

7:00 pm PUBLIC HEARING on FY 2010 Budget Amendment

AGENDA

City of University Heights, Iowa City Council Meeting

Tuesday, May 11, 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 Fiscal Year 2010 Budget Amendment	Louise From
7:05	Call to Order Regular Meeting Roll Call - Approval of Minutes April 13, 2010	Louise From
	Public Input Public Comments	
	<u>Administration</u>	
7:15	-Mayor Mayor Report -Presentation of the JCCOG Long Range Transportation Plan	Louise From Kent Ralston
	-City Attorney Legal Report - Third consideration of Ordinance No. 179 amending the Traffic Ordinance (No. 120) regarding to increase the fine for illegal parking. - Resolution No. 10-11 Adopting Minor Amendments to City's Comprehensive Plan. - Resolution No. 10-12 Authorizing the Mayor to Execute and the Clerk to Attest the FY2011 Agreement Between the City of Iowa City and the City of University Heights for the Provision of Transit Service Within the Corporate Limits of University Heights.	Steve Ballard
	-City Clerk City Clerk Report - Burch, L.L.C. liquor license application	Chris Anderson
	<u>Committee Reports:</u>	
	<u>Finance</u> Committee Report - Discussion of Wide-Sidewalk financing - Discussion of LOST fund potential projects Treasurer's Report / Payment of Bills -Consideration of Resolution No. 10-10 adopting the budget amendments for the fiscal year ending June 30, 2010	Brennan McGrath Lori Kimura Steve Kuhl
	<u>Community Protection</u> Committee Report -Consideration of Police chief raise in salary Police Chief report	Amy Moore/M.Haverkamp Ron Fort
	<u>Streets and Sidewalks</u> Streets & Sidewalks Report -Discussion of Paul Moore's parking lot plans including on-street parking in front of 1000-1006 Melrose Ave and 116 & 120 Golfview and traffic issues concerning the access on Melrose Ave.	Pat Yeggy Kent Ralston

Time		Topic	Owner
		Engineer Report	Josiah Bilskemper
	<u>Building, Zoning & Sanitation</u>	Committee Report Zoning Report	Stan Laverman Pat Bauer
	<u>e-Government</u>	Committee Report - Revised Comprehensive Plan document - City e-mail - Diamond Jubilee pages	Mike Haverkamp
	<u>Johnson County Council of Governments (JCCOG)</u>	Committee Report	Louise From
8:55	Announcements		Anyone
9:00	Adjournment		Louise From

Special Meeting of the Council: Tuesday, May 25, 2010 to consider bids for Melrose sidewalk project
Next Regular Council Meeting: Tuesday, June 8, 2010

May 2010 - Mayor Report

School District Meetings-

I was invited to attend a meeting by the ICCSD school board with other elected officials in the community to give input on hiring a new superintendent. I also attended one of the three superintendent finalists interview that the school board held.

Since serving on the Redistricting Committee for the ICCSD as the University Heights Representative, I am continuing to follow the input from all the communities. I attended the Iowa City city council work session last week. The IC council agreed to have Mayor Matt Hayek write a letter in support of one of the scenarios for redistricting.

I attended the last forum at Grant Wood School the following night. The purpose was to gather more public input about the two scenario recommendations by the committee.

Hopefully these meetings will help the school board make a decision soon.

Please contact me if you would like more details about any of these meetings.

April 20th - Steve Ballard and I attended a meeting with developer Jeff Maxwell, his attorney and his financial consultant for a discussion of Tax Increment Financing. Jeff Maxwell stated he wanted to get "his ducks in a row" before coming to the city with an application.

April 22nd - Pat Yeggy and I met with Steve Kuhl to review and finalize amendments to the city budget ending June 30, 2010. Brennan McGrath sent his input, but was unable to attend. Steve Kuhl will be at the May council meeting.

April 24th - I sent an application to KCRG-TV9 Road Trip to come and feature the city's 75th Anniversary Diamond Jubilee Celebration Parade and Chautauqua on Aug. 29th.

April 28th - Emergency Management Meeting - I was out of town and Pat Yeggy attended as my alternate. Highlights: The Executive Director of JECC has resigned. Tom Jones is currently the Interim Director. There will be action to replace the position as soon as possible. Please contact me if you would like a copy of the Johnson County Severe Weather Risk Assessment and list of county events the last 10 years.

May 1st - The Second Annual Spring citywide clean-up day was held 8:30 am- 12 noon on Marietta. This city funded, volunteer run event was organized this year by Pat Yeggy. Pat organized the dumpsters with Johnson County Refuse and several recycling stations. Also collected were donations to the Food Bank. Volunteers were Linda Fincham, Larry Wilson, Ron Fort, Brennan McGrath, Mike Haverkamp and myself. Pat is requesting feedback to improve participation and possibly expanding services if the city wants to continue funding this event again next year.

A BIG thank you to Pat Yeggy and the volunteers for a job well done!!!!

May '10 – City Attorney's Report

1. **Ordinance 179 – Increasing Fine for Illegal Parking.** The Council will be voting on the third reading of proposed Ordinance No. 179, which increases the fine for illegal parking \$10.00 to \$20.00 (\$25.00 if not paid within 30 days). The ordinance also increases the fine for parking on yards (first offense) from \$25.00 to \$35.00. A copy of the proposed ordinance is attached.
2. **Amendment to City's Comprehensive Plan.** Three very small errors were included the Comprehensive Plan Amendments adopted in April. The errors comprise inaccurate statements of the percentage of the City's budget attributable to certain expenses. So, on page 6 of the Amendments (last sentence), the percentages should read "39% and 45%" instead of "46% and 45%". Similarly, on page 7 (last sentence), the percentage should read "10%", not "11%". I am attaching a 'redline' version of the April Amendments showing these minor changes. I also am attaching a 'final' version of the Amendments that will make these small changes, as well as Resolution No. 10-11 adopting these changes.
3. **Agreement with Iowa City for Transit Services.** You will be considering Resolution No. 10-12, which authorizes the Mayor to sign the renewal of the 28E Agreement with Iowa City for transit services. The Resolution and the Agreement are attached. The Agreement provides for a 1.8% cost increase. Other terms remain the same.
4. **St. Andrew -- Proposed Development.** Mayor From and I met with Jeff Maxwell, his lawyer, and a representative from his accounting firm about tax increment financing (TIF). Mr. Maxwell is exploring various funding options that may include requests for some city participation by way of TIF. No details or specific proposals have been presented. No development proposal has been received.

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

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 future¹. 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.

To ensure that both city officials and the public have access to the most current financial information, it would be appropriate to update the financial section of the adopted University Heights Comprehensive Plan every two years. It would be logical for the revision cycle to coincide with City Council election years so that the public can make informed decisions regarding financial matters.

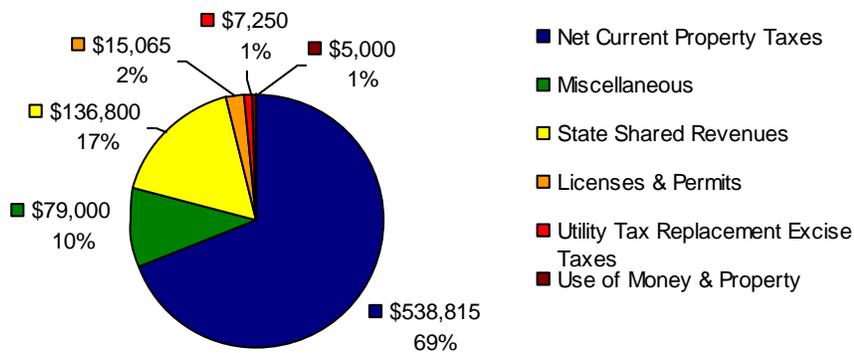
¹ Cost estimates are for paving only and do not include grading or other related infrastructure; cost estimates from locally completed projects (2009) and the Asphalt Paving Association of Iowa 2009.

Proposed language and charts to replace information located on page 34 of the University Heights Comprehensive Plan adopted November 2006.

BUDGET AND REVENUE

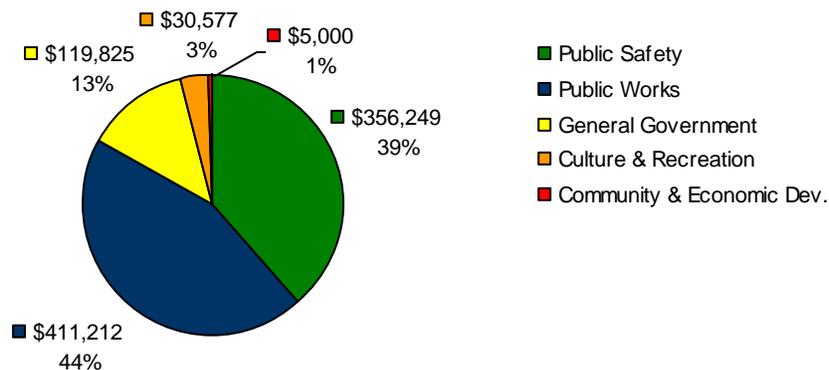
For the 2010 fiscal year the City of University Heights budget indicated expected revenues of \$781,930. This represents an increase of almost \$79,000 over the 2009 fiscal year. By comparison, the 2008 fiscal year increased approximately \$252,000 from 2007. For all three years property taxes represented between 47% and 69% of all revenue

Figure 11: FY10 Budget - Sources of Revenue



Source: FY2010 University Heights Budget

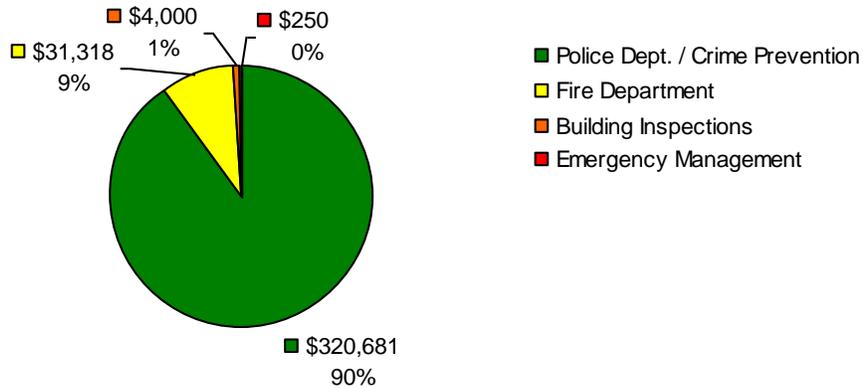
Figure 12: FY10 Budget - Expenditures



Source: FY2010 University Heights Budget

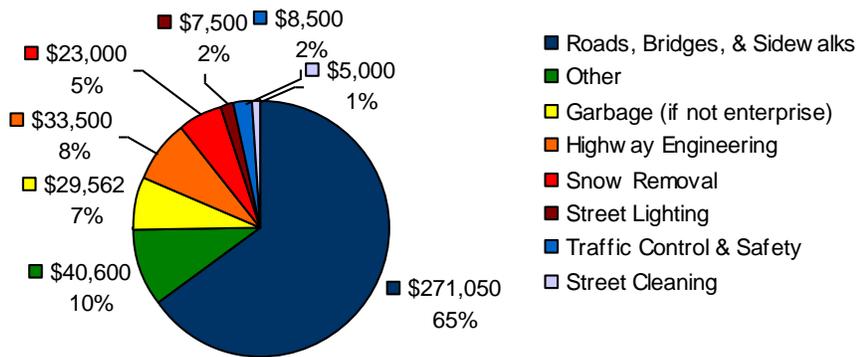
Proposed language and charts to replace information located on page 35 of the University Heights Comprehensive Plan adopted November 2006.

Figure 13: FY10 Budget - Public Safety



Source: FY2010 University Heights Budget

Figure 14: FY10 Budget - Public Works

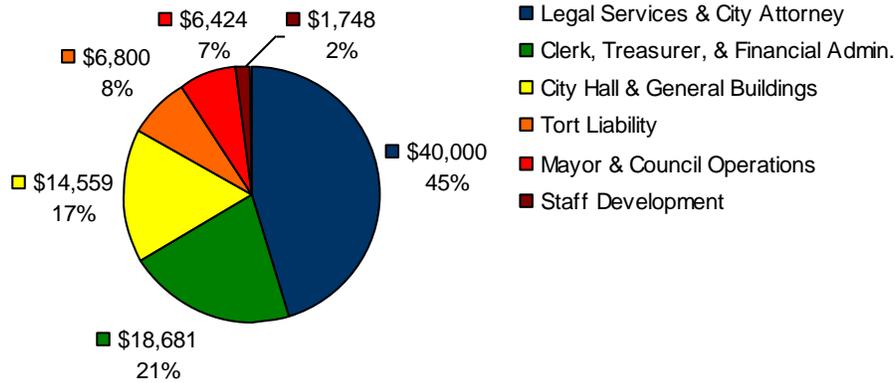


Source: FY2010 University Heights Budget

For fiscal years 2008 to 2010, the largest share of the University Heights budget was allocated to public safety and public works. In 2010 this amounted to \$356,249 for public safety and \$411,212 for public works (4639% and 5345% of the total budget respectively).

Proposed language and charts to replace the chart and the first sentence of the first paragraph on the top of page 36 (prior the Goals and Implementation section) of the University Heights Comprehensive Plan adopted November 2006.

Figure 15: FY10 Budget-General Government



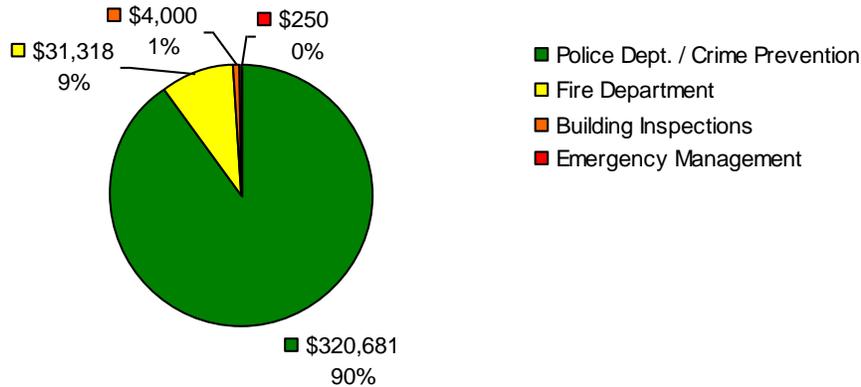
Source: FY2010 University Heights Budget

The last major portion of the FY10 budget was allocated to general government expenses. In fiscal year 2010 this represented 44.10% (\$88,212) of the total City budget.

Proposed Amendment to Comprehensive Plan Amendments adopted April 13, 2010 (additions shown by underline; deletions by ~~strikethrough~~):

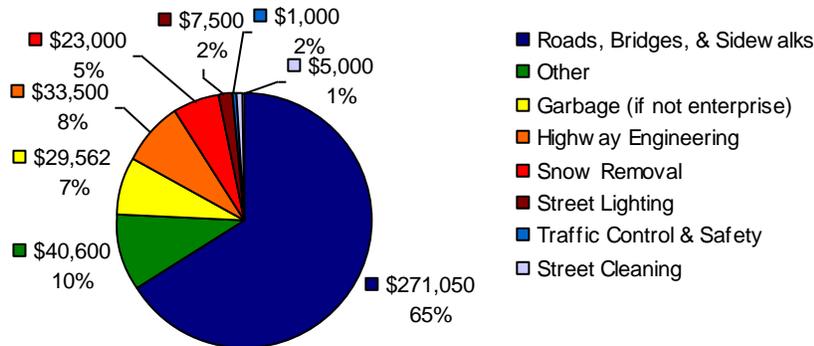
Proposed language and charts to replace information located on page 35 of the University Heights Comprehensive Plan adopted November 2006.

Figure 13: FY10 Budget - Public Safety



Source: FY2010 University Heights Budget

Figure 14: FY10 Budget - Public Works

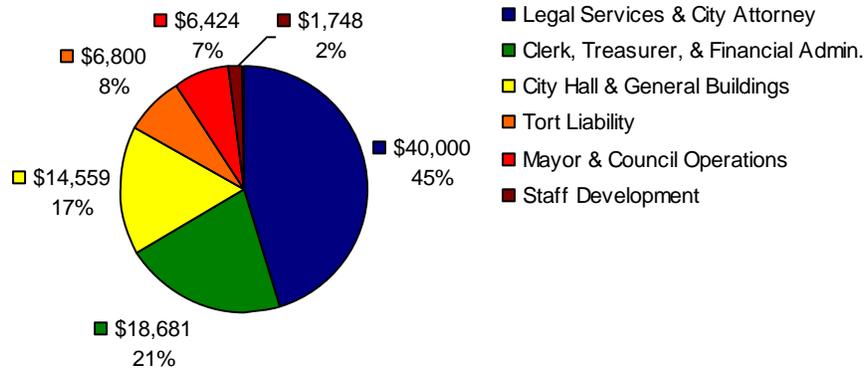


Source: FY2010 University Heights Budget

For fiscal years 2008 to 2010, the largest share of the University Heights budget was allocated to public safety and public works. In 2010 this amounted to \$356,249 for public safety and \$411,212 for public works (4639% and 5345% of the total budget respectively).

Proposed language and charts to replace the chart and the first sentence of the first paragraph on the top of page 36 (prior the Goals and Implementation section) of the University Heights Comprehensive Plan adopted November 2006.

Figure 15: FY10 Budget - General Government



Source: FY2010 University Heights Budget

The last major portion of the FY10 budget was allocated to general government expenses. In fiscal year 2010 this represented 44.10% (\$88,212) of the total City budget.

**FY2011 28E AGREEMENT FOR TRANSIT SERVICES BETWEEN
THE CITY OF IOWA CITY, IOWA AND THE CITY OF UNIVERSITY HEIGHTS, IOWA**

This agreement is made and entered into this ____ day of _____, 2010, by and between the City of Iowa City, Iowa and the City of University Heights, Iowa, both municipal corporations.

WHEREAS, Chapter 28E of the Code of Iowa provides, in substance, that any power which may be exercised by a public agency of the state may be exercised jointly with another public agency having such power, and

WHEREAS, it is in the mutual interest of the parties to encourage the use of public transit by residents of Iowa City and University Heights.

NOW, THEREFORE, it is hereby agreed by and between the City of Iowa City and the City of University Heights, as follows:

I. Scope of Services

The City of Iowa City shall provide public transit service to the City of University Heights. Iowa City shall determine the scheduling of buses, the routes, and the location of bus stops within University Heights. It is agreed that residents of University Heights will obtain the same level of transit service as residents of Iowa City who are served by the same routes. Residents of University Heights will also be eligible for the same fare structure as Iowa City residents.

II. Duration

The term of this agreement shall commence July 1, 2010, and continue through and including June 30, 2011.

III. Termination

This agreement may be terminated upon thirty calendar days written notice by either party.

IV. Compensation

The City of University Heights agrees to pay \$32,892 for the provision of public transit service as herein described during FY2011. Payment shall be made in twelve monthly payments of \$2,741.00 each, to be received by the City of Iowa City on or before the 15th of each month.

V. Chapter 28E, Code of Iowa

In accordance with Chapter 28E of the Code of Iowa, this agreement shall be filed with the Secretary of the State of Iowa and the County Recorder of Johnson County, Iowa.

CITY OF IOWA CITY

CITY OF UNIVERSITY HEIGHTS

By: _____
Matthew J. Hayek, Mayor

By: _____
Louise From, Mayor

Attest:

Attest:

City Clerk, Marian K. Karr

City Clerk, Christine Anderson

Approved by:

City Attorney's Office

STATE OF IOWA)
) ss:
JOHNSON COUNTY)

On this _____ day of _____, 20_____, before me, _____, a Notary Public in and for the State of Iowa, personally appeared Regenia D. Bailey and Marian K. Karr, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Iowa City, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in (Ordinance) (Resolution) No. _____ passed by the City Council, on the _____ day of _____, 20_____, and that Regenia D. Bailey and Marian K. Karr acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the State of Iowa

STATE OF IOWA)
) ss:
JOHNSON COUNTY)

On this _____ day of _____, 20_____, before me, _____, a Notary Public in and for the State of Iowa, personally appeared Louise From and Christine Anderson, to me personally known, and, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of University Heights, Iowa; that the seal affixed to the foregoing instrument is the corporate seal of the corporation, and that the instrument was signed and sealed on behalf of the corporation, by authority of its City Council, as contained in (Resolution) No. _____ passed by the City Council, on the _____ day of _____, 20_____, and that Louise From and Christine Anderson, acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it voluntarily executed.

Notary Public in and for the State of Iowa

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AND THE CITY CLERK TO ATTEST THE FY2011 AGREEMENT BETWEEN THE CITY OF IOWA CITY AND THE CITY OF UNIVERSITY HEIGHTS FOR THE PROVISION OF TRANSIT SERVICE WITHIN THE CORPORATE LIMITS OF UNIVERSITY HEIGHTS

WHEREAS, Chapter 28E, Code of Iowa (2008), provides, in substance, that any power which may be exercised by a public agency of this state may be exercised jointly with another public agency having such power; and

WHEREAS, it is in the mutual interest of the City of Iowa City and the City of University Heights to encourage the use of public transit by residents of University Heights; and

WHEREAS, the parties have negotiated a contract for transit service in FY2011 at a rate of \$32,892, a copy of which is attached and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, IOWA:

1. The attached FY2011 28E Agreement for transit services between the City of Iowa City, Iowa and the City of University Heights, Iowa is hereby approved, and the Mayor is hereby authorized to execute and the City Clerk to attest in duplicate same on behalf of the City of University Heights.
2. The City Clerk is directed to file electronically a copy of said agreement with the Secretary of the State of Iowa, as required by Iowa Code Chapter 28E.

Passed and approved this _____ day of _____, 2010

Louise From, MAYOR

ATTEST: _____
Christine Anderson, CITY CLERK

**City Clerk Report
May 11, 2010**

- **Three new building permits received:**
 - 228 Highland Drive – electrical permit**
 - 21 George Street – finish basement**
 - 1421 Grand Avenue – privacy fence**
- **Seven new rental permits since last meeting:**
 - 202 Grandview Court**
 - 213 Grandview Court**
 - 316 Grandview Court**
 - 215 Highland Drive**
 - 265 Koser Avenue**
 - 1149 Melrose Avenue**
 - 28 Olive Court**

Information has been sent to Mike to update the website.

- **Norm has done inspections for 20 Olive, 201, 202, 213, 302, 505, 506 and 625 Grandview Ct., 23 George, 11 Glencrest and 1491 Grand.**

He has responded to a dozen or so phone calls with questions regarding: zoning, fences, rental permits, over-occupancy and building questions.

University Heights**Building Permits****January 1, 2010 - May 10, 2010**

Permit #	Building Address	Date Issued	Fee	Building Valuation	Description of Remodeling
BLD10-001	1504 Grand Avenue	12/15/09	\$301.50	\$15,800.00	Kitchen remodel
BLD10-002	324 Koser Avenue	1/28/10	\$1,754.35	\$195,000.00	Interior home remodel/minor exterior work
BLD10-003	1222 Melrose Avenue	2/3/10	\$79.50	n/a	Chimney & fireplace insert
BLD10-004	209 Ridgeview Avenue	3/18/10	\$449.80	\$25,000.00	Converting two bathrooms into one
BLD10-005	228 Highland Drive	3/31/10	\$35.00	n/a	Electrical permit - change panel in basement
BLD10-006	21 George Street	4/7/10	\$160.00	n/a	Finish basement
BLD10-007	1421 Grand Avenue	4/30/10	\$76.00	\$1,894.00	30' of privacy fence
		Total	<u>\$2,856.15</u>	<u>\$237,694.00</u>	

Treasurer's Report

April 2010

Our total revenue for the month of April was \$226,487.02 comprised of the following amounts:

Local Option Sales Tax	\$ 9,296.59
Property Taxes	\$202,163.12
Special Assessments from property taxes	\$ 65.00
Parking fines	\$ 285.00
Traffic Fines from Clerk of Court	\$ 4,974.00
Interest on bank accounts	\$ 112.27
Road Use Funds	\$ 6,848.09
Building Permits	\$ 609.80
Rental permits	\$ 1,000.00
Police Reports	\$ 14.00
Governors Traffic Safety Grant	\$ 1,119.15

Balances in the bank accounts as of 4/30/10:

MidwestOne Bank Checking Account	\$223,743.06
Hills Bank Money Market Account	\$ 23,312.68
CD at UICCU (due 2/28/2011)	\$ 39,408.41
Forfeiture Fund	\$ 3,082.29

Steve Kuhl has finished up the Amendments for FY09-10 Budget. I still need to make the changes in the computer and will do so after they are all formally approved by the council.

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
July 2009 through April 2010

	GENERAL		
	Jul '09 - Apr 10	Budget	% of Budget
Ordinary Income/Expense			
Income			
LOCAL OPTION SALES TAX	84,041.10		
GENERAL PROPERTY TAXES	445,447.44	468,192.00	95.14%
OTHER CITY TAXES	3,744.48		
LICENSES & PERMITS	23,032.65	15,065.00	152.89%
USE OF MONEY & PROPERTY	1,606.24	5,000.00	32.13%
INTERGOVERNMENTAL/SHARED REVENUE	14,068.17	54,800.00	25.67%
CHARGES FOR SERVICES	294.00		
SPECIAL ASSESSMENTS	605.00		
MISCELLANEOUS REVENUES	91,574.50	86,250.00	106.17%
Total Income	664,413.58	629,307.00	105.58%
Expense			
Payroll Expenses	0.00		
PUBLIC SAFETY	279,606.70	319,098.00	87.62%
PUBLIC WORKS	62,876.08	77,412.00	81.22%
CULTURE & RECREATION	23,124.75	30,577.00	75.63%
COMMUNITY & ECONOMIC DEV.	2,120.00	5,000.00	42.4%
GENERAL GOVERNMENT	85,688.91	86,353.00	99.23%
DEBT SERVICE	0.00		
Total Expense	453,416.44	518,440.00	87.46%
Net Ordinary Income	210,997.14	110,867.00	190.32%
Other Income/Expense			
Other Income			
OTHER FINANCING SOURCES	0.00	143,700.00	0.0%
Total Other Income	0.00	143,700.00	0.0%
Net Other Income	0.00	143,700.00	0.0%
Net Income	210,997.14	254,567.00	82.89%

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2009 through April 2010

	DEBT SERVICE		
	Jul '09 - Apr 10	Budget	% of Budget
Ordinary Income/Expense			
Income			
LOCAL OPTION SALES TAX	0.00		
GENERAL PROPERTY TAXES	30,085.79	31,611.00	95.18%
OTHER CITY TAXES	252.83		
LICENSES & PERMITS	0.00		
USE OF MONEY & PROPERTY	0.00		
INTERGOVERNMENTAL/SHARED REVENUE	0.00		
CHARGES FOR SERVICES	0.00		
SPECIAL ASSESSMENTS	0.00		
MISCELLANEOUS REVENUES	0.00		
Total Income	30,338.62	31,611.00	95.98%
Expense			
Payroll Expenses	0.00		
PUBLIC SAFETY	0.00		
PUBLIC WORKS	0.00		
CULTURE & RECREATION	0.00		
COMMUNITY & ECONOMIC DEV.	0.00		
GENERAL GOVERNMENT	0.00		
DEBT SERVICE	4,411.05	31,611.00	13.95%
Total Expense	4,411.05	31,611.00	13.95%
Net Ordinary Income	25,927.57	0.00	100.0%
Other Income/Expense			
Other Income			
OTHER FINANCING SOURCES	0.00		
Total Other Income	0.00		
Net Other Income	0.00	0.00	0.0%
Net Income	25,927.57	0.00	100.0%

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2009 through April 2010

	POLICE FORFEITURE		
	<u>Jul '09 - Apr 10</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
LOCAL OPTION SALES TAX	0.00		
GENERAL PROPERTY TAXES	0.00		
OTHER CITY TAXES	0.00		
LICENSES & PERMITS	0.00		
USE OF MONEY & PROPERTY	6.64		
INTERGOVERNMENTAL/SHARED REVENUE	0.00		
CHARGES FOR SERVICES	0.00		
SPECIAL ASSESSMENTS	0.00		
MISCELLANEOUS REVENUES	0.00		
Total Income	<u>6.64</u>		
Expense			
Payroll Expenses	0.00		
PUBLIC SAFETY	0.00		
PUBLIC WORKS	0.00		
CULTURE & RECREATION	0.00		
COMMUNITY & ECONOMIC DEV.	0.00		
GENERAL GOVERNMENT	0.00		
DEBT SERVICE	0.00		
Total Expense	<u>0.00</u>		
Net Ordinary Income	6.64		
Other Income/Expense			
Other Income			
OTHER FINANCING SOURCES	0.00		
Total Other Income	<u>0.00</u>		
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>6.64</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2009 through April 2010

	ROAD USE TAX		
	Jul '09 - Apr 10	Budget	% of Budget
Ordinary Income/Expense			
Income			
LOCAL OPTION SALES TAX	0.00		
GENERAL PROPERTY TAXES	0.00		
OTHER CITY TAXES	0.00		
LICENSES & PERMITS	0.00		
USE OF MONEY & PROPERTY	0.00		
INTERGOVERNMENTAL/SHARED REVENUE	78,969.01	82,000.00	96.3%
CHARGES FOR SERVICES	0.00		
SPECIAL ASSESSMENTS	0.00		
MISCELLANEOUS REVENUES	470.00		
Total Income	<u>79,439.01</u>	<u>82,000.00</u>	<u>96.88%</u>
Expense			
Payroll Expenses	0.00		
PUBLIC SAFETY	350.00		
PUBLIC WORKS	200,529.34	333,800.00	60.08%
CULTURE & RECREATION	0.00		
COMMUNITY & ECONOMIC DEV.	0.00		
GENERAL GOVERNMENT	400.00		
DEBT SERVICE	0.00		
Total Expense	<u>201,279.34</u>	<u>333,800.00</u>	<u>60.3%</u>
Net Ordinary Income	-121,840.33	-251,800.00	48.39%
Other Income/Expense			
Other Income			
OTHER FINANCING SOURCES	0.00		
Total Other Income	<u>0.00</u>		
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>-121,840.33</u></u>	<u><u>-251,800.00</u></u>	<u><u>48.39%</u></u>

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2009 through April 2010

	EMPLOYEE BENEFITS		
	Jul '09 - Apr 10	Budget	% of Budget
Ordinary Income/Expense			
Income			
LOCAL OPTION SALES TAX	0.00		
GENERAL PROPERTY TAXES	37,120.33	39,012.00	95.15%
OTHER CITY TAXES	312.01		
LICENSES & PERMITS	0.00		
USE OF MONEY & PROPERTY	365.80		
INTERGOVERNMENTAL/SHARED REVENUE	0.00		
CHARGES FOR SERVICES	0.00		
SPECIAL ASSESSMENTS	0.00		
MISCELLANEOUS REVENUES	0.00		
Total Income	<u>37,798.14</u>	<u>39,012.00</u>	<u>96.89%</u>
Expense			
Payroll Expenses	0.00		
PUBLIC SAFETY	34,595.52	37,151.00	93.12%
PUBLIC WORKS	0.00		
CULTURE & RECREATION	0.00		
COMMUNITY & ECONOMIC DEV.	0.00		
GENERAL GOVERNMENT	1,289.39	1,861.00	69.29%
DEBT SERVICE	0.00		
Total Expense	<u>35,884.91</u>	<u>39,012.00</u>	<u>91.98%</u>
Net Ordinary Income	1,913.23	0.00	100.0%
Other Income/Expense			
Other Income			
OTHER FINANCING SOURCES	<u>0.00</u>		
Total Other Income	<u>0.00</u>		
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>1,913.23</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
July 2009 through April 2010

11:13 PM
05/10/2010
Cash Basis

	TOTAL		
	Jul '09 - Apr 10	Budget	% of Budget
Ordinary Income/Expense			
Income			
LOCAL OPTION SALES TAX	84,041.10	0.00	100.0%
GENERAL PROPERTY TAXES	512,653.56	538,815.00	95.15%
OTHER CITY TAXES	4,309.32	0.00	100.0%
LICENSES & PERMITS	23,032.65	15,065.00	152.89%
USE OF MONEY & PROPERTY	1,978.68	5,000.00	39.57%
INTERGOVERNMENTAL/SHARED REVENUE	93,037.18	136,800.00	68.01%
CHARGES FOR SERVICES	294.00	0.00	100.0%
SPECIAL ASSESSMENTS	605.00	0.00	100.0%
MISCELLANEOUS REVENUES	92,044.50	86,250.00	106.72%
Total Income	<u>811,995.99</u>	<u>781,930.00</u>	<u>103.85%</u>
Expense			
Payroll Expenses	0.00	0.00	0.0%
PUBLIC SAFETY	314,552.22	356,249.00	88.3%
PUBLIC WORKS	263,405.42	411,212.00	64.06%
CULTURE & RECREATION	23,124.75	30,577.00	75.63%
COMMUNITY & ECONOMIC DEV.	2,120.00	5,000.00	42.4%
GENERAL GOVERNMENT	87,378.30	88,214.00	99.05%
DEBT SERVICE	4,411.05	31,611.00	13.95%
Total Expense	<u>694,991.74</u>	<u>922,863.00</u>	<u>75.31%</u>
Net Ordinary Income	117,004.25	-140,933.00	-83.02%
Other Income/Expense			
Other Income			
OTHER FINANCING SOURCES	0.00	143,700.00	0.0%
Total Other Income	<u>0.00</u>	<u>143,700.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>143,700.00</u>	<u>0.0%</u>
Net Income	<u><u>117,004.25</u></u>	<u><u>2,767.00</u></u>	<u><u>4,228.56%</u></u>

Date: May 4, 2010

To: University Heights Mayor & City Council
Josiah Bilskemper; City Engineer

From: Kent Ralston; Assistant Transportation Planner

Re: Evaluation for the proposed access in the 1000 block of Melrose Avenue

Per your request, staff has conducted an evaluation of the proposed access for a future parking lot in the 1000 Block of Melrose Avenue (east of Paul Moore's building and west of the Iowa Interstate Railroad right-of-way).

Sight Distance

Staff used the procedure prescribed by the American Association of State Highway and Transportation Officials (AASHTO) for stopping sight distance. Stopping sight distance is the necessary distance required for a vehicle traveling at or near the design speed to stop before reaching a stationary object in its path.

For this evaluation, AASHTO guidelines indicate that the required stopping sight distance is 200' at a design speed of 30 MPH (25 MPH posted speed). This is the minimum distance of visibility required to provide a motorist exiting the proposed access drive and a motorist traveling on Melrose Avenue the ability to safely avoid conflict.



After observation, staff has concluded that to provide adequate sight distance to the west of the proposed access, two existing on-street parking spaces immediately west of the proposed access would have to be removed as part of the project. To obtain adequate sight distance to the east of the proposed access, one existing on-street parking space immediately east of the proposed access would have to be eliminated (see attached design provided by Shive-Hattery Engineering). Should the project proceed, staff also recommends contacting the City of Iowa City to request that the vegetation growing at the northwest corner of the Iowa Interstate Railroad Bridge be removed. This action will help provide clear sight distance to the east of the proposed access.

Staff also evaluated the effect of the proposed access on bicycles and pedestrians utilizing the wide sidewalk to be constructed adjacent to Melrose Avenue. Staff has concluded that vehicles exiting the proposed access may temporarily interfere with pedestrian travel as they pull forward prior to completing the desired turning movement. However, this action is temporary and typical of driveways throughout the community. Staff also checked sight distance for sidewalk users; visibility will be adequate both to the east and west of the proposed access.

Gap Analysis

Staff performed a gap analysis from 3:30 to 5:30 on April 22, 2010 to determine if there are a sufficient number of gaps in traffic on Melrose Avenue to allow motorists to safely exit the proposed parking lot during the peak travel hour. To conduct the analysis staff used 6 seconds as the time needed for a motorist exiting the proposed parking lot to complete the desired turning movement (6 seconds is recognized by the Institute of Transportation Engineers as the time required to make the decision and complete a left-turn from a complete stop).

During the gap analysis staff recorded an average of 37 adequate gaps per 30 minute period during the two-hour observation. This means that, on average, vehicles wishing to turn left from the proposed drive would have experienced a 49 second delay during the observation period. A 49 second delay from a private drive, we feel, is an acceptable amount of delay. This would be comparable to the delay motorists experience at signalized intersections throughout the community. For comparison, the Koser Avenue / Melrose Avenue and Sunset Avenue / Melrose Avenue intersections have approximately 60 second signal lengths.

During observation, staff observed the heaviest traffic congestion shortly after 5:00PM. Motorists exiting the proposed drive after 5:00PM may experience far greater delays than the average for the observation period. Given the small number of proposed parking stalls, however, we believe this level of delay is acceptable.

Study Results

<u>Time</u>	<u>Gaps</u>	<u>Average Delay</u>
3:30 - 4:00	43	36 seconds
4:00 - 4:30	51	29 seconds
4:30 - 5:00	29	56 seconds
5:00 - 5:30	24	69 seconds

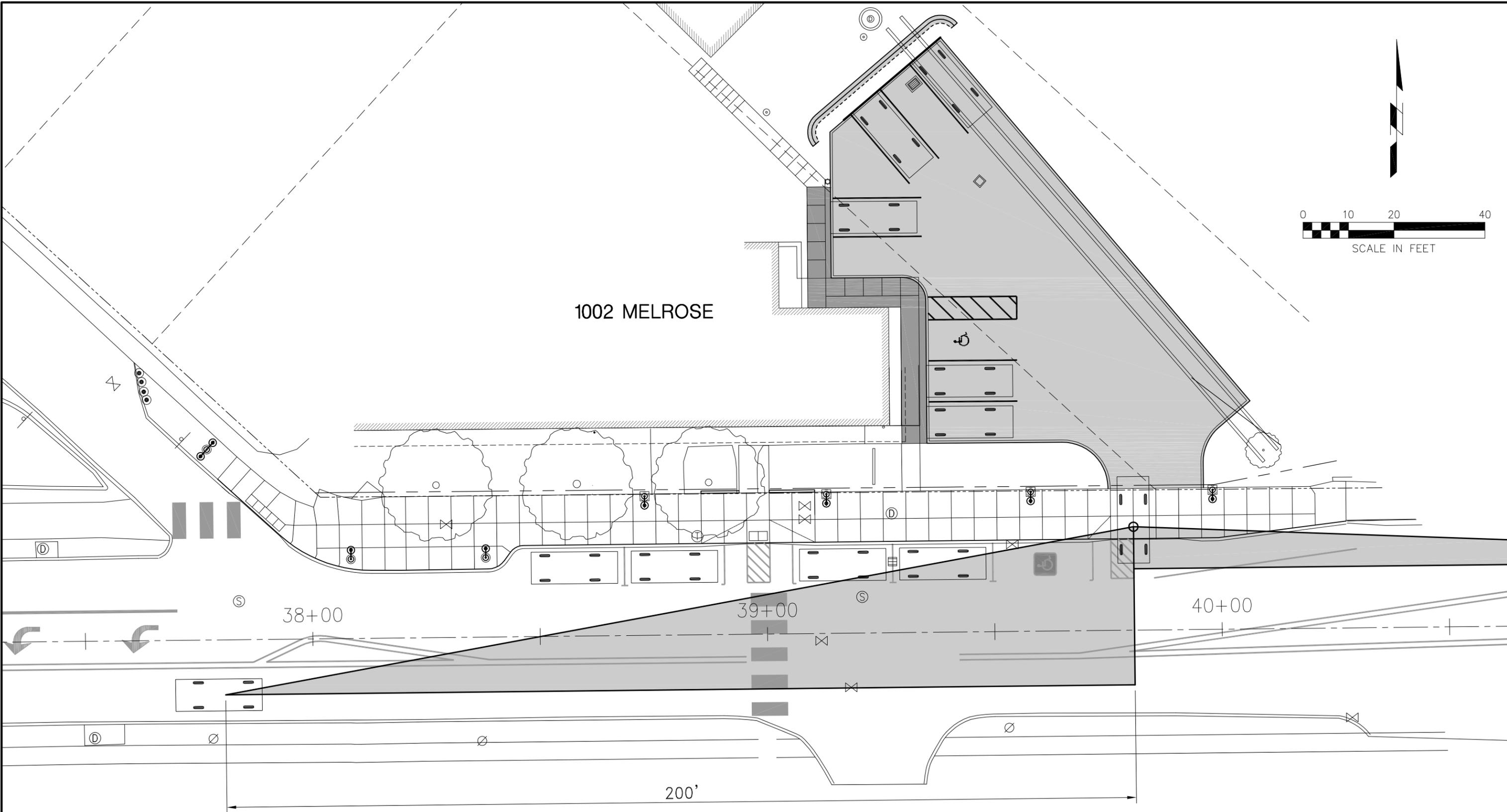
* With the delays observed during the field study, staff is uncertain that a left-turn prohibition is necessary at this time. Staff recommends a follow-up observation should the proposed parking facility be constructed to assess the need for such a prohibition.

Access Management

Access Management is a traffic engineering tool most frequently used on arterial streets similar to Melrose Avenue. The goal of access management is to regulate the number of access points within a corridor in order to minimize the number of corresponding conflict points. Minimizing conflict points increases safety within a corridor while also improving traffic flow. Melrose Avenue, within University Heights, currently exhibits relatively poor access management due to the number of driveways with direct access to the corridor. If there was an alternative access for the proposed parking lot, staff would not recommend the access to Melrose Avenue be permitted. However, it appears the proposed access to Melrose Avenue is the only feasible access point for the proposed parking facility.

City Officials should address this issue keeping any long-term transportation goals of the community in mind. It would be prudent for City officials to weigh the costs of adding the proposed facility to the benefits gained from the plan. Should the proposed parking lot be constructed, one benefit of the facility would be the addition of eight privately owned parking spaces which may ease parking issues for tenets of 1000-1006 Melrose Avenue. Another benefit may be the opportunity to relocate the existing on-street handicapped parking space to the proposed facility. Relocating the space off-street will provide users a safer environment to load/unload. The cost of the proposal would be the elimination of two existing on-street parking stalls in order to provide adequate sight distance for the proposed drive. The proposal would ultimately provide a net gain of six parking spaces adjacent to 1000-1006 Melrose Avenue.

Please contact me at kent-ralston@iowa-city.org or 356-5253 with any questions you have regarding this analysis.



1002 MELROSE

38+00

39+00

40+00

200'

Paul Moore Parking Lot Study (110171)
 Stopping Sight Distance Evaluation
 Melrose Design Speed = 30 MPH
 Driver's Eye 14.5-Foot Behind Edge of 12' Travel Lane
 Stopping Sight Distance = 200-Feet (AASHTO, Ex. 3-1)

05/04/2010

1000 Melrose Avenue
Iowa City, Ia., 52246

City Of University Heights
1004 Melrose Avenue
Iowa City, Ia., 52246

RR: Request for permanent drive entrance for a purposed new parking lot east side of 1000 Melrose Ave, Melrose Avenue Building:

Dear Mayor and Council Members:

The main reason for this new purposed parking lot is for the safety and convience for patient, visitor, and customer parking.

The benefits I see from this parking lot are as follows:

1. Provide a safe area for parking of vehicles.
2. The new parking lot will be a nearly level surface with all new handicap wide side walks for access to the building.
3. It will provide additional evening parking for University Heights meetings and use by the restaurant customers.
4. It will allow some of the dentist office employees park in the new lot. This will remove a few vehicles from the present parking lot. Melrose Dental Office hours are 8:00 AM to 5:00 PM on week days.
5. This new parking area can also be for use of the Police Dept, University Heights Council Members / Employees, customers, visitors, and patients.
6. There will not be assigned parking spaces or permit parking allowed.

New parking lot exit arrangement:

I will provide a sign that states " NO LEFT TURNS, RIGHT TURN ONLY ".

I purpose that the vehicles that exit the new parking lot will only be able to make a right turn. The vehicles then can proceed to the west. If they need to go east, the can go around the flower bed, through the stop sign and have a protected left turn. This will eliminate alot of accidents.

There has been a curb cut and drive entrance at this area since the 1980 Melrose Avenue Street Project. The purposed new entrance is already shown on the Melrose Avenue Wide Sidewalk drawings. It is not feasible to have a new entrance come from the north end of this property. If a permanent entrance is not approved by the city council, I will not be putting in any additional new parking areas.

I have received the May 4, 2010 JCOG report from Kent Ralston. Josiah Bilskemper and I have discussed this information. A good report and I agree with recommendations for solving the vision issue.

As stated in the JCOG letter, the purposed new east Melrose Avenue Building parking lot entrance will require the loss of two more public parking spaces. One of which is the handicap parking space. These two parking spaces are being lost due to visibility requirements.

This will leave 3 parking spaces. The west parking space can remain for use by University Heights Office and Police Dept.

The street handicap parking space is important to the Melrose Avenue Business Area.

I recommend the University Heights Council consider relocating the present Melrose Avenue public Handicap Parking Space.

I purpose that the present Handicap Parking Space be relocated so it is just west of the painted cross walk. This would be in the middle of the three remaining street parking spaces.

The handicap parking space would be ideal for passenger side and rear end unloading. The painted cross walk would be located behind the vehicle for additional space. Also, the main side walk will slope down to street level so the curb may be lower.

This parking space will be very visible in front of the building. It would provide close access the restaurant, University Heights Office, and Melrose Dental Office.

The new handicap sign should be mounted on the new light pole nearby.

With the purposed new east parking lot, I plan to have one new Handicap Parking Space. It will be in the middle of the parking lot. Not to visible from the street. I plan to have the east building entrance and all sidewalks now be handicap accessible.

The result is we are losing 3 Melrose Avenue parking spaces, and gaining 8 parking spaces in the new parking lot. So really only gaining 5 parking spaces.

The good benefit is that there would be a total of two Handicap Parking Spaces.

All of this is subject to action on Kent Ralston's report and approval of the University Heights Council.

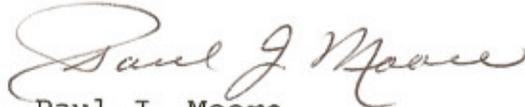
Page # 3.

I would like to discuss some other items with the council to make the business district more neighbor hood friendly.

I would like the council to make a decision on the parking lot entrance, building parking issues, and discuss other business district items the next council meeting, May 11, 2010. Please refer to my letters to the University Heights Council, 02/08/2010 and 04/13/2010

Sincerely,

MELROSE AVENUE BUILDING

A handwritten signature in cursive script that reads "Paul J. Moore". The signature is written in dark ink and is positioned above the printed name.

Paul J. Moore