

# AGENDA

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

Tuesday, November 15, 2016

**Horn School**

**600 Koser Avenue – Library**

7:00-9:00 pm.

Meeting called by Mayor Wally Heitman

Time	Topic	Owner
<b>7:00</b>	Call to Order Regular Meeting	Wally Heitman
	Roll Call -Approval of Minutes – October 11th council meeting, October 17th special council meeting and October 24th special council meeting.	
<b>7:15</b>	<b>Public Input</b>	<b>Public Comments</b>
	Consideration of Resolution 16-57 to approve <a href="#">FY2016 Annual Finance Report</a> .	Jim Lane & Steve Kuhl
	- <a href="#">One University Place (OUP) construction report</a> and updates.	Jeff Maxwell
	- <a href="#">Community Center design furnishings</a> and order, as presented by Clayton Hargrave.	Silvia Quezada
	<u>Administration</u>	
	-Mayor	Wally Heitman
	Mayor’s Report -Discussion of <a href="#">resignation of Chief of Police Ken Stanley</a> and process for recruiting a new Chief of Police. -Abandoned Bikes -Garage - <a href="#">Game Day forum posting</a> -General comments	
	-City Attorney	Steve Ballard
	<u>Legal Report</u> -Third consideration of <a href="#">Ordinance No. 193B</a> regarding Conflicts of Interest for the City of University Heights. (If adopted, the Ordinance will be known as “Ordinance 193”.) -Third consideration of <a href="#">Ordinance No. 194</a> amending the Zoning Ordinance (No. 79) 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. - <a href="#">Resolution No. 16-55</a> establishing fees for filing applications with the Board of Adjustment. -Motion to refund costs paid for public records request. - <a href="#">Resolution No. 16-56</a> establishing a procedure for submitting applications and requiring reimbursement of city fees, expenses, and costs in reviewing, processing,	

Time	Topic	Owner
	and/or approving applications for siting, placing, or modifying towers, transmission equipment, or other equipment, apparatuses, or appurtenances related to wireless telecommunications services or wireless telecommunications infrastructure required for such services or similar communications services.	
	<a href="#">City Clerk Report</a>	Chris Anderson
	<u>Committee Reports:</u>	
	<u>Finance</u>	Jim Lane
	Committee Report -Approval of dental and health insurance for University Heights employees for 2017. -Review of timeline for University Heights 2017-2018 budget. -Consideration of salary increases for mayor and city council.	
	<a href="#">Treasurer's Report/ Payment of Bills</a>	Lori Kimura
	<u>Community Protection</u>	Chief Ken Stanley
	Police Chief Report -First consideration of <a href="#">Ordinance No. 195</a> amending the Traffic Ordinance (No. 120) to impose administrative fees or civil penalties before impounded vehicles involved in certain public offenses will be released. -Discussion to revise city ordinances for habitual disorderly house.	
	Committee Report -Discussion of bullet-proof vests for police officers. -Discussion on <a href="#">police pursuit policy</a> and creation of policy for department.	Dotti Maher/Jerry Zimmermann
	<u>Streets and Sidewalks</u>	Dotti Maher/Jerry Zimmermann
	Committee Report - <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. 16-58</a> accepting the 2016 Sidewalk Repair Project as complete and authorizing release of retainage. - <a href="#">Traffic calming discussion</a> .	Josiah Bilskemper
	<u>Sanitation</u>	Silvia Quezada
	Committee Report -Access to city property. -Recycling increase.	
	<u>e-Government</u>	Pat Bauer Mike Haverkamp
	Possible Zoning Commission report <a href="#">Committee Report</a>	
	Announcements	Anyone
9:00	Adjournment	Wally Heitman

**Next Regular City Council Meeting is December 13, 2016: Horn School**

RESOLUTION NO. 16-57

**RESOLUTION ADOPTING AND APPROVING ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**WHEREAS**, the City Council of University Heights, Iowa, adopts and approves the City's Annual Financial Report for the Fiscal Year Ended June 30, 2016. The Financial Report is attached to this resolution as Exhibit "A".

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 this 15<sup>th</sup> day of November, 2016.

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

ATTEST:

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

**STATE OF IOWA**  
**2016**  
**FINANCIAL REPORT**  
**FISCAL YEAR ENDED**  
**JUNE 30, 2016**  
**UNIVERSITY HEIGHTS**  
**CITY OF UNIVERSITY HEIGHTS , IOWA**  
**DUE: December 1, 2016**

16205201000000  
City Clerk  
1004 Melrose Avenue  
Iowa City, IA 52246

 **DRAFT**

(Please correct any error in name, address, and ZIP Code)

WHEN COMPLETED, PLEASE RETURN TO  
Mary Mosiman, CPA  
Office of Auditor of State  
Lucas State Office Building  
321 E. 12th Street, 2nd Floor  
Des Moines, IA 50319

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes levied on property	691,210		691,210	692,991
Less: Uncollected property taxes-levy year	0		0	0
<b>Net current property taxes</b>	<b>691,210</b>		<b>691,210</b>	<b>692,991</b>
Delinquent property taxes	0		0	0
TIF revenues	0		0	0
Other city taxes	11,020	0	11,020	8,718
Licenses and permits	147,501	0	147,501	151,140
Use of money and property	5,257	0	5,257	5,000
Intergovernmental	143,341	0	143,341	149,224
Charges for fees and service	761	0	761	250
Special assessments	0	0	0	0
Miscellaneous	196,741	0	196,741	191,100
Other financing sources	0	0	0	0
<b>Total revenues and other sources</b>	<b>1,195,831</b>	<b>0</b>	<b>1,195,831</b>	<b>1,198,423</b>
<b>Expenditures and Other Financing Uses</b>				
Public safety	498,979	0	498,979	496,553
Public works	255,809	0	255,809	274,564
Health and social services	0	0	0	0
Culture and recreation	48,071	0	48,071	51,165
Community and economic development	4,838	0	4,838	1,140
General government	266,540	0	266,540	249,553
Debt service	32,454	0	32,454	32,500
Capital projects	0	0	0	0
<b>Total governmental activities expenditures</b>	<b>1,106,691</b>	<b>0</b>	<b>1,106,691</b>	<b>1,105,475</b>
Business type activities	0	0	0	0
<b>Total ALL expenditures</b>	<b>1,106,691</b>	<b>0</b>	<b>1,106,691</b>	<b>1,105,475</b>
Other financing uses, including transfers out	0	0	0	0
<b>Total ALL expenditures/And other financing uses</b>	<b>1,106,691</b>	<b>0</b>	<b>1,106,691</b>	<b>1,105,475</b>
<b>Excess revenues and other sources over (Under) Expenditures/And other financing uses</b>	<b>89,140</b>	<b>0</b>	<b>89,140</b>	<b>92,948</b>
Beginning fund balance July 1, 2015	489,200	0	489,200	489,200
Ending fund balance June 30, 2016	578,340	0	578,340	582,148

Note - These balances do not include \$ 0 held in non-budgeted internal service funds; \$ 0 held in Pension Trust Funds; \$ 0 held in Private Purpose Trust funds and \$ 0 held in agency funds which were not budgeted and are not available for city operations.

Indebtedness at June 30, 2016	Amount - Omit cents	Indebtedness at June 30, 2016	Amount - Omit cents
General obligation debt	\$ 30,000	Other long-term debt	\$ 0
Revenue debt	\$ 0	Short-term debt	\$ 0
TIF Revenue debt	\$ 0		
		General obligation debt limit	\$ 5,557,151

**CERTIFICATION**

THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Signature of city clerk	Date Published/Posted	Mark (x) one <input checked="" type="checkbox"/> Date Published <input type="checkbox"/> Date Posted
Printed name of city clerk Christine Anderson	Area Code 319	Number 337 Extension 6900
Signature of Mayor or other City official (Name and Title)		Date signed

**PLEASE PUBLISH THIS PAGE ONLY**



## **Siders Development Monthly Report**

**October 7, 2016 - November 11, 2016**

**The south building, or Phase One, is essentially complete. All units are finished and ready to occupy or sell. The exterior has been completed including the landscaping and first bio-cell that lies between the surface parking stalls. There are a few punch list items the contractor is working on so that they may ask for their permanent Certificate of Occupancy. Included in this work is the east ravine area. The ravine has been graded, seeded and trees planted in accordance with the revised landscape plan. There are portions of the landscape plan, the northwest end of the ravine, that are not completed nor can they be until the second building is finished but the main focal point is done. There will be a period of maintenance required to establish all of the different grasses to mature.**

**I have spent a majority of my time this reporting period field verifying that the site was developed as proposed and that all landscape materials were installed as specified including the appropriate numbers of materials that were planted. It was a great fall for planting and a majority of the materials have an excellent chance of survival.**

**The second building is becoming visible to the general public. All precast has been set, deck poured and framing of the walls to follow shortly. The developer is working quickly to enclose the structure for winter protection so construction may continue on the inside. Traffic movement seems to be working well and I have noticed little congestion around the site.**

**As the year moves forward and the weather less favorable, construction will become less noticeable from the street but will be moving in a forward direction.**

**Please feel free to approach me with any questions or concerns.**

**Glenn Siders**

From: Clayton <[claytonh@mchsi.com](mailto:claytonh@mchsi.com)>

Date: Mon, Nov 14, 2016 at 6:05 PM

Subject: U-Heights Community Center Furnishings

To: "Council@university-heights.org, staff@university-heights.org

Cc: Silvia Quezada <[silvia@university-heights.org](mailto:silvia@university-heights.org)>, CHD Design Studios <[studio@mchsi.com](mailto:studio@mchsi.com)>, Clayton <[ClaytonH@mchsi.com](mailto:ClaytonH@mchsi.com)>

Hello Council,

The series of attachments above represent the pricing to date I have received on the items discussed on my earlier email. There are still numbers I have not received from a couple manufacturers with adjustments which will be financially advantageous for the City. I expect more information tomorrow morning which I will also email out as soon as received.

PRIOR TO ANY FUNDS REQUESTED:

Design Atelier will review and present a PO with a quote and formal order from each vendor for each product approved by the City of University Heights.

A sign-off by all Council members will be required before ordering.

The above attachments are from the following vendors.

- 1) Tallgrass showing Hon office furniture & Leland pricing (Leland chairs & tables)
- 2) Blake Concepts showing Leland pricing (Leland chairs & tables)
- 3) Dania Donghia showing Donghia Chairs
- 4) KDR Comfortex Roller Shades
- 5) S&S Windows Roller shade measuring & installation

1a) As a locally established business I think it's important to source within our geographical area as much as possible if the pricing warrants it. Tallgrass can supply excellent furniture by Hon for the Police and front offices. Speaking with their representative Tom Vander Vaart he also indicated for the Hon product, if the City purchased Hon directly from them an additional discount may be available.

I would recommend for the Hon furniture for the front offices to be order by the City from Tallgrass to maximize this discount. I will help facilitate process so it is seamless.

2a) Blake Concepts showing the Leland furniture is a supplier out of Kansas City. They work with Tallgrass however we can receive better pricing purchasing directly from Blake Concepts for the Leland product within our Community Center. I advise we consider purchasing any Leland furniture selected for the area to be from Blake Concepts.

3a) Dania Donghia is the Anziano Chair supplier and is the most expensive chair of the group at \$360 each. It is my first choice for styling also; however I understand the pricing may eliminate it. It is very durable and warranty issues in the past have never been a concern; there haven't been any. It is used throughout the world in restaurants and highly active commercial spaces. It is a workhorse! I believe if they can be acquired without a substantial increase in the budget they should be considered.

4a) KDR Showrooms in the supplier in our region for Comfortex Roller Shades. You have been provided with larger shade material samples as of 1% & 3% openness. I recommend the 1% Openness for the South exposure of the building on facing Melrose Avenue. For the Community Centers windows I would recommend the 3% Openness. \*\*The shades have been specified with remote control operation eliminating any safety concerns with children and cords draping

down. Both levels of Openness will provide adequate shading and privacy and be in keeping with the other products shown in the Condominiums without compromise.

5a) S & S Windows is a second generation window treatment installation company in Iowa City. Nate Sundblad is the owner and I had the privilege to work over a decade with his father in the past with my former partner Barbara Stehbens and our previous design firm Stehbens Hargrave Design. He is very competent and I would highly recommend his company for window treatment considerations. He knows and loves what he does!

Please review above the initial quotes I have received and I hope it assists the council. I'm sorry for my absence and will continue to complete this design process and prepare invoicing for the City so that we can initiate orders early next week. Once initiated timelines for all items will be provided as we are still on track to complete the Community Center by years end.

Take care, stay blessed!  
Clayton



1239 1st Avenue SE  
 Cedar Rapids, IA 52402  
 319.364.8148 phone  
 319.364.1882 fax  
 www.tallgrassbiz.com

# Quotation

CEDAR RAPIDS. CORALVILLE. DAVENPORT. WILTON.

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
24818	11/08/16		CHD001	Tom Vander Vaart	

**QUOTE TO:**

**SHIP TO:**

CHD STUDIOS  
 11 GLENCREST DR  
 IOWA CITY, IA 52246

CHD STUDIOS  
 11 GLENCREST DR  
 IOWA CITY, IA 52246

P: 319.621.4778

P: 319.621.4778

**Terms:** NET 10 DAYS

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	62	ESSWW LELAND INT armless Ease side chair. wood seat and back	223.41	13,851.42
2	10	F3060B LELAND INT Fast 30 x 60 top	302.29	3,022.90
3	10	FBB LELAND INT table base for 30 x 60 top	486.53	4,865.30
4	1	FRIEGHT LELAND INT Leland frt and Tallgrass install	1,200.00	1,200.00
5	3	HLSLR3072 HON 30"D x 72" W Rectangle Worksurface Select Laminate Finish .C LAM: Harvest C EDGE: Harvest VOGROM .G Grommets P Clr: Black	181.09	543.27
6	3	HLSL3028B HON 30"D x 28" Box/Box/File Pedestal Support Select Chassis Laminate Finish .C LAM: Harvest Select Drwr Front Lam Finish .C LAM: Harvest	331.69	995.07

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
24818	11/08/16		CHD001	Tom Vander Vaart	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
7	2	Select Pull Color .T1 Clr: Platinum HLSL2428F HON 24"D x 28" File/File Pedestal Support Select Chassis Laminate Finish .C LAM: Harvest Select Drwr Front Lam Finish .C LAM: Harvest Select Pull Color .T1 Clr: Platinum	294.84	589.68
8	2	HLSLR2460 HON 24"D x 60" W Rectangle Worksurface Select Laminate Finish .C LAM: Harvest C EDGE: Harvest VOGROM .G Grommets P Clr: Black	135.13	270.26
9	3	HLSL30280 HON 30"D x 28"H O-Leg Support for Worksurface (1 pack) Select Paint Color \$(CHOICE) PAINT: Select Choice Paint .T1 PAINT: Platinum Metallic	137.41	412.23
10	1	HLSL2072LR2 HON Low credenza (RH drws): 20x72x21.5 Select Chassis Laminate Finish .C LAM: Harvest Select Drwr Front Lam Finish .C LAM: Harvest Select Pull Color .T1 Clr: Platinum	586.95	586.95
11	1	HLSL2470 HON 24"D x 7"H O-Leg Support for Low Credenzas (1 pack) Select Paint Color \$(CHOICE) PAINT: Select Choice Paint .T1 PAINT: Platinum Metallic	83.72	83.72
12	1	FACILITIES TGFACILITY	270.00	270.00

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



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 Cedar Rapids, IA 52402  
 319.364.8148 phone  
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 www.tallgrassbiz.com

# Quotation

CEDAR RAPIDS. CORALVILLE. DAVENPORT. WILTON.

Page 3 of 3  
 (cont'd)

Quote Number	Quote Date	Customer Order Number	Customer Number	Account Representative	Project ID
24818	11/08/16		CHD001	Tom Vander Vaart	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
13	3	Labor to install Hon Voi and magazine racks 4083 PETERP 3 pocket magazine rack. Size 12¾" w x 39" h x 2½" d Front Pocket Material: Steel. Front Pocket Finish Available in any PPP Color. Back Panel Finish Available in any Textured PPP Color or Wood Veneer Finish. Nominal Pocket ID 12-3/4" w x 9" h x 2" d. Mounting Method Keyhole mount. Estimated Ship Weight 24 lbs. Includes freight	310.00	930.00

QUOTATION TOTALS			
		<b>Sub Total</b>	27,620.80
		<b>Iowa - Johnson Co. 6%</b>	1,657.25
		<b>Grand Total</b>	29,278.05

\*\*\*\*\*End of Quotation\*\*\*\*\*

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## THANK YOU FOR YOUR INTEREST IN DONGHIA

**Vendor Account #** Donghia  
**Vendor Order #**

**QUOTE #** FL16-28075 v.4  
**DATE** 10.12.2016

<b>Sold To</b>	DESIGN ATELIER, LLC.	<b>Phone</b> :	319-621-4778
	4101 GULF SHORE BLVD. NORTH PH #3 NAPLES, FL 34103	<b>Fax</b> :	
		<b>E-mail</b> :	
		<b>Ordered By</b> :	

<b>Sold To #</b>	029635
<b>Terms</b>	PROFORMA
<b>Resale #</b>	
<b>Customer PO</b>	QUOTE
<b>Ship to</b>	W/A
<b>Attention</b> :	
<b>Sidemark</b> :	UNIVERSITY HTS IOWA CITY
<b>Phone</b> :	
<b>Fax</b> :	
<b>Ship Via</b>	UNDETERMINED
<b>F.O.B.</b>	N/A

<b>Project</b>	UNIVERSITY HTS IOWA CITY
<b>Specifier</b>	DESIGN ATELIER, LLC.
	4101 GULF SHORE BLVD. NORTH PH #3 NAPLES, FL 34103
<b>Donghia #</b> :	029635
<b>Contact</b> :	
<b>E-mail</b> :	
<b>Phone</b> :	319-621-4778
<b>Fax</b> :	
<b>Sales Type</b>	CONTRACT
<b>Sales Person</b>	Christopher Freiner
<b>Sales Email</b>	cfreiner@donghia.com

Item No.	Descriptions and Notes	CFA	UN	Qty	Net Price	Disc %	Total
90002 002	<b>Donghia Furniture - ANZIANO CHAIR WARM CHERRY</b> Size: 32.3 height x 20.0 width x 20.5 depth IN <b>Notes</b> 172 BASES IN STOCK 77 FRAMES IN STOCK 1-2 WEEK LEAD TIME FOR ASSEMBLY		UN	40.00	480.00	25	14,400.00
90002 001	<b>Donghia Furniture - ANZIANO CHAIR NATURAL</b> Size: 32.3 height x 20.0 width x 20.5 depth IN <b>Notes</b> 172 BASES IN STOCK 19 FRAMES IN STOCK 50 ON BACKORDER DUE END OF DECEMBER 1-2 WEEK LEAD TIME FOR ASSEMBLY		UN	20.00	480.00	25	7,200.00

**Special Instructions**  
 PRICING VALID THROUGH 12.31.16  
 FOB: CONNECTICUT, USA  
 FREIGHT AND TAXES TO BE CONFIRMED AT TIME OF PURCHASE AND WILL BE DEPENDANT ON SHIP TO LOCATION  
 DISCOUNTING HAS BEEN APPLIED TO THIS QUOTE. DISCOUNTED PRICING IS ONLY VALID AT QUOTED QUANTITY. IF QUANTITY CHANGES, GOODS MUST BE RE-QUOTED.

Sub Total :	21,600.00
Shipping charges :	0.00
Packing charges :	0.00
Admin. expenses :	0.00
Sales Tax :	1,296.00
<b>Total :</b>	<b>22,896.00</b>
Deposit requested :	22,896.00
Deposit received :	0.00
<b>Balance dueus\$</b>	<b>22,896.00</b>
PLEASE MAKE CHECK PAYABLE TO	<b>DONGHIA</b>

## TERMS OF SALE: FURNITURE & ACCESSORIES

### Conditions of Sale

All furniture orders require an initial payment of at least fifty (50%) percent to begin production, with the balance (including delivery, packing, crating, shipping, in transit insurance and other related charges or other taxes) to be paid before delivery unless other arrangements have been agreed to, in writing, by Donghia, Inc. (defined throughout these Terms of Sale as "Donghia")

ALL SALES ARE FINAL. Accepted orders may not be cancelled by Purchaser and accepted merchandise may not be returned. Should Donghia make an exception to this rule and agree to accept the return of goods a 50% handling charge will be levied. No returns or cancellations will be accepted on 'made-to-order' pieces. Costs of shipping will be payable by Purchaser. Merchandise returns without a return authorization number pre-assigned by Donghia, will not be accepted and will be returned to the shipper freight collect.

All monies paid on account of this order shall be credited to the account of the named Purchaser. Donghia's acceptance of payment from anyone other than Purchaser shall be as an accommodation only and shall not create a vendor-vendee relationship express or implied with a payee other than the Purchaser.

The acceptance of Purchaser's order is subject to all of the terms and conditions hereof, which terms and conditions supersede Purchaser's order form, if any, and constitute the complete and exclusive statement of the entire agreement between Purchaser and Donghia. No course of prior dealings between the parties and no trade usage shall be relevant to supplement or explain any term herein. This writing shall be binding as to the merchandise specified, either (a) when signed and returned by Purchaser; (b) when retained by Purchaser for five days (5) without objection; (c) when Purchaser submits an e-mail or other document accepting or referencing this writing or Donghia's Sales Order; (d) when Purchaser has accepted delivery of any part of the merchandise or has furnished to Donghia specifications or assortments, delivery dates, shipping instructions or instructions to build and hold; or (e) when Purchaser has otherwise confirmed acceptance, expressly or impliedly.

This Agreement is not binding on Donghia until accepted and approved by an authorized representative of Donghia. If any part of the terms and conditions stated herein are held void or unenforceable, such part will be treated as severable, leaving valid the remainder of the terms and conditions.

This agreement shall be governed by the laws of the State of New York, and cannot be changed, except by a further writing signed by the party against whom such change is sought to be enforced. Purchaser consents to the exclusive jurisdiction of the federal and state courts located within the county of New York, State of New York in connection with any controversy or claim arising out of or relating to this Agreement.

### Credit Terms

Open terms are available upon request and review. Each shipment made is considered a separate sale. Donghia shall have the right to charge the Purchaser interest computed at the lesser of one percent (1%) per month, or the highest rate permitted by law from the date payment is due. Purchaser will be liable for all reasonable costs, expenses and fees, including attorney's fees, incurred by Donghia in collecting monies due or to become due hereunder.

### Ordering Information

Purchase orders must be submitted to Donghia in writing and must provide complete information, including billing and shipping addresses and phone numbers. Orders will not be accepted or put into production until the necessary information is received. This includes: 1) Item name and number. 2) Dimensions, if not standard: overall length or width, depth and height. 3) COM: Identify supplier, description, style number, color and yardage. Special COM instructions regarding pattern, direction of stripes, right side of material, etc must be included. Customers should provide a cutting of the COM with orders to facilitate identification of their material. 4) All other specification as required. All custom orders must be marked CUSTOM, and include exact information as to changes to be made.

Orders will be processed as indicated on Donghia's order confirmation. Donghia accepts no responsibility for COMs shipped to locations other than that given on our order confirmation and shipping tag. If there is any discrepancy, Donghia must be notified by the Purchaser within 10 days from the order confirmation date. Order confirmation cannot be modified except in writing to Donghia. After the order confirmation Donghia may accept, at their discretion, reasonable changes to orders with the following conditions: 1) Requests must be submitted in writing and received in time to be implemented. 2) Additional charges may be applied for materials, labor and administrative costs.

### Pricing

Donghia reserves the right to change prices without notice prior to order confirmation. Custom quotations are honored for a period of 60 days from issuance.

### Shipping

All shipments are made F.O.B. point of origin. Delivery arrangements are the responsibility of Purchaser and complete shipping method and route instructions must be forwarded to Donghia. If not received, Donghia's preferred freight option is Donghia Bestway (DBW). DBW shipping quotes are based on furniture freight movement from the F.O.B. point of origin to a Receiving Warehouse within the USA. If Purchaser arranges for delivery of the merchandise, the carrier shall be deemed the agent of Purchaser and a \$75 service charge will be added to the order. Donghia shall not be responsible, in any event, for any damage caused to the merchandise during shipment, or in storage. Purchaser should report, in writing, such damage directly to the carrier. All claims for freight overcharge or damage to goods while in transit must be settled with the carrier. In all cases, it is the responsibility of the customer to determine if the size of the completed furniture is suitable for acceptance and installation at the location of final delivery.

### Storage

Purchaser will receive notification from Donghia as to the date merchandise will be available for shipment. If payment is not made within 30 days from the date of product completion, Donghia reserves the right to transfer the merchandise to storage. Customer bears the risk of loss or damage and all costs incurred by such transfer and storage. Postponement of shipment beyond 30 days of availability will result in storage charges per month equal to 2% of the price for such merchandise.

### Fire Code Requirements

All foam cores and resilient materials comply with California TB 117. Special requirements to meet specific Fire Code Regulations can be accommodated. An additional charge for content variation will be applicable. Please consult your area representative for price quotes.

### Force Majeure

Donghia is not liable for any delay or failure to deliver or perform due to strike, lock-outs or other labor difficulties, accidents, fires, acts of God, or other cause of like or unlike nature beyond our control.

### Waiver of Consequential Damages

In no event shall Donghia be liable for any consequential damages or shall Donghia's liability, for any reason, exceed the amount actually paid by Purchaser to Donghia for the subject merchandise.

### Claims

Donghia's merchandise will substantially conform to the description on the confirmed order, except that such merchandise may vary slightly in finish, color match, weave, texture or pattern from description or sample; described sizes are approximate only. All claims against Donghia, including defects, shortages and errors, must be made within 10 days after receipt of the merchandise. No claim shall be made in any event if the merchandise has been cut, marred, treated, or otherwise altered. Failure to make any claim against Donghia within such 10 day period shall constitute acceptance of the merchandise and a waiver of said defects, shortages, errors or other claims.

### Warranty

Donghia furniture and accessories are warranted against defects in materials and workmanship for one (1) year from date of delivery. This warranty does not extend to COM fabrics or other COM materials.

ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, ARE EXPRESSLY EXCLUDED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

During warranty period Donghia will repair, or at our option, replace defective merchandise free of charge. This warranty does not extend to damage resulting from shipping, accident, alteration, misuse, tampering, negligence, abuse, or ordinary wear and tear. Donghia will repair, or at its option, replace such nonconforming or defective merchandise or part thereof free of charge. Donghia is not responsible for damages relating to C.O.M. (customer's own material), C.O.L. (customer's own leather) or finishes resulting from shipping, accident, misuse, negligence, alterations, staining, ordinary wear and tear, natural fading, or discoloration, oxidation, climate, humidity, prolonged exposure to sunlight or salt air or unusual conditions. Wood, stone, iron and other metal finishes vary in tone, color, character and texture; variations are inherent in such products and finishes and are anticipated.

# Client Proposal for Design Atelier Dianna

This offer is valid through: 12/26/2016

## Kenney Designer Resources, Inc

11660 PAGE SERVICE DR  
 SAINT LOUIS, MO 63146-3533  
 Phone: (314) 993-5020 Fax: (314) 292-6158  
 Email: windowconfirm@kdrshowrooms.com

Date	Quote
11/14/2016	2149630
PO Reference	
2149630	
Salesperson	
Kenney Designer Resources, Inc	

Sold To:

Design Atelier Dianna

Sidemark: Dianna, Design Atelier

Item	Room Location	Description	Qty	MSRP	Each	Extended
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1	CCN	ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc	1	1,058.25	342.39	342.39
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Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>46 3/8</b>	Order Height	<b>98 1/2</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>Simp multi-channel remote</b>	Number Remotes	<b>1</b>
Wall Switch	<b>N - No Wall Switch</b>	REMOTE CH1 INSTRUCTIONS	<b>-line 6, 7, 12</b>
REMOTE CH2 INSTRUCTIONS	<b>-line 5, 9, 10, 11</b>	REMOTE CH3 INSTRUCTIONS	<b>-line 2, 3, 4, 8</b>
REMOTE CH4 INSTRUCTIONS	<b>-Line 1</b>	REMOTE CH5 INSTRUCTIONS	<b>-</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>CCN</b>

2	CCNL	ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc	1	949.25	307.51	307.51
---	------	--	---	--------	--------	--------

# Client Proposal for Design Atelier Dianna

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Design Atelier Dianna

Sidemark: Dianna, Design Atelier

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>47 3/8</b>	Order Height	<b>98 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>CCNL</b>

3 CCNC ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc 1 949.25 307.51 307.51

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>48</b>	Order Height	<b>98 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>CCNC</b>

4 CCNR ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc 1 949.25 307.51 307.51

# Client Proposal for Design Atelier Dianna

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Design Atelier Dianna

**Sidemark:** Dianna, Design Atelier

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>46 7/8</b>	Order Height	<b>98 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>CCNR</b>

5 CCDoor ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc 1 929.25 301.11 301.11

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>40 1/2</b>	Order Height	<b>122</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>CCDoor</b>

6 CCEL ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc 1 1,099.25 355.51 355.51

# Client Proposal for Design Atelier Dianna

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Kenney Designer Resources, Inc	

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Design Atelier Dianna

**Sidemark:** Dianna, Design Atelier

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>47 3/8</b>	Order Height	<b>122</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>Simp multi-channel remote</b>	Number Remotes	<b>1</b>
Wall Switch	<b>N - No Wall Switch</b>	REMOTE CH1 INSTRUCTIONS	<b>-Line 6-7</b>
REMOTE CH2 INSTRUCTIONS	<b>-</b>	REMOTE CH3 INSTRUCTIONS	<b>-</b>
REMOTE CH4 INSTRUCTIONS	<b>-</b>	REMOTE CH5 INSTRUCTIONS	<b>-</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>CCEL</b>

7 CCER ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc 1 990.25 320.63 320.63

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>47 1/4</b>	Order Height	<b>122</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>CCER</b>

# Client Proposal for Design Atelier Dianna

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Date	Quote
11/14/2016	2149630
PO Reference	
2149630	
Salesperson	
Kenney Designer Resources, Inc	

**Sold To:**

Design Atelier Dianna

**Sidemark:** Dianna, Design Atelier

8 Entry ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 929.25 301.11 301.11  
 1perc

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>40 1/2</b>	Order Height	<b>122</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>Entry</b>

9 POOL ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 949.25 307.51 307.51  
 1perc

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>47 1/4</b>	Order Height	<b>98 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>POOL</b>

10 POOC ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 949.25 307.51 307.51  
 1perc

# Client Proposal for Design Atelier Dianna

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11/14/2016	2149630
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Kenney Designer Resources, Inc	

Sold To:

Design Atelier Dianna

Sidemark: Dianna, Design Atelier

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>48</b>	Order Height	<b>98 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>POOC</b>

11 POOR ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1perc 1 1,058.25 342.39 342.39

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>47</b>	Order Height	<b>98 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>Simp multi-channel remote</b>	Number Remotes	<b>1</b>
Wall Switch	<b>N - No Wall Switch</b>	REMOTE CH1 INSTRUCTIONS	<b>-Line 9-11</b>
REMOTE CH2 INSTRUCTIONS	<b>-</b>	REMOTE CH3 INSTRUCTIONS	<b>-</b>
REMOTE CH4 INSTRUCTIONS	<b>-</b>	REMOTE CH5 INSTRUCTIONS	<b>-</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>POOR</b>

# Client Proposal for Design Atelier Dianna

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**Sidemark:** Dianna, Design Atelier

12 PCO ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 1,058.25 342.39 342.39  
 1perc

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>46</b>	Order Height	<b>98 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>Simp multi-channel remote</b>	Number Remotes	<b>1</b>
Wall Switch	<b>N - No Wall Switch</b>	REMOTE CH1 INSTRUCTIONS	<b>-Line 12</b>
REMOTE CH2 INSTRUCTIONS	<b>-</b>	REMOTE CH3 INSTRUCTIONS	<b>-</b>
REMOTE CH4 INSTRUCTIONS	<b>-</b>	REMOTE CH5 INSTRUCTIONS	<b>-</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>PCO</b>

13 Addition 1 ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 879.25 285.11 285.11  
 1perc

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>36</b>	Order Height	<b>122</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>Addition 1</b>

# Client Proposal for Design Atelier Dianna

This offer is valid through: 12/26/2016

## Kenney Designer Resources, Inc

11660 PAGE SERVICE DR  
 SAINT LOUIS, MO 63146-3533  
 Phone: (314) 993-5020 Fax: (314) 292-6158  
 Email: windowconfirm@kdrshowrooms.com

Date	Quote
11/14/2016	2149630
PO Reference	
2149630	
Salesperson	
Kenney Designer Resources, Inc	

**Sold To:**

Design Atelier Dianna

**Sidemark:** Dianna, Design Atelier

14 Addition 2 ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 837.25 271.67 271.67  
 1perc

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>47 1/4</b>	Order Height	<b>27 1/4</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>Addition 2</b>

15 Addition 3 ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 837.25 271.67 271.67  
 1perc

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>47</b>	Order Height	<b>26 1/2</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>Addition 3</b>

16 Addition 4 ROLLER SHADE STANDARD R250 - 2500 Phifer SheerWeave 1% 2500V22 - CHARCOAL GRAY 1 929.25 301.11 301.11  
 1perc

# Client Proposal for Design Atelier Dianna

This offer is valid through: 12/26/2016

## Kenney Designer Resources, Inc

11660 PAGE SERVICE DR  
 SAINT LOUIS, MO 63146-3533  
 Phone: (314) 993-5020 Fax: (314) 292-6158  
 Email: windowconfirm@kdrshowrooms.com

<b>Date</b>	<b>Quote</b>
11/14/2016	2149630
<b>PO Reference</b>	
2149630	
<b>Salesperson</b>	
Kenney Designer Resources, Inc	

**Sold To:**

Design Atelier Dianna

**Sidemark:** Dianna, Design Atelier

Collection Type	<b>Comfortex Branded</b>	Style Name	<b>Envision</b>
Operating System	<b>Motorized</b>	Design Option	<b>Standard</b>
Fabric Type	<b>R250 - 2500 Phifer SheerWeave 1%</b>	Color	<b>2500V22 - CHARCOAL GRAY 1perc</b>
Order Width	<b>36 1/2</b>	Order Height	<b>122</b>
Mount Type	<b>Inside mount</b>	Blinds on Headrail	<b>1</b>
Cord Position	<b>None</b>	Headrail Type	<b>S - Standard Roller</b>
Bottom Rail Color	<b>Bronze</b>	Bottom Rail Style	<b>Fabric-Wrapped</b>
Bottom Banding	<b>No</b>	Pull Tassel	<b>None</b>
Facia Selections	<b>FAB - Fascia 3" Valance-Bronze</b>	Valance Options	<b>N - No Valance</b>
Motor Options	<b>Simplicity Motor</b>	Battery Options	<b>Rechargeable Battery</b>
Remote Type	<b>N - No Remote</b>	Wall Switch	<b>N - No Wall Switch</b>
Power Supply	<b>Charger for Rechargeable Motor</b>	Extension Wire for Battery	<b>N - No Extension Wire</b>
Motor Controller Option	<b>None</b>	Fabric Roll Direction	<b>N - No</b>
Extension Brackets	<b>N - No Extension Brackets</b>	Spacer Blocks	<b>N - No Spacer Blocks</b>
Hold Down Brackets	<b>N - No Hold Down Brackets</b>	Location	<b>Addition 4</b>

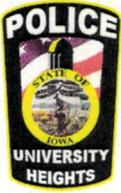
<b>MSRP Total</b>	<b>Discount Total</b>	<b>Product Total</b>	<b>Tax 0.000%</b>	<b>Freight</b>	<b>Client Price</b>
15,352.00	-10,379.36	4,972.64	0.00	64.00	<b>5,036.64</b>

**Accepted By:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_



City of  
*University Heights*  
Police Department

1004 Melrose Avenue  
University Heights, Iowa 52246

*Telephone* (319) 887-6800  
*Fax* (319) 337-4404

---

Kenneth L. Stanley, Chief of Police

October 30, 2016

Mayor Wally Heitman:  
1004 Melrose Avenue  
Iowa City, IA 52246

Please be advised that I will be retiring from my position as Chief of Police effective February 1, 2017.

Until my retirement date, I will work to ensure that the transition is as smooth as possible for the Police Department and the talented employees working in it. Pending your approval, I will appoint Sergeant Kris Lyon as Acting Police Chief after my departure. I personally trained and mentored Kris and am convinced that he is fully prepared to do an excellent job and continue running a professional department. He has been acting chief in my absence in months prior.

On a personal note, I thank you and the rest of the city council for your steadfast support. I have been enhanced by your fine leadership, and appreciate the opportunity to end my 35-year career in law enforcement with fond memories of my last watch. I am proud that I will be leaving this department in far better shape than when I first took over as chief.

It has been an honor and privilege to protect and serve the people of the City of University Heights, and I wish you Godspeed.

Yours in Service,

A handwritten signature in black ink, appearing to read "Ken Stanley". The signature is fluid and cursive, with a large loop at the end.

Kenneth L. Stanley, Chief

*"Every new beginning comes from some other beginning's end."*

Seneca

RESOLUTION NO. 16-\_\_

**RESOLUTION ACCEPTING RESIGNATION OF CHIEF KENNETH L. STANLEY EFFECTIVE FEBRUARY 1, 2017.**

**RESOLVED** that the City Council of the City of University Heights Iowa, hereby accepts and approves University Heights Police Chief Kenneth L. Stanley's letter of resignation dated October 30, 2017. Chief Stanley will serve as Police Chief through February 1, 2017, as provided in the letter of resignation, unless otherwise agreed by Chief Stanley and the City. A copy of the letter is attached as Exhibit "A".

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 this 15<sup>th</sup> day of November, 2016.

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

ATTEST:

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

RESOLUTION NO. 16-\_\_

**RESOLUTION APPOINTING INTERIM POLICE CHIEF.**

**WHEREAS**, Kenneth L. Stanley has tendered his letter of resignation as University Heights Police Chief effective February 1, 2017; and

**WHEREAS**, the City Council of University Heights, Iowa has accepted Chief Stanley's resignation effective February 1, 2017, unless another date is selected and agreed to by the City and Chief Stanley; and

**WHEREAS**, the City Council desires to select and appoint an Interim Police Chief to serve starting on the effective date of Chief Stanley's resignation and continuing through the time the City Council hires a permanent Police Chief and terminates the appointment of the Interim Police Chief,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UNIVERSITY HEIGHTS, IOWA AS FOLLOWS:**

- A. The City Council of University Heights, Iowa hereby appoints \_\_\_\_\_ as Interim Police Chief starting on the effective date of Chief Kenneth L. Stanley's resignation and continuing through the time the City Council hires a permanent Police Chief and terminates the appointment of the Interim Police Chief.
- B. The Interim Police Chief shall have all duties, obligations, powers, and authority of the Police Chief of the University Heights Police Department as provided by local, state, and federal law.
- C. The salary of the Interim Police Chief shall be \$\_\_\_\_\_ per \_\_\_\_\_.

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 this 15<sup>th</sup> day of November, 2016.

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

ATTEST:

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

Steve/UH Resolutions/Resolution 16-\_\_ appointing interim police chief 11 15 16

## November '16 – City Attorney's Report

1. **Conflicts of Interest Ordinance.** The Council will have its third consideration of Ordinance No. 193B, which concerns conflicts of interest. If adopted, the Ordinance will be known as “Ordinance No., 193” (not “193B”). The proposed ordinance is attached.
2. **Zoning Ordinance Amendments.** The Council will have its third consideration of Ordinance No. 194, which amends the Zoning Ordinance (Ordinance No. 79). The proposed ordinance is attached.
3. **Establishing Board of Adjustment Filing Fees.** The Council will consider a Resolution establishing fees for filing applications and appeals with the University Heights Board of Adjustment. The Council will need to select the amount of the fee so that amount may be included in the Resolution. The proposed Resolution is attached.
4. **Public Records Requests Policy and Forms.** The Council adopted a Public Records Requests Policy and approved forms implementing the policy at its Special Meeting October 17, 2016.
  - Resolution No. 16-54, which adopted the policy, provides that the forms may be amended by the Mayor or Council to facilitate implementation of the Policy.
  - At my request, Mayor Heitman approved amendments to the forms so that they accurately communicate and conform to the policy. (At the Special Meeting, the Council amended the proposed policy to provide that the first \$100.00 of Staff time for responding to a public records request would not be charged to the party making the request; the forms were changed simply to implement that change.)
  - The approved amended forms are attached in redline form showing changes.
  - Council Member Haverkamp has posted the policy and forms on the City’s website (under a tab entitled “Public Records Requests”) with specific direction about how to make public records requests and how the City will respond to such requests: <http://www.university-heights.org/council/public/index.html>.
5. **Refund of Costs Paid for Public Records.** During the time the Council was considering the Public Records Requests policy, the City had received and was responding to a request for certain Police Department records. The party requesting records had paid \$30.00 previously to obtain a copy of a DVD. Under the current policy, the DVD would have been provided at no charge. The requesting party has asked for several other Police Department records and has been charged for those records in accordance with the current policy. The requesting party has asked for a refund of the

\$30.00 previously paid. In my opinion, the request is reasonable, and the Council should adopt a Motion authorizing the return of this amount.

6. **Public Records Complaint – Iowa Public Information Board.** In accordance with the Council’s direction, I supplemented the City’s response and defense to the complaint filed by Silvia Quezada 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 requested records. I asked that IPIB dismiss or administratively close the complaint without taking further action. The Deputy Director of IPIB has confirmed that all material required by the Board has been received, and the Board will render a decision on the complaint and request for dismissal or closure, but not until sometime in December. I will inform the Mayor, Council, and Ann Dudler once I hear something further from IPIB.
7. **UHPD – Chief Stanley Resignation, Appointment of Interim Chief.** Police Chief Kenneth L. Stanley has tendered his letter of resignation effective February 1, 2017. The Council will consider a Resolution accepting Chief Stanley’s resignation and a Resolution appointing an Interim Police Chief. Copies of the Resolutions are attached.
8. **OUP – Certificate of Occupancy.** One University Place representatives and City Staff continue to work through items to be completed before a Certificate of Occupancy will issue. I will circulate an updated punch list and further comment on this process.
9. **Imposing Administrative Fee for Certain Impounded Vehicles.** At the October regular meeting, the Council directed that an ordinance be prepared to assess a \$200.00 administrative fee before vehicles would be released from impound if those vehicles were used in connection with certain offenses. The Council will have its first consideration of Ordinance No. 195, amending the City’s Traffic Ordinance (No. 120) to assess this fee. The proposed ordinance is attached.
  - This ordinance was requested by the University Heights Police Department.
  - The administrative fee would apply to vehicles used in connection with these offenses:
    1. Controlled substance violations.
    2. Possession of drug paraphernalia.
    3. Driving while license suspended, revoked or barred.
    4. Driving under the influence of alcohol or drugs.
    5. Eluding or attempting to elude a police officer.
    6. Leaving the scene of a personal injury or property damage accident.
    7. Failure to provide proof of insurance.
    8. Weapons offenses and intimidation with a dangerous weapon.

- The proposed ordinance provides a process for a person seeking release of a vehicle from impound to appeal imposition of the administrative fee to the City Council.

**10. Wireless Telecommunications Towers and Equipment.** In September, the City received an application from an entity known as Mobilitie, LLC to locate a wireless communications tower just west of the Melrose Avenue bridge. City Staff informed the applicant that the particular location identified was actually in the City of Iowa City, and directed the applicant there.

- City Staff anticipates that further inquiries or applications will be received relating to siting, locating, and constructing wireless telecommunications towers and equipment within the City and particularly within existing City rights-of-way.
- The types of towers and equipment are varied, but for a sense of Mobilitie, LLC's endeavors, link to its website here: <http://www.mobilitie.com/>. Of course, Mobilitie is not the only enterprise that may seek to locate this type of equipment or similar equipment.
- The various issues involved here are fluid and evolving.
  - Council Member Quezada has researched various considerations and ordinances and regulations from other Cities related to these issues.
  - Council Member Quezada, City Engineer Bilskemper, and I have communicated fairly extensively about existing regulations and those that the City might reasonably consider.
  - The Iowa Legislature has adopted and amended statutes addressing these matters – Iowa Code ch. 8C (<https://www.legis.iowa.gov/docs/code/2016/8C.pdf>).
  - Additional amendments to these statutes are being discussed presently and are expected to be considered by the Iowa Legislature when it convenes in January.
  - I have spoken with representatives of the Iowa League of Cities about the legislation and the topic generally, and Engineer Bilskemper has reviewed relevant materials and consulted with colleagues regarding these issues.
- This discussion and review is ongoing. City Staff expects to continue this process and make recommendations to the Council about whether ordinances might be amended or policies adopted to receive and evaluate inquiries or applications related to wireless telecommunications towers and equipment.
- For now, City Staff recommends that the City Council adopt a resolution that establishes a procedure for submitting applications to locate proposed towers and equipment and requires reimbursement of City fees associated with reviewing, processing, and considering such applications.

- The Resolution authorizes City Staff to develop and make available applications to locate such towers and equipment within the City, including within City rights-of-way.
  - The Resolution establishes a \$500.00 application fee and further requires applicants to pay the City its reasonable costs for reviewing and considering applications, subject to the limitations of state and federal law. (In some circumstances, fees are limited to \$500.00; in others, fees are limited to \$3,000.00.)
  - The Resolution specifically contemplates that additional policies or ordinances may be adopted or amended regarding these matters.
- The proposed Resolution is attached.
- 
- Resolution No. 16-\_\_ establishing a procedure for submitting applications and requiring reimbursement of City fees, expenses, and costs in reviewing, processing, and/or approving applications for siting, placing, or modifying towers, transmission equipment, or other equipment, apparatuses, or appurtenances related to wireless telecommunications services or wireless telecommunications infrastructure required for such services or similar communications services.

# CITY OF UNIVERSITY HEIGHTS PUBLIC RECORDS REQUEST FORM

1. REQUESTER'S INFORMATION:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

email Address: \_\_\_\_\_

2. REQUESTED INFORMATION:

Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Is this request for:

\_\_\_\_\_ Examination of Public Records

\_\_\_\_\_ Copies of Public Records

4. If you are requesting photocopies of public records please fill out the

following: How many copies of the records do you want? \_\_\_\_\_

\_\_\_\_\_ Color Copies

\_\_\_\_\_ Single-Sided

\_\_\_\_\_ Black and White Copies

\_\_\_\_\_ Double-Sided

5. How would you like to receive the copies:

\_\_\_\_\_ In Person

\_\_\_\_\_ Flash drive

\_\_\_\_\_ Mail

\_\_\_\_\_ email

\_\_\_\_\_ CD/DVD

[The City will provide up to \\$100.00 of City staff time for supervision or gathering records free of charge with respect to each Public Records request.](#) If the City estimates that the cost of responding to a request will exceed \$100.00, the person requesting records will be provided with an estimate of total costs, and the person must agree to pay the total costs above \$100.00 associated with responding to the request (whether less than, more than, or the same as the estimate) before records will be gathered or copies will be made. If the City estimates that the cost of responding to a request will exceed \$150.00, the person requesting records must pay the estimated costs above \$100.00 before records will be gathered or copies will be made. If actual costs are less than the estimate, any overpayment will be refunded; if actual costs are less than the estimate, the additional amount must be paid before the records or copies will be released.

I certify that I understand I will be charged for the City's costs related to the examination/copying of public records, and the records will not be released to me without payment.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date of Request

**CITY OF UNIVERSITY HEIGHTS  
RESPONSE TO PUBLIC RECORDS REQUEST**

Date of Response: \_\_\_\_\_

- Your request has been received and is being processed. The City will respond to requests in a reasonably prompt manner, as provided by Iowa law.
- The estimated cost of responding to your request is \$\_\_\_\_.\_\_\_\_.

Records will not be made available for inspection or copying and copies will not be provided until costs are paid.

- If the estimated cost is less-more than \$~~50~~100.00, you signature below means you understand and agree to pay the City's costs above \$100.00 of responding to your request.
- If the estimated cost is more than \$150.00, ~~you~~, your signature below means you understand and agree to pay the estimated costs above \$100.00 before the records will be gathered or copies made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- The actual cost is \$\_\_\_\_.\_\_\_\_, as itemized in the attachment. The copies will be released after payment of costs above \$100.00 is received.
- The City has located records responsive to your request. To schedule an examination of the records, please contact the proper legal custodian (Chief of Police for Police Department Records; City Clerk for all other City records). For a copy of the records, please pay \$\_\_\_\_.\_\_\_\_.
- The records you have requested are exempt from disclosure under Iowa law for these reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The City does not have records responsive to your request.
- The City needs additional information to respond to your request. Please provide the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

City Staff Responding to Request

Date

For City Use Only

Request received by:

\_\_\_\_\_

Staff responding:

\_\_\_\_\_

Costs due:

\_\_\_\_\_

Date costs received:

\_\_\_\_\_

Date response provided:

\_\_\_\_\_



Signature of Requester

Date of Request

## **ORDINANCE No. 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

**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 who identifies, fully discloses, and describes in detail the nature of the Conflict of Interest shall not 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

ORDINANCE NO. 194 (amending Ordinance No. 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 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 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

RESOLUTION NO. 16-55

**RESOLUTION ESTABLISHING FEES FOR FILING APPLICATIONS AND APPEALS WITH THE UNIVERSITY HEIGHTS BOARD OF ADJUSTMENT.**

**WHEREAS**, the University Heights Zoning Ordinance (Ordinance No. 79) provides that applications for variances, applications for exceptions, and appeals may be filed with the University Heights Board of Adjustment; and

**WHEREAS**, Ordinance No. 79(2)(f) provides that the City Council of University Heights, Iowa may establish by Resolution the fee associated with such Board of Adjustment filings; and

**WHEREAS**, the City Council has reviewed the City's costs associated with processing and considering such filings; and

**WHEREAS**, the present filing fee of \$50.00 was established in 1982 and has not been revised since,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UNIVERSITY HEIGHTS, IOWA** that the fee for filing applications and appeals with the University Heights Board of Adjustment should be and hereby is established at \$\_\_\_\_\_.00, effective upon adoption of this Resolution.

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 this 15<sup>th</sup> day of November, 2016.

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

ATTEST:

---

Christine M. Anderson, City Clerk

Steve/UH Resolutions/Resolution 16-\_\_ establishing BOA filing fee 11 15 16

RESOLUTION NO. 16-56

**RESOLUTION ESTABLISHING A PROCEDURE FOR SUBMITTING APPLICATIONS AND REQUIRING REIMBURSEMENT OF CITY FEES, EXPENSES, AND COSTS IN REVIEWING, PROCESSING, AND/OR APPROVING APPLICATIONS FOR SITING, PLACING, OR MODIFYING TOWERS, TRANSMISSION EQUIPMENT, OR OTHER EQUIPMENT, APPARATUSES, OR APPURTENANCES RELATED TO WIRELESS TELECOMMUNICATIONS SERVICES OR WIRELESS TELECOMMUNICATIONS INFRASTRUCTURE REQUIRED FOR SUCH SERVICES OR SIMILAR COMMUNICATIONS SERVICES.**

**WHEREAS**, the City Council of University Heights, Iowa anticipates that certain persons or entities may inquire about the possibility of siting, placing, or modifying towers, transmission equipment or other equipment, apparatuses, or appurtenances related to wireless telecommunications services or wireless telecommunications infrastructure required for such services or similar communications services (“the Towers and Equipment”) at locations in the City; and

**WHEREAS**, the City Council further anticipates that certain persons or entities may seek to make application for locating the Towers and Equipment within established City rights-of-way; and

**WHEREAS**, City Staff is undertaking a review of applicable regulations and standards associated with these matters and expects to make further recommendations to the City Council concerning these matters; and

**WHEREAS**, the City Council desires to establish preliminary procedures, processes, and rules for consideration of such inquiries and applications,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UNIVERSITY HEIGHTS, IOWA AS FOLLOWS:**

- A. University Heights City Staff, including the City Engineer and City Attorney, are directed and authorized to develop and make available applications for locating Towers and Equipment at locations in the City, including within established City rights-of-way; and
- B. Persons or entities making applications to locate Towers and Equipment at locations in the City, including within established City rights-of-way, will be charged an initial application fee of \$500.00 and will also be charged a fee based on the City’s actual, direct, and reasonable administrative costs incurred for the review, processing, and consideration of an application, subject to the limitations established by Iowa Code ch. 8C and other applicable law.

- C. The applications developed by City Staff shall set forth the application fees set forth above; and
- D. At such time as the City Council considers and adopts further regulations, standards, procedures, processes, and rules concerning locating Towers and Equipment within the City, the City Council may revisit and revise the provisions of this Resolution.

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 this 15<sup>th</sup> day of November, 2016.

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

ATTEST:

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

**University Heights  
Building Permits  
January 1, 2016 - November 13, 2016**

<b>Permit #</b>	<b>Building Address</b>	<b>Date Issued</b>	<b>Fee</b>	<b>Building Valuation</b>	<b>Description of Remodeling</b>
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
BLD16-006	136 Golfview Drive	6/21/2016	\$1,949.43	\$201,069.00	Addition to house (bldg., mechanical, electrical and plumbing permits)
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	1470 Grand Avenue	7/7/2016	\$519.30		Bathroom remodel (bldg., mechanical, electrical and plumbing permits)
BLD16-011	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
	304 Sunset Street	9/1/2016	\$50.00		Electrical permit - 200 amp generator switch
BLD16-013	323 Koser Avenue	9/18/2016	\$1,775.55		Whole house remodel (bldg., mechanical, electrical and plumbing permits)
BLD16-015	220 George Street	10/17/2016	\$176.10	\$8,000.00	Replace deck
		<b>Total</b>	<b>\$6,386.57</b>	<b>\$367,261.00</b>	

**City Clerk Report  
November 2016**

- **One new building permit received since the last meeting:**
  - 323 Koser Avenue – Whole house remodel**
- **179 rental permits received for FY17 fiscal year (179 last month):**
  - 77 for Grandview Court (77 last month)**
  - 102 for rest of University Heights (102 last month)**
- **Received payment for 2016 Sidewalk Repair Project from:**
  - 343 Koser Avenue**                      **435 Koser Avenue**

**Report from Stan Laverman:**

**Only thing out of the ordinary that I'm dealing with, is a rental property who is having trouble understanding how to handle their trash and the upkeep of the exterior of their property! It's still ongoing today. The landlord is responsive- tenants are slow acting.**

## Treasurer's Report

October 2016

Our total revenue for the month of October was \$325,902.19 comprised of the following amounts:

Property Taxes	\$303,578.38
Parking permits	\$ 40.00
Parking fines	\$ 625.00
Other fines	\$ 387.35
Traffic Fines from Clerk of Court	\$ 4,686.61
Interest on bank accounts	\$ 202.02
Road Use Funds	\$ 10,448.33
Building Permits	\$ 1,775.55
Police Reports/DVDs	\$ 190.00
Farmers Market stall fees	\$ 135.00
Public safety grant from Iowa Communities	
Assurance Pool	\$ 1,000.00
Mediacom Franchise fees	\$ 2,833.95

In addition, we received reimbursements from 2 property owners for sidewalk repairs that were done totaling \$722.31. This amount was recorded as a negative expense and will offset the expense from August.

Balances in the bank accounts as of 10/31/2016:

MidwestOne Checking Account	\$805,435.59
Hills Bank Money Market Account	\$ 1,045.93
CD (1001) at UICCU (due 3/22/17 @1.79%)	\$ 78,912.53
CD (1003) at UICCU (due 8/28/17 @1.24%)	\$ 34,243.08
CD (1007) at UICCU (due 9/20/17 @1.79%)	\$ 26,679.23
CD (1009) at UICCU (due 11/2/18 @12.38%)	\$ 26,815.41
CD (1011) at UICCU (due 5/19/17 @1.99%)	\$ 74,845.96
Hills Bank Time Acct	\$ 23,101.78
Forfeiture Fund	\$ 4,193.89

City of University Heights  
Cash Receipts and Disbursements by Fund  
July 1, 2016 to October 31, 2016

	CAPITAL PROJECTS	GENERAL FUND	DEBT SERVICE	POLICE FORFEITURE	ROAD USE TAX	EMPLOYEE BENEFITS	TOTAL
<b>Receipts</b>							
Local Option Sales Tax						\$	\$ -
Property Tax		\$ 322,017.35	\$ 15,392.83			\$ 48,869.41	\$ 386,279.59
Other City Taxes		\$ 1,054.40	\$ 50.38			\$ 160.04	\$ 1,264.82
Licenses and Permits		\$ 32,050.94				\$	\$ 32,050.94
Use of Money and Property		\$ 1,466.77		\$ 2.82		\$ 166.09	\$ 1,635.68
Intergovernmental		\$ 1,910.25			\$ 48,156.91	\$	\$ 50,067.16
Charges for Services		\$ 507.00				\$	\$ 507.00
Special Assessments		\$ 1,285.10				\$	\$ 1,285.10
Miscellaneous		\$ 28,342.29				\$	\$ 28,342.29
Other Financing Sources						\$	\$ -
<b>Total Receipts</b>	\$ -	\$ 388,634.10	\$ 15,443.21	\$ 2.82	\$ 48,156.91	\$ 49,195.54	\$ 501,432.58
<b>Disbursements</b>							
Capital Projects	\$ 540,918.37					\$	\$ 540,918.37
Payroll Expenses						\$ 32,951.19	\$ 167,115.25
Public Safety		\$ 134,164.06			\$ 33,937.64	\$	\$ 84,511.90
Public Works		\$ 50,574.26				\$	\$ 44,991.48
Culture & Recreation		\$ 44,991.48				\$	\$ 5,970.00
Community & Economic Dev.		\$ 5,970.00				\$	\$ 75,584.17
General Government		\$ 74,844.69				\$ 739.48	\$ 30,174.46
Principal/Interest			\$ 30,174.46			\$	\$
Uncategorized/Miscellaneous						\$	\$
<b>Total Disbursements</b>	\$ 540,918.37	\$ 310,544.49	\$ 30,174.46	\$ -	\$ 33,937.64	\$ 33,690.67	\$ 949,265.63
<b>Net Cash Increase (Decrease)</b>	\$ (540,918.37)	\$ 78,089.61	\$ (14,731.25)	\$ 2.82	\$ 14,219.27	\$ 15,504.87	\$ (447,833.05)
<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>	\$ (730,482.27)	\$ 612,474.13	\$ (14,950.94)	\$ (1,039.92)	\$ 114,097.26	\$ (39,868.00)	\$ (59,769.74)

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

	Jul - Oct 16	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>CHARGES FOR SERVICES</b>			
Police Reports	427.00	1,000.00	42.7%
Structural Compliance Inspect.	80.00		
<b>Total CHARGES FOR SERVICES</b>	507.00	1,000.00	50.7%
<b>GENERAL PROPERTY TAXES</b>			
Benefits Levies	48,869.41	99,059.00	49.3%
Commercial Prop Tax Rplmnt adj	0.00	-4,177.00	0.0%
Debt Service Levy	15,392.83	31,185.00	49.4%
Insurance Levy	7,941.03	19,500.00	40.7%
Library Services Levy	9,405.99	18,961.00	49.6%
Regular Property Tax	282,179.79	568,832.00	49.6%
Transit Levy	22,490.54	45,328.00	49.6%
<b>Total GENERAL PROPERTY TAXES</b>	386,279.59	778,688.00	49.6%
<b>INTERGOVERNMENTAL/SHARED REVENUE</b>			
Other State Grants/Reimburse.			
IDNR Grant for GVC Recycling	1,325.25		
Seatbelt Incent/Traffic Safety	585.00	0.00	100.0%
<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	48,156.91	127,171.00	37.9%
<b>Total State Shared Revenues</b>	48,156.91	131,348.00	36.7%
<b>Total INTERGOVERNMENTAL/SHARED REVEN...</b>	50,067.16	131,348.00	38.1%
<b>LICENSES &amp; PERMITS</b>			
Beer/Wine/Liquor/Cig Permits	0.00	390.00	0.0%
Building/Equipment Permits	3,388.94	12,500.00	27.1%
Misc. Licenses/Permits			
Parking Permits	1,162.00	1,000.00	116.2%
Rental Permits	27,500.00	20,000.00	137.5%
<b>Total Misc. Licenses/Permits</b>	28,662.00	21,000.00	136.5%
<b>Total LICENSES &amp; PERMITS</b>	32,050.94	33,890.00	94.6%
<b>MISCELLANEOUS REVENUES</b>			
Cable TV Franchise	5,723.87	15,000.00	38.2%
Contributions	1,000.00	250.00	400.0%
Fines			
Other Fines	387.35		
Parking Fines	2,220.00	5,000.00	44.4%
Traffic Fines-Clk of Ct	18,716.07	95,000.00	19.7%
<b>Total Fines</b>	21,323.42	100,000.00	21.3%
Misc. Income			
Other	295.00	1,000.00	29.5%
<b>Total Misc. Income</b>	295.00	1,000.00	29.5%
Olive Ct Developer Contribution	0.00	92,000.00	0.0%
Refunds and Reimbursements	0.00	1,000.00	0.0%
<b>Total MISCELLANEOUS REVENUES</b>	28,342.29	209,250.00	13.5%
<b>OTHER CITY TAXES</b>			
Utility Excise Tax	1,264.82	0.00	100.0%
<b>Total OTHER CITY TAXES</b>	1,264.82	0.00	100.0%
<b>SPECIAL ASSESSMENTS</b>			
Sidewalk Assessment Payments	993.10		
Special Assessments	292.00		
<b>Total SPECIAL ASSESSMENTS</b>	1,285.10		

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

	Jul - Oct 16	Budget	% of Budget
<b>USE OF MONEY &amp; PROPERTY</b>			
Interest on Cash Investments	1,635.68	4,500.00	36.3%
<b>Total USE OF MONEY &amp; PROPERTY</b>	1,635.68	4,500.00	36.3%
<b>Total Income</b>	501,432.58	1,158,676.00	43.3%
<b>Gross Profit</b>	501,432.58	1,158,676.00	43.3%
<b>Expense</b>			
<b>CAPITAL PROJECTS</b>			
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	540,918.37	16,280.00	3,322.6%
<b>Total CAPITAL PROJECTS</b>	540,918.37	552,780.00	97.9%
<b>COMMUNITY &amp; ECONOMIC DEV.</b>			
Tree Trimming/Lawn Care	5,970.00	5,000.00	119.4%
<b>Total COMMUNITY &amp; ECONOMIC DEV.</b>	5,970.00	5,000.00	119.4%
<b>CULTURE &amp; RECREATION</b>			
<b>Community Center</b>			
Equipment	25,825.91	20,000.00	129.1%
Occupancy and Operations	0.00	41,000.00	0.0%
<b>Total Community Center</b>	25,825.91	61,000.00	42.3%
<b>Community Support Projects</b>	261.30	500.00	52.3%
<b>Library</b>	18,780.29	47,533.00	39.5%
<b>Parks</b>			
Park Expenses	123.98	800.00	15.5%
Park Update Contribution	0.00	0.00	0.0%
<b>Total Parks</b>	123.98	800.00	15.5%
<b>Total CULTURE &amp; RECREATION</b>	44,991.48	109,833.00	41.0%
<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>	30,174.46	31,185.00	96.8%
<b>GENERAL GOVERNMENT</b>			
<b>City Hall &amp; General Buildings</b>			
<b>Commodities</b>			
Supplies	55.45	200.00	27.7%
<b>Total Commodities</b>	55.45	200.00	27.7%
<b>Contractual</b>			
Rents & Leases	5,496.92	5,497.00	100.0%
<b>Total Contractual</b>	5,496.92	5,497.00	100.0%
<b>Employee Benefits &amp; Costs</b>			
FICA	0.00	31.00	0.0%
IPERS	0.00	45.00	0.0%
Medicare	0.00	7.00	0.0%
<b>Total Employee Benefits &amp; Costs</b>	0.00	83.00	0.0%
<b>Repair/Maint/Utilities</b>			
Maintenance	0.00	1,000.00	0.0%
Telecommunications	40.00	2,100.00	1.9%
Utilities	518.97	1,600.00	32.4%
<b>Total Repair/Maint/Utilities</b>	558.97	4,700.00	11.9%
<b>Salaries-Regular Part Time</b>			
Facilities Assistant	192.00	500.00	38.4%

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

	Jul - Oct 16	Budget	% of Budget
<b>Total Salaries-Regular Part Time</b>	192.00	500.00	38.4%
<b>Total City Hall &amp; General Buildings</b>	6,303.34	10,980.00	57.4%
<b>Clerk/Treasurer &amp; Finance Admin</b>			
<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	1,000.00	3,000.00	33.3%
<b>Total Commodities</b>	1,266.77	5,700.00	22.2%
<b>Contractual Services</b>			
Accounting Fees	1,515.00	4,500.00	33.7%
Bank/CCard Fees	4.00	50.00	8.0%
Legal Publications	679.71	3,500.00	19.4%
Meeting Set Up Fees	160.00	500.00	32.0%
Printing/Copying	605.75	500.00	121.2%
Technology Services	124.75	750.00	16.6%
<b>Total Contractual Services</b>	3,089.21	9,800.00	31.5%
<b>Employee Benefits &amp; Costs</b>			
FICA	220.53	713.00	30.9%
IPERS	316.92	1,027.00	30.9%
Medicare	51.46	167.00	30.8%
Unemployment Compensation	24.84	140.00	17.7%
<b>Total Employee Benefits &amp; Costs</b>	613.75	2,047.00	30.0%
<b>Salaries-Regular Part Time</b>			
Clerk, Treasuer, Historian	3,357.07	11,500.00	29.2%
<b>Total Salaries-Regular Part Time</b>	3,357.07	11,500.00	29.2%
<b>Staff Development</b>			
<b>Dues &amp; Memberships</b>			
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>Total Clerk/Treasurer &amp; Finance Admin</b>	10,723.19	31,923.00	33.6%
<b>Election Expenses</b>	0.00	0.00	0.0%
<b>Legal Services</b>			
General government	46,820.16	40,000.00	117.1%
Traffic fines	8,820.00	20,000.00	44.1%
Legal Services - Other	0.00	0.00	0.0%
<b>Total Legal Services</b>	55,640.16	60,000.00	92.7%
<b>Mayor/Council Operations</b>			
<b>Employee Benefits &amp; Costs</b>			
FICA	80.09	370.00	21.6%
IPERS-Council	17.86	89.00	20.1%
Medicare	18.73	87.00	21.5%
Unemployment Compensation	9.05	80.00	11.3%
<b>Total Employee Benefits &amp; Costs</b>	125.73	626.00	20.1%
<b>Salaries-Regular Part Time</b>			
Council	800.00	4,000.00	20.0%
Mayor	491.75	1,967.00	25.0%
<b>Total Salaries-Regular Part Time</b>	1,291.75	5,967.00	21.6%
<b>Total Mayor/Council Operations</b>	1,417.48	6,593.00	21.5%

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

	Jul - Oct 16	Budget	% of Budget
TIF Analysis	0.00	0.00	0.0%
Tort Liability Insurance	1,500.00	9,500.00	15.8%
<b>Total GENERAL GOVERNMENT</b>	<b>75,584.17</b>	<b>118,996.00</b>	<b>63.5%</b>
<b>PUBLIC SAFETY</b>			
<b>Building Inspections</b>			
Building / Rental Inspection	8,350.00	15,200.00	54.9%
OUP Inspector	5,400.00		
<b>Total Building Inspections</b>	<b>13,750.00</b>	<b>15,200.00</b>	<b>90.5%</b>
<b>Crossing Guard</b>			
<b>Employee Benefits &amp; Costs</b>			
FICA	63.55	279.00	22.8%
IPERS	91.54	402.00	22.8%
Medicare	14.86	65.00	22.9%
Unemployment Compensation	7.17	60.00	12.0%
<b>Total Employee Benefits &amp; Costs</b>	<b>177.12</b>	<b>806.00</b>	<b>22.0%</b>
<b>Salaries</b>			
Crossing Guard	1,025.00	4,500.00	22.8%
<b>Total Salaries</b>	<b>1,025.00</b>	<b>4,500.00</b>	<b>22.8%</b>
<b>Supplies</b>	<b>0.00</b>	<b>200.00</b>	<b>0.0%</b>
<b>Total Crossing Guard</b>	<b>1,202.12</b>	<b>5,506.00</b>	<b>21.8%</b>
<b>Fire</b>			
<b>Contracts w/Other Agencies</b>			
City of IC Fire Department	0.00	33,000.00	0.0%
Coralville Fire Dep't	0.00	0.00	0.0%
Hydrant Flush-City of Iowa City	0.00	3,520.00	0.0%
<b>Total Contracts w/Other Agencies</b>	<b>0.00</b>	<b>36,520.00</b>	<b>0.0%</b>
<b>Total Fire</b>	<b>0.00</b>	<b>36,520.00</b>	<b>0.0%</b>
<b>Hazmat-Johnson County</b>	<b>525.50</b>	<b>526.00</b>	<b>99.9%</b>
<b>Police</b>			
<b>Commodities</b>			
<b>Major Equipment</b>			
Car Equipment	5,020.00	5,000.00	100.4%
<b>Total Major Equipment</b>	<b>5,020.00</b>	<b>5,000.00</b>	<b>100.4%</b>
<b>Minor Equipment</b>			
Operating Police Equipment	2,622.80	4,500.00	58.3%
Regular Officer Uniform	12.43	3,500.00	0.4%
<b>Total Minor Equipment</b>	<b>2,635.23</b>	<b>8,000.00</b>	<b>32.9%</b>
<b>Supplies</b>			
Ammunition	-357.41	3,500.00	-10.2%
Business Meetings/Meals	0.00	300.00	0.0%
Office Supplies	421.48	3,000.00	14.0%
Operating Supplies	-16.92	3,000.00	-0.6%
Other Supplies	244.93	2,000.00	12.2%
Postage/Shipping	125.99	600.00	21.0%
Professional Memberships	125.00	891.00	14.0%
Programs	0.00	3,100.00	0.0%
<b>Total Supplies</b>	<b>543.07</b>	<b>16,391.00</b>	<b>3.3%</b>
<b>Total Commodities</b>	<b>8,198.30</b>	<b>29,391.00</b>	<b>27.9%</b>
<b>Contractual Services</b>			
Garage Rental	600.00	2,400.00	25.0%
<b>Payments to Other Agencies</b>			
County Jail/Service/Filing Fees	60.00	300.00	20.0%
Evidence testing	0.00	150.00	0.0%
Technology Services	83.40	750.00	11.1%

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

	Jul - Oct 16	Budget	% of Budget
<b>Total Payments to Other Agencies</b>	143.40	1,200.00	12.0%
Police Insurance-Car/Liability	0.00	10,000.00	0.0%
Printing/Copying	453.58	1,000.00	45.4%
Prof Serv-Psych Testing-Physica	290.00	1,000.00	29.0%
Special Events Staff	0.00	500.00	0.0%
<b>Total Contractual Services</b>	1,486.98	16,100.00	9.2%
<b>Police Benefits &amp; Costs</b>			
Police FICA	6,330.83	16,481.00	38.4%
Police Health Insurance	10,408.14	32,005.00	32.5%
Police IPERS	9,762.82	26,157.00	37.3%
Police Medicare	1,480.71	3,854.00	38.4%
Police SUTA	212.57	2,000.00	10.6%
Police Workers Compensation	4,579.00	15,000.00	30.5%
<b>Total Police Benefits &amp; Costs</b>	32,774.07	95,497.00	34.3%
<b>Police Gross Wages</b>			
Holiday & Other Pay	5,223.00	28,000.00	18.7%
Miscellaneous Payroll Item	0.00	0.00	0.0%
Police Gross Wages	96,895.07	237,803.00	40.7%
Salaries-Reserves	0.00	24.00	0.0%
<b>Total Police Gross Wages</b>	102,118.07	265,827.00	38.4%
<b>Repair/Maint/Utilities</b>			
Telecommunications Expense			
IT Support	0.00	1,250.00	0.0%
Other Cell Phones	316.00	948.00	33.3%
Verizon/Pager Fees/Mediacom	1,148.96	3,636.00	31.6%
<b>Total Telecommunications Expense</b>	1,464.96	5,834.00	25.1%
<b>Vehicle Operations</b>			
Fuel	1,532.85	14,000.00	10.9%
Other	0.00	500.00	0.0%
Washes	183.00	700.00	26.1%
<b>Total Vehicle Operations</b>	1,715.85	15,200.00	11.3%
<b>Vehicle Repair</b>			
Bicycle Maint/Repair	0.00	200.00	0.0%
Car Maint/Repair	1,226.74	10,000.00	12.3%
<b>Total Vehicle Repair</b>	1,226.74	10,200.00	12.0%
<b>Total Repair/Maint/Utilities</b>	4,407.55	31,234.00	14.1%
<b>Staff Development</b>			
<b>Meetings &amp; Conferences</b>	1,045.40	2,500.00	41.8%
<b>Regular Officer Training</b>			
Academy Training	0.00	7,500.00	0.0%
Officer Training	0.00	0.00	0.0%
Skills Training/Testing	1,400.00	6,500.00	21.5%
Training Supplies	207.26	2,000.00	10.4%
<b>Total Regular Officer Training</b>	1,607.26	16,000.00	10.0%
<b>Total Staff Development</b>	2,652.66	18,500.00	14.3%
<b>Total Police</b>	151,637.63	456,549.00	33.2%
<b>Total PUBLIC SAFETY</b>	167,115.25	514,301.00	32.5%
<b>PUBLIC WORKS</b>			
<b>Other Public Works</b>			
Contracts-Other Agencies			
IC Animal Center	259.16	777.00	33.4%
IC Bus Service	12,294.64	36,884.00	33.3%
SEATS Service	1,407.32	8,444.00	16.7%

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

	Jul - Oct 16	Budget	% of Budget
<b>Total Contracts-Other Agencies</b>	13,961.12	46,105.00	30.3%
<b>Total Other Public Works</b>	13,961.12	46,105.00	30.3%
<b>Roads, Bridges, &amp; Sidewalks</b>			
<b>Contractual Services</b>			
<b>Engineering Fees</b>	29,659.14	50,000.00	59.3%
<b>Repairs/Improvements</b>			
Arterial panel replacements	0.00	50,000.00	0.0%
Asphale patch projects	189.00	4,000.00	4.7%
Local panel replacements	0.00	17,000.00	0.0%
Sidewalk Repairs	-923.31	3,500.00	-26.4%
Street Repairs	0.00	0.00	0.0%
Traffic sign assessment/mgmt	255.00	4,500.00	5.7%
<b>Total Repairs/Improvements</b>	-479.31	79,000.00	-0.6%
Striping/Curb Renumbering	0.00	6,000.00	0.0%
Visioning Project	0.00	2,000.00	0.0%
<b>Total Contractual Services</b>	29,179.83	137,000.00	21.3%
<b>Snow Removal-Contractual</b>	0.00	40,000.00	0.0%
<b>Storm water permit</b>	0.00	3,000.00	0.0%
<b>Street Lighting Electricity</b>	29,480.08	8,500.00	346.8%
<b>Street Sweeping-Contractual</b>	3,855.63	4,500.00	85.7%
<b>Traffic Controls and Safety</b>			
Street Signs-Commodities	814.40	0.00	100.0%
Traffic Light Electricity	266.84	1,000.00	26.7%
<b>Total Traffic Controls and Safety</b>	1,081.24	1,000.00	108.1%
<b>Total Roads, Bridges, &amp; Sidewalks</b>	63,596.78	194,000.00	32.8%
<b>Sanitation</b>			
<b>Contractual</b>			
Grandview Recycling	0.00	0.00	0.0%
Leaf Vacuuming	0.00	15,000.00	0.0%
Trash/Recycling	6,954.00	30,000.00	23.2%
<b>Total Contractual</b>	6,954.00	45,000.00	15.5%
<b>Total Sanitation</b>	6,954.00	45,000.00	15.5%
<b>Total PUBLIC WORKS</b>	84,511.90	285,105.00	29.6%
<b>Total Expense</b>	949,265.63	1,617,200.00	58.7%
<b>Net Ordinary Income</b>	-447,833.05	-458,524.00	97.7%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>OTHER FINANCING SOURCES</b>			
Bond Proceeds	945,725.00	444,500.00	212.8%
<b>Total OTHER FINANCING SOURCES</b>	945,725.00	444,500.00	212.8%
<b>Total Other Income</b>	945,725.00	444,500.00	212.8%
<b>Net Other Income</b>	945,725.00	444,500.00	212.8%
<b>Net Income</b>	<b>497,891.95</b>	<b>-14,024.00</b>	<b>-3,550.3%</b>

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

July through October 2016

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget
Ordinary Income/Expense								
Income								
CHARGES FOR SERVICES	0.00		507.00	50.7%	0.00		0.00	
GENERAL PROPERTY TAXES	0.00		322,017.35	49.7%	15,392.83	49.4%	0.00	
INTERGOVERNMENTAL/SHARED REVEN...	0.00		1,910.25	45.7%	0.00		0.00	
LICENSES & PERMITS	0.00		32,050.94	94.6%	0.00		0.00	
MISCELLANEOUS REVENUES	0.00	0.0%	28,342.29	24.2%	0.00		0.00	
OTHER CITY TAXES	0.00		1,054.40	100.0%	50.38	100.0%	0.00	
SPECIAL ASSESSMENTS	0.00		1,285.10		0.00		0.00	
USE OF MONEY & PROPERTY	0.00		1,466.77	32.6%	0.00		2.82	
Total Income	0.00	0.0%	388,634.10	48.0%	15,443.21	49.5%	2.82	0.00
Gross Profit	0.00	0.0%	388,634.10	48.0%	15,443.21	49.5%	2.82	0.00
Expense								
CAPITAL PROJECTS	540,918.37	100.8%	0.00		0.00		0.00	
COMMUNITY & ECONOMIC DEV.	0.00		5,970.00	119.4%	0.00		0.00	
CULTURE & RECREATION	0.00		44,991.48	41.0%	0.00		0.00	
DEBT SERVICE	0.00		0.00		30,174.46	96.8%	0.00	
GENERAL GOVERNMENT	0.00		74,844.69	64.4%	0.00		0.00	
PUBLIC SAFETY	0.00		134,164.06	32.1%	0.00		0.00	
PUBLIC WORKS	0.00		50,574.26	35.1%	0.00		0.00	
Total Expense	540,918.37	100.8%	310,544.49	59.2%	30,174.46	96.8%	0.00	
Net Ordinary Income	-540,918.37	121.7%	78,089.61	485.5%	-14,731.25	100.0%	2.82	0.00
Other Income/Expense								
Other Income	620,725.00	139.6%	325,000.00		0.00		0.00	
OTHER FINANCING SOURCES	620,725.00	139.6%	325,000.00		0.00		0.00	
Total Other Income	620,725.00	139.6%	325,000.00	100.0%	0.00	0.0%	0.00	0.00
Net Other Income	79,806.63	100.0%	403,089.61	2,506.0%	-14,731.25	100.0%	2.82	0.00
Net Income								

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

July through October 2016

	POLICE FORFEIT...	ROAD USE TAX	EMPLOYEE BENEFITS	TOTAL	% of Budget
	Jul - Oct 16	Jul - Oct 16	Jul - Oct 16	Jul - Oct 16	% of Budget
	Budget	Budget	Budget	Budget	
Ordinary Income/Expense					
Income					
CHARGES FOR SERVICES	0.00	0.00	0.00	507.00	50.7%
GENERAL PROPERTY TAXES	0.00	0.00	0.00	386,279.59	49.6%
INTERGOVERNMENTAL/SHARED REVEN...	48,156.91	127,171.00	99,059.00	131,348.00	38.1%
LICENSES & PERMITS	0.00	0.00	0.00	32,050.94	94.6%
MISCELLANEOUS REVENUES	0.00	0.00	0.00	28,342.29	13.5%
OTHER CITY TAXES	0.00	0.00	0.00	1,264.82	100.0%
SPECIAL ASSESSMENTS	0.00	0.00	0.00	1,285.10	100.0%
USE OF MONEY & PROPERTY	0.00	166.09	0.00	1,635.68	38.3%
Total Income	48,156.91	127,171.00	99,059.00	501,432.58	43.3%
100.0%					
100.0%					
Gross Profit	48,156.91	127,171.00	99,059.00	501,432.58	43.3%
Expense					
CAPITAL PROJECTS	0.00	16,280.00	0.00	540,918.37	97.9%
COMMUNITY & ECONOMIC DEV.	0.00	0.00	0.00	5,970.00	119.4%
CULTURE & RECREATION	0.00	0.00	0.00	44,991.48	41.0%
DEBT SERVICE	0.00	0.00	0.00	30,174.46	98.8%
GENERAL GOVERNMENT	0.00	0.00	2,756.00	75,564.17	63.5%
PUBLIC SAFETY	33,837.64	141,000.00	96,303.00	167,115.25	514.301.00
PUBLIC WORKS	33,837.64	157,280.00	99,059.00	84,511.90	285,105.00
Total Expense	33,837.64	157,280.00	99,059.00	949,265.63	1,617,200.00
100.0%					
100.0%					
Net Ordinary Income	14,219.27	-30,109.00	0.00	-447,833.05	-458,524.00
Other Income/Expense					
Other Income	0.00	0.00	0.00	945,725.00	444,500.00
OTHER FINANCING SOURCES	0.00	0.00	0.00	945,725.00	444,500.00
Total Other Income	0.00	0.00	0.00	945,725.00	444,500.00
Net Other Income	0.00	0.00	0.00	945,725.00	444,500.00
100.0%					
100.0%					
Net Income	14,219.27	-30,109.00	0.00	497,891.95	-14,024.00
					-3,560.3%

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

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 11/14/16  
 Cash Basis

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Oct 16	% of Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget
Ordinary Income/Expense								
Income								
CHARGES FOR SERVICES								
Police Reports	0.00		427.00	1,000.00	0.00	0.00	0.00	0.00
Structural Compliance Inspect.	0.00		80.00		0.00	0.00	0.00	0.00
Total CHARGES FOR SERVICES	0.00		507.00	1,000.00	0.00	0.00	0.00	0.00
GENERAL PROPERTY TAXES								
Benefits Levies	0.00		0.00		0.00	0.00	0.00	0.00
Commercial Prop Tax Rplmnt adj	0.00		0.00	-4,177.00	0.00	0.00	0.00	0.00
Debt Service Levy	0.00		0.00		15,392.83	31,185.00	0.00	0.00
Insurance Levy	0.00		7,941.03	19,500.00	40.7%	0.00	0.00	0.00
Library Services Levy	0.00		9,405.99	18,961.00	49.6%	0.00	0.00	0.00
Regular Property Tax	0.00		282,179.79	568,832.00	49.6%	0.00	0.00	0.00
Transit Levy	0.00		22,490.54	45,328.00	49.6%	0.00	0.00	0.00
Total GENERAL PROPERTY TAXES	0.00		322,017.35	648,444.00	49.7%	15,392.83	31,185.00	0.00
INTERGOVERNMENTAL/SHARED REVENUE								
Other State Grants/Reimburse.	0.00		1,325.25	0.00	100.0%	0.00	0.00	0.00
IDNR Grant for GVC Recycling	0.00		565.00			0.00	0.00	0.00
Seabelt Incent/Traffic Safety	0.00		1,910.25	0.00	100.0%	0.00	0.00	0.00
Total Other State Grants/Reimburse.	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
State Shared Revenues	0.00		0.00	4,177.00	0.0%	0.00	0.00	0.00
Commercial Property Tax Rplmnt	0.00		0.00		0.0%	0.00	0.00	0.00
Road Use/Street Construction	0.00		0.00	4,177.00	0.0%	0.00	0.00	0.00
Total State Shared Revenues	0.00		1,910.25	4,177.00	45.7%	0.00	0.00	0.00
Total INTERGOVERNMENTAL/SHARED REVENUE...	0.00		0.00	0.00		0.00	0.00	0.00
LICENSES & PERMITS								
Beer/Wine/Liquor/Cig Permits	0.00		0.00	390.00	0.0%	0.00	0.00	0.00
Building/Equipment Permits	0.00		3,388.94	12,500.00	27.1%	0.00	0.00	0.00
Misc. Licenses/Permits	0.00		1,162.00	1,000.00	116.2%	0.00	0.00	0.00
Parking Permits	0.00		27,500.00	20,000.00	137.5%	0.00	0.00	0.00
Rental Permits	0.00		26,662.00	21,000.00	126.5%	0.00	0.00	0.00
Total Misc. Licenses/Permits	0.00		32,050.94	33,990.00	94.6%	0.00	0.00	0.00
MISCELLANEOUS REVENUES								
Cable TV Franchise	0.00		5,723.87	15,000.00	38.2%	0.00	0.00	0.00
Contributions	0.00		1,000.00	250.00	400.0%	0.00	0.00	0.00
Fines	0.00		387.35	5,000.00	44.4%	0.00	0.00	0.00
Parking Fines	0.00		2,220.00	95,000.00	19.7%	0.00	0.00	0.00
Traffic Fines-Clk of Ct	0.00		18,716.07	100,000.00	21.3%	0.00	0.00	0.00
Total Fines	0.00		21,323.42	100,000.00	21.3%	0.00	0.00	0.00
Misc. Income	0.00		295.00	1,000.00	29.5%	0.00	0.00	0.00
Other	0.00		285.00	1,000.00	29.5%	0.00	0.00	0.00
Total Misc. Income	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Olive Ct Developer Contribution	0.00		92,000.00	1,000.00	0.0%	0.00	0.00	0.00
Refunds and Reimbursements	0.00		0.00	1,000.00	0.0%	0.00	0.00	0.00
Total MISCELLANEOUS REVENUES	0.00		28,342.29	117,250.00	24.2%	0.00	0.00	0.00
OTHER CITY TAXES								
Utility Excise Tax	0.00		1,054.40	0.00	100.0%	50.38	0.00	0.00
Total OTHER CITY TAXES	0.00		1,054.40	0.00	100.0%	50.38	0.00	0.00
SPECIAL ASSESSMENTS								
Sidewalk Assessment Payments	0.00		983.10	4,500.00	32.6%	0.00	0.00	0.00
Special Assessments	0.00		292.00	4,500.00	32.6%	0.00	0.00	0.00
Total SPECIAL ASSESSMENTS	0.00		1,285.10	4,500.00	32.6%	0.00	0.00	0.00
USE OF MONEY & PROPERTY								
Interest on Cash Investments	0.00		1,466.77	4,500.00	32.6%	0.00	0.00	0.00
Total USE OF MONEY & PROPERTY	0.00		1,466.77	4,500.00	32.6%	0.00	0.00	0.00
Total Income	0.00		388,634.10	809,261.00	48.0%	15,443.21	31,185.00	0.00
Gross Profit	0.00		388,634.10	809,261.00	48.0%	15,443.21	31,185.00	0.00
Expense								

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

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Oct 16	% of Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget
<b>CAPITAL PROJECTS</b>								
ADA Transition Plan	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
George St asphalt overlay	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
Koser/George drainage	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
Melrose West drainage	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
Olive Court Reconstruction	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
OJP street improvements	540,918.37	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total CAPITAL PROJECTS</b>	540,918.37	100.0%	0.00	0.00	0.00	0.00	0.00	0.00
<b>COMMUNITY &amp; ECONOMIC DEV.</b>								
Tree Trimming/Lawn Care	0.00	0.0%	5,970.00	5,000.00	0.00	0.00	0.00	0.00
<b>Total COMMUNITY &amp; ECONOMIC DEV.</b>	0.00	0.0%	5,970.00	5,000.00	0.00	0.00	0.00	0.00
<b>CULTURE &amp; RECREATION</b>								
Community Center	0.00	0.0%	25,825.91	20,000.00	0.00	0.00	0.00	0.00
Occupancy and Operations	0.00	0.0%	0.00	41,000.00	0.00	0.00	0.00	0.00
<b>Total Community Center</b>	0.00	0.0%	25,825.91	61,000.00	0.00	0.00	0.00	0.00
Community Support Projects	0.00	0.0%	261.30	500.00	0.00	0.00	0.00	0.00
Library	0.00	0.0%	16,780.29	47,533.00	0.00	0.00	0.00	0.00
<b>Parks</b>								
Park Expenses	0.00	0.0%	123.98	800.00	0.00	0.00	0.00	0.00
Park Update Contribution	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Parks</b>	0.00	0.0%	123.98	800.00	0.00	0.00	0.00	0.00
<b>Total CULTURE &amp; RECREATION</b>	0.00	0.0%	44,961.48	109,833.00	0.00	0.00	0.00	0.00
<b>DEBT SERVICE</b>								
Interest	0.00	0.0%	0.00	0.00	174.46	1,165.00	0.00	0.00
Principal	0.00	0.0%	0.00	0.00	30,000.00	30,000.00	0.00	0.00
<b>Total DEBT SERVICE</b>	0.00	0.0%	0.00	0.00	30,174.46	31,165.00	0.00	0.00
<b>GENERAL GOVERNMENT</b>								
City Hall & General Buildings	0.00	0.0%	55.45	200.00	0.00	0.00	0.00	0.00
Commodities	0.00	0.0%	55.45	200.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.0%	5,496.92	5,497.00	0.00	0.00	0.00	0.00
<b>Total Commodities</b>	0.00	0.0%	5,496.92	5,497.00	0.00	0.00	0.00	0.00
Contractual	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
Rents & Leases	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Contractual</b>	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Employee Benefits &amp; Costs</b>								
FICA	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
IPERS	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
Medicare	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Employee Benefits &amp; Costs</b>	0.00	0.0%	0.00	0.00	0.00	0.00	0.00	0.00
<b>Repair/Maint/Utilities</b>								
Maintenance	0.00	0.0%	0.00	1,000.00	0.00	0.00	0.00	0.00
Telecommunications	0.00	0.0%	40.00	2,100.00	0.00	0.00	0.00	0.00
Utilities	0.00	0.0%	518.97	1,600.00	0.00	0.00	0.00	0.00
<b>Total Repair/Maint/Utilities</b>	0.00	0.0%	558.97	4,700.00	0.00	0.00	0.00	0.00
<b>Salaries-Regular Part Time</b>								
Facilities Assistant	0.00	0.0%	192.00	500.00	0.00	0.00	0.00	0.00
<b>Total Salaries-Regular Part Time</b>	0.00	0.0%	192.00	500.00	0.00	0.00	0.00	0.00
<b>Total City Hall &amp; General Buildings</b>	0.00	0.0%	6,303.34	10,897.00	0.00	0.00	0.00	0.00
<b>Clerk/Treasurer &amp; Finance Admin</b>								
Commodities	0.00	0.0%	0.00	250.00	0.00	0.00	0.00	0.00
Hardware/Software	0.00	0.0%	0.00	750.00	0.00	0.00	0.00	0.00
Licensing Fees	0.00	0.0%	0.00	700.00	0.00	0.00	0.00	0.00
Minor Equipment/Supplies/Techno	0.00	0.0%	266.77	1,000.00	0.00	0.00	0.00	0.00
Office Supplies and Postage	0.00	0.0%	1,000.00	3,000.00	0.00	0.00	0.00	0.00
Taping meetings	0.00	0.0%	1,266.77	5,700.00	0.00	0.00	0.00	0.00
<b>Total Commodities</b>	0.00	0.0%	1,266.77	5,700.00	0.00	0.00	0.00	0.00
<b>Contractual Services</b>								
Accounting Fees	0.00	0.0%	1,515.00	4,500.00	0.00	0.00	0.00	0.00
Bank/CCard Fees	0.00	0.0%	4.00	50.00	0.00	0.00	0.00	0.00
Legal Publications	0.00	0.0%	679.71	3,500.00	0.00	0.00	0.00	0.00
Meeting Set Up Fees	0.00	0.0%	160.00	500.00	0.00	0.00	0.00	0.00

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

July through October 2016

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Oct 16	% of Budget	Jul - Oct 16	Budget	Budget	% of Budget	Jul - Oct 16	Budget
Printing/Copying	0.00		605.75	500.00	0.00		0.00	0.00
Technology Services	0.00		124.75	750.00	0.00		0.00	0.00
Total Contractual Services	0.00		3,089.21	9,800.00	0.00		0.00	0.00
Employee Benefits & Costs	0.00		0.00	0.00	0.00		0.00	0.00
FICA	0.00		0.00	0.00	0.00		0.00	0.00
IPERS	0.00		0.00	0.00	0.00		0.00	0.00
Medicare	0.00		0.00	0.00	0.00		0.00	0.00
Unemployment Compensation	0.00		0.00	0.00	0.00		0.00	0.00
Total Employee Benefits & Costs	0.00		0.00	0.00	0.00		0.00	0.00
Salaries-Regular Part Time	0.00		3,357.07	11,500.00	0.00		0.00	0.00
Clerk, Treasurer, Historian	0.00		3,357.07	11,500.00	0.00		0.00	0.00
Total Salaries-Regular Part Time	0.00		3,357.07	11,500.00	0.00		0.00	0.00
Staff Development	0.00		0.00	500.00	0.00		0.00	0.00
Dues & Memberships	0.00		770.00	750.00	0.00		0.00	0.00
IA League of Cities	0.00		1,626.39	1,626.00	0.00		0.00	0.00
JCOG Assessment	0.00		2,396.39	2,876.00	0.00		0.00	0.00
Total Dues & Memberships	0.00		2,396.39	2,876.00	0.00		0.00	0.00
Total Staff Development	0.00		10,109.44	29,876.00	0.00		0.00	0.00
Total Clerk/Treasurer & Finance Admin	0.00		0.00	0.00	0.00		0.00	0.00
Election Expenses	0.00		46,820.16	40,000.00	0.00		0.00	0.00
Legal Services	0.00		8,820.00	20,000.00	0.00		0.00	0.00
General government	0.00		0.00	0.00	0.00		0.00	0.00
Traffic fines	0.00		55,640.16	60,000.00	0.00		0.00	0.00
Legal Services - Other	0.00		0.00	0.00	0.00		0.00	0.00
Total Legal Services	0.00		0.00	0.00	0.00		0.00	0.00
Mayor/Council Operations	0.00		0.00	0.00	0.00		0.00	0.00
Employee Benefits & Costs	0.00		0.00	0.00	0.00		0.00	0.00
FICA	0.00		0.00	0.00	0.00		0.00	0.00
IPERS-Council	0.00		0.00	0.00	0.00		0.00	0.00
Medicare	0.00		0.00	0.00	0.00		0.00	0.00
Unemployment Compensation	0.00		0.00	0.00	0.00		0.00	0.00
Total Employee Benefits & Costs	0.00		0.00	0.00	0.00		0.00	0.00
Salaries-Regular Part Time	0.00		800.00	4,000.00	0.00		0.00	0.00
Council	0.00		491.75	1,967.00	0.00		0.00	0.00
Mayor	0.00		1,291.75	5,967.00	0.00		0.00	0.00
Total Salaries-Regular Part Time	0.00		1,291.75	5,967.00	0.00		0.00	0.00
Total Mayor/Council Operations	0.00		1,291.75	5,967.00	0.00		0.00	0.00
TIF Analysis	0.00		0.00	0.00	0.00		0.00	0.00
Tort Liability Insurance	0.00		1,500.00	9,500.00	0.00		0.00	0.00
Total GENERAL GOVERNMENT	0.00		74,844.69	118,240.00	0.00		0.00	0.00
PUBLIC SAFETY	0.00		0.00	0.00	0.00		0.00	0.00
Building Inspections	0.00		8,350.00	15,200.00	0.00		0.00	0.00
Building / Rental Inspection	0.00		5,400.00	0.00	0.00		0.00	0.00
OUP Inspector	0.00		13,750.00	15,200.00	0.00		0.00	0.00
Total Building Inspections	0.00		0.00	0.00	0.00		0.00	0.00
Crossing Guard	0.00		0.00	0.00	0.00		0.00	0.00
Employee Benefits & Costs	0.00		0.00	0.00	0.00		0.00	0.00
FICA	0.00		0.00	0.00	0.00		0.00	0.00
IPERS	0.00		0.00	0.00	0.00		0.00	0.00
Medicare	0.00		0.00	0.00	0.00		0.00	0.00
Unemployment Compensation	0.00		0.00	0.00	0.00		0.00	0.00
Total Employee Benefits & Costs	0.00		0.00	0.00	0.00		0.00	0.00
Salaries	0.00		1,025.00	4,500.00	0.00		0.00	0.00
Crossing Guard	0.00		1,025.00	4,500.00	0.00		0.00	0.00
Total Salaries	0.00		1,025.00	4,500.00	0.00		0.00	0.00
Supplies	0.00		0.00	200.00	0.00		0.00	0.00
Total Crossing Guard	0.00		1,025.00	4,700.00	0.00		0.00	0.00
Fire	0.00		0.00	0.00	0.00		0.00	0.00
Contracts w/Other Agencies	0.00		0.00	0.00	0.00		0.00	0.00

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

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Oct 16	% of Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget
City of IC Fire Department	0.00		0.00	33,000.00	0.00	0.00	0.00	0.00
Coralville Fire Dept'	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Hydrant Flush-City of Iowa City	0.00		0.00	3,520.00	0.0%	0.00	0.00	0.00
Total Contracts w/Other Agencies	0.00		0.00	36,520.00	0.0%	0.00	0.00	0.00
Total Fire	0.00		0.00	36,520.00	0.0%	0.00	0.00	0.00
Hazmat-Johnson County Police	0.00		525.50	526.00	99.9%	0.00	0.00	0.00
Commodities								
Major Equipment	0.00		5,020.00	5,000.00	100.4%	0.00	0.00	0.00
Car Equipment	0.00		5,020.00	5,000.00	100.4%	0.00	0.00	0.00
Total Major Equipment	0.00		5,020.00	5,000.00	100.4%	0.00	0.00	0.00
Minor Equipment	0.00		2,622.80	4,500.00	58.3%	0.00	0.00	0.00
Operating Police Equipment	0.00		12.43	3,500.00	0.4%	0.00	0.00	0.00
Regular Officer Uniform	0.00		2,635.23	8,000.00	32.9%	0.00	0.00	0.00
Total Minor Equipment	0.00		2,635.23	8,000.00	32.9%	0.00	0.00	0.00
Supplies								
Ammunition	0.00		-357.41	3,500.00	-10.2%	0.00	0.00	0.00
Business Meetings/Meals	0.00		0.00	300.00	0.0%	0.00	0.00	0.00
Office Supplies	0.00		421.48	3,000.00	14.0%	0.00	0.00	0.00
Operating Supplies	0.00		-16.92	3,000.00	-0.6%	0.00	0.00	0.00
Other Supplies	0.00		244.93	2,000.00	12.2%	0.00	0.00	0.00
Postage/Shipping	0.00		125.99	600.00	21.0%	0.00	0.00	0.00
Professional Memberships	0.00		125.00	891.00	14.0%	0.00	0.00	0.00
Programs	0.00		0.00	3,100.00	0.0%	0.00	0.00	0.00
Total Supplies	0.00		543.07	16,391.00	3.3%	0.00	0.00	0.00
Total Commodities	0.00		8,196.30	29,391.00	27.9%	0.00	0.00	0.00
Contractual Services								
Garage Rental	0.00		600.00	2,400.00	25.0%	0.00	0.00	0.00
Payments to Other Agencies	0.00		60.00	300.00	20.0%	0.00	0.00	0.00
County Jail/Services/Filing Fees	0.00		0.00	150.00	0.0%	0.00	0.00	0.00
Evidence Testing	0.00		83.40	750.00	11.1%	0.00	0.00	0.00
Technology Services	0.00		143.40	1,200.00	12.0%	0.00	0.00	0.00
Total Payments to Other Agencies	0.00		0.00	10,000.00	0.0%	0.00	0.00	0.00
Police Insurance-Car/Liability	0.00		453.58	1,000.00	45.4%	0.00	0.00	0.00
Printing/Copying	0.00		290.00	1,000.00	29.0%	0.00	0.00	0.00
Prof Serv-Psych Testing-Physica	0.00		0.00	500.00	0.0%	0.00	0.00	0.00
Special Events Staff	0.00		1,465.98	16,100.00	9.2%	0.00	0.00	0.00
Total Contractual Services	0.00		1,465.98	16,100.00	9.2%	0.00	0.00	0.00
Police Benefits & Costs								
Police FICA	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Police Health Insurance	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Police IPERS	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Police Medicare	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Police SUTA	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Police Workers Compensation	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Total Police Benefits & Costs	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Police Gross Wages								
Holiday & Other Pay	0.00		5,223.00	28,000.00	18.7%	0.00	0.00	0.00
Miscellaneous Payroll Item	0.00		0.00	0.00	0.0%	0.00	0.00	0.00
Police Gross Wages	0.00		96,895.07	237,803.00	40.7%	0.00	0.00	0.00
Salaries-Reserves	0.00		0.00	24.00	0.0%	0.00	0.00	0.00
Total Police Gross Wages	0.00		102,118.07	265,827.00	38.4%	0.00	0.00	0.00
Repair/Maint/Utilities								
Telecommunications Expense								
IT Support	0.00		0.00	1,250.00	0.0%	0.00	0.00	0.00
Other Cell Phones	0.00		316.00	948.00	33.3%	0.00	0.00	0.00
Verizon/Pager Fees/Mediacom	0.00		1,148.96	3,636.00	31.6%	0.00	0.00	0.00
Total Telecommunications Expense	0.00		1,464.96	5,834.00	25.1%	0.00	0.00	0.00
Vehicle Operations								
Fuel	0.00		1,532.85	14,000.00	10.9%	0.00	0.00	0.00
Other	0.00		0.00	500.00	0.0%	0.00	0.00	0.00
Washes	0.00		183.00	700.00	26.1%	0.00	0.00	0.00
Total Vehicle Operations	0.00		1,715.85	15,200.00	11.3%	0.00	0.00	0.00

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

2:59 PM  
 11/14/16  
 Cash Basis

	CAPITAL PROJECTS		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Oct 16	% of Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget
Vehicle Repair	0.00		0.00	200.00	0.00	0.00	0.00	0.00
Bicycle Maint/Repair	0.00		1,226.74	10,000.00	0.00	0.00	0.00	0.00
Car Maint/Repair	0.00		1,226.74	10,200.00	0.00	0.00	0.00	0.00
Total Vehicle Repair	0.00		4,407.55	31,234.00	0.00	0.00	0.00	0.00
Total Repair/Maint/Utilities	0.00		1,045.40	2,500.00	0.00	0.00	0.00	0.00
Staff Development	0.00		0.00	7,500.00	0.00	0.00	0.00	0.00
Meetings & Conferences	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Regular Officer Training	0.00		1,400.00	6,500.00	0.00	0.00	0.00	0.00
Academy Training	0.00		207.26	2,000.00	0.00	0.00	0.00	0.00
Officer Training	0.00		1,607.26	16,000.00	0.00	0.00	0.00	0.00
Skills Training/Testing	0.00		2,652.66	18,500.00	0.00	0.00	0.00	0.00
Training Supplies	0.00		118,863.56	361,052.00	0.00	0.00	0.00	0.00
Total Regular Officer Training	0.00		134,164.06	417,998.00	0.00	0.00	0.00	0.00
Total Staff Development	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Police	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total PUBLIC SAFETY	0.00		0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS								
Other Public Works								
Contracts-Other Agencies	0.00		259.16	777.00	0.00	0.00	0.00	0.00
IC Animal Center	0.00		12,294.64	36,884.00	0.00	0.00	0.00	0.00
IC Bus Service	0.00		1,407.32	8,444.00	0.00	0.00	0.00	0.00
SEATS Service	0.00		13,961.12	46,105.00	0.00	0.00	0.00	0.00
Total Contracts-Other Agencies	0.00		13,961.12	46,105.00	0.00	0.00	0.00	0.00
Total Other Public Works	0.00		29,659.14	50,000.00	0.00	0.00	0.00	0.00
Roads, Bridges, & Sidewalks								
Contractual Services	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Engineering Fees	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Repairs/Improvements	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Arterial panel replacements	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Asphalt patch projects	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Local panel replacements	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Sidewalk Repairs	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Street Repairs	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Traffic sign assessment/mgmt	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Repairs/Improvements	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Striping/Curb Renumbering	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Visioning Project	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Contractual Services	0.00		29,659.14	50,000.00	0.00	0.00	0.00	0.00
Snow Removal-Contractual	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Storm water permit	0.00		0.00	3,000.00	0.00	0.00	0.00	0.00
Street Lighting Electricity	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Street Sweeping-Contractual	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Traffic Controls and Safety	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Street Signs-Commodities	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Traffic Light Electricity	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Traffic Controls and Safety	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Total Roads, Bridges, & Sidewalks	0.00		29,659.14	53,000.00	0.00	0.00	0.00	0.00
Sanitation								
Contractual	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Grandview Recycling	0.00		0.00	15,000.00	0.00	0.00	0.00	0.00
Leaf Vacuuming	0.00		6,954.00	30,000.00	0.00	0.00	0.00	0.00
Trash/Recycling	0.00		6,954.00	45,000.00	0.00	0.00	0.00	0.00
Total Contractual	0.00		6,954.00	45,000.00	0.00	0.00	0.00	0.00
Total Sanitation	0.00		6,954.00	45,000.00	0.00	0.00	0.00	0.00
Total PUBLIC WORKS	0.00		50,574.26	144,105.00	0.00	0.00	0.00	0.00
Total Expense	540,918.37	100.8%	310,544.49	793,176.00	30,174.46	31,185.00	0.00	0.00
Net Ordinary Income	-540,918.37	121.7%	78,089.61	16,085.00	-14,731.25	0.00	2.82	0.00
Other Income/Expense								

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

	CAPITAL PROJECTS		% of Budget		GENERAL		DEBT SERVICE		POLICE FORFEITURE	
	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget
Other Income										
OTHER FINANCING SOURCES										
Bond Proceeds	620,725.00	444,500.00	139.6%	325,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total OTHER FINANCING SOURCES	620,725.00	444,500.00	139.6%	325,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	620,725.00	444,500.00	139.6%	325,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	79,005.53	0.00	100.0%	403,089.61	16,085.00	-14,731.25	0.00	2.82	100.0%	0.00
					2,506.0%					

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

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	POLICE FORFEI...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	% of Budget	Jul - Oct 16	% of Budget	Budget	% of Budget	Budget	Jul - Oct 16	% of Budget
Ordinary Income/Expense								
Income								
CHARGES FOR SERVICES								
Police Reports		0.00					427.00	42.7%
Structural Compliance Inspect.		0.00					80.00	100.0%
Total CHARGES FOR SERVICES		0.00					507.00	50.7%
GENERAL PROPERTY TAXES								
Benefits Levies		48,869.41			49.3%	99,059.00	48,869.41	49.3%
Commercial Prop Tax Rplmnt adj		0.00					0.00	0.0%
Debt Service Levy		0.00					15,392.83	49.4%
Insurance Levy		0.00					7,941.03	40.7%
Library Services Levy		0.00					9,405.99	49.6%
Regular Property Tax		0.00					282,179.79	49.6%
Transit Levy		0.00					22,490.54	49.6%
Total GENERAL PROPERTY TAXES		0.00			49.3%	99,059.00	386,279.59	49.6%
INTERGOVERNMENTAL/SHARED REVENUE								
Other State Grants/Reimburse.		0.00					1,325.25	100.0%
IDNR Grant for GVC Recycling		0.00					565.00	100.0%
Seabelt Incent/Traffic Safety		0.00					1,910.25	100.0%
Total Other State Grants/Reimburse.		0.00					0.00	0.0%
State Shared Revenues								
Commercial Property Tax Rplmnt		0.00					0.00	0.0%
Road Use/Street Construction		48,156.91		127,171.00	37.9%		48,156.91	37.9%
Total State Shared Revenues		48,156.91		127,171.00	37.9%		48,156.91	38.7%
Total INTERGOVERNMENTAL/SHARED REVEN...		48,156.91		127,171.00	37.9%		50,067.16	38.1%
LICENSES & PERMITS								
Beer/Wine/Liquor/Cig Permits		0.00					0.00	0.0%
Building/Equipment Permits		0.00					3,388.94	27.1%
Misc. Licenses/Permits		0.00					1,162.00	116.2%
Parking Permits		0.00					27,500.00	137.5%
Rental Permits		0.00					28,862.00	138.5%
Total Misc. Licenses/Permits		0.00					32,050.94	94.6%
Total LICENSES & PERMITS		0.00					15,000.00	38.2%
MISCELLANEOUS REVENUES								
Cable TV Franchise		0.00					1,000.00	400.0%
Contributions		0.00					387.35	100.0%
Other Fines		0.00					2,220.00	44.4%
Parking Fines		0.00					18,716.07	19.7%
Traffic Fines-Clk of Ct		0.00					21,323.42	21.3%
Total Fines		0.00					1,000.00	29.5%
Misc. Income		0.00					295.00	29.5%
Other		0.00					295.00	29.5%
Total Misc. Income		0.00					0.00	0.0%
Olive Ct Developer Contribution		0.00					0.00	0.0%
Refunds and Reimbursements		0.00					0.00	0.0%
Total MISCELLANEOUS REVENUES		0.00					28,342.29	13.5%
OTHER CITY TAXES								
Utility Excise Tax		0.00			100.0%	0.00	1,264.82	100.0%
Total OTHER CITY TAXES		0.00			100.0%	0.00	1,264.82	100.0%
SPECIAL ASSESSMENTS								
Sidewalk Assessment Payments		0.00					993.10	100.0%
Special Assessments		0.00					292.00	100.0%
Total SPECIAL ASSESSMENTS		0.00					1,285.10	100.0%
USE OF MONEY & PROPERTY								
Interest on Cash Investments	100.0%	0.00				0.00	1,635.68	36.3%
Total USE OF MONEY & PROPERTY	100.0%	0.00				0.00	1,635.68	36.3%
Total Income	100.0%	48,156.91		127,171.00	37.9%	99,059.00	501,432.56	43.3%
Gross Profit	100.0%	48,156.91		127,171.00	37.9%	99,059.00	501,432.56	43.3%
Expense								

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

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	POLICE FORFEI...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget
	Budget		Budget		Budget		Budget	
<b>CAPITAL PROJECTS</b>								
ADA Transition Plan	0.00		0.00		0.00		18,500.00	0.0%
George St asphalt overlay	0.00		0.00		0.00		121,000.00	0.0%
Koser/George drainage	0.00		0.00		0.00		15,500.00	0.0%
Melrose West drainage	0.00		0.00		0.00		64,000.00	0.0%
Olive Court Reconstruction	0.00		0.00		0.00		317,500.00	0.0%
OJP street improvements	0.00	0.0%	0.00		540,918.37		16,280.00	3,322.6%
<b>Total CAPITAL PROJECTS</b>	0.00	0.0%	0.00		540,918.37		552,780.00	97.9%
<b>COMMUNITY &amp; ECONOMIC DEV.</b>								
Tree Trimming/Lawn Care	0.00		0.00		5,970.00		5,000.00	119.4%
<b>Total COMMUNITY &amp; ECONOMIC DEV.</b>	0.00		0.00		5,970.00		5,000.00	119.4%
<b>CULTURE &amp; RECREATION</b>								
Community Center	0.00		0.00		25,825.91		20,000.00	128.1%
Equipment	0.00		0.00		0.00		41,000.00	0.0%
Occupancy and Operations	0.00		0.00		25,825.91		61,000.00	42.3%
<b>Total Community Center</b>	0.00		0.00		25,825.91		61,000.00	42.3%
Community Support Projects	0.00		0.00		261.30		500.00	52.3%
Library	0.00		0.00		18,780.29		47,533.00	39.5%
<b>Parks</b>								
Park Expenses	0.00		0.00		123.98		800.00	15.5%
Park Update Contribution	0.00		0.00		0.00		0.00	0.0%
<b>Total Parks</b>	0.00		0.00		123.98		800.00	15.5%
<b>Total CULTURE &amp; RECREATION</b>	0.00		0.00		44,991.48		109,833.00	41.0%
<b>DEBT SERVICE</b>								
Interest	0.00		0.00		174.46		1,165.00	14.7%
Principal	0.00		0.00		30,000.00		30,000.00	100.0%
<b>Total DEBT SERVICE</b>	0.00		0.00		30,174.46		31,165.00	96.8%
<b>GENERAL GOVERNMENT</b>								
City Hall & General Buildings	0.00		0.00		55.45		200.00	27.7%
Commodities	0.00		0.00		55.45		200.00	27.7%
Supplies	0.00		0.00		55.45		200.00	27.7%
<b>Total Commodities</b>	0.00		0.00		55.45		200.00	27.7%
Contractual	0.00		0.00		5,496.92		5,497.00	100.0%
Rents & Leases	0.00		0.00		5,496.92		5,497.00	100.0%
<b>Total Contractual</b>	0.00		0.00		5,496.92		5,497.00	100.0%
<b>Employee Benefits &amp; Costs</b>								
FICA	0.00		0.00		31.00	0.0%	31.00	0.0%
IPERS	0.00		0.00		45.00	0.0%	45.00	0.0%
Medicare	0.00		0.00		7.00	0.0%	7.00	0.0%
<b>Total Employee Benefits &amp; Costs</b>	0.00		0.00		83.00	0.0%	83.00	0.0%
<b>Repair/Maint/Utilities</b>								
Maintenance	0.00		0.00		0.00		1,000.00	0.0%
Telecommunications	0.00		0.00		40.00	1.9%	2,100.00	1.9%
Utilities	0.00		0.00		518.97	32.4%	1,600.00	32.4%
<b>Total Repair/Maint/Utilities</b>	0.00		0.00		558.97	11.9%	4,700.00	11.9%
<b>Salaries-Regular Part Time</b>								
Facilities Assistant	0.00		0.00		192.00		500.00	38.4%
<b>Total Salaries-Regular Part Time</b>	0.00		0.00		192.00		500.00	38.4%
<b>Total City Hall &amp; General Buildings</b>	0.00		0.00		6,303.34		10,980.00	57.4%
<b>Clerk/Treasurer &amp; Finance Admin</b>								
Commodities	0.00		0.00		0.00		250.00	0.0%
Hardware/Software	0.00		0.00		0.00		750.00	0.0%
Licensing Fees	0.00		0.00		0.00		700.00	0.0%
Minor Equipment/Supplies/Techno	0.00		0.00		266.77		1,000.00	26.7%
Office Supplies and Postage	0.00		0.00		1,000.00		3,000.00	33.3%
Taping meetings	0.00		0.00		1,266.77		5,700.00	22.2%
<b>Total Commodities</b>	0.00		0.00		1,266.77		5,700.00	22.2%
<b>Contractual Services</b>								
Accounting Fees	0.00		0.00		1,515.00		4,500.00	33.7%
Bank/CCard Fees	0.00		0.00		4.00		50.00	8.0%
Legal Publications	0.00		0.00		679.71		3,500.00	19.4%
Meeting Set Up Fees	0.00		0.00		160.00		500.00	32.0%

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

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	POLICE FORCE...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16
Printing/Copying		0.00		0.00		605.75		500.00
Technology Services		0.00		0.00		124.75		750.00
Total Contractual Services		0.00		0.00		3,089.21		9,800.00
Employee Benefits & Costs								
FICA		0.00		220.53		713.00		713.00
IPERS		0.00		316.92		1,027.00		1,027.00
Medicare		0.00		51.46		167.00		167.00
Unemployment Compensation		0.00		24.84		140.00		140.00
Total Employee Benefits & Costs		0.00		613.75		2,047.00		2,047.00
Salaries-Regular Part Time		0.00		0.00		3,357.07		11,500.00
Clerk, Treasurer, Historian		0.00		0.00		3,357.07		11,500.00
Total Salaries-Regular Part Time		0.00		0.00		3,357.07		11,500.00
Staff Development								
Dues and Memberships		0.00		0.00		0.00		500.00
IA League of Cities		0.00		0.00		770.00		750.00
JCOG Assessment		0.00		0.00		1,626.39		1,626.00
Total Dues & Memberships		0.00		0.00		2,396.39		2,876.00
Total Staff Development		0.00		0.00		2,396.39		2,876.00
Total Clerk/Treasurer & Finance Admin		0.00		613.75		10,723.19		31,923.00
Election Expenses		0.00		0.00		0.00		0.00
Legal Services		0.00		0.00		46,820.16		40,000.00
General government		0.00		0.00		8,820.00		20,000.00
Traffic fines		0.00		0.00		0.00		0.00
Legal Services - Other		0.00		0.00		55,940.16		60,000.00
Total Legal Services		0.00		0.00		55,940.16		60,000.00
Mayor/Council Operations								
Employee Benefits & Costs		0.00		80.09		370.00		370.00
FICA		0.00		17.86		89.00		89.00
IPERS-Council		0.00		18.73		87.00		87.00
Medicare		0.00		9.05		9.05		9.05
Unemployment Compensation		0.00		125.73		626.00		626.00
Total Employee Benefits & Costs		0.00		125.73		626.00		626.00
Salaries-Regular Part Time		0.00		0.00		800.00		4,000.00
Council		0.00		0.00		491.75		1,967.00
Mayor		0.00		0.00		1,291.75		5,967.00
Total Salaries-Regular Part Time		0.00		0.00		1,291.75		5,967.00
Total Mayor/Council Operations		0.00		125.73		1,417.48		6,593.00
TIF Analysis		0.00		0.00		0.00		0.00
Tort Liability Insurance		0.00		0.00		1,500.00		9,500.00
Total GENERAL GOVERNMENT		0.00		739.48		2,755.00		118,996.00
PUBLIC SAFETY								
Building Inspections		0.00		0.00		8,350.00		15,200.00
Building / Rental Inspection		0.00		0.00		5,400.00		0.00
OUP Inspector		0.00		0.00		13,750.00		15,200.00
Total Building Inspections		0.00		0.00		13,750.00		15,200.00
Crossing Guard								
Employee Benefits & Costs		0.00		63.55		279.00		279.00
FICA		0.00		91.54		402.00		402.00
IPERS		0.00		14.86		65.00		65.00
Medicare		0.00		7.17		60.00		60.00
Unemployment Compensation		0.00		177.12		806.00		806.00
Total Employee Benefits & Costs		0.00		177.12		806.00		806.00
Salaries		0.00		0.00		1,025.00		4,500.00
Crossing Guard		0.00		0.00		1,025.00		4,500.00
Total Salaries		0.00		0.00		1,025.00		4,500.00
Supplies		0.00		0.00		0.00		200.00
Total Crossing Guard		0.00		177.12		806.00		5,506.00
Fire								
Contracts w/Other Agencies								

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

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Cash Basis

	POLICE FORFEI...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	% of Budget	Jul - Oct 16	Budget	% of Budget	Jul - Oct 16	Budget	% of Budget	Jul - Oct 16
City of IC Fire Department		0.00			0.00			0.00
Coralville Fire Dept'		0.00			0.00			0.00
Hydrant Flush-City of Iowa City		0.00			0.00			0.00
Total Contracts w/Other Agencies		0.00			0.00			0.00
Total Fire		0.00			0.00			0.00
Hazmat-Johnson County		0.00			0.00			525.50
Police								
Commodities								
Major Equipment					0.00			5,020.00
Car Equipment					0.00			5,020.00
Total Major Equipment					0.00			5,020.00
Minor Equipment					0.00			2,622.80
Operating Police Equipment					0.00			12.43
Regular Officer Uniform					0.00			2,635.23
Total Minor Equipment					0.00			2,635.23
Supplies					0.00			-357.41
Ammunition					0.00			0.00
Business Meetings/Meals					0.00			0.00
Office Supplies					0.00			421.48
Operating Supplies					0.00			-16.92
Other Supplies					0.00			244.93
Postage/Shipping					0.00			125.99
Professional Memberships					0.00			891.00
Programs					0.00			0.00
Total Supplies					0.00			543.07
Total Commodities					0.00			8,198.30
Contractual Services					0.00			600.00
Garage Rental					0.00			600.00
Payments to Other Agencies					0.00			0.00
County Jail/Service/Filing Fees					0.00			0.00
Evidence Testing					0.00			83.40
Technology Services					0.00			143.40
Total Payments to Other Agencies					0.00			0.00
Police Insurance-Car/Liability					0.00			453.58
Printing/Copying					0.00			290.00
Prof Serv-Psych Testing-Physica					0.00			0.00
Special Events Staff					0.00			0.00
Total Contractual Services					0.00			1,486.98
Police Benefits & Costs					6,330.83			16,481.00
Police FICA					10,408.14			32,005.00
Police Health Insurance					9,762.82			26,157.00
Police IPERS					1,480.71			3,854.00
Police Medicare					212.57			2,000.00
Police SUTA					4,579.00			15,000.00
Police Workers Compensation					32,774.07			95,497.00
Total Police Benefits & Costs					0.00			34.3%
Police Gross Wages					0.00			5,223.00
Holiday & Other Pay					0.00			0.00
Miscellaneous Payroll Item					0.00			96,895.07
Police Gross Wages					0.00			24.00
Salaries-Reserves					0.00			102,116.07
Total Police Gross Wages					0.00			285,627.00
Repair/Maint/Utilities					0.00			0.00
Telecommunications Expense					0.00			0.00
IT Support					0.00			316.00
Other Cell Phones					0.00			1,148.96
Verizon/Pager Fees/Mediacom					0.00			1,464.96
Total Telecommunications Expense					0.00			1,532.85
Vehicle Operations					0.00			0.00
Fuel					0.00			0.00
Other					0.00			183.00
Washes					0.00			1,715.85
Total Vehicle Operations					0.00			15,200.00

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

2:59 PM  
 11/14/16  
 Cash Basis

	POLICE FORFEI...		ROAD USE TAX		EMPLOYEE BENEFITS		TOTAL	
	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget	Jul - Oct 16	% of Budget
Vehicle Repair	0.00		0.00		0.00		0.00	0.0%
Bicycle Maint/Repair	0.00		0.00		0.00		10,000.00	12.3%
Car Maint/Repair	0.00		0.00		0.00		10,200.00	12.0%
Total Vehicle Repair	0.00		0.00		0.00		31,234.00	14.1%
Total Repair/Maint/Utilities	0.00		0.00		0.00		2,500.00	41.8%
Staff Development	0.00		0.00		0.00		7,500.00	0.0%
Meetings & Conferences	0.00		0.00		0.00		0.00	0.0%
Regular Officer Training	0.00		0.00		0.00		6,500.00	21.5%
Academy Training	0.00		0.00		0.00		2,000.00	10.4%
Officer Training	0.00		0.00		0.00		16,000.00	10.0%
Skills Training/Testing	0.00		0.00		0.00		18,500.00	14.3%
Training Supplies	0.00		0.00		0.00		456,549.00	33.2%
Total Regular Officer Training	0.00		0.00		0.00		514,301.00	32.5%
Total Staff Development	0.00		32,774.07	34.3%	95,497.00	34.3%	167,115.25	34.2%
Total Police	0.00		32,951.19	34.2%	96,303.00	34.2%	167,115.25	34.2%
Total PUBLIC SAFETY	0.00		0.00		0.00		46,105.00	30.3%
PUBLIC WORKS	0.00		0.00		0.00		46,105.00	30.3%
Other Public Works	0.00		0.00		0.00		777.00	33.4%
Contracts-Other Agencies	0.00		0.00		0.00		36,884.00	33.3%
IC Animal Center	0.00		0.00		0.00		8,444.00	16.7%
IC Bus Service	0.00		0.00		0.00		46,105.00	30.3%
SEATS Service	0.00		0.00		0.00		46,105.00	30.3%
Total Contracts-Other Agencies	0.00		0.00		0.00		46,105.00	30.3%
Total Other Public Works	0.00		0.00		0.00		46,105.00	30.3%
Roads, Bridges, & Sidewalks	0.00		0.00		0.00		50,000.00	59.3%
Contractual Services	0.00		0.00		0.00		50,000.00	59.3%
Engineering Fees	0.00		0.00		0.00		4,000.00	4.7%
Repairs/Improvements	0.00	0.0%	0.00	0.0%	0.00		17,000.00	0.0%
Arterial panel replacements	189.00	4.7%	0.00	0.0%	0.00		3,500.00	0.0%
Asphalt patch projects	0.00	0.0%	0.00	0.0%	0.00		0.00	0.0%
Local panel replacements	0.00	0.0%	0.00	0.0%	0.00		0.00	0.0%
Sidewalk Repairs	-923.31	-26.4%	0.00	0.0%	0.00		0.00	0.0%
Street Repairs	0.00	0.0%	0.00	0.0%	0.00		0.00	0.0%
Traffic sign assessments/mgmt	255.00	5.7%	0.00	0.0%	0.00		0.00	0.0%
Total Repairs/Improvements	-479.31	-0.6%	0.00	0.0%	0.00		79,000.00	-0.6%
Striping/Curb Renumbering	0.00	0.0%	0.00	0.0%	0.00		6,000.00	0.0%
Visioning Project	0.00	0.0%	0.00	0.0%	0.00		2,000.00	0.0%
Total Contractual Services	-479.31	-0.6%	0.00	0.0%	0.00		137,000.00	21.3%
Snow Removal-Contractual	0.00	0.0%	0.00	0.0%	0.00		40,000.00	0.0%
Storm water permit	0.00	0.0%	0.00	0.0%	0.00		3,000.00	0.0%
Street Lighting Electricity	29,480.08	346.8%	0.00	0.0%	0.00		8,500.00	346.8%
Street Sweeping-Contractual	3,855.63	85.7%	0.00	0.0%	0.00		4,500.00	85.7%
Traffic Controls and Safety	814.40	100.0%	0.00	0.0%	0.00		0.00	100.0%
Street Signs-Commodities	266.84	26.7%	0.00	0.0%	0.00		1,000.00	26.7%
Traffic Light Electricity	1,081.24	108.1%	0.00	0.0%	0.00		1,000.00	108.1%
Total Traffic Controls and Safety	33,937.64	24.1%	0.00	0.0%	0.00		194,000.00	32.8%
Total Roads, Bridges, & Sidewalks	0.00		0.00		0.00		0.00	0.0%
Sanitization	0.00		0.00		0.00		15,000.00	0.0%
Contractual	0.00		0.00		0.00		0.00	0.0%
Grandview Recycling	0.00		0.00		0.00		30,000.00	23.2%
Leaf Vacuuming	0.00		0.00		0.00		45,000.00	15.5%
Trash/Recycling	0.00		0.00		0.00		45,000.00	15.5%
Total Contractual	0.00		0.00		0.00		45,000.00	15.5%
Total Sanitation	0.00		0.00		0.00		45,000.00	15.5%
Total PUBLIC WORKS	33,937.64	24.1%	0.00		95,497.00	34.0%	285,105.00	29.6%
Total Expense	33,937.64	21.6%	33,690.67	34.0%	99,059.00	34.0%	1,617,200.00	58.7%
Net Ordinary Income	14,219.27	-47.2%	15,504.87	100.0%	0.00		-456,524.00	97.7%
Other Income/Expense								

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

	POLICE FORFEI... % of Budget	Jul - Oct 16	ROAD USE TAX Budget	% of Budget	Jul - Oct 16	EMPLOYEE BENEFITS Budget	% of Budget	Jul - Oct 16	TOTAL Budget	% of Budget
Other Income										
OTHER FINANCING SOURCES										
Bond Proceeds		0.00			0.00			945,725.00	444,500.00	212.8%
Total OTHER FINANCING SOURCES		0.00			0.00			945,725.00	444,500.00	212.8%
Total Other Income	0.0%	0.00			0.00			945,725.00	444,500.00	212.8%
Net Other Income	100.0%	14,219.27			-30,109.00			497,891.95	-14,024.00	-3,550.3%
Net Income										

City of University Heights, Iowa  
**Warrants for Council Approval**  
 October 12 through November 15, 2016

Date	Name	Memo	Amount
<b>Oct 12 - Nov 15, 16</b>			
10/14/2016	Jones, Christian R		-257.37
10/14/2016	Kite, Joshua		-363.05
10/14/2016	Lively, Matthew T		-1,054.42
10/14/2016	Plate, Harold,		-181.40
10/14/2016	Schmitz, Jakub J		-1,436.18
10/14/2016	Sherman, Nicholas M		-1,679.92
10/14/2016	Simcox, Levio M		-1,246.07
10/14/2016	Stanley, Kenneth L		-2,451.54
10/14/2016	Lyon, Kristofer S		-1,517.12
10/18/2016	Internal Revenue Service	42-1109342	-4,113.50
10/21/2016	MidAmerican Energy	pedestrian lights at 113 Golfview	-29.58
10/21/2016	MidAmerican Energy	1011 Melrose stop light	-27.65
10/21/2016	MidAmerican Energy	City Hall gas/electricity	-102.10
10/25/2016	MidAmerican Energy	street lights	-444.46
10/28/2016	Kite, Joshua		-402.38
10/28/2016	Lively, Matthew T		-555.57
10/28/2016	Lyon, Kristofer S		-1,707.87
10/28/2016	Plate, Harold,		-200.00
10/28/2016	Schmitz, Jakub J		-1,292.71
10/28/2016	Sherman, Nicholas M		-1,480.05
10/28/2016	Simcox, Levio M		-1,271.67
10/28/2016	Stanley, Kenneth L		-1,624.86
10/31/2016	Anderson, Christine M.		-361.26
10/31/2016	Kimura, Lori D.		-331.69
10/31/2016	Wellmark BC/BS	monthly insurance payment	-2,601.99
10/31/2016	Reference Audio	surveillance wiring	-5,371.19
10/31/2016	Internal Revenue Service	42-1109342	-3,441.58
10/31/2016	IOWA PUBLIC EMPLOYEES ...		-212.75
10/31/2016	IOWA PUBLIC EMPLOYEES ...		-4,200.83
11/01/2016	Paul J. Moore, Melrose Aven...	City Hall Rent/garages automatic deposit	-1,374.23
11/01/2016	Verizon Wireless	monthly wireless service	-120.03
11/10/2016	City of Iowa City	City Hall water/sewer automatic payment	-33.54
11/15/2016	Shive Hattery	engineering services 10/1/16-10/28/16	-6,977.50
11/15/2016	Tempus Nova Inc	gmail update	-750.00
11/15/2016	Siders Development	OUP inspections/reporting October 2016	-1,350.00
11/15/2016	University Lake Partners	garage rental October-November-December 20...	-600.00
11/15/2016	Stan Laverman	rental inspector salary	-600.00
11/15/2016	Internet Navigator	monthly fee for city website/email service	-24.95
11/15/2016	Iowa City School District	facility use fee for Sept 19 Visioning meeting	-20.00
11/15/2016	Ultramax	ammunition	-665.60
11/15/2016	Lexipol LLC	Law Enforcement Policy Manual Online 1 year ...	-3,300.00
11/15/2016	West Liberty Gun Club, Inc	fee for use of gun range	-400.00
11/15/2016	Racom Corporation	adjustment of printer/radar/gun lock in car	-292.50
11/15/2016	Lyon, Kristofer S	reimburse for wiring components for new office	-110.70
11/15/2016	Terry Goerd	October inspection services	-1,960.00
11/15/2016	Leff Law Firm, L.L.P.	legal services 9/10/16-10/7/16	-25,445.00
11/15/2016	Action Sewer & Septic Service	water jet intake at Highland & Koser	-250.50
11/15/2016	Iowa Municipalities Workers' ...	work comp premium installment/2015-16 premi...	-1,005.00
11/15/2016	Eastern Iowa Community Coll...	reserve module D for Mussman	-100.00
11/15/2016	Intoximeters Inc	PBTs (to be reimbursed from GTSB)	-395.00
11/15/2016	Stanley, Kenneth L	6 days per diem rate for IACP Conference	-306.00
11/15/2016	Black Squirrel Urban Forestry	remove trees from right of way	-5,670.00
11/15/2016	Breese Plumbing & Heating	winterize park fountain	-148.40
11/15/2016	CenturyLink	telephone service for September	-18.08
11/15/2016	Deery Brothers Ford Lincoln Inc	rear brake service/oil change/tire alignment	-957.55
11/15/2016	Speer Financial Inc	services for issuance of General Obligation Cor...	-5,845.00
11/15/2016	Iowa City Press-Citizen	September & October legal publications	-598.31
11/15/2016	Johnson County Refuse, Inc.	October recycling	-1,738.50
11/15/2016	Mediacom	online service 11/3/16-12/2/16	-109.95
11/15/2016	Soniclear / TrioSystems LLC	software annual support renewal	-295.00
11/15/2016	Westport Touchless Autowash	September & October vehicle washes	-127.62

11/14/16

City of University Heights, Iowa  
**Warrants for Council Approval**  
October 12 through November 15, 2016

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/15/2016	MidAmerican Energy	new 1301 Melrose stop light	-51.29
11/15/2016	City of Iowa City	bus, fuel, animal shelter, park water	-3,639.88
11/15/2016	Streicher's	simunition marking rounds	-490.41
11/15/2016	Kiesler's Policy Supply, Inc.	Five 9 mm handguns	-2,266.10
11/15/2016	Opticsplanet, Inc	4 duty holsters	-439.96
11/15/2016	JDM Concrete LLC	2016 Sidewalk Repair Project retainage	-331.87
11/15/2016	L.L. Pelling Co., Inc.	asphalt patching work/painting pavement marki...	-6,003.35
11/15/2016	EMC Insurance	deductible for Strong lawsuit	-1,500.00
11/15/2016	VISA	postage/envelopes/scanner	-369.26
11/15/2016	VISA	postage/hotel stays/interpreter/monthly schedul...	-1,580.44
11/15/2016	VISA	evidence bags/items/business lunch/printing/	-590.59
11/15/2016	MidAmerican Energy	bal owed for converting overhead wires to unde...	-1,441.07
11/15/2016	Kiesler's Policy Supply, Inc.	Seven 9 mm handguns for officers for back up ...	-2,864.00
11/15/2016	Kite, Joshua		-222.92
11/15/2016	Lively, Matthew T		-410.27
11/15/2016	Lyon, Kristofer S		-1,791.20
11/15/2016	Plate, Harold,		-237.20
11/15/2016	Schmitz, Jakub J		-1,207.59
11/15/2016	Sherman, Nicholas M		-1,542.00
11/15/2016	Simcox, Levio M		-1,207.60
11/15/2016	Stanley, Kenneth L		-1,940.81

**Oct 12 - Nov 15, 16**

ORDINANCE NO. 195 (amending Ordinance No. 120)

AN ORDINANCE AMENDING THE CITY'S TRAFFIC ORDINANCE (No. 120) TO ESTABLISH AN ADMINISTRATIVE FEE TO BE PAID BEFORE VEHICLES IMPOUNDED FOR CERTAIN OFFENSES WILL BE RELEASED TO THEIR OWNERS

Part I: DECLARATION OF POLICY:

IT IS THE DECLARED POLICY OF THE CITY COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, IOWA TO DETER THE USE OF MOTOR VEHICLES IN CONNECTION WITH CERTAIN ILLEGAL CONDUCT BY IMPOSING AN ADMINISTRATIVE FEE BEFORE VEHICLES IMPOUNDED IN CONNECTION WITH CERTAIN ILLEGAL CONDUCT WILL BE RELEASED TO THEIR OWNERS.

Part II: AMENDMENTS:

University Heights Ordinance No. 120 is amended as follows (with additions indicated by underline; deletions indicated by ~~strike-through~~; omissions by "\*\*\*\*\*"):

\*\*\*\*\*

**Section 9 - TOWING AND IMPOUNDMENT PROCEDURES.**

**1. Towing and Impoundment of Abandoned Vehicles; Notices.**

A. Towing and Impoundment Authorized: The University Heights Police Department may tow and impound or have towed and impounded any vehicle abandoned, provided the Department has notified the owner or person entitled to possession that the vehicle will be towed and impounded if the vehicle is not removed within seventy two (72) hours of the time a towing notice is posted. Notice shall be deemed posted by securely attaching the notice to the driver's side window of the vehicle. The notice shall state the date and time the notice is attached to the vehicle, the intent to tow the vehicle seventy two (72) hours after the posting, the reason for the notice to tow and that all costs of removal, notification and storage must be paid before the vehicle may be reclaimed. This notice provision shall not be required in the case of a vehicle parked on or in a public street or alley determined by the Department to create an immediate hazard to vehicle or pedestrian traffic.

B. Notice After Impoundment and Prior to Sale:

1. When a vehicle has been impounded under the provisions of this Ordinance or seized under any provision of the laws of the State, the Department shall follow the procedures determined by State law for giving notice to the owner, lienholders and other persons entitled to possession of the proposed sale of the vehicle as an "abandoned vehicle."
2. If the vehicle was found and impounded under this Ordinance, the notice shall state that an objection may be made and a hearing held pursuant to Section 9(~~10~~11) of this Ordinance.

2. **Towing and Impoundment of Certain Illegally Parked Vehicles.**

Notwithstanding Section 9(1)(A) of this Ordinance, any vehicle illegally parked and left unattended as described herein is hereby declared a public nuisance, per se, and may be towed and impounded by or under direction of the Department without prior notice:

- A. Any vehicle which substantially blocks a public or private driveway without the consent of the owner or person in control of the property.
- B. Any vehicle which obstructs the movement of an emergency vehicle.
- C. Any vehicle which obstructs or interferes with the use of a fire hydrant.
- D. Any vehicle parked in violation of a posted parking regulation, where a temporary or permanent traffic sign indicates "Towaway Zone" or language similar in content.
- E. Any vehicle parked on a street or alley in a manner which obstructs pedestrian or vehicular traffic.
- F. Any vehicle parked in violation of this Ordinance.

3. **Vehicles Towed and Impounded Pursuant to Arrest of the Driver.**

A vehicle may be towed and impounded by or under the direction of the Department when the driver is arrested if:

- A. The arrested person consents to the impoundment; or

- B. The vehicle is not legally parked or will constitute a traffic hazard if left at its location at the time of arrest, and the arrested person is either unable or unwilling to move it or have it moved; or
- C. The vehicle may be towed and impounded pursuant to a provision of this Ordinance.

**4. Vehicles Towed and Impounded for Failure to Provide Valid License or Proof of Financial Liability Coverage.**

A vehicle may be towed and impounded by or under the direction of the Department when the driver's license is barred, revoked, or suspended; the driver has no license; the driver is disobeying license restrictions; and/or the driver is unable to provide proof of financial liability coverage as required by Iowa Code 321.20B, as presently existing or hereafter renumbered, and if:

- A. The person consents to the impoundment; or
- B. The vehicle is not legally parked or will constitute a traffic hazard if left at its location at the time of violation, and the person is either unable or unwilling to move it or have it moved; or
- C. The vehicle may be towed and impounded pursuant to a provision of this Ordinance.

**54. Impoundment for Accumulated Parking Violations.**

- A. Determination of Towing and Impoundment: If any vehicle has accumulated five (5) or more parking tickets of fifty dollars (\$50.00) or more worth of accumulated parking violations as defined in this Ordinance, such vehicle may be towed and impounded or may be impounded by use of "Denver boot" or similar device, as hereafter provided.
- B. Notice of Towing and Impoundment; Hearing:
  - 1. Towing and impoundment shall occur only after notice and opportunity for an administrative hearing is offered to the last known owner or person entitled to possession of such motor vehicle. No vehicle shall be towed and impounded unless such vehicle is on a public street and is in violation of a parking regulation of this Ordinance.

2. Notice shall be in writing and shall state the license number of the vehicle at issue, the name and address of the owner or the person entitled to possession of the vehicle, a brief description of the parking tickets issued to such vehicle, that there is a right to request an administrative hearing before towing and impoundment if such request is made within ten (10) calendar days of the mailing date of the notice, that failure to request a hearing within ten (10) calendar days or failure to appear at a requested hearing waives the opportunity for hearing, and that the owner or other person entitled to possession shall be responsible for all charges and costs incurred for towing and impoundment of the vehicle, in addition to charges for unpaid parking tickets.
3. A hearing held pursuant to a request shall be conducted before the City Council or designee and shall be limited to whether a violation of Section 9(~~45~~)(A) of this Ordinance exists, and whether the vehicle shall be towed and impounded for unpaid parking tickets. The owner or person entitled to possession may, at that time, pay for any outstanding tickets.
4. If the City Council or designee determines that the vehicle shall be towed and impounded, the City Council or designee shall notify the owner or person entitled to possession, either orally at the conclusion of the hearing or by letter of such decision. However, such notice need not be given if the owner or person entitled to possession fails to appear at such hearing.

C. Impoundment by Use of the Denver Boot: Impoundment by use of the Denver boot is subject to the following:

1. Impoundment shall not exceed twenty four (24) hours, except a peace officer may extend or reduce such time period for safety or traffic reasons.
2. No vehicle shall be impounded within the traveled portion of any street or on any portion of a street or sidewalk when the impoundment at such place would create a hazard to the public or traffic.

3. On expiration of the time period contained in Section 9(C)(1) above, the vehicle shall be towed and impounded.

**65. Emergency Towing and Impoundment.**

If an emergency requires the immediate removal of a vehicle lawfully parked, the Police Department may authorize the vehicle to be towed and, if necessary, impounded. The owner or person entitled to possession of the vehicle may reclaim the vehicle at any time without charge, and the party requesting emergency removal shall pay all costs and expenses resulting from the towing and impoundment.

**76. Entry Into Vehicles To Be Towed Or Impounded Restricted.**

If it is necessary to enter a locked or unlocked vehicle in order to tow or impound the vehicle, the entry must be made in the presence of a peace officer.

**87. Impoundment Location.**

All vehicles towed pursuant to this Ordinance shall be impounded in the area or places designated by the City Council.

**98. Records Kept.**

When a vehicle is towed or impounded under the provisions of this Ordinance, the Department shall maintain a record of the vehicle, including sufficient identifying information, the date and hour of towing, location towed from, impoundment or towing destination, person performing the towing, reason for towing or impoundment and the name of the peace officer authorizing the tow or impoundment.

**109. Nonapplicability to Vehicles as Evidence in Criminal Cases.**

This Ordinance shall not affect the established procedures for seizing a vehicle as evidence in a criminal case.

**110. Hearing for Objection to Towing and Impoundment.**

- A. The owner, lienholder of record, a person entitled to possession or their duly authorized agent may object and request a hearing to a towing or impoundment or payment of an administrative fee if a vehicle is towed and/or impounded with or without prior notice.

Requests for hearings must be in writing filed with the Department. All requests for hearings after an impoundment must be made within twenty one (21) calendar days after impoundment or shall be deemed waived.

- B. The person challenging the impoundment shall be informed of the reason for the towing and/or impoundment and/or imposition of an administrative fee, and a hearing shall be held without unnecessary delay before the City Council or designee.
- C. The City Council or designee shall consider all relevant information offered by witnesses, including the person challenging the towing and/or impoundment and/or imposition of an administrative fee, and shall set forth findings as to the objection and grounds for challenge. The City Council or designee shall notify the person challenging the towing and/or impoundment and/or imposition of an administrative fee of the decision, and the decision shall indicate whether the towing and/or impoundment and/or imposition of an administrative fee was appropriate.
- D. If the City Council or designee finds the vehicle was improperly towed or impounded or that good cause otherwise exists to waive the imposition of an administrative fee, the vehicle shall be released to the person challenging the impoundment upon compliance with Section 9(~~11~~12)(A) of this Ordinance. All costs of towing, preservation, storage and notification accruing through the fourth calendar day after the City Council's or designee's decision shall be paid by the City. All costs thereafter shall be paid by the person challenging the impoundment prior to the vehicle's release from impoundment.

121. Redemption of Towed and Impounded Vehicle - Administrative fee for Certain Offenses.

- A. Owner to Present Evidence of Identity and Pay Costs Prior to Reclaiming: Before a person may recover a vehicle which has been towed and impounded under the provisions of this Ordinance, the person shall present evidence to the Department of the person's identity and right to possession of the vehicle, sign a receipt for the return of the vehicle, and pay the costs of towing, preservation, storage, outstanding parking tickets, notification and preliminary costs of sale unless some or all of these costs have been waived after hearing under Section 9-10(11) of this Ordinance. In addition, before a person may recover a

vehicle which has been towed and impounded in connection with the following offenses, the person must also pay an additional administrative fee in the amount of \$200.00:

1. Controlled substance violations.
2. Possession of drug paraphernalia.
3. Driving while license suspended, revoked or barred.
4. Driving under the influence of alcohol or drugs.
5. Eluding or attempting to elude a police officer.
6. Leaving the scene of a personal injury or property damage accident.
7. Failure to provide proof of insurance.
8. Weapons offenses and intimidation with a dangerous weapon.

B. Right to Reclaim and Forfeiture:

1. The owner, lienholder of record or person entitled to possession of an impounded vehicle shall reclaim the vehicle within twenty one (21) calendar days after:
  - a. The effective date of the notice provided in Section 9(1)(B) of this Ordinance.
  - b. Receipt of a vehicle release from the City;  
or
  - c. Receipt of a decision from a hearing held pursuant to Section 9(~~10~~11) of this Ordinance.
2. If the owner, lienholder or person entitled to possession does not exercise the right to reclaim an impounded vehicle within the twenty-one (21) calendar day reclaiming period, such person shall be deemed to have waived any right, title, claim or interest in or to the vehicle.
3. The owner, lienholder of record or person entitled to possession may, upon written request and payment of additional storage charges, delivered to the Department prior to the

expiration of the twenty-one (21) calendar day reclaiming period, obtain an addition period of up to fourteen (14) calendar days within which the vehicle may be reclaimed.

**PART III: EFFECTIVE DATE:**

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

**PART IV: REPEALER:**

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

**PART V: 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 \_\_\_\_\_, 2017, and approved this \_\_\_\_ day of \_\_\_\_\_, 2017.

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

ATTEST:  
(SEAL)

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

STATE OF IOWA            )  
                                  )    SS:  
COUNTY OF JOHNSON    )

On the \_\_\_ day of \_\_\_\_\_, 2017, 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 \_\_\_\_\_, 2017, by Christine M. Anderson, Clerk of the City of University Heights.

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

UH - Ordinance No. 195 amending No. 120 re towing 11 15 16

## 307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

### 307.1.1 DEFINITIONS

Definitions related to this policy include:

**Blocking or vehicle intercept** - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

**Boxing-in** - A tactic designed to stop a suspect's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

**Pursuit Intervention Technique (PIT)** - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

**Ramming** - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

**Roadblocks** - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect's vehicle.

**Terminate** - To discontinue a pursuit or stop chasing fleeing vehicles.

**Tire deflation device** - A device designed to puncture the tires of the pursued vehicle.

**Trail** - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

**Vehicle pursuit** - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer's emergency signal to stop.

## 307.2 POLICY

It is the policy of this department to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

## 307.3 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law.

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (Iowa Code § 321.231):

- a. Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.
- b. Exceed the speed limit.
- c. Disregard regulations governing direction of movement or turning in specified directions.

### 307.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

- a. The seriousness of the known or reasonably suspected crime and its relationship to community safety.
- b. The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- c. The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.
- d. The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- e. Whether weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.
- f. Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.
- g. The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.
- h. Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.
- i. Vehicle speeds.
- j. Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- k. The availability of other resources, such as air support assistance.
- l. Whether the pursuing vehicle is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent

circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the arrestee in transport. A vehicle containing more than a single arrestee should not be involved in a pursuit.

### 307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

- a. The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
- b. The pursued vehicle's location is no longer definitely known.
- c. The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- d. The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.
- e. Hazards posed to uninvolved bystanders or motorists.
- f. The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.
- g. The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.
- h. Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are generally discouraged.

### 307.4 PURSUITS DURING EVENTS AT KINNICK STADIUM

Pursuits shall not be initiated when there is significant vehicular or pedestrian traffic associated with large scale events at Kinnick Stadium. However, this policy does not prohibit pursuits during extraordinary circumstances or severe threats to public safety. For example, this policy does not prohibit the pursuit of a vehicle involved in a large scale terrorist attack.

### 307.5 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

#### 307.5.1 MOTORCYCLES

When involved in a pursuit, police department motorcycles should be replaced by marked emergency vehicles as soon as practicable.

#### 307.5.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

#### 307.5.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

The primary pursuing officer should notify the dispatcher, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

- a. The location, direction of travel and estimated speed of the suspect's vehicle.
- b. The description of the suspect's vehicle including the license plate number, if known.
- c. The reason for the pursuit.
- d. The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.
- e. The number of occupants and identity or description.
- f. The weather, road and traffic conditions.
- g. The need for any additional resources or equipment.
- h. The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

#### 307.5.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

- a. Immediately notifying the dispatcher of his/her entry into the pursuit.
- b. Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.
- c. Broadcasting information that the primary pursuing officer is unable to provide.
- d. Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.
- e. Identifying the need for additional resources or equipment as appropriate.
- f. Serving as backup to the primary pursuing officer once the suspect has been stopped.

#### 307.6 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:

- a. Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.
- b. Because intersections can present increased risks, the following tactics should be considered:
  1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
  2. Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.
- c. As a general rule, officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:
  1. Request assistance from available air support.
  2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
  3. Request other officers to observe exits available to the suspect.
- d. Notify the Iowa State Patrol (ISP) or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

- e. Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

### 307.6.1 PURSUIT TRAILING

In the event that initial pursuing officers relinquish control of the pursuit to another agency, the initial officers may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

### 307.6.2 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If officers on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

### 307.6.3 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

### 307.7 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the on-call supervisor, will be responsible for:

- a. Immediately notifying involved officers and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.
- b. Engaging in the pursuit, when appropriate, to provide on-scene supervision.
- c. Exercising management and control of the pursuit even if not engaged in it.
- d. Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.
- e. Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.
- f. Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.
- g. Ensuring that the proper radio channel is being used.
- h. Ensuring that the Chief of Police is notified of the pursuit, as soon as practicable.
- i. Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.
- j. Controlling and managing University Heights Police Department officers when a pursuit enters another jurisdiction.
- k. Preparing a post-pursuit review and documentation of the pursuit as required.

#### 307.7.1 SERGEANT RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Sergeant should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Sergeant has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Sergeant shall review all pertinent reports for content and forward them to the Chief of Police.

#### 307.8 The Joint Emergency Communications Center

If the pursuit is confined within Johnson County, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves Johnson County or such is imminent, involved officers should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

#### 307.9 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

### 307.10 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

#### 307.10.1 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the University Heights Police Department, the supervisor should consider:

- a. The public's safety within this jurisdiction.
- b. The safety of the pursuing officers.
- c. Whether the circumstances are serious enough to continue the pursuit.
- d. Whether there is adequate staffing to continue the pursuit.
- e. The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Sergeant should review a request for assistance from another agency. The Sergeant or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by officers of this department will conclude at the county limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control,

coordination and completion of supplemental reports and any other assistance requested or needed.

### 307.11 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the PIT, ramming or roadblock procedures.

#### 307.11.1 WHEN USE IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

#### 307.11.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

#### 307.11.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

- a. Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:
  1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.
  2. All other reasonable intervention tactics have failed or reasonably appear ineffective.

3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of danger to those involved or the public.
  4. The suspect vehicle is stopped or traveling at a low speed.
  5. Only law enforcement vehicles should be used in this tactic.
- b. The PIT is limited to use by properly trained officers with the approval of a supervisor and upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.
  - c. Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:
    1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
    2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.
  - d. Boxing-in a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.
  - e. Tire deflation devices should be deployed only after notification of pursuing officers and the supervisor of the intent and location of the intended deployment, and in a manner that:
    1. Should reasonably only affect the pursued vehicle.
    2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.
    3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.
    4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.
  - f. Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public.

### 307.12 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

### 307.13 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

- a. The primary pursuing officer shall complete appropriate crime/arrest reports.
- b. The primary pursuing officer or supervisor shall complete the appropriate pursuit report.
- c. After first obtaining the available information, the involved, or if unavailable, on-duty field supervisor shall promptly complete a supervisor's log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or the authorized designee. This log or memorandum should include, at a minimum:
  1. Date and time of the pursuit.
  2. Initial reason and circumstances surrounding the pursuit.
  3. Length of pursuit in distance and time, including the starting and termination points.
  4. Involved vehicles and officers.
  5. Alleged offenses.
  6. Whether a suspect was apprehended, as well as the means and methods used.
    - a. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
  7. Arrestee information, if applicable.
  8. Any injuries and/or medical treatment.
  9. Any property or equipment damage.
  10. Name of supervisor at the scene or who handled the incident.
  11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.
- d. After receiving copies of reports, logs and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.
- e. Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

#### 307.14 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

#### 307.15 POLICY REVIEW

Officers of this department shall certify in writing that they have received, read and understand this policy initially, upon any amendments and whenever training on the policy is provided.



# POLICE VEHICLE PURSUITS

<i>Original Date of Issue</i> <b>February 10, 1999</b>	<i>General Order Number</i> <b>99-01</b>
<i>Effective Date of Reissue</i> <b>October 11, 2013</b>	<i>Section Code</i> <b>OPS-02</b>
<i>Reevaluation Date</i> <b>November 2014</b>	<i>Amends</i> <b>Previous version of 99-01</b>
<i>C.A.L.E.A.</i> <b>1.2.7, 1.3.2, 41.2.1, 41.2.2, 41.2.3</b>	<i>Reference</i> <b>(see "INDEX AS:")</b>

## **INDEX AS:**

Use of Force  
Vehicle Pursuits  
Reports

Tire Deflation Devices

## **I. PURPOSE**

It is the purpose of this policy to state the guidelines to be followed during vehicular pursuits.

**II. POLICY:** The initiation of a pursuit is justified when, in the officer's judgment, a suspect exhibits the intent to avoid arrest using a motor vehicle to flee. Initially the officer must determine if the necessity of immediate apprehension outweighs the level of danger created by the pursuit. This evaluation must continue throughout the course of the pursuit by the officer and his/her supervisor. All pursuits will be conducted in strict accordance with section 321.231 of the Code of Iowa and all emergency vehicles will utilize both audible and visual signaling devices when engaged in pursuits.

### III. DEFINITIONS

321.231 Authorized emergency vehicles and police bicycles.

1. The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected perpetrator of a felony or in response to an incident dangerous to the public or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section.
2. The driver of any authorized emergency vehicle, may:
  - a. Park or stand an authorized emergency vehicle, irrespective of the provisions of this chapter.
  - b. Disregard laws or regulations governing direction of movement for the minimum distance necessary before an alternative route that conforms to the traffic laws and regulations is available.
3. The driver of a fire department vehicle, police vehicle, or ambulance, or a peace officer riding a police bicycle in the line of duty may do any of the following:
  - a. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
  - b. Exceed the maximum speed limits so long as the driver does not endanger life or property.
4. The exemptions granted to an authorized emergency vehicle under subsection 2 and for a fire department vehicle, police vehicle or ambulance as provided in subsection 3 shall apply only when such vehicle is making use of an audible signaling device meeting the requirements of section 321.433, or a visual signaling device approved by the department except that use of an audible or visual signaling device shall not be required when exercising the exemption granted under subsection 3, paragraph "b" of this section when the vehicle is operated by a peace officer, pursuing a suspected violator of the speed restrictions imposed by or pursuant to this chapter, for the purpose of determining the speed of travel of such suspected violator.
  - a. Police bicycles shall be operated in accordance with General Order 00-07 Police Cyclist.
  - b. The operator of a police bicycle, may, in the line of duty, do any of the following; Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation; Exceed the maximum speed limits so long as the driver does not endanger life or property.
5. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of the driver's reckless disregard for the safety of others.

Pursuit - For the purpose of this policy, pursuit means chasing a fleeing suspect who is exceeding the posted speed limit or driving in an evasive or unsafe manner.

## IV. PROCEDURES

- A. Initiation: The pursuing officer must carefully consider the safety of persons and property before engaging in a vehicular pursuit. Some of the factors that should be considered when determining whether to initiate, continue or terminate a vehicular pursuit are:
1. Time of day – high speed pursuits occurring during a time when there is a high level of activity (businesses, schools), are normally more hazardous than those occurring during periods of low activity.
  2. Volume of vehicular traffic – pursuits occurring during periods of heavy traffic flow are more hazardous than those occurring at other times.
  3. Location of pursuit – pursuits through residential areas or along streets near or adjacent to schools are normally more hazardous than those in lightly populated areas.
  4. Weather conditions.
  5. Road conditions.
  6. Speed involved.
  7. Nature of the offense – pursuits for persons suspected of involvement in crimes against persons are viewed as more justifiable than those for persons suspected of traffic or other misdemeanor violations or property crimes. However, there shall be no assumption that the commission or suspected commission of a felony constitutes automatic authorization to pursue by vehicle.
  8. The condition of the police vehicle should be considered.
  9. Consideration should be given to the driving skills of the pursuing officer.
  10. Consideration should be given to whether the offender can be identified and therefore apprehended by other means.
- B. Officers shall be familiar with and use the following Pursuit Decision Matrix as guidance in determining whether to initiate or continue a pursuit. The Pursuit Decision Matrix is very similar to the Use of Force Continuum as set out in the Department's Use of Force policy. It is a guide designed to assist the officers in their use of discretion and shall be followed when making vehicular pursuit decisions. The degrees of risk associated with vehicular pursuit in specific circumstances are defined as follows:

### **PURSUIT DECISION MATRIX GUIDES**

#### LOWER RISK

1. Marked vehicles
2. Straight roads, good surfaces, clear line of sight
3. Few intersections
4. Few or no pedestrians
5. Good weather
6. No hazardous maneuvers by violator
7. Speeds at or less than 20 m.p.h. over the posted limit
8. Officer is calm and in control
9. Lack of special circumstances (i.e., school zones, hospitals, etc.)

MODERATE RISK

1. Some intersecting streets (i.e., residential area)
2. Light pedestrian traffic
3. Moderate traffic, little congestion
4. Speeds 20 m.p.h. greater than the posted speed limit
5. Officer generally calm, under control
6. Some hazardous, but not extreme maneuvers (i.e., crossing center line to pass vehicles, sudden lane changes) by the violator.

HIGH RISK

1. Frequent intersecting streets (i.e., a business district)
2. Poor weather, slippery streets, low visibility
3. Blind curves or intersections, narrow streets
4. Numerous pedestrians
5. Heavy, congested traffic
6. Speed twice the posted speed limit, **or** greater than 80 m.p.h.
7. Extremely hazardous maneuvers (i.e., driving against oncoming traffic, failing to stop for red lights) by the violator
8. Numerous vehicles in pursuit
9. Officer excited, not in full control of emotions
10. Existence of special circumstances (i.e., school zones, hospitals, etc.)

NOTATION

The courts have decided that the officer will be judged from the perspective of a reasonable officer on the scene (Graham V. Conner). With this in mind, officers should give serious consideration to all of the factors before deciding to initiate a pursuit and continue to evaluate the need to pursue versus terminating the pursuit.

**PURSUIT DECISION MATRIX**

NATURE OF OFFENSE	LOWER RISK	MODERATE RISK	HIGH RISK
VIOLENT FELONY IMMINENT THREAT	May Pursue. Continue To Assess Risk.	May Pursue. Continue To Assess Risk.	May Pursue. Discontinue If Risks Exceed Known Threat To Public Safety If Capture Is Delayed.
FELONY-VIOLENT CRIMES	May Pursue. Continue To Assess Risk.	May Pursue. Continue To Assess Risk.	May Pursue. Discontinue If Risks Exceed Known Threat To Public Safety If Capture Is Delayed.
FELONY- PROPERTY CRIMES	May Pursue. Continue To Assess Risk	May Pursue. Continue To Assess Risk	Discontinue <u>OR</u> Do Not Pursue
MISDEMEANOR OR TRAFFIC VIOLATIONS THAT <u>ARE</u> SAFETY RELATED	Discontinue <u>OR</u> Do Not Pursue	Discontinue <u>OR</u> Do Not Pursue	Discontinue <u>OR</u> Do Not Pursue
MINOR INFRACTIONS THAT ARE NOT SAFETY RELATED	DO NOT PURSUE	DO NOT PURSUE	DO NOT PURSUE

Officers must continually assess the nature of the offense against the risk factors. An officer's response must be consistent with the Pursuit Decision Matrix.

- C. Notification - When a motor vehicle pursuit is initiated, it shall be immediately reported to the Emergency Communications Operator by the initiating officer. The initial information will include:
1. The reason for the pursuit
  2. The location, speed, and direction of travel
  3. The description of the fleeing vehicle, including license plate number.
  4. The number of occupants and description of occupants if observed.
  5. The officer will update the information as it becomes available or changes.
- D. Communication Center Responsibilities - Communications during a pursuit is vital to the safe apprehension of the offender as well as the safety of the officers and bystanders. Emergency communications during pursuits will be conducted according to the established policies and

practices of the Joint Emergency Communications Center and currently includes the following:

1. Immediately upon receiving information that an officer is in pursuit, the ECO will advise all other non-emergency radio traffic to move to another channel and give the pursuing officer priority use of Law 1. The ECO will advise the pursuing officer of any pertinent information concerning the area of the pursuit.
2. Notify a watch commander/supervisor of the pursuit in progress.
3. The ECO shall record on the CAD log all the information furnished by the officer during the pursuit.
4. As long as the pursuit is continued, the ECO will manage the pursuit communications by re-broadcasting transmissions of relevance to other units involved.
5. Contact surrounding agencies and advise them of the pursuit. We do not encourage involvement of other agencies in the pursuit other than for perimeter control and assistance in attempts to identify the violator unless specifically requested otherwise.
6. When the pursuit leaves the city limits, or it is reasonably imminent that it will, the ECO will contact the appropriate law enforcement agency with necessary information.
7. As time permits, the ECO will run vehicle and registered owner information and broadcast pertinent information.

E. Supervisory Responsibilities

1. A supervisor shall assume control of all pursuits. This can be accomplished through radio communications. Supervisors will monitor all pursuits and approve any special tactic that will be used.
2. In the event the supervisor initiates the pursuit, they should relinquish that position as soon as another unit becomes available and assume control of the pursuit as specified in subparagraph (1) above.
3. The supervisor's foremost considerations shall be officer and bystander safety, methods of identifying the fleeing suspect, tactics to stop the fleeing vehicle, and coordination of all officers.
4. Supervisors shall intervene and correct any misuse of police personnel involved in the pursuit.
5. The supervisor may, at any time, order the termination of the pursuit when, in their judgment, the necessity of apprehension is outweighed by the level of danger created by the pursuit.
6. Supervisors shall also assure that sufficient patrol strength is maintained within the city to handle routine calls for service.
7. The supervisor in charge of the incident shall approve any special tactics to stop the vehicle.

F. Pursuit Tactics

***NOTE: Pursuit at high speeds under the best of conditions is an extremely dangerous situation. Any tactic contemplated when high speed is involved, requires advance planning, taking into***

**consideration the factors surrounding the incident at hand. Safety is the foremost consideration. The following are some possible alternatives to consider when determining methods of stopping the fleeing vehicle.**

1. Consider alternatives, through radio communication and the assistance of other police officers. A determination should be made as to whether the offender can be identified and apprehended later.
2. Use fuses or traffic cones to set up an apparent roadblock in advance of the pursued vehicle. Remember to clear the road and select a safe location.
3. Use tire deflation devices to bring vehicles to a controlled stop.
4. Do not use the spotlight focused on the back window of the pursued vehicle.
5. Stationary roadblocks - because of the inherent danger of the use of stationary roadblocks in pursuit situations, it is the policy of this department that stationary roadblocks will be used for the purpose of stopping fleeing vehicles only:
  - a) As a last resort, in those exigent cases where the use of deadly force would be justified to prevent injury or death to the officer or other persons, a stationary roadblock may be considered. If suitable materials such as construction barricades are not available, unoccupied police vehicles with emergency lights in operation may be used, as directed by the watch commander/supervisor.
  - b) Stationary roadblocks will only be set up with the authorization of the supervisor in charge of the incident. To avoid creating an unnecessary hazard to pursuing officers and innocent persons, the roadblock will be located in an area of high visibility which provides a safe stopping distance for oncoming traffic. Under no circumstances will roadblocks be barricaded by occupied or private vehicles and all efforts will be made to remove private vehicles from the path of the pursuit.
6. Moving roadblocks are prohibited without the express authorization of the supervisor in charge of the incident.
7. Ramming will only be considered to stop a fleeing vehicle as a last resort, and then only in those extreme cases where the use of deadly force is justified to prevent injury or death to the officer or other persons. The officer must consider the extreme danger to himself/herself, occupants of other vehicles and other users of the roadway. Permission to make deliberate contact with the offender's fleeing vehicle will be received from the supervisor prior to initiation of the act.
8. Specialized Police Vehicles
  - a) Officers operating unmarked vehicles, equipped with visual and audible signaling devices, may engage in pursuits only when the fleeing vehicle presents an immediate threat to

- persons or property and then only until a marked unit is available to assume the pursuit, at which point the unmarked will withdraw and serve only in a support role.
- b) Police vehicles without emergency equipment, i.e., visual or audible signaling devices, **SHALL NOT ENGAGE IN PURSUITS** with one exception. In those cases where the fleeing vehicle presents an immediate threat of death or serious injury, they may participate until marked police units arrive.
9. Following the Fleeing Vehicle
    - a) All units will be spaced in such a manner to allow time to react to evasive maneuvers of the fleeing vehicle or another police vehicle.
    - b) Officers will not pursue the fleeing vehicle the wrong way on interstate or controlled access roadways, or one way streets, unless specifically authorized to do so by a supervisory officer.
  10. Aid to Outside Agencies
    - a) Whenever units of another law enforcement agency are engaged in a pursuit and request assistance from the Department, the requesting agency shall advise the emergency communications center of the nature of the offense and the description of the fleeing vehicle before a police vehicle from the Department joins in the pursuit. If an outside agency contacts an Iowa City officer directly, requesting assistance in a pursuit, it will be the responding officer's responsibility to advise a watch supervisor and communications of the request and the circumstances surrounding it.
    - b) The watch commander/supervisor must approve the request before any action is taken.
    - c) No more than two Iowa City Police Vehicles will actively become involved in a pursuit initiated by an outside agency. This DOES NOT preclude other officers from deploying tire deflation devices, blocking intersections or otherwise assisting the outside agency.
    - d) In instances where a vehicle is pursued by two or more vehicles from an outside agency only one Iowa City Police Vehicle may actively become involved in the pursuit. The operator of this vehicle shall communicate the speed, direction of travel and other information to the Iowa City Emergency Communications Center.
  11. Firearms
    - a) Except under the following circumstances, shooting from or at a moving vehicle is prohibited.
      - (1) When an occupant of the fleeing vehicle is utilizing deadly force against the police officer or other persons.
      - (2) As a last resort to prevent death or serious injury to the officer or other person(s).

- (3) As a last resort to apprehend a person who has just committed a felony resulting in death or serious injury.
- b) The discharge of firearms shall not be utilized when the circumstances do not provide a high probability of striking the intended target or when there is a substantial risk to the safety of other persons, including risks of causing vehicle accidents.
12. Number of Pursuit Vehicles
- a) The number of Iowa City Police vehicles actively involved in a pursuit should be limited to two vehicles, a primary unit and a secondary unit. Other officers will be kept informed of the pursuit and should be in a position to assist if the pursuit enters their area of responsibility.
- b) There will be no caravan of police vehicles attempting to join the pursuit.
- c) There will be no attempt by officers engaged in the pursuit to pass other units involved in the pursuit unless permission is given by the supervisor in charge of the pursuit.
- d) Secondary units shall provide backup to the primary unit and may assume the pursuit should the primary unit become disabled. Secondary units should also ensure that communications of pursuit status is maintained.

## V. TERMINATION OF PURSUIT

- A. Pursuit shall be terminated under any one of the following reasons:
1. A supervisor or higher authority orders the pursuit terminated.
  2. Upon the determination of the pursuing officer that, the danger to the officers or others in the area outweighs the necessity for immediate apprehension.
  3. The offense is a traffic infraction, misdemeanor or other non-violent felony and the identity of the violator is known.
  4. Visual contact is lost or the distance between the officer and the pursued vehicle is so great that further pursuit is futile.
  5. The pursuing officer believes that the fleeing vehicle is being operated by a juvenile and the offense constitutes a traffic infraction, misdemeanor, or non-violent felony.
  6. When there is an equipment failure involving the emergency lights, siren, radio, brakes, steering or other essential mechanical equipment.
- B. While not necessarily dictating immediate action, serious and continuing consideration should be given to termination of a pursuit under the following conditions:
1. Environmental factors such as rain, fog or darkness substantially increase the danger of the pursuit.
  2. Road conditions are congested by traffic or pedestrians, such as, at rush hour or in the area of any school.

- C. The termination of a pursuit does not prohibit following the pursued vehicle while obeying all traffic laws, or remaining in the area to re-initiate contact if circumstances dictate.

## VI. REPORTING

- A. The pursuing officer will forward a written report detailing the pursuit to the Division Commander before completing their tour of duty. The watch supervisor will forward a written report to the Division Commander within 10 days unless an extension is allowed by the Commander of Field Operations. The reports shall include:
1. Evaluation of the circumstances involved.
  2. If the initiating officer followed the required procedures.
  3. Were there other units involved and did they follow procedures?
  4. Did communications perform their responsibilities?
  5. Did supervisors perform their responsibilities?
  6. Was force used to stop the vehicle, i.e. roadblocks or controlled stopping devices?
  7. Were procedures followed regarding termination of pursuits?
- B. The supervisor of the unit initiating the pursuit shall be responsible for submission of a written analysis and critique of the pursuit through the chain of command to the Chief of Police. The report shall include an evaluation of the pursuit referring to the circumstances and adherence to this policy.
- C. A vehicular pursuit is deemed a "use of force", hence a Use of Force report must be completed.
- D. As a vehicular pursuit is deemed a "use of force", the Department's Use of Force policy and Use of Force continuum apply to vehicular pursuits.
- E. On an annual basis a documented analysis of all pursuits for the past calendar year shall be completed. This report shall be completed by the Sergeant of Planning and Research and be forwarded to the Chief of Police. The analysis is intended to reveal patterns or trends that indicate training needs and/or policy modifications.

## VII. TRAINING

Officers shall receive annual training in the use of forcible stopping techniques.

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Samuel Hargadine, Chief of Police

**WARNING**

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.

## **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 and adjacent properties and the city right of way 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 responsible for a time delay required in arranging for professional help if delay is 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 from city or private property 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 or ignore 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 divided 50%/50% 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 15<sup>th</sup> day of November, 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: November 13, 2016  
RE: City Engineer's Report – November 2016

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

- a. The contractor still has work to complete on the roadway project. A punchlist of these items was prepared and issued in October. A follow-up inspection and updated list of remaining items was prepared and issued on November 9. Remaining work items include things like competing sodding work at several locations, relocating traffic signs, cleaning out storm sewer intakes, general site clean-up, and replacing curb ramps at the Sunset Street exit drive. The current pedestrian push buttons on the new signal poles are also temporary, and need to be switched out with the specified audible buttons once they are received from the supplier.
- b. *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. New timings are typically available the following spring. (Oct. Mtg.)*

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

- a. The 2016 Sidewalk Repair Project as constructed by JDM Concrete, LLC has now been completed in accordance with the plans and specifications. We recommend the City of University Heights accept the 2016 Sidewalk Repair Project as completed, and release retainage. The council will consider a resolution which accepts the work as complete, a copy of which is attached.
- b. Invoices have been mailed to all residents involved, and a listing of amounts has been provided to the City Clerk.

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

- a. Property reports and repair letters were sent to 16 properties with required sidewalk repairs in September of this year. The deadline to join the City administered sidewalk repair project is February 1, 2017. At this time, three properties have signed-up for the city project, and three properties have already completed repairs.

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

- a. MidAmerican Energy will be doing work at the intersection of Melrose Avenue and Emerald Street to replace an existing utility pole that is leaning. Schedule is dependent MidAmerican obtaining a similar work in right-of-way permit from the City of Iowa City.
- b. MidAmerican Energy will be doing work at 323 Koser Avenue to remove and cap an existing gas service line.



**(5) Traffic Calming**

- a. At the October 11 council meeting, Mayor Heitman requested information on the cost and use of speed humps on local streets. Speed humps are one type of approach that can be used to manage traffic speeds and/or volumes on residential streets. This was discussed with the MPOJC, as they have been involved in the process of working with cities and residents to evaluate the use of traffic calming measures on city streets.
- b. Attached for discussion is a copy of the traffic calming process that the MPO uses in Iowa City to help council's evaluate requests.
- c. Research of similar speed hump installations show construction costs are in the range of \$3,000 - \$4,000 per speed hump installed (installations similar to those found on Teg Drive (by Willow Creek Park). These are the types of speed humps that Mark Phelps (UHTS snow removal contractor) referenced at the October meeting as allowing a snow plow to pass over without too much damage.

**(6) Maintenance Items**

- a. Work was completed to jet and clean out debris from within an existing roadway subdrain and street intake at the NE corner of the Highland Drive and Koser Avenue intersection (west of Sunset Street). This was related to reports of groundwater surfacing in this area at the October council meeting. We recommend approval of the invoice from Action Sewer and Septic Services listed in the warrants (\$250.50).
- b. Work was completed to patch the deteriorating asphalt at the east end of Marietta Avenue where the street abuts the newer concrete street that continues east into the Lytham subdivision. Similar to other maintenance items like this on Olive Court and Leamer Court, the cost of this patching repair will be split with Jeff Hendrickson. He will reimburse the City for half the cost. We recommend approval of the invoice from L.L. Pelling listed in the warrants (\$750.00).
- c. Work was completed by L.L. Pelling Painting Division to repaint pavement markings on city streets. This is an annual budgeted item, and is under budget. There are a few angled parking stalls on Marietta that still need to be painted (cars were parked in these spots at the time), they will try to complete next week. We recommend approval of the invoice from L.L. Pelling listed in the warrants for the work completed so far (\$5,253.35)

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

JDB

RESOLUTION NO. 16-58

**RESOLUTION ACCEPTING THE 2016 SIDEWALK REPAIR PROJECT AS COMPLETED**

**WHEREAS**, the University Heights City Council on May 10, 2016, adopted Resolution 16-28 (Resolution Accepting Quotation for the 2016 Sidewalk Repair Project), approving a construction contract with JDM Concrete, LLC for sidewalk repair in the SW portion of University Heights for a base bid of \$5,707.00; and

**WHEREAS**, the project comprised work to repair sidewalks at locations where abutting property owners asked to be included in a City-solicited and administered contract for such work as well as work at locations where property owners did not ask to be included but also failed to complete the work themselves (on their own or through their own contractors) by the date previously specified in notice provided; and

**WHEREAS**, JDM Concrete, LLC has now completed the project in accordance with the plans and specifications; and

**WHEREAS**, JDM Concrete, LLC has submitted invoices to the City for that part of the project where property owners asked to be included (\$4,882.50), for the amount associated with work where property owners did not ask to be included but did not perform repairs themselves (\$315.00), and for the amount associated with work that was City responsibility (\$1,440.00), for a total of \$6,637.50; and

**WHEREAS**, the City Engineer recommends that the City Council release retainage to JDM Concrete, LLC for the all the work performed in the total amount of \$331.87, all in accordance with the contract; and

**WHEREAS**, the City will invoice individual property owners for their respective share of the sidewalk repair work and/or assess the cost of such work for collection as additional property tax by separate action,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, IOWA** that the 2016 Sidewalk Repair Project is hereby accepted as completed, and the City Council authorizes release of retainage in the amount of \$331.87 to JDM Concrete, LLC.

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 15th day of November, 2016.

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Wally Heitman, Mayor  
City of University Heights

ATTEST:

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Christine M. Anderson, City Clerk

# Iowa City's Traffic Calming Program



The goal of Iowa City's Neighborhood Traffic Calming Program is to reduce excessive speeding and/or traffic volumes on local and collector streets. Participation in the program is neighborhood-initiated and is not imposed by the City.

## Which streets qualify?

- To be considered for Traffic Calming a street must be functionally classified as either a local residential street or collector street. Collector streets will not be considered for traffic diversion, though they may be considered for speed reduction.
- Traffic calming will be considered only along street frontages where 75% of lots are developed.

## A traffic study must determine the following about your street:

Traffic volumes should exceed :

- 500 vehicles per day on a local street;
- 1,000 vehicles per day on a collector street .

Volumes should not exceed 3,000 vehicles per day on streets considered for the program.

### OR

The measured comfortable speed of drivers (85th percentile speed) should exceed 5 MPH over the posted speed limit. In other words, speed measurements must show that 15% of drivers are exceeding the posted speed limit by 5 MPH or more.

**TRAFFIC CALMING** is the practice of managing traffic speeds and/or volumes on residential streets using one or more approaches: increased police enforcement, driver education (e.g. signs), or physical changes to the roadway (e.g. speed humps, lane striping, on



## Step 1: PETITION FOR TRAFFIC CALMING

Complete a petition requesting a traffic study. Only residents along the portion of the street for which traffic calming is being sought may sign. To be valid, the petition must include signatures from no less than 50% of the homes or apartments located on property along the effected street (one signature per household will be counted). SEE: Petition form on the back of this sheet.

## Step 2: STUDY AND EVALUATION

Once a qualified petition is received, City staff will initiate a traffic study to measure vehicle volume and speeds over a 72-hour period. If speeds or volumes meet the criteria for traffic calming, staff will review the street section and propose a set of traffic calming measures that may be safely implemented.

## Step 3: NEIGHBORHOOD MEETING

Staff will review the traffic study with residents of the street and describe possible remedies at a neighborhood meeting. This provides an opportunity for residents to ask questions of staff and discuss solutions with their neighbors. The goal of the meeting is to determine whether there is support from the neighborhood to pursue any of the measures proposed by staff.

## Step 4: NEIGHBORHOOD SURVEY

If residents at the neighborhood meeting wish to move forward with a proposed traffic calming measure, staff will send a mail-back survey card to each household along the affected street section. The proposal for traffic calming must be supported by 60% of those responding to the survey in order to be considered for implementation. A 50% response rate to the mail-back survey is required.

## Step 5: REVIEW AND APPROVAL

If the mail-back survey indicates approval by 60% of respondents, Staff will place the traffic calming request on a City Council agenda. Signs will be posted along the street to announce a public comment period to allow other neighbors and the general public to weigh-in on the proposed changes. All written comments received by staff will be forwarded to Council for their consideration.

**For questions or to submit a petition for Traffic Calming, contact:**

Sarah Walz, Assistant Transportation Planner, 319-356-5239 or sarah-walz@iowa-city.org  
NDS, City Hall, 410 East Washington St., Iowa City, IA 52240



CITY OF IOWA CITY

**By signing this petition you are indicating your support for a traffic calming study on your street.**

This will allow City Staff to study traffic volumes and speeds along your street. Results of the study will be provided to you and, if the measured comfortable speed of drivers (85th percentile speed) is found to exceed 5 MPH over the posted speed limit and if measured volumes meet the program's minimum criteria, staff will organize a neighborhood meeting to discuss potential solutions that may be effectively implemented along your street to calm traffic. Solutions typically include installation of signs, increased police enforcement, or physical changes to the road-way such as speed humps.

**STREET NAME:** \_\_\_\_\_

- Indicate the specific intersections (or addresses) between which the traffic calming study is being requested (e.g. Main St. between 3rd and 7th Avenues). To be eligible for the Traffic Calming Program you must have signatures from 50% of households along the affected street section.
- **To sign this petition you must reside along the portion of street for which a traffic calming is being requested (see above). Renters may sign. One signature per household.**

Name	Street Address	Email Address
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**U-H Website Updates/Statistics October 1-31, 2016**

- October 24, 2015
  - **Special Council meeting agenda**
- October 20, 2015
  - **Community visioning, new ordinances**
- October 15, 2015
  - **Special Council meeting agenda**
- October 14, 2015
  - **Council meeting webstream**
- October 13, 2015
  - **Proposed ordinances updates**
- October 10, 2015
  - **Council meeting agenda & attachments, game day forum**
- October 9, 2015
  - **Council meeting agenda & minutes, game day forum**
- October 7, 2015
  - **Leaf Vacuuming dates**
- October 4, 2015
  - **Council meeting agenda**
- October 3, 2015
  - **Farmer's Market info**

**Monthly Statistics from Stat Counter**

Page Views	Unique Visits	1 <sup>st</sup> Time Visits	Returning Visits	
<b>1907</b>	<b>1272</b>	<b>871</b>	<b>401</b>	<b>Total</b>
<b>62</b>	<b>42</b>	<b>29</b>	<b>13</b>	<b>Average</b>

**Monthly Statistics from Webalyzer**

Hits per Hour	<b>106</b>
Hits per Day	<b>2561</b>
Pages per Day	<b>605</b>
Total Visits	<b>8301</b>
Total Unique User Agents	<b>1050</b>
<b>Average Visits Per Day</b>	<b>267</b>

**Twitter**

Tweets	<b>3</b>
Re-tweets	<b>1</b>
Followers	<b>96</b>

Reports - Event: University Heights City Council Meeting of 10/11/16... (10/14/2016)

Date Range: October 1, 2016 - October 31, 2016  
 Category: Date Range: Last Month Refresh

**Total Hits: 103**

**Media Types**

Media Type	Total Views	% of Total
Events	4	3.88
Media	99	96.12
On-Demand Sessions	3	3.00
On-Demand Hits	92	90.00
Agenda (PDF)	0	0.00
Agenda Attachment	0	0.00
Packet (PDF)	0	0.00
Minutes	0	0.00
Minutes Attachment	0	0.00
Indexer Attachment	0	0.00
Podcast (Audio)	4	4.04
Podcast (Video)	0	0.00
HD Media	0	0.00

**Browsers**

Browser Type	Total Views	% of Total
Windows	94	91.26
Apple / Mac	4	3.88
Mobile - iPad/iPhone	0	0.00
Mobile - Android	0	0.00
Mobile - Other	0	0.00
Unknown / Blocked	5	4.85

@ZachHendel



University Heights City Council Meeting of 10/11/16

Created Oct 15, 2016 - Published Oct 14, 2016 - Duration 2:58:17 - Privacy setting Public

Last month (Oct 1, 2016 - Oct 31, 2016)

**Watch time**  
Minutes

1,207

**Average view duration**  
Minutes

30:57

30 minutes 37 seconds  
Up from 0:00 in previous period (Aug 31, 2016 - Sep 30, 2016)

**Views**

39

**Likes** 0

**Dislikes** 0

**Comments** 0

**Shares** 0

**Video in playlists** 0

**Subscribers** 1

**Top geographies**  
Watch time

United States (34%)  
 Western region (4.7%)  
 Thailand & Taiwan (1.3%)  
 Italy (1.2%)  
 Mexico (0.8%)

**Gender**  
Views

Male (100%)  
 Female (0%)

**Traffic sources**  
Watch time

External (81%)  
 YouTube channel (10%)  
 Suggested videos (9%)  
 YouTube search (0.2%)

**Playback locations**  
Watch time

Embedded in external websites and apps (81%)  
 YouTube watch page (19%)