

7:00 p.m. Public Hearing on proposed Ordinance No. 194 amending the Zoning Ordinance to require a building permit for installation of paving of a particular size; to change the method for giving notice of Board of Adjustment meetings and the parties to whom such notice is directed; to increase the fee for variance and other applications filed with the Board of Adjustment; and to change the method for giving notice of proposed changes to the Zoning Ordinance.

# AGENDA

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

*Tuesday, October 11, 2016*

**Horn School**

**600 Koser Avenue – Library**

Note: Start time for

"Kid's Council" is 6:30 pm.

7:00-9:00 pm.

Meeting called by Mayor Wally Heitman

Time	Topic	Owner
<b>6:30</b>	Call to Order "Kid's Council Meeting"	Wally Heitman
<b>7:00</b>	Call to Order Regular Meeting	Wally Heitman
	Roll Call -Approval of Minutes - September 13 <sup>th</sup> council meeting, September 19 <sup>th</sup> special council meeting, September 27 <sup>th</sup> special council meeting and October 5 <sup>th</sup> special council meeting.	
<b>7:01</b>	Open Public Hearing	Public Comments
	Public Hearing on proposed <a href="#">Ordinance No. 194</a> amending the Zoning Ordinance to require a building permit for installation of paving of a particular size; to change the method for giving notice of Board of Adjustment meetings and the parties to whom such notice is directed; to increase the fee for variance and other applications filed with the Board of Adjustment; and to change the method for giving notice of proposed changes to the Zoning Ordinance	
	Close Public Hearing	Steve Ballard
	-First consideration of <a href="#">Ordinance No. 194</a> amending the Zoning Ordinance to require a building permit for installation of paving of a particular size; to change the method for giving notice of Board of Adjustment meetings and the parties to whom such notice is directed; to increase the fee for variance and other applications filed with the Board of Adjustment; and to change the method for giving notice of proposed changes to the Zoning Ordinance.	
<b>7:15</b>	<b>Public Input</b>	<b>Public Comments</b>

Time	Topic	Owner
	<p><a href="#">-One University Place (OUP) construction report</a> and updates.</p>	Jeff Maxwell
	<p>-Consideration of <a href="#">Resolution No. 16-52</a> authorizing the Mayor to sign an extension of the City's agreement with Siders Development, LLC for certain construction oversight, inspection, and verification services the One University Place project, with continued compensation at \$1,350.00 per month.</p>	Steve Ballard
	<p>-Consideration of <a href="#">Pay Application #2</a> for the One University Place - Public Improvements Project.</p>	Josiah Bilskemper
<u>Administration</u>		
-Mayor	<p>Mayor's Report</p> <ul style="list-style-type: none"> <li>-Health Insurance renewal.</li> <li>-Possible committee change.</li> <li>-City garage.</li> <li>-Document scan update.</li> <li>-Football parking/tailgating Forum on October 18<sup>th</sup>. Some problems have already been addressed.</li> <li>-Storm water issues.</li> <li>-"Children at Play" sign discussion.</li> </ul>	Wally Heitman
-City Attorney	<p><a href="#">Legal Report</a></p> <p>-Consideration of motion directing the City Attorney to defend the city and city officials from a <a href="#">complaint filed by Silvia Quezada with the Iowa Public Information Board</a> alleging that the city violated Iowa law by not providing public records as requested.</p> <p>-First consideration of <a href="#">Ordinance No. 193</a> regarding Conflicts of Interest for the City of University Heights. The ordinance will be prepared and presented in multiple versions, as directed at the September Council meeting.</p>	Steve Ballard
-City Clerk	<p><a href="#">City Clerk Report</a></p>	Chris Anderson
<u>Committee Reports:</u>		
<u>Finance</u>	<p>Committee Report</p>	Jim Lane
	<p><a href="#">Treasurer's Report/ Payment of Bills</a></p>	Lori Kimura
<u>Community Protection</u>	<p>Police Chief Report</p> <ul style="list-style-type: none"> <li>-Discussion to revise two city ordinances: administration fee for towed vehicles and habitual disorderly house.</li> </ul> <p>Committee Report</p> <ul style="list-style-type: none"> <li>-Diversity training: Decision, timing and cost of diversity training workshop.</li> <li>-Discussion on police pursuit policy and creation of policy for department.</li> </ul>	Chief Ken Stanley
	<p>Committee Report</p>	Dotti Maher/Jerry Zimmermann
<u>Streets and Sidewalks</u>		

Time	Topic	Owner
9:00	<u>Zoning &amp; Sanitation</u>	Josiah Bilskemper
	- <a href="#">Resolution No.16-43</a> which establishes city policies for post storm cleanup and other disasters.	
	<a href="#">Engineer Report</a>	
	-Consideration of <a href="#">Resolution No. 16-53</a> authorizing the mayor to sign and the clerk to attest a <a href="#">snow removal and sanding contract</a> with Mark Phelps, Hawkeye Construction and Snow Removal.	
	<a href="#">Committee Report</a>	Silvia Quezada
	Zoning Commission report	Pat Bauer
	<u>e-Government</u>	Mike Haverkamp
	<a href="#">Committee Report</a>	
	-Approve security camera expenditures for OUP Community Center.	
	Announcements	Anyone
	Adjournment	Wally Heitman

**Next Regular City Council Meeting is November 15th, 2016: Horn School  
(Date changed due to General Election)**

ORDINANCE NUMBER 194 (amending Ordinance Number 79)

AN ORDINANCE REGULATING AND RESTRICTING THE LOCATION,  
CONSTRUCTION, USE OF BUILDINGS AND STRUCTURES, AND THE USE OF  
LAND IN THE CITY OF UNIVERSITY HEIGHTS, IOWA.

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

**Part I: AMENDMENTS:**

University Heights Ordinance No. 79 is amended as follows (with additions indicated by underline; deletions indicated by ~~strike through~~; omissions by "\*\*\*\*\*"):

\*\*\*\*\*

Section 14. Building Permits. No building shall hereafter be erected or structurally altered until a building permit is issued by the Building Inspector in accordance with the provisions of this ordinance and of the Building Code. In addition, no paving measuring one hundred (100) square feet or more in surface area shall be placed or installed on any Lot until a building permit is issued by the Building Inspector in accordance with the provisions of this ordinance and the Building Code. A Building Permit is required if the paving will be placed or installed at one time and one location on a Lot and amounting to one hundred (100) square feet or more in surface area and also if the paving will be placed or installed at multiple times and multiple locations on a Lot since adoption of the Building Permit requirement, with the combined total surface area of all locations amounting to one hundred (100) square feet or more. "Paving" means any permanent, dust-free materials including but not limited to asphaltic concrete, Portland cement concrete, and manufactured paving material such as brick.

Section 15. Board of Adjustment Created.

\*\*\*\*\*

2. Appeals and Applications to the Board.

\*\*\*\*\*

d) The Board shall fix a reasonable time for a hearing of any application or appeal. Notice of the time and place of such hearing shall be given at least seven (7) but not more than twenty (20) days in advance and shall give notice of said hearing by publication by one publication of a notice of the hearing in a newspaper with having a general circulation in the City of University Heights and by mail or email by written notice by Certified U.S. Mail to the parties in interest to the applicant or party appealing and to the owners of property located within two hundred (200) feet of the exterior boundaries of the property that is the

subject of the application or appeal not less than 15 days nor more than 30 days prior to the day of the hearing. If requested by the City, the applicant or the party appealing shall cause a sign, placard, or other notice in a form and at a time specified by the City to be posted at the property and maintained through the date of the hearing.

\*\*\*\*

- f) A filing fee of ~~50.00~~ in an amount to be established by resolution adopted by the City Council shall be paid with the filing of any application or appeal provided for herein.

\*\*\*\*

Section 18. Amendments to this Ordinance. The boundaries of districts as now established and the regulations thereof may be amended, supplemented, changed, modified, or repealed by the City Council from time to time, either upon its own motion, or upon a petition therefore, or upon recommendation of the Zoning Commission as hereinafter provided:

\*\*\*\*

2. The Zoning Commission shall file its recommendations and report to the City Clerk and the Council shall, before enacting any proposed amendment, supplement, change, modification, or repeal, hold a public hearing in relation thereto. Notice of the time and place of such hearing shall be given at least seven (7) but not more than twenty (20) days in advance by publication in a newspaper having a general circulation in the City of University Heights and by mail or email to the party requesting the amendment, to the owner of the property that is the subject of the amendment, and to the owners of property located within two hundred (200) feet of the exterior boundaries of that property. If requested by the City, the applicant or the party appealing shall cause a sign, placard, or other notice in a form and at a time specified by the City to be posted at the property and maintained through the date of the hearing. ~~giving at least seven (7) but not more than twenty (20) days' notice of the time and place of such hearing, which notice shall be published in a newspaper having a general circulation in the City of University Heights, Iowa, but in~~ In no case shall the public hearing be held earlier than the next regularly scheduled City Council meeting following the published notice.

**PART II: EFFECTIVE DATE:**

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

**PART III: REPEALER:**

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

**PART IV: SAVING CLAUSE:**

If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Adopted by the University Heights City Council on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 201.

\_\_\_\_\_  
Weldon E. Heitman ("Wally"), Mayor

ATTEST:  
(SEAL)

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

STATE OF IOWA                    )  
  )        SS:  
COUNTY OF JOHNSON            )

On the \_\_\_ day of \_\_\_\_\_, 2016, before me, a notary public in and for the state of Iowa, personally appeared Weldon E. Heitman ("Wally"), Mayor, and Christine M. Anderson, Clerk of the City of University Heights, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Weldon E. Heitman ("Wally") and Christine M. Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA                    )  
  )        SS:  
COUNTY OF JOHNSON            )

I, Christine M. Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Christine M. Anderson

Signed and sworn to before me on the \_\_\_\_ day of \_\_\_\_\_, 2016, by  
Christine M. Anderson, Clerk of the City of University Heights.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa



## **Siders Development Monthly Report**

**September 7, 2016 – October 6, 2016**

**Most of the focus this month has been to finalize the landscaping and pedestrian traffic movement of the south building. With the work on Melrose and Sunset streets almost 100% complete, pavement markings in place and the intersection fully signalized the building now becomes quite visible to the public.**

**It appears as though the required plantings for the south building and areas to the west have been completed. It is my objective this month to inspect the entire area surrounding the building to assure compliance with the approved Landscape Plan.**

**The bio-cell in the middle of the parking lot has been excavated as specified and filled with the appropriate rock base and amended soils. Trees have been planted and work on the remaining planting materials is proceeding as this report is being written. Weather permitting the cell should be completed prior to this month's council meeting.**

**The larger perimeter trees in the east ravine have been planted. During the month of October it is expected that the remaining trees will be planted. Earth View Environmental reports that the grasses are beginning to mature nicely. It will take some time before the area matures and steady monitoring and maintenance will be required. There is not any visible erosion occurring in this area which is quite remarkable due to the slopes created by the fill dirt.**

**Work on the north building is starting to accelerate. Most all of the precast foundation has been installed and placement of the deck panels should start this next week. Work on the underground utilities will also begin and soon you will start to notice wood framing. The developer and contractor have set a very aggressive schedule to complete this structure.**

A handwritten signature in blue ink that reads "Glenn Siders".

**Glenn Siders**

**City of University Heights – One University Place Development**

**REQUIREMENTS TO OBTAIN CERTIFICATE OF OCCUPANCY**

<b><u>Condition</u></b>	<b><u>Citation</u></b>	<b><u>Page Number</u></b>	<b><u>Completion</u></b>
<p>“As a condition for the approval of the first occupancy permit for the Project it shall be established by the Developer that the Project Condominium Documents shall have been recorded and shall include the following restrictions on the Project.” (restrictions listed on pp. 5-9)</p>	PUD Development Agreement	p. 4, para. 3  (restrictions para. 3, a-u, pp. 5-9)	
<p>“Before the issuance of any occupancy permit for the Project, the Developer shall have granted to the City the following easements to be in a form approved by the City Attorney:</p> <p>a. An easement for the erection, maintenance, replacement and use of a bus shelter along Melrose Avenue, as shown on the PUD Plan, to the extent not within City right-of-way. The bus shelter shall be installed, maintained, repaired and replaced by the City or, in accordance with a 28E agreement, by the municipal provider of the bus service.</p> <p>b. An easement for any portion of the sidewalk adjacent to the Project along Melrose Avenue not within City right-of-way, which sidewalk shall be installed and maintained by the Developer or Developer's successors (Association and/or unit owners).”</p>	PUD Development Agreement	p. 9, para. 4, a-b	
<p>Developer shall have dedicated to the City the portions of Melrose Avenue shown on the approved PUD Plan for dedication, with such dedication documentation to be in a form approved by the City Attorney</p>	PUD Development Agreement	p. 9, para. 5	
<p>Developer's construction of the Project Turn Lane Improvements shall commence after the issuance of a building permit for Phase One of the Project, with the objective of completing the Project Turn Lane Improvements by the time the first Occupancy Permit for Phase One of the Project is ready for issuance.</p>	PUD Development Agreement	p. 10, para. 6b	
<p>Upon the City's completion of the Intersection Improvements the Developer shall gift to the City, if the</p>	PUD Development Agreement	p. 10, para. 6a	

land area is not otherwise needed for Project zoning or other regulatory compliance, the easterly wooded portion of the Maxwell Parcel (commonly known as the "Ravine") to thereafter be owned and maintained by the City as a natural area.			
Before issuance of any occupancy permit for Phase One the Church's use and occupancy of the existing building shall have ceased	PUD Development Agreement	p. 11, para. 7b	
Developer shall promptly notify the City of any and all changes whatsoever with respect to the identity of the patties in control of the Development Entity and the parties owning the real property comprising the Project or any part of that property through the time an occupancy permit is issued for Phase One of the Project.	PUD Development Agreement	p. 12-13, para. 13a	
Through the time an occupancy permit is issued for Phase One of the Project, the Developer (or Development Entity) may not and shall not engage in any financing or any other transaction creating any mortgage, encumbrance, or lien upon the property comprising the Project	PUD Development Agreement	p. 13, para. 13f	
The Developer, and any successor in interest to the Developer in its capacity as Property's developer, including, but not necessarily limited to the Condominium Owners' Association for the Project, shall obtain and continuously maintain insurance on the Property and the completed Project and, from time to time at the request of the City, furnish proof to the City that the premiums for such insurance have been paid and the insurance is in effect.	TIF Development Agreement	p. 3, para. 8	

RESOLUTION NO. 16-52

**RESOLUTION EXTENDING THE CITY’S AGREEMENT WITH SIDERS DEVELOPMENT, LLC THROUGH AND INCLUDING \_\_\_\_\_, 2017.**

**WHEREAS**, the City of University Heights previously entered into an Services Agreement (“Agreement”) with Siders Development, LLC (“Siders”) for contract and construction oversight, inspection, and verification services related to One University Place, in a form approved by the City Attorney substantially as set forth in Exhibit “A” attached; and

**WHEREAS**, the Agreement was set to expire by its terms on June 6, 2016, but was extended and presently is set to expire November 8, 2016; and

**WHEREAS**, the City deems and determines the services provided by Siders to be beneficial and valuable to the City and desires that the Agreement be extended through \_\_\_\_\_, 2017, subject to earlier termination as provided for in the Agreement; and

**WHEREAS**, the rate of compensation the City will pay Siders will continue to be \$1,350.00 per month plus reimbursement for expenses, all as provided for in the Agreement, and

**WHEREAS**, all remaining terms of the Agreement aside from the specified termination date will remain inviolate,

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that Services Agreement between the City of University Heights and Siders Development, LLC is hereby extended through and including \_\_\_\_\_, 2017, and the City’s execution of this Resolution and Siders Development LLC’s countersignature on this Resolution shall stand as an amendment to the Services Agreement dated as of March 8, 2016.

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

	AYES:	NAYS	ABSENT
Haverkamp	_____	_____	_____
Lane	_____	_____	_____
Maher	_____	_____	_____
Quezada	_____	_____	_____
Zimmermann	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 11<sup>th</sup> day of October, 2016.

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Weldon E. Heitman (Wally), Mayor  
City of University Heights

ATTEST:

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Christine M. Anderson, City Clerk

Agreed to by and on behalf of Siders Development LLC this 11<sup>th</sup> day of October, 2016.

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Glenn Siders,  
Member and Manager

UH - Resolution 16-52 extending Siders agrmt 10 11 16

## SERVICES AGREEMENT

### RECITALS

WHEREAS, the City of University Heights, Iowa, approved a PUD Development Plan and entered into a PUD Development Agreement with Jeff Maxwell dated as of June 9, 2015, for the development of the One University Place project in the City; and

WHEREAS, the City entered into a PUD Development Agreement with Jeff Maxwell dated as of August 11, 2015, related to the One University Place project; and

WHEREAS, the PUD Development Plan, PUD Development Agreement, and TIF Development Agreement require Jeff Maxwell to develop the One University Place project in conformity with all of the specifications, particulars, and details called out in and provided for in these various documents and approvals; and

WHEREAS, certain City Staff, including the City Engineer and City Building Official, will inspect and monitor construction on the One University Place project as part of their normal and customary duties on behalf of the city; and

WHEREAS, the City desires to retain the services of Siders Development, LLC, as an additional independent consultant to inspect and verify compliance with the various One University Place documents and approvals, including those related to design and aesthetic terms, specifications, and conditions; and

WHEREAS, Jeff Maxwell has agreed to reimburse the City for reasonable fees and expenses reasonably incurred by the City for professional assistance related to evaluation, administration, and oversight of One University Place documents and approvals and project construction; and

WHEREAS, Jeff Maxwell receives a credit against this reimbursement obligation for fees actually paid to the City to obtain building and certain other required project permits; and

WHEREAS, the fees and expenses associated with the City's retention of Siders Development Services, LLC will be reimbursed to the City by Jeff Maxwell, subject to the credit,

NOW, THEREFORE, IN EXCHANGE FOR THE MUTUAL PROMISES SET FORTH BELOW AND FOR SUCH OTHER AND FURTHER CONSIDERATION, THIS RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED, THE CITY OF UNIVERSITY HEIGHTS AND SIDERS DEVELOPMENT, LLC AGREE AS FOLLOWS:

This Agreement is made between the City of University Heights, Iowa ("City") 1004 Melrose Avenue, Iowa City IA and Siders Development LLC ("Siders"), 1180 S. Jones Boulevard, North Liberty, IA 52317.

1. **Services Performed by Siders.** Siders agrees to perform the Services described in Exhibit "A", which is attached to and made part of this Agreement.

2. **Compensation to Siders.** Siders shall be compensated at the rate of \$1,350.00 per month. This amount is based upon an estimated 19-23 hours per month of services by Siders, however the compensation to Siders is a flat-fee, and not dependent upon any minimum or maximum hours of service per month.

3. **Expenses.** Siders shall also be reimbursed for out of pocket expenses incurred in performance of Services under this Agreement, but expenses exceeding \$150.00 for any one occurrence must be approved in advance in writing by the Mayor. Siders shall not be reimbursed for mileage, fuel, or other ordinary vehicle expense, nor meals.

4. **Invoices.** Siders shall submit monthly invoices for Services rendered, in the agreed monthly amount, and out of pocket expenses. City shall pay Siders within 30 days after receipt of each invoice.

5. **Independent Contractor Status.** Siders is an independent contractor, and is not, and shall not be deemed, City's employee. In its capacity as an independent contractor, Siders agrees and represents, and City agrees, as follows:

(a) Siders has the right to perform services for others during the term of this Agreement subject to nondisclosure provisions set out in this Agreement, if any.

(b) The Services required by this Agreement shall be performed by Siders, and City shall not be required to hire, supervise or pay any assistants to help Siders.

(c) Siders shall not receive any training from City in the professional skills necessary to perform the Services required by this Agreement.

(d) Siders shall not be required to devote full-time to the performance of the Services required by this Agreement.

(e) City shall not provide insurance coverage of any kind for Siders.

(f) City shall not withhold from Siders's compensation any amount that would normally be withheld from an employee's pay.

(g) Siders has and during the course of this Agreement shall maintain a split-limit (\$1 million occurrence/\$2 million aggregate) professional liability insurance policy covering Siders's activities under this Agreement.

6. **Work Product.** Work Product includes, but is not limited to, reports and documentation, in whatever form, prepared for City under this Agreement. All Work Product delivered to City by Siders for City pursuant to this Agreement shall be the exclusive property of City.

7. **Confidential Information.** Siders agrees that all Work Product is City's sole and exclusive property. Siders shall treat all Work Product on a confidential basis and not disclose it to any third party without City's written consent, except when reasonably necessary to perform the Services under this Agreement. Siders will not use or disclose to others without City's written consent City's confidential information, except when reasonably necessary to perform the Services under this Agreement.

8. **Term of Agreement.** This Agreement will become effective when signed by Siders and approved by the City's City Council, and will end ninety (90) days later, unless sooner terminated as provided in paragraph 9 below.

9. **Termination of Agreement.**

(a) Each party has the right to terminate this Agreement if the other party has materially breached any obligation herein and such breach remains uncured for a period of 30 days after notice thereof is sent to the other party.

(b) If at any time after commencement of the Services required by this Agreement, City shall, in its sole judgment, determine that such Services are inadequate, unsatisfactory, no longer needed for any reason or for no reason, or substantially not conforming to the descriptions, warranties or representations contained in this Agreement, City may terminate this Agreement upon 30 days' written notice to Siders.

10. **Return of Materials.** Upon termination of this Agreement, each party shall promptly return to the other all data, materials and other property of the other held by it; provided, however, that

all Work Product shall remain the property and in the possession of City, as set forth in paragraph 6 above.

11. **Indemnification.** Siders agrees to indemnify and hold harmless City against any claims, actions or demands, including without limitation reasonable attorney and accounting fees, alleging or resulting from the negligent performance of Siders under this Agreement. City shall provide notice to Siders promptly of any such claim, suit or proceeding and shall assist Siders, at Siders's expense, if defending any such claim, suit or proceeding.

12. **Employment of Assistants.**

(a) Siders may neither subcontract nor hire persons to aid in the performance of the Services required by this Agreement without City's prior written consent.

(b) Siders warrants and represents that the Work Product shall be created solely by Siders.

13. **Attorney Fees.** If any legal action is necessary to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

14. **Miscellaneous Provisions.**

(a) **Sole Agreement.** This is the entire Agreement between Siders and City.

(b) **Severability.** If any part of this Agreement is held unenforceable, the rest of the Agreement will continue in full force and effect.

(c) **Applicable law.** This Agreement will be governed by the laws of the State of Iowa.

(d) **Notices.** All notices and other communications given in connection with this Agreement shall be in writing and shall be deemed given as follows:

- When delivered personally to the following:

For City:           The Mayor, City Clerk, or City Attorney

For Siders:       Glenn Siders

- Upon receipt or refusal of receipt, when sent by Certified

Mail, Return Receipt Requested, in the United States mails, postage prepaid to the recipient's address as appearing in the introductory paragraph to this Agreement, with a copy to the following:

For City: Mr. Steven E. Ballard  
LEFF LAW FIRM, LLP  
222 S. Linn St.  
Iowa City, IA 52240

For Siders: Mr. C. Joseph Holland  
HOLLAND LAW OFFICE  
P.O. Box 2820  
Iowa City, IA 52240-2820

Either party may change its address appearing in the introductory paragraph to this Agreement by giving notice of the change in accordance with this paragraph.

(e) Contracts with Others. Siders does not have authority to enter into contracts with others on City's behalf.

(f) Assignment. Siders may not assign its rights or obligations under this Agreement without City's prior written consent.

(g) Amendment. This Agreement may be amended only by a writing signed by Siders and by a duly authorized representative of the City.

Dated as of this \_\_\_\_\_ Day of March, 2016

City of University Heights:

Siders Development LLC:

By: \_\_\_\_\_  
Weldon E. Heitman (Wally),  
Mayor

By: \_\_\_\_\_  
Glenn Siders,  
Member and Manager

**EXHIBIT "A"**  
**SERVICES AGREEMENT**  
**SCHEDULE OF SERVICES**

Pursuant to the Services Agreement Siders shall perform the following Services for the City of University Heights:

1. Inspection and verification that construction by Jeff Maxwell and/or One University Place, LLC ("Maxwell") conforms to the design and aesthetic terms, specifications, and conditions of a PUD DEVELOPMENT AGREEMENT by and between Maxwell and the City of University Heights, Iowa ("City") dated as of the 9<sup>th</sup> day of June, 2015 and a TIF DEVELOPMENT AGREEMENT by and between the City and Maxwell dated as of the 11<sup>th</sup> day of August, 2015.

2. Siders shall inspect and verify that construction conforms to the design features and details of the PUD Plan approved by the City, and any amendments thereto approved by the City, or minor adjustments as approved administratively by the City Engineer or other authorized party. This shall include:

- a. Design and installation of all site and building-mounted exterior lighting
- b. Landscaping plan, accessible playground, and other site amenities
- c. Exterior building materials
- d. Exterior colors
- e. Grading plan
- f. Utility bores
- g. Sensitive areas
- h. Such other specific items to which the City and Siders agree

3. Siders shall make site visits to the property and inspect the work as it progresses, upon a reasonable schedule based upon the course of construction and consultation with the Mayor of the City. The City shall designate Siders as an agent of the City for purposes of Siders being allowed access to the construction site at all reasonable times. In the event that Siders is denied access to the property, or finds that work is not in conformance with the

agreements described above, Siders shall provide reasonably prompt notice to the Mayor of the City with a written report detailing any non-compliance by the Developer. In addition to or as part of any report of non-compliance, Siders shall provide City a monthly written report detailing Siders's activities and findings in performance of this Agreement.

- 4. Services performed by Siders shall NOT include:
  - a. Determination of the correct location of buildings, streets, drives, utilities, or other improvements upon the project site.
  - b. Building inspections (including structural, electrical, mechanical, fire alarm/sprinkler systems, plumbing, and ADA compliance).

Siders may assist in such inspections, at the specific request of the City's Building Inspector or City Engineer. Such assistance services shall be compensated at \$62.50 per hour and are not services under the Services Agreement between Siders and the City.

- c. SWPPP or erosion control inspections.

5. Siders will, at the written direction of the City, assist the City in obtaining inspection and verification that bio-cells and bio-swales are being appropriately installed. This service will be sub-contracted by Siders, subject to pre-approval by the Mayor of an estimate of fees to be paid to the sub-contractor. Siders shall be paid at a \$62.50 per hour for coordinating such services.

6. Siders shall not have authority to issue a stop work order, only to recommend the same to the City. In the event that Siders believes a stop work order or other action is necessary on behalf of the City, Siders shall provide written notice thereof to the Mayor and City Attorney.

Dated as of this 8<sup>th</sup> Day of March, 2016

City of University Heights:

Siders Development LLC:

By: Weldon E. Heitman  
Weldon E. Heitman (Wally),  
Mayor

By: Glenn Siders  
Glenn Siders,  
Member and Manager

ITEM	ITEM NAME	QTY	UNIT	UNIT PRICE	EXTENSION	PREVIOUS QTY	CURRENT QTY	CURRENT AMOUNT	%	JTD QTY	JTD AMOUNT	JTD %
1	MOBILIZATION	1	LS	\$55,000.00	\$ 55,000.00	1.00		\$ -	0%	1.00	\$ 55,000.00	100%
2	CONSTRUCTION STAKING	1	LS	\$8,500.00	\$ 8,500.00	1.00		\$ -	0%	1.00	\$ 8,500.00	100%
3	TRAFFIC CONTROL	1	LS	\$7,150.00	\$ 7,150.00	0.75	0.20	\$ 1,430.00	20%	0.95	\$ 6,792.50	95%
4	EXCAVATION & SUBGRADE COMPACTION	1	LS	\$9,500.00	\$ 9,500.00	0.95	0.05	\$ 475.00	5%	1.00	\$ 9,500.00	100%
5	PAVEMENT REMOVAL, 10 INCH PCC	707	SY	\$20.00	\$ 14,140.00	739.00		\$ -	0%	739.00	\$ 14,780.00	105%
6	PAVEMENT REMOVAL, 7 INCH PCC	586	SY	\$15.00	\$ 8,790.00	561.00		\$ -	0%	561.00	\$ 8,415.00	96%
7	PAVEMENT REMOVAL, SIDEWALKS	471	SY	\$9.00	\$ 4,239.00	411.85	9.78	\$ 88.02	2%	421.63	\$ 3,794.67	90%
8	PAVEMENT REMOVAL, DRIVEWAYS	97	SY	\$15.00	\$ 1,455.00	97.00		\$ -	0%	97.00	\$ 1,455.00	100%
9	GRIND EXISTING CURB	4	LF	\$75.00	\$ 300.00	0.00		\$ -	0%	0.00	\$ -	0%
10	REMOVE EXISTING RETAINING WALL	1	LS	\$1,500.00	\$ 1,500.00	1.00		\$ -	0%	1.00	\$ 1,500.00	100%
11	REMOVE EXISTING HANDRAIL	1	LS	\$1,200.00	\$ 1,200.00	1.00		\$ -	0%	1.00	\$ 1,200.00	100%
12	REMOVE EXISTING INTAKE	1	EA	\$400.00	\$ 400.00	1.00		\$ -	0%	1.00	\$ 400.00	100%
13	REMOVE EXISTING PAVEMENT STRIPING	1	LS	\$3,000.00	\$ 3,000.00	0.00	1.00	\$ 3,000.00	100%	1.00	\$ 3,000.00	100%
14	REMOVE EXISTING TRAFFIC SIGNALS	1	LS	\$5,500.00	\$ 5,500.00	1.00		\$ -	0%	1.00	\$ 5,500.00	100%
15	REMOVE AND REINSTALL EXISTING TRAFFIC SIGN	5	EA	\$100.00	\$ 500.00	0.00		\$ -	0%	0.00	\$ -	0%
16	REMOVE 12" DIA RCP STORM SEWER	28	LF	\$20.00	\$ 560.00	28.00		\$ -	0%	28.00	\$ 560.00	100%
17	STORM SEWER, 12" DIA. RCP	38	LF	\$130.00	\$ 4,940.00	38.00		\$ -	0%	38.00	\$ 4,940.00	100%
18	STORM INTAKE SW-509	2	EA	\$4,400.00	\$ 8,800.00	2.00		\$ -	0%	2.00	\$ 8,800.00	100%
19	STORM INTAKE SW-507 TOP AND THROAT	1	EA	\$3,600.00	\$ 3,600.00	1.00		\$ -	0%	1.00	\$ 3,600.00	100%
20	WATER MAIN 8" PVC DR-18	361	LF	\$95.00	\$ 34,295.00	361.00		\$ -	0%	361.00	\$ 34,295.00	100%
21	WATER MAIN 8" CERTA-LOK PVC DR-18 DIRECTIONALLY DRILLED	212	LF	\$60.00	\$ 12,720.00	212.00		\$ -	0%	212.00	\$ 12,720.00	100%
22	16" X 8" TAPPING SLEEVE AND VALVE	2	EA	\$7,500.00	\$ 15,000.00	2.00		\$ -	0%	2.00	\$ 15,000.00	100%
23	8" GATE VALVE	1	EA	\$1,300.00	\$ 1,300.00	1.00		\$ -	0%	1.00	\$ 1,300.00	100%
24	FIRE HYDRANT WITH AUXILIARY GATE VALVE	2	EA	\$4,000.00	\$ 8,000.00	2.00		\$ -	0%	2.00	\$ 8,000.00	100%
25	ABANDON EXISTING 2 INCH WATER SERVICE	1	EA	\$1,800.00	\$ 1,800.00	1.00		\$ -	0%	1.00	\$ 1,800.00	100%
26	SIDEWALK 6" PCC	396	SY	\$46.00	\$ 18,216.00	333.48	7.11	\$ 327.06	2%	340.59	\$ 15,667.14	86%
27	DRIVEWAY 6" PCC	10	SY	\$45.00	\$ 450.00	10.00		\$ -	0%	10.00	\$ 450.00	100%
28	PAVEMENT 7" PCC	760	SY	\$36.50	\$ 27,740.00	741.86		\$ -	0%	741.86	\$ 27,077.89	98%
29	PAVEMENT 10" PCC	1,160	SY	\$58.00	\$ 67,280.00	1,197.54	4.39	\$ 254.62	0%	1,201.93	\$ 69,711.94	104%
30	GRANULAR SUBBASE, IDOT GRADATION 12 OR 14, 6" THICK	2,269	SY	\$8.00	\$ 18,152.00	2,250.00	8.78	\$ 70.24	0%	2,258.78	\$ 18,070.24	100%
31	SUBDRAIN, LONGITUDINAL, 6"	1,107	LF	\$14.00	\$ 15,498.00	1,107.00		\$ -	0%	1,107.00	\$ 15,498.00	100%
32	RETAINING WALL	1	LS	\$20,000.00	\$ 20,000.00	1.00		\$ -	0%	1.00	\$ 20,000.00	100%
33	HANDRAIL	1	LS	\$15,000.00	\$ 15,000.00	1.00		\$ -	0%	1.00	\$ 15,000.00	100%
34	PAVEMENT MARKINGS	1	LS	\$11,111.00	\$ 11,111.00	0.00	1.00	\$ 11,111.00	100%	1.00	\$ 11,111.00	100%
35	SOD	1,249	SY	\$4.68	\$ 5,845.32	416.00	416.00	\$ 1,946.88	33%	832.00	\$ 3,893.76	67%
36	RIVER ROCK	409	SF	\$2.00	\$ 818.00	409.00		\$ -	0%	409.00	\$ 818.00	100%
37	FILTER SOCK	410	LF	\$2.00	\$ 820.00	410.00		\$ -	0%	410.00	\$ 820.00	100%
38	CONSTRUCTION SAFETY FENCE	320	LF	\$7.00	\$ 2,240.00	320.00		\$ -	0%	320.00	\$ 2,240.00	100%
39	HAPPY RETURNS DAYLILY	120	EA	\$12.00	\$ 1,440.00	0.00	120.00	\$ 1,440.00	100%	120.00	\$ 1,440.00	100%
40	TARA DROPSEED	42	EA	\$12.00	\$ 504.00	0.00	42.00	\$ 504.00	100%	42.00	\$ 504.00	100%
41	HARDWOOD MULCH	690	SF	\$2.00	\$ 1,380.00	0.00	690.00	\$ 1,380.00	100%	690.00	\$ 1,380.00	100%
42	TRAFFIC SIGNALIZATION	1	LS	\$164,059.00	\$ 164,059.00	0.95	0.03	\$ 4,921.77	3%	0.98	\$ 160,777.82	98%
43	SWPPP MANAGEMENT	1	LS	\$1,200.00	\$ 1,200.00	0.85	0.05	\$ 60.00	5%	0.90	\$ 1,080.00	90%
44	DETECTABLE WARNINGS FOR CURB RAMPS	112	SF	\$15.00	\$ 1,680.00	133.50		\$ -	0%	133.50	\$ 2,002.50	119%
45	INSTALL TRAFFIC SIGN	2	EA	\$200.00	\$ 400.00	0.00		\$ -	0%	0.00	\$ -	0%
ALT.1	SUNSET STREET BIO-CELL	1	LS	\$ 17,021.00	\$ 17,021.00	1.00		\$ -	0%	1.00	\$ 17,021.00	100%
CO-1	REMOVE BID ALTERNATE 1 (SUNSET STREET BIO-CELL)	1	LS	\$ (17,021.00)	\$ (17,021.00)	1.00		\$ -	0%	1.00	\$ (17,021.00)	100%
CO-1	REMOVE TRAFFIC SIGNAL OBSERVATION CAMERAS	1	LS	\$ (25,655.00)	\$ (25,655.00)	1.00		\$ -	0%	1.00	\$ (25,655.00)	100%
CO-1	ADD FIBER OPTIC AND CONDUIT FOR SIGNAL INTERCONNECTION	1	LS	\$ 1,873.94	\$ 1,873.94	1.00		\$ -	0%	1.00	\$ 1,873.94	100%
CO-1	INSTALL RJ WATER MAIN PIPE PER CITY REQUIREMENT	1	LS	\$ 3,276.74	\$ 3,276.74	1.00		\$ -	0%	1.00	\$ 3,276.74	100%
CO-1	ADD WATER MAIN FITTING	1	LS	\$ 550.06	\$ 550.06	1.00		\$ -	0%	1.00	\$ 550.06	100%
CO-2	PEDESTRIAN SIGNAL HEADS	8	EA	\$ 565.00	\$ 4,520.00		8.00	\$ 4,520.00	100%	8.00	\$ 4,520.00	100%
CO-2	ADD TREE LIMB REMOVAL	1	LS	\$ 680.40	\$ 680.40		1.00	\$ 680.40	100%	1.00	\$ 680.40	100%
CO-2	ADD PANEL REPAIR (MELROSE AND OLIVE)	1	LS	\$ 1,876.93	\$ 1,876.93		1.00	\$ 1,876.93	100%	1.00	\$ 1,876.93	100%
CO-2	ADD EPOXY PAVEMENT MARKINGS	1	LS	\$ 1,509.38	\$ 1,509.38		1.00	\$ 1,509.38	100%	1.00	\$ 1,509.38	100%
<b>ORIGINAL CONTRACT: \$ 603,043.32</b>												
<b>TOTAL CHANGE ORDERS: \$ (28,388.55)</b>												
<b>ORIGINAL CONTRACT COST AND CHANGE ORDERS: \$ 574,654.77</b>												
								VALUE OF COMPLETED WORK:	\$ 35,595.30	6%	\$ 567,026.91	94%
								LESS RETAINAGE (5%):	\$ (1,779.77)		\$ (28,351.35)	
								NET AMOUNT DUE:	\$ 33,815.54		\$ 538,675.56	
								LESS PREVIOUS PAYMENTS:			\$ (504,860.03)	
								<b>AMOUNT DUE THIS REQUEST:</b>			<b>\$ 33,815.53</b>	

SIGNATURES:

CONTRACTOR MAXWELL CONSTRUCTION, INC.	CITY ENGINEER: SHIVE-HATTERY, INC.	OWNER: CITY OF UNIVERSITY HEIGHTS
_____ JEFF MAXWELL, PRESIDENT	_____ JOSIAH BILSKEMPER, PE	_____ MAYOR
DATE: _____	DATE: _____	DATE: _____

**CHANGE ORDER**  
For Local Public Agency Projects

No.: 2

Non-Substantial:

N/A

Substantial:

Administering Office  
Concurrence Date

Accounting ID No. (5-digit number): N/A

Project Number: 116102-0

Kind of Work: Roadway Improvements

Local Public Agency: City of University Heights

Contractor: Maxwell Construction

Date Prepared: October 9, 2016

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

1. ADD material cost of pedestrian signal heads.
2. ADD tree limb removal at the Melrose and Sunset intersection.
3. ADD street panel replacement at the Melrose and Olive Court intersection (ITC-04).
4. ADD additional pavement markings on the south leg of the Melrose and Sunset intersection.

B - Reason for change:

1. The traffic signal materials list did not specifically include the pedestrian signal heads, and therefore the traffic signal subcontractor did not include them in their original bid quote, and did not initially order them. The work to install pedestrian signals was clearly shown throughout the Plans however, so this is just material cost.
2. A tree limb at the SE corner of the intersection was blocking the view of the new traffic signal lights once installed.
3. City request to remove and replace damaged street panel at the Melrose and Olive Court intersection.
4. City Engineer requested additional removal and replacement of pavement markings on the south leg of the intersection (Sunset Street from Melrose to Koser) to provide uniform epoxy marking materials on all four legs of the intersection. Accordingly, this same segment of roadway was removed from the scope of work in the City's annual street painting contract.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

1. Price increase matches material cost quoted by the traffic signal supplier.
2. Agreed Lump Sum Price.
3. Agreed Lump Sum Price (based on contract unit prices).
4. Agreed Lump Sum Price.

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

1. Matches supplier material cost.
2. Cost is consistent with type of work required.
3. Cost based on unit prices already bid in this contract for each item of work involved.
4. Lump sum cost is within range of expected costs for quantity of work added (compared to original bid quantity and cost).

E - Contract time adjustment:  No Working Days added  Working Days added: \_\_\_\_\_  Unknown at this time

Justification for selection:

Additional work not impeding controlling items

F - Items included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
-	-					
-	-					
				Add Row	Delete Row	TOTAL

G - Items not included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
-	-	CO-2	Pedestrian Signal Heads (Material Cost)	\$565.00	8.000	\$4,520.00
		CO-2	Tree Limb Removal	\$680.40	1.000	\$680.40
		CO-2	Panel Replacement (Melrose and Olive Court)	\$1,876.93	1.000	\$1,876.93
		CO-2	Epoxy Pavement Markings (Sunset Street)	\$1,509.38	1.000	\$1,509.38
				Add Row	Delete Row	TOTAL
						\$8,586.71

H. Signatures

Agreed: \_\_\_\_\_ Date \_\_\_\_\_  
           Contractor

Recommended: \_\_\_\_\_ Date \_\_\_\_\_  
                   Project Engineer

Approved: \_\_\_\_\_ Date \_\_\_\_\_ Other (optional) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
                   Person in Responsible Charge

\_\_\_\_\_ Date \_\_\_\_\_ Other (optional) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
                   Contracting Authority (optional)

## October '16 – City Attorney's Report

1. **Conflicts of Interest Ordinance.** The Council discussed an initial version of Ordinance No. 193, which concerns conflicts of interest, at its September meeting. At that meeting, I was directed to prepare an alternate version of the proposed ordinance.
  - Two versions of the proposed ordinance are attached:
    - Ordinance No. 193**A** represents the “original” version that the Council considered last month. There are a few minor changes in the attached version that I have made either at Council Member Quezada’s direction as the proponent of this ordinance or with her approval. One change simply adds another citation to the Iowa Code. Another clarifies that not just City Council meeting minutes, but other City documents – things like Board of Adjustment or Zoning Commission meeting minutes – must reflect conflicts of interest that are announced. The final changes just concern dates. I am attaching a redlined and final version of Ordinance No. 193A so you may easily see these changes.
    - Ordinance No. 193**B** is amended (Section 2(D)) to provide that if a person having a conflict of interest discloses the nature of the conflict, then that person may continue to participate in discussion and debate on the issue under consideration but may not vote. That question – whether someone with a conflict should be completely and automatically precluded from any involvement or only precluded from voting (but not discussing) if the person identifies the conflict – was discussed by the Council in September and prompted the direction for me to draft an alternate version.
  - If the Council adopts a version of this proposed ordinance, the ordinance will be adopted, published, and codified as “Ordinance No. 193” (not “A” or “B”).
  - The Council discussed in September the possibility of collapsing the required three readings of Ordinance No. 193 in light of the prior notice and substantial discussion concerning the measure. Approval of the motion to collapse requires a vote of three-fourths of the Council, or 4 votes. In the event a Council Member desires to make a motion to collapse the readings, a sample motion is attached.
2. **City Ordinances and State Law Concerning Council Voting.** The discussion of Ordinance No. 193 prompted a review of Ordinance No. 84 and certain provisions of Iowa law (principally Iowa Code §§ 380.1 and 380.4) related to Council voting on motions, resolutions, and ordinances. Although prompted by consideration of Ordinance No. 193, the following analysis does not, in my opinion, require or suggest that the Council defer action on the ordinance. In my opinion, the Council should

proceed with its consideration of Ordinance No. 193 at the October meeting but address the voting issues identified here later.

- There appear to be conflicts between the City’s ordinance and state law. The principal conflict is this:
    - Ordinance No. 84 requires a vote of three Council Members to pass a measure.
    - Iowa Code ch. 380 requires a vote of those Council Members who do not have a conflict of interest.
  - A circumstance could arise where two Council Members recuse themselves based upon a conflict of interest. In that event, Ordinance No. 84 would require the remaining three Council Members to vote “yes” for a measure to pass. State law would require only two “yes” votes because those with conflicts of interest would not be counted in the total for computing a majority.
  - A related question is whether Ordinance No. 84 should be amended to require those abstaining to indicate whether they are doing so based upon a conflict of interest. Presently, the ordinance contains no such requirement. If the ordinance was changed to require only a majority of Council Members with no conflict of interest, the Council might also desire to require abstaining Members to provide a reason for abstaining or at least to indicate whether abstention relates to a conflict of interest.
  - At the October meeting, I will ask the Council to authorize preparation of amendments to Ordinance No. 84 that may be discussed and considered at future Council meetings.
  - You may link to Ordinance No. 84 here: <http://www.university-heights.org/ord/ord084.pdf>.
  - You may link to Iowa Code ch. 380 here: <http://law.justia.com/codes/iowa/2013/titleix/subtitle4/chapter380>
3. **Public Records Requests.** The City has received a number of public records requests in the past several months. Such requests are quite infrequent; sometimes years pass between one request and the next. Some requests are easily responded to and others take substantial time, effort, and resources.
- Responding to at least two of the recent requests involves significant staff time and City resources. Iowa law permits the City to adopt a policy for handling such requests, including requiring those requesting copies of records, to pay the costs associated with gathering records and reproducing them.
  - I am preparing a draft version of a public records policy. With the Council’s approval, I will circulate that policy so that the Mayor, Council, Staff, and

Community may review and have an opportunity to provide comment before the Council discusses the policy and considers adoption. I anticipated requesting that the Council consider this policy at its meeting November 15, 2016, but for reasons detailed below, I will ask that the Council schedule a special meeting no later than November 4 for this purpose.

4. **Public Records Complaint – Iowa Public Information Board.** Silvia Quezada filed a complaint with the Iowa Public Information Board (IPIB) against the City alleging that the Mayor and the Chairperson of the Board of Adjustment violated Iowa’s Public Records Law (Iowa Code ch. 22) by failing to provide certain records she requested. A copy of the complaint, in the email format that I received from IPIB as City Attorney, is attached.
- IPIB was created by the Iowa Legislature in 2013 to help people enforce their rights under Iowa’s “Government in the Sunshine Acts” – Iowa Code ch. 21 (Open Meetings) and ch. 22 (Public Records).
    - IPIB is an independent governmental agency administered by a board of nine members appointed by the governor and confirmed by the Iowa Senate.
    - IPIB has authority to investigate and consider complaints alleging violations of Iowa’s Open Meetings and Public Records laws and to issue orders with the force of law.
    - IPIB may prosecute Cities, Counties, School Boards, and government officials administratively and in court to compel compliance with Iowa law.
    - For more information on IPIB, link here: <https://ipib.iowa.gov/>.
  - I responded to Ms. Quezada and provided the records requested within just a few days of her request. A copy of my letter, without referenced documents, is attached.
  - I also provided a preliminary response to the complaint and sent it to IPIB. I requested that IPIB dismiss the complaint because the records had been provided promptly as required by Iowa law. A copy of that letter is attached.
    - Ms. Quezada filed her complaint within about two and a half hours of making her request for records.
    - Iowa law requires that the City permit examination and copying of public records in a reasonably prompt time.
    - The records were provided within three days of the request identified in the complaint.
    - In my opinion, contending the City’s response to the records request violated Iowa law is unwarranted and unsustainable, and the City should defend against the allegations on that basis, particularly when the records request was not directed to the City Clerk, who is the person identified in the City’s Administrative Policy Manual as the

custodian of Board of Adjustment materials, but rather to the Mayor and to the Chairperson of the Board of Adjustment.

- After receiving the requested records, Ms. Quezada amended her complaint to allege that records requested at an earlier time had also not been provided in violation of Iowa law.
- I have spoken with the IPIB Deputy Director many times regarding the complaint, as amended, and intend to provide a further response, both formal and informal. The response I intend to provide will include the following information:
  - The records request was not directed to the City Clerk, who is the person designated in the City's Administrative Policy Manual to be the custodian of the records sought. As such, the request was legally insufficient, particularly for purposes of sanctioning the City or the Mayor or Chairperson of the Board of Adjustment for their response.
  - The City is in the process of adopting a policy for responding to public records request, to supplement the existing Administrative Policy Manual and to clarify the process for making public records requests.
  - Based upon the City's action in adopting a policy, combined with its existing and anticipated responses to the complaint, I believe IPIB will be inclined either to dismiss the complaint or consider it resolved and close the complaint administratively – without any formal hearing or further proceeding. Either outcome (dismissal or administrative closure) would be preferable to having IPIB scheduling a hearing and taking formal action against the City – administratively itself or by way of litigation in the Iowa District Court.
  - IPIB's Deputy Director suggests that the Council take action to complete its work on a public records policy before November 7, 2016, so that IPIB administrative staff may have an opportunity to consider the City's request for dismissal or administrative closure in advance of the deadline for circulating materials for the next meeting of the IPIB members. For this reason, I advise the Council to schedule a special meeting no later than November 4 to consider the policy.
- I will ask that the Council authorize me to continue to defend the City, the Mayor, and the Chairperson of the Board of Adjustment against this complaint and to seek dismissal or administrative closure as quickly and efficiently as possible.

5. **OUP – Certificate of Occupancy.** I have prepared a punch list of sorts that identifies provisions of various One University Place documents that set forth particular

requirements that must be satisfied before a Certificate of Occupancy will issue. A Certificate of Occupancy is required before OUP will be able to close (finalize) the sale of individual residential and commercial condominium units. I have provided this list to OUP, certain City staff (Engineer, Building Official, and Housing Official) as well as Glenn Siders. My understanding is that OUP has not yet requested a Certificate of Occupancy, but such a request will be forthcoming at some point. The list is attached for the Mayor, Council, Staff, and Community's reference. I consider this list to be a working document, and I invite review, questions, and comments.

6. **OUP – Extending Services Agreement with Siders Development.** The City's Agreement with Siders Development, LLC expires November 8, 2016; it was originally set to expire June 6 (90 days after commencement), but was extended in May.

- The November 8 expiration date was selected to coincide with the Council's regular monthly meeting. With the change in meeting date to November 15 occasioned by the General Election being held November 8, the Council will not have a regular meeting before the current agreement expires.
- At the October meeting, the Council will consider Resolution No. 16-52, which extends the agreement, assuming the Council desires to extend the Agreement (the Council has no obligation to extend).
- The Resolution leaves blank the new expiration date; the Council will need to discuss and select a date at the October meeting.
- Even with an extension of the expiration date, Agreement may be terminated by the City on 30 days' written notice to Glenn Siders. The Resolution is attached; the agreement is also attached for ready reference.

7. **Proposed Zoning Ordinance Amendments.** The Board of Adjustment recommended a change to the City's Zoning Ordinance to increase the fee for applications to the Board. As long as the Council was going to take up this possible change to the Zoning Ordinance, the Zoning Commission recommended a change to the ordinance that would require a building permit before paving of a certain size could be installed. Not to be left out, I had a couple of changes on my list related to notice of hearings that I wanted the Council to consider. The Council will have its first consideration of Ordinance No. 194, which amends Ordinance No. 79 to incorporate the recommended changes. The proposed ordinance is attached. The changes are summarized as follows:

- Section 14 is amended to require a building permit if a property owner desires to install paving that measures 100 square feet or more in area after adoption of the present ordinance amendment requiring a building permit.

- One purpose of the amendment is to alert owners to the City’s paving and parking restrictions before paving is installed so the City may confirm ordinance compliance then.
- Another purpose is to save the time, effort, and expense for owners and the City when variance applications are filed with the Board of Adjustment but the Board lacks authority to grant the applications. If would-be applicants were required to make application for building permits to install paving, the Building Official would have the opportunity to review and assure compliance with the Zoning Ordinance, and possibly save the time of a Board meeting.
- Having the permit requirement apply to the combined square footage prevents an owner from circumventing the intent of the amendment by installing the paving at different times.
  - So, a permit would be required if an owner wanted to install paving of 100 square feet all at once.
  - But, a permit would also be required if an owner installed 50 square feet (not requiring a permit) after adoption of the present amendment, then later wanted to install another 50 square feet.
- Section 15(2)(d) is amended to streamline and improve notice of Board of Adjustment hearings.
  - Presently, notice is required to be published at least 15 but no more than 30 days before a hearing.
    - The amendment changes the notice requirement to at least 7 but no more than 20 days.
    - The change is consistent with Section 18(2), which governs notice of hearings before Zoning Ordinance changes can be made. Conforming the Board of Adjustment notice is easier to administer because City Staff is not required to apply separate sets of deadlines. Presumably, notice consistency is more convenient for citizens, as well.
    - The change is also consistent with Iowa law requirements for zoning changes; so, by state law the “not less than 7 nor more than 20” standard is established concerning certain property regulatory matters (zoning).
  - Notice is also presently required to be sent by “Certified U.S. Mail to the parties in interest”.
    - The phrase “parties in interest” is not defined.

- The practice has been to send notice by certified mail to the applicant, and then to send notice by regular mail to surrounding property owners.
  - The amendment makes these changes:
    - Notice may be by “mail or email”.
    - Notice must be sent to the applicant and to owners of property within 200 feet of the property under consideration.
    - That’s the same group – owners within 200 feet – who may object to zoning ordinance changes, so this change concerning Board of Adjustment notice conforms to other parts of the ordinance (and Iowa law) defining the group to whom notice of property matters should be given.
  - Finally, the amendment gives the City the authority to require a sign or placard to be placed and maintained at the subject property notifying the public that a variance application has been filed.
- Section 15(2)(f) is amended to provide that the fee for filing applications and appeals with the Board of Adjustment is no longer \$50.00 but will be established by resolution adopted by the Council. Once the amendment is approved, the Council will consider a resolution establishing the fee, which can be changed later by further resolution without requiring a formal change to the Zoning Ordinance itself. The Council will not consider that resolution at October’s meeting.
- Section 18(2) is amended to conform to the notice provisions for Zoning Ordinance changes to the notice provisions for Board of Adjustment hearings forth above (concerning Section 15(2)(d)).
  - Notice is required to be given to the party asking for the zoning change, the property owner, and the owners of property within 200 feet. Presently, the ordinance says those nearby property owners may protest a proposed change (thereby triggering a requirement for a super-majority vote for the Council to make the change), but the ordinance does not specifically require that they be given notice of the change.
  - Notice may be given by mail or email.
  - The City may require a sign or placard to be placed and maintained at the property notifying citizens that a zoning change has been requested.

- The Council will hold a public hearing on the proposed amendments and have the first consideration of Ordinance No. 194 at the October meeting. As noted above regarding Ordinance No. 193, if the Council is inclined, it could collapse the required three readings of Ordinance No. 194. I mention this because the changes related to Board of Adjustment filing fee and building permit requirement for paving have been discussed previously by the Council, as well as the Board and Zoning Commission, respectively, and the remaining changes are more ministerial in nature.
- You may link to the Zoning Ordinance here: <http://www.university-heights.org/ord/ord079.pdf> .

**From:** [Johnson, Margaret \[IPIB\]](#)  
**To:** [Steve Ballard](#)  
**Subject:** Formal complaint 16FC:0087 -- Silvia Quezada and the City of University Heights  
**Date:** Wednesday, September 21, 2016 11:22:42 AM

---

Good Morning:

A formal complaint was filed yesterday against the City of University Heights. The complaint is copied below.

Please review this and contact me at your convenience to discuss our formal complaint process. I sent a copy of this to the Mayor. Ms. Quezada said you are the city attorney.  
Thank you for your assistance.

Margaret E. Johnson, JD  
Deputy Director  
Iowa Public Information Board  
Wallace Building, 3rd Floor  
502 E. 9th Street  
Des Moines, IA 50319  
(515) 725-1783  
(515) 725-1789 (Fax)  
[margaret.johnson@iowa.gov](mailto:margaret.johnson@iowa.gov)  
[www.ipib.iowa.gov](http://www.ipib.iowa.gov)

-----Original Message-----

From: [ipib@iowa.gov](mailto:ipib@iowa.gov) [<mailto:ipib@iowa.gov>] On Behalf Of <http://www.ipib.gov>  
Sent: Tuesday, September 20, 2016 11:31 AM  
To: Iowa Public Information Board  
Subject: Form submission from: File a Complaint

Submitted on Tuesday, September 20, 2016 - 11:30am Submitted by anonymous user:  
63.230.152.109 Submitted values are:

Time of alleged violation: 9:04 am

Date of alleged violation: 09/20/2016

Place of alleged violation: City of University Heights Names of government employees/officials

involved: Committee Chair for Permitting and Board of Adjustment, Wally Heitman (also Mayor)

Name of government entity involved: City of University Heights Alleged violation of: Public records law Other persons having information and their contact information:

Chairwoman of the Board of Adjustment, Ann Dudler at [ann-dudler@university-heights.org](mailto:ann-dudler@university-heights.org).

Description of alleged violation:

Mayor and Committee Chairman for Board of Adjustments Heitman refused to provide me with access to specific public records involving a City department matter he oversees and subject to disclosure per Chapter 22. The request was made in my individual capacity. Please see the text from the email below where I made the request and the Mayor's reply.

\*\*\*\*\*

Weldon E. Heitman (Wally)

9:05 AM (1 hour ago)

Simvia - I am doing enough work now that I will not take time to fulfill this request. There is no need for either Ann or I spend time on such requests. Any information that is pertinent to the whole council will be shared with you. To clarify, a request that you made at a meeting, building committee will remain under may auspices permanently. Wally

On Tue, September 20, 2016 8:52 am, silvia quezada wrote:

> Wally - I heard that post the BOA meeting held on 09-01-16, additional  
> items are being considered/reviewed for the 909 Melrose property. I'd  
> like to obtain copies of communications from 09-01-16 to the present  
> involving this property for my personal evaluation. I don't think it's a  
> big issues to ask. thanks, SQ

What would you like the board to do?

I request the IPIB create a remediation plan directing the City of University Heights to:

1. Have the Mayor provide me with requested public documents.
2. Have the Mayor attend a FOIA training session. Although the Mayor attended the new leaders academy sponsored by the Iowa League of Cities in Hiawatha, Iowa, in 1Q16, he needs additional specific training to understand the legislative intent and significant public policy interests protected by Chapter 22.
3. Have the Mayor issue a written communication to all Council, City staff, agents and commission/board members informing them of their obligation to comply with Chapter 22 despite any instructions from elected officials to the contrary. As the Mayor's reply states, the Board of Adjustment Chairwoman will not reply to my request for access to records.
4. The City Council must review its FOIA policy and procedures to determine these are (i)

conforming to Chapter 22 and (ii) provide for a whistle blowing protection and reporting process for City staff, agents and commission/board members who have or may be instructed to disregard Chapter 22 requests.

5. Changes to the City's policies and procedures must be adopted via resolution and included in the City's Administration Manual.

Name: Silvia Quezada

Home address: 416 Ridgeview Ave.

City: University Heights

State: IA

Zip: 52246

Cell phone: 319-541-3321

Home phone: 319-354-3854

Work phone:

Email Address: [smq130@hotmail.com](mailto:smq130@hotmail.com)

Margaret E. Johnson, JD

Deputy Director

Iowa Public Information Board

Wallace Building, 3<sup>rd</sup> Floor

502 E. 9<sup>th</sup> Street

Des Moines, IA 50319

(515) 725-1783

(515) 725-1789 (Fax)

[margaret.johnson@iowa.gov](mailto:margaret.johnson@iowa.gov)

[www.ipib.iowa.gov](http://www.ipib.iowa.gov)

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

RANDALL B. WILLMAN  
STEVEN E. BALLARD  
MARK C. DANIELSON  
TIMOTHY S. GRADY  
THOMAS E. MAXWELL  
PATRICK J. FORD

222 SOUTH LINN STREET  
IOWA CITY, IOWA  
52240-1601  
TELEPHONE: (319) 338-7551  
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ARTHUR O. LEFF (1906-1989)  
PHILIP A. LEFF (Of Counsel)  
R. BRUCE HAUPERT (Of Counsel)  
CHARLES T. TRAW (Of Counsel)

ABIGAIL L. BROWN

[www.lefflaw.com](http://www.lefflaw.com)

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

September 23, 2016

Ms. Margaret E. Johnson, JD  
Deputy Director  
IOWA PUBLIC INFORMATION BOARD  
Wallace Building, 3<sup>rd</sup> Floor  
Des Moines, Iowa 50319  
(via email only - [margaret.johnson@iowa.gov](mailto:margaret.johnson@iowa.gov))

**Re: City of University Heights, Iowa -  
Public Records Request;  
Iowa Public Information Board Complaint**

Dear Ms. Johnson:

I am writing as City Attorney for University Heights, Iowa. Thank you for your time on the phone yesterday to discuss the referenced public records request and complaint filed with the Iowa Public Information Board. Please consider this letter the City's initial formal response to the complaint, as required by Iowa law and requested by you on behalf of the Iowa Public Information Board.

For your reference, I am attaching a copy of my email to Silvia Quezada that itself attaches a letter with documents responsive to her public records request. As I understand the circumstances set forth in the complaint, the public records request was made Tuesday, September 20, 2016. The City transmitted documents responsive to the request three days later - September 23.

As you know, Iowa law requires governmental bodies to provide public records within a reasonably prompt time. See, e.g., Horsfield Materials, Inc. v. City of Dyersville, 834 N.W.2d 444, 461 (Iowa 2013) (citing Iowa Uniform Rules on Agency Procedures, drafted by a task force chaired by former University of Iowa Law School Professor Arthur Bonfield, for the proposition that practical considerations including the size and nature of the request enter into what constitutes a reasonably prompt time). Even the statute establishing the time by which governmental bodies "ordinarily" must determine whether confidential records should be

Ms. Silvia M. Quezada

September 23, 2016

**Re: City of University Heights, Iowa -  
Public Records Request;  
Iowa Public Information Board Complaint**

Page 2 of 2

made available permits 20 days for the task. Iowa Code § 22.8(4)(d) (2015). This statute is often misquoted as requiring production of documents within 20 days, but it only applies to time limitation for determining whether a confidential record should be produced. Horsfield Materials, 834 N.W.2d at 461.

In the present circumstance, the City of University Heights responded to the public records request within three days. Clearly, the City met its obligation to provide public records reasonably promptly under any reasonable definition or construction of that standard. See id. Perhaps more to the point, the complaint was filed just hours after a representative of the City initially responded. For these reasons, the City of University Heights respectfully requests that the Iowa Public Information Board determine that, on its face, the complaint is not legally sufficient and lacks merit and decline to accept the complaint. Iowa Code § 23.8.

Thank you for your consideration to this matter. Please email or call me if you would like further information or to discuss this matter further.

Very truly yours,

LEFF LAW FIRM, L.L.P.



Steven E. Ballard

cc via email only:

Mayor, Council, and Staff  
CITY OF UNIVERSITY HEIGHTS, IOWA

Ms. Ann Dudler  
Chairperson  
UNIVERSITY HEIGHTS BOARD OF ADJUSTMENT

SEB/jmd

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

RANDALL B. WILLMAN  
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ARTHUR O. LEFF (1906-1989)  
PHILIP A. LEFF (Of Counsel)  
R. BRUCE HAUPERT (Of Counsel)  
CHARLES T. TRAW (Of Counsel)

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

September 23, 2016

Ms. Silvia M. Quezada  
416 Ridgeview Avenue  
Iowa City, Iowa 52246  
(via email only - [smq130@hotmail.com](mailto:smq130@hotmail.com))

**Re: City of University Heights, Iowa -  
Public Records Request;  
Iowa Public Information Board Complaint**

Dear Silvia:

I am writing as City Attorney for University Heights, Iowa. This letter responds to the public records request you submitted on September 20, 2016, for certain City records and to the complaint you filed a few hours later with the Iowa Public Information Board ("IPIB"). IPIB transmitted a copy of your complaint to me as City attorney. In some respects, this letter relies on the information received from IPIB.

Your public records request was set forth in an email to Mayor Wally Heitman that reads as follows:

Wally - I heard that post the BOA meeting held on 09-01-16, additional items are being considered/reviewed for the 909 Melrose property. I'd like to obtain copies of communications from 09-01-16 to the present involving this property for my personal evaluation. I don't think it's a big issues to ask. thanks, SQ

The IPIB complaint you filed indicates you were seeking public records from Mayor Heitman and from Board of Adjustment Chairperson Ann Dudler. Mayor Heitman and Chairperson Dudler provided email communications to me that are responsive to your request. Those emails, and their attachments are transmitted to you electronically with the email that transmits this letter.

Ms. Silvia M. Quezada

September 23, 2016

**Re: City of University Heights, Iowa -  
Public Records Request;  
Iowa Public Information Board Complaint**

Page 2 of 2

By copy of this letter to Margaret Johnson, IDIB Deputy Director, I am informing IDIB that the City provided documents responsive to your public records request on Friday, September 23, 2016.

Very truly yours,

LEFF LAW FIRM, L.L.P.



Steven E. Ballard

cc via email only:

Mayor, Council, and Clerk  
CITY OF UNIVERSITY HEIGHTS, IOWA

Ms. Ann Dudler  
Chairperson  
UNIVERSITY HEIGHTS BOARD OF ADJUSTMENT

Ms. Margaret E. Johnson, JD  
Deputy Director  
IOWA PUBLIC INFORMATION BOARD

SEB/jmd

**ORDINANCE No. 193A**  
**CONFLICTS OF INTEREST**

**WHEREAS**, the Iowa Supreme Court has established that the premise and purpose of all conflict of interest requirements is “to avoid subjecting public officials to the difficult and often insoluble task of deciding between their duty to the public and their own private interest or advantage[;]” and

**WHEREAS**, the City Council of University Heights, Iowa deems it advisable to adopt a Conflicts of Interest Ordinance to promote transparency and accountability in City government; and

**WHEREAS**, the citizens of University Heights are entitled to have matters before the City of University Heights considered and determined free of conflicts of interest; and

**WHEREAS**, Iowa Code chapters 68B and 362 provide a foundation for regulating conflicts of interest but do not preclude municipalities from building upon this foundation by enacting their own policies and ordinances,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of University Heights that the following ordinance is adopted:

**Section 1. DEFINITIONS.**

- A. “City” means the City of University Heights, Iowa, and its boards, commissions, employees, and agents.
- B. “Individual” means a City Officer, Mayor, Council Member, a member of the Zoning Commission, Board of Adjustment, or Tree Board, and a member of any other appointed commission or board of the City, and a City employee or independent contractor with whom the City regularly engages for professional or other services.
- C. “Family Member” means an Individual’s spouse, parent, child, grandchild, sibling, significant other, step-child, son- or daughter-in-law, and mother- or father-in law.
- D. “Pecuniary Interest” means a legal, equitable, or other beneficial interest, direct or indirect, and includes such interests that may be reasonably expected in addition to those presently existing.
- E. “Organizational Interest” means holding a Pecuniary Interest in and/or serving as an employee, officer, director, manager, or in another position of supervision or authority, direct or indirect, of an organization, entity, business, or other enterprise other than the City.

**Section 2. CONFLICTS OF INTEREST POLICY.**

- A. In addition to those circumstances identified by Iowa law, as presently existing or hereafter amended, a Conflict of Interest exists where an Individual or an Individual's Family Member has a Pecuniary Interest or Organizational Interest with respect to any person, group, organization, or entity having or concerning any proposal, matter, measure, contract, job, work, or services performed for or materials supplied to the City, unless otherwise expressly permitted by Iowa law.
- B. In the event an Individual has a Conflict of Interest, the Individual shall promptly inform the City before the commencement of any discussion or other consideration of the matter.
- C. The statement of an Individual that the Individual has a Conflict of Interest is conclusive.
- D. An Individual with a Conflict of Interest shall not discuss or vote on a matter in which the Conflict of Interest exists.
- E. Any Conflict of Interest shall be noted in the minutes of the pertinent Council meeting and other applicable records of the City.
- F. Any matter or measure adopted or other action taken by the City where a Conflict of Interest exists is void, except as provided by Iowa law and not in contravention of this Ordinance.

**Section 3. ADMINISTRATION.** The minutes of the calendar year's first City Council meeting shall reflect the completion and submission to the City a signed version of the Conflict of Interest Form ("Form") by all Individuals. An appointed Individual shall complete the Form no later than 30 days after appointment. The Form is adopted and established as follows:

**CONFLICT OF INTEREST FORM**

I, the undersigned, hereby acknowledge that I have read and that I understand the spirit and letter of the Conflict of Interest Ordinance of the City of University Heights, Iowa.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

**Section 4. REPEALER, SAVING CLAUSE.** All ordinances, resolutions, or parts thereof in conflict herewith are hereby repealed to the extent of such conflict. If any section, provision or part of this ordinance shall be adjudicated invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**Section 5. EFFECTIVE DATE.** This Ordinance shall become effective upon its passage and publication as provided by law.

Adopted by the University Heights City Council on this \_\_\_ day of \_\_\_\_\_, 2016, and approved this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Weldon E. Heitman (Wally), Mayor  
City of University Heights

ATTEST:  
(seal)

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

STATE OF IOWA            )  
                                  )        SS:  
COUNTY OF JOHNSON    )

On the \_\_\_\_ day of October, 2016, before me, a notary public in and for the state of Iowa, personally appeared Weldon E. Heitman, Mayor, and Christine M. Anderson, Clerk, of the City of University Heights, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Weldon E. Heitman and Christine M. Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA            )  
                                  )  
COUNTY OF JOHNSON    )        SS:

I, Christine M. Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Christine M. Anderson

Signed and sworn to before me on the \_\_\_\_ day of \_\_\_\_\_, 2016, by Christine Anderson, Clerk of the City of University Heights.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

**ORDINANCE No. 193A**  
**CONFLICTS OF INTEREST**

**WHEREAS**, the Iowa Supreme Court has established that the premise and purpose of all conflict of interest requirements is “to avoid subjecting public officials to the difficult and often insoluble task of deciding between their duty to the public and their own private interest or advantage[;]” and

**WHEREAS**, the City Council of University Heights, Iowa deems it advisable to adopt a Conflicts of Interest Ordinance to promote transparency and accountability in City government; and

**WHEREAS**, the citizens of University Heights are entitled to have matters before the City of University Heights considered and determined free of conflicts of interest; and

**WHEREAS**, Iowa Code chapters 68B and 362 provides a foundation for regulating conflicts of interest but does not preclude municipalities from building upon this foundation by enacting their own policies and ordinances,

**NOW THEREFORE, BE IT RESOLVED** by the City Council of University Heights that the following ordinance is adopted:

**Section 1. DEFINITIONS.**

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- B. “Individual” means a City Officer, Mayor, Council Member, a member of the Zoning Commission, Board of Adjustment, or Tree Board, and a member of any other appointed commission or board of the City, and a City employee or independent contractor with whom the City regularly engages for professional or other services.
- C. “Family Member” means an Individual’s spouse, parent, child, grandchild, sibling, significant other, step-child, son- or daughter-in-law, and mother- or father-in law.
- D. “Pecuniary Interest” means a legal, equitable, or other beneficial interest, direct or indirect, and includes such interests that may be reasonably expected in addition to those presently existing.
- E. “Organizational Interest” means holding a Pecuniary Interest in and/or serving as an employee, officer, director, manager, or in another position of supervision or authority, direct or indirect, of an organization, entity, business, or other enterprise other than the City.

**Section 2. CONFLICTS OF INTEREST POLICY.**

- A. In addition to those circumstances identified by Iowa law, as presently existing or hereafter amended, a Conflict of Interest exists where an Individual or an Individual’s Family Member has a Pecuniary Interest or Organizational Interest with respect to any person, group, organization, or entity having or concerning any proposal, matter, measure, contract, job, work, or services performed for or materials supplied to the City, unless otherwise expressly permitted by Iowa law.
- B. In the event an Individual has a Conflict of Interest, the Individual shall promptly inform the City before the commencement of any discussion or other consideration of the matter.
- C. The statement of an Individual that the Individual has a ~~conflict~~ Conflict of ~~interest~~ Interest is conclusive.
- D. An Individual with a Conflict of Interest shall not discuss or vote on a matter in which the Conflict of Interest exists.
- E. Any Conflict of Interest shall be noted in the minutes of the pertinent Council meeting and other applicable records of the City.
- F. Any matter or measure adopted or other action taken by the City where a Conflict of Interest exists is void, except as provided by Iowa law and not in contravention of this Ordinance.

**Section 3. ADMINISTRATION.** The minutes of the calendar year’s first City Council meeting shall reflect the completion and submission to the City a signed version of the Conflict of Interest Form (“Form”) by all Individuals. An appointed Individual shall complete the Form no later than 30 days after appointment. The Form is adopted and established as follows:

**CONFLICT OF INTEREST FORM**

I, the undersigned, hereby acknowledge that I have read and that I understand the spirit and letter of the Conflict of Interest Ordinance of the City of University Heights, Iowa.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

**Section 4. REPEALER, SAVING CLAUSE.** All ordinances, resolutions, or parts thereof in conflict herewith are hereby repealed to the extent of such conflict. If any section, provision or part of this ordinance shall be adjudicated invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**Section 5. EFFECTIVE DATE.** This Ordinance shall become effective upon its passage and publication as provided by law.

Adopted by the University Heights City Council on this \_\_\_ day of \_\_\_\_\_, 2016, and approved this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Weldon E. Heitman (Wally), Mayor  
City of University Heights

ATTEST:  
(seal)

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

STATE OF IOWA            )  
                                  )  
COUNTY OF JOHNSON    )        SS:

On the \_\_\_\_ day of ~~September~~October, 2016, before me, a notary public in and for the state of Iowa, personally appeared Weldon E. Heitman, Mayor, and Christine M. Anderson, Clerk, of the City of University Heights, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Weldon E. Heitman and Christine M. Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA            )  
                                  )  
COUNTY OF JOHNSON    )        SS:

I, Christine M. Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the \_\_\_\_ day of ~~September~~ \_\_\_\_\_, 2016.

\_\_\_\_\_  
Christine M. Anderson

Signed and sworn to before me on the \_\_\_\_ day of ~~September~~ \_\_\_\_\_, 2016, by Christine Anderson, Clerk of the City of University Heights.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

**ORDINANCE No. ~~193A~~193B**  
**CONFLICTS OF INTEREST**

**WHEREAS**, the Iowa Supreme Court has established that the premise and purpose of all conflict of interest requirements is “to avoid subjecting public officials to the difficult and often insoluble task of deciding between their duty to the public and their own private interest or advantage[;]” and

**WHEREAS**, the City Council of University Heights, Iowa deems it advisable to adopt a Conflicts of Interest Ordinance to promote transparency and accountability in City government; and

**WHEREAS**, the citizens of University Heights are entitled to have matters before the City of University Heights considered and determined free of conflicts of interest; and

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- C. “Family Member” means an Individual’s spouse, parent, child, grandchild, sibling, significant other, step-child, son- or daughter-in-law, and mother- or father-in law.
- D. “Pecuniary Interest” means a legal, equitable, or other beneficial interest, direct or indirect, and includes such interests that may be reasonably expected in addition to those presently existing.
- E. “Organizational Interest” means holding a Pecuniary Interest in and/or serving as an employee, officer, director, manager, or in another position of supervision or authority, direct or indirect, of an organization, entity, business, or other enterprise other than the City.

**Section 2. CONFLICTS OF INTEREST POLICY.**

- A. In addition to those circumstances identified by Iowa law, as presently existing or hereafter amended, a Conflict of Interest exists where an Individual or an Individual's Family Member has a Pecuniary Interest or Organizational Interest with respect to any person, group, organization, or entity having or concerning any proposal, matter, measure, contract, job, work, or services performed for or materials supplied to the City, unless otherwise expressly permitted by Iowa law.
- B. In the event an Individual has a Conflict of Interest, the Individual shall promptly inform the City before the commencement of any discussion or other consideration of the matter.
- C. The statement of an Individual that the Individual has a Conflict of Interest is conclusive.
- D. An Individual with a Conflict of Interest who identifies, fully discloses, and describes in detail the nature of the Conflict of Interest shall not ~~discuss or~~ vote on a matter in which the Conflict of Interest exists but may otherwise participate in discussion and debate preliminary to a vote.
- E. Any Conflict of Interest shall be noted in the minutes of the pertinent Council meeting and other applicable records of the City.
- F. Any matter or measure adopted or other action taken by the City where a Conflict of Interest exists is void, except as provided by Iowa law and not in contravention of this Ordinance.

**Section 3. ADMINISTRATION.** The minutes of the calendar year's first City Council meeting shall reflect the completion and submission to the City a signed version of the Conflict of Interest Form ("Form") by all Individuals. An appointed Individual shall complete the Form no later than 30 days after appointment. The Form is adopted and established as follows:

**CONFLICT OF INTEREST FORM**

I, the undersigned, hereby acknowledge that I have read and that I understand the spirit and letter of the Conflict of Interest Ordinance of the City of University Heights, Iowa.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_

Print Title

**Section 4. REPEALER, SAVING CLAUSE.** All ordinances, resolutions, or parts thereof in conflict herewith are hereby repealed to the extent of such conflict. If any section, provision or part of this ordinance shall be adjudicated invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**Section 5. EFFECTIVE DATE.** This Ordinance shall become effective upon its passage and publication as provided by law.

Adopted by the University Heights City Council on this \_\_\_ day of \_\_\_\_\_, 2016, and approved this \_\_\_ day of \_\_\_\_\_, 2016.

---

Weldon E. Heitman (Wally), Mayor  
City of University Heights

ATTEST:  
(seal)

---

Christine M. Anderson, City Clerk

STATE OF IOWA            )  
                                  )  
COUNTY OF JOHNSON    )        SS:

On the \_\_\_\_ day of October, 2016, before me, a notary public in and for the state of Iowa, personally appeared Weldon E. Heitman, Mayor, and Christine M. Anderson, Clerk, of the City of University Heights, to me personally known, and who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of University Heights, Iowa; that the seal affixed to this instrument is the corporate seal of the City; and that said instrument was acknowledged and sealed on behalf of the City, and that Weldon E. Heitman and Christine M. Anderson acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

STATE OF IOWA            )  
                                  )  
COUNTY OF JOHNSON    )        SS:

I, Christine M. Anderson, being first duly sworn, certify that the above ordinance was published in the Iowa City Press-Citizen the \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Christine M. Anderson

Signed and sworn to before me on the \_\_\_\_ day of \_\_\_\_\_, 2016, by Christine Anderson, Clerk of the City of University Heights.

\_\_\_\_\_  
Notary Public in and for the  
State of Iowa

**City Clerk Report  
October 2016**

- One new building permit received since the last meeting:

**304 Sunset Street – Electrical permit**

- 179 rental permits received for FY17 fiscal year (169 last month):

**77 for Grandview Court (75 last month)**

**102 for rest of University Heights (94 last month)**

- Received payment for 2016 Sidewalk Repair Project from:

**300 Koser Avenue**

**322 Koser Avenue**

**331 Koser Avenue**

**362 Koser Avenue**

**386 Koser Avenue**

**415 Koser Avenue**

**506 Mahaska Court**

**1437 Oakcrest Avenue**

**305 Koser Avenue**

**324 Koser Avenue**

**336 Koser Avenue**

**376 Koser Avenue**

**395 Koser Avenue**

**416 Koser Avenue**

**507 Mahaska Court**

**1507 Oakcrest Avenue**

**Report from Stan Laverman:**

**Nothing of note to report from rental inspections.**

**Followed up on tailgating complaints on Grand following Iowa State game. Offending parties understood expectations after I reached out to them. Night Iowa State games are always going to be difficult in University Heights.**

**During the NDSU game worked with the University Heights Police Department to move along illegal t-shirt sales people.**

**Met with Zoning Commission to discuss work in Housing Inspection. Discussed possible changes to Tall Grass & Weed Ordinance, Snow removal from Sidewalk Ordinance, and updating Rental Housing Code to International Property Maintenance Code. More details to follow in coming months.**

**University Heights  
Building Permits  
January 1, 2016 - October 8, 2016**

Permit #	Building Address	Date Issued	Fee	Building Valuation	Description of Remodeling
BLD16-001	11 Leamer Court	1/22/2016	\$519.30	\$30,000.00	Kitchen and bathroom remodel (bldg., mechanical, electrical and plumbing permits)
BLD16-002	1007 Melrose Avenue	2/29/2016	\$79.50	\$2,500.00	Replace patio door; install 3 egress windows.
BLD16-004	328 Koser Avenue	3/7/2016	\$258.30	\$25,000.00	Installation of solar panels on roof
	1300 Melrose Avenue	5/26/2016	\$50.00		Demolition permit for St. Andrews Church
	231 Golfview Avenue	6/14/2016	\$50.00	\$1,892.00	Electrical permit - upgrade service
	116 Marietta Avenue	5/27/2016	\$50.00	\$2,000.00	Electrical permit - upgrade service
	1304 Melrose Avenue	7/14/2016	\$50.00	\$1,200.00	Electrical permit - 100 amp service for traffic controller with 30 amp pole breaker
BLD16-007	1250 Melrose Avenue	7/16/2016	\$127.00	\$60,000.00	Interior remodel (bldg., electrical and plumbing permits)
BLD16-008	1427 Oakcrest Avenue	7/8/2016	\$27.00	\$500.00	Removing a non-load bearing wall from the kitchen
BLD16-009	10 Koser Avenue	7/8/2016	\$462.97	\$25,600.00	Installation of solar panels
BLD16-010	222 Golfview Drive	7/20/2016	\$147.12	\$6,200.00	Lift and reset garage and pour new concrete floor
	1427 Oakcrest Avenue	7/8/2016	\$95.00	\$3,300.00	Electrical permit - for kitchen remodel
	1470 Grand Avenue		\$519.30		Bathroom remodeling (waiting on paperwork from Terry)
	304 Sunset Street	9/1/2016	\$50.00		Electrical permit - 200 amp generator switch
		Total	\$2,485.49	\$158,192.00	

## Treasurer's Report

September 2016

Our total revenue for the month of September was \$1,062,150.38 comprised of the following amounts:

Property Taxes	\$ 83,068.24
Special assessments	\$ 993.10
Parking fines	\$ 895.00
Traffic Fines from Clerk of Court	\$ 3,971.17
Interest on bank accounts	\$ 1,289.79
Road Use Funds	\$ 13,554.20
Rental permits	\$ 3,750.00
Marietta parking permits	\$ 340.00
Electrical permits	\$ 50.00
Police reports	\$ 97.00
Sale of GO Bond	\$945,725.00
Grant from IDNR for Grandview recycling	\$ 1,325.25
Governors Traffic Safety Grant	\$ 585.00
Road Use Tax	\$ 13,554.20

In addition, we received reimbursements from 18 property owners for sidewalk repairs that were done totaling \$6,506.63. This amount was recorded as a negative expense and will offset the expense from last month

The funds from the GO Bond are divided up between 2 different classes. \$620,725 is under Capital Projects and will include all of the public improvements that are done as part of the OUP development. \$325,000 is under General Fund and will include all of the expenses from acquiring the community space at OUP. These 2 amounts are not under Ordinary Income at the top of the Profit and Loss Budget vs Actual Report. They are recorded under Other Financial Sources and are at the bottom of the report.

I created 2 new line items, IDNR Grant for Grandview Court Recycling which is under Intergovernmental/Shared Revenues: Other State Grants, and OUP Street Improvements under Capital Projects.

Balances in the bank accounts as of 9/30/16:

MidwestOne Checking Account	\$616,362.99
CD (1001) at UICCU (due 3/22/17)	\$ 78,912.53
CD (1007) at UICCU (due 9/20/17)	\$ 26,679.23
CD (1011) at UICCU (due 5/19/17)	\$ 74,845.96
CD (1009) at UICCU (due 11/2/18)	\$ 26,815.41
CD (1003) at UICCU (due 8/28/17)	\$ 34,243.08
Hills Bank Time Acct	\$ 23,101.78
Hills Bank Forfeiture Fund	\$ 4,193.23
Hills Bank Money Market	\$ 1,045.77
Savings	\$ 5.00

**City of University Heights, Iowa**  
**Profit & Loss Budget vs. Actual**  
 July through September 2016

	Jul - Sep 16	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>OTHER CITY TAXES</b>			
Utility Excise Tax	139.16	0.00	100.0%
<b>Total OTHER CITY TAXES</b>	139.16	0.00	100.0%
<b>CHARGES FOR SERVICES</b>			
Structural Compliance Inspect.	80.00		
Police Reports	237.00	1,000.00	23.7%
<b>Total CHARGES FOR SERVICES</b>	317.00	1,000.00	31.7%
<b>SPECIAL ASSESSMENTS</b>			
Special Assessments	292.00		
Sidewalk Assessment Payments	993.10		
<b>Total SPECIAL ASSESSMENTS</b>	1,285.10		
<b>USE OF MONEY &amp; PROPERTY</b>			
Interest on Cash Investments	1,433.66	4,500.00	31.9%
<b>Total USE OF MONEY &amp; PROPERTY</b>	1,433.66	4,500.00	31.9%
<b>MISCELLANEOUS REVENUES</b>			
Contributions	0.00	250.00	0.0%
Refunds and Reimbursements	0.00	1,000.00	0.0%
Olive Ct Developer Contribution	0.00	92,000.00	0.0%
Misc. Income			
Other	160.00	1,000.00	16.0%
<b>Total Misc. Income</b>	160.00	1,000.00	16.0%
Cable TV Franchise	2,889.92	15,000.00	19.3%
<b>Fines</b>			
Parking Fines	1,595.00	5,000.00	31.9%
Traffic Fines-Clk of Ct	14,029.46	95,000.00	14.8%
<b>Total Fines</b>	15,624.46	100,000.00	15.6%
<b>Total MISCELLANEOUS REVENUES</b>	18,674.38	209,250.00	8.9%
<b>LICENSES &amp; PERMITS</b>			
Beer/Wine/Liquor/Cig Permits	0.00	390.00	0.0%
Building/Equipment Permits	1,613.39	12,500.00	12.9%
Misc. Licenses/Permits			
Parking Permits	1,122.00	1,000.00	112.2%
Rental Permits	27,500.00	20,000.00	137.5%
<b>Total Misc. Licenses/Permits</b>	28,622.00	21,000.00	136.3%
<b>Total LICENSES &amp; PERMITS</b>	30,235.39	33,890.00	89.2%
<b>INTERGOVERNMENTAL/SHARED REVENUE</b>			
Other State Grants/Reimburse.			
Seatbelt Incent/Traffic Safety	585.00	0.00	100.0%
IDNR Grant for GVC Recycling	1,325.25		
<b>Total Other State Grants/Reimburse.</b>	1,910.25	0.00	100.0%
State Shared Revenues			
Commercial Property Tax Rplcmnt	0.00	4,177.00	0.0%
Road Use/Street Construction	37,708.58	127,171.00	29.7%
<b>Total State Shared Revenues</b>	37,708.58	131,348.00	28.7%
<b>Total INTERGOVERNMENTAL/SHARED REVEN...</b>	39,618.83	131,348.00	30.2%
<b>GENERAL PROPERTY TAXES</b>			
Commercial Prop Tax Rplmnt adj	0.00	-4,177.00	0.0%
Insurance Levy	1,719.47	19,500.00	8.8%
Library Services Levy	2,041.26	18,961.00	10.8%
Debt Service Levy	3,344.67	31,185.00	10.7%
Transit Levy	4,884.46	45,328.00	10.8%
Benefits Levies	10,599.25	99,059.00	10.7%

**City of University Heights, Iowa**  
**Profit & Loss Budget vs. Actual**  
 July through September 2016

	Jul - Sep 16	Budget	% of Budget
Regular Property Tax	61,237.76	568,832.00	10.8%
<b>Total GENERAL PROPERTY TAXES</b>	<b>83,826.87</b>	<b>778,688.00</b>	<b>10.8%</b>
<b>Total Income</b>	<b>175,530.39</b>	<b>1,158,676.00</b>	<b>15.1%</b>
<b>Gross Profit</b>	<b>175,530.39</b>	<b>1,158,676.00</b>	<b>15.1%</b>
<b>Expense</b>			
<b>COMMUNITY &amp; ECONOMIC DEV.</b>			
Tree Trimming/Lawn Care	4,650.00	5,000.00	93.0%
<b>Total COMMUNITY &amp; ECONOMIC DEV.</b>	<b>4,650.00</b>	<b>5,000.00</b>	<b>93.0%</b>
<b>DEBT SERVICE</b>			
Interest	174.46	1,185.00	14.7%
Principal	30,000.00	30,000.00	100.0%
<b>Total DEBT SERVICE</b>	<b>30,174.46</b>	<b>31,185.00</b>	<b>96.8%</b>
<b>CULTURE &amp; RECREATION</b>			
<b>Parks</b>			
Park Update Contribution	0.00	0.00	0.0%
Park Expenses	108.34	800.00	13.5%
<b>Total Parks</b>	<b>108.34</b>	<b>800.00</b>	<b>13.5%</b>
Community Support Projects	261.30	500.00	52.3%
<b>Community Center</b>			
Occupancy and Operations	0.00	41,000.00	0.0%
Equipment	16,966.22	20,000.00	84.8%
<b>Total Community Center</b>	<b>16,966.22</b>	<b>61,000.00</b>	<b>27.8%</b>
Library	18,780.29	47,533.00	39.5%
<b>Total CULTURE &amp; RECREATION</b>	<b>36,116.15</b>	<b>109,833.00</b>	<b>32.9%</b>
<b>GENERAL GOVERNMENT</b>			
Election Expenses	0.00	0.00	0.0%
TIF Analysis	0.00	0.00	0.0%
<b>Mayor/Council Operations</b>			
<b>Employee Benefits &amp; Costs</b>			
Unemployment Compensation	9.05	80.00	11.3%
IPERS-Council	17.86	89.00	20.1%
Medicare	18.73	87.00	21.5%
FICA	80.09	370.00	21.6%
<b>Total Employee Benefits &amp; Costs</b>	<b>125.73</b>	<b>626.00</b>	<b>20.1%</b>
<b>Salaries-Regular Part Time</b>			
Mayor	491.75	1,967.00	25.0%
Council	800.00	4,000.00	20.0%
<b>Total Salaries-Regular Part Time</b>	<b>1,291.75</b>	<b>5,967.00</b>	<b>21.6%</b>
<b>Total Mayor/Council Operations</b>	<b>1,417.48</b>	<b>6,593.00</b>	<b>21.5%</b>
<b>Tort Liability Insurance</b>	<b>1,500.00</b>	<b>9,500.00</b>	<b>15.8%</b>
<b>City Hall &amp; General Buildings</b>			
<b>Employee Benefits &amp; Costs</b>			
IPERS	0.00	45.00	0.0%
FICA	0.00	31.00	0.0%
Medicare	0.00	7.00	0.0%
<b>Total Employee Benefits &amp; Costs</b>	<b>0.00</b>	<b>83.00</b>	<b>0.0%</b>
<b>Commodities</b>			
Supplies	55.45	200.00	27.7%
<b>Total Commodities</b>	<b>55.45</b>	<b>200.00</b>	<b>27.7%</b>
<b>Salaries-Regular Part Time</b>			
Facilities Assistant	144.00	500.00	28.8%
<b>Total Salaries-Regular Part Time</b>	<b>144.00</b>	<b>500.00</b>	<b>28.8%</b>

**City of University Heights, Iowa**  
**Profit & Loss Budget vs. Actual**  
 July through September 2016

	Jul - Sep 16	Budget	% of Budget
<b>Repair/Maint/Utilities</b>			
Maintenance	0.00	1,000.00	0.0%
Telecommunications	30.00	2,100.00	1.4%
Utilities	400.46	1,600.00	25.0%
<b>Total Repair/Maint/Utilities</b>	430.46	4,700.00	9.2%
<b>Contractual</b>			
Rents & Leases	4,122.69	5,497.00	75.0%
<b>Total Contractual</b>	4,122.69	5,497.00	75.0%
<b>Total City Hall &amp; General Buildings</b>	4,752.60	10,980.00	43.3%
<b>Clerk/Treasurer &amp; Finance Admin</b>			
<b>Employee Benefits &amp; Costs</b>			
Unemployment Compensation	18.16	140.00	13.0%
Medicare	37.61	167.00	22.5%
FICA	161.34	713.00	22.6%
IPERS	231.67	1,027.00	22.6%
<b>Total Employee Benefits &amp; Costs</b>	448.78	2,047.00	21.9%
<b>Commodities</b>			
Hardware/Software	0.00	250.00	0.0%
Licensing Fees	0.00	750.00	0.0%
Minor Equipment/Supplies/Techno	0.00	700.00	0.0%
Office Supplies and Postage	266.77	1,000.00	26.7%
Taping meetings	750.00	3,000.00	25.0%
<b>Total Commodities</b>	1,016.77	5,700.00	17.8%
<b>Contractual Services</b>			
Accounting Fees	0.00	4,500.00	0.0%
Bank/CCard Fees	4.00	50.00	8.0%
Meeting Set Up Fees	80.00	500.00	16.0%
Technology Services	99.80	750.00	13.3%
Printing/Copying	605.75	500.00	121.2%
Legal Publications	679.71	3,500.00	19.4%
<b>Total Contractual Services</b>	1,469.26	9,800.00	15.0%
<b>Staff Development</b>			
Dues & Memberships			
Dues and Memberships	0.00	500.00	0.0%
IA League of Cities	770.00	750.00	102.7%
JCOG Assessment	1,626.39	1,626.00	100.0%
<b>Total Dues &amp; Memberships</b>	2,396.39	2,876.00	83.3%
<b>Total Staff Development</b>	2,396.39	2,876.00	83.3%
<b>Salaries-Regular Part Time</b>			
Clerk, Treasuer, Historian	2,450.27	11,500.00	21.3%
<b>Total Salaries-Regular Part Time</b>	2,450.27	11,500.00	21.3%
<b>Total Clerk/Treasurer &amp; Finance Admin</b>	7,781.47	31,923.00	24.4%
<b>Legal Services</b>			
Legal Services - Other	0.00	0.00	0.0%
Traffic fines	6,040.00	20,000.00	30.2%
General government	32,245.16	40,000.00	80.6%
<b>Total Legal Services</b>	38,285.16	60,000.00	63.8%
<b>Total GENERAL GOVERNMENT</b>	53,736.71	118,996.00	45.2%
<b>PUBLIC WORKS</b>			
<b>Sanitation</b>			
<b>Contractual</b>			
Leaf Vacuuming	0.00	15,000.00	0.0%
Grandview Recycling	0.00	0.00	0.0%
Trash/Recycling	5,215.50	30,000.00	17.4%

**City of University Heights, Iowa**  
**Profit & Loss Budget vs. Actual**  
 July through September 2016

	Jul - Sep 16	Budget	% of Budget
<b>Total Contractual</b>	5,215.50	45,000.00	11.6%
<b>Total Sanitation</b>	5,215.50	45,000.00	11.6%
<b>Other Public Works</b>			
<b>Contracts-Other Agencies</b>			
IC Animal Center	194.37	777.00	25.0%
SEATS Service	1,407.32	8,444.00	16.7%
IC Bus Service	9,220.98	36,884.00	25.0%
<b>Total Contracts-Other Agencies</b>	10,822.67	46,105.00	23.5%
<b>Total Other Public Works</b>	10,822.67	46,105.00	23.5%
<b>Roads, Bridges, &amp; Sidewalks</b>			
Storm water permit	0.00	3,000.00	0.0%
Snow Removal-Contractual	0.00	40,000.00	0.0%
<b>Traffic Controls and Safety</b>			
Traffic Light Electricity	239.19	1,000.00	23.9%
Street Signs-Commodities	814.40	0.00	100.0%
<b>Total Traffic Controls and Safety</b>	1,053.59	1,000.00	105.4%
<b>Street Sweeping-Contractual</b>	3,855.63	4,500.00	85.7%
<b>Contractual Services</b>			
<b>Repairs/Improvements</b>			
Sidewalk Repairs	-1,569.00	3,500.00	-44.8%
Asphale patch projects	0.00	4,000.00	0.0%
Local panel replacements	0.00	17,000.00	0.0%
Arterial panel replacements	0.00	50,000.00	0.0%
Street Repairs	0.00	0.00	0.0%
Traffic sign assessment/mgmt	0.00	4,500.00	0.0%
<b>Total Repairs/Improvements</b>	-1,569.00	79,000.00	-2.0%
Striping/Curb Renumbering	0.00	6,000.00	0.0%
Visioning Project	0.00	2,000.00	0.0%
Engineering Fees	12,274.34	50,000.00	24.5%
<b>Total Contractual Services</b>	10,705.34	137,000.00	7.8%
Street Lighting Electricity	28,955.00	8,500.00	340.6%
<b>Total Roads, Bridges, &amp; Sidewalks</b>	44,569.56	194,000.00	23.0%
<b>Total PUBLIC WORKS</b>	60,607.73	285,105.00	21.3%
<b>PUBLIC SAFETY</b>			
<b>Fire</b>			
<b>Contracts w/Other Agencies</b>			
Coralville Fire Dep't	0.00	0.00	0.0%
City of IC Fire Department	0.00	33,000.00	0.0%
Hydrant Flush-City of Iowa City	0.00	3,520.00	0.0%
<b>Total Contracts w/Other Agencies</b>	0.00	36,520.00	0.0%
<b>Total Fire</b>	0.00	36,520.00	0.0%
<b>Hazmat-Johnson County</b>	525.50	526.00	99.9%
<b>Crossing Guard</b>			
Supplies	0.00	200.00	0.0%
<b>Employee Benefits &amp; Costs</b>			
Unemployment Compensation	3.85	60.00	6.4%
Medicare	7.98	65.00	12.3%
FICA	34.10	279.00	12.2%
IPERS	49.12	402.00	12.2%
<b>Total Employee Benefits &amp; Costs</b>	95.05	806.00	11.8%
<b>Salaries</b>			
Crossing Guard	550.00	4,500.00	12.2%
<b>Total Salaries</b>	550.00	4,500.00	12.2%

**City of University Heights, Iowa**  
**Profit & Loss Budget vs. Actual**  
 July through September 2016

	Jul - Sep 16	Budget	% of Budget
<b>Total Crossing Guard</b>	645.05	5,506.00	11.7%
<b>Building Inspections</b>			
OUP Inspector	4,050.00		
Building / Rental Inspection	6,455.00	15,200.00	42.5%
<b>Total Building Inspections</b>	10,505.00	15,200.00	69.1%
<b>Police</b>			
<b>Contractual Services</b>			
Special Events Staff	0.00	500.00	0.0%
Police Insurance-Car/Liability	0.00	10,000.00	0.0%
Prof Serv-Psych Testing-Physica	10.00	1,000.00	1.0%
<b>Payments to Other Agencies</b>			
Evidence testing	0.00	150.00	0.0%
County Jail/Service/Filing Fees	0.00	300.00	0.0%
Technology Services	83.40	750.00	11.1%
<b>Total Payments to Other Agencies</b>	83.40	1,200.00	7.0%
Printing/Copying	363.63	1,000.00	36.4%
Garage Rental	600.00	2,400.00	25.0%
<b>Total Contractual Services</b>	1,057.03	16,100.00	6.6%
<b>Staff Development</b>			
Regular Officer Training			
Academy Training	0.00	7,500.00	0.0%
Officer Training	0.00	0.00	0.0%
Training Supplies	57.26	2,000.00	2.9%
Skills Training/Testing	610.00	6,500.00	9.4%
<b>Total Regular Officer Training</b>	667.26	16,000.00	4.2%
Meetings & Conferences	922.20	2,500.00	36.9%
<b>Total Staff Development</b>	1,589.46	18,500.00	8.6%
<b>Repair/Maint/Utilities</b>			
Vehicle Repair			
Bicycle Maint/Repair	0.00	200.00	0.0%
Car Maint/Repair	201.43	10,000.00	2.0%
<b>Total Vehicle Repair</b>	201.43	10,200.00	2.0%
Telecommunications Expense			
IT Support	0.00	1,250.00	0.0%
Other Cell Phones	237.00	948.00	25.0%
Verizon/Pager Fees/Mediacom	861.72	3,636.00	23.7%
<b>Total Telecommunications Expense</b>	1,098.72	5,834.00	18.8%
Vehicle Operations			
Other	0.00	500.00	0.0%
Washes	174.00	700.00	24.9%
Fuel	1,029.02	14,000.00	7.4%
<b>Total Vehicle Operations</b>	1,203.02	15,200.00	7.9%
<b>Total Repair/Maint/Utilities</b>	2,503.17	31,234.00	8.0%
<b>Commodities</b>			
Major Equipment			
Car Equipment	0.00	5,000.00	0.0%
<b>Total Major Equipment</b>	0.00	5,000.00	0.0%
<b>Supplies</b>			
Ammunition	0.00	3,500.00	0.0%
Business Meetings/Meals	0.00	300.00	0.0%
Programs	0.00	3,100.00	0.0%
Postage/Shipping	119.85	600.00	20.0%
Professional Memberships	125.00	891.00	14.0%
Office Supplies	192.40	3,000.00	6.4%
Other Supplies	197.95	2,000.00	9.9%

**City of University Heights, Iowa**  
**Profit & Loss Budget vs. Actual**  
**July through September 2016**

	Jul - Sep 16	Budget	% of Budget
Operating Supplies	1,238.60	3,000.00	41.3%
<b>Total Supplies</b>	<b>1,873.80</b>	<b>16,391.00</b>	<b>11.4%</b>
Minor Equipment			
Regular Officer Uniform	12.43	3,500.00	0.4%
Operating Police Equipment	1,865.30	4,500.00	41.5%
<b>Total Minor Equipment</b>	<b>1,877.73</b>	<b>8,000.00</b>	<b>23.5%</b>
<b>Total Commodities</b>	<b>3,751.53</b>	<b>29,391.00</b>	<b>12.8%</b>
Police Benefits & Costs			
Police SUTA	187.98	2,000.00	9.4%
Police Medicare	1,096.57	3,854.00	28.5%
Police Workers Compensation	3,722.00	15,000.00	24.8%
Police FICA	4,688.30	16,481.00	28.4%
Police IPERS	7,299.88	26,157.00	27.9%
Police Health Insurance	7,806.15	32,005.00	24.4%
<b>Total Police Benefits &amp; Costs</b>	<b>24,800.88</b>	<b>95,497.00</b>	<b>26.0%</b>
Police Gross Wages			
Salaries-Reserves	0.00	24.00	0.0%
Miscellaneous Payroll Item	0.00	0.00	0.0%
Holiday & Other Pay	4,528.88	28,000.00	16.2%
Police Gross Wages	71,096.85	237,803.00	29.9%
<b>Total Police Gross Wages</b>	<b>75,625.73</b>	<b>265,827.00</b>	<b>28.4%</b>
<b>Total Police</b>	<b>109,327.80</b>	<b>456,549.00</b>	<b>23.9%</b>
<b>Total PUBLIC SAFETY</b>	<b>121,003.35</b>	<b>514,301.00</b>	<b>23.5%</b>
CAPITAL PROJECTS			
ADA Transition Plan	0.00	18,500.00	0.0%
George St asphalt overlay	0.00	121,000.00	0.0%
Koser/George drainage	0.00	15,500.00	0.0%
Melrose West drainage	0.00	64,000.00	0.0%
Olive Court Reconstruction	0.00	317,500.00	0.0%
OUP street improvements	507,102.84	16,280.00	3,114.9%
<b>Total CAPITAL PROJECTS</b>	<b>507,102.84</b>	<b>552,780.00</b>	<b>91.7%</b>
<b>Total Expense</b>	<b>813,391.24</b>	<b>1,617,200.00</b>	<b>50.3%</b>
<b>Net Ordinary Income</b>	<b>-637,860.85</b>	<b>-458,524.00</b>	<b>139.1%</b>
Other Income/Expense			
Other Income			
OTHER FINANCING SOURCES			
Bond Proceeds	945,725.00	444,500.00	212.8%
<b>Total OTHER FINANCING SOURCES</b>	<b>945,725.00</b>	<b>444,500.00</b>	<b>212.8%</b>
<b>Total Other Income</b>	<b>945,725.00</b>	<b>444,500.00</b>	<b>212.8%</b>
<b>Net Other Income</b>	<b>945,725.00</b>	<b>444,500.00</b>	<b>212.8%</b>
<b>Net Income</b>	<b>307,864.15</b>	<b>-14,024.00</b>	<b>-2,195.3%</b>

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Sep 16	% of Budget	Jul - Sep 16	Budget	Jul - Sep 16	Budget	Jul - Sep 16	Budget
Ordinary Income/Expense								
Income								
OTHER CITY TAXES	0.00		115.01	0.00	100.0%	0.00	0.00	0.00
CHARGES FOR SERVICES	0.00		317.00	1,000.00	31.7%	0.00	0.00	0.00
SPECIAL ASSESSMENTS	0.00		1,285.10	0.00	0.0%	0.00	0.00	0.00
USE OF MONEY & PROPERTY	0.00	0.0%	1,352.41	4,500.00	29.8%	0.00	0.00	0.00
MISCELLANEOUS REVENUES	0.00		18,674.38	117,230.00	15.9%	0.00	0.00	0.00
LICENSES & PERMITS	0.00		30,235.39	33,890.00	89.2%	0.00	0.00	0.00
INTERGOVERNMENTAL/SHARED REVEN...	0.00		1,910.25	4,177.00	45.7%	0.00	0.00	0.00
GENERAL PROPERTY TAXES	0.00		69,862.95	648,444.00	10.8%	3,344.67	0.00	0.00
Total Income	0.00	0.0%	123,753.49	809,261.00	15.3%	3,350.21	0.00	0.00
Gross Profit	0.00	0.0%	123,753.49	809,261.00	15.3%	3,350.21	0.00	0.00
Expense								
COMMUNITY & ECONOMIC DEV.	0.00		4,650.00	5,000.00	93.0%	0.00	0.00	0.00
DEBT SERVICE	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
CULTURE & RECREATION	0.00		36,116.15	109,833.00	32.9%	30,174.46	0.00	0.00
GENERAL GOVERNMENT	0.00		53,162.20	116,240.00	45.7%	0.00	0.00	0.00
PUBLIC WORKS	0.00		28,312.51	144,105.00	19.6%	0.00	0.00	0.00
PUBLIC SAFETY	0.00	94.5%	96,107.42	417,995.00	23.0%	0.00	0.00	0.00
CAPITAL PROJECTS	507,102.84	94.5%	0.00	0.00	0.0%	0.00	0.00	0.00
Total Expense	507,102.84	94.5%	218,348.28	793,176.00	27.5%	30,174.46	0.00	0.00
Net Ordinary Income	-507,102.84	114.1%	-94,594.79	16,085.00	-588.1%	-26,824.25	0.00	0.00
Other Income/Expense								
Other Income	620,725.00	139.6%	325,000.00	0.00	0.0%	0.00	0.00	0.00
OTHER FINANCING SOURCES	620,725.00	139.6%	325,000.00	0.00	0.0%	0.00	0.00	0.00
Total Other Income	620,725.00	139.6%	325,000.00	0.00	0.0%	0.00	0.00	0.00
Net Other Income	113,622.16	100.0%	230,405.21	16,085.00	1,432.4%	-26,824.25	0.00	0.00
Net Income								
Total								
Net Income								

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	POLICE FORFEIT...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16
Ordinary Income/Expense								
Income								
OTHER CITY TAXES		0.00		17.61	0.00	139.16	0.00	100.0%
CHARGES FOR SERVICES		0.00		0.00	0.00	317.00	1,000.00	31.7%
SPECIAL ASSESSMENTS		0.00		0.00	0.00	1,285.10	0.00	100.0%
USE OF MONEY & PROPERTY	100.0%	0.00		99.09	0.00	1,433.66	4,500.00	31.9%
MISCELLANEOUS REVENUES		0.00		0.00	0.00	18,674.38	209,250.00	8.9%
LICENSES & PERMITS		0.00		0.00	0.00	30,235.39	33,890.00	89.2%
INTERGOVERNMENTAL/SHARED REVEN...		37,708.58	29.7%	0.00	99,059.00	39,618.83	131,348.00	30.2%
GENERAL PROPERTY TAXES	100.0%	37,708.58	29.7%	10,599.25	99,059.00	83,826.87	778,688.00	10.8%
Total Income	100.0%	37,708.58	29.7%	10,715.95	99,059.00	175,530.39	1,158,676.00	15.1%
Gross Profit	100.0%	37,708.58	29.7%	10,715.95	99,059.00	175,530.39	1,158,676.00	15.1%
Expense								
COMMUNITY & ECONOMIC DEV.		0.00		0.00	0.00	4,650.00	5,000.00	93.0%
DEBT SERVICE		0.00		0.00	0.00	30,174.46	31,185.00	96.8%
CULTURE & RECREATION		0.00		0.00	0.00	36,116.15	109,833.00	32.9%
GENERAL GOVERNMENT		0.00		574.51	2,756.00	53,736.71	118,996.00	45.2%
PUBLIC WORKS		32,295.22	22.9%	0.00	0.00	60,607.73	285,105.00	21.3%
PUBLIC SAFETY		0.00	0.0%	24,895.93	96,303.00	121,003.35	514,301.00	23.5%
CAPITAL PROJECTS		0.00	0.0%	0.00	0.00	507,102.84	552,780.00	91.7%
Total Expense		32,295.22	20.5%	25,470.44	99,059.00	813,391.24	1,617,200.00	50.3%
Net Ordinary Income	100.0%	5,413.36	-18.0%	-14,754.49	0.00	-637,860.85	-458,524.00	139.1%
Other Income/Expense		0.00		0.00	0.00	945,725.00	444,500.00	212.8%
OTHER FINANCING SOURCES		0.00		0.00	0.00	945,725.00	444,500.00	212.8%
Total Other Income	0.0%	0.00	0.0%	0.00	0.00	945,725.00	444,500.00	212.8%
Net Other Income	100.0%	5,413.36	-18.0%	-14,754.49	0.00	307,864.15	-14,024.00	-2,195.3%
Net Income								

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

Cash Basis

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	Budget
	Budget		Budget		Budget		Budget	Budget
Ordinary Income/Expense								
Income								
OTHER CITY TAXES								
Utility Excise Tax	0.00		116.01	0.00	5.54	100.0%	0.00	0.00
Total OTHER CITY TAXES	0.00		116.01	0.00	5.54	100.0%	0.00	0.00
CHARGES FOR SERVICES								
Structural Compliance Inspect.	0.00		80.00	1,000.00	0.00	23.7%	0.00	0.00
Police Reports	0.00		237.00	1,000.00	0.00	23.7%	0.00	0.00
Total CHARGES FOR SERVICES	0.00		317.00	1,000.00	0.00	31.7%	0.00	0.00
SPECIAL ASSESSMENTS								
Special Assessments	0.00		292.00	0.00	0.00	0.0%	0.00	0.00
Sidewalk Assessment Payments	0.00		993.10	0.00	0.00	0.0%	0.00	0.00
Total SPECIAL ASSESSMENTS	0.00		1,285.10	0.00	0.00	0.0%	0.00	0.00
USE OF MONEY & PROPERTY								
Interest on Cash Investments	0.00		1,332.41	4,500.00	0.00	29.6%	2.16	0.00
Total USE OF MONEY & PROPERTY	0.00		1,332.41	4,500.00	0.00	29.6%	2.16	0.00
MISCELLANEOUS REVENUES								
Contributions	0.00		0.00	250.00	0.00	0.0%	0.00	0.00
Refunds and Reimbursements	0.00		0.00	1,000.00	0.00	0.0%	0.00	0.00
Olive Ct Developer Contribution	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00
Misc. Income	0.00		160.00	1,000.00	0.00	16.0%	0.00	0.00
Other	0.00		160.00	1,000.00	0.00	16.0%	0.00	0.00
Total Misc. Income	0.00		160.00	1,000.00	0.00	16.0%	0.00	0.00
Cable TV Franchise	0.00		2,889.92	15,000.00	0.00	19.3%	0.00	0.00
Fines	0.00		1,595.00	5,000.00	0.00	31.9%	0.00	0.00
Parking Fines	0.00		14,029.46	95,000.00	0.00	14.8%	0.00	0.00
Traffic Fines-Cik of Ct	0.00		15,624.46	100,000.00	0.00	15.6%	0.00	0.00
Total Fines	0.00		15,624.46	100,000.00	0.00	15.6%	0.00	0.00
Total MISCELLANEOUS REVENUES	0.00	0.0%	18,674.38	117,250.00	0.00	15.9%	0.00	0.00
LICENSES & PERMITS								
Beer/Wine/Liquor/Cig Permits	0.00		0.00	390.00	0.00	0.0%	0.00	0.00
Building/Equipment Permits	0.00		1,613.39	12,500.00	0.00	12.9%	0.00	0.00
Misc. Licenses/Permits	0.00		1,122.00	1,000.00	0.00	112.2%	0.00	0.00
Parking Permits	0.00		27,500.00	20,000.00	0.00	137.5%	0.00	0.00
Rental Permits	0.00		28,622.00	21,000.00	0.00	136.3%	0.00	0.00
Total Misc. Licenses/Permits	0.00		30,235.39	33,890.00	0.00	89.2%	0.00	0.00
Total LICENSES & PERMITS	0.00		30,235.39	33,890.00	0.00	89.2%	0.00	0.00
INTERGOVERNMENTAL/SHARED REVENUE								
Other State Grants/Reimburse.	0.00		585.00	0.00	0.00	100.0%	0.00	0.00
Seatbelt Incent/Traffic Safety	0.00		1,325.25	0.00	0.00	0.0%	0.00	0.00
IDNR Grant for GVC Recycling	0.00		1,910.25	0.00	0.00	100.0%	0.00	0.00
Total Other State Grants/Reimburse.	0.00		3,820.50	0.00	0.00	0.0%	0.00	0.00
State Shared Revenues	0.00		0.00	4,177.00	0.00	0.0%	0.00	0.00
Commercial Property Tax Rplcmt	0.00		0.00	0.00	0.00	0.0%	0.00	0.00
Road Use/Street Construction	0.00		0.00	0.00	0.00	0.0%	0.00	0.00
Total State Shared Revenues	0.00		0.00	4,177.00	0.00	0.0%	0.00	0.00
Total INTERGOVERNMENTAL/SHARED REVEN...	0.00		3,820.50	4,177.00	0.00	45.7%	0.00	0.00
GENERAL PROPERTY TAXES								
Commercial Prop Tax Rplcmt adj	0.00		0.00	-4,177.00	0.00	0.0%	0.00	0.00
Insurance Levy	0.00		1,719.47	19,500.00	0.00	8.8%	0.00	0.00
Library Services Levy	0.00		2,041.26	18,961.00	0.00	10.8%	0.00	0.00
Debt Service Levy	0.00		0.00	0.00	0.00	0.0%	0.00	0.00
Transit Levy	0.00		4,884.46	45,328.00	0.00	10.8%	0.00	0.00
Benefits Levies	0.00		0.00	0.00	0.00	0.0%	0.00	0.00
Regular Property Tax	0.00		61,237.76	568,832.00	0.00	10.8%	0.00	0.00
Total GENERAL PROPERTY TAXES	0.00		69,882.95	648,444.00	0.00	10.8%	3,344.67	0.00
Total Income	0.00	0.0%	123,753.49	809,261.00	3,350.21	15.3%	3,350.21	0.00
Gross Profit	0.00	0.0%	123,753.49	809,261.00	3,350.21	15.3%	3,350.21	0.00
Expense								
COMMUNITY & ECONOMIC DEV.								

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget
Tree Trimming/Lawn Care	0.00		4,650.00	93.0%	0.00		0.00	
Total COMMUNITY & ECONOMIC DEV.	0.00		4,650.00	93.0%	0.00		0.00	
DEBT SERVICE								
Interest	0.00		0.00		174.46	14.7%	0.00	
Principal	0.00		0.00		30,000.00	100.0%	0.00	
Total DEBT SERVICE	0.00		0.00		30,174.46	96.8%	0.00	
CULTURE & RECREATION								
Parks								
Park Update Contribution	0.00		0.00	0.0%	0.00		0.00	
Park Expenses	0.00		108.34	13.5%	0.00		0.00	
Total Parks	0.00		108.34	13.5%	0.00		0.00	
Community Support Projects	0.00		281.30	52.3%	0.00		0.00	
Community Center	0.00		0.00	0.0%	0.00		0.00	
Occupancy and Operations	0.00		41,000.00	84.8%	0.00		0.00	
Equipment	0.00		16,966.22	27.8%	0.00		0.00	
Total Community Center	0.00		16,966.22	27.8%	0.00		0.00	
Library	0.00		18,780.29	39.5%	0.00		0.00	
Total Community Center	0.00		36,116.15	32.9%	0.00		0.00	
Total CULTURE & RECREATION	0.00		109,833.00		0.00		0.00	
GENERAL GOVERNMENT								
Election Expenses	0.00		0.00	0.0%	0.00		0.00	
TIF Analysis	0.00		0.00	0.0%	0.00		0.00	
Mayor/Council Operations	0.00		0.00	0.0%	0.00		0.00	
Employee Benefits & Costs	0.00		0.00	0.0%	0.00		0.00	
Unemployment Compensation	0.00		0.00	0.0%	0.00		0.00	
IPERS-Council	0.00		0.00	0.0%	0.00		0.00	
Medicare	0.00		0.00	0.0%	0.00		0.00	
FICA	0.00		0.00	0.0%	0.00		0.00	
Total Employee Benefits & Costs	0.00		0.00	0.0%	0.00		0.00	
Salaries-Regular Part Time	0.00		491.75	25.0%	0.00		0.00	
Mayor	0.00		800.00	20.0%	0.00		0.00	
Council	0.00		1,291.75	21.6%	0.00		0.00	
Total Salaries-Regular Part Time	0.00		1,291.75	21.6%	0.00		0.00	
Total Mayor/Council Operations	0.00		1,291.75	21.6%	0.00		0.00	
Tort Liability Insurance	0.00		1,500.00	15.8%	0.00		0.00	
City Hall & General Buildings								
Employee Benefits & Costs	0.00		0.00	0.0%	0.00		0.00	
IPERS	0.00		0.00	0.0%	0.00		0.00	
FICA	0.00		0.00	0.0%	0.00		0.00	
Medicare	0.00		0.00	0.0%	0.00		0.00	
Total Employee Benefits & Costs	0.00		0.00	0.0%	0.00		0.00	
Commodities								
Supplies	0.00		55.45	27.7%	0.00		0.00	
Total Commodities	0.00		55.45	27.7%	0.00		0.00	
Salaries-Regular Part Time								
Facilities Assistant	0.00		144.00	28.8%	0.00		0.00	
Total Salaries-Regular Part Time	0.00		144.00	28.8%	0.00		0.00	
Repair/Maint/Utilities								
Maintenance	0.00		0.00	0.0%	0.00		0.00	
Telecommunications	0.00		30.00	1.4%	0.00		0.00	
Utilities	0.00		400.46	25.0%	0.00		0.00	
Total Repair/Maint/Utilities	0.00		430.46	9.2%	0.00		0.00	
Contractual								
Rents & Leases	0.00		4,122.69	75.0%	0.00		0.00	
Total Contractual	0.00		4,122.69	75.0%	0.00		0.00	
Total City Hall & General Buildings	0.00		4,752.60	43.6%	0.00		0.00	
Clerk/Treasurer & Finance Admin								
Employee Benefits & Costs	0.00		0.00	0.0%	0.00		0.00	
Unemployment Compensation	0.00		0.00	0.0%	0.00		0.00	
FICA	0.00		0.00	0.0%	0.00		0.00	
IPERS	0.00		0.00	0.0%	0.00		0.00	

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	CAPITAL PROJECTS			GENERAL			DEBT SERVICE			POLICE FORFEITURE		
	Jul - Sep 16	% of Budget	Budget	Jul - Sep 16	% of Budget	Budget	Jul - Sep 16	% of Budget	Budget	Jul - Sep 16	% of Budget	Budget
Total Employee Benefits & Costs	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Commodities												
Hardware/Software	0.00			0.00	0.0%	250.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Licensing Fees	0.00			0.00	0.0%	750.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Minor Equipment/Supplies/Techno	0.00			0.00	0.0%	700.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Office Supplies and Postage	0.00			266.77	28.77%	1,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Taping meetings	0.00			750.00	25.0%	3,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Commodities	0.00			1,016.77	17.8%	5,700.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Contractual Services												
Accounting Fees	0.00			0.00	0.0%	4,500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Bank/CCard Fees	0.00			4.00	8.0%	50.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Meeting Set Up Fees	0.00			80.00	16.0%	500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Technology Services	0.00			89.90	13.3%	750.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Printing/Copying	0.00			605.75	121.2%	500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Legal Publications	0.00			679.71	19.4%	3,500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Contractual Services	0.00			1,469.26	15.0%	9,800.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Staff Development												
Dues & Memberships	0.00			0.00	0.0%	500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Dues and Memberships	0.00			770.00	102.7%	750.00	0.00	0.0%	0.00	0.00	0.0%	0.00
IA League of Cities	0.00			1,626.39	100.0%	1,626.00	0.00	0.0%	0.00	0.00	0.0%	0.00
JCOG Assessment												
Total Dues & Memberships	0.00			2,396.39	83.3%	2,876.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Staff Development	0.00			2,396.39	83.3%	2,876.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Salaries-Regular Part Time	0.00			2,450.27	21.3%	11,500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Clerk, Treasurer, Historian	0.00			2,450.27	21.3%	11,500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Salaries-Regular Part Time	0.00			2,450.27	21.3%	11,500.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Clerk/Treasurer & Finance Admin	0.00			7,332.69	24.5%	29,876.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Legal Services												
Legal Services - Other	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Traffic fines	0.00			6,040.00	30.2%	20,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
General government	0.00			32,245.16	80.6%	40,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Legal Services	0.00			38,285.16	63.8%	60,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total GENERAL GOVERNMENT	0.00			53,162.20	45.7%	116,240.00	0.00	0.0%	0.00	0.00	0.0%	0.00
PUBLIC WORKS												
Sanitation												
Contractual												
Leaf Vacuuming	0.00			0.00	0.0%	15,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Grandview Recycling	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Trash/Recycling	0.00			5,215.50	17.4%	30,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Contractual	0.00			5,215.50	11.6%	45,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Sanitation	0.00			5,215.50	11.6%	45,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Other Public Works												
Contracts-Other Agencies												
IC Animal Center	0.00			194.37	25.0%	777.00	0.00	0.0%	0.00	0.00	0.0%	0.00
SEATS Service	0.00			1,407.32	16.7%	8,444.00	0.00	0.0%	0.00	0.00	0.0%	0.00
IC Bus Service	0.00			9,220.88	25.0%	36,884.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Contracts-Other Agencies	0.00			10,822.67	23.5%	46,105.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Other Public Works	0.00			10,822.67	23.5%	46,105.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Roads, Bridges, & Sidewalks												
Storm water permit	0.00			0.00	0.0%	3,000.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Snow Removal-Contractual	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Traffic Controls and Safety												
Traffic Light Electricity	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Street Signs-Commodities	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Total Traffic Controls and Safety	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Street Sweeping-Contractual	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Contractual Services												
Repairs/Improvements	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Sidewalk Repairs	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Asphale patch projects	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
Local panel replacements	0.00			0.00	0.0%	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00

City of University Heights, Iowa  
**Profit & Loss Budget vs. Actual**  
 July through September 2016

12:28 AM  
 10/10/16  
 Cash Basis

	CAPITAL PROJECTS			GENERAL			DEBT SERVICE			POLICE FORFEITURE		
	Jul - Sep 16	% of Budget	Budget	Jul - Sep 16	% of Budget	Budget	Jul - Sep 16	% of Budget	Budget	Jul - Sep 16	% of Budget	Budget
Street Repairs	0.00			0.00			0.00			0.00		
Traffic sign assessment/mgmt	0.00			0.00			0.00			0.00		
Arterial panel replacements	0.00			0.00			0.00			0.00		
Total Repairs/Improvements	0.00			0.00			0.00			0.00		
Striping/Curb Renumbering	0.00			0.00			0.00			0.00		
Visioning Project	0.00			0.00			0.00			0.00		
Engineering Fees	0.00			12,274.34		50,000.00	24.5%			0.00		
Total Contractual Services	0.00			12,274.34		50,000.00	24.5%			0.00		
Street Lighting Electricity	0.00			0.00			0.00			0.00		
Total Roads, Bridges, & Sidewalks	0.00			12,274.34		53,000.00	23.2%			0.00		
Total PUBLIC WORKS	0.00			28,312.51		144,105.00	19.6%			0.00		
<b>PUBLIC SAFETY</b>												
<b>Fire</b>												
Contracts w/Other Agencies	0.00			0.00		0.00	0.0%			0.00		
Coralville Fire Dept	0.00			0.00		33,000.00	0.0%			0.00		
City of IC Fire Department	0.00			0.00		3,520.00	0.0%			0.00		
Hydrant Flush-City of Iowa City	0.00			0.00		36,520.00	0.0%			0.00		
Total Contracts w/Other Agencies	0.00			0.00		36,520.00	0.0%			0.00		
Total Fire	0.00			0.00		36,520.00	0.0%			0.00		
Hazmat-Johnson County	0.00			525.50		526.00	98.9%			0.00		
Crossing Guard	0.00			0.00		200.00	0.0%			0.00		
Supplies	0.00			0.00		0.00	0.0%			0.00		
Employee Benefits & Costs	0.00			0.00		0.00	0.0%			0.00		
Unemployment Compensation	0.00			0.00		0.00	0.0%			0.00		
Medicare	0.00			0.00		0.00	0.0%			0.00		
FICA	0.00			0.00		0.00	0.0%			0.00		
IPERS	0.00			0.00		0.00	0.0%			0.00		
Total Employee Benefits & Costs	0.00			0.00		0.00	0.0%			0.00		
Salaries	0.00			550.00		4,500.00	12.2%			0.00		
Crossing Guard	0.00			550.00		4,500.00	12.2%			0.00		
Total Salaries	0.00			550.00		4,700.00	11.7%			0.00		
Total Crossing Guard	0.00			550.00		4,700.00	11.7%			0.00		
Building Inspections	0.00			4,050.00		15,200.00	42.5%			0.00		
OUP Inspector	0.00			6,455.00		15,200.00	42.5%			0.00		
Building / Rental Inspection	0.00			10,595.00		15,200.00	69.1%			0.00		
Total Building Inspections	0.00			10,595.00		15,200.00	69.1%			0.00		
<b>Police</b>												
Contractual Services	0.00			0.00		500.00	0.0%			0.00		
Special Events Staff	0.00			0.00		10,000.00	0.0%			0.00		
Police Insurance-Car/Liability	0.00			10.00		1,000.00	1.0%			0.00		
Prof Serv-Psych Testing-Physica	0.00			0.00		150.00	0.0%			0.00		
Payments to Other Agencies	0.00			0.00		300.00	0.0%			0.00		
Evidence testing	0.00			83.40		750.00	11.1%			0.00		
County Jail/Service/Filing Fees	0.00			83.40		750.00	11.1%			0.00		
Technology Services	0.00			0.00		1,200.00	7.0%			0.00		
Total Payments to Other Agencies	0.00			363.63		1,000.00	36.4%			0.00		
Printing/Copying	0.00			600.00		2,400.00	25.0%			0.00		
Garage Rental	0.00			1,057.03		16,100.00	6.6%			0.00		
Total Contractual Services	0.00			1,057.03		16,100.00	6.6%			0.00		
<b>Staff Development</b>												
Regular Officer Training	0.00			0.00		7,500.00	0.0%			0.00		
Academy Training	0.00			0.00		0.00	0.0%			0.00		
Officer Training	0.00			57.26		2,000.00	2.9%			0.00		
Training Supplies	0.00			610.00		6,500.00	9.4%			0.00		
Skills Training/Testing	0.00			667.26		16,000.00	4.2%			0.00		
Total Regular Officer Training	0.00			922.20		2,500.00	36.9%			0.00		
Meetings & Conferences	0.00			1,589.46		18,500.00	8.6%			0.00		
Total Staff Development	0.00			1,589.46		18,500.00	8.6%			0.00		
Repair/Maint/Utilities	0.00			0.00		200.00	0.0%			0.00		
Vehicle Repair	0.00			0.00		200.00	0.0%			0.00		
Bicycle Maint/Repair	0.00			0.00		200.00	0.0%			0.00		

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual

Cash Basis

July through September 2016

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget
Car Maint/Repair	0.00		201.43	2.0%	0.00		0.00	
Total Vehicle Repair	0.00		201.43	2.0%	0.00		0.00	
Telecommunications Expense								
IT Support	0.00		0.00	0.0%	0.00		0.00	
Other Cell Phones	0.00		237.00	25.0%	0.00		0.00	
Verizon/Pager Fees/Mediacom	0.00		861.72	23.7%	0.00		0.00	
Total Telecommunications Expense	0.00		1,088.72	18.8%	0.00		0.00	
Vehicle Operations								
Other	0.00		0.00	0.0%	0.00		0.00	
Washes	0.00		174.00	24.9%	0.00		0.00	
Fuel	0.00		1,029.02	7.4%	0.00		0.00	
Total Vehicle Operations	0.00		1,203.02	7.9%	0.00		0.00	
Total Repair/Maint/Utilities	0.00		2,503.17	8.0%	0.00		0.00	
Commodities								
Major Equipment	0.00		0.00	0.0%	0.00		0.00	
Car Equipment	0.00		0.00	0.0%	0.00		0.00	
Total Major Equipment	0.00		0.00	0.0%	0.00		0.00	
Supplies								
Ammunition	0.00		0.00	0.0%	0.00		0.00	
Business Meetings/Meals	0.00		0.00	0.0%	0.00		0.00	
Programs	0.00		0.00	0.0%	0.00		0.00	
Postage/Shipping	0.00		119.85	20.0%	0.00		0.00	
Professional Memberships	0.00		125.00	14.0%	0.00		0.00	
Office Supplies	0.00		192.40	6.4%	0.00		0.00	
Other Supplies	0.00		197.95	9.9%	0.00		0.00	
Operating Supplies	0.00		1,238.60	41.3%	0.00		0.00	
Total Supplies	0.00		1,873.80	11.4%	0.00		0.00	
Minor Equipment	0.00		12.43	0.4%	0.00		0.00	
Regular Officer Uniform	0.00		1,865.30	41.5%	0.00		0.00	
Operating Police Equipment	0.00		1,877.73	23.5%	0.00		0.00	
Total Minor Equipment	0.00		3,751.53	12.8%	0.00		0.00	
Total Commodities	0.00		29,391.00		0.00		0.00	
Police Benefits & Costs								
Police SUTA	0.00		0.00	0.0%	0.00		0.00	
Police Medicare	0.00		0.00	0.0%	0.00		0.00	
Police Workers Compensation	0.00		0.00	0.0%	0.00		0.00	
Police FICA	0.00		0.00	0.0%	0.00		0.00	
Police IPERS	0.00		0.00	0.0%	0.00		0.00	
Police Health Insurance	0.00		0.00	0.0%	0.00		0.00	
Total Police Benefits & Costs	0.00		0.00	0.0%	0.00		0.00	
Police Gross Wages								
Salaries-Reserves	0.00		0.00	0.0%	0.00		0.00	
Miscellaneous Payroll Item	0.00		0.00	0.0%	0.00		0.00	
Holiday & Other Pay	0.00		4,528.88	16.2%	0.00		0.00	
Police Gross Wages	0.00		71,096.85	29.9%	0.00		0.00	
Total Police Gross Wages	0.00		75,625.73	28.4%	0.00		0.00	
Total Police	0.00		84,526.92	23.4%	0.00		0.00	
Total PUBLIC SAFETY	0.00		96,107.42	23.0%	0.00		0.00	
CAPITAL PROJECTS								
ADA Transition Plan	0.00		0.00	0.0%	0.00		0.00	
George St asphalt overlay	0.00		121,000.00	0.0%	0.00		0.00	
Koser/George drainage	0.00		15,500.00	0.0%	0.00		0.00	
Melrose West drainage	0.00		64,000.00	0.0%	0.00		0.00	
Olive Court Reconstruction	0.00		317,500.00	0.0%	0.00		0.00	
OUP street improvements	507,102.84		0.00		0.00		0.00	
Total CAPITAL PROJECTS	507,102.84	94.5%	536,500.00		0.00		0.00	
Total Expense	507,102.84	94.5%	218,348.28	793,176.00	30,174.46	31,185.00	0.00	96.8%
Net Ordinary Income	-507,102.84	114.1%	-94,594.79	16,085.00	-26,824.25	0.00	2.16	100.0%
Other Income/Expense								
Other Income								

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual

July through September 2016

Cash Basis

	Jul - Sep 16	CAPITAL PROJECTS Budget	% of Budget	Jul - Sep 16	GENERAL Budget	% of Budget	Jul - Sep 16	DEBT SERVICE Budget	% of Budget	Jul - Sep 16	POLICE FORFEITURE Budget
OTHER FINANCING SOURCES											
Bond Proceeds	620,725.00	444,500.00	139.6%	325,000.00			0.00			0.00	
Total OTHER FINANCING SOURCES	620,725.00	444,500.00	139.6%	325,000.00			0.00			0.00	
Total Other Income	620,725.00	444,500.00	139.6%	325,000.00			0.00			0.00	
Net Other Income	620,725.00	444,500.00	139.6%	325,000.00	0.00	100.0%	0.00	0.00	0.0%	0.00	0.00
Net Income	113,622.16	0.00	100.0%	230,405.21	16,085.00	1,432.4%	-26,824.25	0.00	100.0%	2.16	0.00

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	POLICE FORFEIT...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL		
	% of Budget	Jul - Sep 16	Budget	% of Budget	Budget	% of Budget	Jul - Sep 16	Budget	% of Budget
Ordinary Income/Expense									
Income									
OTHER CITY TAXES									
Utility Excise Tax		0.00			0.00	100.0%	139.16	0.00	100.0%
Total OTHER CITY TAXES		0.00			0.00	100.0%	139.16	0.00	100.0%
CHARGES FOR SERVICES									
Structural Compliance Inspect.		0.00			0.00		80.00	0.00	100.0%
Police Reports		0.00			0.00		237.00	1,000.00	23.7%
Total CHARGES FOR SERVICES		0.00			0.00		317.00	1,000.00	31.7%
SPECIAL ASSESSMENTS									
Special Assessments		0.00			0.00		292.00	0.00	100.0%
Sidewalk Assessment Payments		0.00			0.00		693.10	0.00	100.0%
Total SPECIAL ASSESSMENTS		0.00			0.00		1,285.10	0.00	100.0%
USE OF MONEY & PROPERTY									
Interest on Cash Investments	100.0%	0.00			0.00	100.0%	1,433.66	4,500.00	31.9%
Total USE OF MONEY & PROPERTY	100.0%	0.00			0.00	100.0%	1,433.66	4,500.00	31.9%
MISCELLANEOUS REVENUES									
Contributions		0.00			0.00		0.00	250.00	0.0%
Refunds and Reimbursements		0.00			0.00		0.00	1,000.00	0.0%
Olive Ct Developer Contribution		0.00			0.00		0.00	92,000.00	0.0%
Misc. Income		0.00			0.00		160.00	1,000.00	16.0%
Other		0.00			0.00		160.00	1,000.00	16.0%
Total Misc. Income		0.00			0.00		160.00	1,000.00	16.0%
Cable TV Franchise		0.00			0.00		2,889.92	15,000.00	19.3%
Fines		0.00			0.00		1,595.00	5,000.00	31.9%
Parking Fines		0.00			0.00		14,029.46	95,000.00	14.8%
Traffic Fines-Clk of Ct		0.00			0.00		15,624.46	100,000.00	15.6%
Total Fines		0.00			0.00		16,674.38	209,250.00	8.9%
Total MISCELLANEOUS REVENUES		0.00			0.00		0.00	390.00	0.0%
LICENSES & PERMITS									
Beer/Wine/Liquor/Cig Permits		0.00			0.00		1,613.39	12,500.00	12.9%
Building/Equipment Permits		0.00			0.00		1,122.00	1,000.00	112.2%
Misc. Licenses/Permits		0.00			0.00		27,500.00	20,000.00	137.5%
Parking Permits		0.00			0.00		28,622.00	21,000.00	136.3%
Rental Permits		0.00			0.00		30,235.39	33,890.00	89.2%
Total Misc. Licenses/Permits		0.00			0.00		585.00	0.00	100.0%
Total LICENSES & PERMITS		0.00			0.00		1,323.23	0.00	100.0%
INTERGOVERNMENTAL/SHARED REVENUE									
Other State Grants/Reimburse.		0.00			0.00		1,910.25	0.00	100.0%
Seatbelt Incent/Traffic Safety		0.00			0.00		0.00	4,177.00	0.0%
IDNR Grant for GVC Recycling		0.00			0.00		37,708.58	127,171.00	29.7%
Other State Grants/Reimburse.		0.00			0.00		37,708.58	131,348.00	28.7%
State Shared Revenues									
Commercial Property Tax Rplcmnt		0.00			0.00		0.00	4,177.00	0.0%
Road Use/Street Construction		37,708.58		29.7%	0.00		37,708.58	127,171.00	29.7%
Total State Shared Revenues		37,708.58		29.7%	0.00		37,708.58	131,348.00	28.7%
Total INTERGOVERNMENTAL/SHARED REVEN...		37,708.58		29.7%	0.00		39,618.83	131,348.00	30.2%
GENERAL PROPERTY TAXES									
Commercial Prop Tax Rplmnt adj		0.00			0.00		0.00	-4,177.00	0.0%
Insurance Levy		0.00			0.00		1,719.47	19,500.00	8.8%
Library Services Levy		0.00			0.00		2,041.26	16,961.00	10.8%
Debt Service Levy		0.00			0.00		3,344.67	31,185.00	10.7%
Transit Levy		0.00			0.00		4,884.46	45,328.00	10.8%
Benefits Levies		10,599.25		10.7%	99,059.00		10,599.25	99,059.00	10.7%
Regular Property Tax		0.00			0.00		61,237.76	568,832.00	10.8%
Total GENERAL PROPERTY TAXES		0.00			99,059.00		83,826.87	778,688.00	10.8%
Total Income	100.0%	37,708.58		29.7%	99,059.00		175,530.39	1,158,676.00	15.1%
Gross Profit	100.0%	37,708.58		29.7%	99,059.00		175,530.39	1,158,676.00	15.1%
Expense									
COMMUNITY & ECONOMIC DEV.									

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	POLICE FORFEI...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Budget	% of Budget
Tree Trimming/Lawn Care	0.00		0.00		0.00		0.00	
Total COMMUNITY & ECONOMIC DEV.	0.00		0.00		0.00		5,000.00	83.0%
DEBT SERVICE							5,000.00	93.0%
Interest	0.00		0.00		0.00		1,185.00	14.7%
Principal	0.00		0.00		30,000.00		30,000.00	100.0%
Total DEBT SERVICE	0.00		0.00		30,174.46		31,185.00	98.8%
CULTURE & RECREATION								
Parks								
Park Update Contribution	0.00		0.00		0.00		0.00	0.0%
Park Expenses	0.00		0.00		108.34		800.00	13.5%
Total Parks	0.00		0.00		108.34		800.00	13.5%
Community Support Projects								
Community Center	0.00		0.00		261.30		500.00	52.3%
Occupancy and Operations	0.00		0.00		0.00		41,000.00	0.0%
Equipment	0.00		0.00		16,966.22		20,000.00	84.8%
Total Community Center	0.00		0.00		16,966.22		61,000.00	27.8%
Library	0.00		0.00		18,780.29		47,533.00	39.5%
Total CULTURE & RECREATION	0.00		0.00		36,116.15		109,833.00	32.9%
GENERAL GOVERNMENT								
Election Expenses	0.00		0.00		0.00		0.00	0.0%
TIF Analysis	0.00		0.00		0.00		0.00	0.0%
Mayor/Council Operations								
Employee Benefits & Costs	0.00		9.05	11.3%	80.00		80.00	11.3%
IPERS-Council	0.00		17.86	20.1%	89.00		89.00	20.1%
Medicare	0.00		18.73	21.5%	87.00		87.00	21.5%
FICA	0.00		80.09	21.6%	370.00		370.00	21.6%
Total Employee Benefits & Costs	0.00		125.73	20.1%	526.00		626.00	20.1%
Salaries-Regular Part Time								
Mayor	0.00		0.00		0.00		491.75	25.0%
Council	0.00		0.00		0.00		800.00	20.0%
Total Salaries-Regular Part Time	0.00		0.00		0.00		1,291.75	21.6%
Total Mayor/Council Operations	0.00		125.73	20.1%	626.00		1,417.48	21.5%
Tort Liability Insurance	0.00		0.00		0.00		1,500.00	15.8%
City Hall & General Buildings								
Employee Benefits & Costs	0.00		0.00		45.00		45.00	0.0%
IPERS	0.00		0.00		31.00		31.00	0.0%
FICA	0.00		0.00		7.00		7.00	0.0%
Medicare	0.00		0.00		83.00		83.00	0.0%
Total Employee Benefits & Costs	0.00		0.00		0.00		0.00	0.0%
Commodities								
Supplies	0.00		0.00		0.00		55.45	27.7%
Total Commodities	0.00		0.00		0.00		55.45	27.7%
Salaries-Regular Part Time								
Facilities Assistant	0.00		0.00		144.00		500.00	28.8%
Total Salaries-Regular Part Time	0.00		0.00		144.00		500.00	28.8%
Repair/Maint/Utilities								
Maintenance	0.00		0.00		0.00		1,000.00	0.0%
Telecommunications	0.00		0.00		30.00		2,100.00	1.4%
Utilities	0.00		0.00		400.46		1,600.00	23.0%
Total Repair/Maint/Utilities	0.00		0.00		430.46		4,700.00	9.2%
Contractual								
Rents & Leases	0.00		0.00		4,122.89		5,497.00	75.0%
Total Contractual	0.00		0.00		4,122.89		5,497.00	75.0%
Total City Hall & General Buildings	0.00		0.00	0.0%	83.00		10,980.00	43.3%
Clerk/Treasurer & Finance Admin								
Employee Benefits & Costs	0.00		18.16	13.0%	140.00		140.00	13.0%
Unemployment Compensation	0.00		37.61	22.5%	167.00		167.00	22.5%
Medicare	0.00		161.34	22.6%	713.00		713.00	22.6%
FICA	0.00		231.67	22.6%	1,027.00		1,027.00	22.6%
IPERS	0.00		0.00		0.00		0.00	0.0%

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	POLICE FORFEI...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	% of Budget	Jul - Sep 16	Budget	% of Budget	Jul - Sep 16	Budget	% of Budget	Jul - Sep 16
Total Employee Benefits & Costs		0.00			448.78	2,047.00		448.78
Commodities								
Hardware/Software		0.00			0.00			0.00
Licensing Fees		0.00			0.00			0.00
Minor Equipment/Supplies/Techno		0.00			0.00			0.00
Office Supplies and Postage		0.00			0.00			0.00
Taping meetings		0.00			0.00			0.00
Total Commodities		0.00			0.00			0.00
Contractual Services		0.00			0.00			0.00
Accounting Fees		0.00			0.00			0.00
Bank/CCard Fees		0.00			0.00			0.00
Meeting Set Up Fees		0.00			0.00			0.00
Technology Services		0.00			0.00			0.00
Printing/Copying		0.00			0.00			0.00
Legal Publications		0.00			0.00			0.00
Total Contractual Services		0.00			0.00			0.00
Staff Development		0.00			0.00			0.00
Dues & Memberships		0.00			0.00			0.00
IA League of Cities		0.00			0.00			0.00
JCOG Assessment		0.00			0.00			0.00
Total Dues & Memberships		0.00			0.00			0.00
Total Staff Development		0.00			0.00			0.00
Salaries-Regular Part Time		0.00			0.00			0.00
Clerk, Treasurer, Historian		0.00			0.00			0.00
Total Salaries-Regular Part Time		0.00			0.00			0.00
Total Clerk/Treasurer & Finance Admin		0.00			0.00			0.00
Legal Services		0.00			0.00			0.00
Legal Services - Other		0.00			0.00			0.00
Traffic fines		0.00			0.00			0.00
General government		0.00			0.00			0.00
Total Legal Services		0.00			0.00			0.00
Total GENERAL GOVERNMENT		0.00			574.51	2,756.00		574.51
PUBLIC WORKS								
Sanitation								
Contractual								
Leaf Vacuuming		0.00		0.0%	0.00			0.00
Grandview Recycling		0.00		0.0%	0.00			0.00
Trash/Recycling		0.00		0.0%	0.00			0.00
Total Contractual		0.00		0.0%	0.00			0.00
Total Sanitation		0.00		0.0%	0.00			0.00
Other Public Works								
Contracts-Other Agencies								
IC Animal Center		0.00			0.00			0.00
SEATS Service		0.00			0.00			0.00
IC Bus Service		0.00			0.00			0.00
Total Contracts-Other Agencies		0.00			0.00			0.00
Total Other Public Works		0.00			0.00			0.00
Roads, Bridges, & Sidewalks								
Storm water permit		0.00			0.00			0.00
Snow Removal-Contractual		0.00		0.0%	0.00			0.00
Traffic Controls and Safety		239.19		23.9%	0.00			239.19
Street Light Electricity		814.40		100.0%	0.00			814.40
Street Signs-Commodities		1,053.59		105.4%	0.00			1,053.59
Total Traffic Controls and Safety		3,855.63		85.7%	0.00			3,855.63
Street Sweeping-Contractual								
Contractual Services								
Repairs/Improvements								
Sidewalk Repairs		-1,569.00		-44.8%	0.00			-1,569.00
Asphalt patch projects		0.00		0.0%	0.00			0.00
Local panel replacements		0.00		0.0%	0.00			0.00

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	POLICE FORFEIT...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	% of Budget	Jul - Sep 16	Budget	% of Budget	Jul - Sep 16	Budget	Jul - Sep 16	% of Budget
Street Repairs		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Traffic sign assessment/mgmt		0.00	4,500.00	0.0%	0.00	0.00	4,500.00	0.0%
Aerial panel replacements		0.00	50,000.00	0.0%	0.00	0.00	50,000.00	0.0%
<b>Total Repairs/Improvements</b>		-1,569.00	79,000.00	-2.0%	0.00	-1,569.00	79,000.00	-2.0%
Striping/Curb Renumbering		0.00	6,000.00	0.0%	0.00	0.00	6,000.00	0.0%
Visioning Project		0.00	2,000.00	0.0%	0.00	0.00	2,000.00	0.0%
Engineering Fees		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Contractual Services</b>		-1,569.00	87,000.00	-1.8%	0.00	10,705.34	137,000.00	7.8%
Street Lighting Electricity		28,955.00	8,500.00	340.6%	0.00	28,955.00	8,500.00	340.6%
<b>Total Roads, Bridges, &amp; Sidewalks</b>		32,295.22	141,000.00	22.9%	0.00	44,599.56	194,000.00	23.0%
<b>TOTAL PUBLIC SAFETY</b>		32,295.22	141,000.00	22.9%	0.00	60,607.73	285,105.00	21.3%
<b>Fire</b>								
Contracts w/Other Agencies		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Coraville Fire Dept		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
City of IC Fire Department		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Hydrant Flush-City of Iowa City		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Contracts w/Other Agencies</b>		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Fire</b>		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Hazmat-Johnson County		0.00	0.00	0.0%	0.00	525.50	36,520.00	0.0%
Crossing Guard		0.00	0.00	0.0%	0.00	525.50	526.00	99.9%
Supplies		0.00	0.00	0.0%	0.00	0.00	200.00	0.0%
Employee Benefits & Costs		0.00	0.00	0.0%	3.85	60.00	60.00	6.4%
Unemployment Compensation		0.00	0.00	0.0%	7.98	65.00	65.00	12.3%
Medicare		0.00	0.00	0.0%	34.10	279.00	279.00	12.2%
FICA		0.00	0.00	0.0%	49.12	402.00	402.00	12.2%
IPERS		0.00	0.00	0.0%	95.05	806.00	806.00	11.8%
<b>Total Employee Benefits &amp; Costs</b>		0.00	0.00	0.0%	95.05	806.00	806.00	11.8%
Salaries		0.00	0.00	0.0%	0.00	0.00	4,500.00	12.2%
Crossing Guard		0.00	0.00	0.0%	0.00	550.00	4,500.00	12.2%
<b>Total Salaries</b>		0.00	0.00	0.0%	0.00	550.00	4,500.00	12.2%
<b>Total Crossing Guard</b>		0.00	0.00	0.0%	95.05	645.05	5,506.00	11.7%
Building Inspections		0.00	0.00	0.0%	0.00	4,050.00	0.00	100.0%
OUP Inspector		0.00	0.00	0.0%	0.00	6,455.00	15,200.00	42.5%
Building / Rental Inspection		0.00	0.00	0.0%	0.00	10,505.00	15,200.00	69.1%
<b>Total Building Inspections</b>		0.00	0.00	0.0%	0.00	10,505.00	15,200.00	69.1%
<b>Police</b>								
Contractual Services		0.00	0.00	0.0%	0.00	0.00	500.00	0.0%
Special Events Staff		0.00	0.00	0.0%	0.00	0.00	10,000.00	0.0%
Police Insurance-Car/Liability		0.00	0.00	0.0%	0.00	10.00	1,000.00	1.0%
Prof Serv-Psych Testing-Physica		0.00	0.00	0.0%	0.00	0.00	150.00	0.0%
Payments to Other Agencies		0.00	0.00	0.0%	0.00	0.00	300.00	0.0%
Evidence testing		0.00	0.00	0.0%	83.40	750.00	750.00	11.1%
County Jail/Service/Filing Fees		0.00	0.00	0.0%	0.00	83.40	1,200.00	7.0%
Technology Services		0.00	0.00	0.0%	0.00	363.63	1,000.00	36.4%
<b>Total Payments to Other Agencies</b>		0.00	0.00	0.0%	0.00	600.00	2,400.00	23.0%
Printing/Copying		0.00	0.00	0.0%	0.00	1,057.03	16,100.00	6.6%
Garage Rental		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Total Contractual Services</b>		0.00	0.00	0.0%	0.00	1,057.03	16,100.00	6.6%
<b>Staff Development</b>								
Regular Officer Training		0.00	0.00	0.0%	0.00	0.00	7,500.00	0.0%
Academy Training		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Officer Training		0.00	0.00	0.0%	0.00	57.26	2,000.00	2.9%
Training Supplies		0.00	0.00	0.0%	0.00	610.00	6,500.00	9.4%
Skills Training/Testing		0.00	0.00	0.0%	0.00	667.26	16,000.00	4.2%
<b>Total Regular Officer Training</b>		0.00	0.00	0.0%	0.00	922.20	2,500.00	36.9%
Meetings & Conferences		0.00	0.00	0.0%	0.00	1,599.46	18,500.00	8.6%
<b>Total Staff Development</b>		0.00	0.00	0.0%	0.00	1,599.46	18,500.00	8.6%
Repair/Maint/Utilities		0.00	0.00	0.0%	0.00	0.00	200.00	0.0%
Vehicle Repair		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Bicycle Maint/Repair		0.00	0.00	0.0%	0.00	0.00	0.00	0.0%

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	POLICE FORFEI...		ROAD USE TAX		% of Budget		EMPLOYEE BENEFITS		% of Budget		TOTAL	% of Budget
	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget	Jul - Sep 16	% of Budget		
Car Maint/Repair	0.00		0.00		0.00		0.00		201.43	2.0%	10,000.00	2.0%
Total Vehicle Repair	0.00		0.00		0.00		0.00		201.43	2.0%	10,200.00	2.0%
Telecommunications Expense	0.00		0.00		0.00		0.00		0.00	0.0%	1,250.00	0.0%
IT Support	0.00		0.00		0.00		0.00		237.00	25.0%	948.00	25.0%
Other Cell Phones	0.00		0.00		0.00		0.00		861.72	23.7%	3,636.00	23.7%
Verizon/Pager Fees/Mediacom	0.00		0.00		0.00		0.00		1,098.72	18.8%	5,834.00	18.8%
Total Telecommunications Expense	0.00		0.00		0.00		0.00		0.00	0.0%	500.00	0.0%
Vehicle Operations	0.00		0.00		0.00		0.00		174.00	24.9%	700.00	24.9%
Other	0.00		0.00		0.00		0.00		1,029.02	7.4%	14,000.00	7.4%
Washes	0.00		0.00		0.00		0.00		1,203.02	7.9%	15,200.00	7.9%
Fuel	0.00		0.00		0.00		0.00		2,503.17	8.0%	31,234.00	8.0%
Total Vehicle Operations	0.00		0.00		0.00		0.00		0.00	0.0%	5,000.00	0.0%
Total Repair/Maint/Utilities	0.00		0.00		0.00		0.00		0.00	0.0%	5,000.00	0.0%
Commodities	0.00		0.00		0.00		0.00		0.00	0.0%	5,000.00	0.0%
Major Equipment	0.00		0.00		0.00		0.00		0.00	0.0%	5,000.00	0.0%
Car Equipment	0.00		0.00		0.00		0.00		0.00	0.0%	5,000.00	0.0%
Total Major Equipment	0.00		0.00		0.00		0.00		0.00	0.0%	5,000.00	0.0%
Supplies	0.00		0.00		0.00		0.00		0.00	0.0%	3,500.00	0.0%
Ammunition	0.00		0.00		0.00		0.00		0.00	0.0%	300.00	0.0%
Business Meetings/Meals	0.00		0.00		0.00		0.00		0.00	0.0%	3,100.00	0.0%
Programs	0.00		0.00		0.00		0.00		119.85	20.0%	600.00	20.0%
Postage/Shipping	0.00		0.00		0.00		0.00		125.00	89.1%	891.00	14.0%
Professional Memberships	0.00		0.00		0.00		0.00		192.40	9.9%	2,000.00	9.9%
Office Supplies	0.00		0.00		0.00		0.00		1,238.60	41.3%	3,000.00	41.3%
Other Supplies	0.00		0.00		0.00		0.00		1,873.80	11.4%	16,391.00	11.4%
Operating Supplies	0.00		0.00		0.00		0.00		12.43	0.4%	3,500.00	0.4%
Total Supplies	0.00		0.00		0.00		0.00		1,865.30	41.5%	4,500.00	41.5%
Minor Equipment	0.00		0.00		0.00		0.00		1,877.73	23.5%	8,000.00	23.5%
Regular Officer Uniform	0.00		0.00		0.00		0.00		3,751.53	12.8%	29,391.00	12.8%
Operating Police Equipment	0.00		0.00		0.00		0.00		187.98	9.4%	2,000.00	9.4%
Total Minor Equipment	0.00		0.00		0.00		0.00		1,096.57	28.5%	3,854.00	28.5%
Total Commodities	0.00		0.00		0.00		0.00		3,722.00	24.8%	15,000.00	24.8%
Police Benefits & Costs	0.00		0.00		187.98	9.4%	2,000.00	26.0%	4,688.30	28.4%	16,481.00	28.4%
Police SUTA	0.00		0.00		1,096.57	28.5%	3,854.00	27.9%	7,299.88	24.4%	26,157.00	27.9%
Police Medicare	0.00		0.00		3,722.00	24.8%	15,000.00	24.4%	7,806.15	24.4%	32,005.00	24.4%
Police Workers Compensation	0.00		0.00		4,688.30	28.4%	16,481.00	26.0%	24,800.88	26.0%	95,497.00	26.0%
Police FICA	0.00		0.00		7,299.88	27.9%	26,157.00	26.0%	24,800.88	26.0%	95,497.00	26.0%
Police IPERS	0.00		0.00		7,806.15	24.4%	32,005.00	26.0%	24,800.88	26.0%	95,497.00	26.0%
Police Health Insurance	0.00		0.00		24,800.88	26.0%	95,497.00	26.0%	0.00	0.0%	24.00	0.0%
Total Police Benefits & Costs	0.00		0.00		0.00		0.00		0.00	0.0%	0.00	0.0%
Police Gross Wages	0.00		0.00		0.00		0.00		4,528.88	16.2%	28,000.00	16.2%
Salaries-Reserves	0.00		0.00		0.00		0.00		71,066.85	29.9%	237,803.00	29.9%
Miscellaneous Payroll Item	0.00		0.00		0.00		0.00		75,625.73	28.4%	285,827.00	28.4%
Holiday & Other Pay	0.00		0.00		0.00		0.00		109,327.80	23.9%	456,549.00	23.9%
Police Gross Wages	0.00		0.00		0.00		0.00		121,003.35	23.5%	514,301.00	23.5%
Total Police	0.00		0.00		24,800.88	26.0%	95,497.00	25.9%	24,895.93	25.9%	96,303.00	25.9%
Total PUBLIC SAFETY	0.00		0.00		24,800.88	26.0%	95,497.00	25.7%	24,895.93	25.7%	99,059.00	25.7%
CAPITAL PROJECTS	0.00		0.00		0.00		0.00		0.00	0.0%	18,500.00	0.0%
ADA Transition Plan	0.00		0.00		0.00		0.00		0.00	0.0%	121,000.00	0.0%
George St asphalt overlay	0.00		0.00		0.00		0.00		0.00	0.0%	15,500.00	0.0%
Koser/George drainage	0.00		0.00		0.00		0.00		0.00	0.0%	64,000.00	0.0%
Meirose West drainage	0.00		0.00		0.00		0.00		0.00	0.0%	317,500.00	0.0%
Olive Court Reconstruction	0.00		0.00		0.00		0.00		507,102.84	3.1%	16,280.00	3.1%
OUP Street Improvements	0.00		0.00		0.00		0.00		507,102.84	91.7%	552,780.00	91.7%
Total CAPITAL PROJECTS	0.00		0.00		0.00		0.00		813,391.24	50.3%	1,617,200.00	50.3%
Total Expense	32,295.22	100.0%	5,413.36	100.0%	25,470.44	20.5%	99,059.00	25.7%	813,391.24	50.3%	1,617,200.00	50.3%
Net Ordinary Income									-637,860.85	139.1%	-458,524.00	139.1%
Other Income/Expense									0.00	0.0%	0.00	0.0%
Other Income												

City of University Heights, Iowa  
Profit & Loss Budget vs. Actual  
July through September 2016

	POLICE FORFEI...	ROAD USE TAX	EMPLOYEE BENEFITS	TOTAL
	% of Budget	Budget	Budget	Budget
	Jul - Sep 16	Jul - Sep 16	Jul - Sep 16	Jul - Sep 16
	% of Budget	% of Budget	% of Budget	% of Budget
OTHER FINANCING SOURCES				
Bond Proceeds	0.00	0.00	0.00	0.00
Total OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00
Net Other Income	0.0%	0.0%	0.0%	0.0%
Net Income	100.0%	5,413.36	-14,754.49	307,864.15
		-30,109.00	0.00	-14,024.00
			100.0%	-2,196.3%

City of University Heights		Cash Receipts and Disbursements by Fund		July 1, 20106 to September 30, 2016							
	CAPITAL PROJECTS	GENERAL FUND	DEBT SERVICE	POLICE FORFEITURE	ROAD USE TAX	EMPLOYEE BENEFITS	TOTAL				
<b>Receipts</b>											
Local Option Sales Tax											
Property Tax		\$ 69,882.95	\$ 3,344.67			\$ 10,599.25	\$ 83,826.87				
Other City Taxes		\$ 116.01	\$ 5.54			\$ 17.61	\$ 139.16				
Licenses and Permits		\$ 30,235.39					\$ 30,235.39				
Use of Money and Property		\$ 1,332.41		\$ 2.16		\$ 99.09	\$ 1,433.66				
Intergovernmental		\$ 1,910.25			\$ 37,708.58		\$ 39,618.83				
Charges for Services		\$ 317.00					\$ 317.00				
Special Assessments		\$ 1,285.10					\$ 1,285.10				
Miscellaneous		\$ 18,674.38					\$ 18,674.38				
Other Financing Sources	\$ 620,725.00	\$ 325,000.00					\$ 945,725.00				
<b>Total Receipts</b>	\$ 620,725.00	\$ 448,753.49	\$ 3,350.21	\$ 2.16	\$ 37,708.58	\$ 10,715.95	\$ 1,121,255.39				
<b>Disbursements</b>											
Capital Projects	\$ 507,102.84										
Public Safety		\$ 96,107.42				\$ 24,895.93	\$ 121,003.35				
Public Works		\$ 28,312.51			\$ 32,295.22		\$ 60,607.73				
Culture & Recreation		\$ 36,116.15					\$ 36,116.15				
Community & Economic Dev.		\$ 4,650.00					\$ 4,650.00				
General Government		\$ 53,152.20				\$ 574.51	\$ 53,736.71				
Principal/Interest			\$ 30,174.46				\$ 30,174.46				
Uncategorized/Miscellaneous											
<b>Total Disbursements</b>	\$ 507,102.84	\$ 218,348.28	\$ 30,174.46	\$ -	\$ 32,295.22	\$ 25,470.44	\$ 813,391.24				
<b>Net Cash Increase (Decrease)</b>	\$ 113,622.16	\$ 230,405.21	\$ (26,824.25)	\$ 2.16	\$ 5,413.36	\$ (14,754.49)	\$ 307,864.15				
<b>Balance, beginning of year</b>	\$ (189,563.90)	\$ 534,384.52	\$ (219.69)	\$ (1,042.74)	\$ 99,877.99	\$ (55,372.87)	\$ 388,063.31				
<b>Balance, end of period</b>	\$ (75,941.74)	\$ 764,789.73	\$ (27,043.94)	\$ (1,040.58)	\$ 105,291.35	\$ (70,127.36)	\$ 695,927.46				

City of University Heights, Iowa  
**Warrants for Council Approval**  
 September 14 through October 11, 2016

Date	Name	Memo	Amount
<b>Sep 14 - Oct 11, 16</b>			
09/15/2016	Jones, Christian R		-1,059.51
09/15/2016	Kite, Joshua		-350.62
09/15/2016	Lyon, Kristofer S		-2,645.72
09/15/2016	Plate, Harold,		-237.20
09/15/2016	Schmitz, Jakub J		-1,581.94
09/15/2016	Sherman, Nicholas M		-2,221.46
09/15/2016	Stanley, Kenneth L		-1,624.86
09/15/2016	Simcox, Levio M		-1,246.06
09/16/2016	Internal Revenue Service	42-1109342	-4,419.12
09/21/2016	MidAmerican Energy	pedestrian lights at 113 Golfview	-31.41
09/21/2016	MidAmerican Energy	1011 Melrose stop light	-31.52
09/21/2016	MidAmerican Energy	City Hall gas/electricity	-115.09
09/23/2016	MidAmerican Energy	street lights	-444.69
09/27/2016	Reference Audio	multipurpose room audio	-16,966.22
09/30/2016	Lyon, Kristofer S		-1,849.17
09/30/2016	Plate, Harold,		-199.99
09/30/2016	Schmitz, Jakub J		-1,207.61
09/30/2016	Sherman, Nicholas M		-1,930.70
09/30/2016	Simcox, Levio M		-1,207.61
09/30/2016	Stanley, Kenneth L		-2,094.33
09/30/2016	Anderson, Christine M.		-411.60
09/30/2016	Kimura, Lori D.		-324.20
09/30/2016	Haverkamp, Michael J		-172.80
09/30/2016	Heitman, Weldon E		-454.13
09/30/2016	Lane, James		-184.70
09/30/2016	Maher, Dorothy M		-184.70
09/30/2016	Quezada, Silvia M		-184.70
09/30/2016	Wellmark BC/BS	monthly insurance payment	-2,602.05
09/30/2016	Internal Revenue Service	42-1109342	-3,849.78
09/30/2016	IOWA PUBLIC EMPLOYEES ...		-245.57
09/30/2016	IOWA WORKFORCE DEVEL...	107319-6	-219.04
09/30/2016	TREASURER STATE OF IO...	42-1109342-001	-3,898.00
09/30/2016	IOWA PUBLIC EMPLOYEES ...		-4,433.71
10/01/2016	Paul J. Moore, Melrose Aven...	City Hall Rent/garages automatic deposit	-1,374.23
10/01/2016	Verizon Wireless	monthly wireless service	-120.03
10/05/2016	Reference Audio	surveillance & network wiring	-3,488.50
10/11/2016	Stan Laverman	rental inspector salary	-600.00
10/11/2016	Internet Navigator	monthly fee for city website/email service	-24.95
10/11/2016	Defensive Edge Training & C...	Armorer Course for Lyon & Simcox	-790.00
10/11/2016	Iowa City School District	facility use fees for Nov-Dec regular meetings	-60.00
10/11/2016	Iowa Municipalities Workers' ...	work comp premium installment	-857.00
10/11/2016	Johnson County Sheriff	August booking fees	-60.00
10/11/2016	Johnson County Refuse, Inc.	September recycling	-1,738.50
10/11/2016	Leff Law Firm, L.L.P.	legal services 9/10/16-10/7/16	-17,355.00
10/11/2016	Mediacom	online service 10/3/16-11/2/16	-109.95
10/11/2016	Pyramid Services Inc.	rpl brakes/rotors/oil change/rotate tires	-1,025.31
10/11/2016	Rock River Arms Inc	weapon	-1,010.00
10/11/2016	Russ Boyer Construction	street patching 7/29/16-9/4/16 labor/materials/s...	-564.00
10/11/2016	Shive Hattery	engineering services 7/2/16-7/29/16	-17,384.80
10/11/2016	Siders Development	OUP inspections/reporting September 2016	-1,350.00
10/11/2016	Streicher's	simulation marking rounds	-229.59
10/11/2016	Terry Goerd	September inspection services	-1,295.00
10/11/2016	Ultramax	ammunition	-213.00
10/11/2016	Watch Guard	patrol car video camera	-5,020.00
10/11/2016	Winkel, Parker & Foster, CPA...	prepare & file annual streets financial report wit...	-490.00
10/11/2016	Iowa Law Enforcement Acade...	evaluation of MMPI for Kite & Lively	-280.00
10/11/2016	Lanny or Jan Kampfe	reimburse for tree work done in right of way	-1,200.00
10/11/2016	VISA	parking stickers/tow sheets/cds/Grasshopper/e...	-380.38
10/11/2016	VISA	thermal paper/dvd drive/water cooler rental/Wh...	-83.98
10/11/2016	Office of Auditor of State	Periodic exam fee - balance owed	-1,025.00
10/11/2016	City of Iowa City	City Hall water/sewer automatic payment	-16.41

10/10/16

City of University Heights, Iowa  
**Warrants for Council Approval**  
September 14 through October 11, 2016

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/11/2016	City of Iowa City	bus, fuel for police vehicles, animal services, p...	-3,657.92
10/11/2016	Lyon, Kristofer S	reimburse for hotel/car wash/range membershi...	-282.20
10/11/2016	JDM Concrete LLC	2016 Sidewalk Repair Project pay app #2	-1,368.00
10/11/2016	Maxwell Construction, Inc.	pay application #2 for public improvements	-33,815.53
10/11/2016	MidAmerican Energy	1301 Melrose new traffic control	-51.04

Sep 14 - Oct 11, 16

## RESOLUTION NO. 16-43

### **RESOLUTION ESTABLISHING POLICIES FOR THE CITY IN RESPONDING TO AND CLEANING UP AFTER STORMS AND OTHER DISASTERS**

**WHEREAS**, the University Heights City Council desires to adopt policies governing the City's response to and cleanup effort after storms and other disasters in the City; and

**WHEREAS**, the City desires to adopt policies that will avoid liability issues and address other potential problems,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of University Heights, Iowa, that the City will administer procedures and practices regarding the City's response to and cleanup efforts after storms and other disasters in the following manner:

1. Property owners are responsible for the timely removal of debris on their properties caused by the storm or other disaster. Failure to do so may result in the issuance of a citation for nuisance or other violations of City ordinances or Iowa law.
2. If the debris is large (trees, large branches, or other items that are to be removed by professionals), the property owner will not be penalized if the time delays required in arranging for professional help are beyond his/her control.
3. The University Heights Police Department will routinely check city streets for obstructions that impede traffic or constitute an emergency. UHPD is responsible for calling the professional tree company designated by City Council to assist with cleanup.
4. Debris surrounding any trees removed by the tree company will be cleaned up by the tree company pursuant to removal of tree(s).

5. All other debris on City streets and within City right-of-ways reported to the City or observed by City Staff will be promptly removed by the City Maintenance Person.
6. No member of City Council, Mayor or Staff shall act independently to thwart this policy, as such action may constitute an official act and subject the City to potential risk and liability.
7. The fee for removal of a tree(s) on property that involves a City right-of-way will be split between the City and the property owner.

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

	AYE	NAY	ABSENT	ABSTAIN
Haverkamp				
Lane				
Maher				
Quezada				
Zimmermann				

Upon Roll Call thus recorded, the Resolution is declared adopted, passed, and approved this 13<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
 Weldon E. Heitman (Wally), Mayor  
 City of University Heights

ATTEST:

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

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff  
FROM: Josiah Bilskemper, P.E.  
DATE: October 9, 2016  
RE: City Engineer's Report – October 2016

**(1) One University Place – Public Improvements Project**

- a. We conducted an inspection of the project site on October 6<sup>th</sup> to prepare a list of any remaining work items. The list will be finalized after a follow-up site inspection on Tuesday, and the list will be issued to the contractor.
- b. Typical items remaining include reinstalling or relocating street signs, completing placement of sod on Sunset Street and replacing damaged sod on Melrose Avenue, and installing the permanent audible crosswalk push buttons (temporary push button are installed until the audible push buttons are delivered and installed).
- c. A second pay application has been prepared for the project to reflect the work completed through the end of last week, and includes a change order detailing items that were added to the project during the construction phase.
- d. Change Order #2 provides an additional amount of \$8,586.71 to the project for the following items:
  - i. The traffic signal materials list did not specifically include the pedestrian signal heads, and therefore the traffic signal subcontractor did not include them in their original bid quote, and did not initially order them. The work to install pedestrian signals was clearly shown throughout the Plans however, so just the material cost was added to purchase the equipment (8 pedestrian signal heads). This increased the contract price by \$4,520.00.
  - ii. A tree limb at the SE corner of the intersection was blocking the view of the new traffic signal lights once installed. Removal of the tree limb by a tree contractor was necessary. This increased the contract price by \$680.40.
  - iii. The City requested removal and replacement of an additional damaged panel on Melrose Avenue near Olive Court (ITC-04). This increased the contract price by \$1,876.93.
  - iv. Additional removal and replacement of pavement markings on the south leg of the intersection (Sunset Street from Melrose to Koser) were requested to provide uniform epoxy marking materials on all four legs of the intersection. Accordingly, this same segment of roadway was removed from the scope of work give to the City's annual street painting contractor. This increased the contract price by \$1,509.38.
- e. Pay Application #2 accounts for work completed through October 6, 2016. It also includes each of the items identified above associated with Change Order #2. We have



reviewed the quantities, agree that they reflect the status of work completed, and recommend approval of the pay application. The amount due for this pay request (retainage in the amount of 5% is being withheld) is \$33,815.53.

- f. Both the pay application and the change order are attached. These are being given a final review by the Contractor, and I anticipate following up with fully signed copies on Monday, October 10.
- g. MPOJC will be getting updated traffic counts along the Melrose Avenue corridor this fall, which they will use to generate updated signal timings for each of the signals along the corridor. The new timings are typically available sometime the following spring. The signal timings at the new traffic signal will be updated accordingly next year to reflect the latest traffic counts.

### **(2) 2016 Sidewalk Repair Project (SW Quadrant)**

- a. Pay Application #2 has been submitted for completion of all sidewalk replacement work, and is included in the warrants list for this month. The payment amount is \$1,368.00. The 5% retainage is still being withheld pending confirmation of grass restoration along the 8-foot sidewalk repair.

### **(3) 2017 Sidewalk Repair Project (North)**

- a. Inspections of all north side sidewalks has been completed. Property reports and repair letters have been sent to all property owners with required sidewalk repairs. Property owners can choose to opt-in to the City repair project to be done next year.

### **(4) Excavation Permits (Work in Right-of-Way)**

- a. A company called Mobilitie, LLC initially sent a packet of materials to Silvia Quezada requesting discussion on utilizing City right-of-way to install a “small cell” facility on Melrose Avenue. Silvia delivered this to our office on September 29 to review this request for work within the right-of-way. Mobilitie indicated in their cover letter they are a limited liability company registered with the Iowa Utilities Board since March 15, 2007. The application indicates they install new “small cell” facilities that will address ever-increasing mobile data demands because they provide coverage redundancy to the cellular network.
- b. The proposed request included installation of a 75-foot tall wooden utility pole with a 5-foot antenna mounted on top. The proposed location was on the north side of Melrose Avenue, behind the 8-foot sidewalk, at the very east end of the city limits, right next to the Melrose Avenue bridge that goes over the railroad.
- c. I notified Mobilitie on September 29 that this location is actually within City of Iowa City right-of-way, and there are existing underground storm sewer pipes in this vicinity that would likely prevent installation of a utility pole in the same location. Further, there is not enough right-of-way behind the sidewalk to accommodate a utility pole installation.
- d. I informed Mobilitie they would need to contact the City of Iowa City first, and investigate the underground utilities to determine conflicts. Moreover, I indicated that the proposed height of this pole is an issue that would likely require input by the University Heights City Council. I recommended they provide additional information on pole heights and the actual cell equipment, photos of similar installations, and financial

expectations for use of the City right-of-way. To date, I have not received any further correspondence from Mobilitie.

**(5) Snow and Sand Contract**

- a. The current snow removal and sanding contract with Mark Phelps from Hawkeye Construction and Snow Removal was signed in November 2014, and was effective through October 1, 2016. Historically, the Council has set a 2-year contract period for this work.
- b. Attached is a draft of the updated contract for council consideration at the October 11<sup>th</sup> meeting. Changes to the previous contract have been highlighted. Mark Phelps asked that the prices remain the same as the previous contract, and the duration remains 2-years, through October 1, 2018. Also attached is the city map from the previous contract.
- c. Mark suggested that a “salting only” operation be included as an option with this contract. The previous contract only included applying a sand and salt mixture. Mark has found that applying “salt only” can be more effective (with respect to clearing the streets) during certain types of storm events and weather conditions, and can eliminate repeated trips. This option has been added and is highlighted.
- d. Council will need to provide direction to Mark on how many salt barrels they would like to be placed this year, and at what locations.
- e. Council will consider Resolution No. 16-53 authorizing the mayor to sign and the clerk to attest a snow removal and sanding contract with Hawkeye Construction and Snow Removal. Mark Phelps plans to attend the meeting to discuss the contract and answer any questions from the Council.

**(6) Pavement Markings**

- a. The repainting of existing pavement markings (L.L. Pelling Painting Division) is substantially completed. There are a handful of angled parking stalls on Marietta yet to be repainted.

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

JDB

RESOLUTION NO. 16-53

**RESOLUTION AUTHORIZING MAYOR TO SIGN AN AGREEMENT  
WITH HAWKEYE CONSTRUCTION AND SNOW REMOVAL  
FOR SNOW REMOVAL AND SANDING SERVICES**

**RESOLVED**, that the University Heights City Council hereby approves and authorizes the Mayor to sign the Agreement for snow removal and sanding services with Hawkeye Construction and Snow Removal in the form attached hereto as Exhibit "A".

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

	AYES:	NAYS	ABSENT
Haverkamp	_____	_____	_____
Lane	_____	_____	_____
Maher	_____	_____	_____
Quezada	_____	_____	_____
Zimmerman	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 11<sup>th</sup> day of October, 2016.

\_\_\_\_\_  
Weldon E. Heitman (Wally), Mayor  
City of University Heights

ATTEST:

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

**FORM OF PROPOSAL AND CONTRACT  
CITY OF UNIVERSITY HEIGHTS  
UNIVERSITY HEIGHTS, IOWA**

**SNOW REMOVAL AND SANDING SERVICES**

**October 2016**

The undersigned proposes to furnish material and labor necessary to complete the following work as defined within the Scope for snow removal and sanding services in accordance with the specifications contained herein.

Work items are as follows:

<b>ITEM</b>	<b>UNIT</b>	<b>UNIT PRICE</b>
1. Snow Removal – All City Streets	Per Operation	\$ <u>765.00</u>
2. Snow Removal – Street Mains	Per Operation	\$ <u>297.50</u>
<hr/>		
3. Sanding and Salting – All City Streets		
Level 1 / 2 / 3	Per Operation	\$ <u>842.50 / 1,175.00 / 1,507.00</u>
4. Sanding and Salting – Street Mains		
Level 1 / 2 / 3	Per Operation	\$ <u>492.50 / 645.00 / 797.50</u>
<hr/>		
5. Salting Only – All City Streets		
Level 1 / 2	Per Operation	\$ <u>1,215.50 / 1,685.00</u>
6. Salting Only – Street Mains		
Level 1 / 2	Per Operation	\$ <u>810.50 / 1,045.00</u>
<hr/>		
7. Sand and Salt Barrel	Per Barrel	\$ <u>150.00</u>
8. Snow Removal, Salt & Sand – Public Sidewalk (Traffic Island, City Park)	Per Operation	\$ <u>50.00</u>
9. Snow Removal, Salt & Sand – Intersection	Per Intersection	\$ <u>150.00</u>
<hr/>		
Alt. #1 Snow Removal – Wide Sidewalks	Per Operation	\$ <u>212.50</u>
<hr/>		
Alt. #2 Geomelt S-70 Liquid Injection		
All City Streets: Level 1 / Level 2 / Level 3	Per Operation	\$ <u>60.00 / 120.00 / 180.00</u>
Street Mains: Level 1 / Level 2 / Level 3	Per Operation	\$ <u>30.00 / 60.00 / 90.00</u>

Payment Provisions:

Contractor's unit price shall include furnishing equipment, labor, and materials (including sand and salt), necessary to complete the work as specified. Sand and Salt mixture shall be at minimum 4 parts sand to one part salt, and should be uniformly mixed.

**I. GENERAL**

The work as outlined shall be carried out in conformance with the specifications relating thereto and such instructions as may be given from the Owner or Owner's Representative as designated by the Mayor. Within this contract Shive-Hattery, Inc. shall be the Owner's Representative. Materials and work shall be subject to the inspection of the Owner or Owner's Representative. The Contractor shall be held to workmanship and diligent execution of the Contract. The Contractor shall determine the appropriate scope under which to perform services and is responsible for detecting circumstances that may require immediate attention.

Contractor is advised to familiarize themselves with existing conditions and possible interferences that may affect work.

**II. SCOPE**

1. Snow Removal – All City Streets

Snow removal operations shall consist of plowing all streets, including designated mains, in University Heights to the curb immediately when snow reaches a depth of 2-inches or at the direction of the Owner, Owner's Representative, or University Heights Police.

2. Snow Removal – Street Mains

Snow removal shall consist of plowing designated mains within University Heights. The maintenance of Street Mains shall hold priority and may require additional plowing to that of all streets. Street Mains consist of Melrose Avenue, Sunset Street, Koser Avenue, Oakcrest Avenue, and the portion of George Street south of Koser Avenue. Snow shall be removed from mains immediately when snow reaches a depth of 2-inches or at the direction of the Owner, Owner's Representative, or University Heights Police.

Payment for the plowing of Street Mains will be based upon the number of times the Street Mains are plowed in addition to the plowing of all streets as defined above in Scope Item #1 (Snow Removal – Streets and Sidewalks).

3. Sanding and Salting – All City Streets

Sand and salt services shall consist of adequate application of sand and salt to all streets within University Heights on hills, intersections and other isolated areas as needed or at the direction of the Owner, Owner's Representative or University Heights Police.

Application rates for sand and salt will vary depending on weather conditions at the time of application, and factors such as forecast, precipitation type, and ground temperature.

The Contractor shall establish and utilize three application rates (Level 1, Level 2, and Level 3) for varying weather conditions. The rates shall provide for an aggregate amount of approximately 4 (Level 1), 8 (Level 2), or 12 (Level 3) tons of salt/sand mixture applied across all streets within University Heights.

It is the responsibility of the Contractor to evaluate the weather conditions and other factors to determine whether the Level 1 or Level 2 rate is the appropriate minimum

application rate for the conditions. The use of Level 3 application rates requires prior authorization of the Owner, Owner's Representative, or University Heights Police. Based on the observed performance results of the various application rates, the Owner may direct the Contractor on the application rate to be used.

4. Sanding and Salting – Street Mains

Sanding and salting services shall consist of adequate application of sand and salt to Street Mains as defined above in Scope Item #2 (Snow Removal – Street Mains), on hills, intersections, and other isolated areas as needed or at the direction of the Owner, Owner's Representative or University Heights Police.

Application rates for sand and salt will vary depending on weather conditions at the time of application, and factors such as forecast, precipitation type, and ground temperature.

The Contractor shall establish and utilize three application rates (Level 1, Level 2, and Level 3) for varying weather conditions. The rates shall provide for an aggregate amount of approximately 2 (Level 1), 4 (Level 2), or 6 (Level 3) tons of salt/sand mixture applied across the Street Mains within University Heights.

It is the responsibility of the Contractor to evaluate the weather conditions and other factors to determine whether the Level 1 or Level 2 rate is the appropriate minimum application rate for the conditions. The use of Level 3 application rates requires prior authorization of the Owner, Owner's Representative, or University Heights Police. Based on the observed performance results of the various application rates, the Owner may direct the Contractor on the application rate to be used.

5. Salting Only – All City Streets

Salting only services shall consist of adequate application of salt only to all streets within University Heights on hills, intersections and other isolated areas as needed or at the direction of the Owner, Owner's Representative or University Heights Police.

Application rates for salt vary depending on weather conditions at the time of application, as well as other factors such as forecast, precipitation type, and ground temperature.

The Contractor shall establish and utilize two application rates (Level 1 and Level 2) for varying weather conditions. The rates shall provide for an aggregate amount of approximately 4 (Level 1), or 8 (Level 2) tons of salt applied across all streets within University Heights.

It is the responsibility of the Contractor to evaluate the weather conditions and other factors to determine whether Level 1 is the appropriate minimum application rate for the conditions. The use of Level 2 application rates requires prior authorization of the Owner, Owner's Representative, or University Heights Police. Based on the observed performance results of the various application rates, the Owner may direct the Contractor on the application rate to be used.

6. Salting Only – Street Mains

Salting only services shall consist of adequate application of salt only to Street Mains as defined above in Scope Item #2 (Snow Removal – Street Mains), on hills, intersections, and other isolated areas as needed or at the direction of the Owner, Owner's Representative or University Heights Police.

Application rates for salt vary depending on weather conditions at the time of application, as well as other factors such as forecast, precipitation type, and ground temperature.

The Contractor shall establish and utilize two application rates (Level 1 and Level 2) for varying weather conditions. The rates shall provide for an aggregate amount of approximately 2 (Level 1) or 4 (Level 2) tons of salt mixture applied across the Street Mains within University Heights.

It is the responsibility of the Contractor to evaluate the weather conditions and other factors to determine whether Level 1 is the appropriate minimum application rate for the conditions. The use of Level 2 application rates requires prior authorization of the Owner, Owner's Representative, or University Heights Police. Based on the observed performance results of the various application rates, the Owner may direct the Contractor on the application rate to be used.

7. Sand and Salt Barrel

The contractor shall provide and distribute barrels with chained covers filled with sand and salt to the following locations at the direction of the Owner or the Owner's Representative. Covers shall be removable as to allow access to salt and sand as needed. Barrels shall not be allowed to be less than half full and should be sufficiently anchored to the ground as to prevent tipping or unauthorized removal. Barrels will be installed between the date of the last home football game at the University of Iowa and December 1 and removed between the dates of March 1 - March 15. Locations for barrel installation include:

1. The intersection of Sunset and Highland (SW corner).
2. The intersection of Melrose and Sunset (NE corner, behind walk).
3. The south side of Oakcrest Avenue, half block west of Sunset Street.
4. The intersection of George and Koser (NE corner).
5. The west side of Sunset, halfway between Benton and Oakcrest.

Unit price covers providing, installing, filling as needed, and removal at the end of the season. After removal, the contractor shall provide storage for the barrels until the next snow season.

8. Snow Removal, Salt & Sand – Public Sidewalk

Snow and ice shall be removed from sidewalks at the traffic island at the Koser, Golfview, and Melrose intersection. Snow and ice shall also be removed from sidewalks adjacent to the City Park area at the same intersection. Also includes adequate application of sand and salt to the sidewalks at these locations.

9. Snow Removal, Salt & Sand – Intersection

This item covers work to remove snow and ice, and/or place sand and salt at specific intersections or spot locations within the city as directed by the Owner, Owner's Representative or University Heights Police. The scope of work is different from previous items to clear snow or place salt/sand on "all" classifications of streets, and is intended for use when conditions necessitate that certain intersection(s) or other spot locations require additional attention.

Unit price shall include furnishing equipment, labor, and materials (including sand and salt), necessary to complete the work as specified. Measurement will be by each intersection or location, and payment will be based upon the number of intersections or locations completed.

Alt. #1 Snow Removal – Wide Sidewalks

Note: This is an alternate item under consideration by the City. Work to be completed only upon specific request by the Owner, Owner's Representative, or University Heights Police.

Snow removal shall consist of clearing snow from the full width of the 8-foot wide sidewalks along Melrose Avenue (north side) and Sunset Street (west side) within University Heights. Snow shall be cleared from wide sidewalks when snow reaches a depth of 2-inches or at the direction of the Owner, Owner's Representative, or University Heights Police.

Payment for snow removal of Wide Sidewalks will be based upon the number of times the Wide Sidewalks are cleared.

Alt. #2 Geomelt S-70 Liquid Injection

Note: This is an alternate item under consideration by the City. Work to be completed only upon specific request by the Owner, Owner's Representative, or University Heights Police.

Item provides for liquid injection of the Geomelt S-70 product with the salt and sand mixture prior to application on the roads. The desired intent of the liquid injection process is to reduce the application rate of salt/sand mixture to the streets (reduced bounce and scatter loss of the salt/sand mixture across the pavement; limit number of passes required), and increase the effectiveness of the mixture to melt snow and ice (reduced freezing point).

Payment for liquid injection will be based on the salting and sanding application rates identified in Scope Item #3 and #4 above.

**III. INSURANCE**

The Contractor agrees to secure and maintain in full force and in effect from the date this Contract is signed until the date of expiration, the following insurance policies, the cost of which shall be included in the maximum sum of this Contract:

- A. Public Liability Coverage including bodily injury and property damage in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate naming University Heights as additional insured on a primary basis.
- B. Workman's Compensation and Occupational Disease Coverage in accordance with the laws of the State of Iowa covering all employees who perform any obligations assumed under this contract.
- C. Automobile Liability, Motor Vehicle Liability, and Mobilized/Motorized Equipment Liability Coverage on any auto or other vehicles or equipment used in connection with this contract, whether they are owned, non-owned, or hired, with public liability limits of \$1,000,000 combined single limit. The contractor shall name University Heights as an additional insured under this policy.

- D. Umbrella or Excess Liability policy in the amount of \$1,000,000 providing coverage over the Public Liability, Auto Liability and Employers Liability.

A Certificate of Insurance for all policies shall be submitted to the Owner's Representative by the insuring agent before work commences.

#### **IV. INDEMNIFICATION**

The contractor shall indemnify and save harmless the Owner and Engineer against any liens filed for non-payment of his bills in connection with the Contract work. The Contractor shall furnish the Owner satisfactory evidence that all persons who have done work or furnished materials, equipment, or service of any type under this Contract, have been fully paid prior to the acceptance of the work by the Owner.

The contractor agrees to protect, defend, indemnify, and save Owner harmless from any and all judgements, orders, decrees, awards, costs, expenses, including reasonable attorney fees, settlements, and claims arising out of or in connection with this agreement and/or arising out of or in connection with the Contractor's performance, equipment, and/or services.

#### **V. CODES AND STANDARDS**

The Contractor shall carry on the work as not to conflict with any State, County, or Municipal law. The Contractor shall obtain any permits required by any governmental agency. Cost of said permits shall be borne by the Contractor.

All work shall conform with Part 2 (Responsibilities to the Public) of Section 1070 found in the General Provisions of the Statewide Urban Design and Specifications (SUDAS), current version, which Part is hereby adopted by reference. In case of conflicts between referenced standards and State, County, or Municipal Law that establish more stringent requirements, the more stringent shall be followed.

#### **VI. PAYMENT**

Payment will be made to the Contractor within thirty (30) days of receipt of invoice. Invoices shall be delivered to the City at the end of each month so that they may be reviewed prior to the Council Meeting held the next month. Council Meetings for the City of University Heights are held the second Tuesday of each month.

#### **VII. CONTRACTOR'S RESPONSIBILITY**

The Contractor assumes responsibility for the safekeeping of materials and equipment. Replacement and/or repair of property, whether public or private, damaged in the course of snow removal shall be the responsibility of the Contractor. The Contractor shall obey all traffic laws in the course of snow removal and is not exempt from prosecution of such laws at any time.

The Contractor assumes responsibility for injuries sustained to him or her self or other persons in the course of snow removal.

Services shall be carried out in a timely manner. If in the opinion of the Owner or the Owner's Representative that the Contractor is not performing to the highest standard, this contract may be terminated. The Contractor may not, at any time during the snow season between the dates of October 31 and March 31, terminate this contract without due cause.

**VIII. ADDITIONAL WORK OR CHANGES**

Approval from the Owner or the Owner's Representative shall be obtained prior to making any changes or commencing any work not defined within this contract. Payment will not be made for work not defined within this contract without prior approval.

**IX. CONTRACT PERIOD**

Contract shall become effective when signed and shall extend from \_\_\_\_\_ through October 1, 2018.

DATE: \_\_\_\_\_

Hawkeye Construction and Snow Removal  
**CONTRACTOR**

BY: \_\_\_\_\_

**ACCEPTANCE**

You are hereby authorized to perform the work described in the above proposal and contract for which the undersigned agrees to pay the amount shown in said proposal according to the terms thereof.

DATE: \_\_\_\_\_

THE CITY OF UNIVERSITY HEIGHTS  
**OWNER**

BY: \_\_\_\_\_

# SNOW REMOVAL AND SAND/SALT MAP

CITY OF UNIVERSITY HEIGHTS, IOWA  
OCTOBER 2016

**PUBLIC SIDEWALK LOCATIONS**

**SNOW/SALT BARREL LOCATIONS (TYP. OF 5)**

**STREET MAINS**

**ALTERNATE #1 WIDE SIDEWALKS**

**CITY LIMITS**

NOT TO SCALE

KINNICK STADIUM

FINKBINE GOLF COURSE

MELROSE AVENUE

HAWKINS DRIVE

MELROSE AVENUE

MELROSE AVENUE

KOSER AVENUE

HIGHLAND DRIVE

MARIETTA AVENUE

KOSER AVENUE

RIDGEVIEW AVENUE

MONROE STREET

MAHASKA DRIVE

OAKCREST AVENUE

EMERALD STREET

HORN ELEMENTARY SCHOOL

BENTON STREET

BENTON STREET

PROSPECT PLACE

GOLFVIEW AVENUE

GRAND AVENUE

RAILROAD TRACKS

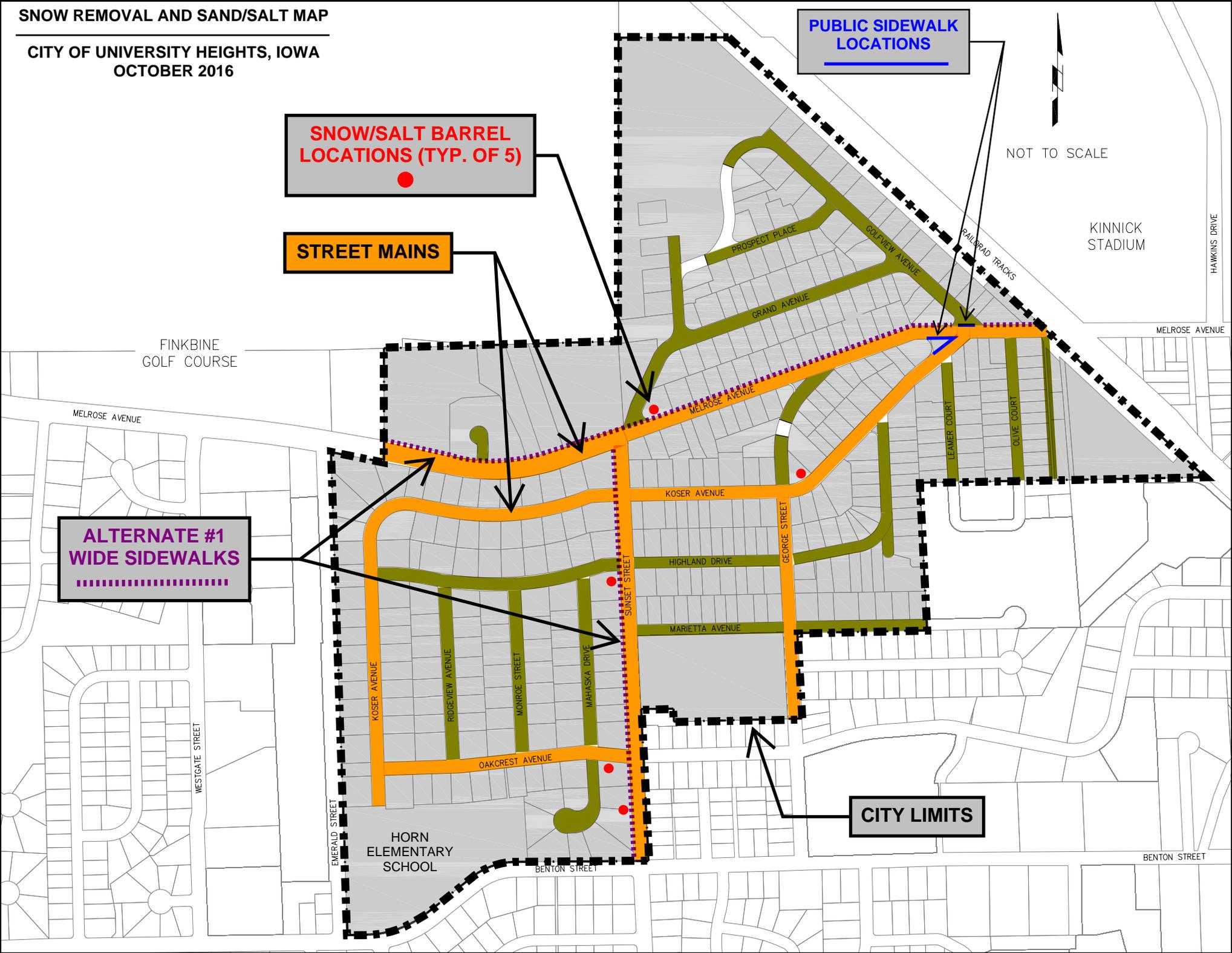
LEAMER COURT

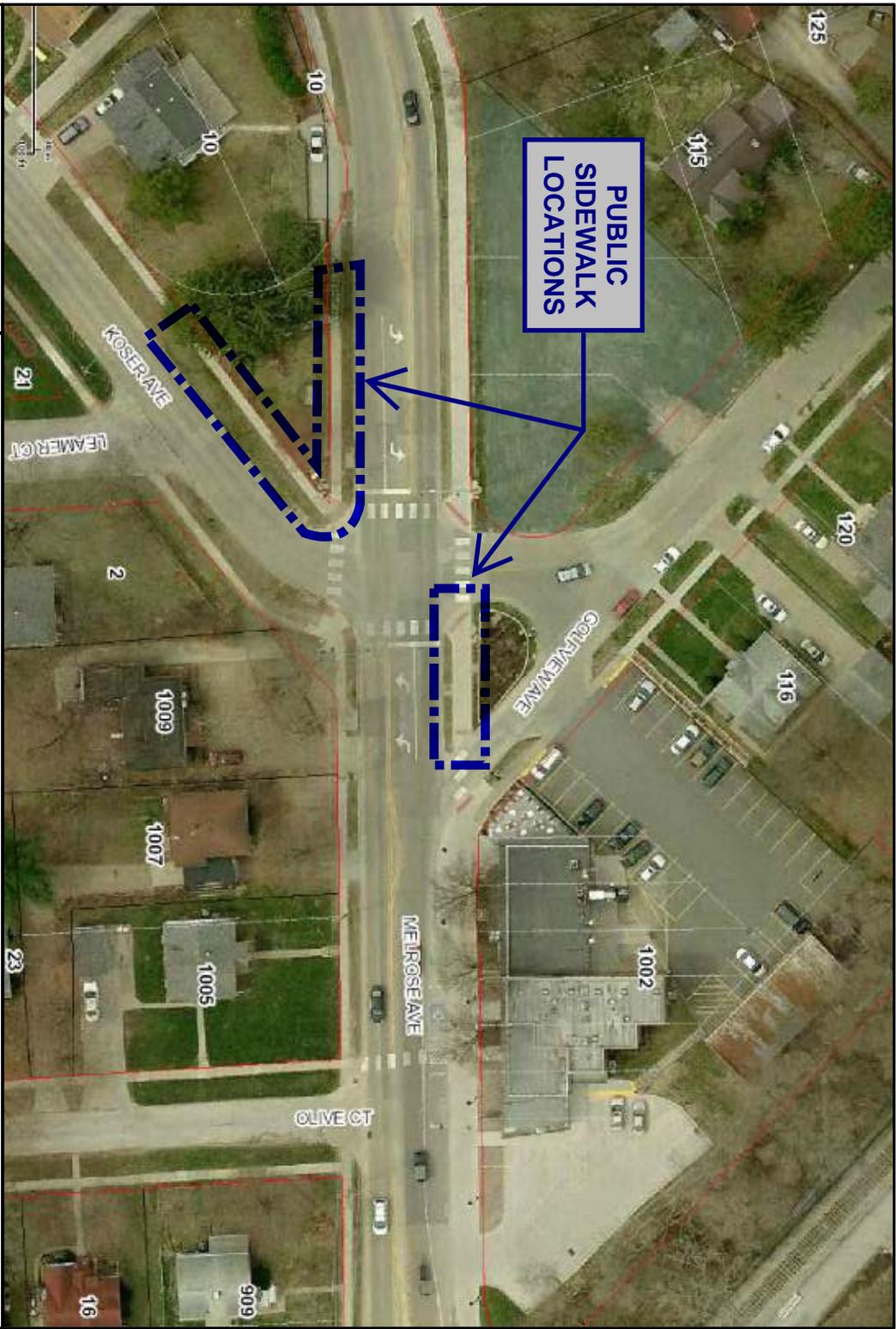
OLIVE COURT

GEORGE STREET

SUNSET STREET

WESTGATE STREET





# Building Zoning Report

- 2016 Farmers Market Public Acknowledgment
  - Supplemental Documents to the IPIB
    - Signage Ordinance Update



# **FARMERS MARKET** CITY OF UNIVERSITY HEIGHTS

FIRST TUESDAY OF THE MONTH • 4 PM - 7 PM  
THE UNIVERSITY CLUB • 1360 MELROSE AVE



## **A Special Thank You to the Sponsors of the 2016 UH Farmers Market**

The Athletic Club  
Kings' Materials, Inc.  
Melrose Dental Office  
Houseworks  
Alice Feldman  
Maggie's Wood Fire Pizza

## **To the Musicians that Graced the Market**

Kevin B.F. Burt  
Big Oak  
Alice Feldman  
Peucil School of Music  
Nancy and the Goodtime Band  
Family Folk Machine

## **To the Volunteers**

Alice Feldman  
Adriana Mendez  
Dotti Maher  
Rachel Duncan  
Sarah Farnsworth  
Sara Knox  
UHPD  
Mads (the chalk artist)  
Iowa City Farmers Market Coordinators

## **To the UH and Surrounding Community**

Thank you for choosing to invest your dollars locally with the many vendors that showed up to offer their food, produce, flowers and crafts.

## **Finally,**

It was a pleasure to serve as the 2016 Farmers Market Coordinator - Silvia Q.  
Thank you Wally for putting up the big Farmers Market sign.

Supplemental Documents  
Filed with the  
Iowa Public Information Bureau  
After Filing Complaint

September 26, 2016

Ms. Margaret E. Johnson, JD  
Deputy Director  
Iowa Public Information Board (IPIB)  
Wallace Building, 3<sup>rd</sup> Floor  
Des Moines, IA 50319

**Re: City of University Heights, Iowa – Formal Public Records Complaint**

Dear Ms. Johnson:

I submit the following additional information for the IPIB's review. In particular, I prepared a timeline of relevant communications to my complaint, including new evidence obtained as a result of IPIB's intervention.

My complaint with the IPIB was filed hours after the Mayor provided an unequivocal reply to my September 20<sup>th</sup> request for information (Request #2). The Mayor's reply stated in part, "... I am doing enough work now that **I will not take time to fulfill this request.** There is **no need for either Ann or I spend time on such requests.** Any information that is pertinent to the whole council will be shared with you ..." emphasis added. The City's September 23<sup>rd</sup> response to the IPIB does not explain how this language is compatible with Chapter 22 compliance. In fact, the plain language of the Mayor's response and his prior communications with me led me to believe that there existed a pattern or practice of noncompliance with public requests for information submitted by me. New evidence obtained as a result of the IPIB's intervention confirms that the Mayor had a policy of noncompliance with Chapter 22. Thus, any further actions to obtain this information would have been futile unless I involved the IPIB. Moreover, waiting ten to twenty days was not reasonable under these circumstances, as the nature of the Mayor's denial did not involve practical considerations of responding to Request #2, but rather indicated a pattern or practice of noncompliance with Chapter 22.

From July through September, I requested from the Mayor general information involving a satellite dish complaint, and from the Chairwoman of the Board of Adjustment public information regarding a variance request meeting (Request #1 made 08-26-16). However, my emails for information were either ignored (no reply received) and/or the Mayor replied with a denial.

At the IPIB's direction, the City produced public information relating to Request #2 within three days. In addition, the City released public information for Request #1. Among those records released there is evidence that Request #1 was deliberately and intentionally dismissed by the Mayor the same day it was made, and that he directed another City Official to not comply.

The City had not replied to Request #1 until this IPIB complaint was filed. Since the City took three days to produce information relevant to Request #1, once contacted by the IPIB, it is clear that the City was in violation of Iowa law since Request #1 was made on

08-26-16. Note that the information for Request #1 was produced by the Chairwoman of the Board of Adjustment, who was instructed by the Mayor on 08-26-16 with the following: **“Do not do anything. Ignore the message** and if you receive more such emails please simply forward them to me... **You are under no obligation to her. ...”** emphasis added (this message was released to me on 09-23-16). This demonstrates awareness of the request by the Mayor, and specific instructions to the City Official to ignore and not release public records to me.

Therefore, I respectfully request to amend my complaint (1) to include Request #1 and relevant supporting documents and (2) to modify the requested remediation plan to include that the IPIB take appropriate action with respect to the Mayor’s deliberate and systematic noncompliance until the IPIB became involved. Note that prior to the City releasing documents to me on 09-23-16, I did not have evidence that the Mayor had instructed City officials to not release public information to me.

**TIMELINE FOR REQUESTS #1 and #2.  
Emails attached by separate PDF files.**

<b>Requests</b>	<b>Summary of Communication</b>	<b>Received Requested Documents</b>
07-03-2016	Asked the Mayor to include me on incoming Housing or Building complaints, such as the satellite dish, and their resolution	
08-05-2016	Followed-up with the Mayor to request information on final resolution to satellite dish complaint	
08-09-2016	At City Council Meeting, I reiterated my request to access BOA and Housing information as a matter of professional courtesy	02H:33-36M
08-11-2016	Mayor’s reply to my City Council request	
<b>Request #1</b> 08-26-2016	Asked the BOA Chairwoman to provide me with BOA materials involving the September 1, 2016 variance request meeting.	Yes, 09-23-16. Information included in Request #2 documents
<b>08-26-2016</b>	<b>Mayor instructs BOA Chairwoman to not reply to my request for information and forward future requests to the Mayor.</b>	

<b>Request #2</b> 09-20-2016	Asked the Mayor to provide me with BOA information post September 1, 2016.	Yes, 09-23-16, pursuant to IPIB's Intervention
09-20-2016	Mayor replied he would not take time to fulfill this request and there was no need for this request.	

# FW: [Fwd: Re: Satellite Dish outside house]

Silvia Quezada

Sun 7/3/2016 10:10 AM

To: wally@university-heights.org <wally@university-heights.org>;

📎 3 attachments (217 KB)

IC Satellite Receiving Dishes.pdf; Priorities of Topics for Future Consideration.pdf; 2016 UH Zoning Commission Meeting Schedule.pdf;

Wally - please include me as a cc recipient for incoming complaints/questions concerning Housing and Building and their resolution. thanks, SQ

> From: patrick-bauer@uiowa.edu

> To: uh-sq@outlook.com

> Subject: FW: [Fwd: Re: Satellite Dish outside house]

> Date: Fri, 1 Jul 2016 14:44:35 +0000

>

> Silvia,

>

> FYI - please feel free to call me with any questions or concerns.

>

> Pat B.

>

> -----Original Message-----

> From: Bauer, Patrick B

> Sent: Thursday, June 30, 2016 11:18 AM

> To: 'uheightshousing@gmail.com' <uheightshousing@gmail.com>; Weldon E. Heitman (Wally) <wally@university-heights.org>

> Cc: Laverman <stan-laverman@university-heights.org>

> Subject: RE: [Fwd: Re: Satellite Dish outside house]

>

> Dear Stan,

>

> I'm not finding anything in our zoning ordinance directly addressing the placement of satellite dishes.

>

> I'll attach what I believe may be the pertinent section of Iowa City's code, but hope you will point me to any other relevant sections that I may have missed.

>

> In terms of navigating our zoning ordinance, a house-mounted satellite dish would seem to implicitly be authorized by an exemption from height restrictions for "television antennas and similar apparatus" in 79-7-D-8. I'm thinking a post-mounted satellite dish could be a "structure" (not a defined term), but because it wouldn't seem to be a "building" [79-3-7] it seems to fall outside the definitions of an "accessory structure" [79-3-8], "garden structure" [79-3-11], or "play structure" [79-3-12].

>

> It could be contended that a post-mounted satellite dish would fall within 79-8-C ("Except as otherwise provided, Setbacks shall remain open space, unoccupied and unobstructed by any structure."). (Note, however, that this prohibition wouldn't extend to post-mounted satellite dishes in the "buildable area" remaining after the application of required front, rear, and side setbacks [79-3-25 & Appendix Figure 02].)

>

> The possible conclusion that post-mounted satellite dishes aren't allowed in required minimum setback areas might be viewed as being at some tension with the allowances made for other arguably at least partially comparable structures. See, e.g., Garages (3 ft. from lot line) [79-8-C]; Sheds (no limitation) [79-8-F]; Open Terraces, Patios, or Concrete Slabs (2 feet from lot line) [79-8-G]; Garden Structures (no limitation (aside from right-of-way)) [79-8-J]; and Play Structures (2 feet from lot line) [79-8-G].

>

> The Zoning Commission is meeting monthly and has scheduled "high priority" topics through the end of this year with others still to come

next year (see second and third attachments). Also, in light of other pressing matters in need of Council attention, we've tentatively thinking that we should "accumulate" all of our suggested changes and forward them all together in a single "omnibus" package for Council action at some point down the line (e.g., perhaps next spring).

>  
> I'd be happy to talk with you by phone about the points made above and their implication for current zoning enforcement action, and also would very much welcome from you any suggestions you might have for how our zoning ordinance might be amended to appropriately address the circumstances of both house-mounted and post-mounted satellite dishes.

>  
> Best regards,

>  
> Pat  
> 335-9014 (W)  
> 337-7446 (H)

>  
>  
> -----Original Message-----

> From: uheightshousing@gmail.com [mailto:uheightshousing@gmail.com]  
> Sent: Wednesday, June 29, 2016 8:09 PM  
> To: Weldon E. Heitman (Wally) <wally@university-heights.org>  
> Cc: Laverman <stan-laverman@university-heights.org>; Bauer, Patrick B <patrick-bauer@uiowa.edu>  
> Subject: Re: [Fwd: Re: Satellite Dish outside house]

>  
> Pat- can you direct me to the section of University Heights zoning code that would regulate the placement of satellite dishes? I've just done a quick look and its escaping me.

>  
>  
>  
> Thanks - Stan

>  
> Sent from my iPhone

>  
> > On Jun 29, 2016, at 7:21 PM, Weldon E. Heitman (Wally) <wally@university-heights.org> wrote:

> >  
> > ----- Original Message  
> > -----  
> > Subject: Re: Satellite Dish outside house  
> > From: "Weldon E. Heitman (Wally)" <wally@university-heights.org>  
> > Date: Wed, June 29, 2016 7:20 pm  
> > To: "Brennan McGrath" <brennanmcg@gmail.com>

> > -----  
> > ----  
> >  
> >

> > Hi Brennan- First of all Silvia is no longer on building so I guess  
> > this falls on me with advise from Stan. As I recollect that dish has  
> > been there for awhile - Marvin Sims' house? I will check with Stan.  
> > Thanks Wally

> >  
> >  
> >  
> >> On Wed, June 29, 2016 6:59 pm, Brennan McGrath wrote:  
> >> Silvia,  
> >> Happy Wednesday!  
> >> Checking in on the status of putting a satellite dish on the outside  
> >> of a house. On the South East Corner of Sunset and Melrose is a House  
> >> that just had a "Dish" Satellite Dish put on the south border of their lot.  
> >> I believe we have an ordinance against this.  
> >> I understand that due to the trees around the house they are not able  
> >> to get a line of sight to the south.

> >>  
> >> This same issue came up when I was on council and had to welcome a

> >> new renter by informing them of this restriction. The Father of the  
> >> House accused me of singling out renters and reminded me he had just  
> >> come from an Army base, where people who served our country were free  
> >> to put up dishes where ever they needed to. This was an excellent  
> >> opportunity for me to stay positive and welcome this veteran to our  
> >> community. He ended up contacting Direct TV who could point to the  
> >> North and place the dish on the roof, out of sight.  
> >>  
> >> Have Fun! I know the owner of this House loves a fight. I do think  
> >> this is an important ordinance to enforce. Let me know if there is  
> >> anything else I can do to help. Take Care, Brennan  
> >>  
> >>  
> >>  
> >> --  
> >> \*Bring us some fresh wine! The freshest you've got - this year! No  
> >> more of this old stuff.\*  
> >> <[http://www.snooth.com/articles/commentary/wine-in-movies/?utm\\_campaign=1](http://www.snooth.com/articles/commentary/wine-in-movies/?utm_campaign=1)  
> >> 710&utm\_medium=email&utm\_source=all&utm\_content=3567#ixzz11cLA6Ufs>  
> >> -Steve Martin in The Jerk  
> >>  
> >>  
> >> Brennan McGrath  
> >> 319-400-7906 cell/text  
> >> <BMcGrath@johnsonbrothers.com>319-339-1176 Home BrennanMcG@gmail.com  
> >>  
> >>  
> >> 327 Koser Ave  
> >> University Heights, IA 52246  
> >  
> >  
> >

# Courtesy Copies

Silvia Quezada

Fri 8/5/2016 9:46 AM

To: Weldon E. Heitman (Wally) <wally@university-heights.org>;

Wally - You did not reply to my first request involving the cable satellite dish (complaint from Brennan) so I am following up. I am formally making a CC request for any matters involving Housing and Board of Adjustment. This means that if an issue/complaint comes through, a copy of that communication is forwarded to me as well as providing me with any Legal or Staff communications on the matter. By CC'ng me, I do not expect to be held responsible for any part of the processing of the matter that will be your responsibility nor will I provide any assistance unless you reach out to me. I think these terms are neutral and transparent. thanks, SQ

BOA Sept. meeting.

Silvia Quezada

Fri 8/26/2016 8:39 PM

To: ann dudler <ann-dudler@university-heights.org>;

Hi Ann,

Can you send me staff reports, application and legal memo on this item? It's posted on the City calendar. If you have concerns, please let me know. thanks, SQ

**From:** [Weldon E. Heitman \(Wally\)](#)  
**To:** [ann](#)  
**Subject:** Re: Fwd: BOA Sept. meeting.  
**Date:** Friday, August 26, 2016 10:41:56 PM

---

Do not do anything. Ignore the message and if you receive more such emails please simply forward them to me. If she calls have her call me. You are under no obligation to her. I did send out the meeting notice to all the council. Thanks Wally

On Fri, August 26, 2016 9:19 pm, ann wrote:

> What am I to do about this? I don't have the reports yet, Â but I have  
> placed other materials in folders on the UH a Google Drive.Â Thanks,Â Ann  
> ----- Original message -----From: Silvia Quezada  
> <UH-SQ@outlook.com> Date: 8/26/16 8:39 PM (GMT-06:00) To: ann dudler  
> <ann-dudler@university-heights.org> Subject: BOA Sept. meeting.  
>  
>  
>  
> Hi Ann,Â  
>  
>  
>  
>  
> Can you send me staff reports, application and legal memo on this item?  
> Â It's posted on the City calendar. Â If you have concerns, please let me  
> know. thanks, SQÂ  
>  
>



silvia quezada <sq.uhcouncil@gmail.com>

---

## Post BOA communications - 909 Melrose

---

**Weldon E. Heitman (Wally)** <wally@university-heights.org>  
To: silvia quezada <sq.uhcouncil@gmail.com>

Tue, Sep 20, 2016 at 9:05 AM

Simvia - I am doing enough work now that I will not take time to fulfill this request. There is no need for either Ann or I spend time on such requests. Any information that is pertinent to the whole council will be shared with you. To clarify, a request that you made at a meeting, building committee will remain under may auspices permanently. Wally

On Tue, September 20, 2016 8:52 am, silvia quezada wrote:  
> Wally - I heard that post the BOA meeting held on 09-01-16, additional  
> items are being considered/reviewed for the 909 Melrose property. I'd  
> like to obtain copies of communications from 09-01-16 to the present  
> involving this property for my personal evaluation. I don't think it's a  
> big issues to ask. thanks, SQ  
>

**From:** [Ann Dudler](mailto:Ann.Dudler)  
**To:** "[pbb338koser@aol.com](mailto:pbb338koser@aol.com)"  
**Subject:** RE: Request for Electronic Copies of 909 Melrose Reports from Terry & Steve  
**Date:** Friday, September 02, 2016 12:03:00 PM  
**Attachments:** [Kading Attachment.pdf](#)  
[Kading Email 1.pdf](#)  
[Kading Email 2.pdf](#)  
[Staff Report -- Goerd, pdf](#)  
[Staff Report -- Legal.pdf](#)

---

Here you go.

Thanks,  
Ann

**From:** pbb338koser@aol.com [mailto:pbb338koser@aol.com]  
**Sent:** Friday, September 02, 2016 10:26 AM  
**To:** ann@adudler.com  
**Subject:** Request for Electronic Copies of 909 Melrose Reports from Terry & Steve

Dear Ann,

As mentioned last night, the Zoning Commission is meeting next Tuesday and in support of a possible "time permitting" paving & parking agenda item would like to distribute to commissioners electronic copies of the staff reports concerning 909 Melrose from Terry and Steve that were available as hard copies at last night's Board of Adjustment meeting (I already have electronic copies (and will be similarly distributing) the reports concerning 1009 Melrose that previously submitted to the Board in advance of its June meeting).

FYI/FWIW, I'm attaching low resolution aerials from sometime in the 1970s and the 1990s seemingly indicating that the circumstance of the drive for access to properties east of Olive Court covering the northeast corner of 909 Melrose's lot has existed for some number of years.

I hope things at your house aren't too hectic today, and thanks in advance for getting me electronic copies of Terry and Steve's 909 Melrose reports.

Best regards,

Pat.

**U-H Website Updates/Statistics September 1-30, 2016**

- September 30, 2015
  - **Sept Council meeting webstream**
- September 29, 2015
  - **Zoning Commission public hearing**
- September 28, 2015
  - **Oct. 18 Game Day forum, 9/19 council meeting minutes**
- September 27, 2015
  - **FY2016 Streets Finance Report, zoning commission meeting**
- September 26, 2015
  - **9/27 Special Council meeting agenda**
- September 25, 2015
  - **General election info**
- September 18, 2015
  - **OUP construction update 11**
- September 13, 2015
  - **City ordinance amendments**
- September 12, 2015
  - **Council meeting agenda & attachments**
- September 10, 2015
  - **Melrose Ave repair work notice**
- September 4, 2015
  - **Zoning Commission meeting agenda**
- September 1, 2015
  - **Board of Adjustment meeting agenda**

**Monthly Statistics from Stat Counter**

Page Views	Unique Visits	1 <sup>st</sup> Time Visits	Returning Visits	
<b>1291</b>	<b>922</b>	<b>607</b>	<b>315</b>	<b>Total</b>
<b>44</b>	<b>31</b>	<b>21</b>	<b>11</b>	<b>Average</b>

**Monthly Statistics from Webalyzer**

Hits per Hour	<b>113</b>
Hits per Day	<b>2725</b>
Pages per Day	<b>521</b>
Total Visits	<b>7041</b>
Total Unique User Agents	<b>1061</b>
<b>Average Visits Per Day</b>	<b>234</b>

**Twitter**

Tweets	<b>5</b>
Re-tweets	<b>4</b>
Followers	<b>94</b>

**Community Center Technology**

On the following pages are the final portion of the community center technology package installation. This covers the camera and associated hardware for the security camera system that will cover inside and outside the city's space at One University Place. I recommend we approve this proposal.



**City of University Heights  
1004 Melrose Ave  
Iowa City, IA 52246**

**Surveillance -Reference 5 Cameras (without wiring)**

**A Luxury Experience of Smart Technology™**

Proposal: 30841  
Created: October 5, 2016  
Printed: October 05, 2016

RESIDENTIAL

COMMERCIAL

· Audio · Video · Security & CCTV · Theater · Satellite · Lighting Control · IP Networks  
· Design & Custom Installation

Cameras will be installed outside on the over hanging soffits front (1) and back (2), in the multi-use room (1), and lobby (1).

Two more cameras will be wired but not installed in the police station storage and front office. One camera will be wired to the east side of the building.

The system will sit in the chiefs office with a monitor mounted on the wall.

System will be connected online for remote service and access via phones.

System will be installed and customer trained on system use.

The Reference camera system has a 3 year manufacturers warranty (hard drive not included). If the equipment needs service, the on site labor is not covered by the manufacturer.

The prewired two cameras in the police station and side camera can be added for approximately \$1990.

1 EA 4K 16 CHANNEL NVR WITH POE PORTS



1 EA 6TB HARD DRIVE STORAGE FOR DVR/NVR

5 EA 3MP MOTORIZED IP BULLET CAMERA - 2.7-12MM LENS



1 EA 22" 1080P LED TV

1 EA UNIVERSAL SINGLE ARM ARTICULATING MOUNT FOR 13-27" FLAT PANEL

1 EA RAVS 2M HIGH SPEED HDMI CABLE WITH ETHERNET



---

14 EA CAT5E RJ45 CONNECTORS



---

1.00 EA INSTALLATION MATERIALS -BEAM CLAMS, J-HOOKS, OTHER SMAL PARTS



---

1.00 EA TECHNICIAN TO INSTALL CAMERAS/HOOKUP SYSTEM



---

1.00 EA PROGRAMMING AND FINE TUNING OF SURVEILLANCE SYSTEM



---

1.00 HR CUSTOMER SYSTEM ORIENTATION

---

1.00 EA LOGISTICS AND HANDLING

---



# Statement of Work

## Project Summary

<b>Total of Items Above:</b>	\$5,967.99
<b>Total:</b>	<u><u>\$5,967.99</u></u>

**General Terms.**

Due to irregularities in construction and the custom nature of each project, this proposal represents our best effort to estimate final cost. Reference will provide the equipment, design and installation services described in the proposal. Changes to this proposal will require a written and/or verbal change order and the price will be revised accordingly.

If applicable see separate attachment for Commercial Terms and Conditions.

Please provide a minimum of 10 days notice prior to the start of each phase of the project. Scheduling of the project requires that payments are made according to the terms of this proposal.

Reference will provide a 90 day limited installation and service warranty (unless otherwise specified) on products purchased from and installed by Reference. Warranty will include client education, product service and support. Service calls outside the warranty period will be subject to a single fixed trip charge per incident and a minimum of 1/2 hour labor charge.

<b>PAYMENT TERMS:</b>	
90% Upon Acceptance	\$5,371.19
10% Balance On Receipt	\$596.80

## **ACCEPTANCE:**

For: City of University Heights

Date

For: Reference

Date

