

CITY OF RIVERSIDE WORK SESSION AGENDA  
RIVERSIDE COUNCIL CHAMBERS  
60 N GREENE ST  
Monday, September 12, 2024 6:00 PM

1. Community Center – Operations
2. Hall Park Boat Ramp
3. Captain Kirk ADA Ramp
4. 3<sup>rd</sup> St
5. FY25 Goals (2)
6. Nuisance Ordinances (3) (8) (11)
7. City Clerk Hiring Process Overview (20)
  - a. Budget – Projected Wages and Benefits
  - b. Job Description
  - c. Qualifications
  - d. Timeline – Publish, Phone Initial Interviews, Final Interviews, Start Date, Probationary Period, Evaluation, etc.
  - e. Interview Questions
  - f. Training
  - g. Probationary Period
  - h. Future Staffing

Possible Items for Next Work Session:

- Budget Amendment Summary
- Employee Handbook Review
- Water & Sewer Rates



## FY25 Goals

### All Full Time Employees

1. Complete 2 relevant, supervisor-approved, trainings or professional development opportunities that are followed up with a report to your supervisor by June 30, 2025.
2. Meet one-on-one with your supervisor each month to discuss goals, performance, needs, opportunities, and other relevant topics. Progress will be discussed and documented meeting to meeting.

### Streets & Parks-

1. Logan- Obtain a Class B CDL by December 15, 2024.
2. Bryan- Identify locations for trees to be planted, trees that need to be removed/replaced, and maintenance procedures for trees in public areas. Work with City Administrator to identify grant opportunities to help fund plantings.

### City Clerk-

1. Becky- Identify key responsibilities and create a transition plan
2. Improve communication with the community by posting all agendas, minutes, and newsletters on Facebook in FY25.
3. Fully implement Laserfiche into workflow by uploading all FY25 filed documents into the repository and develop a plan for uploading previous documents.

### City Administrator-

1. Create a community-focused communication plan containing a guide for consistent messaging and identifying how each communication channel will be used by the end of 2024.
2. Support the Riverside Community Center Project by developing a plan with key milestones and conducting work sessions with City Council and ensuring that important objectives are met.
3. Create a Master Plan for City Operations that includes all contracts, capital projects, a budget overview, funding options, policy updates, equipment, and employees.

## CHAPTER 50

### NUISANCE ABATEMENT PROCEDURE

50.01 Definition of Nuisance  
50.02 Nuisances Enumerated  
50.03 Other Conditions  
50.04 Nuisances Prohibited

50.05 Nuisance Abatement  
50.06 Abatement of Nuisance by Written Notice  
50.07 Municipal Infraction Abatement Procedure

**50.01 DEFINITION OF NUISANCE.** Whatever is injurious to health, indecent, or unreasonably offensive to the senses, or an obstruction to the free use of property so as essentially to interfere unreasonably with the comfortable enjoyment of life or property is a nuisance.

*(Code of Iowa, Sec. 657.1)*

**50.02 NUISANCES ENUMERATED.** The following subsections include, but do not limit, the conditions that are deemed to be nuisances in the City:

*(Code of Iowa, Sec. 657.2)*

1. **Offensive Smells.** Erecting, continuing, or using any building or other place for the exercise of any trade, employment, or manufacture that, by occasioning noxious exhalations, unreasonably offensive smells, or other annoyances, becomes injurious and dangerous to the health, comfort, or property of individuals or the public.
2. **Filth or Noisome Substance.** Causing or suffering any offal, filth, or noisome substance to be collected or to remain in any place to the prejudice of others.
3. **Impeding Passage of Navigable River.** Obstructing or impeding without legal authority the passage of any navigable river, harbor, or collection of water.
4. **Water Pollution.** Corrupting or rendering unwholesome or impure the water of any river, stream, or pond, or unlawfully diverting the same from its natural course or state, to the injury or prejudice of others.
5. **Blocking Public and Private Ways.** Obstructing or encumbering, by fences, buildings or otherwise, the public roads, private ways, streets, alleys, commons, landing places, or burying grounds.
6. **Billboards.** Billboards, signboards, and advertising signs, whether erected and constructed on public or private property, that so obstruct and impair the view of any portion or part of a public street, avenue, highway, boulevard or alley or of a railroad or street railway track as to render dangerous the use thereof. **(See also Section 62.06)**
7. **Storing of Flammable Junk.** Depositing or storing of flammable junk, such as old rags, rope, cordage, rubber, bones and paper, by dealers in such articles within the fire limits of the City, unless in a building of fireproof construction. **(See also Chapter 51)**
8. **Air Pollution.** Emission of dense smoke, noxious fumes, or fly ash.
9. **Weeds, Brush.** Dense growth of all weeds, vines, brush, or other vegetation in the City so as to constitute a health, safety, or fire hazard. **(See also Chapter 162)**

10. Dutch Elm Disease. Trees infected with Dutch elm disease. (See also Chapter 151)
11. Airport Air Space. Any object or structure hereafter erected within one thousand (1,000) feet of the limits of any municipal or regularly established airport or landing place, which may endanger or obstruct aerial navigation including take-off and landing, unless such object or structure constitutes a proper use or enjoyment of the land on which the same is located.
12. Houses of Ill Fame. Houses of ill fame, kept for the purpose of prostitution and lewdness; gambling houses; places resorted to by persons participating in criminal gang activity prohibited by Chapter 723A of the *Code of Iowa* or places resorted to by persons using controlled substances, as defined in Section 124.101 of the *Code of Iowa*, in violation of law, or houses where drunkenness, quarreling, fighting or breaches of the peace are carried on or permitted to the disturbance of others.
13. Household Refuse or Appliances. Storage of household refuse or appliances, including but not limited to, stoves or ranges, refrigerators, clothes washers or dryers, water heaters, televisions and heating devices upon the grounds of any property or upon any unenclosed porch, breezeway, carport, deck or similar area.
14. Excrement of Household Pets. Failing to dispose of, promptly and properly, excrement and waste products associated with household pets or domestic animals or allowing such materials to collect upon or escape from property.
15. Number of Household Pets. Harboring or maintaining household pets, domestic animals or livestock in such numbers as to interfere with the peaceful and quiet enjoyment of neighboring properties, by reason of noise, odors, inadequate facilities or strays.

**50.03 OTHER CONDITIONS.** The following actions are required and may also be abated in the manner provided in this chapter:

1. Dangerous Buildings. The removal, repair or dismantling of a dangerous building or structure. "Dangerous building or structure" means any construction, occupied or unoccupied, upon or in which one or more of the following conditions exist:
  - A. Broken or missing windows;
  - B. Missing doors;
  - C. Missing, damaged or destroyed structural elements;
  - D. Infestations of animals or vermin, including, but not limited to, insects, rodents and reptiles;
  - E. Decay through action of the elements, insects, plants or fungi;
  - F. Unsafe or exposed electrical service;
  - G. Damaged, inoperative or missing sanitary facilities;
  - H. Unsafe, damaged or improperly connected supplies of heating or cooking fuel, including, but not limited to, natural gas, LPF or heating oil.
2. Drainage. Maintenance of proper surface water drainage and not allowing ditches or waterways to become obstructed so as to impede the drainage of storm water and other natural runoff.

3. Storage of Flammable Substances. Proper storage of combustibles and flammable substances in devices or containers suitable to prevent their escape or unintended ignition.
4. Connection to Public Drainage Systems. The connection to public drainage systems from abutting property when necessary for public health or safety.

In addition, the following chapters of this Code of Ordinances contain regulations prohibiting or restricting other conditions which are deemed to be nuisances:

- Junk and Unused Vehicles (See Chapter 51)  
 Storage and Disposal of Solid Waste (See Chapter 105)  
 Trees (See Chapter 151)

**50.04 NUISANCES PROHIBITED.** The creation or maintenance of a nuisance is prohibited, and a nuisance, public or private, may be abated in the manner provided for in this chapter or State law.

*(Code of Iowa, Sec. 657.3)*

**50.05 NUISANCE ABATEMENT.** Whenever any authorized municipal officer finds that a nuisance exists, such officer has the authority to determine on a case-by-case basis whether to utilize the nuisance abatement procedure described in Section 50.06 of this chapter or the municipal infraction procedure referred to in Section 50.07.

*(Code of Iowa, Sec. 364.12[3h])*

**50.06 ABATEMENT OF NUISANCE BY WRITTEN NOTICE.** Any nuisance, public or private, may be abated in the manner provided for in this section:

*(Code of Iowa, Sec. 364.12[3h])*

1. Contents of Notice to Property Owner. The notice to abate shall contain: †
  - A. Description of Nuisance. A description of what constitutes the nuisance.
  - B. Location of Nuisance. The location of the nuisance.
  - C. Acts Necessary to Abate. A statement of the act or acts necessary to abate the nuisance.
  - D. Reasonable Time. A reasonable time within which to complete the abatement.
  - E. Assessment of City Costs. A statement that if the nuisance or condition is not abated as directed and no request for hearing is made within the time prescribed, the City will abate it and assess the costs against the property owner.
2. Method of Service. The notice may be in the form of an ordinance or sent by certified mail to the property owner.

---

† **EDITOR'S NOTE:** A suggested form of notice for the abatement of nuisances is included in the Appendix of this Code of Ordinances. Caution is urged in the use of this administrative abatement procedure, particularly where cost of abatement is more than minimal or where there is doubt as to whether or not a nuisance does in fact exist. If compliance is not secured following notice and hearings, we recommend you review the situation with your attorney before proceeding with abatement and assessment of costs. Your attorney may recommend proceedings in court under Chapter 657 of the *Code of Iowa* rather than this procedure.

*(Code of Iowa, Sec. 364.12[3h])*

3. Request for Hearing. Any person ordered to abate a nuisance may have a hearing with the Council as to whether a nuisance exists. A request for a hearing must be made in writing and delivered to the Clerk within the time stated in the notice, or it will be conclusively presumed that a nuisance exists and it must be abated as ordered. The hearing will be before the Council at a time and place fixed by the Council. The findings of the Council shall be conclusive and, if a nuisance is found to exist, it shall be ordered abated within a reasonable time under the circumstances.

4. Abatement in Emergency. If it is determined that an emergency exists by reason of the continuing maintenance of the nuisance or condition, the City may perform any action that may be required under this chapter without prior notice. The City shall assess the costs as provided in subsection 6 of this section after notice to the property owner under the applicable provisions of subsection 1 and 2, and the hearing as provided in subsection 3.

*(Code of Iowa, Sec. 364.12[3h])*

5. Abatement by City. If the person notified to abate a nuisance or condition neglects or fails to abate as directed, the City may perform the required action to abate, keeping an accurate account of the expense incurred. The itemized expense account shall be filed with the Clerk, who shall pay such expenses on behalf of the City.

*(Code of Iowa, Sec. 364.12[3h])*

6. Collection of Costs. The Clerk shall send a statement of the total expense incurred by certified mail to the property owner who has failed to abide by the notice to abate, and if the amount shown by the statement has not been paid within one month, the Clerk shall certify the costs to the County Treasurer and such costs shall then be collected with, and in the same manner as, general property taxes.

*(Code of Iowa, Sec. 364.12[3h])*

7. Installment Payment of Cost of Abatement. If the amount expended to abate the nuisance or condition exceeds one hundred dollars (\$100.00), the City may permit the assessment to be paid in up to ten (10) annual installments, to be paid in the same manner and with the same interest rates provided for assessments against benefited property under State law.

*(Code of Iowa, Sec. 364.13)*

8. Failure to Abate. Any person causing or maintaining a nuisance who shall fail or refuse to abate or remove the same within the reasonable time required and specified in the notice to abate is in violation of this Code of Ordinances.

**50.07 MUNICIPAL INFRACTION ABATEMENT PROCEDURE.** In lieu of the abatement procedures set forth in Section 50.06, the requirements of this chapter may be enforced under the procedures applicable to municipal infractions as set forth in Chapter 3 of this Code of Ordinances.

[The next page is 261]

## CHAPTER 162

## WEEDS, VINES AND BRUSH

162.01 Purpose  
 162.02 Rules for Removal  
 162.03 Definitions  
 162.04 Authority for Enforcement  
 162.05 Interferences with Public Official

161.11 Nuisances  
 161.12 Enforcement  
 161.13 Emergency Control Measures  
 161.14 Control of Weeds or Other Vegetation  
 162.10 Habitual Violators

**162.01 PURPOSE.** The purpose of this chapter is to provide for the removal of weeds, vines, brush or other growth constituting a health, fire or safety hazard within the City, to define the same as nuisances and to provide for their abatement in order to provide for the safety and preserve the health and welfare of the citizens of the City.

**162.02 RULES FOR REMOVAL.** All weeds, vines, brush or other growth which constitute a health, safety or fire hazard shall be cut or destroyed by the property owners when and as needed (as determined by the Council or its authorized representative, if the property owner fails to do so), but in any event at least once by May 1 of each year and thereafter by no later than the first day of each succeeding month through and including October 1 of each year.

**162.03 DEFINITIONS.** For the purposes of this chapter, the following items, phrases, words, and their derivations have the meanings given herein.

1. "Noxious weeds" means primary and secondary classes of weeds as defined by the Code of Iowa, and all additions to this list as so declared by the State Secretary of Agriculture.
2. "Parking" means that part of the street, avenue or highway in the City not covered by sidewalk and lying between the lot line and curb line; on unpaved streets, the parking is that part of the street, avenue, or highway lying between the lot lines and that portion of the street usually traveled by vehicular traffic.
3. "Right-of-way" means the entire width of a platted street or alley in use or undeveloped.
4. "Public Official" means the person designated by the Mayor or City Administrator to enforce this chapter.
5. "Weeds" means any plants growing uncultivated and out of context with the surrounding plant life when such plant has a seed head formed or forming and with a height of eight (8) inches or more, except as otherwise provided in this chapter.

**162.04 AUTHORITY FOR ENFORCEMENT.** The Mayor or City Administrator or any person designated by the Mayor or City Administrator is responsible for the enforcement of this chapter and shall have all the necessary authority to carry out the enforcement of this chapter.

**162.05 INTERFERENCE WITH PUBLIC OFFICIAL.** No persons shall interfere with the Mayor, City Administrator or designee or any appointed assistant while engaged in the enforcement of this chapter.



**162.06 NUISANCES.** Except as provided elsewhere in this chapter, the following provisions shall apply:

1. Each owner and each person in the possession or control of any land shall cut or otherwise destroy, in whatever manner prescribed by the Public Official, all noxious weeds, weeds, vines, brush or other growth constituting a health, fire or safety hazard thereon and shall keep said lands free of such growth.
2. Each owner and each person in possession or control of any property shall be responsible to keep said lot, including along with parking adjacent thereto, alleys, public ways or areas up to the centerline of said ways free of any noxious weeds and to keep grasses and weeds on said lot mowed so that grass and weeds are less than eight (8) inches in height. However, grass and weeds located on undeveloped and unplatted property located more than 100 feet from developed or platted property shall be mowed so that grass and weeds are less than 18 inches in height.
3. Each owner and each person in the possession or control of any lands shall not allow any plant growth of any sort to remain in such a manner as to render the streets, alleys or public ways adjoining said land unsafe for public travel or in any manner so as to impede pedestrian or vehicular traffic upon any public place or way.
4. Where waterways or watercourses are found upon any developed or undeveloped lot, the owner or person in possession or control shall keep the flat or level part of the bank of said waterway free of any weeds and grasses more than 18 inches in height. Should such waterways or watercourses be found within the right-of-way of a street or alley, the adjacent property owner or person in possession or control shall be responsible to keep the flat or accessible portion of creek bank free of any weeds or grasses more than 18 inches in height.
5. No owner or person in possession or control of any developed or undeveloped lot shall allow plant growth or the accumulation of plant materials on such lot to remain in such a state so as to constitute a fire hazard. In no instance shall cut plant material accumulations be located within 150 feet of a building, structure, recreation area (not including the width of any intervening street) or within 125 feet of a street right-of-way.
6. No owner or person in possession or control of any property shall allow landscaping, plantings, vegetation, or gardening in the City right-of-way without the approval of the City Council.

**162.07 ENFORCEMENT.** The Mayor, City Administrator or designee may inspect all areas alleged to be in violation and in the case of a founded violation notify the last known owner or person in possession (or control) of the area of violation of this chapter. Said notice shall be by certified mail and allow seventy-two hours (72) after mailing said notice as a period of time to eliminate said violations. Return receipt with signature is not required for said notice. The Mayor, City Administrator or designee shall charge an administrative fee in the amount of twenty-five dollars (\$25.00) for each founded violation. Upon failure of the owner or person in possession or control to act within the prescribed 72 hour time period, the City may perform the required action and assess costs against the property for collection in the same manner as a

property tax. In the event such action is taken, the Mayor, City Administrator or designee may obtain competitive quotes to have the required action performed. If no quotes are obtained, the City may have the City personnel perform the required action at rates which shall be established by resolution of the Council from time to time, which rates shall constitute costs to be assessed against the property as provided herein. In addition to the foregoing remedy and other remedies by law, the Mayor, City Administrator or designee may file misdemeanor charges against such individuals or municipal infractions.

**162.08 EMERGENCY CONTROL MEASURES.** Notwithstanding any other provisions of this chapter, whenever in the judgment of the Mayor, City Administrator or designee an emergency exists creating a health, safety or fire hazard which may require weed or grass control without prior notice, control measures shall be taken and costs assessed against the property for collection in the same manner as property tax. However, prior to such assessment, the City shall give the property owner notice by certified mail and an opportunity for a hearing before the Council.

**162.09 CONTROL OF WEEDS OR OTHER VEGETATION.** The Clerk shall annually on or before May 1 through August 1 of each year publish a Notice to Property Owners generally setting forth the duty to control weeds and other vegetation which might be a nuisance in violation of this Code of Ordinances. The Mayor, City Administrator or designee may cause a Notice to Abate Nuisance to be served upon any property owner who fails to comply with the published notice or any person who at any other time has weeds or other vegetation in violation of this Code of Ordinances and shall submit the cost to the Council for assessment as provided in Section 364.12 of the Code of Iowa. In the event of an emergency as set forth in Section 364.12, the notice requirement may be dispensed with. In abating a nuisance under this Code of Ordinances, the Mayor, City Administrator or designee are hereby authorized and directed to employ such persons and rent any and all equipment necessary for the abatement of the nuisance and the costs thereof shall be assessed.

**162.10 HABITUAL VIOLATORS.** If the owner or person in control of any land has previously received a notice to abate nuisance relating to weeds within the preceding 24 months, then the notice to abate nuisance may include notice that such owner or person in control of said property will be considered to be an habitual violator of this chapter and that if the nuisance is not abated within the allowed time, the City will consider the property to be subject to having a contract let by the City for mowing property as needed up to a weekly basis for the next following 24-month period of time and that the full cost of said contract together with an administrative fee of two hundred fifty dollars (\$250.00) will be assessed against the property.

Urban code

## CHAPTER 154: PROPERTY MAINTENANCE CODE

---

### Section

#### *General Provisions*

- 154.01 Title
- 154.02 Purpose
- 154.03 Interpretation
- 154.04 Abrogation and greater restrictions
- 154.05 Definitions

#### *Maintenance Standards*

- 154.20 Maintenance standards, generally
- 154.21 Maintenance of premises
- 154.22 Building maintenance
- 154.23 Refuse and inoperable vehicles
- 154.24 Residing and reconstruction
- 154.25 Exception for farms and existing estates

#### *Violations*

- 154.40 Enforcement
- 154.41 Notice
- 154.42 Appeal
- 154.43 Abatement and remedies
- 154.44 Emergency abatement procedure

#### *Board of Appeals*

- 154.55 Authority
- 154.56 Procedure
- 154.57 Decision of the Board

- 154.99 Penalty

### **GENERAL PROVISIONS**

#### **§ 154.01 TITLE.**

This chapter may be referred to as the “Property Maintenance Code,” and is herein referred to as “this Code.”

(Title VI, Ch. 6, § 1.01)

#### § 154.02 PURPOSE.

The purpose of this Code is to protect the public health, safety and welfare, aesthetics and property values, by establishing minimum standards for maintenance, appearance, condition and occupancy, and for essential utilities, facilities and other physical components and conditions to make residential premises fit for human habitation, and to make nonresidential premises fit for use according to the purpose for which they were developed; by fixing certain responsibilities and duties upon the owners and managers, and distinct and separate responsibilities and duties upon the occupants; by authorizing and establishing procedures for inspection of premises, and enforcement of this Code; establishing penalties for violations; and providing for proper repair, demolition or vacation of premises which do not comply with this Code.

(Title VI, Ch. 6, § 1.02)

#### § 154.03 INTERPRETATION.

(A) The provisions of this Code shall be interpreted and applied as minimum requirements, and shall not be deemed a limitation or repeal of any other power granted by the Iowa Code.

(B) Nothing in this Code shall be construed to abrogate the federal or state Constitutions, nor to grant powers to the city that are otherwise reserved by and for federal and state government.

(Title VI, Ch. 6, § 1.03)

#### § 154.04 ABROGATION AND GREATER RESTRICTIONS.

(A) It is not the intent of this Code to repeal, abrogate, annul, impair or interfere with any existing easements, covenants, deed restrictions, agreements, ordinances, rules, regulations or permits previously adopted or issued pursuant to law.

(B) Where two or more provisions apply the higher standard shall prevail.

(Title VI, Ch. 6, § 1.04)

#### § 154.05 DEFINITIONS.

Words used in this Code shall have the same meaning as that defined by the Zoning Ordinance, unless otherwise defined by this Code.

**ABANDONED BUILDING.** Any building or portion of a building under construction which has stood with an incomplete exterior shell for more than one year, or any completed building or portion thereof which has stood unoccupied for longer than six months, and which is unsecured or has Housing Code or Building Code violations.

**BOARD OF APPEALS.** The Board established and appointed by the city to hear appeals from the City Building Code, referred to herein as **THE BOARD**.

**DETERIORATION.** A state of conditions caused by a lack of maintenance or excessive use, characterized by holes, breaks, rot, crumbling, peeling paint, rusting or other evidence of physical decay or neglect.

**ENFORCEMENT OFFICER.** The Director of Community Development, Chief of Police or City Manager.



**EXPOSED TO PUBLIC VIEW.** Any premises or any part thereof which may be lawfully viewed by the public or from adjoining premises.

**EXTERIOR.** Yards and other open outdoor spaces on premises, and the external surfaces of any structure.

**EXTERMINATION.** The control and elimination of insects, rodents and vermin.

**FARM.** A tract of land having an area of ten or more acres devoted to raising of crops or domestic livestock.

**INFESTATION.** The presence of insects, rodents, vermin or other pests on the premises to the extent that they constitute a health hazard, are deemed by an Enforcement Officer to be in threat of spreading to adjoining premises, or are exposed to public view.

**JUNK.** Any discarded or salvaged material or fixture; obsolete or inoperable machinery or vehicle, or parts thereof, or scrap metal.

**NUISANCE.** Physical conditions that are dangerous or detrimental to the health or safety of persons on or near the premises where the conditions exist, or anything that is injurious to the senses or interferes with the comfortable enjoyment of life or property.

**OWNER.** Any person who alone, jointly or severally with others, holds legal or equitable title to any premises, with or without accompanying actual possession thereof.

**PREMISES.** A lot, plot or parcel of land together with the structures thereon.

**PUBLIC AUTHORITY.** Any officer of any department or branch of the city, county or state charged with regulating health, fire, zoning or building regulations, or other activities concerning property in the city.

**REFUSE.** Any material that has lost its value for the original purpose for which it was created or manufactured, or for its redesigned use, whether putrescible or non-putrescible, combustible or non-combustible, which is not securely stored in a building or legal outdoor storage yard for prompt disposal or resale, including, but not limited to: junk; paper or cardboard; plastic; metals; glass; yard clippings, leaves, woody vegetative trimmings and other plant wastes which have not been properly composted; vegetable or animal waste resulting from the handling, processing, storage, preparation, serving or consumption of food; crockery; bedding, furniture or appliances; offal; rubbish; ashes or incinerator residue; construction debris; accumulation of animal feces; dead animals; or wastes from commercial or industrial processes.

**RESPONSIBLE PARTY.** Any person having possession, charge, care or control of real or personal property, whether with or without the knowledge and consent of the owner, including without limitation any one or more of the following: owner, agent, property manager, contract purchaser, mortgagee or vendee in possession, receiver, executor, trustee, lessee or tenant, or any other person, firm or corporation exercising apparent control over a property.

**VEHICLE.** Any device designed to transport a person or property by land, air or water, such as automobiles, trucks, trailers, motorcycles, tractors, buggies, wagons, boats, airplanes, or any combination thereof, except bicycles.

**VEHICLE, INOPERABLE.** Any vehicle that is not licensed for the current year as required by law or which exhibits any of the following characteristics:

- (1) Cannot legally travel on a public street due to broken, damaged or missing windshield or other glass customary to the vehicle, fender, door, bumper, hood, wheel, steering wheel or exhaust system;
- (2) Lacking an engine or other means of power suitable to the design, one or more wheels, or other structural parts which renders the vehicle incapable of both forward and reverse movement in



the manner for which it was designed;

(3) Has become a habitat for rats, mice, snakes or any other vermin or insects; or

(4) Constitutes a threat to the public health and safety because of its defective or obsolete condition.

(Title VI, Ch. 6, § 1.06)

## MAINTENANCE STANDARDS

### § 154.20 MAINTENANCE STANDARDS, GENERALLY.

The exterior of every premises and structure shall be maintained in good repair, to the end that the premises and each structure thereon will be preserved; adjoining properties protected from blighting influences; and safety and fire hazards eliminated.

(Title VI, Ch. 6, § 2.01)

### § 154.21 MAINTENANCE OF PREMISES.

Each and every premises shall be kept free of all nuisances, health, safety and fire hazards, unsanitary conditions and infestation. It shall be the duty of the responsible party to keep the premises free of all conditions and to promptly remove and abate same, which include, but are not limited to, the following declared nuisances:

(A) Weeds or grasses allowed to grow to a height greater than 12 inches on the average, or any accumulation of dead weeds or grass that are exposed to public view, on any non-farm property which is not within the jurisdiction of the County Weed Commissioner. This provision shall not apply to prairies, wetlands or similar areas of naturalized perennial vegetation which are certified by an Enforcement Officer to not constitute a nuisance;

(B) Accumulation of refuse to the prejudice of others;

(C) Any structure which is in a dilapidated condition that it is unfit for human habitation or the use for which it was constructed; kept in an unsanitary condition that it is a menace to the health of people residing therein or in the vicinity thereof; any structure defined as a dangerous building by the most-current edition of the *Uniform Code for the Abatement of Dangerous Buildings*, as published by the International Conference of Building Officials; or any building that is defined as abandoned or a public nuisance by Iowa Code Chapter 657A;

(D) Any inoperable vehicle which is exposed to public view, unless located on the premises of a lawfully operated junk yard or undergoing repairs in an expeditious manner at a vehicle repair business;

(E) Mud, dirt, gravel or other debris or matter, whether organic or inorganic, deposited upon public property in a quantity judged by an Enforcement Officer to be a threat to public safety or to cause pollution, obstruction or siltation of drainage systems, or to violate solid waste disposal regulations;

(F) (1) Failure to establish a permanent cover of perennial grasses or ornamental ground cover on any non-farm property as soon as practical after any construction, and to thereafter maintain same in a condition as to substantially bind the surface of the soil and prevent erosion, whether by sheet or gullying, or by wind or water; and

(2) Exceptions shall be permitted for densely shaded areas, landscape beds and gardens; provided that vegetable gardens and agricultural crops shall not be placed in the front yard of a non-farm property, unless it can be demonstrated that no other viable location exists on the premises because of topography, natural vegetation or similar circumstances out of the resident's control.



(G) Any nuisance as defined herein or described as such by Iowa Code Chapter 657;

(H) Any alteration, modification or obstruction which prevents, obstructs or impedes the normal flow of runoff from adjacent lands, or any alteration or modification which substantially concentrates or increases the flow of water onto an adjoining premises to the extent of damaging or saturating the premises;

(I) Conditions which are conducive to the harborage or breeding of vermin;

(J) Facilities for the storage or processing of sewage, such as privies, vaults, sewers, private drains, septic tanks, cesspools and drain fields, which have failed or do not function properly, as may be evidenced by overflow, leakage, seepage or emanation of odors, or which do not comply with the Polk or Dallas County Department of Health regulations, as applicable. Septic tanks, cisterns and cesspools which are no longer in use shall be removed, or emptied and filled with clean dirt or sand;

(K) Vehicles parked on the lawn or other unpaved surface in a yard exposed to public view;

(L) Fences or retaining walls that are not structurally sound or which are deteriorating, as may be evidenced by leaning or loose elements;

(M) Dead or diseased trees or other woody vegetation which may lead to the spread of the disease to other specimens or pose a threat to safety or buildings; major parts thereof, such as a limb, which may be dead or broken or otherwise pose a threat to safety or buildings on adjoining premises; any vegetation located on private property which overhangs and is less than 15 feet above the traveled portion of any public street, or less than seven feet vertically, or which protrudes into any public sidewalk; and

(N) Loose, overhanging objects or accumulations of ice or snow, which by reason of location above ground level constitute a danger of falling on persons in the vicinity thereof.

(Title VI, Ch. 6, § 2.02) Penalty, see § 154.99

#### **§ 154.22 BUILDING MAINTENANCE.**

(A) Every building shall be maintained to be weather- and water-tight, and free from excessively peeling paint or other conditions suggestive of deterioration or inadequate maintenance. Exterior surfaces shall not have any holes or broken glass; loose, cracked or damaged shingles or siding; or other defects in the exterior finish which admit rain, cold air, dampness, rodents, insects or vermin.

(B) Basements, cellars and crawl spaces shall be free of standing water and hazards.

(C) All wood, including floorboards, subfloors, joists, bridging, roof rafters and sheathing, and all other wood in any interior or exterior floor, wall, roof or other part of the structure, shall be maintained to be free of cracks affecting structural integrity, termite damage, infestation or rot.

(D) Any and all damaged or deteriorating materials shall be replaced.

(E) If infestation exists in any basement, cellar or crawl space, the infestation shall be remedied in accordance with industry standards.

(Title VI, Ch. 6, § 2.03) Penalty, see § 154.99

#### **§ 154.23 REFUSE AND INOPERABLE VEHICLES.**

Inoperable vehicles shall be stored within a fully enclosed building or other location not exposed to public view, or shall be removed from the premises. All refuse shall be contained in suitable collection containers; kept free from infestation; and shall be removed weekly.

(Title VI, Ch. 6, § 2.04) Penalty, see § 154.99



## **§ 154.24 RESIDING AND RECONSTRUCTION.**

Materials and practices used in reconstruction and residing shall be of standard quality and appearance commensurate with the character of other properties in the vicinity of the premises. Their appearance, as judged under prevailing appraisal practices and standards, shall not depreciate the value of adjoining premises or the neighborhood.

(Title VI, Ch. 6, § 2.05) Penalty, see § 154.99

## **§ 154.25 EXCEPTION FOR FARMS AND EXISTING ESTATES.**

Farms, and nonfarm premises having an area of more than one acre on January 1, 1997, shall be exempted from this Code for the time that the area of the nonfarm premises exceeds one acre.

(Title VI, Ch. 6, § 2.06)

## **VIOLATIONS**

### **§ 154.40 ENFORCEMENT.**

(A) The creation or maintenance of a violation of this chapter is prohibited and shall constitute a misdemeanor. Each day that a violation is permitted to continue constitutes a separate offense.

(B) All inspections, enforcement actions and hearings on violations, unless expressly stated to the contrary, shall be under the direction and supervision of an Enforcement Officer, who may appoint or designate other public officers or employees to perform duties as may be necessary to enforce this Code, including inspections and holding of hearings. The Enforcement Officers are hereby authorized to abate the violations in accordance with the procedures of this Code and to serve notice to abate same, whether upon the owner or other responsible party for a premises upon which a violation is being maintained, or upon the person or persons causing or maintaining the violation.

(C) If a violation is found to exist on an owner-occupied premises and the owners demonstrate that the cost of remedying the violation would exceed the household's annual disposable income and thereby cause a financial hardship, enforcement shall be held in temporary abeyance until a means of financing or assistance can be identified.

(D) The objective of this Code being the abatement of violations, persons violating this Code shall be allowed a reasonable amount of time to voluntarily remedy the violation before action to assess costs or penalties for a violation is undertaken. Consideration will be given to evidence of a good faith effort to correct the violation; whether an imminent health or safety hazard exists; whether the person has previously been notified of or charged with violations of a similar nature; and other factors.

(E) Violations which are not voluntarily remedied may be abated by an administrative abatement process; the municipal infraction process; by court proceedings; or by city abatement and assessment of costs therefore against the responsible party, at the discretion of the city.

(F) It is further provided by this Code that if the city judges that an emergency exists which creates a dangerous and imminent health or safety hazard to persons, property or the general public which requires immediate action, the city may order the action as may be necessary to meet the emergency. Any orders issued pursuant to this division (F) shall be effective immediately or in the time and manner prescribed in the order itself.

(G) The Enforcement Officer may, but shall not be required to, give notice to abate prior to issuance of a civil citation for a repeat offense involving the same property and occurring within one year of a prior violation and notice to abate.

(Title VI, Ch. 6, § 3.01) Penalty, see § 154.99



## **§ 154.41 NOTICE.**

When service of a notice to abate is required, the following methods of service shall be deemed adequate:

(A) By personal service upon the owner or other responsible party of the property upon which the nuisance exists, or upon the person or persons causing or maintaining the violation; and/or

(B) If, after reasonable effort, personal service cannot be made, any two of the following methods of service shall be considered adequate:

(1) Sending the notice by certified mail, return receipt requested to the last known address;

(2) Publishing the notice once a week for two consecutive weeks in a newspaper of general circulation in the city; or

(3) By posting the notice in a conspicuous place on the property or building deemed as nuisance.

(Title VI, Ch. 6, § 3.02) Penalty, see § 154.99

## **§ 154.42 APPEAL.**

(A) Any person affected by any notice to abate a violation of this Code may request a hearing on the matter before the Board of Appeals; provided that a written appeal shall be filed with the Enforcement Officer within ten days after the notice to abate was served. The appeal shall be filed on a form provided by the city for that purpose, and shall state the particular section of the chapter or interpretation thereof being appealed, and a brief statement of the grounds upon which the appeal is taken. Failure to file a timely appeal as prescribed herein shall constitute a waiver of the right to a hearing, and the notice shall become final.

(B) The Board's determination and order shall be appealable to the County District Court by writ of certiorari. The appeal shall be filed within 30 days from the date of the Board's decision. The Board's order shall not be carried out until the time for filing the writ of certiorari has expired.

(Title VI, Ch. 6, § 3.03)

## **§ 154.43 ABATEMENT AND REMEDIES.**

(A) In the event that the violation is not abated as ordered and within the time specified, the city may abate the violation by any of the following means:

(1) By undertaking the abatement and assessing the costs therefore against the property; or

(2) By issuance of a civil citation charging the owner or responsible party with a municipal infraction.

(B) Abatement may include, but is not limited to, repair, removal, cleaning, extermination, cutting, mowing, grading, sewer repairs, draining, securing, barricading or fencing, demolition of dangerous or abandoned structures or portions thereof, and elimination of nuisances. Abatement costs may include the cost of removing or eliminating the violation; the cost of investigation, such as title searches, inspection and testing; the cost of notification; filing costs; and other related administrative costs. Inoperable or obsolete vehicles which have been impounded may be sold in accordance with state law. If an inoperable or obsolete vehicle is not sold or if the proceeds of the sale or redemption are not sufficient to pay the costs of abatement, storage and sale of the inoperable or obsolete vehicle, the cost or the balance of the cost may be assessed against the premises in the same manner as a property tax.

(C) Before the assessment of any charges for work done or caused to be done by the city, the owner of the property proposed to be assessed shall be provided notice and opportunity for hearing



before the City Council. The notice shall set forth the amount proposed to be assessed, and include a statement of the time, place and date of hearing.

(Title VI, Ch. 6, § 3.04)

#### **§ 154.44 EMERGENCY ABATEMENT PROCEDURE.**

(A) If an Enforcement Officer determines that a violation exists and constitutes an imminent, clear and compelling danger to health, safety or welfare of persons or property, the Enforcement Officer is authorized to abate the violation or have it abated without prior notice and opportunity for hearing. The costs of the action may be assessed against the premises. However, prior to the assessment, the city shall give a property owner notice and the opportunity for a hearing before the City Council in accordance with § 154.43.

(B) An appeal shall not stay the effect of a notice or order under the emergency provisions of this chapter unless so ordered by the Board.

(Title VI, Ch. 6, § 3.05)

### **BOARD OF APPEALS**

#### **§ 154.55 AUTHORITY.**

The Board is hereby empowered to hold hearings on appeals from the regulations of this Code.

(Title VI, Ch. 6, § 4.01)

#### **§ 154.56 PROCEDURE.**

(A) Upon receipt of a timely-filed appeal, the Enforcement Officer shall set a time and place for the Board to hear the appeal and shall publish notice thereof.

(B) The hearing shall be open to the public and shall be recorded either electronically or manually. All parties shall be afforded an opportunity to respond and present evidence and argument. If the appellant fails to appear at the hearing, the Board may proceed with the hearing and make a decision in the absence of the appellant.

(C) The Board's finding shall be based upon the kind of evidence on which reasonably prudent persons are accustomed to rely for the conduct of their serious affairs, even if the evidence would be inadmissible in a court of law. The Board's experience, technical competence and specialized knowledge may be utilized in the evaluation of the evidence. The presiding officer of the Board shall conduct the hearing.

(Title VI, Ch. 6, § 4.02)

#### **§ 154.57 DECISION OF THE BOARD.**

(A) No hearing shall be valid unless a majority of the Board is present, and no appeal shall be granted unless reached by a majority of all members of the Board.

(B) The Board shall render a decision based upon the record, at the conclusion of the hearing or within a reasonable time thereafter. The Board may affirm, modify or reverse any action, interpretation, notice or order which has been issued in connection with the enforcement of this Code. Following the decision of the Board, all parties shall be notified of the decision personally or by general mail service delivered to the address provided by the party. Any party to the hearing, including the city, may seek judicial review by filing a petition in the County District Court within 30 days after the issuance of the decision by the Board.

(Title VI, Ch. 6, § 4.03)

**§ 154.99 PENALTY.**

The court may order any one or more of the following:

- (A) Place a judgment against the person and/or property of defendant for the costs of abatement;
- (B) Levy a civil penalty (fine) against the defendant as set by resolution approved by City Council;
- (C) Order abatement of the violation in any manner; and/or
- (D) Assess costs of abatement against the premises.

(Title VI, Ch. 6, § 3.04)

## City Clerk Hiring Information

### Questions to Consider-

- Exempt or Non-exempt (salaried or hourly)
- Pay?
- Where will we post?
- Further Staffing Needs- Deputy Clerk

### Timeline

Job Posted	Tuesday, August 20, 2024
Applications Due	Monday, September 30, 2024
Phone Screening Interviews	October 7-11, 2024
Finalists Selected	Monday, October 14, 2024
Final Interviews	Wednesday, October 16, 2024
Final Decision	Monday, October 21, 2024
Job Offer	Tuesday, October 22, 2024
Start Date	Monday, December 2, 2024
Probationary Period Evaluation	Monday, February 17, 2025
Probationary Period Complete	Friday, March 3, 2025

### Phone Screening Interview Questions:

- Tell me about your experience with government fund accounting software.

### Final Interview Questions:

- Tell us about a situation where your ethics and integrity were challenged. How did you handle this? What would you do differently?
- How do you organize and prioritize your workload?
- How do you handle conflict with other people?

### Training-

- Iowa Municipal Professionals Institute
- Iowa Municipal Professionals Academy
- Iowa League of Cities Trainings
- IMFOA Certification
- InCode
- Laserfiche
- In Person with Cole and/or Becky





## CITY CLERK POSITION PROFILE

Apply by **Month XX, 2024** by **11:59 PM**

**Position:** City Clerk

**Job Description:** The City of Riverside, Iowa, a population of approximately 1,060 is accepting applications for a full-time City Clerk. At-will position appointed by the City Council and reports to the City Administrator. Directly responsible to the City Administrator for the administration of municipal affairs. Under administrative direction monitors, directs and evaluates the financial operation of the City according to duties set forth in state law.

**Schedule:** Generally, 40 hours per week, Monday through Friday. May be required to work additional hours or to change hours with minimal notice because of operational needs. Attending meetings outside of business hours required.

**Rate of Pay:** \$25/hour, dependent on qualifications, with full range of benefits.

### **Skills & Qualifications:**

- **Education/Training:** High School Graduate or equivalent required. Some college with office or accounting emphasis or Iowa's Municipal Professional's Institute and Academy training preferred.
- **Work Experience:** Three (3) years of work in a related field, or an equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position. Experience in an office environment required, with governmental office experience preferred.
- **Technology:** Experience using government fund accounting software, InCode preferred. Microsoft Office preferred.
- **Required licenses, registrations, and certifications:** Certified Municipal Clerk preferred or be willing to attain state certification. Possession of a valid State of Iowa Driver's license. Must be bondable.
- **Special Abilities:** Must have good organizational skills; must be a self-starter; have good communication skills to interact with staff, elected officials, and citizens; and the ability to manage numerous processes at the same time.
- **Physical Requirements:** Must be able to lift objects weighing more than 20 pounds on an occasional basis and carry, push, or pull them up to 10 feet unassisted; must be able to stand, sit, listen, and watch for extended periods of time.
- **Mental Requirements:** Must have the ability to prioritize, plan and schedule a variety of activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

### **Duties and Responsibilities:**

- **Supervision:** Works under the supervision of the City Administrator.
- **The Position:** The City Clerk has the power and duties as provided in Chapter 18 of the City of Riverside Code of Ordinances. The position of City Clerk carries the responsibility for the financial stability of the City, and as such, requires specialized skills to perform tasks.

### **Essential Duties:**

- General accounting for the City
- Prepare and process payroll, record expenses, report taxes
- Bill utilities
- Attend all City meetings and record minutes.
- Publish minutes within fifteen (15) days following a regular or special meeting.
- Publish all ordinances, enactments, proceedings, and official notices requiring publication.
- Authenticate and sign documents.
- Issue and keep a record of all licenses and permits.
- Perform election duties in accordance with Chapter 376 of the Code of Iowa.
- Maintain custody of City funds, record receipts and disbursements, keep a record of all money received from special assessments, and maintain a register of all bonds outstanding and record all payments of interest and principal.
- Handles routine correspondence and phone calls to the City.
- Order or purchase city supplies as needed with purchase order approval of the City Administrator.
- Processes daily mail and distribution.
- Work with the City Administrator to prepare and complete the budget, filing with County and State.

**Works Closely with:** This position works closely with the City Administrator in performing all aspects of their duties and those that may be assigned periodically. Will also work with the Mayor and City Council, as well as with the Department of Revenue, Department of Management, Department of Transportation, and Washington County Auditor.

**Disclaimer:** All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose, or intent of the position.

**Residency Requirement:** Must reside within 20 miles of Riverside city limits or be willing to relocate.

**Submit Application:** Applications should be submitted to [cityadmin@riversideiowa.gov](mailto:cityadmin@riversideiowa.gov). Application materials requested include: a cover letter, resume, salary history, and three (3) work-related references. Apply by **Month XX**, 2024 by 11:59 PM. Late submittals will not be considered.

Application packets will be available on the City of Riverside website, [www.riversideiowa.gov](http://www.riversideiowa.gov) and at City Hall.

*The City of Riverside, Iowa is an equal opportunity employer, M/F/Disability/Veteran.*



**City Clerk Wages Collected - 2024**

City Name	Population	Hourly	Salary	FY25 City Valuation	FY25 Tax Rate
Riverside	1060	\$ 27.01	\$ 56,180.80	\$ 117,138,897.00	7.94

Note: Our valuation is most comparable to towns with populations of 2-4000

**Most Comparable in Valuation**

Lake View	1113	\$	31.15	\$ 64,792.00	\$ 111,933,637.00	\$ 6.47
Walcott	1551				\$ 118,251,930.00	\$ 7.86
Granger	1654	\$	32.00	\$ 66,560.00	\$ 118,647,472.00	\$ 8.26
Kalona	2630	\$	31.30	\$ 65,100.00	\$ 121,464,039.00	\$ 8.21

**Other Similar in Population**

Gowrie	952	\$	20.21	\$ 42,036.80	\$ 34,689,573.00	\$ 8.05
Essex	722	\$	22.58	\$ 46,966.40	\$ 18,747,596.00	\$ 8.51
Riceville	806	\$	29.81	\$ 62,000.00	\$ 27,753,143.00	\$ 8.13
West Point	913	\$	22.06	\$ 45,884.80	\$ 37,499,931.00	\$ 7.86
Donnellson	920	\$	23.87	\$ 49,650.00	\$ 26,301,316.00	\$ 7.86
Mechanicsville	924	\$	32.75	\$ 68,120.00	\$ 41,473,674.00	\$ 7.86
Buffalo Center	925	\$	25.00	\$ 52,000.00	\$ 27,678,363.00	\$ 8.00
Aurelia	941	\$	24.10	\$ 50,128.00	\$ 35,258,525.00	\$ 7.99
Lawton	943	\$	26.20	\$ 54,496.00	\$ 47,142,870.00	\$ 7.17
Sidney	948	\$	25.28	\$ 52,582.40	\$ 29,400,763.00	\$ 8.13
Merrill	960	\$	22.86	\$ 47,548.80	\$ 28,665,397.00	\$ 8.00
Wayland	964	\$	34.00	\$ 70,720.00	\$ 27,432,999.00	\$ 7.50
Arnolds Park	989	\$	29.54	\$ 61,449.78	\$ 442,038,654.00	\$ 4.30
Clarence	1039	\$	28.00	\$ 58,240.00	\$ 36,613,637.00	\$ 7.86
Lansing	1053	\$	24.74	\$ 51,469.00	\$ 50,355,482.00	\$ 8.13
Griswold	1056	\$	18.50	\$ 38,480.00	\$ 27,420,901.00	\$ 8.33
Marcus	1079	\$	25.75	\$ 53,560.00	\$ 48,206,826.00	\$ 8.23
Fredericksburg	1133	\$	21.73	\$ 45,198.40	\$ 33,900,938.00	\$ 8.26
Springville	1160	\$	25.16	\$ 52,332.80	\$ 45,576,708.00	\$ 8.21
Gilbert	1185	\$	31.89	\$ 66,331.20	\$ 65,109,993.00	\$ 7.83
Greene	1267	\$	26.60	\$ 55,328.00	\$ 33,142,542.00	\$ 8.50
Wellman	1524			\$	\$ 50,099,439.00	\$ 8.37