

AGENDA

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

Tuesday, October 14, 2014

**University Club- east entrance
1360 Melrose Ave.**

7:00-9:00pm

Meeting called by Louise From

Time	Topic	Owner
7:00	Call to Order Roll Call Approval Minutes- Sept. 9, 2104 Approval Special Meeting Minutes- Sept.19 th and Special Meeting Minutes-Sept. 24 th .	Louise From
7:05	Public Input	Public
	<u>Administration</u>	
	-Mayor <u>Mayor's Report</u>	Louise From
	-City Attorney <u>Legal Report</u>	Steve Ballard
	-City Clerk <u>City Clerk Report</u> Consider <u>proposal for City Audit</u> Update on Street Report	Chris Anderson
	<u>Committee Reports:</u>	
	<u>Finance</u> Committee Report	Jim Lane
	<u>Treasurer's Report/ Payment of Bills</u>	Lori Kimura
	<u>Community Protection</u> Police Chief Report	Ron Fort
	<u>Committee Report</u>	Carla Aldrich/M. Haverkamp
	<u>Streets and Sidewalks</u> <u>Committee Report</u> Community Relations Report	Virginia Miller
	<u>Engineer Report</u> "Consideration of Payment Application #2 (Final Pay Application) from J&L Construction for the 2014 ADA Curb Ramp Replacement (Oakcrest and Koser) project, accepting the work as complete and releasing retainage."	Josiah Bilskemper
	<u>Building, Zoning & Sanitation</u> <u>Committee Report</u>	Silvia Quezada
	<u>e-Government</u> <u>Committee Report</u>	Mike Haverkamp
	Announcements	
9 :00	Adjournment	Louise From

Next Regular Council Meeting: Tuesday, Nov. 11, 2014- Location to be announced.

Mayor's Report- September/October 2014

Sept. 4th-Attended E911 Meeting at JECC

Sept. 9th- Attended the Transportation Technical Advisory Committee (TTAC) at Iowa City city hall.

Sept. 17th - Attended Urbanized Area Policy Board- meeting at Coralville city hall. Highlights: Renewed discussion of Affordable Housing in the metro area. An updated report was presented (see my email attachment named Affordable Housing Update- 9222014pdf). This report updates the Dec. 2007 "Affordable Housing Market Analysis for the Iowa City Metro Area". This includes: Iowa City, Coralville, North Liberty, Tiffin and University Heights. Here is the link that will take you to the original 2007 report: <http://www.icgov.org/site/cmsv2/file/planning/commdev/hsnganalysis.pdf>

I would recommend that after the first of the year that we invite members of the affordable housing team to come speak to our city council specifically about the latest updates and University Heights.

Oct. 1st- Attended the Emergency Management Meeting at JECC.

Also spoke to director Dave Wilson so that our new police chief will get an orientation at the JECC with concerning radios and communication in Johnson County.

Oct. 3rd-Council member, Silvia Quesada and I attended the Affordable Housing Bus Tour with other metro area elected officials and staff. We toured affordable housing areas in Iowa City and Coralville.

Oct. 7th- Final Farmers Market of the 2014 Season. I want continue the market next year once again, the First Tuesday of each month, June-Oct. 2015. Let me know if you have any suggestions.

Special Thanks to Chief Ron Fort for his assistance and to Mike Haverkamp for organizing the wonderful market music!!

Update to the 2007 Affordable Housing Market Analysis for the Iowa City Urbanized Area

September 2014



Prepared by the Metropolitan Planning Organization of Johnson County (MPOJC) and the Housing Trust Fund of Johnson County (HTFJC)

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Introduction

This document provides an update to the Affordable Housing Market Analysis completed by Mullin & Lonergan Associates in 2007. This document is not intended to be a replication of that analysis, but rather to compare socio-economic conditions and housing needs of 2007 to today, and to discuss strategies to help meet identified needs. This update to the 2007 analysis was requested by the Metropolitan Planning Organization of Johnson County's (MPOJC) Urbanized Area Policy Board, which ultimately led MPOJC staff to work with the Housing Trust fund of Johnson County to develop this report.

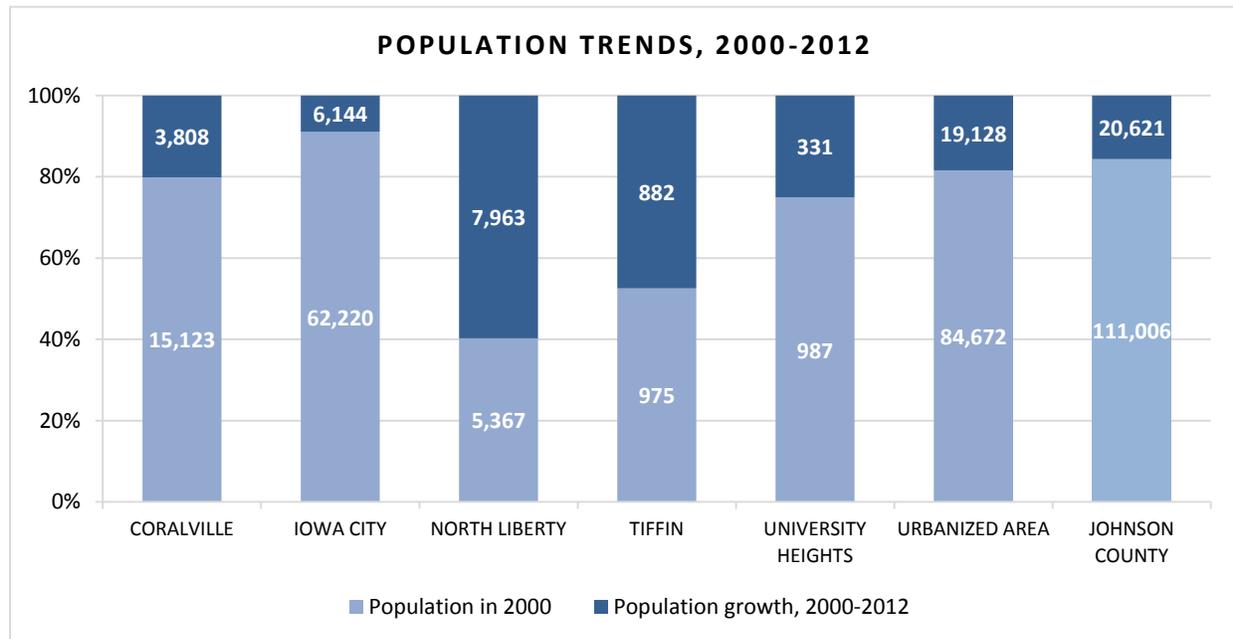
The 2007 document is intended as a point of departure. However, data for the year 2007 is largely unavailable for our community since the American Community Survey (ACS) had only begun to standardize their data collection in 2005. Therefore, data used in the generation of the this document is largely derived from Census estimates, primarily Census 2000 and ACS 2008-2012 3-Year and 5-Year estimates. Additionally, county, state, and national data are used to provide broader context as appropriate. Census data was preferred to local data sources because it maintains consistent methodology and statistical rigor.

Existing Conditions

Population and Demographics

From 2000 to 2007, the population of the urbanized area grew from 84,672 to an estimated 91,339, a 7.9 percent increase. The population has grown more rapidly since the 2007 study was released, increasing to an estimated 103,800 by 2012, a 13.6 percent change. Suburban communities continue to grow the fastest, with the population of Tiffin growing by 90 percent and the population of North Liberty growing by 148 percent since 2000.

Figure 1



Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

Historical trends reflect the trajectory of suburban population growth. Across Iowa, populations in rural counties generally decline, while metropolitan areas gain in population. The population of Johnson County increased 18 percent between 2000 and 2010, compared to the state's 4 percent increase in population during the same period.

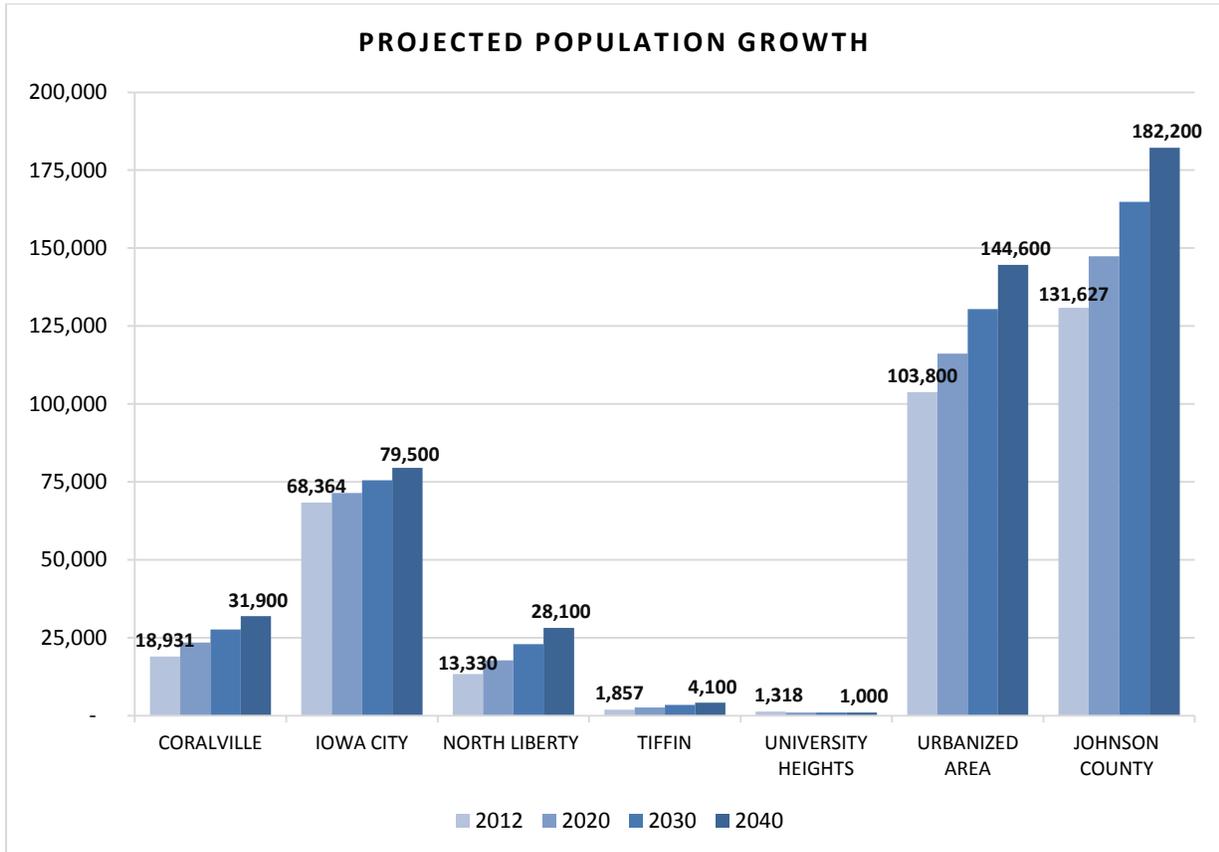
Table 1. Historical population trends

YEAR	CORALVILLE	IOWA CITY	NORTH LIBERTY	TIFFIN	UNIVERSITY HEIGHTS	URBANIZED AREA	JOHNSON COUNTY	IOWA
1960	2,357	33,443	334	311	841	37,952	53,663	2,757,537
1970	6,130	46,850	1,055	299	1,265	55,599	72,127	2,824,376
1980	7,687	50,508	2,046	413	1,069	61,723	81,717	2,913,808
1990	10,347	59,738	2,926	460	1,042	74,513	96,119	2,776,755
2000	15,123	62,220	5,367	975	987	84,672	111,006	2,926,324
2010	18,907	67,862	13,374	1,947	1,051	103,141	130,882	3,047,646

Source: U.S. Census Bureau (1960-2010 Decennial Censuses)

Over the next 25 years, MPOJC projects that population will continue to grow in every jurisdiction except University Heights. By 2040, the population of the urbanized area is estimated to grow by 39 percent to 144,600, up from 103,800 in 2012. The majority of this growth will be concentrated in the suburban municipalities.

Figure 2



Source: ACS 2012 Population Estimates; MPOJC Long-Range Transportation Plan, Population Projections (based on decennial Census data)

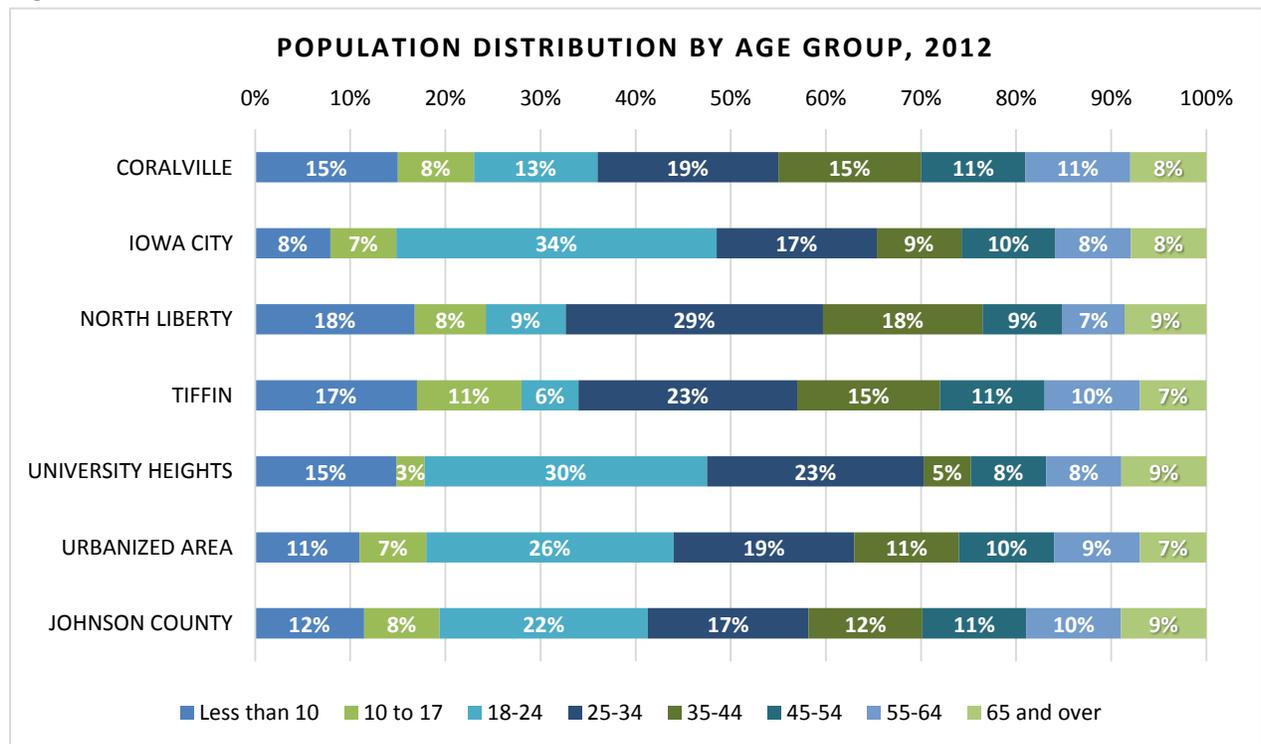
Due to the large student population at the University of Iowa, the urbanized area has proportionally more residents between ages 18 and 24 than other urbanized areas in the state. However, each jurisdiction has a slightly different age composition. Nearly half of the population of Iowa City and more than 44 percent of the urbanized area population are under age 25. Coralville’s population reflects its large number of family households, with proportionally more children than the urbanized area average. The age distributions of North Liberty and Tiffin are similar, as Figure 3 illustrates.

Table 2. Population distribution by age group, 2012

AGE	CORALVILLE	IOWA CITY	NORTH LIBERTY	TIFFIN	UNIVERSITY HEIGHTS	URBAN AREA	JOHNSON COUNTY
< 10	2,825	5,658	2,413	311	192	11,399	15,058
10 to 17	1,591	4,427	1,067	213	42	7,340	10,909
18 to 24	2,466	23,134	1,155	115	391	27,261	28,862
25 to 34	3,613	11,252	3,836	419	296	19,416	22,169
35 to 44	2,861	6,025	2,379	276	68	11,609	15,115
45 to 54	2,083	6,734	1,167	198	104	10,286	15,037
55 to 64	2,032	5,581	884	191	108	8,796	13,132
≥ 65	1,460	5,553	429	134	117	7,693	11,345
TOTAL	18,931	68,364	13,330	1,857	1,318	103,800	131,627

Source: U.S. Census Bureau, (ACS 2008-2012 5-Year Estimates)

Figure 3



Source: U.S. Census Bureau, (ACS 2008-2012 5-Year Estimates)

Overall, the population of the urbanized area has become more racially diverse since the 2000 Census. Since 2007, however, growth has slowed among Black and Asian populations. Meanwhile, the Hispanic population is growing more quickly.

Table 3. Population distribution by race and ethnicity for the urbanized area

YEAR	WHITE	BLACK	AMER. IND./ AK NATIVE	ASIAN	NATIVE HAWAIIAN/ PAC. ISL.	OTHER	TWO OR MORE	HISPANIC
2000	92.1%	2.5%	0.2%	2.8%	< 0.1%	0.8%	1.5%	2.5%
2007	85.6%	4.9%	0.3%	6.1%	< 0.1%	1.8%	1.4%	3.6%
2012	87.5%	4.7%	0.1%	4.5%	< 0.1%	0.8%	2.4%	4.8%

Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-2012 5-Year Estimates)

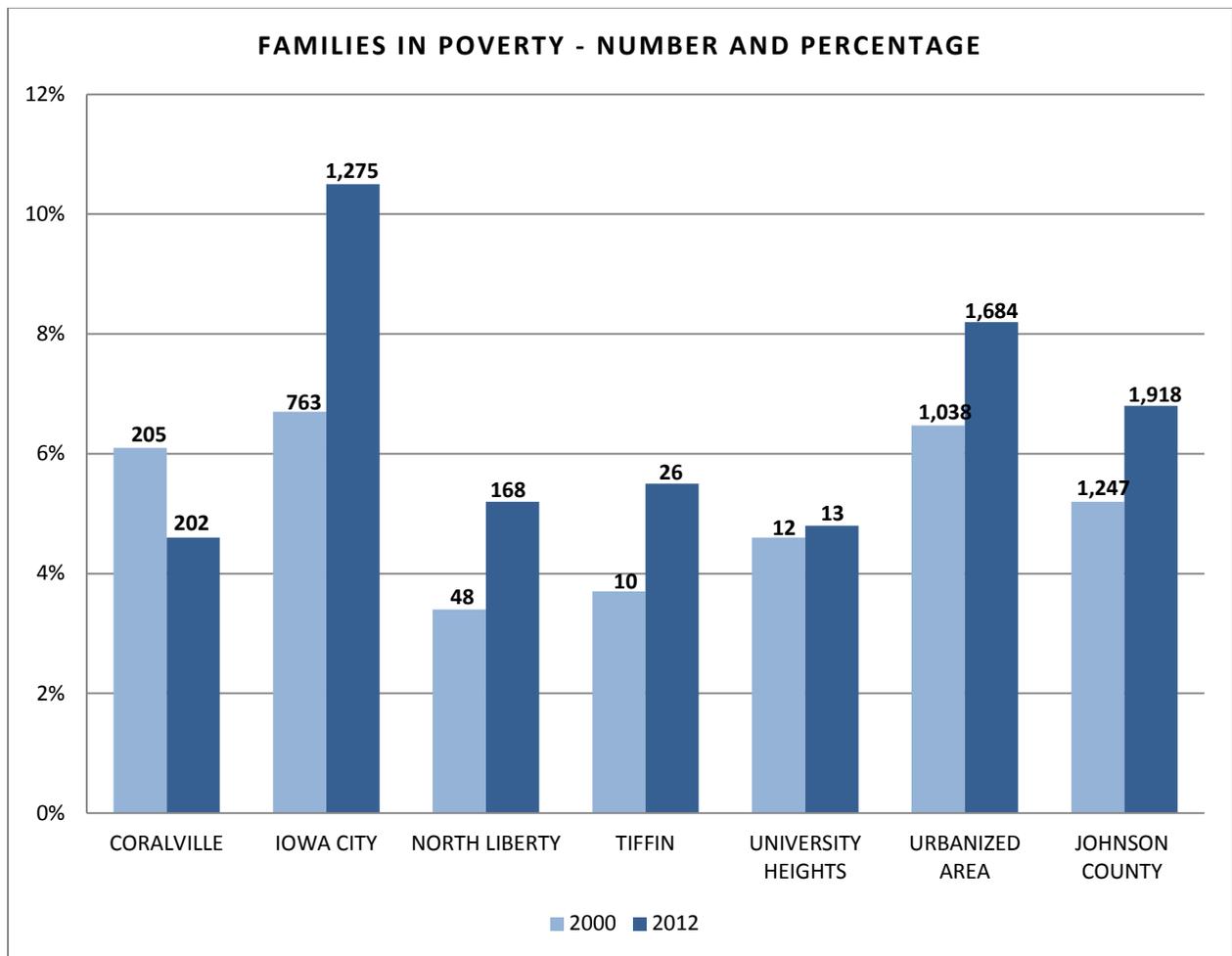
Economic and Employment Data

Poverty

The U.S. Census Bureau collects data on individuals in poverty by comparing family incomes to thresholds established by the federal government, which are adjusted annually for inflation. The 2012 poverty thresholds are defined as \$11,720 for a single person and \$23,492 for a family of four.

The number of families in poverty increased in all of the communities in the urbanized area, with the exception of Coralville. The poverty rate in Iowa City is high compared to the rest of the urbanized area. This is not surprising given the large number of students who typically have low incomes but may be partially or fully supported by their families.

Figure 4

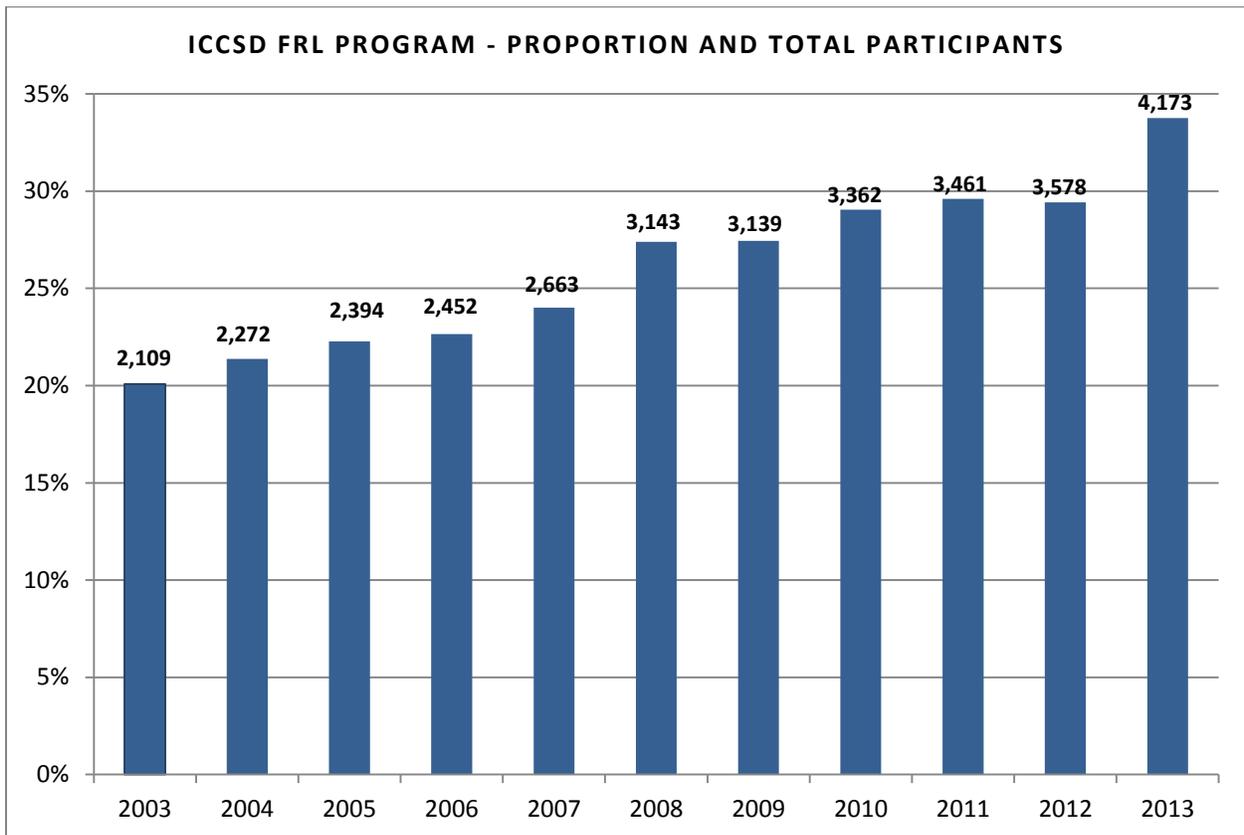


Source: U.S. Census Bureau, (2000 Census and ACS 2008-2012 5-Year Estimates)

Free and Reduced Lunch Program

Schoolchildren whose families' incomes fall below the poverty line are eligible to participate in a free and reduced lunch program. The total number of students in the Iowa City Community School District (ICCS) enrolled in the free and reduced lunch program (FRL) has nearly doubled since 2003. While school district boundaries do not align with the jurisdictional boundaries used for the purposes of this report, free and reduced lunch data gives a general sense of economic assistance needed in the metro area. Between 2000 and 2012, the number of households with children in Johnson County increased 14 percent (See Table 9), but the number of FRL participants increased 98 percent.

Figure 5



Source: Iowa City Community School District

Table 4. Free and reduced lunch program data by school and year, ICCSD

SCHOOL	2000			2007			2013		
	TOTAL ENROLLED	TOTAL FLR	FLR RATE	TOTAL ENROLLED	TOTAL FLR	FLR RATE	TOTAL ENROLLED	TOTAL FLR	FLR RATE
ELEMENTARY SCHOOLS									
BORLAUG	N/A	N/A	N/A	N/A	N/A	N/A	323	85	26.3%
CVL CENTRAL	458	129	28.2%	448	123	27.5%	421	141	33.5%
GARNER	N/A	N/A	N/A	N/A	N/A	N/A	491	103	21.0%
HILLS	164	84	51.2%	152	82	54.0%	108	69	63.9%
HOOVER	275	29	10.6%	306	36	11.8%	354	91	25.7%
HORN	303	24	7.9%	294	39	13.3%	454	130	28.6%
KIRKWOOD	366	132	36.1%	441	211	47.9%	328	236	72.0%
LEMME	273	58	21.3%	283	49	17.3%	364	93	25.6%
LINCOLN	256	3	1.2%	256	4	1.6%	238	14	5.9%
LONGFELLOW	276	42	15.2%	284	31	10.9%	330	65	19.7%
LUCAS	420	134	31.9%	426	153	35.9%	433	234	54.0%
MANN	261	131	50.2%	249	116	46.6%	245	136	55.5%
PENN	331	71	21.5%	391	97	24.8%	504	122	24.2%
ROOSEVELT	248	107	43.2%	298	139	46.6%	N/A		
SHIMEK	224	13	5.8%	220	15	6.8%	199	26	13.1%
TWAIN	295	192	65.1%	220	147	66.8%	266	209	78.6%
VAN ALLEN	284	72	25.4%	487	100	20.5%	467	93	19.9%
WEBER	493	73	14.8%	494	50	10.1%	476	167	35.1%
WICKHAM	435	22	5.1%	452	24	5.3%	479	34	7.1%
WOOD	432	198	45.8%	486	239	49.2%	529	408	77.1%
MIDDLE AND JUNIOR HIGH SCHOOLS									
NORTH CENTRAL	N/A	N/A	N/A	308	44	14.3%	461	92	20.0%
NORTHWEST	907	173	19.1%	620	154	24.8%	643	205	31.9%
SOUTHEAST	677	179	26.4%	660	189	28.6%	749	328	43.8%
HIGH SCHOOLS									
CITY HIGH	1,542	234	15.2%	1,359	242	17.8%	1,413	503	35.6%
WEST HIGH	1,754	268	15.3%	1,838	316	17.2%	1,939	478	24.7%
TATE HIGH	69	26	37.7%	119	63	52.9%	146	111	76.0%
DISTRICT TOTAL									
	10,743	2,394	22.3%	11,091	2,663	24.0%	12,360	4,173	33.8%

Source: Iowa City Community School District

Employment

The urbanized area has a slightly higher unemployment rate than the state, in part because of the large student population. The unemployment rate in Johnson County has not changed dramatically since 2000, but remains below the national average, which was 6 percent in 2012.

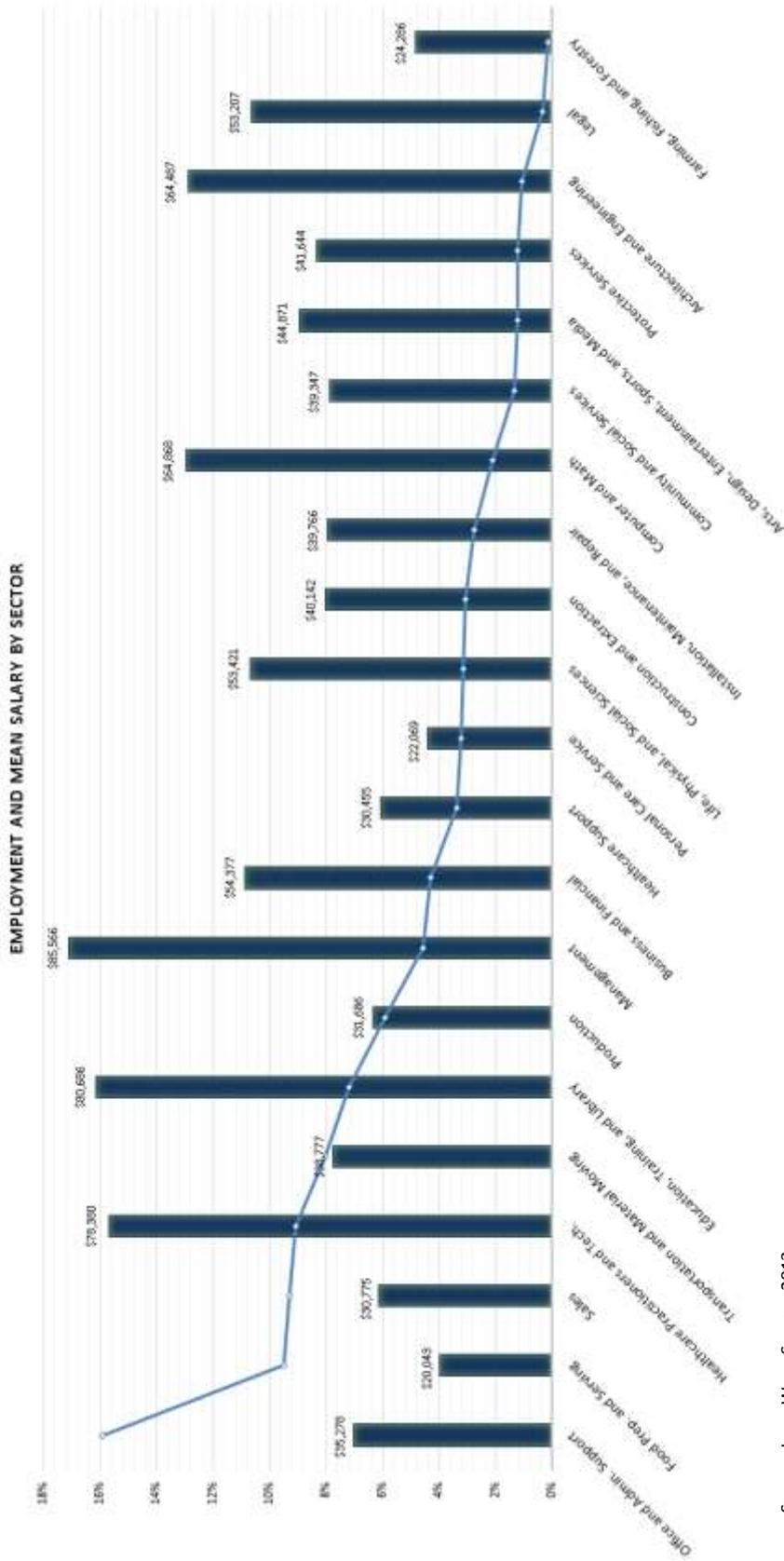
Table 5. Unemployment in civilian labor force, by region, state, and nation

YEAR	URBANIZED AREA		JOHNSON COUNTY		IOWA		UNITED STATES	
	Total	%	Total	%	Total	%	Total	%
2000	1,869	4.7	2,625	2.9	64,906	4.2	7.9 million	3.7
2007	2,259	2.9	2,586	2.6	79,716	3.4	9.9 million	4.2
2012	2,938	4.7	3,372	3.1	91,676	3.8	14.5 million	6.0

Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-2012 5-Year Estimates)

Figure 6 on the following page illustrates the percentage of workers by industry in relation to the mean income for that industry in the urbanized area. From left to right, the graph shows industries with the greatest to least percentage of employed persons. This information is useful to determine how workers in different sectors of employment are affected by the housing market in our community.

Figure 6

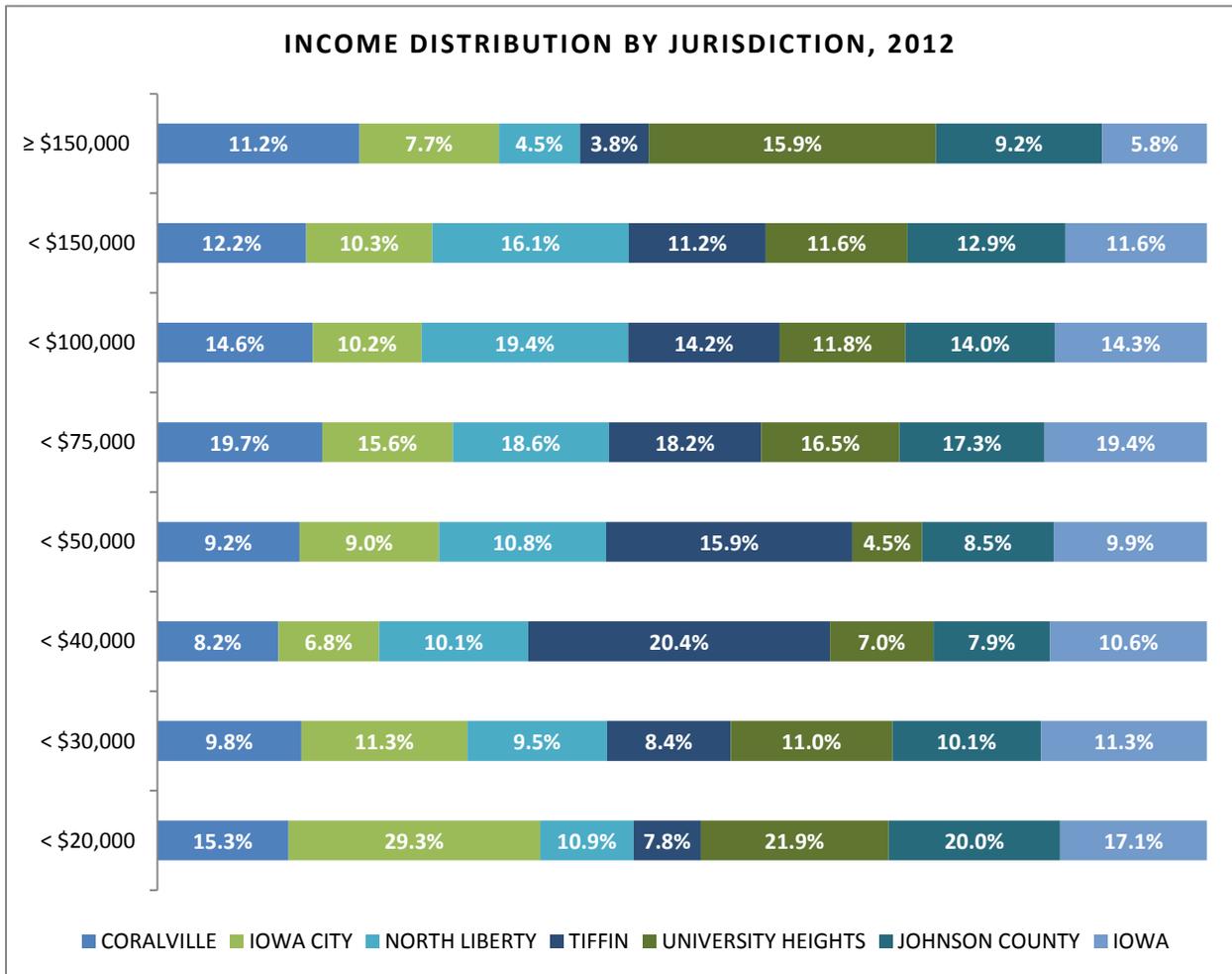


Source: Iowa Wage Survey, 2013

Distribution of Income

Distribution of household income is a good indicator of how income varies with respect to location and may help jurisdictions better understand their affordable housing needs. Figure 7 illustrates income distribution by jurisdiction. The proportion of households with income between \$75,000 and \$150,000 in each jurisdiction was very similar in 2012, although University Heights had a much higher percentage of households earning \$150,000 or more. Compared to the other communities in the area, Iowa City had a much higher percentage of households earning less than \$20,000, likely due to the large student population.

Figure 7



Source: U.S. Census Bureau (ACS 2008-2012 5-Year Estimates)

Median Household Income

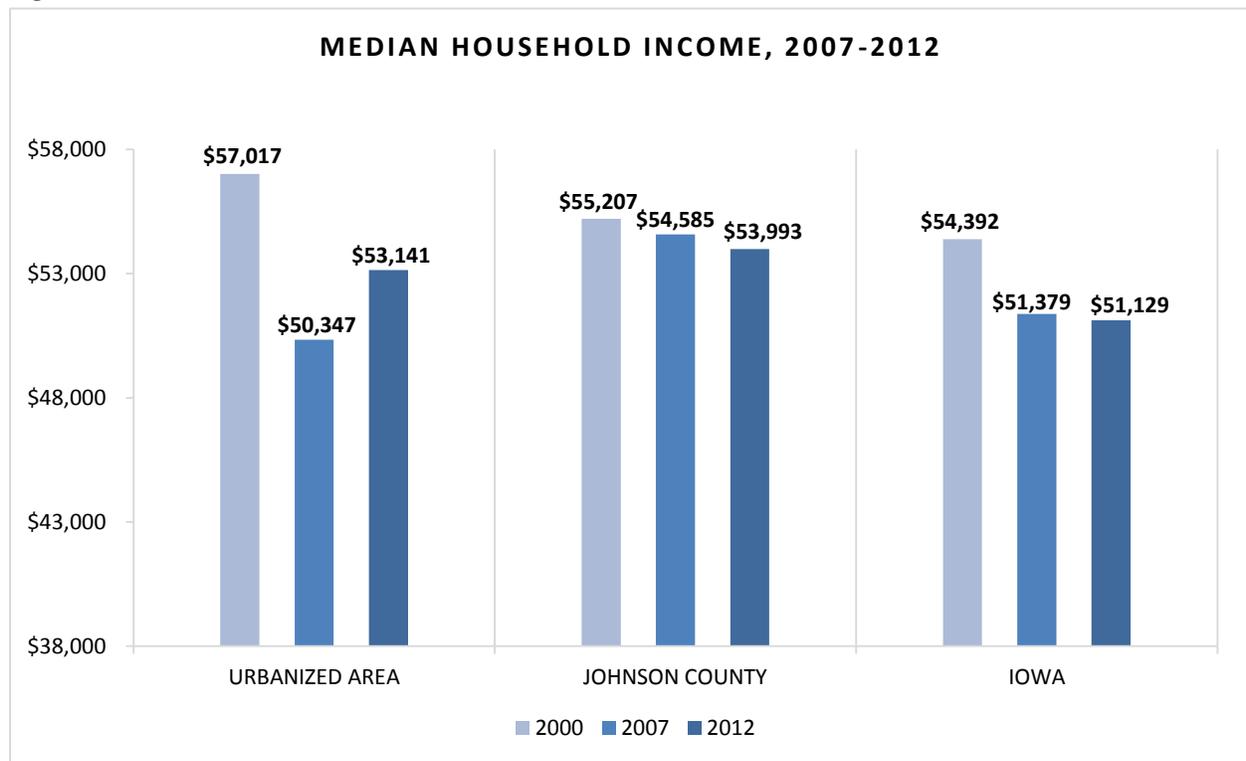
The 2007 market study reported a slight increase in real median household income throughout the urbanized area between 2000 and 2007. When adjusted for inflation, median household incomes dropped by nearly 7 percent between 2000 and 2012. By jurisdiction, median household incomes dropped 12.4 percent in Iowa City, 16.2 percent in Tiffin, and 12.5 percent in University Heights from 2000 to 2012. During the same period, median household incomes increased by 7.9 percent in Coralville and 0.6 percent in North Liberty.

Table 6. Median household incomes by jurisdiction

YEAR	CORALVILLE	IOWA CITY	NORTH LIBERTY	TIFFIN	UNIVERSITY HEIGHTS	URBAN AREA	JOHNSON COUNTY
2000	\$52,479	\$48,202	\$58,570	\$58,406	\$67,430	\$57,017	\$55,207
2012	\$56,635	\$42,220	\$58,904	\$48,929	\$59,018	\$53,141	\$53,993

Source: U.S. Census Bureau (2000 Census and ACS 2008-012 5-Year Estimates)

Figure 8

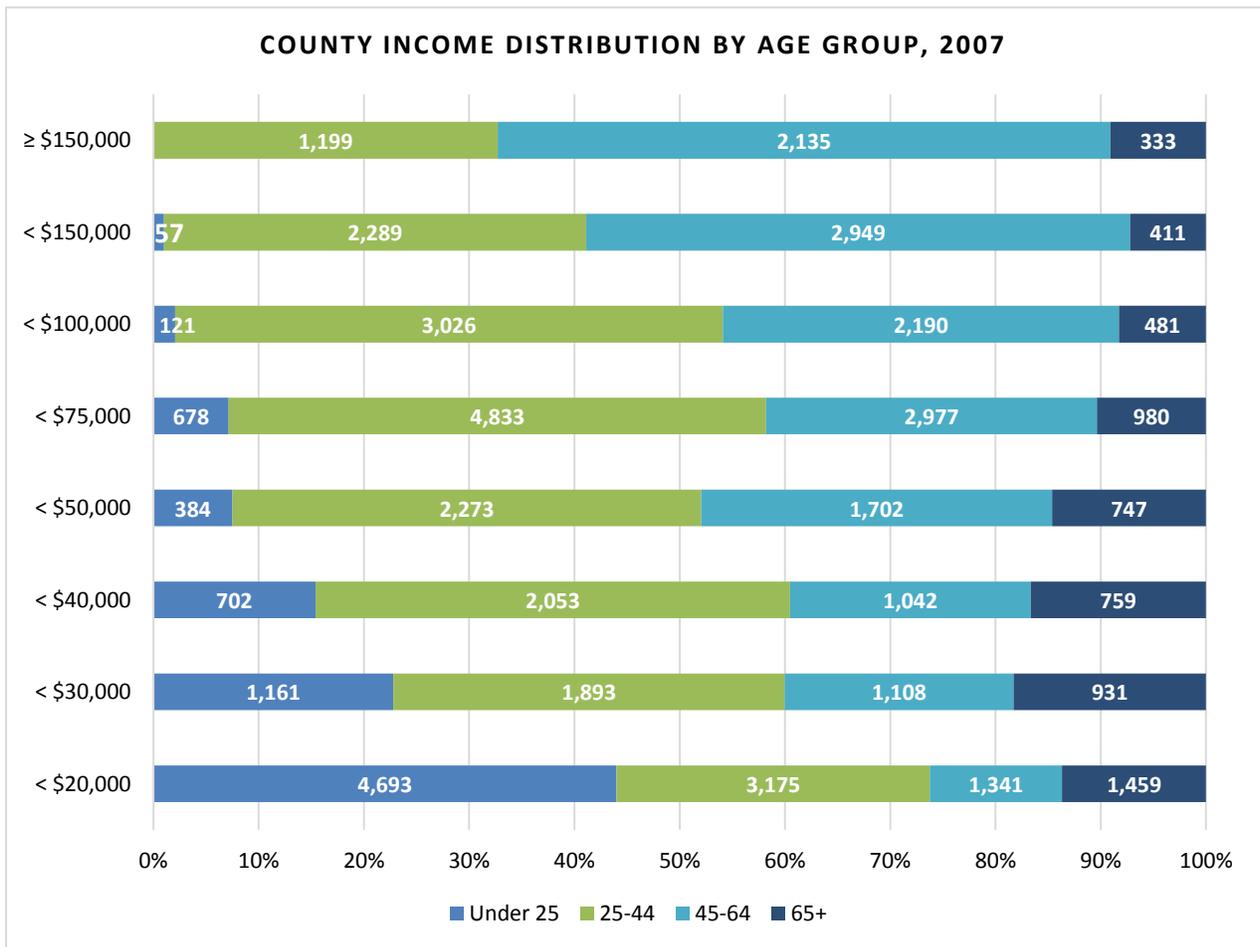


Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-012 5-Year Estimates)

Income by Age of Householder

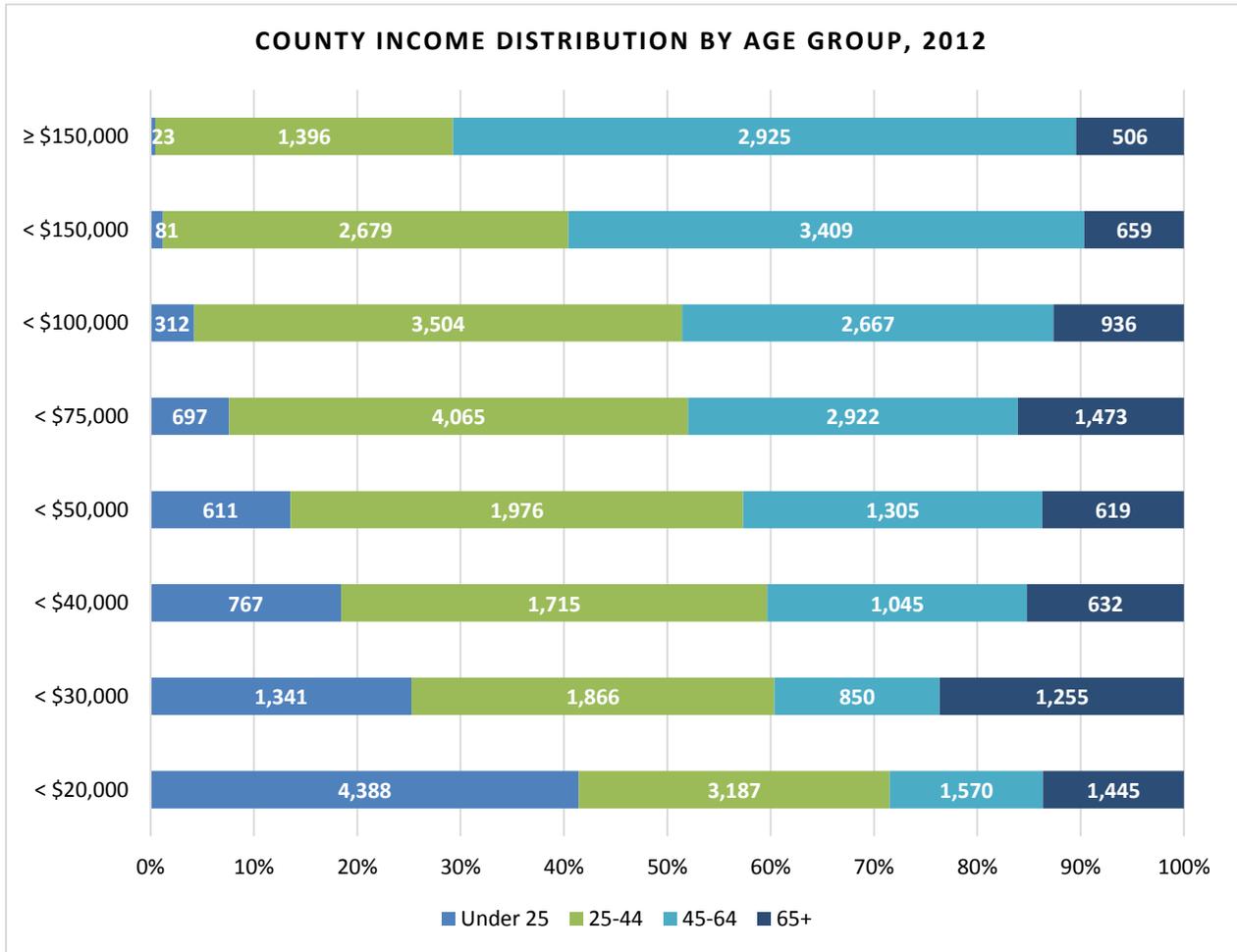
Showing income distribution by age of householder can help identify which segments of the population may be most impacted by housing costs. Figures 9 and 10 show income distribution by age for 2007 and 2012. A common misconception in Johnson County is that the majority of the lowest income households are comprised of students. However, in 2007, the majority of households in the county earning less than \$20,000 (approximately 6,000 out of 10,938) of had a householder over the age of 25. This proportion increased in 2012.

Figure 9



Source: U.S. Census Bureau (ACS 2005-2007 3-Year Estimates)

Figure 10



Source: U.S. Census Bureau (ACS 2008-2012 5-Year Estimates)

When income distribution by age is examined for each community, Iowa City has the highest proportion of households with income below \$20,000. This is true even when the households with a householder under age 25 are discounted. In Iowa City, 4,289 of 20,985 households (20.5 percent) with a householder age 25 or older have a household income less than \$20,000. For the remaining municipalities, that proportion is under 10 percent. In total, there are 5,618 urbanized area households with a householder over the age of 25 and income less than \$20,000.

Table 7. Household income distribution by age of householder by jurisdiction, 2012

CORALVILLE								
Income	Under 25		25-44		45-64		65+	
	Total	%	Total	%	Total	%	Total	%
< \$20,000	463	49.7	350	10.0	247	10.0	123	14.7
< \$30,000	87	9.3	461	13.2	78	3.2	133	15.9
< \$40,000	120	12.9	229	6.5	190	7.7	91	10.9
< \$50,000	99	10.6	398	11.4	148	6.0	61	7.3
< \$75,000	110	11.8	692	19.8	598	24.2	118	14.1
< \$100,000	21	2.3	580	16.6	376	15.2	155	18.5
< \$150,000	31	3.3	446	12.7	380	15.4	89	10.6
≥ \$150,000	0	0.0	343	9.8	455	18.4	68	8.1
Total	931	100	3499	100	2472	100	838	100
IOWA CITY								
Income	Under 25		25-44		45-64		65+	
	Total	%	Total	%	Total	%	Total	%
< \$20,000	3692	58.6	2436	25.3	1003	13.3	850	22.1
< \$30,000	1117	17.7	952	9.9	411	5.5	608	15.8
< \$40,000	387	6.1	775	8.1	438	5.8	241	6.3
< \$50,000	405	6.4	944	9.8	718	9.5	386	10.0
< \$75,000	485	7.7	1850	19.2	1150	15.3	759	19.7
< \$100,000	161	2.6	1124	11.7	1132	15.0	365	9.5
< \$150,000	34	0.5	1011	10.5	1440	19.1	334	8.7
≥ \$150,000	23	0.4	520	5.4	1235	16.4	303	7.9
Total	6304	100	9612	100	7527	100	3846	100
NORTH LIBERTY								
Income	Under 25		25-44		45-64		65+	
	Total	%	Total	%	Total	%	Total	%
< \$20,000	125	25.7	212	5.8	146	11.3	152	39.6
< \$30,000	33	6.8	319	8.7	90	7.0	112	29.2
< \$40,000	141	29.0	284	7.7	149	11.5	17	4.4
< \$50,000	68	14.0	390	10.6	142	11.0	32	8.3
< \$75,000	42	8.6	685	18.6	306	23.7	57	14.8
< \$100,000	77	15.8	898	24.4	146	11.3	14	3.6
< \$150,000	0	0.0	709	19.3	234	18.1	0	0.0
≥ \$150,000	0	0.0	181	4.9	78	6.0	0	0.0
Total	486	100	3678	100	1291	100	384	100

Source: U.S. Census Bureau (ACS 2008-2012 5-Year Estimates)

Table 7. (Continued) Income distribution by age group by jurisdiction

TIFFIN								
Income	Under 25		25-44		45-64		65+	
	Total	%	Total	%	Total	%	Total	%
< \$20,000	14	25.0	31	7.6	9	3.4	10	11.0
< \$30,000	0	0.0	21	5.1	23	8.7	25	27.5
< \$40,000	12	21.4	72	17.6	55	20.9	28	30.8
< \$50,000	0	0.0	88	21.6	31	11.8	11	12.1
< \$75,000	12	21.4	70	17.2	57	21.7	10	11.0
< \$100,000	18	32.1	84	20.6	11	4.2	3	3.3
< \$150,000	0	0.0	30	7.4	58	22.1	4	4.4
≥ \$150,000	0	0.0	12	2.9	19	7.2	0	0.0
Total	56	100	408	100	263	100	91	100
UNIVERSITY HEIGHTS								
Income	Under 25		25-44		45-64		65+	
	Total	%	Total	%	Total	%	Total	%
< \$20,000	64	47.4	41	20.9	2	1.8	6	8.2
< \$30,000	31	23.0	8	4.1	2	1.8	16	21.9
< \$40,000	22	16.3	2	1.0	0	0.0	12	16.4
< \$50,000	4	3.0	13	6.6	3	2.7	3	4.1
< \$75,000	10	7.4	41	20.9	25	22.1	9	12.3
< \$100,000	0	0.0	47	24.0	10	8.8	4	5.5
< \$150,000	4	3.0	26	13.3	18	15.9	12	16.4
≥ \$150,000	0	0.0	18	9.2	53	46.9	11	15.1
Total	135	100	196	100	113	100	73	100

Source: U.S. Census Bureau (ACS 2008-2012 5-Year Estimates)

Basic Housing Trends

Household Composition

Non-family households are very common in the urbanized area, as many students share housing to reduce costs. In Coralville, Iowa City, and University Heights, there were proportionally fewer non-family households in 2012 than in 2000, while in North Liberty and Tiffin there were proportionally more. There was little measurable change in the overall proportion of non-family households in Johnson County as a whole. Between 2000 and 2012, the proportion of households with children decreased in all communities within the metro area with the exception of Tiffin.

Table 8. Non-family households

YEAR	CORALVILLE		IOWA CITY		NORTH LIBERTY		TIFFIN		UNIVERSITY HEIGHTS		URBANIZED AREA		JOHNSON COUNTY	
	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
2000	3,148	48.7	14,002	55.6	858	38.0	171	38.9	213	45.6	18,392	52.8	20,502	46.5
2012	3,345	39.9	15,156	52.5	2,631	44.0	347	39.8	245	45.0	21,724	48.6	24,415	46.2

Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

Households with children have different social and economic characteristics and housing needs. Factors such as location, size of housing unit, and proximity of other households with children may influence a family's decision to purchase or rent one home over another. The proportion of housing suitable for family occupancy should correspond to the proportion of families with children. Furthermore, a variety of single and multifamily units provides families with more options to make housing choices based on location.

Table 9. Households with children

YEAR	CORALVILLE		IOWA CITY		NORTH LIBERTY		TIFFIN		UNIVERSITY HEIGHTS		URBANIZED AREA		JOHNSON COUNTY	
	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
2000	1,882	29.1	5,600	22.2	829	36.7	134	30.5	107	22.7	8,551	33.3	12,137	27.5
2012	2,379	28.4	5,537	19.2	1,894	31.6	275	31.5	111	20.4	10,196	28.1	13,837	26.2

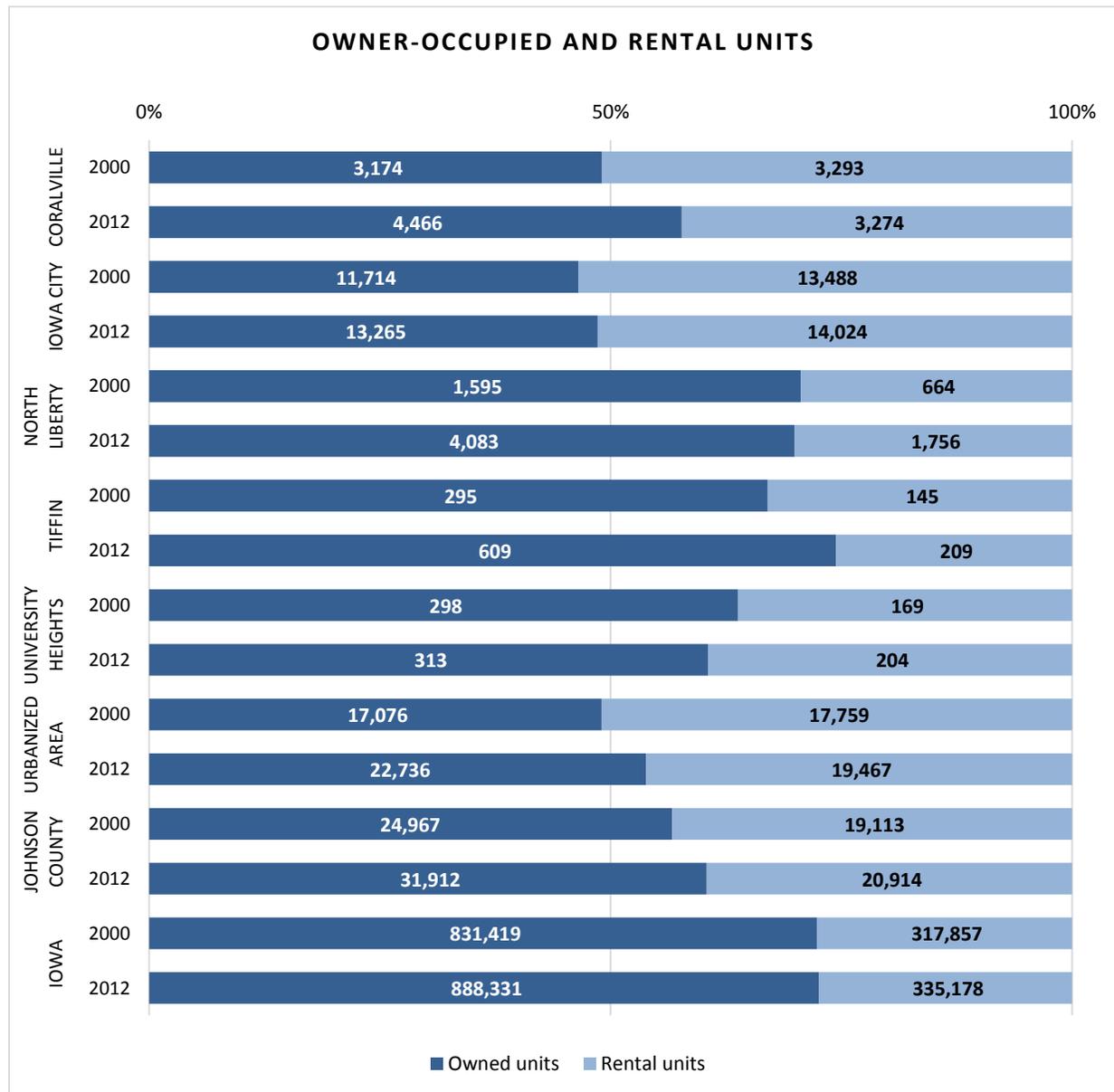
Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

Owner-Occupied versus Rental Units

Communities generally maintain a 3-to-1 ratio of owned to rental units. The urbanized area as a whole has nearly a 1-to-1 ratio. This is not surprising given the large student population in Iowa City.

From 2000 to 2012, the proportion of owner-occupied properties increased in the urbanized area and the county. Coralville and Iowa City have higher proportions of rental properties than the other jurisdictions. Tiffin has expanded its proportion of owner-occupied units, while North Liberty and University Heights have reduced their proportions of owned units.

Figure 11

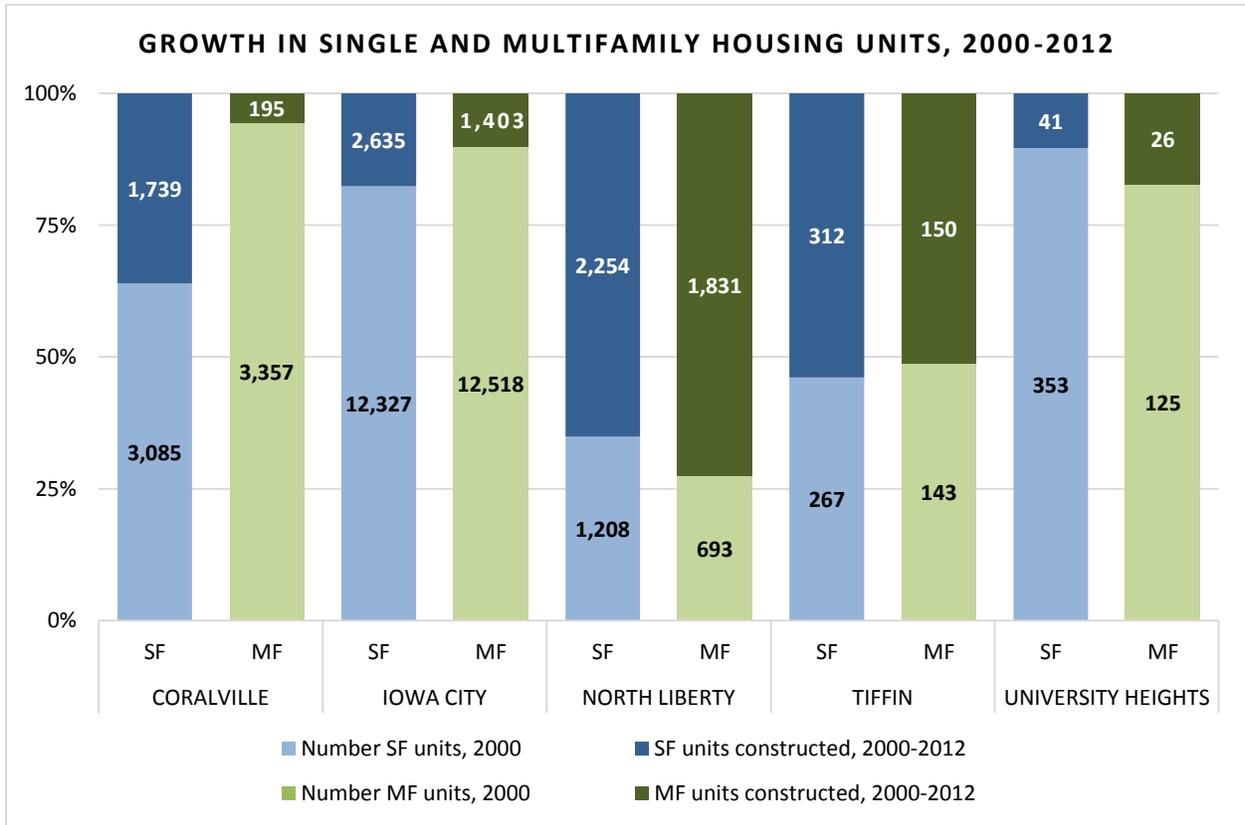


Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

Housing Stock

Between 2000 and 2012, all jurisdictions added to their housing stock. However, the majority of this growth has been in single-family housing. The most growth has occurred in North Liberty and Tiffin. North Liberty nearly doubled its number of single-family housing units and nearly tripled its multifamily units during this period. Tiffin doubled its supply of single-family and multifamily units. By jurisdiction, growth in housing stock has generally corresponded with population growth.

Figure 12



Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates). For the purposes of this section, single family (SF) refers to both attached and detached single-unit homes. Multifamily (MF) includes all structures with two or more apartments.

Table 10. Regional growth in housing stock, 2000-2012

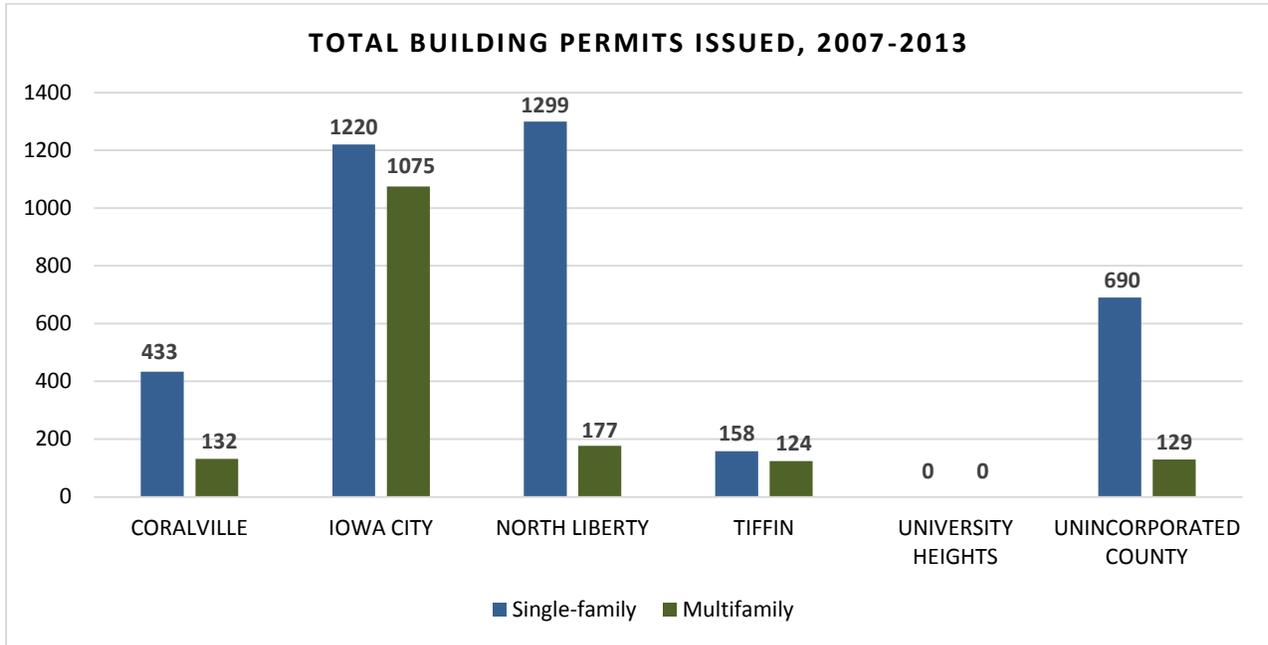
	NUMBER OF SINGLE-FAMILY UNITS	SINGLE-FAMILY UNITS ADDED	NUMBER OF MULTIFAMILY UNITS	MULTIFAMILY UNITS ADDED
URBANIZED AREA	17,240	6,981	16,836	3,605
JOHNSON COUNTY	25,451	7,951	17,184	2,226

Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

Building Permits

Building permit data show that proportionally more single-family housing permits have been issued than multifamily permits since 2007. This could indicate that an insufficient amount of land is zoned for multifamily development in the urbanized area, or that developers have less of a financial incentive to construct new multifamily dwelling units.

Figure 13



Source: State of the Cities Data System Building Permits Data Systems, HUD

Table 11. Annual breakdown of building permits issued, 2007-2013

YEAR	CORALVILLE		IOWA CITY		NORTH LIBERTY		TIFFIN		UNIVERSITY HEIGHTS		UNINC. COUNTY	
	SF	MF	SF	MF	SF	MF	SF	MF	SF	MF	SF	MF
2007	79	0	175	107	254	54	34	0	0	0	79	0
2008	48	0	156	115	290	24	19	16	0	0	88	38
2009	62	0	168	40	255	12	16	20	0	0	98	26
2010	40	0	153	59	136	0	13	16	0	0	82	20
2011	71	122	126	99	157	20	23	54	0	0	54	21
2012	77	10	223	176	136	20	19	18	0	0	101	0
2013	66	0	219	479	71	47	34	0	0	0	107	24
Subtotals	443	132	1220	1075	1299	177	158	124	0	0	609	129
ALL PERMITS	575		2295		1476		282		0		738	

Source: State of the Cities Data System, HUD

Housing Vacancy

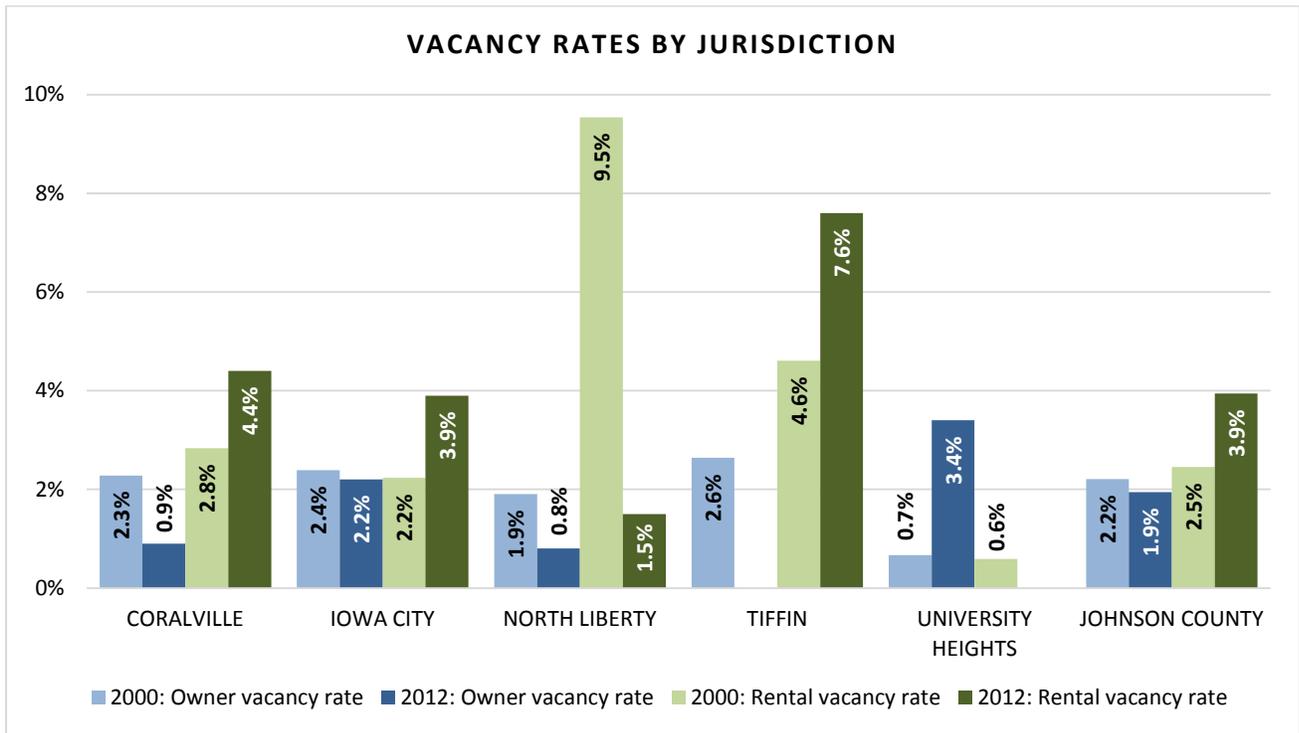
Housing vacancy rates are helpful indicators of occupancy turnover and housing mobility. The housing industry generally regards a 5 percent vacancy rate as optimal. At this rate, there is neither a surplus nor deficit of available units, which helps regulate housing costs and mitigate cost burden.

Some housing units are considered occupied although the owner does not always live there. In order to discount these units from the vacancy rate, the following formula is used to compute vacancy rate by tenure (owner-occupied or renter-occupied):

$$\frac{\text{\# vacancies by tenure}}{\text{\# vacancies by tenure} + \text{\# occupied units by tenure}}$$

Since 2000, owner vacancy rates have decreased in every jurisdiction except University Heights, while rental vacancy has increased in every jurisdiction except North Liberty. It is important to note that the majority of vacancy rates across the urbanized area remain below the industry standard of 5 percent.

Figure 14



Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

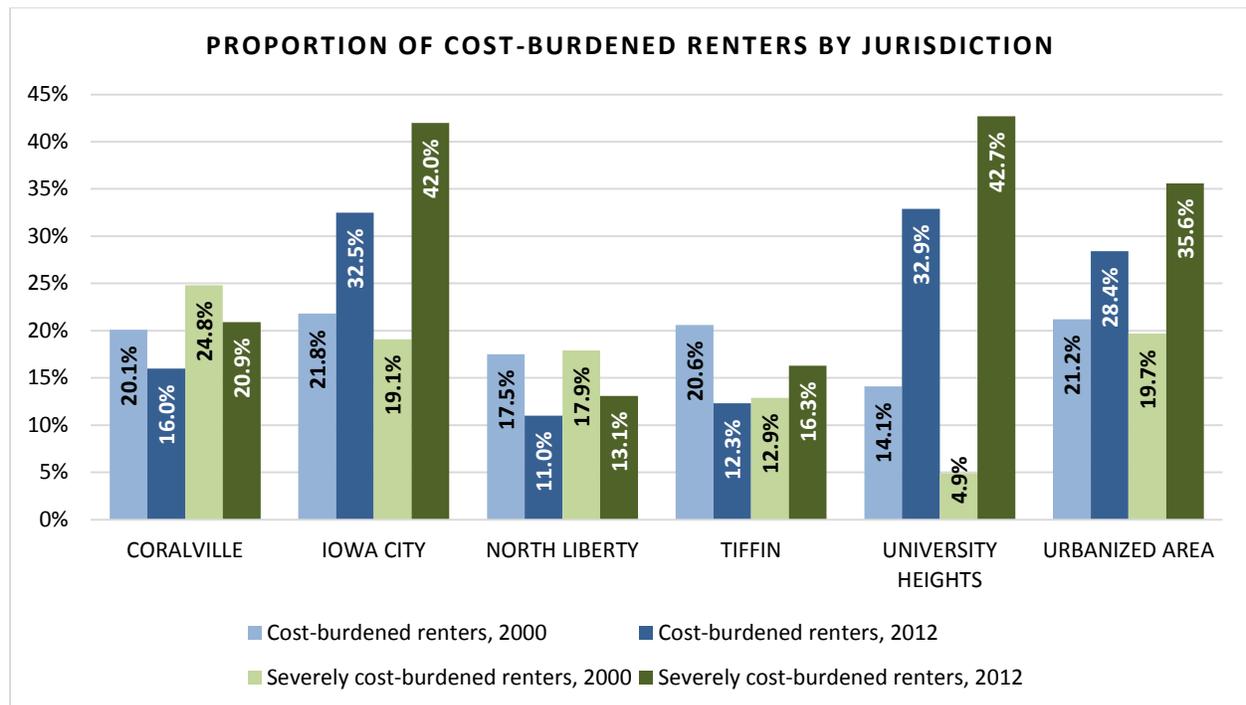
Housing Costs and Cost Burden

The Census collects data on housing costs as a proportion of household income. Housing is considered “affordable” if occupants pay no more than 30 percent of their gross annual income on rent or owner housing costs. Occupants paying more than 30 percent of gross annual income towards housing are considered cost-burdened, while those paying more than 50 percent are considered *severely* cost-burdened. The U.S. Census Bureau defines gross rent as the combined cost of rent and selected utilities, while gross homeowner costs refers to mortgage and insurance payments, and selected utilities.

Renter

The 2007 Affordable Housing Market Analysis reported a 4.4 percent increase in rents between 1990 and 2000 in Johnson County, after being adjusted to 2000 dollars. Rents also increased 4.4 percent between 2000 and 2012 after being adjusted to 2012 dollars.¹ The proportion of renters in the urbanized area who were considered cost-burdened totaled over 55 percent in 2012. Figure 15 illustrates growth in the number of cost-burdened renters, including a rise in those who are severely cost-burdened. Although the proportion of cost-burdened renters declined in Iowa City, Tiffin, and University Heights, the proportion of severely cost-burdened renters increased in every jurisdiction.

Figure 15



Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

¹ U.S. Census

A number of cost-burdened renters may be presumed to be student households, but many are not. The Census does not differentiate age of the 10,761 cost-burdened renters. There are 7,912 households with a householder under age 25. Discounting this entire age group of householders 2,849 cost-burdened renters remain, therefore cost burden is not only limited to college-aged persons. Because not all renters under the age of 25 are students, the actual number of cost-burdened renters who are not students is higher than this estimate.

Tables 12 and 13 indicate that the proportion of cost-burdened renters is similar to that of the state while the proportion of severely cost-burdened renters is far higher in the urbanized area than the state as a whole.

Table 12. Cost-burdened renters by region, county, and state

YEAR	URBANIZED AREA		JOHNSON COUNTY		IOWA	
	TOTAL	%	TOTAL	%	TOTAL	%
2000	3,747	21.1	3,871	20.7	51,524	17.1
2007	N/A		3,958	20.2	61,412	19.1
2012	3,840	19.7	4,129	19.7	67,436	20.1

Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-2012 5-Year Estimates)

Table 13. Severely cost-burdened renters by region, county, and state

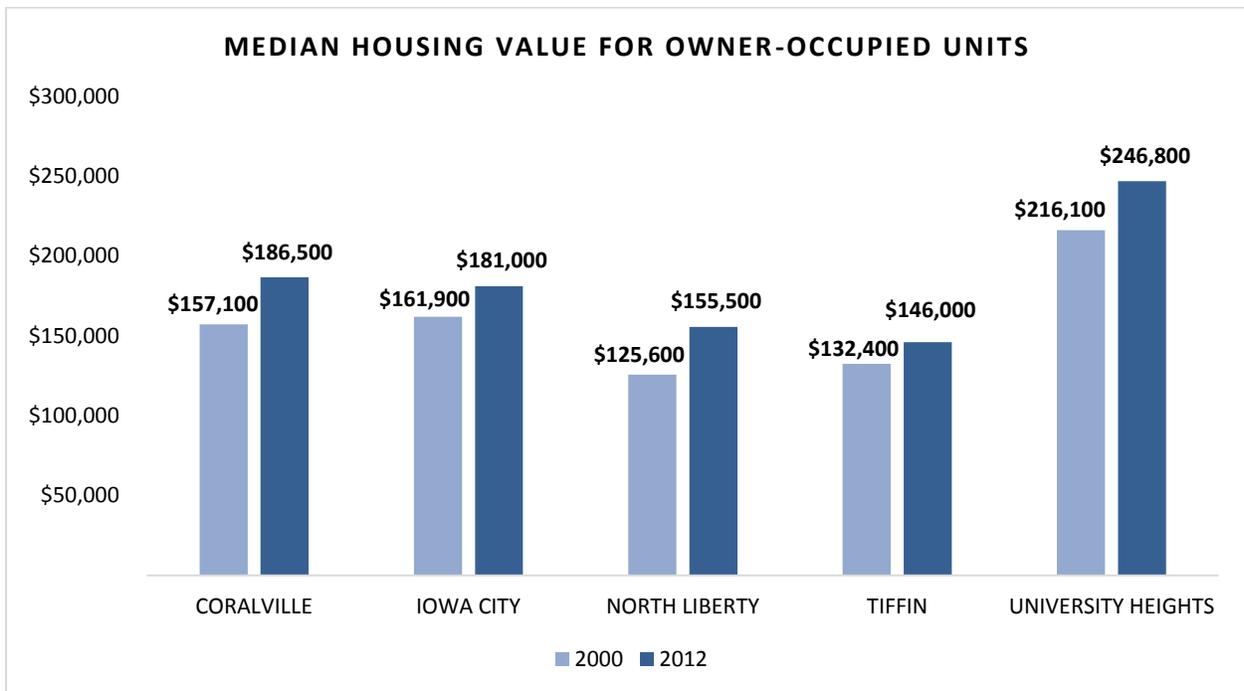
YEAR	URBANIZED AREA		JOHNSON COUNTY		IOWA	
	TOTAL	%	TOTAL	%	TOTAL	%
2000	5,021	28.3	5,130	27.5	43,292	14.4
2007	N/A		6,616	33.8	65,196	20.3
2012	6,921	35.6	7,057	33.7	71,558	21.4

Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-2012 5-Year Estimates)

Homeowners

Figure 16 shows the median housing value for owner-occupied units in the urbanized area increased substantially between 2000 and 2012. In Coralville, the median housing value was \$157,100 in 2000, and by 2012 it had increased to \$186,500. The median housing value in Iowa City in 2006 was \$161,900 and by 2012 it had increased to \$181,000. Median housing values in University Heights increased from \$216,100 in 2000 to \$246,800 in 2012. Tiffin’s housing values increased from \$132,000 in 2006 to \$146,000 in 2012. On average, median housing values increased 16 percent across the urbanized area between 2000 and 2012. The greatest increases in housing value in 2012 are found in North Liberty (24 percent) and Coralville (19 percent). The highest median home values were reported in University Heights at \$246,800.

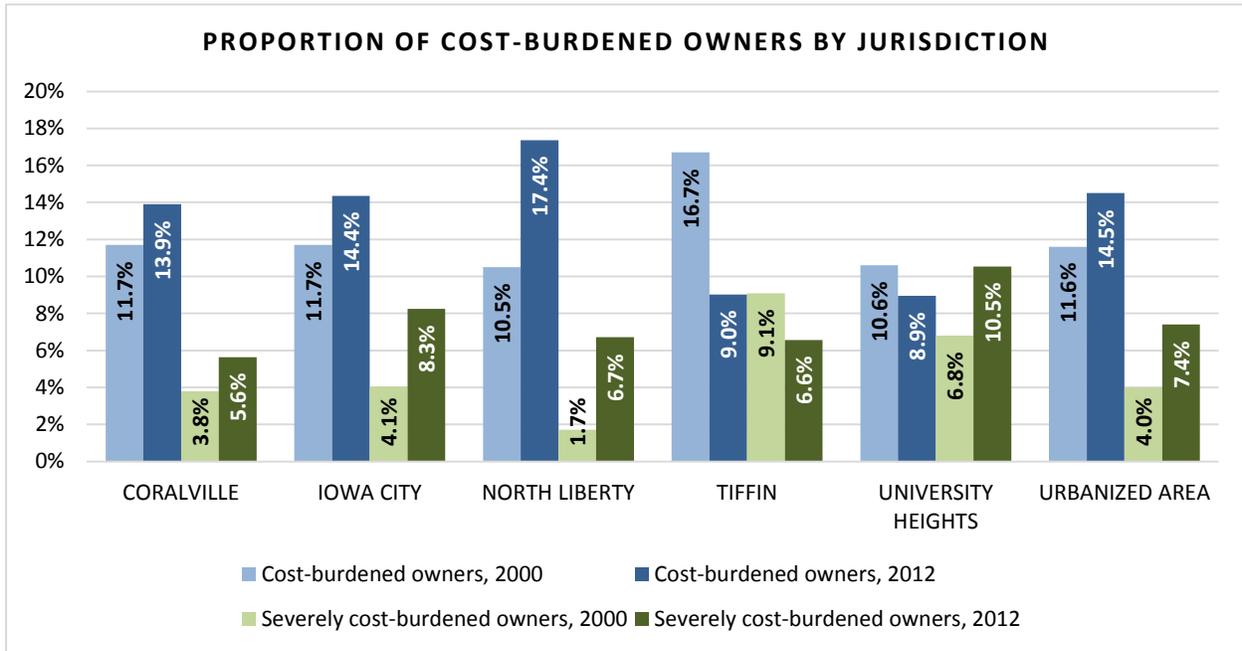
Figure 16



Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

Like renters, homeowners in the urbanized area are increasingly cost-burdened. According to the 2000 Census, 15.6 percent of homeowners were paying more than 30 percent of their income for housing costs. Of these, 4 percent were severely cost-burdened. Each of these proportions increased by 2012. From 2000 to 2012, the proportion of homeowner households in the urbanized area who were considered cost-burdened nearly doubled between 2000 and 2012. Because of population growth, the actual number of cost-burdened homeowners increased 134 percent over this period, increasing from 2,133 to 4,997.

Figure 17



Source: U.S. Census Bureau (2000 Census and ACS 2008-2012 5-Year Estimates)

Table 14. Cost-burdened homeowners by region, county, and state

YEAR	URBANIZED AREA		JOHNSON COUNTY		IOWA	
	TOTAL	%	TOTAL	%	TOTAL	%
2000	2,133	11.6	2,783	15.2	93,730	14.1
2007	N/A		6,962	22.8	178,905	20.2
2012	4,997	22.0	6,489	20.3	169,575	19.1

Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-2012 5-Year Estimates)

Table 15. Severely cost-burdened homeowners by region, county, and state

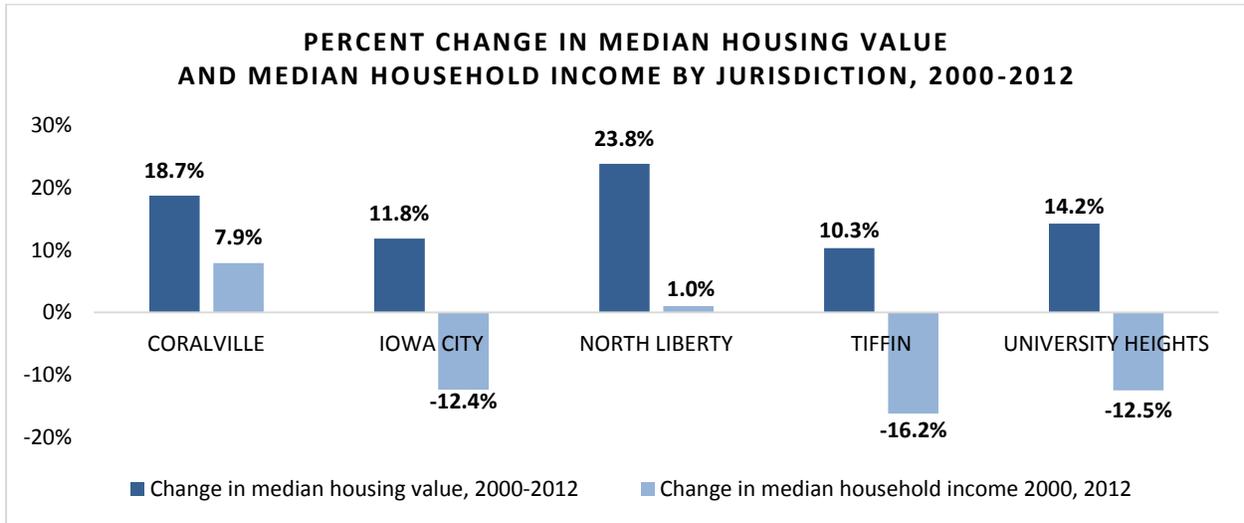
YEAR	URBANIZED AREA		JOHNSON COUNTY		IOWA	
	TOTAL	%	TOTAL	%	TOTAL	%
2000	541	4.0	740	3.9	28,037	4.2
2007	N/A		2,375	7.8	56,972	6.4
2012	1,689	7.4	2,138	6.7	56,941	6.4

Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-2012 5-Year Estimates)

Income versus Housing Cost

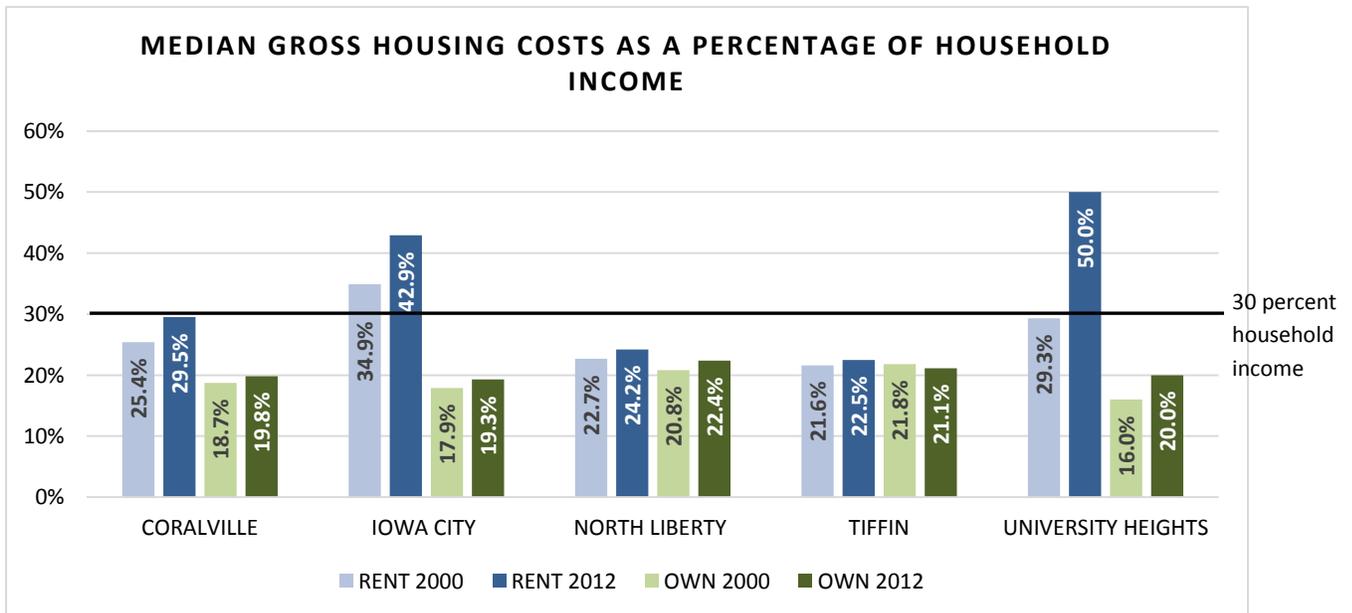
According to Census estimates, housing values in the urbanized area increased by an average of 15.8 percent from 2000 to 2012 after adjusting for inflation. In comparison, real median household income decreased by nearly 7 percent during the same period. Figure 18 shows median incomes have not kept pace with rising home values. As the percentage of income spent on housing has increased, so has the proportion of cost-burdened households (Figure 19).

Figure 18



Source: U.S. Census Bureau (2000 Census, ACS 2008-2012 5-Year Estimates)

Figure 19



Source: U.S. Census Bureau (2000 Census, ACS 2008-2012 5-Year Estimates). North Liberty had zero homeowners paying more than 30 percent household income in 2000.

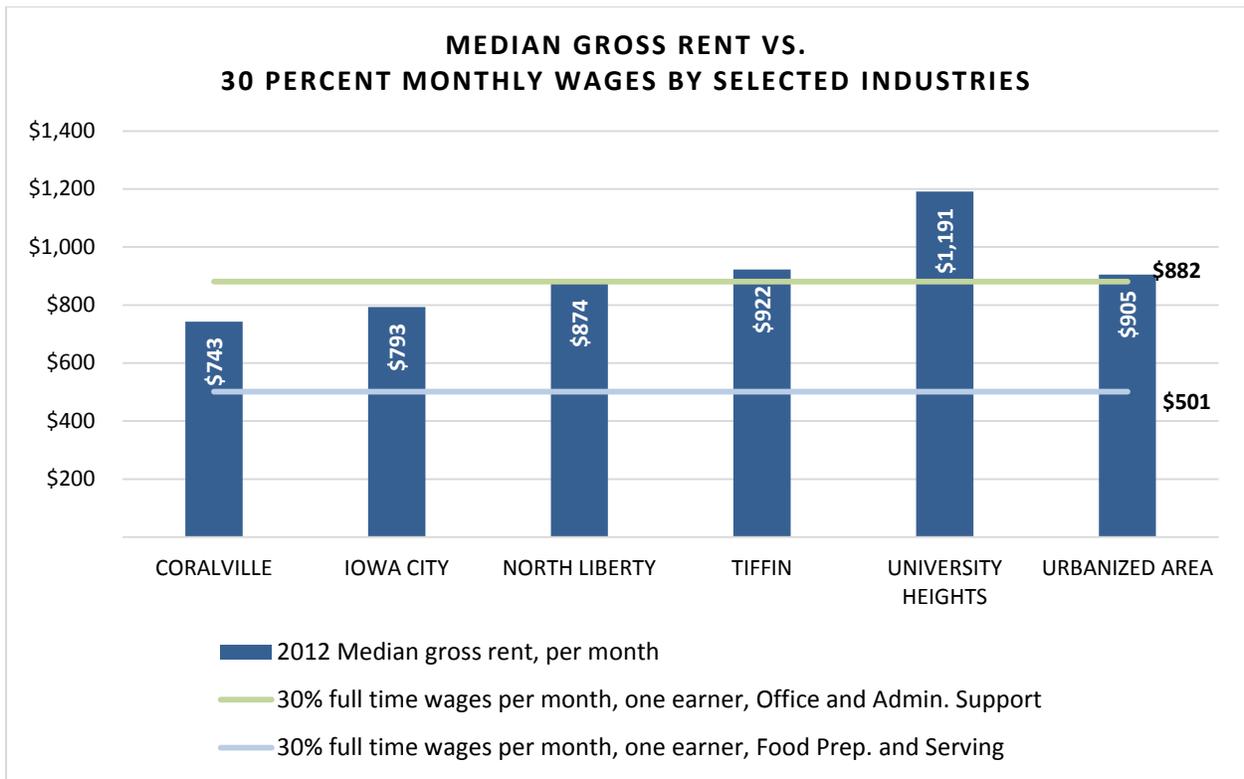
The National Low Income Housing Coalition's (NLIHC) annual publication of *Out of Reach* provides data on housing and affordability for metropolitan areas, counties, and states. In 2006, it was reported that the 'housing wage' in Johnson County was \$13.62, which is the wage that was necessary in order to afford the Fair Market Rent (FMR) for a two-bedroom apartment, which was \$708 at that time. In 2013, the FMR had increased to \$853, which raised the housing wage necessary to afford rent to \$16.40, or an annual salary of \$34,112. As illustrated on page 10, the average salary for six of the 21 employment sectors in Johnson County are not high enough to afford rent on a two-bedroom unit in the Johnson County. In total, those six sectors made up over half of the employees in the County, which represented workers in food preparation and serving, sales, production, personal care, healthcare support, and farming.

In the 2007 Market Analysis, it was noted that median housing values in Johnson County had increased 30 percent between 1990 and 2000; however, real median income had also increased by nearly 13 percent. In the 2007 analysis, it was estimated that households with income below \$50,000 (approximately the low-to-moderate income level) would decrease by 494 in the urbanized area by 2012. According to the Census, there were 21,712 households in the urbanized area with income below \$50,000 in 2012. In an attempt account for the student population, when the households with a householder under age of 25 are removed, there were still 14,828 households in 2012 with income below \$50,000. Most significant is the number of households with a householder over the age of 25 with household income *below* \$20,000. In 2012, that totaled 5,618 households in the urbanized area.

Cost Burden Illustrated

To illustrate the magnitude of cost burden in the urbanized area, Figure 20 compares median gross rent for 2012 versus 30 percent of mean full-time wages for the two industries with the largest workforces. Combined, the Office and Administrative Support and Food Preparation and Serving industries employ more than one in four workers. The food services industry has the lowest mean salary for any sector – \$20,043 in 2013. The office and administration industry employs the largest proportion of workers in the urbanized area, nearly 16 percent, at a mean salary of \$35,278. Figure 20 also illustrates that employees in each industry would have a difficult time finding affordable rental housing in the area.

Figure 20



Source: U.S. Census Bureau (ACS 2008-2012 5-Year Estimates and Iowa Wage Survey, 2013.)

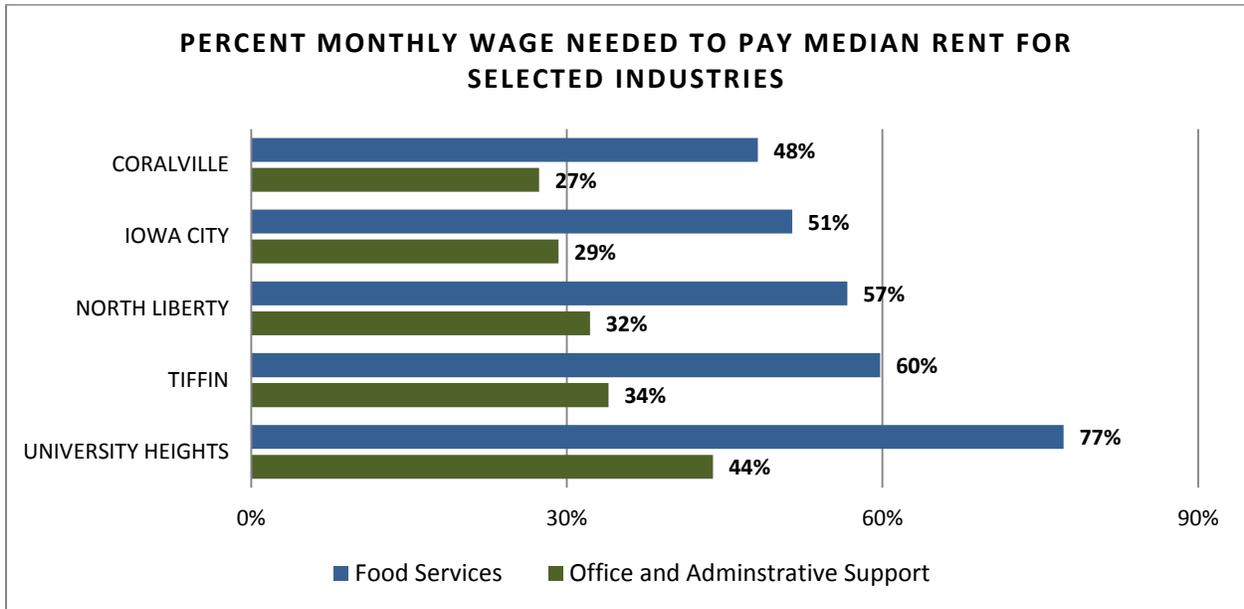
Table 16. Change in median gross rental cost by jurisdiction, county, and state (adjusted to 2012 dollars)

YEAR	CORALVILLE	IOWA CITY	NORTH LIBERTY	TIFFIN	UNIVERSITY HEIGHTS	URBANIZED AREA	JOHNSON COUNTY
2000	\$748	\$763	\$740	\$784	\$676	\$741	\$752
2012	\$743	\$793	\$874	\$922	\$1,191	\$793	\$789
CHANGE	-0.7%	3.9%	18.1%	17.6%	76.2%	7.0%	4.9%

Source: U.S. Census Bureau (2000 Census, ACS 2005-2007 3-Year, and ACS 2008-2012 5-Year Estimates)

To cover median Iowa City rental costs in 2012, a single-income, full-time employee in food services making the average salary for that industry would expect to allocate more than half of his or her earnings towards rent. A typical office worker would expect to allocate slightly less than 30 percent of his or her income, falling just below the cost-burden threshold. These trends hold throughout the urbanized area.

Figure 21



Source: U.S. Census Bureau (ACS 2008-2012 5-Year Estimates) and Iowa Wage Survey, 2013.

Homeownership would also likely be unaffordable for many workers in these sectors, especially when considering the added costs of property taxes, utilities, and homeowners' insurance. A single-income office worker can afford to spend no more than \$881 – 30 percent of average monthly wages on homeownership. The approximate property tax rate in Iowa City is 2.0 percent.² On a \$100,000 home, that cost equates to \$91 per month. The average cost of utilities is \$230, and the average cost of homeowners' insurance is \$50.³ When these costs are accounted for, only \$510 remains for a mortgage payment, limiting the number of affordable housing options for office workers. Given the same parameters, a single-income householder in the food services industry would have only \$130 to make a mortgage payment. For a single-income worker in this industry, homeownership is essentially impossible.

Only 21 homes in the urbanized area sold for \$100,000 or less in 2013, according to the Iowa City Area Association of Realtors. The majority of these were clustered in neighborhoods south of Highway 6 and east of Gilbert Street in Iowa City, which indicates that homebuyers also face geographical constraints when searching for affordable housing.

² Johnson County Assessor

³ American Housing Survey, 2011

Conclusion

This update to the 2007 Affordable Housing Market Analysis indicates that affordable housing needs are still unmet and are growing in the urbanized area. Below is a summary of findings:

- Real median housing values *increased* between 2000 and 2012 by an average of 15.6 percent while real median household income *decreased* by nearly 7 percent during that same time.
- The number and percentage of families in poverty in the urbanized area increased from 1,038 (6.2 percent) in 2000 to 1,684 (8.2 percent) in 2012.
- The percentage of participants in the Iowa City Community School District Free and Reduced lunch program has increased from 22.3 percent of the student population in 2000 to 33.8 percent of the student population in 2013.
- In 2006, the hourly wage required to afford a two-bedroom apartment in the urbanized area was \$13.62. As of 2013, the wage required is \$16.40.
- While the proportion of *renters* considered to be cost-burdened (paying more than 30% of their income for housing) decreased slightly (1.4 percent) in the urbanized area between 2000 and 2012 the proportion of severely cost burdened renters (paying more than 50% of their income on housing) increased by 1,900 households, a 7.3 percent increase.
- Nearly one quarter of the *homeowner* households were cost-burdened in the urbanized area in 2012, in increase of 6 percent from 2000. The number of severely cost-burdened increased by over 1100 households, or 3.4 percent.
- Those working in food preparation/serving jobs and office/administrative support jobs comprise over 25 percent of the employees in the urbanized area, and the average salary for each is \$20,043 and \$35,278 respectively. Workers in these sectors would have difficulty finding affordable rental housing the urbanized area. Homeownership would be very difficult for workers in these sectors.
- Twenty percent of Johnson County households earned less than \$20,000 in 2012, and over half were households with a householder age 25 and over.

Strategies to Increase Affordable Housing Opportunities

The strategies to address housing needs that were outlined in the 2007 Affordable Housing Market Analysis are still valid, since the need for more affordable housing is even more evident now than in 2007. The analysis of each strategy was updated to reflect affordable housing conditions today.

While there have been some initiatives undertaken to address the increased need for affordable housing, updating the 2007 Market Analysis was the first step in a collaborative effort to address affordable housing regionally. Listed below are the strategies as outlined in the 2007 Affordable Housing Market Analysis.

1) Change Public Perception

This is the most imperative conclusion from the 2007 market study and the one that must occur before any real substantive improvement in the provision of affordable housing occurs. Without this initiative,

public opinion about the definition of affordable housing, what it looks like, the need for it, and who lives in it will not change. Without a public perception change, it is very difficult for public officials to initiate public policy, pursue financing options, and work collaboratively toward addressing the need for affordable housing. The change in perception should begin with local government officials. Once local government officials better understand affordable housing, they can assist with efforts to end the misconceptions within the community.

A group of interested persons and organizations interested in making Johnson County a more affordable place to live was formed in late 2013, as the Johnson County Affordable Homes Coalition (JCAHC). One of the group's initiatives is to educate the public, which includes city/county staff and elected officials. The group's education campaign initiative includes printing posters, flyers, and other information that provide images of low-to-moderate income persons, including showing them in occupations for which their pay qualify them as low-to-moderate income. Another goal of the public education campaign is to provide a consistent definition for affordable housing, what it looks like, and the extent of its need in the community. An important initiative of the JCAHC is also working with cities to implement policy changes in order to increase the availability and financial options for development of more affordable housing.

2) Public Policies

A more detailed explanation of public policy strategies is provided in the 2007 Market Analysis; however, it is worthy to note that implementation of most of these policies for the benefit of affordable housing has not occurred since 2007. Some of the policies identified in 2007 include preserving existing affordable housing units, increasing the amount of land zoned for multi-family housing, and inclusionary zoning. While there may be a few recommendations that have been implemented by a few communities, they have not been conducted on a consistent basis or as an urbanized area initiative. The update to the 2007 Market Analysis was intended to facilitate dialogue on the possible implementation of public policy changes as a region, or urbanized area. Officials in the area could begin the dialogue by discussing which of the policies identified in 2007 are feasible, identify those which are not, and determine other policies that may be more feasible to implement and would increase affordable housing opportunities in the urbanized area. Without proactive public policy changes, the market on its own does not create the necessary affordable housing as evidenced by the increased need.

3) Financing Strategies

The Housing Enterprise Zone designation, offered as a possible funding source in the 2007 Market Analysis, is no longer available through the Iowa Economic Development Authority; however, the Workforce Housing Tax Credit program (WHTC) was created to replace it effective July 1, 2014. The WHTC gives developers tax credits for specific types of housing. In addition, communities are encouraged to research all state housing programs available through the Iowa Economic Department Authority and the Iowa Finance Authority. The Housing Trust Fund of Johnson County should also be contacted in regard to availability of funding and for assistance with identifying other potential funding sources.

The State Housing Trust Fund program is operated by the Iowa Finance Authority (IFA) and the State Legislature has appropriated funding for trust funds since 2004. There are currently 27 housing trust funds across the state, and only one trust fund can be certified to cover a geographic area. Housing

Trust Fund of Johnson County (HTFJC) is the local housing trust fund that receives state funding and then through an application process, awards it to developers, organizations, and other entities that propose projects that will preserve or create affordable housing. Since the creation of HTFJC, it has awarded over \$3 million for projects that have benefited nearly 300 households in Johnson County. The Johnson County Board of Supervisors and the Cities of Coralville, Iowa City and North Liberty have provided annual funding to HTFJC, which is combined with the state funding and then awarded through an application process to affordable housing projects in the county. The 2007 Market Analysis recommended that a more dedicated stream of revenue be identified to capitalize HTFJC, such as increasing the recording fee on deeds and mortgages, which would then be used by HTFJC for affordable housing projects.

4) Create an Environment for Collaboration and Cooperation

A more detailed explanation of the collaboration and cooperation strategies is provided in the 2007 Market Analysis; however, the intent of this initiative was to foster a cooperative environment among local governments, for-profit and nonprofit builders, and the University of Iowa. With the exception of the City of Iowa City's UniverCity program, it is unclear how much of the collaboration and cooperation that does occur is the result of a community's initiative. The UniverCity program was initiated by the City of Iowa City with the intention of stabilizing neighborhoods by creating a healthy balance of rental properties and owner-occupied properties surrounding downtown and the University campus. It is a cooperative relationship with the University of Iowa, local lenders, City of Iowa City, Iowa City Housing Authority, and Friends of Historic Preservation. Between 2011 and 2014, the project has acquired 56 homes, and sold 38 of them. The purchase price of the homes has ranged from \$70,855 to \$246,558, with an average sales price of \$156,902. While this program has created more homeownership opportunities in Iowa City, it is evident by the growing need for affordable housing in the urbanized area that development of other partnerships and a spirit of collaboration and cooperation continue to be necessary to facilitate affordable housing development.

October '14 – City Attorney's Report

1. **Police Chief – Contract Signed.** The Police Chief Search employment contract has been signed by Mayor From, Clerk Anderson, and Chief Stanley.
2. **Proposed Development – GG Land Group.** I spoke and exchanged several emails with Tom Galuski of GG Land regarding the proposal to develop property owned by Dr. Michael Flaum. I provided Mr. Galuski with the electronic files containing addresses for University Heights residents and property owners. I believe GG Land Group intended to send out a flyer announcing a community meeting to present and discuss the proposal.
3. **Zoning Commission – Ordinance Review.** The Zoning Commission has met twice to review specific provisions of the Zoning Ordinance. More meetings are scheduled. I believe the Commission intends to have a report with recommended Ordinance amendments to the Council in advance of its December meeting.
4. **Lot 115, University Heights First Addition.** I received several calls and emails from citizens Friday, October 10, 2014 about work being done on Lot 115, which is just north of 62 Highland Drive (down the hill where Highland Drive curves).
 - Citizens expressed concern over the clearing of trees and possible excavation work being done in light of the moratorium on building permits. Citizens also indicated that a contractor on site said a portion of the lot was being leveled so gravel could be spread around to accommodate game day parking.
 - I informed citizens that the moratorium only affected issuance of building permits; that is, if certain activity did not require a building permit, then the moratorium would not prevent that activity. I said that moving dirt or removing trees on areas that did not constitute “sensitive slopes” under Ordinance 128 would not require a building permit, so such activity was permitted.
 - I informed the property owners, Reed and Sandy Carlson, that placement of gravel for parking on the lot was a violation of the City’s Zoning Ordinance and was not permitted. I also informed the Carlsons that clearing trees from sensitive slopes was prohibited. An email thread (with my initial communication, the Carlsons’ response, and my reply) is attached.
 - Engineer Bilskemper visited the site later Friday and included his findings in his written monthly report.
5. **City of Iowa City – Shared Boundary Issues.** Mayor From, Council Member Miller, and I met with representatives of the City of Iowa City on October 13, 2014. We

discussed issues related to ordinance and code enforcement across the City boundary line.

- Included in the discussion was maintenance of Koser Avenue properties near Emerald Street, and snow removal along the north side of Benton Street. These issues have come up several times over the years in one form or another.
- The purpose of the meeting was to identify issues and discuss possible solutions. One suggestion was a 28E Agreement that would permit either City to enforce that City's ordinances across the boundary line. I will explain this in greater detail at the October meeting.
- The Council will not be taking any action on this issue then. I suggest that this item be included on the November agenda with specific notice to the owners of impacted property. Several of those owners have been very interested in these issues previously.

Mr. Carlson,

Thanks for the reply; apologies for not getting back to you sooner.

As my initial email said, clearing trees on steep, critical, or protected slopes is prohibited unless the City Council approves grading and site plans. The same would apply to general earth-moving work. It's that type of activity – bulldozing/grading on those specific slopes that is prohibited.

I will defer to our Building Official concerning installation and use of a gravel drive once a building permit is issued. I would think that such a drive would be permitted. As you know, of course, no building permit can issue now, so placement of gravel would be premature.

Steven E. Ballard

Leff Law Firm, L.L.P.
P.O. Box 2447
222 South Linn Street
Iowa City, Iowa 52244-2447
office: 319/338-7551
mobile: 319/430-3350
facsimile: 319/338-6902
email: ballard@lefflaw.com

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From: Reed Carlson

[/cpsess7773697836/3rdparty/squirrelmail/src/compose.php?send_to=reed@geo-inc.com]

Sent: Friday, October 10, 2014 8:58 AM

To: Steve Ballard

Subject: RE: University Heights - Lot 115

Dear Mr. Ballard,

I have received your email and I believe that we have complied. Please help me with the tree issue? Am I to understand that we can't cut down any trees on our property? Does anyone who wants to cut down a tree in University Heights have to have permission from the city to cut down a tree? Also on the gravel issue is it stated that we can't put down gravel as a temporary drive during construction? I realize that we don't yet have a building permit and that it would be

necessary to have one before that was possible. However is it possible to use gravel during construction? We are sorry for any unnecessary headache that we may have caused you in this process.

Sincerely,

F. Reed Carlson and Sandy Carlson

Geothermal Eco Options, Inc.

reed@geo-inc.com

www.geo-inc.com

563-382-0300 (Office)

563-382-0305 (Fax)

563-380-5238 (Cell)

From: Steve Ballard

[\[/cpssess7773697836/3rdparty/squirrelmail/src/compose.php?send_to=Ballard@lefflaw.com\]](mailto:cpssess7773697836/3rdparty/squirrelmail/src/compose.php?send_to=Ballard@lefflaw.com)

Sent: Thursday, October 09, 2014 3:48 PM

To: Reed Carlson

Cc: Louise From; terry-goerdt@university-heights.org; jbilskemper@shive-hattery.com

Subject: University Heights - Lot 115

Hello Mr. Carlson,

I've received several calls this afternoon (as have others in University Heights) about dozer work at your property on Highland Drive – Lot 115. I haven't been out to take a look, but what's reported is that trees are being cleared, and the guy on the machine told at least one person that truckloads of gravel are headed to the lot to be dumped in an effort to level out an area for game day parking.

City ordinances permit parking on yards during game days. But the Zoning Ordinance (No. 79 - <http://www.university-heights.org/ord/ord079amend.pdf>) does not permit parking spaces to be constructed of gravel. Only “permanent, dust-free material” is permitted – like asphalt, concrete, bricks, etc. See sec. 10(B) on page 7 of the ordinance. Dumping gravel on this lot is a violation of the Zoning Ordinance, so please instruct your contractors **not** to place gravel.

City ordinances (No. 128 - <http://www.university-heights.org/ord/ord128.pdf>) also prohibit disturbing certain slopes (steep, critical, protected) as part of development.; certain slopes require City Council approval before a building permit may be issued and development may occur; other slopes may not be disturbed at all. As you know, no development may occur on this lot presently because the City Council enacted a moratorium on building permits. Please instruct your contractors **not** to clear trees on steep, critical, or protected slopes.

I would appreciate a reply acknowledging your receipt of this email and indicating you will comply. I am copying certain city officials on this email because they have been fielding calls as well.

Please call or email if you have questions or wish to discuss this.

Steven E. Ballard

Leff Law Firm, L.L.P.
P.O. Box 2447
222 South Linn Street
Iowa City, Iowa 52244-2447
office: 319/338-7551
mobile: 319/430-3350
facsimile: 319/338-6902
email: ballard@lefflaw.com

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To ensure compliance with requirements imposed by the IRS, including IRS Circular 230 Notice, we inform you that any U.S. tax advice contained in this communication is not intended or written to be used, and cannot be used by any taxpayer, for the purpose of avoiding U.S. tax penalties.

**City Clerk Report
October 2014**

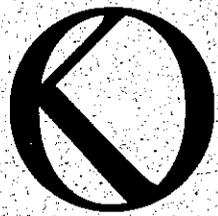
- **Two building permits received since the last meeting:**
 - 600 Koser Avenue – Wiring for 2 temporary classrooms**
 - 306 Ridgeview Avenue – Electrical service upgrade**
- **158 rental permits received for FY15 fiscal year (155 last month):**
 - 63 for Grandview Court (63 last month)**
 - 95 for rest of University Heights (92 last month)**
- **3 outstanding rental permits. Late rental fee received for one property. I have been in contact with the property owners for the 3 outstanding permits and anticipate having those by the next meeting. Researching one property to see if it is a rental property.**
- **Received RFP for city's examination from Kronlage & Olsen P.C by the October 10th deadline. I will scan and send in a separate e-mail. We did not receive another proposal.**
- **I will be in Chicago for a conference and training October 20-24th. I will try to check city e-mail but it will be as time allows.**

Report from Norm Cate – Rental Inspector:

There was one over-occupancy complaint and one tree complaint investigated in September.

The 12 properties inspected were;

100 Highland Drive - Follow up inspection
1219 Melrose Avenue - Over occupancy inspection
327 Highland Drive - Another tree complaint
36 Prospect Place - Follow up inspection
37 & 43 Highland Drive - Follow up inspections
118 Grandview Court - New rental inspection
606 Grandview Court - New rental inspection
1417 Oakcrest Avenue – Rental inspection
1424 Oakcrest Avenue - Rental inspection
20 Olive Court - Rental inspection
237 Highland Drive - New rental inspection



Kronlage & Olson, P.C.

Certified Public Accountants

Douglas E. Kronlage, CPA

John C. Olson, CPA

October 10, 2014

Ms. Christine Anderson, City Clerk
City of University Heights
1004 Melrose Avenue
Iowa City, IA 52246

Dear Ms. Anderson:

Enclosed is our response to the City of University Heights' request for proposals for an agreed upon procedures (AUP) engagement for the fiscal year ended June 30, 2014.

We have been auditing cities, using the cash basis and modified accrual basis of accounting for many years. Our firm has also prepared governmental financial statements using the required GASB 34 format. We have individuals available who have spent substantial amounts of time in the governmental audit area, an area of practice in which we specialize. We have restricted our practice to working with a small number of governments and governmental agencies each year so that we may concentrate on their situations without the interference of having to work on several other engagements at the same time.

We believe that our experience and the individuals performing the AUP engagement makes us uniquely qualified to perform the AUP for the City of University Heights. We will have individuals as assistants who have audited several governmental agencies a year. We have personally been involved with city audits for over thirty years.

During 2011, our firm became a member of the American Institute of Certified Public Accountants' Government Audit Quality Center (GAQC). Membership in the GAQC provides us with additional resources and increased opportunities for training to further our governmental accounting knowledge base. Membership also provides us the opportunity for additional continuing professional education, as well as the sharing of information amongst member firms. We are one of twenty-one Iowa CPA firms with membership in the GAQC. This represents our commitment to perform technically proficient audits and present effective audit reports while providing technical assistance to municipalities to ensure operating efficiency.

We will perform the work related to the AUP engagement for the City's operations as more fully explained in the Scope of Service and Proposed Project Schedule sections of our proposal.

If we are chosen to perform the City's AUP as outlined in our proposal, we will request that the City sign a formal engagement letter reiterating the items included in our proposal prior to beginning the engagement.

The individual authorized to make representations regarding this proposal is Mr. Douglas E. Kronlage. He may be reached at the address and phone number listed below.

Sincerely yours,

KRONLAGE & OLSON, P.C.

John C. Olson
Certified Public Accountant

enclosure

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

P. (641)228-5900 F. (641)228-1513

PROPOSAL FOR AGREED UPON PROCEDURES FOR THE
CITY OF UNIVERSITY HEIGHTS, IOWA
FOR THE YEAR ENDED
JUNE 30, 2014

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Schedule of Governmental Audits	Exhibit C

- Prepared by -

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

KRONLAGE & OLSON, P.C.
FIRM PROFILE

Kronlage & Olson, P.C., Certified Public Accountants, is a single office firm located in Charles City, Iowa. The firm was formed in 2010 with the inclusion of John C. Olson, CPA in the ownership group of the practice. The shareholders have been associated with various CPA firms for thirty-two years in various positions including partner, vice-president and staff accountant before forming our own firm. Although the firm has only three CPA's on staff, we have the ability to draw on several other CPA's through a work sharing arrangement with one other CPA firm. All professional staff members involved in the agreed upon procedures examination of the City of University Heights will have extensive governmental and quasi-governmental experience.

We serve our clients by providing the traditional audit, tax and accounting services as well as providing assistance in the design and installation of computer systems, management information systems and other management advisory services. The firm's clientele is as varied as its services and includes municipalities, restaurants, contractors, farms, professional service providers, quasi-governmental agencies, non-profit organizations, transportation companies and retail enterprises.

The firm maintains its high level of competence through its membership in various professional organizations. The company presently qualifies for and has membership in the American Institute of Certified Public Accountants (AICPA), the Iowa Society of Certified Public Accountants and the AICPA Governmental Audit Quality Center.

The firm is in compliance with all registration and permit requirements relating to the practice of public accounting in the State of Iowa. The firm has a current Permit to Practice for the State of Iowa. All CPA's have current licenses and Permits to Practice in the State of Iowa.

KRONLAGE & OLSON, P.C.
QUALIFICATIONS

Kronlage & Olson, P.C. and various predecessors have been involved in governmental auditing since 1972. The firm has been active in auditing municipalities, school districts, various federal grant programs and quasi-governmental agencies. A schedule of recent governmental audits performed by Kronlage & Olson, P.C. and predecessors is included as Exhibit C. The cities of Charles City and University Heights audits were done using financial statements prepared using the cash basis method of accounting and in compliance with GASB 34 when implemented. The audits of the City of Mason City, Low Rent Housing Agency of Bancroft (LRHAB), North Iowa Regional Housing Authority (NIRHA) and Charles City Housing and Redevelopment Authority (CCHRA) were done using financial statements prepared using the accrual method of accounting. The City of Mason City's June 30, 2003 through 2014 and the NIRHA audits were done using the requirements of GASB 34. Please feel welcome to contact any of our governmental audit clients listed. The City of Mason City has consistently qualified for the Certificate of Achievement for Excellence in Financial Reporting issued by the Government Finance Officers Association (GFOA) after we began preparing the City's Comprehensive Annual Financial Report (CAFR). The Mason City, Charles City, NIRHA and CCHRA engagements included Single Audit Act audits of various grant programs from many different federal and pass-through agencies.

In addition to the governmental audit work cited in the attached schedule, we have also performed several 'agreed upon procedures' engagements related to debt issuance for the cities of Mason City and Charles City. Our firm also performs audits for non-governmental clients, including several not for profit organizations.

An advantage of an office with several professional members is the easy availability of individuals to discuss problems that may arise in the course of an engagement. Our background in auditing allows us to apply known techniques to governmental situations. Our office sharing arrangement includes another firm with three CPA's in the office of which all have extensive governmental backgrounds. Individuals involved in governmental auditing have only to walk down the hall to find someone else knowledgeable in governmental auditing with whom to discuss a problem.

We are strong believers in having all staff members meet or exceed the minimum requirements for continuing professional education (CPE). The Government Accountability Office (GAO) requires that all individuals auditing federal financial assistance programs have at least 24 hours of direct governmental CPE every two years. All members of the proposed engagement team have complied with the minimum requirement. The GAO also requires that all individuals obtain at least 80 hours of CPE every two years "that directly enhance the auditor's professional proficiency to perform audits and/or attestation engagements". All members of the proposed engagement team have complied with the CPE requirements, if not exceeded them.

Many of our clients have in-house computer systems, including QuickBooks, they use for the processing of the organization's financial information. These organizations purchase "canned" applications from a software vendor who normally will not provide them with the source code for programs. This insures that changes cannot be made to the programming without the assistance of the software company. As part of our normal engagement procedures, we evaluate the controls that are in place over the use of machines and the processing of information. Our procedures document the controls over the accuracy and completeness of the information that is being processed. As part of our testing, we may periodically test various components of the computer system to insure that changes in input information are accurately reflected in the applicable outputs. The City of University Heights' system is not sufficiently large or complex to justify using a specialist to audit through the computer system.

Over the years, we have obtained significant amounts of experience in the various aspects of governmental and quasi-governmental agencies' operations. We also have individuals who have significant experience in the commercial area. The blending of these areas allows us to bring the profit-intensive atmosphere of commercial business to the regulatory laden world of government. We have previously consulted with governmental agencies regarding the selection and implementation of computer-based accounting systems and with personnel-related activities. We believe that our firm can serve you as a sounding board in several areas. The GAO issued amendment No. 3 to *Government Auditing Standards* titled *Independence* on January 25, 2002. The amendment severally restricts the non-audit services that may be provided by an auditor and allow him to maintain the required independence. We are still able to provide comments and suggestions for improving the accounting and control systems the Organization uses in performing its recording and reporting functions. We would be pleased to discuss other consultation opportunities as they develop.

Kronlage & Olson, P.C. has successfully completed an independent quality review of its accounting and auditing practice through May 31, 2012.

In evaluating a firm's quality controls, a reviewer considers, among other things, what the firm has done to ensure that it hires only qualified people, that it properly supervises them and provides them with professional training, that it advances them to responsibilities they are capable of handling, and that it provides them with necessary technical resources.

In the quality review of Kronlage & Olson, P.C., the reviewers made an independent assessment of the firm's quality control policies and procedures and inspected the working papers and reports on a representative sample of accounting and auditing engagements. The quality review standards require that the reviewers select an engagement subject to the Single Audit Act and a governmental engagement for review if the firm has performed such an engagement during the review period. They also inspected the firm's administrative files and records and interviewed professional personnel.

The reviewers concluded that the firm complies with the stringent quality control standards set by the American Institute of Certified Public Accountants, the national professional organization of CPA's, and the AICPA's Government Audit Quality Center.

A copy of the independent quality review report for the period ended May 31, 2012 is included as Exhibit B.

Please contact Kevin Jacobson, Director of Finance, City of Mason City; Debra Bullerman, Executive Director, NIRHA, former manager of Low Rent Housing Agency of Bancroft; Heidi Nielsen, Executive Director, Charles City Housing and Redevelopment Authority as audit client references.

All individuals and the firm meet independence requirements as defined by *Government Auditing Standards* with respect to this engagement.

KRONLAGE & OLSON, P.C.
SCOPE OF SERVICES

Our agreed upon procedures (AUP) engagement will be made in accordance with Chapter 11 of the Code of Iowa, Attestation Standards for Agreed Upon Procedures issued by the American Institute of Certified Public Accountants, the Standards for Attestation Engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the agreed upon procedures program guide prepared by the Office of Auditor of State, and include tests of the accounting records and such other procedures as we consider necessary. It is not contemplated that we will make a detailed examination of transactions or that we will discover fraud, should any exist. We will, however, inform you promptly of any findings that appear unusual or abnormal. Our work will include a review and critique of your internal control structure.

At the conclusion of the AUP, we will submit a report compliant with standards specified by the Office of Auditor of State, attestation standards and *Government Auditing Standards*. We will also provide all the reports required by the Auditor of State. We will include in these reports our recommendations for improvement of the operational effectiveness and efficiency of the City's departments.

We understand that you will provide us with the basic information required for our AUP engagement and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application. The responsibility for the financial and operational information remains with you. This responsibility includes the maintenance of adequate records and related controls, the selection and application of accounting principles, and the safeguarding of assets.

We also understand that no extended services beyond those discussed above will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.

KRONLAGE & OLSON, P.C.
PROPOSED PROJECT SCHEDULE

A tentative schedule for performance of key phases of the examination is as follows:

<u>DATE</u>	<u>PROCEDURE</u>
October 10, 2014	Submit proposal to City of University Heights.
October 14, 2014	Proposal of Kronlage & Olson, P.C. accepted by University Heights City Council.
December 11, 2014	Begin fieldwork.
December 12, 2014 (if needed)	Completion of fieldwork.
December 2014	Work papers and preliminary draft of agreed upon procedures report ready for office review.
January 15, 2015	Draft report ready for review by City of University Heights designee.
February 10, 2015	Formal presentation of agreed upon procedures report to City of University Heights City Council.

The actual timing will be dependent on availability of your records and our firm's prior commitments.

KRONLAGE & OLSON, P.C.
FEES AND COMPENSATION

We estimate that total fees including out-of-pocket costs will be \$3,800 for the AUP engagement for the year ended June 30, 2014. This amount is composed of the following items:

<u>Employee Classification</u>	<u>Hourly Rate</u>	<u>Estimated Hours</u>	<u>Total</u>
Partner	\$85.00	16.5	\$ 1,403
Manager	72.00	16.5	1,188
Accountant	55.00	12.0	660
Clerical	51.00	3.0	153
Totals		<u>48.0</u>	\$ 3,404
Plus mileage and out-of-pocket expenses.			<u>396</u>
Total cost			<u>\$ 3,800</u>

Our fee proposal is premised on the assumption that we will not encounter any major problems or expansion of work requirements. If we should determine that there is a major problem or expansion of work requirements that would significantly extend the time of the examination, we will consult with you immediately.

Should you request we perform additional services outside the scope of the AUP, the hourly fee will be as noted above. We will require a separate engagement letter to govern any additional services.

Our normal billing procedure is to bill for all services performed during a month at the end of that month. Payment is due upon receipt of the billing. We would request that we be able to bill up to 90% of the total fee during the fieldwork portion of the examination. The remaining 10% of the fee would be billed at the time of presentation of the agreed upon procedures report to the City Council. Final payment would be made no later than 15 days after the presentation.

KRONLAGE & OLSON, P.C.
RESUMES OF STAFF PERSONNEL

Douglas E. Kronlage, CPA

Mr. Kronlage graduated from Winona State College in 1973 with a B.A. degree in accounting. Mr. Kronlage began his career as a staff auditor with the national firm of Laventhol and Horwath in Minneapolis. He joined R. W. Cox and Company in January 1977 and was eventually the managing partner of the firm. In addition to his administrative duties, Mr. Kronlage was heavily involved in audits of governmental agencies and federal grant programs. On January 1, 1999, he became the proprietor of Douglas E. Kronlage, CPA, which evolved into Kronlage & Olson, P.C. in 2010.

Mr. Kronlage's experience with governmental accounting began with an internship with the Comptroller's Office of the City of Minneapolis and continued to the present date.

Subsequent to his graduation, Mr. Kronlage has been involved in auditing municipalities, school districts, colleges, and quasi-governmental agencies (i.e. regional council of governments and 28E organizations) as well as many federal and state grant programs. Since 1984, he has been heavily involved in financial and compliance audits of the firm's clients under the provisions of the Single Audit Act. A significant portion of his effort during governmental audits is spent with a large variety of federal grant programs. He has been one of the lead individuals in the firm working with accrual based financial statements of cities and quasi-governmental agencies. Since 1985, he has been instrumental in assisting clients in preparing financial statements to submit to the Governmental Finance Officers Association (GFOA) to qualify for the Certificate of Achievement for Excellence in Financial Reporting.

Mr. Kronlage maintains his level of knowledge by attending various continuing education courses pertaining directly to the accounting and auditing of governmental organizations and programs. He is presently in compliance with the Comptroller General of the United States' requirements for supervisors of audits involving federal grants.

Mr. Kronlage is a member of the American Institute of Certified Public Accountants (AICPA), the Iowa Society of Certified Public Accountants (ISCPA), and the Minnesota Society of Certified Public Accountants (MSCPA). He is licensed as a CPA in the states of Iowa and Minnesota (inactive).

KRONLAGE & OLSON, P.C.
RESUMES OF STAFF PERSONNEL

John C. Olson, CPA

Mr. Olson graduated from the University of Northern Iowa in 1991 with a B.A. degree in accounting. Mr. Olson began his accounting career with the office of Auditor of Floyd County as a deputy auditor. He was in charge of daily, monthly and annual accounting functions of the county, as well as voting and property transfer duties.

In 1996, Mr. Olson joined Gardiner & Co., P.C., CPA's, as a staff auditor. During his 5 years there, he was instrumental in the annual financial statement audits of 13 counties and cities, as well as approximately 12 farmer's cooperatives and two credit unions.

In 2001, Mr. Olson joined the firm of Douglas E. Kronlage, CPA. Approximately 50% of his time is devoted to governmental, quasi-governmental, and not for profit audits and reviews, in addition to small business compilations, and individual, partnership and corporate taxation. Mr. Olson is responsible for the preparation of governmental audits in compliance with the requirements of GASB 34 - Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments. Mr. Olson is the lead individual in the firm working with accrual based financial statements of cities and quasi-governmental agencies.

In January, 2011, Mr. Olson was admitted to the ownership group of Kronlage & Olson, P.C.

Mr. Olson maintains his level of knowledge by attending various continuing education courses pertaining directly to the accounting and auditing of governmental organizations and programs. He is presently in compliance with the Comptroller General of the United States' requirements for supervisors of audits involving federal grants.

Mr. Olson is a member of the Iowa Society of Certified Public Accountants (ISCPA) and the American Institute of Certified Public Accountants (AICPA). He is licensed as a CPA in the state of Iowa.

KRONLAGE & OLSON, P.C.
RESUMES OF STAFF PERSONNEL

Sheila V. Wolford - Accountant

Ms. Wolford graduated in 1989 from Northeast Iowa Community College in Calmar with an A.S. degree in Accounting. She put her education to use in office manager positions at various companies, focusing on the functions of daily bookkeeping and payroll reporting. She also served as Secretary/Treasurer of Central Preschool for 5 years, Treasurer of the Iowa Jaycees for 2 years and Treasurer of the Charles City Rotary Club for 9 years.

Ms. Wolford continued her education over the years, resulting in an A.A. degree from NIACC in 2011. She is furthering her education with accounting related classes at Buena Vista University with the ultimate goal of a B.A. degree in accounting. She attends continuing professional education courses through the Iowa and Minnesota Society of CPAs in the areas of governmental auditing and tax accounting. She is presently in compliance with the Comptroller General of the United States requirements for non-supervisory individuals involved with audits of federal grants.

In 1996, Ms. Wolford started work with Douglas E. Kronlage, CPA as a data entry specialist. She remained in this position until 2000. She returned to the firm in an accountant position in 2008, focusing on business compilation, payroll reporting, tax preparation and auditing. Approximately 30% of her time is spent on audits of governmental and not for profit organizations where she is under the supervision of one of the officers of the company.

HUNZELMAN, PUTZIER & CO., PLC
CERTIFIED PUBLIC ACCOUNTANTS

JEFFORY B. STARK, C.P.A.
JASON K. RAVELING
TAMMY M. CARLSON, C.P.A.
RICHARD R. MOORE, C.P.A. (RETIRED)
WESLEY E. STILLE, C.P.A. (RETIRED)
KENNETH A. PUTZIER, C.P.A. (RETIRED)
W. J. HUNZELMAN, C.P.A. 1921-1997

P.O. BOX 398
1100 WEST MILWAUKEE
STORM LAKE, IOWA 50588
712-732-3653
FAX 712-732-3652
www.hpcccpa.com

System Review Report

To the Partners of
Kronlage & Olson, P.C.
and the Peer Review Committee of the
Iowa Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of **Kronlage & Olson, P.C.** (the firm) in effect for the year ended May 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an engagement performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of **Kronlage & Olson, P.C.** in effect for the year ended May 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Kronlage & Olson, P.C.**, has received a peer review rating of *pass*.

HUNZELMAN, PUTZIER & CO., PLC

Hunzelman, Putzier & Co.

Storm Lake, Iowa

August 2, 2012

KRONLAGE & OLSON, P.C.
SCHEDULE OF GOVERNMENTAL AUDITS

<u>ENTITY NAME</u>	<u>AUDIT PERIOD ENDED</u>
<u>CITIES</u>	
Charles City	June 30, 1980-1988, 1997-2000, 2003-2004
Mason City	June 30, 1983-2014
University Heights	June 30, 2007, 2011
<u>OTHER GOVERNMENTAL</u>	
North Iowa Regional Housing Authority (NIRHA)	September 30, 2004-2007, 2010-2013
Low Rent Housing Agency of Bancroft (LRHAB)	December 31, 2008-2010
Charles City Housing and Redevelopment Authority	June 30, 2013
<u>CONTACTS</u>	
Charles City Housing and Redevelopment Authority	Heidi Nielsen, Executive Director 501 Cedar Terrace South Charles City, IA 50616 641-228-6661
Mason City	Kevin Jacobson, CPA, Director of Finance 10 1 st Street NW Mason City, IA 50401 641-421-3613
NIRHA	Debra Bullerman, Executive Director 202 1 st Street SE Mason City, IA 50401 641-423-0897
LRHAB	Debra Bullerman, Former Manager 202 1 st Street SE Mason City, IA 50401 641-423-0897

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

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
CHARGES FOR SERVICES			
Police Reports	0.00	100.00	0.0%
Rental Inspection	320.00	900.00	35.6%
Total CHARGES FOR SERVICES	320.00	1,000.00	32.0%
GENERAL PROPERTY TAXES			
Benefits Levies	3,635.04	65,993.62	5.5%
Debt Service Levy	1,801.99	32,564.00	5.5%
Insurance Levy	762.59	13,800.00	5.5%
Library Services Levy	927.73	16,809.00	5.5%
Regular Property Tax	27,833.18	504,296.00	5.5%
Transit Levy	2,432.90	44,001.00	5.5%
Total GENERAL PROPERTY TAXES	37,393.43	677,463.62	5.5%
INTERGOVERNMENTAL/SHARED REVENUE			
Other State Grants/Reimburse.			
Forfeiture Funds-IC	1,749.00		
Seatbelt Incent/Traffic Safety	5,133.40		
Total Other State Grants/Reimburse.	6,882.40		
State Shared Revenues			
Commercial Property Tax Rplcmnt	0.00	2,141.00	0.0%
Road Use/Street Construction	20,031.28	105,000.00	19.1%
Total State Shared Revenues	20,031.28	107,141.00	18.7%
Total INTERGOVERNMENTAL/SHARED REVEN...	26,913.68	107,141.00	25.1%
LICENSES & PERMITS			
Beer/Wine/Liquor/Cig Permits	390.00	390.00	100.0%
Building/Equipment Permits	1,850.15	10,000.00	18.5%
Misc. Licenses/Permits			
Parking Permits	560.00	1,000.00	56.0%
Rental Permits	16,025.00	12,500.00	128.2%
Total Misc. Licenses/Permits	16,585.00	13,500.00	122.9%
Total LICENSES & PERMITS	18,825.15	23,890.00	78.8%
MISCELLANEOUS REVENUES			
Cable TV Franchise	11,166.16	15,000.00	74.4%
Contributions	250.00	250.00	100.0%
Fines			
Parking Fines	370.00	7,000.00	5.3%
Traffic Fines-Clk of Ct	29,100.93	63,000.00	46.2%
Total Fines	29,470.93	70,000.00	42.1%
Misc. Income			
Other	204.00	1,000.00	20.4%
Total Misc. Income	204.00	1,000.00	20.4%
Refunds and Reimbursements	0.00	1,000.00	0.0%
Total MISCELLANEOUS REVENUES	41,091.09	87,250.00	47.1%
OTHER CITY TAXES			
Utility Excise Tax	1,280.89		
Total OTHER CITY TAXES	1,280.89		
USE OF MONEY & PROPERTY			
Interest on Cash Investments	923.53	5,000.00	18.5%
Total USE OF MONEY & PROPERTY	923.53	5,000.00	18.5%
Total Income	126,747.77	901,744.62	14.1%
Gross Profit	126,747.77	901,744.62	14.1%

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

Expense	Jul - Sep 14	Budget	% of Budget
COMMUNITY & ECONOMIC DEV.			
Tree Trimming/Lawn Care	7,768.70	15,000.00	51.8%
Total COMMUNITY & ECONOMIC DEV.	7,768.70	15,000.00	51.8%
CULTURE & RECREATION			
Community Support Projects	44.00	500.00	8.8%
Library	9,291.50	42,646.00	21.8%
Parks			
Park Expenses	169.20	800.00	21.2%
Total Parks	169.20	800.00	21.2%
Total CULTURE & RECREATION	9,504.70	43,946.00	21.6%
DEBT SERVICE			
Interest	0.00	3,564.00	0.0%
Principal	0.00	29,000.00	0.0%
Total DEBT SERVICE	0.00	32,564.00	0.0%
GENERAL GOVERNMENT			
City Hall & General Buildings			
Commodities			
Supplies	0.00	200.00	0.0%
Total Commodities	0.00	200.00	0.0%
Contractual			
Rents & Leases	4,087.69	11,720.00	34.9%
Total Contractual	4,087.69	11,720.00	34.9%
Employee Benefits & Costs			
FICA	0.00	31.00	0.0%
IPERS	0.00	44.90	0.0%
Medicare	0.00	7.25	0.0%
Total Employee Benefits & Costs	0.00	83.15	0.0%
Repair/Maint/Utilities			
City Hall Upgrades	2,211.15	2,500.00	88.4%
Maintenance	134.00	1,000.00	13.4%
Telecommunications	492.51	1,700.00	29.0%
Utilities	324.81	1,700.00	19.1%
Total Repair/Maint/Utilities	3,162.47	6,900.00	45.8%
Salaries-Regular Part Time			
Facilities Assistant	72.00	500.00	14.4%
Total Salaries-Regular Part Time	72.00	500.00	14.4%
Total City Hall & General Buildings	7,322.16	19,403.15	37.7%
Clerk/Treasurer & Finance Admin			
Commodities			
Hardware/Software	0.00	1,000.00	0.0%
Minor Equipment/Supplies/Techno	165.00	700.00	23.6%
Office Supplies and Postage	336.44	1,000.00	33.6%
Taping meetings	433.29	1,000.00	43.3%
Total Commodities	934.73	3,700.00	25.3%
Contractual Services			
Accounting Fees	175.00	3,200.00	5.5%
Bank/CCard Fees	16.00	50.00	32.0%
Legal Publications	859.93	3,000.00	28.7%
Meeting Set Up Fees	108.00		
Printing/Copying	409.70	500.00	81.9%
Technology Services	74.85	750.00	10.0%
Total Contractual Services	1,643.48	7,500.00	21.9%

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

	Jul - Sep 14	Budget	% of Budget
Employee Benefits & Costs			
FICA	172.17	589.00	29.2%
IPERS	247.98	853.10	29.1%
Medicare	40.27	137.75	29.2%
Unemployment Compensation	41.66	60.00	69.4%
Total Employee Benefits & Costs	502.08	1,639.85	30.6%
Salaries-Regular Part Time			
Clerk, Treasurer, Historian	2,704.90	9,500.00	28.5%
Total Salaries-Regular Part Time	2,704.90	9,500.00	28.5%
Staff Development			
Dues & Memberships			
Chamber of Commerce	0.00	500.00	0.0%
Dues and Memberships	0.00	500.00	0.0%
IA League of Cities	692.00	612.00	113.1%
JCOG Assessment	0.00	2,000.00	0.0%
Total Dues & Memberships	692.00	3,612.00	19.2%
Total Staff Development	692.00	3,612.00	19.2%
Total Clerk/Treasurer & Finance Admin	6,477.19	25,951.85	25.0%
Legal Services	40,949.46	50,000.00	81.9%
Mayor/Council Operations			
Employee Benefits & Costs			
FICA	80.09	369.95	21.6%
IPERS-Council	17.86	89.80	19.9%
Medicare	18.73	86.52	21.6%
Unemployment Compensation	19.38	40.00	48.5%
Total Employee Benefits & Costs	136.06	586.27	23.2%
Salaries-Regular Part Time			
Council	800.00	4,000.00	20.0%
Mayor	491.75	1,967.00	25.0%
Total Salaries-Regular Part Time	1,291.75	5,967.00	21.6%
Total Mayor/Council Operations	1,427.81	6,553.27	21.8%
TIF Analysis	7,000.00		
Tort Liability Insurance	0.00	9,000.00	0.0%
Total GENERAL GOVERNMENT	63,176.62	110,908.27	57.0%
PUBLIC SAFETY			
Building Inspections			
Building / Rental Inspection	5,005.00	15,200.00	32.9%
Total Building Inspections	5,005.00	15,200.00	32.9%
Crossing Guard			
Employee Benefits & Costs			
FICA	35.65	279.00	12.8%
IPERS	51.35	404.10	12.7%
Medicare	8.34	65.25	12.8%
Unemployment Compensation	8.62	30.00	28.7%
Total Employee Benefits & Costs	103.96	778.35	13.4%
Salaries			
Crossing Guard	575.00	4,500.00	12.8%
Total Salaries	575.00	4,500.00	12.8%
Supplies	0.00	200.00	0.0%
Total Crossing Guard	678.96	5,478.35	12.4%

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

	Jul - Sep 14	Budget	% of Budget
Fire			
Contracts w/Other Agencies			
Coralville Fire Dep't	15,214.96	31,820.00	47.8%
Hydrant Flush-City of Iowa City	1,672.00	2,000.00	83.6%
Total Contracts w/Other Agencies	16,886.96	33,820.00	49.9%
Total Fire	16,886.96	33,820.00	49.9%
Hazmat-Johnson County	525.50	263.00	199.8%
Police			
Commodities			
Car Purchase	0.00	16,000.00	0.0%
Major Equipment			
Car Equipment	1,222.50	3,000.00	40.8%
Total Major Equipment	1,222.50	3,000.00	40.8%
Minor Equipment			
Operating Police Equipment	0.00	1,500.00	0.0%
Regular Officer Uniform	1,443.37	3,500.00	41.2%
Total Minor Equipment	1,443.37	5,000.00	28.9%
Supplies			
Ammunition	0.00	3,500.00	0.0%
Office Supplies	436.07	3,000.00	14.5%
Operating Supplies	194.46	3,000.00	6.5%
Other Supplies	8.48	2,000.00	0.4%
Postage/Shipping	0.00	300.00	0.0%
Total Supplies	639.01	11,800.00	5.4%
Total Commodities	3,304.88	35,800.00	9.2%
Contractual Services			
Garage Rental	0.00	2,400.00	0.0%
Payments to Other Agencies			
County Jail/Service/Filing Fees	0.00	300.00	0.0%
Evidence testing	0.00	150.00	0.0%
Tech. Services Bureau - St. IA	0.00	500.00	0.0%
Total Payments to Other Agencies	0.00	950.00	0.0%
Police Insurance-Car/Liability	0.00	4,800.00	0.0%
Printing/Copying	0.00	1,000.00	0.0%
Prof Serv-Psych Testing-Physica	0.00	500.00	0.0%
Total Contractual Services	0.00	9,650.00	0.0%
Police Benefits & Costs			
Police FICA	4,361.89	13,443.09	32.4%
Police Health Insurance	3,928.89	8,433.00	46.6%
Police IPERS	7,108.48	21,985.95	32.3%
Police Medicare	1,020.10	3,143.95	32.4%
Police SUTA	396.95	900.00	44.1%
Police Workers Compensation	984.00	15,000.00	6.6%
Total Police Benefits & Costs	17,800.31	62,905.99	28.3%
Police Gross Wages			
Holiday & Other Pay	4,433.92	28,000.00	15.8%
Police Gross Wages	65,919.18	188,800.00	34.9%
Salaries-Reserves	0.00	24.00	0.0%
Total Police Gross Wages	70,353.10	216,824.00	32.4%
Repair/Maint/Utilities			
Telecommunications Expense			
IT Support	83.40	1,000.00	8.3%
Verizon/Pager Fees/Mediacom	939.20	2,400.00	39.1%
Total Telecommunications Expense	1,022.60	3,400.00	30.1%

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

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>% of Budget</u>
Vehicle Operations			
Fuel	2,879.79	16,000.00	18.0%
Other	0.00	500.00	0.0%
Washes	56.76	700.00	8.1%
Total Vehicle Operations	<u>2,936.55</u>	<u>17,200.00</u>	<u>17.1%</u>
Vehicle Repair			
Bicycle Maint/Repair	0.00	200.00	0.0%
Car Maint/Repair	1,663.38	9,000.00	18.5%
Total Vehicle Repair	<u>1,663.38</u>	<u>9,200.00</u>	<u>18.1%</u>
Total Repair/Maint/Utilities	<u>5,622.53</u>	<u>29,800.00</u>	<u>18.9%</u>
Staff Development			
Regular Officer Training			
Academy Training	0.00	7,000.00	0.0%
Skills Training/Testing	985.00	4,000.00	24.6%
Training Supplies	0.00	2,000.00	0.0%
Total Regular Officer Training	<u>985.00</u>	<u>13,000.00</u>	<u>7.6%</u>
Total Staff Development	<u>985.00</u>	<u>13,000.00</u>	<u>7.6%</u>
Total Police	<u>98,065.82</u>	<u>367,979.99</u>	<u>26.6%</u>
Total PUBLIC SAFETY	<u>121,162.24</u>	<u>422,741.34</u>	<u>28.7%</u>
PUBLIC WORKS			
Other Public Works			
Contracts-Other Agencies			
IC Animal Center	287.22	1,200.00	23.9%
IC Bus Service	8,880.51	35,557.00	25.0%
SEATS Service	2,110.98	8,444.00	25.0%
Total Contracts-Other Agencies	<u>11,278.71</u>	<u>45,201.00</u>	<u>25.0%</u>
Total Other Public Works	<u>11,278.71</u>	<u>45,201.00</u>	<u>25.0%</u>
Roads, Bridges, & Sidewalks			
Contractual Services			
Engineering Fees	8,178.50	50,000.00	16.4%
Repairs/Improvements			
ADA Transition Plan	10,532.65	10,000.00	105.3%
Asphale patch projects	120.00	4,000.00	3.0%
Capital Improvement Plan	0.00	5,000.00	0.0%
Local panel replacements	0.00	37,000.00	0.0%
Oakcrest storm intake	0.00	10,000.00	0.0%
Pavement management	0.00	1,000.00	0.0%
Traffic sign assessment/mgmt	585.00	3,500.00	16.7%
Total Repairs/Improvements	<u>11,237.65</u>	<u>70,500.00</u>	<u>15.9%</u>
Striping/Curb Renumbering	0.00	5,500.00	0.0%
Total Contractual Services	<u>19,416.15</u>	<u>126,000.00</u>	<u>15.4%</u>
Snow Removal-Contractual	0.00	30,500.00	0.0%
Storm water permit	0.00	3,000.00	0.0%
Street Lighting Electricity	2,086.35	8,125.00	25.7%
Street Sweeping-Contractual	0.00	3,000.00	0.0%
Traffic Controls and Safety			
Street Signs-Commodities	0.00	100.00	0.0%
Traffic Light Electricity	231.53	900.00	25.7%
Total Traffic Controls and Safety	<u>231.53</u>	<u>1,000.00</u>	<u>23.2%</u>
Total Roads, Bridges, & Sidewalks	<u>21,734.03</u>	<u>171,625.00</u>	<u>12.7%</u>

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

	<u>Jul - Sep 14</u>	<u>Budget</u>	<u>% of Budget</u>
Sanitation			
Contractual			
Grandview Recycling	0.00	1,200.00	0.0%
Leaf Vacuuming	0.00	13,500.00	0.0%
Trash/Recycling	6,954.00	20,862.00	33.3%
Total Contractual	<u>6,954.00</u>	<u>35,562.00</u>	<u>19.6%</u>
Total Sanitation	<u>6,954.00</u>	<u>35,562.00</u>	<u>19.6%</u>
Total PUBLIC WORKS	<u>39,966.74</u>	<u>252,388.00</u>	<u>15.8%</u>
Total Expense	<u>241,579.00</u>	<u>877,547.61</u>	<u>27.5%</u>
Net Ordinary Income	<u>-114,831.23</u>	<u>24,197.01</u>	<u>-474.6%</u>
Net Income	<u><u>-114,831.23</u></u>	<u><u>24,197.01</u></u>	<u><u>-474.6%</u></u>

City of University Heights, Iowa
Warrants for Council Approval
 September 10 through October 14, 2014

Date	Name	Memo	Amount
Sep 10 - Oct 14, 14			
09/12/2014	City of Iowa City	City Hall water/sewer automatic payment	-18.15
09/12/2014	University of Iowa Community...	to add to cd	-20,000.00
09/15/2014	Fort, Matthew A		-2,242.70
09/15/2014	Fort, Ronald R		-2,123.49
09/15/2014	Jones, Christian R		-138.53
09/15/2014	Lippold, Erik W		-283.74
09/15/2014	Miller, Michelle K		-1,379.70
09/15/2014	Plate, Harold,		-191.20
09/15/2014	Sherman, Nicholas M		-1,687.75
09/15/2014	Stenda, Jeremy P		-1,581.25
09/15/2014	Internal Revenue Service	42-1109342	-3,853.94
09/23/2014	MidAmerican Energy	pedestrian lights at 113 Golfview	-31.72
09/24/2014	MidAmerican Energy	street lights	-644.99
09/25/2014	MidAmerican Energy	City Hall gas/electricity	-90.39
09/27/2014	MidAmerican Energy	1301 Melrose stop light	-37.60
09/27/2014	MidAmerican Energy	1011 Melrose stop light	-36.44
09/27/2014	Anderson, Christine M.		-341.21
09/30/2014	Fort, Matthew A		-1,748.45
09/30/2014	Fort, Ronald R		-1,829.08
09/30/2014	Kimura, Lori D.		-337.65
09/30/2014	Miller, Michelle K		-1,367.88
09/30/2014	Plate, Harold,		-191.20
09/30/2014	Sherman, Nicholas M		-1,677.92
09/30/2014	Stenda, Jeremy P		-1,759.23
09/30/2014	From, Louise A.		-454.13
09/30/2014	Haverkamp, Michael J		-172.80
09/30/2014	Lane, James		-184.70
09/30/2014	Miller, Virginia G		-184.70
09/30/2014	Quezada, Silvia M		-184.70
09/30/2014	Internal Revenue Service	42-1109342	-3,779.92
09/30/2014	IOWA PUBLIC EMPLOYEES ...		-226.31
09/30/2014	IOWA PUBLIC EMPLOYEES ...		-4,352.30
09/30/2014	Wellmark BC/BS	monthly insurance payment	-1,309.63
10/01/2014	Paul J. Moore, Melrose Aven...	City Hall Rent/garages automatic deposit	-1,339.23
10/01/2014	Verizon Wireless	monthly wire service/cell phone for police car a...	-194.47
10/10/2014	City of Iowa City	City Hall water/sewer automatic payment	-13.88
10/14/2014	Internet Navigator	monthly fee for city website/email service	-24.95
10/14/2014	SEATS	Seats Payment	-703.66
10/14/2014	Iowa City Press-Citizen	August & September publications	-301.40
10/14/2014	Metropolitan Planning Organi...	FY2015 MPOJC Program assessment	-1,978.80
10/14/2014	Terry Goerd	inspection services for September	-1,050.00
10/14/2014	Norm Cate	September inspection services	-630.00
10/14/2014	Racom Corporation	repair siren control box unit #2	-457.50
10/14/2014	Stanard & Associates, Inc.	officer selection test	-26.00
10/14/2014	Westport Touchless Autowash	August vehicle washes	-24.00
10/14/2014	VISA	postage for clerk	-2.87
10/14/2014	University Lake Suites	Woodside Dr garage rental Oct-Nov-Dec 2014	-600.00
10/14/2014	Winkel, Parker & Foster, CPA...	work on 2014 streets finance report/transmit	-450.00
10/14/2014	Sebastian Tree	tree/stump removal at 38 Highland	-300.00
10/14/2014	Country Landscapes Inc	pay app #3 new tree watering	-1,200.00
10/14/2014	L.L. Pelling Co., Inc.	restripe city streets	-5,562.00
10/14/2014	CenturyLink	monthly telephone service	-162.98
10/14/2014	J & L Construction	final pay application/retainage for Koser/Oakcr...	-4,229.35
10/14/2014	City of Iowa City	bus, fuel, shelter, library	-13,219.61
10/14/2014	Johnson County Refuse, Inc.	September recycling	-1,738.50
10/14/2014	Kieck's Career Apparel	jacket for Miller	-119.95
10/14/2014	Mediacom	online service 10/3/14-11/2/14	-109.95
10/14/2014	Shive Hattery	engineering services 8/2/14-10/3/14	-6,510.84

Sep 10 - Oct 14, 14

City of University Heights, Iowa
Warrants for Council Approval
 September 10 through October 14, 2014

Date	Name	Memo	Amount
Sep 10 - Oct 14, 14			
09/12/2014	City of Iowa City	City Hall water/sewer automatic payment	-18.15
09/12/2014	University of Iowa Community...	to add to cd	-20,000.00
09/15/2014	Fort, Matthew A		-2,242.70
09/15/2014	Fort, Ronald R		-2,123.49
09/15/2014	Jones, Christian R		-138.53
09/15/2014	Lippold, Erik W		-283.74
09/15/2014	Miller, Michelle K		-1,379.70
09/15/2014	Plate, Harold,		-191.20
09/15/2014	Sherman, Nicholas M		-1,687.75
09/15/2014	Stenda, Jeremy P		-1,581.25
09/15/2014	Internal Revenue Service	42-1109342	-3,853.94
09/23/2014	MidAmerican Energy	pedestrian lights at 113 Golfview	-31.72
09/24/2014	MidAmerican Energy	street lights	-644.99
09/25/2014	MidAmerican Energy	City Hall gas/electricity	-90.39
09/27/2014	MidAmerican Energy	1301 Melrose stop light	-37.60
09/27/2014	MidAmerican Energy	1011 Melrose stop light	-36.44
09/27/2014	Anderson, Christine M.		-341.21
09/30/2014	Fort, Matthew A		-1,748.45
09/30/2014	Fort, Ronald R		-1,829.08
09/30/2014	Kimura, Lori D.		-337.65
09/30/2014	Miller, Michelle K		-1,367.88
09/30/2014	Plate, Harold,		-191.20
09/30/2014	Sherman, Nicholas M		-1,677.92
09/30/2014	Stenda, Jeremy P		-1,759.23
09/30/2014	From, Louise A.		-454.13
09/30/2014	Haverkamp, Michael J		-172.80
09/30/2014	Lane, James		-184.70
09/30/2014	Miller, Virginia G		-184.70
09/30/2014	Quezada, Silvia M		-184.70
09/30/2014	Internal Revenue Service	42-1109342	-3,779.92
09/30/2014	IOWA PUBLIC EMPLOYEES ...		-226.31
09/30/2014	IOWA PUBLIC EMPLOYEES ...		-4,352.30
09/30/2014	Wellmark BC/BS	monthly insurance payment	-1,309.63
10/01/2014	Paul J. Moore, Melrose Aven...	City Hall Rent/garages automatic deposit	-1,339.23
10/01/2014	Verizon Wireless	monthly wire service/cell phone for police car a...	-194.47
10/10/2014	City of Iowa City	City Hall water/sewer automatic payment	-13.88
10/14/2014	Internet Navigator	monthly fee for city website/email service	-24.95
10/14/2014	SEATS	Seats Payment	-703.66
10/14/2014	Iowa City Press-Citizen	August & September publications	-301.40
10/14/2014	Metropolitan Planning Organi...	FY2015 MPOJC Program assessment	-1,978.80
10/14/2014	Terry Goerd	inspection services for September	-1,050.00
10/14/2014	Norm Cate	September inspection services	-630.00
10/14/2014	Racom Corporation	repair siren control box unit #2	-457.50
10/14/2014	Stanard & Associates, Inc.	officer selection test	-26.00
10/14/2014	Westport Touchless Autowash	August vehicle washes	-24.00
10/14/2014	VISA	postage for clerk	-2.87
10/14/2014	University Lake Suites	Woodside Dr garage rental Oct-Nov-Dec 2014	-600.00
10/14/2014	Winkel, Parker & Foster, CPA...	work on 2014 streets finance report/transmit	-450.00
10/14/2014	Sebastian Tree	tree/stump removal at 38 Highland	-300.00
10/14/2014	Country Landscapes Inc	pay app #3 new tree watering	-1,200.00
10/14/2014	L.L. Pelling Co., Inc.	restripe city streets	-5,562.00
10/14/2014	CenturyLink	monthly telephone service	-162.98
10/14/2014	J & L Construction	final pay application/retainage for Koser/Oakcr...	-4,229.35
10/14/2014	City of Iowa City	bus, fuel, shelter, library	-13,219.61
10/14/2014	Johnson County Refuse, Inc.	September recycling	-1,738.50
10/14/2014	Kieck's Career Apparel	jacket for Miller	-119.95
10/14/2014	Mediacom	online service 10/3/14-11/2/14	-109.95
10/14/2014	Shive Hattery	engineering services 8/2/14-10/3/14	-6,510.84

Sep 10 - Oct 14, 14



October 2014 Community Protection Report

-October 9th an organizational meeting was held at Mayor From's house. Present were our new Police Chief Kenneth Stanley, Mike Haverkamp, and Carla Aldrich. Goals were created for the first month of Chief Stanley's employment and the group decided upon weekly follow up meetings.

-A retirement party was held on October 12th for our current Police Chief Ron Fort. We had a wonderful turn out to thank him for his many years of service. His official last day will be October 24th, 2014; however, he has graciously agreed to help Ken with the transition moving forward.

-Kenneth Stanley's first day as Police Chief of University Heights will be October 27th, 2014.

October 2014 report

Tower Court Park update – All requests have been submitted to Mike Moran, who is working with various manufacturers to get designs and quotes. He will present back to the committee near the beginning of November, at which point we will approve the plan or suggest changes. We are still on track for spring construction, though it's too early in the process still to feel confident that we'll stay on time.

Zebra stripes repainting across Melrose at intersection of Olive and Melrose – A zebra striped pedestrian crossing was painted at this intersection years ago – perhaps around 2006 or 2008, and it was then determined that this should not be renewed and the paint allowed to fade. Pedestrians continue to use this crossing however, and it unclear whether cars are expected to stop for them or not. I propose that this crossing be reinstated on the road-marking plan, as it is sufficiently used by the community.

Curb addition at 138 Koser – Homeowner at 138 Koser is concerned about water runoff coming from Koser and George and eroding his yard. I took video of this water flow during a rainstorm and sent it to the council and engineer for review. Homeowner is currently gathering quotes for adding a curb to the driveway apron and requests council discuss whether the city has any responsibility here or not.

Resident Guides were finished, printed, and distributed the first week of October. If you didn't get one, extras are available at the city office. It is also on the website as a PDF. If you see any changes or corrections that need to be made, it is obviously too late to change on the copies that were already printed, but send them to me anyway because we can correct the web version and the file for any future printings.

Trees Please 2015 – I am submitting an application for 2015 Trees Please money this week. Please contact me if you want to add your house to the list of interested tree recipients.

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff
FROM: Josiah Bilskemper, P.E.
DATE: October 13, 2014
RE: City Engineer's Report

(1) ADA Curb Ramp Replacements

- a. J&L Construction has completed the curb ramp replacement and site restoration work. The final pay application has been submitted, which includes release of retainage. The work has been completed in accordance with the drawings, and we recommend the project be accepted as complete.
- b. *Restoration of grass areas (sod) around new curb ramps will be coordinated for next week or two. Crosswalk markings and stop bars completed by L.L. Pelling. (Sept. Mtg.)*
- c. *J&L Construction is substantially complete with new curb ramps at Oakcrest and Koser intersection. The sidewalk and curb ramps are open for use. General site clean-up and restoration of disturbed grass areas still need to be completed. We will coordinate with the contractor the timing of the installation of sod in these areas. The current thought is to wait about 3-weeks to get past September 1 for the sod placement. (August Mtg.)*

(2) Sunset Street and Melrose Avenue – Tree Watering

- a. Country Landscapes has completed another four watering visits for new trees along Sunset Street and the new trees on the north side of Melrose Avenue. Pay Application #3 reflecting this effort has been submitted and we recommend this be approved.

(3) Sunset Street – Tree Replacements

- a. Country Landscapes reports today that all the replacement trees except one lilac have arrived and are ready to be planted. They are waiting for this last tree to arrive before coming to plant the trees. A request has been made for the date when the available trees will be planted, so that one tree doesn't hold up the others from being planted in good weather conditions. The DOT fall planting dates for deciduous plants are between October 1 and November 30.
- b. *Country Landscapes plans to replant trees in October along Sunset Street. Several trees did not survive the last winter and were removed earlier this spring. These trees will be replanted at no cost to the city as they were covered by a 1-year warranty. A final review of the remaining trees will be conducted this month, and if there are any others that are not surviving, they will be marked for replacement as well. (Sept. Mtg.)*

(4) Sidewalk Repair

- a. Inspections of SE quadrant sidewalks have not started. Inspections and reports to be completed this fall.
- b. *Per discussion with Mayor From and Council Member Miller, we will review all sidewalks in the SE quadrant of the city (east of Sunset; south of Melrose) this fall, providing inspection sheets to property owners noting required repairs. (Sept. Mtg.)*



(5) 2014 Pavement Markings

- a. Pavement marking work has been completed and a final invoice has been submitted. We recommend approval of this invoice.
- b. *Most of the pavement markings have been completed. We will contact Pelling with remaining areas and get schedule from them for completion of the work. (Sept. Mtg.)*

(6) Lot 115 Inspection

- a. A visit to Lot 115, the vacant lot located off the Highland Drive spur, occurred on the afternoon of Thursday, October 9th. Residents had reported to Attorney Ballard and Mayor From that some type of construction activity was occurring on the lot. It was observed that a contractor had been hired to clear vegetation, downed trees, brush and other debris from the bottom of the lot in preparation for placing rock/gravel surfacing down through the middle of the lot for parking of vehicles. The contractor had completed this work with a skid loader, and was smoothing out the grade. No rock or gravel had been placed. It did not appear any standing trees had been cleared, and grades were the same as before.
- b. The contractor on-site was informed that placing rock and gravel across the lot for parking of vehicles would not comply with the zoning ordinance. He was also informed that the city has a sensitive areas ordinance that regulates work on steep slope areas. Attorney Ballard communicated the same to the property owner that afternoon as well. The contractor on-site reported that he was glad they hadn't placed any gravel yet (so that he didn't have to remove it), and would not be removing any trees or clearing any vegetation on the slopes around the edges of the lot.
- c. Several site photos were taken and a written report was provided to Attorney Ballard, Mayor From and Building Inspector Terry Goerdts.

(7) Miscellaneous

- a. Russ Boyer will be going through town in the next couple of weeks to locate street areas that need patching. He is also going to work on clearing a plugged drain tile at the northeast corner of the Highland and Koser intersection (west of Sunset) that is currently draining water across the sidewalk.

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

JDB

University Heights October 2014 eGovernment Report

U-H Website Updates/Statistics September 1- 30, 2014

September 23, 2014

- September 24 special meeting agenda
- Building Permit moratorium posted

September 19, 2014

- September City Council meeting webstream posted
- September 19 Special Meeting Agenda

September 11, 2014

- Nov. 4 Election page
- GG Land Group development proposal
- Tower Court Park meeting

September 9, 2014

- Updated City Council Meeting Agenda and attachments

September 8, 2014

- September City Council Meeting Agenda

September 7, 2014

- September City Council Meeting Agenda and Public Hearing

Monthly Statistics from Stat Counter

Page Views	Unique Visits	1 st Time Visits	Returning Visits	
1191	881	602	279	Total
39	29	20	9	Average

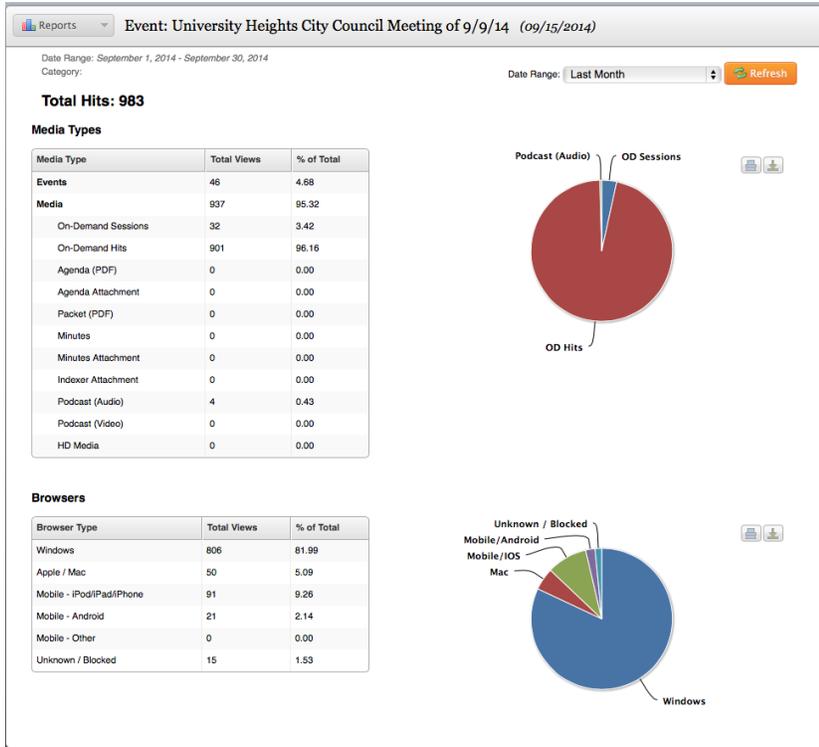
Monthly Statistics from Webalyzer

Total Hits	51757
Total Files	26473
Total Pages	11492
Total Visits	6654
Total Unique User Agents	979
Average Visits Per Day	221

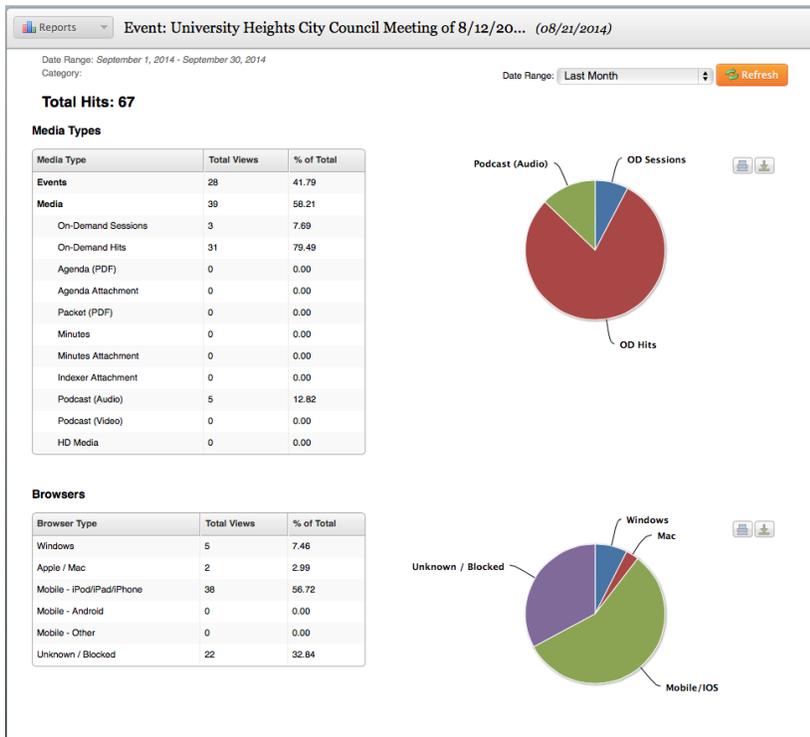
U-H Website Twitter Statistics September 1- 30, 2014

Tweets	1
Re-tweets	1
Followers	46

University Heights City Council Meeting Webcasts Viewing Statistics From EarthChannel



September Council Meeting Statistics from 9/15/14 to 9/30/14



August Council Meeting Statistics from 8/21/14 to 9/30/14