

CITY OF RIVERSIDE COUNCIL MEETING AGENDA
RIVERSIDE COUNCIL CHAMBERS
60 N GREENE ST
Monday, May 20, 2024 6:00 PM

The meeting will be recorded and can be viewed live by visiting the city website at www.riversideiowa.gov

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

1. Call meeting to order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda
 - a. Minutes
 - b. Expenditures
5. **Public forum: 3 minutes per person. See guidelines for public comments at the Clerk's table.**
6. Creek Naming, Enterprisers 4-H Club **pg 7**
7. Washington County Sheriff's Department Law Contract, Sheriff Jared Schneider **pg 8**
 - a. Consider resolution to approve contract for Law Enforcement with WCSD for FY25 (2024-45) **pg 10**
8. Northern Heights Phase 2 - Apex Construction, Steve Schmidt
9. People Service Report **pg 11**
10. City Engineer's Report (Axiom) **pg 21**
 - a. Boat Ramp
 - i. Consider resolution to approve Change Order #3 for Hall Park Boat Ramp **pg 23**
 - b. Cherry Lane Extension
 - i. Consider resolution to approve the purchase of real estate **pg 25**
 - c. Hall Park Master Plan
 - d. Captain Kirk ADA Ramp **pg 30**
 - e. Community Center
 - f. Residential Lot Site Plan Application
 - g. Third Street Reconstruction
11. City Administrator's Report
 - a. CDBG Downtown Revitalization
 - i. Consider resolution to adopt required polices for CDBG funding **pg 31**

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60 N GREENE ST

- b. Consider resolution to approve Hotel Market Study proposal pg 46
- c. WWTP Ladder & Cage pg 79
- d. Consider resolution to approve striping work to be done by LL Pelling pg 81
- e. April Finances pg 85

12. Closing Comments

13. Motion to Adjourn

RIVERSIDE CITY COUNCIL MEETING: Monday, May 6th, 2024

The Riverside City Council meeting started at 6:00 PM in the Riverside City Council Chambers. Mayor Allen Schneider called the meeting to order, with Kevin Kiene, Lois Schneider, Tom Sexton, and Kevin Mills present. Ryan Rogerson was absent.

Motion made by Sexton, second by Kiene to approve agenda, moving item 6e(ii) to the front of the agenda, correcting the resolution for item 7b to reflect the contract amount of \$35,000, and correcting item 7c(ii) to "policies". Passed 4-0.

Motion made by Mills, second by Sexton to approve consent agenda of minutes, expenditures, and an alcohol permit for Kurn & Go. Passed 4-0.

City Administrator Smith discussed the schedule for the upcoming community center work session and the subsequent work sessions that will be held on the 2nd Monday of every month at 6 PM. Bryan Lenz, Streets & Parks, gave a department update.

Brian Boelk with Axiom Consultants, reviewed project status reports for Boat Ramp, Cherry Lane Extension, Hall Park Plan, Birthplace ADA Ramp, Community Center, Residential Lot Site Plan Applications, and an ADA Transition Plan.

Schneider moved, second by Sexton to pass Resolution 2024-37, approving Change Order #2 to Bowker Mechanical Contractors, LLC for seeding and mulching in the amount of \$1,620.00. Passed 4-0.

Kiene moved, second by Schneider to pass Resolution 2024-38, approving Pay Application #2 to Bowker Mechanical Contractors, LLC for work completed on the Hall Park Boat Ramp through 4/16/2024 in the amount of \$43,091.69. Passed 4-0.

Sexton moved, second by Schneider to pass Resolution 2024-39, approving Change Order #1 to All-American Concrete for block replacement at the Captain Kirk Birthplace ADA Ramp in the amount of a credit for \$2,000.00. Passed 4-0.

Schneider moved, second by Mills to pass Resolution 2024-40, approving Pay Application #1 to All-American Concrete for work completed on the Captain Kirk Birthplace ADA Ramp through 4/22/2024 in the amount of \$26,121.77. Passed 4-0.

Kiene moved, second by Mills to pass Resolution 2024-41, approving a Professional Services Agreement with Axiom Consultants for the ADA Transition Plan. Passed 4-0.

Schneider moved, second by Kiene to pass Resolution 2024-42, approving a Professional Services Agreement with Axiom Consultants for the Riverside Community Center. Passed 4-0.

City Administrator Smith gave a report updating City Council on lawnmower replacement, FY25 library contract, the CDBG Downtown Revitalization Grant, and putting the Debbins Building back out for bid.

Sexton moved, Schneider seconded to purchase a new lawnmower from Pyramid Services for \$11,100.00. Passed 4-0.

Schneider moved, second by Sexton to pass Resolution 2024-43, approving the FY25 Library Contract with Kalona Public Library for \$35,000. Passed 4-0.

Schneider moved, second by Kiene, to pass Resolution 2024-44, approving a grant administration contract with ECICOG for the CDBG Downtown Revitalization Grant Project. Passed 4-0.

Kiene moved, second by Sexton to post 40 W 1st for bid. The bid window will be set as 30 days from the posting date. Passed 4-0.

Sexton moved, second by Kiene to adjourn at 8:20 pm. Passed 4-0.

Full content of city council meetings can be viewed on the city website www.riversideiowa.gov.

Community Center Work Session, May 13th, 2024 at 6:00 PM

Next Meeting- Monday, May 20th, 2024 at 6:00 PM

ATTEST:

Cole Smith, City Administrator

Allen Schneider, Mayor

	EXPENDITURES 5-20-2024	UNPAID BILLS:			
2	AIRGAS	EMS OXYGEN	002-5-150-6370	\$	380.91
3	AXIOM	ON CALL	001-5-650-6407	\$	2,645.00
4	AXIOM	KIRK ADA RAMP	301-5-750-6797	\$	850.00
	AXIOM	CHERRY LN EXT.	301-5-750-6773	\$	3,000.00
	AXIOM	HALL PARK BOAT RAMP	301-5-750-6799	\$	1,090.00
	CITY OF KALONA	MAR BUILD. INSPECT	001-5-170-6499	\$	1,724.90
5	CUSTOM TREE SERVICE	TREE REMOVALS	001-5-210-6495	\$	2,200.00
6	ECICOG	DTR GRANT ADMIN	145-5-650-6435	\$	2,325.00
7	FERGUSON	NEPTUNE 360	600-5-810-6499	\$	4,806.00
	FERGUSON	NEPTUNE 360	610-5-815-6499	\$	4,806.00
				\$	9,612.00
8	IOWA LEAGUE OF CITIES	MAYORS ASSOC DUES	001-5-610-6240	\$	30.00
9	IOWA PAPER	PARKS	001-5-430-6325	\$	202.32
10	IOWA SOLUTIONS	COMPUTER- MONTLY CK	001-5-650-6497	\$	800.50
11	IOWA SOLUTIONS	DOMAIN REGISTRATION	001-5-650-6497	\$	185.00
12	J&S PLUMBING	FD- REPAIRS	002-5-150-6310	\$	45.00
13	JIMS SMSALL ENGINE	PARKS	001-5-430-6325	\$	61.40
14	KALONA AUTO	FD	002-5-150-6352	\$	23.16
15	LL PELLING	STREETS	110-5-210-6499	\$	18,779.80
16	MARTIN GARDNER	DTR GRANT	145-5-650-6435	\$	16,450.00
17	MARTINS FLAG CO.	PARK FLAGS	001-5-430-6325	\$	658.51
22	MENARDS	SHOP	001-5-210-6372	\$	117.78
26	REC	SIGN	001-5-520-6510	\$	95.42
27	REC	LIFT STATION	610-5-815-6371	\$	142.90
28	REC	W/W PLANT	610-5-815-6371	\$	4,226.10
29	REC	WATER PLANT	600-5-810-6371	\$	3,125.80
30	REC	TRAFIC LIGHT	001-5-230-6371	\$	147.18
31	REC	SHOP	001-5-210-6371	\$	45.98
32	REC	CASINO L/S	610-5-815-6371	\$	302.20
				\$	8,085.58
33	RIVER PRODUCTS	LOJAK WATER	600-5-810-6374	\$	156.54
35	SCHNOEBELEN INC	UPS	600-5-810-6374	\$	134.80
38	STANDARD PEST CONTROL	CITY HALL	001-5-650-6310	\$	25.00
39	STANDARD PEST CONTROL	FD	002-5-150-6310	\$	25.00
40	STANDARD PEST CONTROL	SHOP	001-5-210-6506	\$	25.00
				\$	75.00
41	THE NEWS	PUBLICATIONS	001-5-650-6402	\$	486.35
42	V ISA	SMITH-ICMA CONF	001-5-650-6240	\$	433.50
43	VISA	OFFICE- M SOFT	001-5-650-6506	\$	30.00
44	VISA	WATER PLANT	600-5-810-6324	\$	20.97
45	VISA	CLERK-IMFOA DUES	001-5-650-6210	\$	50.00
46	VISA	PARKS	001-5-430-6504	\$	6.99
47	VISA	C HALL	001-5-650-6506	\$	6.95
				\$	548.41
51		TOTAL BILLS		\$	70,667.96
52					
53	PAID BILLS:				
54	IPERS	CONTRIBUTIONS - 2024 APR		\$	2,979.51
55	1ST NAT'L BANK	HEALTH SAVINGS		\$	1,125.00
56	IOWA DEPT OF REVENUE	IOWA W/HOLD - 2024 APR		\$	648.00
57	IOWA DEPT OF REVENUE	IOWA SALES TAX - 2024 APR		\$	749.59
58	IOWA DEPT OF REVENUE	IOWA WET TAX - 2024 APR		\$	1,346.62
59	IRS	941 TAX DEPOSIT - 2024 APR		\$	4,411.58
60	PAYROLL	PAYROLL - 2024 MAR		\$	14,284.93
62	*****	TOTAL PAID BILLS			\$ 25,545.23
63					
64	*****	TOTAL EXPENDITURES		\$	96,213.19
65					
66					
67					
68	EXPENDITURES by FUND				
69	GENERAL FUND		\$	9,977.78	
70	FIRE DEPARTMENT		\$	474.07	
71	ROAD USE FUND		\$	18,779.80	
72	CASINO FUND		\$	18,775.00	
73	CAPITAL PROJECTS		\$	4,940.00	
74	WATER FUND		\$	8,176.71	
75	SEWER FUND		\$	9,544.60	

76	STORM SEWER		\$	-		
77	TOTAL EXPENDITURES		\$	70,667.96		
78						
79						
80	MTD TREASURERS REPORT	4/30/2024		REVENUES	EXPENSES	BALANCE
81	GENERAL FUND		\$	432,427.12	\$ 563,315.11	\$ 531,705.16
82	FIRE DEPT FUND		\$	33,545.49	\$ 37,194.65	\$ 221,596.82
83	ROAD USE TAX FUND		\$	12,125.91	\$ -	\$ 96,123.33
84	LOCAL OPTION SALES TAX		\$	13,016.49	\$ 84,000.00	\$ 21,369.89
85	CASINO REVENUE RUND		\$	114,480.77	\$ 27,754.79	\$ 741,941.91
86	CAPITAL PROJECTS FUND		\$	606,000.00	\$ 181,182.61	\$ 798,089.96
87	COMMUNITY CENTER FUNDS		\$	5,691.15	\$ -	\$ 1,358,081.05
88	WATER FUND		\$	25,725.09	\$ 27,530.55	\$ 116,401.86
89	SEWER FUND		\$	25,302.53	\$ 30,800.38	\$ 487,812.54
90	STORM WATER FUND		\$	1,677.93	\$ 22,000.00	\$ 384.82
91	TOTAL		\$	1,269,992.48	\$ 973,778.09	\$ 4,373,507.34

Becky LaRoche

From: Kate Giannini <kate.shank@gmail.com>
Sent: Thursday, April 25, 2024 8:49 AM
To: Becky LaRoche; Maria Meller
Subject: Re: May Agenda Request

Thanks Becky for getting us on the May 20th agenda. Topic of discussion is: Presentation of proposed names of the unnamed tributary on the east side of Riverside. Presenters include Kate Giannini, Washington County Soil Commissioner, and Calvin Meller Enterprises 4H Club President.

Let me know if you need a more detailed description. I plan to share a few slides if there is A/V capabilities.

Thanks!

-Kate

On Wed, Apr 17, 2024, 1:33 PM Becky LaRoche <cityclerk@riversideiowa.gov> wrote:

6 PM start time for City Council Meetings.

Becky LaRoche

City Clerk

City of Riverside

60 N Greene Street

P.O. Box 188

Riverside, IA 52327

Office 319-648-3501

Cell 319-330-3091

cityclerk@riversideiowa.gov

CONTRACT AND AGREEMENT
LAW ENFORCEMENT

This Contract and Agreement is entered into by and between Washington County, Iowa, hereafter called County, and the City of Riverside, Iowa, hereafter called City and by consent and agreement of the Washington County, Iowa, Sheriff, hereafter called Sheriff.

The purpose of this Contract and Agreement is to establish a joint exercise of governmental powers as provided by Chapter 28E, 2024 Code of Iowa, which the County will furnish law enforcement services for the City in order to ensure the City's compliance with Iowa law.

No separate legal or administrative entity shall exist by virtue of this Contract and Agreement. The Sheriff is hereby designated as the administrator responsible for administration and fulfillment of this joint Contract and Agreement for the County.

The duration of this Contract and Agreement is for a period of one year commencing at 12:01 a.m. on the first day of July 2024 and continuing until 11:59 p.m. on the last day of June 2025.

In consideration of the services July 1, 2024 through June 30, 2025 provided by the County, the City agrees to pay the county at the annual rate of \$258,572.00, in equal quarterly installments of \$64,643.00, by the 15th day of the month following the beginning of the quarter upon receipt of an invoice from the County Auditor.

The County agrees to perform the following as responsibilities of the County to the City:

1. Provide law enforcement services for the City in a conscientious and good faith effort to effectively enforce the laws of the City, County, State and Federal governments and to maintain peace and order within the City.
2. Provide for the administration, communications, education, training, employee resources and supervision of assigned enforcement officers by the Sheriff.
3. Provide personnel, equipment, insurance, maintenance of equipment, supplies, and operational expenses of assigned enforcement officers necessary to accomplish the terms of this Contract and Agreement.

It is understood and agreed by all parties to this Contract and Agreement that:

1. The Sheriff shall determine which officers shall perform duties in a given area and the time and manner in which duties will be performed. Residence locations of deputies assigned law enforcement responsibilities under this contract shall be at the sole discretion of the Sheriff.
2. No joint acquisition or ownership of property will be required under this Contract and Agreement. All property owned and purchased by the County, both real and personal, under the control of the Sheriff may be utilized at the discretion of the Sheriff in carrying out his official statutory duties and those duties contemplated in this agreement. All property owned or purchased by the County, both real and personal, under the control of the Sheriff for use as provided by this agreement shall remain the property of the County.
3. Prior to February 15, 2025, the County will notify the City of the amount of contract consideration assessment required for the following year's law enforcement contract.
4. This Contract and Agreement may be terminated by any of the parties by notice in writing at least sixty (60) days prior to the effective date of the termination.
5. Notice to any party shall be given by delivery or mailing same to the City Clerk, in the case of the City, to the County Auditor, in the case of the County and in the case of the Sheriff, to the Office of County Sheriff.

"Communications" for purposes of this agreement, and as referenced as County responsibilities to the City, means communications for the sheriff and deputy sheriffs only. Emergency communications, including 911 dispatch services, are not provided as part of this law enforcement contract.

I hereby consent and agree to the contents of this Law Enforcement Contract and Agreement.

(Date)

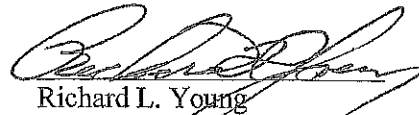
Jared M. Schneider
Washington County Sheriff


This Contract and Agreement approved this 19th day of March, 2024 by the Board of Supervisors, Washington County, Iowa.

Attest:

3-19-24

(Date)


Richard L. Young
Chair, Board of Supervisors


Daniel L. Widmer
County Auditor

This Contract and Agreement approved this _____ day of _____, 2024 by the City Council, City of Riverside, Iowa.

Attest:

(Date)

Allen Schneider
Mayor of Riverside

Becky LaRoche
City Clerk

RESOLUTION #2024-XX

RESOLUTION TO APPROVE CONTRACT WITH WASHINGTON COUNTY TO PROVIDE LAW ENFORCEMENT FOR THE CITY FOR FISCAL YEAR 2024-2025

Whereas, the City of Riverside agrees to a contract with Washington County to provide Law Enforcement Services to the City of Riverside at the cost of \$258,572.00 for the fiscal year beginning on July 1st, 2024 and ending on June 30th, 2025.

Therefore, be it resolved the City of Riverside City Council does hereby approve to enter into this agreement with Washington County Sheriff Department for Law Enforcement.

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

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa and approved this 20th day of May, 2024.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk



Date: May 14, 2024

To: Riverside Council

From: Jed Wolf & Branden Havens, Operators & Steve Robinette, Region Manager

O & M Report: April 2024

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

Water Operation & Maintenance

- PFAS have been a large, nationwide topic in the water industry the past couple of years. PFAS are a group of industrial chemicals that have been used in consumer products for several decades now. The EPA has been proposing new rules and setting limits in the hopes of getting PFAS out of our drinking water. To date, Riverside water supply has not had their drinking water tested that we are aware of, but will be mandated sooner than later. From what we have been told, the communities that have been tested in this part of the state are under proposed limits. Regardless, if PFAS do in fact exist in Riverside's source water at a level about the proposed limit (4 parts per trillion), the city has the treatment technology to remove them (Reverse Osmosis). A fact sheet can be found at: https://www.epa.gov/system/files/documents/2023-04/Fact%20Sheet_PFAS_NPWDR_Final_4.4.23.pdf
- Steve Hively was in town May 10th to do some leak detection throughout town. We don't have any immediate concerns but thought it would be prudent to identify them if they existed. Mr. Hively did not find any leaks.
- We expect Northway Well to be finished with their work by the end of the week (May 17th). Northway found several issues with the original construction of this well and claim the well was never fully developed, which could be contributing to our ongoing raw water quality issues. We will provide the final report when it is prepared.



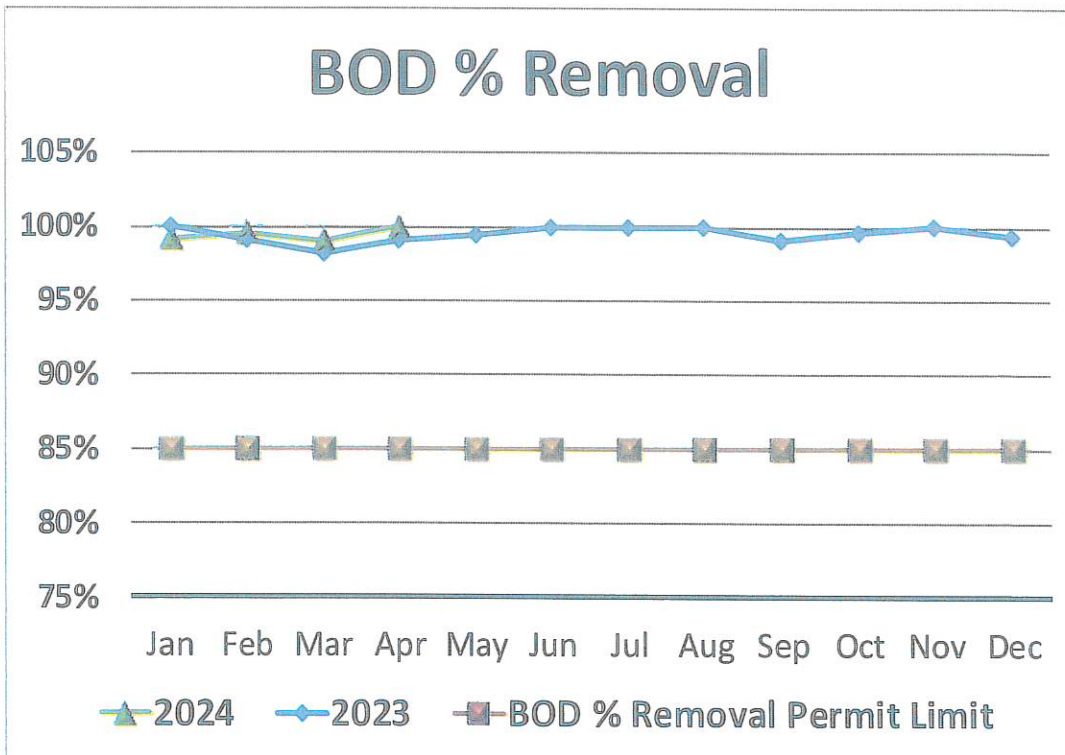
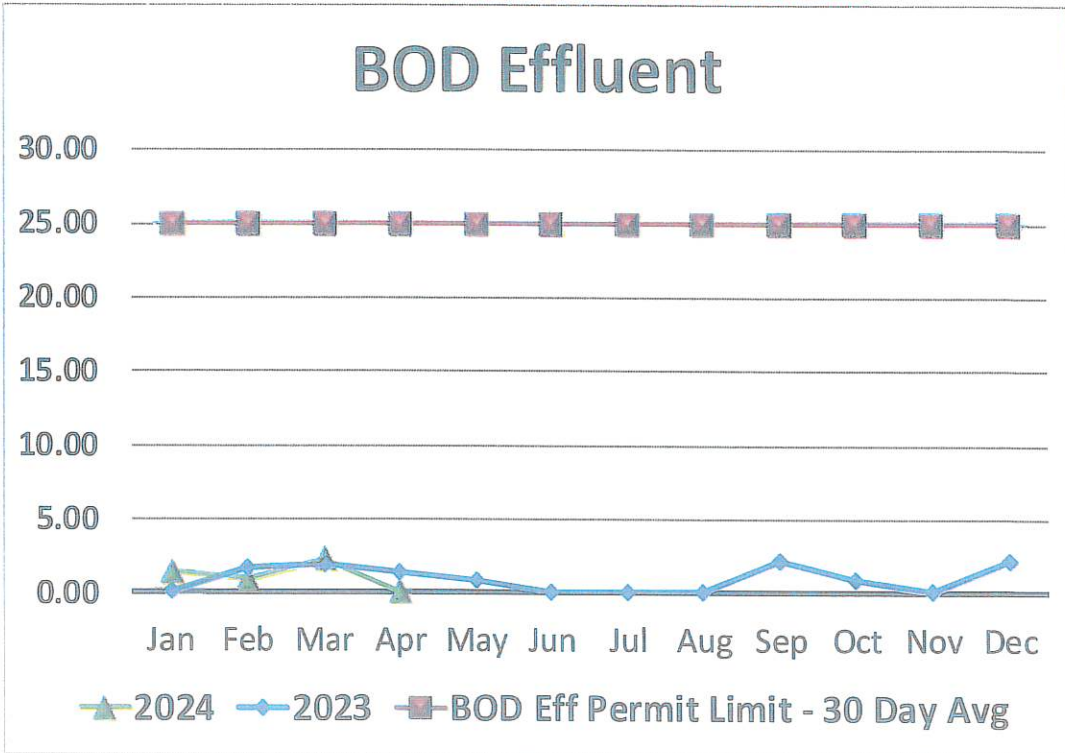


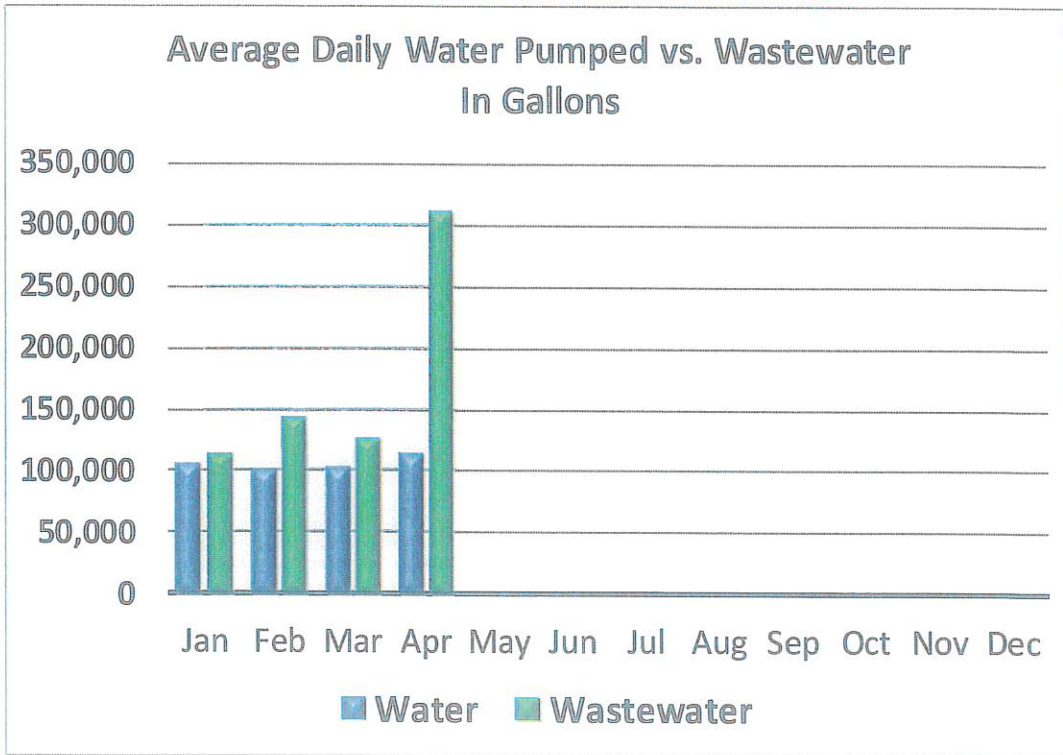
- Electric Pump was on-site May 6th to wire in both Well 8 valves and Raw bypass valves to the PLCs. All valves are operating as they should be and Well 8 has been operating automatically since.
- When Electric Pump was on-site they discovered the backup battery in the PLC was bad and replaced it. Doing this involved cycling power to the panel and, upon startup, the Panel View screen crashed and would not start back up. The panel view is the only means operators have to control and monitor the water plant. We had EP adjust set points through the PLC until we got the panel replaced (May 8th). In a lot of ways, we were fortunate to have this happen when EP was on-site because power is rarely cycled in that control panel due to backup batteries and other redundancies.
- Conor Campbell from American Water Chemicals stopped by to grab some pre and post RO samples. They are just another free resource we use to make sure we are operating at maximum efficiency.

Wastewater Operation & Maintenance

- We received 3 quotes for replacing the ultrasonic control unit for Lift Station 2. 2 of the quotes were for a total replacement of the pane,l so we requested new quotes only for the ultrasonic portion.
- We took E.coli samples in April and all 5 samples came back well below required permit levels.
- We had a few concerns about potential backups during the heavy rains but those ended up being sump pump issues.







Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$28,895.00	\$34,696.06	120%	83%
Maintenance Budget	\$24,079.00	\$10,176.78	42%	83%
Total	\$52,974.00	\$44,872.84	85%	83%

		April-24	March-24	April-23
Water				
	Units			
Total Monthly Pumped	gallons	3,393,000	3,126,000	8,833,000
Average Daily Pumped	gallons	113,100	100,840	294,430
Maximum Daily Pumped	gallons	334,000	233,000	882,000
Minimum Daily Pumped	gallons	0	0	0
Chlorine				
Chlorine - Total Avg Residual Plant	mg/L	2.28	2.17	2.19
Chlorine - Total Avg Residual System	mg/L	1.42	1.35	1.57
Chlorine - Minimum Required Residual System	mg/L	0.30	0.30	0.30
Chlorine used	lbs	175.00	258.00	269.00
Iron				
Iron - Avg Raw	mg/L	1.79	1.69	1.76
Polyphosphate				
Polyphosphate - Avg Residual	mg/L	1.97	1.79	3.55
Polyphosphate - Recommended Residual	mg/L	1.5-3.0	1.5-3.0	0.5 - 2.0
Polyphosphate used	lbs	25.00	28.00	138.00
Water Loss				
Water Billed	gallons	2,969,781	2,590,215	3,174,253
Water used in main breaks/hydrant flushing etc..	gallons	0	0	3,000,000
Water used at city buildings	gallons	62,486	56,986	0
Loss	gallons	11%	13%	30%
Wastewater				
BOD				
BOD Influent Avg	mg/L	133	224	141
BOD Effluent Avg	mg/L	0	2.3	1
BOD Eff Permit Limit - 30 Day Avg	mg/L	25	25	25
BOD % Removal	%	100.00%	98.99%	99.02%
BOD % Removal Permit Limit	%	85%	85%	85%
TSS				
TSS Influent Avg	mg/L	99	220	139
TSS Effluent Avg	mg/L	4	23	4
TSS Effluent Permit Limit - 30 Day Avg	mg/L	30	30	30
TSS % Removal	%	96.17%	89.54%	97.30%
TSS % Removal Permit Limit	%	85%	85%	85%
Nitrogen Ammonia				
NA Effluent Avg	mg/L	0	0	1
NA Effluent Permit Limit - 30 Day Avg	mg/L	8	10	8
Influent Flow				
Total Monthly	gallons	9,336,300	3,935,900	6,177,830
Average Daily	gallons	311,210	126,965	205,928
Maximum Daily	gallons	1,070,200	272,500	581,600
Minimum Daily	gallons	147,000	54,200	108,400
Permit Limit - 30 Day Avg	gallons	444,000	444,000	444,000
Permit Limit - Daily Maximum	gallons	1,425,000	1,425,000	1,425,000



RIVERSIDE - MARCH 2024

Water Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/23/24	First National Bank, VISA	New Locks	\$142.97
Total			\$142.97

Water System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/22/24	Utility Equipment	Curb Box Repair Parts, K-Copper Wire	\$1,286.12
3/23/24	First National Bank, VISAS	Food Grade Oil	\$350.93
Total			\$1,637.05

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/4/24	Microbac Labs	Environmental Fees	\$77.00
3/23/24	First National Bank, VISA	Supplies	\$39.02
Total			\$116.02

Wastewater System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
Total			\$0.00

Water Plant Maintenance	\$142.97
Water System Maintenance	\$1,637.05
W/W Plant Maintenance	\$116.02
W/W System Maintenance	\$0.00
Month Total	\$1,896.04

Annual Maintenance Budget **\$24,079.00**

Total Maintenance Dollars Spent Year to Date **\$9,841.55**

Percent Maintenance Budget Spent Year to Date **41%**



RIVERSIDE - MARCH 2024

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
3/7/24	Hawkins	Sodium Hypochlorite	\$776.60
3/7/24	Hawkins	Polyphosphate	\$1,407.00
3/7/24	Hawkins	Caustic/Sodium Hydroxide	\$498.50
Total			\$2,682.10

Wastewater System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
Total			\$0.00
Water System Chemicals		\$2,682.10	
W/W System Chemicals		\$0.00	
Month Total		\$2,682.10	
Annual Chemical Budget		\$28,895.00	
Total Chemical Dollars Spent Year to Date		\$33,964.41	
Percent Chemical Budget Spent Year to Date		118%	
Maintenance Month Total		\$1,896.04	
Chemical Month Total		\$2,682.10	
Month Total		\$4,578.14	
Annual Budget		\$52,974.00	
Total Spent Year to Date		\$43,805.96	
Percent Budget Spent Year to Date		83%	



RIVERSIDE - APRIL 2024

Water Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
		Total	\$0.00

Water System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
4/21/24	First National Bank, VISA	Food grade oil	\$279.23
		Total	\$279.23

Wastewater Plant Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
		Total	\$0.00

Wastewater System Maintenance

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
4/8/24	Microbac Labs	Environmental Fees	\$56.00
		Total	\$56.00

Water Plant Maintenance	\$0.00
Water System Maintenance	\$279.23
W/W Plant Maintenance	\$0.00
W/W System Maintenance	\$56.00
Month Total	\$335.23

Annual Maintenance Budget \$24,079.00

Total Maintenance Dollars Spent Year to Date \$10,176.78

Percent Maintenance Budget Spent Year to Date 42%





RIVERSIDE - APRIL 2024

Water System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
4/8/24	Hawkins	Sodium Hypochlorite	\$731.65
		Total	\$731.65

Wastewater System Chemicals

<u>Date</u>	<u>Vendor List</u>	<u>Description</u>	<u>Total</u>
		Total	\$0.00

Water System Chemicals	\$731.65
W/W System Chemicals	\$0.00
Month Total	\$731.65

Annual Chemical Budget \$28,895.00

Total Chemical Dollars Spent Year to Date \$34,696.06

Percent Chemical Budget Spent Year to Date 120%

Maintenance Month Total	\$335.23
Chemical Month Total	\$731.65
Month Total	\$1,066.88

Annual Budget \$52,974.00

Total Spent Year to Date \$44,872.84

Percent Budget Spent Year to Date 85%



Work Orders Completed

Date completed	Equipment	Task
4/25/2024	BLOWERS	Monthly PM
4/25/2024	WWTP GENERATOR	Monthly PM
4/29/2024	LIFT STATION #1	LS Monthly PM
4/29/2024	LIFT STATION #2	LS Monthly PM
4/29/2024	LIFT STATION #3	LS Monthly PM
4/29/2024	LIFT STATION #4	LS Monthly PM
4/29/2024	LIFT STATION #5	LS Monthly PM
4/25/2024	EQ BASIN STATION	LS Monthly PM
4/25/2024	EFFLUENT SAMPLER	Monthly PM
4/25/2024	INFLUENT SAMPLER	Monthly PM
4/25/2024	SCREEN UNIT	Monthly PM
4/25/2024	UV SYSTEM	Monthly PM
4/25/2024	FIRE EXTINGUISHERS	Inspection
4/29/2024	Lift Station Generator #1	Generator Monthly
4/29/2024	Lift Station Generator #2	Generator Monthly
4/29/2024	Lift Station Generator #4	Generator Monthly
4/29/2024	Lift Station Generator #5	Generator Monthly
4/29/2024	Lift Station Generator #3	Generator Monthly
4/26/2024	FILTER	Monthly PM
4/26/2024	CARTRIDGE FILTERS	Monthly PM
4/25/2024	DEHUMIDIFIERS	Monthly PM
4/25/2024	WATER PLANT GENERATOR	Monthly PM
4/25/2024	HIGH SERVICE PUMPS	Monthly PM
4/25/2024	WELL #7	Annual PM
4/25/2024	WELL #8	Annual PM
4/25/2024	FIRE EXTINGUISHERS	Inspection

ENGINEER'S REPORT

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

Boat Ramp

- Final punchlist items to be taken care of once weather allows. The contractor would like to address at the same time as any additional work if approved.
- Change Order submitted for review to provide additional rock (erosion stone) as requested.
- Drainage along east side of country road assessed and options provided to City. City to discuss with county on best course of action.

Cherry Lane

- Axiom is awaiting further direction in terms of alignment of road and purchase of Bower parcel (vacant land).
- Memo attached providing Axiom's professional opinion on Cherry Lane alignment and potential offset intersection.

Hall Park Master Plan

- Future work session to be set for discussion and transition from DRAFT to FINAL Master Plan.
- Discussion on potential spinoff project to develop pickleball courts in near future.

Captain Kirk Birthplace

- Awaiting fabrication of railing to be installed along ramp.
- Axiom has contacted the contractor (All American) regarding cleanup of site and remaining restoration within the Right-Of-Way.
- Memo attached summarizing design options and responding to questions asked at the last council meeting.

Community Center

- Second City Council Work Session completed, and Axiom awaiting results of meeting for information related to preferred amenities.

Residential Lot Site Plan Application

- Developed DRAFT sent to David and Cole for their review.
- To be presented to City Council in the future.

Third Street Reconstruction

- Customized retaining wall caps installed along both sets of stairs at northwest corner of Third Street and Greene Street.
- Additional caps to be fabricated for the area along top of wall sidewalk between two sets of stairs, and to be installed once fabricated.

MEMORANDUM

PROJECT: City of Riverside
DATE: May 15, 2024
TO: Cole Smith, City Administrator
TOPIC: Cherry Lane – Offset Intersection

As you are aware, Axiom has been contracted to design and administer the construction of the Cherry Lane extension between Kleopfer Ave and Schnoeblen St, just south of Riverside Elementary School. During the Due Diligence and schematic design, discussions took place regarding the alignment of this roadway extension, noting that two parcels conflict with connecting Cherry Lane on the same centerline of road alignment as which exists to the west. As a result, Axiom put together two different options, consisting of a straight roadway alignment to the north of such parcels and within the south side of the school district's property. The other consists of a curvature in the road for the western half of the alignment so to align the intersection of Kleopfer Ave with the existing Cherry Lane to the west.

It was determined via City Council discussions and with City staff, that creating a typical aligned four-way intersection would be preferred if the City were able to acquire all or part of the vacant parcel owned by the Bower family. In follow-up to that, Cole and Brian Boelk (Axiom) met with Charles and Mariellen Bower to go over the impacts of this design and construction, and Axiom later staked such roadway alignment so that the Bowers could assess on-site. Cole then continued to negotiate and came to an agreement with the Bower family for the City to purchase this vacant parcel based on market fair value and assessment of land and recent sales in the surrounding area.

Since then, City Council has expressed concern with this purchase and the money spent for a shift in the road, with some council members noting that they would prefer to have an offset intersection and save the money from the purchase of land. Axiom explained at City Council the ramifications of designing and constructing an offset intersection, and I wanted to follow-up noting such negative impacts resulting from an offset intersection:

- Does not meet typical or preferred design standards and general engineering practice.
- This offset design results in the existing west Cherry Lane having an offset centerline of approximately 25' from the proposed east Cherry Lane.
- Offset intersections create confusion with vehicular and pedestrian traffic, and safety concerns associated with that.
- If intersection offset, rather than be able to have a four-way stop and controlled intersection, north-south traffic on Kleopfer would remain a free flowing through movement with stop controls only on Cherry Lane.
- Safety concerns should be considered substantial due to the proximity of the elementary school and potential future community center.
- Most communities, who may have existing offset intersections built in the past, are often trying to remedy and replace now if able. Additional challenges occur after having been constructed as the costs to remove and replace are significant and in some cases there is no longer available land to remedy and align the intersection.
- Such an example of this locally would be the desire to remedy the offset intersection of Ella Street with Blackberry Ave, Vine Street, and Ash Street.
- The costs associated with the purchase of the land (\$45,000) are considered minor when comparing that with the ability to design and construct the intersection correctly now – the first time.

Respectfully,
Brian A Boelk, PE

RESOLUTION #2024-XX

RESOLUTION APPROVING CHANGE ORDER #3
TO BOWKER PINNACLE MECHANICAL
FOR HALL PARK BOAT RAMP PROJECT

Whereas, the City of Riverside City at the recommendation of the City Engineering Firm, Axiom Consultants, Brian Boelk, and it is the opinion of the City Engineering Firm that the City Council accept this change order for Bowker Pinnacle Mechanical for additional earthwork and 3"-6" stone to be added to the boat ramp on Hall Park.

Therefore, be it resolved the City of Riverside City Council does hereby accept the Change Order #3 in the amount of \$4,200.00

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

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

Ayes:

Nays:

Absents:

PASSED AND APPROVED by City Council of Riverside, Iowa, on this 20th day of May, 2024.

Signed: _____ Date _____

Allen Schneider, Mayor

Attest: _____ Date _____

Becky LaRoche, City Clerk



QUOTATION

TO: CHANGE ORDER #3

Date:
5/13/2024

RE: RIVERSIDE, IA, BOAT RAMP
 Bid Date: Thursday, January 25, 2024

We are pleased to offer the following quotation:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNITS</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
1	MOBILIZATION	1	LS	\$ -	\$0.00
2	EARTHWORK	1	LS	1,250.00	1,250.00
3	3" TO 6" EROSION STONE	1	LS	2,950.00	2,950.00
4		0		-	-
5		0		-	-
6		0		-	-
7		0		-	-
8		0		-	-
9		0		-	-
10		0		-	-
11		0		-	-
12		0		-	-
13		0		-	-
14		0		-	-
15		0		-	-
16		0		-	-
17		0		-	-
18		0		-	-
19		0		-	-
20		0		-	-
21		0		-	-
22		0		-	-
23		0		-	-
24		0		-	-
25		0		-	-
26		0		-	-
27		0		-	-
28		0		-	-
29		0		-	-
30		0		-	-
31		0		-	-
32		0		-	-
33		0		-	-
34		0		-	-
Total					\$ 4,200.00

RESOLUTION NO. _____

RESOLUTION AUTHORIZING PURCHASE OF REAL PROPERTY
KNOWN BY PARCEL NO. 04-08-376-066.

WHEREAS, the City Council of the City of Riverside, Iowa, for the purpose of a municipal road project, deems it necessary or desirable, to purchase the following described parcel of real property ("Property") situated in the City of Riverside, Washington County, Iowa, locally known as (Parcel No. 04-08-376-066), and being legally described as follows:

LOT FORTY-FIVE (45) IN PART TWO (2) IN HIGHLAND
HEIGHTS ADDITION TO RIVERSIDE, IOWA; IN
WASHINGTON COUNTY, IOWA; and

WHEREAS, the owners of the Property, Charles F. Bower and Mariellen F. Bower ("Sellers"), have agreed to sell the Property to the City of Riverside for the sum of Forty-Five Thousand and 00/100 Dollars (\$45,000.00); and

WHEREAS, the Council finds acquisition of the Property to be in the best interest of the City and its residents.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside, Iowa, that the City's purchase of the Property is hereby authorized and approved; and

BE IT FURTHER RESOLVED, that the Mayor and City Clerk of the City of Riverside, Iowa, are hereby authorized and directed to execute a Purchase Agreement with Sellers for purposes of facilitating the purchase of the Property, and to execute such further documentation as may be necessary to complete the above-described transaction; and

BE IT FURTHER RESOLVED, the City Clerk is hereby authorized and directed to issue warrants for amounts set forth in the Purchase Agreement, and such other reasonable amounts as may be necessary to complete the above-described transaction.

PASSED AND APPROVED this 6th day of May 2024.

CITY OF RIVERSIDE, IOWA

By: Allen Schneider, Mayor

ATTEST:

Becky LaRoche, City Clerk

REAL ESTATE PURCHASE AGREEMENT

This Real Estate Purchase Agreement ("Agreement") is entered by and between CHARLES F. BOWER and MARIELLEN F. BOWER ("SELLERS") and the CITY OF RIVERSIDE, IOWA ("BUYER"), an Iowa municipal corporation, as of the date of last signature set forth below ("Effective Date").

SELLERS are the owners of the real property ("Property") situated in the City of Riverside, Washington County, Iowa, locally known as Kleopfer Avenue, Riverside, Iowa 52327, Parcel No. 04-08-376-066, and legally described as follows:

LOT FORTY-FIVE (45) IN PART TWO (2) IN HIGHLAND HEIGHTS ADDITION TO RIVERSIDE, IOWA; IN WASHINGTON COUNTY, IOWA.

SELLERS agree to sell and BUYER agrees to purchase the Property, together with any easements and appurtenant servient estates, and subject to any easements of record for public utilities or roads; any zoning restrictions; restrictive covenants, and/or mineral reservations of record, if any, upon the following terms and conditions:

1. **PURCHASE PRICE.** The Purchase Price shall be Forty-Five Thousand and 00/100 Dollars (\$45,000.00) upon performance of SELLERS' obligations and satisfaction of BUYER'S contingencies with adjustment for such closing costs as are customary or otherwise provided for in this Agreement, to be added to or deducted from this amount.

2. **REAL ESTATE TAXES.**

A. Unless otherwise provided in this Agreement, at closing SELLERS shall pay BUYER, or BUYER shall be given a credit for, taxes from the first day of July prior to possession to the date of possession based upon the last known actual net real estate taxes payable according to public records. However, if such taxes are based upon a partial assessment of the present property improvements or a changed tax classification as of the date of possession, such proration shall be based on the current levy rate, assessed value, legislative tax rollbacks and real estate tax exemptions that will actually be applicable as shown by the assessor's records on the date of possession.

B. BUYER shall pay all subsequent real estate taxes to the extent required by law.

3. **SPECIAL ASSESSMENTS.**

A. SELLERS shall pay at time of closing all installments of special assessments which are a lien on the Property and, if not paid, would become delinquent during the calendar year this offer is accepted, and all prior installments thereof.

B. Any preliminary or deficiency assessment that cannot be discharged by payment shall be paid by SELLERS through an escrow account with sufficient funds to pay such liens when payable, with any unused funds returned to SELLERS.

4. **RISK OF LOSS AND INSURANCE.** SELLERS shall bear all risk of loss or damage to the Property prior to closing or possession, whichever first occurs.

5. **POSSESSION AND CLOSING.** If BUYER timely performs all obligations, possession of the Property shall be delivered to BUYER on the date of closing, and any adjustments of rent, insurance, interest, and all charges attributable to SELLERS' possession shall be made as of the date of closing. This transaction shall be considered closed, and BUYER shall take possession, upon the filing of title transfer documents and receipt of all funds due at closing from BUYER under this Agreement. Closing shall take place on or before May 22, 2024, or such other date as the parties may mutually agree.

6. **CONDITION OF PROPERTY.** SELLERS make no warranties, expressed or implied, as to the condition of the Property and BUYER shall take possession of the Property "as is." BUYER acknowledges BUYER has made a satisfactory inspection of the Property and is purchasing the Property in its existing condition.

7. **ABSTRACT AND TITLE.** SELLERS, at SELLERS' expense, shall promptly obtain an abstract of title to the Property continued through the date of acceptance of this Agreement, and deliver it to BUYER'S attorney for examination. It shall show marketable title in SELLERS in conformity with this Agreement, Iowa law, and title standards of the Iowa State Bar Association. SELLERS shall make every reasonable effort to promptly perfect title. If closing is delayed due to SELLERS' inability to provide a marketable title, this Agreement shall continue in force and effect until either party rescinds the Agreement after giving ten days' written notice to the other party. The abstract shall become the property of BUYER when the Purchase Price is paid in full. SELLERS shall pay the costs of any additional abstracting and title work due to any act or omission of SELLERS.

8. **DEED.** Upon payment of the Purchase Price, SELLERS shall convey the Property to BUYER by Warranty Deed prepared by BUYER at BUYER'S expense.

9. **USE OF PURCHASE PRICE.** At the time of settlement, funds of the Purchase Price may be used to pay taxes and other liens and to acquire outstanding interests, if any, of others.

10. **SURVEY.** BUYER, at its expense, may have the Property surveyed and certified by a registered land surveyor prior to closing.

11. **ENVIRONMENTAL MATTERS.** SELLERS warrant to the best of their knowledge and belief there are no abandoned wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks located on the Property, that require remediation under current governmental standards, and SELLERS have done nothing to contaminate the Property with hazardous wastes or substances. SELLERS warrant the property is not subject to any local,

state or federal judicial or administrative action, investigation or order regarding wells, solid waste disposal sites, hazardous wastes or substances or underground storage tanks.

12. **INSPECTION OF PRIVATE SEWAGE DISPOSAL SYSTEM.** SELLERS represent and warrant to BUYER the Property is not served by a private sewage disposal system, and there are no known private sewage disposal systems on the property.

13. **NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery or mailed by certified mail, addressed to the parties at the addresses given below.

14. **GENERAL PROVISIONS.** In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default. This Agreement shall apply to and bind the successors in the interest of the parties. This Agreement shall survive the closing. This Agreement contains the entire agreement of the parties and shall not be amended except by a written instrument duly signed by SELLERS and BUYER. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, or neutral gender according to the context.

15. **REMEDIES OF PARTIES.**

- A. If BUYER fails to timely perform this Agreement, SELLERS may forfeit it as provided in the Iowa Code (Chapter 656), and all payments made shall be forfeited; or, at SELLERS' option, upon thirty (30) days written notice of intention to accelerate the payment of the entire balance because of BUYER'S default (during which thirty days the default is not corrected), SELLERS may declare the entire balance immediately due and payable. Thereafter this Agreement may be foreclosed in equity and the Court may appoint a receiver.
- B. If SELLERS fail to timely perform this Agreement, BUYER has the right to have all payments made returned to it and declare this Agreement null and void.
- C. BUYER and SELLERS are also entitled to utilize any and all other remedies or actions at law or in equity available to them, and the prevailing parties shall be entitled to obtain judgment for costs and attorney fees.

16. **REAL ESTATE AGENT OR BROKER.** Sellers have elected to use the services of a real estate agent or broker in connection with this transaction. Buyers will be self-representing in connection with this transaction.

17. **CERTIFICATION.** BUYER and SELLERS each certify that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction

pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify, and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities, and expenses (including attorneys' fees and costs) arising from or related to any breach of the foregoing certification.

18. **APPROVAL BY CITY COUNCIL.** This Agreement shall be expressly contingent upon approval by the City Council for Riverside, Iowa.

19. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which, when so executed and delivered, shall be deemed an original, and all of which, when taken together, shall constitute the same instrument, even though all parties are not signatories to the original or the same counterpart. Furthermore, the parties may execute and deliver this Agreement by electronic means such as PDF or a similar format. BUYER and SELLERS agree that delivery of the Agreement by electronic means shall have the same force and effect as delivery of original signatures and that each of the parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by all parties to the same extent as an original signature.

20. **ADDITIONAL PROVISIONS.** None if not listed in an addendum hereto.

21. **EXECUTION.** When and if executed by both SELLERS and BUYER, this Agreement shall become a binding contract.

BUYER

CITY OF RIVERSIDE, IOWA,
an Iowa municipal corporation

Dated this _____ day of _____ 2024.

By: _____
Allen Schneider, Mayor

Attest:

Becky LaRoche, City Clerk

Address: City Hall
60 Greene Street
Riverside, IA 52327

Telephone: (319) 648-3501

SELLERS

CHARLES F. BOWER
MARIELLEN F. BOWER

Dated this 14th day of April 2024.

Charles F. Bower
Charles F. Bower

Mariellen Bower
Mariellen F. Bower

Address: 213 Schnoebelen Street
Riverside, IA 52327

Telephone: 319 330-6909

MEMORANDUM

PROJECT: City of Riverside
DATE: May 15, 2024
TO: Cole Smith, City Administrator
TOPIC: Capt. Kirk ADA Ramp

There has been concern expressed by City Council members as it relates to the construction of, and more specifically the finished product, for the Captain Kirk ADA Ramp project as designed by Axiom and constructed by All American Concrete. With that, I wanted to provide responses to such concerns and questions now that I understand them and they have been expressed via the City Council meeting on May 6, 2024.

First, the contractor (All American Concrete, Inc.) constructed the project as per design and specifications as it relates to the sidewalk, the ramp, and the colored/textured concrete ramp. We have checked such construction via an as-built survey and elevations, and grades are within tolerance of the original design. The only differentiation being the semi-circle boxout that was paved around the Birthplace signage, which was an in-field judgement call and decision due to lack of information and knowledge on how the sign was installed and whether additional cut and construction near such sign would cause damage.

Regarding the concerns with the slope of the concrete slab, and elevations adjacent to existing ground, I have followed up by again reviewing our design. Such an evaluation has resulted in similar answers as provided during the City Council meeting, but I wanted to share those in more detail here for reference.

- The concrete ramp between the Right-of-Way (R.O.W.) sidewalk and the pad was designed to an 8% slope. The maximum slope is 8.33% to meet ADA requirements, in which it is standard to slightly under to provide cushion for any adjustment in the field. Thus, maximized to our ability.
- The slopes on the R.O.W. sidewalk leading to the common panel that intersects the ramp are over 7% in slope on both sides of the landing, which allowed little room for any additional adjustment in that slope if wanting to adjust the R.O.W. sidewalk.
- The pad itself is between 3.5-4.0% slope which is within the parameters for such use. As reference, slopes between 5-8.33% slope require railing, whereas, less than 5% do not.
- The concern with the elevation of the slab, and the cut next to existing grade, is a result of the design parameters noted above. In other words, there was little to no ability to raise the R.O.W. sidewalk nor the ramp between that and the pad; thus, we were set on our elevation at the eastern edge of the pad.
- If the pad was designed to a flatter grade/slope than the 3.5-4% as exists, this would have lowered the pad even more and resulted in additional cut at existing grades where tying into on the south, north and west. Again, this is already a concern among council members, and would have made this worse.

Axiom's design and direction was with the intent to provide ADA access and do so at the least cost possible while matching in with existing grade to all sides to the extent possible. We feel that is what was designed and constructed. Plans were provided to City staff and the City Council at several meetings in which the above scope and parameters were shared and provided. Such design was approved by City Council, and in fact, items were asked to be removed from the contract so to save costs via the use of City staff and separate contracts/work for landscaping and benches.

Respectfully,
Brian A. Boelk, PE

RESOLUTION ADOPTING REQUIRED POLICIES FOR CDBG FUNDING
RESOLUTION NO. _____

WHEREAS, the City of Riverside has received federal funding through the Community Development Block Grant (CDBG) program; and,

WHEREAS, all recipients of CDBG funds are required to adopt policies that 1) minimize the direct and indirect displacement of people from their homes, 2) provide equal opportunity to all employees, applicants, and program beneficiaries in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship, or sexual orientation 3) advise the public it will administer program and activities relating to housing and community development in a manner that prohibits discrimination on the basis of race, color, creed, religion, sex, national origin, disability, or familial status 4) ensure sound business judgement is utilized in all procurement procedures, and 5) ensure no conflict of interest, fraud, waste, or abuse arises from officers, employees, or agents of the City of Riverside.

WHEREAS, the City of Riverside endorses policies that 1) minimize the direct and indirect displacement of people from their homes, 2) provide equal opportunity to all employees, applicants, and program beneficiaries in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship, or sexual orientation 3) advise the public it will administer program and activities relating to housing and community development in a manner that prohibits discrimination on the basis of race, color, creed, religion, sex, national origin, disability, or familial status 4) ensure sound business judgement is utilized in all procurement procedures, and 5) ensure no conflict of interest, fraud, waste, or abuse arises from officers, employees, or agents of the City of Riverside.

NOW, THEREFORE BE IT RESOLVED, the City of Riverside hereby adopts the following provisions as its official policy:

- 1) Residential Anti-displacement and Relocation Assistance Plan (RARA)
- 2) Equal Opportunity Policy
- 3) Affirmative Fair Housing Policy
- 4) Procurement Policy
- 5) Code of Conduct

Adopted by the City of Riverside on the 6th day of May 2024.

Signed:

Allen Schneider, Mayor, City of Riverside

Date

Attest:

Becky LaRoche, City Clerk, City of Riverside

Date

The Residential Anti-displacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, As Amended

This Residential Anti-displacement and Relocation Assistance Plan (RARA) is prepared by the City of Riverside in accordance with the Housing and Community Development Act of 1974, as amended, and HUD Regulations at 24 CFR 42.325 and is applicable to our CDBG, UDAG and/or HOME-assisted projects.

Consistent with the goals & objectives of activities assisted under the Act, the City of Riverside will take the following steps to minimize the direct and indirect displacement of person from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners & tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units", as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.

The City of Riverside will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and/or HOME Programs, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

Adopted by the Council of the City of Riverside this 6th day of May 2024

Signed (Allen Schneider, Mayor): _____

Attest (Becky LaRoche, City Clerk): _____

EQUAL OPPORTUNITY POLICY STATEMENT

DATE: 5/6/2024

It is the policy of City of Riverside to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship or sexual orientation.

The Mayor has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the Mayor's responsibility. The Mayor will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of appeal and recourse is guaranteed by the City of Riverside. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by the City of Riverside because of race, creed, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by THE CITY CLERK who can be contacted at 319-648-3501.

This Equal Opportunity Policy of the City of Riverside shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policymaking groups.

Allen Schneider, Mayor, City of Riverside

**PUBLIC NOTICE
AFFIRMATIVE FAIR HOUSING POLICY**

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability, or familial status.

The City of Riverside advises the public that it will administer its assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

The City of Riverside shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

The City of Riverside has designated the following (person or office) as the contact to coordinate efforts to comply with this policy. Inquiries should be directed to:

NAME: Becky LaRoche, City Clerk

OFFICE: City Hall

ADDRESS: 60 Greene St.

CITY/STATE/ZIP CODE: Riverside, Iowa 52327

PHONE NUMBER: 319-648-3501

HOURS: M-F, 8:00-4:30 p.m.



Procurement Policy

General (Replaces 2 CFR 200.318)

Subrecipients of the CDBG program must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The subrecipient alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the subrecipient of any contractual responsibilities under its contracts.

Conflicts of interest in awarding contracts (Replaces 2 CFR 200.318)

The subrecipient must maintain written standards of conduct covering and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

If the subrecipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

IEDA may terminate contracts with any CDBG subrecipient that violates this policy and may require full repayment of funds issued to the subrecipient.

Best Cost (Replaces 2 CFR 200.318)

The subrecipient's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The subrecipient is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

Responsible Contractors (Replaces 2 CFR 200.318)

The subrecipient must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Awards must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List

System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

The subrecipient must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following:

1. rationale for the method of procurement
2. selection of contract type
3. contractor selection or rejection
4. the basis for the contract price.

Competition (Replaces 2 CFR 200.319)

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements. IEDA will consider requests for waivers of this provision. The subrecipient must make a sufficient showing that the number of contractors that provide the goods or services is insufficient that it is necessary to not exclude contractors that developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals.

Examples restrictions on competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a "brand name" product instead of allowing "an equivalent" product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

The subrecipient must conduct procurement in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal or State of Iowa law expressly mandates or encourages geographic preference. Nothing in this section preempts state licensing laws.

When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion, provided that an appropriate number of qualified firms remain, given the nature and size of the project, to compete for the contract.

The subrecipient must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or not reasonably feasible to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Types of Procurement (Replaces 2 CFR 200.320-based on Iowa Code section 11.118)

1. **Small:** Estimated annual value does not exceed \$5,000 and does not exceed \$15,000 for multiyear contracts: For supplies and services only. The subrecipient does not need to solicit competitive quotations if the subrecipient considers the price to be reasonable. To the extent practicable, the subrecipient must distribute such procurement equitably among qualified suppliers.
2. **Simple:** Estimated annual value exceeds \$5,000 but less than \$50,000 per year and does not exceed \$150,000 for multiyear contracts: For non-engineering and architectural services and supplies only. The subrecipient may use an informal competitive selection process to engage a service provider. Informal selection means price or rate quotations must be obtained from an adequate number of qualified sources. The subrecipient may contact the prospective service providers in person, by telephone, fax, email or letter. The subrecipient should solicit at least three prospective service providers. The sub recipient must justify, to IEDA's satisfaction, contacting fewer than three service providers. The justification shall be included in the contract file.
3. **Professional:** Estimated annual value exceeds \$50,000 per year and exceeds \$150,000 for multiyear contracts: For supplies and services and ALL engineering and architectural services, a subrecipient shall use a formal *competitive selection* process to procure the goods or services.

4. **Sealed bids: (formal advertising):** The sealed bid method is the preferred method for procuring construction. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. A complete, adequate, and realistic specification or purchase description will be developed before bidding.

The following requirements apply:

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, and the invitation for bids must be publicly advertised (not required for nonprofit entities);
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. All bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. The subrecipient shall enter into a firm fixed price contract award with the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

Competitive Selection Process: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when a sealed bidding process is not appropriate. If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources;

3. The subrecipient must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Noncompetitive proposals: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source. This type of procurement is referred to as sole-source procurement;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate. This type of procurement is referred to as single-source procurement.

Responsible unit: IEDA project managers verified via monitoring and/or state auditor

Targeted Small Businesses – Minority, Disabled, and Woman Owned Businesses (Replaces 2 CFR 200.321)

The subrecipient must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, businesses owned by disabled persons, and labor surplus area firms are used when possible.

Affirmative steps must include:

- (1) Placing qualified small and minority businesses, small women's business enterprises, and small businesses owned by disabled persons on solicitation lists. Link to a directory of Targeted Small Businesses in Iowa: <https://iowaeda.microsoftcrmportals.com/tsb-search/>;
- (2) Ensuring that Targeted Small Businesses are solicited whenever they are potential sources;

- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by Targeted Small Businesses;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by Targeted Small Businesses;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and the Iowa Economic Development Targeted Small Business Program <https://www.iowaeconomicdevelopment.com/tsb>; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Recycled Content and Products (Replaces 2 CFR 200.322)

When appropriate, specifications shall include requirements for the use of recovered materials and products.

The specifications shall not restrict the use of alternative materials, exclude recovered materials, or require performance standards that exclude products containing recovered materials unless the subrecipient seeking the product can document that the use of recovered materials will impede the intended use of the product.

Cost Analysis and Contract Price (Replaces 2 CFR 200.323)

The subrecipient must perform a cost or price analysis in connection with every procurement action in excess of the small, simple and professional acquisition thresholds, including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the subrecipient must make independent estimates before receiving bids or proposals.

The subrecipient must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the subrecipient under 2 CFR 200.402 - 406.

The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Review of Procurement Documents and Procurement System (Replaces 2 CFR 200.324)

The subrecipient must make available upon request pre-procurement review; procurement documents, such as requests for proposals or invitations for bids; or independent cost estimates, when:

1. Requested by IEDA;
2. The procurement is expected to exceed the small, simple and professional acquisition thresholds and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
3. The procurement, which is expected to exceed the small, simple and professional acquisition thresholds, specifies a "brand name" product;

IEDA Certification: The subrecipient may request that IEDA certify that its procurement system meets these standards.

Self-certification: The subrecipient may self-certify its procurement system. Such self-certification shall not limit IEDA's right to review and survey the system. If a subrecipient self-certifies its procurement system, the IEDA may rely on written assurances from the subrecipient that it is complying with these standards. The subrecipient must cite specific policies, procedures, regulations, or standards as compliant with these requirements and make its system available for review.

Bonding (Replaces 2 CFR 200.325)

For construction or facility improvement contracts or subcontracts for public improvement projects and multi-family residential buildings, the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to ensure that the contractor will pay as required by law all persons supplying labor and material in the execution of the work provided for in the contract.

The subrecipient may petition IEDA to accept its bonding policy, provided that IEDA has made a determination that the Federal interest is adequately protected.

Recipients are expected to comply with all state requirements regarding bonding requirements for public improvement projects: <https://www.legis.iowa.gov/docs/code/2019/573.pdf>
Recipients should consult with their legal counsel to determine how state requirements may impact their CDBG project.

Contract Provisions (Replaces 2 CFR 200.326)

The subrecipient's contracts must contain the applicable provisions set out in Appendix II of the CDBG Management Guide

ACKNOWLEDGEMENT AND ADOPTION

As a recipient of Community Development Block Grant (CDBG) funds, the City of Riverside adopts the State of Iowa's CDBG Procurement Policies and Procedures and agrees to apply all policies and procedures to CDBG funded projects within the City of Riverside.

Adopted by the City of Riverside on the 6th day of May 2024

Allen Schneider, Mayor, City of Riverside:

Signature

Date: 5/6/2024

CODE OF CONDUCT

PURPOSE

The purpose of this Code of Conduct for the City of Riverside, is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 2 CFR Part 200.318 and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all officers, employees, or agents of the City of Riverside engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No officer, employee, or agent of City of Riverside shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs, or is about to employ any of the above; has a financial or other interest in the firm selected for award.

City of Riverside officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

FRAUD, WASTE AND ABUSE

City of Riverside has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City of Riverside of suspected actions. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted. Concerns may be reported to the Riverside City Clerk, 60 Greene St, Riverside, IA 52327 or 319-648-3501.

REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against City of Riverside officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

Passed and adopted this 6th day of May 2024.

Signature

Allen Schneider, Mayor

ATTEST:

Signature

Becky LaRoche, City Clerk

Certification of Compliance CDBG Procurement Standards

CDBG Applicant/Recipient: The City of Riverside

Application year: 2024

2 CFR 200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

I certify that I am the chief elected official and that the community listed above did not violate the above competition statute when competitively procuring engineering or administrative services as part of the potential CDBG award.

Signature: _____

Printed Name: Allen Schneider, Mayor

Date: May 6, 2024

POLICY ON THE PROHIBITION OF THE USE OF EXCESSIVE FORCE

WHEREAS, the City of Riverside has received federal funding through the Community Development Block Grant (CDBG) program; and,

WHEREAS, Section 519 of the Department of Veteran Affairs and U.S. Department of Housing and Urban Development, and Independent Agencies Appropriations Act of 1990 requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and

WHEREAS, all recipients of CDBG funds are further required to follow a policy of enforcing applicable state and local laws against physically barring entrances or exits to a facility that is the subject of a nonviolent protest demonstration; and

WHEREAS, the City of Riverside endorses a policy prohibiting the use of excessive force and will inform all law enforcement agencies within its jurisdiction of this policy,

NOW, THEREFORE, BE IT RESOLVED, the City of Riverside hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, the City of Riverside agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration. The City of Riverside further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that the City of Riverside has not complied with this policy to file a complaint.

Information and assistance relative to excessive force complaints shall be provided by the City of Riverside, which may be contacted at 319-648-3501.

Adopted by the City of Riverside this 6th day of May, 2024

Signed _____

Allen Schneider, Mayor
City of Riverside

RESOLUTION #2024-XX

RESOLUTION APPROVING THE AWARD OF CONTRACT FOR THE
COMPLETION OF HOTEL DEVELOPMENT STUDY

Whereas, the City of Riverside City has received proposals in response to a RFP for a Hotel Development Study.

Whereas, the City Council has identified the proposal that best meets the needs of the City of Riverside,

Whereas, the City Council accepts the proposal from _____ in the amount of \$ _____

Therefore, be it resolved the City of Riverside City Council to authorize Mayor and/or City Administrator to sign all necessary documents to complete this proposal.

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

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

Ayes:

Nays:

Absents:

Passed by the City Council of Riverside, Iowa and approved this 20th day of May, 2024.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

**Proposal for a Proposed Hotel Development
Riverside, Iowa**

April 30, 2024

Prepared for:

**Mr. Cole Smith
City Administrator
City of Riverside, Iowa**

**Patek Hospitality Consultants, Inc.
N57 W27841 Walnut Grove Court
Sussex, Wisconsin 53089
(262) 538-0445**

Patek Hospitality Consultants, Inc.
N57 W27841 Walnut Grove Court
Sussex, Wisconsin 53089
(262) 538-0445

April 30, 2024

Mr. Cole Smith
City Administrator
City of Riverside
60 N. Greene Street
P.O. Box 188
Riverside, Iowa 52327

Dear Cole:

It was a pleasure to speak with you this week and we are pleased to submit this proposal to conduct a study of potential market demand and prepare a statement of estimated annual operating results for a proposed hotel in Riverside, Iowa.

To assist you in evaluating the potential demand for the project and to provide critical planning parameters for you and other interested parties, we have provided the following proposal. This document would identify potential market demand for the subject hotel including a discussion on the market and potential sites/areas, recommendations on the type of property best suited for the market, a supply and demand analysis, a five-year estimate of occupancy and average daily rate, and a statement of estimated annual operating results that could be used to obtain financing, a franchise or management agreement. We intend to conduct a study as detailed below.

APPROACH TO THE STUDY

The study would be concerned with the determination of current and potential future demand for hotel accommodations in the market area; assessment of existing and potential future competitive supply; and the share of the market that could reasonably be attained by the proposed hotel. We would visit Riverside and Washington County and meet with you, other local officials and interested parties to gather information about the community and the potential need for a hotel. We would tour the community and conduct our research and analysis. Our approach to such a study would be as follows:

Site Analysis: The following attributes of up to three sites/areas will be evaluated: access, visibility, surrounding area, present use, relationship to demand generators, relationship to

area amenities, and advantages/disadvantages of the site versus the competition. Based on these factors, we will recommend the most appropriate site/area for hotel development.

Area Review: Based on economic data gathered during the fieldwork, it will be determined whether the market area appears to be economically viable to support hotel development. Economic data is also assembled using local, city, and county websites, state agency websites, U.S. Census Bureau, U.S. Bureau of Labor Statistics, and other sources deemed relevant.

Primary Research: Primary research would consist of interviews with key demand generators and those persons knowledgeable with the local economic development situation and local hotel market. These interviews could be done in person or by telephone and include, but not be limited to city officials in economic development and planning, Chamber of Commerce, tourism organization, competitive hotels including an inspection of the hotel properties, and potential demand generators. As we discussed during our virtual meeting, it will be important for us to meet with management of Riverside Casino & Golf Course during our fieldwork to discuss their operations and their potential interest in additional hotel development in Riverside; we would also like a tour of the casino, hotel, and other facilities. As we discussed, information shared by the Casino would not be published in the report and would be used solely to better understand the demand for hotel rooms in Riverside and whether a recommendation for additional hotel rooms would be supported.

During our fieldwork, we will discuss with you the potential demand generators (corporate, leisure, and group) located in Riverside and Washington County. We would need to call on these demand generators and would ask for assistance in this process. We have found that we have more success when we receive contact names and phone numbers from local officials and in many cases, an introduction will be made that our company would be calling on them. We usually ask to speak with the person within the organization that is making hotel reservations. The survey that we would conduct would be to garner information on that company's needs for hotel rooms, rates they are willing to pay, and the type of amenities and facilities they would like to see developed. This task is something that we would discuss further during our fieldwork. The information obtained through this telephone survey would be summarized and presented in our report and will be an important part of our research to determine the need for a new hotel in Riverside.

Competitive Market - The present supply of hotel rooms in the market area, the potential additions to supply and the markets served or to be served by those properties will be reviewed. An inspection of the competitive hotels will be conducted during our fieldwork. A competitive property profile and projections of growth in supply will be prepared. Through interviews, file data, and a STR* report, an estimate of market occupancy and average daily rate (ADR) will be provided. To arrive at a competitive set, we understand that we would have to consider lodging properties outside of Riverside, specifically in Coralville/Iowa City, about 20 minutes north via U.S. Highway 218.

Demand - We will determine the major segments of demand and discuss the growth in demand for each of those segments, based on historical data. Based on our research, we will estimate demand for hotel rooms over a five- to seven-year period.

Recommended Facilities: Recommendations for appropriate facilities will be provided for the proposed hotel, based on our market findings which will best meet demonstrated market demand. These facilities could include: type of hotel (i.e. limited-service, extended-stay, all-suite), number and type of guest rooms, meeting rooms, and other amenities and facilities deemed appropriate such as food and beverage outlets and recreational features. These recommendations could assist an architect and planner with the basis for a design program for the subject hotel and will provide the basis for our estimate of occupancy and ADR.

Once it is determined that there is demand for a new hotel in Riverside, we will contact hotel companies to gauge their interest in this market. We will provide that information to you in a separate letter along with the contact information; we will also provide introductions in an email between you and the hotel company to help facilitate a discussion.

Market Position of the Subject Property (Occupancy and Average Daily Rate): After completing the estimate of the future supply and demand for rooms in the market area, we will estimate the share of the market that the subject property should reasonably be expected to capture, by market segment, for the first five years of operation. Occupancy and average daily rate for the subject hotel for each of those five years will be estimated. This is intended to be representative of potential results that may be achieved assuming efficient and competent management and an effective marketing program. Our analysis will include an evaluation of the future market position of the subject hotel versus the existing competition.

Statement of Estimated Annual Operating Results: Using the market research as a basis, we would prepare a statement of estimated annual operating results that would include occupancy, average daily rate, sales and operating expenses for each of the first five years of operation. This statement would include all revenues and expenses and result in a "bottom line" of Income Before Rent, Depreciation, Interest and Taxes on Income. Since the estimated operating results would be based on estimates and assumptions that are subject to uncertainty and variation, we would not represent them as results that will actually be achieved. The report that includes the statement of estimated annual operating results could be used in obtaining mortgage financing, or in negotiating a lease, franchise or management agreement.

REPORT

The information will be presented in a report for your internal use and guidance to determine whether to proceed with development of this hotel. The report will also be appropriate to share with hotel companies, developers, management companies, and lenders/investors. The report will include a discussion of the market area, potential sites, the competitive hotel market, recommendations on the type of property best suited for the market, estimates of occupancy and average daily rate for the first five years of operation, and a statement of estimated annual

operating results. One copy of the report will be delivered to you at the completion of the assignment as well as an electronic version. The following section headings will appear in the final report.

- Executive Summary
- Project Concept and Recommendations
- Site Location Analysis
- Market Area Overview
- Hotel Supply and Demand Analysis
- Market Position and Penetration of the Proposed Hotel
- Statement of Estimated Annual Operating Results

ASSUMPTIONS AND LIMITATIONS OF THE STUDY

The report will be subject to the following limitations.

1. The conclusions reached are based upon our present knowledge of the lodging market in the competitive area as of the completion of fieldwork.
2. As in all studies of this type, the estimated operating results are based upon competent and efficient management and assume no significant change in the competitive position of the lodging industry in the immediate area from that set forth in the study.
3. Estimated operating results are also based on an evaluation of the present general economy of the area and do not take into account, or make provision for the effect of any sharp rise or decline in local or general economic conditions which may occur.
4. The estimates of operating results, to the best of our knowledge and belief, reflect our best judgment, based on present circumstances of the expected conditions and the expected course of action for the operation of the hotel. There will usually be differences between the projected and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.
5. We do not warrant that our estimates will be attained; they will be developed based upon information obtained during the course of our market research and are intended to reflect the expectations of a typical hotel developer/investor as of the report date.
6. It is understood that the report will be prepared primarily for your internal use and guidance as well as that of developers, hotel companies, and lenders/investors. The report and material submitted may not be used in any prospectus or printed material used in connection with the sale of real estate, securities or participation interests to the public or through advertising, public relations, news, sales, or other media without our prior written consent.

7. The scope of the study would not include the possible impact of zoning or environmental regulations, licensing requirements or other such matters unless they have been brought to our attention and are disclosed in the report.
8. We have no obligation to update the findings regarding changes in market conditions that occur after the completion of fieldwork.
9. Any drafts or preliminary information communicated to you during the assignment are for internal management use only and may not be disclosed to any outside third parties without our prior written consent.
10. The Client (City of Riverside, Iowa) has disclosed to Patek Hospitality Consultants, Inc. (PHC) all relevant information, conditions, data, and other information that Client deems relevant to PHC's production of the Report. Unless specifically brought to the attention of PHC, PHC will assume that there are no hidden or unexpected conditions or information that would adversely or otherwise affect the study and analysis leading to the Report. PHC expresses no opinion and gives no advice concerning matters that require legal or specialized expertise, investigation or knowledge such as, without limitation, engineering, tax, accounting, zoning, signage, hazardous substance/waste, wetlands, franchise or other technical or developmental matters. Market studies involve the interpretation of evolving events and the research and review of highly confidential information, the accuracy of which cannot be assured. The risk of unknown or unanticipated events or conditions is an additional variable for which there is no remedy. Client understands these limitations and interprets all research, analysis, and projections accordingly.
11. Our liability with respect to this report is limited to the total fees as set forth herein. Our responsibility is limited to the Client and use of this report by third parties shall be solely at the risk of the Client and/or third parties.
12. Payment of our fees and expenses billed to conduct this assignment are payable within 30 days. Fees and expenses are due and payable regardless of whether or not conclusions reached by PHC coincide with Client's expectations. Fees and expenses are in no way related to conclusions reached or projections provided by PHC.

FEES AND STUDY TIMETABLE

At the beginning of this study, we will plan to meet with you to discuss your plans for the proposed hotel and how to proceed with the project. We will keep you informed of the progress of our work by telephone. If at any time during the course of the study, we form an initial opinion that there is insufficient demand for the project, all work will be stopped at that point and the findings will be discussed with you. If you would like the assignment to be terminated at that time, you will be billed only for the time at a fee not to exceed \$4,500 plus expenses incurred to date.

Our fee for this project will be \$9,000 plus out-of-pocket expenses such as travel, hotel, meals, telephone, postage, and report production, which we would cap at \$1,000 (you would be billed for the actual expenses not to exceed \$1,000). A STR* historical trend report is an outside resource that we commission to supplement our research and analysis regarding occupancy and average daily rate trends for hotels in a market area. The cost of this report is \$660, which is not included in the above capped expenses. We understand we may have to go outside the Riverside market to assemble a viable competitive set for the STR report.

*STR is a research company based in Hendersonville, Tennessee that began collecting data in the 1980s and today 68,000 hotels with 9.1 million rooms globally submit monthly data to the STR program. STR reports are specific to a market, and we would include those hotels, which would be determined by the demand interviews, of where demand from Riverside is currently staying. The report would provide historical performance for a competitive set including occupancy, average daily rate, supply and demand changes, revenue, and weekday versus weekend demand. We believe this would be beneficial for this hotel project in order to have a better understanding of the historical competitive market performance and to prepare estimates of future performance for the proposed hotel. The report presents the information as an aggregate and does not provide individual property data.

Our fees include meetings with local officials that are conducted during our fieldwork. Our fees do not include attending additional meetings requested such as City Council, economic development, or similar such meetings to discuss/present our findings and recommendations. Should you require our attendance at such meetings, you would be billed for our time and travel at our regular per diem rate of \$150 per hour.

A retainer of \$4,500 is requested at the start of the assignment. The remaining fees and expenses will be billed at the completion of the assignment and will be payable within 30 days. A draft of the report will be sent to you for your review. If you do not respond to the draft report within 30 days, we may be required to update our findings at an additional fee.

Based on our present scheduling and our discussion this week, we could begin the assignment in July pending receipt of your signed proposal and requested retainer. -We anticipate discussing our preliminary findings within two to three weeks from the start of the assignment with a draft report to follow within two to three weeks from our preliminary results, barring unforeseen circumstances. Upon receiving your approval of the draft report, an additional week would be required for printing the final report.

ACCEPTANCE

If this proposal, valid until July 31, 2024, is correct in stating the type of work you are requesting and if the arrangements are satisfactory, please sign a copy of this proposal and return it to us, together with the retainer, as our authorization to schedule the assignment. If you have any questions, please call us at (262) 538-0445. We appreciate the opportunity to submit this proposal and look forward to working with you.

Sincerely,

Patek Hospitality Consultants, Inc.

Patek Hospitality Consultants, Inc.

ACCEPTED:

BY: _____

DATE: _____

PATEK HOSPITALITY CONSULTANTS, INC.

Brenda S. Patek, President
N57 W27841 Walnut Grove Ct.
Sussex, Wisconsin 53089
(262) 538-0445
Fax (262) 538-0449
Cell (262) 719-3867
patekhc@aol.com

Experience:

- 6/93-Present *Patek Hospitality Consultants, Inc.*, President
Sussex, Wisconsin
Conduct market demand, economic financial feasibility and impact studies for the hospitality industry. Provide consulting services to owners, operators, developers, municipalities, and lending institutions in the hospitality industry.
- 3/89-5/93 *BDO Seidman*, Senior Manager, Hospitality Consulting Group
Chicago, Illinois
Hired, trained and supervised four staff consultants. Conducted studies regarding market demand, economic feasibility, impact analysis and site selection for the hospitality industry.
- 3/83-3/89 *Pannell Kerr Forster*, Senior Manager, Management Advisory Services
Chicago, Illinois
Conducted market demand and economic feasibility studies for hotels, resorts and conference/convention centers; supervised three staff consultants together with six-month intern program; coordinated publication for the Midwest edition of Trends, a monthly survey outlining trends in the industry including collection, calculation and analysis of all data used.
- 1/82-2/83 *University of Wisconsin*, Market Research Assistant,
Recreation Resources Center, Madison, Wisconsin
Did market research for feasibility studies and valuation of hotels.

Education:

University of Wisconsin - Stout
Menomonie, Wisconsin
Bachelor of Science in Hotel and Restaurant Management, December 1981

Memberships:

Wisconsin Hotel & Lodging Association

Patek Hospitality Consultants, Inc.
N57 W27841 Walnut Grove Court
Sussex, Wisconsin 53089
(262) 538-0445
(262) 538-0449 Fax
patekhc@aol.com

April 30, 2024

Mr. Cole Smith
City Administrator
City of Riverside
60 N. Greene Street
P.O. Box 188
Riverside, Iowa 52327

Dear Cole:

We are pleased to provide this letter with additional information about Patek Hospitality Consultants, Inc. As president and the only employee of this firm, I complete the project from start to finish including proposal preparation, fieldwork, analysis, and report writing.

As the resume of qualifications indicates, I have been in the hotel consulting business for 41 years; first with two different accounting/consulting firms in Chicago and for the past nearly 31 years I have had my own business. The primary area of concentration is in conducting hotel feasibility studies for either new development or for re-positioning of existing hotels. I work with a variety of hotel types and brands ranging from full-service hotels, to limited-service to extended-stay, all-suite, and boutique and also price ranges from upper end to economy.

The type of studies typically includes Market Demand studies for internal use and includes estimates of occupancy and average daily rate for the subject hotel. The full Market Feasibility studies include preparing statements of estimated annual operating results to be used for financing purposes. Over the past eight years, I have completed over 150 assignments that included Market Demand and Market Feasibility Studies, as well as general consulting assignments. A representative list of clients follows together with a list of references. With the hotel companies, I have either conducted assignments directly for them or they have referred me to a developer (or potential franchisee). Many of the assignments are completed for an individual developer that results in a one time only project; however, I have several clients that I have completed multiple projects for, and these are also listed.

Hotel Companies

Intercontinental Hotels Group
 Hilton Hotels Corp.
 Marriott International
 GrandStay Hotels
 Cobblestone Hotels
 Choice Hotels
 Wyndham Hotels

References (Municipalities)

Pete Nelson
 Dir. Planning & Zoning
 Princeton, Illinois
pnelson@princeton-il.com
 (815) 875-2631, ext. 1007

Ty Wheeler
 City Administrator
 Osceola, Iowa
tywheeler@osceolaia.net
 (641) 342-2377

Jason Serck
 Economic Development
 Superior, Wisconsin
serckj@ci.superior.wi.us
 (715) 395-7335

References (Hotel Companies)

Anna Jakubek
 Cobblestone Hotels
 Neenah, WI
ajakubek@cobblestonehotels.com
 (920) 277-8897

Chris Brock
 Hilton International
 Memphis, TN 38117
Chris.brock@hilton.com
 (901) 374-5609

Developers/Companies of Multiple Projects

Kinseth Hotel Corp.
 Dora Hotel Company
 E05 Hotels
 Gorman & Co.
 Cobalt Partners, LLC

Doug Martin
 Director of Economic Development
 McHenry, Illinois
dmartin@cityofmchenry.org
 (815) 363-2110

Scott Flory
 City Administrator
 Clear Lake, Iowa
slawrenceflory@cltel.net
 (641) 357-5267

Marty Olejniczak
 Community Development Director
 Sturgeon Bay, Wisconsin
molejniczak@sturgeonbaywi.org
 (920) 746-6908

Julie Brown
 GrandStay Hospitality
 Brooklyn Park, MN (Iowa Based)
julieb@grandstayhospitality.com
 (515) 321-3812

Scott Gold
 Marriott International
 Rosemont, IL 60018
scott.gold@marriott.com
 (224) 515-8182

References (Developers):

Jeff Schrader
Kinseth Hotel Corp.
Coralville, IA 52241
jschrader@kinseth.com
(847) 202-7954

Tim Dora
Dora Hotel Co., LLC
Fishers, IN 46037
tdora@dorahotelco.com
(317) 863-5700

Pramit Patel
EO5 Hotels
Chicago, IL
pramitpatel@eo5hotels.com
(678) 592-6119

If I can provide you with additional information or answer any questions you may have regarding the information in this letter, please call us at (262) 538-0445.

Sincerely,

Patek Hospitality Consultants, Inc.

Patek Hospitality Consultants, Inc.
Brenda S. Patek, President

PATEK HOSPITALITY CONSULTANTS, INC.

Representative list of Market Demand and Market Feasibility Studies
All studies performed by Brenda S. Patek, President

<u>Client</u>	<u>Location</u>	<u>Services</u>	<u>Date</u>
City of Kaukauna	Kaukauna, WI	limited-service	04-2024
City of Watertown	Watertown, WI	Recommendation	12-2023
City of Spencer	Spencer, IA	Recommendation	09-2023
Kinseth Hospitality	Grafton, WI	Extended-Stay	07-2023
City of Superior	Superior, WI	Recommendation	07-2023
PCD, LLC	Pella, IA	Recommendation	06-2023
EO5 Hotels	DeKalb, IL	Dual Brand	05-2023
City of Grimes	Grimes, IA	recommendation	05-2023
Dora Hotel Co.	Columbus, IN	full-service	04-2023
City of Osceola	Osceola, IA	limited-service	03-2023
Janko Hospitality	Lockport, IL	extended-stay	11-2022
Zam Development	Gas City, IN	limited-service	11-2022
City of Princeton Update	Princeton, IL	limited-service	09-2022
Redevelopment Resources	Town of Rome, WI	limited-service	06-2022
City of Sturgeon Bay	Sturgeon Bay, WI	limited-service	06-2022
City of Clear Lake	Clear Lake, IA	boutique	05-2022
Dora Hotel Co.	Terre Haute, IN	limited-service	03-2022
Dora Hotel Co.	Fishers, IN	full-service	03-2022
City of Urbana	Urbana, IL	recommendation	12/2021
City of North Mankato	North Mankato, MN	full-service	11/2021
Hope Development	Grimes, IA	extended-stay	04/2021
Kinseth Hospitality	Marinette, WI	extended-stay	10/2020
City of Watertown	Watertown, WI	recommendation	08/2020
City of Baraboo	Baraboo, WI	recommendation	06/2020
City of McHenry	McHenry, IL	recommendation	02/2020
Kinseth Hospitality	Oconomowoc, WI	extended-stay	12/2019
Algona Area EDC	Algona, IA	recommendation	10/2019
City of Princeton	Princeton, IL	recommendation	08/2019
Lee Cty. Industrial Dev.	Dixon, IL	recommendation	08/2019
Kinseth Hospitality	Oak Creek, WI	limited-service	07/2019
City of Superior	Superior, WI	update	04/2019
New Gen Assets	Huntley, IL	limited-service	04/2019
City of Plymouth	Plymouth, WI	recommendation	04/2019
Paul Stangl	West Bend, WI	extended-stay	03/2019
Village of Howard	Howard, WI	recommendation	01/2019
Bell Holdings	Watseka, IL	recommendation	01/2019
Marous & Co.	Crete, IL	limited-service	11/2018
Stantec	West Bend, WI	recommendation	11/2018
City of Clear Lake	Clear Lake, IA	limited-service	11/2018
Cobalt Partners	Kenosha, WI	recommendation	10/2018
RDG	Cedar Falls, IA	recommendation	08/2018
Cobalt/Kinseth	West Allis, WI	update	06/2018
Swift Hospitality	Oskaloosa, IA	limited-service	06/2018

City of North Mankato	N. Mankato, MN	recommendation	05/2018
Gunderson Construction	Portage, WI	recommendation	04/2018
JCW Enterprises/Kinseth	Beaver Dam, WI	limited-service	02/2018
KZOO Hotel Partners	Kalamazoo, MI	dual brand	01/2018
Russell Construction/Swift	Davenport, IA	limited-service	01/2018
BDI	Champaign, IL	Consulting	11/2017
Dora/Kennedy	Whitestown, IN	limited-service	10/2017
City of Kaukauna	Kaukauna, WI	Phase II	10/2017
Mills/Bear Dev.	Kenosha, WI	dual-brand	09/2017
City of Jefferson	Jefferson, WI	recommendation	06/2017
City of North Manchester	North Manchester, IN	recommendation	06/2017
Mike Marous	Crete, IL	limited-service	06/2017
New Gen Assets	DeKalb, IL	extended-stay	05/2017
City of Superior	Superior, WI	recommendation	04/2017
Cobalt Partners	West Allis, WI	extended-stay	03/2017
City of Urbana	Urbana, IL	consulting	03/2017
City of La Vergne	La Vergne, TN	recommendation	03/2017
City of Clarinda	Clarinda, IA	recommendation	01/2017
Kinseth Hospitality	Iowa City, IA	extended-stay	01/2017
Plaza Corp.	Kalamazoo, MI	select-service	01/2017
City of Newton	Newton, IA	recommendation	11/2016
City of Cascade	Cascade, IA	recommendation	11/2016
City of Saint Peter	Saint Peter, MN	recommendation	10/2016

Cole Smith

From: ghanis@hospitalitymarketers.com
Sent: Thursday, May 2, 2024 11:55 AM
To: Cole Smith
Subject: FW: Hospitality Marketers Hotel Market Study Information- Riverside, IA
Attachments: WhyHMI.pdf; A-SAMPLE- Desk-Top Overview Report.pdf; B-SAMPLE- Field Research Overview Report.pdf; C-SAMPLE- Comprehensive Market Study.pdf; D-SAMPLE- Operational Proforma & Investment Analysis.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Cole,

Thank you for our discussion on Monday. Based on our conversation, I have assembled the following detailed information regarding performing a Hotel Market Study for a potential Riverside, Iowa hotel project. Hopefully, we can assist you with this research. For additional information about Hospitality Marketers International, please see our website at www.hospitalitymarketers.com. Upon your review, I will be in contact to answer your questions and assist in explaining these option with you.

Based upon our discussion, I have outlined several options for researching the market's ability to support a potential hotel.

- HMI has a combined over 90 years of experience completing Hotel Market Studies for a wide variety of markets.
 - These include small rural markets to major metropolitan markets.
 - Our Hotel Market Studies have been completed for Economy to Upscale hotels.
 - For Limited-Service, Select-Service and Full-Service hotels with and without various size of meeting/event facilities.
- All of our Reports will profile market features including: General Market Overview, Subject Site, Economic of the Market, Lodging Demand, Competitive Supply, Issues, Risks & Opportunities, Conclusions/Operational Projections (Occupancy, Average Daily Room Rate, Revenue), a Preliminary Operational Proforma and Recommendations (Property Type, Style, Size, Room Mix, Amenities/Feature, Opening Date, etc.).
- If needed, Food & Beverage components including Demand and Competitive Supply for a Restaurant, Lounge and Meeting/Banquet/Event Facilities would also be researched for your Select-Service or Full-Service Hotel projects. Operational Projections for Food & Beverage would also be presented.
- The fees quoted below are for **Limited-Service, Select-Service and Full-Service** style hotels. *(These Fees are Subject to Change)*
 - **All of the fees below include all Research and Travel Expenses associated with this project.**
 - **These Fees are valid for 90 Days from the date of this Email.**
- Completion of our Reports Completion will depend upon our project schedule at the time we start the research.
 - Completion of the Desk-Top- Field Research Analysis Report would be approximately 30 days.
 - Completion of the Field Research Analysis Report and the Comprehensive Hotel Market Study would be approximately 60 days.
 - Completion of the Field Research Stage for these report styles would be within 30 days.

- After the completion of this research, we could begin to provide an indication of the market's ability to support this hotel development.

Your market study is scheduled based upon the accepted return of the Engagement Letter prepared for this project and receipt of the Retainer Check. Should there be any unforeseen delays which would change this completion date, we will communicate with you accordingly. If we can expedite this phase, we will do so.

- We do not perform "Boiler Plate" reports in order to expedite completion of our reports.
- In order to customize a report and do the necessary research please allow ample time for the completion of our research.
 - All of our projects depend upon your authorization to proceed and we will expedite completion as best as our schedule allows. We provide a realistic timing our reports rather than promise a shorter time frame only to be adjusted it after receiving the project.

In the following sections, I have highlighted the Limited-Service Hotel fees. Based upon our conversation the other day, this maybe the best to fit for the stage Riverside is in, at this time

DESK-TOP- FIELD WORK ANALYSIS OVERVIEW REPORT: A Preliminary Report Highlighting the Research Findings of our Initial Field Research in the market

- *This type of report is typically used to determine the preliminary feasibility of developing a hotel in this market.*
- This phase will involve performing a basic and limited overview of the operating performance of the Competitive Set within the market. Any new hotels potentially being developed in the market will be identified. This will provide a preliminary overview and determination regarding the market's ability to support a hotel. Preliminary Operational Projections for Occupancy, Average Daily Room Rate and Sales Revenue will be presented. Preliminary recommendations for the hotel site location, product type and size, franchising/branding recommendations, and product feature/amenities will also be addressed.
- We will also provide our Benchmark Development Costs projections to assist in determining a sustainable development cost for your project based on the projected performance of the proposed hotel.
- A preliminary Operational and Investment Proforma will be developed based upon the sales revenue projections presented in this report using national hotel industry averages for the style of hotel being considered.
- The Fee would be- **Limited-Service-\$4,000; Select-Service-\$5,000; Full-Service-\$5,500**
 - To Expand to a Field Research Analysis Report or to a Comprehensive Hotel Market Study the fee would depend upon the timing for the report expansion. Also, the fee would depend upon the amount of research updating that is required.

FIELD RESEARCH ANALYSIS OVERVIEW REPORT: An Abbreviated Report Highlighting the Findings of our Market Research

- *This type of report is typically used to determine the preliminary feasibility of developing a hotel in this market.*
- This phase will involve performing comprehensive market research to make a preliminary determination about the market's ability to support a hotel in the market.

- At this stage we will provide a brief overview of our findings during the Field Research Stage regarding our observations in the market and its ability to support a hotel. This includes a brief overview of the research information on such areas as the Economics of the Market, Lodging Demand Characteristics, Competitive Lodging Supply and other market factors that would affect this potential hotel development. Also, we preliminarily address the Type, Size, Style and Brand(s) of the hotel best suited for the market. Preliminary operational projections for Occupancy, Average Daily Room Rates and Sales Revenue would be presented at a projected stabilized year.
- An Overview of the Food & Beverage components including Demand and Competitive Supply for a Restaurant, Lounge and Meeting/Banquet/Event Facilities would be researched for your Select-Service or Full-Service Hotel. Operational Projections for Food & Beverage would be presented.
- We will also provide our Benchmark Development Costs projections to assist in determining a sustainable development cost for your project based on the projected performance of the proposed hotel.
- The Report could be Expanded to a Comprehensive Hotel Market Study.
- **The Fee would be- Limited-Service-\$9,000; Select-Service- \$11,250; Full-Service- \$13,500**
 - The Fee to expand to a Comprehensive Hotel Market Study would depend upon the timing for the expansion of the report. Also, the fees would depend upon the amount of research updating required.

COMPREHENSIVE HOTEL MARKET STUDY

- *This type of report is typically required in order to begin the hotel development process. This report would be suitable and acceptable for investment, lending, franchising and development purposes.*
- This phase involves performing comprehensive market research to make a preliminary determination about the market's ability to support a hotel.
- Upon completion of our field research, we could pause and discuss our preliminary market field research findings and recommendations with you.
 - Should the market look positive, we would continue with the Comprehensive Hotel Market Study.
 - Should there be concerns about the market's ability to support a new hotel, we will discuss these with you. Then you would have the option to terminate the Comprehensive Hotel Market Study.
- The Comprehensive Hotel Market Study provides a detailed feasibility report that highlights our observations on the market and its ability to support a hotel. It includes the Economics of the Market, Lodging Demand Characteristics, Competitive Lodging Supply and other market factors that would affect this potential hotel development. This includes a detailed presentation of the research regarding the Economics of the market, Lodging Demand Characteristics, Competitive Lodging Supply and other market factors that would affect this potential hotel development. Also, we will address the Type, Style and Brand(s) of the hotel best suited for the market. We will recommend the best Size for the hotel and any Special Features or amenities that should be offered. Preliminary operational projections for Occupancy, Average Daily Room Rates, Room Revenue, and Total Sales Revenue will be presented at a stabilized year.
- We will also provide our Benchmark Development Costs projections to assist in determining a sustainable development cost for your project based on the projected performance of the proposed hotel.
- Food & Beverage components including Demand and Competitive Supply for a Restaurant, Lounge and Meeting/Banquet/Event Facilities would be researched for your proposed Hotel. Operational Projections for Food & Beverage would be presented.

- The Fee would be- **Limited-Service- \$10,500; Select-Service- \$13,250; Full-Service- \$16,000**

OPERATIONAL PROFORMA & INVESTMENT ANALYSIS: *(Billed on a pro-rated per hour fee of \$275)*

- This type of report is typically utilized to further assess the overall feasibility of the potential hotel development. It is often required for lending purposes.
- This analysis looks at the Development Costs, Equity Investment, Lending Term, Multi-Year Operational Expenses & Profitability, Cash Flow, Return on Investment, etc.
- Fee would be to Assemble or Review a Pre-Assembled Report by you, your management company or another third party- **Limited-Service- 2,250; Select-Service & Full-Service- \$2,750**

Cole, I hope this provides the information you can use when considering this research. Please let me know if you have any questions and I hope we have the opportunity to work with you.

Regards,

Regards,

Greg Hanis, ISHC

President

HOSPITALITY MARKETERS INTERNATIONAL, INC.

(Based in Fort Myers, FL)

Direct: [262-490-5063](tel:262-490-5063)

Email: ghanis@hospitalitymarketers.com

Web Site: www.hospitalitymarketers.com

HOSPITALITY MARKETERS INTERNATIONAL, INC.

Professionally Serving the United States and Canada Since 1982

Offices in: [Milwaukee, Wisconsin](#)
5415 S. Majors Drive
New Berlin, WI 53146

[Fort Myers, Florida](#)
10014 Majestic Avenue
Fort Myers, FL 33913

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Hospitality Marketers
International, Inc.

Management

Research

Marketing

**OPERATIONAL PROFORMA AND
INVESTMENT ANALYSIS**

ANYTOWN, USA

DATE

Gregory R. Hanis, ISHC
President

ghanis@hospitalitymarketers.com
262-490-5063

Member of



*Professionally Serving the United
States & Canada Since 1982*

*Offices in
Milwaukee, Wisconsin and
Fort Myers, Florida*

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New Berlin, WI 53146

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800-657-0835
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www.hospitalitymarketers.com

Hotel Service Network

Prepared Exclusively for:

Hometown County Development Corporation

Prepared by:

Hospitality Marketers International, Inc.

**Gregory R. Hanis, ISHC
President**

**Michael R. Hool, CPA, ISHC
President, SHR
*An HMI Network Representative***

INTRODUCTION/OBJECTIVE

Hospitality Marketers International, Inc., (HMI) has been engaged to provide this Multi-Year Operational Proforma & Investment Analysis (OP&IA) Report for the development of a XX-room, type, Brand hotel in Anywhere USA. HMI has been engaged by Mr. Somebody, Hometown County Development Corporation to provide this report. The style of the proposed hotel is as described in the Comprehensive Market Study prepared by HMI in Month, Year. No specific brand was recommended in the previously referenced Comprehensive Hotel Market Study, however Mr. Somebody has since informed this consultant that the decision has been made to definitely focus on the development of a Brand Hotel. The proposed hotel will be located in the greater Anywhere, USA market area on one of the site areas described in the Comprehensive Hotel Market Study.

This Operational Proforma & Investment Analysis utilizes operational project data for Occupancy and Average Daily Room Rates generated in the previously referenced Comprehensive Market Study completed by HMI in Month, Year for the years 20XX through 20XX.

It was recommended in the Comprehensive Hotel Market Study that the developer consider a national or strong regional franchise for the proposed hotel. Therefore, this Operational Proforma & Investment Analysis will consider the proposed hotel having a national/regional brand. Information provided by Mr. Somebody with Hometown County Development Corporation indicated that the brand under serious consideration at this time is the Brand franchise, a strong Midwest regional and growing national brand.

This Operational Proforma Report & Investment Analysis provides an overview of the anticipated operational performance of the proposed hotel. This Operational Proforma & Investment Analysis uses Sales Revenue projections developed in the Comprehensive Market Study from 20XX – 20XX. It is presumed in this OP&IA Report, that the first full year of operation of the proposed hotel will be 20XX. Therefore, the same projected Occupancy level and ADR amount shown in the Comprehensive Hotel Market Study completed in Month, Year will be utilized in this Operational Proforma & Investment Analysis for the years 20XX – 20XX. Property expenses in the Proforma were estimated based upon the review of similar type hotel industry averages. These industry averages were reviewed based upon the size of the property, its geographic location, and the product category that this hotel will serve. Also, any unique operational characteristics identified for this property were factored into these operational projections. The assumptions used in this Operational Proforma & Investment Analysis are also contained in this report.

The project costs and investment/financing terms utilized to calculate the returns, debt coverage ratios, etc., were those provided to this consultant by the developer, Mr. Somebody, and were not verified by this consultant with regard to their reasonability. It is recommended that the reader perform their own investment analysis.

This report should be acceptable for guiding the investment group in developing this hotel. It will demonstrate the financial viability of this project utilizing the Cobblestone Inn & Suites hotel brand for this hotel development. This type of report should be acceptable for external investment and lending purposes.

This report is the property of the Hometown County Development Corporation. Any distribution, use or any other application of the Operational Proforma & Investment Analysis Report must have prior approval from the Hometown County Development Corporation. Hospitality Marketers International, Inc. will not be available to answer any questions related to this Operational Proforma & Investment Analysis without prior approval from Mr. Somebody with Hometown County Development Corporation or another appropriate representative.

**Multi Year Operational Proforma and
Investment Analysis Assumptions
Type Hotel
Somewhere, USA**

1. The proposed hotel is currently planned to open and operate with 40 rooms. This is the same number of rooms for the proposed hotel project as recommended in the Comprehensive Hotel Market Study completed by HMI in Month, Year for the three years projected.
2. As indicated in the Comprehensive Hotel Market Study completed in Month, Year, it is assumed that the new hotel will be operated as a Franchised, Upper Mid-Scale, Limited-Service hotel with appropriate expense rates being utilized. The developer indicated that the current brand under serious consideration at this time is the Brand hotel franchise.
3. The recommendations in the Comprehensive Hotel Market Study suggested that the proposed hotel open in Spring or Summer with the first full year of operation being 2018. The Occupancy rates applied in 20XX – 20XX are the same as those presented in the Comprehensive Hotel Market Study. The average projected growth rate in Lodging Demand from 20XX – 20XX utilized in the Comprehensive Hotel Market Study is 0.90%. This 0.90% growth rate was applied to arrive at the projected Occupancy for 20XX and 20XX.
4. The ADR rates utilized in this Multi Year Operational Proforma & Investment Analysis report for the years 20XX - 20XX are those presented in the Comprehensive Hotel Market Study completed by HMI in December, 20XX. The average of the projected growth rates in ADR from 20XX – 20XX utilized in the Comprehensive Hotel Market Study is 1.69%. This 1.69% growth rate was applied to arrive at the projected ADR for 20XX and 20XX.
5. Other Revenues include: guest laundry, movie rentals and vending machine sales.
6. The projected Occupancy rates utilized in this Multi Year Operational Proforma & Investment Analysis report are similar to those utilized to arrive at the stabilized year of operations results presented in the Comprehensive Market Study completed by HMI in Month, Year.
7. The Lodging Demand growth rates discussed in the Comprehensive Market Study commencing in 20XX and all future years were applied in this Operational Proforma & Investment Analysis commencing in 20XX and all future years.
8. Where applicable, departmental profit margins and departmental expense calculations utilized in the Operational Proforma were based upon industry norms and data provided in the Smith Travel Research Host Study (STRHS). Categories utilized to arrive at the average of the data provided included Limited-Service Hotels Total U.S., Chains, the West North Central, Small Metro/Town and Upper Mid-Scale hotels due to the desire for this report to focus on the development of a Brand hotel. The 20XX STRHS Report was utilized

11. It was recommended in the Comprehensive Hotel Market Study Report that the proposed hotel be affiliated with a recognized national/regional hotel franchise company. Discussions with the developer indicated that the current brand under serious consideration is Brand Hotels. As a result, certain specific costs/expenses in this proforma analysis were utilized as follows per quoted rates by Brand:
 - a. Franchise Royalty Fees were quoted at two rates. One being at \$3 per room if *Client* does NOT build the hotel. If *Client* builds the hotel the fee is \$2 per room. This latter cost is based on the assumption that *Client* will build the hotel and has been utilized in these projections. If *Client* does not build the hotel, then the Franchise Royalty Fee cost utilized in these projections would need to be adjusted to \$43,800 (based on \$3 per room) annually versus the current \$29,200 (based on \$2 per room) utilized.
 - i. It should be noted here that industry average, as described in bullet 8 above, for Franchise Royalty Fees is 3.3%. This cost rate would result in an annual expense of \$32,650 in the currently projected third year of operations, 20XX. This results in a 10.57% savings in 20XX, which will continue to increase as total revenues increase.
 - b. Hotel Management Fees have been quoted at 6.0% of total revenues, the rate charged by *Company*, the management company arm of *Brand* Hotels. It should be noted that the industry average as described in bullet 8 above, is 3.1%.
12. It was assumed in these projections that, per industry practice, any national marketing or advertising charges relating to the chosen franchise are included in the Sales & Marketing department costs. Similarly, any franchise related reservation costs or fees for room revenue (booked through the chosen franchise's central reservation system) are included/deducted as expenses in the calculation of the Rooms Department Profits. Also, it should be noted that in this industry these fees are often negotiated to a discounted amount during the first year or two of operation. However, this was not reflected in the attached proformas.
13. To help assure a successful opening of the proposed hotel, costs higher than industry norms in Sales and Marketing were projected in the early years. These costs were increased initially by an additional 1.5 percentage points above the STRHS average and then reduced to the industry average by year three, for a rate of 6.7% in 20XX. The STRHS marketing amount includes any marketing fees and national advertising amounts paid to a franchise company as well as any advertising and marketing monies spent directly by the proposed hotel. This is based upon this hotel's assumed opening in 2017 with 2018 being the first full year of operations.
14. In the Operational Proforma, the projected Gross Operating Profit (GOP) in the third full year of operation (20XX) is 46.0%. This rate is 3.1% points less than the industry average of 49.1% for Limited-Service, Upper Mid-Scale styled hotels that are chain affiliated as previously described in Item 8 above. This 3.1% point difference is primarily due to the inclusion of the Franchise Fees that equate to 2.95% in the calculation of the GOP in this Operational Proforma. It is not included in the GOP calculation in the 49.1% industry average calculation. This is in line with the industry averages.

15. *Client*, the construction company associated with Brand Hotels has provided the preliminary cost estimate, excluding land costs for this potential hotel project. The cost of land was provided by Client and is an estimate. Depending on the site area chosen for the actual development project, the land cost may vary. Due to there being no specific developer identified at this time, this consultant has utilized terms that he is experiencing on other similar projects.
- a. The total hotel project development cost of \$3,850,000 utilized in these calculations was not verified by this consultant.
 - b. The composition and amount of the equity as well as the terms of the debt that follow were provided by the developer and not verified by this consultant for reasonableness.
 - i. Equity:
 1. Cash \$1,347,500
 - ii. Loan Amount: \$2,502,500
 1. Interest rate: 5.00%
 2. Term: 20 years
 3. Total annual principal and interest payment: \$198,195

The developer of this project should verify the costs of the project including actual land costs as well as utilize the specific financing terms that he is able to confirm for this hotel development project. Should the developer be able to obtain different financing, i.e. the ability to provide less equity or different debt terms, this would obviously change the debt service and the debt coverage ratios shown on the proforma spreadsheet attached.

16. The seven-year IRR calculation included in this Operational Proforma & Investment Analysis was based on the equity investment of \$1,347,500 (i.e. excludes any potential inclusion of TIF dollar or any other type of participation/investment by the county or the city).
17. Unless otherwise noted, industry norms were utilized in these projections.

XX-ROOM BRAND HOTEL Anywhere USA

Project Financing Data

Project Data

Number of Sellable Guestrooms	40	<u>Cost per Key</u>
Estimated cost of land (2.0 acres)	\$50,000	1,250
All Other Project Costs	\$3,800,000	95,000
		0
		0
Total Estimated Project Cost	\$3,850,000	96,250

Equity Sources:

Investor:	35.0%	-\$1,347,500
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Net Costs Needed to Finance:

\$2,502,500

Debt:	Bank Loan	65.00%	\$2,502,500	5.00%	20 yrs.
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Total Debt Financing	\$2,502,500
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Annual Debt Service (P & I): Bank Loan	\$198,185
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Total Debt Service:	\$198,185
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**XX - Room Brand Hotel
Operating Proforma**

	2018				2019				2020				2021				2022			
Number of Available Rooms	14,600				14,600				14,600				14,600				14,600			
Rooms Occupied	8,132				8,643				9,169				9,251				9,335			
Occupancy %	55.70%				59.20%				62.80%				63.37%				63.94%			
ADR	\$91.52				\$98.30				\$105.58				\$107.36				\$109.18			
RevPAR	\$50.98				\$58.19				\$66.30				\$68.03				\$69.80			
ADR Growth					7.41%				7.41%				1.69%				1.69%			
Revenues:	Amount	%	PAR	POR	Amount	%	PAR	POR	Amount	%	PAR	POR	Amount	%	PAR	POR	Amount	%	PAR	POR
- Rooms	744,259	97.61%	50.98	91.52	649,627	97.73%	58.19	98.30	988,042	97.84%	66.30	105.58	993,261	97.71%	68.03	107.36	1,019,138	97.73%	69.80	109.18
- Food & Beverage	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
- Other Food & Beverage	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
- Telephone	863	0.11%	0.06	0.11	936	0.11%	0.08	0.11	1,012	0.10%	0.07	0.11	1,103	0.11%	0.08	0.12	1,122	0.11%	0.08	0.12
- Other Operating Depts.	17,346	2.28%	1.19	2.13	18,805	2.16%	1.29	2.18	20,347	2.06%	1.39	2.22	22,173	2.18%	1.52	2.40	22,548	2.16%	1.54	2.42
- Other	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
Total Revenues	762,468	100.00%	52.22	93.76	869,367	100.00%	59.55	100.58	989,402	100.00%	67.77	107.91	1,016,538	100.00%	69.83	109.88	1,042,807	100.00%	71.43	111.71
Department Expenses																				
- Rooms	179,366	24.10%	12.29	22.06	204,760	24.10%	14.02	23.69	233,298	24.10%	15.98	25.44	239,376	24.10%	16.40	25.67	245,612	24.10%	16.82	26.31
- Food & Beverage	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
- Telephone	5,934	687.60%	0.41	0.73	6,433	687.60%	0.44	0.74	6,961	687.60%	0.48	0.76	7,585	687.60%	0.52	0.82	7,713	687.60%	0.53	0.83
- Other Operating Depts.	9,922	57.20%	0.68	1.22	10,756	57.20%	0.74	1.24	11,639	57.20%	0.80	1.27	12,683	57.20%	0.87	1.37	12,897	57.20%	0.88	1.38
Total Department Expenses	195,222	25.60%	13.37	24.01	221,949	25.53%	15.20	25.66	251,897	25.46%	17.25	27.47	259,644	25.54%	17.78	28.07	266,223	25.53%	18.28	28.52
Total Department Profits	567,246	74.40%	38.85	69.75	647,418	74.47%	44.34	74.90	737,504	74.54%	50.51	80.44	756,893	74.46%	51.84	81.81	776,585	74.47%	53.19	83.19
Overhead Expenses																				
- Administrative & General	70,147	9.20%	4.80	8.63	79,982	9.20%	5.48	9.25	91,025	9.20%	6.23	9.93	93,521	9.20%	6.41	10.11	95,938	9.20%	6.57	10.28
- Sales & Marketing	62,622	8.20%	4.28	7.69	64,768	7.45%	4.44	7.49	66,290	6.70%	4.54	7.23	68,108	6.70%	4.66	7.38	69,868	6.70%	4.79	7.48
- Property Operations & Maint.	31,261	4.10%	2.14	3.84	39,991	4.60%	2.74	4.63	50,459	5.10%	3.46	5.50	51,843	5.10%	3.55	5.60	53,183	5.10%	3.64	5.70
- Energy	35,074	4.60%	2.40	4.31	39,991	4.60%	2.74	4.63	45,512	4.60%	3.12	4.98	46,761	4.60%	3.20	5.05	47,969	4.60%	3.29	5.14
- Franchise Royalty Fees	29,200	3.83%	2.00	3.59	29,200	3.36%	2.00	3.38	29,200	2.95%	2.00	3.18	29,200	2.87%	2.00	3.16	29,200	2.80%	2.00	3.13
Total Overhead Expenses	228,204	29.93%	15.63	28.06	253,931	29.21%	17.39	29.38	282,487	28.55%	19.35	30.81	289,434	28.47%	19.82	31.29	296,169	28.40%	20.28	31.73
Gross Operating Profit	339,042	44.47%	23.22	41.69	393,486	45.26%	26.95	45.53	455,017	45.99%	31.17	49.63	487,460	45.99%	32.02	50.53	480,426	46.07%	32.91	51.47

	2018				2019				2020				2021				2022			
Number of Available Rooms	14,600				14,600				14,600				14,600				14,600			
Rooms Occupied	8,132				8,643				9,169				9,251				9,335			
Occupancy %	55.70%				59.20%				62.80%				63.37%				63.94%			
ADR	\$91.52				\$98.30				\$105.58				\$107.36				\$108.18			
RevPAR	\$50.98				\$58.19				\$66.30				\$68.03				\$69.80			
ADR Growth					7.41%				7.41%				1.69%				1.69%			
Fixed Expenses																				
- Insurance	9,912	1.30%	0.88	1.22	10,432	1.20%	0.71	1.21	11,873	1.20%	0.81	1.29	12,198	1.20%	0.84	1.32	12,514	1.20%	0.86	1.34
- Property Taxes	33,549	4.40%	2.30	4.13	38,252	4.40%	2.62	4.43	43,534	4.40%	2.98	4.75	44,728	4.40%	3.06	4.83	45,884	4.40%	3.14	4.92
- Other	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
Total Fixed Expenses	43,461	5.70%	2.98	5.34	48,685	5.60%	3.33	6.63	55,406	5.60%	3.79	6.04	56,926	5.60%	3.90	6.15	58,397	5.60%	4.00	6.26
Reserve for Replacement	22,874	3.00%	1.57	2.81	34,775	4.00%	2.38	4.02	39,578	4.00%	2.71	4.32	50,827	5.00%	3.48	5.49	62,140	5.00%	3.67	5.59
EBITDA before Management Fees	272,707	35.77%	18.68	33.53	310,027	35.68%	21.23	35.87	380,035	36.39%	24.66	39.27	359,707	35.39%	24.64	38.88	389,888	35.47%	25.33	39.63
Management Fees																				
- Base Fee	45,748	6.00%	3.13	5.63	52,162	6.00%	3.57	6.04	59,364	6.00%	4.07	6.47	60,992	6.00%	4.18	6.59	62,568	6.00%	4.29	6.70
- Administrative	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
- Incentive Fee	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
Total Operator Fees	45,748	6.00%	3.13	5.63	52,162	6.00%	3.57	6.04	59,364	6.00%	4.07	6.47	60,992	6.00%	4.18	6.59	62,568	6.00%	4.29	6.70
- Asset Management Fee	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
Total Management Fees	45,748	6.00%	3.13	5.63	52,162	6.00%	3.57	6.04	59,364	6.00%	4.07	6.47	60,992	6.00%	4.18	6.59	62,568	6.00%	4.29	6.70
Net Operating Income	226,959	29.77%	15.55	27.91	257,865	29.66%	17.66	29.83	300,671	30.39%	20.59	32.79	298,715	29.39%	20.46	32.29	307,320	29.47%	21.05	32.92
Debt Service	198,185	25.99%	13.57	24.37	198,185	22.80%	13.57	22.93	198,185	20.03%	13.57	21.62	198,185	19.50%	13.57	21.42	198,185	19.00%	13.57	21.23
Net Cash Flow	28,774	3.77%	0.51	0.28	59,680	6.86%	0.24	0.14	102,486	10.36%	0.14	0.09	100,530	9.89%	0.15	0.09	109,135	10.47%	0.13	0.09
Debt Coverage Ratio	1.15				1.30				1.52				1.51				1.55			

**XX-ROOM BRAND HOTEL
Anywhere USA**

Annual Returns

Project:	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>	Capitalized Value at 10% of Yr 6 <u>Year 7</u>
Net Cash Flows:	(1,347,500)	28,774	59,680	102,486	100,530	109,135	1,091,351
Yearly return %:	0.0%	2.1%	4.4%	7.6%	7.5%	8.1%	
Cumulative Yearly %:	0.0%	2.1%	6.6%	14.2%	21.6%	29.7%	

7 Year IRR: 1.9%

Note: The IRR calculation is based on:

- 1 In the chart above, years 1 is the development year, while year 2 is actually the first full year of operations and year 6 above is the 5th year of operations.
- 2 The above chart assumes a 12 month development period which the costs of the project are expended over. This calculation assumes that the equity is paid out equally over the first 12 months of the project.
- 3 As shown above, year 1 is an outflow of the investment, plus 5 years of cash flow income and a sale of the investment in year seven of the project (year six of operations) using a 10% cap rate on the year 6 cash flow .

DISCLAIMER

Management

Research

Marketing

Gregory R. Hanis, ISHC
President

ghanis@hospitalitymarketers.com
262-490-5063

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*Professionally Serving the United
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*Offices in
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www.hospitalitymarketers.com

Hotel Service Network

The decisions presented herein were based upon the information available and received at the time this report was compiled. Hospitality Marketers International, Inc., (HMI) has taken every possible precaution to evaluate this information for its completeness, accuracy and reliability. To the best of its knowledge, HMI feels the information and decisions presented herein are sound and reliable.

At the present time of this report, the United States and world economies are in the midst of a recovery from a major recessionary period that ran from 2008-2010. This recovery appears to be continuing according to current news reports with most economic indicators indicating growth since 2011.

Z

HMI is not responsible for effects that occur from future political, economic or social events that ultimately alter these projections. These events should be monitored accordingly and potentially the results of this report may require updating to respond to future events.

Also, it should be understood that normal economic and marketplace conditions change constantly. HMI assumes no responsibility for information that becomes outdated once this report is written; nor is it responsible for keeping this information current after Year, Month.

It should be understood that the results presented in this report are the professional opinion of HMI and are based upon the information available at this time. These opinions infer proper and professional management of the business operation. The opinions also infer that market conditions do not change the information received upon which those opinions have been based. HMI assumes no responsibility for changes in the marketplace.

Furthermore, it is presumed that those reading this report completely understand its contents and recommendations. If the reader is unclear of the understanding of the contents, clarification should be received from its writer, HMI.

Lastly, HMI assumes that those who receive this report act in accordance with its recommendations. Any deviation from those recommendations is solely the responsibility of those receiving this report.

Further questions concerning this report should be directed to HMI.

Sincerely,

HOSPITALITY MARKETERS INTERNATIONAL, INC.

Gregory R. Hanis

Gregory R. Hanis, ISHC
President

Michael R. Hool

Michael R. Hool, CPA, ISHC
President, SHR
An HMI Network Representative



WHY CHOOSE HMI, INC.

You may be investigating other consultants for this Market Study. There can be a significant difference between various consultants. While we know we are not the least expensive in the industry, we are also not the most expensive. The value of an HMI, Inc. Market Study is given to our clients by providing the most professional, comprehensive, and factual Market Study in the industry, so they can make effective and informed decisions. Our research is presented logically so our conclusions can be understood and trusted. As you review various options, we would like to point out some of the many advantages of using HMI, Inc. to research your proposed hospitality project.

Management

Research

Marketing

HMI has a combined over 90 years of experience completing Hotel Market Studies for a wide variety of markets. These include small rural markets to major metropolitan markets. Our Hotel Market Studies have been completed for Economy to Upscale hotels. For Limited-Service, Select-Service and Full-Service hotels with and without various size of meeting/event facilities.

HMI, Inc. Market Studies are customized to match the objectives of the developer to the opportunities presented in the market. Our studies are not "boiler plate" in their format or presented information. Each study is professionally prepared in a comprehensive format to present factual information upon which effective decisions can be made.

Gregory R. Hanis, ISHC
President

Member of



HMI, Inc. will not present, or charge you for, a complete Market Study report that does not appear to be feasible. As we work through the Market Study, if we see concerns in the market that will affect the scope of the project, we will discuss our findings with you and suggest possible adjustments or the termination of the assignment if necessary. This will save you time, effort, and money on your project.

*Professionally Serving the
United States & Canada Since
1982 with Offices in
Milwaukee, Wisconsin and
Fort Myers, Florida*

HMI, Inc. Market Studies are intended to be working documents. HMI, Inc. is always available to discuss questions or scenarios you may have regarding your Market Study. If adjustments are made to the overall scope or details of your project, we are available to discuss how these adjustments could affect the results of your Market Study. If necessary we can make revisions as your specific hotel project is fine-tuned.

5415 South Majors Drive
New Berlin, WI 53146

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Greg Hanis and Michael Hool are affiliated with the International Society of Hospitality Consultants. This exclusive, professional hospitality consulting society was established to insure the integrity of hospitality, professionalism, and competency of the consulting work performed by its select membership. Not many Hospitality Consultants can claim this affiliation.

Please visit our website, www.hospitalitymarketers.com, for additional information about the variety of hotel consulting services we provide at various stages of a hotel's life cycle.

We look forward to hearing from you in the near future and working with you on your proposed hospitality project. Please feel free to contact us with any questions you may have regarding any of the information provided above.

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www.hospitalitymarketers.com

Hotel Service Network

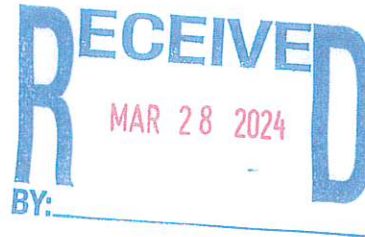
Big Iron Welding of Iowa LLC.

5269 Oak Crest Hill Rd SE
PO Box 439
Hills, IA 52235

Estimate

Date	Estimate #
2/9/2024	4802

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



Steel

Project

Description	Qty	Rate	Total
Ladder and cage for waste water building 1/2" rod drilled through the wall and nutted on inside of building with door Installed No crane- City will cover the crane Primer: Performance Coating: Red Paint: PPG Brand code 9700: Black <i>Will need crane</i> <i>A. Johnson</i> <i>E. Stahl</i>		3,476.00	3,476.00
Subtotal			\$3,476.00

All estimates are valid for 5 business days.

Sales Tax (7.0%)	\$0.00
Total	\$3,476.00

Big Iron Welding of Iowa LLC.

5269 Oak Crest Hill Rd SE
PO Box 439
Hills, IA 52235

Estimate

Date	Estimate #
3/27/2024	4812

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

Aluminum

Project

Description	Qty	Rate	Total
Ladder and cage for waste water building 1/2" rod drilled through the wall and nutted on inside of building with door Installed No crane- City will cover the crane No paint or primer <i>will need crane</i>		3,552.00	3,552.00

	Subtotal	\$3,552.00
	Sales Tax (7.0%)	\$0.00
	Total	\$3,552.00

All estimates are valid for 5 business days.

RESOLUTION #2024-

RESOLUTION APPROVING STREET MAINTENANCE
PROPOSAL FROM L.L. PELLING

Whereas, the City of Riverside City Council at the recommendation of L.L. Pelling and the Street Maintenance Person, Bryan Lenz, the estimate for repainting parking lots and streets for the City of Riverside.

Therefore, be it resolved the City of Riverside City Council does hereby accept the cost estimates of the attached proposal striping lists in the amount of \$14,968.00 for paint striping on city streets.

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

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

Ayes:

Nays:

Absents:

Passed and Approved by the City Council of Riverside, Iowa and approved this 20th day of May, 2024.

Signed: _____ Date: _____

Allen Schneider, Mayor

Attest: _____ Date: _____

Becky LaRoche, City Clerk

LL Pelling Co., Inc.

Painting Division
Nikki Poe, Manager/Estimator

Parking Lot & Road Striping
(319) 533-2786 fax: 365-3903

PROPOSAL

05/13/24

Project Name: 24 City of Riverside repainting of parking lots and streets
Project Location: Various locations as directed by City of Riverside, see detail below
Contact Person: Bryan Lenz/Maint. Phone/Fax: 325-9287
Email: streets@riversideiowa.gov cityadmin@riversideiowa.gov
Bill To: City of Riverside PO Box 188, Riverside, IA 52327

We propose to furnish all labor & materials to repaint with yellow & white quick dry marking paint, roadway areas to include reflective beads per IDOT specification as outlined below:

Pickleball Court - \$373.00

Paint Standard Pickleball dimensions in red on existing tennis court at Hall Park
(Optional: remove hatching to distinguish the "kitchen" deduct \$38.00)

City Lot #1 behind bank - \$252.00

Paint 28 stalls and 33' of curb yellow

South Pioneer Street - \$68.00

108' Double yellow line on newer sealcoat section
Stop bar at Hwy 22

Green St by City Hall & Post Office Restripe - \$495.00

2 handicap symbols & 1 unloading area with diagonal lines, no parking area at corner,
20 angled parking stalls, 9 Parallel stalls & painted curb

Asphalt lot north of People's Bank - \$243.00

6 angled stalls
12 parallel stalls in lot
4 misc no parking areas

Fire Station (all red paint) - \$686.00

10 angled stalls
2 hatched areas for no parking east side
165' curb
8 painted bollards (yellow paint)

Hall Park on Ella St. - \$857.00

76 straight stalls
3 hatched no parking stalls
17 angled stalls
2 Handicap Symbols and Access Aisle (symbols in blue paint)

Main Office: 1425 W. Penn Street-P.O. Box 230-North Liberty, IA 52317 319-626-4600
J-Street Office: 319-362-8037 Fax: 319-365-3903 Email: nikkip@llpelling.com

LL Pelling Co., Inc.

Painting Division
Nikki Poe, Manager/Estimator

Parking Lot & Road Striping
(319) 533-2786 fax: 365-3903

PROPOSAL

05/13/24

Hwy 22 1st Street - \$256.00

10 parallel stalls at Ice House to Washburn south side of St.
14 parallel stalls from Glasgow to Washburn north side of street
7 parallel stalls from Washburn to alley north side of street
6 parallel stalls from alley east to Green St, handicap & no Pkg. at corner

Duffy's Cycle - Hwy 22 & Glasgow - \$138.00

1 large hatched area for no parking, 13'x70', yellow

Approx. 40' Yellow Curb at Ash & Blackberry by the old school - \$80.00

Stop Lines at S Ella & E River - \$120.00

All four intersections

Curbs at Washburn and Hwy 22 - \$75.00

North side of Hwy 22

Repaint 11 Crosswalks - block style - \$2,300.00

E 2nd & Washburn
Galileo & Kleopfer
Washburn & 4th St (4 intersections)
4th St & Rose (4 intersections)

Add 13 Crosswalks - block style - \$3,025.00

Cherry Ln & Kleopfer
Buckeye & Kleopfer
Sycamore & Kleopfer
Blackberry & Sycamore
Glasgow & W 2nd (add 3)
Washington & Hwy 22
W 4th & Glasgow (going North/South)
St Marys & Rose
4th St & Greene

24 High Build Paint Crosswalks - block style - \$6,000.00

3rd St & Hwy 22
E 4th St & Hwy 22
Schnoebelen & Hwy 22 (add)
Glasgow & Hwy 22
Greene & Hwy 22
Washburn & Hwy 22 (3 intersections)

Main Office: 1425 W. Penn Street-P.O. Box 230-North Liberty, IA 52317

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(319) 533-2786 fax: 365-3903

PROPOSAL

05/13/24

St Marys & Hwy 22
Ella & Hwy 22
Ash St & Buckeye
Ash St & Sycamore
St Marys & Ella (1 existing and add 1 on west side)
Ash & Vine
Ella & Vine
4th St & Ella (4 intersections)

ESTIMATED TOTAL: \$14,968.00

Deduct \$1,200.00 if High Build paint is not desired at the above locations

City to be billed for actual amount completed.

All added crosswalks off of Hwy 22 to have the "Trek" shield added with the point of the shield aimed towards the intersection itself (stencil to be provided by city)

This proposal may be withdrawn by
LL Pelling if not accepted in 30 days

Quoted by Nikki Poe
Nikki Poe, Manager
LL Pelling Painting Division

All work & materials will be according to specifications submitted or per standard practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the estimate. Items bid per unit of measure are based on estimated quantities, and payment will be based on actual quantities placed. 1 ¼% Service Fee will be charged on all past due accounts (21% per annum). Any expense incurred to collect past due accounts, including attorney fees, will be reimbursed by owner.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be due upon receipt of invoice.

Signature _____ Date _____

Main Office: 1425 W. Penn Street-P.O. Box 230-North Liberty, IA 52317

319-626-4600

J-Street Office: 319-362-8037 Fax: 319-365-3903

Email: nikip@llpelling.com

CITY of RIVERSIDE FUND BALANCES 4-30-2024

FUND	NAME	BALANCE	RESERVES	AVAILABLE FY 23
001	GENERAL	\$ 531,705.16	\$ (165,000.00)	\$ 366,705.16
002	FIRE	\$ 221,596.82	\$ (221,596.82)	\$ -
110	R.USE	\$ 96,123.33	\$ -	\$ 96,123.33
121	LOST	\$ 21,369.89	\$ -	\$ 21,369.89
145	CASINO	\$ 741,941.91	\$ -	\$ 741,941.91
301	CAP PRO	\$ 798,089.96	\$ -	\$ 798,089.96
302	CB FUNDS	\$ 1,358,081.05	\$ (1,358,081.05)	\$ -
600	WATER	\$ 116,401.86	\$ (69,000.00)	\$ 47,401.86
610	SEWER	\$ 487,812.54	\$ (79,110.00)	\$ 408,702.54
680	STORM	\$ 384.82	\$ -	\$ 384.82
	TOTAL	\$ 4,373,507.34	\$ (1,892,787.87)	\$ 2,480,719.47
POOLED CASH BALANCE		4/30/2024		
COMM. BUILDING SET A SIDE			INTEREST RATE	
SAV	67928	\$ 1,358,081.05	5.24%	
TOTAL	302 FUND	\$ 1,358,081.05		
CHECK	35378	\$ 872,941.33	2.40%	
MM	67545	\$ 2,030,490.77	5.24%	
HILLS	2656940	\$ 111,994.19	0.25%	
	TOTAL	\$ 4,373,507.34		
	LESS RESERVES	\$ (1,892,787.87)		
LIQUID CASH		\$ 2,480,719.47	3/31/2024	

(85)

CITY OF RIVERSIDE
 POOLED CASH REPORT (FUND 999)
 AS OF: APRIL 30TH, 2024

FUND ACCOUNT#	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
<u>CLAIM ON CASH</u>				
001-1110	CHECKING ACCT-GENERAL FUND	664,370.86 (132,665.70)	531,705.16
002-1110	CHECKING ACCT-FIRE DEP.	225,245.98 (3,649.16)	221,596.82
110-1110	CHECKING ACCT-ROAD USE TAX	83,997.42	12,125.91	96,123.33
121-1110	CHECKING ACCT-LOST	92,353.40 (70,983.51)	21,369.89
125-1110	CHECKING ACCT-TIF	0.00	0.00	0.00
145-1110	CHECKING ACCT-CASINO REVENUE	655,215.93	86,725.98	741,941.91
301-1110	CHECKING ACCT-CAP PROJECTS	373,272.57	424,817.39	798,089.96
302-1110	COMMUNITY CENTER FUNDS	1,352,389.90	5,691.15	1,358,081.05
600-1110	CHECKING ACCT-WATER	118,207.32 (1,805.46)	116,401.86
610-1110	CHECKING ACCT-SEWER	493,310.39 (5,497.85)	487,812.54
680-1110	CHECKING ACCT-STORM WATER	20,706.89 (20,322.07)	384.82
TOTAL CLAIM ON CASH		4,079,070.66	294,436.68	4,373,507.34

<u>CASH IN BANK - POOLED CASH</u>				
999-1110	CASH IN BANK #35378	609,623.48	263,317.85	872,941.33
999-1112	MONEY MARKET #67545	2,021,981.83	8,508.94	2,030,490.77
999-1114	HILLS BANK #2656940	95,075.45	16,918.74	111,994.19
999-1115	COMM CENTER FUND #67928	1,352,389.90	5,691.15	1,358,081.05
SUBTOTAL CASH IN BANK - POOLED CASH		4,079,070.66	294,436.68	4,373,507.34

<u>WAGES PAYABLE</u>				
999-2010	WAGES PAYABLE	0.00	0.00	0.00
SUBTOTAL WAGES PAYABLE		0.00	0.00	0.00
TOTAL CASH IN BANK - POOLED CASH		4,079,070.66	294,436.68	4,373,507.34

<u>DUE TO OTHER FUNDS - POOLED CASH</u>				
999-2100	DUE TO OTHER FUNDS	4,079,070.66	294,436.68	4,373,507.34
TOTAL DUE TO OTHER FUNDS		4,079,070.66	294,436.68	4,373,507.34

CITY OF RIVERSIDE
 MTD TREASURERS REPORT
 AS OF: APRIL 30TH, 2024

FUND	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENSES	CASH BASIS BALANCE	NET CHANGE OTHER ASSETS	NET CHANGE LIABILITIES	ACCRUAL ENDING CASH BALANCE
001-GENERAL FUND	664,370.86	432,427.12	563,315.11	533,482.87	0.00	(1,777.71)	531,705.16
002-FIRE DEPARTMENT	225,245.98	33,545.49	37,194.65	221,596.82	0.00	0.00	221,596.82
110-ROAD USE TAX	83,997.42	12,125.91	0.00	96,123.33	0.00	0.00	96,123.33
121-LOCAL OPTION SALES TAX	92,353.40	13,016.49	84,000.00	21,369.89	0.00	0.00	21,369.89
125-TIF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
145-CASINO REVENUE FUND	655,215.93	114,480.77	27,754.79	741,941.91	0.00	0.00	741,941.91
301-CAPITAL PROJECTS	373,272.57	606,000.00	181,182.61	798,089.96	0.00	0.00	798,089.96
302-COMMUNITY CENTER FUNDS	1,352,389.90	5,691.15	0.00	1,358,081.05	0.00	0.00	1,358,081.05
600-WATER FUND	118,207.32	25,725.09	27,530.55	116,401.86	0.00	0.00	116,401.86
610-SEWER FUND	493,310.39	25,302.53	30,800.38	487,812.54	0.00	0.00	487,812.54
680-STORM WATER	20,706.89	1,677.93	22,000.00	384.82	0.00	0.00	384.82
GRAND TOTAL	4,079,070.66	1,269,992.48	973,778.09	4,375,285.05	0.00	(1,777.71)	4,373,507.34

*** END OF REPORT ***

DATES: 4/01/2024 THRU 4/30/2024

	NUMBER#	TOTAL ARREARS	TOTAL CURRENT	TOTAL BALANCE	ACTIVE ACCOUNT RECONCILIATION
ACTIVE ACCOUNTS:	556	60.14CR	64,348.83	64,288.69	NEW ACCOUNTS: 4
DISCONNECTED ACCTS:	3	285.68	17.46CR	268.22	DISCONNECT--NO TRF: 3
FINALED ACCOUNTS:	41	3,060.65		3,060.65	DISCONNECT--TRANSFER: 0
INACTIVE ACCOUNTS:	1,868	0.00		0.00	
GRAND TOTALS	2,468	3,286.19	64,331.37	67,617.56	

****CALCULATION SUMMARY****

TOTAL CHARGES:	64,431.37
DEPOSIT RETURNS:	100.00CR
TOTAL CURRENT:	64,331.37

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

CATEGORY	NUMBER	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	BILLED CONSUMPTION	UNBILLED CONSUMPTION	TOTAL CONSUMPTION
AS ANIMAL SHELTER	37	79.00	0.00	0.00	0.00			
GAR GARBAGE	775	7,397.50	0.00	0.00	0.00			
STW STORM WATER	546	1,638.00	0.00	0.00	0.00			
SWR SEWER	540	26,633.51	0.00	846.81	12,097.33	2916,628.0000		2916,628.0000
WTR WATER	547	26,329.68	0.00	1,506.87	25,113.43	2969,781.0000		2969,781.0000
TOTALS		62,077.69	0.00	2,353.68	37,210.76			

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

R/C DESCRIPTION	G/L ACCOUNT#	AMOUNT
SERVICES:		
100-WATER	600-4-810-1-4500	26,329.68
200-SEWER	610-4-815-1-4500	26,633.51
300-GARBAGE	001-4-950-1-4504	7,397.50
400-ANIMAL SHELTER DONATION	001-4-950-2-4700	79.00
450-STORM WATER FEE	680-4-950-4-4504	1,638.00
TAX:		
190-WATER EXCISE TAX	600-4-810-1-4560	1,506.87
290-SEWER TAX	610-4-815-4-4560	846.81
R/C TOTALS		64,431.37

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

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

BOOK:

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

** (CONTINUED) **

CAT CODE	TBL DESCRIPTION	SCHED	NO#	TOTAL NET	FUEL-ADJ	TOTAL TAX	TAXABLE	CONSUMPTION	MLT.
GAR 300	G02 GARBAGE- 35 GAL	G02	103	1,802.50	0.00	0.00	0.00		
GAR 300	G03 GARBAGE - 65 GAL	G03	284	5,538.00	0.00	0.00	0.00		
GAR 300	R01 RECYCLING 65 GAL	R01	334	0.00	0.00	0.00	0.00		
GAR 300	R02 RECYCLING 95 GAL	R02	50	0.00	0.00	0.00	0.00		
STW 450	ST1 STORM WATER FEE	ST1	546	1,638.00	0.00	0.00	0.00		
SWR 200	S01 SEWER-RESIDENTIAL	S01	483	14,041.12	0.00	0.00	0.00	1,374,172.0000	
SWR 200	S03 SEWER-COM, IND, GOV	S03	48	12,184.33	0.00	832.53	11,893.31	1,536,005.0000	
SWR 200	S04 SEWER-RES SEWER ONLY	S04	4	140.00	0.00	0.00	0.00		
SWR 200	S06 SEWER - 150% RATE	S06	1	64.04	0.00	0.00	0.00	5,116.0000	
SWR 200	S07 SEWER -COM O/S CITY	S07	3	180.00	0.00	12.60	180.00		
SWR 200	S08 SEWER-COM, O/S METER	S08	1	24.02	0.00	1.68	24.02	1,335.0000	
WTR 100	W01 WATER	W01	528	25,219.87	0.00	1,495.80	24,928.85	2,769,298.0000	
WTR 100	W02 WATER - OUTSIDE CITY	W02	2	112.57	0.00	6.75	112.57	8,508.0000	
WTR 100	W03 WATER - 2ND METER	W03	6	72.01	0.00	4.32	72.01	2.0000	
WTR 100	W05 NO CHARGE	W05	6	0.00	0.00	0.00	0.00	62,486.0000	
WTR 100	WLO WATER - ACC CONS LOW	WLO	3	0.00	0.00	0.00	0.00		
WTR 100	W04 WATER NO TAX	W04	2	925.23	0.00	0.00	0.00	129,487.0000	
TOTALS				62,077.69	0.00	2,353.68	37,210.76		

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

CODE	DESCRIPTION	BILLED CONSUMPTION	UNBILLED CONSUMPTION	TOTAL CONSUMPTION	DEMAND CONSUMPTION
W	WATER	2,969,781.0000	0.000	2,969,781.0000	

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

CODE	DESCRIPTION	NUMBER	AMOUNT
10	WATER DEPOSIT	1	50.00CR
20	SEWER DEPOSIT	1	50.00CR
DEPOSIT TOTALS		2	100.00CR

DATES: 4/01/2024 THRU 4/30/2024

BOOK:

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

CLASS	SERV RATE	DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
CIT WTR 100 W05		NO CHARGE	4	0.00	0.00	0.00	0.00	47,232.0000
** CLASS TOTAL **			CIT	0.00	0.00	0.00	0.00	47,232.0000
COM AS 400 AS1		ANIMAL SHELTER	1	1.00	0.00	0.00	0.00	
COM GAR 300 G02		GARBAGE-- 35 GAL	2	35.00	0.00	0.00	0.00	
COM GAR 300 G03		GARBAGE - 65 GAL	3	58.50	0.00	0.00	0.00	
COM GAR 300 R01		RECYCLING 65 GAL	4	0.00	0.00	0.00	0.00	
COM GAR 300 R02		RECYCLING 95 GAL	1	0.00	0.00	0.00	0.00	
** CATEGORY TOTAL **			GAR	93.50	0.00	0.00	0.00	
COM STW 450 ST1		STORM WATER FEE	51	153.00	0.00	0.00	0.00	
COM SWR 200 S01		SEWER-RESIDENTIAL	6	375.48	0.00	0.00	0.00	50,578.0000
COM SWR 200 S03		SEWER-COM, IND, GOV	43	11,861.90	0.00	11,861.90	830.33	1,492,267.0000
COM SWR 200 S07		SEWER -COM O/S CITY	3	180.00	0.00	180.00	12.60	
COM SWR 200 S08		SEWER-COM, O/S METER	1	24.02	0.00	24.02	1.68	1,335.0000
** CATEGORY TOTAL **			SWR	12,441.40	0.00	12,065.92	844.61	1,544,180.0000
COM WTR 100 W01		WATER	48	11,242.08	0.00	11,242.08	674.53	1,399,679.0000
COM WTR 100 W02		WATER - OUTSIDE CITY	1	48.53	0.00	48.53	2.91	3,392.0000
COM WTR 100 W05		NO CHARGE	2	0.00	0.00	0.00	0.00	15,254.0000
COM WTR 100 WLO		WATER - ACC CONS LOW	2	0.00	0.00	0.00	0.00	
COM WTR 100 W04		WATER NO TAX	2	925.23	0.00	0.00	0.00	129,487.0000
** CATEGORY TOTAL **			WTR	12,215.84	0.00	11,290.61	677.44	1,547,812.0000
** CLASS TOTAL **			COM	24,904.74	0.00	23,356.53	1,522.05	
GOV STW 450 ST1		STORM WATER FEE	2	6.00	0.00	0.00	0.00	
GOV SWR 200 S03		SEWER-COM, IND, GOV	2	243.96	0.00	0.00	0.00	36,661.0000
GOV WTR 100 W01		WATER	2	243.96	0.00	0.00	0.00	36,661.0000
GOV WTR 100 WLO		WATER - ACC CONS LOW	1	0.00	0.00	0.00	0.00	
** CATEGORY TOTAL **			WTR	243.96	0.00	0.00	0.00	36,661.0000
** CLASS TOTAL **			GOV	493.92	0.00	0.00	0.00	
NTX STW 450 ST1		STORM WATER FEE	1	3.00	0.00	0.00	0.00	
NTX SWR 200 S03		SEWER-COM, IND, GOV	1	47.06	0.00	0.00	0.00	5,843.0000
NTX WTR 100 W01		WATER	1	47.06	0.00	0.00	0.00	5,843.0000
** CLASS TOTAL **			NTX	97.12	0.00	0.00	0.00	

DATES: 4/01/2024 THRU 4/30/2024

BOOK:

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

CLASS	SERV RATE							
CAT CODE	TABLE	DESCRIPTION	NUMBER	TOTAL NET	FUEL-ADJ	TAXABLE	TOTAL TAX	CONSUMPTION
RES AS	400 A10	ANIMAL SHELTER	3	30.00	0.00	0.00	0.00	
RES AS	400 AS1	ANIMAL SHELTER	28	28.00	0.00	0.00	0.00	
RES AS	400 AS2	ANIMAL SHELTER	1	2.00	0.00	0.00	0.00	
RES AS	400 AS3	ANIMAL SHELTER	1	3.00	0.00	0.00	0.00	
RES AS	400 AS5	ANIMAL SHELTER	3	15.00	0.00	0.00	0.00	
		** CATEGORY TOTAL **	AS	78.00	0.00	0.00	0.00	
RES GAR	300 301	X-GARBAGE	4	57.00	0.00	0.00	0.00	
RES GAR	300 G02	GARBAGE- 35 GAL	101	1,767.50	0.00	0.00	0.00	
RES GAR	300 G03	GARBAGE - 65 GAL	281	5,479.50	0.00	0.00	0.00	
RES GAR	300 R01	RECYCLING 65 GAL	330	0.00	0.00	0.00	0.00	
RES GAR	300 R02	RECYCLING 95 GAL	49	0.00	0.00	0.00	0.00	
		** CATEGORY TOTAL **	GAR	7,304.00	0.00	0.00	0.00	
RES STW	450 ST1	STORM WATER FEE	492	1,476.00	0.00	0.00	0.00	
RES SWR	200 S01	SEWER-RESIDENTIAL	477	13,665.64	0.00	0.00	0.00	1,323,594.0000
RES SWR	200 S03	SEWER-COM, IND, GOV	2	31.41	0.00	31.41	2.20	1,234.0000
RES SWR	200 S04	SEWER-RES SEWER ONLY	4	140.00	0.00	0.00	0.00	
RES SWR	200 S06	SEWER - 150% RATE	1	64.04	0.00	0.00	0.00	5,116.0000
		** CATEGORY TOTAL **	SWR	13,901.09	0.00	31.41	2.20	1,329,944.0000
RES WTR	100 W01	WATER	477	13,686.77	0.00	13,686.77	821.27	1,327,115.0000
RES WTR	100 W02	WATER -- OUTSIDE CITY	1	64.04	0.00	64.04	3.84	5,116.0000
RES WTR	100 W03	WATER - 2ND METER	6	72.01	0.00	72.01	4.32	2.0000
		** CATEGORY TOTAL **	WTR	13,822.82	0.00	13,822.82	829.43	1,332,233.0000
		** CLASS TOTAL **	RES	36,581.91	0.00	13,854.23	831.63	
		** GRAND TOTALS **		62,077.69	0.00	37,210.76	2,353.68	

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

==== BOOK CODE TOTALS ====

BOOK:	--CURRENT--	+1 MONTHS	+2 MONTHS	+3 MONTHS	+4 MONTHS	--BALANCE--
01-BOOK 01	68.47	146.76	0.00	0.00	402.06	617.29
02-BOOK 02	69.47	108.00	108.47	97.04	568.91	951.89
03-BOOK 03	418.21CR	27.72	0.00	0.00	68.87	321.62CR
04-BOOK 04	174.12CR	0.95	30.49	178.89	834.31	870.52
05-BOOK 05	103.15CR	0.00	0.00	0.00	0.00	103.15CR
06-BOOK 06	0.00	0.00	0.00	0.00	0.00	0.00
07-BOOK 07	79.38CR	0.00	0.00	0.00	346.25	266.87
08-BOOK 08	118.52CR	136.34	73.86	31.61	881.10	1004.39
TOTALS	755.44CR	419.77	212.82	307.54	3101.50	3286.19

ERRORS: 000