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CITY OF RIVERSIDE COUNCIL MEETING AGENDA  
RIVERSIDE COUNCIL CHAMBERS  
60 N GREENE ST  
Monday, March 18, 2024 6:00 PM

The meeting will be recorded and can be viewed live by visiting the city website at [www.riversideiowa.gov](http://www.riversideiowa.gov)

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

1. Call meeting to order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda
  - a. Minutes
  - b. Expenditures
  - c. Fire Department Report
  - d. Building Inspector's Report
  - e. Alcohol Permit – La Chiva Loka
5. **Public forum: 3 minutes per person. See guidelines for public comments at the Clerk's table.**
  - a. Washington County Sheriff's Report, Lieutenant Chad Ellis pg 10
6. PeopleService Report pg.20
7. City Engineer's Report (Axiom) pg.26
  - a. Water Treatment Plant
  - b. Wastewater Treatment Plant
  - c. Consider resolution to approve Pay Application #6 to Spectra Build (2024-21)pg. 27
  - d. Boat Ramp progress report pg.30
8. City Administrator's Report
  - a. Community Center
  - b. Closed session pursuant to Iowa Code 21.5 (l)(j) – Real Estate
  - c. Consider resolution to approve Employee Education Reimbursement Agreement pg.32
  - d. Purchasing Policy pg. 36
  - e. Wastewater Plant Ladder pg.43
  - f. Debbins Building

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

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g. February Financials pg.46

9. Closing Comments

10. Motion to Adjourn

RIVERSIDE CITY COUNCIL MEETING: Monday, March 4<sup>th</sup>, 2024

Riverside City Council regular meeting opened at 6:00 pm at City Hall with Mayor Allen Schneider requesting roll call. Council members present: Tom Sexton, Kevin Mills, Kevin Kiene, and Ryan Rogerson. Lois Schneider was absent.

Motion by Sexton, second by Mills to approve agenda. Passed 4-0.

Motion made by Mills, second by Kiene to approve consent agenda including minutes and expenditures. Passed 4-0.

Terri Kraus and Girl Scout Troup 9632 asked permission to install Book Nook at Railroad Park. Kiene moved, second by Rogerson to allow Girl Scouts to coordinate the project with City Hall. Passed 4-0.

Admin Smith presented Highland School District's WCRF grant for a Digital Message Center Sign near the Riverside Fire Station.

Kiene moved, second by Rogerson to pass Resolution #2024-16, approving the application to the WCRF Spring Grants program with matching funds not to exceed \$38,951. It was requested that the sign design be modified to remove the top section. Passed 3-1, Sexton opposed.

Brian Boelk, Axiom Consultants, reported on Water and Wastewater projects, Hall Park boat ramp, Northern Heights Phase 2, P&Z training with Board of Adjustment, wall caps on 3rd Street, and ADA ramp at City Hall.

Sexton moved, second by Mills to pass Resolution #2024-17, approving pay request #6 to Bowker Mechanical Contractors LLC in the amount of \$23,180.00 for work completed through 2/29/24 on the Water Treatment Plant project. Passed 4-0.

Sexton moved, second by Kiene to pass Resolution #2024-18, approving Change Order #1 in the Hall Park Boat Ramp project to Bowker Pinnacle Mechanical to remove trees in the Washington County ROW in the amount of \$2,800. Passed 4-0.

Mills moved, second by Rogerson, to pass Resolution #2024-19, setting date for Public Hearing on the proposed FY 2025 property tax rate for April 1, 2024 at 6:00 PM City Council Meeting. Passed 4-0.

Admin Smith presented the Grant Report for Quarter 1, 2024.

Rogerson moved, second by Kiene for Admin Smith to attend the Iowa Municipal Management Institute in Iowa City on March 27-29<sup>th</sup>. Passed 4-0.

Council received final version of the Education Reimbursement Agreement with Cole Smith.

Admin gave update on Real Estate Purchase Agreement for the City owned building at 40 W 1<sup>st</sup> Street.

Council discussed Washington County Emergency Management application to WCRF Spring Grants for replacement of all sirens in Washington County.

Rogerson moved, second by Kiene, to have Admin issue a letter of support for this project. Passed 4-0.

Sexton moved, second by Rogerson to pass Resolution #2024-20, approving street maintenance estimate from LL Pelling, excluding Hall Park ramp road, for a total cost of \$20,756.80. Passed 4-0.

Motion by Rogerson, second by Kiene to adjourn at 7:18 pm. Passed 4-0.

Full content of Council Meetings can be viewed on the City website; [riversideiowa.gov](http://riversideiowa.gov)

City Council Meeting – Monday, March 17<sup>th</sup>, 2024, at 6:00 pm in City Hall.

ATTEST:

  
Becky LaRoche; City Clerk

  
Allen Schneider; Mayor

EXPENDITURES 3-18-2024		UNPAID BILLS:			
1	AERO RENTAL	LIFT - XMAS LIGHTS	001-5-510-6320		
2	AIRGAS	EMS OXYGEN	002-5-150-6375	\$	371.11
3	BIG IRON WELDING	POST POUNDER	110-5-210-6415	\$	45.10
4	BIG IRON WELDING	SNOW BLADE	110-5-210-6335	\$	52.50
5	CITY OF KALONA	FEB BUILD. INSPECT	001-5-170-6499	\$	2,483.37
6	CONSUMERS COOP	#2 DIESEL	110-5-210-6331	\$	1,501.74
7	DENNIS WALKER	WEST SIGN RENT	001-5-520-6799	\$	300.00
8	ELECTRIC PUMP	3 WWTP SERVICE	610-5-815-6374	\$	720.00
9	ENGLISH RIVER CONCRETE	CURBS, SIDEWALK, ALLEY	110-5-211-6417	\$	6,790.00
10	IOWA SOLUTIONS	COMPUTER- MONTLY CK	001-5-650-6497	\$	800.50
11	IOWA SOLUTIONS	FEB LABOR CALLS	001-5-650-6497	\$	440.00
12	JIMS SMALL ENGINE	CHAPS-EDGER	001-5-430-6325	\$	338.97
13	JOHNSON CO REFUSE	FEB CARTS	001-5-950-6499	\$	7,296.00
14	KALONA AUTO	FD	002-5-150-6352	\$	845.37
15	KCII	PUBLIC SAFTEY	001-5-520-6510	\$	106.08
16	OFFICE EXPRESS	FD- INK	002-5-150-6357	\$	209.96
17	OFFICE EXPRESS	SUPPLY	001-5-650-6506	\$	32.76
18	REC	SIGN	001-5-520-6510	\$	87.61
19	REC	LIFT STATION	610-5-815-6371	\$	134.80
20	REC	W/W PLANT	610-5-815-6371	\$	4,751.60
21	REC	WATER PLANT	600-5-810-6371	\$	3,420.50
22	REC	TRAFIC LIGHT	001-5-230-6371	\$	153.39
23	REC	SHOP	001-5-210-6371	\$	45.98
24	REC	CASINO L/S	610-5-815-6371	\$	286.00
25	SCHNOEBELEN INC	UPS	600-5-810-6374	\$	117.74
26	SCHNOEBELEN INC	MOWER SERVICE	001-5-430-6504	\$	1,066.48
27	SHARON TELEPHONE CO	CITY HALL	001-5-650-6373	\$	168.84
28	SHARON TELEPHONE CO	FIRE DEPT	002-5-150-6332	\$	82.89
29	SHARON TELEPHONE CO	SHOP	001-5-210-6373	\$	40.83
30	SHARON TELEPHONE CO	WWTP	610-5-815-6373	\$	40.83
31	SHARON TELEPHONE CO	WTP	600-5-810-6373	\$	40.83
32	STANDARD PEST CONTROL	CITY HALL	001-5-650-6310	\$	25.00
33	STANDARD PEST CONTROL	FD	002-5-150-6310	\$	25.00
34	STANDARD PEST CONTROL	SHOP	001-5-210-6506	\$	25.00
35	THE NEWS	PUBLICATIONS	001-5-650-6402	\$	473.49
36	VISA	OFFICE- M SOFT	001-5-650-6506	\$	30.00
37	VISA	OFFICE SUPPLY	001-5-650-6506	\$	22.00
38	VISA	FD-MO. TRAINING	002-5-150-6354	\$	350.00
39	WASH CO RECORDER	RECORD GALILEO	001-5-650-6401	\$	29.00
40		<b>TOTAL BILLS</b>		<b>\$</b>	<b>33,751.27</b>
41					
42	PAID BILLS:				
43	IPERS	CONTRIBUTIONS - 2024 FEB	\$	3,007.77	
44	1ST NAT'L BANK	HEALTH SAVINGS	\$	1,125.00	
45	IOWA DEPT OF REVENUE	IOWA W/HOLD - 2024 FEB	\$	615.00	
46	IOWA DEPT OF REVENUE	IOWA SALES TAX - 2024 FEB	\$	714.36	
47	IOWA DEPT OF REVENUE	IOWA WET TAX - 2024 FEB	\$	1,413.29	
48	IRS	941 TAX DEPOSIT - 2024 FEB	\$	4,489.96	
49	PAYROLL	PAYROLL - 2024 FEB	\$	15,246.61	
50	WATER DEPOSIT	SWANSON REFUND	\$	55.60	
51	*****	<b>TOTAL PAID BILLS</b>		<b>\$</b>	<b>26,667.59</b>
52					
53	*****	<b>TOTAL EXPENDITURES</b>		<b>\$</b>	<b>60,418.86</b>
54					
55					
56					
57	<b>EXPENDITURES by FUND</b>	<b>3/18/2024</b>			
58	GENERAL FUND		\$	13,965.30	
59	FIRE DEPARTMENT		\$	1,884.33	
60	ROAD USE FUND		\$	8,389.34	
61	CASINO FUND		\$	-	
62	CAPITAL PROJECTS		\$	-	
63	WATER FUND		\$	3,520.20	
64	SEWER FUND		\$	5,992.10	

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65	STORM SEWER		\$	-		
66	TOTAL EXPENDITURES		\$	33,751.27		
67						
68						
69	MTD TREASURERS REPORT	2/29/2024		REVENUES	EXPENSES	BALANCE
70	GENERAL FUND		\$	32,026.19	\$ 65,636.92	\$ 668,718.89
71	FIRE DEPT FUND		\$	987.18	\$ 12,636.31	\$ 237,209.26
72	ROAD USE TAX FUND		\$	10,916.24	\$ 1,339.47	\$ 85,972.53
73	LOCAL OPTION SALES TAX		\$	15,364.55	\$ -	\$ 82,474.46
74	CASINO REVENUE RUND		\$	112,507.60	\$ 411,000.00	\$ 554,445.36
75	CAPITAL PROJECTS FUND		\$	418,677.37	\$ 55,615.00	\$ 435,630.32
76	COMMUNITY CENTER FUNDS		\$	5,897.76	\$ -	\$ 1,346,534.50
77	WATER FUND		\$	17,880.24	\$ 29,546.67	\$ 114,692.90
78	SEWER FUND		\$	33,766.17	\$ 38,944.72	\$ 493,718.68
79	STORM WATER FUND		\$	1,638.33	\$ -	\$ 19,057.66
80	TOTAL		\$	649,661.63	\$ 614,719.09	\$ 4,038,454.56

**RIVERSIDE FIRE  
DEPARTMENT**  

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**FIRE / RESCUE / EMS / HAZMAT**



## February 2024 Update

### **Calls for Service:**

Medicals – 12  
Brush Fires - 6  
Alarms - 1

**Total calls – 19 calls in February**

### **Training:**

The training for February covered fire strategies and tactics at apartment buildings, members also covered apparatus placement and operations in the first 10 minutes of the incident.

**RESA:** The planning of the pancake breakfast took place, the breakfast is March 24<sup>th</sup>, 2024, from 630am to Noon at RFD.

### **Other News**

The members started doing some controlled burns for landowners with the nice weather and dry conditions. This operation gets billed out to the landowner with the funds coming back to the RFD operating budget. We are working on a few new members for RFD the Chief will have more on this when they complete applications. The members continued to do annual general service on the apparatus, this saves RFD thousands of dollars in labor cost of paying a company. The Assistant & Deputy Chief attended the Johnson County mutual aid meeting, topics covered was the snow response in Johnson County, standard operating guidelines for fire response. The Chief attended a meeting with the Washington county Chiefs and dispatch, this covers topics related to emergency response, communications, and emergency management.

Proudly Serving  
Chief Smothers



Trek  
"Where the Best Begins"

2021-22 191 W 1st Street

Addition - Remodel Dwelling  
Demo/Addition/Remodel

2/23/2024 Full Rough Passed

2023-03 509 Galileo Drive

Single Family - New Dwelling  
40' x 53' with 2-Car Garage and 12' x 12' Deck

2/20/2024	Full Rough	Incomplete
2/21/2024	Deck Footings	Passed
2/22/2024	Full Rough	Passed
2/22/2024	Gas Pressure Test	Passed
2/22/2024	Rough Building	Passed
2/22/2024	Rough Electrical	Passed
2/22/2024	Rough Mechanical	Passed
2/22/2024	Rough Plumbing	Passed
3/7/2024	Full Final	Passed
3/8/2024	Final Building	Passed
3/8/2024	Final Electrical	Passed
3/8/2024	Final Mechanical	Passed
3/8/2024	Final Plumbing	Passed

2023-26 424 Galileo Drive

Single Family - New Dwelling  
40' x 41' Dwelling with 2 Stall Garage and Deck 12' x 12'

2/15/2024	Final Mechanical	Passed
2/15/2024	Full Final	Incomplete
2/22/2024	Final Building	Passed
2/22/2024	Final Electrical	Passed
2/22/2024	Full Final	Passed

2023-43 505 Galileo Drive

Single Family - New Dwelling  
52' x 41' with 3 Stall Garage and 12' x 12' Deck

2/26/2024 Underground Plumbing Passed

Total Number of Inspections: 20



**Becky LaRoche**

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**From:** noreply@salesforce.com on behalf of IOWA ABD Licensing Support  
<licensingnotification@iowaabd.com>  
**Sent:** Tuesday, March 12, 2024 1:40 PM  
**To:** Becky LaRoche  
**Cc:** licensingnotification@iowaabd.com  
**Subject:** Application App-197028 Ready for Review

Hello,

Application Number App-197028 has been set to "Submitted to Local Authority" status and is currently ready for your review.

Corp Name: LA CHIVA LOKA, LLC

DBA: La Chiva Loka

License Number: LC0045263

Application Number: App-197028

Tentative Effective Date: 4/1/2024

License Type: Class C Retail Alcohol License (LC)

Application Type: Renewal

Amendment Type:

Thank you.

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# WASHINGTON COUNTY SHERIFF'S OFFICE Town Report

Filter: datestart-20240201: dateend-20240229: Zone-CRIV

<u>DateTime</u>	<u>CFS</u>	<u>Call Type</u>	<u>Zone</u>
02/02/2024 18:23:25	2401600	WELFARE CHECK	CRIV
<b>Agency:</b> Washington County Sheriff's Office			
<b>Address:</b> 41 N GREENE ST			
<b>CityStateZip:</b> RIVERSIDE, IA 52327			
<b>details:</b>			
[02/02/2024 18:31:10] CALLER REPORTS SUBJECT SITTING IN VEHICLE FOR SEVERAL HOURS // 92-15 RESPONDED AND SPOKE WITH SUBJECT. SHE WAS FINE, JUST WAITING ON HER LAUNDRY.			
02/03/2024 09:00:17	2401629	DRUG/NARCOTICS VIOLATION	CRIV
<b>Agency:</b> Washington County Sheriff's Office			
<b>Address:</b> 3184 HIGHWAY 22			
<b>CityStateZip:</b> RIVERSIDE, IA 52327			
<b>details:</b>			
[02/03/2024 09:01:19] CALLER REPORTS THEY HAVE RECOVERED DRUGS AFTER BEING DROPPED IN THE HOTEL LOBBY. THEY HAVE EYES ON THE PERSON. HISPANIC MALE. 92-19 & 92-8 RESPONDED. 92-19 ARRESTED/NORTMANN, TREVOR LEE (41) OF 1001 29TH AVE SW, CEDAR RAPIDS OFFENSE/POSSESSION OF CONTROLLED SUBSTANCE 3RD OFFENSE - METHAMPHETAMINE, HEMP INHALATION & INTERFERENCE WITH OFFICIAL ACTS.			
02/03/2024 11:31:27	2401634	DRUG/NARCOTICS VIOLATION	CRIV
<b>Agency:</b> Washington County Sheriff's Office			
<b>Address:</b> 3184 HIGHWAY 22			
<b>CityStateZip:</b> RIVERSIDE, IA 52327			
<b>details:</b>			
[02/03/2024 11:32:18] REPORTS BEING OUT WITH A VEHICLE IN THE CASINO PARKING LOT WITH A POSITIVE K9 ALERT. MOORES RESPONDED AND TOWED LIC/NMB018 TO THE SHERIFFS OFFICE. RELEASE WHEN TOW BILL PAID AND AUTHORIZED BY DEPUTY SNEDIGAR. SIN/3396352.			
02/03/2024 18:31:36	2401645	ASSIST OTHER AGENCY	CRIV
<b>Agency:</b> Washington County Sheriff's Office			

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# WASHINGTON COUNTY SHERIFF'S OFFICE

## Town Report

Filter: datestart-20240201:dateend-20240229:Zone-CRIV

**Address:** 1178 ENTERPRISE DR

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/03/2024 18:32:43]

IHP 407 REQUESTS ASSISTANCE WITH A SUBJECT. 92-15 AND 92-16 BOTH RESPONDED AND ASSISTED.

02/03/2024 20:16:56 2401655 FRAUD CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3184 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/03/2024 20:19:29]

THE RIVERSIDE CASINO REPORTS A POSSIBLE FRAUDULENT ID CARD. 92-7 RESPONDED, THE INFORMATION WILL BE TURNED OVER TO THE DCI.

02/05/2024 10:51:25 2401703 FAMILY OFFENSE CRIV  
NON-VIOLENT

**Agency:** Washington County Sheriff's Office

**Address:** 204 SCHNOEBELEN ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/05/2024 10:53:21]

REPORTS HER PARENTS ARE TRYING TO KICK HER OUT OF THE RESIDENCE. REQUEST A DEPUTY. // 92-22 RESPONDED AND SPOKE WITH THE FAMILY. THEY WERE GIVEN SOME OPTIONS.

02/06/2024 09:17:03 2401751 THEFT-OTHER CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3070 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/06/2024 09:18:04]

REPORTS A THEFT BY AN EMPLOYEE. REQUEST TO SPEAK WITH A DEPUTY. // 92-19 RESPONDED. ARRESTED: GIBSON, ANGEL LYNN (44) OF 1378 DEER RUN DR, RIVERSIDE. OFF/THEFT 5TH DEGREE.

02/08/2024 02:21:54 2401842 ASSAULT CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3184 HIGHWAY 22

Date Printed: 3/2/2024 12:40 PM

Page: 2 of 10

# WASHINGTON COUNTY SHERIFF'S OFFICE Town Report

Filter: datestart-20240201:dateend-20240229:Zone-CRIV

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/08/2024 02:24:22]

CALLER REPORTS TWO SUBJECTS FIGHTING IN THE BUSINESS. 92-16 AND 103 BOTH RESPONDED. 92-16 ARRESTED NAM/COWELL, MATTHEW CHARLES AGE/55 ADR/7818 UNIVERSITY AVE CEDAR FALLS IOWA OFFENSE/VIOLATION OF A NO CONTACT ORDER 92-16 ALSO ARRESTED NAM/ROSE, AURORA ALTHEIA AGE/33 ADR/1126 W 4TH ST WATERLOO IOWA OFFENSE/DOMESTIC ABUSE ASSAULT CAUSING BODILY INJURY 2ND OFFENSE

02/09/2024 02:43:13 2401899 DP&Q CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 111 N KNISEL ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/09/2024 02:47:56]

CALLER REPORTED NEIGHBORS ARE DISTURBING THEIR SLEEP // 92-16 RESPONDED NO ISSUES OBSERVED DEPUTY ADVISED THE RESIDENCE OF THE APARTMENT OF THE COMPLAINT.

02/09/2024 13:40:56 2401921 TRAFFIC-DISABLED VEHICLES CRIV

**Agency:** Washington County Sheriff's Office

**Address:** HIGHWAY 22&RAMP

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/09/2024 13:42:38]

CALLER REPORTS A DISABLED TRUCK IN THE TURNING LANE WITH A MALE SUBJECT UNDERNEATH TRYING TO FIX IT, AND HE IS PARTIALLY IN THE ROAD. 92-8 RESPONDED. TRUCK IS UNOCCUPIED AND OFF THE TRAVEL PORTION WITH THE FLASHERS ON. APPEARS THEY WILL COME BACK TO REPAIR IT.

02/10/2024 22:18:24 2402000 THEFT-OTHER CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3184 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/10/2024 22:55:23]

CALLER REPORTED THEFT OF A GUITAR // 92-10 RESPONDED ADVISED THE REPORT WAS UNFOUNDED.

2024-02-11 92-10 RETURNED THE GUITAR.

# WASHINGTON COUNTY SHERIFF'S OFFICE Town Report

Filter: datestart-20240201:dateend-20240229:Zone-CRIV

02/10/2024 22:18:26 2401998 INTIMIDATION/HARAS CRIV  
SMENT

**Agency:** Washington County Sheriff's Office

**Address:** 3184 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/10/2024 22:20:05]

CALLER REPORTS TWO GUESTS IN AN ALTERCATION. THEY ARE SEPARATED BUT STILL ON SCENE // 92-10 & 92-11 RESPONDED, SUBJECTS WERE ADVISED TO SEPARATE FOR THE NIGHT AND TO CALL BACK IF THERE WERE FURTHER ISSUES.

02/13/2024 13:03:17 2402103 TRAFFIC-PARKING CRIV  
COMPLAINT

**Agency:** Washington County Sheriff's Office

**Address:** 90 W 1ST ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/13/2024 13:05:03]

REPORTS A VEHICLE IS PARKED IN FRONT OF HIS BUSINESS WHERE IT SHOULD NOT BE. REQUEST A DEPUTY. // 92-8 RESPONDED. VEHICLE MOVED.

02/13/2024 17:50:01 2402118 TRAFFIC-ACCIDENT CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3078 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/13/2024 17:50:56]

CALLER REPORTS A SUBJECT HIT THE DOOR OF THE BUSINESS CAUSING DAMAGE. 92-15 RESPONDED. INSURANCE INFORMATION WAS EXCHANGED. 92-15 CITED JOAQUIN EUFRACIO, JARRY FOR NO DRIVERS LICENSE.

02/14/2024 18:33:30 2402172 TRAFFIC-PARKING CRIV  
COMPLAINT

**Agency:** Washington County Sheriff's Office

**Address:** 3183 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA

**details:**

[02/14/2024 18:34:37]

DEPUTY REPORTS ISSUING PARKING CITATIONS TO LIC/DOHPAH1 IL & LIC/CTX9105 GA FOR PARKING IN HANDICAP SPOTS.

# WASHINGTON COUNTY SHERIFF'S OFFICE

## Town Report

Filter: datestart-20240201:dateend-20240229:Zone-CRIV

02/15/2024 13:58:26 2402201 SEX CRIV  
OFFENDER-REGISTR  
ATION

**Agency:** Washington County Sheriff's Office

**Address:** 36 N WASHBURN ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/15/2024 13:58:48]  
REPORTS A SEX OFFENDER VERIFICATION. // VERIFICATION COMPLETE

02/15/2024 18:47:41 2402214 PROPERTY-LOST-FO CRIV  
UND

**Agency:** Washington County Sheriff's Office

**Address:** 3100 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA

**details:**

[02/15/2024 18:49:02]  
DEPUTY REPORTS LOCATING WALLET // 92-11 LEFT MESSAGE WITH OWNER TO CALL IN TO RETRIEVE HIS WALLET.

02/16/2024 21:01:29 2402272 TRESPASS CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3184 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/16/2024 21:03:14]  
CALLER REPORTS A BANNED SUBJECT IS ON THE PROPERTY, REQUEST DEPUTY ASSISTANCE. 92-7 WAS ENROUTE AND DISREGARDED WHEN THE CALLER ADVISED THE SUBJECT LEFT THE PROPERTY.

02/17/2024 00:14:51 2402279 ALARM CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3056 RIVER CROSSING CT

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/17/2024 00:16:16]  
CALLER REPORTS AN ALARM AT THE BUSINESS. 92-16 RESPONDED AND CHECKED THE BUILDING. NO ISSUES.

02/17/2024 00:42:46 2402281 TRAFFIC CRIV

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# WASHINGTON COUNTY SHERIFF'S OFFICE Town Report

Filter: datestart-20240201:dateend-20240229:Zone-CRIV

STOP-INTOXICATED  
DRIVER

**Agency:** Washington County Sheriff's Office

**Address:** E HICKORY ST&E 3RD ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/17/2024 00:43:05]  
DEPUTY ADVISED CONDUCTING A VEHICLE STOP NSS288 // 92-16 ARRESTED NAM/VAZQUEZ, YOSRA YOUSSEF AGE/39 ADR/104  
WESTSIDE DR APT 12 IOWA CITY OFFENSE/OWI 2ND OFFENSE // VAZQUEZ WAS ALSO ISSUED CITATIONS FOR SPEED, FAILURE TO  
OBEY TRAFFIC CONTROL DEVICE AND FAILURE TO MAINTAIN CONTROL.

02/17/2024 16:20:59 2402305 CIVIL DISPUTE CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3070 HIGHWAY 22

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/17/2024 16:26:21]  
CALLER REQUESTS TO SPEAK WITH DEPUTY IN REFERENCE TO GETTING HIS OPTIONS AND RETRIEVING HIS PROPERTY. 92-15  
RESPONDED AND SPOKE WITH THE SUBJECT.

02/18/2024 13:12:35 2402336 SEX OFFENDER-CHECK CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 111 E 4TH ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/18/2024 13:12:59]  
DEPUTY REPORTS CONDUCTING A SEX OFFENDER REGISTRY CHECK. 92-7 ADVISES SUBJECT IS PRESENT.

02/18/2024 20:40:23 2402354 ANIMAL-INJURED CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 200 E 1ST ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/18/2024 20:42:10]  
CALLER REPORTS FINDING AN ANIMAL THAT LOOKS LIKE IT IS INJURED. 92-10 WAS ENROUTE BUT THE CALLER LOCATED THE OWNE  
OF THE ANIMAL AND THEY TOOK THE ANIMAL AND LEFT.

# WASHINGTON COUNTY SHERIFF'S OFFICE Town Report

Filter:datestart-20240201:dateend-20240229:Zone-CRIV

02/19/2024 18:08:26 2402381 WELFARE CHECK CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 191 N WASHBURN ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/19/2024 18:11:57]  
JOHNSON COUNTY REQUEST CHECK ON POSSIBLE INTOXICATED DRIVER HEADED TO RIVERSIDE // 92-14 RESPONDED AND LOCATED VEHICLE PARKED AT THE RESIDENCE.

02/20/2024 12:44:40 2402402 TRAFFIC-DRIVING COMPLAINT CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 70 W 1ST ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/20/2024 12:46:13]  
REPORTS A FEMALE, DRIVING A SILVER HONDA CRV, HAS A FLASK IN HER HAND. OLDER, WHITE, FEMALE WITH LONG WHITE HAIR. SHE IS ALL OVER THE ROAD. DRIVING SLOWLY. // 92-8 LOCATED VEHICLE IN RIVERSIDE. DRIVER WAS NOT INTOXICATED. BELIEVE ITEM WAS A SILVER LIPSTICK CONTAINER.

02/20/2024 15:08:03 2402416 CIVIL STANDBY CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 3056 RIVER CROSSING CT

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/20/2024 15:42:51]  
CALLER REQUESTS A DEPUTY BE IN THE AREA TO ASSIST WITH A PATIENT. 92-11 RESPONDED. NO ISSUES.

02/23/2024 12:59:45 2402588 TRAFFIC-DRIVING COMPLAINT CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 291-321 SYCAMORE ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/25/2024 10:12:14]  
Linked to CFS#: 2402589



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# WASHINGTON COUNTY SHERIFF'S OFFICE

## Town Report

Filter: datestart-20240201:dateend-20240229:Zone-CRIV

[02/23/2024 13:00:39]

CALLER REPORTS A DUMP TRUCK THAT IS GOING UP AND DOWN SYCAMORE ST IN RIVERSIDE AND THEY ARE PROHIBITED ON THE STREET. // 92-19 STOPPED THE TRUCK AND SPOKE WITH THE DRIVER.

02/23/2024 15:05:43 2402602 FIRE CALL CRIV

**Agency:** Fire

**Address:** 680 PALM ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/23/2024 15:10:14]

CALLER REPORTS A SMALL FIRE IN THE CEMETERY HEADING TOWARDS THE POND // RIVERSIDE FIRE RESPONDED AND ADVISED THERE WERE NO ISSUES.

02/24/2024 18:13:41 2402668 TRAFFIC-PARKING COMPLAINT CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 90 W 1ST ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/24/2024 18:14:15]

DEPUTY REPORTS PARKING VIOLATION // 92-11 SPOKE WITH THE DRIVER AND THEY MOVED VEHICLE

02/25/2024 07:12:00 2402682 TRAFFIC-DEBRIS CRIV

**Agency:** Washington County Sheriff's Office

**Address:** HIGHWAY 218&RAMP

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/25/2024 07:14:13]

DISPATCH RECEIVED A REPORT OF A SIZEABLE PIECE OF SHEET METAL LAYING IN THE SOUTH BOUND LANE OF HIGHWAY 218 ON THE OVERPASS OF HIGHWAY 22. 92-22 RESPONDED AND REMOVED THE ITEM.

02/26/2024 08:58:05 2402746 FAMILY OFFENSE NON-VIOLENT CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 300 E RIVER ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

18

# WASHINGTON COUNTY SHERIFF'S OFFICE

## Town Report

Filter:datestart-20240201:dateend-20240229:Zone-CRIV

[02/26/2024 09:01:37]

CALLER REQUESTS TO SPEAK AN OFFICER REGARDING NOT BEING ALLOWED ACCESS TO HIS MONEY. 92-8 MADE CONTACT WITH THE CALLER AND HIS POWER OF ATTORNEY, SITUATION RESOLVED.

02/27/2024 12:18:40 2402800 WELFARE CHECK CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 311 SYCAMORE ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/27/2024 12:25:56]

CALLER REQUESTS A WELFARE CHECK ON HER BROTHER. 92-7 WAS ADVISED. CALLER ADVISED SHE WAS ABLE TO MAKE CONTACT WITH HER BROTHER AND HE IS OKAY, WAS HAVING PHONE ISSUES.

02/27/2024 12:54:19 2402801 CIVIL STANDBY CRIV

**Agency:** Washington County Sheriff's Office

**Address:** 300 E RIVER ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/27/2024 12:55:24]

CALLER REQUESTS A CIVIL STAND BY. 92-8 RESPONDED TO ASSIST.

02/28/2024 19:09:27 2402884 TRAFFIC-DISABLED CRIV  
VEHICLES

**Agency:** Washington County Sheriff's Office

**Address:** S PIONEER ST&E 1ST ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

[02/28/2024 19:32:08]

CALLER REPORTS THEIR VEHICLE IS DISABLED. 92-14 RESPONDED AND ASSISTED. MOORES TOWING TOOK POSSESSION OF THE VEHICLE.

02/29/2024 15:33:11 2402917 TRAFFIC CRIV  
STOP-SERIOUS

**Agency:** Washington County Sheriff's Office

**Address:** E 4TH ST&N GREENE ST

**CityStateZip:** RIVERSIDE, IA 52327

**details:**

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**WASHINGTON COUNTY SHERIFF'S OFFICE**  
**Town Report**

Filter: datestart-20240201:dateend-20240229:Zone-CRIV

[02/29/2024 15:33:36]

DEPUTY REPORTS CONDUCTING A TRAFFIC STOP. 92-19 CITED NAM/BRYAN,CALLIE ARMSTRONG AGE/33 ADR/36 WASHBURN ST RIVERSIDE IOWA OFFENSE/DRIVING WHILE LICENSE SUSPENDED X1, NO PROOF OF INSURANCE, AND OPERATING A NON REGISTERED VEHICLE. THE VEHICLE WAS TOWED BY BULLTOWN TOWING AND THE PLATES WERE REMOVED FROM THE VEHICLE.

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Date: March 13, 2024

To: Riverside Council

From: Steve Robinette

O & M Report: February 2024

## DEADLINE FOR YOU TO COMPLETE THE LEAD SERVICE LINE (LSL) INVENTORY IS OCTOBER 16, 2024

### Water Operation & Maintenance

---

- Escro will be on site the week of March 18<sup>th</sup> to install new conduit and wiring for the well and bypass valve.
- Branden attended PeopleService's new employee safety training in Northwood which included OSHA, ethics, first aid and operational training.
- New meter delivered to 509 Galileo (new construction).
- Submitted Well Abandonment paperwork to the IDNR for Well #6.
- Northway is expected to be in to clean Well #7 in the next couple of weeks.
- We spent a lot of time this past month doing the annual work orders for both plants that mostly include oil changes and other non-routine work
- Our administrative assistant has been out of the office so she was not able to add our work order and budget information on this month's report but we will catch up next month..]

### Wastewater Operation & Maintenance

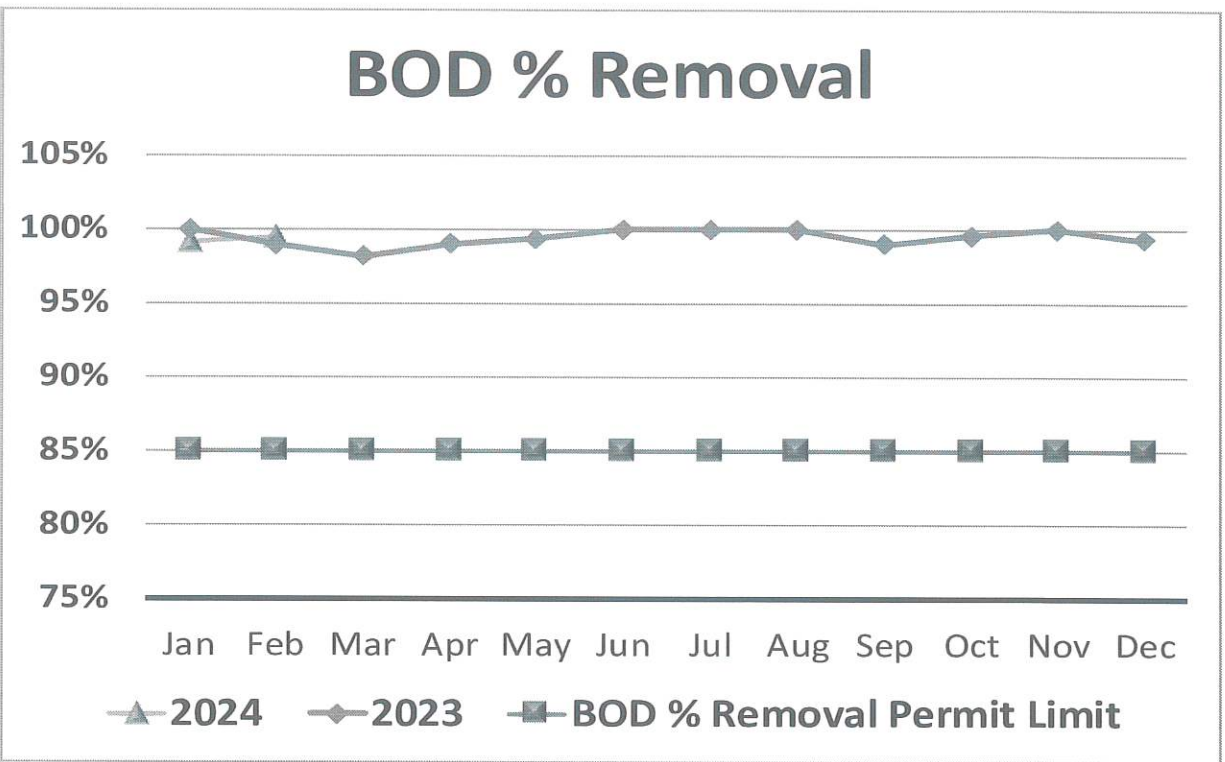
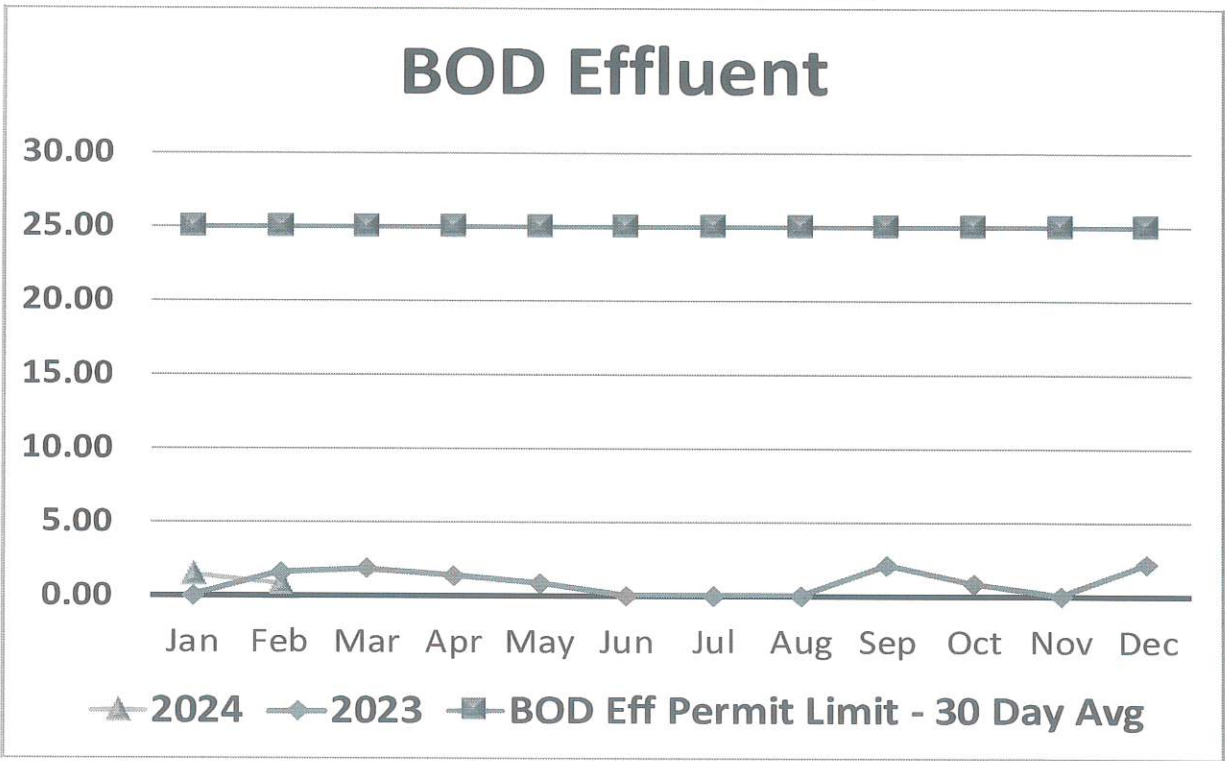
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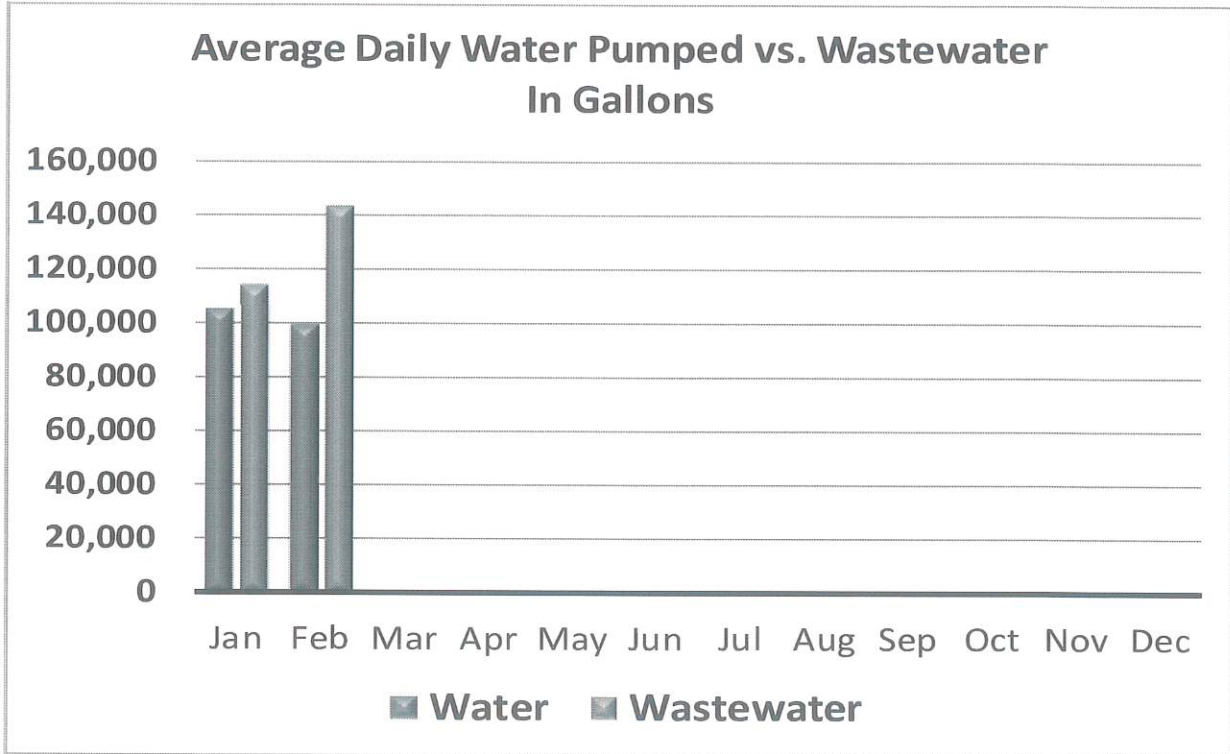
- UV system will be installed and running this week, of the 11<sup>th</sup>, in preparation for discharge season. We were considering holding off on rebuilding one, of four, units but will probably end up doing it since there will be a lag before we get a new system.
- We discovered one light pole at Lift Station #1 and one at Lift Station #2 that are needing attention so we are working on seeing what it will take to stabilize them.

*PeopleService* INC.  
Water & Wastewater Professionals

- Altofer was on site and serviced all of the city's generators.
  
- We are in the process of soliciting more quotes on the repairs recommended by CIT during their annual maintenance.
  
- We replaced the influent sample pump at the WWTP. |







Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$28,895.00	\$31,282.31	108%	67%
Maintenance Budget	\$24,079.00	\$7,945.51	33%	67%
<b>Total</b>	<b>\$52,974.00</b>	<b>\$39,227.82</b>	<b>74%</b>	<b>67%</b>

**PeopleService** INC.  
Water & Wastewater Professionals

		February-24	January-24	February-23
<b>Water</b>				
	<b>Units</b>			
<b>Total Monthly Pumped</b>	gallons	2,879,000	3,245,000	3,983,000
<b>Average Daily Pumped</b>	gallons	99,280	104,677	142,250
<b>Maximum Daily Pumped</b>	gallons	124,000	275,000	296,000
<b>Minimum Daily Pumped</b>	gallons	16,000	13,000	41,000
<b>Chlorine</b>				
<b>Chlorine - Total Avg Residual Plant</b>	mg/L	1.96	1.52	1.45
<b>Chlorine - Total Avg Residual System</b>	mg/L	1.06	0.72	1.55
<b>Chlorine - Recommended Residual System</b>	mg/L	0.30	0.30	0.30
<b>Chlorine used</b>	lbs	223.50	157.00	43.50
<b>Iron</b>				
<b>Iron - Avg Raw</b>	mg/L	1.56	1.30	1.57
<b>Polyphosphate</b>				
<b>Polyphosphate - Avg Residual</b>	mg/L	1.74	2.29	2.76
<b>Polyphosphate - Recommended Residual</b>	mg/L	0.5 - 2.0	0.5 - 2.0	0.5 - 2.0
<b>Polyphosphate used</b>	lbs	45.00	54.00	48.00
<b>Water Loss</b>				
<b>Water Billed</b>	gallons	2,723,577	2,745,187	2,819,155
<b>Water used in main breaks/hydrant flushing</b>	gallons	0	0	250,000
<b>Water used at city buildings</b>	gallons	73,205	72,543	0
<b>Loss</b>	gallons	6%	13%	31%
<b>Wastewater</b>				
<b>BOD</b>				
<b>BOD Influent Avg</b>	mg/L	161	164	157
<b>BOD Effluent Avg</b>	mg/L	1	1.4	2
<b>BOD Eff Permit Limit - 30 Day Avg</b>	mg/L	25	25	25
<b>BOD % Removal</b>	%	99.50%	99.10%	98.97%
<b>BOD % Removal Permit Limit</b>	%	85%	85%	85%
<b>TSS</b>				
<b>TSS Influent Avg</b>	mg/L	112	66	140
<b>TSS Effluent Avg</b>	mg/L	10	13	7
<b>TSS Effluent Permit Limit - 30 Day Avg</b>	mg/L	30	30	30
<b>TSS % Removal</b>	%	91.30%	86.10%	94.91%
<b>TSS % Removal Permit Limit</b>	%	85%	85%	85%
<b>Nitrogen Ammonia</b>				
<b>NA Effluent Avg</b>	mg/L	0	1	0
<b>NA Effluent Permit Limit - 30 Day Avg</b>	mg/L	17	14	17
<b>Influent Flow</b>				
<b>Total Monthly</b>	gallons	4,304,900	3,529,400	6,445,000
<b>Average Daily</b>	gallons	143,497	113,852	230,179
<b>Maximum Daily</b>	gallons	312,800	282,200	903,000
<b>Minimum Daily</b>	gallons	75,100	61,000	39,300
<b>Permit Limit - 30 Day Avg</b>	gallons	444,000	444,000	444,000
<b>Permit Limit - Daily Maximum</b>	gallons	1,425,000	1,425,000	1,425,000



**ENGINEER'S REPORT**

**PROJECT:** City of Riverside  
**DATE:** March 15, 2024  
**TO:** City Council  
**TOPIC:** Project Updates

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Wastewater Treatment Plant

- Final walk through completed, with only a couple of documentation items remaining.
- Pay App provided for consideration of approval.

Boat Ramp

- Progress Report provided.
- Construction is moving along well and on schedule.

Northern Heights Part 2

- Continued coordination w/ Developer and their engineer.
- Review of Developer's Agreement and coordination w/ Cole regarding schedule moving forward.

Cherry Lane Extension

- Topo survey completed.
- Attended meeting with the Bowers related to project impacts and potential property acquisition and needs.

Captain Kirk ADA

- Scheduled received from contractor, All American, and attached.
- Start date scheduled for April 1<sup>st</sup>.
- Preconstruction meeting scheduled.

Hall Park Master Plan

- Basemap developed.
- Early planning is taking place internally based on prior discussions and interests in amenities.

Community Center

- Discussions with Cole on process, schedule, funding, and planning.

Miscellaneous

- Evaluated hoists at Streets facility with Bryan Lenz to determine load capacities for signing.
- Options developed for signage related to Dollar General access/driveway.

**RESOLUTION #2024-XX**

**RESOLUTION APPROVING PAY REQUEST #6 TO SPECTRA BUILD FOR THE WASTEWATER TREATMENT PLANT PROJECT**

**Whereas**, the City of Riverside City at the recommendation of the City Engineering Firm, Axiom Consultants, Brian Boelk and it is the opinion of the City Engineering Firm that the City Council accept this pay request #6 in the amount of \$36,083.85 for 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 Wastewater Treatment Plant Project through 2/25/2024.

**It was moved** by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ to approve the foregoing resolution.

**Roll Call:** Sexton, Schneider, Kiene, Mills, Rogerson

Ayes:

Nays:

Absents:

**PASSED AND APPROVED** by City Council of Riverside, Iowa, on this 18<sup>th</sup> day of March 2024.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Allen Schneider, Mayor

Attest: \_\_\_\_\_ Date \_\_\_\_\_

Becky LaRoche, City Clerk

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# Progress Billing

Application: 6

Period: 02/25/2024

**Owner:** City of Riverside  
60 N. Greene St  
PO Box 188  
Riverside IA 52327

**Job Location:** Riverside WWTP Renovations 22041  
1197 Vine Ave  
Riverside IA 52327

## Application For Payment On Contract

Original Contract.....	299,700.00
Net Change by Change Orders.....	57,587.58
Contract Sum to Date.....	357,287.58
Total Complete to Date.....	357,287.58
Total Retained.....	16,884.15
Total Earned Less Retained.....	340,403.43
Less Previous Billings.....	304,319.58
Current Payment Due.....	36,083.85
Balance on Contract.....	16,884.15

## Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

Contractor:

Date: 2/29/2024

Approved: Adriaan M. Bricker 3/1/2024  
Project Manager/Coordinator

Terms: Invoices are due and payable from the date of invoice. All overdue amounts will be charged a service charge of 0.00 % per annum. Please make checks payable to: Spectra Build

Thank you for your prompt payment.

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## PROGRESS BILLING

Application: 6

Period: 02/25/2024

## Schedule of Work Completed

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
Bond Fees	6,741.60		6,741.60	6,741.60			6,741.60	100.00		337.08
Temporary Construction	2,253.90		2,253.90	2,253.90			2,253.90	100.00		112.70
General Materials	1,123.60		1,123.60	1,123.60			1,123.60	100.00		56.18
General Labor/Cleaning	1,411.20		1,411.20	1,411.20			1,411.20	100.00		70.56
Temporary Toilets	421.35		421.35	421.35			421.35	100.00		21.07
Dumpster/Landfill	2,247.20		2,247.20	2,247.20			2,247.20	100.00		112.36
Equipment	2,809.00		2,809.00	2,809.00			2,809.00	100.00		140.45
Interior Paint Scrape/Prep	5,265.80		5,265.80	5,265.80			5,265.80	100.00		263.29
CMU Efflorescence Cleanin	5,265.80		5,265.80	5,265.80			5,265.80	100.00		263.29
Exterior Signage Removal/R	1,411.20		1,411.20	1,411.20			1,411.20	100.00		70.56
Misc Demolition	705.60		705.60	705.60			705.60	100.00		35.28
CMU Repointing/Patching	2,809.00		2,809.00	2,809.00			2,809.00	100.00		140.45
Steel Angle @ Openings	4,782.00		4,782.00	4,782.00			4,782.00	100.00		239.10
Roofing Package	67,977.80		67,977.80	67,977.80			67,977.80	100.00		3,398.89
Coping-2x blocking	898.88		898.88	898.88			898.88	100.00		44.94
IMWP Package	122,472.40		122,472.40	122,472.40			122,472.40	100.00		6,123.62
Blower Exhaust Extension	1,685.40		1,685.40	1,685.40			1,685.40	100.00		84.27
Fluid Applied Vapor Barrier	8,893.29		8,893.29	8,893.29			8,893.29	100.00		444.66
Joint Sealant/Caulking	751.30		751.30	751.30			751.30	100.00		37.57
Painting Package	12,582.48		12,582.48	12,582.48			12,582.48	100.00		629.12
HVAC Package	40,449.60		40,449.60	40,449.60			40,449.60	100.00		2,022.48
Electrical Package	6,741.60		6,741.60	6,741.60			6,741.60	100.00		337.08
Change Order# 1		1,992.38	1,992.38	1,992.38			1,992.38	100.00		
Change Order# 2		16,497.00	16,497.00	16,497.00			16,497.00	100.00		
Change Order# 3		37,983.00	37,983.00		37,983.00		37,983.00	100.00		1,899.15
Change Order# 4		1,115.20	1,115.20	1,115.20			1,115.20	100.00		
<b>Totals:</b>	<b>299,700.00</b>	<b>57,587.58</b>	<b>357,287.58</b>	<b>319,304.58</b>	<b>37,983.00</b>		<b>357,287.58</b>	<b>100.00</b>		<b>16,884.15</b>



**AXIOM CONSULTANTS**  
**CLIENT PROGRESS REPORT**

<b>AXIOM PROJECT NO.</b> 23-0149	<b>DATE</b> 03/08/2024
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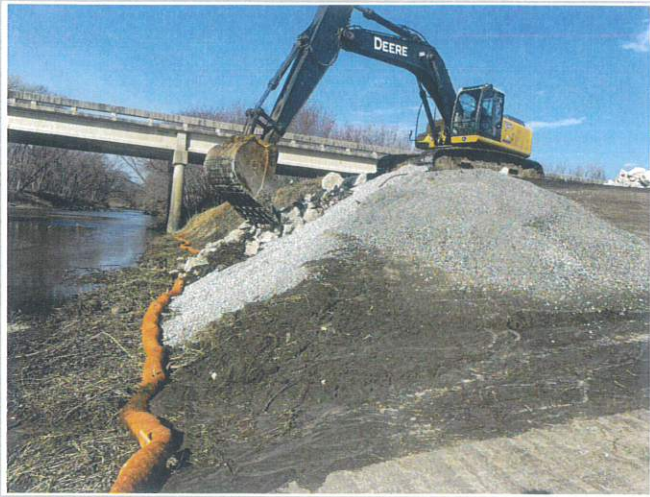
<b>CLIENT PROJECT NO.</b>	<b>PAGE</b> Report 03
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<b>PROJECT NAME</b> Riverside Hall Park Boat Ramp	<b>AXIOM REPRESENTATIVE (reported by)</b> Allison Wagner	
<b>CURRENT ACTIVITIES and SCOPE of WORK</b> - Working throughout week to place erosion stone and Rip Rap round bank.  - Storm structures to be delivered on site by March 11th. Bowker working at end of week to prep area for storm sewer installation.  - Erosion control is in place throughout site.  - Traffic control is in place.	<b>CLIENT REPRESENTATIVE (reported to)</b> City of Riverside	
	<b>CURRENT PHASE</b> Stone	<b>NEXT PHASE</b> Storm Sewer
	<b>OTHER</b>	
	<b>SCHEDULE ITEMS</b> - Utility work to begin next week	

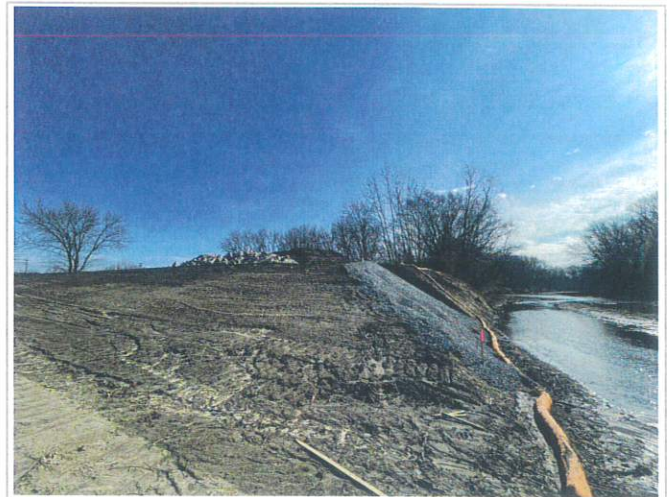
# AXIOM CONSULTANTS

CLIENT PROGRESS REPORT

AXIOM PROJECT NO. 23-0149	DATE 03/08/2024
CLIENT PROJECT NO.	PAGE Report 03



Bowker working placing erosion stone around bank.



Looking East over graded bank. Erosion stone placed along river side, more to be placed along ramp side.



Looking South down boat ramp.



Looking North up boat ramp. Seeding to start where rock ends.

## PROJECT COORDINATOR or MANAGER SIGNATURE

*NOTICE: AXIOM personnel have completed this report to the best of their ability in the most accurate fashion possible at the time and with the information available at the time of its writing. This report serves as a snapshot of design-phase progress and is provided to the Client in order to update them on the general overall status of the design team (and possibly subconsultants) in relation to the contracted scope of work. This report should not serve as official scheduling document in so far as it may contradict the originally contracted work or pertain to adjustments in the overall scope of work. The report is intended as an informational document only - to be used by the client in understanding the current workload and path of the design team.*

**RESOLUTION #2024-XX**

**RESOLUTION TO APPROVE EDUCATION REIMBURSEMENT AGREEMENT**

**WHEREAS** the City of Riverside believes in assisting its employees in professional development and will consider all requests for certification and educational reimbursements as stated in the Employee handbook. (Res. 2023-86),

**WHEREAS** City Administrator, Cole Smith, has requested educational reimbursement for a master’s degree in public administration,

**THEREFORE, BE IT RESOLVED**, the City of Riverside City Council approves the attached Education Reimbursement Agreement for City Administrator Cole Smith.

**MOVED BY** Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ to adopt this foregoing resolution.

**Roll Call:** Sexton, Schneider, Kiene, Mills, Rogerson

Ayes:

Nays:

Abstain:

**Passed and approved** this 18<sup>th</sup> day of March, 2024, by the City Council of Riverside, IA.

Signed: \_\_\_\_\_  
Allen Schneider, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Becky LaRoche, City Clerk

Date: \_\_\_\_\_

**CITY OF RIVERSIDE, IOWA  
EDUCATION REIMBURSEMENT AGREEMENT**

THIS AGREEMENT, made and entered this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Riverside, Iowa, a municipal corporation (the “CITY”) and Cole J. Smith, (the “EMPLOYEE”).

The intent of this Education Reimbursement Agreement (“Agreement”) is to provide for the education and training of the EMPLOYEE as the City Administrator and to specify the consideration that the EMPLOYEE will provide the CITY in return for the training.

This Agreement is in addition to any employment agreement or contract that currently exists between the CITY and EMPLOYEE. This Agreement does not supersede any existing agreement or contract between CITY and EMPLOYEE, but where this Agreement and another agreement between the City and Employee conflict, this Agreement shall govern.

Now, therefore, the CITY and the EMPLOYEE, for consideration herein set forth, do mutually agree as follows:

**1. TRAINING OF THE EMPLOYEE**

A. The CITY and the EMPLOYEE agree that the EMPLOYEE will enroll in educational courses for the pursuit of his Masters Degree in Public Administration (“Masters”). The CITY shall pay the EMPLOYEE’s expense of enrolling in the educational courses and books and other necessary materials for the EMPLOYEE’s Masters. The EMPLOYEE agrees that the EMPLOYEE will be responsible for reimbursing the CITY in accordance with the rules for reimbursement as stated hereafter in this Agreement.

1. The expenses which the EMPLOYEE, agrees to reimburse the CITY for include:
  - a. The cost of any educational courses paid for by the CITY.
  - b. The cost of any books and/or materials for the educational courses paid for by the CITY.
2. The CITY will maintain a running total of the expenses that either the CITY or the EMPLOYEE can access at any time.
3. In consideration for providing this training, EMPLOYEE agrees to work for the CITY, as a full-time City Administrator for at least four (4) years from the date when the EMPLOYEE successfully obtains his Master’s Degree.
4. In the event the EMPLOYEE does not successfully obtain his Master’s Degree within three (3) years of the date of this Agreement, EMPLOYEE shall reimburse the CITY for all amounts paid pursuant to this Agreement.



2. REIMBURSEMENT OF TOTAL TRAINING EXPENSES

A. If any of the following events occur:

- 1. The EMPLOYEE voluntarily resigns from the position of City Administrator with the CITY;
- 2. The EMPLOYEE is involuntarily terminated, except for termination due to layoff;

then the EMPLOYEE shall reimburse the CITY for educational course expenses under the terms of this AGREEMENT as set forth below:

<u>Years of Service Following Employee's Completion of Last Educational Course</u>	<u>Amount of Reimbursement</u>
0-1 year	100% of actual costs
1-2 years	75% of actual costs
2-3 years	50% of actual costs
3-4 years	25% of actual costs
More than 4 years	No reimbursement

B. In the event the EMPLOYEE is required to make reimbursement, one hundred percent (100%) of the total reimbursement is due within thirty (30) days from the date of resignation, dismissal or termination, unless EMPLOYEE and the CITY mutually agree to installment payment arrangements under the following terms:

- 1. The first payment shall be due thirty (30) days from the date of resignation, dismissal or termination, as applicable, and on the same date for each successive month, thereafter, until the CITY has been reimbursed in full for training expenses.
- 2. The minimum monthly payment shall be three hundred fifty dollars (\$350.00).
- 3. Interest shall commence with the EMPLOYEE'S date of resignation, dismissal or termination at the rate of six percent (6%) and shall be calculated on the unpaid principal balance to the date of each installment paid, with payments being credited first to accrued interest and then to the reduction of principal.
- 4. EMPLOYEE shall notify the CITY of the EMPLOYEE'S place of residence while in the employ of the CITY and/or until such time as the debt for total training expenses is satisfied in full.
- 5. This agreement may be amended or cancelled only upon agreement in writing of both the CITY and the EMPLOYEE.

6. If reimbursement is not made in accordance with this AGREEMENT, the EMPLOYEE understands that the CITY, at its option may seek any necessary collection options the CITY deems appropriate, and if necessary, any court costs and attorney fees.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

EMPLOYEE:

CITY OF RIVERSIDE:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mayor

Attest \_\_\_\_\_

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# City of Riverside

Title: <b>PURCHASING POLICY</b>	Date of Version: _____, <b>2024</b>
	Resolution No.: _____

## **SECTION 1 – PURPOSE**

The purpose of this purchasing policy is to ensure that sound business judgment is utilized in all procurement transactions and that goods and services are obtained efficiently and economically and in compliance with applicable federal and state laws and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

## **SECTION 2 – APPLICATION**

This policy applies to the procurement of all goods and services that include any federal program funding. In regards to any such federal programs, all procurement will be done in accordance with 2 CFR; Part 200.

## **SECTION 3 – PURCHASING POLICY**

- A. It shall be the responsibility of the City Administrator to ensure that the departments supervised follow all policies and procedures.
- B. Only the purchasing methods described herein are available for purchasing goods and services on behalf of the City.
- C. The City’s purchasing system is considered de-centralized (each department’s responsibility) except for those goods, services, and equipment that qualify or are designated for centralized purchasing.
- D. All applicable paperwork should be forwarded to the City Administrator as promptly as possible to expedite processing.
- E. No purchase made by an employee shall bind the City to receive and/or pay for the goods or services procured, unless authorized by the methods described herein.
- F. Noncompliance with these policies and procedures may result in the return of improperly authorized or prepared documents, nonpayment of vendor invoices, cancellation of purchase orders or purchasing privileges, or other sanctions as

determined necessary after consultation with the City Administrator.

- G. The City Administrator will approve all purchases over \$500. Purchases require a purchase order, with the exception of fuel.
- H. Transactions shall not be split into smaller parts in order to circumvent the dollar limitations and requirements of this policy.
- I. The City does not prepay for goods or services or utilize prepaid devices such as gift cards. If a vendor requires prepayment for goods or services, authorization must be obtained from the City Administrator.
- J. Employee reimbursements should be kept to a minimum (i.e. emergencies and travel/training). Sales tax will only be reimbursed to employees for these types of transactions.

**SECTION 4 – PURCHASING LIMITATIONS**

A. Informal Quotation Process (Informal)

PROCEDURES FOR PURCHASING LESS THAN \$4,999.

- 1. The purchase of any budgeted goods or services with a value in excess of \$3,000, but less than \$4,999 shall require at least three quotations. These quotations can be either telephone quotations or from a suppliers catalog. These quotations need to be documented on the purchase requisition.
- 2. The City Administrator is authorized to approve purchases not to exceed \$1,500.
- 3. The Mayor is authorized to approve purchases not to exceed \$4,999.

**Commented [DMM1]:** These figures can be adjusted as appropriate and acceptable to the City Council.

PROCEDURES FOR PURCHASING OVER THAN \$4,999

- 1. ~~Employee should discuss an item they would like to purchase with the City Administrator.~~
  - a. ~~City Administrator will discuss specifications with the Council.~~
  - b. ~~City Administrator will put in written form (on City letterhead) the specifications for Council review for any amendments, additions or deletions.~~
  - c. ~~After a final specification sheet is compiled, City administrator will send copies to prospective bidders.~~
  - d. ~~Employee and Council can formulate a list of prospective bidders.~~
  - e. ~~City Administrator will inform the Council of receipt of quotes for bids, amounts and who is determined to be the lowest and most reasonable responsible bidder.~~

**Commented [DMM2]:** This section seems unnecessary given the policy as a whole. Was this language added for a particular purpose or due to a past incident? Is it still necessary. I recommend removal if not necessary.

- 2. The purchase of any budgeted goods, services, repairs and equipment whose total value is between \$5,000 and \$39,999 shall require written quotations from at least three suppliers, if possible. Quotations should be sent to the City Administrator with other related paperwork.
- 3. Purchases for public improvements qualifying under Chapter 26.3 of the Iowa Code that are less than \$\_\_\_\_\_ for highway, bridge, or culvert work, less than \$\_\_\_\_\_ for buildings, utilities, sidewalks, trails, etc. or have been declared emergency repair work qualify for informal quotations. These purchases shall adhere to the following requirements:
  - a. The contractor must provide a performance and payment bond for a public improvement project of more than \$25,000. See Iowa Code section 573.3.
  - b. The City Administrator shall solicit City Council affirmation of contracts over \$25,000 at the next regularly scheduled or special called meeting.

**Commented [DMM3]:** Current competitive bid threshold for a City of less than 50,000 persons is \$65,000. I've seen cities use this figure. However, on quotes, there is currently no threshold for horizontal public improvements and the vertical public improvement threshold is \$81,000.

B. Competitive Quotation Process (semi-formal)

- 1. The purchase of any budgeted goods or services with an estimated value in excess of \$40,000 shall require the taking of competitive bids based on written bid specifications with the cooperation of the City Administrator.

All bid documents shall receive prior approval from the City Administrator or designee. All amendments to bid specifications shall be made in writing. In the event it is deemed necessary to verbally inform a vendor of a bid specification change, such verbal communications shall be immediately followed up with written confirmation of the change. A notice to bidders may be published in an authorized publication but is not required.

The written bid documents will include the time, place, and manner for filing quotations, which may be received by mail, fax, or e-mail. A report outlining all bids received, including the vendor names and the amount of the bids, shall be submitted. If the bid is being awarded to a vendor other than the low bidder, the report shall also state why the bid is not being awarded to the low bidder. The report shall also include the amount budgeted for this purchase.

The City Administrator or designee may award the contract bid, execute the contract, and authorize work to proceed under the contract, and/or approve performance and payment bonds. The City Administrator shall solicit City Council affirmation of all semi-formal bids, contracts and purchases at the next regularly scheduled or special called meeting.

- 2. Purchases for public improvements qualifying under Chapter 26.3 of the Code of Iowa that are between \$40,000 and \$100,000 and have not been declared emergency repair work and are not for highway, bridge, or culvert work qualify for competitive bidding (semi-formal) and shall adhere to part B.1 of this section. The contractor must provide a performance and payment bond for a public improvement project.

**Commented [DMM4]:** Do we want to review? Ties with section (A)(3) on previous page. If we want to use current competitive bid and competitive quote numbers, then it would be \$81,000 for competitive quote and \$196,000 for competitive bid (vertical infrastructure).

C. Competitive Bidding (formal)

1. Purchases for public improvements qualifying under Chapter 26.3 of the Code of Iowa that are in excess of \$196,000 or are for highway, bridge, or culvert work in excess of \$65,000 must use formal bidding as defined by Chapter 26 of the Code of Iowa unless the improvements are declared emergency repair work.
2. Formal bids must be taken with the cooperation of the City Administrator using the following steps:
  - a. Detailed and written plans and specifications and a detailed cost estimate must be prepared for the public improvement project, approved by the City Administrator and placed on file.
  - b. A notice to bidders must be published by the City Administrator more than 4 days but not more than 45 days before the date of filing bids. Notices must include:
    - i. Time and place for filing sealed proposals
    - ii. Time and place sealed proposals will be opened and considered on behalf of the governing body
    - iii. The general nature of the public improvements on which bids are being requested
    - iv. In general terms, when the work must be commenced and when it must be completed
    - v. Bid security and bid bond requirements
  - c. A notice of public hearing on plans, specifications, form of contract, and cost estimate must be published by the City Administrator more than 4 days but not more than 20 days before the public hearing.
  - d. A formal opening and announcement of sealed bids on published date by the City Administrator; review, consideration, and recommendation of bid award by City Administrator; City Administrator prepares report of bids received.
  - e. A public hearing on plans, specifications, form of contract, and cost estimate on published date by City Council.
  - f. City Council receives City Administrator report of bids received.
  - g. City Council passes or rejects resolutions to adopt plans, specifications, form of contract, and estimate of cost, to award construction contract, and to approve construction contract and bond with the lowest responsive, responsible bidder who has met all bid security and bid bond requirements following public hearing in step e.

D. Miscellaneous

1. Contracting for budgeted professional services (legal, engineering, etc.) or for ongoing technical services (maintenance, utilities, etc.) may be done on a negotiated basis. Where practical, however, those vendors providing such services should be asked to submit formal proposals to provide the services requested. Such proposals shall be evaluated on the basis of the vendor's reputation, experience, and understanding of the work to be done. Price, while being a factor, should not be the primary factor. City Administrator and City Council authorization for affirmation is still required at the same dollar limitations as semi-formal or formally bid contracts.
2. All purchases involving a sole source bid (no competitive bids) where competitive bids are required shall be accompanied by written justification from the City Administrator/Clerk detailing the reason for a sole source purchase.
3. Bids solicited by the United State of America or an agency thereof, the State of Iowa, Washington County, or another governmental unit may be used as a replacement to the bidding requirements unless bidding is required by the Code of Iowa, the City Council, or the City Administrator/Clerk. The availability of a bid from another government agency does not preclude the City from seeking and obtaining bids in a manner provided through this policy.
4. All purchases funded through a state or federal grant must follow all additional procedures required by the grantor. All bid specifications for a purchase that is funded through a state or a federal grant must list all additional specifications for the goods or services that are required by the grantor. Any contract funded through a federal grant shall comply with 2 CFR 200.326 and Appendix II to Part 200. Contractors must be evaluated when bids are received on their ability to meet state or federal requirements, the City will not award a federally funded contract to a party listed on disbarred, suspended or otherwise excluded in the System for Award Management (SAM). In addition, no purchases to be covered by a grant can be made prior to the execution of the grant agreement unless approved by the grantor.
5. Section 362.5 of the Iowa Code states: "A city officer or employee shall not have an interest, direct or indirect, in any contract or job of work or material or the profits thereof or services to be furnished or performed or the officer's or employee's city. The Iowa Code lists several exceptions to this provision."

Contracts not otherwise permitted by this section, for the purchase of goods or services by a city which benefit a city officer or employee if the purchases benefiting that officer or employee do not exceed a cumulative total purchase price at six thousand dollars in a fiscal year.

6. For any given purchase, due to the nature of the contract, the competitiveness of the vendors, or for other reasons, the department may choose to use the bidding procedures for a higher dollar threshold than which the purchase falls under. The department may not, however, select bidding procedures for a lower dollar threshold than what is prescribed.

7. Emergency repair work is declared via resolution by the City Council and a certificate from an external, registered, professional engineer certifying that the emergency repairs are necessary.

E. Contract Administration

1. The City Administrator or designee will advertise and bid all contracts qualifying for formal bidding procedures. The City Administrator or designee will oversee receiving, opening, and announcing all formal bids. Bids received late will be immediately returned to the late bidder unopened.
2. Formally bid contracts will be executed by the Mayor and attested to by the City Administrator. The City Administrator or designee shall execute all other contract of behalf of the City as permitted by state law.
3. The City Administrator or designee will administer all contracts on the authority of the City Council.
4. The City Administrator designee will approve all change orders to contracts. City Council must approve all change orders for contracts that were bid using formal bidding procedures.
5. Contractual payments on formally bid contracts must be approved, individually, by City Council action. Other contractual payments must be approved by the City Administrator or designee and listed on the formal claims list presented to City Council
6. Where appropriate, retainage shall be withheld on contracts for public improvements as provided by state law or on other contracts as deemed appropriate or necessary. Retainage on a contract may not exceed 5% of the cost of the public improvement. An application by a contractor for early release of a retainage requires City Council consideration and approval.
7. The final acceptance (certificate of completion), the final contractor payment, and the release of retainage authorization (unless early release applied for) of a formally bid contract shall be individually approved by City Council action at the same meeting.

F. ~~Certain exceptions to the above purchasing methods are as follows:~~

- ~~1. Annual dues renewals~~
- ~~2. Subscription renewals~~
- ~~3. Recording fees~~
- ~~4. Budgeted rents and leases~~
- ~~5. Maintenance agreement and service contract renewals~~



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- 6. ~~Scheduled agency contributions~~
- 7. ~~Travel and training~~
- 8. ~~Contracts and purchases approved by City Council~~

Unless listed above, all purchases greater than \$500 requires some form of purchase order.

### **SECTION 5 – PURCHASING PROCEDURES**

- 1. For all purchases verify that the item or service is a budgeted item for your department.
- 2. Invoices, bills and receipts must be submitted immediately to the City office upon purchase.
- 3. For accurate budgeting, designate on the invoice, bill or receipt the department the purchases should be expended from.

### **SECTION 6 – CITY COUNCIL**

- 1. City Council approval will be necessary for applicable purchases that exceed the annual adopted budget.

**Commented [DMM5]:** These "exceptions" seem unnecessary given the thresholds above. If we need to adjust them, let's do that rather than carve out blanket exceptions. Blank exceptions tend to get the attention of the State Auditor's office.

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# Estimate

Big Iron Welding of Iowa LLC.  
5269 Oak Crest Hill Rd SE  
PO Box 439  
Hills, IA 52235

Date	Estimate #
2/9/2024	4802

Name / Address
City of Riverside 60 N Greene St. P.O. Box 188 Riverside, IA 52327

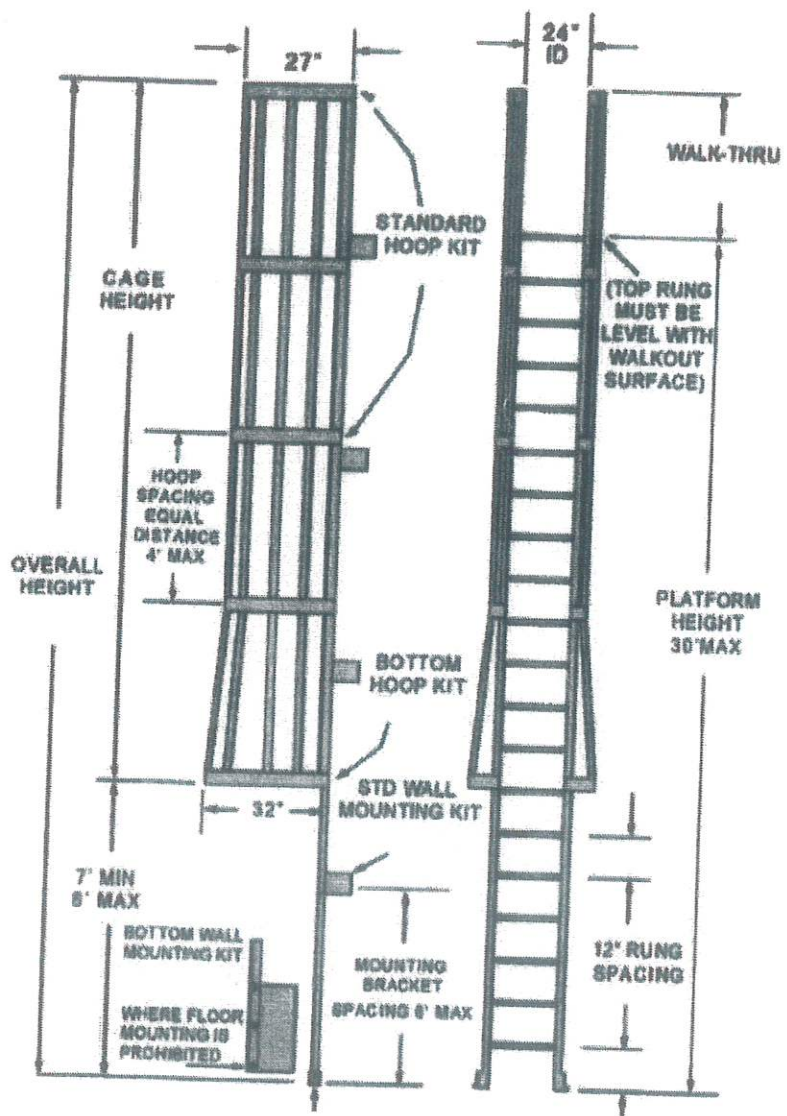
Project

Description	Qty	Rate	Total
Ladder and cage for waste water building 1/2" rod drilled through the wall and nutted on inside of building Installed No crane- City will cover the crane		3,175.00	3,175.00

<b>Subtotal</b>		\$3,175.00
<b>Sales Tax (7.0%)</b>		\$0.00
<b>Total</b>		\$3,175.00

All estimates are valid for 5 business days.

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CITY of RIVERSIDE FUND BALANCES 2-29-2024

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FUND	NAME	BALANCE	RESERVES	AVAILABLE FY 23
001	GENERAL	\$ 668,718.89	\$ (397,363.00)	\$ 271,355.89
002	FIRE	\$ 237,209.26	\$ (237,209.26)	\$ -
110	R.USE	\$ 85,972.53	\$ -	\$ 85,972.53
121	LOST	\$ 82,474.46	\$ -	\$ 82,474.46
145	CASINO	\$ 554,445.36	\$ -	\$ 554,445.36
301	CAP PRO	\$ 435,630.32	\$ -	\$ 435,630.32
302	CB FUNDS	\$ 1,346,534.50	\$ (1,346,534.50)	\$ -
600	WATER	\$ 114,692.90	\$ (82,103.25)	\$ 32,589.65
610	SEWER	\$ 493,718.68	\$ (129,629.00)	\$ 364,089.68
680	STORM	\$ 19,057.66	\$ -	\$ 19,057.66
	TOTAL	\$ 4,038,454.56	\$ (2,192,839.01)	\$ 1,845,615.55
<b>POOLED CASH BALANCE</b>		<b>2/29/2024</b>		
COMM. BUILDING SET A SIDE		INTEREST RATE		
SAV	67928	\$ 1,346,534.50	5.24%	
TOTAL	302 FUND	\$ 1,346,534.50		
CHECK	35378	\$ 634,438.25	2.40%	
MM	67545	\$ 2,013,227.32	5.24%	
HILLS	2656940	\$ 77,763.71	0.25%	
TOTAL		\$ 4,071,963.78		
LESS RESERVES		\$ (2,192,839.01)		
LIQUID CASH		\$ 1,879,124.77	1/31/2024	

CITY OF RIVERSIDE  
 MTD TREASURERS REPORT  
 AS OF: FEBRUARY 29TH, 2024

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FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	703,485.10	32,026.19	65,636.92	669,874.37	0.00	( 1,155.48)	668,718.89
002-FIRE DEPARTMENT	248,858.39	987.18	12,636.31	237,209.26	0.00	0.00	237,209.26
110-ROAD USE TAX	76,395.76	10,916.24	1,339.47	85,972.53	0.00	0.00	85,972.53
121-LOCAL OPTION SALES TAX	67,109.91	15,364.55	0.00	82,474.46	0.00	0.00	82,474.46
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	852,937.76	112,507.60	411,000.00	554,445.36	0.00	0.00	554,445.36
301-CAPITAL PROJECTS	72,567.95	418,677.37	55,615.00	435,630.32	0.00	0.00	435,630.32
302-COMMUNITY CENTER FUNDS	1,340,636.74	5,897.76	0.00	1,346,534.50	0.00	0.00	1,346,534.50
600-WATER FUND	126,359.33	17,880.24	29,546.67	114,692.90	0.00	0.00	114,692.90
610-SEWER FUND	498,897.23	33,766.17	38,944.72	493,718.68	0.00	0.00	493,718.68
680-STORM WATER	17,419.33	1,638.33	0.00	19,057.66	0.00	0.00	19,057.66
<b>GRAND TOTAL</b>	<b>4,004,667.50</b>	<b>649,661.63</b>	<b>614,719.09</b>	<b>4,039,610.04</b>	<b>0.00</b>	<b>( 1,155.48)</b>	<b>4,038,454.56</b>

\*\*\* END OF REPORT \*\*\*

CITY OF RIVERSIDE  
POOLED CASH REPORT (FUND 999)  
AS OF: FEBRUARY 29TH, 2024

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FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>DUE TO POOLED CASH</u>				
001-2020	ACCOUNTS PAYABLE	6,990.00	0.00	6,990.00
002-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
110-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
121-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
125-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
145-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
200-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
301-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
302-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
600-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
610-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
680-2020	ACCOUNTS PAYABLE	0.00	0.00	0.00
TOTAL DUE TO POOLED CASH		6,990.00	0.00	6,990.00

<u>DUE FROM OTHER FUNDS</u>				
999-1330	DUE FROM OTHER FUNDS	6,990.00	0.00	6,990.00
TOTAL DUE FROM OTHER FUNDS		6,990.00	0.00	6,990.00

<u>ACCOUNTS PAYABLE - POOLED CASH</u>				
999-2020	ACCOUNTS PAYABLE CONTROL	6,990.00	0.00	6,990.00
TOTAL ACCOUNTS PAYABLE POOLED CASH		6,990.00	0.00	6,990.00

\*\*\* PROOF CASH BALANCES \*\*\*

(A)		(B)		(C)	
CLAIM ON CASH	4,038,664.56	CLAIM ON CASH	4,038,664.56	CASH IN BANK	4,038,664.56
CASH IN BANK	4,038,664.56	DUE TO OTHER FUNDS	4,038,664.56	DUE TO OTHER FUNDS	4,038,664.56
DIFFERENCE	0.00		0.00		0.00

\*\*\* PROOF ACCOUNTS PAYABLE BALANCES \*\*\*

(D)		(E)		(F)	
AP PENDING	6,990.00	AP PENDING	6,990.00	DUE FROM OTHER FUNDS	6,990.00
DUE FROM OTHER FUNDS	6,990.00	ACCOUNTS PAYABLE	6,990.00	ACCOUNTS PAYABLE	6,990.00
DIFFERENCE	0.00		0.00		0.00

CITY OF RIVERSIDE  
REVENUE AND EXPENDITURES REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2024

49

001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

	PRIOR YEAR BUDGET	PRIOR YEAR Y-T-D	CURRENT BUDGET	CURRENT PERIOD	CURRENT YTD ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>001-GENERAL FUND</u>							
TOTAL REVENUE	1,241,205.00	678,351.61	1,107,476.00	32,026.19	818,403.12	289,072.88	73.90
TOTAL EXPENDITURES	1,974,908.98	1,441,555.67	1,182,862.00	65,636.92	794,145.15	388,716.85	67.14
REVENUES OVER/(UNDER) EXPENDITURES	( 733,703.98)	( 763,204.06)	( 75,386.00)	( 33,610.73)	24,257.97	( 99,643.97)	32.18-
<u>002-FIRE DEPARTMENT</u>							
TOTAL REVENUE	386,206.00	124,158.96	187,230.00	987.18	153,799.97	33,430.03	82.14
TOTAL EXPENDITURES	378,936.01	58,100.18	179,651.00	12,636.31	71,276.18	108,374.82	39.67
REVENUES OVER/(UNDER) EXPENDITURES	7,269.99	66,058.78	7,579.00	( 11,649.13)	82,523.79	( 74,944.79)	1,088.85
<u>110-ROAD USE TAX</u>							
TOTAL REVENUE	133,000.00	97,440.59	136,210.00	10,916.24	99,986.71	36,223.29	73.41
TOTAL EXPENDITURES	172,000.00	63,967.98	64,500.00	1,339.47	17,789.77	46,710.23	27.58
REVENUES OVER/(UNDER) EXPENDITURES	( 39,000.00)	33,472.61	71,710.00	9,576.77	82,196.94	( 10,486.94)	114.62
<u>121-LOCAL OPTION SALES TAX</u>							
TOTAL REVENUE	125,000.00	104,958.25	140,000.00	15,364.55	117,739.63	22,260.37	84.10
TOTAL EXPENDITURES	300,000.00	180,000.00	140,000.00	0.00	56,000.00	84,000.00	40.00
REVENUES OVER/(UNDER) EXPENDITURES	( 175,000.00)	( 75,041.75)	0.00	15,364.55	61,739.63	( 61,739.63)	0.00
<u>125-TIF</u>							
TOTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>145-CASINO REVENUE FUND</u>							
TOTAL REVENUE	1,200,000.00	1,337,276.56	1,200,000.00	112,507.60	1,331,671.68	( 131,671.68)	110.97
TOTAL EXPENDITURES	1,959,000.00	1,752,830.00	1,343,500.00	411,000.00	1,365,993.35	( 22,493.35)	101.67
REVENUES OVER/(UNDER) EXPENDITURES	( 759,000.00)	( 415,553.44)	( 143,500.00)	( 298,492.40)	( 34,321.67)	( 109,178.33)	23.92
<u>200-DEBT SERVICE</u>							
TOTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<u>301-CAPITAL PROJECTS</u>							
TOTAL REVENUE	2,898,500.00	2,850,185.96	162,000.00	418,677.37	1,275,592.07	( 1,113,592.07)	787.40
TOTAL EXPENDITURES	3,377,335.00	3,572,605.78	825,000.00	55,615.00	1,194,235.62	( 369,235.62)	144.76
REVENUES OVER/(UNDER) EXPENDITURES	( 478,835.00)	( 722,419.82)	( 663,000.00)	363,062.37	81,356.45	( 744,356.45)	12.27-
<u>302-COMMUNITY CENTER FUNDS</u>							
TOTAL REVENUE	107,500.00	3,615.35	102,800.00	5,897.76	122,552.39	( 19,752.39)	119.21
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	107,500.00	3,615.35	102,800.00	5,897.76	122,552.39	( 19,752.39)	119.21

CITY OF RIVERSIDE  
REVENUE AND EXPENDITURES REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2024

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001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

	PRIOR YEAR BUDGET	PRIOR YEAR Y-T-D	CURRENT BUDGET	CURRENT PERIOD	CURRENT YTD ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>600-WATER FUND</b>							
TOTAL REVENUE	420,320.00	263,071.73	403,423.00	17,880.24	254,831.96	148,591.04	63.17
TOTAL EXPENDITURES	308,743.00	183,588.10	388,381.00	29,546.67	315,961.27	72,419.73	81.35
REVENUES OVER/(UNDER) EXPENDITURES	111,577.00	79,483.63	15,042.00	(11,666.43)	(61,129.31)	76,171.31	406.39-
<b>610-SEWER FUND</b>							
TOTAL REVENUE	450,700.00	282,975.85	451,830.00	33,766.17	291,120.71	160,709.29	64.43
TOTAL EXPENDITURES	340,488.00	190,208.68	384,744.00	38,944.72	277,492.25	107,251.75	72.12
REVENUES OVER/(UNDER) EXPENDITURES	110,212.00	92,767.17	67,086.00	(5,178.55)	13,628.46	53,457.54	20.31
<b>680-STORM WATER</b>							
TOTAL REVENUE	18,500.00	12,694.52	19,000.00	1,638.33	12,939.67	6,060.33	68.10
TOTAL EXPENDITURES	18,500.00	6,000.00	22,000.00	0.00	0.00	22,000.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	6,694.52	(3,000.00)	1,638.33	12,939.67	(15,939.67)	431.32-
<b>GRAND TOTAL REVENUES</b>							
	6,980,931.00	5,754,729.38	3,909,969.00	649,661.63	4,478,637.91	568,668.91	114.54
<b>GRAND TOTAL EXPENDITURES</b>							
	8,829,910.99	7,448,856.39	4,530,638.00	614,719.09	4,092,893.59	437,744.41	90.34
REVENUES OVER/(UNDER) EXPENDITURES	(1,848,979.99)	(1,694,127.01)	(620,669.00)	34,942.54	385,744.32	(1,006,413.32)	90.34

\*\*\* END OF REPORT \*\*\*



CITY OF RIVERSIDE  
 POOLED CASH REPORT (FUND 999)  
 AS OF: FEBRUARY 29TH, 2024

51

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	703,485.10 (	34,556.21)	668,928.89
002-1110	CHECKING ACCT-FIRE DEP.	248,858.39 (	11,649.13)	237,209.26
110-1110	CHECKING ACCT-ROAD USE TAX	76,395.76	9,576.77	85,972.53
121-1110	CHECKING ACCT-LOST	67,109.91	15,364.55	82,474.46
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	852,937.76 (	298,492.40)	554,445.36
301-1110	CHECKING ACCT-CAP PROJECTS	72,567.95	363,062.37	435,630.32
302-1110	COMMUNITY CENTER FUNDS	1,340,636.74	5,897.76	1,346,534.50
600-1110	CHECKING ACCT-WATER	126,359.33 (	11,666.43)	114,692.90
610-1110	CHECKING ACCT-SEWER	498,897.23 (	5,178.55)	493,718.68
680-1110	CHECKING ACCT-STORM WATER	17,419.33	1,638.33	19,057.66
TOTAL CLAIM ON CASH		4,004,667.50	33,997.06	4,038,664.56

CASH IN BANK - POOLED CASH

999-1110	CASH IN BANK #35378	599,311.69	1,827.34	601,139.03
999-1112	MONEY MARKET #67545	2,005,070.80	8,156.52	2,013,227.32
999-1114	HILLS BANK #2656940	59,648.27	18,115.44	77,763.71
999-1115	COMM CENTER FUND #67928	1,340,636.74	5,897.76	1,346,534.50
SUBTOTAL CASH IN BANK - POOLED CASH		4,004,667.50	33,997.06	4,038,664.56

WAGES PAYABLE

999-2010	WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE		0.00	0.00	0.00

TOTAL CASH IN BANK - POOLED CASH		4,004,667.50	33,997.06	4,038,664.56
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DUE TO OTHER FUNDS - POOLED CASH

999-2100	DUE TO OTHER FUNDS	4,004,667.50	33,997.06	4,038,664.56
TOTAL DUE TO OTHER FUNDS		4,004,667.50	33,997.06	4,038,664.56

===== REPORT TOTALS =====

==== BOOK CODE TOTALS ====

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BOOK:	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
01-BOOK 01	154.89CR	81.93	35.97	129.58	272.48	365.07
02-BOOK 02	153.67	209.91	177.96	160.44	388.08	1090.06
03-BOOK 03	62.18	0.00	0.00	0.00	68.87	131.05
04-BOOK 04	455.38CR	576.96	117.87	523.96	292.82	1056.23
05-BOOK 05	24.37	0.00	0.00	0.00	0.00	24.37
06-BOOK 06	0.00	0.00	0.00	0.00	0.00	0.00
07-BOOK 07	24.81CR	0.00	0.00	0.00	346.25	321.44
08-BOOK 08	426.42CR	31.61	0.00	0.00	881.10	486.29
TOTALS	821.28CR	900.41	331.80	813.98	2249.60	3474.51

ERRORS: 000

DATES: 2/01/2024 THRU 2/29/2024

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	NUMBER#	TOTAL ARREARS	TOTAL CURRENT	TOTAL BALANCE	ACTIVE ACCOUNT RECONCILIATION
ACTIVE ACCOUNTS:	551	34.52	59,758.49	59,793.01	NEW ACCOUNTS: 4
DISCONNECTED ACCTS:	6	309.72	263.59	573.31	DISCONNECT--NO TRF: 6
FINALED ACCOUNTS:	41	3,130.27		3,130.27	DISCONNECT--TRANSFER: 0
INACTIVE ACCOUNTS:	1,860	0.00		0.00	
<b>**GRAND TOTALS**</b>	<b>2,458</b>	<b>3,474.51</b>	<b>60,022.08</b>	<b>63,496.59</b>	

**\*\*CALCULATION SUMMARY\*\***

TOTAL CHARGES:	60,222.08
DEPOSIT RETURNS:	200.00CR
TOTAL CURRENT:	60,022.08

===== SERVICE CATEGORY TOTALS =====

CATEGORY	NUMBER	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	BILLED CONSUMPTION	UNBILLED CONSUMPTION	TOTAL CONSUMPTION
AS ANIMAL SHELTER	37	79.00	0.00	0.00	0.00			
GAR GARBAGE	765	7,296.00	0.00	0.00	0.00			
STW STORM WATER	543	1,629.00	0.00	0.00	0.00			
SWR SEWER	537	24,707.83	0.00	739.64	10,566.76	2662,678.0000		2662,678.0000
WTR WATER	545	24,396.12	0.00	1,374.49	22,906.40	2723,577.0000		2723,577.0000
<b>***TOTALS***</b>		<b>58,107.95</b>	<b>0.00</b>	<b>2,114.13</b>	<b>33,473.16</b>			

===== REVENUE CODE TOTALS =====

R/C DESCRIPTION	G/L ACCOUNT#	AMOUNT
<b>SERVICES:</b>		
100-WATER	600-4-810-1-4500	24,396.12
200-SEWER	610-4-815-1-4500	24,707.83
300-GARBAGE	001-4-950-1-4504	7,296.00
400-ANIMAL SHELTER DONATION	001-4-950-2-4700	79.00
450-STORM WATER FEE	680-4-950-4-4504	1,629.00
<b>TAX:</b>		
190-WATER EXCISE TAX	600-4-810-1-4560	1,374.49
290-SEWER TAX	610-4-815-4-4560	739.64
<b>**R/C TOTALS**</b>		<b>60,222.08</b>

===== RATE TABLE TOTALS =====

CAT CODE	TBL DESCRIPTION	SCHED	NO#	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	CONSUMPTION	MLT.
AS 400	A10 ANIMAL SHELTER	A10	3	30.00	0.00	0.00	0.00		
AS 400	AS1 ANIMAL SHELTER	AS1	29	29.00	0.00	0.00	0.00		
AS 400	AS2 ANIMAL SHELTER	AS2	1	2.00	0.00	0.00	0.00		
AS 400	AS3 ANIMAL SHELTER	AS3	1	3.00	0.00	0.00	0.00		
AS 400	AS5 ANIMAL SHELTER	AS5	3	15.00	0.00	0.00	0.00		
GAR 300	301 X-GARBAGE	301	4	57.00	0.00	0.00	0.00		

BOOK:

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===== R A T E T A B L E T O T A L S =====

\*\* ( CONTINUED ) \*\*

CAT CODE	TBL DESCRIPTION	SCHED	NO#	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	CONSUMPTION	MLT.
GAR 300	G02 GARBAGE- 35 GAL	G02	105	1,837.50	0.00	0.00	0.00		
GAR 300	G03 GARBAGE - 65 GAL	G03	277	5,401.50	0.00	0.00	0.00		
GAR 300	R01 RECYCLING 65 GAL	R01	331	0.00	0.00	0.00	0.00		
GAR 300	R02 RECYCLING 95 GAL	R02	48	0.00	0.00	0.00	0.00		
STW 450	ST1 STORM WATER FEE	ST1	543	1,629.00	0.00	0.00	0.00		
SWR 200	S01 SEWER-RESIDENTIAL	S01	478	13,660.09	0.00	0.00	0.00	1,320,696.0000	
SWR 200	S03 SEWER-COM, IND, GOV	S03	50	10,631.37	0.00	724.74	10,353.84	1,334,608.0000	
SWR 200	S04 SEWER-RES SEWER ONLY	S04	4	140.00	0.00	0.00	0.00		
SWR 200	S06 SEWER - 150% RATE	S06	1	63.45	0.00	0.00	0.00	5,050.0000	
SWR 200	S07 SEWER -COM O/S CITY	S07	3	180.00	0.00	12.60	180.00		
SWR 200	S08 SEWER-COM, O/S METER	S08	1	32.92	0.00	2.30	32.92	2,324.0000	
WTR 100	W01 WATER	W01	526	22,997.16	0.00	1,363.28	22,719.63	2,476,535.0000	
WTR 100	W02 WATER - OUTSIDE CITY	W02	2	114.76	0.00	6.89	114.76	8,751.0000	
WTR 100	W03 WATER - 2ND METER	W03	6	72.01	0.00	4.32	72.01	1.0000	
WTR 100	W05 NO CHARGE	W05	6	0.00	0.00	0.00	0.00	73,205.0000	
WTR 100	WLO WATER - ACC CONS LOW	WLO	3	0.00	0.00	0.00	0.00		
WTR 100	WO4 WATER NO TAX	WO4	2	1,212.19	0.00	0.00	0.00	165,085.0000	
***TOTALS***				58,107.95	0.00	2,114.13	33,473.16		

===== M E T E R G R O U P T O T A L S =====

CODE	DESCRIPTION	BILLED CONSUMPTION	UNBILLED CONSUMPTION	TOTAL CONSUMPTION	DEMAND CONSUMPTION
W	WATER	2,723,577.0000	0.000	2,723,577.0000	

===== R E F U N D E D D E P O S I T T O T A L S =====

CODE	DESCRIPTION	NUMBER	AMOUNT
10	WATER DEPOSIT	2	100.00CR
20	SEWER DEPOSIT	2	100.00CR
**DEPOSIT TOTALS**		4	200.00CR

DATES: 2/01/2024 THRU 2/29/2024

BOOK:

===== CUSTOMER CLASS TOTALS =====

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CLASS	SERV RATE	DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
CIT	WTR 100 W05	NO CHARGE	4	0.00	0.00	0.00	0.00	54,945.0000
		** CLASS TOTAL **	CIT	0.00	0.00	0.00	0.00	54,945.0000
COM	AS 400 AS1	ANIMAL SHELTER	1	1.00	0.00	0.00	0.00	
COM	GAR 300 G02	GARBAGE- 35 GAL	2	35.00	0.00	0.00	0.00	
COM	GAR 300 G03	GARBAGE - 65 GAL	3	58.50	0.00	0.00	0.00	
COM	GAR 300 R01	RECYCLING 65 GAL	4	0.00	0.00	0.00	0.00	
COM	GAR 300 R02	RECYCLING 95 GAL	1	0.00	0.00	0.00	0.00	
		** CATEGORY TOTAL **	GAR	93.50	0.00	0.00	0.00	
COM	STW 450 ST1	STORM WATER FEE	52	156.00	0.00	0.00	0.00	
COM	SWR 200 S01	SEWER-RESIDENTIAL	5	373.14	0.00	0.00	0.00	52,189.0000
COM	SWR 200 S03	SEWER-COM, IND, GOV	45	10,323.27	0.00	10,323.27	722.60	1,293,257.0000
COM	SWR 200 S07	SEWER -COM O/S CITY	3	180.00	0.00	180.00	12.60	
COM	SWR 200 S08	SEWER-COM, O/S METER	1	32.92	0.00	32.92	2.30	2,324.0000
		** CATEGORY TOTAL **	SWR	10,909.33	0.00	10,536.19	737.50	1,347,770.0000
COM	WTR 100 W01	WATER	49	9,400.60	0.00	9,400.60	564.02	1,164,425.0000
COM	WTR 100 W02	WATER - OUTSIDE CITY	1	51.31	0.00	51.31	3.08	3,701.0000
COM	WTR 100 W05	NO CHARGE	2	0.00	0.00	0.00	0.00	18,260.0000
COM	WTR 100 WLO	WATER - ACC CONS LOW	2	0.00	0.00	0.00	0.00	
COM	WTR 100 W04	WATER NO TAX	2	1,212.19	0.00	0.00	0.00	165,085.0000
		** CATEGORY TOTAL **	WTR	10,664.10	0.00	9,451.91	567.10	1,351,471.0000
		** CLASS TOTAL **	COM	21,823.93	0.00	19,988.10	1,304.60	
GOV	STW 450 ST1	STORM WATER FEE	2	6.00	0.00	0.00	0.00	
GOV	SWR 200 S03	SEWER-COM, IND, GOV	2	226.64	0.00	0.00	0.00	33,774.0000
GOV	WTR 100 W01	WATER	2	226.64	0.00	0.00	0.00	33,774.0000
GOV	WTR 100 WLO	WATER - ACC CONS LOW	1	0.00	0.00	0.00	0.00	
		** CATEGORY TOTAL **	WTR	226.64	0.00	0.00	0.00	33,774.0000
		** CLASS TOTAL **	GOV	459.28	0.00	0.00	0.00	
NTX	STW 450 ST1	STORM WATER FEE	1	3.00	0.00	0.00	0.00	
NTX	SWR 200 S03	SEWER-COM, IND, GOV	1	50.89	0.00	0.00	0.00	6,481.0000
NTX	WTR 100 W01	WATER	1	50.89	0.00	0.00	0.00	6,481.0000
		** CLASS TOTAL **	NTX	104.78	0.00	0.00	0.00	

DATES: 2/01/2024 THRU 2/29/2024

BOOK:

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===== CUSTOMER CLASS TOTALS =====

CLASS	SERV RATE								
CAT	CODE	TABLE	DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
RES AS	400	A10	ANIMAL SHELTER	3	30.00	0.00	0.00	0.00	
RES AS	400	AS1	ANIMAL SHELTER	28	28.00	0.00	0.00	0.00	
RES AS	400	AS2	ANIMAL SHELTER	1	2.00	0.00	0.00	0.00	
RES AS	400	AS3	ANIMAL SHELTER	1	3.00	0.00	0.00	0.00	
RES AS	400	AS5	ANIMAL SHELTER	3	15.00	0.00	0.00	0.00	
** CATEGORY TOTAL ** AS					78.00	0.00	0.00	0.00	
RES GAR	300	301	X-GARBAGE	4	57.00	0.00	0.00	0.00	
RES GAR	300	G02	GARBAGE- 35 GAL	103	1,802.50	0.00	0.00	0.00	
RES GAR	300	G03	GARBAGE - 65 GAL	274	5,343.00	0.00	0.00	0.00	
RES GAR	300	R01	RECYCLING 65 GAL	327	0.00	0.00	0.00	0.00	
RES GAR	300	R02	RECYCLING 95 GAL	47	0.00	0.00	0.00	0.00	
** CATEGORY TOTAL ** GAR					7,202.50	0.00	0.00	0.00	
RES STW	450	ST1	STORM WATER FEE	488	1,464.00	0.00	0.00	0.00	
RES SWR	200	S01	SEWER-RESIDENTIAL	473	13,286.95	0.00	0.00	0.00	1,268,507.0000
RES SWR	200	S03	SEWER-COM, IND, GOV	2	30.57	0.00	30.57	2.14	1,096.0000
RES SWR	200	S04	SEWER-RES SEWER ONLY	4	140.00	0.00	0.00	0.00	
RES SWR	200	S06	SEWER - 150% RATE	1	63.45	0.00	0.00	0.00	5,050.0000
** CATEGORY TOTAL ** SWR					13,520.97	0.00	30.57	2.14	1,274,653.0000
RES WTR	100	W01	WATER	474	13,319.03	0.00	13,319.03	799.26	1,271,855.0000
RES WTR	100	W02	WATER - OUTSIDE CITY	1	63.45	0.00	63.45	3.81	5,050.0000
RES WTR	100	W03	WATER - 2ND METER	6	72.01	0.00	72.01	4.32	1.0000
** CATEGORY TOTAL ** WTR					13,454.49	0.00	13,454.49	807.39	1,276,906.0000
** CLASS TOTAL ** RES					35,719.96	0.00	13,485.06	809.53	
** GRAND TOTALS **					58,107.95	0.00	33,473.16	2,114.13	