

AGENDA

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

Tuesday, February 11, 2014

**NOTE Location: Horn School Library
600 Koser Ave.**

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- Jan. 14, 2014	Louise From
7:15	Public Input	Public Comments	Public
	<u>Administration</u>	-Site plan presentation of St. Andrew Church Property	Kevin Monson
7:30	Mayor	<u>Mayor's Report</u>	Louise From
	City Attorney	<u>Legal Report</u> -Consideration of <u>Resolution No. 14-01</u> ratifying the Mayor's appointments to the University Heights Zoning Commission. -Consideration of <u>Resolution No. 14-02</u> ratifying the Mayor's appointments to the University Heights Board of Adjustment. -Consideration of <u>Resolution No. 14-03</u> authorizing the Mayor to sign a proclamation making the weeks of February 17, 2014 Sertoma's Freedom Week in University Heights.	Steve Ballard
	City Clerk	<u>City Clerk Report</u>	Chris Anderson
	<u>Committee Reports:</u>		
	<u>Finance</u>	Committee Report - <u>Budget Review 2014-15</u> - <u>Public Input guidelines</u> <u>Treasurer's Report/Payments</u>	Jim Lane Steve Kuhl Lori Kimura
	<u>Community Protection</u>	<u>Committee Report</u> Police Chief Report	M. Haverkamp/Z. Nampala Ron Fort

February 2014- Mayor's Report

I attended the following meetings as the City's representative. I have listed some highlights. Please feel free to contact me if you want more information.

January 22nd - Emergency Management Commission Meeting. FY15 Budget discussed and approved. A free Weather spotter training meeting will be held for interested public at Coralville Library, Feb. 27th 6:00-8:00pm.

January 24th- Special Meeting to discuss budget update. There was a recent collective bargaining agreement with county communication dispatchers concerning health insurance coverage and the new agreement will save the county approximately \$200,000.

January 27th – Joint Cities Meeting. Reports from all cities and school boards about their projects. Iowa City engineer, Rick Fosse, spoke about Iowa City city council currently researching working with Fiberight, a company that uses organic waste for ethanol. That would help reduce what is going into the Iowa City landfill. For more information go to: www.Fiberight.com

January 28th – E911 Meeting. FY15 Budget was discussed. Emergency radios were discussed for rural areas.

January 29th – Metropolitan Planning Organization of Johnson County (MPO- JC) Urbanized Area Policy Board Meeting. The 2013 Annual Report Activities of MPO-JC were outlined by director, John Yapp. FY15 Budget was submitted. MPO FY15 assessment for University Heights: \$1612. ECICOG budget FY15 assessment for University Heights: \$366.80.

University Heights won the Severson Holiday Charity Challenge and I was presented the silver cup for the second year in a row at the meeting. Our charity was the Ronald McDonald House of Iowa City.

There was agreement by board members to encourage local governments to explore **single use plastic bag programs** in a 3-step process over a 6 -12 month period. Step 1: Education & Encouragement campaign. (to focus on increasing recycling and encouraging reusable bag use) Step 2: Require a fee for plastic and paper bags. Step 3: Ban plastic Bags & Continue a fee for paper bags. MPO staff is preparing a memo for each entity to consider. I will forward this memo when available. Each entity is to report back to the March 26th MPO Urbanized Area Policy Board meeting.

January 30th- East Central Iowa Council of Governments (ECICOG) Board Meeting. This board meeting is held with representative from counties in central Iowa each month in Cedar Rapids. The MPO-JC sends representatives from Johnson County and University Heights is one of the cities that will attend the monthly meeting in 2014 along with reps from Iowa City and Coralville for Johnson County. FY15 Budget was discussed.

January 31st- Special Meeting to discuss Johnson County's possible LP gas shortage and LP gas prices with State Legislators: Sally Stutsman, Vicky Lensing, Mary Mascher and Dave Jacoby.

February '14 – City Attorney's Report

1. **Ratifying Mayor's Appointments.** The Council will consider resolutions ratifying Mayor From's appointments of individuals to the City's Zoning Commission and Board of Adjustment. The proposed resolutions are attached..
2. **Sertoma Proclamation.** You will be considering a resolution declaring the week of February 17, 2014, to be Sertoma's Freedom Week in University Heights. I am attaching a copy of the proposed resolution and the proclamation that Mayor From will be signing if the resolution is approved.
3. **Zoning Commission.** My understanding is that the Zoning Commission will be meeting to orient new members to the City's Zoning Ordinance and to the operation of the Commission. I will be submitting materials for the Commission's consideration to expand the authority of the Board of Adjustment to grant variances from certain provisions of the Zoning Ordinance. This idea was discussed by the Commission last year, but action was deferred until the new members of the Commission were appointed, which has now occurred.

RESOLUTION NO. 14-__

**RESOLUTION AUTHORIZING THE MAYOR TO PROCLAIM
THE WEEK OF FEBRUARY 17, 2014 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	_____	_____	_____
Lane	_____	_____	_____
Miller	_____	_____	_____
Nampala	_____	_____	_____
Quezada	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 11th day of February, 2014.

Louise From, Mayor
City of University Heights

ATTEST:

Christine M. Anderson, City Clerk

RESOLUTION NO. 14-__

**RESOLUTION RATIFYING APPOINTMENTS TO
THE UNIVERSITY HEIGHTS BOARD OF ADJUSTMENT**

BE IT RESOLVED by the City Council of University Heights, Iowa, that the appointment by the Mayor of the following individuals to the University Heights Board of Adjustment is hereby ratified and these individuals are duly appointed to that Board:

- Tom Breese (term ends 12/31/17)
- Randall Aitchison (term ends 12/31/18)
- Margaret Donnelly (term ends 12/31/15)
- Ann Dudler (term ends 12/31/16)
- Rachel Stewart (term ends 12/31/14)

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

	AYES:	NAYS	ABSENT
Haverkamp	_____	_____	_____
Lane	_____	_____	_____
Miller	_____	_____	_____
Nampala	_____	_____	_____
Quezada	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 11th day of February, 2014.

Louise From, Mayor
City of University Heights

ATTEST:

Christine M. Anderson, City Clerk

RESOLUTION NO. 14-__

**RESOLUTION RATIFYING APPOINTMENTS TO
THE UNIVERSITY HEIGHTS ZONING COMMISSION**

BE IT RESOLVED by the City Council of University Heights, Iowa, that the appointment by the Mayor of the following individuals to the University Heights Zoning Commission is hereby ratified and these individuals are duly appointed to that Commission:

- Alice Haugen (term ends 12/31/16)
- Kris McLure (term ends 12/31/14)
- Stuart Rosebrook (term ends 12/31/18)
- Larry Wilson (term ends 12/31/17)
- Patricia Yeggy (term ends 12/31/15)

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

	AYES:	NAYS	ABSENT
Haverkamp	_____	_____	_____
Lane	_____	_____	_____
Miller	_____	_____	_____
Nampala	_____	_____	_____
Quezada	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 11th day of February, 2014.

Louise From, Mayor
City of University Heights

ATTEST:

Christine M. Anderson, City Clerk

**City Clerk Report
February 2014**

- **One building permit received since the last meeting:**

507 Mahaska Court – Office remodel

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

241 Koser Avenue

247 Koser Avenue

- **Received yearly renewal insurance paperwork from Welt Ambrisco.**

City of University Heights, Iowa

	FY 12/13 Actual	FY 13/14 Budget	FY 14/15 Budget	Current Budget Comments
Income				
PROPERTY TAXES				
Transit Levy	41,939.91	43,338.00	44,001.00	amount needed
Library Services Levy	15,059.02	15,855.00	16,810.00	levy is \$0.27/1,000 txbl
Emergency Levy	22.53	0.00	0.00	
Regular Property Tax	452,446.27	475,648.00	504,296.00	levy is \$8.10/1,000 txbl
Debt Service Levy	32,373.23	32,685.00	32,564.00	amount needed
Insurance Levy	11,667.28	13,400.00	13,800.00	amount needed
Benefits Levy	58,066.31	59,187.00	65,849.52	amount needed
Total PROPERTY TAXES	611,574.55	640,113.00	677,320.52	
OTHER CITY TAXES				
Local Option Sales Tax	122,283.81	20,000.00	0.00	
Utility Excise Tax	8,642.47	0.00	0.00	included in Property Taxes
Total OTHER CITY TAXES	130,926.28	20,000.00	0.00	
LICENSES & PERMITS				
Beer/Wine/Liquor/Cig Permits	390.00	390.00	390.00	
Building/Equipment Permits	6,390.98	10,000.00	10,000.00	
Misc. Licenses/Permits	1,000.00	1,000.00	1,000.00	
Rental Permits	14,400.00	12,500.00	12,500.00	
Total LICENSES & PERMITS	22,180.98	23,890.00	23,890.00	
USE OF MONEY & PROPERTY				
Interest on Cash Investments	4,653.92	3,000.00	5,000.00	
Total USE OF MONEY & PROPERTY	4,653.92	3,000.00	5,000.00	
INTERGOVERNMENTAL/SHARED REVENUE				
Federal Shared Revenues				
IDOT funds - sidewalk project	48,291.06	165,700.00	0.00	
IDOT stimulus	3,606.31	0.00	0.00	
	51,897.37	165,700.00	0.00	

State Shared Revenues			
Road Use/Street Construction	100,649.96	105,000.00	105,000.00
Traffic Safety Incentive	20,392.06	0.00	0.00
	<u>121,042.02</u>	<u>105,000.00</u>	<u>105,000.00</u>
Total INTERGOVERNMENTAL/SHARED REVENUE	<u>172,939.39</u>	<u>270,700.00</u>	<u>105,000.00</u>
CHARGES FOR SERVICES			
Rental inspections/police reports	<u>364.00</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	8,970.04	15,000.00	15,000.00 need clarification of amount - 9K/15K
Fines			
Parking Fines	4,520.00	7,000.00	7,000.00
Traffic Fines-Clk of Ct	73,301.42	63,000.00	63,000.00
Misc. Income/Contributions	250.00	250.00	250.00
Misc Income/Other	1,652.00	1,000.00	1,000.00
Legal Fees Reimbursement	15,031.26	0.00	0.00
Olive Ct. developer contribution	0.00	0.00	0.00 taking out of 2014/15 year
Refunds and Reimbursements	1,647.65	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>105,372.37</u>	<u>87,250.00</u>	<u>87,250.00</u>
Total Income	<u>1,048,011.49</u>	<u>1,045,953.00</u>	<u>899,460.52</u>
OTHER FINANCING SOURCES			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Income and Other Financing Sources	<u>1,048,011.49</u>	<u>1,045,953.00</u>	<u>899,460.52</u>

Expense

CAPITAL PROJECTS

Wide Sidewalk Project

Sunset St. sidewalk	57,983.54	178,175.00	0.00	
Olive Ct. reconstruction	0.00	0.00	0.00	taking out of 2014/15 year
Property easements/acquisitions	25,070.80	0.00	0.00	
Engineering fees	10,666.13	0.00	0.00	

Total CAPITAL PROJECTS

	<u>93,720.47</u>	<u>178,175.00</u>	<u>0.00</u>	
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PUBLIC SAFETY

Crossing Guard

Wages	<u>4,700.00</u>	<u>4,500.00</u>	<u>4,500.00</u>	
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Employee Benefits & Costs

FICA	272.52	279.00	279.00	6.20%
Medicare	63.75	65.00	65.25	1.45%
IPERS	81.29	0.00	404.10	8.98%
SUTA	33.29	10.00	30.00	
Total Benefits & Costs	<u>450.85</u>	<u>354.00</u>	<u>778.35</u>	

Supplies

	<u>143.45</u>	<u>200.00</u>	<u>200.00</u>	
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Total Crossing Guard

	<u>5,294.30</u>	<u>5,054.00</u>	<u>5,478.35</u>	
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Police

Holiday and Other Pay	41,516.08	16,000.00	16,000.00	
Vacation Pay Allowance	0.00	0.00	11,950.00	
Misc Payroll	160.73	0.00	0.00	
Reserves/Special Events payroll	6.00	24.00	24.00	
Police Gross Wages	<u>226,149.83</u>	<u>198,260.00</u>	<u>188,040.00</u>	base 3% increase
Total Police Gross Wages	<u>267,832.64</u>	<u>214,284.00</u>	<u>216,014.00</u>	

Police Benefits & Costs

Police FICA	16,313.21	13,284.00	13,392.87	6.20%
Police Medicare	3,853.13	3,107.00	3,132.20	1.45%
Police IPERS	25,151.92	21,726.00	21,903.82	10.14%
Police Health Insurance	8,420.17	8,800.00	8,433.00	
Police Workers Compensation	15,107.00	9,500.00	15,000.00	
Police SUTA	1,505.70	250.00	900.00	
Total Police Benefits & Costs	<u>70,351.13</u>	<u>56,667.00</u>	<u>62,761.89</u>	

Staff Development			
Regular Officer Training			
Academy training	5,335.00	7,000.00	7,000.00
Officer/Skills Training	1,507.00	4,000.00	4,000.00
Training Supplies	2,551.59	2,000.00	2,000.00
Total Staff Development	9,393.59	13,000.00	13,000.00
Repair/Maint/Utilities			
Vehicle Operations			
Fuel	15,345.77	16,000.00	16,000.00
Washes	282.00	700.00	700.00
Other	0.00	500.00	500.00
Total Vehicle Operations	15,627.77	17,200.00	17,200.00
Maintenance and Repairs			
Bicycle Maint/Repair	0.00	200.00	200.00
Car Maint/Repair	11,132.98	9,000.00	9,000.00
Total Maintenance and Repairs	11,132.98	9,200.00	9,200.00
Telecommunications Expense			
IT Support	0.00	1,000.00	1,000.00
Pager Fees/Verizon	1,401.61	2,600.00	2,400.00
Racom Radio Fees/Cellphones	1,114.00	0.00	0.00
Total Telecommunications Expense	2,515.61	3,600.00	3,400.00
Total Vehicle, Repairs and Maintenance and Telecommunications	29,276.36	30,000.00	29,800.00
Contractual Services			
Police Insurance-Car/Liability	4,463.00	4,800.00	4,800.00
Special Events staff	0.00	0.00	0.00
Payments to Other Agencies			
Technology Services/Iowa System	0.00	500.00	500.00
Johnson Co. Sheriff - jail fee	420.00	300.00	300.00
Evidence testing	0.00	150.00	150.00
Total Payments to Other Agencies	4,883.00	5,750.00	5,750.00
Printing/Copying	0.00	1,000.00	1,000.00
Garage Rental	3,600.00	2,400.00	2,400.00
Prof Serv-Psych Testing-Physica	194.00	500.00	500.00
Total Contractual Services	8,677.00	9,650.00	9,650.00

included in wages

Commodities			
Car Purchase	32,044.36	15,000.00	16,000.00
Minor Equipment			
Regular Officer Uniform	3,275.52	3,500.00	3,500.00
Operating Equipment	1,268.88	1,500.00	1,500.00
Total Minor Equipment	4,544.40	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	564.25	0.00	0.00
Car Equipment	0.00	3,000.00	3,000.00
Total Major Equipment	564.25	3,000.00	3,000.00
Supplies			
Office Supplies	1,725.58	3,000.00	3,000.00
Operating Supplies	1,097.98	3,000.00	3,000.00
Ammunition	3,210.72	3,500.00	3,500.00
Postage/Shipping	38.10	300.00	300.00
Other Supplies	374.13	2,000.00	2,000.00
Total Supplies	6,446.51	11,800.00	11,800.00
Total Commodities	43,599.52	34,800.00	35,800.00
Total Police	429,130.24	358,401.00	367,025.89
Animal Shelter			
Contractual Services			
Contractual services	0.00	0.00	1,200.00 100.00/month
Fire			
Contracts w/Other Agencies			
Coralville Fire Dep't	29,718.00	31,820.00	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	33,820.00	33,820.00
Hazmat-Johnson County	262.75	263.00	263.00
Building Inspections			
Building / Rental Inspection	16,240.00	15,200.00	15,200.00
Total PUBLIC SAFETY	484,165.29	412,738.00	422,987.24

PUBLIC WORKS

Roads, Bridges, & Sidewalks

Storm water permit/administration	162.50	3,000.00	3,000.00
Contractual Services			
Engineering Fees	64,254.62	45,000.00	50,000.00
Repairs/Improvements			
Street Repairs			
Misc street and sidewalk repairs	1,684.00		
Melrose West storm sewer		0.00	64,000.00
Traffic sign assessment/mgmt	1,000.00	3,000.00	3,500.00
Melrose panels - city office area	34,470.60	0.00	0.00
Melrose panels - Athletic Club	9,280.62	0.00	0.00
Oakcrest storm intake	32,788.88	0.00	0.00
Curb ramp projects		61,500.00	0.00
Arterial panel replacements		20,000.00	0.00
Local panel replacements		16,250.00	0.00
Pavement management		1,000.00	1,000.00
Asphalt patch projects	521.00	3,000.00	4,000.00
Arterial panel replacements	6,356.98		
Overhead wire relocation			0.00 taken out for 2014/15
ADA Transition Plan			10,000.00 reduced from \$30,000
Oakcrest Storm Sewer			10,000.00
Panel Replacements			37,000.00
Capital improvement plan			5,000.00
Striping/Curb Renumbering	5,422.00	5,500.00	5,500.00
Street Lighting Electricity	7,822.61	8,125.00	8,125.00
Traffic Controls and Safety			
Traffic Light Electricity/Street Signs	1,400.05	875.00	1,000.00
Snow Removal-Contractual	16,875.00	30,500.00	30,500.00
Street Sweeping-Contractual	2,394.00	2,000.00	3,000.00
Total Roads, Bridges, & Sidewalks	<u>184,432.86</u>	<u>199,750.00</u>	<u>235,625.00</u>
Transit			
Contracts-Other Agencies			
IC Bus Service	31,420.62	34,894.00	35,557.00
SEATS Service	8,444.00	8,444.00	8,444.00
Total Transit	<u>39,864.62</u>	<u>43,338.00</u>	<u>44,001.00</u>

Sanitation				
Contractual				
Trash/Recycling	20,959.88	20,862.00	20,862.00	
Grandview recycling	0.00	0.00	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	30,959.88	30,862.00	30,862.00	
Total PUBLIC WORKS	255,257.36	273,950.00	310,488.00	
CULTURE & RECREATION				
Library	36,911.00	39,593.00	42,646.00	
Community support projects	721.77	500.00	500.00	
Resident guide printing	0.00	1,100.00	0.00	
Parks				
Park Expenses	694.92	800.00	800.00	
Total CULTURE & RECREATION	38,327.69	41,993.00	43,946.00	
COMMUNITY & ECONOMIC DEV.				
Tree Trimming/Plantings/Management	4,220.50	5,000.00	15,000.00	
Total COMMUNITY & ECONOMIC DEV.	4,220.50	5,000.00	15,000.00	
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	371.45	370.00	369.95	6.20%
Medicare	86.52	87.00	86.52	1.45%
IPERS	69.36	0.00	89.80	Mike H.
SUTA	41.76	15.00	40.00	
Total Employee Benefits & Costs	569.09	472.00	586.28	
Total Mayor/Council Operations	6,536.09	6,439.00	6,553.28	

Clerk/Treasurer & Finance Admin

Salaries-Regular Part Time

Clerk and Treasurer	8,982.00	9,500.00	9,500.00	
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Employee Benefits & Costs

FICA	580.70	589.00	589.00	6.20%
Medicare	135.81	138.00	137.75	1.45%
SUTA	65.72	20.00	60.00	
IPERS	855.85	824.00	853.10	8.98%
Total Employee Benefits & Costs	1,638.08	1,571.00	1,639.85	

Staff Development

Dues & Memberships

MPOJC Assessment	2,049.14	1,612.00	2,000.00	1612.00+366.80 (MPOJC and ECICOG)
IA League of Cities	612.00	555.00	612.00	
Chamber of Commerce	482.00	325.00	500.00	
Other Dues and Memberships	461.21	250.00	500.00	
Professional Development	0.00	0.00	0.00	

Total Staff Development	3,604.35	2,742.00	3,612.00	
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Contractual Services

Printing/Copying	1,158.60	500.00	500.00	
Bank/CC fees	5.00	50.00	50.00	
Notary Fees	38.93	0.00	0.00	
Council meeting setup fees	90.00	0.00	0.00	
Technology Services	722.34	750.00	750.00	
Total Contractual Services	2,014.87	1,300.00	1,300.00	

Commodities

Minor Equipment/Supplies/Techno	231.25	700.00	700.00	
Hardware/software	1,145.00	1,000.00	1,000.00	
Taping meetings	563.83	1,000.00	1,000.00	
Office Supplies and Postage	903.68	1,000.00	1,000.00	
Total Commodities	2,843.76	3,700.00	3,700.00	

Total Clerk/Treasurer & Finance Admin	19,083.06	18,813.00	19,751.85	
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Election Expenses	0.00	1,800.00	0.00	
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Legal Services	74,797.41	42,000.00	50,000.00	
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This amount does not include legal costs reimbursed to the City for developments, misc.

Accounting/Audit Fees	2,760.00	3,200.00	3,200.00	
Legal Publications	2,483.58	3,200.00	3,000.00	
City Hall & General Buildings				
Salaries-Regular Part Time				
Facilities Assistant	384.00	750.00	500.00	
Employee Benefits & Costs				
FICA	0.00	47.00	31.00	6.20%
Medicare	0.00	11.00	7.25	1.45%
IPERS	0.00	65.00	44.90	8.98%
Total Employee Benefits & Costs	0.00	123.00	83.15	
Repair/Maint/Utilities				
Utilities	1,656.31	1,600.00	1,700.00	
Repairs	51.76	1,000.00	1,000.00	
City Hall Upgrades	0.00	0.00	2,500.00	
Telecommunications	1,674.74	1,700.00	1,700.00	
Total Repair/Maint/Utilities	3,382.81	4,300.00	6,900.00	
Contractual				
City Hall rental	11,008.40	10,600.00	11,300.00	
Garage rental	0.00	420.00	420.00	
Total Contractual	11,008.40	11,020.00	11,720.00	
Commodities				
Supplies	28.70	200.00	200.00	
Total City Hall & General Buildings	14,803.91	16,393.00	19,403.15	
Contribution to Comm Foundation of Johnson County	500.00	0.00	0.00	
Tort Liability Insurance	8,892.00	8,600.00	9,000.00	
Total GENERAL GOVERNMENT	129,856.05	100,445.00	110,908.28	
DEBT SERVICE				
Interest - G.O. bond	5,784.12	4,685.00	3,564.00	
Principal - G.O. bond	27,000.00	28,000.00	29,000.00	
Total DEBT SERVICE	32,784.12	32,685.00	32,564.00	
Total Expense	1,038,331.48	1,044,986.00	935,893.52	
NET SURPLUS OR (LOSS)	9,680.01	967.00	-36,433.00	

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
2014/15	62,258,787

Levy rate

<u>11.04972</u>	<u>10.90074</u>	<u>10.87912</u>
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Treasurer's Report

January 2014

Our total revenue for the month of January was \$42,421.52 comprised of the following amounts:

Property Taxes	\$ 8662.95
Building permits	\$ 161.70
Parking fines	\$ 125.00
Traffic Fines from Clerk of Court	\$ 13766.47
Interest on bank accounts	\$ 90.77
Rental Permits	\$ 900.00
Road Use Funds	\$ 8205.59
Cable TV Franchise fees	\$ 9250.92
Governors Traffic Safety Grant	\$ 241.12
Grant from MidAmerica (for Community Events)	\$ 250.00
2013 Safety Dividend (Iowa Assoc of Municipal Utilities)	\$ 736.00

In addition, we received reimbursement from Shive Hattery in the amount of \$5,896.27 for changes that needed to be made to the Sunset Wide Sidewalk – specifically for relocating a newly planted tree, and for removing and replacing a portion of sidewalk near Sunset and Highland Dr. Since the reimbursement is being received in the same fiscal year that the invoice from Vieth Construction was paid for the work, it is just offsetting the expense.

Balances in the bank accounts as of 1/31/2014:

MidwestOne Checking Account	\$338,089.25
Hills Bank Money Market Account	\$ 1,040.02
CD at UICCU (due 2/22/14)	\$ 75,816.17
CD at UICCU (due 5/25/14)	\$ 51,264.46
CD at UICCU (due 9/8/14)	\$ 51,272.64
CD at UICCU (due 2/28/14)	\$ 42,760.46
Time Account at Hills Bank	\$ 22,847.08
Forfeiture Fund	\$ 2,303.75

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.

We got our first snow removal bill of the winter from Hawkeye Construction. It is \$17,082.50 for the month of December.

City of University Heights, Iowa
Warrants for Council Approval
 January 15 through February 11, 2014

Date	Name	Memo	Amount
Jan 15 - Feb 11, 14			
1/15/2014	Fort, Matthew A		-1,391.00
1/15/2014	Fort, Ronald R		-1,360.26
1/15/2014	Plate, Harold,		-21.64
1/15/2014	Stenda, Jeremy P		-1,324.45
1/15/2014	Tucker, Darryl		-1,399.77
1/15/2014	Beth Ann Bitner	crossing guard 1 day	-25.00
1/15/2014	Lippold, Erik W		-1,364.27
1/15/2014	Internal Revenue Service	42-1109342	-2,705.32
1/16/2014	Shive Hattery	Wide sidewalk construction-prof services agree...	-1,758.24
1/16/2014	Total Tree Care of Iowa City LC	tree removal at 114 Highland Dr	-1,200.00
1/23/2014	MidAmerican Energy	pedestrian lights at 113 Golfview	-40.74
1/23/2014	MidAmerican Energy	1301 Melrose stop light	-44.42
1/23/2014	MidAmerican Energy	1011 Melrose stop light	-39.52
1/23/2014	MidAmerican Energy	City Hall electricity	-87.31
1/27/2014	MidAmerican Energy	street lights	-674.85
1/30/2014	Fort, Matthew A		-1,353.05
1/30/2014	Fort, Ronald R		-1,234.73
1/30/2014	Lippold, Erik W		-1,143.64
1/30/2014	Plate, Harold,		-200.42
1/30/2014	Stenda, Jeremy P		-1,272.08
1/30/2014	Tucker, Darryl		-1,396.23
1/30/2014	Anderson, Christine M.		-294.77
1/30/2014	Kimura, Lori D.		-330.34
1/30/2014	Wellmark BC/BS	monthly insurance payment	-668.89
1/31/2014	Internal Revenue Service	42-1109342	-2,701.32
1/31/2014	IOWA PUBLIC EMPLOYEES ...		-160.98
1/31/2014	IOWA PUBLIC EMPLOYEES ...		-3,223.24
2/1/2014	Paul J. Moore, Melrose Aven...	City Hall Rent	-867.00
2/1/2014	Verizon Wireless	monthly wire service/cell phone for police car a...	-114.45
2/7/2014	City of Iowa City	City Hall water/sewer automatic payment	-15.31
2/11/2014	SEATS	Seats Payment	-703.66
2/11/2014	Louise From	reimburse for Feb meeting fee at Horn	-30.00
2/11/2014	City of Iowa City	bus, animal shelter	-3,180.75
2/11/2014	CenturyLink	monthly telephone service	-154.98
2/11/2014	Hawkeye Construction & Sno...	December snow removal	-17,082.50
2/11/2014	Big Ten University Towing, Inc	tow police car to IC Tire	-90.00
2/11/2014	Iowa City Tire and Service	replace blown tire	-141.88
2/11/2014	Johnson County Refuse, Inc.	January recycling	-1,738.50
2/11/2014	Mediacom	online service 2/3/14-3/2/14	-109.95
2/11/2014	Terry Goerd	inspection services for December-January	-910.00
2/11/2014	Norm Cate	inspection services for January	-280.00
2/11/2014	Shive Hattery	engineering services 1/1/14-1/31/14	-4,577.10
2/11/2014	Pyramid Services Inc.	battery	-121.85
2/11/2014	Radar Road Tec	annual radar certification	-140.00
2/11/2014	Staples	black & color ink cartridges for printer	-343.76
2/11/2014	Ultramax	ammo for practice	-1,320.00
2/11/2014	VISA	water/replacement handgun	-504.48
2/11/2014	Paul J. Moore, Melrose Aven...	Garage rent	-35.00
2/11/2014	Internet Navigator	monthly fee for city website/email service	-24.95
2/11/2014	Iowa City Press-Citizen	January publications	-134.20
2/11/2014	Iowa City Area Chamber of C...	membership dues for 2014	-389.00
2/11/2014	University Club	Breakfast with Santa	-118.00

Jan 15 - Feb 11, 14

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

	Jul '13 - Jan 14	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Transit Levy	23,826.41	43,338.00	55.0%
Library Services Levy	8,716.10	15,855.00	55.0%
Regular Property Tax	261,502.59	475,648.00	55.0%
Debt Service Levy	17,969.10	32,685.00	55.0%
Insurance Levy	7,366.96	13,400.00	55.0%
Benefits Levies	32,540.95	59,187.00	55.0%
Total GENERAL PROPERTY TAXES	351,922.11	640,113.00	55.0%
OTHER CITY TAXES			
Local Option Sales Tax	30,325.81	20,000.00	151.6%
Utility Excise Tax	4,242.91		
Total OTHER CITY TAXES	34,568.72	20,000.00	172.8%
LICENSES & PERMITS			
Beer/Wine/Liquor/Cig Permits	390.00	390.00	100.0%
Building/Equipment Permits	7,716.56	10,000.00	77.2%
Misc. Licenses/Permits			
Parking Permits	900.00	1,000.00	90.0%
Rental Permits	13,525.00	12,500.00	108.2%
Total Misc. Licenses/Permits	14,425.00	13,500.00	106.9%
Total LICENSES & PERMITS	22,531.56	23,890.00	94.3%
USE OF MONEY & PROPERTY			
Interest on Cash Investments	2,487.65	3,000.00	82.9%
Total USE OF MONEY & PROPERTY	2,487.65	3,000.00	82.9%
INTERGOVERNMENTAL/SHARED REVENUE			
State Shared Revenues			
IDOT funds-wide sidewalk proj	146,259.98	165,700.00	88.3%
Road Use/Street Construction	63,817.96	105,000.00	60.8%
Total State Shared Revenues	210,077.94	270,700.00	77.6%
Other State Grants/Reimburse.			
Storm Damage Funds	878.90		
Seatbelt Incent/Traffic Safety	5,909.60		
Total Other State Grants/Reimburse.	6,788.50		
Total INTERGOVERNMENTAL/SHARED REVEN...	216,866.44	270,700.00	80.1%
CHARGES FOR SERVICES			
Rental Inspection	320.00	600.00	53.3%
Police Reports	41.00	400.00	10.3%
Total CHARGES FOR SERVICES	361.00	1,000.00	36.1%
MISCELLANEOUS REVENUES			
Cable TV Franchise	9,250.92	15,000.00	61.7%
Contributions	250.00	250.00	100.0%
Fines			
Parking Fines	3,625.00	7,000.00	51.8%
Traffic Fines-Cik of Ct	59,660.21	63,000.00	94.7%
Total Fines	63,285.21	70,000.00	90.4%
Misc. Income			
Other	942.00	1,000.00	94.2%
Total Misc. Income	942.00	1,000.00	94.2%
Refunds and Reimbursements	1,700.40	1,000.00	170.0%
Total MISCELLANEOUS REVENUES	75,428.53	87,250.00	86.5%
Total Income	704,166.01	1,045,953.00	67.3%
Gross Profit	704,166.01	1,045,953.00	67.3%

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

Expense	Jul '13 - Jan 14	Budget	% of Budget
CAPITAL PROJECTS			
Wide Sidewalk Project			
Sunset St wide sidewalk	170,953.22	178,175.00	95.9%
Total Wide Sidewalk Project	170,953.22	178,175.00	95.9%
Total CAPITAL PROJECTS	170,953.22	178,175.00	95.9%
PUBLIC SAFETY			
Crossing Guard			
Supplies	0.00	200.00	0.0%
Salaries			
Crossing Guard	2,325.00	4,500.00	51.7%
Total Salaries	2,325.00	4,500.00	51.7%
Employee Benefits & Costs			
IPERS	199.41		
Unemployment Compensation	28.43	10.00	284.3%
Medicare	33.35	65.00	51.3%
FICA	142.60	279.00	51.1%
Total Employee Benefits & Costs	403.79	354.00	114.1%
Total Crossing Guard	2,728.79	5,054.00	54.0%
Police			
Police Gross Wages			
Holiday & Other Pay	13,540.89	16,000.00	84.6%
Police Gross Wages	127,885.73	198,260.00	64.5%
Salaries-Reserves	0.00	24.00	0.0%
Total Police Gross Wages	141,426.62	214,284.00	66.0%
Police Benefits & Costs			
Police FICA	8,802.89	13,284.00	66.3%
Police Medicare	2,061.64	3,107.00	66.4%
Police IPERS	14,331.42	21,726.00	66.0%
Police Health Insurance	4,644.09	8,800.00	52.8%
Police Workers Compensation	0.00	9,500.00	0.0%
Police SUTA	438.63	250.00	175.5%
Total Police Benefits & Costs	30,278.67	56,667.00	53.4%
Staff Development			
Regular Officer Training			
Academy Training	0.00	7,000.00	0.0%
Skills Training/Testing	537.00	4,000.00	13.4%
Training Supplies	42.00	2,000.00	2.1%
Total Regular Officer Training	579.00	13,000.00	4.5%
Total Staff Development	579.00	13,000.00	4.5%
Repair/Maint/Utilities			
Vehicle Operations			
Other	0.00	500.00	0.0%
Fuel	7,773.56	16,000.00	48.6%
Washes	282.00	700.00	40.3%
Total Vehicle Operations	8,055.56	17,200.00	46.8%
Vehicle Repair			
Bicycle Maint/Repair	0.00	200.00	0.0%
Car Maint/Repair	6,063.54	9,000.00	67.4%
Total Vehicle Repair	6,063.54	9,200.00	65.9%
Telecommunications Expense			
IT Support	83.40	1,000.00	8.3%
Verizon/Pager Fees/Mediacom	1,819.07	2,600.00	70.0%
Total Telecommunications Expense	1,902.47	3,600.00	52.8%
Total Repair/Maint/Utilities	16,021.57	30,000.00	53.4%

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

	Jul '13 - Jan 14	Budget	% of Budget
Contractual Services			
Police Insurance-Car/Liability	0.00	4,800.00	0.0%
Payments to Other Agencies			
Evidence testing	0.00	150.00	0.0%
County Jail/Service/Filing Fees	0.00	300.00	0.0%
Tech. Services Bureau - St. IA	0.00	500.00	0.0%
Total Payments to Other Agencies	0.00	950.00	0.0%
Printing/Copying	0.00	1,000.00	0.0%
Garage Rental	1,800.00	2,400.00	75.0%
Prof Serv-Psych Testing-Physica	466.00	500.00	93.2%
Total Contractual Services	2,266.00	9,650.00	23.5%
Commodities			
Car Purchase	0.00	15,000.00	0.0%
Minor Equipment			
Regular Officer Uniform	1,769.50	3,500.00	50.6%
Operating Police Equipment	335.99	1,500.00	22.4%
Total Minor Equipment	2,105.49	5,000.00	42.1%
Major Equipment			
Car Equipment	2,674.00	3,000.00	89.1%
Total Major Equipment	2,674.00	3,000.00	89.1%
Supplies			
Office Supplies	890.01	3,000.00	29.7%
Operating Supplies	74.19	3,000.00	2.5%
Ammunition	901.52	3,500.00	25.8%
Postage/Shipping	12.00	300.00	4.0%
Other Supplies	250.45	2,000.00	12.5%
Total Supplies	2,128.17	11,800.00	18.0%
Total Commodities	6,907.66	34,800.00	19.8%
Total Police	197,479.52	358,401.00	55.1%
Fire			
Contracts w/Other Agencies			
Coralville Fire Dep't	15,061.37	31,820.00	47.3%
Hydrant Flush-City of Iowa City	1,760.00	2,000.00	88.0%
Total Contracts w/Other Agencies	16,821.37	33,820.00	49.7%
Total Fire	16,821.37	33,820.00	49.7%
Hazmat-Johnson County	525.50	263.00	199.8%
Building Inspections			
Building / Rental Inspection	8,015.00	15,200.00	52.7%
Total Building Inspections	8,015.00	15,200.00	52.7%
Total PUBLIC SAFETY	225,570.18	412,738.00	54.7%
PUBLIC WORKS			
Roads, Bridges, & Sidewalks			
Storm water permit	0.00	3,000.00	0.0%
Contractual Services			
Engineering Fees	37,326.46	45,000.00	82.9%
Repairs/Improvements			
Pavement management	0.00	1,000.00	0.0%
Curb ramp projects	0.00	61,500.00	0.0%
Local panel replacements	4,400.00	16,250.00	27.1%
Asphale patch projects	891.00	3,000.00	29.7%
Arterial panel replacements	0.00	20,000.00	0.0%
Traffic sign assessment/mgmt	2,066.00	3,000.00	68.9%
Total Repairs/Improvements	7,357.00	104,750.00	7.0%
Striping/Curb Renumbering	4,983.00	5,500.00	90.6%
Total Contractual Services	49,666.46	155,250.00	32.0%
Street Lighting Electricity	4,809.22	8,125.00	59.2%

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

	Jul '13 - Jan 14	Budget	% of Budget
Traffic Controls and Safety			
Street Signs-Commodities	1,551.95		
Traffic Light Electricity	528.44	875.00	60.4%
Total Traffic Controls and Safety	2,080.39	875.00	237.8%
Snow Removal-Contractual	0.00	30,500.00	0.0%
Street Sweeping-Contractual	243.00	2,000.00	12.2%
Total Roads, Bridges, & Sidewalks	56,799.07	199,750.00	28.4%
Other Public Works			
Contracts-Other Agencies			
IC Animal Center	1,910.44		
IC Bus Service	20,303.40	34,894.00	58.2%
SEATS Service	4,925.62	8,444.00	58.3%
Total Contracts-Other Agencies	27,139.46	43,338.00	62.6%
Total Other Public Works	27,139.46	43,338.00	62.6%
Sanitation			
Contractual			
Trash/Recycling	12,169.50	20,862.00	58.3%
Leaf Vacuuming	13,500.00	10,000.00	135.0%
Total Contractual	25,669.50	30,862.00	83.2%
Total Sanitation	25,669.50	30,862.00	83.2%
Total PUBLIC WORKS	109,608.03	273,950.00	40.0%
CULTURE & RECREATION			
Resident Guide Printing	0.00	1,100.00	0.0%
Community Support Projects	505.81	500.00	101.2%
Library	35,868.80	39,593.00	90.6%
Parks			
Park Expenses	464.76	800.00	58.1%
Total Parks	464.76	800.00	58.1%
Total CULTURE & RECREATION	36,839.37	41,993.00	87.7%
COMMUNITY & ECONOMIC DEV.			
Tree Trimming/Lawn Care	2,377.65	5,000.00	47.6%
Total COMMUNITY & ECONOMIC DEV.	2,377.65	5,000.00	47.6%
GENERAL GOVERNMENT			
Mayor/Council Operations			
Salaries-Regular Part Time			
Council	2,000.00	4,000.00	50.0%
Mayor	983.50	1,967.00	50.0%
Total Salaries-Regular Part Time	2,983.50	5,967.00	50.0%
Employee Benefits & Costs			
FICA	197.37	370.00	53.3%
Medicare	43.26	87.00	49.7%
Unemployment Compensation	35.80	15.00	238.7%
Total Employee Benefits & Costs	276.43	472.00	58.6%
Total Mayor/Council Operations	3,259.93	6,439.00	50.6%
Clerk/Treasurer & Finance Admin			
Salaries-Regular Part Time			
Clerk, Treasuer, Historian	5,343.25	9,500.00	56.2%
Total Salaries-Regular Part Time	5,343.25	9,500.00	56.2%
Employee Benefits & Costs			
FICA	293.38	589.00	49.8%
Medicare	68.62	138.00	49.7%
IPERS	536.25	824.00	65.1%
Unemployment Compensation	59.21	20.00	296.1%
Total Employee Benefits & Costs	957.46	1,571.00	60.9%

City of University Heights, Iowa
Profit & Loss Budget vs. Actual
 July 2013 through January 2014

	Jul '13 - Jan 14	Budget	% of Budget
Staff Development			
Dues & Memberships			
Chamber of Commerce	0.00	325.00	0.0%
JCOG Assessment	1,971.65	1,612.00	122.3%
IA League of Cities	635.00	555.00	114.4%
Dues and Memberships	40.00	250.00	16.0%
Total Dues & Memberships	2,646.65	2,742.00	96.5%
Prof. Development	189.00		
Total Staff Development	2,835.65	2,742.00	103.4%
Contractual Services			
Meeting Set Up Fees	65.00		
Accounting Fees	2,065.00	3,200.00	64.5%
Bank/CCard Fees	2.27	50.00	4.5%
Printing/Copying	504.14	500.00	100.8%
Legal Publications	1,536.80	3,200.00	48.0%
Technology Services	469.65	750.00	62.6%
Total Contractual Services	4,642.86	7,700.00	60.3%
Commodities			
Hardware/Software	0.00	1,000.00	0.0%
Taping meetings	86.09	1,000.00	8.6%
Minor Equipment/Supplies/Techno	1,657.50	700.00	236.8%
Office Supplies and Postage	579.06	1,000.00	57.9%
Total Commodities	2,322.65	3,700.00	62.8%
Total Clerk/Treasurer & Finance Admin	16,101.87	25,213.00	63.9%
Election Expenses	1,423.73	1,800.00	79.1%
Legal Services	50,748.84	42,000.00	120.8%
City Hall & General Buildings			
Salaries-Regular Part Time			
Facilities Assistant	144.00	750.00	19.2%
Total Salaries-Regular Part Time	144.00	750.00	19.2%
Employee Benefits & Costs			
FICA	0.00	47.00	0.0%
Medicare	0.00	11.00	0.0%
IPERS	0.00	65.00	0.0%
Total Employee Benefits & Costs	0.00	123.00	0.0%
Repair/Maint/Utilities			
Maintenance	240.00	1,000.00	24.0%
Utilities	858.04	1,600.00	53.6%
Telecommunications	1,201.93	1,700.00	70.7%
Total Repair/Maint/Utilities	2,299.97	4,300.00	53.5%
Contractual			
Rents & Leases	6,314.00	11,020.00	57.3%
Total Contractual	6,314.00	11,020.00	57.3%
Commodities			
Supplies	0.00	200.00	0.0%
Total Commodities	0.00	200.00	0.0%
Total City Hall & General Buildings	8,757.97	16,393.00	53.4%
Tort Liability Insurance	133.00	8,600.00	1.5%
Total GENERAL GOVERNMENT	80,425.34	100,445.00	80.1%

**City of University Heights, Iowa
Profit & Loss Budget vs. Actual
July 2013 through January 2014**

	<u>Jul '13 - Jan 14</u>	<u>Budget</u>	<u>% of Budget</u>
DEBT SERVICE			
Interest	2,355.19	4,685.00	50.3%
Principal	0.00	28,000.00	0.0%
Total DEBT SERVICE	<u>2,355.19</u>	<u>32,685.00</u>	<u>7.2%</u>
Total Expense	<u>628,128.98</u>	<u>1,044,986.00</u>	<u>60.1%</u>
Net Ordinary Income	<u>76,037.03</u>	<u>967.00</u>	<u>7,863.2%</u>
Net Income	<u><u>76,037.03</u></u>	<u><u>967.00</u></u>	<u><u>7,863.2%</u></u>

PUBLIC INPUT GUIDELINES

The City Council of University Heights wants to encourage input from residents and non-residents at our monthly city council meetings. There have not been any written guidelines for how the public input sessions should be conducted. I have contacted several large and small communities and other public organizations in the county to determine how each of them handles public input comments. Some have written guidelines and others have general rules which have evolved over time. I believe University Heights City Council should develop written guidelines for the following reasons.

1. To help make our meetings run more efficiently. The previous city council adopted a motion that council meetings stop at 10 pm and continued at a later date. In addition we will be charged additional fees by some of our space providers when we exceed 9 o'clock.
2. We are getting ready to enter a time of increased public input and it would be better to have new guidelines in place before this heavier input than to make changes in the middle of the increased public input periods. This will give individuals clear expectations of public input guidelines and allow them to prepare their comments accordingly.

I have developed some suggested guidelines which I recommend we discuss at our February meeting and seek public comment. I think we should not make a decision at our February meetings on the guidelines. We should take a month to think about them and gather additional public input. If we can then reach consensus then we put the guidelines in a motion and vote at our March meeting.

There are two types of public input covered in these guidelines- Agenda and Non-Agenda items. These guidelines will be enforced by the Mayor, who also will have the ability to make adjustment if she/he deems it appropriate.

1. Each meeting will normally start with public input section.
 - a. This section will be limited to 45 minutes and any comments on non-agenda items will be made at this time.
 - b. Individuals will be limited to five minute speaking time on Non-Agenda items and can only speak once on all of their Non-Agenda items.
 - c. Input on Agenda items will be limited to three minutes and can be done at the initial public input session. Individuals can only speak once on all agenda items.

d. Council members may ask questions of speakers during public input but should avoid getting into drawn out discussions, The Mayor can decide if the speaker have more allotted time if questioning by council member causes the speaker to go over their time allotment.

e. After 45 minutes, Mayor will decide to move remaining public input to later in the meeting or allow it to continue up to one hour.

2. Once council meeting has moved to agenda items, then mayor, staff or council member will decide if public input will be permitted during discussion of an agenda item. If public input is permitted, individuals who have not spoken previously in the meeting about the agenda item may speak for three minutes. Individuals who have spoken previously will only be permitted to answer from mayor, council member or staff.

These guidelines cannot cover every circumstance and the mayor will use her/his judgment on a special circumstance. The council may need to schedule a work session when more time for public input or interaction is required for an agenda item. There are many options to provide input to council members beside the council meetings. Emails, phone calls, and personal meetings are all easily available if a citizen wants to provide input to council members on any subject. They are encouraged to utilize whatever means of communication are most comfortable to them.

My experience is that there is not a lot of input on a subject like this until something is put in writing. Please read these guidelines and come to the meeting with questions or proposed changes. Look forward to our discussion.

Jim Lane

2/9/2014

Community Protection Report February 2014

We had our meeting with the Chief of Police and Lieutenant on February 3, 2014.

We would like to propose a motion that the police force salary be increased by \$.75 per hour for the fiscal year 2015.

The committee is in the process of reviewing the University Heights police operational manual and will be coming up with recommendations where necessary.

Please feel free to contact us if you have any questions.

Thank you all.

Zadok Nampala
Mike Haverkamp

Feb 14 Streets and Sidewalks Report

- 1) Horn School requests that a “No Parking Here to Corner” sign be changed to “No Parking Anytime” on the east side of Koser at the border of UH property and the school property. Cars have been parking behind the sign and blocking exiting buses.

Motion: ‘No parking here to corner’ sign be changed to ‘No parking anytime’ at the border of University Heights and Horn School on the east side of Koser.

- 2) Met with Mark Vitosh, our district forester on 1/29/2014 to discuss possible tree planting sites within the city.
- 3) Met with Ron Fort and Jan Leff on 2/6/2014 to discuss the city’s response to downed trees blocking the city streets or sidewalks.
 - a. We all agree that the city should not expect our PD to be wielding chainsaws to deal with downed trees themselves. Downed trees from private property are the responsibility of the homeowner. If a tree on private property falls and blocks a city street or sidewalk and the homeowner cannot be reached, a tree service will be called on their behalf. The PD will make attempts to clear the street but will allow any major chainsaw work to be done by a tree service.
- 4) Am in the process of selecting properties to receive a new street tree as a part of our MidAmerican energy grant. Please let me know if you’d like to receive one.
- 5) Gathered info from other cities within the county about how boulevard tree care costs are handled, the list is attached.

From what I gather, the status quo of how we deal with street trees is as follows: City pays for occasional pruning of dangerous branches, city pays for half of tree removal, city does not pay for stump grinding, city does not pay for replanting.

We should revisit these and make sure they still fit the needs of the community.

- 6) Emerald Ash Borer report is attached.

Feb 2014 Community Relations Report

2014 Calendar of Events:

April 19 or 27th (tentative) – Arbor Day Tree Planting, Virginia Miller lead chair

April 26th (tentative) – City-wide clean-up/trash amnesty, Mike Haverkamp lead chair

May 4th – Ronald McDonald 5k water station, Louise From lead chair

May 12-16th – Bike to Work Week Breakfast (date not yet determined), Louise From lead chair

May 24th – Kids clothing and toy swap, Virginia Miller lead chair

June 7th – City-wide garage sale, Virginia Miller lead chair

June 22nd (tentative) - U. Heights Celebration, Louise From & Pat Yeggy co-chairs

August 10th (tentative) – Neighborhood Night Out, Mike Haverkamp lead chair

October 26th - Trunk or Treating, lead chair needed

November – Sign Up for Leaf raking by students from the business school with donation to “Habitat for Humanity”- date to be determined based on leaf vacuuming schedule, lead chair needed

4 of these events are new, so a more detailed explanation of the event is provided below. Suggestions and improvements still welcome!

Arbor Day Tree Planting: We will have about a dozen trees to plant on boulevards around town. We need a group of volunteers to dig and plant, bring your own shovel. Planting sites will be marked ahead of time. We will need additional volunteers to help deliver and spread mulch. Homeowners receiving trees are highly encouraged to help. We can meet as a group in the morning around 9am (perhaps at the Moore lot across from Stella) for a quick lesson in how to plant a tree and then fan out to assigned areas around town.

Kids Clothing and Toy Swap: This communal trade is a chance to find a new home for the items that your children have outgrown, and perhaps bring home a few ‘new to you’ things. Clothing and toys should be clean and sorted, toys should be bundled or bagged with all of their parts. At the end of the event, leftover items can be

brought back home to save for the U Heights Garage Sale, or else we'll gather them up to be donated.

U Heights Summer Celebration – An afternoon of fun for all ages – perhaps including face painting for kids, a bouncy house, sidewalk art contest at the wide sidewalk on Melrose, a Baking contest, a 'volksmarch' around the perimeter of town, perhaps some food vendors, other ideas welcome.

Neighborhood Night Out – To go along with our Neighborhood Watch, this is a night out to meet and greet neighbors both new and well-established. Volunteer households throughout town will be needed to host stands in their front yard or driveway where neighbors can stop by to visit. Ideas include ice cream cups, drinks, sidewalk chalk or other games for kids.

Pat Yeggy has also volunteered to chair a welcome committee – which will help orient new residents by giving them a garbage sticker, resident guide, etc.

Tree questions 2014

<p>Name: Street Tree Policies</p> <p>Date: Jan 14</p>	<p>Who pays for street tree planting, removal, maintenance?</p>	<p>What is the protocol for a downed tree on private property partially or fully blocking a street or sidewalk?</p>	
<p>Iowa City</p>	<p>City covers pruning, removal, stump grinding and replanting Streets department clears the street as soon as possible, homeowner is responsible for the rest.</p>	<p>City crews clear the street as soon as possible Streets department clears the street as soon as possible, homeowner is responsible for the rest.</p>	
<p>Coralville</p>	<p>Street tree pruning, removal, stump grinding, and replanting are all the responsibility of the property owner, except in certain commercial areas.</p>	<p>Streets department clears the street as soon as possible, homeowner is responsible for the rest.</p>	
<p>North Liberty</p>	<p>City covers pruning, removal. Stump grinding is covered as the budget allows. Replanting is not allowed.</p>	<p>City takes action to clear the street and helps the property owner remove the tree/limbs when possible.</p> <p>When there has been a bad windstorm and lots of limbs are down they will send around a chipper truck to do curb side pickup of limbs.</p>	

<p>Lone Tree</p>	<p>City pays for removal, property owner pays for stump grinding, pruning, and replanting</p>	<p>City representative clears the street and clean up is the responsibility of the property owner.</p>	
<p>Tiffin</p>	<p>City pays for pruning, removal, stump grinding. No policy for replanting.</p>	<p>City clears the street and removes downed limbs/tree and bills the homeowner.</p>	
<p>Oxford</p>	<p>City pays for pruning, removal, stump grinding and replanting.</p>	<p>City clears the street and homeowner is responsible for the rest of clean up.</p>	

**University Heights: Emerald Ash Borer Report, February 2014.
Submitted by Virginia Miller**

Our situation in UH in regards to the EAB is not as dire as many larger towns in Iowa. Our population of ash trees on the city ROW represents only about 10% of our canopy, or about 20 trees total. Recommendations on what to do about the EAB are a little different for homeowners than they are for municipalities.

City Trees:

For University Heights in particular, our best course of action will be to maintain a low threshold for removal of ash trees over the next few years, and remove them as they become infested, and begin to lose limbs and die. Prophylactic removal of ash trees is probably not necessary in most cases, because even if all of our trees all die at once, it is still a relatively small number. Cities that have tens of thousands of ash trees have often decided to remove them in advance of the EAB infestation, to spread the work out over as many years as possible. However, currently and over the next few years here in University Heights, if an ash tree loses a limb, needs major pruning, or is just not an attractive specimen, removal and re-planting of a different species should be considered.

Some municipalities with large ash tree populations are choosing treatments for EAB as a stop-gap measure to slow the loss of trees while the dying ash tree population is removed and replaced. University Heights should not likely consider treating for EAB for any ash trees on the city ROW, as our ash trees are fairly well dispersed around town, and not of a great quantity. Our best plan for dealing with EAB as a city is to commence planting additional street trees of a variety of species and genera now, and anticipate a budget for removal of up to \$15,000-\$20,000 in the coming years.

Trees on private property:

Homeowners with ash trees on their property may wish to save their trees by treating with insecticides. Homeowners need to compare the cost of yearly treatment against the cost of possible eventual removal and replacement, as well as consider how much they value the shade and beauty their ash trees provide. Trees have real benefits, see the link below. It is recommended that anyone with ash tree on their property consider planting additional trees from a variety of genera as soon as possible, so that if they lose their ash tree(s) to EAB they will have replacements already growing.

Treatment should be started once the EAB is found within 15 miles of University Heights. Currently, the closest EAB reports come from Mechanicsville, 31 miles away. That may be too close for comfort for some homeowners who will want to treat this spring. Insecticide treatment should be done once a year in April or May.

Depending on the size of the tree, homeowners may be able to apply the insecticide themselves, but larger trees will need professional application. Yearly insecticide treatment will be about 95% effective in saving the tree, so a small number of treated trees will still die. Treatment will have to continue indefinitely.

Safety:

One important consideration for homeowners is that removal of trees once they have died from EAB can be more expensive than removing healthy trees. EAB infested trees turn brittle quickly and dead limbs may have to be lowered with ropes rather than allowed to drop, as they shatter when they hit the ground. Households with limited funds may find it more affordable to remove their ash trees early. Another consideration is that tree removal companies are fairly busy at present, and it can already take 2-3 months to schedule a tree removal. Once EAB hits fully, the delay in removal could be longer. If a homeowner has an ash tree that hangs over a house or garage, they may want to look into pruning or early removal to keep their house safe.

Will the recent cold slow the spread of the EAB?

There have been some reports recently that the extremely cold snap of weather we experienced recently killed all the EAB larvae – which may be true in some parts of Minnesota where these reports were originating (MPR did a few stories on the radio) but arborists in Iowa say that we did not receive low enough temps for a prolonged enough period of time. Surely some larvae did die across the Midwest, hopefully enough to slow the progression of the infestation, but not enough to stop it.

What to do just now?

The big question to start with is: Do I have an ash tree in my yard? Ash trees are fairly easy to spot in the winter when they are not in leaf, as they have a distinctive bark pattern and branching pattern. The bark often breaks in diamond shaped patterns, and sometimes has a greenish coating on the outside. The branch pattern is opposite – the stems join at the branch opposite from each other.

If you need help with tree identification in your yard, you may be able to schedule a consultation with either the DNR district forester or with a private tree care company. I would be happy to visit your house myself to help, with the caveat that you get what you pay for, and my opinion is free.

Online identification guides:

<http://www.emeraldashborer.info/files/e2892ash.pdf>

http://treedoctor.anr.msu.edu/ash/ashtree_id.html

Resources and recommended reading:

Iowatreepests.com

http://www.ipm.iastate.edu/ipm/hortnews/2014/01-17/eab_consumer.html

<https://www.extension.iastate.edu/pme/emeraldashborer.html>

<http://www.iowadnr.gov/home/ctl/detail/mid/2822/itemid/1592>

<http://www.kwwl.com/story/24399660/2014/01/08/cold-snap-will-not-kill-emerald-ash-borer-larvae-in-iowa>

<http://www.npr.org/2014/01/10/261435111/the-upside-of-the-bitter-cold-it-kills-bugs-that-kill-trees>

<http://www.emeraldashborer.info/index.cfm#sthash.m81Lth05.dpbs>

A very thorough report on EAB done for a small town in Wisconsin, lots of helpful information and ideas:

<http://www.littlechutewi.org/DocumentCenter/View/1732>

Tree replacement list:

http://www.iowatreepests.com/documents/Recommended_Trees_Iowa.pdf

Trees have benefits:

<http://www.treebenefits.com>

Tree care companies in the Iowa City area recommended by Terry Robinson, Iowa City forestry department:

Total Tree Care – ISA certified
Noels Tree and Crane Service
Black Squirrel Tree Care
Quality Care
Tree Care LLC
Dalton Tree Service
TreeSavers – does EAB insecticide treatment

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff
FROM: Josiah Bilskemper, P.E.
DATE: February 7, 2014
RE: City Engineer's Report

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

- a. We learned from the DOT this week that one of the final forms submitted needed to be mailed as a signed hard copy. The signed form was mailed to the DOT today, and expect final reimbursement to be issued now that this is submitted.
- b. *Reimbursement Request #7 (\$20,448.96) was submitted today, January 10th. This is the final reimbursement request, and included release of the retainage that the DOT was withholding pending final completion of the project. It seems like the anticipated timeframe to receive this final check from the DOT is about 4 weeks. (January Mtg.)*

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

JDB



**Building Zoning & Sanitation (“BZS”)
February 2014 Report
By Silvia Quezada**

1. City Building Inspector’s Report (Terry Goerdt)

(a) Permits Issued: one (1) business remodeling permit issued.

(b) Complaint(s): none for this period.

(c) Investigation(s): none for this period.

2. City Housing Inspector’s Report (Norm Cate)

(a) Complaint(s). During this reporting period, the City housing inspector responded to a resident-initiated complaint for over-occupancy and improper vehicle parking on a city sidewalk. The City housing inspector performed an on-site house inspection, spoke with the property owner and determined that the house was occupied as permitted by City Ordinance 110. Parking on the city sidewalk by the occupants was confirmed and the matter managed by City Police via a citation.

(b) Investigation(s). During this reporting period, the City Clerk forwarded to the City housing inspector for review a potential unregistered rental home. After inquiring with the property owner, the City housing inspector determined the property was not properly registered as a rental and informed the property owner to obtain a rental permit.

(c) Scheduled Inspection(s). City housing inspector performed one (1) scheduled rental inspection performed.

(d) Open Matter(s). Seven (7) properties under active review by City housing inspector to determine whether these are owner-occupied or possible rentals.

3. Rental Statistics.

(a) Total rental permits in-force during this reporting period

- Residential Rental Permits: 90
- Grandview Condo Rentals Permits: 48
- Total: 138**

4. Other Assignment(s).

(a) Good Neighbor Outreach. The Highland Drive North-East neighbors raised safety and beautification issues with a certain dirt pile located on Leamer Court and in Iowa City limits. The dirt pile is within Iowa City code regulations and located on a former construction staging

area. The property belongs to Hendrickson Development (Jeff Hendrickson). I met with Hendrickson Development to discuss considerations surrounding this matter. Hendrickson Development is mutually interested in safety and beautification and will address this matter in 2014.

(b) BZS Policy and Procedures. Concluded meeting with City staff supporting the BZS administration and preparing report on changes and/or recommendations.

(c) Open Records Request. Residents interested in obtaining the City's records for any of these reported matters, please contact the City clerk to place an Open Records Request.

* * * *

University Heights February 2014 eGovernment Report

U-H Website Updates/Statistics January 1- 31, 2014

- **January 28, 2014**
 - Mid American Energy street light audit
- **January 26, 2014**
 - January 14 council meeting webstream, 2014 rental inspection schedule
- **January 16, 2014**
 - Mayor Louise From recognizes outstanding volunteers
- **January 14, 2014**
 - U-Heights twitter feed
- **January 13, 2014**
 - January 14 council meeting agenda & attachments
- **January 9, 2014**
 - January 14 council meeting at Horn Elementary Library
- **January 7, 2014**
 - Severson charity challenge update
- **January 6, 2014**
 - January 7 council orientation meeting agenda
- **January 4, 2014**
 - December council meeting webcast
- **January 3, 2014**
 - Water main break on Golfview
- **January 1, 2014**
 - 2014 council meeting schedule, new council members

Monthly Statistics from Stat Counter

Page Views	Unique Visits	1st Time Visits	Returning Visits	
1172	804	561	243	Total
38	26	18	8	Average

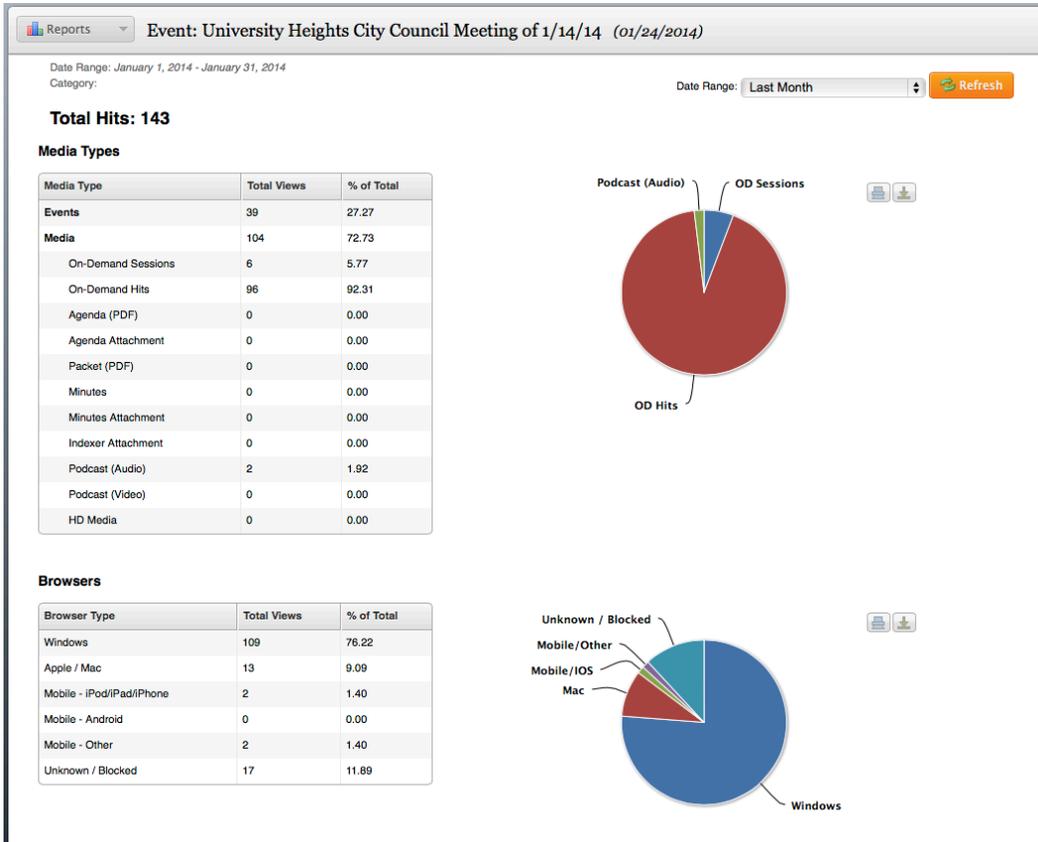
Monthly Statistics from Webalyzer

Total Hits	33471
Total Files	20714
Total Pages	10541
Total Visits	5230
Total Unique User Agents	669
Average Visits Per Day	168

U-H Website Twitter Statistics January 1- 31, 2014

Tweets	10
Re-tweets	8
Followers	21

University Heights City Council Meeting Webcasts Viewing Statistics From EarthChannel



January Council Meeting statistics from 1/24/14 to 1/31/14

December Council Meeting statistics from 1/4/14 to 1/31/14

