

Agenda Report

September 3, 2013 City Council Meeting

September 3, 2013

Item No. 6(c)

ISSUE: Approval of FY 12/13 IDOT City Street Financial Report

BACKGROUND:

The City is required to submit an annual Street Financial Report to IDOT that accounts for all revenues and expenses related to the City's share of Road Use Tax dollars. This past Fiscal Year the City received \$465,422 in RUT funds, but only expended \$450,116. This leaves a balance of \$15,306 in the City's Road Use Tax account. In previous years, the City spent more in transportation expenses that it received in RUT funds. This led to additional funds being transferred from the general fund to cover costs.

As a reminder RUT funds can only be used for expenses related to transportation, including salaries. This past year the biggest expenses in the RUT fund were salaries for PW employees, snow removal & street lighting. We do not service any debt with RUT dollars. Going forward, any funds carried over in the RUT account will be spent on future street maintenance and repairs.

RECOMMENDATION:

Staff recommends the City Council approve the annual City Street Financial Report. Once you approve the report, staff will submit to IDOT for final approval.

STAFF CONTACTS:

Jeffrey A. Fiegenschuh, City Administrator
Carrie Kruse, Chief Financial Officer



Iowa Department of Transportation

Form 517007 (5-2012)
Office of Local Systems
Ames, IA 50010

City Street Financial Report

| City Name | City Number | City Population | Fiscal Year |
|-----------------|-------------|-----------------|-------------|
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Welcome Page!

Welcome to the Iowa Department of Transportation, Office of Local Systems, City Street Financial Report (SFR)

Complete the City SFR according to the instructions that are available on the Iowa DOT SFR website located [here](#).

Please direct all questions, comments, and feedback about the City SFR and the on-line process, to: Tammi Bell at tammi.bell@dot.iowa.gov, 515-239-1529.

Thank you for using the City SFR on-line process.



City Street Financial Report

| City Name | City Number | City Population | Fiscal Year |
|-----------------|-------------|-----------------|-------------|
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Cover Sheet

Now therefore let it be resolved that the city council of WINDSOR HEIGHTS, Iowa
(city name)

on _____ did hereby approve and adopt the annual
(month/day/year)

City Street Financial Report from July 1, 2012 to June 30, 2013.
(year) (year)

Contact Information

| Name | E-mail Address | Street Address | City | ZIP Code |
|------------------|----------------------------------|------------------|-----------------|----------|
| Jeff Fiegenschuh | jffiegenschuh@windsorheights.org | 1133 66th Street | Windsor Heights | 50324 |
| Hours | Phone | Extension | Alternate Phone | |
| 8:00-5:00 | (515) 279-3662 | | (515) 279-3662 | |

Preparer Information

| Name | E-mail Address | Phone | Extension |
|--------------|---------------------------|----------------|-----------|
| Carrie Kruse | ckruse@windsorheights.org | (515) 279-3662 | |

Mayor Information

| Name | E-mail Address | Street Address | City | ZIP Code |
|-------------------|--------------------------------|------------------|-----------------|----------|
| David J. Sullivan | citycouncil@windsorheights.org | 1133 66th Street | Windsor Heights | 50324 |
| Phone | Extension | | | |
| (515) 279-3662 | | | | |

Resolution Number _____

Signature Mayor

Signature City Clerk

City Street Financial Report

| City Name | City Number | City Population | Fiscal Year |
|-----------------|-------------|-----------------|-------------|
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Summary Statement Sheet

Column 1 Column 2 Column 3 Column 4
 Road Use Other Street Street Debt Totals
 Tax Fund Monies

Round Figures to Nearest Dollar

| A. BEGINNING BALANCE | | | | |
|---|---------|---------|---------|-----------|
| 1. July 1 Balance | 0 | 0 | 0 | 0 |
| 2. Adjustments (Note on Explanation Sheet) | | 118,814 | | 118,814 |
| 3. Adjusted Balance | 0 | 118,814 | 0 | 118,814 |
| B. REVENUES | | | | |
| 1. Road Use Tax | 465,422 | | | 465,422 |
| 2. Transfer of Jurisdictions Fund | | | | |
| 3. Property Taxes | | | | |
| 4. Special Assessments | | | | |
| 5. Miscellaneous | | 89,737 | 390,341 | 480,078 |
| 6. Proceeds from Bonds, Notes, and Loans | | | | 0 |
| 7. Interest Earned | | | | |
| 8. Total Revenues (Lines B1 thru B7) | 465,422 | 89,737 | 390,341 | 945,500 |
| C. Total Funds Available (Line A3 + Line B8) | 465,422 | 208,551 | 390,341 | 1,064,314 |

Column 1 Column 2 Column 3 Column 4
 Road Use Other Street Street Debt Totals
 Tax Fund Monies

Round Figures to Nearest Dollar

| EXPENSES | | | | |
|--|---------|---------|---------|-----------|
| D. Maintenance | | | | |
| 1. Roadway Maintenance | 310,862 | | | 310,862 |
| 2. Snow and Ice Removal | 124,792 | | | 124,792 |
| E. Construction, Reconstruction and Improvements | | | | |
| 1. Engineering | 3,641 | | | 3,641 |
| 2. Right of Way Purchased | | | | |
| 3. Street/Bridge Construction | 10,821 | | | 10,821 |
| 4. Traffic Services | | | | |
| F. Administration | | | | |
| | | | | |
| G. Equipment (Purchased or Leased) | | | | |
| | | | | |
| H. Miscellaneous | | | | |
| | | | | |
| J. Street Debt | | | | |
| 1. Bonds, Notes, and Loans - Principal Paid | | | 340,000 | 340,000 |
| 2. Bonds, Notes and Loans - Interest Paid | | | 50,341 | 50,341 |
| TOTALS | | | | |
| K. Total Expenses (Lines D thru J) | 450,116 | | 390,341 | 840,457 |
| L. Ending Balance (Line C-K) | 15,306 | 208,551 | 0 | 223,857 |
| M. Total Funds Accounted For (K + L = C) | 465,422 | 208,551 | 390,341 | 1,064,314 |



City Street Financial Report

| City Name | City Number | City Population | Fiscal Year |
|-----------------|-------------|-----------------|-------------|
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Miscellaneous Revenues and Expenses Sheet

| Code Number and Itemization of Miscellaneous Revenues (Line B5 on the Summary Statement Sheet) (See Instructions) | Column 2 Other Street Monies | Column 3 Street Debt |
|--|---------------------------------|-------------------------|
| 190 Other Miscellaneous | 437 | |
| 194 General Fund Transfers | 89,300 | |
| 195 Tax Increment Financing (TIF) | | 390,341 |
| Line B5 Totals | 89,737 | 390,341 |

| Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See instructions) | Column 2 Other Street Monies | Column 3 Street Debt |
|--|---------------------------------|-------------------------|
| | | |
| Line H Totals | | |



City Street Financial Report

| | | | |
|-----------------|-------------|-----------------|-------------|
| City Name | City Number | City Population | Fiscal Year |
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Bonds, Notes and Loans Sheet

| New Bond ? | Debt Type | Debt Purpose | DOT Use Only | Issue Date | Issue Amount | % Related to Street | Year Due | Principal Balance as of 7/1 or after | Total Principal Paid | Total Interest Paid | Principal Roads | Interest Roads | Principal Balance as of 6/30 |
|--------------------------|--------------------|---------------------|------------------------|------------|--------------|---------------------|---------------|--------------------------------------|----------------------|---------------------|-----------------|----------------|------------------------------|
| <input type="checkbox"/> | General Obligation | Street Improvements | 101 | 05/24/2012 | 1,375,000 | 100% | 2018 | 1,375,000 | 120,000 | 10,898 | 120,000 | 10,898 | 1,255,000 |
| <input type="checkbox"/> | General Obligation | Street Improvements | 103 | 09/01/1999 | 1,580,000 | 100% | 2016 | 630,000 | 145,000 | 33,243 | 145,000 | 33,243 | 485,000 |
| <input type="checkbox"/> | General Obligation | Street Improvements | 109 | 01/10/2011 | 440,000 | 100% | 2016 | 310,000 | 75,000 | 6,200 | 75,000 | 6,200 | 235,000 |
| | | | New Bond Totals | | 0 | 0 | Totals | 2,315,000 | 340,000 | 50,341 | 340,000 | 50,341 | 1,975,000 |



City Street Financial Report

| City Name | City Number | City Population | Fiscal Year |
|-----------------|-------------|-----------------|-------------|
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Project Final Costs Sheet

For construction, reconstruction, and improvement projects with costs equal to or greater than 90% of the bid threshold in effect as the beginning of the fiscal year.

Section A

Check here if there are no entries for this year

| Line No. | 1. Project Number | 2. Estimated Cost | 3. Project Type | 4. Public Letting? | 5. Location/Project Description (limits, length, size of structure) |
|----------|-------------------|-------------------|----------------------|--------------------|---|
| 1 | WH2611008 | 300,000 | Roadway Construction | Yes | Reconstruct 70th & Washington intersection and Franklin Ave from 63rd to 64th |

Section B

| Line No. | 1. Project Number | Contract Work | | | City Labor | | | | 13. Total |
|----------|-------------------|----------------------------|-------------------|-------------------------|------------|---------------|---------------|--------------|-----------|
| | | 6. Contractor Name | 7. Contract Price | 8. Additions/Deductions | 9. Labor | 10. Equipment | 11. Materials | 12. Overhead | |
| 1 | WH2611008 | Concrete Technologies, Inc | 231,357 | 12,399 | | | | | 243,756 |



City Street Financial Report

| | | | |
|-----------------|-------------|-----------------|-------------|
| City Name | City Number | City Population | Fiscal Year |
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Road/Street Equipment Inventory Sheet

Check here if there are no reportable equipment

| 1. Local Class I.D. # | 2. Model Year | 3. Description | 4. Purchase Cost | 5. Lease Cost | /Unit | 6. Rental Cost | /Unit | 7. Used on Project this FY? | 8. Status |
|-----------------------------|---------------------|---|------------------------|---------------------|-------|----------------------|-------|-----------------------------------|--------------|
| | 2010 | Line Lazer 1 V 2 Gun Unit Paint Sprayer | 11,347 | | | | | Yes | No Change |
| | 2010 | John Deere 326D Skid Steer | 34,592 | | | | | Yes | No Change |
| | 2007 | 1-ton, flatbed Chevy pick up | 31,543 | | | | | No | No Change |
| | 2006 | 1/2 ton Chevrolet Pickup | 13,000 | | | | | No | No Change |
| | 2006 | 1445 John Deere Riding Mower | 22,082 | | | | | No | No Change |
| | 2005 | International Dump Truck | 73,994 | | | | | No | No Change |
| | 2002 | 444H John Deere Endloader | 86,000 | | | | | No | No Change |
| | 1997 | 1/2 ton Chevrolet Pickup | 11,500 | | | | | No | No Change |
| | 1991 | Chevrolet Boom Truck | 15,000 | | | | | No | No Change |
| | 1990 | 1 Ton Chevrolet Truck | 15,991 | | | | | No | No Change |
| | 1989 | XA 585 Atlas Copco Air Compressor | 12,485 | | | | | No | No Change |
| | 1976 | JD 310-A John Deere Backhoe | 16,000 | | | | | No | No Change |



City Street Financial Report

| City Name | City Number | City Population | Fiscal Year |
|-----------------|-------------|-----------------|-------------|
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Explanation Sheet

| Comments |
|---|
| Line 2 of the Summary page for adjustments of \$118,814 in "Other Street Monies" is to reflect additional general fund transfers to the Road Use Tax fund in prior years that were not included on this report. |



City Street Financial Report

| City Name | City Number | City Population | Fiscal Year |
|-----------------|-------------|-----------------|-------------|
| WINDSOR HEIGHTS | 8477 | 4,860 | 2013 |

Monthly Payment Sheet

| Month | Road Use Tax Payments | Transfer of Jurisdictions Payments |
|---------------|-----------------------|------------------------------------|
| JULY | \$34,000.05 | |
| AUGUST | \$51,068.70 | |
| SEPTEMBER | \$46,462.21 | |
| OCTOBER | \$37,544.20 | |
| NOVEMBER | \$35,798.99 | |
| DECEMBER | \$37,845.96 | |
| JANUARY | \$37,718.16 | |
| FEBRUARY | \$40,526.44 | |
| MARCH | \$51,022.39 | |
| APRIL | \$34,054.77 | |
| MAY | \$22,002.15 | |
| JUNE | \$37,378.21 | |
| Totals | \$465,422.23 | |

CITY OF WINDSOR HEIGHTS, IOWA

RESOLUTION NO. 13-0959

**A RESOLUTION APPROVING SUBMITTAL OF THE ANNUAL STREET FINANCIAL REPORT TO
THE IOWA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Code of Iowa, Chapter 32, Section 14 requires the submission of this report annually to the Iowa Department of Transportation and;

WHEREAS, The City of Windsor Heights has worked diligently to maintain and improve transportation corridors in our community and;

WHEREAS, City staff documented and provided information to the Department of Transportation pursuant to State law and;

WHEREAS, the City of Windsor Heights has served as a capable steward of public transportation money;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the Iowa Department of Transportation Street Finance Report for July 1, 2012 to June 30, 2013, is hereby approved.

BE IT FURTHER RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the City Administrator is directed to file said report with the Iowa Department of Transportation Street Finance Report prior to the September 30th deadline.

David J. Sullivan,
Mayor

PASSED AND
APPROVED THIS 3RD DAY
OF SEPTEMBER, 2013.

ATTEST:

Jeffrey A. Fiegenschuh, City Administrator/Clerk