



## Memorandum

Date: September 2, 2020

To: Mayor Mike Bawden  
Members of the City Council

From: City Administrator Kent Royster

Re: City Administration Notes (08/25/2020-09/08/2020)

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### Daily Items:

08/25/2020 Attended Biannual Joint Contract Sewerage Committee

08/26/2020 FEMA Reimbursement Tele-Meeting  
\*\* Need Community Pictures of aftermath

08/29/2020 Meeting with Fire Department

08/31/2020 Meeting with Mayor Rice, Mayor Bawden and Chris Cooper  
regarding entering 28E for Joint Construction services for  
Sanitary Sewer

09/01/2020 Attended Riverdale's Parks and Trails Assessment Public Meeting

09/04/2020 Meeting with Christina McDonough, Scott County Health Dept  
Grants

09/07/2020 Labor Day City Hall Closed

### 1) Iowa League of Cities Conference

Starting September 16<sup>th</sup> at 1 pm lasting through September 18<sup>th</sup> at 11 am the Iowa League will be hosting its annual conference virtually. I have attended in the past; it was very educational, and a great experience. It should be very different this year with it being held virtually. The cost is \$ 50.00. I would like to attend. I would recommend that you attempt to attend a couple of the sessions.

<https://www.iowaleague.org/Conference2020/Pages/2020Conference.aspx>

Please let Katie or I know if you would like to attend. We would be gladly assist you in signing up. We need to know if you want to attend by no later than September 11<sup>th</sup>.

## **Administrative Summary**

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### **2) Public Hearing for CDBG**

There is a scheduled Public Hearing for the Meals-to-go Program at 6:30 pm here at City Hall. It's has very specific agenda.

### **3) Resolution 2020-71 establishment of a Sanitary Sewer Permit**

The City of Riverdale currently has a 25.00 permit fee by Ordinance but, permit application this Resolution seeks to adopt a permit process. The purpose of this resolution to provide better information to just not the City of Riverdale but future homeowners.

### **4) Roofing City Hall**

The City is waiting insurance reimbursement. Recent storms may prolong the reimbursement. According to the insurance company it might take 3 to 4 weeks.

### **5) Inspecting Joint Sanitary Sewer Interceptor Line.**

We are waiting for the report to pass on to MSA-PS for their review.

### **6) Employee Manual Review**

My goal is to have a rough draft to you before the end of September.

### **7) Health Care Insurance for FTEs**

September 1 will anniversary date which allow other enrollees or policy changes. Staff can use the program starting September 1, 2020.

### **8) Informational Piece on Builders' Packet**

We have completed a builders' packet. The packet includes COSESCO permit, sewer lateral inspection form, driveway approach inspection form and fee structure, and guidelines from the City regarding requirements for obtaining Certificate of Occupancy. And, an example of site plan for builders.

This information will provide guidance not only the City of Riverdale but to the Scott County Planning & Zoning Department. Staff is changing the way that maintain information regarding each new house or building located within the City.

## **Administrative Summary**

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### **9) COSESCO Permit Ordinance**

The ordinance allows for the creation of a permit and the rules of that permit. The City has existing rules for builders within a new subdivision. However, this ordinance now places responsibility on the builder with clear rules. The ordinance is written so that a representative of the City is the enforcement officer. The storm water run-off plan will be submitted to the City as part of building plan.

STATUS: I have been attempting to meet with the City Attorney to discuss this Ordinance.

As always it a pleasure to be your City Administrator and serve Riverdale.

Please let me know if you have any questions.

Kent Royster