SW-301, 48" Dia	EA	2	$3,400.00	6,800.00		-	2.00	6,800.00
52	Storm Manhole, Type SW-301, 48" Dia	EA	7	$3,000.00	21,000.00		-	7.00	21,000.00
53	Storm Manhole, Type SW-301, 48" Dia with SW-604 Type 3B Grate	EA	2	$3,000.00	6,000.00		-	4.00	12,000.00
54	Storm Intake, Type SW-501	EA	Page1	of $2,975.00	2,975.00		-	1.00	2,975.00

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
55	Storm Intake, Type SW-509	EA	6	$4,725.00	28,350.00	1.50	7,087.50	4.50	21,262.50
56	Storm Intake, Type SW-512, 24"	EA	11	$1,875.00	20,625.00	1.00	1,875.00	9.00	16,875.00
57	Storm Intake, Type SW-513, 48"x48"	EA	1	$3,000.00	3,000.00	-	-	1.00	3,000.00
58	Storm Intake, Type SW-541 with SW-542 Extension	EA	4	$7,000.00	28,000.00	-	-	2.00	14,000.00
59	Storm Intake, Type SW-545 (12')	EA	1	$8,600.00	8,600.00	-	-	0.50	4,300.00
60	Storm Intake, Type SW-545 (14')	EA	4	$8,600.00	34,400.00	1.50	12,900.00	2.00	17,200.00
61	Manhole Adjustment, Minor	EA	1	$500.00	500.00	2.00	1,000.00	2.00	1,000.00
62	Connect to Existing Manhole	EA	1	$1,500.00	1,500.00	-	-	-	-
63	Remove Existing Sanitary Manhole	EA	2	$2,000.00	4,000.00	2.00	4,000.00	2.00	4,000.00
64	Remove Existing Storm Manhole or Intake **	EA	7	$1,000.00	7,000.00	2.00	2,000.00	8.00	8,000.00
65	PCC Curb and Gutter, 24" Wide	LF	3,436	$17.75	60,989.00	2,721.00	48,297.75	2,721.00	48,297.75
66	Granular Surfacing, Class A Crushed Stone	TONS	200	$16.30	3,260.00	-	-	-	-
67	Removal of Pavement, Composite, Highway 22	SY	150	$16.50	2,475.00	-	-	126.00	2,079.00
68	Composite Pavement, 3" HMA on 7" PCC, Highway 22	SY	150	$105.00	15,750.00	-	-	126.00	13,230.00
69	HMA Base, 3/4" Mixture, 300K ESAL *	TONS	1,225	$72.30	88,567.50	-	-	-	-
70	HMA Surface,1/2" Mixture, 300K ESAL *	TONS	615	$81.00	49,815.00	-	-	-	-
71	HMA Binder, PG 64-22	TONS	110	$338.00	37,180.00	-	-	-	-
72	Removal of Sidewalk	SY	743	$7.50	5,572.50	562.00	4,215.00	743.00	5,572.50
73	Removal of PCC Driveway	SY	200	$7.50	1,500.00	200.00	1,500.00	200.00	1,500.00
74	Sidewalk, PCC, 5"	SY	420	$85.45	35,889.00	-	-	-	-
75	Sidewalk, PCC, 6"	SY	1172	$69.75	81,747.00	-	-	-	-
76	Detectable Warnings	SF	465	$47.50	22,087.50	-	-	-	-
77	PCC Driveway, 6"	SY	274	$69.75	19,111.50	-	-	-	-
78	Pavement Scarification	SY	500	$14.45	7,225.00	-	-	-	-
79	Removal of PCC Curb and Gutter	LF	35	$10.00	350.00	35.00	350.00	35.00	350.00
80	Bituminous Seal Coat	SY	623	$8.20	5,108.60	-	-	-	-
81	Seeding, Fertilizing and Mulching, Permanent, Type, 1	AC	1.0	$3,600.00	3,600.00	-	-	-	-
82	SWPPP Management	LS	1	$4,000.00	4,000.00	0.25	1,000.00	0.25	1,000.00
83	Silt Fence	LF	500	$2.00	1,000.00	-	-	-	-
84	Removal of Silt Fence	LF	500	$0.50	250.00	-	-	-	-
85	Inlet Protection Device	EA	27	$50.00	1,350.00	8.00	400.00	21.00	1,050.00
86	Inlet Protection Device Maintenance	EA	27	$25.00	675.00	-	-	-	-
87	Painted Pavement Markings, Waterborne or Solvent	STA	16.32	$170.30	2,779.30	-	-	-	-
					-	-	-	-	-
	TOTAL CONTRACT				1,079,621.60		156,910.15		576,411.15
C.O. #1	Upsize 48" Storm Manholes to 60"	EA	4.000	$1,095.65	4,382.60	-	-	4.00	4,382.60
	Additional Tree Removal at 4th and Ella Street	LS	1.000	$2,850.00	2,850.00	-	-	1.00	2,850.00
	Additional Tree Removal (3 Evergreen Trees), cut down grade, install downspout connection to ditch	LS	1.000	$2,950.00	2,950.00	-	-	0.75	2,212.50
	TOTAL CHANGE C.O. #1				10,182.60		-		9,445.10
C.O. #2	Pavement Removal Milling and Stockpile	SY	5,075.000	$3.90	19,792.50	-	-	5,075.00	19,792.50
	6" Subbase - Placement of Millings	SY	5,075.000	$2.25	11,418.75	5,075.00	11,418.75	5,075.00	11,418.75
	Import 6" Base Material (Millings Stockpile or Virgin Modifed Subbase)	SY	1,778.000	$5.75	10,223.50	1,512.00	8,694.00	1,512.00	8,694.00
	TOTAL CHANGE C.O. #2				41,434.75		20,112.75		39,905.25
C.O. #3	Water Main Additional Fittings and Bends	LS	1.000	$5,738.25	5,738.25	-	-	1.00	5,738.25
	TOTAL CHANGE C.O. #3				5,738.25		-		5,738.25
C.O.#4	Grub Tree Stumps	LS	1.000	$650.00	650.00	-	-	1.00	650.00
	TOTAL CHANGE C.O. #4				650.00		-		650.00
	TOTAL CONTRACT WITH CHANGE ORDERS				1,137,627.20		179,022.90		632,149.75

* Quantity Change with Change Order #2
** Quantity Change with Change Order #5

Retainage	5%	$	31,607.49
Total Value of Completed Work Less Retainage		$	600,542.26
Previous Payments		$	430,470.51
Current Payment Due		$	170,071.75

Pay Estimate #1	$	137,636.14
Pay Estimate #2	$	292,834.37
Pay Estimate #3	$	-

RESOLUTION #07052016-02

RESOLUTION APPROVING CHANGE ORDER #6 FOR THE ELLA STREET IMPROVEMENTS CONSTRUCTION PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, MMS Consultants, Scott Pottorff and it is the opinion of the City Engineering Firm that the City Council accept this change order in the amount of $10,496.25 for additional changes at 331 Ella Street for the Ella Street Project.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #6 in the amount of $10,496.25 for changes to the project.

It was moved by Councilperson _____, seconded by Councilperson _____, to adopt the foregoing resolution on July 5th, 2016.

Roll Call: Redlinger, Schneider, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Resolution passed on July 5th, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

MMS Consultants, Inc.
Experts in Planning and Development Since 1975

1917 S. Gilbert Street
Iowa City, Iowa 52240
319.351.8282
mmsconsultants.net
mms@mmsconsultants.net

Environmental Specialists
Landscape Architects
Land Planners
Land Surveyors
Civil Engineers

June 28, 2016 2245-012

Ella Street Improvements
Change Order #6

The following changes to the contract are requested for changes to the driveway at 311 Ella Street from what was shown on the bid plans.

The property owner at 311 Ella Street expressed concerns about the grades and drainage at the driveway. MMS worked with the property owner and City Council to satisfy their concerns and come up with a new design. The contract changes for the change in work are as follows:

INCREASE

Item	Est Quantity	Unit Price	Total Estimated Cost
Removal of PCC Driveway	67 SY	$7.50	$502.50
6" PCC Driveway	67 SY	$69.75	$4,673.25
Class 13 Excavation	70 CY	$10.95	$766.50
Subdrain Cleanout, Type A-1	1 EA	$425.00	$425.00

ADD ITEMS

Item	Est Quantity	Unit Price	Total Estimated Cost
Dura Slot Drain	20 LF	$103.50	$2,070.00
8" HDPE Drain Tile	36 LF	$25.25	$909.00
Connect to Storm Sewer	1 LS	$500.00	$500.00
Remove and Reinstall Retaining Wall Blocks	1 LS	$650.00	$650.00

Change to the Contract
This change order would increase the contract amount of the above items and add the above items to the contract and increase the amount of the contract by $10,496.25.

Reason for changes
The driveway and sidewalk along the Ella Street frontage of 311 Ella Street were very steep as the work was restricted within the existing ROW. The property owners were concerned about the steep grade of the driveway and sidewalk as well as the drainage at this location. They agreed to let work occur on their property in order to improve the driveway and sidewalk grades at this location. Therefore, additional driveway removal and replacement as well as additional drainage piping are added to the contract to make the grades acceptable to the property owner and the City.

Approved by:

Cornerstone Excavating

City of Riverside

2245012changeorder6.docx

RESOLUTION #07052016-03

RESOLUTION APPROVING THE INVESTMENT POLICY FOR THE CITY OF RIVERSIDE, IOWA

Whereas, the City of Riverside City at the recommendation of the Iowa State Auditor's Office, approved this "Investment Policy" for the City of Riverside, Iowa.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Investment Policy.

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

Roll Call: Schneider, Redlinger, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 20th day of June, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

RESOLUTION #07052016-03

RESOLUTION APPROVING THE INVESTMENT POLICY FOR THE CITY OF RIVERSIDE, IOWA

Whereas, the City of Riverside City at the recommendation of the Iowa State Auditor's Office, approved this "Investment Policy" for the City of Riverside, Iowa.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Investment Policy.

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

Roll Call: Schneider, Redlinger, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 5th day of July, 2016. 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

FYI

Lory Young

From: Jennifer Campbell <Jennifer.Campbell@auditor.state.ia.us>
Sent: Tuesday, June 21, 2016 9:08 AM
To: 'lory'
Subject: Re: INVESTMENT POLICY
Attachments: _Certification_.htm

Good morning!

Because the City does not have a Treasurer, I would probably change the wording to reflect the proper position. If it wasn't changed, the intent is clear so, as an auditor, I would more than likely not question it. However, given the environment you tend to have to operate in, I would recommend changing the wording so it cannot be disputed.

Jennifer
>>> "Lory Young" <lory@cityofriversideiowa.com> 6/21/2016 8:38 AM >>>
Good morning,

The Council reviewed an investment policy last night at the meeting, in the policy it says "Treasurer", do I need to change the wording to say Finance Officer, or does Tresurere mean Clerk, Finance Officer...etc?

Thanks,

Lory Young, IaCMC, IaCMFO
City Clerk/Finance Officer
City of Riverside (Pop. 993)
PO Box 188
City of Riverside, IA 52327
319-648-3501
lory@cityofriversideiowa.com

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The Auditor of State website is http://auditor.iowa.gov/.

CITY OF RIVERSIDE, IOWA
INVESTMENT POLICY

SECTION 1. SCOPE OF INVESTMENT POLICY

The Investment Policy of the ***City of Riverside*** shall apply to all operating funds, bond proceeds and other funds and all investment transactions involving operating funds, bond proceeds and other funds accounted for in the financial statements of the ***City of Riverside***. Each investment made pursuant to this Investment Policy must be authorized by applicable law and this written Investment Policy.

The investment of bond funds or sinking funds shall comply not only with this Investment Policy, but also be consistent with any applicable bond resolution.

This Investment Policy is intended to comply with Iowa Code Chapter 12B.

Upon passage and upon future amendment, if any, copies of this Investment Policy shall be delivered to all of the following:

1. The governing body or officer of the ***City of Riverside*** to which the Investment Policy applies.
2. All depository institutions or fiduciaries for public funds of the ***City of Riverside***.
3. The auditor engaged to audit any fund of the ***City of Riverside.***
4. The State Auditor.

In addition, a copy of this Investment Policy shall be delivered to every fiduciary or third party assisting with or facilitating investment of the funds of the ***City of Riverside***.

SECTION 2. DELEGATION OF AUTHORITY

In accordance with Iowa Code Section 12B.10(1), the responsibility for conducting investment transactions resides with the Finance Officer of the ***City of Riverside***. Only the Finance Officer and those authorized by resolution may invest public funds and a copy of any empowering resolution shall be attached to this Investment Policy.

All contracts or agreements with outside persons investing public funds, advising on the investment of public funds, directing the deposit or investment of public funds or acting in a fiduciary capacity for the ***City of Riverside***, shall require the outside person to notify the ***City of Riverside*** in writing, within thirty (30) days of receipt of all communication from the Auditor of the outside person or any regulatory authority, of the existence of a material weakness in internal control structure of the outside person or regulatory orders or sanctions regarding the type of services being provided to the ***City of Riverside*** by the outside person.

The records of investment transactions made by or on behalf of the ***City of Riverside*** are public records and are the property of the ***City of Riverside*** whether in the custody of the ***City of Riverside*** or in the custody of a fiduciary or other third party.

The Finance Officer shall establish a written system of internal controls and investment practices. The controls shall be designed to prevent losses of public funds, to document those officers and employees of the ***City of Riverside*** responsible for elements of the investment process and to address the capability of investment management. The controls shall provide for receipt and review of the audited financial statement and related reports on internal control structure of all outside persons performing any of the following for the ***City of Riverside***.

1. Investing public funds for the ***City of Riverside***.
2. Advising on the investment of public funds for the ***City of Riverside.***
3. Directing the deposit or investment of public funds for the ***City of Riverside***.
4. Acting in a fiduciary capacity for the ***City of Riverside***.

A Bank, Savings and Loan Association or Credit Union providing only depository services shall not be required to provide an audited financial statement and related report on internal control structure.

The Finance Officer and all employees authorized to place investments shall be bonded in the amount of at least, $100,000.00.

SECTION 3. OBJECTIVES OF INVESTMENT POLICY

The primary objectives, in order of priority, of all investment activities involving the financial assets of the ***City of Riverside*** shall be the following:

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.

2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.

3. **Return:** Obtaining a reasonable return is the third investment objective.

SECTION 4. PRUDENCE

The Finance Officer of the ***City of Riverside***, when investing or depositing public funds shall exercise the care, prudence and diligence under the circumstances then prevailing that a person acting in a like capacity and familiar with such matters would use to attain the Section 3 investment objectives. This standard requires that when making investment decisions, the Finance Officer shall consider the role that the investment or deposit plays within the portfolio of the ***City of Riverside*** assets of and the investment objectives stated in Section 3.

When investing assets of the ***City of Riverside*** for a period longer than three (3) years, the Finance Officer shall request competitive investment proposals for comparable credit and term investments from a minimum of three (3) investment providers.

SECTION 5. INSTRUMENTS ELIGIBLE FOR INVESTMENT

Assets of the ***City of Riverside*** may be invested in the following:

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Finance Officer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the ***City of Riverside***. Deposits in any financial institution shall not exceed the amount approved by the governing body of the ***City of Riverside***.

- Obligations of the United States government, its agencies and instrumentalities.

- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code Chapter 12C.

- Iowa Public Agency Investment Trust ("IPAIT").

- Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.

- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the Superintendent of Banking.

- Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and takes delivery of the collateral either directly or through an authorized custodian.

- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Section 5 of this Investment Policy.

- Warrants or improvement certificates of a levee or drainage district.

All instruments eligible for investment are further governed by all other provisions of this Investment Policy, including Section 7, Investment Maturity Limitations and Section 8, Diversification Requirements.

SECTION 6. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the ***City of Riverside*** shall not be invested in the following:

1. Reverse repurchase agreements.

2. Futures and options contracts.

Assets of the ***City of Riverside*** shall not be invested pursuant to the following investment practices:

1. Trading of securities for speculation or the realization of short-term trading gains.

2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

If a fiduciary or other third party with custody of public investment transaction records of the ***City of Riverside*** fails to produce requested records when requested by the ***City of Riverside*** within a reasonable time, the ***City of Riverside*** shall make no new investment with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

SECTION 7. INVESTMENT MATURITY LIMITATIONS

Operating Funds must be identified and distinguished from all other funds available for investment. Operating Funds are defined as those funds which are reasonably expected to be expended during a current budget year or within fifteen (15) months of receipt.

All investments authorized in Section 5 are further subject to the following investment maturity limitations:

1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.

2. The Finance Officer may invest funds of the ***City of Riverside*** that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the ***City of Riverside*** shall have maturities that are consistent with the needs and use of the ***City of Riverside***.

SECTION 8. DIVERSIFICATION

Investments of the ***City of Riverside*** are subject to the following diversification requirements:

Prime bankers' acceptances:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the ***City of Riverside*** shall be invested in prime bankers' acceptances; and

2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the ***City of Riverside*** shall be invested in the securities of a single issuer.

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the ***City of Riverside*** shall be in commercial paper or other short-term corporate debt; and

2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the ***City of Riverside*** shall be invested in the securities of a single issuer; and

3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

Where possible, it is the policy of the ***City of Riverside*** to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from overconcentration of assets in a specific maturity, a specific issuer, or a specific class of securities. In establishing specific diversification strategies, the following general policies and constraints shall apply:

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.

2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.

3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9. SAFEKEEPING AND CUSTODY

All invested assets of the ***City of Riverside*** involving the use of a public funds' custodial agreement, as defined in Iowa Code Section 12B.10C, shall comply with all rules adopted pursuant to Iowa Code Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

All invested assets of the ***City of Riverside*** eligible for physical delivery shall be secured by having them held at a third party custodian. All purchased investments shall be held pursuant to a written third party custodial agreement requiring delivery versus payment and compliance with all rules set out in this Section 9.

SECTION 10. ETHICS AND CONFLICT OF INTEREST (POLICY CONSIDERATION)

The Finance Officer and all officers and employees of the ***City of Riverside*** involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Any personal investments or loans in excess of $50,000 in or with any entity that the ***City of Riverside*** has declared as a depository or with which the ***City of Riverside*** regularly conducts investment business shall be disclosed in writing to the governing board of the ***City of Riverside***.

SECTION 11. REPORTING

The Finance Officer shall submit the ***City of Riverside*** an investment report that summarizes recent market conditions and investment strategies employed since the last investment report. The investment report shall set out the current portfolio in terms of maturity, rates of return and other features and summarize all investment transactions that have occurred during the reporting period and compare the investment results with the budgetary expectations.

SECTION 12. INVESTMENT POLICY REVIEW AND AMENDMENT

This Investment Policy shall be reviewed every three (3) years or more frequently as appropriate. Notice of amendments to the Investment Policy shall be promptly given to all parties noted in Section 1.

Adoption of the Investment Policy for the ***City of Riverside*** passed and approved this 5th day of July, 2016.

Signed: _____
Allen Schneider, Mayor

Attest: _____
Lory Young, City Clerk

This was on Rusty's Computer?

City of Riverside Employee Evaluation
July 1, 2014-June 30, 2015

Date:

Employee Name: Position:

What elements of your job interest you the most?

What elements interest you the least?

What elements do you find most challenging?

How can we work together to meet your job challenges?

What do you consider to be your most important achievements of the past year?

What activities and tasks would you like to focus on during the next year?

What do you consider to be your most important goals in the next year?

What do feel are your areas of strength?

In what areas do you feel you could make improvements?

What sort of training/experiences would benefit you in the next year?

Additional Comments

City of

Bob Gave me this form

DEPARTMENT

EMPLOYEE'S NAME	CLASSIFICATION TITLE	EVALUATION PERIOD FROM TO	EVALUATION DATE

Annual Review ☐ Probationary: 6 month ☐ 12 month ☐ Unscheduled ☐

PERFORMANCE FACTORS	PERFORMANCE EVALUATIONS/EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)	RATING
1. QUALITY OF WORK COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.		☐ OUTSTANDING * ☐ EXCEEDS EXPECTATIONS ☐ MEETS EXPECTATIONS ☐ NEEDS IMPROVEMENT* ☐ UNSATISFACTORY *
2. QUANTITY OF WORK USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS.		☐ OUTSTANDING * ☐ EXCEEDS EXPECTATIONS ☐ MEETS EXPECTATIONS ☐ NEEDS IMPROVEMENT* ☐ UNSATISFACTORY *
3. JOB KNOWLEDGE DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS.		☐ OUTSTANDING * ☐ EXCEEDS EXPECTATIONS ☐ MEETS EXPECTATIONS ☐ NEEDS IMPROVEMENT* ☐ UNSATISFACTORY *
4. WORKING RELATIONSHIPS COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, STUDENTS, AND CLIENTS SERVED.		☐ OUTSTANDING * ☐ EXCEEDS EXPECTATIONS ☐ MEETS EXPECTATIONS ☐ NEEDS IMPROVEMENT* ☐ UNSATISFACTORY *
5. ORGANIZATIONAL SKILLS (As appropriate) TRAINING AND DIRECTING HOURLY/UNCLASSIFIED WORKERS, DELEGATION, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, DECISION MAKING ABILITY, ABILITY TO COMMUNICATE.		☐ OUTSTANDING * ☐ EXCEEDS EXPECTATIONS ☐ MEETS EXPECTATIONS ☐ NEEDS IMPROVEMENT ☐ UNSATISFACTORY *

6. OBSERVANCE OF WORK SCHEDULES (Attendance, punctuality, rest periods)		☐ MEETS EXPECTATIONS ☐ NEEDS IMPROVEMENT* ☐ UNSATISFACTORY *
7. OPTIONAL FACTORS (ex. Safety practices)		☐ OUTSTANDING * ☐ EXCEEDS EXPECTATIONS ☐ MEETS EXPECTATIONS ☐ NEEDS IMPROVEMENT* ☐ UNSATISFACTORY *

OVERALL RATING ☐ **OUTSTANDING** ☐ **EXCEEDS EXPECTATIONS** ☐ **MEETS EXPECTATIONS** ☐ **NEEDS IMPROVEMENT** ☐ **UNSATISFACTORY**

REVIEWER'S ADDITIONAL COMMENTS

REVIEWER'S NAME (Print or Type)	REVIEWER'S TITLE	REVIEWER'S SIGNATURE	DATE RATED

8. TRAINING AND STAFF DEVELOPMENT NEEDS/SUGGESTIONS

9. GOALS FOR THE NEXT EVALUATION PERIOD (as appropriate)

EMPLOYEE'S COMMENTS -

This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation.	**EMPLOYEE'S SIGNATURE**	**DATE SIGNED**

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

OUTSTANDING * – The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and success of this organization.

EXCEEDS EXPECTATIONS – The employee regularly works beyond a majority of the performance expectations of this factor and has made many significant contributions to the efficiency and success of this organization.

MEETS EXPECTATIONS – The employee has met the performance expectations for this factor and has contributed to the efficiency and success of this organization.

NEEDS IMPROVEMENT – The employee has failed to meet one or more of the significant performance expectations for this factor. A plan for improvement must be completed.

UNSATISFACTORY * – The employee has failed to meet the performance expectations for this factor. A plan for improvement must be completed.

* Give specific examples of this employee's performance.

Example

CITY MANAGER EVALUATION

Name Timothy J. Vick **Review Period** August 2011-2013

Preface: A significant part of the City Council's responsibility involves maintaining and improving the quality of the agency's administration and management. An important means of carrying out this responsibility is to work with the City Manager in improving his/her effectiveness. This evaluation should be viewed as an opportunity to provide constructive feedback for the City manger so that he/she may strive for improvement in serving the City Council, City of Manchester staff and residents of the City of Manchester.

It is not necessary to respond to every item if you are unsure or do not have an opinion. Focus on those that you feel qualified to answer.

Rating Values

5 Consistently performs in a manner of **excellence** over an extended period of time in all aspects of the performance component and exceeds the requirements of the position

4 **Exceeds** what is **expected** of the requirements of the position

3 **Full performance** consistently in a manner which meets the responsibilities of the position

2 **Slight deficiencies** in this performance component requiring improvement

1 **Significant deficiencies** which seriously impact performance in this area

Part I

		Circle Appropriate Rating				
1.	Understands and implements the mission of the City.	5	4	3	2	1
2.	Organizes materials and information for presentation to the Council in a clear and concise manner.	5	4	3	2	1
3.	Works as an advocate for the City and works to create a good image of the City in the public eye.	5	4	3	2	1
4.	Plans and organizes work effectively with timely reports to the Council.	5	4	3	2	1
5.	Presents positive image to the public and gains respect and support of other persons and City.	5	4	3	2	1
6.	Develops and presents a budget which makes good use of available resources and meets the City's needs and looks at the big picture of the City.	5	4	3	2	1
7.	Provides appropriate reports that give an analysis of the City's financial condition.	5	4	3	2	1
8.	Explores and proposes new potential sources of services, programs and funding.	5	4	3	2	1
9.	Demonstrates ability to recruit, retain and motivate competent staff.	5	4	3	2	1

10.	Ensures all governmental and legal requirements are met.	5	4	3	2	1
11.	Is forward looking and progressive in attitude and action and up-to-date in current trends and developments in federal, state, and local governments.	5	4	3	2	1
12.	Accepts and promotes change that will better serve the local government and its residents.	5	4	3	2	1
13.	Demonstrates ability to speak and write clearly and effectively.	5	4	3	2	1
14.	Demonstrates willingness and ability to make decisions and to delegate authority in an appropriate manner.	5	4	3	2	1
15.	Is confident in handling difficult situations, maintains poise, and willingness to accept responsibility and criticism.	5	4	3	2	1
16.	Open to ideas, suggestions and seeks insight from the Council.	5	4	3	2	1
17.	Works well with individuals and groups.	5	4	3	2	1
18.	Offers direction and makes appropriate recommendations based on thorough study and analysis to the Council.	5	4	3	2	1
19.	Works to foster high morale and cohesiveness among staff.	5	4	3	2	1
20.	Keeps Council informed about issues, needs and operations of the organization and provides a flow of quality information.	5	4	3	2	1

Part II

Additional Comments: It is not necessary to respond if your comments were adequately covered in the Part I Questions.

In what area do you feel the City Manager has done an exceptional job that is not adequately reflected in Part I of the evaluation? Explain.

_____

_____

In what area do you feel the City Manager's performance requires improvement? Explain.

_____

_____

Date _____ Name of Evaluator _____

Title _____

*Please return this completed evaluation on or before **May 17, 2013**, signed and dated, to:*
Mayor Milt L. Kramer, City of Manchester, 208 E Main St., Manchester, IA 52057 PH: 563-927-3636

10. Employee Evaluation Forms

11. Resolution #07052016-04 "Cost of Living Adjustment"

12. Pat Callahan Suggestions Update

13. Clerk Comments

14. City Council Comments & Requests for Information with a majority vote

15. Adjourn Council Meeting

Approved: _____ Date: _____

Allen Schneider, Mayor

CITY OF NEVADA
Performance Evaluation

Example

Name: _____

Job Title: _____

Department: _____

Evaluation Period: From: _____ To: _____

PERFORMANCE PLANNING AND RESULTS

Performance Review

- Use a current job description.
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings:
(There should be supporting comments to justify ratings of "Outstanding", "Needs Improvement." Or "Unsatisfactory")

Outstanding: Work performance is consistently superior. This is reflected by the accomplishments being well beyond expectations. These conditions exist on a continual rather than occasional basis and are evident externally as well as internally to the organization. **Supply justification in comment section.**

Exceeds Requirements: Work performance that is consistently above the work standard for the task. Accomplishments are above expected levels, sustains uniformly high performance. **No comment necessary.**

Meets Requirements: Work performance that consistently completes job tasks as expected in terms of quality and schedule. Performance can be described as solid, fully competent in all aspects of job content and expectations. **No comment necessary.**

Needs Improvement: Work performance that sometimes fails to meet the standard for the task. Performance is below minimum job requirements; improvement in many areas is needed. **Supply justification in comment section.**

Unsatisfactory: Work performance is consistently unacceptable. **Supply justification in comment section.**

A. PERFORMANCE FACTORS (Use job description as basis of this evaluation.)

Knowledge of Job – Consider employee's skill level, knowledge and clear understanding of all phases of the job and those requiring improved skills and/or experience. Extent to which standard procedures are followed in performance of duties and achieving goals of the organization.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Quality/Quantity of Work – Consider the accuracy and thoroughness in completing work assignments in a timely manner. Should strive to set high standards for personal performance. Consider the individual's ability to identify and correct errors. Take into consideration incomplete assignments. Respect/care for work area/tools/equipment and vehicles.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Customer Service – Consider how well the employee interacts/ communicates with other staff, the public and vendors; employee follows up appropriately, timely, and in a professional and courteous manner whether written or verbal. Maintains integrity and honesty. Contributes to effective communication and cooperative relationships with immediate work groups, including community groups and other government agencies.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Dependability – Consider how well employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality. Keeps supervisor informed of developments. Demonstrates understanding of the relationship between department and City as a whole, and supports activities of other departments with their efforts to serve the public.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Responsibility/Adaptability/Problem Solving – Consider the manner in which the employee accepts new and varied work assignments, and assumes personal responsibility for completion. Ability to meet changing conditions and deal with problem situations. Should be able to work well under pressure. Has the ability to size up a situation, assess reasonable alternatives, and execute a plan of action.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory"*

Initiative and Professional Development – Consider how well employee demonstrates resourcefulness, independent thinking, and the extent to which employee seeks additional challenges and opportunities on their own. Exhibits creativity, innovation, and viable alternatives to solve problems and issues. Seeks to create methods, techniques and processes. Pursues self-development. Stays current on issues/trends/training.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory"*

Communication – Consider how well the employee listens effectively to others, expressing ideas, both orally and in writing, and provides relevant and timely information to management, co-workers, subordinates and the public. Maintains a diplomatic demeanor in dealing with difficult issues. Utilizes the chain of command.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Cooperation/Teamwork – Consider how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit; has a positive attitude and accepts authority and guidance. Removes barriers that keep employees from being successful in their job; allows those closest to work to provide feedback in decision making; contributes toward effective communication and collaborative relationships; recognizes and celebrates employee behavior that enforces superior customer service, courtesy and respect.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Personal Appearance and Physical Development – Consider the employee's neatness and personal hygiene appropriate to position. The personal impression an individual makes on others. Consider cleanliness, grooming, neatness and appropriateness of dress on the job. The ability to work consistently and with only moderate fatigue. Consider physical alertness and energy.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding" "Needs Improvement" or "Unsatisfactory"*

Safety – Consider this individual's work habits and attitudes as they Apply to working safely. Consider their contribution to accident Prevention, safety awareness and ability to care for equipment and Keep workspace safe and tidy.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory"*

Planning and Organizing – Consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively. Consider the ability to meet and stay on schedule and the proper use of work time. Provides exceptional service, at the best price to our customers.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding "Needs Improvement" or "Unsatisfactory".*

Additional factors for supervisors:

Leadership – Consider how well the employee leads by example; represents the department in a professional and respectful manner; demonstrates effective supervisory abilities; gains respect and cooperation; exhibits vision for the department while inspiring and motivating subordinates; insures actions carried out by the department; directs work group toward common goals and policies; and demonstrates strategic planning and goal setting skills.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Delegation – Consider how well the employee demonstrates the ability to direct others in accomplishing work; effectively selects and motivates staff; defines assignments; oversees the work of subordinates.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Administration – Consider how well the employee performs day-to-day administrative tasks; manages time; administers policies and implements procedures; maintains appropriate contact with supervisor and utilizes funds, staff and equipment.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Personnel Management – Consider how well the employee provides guidance and opportunities to their staff for their development and advancement; measures effectiveness in selecting qualified people; evaluates subordinates' performances; takes appropriate and timely action with marginal or unsatisfactory performers; communicates with subordinates in a clear, concise, accurate, and timely manner and makes useful suggestions. Demonstrates effective coaching skills when working to development of employees.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

Financial Management – Consider how well the employee establishes appropriate reporting and control procedures; operates efficiently at lowest cost; stays within established budgets.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

B. OVERALL RATING

Overall Performance Rating – Consider all factors carefully, giving most weight to the most important factors in the job. After balancing strengths and weaknesses, rate the employee's overall performance during the evaluation period.

Outstanding ____
Exceeds Requirements ____
Meets Requirements ____
Needs Improvement ____
Unsatisfactory ____
N/A ____

Comments: *provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".*

C. ACCOMPLISHMENTS - List the employee's strengths from current review period

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE - Plan to improve performance in areas judged as **"Needs Improvement"** or **"Unsatisfactory"**.

E. PROFESSIONAL DEVELOPMENT - Training employee has participated in since last evaluation or would be interested in. *Optional*

F. EMPLOYEE DEVELOPMENT GOALS - Specific areas to enhance job accomplishment or promotability.

G. EMPLOYEE COMMENTS

H. JOB DESCRIPTION AND WORK RULES REVIEW SECTION - Please check the appropriate boxes.

- ☐ Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time. ***A copy of job description is attached to this evaluation.***
- ☐ Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. ***The modified job description is attached to this evaluation.***
- ☐ Employee Class I, II and III Work Rules has been reviewed during this evaluation.

I. SIGNATURES

Employee _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)

Evaluated by _____ Date _____

Reviewed by _____ Date _____

RESOLUTION #07052016-04

RESOLUTION APPROVING FISCAL YEAR 2016-2017 COST OF LIVING INCREASES FOR CITY OF RIVERSIDE CITY EMPLOYEES

Whereas, the City of Riverside City Council hereby approves "Cost of Living" increases for all city employees effective the first day of the next pay period.

Kevin Engel ___%	Lory Young ___%
Ron Hembry ___%	Becky LaRoche ___%
Bryan Lenz ___%	Don Mullinnix ____%

Therefore, be it resolved the City of Riverside City Council does hereby approve the proposed "Cost of Living" increases.

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

Roll Call: Schneider, Redlinger, Sexton, Weber, Schnoebelen

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 5th day of July, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

CITY OF RIVERSIDE, IOWA

MAYOR & COUNCIL WORK SESSION
MAY 18, 2016

SUMMARY OF CONSULTANT'S RECOMMENDATIONS

1. **City Administrator Position**
   A. Make a decision regarding the need for the position
   B. Revise the City Code, as needed
   C. Revise job descriptions, as needed
   D. Re-assign the duties of the city administrator

2. **Contract with Peoples Service**
   A. Clearly define the City's expectations with an RFP
   B. Conduct a pro & con analysis
   C. Prepare a cost analysis
   D. Discuss with the City Employees
   E. Prepare an implementation plan

3. **Consider and Address Employee Concerns**
   A. Schedule a work session with all employees to discuss concerns
   B. Make decisions on best ways to resolve issues and concerns

4. **Chain of Command and City Employee Supervision**
   A. Implement work order form
   B. Daily "check in" at City Hall by all City employees
   C. Schedule Mayor & City Employees weekly update meetings for all employees
   D. Schedule monthly City Council Work Session to review City Employee work plans and project updates

5. **Personnel and Employee Documents**
   A. Finish the review and updating of employee job descriptions
   B. Approve job descriptions by Council resolution
   C. Review Employee Handbook and revise, as needed
   D. Review Employee Handbook with the City Employees
   E. Prepare an employee performance evaluation form

6. **City Employee Performance Evaluation Process**
   A. Adopt an employee evaluation form and process
   B. Schedule annual employee evaluation in April of each year for all employees
   C. Prepare "Request for Closed Session" form for employees to sign.

7. **City Employee Salary & Wage Review**
   A. Conduct a salary & wage analysis or survey
   B. Determine an acceptable wage scale for each position
   C. Implement wage adjustments, as needed.
   D. Consider an annual review of employee wages

8. **City Council Committee Structure**
   A. Request a written city attorney opinion on whether Committee meetings are subject to the State Open Meetings Law.
   B. Clearly define the purpose and role of each Council Committee.
   C. Use City Council Work Sessions for major issues and projects.

9. **City Council Meetings**
   A. Review and adopt a protocol for public comments
   B. Set a Wednesday deadline for agenda items
   C. Deliver the Council packets on Thursday
   D. Request additional information from city staff on specific items on Friday
   E. Develop a "briefing paper" format for new business items on the agenda.

10. **City Code of Ordinances Updates**
   A. Contrast with ECICOG on the update of the City Code
   B. Delete requirements or regulations that will not be enforced
   C. Determine who will be responsible for the enforcement of the sections of the City Code and the procedure that will be followed

11. **Miscellaneous Council Actions**
   A. Review, refine, and adopt the Mayor & City Council Code of Conduct
   B. Schedule a Mayor & City Council Goal Setting Session
   C. Develop an "Action Plan" for all capital projects and significant projects included in the City Budget (Cresco Example)

Prepared by:
Patrick Callahan
May 19, 2016
563-599-3708
Callahan.cmc@gmail.com