

# AGENDA

## City of University Heights, Iowa

### City Council Meeting

Tuesday, January 10, 2012

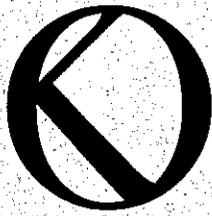
### Horn School Media Center

7:00 – 9:00 P.M.

Meeting called by Mayor Louise From

Time	Topic	Owner
7:00	Call to Order Meeting Roll Call Approval of Minutes Dec. 13 <sup>th</sup> , and Dec. 20, 2011	Louise From
7:01	<a href="#">2011 Audit Report</a>	Doug Kronlage, CPA Steve Kuhl
7:30	Consideration of appeal by owners of 1236 Melrose Avenue concerning <a href="#">citation for over-occupancy</a> issued by University Heights Housing Inspector.  Public Comments	Norm Cate, Housing Inspector
	Public Input <u>Administration</u> -Mayor	<a href="#">Mayor Report</a>  Louise From
	-City Attorney	<a href="#">Legal Report</a>  Steve Ballard
	-City Clerk	<a href="#">City Clerk Report</a>  Chris Anderson
	<u>Committee Reports:</u> <u>Finance</u>	Committee Report Preliminary Discussion of 2012-13 Budget <a href="#">Treasurer's Report/ Payment of Bills</a>  Jim Lane Lori Kimura
	<u>Community Protection</u>	Committee Report -Hiring of UHPD police officer Police Chief report  R.Hopson/M.Haverkamp Ron Fort
	<u>Streets and Sidewalks</u>	Community Relations update Committee Report <a href="#">Engineer Report</a> <a href="#">-Consideration of Resolution 12-1</a> <a href="#">_Adopting Sign Maintenance Plan</a>  Rosanne Hopson Jan Leff Josiah Bilskemper
	<u>Building, Zoning &amp; Sanitation</u>	Committee Report Zoning Report  Brennan McGrath Pat Bauer
	<u>e-Government</u>	Committee Report  Mike Haverkamp
8:55	Announcements	Anyone
9:00	Adjournment	Louise From

**Next Regular Council Meeting: Tuesday, Feb. 14, 2012**



Kronlage & Olson, P.C.

Certified Public Accountants

Douglas E. Kronlage, CPA  
John C. Olson, CPA

January 6, 2012

To: The Honorable Mayor and Members of City Council  
City of University Heights, Iowa

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of University Heights for the year ended June 30, 2011. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated June 19, 2011. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of University Heights are described in Note 1 to the financial statements. As described in Note 16 to the financial statements, the City of University Heights changed accounting policies related to fund balance reporting by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. Accordingly, the required disclosures and amounts are included within the financial statements. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no significantly sensitive estimates affecting the financial statements.

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We noted no particularly sensitive financial statement disclosures in your financial statements.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatement detected as a result of audit procedures was corrected by management:

117 N. Jackson Street, Charles City, IA 50616-2036

P·(641)228-5900 F·(641)228-1513

Payroll liability checks written in July, 2011, were back-dated for inclusion in the June 30, 2011 financial statements.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated January 6, 2012.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

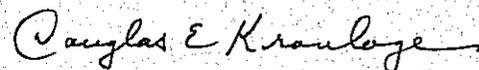
Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Honorable Mayor and Members of City Council and management of the City of University Heights and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely yours,

KRONLAGE & OLSON, P.C.



Douglas E. Kronlage, CPA

CITY OF UNIVERSITY HEIGHTS, IOWA

INDEPENDENT AUDITOR'S REPORTS  
BASIC FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION  
COMMENTS AND RECOMMENDATIONS

JUNE 30, 2011

- Prepared By -

Kronlage & Olson, P.C.  
Certified Public Accountants  
117 N. Jackson Street  
Charles City, IA 50616-2036  
Phone 641-228-5900

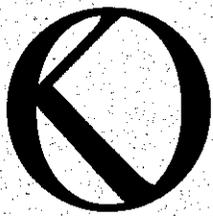
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CITY OF UNIVERSITY HEIGHTS, IOWA

OFFICIALS

<u>NAME</u>	<u>TITLE</u>	<u>TERM EXPIRES</u>
Louise From	Mayor	December 2011
Patricia Yeggy	Mayor Pro-tem	December 2011
Rosanne Hopson	Council Member	December 2011
Mike Haverkamp	Council Member	December 2011
Stan Laverman	Council Member	December 2011
Brennan McGrath	Council Member	December 2011
Christine Anderson	City Clerk	Indefinite
Lori Kimura	City Treasurer	Indefinite
Steve Ballard	City Attorney	Indefinite



Kronlage & Olson, P.C.

Certified Public Accountants

Douglas E. Kronlage, CPA

John C. Olson, CPA

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor and  
Members of the City Council:

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of University Heights, Iowa, as of and for the year ended June 30, 2011, which collectively comprise the City's basic financial statements listed in the table of contents. These financial statements are the responsibility of the City of University Heights' management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinions.

As described in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Also, as permitted by the Code of Iowa, the accounting records of the City have not been audited for the three prior years. Accordingly, we were unable to satisfy ourselves as to the distribution by fund of the total fund balance as of July 1, 2010.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we been able to verify the distribution by fund of the total fund balance as of July 1, 2010, as discussed in the preceding paragraph, the aforementioned financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, each major fund and the aggregate remaining fund information of the City of University Heights as of June 30, 2011, and the respective changes in cash basis financial position for the year then ended in conformity with the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated January 6, 2012 on our consideration of the City of University Heights' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Management's Discussion and Analysis and budgetary comparison information on pages 4 through 8 and 19 through 21 are not required parts of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. We applied limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. We did not audit the information and express no opinion on it.

Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the City of University Heights' basic financial statements. Other supplementary information included in Schedules 1 through 4, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in our audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Kronlage & Olson, P.C.*

January 6, 2012

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of University Heights provides this Management's Discussion and Analysis of its financial statements for the fiscal year ended June 30, 2011. We encourage readers to consider this narrative overview and analysis information in conjunction with the City's financial statements, which follow.

### **FY 2011 Financial Highlights**

Receipts of the City's governmental activities increased by \$312,471, or approximately 33.23%, from FY 2010 to FY 2011. Property taxes increased by \$18,211, other city taxes increased by \$21,237 and intergovernmental receipts increased by \$302,971.

Disbursements of the City's governmental activities increased by \$513,603, or approximately 60.16%, from FY 2010 to FY 2011. Public works disbursements increased by \$32,381, general government disbursements increased by \$26,900, debt service disbursements increased by \$154,080 and capital projects disbursements increased by \$313,210.

Other net financing sources increased by \$150,620 from FY 2010 to FY 2011. Loan proceeds were \$150,000 and proceeds from the sale of capital assets were \$620.

The City's total cash basis net assets increased by \$36,059, or approximately 13.95% from June 30, 2010 to June 30, 2011. This increase was solely the increase in the net assets of the governmental activities of the City.

### **Using This Annual Report**

The annual report consists of a series of financial statements and other information that includes:

*Management's Discussion and Analysis* introduces the basic financial statements for the City of University Heights and provides an analytical overview of the City's financial activities.

*The Government-wide Financial Statement* consists of a Statement of Activities and Net Assets-Cash Basis. This statement provides information about the activities of the City as a whole and presents an overview of the City's finances.

*The Fund Financial Statement* tells how governmental services were financed in the short term as well as what remains for future spending. The fund financial statement reports the City's operations in more detail than the government-wide statement by providing information about the most significant funds.

*Notes to Financial Statements* provide additional information essential for a full understanding of the data provided in the basic financial statements.

*Required Supplementary Information* further explains and supports the financial statements with a comparison of the City's budget for the year.

*Other Supplementary Information* provides detailed information about the non-major governmental funds and the City's indebtedness. In addition, detailed information about the City's receipts by source and disbursements by function is also provided.

## **Basis of Accounting**

The City of University Heights maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operation of the funds in accordance with U.S. generally accepted accounting principles. Therefore, when reviewing the financial information and discussion within this annual report, the reader should keep in mind the limitations resulting from the use of the cash basis of accounting.

## **Reporting the City's Financial Activities**

### *Government-wide Financial Statement*

The government-wide financial statement is designed to provide a broad overview of the City of University Heights's finances to help determine if the City's finances are improving or deteriorating.

The Statement of Activities and Net Assets-Cash Basis presents the City's cash basis net assets. Over time, increases or decreases in the City's net assets may serve as a useful indicator of the City's financial condition. The Statement of Activities and Net Assets-Cash Basis consists of the following:

- Governmental Activities include public safety, public works, culture and recreation, community and economic development, general government, debt service and capital projects activities.

### *Fund Financial Statements*

The City of University Heights has one fund type:

- Governmental Funds account for all of the City's basic services. These focus on how money flows into and out of those funds, and the balances at year-end that are available for spending. The governmental funds include: 1) the General Fund, 2) the Special Revenue Funds, 3) the Debt Service Fund and 4) the Capital Projects Funds. The governmental fund financial statements provide a detailed, short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

The required financial statements for governmental funds include a statement of cash receipts, disbursements and changes in cash balances.

The City of University Heights does not have any business-type activities.

## Government-wide Financial Analysis

Net assets may serve over time as a useful indicator of financial position. The City's cash basis net assets for governmental activities increased approximately 13.95% from a year ago, from \$258,516 at June 30, 2010 to \$294,575 at June 30, 2011. The analysis that follows provides detail on the changes in the cash basis net assets.

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### Changes in Cash Basis Net Assets of Governmental Activities

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	<u>FY 2011</u>	<u>FY 2010</u>
<u>Receipts</u>		
Program Receipts:		
Charges for services	\$ 99,076	\$107,431
Operating grants and contributions	105,401	102,484
Capital grants and contributions	354,211	54,157
General Receipts:		
Property tax and utility excise tax	557,221	539,312
Local option sales tax	123,014	101,476
Grants and contributions not restricted to specific purposes	250	250
Unrestricted investment earnings	2,574	2,552
Other general receipts	<u>10,980</u>	<u>27,594</u>
Total Operating Receipts	\$1,252,727	\$935,256
Proceeds from loan	150,000	-
Sale of capital assets	<u>620</u>	<u>5,000</u>
Total Receipts	<u>\$1,403,347</u>	<u>\$940,256</u>
<u>Disbursements</u>		
Public safety	\$ 378,286	\$396,438
Public works	221,073	188,692
Culture and recreation	34,371	30,558
Community and economic development	3,591	2,200
General government	141,544	114,644
Debt service	185,844	31,764
Capital projects	<u>402,579</u>	<u>89,389</u>
Total Disbursements	<u>\$1,367,288</u>	<u>\$853,685</u>
Increase in cash basis net assets	\$ 36,059	\$ 86,571
Cash basis net assets, beginning of year	<u>258,516</u>	<u>171,945</u>
Cash basis net assets, end of year	<u>\$ 294,575</u>	<u>\$258,516</u>

The City's total receipts from governmental activities increased by \$463,091, or approximately 49.25%, from FY 2010 to FY 2011. The significant increase was due primarily to capital grants and loan proceeds received for significant construction activities in the City. The total cost of all programs and services increased by \$513,603, or approximately 60.16%, from FY 2010 to FY 2011. The significant increase was due primarily to capital projects and repayment of loan proceeds.

Property taxes and utility excise taxes increased by \$17,909 from FY 2010 to FY 2011. The total tax levy rate for FY 2010 was \$10.9464 and the total tax levy rate for FY 2011 was \$11.04972. Taxable property valuations increased by approximately \$1,120,000 from FY 2010 to FY 2011. Taxable property valuations for FY 2012 increased by approximately \$2,800,000 from FY 2011 and the City expects to collect an additional \$32,000 in property taxes in FY 2012. The total tax levy rate for FY 2012 is \$11.06390.

The cost of all governmental activities this year was \$1,367,288 compared to \$853,685 last year. As shown in the Statement of Activities and Net Assets – Cash Basis, the net amount financed by the taxpayers, before certain other general receipts, was only \$808,600 because some of the program costs were paid by those directly benefitted by the programs (\$99,076) and by other governments which subsidized certain program costs with grants and contributions (\$459,612). Overall, the City's governmental activities program receipts, including intergovernmental aid and fees for service, increased by \$294,616 from FY 2010 to FY 2011 primarily due to receiving additional capital grants for sidewalk projects in the City.

### **Individual Major Governmental Fund Analysis**

At the end of FY 2011, the combined cash basis fund balances of the City of University Heights' governmental funds were \$294,575, an increase of \$36,059 over the previous year balance of \$258,516. Highlights of the increases in the major funds of the governmental activities follow:

General Fund - The increase of \$134,892 in the General Fund cash basis fund balance was due primarily to local option sales tax receipts of \$123,014 received during the year. The City first began receiving local option sales tax receipts during the year ended June 30, 2010. The City intends to use a portion of the tax receipts to pay for significant capital project costs not paid with capital grant receipts.

Capital Projects Fund – The Capital Projects Fund is used to account for major City capital projects. During the year, the Melrose Avenue wide sidewalk project was substantially completed. Federal grant funds were received to pay for a substantial portion of the project cost. The fund balance decreased by \$99,795 during the year. The City's share of the project cost will be paid for from accumulated local option sales tax proceeds once all final costs of the project, less grant funds received, are determined.

### **Budgetary Highlights**

The FY 2011 budget was amended on May 10, 2011. Budgeted receipts were amended to adjust the amount of anticipated capital grant receipts and other anticipated refunds and reimbursements. Actual receipts were \$33,431 less than budgeted amounts. The most significant difference was actual refunds and reimbursements being approximately \$30,000 less than budgeted amounts. Several of those reimbursements were received after June 30, 2011.

Total disbursements did not exceed the amended budget total. However, actual disbursements of the Culture and Recreation and General Government functions exceeded the amended budget amounts because actual costs exceeded estimated amounts when the budget was amended. The actual disbursements of the Public Works and Capital Projects functions for the year were approximately \$30,000 less than amended budget amounts because the final costs of certain repair and construction projects were not made until after June 30, 2011.

**Debt Administration**

The City had the following amounts of outstanding general obligation bonds at June 30, 2011 and 2010:

	<u>2011</u>	<u>2010</u>
General obligation – 2007 street improvement	\$170,000	\$195,000

During the year ended June 30, 2011, the City obtained a short-term loan in the amount of \$150,000 to pay for the wide sidewalk project costs not paid for with grant funds. The loan was repaid during the year.

The constitution of the State of Iowa limits the amount of general obligation debt cities can issue to 5% of the assessed value of all taxable property within the City’s corporate limits. The City’s outstanding general obligation debt of \$170,000 at June 30, 2011 is significantly below its constitutional debt limit of \$5,152,266.

**Economic Factors and Next Year’s Budgets and Rates**

The City of University Heights’ elected and appointed officials, and citizens, considered many factors when setting the FY2012 budget, tax levies and fees charged for various city activities. The total tax levy for FY2012 increased to \$11.06390, an increase of \$0.01418 per \$1,000 of taxable value. The City is expected to collect an additional \$30,000 of property taxes in FY 2012, primarily due to increased taxable valuations of approximately \$2,800,000 for the year. Capital grant receipts and capital projects costs are expected to be substantially less than the FY 2011 amounts due to completion of two sidewalk projects early in FY 2012. Budgeted receipts and disbursements for FY 2012 are \$910,258 and \$853,014, respectively. If these estimates are realized during FY 2012, the City’s cash balance is expected to increase by approximately \$57,000. Although inflation is not considered to be a significant factor in the City and the state, confronting the increase in certain costs (fuel for police cars, certain supplies and materials) continues to be a challenge to the City.

**Contacting the City’s Financial Management**

This financial report is designed to provide a general overview of the City’s finances and to show the City’s accountability for the money it receives. If you have questions about this report or need additional financial information, contact Lori Kimura, City Treasurer, 1004 Melrose Avenue, University Heights, Iowa, 52246.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Statement of Activities and Net Assets - Cash Basis  
Year Ended June 30, 2011

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenue</u>	
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>
Primary government:			
Governmental activities:			
Public safety	\$ 378,286	\$ 86,715	\$ 13,874
Public works	221,073	-	91,527
Culture and recreation	34,371	-	-
Community and economic development	3,591	-	-
General government	141,544	12,361	-
Debt service	185,844	-	-
Capital projects	402,579	-	-
	<u>\$1,367,288</u>	<u>\$ 99,076</u>	<u>\$105,401</u>

General Revenues:

Property tax  
Other taxes  
Franchise taxes  
Unrestricted investment income  
Proceeds from sale of capital assets  
Proceeds from loan  
Miscellaneous

Transfers

Total general revenues and transfers

Change in cash basis net assets

Cash basis net assets—beginning of year  
Cash basis net assets—end of year

Cash basis net assets

Restricted for:

Expendable:

Employee benefits  
Streets  
Debt service  
Other purposes

Assigned for street projects

Unrestricted

Total cash basis net assets

See Notes to Financial Statements.

<u>Capital Grants and Contributions</u>	<u>Net (Expense) Revenue and Change in Cash Basis Net Assets</u>	<u>Governmental Activities</u>
\$ -		\$(277,697)
-		(129,546)
-		(34,371)
-		(3,591)
-		(129,183)
-		(185,844)
<u>354,211</u>		<u>(48,368)</u>
<u>\$354,211</u>		<u>\$(808,600)</u>

\$ 548,908  
 131,328  
 9,017  
 2,574  
 620  
 150,000  
 2,212  
 -  
\$ 844,659

\$ 36,059  
258,516  
\$ 294,575

\$ 3,814  
 92,892  
 16,607  
 2,289  
 140,000  
 38,973  
\$ 294,575

CITY OF UNIVERSITY HEIGHTS, IOWA  
Statement of Cash Receipts, Disbursements and  
Changes in Cash Balances - Governmental Funds  
As of and for the Year Ended June 30, 2011

	<u>General</u>	<u>Capital Projects</u>
<b>RECEIPTS:</b>		
Property tax	\$474,402	\$ -
Other City tax	130,200	-
Licenses and permits	21,150	-
Use of money and property	2,071	-
Intergovernmental	59,749	303,091
Charges for services	747	-
Fines and forfeitures	77,178	-
Miscellaneous	11,230	-
Total receipts	<u>\$776,727</u>	<u>\$ 303,091</u>
<b>DISBURSEMENTS:</b>		
Operating:		
Public safety	\$331,960	\$ -
Public works	122,644	307
Culture and recreation	34,371	-
Community and economic development	3,591	-
General government	140,060	-
Debt service	3,365	-
Capital projects	-	402,579
Total disbursements	<u>\$635,991</u>	<u>\$ 402,886</u>
Excess (deficiency) of receipts over (under) disbursements	<u>\$140,736</u>	<u>\$ (99,795)</u>
Other financing sources (uses):		
Transfer in	\$ -	\$ -
Transfer out	(6,464)	(150,000)
Proceeds from sale of capital assets	620	-
Proceeds from loan	-	150,000
Total other financing sources (uses)	<u>\$ (5,844)</u>	<u>-</u>
Net change in cash balances	\$134,892	\$ (99,795)
Cash balances beginning of year	<u>168,578</u>	<u>(24,702)</u>
Cash balances end of year	<u>\$303,470</u>	<u>\$ (124,497)</u>
<b>Cash Basis Fund Balances:</b>		
Restricted for:		
Expendable:		
Employee benefits	\$ -	\$ -
Streets	-	-
Debt service	-	-
Other purposes	-	-
Assigned for street projects	140,000	-
Unassigned	<u>163,470</u>	<u>(124,497)</u>
Total cash basis fund balances	<u>\$303,470</u>	<u>\$ (124,497)</u>

(continued)

Other Nonmajor Governmental Funds	Total
\$ 74,506	\$ 548,908
1,128	131,328
-	21,150
503	2,574
96,772	459,612
-	747
-	77,178
-	11,230
<u>\$ 172,909</u>	<u>\$1,252,727</u>
\$ 46,326	\$ 378,286
98,122	221,073
-	34,371
-	3,591
1,484	141,544
182,479	185,844
-	402,579
<u>\$ 328,411</u>	<u>\$1,367,288</u>
<u>\$ (155,502)</u>	<u>\$ (114,561)</u>
\$ 156,464	\$ 156,464
-	(156,464)
-	620
-	150,000
<u>\$ 156,464</u>	<u>\$ 150,620</u>
\$ 962	\$ 36,059
114,640	258,516
<u>\$ 115,602</u>	<u>\$ 294,575</u>
\$ 3,814	\$ 3,814
92,892	92,892
16,607	16,607
2,289	2,289
-	140,000
-	38,973
<u>\$ 115,602</u>	<u>\$ 294,575</u>

CITY OF UNIVERSITY HEIGHTS, IOWA  
Notes to Financial Statements  
June 30, 2011

(1) Summary of Significant Accounting Policies

The City of University Heights is a political subdivision of the State of Iowa located in Johnson County. It was first incorporated in 1935 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens including public safety, public works, culture and recreation, community and economic development, public improvements and general government services.

A. Reporting Entity

For financial reporting purposes, the City of University Heights has included all funds, organizations, agencies, boards, commissions and authorities. The City has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the City. The City has no component units which meet the Governmental Accounting Standards Board criteria.

Jointly Governed Organizations

The City also participates in several jointly governed organizations for which the City is not financially accountable or that the nature and significance of the relationship with the city are such that exclusion does not cause the city's financial statements to be misleading or incomplete. City officials are members of the following boards or commissions: Johnson County Assessor's Conference Board and Johnson County Council of Governments.

B. Basis of Presentation

Government-wide Financial Statements - The Statement of Activities and Net Assets reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement. Governmental activities are supported by tax and intergovernmental revenues.

The Statement of Activities and Net Assets presents the City's nonfiduciary net assets. Net assets are to be reported in the following categories:

*Nonexpendable restricted net assets* are subject to externally imposed stipulations which require them to be maintained permanently by the City. The City has no net assets required to be reported in this category.

*Expendable restricted net assets* result when constraints placed on net asset use are either externally imposed or imposed by law through constitutional provisions or enabling legislation.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Notes to Financial Statements  
June 30, 2011

(1) Summary of Significant Accounting Policies - continued

*Unrestricted net assets* consist of net assets that do not meet the definition of the preceding category. Unrestricted net assets often have constraints on resources imposed by management, which can be removed or modified.

The Statement of Activities and Net Assets demonstrates the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and 2) grants, contributions and interest on investments restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

Fund Financial Statements - Separate financial statements are provided for the governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds.

In the governmental fund financial statements, cash basis fund balances are classified as follows:

Nonspendable - Amounts which cannot be spent because they are legally or contractually required to be maintained intact.

Restricted - Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors, or state or federal laws or imposed by law through constitutional provisions or enabling legislation.

Assigned - Amounts the Council intends to use for specific purposes.

Unassigned - All amounts not included in other spendable classifications.

The City reports the following major governmental funds:

The General Fund is the general operating fund of the City. All general tax receipts and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs that are not paid from other funds.

Capital Projects Capital Project Fund is used to account for the City's on-going capital improvements.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Notes to Financial Statements  
June 30, 2011

C. Measurement Focus and Basis of Accounting

The City of University Heights maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with accounting principles generally accepted in the United States.

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the disbursement toward restricted fund balance and then to less-restrictive classifications - committed, assigned and then unassigned fund balances.

D. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Required Supplementary Information. During the year ended June 30, 2011, the disbursements exceeded amounts budgeted in the Culture and Recreation and General Government functions.

(2) Cash and Investments

The City's deposits in financial institutions at June 30, 2011 were entirely covered by Federal depository insurance or by the State Sinking fund in accordance with Chapter 12C of the Code of Iowa. This Chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

The City had no investments meeting the disclosure requirements of Governmental Accounting Standards Board Statement No. 3, as amended by Statement No. 40.

(3) Operating Lease Activity

The City leases office space under a five-year lease expiring May 31, 2014, with an option to renew. Monthly lease payment is \$867 plus a portion of real estate taxes and insurance. Lease expense amounted to \$10,962 for the year ended June 30, 2011. Future minimum lease payments under this lease are as follows:

<u>FYE</u>	
2012	\$10,404
2013	10,404
2014	9,537
	<u>\$30,345</u>

CITY OF UNIVERSITY HEIGHTS, IOWA  
Notes to Financial Statements  
June 30, 2011

(4) Bonds Payable

Annual debt service requirements to maturity for general obligation bonds are as follows:

<u>FYE</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2012	\$ 26,000	\$ 6,715	\$ 32,715
2013	27,000	5,688	32,688
2014	28,000	4,622	32,622
2015	29,000	3,516	32,516
2016	30,000	2,370	32,370
2017-2021	30,000	2,370	32,370
Total	<u>\$170,000</u>	<u>\$25,281</u>	<u>\$195,281</u>

(5) Conduit Debt

From time to time, the City has issued Industrial or Senior Housing Facility Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Neither the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds.

As of June 30, 2011, there were four series of Senior Housing Facility Revenue Bonds outstanding, with a principal amount payable of \$14,019,767.

(6) Interfund Transfers

The detail of interfund transfers for the year ended June 30, 2011 is as follows:

<u>Fund</u>	<u>Transfers In</u>	<u>Transfers Out</u>
Governmental:		
General	\$ -	\$ 6,464
Capital projects	-	150,000
Nonmajor funds	<u>156,464</u>	<u>-</u>
Total	<u>\$156,464</u>	<u>\$156,464</u>

Transfers are used to (1) move receipts from the fund that statute or budget requires to collect them to the fund that statute or budget requires to disburse them, (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, and (3) use unrestricted receipts collected to finance various programs accounted for in other funds in accordance with budgetary authorizations.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Notes to Financial Statements  
June 30, 2011

(7) Pension and Retirement Benefits

IPERS - The City contributes to the Iowa Public Employees Retirement System (IPERS) which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by State statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, P.O. Box 9117, Des Moines, Iowa, 50306-9117.

Protection plan members are required to contribute 6.64% of their annual covered salary and the City is required to contribute 9.95% of annual covered payroll. Regular plan members are required to contribute 4.50% of their annual covered salary and the city is required to contribute 6.95% of annual covered payroll. Contribution requirements are established by State statute. The City's contribution to IPERS for the year ended June 30, 2011, was \$21,381, equal to the required contribution for the year.

(8) Compensated Absences

City employees earn vacation and sick leave at rates dependent on years of service on a fiscal year basis. Vacation leave is vested on July 1<sup>st</sup> and must be used prior to the end of the fiscal year. Sick leave may be accumulated but is forfeited if not used. Employees are not allowed to carry over vacation and it is paid out at fiscal year-end. These accumulations are not recognized as disbursements by the City until used or paid. The City had no liability for accrued compensated absences at June 30, 2011.

(9) Commitments and Contingencies

Under the terms of federal and state grants, periodic audits are required and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. City management believes disallowances, if any, will be immaterial.

(10) Related Party Transactions

The City had business transactions between the City and the City officials or employees totaling \$1,326 during the year ended June 30, 2011.

(11) Risk Management

The City of University Heights is exposed to various risks of loss related to torts; theft; damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the purchase of commercial insurance. The City assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

(12) Litigation

There are currently no claims against the City seeking damages. The City is unaware of any unasserted claims.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Notes to Financial Statements  
June 30, 2011

(13) Contract Commitments

At June 30, 2011, the City has the following contracts with service providers:

*Fire Protection:*

An agreement between the City and the City of Coralville provides the City and its citizens with fire fighting and protection services. The agreement automatically renews every six months on July 1 and January 1 unless the parties agree in writing to terminate the agreement. The City of Coralville is responsible for providing all personnel and equipment for fire fighting services and is responsible for all costs of operating and maintaining its fire department. The agreement is reviewed on an annual basis to determine the amount the City pays to the City of Coralville. During the year ended June 30, 2011, the City paid the City of Coralville \$29,718 for fire fighting and protection services.

*Transportation:*

The City has entered into agreements with Johnson County SEATS and Iowa City Transit to provide bus and transit services to its citizens. The agreements are for a one-year period beginning July 1, 2010 and ended June 30, 2011 and require monthly payments totaling \$3,445. The agreements may be renewed annually unless the parties agree in writing to terminate the agreement. A new agreement has been negotiated for the subsequent period.

*Sanitation:*

An agreement between the City and Johnson County Refuse, Inc. for the period July 1, 2009 through June 30, 2014, provides the City and its citizens with solid waste collection and disposal services. The agreement providing for the services requires the City to pay a monthly charge of \$1,739.

(14) Deficit Fund Balances

The basic financial statements include an individual fund deficit as follows:

Capital project fund:	
Capital projects	\$124,497

This deficit will be eliminated through Local Option Sales Tax receipts.

(15) Subsequent Events

In preparing these financial statements, the City has evaluated events and transactions for potential recognition or disclosure through January 6, 2012, the date the financial statements were issued.

The City awarded \$19,655 in paving and street construction contracts subsequent to June 30, 2011.

(16) Fund Balances

In fiscal year 2011, the City adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions*. The statement establishes criteria for classifying fund balances into specifically defined classifications and clarifies definitions for governmental fund types.

CITY OF UNIVERSITY HEIGHTS, IOWA  
 Schedule of Cash Receipts, Disbursements and  
 Changes in Balances - Budget to Actual  
 As of and for the Year Ended June 30, 2011

	Governmental Funds <u>Actual</u>
<b>RECEIPTS:</b>	
Property tax	\$ 548,908
Other City tax	131,328
Licenses and permits	21,150
Use of money and property	2,574
Intergovernmental	459,612
Charges for services	747
Miscellaneous	88,408
Total receipts	<u>\$1,252,727</u>
<b>DISBURSEMENTS:</b>	
Operating:	
Public safety	\$ 378,286
Public works	221,073
Culture and recreation	34,371
Community and economic development	3,591
General government	141,544
Debt Service	185,844
Capital projects	402,579
Total disbursements	<u>\$1,367,288</u>
Excess (deficiency) of receipts over (under) disbursements	\$ (114,561)
Other financing sources, net	<u>150,620</u>
Excess (deficiency) of receipts and other financing sources over (under) disbursements and other financing uses	\$ 36,059
Balances beginning of year	<u>258,516</u>
Balances end of year	<u>\$ 294,575</u>

*See Accompanying Independent Auditor's Report.*

Less Funds Not Required To be Budgeted	Net	Budgeted Amounts		Variance with Amended Budget Positive (Negative)
		Original	Amended	
\$ -	\$ 548,908	\$ 547,928	\$ 547,928	\$ 980
-	131,328	133,334	133,334	(2,006)
-	21,150	20,100	20,351	799
-	2,574	3,000	2,600	(26)
-	459,612	530,800	462,058	(2,446)
-	747	1,000	1,000	(253)
-	88,408	79,750	118,887	(30,479)
<u>\$ -</u>	<u>\$1,252,727</u>	<u>\$1,315,912</u>	<u>\$1,286,158</u>	<u>\$ (33,431)</u>
\$ -	\$ 378,286	\$ 378,588	\$ 378,764	\$ 478
-	221,073	180,652	238,681	17,608
-	34,371	30,992	31,492	(2,879)
-	3,591	5,000	5,000	1,409
-	141,544	95,800	139,861	(1,683)
-	185,844	32,810	186,190	346
-	402,579	969,000	415,000	12,421
<u>\$ -</u>	<u>\$1,367,288</u>	<u>\$1,692,842</u>	<u>\$1,394,988</u>	<u>\$ 27,700</u>
\$ -	\$ (114,561)	\$ (376,930)	\$ (108,830)	\$ (5,731)
-	150,620	506,500	150,000	620
\$ -	\$ 36,059	\$ 129,570	\$ 41,170	\$ (5,111)
-	258,516	273,893	258,516	-
<u>\$ -</u>	<u>\$ 294,575</u>	<u>\$ 403,463</u>	<u>\$ 299,686</u>	<u>\$ (5,111)</u>

CITY OF UNIVERSITY HEIGHTS, IOWA  
Notes to Required Supplementary Information - Budgetary Reporting  
June 30, 2011

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon ten major classes of disbursements known as functions, not by fund or fund type. These ten functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects, business-type activities and non-program. All of the function disbursements are required to be budgeted. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, one budget amendment decreased budgeted disbursements by \$297,854. The budget amendments are reflected in the final budgeted amounts.

During the year ended June 30, 2011, disbursements exceeded the amounts budgeted in the Culture and Recreation and General Government functions.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Schedule of Cash Receipts, Disbursements and  
Changes in Cash Balances - Nonmajor Governmental Funds  
As of and for the Year Ended June 30, 2011

	SPECIAL REVENUE		
	Employee Benefits	Police Forfeiture	Road Use Tax
<b>RECEIPTS:</b>			
Property tax	\$42,130	\$ -	\$ -
Other City tax	638	-	-
Use of money and property	491	12	-
Intergovernmental	-	-	91,527
Total receipts	\$43,259	\$ 12	\$ 91,527
<b>DISBURSEMENTS:</b>			
Operating:			
Public safety	\$45,518	\$ 808	\$ -
Public works	-	-	98,122
General government	1,484	-	-
Debt service	-	-	-
Total disbursements	\$47,002	\$ 808	\$ 98,122
Excess (deficiency) of receipts over (under) disbursements	\$ (3,743)	\$ (796)	\$ (6,595)
Other financing sources (uses):			
Transfer in	\$ 6,464	\$ -	\$ -
Transfer out	-	-	-
Total other financing sources(uses)	\$ 6,464	\$ -	\$ -
Net change in cash balances	\$ 2,721	\$ (796)	\$ (6,595)
Cash balances beginning of year	1,093	3,085	89,931
Cash balances end of year	\$ 3,814	\$ 2,289	\$ 83,336
<b>CASH BASIS FUND BALANCES:</b>			
Restricted for:			
Expendable:			
Employee benefits	\$ 3,814	\$ -	\$ -
Streets	-	-	83,336
Debt service	-	-	-
Other purposes	-	2,289	-
Total cash basis fund balances	\$ 3,814	\$ 2,289	\$ 83,336

See Accompanying Independent Auditor's Report.

<u>Total</u>	<u>Debt Service</u>	<u>Street Construction</u>	<u>Total</u>
\$ 42,130	\$ 32,376	\$ -	\$ 74,506
638	490	-	1,128
503	-	-	503
91,527	-	5,245	96,772
<u>\$134,798</u>	<u>\$ 32,866</u>	<u>\$5,245</u>	<u>\$ 172,909</u>
\$ 46,326	\$ -	\$ -	\$ 46,326
98,122	-	-	98,122
1,484	-	-	1,484
-	182,479	-	182,479
<u>\$145,932</u>	<u>\$ 182,479</u>	<u>\$ -</u>	<u>\$ 328,411</u>
<u>\$ (11,134)</u>	<u>\$ (149,613)</u>	<u>\$5,245</u>	<u>\$ (155,502)</u>
\$ 6,464	\$ 150,000	\$ -	\$ 156,464
-	-	-	-
<u>\$ 6,464</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 156,464</u>
\$ (4,670)	\$ 387	\$5,245	\$ 962
94,109	16,220	4,311	114,640
<u>\$ 89,439</u>	<u>\$ 16,607</u>	<u>\$9,556</u>	<u>\$ 115,602</u>
\$ 3,814	\$ -	\$ -	\$ 3,814
83,336	-	9,556	92,892
-	16,607	-	16,607
2,289	-	-	2,289
<u>\$ 89,439</u>	<u>\$ 16,607</u>	<u>\$9,556</u>	<u>\$ 115,602</u>

CITY OF UNIVERSITY HEIGHTS, IOWA  
Schedule of Indebtedness  
For the Year Ended June 30, 2011

<u>Obligation</u>	<u>Date of Issue</u>	<u>Interest Rates</u>	<u>Amount Originally Issued</u>
General obligation bonds: 2007 GO Street Improvement Note	August 9, 2007	3.95%	\$240,000
Wide Sidewalk Loan	August 23, 2010	4.75%	\$150,000

*See Accompanying Independent Auditor's Report.*

<u>Balance Beginning of Year</u>	<u>Issued During Year</u>	<u>Redeemed During Year</u>	<u>Balance End of Year</u>	<u>Interest Paid</u>
\$195,000	\$ -	\$ 25,000	\$170,000	\$ 7,479
-	150,000	150,000	-	3,365
<u>\$195,000</u>	<u>\$150,000</u>	<u>\$175,000</u>	<u>\$170,000</u>	<u>\$10,844</u>

CITY OF UNIVERSITY HEIGHTS, IOWA  
 Bond and Note Maturities  
 For the Year Ended June 30, 2011

Year Ending June 30,	Street Improvement Note Issued August 9, 2007	
	Interest Rates	Amount
2012	3.95%	\$ 26,000
2013	3.95	27,000
2014	3.95	28,000
2015	3.95	29,000
2016	3.95	30,000
2017	3.95	30,000
Total		<u>\$170,000</u>

CITY OF UNIVERSITY HEIGHTS, IOWA  
 Schedule of Receipts by Source and Disbursements by Function -  
 All Governmental Funds  
 For the Year Ended June 30, 2011

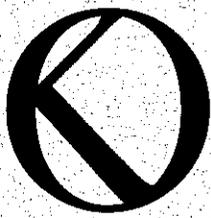
## RECEIPTS:

Property tax	\$ 548,908
Other City tax	131,328
Licenses and permits	21,150
Use of money and property	2,574
Intergovernmental	459,612
Charges for service	747
Fines and forfeitures	77,178
Miscellaneous	<u>11,230</u>
Total	<u>\$1,252,727</u>

## DISBURSEMENTS:

Operating:	
Public safety	\$ 378,286
Public works	221,073
Culture and recreation	34,371
Community and economic development	3,591
General government	141,544
Debt service	185,844
Capital expenditures	<u>402,579</u>
Total	<u>\$1,367,288</u>

*See Accompanying Independent Auditor's Report.*



Kronlage & Olson, P.C.

Certified Public Accountants

Douglas E. Kronlage, CPA

John C. Olson, CPA

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Mayor and Council  
City of University Heights, Iowa:

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of University Heights, Iowa as of and for the year ended June 30, 2011, which collectively comprise the City's basic financial statements listed in the table of contents, and have issued our report thereon dated January 6, 2012. Our report expressed a qualified opinion on the financial statements which were prepared in conformity with an other comprehensive basis of accounting. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of University Heights' internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of University Heights' internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of University Heights' internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses, and therefore, there can be no assurance all deficiencies, significant deficiencies or material weaknesses have been identified. However, as discussed in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control over financial reporting we consider to be material weaknesses and other deficiencies we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of the control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the City of University Heights' financial statements will not be prevented or detected and corrected on a timely basis. We consider items 1-11, 2-11 and 3-11 in the accompanying Schedule of Findings and Responses to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control which is less severe than a material weakness, yet important enough to merit attention of those charged with governance. We consider item 4-11 in the accompanying schedule of Findings and Responses to be a significant deficiency.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of University Heights' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of noncompliance that are described in the accompanying Schedule of Findings and Responses.

Comments involving statutory and other legal matters about the City of University Heights' operations for the year ended June 30, 2011, are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City of University Heights. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

The City of University Heights' responses to findings identified in our audit are described in the accompanying Schedule of Findings and Responses. While we have expressed our conclusions on the City's responses, we did not audit the City of University Heights' responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of University Heights and other parties to whom the City of University Heights may report, including federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of University Heights during the course of our audit.

Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

*Kronlage & Olson, P.C.*

January 6, 2012

CITY OF UNIVERSITY HEIGHTS, IOWA  
Schedule of Findings and Responses  
Year Ended June 30, 2011

Findings Related to the Financial Statements

**MATERIAL WEAKNESSES:**

- 1-11 Segregation of Duties - One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. We noted that one person performs substantially all of the accounting and financial reporting duties.

Recommendation - We realize that with a limited number of employees, segregation of duties is difficult. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances.

Response - We will review our procedures to see what may be done to strengthen internal control. We realize that because of our size there are limitations. The Council members take an active role in monitoring and oversight activities.

Conclusion - Response accepted.

- 2-11 Paid Invoices Are Not Effectively Cancelled - Invoices supporting disbursements have no indication on the invoice that they have been paid.

Criteria - Invoices should be effectively cancelled at the time of payment to prevent them from being used to support future disbursements.

Effect - By not having an indication that they are paid, the invoices may be used again to support additional payments at a future date. Effective internal control requires that all invoices and supporting documents be marked as paid.

Cause - Few controls were exhibited by the City in the control of disbursements.

Response - We will stamp all invoice pages "Paid" with the date that they are approved to be paid by the City Council, write the check number that they are paid with on the invoice and the Treasurer will initial the invoice.

Conclusion - Response accepted.

- 3-11 Subsequent Period Disbursements - Payroll liability checks were written in the subsequent period and then back-dated to reflect inclusion in the current period.

Criteria - Disbursements of the current period should only include checks properly authorized and written within that period.

Effect - Internal control has suffered such that improper posting of subsequent period disbursements were allowed to be reflected in the current period, resulting in overstated disbursements and understated cash balances.

Cause - This occurred each quarter due to an improper cutoff of the checkbook. It has been City practice to include these disbursements at the end of each quarter to include payroll tax and IPERS benefits attributable to wages paid during the quarter.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Schedule of Findings and Responses  
Year Ended June 30, 2011

Findings Related to the Financial Statements - continued

**MATERIAL WEAKNESSES:** (continued)

Recommendation - Individuals within the accounting function should be reminded that disbursements should be recorded and dated with the date actually prepared. Backdating of disbursements is not consistent with the cash receipts and disbursement basis of accounting.

Response - All disbursements will be dated and recorded as of the date of actual preparation. We will discontinue the practice of backdating checks as of July 1, 2011.

Conclusion - Response accepted.

**SIGNIFICANT DEFICIENCY:**

4-11 Issuance of Debt - The City's issuance of debt during the year was not preceded by proper public notice and public hearing, as required by Chapters 384.24A and 384.25 of the Code of Iowa.

Criteria - All issuances of indebtedness of the City are required to comply with the respective chapters of the Code of Iowa.

Effect - The City's debt issue is not in compliance with the Code of Iowa.

Cause - This was caused by management oversight of the proper procedures to be followed for any issuance of debt obligations of the City.

Recommendation - Prior to issuance of any debt obligations, the City should review the requirements in the Code of Iowa to ensure compliance with the relevant chapters.

Response - The City will ensure that all future issuance of debt obligations, whether they be long-term bond issues or short-term bank loans, will be done in accordance with the Code of Iowa.

Conclusion - Response accepted.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Schedule of Findings and Responses  
Year Ended June 30, 2011

Other Findings Related to Required Statutory Reporting

A-11 Official Depositories - A resolution naming official depositories has been approved by the City. The maximum deposit amounts were not stated in the resolution.

Recommendation - The City should approve a new resolution to comply with Chapter 12C.2 of the Code of Iowa.

Response - We will have legal counsel review Chapter 12C.2 of the Code of Iowa and will prepare a new resolution to comply with Chapter 12C.2.

Conclusion - Response accepted.

B-11 Certified Budget - Disbursements during the year ended June 30, 2011 exceeded the amount budgeted in the public works and general government functions prior to the amendment of the budget in May 2011. Disbursements during the year ended June 30, 2011 exceeded the amended budget in culture and recreation and general government functions. Chapter 384.20 of the Code of Iowa states, in part, "Public monies may not be expended or encumbered except under an annual or continuing appropriation."

Recommendation - The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

Response - The overexpenditure in the Culture and Recreation function was due to paying both the 2009-2010 and 2010-2011 library usage agreement amounts during the year. The amount for each year was \$2,934. We overlooked the possibility of two payments during the year when the budget was amended. The overexpenditure in the General Government function was due to the actual legal fees paid in June 2011 being more than estimated when the budget was amended. We will monitor expenditures by function throughout the year to ensure the original and/or amended budgets are not exceeded.

Conclusion - Response accepted.

C-11 Questionable Expenditures - We noted no expenditures that may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979.

D-11 Travel Expense - No expenditures of City money for travel expenses of spouses of City officials or employees were noted. No travel advances to City officials or employees were noted.

E-11 Business Transactions - The City had business transactions, totaling \$1,326, with two individual related parties during the year ended June 30, 2011. In accordance with Chapter 362.5(3)(j) of the Code of Iowa, the transactions do not appear to represent conflicts of interest since total transactions with each individual were less than \$1,500.

F-11 Bond Coverage - Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to insure that the coverage is adequate for current operations.

G-11 Council Minutes - No transactions were found that we believe should have been approved in the Council minutes but were not.

CITY OF UNIVERSITY HEIGHTS, IOWA  
Schedule of Findings and Responses  
Year Ended June 30, 2011

Other Findings Related to Required Statutory Reporting - continued

H-11 Financial Condition - The Capital Projects Fund had a deficit balance of \$124,497 at June 30, 2011.

Recommendation - The City should investigate alternatives to eliminate this deficit in order to return this fund to a sound financial position.

Response - The deficit will be covered with Local Option Sales Tax funds available to pay the City's portion of the project in accordance with the grant matching requirements.

Conclusion - Response accepted.

## **January 2012 – Mayor’s Report**

### Council Assignments:

Mayor Pro Tem: Rosanne Hopson

Building, Zoning and Sanitation: Brennan McGrath

Community Protection: Rosanne Hopson, Chair and Mike Haverkamp, member

e-Government: Mike Haverkamp

Finance: Jim Lane

Streets and Sidewalks: Jan Leff

### Citizen Appointments:

Appointments were made with consideration that cities work toward gender balanced boards, commissions, committees and council by January 1, 2012.

Board of Adjustment: Ann Dudler, 205 Koser Ave.

\*\*\*\*\*Special thanks to Russ Boyer for his service on the Board.

Zoning Commission: Alice Haugen, 1483 Grand Ave.

\*\*\*\*\*Special thanks to Catherine Lane for her service on the Commission.

## **Mayor’s 2011 MVP’s**

**John McLure** for his many volunteer hours and talents for videotaping the city council meetings!!!

\*\*\*\*\* Special thanks to John's set-up crew for the entire year: Mike Haverkamp & Pat Yeggy.

**The Garden Club: Scott & Carol Ann Christiansen and Pat Yeggy.**

Everyone within the city and the people who pass-by appreciate the breathtaking BEAUTIFUL gardens!!!

## January '12 – City Attorney's Report

1. **Resolution Approving Sign Maintenance Plan.** As described more particularly in Josiah Bilskemper's City Engineer's Report, the City is required to adopt a Sign Maintenance Plan. Josiah has prepared such a plan, and I am attaching Resolution No. 12-1, which adopts the plan Josiah has submitted.
2. **Oath of Office.** The Mayor and each Council Member have previously signed a "Qualification of Officer" document, which will be kept by the City Clerk. As a matter of public formality, the Mayor and each Council Member will take the oath during Tuesday's meeting. I am attaching a copy of the oath so that you may practice; of course, I will lead you through this. The blank after "...office of" is filled in with "Council Member" or, for Louise From, "Mayor".
3. **Appeal of Housing Violation Citation – 1236 Melrose Avenue.**
  - The City's Zoning Ordinance restricts occupancy of dwellings in the R-1 Single-Family Residential Zone. (Ord. No. 79, sec. 6(A)(5); link to the ordinance here: <http://www.university-heights.org/ord/ord079amend.pdf>.
  - Specifically, the ordinance provides that a "family" may occupy a dwelling and that "[o]ne person not a member of the family ... may occupy the premises as part of the individual housekeeping unit". Ord. No. 79, sec. 6(A)(5); see also Ord. No. 79, sec. 3(12) (defining "family" as "one person or two or more persons related by blood, marriage, or adoption occupying a dwelling as an individual housekeeping unit").
  - So, the general rule since the Zoning Ordinance was adopted in 1982 has been that a "family plus one" may occupy a dwelling unit in the City's R-1 Zone.
  - This occupancy restriction is referenced and adopted in the City's Rental Housing Code, Ordinance No. 110; link to that ordinance here: <http://www.university-heights.org/ord/ord110.pdf>.
  - The City's Housing Inspector, Norm Cate, issued a citation to the owners of 1236 Melrose Avenue for over-occupancy. This property is owned by Gabriela and Marian Muste (say "must-ee"). The citation required the Mustes to bring their property into compliance by January 1, 2012. A copy of the citation is attached.
  - The Mustes responded to the citation by sending a letter to the City explaining their circumstances and requesting additional time to comply. Their letter has been treated as an appeal of the citation to the City Council, which is provided for in Ord. No. 110, sec. 110.16 ("Appeal to Council"). A copy of the Mustes' letter is attached.

- The Mustes' letter does not so much contest the allegation but rather explains the circumstances of the present occupancy and requests additional time within which to come into compliance with City ordinances. In addition, as set forth in their letter, the Mustes' property not only violates the City's occupancy restrictions ("family plus one") but also the requirement that all persons in the dwelling occupy "as an individual housekeeping unit"; that is, duplex-type uses are not permitted even if they do not violate the occupancy restriction.
- The Mustes have been given notice that hearing on their appeal will occur at 7:30 p.m. January 10, 2012, as part of the City Council's next regular meeting. The Mustes have been informed that they may attend the hearing and supplement the statements in their letter or present other evidence they believe significant to the City Council's consideration. I have met with the Mustes to discuss this matter, and I believe Gabriela Muste plans to attend the meeting; Marian Muste is out of the country on professional business. Norm Cate also will attend. A copy of the hearing notice given to the Mustes is attached.
- The legal standard for the Council to apply, as set forth in Ordinance No. 110, sec. 110.16(2). That section permits the Mustes
 

to show cause why the [citation] should be modified or withdrawn or why the period of time permitted for compliance therewith should be extended.
- Thus, the question for the Council is whether the Mustes have "shown cause" for extending the time for compliance. The Council has discretion to determine the answer to that question based upon the Council's sound judgment.
- By way of procedure, I suggest that the Council call upon Norm Cate to explain the circumstances giving rise to the citation; then permit Ms. Muste to add anything she would like; then discuss the issue presented; and, finally, make a decision by Council vote. The Council may, of course, ask Mr. Cate or Ms. Muste questions.
- There have been other times when property owners cited for occupancy violations have asked for additional time – typically through the end of a given lease term – to bring property into compliance. In some instances the City has permitted additional time – sometimes through the end of the academic semester, other times through the end of the lease term. In making these determinations, prior Councils have considered the properties compliance with other ordinances, including those dealing with disturbances, alcohol offenses, and the like.

***CITY OF UNIVERSITY HEIGHTS***

October 2, 2011

Location of Violation: 1236 Melrose Ave

Dear Property Owner:

According to the records of the tax assessor, you are the owner of the above-referenced property. On September 19, 2011, I observed an apparent violation of the Code of Ordinances of the City of University Heights on your property.

Type of Violation: RENTAL HOUSING CODE 110.20(2) AND ZONING CODE 79.6.5. Property at 1236 Melrose Ave is over-occupied.

Corrective Action Required: Reduce occupancy to a family and one (1) unrelated person or two unrelated persons.

**VIOLATION MUST BE ABATED ON OR BEFORE : January 1, 2012**

If you believe that you are not in violation of the City Code, please contact this office to review the situation. If you intend to bring the property into compliance with the Code, but cannot meet the stated deadline, please contact this office and we will attempt to work with you on a short extension.

If you do not take the requested action or make other arrangements with this office by the specified date, we will begin formal enforcement action. You will not receive an additional warning before we begin formal enforcement action. Enforcement action may include civil penalties, administrative remedies such as denial or revocation of City permits and licenses, criminal court proceedings, and/or action for an injunction or other court order directing elimination of the violation.

If you wish to discuss any aspect of this order, please call me at 621-4731.

Sincerely,

Norm Cate  
Building/Housing Inspector  
[norm-cate@university-heights.org](mailto:norm-cate@university-heights.org)  
319-621-4731

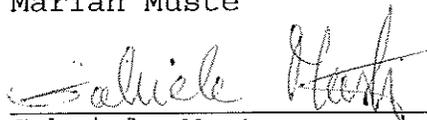
**ACKNOWLEDGMENT OF RECEIPT**

The undersigned, Marian Muste and Gabriela Muste, hereby acknowledge receipt of a letter from Steven E. Ballard, attorney for the City of University Heights, dated December 19, 2011, indicating that a hearing on our petition and protest of the City's Building/Housing Inspector's notice of violation is scheduled for 7:30 p.m. January 10, 2012, at the Horn Elementary School Library, as a part of the City Council's regular meeting. A copy of Mr. Ballard's letter is attached hereto as Exhibit "A".

DATED this 19<sup>th</sup> day of December, 2011.



Marian Muste



Gabriela Muste

THE LAW OFFICES OF  
**LEFF LAW FIRM, L.L.P.**

CHARLES T. TRAW  
RANDALL B. WILLMAN  
STEVEN E. BALLARD  
MARK C. DANIELSON  
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PATRICK J. FORD

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52244-2447

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ARTHUR O. LEFF (1906-1989)  
PHILIP A. LEFF (Of Counsel)  
R. BRUCE HAUPERT (Of Counsel)

Writer's email: [ballard@lefflaw.com](mailto:ballard@lefflaw.com)

December 19, 2011

Dr. Marian Muste  
Ms. Gabriela Muste  
1902 Woodberry Court  
Iowa City, Iowa 52246

**Re: Notice of Hearing - 1236 Melrose Avenue -  
notice of housing violation**

Dear Dr. and Ms. Muste:

I am writing as attorney for the City of University Heights, Iowa. My understanding is that you are the owners of the home located at 1236 Melrose Avenue in University Heights.

I have reviewed the notice of violation issued by Norm Cate, Building/Housing Inspector for the City of University Heights, alleging that the occupancy of the house at 1236 Melrose Avenue violates the City's Housing and Zoning Codes. I also have reviewed your letter in response to the violation notice.

The City considers your response to the violation notice to be a contested notice as provided by local ordinance. As such, the City has set hearing on the petition, and the hearing will be held at 7:30 p.m. Tuesday, January 10, 2012, as a part of the City Council's regularly scheduled meeting. At the hearing, you will be given an opportunity to show cause why the notice from the City's Building/Housing Inspector should be modified or withdrawn or why the period of time permitted for compliance should be extended. I will provide the council with a copy of your prior letter in advance of its meeting. The meeting will be held at the Horn Elementary School Library, 600 Koser Avenue. The hearing concerning your property will be a public hearing.

Please consider this letter as the formal notice to you of the hearing described above. If you have questions concerning the letter or this process, please call me.

Very truly yours,

LEFF LAW FIRM, L.L.P.

Steven E. Ballard

SEB:jo

Enclosure

/jo/SEB/UHeights/Muste(Muste,Marian & Gabriela - ltr 12-19-11)

Σ "A"

October, 25, 2011

City of University Heights  
1004 Melrose Avenue  
University Heights, IA 52246

Re: Notification of Violation at 1236 Melrose Avenue

This letter is in response to the notification of Violation of the Rental Housing and zoning code of City of University Heights, issued on October 2, 2011. The notification is referring to the over-occupancy of our property located at 1236 Melrose Avenue, University Heights.

We took occupancy of 1236 Melrose Avenue, University Heights, in 1997. Since we took possession of the property, we have had no violation of any kind for almost 15 years. In 2006, we moved to our current address, and we have rented the property on Melrose Avenue ever since. We have always followed strictly all the Housing and Inspection Services Department requirements and have paid the associated fees on time. Our tenants were one family of 5 (2006-2009) followed by another one (2009-2011) who lived here until the summer of 2011. Currently, the house is rented to two considerate young couples (one married and one engaged) and to another student, which brings up the number of tenants to five.

Our house is large: it comprises 4 bedrooms, a living room, a dining room, and a kitchen totaling 1,560 sq ft. In addition, in the finished basement, there is a comfortable efficiency apartment consisting of a large multi-purpose room, full bathroom, kitchenette, with a separate entrance (780 sq ft). The two units can easily accommodate 5 persons with minimum of interference. The total living area of 2,340 sq ft available in the house exceeds by more than three times the allowable maximum occupancy for five persons. According to the Rental Housing Code (section 110.19(10)) 5 persons should be allotted a minimum of 650 sq feet, as specified by the space, density, use, and location. Therefore, over-occupancy as defined by the Housing Code cannot be an issue.

During the entire renting time, we were very careful in selecting our renters; we interviewed all of them before accepting them, we verified their references, and took commitments that they will comply with the city rules. We have also always been considerate in regard to their material situation, wishing to help young families and individuals to live comfortably, at a reasonable price. The 5 people currently renting the house have been long-term friends and all of them are very respectful, mature, and responsible persons, unlikely to disturb in any way the residential environment of the University Heights area. We would also mention that they have a total of three cars, whereas one can easily spot five or six cars in other expanded driveways, at the other rented houses in our neighborhood. Thus, the number of cars in our driveway cannot be an issue either.

While we are aware that the zoning rules have continuously changed in the City of University Heights (there have been several amendments to the zoning ordinance), it is difficult to understand how one rule (one family and one unrelated OR two unrelated persons) can cover all the situations (irrespective of the house size and the actual number of people that are renting it). Since the University Heights are associated with the university and its campus, it follows that the pool of renters will also be from the young, student population. Rather than imposing restrictions through ordinances, we have attempted to appeal to their civic spirit and educate them, in order to help them integrate and live in their community as good neighbors. Aside from all these considerations, we are committed to comply with all the ordinances relevant to landlords in the future.

We hope that our appeal will get a favorable response and that the Council will allow us to correct the situation at the end of the current lease with the tenants, by July 1, 2012. We are committed to complying with the zoning code after that date.

With best regards,  
Gabriela and Marian Muște  
1902 Woodberry court  
Iowa City, IA 52246

**City Clerk Report  
January 12, 2012**

- **Two new building permits were received since the last meeting:**

**59 Olive Court – Electrical permit**

**Fee for “roof permit”; when I called the company, which is based in Texas, they said that they had contracted with a local company to install a roof in University Heights but the “contractor” stole the money from the job. The company stated we should keep the money as the roof will be installed. (\$80.80)**

- **Three new rental permits were received since the last meeting:**

**106 Grandview Court  
512 Grandview Court – change in ownership  
30 Koser Avenue**

**New items are highlighted in yellow on the rental spreadsheet.  
Updated to include permits received in December and January.**

- **One item I would like the council to consider, if the budget is discussed, is the purchase of a fire proof safe for the office. I will get estimates for the next meeting.**

**University Heights  
Building Permits  
January 1, 2011 - January 10, 2012**

<b>Permit #</b>	<b>Building Address</b>	<b>Date Issued</b>	<b>Fee</b>	<b>Building Valuation</b>	<b>Description of Remodeling</b>
BLD11-001	209 Ridgeview	4/17/11	\$337.10	n/a	Uncovered deck
BLD11-002	228 Highland Drive	4/17/11	\$565.90	n/a	Replace foundation
BLD11-002a	36 Olive Court	2/8/11	\$50.00	n/a	Receptacles and circuits added to feeder panel
BLD11-003	21 Prospect Place	5/4/11	\$1,123.50	\$112,000.00	Addition/remodel
BLD11-004	220 Highland Drive	6/14/11	\$421.00	\$25,000.00	Adding a bathroom and closet
BLD11-005	426 Koer Avenue	6/8/11	\$79.50		Uncovered wood deck
	246 Koser Avenue	5/25/11	\$50.00	\$600.00	Electrical permit - Changing service overhead and underground
BLD11-006	120 Koser Avenue	6/3/11	\$536.80	\$35,000.00	24'x26' detached garage, new driveway and sidewalk
BLD11-007	316 Monroe Street	6/8/11	\$111.70	\$4,000.00	Window enlargement and replacement
BLD11-008	216 Monroe Street	6/19/11	\$267.45	\$18,013.00	Bathroom remodel
	1237 Melrose Avenue	7/21/11	\$50.00		Electrical permit - install new overhead 100 amp service; wire AC unit and wire furnace
BLD11-010	1456 Grand Avenue	8/4/11	\$435.40	\$21,742.00	3 season porch
BLD11-011	60 Marietta Avenue	8/10/11	\$2,311.95	\$280,000.00	New single-family residence, finished basement, two-car garage and 4 season room
DEM-001	60 Marietta Avenue	8/11/11	\$50.00		Demolition permit

BLD11-012	21 Koser Avenue	10/17/11	\$519.30	\$30,000.00	10' x 14' addition
BLD11-013	23 George Street	9/26/11	\$526.53		Finish existing space under addition
BLD11-014	28 Highland Drive	9/20/11	\$51.50		Install egress window
BLD11-015	220 Koser Avenue	10/6/11	\$523.02	\$27,640.00	Detached garage 20' x 20'
BLD11-016	417 Monroe Street	11/2/11	\$145.50	\$12,750.00	Kitchen remodel
	23 George Street	11/2/11	\$50.00		Service panel change
	Roof permit	11/4/11	\$80.80		fee to for permit to install a roof
	59 Olive Court	11/8/11	\$50.00		Service change out
		Total	<u>\$8,336.95</u>	<u>\$566,745.00</u>	

## Warrants for Council Approval

December 14, 2011 through January 10, 2012

Dec 14, '11 - Jan 10, 12

01/09/2012

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
12/15/2011	Fort, Matthew A		-1,811.33
12/15/2011	Fort, Ronald R		-1,926.07
12/15/2011	Lord, Benjamin M		-785.80
12/15/2011	Reinhard, Brad		-1,341.27
12/15/2011	Strong, Donald K.		-1,128.13
12/15/2011	Reinhard, Brad		-2,716.45
12/18/2011	McLeod USA/PAETEC	automatic phone service payment	-139.39
12/23/2011	MidAmerican Energy	1301 Melrose stop light	-31.94
12/23/2011	MidAmerican Energy	1011 Melrose stop light	-31.86
12/23/2011	MidAmerican Energy	City Hall electricity	-64.08
12/27/2011	MidAmerican Energy	street lights	-613.75
12/29/2011	Wellmark BC/BS	monthly insurance payment	-1,263.55
12/30/2011	Fort, Matthew A		-2,135.95
12/30/2011	Fort, Ronald R		-1,499.19
12/30/2011	Lord, Benjamin M		-817.37
12/30/2011	Tucker, Darryl		-218.55
12/30/2011	Anderson, Christine M.		-166.86
12/30/2011	Kimura, Lori D.		-180.20
12/31/2011	From, Louise A.		-463.97
12/31/2011	Haverkamp, Michael J		-179.70
12/31/2011	Hopson, Rosanne C		-188.70
12/31/2011	Laverman, Stanley M		-188.70
12/31/2011	McGrath, Brennan		-188.70
12/31/2011	Yeggy, Patricia A		-188.70
12/31/2011	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-2,685.84
12/31/2011	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-91.46
12/31/2011	IOWA WORKFORCE DEVELOPMENT	107319-6	-64.55
12/31/2011	TREASURER STATE OF IOWA	42-1109342-001	-2,631.00
12/31/2011	Internal Revenue Service	federal payroll taxes for 42-1109342	-5,335.60
01/01/2012	Verizon Wireless	monthly wire service/cell phone for police car aut	-121.63
01/01/2012	Paul J. Moore, Melrose Avenue Building	City Hall Rent	-867.00
01/10/2012	Kronlage & Olson PC	balance owed for audit services	-1,150.00
01/10/2012	Metropolitan Planning Organization	FY2012 MPOJC Program assessment	-1,064.00

01/10/2012	Iowa League of Cities	yearly member dues 2011-2012	-555.00
01/10/2012	ABC Solutions	Monthly fee for city website/email service	-24.95
01/10/2012	SEATS	Seats Payment	-703.66
01/10/2012	Terry Goerd	inspection services for December	-630.00
01/10/2012	Norm Cate	inspection services for December	-350.00
01/10/2012	City of Iowa City	Dec bus service, Nov fuel for police vehicles	-3,878.80
01/10/2012	Iowa City Press-Citizen	November-December publications	-337.04
01/10/2012	Iowa Paper & Chemical	paper towels for city office	-28.70
01/10/2012	Johnson County Refuse, Inc.	December recycling	-1,738.50
01/10/2012	Mediacom	online service 1/3/12-2/2/12	-77.68
01/10/2012	Racom Corporation	Police computer access fee	-79.60
01/10/2012	VISA	water cooler	-20.46
01/10/2012	Paul J. Moore, Melrose Avenue Building	Garage rent	-35.00
01/10/2012	Shive Hattery	engineering services 10/29/11-12/30/11	-10,064.50

**Dec 14, '11 - Jan 10, 12**

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff  
FROM: Josiah Bilskemper, P.E.  
DATE: January 9, 2012  
RE: City Engineer's Report

(1) Melrose Avenue Wide Sidewalk

- a. Will try to confirm by meeting time if the remaining checks have been sent to the city.
- b. *Pat Yeggy contacted Iowa DOT office about the status of reimbursement checks. It was determined the check for reimbursement request #7 (\$16,303.64) was never received by the city, and Pat filed appropriate paperwork on December 6<sup>th</sup> to have a new check mailed out (Dec. Mtg.)*
- c. *We received a paperwork request from Iowa DOT December 6<sup>th</sup>, which was processed and returned by Pat Yeggy the following day. They indicated this was the last form needed to approve the city's final reimbursement (#8; \$14,498.89) request (Dec. Mtg.)*

(2) Sunset Street Wide Sidewalk [STP-E-7855(607)—8V-52]

- a. The design consultant has initiated topographical survey and preliminary design work. They are submitting a preliminary plan set (general design features and sidewalk alignment) to the Iowa DOT on January 17. A copy of the preliminary design plans will be forwarded to council and staff at that time for review and comment. The next round of design submittal to Iowa DOT will be on February 28, 2012.
- b. On December 13<sup>th</sup>, the council approved the funding agreement between the City and the DOT (Resolution No. 11-22).
- c. On December 13<sup>th</sup>, the council approved Amendment No. 1 to the design consultant agreement (Resolution 11-23) to increase the scope of the design to include all the pedestrian ramps on the east side of Sunset Street.
  - i. This additional scope arose from a last minute call from Iowa DOT expressing uncertainty as to whether FHWA would require the curb ramps along the east side of Sunset Street to be rebuilt as part of this project.
  - ii. The resolution was passed with the understanding that Iowa DOT would make a final determination within a few days, and if required, the consultant amendment would have time to go through DOT approval process and still have time to complete preliminary design work for the January 17 submittal.
  - iii. We received written confirmation from Iowa DOT and FHWA on December 14<sup>th</sup> that since there are already curb ramps at the intersections on the east side of Sunset Street, including them would be "outside the scope" of the project, and therefore they are not required to be rebuilt as part of this project.



- iv. Since they were deemed to be “outside the scope” of the project, none of the funding awarded for the project could be applied to the design or construction of these ramps even if the city wanted to include them. Further, if the city were to try and include the east side ramps in the project as a “non-participating” item (all costs paid 100% by the city), and this added construction work caused the bids to come in higher than desired, that work could not simply be removed from the project. All bids would have to be rejected, and the project re-bid the following month.
  - v. To date, the consultant has not completed any design work on the east side curb ramps, and considers Amendment No. 1 unnecessary unless directed otherwise.
  - vi. We recommend that the curb ramps on the east side of Sunset Street not be included in this project per the original scope, and be considered as part of a future street repair project.
- d. *On November 8<sup>th</sup>, we submitted the approved design consultant contract and associated paperwork to the DOT for their review and approval (Step 24 of the Federal-Aid Consultant Checklist) (Dec. Mtg.)*
  - e. *On November 22<sup>nd</sup>, the DOT forwarded a notice that federal authorization had been granted for preliminary engineering services, effective November 18, 2011 (Dec. Mtg.)*
  - f. *On December 2<sup>nd</sup>, the DOT gave approval for the city to notify the design consultant that preliminary engineering work may begin on the project (Step 35) (Dec. Mtg.)*
  - g. *On December 5<sup>th</sup> we provided the design consultant with a “Notice to Proceed” with preliminary engineering services (Step 36). The consultant is to have preliminary plans completed and submitted to the DOT for the Tuesday, January 17, 2012 turn-in date (pre-determined monthly date set by the DOT) (Dec. Mtg.)*
  - h. *On the agenda is Resolution No. 11-22 which is the funding agreement between the City and the DOT, which authorizes the DOT to process the city’s reimbursement requests for the engineering and construction costs of the project. This is the standard funding agreement the DOT uses for projects with local cities (Dec. Mtg.)*
  - i. *The “Concept Statement” for the project was prepared by the city engineer and submitted to the DOT Office of Local Systems on October 18<sup>th</sup> (Nov. Mtg.)*
  - j. *The project received NEPA Clearance on October 25<sup>th</sup> with a determination of categorical exclusion from the need for an individual environmental review by FHWA (Nov. Mtg.)*
  - k. *DOT Funding Request was submitted (August 18<sup>th</sup>) and received approval (Oct. Mtg.)*
  - l. *Pat Yeggy submitted the City’s request to begin contract negotiation with the consultant selected by the council per the interview process. The Office of Local Systems has approved the request, and the consultant will draft an agreement for design and construction services for review by the City and the Iowa DOT (Oct. Mtg.)*

(3) Melrose Avenue and Sunset Street Patching (ARRA Funds)

- a. No additional update to report.
- b. *On December 2<sup>nd</sup>, the materials audit documentation was sent to the DOT District 6 office for review and approval, along with additional paperwork requested during the November 15<sup>th</sup> project audit. We are awaiting comments from the submittal (Dec. Mtg.)*

(4) Tree Management Plan

- a. The “2011 Community Street & Park Tree Management Plan”, prepared by DNR district forester Mark Vitosh, has been condensed into several PDF files and will be sent to Mike Haverkamp to include on the city website under the “Streets and Sidewalks” page.
- b. You may notice some trees within the city right-of-way that were not included, and some trees in the Tower Court Park area that were included (City of Iowa City). These should be noted for inclusion in future inventories and updates to this plan.

(5) MUTCD Sign Maintenance Plan

- a. The Sign Maintenance Plan was e-mailed to the staff and council on January 6<sup>th</sup>, and is on the agenda as Resolution 12-1 for adoption. This document is the result of current requirements found in the Manual on Uniform Traffic Control Devices (MUTCD), which stipulates that an inventory and maintenance plan must be in place by January 2012. The plan will help jurisdictions manage the minimum levels of retroreflectivity that traffic signs require to be properly seen at night. It also identifies and prioritizes existing signs that are in need of repair.
- b. The impact of the plan will be seen as estimates of sign repairs and/or replacements noted in the Plan for the year 2012 and 2013 are included with the streets budget for the next fiscal year.
- c. *The draft maintenance plan was presented and discussed at the November meeting, and is currently awaiting any additional comments. A final draft of the plan will be prepared and submitted to the council in advance of the January 10, 2012 council meeting. This “living” document should be accepted by resolution at the January 2012 meeting (Dec. Mtg.)*

Please feel free to contact me if you have any questions about these or any other items.

JDB

## **SIGN MAINTENANCE**

**Sign Installation:** Signs will be installed and maintained to meet federal standards set forth in the most recent Manual on Uniform Traffic Control Devices (MUTCD).

**Maintain Signing, Overall Responsibility:** University Heights sign maintenance practices are established to meet all requirements and provide appropriate signing for the traveling public.

**Sign Retro-Reflectivity:** In accordance with the Second Edition of the 2003 MUTCD – Section 2A.09, the City of University Heights has adopted a traffic sign management plan that is a combination of the “Expected Sign Life” management plan and the “Blanket Replacement” management plan described in the MUTCD. To address new signs that are constructed in conjunction with construction projects, a blanket replacement approach has been developed but will be supplemented by an expected sign life approach to avoid the unnecessary replacement of traffic signs that had been constructed during a particular zone’s sign life period.

1. Blanket Replacement Sign Management
  - a. University Heights has been divided into six zones for the purpose of maintaining traffic signage. Refer to the attached Traffic Sign Maintenance Program map for details on the zone locations.
  - b. New traffic signs that are installed in University Heights include Type IV High Intensity Prismatic sheeting, which results in a 12-year expected sign life. Therefore, a maximum 12-year replacement period was used to develop the planned replacement of signs in each zone.
2. Expected Sign Life Management
  - a. When new signs are installed, the installation date will be recorded in the GIS sign database so that the age of the sign is known.
  - b. New traffic signs that are installed in University Heights include Type IV High Intensity Prismatic sheeting, which results in a 12-year expected sign life.
  - c. During the scheduled replacement of traffic signs within a particular zone, if there are traffic signs that are newer than 6-years old, those signs will not be replaced.

The GIS traffic sign database will be reviewed periodically to determine which, if any, signs need to be replaced in the following calendar year so that funding can be identified to accommodate the replacements.

**Sign Maintenance Responsibility:** Maintain signs and street identification signs on all University Heights public streets, with the exception of specific signs installed by others (transit agencies, building identification signs, etc)

### **Miscellaneous Sign Practices:**

1. The City Council and City Engineer oversee the traffic signage throughout University Heights. Traffic sign data collection is completed by the Metropolitan Planning Organization of Johnson County or by the City Engineer. Traffic sign installation is completed by hired contractor forces.
2. Traffic signs will be reviewed for removal or modification as necessary per the MUTCD guidelines.

Traffic Sign Maintenance

2012 - 2013	Replace all "poor" condition signs	✘
2014 - 2015	Replace all "fair" condition signs	✘
2012 - 2015	Provide maintenance to all signs in need of height or other corrections	
2029 +	Scheduled Sign Replacement	✘

Traffic Sign Maintenance Program  
University Heights

Long Term Traffic Sign Replacement Matrix

Sign maintenance program established (2013-2016)  
Retroreflectivity requirements met for all regulatory and warning signs (2016-2020)

		2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
ZONE 1	Regulatory Warning		✘		✘												✘						
ZONE 2	Regulatory Warning		✘		✘												✘						
ZONE 3	Regulatory Warning		✘		✘												✘						
ZONE 4	Regulatory Warning			✘		✘												✘					
ZONE 5	Regulatory Warning			✘		✘												✘					
ZONE 6	Regulatory Warning			✘		✘												✘					

2012 - 2015

Sign Replacement Plan (Corrective Action Needed)

Field	TYPE	CONDITION	HEIGHT TOP	HEIGHT BOTTOM	POST	POST CONDITION	COMMENTS	ZONE
1	No Outlet	Fair	7.67	4.25	Telspar	Fair	Vegetation blocking post post leans	6
2	Glencrest Dr	Fair	9.08	8.58	Round	Fair	Vegetation blocking post	6
21	Speed Limit 25	Fair	8.67	6.67	Telspar	Fair	Post leans	3
33	Dead End	Poor	8.25	4.08	Telspar	Fair	Bent Sign	6
45	Speed Limit 20	Fair	10.17	8.17	Telspar	Fair	Post easily moves	6
59	Stop	Fair	8.50	6.00	Telspar	Good	Tree Branches in way of sign	6
69	Object Marker, OM3-R	Poor	6.00	3.00	Telspar	Fair	Bent Sign	6
76	Sunset St	Poor	9.33	8.08	Round	Good	Shares post with 77_Bent Sign	2
77	Melrose Ave	Poor	8.08	8.33	Round	Good	Shares post with 76_Bent Sign	2
78	Stop	Good	8.58	5.08	Telspar	Good	Post leans	2
80	Birkdale Ct	Fair	9.42	8.08	Telspar	Good	Shares post with 81_Bent Sign	2
121	Dead End	Poor	5.00	2.33	Telspar	Good	In a Tree	3
155	Koser St	Fair	9.33	8.08	Telspar	Good	Shares post with 156_Sign is Loose	3
156	Leamer Ct	Fair	8.08	7.33	Telspar	Good	Shares post with 155_Sign is Loose	3
175	Koser St	Fair	9.00	8.50	Round	Good	Shares post with 176_Leans	4
202	Speed Limit 20	Fair	8.08	6.08	Telspar	Fair	Shares post with 203_Tree Branch	5
214	Highland Drive	Poor	8.08	8.33	Telspar	Fair	Shares post with 215_Sign Leans	1
215	Sunset St	Good	8.33	7.08	Telspar	Fair	Shares post with 216_sign leans	5
249	Dead End	Fair	7.50	4.08	Telspar	Poor	Post Leans_shares post with 248, 250	4
278	Koser St	Fair	9.75	9.25	Round	Fair	Sign leans_shares post with 279	1
350	Mehaska Dr	Fair	8.42	7.08	Telspar	Fair	Wobbly_Shares post with 351, 352	1
351	Highland Drive	Fair	7.08	7.42	Telspar	Fair	Wobbly_shares post with 350, 352	1
394	School Crossing	Good	10.17	7.08	Telspar	Good	Tree Branch_shares post with 395	1
402	Weight Limit 11 tons GVWR	Good	9.08	7.33	Telspar	Good	Leans	5
<b>Total Number of Signs =24</b>								

2012 - 2013

Sign Replacement Plan (Poor Condition)

Field	TYPE	CONDITION	HEIGHT TOP	HEIGHT BOTTOM	POST	POST CONDITION	COMMENTS	ZONE
13	Dead End	Poor	9.25	6.50	Telspar	Fair		6
27	One Way	Poor	7.00	5.08	Telspar	Good		3
33	Dead End	Poor	8.25	4.08	Telspar	Fair	Bent Sign	6
43	Stop	Poor	4.67	2.17	Telspar	Poor		6
44	(Object Marker, OM3-L)	Poor	7.08	4.08	Telspar	Fair		6
56	Speed Limit 20	Poor	8.75	6.75	Telspar	Good		6
68	Road Closed	Poor	5.08	2.08	Telspar	Poor		6
69	(Object Marker, OM3-R)	Poor	9.00	3.00	Telspar	Fair	Bent Sign	6
75	Speed Limit 20	Poor	7.75	5.75	Telspar	Good		2
76	Sunset St	Poor	9.33	8.08	Round	Good	shares post with 77_Bent Sign	2
77	Melrose Ave	Poor	8.08	8.33	Round	Good	shares post with 76_Bent Sign	2
84	Speed Limit 25	Poor	9.08	7.33	Telspar	Poor		2
88	Speed Limit 25	Poor	9.00	6.50	Telspar	Fair		2
92	Stop	Poor	8.75	6.25	Telspar	Poor		2
96	Speed Limit 25	Poor	8.33	5.08	Telspar	Fair		2
118	No Left Turn	Poor	9.50	7.00	Telspar	Fair		3
121	Dead End	Poor	5.00	2.33	Telspar	Poor	In a Tree	3
182	Speed Limit 20	Poor	8.50	6.50	Telspar	Good		4
209	Speed Limit 25	Poor	8.67	6.17	Telspar	Poor	shares post with 210	3
211	Stop	Poor	8.75	6.25	Telspar	Fair		3
212	Speed Limit 25	Poor	7.75	5.25	Telspar	Fair		5
214	Highland Drive	Poor	8.08	8.33	Telspar	Fair	shares post with 215_Sign Leans	1
240	Weight Limit 11 tons	Poor	10.08	7.58	Telspar	Fair	shares post with 241, 242	4
253	Diamond Reflector	Poor	2.00	0.00	Chain	Poor		4
255	Yellow on Black	Poor	2.50	0.00	Chain	Poor		4
302	Stop	Poor	7.08	5.50	Telspar	Fair	shares post with 303	1
303	All way	Poor	5.50	5.00	Telspar	Fair	shares post with 302	1
304	Stop	Poor	9.75	7.25	Telspar	Good		1
342	Monroe St	Poor	7.08	7.33	Telspar	Good	shares post with 341	1
356	Stop	Poor	9.08	6.58	Telspar	Good	shares post with 357	1
385	Stop	Poor	10.00	7.50	Telspar	Good	shares post with 384	1
419	Speed Limit 20	Poor	8.25	6.25	Telspar	Fair	shares post with 418	5
421	Stop	Poor	7.08	5.42	Telspar	Fair	shares post with 422	5
434	No Outlet	Poor	10.50	8.00	Telspar	Good		4
447	4 Way	Poor	6.17	5.67	Telspar	Good	shares post with 446	4
455	Speed Limit 20	Poor	10.17	8.17	Telspar	Fair	shares post with 456	4
<b>Total Number of Signs = 36</b>								

**2014 - 2015  
Sign Replacement Plan (Fair Condition)**

FIELD	TYPE	CONDITION	HEIGHT TOP	HEIGHT BOTTOM	POST	POST CONDITION	COMMENTS	ZONE
1	No Outlet	Fair	7.67	4.25	Telspar	Fair	vegetation blocking post post leans	6
2	Glencrest Dr	Fair	9.08	8.58	Round	Fair	vegetation blocking post	6
15	Grand Ave	Fair	9.50	9.00	Round	Fair	shares post with 16	6
16	Golfview St	Fair	9.00	8.50	Round	Fair	shares post with 15	6
21	Speed Limit 25	Fair	8.67	6.67	Telspar	Fair	post leans	3
22	Keep Right	Fair	8.75	7.00	Telspar	Good		3
28	Yield	Fair	9.00	7.50	Telspar	Good	shares post with 29_back-to-back	3
29	Do Not Enter	Fair	9.00	7.50	Telspar	Good	shares post with 28_back-to-back	3
42	(Object Marker, OM3-R)	Fair	6.25	3.25	Telspar	Poor		6
45	Speed Limit 20	Fair	10.17	8.17	Telspar	Fair	Post easily moves	6
59	Stop	Fair	8.50	6.00	Telspar	Good	shares post with 472_Tree Branches in way of sign	6
60	Dead End	Fair	8.25	4.08	Telspar	Fair	Wall right against sign	6
66	No Dumping	Fair	8.00	6.00	Telspar	Poor	Post leans badly	6
74	Slow Children At Play	Fair	8.58	6.58	Telspar	Fair	shares post with 475	2
80	Birkdale Ct	Fair	9.42	8.08	Telspar	Good	shares post with 81_Bent Sign	2
87	Bus Stop	Fair	6.33	4.33	Telspar	Fair		2
93	Dead End	Fair	9.17	5.75	Telspar	Poor		2
100	Speed Limit 25	Fair	10.17	6.67	Telspar	Good	shares post with 101	2
104	Speed Limit 25	Fair	8.17	6.17	Telspar	Fair		2
105	Bus Stop	Fair	9.42	7.42	Telspar	Good		2
107	George St	Fair	9.83	9.33	Telspar	Fair	shares post with 106	2
116	Speed Limit 25	Fair	9.50	7.50	Telspar	Fair	shares post with 117	3
120	Center Turn Lane Only	Fair	8.50	6.50	Telspar	Good		3
133	Speed Limit 25	Fair	8.50	6.00	Telspar	Fair		2
150	Stop	Fair	7.50	5.00	Telspar	Good		3
152	Speed Limit 20	Fair	8.25	6.25	Telspar	Fair		3
153	Stop	Fair	8.75	6.25	Telspar	Fair	shares post with 154	3
155	Koser St	Fair	9.33	8.08	Telspar	Good	shares post with 156_Sign is Loose	3
156	Leamer Ct	Fair	8.08	7.33	Telspar	Good	shares post with 155_Sign is Loose	3
174	Stop	Fair	9.00	6.50	Telspar	Fair		4
175	Koser St	Fair	9.00	8.50	Round	Good	shares post with 176_Leans	4
176	Highland Drive	Fair	8.50	8.00	Round	Good	shares post with 175	4
180	Stop Ahead (warning sign)	Fair	9.08	6.42	Telspar	Good	shares post with 181	4
186	Stop	Fair	7.08	5.50	Round	Fair		4
188	No Outlet	Fair	9.67	6.25	Telspar	Fair	shares post with 189	4
192	Horizontal Object Marker (OM3)	Fair	4.17	3.17	Telspar	Fair	post structure, shares with 193, 194	2
193	Horizontal Object Marker (OM3)	Fair	4.33	3.33	Telspar	Fair	post structure, shares with 192, 194	2
194	Horizontal Object Marker (OM3)	Fair	4.08	3.08	Telspar	Fair	post structure, shares with 192, 193	2
195	Stop	Fair	7.75	5.25	Telspar	Good	shares post with 196	5
197	Speed Limit 20	Fair	8.33	6.33	Telspar	Fair	shares post with 198	5
202	Speed Limit 20	Fair	8.08	6.08	Telspar	Fair	shares post with 203_Tree Branch	5
204	Koser St	Fair	10.00	9.50	Round	Good	shares post with 205	2
205	Sunset St	Fair	9.50	9.00	Round	Good	shares post with 204	2

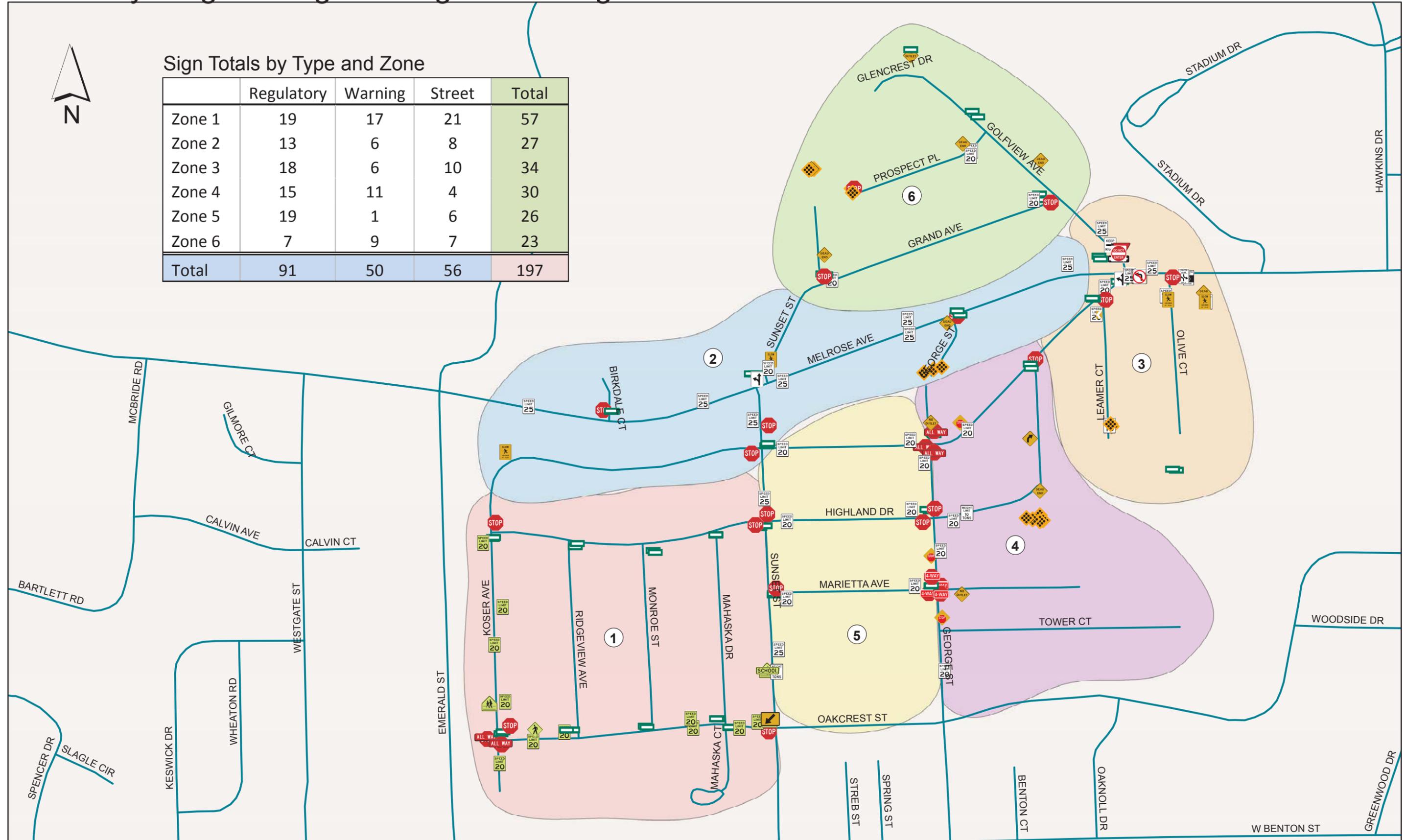
**2014 - 2015**  
**Sign Replacement Plan (Fair Condition)**

FIELD	TYPE	CONDITION	HEIGHT TOP	HEIGHT BOTTOM	POST	POST CONDITION	COMMENTS	ZONE
206	Stop	Fair	9.50	7.00	Telspar	Good		2
213	Stop	Fair	8.08	6.42	Telspar	Fair		5
216	speed limit 20	Fair	7.50	5.50	Telspar	Good	shares post with 217, 218	5
225	Speed Limit 20	Fair	7.67	5.67	Telspar	Fair	shares post with 226	5
229	Stop	Fair	9.00	6.50	Telspar	Good	shares post with 229	5
233	Stop	Fair	8.17	5.67	Telspar	Fair	shares post with 234	4
234	All way	Fair	5.67	5.17	Telspar	Fair	shares post with 233	4
235	Speed Limit 20	Fair	10.00	8.00	Telspar	Good	shares post with 236	5
237	Stop	Fair	7.75	5.25	Telspar	Fair		4
238	Speed Limit 20	Fair	8.67	6.67	Telspar	Fair		4
249	Dead End	Fair	7.50	4.08	Telspar	Poor	Post Leans_ shares post with 248, 250	4
251	Yellow on Black	Fair	7.67	4.67	Telspar	Poor	behind utility pole	4
254	Diamond Reflector	Fair	6.50	4.50	Telspar	Fair		4
260	Right Curve	Fair	8.08	4.67	Telspar	Fair	shares post with 261	4
278	Koser St	Fair	9.75	9.25	Round	Fair	sign leans_shares post with 279	1
293	Stop	Fair	8.17	5.67	Telspar	Good	shares post with 294	1
294	All way	Fair	5.67	5.17	Telspar	Good	shares post with 293	1
296	Oakcrest	Fair	9.25	8.75	Round	Fair	shares post with 295	1
307	School Zone 20 Mph 8 to 5	Fair	6.50	4.50	Telspar	Fair		1
308	Ped Crossing	Fair	9.00	7.00	Telspar	Fair	shares post with 309	1
311	Oakcrest	Fair	9.50	9.00	Round	Fair	shares post with 312	1
341	Oakcrest	Fair	8.33	7.08	Telspar	Good	shares post with 342	1
350	Mehaska Dr	Fair	8.42	7.08	Telspar	Fair	Wobbly_Shares post with 351, 352	1
351	Highland Drive	Fair	7.08	7.42	Telspar	Fair	Wobbly_shares post with 350, 352	1
366	Mahaska Dr	Fair	9.58	9.08	Round	Fair	shares post with 367	1
367	Oakcrest	Fair	9.08	8.58	Round	Fair	shares post with 366	1
383	School Zone 20 Mph 8 to 5	Fair	5.58	3.58	Telspar	Fair	shares post with 382	1
392	Bus Stop	Fair	7.67	5.67	Telspar	Good		1
397	Bus Stop	Fair	9.17	7.17	Telspar	Poor		1
400	Speed Limit 25	Fair	10.67	8.17	Telspar	Fair		5
401	Neighborhood Watch	Fair	8.00	6.50	Telspar	Fair		5
403	Welcome to the City of Universit	Fair	8.08	6.08	Telspar	Fair	shares post with 404	5
408	Stop	Fair	8.58	6.08	Telspar	Fair		5
410	Speed Limit 20	Fair	9.75	7.75	Telspar	Good	shares post with 411	5
422	4 Way	Fair	5.33	4.08	Telspar	Fair	shares post with 421	5
435	Stop	Fair	9.33	6.08	Telspar	Fair	shares post with 436	4
436	4 Way	Fair	6.75	6.50	Telspar	Fair	shares post with 435	4
440	Speed Limit 20	Fair	9.33	7.33	Telspar	Fair	shares post with 441	4
446	Stop	Fair	8.75	6.25	Telspar	Good	shares post with 447	4
450	Stop	Fair	8.00	5.50	Telspar	Fair	shares post with 451	5
451	4 Way	Fair	5.33	4.08	Telspar	Fair	shares post with 450	5
454	Stop Ahead	Fair	8.00	5.50	Telspar	Fair		5
<b>Total Number of Signs = 85</b>								

# University Heights - Sign Management Program

Sign Totals by Type and Zone

	Regulatory	Warning	Street	Total
Zone 1	19	17	21	57
Zone 2	13	6	8	27
Zone 3	18	6	10	34
Zone 4	15	11	4	30
Zone 5	19	1	6	26
Zone 6	7	9	7	23
<b>Total</b>	<b>91</b>	<b>50</b>	<b>56</b>	<b>197</b>



RESOLUTION NO. 12-1

**RESOLUTION ADOPTING SIGN MAINTENANCE PLAN.**

**WHEREAS**, the current requirements of the Manual on Uniform Traffic Control Devices (MUTCD) stipulates that the City of University Heights inventory its traffic signs and adopt a maintenance plan with respect to those signs; and

**WHEREAS**, the City Engineer has presented an inventory and maintenance plan with respect to traffic signs to the City Council,

**NOW, THEREFORE, BE IT RESOLVED** by the City of University Heights, Iowa, that the Sign Maintenance Plan attached to this Resolution as Exhibit "A" hereby is adopted as the City's inventory of traffic signs and maintenance plan with respect to those signs.

Upon motion by \_\_\_\_\_, and seconded by \_\_\_\_\_, the vote was as follows:

	AYES:	NAYS	ABSENT
Haverkamp	_____	_____	_____
Hopson	_____	_____	_____
Lane	_____	_____	_____
Leff	_____	_____	_____
McGrath	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 10<sup>th</sup> day of January, 2012.

\_\_\_\_\_  
Louise From, Mayor  
City of University Heights

ATTEST:

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