



Upstream from ordinary.

BOARD OF ALDERMEN MEETING

RIVERSIDE CITY HALL

2950 NW VIVION ROAD

RIVERSIDE, MISSOURI 64150

TENTATIVE AGENDA

MAY 16, 2023

Closed Session – 6:00 p.m.

Regular Meeting - 7:00 p.m.

Call to Order

Roll Call

CLOSED SESSION

(6:00 p.m.)

1. Motion to enter into CLOSED SESSION for the following matters:

610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys

610.021 (2) Leasing, purchase, or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore

610.021(12) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected

2. Motion to adjourn closed.

REGULAR SESSION

(7:00 p.m.)

Call to Order

Roll Call

Pledge of Allegiance

Public Comments - Members of the public may address exclusively the Mayor and members of the Board of Aldermen during Public Comments ONLY. This Public Comments time is reserved for citizen comments regarding agenda and non-agenda items. However, any item not listed on the agenda will be taken under advisement. Public comment on any agenda item which has a Public Hearing should be reserved until the Public Hearing is opened and comments on such item will be taken at that time. Each speaker is limited to 5 minutes.

Proclamation – National Public Works Week – May 21-27, 2023 presented to Public Works Director Tom Wooddell.

LEGISLATIVE SESSION

1. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the Board of Aldermen and will be enacted by one motion to approve the Consent Agenda as presented. There is no separate discussion of these items. The Mayor or a member of the Board of Aldermen may request that any item be removed from the Consent Agenda for discussion or explanation. If removed, it will be considered separately following approval of the remaining items on the Consent Agenda. No motion is required to remove an item from the Consent Agenda.

Approval of minutes for May 2, 2023.

Approval of Court Report for April 2023.

R-2023-052: A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OUT OF THE CITY TREASURY OF THE CITY OF RIVERSIDE FOR FISCAL YEAR 2022-2023 WEEKS ENDING MAY 5TH AND MAY 12TH IN THE AMOUNT OF \$1,153,873.63. Point of Contact: Finance Director Erika Benitez.

R-2023-053: A RESOLUTION SELECTING BERGANKDV, LTD FOR EXTERNAL AUDITING SERVICES AND AUTHORIZING THE EXECUTION OF AN ENGAGEMENT LETTER. Point of Contact: Finance Director Erika Benitez.

R-2023-054: A RESOLUTION EXTENDING THE CITY OF RIVERSIDE JANITORIAL SERVICES TO TOWN & COUNTRY BUILDING SERVICES AND APPROVING EXECUTION OF A CONTRACT for 2023-2024 IN CONNECTION WITH THE PROVISION OF SUCH SERVICES. Point of Contact: Public Works Director Tom Wooddell.

REGULAR AGENDA

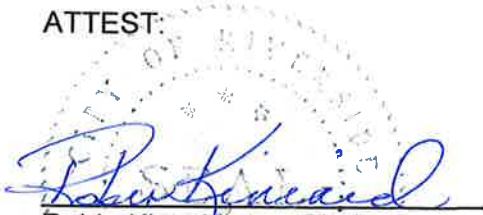
1. **Public Hearing:** Public hearing to consider a Special Use Permit for Outdoor Storage at 4300 NW Belgium Blvd., Suite 150. rezoning property located at 1000 Intercon Drive from GP-I to PD, in the City of Riverside, Missouri.
 - a) First Reading: Bill No. 2023-026: **AN ORDINANCE GRANTING A SPECIAL USE PERMIT SUBJECT TO CERTAIN CONDITIONS TO TRUE LEVEL INVESTMENT, INC. FOR OUTDOOR STORAGE ON PROPERTY LOCATED AT 4300 NW BELGIUM BLVD., SUITE 150.** Point of Contact: Community Development Director Mike Duffy.
2. First Reading: Bill No. 2023-027: **AN ORDINANCE AUTHORIZING THE EMPLOYMENT OF CAROL OETTING AS A FULL-TIME SENIOR ADMINISTRATIVE ASSISTANT IN THE ADMINISTRATION DEPARTMENT AND ESTABLISHING A SALARY AND START DATE FOR SUCH EMPLOYEE.** Point of Contact: HR Manager Amy Strough.
3. Motion to approve Temporary Catering License for Vignetts - Reroll Taverns, LLC for CARVED on October 21, 2023 at Renner Brenner Park, 2901 NW Vivion Road, Riverside, Missouri for Riverside Chamber of Commerce, contingent upon State of Missouri Approval. Point of Contact: City Clerk Robin Kincaid.
4. **Communication from City Administrator**
 - a) **Department Reports**
 - i. Community Development
 - ii. Engineering
 - iii. Finance
 - iv. Fire
 - v. Police
 - vi. Public Works
 - vii. Levee Board Report

5. **Communication from Mayor**
6. **Communication from Board of Aldermen**
7. **Motion to Adjourn.**



Brian E. Koral, City Administrator

ATTEST:



Robin Kincaid, City Clerk

Posted 5/12/2023 at 3:00 p.m.



National Public Works Week Proclamation

May 21–27, 2023

“Connecting the World Through Public Works”

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Riverside; and,

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works personnel, who are managers and employees, responsible for efficient operation of public works systems, rebuilding, improving, and managing storm water management, streets and highways, public buildings and grounds, parks, trails, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of Riverside to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments and offices is materially influenced by the people’s attitude and understanding of the importance of the work they perform; and

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association, this year’s theme, “Connecting the World Through Public Works”, speaks to the never ending effort of public works professionals to bring their communities the highest possible quality of life;

NOW, THEREFORE, BE IT RESOLVED, I, Kathleen L. Rose, Mayor, do hereby designate the week May 21-27, 2023, as

National Public Works Week

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Riverside, Missouri, this 16th day of May 2023.

Robin Kincaid, City Clerk



Kathleen L. Rose, Mayor

MINUTES
REGULAR MEETING
BOARD OF ALDERMEN
RIVERSIDE, MISSOURI

Tuesday, May 2, 2023
6:00 p.m.

The Board of Aldermen for the City of Riverside, Missouri, met in regular session in the Board of Aldermen Chambers at City Hall, 2950 NW Vivion Road, Riverside, Missouri, on Tuesday, May 2, 2023.

Mayor Rose called the meeting to order at 6:10 p.m. Those in attendance were, Mayor Kathy Rose, Aldermen Nathan Cretsinger, Dawn Cockrell, Jill Beck, and Steve Palma.

Aldermen Rob Milner and Jason Draut were absent.

Also present were City Administrator Brian Koral, Community Development Director Mike Duffy, City Clerk Robin Kincaid, HR Manager Amy Strough, and City Attorney Paul Campo. Special Counsel Joe Bednar arrived at 6:15 p.m.

**MOTION TO ENTER INTO
CLOSED @ 6:10 P.M.**

Alderman Beck moved to enter closed session pursuant to RSMo 610.021 (1) Legal Action and litigation, RSMo 610.021(2) Leasing, purchase, or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore, RSMo 610.021(3) Hiring, firing, disciplining, or promoting a particular employee, when personal information about the employee is discussed, and RSMo 610.021 (13) Individually identifiable personnel records, performance ratings or records pertaining to employee or applicant for employment, second by Alderman Cockrell.

Yes: Beck, Cockrell, Palma, and Cretsinger.
Motion carried 4-0.

**MOTION TO ADJOURN
CLOSED @ 6:58 P.M.**

Alderman Beck moved at 6:58 p.m. to adjourn closed session with action taken, second by Alderman Cockrell.

Yes: Beck, Cockrell, Palma, and Cretsinger.
Motion carried 4-0.

REGULAR SESSION

Mayor Kathy Rose called the Regular Session Meeting to order at 7:02 p.m.

Those in attendance were Mayor Kathy Rose, Aldermen Dawn Cockrell, Jill Beck, Steve Palma, Nathan Cretsinger, and Rob Milner (arrived at 7:08 p.m.).

Alderman Jason Draut was absent.

Also present were City Administrator Brian Koral, Community Development Director Mike Duffy, City Clerk Robin Kincaid, Public Works Director Tom Wooddell, Police Captain Mike Costanzo,

Fire Chief Gordon Fowlston, City Engineer Travis Hoover, Human Resources Manager Amy Strough, Finance Director Erika Benitez, and IT Manager Jason Ketter.

PLEDGE OF ALLEGIANCE Mayor Rose led the Pledge of Allegiance.

PUBLIC COMMENT Terry Buller – 4415 NW Pawnee Drive, Riverside, MO addressed the Mayor and Board regarding four points: Kudos to the Police Department for apprehending a suspicious person in the neighborhood during the day and then a white vehicle driving street to street at 3:30 a.m. He then discussed trash concerns, and his issue with Platte County reassessments, increased property values, and concerns of where those collections are being spent. Terry also mentioned a “porch concert” that is being planned in his neighborhood for Sunday 3-5 p.m. and his request that there be police presence or awareness.

OATH OF OFFICE City Clerk Robin Kincaid administered the oath to Alderman Steven Palma.

PRESENTATION Beyond the Bell – English Landing Elementary represented by Principal Dr. Angela Doss, Assistant Principal Ryan Campbell, Jennifer Steele, Kristine Douglas, and Steve – Therapy Dog. A PowerPoint of the 2022-2023 school year program and highlights were shared, along with their goals for the past year. They thanked the Board for their support of the program that is helping so many Riverside residents and not possible without this added financial funding. They also thanked City Administrator Brian Koral for being the Point of Contact and helping with scheduling some of the programs in City Hall.

PROCLAMATION Mayor Rose read the proclamation for Public Service Recognition Week 2023 and presented it to HR Manager Amy Strough.

CONSENT AGENDA Alderman Beck moved to approve the consent agenda as presented, second by Alderman Palma.
Yes: Beck, Palma, Milner, Cockrell, and Cretsinger.
Motion carried 5-0.

MINUTES OF 04-18-23 Alderman Beck moved to approve the minutes of the April 18, 2023 meeting, second by Alderman Palma.
Yes: Beck, Palma, Milner, Cockrell, and Cretsinger.
Motion carried 5-0.

MINUTES OF 04-19-23 Alderman Beck moved to approve the minutes of the April 19, 2023 meeting, second by Alderman Palma.
Yes: Beck, Palma, Milner, Cockrell, and Cretsinger.
Motion carried 5-0.

RESOLUTION 2023-049
Bill Pay

Alderman Beck moved to approve Resolution 2023-049 authorizing the expenditure of funds for fiscal year 2022-2023 for weeks ending April 21st and April 28th in the amount of \$613,078.81, second by Alderman Palma.
Yes: Beck, Palma, Milner, Cockrell, and Cretsinger.
Motion carried 5-0.

RESOLUTION 2023-050
Reappoint Edmunds

Alderman Beck moved to approve Resolution 2023-050 a resolution reappointing Martha Edmunds to the Park Board of Riverside, Missouri, second by Alderman Palma.
Yes: Beck, Palma, Milner, Cockrell, and Cretsinger.
Motion carried 5-0.

REGULAR AGENDA

PUBLIC HEARING
Amend PD Zoning District

Mayor Rose opened the public hearing at 7:29 p.m. to consider a request to amend the approved development plan for the Planned Development "PD" Zoning District and for a preliminary/final development plan for the Skyline Townhomes. The property is generally located on the north side of NW 50th Terrace, west of Gateway Drive to the northern City Limits of Riverside, Missouri. Community Development Director Mike Duffy explained that this was advertised and went to Planning & Zoning Commission last Thursday. They heard the case and recommended approval. Duffy outlined on PowerPoint slides the areas that are being addressed to modify setback regulations due to concrete or deck encroachments in a few areas and further details. Contractor Brian Mertz shared information and answered questions from the Board. Mayor Rose asked if there were any further comments or questions, hearing none, she closed the public hearing at 7:41 p.m.

BILL NO. 2023-024
Amend PD Zoning District

City Clerk Robin Kincaid gave first reading of Bill No. 2023-024. Alderman Beck moved to accept first reading and place Bill 2023-024 on second and final reading, second by Alderman Cretsinger.
Yes: Beck, Cretsinger, Palma, Milner, and Cockrell.
Motion carried 5-0.
City Clerk Kincaid gave second reading of Bill No. 2023-024. Alderman Milner moved to approve Bill 2023-024 and enact said bill as ordinance, second by Alderman Cockrell.
Yes: Milner, Cockrell, Palma, Cretsinger, and Beck.
Motion carried 5-0.

PUBLIC HEARING
Vacation of Dedicated Street

Mayor Rose opened the public hearing at 7:44 p.m. to consider approval for a vacation legally described as: A strip of ground 20 feet on either side to the North and to the South of the following described course, the same being the center line of said roadway, to-with commencing at eh point on the East side of the Southwest Quarter of Section 33, Township 51, Range 33, Platte County, Missouri, which is 530 feet south of the center of said Section,

thence North 89 degrees, 52 minutes, 38 seconds West, parallel with the North line of said Southwest Quarter a distance of 163 .62 feet, thence Southwest to a point which is 20 feet South of and 20 feet West of the heretofore described center line; thence North 89 degrees, 52 minutes, 38 seconds West to a point which is 504.5 feet West of and 20 feet South of the point of beginning, thence Northwesterly in a straight line to a point which is 110 feet North of and 100 feet West of the last described point, except that part of previously dedicated for roadway purpose in the City of Riverside, Missouri.

Community Development Director Mike Duffy showed the Board on a map and explained that this land had not shown on the first title work report, it was land dedicated to the public for a roadway, but the City had never accepted it. This request does not go to Planning & Zoning, it is a decision for the Board of Aldermen. Mayor Rose asked if there were any further questions from the Board or anyone in the audience and hearing none, she closed the public hearing at 7:50 p.m.

BILL NO. 2023-025

Vacating Dedicated Street

City Clerk Robin Kincaid gave first reading of Bill No. 2023-025. Alderman Cretsinger moved to accept first reading and place Bill 2023-025 on second and final reading, second by Alderman Beck.

Yes: Cretsinger, Beck, Cockrell, Milner, and Palma.

Motion carried 5-0.

City Clerk Kincaid gave second reading of Bill No. 2023-025.

Alderman Cretsinger moved to approve Bill 2023-025 and enact said bill as ordinance, second by Alderman Palma.

Yes: Cretsinger, Palma, Milner, Beck, and Cockrell.

Motion carried 5-0.

RESOLUTION 2023-051

Insurance Benefits 2023-2024

Human Resources Manager Amy Strough reviewed the results provided from our broker, Bukaty Company, after going out for 2023-2024 rates. The results showed United Healthcare a 0% increase in premium for health care and minimal increases for dental and vision.

Alderman Milner moved to approve Resolution 2023-051 designating an agent and accepting certain insurance benefits beginning July 1, 2023, second by Alderman Cockrell.

Yes: Milner, Cockrell, Cretsinger, Palma, and Beck.

Motion carried 5-0.

CITY ADMINISTRATOR

City Administrator Brian Koral reviewed a slide showing the health insurance rate increases that were projected by our previous carrier compared to actual costs today, in part to staff's work in seeking lower rates and being good stewards of the city funds. A large thank you goes to HR Manager Strough and our brokers for their diligence. An Upstream Story this week comes in the form of a letter from KCMO Police Chief Stacey Graves thanking those from our Riverside Police Department that helped with security during the Kansas City Chiefs Super Bowl Victory Parade. Koral

added that we had support deployed last weekend during the 2023 NFL Draft downtown as well. The MCPL Riverside Groundbreaking will be held Friday, May 19th at 9:30 a.m. A follow-up regarding the resident that came to us last meeting about transportation challenges. We have a meeting with KCATA next week to see if we can work on solutions.

COMMUNITY DEVELOPMENT Community Development Director Mike Duffy explained that by State Statute, a Board of Alderman member may be a voting member on the Planning and Zoning Commission. Staff wanted to see if there was a desire to reengage this option so the Board would be more involved prior to coming to the board meeting. Duffy then reminded everyone of the bike ride on Monday, May 8th, there are still available spots.

ENGINEERING Nothing to report.

FINANCE Nothing to report.

FIRE Nothing to report.

POLICE Nothing to report.

PUBLIC WORKS Nothing to report.

LEVEE BOARD Nothing to report.

MAYOR'S DISCUSSION Mayor Kathy Rose attended the Feed Northland Kids and their director of 13 years, Chris Evans, is retiring, so they had a party this afternoon. I also wanted to mention Mimi's Pantry as planted an orchard and built a greenhouse for growing fresh vegetables. They are always in need of goods if anyone wishes to donate to help others less fortunate. While I was at the event tonight, a realtor from the Gladstone area commented that she is approached often with requests for homes in the City of Riverside and how that did not happen ten years ago. This is a great sign of growth and improvements. Mayor Rose then asked Rob Milner and Jill Beck to stand, then announced that the Reaching Riverside was submitted to MML for Innovative Programs and we were notified today that Riverside was voted the winner for Small Cities category. This will be awarded at the MML Annual Conference this fall in KCMO.

BOARD OF ALDERMEN Alderman Milner – My wife's business launch went great! She is encouraged to start in July. Last week I attended the Excellence in Education through the NRCC, and our Mayor hosted the event, she did an excellent job, and I was very proud.

Alderman Cockrell – Nothing to report, but congratulations to Rob and Jill.

Alderman Palma – I just wanted to thank our police, neighbors are always commenting how very impressed they are with presence they bring to the neighborhood. To Amy, nice job on the 0% increase to the insurance premiums, that is unheard of. Congratulations to Jill and Rob.

Alderman Beck – Discussion of the dates that were mentioned at the Reaching Riverside meeting a few weeks ago. Thank you for nominating the Reaching Riverside Program.

Alderman Cretsinger – That extra push now gets everyone even more energy to keep moving the Reaching Riverside forward, I applaud you. To what you, Mayor, were saying about the desire to live in Riverside, yes, a couple decades or more ago, I would come to eat at the Corner Café or something and the way it was viewed then compared to the way it is viewed now and participating now, it is not just a desirable place to live and be a part of now. I thank the gentleman that came forward and appreciate your public awareness of what is happening in your neighborhood, your county, and your desire to hold your elected officials accountable as you should us here as well.

MOTION TO ADJOURN

Alderman Milner moved to adjourn the meeting at 8:24 p.m., second by Alderman Beck.

Yes: Milner, Beck, Cockrell, Palma, and Cretsinger.

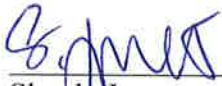
Motion carried 5-0.

Robin Kincaid, City Clerk

**CITY OF RIVERSIDE
MUNICIPAL COURT
2950 N.W. VIVION RD
RIVERSIDE, MISSOURI 64150**

**REPORT TO CITY CLERK
FOR MONTH OF APRIL**

I do hereby certify that this is a complete listing of the cases heard in the Municipal Division for the month of **APRIL 2023**.



Shayla Jones
Court Administrator

Filed: April 28, 2023
RSMo. 479.080.3

(Trial de novas filed: None)



Report received by City Clerk

*Printed: 04/28/2023

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

<u>I. COURT INFORMATION</u>		Municipality: RIVERSIDE		Reporting Period: Apr 1, 2023 - Apr 28, 2023	
Mailing Address: 2950 NW VIVION ROAD, RIVERSIDE, MO 64150					
Physical Address: 2950 NW VIVION ROAD, RIVERSIDE, MO 64150				County: Platte County	
Telephone Number: (816)7411212		Fax Number:			
Prepared by: SHAYLA JONES		E-mail Address:			
Municipal Judge: FERGUSON					
<u>II. MONTHLY CASELOAD INFORMATION</u>					
	Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance		
A. Cases (citations/informations) pending at start of month	58	3,142	597		
B. Cases (citations/informations) filed	1	204	12		
C. Cases (citations/informations) disposed					
1. jury trial (Springfield, Jefferson County, and St. Louis County only)	0	0	0		
2. court/bench trial - GUILTY	1	30	6		
3. court/bench trial - NOT GUILTY	0	0	0		
4. plea of GUILTY in court	0	67	1		
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)	0	30	0		
6. dismissed by court	0	0	0		
7. <i>nolle prosequi</i>	0	32	13		
8. certified for jury trial (not heard in Municipal Division)	0	0	0		
9. TOTAL CASE DISPOSITIONS	1	159	20		
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]	58	3,187	589		
E. Trial de Novo and/or appeal applications filed	0	0	0		
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>		<u>IV. PARKING TICKETS</u>			
1. # Issued during reporting period	85	1. # Issued during period		0	
2. # Served/withdrawn during reporting period	45	<input checked="checked" type="checkbox"/> Court staff does not process parking tickets			
3. # Outstanding at end of reporting period	2,680				

MUNICIPAL DIVISION SUMMARY REPORTING FORM

<u>COURT INFORMATION</u>	Municipality: RIVERSIDE	Reporting Period: Apr 1, 2023 - Apr 28, 2023
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V. DISBURSEMENTS

Excess Revenue (minor traffic and municipal ordinance violations, subject to the excess revenue percentage limitation)		Other Disbursements: Enter below additional surcharges and/or fees not listed above. Designate if subject to the excess revenue percentage limitation. Examples include, but are not limited to, arrest costs and witness fees.	
Fines - Excess Revenue	\$11,742.00	Court Automation	\$861.00
Clerk Fee - Excess Revenue	\$1,320.00	Law Enf Arrest-Local	\$100.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$40.70	Total Other Disbursements	\$961.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$16,850.50
Total Excess Revenue	\$13,102.70	Bond Refunds	\$2,113.50
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements	\$18,964.00
Fines - Other	\$642.00		
Clerk Fee - Other	\$156.00		
Judicial Education Fund (JEF) <input checked="" type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$123.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$876.99		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$4.81		
Law Enforcement Training (LET) Fund surcharge	\$246.00		
Domestic Violence Shelter surcharge	\$492.00		
Inmate Prisoner Detainee Security Fund surcharge	\$246.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$2,786.80		

MONTHLY REPORT
TO THE
CITY OF RIVERSIDE, MISSOURI

April 28, 2023

I ATTEST THAT THE FOREGOING IS A TRUE AND
FACTUAL ACCOUNTING OF COURT FOR THE MONTH OF
APRIL 2023.



S JONES, COURT ADMINISTRATOR

*Printed: 04/28/2023

MUNICIPAL DIVISION SUMMARY REPORTING FORM

Refer to instructions for directions and term definitions. Complete a report each month even if there has not been any court activity.

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Physical Address: 2950 NW VIVION ROAD, RIVERSIDE, MO 64150				County: Platte County	
Telephone Number: (816)7411212			Fax Number:		
Prepared by: SHAYLA JONES			E-mail Address:		
Municipal Judge: FERGUSON					
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		Alcohol & Drug Related Traffic	Other Traffic	Non-Traffic Ordinance	
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1. jury trial (Springfield, Jefferson County, and St. Louis County only)		0	0	0	
2. court/bench trial - GUILTY		1	30	6	
3. court/bench trial - NOT GUILTY		0	0	0	
4. plea of GUILTY in court		0	67	1	
5. Violations Bureau Citations (i.e. written plea of guilty) and bond forfeiture by court order (as payment of fines/costs)		0	30	0	
6. dismissed by court		0	0	0	
7. <i>nolle prosequi</i>		0	32	13	
8. certified for jury trial (not heard in Municipal Division)		0	0	0	
9. TOTAL CASE DISPOSITIONS		1	159	20	
D. Cases (citations/informations) pending at end of month [pending caseload = (A+B)-C9]		58	3,187	589	
E. Trial de Novo and/or appeal applications filed		0	0	0	
<u>III. WARRANT INFORMATION (pre- & post-disposition)</u>					
1. # Issued during reporting period		85	<u>IV. PARKING TICKETS</u>		
2. # Served/withdrawn during reporting period		45	1. # Issued during period		
3. # Outstanding at end of reporting period		2,680	<input checked="" type="checkbox"/> Court staff does not process parking tickets		

MUNICIPAL DIVISION SUMMARY REPORTING FORM

COURT INFORMATION	Municipality: RIVERSIDE	Reporting Period: Apr 1, 2023 - Apr 28, 2023
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V. DISBURSEMENTS

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Clerk Fee - Excess Revenue	\$1,320.00	Law Enf Arrest-Local	\$100.00
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Excess Revenue	\$40.70	Total Other Disbursements	\$961.00
Bond forfeitures (paid to city) - Excess Revenue	\$0.00	Total Disbursements of Costs, Fees, Surcharges and Bonds Forfeited	\$16,850.50
Total Excess Revenue	\$13,102.70	Bond Refunds	\$2,113.50
Other Revenue (non-minor traffic and ordinance violations, not subject to the excess revenue percentage limitation)		Total Disbursements	\$18,964.00
Fines - Other	\$642.00		
Clerk Fee - Other	\$156.00		
Judicial Education Fund (JEF) <input checked="" type="checkbox"/> Court does not retain funds for JEF	\$0.00		
Peace Officer Standards and Training (POST) Commission surcharge	\$123.00		
Crime Victims Compensation (CVC) Fund surcharge - Paid to State	\$876.99		
Crime Victims Compensation (CVC) Fund surcharge - Paid to City/Other	\$4.81		
Law Enforcement Training (LET) Fund surcharge	\$246.00		
Domestic Violence Shelter surcharge	\$492.00		
Inmate Prisoner Detainee Security Fund surcharge	\$246.00		
Restitution	\$0.00		
Parking ticket revenue (including penalties)	\$0.00		
Bond forfeitures (paid to city) - Other	\$0.00		
Total Other Revenue	\$2,786.80		

RESOLUTION NO. R – 2023-052

A RESOLUTION AUTHORIZING THE EXPENDITURE OF FUNDS OUT OF THE CITY TREASURY OF THE CITY OF RIVERSIDE FOR FISCAL YEAR 2022-2023 WEEKS ENDING MAY 5TH AND MAY 12TH IN THE AMOUNT OF \$1,153,873.63.

WHEREAS, the Board of Aldermen find it is in the best interest of the citizens of the City of Riverside to authorize and approve the expenditure of funds as set forth in Exhibit “A” attached hereto;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RIVERSIDE, MISSOURI, AS FOLLOWS:

THAT the disbursements and expenditure of funds from the city treasury in the amount of \$1,153,873.63 set forth in Exhibit “A” attached hereto and made a part hereof by reference are hereby authorized and approved.

FURTHER THAT the City Administrator is hereby authorized to execute all agreements or documents necessary to approve the purchase of goods and services contemplated therein and the Finance Director is authorized to issue a check therefor to the respective companies, firms, persons in the amounts set forth therein.

PASSED AND ADOPTED by the Board of Aldermen of the City of Riverside, Missouri, the 16th day of May 2023.

Mayor Kathleen L. Rose

ATTEST:

Robin Kincaid, City Clerk



RIVERSIDE\COMPADMIN

Expense Approval Report

By Purchased From Vendor

Post Dates 5/10/2023 - 5/10/2023

Vendor Name	Purchased From Vendor	Post Date	Description (Item)	Account Number	Amount
Purchased From Vendor: EVERGY					
EVERGY	EVERGY	05/10/2023	0107160767 - STREETLIGHTS 3/...	10-331-000-26800	22,881.60
Purchased From Vendor EVERGY Total:					22,881.60
Purchased From Vendor: KC WATER					
KC WATER	KC WATER	05/10/2023	4200 RIVERSIDE ST - 2/28 - 3/31...	10-337-101-25400	98.49
KC WATER	KC WATER	05/10/2023	4498 HIGH DR - 2/28 - 3/31/23	10-337-104-25400	92.10
Purchased From Vendor KC WATER Total:					190.59
Purchased From Vendor: MISSOURI AMERICAN WATER CO					
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2990 NW VIVION RD DETCK - 3/...	10-337-103-25400	111.62
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2990 NW VIVION RD FIRE - 4/6 - ...	10-337-103-25400	56.82
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2805 NW VIVION RD - 3/3 - 4/5...	10-336-111-25400	29.17
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	RIVERWAY/PLATTE RD FOUTN 3...	10-336-112-25400	9.89
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	777 A ARGOSY PKWY IRRIG - 3/4..	10-336-113-25400	44.20
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	W PLATTE/VALLEY IRRIG - 3/4 - ...	10-336-112-25400	44.20
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	4301 B TULLISON RD IRRIG - 3/4...	10-336-113-25400	44.20
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2950 NW VIVION RD - 3/4 - 4/6...	10-337-102-25400	110.63
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	4498 HIGH DR FIRE - 4/6 - 5/4/...	10-337-104-25400	56.82
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2950 NW VIVION RD FIRE - 3/3 - ...	10-337-103-25400	113.64
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	4200 RIVERSIDE ST - 3/4 - 4/6/23	10-337-101-25400	72.67
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	4498 HIGH DR DOM - 3/4 - 4/6/...	10-337-104-25400	66.84
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	4820 HOMESTEAD TER PARKFO...	10-336-109-25400	9.89
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	1001 NW ARGOSY PARK - 3/4 - ...	10-336-107-25400	128.88
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2901 NW VIVION RD PARK 3/4 - ...	10-336-108-25400	9.89
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2992 NW VIVION RD - 3/4 - 4/6...	10-336-122-25400	60.99
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	2990 NW VIVION RD DETCK - 3/...	10-337-103-25400	2.62
MISSOURI AMERICAN WATER ...	MISSOURI AMERICAN WATER ...	05/10/2023	4498 HIGH DR DETCK 3/4 - 4/6/...	10-337-104-25400	0.65
Purchased From Vendor MISSOURI AMERICAN WATER CO Total:					973.62
Grand Total:					24,045.81



Expense Approval Report

By Purchased From Vendor

Post Dates 5/5/2023 - 5/5/2023

Vendor Name	Purchased From Vendor	Post Date	Description (Item)	Account Number	Amount
Purchased From Vendor: FOP LODGE 50 - UNION DUES					
FOP LODGE 50 - UNION DUES	FOP LODGE 50 - UNION DUES	05/05/2023	POLICE UNION DUES / 12/18/	10-20510	368.22
			Purchased From Vendor FOP LODGE 50 - UNION DUES Total:		368.22
Purchased From Vendor: IAFF LOCAL 42 - UNION DUES					
IAFF LOCAL 42 - UNION DUES	IAFF LOCAL 42 - UNION DUES	05/05/2023	UNION DUES FT/ 12/18/2020	10-20510	637.65
IAFF LOCAL 42 - UNION DUES	IAFF LOCAL 42 - UNION DUES	05/05/2023	UNION DUES PT/ 12/18/2020	10-20510	95.32
			Purchased From Vendor IAFF LOCAL 42 - UNION DUES Total:		732.97
			Grand Total:		1,101.19

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
10 - GENERAL FUND	1,101.19	1,101.19
Grand Total:	1,101.19	1,101.19

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
10-20510	Union Dues	1,101.19	1,101.19
Grand Total:		1,101.19	1,101.19

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	1,101.19	1,101.19
Grand Total:	1,101.19	1,101.19

**Expense Approval Report**

By Purchased From Vendor

Post Dates 5/16/2023 - 5/16/2023

Vendor Name	Purchased From Vendor	Post Date	Description (Item)	Account Number	Amount
Purchased From Vendor: A2 CONSTRUCTION, LLC					
A2 CONSTRUCTION, LLC	A2 CONSTRUCTION, LLC	05/16/2023	PUBLIC SAFETY RENOVATION	21-086-000-54000	2,300.00
Purchased From Vendor A2 CONSTRUCTION, LLC Total:					2,300.00
Purchased From Vendor: ACE IMAGEWEAR					
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS/ PUBLIC WORKS	10-337-101-41500	37.88
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	DUST MOP, WET MOP & MAT	10-337-104-41500	18.34
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS/ PUBLIC WORKS	10-337-101-41500	37.88
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	DUST MOP, WET MOP & MAT	10-337-104-41500	18.34
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / CITY HALL	10-337-102-41500	30.57
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS/ PUBLIC WORKS	10-337-101-41500	37.88
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	DUST MOP, WET MOP & MAT	10-337-104-41500	18.34
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / CITY HALL	10-337-102-41500	30.57
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS/ PUBLIC WORKS	10-337-101-41500	37.88
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / PUBLIC SAFETY	10-337-103-41500	23.61
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	DUST MOP, WET MOP & MAT	10-337-104-41500	18.34
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / CITY HALL	10-337-102-41500	30.57
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS/ PUBLIC WORKS	10-337-101-41500	37.88
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / PUBLIC SAFETY	10-337-103-41500	36.79
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	DUST MOP, WET MOP & MAT	10-337-104-41500	18.34
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / CITY HALL	10-337-102-41500	30.57
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS/ PUBLIC WORKS	10-337-101-41500	42.38
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / PUBLIC SAFETY	10-337-103-41500	36.79
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	DUST MOP, WET MOP & MAT	10-337-104-41500	18.34
ACE IMAGEWEAR	ACE IMAGEWEAR	05/16/2023	ENTRY MATS / CITY HALL	10-337-102-41500	30.57
Purchased From Vendor ACE IMAGEWEAR Total:					591.86
Purchased From Vendor: ALL COPY PRODUCTS, INC					
ALL COPY PRODUCTS, INC	ALL COPY PRODUCTS, INC	05/16/2023	COPIER OVERAGE/ CH FILER O	10-112-000-32300	9.64
Purchased From Vendor ALL COPY PRODUCTS, INC Total:					9.64
Purchased From Vendor: APPARATUS SERVICES, LLC					
APPARATUS SERVICES, LLC	APPARATUS SERVICES, LLC	05/16/2023	MOUNT CAMERA	10-226-000-41000	87.75
APPARATUS SERVICES, LLC	APPARATUS SERVICES, LLC	05/16/2023	REAR DOOR REPAIR	10-226-000-41000	200.60
APPARATUS SERVICES, LLC	APPARATUS SERVICES, LLC	05/16/2023	MOVE EMERGENCY LIGHTS/C	10-226-000-41000	186.07
APPARATUS SERVICES, LLC	APPARATUS SERVICES, LLC	05/16/2023	THROTTLE REPLACEMENT	10-226-000-41000	394.00
Purchased From Vendor APPARATUS SERVICES, LLC Total:					868.42
Purchased From Vendor: BLACK & MCDONALD					
BLACK & MCDONALD	BLACK & MCDONALD	05/16/2023	RENNER BRENNER CAMER PO	21-025-000-53000	960.00
Purchased From Vendor BLACK & MCDONALD Total:					960.00
Purchased From Vendor: BOHL, TIFFANY N					
BOHL, TIFFANY N	BOHL, TIFFANY N	05/16/2023	SHELTER DEPOSIT	10-20010	75.00
Purchased From Vendor BOHL, TIFFANY N Total:					75.00
Purchased From Vendor: BRANDT, JENNY					
BRANDT, JENNY	BRANDT, JENNY	05/16/2023	SHELTER DEPOSIT	10-20010	75.00
Purchased From Vendor BRANDT, JENNY Total:					75.00
Purchased From Vendor: C R GR8, LLC					
C R GR8, LLC	C R GR8, LLC	05/16/2023	TAYLOR CANAL CLEANUP	21-020-000-53000	4,819.00
Purchased From Vendor C R GR8, LLC Total:					4,819.00
Purchased From Vendor: CUNNINGHAM, VOGEL & ROST, P.C.					
CUNNINGHAM, VOGEL & ROS	CUNNINGHAM, VOGEL & ROS	05/16/2023	TELECOMMUNICATION TAX A	10-112-000-20300	128.77
CUNNINGHAM, VOGEL & ROS	CUNNINGHAM, VOGEL & ROS	05/16/2023	TELECOMMUNICATION TAX A	10-112-000-20300	98.10
Purchased From Vendor CUNNINGHAM, VOGEL & ROST, P.C. Total:					226.87

Expense Approval Report

Post Dates: 5/16/2023 - 5/16/2023

Vendor Name	Purchased From Vendor	Post Date	Description (Item)	Account Number	Amount
Purchased From Vendor: DONDLINGER & SONS CONSTRUCTION CO., INC					
DONDLINGER & SONS CONST	DONDLINGER & SONS CONST	05/16/2023	LINE CREEK TRAIL CONNECTO	21-081-000-53000	123,833.21
Purchased From Vendor DONDLINGER & SONS CONSTRUCTION CO., INC Total:					123,833.21
Purchased From Vendor: DUGE, LIZ					
DUGE, LIZ	DUGE, LIZ	05/16/2023	SHELTER DEPOSIT	10-20010	30.00
Purchased From Vendor DUGE, LIZ Total:					30.00
Purchased From Vendor: EATON CHEMICAL					
EATON CHEMICAL	EATON CHEMICAL	05/16/2023	OIL DRI ASORBS IT	10-226-000-53720	745.20
Purchased From Vendor EATON CHEMICAL Total:					745.20
Purchased From Vendor: EMBASSY LANDSCAPE GROUP, INC					
EMBASSY LANDSCAPE GROUP,	EMBASSY LANDSCAPE GROUP,	05/16/2023	GROUNDS MAINTENANCE - A	10-331-000-41800	781.88
EMBASSY LANDSCAPE GROUP,	EMBASSY LANDSCAPE GROUP,	05/16/2023	GROUNDS MAINTENANCE - A	10-331-000-41800	215.25
EMBASSY LANDSCAPE GROUP,	EMBASSY LANDSCAPE GROUP,	05/16/2023	WELCOME CNTR/ GROUNDS	10-331-000-41800	375.75
EMBASSY LANDSCAPE GROUP,	EMBASSY LANDSCAPE GROUP,	05/16/2023	WELCOME CNTR/ GROUNDS	10-331-000-41800	109.63
EMBASSY LANDSCAPE GROUP,	EMBASSY LANDSCAPE GROUP,	05/16/2023	SPLASH PARK/ GROUNDS MAI	10-331-000-41800	333.88
EMBASSY LANDSCAPE GROUP,	EMBASSY LANDSCAPE GROUP,	05/16/2023	WATERFALL/ GROUNDS MAIN	10-336-112-42100	194.50
EMBASSY LANDSCAPE GROUP,	EMBASSY LANDSCAPE GROUP,	05/16/2023	EH YOUNG/ GROUNDS MAINT	10-331-000-41800	351.38
Purchased From Vendor EMBASSY LANDSCAPE GROUP, INC Total:					2,362.27
Purchased From Vendor: ENSZ & JESTER, P.C.					
ENSZ & JESTER, P.C.	ENSZ & JESTER, P.C.	05/16/2023	LEGAL FEES	10-224-000-20300	80.00
Purchased From Vendor ENSZ & JESTER, P.C. Total:					80.00
Purchased From Vendor: EVERGY					
EVERGY	EVERGY	05/16/2023	TEMP ELECTRIC CONSTRUCTI	10-337-103-25000	79.02
Purchased From Vendor EVERGY Total:					79.02
Purchased From Vendor: HACHEY, BARBARA					
HACHEY, BARBARA	HACHEY, BARBARA	05/16/2023	SHELTER DEPOSIT	10-20010	75.00
Purchased From Vendor HACHEY, BARBARA Total:					75.00
Purchased From Vendor: HOUSTON EXCAVATING					
HOUSTON EXCAVATING	HOUSTON EXCAVATING	05/16/2023	RINKER EAST	21-020-000-54000	4,800.00
HOUSTON EXCAVATING	HOUSTON EXCAVATING	05/16/2023	RINKER EAST	21-020-000-54000	4,560.00
HOUSTON EXCAVATING	HOUSTON EXCAVATING	05/16/2023	RINKER EAST	21-020-000-54000	4,800.00
Purchased From Vendor HOUSTON EXCAVATING Total:					14,160.00
Purchased From Vendor: JACKSON LEWIS P.C.					
JACKSON LEWIS P.C.	JACKSON LEWIS P.C.	05/16/2023	LABOR RELATIONS ADVICE &	10-224-000-20300	2,508.00
JACKSON LEWIS P.C.	JACKSON LEWIS P.C.	05/16/2023	LABOR RELATIONS ADVICE &	10-226-000-20300	132.00
JACKSON LEWIS P.C.	JACKSON LEWIS P.C.	05/16/2023	LABOR RELATIONS ADVICE AN	10-224-000-20300	6,248.00
Purchased From Vendor JACKSON LEWIS P.C. Total:					8,888.00
Purchased From Vendor: JACKSON, DICARLO					
JACKSON, DICARLO	JACKSON, DICARLO	05/16/2023	SHELTER DEPOSIT	10-20010	150.00
Purchased From Vendor JACKSON, DICARLO Total:					150.00
Purchased From Vendor: JOHNSON'S CONSTRUCTION LLC					
JOHNSON'S CONSTRUCTION L	JOHNSON'S CONSTRUCTION L	05/16/2023	EH YOUNG BELL TOWER PAIN	21-025-000-53000	5,040.00
Purchased From Vendor JOHNSON'S CONSTRUCTION LLC Total:					5,040.00
Purchased From Vendor: LEIBRANDS RIVERSIDE AUTO					
LEIBRANDS RIVERSIDE AUTO	LEIBRANDS RIVERSIDE AUTO	05/16/2023	VEHICLE # MAINT/ #92	10-221-000-41000	91.90
LEIBRANDS RIVERSIDE AUTO	LEIBRANDS RIVERSIDE AUTO	05/16/2023	VEHICLE # MAINT/ CAR 90	10-221-000-41000	70.00
LEIBRANDS RIVERSIDE AUTO	LEIBRANDS RIVERSIDE AUTO	05/16/2023	VEHICLE # MAINT/ CAR 90	10-221-000-41000	85.00
LEIBRANDS RIVERSIDE AUTO	LEIBRANDS RIVERSIDE AUTO	05/16/2023	VEHICLE #? MAINT/ ?	10-332-000-54100	55.19
LEIBRANDS RIVERSIDE AUTO	LEIBRANDS RIVERSIDE AUTO	05/16/2023	VEHICLE # MAINT/ RPS #110	10-221-000-41000	15.95
LEIBRANDS RIVERSIDE AUTO	LEIBRANDS RIVERSIDE AUTO	05/16/2023	VEHICLE # MAINT/ ENGINEERI	10-332-000-41000	205.47
LEIBRANDS RIVERSIDE AUTO	LEIBRANDS RIVERSIDE AUTO	05/16/2023	VEHICLE # MAINT/ 2015 CHEV	10-819-000-41000	85.95
Purchased From Vendor LEIBRANDS RIVERSIDE AUTO Total:					609.46
Purchased From Vendor: LOGO U UP, LLC					
LOGO U UP, LLC	LOGO U UP, LLC	05/16/2023	UNIFORM LOGOS	10-223-000-56000	64.00
Purchased From Vendor LOGO U UP, LLC Total:					64.00

Expense Approval Report

Post Dates: 5/16/2023 - 5/16/2023

Vendor Name	Purchased From Vendor	Post Date	Description (Item)	Account Number	Amount
Purchased From Vendor: MCCLURE ENGINEERING					
MCCLURE ENGINEERING	MCCLURE ENGINEERING	05/16/2023	VIVION RD TRAIL EAST/ PRELI	21-072-000-50000	28,607.50
MCCLURE ENGINEERING	MCCLURE ENGINEERING	05/16/2023	FLOOD BENCHING AT GATEW	10-332-000-20700	390.00
MCCLURE ENGINEERING	MCCLURE ENGINEERING	05/16/2023	LINE CREEK TRAIL CONNECTO	21-081-000-50000	1,261.25
Purchased From Vendor MCCLURE ENGINEERING Total:					30,258.75
Purchased From Vendor: MISSOURI NETWORK ALLIANCE					
MISSOURI NETWORK ALLIANC	MISSOURI NETWORK ALLIANC	05/16/2023	INTERNET FEBRUARY - APRIL	10-112-000-40500	6,433.44
Purchased From Vendor MISSOURI NETWORK ALLIANCE Total:					6,433.44
Purchased From Vendor: MISSOURI ONE CALL SYSTEM, INC					
MISSOURI ONE CALL SYSTEM,	MISSOURI ONE CALL SYSTEM,	05/16/2023	LOCATE FEES (110) / APRIL 20	10-331-000-21306	178.20
Purchased From Vendor MISSOURI ONE CALL SYSTEM, INC Total:					178.20
Purchased From Vendor: MOTOROLA SOLUTIONS, INC					
MOTOROLA SOLUTIONS, INC	MOTOROLA SOLUTIONS, INC	05/16/2023	VIDEO MANAGER CLOUD SOF	10-221-000-40002	12,592.00
MOTOROLA SOLUTIONS, INC	MOTOROLA SOLUTIONS, INC	05/16/2023	EVIDENCE LIBRARY STORAGE	10-221-000-40002	441.60
Purchased From Vendor MOTOROLA SOLUTIONS, INC Total:					13,033.60
Purchased From Vendor: MYER, DANIEL					
MYER, DANIEL	MYER, DANIEL	05/16/2023	GENESIS HEALTH MEMBERSHI	10-115-000-21301	41.30
Purchased From Vendor MYER, DANIEL Total:					41.30
Purchased From Vendor: NAVRATIL, FRANKIE J					
NAVRATIL, FRANKIE J	NAVRATIL, FRANKIE J	05/16/2023	MUNICIPAL CONTRACT INDIG	10-216-000-21301	600.00
Purchased From Vendor NAVRATIL, FRANKIE J Total:					600.00
Purchased From Vendor: OFFICE DEPOT, INC					
OFFICE DEPOT, INC	OFFICE DEPOT, INC	05/16/2023	211259392001	10-112-000-50500	612.56
OFFICE DEPOT, INC	OFFICE DEPOT, INC	05/16/2023	211259392001	10-216-000-50500	74.75
Purchased From Vendor OFFICE DEPOT, INC Total:					687.31
Purchased From Vendor: PATEK & ASSOCIATES LLC					
PATEK & ASSOCIATES LLC	PATEK & ASSOCIATES LLC	05/16/2023	CONSULTING SERVICES - MAY	10-112-000-21300	3,500.00
Purchased From Vendor PATEK & ASSOCIATES LLC Total:					3,500.00
Purchased From Vendor: RATLIFF, KILEY					
RATLIFF, KILEY	RATLIFF, KILEY	05/16/2023	SHELTER DEPOSIT	10-20010	50.00
Purchased From Vendor RATLIFF, KILEY Total:					50.00
Purchased From Vendor: RIVERSIDE HORIZONS LLC					
RIVERSIDE HORIZONS LLC	RIVERSIDE HORIZONS LLC	05/16/2023	2023 PILOT PAYMENT REIMBU	40-111-000-79600	549,642.83
Purchased From Vendor RIVERSIDE HORIZONS LLC Total:					549,642.83
Purchased From Vendor: RIVERSIDE, CITY OF					
RIVERSIDE, CITY OF	RIVERSIDE, CITY OF	05/16/2023	PETTY CASH	10-10010	18.00
Purchased From Vendor RIVERSIDE, CITY OF Total:					18.00
Purchased From Vendor: RNC SERVICES, INC					
RNC SERVICES, INC	RNC SERVICES, INC	05/16/2023	2023 NEWSLETTER MAILINGS	10-112-000-32001	64.36
RNC SERVICES, INC	RNC SERVICES, INC	05/16/2023	2023NEWSLETTER POSTAGE	10-112-000-51500	884.95
Purchased From Vendor RNC SERVICES, INC Total:					949.31
Purchased From Vendor: SMITH, DANIEL					
SMITH, DANIEL	SMITH, DANIEL	05/16/2023	BAND/SENIOR DANCE ON 05/	10-341-100-44522	500.00
Purchased From Vendor SMITH, DANIEL Total:					500.00
Purchased From Vendor: TERPENING, CARI					
TERPENING, CARI	TERPENING, CARI	05/16/2023	TRAVEL REIMBURSEMENT	10-223-000-36000	208.15
Purchased From Vendor TERPENING, CARI Total:					208.15
Purchased From Vendor: TERRY SNELLING CONSTRUCTION, INC					
TERRY SNELLING CONSTRUCTI	TERRY SNELLING CONSTRUCTI	05/16/2023	STREET MAINTENANCE - CON	21-025-000-53000	71,260.96
Purchased From Vendor TERRY SNELLING CONSTRUCTION, INC Total:					71,260.96
Purchased From Vendor: TOWN & COUNTRY BUILDING SERVICES					
TOWN & COUNTRY BUILDING	TOWN & COUNTRY BUILDING	05/16/2023	JANITORIAL SERVICE COMM C	10-337-104-44203	-3,600.00
TOWN & COUNTRY BUILDING	TOWN & COUNTRY BUILDING	05/16/2023	JANITORIAL SERVICE COMM C	10-337-104-44203	1,435.00
TOWN & COUNTRY BUILDING	TOWN & COUNTRY BUILDING	05/16/2023	JANITORIAL SERVICE CITY HAL	10-337-102-44200	1,430.00
TOWN & COUNTRY BUILDING	TOWN & COUNTRY BUILDING	05/16/2023	JANITORIAL SERVICE PUBLIC	10-337-102-44200	260.00

Expense Approval Report

Post Dates: 5/16/2023 - 5/16/2023

Vendor Name	Purchased From Vendor	Post Date
TOWN & COUNTRY BUILDING	TOWN & COUNTRY BUILDING	05/16/2023

Purchased From Vendor: WATERS EDGE AQUATIC DESIGN, LLC

WATERS EDGE AQUATIC DESI	WATERS EDGE AQUATIC DESI	05/16/2023
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Purchased From Vendor: WELCOME HOUSE

WELCOME HOUSE	WELCOME HOUSE	05/16/2023
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Purchased From Vendor: WESTERN DIVISION MOCCFOA

WESTERN DIVISION MOCCFO	WESTERN DIVISION MOCCFO	05/16/2023
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Purchased From Vendor: WEX BANK

WEX BANK	WEX BANK	05/16/2023
WEX BANK	WEX BANK	05/16/2023
WEX BANK	WEX BANK	05/16/2023
WEX BANK	WEX BANK	05/16/2023
WEX BANK	WEX BANK	05/16/2023
WEX BANK	WEX BANK	05/16/2023

Purchased From Vendor: WILLIAMS & CAMPO, P.C.

WILLIAMS & CAMPO, P.C.	WILLIAMS & CAMPO, P.C.	05/16/2023
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Purchased From Vendor: YMCA OF GREATER KANSAS CITY

YMCA OF GREATER KANSAS CI	YMCA OF GREATER KANSAS CI	05/16/2023
YMCA OF GREATER KANSAS CI	YMCA OF GREATER KANSAS CI	05/16/2023
YMCA OF GREATER KANSAS CI	YMCA OF GREATER KANSAS CI	05/16/2023

Description (Item)	Account Number	Amount
JANITORIAL SERVICE PUBLIC S	10-337-103-44200	3,000.00
Purchased From Vendor TOWN & COUNTRY BUILDING SERVICES Total:		2,525.00

POOL IMPROVEMENTS	21-087-000-50000	29,730.00
Purchased From Vendor WATERS EDGE AQUATIC DESIGN, LLC Total:		29,730.00

SHELTER DEPOSIT	10-20010	100.00
Purchased From Vendor WELCOME HOUSE Total:		100.00

2023 MEMBERSHIP/ KINCAID	10-112-000-34500	20.00
Purchased From Vendor WESTERN DIVISION MOCCFOA Total:		20.00

FUEL PURCHASED - ADMINIST	10-112-000-54100	126.09
FUEL PURCHASED - POLICE	10-224-000-54100	5,038.68
FUEL PURCHASED - FIRE DEPT	10-226-000-54100	1,594.75
FUEL PURCHASED - PUBLIC W	10-331-000-54100	1,465.50
FUEL PURCHASED - ENGINEER	10-332-000-54100	106.22
FUEL PURCHASED - COMMUN	10-819-000-54000	375.63
Purchased From Vendor WEX BANK Total:		8,706.87

LEGAL SERVICES/ APRIL 2023	10-112-000-20300	6,206.00
Purchased From Vendor WILLIAMS & CAMPO, P.C. Total:		6,206.00

REIMB CITY'S SHARE/ EMPLO	10-115-000-21301	409.50
REIMB CITY'S SHARE / RESIDE	10-341-000-22800	22,761.75
SUPPORT FEE	10-341-000-22801	3,313.33
Purchased From Vendor YMCA OF GREATER KANSAS CITY Total:		26,484.58

Grand Total:	917,176.25
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Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
10 - GENERAL FUND	85,561.50	0.00
21 - CAPITAL IMPROVEMENTS FUND	281,971.92	0.00
40 - TIF/LEVEE/RESERVE FUND	549,642.83	0.00
Grand Total:	917,176.25	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
10-10010	Administrative Petty Cas	18.00	0.00
10-112-000-20300	Other Legal Fees	6,432.87	0.00
10-112-000-21300	Other Professional Fees	3,500.00	0.00
10-112-000-32001	Publications	64.36	0.00
10-112-000-32300	Copy Machine Maintena	9.64	0.00
10-112-000-34500	Professional Dues	20.00	0.00
10-112-000-40500	IT Contract Services	6,433.44	0.00
10-112-000-50500	Office Supplies	612.56	0.00
10-112-000-51500	Postage	884.95	0.00
10-112-000-54100	Vehicle Fuel	126.09	0.00
10-115-000-21301	Healthy Employee	450.80	0.00
10-20010	Security Deposits	555.00	0.00
10-216-000-21301	Indigent Legal Services	600.00	0.00
10-216-000-50500	Office Supplies	74.75	0.00
10-221-000-40002	Software Maintenance	13,033.60	0.00
10-221-000-41000	Vehicle Maintenance	262.85	0.00
10-223-000-36000	Travel Expenses	208.15	0.00
10-223-000-56000	Uniforms	64.00	0.00
10-224-000-20300	Police Legal Fees	8,836.00	0.00
10-224-000-54100	Vehicle Fuel	5,038.68	0.00
10-226-000-20300	Legal Fees	132.00	0.00
10-226-000-41000	Vehicle Maintenance	868.42	0.00
10-226-000-53720	Fire Services Supplies	745.20	0.00
10-226-000-54100	Vehicle Fuel	1,594.75	0.00
10-331-000-21306	One Call	178.20	0.00
10-331-000-41800	Grounds Maintenance	2,167.77	0.00
10-331-000-54100	Vehicle Fuel	1,465.50	0.00
10-332-000-20700	Engineering Fees	390.00	0.00
10-332-000-41000	Vehicle Maintenance	205.47	0.00
10-332-000-54100	Vehicle Fuel	161.41	0.00
10-336-112-42100	Maint - Fountains	194.50	0.00
10-337-101-41500	Building Maint. - Public	231.78	0.00
10-337-102-41500	Building Maint. - City Hal	152.85	0.00
10-337-102-44200	Custodial - City Hall	1,690.00	0.00
10-337-103-25000	Electricity - Public Safety	79.02	0.00
10-337-103-41500	Building Maint. - Public S	97.19	0.00
10-337-103-44200	Custodial - Public Safety	3,000.00	0.00
10-337-104-41500	Building Maint. - Comm.	110.04	0.00
10-337-104-44203	Custodial - Community C	-2,165.00	0.00
10-341-000-22800	Com. Center Member	22,761.75	0.00
10-341-000-22801	Support Fee	3,313.33	0.00
10-341-100-44522	Recreational Programs	500.00	0.00
10-819-000-41000	Vehicle Maintenance	85.95	0.00
10-819-000-54000	Vehicle Fuel	375.63	0.00
21-020-000-53000	Horizons Infrastructure	4,819.00	0.00
21-020-000-54000	Other - Dirt	14,160.00	0.00
21-025-000-53000	Construction - Infrastruc	77,260.96	0.00
21-072-000-50000	Design - Vivion Road Trai	28,607.50	0.00
21-081-000-50000	Design - Line Creek Trl -	1,261.25	0.00
21-081-000-53000	Const - Line Creek Trl - R	123,833.21	0.00

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
21-086-000-54000	Safety Reno FF&E / Misc	2,300.00	0.00
21-087-000-50000	Pool Design	29,730.00	0.00
40-111-000-79600	Payment to Developer	549,642.83	0.00
	Grand Total:	917,176.25	0.00

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	637,504.33	0.00
02580	77,260.96	0.00
07210	28,607.50	0.00
08110	1,261.25	0.00
08180	123,833.21	0.00
08710	29,730.00	0.00
2102000053000	4,819.00	0.00
21780	14,160.00	0.00
	Grand Total:	917,176.25



RIVERSIDE\COMPADMIN

Bank Transaction Report

Transaction Detail

Issued Date Range: 04/14/2023 - 05/12/2023

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 99-10005 - Pooled Cash - USB							
04/21/2023		DFT0007448	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-42.66
04/21/2023		DFT0007449	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-480.00
04/21/2023		DFT0007450	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-564.34
04/21/2023		DFT0007451	NUESYNERGY, INC	Accounts Payable	Outstanding	Bank Draft	-3,235.81
04/21/2023		DFT0007452	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-104.19
04/21/2023		DFT0007453	MINNESOTA CHILD SUPPORT PAYMENT CENTER	Accounts Payable	Outstanding	Bank Draft	-333.17
04/21/2023		DFT0007454	FAMILY SUPPORT PAYMENT CENTER	Accounts Payable	Outstanding	Bank Draft	-278.32
04/21/2023		DFT0007525	MISSOURI DEPARTMENT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-7,719.00
04/21/2023		DFT0007526	KCMO CITY TREASURER	Accounts Payable	Outstanding	Bank Draft	-911.03
04/21/2023		DFT0007527	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-26,602.38
04/21/2023		DFT0007528	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-6,221.50
04/21/2023		DFT0007529	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-21,371.61
05/05/2023		DFT0007530	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-42.66
05/05/2023		DFT0007531	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-480.00
05/05/2023		DFT0007532	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-561.65
05/05/2023		DFT0007533	NUESYNERGY, INC	Accounts Payable	Outstanding	Bank Draft	-3,176.22
05/05/2023		DFT0007534	NUESYNERGY, INC	Accounts Payable	Outstanding	Bank Draft	-738.50
05/05/2023		DFT0007535	ICMA-RC VANTAGEPOINT	Accounts Payable	Outstanding	Bank Draft	-120.11
05/05/2023		DFT0007536	KANSAS PAYMENT CENTER	Accounts Payable	Outstanding	Bank Draft	-507.69
05/05/2023		DFT0007537	MINNESOTA CHILD SUPPORT PAYMENT CENTER	Accounts Payable	Outstanding	Bank Draft	-333.17
05/05/2023		DFT0007538	FAMILY SUPPORT PAYMENT CENTER	Accounts Payable	Outstanding	Bank Draft	-278.32
05/05/2023		DFT0007610	MISSOURI DEPARTMENT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-7,768.00
05/05/2023		DFT0007611	KCMO CITY TREASURER	Accounts Payable	Outstanding	Bank Draft	-850.73
05/05/2023		DFT0007612	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-27,007.66
05/05/2023		DFT0007613	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-6,316.30
05/05/2023		DFT0007614	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-21,767.15
05/05/2023		DFT0007615	MISSOURI DEPARTMENT OF REVENUE	Accounts Payable	Outstanding	Bank Draft	-130.00
05/05/2023		DFT0007616	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-300.46
05/05/2023		DFT0007617	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-70.26
05/05/2023		DFT0007618	DEPARTMENT OF THE TREASURY	Accounts Payable	Outstanding	Bank Draft	-583.08
05/12/2023		DFT0007374	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-506.89
05/12/2023		DFT0007375	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-485.52
05/12/2023		DFT0007376	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-678.89
05/12/2023		DFT0007377	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-482.25
05/12/2023		DFT0007378	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-500.47
05/12/2023		DFT0007379	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-688.21

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/12/2023		DFT0007380	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-449.22
05/12/2023		DFT0007381	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-423.36
05/12/2023		DFT0007382	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-408.95
05/12/2023		DFT0007383	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-403.04
05/12/2023		DFT0007384	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-491.30
05/12/2023		DFT0007385	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-273.35
05/12/2023		DFT0007386	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-448.92
05/12/2023		DFT0007387	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-333.36
05/12/2023		DFT0007388	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-277.27
05/12/2023		DFT0007389	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-378.90
05/12/2023		DFT0007390	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-464.37
05/12/2023		DFT0007391	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-408.45
05/12/2023		DFT0007392	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-431.55
05/12/2023		DFT0007393	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-342.49
05/12/2023		DFT0007394	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-771.83
05/12/2023		DFT0007395	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-678.38
05/12/2023		DFT0007396	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-333.66
05/12/2023		DFT0007397	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-685.97
05/12/2023		DFT0007398	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-487.71
05/12/2023		DFT0007399	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-255.18
05/12/2023		DFT0007400	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-361.74
05/12/2023		DFT0007401	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-332.73
05/12/2023		DFT0007402	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-249.85
05/12/2023		DFT0007403	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-381.62
05/12/2023		DFT0007404	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-264.35
05/12/2023		DFT0007405	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-509.44
05/12/2023		DFT0007406	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-252.38
05/12/2023		DFT0007407	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-853.17
05/12/2023		DFT0007408	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-618.25
05/12/2023		DFT0007409	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-468.58
05/12/2023		DFT0007410	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-255.14
05/12/2023		DFT0007411	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-607.36
05/12/2023		DFT0007412	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-235.74
05/12/2023		DFT0007413	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-235.74
05/12/2023		DFT0007414	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-688.35
05/12/2023		DFT0007415	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-351.97
05/12/2023		DFT0007416	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-257.21
05/12/2023		DFT0007417	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-265.81
05/12/2023		DFT0007418	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-311.36
05/12/2023		DFT0007419	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-370.73
05/12/2023		DFT0007420	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-1,138.41
05/12/2023		DFT0007421	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-1,006.01
05/12/2023		DFT0007422	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-1,028.32

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/12/2023		DFT0007423	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-693.58
05/12/2023		DFT0007424	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-769.79
05/12/2023		DFT0007425	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-700.31
05/12/2023		DFT0007426	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-698.57
05/12/2023		DFT0007427	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-916.21
05/12/2023		DFT0007428	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-616.20
05/12/2023		DFT0007429	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-677.12
05/12/2023		DFT0007430	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-622.73
05/12/2023		DFT0007431	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-1,026.75
05/12/2023		DFT0007432	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-611.36
05/12/2023		DFT0007433	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-620.55
05/12/2023		DFT0007434	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-555.65
05/12/2023		DFT0007435	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-678.16
05/12/2023		DFT0007436	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-549.24
05/12/2023		DFT0007437	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-684.82
05/12/2023		DFT0007438	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-553.72
05/12/2023		DFT0007439	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-481.50
05/12/2023		DFT0007440	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-685.66
05/12/2023		DFT0007441	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-541.35
05/12/2023		DFT0007442	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-610.56
05/12/2023		DFT0007455	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-503.14
05/12/2023		DFT0007456	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-582.63
05/12/2023		DFT0007457	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-671.39
05/12/2023		DFT0007458	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-412.57
05/12/2023		DFT0007459	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-500.47
05/12/2023		DFT0007460	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-522.25
05/12/2023		DFT0007461	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-437.01
05/12/2023		DFT0007462	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-473.91
05/12/2023		DFT0007463	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-381.42
05/12/2023		DFT0007464	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-297.58
05/12/2023		DFT0007465	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-390.72
05/12/2023		DFT0007466	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-414.39
05/12/2023		DFT0007467	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-356.54
05/12/2023		DFT0007468	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-514.22
05/12/2023		DFT0007469	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-320.30
05/12/2023		DFT0007470	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-325.71
05/12/2023		DFT0007471	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-277.27
05/12/2023		DFT0007472	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-378.90
05/12/2023		DFT0007473	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-456.72
05/12/2023		DFT0007474	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-396.97
05/12/2023		DFT0007475	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-423.90
05/12/2023		DFT0007476	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-342.49
05/12/2023		DFT0007477	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-760.35

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/12/2023		DFT0007478	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-678.38
05/12/2023		DFT0007479	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-333.66
05/12/2023		DFT0007480	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-678.32
05/12/2023		DFT0007481	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-483.89
05/12/2023		DFT0007482	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-255.18
05/12/2023		DFT0007483	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-381.65
05/12/2023		DFT0007484	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-314.83
05/12/2023		DFT0007485	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-246.02
05/12/2023		DFT0007486	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-377.79
05/12/2023		DFT0007487	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-256.70
05/12/2023		DFT0007488	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-497.97
05/12/2023		DFT0007489	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-252.38
05/12/2023		DFT0007490	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-841.69
05/12/2023		DFT0007491	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-606.78
05/12/2023		DFT0007492	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-464.76
05/12/2023		DFT0007493	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-255.14
05/12/2023		DFT0007494	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-607.36
05/12/2023		DFT0007495	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-235.74
05/12/2023		DFT0007496	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-235.74
05/12/2023		DFT0007497	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-676.88
05/12/2023		DFT0007498	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-291.06
05/12/2023		DFT0007499	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-282.59
05/12/2023		DFT0007500	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-369.92
05/12/2023		DFT0007501	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-280.90
05/12/2023		DFT0007502	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-1,126.71
05/12/2023		DFT0007503	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-994.31
05/12/2023		DFT0007504	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-1,010.77
05/12/2023		DFT0007505	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-681.88
05/12/2023		DFT0007506	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-694.35
05/12/2023		DFT0007507	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-786.93
05/12/2023		DFT0007508	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-748.17
05/12/2023		DFT0007509	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-784.78
05/12/2023		DFT0007510	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-616.20
05/12/2023		DFT0007511	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-618.28
05/12/2023		DFT0007512	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-616.88
05/12/2023		DFT0007513	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-679.00
05/12/2023		DFT0007514	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-611.36
05/12/2023		DFT0007515	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-571.36
05/12/2023		DFT0007516	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-734.63
05/12/2023		DFT0007517	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-613.38
05/12/2023		DFT0007518	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-822.54
05/12/2023		DFT0007519	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-702.60
05/12/2023		DFT0007520	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-553.72

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/12/2023		DFT0007521	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-481.50
05/12/2023		DFT0007522	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-616.32
05/12/2023		DFT0007523	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-529.65
05/12/2023		DFT0007524	MISSOURI LOCAL GOVERNMENT	Accounts Payable	Outstanding	Bank Draft	-585.33
Bank Account 99-10005 Total: (169)							-211,550.38
Report Total: (169)							-211,550.38

Summary

Bank Account			
99-10005 Pooled Cash - USB			
	Count	Amount	
	169	-211,550.38	
Report Total:	169	-211,550.38	
Cash Account			
99 99-10005 Pooled Cash - USB			
	Count	Amount	
	169	-211,550.38	
Report Total:	169	-211,550.38	
Transaction Type			
Bank Draft			
	Count	Amount	
	169	-211,550.38	
Report Total:	169	-211,550.38	

RESOLUTION NO. R-2023-053

A RESOLUTION SELECTING BERGANKDV, LTD FOR EXTERNAL AUDITING SERVICES AND AUTHORIZING THE EXECUTION OF AN ENGAGEMENT LETTER

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RIVERSIDE, MISSOURI AS FOLLOWS:

THAT in response to the request for proposals for audit services and comprehensive annual financial reporting, the Riverside Board of Aldermen accepts and selects the proposal of BerganKDV, Ltd; and

FURTHER THAT the Board approves the engagement letters, copies of which are attached hereto in their substantial forms and incorporated herein, to be in accordance with BerganKDV's proposal, a copy of which is attached hereto and incorporated herein, and further authorizes the Mayor to sign the engagement letters on behalf of the City; and

FURTHER THAT the Mayor, the City Administrator, the Finance Director and other appropriate City officials are hereby authorized to take any and all actions as may be deemed necessary or convenient to carry out and comply with the intent of this Resolution and to execute and deliver for and on behalf of the City all certificates, instruments, agreements, and other documents, as may be necessary or convenient to perform all matters herein authorized.

PASSED AND ADOPTED by the Board of Aldermen of the City of Riverside, Missouri, the ____ day of _____, 2023.

Mayor Kathleen L. Rose

ATTEST:

Robin Kincaid, City Clerk

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we are to provide.

AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures but will not be audited.

We may also be engaged to report on supplementary information other than RSI that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, the supplementary information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that information. We will read the other supplementary information and consider whether a material inconsistency exists between the other supplementary information and the financial statements, or the other supplementary information appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other supplementary information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards*, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the governmental entity and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, customers, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement.

We will identify significant risks of material misstatement as part of our audit planning. Audit planning and plan modifications continue throughout the course of the audit, as such, identified risks will include those identified and communicated to you previously, including during the prior year, modified for additional significant risks identified and prior risks no longer considered significant. These significant risks and modifications will be communicated to you throughout the audit process. A complete summary of significant risks identified will be included in our communications letter, required communications to those charged with governance.

Our audit of the financial statements does not relieve you of your responsibilities.

THIRD-PARTY SERVICE PROVIDERS

We may, from time to time and depending on the circumstances, use third-party service providers, some of whom may be in the cloud, in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature on this agreement, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing

and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OTHER SERVICES

We will also assist in preparing the financial statements and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms based on information provided by you. These non-attest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We may provide other non-attest services, as identified in the summary of engagement terms. These services may not be fully covered under this engagement agreement and may be billed separately under other agreements with you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements, that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

INDEPENDENCE

Professional and certain regulatory standards require us to be independent in the performance of our services in both fact and appearance. As such, we will not perform any management functions, make any management decisions, or perform any services or activities, without the appropriate safeguards, that would impair our independence.

You agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, financial statements, related notes, and any other non-attest services we provide. You will be required to acknowledge in the management representation letter the non-attest services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, and any other non-attest services we provide; you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

To ensure that our independence is not impaired under professional and regulatory standards, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. In addition, because we incur significant time and expense in hiring and training our personnel, if you hire any of our personnel who provided services to you in the preceding 12 months you agree to pay us a fee of 50% of that individual's annualized compensation.

REPORTING

We will issue a written report upon completion of our audit of the governmental entity's financial statements. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the governmental entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The attest engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

FEES AND INVOICING

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel, the assumption that all requested information will be provided timely and accurately, and we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, including unforeseen changes in operations or disruptions in providing our services. If significant additional time is necessary, our fees will be adjusted accordingly. Additional time incurred for assistance with implementation of new accounting or other regulatory standards will be billed separately and will be based in part upon the amount of time required at our standard billing rates, plus out-of-pocket expenses.

We commit staff and resources to your engagement at the time scheduled with you and your team. Failure to provide the required documentation and engagement support by the agreed upon due dates may result in an inconvenience fee of 25% of the base fee noted in the summary of engagement terms.

Our invoices for these services will be billed with up to a 50% advance retainer due when work commences, and the remaining amounts rendered as work progresses. All invoices are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the governmental entity or its officers subsequent to this engagement, which results in the subpoena of documents from our firm and/or requires additional assistance from us to provide information, depositions or testimony, the governmental entity hereby agrees to compensate our firm (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees we may incur.

You may request that we perform additional services not contemplated by this engagement agreement or summary of engagement terms. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement agreement and summary of engagement terms covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary of engagement terms.

ENGAGEMENT ADMINISTRATION AND OTHER

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of BerganKDV and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BerganKDV personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

During our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you understand that our firm does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

This engagement agreement and summary of engagement terms includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

Our role is strictly limited to the engagement described in this agreement and summary of engagement terms, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

MANAGEMENT WRITTEN REPRESENTATIONS

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

DISPUTE RESOLUTION

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24-month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24-month period, then the period of limitation shall be extended by 60 days, to allow the parties to conduct nonbinding mediation.

LIMITATION OF LIABILITY

You agree that it is appropriate to limit the liability of BerganKDV, its shareholders, directors, officers, employees and agents to the fullest extent permitted by applicable law.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees. Because of the importance of oral and written management representations to the effective performance of our services, you agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

PREVAILING TERMS

In the event of any conflicts or inconsistencies between the terms of this engagement agreement and summary of engagement terms, and any other contract or agreement, the terms and conditions of this agreement prevail.

SEVERABILITY

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

POWER AND AUTHORITY

Each of the parties hereto has all requisite power and authority to execute and deliver this engagement agreement and summary of engagement terms and to carry out and perform its respective obligations hereunder. This agreement constitutes the legal, valid and binding obligations of each party, enforceable against such party in accordance with its terms.

PEER REVIEW REPORT

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our peer review report can be downloaded from our website at www.BerganKDV.com or will be provided in alternate formats upon request.

**Proposed Schedule of Compensation
Audit Services
FY2023 - 2027
City of Riverside, Missouri**

All proposals submitted must include this Proposed Schedule of Compensation page.

Name of Firm: BerganKDV

Name of Contact Person: Nancy Schulzetenberg

Address: 220 Park Ave S, St. Cloud, MN 56301

Telephone Number: 320-251-7010

Email: nancy.schulzetenberg@bergankdv.com

Year	Maximum Audit Fees - includes compilation of Annual Comprehensive Financial Report (ACFR)	Maximum Single Audit Fees	Hourly Rates for Additional Audit Services
2023	\$29,900 plus \$4,000 ACFR Prep Fee	\$3,000 per single	\$165
2024	\$31,400 plus \$4,000 ACFR Prep Fee	audit major	\$165
2025	\$33,000 plus \$4,000 ACFR Prep Fee	program for all	\$165
2026	\$34,600 plus \$4,000 ACFR Prep Fee	years	\$165
2027	\$36,300 plus \$4,000 ACFR Prep Fee		\$165

I, the undersigned, have the authorization to contract for Firm, and I understand the terms, conditions, and scope of this Request for Proposal for Audit Services for the City of Riverside, including the preparation of the Annual Comprehensive Financial Report.

Nancy Schulzetenberg
Signature

Date

Nancy Schulzetenberg, Partner
Printed Name

Title

This agreement is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we are to provide.

AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements as identified in the summary of engagement terms, including the related notes to the financial statements, which collectively comprise the basic financial statements of the governmental entity. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the governmental entity's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the governmental entity's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The required RSI is identified in the summary of engagement terms and will be subjected to certain limited procedures but will not be audited.

We may also be engaged to report on supplementary information other than RSI, including the schedule of expenditures of federal awards, that accompanies the governmental entity's financial statements. If we opine on the supplementary information, accompanying the financial statements as identified in the summary of engagement terms, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole.

If we do not provide an opinion or any assurance on the supplementary information other than RSI as identified in the summary of engagement terms, the other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information. We will read the other supplementary information and consider whether a material inconsistency exists between the other supplementary information and the basic financial statements, or the other supplementary information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other supplementary information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the financial reporting framework identified in the summary of engagement terms and report on the fairness of the supplementary information for which we opine on as identified in the summary of engagement terms when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND SINGLE AUDIT

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We will identify significant risks of material misstatement as part of our audit planning. Audit planning and plan modifications continue throughout the course of the audit, as such, identified risks will include those identified and communicated to you previously, including during the prior year, modified for additional significant risks identified and prior risks no longer considered significant. These significant risks and modifications will be communicated to you throughout the audit process. A complete summary of significant risks identified will be included in our communications letter, required communications to those charged with governance.

Our audit of the financial statements does not relieve you of your responsibilities.

THIRD-PARTY SERVICE PROVIDERS

We may, from time to time and depending on the circumstances, use third-party service providers, some of whom may be in the cloud, in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely

secure system for electronic data transfer exists. As such, by your signature on this agreement, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the governmental entity's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the governmental entity's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the governmental entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

OTHER SERVICES

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the governmental entity in conformity with the financial reporting framework identified in the summary of engagement terms and the Uniform Guidance based on information provided by you. These non-attest services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We may provide other non-attest services, as identified in the summary of engagement terms. These services may not be fully covered under this engagement agreement and may be billed separately under other agreements with you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS AND SINGLE AUDIT

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the financial reporting framework identified in the summary of engagement terms and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review during our fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of

measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the financial reporting framework identified in the summary of engagement terms. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the financial reporting framework identified in the summary of engagement terms; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the financial reporting framework identified in the summary of engagement terms; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this agreement. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

INDEPENDENCE

Professional and certain regulatory standards require us to be independent in the performance of our services in both fact and appearance. As such, we will not perform any management functions, make any management decisions, or perform any services or activities, without the appropriate safeguards, that would impair our independence.

You agree to assume all management responsibilities for the non-attest services, as identified in the summary of engagement terms, financial statements, schedule of expenditures of federal awards, and related notes, and any other non-attest services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-attest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

To ensure that our independence is not impaired under professional and regulatory standards, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. In addition, because we incur significant time and expense in hiring and training our personnel, if you hire any of our personnel who provided services to you in the preceding 12 months you agree to pay us a fee of 50% of that individual's annualized compensation.

REPORTING

We will issue written reports upon completion of our Single Audit. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and

(2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the governmental entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The attest engagement partner, as identified in the summary of engagement terms, is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

FEES AND INVOICING

Our fees for these services are detailed in the summary of engagement terms. The fee estimate is based on anticipated cooperation from your personnel, the assumption that all requested information will be provided timely and accurately, and we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, including unforeseen changes in operations or federal awards, or disruptions in providing our services. If significant additional time is necessary, our fees will be adjusted accordingly. Additional time incurred for assistance with implementation of new accounting or other regulatory standards will be billed separately and will be based in part upon the amount of time required at our standard billing rates, plus out-of-pocket expenses.

We commit staff and resources to your engagement at the time scheduled with you and your team. Failure to provide the required documentation and engagement support by the agreed upon due dates may result in an inconvenience fee of 25% of the base fee noted in the summary of engagement terms.

Our invoices for these services will be billed with up to a 50% advance retainer due when work commences, and the remaining amounts rendered as work progresses. All invoices are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the governmental entity or its officers subsequent to this engagement, which results in the subpoena of documents from our firm and/or requires additional assistance from us to provide information, depositions or testimony, the governmental entity hereby agrees to compensate our firm (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees we may incur.

You may request that we perform additional services not contemplated by this engagement agreement or summary of engagement terms. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement agreement and summary of engagement terms covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement agreement and summary of engagement terms.

ENGAGEMENT ADMINISTRATION AND OTHER

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of BergankDV and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to oversight, regulatory, state agencies or their designees pursuant to authority given to them by law or regulation, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BergankDV personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the oversight, regulatory or state agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data will be so reflected. Accordingly, you understand that our firm does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

This engagement agreement and summary of engagement terms includes your authorization for us to supply you with electronically formatted financial statements or drafts of financial statements, financially sensitive information, spreadsheets, trial balances or other financial data from our files, upon your request.

If you intend to publish or otherwise reproduce the financial statements and make reference to our Firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Additionally, if you include our report or a reference to our Firm name in an electronic format, you agree to provide the complete electronic communication using or referring to our name to us for our review and approval prior to distribution.

Our role is strictly limited to the engagement described in this agreement and summary of engagement terms, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to you. Your entity will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans and for implementing any plans you may develop, including any that we may discuss with you.

MANAGEMENT WRITTEN REPRESENTATIONS

During the course of our engagement, we will request information and explanations from management regarding the entity's operations, internal controls, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

DISPUTE RESOLUTION

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to nonbinding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a nonbinding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least 60 days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within 24 months after the date of our report. This 24-month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least 60 days before the expiration of this 24-month period, then the period of limitation shall be extended by 60 days, to allow the parties to conduct nonbinding mediation.

LIMITATION OF LIABILITY

You agree that it is appropriate to limit the liability of BerganKDV, its shareholders, directors, officers, employees and agents to the fullest extent permitted by applicable law.

You further agree that you will not hold us liable for any claim, cost or damage, whether based on warranty, tort, contract or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive or exemplary damages, or for loss of profits or loss of goodwill, costs or attorney's fees. Because of the importance of oral and written management representations to the effective performance of our services, you agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement.

PREVAILING TERMS

In the event of any conflicts or inconsistencies between the terms of this engagement agreement and summary of engagement terms, and any other contract or agreement, the terms and conditions of this agreement prevail.

SEVERABILITY

If any portion of this engagement agreement and summary of engagement terms is held to be void, invalid, or otherwise unenforceable in whole or in part, for any reason whatsoever, such portion of this engagement agreement and summary of engagement terms shall be amended to the minimum extent required to make the provision enforceable and the remaining portions of the engagement agreement and summary of engagement terms shall remain in full force and effect.

POWER AND AUTHORITY

Each of the parties hereto has all requisite power and authority to execute and deliver this engagement agreement and summary of engagement terms and to carry out and perform its respective obligations hereunder. This agreement constitutes the legal, valid and binding obligations of each party, enforceable against such party in accordance with its terms.

PEER REVIEW REPORT

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of contract. Our peer review report can be downloaded from our website at www.BerganKDV.com or will be provided in alternate formats upon request.

CITY OF RIVERSIDE, MISSOURI

Project: Auditing Services

(Project No.)

Bid Date: Tuesday, May 2, 2023, 2:00 p.m.

Bid Opening Results

Bidder #	Firm Name	Total Bid Price	5-Year Total	Hourly Rate	Single Audit
1	RSM – KC, MO 64112	\$64,500 + 5% Admin fee	(\$349,600 + \$17,480)	\$150	Y
2	BerganKDV – Des Moines, IA	\$33,900 + No Admin Fee	(\$185,200)	\$165	Y
3	FORVIS – KC, MO 64106	\$61,500 + 5% Admin Fee	(\$336,225 + \$16,811)	\$220	N
4	Hood & Assoc. – KC, MO 64116	\$39,600 + No Admin Fee	(\$209,000)	\$180	Y
5					
6					
7					
8					
9					
10					
11					
12					
13					

Those attending opening : Finance Director Erika Benitez and City Clerk Robin Kincaid

THE CITY OF RIVERSIDE, MISSOURI

REQUEST FOR PROPOSAL FOR AUDIT SERVICES AND ANNUAL COMPREHENSIVE FINANCIAL REPORT

**Deadline for Proposals:
Tuesday, May 2, 2023, at 2:00pm**

**City of Riverside, Missouri
Finance Department
2950 NW Vivion Road
Riverside, Missouri 64150**

City of Riverside Missouri Request for Proposal

Audit Services & Annual Comprehensive Financial Report

I. INTRODUCTION

A. GENERAL STATEMENT

The City of Riverside (City) is requesting proposals from Professional Qualified Certified Public Accountant (CPA) Firms for audit services for the fiscal year ending June 30, 2023, with renewals for each of the four (4) subsequent fiscal years unless 180 days' notice is provided otherwise by the City. A copy of the City's June 30, 2022 Annual Comprehensive Financial Report (ACFR) may be accessed on the City's website at:

<https://www.riversidemo.gov/departments/finance/budget.php#outer-117>

B. BACKGROUND

The City of Riverside is a fourth-class municipality in Platte County, MO with a Board- Administrator form of government. The daily operations are under the direction of a professional City Administrator.

The City is organized with Departments for Administration, Finance, Fire, Police, and Public Works. The Finance Department consists of a Finance Director, a Senior Accountant, and an Administrative Assistant. The City's expenditure for the General Fund was \$11 million, and for all funds totaled \$24 million, for the fiscal year ending June 30, 2022. The City has Police and Fire departments. The City does not provide any utility services or have a property tax. The major revenue sources for the City are gaming lease / revenue from the Argosy Casino, sales and use taxes, and TIF revenue. The City's financial records and payroll records are maintained using Tyler Incode/ ERP Pro version 10.

The Annual Comprehensive Financial Report must be issued to allow the ability for distribution to required parties such as bond trustees, the Missouri State Auditor and for submission to the Government Finance Officers Association for the Certificate of Achievement in Financial Reporting.

The Finance Department requires approximately 60 days for closing of the City's financial records after the end of the fiscal year. Audit work will be mutually scheduled, and the City will provide adequate work area for audit staff. The City is open to entering into an agreement with remote / offsite audit firms and does not require field work to be done onsite. The Finance Department staff will be available for any records and/or data required to complete the audit Firm's report on an efficient and timely basis.

The City has received the Certificate of Achievement for Excellence in Financial

Reporting from the Government Finance Officers Association and intends to continue submitting the City's future Annual Comprehensive Financial Reports for this certification. The Finance department experienced a significant turnover in FY 2021-22, with the entire department turning over in March 2022. A new director was brought on in May 2022. Staff expects a smoother year end close with fewer audit findings, and is anticipating a separate engagement with an accounting consultant firm to assist.

In addition, the City has entered into an engagement with Debtbook to manage the implementation of GASB 96, and ongoing obligations with GASB 87.

The City's financial records and payroll records are maintained using Tyler Incode/ ERP Pro version 10.

II. SCOPE OF SERVICES

A. AUDIT OBJECTIVES

The selected Firm will be asked to perform an audit and express an opinion on the City's financial statements in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. Government Accountability Office's Government Auditing Standards, the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The City desires the auditor to express an opinion on the fair presentation of its governmental activities, its business-type activities, its discretely presented component unit, each of its major funds, and its aggregate remaining fund information in conformity with generally accepted accounting principles.

The City also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining an individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The audit shall include the following:

- Provide a list of documents and schedules required for the audit prior to audit work commencing.
- All tests and examinations are necessary for an informed opinion of the financial statements.
- Performance of a Single Audit, if necessary. The City has not previously met the threshold for a single audit. If a single audit is required, the selected Firm will be utilized. The City does not anticipate requiring a single audit in the current fiscal year.
- Completion of the audit with the final report issued by January 31.

B. ANNUAL COMPREHENSIVE FINANCIAL REPORTS

- Compilation of the financial statements and all related materials for the Annual Comprehensive Financial Reports compliant with the GFOA standards for the Certificate of Achievement award, including financial statements and footnotes
- In addition, the final ACFR report will be provided to the City in PDF, and all financial statements will be provided to the city in an excel format.
- This includes all typing, printing, and binding of final ACFR reports.
- The City will be responsible for preparing the Management Discussion and Analysis narrative portion of the Financial Section, but the auditing Firm will provide the numbers, charts, and graphs for the MD&A and will include the MD&A in the final report;'
- Completion of the audit and all reports in a timely manner to distribute the draft reports to the City by December 31, with the final reports being issued when the audit is complete, by January 31.

C. DELIVERABLES

The Firm will provide the following items:

- Up to 20 printed, bound Annual Comprehensive Financial Reports copies and an electronic copy. The City shall retain the right to make additional copies as it deems necessary and appropriate,
- Respond in writing to any GFOA exceptions noted on the previous year's Annual Comprehensive Financial Reports for the Certificate of Achievement for Excellence in Financial Reporting Program
- Presentation of the Audited Financial Report by the Firm to the Mayor and Board at a public meeting. This meeting is the only meeting the City requires the audit firm to be on site for. All other meetings may be conducted remotely via zoom / teams / etc., if is the preference of the firm.
- A separate Management Letter to the Mayor and Board of Aldermen,

containing any recommendations for the improvement of organizational effectiveness, internal controls and/or accounting controls, with the letter to include responses from City Management.

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
- A report on compliance and internal control over financial reporting based on an audit of financial statements.

III. PROPOSAL CONTENT REQUIREMENTS

To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline as set below and, at a minimum, contain the required information. All proposals must be submitted in the following format and include all of the required information.

The proposal requirements are as follows.

- A. Describe your Firm's approach to conducting the audit examination, including your understanding of the scope of the services to be provided and the reports and documents required. It should indicate the approximate date the audit will begin and end, including estimated time for fieldwork. Include a copy of your Firm's most current peer review report.
- B. Describe the Firm's governmental auditing experience including specific details regarding experience in the preparation of an Annual Comprehensive Financial Report.
- C. Provide a list of at least three (3) municipal government references where your Firm has conducted an audit in the past 36 months. This list should indicate the scope of the audit and the names and contact information of the references.
- D. Provide brief biographies of the staff who will be assigned to the engagement and the relevant experience of each in auditing municipalities and preparing Annual Comprehensive Financial Reports. This should include the position in the firm, and years of experience, the supervision to be exercised over the audit team by the Firm's management, and the size / structure of the Firm as it relates to the capability to meet the services required by the City.
- E. Provide a Firm, fixed fee for the audit services as described in the Scope of Services on the Proposed Schedule of Compensation for Audit Services attached for the years ending (subject to City's option):

1. June 30, 2023;
2. June 30, 2024;
3. June 30, 2025;
4. June 30, 2026;
5. June 30, 2027;

IV. SELECTION CRITERIA

The procurement process for these services will be based upon a Qualifications Based Selection (QBS) process. The award of a contract will be made to the Firm offering a proposal which the City believes best meets its needs. Each respondent will be evaluated based on the following criteria:

- A. Qualifications and experience of the Firm,
- B. Qualifications of the key individuals to be assigned to the City's engagement,
- C. Understanding of the Scope of Services,
- D. The ability to complete the audit in a timely manner,
- E. References; and
- F. Costs. Cost will not be the primary factor in the selection of an audit firm.

V. OTHER CONSIDERATIONS

- A. Firms making proposals are required to state that they and their assigned employees do not currently have, nor will they have, any conflict of interest between themselves and the City. Any perceived or potential conflict of interest must be disclosed in the proposal.
- B. Payment for services rendered will be based upon receipt of an itemized invoice(s) from the Firm. Progress billing is acceptable to the City.
- C. All proposals become the property of the City and will be kept in confidence only as state law allows. The invitees and subsequently selected Firm may not issue news releases or other public notification regarding this project without prior approval from the City.
- D. All reports become the property of the City for use as deemed appropriate. Audit work papers must be available for reference and reproduction by the City for a period of three years from submission of the final reports. Copies of adjusting entries and trial balance, if applicable, will be provided to the City upon completion of the audit.
- E. Meetings: Audit related meetings might be held as needed during the audit engagement. Attendees at all official meetings should include, at minimum, the

Firm's designated representative(s) and the City's Finance Director.

Official meetings include, but are not limited, to:

- Planning meetings held prior to the start of audit work each year.
- Progress meetings to gauge audit progress and to assist facilitating the timely completion of the audit.
- Exit conferences held at the end of the audit to discuss findings and recommendations resulting from the audit work performed.
- Presentation of audit to the Board of Alderman, at an open session meeting. This is the meeting only meeting the City requires an on-site presence by the audit firm.
- Special meetings scheduled when matters involving potential fraud, theft, misuse, or misrepresentations on financial or grant reports, or similar matters are discovered that require notification and/or the determination of a course of action.

VI. MISCELLANEOUS INFORMATION

The following items are related to proposal acceptance.

- A. The City of Riverside reserves the right to reject any and all proposals or to waive any irregularities and omissions if, in its judgement, the best interest of the City is served. The City may accept the proposals in whole or in part and to negotiate separately as necessary to serve the best interests of the City.
- B. Neither the distribution of this RFP nor acceptance of any response should be construed as creating a contractual obligation between the City and any Firm. Riverside does not authorize and will not be responsible for any expense or charges associated with providing a response to the RFP.
- C. The Finance Director will make notification of the award. Firms whose proposals are not accepted will be notified in writing.
- D. A staff recommendation for the successful Firm will be made to the Mayor and Board for final approval, including approval of the contract between the City and the Firm.
- E. The proposal must remain valid for at least sixty (60) days, after the submittal date.
- F. All questions regarding this Request for Proposal should be directed to:

Erika Benitez, Finance Director
[E-mail: ebenitez@riversidemo.gov](mailto:ebenitez@riversidemo.gov)

G. SUBMISSION OF PROPOSALS

- To be considered, sealed proposals must be received no later **than May 2, 2023, at 2:00 PM CST.** The city requests four copies of the proposal, and the Proposed Schedule of Compensation.
- Proposals may be delivered in person, by carrier, or by mail. It is the sole responsibility of the vendor to see that his/her proposal is received prior to the due date. Proposals submitted via email or proposals submitted after the submittal deadline will not be considered.

H. PROPOSED PROCESS AND TIMELINE

- April 7, 2023, RFP issued and posted on the City of Riverside website.
- May 2, 2023, Receipt of proposals due by 2:00PM Central Time.
- May 3, 2023, A selection committee will evaluate the proposals and select a preferred respondent to begin contract negotiations. If multiple Firms have exceptional proposals, the selection committee will select a short-listed group of finalists for interviews.
- May 5-12, 2023, Short-listed Firms are interviewed (at City's option)
- May 16, 2023, Preferred Firm is approved by Board of Aldermen and Board of Aldermen acts on recommended contract.
- May 17, 2023, Notice to Proceed

**Proposed Schedule of Compensation
Audit Services
FY2023 - 2027
City of Riverside, Missouri**

All proposals submitted must include this Proposed Schedule of Compensation page.

Name of Firm: _____

Name of Contact Person: _____

Address: _____

Telephone Number: _____

Email: _____

Year	Maximum Audit Fees - includes compilation of Annual Comprehensive Financial Report (ACFR)	Maximum Single Audit Fees	Hourly Rates for Additional Audit Services
2023			
2024			
2025			
2026			
2027			

I, the undersigned, have the authorization to contract for Firm, and I understand the terms, conditions, and scope of this Request for Proposal for Audit Services for the City of Riverside, including the preparation of the Annual Comprehensive Financial Report.

Signature

Date

Printed Name

Title

ORIGIN ID:OJCA (816) 525-9699
BERGANKDV - PROPOSAL FOR AUDIT RFP
BERGANKDV
10401 HOLMES RD, SUITE 400

SHIP DATE: 01MAY23
ACTWGT: 2.00 LB
CAD: 2110353/INET4612

KANSAS CITY, MO 64131
UNITED STATES US

BILL SENDER

TO **ERIKA BENITEZ, FINANCE DIRECTOR**
CITY OF RIVERSIDE MISSOURI
2950 NW VIVION ROAD
FINANCE DEPARTMENT
RIVERSIDE MO 64150

*Received by
Robin Kincaid
5-2-2023
@9:15*

58313/2BCNFE2D

(816) 741-3993

REF:

INV:
PO:

DEPT:



TUE - 02 MAY 10:30A
PRIORITY OVERNIGHT

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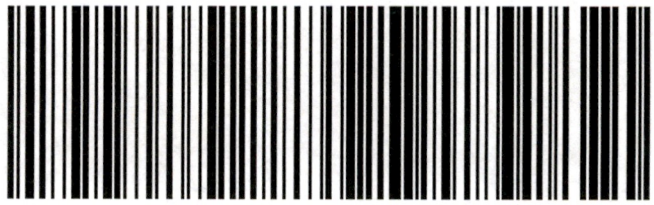
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CITY OF RIVERSIDE, MISSOURI PROPOSAL FOR AUDIT SERVICES

bergankdv

CONTACT: NANCY SCHULZETENBERG, CPA
nancy.schulzetenberg@bergankdv.com

LETTER OF TRANSMITTAL

Erika Benitez, Finance Director
City of Riverside, Missouri
2950 NW Vivion Road
Riverside, Missouri 64150

Dear Ms. Benitez:

On behalf of BerganKDV, I am pleased to submit this proposal for audit services for the City of Riverside, Missouri. We appreciate the opportunity to bid these services and your consideration of our firm.

The attached proposal addresses the information you requested, including the unique qualifications of BerganKDV, the depth and breadth of the services we will provide your City and our commitment to providing the highest-quality work through a process that is both efficient and effective.

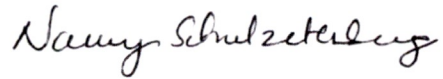
Our services would include, but not be limited to, the following for year ending June 30, 2023, with renewals for each of the four (4) subsequent fiscal years.

1. Performing an audit of the City in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and other federal, state, and local requirements, as applicable.
2. Providing an opinion on the City's basic financial statements and an "in-relation to" report on the supporting schedules.
3. Reviewing the City's financial statements and related note disclosures, and supplemental schedules.
4. Reviewing, documenting, and providing recommendations on improving the City's internal control and financial operations.
5. Providing verbal and written guidance on new and ongoing Governmental Accounting Standards Board (GASB) Statements.
6. Meeting with City finance personnel and administration to review the financial statements and a draft of our letter of recommendations for improving the internal control and financial operations of the City.
7. Presenting the financial statements and communications letter to the Board of Aldermen.
8. Providing copies of the report to the City for the State Auditor's office, including a searchable pdf of the report, and the communications letter.
9. Being available during the year to provide a wide range of consulting services and answer your questions as they arise.
10. Preparation of a draft of the Annual Comprehensive Financial Report.

Our Government Market team is located throughout BerganKDV offices. These individuals work only on our governmental entity clients. We have outlined your upper management team in the "Qualifications" section. In addition to these individuals, we will utilize associate level individuals from our Des Moines, Iowa office.

We will work with your representatives to schedule specific fieldwork dates to ensure we are meeting your deadlines. The undersigned is a partner and is authorized to make representations for the firm. This proposal is a firm and irrevocable offer for 60 days.

Sincerely,

A handwritten signature in black ink, reading "Nancy Schulzetenberg". The signature is fluid and cursive, with the first name "Nancy" and last name "Schulzetenberg" clearly legible.

Nancy Schulzetenberg, CPA

Partner

BerganKDV, LTD

952.563.6862

nancy.schulzetenberg@bergankdv.com

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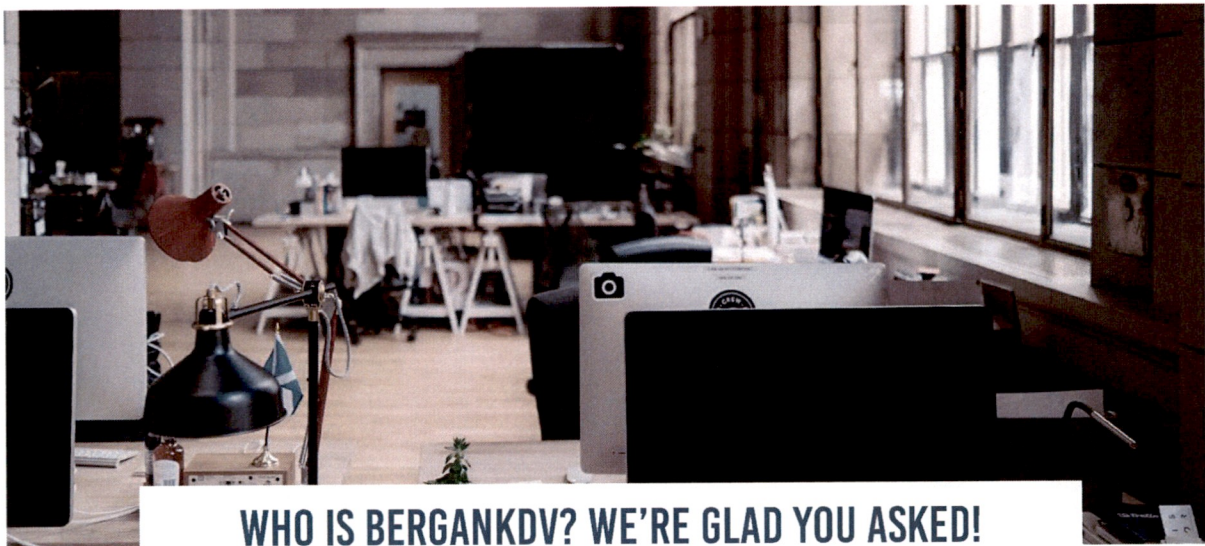
PROFILE OF FIRM PROPOSING

EXECUTIVE SUMMARY

Thank you for the opportunity to serve as a partner with City of Riverside, Missouri. It is our understanding that you are seeking competitive proposals from independent public accounting firms to provide professional financial audit services for year ending June 30, 2023, with renewals for each of the four (4) subsequent fiscal years.

Here are a few benefits of working with BerganKDV:

- **A Responsive Firm Who is there for You.** We believe we are your auditors not just at year-end but throughout the year. This means being there for you when issues arise, available when you need us and being responsive to your requests. We demonstrate this through same-day callbacks and in-depth research to get to the heart of your questions. We take a collaborative approach in all our interactions with you.
- **Effective Communication.** BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a proven track record of performing client's requests based on their preferred timetable and delivering reports to our clients in advance of deadlines.
- **A Personalized Approach to the Audit.** Our audit process includes an annual planning meeting with you to discuss any challenges and changes in the City over the past year, and to build future strategies. We enjoy learning about your City and will work to understand your City from an overall operational standpoint. We are not afraid to "roll up our sleeves" and delve into the details of your operations. This allows us to personalize our audit approach each year, bring best practices, and be a resource for you when it comes to GASB and other reporting standards.
- **Value for Time and Fees Invested.** Receiving value for your fee investment is critical in City government. In addition to offering highly competitive fees, we work diligently to not incur fee surprises. We encourage frequent calls throughout the year, **always at no cost to you**. Our goal is to be your first call when you experience organizational challenges, and our current clients report that this has helped them save time, reduce costs, and build confidence when solving issues.
- **Government Finance Expertise.** Your audit firm needs to understand how municipalities operate and how the environment in which they function is regulated. Your audit firm also needs to understand the intricacies of these entities and how decisions that are made and affect the community. BerganKDV audit professionals are dedicated to your industry beyond the audit; we strive to be your trusted resource in all areas.
- **Innovative thinking and solutions driven.** When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems. Whether that problem is technology, financial or operations related, we will find a way to help.



WHO IS BERGANKDV? WE'RE GLAD YOU ASKED!

We have an extensive background in working with clients through a strategic approach in all aspects; we do not just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

THE BACKSTORY

The history of our firm began in 1945, and since the beginning, BerganKDV has been firmly rooted in community. Today we are a Top 100 Firm, we operate in multiple states in nine different offices, employ over 450 experts, and service clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, assurance and accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different? [OUR PEOPLE.....](#)

OUR PEOPLE

Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

PERSONALIZED SERVICE

Our philosophy is to provide timely, quality services that exceed the expectations of our clients. Outstanding client service requires a successful team effort within our firm and with our clients. Providing outstanding service involves enthusiastic, dependable, and knowledgeable personnel who are responsible for knowing, understanding, and caring about our clients. Our firm believes that outstanding service is a continual process that is refined and enhanced with each client contact.

ENGAGE® | OUR PROVEN VALUE CREATION PROCESS

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced communication, and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.



OUR BUSINESS LINES

BerganKDV has a strong bench of resources and expertise available based on needs of the client. This ensures the most effective and efficient results are delivered!



COMMUNITY SUPPORT

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. BerganKDV's culture promotes community involvement by providing employees with paid volunteer time off.

VISION AND VALUES

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.



OUR FOCUS AND OUR PROMISE

We continue to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We have found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

VALUE-ADDED SERVICES BEYOND THE AUDIT

Our goal is to be your first call when you experience organizational challenges. We believe this can occur only when a relationship is developed and nurtured through strong communication and a thorough understanding of your mission, programs, and operations. We are unwavering in our commitment to our clients and make it our mission to ask the right questions, listen actively, understand your expectations, and deliver results. You can expect a partnership with professionals who value trust, integrity, and relationships.

Extensive Governmental Auditing and Consulting Experience

With over **50 years of experience** serving the government community, we have a great appreciation for the unique issues and complexities that you face. We currently work with over 150 governmental entities, including cities, charter schools, school districts, colleges and universities, and other governmental entities, providing a wide array of services including accounting, auditing, and consulting services.

We are dedicated to **keeping informed** of significant developments in the government community and the impact of those developments on our clients. We accomplish this through formal training, including annual seminars, workshops and professional sponsored classes on governmental accounting, auditing, and reporting requirements. We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in governmental audits for CPA firms nationwide.

In addition, many employees of our firm are members and have participated as instructors and speakers at seminars. These presentations have included GASB implementations, auditing standards updates, levy process and related accounting, property taxes and general fund budget, budget issues related to the state budget deficit, accounting and finance policies and procedures and fraud.

Peer Review

Our firm is a member of the Private Companies Section of the AICPA Division for CPA Firms. This Division was founded in 1977 by the AICPA to promote CPA excellence and to provide a voluntary, objective means of monitoring adherence to professional standards. Each member firm is required to periodically subject its audit and accounting practice to a comprehensive quality review by specially trained outside CPAs. Our last such review was just performed recently, and we received a clean report on our practices and methods. A copy of our last peer review report is included on page 25.

CERTIFICATIONS AND INDEPENDENCE

We recognize when we audit a governmental entity, we are required to be familiar with certain rules, regulations, and requirements and, as a firm we are required to meet certain requirements. In that regard, we make the following affirmations:

- Our firm meets the independence requirements relating to the City defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.
- Our firm and all assigned key professional staff are properly licensed to practice in the State of Missouri.
- Our firm is a member of the American Institute of Certified Public Accountants and the Missouri Society of Certified Public Accountants.
- Our firm has never had a report rejected or classified as substandard by any state or federal agency, or by the Government Finance Officers Association.
- Our firm has never had and currently does not have any pending disciplinary actions or investigations for alleged improper, fraudulent, disreputable, or unfair activities against our firm with state regulatory bodies or professional organizations.
- We accept the professional obligation concerning the American Institute of Certified Public Accountants Interpretation 501-3 "Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits."
- Our professional personnel have received adequate continuing education to follow *Government Auditing Standards* and have received adequate continuing professional education over the past two years.
- Our firm is an equal opportunity employer and does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age, or physical handicap, and have an affirmative action plan in place.
- We do not expect any potential audit problems and are not aware of any conflicts of interest about any work performed by the firm for the City.
- We acknowledge and have adequate personnel to comply with the audit schedule provided in the request for proposals.

QUALIFICATIONS

CLIENT REFERENCES AND EXPERIENCE

A few of our municipality clients serviced are listed below and we encourage you to contact them.

Ms. Teresa Fitch
City of Sioux City, Iowa
912.279.6280

Year Served: 1

Scope of Work: Audit and Review of ACFR

Chris Eitemiller
City of Hastings, MN
651.480.2347

Years Served: 5

Scope of Work: Audit and preparation of ACFR

Joel Merry
City of Minnetonka, MN
952.939-8254

Years Served: 4

Scope of Work: Audit and Review of ACFR

CLIENT REFERENCES AND EXPERIENCE

Over the past year, BergankDV has served as independent auditor or consultant for many Cities as listed below. Audit clients awarded the GFOA Certificate of Excellence in Financial Reporting are identified with an asterisk.

Iowa Cities

Population (0-2,000)

Epworth, IA
North English, IA
Goodell, IA

Population (2,001-5,000)

Cascade, IA
Evansdale, IA
Dyersville, IA

Population (5,001-15,000)

Independence, IA
Knoxville, IA

Population (15,001<)

Coralville, IA
North Liberty, IA
Sioux City, IA*

Minnesota and Nebraska Cities

Population (0-2,000)

Bock, MN
Clear Lake, MN
Clearwater, MN
Dundas, MN
Eden Valley, MN
Hilltop, MN
Richmond, MN
Silver Bay, MN
Watkins, MN
Waverly, MN

Population (2,001-5,000)

Ashland, NE
Bennington, NE
Cold Spring, MN
Deephaven, MN*
Elko-New Market, MN
Greenfield, MN
Hanover, MN
Le Seuer, MN
Mora, MN
Rockville, MN
Two Harbors, MN

Population (5,001-15,000)

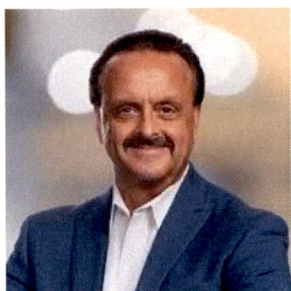
Baxter, MN*
Big Lake, MN
Corcoran, MN
Dayton, MN
Falcon Heights, MN*
Fergus Falls, MN*
Gretna, NE
Marshall, MN
Mendota Heights, MN
Oak Grove, MN
Osseo, MN
Otsego, MN*
Sauk Rapids, MN
St. Joseph, MN
Wyoming, MN

Population (15,001<)

Albert Lea, MN*
Brooklyn Park, MN*
Cottage Grove, MN*
Crystal, MN*
Eden Prairie, MN*
Faribault, MN*
Forest Lake, MN*
Ham Lake, MN*
Hastings, MN*
La Vista, NE*
Maplewood, MN*
Minnetonka, MN*
New Brighton, MN*
Richfield, MN*
St. Cloud, MN*
Sartell, MN
Woodbury, MN*

DEDICATED SERVICE TEAM

BerganKDV has a personalized team of professionals to meet your unique needs. Your BerganKDV team has extensive experience working with governmental organizations. This translates into a greater ability to understand your unique organization.



MICHAEL E. DUSCHER, GOVERNMENT CONSULTING LEADER

Minneapolis, Minnesota office

Role and Experience: Mike serves clients in the government sector. He is responsible for growing the client base in the government market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations.

Mike received his bachelor's degree in organizational communication and sociology. He is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.

On the next couple of pages, we have included the resume for the Partner and Manager that would oversee your engagement. In addition to the individual resumes listed, we will utilize 2 associates on your audit engagement from our GASB team.

DEDICATED SERVICE TEAM (CONTINUED)



NANCY SCHULZETENBERG, CPA, ENGAGEMENT PARTNER

Education: Bachelor of Science in Accounting from Mankato State University, graduated Summa Cum Laude

- Audits 30 Cities annually
- Is independent to the Engagement as defined by Government Auditing Standards

Experience, Professional and Civic Activities:

- Thirty years of experience in auditing governmental and nonprofit entities
- Member of the Quality Control Committee for our firm
- Appointed by the Commissioner of Education to serve as a member of the Minnesota Department of Education's Advisory Committee on Financial Management, Accounting and Reporting
- Member of the Special Review Committee of the Government Finance Officers Association whose purpose is to review Annual Comprehensive Financial Reports to determine eligibility for the Certificate of Achievement for Excellence in Financial Reporting
- Presenter at the Minnesota Association of School Business Officials Annual Conference, the Central Minnesota Educational Research & Development Council's Annual Conference, the MN Government Finance Officer's Association's Annual Conference, and BerganKDV sponsored seminars
- Instructor at the Minnesota Association of School Business Officials Institute and the Minnesota Association of School Business Officials Certification Program
- Member of Minnesota Society of Certified Public Accountants, American Institute of Certified Public Accountants, Minnesota Association of School Business Officials, and Government Finance Officers Association

DEDICATED SERVICE TEAM (CONTINUED)

Nancy Schulzetenberg CPE FY2021 and FY2022		
Date	Course	Number of CPE Credit hours
2022		
7/26/2021	Update on Recent AICPA Standard Setting: Staying Current in a Changing Environment	8.0
7/27/2021	2021 Audit Update	4.0
7/27/2021	Single Audit Walkthrough	2.0
10/22/2021	GFOA GAAFR Review	1.0
1/19/2022	BDO Quarterly Update	1.0
4/21/2022	Auditor Considerations: the FRF Program	2.0
6/14/2022	UGAAP Lunch and Learn	2.0
6/15/2022	Current Issues in Ethics- 2022	4.0
6/29/2022	Essentials of Audit Sampling	2.0
6/29/2022	A Complete Guide to the Yellow Book	8.0
2021		
7/15/2020	Annual School District Update	1.0
7/27/2020	Latest Developments in Nonprofit Accounting and Auditing	8.0
7/28/2020	2020 Audit Update	8.0
7/31/2020	GFOA GAAFR Review Chapter 1 - Part 1	1.0
8/12/2020	The 4 Disciplines of Execution; The 5 Disfunctions of a Team	8.0
9/9/2020	2020 OMB Compliance Supplement	2.0
9/25/2020	GFOA GAAFR Review Chapter 1 - Part 2	1.0
9/30/2020	CCH ARM - Expertise Made Easy	1.0
11/20/2020	GFOA GAAFR Review Chapter 5	1.0
11/20/2020	Axcess End User Training	1.0
12/2/2020	Axcess Practice Biller Training	2.0
5/3/2021	Diversity, Equity and Inclusion	1.0
5/3/2021	Yellow Book Update and Practice Issues	1.0
5/4/2021	Independence Update and Practice Issues	1.0
5/4/2021	Single Audit Surprises and Other Matters	1.0
5/5/2021	Professional Ethics Update	1.5
5/5/2021	Results and Outcomes: Igniting and Managing	1.0
5/6/2021	GASB Update and Practice Issues	1.5
5/6/2021	Managing Culture in a Remote Work Environment	1.5
5/28/2021	GFOA GAAFR Review Chapters 10	1.0
6/25/2021	The 5 Choices To Extraordinary Productivity	8.0

DEDICATED SERVICE TEAM (CONTINUED)



DUSTIN OPATZ, CPA, AUDIT MANAGER

Des Moines, Iowa office

Education: Bachelor of Science in Accounting from St. Cloud State University

- Audits 15-20 Cities annually
- Is independent to the Engagement as defined by Government Auditing Standards

Experience, Professional and Civic Activities:

- Eight+ years of experience with financial reporting in accordance with GAAP, ACFR requirements, analysis of internal control, performing audits of financial statements and single audits in accordance with OMB Circulars and Uniform Guidance
- Responsible for the planning, fieldwork and reports for numerous audits of cities, school districts, charter schools, and other government entities
- Attends continuing education, workshops and conferences on city and school district accounting and reporting requirements on an annual basis that qualifies as "yellow book" continuing professional education
- Attends workshops on governmental and single audit accounting, auditing and reporting on an annual basis
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process
- Certified Public Accountant, licensed to practice in the State of Iowa
- Presenter at the Government Finance Officers Association Annual ACFR Review, and BergankDV sponsored seminars
- Professional and Civic Activities
- Iowa Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Government Finance Officers Association
- Minnesota Association of School Business Officials
- Iowa Association of School Business Officials

DEDICATED SERVICE TEAM (CONTINUED)

Dustin Opatz CPE FY2021 and FY2022		
Date	Course	Number of CPE Credit hours
2022		
7/26/2021	Update on Recent AICPA Standard Setting: Staying Current in a Changing Environment	8.0
7/27/2021	2021 Audit Update	4.0
7/28/2021	DiSC & Application Training	5.0
8/27/2021	GFOA GAAFR Review Chapter 6	1.0
9/24/2021	GFOA GAAFR Review Chapter 14	1.0
12/7/2021	Charter School 990 Preparation	6.0
3/30/2022	Annual Comprehensive Financial Report Review Session	3.0
5/25/2022	IDEA Data Analysis Level 1	16.0
6/15/2022	Current Issues in Ethics- 2022	4.0
2021		
7/27/2020	Latest Developments in Nonprofit Accounting and Auditing	8.0
7/28/2020	2020 Audit Update	8.0
8/28/2020	GFOA GAAFR Review Chapter 1 - Part 1	1.0
9/25/2020	GFOA GAAFR Review Chapter 1 - Part 2	1.0
10/30/2020	GFOA GAAFR Review Chapter 4	1.0
11/20/2020	GFOA GAAFR Review Chapter 5	1.0
1/21/2021	Charter School 990 Preparation	2.5
1/29/2021	GFOA GAAFR Review Chapter 6- Part 1	1.0
2/21/2021	GFOA GAAFR Review Chapter 6- Part 2	1.0
3/17/2021	Annual Comprehensive Financial Report Review Session	2.0
3/26/2021	GFOA GAAFR Review Chapters 8 and 9	1.0
5/3/2021	Excel Treasure Maps	1.0
5/3/2021	Yellow Book Update and Practice Issues	1.0
5/4/2021	Independence Update and Practice Issues	1.0
5/4/2021	Single Audit Surprises and Other Matters	1.0
5/4/2021	Employee Motivation and Engagement in New World of Work	1.0
5/5/2021	Professional Ethics Update	1.5
5/5/2021	Igniting and Managing High Performance in Remote Environment	1.0
5/6/2021	Delegate Excellence - Keys to Grow and Capitalize on your Team	1.5
5/6/2021	Resources	1.5
5/28/2021	GFOA GAAFR Review Chapters 10	1.0
6/3/2021	2021 Ethics Seminar	4.0

DEDICATED SERVICE TEAM (CONTINUED)

Office Performing Audit

Our Government Market team is located throughout BergankDV offices. These individuals work only on our governmental entity clients. We have outlined your upper management team in the "Qualifications" section. Our team consists of 3 audit partners, 5 audit directors/managers, 1 director of consulting, 5 senior/supervisor and 8 associate level members, all that focus on governmental entities. In addition, we have another partner, 2 directors, 2 seniors and 5 associate level members that all have experience working on governmental audits. In addition to individual resumes listed on pages 12-16, we will utilize 2 associate level members on your audit engagement. The Manager assigned to your engagement is located in our Des Moines, Iowa office. All partners, Directors/Managers and Supervisors are licensed CPAs.

Commitment to Staff Continuity and Training

To keep continuity and efficiencies high, we believe that consistent team members are advantageous for both our firm and your organization. We pride ourselves on maintaining the right balance of continuity on each of our engagements to ensure a "fresh" look at the annual audit process. Rotation of senior level staff only occurs after the merits of such rotation have been discussed and approved by your organization.

Independence

Our firm has no conflict of interest regarding any other work performed by our firm for your organization. Our firm meets the independence requirements relating to your organization as defined by auditing standards generally accepted in the United States of America. We annually review independence related to all our client relationships as part of our internal control compliance process.



AUDIT APPROACH AND TIMELINE

OUR GOAL FOR YOU IS TO CREATE VALUE AND TO MINIMIZE SURPRISES. We do this through a specific, well planned audit. What makes BergankDV unique from other firms is that we continually improve our audit process beyond what is expected by our profession. A few of the BergankDV advantages:

- **Collaborative Audit Process.** We see the audit process as a joint effort with you and BergankDV. We want to work together to make it as painless as possible.
- **A comprehensive view of the City's financial health.** Through our extensive government experiences, we understand a City's health is not only about the finances. The vision, mission and programming provide the blueprint for the City's direction. We review this information in relation to the financial statements and provide our observations based on a comprehensive view of the City's health.
- **Technology resource on internal controls.** Technology experts from the BergankDV Technology Group can assist in evaluating your technology controls. Their expert advice has proven to be a valuable resource as they answer technical questions and offer specific recommendations.
- **Review of the work papers during fieldwork.** We complete most of our work in the field and provide a comprehensive exit conference. The exit conference includes a review of the draft financial statement numbers, any internal control, compliance, and state statute findings.
- **Supervisors, managers and partners on-site.** The involvement of our supervisors, managers and partners in the field is essential to being a trusted partner and delivering an exceptional client experience. We believe it is important to be on-site and available to answer questions. This also allows our managers and partners to review documentation throughout the process.
- **Meeting communications.** Our presentations are designed to capture information that is useful and meaningful. Our presentations are focused on audit results, trends, and other information relevant to your City and related entities, not details of the financial statement amounts.

Beyond Expectations

BergankDV takes a four-phased audit approach that gets results by:

- Leveraging what is working well.
- Focusing on pre audit planning, collaboration, and communication.
- Staying accountable to a schedule.
- Meeting with you and your team to ensure every detail has been finalized and the audit is complete.
- Exchanging information regarding our performance, opportunities to enhance experiences and future strategic opportunities.

AUDIT APPROACH AND TIMELINE (CONTINUED)

Our audits are designed to focus our energy and our audit tests on the areas of your operations that contain the most risk. This equates to a better product for the City.

PHASE ONE – INITIAL PLANNING AND PROGRAM DEVELOPMENT (JULY FOLLOWING THE FISCAL YEAR END)

Our main objective is to get to know the City as a resident or employee would. We want to understand not only your finances, but also your operational goals and objectives. What makes your City unique? How can that knowledge help us perform the best audit possible? When those questions are answered, we know we achieved our goal for Phase One.

During this phase, we gather the information we need to create an effective audit program and make preliminary judgments of materiality. Highlights include:

- Reviewing your internal control documents and interviewing your key employees and representatives to gain operational information.
- Discussing your goals, objectives, and the current challenges facing your operations; those are then shared across your BergankDV team and incorporated into our audit plan.
- Obtaining population sizes ranging from 25-60 for certain transactions-based finance systems and selecting which transactions we will test for internal control and compliance testing. Selections will be based on our data analysis results, analyzing transactions on a risk-based level.
- Obtaining your current financial reports and budgets and perform overall analytical review procedures.
- Obtaining applicable City organizational charts, policies, bond documents, leases, and other legal contracts.
- Reviewing with your staff our audit documentation requests. **We audit and request information that is used internally by your staff to manage operations, we do not require specific templates to be used.**

We will work with the management team to determine the preferred means of communication, whether phone or email. In addition, we utilize Suralink, a workflow management software that improves efficiency by streamlining our audit request process. The simple interface includes team assignments and deadlines, so there are no misunderstandings on expectations.

Our audit process incorporates automated audit tools (Knowledge Coach) and work papers to provide our clients with timely information and effective and efficient audits. In addition, we use CCH's TeamMate Analytics, an Excel add-on used to extract and analyze data quickly and efficiently. We also subscribe to various benchmarking and data analysis providers.

Your Expected Role: *Provide BergankDV with policies, internal control documents and a preliminary trial balance; provide contact information for all board members and staff so we may set up appointments/interviews with selected representatives; begin to gather documentation for fieldwork.*

AUDIT APPROACH AND TIMELINE (CONTINUED)

PHASE TWO – AUDIT PROGRAM EXECUTION (OCTOBER/NOVEMBER FOLLOWING THE FISCAL YEAR END)

Project execution is performing the procedures outlined in your audit plan as developed in Phase One. Our audit procedures will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We will discuss potential ideas and best practices with your personnel relating to our recommendations for improving internal control, procedures and compliance with laws and regulations. Any issues identified, proposed audit adjustments, or other recommendations will be discussed with management throughout the execution of our audit procedures. We perform test work with as little disruption as possible to City staff's regular duties.

Highlights of this phase include:

- Auditing year-end account balances, testing internal control, assessing compliance to determine if your systems and controls are functioning as designed.
- Using sampling techniques to test areas including transactions, internal controls and legal compliance using the scope mandated by the Auditor of State's Office. Sample sizes range from 25-60 based on our risk assessment.
- Using IDEAS data mining software, we look for trends and anomalies in your payroll, vendor payment, and cash receipts process.

Your Expected Role: *Be available to answer questions during scheduled audit fieldwork, provide audit workpapers or reconciliations with documentation that is reasonable and reviewed during Phase One.*

PHASE THREE – POST-AUDIT CRITIQUE AND EXIT CONFERENCE (LATE NOVEMBER/EARLY DECEMBER FOLLOWING THE FISCAL YEAR END)

This phase of the audit includes reviewing all the components of the financial statements and prepare the communications letter and relevant financial trend data for the Board presentation. Finally, opinions on the financial statements, Government Auditing Standards and Single Audit, if required, will be prepared.

We will then present this information to management allowing you time to review the financial statement reporting package including the draft financial statements and any internal control findings or recommendations that arise during the audit. This phase allows you time to assess, discuss and develop a corrective action plan, if needed.

Your Expected Role: *Review preliminary financial statements and reports to provide BergankDV with input and feedback.*

AUDIT APPROACH AND TIMELINE (CONTINUED)

PHASE FOUR – PRESENTATION OF AUDIT REPORT (DECEMBER FOLLOWING THE FISCAL YEAR END)

The final phase of the process is the presentation of the reports to the Board of Aldermen. The presentation provides the governing body with information about the year's financial activity compared to past trends and expected results. We also provide other relevant and interesting observations relating to your financial statistics that will help provide the governing board with a deeper understanding of your operations. We understand all organizations have individual needs and we look forward to getting your feedback on graphs and statistics.

Professional standards require that we provide you with information regarding the auditor's responsibility under generally accepted auditing standards, significant accounting policies, accounting estimates and management judgments, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, consultation with other auditors, major issues discussed with management prior to retention as auditors and difficulties encountered in performing the audit. We will provide this information in written form via the communications letter and will discuss with administration during the review of the preliminary audit report.

***Your Expected Role:** Provide BergankDV with information and feedback for presentation preferences.*

FEES

Our fees for the services are based on the amount of time and the level of experience of the individuals who perform the services. In addition, we assume that the City's accounting personnel will provide the appropriate workpapers, documents, schedules, and clerical assistance, we will not encounter any significant or unusual circumstances which will affect the scope of our engagement, and no significant changes to the City's operations will occur. However, if situations arise which affect the scope of the engagement, we will discuss them with you prior to incurring the additional cost. **At no time will we bill the City for extra time or charges unless we have verbal communication regarding the issues, your options, and an agreement for additional fees.**

Following is a description of the services we will provide under this agreement for the year ended June 30, 2023 – June 30, 2027:

1. Performing an audit of the City in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and other federal, state, and local requirements, as applicable.
2. Providing an opinion on the City's basic financial statements and an "in-relation to" report on the supporting schedules.
3. Reviewing the City's financial statements and related note disclosures, and supplemental schedules.
4. Reviewing, documenting, and providing recommendations on improving the City's internal control and financial operations.
5. Providing verbal and written guidance on new and ongoing Governmental Accounting Standards Board (GASB) Statements.
6. Meeting with City's finance personnel and administration to review the financial statements and a draft of our letter of recommendations for improving the internal control and financial operations of the City.
7. Presenting the financial statements and communications letter to the Board of Aldermen.
8. Providing bound copies of the report to the City for the State Auditor's Office, including a searchable pdf of the report, and the communications letter.
9. Being available during the year to provide a wide range of consulting services and answer your questions as they arise.
10. Preparation of a draft of the Annual Comprehensive Financial Report.

FEES (CONTINUED)

Billing and Collection Expectations

Our fees are due as services progress and are generally billed at the completion of each phase of the audit. These invoices are payable on presentation. Invoices are delinquent if not paid within 60 days.

Off-season Communication

We encourage questions throughout the year and ask our clients to submit to us their monthly financial statements and board of director minutes, so we can stay abreast of their operations, and identify/resolve any issues prior to year-end. We will not invoice additional amounts unless substantial research or work is required, in which case, we will discuss the scope of any additional work and proceed only after we have reached a mutually agreeable fee arrangement.

Out of Scope Professional Services

We do not surprise bill. If during our engagement you request additional services which require more than a minimum amount of time, we will provide an engagement letter with the fees and services specified, only after we have verbal communication and agreement. Additional special projects and consulting requested during the year will be billed at an hourly rate commensurate with the level of experience required.



With BergankDV's PlainSight, you can empower your employees to speak up when they witness fraudulent activity through an easily accessible and completely anonymous hotline system. Based on the tip criteria, our certified team of fraud professionals is available to investigate and report back with next steps if fraudulent evidence is discovered.

One year subscription complimentary for first year audit engagements

A TIP COULD BE ALL IT TAKES

You can rest assured as a business leader that your employees are equipped with a powerful and safe tool to protect your company against those who wish to harm it.

OUR PROMISE TO YOU

We will work directly with you to establish an implementation and use strategy that fits your needs and coordinate with you when tips become viable signs of potential fraudulent activity. Safety and anonymity are our main priority for your business. Our goal is to highly encourage hotline usage and promote the idea that no tip is too small to make a difference.

It is estimated that organizations lose 5% of revenue each year due to fraud with average losses being around \$1.5 million. **Don't foot the bill to fraudsters.**

MORE THAN A PHONE LINE

WHAT OTHER SERVICES ARE INCLUDED WHEN YOU UTILIZE PLAINSIGHT FOR YOUR FRAUD DETECTING NEEDS?

- Easy to use web submission tool
- Communication packages to educate and inform your employees
- On-demand employee training for how to use and signs of fraud
- Admin level access to review items and communicate with our Forensic team

Let our team of experts grant you peace of mind and educate your employees to make the call today that may save you tomorrow.



FIND YOUR PEACE OF MIND

bergankdv.com | connect@bergankdv.com | [#startthere](#)

bergankdv

PEER REVIEW



Report on the Firm's System of Quality Control

March 12, 2021

To the Partners of BergankDV, LLC
and the Peer Review Committee of the Minnesota Society of CPAs.

We have reviewed the system of quality control for the accounting and auditing practice of BergankDV, LLC (the firm) in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitation of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including compliance under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Fort Smith | Little Rock | Rogers | Russellville | LandmarkCPAs.com
Accounting. Consulting. Insights.

PEER REVIEW [CONTINUED]

The Partners of BergankDV, LLC
and the Peer Review Committee of the Minnesota Society of CPAs
Page Two

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BergankDV, LLC in effect for the year ended March 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. BergankDV, LLC has received a peer review rating of *pass*.


Certified Public Accountants

Little Rock, Arkansas

**Proposed Schedule of Compensation
Audit Services
FY2023 - 2027
City of Riverside, Missouri**

All proposals submitted must include this Proposed Schedule of Compensation page.

Name of Firm: BerganKDV

Name of Contact Person: Nancy Schulzetenberg

Address: 220 Park Ave S, St. Cloud, MN 56301

Telephone Number: 320-251-7010

Email: nancy.schulzetenberg@bergankdv.com

Year	Maximum Audit Fees - includes compilation of Annual Comprehensive Financial Report (ACFR)	Maximum Single Audit Fees	Hourly Rates for Additional Audit Services
2023	\$29,900 plus \$4,000 ACFR Prep Fee	\$3,000 per single	\$165
2024	\$31,400 plus \$4,000 ACFR Prep Fee	audit major	\$165
2025	\$33,000 plus \$4,000 ACFR Prep Fee	program for all	\$165
2026	\$34,600 plus \$4,000 ACFR Prep Fee	years	\$165
2027	\$36,300 plus \$4,000 ACFR Prep Fee		\$165

I, the undersigned, have the authorization to contract for Firm, and I understand the terms, conditions, and scope of this Request for Proposal for Audit Services for the City of Riverside, including the preparation of the Annual Comprehensive Financial Report.

Nancy Schulzetenberg
Signature _____ Date _____

Nancy Schulzetenberg, Partner
Printed Name _____ Title _____

THANK YOU.

BERGANKDV.COM | 952.563.6800 | INFO@BERGANKDV.COM





2950 NW Vivion Road
Riverside, Missouri 64150

MEMO DATE: May 10, 2023

AGENDA DATE: May 16, 2023

TO: The Mayor and the Board of Aldermen

FROM: Tom Wooddell

RE: Janitorial Services Contract Extension

BACKGROUND: The janitorial service contract for the City Hall, Public Safety, Community Center, and Public Works facilities will expire on June 30, 2023. The contract included four (4) one-year extensions.

Town and Country Building Services – 2021-2022 annual amount was \$49,920.00

Extension #1 - 2022-2023 annual amount will be \$56,562.00

Extension #2 – 2023-2024 annual amount will be \$61,500.00

The Public Safety Building services amount increased \$4,200 annually due to enhanced services needed upon the completion of the renovation. The contractor has agreed upon the contract allowing varied cost adjustments (increases and decreases) as needed for any possible renovation and/or office space changes that may arise during the budgeted year, and most likely would stay within the total annual budgeted amount.

Budgetary Impact: The 2023-2024 budget includes \$61,500 annually for janitorial services for four facilities.

REVIEWED BY AND RECOMMENDATION: Staff recommends the second extension for Town & Country Building Services for janitorial services for our city facilities at the annual amount of \$61,500.00.

RESOLUTION NO. R-2023-054

A RESOLUTION EXTENDING THE CITY OF RIVERSIDE JANITORIAL SERVICES TO TOWN & COUNTRY BUILDING SERVICES AND APPROVING EXECUTION OF A CONTRACT FOR 2023-2024 IN CONNECTION WITH THE PROVISION OF SUCH SERVICES

WHEREAS, the City of Riverside, Missouri pursuant to R-2021-058 approved a contract for janitorial services with Town & Country Building Services for City Hall, the Community Center, Public Safety facilities, and Public Works, including daily, weekly, monthly, and annual cleaning services detailed; and

WHEREAS, pursuant to Resolution R-2021-058 such contract provides for the ability to extend such contract for four (4) additional one-year terms: and

WHEREAS, staff recommends the second year extension for 2023-2024 fiscal year, with an agreed upon annual amount of \$61,500 to Town & Country Building Services, North Kansas City, Missouri, showing a \$4,200 adjusted increase for additional square footage and office space following the Public Safety Renovation Project; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to enter into an agreement with Town & Country Building Services, North Kansas City, Missouri, to perform such services for the City of Riverside facilities;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RIVERSIDE, MISSOURI, AS FOLLOWS:

THAT the bid of Town & Country Building Services, North Kansas City, Missouri, for janitorial services for City Hall, the Community Center, Public Safety Department, and Public Works be extended for July 1, 2023 thru June 30, 2024, a one (1) year term, with the option to renew for up to two (2) additional one-year terms, in the revised amount of \$61,500.00 annually and such additional years as set forth in Exhibit A attached hereto, is hereby accepted; and

FURTHER THAT the City Administrator, Mayor and other appropriate City officials are hereby authorized to execute an agreement in substantially the same form as attached hereto in Exhibit A, along with all other documents necessary to carry out the terms and conditions of such bid award and the City Clerk is authorized to attest thereto.

PASSED AND ADOPTED by the Board of Aldermen of the City of Riverside, Missouri, the 16th day of May 2023.

Mayor Kathleen L. Rose

ATTEST:

Robin Kincaid, City Clerk

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, (the "Effective Date") by Town & Country Building Services (hereinafter "Contractor") and the City of Riverside, Missouri (hereinafter "City").

City and Contractor agree as follows:

SECTION 1. Term of Agreement. This Agreement shall begin as of the Effective Date and shall continue until **June 30, 2024**, with the option to be renewed for up to two (2) additional one (1) year periods upon mutually agreeable terms.

SECTION 2. Scope of Services. The Contractor shall provide the Project Services described in and subject to the conditions contained in the Request for Proposals for The City of Riverside Janitorial Services, hereby incorporated by this reference into this Agreement as if set forth in full. The Contractor will hire, train, supervise, direct the work of, and discharge all personnel engaged by them to perform the Project Services. The Contractor is solely responsible for payment of wages, salaries, fringe benefits and other compensation of, or claimed by, the Contractor's personnel in the performance of the Project Services, including, without limitation, contributions to any employee benefit plans and all payroll taxes. Contractor shall be responsible to pay all costs for permits, licenses, fees and insurance which may be required to perform the work required.

SECTION 3. Payment. The parties agree that the total annualized cost for Project Services is **\$61,500.00**, which shall be payable upon invoice in twelve monthly and equal installments provided that this Agreement has not been terminated as provided herein.

SECTION 4. Federal Work Authorization. Pursuant to RSMo 285.530(1), by its sworn affidavit in substantially the form included in the bid documents and incorporated herein, Contractor hereby affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Furthermore, Contractor affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

SECTION 5. Non Discrimination and Equal Opportunity. Contractor shall ensure that all employees are treated equally without regard to their race, color, religion, sex, age, handicap or national origin. The City hereby notifies all bidders that socially and economically disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, sex, age, ancestry or national origin in consideration for an award. The City of Riverside is an equal opportunity employer and encourages minority, women and disadvantaged contractors to submit bids.

SECTION 6. Insurance Requirements.

A. **General Provisions.** Contractor shall file (by the Effective Date) with the City evidence of liability insurance that is consistent with the amounts and endorsements set forth below, and shall maintain such insurance until this contract is terminated.

B. **Limits and Coverage.**

1. **Commercial General Liability Insurance:** Commercial General Liability Coverage in an aggregate amount of not less than \$2,000,000 for all claims arising out of a single accident or occurrence and \$500,000 for any one person in a single accident of occurrence.

a. The following endorsements shall attach to the policy:

(i) The policy shall cover personal injury as well as bodily injury.

(ii) The policy shall cover blanket contractual liability subject to the standard universal exclusions of contractual liability included in the carrier's standard endorsement as to bodily injuries, personal injuries and property damage.

(iii) Broad form property damage liability shall be afforded.

(iv) The City shall be listed as an additional insured.

(v) The City shall be notified in writing at least 30 days prior to cancellation of the policy.

2. Workers' Compensation Insurance: The Contractor shall obtain and maintain Workers' Compensation Insurance for a limit of \$1,000,000 for all of their respective employees, and in case any work is sublet, the Contractor shall require any subcontractors to provide Workers' Compensation insurance for all subcontractors' employees, in compliance with Missouri law. The Contractor hereby indemnifies the City for any damage resulting to it from failure of either the Contractor or any contractor or subcontractor to obtain and maintain such insurance.

SECTION 7. General Conditions

- A. General Independent Contractor Clause. This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri Revenue and Taxation laws, Missouri Workers' Compensation and Unemployment Insurance laws.
- B. Termination. The City shall have the right at any time by written notice to Contractor to terminate and cancel this contract, without cause, for the convenience of the City, and Contractor shall immediately stop work. In such event City shall not be liable to Contractor except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price.
- C. Sub-Contracts. The Contractor shall not execute an agreement with any sub-contractor to perform any work under this Agreement until Contractor has the written consent of the City, which may be granted in its sole discretion.
- D. Indemnity and Hold Harmless The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees (individual and/or official capacity) from and against any and all claims, liability, suits, damages, costs (including attorney fees), losses, outlays and expenses in any manner caused in whole or in part by Contractor and arising out of services performed by Contractor under this Agreement.
- E. Conflict of Interest. In accepting this contract, Contractor certifies that no member or officer of its firm or corporation is an officer or employee of the City, or any of its boards or agencies, and further that no officer or employee of the City has any financial interest, direct or indirect, in this contract. All provisions of RSMo. Section 105.450 et seq. shall not be violated.
- F. Assignment. The Contractor shall not assign in whole or in part any interest in this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the City.
- G. Nondiscrimination. The Contractor agrees in the performance of this agreement not to discriminate on the grounds or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation, against any employee of Contractor or applicant for employment.
- H. Nonresident/Foreign Contractors. The Contractor shall procure and maintain during the life of this contract:
 - i) If the Contractor is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570 R.S.Mo.;
 - ii) A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.
- I. Notices. Any notice, approval or other communication between the City and the Contractor pursuant to this Agreement shall be made in writing and shall be deemed to be effective upon receipt or refusal of service and may be given by personal delivery, courier, reliable overnight delivery or deposit in the United States mail, postage prepaid, registered or certified, return receipt requested, to the address specified below or to such other address as may later be designated by written notice of the other party.

- J. Current City Business License. The successful bidder, and all subcontractors, shall obtain a current city business license prior to beginning work.
- K. Sales Tax Exemption Certificate. The City will supply the Contractor with a Project Exemption Certificate for use in purchasing plant materials for the project. The Contractor shall, in preparing its bid, omit from its computed costs all sales and use taxes related to the purchase of plant materials incorporated into or consumed in the work of the Project.

The City:	City of Riverside Attn: Robin Kincaid, City Clerk 2950 NW Vivion Road Riverside, Missouri 64150
Contractor:	Town & Country Building Services Attn: Kevin Stryczek, Business Manager 1828 Swift #300 North Kansas City, MO 64118

Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the City and the Contractor.

- L. Entire Agreement. This agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.
- M. Jurisdiction. This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Platte County, Missouri.
- N. Compliance with All Laws. Contractor shall comply with all applicable federal, state, local, and other governmental laws, ordinances, statutes, rules, regulations. Contractor shall secure all permits from public and private sources necessary for performance of the Project Services.

IN WITNESS WHEREOF, the Contractor and the City have executed this Agreement as of the Effective Date.

CONTRACTOR: TOWN & COUNTRY BUILDING SERVICES

By: _____

Name: _____

Title: _____

Date: _____

City of Riverside, Missouri:

Kathleen L. Rose, Mayor

Date: _____

Attest:

Robin Kincaid, City Clerk



City of Riverside Staff Analysis Report

Case Number PC23-09, Special Use Permit
4300 NW Belgium Blvd., Sute 150- True Level
Investment

General Information

Applicant: True Level Investment

Location: 4300 NW Belgium Blvd., Ste 150

Requested Action: To consider a Special Use Permit (SUP) to allow outdoor storage.

Zoning: PD- Planned Development

Existing Land Use: Industrial Warehouse

Proposed Land Use: Industrial Warehouse

Procedure: In accordance with the approved PD regulations for the Horizons development business wishing to have outdoor storage must comply with the following criteria:

1. Outdoor storage is only permitted within the industrial portion of the Planned Development.
2. Because outdoor storage is not preferred, minimizing the visible impact of outdoor storage on public rights-of-way and less intense uses is critical. Thus, outdoor storage shall only be permitted in areas that are not visible from Horizons Parkway and the office portion of the Planned Development.
3. All outdoor storage must be located in a side or rear yard such that views from public rights-of-way and less intense uses are limited.
4. The maximum outside storage area shall be based on the business's inside space. 10,000 square feet of first floor indoor space = 1,000 square feet of outside storage area.
5. Storage areas shall be located adjacent to the building and shall not extend more than 5 feet less than the length of the screening mechanism (i.e. – if the wing wall extends 80 feet from the building, the storage area shall not extend beyond 75 feet). This requirement may be waived if the storage area is behind a building and is not visible from any public rights-of-way and less intense uses.
6. The maximum height of stored items shall not exceed 20 feet.
7. Storage areas shall not impede vehicular traffic and emergency access points.
8. All materials being stored must be associated with the business that is located in the building adjacent to the storage area
9. Storage areas shall be maintained in a neat and orderly manner.

If they cannot then they may request a special use permit in accordance with Section 400.580 of the Unified Development Ordinance (UDO). The procedure for a special use permit is a public hearing before the Planning Commission and the Board of Aldermen after notification has been given in a paper of general circulation at least 15 days before the hearing date and property owners within 185' of the subject property have been notified of such hearing. These requirements have been fulfilled on this application.

Project Description

The applicant, True Level Investment, is a marijuana grow facility. They already have a marijuana manufacturing/infusion operation at this location. With the approval of recreational marijuana they have expanded their operations to include a grow facility. Due to high demand they are utilizing all of their space indoors for their grow operations. They are requesting a special use permit for outdoor storage of five (5) steel storage containers to be located on the backside of their building. These containers will house items such as packaging, dirt, nutrients, and other overflow materials. Four of these containers will be placed up next to the building, while the remaining one will be placed in the back of the parking lot. All containers will be blocked from street view by the building and will back up woods/undeveloped land that is owned by Intercontinental Engineering and Manufacturing.

Analysis

The amended PD Regulations for Horizons adopted August 2016 set forth specific criteria for outdoor storage (Section F) and the review of special use permits.

F. Outside Storage and Equipment. Although the outdoor storage of materials and equipment in Horizons is not preferred, the City recognizes it may be necessary to accommodate businesses that are experiencing growth and/or change, but are not yet ready to commitment to additional facility space. Considering this, the outdoor storage of materials and equipment may be permitted in accordance with the following regulations. These regulations do not apply to the customary trailer parking activities associated with tenants inside the Planned Development.

1. *Outdoor storage is only permitted within the industrial portion of the Planned Development.* The applicant is located within the industrial portion of the PD.
2. *Because outdoor storage is not preferred, minimizing the visible impact of outdoor storage on public rights-of-way and less intense uses is critical. Thus, outdoor storage shall only be permitted in areas that are not visible from Horizons Parkway and the office portion of the Planned Development.* The outdoor storage is proposed on the west side of the building and will be completely blocked by the building from traffic on NW Mattox and most of the traffic on NW 43rd Street and NW Helena Rd.
3. *All outdoor storage must be located in a side or rear yard such that views from public rights-of-way and less intense uses are limited.* The outdoor storage is located in the rear yard, behind the building.
4. *The maximum outside storage area shall be based on the businesses inside space. 10,000 square feet of first floor indoor space = 1,000 square feet of outside storage area.* The applicant occupies approximately 23,000 sq.ft., which would allow for a total outdoor storage area of 2,300 sq.ft. Each storage container is approximately 320 sq.ft. Five storage containers would be about 1,600 sq.ft. of outdoor storage.
5. *Storage areas shall be located adjacent to the building and shall not extend more than 5 feet less than the length of the screening mechanism (i.e. – if the wing wall extends 80 feet from the building, the storage area shall not extend beyond 75 feet). This requirement may be waived if the storage area is behind a building and is not visible from any public rights-of-way and less intense uses.* The applicant is proposing two areas of outdoor storage.

One is adjacent to the building and will have four (4) of the storage containers. The second area is on the back side of the parking lot where one (1) of the containers will be located. Both locations are screened by the building. There is some visibility when turning the corner at NW Helena Road and NW 43rd Street.

6. *The maximum height of stored items shall not exceed 20 feet.* The proposed storage will not exceed 10 feet.
7. *Storage areas shall not impede vehicular traffic and emergency access points.* The proposed storage area still allows for emergency vehicle access around the building as well as other traffic.
8. *All materials being stored must be associated with the business that is located in the building adjacent to the storage area.* The applicant will only be permitted to have five (5) storage containers. No other items will be stored outside that are not located within the storage containers.
9. *Storage areas shall be maintained in a neat and orderly manner.* To keep the area maintained in a neat and orderly manner the applicant will be required to keep all materials in the storage contains and contains must remain in the locations identified on the site plan.
10. *If outdoor storage is desired that cannot meet these criteria, a special use permit may be requested. When reviewing the request, the following shall be taken into consideration.*
 - *Distance from Horizons Parkway, I-635 and Highway 9 - the farther away the more likely it is the request will be approved.*
 - *Visibility – the lower the visibility the more likely it is the request will be approved.*

East or West – the industrial area west of Horizons Parkway within the Planned Developed is intended for more intense uses, thus outdoor storage west of Horizons Parkway is more likely to be approved.

The property does not meet all of the above listed criteria for administrative approval of a special use permit. Therefore, the applicant is asking that one is granted. While the property is located on the west side of Horizons, it is completely blocked from public view from Horizons Parkway and Highway 635.

In addition to the above listed criteria approved in the Planned Development regulations for Horizons Section 400.180 (Q) of the UDO stated that in considering any application the recommending and decision-making bodies shall give consideration to the criteria below, to the extent they are pertinent to the particular application. The bodies may also consider other factors that may be relevant to a particular application.

1. The impact the proposal would have on the general health, safety and welfare of the citizens of the City.

The approval of outdoor storage of steel storage containers will not have an impact on the general health, safety, and welfare of the citizens of Riverside.

2. Whether the proposal is consistent with the intent and purpose of this Chapter.

The applicant is requesting a special use permit for outdoor storage. Section 400.180 of the UDO has put into place provisions to consider outdoor storage requests on a case-by-case basis. Therefore, this proposal is consistent with the intent and purpose of this Chapter.

3. Whether the proposal is consistent with the Comprehensive Master Plan and other adopted planning policies.

The Comprehensive Master Plans identifies this area as an industrial planned development. There are other similar buildings and uses in the area with outdoor storage that has been approved through the same process. In addition, the approved PD regulation have put into place provisions for allowing and approving outdoor storage in the Horizons Development.

4. Whether the proposal is consistent with the City Municipal Code and other adopted policies.

Riverside Municipal Code allows for the issuance of special use permits on a case-by-case basis with approval by the Planning Commission and Board of Aldermen.

5. The extent to which public facilities and services are available and adequate to meet the demand generated by the proposal.

Outdoor storage puts minimal strain on public services. Staff will be responsible for ensuring the applicant stays in compliance if the outdoor storage is approved.

6. The recommendation of professional staff.

Staff supports the request for a special use permit for outdoor storage with the following conditions:

- a. Outdoor storage shall be limited to five (5) steel storage containers. Each storage container shall not exceed 40' x 8' x 10'.
- b. The applicant shall only store items associated with their marijuana manufacturing and cultivation operations.
- c. Storage containers shall all be painted the same uniform color within 90 days of issuance of the Special Use Permit.

7. The precedents and the possible impact of such precedents that might result from approval or denial of the application.

The City has set a precedence of approving outdoor storage in the Horizons Development. Several business on both the east and west sides of Horizons have outdoor storage.

8. The character of the surrounding neighborhood.

The surrounding neighborhood is all zoned PD Planned Development and has the same regulations that they must follow. Other business in the Horizons Development have areas of outdoor storage.

9. The existing and any proposed zoning and uses of adjacent properties and the extent to which the proposal is compatible with the adjacent zoning and uses.

All adjacent properties are zoned PD Planned Development with industrial uses.

10. The extent to which the proposal will impact the property and neighboring property.

The request for outdoor storage is consistent with other developments in the area. Neighboring properties have been notified of this request and so far, none have come forward with concerns.

11. The suitability of the property for the uses to which it has been restricted under the existing zoning district regulations.

The applicant is already operating a marijuana facility in their space in an industrial building that is located within an established industrial park that already has locations with outdoor storage.

12. The length of time, if any, the property has remained vacant as zoned.

The property has not been vacant since it was constructed.

13. The economic impact of the proposal on the community.

The request for outdoor storage at this location will not have a negative impact on the community.

14. The extent to which there is a need for the use in the community.

The applicant is expanding their operations to include a marijuana grow facility that will likely supply product to local area dispensaries.

15. Whether the proposal is made necessary because of changed or changing regulatory requirements, social values, new planning concepts of other social or economic conditions.

It is necessary for the applicant to request a special use permit for outdoor storage because their needs exceed what is permitted in the approved PD regulations as they need their outdoor storage space to be located in multiple areas that are not all adjacent to the building to allow adequate traffic flow. Other business in the industrial park have also made similar requested for the same reason.

Conformance to Master Plan: The Master Plan discusses developing Horizons to incorporate a multitude of uses, create jobs, generate revenue for the City and welcome innovative companies, with a focus on high-quality development. The Master Plan notes that “the key element is to ensure that what happens in Horizons is the best long-term solution”. The outdoor storage is located in a manner that has a minimal visual impact on the industrial park.

Attachments

- Project Location Map
- Site Plan

AN ORDINANCE GRANTING A SPECIAL USE PERMIT SUBJECT TO CERTAIN CONDITIONS TO TRUE LEVEL INVESTMENT, INC. FOR OUTDOOR STORAGE ON PROPERTY LOCATED AT 4300 NW BELGIUM BLVD., SUITE 150.

WHEREAS, pursuant to City Code Chapter 400, Section 400.580 of the Unified Development Ordinance, application no. PC23-09, submitted by True Level Investment, Inc. requesting a Special Use Permit to allow outdoor storage of steel storage containers associated with their operations on land located at 4300 NW Belgium Blvd., Suite 150 was referred to the Planning Commission to hold a public hearing; and

WHEREAS, after due public notice in the manner prescribed by law, the Planning Commission held a public hearing on May 11, 2023 and rendered a report to the Board of Aldermen containing findings of fact and a recommendation that the Special Use Permit be approved; and

WHEREAS, after due public notice in the manner prescribed by law, the Board of Aldermen held a public hearing on May 16, 2023 and, based upon all of the information presented, find it is in the best interest of the citizens of the City of Riverside to grant said Special Use Permit subject to certain terms and conditions as set forth herein;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RIVERSIDE, MISSOURI, AS FOLLOWS:

SECTION 1 – GRANT OF SPECIAL USE PERMIT. That a Special Use Permit is hereby granted to True Level Investment, Inc. to allow outdoor storage of steel storage containers associated with their operations on property located at 4300 NW Belgium Blvd., Suite 150.

SECTION 2 – CONDITIONS OF APPROVAL AND OPERATION. That the following conditions of approval shall apply and be followed for the duration of the Special Use Permit.

1. The outdoor storage shall be limited to five (5) steel storage containers. Each storage container shall not exceed 40'x8'x10'.
2. Storage containers shall only be located in the rear of the property in accordance with the attached site plan in Exhibit A.
3. The applicant shall only store items associated with their marijuana manufacturing and cultivation operations.
4. Storage containers shall be painted the same uniform color within 90 days of approval of this special use permit.

SECTION 3 – FAILURE TO COMPLY. Failure to comply with any of the conditions or provisions contained in this ordinance shall constitute a violation of both this ordinance and the City's Unified Development Ordinance and shall also be cause for revocation of the Special Use Permit granted herein in addition to other penalties which may be contained in the City Code.

SECTION 4 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

BILL NO. 2023-026

ORDINANCE NO. _____

SECTION 5 – EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its passage and approval.

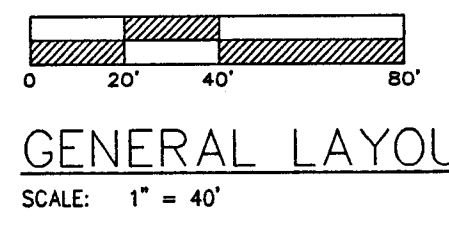
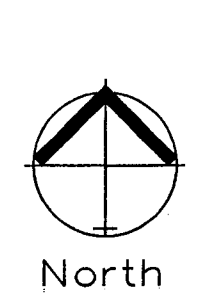
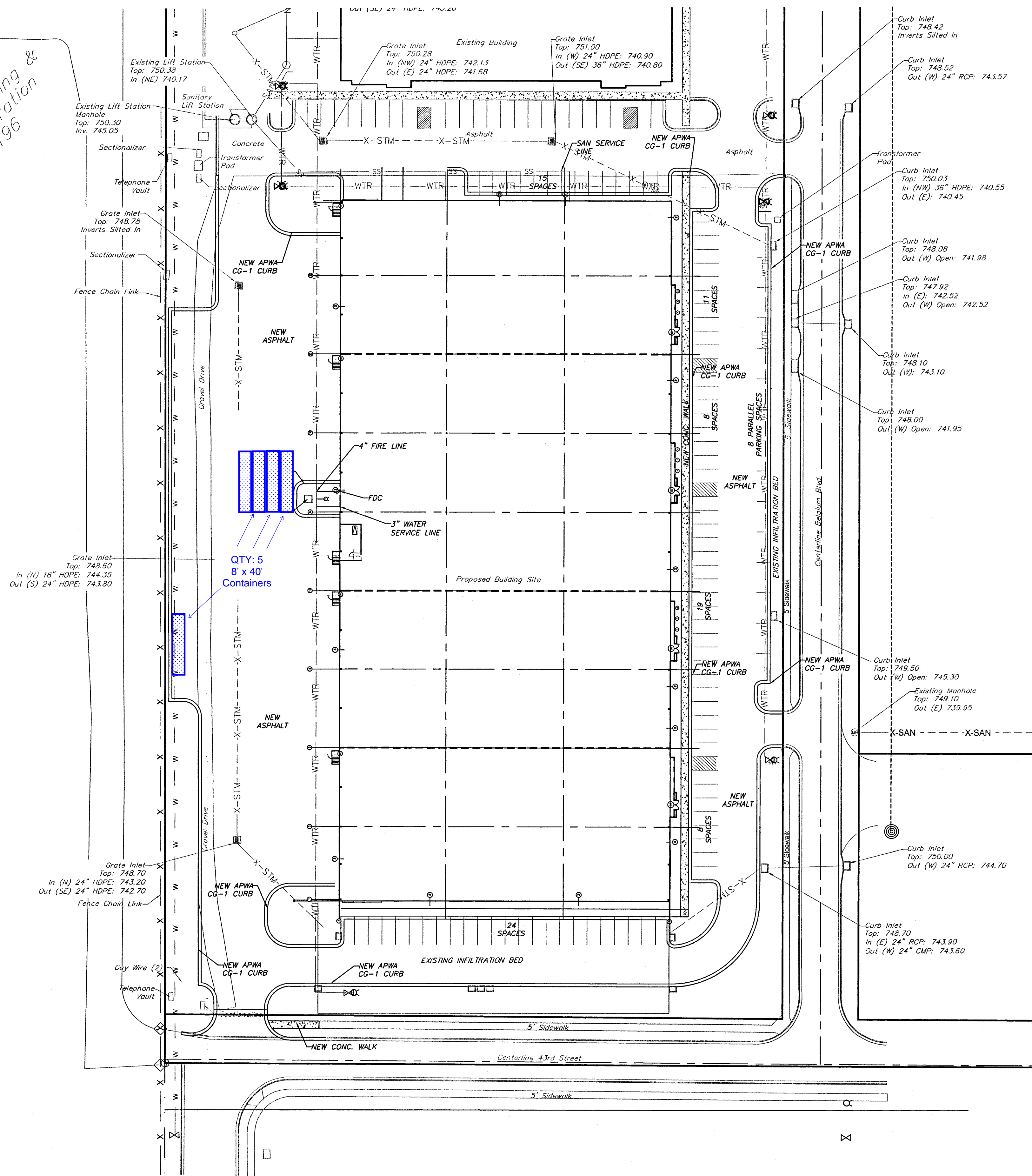
BE IT REMEMBERED that the above was read two times by heading only, passed and approved by a majority of the Board of Aldermen and approved by the Mayor of the City of Riverside, Missouri, this 16th day of May 2023.

Kathleen L. Rose, Mayor

ATTEST:

Robin Kincaid, City Clerk

N/F
Intercontinental Engineering &
Manufacturing Corporation
Bk. 267, Pg. 196

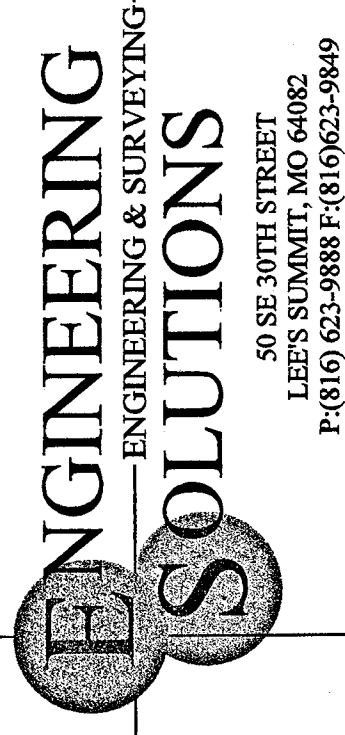


GENERAL LAYOUT PLAN

SCALE: 1" = 40'

Site Data Table

Site Area:	232,100.75 Sq. Ft. (5.32 Acres)
Building Area:	98,767.84 Sq. Ft.
Paved Areas:	54,221.54 Sq. Ft.
Sidewalk Areas:	9,022.58 Sq. Ft.
Total Impervious:	162,011.96 Sq. Ft. (69.80% Impervious Site)



Professional Registration
Missouri
Engineering 2005002186-D
Surveying 2005008319-D
Kansas
Engineering E-1695
Surveying LS-218
Oklahoma
Engineering 6254
Nebraska
Engineering CA2821

Belgian Bottoms Lot 3
Riverside, Platte County, Missouri

Project:
COMPLETE HOME
CONCEPTS
Issue Date:
February 22, 2016

GENERAL LAYOUT PLAN
Construction Plans for:
Belgian Bottoms Lot 3
Riverside, Platte County, Missouri

Matthew J. Schlicht
MO PE 2006019708
KS PE 19071
OK PE 25226
NE PE E-14335

REVISIONS
REVISED 7/28/17

Approved for Construction:
When signed by the Building Official
Date: _____
Signed: _____ Building Official
Approved: Means construction may proceed
in compliance with Riverside Missouri's
adopted codes and ordinances



Intercontinental

Complete Home Concepts

Green Bay Packing

Hi 5 Furniture

Fortune Fish

Yanfeng

NW Belgium Blvd.

NW 43rd Street

NW Helena Rd.



2950 NW Vivion Road
Riverside, Missouri 64150

AGENDA DATE: 2023-5-16
TO: Mayor and Board of Aldermen
FROM: Human Resources Manager, Amy Strough
RE: Hiring Ordinance – Carol Oetting

Position Information

This hire will fill the new Senior Administrative Assistant position in the Administration Department.

Hiring Recommendation

Staff recommends approving the following hire:

Candidate: Carol Oetting
Department: Administration
Open Position: Senior Administrative Assistant
FLSA Status: Full-Time, Non-exempt
Starting Wage: \$24.48/\$50,920
Expected Start Date: 6/5/23

This individual has passed all required pre-employment testing and is considered to be a qualified candidate for this position.

BILL NO. 2023 – 027

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE EMPLOYMENT OF CAROL OETTING AS A FULL-TIME SENIOR ADMINISTRATIVE ASSISTANT IN THE ADMINISTRATION DEPARTMENT AND ESTABLISHING A SALARY AND START DATE FOR SUCH EMPLOYEE

WHEREAS, City Code Section 110.070 provides for the appointment of employees of the City by the City Administrator with approval of the Mayor and Board of Aldermen; and

WHEREAS, City Code Section 110.140 provides for the establishment of the salary of non-elected employees of the City by ordinance; and

WHEREAS, the Board of Aldermen find it is in the best interest of the City to approve the appointment of Carol Oetting as Senior Administrative Assistant in the Administration Department as provided herein;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF RIVERSIDE, MISSOURI, AS FOLLOWS:

SECTION 1 – HIRING OF EMPLOYEE. Carol Oetting is hereby employed as a Senior Administrative Assistant in the Administration Department.

SECTION 2 – STARTING SALARY. The starting salary for this position shall be set at \$24.48/\$50,920. The salary shall thereafter be adjusted according to the annual budget and the personnel policies and procedures of the City as may be adopted from time to time.

SECTION 3 - REPEAL OF ORDINANCES IN CONFLICT. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 4 – SEVERABILITY CLAUSE. The provisions of this ordinance are severable and if any provision hereof is declared invalid, unconstitutional or unenforceable, such determination shall not affect the validity of the remainder of this ordinance.

SECTION 5 – EFFECTIVE DATE. This ordinance shall be in full force and effect as of May 17, 2023.

BE IT REMEMBERED that the above was read two times by heading only, passed and approved by a majority of the Board of Aldermen and **APPROVED** by the Mayor of the City of Riverside, Missouri, this 16th day of May 2023.

Kathleen L. Rose, Mayor

ATTEST:

Robin Kincaid, City Clerk

CITY OF RIVERSIDE, MISSOURI

APPLICATION FOR TEMPORARY CATERING LICENSE

revised May 14, 2004

A temporary catering license authorizes a qualifying applicant to sell liquor by the drink at an establishment or location which is not otherwise licensed for such sales and at which alcohol is not normally served. Riverside City Code requires that an applicant seeking a temporary catering license must already be licensed to sell liquor by the drink by the State of Missouri and also, with limited exception, by Riverside or another Missouri municipality. This license application should be completed by the party or entity holding an existing license and not by the party or entity hiring or engaging the already licensed applicant.

Submit in Duplicate

APPLICANT INFORMATION

Name of Applicant:

[REDACTED] Vignettes Bar

If not an individual, name of contact person: Edward Schmalz

Address: 2578 Armour Road, North Kansas City, Mo 64116

Telephone: 415-613-0176

If applicant is not an individual, Federal Employer Identification Number or other Tax Identification Number: [REDACTED]

The Applicant is licensed by the State of Missouri to sell liquor by the drink (YES) or NO

Local Jurisdiction by which Applicant is licensed to sell liquor by the drink:

Clay County, North Kansas City

Check here if Applicant licensed to sell liquor by the Missouri Gaming Commission: _____

[see next page]

EVENT INFORMATION

Name of Individual, Organization or Entity Sponsoring Event: Riverside Area Chamber of Commerce

If not an individual, name of contact person: _____

Address of Individual or Organization: 1508 NW Vivion Rd. [REDACTED]
KC, MO 64118

Telephone: 816-835-8140

Address or Location of Event: 2901 NW Vivion Rd. Riverside Mo 64150

Owner of Location or Premises where Event will be held: City of Riverside

Contact Name and Telephone for Owner of Location/Premises: April Roberson
816-835-8140

Date(s) Event is to be Held: Sat. Oct. 21, 2023
(Event may not be more than 120 hours in total length)

Date on which Event will End and License will Terminate: _____

PLEASE ATTACH THE FOLLOWING TO THIS APPLICATION:

1. Copy of current liquor license certificate from the State of Missouri
2. Copy of current liquor license certificate from local municipality
3. If licensed by Missouri Gaming Commission, copy of such license certificate
4. License Fee: \$15.00 multiplied by number of Days for Event: _____


SELECT REGULATIONS AND RESTRICTIONS

The following includes some, but not all, of the Regulations and Restrictions applicable to temporary catering licensees. All such licensees must comply with each and every regulation and restriction of the Riverside City Code.

- A. The sale or consumption of alcoholic beverages authorized by issuance of the license herein applied for at the function, occasion or event shall only take place during the hours at which alcoholic beverages may lawfully be sold or served upon premises licensed to sell alcoholic beverages for on-premises consumption, or at hours specified by the Liquor Commission or its delegates.

- B. Any license issued hereunder does not allow or authorize package sales of alcoholic beverages.
- C. No temporary catering license shall be issued for any function, event or occasion where an admission charge is made at the entrance or at the time thereof, except where the event is held strictly and solely by a charitable, religious, civic, service or professional organization which has had a preexisting membership for a reasonable time prior to the application for the license.

I HEREBY STATE, ACKNOWLEDGE AND AFFIRM THAT I HAVE PERSONAL KNOWLEDGE OF THE INFORMATION CONTAINED IN THIS APPLICATION AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND THAT THE I HAVE READ THE PROVISIONS OF THE CITY CODE REGULATING THE SALE OF LIQUOR IN THE CITY OF RIVERSIDE.


Signature of applicant or, if not an individual, signature of president of corporation, partner of partnership, member of LLC or authorized agent of other entity

7/26/23
Date

* * * * *

FOR USE BY CITY ONLY - PLEASE DO NOT MARK BELOW THIS LINE

DATE RECEIVED: _____ DATE OF COPY TO PUB. SAFETY _____
FEE PAID: _____

MISSOURI LICENSE? YES or NO _____ DATE LICENSE VALID _____

LOCAL LICENSE? YES or NO _____ DATE LICENSE EXPIRES _____

GAMING COMMISSION? YES or NO _____

MISSOURI - DIVISION OF ALCOHOL AND TOBACCO CONTROL - LICENSE

THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW

RETAIL LIQUOR BY DRINK

277574

\$275.00

EXPIRATION DATE: JUNE 30, 2022

EFFECTIVE DATE: AUGUST 2, 2021

CLAY

BUS. STRUCTURE: LMTD LIABILITY

MANAGING OFFICER OR PARTNERS: EDWARD R SCHMALZ

SPECIAL PERMITS:

ALL OF THE BUILDING LOCATED AT 2376 ARMOUR ROAD, NORTH KANSAS CITY, MO

RENEWAL NOTICES are mailed annually in March. It's the licensee's responsibility to pay the required fee by MAY 1ST of each calendar year. Late fees will be assessed for late renewal after MAY 1ST.

Sandra K. Karsten

DIRECTOR OF PUBLIC SAFETY

D E Taylor

SUPERVISOR OF ALCOHOL AND TOBACCO CONTROL

REROLL TAVERNS LLC
VIGNETTES
3145 BROADWAY
KANSAS CITY, MO 64111

LICENSE NOT TRANSFERABLE

NORTH KANSAS CITY DEPARTMENT OF LIQUOR CONTROL

THIS LICENSE MUST BE POSTED ON THE PREMISES IN FULL PUBLIC VIEW

RETAIL LIQUOR BY DRINK

LL7846

SUNDAY BY THE DRINK

LL7847

EXPIRATION DATE: JUNE 30, 2022

EFFECTIVE DATE: AUGUST 11, 2021

ISSUED TO: REROLL TAVERNS LLC

VIGNETTES

LOCATION: 2376 ARMOUR RD.

SPECIAL PERMITS:

MANAGING OFFICER OR PARTNERS: EDWARD R SCHMALZ

ALL OF THE BUILDING LOCATED AT 2376 ARMOUR ROAD, NORTH KANSAS CITY, MO

RENEWAL NOTICES ARE MAILED OUT ANNUALLY IN MAY. IT IS THE LICENSEE'S RESPONSIBILITY TO PAY THE REQUIRED FEE BY JULY 1ST OF EACH CALENDAR YEAR. IN CONSIDERATION FOR WHICH AND COMPLIANCE WITH THE ORDINANCES OF THE CITY AND THE LAWS OF THE STATE OF MISSOURI AND BY AUTHORITY OF ORDINANCES OF SAID CITY. SUBJECT, HOWEVER, TO MODIFICATION, THE RIGHT OF WHICH IS RESERVED BY ORDINANCE AND ANY AMENDMENTS THERETO AND SUBJECT TO CANCELLATION AS PROVIDED FOR BY LAW.



A handwritten signature in black ink, reading "John Hale", written over a horizontal line.

DIRECTOR OF LIQUOR CONTROL

LICENSE NOT TRANSFERABLE

Riverside Public Works

Cost Summary By Task

Task	Activities	Labor Hours	Labor Cost	Eqp Cost	Mat Cost	Con Cost	Overhead	Total Cost
Banner Installation or removal	1	4.00	\$74.96	\$100.00	\$0.00	\$0.00	\$0.00	\$174.96
Building Maintenance	11	55.00	\$1,037.01	\$2,515.00	\$0.00	\$0.00	\$0.00	\$3,552.01
Comp Time Leave	2	11.50	\$231.84	\$0.00	\$0.00	\$0.00	\$0.00	\$231.84
Director Duties	18	144.00	\$7,459.20	\$0.00	\$0.00	\$0.00	\$0.00	\$7,459.20
Electrical	2	3.50	\$67.72	\$125.00	\$0.00	\$0.00	\$0.00	\$192.72
Equip Maint	5	58.00	\$1,084.44	\$1,300.00	\$0.00	\$0.00	\$0.00	\$2,384.44
Flag raising and lowering	1	1.00	\$18.89	\$25.00	\$0.00	\$0.00	\$0.00	\$43.89
Graffiti removal	1	10.00	\$190.25	\$300.00	\$0.00	\$0.00	\$0.00	\$490.25
Grounds Maint.	3	19.00	\$358.68	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,408.68
HVAC in house maintenance	4	18.00	\$340.16	\$580.00	\$65.08	\$0.00	\$0.00	\$985.24
Irrigation check and fix	1	24.00	\$461.12	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,461.12
Litter Control	1	8.00	\$146.00	\$100.00	\$0.00	\$0.00	\$0.00	\$246.00
Mowing	95	389.00	\$7,326.85	\$31,180.50	\$0.00	\$0.00	\$0.00	\$38,507.35
Office Public Works	22	166.00	\$3,946.96	\$0.00	\$0.00	\$0.00	\$0.00	\$3,946.96
Parks Grounds Maint	4	28.00	\$535.27	\$880.00	\$0.00	\$0.00	\$0.00	\$1,415.27
Parts Run	1	1.00	\$20.16	\$50.00	\$0.00	\$0.00	\$0.00	\$70.16
Plumbing Maintenance	2	24.00	\$443.84	\$160.00	\$0.00	\$0.00	\$0.00	\$603.84
Pool Maintenance	7	81.00	\$1,556.64	\$2,775.00	\$0.00	\$0.00	\$0.00	\$4,331.64
Restroom check and cleanup	5	15.00	\$278.33	\$325.00	\$0.00	\$0.00	\$0.00	\$603.33
Shop Maint	2	12.00	\$220.68	\$160.00	\$0.00	\$0.00	\$0.00	\$380.68
Sick	7	31.00	\$1,111.08	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111.08
Special Event	2	6.00	\$113.80	\$150.00	\$0.00	\$0.00	\$0.00	\$263.80
Stock Supplies for Custodians	2	5.00	\$96.24	\$115.00	\$0.00	\$0.00	\$0.00	\$211.24
Street Signs / Maint	5	26.00	\$487.20	\$550.00	\$0.00	\$0.00	\$0.00	\$1,037.20
Trail Maint	3	16.00	\$301.58	\$676.00	\$0.00	\$0.00	\$0.00	\$977.58
Trash Pick Up	14	59.00	\$1,096.11	\$1,425.00	\$0.00	\$0.00	\$0.00	\$2,521.11
Tree Trimming	2	14.00	\$260.58	\$450.00	\$0.00	\$0.00	\$0.00	\$710.58
Vacation	8	48.50	\$967.35	\$0.00	\$0.00	\$0.00	\$0.00	\$967.35
Water feature maint	7	54.00	\$1,033.58	\$1,455.00	\$2,100.00	\$0.00	\$0.00	\$4,588.58
Watering plants or etc	1	1.00	\$20.16	\$75.00	\$0.00	\$0.00	\$0.00	\$95.16
Weed eatting only	4	16.00	\$302.16	\$200.00	\$0.00	\$0.00	\$0.00	\$502.16
Weed Spraying	19	73.50	\$1,373.37	\$6,385.00	\$220.00	\$0.00	\$0.00	\$7,978.37
Tasks:	32	262	1,422.00	\$54,106.50		\$0.00		\$89,453.76
			\$32,962.18		\$2,385.08		\$0.00	

2023 Riverside Police Department Activity Report											
PATROL		Reported Part I Crimes	Reported Part II Crimes	Traffic Citations Issued	DUI Arrests	All Other Citations Issued	All Other Arrests Made	Calls For Service	Self Initiated Activities	Reports Written	Motor Vehicle Accidents
	January	21	46	189	4	13	49	328	703	215	18
	February	27	32	143	3	7	59	324	690	199	23
	March	22	41	244	5	6	64	377	778	246	18
	April	23	38	207	2	12	59	338	701	201	23
	May										
	June										
	July										
	August										
	September										
	October										
	November										
	December										
	Year Total	93	157	783	14	38	231	1,367	2,872	861	82
K-9		Searches Conducted		Searches with Positive Results			Mutual Aid	Self Initiated Activities	Calls for Service	Arrests Made	Training Hours
		Schools	Other	Drugs	People	Other					
	January	0	8	3	0	0	2	31	35	8	16
	February	0	3	1	0	0	0	35	33	2	2
	March	0	8	2	0	0	2	56	35	9	24
	April	0	7	3	0	0	3	39	30	4	36
	May										
	June										
	July										
	August										
	September										
	October										
	November										
	December										
	Year Total	0	26	9	0	0	7	161	133	23	78
CRIMINAL INVESTIGATION UNIT		Cases Received	Cases Assigned	Charges Filed		Cases Closed	Cases Submitted to Prosecutor	Charges Declined	Cases Exceptional ly Cleared	Reports Written	
				State	Municipal						
	January	26	26	1	0	17	9	1	2	60	
	February	19	19	15	1	13	13	2	1	70	
	March	32	32	28	0	9	19	1	0	102	
	April	26	26	7	0	7	11	1	1	56	
	May										
	June										
	July										
	August										
	September										
	October										
	November										
	December										
	Year Total	103	103	51	1	46	52	5	4	288	
SCHOOL RESOURCE OFFICER		Arrests	Reports Written	Classes Taught	External Community Relations Activities	POP Activities					
	January	0	25	6	0	0					
	February	0	20	3	0	0					
	March	0	19	2	0	1					
	April	0	15	0	0	0					
	May										
	June										
	July										
	August										
	September										
	October										
	November										
	December										
	Year Total	0	79	11	0	1					
Communications Unit		Admin Telephone Calls Answered	911 Telephone Calls Answered	Warrants Validated	CRNs Issued	Criminal History Checks (REJIS, Mules)	Reports Processed	Missing Property Validations			
								Autos	Others		
	January	1,875	451	221	106	68,191	52	2	0		
	February	1,986	450	175	92	60,243	61	1	1		
	March	2,017	485	185	94	85,747	68	5	0		
	April	2,101	547	86	104	64,012	66	3	14		
	May										
	June										
	July										
	August										
	September										
	October										
	November										
	December										
	Year Total	7979	1933	667	396	278193	247	11	15		



ACTIVITY REPORT:

April 2023



338

COMMUNITY-GENERATED
CALLS FOR SERVICE

701

SELF-INITIATED CALLS
FOR SERVICE

547

911 CALLS TAKEN



12

CRIMINAL CITATIONS
ISSUED

201

REPORTS TAKEN

59

ARRESTS MADE



23

MOTOR VEHICLE
CRASHES

207

TRAFFIC CITATIONS
ISSUED

2

DRIVING WHILE
INTOXICATED



ACTIVITY REPORT

April 2023



69

EMS INCIDENT
CALLS

5

FIRE
CALLS

9

ACCIDENT
CALLS

25

OTHER
CALLS

10%

OVERLAPPING
CALLS

0

MUTUAL AID
RECEIVED

0

MUTUAL AID
GIVEN

72

AMBULANCE
TRANSPORTS

4:29

AVG. RESPONSE
TIME (MIN)

1:25

AVG. TURNOUT
TIME (MIN)

107

TRAINING HOURS
COMPLETED

5

PUBLIC
RELATIONS

17

INSPECTIONS
COMPLETED



**2950 NW Vivion Road
Riverside, Missouri 64150**

MEMO DATE: May 12, 2023
AGENDA DATE: May 16, 2023
TO: Mayor and Board of Aldermen
FROM: Mike Duffy
RE: Community Development Department Activity April 2023

CODES: Violations Observed: 13
Violations Resolved: 8
Notices Sent: 10
Signs Removed: 4
Citations Issued: 0

PERMITS: Building Residential- 1
Building Commercial-6
Electrical-3
Right-of-Way-2
Mechanical-1
Fence -1
Total-14

Animal Control: Animal Complaints: 24
Self Initiated Calls: 11
Animals Returned to Owner: 1
Impounded Domestic Animals: 2
Impounded Wild Animals: 2
Verbal Warnings: 2