



City Administrator Report to Mayor & City Council

2018.10.12, Edition No. 326

WEEKLY UPDATE:

- City Council Goals: Reminder - Let's plan on November 8th for the City Council goal setting session. The session will be held in the Lower Level Conference Room at 5:30pm.
- Budget: Please see a copy of the Budget Basis Financial Statement Overview for Year Ended June 30, 2018, that was presented at last night's council meeting.
- CSO: Please find attached the September 2018 progress report for the West Hill Projects. Karmen K. Heim, P.E., Stanley Consultants.
- ATEs: Based on recent court cases and discussions with other communities utilizing ATEs, the City Attorney is recommending a few wording changes to the current ATE ordinance. We should have those ready to bring forward at the next City Council meeting.
- Annual Accomplishments: It is that time of year! Departments are compiling their annual accomplishments. We will then be working to collate those into the City's annual accomplishments for distribution. Staff's goal setting session is on October 22nd in advance of the Council's session noted above.
- Fall Leaf Pickup: The 2018 Fall Leaf Pickup schedule has been released with the first pass of leaf collection scheduled to start Monday, Oct. 15, for Zone 1 (see map). There are eight zones that the leaf trucks will work on consecutive weekdays. The second pass begins on Oct. 26 with leaf collection concluding with the final pass on Nov. 29. Please see the attached map and a copy of the press release with more details.

Additional Information

The following are the notes from the trails meeting held on Wednesday, October 10th (RHill):

A. Update - Westside Trail

1. Topographical Survey work has been completed
2. Environmental Phase I Review has been submitted
3. Planning & Zoning has approved the final design
4. Public Meeting was held with affected property owners
5. Discussed final route and timetable

B. Other Trail Projects

- A. The Trails Committee and Traffic Committee will meet October 17th
- B. Purpose of Meeting:
 - i. Discuss High School Trail Project
 - ii. Discuss and Prioritize future trail projects

- C. Fruitland Connection (Fruitland Council Member Hayns)
 - i. "Share the Road" signs
- D. Deep Lakes Park Trail Extensions
 - i. Curt Weiss to update

- C. Iowa DOT Bike & Pedestrian Plan and Bi-State Facilitation
 - A. Bryan Schmid Report on Trail Plan Update
 - i. Met with officials from Wilton, West Liberty & Nichols
 - ii. Continue maintenance and paving on Hoover Nature Trail
 - iii. Connect to Johnson County's Trail system
 - iv. Connect to Muscatine's system

- D. Need to Update Trail Map
 - A. Convention & Tourism Bureau
 - B. Need better map for local visitors

City of Muscatine

Budget Basis Financial Statement Overview

Year Ended June 30, 2018

City of Muscatine, Iowa
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance
Year Ended June 30, 2018

Revenues:

Taxes:

| | |
|----------------------------------|-------------------------|
| Property | \$ 7,272,035.68 |
| Utility | 31,843.91 |
| Hotel/Motel | 521,993.13 |
| Cable Franchise | 165,003.57 |
| Utility Franchise | 102,858.75 |
| Licenses and permits | 562,283.53 |
| Fines and forfeitures | 723,405.95 |
| Intergovernmental | 838,902.22 |
| Charges for services | 560,780.21 |
| Use of money and property | 145,470.46 |
| Other | 958,277.39 |
| | <hr/> |
| Total revenues | \$ 11,882,854.80 |

Expenditures:

Current:

| | |
|---|------------------------|
| Public safety | \$ 9,136,942.46 |
| Public works | 2,112,243.06 |
| Health and social service | 55,000.00 |
| Culture and recreation | 3,023,688.20 |
| Community and economic development | 818,775.23 |
| General government | 2,660,369.49 |

Capital outlay:

| | |
|---|-------------------|
| Public safety | 94,304.05 |
| Public works | 423,538.30 |
| Culture and recreation | 118,620.05 |
| Community and economic development | 1,163.80 |
| General government | 30,735.71 |

Total expenditures **\$ 18,475,380.35**

Revenues (under) expenditures **\$ (6,592,525.55)**

| | |
|---|--------------------------------------|
| Other financing sources (uses): | |
| Operating transfers in (includes transfers from the Employee Benefits, Road Use Tax, Ambulance, Perpetual Care Interest, and TIF funds) | \$ 7,523,648.76 |
| Operating transfers out (includes transfer of tax levy proceeds to the Transit fund and levee capital project fund as well as transfers to the Equipment Replacement and Computer Replacement funds) | <u>(621,952.75)</u> |
| Total other financing sources (uses) | <u>\$ 6,901,696.01</u> |
| Revenues and other sources over (under) expenditures and other uses | \$ 309,170.46 |
| Fund balance, June 30, 2017 | <u>4,523,959.27</u> |
| Fund balance, June 30, 2018 | \$ 4,833,129.73 |
| Less reserve for encumbrances | <u>90,386.88</u> |
| Unreserved balance, June 30, 2018 | <u><u>\$ 4,742,742.85</u></u> |

**City of Muscatine
General Fund
Fund Balance Analysis
Fiscal Year Ended June 30, 2018**

| | |
|--|----------------------------------|
| Original Budget - Ending Fund Balance | \$4,329,708 |
| Original Revised Estimate - Ending Fund Balance | \$4,212,888 |
| Actual Ending Fund Balance (Reflects all Encumbrances including those funded from Road Use Tax) | <u><u>\$4,742,743</u></u> |
| Actual over (under) Revised Estimate by | <u><u>\$ 529,855</u></u> |
| General Fund Balance as a Percent of FY 2017/2018 Expenditures (Revised Estimate Projected Percentage at 21.6%) | <u><u>24.99%</u></u> |

NOTE:

| | |
|---|----------------------------------|
| Actual Ending Fund Balance <u>Without</u> Road Use Tax Funded Encumbrances (\$67,523.34 of Encumbrances will be funded from Road Use Taxes in FY 19) | <u><u>\$4,810,266</u></u> |
| Actual over Revised Estimate <u>Without</u> Road Use Tax Encumbrances | <u><u>\$ 597,378</u></u> |
| General Fund Balance as a Percent of FY 2017/2018 Expenditures without Road Use Tax Funded Encumbrances | <u><u>25.35%</u></u> |

**Budgeted Items not Purchased - Requested to be Carried Forward
to FY 2018/2019:**

| | |
|---|--------------------------------|
| Engineering - Drone Services | \$ 5,000 |
| Park Maintenance - Roof Replacements (storm; insurance reimbursed) | 11,300 |
| Soccer Complex - Bermuda grass for Field #8 | 6,000 |
| Art Center - Window Shades (needed to change vendors) | 1,600 |
| City Administrator - Computer Equipment | 3,625 |
| Net Impact of Carryforwards on General Fund balance | <u><u>\$ 27,525</u></u> |

*** Revenues under original Revised Estimate by \$2,807:**

Significant Revenue Items:

| | |
|--|------------------|
| Tax Collections <u>over</u> Revised Estimate | \$ 2,160 |
| Utility Taxes <u>over</u> Revised Estimate | 5,657 |
| Utility Franchise Fees <u>over</u> Revised Estimate | 21,459 |
| Commercial/Industrial State Reimbursement <u>over</u> Revised Estimate | 17,031 |
| Cable Franchise Fees <u>under</u> Revised Estimate | (11,096) |
| Road Use Tax Transfer in to General Fund <u>under</u> original Revised Estimate (Corresponding Public Works expenditures also under Rev. Est.; Transfer for \$67,523 of Encumbrances will be done in FY 19) | (190,163) |
| Employee Benefits funding <u>under</u> Revised Estimate (Corresponding expenditures also under Rev. Est.) | (39,000) |
| Health Insurance Wellness Program funding <u>under</u> Revised Estimate (Corresponding expenditures also under Rev. Est.) | (7,042) |

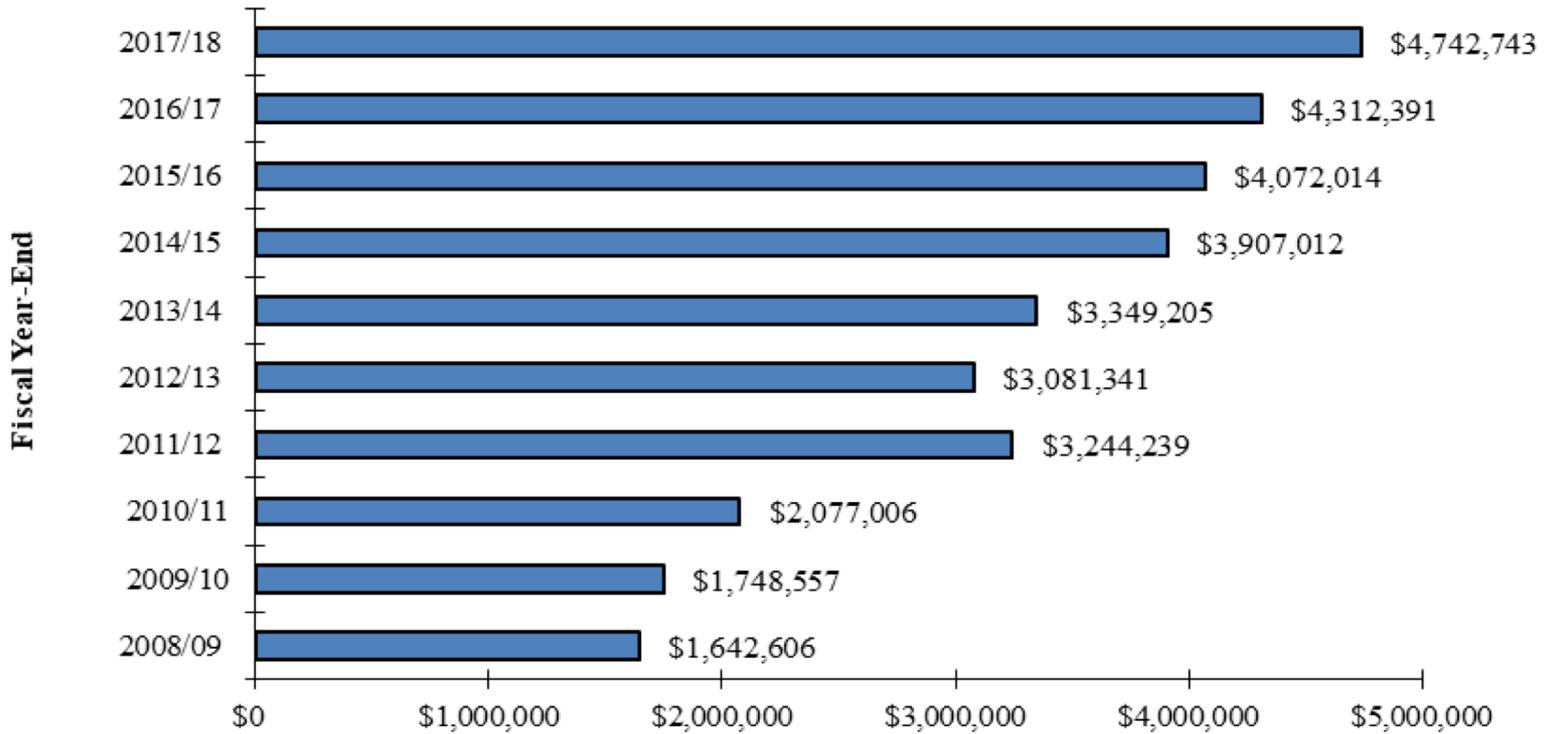
| | |
|---|---------------------------------|
| Hotel/Motel Tax <u>over</u> Revised Estimate | 41,993 |
| Building & Zoning Revenues <u>over</u> Revised Estimate | 33,319 |
| Library Revenues <u>under</u> Revised Estimate | (4,617) |
| Art Center Revenues <u>under</u> Revised Estimate | (2,131) |
| Parks and Recreation Revenues <u>over</u> original Revised Estimate | 1,111 |
| Cemetery Revenues <u>under</u> original Revised Estimate | (2,279) |
| Public Works Revenues <u>over</u> original Revised Estimate | 23,496 |
| Police Grants <u>under</u> Revised Estimate | (71,549) |
| Court Fines <u>over</u> Revised Estimate | 16,178 |
| Automatic Traffic Enforcement Fines <u>over</u> Revised Estimate (Primarily due to collection agency collections; the University ATE was reactivated on June 18, 2018) | 100,746 |
| Other Police Revenues <u>over</u> Revised Estimate | 36,165 |
| License and Permit Revenues <u>over</u> original Revised Estimate | 3,416 |
| Fire Department Revenues <u>over</u> original Revised Estimate | 6,235 |
| Interest Income <u>over</u> original Revised Estimate | 28,499 |
| Clark House Cell Tower Rents <u>under</u> Revised Estimate (now required to be credited to Clark House) | (14,740) |
| Various Other Revenues <u>over</u> Revised Estimate (Net) | 2,345 |
| | <u><u>\$ (2,807)</u></u> |

*** Expenditures under Original Revised Estimate by \$531,929**

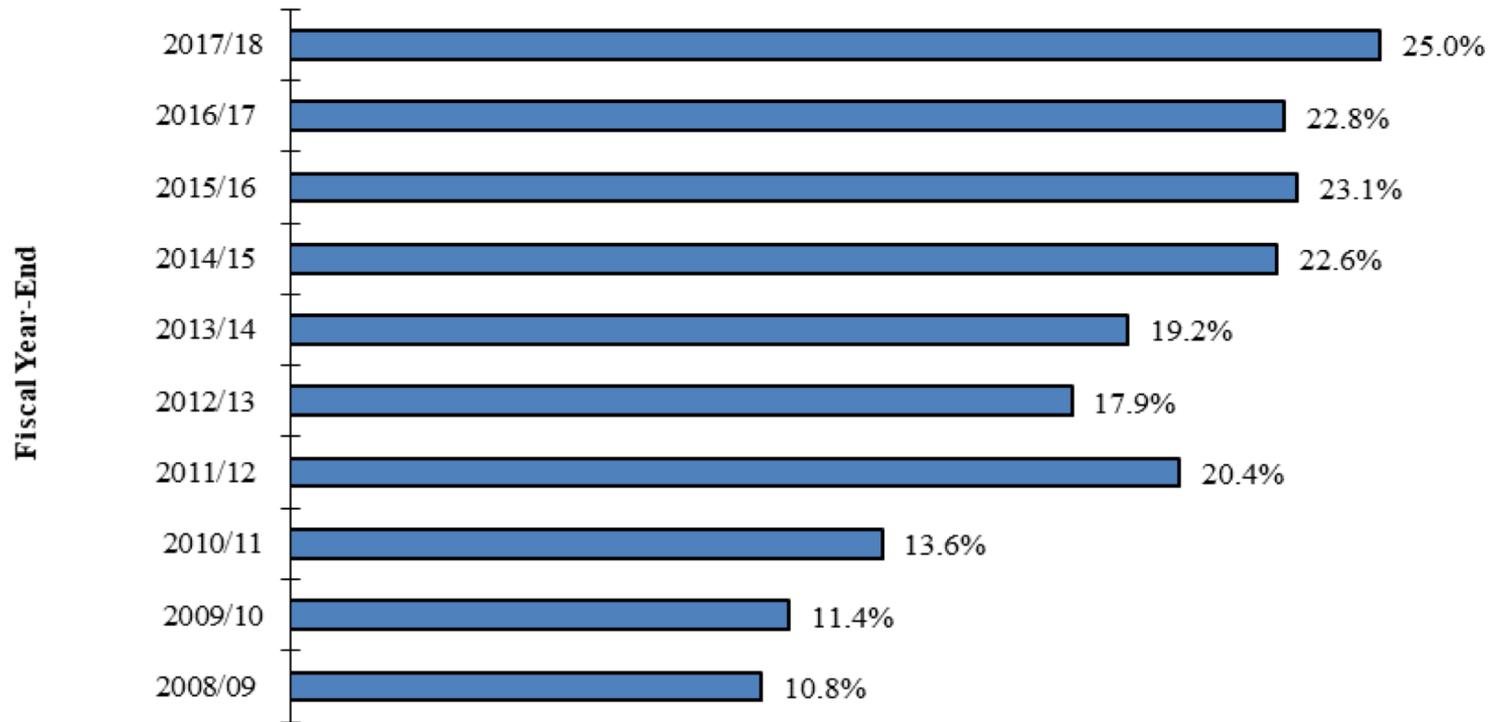
Significant Expenditure Items:

| | |
|---|---------------------------------|
| Item Carried Forward (see above) | \$ 27,525 |
| General government activities <u>under</u> original Revised Estimate (Net of carry forwards) | 135,435 |
| Public safety activities <u>under</u> original Revised Estimate | 199,961 |
| Library, Art Center and Parks <u>under</u> original Revised Estimate (Net of carry forwards) | 40,858 |
| Community/Economic Development <u>under</u> original Rev. Est. | 18,591 |
| Public Works activities <u>under</u> original Revised Estimate (Net of carry forwards) | 94,146 |
| Airport Subsidy <u>under</u> original Revised Estimate | 16,304 |
| Levee Tax Levy, Transit Tax Levy Transfers and Misc. <u>over</u> Revised Estimate | <u>(891)</u> |
| | <u><u>\$ 531,929</u></u> |

General Fund Fund Balance History



Fiscal Year-End General Fund Balances as a Percent of Expenditures



City of Muscatine
Fund Balance Comparison - Operating Funds
June 30, 2018

| <u>Fund</u> | <u>Original Budget</u> | <u>Revised Estimate</u> | <u>Actual 6-30-18</u> | <u>Variance Favorable (Unfavorable)</u> |
|--|----------------------------|-----------------------------|---------------------------|---|
| General Fund | \$ 4,329,708 | \$ 4,212,888 | \$ 4,742,743 | \$ 529,855 (1) |
| Debt Service Fund | | | | |
| General Obligation | 201,741 | 215,964 | 244,470 | 28,506 (2) |
| Enterprise Funds: | | | | |
| Water Pollution Control Operations | 1,399,379 | 1,511,074 | 1,833,808 | 322,734 (3) |
| Collection and Drainage | 662,725 | 651,169 | 722,430 | 71,261 (4) |
| Solid Waste Management: | | | | |
| Refuse Collection | (99,915) | (107,608) | (113,072) | (5,464) (5) |
| Landfill Operations | 638,691 | 724,614 | 801,328 | 76,714 (6) |
| Landfill Closure Reserve | 977,174 | 999,991 | 1,022,715 | 22,724 |
| Landfill Post-Closure Reserve | 992,555 | 969,138 | 972,087 | 2,949 |
| Transfer Stations Operations | 843 | 97,168 | (60,468) | (157,636) (7) |
| Transfer Station Closure Reserve | 33,795 | 33,825 | 33,825 | - |
| Parking System | 40,655 | 61,583 | 83,400 | 21,817 (8) |
| Transit System | 348,557 | 614,582 | 565,308 | (49,274) (9) |
| Golf Course Operations (excludes Clubhouse inventory) | 28,166 | 39,458 | 44,324 | 4,866 (10) |
| Boat Harbor Operations | 1,565 | (2,762) | - | 2,762 (11) |
| Marina Operations (excludes inventory) | (4,306) | (3,330) | (3,150) | 180 |
| Ambulance Operations | 51,698 | 242,064 | 312,249 | 70,185 (12) |
| CVB | 71,632 | 113,488 | 127,249 | 13,761 (13) |
| Soccer Event Fund | - | - | 61,930 | 61,930 (14) |
| Internal Service Funds: | | | | |
| Equipment Services (includes inventory) | 16,355 | 60,601 | 86,121 | 25,520 (15) |
| Health Insurance | 1,023,197 | 1,412,587 | 1,905,669 | 493,082 (16) |
| Dental Insurance | 12,435 | 28,672 | 47,627 | 18,955 (17) |

City of Muscatine
Fund Balance Comparison - Operating Funds
June 30, 2018

| <u>Fund</u> | Original Budget | Revised Estimate | Actual 6-30-18 | Variance Favorable (Unfavorable) |
|--|----------------------|----------------------|----------------------|--|
| Special Revenue Funds: | | | | |
| Employee Benefits | - | 10,814 | 71,689 | 60,875 (18) |
| Emergency Tax Levy | 80,909 | 81,167 | 81,706 | 539 |
| Community Block Grant | 22,636 | 26,934 | 30,015 | 3,081 |
| Home Ownership Program | 29,554 | 56,873 | 57,145 | 272 |
| Sunset Children's Education Program | 78 | 2,265 | 3,957 | 1,692 |
| Small Business Forgivable Loan Program | - | - | 91,409 | 91,409 (19) |
| Local Option Sales Tax | 460,062 | 240,059 | 267,314 | 27,255 (20) |
| Road Use Tax | 343,232 | 770,189 | 1,317,754 | 547,565 (21) |
| Tax Increment (Downtown) | 46,834 | 45,865 | 51,226 | 5,361 |
| Tax Increment (Southend) | 831,316 | 879,906 | 889,992 | 10,086 |
| Tax Increment (Cedar Development) | 55,273 | 66,546 | 67,021 | 475 |
| Tax Increment (Muscatine Mall) | 32,151 | 32,139 | 32,467 | 328 |
| Tax Increment (Heinz) | 6,488 | 6,565 | 6,729 | 164 |
| Tax Increment (Hwy 38 NE) | 10,889 | 11,569 | 20,041 | 8,472 |
| Tax Increment (Fridley) | 11,730 | 16,186 | 16,298 | 112 |
| Equipment Replacement | 150,897 | 179,021 | 162,559 | (16,462) |
| Computer Replacement - City | - | - | 41,340 | 41,340 |
| Computer Replacement - Library | 1,722 | 63 | - | (63) |
| Police Forfeitures Fund | 13,240 | 3,709 | 8,145 | 4,436 |
| Clark House/Sunset Park Operations | 1,582 | 3,263 | 82,142 | 78,879 (22) |
| Section 8 Voucher Program | 41,472 | 117,636 | 37,990 | (79,646) (23) |
| Totals | \$ 12,866,715 | \$ 14,425,935 | \$ 16,767,532 | \$ 2,341,597 |

1. See General Fund analysis.
2. Debt service tax collections \$7,872 higher than revised estimate; interest \$13,737 higher than estimate; State reimbursement \$5,697 more than estimate; bond paying agent costs \$1,200 less than estimate.
3. Water Pollution Control revenues were \$47,586 more than the revised estimate; expenditures were under the revised estimate by \$275,148.
4. Collection and Drainage expenditures under revised estimate by \$57,828; revenues over by \$13,433.
5. Refuse Collection expenditures over original revised estimate by \$71,185 revenues over by \$65,721.
6. Landfill revenues over estimate by \$90,227; expenditures over by \$13,513.
7. Transfer Station current year revenues \$217,904 higher than original estimate; expenditures over original revised estimate by \$42,399. Allowance for uncollectibles for a former major hauler of \$333,141 (City has a default judgement and has started the collection process in an effort to collect these funds).
8. Parking revenues over revised estimate by \$10,261. Expenditures under original revised estimate by \$11,556.
.....
9. Transit revenues under original revised estimate by \$243,832 (bus grants not awarded); expenditures under by \$194,558 (buses).
10. Golf Course revenues under the original revised estimate by \$58,818; expenditures under by \$63,684.
11. Boat Harbor revenues under revised estimate by \$16,053; expenditures under by \$5,081. Deficit of \$13,734 in this fund eliminated with a transfer from the General Fund.
12. Ambulance revenues over revised estimate by \$77,497. Expenditures over original revised estimate by \$7,312.

13. CVB revenues over revised estimate by \$1,131; expenditures under by \$12,630.
14. Soccer Event fund was established in May of 2018 to account for revenues and expenditures of the Soccer College Search Kickoff event held in July.
15. Equipment Services revenues under original revised estimate by \$175,826; expenditures under by \$201,346; fuel and maintenance costs less than budgeted.
16. Health insurance claims, admin fees, etc. were \$502,238 less than estimated; Wellness Program funding \$7,042 less than estimated. Revenues were \$16,198 less than estimated.
17. Dental insurance claims, admin fees, etc. were \$19,267 less than estimated; revenues \$312 less than estimated.
18. General fund employee benefit costs were \$39,000 less than the revised estimate; revenues were \$21,875 more than estimated.
19. Balance of \$91,409 in Small Business Forgivable Loan Program carried forward to FY 19.
20. Local option sales tax transfers for actual sewer project costs were \$56,374 higher than estimated; Local Option revenues were \$83,629 higher than the revised estimate.
21. Road Use Tax revenues over revised estimate by \$139,416; funding transfers were \$408,149 less than the original revised estimate (\$67,523 for public works encumbrances to be expended in FY 19, \$100,000 for sidewalks carried forward to FY 19, and \$117,985 was carried forward for other projects). The increased balance, net of the carryforwards, is \$262,057 more than the revised estimate.
22. Public housing regular expenditures were less than the original revised estimate by \$96,738; revenues were \$32,484 higher than estimated. The costs for the storm damage repairs was \$50,343 less than the insurance reimbursement (deductible).
23. Section 8 Housing HUD revenues were \$59,822 less than estimated; expenditures were \$19,824 higher than the original revised estimate.

Summary

- The ending General Fund balance of 25.0% of expenditures is higher than the original 2017/2018 budget of 22.3% and higher than the 2017/2018 revised estimate of 21.6%.
- This ending balance meets the requirements of the General Fund balance policy adopted in November of 2013 which provides that the minimum General Fund balance be at least 16.7% (two months) of General Fund expenditures. The policy further provides that higher balances (to 25% or more) would “further add to the financial stability of the City and allow more latitude in addressing revenue or expenditure fluctuations, disaster situations, and demonstrate credit worthiness to bond rating agencies”.
- The ending balance in the General Fund also positions this fund for upcoming budget challenges. Although the City was successful in appealing the IDOT order to remove the ATE camera at the Hwy 61 and University intersection, further challenges to the operation of ATE cameras will likely continue. Other challenges may include a reduction in the State commercial and industrial property tax reimbursement and impacts from the phased-in rollback of multi-residential property valuations from the 90% in 2015/2016 to the residential rollback rate of approximately 60% from FY 17 through FY 24.
- There were positive fund balances in all of the City’s operating funds with the exception of the Refuse Collection and Transfer Station funds. The Refuse Collection deficit was a planned deficit from purchasing the 2nd automated refuse collection vehicle. This deficit is expected to be eliminated over the next two years. The Transfer Station fund deficit is due to the allowance for uncollectible accounts for a major waste hauler that ceased operations this summer. The City has received a default judgement against this customer and has started the collection process. The Boat Harbor and Marina fund deficits were eliminated with a transfer from the General Fund at the end of the year.
- Most other City funds have ending balances close to or higher than projected and are in good position going into the budget development process for the upcoming year.



PROJECT STATUS REPORT

Project Name: City of Muscatine - West Hill Sewer Separation **Month:** September 2018
Prepared By: Stanley Consultants **Project Number:** SCI: 17660: 30.02, 42.00; 43.00
"PHASE" refers to Design Package/Construction Contract

Progress for Last Month (September 2018):

Phase 4 – Construction:

- Attended construction progress meetings.
- Meeting follow ups.
- Maintain shop drawing log as needed.

Phase 5 – Planning:

- Project reporting and program maintenance
- Phase 5 monthly update meeting – Sept 20, prepare and follow-up.
- Coordinate with Matt Chandler on Phase 5 topics.
- Preparing materials for televising quotes.

Work Items for Coming Month (October 2018):

Phase 4 – Construction:

- Provide construction services as needed
 - Answer questions during construction
 - Assist with shop drawing review
 - Attend progress meetings, and periodically visit site
 - Interpret drawings and specifications
 - Assist with instructions to contractor and change orders.

Phase 5 – Planning:

- Program Maintenance
 - Continue periodic discussion on Phase 5 to keep on schedule.
 - Prepare list of potential challenges in Phase 5 (Lucas/Climer area)

- **Phase 5 – Planning Schedule**

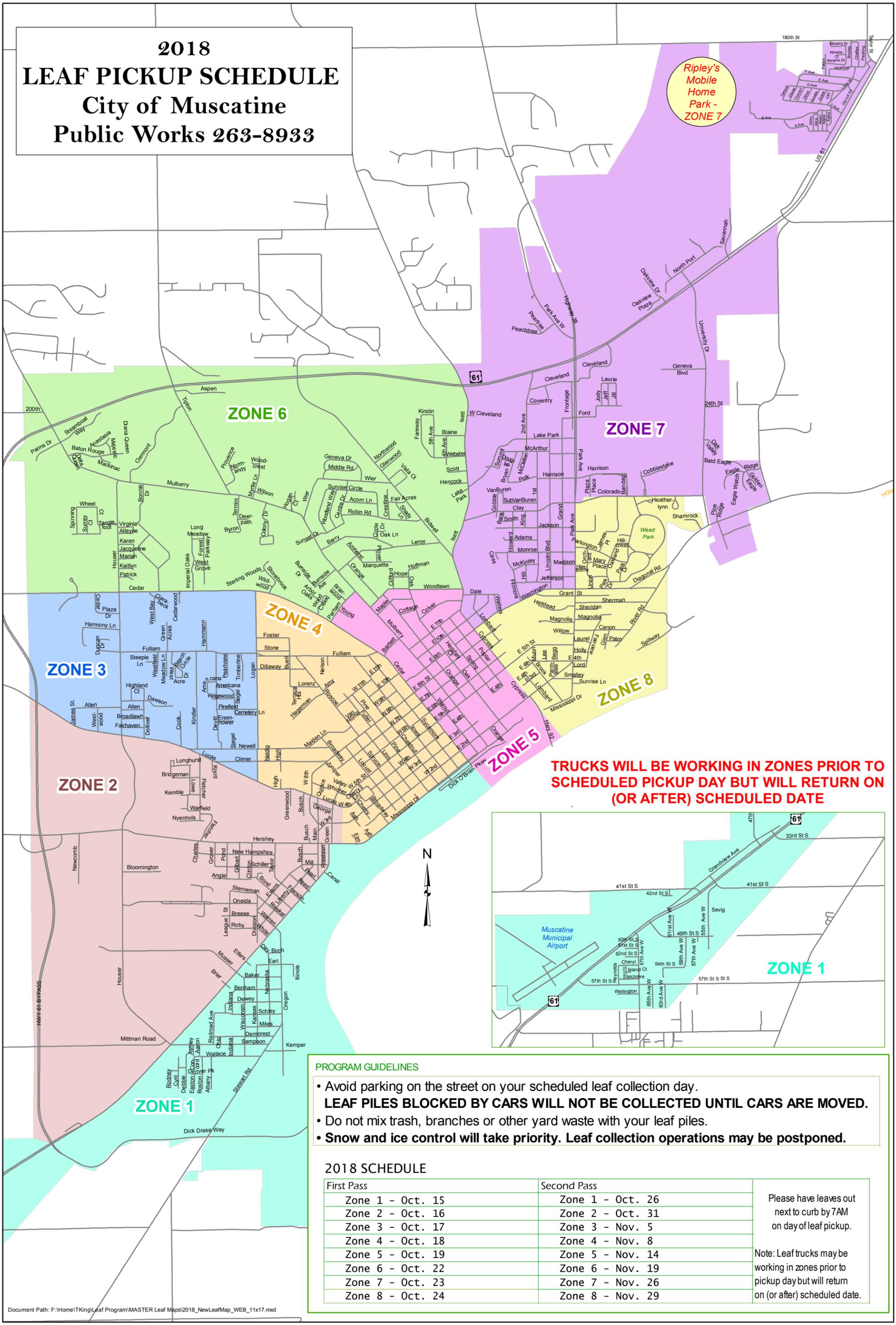
| Duration | Date | Task |
|-------------|------------------------|---|
| 1 year | 2018 - 2019 | Planning (To Determine location of next Phase) |
| 6 months | May 2019 - Oct 2019 | Survey (For Concept and All of Design) |
| 5 months | Nov 2019 - March 2020 | Concept Design (25% design and cost estimate) |
| 6 months | April 2020 - Sept 2020 | Preliminary (65% and 95% Designs) |
| 3 months | Oct 2020 - Dec 2020 | Final (to 100% Design) |
| 2 months | Jan / Feb 2021 | Bid Phase 5 (Advertise to Award) |
| 2 – 3 years | March 2021 – 2022/2023 | Construction Start of Phase 5 (Notice to Proceed) |

Key Issues & Information Required / Critical Information:

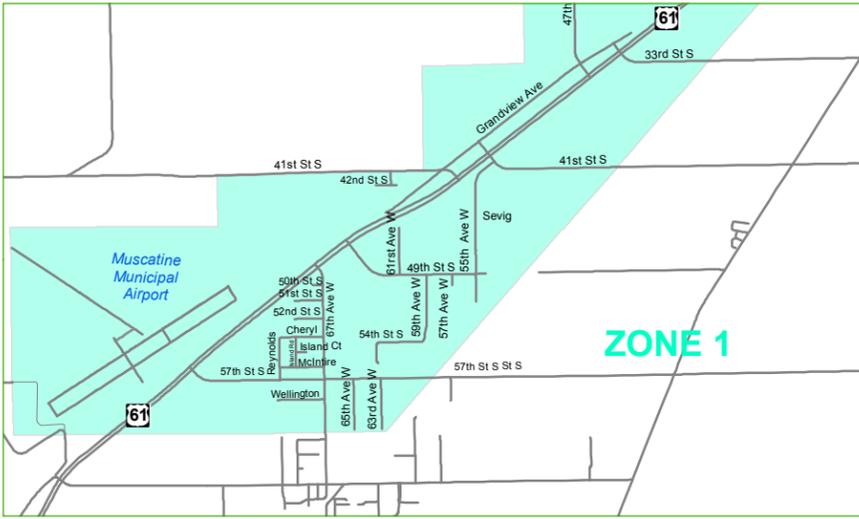
- Phase 4 – shop drawing documents before work is installed, not after.

2018 LEAF PICKUP SCHEDULE City of Muscatine Public Works 263-8933

Ripley's
Mobile
Home
Park -
ZONE 7



TRUCKS WILL BE WORKING IN ZONES PRIOR TO SCHEDULED PICKUP DAY BUT WILL RETURN ON (OR AFTER) SCHEDULED DATE



PROGRAM GUIDELINES

- Avoid parking on the street on your scheduled leaf collection day.
- **LEAF PILES BLOCKED BY CARS WILL NOT BE COLLECTED UNTIL CARS ARE MOVED.**
- Do not mix trash, branches or other yard waste with your leaf piles.
- **Snow and ice control will take priority. Leaf collection operations may be postponed.**

2018 SCHEDULE

| First Pass | Second Pass | |
|------------------|------------------|---|
| Zone 1 - Oct. 15 | Zone 1 - Oct. 26 | Please have leaves out next to curb by 7AM on day of leaf pickup. |
| Zone 2 - Oct. 16 | Zone 2 - Oct. 31 | |
| Zone 3 - Oct. 17 | Zone 3 - Nov. 5 | Note: Leaf trucks may be working in zones prior to pickup day but will return on (or after) scheduled date. |
| Zone 4 - Oct. 18 | Zone 4 - Nov. 8 | |
| Zone 5 - Oct. 19 | Zone 5 - Nov. 14 | |
| Zone 6 - Oct. 22 | Zone 6 - Nov. 19 | |
| Zone 7 - Oct. 23 | Zone 7 - Nov. 26 | |
| Zone 8 - Oct. 24 | Zone 8 - Nov. 29 | |

CITY OF MUSCATINE PRESS RELEASE

For more information contact:

Kevin Jenison
Communication Manager
E-Mail: kjenison@muscatineia.gov
Phone: (563) 264-1550 • Fax: (563) 264-0750

FOR IMMEDIATE RELEASE
OCTOBER 11, 2018

MUSCATINE FALL LEAF PICKUP SCHEDULE IS RELEASED

Compost site will remain open through the fall season

MUSCATINE, Iowa – The 2018 Fall Leaf Pickup schedule has been released with the first pass of leaf collection scheduled to start Monday, Oct. 15, for Zone 1 (see map). There are eight zones that the leaf trucks will work on consecutive weekdays. The second pass begins on Oct. 26 with leaf collection concluding with the final pass on Nov. 29.

Leaf trucks may be working in zones prior to pick up day but will return on (or after) the scheduled date. Residents are asked to have leaves out next to curb by 7 a.m. on the day of leaf pickup and to avoid parking on the street on collection day. Leaf piles blocked by cars will not be collected until cars are moved. Residents are also asked not to mix trash, branches, or other yard waste with their leaf piles.

As we move further into fall, the possibility of inclement weather increases. Leaf collection operations may be postponed as snow and ice control take priority.

The Compost Site at the Recycle Center and Transfer Station will also remain open through the fall season. The Compost Site will be open from 12-6 p.m. Sunday through Friday and from 9 a.m-6 p.m. on Saturdays.

Here are some additional guidelines for leaf collection:

- Leaves should be placed near, but not beyond, the curb and should be within reach of the leaf vacuum.
- Leaves should be free of tree branches and twig as they can cause the leaf vacuums to clog up.
- All leaves must be placed outside of fenced areas.
- Leaves are not to be placed in the street to avoid clogging storm drains.
- Leaves should not be placed in street or extend into traffic lanes, thereby creating traffic hazards.
- Leaves should not be placed around obstacles such as mailbox posts, sign posts, and light poles.
- Crews will not pick up leaves mixed with debris, logs, branches, rocks, plastic, metal or glass containers, or any other types of refuse.
- Leaves should not be placed on City cul-de-sacs, vacant land, or city property except on the public right-of-way along the curb/shoulder area.

For more information, contact the Department of Public Works at 563-263-8933.