CITY OF RIVERSIDE COUNCIL MEETING AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Monday, December 4th, 2017 at 6:00 p.m.

6:00 PM – Work Session

1. **Health Insurance Options**

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.

1. **CALL MEETING TO ORDER:** Mayor Schneider

- Pledge of Allegiance
- Roll Call

2. **APPROVAL OF AGENDA**

3. **Approval of Consent Agenda**
   3a) Minutes from 11-20-17 pg 1
   3b) Expenditures 12-04-17 pg 4

4. **Public Forum:**
   Time is limited to 3 minutes.

5. **Committee Reports:**

6. **Public Hearing: "Proposed Development Agreement with Michael Vaughn"**
   - Open Public Hearing
   - Oral or Written Comments
   - Close Public Hearing

7. **Res #120417-01** "Approving Development Agreement with Michael Vaughn, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement " pg 5

8. **Res #120417-02** "Final Pay Est #8 – Dave Schmidtt Construction – 2nd & Washburn St " pg 16

9. **Res #120417-03** "Wellmark Health Insurance Renewal Rates for 2018 Plan Year" pg 21

10. **Res #120417-04 "**Delta Dental Insurance Renewal Rates for 2018 Plan Year" pg 22

11. **Res #120417-05** "Lincoln National Life Insurance Renewal Rates for 2018 Plan Year" pg 23

12. **Res #120417-06** "Annual Financial Report – FY 16-17" pg 24

13. **Res #120417-07** "Annual Urban Renewal Report – FY 16-17" pg 39

14. Res #120417-08 "Approve Updated Employee Handbook" pg 42

9. Closed Session pursuant to Iowa Code Section 21.5(1)(j) Real Estate

- Roll Call vote to go into Closed Session
- Roll Call vote to come out of Closed Session & Return to Meeting
- Motion to Proceed as needed

16. Set date for upcoming meetings and work sessions:

- Work Session - December 11th at 5:30 pm
- Council Meeting – December 11th at 6:30 pm
- Council Meeting – January 8th at 6:30 pm
- Budget Work Session – January 11th at 6:00 pm
- Council Meeting – January 22nd at 6:30 pm

17. Closing Comments

- Announcements and City Staff Comments
  - Santa at the Fire Station – December 9th 10:00 – 11:30 am
  - Audit will be the week of December 11th
  - Holiday Meal????
  - Open House December 18th 4:00 - 6:00 pm
  - Closed December 25rd & 26th for Christmas
  - Vacation Carryover
- City Council Comments & Requests for Information

18. Adjourn Council Meeting

Approved: _____ Date: _____

Allen Schneider, Mayor

RIVERSIDE CITY COUNCIL MEETING: November 20, 2017

The Riverside City Council meeting opened at 6:33 pm in City Hall with Mayor Allen Schneider requesting roll call. Council members present were: Bob Schneider Jr., Tom Sexton, Jeanine Redlinger, and Rob Weber. Ralph Schnoebelen was absent.

Motion by Schneider to approve the agenda. Second by Weber, passed 4-0.

Sexton moved to approve the minutes from November 6th, and expenditures. Second by Weber, passed 4-0.

Mayor Schneider opened the Public Hearing for Proposed Amendment to Urban Renewal Area at 6:42 pm. There were no written or oral comments from the audience. Mayor closed Public Hearing at 6:42pm.

Schnoebelen arrived at 6:44 pm.

Weber moved to pass Resolution #112017-01, Approve Urban Renewal Plan Amendment for Riverside Urban Renewal Area. Second by Schnoebelen, passed 5-0.

Schneider moved to adopt Ordinance #112017-02, Providing for the Division of Taxes Levied on Taxable property in the November 2017 Addition to the Riverside Urban Renewal Area Pursuant to Section 403.19 of the Code of Iowa. Second by Redlinger, passed 5-0.

Schnoebelen moved to waive the second and third readings of Ordinance #112017-02. Second by Weber passed 4-1, Sexton opposed.

Schneider moved to pass Resolution #112017-03, Setting the Date for the Public Hearing for the Proposed Development Agreement with Michael Vaughn, Including Annual Appropriations Tax Increment Payments, on December 4, 2017 at 6:45 pm at Riverside City Hall. Second by Schnoebelen, passed 5-0.

Sexton moved to name the new street north of Cherry Lane as Galileo Drive. Second by Weber, passed 5-0.

Schnoebelen reported that he looked at the broken west entrance sign with Bryan Lenz. Lenz will get bids on clean-up costs.

Glen Meisner, MMS Consultants presented a schedule for upcoming Capital Projects.

Schnoebelen moved to approve the Proposed Project Schedule for 2018. Second by Redlinger, passed 4-1 Weder opposed.

Council set December 11, 2017 for a work session on Pioneer street drainage at 6:30 pm.

Weber discussed having the "Safe Routes to School" sidewalk moved to St. Mary's Street, east of Ella, and then north on Schnoebelen Street.

Sexton moved to have MMS check into costs of this alternate route for "Safe Walk to School" sidewalk. Second by Weber, passed 5-0.

Survey work will start on Galileo Drive next week. Project will include leveling and seeding lot north of the street.

Meisner is working on getting the rumble strips removed from the W61 project.

Council discussed three areas of concern on the Ella Street drainage. MMS will work up repair costs for spring.

Resolution #112017-04, Letter of Intent to Proceed with a Development Agreement with APEX Construction tabled till next meeting, December 4th.

Weber moved to enter into Closed Session at 8:14 pm pursuant to Iowa Code 21.5(1)(j) to discuss potential real estate transaction. Second by Sexton, passed 5-0. Weber moved to return to Open Meeting at 8:28 pm. Second by Redlinger, passed 5-0.

Redlinger moved to proceed as directed. Second by Weber, passed 5-0.

Solar Energy Consultant, Warren McKenna is working on the Feasibility Study.

Bill Stukey, PeopleService, Inc. gave the October water and waste water report.

Alley repair at the northeast corner of Greene and St. Mary's Street was discussed. Clerk Young reported that Alliant Energy will reimburse 50% of repair costs. Mayor will instruct City workers to make the repairs.

Resolution #112017-05, Certify Debt to County Treasurer, tabled, waiting for itemized invoice of action taken.

Schnoebelen moved to pass Resolution #112017-06, Waive Rights to Review Byron Sweeting Plat. Second by Schneider, passed 5-0.

Resolution #112017-07, Annual Financial Report FY16-17 tabled to December 4, 2017.

December 4, 2017 meeting will start with a work session at 5:30

City Hall will be closed Thursday and Friday, November 23rd & 24th for Thanksgiving.

Weber moved to adjourn at 9:11 pm. Second by Redlinger, passed 5-0.

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

Council Work Session – December 4, 2017 at 5:30 pm
Capital Projects and Health Insurance Plans
Council Meeting – December 4, 2017 at 6:30 pm

Council Work Session – December 11, 2017 at 6:30 pm
Pioneer Street drainage and Employee Handbook.

ATTEST:

Lory Young; City Clerk

Allen Schneider; Mayor

EXPENDITURES 12-04-17				
COUNCIL MEETING				
	UNPAID BILLS			
ALLIANT ENERGY	PARKS	001-5-430-6371	$ 360.63	
ALLIANT ENERGY	SEWER	610-5-815-6371	$ 773.97	
ALLIANT ENERGY	WATER	600-5-810-6371	$ 140.07	
ALLIANT ENERGY	CITY HALL	001-5-650-6371	$ 228.82	
ALLIANT ENERGY	COMM BUILD	001-5-460-6371	$ 50.43	
ALLIANT ENERGY	STREET LIGHTS	001-5-230-6371	$ 1,436.18	
ALLIANT ENERGY	FIRE STATION	001-5-150-6330	$ 441.24	$ 3,431.34
COMPASS MINERALS	ROAD SALT	110-5-210-6335	$ 1,722.09	
FERGUSON WATERWORKS	METER PARTS	301-5-750-6791	$ 13.37	
HANSEN ASPHALT	PATCH-3RD&WASHBURN BREAK	600-5-810-6374	$ 1,400.00	
HD SUPPLY	RVFD TOOLS	001-5-150-6356	$ 21.99	
I TECH	REPLACE LAPTOP	001-5-650-6506	$ 699.99	
IOWA OUTDOORS	RENEWAL	001-5-650-6402	$ 10.00	
JAY STUELKE	UNIFORM PANTS	001-5-430-6181	$ 155.31	
JAY STUELKE	DEC CELL	001-5-210-6373	$ 50.00	$ 205.31
LENZ, BRYAN	DEC CELL	001-5-210-6373	$ 50.00	
LORY LOUNG	STATE BUDGET WS	001-5-650-6240	$ 84.24	
PEOPLE SERVICES	OCT. SERVICE	600-5-610-6500	$ 10,736.50	
PEOPLE SERVICES	OCT. SERVICE	610-5-815-6500	$ 10,736.50	$ 21,473.00
PITNET BOWES	POSTAGE	600-5-810-6508	$ 250.00	
PITNET BOWES	POSTAGE	610-5-815-6508	$ 250.00	$ 500.00
WA. CO. AUDITOR	ELECTION EXPENSE	001-5-630-6490	$ 1,696.47	
WASHINGTON TITLE	CB ABSTRACT#67189 Community Bld	001-5-460-6310	$ 605.00	
YOUNG, LORY	DEC CELL	001-5-650-6373	$ 50.00	
	TOTAL UNPAID BILLS		$ 31,962.80	
	NOV. EOM BILLS PAID			
VERIZON	WATER METER TOWERS		$ 63.56	
LINCOLN NATIONAL LIFE	DEC. PREMIUM		$ 319.83	
WINDSTREAM	WATER, SEWER, SHOP SERVICE		$ 181.37	
DELTA DENTAL	DEC. PREMIUM		$ 313.40	
WELLMARK	DEC. PREMIUM		$ 4,435.70	
MEDIACOM	RVFD INTERNET	001-5-150-6332	$ 139.16	
MEDIACOM	CB, CITY HALL	001-5-60-6373	$ 183.28	$ 322.44
MID AMERICAN ENERGY	SHOP	001-5-210-6371	$ 57.81	
MID AMERICAN ENERGY	RVFD	001-5-150-6330	$ 69.91	
MID AMERICAN ENERGY	CITY HALL	001-5-650-6371	$ 26.48	
MID AMERICAN ENERGY	COMM BUILD	001-5-460-6371	$ 11.02	$ 165.22
US BANK	COPIER LEASE	001-5-650-6496	$ 166.37	
	TOTAL PAID		$ 5,967.89	
	TOTAL EXPENDITURES		$ 37,930.69	

✓ A/P

RESOLUTION #120417-01

Resolution Approving Development Agreement with Michael Vaughn, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

WHEREAS, the City of Riverside, Iowa (the "City"), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Riverside Urban Renewal Area (the "Urban Renewal Area"); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the "Urban Renewal Tax Revenue Fund"), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, a certain development agreement (the "Agreement") between the City and Michael Vaughn (the "Developer") has been prepared, pursuant to which the Developer would undertake the construction of new truck wash facilities for use in the business operations of AFCS Truck Wash in the Urban Renewal Area (the "Project"); and

WHEREAS, under the Agreement, the City would provide annual appropriation tax increment payments to the Developer in a total amount not exceeding $220,000; and

WHEREAS, this City Council, pursuant to Section 403.9 of the Code of Iowa, has published notice, has held a public hearing on the Agreement on December 4, 2017, and has otherwise complied with statutory requirements for the approval of the Agreement; and

WHEREAS, Chapter 15A of the Code of Iowa ("Chapter 15A") declares that economic development is a public purpose for which a City may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans, tax incentives or other financial assistance, a City Council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a City Council must consider any or all of a series of factors;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Riverside, Iowa, as follows:

Section 1. Pursuant to the factors listed in Chapter 15A, the City Council hereby finds that:

(a) The Project will add diversity and generate new opportunities for the Riverside and Iowa economies;

(b) The Project will generate public gains and benefits, particularly in the creation of new jobs, which are warranted in comparison to the amount of the proposed property tax incentives.

Section 2. The City Council further finds that a public purpose will reasonably be accomplished by entering into the Agreement and providing the incremental property tax payments to the Developer thereunder.

Section 3. The Agreement is hereby approved and the Mayor and City Clerk are hereby authorized and directed to execute and deliver the Agreement on behalf of the City, in substantially the form and content in which the Agreement has been presented to this City Council, and such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Agreement.

Section 4. All payments by the City under the Agreement shall be subject to annual appropriation by the City Council, in the manner set out in the Agreement. As provided and required by Chapter 403 of the Code of Iowa, the City's obligations under the Agreement shall be payable solely from a subfund (the "AFCS Truck Wash Subfund") which is hereby established, into which shall be paid that portion of the income and proceeds of the Urban Renewal Tax Revenue Fund attributable to property taxes derived from the property as described as follows:

Certain real property situated in the City of Riverside, Washington County, State of Iowa, bearing Washington County Property Tax Parcel Identification Number 0409401001.

Section 5. The City hereby pledges to the payment of the Agreement the AFCS Truck Wash Subfund and the taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Subfund, provided, however, that no payment will be made under the Agreement unless and until monies from the AFCS Truck Wash Subfund are appropriated for such purpose by the City Council.

Section 6. After its adoption, a copy of this resolution shall be filed in the office of the County Auditor of Washington County to evidence the continuing pledging of the AFCS Truck Wash Subfund and the portion of taxes to be paid into such Subfund and, pursuant to the direction of Section 403.19 of the Code of Iowa, the Auditor shall allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof.

Section 7. All resolutions or parts thereof in conflict herewith are hereby repealed.

Passed and approved December 4, 2017.

_____
Mayor

Attest:

_____
City Clerk

• • • • •

On motion and vote the meeting adjourned.

_____
Mayor

Attest:

_____
City Clerk

DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Riverside, Iowa (the "City") and Michael Vaughn (the "Developer") as of the ___ day of _____, 2017 (the "Commencement Date").

WHEREAS, the City has established the Riverside Urban Renewal Area (the "Urban Renewal Area"), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the Developer owns certain real property which lies within the Urban Renewal Area and is more specifically described on Exhibit A hereto (the "Property"); and

WHEREAS, the Developer has proposed to undertake the construction of new truck wash facilities (the "Project") on the Property for use in the business operations of AFCS Truck Wash; and

WHEREAS, the Developer has requested that the City provide financial assistance in the form of incremental property tax payments to be used by the Developer in paying the costs of constructing and maintaining the Project; and

WHEREAS, the taxable base valuation of the Property for purposes of calculations under this Agreement and Section 403.19 of the Code of Iowa is $_____ (the "Base Valuation"); and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Developer's Covenants

1. Project Construction and Operation. The Developer agrees to construct the Project on the Property and to maintain and use the completed Project as the business operations of AFCS Truck Wash throughout the Term, as hereinafter defined. The Developer has submitted a detailed site plan (the "Site Plan") for the development of the Project to the City which was approved by the City Council on _____, 2017. The Site Plan is attached hereto as Exhibit B. The Developer agrees to construct the Project in accordance with the Site Plan and to substantially complete such construction by no later than _____, 2017.

2. Property Taxes. The Developer agrees to make timely payment of all property taxes as they come due with respect to the Property with the completed Project thereon throughout the Term, as hereinafter defined, and to submit a receipt or cancelled check in evidence of each such payment.

3. **Developer's Certifications.** The Developer agrees to submit documentation to the satisfaction of the City by no later than each October 15 during the Term, as hereinafter defined, commencing October 15, 2018, demonstrating that the completed Project is being used as part of the Developer's business operations.

4. **Property Tax Payment Certification.** The Developer agrees to certify to the City by no later than October 15 of each year during the Term, as hereinafter defined, commencing October 15, 2018, an amount (the "Developer's Estimate") equal to the estimated Incremental Property Tax Revenues anticipated to be paid in the fiscal year immediately following such certification with respect to the taxable valuation of the Property. In submitting each such Developer's Estimate, the Developer will complete and submit the worksheet attached hereto as Exhibit C. The City reserves the right to review and request revisions to each such Developer's Estimate to ensure the accuracy of the figures submitted. For purposes of this Agreement, Incremental Property Tax Revenues are calculated by: (1) determining the consolidated property tax levy (city, county, school, etc.) then in effect with respect to taxation of the Property; (2) subtracting (a) the debt service levies of all taxing jurisdictions, (b) the school district instructional support and physical plant and equipment levies, and (c) any other levies which may be exempted from such calculation by action of the Iowa General Assembly; (3) multiplying the resulting modified consolidated levy rate times any incremental growth in the taxable valuation of the Property, as shown on the property tax rolls of Washington County, above and beyond the Base Valuation; and (4) deducting any property tax credits which shall be available with respect to taxable incremental valuation of the Property.

Upon request, the City staff shall provide reasonable assistance to the Developer in completing the worksheet required under this Section A.4.

5. **DNR Requirements; Annual Report.** The Developer agrees to comply with all applicable requirements and regulations of the Iowa Department of Natural Resources (the "IDNR Regulations") with respect to the operation of the AFCS Truck Wash facilities. The Developer agrees to submit an annual report (the "Annual Report") to the satisfaction of the City by no later than each October 15 during the Term, as hereinafter defined, commencing October 15, 2018, demonstrating that the AFCS Truck Wash facilities are being operated in compliance with such IDNR Regulations . The Developer agrees to provide such supporting documentation as may be requested by the City as an accompaniment to the Annual Report.

6. **Legal and Administrative Costs.** The Developer hereby acknowledges that the City will cover the initial payment of legal fees and administrative costs (the "Actual Admin Costs") incurred by the City in connection with the drafting, negotiation and authorization of this Agreement, including the necessary amendment to the Urban Renewal Area. Furthermore, the Developer agrees that the City shall withhold an amount (the "Admin Withholding Amount") equal to the lesser of (1) $8,500 or (2) the Actual Admin Costs from the initial Payments, as hereinafter set forth in order to recover some or all of the Actual Admin Costs.

7. **Remedy.** The Developer hereby acknowledges that failure to comply with the requirements of this Section A, will result in the City having the right to withhold Payments under Section B of this Agreement at its sole discretion, until such time as the Developer has demonstrated, to the satisfaction of the City, that it has cured such non-compliance. In the event

that the Developer fails to cure its non-compliance within six months of being notified by the City, then the City shall have the right to terminate this Agreement.

B. City's Obligations

1. Payments. In recognition of the Developer's obligations set out above, the City agrees to make twenty (20) semiannual economic development tax increment payments (the "Payments" and each, individually a "Payment") to the Developer during the Term, as hereinafter defined, pursuant to Chapters 15A and 403 of the Code of Iowa, provided however that the aggregate, total amount of the Payments shall not exceed two hundred twenty thousand dollars ($220,000) (the "Maximum Payment Total"), and all Payments under this Agreement shall be subject to annual appropriation by the City Council, as provided hereunder.

The Payments shall not constitute general obligations of the City, but shall be made solely and only from Incremental Property Tax Revenues received by the City from the Washington County Treasurer attributable to the taxable valuation of the Property.

Each Payment shall not exceed an amount which represents the Incremental Property Tax Revenues available to the City with respect to the Property during the six (6) months immediately preceding each Payment date. Prior to funding any Payments hereunder, the City shall retain an amount equal to the Admin Withholding Amount from the Incremental Property Tax Revenues received with respect to the Property. Once such amount has been withheld, the Payments shall be funded as described herein.

This Agreement assumes the resulting new full taxable valuation from the Project will go on the property tax rolls as of January 1, 2018. Accordingly, Payments will be made on December 1 and June 1 of each fiscal year, beginning December 1, 2019, and continuing through and including June 1, 2029, or until such earlier date upon which total Payments equal to the Maximum Payment Total have been made.

2. Annual Appropriation. Each Payment shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the Term of this Agreement, commencing in the City's 2018-2019 fiscal year, the City Council of the City shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount (the "Appropriated Amount") of Incremental Property Tax Revenues to be collected in the following fiscal year equal to or less than the most recently submitted Developer's Estimate.

In any given fiscal year, if the City Council determines to not obligate the then-considered Appropriated Amount, then the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the Developer will have no rights whatsoever to compel the City to make such Payments or to seek damages relative thereto or to compel the funding of such Payments in future fiscal years. A determination by the City Council to not obligate funds for any particular fiscal year's Payments shall not render this Agreement null and void, and the Developer shall make the next succeeding submission of the Developer's Estimate as called for in Section A.4 above, provided however that no Payment shall be made after June 1, 2029.

3. **Payment Amounts.** The aggregate Payments to be made in a fiscal year shall not exceed an amount equal to the corresponding Appropriated Amount (for example, for the Payments due on December 1, 2019 and on June 1, 2020, the aggregate maximum amount of such Payments would be determined by the Appropriated Amount determined for certification by December 1, 2018). Furthermore, the amount of each such Payment shall not exceed the amount of Incremental Property Tax Revenues (excluding allocations of "back-fill" or "make-up" payments from the State of Iowa for property tax credits or roll-back) actually received by the City from the Washington County Treasurer attributable to the taxable incremental valuation of the Property in the six months immediately preceding the extant Payment due date.

4. **Certification of Payment Obligation.** In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, as set forth in Section B.2 above, then the City Clerk will certify by December 1 of each such year to the Washington County Auditor an amount equal to the most recently obligated Appropriated Amount.

C. **Administrative Provisions**

1. **Amendment and Assignment.** Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the other party. However, the City hereby gives its permission that the Developer's rights to receive the Payments hereunder may be assigned by the Developer to a private lender, as security on a credit facility taken with respect to the Project, without further action on the part of the City.

2. **Successors.** This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.

3. **Term.** The term (the "Term") of this Agreement shall commence on the Commencement Date and end on June 1, 2029 or on such earlier date upon which the aggregate sum of Payments made to the Developer equals the Maximum Payment Total.

4. **Choice of Law**. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Developer have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF RIVERSIDE, IOWA

By: _____
Mayor

Attest:

_____
City Clerk

MICHAEL VAUGHN

_____

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Certain real property situated in the City of Riverside, Washington County, State of Iowa, bearing Washington County Property Tax Parcel Identification Number 0409401001.

EXHIBIT B

SITE PLAN

EXHIBIT C

DEVELOPER'S ESTIMATE WORKSHEET

(1) Date of Preparation: October _____, 20____.

(2) Taxable Valuation of Property as of January 1, 20_____:

$_____.

(3) Base Taxable Valuation of Property for purposes of Agreement:

$_____.

(4) Incremental Taxable Valuation of Property (2 minus 3):

$_____ (the "TIF Value").

(5) Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"):

$_____ per thousand of value.

(6) The TIF Value (4) factored by the Adjusted Levy Rate (5).

$_____ x $_____/1000 = $_____ (the "Developer's Estimate")

RESOLUTION #120417-02

RESOLUTION APPROVING PAY REQUEST #8 – FINAL PAYMENT FOR DAVE SCHMITT CONSTRUCTION FOR THE 2ND & WASHBURN 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 pay request in the amount of $70,359.15 for final payment of this project.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Pay Request #6 for work done on the 2nd & Washburn Streets Improvement Project.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 4th day of December, 2017.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Lory Young, City Clerk

CONSTRUCTION PROGRESS PAYMENT

Project Description	2nd Street and Washburn Street Storm Sewer and Paving Project	PN:	2245032
Contract Date	10-Apr-17		

Contractor:	Dave Schmitt Construction	Owner:	City of Riverside
		Attn:	
Address:	250 50th Avenue SW	Address:	60 N. Greene Street
City,St., Zip:	Cedar Rapids, IA 52404	City, St., Zip:	Riverside, IA 52327
Phone:	319-365-8669	Phone:	319-648-3501
Fax:	319-365-2677	Fax:	

Estimate #	8		FOR PERIOD:	Owner PN
		Partial Payment	FROM: 10/30/17	Federal PN
	x	Final Payment	TO: 11/17/17	State PN

Base Contract Price	$1,322,934.63

Change #	1	$16,864.80
Change #	2	$6,719.25
Change #	3	$26,679.50
Change #	4	$11,595.00
Change #	5	$10,780.00
Change #	6	($2,079.50)
Change #	7	$2,706.00
Change #	8	$3,236.00
Change #	9	$4,793.09
Change #	10	$559.35
Change #	11	$3,125.00
Change #	12	($15,604.20)
Change #	13	$2,696.04
Change #	14	$6,463.60

Total Contract	$1,401,468.56

Materials on Hand	$ -
Construction Completed	$1,407,183.01
Total Earned	$1,407,183.01
Less Retainage	
Less Previous Payment	$1,336,823.86
Amount Due This Est	$70,359.15
Project Completion	100.41%

Requested by:		Approved by:	
	Shaun Kukuzke		
Title:	Project Manager	Title:	
Date:		Date:	
Recommended by:		Attested by:	
	Scott Pottorff		
Title:	Project Engineer	Title:	
Date:		Date:	

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

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2nd Street and Washburn Street Storm Sewer and Paving Project

Pay Estimate No.: 8

Payable to: Dave Schmitt Construction
Date: November 30, 2017
Week Ending: November 17, 2017

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	$9,450.00	$ 9,450.00	-	$ -	1.00	$ 9,450.00
2	Mobilization	LS	1	$106,000.00	$ 106,000.00	-	$ -	1.00	$ 106,000.00
3	Clearing and Grubbing	LS	1	$4,140.00	$ 4,140.00	-	$ -	1.00	$ 4,140.00
4	Off Site Topsoil****	CY	0	$40.50	$ -	-	$ -	-	$ -
5	Excavation, Class 13	CY	2,000	$16.00	$ 32,000.00	-	$ -	2,000.00	$ 32,000.00
6	Below Grade Excavation (Core Out)	CY	300	$56.00	$ 16,800.00	-	$ -	48.15	$ 2,696.40
7	Subgrade Preparation	SY	6,172	$2.75	$ 16,973.00	-	$ -	6,172.00	$ 16,973.00
8	Subbase, Modified, 6" Thick for Mainline PCC Paving	SY	6,172	$6.75	$ 41,661.00	-	$ -	6,172.00	$ 41,661.00
9	Subbase, Modified, 4" Thick for PCC Sidewalk and PCC Driveway	SY	1,202	$15.85	$ 19,051.70	-	$ -	1,241.00	$ 19,669.85
10	Subbase, Macadam Stone, 6" Thick	SY	503	$9.85	$ 4,954.55	-	$ -	503.00	$ 4,954.55
11	Subbase, Class A Crushed Stone, 4" Thick	SY	503	$5.10	$ 2,565.30	-	$ -	503.00	$ 2,565.30
12	Removal of Culverts	EA	5	$1,425.00	$ 7,125.00	-	$ -	6.00	$ 8,550.00
13	Removal of Box Culvert	LF	150	$36.25	$ 5,437.50	-	$ -	150.00	$ 5,437.50
14	Backfilling of Curbs	LF	2,220	$9.05	$ 20,091.00	-	$ -	2,220.00	$ 20,091.00
15	Trench Foundation	TONS	150	$21.45	$ 3,217.50	-	$ -	-	$ -
16	Replacement of Unsuitable Backfill Material, Granular Backfill	CY	200	$34.55	$ 6,910.00	-	$ -	-	$ -
17	Trench Compaction Testing	LS	1	$5,500.00	$ 5,500.00	-	$ -	1.00	$ 5,500.00
18	Granular Trench Backfill, Porous Backfill, 12" Storm Sewer	LF	137	$13.00	$ 1,781.00	-	$ -	137.00	$ 1,781.00
19	Granular Trench Backfill, Porous Backfill, 18" Storm Sewer	LF	423	$15.65	$ 6,619.95	-	$ -	428.00	$ 6,698.20
20	Granular Trench Backfill, Porous Backfill, 30" Storm Sewer	LF	175	$34.65	$ 6,063.75	-	$ -	45.00	$ 1,559.25
21	Granular Trench Backfill, Class A Crushed Stone, 24" Storm Sewer	LF	92	$16.50	$ 1,518.00	-	$ -	92.00	$ 1,518.00
22	Granular Trench Backfill, Class A Crushed Stone, 8" PVC Water Main	LF	50	$30.25	$ 1,512.50	-	$ -	50.00	$ 1,512.50
23	Storm Sewer, Trenched, RCP, 12" Dia.	LF	579	$40.25	$ 23,304.75	-	$ -	580.00	$ 23,345.00
24	Storm Sewer, Trenched, RCP, 18" Dia.	LF	747	$39.25	$ 29,319.75	-	$ -	749.00	$ 29,398.25
25	Storm Sewer, Trenched, RCP, 24" Dia.	LF	402	$68.74	$ 27,633.48	-	$ -	402.00	$ 27,633.48
26	Storm Sewer, Trenched, RCP, 30" Dia.	LF	332	$63.00	$ 20,916.00	-	$ -	253.00	$ 15,939.00
27	Storm Sewer, Trenched, RCP, 36" Dia.	LF	79	$88.75	$ 7,011.25	-	$ -	79.00	$ 7,011.25
28	Install 15" Bend and 15" ADS N-12 to Connect to New Intake	LS	1	$1,850.00	$ 1,850.00	-	$ -	1.00	$ 1,850.00
29	Removal of Storm Sewer	LF	886	$18.15	$ 16,080.90	-	$ -	886.00	$ 16,080.90
30	Fill Storm Sewer with Flowable Mortar	LF	125	$21.60	$ 2,700.00	-	$ -	125.00	$ 2,700.00
31	Flared End Section, RCP, 36"	EA	1	$1,605.00	$ 1,605.00	-	$ -	1.00	$ 1,605.00
32	Longitudinal Subdrain, Type 2, 6"	LF	1,039	$13.25	$ 13,766.75	-	$ -	1,039.00	$ 13,766.75
33	Subdrain Cleanout, Type A-1	EA	6	$436.00	$ 2,616.00	-	$ -	6.00	$ 2,616.00
34	Subdrain Outlet, Connection to Structure	EA	7	$192.00	$ 1,344.00	-	$ -	7.00	$ 1,344.00
35	Connect Existing Sump Pump Outlet to Storm Sewer or Subdrain, Same Side of Street as Pipe	EA	4	$220.00	$ 880.00	-	$ -	6.00	$ 1,320.00
36	Connect Existing Sump Pump Outlet to Storm Sewer or Subdrain, Opposite Side of Street	EA	4	$325.00	$ 1,300.00	-	$ -	-	$ -
37	Water Main, 6", PVC DIP *	LF	303	$104.10	$ 31,542.30	-	$ -	303.00	$ 31,542.30
38	Water Main, 8", PVC C900	LF	50	$67.75	$ 3,387.50	-	$ -	50.00	$ 3,387.50
39	Water Main, Trenchless, 8", DIP Restrained Joint *	LF	125	$127.25	$ 15,906.25	-	$ -	125.00	$ 15,906.25
40	Fire Hydrant Assembly, With Nitrile Gaskets *	EA	1	$4,047.00	$ 4,047.00	-	$ -	1.00	$ 4,047.00
41	Remove Existing Fire Hydrant Assembly, With Nitrile Gaskets *	EA	1	$970.00	$ 970.00	-	$ -	1.00	$ 970.00
42	Remove and Reinstall Existing Fire Hydrant Assembly, With Nitrile Gaskets *	EA	1	$2,422.00	$ 2,422.00	-	$ -	1.00	$ 2,422.00
43	Water Service, Main to Within 2' of Building, 1" Copper (Type K)	EA	3	$2,525.00	$ 7,575.00	-	$ -	3.00	$ 7,575.00
44	Water Service, Main to Curb Stop, 1" Copper (Type K)	EA	1	$1,135.00	$ 1,135.00	-	$ -	1.00	$ 1,135.00
45	Gate Valve, 6", With Nitrile Gaskets *	EA	5	$1,063.00	$ 5,315.00	-	$ -	5.00	$ 5,315.00
46	Gate Valve, 8", With Nitrile Gaskets *	EA	2	$1,419.00	$ 2,838.00	-	$ -	2.00	$ 2,838.00
47	Valve Box Adjustment, Minor	EA	3	$345.00	$ 1,035.00	-	$ -	3.00	$ 1,035.00
48	Storm Manhole, Type SW-401, 48" Dia	EA	5	$2,800.00	$ 14,000.00	-	$ -	5.00	$ 14,000.00

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
49	Storm Manhole, Type SW-401, 60" Dia	EA	1	$4,005.00	$ 4,005.00		$ -	1.00	$ 4,005.00
50	Storm Manhole, Type SW-401, 48" Dia with SW-604 Type 4B Grate ***	EA	1	$2,795.00	$ 2,795.00	-	$ -	1.00	$ 2,795.00
51	Storm Intake, Type SW-501	EA	1	$3,075.00	$ 3,075.00	-	$ -	1.00	$ 3,075.00
52	Storm Intake, Type SW-505	EA	2	$3,705.00	$ 7,410.00	-	$ -	2.00	$ 7,410.00
53	Storm Intake, Type SW-509	EA	4	$3,945.00	$ 15,780.00	-	$ -	4.00	$ 15,780.00
54	Storm Intake, Type SW-510	EA	1	$4,965.00	$ 4,965.00	-	$ -	1.00	$ 4,965.00
55	Storm Intake, Type SW-511	EA	1	$3,075.00	$ 3,075.00	-	$ -	1.00	$ 3,075.00
56	Storm Intake, Type SW-512, 24"	EA	3	$880.00	$ 2,640.00	-	$ -	2.00	$ 1,760.00
57	Storm Intake, Type SW-541 with SW-542 Extensions Both Directions	EA	1	$6,151.00	$ 6,151.00	-	$ -	1.00	$ 6,151.00
58	Storm Intake, Type SW-545 (12')	EA	3	$6,805.00	$ 20,415.00	-	$ -	3.00	$ 20,415.00
59	Storm Intake, Type SW-545 (14')	EA	2	$7,130.00	$ 14,260.00	-	$ -	2.00	$ 14,260.00
60	Manhole Adjustment, Minor	EA	4	$1,150.00	$ 4,600.00	-	$ -	3.00	$ 3,450.00
61	Connect to Existing Storm Structure	EA	1	$1,295.00	$ 1,295.00	-	$ -	1.00	$ 1,295.00
62	Remove Existing Storm Manhole or Intake	EA	16	$675.00	$ 10,800.00	-	$ -	16.00	$ 10,800.00
63	PCC Pavement, 6"	SY	897	$34.00	$ 30,498.00	-	$ -	897.00	$ 30,498.00
64	PCC Pavement, 7"	SY	4787	$35.25	$ 168,741.75	-	$ -	4,762.50	$ 167,878.13
65	PCC Curb and Gutter, 24" Wide	LF	300	$34.50	$ 10,350.00	-	$ -	338.00	$ 11,661.00
66	HMA Base, 3/4" Mixture, 300K ESAL	TONS	110	$110.00	$ 12,100.00	-	$ -	125.00	$ 13,750.00
67	HMA Surface,1/2" Mixture, 300K ESAL	TONS	55	$110.00	$ 6,050.00	-	$ -	63.00	$ 6,930.00
68	HMA Binder, PG 64-22	TONS	10	$110.00	$ 1,100.00	-	$ -	12.00	$ 1,320.00
69	Composite Pavement, Highway 22, 3" HMA on 7" PCC	SY	83	$128.00	$ 10,624.00	-	$ -	121.00	$ 15,488.00
70	Removal of Sidewalk	SY	657	$5.85	$ 3,843.45	-	$ -	657.00	$ 3,843.45
71	Removal of Paved Driveway	SY	324	$8.50	$ 2,754.00	-	$ -	324.00	$ 2,754.00
72	Sidewalk, PCC, 5"	SY	338	$45.00	$ 15,210.00	-	$ -	357.00	$ 16,065.00
73	Thickened Edge Sidewalk, PCC, 5"	SY	256	$100.00	$ 25,600.00	-	$ -	254.00	$ 25,400.00
74	Reinforced Sidewalk, PCC, 5"	SY	92	$85.00	$ 7,820.00	-	$ -	74.40	$ 6,324.00
75	Reinforced Sidewalk, PCC, 6"	SY	42	$85.00	$ 3,570.00	-	$ -	49.40	$ 4,199.00
76	Detectable Warnings	SF	212	$35.00	$ 7,420.00	-	$ -	212.00	$ 7,420.00
77	PCC Driveway, 6"	SY	474	$46.00	$ 21,804.00	-	$ -	517.10	$ 23,786.60
78	Removal of Pavement	SY	3,905	$6.45	$ 25,187.25	-	$ -	3,905.00	$ 25,187.25
79	Bituminous Seal Coat	SY	503	$4.00	$ 2,012.00	-	$ -	498.00	$ 1,992.00
80	Sod	SQ	360	$50.00	$ 18,000.00	-	$ -	360.00	$ 18,000.00
81	Plants, Allowance **	LS	0	$10,000.00	$ -	-	$ -	-	$ -
82	Planting Bed, 4" Shredded Hardwood Mulch on 12" Imported Topsoil **	SF	0	$5.25	$ -	-	$ -	-	$ -
83	SWPPP Management	LS	1	$2,000.00	$ 2,000.00	-	$ -	1.00	$ 2,000.00
84	Filter Sock, 18"	LF	500	$3.00	$ 1,500.00	-	$ -	711.00	$ 2,133.00
85	Removal of Filter Sock	LF	500	$1.00	$ 500.00	-	$ -	711.00	$ 711.00
86	Inlet Protection Device	EA	20	$50.00	$ 1,000.00	-	$ -	12.00	$ 600.00
87	Inlet Protection Device Maintenance	EA	20	$25.00	$ 500.00	-	$ -	8.00	$ 200.00
88	Modular Block Retaining Wall	SF	105	$34.00	$ 3,570.00	-	$ -	163.38	$ 5,554.92
89	PCC Steps	SY	3	$620.00	$ 1,860.00	-	$ -	3.90	$ 2,418.00
90	PCC Steps, 48" Wide, 6" High	EA	1	$1,500.00	$ 1,500.00	-	$ -	4.50	$ 6,750.00
91	Handrail for Steps, Black Powder Coat	LF	10	$150.00	$ 1,500.00	-	$ -	10.00	$ 1,500.00
92	Decorative Railing	LF	155	$138.00	$ 21,390.00	-	$ -	150.00	$ 20,700.00
93	Painted Pavement Markings, Waterborne or Solvent	STA	23.98	$60.00	$ 1,438.80	-	$ -	20.28	$ 1,216.80
94	Decorative Retaining Wall	LF	160	$1,162.00	$ 185,920.00	-	$ -	180.00	$ 209,160.00
95	Light Pole Base, LI-201	EA	6	$1,650.00	$ 9,900.00	-	$ -	6.00	$ 9,900.00
96	Electrical Conduit, 2" PVC	LF	1,296	$13.00	$ 16,848.00	-	$ -	1,296.00	$ 16,848.00
97	Hand Hole, LI-103, Type II	EA	6	$1,000.00	$ 6,000.00	-	$ -	6.00	$ 6,000.00
					$ -	-	$ -	-	$ -
	TOTAL CONTRACT				$ 1,289,249.93		$ -		$ 1,294,964.38
C.O. #1	Water Main, 8" DIP With Nitrile Gaskets	LF	160.000	$94.90	$ 15,184.00	-	$ -	160.00	$ 15,184.00
	TOTAL CHANGE C.O. #1				$ 15,184.00		$ -		$ 15,184.00
C.O. #2	Lower Existing 4" Water Main and Install DIP Pipe Materials for Existing LUST Plume	LS	1.000	$6,719.25	$ 6,719.25	-	$ -	1.00	$ 6,719.25
	TOTAL CHANGE C.O. #2				$ 6,719.25		$ -		$ 6,719.25
C.O. #3	Sanitary Sewer Manhole	EA	2.000	$3,855.00	$ 7,710.00	-	$ -	2.00	$ 7,710.00

Item No.	Item Description	Units	Contract Quantity	Unit Price	Contract Amount	Quantity This Estimate	Amount This Estimate	To Date Quantity	To Date Amount
	8" PVC SDR26 Sanitary Sewer	LF	97.000	$84.50	$ 8,196.50	-	$ -	97.00	$ 8,196.50
	8" PVC C900 Sanitary Sewer	LF	20.000	$178.00	$ 3,560.00	-	$ -	20.00	$ 3,560.00
	4" Sanitary Sewer Service, 22 LF	EA	2.000	$1,785.00	$ 3,570.00	-	$ -	2.00	$ 3,570.00
	Remove Sanitary Sewer Main	LF	117.000	$9.00	$ 1,053.00	-	$ -	117.00	$ 1,053.00
	Remove Sanitary Sewer Manhole	EA	1.000	$870.00	$ 870.00	-	$ -	1.00	$ 870.00
	Remove Sanitary Sewer Service	EA	2.000	$535.00	$ 1,070.00	-	$ -	2.00	$ 1,070.00
	Trench Compaction Testing	LS	1.000	$650.00	$ 650.00	-	$ -	1.00	$ 650.00
	TOTAL CHANGE C.O. #3				$ 26,679.50		$ -		$ 26,679.50
C.O. #4	Sanitary Sewer Manhole (Material Only)	LS	1.000	$1,285.00	$ 1,285.00	-	$ -	1.00	$ 1,285.00
	6" Sanitary Sewer Service	EA	3.000	$2,660.00	$ 7,980.00	-	$ -	3.00	$ 7,980.00
	Locate Existing Sewer Service	EA	3.000	$350.00	$ 1,050.00	-	$ -	3.00	$ 1,050.00
	45 Degree Water Main Bends	EA	2.000	$640.00	$ 1,280.00	-	$ -	2.00	$ 1,280.00
	TOTAL CHANGE C.O. #4				$ 11,595.00		$ -		$ 11,595.00
C.O. #5	Install Conduit and Meter Sockets for Relocation of Overhead Electric to Underground	LS	1.000	$10,780.00	$ 10,780.00	-	$ -	1.00	$ 10,780.00
	TOTAL CHANGE C.O. #5				$ 10,780.00		$ -		$ 10,780.00
C.O. #6	Stamped and Colored Concrete Sidewalk, 5" Thick	LS	49.000	$209.00	$ 10,241.00	-	$ -	49.00	$ 10,241.00
	TOTAL CHANGE C.O. #6				$ 10,241.00		$ -		$ 10,241.00
C.O. #7	Temporary Retaining Wall and PCC Sidewalks in Highway 22	LS	1.000	$2,706.00	$ 2,706.00	-	$ -	1.00	$ 2,706.00
	TOTAL CHANGE C.O. #7				$ 2,706.00		$ -		$ 2,706.00
C.O. #8	Add Reinforcing Steel to Thickened Edge Sidewalk	LS	1.000	$3,236.00	$ 3,236.00	-	$ -	1.00	$ 3,236.00
	TOTAL CHANGE C.O. #8				$ 3,236.00		$ -		$ 3,236.00
C.O. #9	Relocate Water Main South of DMH #2	LS	1.000	$4,793.09	$ 4,793.09	-	$ -	1.00	$ 4,793.09
	TOTAL CHANGE C.O. #9				$ 4,793.09		$ -		$ 4,793.09
C.O. #10	Adjust Storm Intakes	LS	1.000	$559.35	$ 559.35	-	$ -	1.00	$ 559.35
	TOTAL CHANGE C.O. #10				$ 559.35		$ -		$ 559.35
C.O. #11	SW-402 Intake 60"x60"	EA	1.000	$5,920.00	$ 5,920.00	-	$ -	1.00	$ 5,920.00
	TOTAL CHANGE C.O. #11				$ 5,920.00		$ -		$ 5,920.00
C.O. #12	Owner Provided Topsoil	CY	178.000	$26.10	$ 4,645.80	-	$ -	178.00	$ 4,645.80
	TOTAL CHANGE C.O. #12				$ 4,645.80		$ -		$ 4,645.80
C.O. #13	Connect Existing Storm Sewer to Intake #3	LS	1.000	$2,696.04	$ 2,696.04	-	$ -	1.00	$ 2,696.04
	TOTAL CHANGE C.O. #13				$ 2,696.04		$ -		$ 2,696.04
C.O. #14	Changes at the East Alley North of the Church and at the Alley on the West Side of Washburn Street	LS	1.000	$6,463.60	$ 6,463.60	-	$ -	1.00	$ 6,463.60
	TOTAL CHANGE C.O. #14				$ 6,463.60		$ -		$ 6,463.60
	TOTAL CONTRACT WITH CHANGE ORDERS				$ 1,401,468.56		$ -		$ 1,407,183.01

* Items Changed with Change Order #1
** Items Changed with Change Order #6
*** Items Changed with Change Order #11
****Items Changed with Change Order #12

Pay Estimate #1	$ 115,284.21
Pay Estimate #2	$ 404,550.36
Pay Estimate #3	$ 272,898.37
Pay Estimate #4	$ 262,765.29
Pay Estimate #5	$ 165,650.98
Pay Estimate #6	$ 102,559.48
Pay Estimate #7	$ 13,115.17

Retainage	
Total Value of Completed Work	$ 1,407,183.01
Previous Payments	$ 1,336,823.86
Current Payment Due	$ 70,359.15

RESOLUTION #120417-03

RESOLUTION APPROVING THE WELLMARK HEALTH INSURANCE RENEWAL RATES FOR CITY OF RIVERSIDE FOR PLAN YEAR OF JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

WHEREAS, the City of Riverside City Council approves providing permanent full-time employees with health insurance coverage as one of their benefits.

THEREFORE, be it resolved the City of Riverside City Council does hereby approve Wellmark Blue Cross Blue Shield of Iowa as their health insurance carrier for plan year of January 1, 2018 through December 31st, 2018. The City of Riverside will participate in the myBlue HDHP Gold 2000 PPO plan.

WHEREAS, according to the City of Riverside's Employee Handbook approved on April 20, 2015, the City will pay 95% of a single plan and 90% of a family plan for permanent full-time employees. The monthly single rate for this year's plan is $_____ and the monthly family rate is $_____.

MOVED BY Council Person _____, seconded by Council Person _____ to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa on this 4th day of December, 2017.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Lory Young, City Clerk

RESOLUTION #120417-04

RESOLUTION APPROVING THE DELTA DENTAL INSURANCE RENEWAL RATES FOR CITY OF RIVERSIDE FOR PLAN YEAR OF JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

Whereas, the City of Riverside City Council approves providing permanent full-time employees with dental insurance coverage as one of their benefits. .

Therefore, be it resolved the City of Riverside City Council does hereby approve Delta Dental of Iowa as their dental insurance carrier for plan year of January 1, 2018 through December 31st, 2018. The City of Riverside will participate in the Delta Dental Premier Plan B Plus H plan.

According to the City of Riverside's Employee Handbook approved on April 20, 2015, the City will pay 95% of a single plan and 90% of a family plan for current full-time employees. The rate for this year's plan is $_____ per month for any participant over 21 years of age and $_____ per month for any participant under 21 years of age.

MOVED BY Council Person _____, seconded by Council Person _____ to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa on this 4th day of December, 2017.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Lory Young, City Clerk

RESOLUTION #120417-05

RESOLUTION APPROVING THE LINCOLN NATIONAL LIFE INSURANCE RENEWAL RATES FOR CITY OF RIVERSIDE FOR PLAN YEAR OF JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

Whereas, the City of Riverside City Council approves providing permanent full-time employees with Life, AD &D, Short & Long term Disability insurance coverage as one of their benefits. .

Therefore, be it resolved the City of Riverside City Council does hereby approves Lincoln National Life Insurance as the carrier for plan year of January 1, 2018 through December 31st, 2018. The City of Riverside will participate in the Life, AD & D, Short term and Long term Disability according to the City of Riverside's Employee Handbook approved on April 20, 2015, the City will pay 100% of this plan for permanent full-time employees.

The rate for this year's plan is $82.97 per month for any participant who is a permanent full-time employee. This rate did not change from previous year.

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

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa on this 4th day of December, 2017.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Lory Young, City Clerk

RESOLUTION #120417-06

RESOLUTION APPROVING THE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017

WHEREAS, the City of Riverside City Council has reviewed the FY 16-17 Annual Financial Report for the City of Riverside as submitted by the City Clerk for the City of Riverside to be filed with Iowa Department of Management.

THEREFORE, be it resolved the City of Riverside City Council does hereby accept the Annual Financial Report for the fiscal year ending June 30, 2017 as prepared by the City Clerk for the City of Riverside, Iowa.

MOVED BY Council person _____, seconded by Council person _____ to approve the foregoing resolution.

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa and approved this 4th day of December, 2017.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Lory Young, City Clerk

Form F-66 (IA-2)
(7-3-2017)

STATE OF IOWA

2017
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2017
RIVERSIDE

CITY OF RIVERSIDE, IOWA

DUE: December 1, 2017

16209200500000
CITY CLERK/FINANCE OFFICER
60 N GREENE ST, PO BOX 188
RIVERSIDE, IA 52327-0188

(Please correct any error in name, address, and ZIP Code)

WHEN COMPLETED, PLEASE RETURN TO
Mary Mosiman, CPA
Office of Auditor of State
Lucas State Office Building
321 E. 12th Street, 2nd Floor
Des Moines, IA 50319

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS

Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes levied on property	841,691		841,691	859,993
Less: Uncollected property taxes-levy year	0		0	
Net current property taxes	841,691		841,691	859,993
Delinquent property taxes	0		0	
TIF revenues	0		0	
Other city taxes	729,269	0	729,269	753,400
Licenses and permits	10,949	0	10,949	4,800
Use of money and property	57,661	0	57,661	37,700
Intergovernmental	275,565	0	275,565	309,232
Charges for fees and service	510	780,236	780,746	774,600
Special assessments	0	0	0	0
Miscellaneous	576,604	0	576,604	560,000
Other financing sources	1,402,485	0	1,402,485	2,980,900
Total revenues and other sources	3,894,734	780,236	4,674,970	6,280,625
Expenditures and Other Financing Uses				
Public safety	167,454	0	167,454	160,245
Public works	192,165	0	192,165	253,758
Health and social services	0	0	0	0
Culture and recreation	201,843	0	201,843	322,081
Community and economic development	25,716	0	25,716	35,950
General government	198,533	0	198,533	334,224
Debt service	224,566	0	224,566	0
Capital projects	1,905,053	0	1,905,053	2,215,000
Total governmental activities expenditures	2,915,330	0	2,915,330	3,321,258
Business type activities	0	582,536	582,536	648,281
Total ALL expenditures	2,915,330	582,536	3,497,866	3,969,539
Other financing uses, including transfers out	1,357,166	92,700	1,449,866	1,230,900
Total ALL expenditures/And other financing uses	4,272,496	675,236	4,947,732	5,200,439
Excess revenues and other sources over (Under) Expenditures/And other financing uses	-377,762	105,000	-272,762	1,080,186
Beginning fund balance July 1, 2016	4,039,022	816,206	4,855,228	5,470,200
Ending fund balance June 30, 2017	3,661,260	921,206	4,582,466	6,550,386

Note - These balances do not include $ _____ held in non-budgeted internal service funds; $ _____
held in Pension Trust Funds; $ _____ held in Private Purpose Trust funds and $ _____
held in agency funds which were not budgeted and are not available for city operations.

Indebtedness at June 30, 2017	Amount - Omit cents	Indebtedness at June 30, 2017	Amount - Omit cents
General obligation debt	$ 0	Other long-term debt	$ 0
Revenue debt	$ 0	Short-term debt	$ 1,065,000
TIF Revenue debt	$ 0		
		General obligation debt limit	$ 7,062,581

CERTIFICATION

THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Signature of city clerk			Date Published/Posted	Mark (x) one ☐ Date Published ☐ Date Posted
Printed name of city clerk	Telephone →	Area Code	Number	Extension
Signature of Mayor or other City official *(Name and Title)*			Date signed	

PLEASE PUBLISH THIS PAGE ONLY

STATE OF IOWA
2017
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2017
CITY OF RIVERSIDE, IOWA

16209200500000
CITY CLERK/FINANCE OFFICER
60 N GREENE ST, PO BOX 188
RIVERSIDE, IA 52327-0188

ALL FUNDS

Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes levied on property	841,691		841,691	859,993
Less: Uncollected property taxes-levy year	0		0	0
Net current property taxes	841,691		841,691	859,993
Delinquent property taxes	0		0	0
TIF revenues	0		0	0
Other city taxes	729,269	0	729,269	753,400
Licenses and permits	10,949	0	10,949	4,800
Use of money and property	57,661	0	57,661	37,700
Intergovernmental	275,565	0	275,565	309,232
Charges for fees and service	510	780,236	780,746	774,600
Special assessments	0	0	0	0
Miscellaneous	576,604	0	576,604	560,000
Other financing sources	1,402,485	0	1,402,485	2,980,900
Total revenues and other sources	3,894,734	780,236	4,674,970	6,280,625
Expenditures and Other Financing Uses				
Public safety	167,454	0	167,454	160,245
Public works	192,165	0	192,165	253,758
Health and social services	0	0	0	0
Culture and recreation	201,843	0	201,843	322,081
Community and economic development	25,716	0	25,716	35,950
General government	198,533	0	198,533	334,224
Debt service	224,566	0	224,566	0
Capital projects	1,905,053	0	1,905,053	2,215,000
Total governmental activities expenditures	2,915,330	0	2,915,330	3,321,258
Business type activities	0	582,536	582,536	648,281
Total ALL expenditures	2,915,330	582,536	3,497,866	3,969,539
Other financing uses, including transfers out	1,357,166	92,700	1,449,866	1,230,900
Total ALL expenditures/And other financing uses	4,272,496	675,236	4,947,732	5,200,439
Excess revenues and other sources over (under) Expenditures/And other financing uses	-377,762	105,000	-272,762	1,080,186
Beginning fund balance July 1, 2016	4,039,022	816,206	4,855,228	5,470,200
Ending fund balance June 30, 2017	3,661,260	921,206	4,582,466	6,550,386

Note - These balances do not include $0 held in non-budgeted internal service funds; $0 held in Pension Trust Funds; $0 held in Private Purpose Trust Funds and $0 held in agency funds which were not budgeted and are not available for city operations.

Indebtedness at June 30, 2017

General obligation debt	$0	Other long-term debt	$0
Revenue debt	$0	Short-term debt	$1,065,000
TIF Revenue debt	$0		
		General Obligation Debt Limit	$7,062,581

Part I — REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2017 — CITY OF RIVERSIDE

SELECT ONLY ONE: [ ] GAAP [X] NON-GAAP = CASH BASIS
Indicate by entering an X in the appropriate box on this sheet ONLY

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
1	Section A - TAXES											
2	Taxes levied on property	841,691						841,691			841,691	1
3	Less: Uncollected property taxes - Levy year							0			0	2
4	Net current property taxes	841,691	0		0	0		841,691		T01	841,691	3
5	Delinquent property taxes							0		T01	0	4
6	Total property tax	841,691	0		0	0	0	841,691			841,691	5
7	TIF revenues							0		T01	0	6
	Other city taxes											7
8	Utility tax replacement excise taxes	4,380						4,380		T15	4,380	8
9	Utility franchise tax (Chapter 364.2, Code of Iowa)							0		T15	0	9
10	Parimutuel wager tax							0		C30	0	10
11	Gaming wager tax		426,153					426,153		C30	426,153	11
12	Mobile home tax							0		T19	0	12
13	Hotel/motel tax		191,879					191,879		T19	191,879	13
14	Other local option taxes		106,857					106,857		T09	106,857	14
15	TOTAL OTHER CITY TAXES	4,380	724,889	0	0	0	0	729,269	0		729,269	15
16	Section B - LICENSES AND PERMITS	10,949						10,949		T29	10,949	16
17	Section C - USE OF MONEY AND PROPERTY											17
18	Interest	35,274						35,274		U20	35,274	18
19	Rents and royalties	8,540						8,540		U40	8,540	19
20	Other miscellaneous use of money and property	13,847						13,847		U20	13,847	20
21								0			0	21
22	TOTAL USE OF MONEY AND PROPERTY	57,661	0	0	0	0	0	57,661	0		57,661	22
23												23
24	Section D - INTERGOVERNMENTAL											24
25												25
26	Federal grants and reimbursements											26
27	Federal grants											27
28	Community development block grants							0		B89	0	28
29	Housing and urban development							0		B50	0	29
30	Public assistance grants							0		B50	0	30
31	Payment in lieu of taxes							0		B79	0	31
32								0		B30	0	32
33	Total Federal grants and reimbursements	0	0	0	0	0	0	0	0		0	33
34												34
35												35
36												36
37												37
38												38
39												39
40												40

Continued on next page

Council Packet 12/1/2017

Part I REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2017 – Continued

CITY OF RIVERSIDE

☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
41	Section D - INTERGOVERNMENTAL - Continued											41
42												42
43	State shared revenues											43
44	Road use taxes		123,275					123,275		C46	123,275	44
45												45
46												46
47												47
48	Other state grants and reimbursements											48
49	State grants							0		C89	0	49
50	Iowa Department of Transportation							0		C89	0	50
51	Iowa Department of Natural Resources							0		C89	0	51
52	Iowa Economic Development Authority							0		C89	0	52
53	CEBA grants							0		C89	0	53
54	Commercial & Industrial Replacement Claim	83,106						83,106		C89	83,106	54
55								0			0	55
56								0			0	56
57								0			0	57
58								0			0	58
59								0			0	59
60	Total state	83,106	123,275	0	0	0	0	206,381	0		206,381	60
61												61
62	Local grants and reimbursements											62
63	County contributions							0			0	63
64	Library service							0		D89	0	64
65	Township contributions	66,626						66,626		D89	66,626	65
66	Fire/EMT service							0		D89	0	66
67	Donations	2,558						2,558		D89	2,558	67
68								0			0	68
69								0			0	69
70	Total local grants and reimbursements	69,184	0	0	0	0	0	69,184	0		69,184	70
71	TOTAL INTERGOVERNMENTAL (Sum of lines 33, 60, and 70)	152,290	123,275	0	0	0	0	275,565	0		275,565	71
72	Section E - CHARGES FOR FEES AND SERVICE											72
73	Water							0	386,660	A91	386,660	73
74	Sewer							0	351,490	A8Ø	351,490	74
75	Electric							0		A92	0	75
76	Gas							0		A93	0	76
77	Parking							0		A6Ø	0	77
78	Airport							0		AØ1	0	78
79	Landfill/garbage							0	23,577	A81	23,577	79
80	Hospital							0		A36	0	80

Continued on next page

Part I REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2017 – Continued

CITY OF RIVERSIDE

☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
81	Section E - CHARGES FOR FEES AND SERVICE - Continued											81
82	Transit							0		A94	0	82
83	Cable TV							0		T15	0	83
84	Internet							0		A03	0	84
85	Telephone							0		A03	0	85
86	Housing authority							0		A50	0	86
87	Storm water							0	18,509	A80	18,509	87
88	Other:											88
89	Nursing home							0		A89	0	89
90	Police service fees							0		A89	0	90
91	Prisoner care							0		A89	0	91
92	Fire service charges							0		A89	0	92
93	Ambulance charges							0		A89	0	93
94	Sidewalk street repair charges							0		A44	0	94
95	Housing and urban renewal charges							0		A5Ø	0	95
96	River port and terminal fees							0		A87	0	96
97	Public scales							0		A89	0	97
98	Cemetery charges							0		A03	0	98
99	Library charges							0		A89	0	99
100	Park, recreation, and cultural charges							0		A61	0	100
101	Animal control charges	510						510		A89	510	101
102	Other charges - *Specify*							0			0	102
103								0			0	103
104	TOTAL CHARGES FOR SERVICE	510	0	0	0	0	0	510	780,236		780,746	104
105												105
106	Section F - SPECIAL ASSESSMENTS							0		U01	0	106
107	Section G - MISCELLANEOUS											107
108	Contributions							0		U99	0	108
109	Deposits and sales/fuel tax refunds							0		U99	0	109
110	Sale of property and merchandise	9,900						9,900		U11	9,900	110
111	Fines							0		U30	0	111
112	Internal service charges							0		NR	0	112
113	Other miscellaneous - *Specify*							0			0	113
114	Quarteerly WCRF Grants	58,371						58,371			58,371	114
115	Casino Agreement		508,333					508,333			508,333	115
116								0			0	116
117								0			0	117
118								0			0	118
119								0			0	119
120	TOTAL MISCELLANEOUS	68,271	508,333	0	0	0	0	576,604	0		576,604	120

Continued on next page

Part I REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2017 – Continued

CITY OF RIVERSIDE

☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
121	TOTAL ALL REVENUES (Sum of lines 6, 7, 15,16,22 *71, 104, 106, and 120)*	1,135,752	1,356,497	0	0	0	0	2,492,249	780,236		3,272,485	121
122												122
123	Section H - OTHER FINANCING SOURCES											123
124	Proceeds of capital asset sales					184,242		184,242		NR	184,242	124
125	Proceeds of long-term debt (*Excluding TIF internal borrowing*)							0		NR	0	125
126	Proceeds of anticipatory warrants or other short-term debt							0		A89	0	126
127	*Regular transfers in and interfund loans*	39,200			224,566	1,186,100		1,449,866			1,449,866	127
128	*Internal TIF loans and transfers in*							0			0	128
129	Error correction					-231,623		-231,623			-231,623	129
130								0			0	130
131	TOTAL OTHER FINANCING SOURCES	39,200	0	0	224,566	1,138,719	0	1,402,485	0		1,402,485	131
132	TOTAL REVENUES except for beginning balances *(Sum of lines 121 and 131)*	1,174,952	1,356,497	0	224,566	1,138,719	0	3,894,734	780,236		4,674,970	132
133												133
134	Beginning fund balance July 1, 2016	1,678,117	1,477,041	0	0	883,864	0	4,039,022	816,206		4,855,228	134
135												135
136	TOTAL REVENUES AND OTHER FINANCING SOURCES *(Sum of lines 132 and 134)*	2,853,069	2,833,538	0	224,566	2,022,583	0	7,933,756	1,596,442		9,530,198	136
137												137
138												138
139												139
140												140
141												141
142												142
143												143
144												144
145												145
146												146
147												147
148												148
149												149
150												150
151												151
152												152
153												153
154												154
155												155
156												156
157												157
158												158
159												159

Continued on next page

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2017 — CITY OF RIVERSIDE — ☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
1	Section A — PUBLIC SAFETY											
2	Police department/Crime prevention — Current operation	93,157						93,157		E62	93,157	2
3	Purchase of land and equipment							0		G62	0	3
4	Construction							0		F62	0	4
5	Jail — Current operation							0		E04	0	5
6	Purchase of land and equipment							0		G04	0	6
7	Construction							0		F04	0	7
8	Emergency management — Current operation	2,370						2,370		E89	2,370	8
9	Purchase of land and equipment							0		G89	0	9
10	Flood control — Current operation							0		E59	0	10
11	Purchase of land and equipment							0		G59	0	11
12	Construction							0		F59	0	12
13	Fire department — Current operation	69,991						69,991		E24	69,991	13
14	Purchase of land and equipment							0		G24	0	14
15	Construction							0		F24	0	15
16	Ambulance — Current operation							0		E32	0	16
17	Purchase of land and equipment							0		G32	0	17
18	Building inspections — Current operation	1,420						1,420		E66	1,420	18
19	Purchase of land and equipment							0		G66	0	19
20	Construction							0		F66	0	20
21	Miscellaneous protective services — Current operation							0		E66	0	21
22	Purchase of land and equipment							0		G66	0	22
23	Construction							0		F66	0	23
24	Animal control — Current operation	516						516		E32	516	24
25	Purchase of land and equipment							0		G32	0	25
26	Construction							0		F32	0	26
27	Other public safety — Current operation							0		E89	0	27
28	Purchase of land and equipment							0		G89	0	28
29								0			0	29
30								0			0	30
31								0			0	31
32								0			0	32
33								0			0	33
34								0			0	34
35								0			0	35
36								0			0	36
37								0			0	37
38								0			0	38
39								0			0	39
40	TOTAL PUBLIC SAFETY	167,454	0		0	0	0	167,454			167,454	40

Continued on next page

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2017 – Continued

CITY OF RIVERSIDE

☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
41	**Section B — PUBLIC WORKS**											41
42	Roads, bridges, sidewalks — Current operation	88,615	56,935					145,550		E44	145,550	42
43	Purchase of land and equipment		27,361					27,361		G44	27,361	43
44	Construction							0		F44	0	44
45	Parking meter and off-street — Current operation							0		E60	0	45
46	Purchase of land and equipment							0		G60	0	46
47	Construction							0		F60	0	47
48	Street lighting — Current operation	15,898						15,898		E44	15,898	48
49	Traffic control safety — Current operation							0		E44	0	49
50	Purchase of land and equipment							0		G44	0	50
51	Construction							0		F44	0	51
52	Snow removal — Current operation		3,356					3,356		E44	3,356	52
53	Purchase of land and equipment							0		G44	0	53
54	Highway engineering — Current operation							0		E44	0	54
55	Purchase of land and equipment							0		G44	0	55
56	Construction							0		F44	0	56
57	Street cleaning — Current operation							0		E81	0	57
58	Purchase of land and equipment							0		G81	0	58
59	Airport (if not an enterprise) — Current operation							0		E01	0	59
60	Purchase of land and equipment							0		G01	0	60
61	Construction							0		F01	0	61
62	Garbage (if not an enterprise) — Current operation							0		E81	0	62
63	Purchase of land and equipment							0		G81	0	63
64	Construction							0		F81	0	64
65	Other public works — Current operation							0		E89	0	65
66	Purchase of land and equipment							0		G89	0	66
67	Construction							0		F89	0	67
68								0			0	68
69								0			0	69
70								0			0	70
71								0			0	71
72								0			0	72
73								0			0	73
74								0			0	74
75								0			0	75
76								0			0	76
77								0			0	77
78								0			0	78
79								0			0	79
80	**TOTAL PUBLIC WORKS**	104,513	87,652		0	0	0	192,165			192,165	80

Continued on next page

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2017 – Continued CITY OF RIVERSIDE

☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
81	Section C — HEALTH AND SOCIAL SERVICES											81
82	Welfare assistance — Current operation							0		E79	0	82
83	Purchase of land and equipment							0		G79	0	83
84	City hospital — Current operation							0		E36	0	84
85	Purchase of land and equipment							0		G36	0	85
86	Construction							0		F36	0	86
87	Payments to private hospitals — Current operation							0		E36	0	87
88	Health regulation and inspections — Current operation							0		E32	0	88
89	Purchase of land and equipment							0		G32	0	89
90	Construction							0		F32	0	90
91	Water, air, and mosquito control — Current operation							0		E32	0	91
92	Purchase of land and equipment							0		G32	0	92
93	Construction							0		F32	0	93
94	Community mental health — Current operation							0		E32	0	94
95	Purchase of land and equipment							0		G32	0	95
96	Construction							0		F32	0	96
97	Other health and social services — Current operation							0		E79	0	97
98	Purchase of land and equipment							0		G79	0	98
99	Construction							0		F79	0	99
100								0			0	100
101								0			0	101
102								0			0	102
103	TOTAL HEALTH AND SOCIAL SERVICES	0	0		0	0	0	0			0	103
104												104
105												105
106												106
107												107
108												108
109												109
110												110
111												111
112												112
113												113
114												114
115												115
116												116
117												117
118												118
119												119
120												120

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Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2017 -- Continued **CITY OF RIVERSIDE** ☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
121	**Section D — CULTURE AND RECREATION**											121
122	Library services — Current operation	19,363						19,363		E52	19,363	122
123	Purchase of land and equipment							0		G52	0	123
124	Construction							0		F52	0	124
125	Museum, band, theater — Current operation							0		E61	0	125
126	Purchase of land and equipment							0		G61	0	126
127	Parks — Current operation	87,279						87,279		E61	87,279	127
128	Purchase of land and equipment							0		G61	0	128
129	Construction							0		F61	0	129
130	Recreation — Current operation							0		E61	0	130
131	Purchase of land and equipment							0		G61	0	131
132	Construction							0		F61	0	132
133	Cemetery — Current operation	5,500						5,500		E03	5,500	133
134	Purchase of land and equipment							0		G03	0	134
135	Community center, zoo, marina, and auditorium	14,197						14,197		E61	14,197	135
136	Other culture and recreation		75,504					75,504		E61	75,504	136
137	Purchase of land and equipment							0		G61	0	137
138	Construction							0		F61	0	138
139	**TOTAL CULTURE AND RECREATION**	126,339	75,504		0	0	0	201,843			201,843	139
140	**Section E — COMMUNITY AND ECONOMIC DEVELOPMENT**											140
141	Community beautification — Current operation	12,582						12,582		E89	12,582	141
142	Purchase of land and equipment							0		G89	0	142
143	Economic development — Current operation	13,134						13,134		E89	13,134	143
144	Purchase of land and equipment							0		G89	0	144
145	Housing and urban renewal — Current operation							0		E50	0	145
146	Purchase of land and equipment							0		G50	0	146
147	Construction							0		F50	0	147
148	Planning and zoning — Current operation							0		E29	0	148
149	Purchase of land and equipment							0		G29	0	149
150	Other community and economic development — Current operation							0		E89	0	150
151	Purchase of land and equipment							0		G89	0	151
152	Construction							0		F89	0	152
153	TIF Rebates							0		E89	0	153
154	**TOTAL COMMUNITY AND ECONOMIC DEVELOPMENT**	25,716	0	0	0	0	0	25,716			25,716	154
155												155
156												156
157												157
158												158

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

Continued on next page

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2017 – Continued **CITY OF RIVERSIDE** ☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (g)) (i)	Line No.
159	**Section F — GENERAL GOVERNMENT**											159
160	Mayor, council and city manager — Current operation	17,113						17,113		E29	17,113	160
161	Purchase of land and equipment							0		G29	0	161
162	Clerk, Treasurer, financial administration — Current operation	79,916						79,916		E23	79,916	162
163	Purchase of land and equipment							0		G23	0	163
164	Elections — Current operation							0		E89	0	164
165	Purchase of land and equipment							0		G89	0	165
166	Legal services and city attorney — Current operation	18,381						18,381		E25	18,381	166
167	Purchase of land and equipment							0		G25	0	167
168	City hall and general buildings — Current operation	83,123						83,123		E31	83,123	168
169	Purchase of land and equipment							0		G31	0	169
170	Construction							0		F31	0	170
171	Tort liability — Current operation							0		E89	0	171
172	Other general government — Current operation							0		E89	0	172
173	Purchase of land and equipment							0		G89	0	173
174								0			0	174
175								0			0	175
176	**TOTAL GENERAL GOVERNMENT**	198,533	0	0	0	0	0	198,533			198,533	176
177	**Section G — DEBT SERVICE**											177
178	GO Bond Payment				224,566			224,566			224,566	178
179	*CORRECTION*							0			0	179
180								0			0	180
181								0			0	181
182	**TOTAL DEBT SERVICE**	0	0	0	224,566	0	0	224,566			224,566	182
183	**Section H — REGULAR CAPITAL PROJECTS — *Specify***											183
184	ELLA STREET PROJECT					862,631		862,631			862,631	184
185	2ND & WASHBURN STREET PROJECT					674,639		674,639			674,639	185
186	OTHER CAPITAL IMPROVEMENT PROJECTS					367,783		367,783			367,783	186
187	**Subtotal Regular Capital Projects**	0	0		0	1,905,053	0	1,905,053			1,905,053	187
188	**— TIF CAPITAL PROJECTS — *Specify***										0	188
189								0			0	189
190								0			0	190
191								0			0	191
192	**Subtotal TIF Capital Projects**	0	0	0	0	0	0	0			0	192
193	**TOTAL CAPITAL PROJECTS**	0	0	0	0	1,905,053	0	1,905,053			1,905,053	193
194	**TOTAL GOVERNMENTAL ACTIVITIES EXPENDITURES (Sum of lines 40, 80, 103, 139, 154, 176, 182, 193)**	622,555	163,156	0	224,566	1,905,053	0	2,915,330			2,915,330	194
195												195
196												196

Continued on next page

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2017 – Continued CITY OF RIVERSIDE ☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF Special revenue (c)	Debt service (d)	Capital projects (e)	Permanent Fund (f)	Total current governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of col. (h)) (i)	Line No.
197	Section I — BUSINESS TYPE ACTIVITIES											197
198	Water — Current operation								306,769	E91	306,769	198
199	Purchase of land and equipment									G91	0	199
200	Construction									F91	0	200
201	Sewer and sewage disposal — Current operation								254,124	E80	254,124	201
202	Purchase of land and equipment									G80	0	202
203	Construction									F80	0	203
204	Electric — Current operation									E92	0	204
205	Purchase of land and equipment									G92	0	205
206	Construction									F92	0	206
207	Gas Utility — Current operation									E93	0	207
208	Purchase of land and equipment									G93	0	208
209	Construction									F93	0	209
210	Parking — Current operation									E60	0	210
211	Purchase of land and equipment									G60	0	211
212	Construction									F60	0	212
213	Airport — Current operation									E01	0	213
214	Purchase of land and equipment									G01	0	214
215	Construction									F01	0	215
216	Landfill/Garbage — Current operation								21,643	E81	21,643	216
217	Purchase of land and equipment									G81	0	217
218	Construction									F81	0	218
219	Hospital — Current operation									E36	0	219
220	Purchase of land and equipment									G36	0	220
221	Construction									F36	0	221
222	Transit — Current operation									E94	0	222
223	Purchase of land and equipment									G94	0	223
224	Construction									F94	0	224
225	Cable TV, telephone, Internet — Current operation									E03	0	225
226	Purchase of land and equipment									G03	0	226
227	Housing authority — Current operation									E50	0	227
228	Purchase of land and equipment									G50	0	228
229	Construction									F50	0	229
230	Storm water — Current operation									E80	0	230
231	Purchase of land and equipment									G80	0	231
232	Construction									F80	0	232
233												233
234												234
235												235
236												236

Continued on next page

Part II EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2017 – Continued CITY OF RIVERSIDE

☐ GAAP ☒ NON-GAAP = CASH BASIS

Line No.	Item description	General (a)	Special revenue (b)	TIF special revenue (c)	Debt service (d)	Capital projects (e)	Permanent (f)	Total governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Code	GRAND TOTAL (Sum of cols. (g) and (h)) (i)	Line No.
237	Section I — BUSINESS TYPE ACTIVITIES — *Cont.*											237
238	Other business type — Current operation									E89	0	238
239	Purchase of land and equipment									G89	0	239
240	Construction									F89	0	240
241												241
242	Enterprise Debt Service										0	242
243	Enterprise Capital Projects										0	243
244	Enterprise TIF Capital Projects										0	244
245	Internal service funds — *Specify*											245
246											0	246
247											0	247
248											0	248
249											0	249
250											0	250
251	TOTAL BUSINESS TYPE ACTIVITIES								582,536		582,536	251
252												252
253	TOTAL EXPENDITURES *(Sum of lines 194 and 251)*	622,555	163,156	0	224,566	1,905,053	0	2,915,330	582,536		3,497,866	253
254	Section J — OTHER FINANCING USES INCLUDING TRANSFERS OUT									NE		254
255	Regular transfers out	55,000	1,302,166					1,357,166	92,700		1,449,866	255
256	Internal TIF loans/repayments and transfers out							0			0	256
257								0			0	257
258	TOTAL OTHER FINANCING USES	55,000	1,302,166	0	0	0	0	1,357,166	92,700		1,449,866	258
259	TOTAL EXPENDITURES AND OTHER FINANCING USES *(Sum of lines 253 and 258)*	677,555	1,465,322	0	224,566	1,905,053	0	4,272,496	675,236		4,947,732	259
260												260
261	Ending fund balance June 30, 2017:											261
262	Governmental:											262
263	Nonspendable	0	0	0	0	0	0	0			0	263
264	Restricted							0			0	264
265	Committed	1,616,242				117,530		1,733,772			1,733,772	265
266	Assigned	559,272	1,368,216					1,927,488			1,927,488	266
267	Unassigned							0			0	267
268	Total Governmental	2,175,514	1,368,216	0	0	117,530	0	3,661,260			3,661,260	268
269	Proprietary								921,206		921,206	269
270	Total ending fund balance June 30, 2017	2,175,514	1,368,216	0	0	117,530	0	3,661,260	921,206		4,582,466	270
271	TOTAL REQUIREMENTS *(Sum of lines 259 and 270)*	2,853,069	2,833,538	0	224,566	2,022,583	0	7,933,756	1,596,442		9,530,198	271
272												272

Continued on next page

Part III INTERGOVERNMENTAL EXPENDITURES

CITY OF RIVERSIDE

Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. *Enter amount, omit cents.*

Purpose	Amount paid to other local governments
Correction	M05 $
Health	M32
Highways	M44
Transit subsidies	M94
Libraries	M92 19,363
Police protection	M92 93,157
Sewerage	M60
Sanitation	M81
All other	M89 $

Purpose	Amount paid to State
Highways	L44 $
All other	L69 $

Part IV SALARIES AND WAGES

Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

	Amount - *Omit cents*	
Total salaries and wages paid	Z00 $	174,261

Part V DEBT OUTSTANDING, ISSUED, AND RETIRED

A. Long-term debt

Purpose	Debt outstanding JULY 1, 2016 (a)	Debt during the fiscal year: Issued (b)	Debt during the fiscal year: Retired (c)	Debt Outstanding JUNE 30, 2017: General obligation (d)	TIF revenue (e)	Revenue (f)	Other (g)	Interest paid this year (h)
1. Water utility	19U $	29U $	39U $	49U $	49U $	49U $	49U $	I91 $
2. Sewer utility	19U	29U	39U	49U	49U	49U	49U	I89
3. Electric utility	19U	29U	39U	49U	49U	49U		I92
4. Gas utility	19U	29U	39U	49U	49U	49U		I93
5. Transit-bus	19U	29U	39U	49U	49U	49U		I94
6. Industrial Revenue	19T	24T	34T		44T	44T		I89
7. Mortgage revenue	19T	24T	34T		44T	44T		I89
8. TIF revenue	19U	29U	39U	49U	49U	49U	49U	I89
Other-Specify 9.	19U	29U	39U	49U	49U	49U	49U	I89
10.	19U	29U	39U	49U	49U	49U	49U	I89
11.	19U	29U	39U	49U	49U	49U	49U	I89
12.	19U	29U	39U	49U	49U	49U	49U	I89
13.	19U	29U	39U	49U	49U	49U	49U	I89
14.	19U	29U	39U	49U	49U	49U	49U	I89
Total long-term debt	0	0	0	0	0	0	0	0

B. Short-term debt

		Amount - Omit cents
Outstanding as of JULY 1, 2016	61V $	1,265,000
Outstanding as of JUNE 30, 2017	64V $	1,065,000

Part VI DEBT LIMITATION FOR GENERAL OBLIGATION BONDS

Assessed Valuations by Levy Authority and County, AY2015/FY2017

Actual valuation -- January 1, 2015

	Amount - Omit cents		
$	141,251,617	x .05 = $	7,062,581

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2017

Type of asset	Bond and Interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	all other funds funds (d)	Total (e)
			Amount - Omit cents		
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude *value of real property.*	W01 $	W31 $	W61	4,657,970	4,657,970 V98

REMARKS

Continued on next page

FORM F-60(IA-2) (7-3-2017)

RESOLUTION #120417-07

RESOLUTION APPROVING THE ANNUAL URBAN RENEWAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2017

Whereas, the City of Riverside City Council has reviewed the FY 16-17 Annual Urban Renewal Report for the City of Riverside as submitted by the City Clerk for the City of Riverside.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Annual Urban Renewal for the fiscal year ending June 30, 2017 as prepared by the City Clerk for the City of Riverside, Iowa.

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

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa on this 4th day of December, 2017.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Lory Young, City Clerk

Annual Urban Renewal Report, Fiscal Year 2016 - 2017

evy Authority Summary

ocal Government Name: RIVERSIDE
ocal Government Number: 92G886

ctive Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
IVERSIDE URBAN RENEWAL	92001	0

IF Debt Outstanding: **0**

IF Sp. Rev. Fund Cash Balance s of 07-01-2016:	**0**	**0**	**Amount of 07-01-2016 Cash Balance Restricted for LMI**
IF Revenue:	0		
IF Sp. Revenue Fund Interest:	0		
roperty Tax Replacement Claims	0		
sset Sales & Loan Repayments:	0		
otal Revenue:	**0**		
ebate Expenditures:	0		
on-Rebate Expenditures:	0		
eturned to County Treasurer:	0		
otal Expenditures:	**0**		
IF Sp. Rev. Fund Cash Balance s of 06-30-2017:	**0**	**0**	**Amount of 06-30-2017 Cash Balance Restricted for LMI**

ear-End Outstanding TIF bligations, Net of TIF Special evenue Fund Balance: **0**

♣ Annual Urban Renewal Report, Fiscal Year 2016 - 2017

'rban Renewal Area Data Collection

ocal Government Name:	RIVERSIDE (92G886)
'rban Renewal Area:	RIVERSIDE URBAN RENEWAL
R Area Number:	92001
R Area Creation Date:	02/1993
R Area Purpose:	To stimulate private investment within the community. To stabilize and strengthen the City's economic base. To promote affordable housing stock, attract new comm/industrial development. To enhance quality of life and increase employment opportunities.

'ax Districts within this Urban Renewal Area	Base No.	Increment No.	Incremen Value Used

'rban Renewal Area Value by Class - 1/1/2015 for FY 2017

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Tota
ssessed	0	0	0	0	0	0	0		0
axable	0	0	0	0	0	0	0		0
omestead Credits									

IF Sp. Rev. Fund Cash Balance s of 07-01-2016:	**0**	**0**	**Amount of 07-01-2016 Cash Balance Restricted for LMI**
IF Revenue:	0		
IF Sp. Revenue Fund Interest:	0		
roperty Tax Replacement Claims	0		
sset Sales & Loan Repayments:	0		
otal Revenue:	**0**		
ebate Expenditures:	0		
on-Rebate Expenditures:	0		
eturned to County Treasurer:	0		
otal Expenditures:	**0**		
IF Sp. Rev. Fund Cash Balance s of 06-30-2017:	**0**	**0**	**Amount of 06-30-2017 Cash Balance Restricted for LMI**

RESOLUTION #120417-08

RESOLUTION TO APPROVE THE REVISED EMPLOYEE HANDBOOK

Whereas, the City of Riverside met in regular session on December 4th, 2017 and di make the following motion to approve the revised Employee Handbook, effective upon signature of this resolution.

Therefore, be it resolved the City of Riverside City Council does hereby approve the revised edition of the Employee Handbook.

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 4th day of December, 2017.

Signed: _____ Date:_____

Allen Schneider, Mayor

Attest: _____ Date:_____

Lory Young, City Clerk

CITY OF RIVERSIDE
EMPLOYEE HANDBOOK

City of RIVERSIDE

Trek
"Where the ~~Best~~ Begins"

December 2017

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WELCOME

Welcome

We hope you will find a great deal of challenge and personal satisfaction in your employment with the City of Riverside. You have an important role in accomplishing the goals of the City. The City has a proud tradition built on the excellence of its employees and their work. We challenge you to help maintain and improve our tradition.

As a City employee, it is very important that you always present the best possible image to the public. Remember to act promptly, be courteous and treat people, our customers, respectfully. Your actions will make a lasting impression. Be sure it is a positive one.

Employment – At – Will

This handbook is presented as a matter of information only; it is not intended to form a contract between the City of Riverside and the employee. Riverside reserves the right to change or eliminate any or all of the policies, procedures, work rules or benefits herein at any time, with or without prior notice.

The policies and procedures outlined in this handbook are applicable to all employees of the City of Riverside.

Whenever the provisions of this handbook are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the City and a certified bargaining unit, the provisions of the Code of Iowa and/or the collectively-bargained agreement will prevail.

Just as you retain the right to terminate your employment at any time for any reason, Riverside retains a similar right. No policy or practice of the City should be construed to change this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

The policies contained in this Handbook are informational in nature and may not address every situation or answer every question about employment. If you can't find an answer to your question in the handbook, contact the City Clerk for assistance.

Equal Employment Opportunity

The City of Riverside is strongly committed to equal employment and opportunity (EEO) and to the benefits that come from a diverse work force.

It is the objective of the City of Riverside to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

Riverside has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment.

Harassment

It is the policy of the City of Riverside that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other protected characteristic as established by law.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of the City Clerk, City Attorney, Mayor, or a member of the City Council. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

Sexual Harassment

It is the policy of the City of Riverside that no employee be harassed by another employee or supervisor on the basis of sex.

The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment. Also prohibited is subtle pressures for sexual favors, including implying that an applicant's or employee's cooperation of a sexual nature, or refusal thereof, will have any effect on the person's employment, job assignment, wages, promotion, or any other condition of employment.

In addition, any behavior of a sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes but is not limited to:

a. Repeated sexual flirtations, advances, or propositions.

b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.

c. Any uninvited physical contact or touching, such as patting, pinching or other contact.

d. Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to sexual harassment should bring the matter directly to the immediate attention of their department head, City Administrator, City Clerk, City Attorney, Mayor, or a member of the City Council. All complaints or reports of sexual harassment will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith sexual harassment complaint or participates in an investigation relating to such a complaint.

Employee Relations/Chain of Command

The City of Riverside believes in an atmosphere of trust, cooperation, and respect with our employees. To achieve this goal, we maintain an open door policy that is intended to encourage open communications and to quickly settle differences, misunderstandings, or complaints. Normally, your initial contact should be with the Mayor and/or Mayor Protem.

As an employee, if you are not satisfied with the response from the Mayor and/or Mayor Protem, your next step would be to contact a member of City Council. Our experience has shown that when employees deal openly and directly with their immediate supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. The City of Riverside is committed to responding effectively to employee concerns

All City Employees report directly to the Mayor. It is the Mayor's responsibility to inform City Employees when he/she will not be available and to whom they will report to during his/her absence. During emergency situations employees are expected to take direction from any of the following: City Clerk and Mayor.

Veteran's Preference

Any honorably discharged veteran, as defined by Iowa law, shall be entitled to preference in appointment and employment over other applicants of no greater qualifications.

Military Leave
Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

Disability Accommodations

The City of Riverside is committed to complying fully with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act, Amendment Act (ADAAA) ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Employee Medical Examinations

The City of Riverside may require medical and drug-screening examinations upon offer of employment with the City for certain positions. Candidates applying for positions with the City of Riverside will be informed of the need for these medical and drug-screening examinations as a condition of employment. This is to ensure that the prospective employee is free from illegal drugs and physically capable to perform the requirements of the job for which he/she has been hired. The City of Riverside covers the cost of the drug screening and medical examination. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exams.

Conflict of Interest

The City of Riverside requires all employees to conduct business in a manner that does not present an actual or potential conflict of interest.

Transactions with outside entities must be conducted within acceptable standards of operation. Business dealings with outside entities are not to result in unusual gains for those firms, the employee, or both. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to benefit the employee, the outside entity, or both. Promotional plans that could be interpreted to involve unusual or liberal incentives to potential customers in order to gain business require specific approval by the Riverside City Council.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or friend as a result of the City of Riverside's business dealings. For the purposes of this standard, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" will be made by the mere existence of a relationship with outside entities. However, if an employee has any influence or transactions involving purchases, contracts, or leases, it is imperative he/she immediately discloses to his/her supervisor or City Administrator/Clerk the existence of any actual or potential conflict of interest. The City of Riverside shall then attempt to establish safeguards intended to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City of Riverside does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving the City of Riverside.

The materials, products, designs, plans, ideas, and data of this organization are the property of the City of Riverside and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent an employee has personally gained by such action, constitutes misconduct. Any employee participating in such activity may be subject to corrective and/or legal action, including discharge.

Nondisclosure of Confidential Information

The protection of confidential City information is vital to the interests and the success of the City of Riverside. Employees shall not disclose or use any confidential information during or after their employment with the City of Riverside.

Additionally, our citizens and suppliers entrust the City of Riverside with important information relating to their businesses. The nature of this relationship requires maintenance of

confidentiality. In safeguarding the information, the City of Riverside earns the respect and further trust of our residents.

If someone questions you outside the City of Riverside or your department and you are concerned about the appropriateness of giving him or her certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor or Mayor.

Business Ethics and Conduct

The Iowa Ethics and Gift Law governs the acceptance of gifts, conflicts of interest, hiring relatives, transacting of private business with a public employer, and acquiring urban renewal land by city officials.

Under Iowa Law, you are not allowed to accept any gifts with a value of more than $3.00 per day from the following types of restricted donors:

- Those seeking to do business with the City
- Those engaged in activities which are regulated or controlled by the City

The success of the City of Riverside depends upon the quality of the relationships between the City, our employees, citizens, suppliers, and the general public. In a sense, regardless of your position, you are the City's ambassador. Below are several things you can do to help give residents a good impression of the City of Riverside.

- Act competently and deal with residents and the general public in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on responsibilities and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take pride in your work, and enjoy doing your very best.

The successful business operation and reputation of the City of Riverside is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City of Riverside is dependent upon our citizens' trust, and we are dedicated to preserving that trust. Employees owe a duty to the City of Riverside and its citizens to act in a way that will merit the continued trust and confidence of the public.

The City of Riverside will comply with all applicable laws and regulations and expects its Mayor, Council, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the City Clerk or Mayor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Riverside employee.

Hiring of Relatives

The employment of relatives in the same area of the City of Riverside may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Therefore, full-time employment of relatives of the City's supervisors, and general staff is discouraged.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

To avoid possible conflicts, the City of Riverside does not allow employees to directly supervise their spouse, children, parents, brothers, sisters, grandparents, grandchildren, in-laws, or any person whose relationship with the employee is similar to that of persons who are related by blood or marriage, nor does the City allow employees to hold positions in which they can influence the pay or promotional opportunities of these relatives. In addition, the relatives of the City of Riverside employees cannot be transferred into such a reporting relationship.

In regard to the recruitment and employment of new employees, it is the responsibility of the City of Riverside's current employees to promptly inform the City Clerk and Mayor, of any family relationship which may exist between the applicant and the employee.

If the relative relationship is established after employment, an immediate decision must be made by the affected individuals regarding the preference for the person who will be transferred or terminated. The City Council will make the final decision.

Exceptions to this policy may be considered for part-time or temporary, seasonal work during the summer months. The City Council will review other exceptions on a case-by-case basis.

Residency Requirement

All personnel are required to reside within 20 miles of the City of Riverside city limits. Any change of address from their current address will require the employee to comply with the residency requirement as set out above. Any changes must be reported to the City Clerk immediately.

Employment Categories

The City of Riverside will maintain defined employment categories as follows for the determination of benefits eligibility, termination procedures, and other employment-related functions.

> **Regular Full-Time:** An employee who has successfully completed his/her probationary period and who works an average of 40 or more hours per week. Individuals employed as regular full-time are eligible for offered benefits subject to the terms, limitations, and conditions of each benefit plan.
>
> **Regular Part-Time:** An employee who has successfully completed his/her introductory period and who works less than 40 hours per week.
>
> **Temporary/Seasonal:** An employee who is hired to work on an as-needed basis, either full-time or part-time. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status until the employee is specifically notified of a change.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of

federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

Probationary Period

Your first 90 days of employment with the City of Riverside are considered a probationary period and during that period you will be eligible for benefits as described in this handbook. You will be eligible for health care insurance coverage on the first day of the next month after the first 30 days.

The probationary period will be a time for getting to know your fellow employees, supervisor, and the tasks involved with your position, as well as becoming familiar with the City of Riverside's services. During this probationary period, the City of Riverside will evaluate your suitability for employment and you can evaluate the City as well. Please understand, however, that completion of the probationary period does not guarantee continued employment.

At the end of the probationary period, your supervisor will discuss your job performance with you. This review will be similar to the job performance review that is held for regular full-time or part-time employees on an annual basis and will be documented and placed in your personnel file. The Mayor will recommend to the City Council whether to retain you as a permanent employee or terminate your employment.

A former employee, who has been rehired after a separation from the City of Riverside of more than 1 year, is considered a probationary employee during their first 90 days following rehire.

Employee Files

Employee files are the property of the City of Riverside and access to the information contained within them is confidential and restricted. Employee files include such documents and forms necessary to meet the legal and administrative requirements of employment. Employees may review information in their employment file with reasonable advance notice, provided the request is received in writing and is signed by the employee. Employee files may be reviewed only while in the presence of **City Clerk.** The area where city files are stored is a controlled access area.

The City of Riverside requires each employee to promptly notify the City Clerk, in writing, of any changes in personnel data. Personal mailing addresses, telephone numbers, changes in federal/state tax withholdings, the names of individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports must be accurate and current at all times

Job Posting

The City of Riverside provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted for a minimum of 10 days.

Job openings will be posted on the Bulletin Board in City Hall. Each job posting notice will include the date, job title, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

The City of Riverside reserves the right to use other recruiting sources to fill open positions at their discretion

Performance Evaluation

Employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance reviews are normally conducted on an annual basis to provide both management and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Mayor shall provide the City Council with a summary following your annual evaluation and share with the Council any recommendations they would like to make concerning your employment status.

General areas of interest to be covered by the Mayor during the evaluation include: initiative and teamwork, attendance, problem solving skills, attitude, punctuality, and professional development. Job specific areas of interest will also be discussed during your evaluation. The Mayor may also provide you with certain goals and benchmarks based on your professional strengths and areas needing improvement.

Employee Benefits

The City of Riverside provides various benefits to eligible employees.

Leave benefits are offered to regular full-time employees.

Pro-rated leave benefits are offered to regular part-time employees whose regular work schedule is 20 hours or more per week, averaged over the monthly pay period, according to the following schedule:

- 20-29 hours of work per week 50% of regular benefits
- 30-39 hours of work per week 75% of regular benefits

Hours for part-time employees will be reviewed quarterly to verify that the employee is working the required number of hours to be eligible for leave benefits.

Individual program eligibility is dependent upon the requirements of each specific benefit plan. Particular employee benefit programs are explained in detail in this section. Additional information regarding all benefit programs is available upon request from the City Clerk.

Regular full-time employees of the City of Riverside are eligible to participate in the City's Group Health Insurance, Life Insurance, Dental Insurance, and Disability Insurance programs. Some benefit programs require contributions from the employee; however, other benefits are fully paid by the City.

Benefits Continuation (COBRA)

The City of Riverside allows employees and their qualified beneficiaries presently enrolled, the opportunity to continue health insurance coverage under the City's group plan, as required by law. Employees are eligible when a "qualifying event" would normally result in the loss of eligibility. Qualifying events may include resignation or termination of employment, death, or disability of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and/or dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary will be required to pay the full cost for coverage at the City's group rates plus an administrative fee.

Eligible employees are notified in writing of their rights under COBRA when the employee becomes eligible for coverage continuation. For more information regarding this benefit, please contact the City Administrator or City Clerk.

Bereavement Leave

If an employee wishes to take time off due to the death of an immediate family member, the employee must notify his/her supervisor immediately. Eligible employees may be granted **up to** 5 work days of paid bereavement leave set forth below, to attend the funeral and make any necessary arrangements associated with the death. The Mayor reserves the right to allow non-consecutive days of bereavement leave.

- Spouse – 5 days
- Children (including stepchildren) – 5 days
- Parent(s) (including stepparents) – 5 days
- Domestic partner – 5 days
- Brother or Sister – 5 days
- Grandmother or Grandfather – 3 days
- Grandchildren – 3 days
- Father-in-law or Mother-in-law – 3 days
- Brother-in-law or Sister-in-law – 3 days
- Grandfather-in-law or Grandmother-in-law – 3 days
- Aunt or Uncle – 1 day
- Aunt-in-law or Uncle-in-law – 1 day
- Niece or Nephew – 1 day

The employee may, with the approval of the Mayor, use any available paid leave for additional time off. The hours of bereavement leave will not be utilized in the calculation of overtime.

Educational Leave / Certification Reimbursement

The City of Riverside believes in assisting its employees in professional development and will consider all requests for certification and educational reimbursements.

Educational Opportunities

Employees may request reimbursement (tuition and books) for certain educational endeavors. The request should be submitted to the Mayor prior to starting the class. The Mayor, and/or City Council will ultimately make the approval for reimbursement. All requests are subject to the following requirements:

1. The course shall directly relate to the operations of the City.

2. The work must be completed in an officially accredited educational institution.

3. The employee shall successfully complete the course. Successful completion is defined as passing the course with a grade of a C or better. An A, B, or C will be reimbursed 100%; any below a C will not be reimbursed. Pass/fail classes will be reimbursed at 100% if the employee passes the course; if employee fails they will not be reimbursed.

4. Participation in any course shall not impede an employee's work performance nor interfere with normal designated work hours unless approved by Mayor.

7. Full reimbursement to the City is required if the employee fails to successfully complete the course or with draws after the deadline for refunds.

8. A copy of any certificate obtained through City financed training must be given to the City Clerk within 30 days of completion.

These requirements also apply to continuing education classes that might be needed to keep certifications current.

Certification

The City of Riverside will provide the necessary time, expenses, and tuition for employees whose duties require certification to attend the basic training course to obtain the valid professional certificate. The City reserves the right to select the course that an employee may attend.

Membership fees for professional organizations, endorsement fees, and required license expenses related to the employee's duties or position will be covered by the City if mutually beneficial to both the City and the employee. The City Administrator and/or City Council will decide which fees and expenses the City will reimburse.

Personal Leave of Absence

In certain cases, the City of Riverside may allow an unpaid leave of absence for personal reasons. The Employee should request a leave of absence from the Mayor. If the City honors such a request, that employee will not be compensated for the amount of time that is not worked. At any time, the City may require written documentation in regard to why the leave of absence is being requested. A personal leave of absence may be granted for up to 30 days. If your leave is extended to more than 30 calendar days, benefits may stop accruing at the discretion of the City Administrator, Mayor, and/or City Council. If the employee does not return at the agreed upon date, then termination of employment shall result.

Absence without permission after three days is considered job abandonment and will result in a voluntary resignation.

Health / Dental Insurance

The City of Riverside's health and dental insurance plans provides employees access to medical and dental insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan. Eligible employees may participate in the health and dental insurance plans subject to all terms and conditions of the agreement between the City of Riverside and the insurance carrier.

The City of Riverside will pay 95% for the single health/dental plan; 90% for the family health/dental plan with the employee responsible for the remaining 5-10% health/dental insurance premiums.

A change in employment classification that would result in loss of eligibility to participate in the health and dental insurance plans may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Contact the City Clerk for additional information regarding health and dental insurance benefits.

The City reserves the right to change the amount of its contribution at any time and also change insurance carriers at any time, which may lead to a change in benefits available. Employees will be notified of any changes as soon as practible.

Sick Leave Benefits

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of their position;
2. Illness of a member of the employee's family, including spouse, child, or parent necessitating the employee to be in attendance;
3. Medical, dental, or optical appointments, which cannot be scheduled during non-working hours.

All City of Riverside employees will accrue sick leave pay in the following manner:

- Regular full-time employees shall accumulate sick leave at the rate of 8 hours per month of completed employment up to a maximum of 480 hours.

- Regular part-time employees, whose regular work schedule is 20 hours or more per week, may accumulate sick leave on the pro-rated schedule set forth previously.

Sick leave shall not count as time worked for the computation of overtime.

Pregnancy Leave

An employee who is disabled because of the employee's pregnancy, childbirth, or related medical conditions, will be granted a leave of absence during the period of the disability, up to a maximum of 8 weeks.

An employee who wishes to use pregnancy leave must provide timely notice of the period of leave requested.

Family and Medical Leave (FMLA)

The Family Medical Leave Act requires employers who employ 50 or more employees to provide up to 26 weeks per year of unpaid job-protected leave for certain family and medical reasons.

Life Insurance

Life insurance offers you and your family important financial protection. The City of Riverside provides a basic life insurance plan for eligible employees and will pay 100%.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Regular full-time eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the City of Riverside and the insurance carrier.

Details of the basic life insurance plan and AD&D, including benefit amounts, are available by contacting the City Clerk.

SHORT- AND LONG-TERM DISABILITY

The City of Riverside will provide and pay 100% for Short- and Long-Term Disability to regular full-time employees. Information regarding these benefits is available by contacting the City Clerk. Eligibility to participate in the disability insurance program is determined by the carrier not by the City of Riverside.

ACCIDENT REPORTING/WORKERS' COMPENSATION INSURANCE

Any employee who sustains a work-related injury or illness must inform his or her supervisor immediately, no matter how minor the injury or illness may appear. In all cases, an injury/incident report must be completed with the City Clerk and signed by the employee within 24 hours of the injury or illness. Based on the circumstances associated with the injury or illness, the employee may be eligible for compensation according to the state's work disability laws and regulations. The City reserves the right to request that an affected employee see a physician chosen by the City for verification of workers' compensation injuries or disabilities.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

Holidays

The City recognizes 11 holidays as listed below:

- New Year's Eve Day
- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

The City of Riverside will grant paid holiday time off to all regular full-time employees and to regular part-time employees whose regular work schedule is 20 hours or more per week, pro-rated according to the schedule set forth in "Employee Benefits." Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would regularly have worked on that day.

If a recognized holiday falls on a Saturday or Sunday, the holiday is observed on the previous Friday or following Monday.

If an eligible nonexempt full-time employee works on a recognized holiday, employee will receive wages at straight-time rate for the observed holiday, plus wages one and one-half times his/her straight-time rate for the hours worked.

Holiday pay shall not count as time worked for the computation of overtime.

Vacation

The City of Riverside shall make available vacation time off with pay to regular full-time employees for the opportunity of rest, relaxation, and personal pursuits. Vacation time off with pay will be available to regular part-time employees whose normal work schedule is more than 20 hours per week according to the pro-rated schedule set forth previously.

Vacation benefits are calculated based on the employee's employment anniversary date. Accrual rates are as follows:

- 1 Year = 40 (Vacation is accrued at 1.54 hours/pay period)
- 2-5 Years = 80 (Vacation is accrued at 3.08 hours/pay period)
- 6-10 Years = 120 (Vacation is accrued at 4.62 hours/pay period)
- 11-20 Years = 160 (Vacation is accrued at 6.15 hours/pay period)

Upon resignation or retirement, unused vacation will be paid when employee leaves. The employee is allowed to carry over a maximum of 80 hours of vacation time each year beginning January 1st.

Employee must work six full months before using any accrued vacation.

Vacation days may be taken in hourly increments. Employees must request time off in writing utilizing the city's request form. All forms are to be submitted to the Mayor for approval prior to utilizing available vacation time. Requests should be made with at least one week prior notice and will be reviewed for approval based on a number of factors including business needs and staffing requirements.

Vacation time off will be paid at the employee's base pay rate at the time of vacation.

Employees who fail to provide a 2-week notice of voluntary separation shall not be paid out for accrued, but unused, vacation.

Vacation used shall not count as time worked for the computation of overtime.

Personal Days

- Regular full-time employees are awarded 2 personal days each year, determined by the beginning of each calendar year.
- Personal Days for regular part-time employees, whose regular work schedule is 20 hours or more per week, will be pro-rated according to the schedule set forth in Employee Benefits.
- Employees must request approval for time off from the Mayor prior to utilizing available Personal Days.
- The employee must take all Personal Days prior to their next anniversary date.
- An employee whose services are terminated shall receive pay for any personal days earned and not previously taken.
- If, during a week in which an employee is scheduled to use a personal day, he/she is required to work, the personal hours will be considered as time worked for the purpose of determining overtime.
- Personal Day request must be submitted in writing, to the Mayor, on the City's Time Off Request form.

Jury / Witness Duty

The City of Riverside provides paid leave to regular full-time employees summoned to serve as a juror or required by law to appear in court as a witness. Exceptions to this benefit would include those employees summoned as witnesses for personal lawsuits initiated by the employee or their immediate family members. Employees may elect to take vacation leave to cover these absences and then are entitled to keep any compensation received from the Court. If the employee elects to have these hours counted as hours of work, then the city will reimburse the difference between the employee's normal rate of pay and the compensation received from the court. Proof of compensation is required.**Less than a Full Day**: Hours spent serving on jury duty occurring during the employee's normally scheduled business hours will be considered for pay purposes as hours worked.

- **Full Day**: A full workday spent on jury duty will be considered for pay purposes as hours worked.
- **Full Week**: A full week, Monday through Friday, spent on jury duty will be considered 40 hours worked.

Employees are required to provide a copy of the applicable summons or subpoena to the City Clerk prior to receiving approval for the leave under this policy. Employees are expected to report for work whenever the court schedule permits. The City of Riverside continues to provide health and dental insurance benefits during jury/witness duty leave for those individuals eligible and enrolled at the time of leave, subject to the requirements of each plan.

Accrual for benefit calculations (i.e., holiday benefits, vacation accrual, and other leaves) will not be affected during any portion of jury/witness duty leave.

Business Travel / Travel Expense

The City of Riverside will reimburse employees, Mayor, and Council Members for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the City Council.

Employees with approved travel plans are responsible for making their own travel arrangements, and are expected to limit expenses to reasonable amounts. When approved travel is completed, employee should submit completed travel expense reports within 30 days, accompanied by receipts for all individual expenses. The actual costs of travel, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City of Riverside. Mileage will be approved and paid at the current annual IRS rate.

Daily meal expenses are limited to $50.00/day, based on the following limits:

Breakfast	$10.00
Lunch	$15.00
Dinner	$25.00

Employees must leave home by 7:00am to charge for breakfast and be gone until 6:00pm to charge for dinner. In no circumstance will the City of Riverside reimburse for alcohol or beyond 20% gratuity. Gratuity is part of the daily $50.00 limit.

Employees who are gone the entire day shall be provided the entire meal or daily limit as outlined above, and are not required to submit receipts.

Employees who are involved in an accident while traveling on business must promptly report the incident to the City Clerk and Mayor. If negligent employee is alcohol/drug impaired, the City's insurance policy will not provide coverage. Vehicles owned, leased, or rented by the City of Riverside may not be used for personal use.

Employees should contact City Clerk for guidance and assistance regarding procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action.

Paydays

Employees are paid on a bi-weekly basis. If a payday falls on a holiday, payment shall be made on the preceding regular workday. Newly hired employees will be notified upon hire as to the date of their first paycheck. No employee will receive an advanced paycheck for hours not previously worked.

Pay Deductions

The City of Riverside makes deductions from every employee's compensation as required by law. In the event a court order is issued requiring the City to withhold money from an employee's paycheck(s), the order will be honored and the employee notified of the court ordered deduction. Any and all pay deductions will be made in accordance with the federal and state law limits. If garnishments are served upon the City regarding a City employee, there will be a $7.00 per garnishment fee deducted from the employee's check each payday until the garnishment is settled.

Lost or Stolen Paychecks

An employee that loses a paycheck or has a paycheck stolen, shall immediately notify the City Clerk. In case of loss or theft, the City will attempt to stop payment on a check and issue a new check after 3 business days have passed. If lost or stolen check does clear the bank, the replacement check will be held pending an investigation. Employees are solely responsible for the loss or theft of a check if it cannot stop payment on the check.

Time Keeping

Federal and state laws require the City of Riverside to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. The workweek begins 12:01 a.m. on Sunday.

Employees shall be designated as either **NONEXEMPT** or **EXEMPT** in compliance with federal and state wage and hour laws. **NONEXEMPT** employees will be entitled to overtime pay as required under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws and, therefore, will not be entitled to overtime pay.

All nonexempt employees must accurately account for their time during the following periods:

- at the beginning and ending of the work schedule
- at the beginning and ending of each meal period
- at the beginning and ending of any split shift or departure from work for personal reasons
- any period of time utilized as paid benefit time

Hours of Work

1. The Workweek shall consist of 40 hours per week for all City departments. An employee may deviate from the 8 hour day, with approval from the Mayor. The supervisor may assign any additional hours required.

   Normal working hours for City Hall are 8 a.m.-4:30 p.m., Monday- Friday
   Normal working hours for maintenance employees are 7 a.m.-3:30 p.m., Monday-Friday.

2. Non-exempt employees will receive overtime pay for all hours worked in excess of 40 hours per week. All overtime must be approved by the Mayor, unless it is an emergency. The City of Riverside reserves the right to adjust schedules at the end of the workweek to limit the financial impact of additional hours of work.

3. Working hours for seasonal and part-time employees will be at the discretion of their supervisors.

4. Each employee will be granted 2, 15-minute rest periods during each workday at times scheduled by the supervisor.

5. Any employee on an 8½ hour working day will take a 1/2 hour lunch break. All employees shall take a lunch break if they are scheduled to work 8 consecutive hours.

If any employee must be absent, the employee must call or text the City Clerk and the Mayor at the earliest possible time before the starting time of the employee's workday to report the reason for the absence. If the absence is unjustified or habitual, disciplinary action may be taken, including recommendation to Mayor and/or Council to terminate the employee. Three consecutive days of utilizing Sick Leave will require a slip from a medical practitioner stating the employee can resume their normal work duties.

Emergency Closing

At times, emergencies such as severe weather, fires, and power failures can disrupt the operations of the City of Riverside. In extreme cases, these circumstances may require the closing of City facilities.

Employees may be asked to work on the normally scheduled workday when operations are officially closed. In these situations, affected employees who work will receive their regular pay.

In the event an employee feels they cannot make it to work, he/she should notify the City Administrator by telephone or text as soon as possible, so availability of staff can be determined.

- If the inclement weather strikes after a person has reported to work and the employee feels it is necessary to leave work early, he/she should discuss the matter with the City Administrator/Clerk. If the employee makes the decision to leave, the time will be unpaid. The employee may use vacation, personal leave, or comp time to cover the absence.

Time lost due to inclement weather will be handled in the following ways:

- When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

- The Mayor has the authority to close City operations, and the employees shall be paid.

During declared emergency employees may be asked to perform duties outside their normal job description.

Overtime

Employees may be requested and/or scheduled to work overtime hours. Reasonable attempts are made to notify employees in advance of mandatory overtime assignments. All overtime hours to be worked will be approved by the Mayor.

Only time actually spent on the job performing assigned duties will be considered time worked for the purpose of calculating overtime. Hours taken as vacation, holiday, sick leave or personal days are not counted in the calculation of overtime.

Safety

The City of Riverside takes all reasonable steps to ensure a safe work environment and compliance with federal, state, and local safety regulations. The City is sincerely interested in the safety and welfare of its employees and customers. It is important for employees to take reasonable steps to avoid accidents that may involve themselves, co-workers, or customers.

Employees are expected to abide by all safety rules, guidelines, and policies and to exercise caution in all their work activities. It is each employee's responsibility to have reviewed and be in compliance with the City of Riverside's current procedures.

- It is the City's policy to comply with all applicable federal, state, and local health and safety regulations and to provide the most safe and healthful work environment possible for employees. Each supervisor will provide their employees with information and identify the protective equipment available should there be a safety concern for your position. Employees are expected to comply with all safety and health requirements whether established by management or law. Employees are encouraged to submit suggestions concerning safety and health matters. Behavior, which is likely to result in bodily harm to an employee on City premises, will not be permitted.

- Hard hats shall be worn at all times when there is a potential for any object or piece of equipment to fall upon or strike an employee. Hard hats are mandatory when working with the backhoe or inside a confined space.

- Safety glasses shall be worn when there is potential for flying objects or debris. This includes, but is not limited to, lawn mowing, weed whipping, street sweeping, painting, and sawing, spraying, working underneath equipment, burning, and working inside confined spaces.

- Safety vests shall be worn as needed.

- Protective clothing shall be worn at all times when there is a potential for contact with the HIV or Hepatitis B virus. Refer to the OSHA manuals, which are located with the Streets and Park Supervisor.

- The City will provide special clothing or equipment when such is required by regulation. Employees are responsible for the proper use and maintenance of the clothing and equipment and will be subject to discipline for failure to do so.

Smoking

The City of Riverside seeks to provide a smoke-free environment. Therefore, smoking is prohibited in all City-owned buildings and/or City-owned vehicles. Smoking is prohibited in any non-designated area. Supervisors may designate areas for smoking outside of City-owned facilities but only those areas that do not present a fire hazard and only in areas that are away from entrances.

Use of Equipment and Vehicles

Equipment essential to accomplish duties is often expensive and may be difficult to replace. When using the City of Riverside's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the City Clerk if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs will prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

All employees are required to leave their work area clean at the end of their shift or workday.

Employees are prohibited from using any city owned vehicle or equipment for personal reasons. Employees may not take any vehicle or equipment to their residence. City vehicles are not to be utilized for commuting to and from work.

Use of Telephones, Mail Systems, Facsimile Machine & Copier

Please remember every employee is expected to successfully meet the duties and responsibilities of their positions. To maximize work activity and keep distractions to a minimum, employees should:

- Limit personal telephone calls
- Not use the City's telephones for personal long-distance calls
- Not use the City's letterhead, postage, and supplies for personal use
- Not use the copier and fax machine for personal benefit

Use of Computer, E-Mail & Cellular Phone

The City of Riverside has made every effort to provide its employees with the most up-to-date technology that is currently available and access to cellular phones, computers, and more specifically, electronic mail and the Internet. This policy is intended to advise those employees who have access to such technology as to what is considered to be inappropriate use of them.

The use of the City's electronic mail system shall not be used to solicit support for religious or political causes or affiliations. At no time will the electronic mail be used to create or distribute offensive messages, specifically, messages containing racial slurs, sexual implications or innuendoes, or any message that could be interpreted as targeting any class that is established in the City's non-harassment policy. In addition, electronic mail cannot be used to download copyrighted material without prior authorization.

The City maintains the right and ability to inspect and review any data that is electronically stored on City computers or associated software. There should be no expectation on the part of the employee that any information on such City property will be considered private or proprietary in nature. Furthermore, the City does not have to give advance notice when reviewing or accessing any employee's electronically stored documents.

Any employee who violates this policy or uses the electronic communication systems for any other improper purposes may be subject to discipline, up to and including termination.

City-provided cell phones are for city business only. Please limit any other calls to emergency situations only.

Drug and Alcohol Use

The City of Riverside is committed to providing a safe and productive environment for those individuals employed by and the individuals affected by its operations through commitment to a drug-free workplace.

All employees must be mentally and physically fit for duty and will report to the City Clerk and Mayor any health situation or use of prescription and/or nonprescription medications which may inhibit the ability to perform his/her required job duties. Any employee regarded as unfit for duty for any reason will not be permitted to work until it is determined said employee is free from impairment and fit and able for duty.

The City prohibits the presence, use, consumption, possession, sale, manufacturing, or distribution of illicit drugs or alcohol by employees under any/all of the following conditions:

- During working hours

- On City premises or work site location
- During the course of City-related business
- While operating City vehicles
- During the representation of the City at any function, whether or not at the expense of the City
- Intoxication during the time stated above due to prior use/consumption

The presence, consumption, and/or possession of alcohol may be permitted for those of legal age, during the course of a City-sponsored event held on or off the premises. Permission may also be granted to those representing the City at a specific function, whether or not at the expense of the City. At no time shall a minor be allowed the privilege of this exception. The Mayor may restrict or revoke an individual's privilege under this exception if found necessary for the safety of the individual and/or others.

Dress Code

A well-groomed and professional appearance for all employees is essential to maintaining a healthy public image. Every employee is responsible for presenting a positive image to the people that we serve.

The City shall provide all protective clothing, safety equipment, and protective devices, which are required by the City to be worn or used by an employee, to the employee. The supervisor will use his/her discretion in determining the proper uniforms, clothing, and protective devices needed by employees. The City will reimburse full-time Streets and Parks employees $500 for a clothing allowance and $150 for a boot allowance per year for reimbursement with proper documentation presented to City Clerk.

Clothing Guidelines

All attire worn by City employees shall be practical and appropriate for each individual position. Apparel shall be task oriented and determined based on circumstances for each job. All employees must abide by state and federal regulations when required by OSHA and applicable laws.

Employee Conduct and Work Rules

The City of Riverside requires employees to follow rules of conduct that will assist in ensuring a quality, productive work environment, and protect the interests and safety of all employees and the City.

Formal disciplinary actions will include verbal warning, written reprimand, suspension, and/or termination. It shall be the policy of the City of Riverside to utilize a system of progressive discipline in addressing an employee's work deficiencies; however, any of the disciplinary measures cited above may be initiated on the more serious first offense. Disciplinary action will be issued in a manner, which will minimize embarrassment to the employee.

All disciplinary actions will be thoroughly documented in writing appropriate to the infraction committed. A copy should then be given to the employee, and a copy maintained in the employee's personnel file.

It shall be the duty of all employees to maintain high standards of conduct, cooperation, efficiency and effectiveness in their work. The Mayor shall organize and direct the work of the employees in a manner calculated to achieve these objectives. Whenever the work habits, attitude, production or personal conduct of an employee falls below an acceptable standard, the employee is subject to corrective and/or disciplinary action. All such actions shall be promptly and consistently administered and shall not be on account of political considerations, personal bias, or prejudice.

Letters of clarification shall precede formal discipline whenever, in the judgment of the City Council and/or Mayor, an infraction is readily correctable and is of lesser consequence.

The seriousness of an offense will often vary with the circumstances prevailing at the time it occurred and the motives, which prompted it. Related and mitigating factors would be considered when determining the appropriate action to take. Each of the following work related infractions may be just cause for disciplinary action, up to and including dismissal. The list presented herein is not intended to be all-inclusive.

- 1. Theft or unauthorized removal or possession of City property or the property of another employee or client. Permission must be obtained prior to removal of any materials or equipment from the premises.
- 2. Falsification or submission of false information on employment application or other records, including time cards.
- 3, Presence on City premises while under the influence of alcohol or illegal controlled substances.
- 4. Possession, distribution, sale, transfer, or use of alcohol or illegal controlled substances, look-alike drugs and drug paraphernalia, misuse of legal or prescription drugs in the workplace, on City premises, on work site (on or off duty), or while operating City-owned vehicles or equipment.
- 5. Financial participation, actively or otherwise, in a competitive employer or working for a competitor without prior City consent; working for another employer which in any way lessens attendance, efficiency, or reputation of the City.
- 6. Disorderly conduct, use of abusive language, fighting, threatening bodily injury, engaging in horseplay or immoral conduct.
- 7. Boisterous or disruptive activity in the workplace.
- 8. Holding back, hindering, or limiting production.
- 9. Inattention to duties, loafing, or sleeping on the job or elsewhere during working hours.
- 10. Dishonesty, deception, fraud, theft, damage to or defacing of City or citizen's property, using City machinery or materials for commercial or personal purposes.
- 11. Negligence or improper conduct leading to damage of City-owned or citizen's-owned property, excessive scrap, inferior work, or wasting materials or supplies.
- 12, Insubordination or other disrespectful conduct or conduct tending to bring disrespect to the City.
- 13, Violation of safety or health rules.

- 14, Failure to report an accident or the removal, locking out, or making inoperative any safety device.
- 15, Sexual or other unlawful harassment.
- 16. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- 17. Excessive absenteeism or any absence without notice.
- 18. Unauthorized absence from workstation or worksite during the workday.
- 19. Unauthorized use of telephones, fax, mail system, or other City-owned equipment or vehicles.
- 20. Unauthorized disclosure of confidential business information.
- 21. Violation of City rules or standards.
- 22. Unsatisfactory performance or conduct.
- 23. Solicitation in work areas during working time.
- 24. Inappropriate grooming or dress.
- 25. Utilization of city owned vehicles, equipment and or supplies for personal use.
- 26. Workplace violence.
- 27. Failure to report critical information to the City Council, Mayor or City Clerk that would jeopardize the security, safety and welfare of the City and employees.
- 28. Failure to provide truthful information or all pertinent information during a work place investigation.

Return of Property

Employees and Elected Officials are responsible for all property, materials, or written information issued to them. Employees and elected Officials must return all City of Riverside property to the City Clerk immediately at the time of their termination or upon request from the City.

Failure to return City of Riverside property on request or as required from an employee or elected official will result in disciplinary action steps, up to and including immediate termination of employment. Failure to receive City property from a terminated or previous employee will result in legal action.

Workplace Monitoring

Workplace monitoring may be conducted with or without the employee's knowledge by the City of Riverside to ensure quality control, employee safety, security, and customer satisfaction.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because the City of Riverside is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Workplace Violence Prevention

The City of Riverside is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City of Riverside has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Riverside properties without proper authorization.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the City Clerk and/or Mayor. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the proper city personnel. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The City of Riverside will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action.

The City of Riverside encourages employees to bring their disputes or differences with other employees to the attention of the Mayor before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Exit Interview

In a termination situation, the City of Riverside would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the City. During the exit interview, you can provide insight into areas within the City that you feel need improvement. Every attempt will be made to keep all information confidential.

CITY OF RIVERSIDE

EMPLOYEE ACKNOWLEDGEMENT FORM

This Employee Handbook and its statements supersede and have control over all prior and existing policy statements, representations, understandings, or agreements, whether verbal or written, dealing with the same subject matter. The City of Riverside reserves the right to change or eliminate any of the policies or benefits in this Handbook.

I acknowledge that I have received a copy of the Employee Handbook of the City of Riverside and that this Handbook describes important information about my employment with the City. I further understand that I should consult with the City Clerk or Mayor concerning any questions I may have regarding these policies.

Since the information and benefits described within the Employee Handbook may be subject to change, I acknowledge that revisions may occur. I also understand that revised information concerning these policies may supersede, modify, or eliminate existing policies. Only the Riverside City Council has the authority to adopt any revisions to the Employee Handbook.

I acknowledge that my employment relationship with the City of Riverside is at-will and subject to termination at any time by either the City or me, and that it can be terminated either with or without cause. I further acknowledge that the Employee Handbook is neither a contract of employment nor a guarantee of employment.

I hereby acknowledge that I have read and received a copy of the City of Riverside's Employee Handbook.

_____
Employee's Signature

_____
Employee's Name (typed or printed)

_____
Date