

CITY OF RIVERSIDE COUNCIL TENTATIVE AGENDA

RIVERSIDE CITY HALL COUNCIL CHAMBERS

60 N GREENE STREET

Tuesday, July 5, 2016 at 5:30 pm

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

6:30 PM – Regular City Council Meeting

NOTICE TO THE PUBLIC:

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

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

CALL MEETING TO ORDER: Mayor Schneider

Pledge of Allegiance

ROLL CALL:

APPROVAL OF AGENDA:

1. Approve Consent Agenda
 1. a) Minutes from 06-18-16
 1. b) Expenditures 07-05-16
2. Committee Reports:
3. Citizens Comments
4. Fire Department Report
5. Employee Personnel Concerns – Ron Hembry
*Closed session at employee request – Iowa Code Sec 21.5(1)(i)
6. Resolution #07052016-01 “Cornerstone Excavating – Pay Request #3 Ella Street”
7. Resolution #07052016-02 “Change Order #6 – Ella Street”
8. Resolution #07052016-03 “Investment Policy”
9. Storm water and recycling fees for people not in City Limits

10. Employee Evaluation Forms
11. Resolution #07052016-04 "Cost of Living Adjustment"
12. Maintenance on 114th Street
13. Update on Signs for Cherry Lane and Railroad Street
14. Pat Callahan Suggestions Update
15. Clerk Comments
16. City Council Comments & Requests for Information with a majority vote
17. Adjourn Council Meeting

Approved: _____

Date: _____

Allen Schneider, Mayor

RIVERSIDE CITY COUNCIL MEETING; June 20, 2016

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

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

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

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

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

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

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

Kevin Engel presented the monthly Water and Waste Water Report.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Council Work Session – June 22, 2016 at 6:30 pm with Martin Gardner on Community Center.

Council Work Session – July 5, 2016 at 5:30 pm.

NEXT CITY COUNCIL MEETING – Tuesday July 5, 2016 at 6:30 pm.

ATTEST:



Lory Young: City Clerk

Allen Schneider; Mayor

| EXPENDITURES 07-05-16 | | | | | |
|--------------------------|------------------------------|----------------|----|--------------|-----------------|
| COUNCIL MEETING | | | | | |
| UNPAID BILLS | | | | | |
| ALLIANT ENERGY | SEWER | 610-5-815-6371 | \$ | 599.61 | |
| ALLIANT ENERGY | WATER | 600-5-810-6371 | \$ | 95.56 | |
| ALLIANT ENERGY | FIRE STATION | 001-5-150-6330 | \$ | 438.58 | |
| ALLIANT ENERGY | STREET LIGHTS | 001-5-230-6371 | \$ | 1,210.44 | |
| ALLIANT ENERGY | PARKS | 001-5-430-6371 | \$ | 684.49 | |
| ALLIANT ENERGY | CITY HALL | 001-5-650-6371 | \$ | 368.65 | |
| ALLIANT ENERGY | COMM. BUILD | 001-5-460-6371 | \$ | 133.32 | \$ 3,530.65 |
| CARUS | WATER | 600-5-810-6501 | \$ | 652.60 | |
| CENTRAL IA DIST | PARKS | 001-5-430-6325 | \$ | 66.60 | |
| ENGLISH RIVER WATERSHED | FY 16/17 CONTRIBUTION | 001-5-520-6425 | \$ | 7,500.00 | |
| JAY STUELKE | INSPECTIONS | 001-5-170-6499 | \$ | 52.50 | |
| LORY YOUNG | CELL- JULY | 001-5-650-6373 | \$ | 50.00 | |
| LORY YOUNG | MILEAGE | 001-5-650-6240 | \$ | 152.28 | \$ 202.28 |
| MENARDS | PARKS | 001-5-430-6325 | \$ | 143.92 | |
| MENARDS | OFFICE | 001-5-650-6506 | \$ | 31.81 | \$ 175.73 |
| PITNEY BOWES | WATER POSTAGE | 600-5-810-6508 | \$ | 250.00 | |
| PITNEY BOWES | SEWER POSTAGE | 610-5-815-6508 | \$ | 250.00 | \$ 500.00 |
| RITWAY BUSINESS FORMS | LASER CHECKS | 001-5-650-6506 | \$ | 157.53 | |
| RIVERSIDE HISTORY CENTER | 2ND QTR GRANT | 145-5-650-6413 | \$ | 5,194.17 | |
| THREE CHICKS | PUBLISHING | 001-5-650-6402 | \$ | 491.16 | |
| UPS | SHIPPING SAMPLES | 610-5-815-6510 | \$ | 42.82 | |
| US CELLULAR | BILLING-STREETS | 001-5-210-6373 | \$ | 66.72 | |
| US CELLULAR | BILLING-WATER | 600-5-810-6373 | \$ | 66.72 | \$ 133.44 |
| YAHNKE, NATE | MOWING | 001-5-430-6320 | \$ | 100.00 | |
| | TOTAL UNPAID BILLS | | \$ | 18,799.48 | <i>✓ w/11-2</i> |
| | PAID BILLS | | | | |
| BANKER'S TRUST | GO LOAN | 301-5-750-6782 | \$ | 250.00 | |
| DELTA DENTAL | JULY BILLING | | \$ | 533.78 | |
| FELD EQUIP. CO. | LADDER TRUCK | 001-5-150-6356 | \$ | 3,629.00 | |
| KALONIAL LAWN CARE | MOWING | 001-5-430-6320 | \$ | 300.00 | |
| LINCOLN NATIONAL | LIFE, AD&D INS PREMIUMS -MAY | | \$ | 301.03 | |
| MEDIACOM | JUNE PHONE-INTERNET | 001-5-650-6373 | \$ | 457.55 | |
| US BANK | COPIER | 001-5-650-6496 | \$ | 166.37 | |
| WASH. CO. TREASURER | CHERRY TAXES | 145-5-650-6427 | \$ | 770.00 | |
| WATER DEPOSIT REFUNDS | | | \$ | 565.98 | |
| WELLMARK INS. | JULY BILLING | | \$ | 6,039.84 | |
| | TOTAL PAID EXPENDITURES | | | \$ 13,013.55 | |
| | TOTAL ALL EXPENDITURES | | | \$ 31,813.03 | |

PACKET: 02804 EXPENDITURES 7-05-16 BL

VENDOR SET: 01 City of Riverside

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

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

BATCH TOTALS 18,799.48

** G/L ACCOUNT TOTALS **

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

MTD TREASURERS REPORT

AS OF: MAY 31ST, 2016

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

*** END OF REPORT ***

POOLED CASH REPORT (FUND 999)

AS OF: MAY 31ST, 2016

| FUND | ACCOUNT# | ACCOUNT NAME | BEGINNING BALANCE | CURRENT ACTIVITY | CURRENT BALANCE |
|----------------------|----------|------------------------------|-----------------------|---------------------|---------------------|
| <u>CLAIM ON CASH</u> | | | | | |
| 001-1110 | | CHECKING ACCT-GENERAL FUND | 1,734,380.16 (| 15,322.07) | 1,719,058.09 |
| 110-1110 | | CHECKING ACCT-ROAD USE TAX | 346,520.66 | 6,121.29 | 352,641.95 |
| 121-1110 | | CHECKING ACCT-LOST | 307,576.52 | 7,303.01 | 314,879.53 |
| 125-1110 | | CHECKING ACCT-TIF | 0.00 | 0.00 | 0.00 |
| 145-1110 | | CHECKING ACCT-CASINO REVENUE | 1,623,850.13 | 57,904.20 | 1,681,754.33 |
| 200-1110 | | CHECKING ACCT-DEBT SERVICE | 0.00 | 0.00 | 0.00 |
| 301-1110 | | CHECKING ACCT-CAP PROJECTS | (674,742.76) (| 160,892.39) (| 835,635.15) |
| 600-1110 | | CHECKING ACCT-WATER | 646,561.73 | 14,317.36 | 660,879.09 |
| 610-1110 | | CHECKING ACCT-SEWER | 108,849.30 | 5,595.28 | 114,444.58 |
| 670-1110 | | CHECKING ACCT-GARBAGE | 5,146.67 | 332.18 | 5,478.85 |
| 680-1110 | | CHECKING ACCT-STORM WATER | <u>13,027.52</u> | <u>1,585.80</u> | <u>14,613.32</u> |
| TOTAL CLAIM ON CASH | | | <u>4,111,169.93 (</u> | <u>83,055.34)</u> | <u>4,028,114.59</u> |

CASH IN BANK - POOLED CASH

| | | | | | |
|-------------------------------------|--|------------------------------|-----------------------|-------------------|---------------------|
| 999-1110 | | CASH IN BANK | 741,650.07 (| 95,174.38) | 646,475.69 |
| 999-1112 | | PEOPLES BANK MONEY MARKET | 2,068,720.97 | 1,493.45 | 2,070,214.42 |
| 999-1114 | | HILLS BANK | 756,924.27 | 9,027.23 | 765,951.50 |
| 999-1115 | | CB FUND | 14,163.11 | 10.22 | 14,173.33 |
| 999-1116 | | COMMUNITY BUILDING CD #18936 | 269,711.51 | 0.00 | 269,711.51 |
| 999-1117 | | COMMUNITY BUILDING CD#18975 | <u>260,000.00</u> | <u>1,588.14</u> | <u>261,588.14</u> |
| SUBTOTAL CASH IN BANK - POOLED CASH | | | <u>4,111,169.93 (</u> | <u>83,055.34)</u> | <u>4,028,114.59</u> |

WAGES PAYABLE

| | | | | | |
|------------------------|--|---------------|-------------|-------------|-------------|
| 999-2010 | | WAGES PAYABLE | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| SUBTOTAL WAGES PAYABLE | | | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |

| | | | | | |
|----------------------------------|--|--|-----------------------|-------------------|---------------------|
| TOTAL CASH IN BANK - POOLED CASH | | | <u>4,111,169.93 (</u> | <u>83,055.34)</u> | <u>4,028,114.59</u> |
|----------------------------------|--|--|-----------------------|-------------------|---------------------|

DUE TO OTHER FUNDS - POOLED CASH

| | | | | | |
|----------|--|--------------------|-----------------------|-------------------|---------------------|
| 999-2100 | | DUE TO OTHER FUNDS | <u>4,111,169.93 (</u> | <u>83,055.34)</u> | <u>4,028,114.59</u> |
|----------|--|--------------------|-----------------------|-------------------|---------------------|

| | | | | | |
|--------------------------|--|--|-----------------------|-------------------|---------------------|
| TOTAL DUE TO OTHER FUNDS | | | <u>4,111,169.93 (</u> | <u>83,055.34)</u> | <u>4,028,114.59</u> |
|--------------------------|--|--|-----------------------|-------------------|---------------------|

CITY OF RIVERSIDE
 POOLED CASH REPORT (FUND 999)
 AS OF: MAY 31ST, 2016

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

*** PROOF CASH BALANCES ***

| (A) | | (B) | | (C) | |
|---------------|---------------------|--------------------|---------------------|--------------------|---------------------|
| CLAIM ON CASH | 4,028,114.59 | CLAIM ON CASH | 4,028,114.59 | CASH IN BANK | 4,028,114.59 |
| CASH IN BANK | <u>4,028,114.59</u> | DUE TO OTHER FUNDS | <u>4,028,114.59</u> | DUE TO OTHER FUNDS | <u>4,028,114.59</u> |
| DIFFERENCE | 0.00 | | 0.00 | | 0.00 |

*** PROOF ACCOUNTS PAYABLE BALANCES ***

| (D) | | (E) | | (F) | |
|----------------------|-------------|------------------|-------------|----------------------|-------------|
| AP PENDING | 0.00 | AP PENDING | 0.00 | DUE FROM OTHER FUNDS | 0.00 |
| DUE FROM OTHER FUNDS | <u>0.00</u> | ACCOUNTS PAYABLE | <u>0.00</u> | ACCOUNTS PAYABLE | <u>0.00</u> |
| DIFFERENCE | 0.00 | | 0.00 | | 0.00 |

*** END OF REPORT ***

REQUEST FOR CLOSED SESSION

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

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

Printed name of Requester: _____

Signature: _____

Date: _____

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

RESOLUTION #07052016-01

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

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

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

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

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

Ayes:

Nays:

Absents:

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk


CONSTRUCTION PROGRESS PAYMENT

| | | | |
|---------------------|---------------------------------|-----------------|----------------------------|
| Project Description | <u>Ella Street Improvements</u> | PN: | 2245012 |
| Contract Date | <u>16-Oct-15</u> | | |
| Contractor: | <u>Cornerstone Excavating</u> | Owner: | <u>City of Riverside</u> |
| Address: | <u>P.O. Box 928</u> | Attn: | <u></u> |
| City, St., Zip: | <u>Washington, Iowa 52353</u> | Address: | <u>60 N. Greene Street</u> |
| Phone: | <u>319-653-3957</u> | City, St., Zip: | <u>Riverside, IA 52327</u> |
| Fax: | <u>319-653-9067</u> | Phone: | <u>319-648-3501</u> |
| | | Fax: | <u></u> |

| | | | |
|------------|---|----------------------|------------|
| Estimate # | <input checked="" type="checkbox"/> 3 | FOR PERIOD: | Owner PN |
| | <input checked="" type="checkbox"/> Partial Payment | FROM: <u>5/30/16</u> | Federal PN |
| | <input type="checkbox"/> Final Payment | TO: <u>6/24/16</u> | State PN |

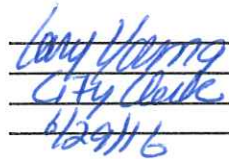
| | | |
|-----------------------|-----------------------|-------------|
| Base Contract Price | \$1,108,055.85 | |
| Change # | 1 | \$10,182.60 |
| Change # | 2 | \$11,000.50 |
| Change # | 3 | \$5,738.25 |
| Change # | 4 | \$650.00 |
| Change # | 5 | \$2,000.00 |
| Change # | | |
| Total Contract | \$1,137,627.20 | |

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

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

Recommended by: _____
 Title: Scott Pottorff
 Title: Project Engineer
 Date: _____

Approved by: _____
 Title: _____
 Date: _____

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

Ella Street Improvements

Pay Estimate No.: 3

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

| Item No. | Item Description | Units | Contract Quantity | Unit Price | Contract Amount | Quantity This Estimate | Amount This Estimate | To Date Quantity | To Date Amount |
|----------|---|-------|-------------------|-------------|-----------------|------------------------|----------------------|------------------|----------------|
| 1 | Traffic Control | LS | 1 | \$15,700.00 | 15,700.00 | - | - | 0.50 | 7,850.00 |
| 2 | Mobilization | LS | 1 | \$72,500.00 | 72,500.00 | - | - | 0.50 | 36,250.00 |
| 3 | Cleaning and Grubbing | LS | 1 | \$15,000.00 | 15,000.00 | - | - | 1.00 | 15,000.00 |
| 4 | Off Site Topsoil | CY | 500 | \$34.00 | 17,000.00 | - | - | - | - |
| 5 | Class 10 Excavation, Import | CY | U.P.O. | \$15.00 | - | - | - | - | - |
| 6 | Excavation, Class 13 | CY | 2,000 | \$10.95 | 21,900.00 | 1,800.00 | 19,710.00 | 1,800.00 | 19,710.00 |
| 7 | Below Grade Excavation (Core Out) | CY | 200 | \$37.95 | 7,590.00 | 55.00 | 2,087.25 | 55.00 | 2,087.25 |
| 8 | Subgrade Preparation | SY | 6,038 | \$1.80 | 10,868.40 | 6,038.00 | 10,868.40 | 6,038.00 | 10,868.40 |
| 9 | Subbase, Modified, 6" Thick for Full Depth HMA * | SY | 126 | \$57.75 | 7,284.50 | - | - | 126.00 | 7,284.50 |
| 10 | Subbase, Modified, 4" Thick for 6" PCC Sidewalk | SY | 1,406 | \$6.25 | 8,787.50 | 1,100.00 | 6,950.00 | 1,100.00 | 6,950.00 |
| 11 | Subbase, Macadam Stone, 6" Thick | SY | 623 | \$6.75 | 4,205.25 | - | - | - | - |
| 12 | Subbase, Class A Crushed Stone, 4" Thick | SY | 623 | \$4.50 | 2,803.50 | - | - | - | - |
| 13 | Removal of Curbs | EA | 22 | \$250.00 | 5,500.00 | 5.00 | 1,250.00 | 22.00 | 5,500.00 |
| 14 | Backfilling of Curbs | LF | 3,436 | \$2.00 | 6,872.00 | - | - | - | - |
| 15 | Trench Foundation | TONS | 50 | \$21.50 | 1,075.00 | - | - | - | - |
| 16 | Replacement of Unsuitable Backfill Material, Granular Backfill | CY | 50 | \$34.75 | 1,737.50 | - | - | - | - |
| 17 | Granular Trench Backfill, Class A Roadstone, 8" Sanitary Main | LF | 488 | \$40.00 | 19,520.00 | - | - | 488.00 | 19,520.00 |
| 18 | Granular Trench Backfill, Class A Roadstone, 12" Storm Sewer | LF | 534 | \$11.50 | 6,141.00 | 75.00 | 862.50 | 562.00 | 6,693.00 |
| 19 | Granular Trench Backfill, Class A Roadstone, 15" Storm Sewer | LF | 95 | \$11.50 | 1,092.50 | - | - | 95.00 | 1,092.50 |
| 20 | Granular Trench Backfill, Class A Roadstone, 18" Storm Sewer | LF | 35 | \$11.50 | 402.50 | - | - | 35.00 | 402.50 |
| 21 | Granular Trench Backfill, Class A Roadstone, 24" Storm Sewer | LF | 120 | \$10.00 | 1,200.00 | - | - | 120.00 | 1,200.00 |
| 22 | Granular Trench Backfill, Class A Roadstone, 8" Water Main | LF | 40 | \$16.75 | 670.00 | - | - | 40.00 | 670.00 |
| 23 | Granular Trench Backfill, Class A Roadstone, 8" Water Main | LF | 60 | \$16.75 | 1,005.00 | - | - | 141.00 | 2,361.75 |
| 24 | Sanitary Sewer Gravity Main, Trenched, PVC (SDR 26), 8" Dia. | LF | 488 | \$39.45 | 19,251.60 | - | - | 488.00 | 19,251.60 |
| 25 | Remove Existing Sanitary Sewer | LF | 488 | \$10.00 | 4,880.00 | - | - | 488.00 | 4,880.00 |
| 26 | Sanitary Sewer Existing Service Lateral Reconnection | EA | 8 | \$1,125.00 | 9,000.00 | - | - | 8.00 | 9,000.00 |
| 27 | Storm Sewer, Trenched, RCP, 12" Dia. | LF | 1,265 | \$49.25 | 62,301.25 | 475.00 | 23,393.75 | 1,265.00 | 62,301.25 |
| 28 | Storm Sewer, Trenched, RCP, 15" Dia. | LF | 391 | \$45.00 | 17,595.00 | - | - | 391.00 | 17,595.00 |
| 29 | Storm Sewer, Trenched, RCP, 18" Dia. | LF | 348 | \$46.75 | 16,269.00 | - | - | 348.00 | 16,269.00 |
| 30 | Storm Sewer, Trenched, RCP, 24" Dia. | LF | 293 | \$55.75 | 16,334.75 | - | - | 293.00 | 16,334.75 |
| 31 | Removal of Storm Sewer | LF | 289 | \$12.50 | 3,612.50 | 30.00 | 375.00 | 217.00 | 2,712.50 |
| 32 | Longitudinal Subdrain, Type 2, 4" | LF | 639 | \$8.45 | 5,398.55 | 540.00 | 4,563.00 | 540.00 | 4,563.00 |
| 33 | Subdrain Cleanout, Type A-1 | EA | 3 | \$425.00 | 1,275.00 | - | - | - | - |
| 34 | Subdrain Outlet, Connection to Structure | EA | 3 | \$225.00 | 675.00 | 2.00 | 450.00 | 2.00 | 450.00 |
| 35 | Connect Existing Sump Pump Outlet to Storm Sewer or Subdrain, East Side | EA | 2 | \$500.00 | 1,000.00 | 1.00 | 500.00 | 3.00 | 1,500.00 |
| 36 | Connect Existing Sump Pump Outlet to Intake or Subdrain, West Side | EA | 2 | \$750.00 | 1,500.00 | 2.00 | 1,500.00 | 5.00 | 3,750.00 |
| 37 | Water Main, 6" PVC CS90 | LF | 184 | \$32.35 | 5,952.40 | - | - | 184.00 | 5,952.40 |
| 38 | Water Main, 8" PVC CS90 | LF | 733 | \$35.00 | 25,655.00 | - | - | 733.00 | 25,655.00 |
| 39 | Fire Hydrant Assembly | EA | 1 | \$4,050.00 | 4,050.00 | - | - | 1.00 | 4,050.00 |
| 40 | Cut in 4"x4" Tee | EA | 2 | \$2,200.00 | 4,400.00 | - | - | 2.00 | 4,400.00 |
| 41 | Cut in 8"x8" Tee | EA | 2 | \$3,000.00 | 6,000.00 | - | - | 2.00 | 6,000.00 |
| 42 | Relocate Existing Fire Hydrant Assembly | EA | 1 | \$1,250.00 | 1,250.00 | 1.00 | 1,250.00 | 1.00 | 1,250.00 |
| 43 | Water Service Stub, Main to Curb Stop Short, 1" Copper (Type K) | EA | 3 | \$1,375.00 | 4,125.00 | - | - | 3.00 | 4,125.00 |
| 44 | Water Service Stub, Main to Curb Stop Long, 1" Copper (Type K) | EA | 4 | \$1,950.00 | 7,800.00 | - | - | 4.00 | 7,800.00 |
| 45 | Remove Tee and Install Sleeve | EA | 2 | \$1,100.00 | 2,200.00 | - | - | 2.00 | 2,200.00 |
| 46 | Remove Tee and Valve and Install Sleeve | EA | 2 | \$1,200.00 | 2,400.00 | 1.00 | 1,200.00 | 2.00 | 2,400.00 |
| 47 | Remove Valve Box and Foot | EA | 2 | \$250.00 | 500.00 | 2.00 | 500.00 | 2.00 | 500.00 |
| 48 | Gate Valve, 4" | EA | 2 | \$825.00 | 1,650.00 | - | - | 2.00 | 1,650.00 |
| 49 | Gate Valve, 6" | EA | 2 | \$925.00 | 1,850.00 | - | - | 2.00 | 1,850.00 |
| 50 | Gate Valve, 8" | EA | 7 | \$1,225.00 | 8,575.00 | - | - | 7.00 | 8,575.00 |
| 51 | Sanitary Manhole, Type SW-301, 48" Dia | EA | 2 | \$3,400.00 | 6,800.00 | - | - | 2.00 | 6,800.00 |
| 52 | Storm Manhole, Type SW-301, 48" Dia | EA | 7 | \$3,000.00 | 21,000.00 | - | - | 7.00 | 21,000.00 |
| 53 | Storm Manhole, Type SW-301, 48" Dia with SW-504, Type 3B Grate | EA | 2 | \$5,000.00 | 10,000.00 | - | - | 4.00 | 12,000.00 |
| 54 | Storm Intake, Type SW-501 | EA | 1 | \$2,975.00 | 2,975.00 | - | - | 1.00 | 2,975.00 |

| Item No. | Item Description | Units | Contract Quantity | Unit Price | Contract Amount | Quantity This Estimate | Amount This Estimate | To Date Quantity | To Date Amount |
|----------|--|-------|-------------------|------------|---------------------|------------------------|----------------------|------------------|-------------------|
| 55 | Storm Intake, Type SW-509 | EA | 6 | \$4,725.00 | 28,350.00 | 1.50 | 7,087.50 | 9.00 | 21,262.50 |
| 56 | Storm Intake, Type SW-512, 24" | EA | 11 | \$1,875.00 | 20,625.00 | 1.00 | 1,875.00 | 8.00 | 16,750.00 |
| 57 | Storm Intake, Type SW-513, 48"x48" | EA | 1 | \$3,000.00 | 3,000.00 | - | - | 1.00 | 3,000.00 |
| 58 | Storm Intake, Type SW-541 with SW-542 Extension | EA | 4 | \$7,000.00 | 28,000.00 | - | - | 2.00 | 14,000.00 |
| 59 | Storm Intake, Type SW-545 (12) | EA | 1 | \$8,600.00 | 8,600.00 | - | - | 0.50 | 4,300.00 |
| 60 | Storm Intake, Type SW-545 (14) | EA | 4 | \$5,600.00 | 22,400.00 | 1.50 | 8,400.00 | 2.00 | 11,200.00 |
| 61 | Manhole Adjustment, Minor | EA | 1 | \$500.00 | 500.00 | 2.00 | 1,000.00 | 2.00 | 1,000.00 |
| 62 | Connect to Existing Manhole | EA | 1 | \$1,500.00 | 1,500.00 | - | - | - | - |
| 63 | Remove Existing Sanitary Manhole | EA | 2 | \$2,000.00 | 4,000.00 | 2.00 | 4,000.00 | 2.00 | 4,000.00 |
| 64 | Remove Existing Storm Manhole or Inlet ** | EA | 7 | \$1,000.00 | 7,000.00 | 2.00 | 2,000.00 | 8.00 | 8,000.00 |
| 65 | PCC Curb and Gutter, 24" Wide | LF | 3,436 | \$17.75 | 60,989.00 | 2,721.00 | 48,297.75 | 2,721.00 | 48,297.75 |
| 66 | Granular Surfacing, Class A Crushed Stone | TONS | 200 | \$16.30 | 3,260.00 | - | - | - | - |
| 67 | Removal of Pavement, Composite, Highway 22 | SY | 150 | \$16.50 | 2,475.00 | - | - | 126.00 | 2,079.00 |
| 68 | Composite Pavement, 3" HMA on 7" PCC, Highway 22 | SY | 150 | \$105.00 | 15,750.00 | - | - | 126.00 | 13,230.00 |
| 69 | HMA Base, 3/4" Mixture, 300K ESAL * | TONS | 1,229 | \$72.30 | 88,567.50 | - | - | - | - |
| 70 | HMA Surface 1/2" Mixture, 300K ESAL * | TONS | 615 | \$31.00 | 19,065.00 | - | - | - | - |
| 71 | HMA Binder, PG 64-22 | TONS | 170 | \$338.00 | 57,460.00 | - | - | - | - |
| 72 | Removal of Sidewalk | SY | 743 | \$7.50 | 5,572.50 | 562.00 | 4,215.00 | 743.00 | 5,572.50 |
| 73 | Removal of PCC Driveway | SY | 200 | \$7.50 | 1,500.00 | 200.00 | 1,500.00 | 200.00 | 1,500.00 |
| 74 | Sidewalk, PCC, 5' | SY | 420 | \$35.45 | 14,889.00 | - | - | - | - |
| 75 | Sidewalk, PCC, 6' | SY | 1172 | \$59.75 | 69,917.00 | - | - | - | - |
| 76 | Detachable Warnings | SF | 465 | \$47.50 | 22,087.50 | - | - | - | - |
| 77 | PCC Driveway, 6' | SY | 274 | \$69.75 | 19,111.50 | - | - | - | - |
| 78 | Pavement Scarification | SY | 500 | \$14.45 | 7,225.00 | - | - | - | - |
| 79 | Removal of PCC Curb and Gutter | LF | 35 | \$10.00 | 350.00 | 35.00 | 350.00 | 35.00 | 350.00 |
| 80 | Bituminous Seal Coat | SY | 623 | \$8.20 | 5,108.60 | - | - | - | - |
| 81 | Seeding, Fertilizing and Mulching, Permanent, Type, 1 | AC | 1.0 | \$3,600.00 | 3,600.00 | - | - | - | - |
| 82 | SWPPP Management | LS | 1 | \$4,000.00 | 4,000.00 | 0.25 | 1,000.00 | 0.25 | 1,000.00 |
| 83 | Silt Fence | LF | 500 | \$2.00 | 1,000.00 | - | - | - | - |
| 84 | Removal of Silt Fence | LF | 500 | \$0.50 | 250.00 | - | - | - | - |
| 85 | Inlet Protection Device | EA | 27 | \$90.00 | 2,430.00 | 8.00 | 720.00 | 21.00 | 1,890.00 |
| 86 | Inlet Protection Device Maintenance | EA | 27 | \$25.00 | 675.00 | - | - | - | - |
| 87 | Painted Pavement Markings, Waterborne or Solvent | STA | 16.32 | \$170.30 | 2,779.30 | - | - | - | - |
| | TOTAL CONTRACT | | | | 1,079,621.60 | | 156,910.15 | | 576,411.15 |
| C.O. #1 | Upsize 48" Storm Manholes to 60" | EA | 4,000 | \$1,095.65 | 4,382.60 | - | - | 4.00 | 4,382.60 |
| | Additional Tree Removal at 4th and Ella Street | LS | 1,000 | \$2,850.00 | 2,850.00 | - | - | 1.00 | 2,850.00 |
| | Additional Tree Removal (3 Evergreen Trees), cut down grade, install downspout connection to ditch | LS | 1,000 | \$2,950.00 | 2,950.00 | - | - | 0.75 | 2,212.50 |
| | TOTAL CHANGE C.O. #1 | | | | 10,182.60 | | | | 9,445.10 |
| C.O. #2 | Pavement Removal Milling and Stockpile | SY | 5,075,000 | \$3.90 | 19,792.50 | - | - | 5,075.00 | 19,792.50 |
| | Subbase, Placement of Millings | SY | 5,075,000 | \$2.25 | 11,418.75 | 5,075.00 | 11,418.75 | 5,075.00 | 11,418.75 |
| | Final 6" Base Material (Millings Stockpile or Virgin Modified Subbase) | SY | 1,778,000 | \$5.75 | 10,223.50 | 1,512.00 | 8,694.00 | 1,512.00 | 8,694.00 |
| | TOTAL CHANGE C.O. #2 | | | | 41,434.75 | | 20,112.75 | | 39,905.25 |
| C.O. #3 | Water Main Additional Fittings and Bends | LS | 1,000 | \$5,738.25 | 5,738.25 | - | - | 1.00 | 5,738.25 |
| | Grub Tree Stumps | LS | 1,000 | \$650.00 | 650.00 | - | - | 1.00 | 650.00 |
| | TOTAL CHANGE C.O. #3 | | | | 6,388.25 | | | | 6,388.25 |
| C.O. #4 | TOTAL CHANGE C.O. #4 | | | | 650.00 | | | | 650.00 |
| | TOTAL CONTRACT WITH CHANGE ORDERS | | | | 1,137,627.20 | | 179,022.90 | | 632,149.75 |

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

Retainage _____ 5% _____ \$ 31,607.49

Total Value of Completed Work Less Retainage \$ 600,542.26

Pay Estimate #1 \$ 137,635.14
 Pay Estimate #2 \$ 292,834.37
 Pay Estimate #3 \$ -

Previous Payments \$ 430,470.51
 Current Payment Due \$ 170,071.75

RESOLUTION #07052016-02

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

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

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

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

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

Ayes:

Nays:

Absents:

Resolution passed on July 5th, 2016.

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk



Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

June 28, 2016

2245-012

Ella Street Improvements
 Change Order #6

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

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

INCREASE

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

ADD ITEMS

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

Change to the Contract

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

Reason for changes

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

Approved by:

 Cornerstone Excavating
 2245012changeorder6.docx

 City of Riverside

RESOLUTION #07052016-03

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

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

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

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

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

Ayes:

Nays:

Absents:

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

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

RESOLUTION #07052016-03

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

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

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

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

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

Ayes:

Nays:

Absents:

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

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

FYI

Lory Young

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

Good morning!

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

Jennifer

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

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

Thanks,

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

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

CITY OF RIVERSIDE, IOWA

INVESTMENT POLICY

SECTION 1. SCOPE OF INVESTMENT POLICY

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

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

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

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

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

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

SECTION 2. DELEGATION OF AUTHORITY

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

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

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

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

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

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

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

SECTION 3. OBJECTIVES OF INVESTMENT POLICY

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

1. **Safety:** Safety and preservation of principal in the overall portfolio is the foremost investment objective.
2. **Liquidity:** Maintaining the necessary liquidity to match expected liabilities is the second investment objective.
3. **Return:** Obtaining a reasonable return is the third investment objective.

SECTION 4. PRUDENCE

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

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

SECTION 5. INSTRUMENTS ELIGIBLE FOR INVESTMENT

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

- Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Finance Officer of the State of Iowa or as amended as necessary by notice inserted in the monthly mailing by the Rate Setting Committee. Each financial institution shall be properly declared as a depository by the governing body of the **City of Riverside**. Deposits in any financial institution shall not exceed the amount approved by the governing body of the **City of Riverside**.
- Obligations of the United States government, its agencies and instrumentalities.
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Iowa Code Chapter 12C.
- Iowa Public Agency Investment Trust ("IPAIT").
- Prime bankers' acceptances that mature within 270 days of purchase and that are eligible for purchase by a federal reserve bank.
- Commercial paper or other short-term corporate debt that matures within 270 days of purchase and is rated within the two highest classifications, as established by at least one of the standard rating services approved by the Superintendent of Banking.
- Repurchase agreements, provided that the underlying collateral consists of obligations of the United States government, its agencies and instrumentalities and takes delivery of the collateral either directly or through an authorized custodian.
- An open-end management investment company registered with the Securities & Exchange Commission under the federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Section 5 of this Investment Policy.
- Warrants or improvement certificates of a levee or drainage district.

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

SECTION 6. PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

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

1. Reverse repurchase agreements.
2. Futures and options contracts.

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

1. Trading of securities for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.

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

SECTION 7. INVESTMENT MATURITY LIMITATIONS

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

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

1. Operating Funds may only be invested in instruments authorized in Section 5 of this Investment Policy that mature within three hundred ninety-seven (397) days.
2. The Finance Officer may invest funds of the **City of Riverside** that are not identified as Operating Funds in investments with maturities longer than three hundred ninety-seven (397) days. However, all investments of the **City of Riverside** shall have maturities that are consistent with the needs and use of the **City of Riverside**.

SECTION 8. DIVERSIFICATION

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

Prime bankers' acceptances:

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

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

Commercial paper or other short-term corporate debt:

1. At the time of purchase, no more than ten percent (10%) of the investment portfolio of the **City of Riverside** shall be in commercial paper or other short-term corporate debt; and
2. At the time of purchase, no more than five percent (5%) of the investment portfolio of the **City of Riverside** shall be invested in the securities of a single issuer; and
3. At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

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

1. Portfolio maturities shall be staggered in a way that avoids undue concentration of assets in a specific maturity sector. Maturities shall be selected which provide stability of income and reasonable liquidity.
2. Liquidity practices to ensure that the next disbursement date and payroll date are covered through maturing investments, marketable U.S. Treasury bills or cash on hand shall be used at all times.
3. Risks of market price volatility shall be controlled through maturity diversification so that aggregate price losses on Instruments with maturities approaching one year shall not be greater than coupon interest and Investment Income received from the balance of the portfolio.

SECTION 9. SAFEKEEPING AND CUSTODY

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

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

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

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

SECTION 11. REPORTING

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

SECTION 12. INVESTMENT POLICY REVIEW AND AMENDMENT

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

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

Signed: _____
Allen Schneider, Mayor

Attest: _____
Lory Young, City Clerk

*This was
on Rusty's
Computer!*

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

Date:

Employee Name:

Position:

What elements of your job interest you the most?

What elements interest you the least?

What elements do you find most challenging?

How can we work together to meet your job challenges?

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

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

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

What do feel are your areas of strength?

In what areas do you feel you could make improvements?

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

Additional Comments

City of

Bob from the Miss Corin

DEPARTMENT

EMPLOYEE'S NAME

CLASSIFICATION TITLE

EVALUATION PERIOD
FROM TO

EVALUATION DATE

Annual Review

Probationary: 6 month

12 month

Unscheduled

PERFORMANCE FACTORS

PERFORMANCE EVALUATIONS/EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED)

RATING

| | | |
|---|--|--|
| <p>1. QUALITY OF WORK</p> <p>COMPETENCE, ACCURACY, NEATNESS, THOROUGHNESS.</p> | | <input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT* <input type="checkbox"/> UNSATISFACTORY * |
| <p>2. QUANTITY OF WORK</p> <p>USE OF TIME, VOLUME OF WORK ACCOMPLISHED, ABILITY TO MEET SCHEDULES, PRODUCTIVITY LEVELS.</p> | | <input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT* <input type="checkbox"/> UNSATISFACTORY * |
| <p>3. JOB KNOWLEDGE</p> <p>DEGREE OF TECHNICAL KNOWLEDGE, UNDERSTANDING OF JOB PROCEDURES AND METHODS.</p> | | <input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT* <input type="checkbox"/> UNSATISFACTORY * |
| <p>4. WORKING RELATIONSHIPS</p> <p>COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, COLLEAGUES, STUDENTS, AND CLIENTS SERVED.</p> | | <input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT* <input type="checkbox"/> UNSATISFACTORY * |
| <p>5. ORGANIZATIONAL SKILLS (As appropriate)</p> <p>TRAINING AND DIRECTING HOUR UNCLASSIFIED WORKERS, DELEGATION, PLANNING AND ORGANIZING WORK, PROBLEM SOLVING, DECISION MAKING ABILITY, ABILITY TO COMMUNICATE.</p> | | <input type="checkbox"/> OUTSTANDING * <input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> NEEDS IMPROVEMENT* <input type="checkbox"/> UNSATISFACTORY * |

6. OBSERVANCE OF WORK SCHEDULES (Attendance, punctuality, rest periods)

MEETS EXPECTATIONS
 NEEDS IMPROVEMENT*
 UNSATISFACTORY *

7. OPTIONAL FACTORS (ex. Safety practices)

OUTSTANDING *
 EXCEEDS EXPECTATIONS
 MEETS EXPECTATIONS
 NEEDS IMPROVEMENT*
 UNSATISFACTORY *

OVERALL RATING OUTSTANDING EXCEEDS EXPECTATIONS MEETS EXPECTATIONS NEEDS IMPROVEMENT UNSATISFACTORY

REVIEWER'S ADDITIONAL COMMENTS

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

8. TRAINING AND STAFF DEVELOPMENT NEEDS/SUGGESTIONS

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

EMPLOYEE'S COMMENTS -

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

EMPLOYEE'S SIGNATURE DATE SIGNED

DEFINITIONS OF PERFORMANCE RATING CATEGORIES

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

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

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

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

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

* Give specific examples of this employee's performance.

Example

CITY MANAGER EVALUATION

Name Timothy J. Vick

Review Period August 2011-2013

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

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

Rating Values

- 5 Consistently performs in a manner of **excellence** over an extended period of time in all aspects of the performance component and exceeds the requirements of the position
- 4 **Exceeds** what is **expected** of the requirements of the position
- 3 **Full performance** consistently in a manner which meets the responsibilities of the position
- 2 **Slight deficiencies** in this performance component requiring improvement
- 1 **Significant deficiencies** which seriously impact performance in this area

Part I

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

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

Part II

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

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

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

Date _____

Name of Evaluator _____

Title _____

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

10. Employee Evaluation Forms
11. Resolution #07052016-04 "Cost of Living Adjustment"
12. Pat Callahan Suggestions Update
13. Clerk Comments
14. City Council Comments & Requests for Information with a majority vote
15. Adjourn Council Meeting

Approved: _____ Date: _____

Allen Schneider, Mayor

CITY OF NEVADA
Performance Evaluation

Example

Name: _____

Job Title: _____

Department: _____

Evaluation Period: From: _____ To: _____

PERFORMANCE PLANNING AND RESULTS

Performance Review

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

Performance Rating Definitions

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

- Outstanding:** Work performance is consistently superior. This is reflected by the accomplishments being well beyond expectations. These conditions exist on a continual rather than occasional basis and are evident externally as well as internally to the organization. **Supply justification in comment section.**
- Exceeds Requirements:** Work performance that is consistently above the work standard for the task. Accomplishments are above expected levels, sustains uniformly high performance. **No comment necessary.**
- Meets Requirements:** Work performance that consistently completes job tasks as expected in terms of quality and schedule. Performance can be described as solid, fully competent in all aspects of job content and expectations. **No comment necessary.**
- Needs Improvement:** Work performance that sometimes fails to meet the standard for the task. Performance is below minimum job requirements; improvement in many areas is needed. **Supply justification in comment section.**
- Unsatisfactory:** Work performance is consistently unacceptable. **Supply justification in comment section.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Additional factors for supervisors:

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

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

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

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

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

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

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

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

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

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

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

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

| | |
|--|--|
| <p>Financial Management – Consider how well the employee establishes appropriate reporting and control procedures; operates efficiently at lowest cost; stays within established budgets.</p> | <p>Outstanding _____ Exceeds Requirements _____ Meets Requirements _____ Needs Improvement _____ Unsatisfactory _____ N/A _____</p> |
| <p>Comments: <i>provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".</i></p> | |

B. OVERALL RATING

| | |
|---|--|
| <p>Overall Performance Rating – Consider all factors carefully, giving most weight to the most important factors in the job. After balancing strengths and weaknesses, rate the employee’s overall performance during the evaluation period.</p> | <p>Outstanding _____ Exceeds Requirements _____ Meets Requirements _____ Needs Improvement _____ Unsatisfactory _____ N/A _____</p> |
| <p>Comments: <i>provide justification for "Outstanding", "Needs Improvement" or "Unsatisfactory".</i></p> | |

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

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

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

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

G. EMPLOYEE COMMENTS

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

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

I. SIGNATURES

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

Evaluated by _____ Date _____
Reviewed by _____ Date _____

RESOLUTION #07052016-04

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

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

Kevin Engel ___%

Lory Young ___%

Ron Hembry ___%

Becky LaRoche ___%

Bryan Lenz ___%

Don Mullinnix ____%

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

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

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

Ayes:

Nays:

Absents:

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

Signed: _____

Allen Schneider, Mayor

Attest: _____

Lory Young, City Clerk

CITY OF RIVERSIDE, IOWA

**MAYOR & COUNCIL WORK SESSION
MAY 18, 2016**

SUMMARY OF CONSULTANT'S RECOMMENDATIONS

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

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

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

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

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

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

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

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

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

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

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

Prepared by:
Patrick Callahan
May 19, 2016
563-599-3708
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