

AGENDA

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

Tuesday, February 12, 2013

Location: University Club- east entrance

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-January 8, 2013	Louise From
7:01	Public Input <u>Administration</u>	Public Comments	
	Mayor City Attorney City Clerk	<u>Mayor's Report</u> Consideration of <u>Resolution No. 13-01</u> , Declaring the week of February 24, 2013, to be Sertoma's Freedom Week. <u>Legal Report</u> -Second Consideration of <u>Ordinance No.</u> <u>182</u> amending Ordinance No. 120 to modify speed limits on certain city streets. <u>City Clerk Report</u>	Louise From Steve Ballard Chris Anderson
	<u>Committee Reports:</u>		
	<u>Finance</u>	Committee Report <u>-Preliminary Budget Review FY13-14</u> -Discussion and Consideration of Police and Staff Wage Increase recommendation. <u>Treasurer's Report/Payments</u>	Jim Lane Lori Kimura
	<u>Community Protection</u>	Committee Report Police Chief Report -Consider hiring new reserve officer -Consider recommendation of Alice Haugen for volunteer police chaplain position. Community Relations Report -Report from Jan. 15 committee meeting - Valentine event follow up	R. Hopson/M. Haverkamp Ron Fort Rosanne Hopson
	<u>Streets and Sidewalks</u>	Committee Report <u>Engineer Report</u> -Consideration of Resolution No. 13-02, Certifying Completion of Work, Release of	Jan Leff Josiah Bilskemper

Time		Topic	Owner
		Retainage, and Final Acceptance of the 2012 Street Improvements Project.	
	<u>Building, Zoning & Sanitation</u>	Committee Report <u>Zoning Commission Report</u> and Consideration of recommendations from the Commission: <ul style="list-style-type: none"> A. To direct the City Attorney to prepare a written statement regarding confidentiality of zoning and housing complaints. B. To direct the City Clerk and Housing Official to prepare a written annual summary of housing enforcement activities. C. To direct the City Attorney to review and update the "Rental Housing: Common Concerns/Community Solutions" brochure. D. To distribute the brochure to all residents with the next City newsletter and to tenants annually when applications for rental permits are processed. 	Brennan McGrath Pat Bauer
	<u>e-Government</u>	<u>Committee Report</u>	Mike Haverkamp
	Announcements		Anyone
9:00	Adjournment		Louise From

Next Regular Council Meeting: Tuesday, March 12, 2013 – Location: to be announced.

Mayor's Report February 2013

January 14th - Attended the Community Relations Committee Meeting. I told the committee I would look into the possibility of starting a Farmers Market in University Heights. If anyone has suggestions about a local farmers market please contact me.

January 23rd – Attended Urbanized Area Policy Board Meeting of MPO-JC- Highlights: A new chair was elected: Terrence Neuzil of the Board of Supervisors and John Lundell as vice chair, City of Coralville. The Severson Charity Challenge Traveling Trophy was awarded to University Heights. A BIG THANKS to all who donated items for our charity: **The Ronald McDonald House.** The Ronald McDonald House was the real winner! Carson Egglund was appreciative of all the donations I delivered on behalf of the city. I will bring the beautiful silver cup to the council meeting. At the meeting, the FY14 Budget and Financial forecast and assessments for communities were approved with University Heights at \$1,612.

January 23rd - Attended Emergency Management Meeting- Highlights: FY13-14 Budget discussions. Letters will be sent out to cities with annual hazmat fees noting the change to .50 cents per capita increase from July 2014-July 2024 then planned decrease to .40 cents per capita at that time.

January 29th - Attended Conference Board - made up of area mayors, school board members, Johnson county supervisors. Highlights: Discussion of the Johnson County Assessor's office for 2013-14. Bill Greazel is advertising also for volunteers to serve on the Assessor Review Board. Next board meeting will be Feb. 26th.

January 29th –Attended University Heights Zoning Commission meeting.

January 31st –Attended E911 Meeting- Highlights: Discussion of FY2013-2014 Budget and recommendations to be published. Next Board meeting will be Feb. 19th.

Iowa City Community School District Request to the City Council:

With my Mayor's Report, I have included an Attachment of a letter via email to the University Heights City Council, from School Board Member, Jeff McGinness and Dr. David Dude, FMPSC Co-Chairs. The email states in part: "The Iowa City Community School District is currently engaging its community in a facility master planning process. This process will be implemented with the assistance of BLDD Architects and will involve extensive community involvement. As part of this process, the District is forming a Facilities Master Planning Steering Committee (FMPSC)." In order to ensure representation from throughout the District, they are **requesting that the University Heights City Council select an elected official or city staff member to serve on the FMPSC.** See attachment for the meeting dates and charge of this steering committee. They also request a response by Wed. February 20th. I will ask the council to discuss at Tuesday's meeting who will be our representative.

As always, if more information is wanted please contact me.



Iowa City Community School District

Educational Services Center

1725 North Dodge Street • Iowa City, IA 52245 • (319) 688-1000 • Fax (319) 688-1009 • www.iowacityschools.org

February 5, 2013

University Heights City Council
(Delivered via email)

Stephen F. Murley
Superintendent of Schools

To Whom It May Concern,

Ann Feldmann
Assistant Superintendent

Rebecca Furlong
Assistant Superintendent

David Dude, Ph.D.
Chief Operating Officer/
Chief Technology Officer

Craig Hansel, Ph.D.
Chief Financial Officer

R. Chace Ramey, Ph.D., J.D.
Chief Human Resource
Officer

The Iowa City Community School District is currently engaging its community in a facility master planning process. This process will be implemented with the assistance of BLDD Architects and will involve extensive community involvement. As part of that process, the District is forming a Facilities Master Planning Steering Committee (FMPSC). In order to ensure representation from throughout the District, we request that the University Heights City Council select an elected official or city staff member to serve on the FMPSC. The charge of this committee is attached for your reference. The committee will meet five times, for approximately 4 hours each on weekday evenings. The current schedule is to meet on the following dates: 2/25/13, 3/11/13, 4/17/13, 4/30/13, and 5/22/13. In addition, committee members will be expected to participate in one of three day-long visioning workshops—currently scheduled for 4/6/13, 4/8/13, and 4/9/13—and one of three day-long master planning workshops—currently scheduled for 5/11/13, 5/13/13, and 5/14/13.

Thank you in advance for your consideration of this request. Please contact either of us with questions or concerns. We would appreciate it if you could have your selection to us no later than Wednesday, February 20.

Sincerely,

/Jeff McGinness/

Mr. Jeff McGinness
FMPSC Co-Chair
Jeff.McGinness@IowaCitySchools.org

/David Dude/

Dr. David Dude
FMPSC Co-Chair
Dude.David@IowaCitySchools.org
319-688-1289

Enc.

Facilities Master Planning Steering Committee

Charge

The Iowa City Community School District is currently engaging its community in a facility master planning process. This process will be implemented with the assistance of BLDD Architects and will involve extensive community involvement. As a part of that process, the Facilities Master Planning Steering Committee is charged with the following: review assessment results and provide input on frameworks within which needs can be prioritized, brainstorm potential solutions, evaluate options utilizing the Quantified Learning Environment Outcomes (QLEO) master plan modeling and analysis software, and prepare recommendations for the School Board.

Membership

- ICCSD Board Facilities Committee Chair, Mr. Jeff McGinness*
- ICCSD Chief Operating Officer, Dr. David Dude*
- ICCSD Physical Plant Director, Mr. Duane Van Hemert
- BLDD Representatives, Mrs. Barbara Meek and Mr. Sam Johnson
- Practicing ICCSD Elementary Teacher, TBD
- Practicing ICCSD Secondary Teacher, TBD
- Representative from the ICCSD DPO, TBD
- Representative from the facilities department of University of Iowa, Kirkwood, ACT, or Pearson, TBD
- Representative selected by the Iowa City Area Development Group, TBD
- Representative selected by the Iowa City City Council, TBD
- Representative selected by the Coralville City Council, TBD
- Representative selected by the University Heights City Council, TBD
- Representative selected by the North Liberty City Council, TBD
- Representative selected by the Hills City Council, TBD
- Representative selected by the Johnson County Board of Supervisors, TBD

*Co-Chairs of Steering Committee

Ex-Officio Members

- Other Board members
- Other ICCSD Administrators

Commitment

Committee members commit to the following:

- Five committee meetings, approximately 4 hours each in evenings, February through May
- Participation in one of three day-long visioning workshops in early April
- Participation in one of three day-long master planning workshops in early May
- Honest and open deliberation taking into account needs district-wide



CITY OF UNIVERSITY HEIGHTS

PROCLAMATION

WHEREAS, Sertoma International, a civic organization, the motto of which is "Service to Mankind," has adopted a Freedom Week Program dedicated to the emphasis of the values and responsibilities of people in a democracy, and

WHEREAS, Sertoma International has promoted the distribution of copies of the Bill of Rights and the Declaration of Independence throughout its entire membership of Clubs, and

WHEREAS, the Old Capitol Sertoma Club of Iowa City and Coralville supports Freedom Week through its National Heritage Essay Contest, an essay contest for Eighth Grade students in Johnson County designed to emphasize and educate students on responsibilities of citizens in a democracy, and

WHEREAS, it seems proper and fitting to accord official recognition to Sertoma's Freedom Week.

NOW, Therefore, I, Louise From, Mayor of the City of University Heights, Iowa, do hereby proclaim and designate the week of February 24th, 2013 to be

SERTOMA'S FREEDOM WEEK

in University Heights and urge the citizens of this City to support the objectives of this program.

Louise From, Mayor

Signed in University Heights, Iowa,
this 12th day of February, 2013.

RESOLUTION NO. 13-01

**RESOLUTION AUTHORIZING THE MAYOR TO PROCLAIM
THE WEEK OF FEBRUARY 24, 2013 TO BE
SERTOMA'S FREEDOM WEEK IN UNIVERSITY HEIGHTS.**

RESOLVED that the Mayor of the City of University Heights Iowa, is authorized to sign the Proclamation attached hereto as Exhibit "A".

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 12th day of February, 2013.

Louise From, Mayor
City of University Heights

ATTEST:

Christine M. Anderson, City Clerk

February'13 – City Attorney's Report

1. **Speed Limit Adjustment – Ordinance No. 182.** The Council will have its second Consideration of Ordinance No. 182, which establishes speed limits on certain City streets. The ordinance establishes a 20 mph speed limit on all streets except Melrose Avenue and Sunset Street south of Melrose Avenue. A copy of the proposed ordinance is attached.
2. **Zoning Commission Recommendations.** The Council will receive certain recommendations from the Zoning Commission. Those recommendations are set forth in Pat Bauer's memorandum to the Mayor and Council dated February 10, 2013. I will be happy to undertake the tasks directed to the City Attorney. If a Council Member desires to move adoption of those recommendations, the attached proposed motion may be used.
3. **St. Andrew Presbyterian Church – Proposed Redevelopment.** I tried to contact Jeff Maxwell's lawyer to inquire about his intentions to move forward with a development proposal. Mr. Gelman is out of his office until next week, but I will follow up then.
4. **Sertoma Proclamation.** You will be considering Resolution No. 13-01, declaring the week of February 12, 2012, to be Sertoma's Freedom Week in University Heights. I am attaching a proclamation that Mayor From will be signing if the resolution is approved.

ORDINANCE NO. 182

AN ORDINANCE AMENDING ORDINANCE NO. 120 (TRAFFIC REGULATIONS)
TO AMEND THE SPEED LIMITS ON CERTAIN STREETS IN
THE CITY OF UNIVERSITY HEIGHTS, IOWA

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

Part I: AMENDMENTS:

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

Section 7 - SPEED RESTRICTIONS.

1. **Speed Restrictions.**

A. General Speed Limit Provisions:

2. The following shall be the maximum allowable speed for any vehicles, except as otherwise modified in this Ordinance:

a. ~~Twenty (20) miles per hour in any business or commercial district.~~ Twenty-five (25) miles per hour on the following streets:

i. any portion of Melrose Avenue; and

ii. any portion of Sunset Street south of its intersection with Melrose Avenue.

b. ~~Twenty five (25)~~ Twenty (20) miles per hour in any school district.

c. ~~Twenty five (25) miles per hour in any residential district; provided, however, that the Council may enact a limit of twenty (20) miles per hour upon streets or parts of streets to be designated by the Council and identified by signs accordingly.~~ Twenty (20) miles per hour on all public streets other than the following:

i. Melrose Avenue; and

ii. Sunset Street south of its intersection with Melrose Avenue.

d. Ten (10) miles per hour in any alley or other public place not specifically mentioned in this Section.

~~3. "Residential district" as used herein means an R-1 single family and R-3 multiple family residential district according to the University Heights Zoning Ordinance, Ordinance No. 79. "Business district" and "commercial district" as used herein mean, respectively, a B business district and a C commercial district according to the University Heights Zoning Ordinance.~~

~~4.3.~~ The City Council may reduce or increase speed restrictions set forth in this Section where such greater or lesser speed is reasonable and safe under the conditions presented. Signs shall be posted to give notice of such speed restrictions.

PART II: EFFECTIVE DATE:

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

PART III: REPEALER:

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Adopted by the University Heights City Council on this ____ day of January, 2013, and approved this ____ day of January, 2013.

Louise From, Mayor

ATTEST:
(SEAL)

Christine Anderson, City Clerk

STATE OF IOWA)

COUNTY OF JOHNSON) SS:
)

On the ____ day of January, 2013, before me, a notary public in and for the state of Iowa, personally appeared Louise From, Mayor, and Christine Anderson, Clerk of the City of University Heights, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Louise From and Christine Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

Notary Public in and for the
State of Iowa

STATE OF IOWA)
) SS:
COUNTY OF JOHNSON)

I, Christine Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the ____ day of _____, 2013.

Christine Anderson

Signed and sworn to before me on the ____ day of _____, 2013, by Christine Anderson, Clerk of the City of University Heights.

Notary Public in and for the
State of Iowa

**City Clerk Report
February 2013**

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

**1424 Grand Avenue
1491 Grand Avenue
1263 Melrose Avenue**

- **One new building permits received since the last meeting:**

23 George Street – Kitchen remodel

- **Ron and I are working on the insurance renewal for this calendar year.**

Report from Norm:

Properties inspected in January were; 31 Leamer; 76, 200, 217, and 230 Marietta; 903 Melrose and 1141 Melrose; 426 Ridgeview and 217 Mahaska.

It should be noted that 217 Mahaska is unoccupied and the exterior of the property was in good shape. In the past, we have had some complaints about the exterior condition of the property.

February rental inspections will include the following Melrose Ave addresses. 1132, 1202, 1208, 1212, 1217, 1218, 1231, 1247 and 1251.

**University Heights
Building Permits
January 1, 2013 - February 10, 2013**

Permit #	Building Address	Date Issued	Fee	Building Valuation	Description of Remodeling
BLD13-003	23 George Street	1/29/2013	\$374.40		Kitchen remodel (bldg., plumber, electrical and heating permits)

Total \$374.40 \$0.00

City of University Heights, Iowa

	FY 11/12 Actual	FY 12/13 Budget	FY 13/14 Budget	Current Budget Comments
Income				
PROPERTY TAXES				
Transit Levy	41,320.70	42,455.00	43,338.00	amount needed
Library Services Levy	21.84	15,268.00	15,855.00	\$0.27/1,000 txbl
Emergency Levy	14,115.11	0.00	0.00	
Regular Property Tax	424,109.04	458,038.00	475,648.00	\$8.10/1,000 txbl
Debt Service Levy	32,342.95	32,770.00	32,685.00	amount needed
Insurance Levy	18,126.74	11,800.00	13,400.00	amount needed
Benefits Levies	63,766.52	58,792.00	58,966.00	amount needed
Total PROPERTY TAXES	593,802.90	619,123.00	639,892.00	
OTHER CITY TAXES				
Local Option Sales Tax	124,567.54	125,000.00	20,000.00	will collect 2 months @ \$10,000 ea.
Utility Excise Tax	8,784.25	0.00	0.00	included in Property Taxes
Total OTHER CITY TAXES	133,351.79	125,000.00	20,000.00	
LICENSES & PERMITS				
Beer/Wine/Liquor/Cig Permits	390.00	390.00	390.00	
Building/Equipment Permits	7,805.25	10,000.00	10,000.00	
Misc. Licenses/Permits	880.00	1,000.00	1,000.00	
Rental Permits	12,125.00	12,500.00	12,500.00	
Total LICENSES & PERMITS	21,200.25	23,890.00	23,890.00	
USE OF MONEY & PROPERTY				
Interest on Cash Investments	2,932.44	2,500.00	3,000.00	
Total USE OF MONEY & PROPERTY	2,932.44	2,500.00	3,000.00	
INTERGOVERNMENTAL/SHARED REVENUE				
Federal Shared Revenues				
IDOT funds - sidewalk project	30,802.93	215,000.00	165,700.00	\$49,300 estimated in FY13
IDOT stimulus - arterial streets	0.00	0.00	0.00	
I-JOBS (ARRA) funds	0.00	0.00	0.00	

	<u>30,802.93</u>	<u>215,000.00</u>	<u>165,700.00</u>	
State Shared Revenues				
Road Use/Street Construction	99,688.50	100,000.00	105,000.00	
Traffic Safety Incentive	<u>20,227.43</u>	<u>0.00</u>	<u>0.00</u>	
	<u>119,915.93</u>	<u>100,000.00</u>	<u>105,000.00</u>	
Total INTERGOVERNMENTAL/SHARED REVENUE	<u>150,718.86</u>	<u>315,000.00</u>	<u>270,700.00</u>	
CHARGES FOR SERVICE - rental inspections and police reports	<u>461.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	
SPECIAL ASSESSMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
MISCELLANEOUS REVENUES				
Cable TV Franchise	9,113.39	15,000.00	15,000.00	haven't rec'd '12-'13 yet - same?
Fines				
Parking Fines	3,620.00	6,000.00	7,000.00	
Traffic Fines-Clk of Ct	47,060.17	60,000.00	63,000.00	
Misc. Income/Contributions	250.00	250.00	250.00	
Misc Income/Other	0.00	1,000.00	1,000.00	
Olive Ct. Developer Funding	0.00	0.00	0.00	deferred to after FY14
Refunds and Reimbursements	123,242.23	1,000.00	1,000.00	
Sale of Property & Merchandise	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total MISCELLANEOUS REVENUES	<u>183,285.79</u>	<u>83,250.00</u>	<u>87,250.00</u>	
Total Income	<u>1,085,753.03</u>	<u>1,169,763.00</u>	<u>1,045,732.00</u>	
OTHER FINANCING SOURCES				
Loan Draws for Sidewalk Project	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Income and Other Financing Sources	<u>1,085,753.03</u>	<u>1,169,763.00</u>	<u>1,045,732.00</u>	

Expense

PUBLIC SAFETY

Crossing Guard

Wages

0.00	0.00	4,500.00
------	------	----------

Employee Benefits & Costs

FICA

0.00	0.00	279.00
------	------	--------

6.20%

Medicare

0.00	0.00	65.00
------	------	-------

1.45%

SUTA

0.00	0.00	10.00
------	------	-------

Total Benefits & Costs

<u>0.00</u>	<u>0.00</u>	<u>354.00</u>
-------------	-------------	---------------

Supplies

<u>0.00</u>	<u>0.00</u>	<u>200.00</u>
-------------	-------------	---------------

Total Crossing Guard

<u>0.00</u>	<u>0.00</u>	<u>5,054.00</u>
-------------	-------------	-----------------

Police

Holiday and Other Pay

26,092.38	16,000.00	16,000.00
-----------	-----------	-----------

Reserves/Special Events payroll

8.00	24.00	24.00
------	-------	-------

Police Gross Wages

<u>216,453.80</u>	<u>190,000.00</u>	<u>197,000.00</u>
-------------------	-------------------	-------------------

used \$0.50 for now

Total Police Gross Wages

<u>242,554.18</u>	<u>206,024.00</u>	<u>213,024.00</u>
--------------------------	--------------------------	--------------------------

Police Benefits & Costs

Police FICA

14,726.62	12,772.00	13,207.00
-----------	-----------	-----------

6.20%

Police Medicare

3,444.11	2,987.00	3,089.00
----------	----------	----------

1.45%

Police IPERS

22,769.38	21,156.00	21,600.00
-----------	-----------	-----------

10.14%

Police Health Insurance

11,271.52	10,866.00	8,800.00
-----------	-----------	----------

Police Workers Compensation

9,254.00	8,500.00	9,500.00
----------	----------	----------

Police SUTA

<u>368.94</u>	<u>250.00</u>	<u>250.00</u>
---------------	---------------	---------------

Total Police Benefits & Costs

<u>61,834.57</u>	<u>56,531.00</u>	<u>56,446.00</u>
-------------------------	-------------------------	-------------------------

Staff Development

Regular Officer Training

Academy training

5,331.50	6,000.00	7,000.00
----------	----------	----------

Officer/Skills Training

1,651.10	4,000.00	4,000.00
----------	----------	----------

Training Supplies	1,558.68	2,000.00	2,000.00
Total Staff Development	8,541.28	12,000.00	13,000.00

Repair/Maint/Utilities

Vehicle Operations

Fuel	14,277.23	15,000.00	16,000.00
Washes	462.00	700.00	700.00
Other	0.00	500.00	500.00
Total Vehicle Operations	14,739.23	16,200.00	17,200.00

Maintenance and Repairs

Bicycle Maint/Repair	212.86	200.00	200.00
Car Maint/Repair	10,332.94	9,000.00	9,000.00
Total Maintenance and Repairs	10,545.80	9,200.00	9,200.00

Telecommunications Expense

IT Support	0.00	0.00	1,000.00
Pager Fees/Verizon	1,205.80	2,000.00	2,600.00
Racom Radio Fees/Cellphones	1,960.03	1,800.00	0.00
Total Telecommunications Expense	3,165.83	3,800.00	3,600.00

Total Vehicle, Repairs and Maintenance and Telecommunications

28,450.86	29,200.00	30,000.00
------------------	------------------	------------------

Contractual Services

Police Insurance-Car/Liability	3,904.00	4,800.00	4,800.00
Special Events staff	0.00	0.00	0.00
Payments to Other Agencies			
Technology Services/Iowa System	139.90	500.00	500.00
Johnson Co. Sheriff - jail fee	175.00	300.00	300.00
Evidence testing	0.00	150.00	150.00
Radio Fees-Iowa City	0.00	0.00	0.00
Total Payments to Other Agencies	4,218.90	5,750.00	5,750.00

included in wages

Printing/Copying	0.00	1,000.00	1,000.00
Garage Rental	1,100.00	2,400.00	2,400.00
Prof Serv-Psych Testing-Physica	270.00	500.00	500.00
Total Contractual Services	5,588.90	9,650.00	9,650.00

Commodities

Car Purchase	0.00	15,000.00	15,000.00
--------------	------	-----------	-----------

Minor Equipment			
Regular Officer Uniform	4,032.83	3,500.00	3,500.00
Operating Equipment	2,731.78	1,500.00	1,500.00
Total Minor Equipment	6,764.61	5,000.00	5,000.00
Major Equipment			
Light Bar	0.00	0.00	0.00
Radar	0.00	0.00	0.00
Other Equipment	1,849.77	0.00	0.00
Car Equipment	0.00	3,000.00	3,000.00
Total Major Equipment	1,849.77	3,000.00	3,000.00
Supplies			
Office Supplies	1,222.88	3,000.00	3,000.00
Operating Supplies	472.46	3,000.00	3,000.00
Ammunition	3,146.61	3,500.00	3,500.00
Postage/Shipping	90.94	300.00	300.00
Other Supplies	185.95	2,000.00	2,000.00
Total Supplies	5,118.84	11,800.00	11,800.00
Total Commodities	13,733.22	34,800.00	34,800.00
Total Police	360,703.01	348,205.00	356,920.00
Fire			
Contracts w/Other Agencies			
Coralville Fire Dep't	29,718.00	31,069.00	31,820.00 paying 29718.00 in FY6/30/13
Hydrant Flush-City of Iowa City	3,520.00	2,000.00	2,000.00
Total Fire	33,238.00	33,069.00	33,820.00
Hazmat-Johnson County	262.75	263.00	263.00
Building Inspections			
Building / Rental Inspection	14,210.00	15,200.00	15,200.00 need this
Total PUBLIC SAFETY	408,413.76	396,737.00	411,257.00

PUBLIC WORKS

Roads, Bridges, & Sidewalks				
Storm water permit/administration	0.00	3,000.00	3,000.00	
Contractual Services				
Engineering Fees	62,417.54	37,500.00	45,000.00	
Repairs/Improvements				
Street Repairs				
Sunset St. wide sidewalk	16,151.64	295,000.00	178,175.00	\$121,295 in FY13 remainder \$178,175 in FY14 deferred to after FY14
Olive Ct. reconstruction		0.00	0.00	
Traffic sign assessment/mgmt	750.00	4,000.00	3,000.00	
George/Koser intersection	21,472.55	0.00	0.00	
Melrose panels - city office area		17,000.00	0.00	\$17,000 minimum
Melrose panels - Athletic Club		17,000.00	0.00	\$17,000 minimum
Oakcrest storm intake		18,000.00	0.00	
Curb ramp projects		32,500.00	61,500.00	
City-wide utility mapping		12,000.00	0.00	
Arterial panel replacements		12,000.00	20,000.00	
Local panel replacements		10,000.00	16,250.00	
Pavement management		1,000.00	1,000.00	
Asphalt patch projects	694.00	3,000.00	3,000.00	
Wide Sidewalk (555,000)	10,874.17			
Arterial Street repair (stimulus)	1,240.59			
Striping/Curb Renumbering	128.35	5,000.00	5,500.00	
Street Lighting Electricity	7,724.45	7,800.00		
Traffic Controls and Safety				
Traffic Light Electricity/Street Signs	1,417.31	800.00		
Snow Removal-Contractual	8,050.00	30,500.00	30,500.00	
Street Sweeping-Contractual	1,770.00	2,500.00	2,000.00	
Total Roads, Bridges, & Sidewalks	<u>132,690.60</u>	<u>508,600.00</u>	<u>368,925.00</u>	
Transit				
Contracts-Other Agencies				
IC Bus Service	35,633.00	34,011.00	34,894.00	
SEATS Service	8,443.92	8,444.00	8,444.00	
Total Transit	<u>44,076.92</u>	<u>42,455.00</u>	<u>43,338.00</u>	
Sanitation				
Contractual				
Trash/Recycling	20,915.94	20,862.00	20,862.00	
Grandview recycling	0.00	3,200.00	0.00	
Leaf Bag pick up/dump fees	0.00	0.00	0.00	

Leaf Vacuuming	10,000.00	10,000.00	10,000.00	
Total Sanitation	30,915.94	34,062.00	30,862.00	
Total PUBLIC WORKS	207,683.46	585,117.00	443,125.00	
CULTURE & RECREATION				
Library	33,556.00	36,911.00	39,593.00	
Community support projects	0.00	250.00	500.00	
Resident guide printing	0.00	0.00	1,100.00	
Parks				
Park Expenses	746.86	800.00	800.00	
Total CULTURE & RECREATION	34,302.86	37,961.00	41,993.00	
COMMUNITY & ECONOMIC DEV.				
Tree Trimming/Management	1,350.00	6,500.00	5,000.00	
Total COMMUNITY & ECONOMIC DEV.	1,350.00	6,500.00	5,000.00	
GENERAL GOVERNMENT				
Mayor/Council Operations				
Salaries-Regular Part Time				
Council	4,000.00	4,000.00	4,000.00	
Mayor	1,967.00	1,967.00	1,967.00	
Total Salaries-Regular Part Time	5,967.00	5,967.00	5,967.00	
Employee Benefits & Costs				
FICA	369.95	370.00	370.00	6.20%
Medicare	86.52	87.00	87.00	1.45%
SUTA	29.12	50.00	15.00	
Total Employee Benefits & Costs	485.59	507.00	472.00	
Commodities				
Recognition Awards	0.00	0.00	0.00	
Total Mayor/Council Operations	6,452.59	6,474.00	6,439.00	
Clerk/Treasurer & Finance Admin				
Salaries-Regular Part Time				
Clerk and Treasurer	8,275.50	9,500.00	9,500.00	
Employee Benefits & Costs				
FICA	514.56	589.00	589.00	6.20%

Medicare	120.33	138.00	138.00	1.45%
SUTA	50.10	80.00	20.00	
IPERS	761.37	824.00	824.00	8.93%
Total Employee Benefits & Costs	<u>1,446.36</u>	<u>1,631.00</u>	<u>1,571.00</u>	
Staff Development				
Dues & Memberships				
MPOJC Assessment	1,064.00	1,700.00	1,700.00	
IA League of Cities	555.00	555.00	555.00	
Chamber of Commerce	0.00	325.00	325.00	
Other Dues and Memberships	808.38	250.00	250.00	
Professional Development	219.00	0.00	0.00	
Total Staff Development	<u>2,646.38</u>	<u>2,830.00</u>	<u>2,830.00</u>	
Contractual Services				
Printing/Copying	1,083.10	500.00	500.00	
Bank/CC fees	40.84	50.00	50.00	
Notary Fees	0.00	0.00	0.00	
Planning Intern	350.00	0.00	0.00	
Technology Services	734.40	750.00	750.00	
Total Contractual Services	<u>2,208.34</u>	<u>1,300.00</u>	<u>1,300.00</u>	
Commodities				
Minor Equipment/Supplies/Techno	935.51	700.00	700.00	
Hardware/software	0.00	2,100.00	1,000.00	
Taping meetings	0.00	1,000.00	1,000.00	
Office Supplies and Postage	314.28	1,000.00	1,000.00	
Total Commodities	<u>1,249.79</u>	<u>4,800.00</u>	<u>3,700.00</u>	
Total Clerk/Treasurer & Finance Admin	<u>15,826.37</u>	<u>20,061.00</u>	<u>18,901.00</u>	
Election Expenses	<u>1,699.81</u>	<u>1,800.00</u>	<u>1,800.00</u>	payable in FY'13-'14?
Legal Services	<u>85,371.06</u>	<u>42,000.00</u>	<u>42,000.00</u>	This amount does not include legal costs reimbursed to the City for developments, misc.
Accounting/Audit Fees	<u>43,711.50</u>	<u>3,000.00</u>	<u>3,200.00</u>	
Legal Publications	<u>2,850.28</u>	<u>3,500.00</u>	<u>3,200.00</u>	

City Hall & General Buildings				
Salaries-Regular Part Time				
Facilities Assistant	24.00	750.00	750.00	
Employee Benefits & Costs				
FICA	0.00	47.00	47.00	6.20%
Medicare	0.00	11.00	11.00	1.45%
IPERS	0.00	65.00	65.00	8.93%
Total Employee Benefits & Costs	0.00	123.00	123.00	
Repair/Maint/Utilities				
Utilities	1,231.94	1,600.00	1,600.00	
Repairs	309.95	1,000.00	1,000.00	
Telecommunications	1,673.43	1,700.00	1,700.00	
Total Repair/Maint/Utilities	3,215.32	4,300.00	4,300.00	
Contractual				
City Hall rental	10,986.00	10,600.00	10,600.00	
Garage rental	0.00	420.00	420.00	
Total Contractual	10,986.00	11,020.00	11,020.00	
Commodities				
Supplies	63.67	200.00	200.00	
Total City Hall & General Buildings	14,288.99	16,393.00	16,393.00	
Refunds/Claims/Reimbursements	0.00	0.00	0.00	
Tort Liability Insurance	8,416.00	7,000.00	8,600.00	is this close?
Total GENERAL GOVERNMENT	178,616.60	100,228.00	100,533.00	
DEBT SERVICE				
Interest - G.O. bond	6,833.01	5,770.00	4,685.00	
Interest - short-term note	0.00	0.00	0.00	
Principal - short-term note	0.00	0.00	0.00	
Principal - G.O. bond	26,000.00	27,000.00	28,000.00	
Total DEBT SERVICE	32,833.01	32,770.00	32,685.00	
Total Expense	863,199.69	1,159,313.00	1,034,593.00	
NET SURPLUS OR (LOSS)	222,553.34	10,450.00	11,139.00	

Net valuation for tax levies:

2007/08	41,125,810
2008/09	45,620,365
2009/10	49,222,413
2010/11	50,341,717
2011/12	53,151,923
2012/13	56,547,849
2013/14	58,721,966

Levy rate

11.04972

11.06390

11.31594

Treasurer's Report

January 2013

Our total revenue for the month of January was \$78,036.83 comprised of the following amounts:

Property Taxes	\$ 7,343.19
Local Option Sales Tax (LOST)	\$10,168.13
Parking fines	\$ 350.00
Traffic Fines from Clerk of Court	\$ 6,686.73
Interest on bank accounts	\$ 90.71
Rental Permits	\$ 200.00
Road Use Funds	\$ 8,156.75
IDOT funds for Sunset Wide Sidewalk Project	\$29,247.18
Cable TV Franchise fees	\$ 8,970.04
Governors Traffic Safety Grant	\$ 5,593.10
Grant from MidAmerica (to enhance City Hall appearance)	\$ 250.00
Reimbursement for Aug 2012 I80 Interdiction	\$ 400.00
2012 Safety Dividend (Iowa Assoc of Municipal Utilities)	\$ 581.00

In addition, we received reimbursement from Oaknoll in the amount of \$15,031.26 for the legal fees for their bond financing project. Since the legal fees were paid during this fiscal year, this amount just offsets the expense item by that much.

Balances in the bank accounts as of 1/31/2013:

MidwestOne Checking Account	\$203,826.62
Hills Bank Money Market Account	\$ 1,037.87
CD at UICCU (due 2/28/14)	\$ 41,882.48
CD at UICCU (due 5/25/14)	\$ 50,382.08
CD at UICCU (due 8/25/13)	\$ 50,252.36
CD at UICCU (due 10/29/14)	\$ 50,420.09
CD at UICCU (due 8/25/14)	\$ 75,000.00
CD at Hills Bank (due (8/20/13)	\$ 22,669.94
Forfeiture Fund	\$ 2,298.98

I got the new \$75,000 CD opened up at the UICCU. The CD that was due 1/29/13 was originally rolled over into a 21 month CD at 1.34%. Jim noticed that on 2/1 the rates went up to 1.75% for a 19 month CD, so I called Jennifer, our person at the UICCU and she changed it over for us without a fee. It should now end in August 2014 instead of October.

W-2's and 1099's all went out at the end of January. Wherever possible, I put everyone's in their mailboxes at the City Office to save postage. Let me know if there are questions.

There was \$723.08 in interest earned on the UICCU CD's in the month of December. I had not received the bank statement from the UICCU at the time of the January meeting. This amount is included in Interest on Cash Investments number on the cumulative Cash Receipts & Disbursements report.

Warrants for Council Approval

02/11/2013

January 9 through February 12, 2013

Date	Name	Memo	Amount
Jan 9 - Feb 12, 13			
01/11/2013	City of Iowa City	City Hall water/sewer automatic payment	-13.56
01/15/2013	Beeks, Joshua W		-1,021.47
01/15/2013	Fort, Matthew A		-1,405.15
01/15/2013	Fort, Ronald R		-1,363.29
01/15/2013	Stenda, Jeremy P		-1,240.73
01/15/2013	Tucker, Darryl		-1,402.54
01/15/2013	Plate, Harold,		-172.70
01/16/2013	Internal Revenue Service	federal payroll taxes for 42-1109342	-2,669.20
01/16/2013	University of Iowa Community Credit Union	to open up 21 month cd	-75,000.00
01/20/2013	Windstream	automatic payment for phone service	-136.79
01/25/2013	MidAmerican Energy	street lights	-623.59
01/25/2013	MidAmerican Energy	City Hall electricity	-78.30
01/25/2013	MidAmerican Energy	pedestrian lights at 113 Golfview	-37.37
01/26/2013	MidAmerican Energy	1301 Melrose stop light	-37.04
01/26/2013	MidAmerican Energy	1011 Melrose stop light	-36.63
01/30/2013	Anderson, Christine M.		-266.46
01/30/2013	Beeks, Joshua W		-1,068.07
01/30/2013	Fort, Matthew A		-1,670.40
01/30/2013	Fort, Ronald R		-1,244.63
01/30/2013	Kimura, Lori D.		-343.67
01/30/2013	Stenda, Jeremy P		-1,357.46
01/30/2013	Tucker, Darryl		-1,297.70
01/30/2013	Beth Ann Bitner	1/15/13-1/23/13	-87.50
01/31/2013	Internal Revenue Service	federal payroll taxes for 42-1109342	-2,932.22
01/31/2013	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-3,273.83
01/31/2013	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-115.52
01/31/2013	Wellmark BC/BS	VOID: no payment needed-ck written in error	0.00
02/01/2013	Paul J. Moore, Melrose Avenue Building	City Hall Rent	-867.00
02/01/2013	Verizon Wireless	monthly wire service/cell phone for police car :	-114.03

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/08/2013	City of Iowa City	City Hall water/sewer automatic payment	-13.56
02/12/2013	ABC Solutions	Monthly fee for city website/email service	-24.95
02/12/2013	Paul J. Moore, Melrose Avenue Building	Garage rent	-35.00
02/12/2013	City of Iowa City	bus, fuel for police vehicles	-13,797.73
02/12/2013	Erling Anderson	reimbursement for 1/2 maple tree removal in r	-802.50
02/12/2013	University Club	Breakfast with Santa Party	-72.76
02/12/2013	Norm Cate	inspection services for January	-525.00
02/12/2013	Terry Goerdt	inspection services for January	-490.00
02/12/2013	Johnson County Refuse, Inc.	January recycling	-1,738.50
02/12/2013	Kieck's Career Apparel	bullet proof vest/jacket/liner/shirt	-1,176.70
02/12/2013	Mediacom	online service 2/3/13-3/2/13	-69.95
02/12/2013	Iowa City Press-Citizen	January publications	-340.39
02/12/2013	Shive Hattery	engineering fees 1/1/13-2/1/13	-2,979.86
02/12/2013	Shive Hattery	final bill for services for wide sidewalk plans	-1,523.29
02/12/2013	Staples	tape/envelope/2 usb connectors	-73.95
02/12/2013	VISA	water & cooler rental	-14.51
02/12/2013	Watch Guard	rpl main board/dvd adaptor/bladders in car vid	-564.25
02/12/2013	Lonnnet Blakley	VOID:unable to help with set up-void check	0.00
02/12/2013	John McLure	reimbursement for gaffers tape & audio cable	-19.99
02/12/2013	Hopson, Rosanne C	reimbursement for speed limit ordinance flyers	-26.00
02/12/2013	SEATS	Seats Payment	-703.66

Jan 9 - Feb 12, 13

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff
FROM: Josiah Bilskemper, P.E.
DATE: February 11, 2013
RE: City Engineer's Report

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

- a. Reimbursement Payment #1 from the DOT (\$29,247.18) was automatically deposited into the city bank account on January 29th.
- b. Reimbursement Request #2 (right-of-way and easement costs) was submitted to DOT on February 8th with the 4 checks that had been cashed. A reimbursement amount of \$19,043.88 is pending DOT review.
- c. *Shive-Hattery submitted final plans and documentation to DOT on December 18, 2012. This is in accordance with a March 19, 2013 letting date. (January Mtg.)*
- d. *Reimbursement Request #1 (design engineering fees) was submitted to DOT on December 20, 2012. The federal reimbursement rate per the DOT project agreement is 80% of the invoices submitted (up to \$215,000). A reimbursement amount of \$29,247.18 is pending DOT review for this first request. (January Mtg.)*
- e. *Reimbursement Request #2 (right-of-way and easement costs) has been prepared, but has not been submitted yet as there were 16 separate checks issued that need to be deposited, and verification PDF images obtained from the bank. If there are just a few outstanding, we'll submit the bulk of these to get the process moving. (January Mtg.)*

(2) 2012 Pavement Condition Data

- a. The work to summarize and map the street condition data has been started but not completed at this time. We hope to have information to distribute to council at the February meeting for review.
- b. *Last week we received raw street condition data from the Iowa Pavement Management Program (IPMP). Their data collection vehicle drove each street in University Heights on July 16, 2012. We are in the process of sorting the data and associated maps. This is the second round of pavement condition data collection, the first being in 2010. We will send out a summary of the data once completed. (January Mtg.)*

(3) 2012 Street Improvements

- a. A signed final pay application was received today, but the contractor still needs to submit the required 5-year maintenance bonds for paving and storm sewer before we will recommend to council that they accept the project as complete and release



retainage. The contractor anticipates providing these to our office on Tuesday, February 12th. We have completed the necessary recommendations to accept the project, and if the maintenance bonds are received tomorrow, we will recommend acceptance of the project and payment of retainage during the council meeting.

- b. *No additional request for payment received for the January meeting. (January Mtg.)*
- c. *Eggleston Concrete Contractors has completed storm sewer work on Oakcrest Avenue. Council will be considering the second pay application for the 2012 Streets Improvement project in the amount of \$20,748. Retainage in the amount of 5% (\$4,100) will be withheld until all final paperwork and maintenance bonds have been submitted. (October Mtg.)*
- d. *Pay Application #1 (\$56,973.86) has been submitted based on field measurements, and we have recommended approval for the September meeting. (September Mtg.)*

(4) Lot 115 – University Heights First Addition

- a. To date, I have not heard anything further regarding proposed construction on this lot.
- b. *There is no official submittal at this time. The Lot 115 property owner is working with the adjacent resident to the north to reapportion an existing auditor's parcel to square the lot line between the two properties. As of my December 20 meeting with MMS, this process was still on-going with the two residents. My understanding is that the final lot line location needs to be settled before the process of plans, reviews, submittals, etc. proceeds any further. (January Mtg.)*
- c. *Last week (12/7) I met with MMS Engineering who is drafting site and utility plans for this home. The proposal is notable in that it would remove an existing city storm sewer across the lot, and construct new storm sewer pipe around to the south side of the lot. This new storm sewer routing would become part of the city's storm sewer system, and would require the vacation of an existing storm sewer easement across the lot, and the creation of a new storm sewer easement across the lot. It would also involve new water and sanitary sewer services to be coordinated with City of Iowa City and Johnson County Public Health, and a sensitive areas site plan due to existing and proposed slopes on the lot. (December Mtg.)*

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

JDB

MEMORANDUM

TO: University Heights Mayor and City Councilors
(Louise From, Mike Haverkamp, Rosanne Hopson,
Jim Lane, Jan Leff, and Brennan McGrath)

DATE: February 10, 2013

FROM: Pat Bauer (Zoning Commission Chair)

RE: Recommendations for Council Action and Matters Still Under Consideration

At meetings on October 30, 2012 and January 29, 2013, the University Heights Zoning Commission discussed concerns outlined in circulated memos dated October 10, 2012 (previously forwarded to you in draft form) and January 24, 2013 (Attachment A). Although some of those matters will be considered further at another meeting on February 26, 2013, the Zoning Commission presently makes the following recommendations to the University Heights City Council.

Recommendations for Council Action

A. Adequacy of Existing Provisions for Dealing with Disorderly Houses

Based on assessments obtained from Police Chief Ron Fort and Housing Inspector Norm Cate (Attachment B), the Zoning Commission concluded that the existing provisions of Ordinance No. 109 (enacted in 1999/amended in 2001) and Ordinance No. 125 (enacted in 2002) provide sufficient authority for appropriate responses to problems presented by disorderly houses.

B. Enhanced Dissemination of Information Concerning Housing Enforcement Activity

The Zoning Commission concluded that some modest addition steps could usefully raise public awareness of the operation and extent of housing enforcement activity. Since housing enforcement is "complaint-driven," the Zoning Commission recommends (1) that the City Council ask the City Attorney to prepare a written statement of the extent to which confidentiality is and can be maintained in the receipt and processing of such complaints (see Attachment A, sec. 2). To provide clearer recognition of the aggregate extent and effects of housing enforcement activity and an occasion for any necessary adjustments thereof, the Zoning Commission further recommends (2) that the City Council ask the City Clerk and Housing Inspector to prepare a written annual summary of such activity for council review and consideration each June (corresponding to the end and beginning of successive rental cycles) (see Attachment A, sec. 1).

The Zoning Commission also recommends (3) that the City Council ask the City Attorney to review and update the "Rental Housing: Common Concerns/Community Solutions" brochure and (4) that such updated brochure be distributed (a) to all residents (on a one-time

basis) in conjunction with the next distribution of a city newsletter and (b) to all tenants (on an annual basis) in conjunction with the issuance of rental permits by including in the annual application form appropriate certifications of landlord delivery and/or tenant receipt.

Matters Still Under Consideration

C. Paving of Rear Yards

In considering concerns about the paving of rear yards of houses adjoining the public alley on the east side of lots along the east side of Olive Court, the Zoning Commission encountered issues of phrasing and framing presented by the circumstances of somewhat similarly situated houses elsewhere in University Heights (Attachment A, sec. 3 & Attachment C). Although it continues to work on comprehensive long-term solutions, the Zoning Commission suggested that the City Attorney determine whether Council action of some sort might function as a “stop gap” measure to prevent the possibility of further paving of the rear yards of houses along the east side of Olive Court during this year’s construction season.

D. Outside Parking of Motor Vehicles by Nonresidents

The Zoning Commission’s consideration of this matter (see Attachment A, sec. 5) included discussion of (i) the extent to which outside parking by non-residents might be mistakenly viewed as evidence of non-existent over-occupancy, (ii) the difficulty of treating paid instances of such parking as a prohibited “business” use in light of longstanding contrary treatment of paid parking on football weekends, and (iii) essentially aesthetic concerns involving no violation of any existing restrictions of our zoning or housing ordinances. Between concerns about the appropriateness of regulating aesthetic concerns and the lack of obstacles to doing so at some later point in time, the Zoning Commission concluded that it should seek further guidance from the City Council before pursuing this matter further.

E. Bicycle Parking

The Zoning Commission approved the draft of a letter for transmission by the City Attorney to owners of potentially-affected properties seeking input about available existing bicycle parking, the potential need for additional bicycle parking, and both any present plans to provide such additional parking and/or the nature and extent of any existing obstacles to so doing (see Attachment A, sec. 6 and Attachment D). Responses to such letter will provide a useful basis for further consideration of this matter at the Zoning Commission’s next meeting.

F. Regulation of Infill Redevelopment

After reviewing 2008 housing census spreadsheet and accompanying memo prepared by Zoning Intern Kevin Hochhalter, the Zoning Commission expressed an interest in further consideration of the possibility of “Floor Area Ratio” limitations and regulation of both lot consolidation and demolition of existing structures (see Attachment A, sec. 7). Drafts of possible zoning amendment provisions addressing those circumstances are to be prepared as a basis for discussion of such matters at the Zoning Commission’s next meeting.

MEMORANDUM

TO: Kris McLure, Alice Haugen, Silvia Quezada, and Larry Wilson

DATE: January 24, 2013

FROM: Pat Bauer

RE: Matters Up for Consideration at Next Tuesday's Zoning Commission Meeting
(Tues., Jan. 29 – 7:00 p.m. – City Hall)

I've previously forwarded to our two new members (Larry Wilson (succeeding Karl Robertson) and Kris McLure (succeeding Bill Gay) draft minutes our last meeting (October 30, 2012) and the underlying audio file (both being e-mailed to Alice and Silvia separately because of the size of the audio file). In this memo, I'll attempt to recap things done, things in need of doing, and things to be thinking about.

THINGS DONE

1 Annual Summary of Housing Enforcement Activity

Our last meeting identified both (i) a “rhythm” of housing enforcement activity (i.e., some “rough patches” in the period following the turnover of leases/tenants in rental properties in July and August followed by improvement as community norms become better understood) and (ii) potentially misleading perceptions by residents that “nothing is being done” because of the interval between the receipt of a complaint and follow-through on enforcement actions. It's not clear whether “reporting back” to individual complainants is done and/or would be appropriate, and the timing and placement of existing public recountings of housing enforcement activity in the clerk's monthly reports may not effectively communicate the full breadth and depth of such activities.

Commissioners thought that some sort of “annual report of housing enforcement activities” submitted to the Council and subsequently posted at some suitable location on the city's web site might better convey to both Councilors and residents the incidence of difficulties and the extent of achieved compliance (and perhaps also usefully serve as a basis for regular Council review of “how things are going” and the need for anything further). Conceivably such a report could be scheduled for late spring/early summer to obtain useful perspectives in looking back over the rental cycle of the academic year then coming to end and looking forward to the one about to begin.

Further Action Needed: Obtaining input from housing enforcement officials concerning the soundness of this idea, followed by a formal recommendation to Council for its implementation.

2 Posted Written Statement of Extent of Confidentiality in Receipt of Complaints

The seemingly generally-accepted notion that enforcement of housing regulations are and should be “complaint-driven” can present obstacles to achieving desirable levels of compliance if concerned residents are reluctant to communicate complaints because of uncertainty over the

extent to which their identity will be shared with the persons who are subjects of their complaint. Addressing this circumstance is complicated by the fact that it cannot be answered without various qualifications about enforcement officers generally not sharing with others the identity of persons making a complaint in the absence of some fairly substantial need (e.g., witness testimony regarding commission of a criminal acts), but doing so in writing might reduce (i) resident apprehension about making complaint, (ii) the need for repeated oral explanations of such things, and (iii) the resulting potential for misunderstandings of such explanations.

Further Action Needed: With Steve Ballard having indicated that he views this suggestion as sound and doable, a formal recommendation of appropriate Council direction would seem to be all that's needed.

II. THINGS IN NEED OF DOING

3 Paving of Rear Yards

There was consensus at our last meeting of the need for (i) an appropriate restriction of rear yard paving going forward and (ii) some suitable regulation of parking on paved areas in circumstances where extensive paving already has occurred. I'm aiming to get out to you a draft of suitable specific provisions in advance of our next meeting.

Further Action Needed: We'll have to review the draft language to assure that it achieves what it's aimed at accomplishing, and once we've determined that it does, a formal recommendation to Council for a change in Ordinance No. 79 will result in subsequent process that will include required legal notice and the likelihood of three separate readings. Please be thinking about whether the Zoning Commission might wish to send mail notification to owners of the "epicenter" properties adjoining the alley to the east of Olive Court to solicit input from them at our previously scheduled "follow-up" meeting on Tuesday, February 26.

4 Adequacy of Existing Provisions for Dealing with "Disorderly Houses"

Although it appears that existing provisions may enable our housing enforcement officials to address the challenge of "disorderly houses," at our last meeting we decided that we seek verification of that impression with our housing enforcement officials and also consider any suggestions for improvements they might make to us. I'll be getting contacting our housing enforcement officials and attempting to obtain responses from them in time to be considered by us on the 29th.

III. THINGS TO BE THINKING ABOUT

5 Outside Parking of Motor Vehicles by Nonresidents

This subject elicited a range of views about the existence/extent of such a difficulty and/or the need for/nature of appropriate responsive action. It was suggested that concerns might not involve circumstances at one or two houses on streets closest to campus, but instead could be focusing on the greater concentration of such situations along Melrose perhaps most evidently apparent during working hours.

There was discussion whether “outside parking by nonresidents” might be fueling potentially misleading perceptions of “over-occupancy” and also the appropriateness of distinguishing between situations involving “gratuitous” and “paid” parking. It was recognized, however, that further consideration would be helped by asking appropriate officials about their perceptions of the nature and extent of this circumstance and the challenges of enforcing either a permit requirement or some substantive prohibition. I’ll be directing such inquiries to the appropriate persons in the hope of obtaining responses in time for consideration by us on the 29th.

6. Bicycle Parking

Although this item was initiated by the receipt of a model ordinance amendment directed towards new construction, it generally was recognized that in the circumstances of University Heights any meaningful requirement might have to be applied to existing uses (with appropriate period of time for bringing of existing uses into compliance with the new requirement). Between the lack of any imperative need for quick action and the obvious benefits of obtaining reliable information from the owners of potentially affected properties, it was agreed that such owners should be contacted to determine the extent of any existing bicycle parking, the perceived extent of existing demand for additional bicycle parking, possible plans to provide additional bicycle parking sometime down the line, and the existence and nature of any impediments to advancing such plans (e.g., cost, space available for location, etc.). While I committed to drafting a letter for distribution in time for responses before our upcoming meeting, my not having gotten to this until now has me aiming to prepare a draft for the Commission’s review and approval to assure that it’s asking for the right things in a way that’s striking the right tone.

My own thinking about this item was helped by some materials brought up by a very rudimentary web search that I’ll be getting to you separately. In addition to things considered previously, we may wish to discuss (i) including Horn School as a potentially affected property and (ii) expanding the scope of possible recommended action to include the city’s provision (or facilitation) of bicycle parking on city property (e.g., Koser/Melrose park, parking/right of way, traffic signs/parking meters).

7. Regulation of Infill Redevelopment

A discussion including both the need for any regulation and the possible nature of any needed regulation included mention of the analysis and underlying survey of UH housing conducted a few years back by Zoning Intern Kevin Hochhalter. The circumstances he considered generally were reflected in the excerpt included as an attachment to the memo you received in advance of our last meeting, but some further details were contained in the full report being distributed to you.. By way of a simplified overview, however, Kevin calculated “Land/Value Ratios” that are regarded as indicators of the potential for infill redevelopment and also existing and potential “Floor Area Ratios” measuring both existing and potential mass and scale.

Because it may be the best way of obtaining a sense of how a FAR-based regulation might operate, I’ll be getting you both PDFs and the underlying spreadsheet Kevin prepared. in late 2008. Although in a small number of instances it may not reflect intervening developments,

it would seem to be an entirely adequate basis for us to determine whether further pursuit of anything along these lines might be profitable.

Conceivably a “FAR” requirement could be formulated not as an inflexible outer limit but instead as a threshold triggering some sort of “closer look” to avoid designs involving objectionable elements of mass and scale. A suggestion also has been made that requiring a permit for the demolition of existing structures might separately provide an occasion for some assessment of the implications of both the removal of an existing structure and the construction of something in its place.

From: Ron Fort <ron.fort@uhpolice.org>
To: pbb338koser <pbb338koser@aol.com>
Sent: Fri, Jan 25, 2013 10:02 am
Subject: Re: Request for Views on Matters Being Considered by UH Zoning Commission

I am trapped at home for the next few weeks <> Just had my right knee replaced.

As far as the Police are concerned the Disorderly House Ordinance on the books is working well. There is also another section where we can charge everyone at a disorderly house. UHPD has had no 2nd events at any house in a long time. I will start a log on any house we have to visit and a second log on any house that gets a Disorderly House Citation. That way the council can act if they wish.

Luckly the police are not involved with how may cars can park at a home as long as they do not park on the grass. AS the fine for parking on the grass is high is seldom happens.

I work with the housing inspectors as needed if they feel there may be an issue when they inspect a home. So far no real issues.

When the police feel there is an issue with a house either by to may people living there, garbage, etc. if it does not fall under our authority I pass it on to the inspectors. This seems to work well.

If you need additional information please let me know.

R. Fort
Chief of Police
University Heights
Office/Fax: 319-887-6800
Website: uhpolicy.org

From: Norm Cate <norm.cate@gmail.com>
To: pbb338koser <pbb338koser@aol.com>
Cc: ron.fort <ron.fort@uhpolice.org>; louise-from <louise-from@university-heights.org>
Sent: Sun, Jan 27, 2013 11:34 am
Subject: Re: Request for Views on Matters Being Considered by UH Zoning Commission

Hi Pat,

As for the feasibility and usefulness of an annual summary of housing enforcement activity to the zoning commission, I think that can be easily accomplished by combining the monthly reports given by me to the city council that includes all the properties inspected and the complaints, if any, that have been investigated in the previous month.

The disorderly house language cited in your memo, in my opinion, is strong and to the point. Two disorderly citations within a 12 month period may result in up to a year rental permit revocation. That is strong incentive for an owner to engage with his/her tenants to resolve whatever issues are causing the problem.

As for the issuance of disorderly house citations, that obviously is a police action. If a disorderly house citation is issued, the housing official should be notified that such an event occurred and then duly record the activity, as well as notify the property owner of the event and the possible repercussions if similar events occur. If a 2nd offense does occur at the same property within the following 365 days, the housing official may move to seek revocation of the permit. Again, I think that is a pretty strong incentive for property owners to correct the problem. The housing official should also be notified whenever there is a charge of the sale, use, or possession of any controlled substance in violation of Iowa or Federal law in a rental property as this is also an event that may lead to revocation of the rental permit.

As for parking regulations and parking enforcement, I think those assessments should be left to others more qualified than me on such matters.

Norm

POSSIBLE AMENDMENTS OF ORDINANCE NO. 79

(pbb draft - 1/28/13)

Preliminary Identification of Drafting Difficulty Presented by Circumstances of Lots Along East Side of Olive Court, Along East Side of Alley East of Olive Court, and Comparable Circumstances Elsewhere in University Heights

Ten lots along the east side of Olive Court (i.e., 16, 20, 24, 28, 32, 36, 40, 46, 52, & 58 Olive Court) face both Olive Court and the unnamed alley behind those lots; The first seven listed lots presently do not have driveways on Olive Court but do have driveways on the alley, whereas the last three listed lots have driveways on Olive Court but do not have driveways on the alley.

An eleventh lot on the east side of Olive Court (909 Melrose) also faces both Melrose Avenue and the alley, has a driveway on the alley, but does not have driveways on either Olive Court or Melrose Avenue.

Three lots along the east side of the aforementioned alley (905, 903, & 900 Melrose) face no other public street and only have driveways on the alley.

Comparable circumstances are presented by the lots along the north and west sides of Koser Avenue west of Sunset Street, the lots along the east side of Mahaska Drive and Mahaska Court, and the lots along the south side of Mahaska Court. At least one of those lots (375 Koser) has driveways in the yards adjoining both public streets.]

FINDINGS:

CHANGES:

Section 3. Definitions. For the purpose of this ordinance certain terms of words used herein shall be interpreted or defined as follows:

* * *

14. "Front Yard" is the area from one side lot line to the other side lot line and between any overhang or projection of the front of the main building and the front lot line adjacent to the street right-of-way. On corner lots, the front yard may face either street; provided, however, that the front yard for Horn Elementary School faces both Benton Street and Emerald Street such that the areas to the north and to the east of the school building are rear yards (with a required minimum depth of 30 feet) and not side yards. On lots along the east side of Olive Court, along the north and west sides of Koser Avenue west of Sunset Street, along the east side of Mahaska Drive and Mahaska Court, and along the south side of Mahaska Court, the front yards shall be yards facing such named streets. [Note: This language does not address the circumstances of the three lots along east side of the unnamed alley east of Olive Court.]

15. "Rear Yard" is the area from one side lot line to the other side lot line and between any overhang or projection of the rear of the main building and the rear lot line. The rear yard is always on the opposite end of the lot from the front yard.

* * *

Section 8. Yard Regulations.

- A. The following minimum yards shall be provided for each building, as follows:

<u>ZONE</u>	<u>ONE FRONT YARD HAVING A DEPTH OF</u>	<u>TWO SIDE YARDS HAVING A DEPTH OF</u>	<u>ONE REAR YARD HAVING A DEPTH OF</u>
R-1	25 ft.	5 ft.	30 ft.

* * *

- D. Open terraces, patios, or concrete slabs that do not extend above the level of ground may project into a required yard, provided these projections remain at least 2 feet from the adjacent lot line, ~~and provided further that the such~~ terraces, patios, or concrete slabs shall not be used for parking of motor vehicles, and that such terraces, patios, or concrete slabs shall not exceed one-third (1/3) of the required rear yard.

Section 10. Off-street Parking Regulations.

* * *

- D. Location of Parking Spaces:

All yards shall remain open space free of parking and driveways unless otherwise provided as follows:

1. In single-family residential (R-1) zones - required parking spaces may be located in the front yard provided that a minimum of two-thirds (2/3rds) of the required front yard area shall remain open space, free of parking spaces and driveways. Provided, however, that required parking spaces may be located in the rear yard of lots along the east side of Olive Court so long as two-thirds of the required rear yard remains open space, free of parking spaces and driveways.

* * *

Section 16. Non-conforming Uses and Buildings.

9. Any driveways, parking spaces, or parking areas in place and in use as of December 1, 2008, that project into a rear

yard may continue to be used if they lead to or provide access to a garage with a door or opening large enough to admit automobiles; and if the door or opening faces the rear yard; and if the door or opening was in place as of December 1, 2008); and if they are constructed of asphaltic concrete, Portland cement concrete, manufactured paving material such as brick, or similar permanent, dust-free surface material. Such non-conforming driveways, parking spaces, or parking areas may be repaired or replaced, but they may not be enlarged. In the event the garage door or opening that faces the rear yard is ever closed off or otherwise abandoned, the non-conforming driveways, parking spaces, or parking areas must be removed and the rear yard shall thereafter conform to the provisions of this ordinance.

10. Any driveways, parking spaces, or parking areas in place and in use as of March 1, 2013, that project into a rear yard may continue to be used if they are directly accessible from a public street adjacent to such rear yard and they are constructed of asphaltic concrete, Portland cement concrete, manufactured paving material such as brick, or similar permanent, dust-free surface material. Such non-conforming driveways, parking spaces, or parking areas may be repaired or replaced, but they may not be enlarged.
11. Any open terraces, patios, or concrete slabs in place and in use as of March 1, 2013 that exceed one-third (1/3) of the required rear yard may continue to be used but any portion thereof cannot be used for parking of motor vehicles must visibly demarcated by distinctive coloring or texturing or by some other equivalent means of above-ground indication.

Dear Owners of Non-Single Family Properties in University Heights:

Last summer the City of University Heights received draft zoning code amendments for bicycle parking from Kristopher Ackerson, MPOJC Assistant Transportation Planner (enclosure, pp. 1-3).

Last fall the University Heights Zoning Commission discussed the advisability of some sort of action at some point time, and in particular considered the appropriateness of provisions eventually affecting existing uses in view of the limited effect of requirements confined to new uses in the circumstances of our mostly built-out community (enclosure, pp. 4-5).

Before proceeding any further, however, the Zoning Commission would like to receive and consider the view of owners of potentially affected properties concerning (i) the extent of any existing bicycle parking, (ii) the perceived extent of existing demand for additional bicycle parking, (iii) possible plans to provide additional bicycle parking sometime down the line, and (iv) the existence and nature of any impediments to advancing such plans (e.g., cost, space available for location, etc.)(enclosure, pp. 5).

You are welcome to provide such input either in writing before the Zoning Commission's next meeting (Tuesday, February 26 in City Hall at 7:00 p.m.) or orally at that meeting. If you have any questions about this request, please don't hesitate to contact me by phone at 338-7551 or by e-mail at ballard@lefflaw.com or Zoning Commission Chair Pat Bauer at 335-9014 or pbb338koser@aol.com.

Proposed motion regarding Zoning Commission recommendations

I move that the City Council adopt the recommendations of the Zoning Commission set forth in the memorandum from Pat Bauer dated February 10, 2013, as follows:

1. The City Attorney is directed to prepare a written statement concerning confidentiality of complaints;
2. The City Clerk and Housing Official are directed to prepare a written annual summary of housing enforcement activity;
3. The City Attorney is directed to review and update the City brochure entitled "Rental Housing: Common Concerns/Community Solutions"; and
4. The brochure should be distributed to all residents the next time the City newsletter is distributed and to all tenants annually when landlords apply for rental permits.

University Heights February 2013 eGovernment Report

U-H Website Updates/Statistics January 1- 31, 2012

- **January 31**
 - Brent Metcalf Wins Silver Medal in Russia
- **January 29**
 - Reposted Sidewalk Snow Removal Information
- **January 26**
 - Zoning Commission Meeting January 29 Agenda
- **January 120, 2013**
 - Feb. 9 Valentine's Day event
- **January 15, 2013**
 - Consider contributing to the University Heights Community Fund
- **January 12, 2013**
 - January 8 Council meeting web stream
- **January 9, 2013**
 - Boards and Commissions membership
 - Ordinance 181
 - Ordinance 182
 - Sidewalk Snow Removal Information
 - eGovernment and Community Relations reports
- **January 8, 2013**
 - January 8 Council meeting agenda & attachments (13)
- **January 6, 2013**
 - January 8 Council meeting agenda
 - Dec. 11 council meeting minutes
- **January 3, 2013**
 - 2013 Council meeting schedule

Monthly Statistics from Webalyzer

Total Hits	31779
Total Files	18848
Total Pages	8585
Total Visits	4335
Total KBytes	6183409
Total Unique Sites	1937
Total Unique URLs	1242
Total Unique Referrers	994
Total Unique User Agents	671
Average Visits Per Day	139

Monthly Statistics from Stat Counter

Page Loads	Unique Visits	1st Time Visits	Returning Visits	
868	586	423	163	Total
28	19	14	5	Average

University Heights City Council Meeting Webcasts

Viewing Statistics From EarthChannel

January 8, 2013
Meeting Stats
1-1-13 to 1-31-13

Reports Event: University Heights City Council Meeting of 1/8/13 (01/11/2013)

Date Range: January 1, 2013 - December 31, 2013
Category: Date Range: This Year Refresh

Total Hits: 96

Media Types

Media Type	Total Views	% of Total
Events	39	40.63
Media	57	59.38
On-Demand Sessions	11	19.30
On-Demand Hits	36	63.16
Agenda (PDF)	0	0.00
Agenda Attachment	0	0.00
Packet (PDF)	0	0.00
Minutes	0	0.00
Minutes Attachment	0	0.00
Indexer Attachment	0	0.00
Podcast (Audio)	10	17.54
Podcast (Video)	0	0.00
HD Media	0	0.00

Browsers

Browser Type	Total Views	% of Total
Windows	65	67.71
Apple / Mac	6	6.25
Mobile - iPod/iPad/iPhone	0	0.00
Mobile - Android	0	0.00
Mobile - Other	8	8.33
Unknown / Blocked	17	17.71

December 11, 2012
Meeting Stats
1-1-13 to 1-31-13

Reports Event: University Heights City Council Meeting of 12/11/1... (12/13/2012)

Date Range: January 1, 2013 - December 31, 2013
Category: Date Range: This Year Refresh

Total Hits: 60

Media Types

Media Type	Total Views	% of Total
Events	34	56.67
Media	26	43.33
On-Demand Sessions	5	19.23
On-Demand Hits	16	61.54
Agenda (PDF)	0	0.00
Agenda Attachment	0	0.00
Packet (PDF)	0	0.00
Minutes	0	0.00
Minutes Attachment	0	0.00
Indexer Attachment	0	0.00
Podcast (Audio)	5	19.23
Podcast (Video)	0	0.00
HD Media	0	0.00

Browsers

Browser Type	Total Views	% of Total
Windows	28	46.67
Apple / Mac	2	3.33
Mobile - iPod/iPad/iPhone	0	0.00
Mobile - Android	0	0.00
Mobile - Other	4	6.67
Unknown / Blocked	26	43.33