

# 7:00pm PUBLIC HEARING on FY2012 Budget

## AGENDA

### City of University Heights, Iowa City Council Meeting

Tuesday, March 8, 2011

#### University Club: Note Location change

7:00 – 9:00 P.M.

Meeting called by Mayor Pro Tem, Pat Yeggy

Time		Topic	Owner
7:00	Call to Order Meeting	Roll Call Approval of Minutes February 8, 2011 Approval of Minutes March 1, 2011	Pat Yeggy
	Call to Order Public Hearing	Public Hearing on FY2012 Budget Public comments	
	Close Public Hearing Return to Regular Meeting		
		<a href="#">FY2012 Budget</a> Discussion -Consider adoption of FY2012 Budget	Steve Kuhl
	Public Input	Public Comments	
	<u>Administration</u>		
7:20	-Mayor	Written <a href="#">Mayor's report</a> submitted	
	-City Attorney	<a href="#">Legal Report</a> - Discussion of policy requiring that proposed developer own subject property before Council will consider PUD application or TIF proposal. - Discussion of policy requiring reports to council to be submitted a minimum time in advance of meeting. - Identification and discussion of specific items individual council members desire to see addressed in PUD application.	Steve Ballard
	-City Clerk	<a href="#">City Clerk Report</a>	Chris Anderson
	<u>Committee Reports:</u>		
	<u>Finance</u>	Committee Report <a href="#">Treasurer's Report</a> / Payment of Bills	Brennan McGrath Lori Kimura
	<u>Community Protection</u>	Committee Report Police Chief report	R. Hopson/M.Haverkamp Ron Fort

<b>Time</b>	<b>Topic</b>	<b>Owner</b>
	<u>Streets and Sidewalks</u>	Streets & Sidewalks Report -Approve proposal from MSI for street sweeping Engineer Report
	<u>Building, Zoning &amp; Sanitation</u>	Committee Report Zoning Report
	<u>e-Government</u>	Committee Report
	<u>Metropolitan Planning Organization –MPO of Johnson County formerly known as Johnson County Council of Governments (JCCOG)</u>	Next meeting March 30th.
<b>8:55</b>	Announcements	Anyone
<b>9:00</b>	Adjournment	Pat Yeggy

**Next Regular Council Meeting: Tuesday, April 12, 2011.**

# City of University Heights, Iowa

		FY 09/10 Actual	FY 10/11 Budget	FY 11/12 Budget
<b>Income</b>				
<b>PROPERTY TAXES</b>				
Transit Levy	amount needed	39,997.05	40,671.00	41,313.00
Library Services Levy	\$0.27/1,000 txbl	13,088.96	13,389.00	0.00
Emergency Levy	\$0.27/1,000 txbl	0.00	0.00	14,135.00
Regular Property Tax	\$8.10/1,000 txbl	392,669.46	401,658.00	424,061.00
Debt Service Levy	amount needed	31,144.34	32,319.00	32,336.00
Insurance Levy	amount needed	15,370.01	17,829.00	18,124.00
Benefits Levies	amount needed	38,426.71	42,062.00	49,260.00
<b>Total PROPERTY TAXES</b>		<b>530,696.53</b>	<b>547,928.00</b>	<b>579,229.00</b>
<b>OTHER CITY TAXES</b>				
Local Option Sales Tax		101,475.67	125,000.00	125,000.00
Utility Excise Tax		8,615.73	8,334.00	8,838.00
<b>Total OTHER CITY TAXES</b>		<b>110,091.40</b>	<b>133,334.00</b>	<b>133,838.00</b>
<b>LICENSES &amp; PERMITS</b>				
Beer/Wine/Liquor/Cig Permits		112.50	0.00	390.00
Building/Equipment Permits		23,832.17	8,000.00	10,000.00
Misc. Licenses/Permits		0.00	100.00	100.00
Rental Permits		13,000.00	12,000.00	12,500.00
<b>Total LICENSES &amp; PERMITS</b>		<b>36,944.67</b>	<b>20,100.00</b>	<b>22,990.00</b>
<b>USE OF MONEY &amp; PROPERTY</b>				
Interest on Cash Investments		2,552.22	3,000.00	2,000.00
<b>Total USE OF MONEY &amp; PROPERTY</b>		<b>2,552.22</b>	<b>3,000.00</b>	<b>2,000.00</b>
<b>INTERGOVERNMENTAL/SHARED REVENUE</b>				
<b>Federal Shared Revenues</b>				
IDOT funds - sidewalk project		49,845.97	396,800.00	0.00
I-JOBS (ARRA) funds		4,310.92	50,000.00	0.00
		54,156.89	446,800.00	0.00
<b>State Shared Revenues</b>				
Road Use/Street Construction	\$83.00 to \$84.40	87,244.93	84,000.00	90,000.00
Community Disaster		0.00	0.00	0.00
Traffic Safety Incentive		15,238.78	0.00	0.00
		102,483.71	84,000.00	90,000.00
<b>Total INTERGOVERNMENTAL/SHARED REVENUE</b>		<b>156,640.60</b>	<b>530,800.00</b>	<b>90,000.00</b>
<b>CHARGES FOR SERVICE - rental inspections and police reports</b>				
		434.00	1,000.00	700.00
<b>SPECIAL ASSESSMENTS</b>				
		605.00	0.00	0.00

**MISCELLANEOUS REVENUES**

Cable TV Franchise	8,345.84	7,750.00	8,000.00
Fines			
Parking Fines	7,470.00	9,000.00	8,000.00
Traffic Fines-Clk of Ct	62,582.12	60,000.00	62,500.00
Misc. Income/Contributions	2,073.00	2,000.00	2,000.00
Refunds and Reimbursements	16,820.53	1,000.00	1,000.00
Sale of Property & Merchandise	5,000.00	0.00	0.00

**Total MISCELLANEOUS REVENUES** **102,291.49** **79,750.00** **81,500.00**

**Total Income** **940,255.91** **1,315,912.00** **910,257.00**

**OTHER FINANCING SOURCES**

Loan Draws for Sidewalk Project	0.00	356,500.00	0.00
Bond sale - City's share of wide sidewalk project	0.00	150,000.00	0.00
Repay Sidewalk Project loan draws	0.00	-555,000.00	0.00

**Total Income and Other Financing Sources** **940,255.91** **1,267,412.00** **910,257.00**

**Expense****PUBLIC SAFETY****Police**

Holiday and Other Pay	19,135.97	12,200.00	15,700.00
Reserves/Special Events payroll	14.00	20.00	24.00
Police Gross Wages	178,841.01	162,490.00	180,898.00
<b>Total Police Gross Wages</b>	<b>197,990.98</b>	<b>174,710.00</b>	<b>196,622.00</b>

**Police Benefits & Costs**

Police FICA	6.20%	11,976.30	10,832.00	12,190.00
Police Medicare	1.45%	2,798.93	2,533.00	2,850.00
Police IPERS	9.97% for 2011/12	17,434.81	17,384.00	19,600.00
Police Health Insurance		9,900.85	10,000.00	13,500.00
Police Workers Compensation		5,709.00	6,500.00	6,600.00
Police SUTA		126.18	100.00	100.00
<b>Total Police Benefits &amp; Costs</b>		<b>47,946.07</b>	<b>47,349.00</b>	<b>54,840.00</b>

**Staff Development****Regular Officer Training**

Academy training	138.00	4,700.00	5,500.00
Officer Training	960.00	3,500.00	4,000.00
Training Supplies	858.19	1,000.00	2,000.00
<b>Total Staff Development</b>	<b>1,956.19</b>	<b>9,200.00</b>	<b>11,500.00</b>

**Repair/Maint/Utilities****Vehicle Operations**

Fuel	10,441.52	15,000.00	15,000.00
Washes	402.00	700.00	700.00
Other	0.00	0.00	500.00
<b>Total Vehicle Operations</b>	<b>10,843.52</b>	<b>15,700.00</b>	<b>16,200.00</b>

**Maintenance and Repairs**

Bicycle Maint/Repair	92.49	200.00	200.00
Car Maint/Repair	4,567.21	8,000.00	9,000.00
<b>Total Maintenance and Repairs</b>	<b>4,659.70</b>	<b>8,200.00</b>	<b>9,200.00</b>
<b>Telecommunications Expense</b>			
Cell Phones	0.00	1,000.00	800.00
Pager Fees/Verizon	990.22	1,000.00	1,900.00
Racom Radio Fees	1,045.22	1,000.00	1,000.00
<b>Total Telecommunications Expense</b>	<b>2,035.44</b>	<b>3,000.00</b>	<b>3,700.00</b>
<b>Total Vehicle, Repairs and Maintenance and Telecommunications</b>	<b>17,538.66</b>	<b>26,900.00</b>	<b>29,100.00</b>
<b>Contractual Services</b>			
Police Insurance-Car/Liability	4,050.00	4,800.00	4,800.00
Special Events staff	incl. in payroll 1,405.00	0.00	0.00
<b>Payments to Other Agencies</b>			
Technology Services/Iowa System	3,095.40	2,600.00	500.00
Johnson Co. Sheriff - jail fee	120.00	200.00	300.00
Evidence testing	0.00	0.00	150.00
Emergency Comm. Services-IC	42,275.00	42,275.00	0.00
Radio Fees-Iowa City	1,500.00	1,500.00	0.00
<b>Total Payments to Other Agencies</b>	<b>52,445.40</b>	<b>51,375.00</b>	<b>5,750.00</b>
Printing/Copying	60.00	800.00	1,000.00
Garage Rental	620.00	880.00	1,800.00
Prof Serv-Psych Testing-Physica	15.00	500.00	500.00
<b>Total Contractual Services</b>	<b>53,140.40</b>	<b>53,555.00</b>	<b>9,050.00</b>
<b>Commodities</b>			
Car Purchase	24,701.68	13,500.00	15,000.00
<b>Minor Equipment</b>			
Regular Officer Uniform	1,297.07	3,000.00	3,000.00
Operating Equipment	2,302.67	1,500.00	1,500.00
<b>Total Minor Equipment</b>	<b>3,599.74</b>	<b>4,500.00</b>	<b>4,500.00</b>
<b>Major Equipment</b>			
Light Bar	1,630.00	0.00	0.00
Radar	187.56	0.00	0.00
Other Equipment	0.00	1,000.00	1,200.00
Car Equipment	3,568.09	3,000.00	3,000.00
<b>Total Major Equipment</b>	<b>5,385.65</b>	<b>4,000.00</b>	<b>4,200.00</b>
<b>Supplies</b>			
Office Supplies	823.42	2,000.00	3,000.00
Operating Supplies	1,210.15	3,000.00	3,000.00
Ammunition	2,448.00	3,000.00	3,500.00
Postage/Shipping	233.90	300.00	300.00
Other Supplies	129.23	1,000.00	2,000.00
<b>Total Supplies</b>	<b>4,844.70</b>	<b>9,300.00</b>	<b>11,800.00</b>
<b>Total Commodities</b>	<b>38,531.77</b>	<b>31,300.00</b>	<b>35,500.00</b>
<b>Total Police</b>	<b>357,104.07</b>	<b>343,014.00</b>	<b>336,612.00</b>
<b>Fire</b>			
<b>Contracts w/Other Agencies</b>			
Coralville Fire Dep't	29,718.00	29,718.00	30,164.00
Hydrant Flush-City of Iowa City	1,000.00	1,600.00	2,000.00

Total Fire	<u>30,718.00</u>	<u>31,318.00</u>	<u>32,164.00</u>
Hazmat-Johnson County	<u>256.00</u>	<u>256.00</u>	<u>256.00</u>
Building Inspections			
Building / Rental Inspection	<u>8,360.00</u>	<u>4,000.00</u>	<u>15,200.00</u>
Total PUBLIC SAFETY	<u>396,438.07</u>	<u>378,588.00</u>	<u>384,232.00</u>
<b>PUBLIC WORKS</b>			
Roads, Bridges, & Sidewalks			
Storm water permit/administration	3,889.83	5,000.00	3,500.00
Contractual Services			
Engineering Fees	39,465.20	36,000.00	36,000.00
Repairs/Improvements			
Street Repairs	29,656.55	22,500.00	
Sunset St. wide sidewalk			37,500.00
Olive Ct. reconstruction			0.00
Traffic sign assessment/mgmt			8,500.00
George/Koser intersection			32,000.00
Melrose/Koser sidewalk			0.00
Golfview storm intake			12,000.00
Oakcrest storm intake			15,000.00
Sunset St. storm intake			0.00
City-wide utility mapping			0.00
Arterial panel replacements			11,000.00
Local panel replacements			9,000.00
Pavement management			0.00
Asphalt patch projects			5,000.00
Wide Sidewalk (555,000)	89,389.08	356,500.00	
Arterial Street repair (stimulus)		57,500.00	
Striping/Curb Renumbering	4,233.00	5,000.00	5,000.00
Street Lighting Electricity	7,345.62	7,500.00	7,700.00
Traffic Controls and Safety			
Traffic Light Electricity/Street Signs	887.59	1,000.00	800.00
Snow Removal-Contractual	27,690.00	25,300.00	30,500.00
Street Sweeping-Contractual	3,622.00	5,000.00	5,000.00
Total Roads, Bridges, & Sidewalks	<u>206,178.87</u>	<u>521,300.00</u>	<u>218,500.00</u>
Other Public Works			
Contracts-Other Agencies			
IC Bus Service	32,310.00	33,000.00	33,500.00
SEATS Service	8,278.32	8,290.00	8,444.00
Total Other Public Works	<u>40,588.32</u>	<u>41,290.00</u>	<u>41,944.00</u>
Sanitation			
Contractual			
Trash/Recycling	20,713.34	20,862.00	20,862.00
Leaf Bag pick up/dump fees	0.00	1,200.00	1,200.00
Leaf Vacuuming	10,600.48	10,000.00	10,000.00
Total Sanitation	<u>31,313.82</u>	<u>32,062.00</u>	<u>32,062.00</u>
Total PUBLIC WORKS	<u>278,081.01</u>	<u>594,652.00</u>	<u>292,506.00</u>
<b>CULTURE &amp; RECREATION</b>			
Library	29,827.00	30,242.00	37,368.00
Parks			
Park Expenses	730.70	750.00	750.00

<b>Total CULTURE &amp; RECREATION</b>		<b>30,557.70</b>	<b>30,992.00</b>	<b>38,118.00</b>
<b>COMMUNITY &amp; ECONOMIC DEV.</b>				
Tree Trimming		2,200.00	5,000.00	5,000.00
<b>Total COMMUNITY &amp; ECONOMIC DEV.</b>		<b>2,200.00</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>GENERAL GOVERNMENT</b>				
<b>Mayor/Council Operations</b>				
<b>Salaries-Regular Part Time</b>				
Council		3,200.00	4,000.00	4,000.00
Mayor		1,967.00	1,967.00	1,967.00
<b>Total Salaries-Regular Part Time</b>		<b>5,167.00</b>	<b>5,967.00</b>	<b>5,967.00</b>
<b>Employee Benefits &amp; Costs</b>				
FICA	6.20%	320.35	370.00	370.00
Medicare	1.45%	74.92	87.00	87.00
SUTA		5.17	5.00	5.00
<b>Total Employee Benefits &amp; Costs</b>		<b>400.44</b>	<b>462.00</b>	<b>462.00</b>
<b>Commodities</b>				
Recognition Awards		29.46	0.00	0.00
<b>Total Mayor/Council Operations</b>		<b>5,596.90</b>	<b>6,429.00</b>	<b>6,429.00</b>
<b>Clerk/Treasurer &amp; Finance Admin</b>				
<b>Salaries-Regular Part Time</b>				
Clerk and Treasurer		8,240.88	9,000.00	9,000.00
<b>Employee Benefits &amp; Costs</b>				
FICA	6.20%	518.37	558.00	558.00
Medicare	1.45%	123.23	131.00	131.00
SUTA		8.33	10.00	10.00
IPERS	8.07% for 2011/12	560.70	625.00	726.00
<b>Total Employee Benefits &amp; Costs</b>		<b>1,210.63</b>	<b>1,324.00</b>	<b>1,425.00</b>
<b>Staff Development</b>				
<b>Dues &amp; Memberships</b>				
JCCOG Assessment		918.00	918.00	1,064.00
IA League of Cities		555.00	555.00	555.00
Dues and Memberships		453.87	250.00	250.00
Professional Development		81.00	0.00	0.00
<b>Total Staff Development</b>		<b>2,007.87</b>	<b>1,723.00</b>	<b>1,869.00</b>
<b>Contractual Services</b>				
Printing/Copying		23.25	700.00	700.00
Bank/CC fees		110.39	0.00	60.00
Technology Services		563.86	300.00	1,000.00
<b>Total Contractual Services</b>		<b>697.50</b>	<b>1,000.00</b>	<b>1,760.00</b>
<b>Commodities</b>				
Minor Equipment/Supplies/Techno		4,285.42	700.00	700.00
Office Supplies and Postage		2,741.41	500.00	1,000.00
<b>Total Commodities</b>		<b>7,026.83</b>	<b>1,200.00</b>	<b>1,700.00</b>
<b>Total Clerk/Treasurer &amp; Finance Admin</b>		<b>19,183.71</b>	<b>14,247.00</b>	<b>15,754.00</b>

Election Expenses		<u>1,602.55</u>	<u>1,750.00</u>	<u>1,800.00</u>
Legal Services		<u>60,118.21</u>	<u>45,000.00</u>	<u>42,000.00</u>
Accounting/Audit Fees	2300/6200	<u>3,160.00</u>	<u>2,000.00</u>	<u>8,500.00</u>
Legal Publications		<u>3,158.76</u>	<u>3,000.00</u>	<u>3,500.00</u>
<b>City Hall &amp; General Buildings</b>				
Salaries-Regular Part Time				
Facilities Assistant		<u>120.00</u>	<u>1,248.00</u>	<u>0.00</u>
<b>Employee Benefits &amp; Costs</b>				
FICA		0.00	77.00	0.00
Medicare		0.00	18.00	0.00
IPERS		<u>0.00</u>	<u>87.00</u>	<u>0.00</u>
<b>Total Employee Benefits &amp; Costs</b>		<u>0.00</u>	<u>182.00</u>	<u>0.00</u>
<b>Repair/Maint/Utilities</b>				
Utilities		1,213.44	1,500.00	1,500.00
Repairs		1,109.61	1,000.00	1,000.00
Telecommunications		<u>1,543.79</u>	<u>1,600.00</u>	<u>1,625.00</u>
<b>Total Repair/Maint/Utilities</b>		<u>3,866.84</u>	<u>4,100.00</u>	<u>4,125.00</u>
<b>Contractual</b>				
City Hall rental		10,941.00	10,404.00	10,600.00
Garage rental		<u>0.00</u>	<u>440.00</u>	<u>420.00</u>
<b>Total Contractual</b>		<u>10,941.00</u>	<u>10,844.00</u>	<u>11,020.00</u>
<b>Commodities</b>				
Supplies		<u>32.82</u>	<u>200.00</u>	<u>200.00</u>
<b>Total City Hall &amp; General Buildings</b>		<u>14,960.66</u>	<u>16,574.00</u>	<u>15,345.00</u>
Planning Intern		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Tort Liability Insurance		<u>6,863.00</u>	<u>6,800.00</u>	<u>7,000.00</u>
<b>Total GENERAL GOVERNMENT</b>		<u><b>114,643.79</b></u>	<u><b>95,800.00</b></u>	<u><b>100,328.00</b></u>
<b>DEBT SERVICE</b>				
Interest		8,764.39	7,810.00	6,830.00
Principal		<u>23,000.00</u>	<u>25,000.00</u>	<u>26,000.00</u>
<b>Total DEBT SERVICE</b>		<u><b>31,764.39</b></u>	<u><b>32,810.00</b></u>	<u><b>32,830.00</b></u>
<b>Total Expense</b>		<u><b>853,684.96</b></u>	<u><b>1,137,842.00</b></u>	<u><b>853,014.00</b></u>
<b>NET SURPLUS OR (LOSS)</b>		<u><u><b>86,570.95</b></u></u>	<u><u><b>129,570.00</b></u></u>	<u><u><b>57,243.00</b></u></u>
<b>Net valuation for tax levies:</b>				
2007/08	41,125,810			
2008/09	45,620,365			
2009/10	49,222,413			
2010/11	50,341,717			
2011/12	53,151,923			
<b>Levy rate</b>		10.94654	11.04972	11.06390

## **Mayor's Report- March 2011**

**Feb. 8-** Attended the Regional Trails and Bicycling Committee- I am looking into the possibility of University Heights becoming a designated "Bike Friendly Community". University Heights will have several signs coming soon marking the trail system, which continues the new trail signage that will be also coming to Coralville, Iowa City, North Liberty and Tiffin.

**Feb. 9-** Attended Conference Board County Assessors- FY2012 Budget was reviewed and approved to be published. A Public Hearing will be held at the March 3 meeting.

**Feb. 26-** Attended the Emergency Management Meeting- I reported in Feb. the City may be eligible for federal funds for the Feb. 1<sup>st</sup> severe snowstorm. It was reported, the State of Iowa did NOT qualify for federal funding for the Feb. 1<sup>st</sup> snowstorm. Therefore, the City will NOT be recovering any funds for that storm. The EMA is currently working on improving some of their disaster policies because of some difficulties experienced county-wide during the Feb. 1<sup>st</sup> snowstorm. A public hearing was held for the FY12 Budget. The budget was published and approved by the commission. The next meeting is March 30 at JECC @ 7:00pm.

**March 1-** Special Meeting of City Council. Des Moines attorney, John Danos, who was retained by the City for his expertise of TIF ( tax increment financing), gave an overview of TIF with a question/answer period. (Mr. Danos was previously hired by the City in 2007 for his financial legal expertise with bonding for a Streets Improvement project).

I arranged for this meeting to be videotaped by our own John McLure and info will be on the city website soon as far as viewing times and a link. The goal is to get the meeting on Channel 4 starting March 12<sup>th</sup>. Special thanks go to John McLure for his many volunteer hours to accomplish this!!!!

**March 3-** Attended the Conference Board of County Assessors- Public Hearing was held for the budget. The FY2012 Budget was approved by the Board. Assessor Bill Greazel said that the County's residential property values will probably continue to remain flat for the next several years. The approximately 3% increase seen for the cities who haven't grown is because of the rollback.

The next MPO of Johnson Co (formally known as JCCOG) Urbanized Area Policy Board will be held, Wed. March 30<sup>th</sup> at Iowa City council chambers @ 4:00pm.

The next Transportation Technical Advisory Committee will be held, Wed. March 23<sup>rd</sup> at Iowa City council chambers @ 10:30am.

## March '11 – City Attorney's Report

1. **Requiring Ownership of Property Before Considering PUD.** At the special meeting March 1, 2011, Council Member Hopson asked whether the City Council Could adopt a policy not to consider a PUD application until after the applicant actually owned the real property. I do not believe that Iowa law or University Heights ordinances require that a PUD applicant own particular property before submitting an application. For this reason, I do not believe the Council has authority to enact such a policy, short of amending the Zoning Ordinance in that manner. Having said that, the Council has discretion in considering and approving such an application and has the authority not to approve on that basis, if that is the Council's desire.
2. **Timing of Reports.** A question was asked whether the Council should request or require that staff reports to Council be submitted at least 24 hours in advance of a meeting. The City's Administrative Policy manual does not speak to this issue. If such a policy is to be adopted, the manual should be amended likewise.
3. **Identification and Discussion of PUD Application Contents.** Council Member McGrath asked last week whether he and other Council Members could indicate particular features that they would like to see in a PUD application. I believe there will be an opportunity for Council Members to do so, but I would encourage the Council not to deliberate or even work to consensus on particular application features until an application is submitted. In other words, if, for example, a Council Member wants to say "I'd like to see a coffee shop specified in the commercial space", that is fine. I would encourage the Council Member to avoid adding, "What does everyone else think of that?" My concern about the second question is two-fold: 1) the Council should avoid pre-judging an application that has not even been submitted (so deliberating March 8 is premature); 2) the Council may devote significant time to debating particular features that a developer may never propose or that may be viewed differently once an application is received.
4. **Outline of Suggested Procedure for Considering PUD Application.** As I have mentioned before, John Yapp, Kent Ralston, and I have put together an outline that suggests a procedure for considering a PUD application. A copy is attached. This is a guideline, and we encourage the Council to evaluate it as such; if the Council desires to add to or subtract from the outline, that is the Council's prerogative, except that the Zoning Ordinance does require a public hearing (so the Council must follow that portion of the outline). The initial portions of the outline would appear to be ministerial (getting the application out to various people for review and inviting comment). I would suggest that the Council direct staff to take such action upon receipt of an application. The Council may wish to adopt a procedure for considering the application after one has been received.

## MEMORANDUM

TO: Mayor and Council,  
City of University Heights

FROM: John Yapp, Kent Ralston,  
and Steve Ballard

Date: March 4, 2011

**Re: Suggested Procedures for Considering PUD Application**

I. Introduction

- a. The City anticipates receiving a PUD application from Maxwell Development concerning the St. Andrew Presbyterian Property.
- b. This memorandum outlines procedures the City may wish to discuss and follow to foster the orderly consideration of the application in an open and transparent manner.
- c. Some of the suggestions here are ministerial (for example, making copies and posting online); others will require Council consideration and determination.

II. PUD Application is Submitted

- a. Copies transmitted to Mayor, Council, and Staff
- b. Application posted on City website
- c. Copies of application available for review at City Office and MPOJC (f/k/a/ JCCOG)

III. Public Comment Invited

- a. Public invited on website and at City Office to submit comment on PUD application
  - i. Invite comments in writing and by email/electronically
  - ii. Comments submitted to City Clerk who will make them part of City's file and forward them to Mayor, Council, and Staff, and make them available for public review
- b. 'Deadline' identified for comments to be submitted so they may be summarized and presented to Council before meeting
- c. MPOJC summarizes public comments for Council

IV. Staff Review of PUD Application

- a. Application is submitted to the following City Staff for review and report
  - i. MPOJC – John Yapp and Kent Ralston
  - ii. City Engineer - Josiah Bilskemper
  - iii. City Attorney – Steve Ballard

- iv. University Heights Police Department – Chief Ron Fort
- v. Coralville Volunteer Fire Department – Chief Dave Stannard
- vi. Housing Inspector – Norm Cate
- vii. Building Official – Terry Goerd
- viii. Public Utilities
  - 1. MidAmerican Energy
  - 2. City of Iowa City (sewer and water)
- b. Review estimated to take at least 2 weeks
- c. Obtain reports from City Staff before Council consideration of application

V. Schedule Public Hearing on PUD Application

- a. Zoning Ordinance requires public hearing (which may occur at regular or special meeting)
- b. Hearing scheduled out far enough to permit City Staff review and reports to be completed
- c. Council may wish to have filing of application automatically trigger scheduling of public hearing (for example, “public hearing will be held 3 weeks from date of filing”)

VI. Public Hearing

- a. Maxwell Development presents PUD Application
- b. City Staff (MPOJC, City Engineer, City Attorney) provide comment
- c. MPOJC presents summary of written comments
- d. Citizen comments invited from public
- e. Dialogue between Council and Maxwell Development

VII. PUD Application – Evaluation Points

- a. The Zoning Ordinance specifies the contents of the PUD Application in considerable detail, and it also contemplates that many items will be discussed and agreements reached with Maxwell Construction
- b. Some of the many considerations the Council will review include these:
  - i. Landscaping and major site features such as streetscaping, including trees
  - ii. Erosion control plan
  - iii. Location and size of building footprints
  - iv. Exterior building materials
  - v. Floor plans of dwelling units
  - vi. Development Agreement, discussion of which will include these items:
    - 1. Design standards
    - 2. Restrictive covenants and related documents addressing use of the property, including leasing restrictions, and types of businesses permitted and hours of operation
    - 3. Site improvements
    - 4. Timing of commencement and completion of construction

- c. These lists are not exclusive; there will probably be other many other items of discussion

VIII. Council Action after Public Hearing

- a. Zoning Ordinance permits Council to approve, deny, or approve on condition
- b. Council schedules further meeting based upon public hearing and Council and City Staff review of application – Council directs staff on issues to consider/address
- c. Maxwell Development will work with City Staff concerning technical issues raised at public hearing at Council’s direction
- d. Depending upon what issues are being addressed, further consideration of PUD Application may take one or more of these forms:
  - i. City Staff meetings with Maxwell Development, with reports from those meetings to Council
  - ii. Review/discussion by Council Committee or Council/Citizen Committee, with minutes kept of any meetings
  - iii. Council meetings (regular or special)
- e. Throughout the meeting process, Council will direct staff concerning remaining items Council wishes to address regarding any part of the application
- f. Process of discussions with Maxwell Development, reports to Council from City Staff, etc., will continue until Council is ready to vote on PUD Application
  - i. Multiple iterations of application are anticipated based upon Council direction
  - ii. The Zoning Ordinance establishes no time limit for Council’s consideration
- g. Council votes on PUD Application; Zoning Ordinance requires only one vote
- h. Depending upon the issues Council desires to address with Maxwell Development, time for consideration after Public Hearing is loosely estimated to take 2 weeks to 2 months

IX. TIF

- a. Assuming TIF proposal is submitted, consideration of TIF will be integrated into this review process
- b. Review and discussion of PUD Application and TIF may occur simultaneously, but at times more focus of particular meetings and Staff Review may be on one or the other, depending upon Council direction
- c. The timeline for considering TIF is subject to Iowa Code restrictions and could include consideration and adoption of Urban Renewal Area, an ordinance establishing a TIF district, and a TIF agreement

**City Clerk Report  
March 8, 2011**

- **One new electrical permit received since the last meeting:**

**36 Olive Court**

- **One new rental permit received since last meeting:**

**401 Grandview Court**

- **Updates from Norm Cate, Rental Inspector:**

**Rental Properties inspected:**

**Properties inspected in February were; 903 Melrose, 1251 Melrose, 1132 Melrose, 1144 Melrose, 1149 Melrose, 1202 Melrose, 1215 Melrose, 1217 Melrose, 1218 Melrose, 1231 Melrose, 1149 Melrose, 1417 Oakcrest, 1427 Oakcrest, 36 Olive Ct.**

**Properties re-inspected to assure compliance were; 1219 Melrose, 1232 Melrose, 1141 Melrose, 1144 Melrose, 31 Leamer.**

**Properties at 1251 and 1132 Melrose were cited for over-occupancy. Owners, Southern Star Properties, and their local agent were notified of the over-occupancy by letter. I also spoke directly to the local agent during the inspection about the over-occupancy. Occupancy must be reduced by no later than June 1. Tenants have been notified.**

**Also, I attended a meeting with Steve Ballard at the Dudler residence on Koser.**

## Treasurer's Report

February 2011

Our total revenue for the month of February was \$39,854.00 comprised of the following amounts:

Property Taxes	\$ 1,261.62
Local Option Sales Tax	\$10,509.94
Parking fines	\$ 520.00
Traffic Fines from Clerk of Court	\$ 4,547.22
Interest on bank accounts	\$ 283.64
Road Use Funds	\$ 8,639.21
Governors Traffic Safety Grant	\$ 4,925.39
Building permits	\$ 50.00
Rental permits	\$ 100.00
Annual franchise fees from Mediacom	\$ 9,016.98

Balances in the bank accounts as of 2/28/2011:

MidwestOne Checking Account	\$171,189.04
Hills Bank Money Market Account	\$ 23,447.13
CD at UICCU (due 2/28/14)	\$ 40,310.29
Forfeiture Fund	\$ 2,294.92

I renewed the CD at the UICCU for 36 months. The new maturity date is 2/28/2014. The balance at the time of renewal was \$40,310.29. The annual percentage yield is 2.10%. Partial withdrawals are allowed as long as the minimum balance of \$1000 is maintained.

On February 9<sup>th</sup> I took the check to MidwestOne Bank to pay off the bridge loan. We received the paid promissory note in the mail.

I filed the quarterly IJOBS report as required. We have still not spent any of the \$9,556.19 that we have received.

City of University Heights, Iowa  
**Warrants for Council Approval**

03/07/2011

February 9 through March 8, 2011

Date	Name	Memo	Amount
<b>Feb 9 - Mar 8, 11</b>			
02/09/2011	MidwestOne Bank	repay loan for sidewalk project	-151,543.74
02/11/2011	City of Iowa City	City Hall water/sewer automatic payment	-14.61
02/15/2011	Fort, Matthew A		-1,349.78
02/15/2011	Fort, Ronald R		-1,360.23
02/15/2011	Lord, Benjamin M		-958.35
02/15/2011	Reinhard, Brad		-1,310.96
02/15/2011	Strong, Donald K.		-1,108.87
02/17/2011	McLeod USA/PAETEC	automatic phone service payment	-134.57
02/23/2011	MidAmerican Energy	1301 Melrose stop light	-33.32
02/23/2011	MidAmerican Energy	1011 Melrose stop light	-29.38
02/23/2011	MidAmerican Energy	City Hall electricity	-87.20
02/25/2011	MidAmerican Energy	street lights	-613.77
02/28/2011	Fort, Matthew A		-1,377.16
02/28/2011	Fort, Ronald R		-1,367.54
02/28/2011	Kimura, Lori D.		-334.03
02/28/2011	Lord, Benjamin M		-814.85
02/28/2011	Reinhard, Brad		-1,248.00
02/28/2011	Strong, Donald K.		-1,104.23
02/28/2011	Wellmark BC/BS	monthly insurance payment	-1,528.72
02/28/2011	Anderson, Christine M.		-186.42
02/28/2011	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-2,844.93
02/28/2011	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-136.77
02/28/2011	Internal Revenue Service	EFT payment for federal payroll taxes	-3,936.60
03/01/2011	Paul J. Moore, Melrose Avenue Building	City Hall Rent	-867.00
03/08/2011	Terry Goerd	inspection services for February	-525.00
03/08/2011	Ahlers Law Firm	Oaknoll legal services for bond	-2,500.00
03/08/2011	Leff Law Firm, L.L.P.	Legal fees 12/1/10-2/28/2011	-21,531.00
03/08/2011	Communications Engineering Company	in car docking station/center console	-1,769.33
03/08/2011	ABC Solutions	Monthly fee for city website/email service	-24.95
03/08/2011	SEATS	Seats Payment	-703.66
03/08/2011	Paul J. Moore, Melrose Avenue Building	Garage rent	-35.00
03/08/2011	City of Iowa City	bus, fuel for police vehicles	-3,893.67
03/08/2011	Iowa Association of Municipal Utilities	Water Dues & Research Assessmant	-436.59
03/08/2011	Johnson County Refuse, Inc.	February recycling/February snow removal	-10,313.50
03/08/2011	Mediacom	online service 3/2/11-4/2/11	-69.95

<b>Date</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
03/08/2011	NAPA Auto Parts	replacement bulbs for car spot lights	-24.96
03/08/2011	Racom Corporation	Police computer access fee	-79.60
03/08/2011	Staples	pens/envelopes/dvds	-57.97
03/08/2011	Ultramax	practice ammuntion ordered 10/2010	-2,622.00
03/08/2011	Verizon Wireless	monthly wire service/cell phone for police	-120.91
03/08/2011	Westport Touchless Autowash	January & February vehicle washes	-40.00
03/08/2011	VISA	training dvds	-195.81
03/08/2011	Norm Cate	inspection services for February	-735.00
03/08/2011	John McClure	reimbursement for supplies for videotaping	-101.52
03/08/2011	Hawkeye Community College	training classes for Marquardt/Perdue/Tuc	-255.00
03/08/2011	Lord, Benjamin M	reimbursement for shovel	-10.66

**Feb 9 - Mar 8, 11**

**City of University Heights, Iowa**  
**Profit & Loss Budget vs. Actual**  
 July 2010 through February 2011

4:19 PM  
 03/07/2011  
 Cash Basis

	<u>Jul '10 - Feb 11</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GENERAL PROPERTY TAXES</b>			
Transit Levy	22,611.42	41,290.00	54.76%
Library Services Levy	7,443.25	13,592.00	54.76%
Regular Property Tax	223,297.76	407,768.00	54.76%
Debt Service Levy	17,965.74	32,810.00	54.76%
Insurance Levy	9,904.97	18,100.00	54.72%
Benefits Levies	23,375.21	42,702.00	54.74%
<b>Total GENERAL PROPERTY TAXES</b>	<b>304,598.35</b>	<b>556,262.00</b>	<b>54.76%</b>
<b>OTHER CITY TAXES</b>			
Local Option Sales Tax	83,043.50	125,000.00	66.44%
Utility Excise Tax	4,157.02		
<b>Total OTHER CITY TAXES</b>	<b>87,200.52</b>	<b>125,000.00</b>	<b>69.76%</b>
<b>LICENSES &amp; PERMITS</b>			
Beer/Wine/Liquor/Cig Permits	305.62		
Building/Equipment Permits	7,033.80	8,000.00	87.92%
Misc. Licenses/Permits			
Parking Permits	45.00	100.00	45.0%
Rental Permits	11,300.00	12,000.00	94.17%
<b>Total Misc. Licenses/Permits</b>	<b>11,345.00</b>	<b>12,100.00</b>	<b>93.76%</b>
<b>Total LICENSES &amp; PERMITS</b>	<b>18,684.42</b>	<b>20,100.00</b>	<b>92.96%</b>
<b>USE OF MONEY &amp; PROPERTY</b>			
Interest on Cash Investments	1,724.92	3,000.00	57.5%
<b>Total USE OF MONEY &amp; PROPERTY</b>	<b>1,724.92</b>	<b>3,000.00</b>	<b>57.5%</b>
<b>INTERGOVERNMENTAL/SHARED REVENUE</b>			
<b>Federal Grants &amp; Reimbursements</b>			
Stimulus Funding	45,875.10	50,000.00	91.75%
I-JOBS (ARRA) Funds	5,245.27		
<b>Total Federal Grants &amp; Reimbursements</b>	<b>51,120.37</b>	<b>50,000.00</b>	<b>102.24%</b>
<b>State Shared Revenues</b>			
IDOT funds-wide sidewalk proj	303,091.26	396,800.00	76.38%
Road Use/Street Construction	63,563.94	84,000.00	75.67%
<b>Total State Shared Revenues</b>	<b>366,655.20</b>	<b>480,800.00</b>	<b>76.26%</b>
<b>Other State Grants/Reimburse.</b>			
Seatbelt Incent/Traffic Safety	12,847.08		
<b>Total Other State Grants/Reimburse.</b>	<b>12,847.08</b>		
<b>Total INTERGOVERNMENTAL/SHARED REVENUE</b>	<b>430,622.65</b>	<b>530,800.00</b>	<b>81.13%</b>
<b>CHARGES FOR SERVICES</b>			

	<b>Jul '10 - Feb 11</b>	<b>Budget</b>	<b>% of Budget</b>
Rental Inspection	80.00	900.00	8.89%
Police Reports	293.00	100.00	293.0%
<b>Total CHARGES FOR SERVICES</b>	<b>373.00</b>	<b>1,000.00</b>	<b>37.3%</b>
<b>MISCELLANEOUS REVENUES</b>			
Cable TV Franchise	9,016.98	7,750.00	116.35%
Contributions	250.00		
Fines			
Parking Fines	7,701.00	9,000.00	85.57%
Traffic Fines-Clk of Ct	49,632.96	60,000.00	82.72%
<b>Total Fines</b>	<b>57,333.96</b>	<b>69,000.00</b>	<b>83.09%</b>
Misc. Income			
Other	0.00	2,000.00	0.0%
<b>Total Misc. Income</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.0%</b>
Refunds and Reimbursements	0.00	1,000.00	0.0%
<b>Total MISCELLANEOUS REVENUES</b>	<b>66,600.94</b>	<b>79,750.00</b>	<b>83.51%</b>
<b>Total Income</b>	<b>909,804.80</b>	<b>1,315,912.00</b>	<b>69.14%</b>
<b>Expense</b>			
<b>CAPITAL PROJECTS</b>			
Wide Sidewalk Project			
Construction	351,598.11	356,500.00	98.63%
Engineering fees sidewalk proj	40,931.55		
<b>Total Wide Sidewalk Project</b>	<b>392,529.66</b>	<b>356,500.00</b>	<b>110.11%</b>
<b>Total CAPITAL PROJECTS</b>	<b>392,529.66</b>	<b>356,500.00</b>	<b>110.11%</b>
<b>PUBLIC SAFETY</b>			
<b>Police</b>			
Police Gross Wages			
Holiday & Other Pay	7,178.38	12,200.00	58.84%
Police Gross Wages	133,849.00	162,490.00	82.37%
Salaries-Reserves	2.00	20.00	10.0%
<b>Total Police Gross Wages</b>	<b>141,029.38</b>	<b>174,710.00</b>	<b>80.72%</b>
Police Benefits & Costs			
Police FICA	8,514.36	10,832.00	78.6%
Police Medicare	1,988.37	2,533.00	78.5%
Police IPERS	14,060.97	17,384.00	80.89%
Police Health Insurance	8,045.25	10,000.00	80.45%
Police Workers Compensation	1,129.00	6,500.00	17.37%
Police SUTA	57.01	100.00	57.01%
<b>Total Police Benefits &amp; Costs</b>	<b>33,794.96</b>	<b>47,349.00</b>	<b>71.37%</b>
Staff Development			
Regular Officer Training			
Academy Training	0.00	4,700.00	0.0%
Officer Training	751.98	3,500.00	21.49%
Training Supplies	971.92	1,000.00	97.19%

	<b>Jul '10 - Feb 11</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Total Regular Officer Training</b>	<b>1,723.90</b>	<b>9,200.00</b>	<b>18.74%</b>
<b>Total Staff Development</b>	<b>1,723.90</b>	<b>9,200.00</b>	<b>18.74%</b>
<b>Repair/Maint/Utilities</b>			
<b>Vehicle Operations</b>			
Fuel	6,862.72	15,000.00	45.75%
Washes	247.62	700.00	35.37%
<b>Total Vehicle Operations</b>	<b>7,110.34</b>	<b>15,700.00</b>	<b>45.29%</b>
<b>Vehicle Repair</b>			
Bicycle Maint/Repair	0.00	200.00	0.0%
Car Maint/Repair	2,770.72	8,000.00	34.63%
<b>Total Vehicle Repair</b>	<b>2,770.72</b>	<b>8,200.00</b>	<b>33.79%</b>
<b>Telecommunications Expense</b>			
Radio Repairs	203.11	1,000.00	20.31%
Verizon/Pager Fees	846.18	1,000.00	84.62%
Wireless/Racom Radio/Mediacom	1,335.76	1,000.00	133.58%
<b>Total Telecommunications Expense</b>	<b>2,385.05</b>	<b>3,000.00</b>	<b>79.5%</b>
<b>Total Repair/Maint/Utilities</b>	<b>12,266.11</b>	<b>26,900.00</b>	<b>45.6%</b>
<b>Contractual Services</b>			
Special Events Staff	1,285.00		
Police Insurance-Car/Liability	0.00	4,800.00	0.0%
<b>Payments to Other Agencies</b>			
Tech. Services Bureau - St. IA	24.00	2,600.00	0.92%
Sheriff/Comm. Services	0.00	200.00	0.0%
Emergency Comm. Services-IC	0.00	42,275.00	0.0%
Radio Fees-Iowa City	0.00	1,500.00	0.0%
<b>Total Payments to Other Agencies</b>	<b>24.00</b>	<b>46,575.00</b>	<b>0.05%</b>
Printing/Copying	0.00	800.00	0.0%
Garage Rental	0.00	880.00	0.0%
Prof Serv-Psych Testing-Physica	90.00	500.00	18.0%
<b>Total Contractual Services</b>	<b>1,399.00</b>	<b>53,555.00</b>	<b>2.61%</b>
<b>Commodities</b>			
Car Purchase	0.00	13,500.00	0.0%
<b>Minor Equipment</b>			
Regular Officer Uniform	1,498.55	3,000.00	49.95%
Operating Police Equipment	1,413.98	1,500.00	94.27%
<b>Total Minor Equipment</b>	<b>2,912.53</b>	<b>4,500.00</b>	<b>64.72%</b>
<b>Major Equipment</b>			
Stop Sticks	818.00	1,000.00	81.8%
Light Bar	1,600.00		
Radar	807.85		
Car Equipment	174.95	3,000.00	5.83%
<b>Total Major Equipment</b>	<b>3,400.80</b>	<b>4,000.00</b>	<b>85.02%</b>

	<b>Jul '10 - Feb 11</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Supplies</b>			
Office Supplies	997.12	2,000.00	49.86%
Operating Supplies	2,014.48	3,000.00	67.15%
Ammunition	3,383.00	3,000.00	112.77%
Postage/Shipping	47.66	300.00	15.89%
Other Supplies	0.00	1,000.00	0.0%
<b>Total Supplies</b>	<b>6,442.26</b>	<b>9,300.00</b>	<b>69.27%</b>
<b>Total Commodities</b>	<b>12,755.59</b>	<b>31,300.00</b>	<b>40.75%</b>
<b>Total Police</b>	<b>202,968.94</b>	<b>343,014.00</b>	<b>59.17%</b>
<b>Fire</b>			
<b>Contracts w/Other Agencies</b>			
Coralville Fire Dep't	29,718.00	29,718.00	100.0%
Hydrant Flush-City of Iowa City	2,000.00	1,600.00	125.0%
<b>Total Contracts w/Other Agencies</b>	<b>31,718.00</b>	<b>31,318.00</b>	<b>101.28%</b>
<b>Total Fire</b>	<b>31,718.00</b>	<b>31,318.00</b>	<b>101.28%</b>
Hazmat-Johnson County	256.00	256.00	100.0%
<b>Building Inspections</b>			
Building / Rental Inspection	15,190.00	4,000.00	379.75%
<b>Total Building Inspections</b>	<b>15,190.00</b>	<b>4,000.00</b>	<b>379.75%</b>
<b>Total PUBLIC SAFETY</b>	<b>250,132.94</b>	<b>378,588.00</b>	<b>66.07%</b>
<b>PUBLIC WORKS</b>			
<b>Roads, Bridges, &amp; Sidewalks</b>			
Storm water permit	94.00	5,000.00	1.88%
<b>Contractual Services</b>			
Engineering Fees	41,601.84	36,000.00	115.56%
<b>Repairs/Improvements</b>			
Arterial St Repairs (stimulus)	50,264.99	57,500.00	87.42%
Street Repairs	703.00	22,500.00	3.12%
<b>Total Repairs/Improvements</b>	<b>50,967.99</b>	<b>80,000.00</b>	<b>63.71%</b>
Striping/Curb Renumbering	0.00	5,000.00	0.0%
<b>Total Contractual Services</b>	<b>92,569.83</b>	<b>121,000.00</b>	<b>76.5%</b>
Street Lighting Electricity	5,053.88	7,500.00	67.39%
<b>Traffic Controls and Safety</b>			
Street Signs-Commodities	173.25		
Traffic Light Electricity	536.18	1,000.00	53.62%
<b>Total Traffic Controls and Safety</b>	<b>709.43</b>	<b>1,000.00</b>	<b>70.94%</b>
Snow Removal-Contractual	15,200.00	25,300.00	60.08%
Street Sweeping-Contractual	0.00	5,000.00	0.0%
<b>Total Roads, Bridges, &amp; Sidewalks</b>	<b>113,627.14</b>	<b>164,800.00</b>	<b>68.95%</b>
<b>Other Public Works</b>			

	<u>Jul '10 - Feb 11</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Contracts-Other Agencies</b>			
IC Bus Service	21,879.50	33,000.00	66.3%
SEATS Service	5,629.28	8,290.00	67.9%
<b>Total Contracts-Other Agencies</b>	<u>27,508.78</u>	<u>41,290.00</u>	<u>66.62%</u>
<b>Total Other Public Works</b>	27,508.78	41,290.00	66.62%
<b>Sanitation</b>			
<b>Contractual</b>			
Trash/Recycling	13,908.00	20,862.00	66.67%
Leaf Bag pick up	0.00	1,200.00	0.0%
Leaf Vacuuming	10,000.00	10,000.00	100.0%
<b>Total Contractual</b>	<u>23,908.00</u>	<u>32,062.00</u>	<u>74.57%</u>
<b>Total Sanitation</b>	<u>23,908.00</u>	<u>32,062.00</u>	<u>74.57%</u>
<b>Total PUBLIC WORKS</b>	165,043.92	238,152.00	69.3%
<b>CULTURE &amp; RECREATION</b>			
Chautauqua Expenses	372.29		
Library	23,415.00	30,242.00	77.43%
Parks			
Park Expenses	545.76	750.00	72.77%
<b>Total Parks</b>	<u>545.76</u>	<u>750.00</u>	<u>72.77%</u>
<b>Total CULTURE &amp; RECREATION</b>	24,333.05	30,992.00	78.51%
<b>COMMUNITY &amp; ECONOMIC DEV.</b>			
Tree Trimming/Lawn Care	1,043.80	5,000.00	20.88%
<b>Total COMMUNITY &amp; ECONOMIC DEV.</b>	<u>1,043.80</u>	<u>5,000.00</u>	<u>20.88%</u>
<b>GENERAL GOVERNMENT</b>			
<b>Mayor/Council Operations</b>			
Salaries-Regular Part Time			
Council	2,000.00	4,000.00	50.0%
Mayor	983.50	1,967.00	50.0%
<b>Total Salaries-Regular Part Time</b>	<u>2,983.50</u>	<u>5,967.00</u>	<u>50.0%</u>
Employee Benefits & Costs			
FICA	172.57	370.00	46.64%
Medicare	43.26	87.00	49.72%
Unemployment Compensation	2.79	5.00	55.8%
<b>Total Employee Benefits &amp; Costs</b>	<u>218.62</u>	<u>462.00</u>	<u>47.32%</u>
<b>Total Mayor/Council Operations</b>	3,202.12	6,429.00	49.81%
<b>Clerk/Treasurer &amp; Finance Admin</b>			
Salaries-Regular Part Time			
Clerk, Treasurer, Historian	5,659.25	9,000.00	62.88%
<b>Total Salaries-Regular Part Time</b>	<u>5,659.25</u>	<u>9,000.00</u>	<u>62.88%</u>
Employee Benefits & Costs			

	<b>Jul '10 - Feb 11</b>	<b>Budget</b>	<b>% of Budget</b>
<b>FICA</b>	350.88	558.00	62.88%
<b>Medicare</b>	82.07	131.00	62.65%
<b>IPERS</b>	503.18	625.00	80.51%
<b>Unemployment Compensation</b>	5.77	10.00	57.7%
<b>Total Employee Benefits &amp; Costs</b>	<u>941.90</u>	<u>1,324.00</u>	<u>71.14%</u>
<b>Staff Development</b>			
<b>Dues &amp; Memberships</b>			
<b>JCOG Assessment</b>	929.00	918.00	101.2%
<b>IA League of Cities</b>	555.00	555.00	100.0%
<b>Dues and Memberships</b>	30.00	250.00	12.0%
<b>Total Dues &amp; Memberships</b>	<u>1,514.00</u>	<u>1,723.00</u>	<u>87.87%</u>
<b>Total Staff Development</b>	1,514.00	1,723.00	87.87%
<b>Contractual Services</b>			
<b>Accounting Fees</b>	1,480.00	2,000.00	74.0%
<b>Bank/CCard Fees</b>	30.92		
<b>Printing/Copying</b>	68.43	700.00	9.78%
<b>Legal Publications</b>	2,148.97	3,000.00	71.63%
<b>Technology Services</b>	199.60	300.00	66.53%
<b>Payments to Other Agencies</b>			
<b>Notary Fees</b>	60.00		
<b>Total Payments to Other Agencies</b>	<u>60.00</u>		
<b>Total Contractual Services</b>	3,987.92	6,000.00	66.47%
<b>Commodities</b>			
<b>Minor Equipment/Supplies/Techno</b>	504.24	700.00	72.03%
<b>Office Supplies and Postage</b>	1,039.43	500.00	207.89%
<b>Total Commodities</b>	<u>1,543.67</u>	<u>1,200.00</u>	<u>128.64%</u>
<b>Total Clerk/Treasurer &amp; Finance Admin</b>	13,646.74	19,247.00	70.9%
<b>Election Expenses</b>	0.00	1,750.00	0.0%
<b>Legal Services</b>	42,823.08	45,000.00	95.16%
<b>City Hall &amp; General Buildings</b>			
<b>Salaries-Regular Part Time</b>			
<b>Facilities Assistant</b>	0.00	1,248.00	0.0%
<b>Total Salaries-Regular Part Time</b>	<u>0.00</u>	<u>1,248.00</u>	<u>0.0%</u>
<b>Employee Benefits &amp; Costs</b>			
<b>FICA</b>	0.00	77.00	0.0%
<b>Medicare</b>	0.00	18.00	0.0%
<b>IPERS</b>	0.00	87.00	0.0%
<b>Total Employee Benefits &amp; Costs</b>	<u>0.00</u>	<u>182.00</u>	<u>0.0%</u>
<b>Repair/Maint/Utilities</b>			
<b>Maintenance</b>	219.81	1,000.00	21.98%
<b>Utilities</b>	685.18	1,500.00	45.68%
<b>Telecommunications</b>	1,077.33	1,600.00	67.33%
<b>Total Repair/Maint/Utilities</b>	<u>1,982.32</u>	<u>4,100.00</u>	<u>48.35%</u>

	<u>Jul '10 - Feb 11</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Contractual</b>			
Rents & Leases	7,354.30	10,844.00	67.82%
<b>Total Contractual</b>	<u>7,354.30</u>	<u>10,844.00</u>	<u>67.82%</u>
<b>Commodities</b>			
Supplies	136.36	200.00	68.18%
<b>Total Commodities</b>	<u>136.36</u>	<u>200.00</u>	<u>68.18%</u>
<b>Total City Hall &amp; General Buildings</b>	9,472.98	16,574.00	57.16%
<b>Tort Liability Insurance</b>	0.00	6,800.00	0.0%
<b>Other Administrative Expenses</b>			
Refunds	1,730.00		
<b>Total Other Administrative Expenses</b>	<u>1,730.00</u>		
<b>Total GENERAL GOVERNMENT</b>	70,874.92	95,800.00	73.98%
<b>DEBT SERVICE</b>			
Interest	7,333.00	7,810.00	93.89%
Principal	21,031.57	25,000.00	84.13%
<b>Total DEBT SERVICE</b>	<u>28,364.57</u>	<u>32,810.00</u>	<u>86.45%</u>
<b>Total Expense</b>	<u>932,322.86</u>	<u>1,137,842.00</u>	<u>81.94%</u>
<b>Net Ordinary Income</b>	-22,518.06	178,070.00	-12.65%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>OTHER FINANCING SOURCES</b>			
Repay Sidewalk Project Loan Drw	-150,000.00	-555,000.00	27.03%
Loan Draws for Sidewalk Project	150,000.00	356,500.00	42.08%
<b>Total OTHER FINANCING SOURCES</b>	<u>0.00</u>	<u>-198,500.00</u>	<u>0.0%</u>
Transfers Out/Transfers In	0.00	0.00	0.0%
Sale of General Obligation Bond	0.00	150,000.00	0.0%
<b>Total Other Income</b>	<u>0.00</u>	<u>-48,500.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	0.00	-48,500.00	0.0%
<b>Net Income</b>	<u><u>-22,518.06</u></u>	<u><u>129,570.00</u></u>	<u><u>-17.38%</u></u>