

7:00 pm PUBLIC HEARING on FY 2011 Budget

# AGENDA

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

Tuesday, March 9, 2010

**Horn School Media Center (Please Note Location Change)**

7:00 – 9:00 P.M.

Meeting called by Mayor Louise From

Time	Topic	Owner
7:00	Call to Order Public Hearing	Louise From
	Call to Order Regular Meeting	Louise From
	<a href="#">-Discussion of FY 2010-11 Budget</a>	Steve Kuhl
7:05	Public Input	
	<a href="#">-Approval of Minutes February 9, 2010</a>	
	Public Comments	
7:15	<a href="#">Mayor Report</a>	Louise From
	<a href="#">-JCCOG staff report on Comprehensive Plan amendment process</a>	John Yapp & Kent Ralston
-City Attorney	Legal Report	Steve Ballard
	<a href="#">-First consideration of Ordinance No. 179</a>	
	amending the Traffic Ordinance (No. 120)	
	regarding to increase the fine for illegal parking.	
-City Clerk	<a href="#">City Clerk Report</a>	Chris Anderson
<u>Committee Reports:</u>		
Finance	Committee Report	Brennan McGrath
	<a href="#">Treasurer's Report</a> / Payment of Bills	Lori Kimura
Community Protection	Committee Report	Amy Moore/M.Haverkamp
	Police Chief report	Ron Fort
Streets and Sidewalks	Streets & Sidewalks Report	Pat Yeggy
	Engineer Report	Josiah Bilskemper
Building, Zoning & Sanitation	Committee Report	Stan Laverman
	<a href="#">-Keep University Heights Beautiful Day</a>	
	Zoning Report	Pat Bauer
e-Government	<a href="#">Committee Report</a>	Mike Haverkamp
Johnson County Council of Governments (JCCOG)	Committee Report	Louise From
8:55	Announcements	Anyone
9:00	Adjournment	Louise From

**Next Regular Council Meeting: Tuesday, April 13, 2010 Note: Location change to Horn School**

**NOTICE OF PUBLIC HEARING  
BUDGET ESTIMATE**

FISCAL YEAR BEGINNING JULY 1, 2010 - ENDING JUNE 30, 2011

City of University Heights, Iowa

The City Council will conduct a public hearing on the proposed Budget at 1 School, 600 Koser Ave. Iowa City  
on 03/09/10 at 7:00pm

The Budget Estimate Summary of proposed receipts and expenditures is shown below.  
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,  
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property . . . 11.04972  
The estimated tax levy rate per \$1000 valuation on Agricultural land is . . . . . 0

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of,  
any part of the proposed budget.

319-337-6900 Christine Anderson, City Clerk  
*phone number* City Clerk/Finance Officer's NAME

	Budget FY 2011	Re-est. FY 2010	Actual FY 2009
	(a)	(b)	(c)
<b>Revenues &amp; Other Financing Sources</b>			
Taxes Levied on Property	1 547,928	530,016	495,054
Less: Uncollected Property Taxes-Levy Year	2 0	0	0
<b>Net Current Property Taxes</b>	<b>3 547,928</b>	<b>530,016</b>	<b>495,054</b>
Delinquent Property Taxes	4 0	0	0
TIF Revenues	5 0	0	0
Other City Taxes	6 133,334	116,799	8,653
Licenses & Permits	7 20,100	20,000	21,235
Use of Money and Property	8 3,000	3,000	4,534
Intergovernmental	9 530,800	93,321	96,804
Charges for Services	10 1,000	600	894
Special Assessments	11 0	1,000	1,985
Miscellaneous	12 79,750	106,000	74,157
Other Financing Sources	13 506,500	198,500	0
<b>Total Revenues and Other Sources</b>	<b>14 1,822,412</b>	<b>1,069,236</b>	<b>703,316</b>
<b>Expenditures &amp; Other Financing Uses</b>			
Public Safety	15 378,588	390,024	376,765
Public Works	16 180,652	192,000	173,140
Health and Social Services	17 0	0	0
Culture and Recreation	18 30,992	30,577	25,437
Community and Economic Development	19 5,000	5,000	1,652
General Government	20 95,800	94,576	133,842
Debt Service	21 32,810	31,611	31,612
Capital Projects	22 969,000	223,500	0
<b>Total Government Activities Expenditures</b>	<b>23 1,692,842</b>	<b>967,288</b>	<b>742,448</b>
Business Type / Enterprises	24 0	0	0
<b>Total ALL Expenditures</b>	<b>26 1,692,842</b>	<b>967,288</b>	<b>742,448</b>
Transfers Out	27 0	0	0
<b>Total Expenditures/Transfers Out</b>	<b>28 1,692,842</b>	<b>967,288</b>	<b>742,448</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29 129,570</b>	<b>101,948</b>	<b>-39,132</b>
<b>Continuing Appropriation</b>	<b>0</b>	<b>0</b>	
Beginning Fund Balance July 1	30 273,893	171,945	211,077
<b>Ending Fund Balance June 30</b>	<b>31 403,463</b>	<b>273,893</b>	<b>171,945</b>

## **Mayor Report- March 9, 2010**

I appointed Larry Wilson to the Board of Adjustment, his term expires 12/31/14. Larry replaces the position held by Pat Yeggy.

**Feb. 11** – Attended the Old Capitol Sertoma Luncheon at the UAC. The mayors of Iowa City, Coralville & University Heights are invited. An eighth grader from NWJH won the civic contest with his essay on health care.

**Feb. 11<sup>th</sup> & 18<sup>th</sup>**- Attended the Redistricting Committee with the ICCSD, representing the University Heights area. Scenarios submitted for the committee to review from the consultants have University Heights attending Horn School, NWJH, WHS. More scenarios will be submitted for the committee to review in the future.

**Feb. 22<sup>nd</sup>**- Pat Yeggy and I went to Hills Bank to complete signature cards and then meet with Bank officials to discuss City loan options for the Melrose Ave. wide sidewalk project. The Hills Bank loan department will meet Thursday, March 11<sup>th</sup> about our application. We should have options for the next City Council meeting on April 13<sup>th</sup>.

**Feb. 24<sup>th</sup>**- I attended the Emergency Management Meeting. The published FY 2011 Budget was adopted by the Board.

**Feb. 25<sup>th</sup>**- I was invited by the ICCSD School Board (with other appointed and elected officials) to a meeting with search consultants to discuss what the school district needs to look for in hiring of a new superintendent.

**March 1<sup>st</sup>**- Attended the Conference Board Committee Meeting (Johnson County Assessors office)- the published FY 2011 was Adopted by the Board. Also the Board approved a new applicant to be appointed to the Board of Review. An ad hoc committee was appointed to look into a possible yearly review of the county assessor.

There were no JCCOG meetings in February.

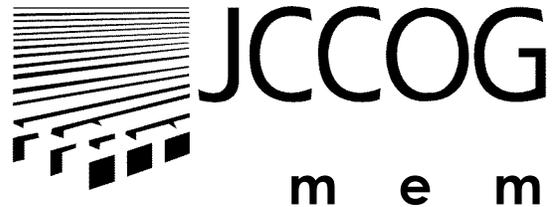
### **Future JCCOG meetings:**

The next JCCOG Transportation Technical Advisory Committee is March 11 @ 10:30am Emma Harvat Hall, Iowa City, City Hall.

The next JCCOG Urbanized Policy Area Board meeting is scheduled for March 31<sup>st</sup> @ 4:30pm, Emma Harvat Hall, Iowa City, City Hall.

The next JCCOG Affordable Housing Meeting is scheduled for April 1<sup>st</sup> @ 4:00pm Coralville City Hall.





Date: March 5, 2010

To: University Heights Mayor and Council

From: John Yapp, Director, JCCOG  
Kent Ralston, Asst. Transportation Planner, JCCOG

Re: Proposed University Heights Comprehensive Plan amendments

Recommendations for a set of University Heights Comprehensive Plan amendments are attached. These amendments are based on City Council discussion/direction at the February 9 Council meeting. The February 9 Council discussion was informed by three forms of citizen input: A public workshop/input meeting was held on January 26, attended by 60 people; 15 emails/letters were received; and an on-line survey was taken by 52 people.

### **How the Comprehensive Plan language is proposed to be used**

The proposed text for the University Heights Comprehensive Plan provides a set of criteria by which to review any planned unit developments or rezoning proposals in University Heights. In essence the rezoning or planned unit development applicant would address each of the criteria in the Comprehensive Plan, and explain how their proposed development addresses these criteria.

Whether or not the proposed development adequately meets these criteria would be judged by the Planning and Zoning Commission (who will make a recommendation to the City Council) and ultimately the City Council. This should provide more objectivity and structure in discussions of a development proposal. These criteria are not meant to be exhaustive, but they do provide a fairly comprehensive starting point by enumerating many of the factors developers should be concerned with.

### **Point system and zoning regulations**

We researched point systems, and could not find any examples of a point system within a comprehensive plan. By their nature, comprehensive plans are more policy-oriented, and are not intended to provide a strict point system or minimum regulations. If University Heights wishes to pursue a point system to aid in reviewing development proposals, it would be appropriate to include it in the zoning code.

Similarly, if University Heights wishes to adopt minimum, regulatory standards for any of the criteria summarized in the attached pages, it would be appropriate to include those in the zoning code. For example, if University Heights wishes to set a maximum threshold for the amount of measurable light (measured in foot-candles) at the perimeter of a property, that standard should be included in the zoning code. It is important to keep in mind that the

regulatory standard would then apply to *all* properties, or at least all properties with that particular zoning designation.

### **Budget issues**

Finally, we were asked to prepare some language related to the budget. We found that on a *per-capita* basis, the University Heights budget is similar to the surrounding communities. However, if University Heights is faced with replacing any major pieces of infrastructure in the future, alternative funding sources will need to be identified. University Heights is currently dependent on outside grant funding for large infrastructure expenditures, and while University Heights has recently been successful in obtaining grant funds for sidewalk and street improvements, it is speculative whether or not this type of funding will be available in the future.

We will be available at your March 9 meeting to address any questions.

**Proposed language and figures to be omitted from the University Heights Comprehensive Plan adopted November 2006.**

- Paragraphs 2,3, and 4 on Page 8
- Page 9
- Maps for Scenarios One, Two, and Three
- Paragraph 4 on Page 33

**Proposed language to be entered at the bottom of Page 5 of the University Heights Comprehensive Plan adopted November 2006.**

In addition to the existing Planned Unit Developments, other PUD proposals have been submitted to the University Heights City Council. It is important for the comprehensive plan to provide a context in which to consider planned unit development proposals.

Planned Unit Developments are typically established to permit flexibility in the use and design of structures on a parcel. PUD's should be used to: provide flexibility in the design of buildings, encourage the preservation of natural features, promote energy efficiency, provide attractive living environments, and encourage infill development. In order to ensure that PUD's are not contrary to the look and feel of the surrounding neighborhood, it is important that certain elements of PUD's be addressed during the development process. Elements that should be considered include:\*

- Land-use and general site layout
- Building materials and design
- Building mass and scale
- Lot Density
- Streetscaping
- Environmental issues
- Transportation issues & traffic generation
- Negative externalities such as, noise, lighting, signage, and business hours of operation
- Utility provisions
- Fire and Police protection

\*Details on each element are provided on Page 8

**Proposed language to be entered after the first paragraph near the top of Page 8 of the University Heights Comprehensive Plan adopted November 2006.**

All development proposals submitted to the City of University Heights should include consideration of proposed elements. Consideration of these elements should be given by the City Council and/or professional staff when appropriate. The examination of these elements will ensure that the integrity of the existing neighborhoods and character of the City of University Heights will be preserved and/or enhanced to the degree possible.

With any rezoning or planned unit development proposal, the Planning and Zoning Commission and City Council should consider the proposal in the context of the following criteria. If there is a desire to establish minimum regulatory standards, it would be appropriate for those standards to be outlined in the zoning code.

At a minimum, elements of development to be considered include:

- Land-use and general site layout – Land-use and the general layout of a proposed development should minimize, to the degree possible, any aspect of development that would place an undue burden on the existing developed neighborhood. Such issues could be related to noise, light, traffic, safety, incompatible land-uses, or otherwise. Attention should be given to details that would enhance the compatibility of the proposed land-use with the existing developed neighborhood. Details may include sidewalks, landscaping, setbacks, rooflines, and any other element related to the perimeter of the property that would help incorporate the proposed development with its surroundings. Zoning codes must be strictly adhered to with respect to setbacks and other land-use regulations.
- Building materials and design – Building materials and design should be compatible with the surrounding community and provide energy efficiencies when possible. Aspects of building designs to consider include, but should not be limited to, the location of doorways, the number and size of windows, the roof line and building articulation, awnings, balconies, and other exterior elements.
- Building mass and scale – Building mass and scale are important determining factors of how a building will blend in with its surroundings. If the mass and scale of a proposed building differs from its surroundings, certain design strategies should be employed by a developer to reduce this contrast. The perceived mass of buildings may be minimized by adjusting setbacks, offsets, and other methods to articulate both the horizontal and vertical planes of a building. Any new construction or reconstruction should employ these tools when the mass and scale of a building are of concern.
- Lot Density – The number of dwelling units per unit area of land should be analyzed with the development or redevelopment of any parcel(s). Density of dwelling units, whether too high or low, can affect neighborhood character, traffic and noise levels, the provision of adequate public utilities, the provision of fire and police protection, and can present other issues for the community. To ensure compatibility with the surrounding neighborhood, city officials should analyze the appropriateness of lot density as planned unit development or rezoning proposals are received. On large parcels, higher density development may be appropriate. However, the effects of higher density development on adjacent properties can be minimized by reducing the number of bedrooms per dwelling unit, providing underground parking, requiring increased screening and landscaping on-site, and by providing strategically placed open space. Appropriate lot densities are defined in the adopted University Heights Zoning Code.

- Streetscaping – The perimeter of a site is an important element to consider during any new development or redevelopment in that it serves as the transition from the development to its surroundings. Elements such as planting street trees and other landscaping, installing street furniture, providing vegetative screening and buffering from parking lots and buildings, installing pedestrian scale lighting, sidewalks, trails, and other functional elements, should all be examined with any development proposal. Adequate thought to streetscaping is vital to the success of any development being received by the community.
- Environmental issues – During any development or redevelopment, environmental aspects such as slope, drainage, runoff, and vulnerable species and habitat loss should be evaluated. While all development is disruptive, the applicant/designer should show how the development will minimize erosion, replace any loss of trees and other vegetation, and stabilize slopes where necessary. Any other pollution or environmental issues that may be caused as a result of development and pose a threat to the health of the community should also be considered when appropriate.
- Transportation issues – All issues regarding transportation should be considered with the proposal of any new development or redevelopment. Transportation issues that should be examined include, but are not limited to, traffic generation and circulation, adequacy of road infrastructure, traffic safety, transit, sidewalk and/or trail construction, general pedestrian and bicycle access/accommodation, and ADA accessibility. Successful developments will include discussion of said transportation issues and accommodate all modes of transportation when feasible. Where new development will increase the amount of traffic turning into a driveway, for example, it may be appropriate to require a turn lane(s) as a condition of the development approval.
- Negative externalities – All new developments or redevelopments should limit negative externalities that would affect the surrounding neighborhood to the extent possible. Such externalities may include excess noise, odor, lighting, signage, or other ‘externalities’ that would be a nuisance to the community. Externalities can often be reduced or mitigated with good site design and planning. For example, exterior lighting in the development should not ‘spill-over’ past the property line, beyond ambient light levels found in a residential area, and noise levels may be minimized by restricting the hours of operation for commercial businesses. These issues should be addressed by University Heights officials during the redevelopment process.
- Utility provisions – Prior to any development or redevelopment, the developer’s engineer or site designer should confirm that the water, sewer, and electrical utilities present will be adequate for the proposed development. University Heights officials should require a letter from the Iowa City Public Works Department outlining any capacity upgrades that would be necessary as a result of any development or redevelopment proposal. Requiring said letter will ensure that any strain placed on utilities ‘downstream’ of the development can be identified and become part of the negotiation process.
- Fire and Police protection – Prior to any development or redevelopment, the developer should produce a letter from the University Heights Police Department and the Coralville Fire Department indicating that they can provide adequate service and protection to the property. This action will ensure that the community remains a safe and secure environment.

**Proposed language to be entered after the third paragraph near the bottom of page 33 of the University Heights Comprehensive Plan adopted November 2006.**

In addition to being vulnerable to rate increases for contracted services, University Heights is also vulnerable due to the ever-increasing costs of providing public infrastructure that is not covered by contract. As University Heights is forced to replace aging infrastructure as capital improvements projects, the costs of such infrastructure may affect the City's financial stability.

With construction costs increasing, even the reconstruction of small segments of local streets may prove cost prohibitive for the City. For instance, the reconstruction and paving of one mile of a typical two-lane road would cost roughly \$550,000 to \$750,000 with construction costs expected to increase 4%-5% a year for the foreseeable future<sup>1</sup>. Given that the City has modest cash reserves, the likelihood that the City could fund such a project locally is unlikely. Even with the use of bonding to fund public works projects, the City may have difficulty paying the requisite debt service.

Increases in the City's revenues have varied over the last few years but have not outpaced expenditures required of the City. Like most cities, the municipal cash balance fluctuates over time. While the amount of cash reserves per capita is similar to that of many communities, the total fund balance remains relatively small. It is important the University Heights officials give thought to these circumstances prior to making decisions that would affect the City's revenues and expenditures.

To remain financially viable, the City of University Heights should remain open to discussions regarding expansions to its tax base, increases in property levies, and/or decreasing expenses when possible. Through the use of any combination of these tools, the City of University Heights can maximize its ability to remain a financially sound community.

<sup>1</sup> Cost estimates are for paving only and do not include grading or other related infrastructure; cost estimates from locally completed projects (2009) and the Asphalt Paving Association of Iowa 2009.

ORDINANCE NO. 179

AN ORDINANCE INCREASING FINES FOR PROHIBITED PARKING (AMENDING ORDINANCE NO. 120) IN THE CITY OF UNIVERSITY HEIGHTS, IOWA.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, JOHNSON COUNTY, IOWA:

University Heights Ordinance No. 120 is amended as follows (with additions indicated by underline and deletions indicated by ~~strike-through~~):

\*\*\*\*

120 (6) (10) **Penalties; Parking Tickets.** Admitted violations of parking restrictions imposed by University Heights Ordinances may be charged upon a simple notice of fine payable at the office of the University Heights City Office. The fine shall be as follows:

A. (1) The fine for parking violations, except for illegally parking in a handicapped parking space or for illegally parking on yards in violation of Section 6(3)(B) of this Ordinance or for other parking violations occurring any day on which The University of Iowa plays football games in Kinnick Stadium, shall be twenty dollars (\$20.00) ~~ten dollars (\$10.00)~~. If paid more than thirty (30) ~~twenty-nine (29)~~ days after issuance of the parking ticket, the fine shall increase to twenty-five dollars (\$25.00) ~~twenty dollars (\$20.00)~~.

(2) The fine for illegally parking in a handicapped parking space shall be one-hundred dollars (\$100.00) or as stated in the Code of Iowa, as amended.

(3) The fine for illegally parking on yards in violation of Section 6(3)(B) of this Ordinance is thirty-five dollars (\$35.00) ~~twenty-five dollars (\$25.00)~~ for the first offense; fifty dollars (\$50.00) for the second offense in a twelve-month period; and one-hundred dollars (\$100.00) for the third and any subsequent offense in a twelve-month period.

(4) The fine for parking violations on any day on which The University of Iowa plays football games in Kinnick Stadium, except for illegally parking in a

handicapped parking space or for illegally parking on yards in violation of Section 6(3)(B) of this Ordinance, shall be forty-five dollars (\$45.00). If paid more than thirty (30) ~~twenty-nine (29)~~ days after issuance of the parking ticket, the fine shall increase to fifty dollars (\$50.00).

This ordinance shall become effective upon its passage and publication as provided by law.

Adopted by the University Heights City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2010, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Louise From, Mayor

ATTEST: (SEAL)

\_\_\_\_\_  
Christine M. Anderson, City Clerk

STATE OF IOWA            )  
                                  )     SS:  
COUNTY OF JOHNSON    )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2010, before me, a notary public in and for the state of Iowa, personally appeared Louise From and Christine M. Anderson, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Louise From and Christine M. Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA            )  
                              )     SS:  
COUNTY OF JOHNSON    )

I, Christine M. Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Christine M. Anderson

Signed and sworn to before me on the \_\_\_\_ day of \_\_\_\_\_, 2010, by Christine M. Anderson, Clerk of the City of University Heights.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

SEB/UHeights/Ordinances/Ordinance 179 amending 120 0110

**City Clerk Report  
March 9, 2010**

- **One new building permits received – 1504 Grand Avenue**
- **One new rental permit since last meeting – 626 Grandview Court. Mike has added this to the on-line rental listing; thank you Mike.**
- **Norm Cate will start setting up appointments for rental inspections this month.**
- **Now that Norm is back from his vacation, I plan on meeting with him regarding several properties that have been sent to me for further follow-up.**
- **Have worked the past two weekends on the UHs filing system; this task came about when I was asked for budget information and discovered that not all information was grouped together or even in the same drawer. I would recommend we consider scanning some of the really old information in the file cabinet sometime in the future.**

## Treasurer's Report

February 2010

Our total revenue for the month of February was \$39,105.74 comprised of the following amounts:

Property Taxes	\$ 5,174.87
Local Option Sales Tax	\$11,165.43
Parking fines	\$ 415.00
Traffic Fines from Clerk of Court	\$ 4,144.86
Interest on bank accounts	\$ 104.87
Road Use Funds	\$ 7,991.16
Liquor permit	\$ 112.50
Governors Traffic Safety Grant	\$ 5,938.70
Building permits	\$ 2,135.35
Rental permits	\$ 100.00
2009 Distribution Iowa Association of Municipal Utilities	\$ 1,823.00

Balances in the bank accounts as of 2/28/2010:

MidwestOne Checking Account	\$136,486.66
Hills Bank Money Market Account	\$ 23,296.85
CD at UICCU (due 2/28/11)	\$ 39,168.89
Forfeiture Fund	\$ 3,080.98

## March 2010 eGov't Report

### Previous business

Amy had asked about getting UH email for the housing inspectors, done  
(also gave UH email to new board of adjustment member)

### Webpage updates:

- **Budgets**
  1. FY10
  2. FY11 proposed
- **New Department pages:**
  1. Building Zoning Sanitation
  2. Finance
  3. Streets & Sidewalks
- **Jubilee**
  1. Places page
    - UI Libraries have granted us a free usage of their Fred Kent photograph entitled "Koser Addition, Iowa City. Iowa. Nov. 15, 1929" Normally their charge for usage would be \$100.00
  2. People page
    - 3 biographies are currently up, more on the way