

CITY COUNCIL MEETING AGENDA JANUARY 9, 2018 - 6:00 PM

A - Agenda Approval

Discussion and approval of Council Meeting Agenda for Wednesday, January 9, 2018

B - Presentations

C - Public Comments to the Council

D - Mayor's Report

Surety Bond; City Hall Sign/Message Center; "Focus on Safety" Program

E - Committee Reports

F - Unfinished Business

G - New Business

- 1. Discussion and approval of Council Meetings Minutes from December 12, 2018
- 2. Discussion and Approval of Expenses
- 3. Discussion and Approval of monthly Financial Statements

H – Adjournment



The City Council of Panorama Park, Iowa met in regular session on Wednesday, December 12, 2018 in the City Hall at 6:00 p.m.

Council Members Present: Beth Elmore, Jacque Krause, Shawn Rice Council Members Absent: Mandi Lauritzson, David White Also Present: Treasurer, Gary Gleason Presiding: Mayor Ronald Rice

Call to Order

Mayor Rice called the meeting to order at 6:02 p.m. A quorum was reached.

Agenda Approval

Mayor Rice asked if there were any questions on the agenda and hearing none, asked for a motion to approve. A motion was made by Krause, seconded by Council Member Rice to approve the Agenda as presented. With no further discussion, Roll Call: Elmore – aye. Agenda was approved.

Presentations

None.

Public Comments to the Council

No comments from the public.

Mayor's Report

- Possible provider for Surety Bond. Since the amount of coverage is not mandated by the State of Iowa, the amount of coverage could be lowered from \$250,000 to \$20,000, which would cover the cost of auditing. Access to accounts is limited to Mayor Rice, Treasurer Gleason, and Mayor Pro Tem White, and cost would be lower for coverage of only three people.
- City Hall message center will not be installed until Spring 2019.
- Focus on Safety program is proceeding. Contact from Scott County Sheriff indicated sign up for shifts was made available on December 3rd, waiting for confirmation of test date. Test date will not be announced.
- Mediacom rates have been adjusted for regular cable service. A summary is available on the City website.

Committee Reports

Culture and Recreation: Council member Rice reported that the 'Cookie Exchange' at City Hall on Saturday, December 8th from 10:00 a.m. to Noon was well attended by residents. The next event will be in February for Valentine's Day card making. Council Member Rice said she would be sending out Christmas holiday cards to residents. No other committees reported.

Unfinished Business

 Discussion of the Scott County Multi-jurisdictional Hazard Mitigation Plan. Mayor Rice reported that he and Council Member Rice had attended an open house. Mayor Rice said he had talked with several officials about the flood zone in Panorama Park, and Council Member Rice had an opportunity to review displayed flood maps. In regard to the City lot, officials suggested the City hire a surveyor to determine the elevation of the lot. Mayor Rice noted that a survey would also confirm lot lines. Mayor Rice discovered that permits would be required to add fill to the lot to increase the elevation above the floodplain. Mayor Rice said he had been contacted by the new resident of the adjacent lot about raising the back portion of their lot. Mayor Rice said he referred the resident to the DNR, noting that the DNR website has helpful videos on the flood zones. Council members will discuss possibilities for the City lot further.

New Business

- 1. Discussion and approval of Council meeting minutes from November 28, 2018. Mayor Rice asked if there were any questions or corrections to the minutes. Hearing none, he called for a vote. *A motion was made by Krause and seconded by Council Member Rice to approve the November 28, 2018 meeting minutes as presented. With no further discussion, Elmore aye, and motion was approved.*
- Discussion and approval of December expenses. Council members reviewed the check requests and invoices. Mayor Rice asked if there were any questions, and hearing none, called for a vote to approve expenses. A motion was made by Krause and seconded by Council Member Rice to approve December expenses as presented. With no further discussion, Elmore – aye, and motion was approved.
- 3. Discussion and approval of monthly Financial Statements. Council members reviewed the financial statements. Mayor Rice noted there were two residents with sewer bills 61 -120 days, and 121 days over, who will be sent to collection if not paid by the due date, and sent a letter of notice to pay, respectively. Mayor Rice asked if there were any questions, and hearing none, called for a vote to approve the Financial Statements. *A motion was made by Krause and seconded by Council Member Rice to approve the Financial Statements as presented. With no further discussion, Elmore - aye, and motion was approved.*
- 4. Discussion of FY2020 budget. Council members began a discussion on the budget. Mayor Rice said he has forwarded the *Special Report on Budgets* from the Iowa League of Cities to council members for their information. Council members began a review of budget priorities for the next 5 years, with the road/repairs/upgrades, sewer, and a City emergency plan emerging as top priorities. Council members to discuss further.

Mayor Rice noted that the Budget discussion will begin in earnest at the next Council meeting scheduled for Wednesday, January 9, 2019 and may result in a longer meeting.

Adjournment

Motion to adjourn by Council Member Rice, second by Elmore, Krause – aye, motion carried. The meeting was adjourned at 7:08 p.m.

Approved: _____

Attest: _____

Ronald D. Rice, Mayor

Elaine Schilling, City Clerk

APPROVED Expenses:

Republic Services	\$696.08
Bettendorf Office Supplies	\$14.99
MidAmerican	\$62.58
MidAmerican	\$36.64
Wells Fargo Bank	\$80.70

BUDGET VS. ACTUALS: 2019 BUDGET - FY19 P&L FUNDS

July 2018 - June 2019

		001 GENE	RAL FUND			110 R0	DAD FUND			610 SEV	/ER FUND		TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING
Income																
1 TAXES													\$0	\$0	\$0	0%
General Property Taxes													\$0	\$0	\$0	0%
4000.4 Property Taxes - Current	13,774	26,194	12,420	47.00 %									\$13,774	\$26,194	\$12,420	47.00 %
4001.4 Property Taxes - Prior	232		-232										\$232	\$0	\$ -232	0%
Total General Property Taxes	14,006	26,194	12,188	47.00 %									\$14,006	\$26,194	\$12,188	47.00 %
Other City Taxes													\$0	\$0	\$0	0%
4060.4 Utility Excise Tax	1,460	2,221	761	34.00 %									\$1,460	\$2,221	\$761	34.00 %
4065.4 Utility Franchise Tax	408	1,200	792	66.00 %									\$408	\$1,200	\$792	66.00 %
4090.4 Local Option Sales Tax	11,587	27,500	15,913	58.00 %									\$11,587	\$27,500	\$15,913	58.00 %
Total Other City Taxes	13,456	30,921	17,465	56.00 %									\$13,456	\$30,921	\$17,465	56.00 %
Total 1 TAXES	27,462	57,115	29,653	52.00 %									\$27,462	\$57,115	\$29,653	52.00 %
2 LICENSES AND PERMITS													\$0	\$0	\$0	0%
Building Structure & Equipment													\$0	\$0	\$0	0%
4120.1 Building & Construction	10		-10										\$10	\$0	\$ -10	0%
Total Building Structure & Equipment	10		-10										\$10	\$0	\$ -10	0%
Total 2 LICENSES AND PERMITS	10		-10										\$10	\$0	\$ -10	0%
3 USE OF MONEY & PROPERTY													\$0	\$0	\$0	0%
4300.2, 3, or 4 Interest	66		-66										\$66	\$0	\$ -66	0%
4340.2, 3, or 4 Other Misc Use	87		-87										\$87	\$0	\$ -87	0%
Total 3 USE OF MONEY & PROPERTY	153		-153										\$153	\$0	\$ -153	0%
4 INTERGOVERNMENTAL													\$0	\$0	\$0	0%
State Shared Revenues													\$0	\$0	\$0	0%
4430.2 Road Use Taxes					9,119	16,000	6,881	43.00 %					\$9,119	\$16,000	\$6,881	43.00 %
Total State Shared Revenues					9,119	16,000	6,881	43.00 %					\$9,119	\$16,000	\$6,881	43.00 %
Total 4 INTERGOVERNMENTAL					9,119	16,000	6,881	43.00 %					\$9,119	\$16,000	\$6,881	43.00 %
5 CHARGES FOR SERVICES													\$0	\$0	\$0	0%
Sewer Service													\$0	\$0	\$0	0%
4510.1 Non-metered Service									8,374	17,000	8,626	51.00 %	\$8,374	\$17,000	\$8,626	51.00 %
4530.1 Forfeitures/Penalties									141		-141		\$141	\$0	\$ -141	0%
Total Sewer Service									8,515	17,000	8,485	50.00 %	\$8,515	\$17,000	\$8,485	50.00 %
Total 5 CHARGES FOR SERVICES									8,515	17,000	8,485	50.00 %	\$8,515	\$17,000	\$8,485	50.00 %
7 MISCELLANEOUS													\$0	\$0	\$0	0%
4745 Sale of Salvage	187		-187										\$187	\$0	\$ -187	0%
Total 7 MISCELLANEOUS	187		-187										\$187	\$0	\$ -187	0%
Total Income	\$27,812	\$57,115	\$29,303	51.00 %	\$9,119	\$16,000	\$6,881	43.00 %	\$8,515	\$17,000	\$8,485	50.00 %	\$45,446	\$90,115	\$44,669	50.00 %
GROSS PROFIT	\$27,812	\$57,115	\$29,303	51.00 %	\$9,119	\$16,000	\$6,881	43.00 %	\$8,515	\$17,000	\$8,485	50.00 %	\$45,446	\$90,115	\$44,669	50.00 %
Expenses	- ,	. ,	+,		<i>40,000</i>	.	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		4-,	•••••••	<i></i>		4,	<i>4,</i>	••••••••	
1 GOVERNMENTAL ACTIVITIES													\$0	\$0	\$0	0%
a. Public Safety													φ0 \$0	\$0 \$0	\$0 \$0	0%
140 Flood Control		1,000	1,000	100.00 %									\$0	\$1,000	\$1,000	100.00 %
150 Fire Department	2,742	3,000	258	9.00 %									\$2,742	\$3,000	\$258	9.00 %
190 Animal Control	_,. · _	250	250	100.00 %									\$0	\$250	\$250	100.00 %
Total a. Public Safety	2,742	4,250	1,508	35.00 %									\$2,742	\$4,250	\$1,508	35.00 %
b. Public Works			-										\$0	\$0	\$0	0%
210 Roads, Bridges, Sidewalks													\$0	\$0	φ0 \$0	0%

		001 GENE	ERAL FUND			110 RO	AD FUND			610 SEW	ER FUND			-	TOTAL	
	ACTUAL	BUDGET	REMAINING	%	ACTUAL	BUDGET	REMAINING	%	ACTUAL	BUDGET F		%	ACTUAL	BUDGET	REMAINING	% REMAINING
				REMAINING				REMAINING				REMAINING				
6417 Street Maintenance Expense					2,905	8,500	5,595	66.00 %					\$2,905	\$8,500	\$5,595	66.00 %
Total 210 Roads, Bridges, Sidewalks					2,905	8,500	5,595	66.00 %					\$2,905	\$8,500	\$5,595	66.00 %
230 Street Lighting					250	1,500	1,250	83.00 %					\$250	\$1,500	\$1,250	83.00 %
250 Snow Removal					420	6,000	5,580	93.00 %					\$420	\$6,000	\$5,580	93.00 %
290 Garbage	4,176	10,000	5,824	58.00 %									\$4,176	\$10,000	\$5,824	58.00 %
299 Other Public Works	6	3,000	2,994	100.00 %									\$6	\$3,000	\$2,994	100.00 %
Total b. Public Works	4,183	13,000	8,817	68.00 %	3,575	16,000	12,425	78.00 %					\$7,758	\$29,000	\$21,242	73.00 %
d. Culture & Recreation													\$0	\$0	\$0	0%
410 Library Services	2,473	5,000	2,528	51.00 %									\$2,473	\$5,000	\$2,528	51.00 %
499 Other Culture & Recreation		1,000	1,000	100.00 %									\$0	\$1,000	\$1,000	100.00 %
Total d. Culture & Recreation	2,473	6,000	3,528	59.00 %									\$2,473	\$6,000	\$3,528	59.00 %
f. General Government													\$0	\$0	\$0	0%
610 Mayor & Council													\$0	\$0	\$0	0%
6240 Meetings and Conferences	110		-110										\$110	\$0	\$ -110	0%
Total 610 Mayor & Council	110		-110										\$110	\$0	\$ -110	0%
620 Clerk, Treasurer, Finance	0	13,500	13,500	100.00 %									\$0	ب ⊷ \$13,500	\$13,500	100.00 %
6240 Meetings and Conferences	0 45	250	205	82.00 %									\$0 \$45	\$13,500 \$250	\$13,500 \$205	82.00 %
-	45 795	250 1,000		82.00 % 21.00 %									ֆ45 \$795		\$205 \$205	82.00 % 21.00 %
6401 Accounting & Auditing 6506 Office Supplies			205	21.00 % 65.00 %										\$1,000 \$250		
Total 620 Clerk, Treasurer, Finance	88 928	250	162	94.00 %									\$88	\$250	\$162	65.00 %
		15,000	14,072										\$928	\$15,000	\$14,072	94.00 %
640 Legal Services & City Attorney	295	10,000	9,705	97.00 %									\$295	\$10,000	\$9,705	97.00 %
650 City Hall / General Buildings													\$0	\$0	\$0	0%
6310 Building Maintenance & Repair	3,406	3,500	94	3.00 %									\$3,406	\$3,500	\$94	3.00 %
6320 Grounds Maintenance & Repair	2,616	2,500	-116	-5.00 %									\$2,616	\$2,500	\$ -116	-5.00 %
6371 Electric / Gas Expense	125	500	375	75.00 %									\$125	\$500	\$375	75.00 %
6373 Telecommunication	370	750	380	51.00 %									\$370	\$750	\$380	51.00 %
6374 Water / Sewer Expense	86	250	164	66.00 %									\$86	\$250	\$164	66.00 %
Total 650 City Hall / General Buildings	6,603	7,500	897	12.00 %									\$6,603	\$7,500	\$897	12.00 %
660 Tort Liability													\$0	\$0	\$0	0%
6408 Insurance Expense	1,527		-1,527										\$1,527	\$0	\$ -1,527	0%
Total 660 Tort Liability	1,527		-1,527										\$1,527	\$0	\$ -1,527	0%
699 Other General Government													\$0	\$0	\$0	0%
6490 Other Professional Services	120	250	130	52.00 %									\$120	\$250	\$130	52.00 %
6505 Other Equipment	182	250	68	27.00 %									\$182	\$250	\$68	27.00 %
6506 Office Supplies	105	250	145	58.00 %									\$105	\$250	\$145	58.00 %
6508 Postage / Shipping	201	500	299	60.00 %									\$201	\$500	\$299	60.00 %
6599 Other Supplies	42	3,750	3,708	99.00 %									\$42	\$3,750	\$3,708	99.00 %
Total 699 Other General Government	650	5,000	4,350	87.00 %									\$650	\$5,000	\$4,350	87.00 %
Total f. General Government	10,113	37,500	27,387	73.00 %									\$10,113	\$37,500	\$27,387	73.00 %
Total 1 GOVERNMENTAL ACTIVITIES	19,510	60,750	41,240	68.00 %	3,575	16,000	12,425	78.00 %					\$23,086	\$76,750	\$53,664	70.00 %
2. BUSINESS TYPE ACTIVITIES			• -										\$0	\$0	\$0	0%
Sewer Utility													\$0 \$0	φ0 \$0	\$0 \$0	0%
815 Sewer & Sewage Disposal									3,179	9,500	6,321	67.00 %	\$3,179	\$9,500	\$6,321	67.00 %
Total Sewer Utility									3,179	9,500	6,321	67.00 %	\$3,179	\$9,500	\$6,321	67.00 %
-										-						
Total 2. BUSINESS TYPE ACTIVITIES									3,179	9,500	6,321	67.00 %	\$3,179	\$9,500	\$6,321	67.00 %
Unapplied Cash Bill Payment Expense	1,040	.	-1,040		•	.	.		.		·		\$1,040	\$0	\$ -1,040	0%
Total Expenses	\$20,550	\$60,750	\$40,200	66.00 %	\$3,575	\$16,000	\$12,425	78.00 %	\$3,179	\$9,500	\$6,321	67.00 %	\$27,304	\$86,250	\$58,946	68.00 %
NET OPERATING INCOME	\$7,262	\$ -3,635	\$ -10,897	300.00 %	\$5,544	\$0	\$ -5,544	0%	\$5,337	\$7,500	\$2,164	29.00 %	\$18,142	\$3,865	\$ -14,277	-369.00 %
NET INCOME	\$7,262	\$ -3,635	\$ -10,897	300.00 %	\$5,544	\$0	\$ -5,544	0%	\$5,337	\$7,500	\$2,164	29.00 %	\$18,142	\$3,865	\$ -14,277	-369.00 %

PROFIT AND LOSS BY FUND

July - December, 2018

	001 GENERAL FUND	110 ROAD FUND	610 SEWER FUND	TOTAL
Income				
1 TAXES				\$0.00
General Property Taxes	14,006.06			\$14,006.06
Other City Taxes				\$0.00
4060.4 Utility Excise Tax	1,460.34			\$1,460.34
4065.4 Utility Franchise Tax	408.15			\$408.15
4090.4 Local Option Sales Tax	11,587.30			\$11,587.30
Total Other City Taxes	13,455.79			\$13,455.79
Total 1 TAXES	27,461.85			\$27,461.85
2 LICENSES AND PERMITS	10.00			\$10.00
3 USE OF MONEY & PROPERTY				\$0.00
4300.2, 3, or 4 Interest	65.75			\$65.75
4340.2, 3, or 4 Other Misc Use	86.99			\$86.99
Total 3 USE OF MONEY & PROPERTY	152.74			\$152.74
4 INTERGOVERNMENTAL				\$0.00
State Shared Revenues				\$0.00
4430.2 Road Use Taxes		9,119.17		\$9,119.17
Total State Shared Revenues		9,119.17		\$9,119.17
Total 4 INTERGOVERNMENTAL		9,119.17		\$9,119.17
5 CHARGES FOR SERVICES				\$0.00
Sewer Service				\$0.00
4510.1 Non-metered Service			7,949.21	\$7,949.21
4530.1 Forfeitures/Penalties			133.25	\$133.25
Total Sewer Service			8,082.46	\$8,082.46
Total 5 CHARGES FOR SERVICES			8,082.46	\$8,082.46
7 MISCELLANEOUS				\$0.00
4745 Sale of Salvage	187.00			\$187.00
Total 7 MISCELLANEOUS	187.00			\$187.00
Total Income	\$27,811.59	\$9,119.17	\$8,082.46	\$45,013.22
GROSS PROFIT	\$27,811.59	\$9,119.17	\$8,082.46	\$45,013.22
Expenses				
1 GOVERNMENTAL ACTIVITIES				\$0.00
a. Public Safety				\$0.00
150 Fire Department	2,741.71			\$2,741.71
Total a. Public Safety	2,741.71			\$2,741.71
b. Public Works				\$0.00
210 Roads, Bridges, Sidewalks		2,905.00		\$2,905.00
230 Street Lighting		250.49		\$250.49
250 Snow Removal		420.00		\$420.00
290 Garbage	3,480.40			\$3,480.40
299 Other Public Works	6.30			\$6.30

	001 GENERAL FUND	110 ROAD FUND	610 SEWER FUND	TOTAL
Total b. Public Works	3,486.70	3,575.49		\$7,062.19
d. Culture & Recreation				\$0.00
410 Library Services	2,472.50			\$2,472.50
Total d. Culture & Recreation	2,472.50			\$2,472.50
f. General Government				\$0.00
610 Mayor & Council				\$0.00
6240 Meetings and Conferences	110.01			\$110.01
Total 610 Mayor & Council	110.01			\$110.01
620 Clerk, Treasurer, Finance	0.00			\$0.00
6240 Meetings and Conferences	45.00			\$45.00
6401 Accounting & Auditing	795.00			\$795.00
6506 Office Supplies	88.23			\$88.23
Total 620 Clerk, Treasurer, Finance	928.23			\$928.23
640 Legal Services & City Attorney	295.00			\$295.00
650 City Hall / General Buildings				\$0.00
6310 Building Maintenance & Repair	3,406.40			\$3,406.40
6320 Grounds Maintenance & Repair	2,616.04			\$2,616.04
6371 Electric / Gas Expense	125.08			\$125.08
6373 Telecommunication	308.92			\$308.92
6374 Water / Sewer Expense	72.23			\$72.23
Total 650 City Hall / General Buildings	6,528.67			\$6,528.67
660 Tort Liability				\$0.00
6408 Insurance Expense	1,527.00			\$1,527.00
Total 660 Tort Liability	1,527.00			\$1,527.00
699 Other General Government				\$0.00
6490 Other Professional Services	120.24			\$120.24
6505 Other Equipment	182.33			\$182.33
6506 Office Supplies	104.65			\$104.65
6508 Postage / Shipping	201.00			\$201.00
6599 Other Supplies	41.62			\$41.62
Total 699 Other General Government	649.84			\$649.84
Total f. General Government	10,038.75			\$10,038.75
Total 1 GOVERNMENTAL ACTIVITIES	18,739.66	3,575.49		\$22,315.15
2. BUSINESS TYPE ACTIVITIES				\$0.00
Sewer Utility			3,178.71	\$3,178.71
Total 2. BUSINESS TYPE ACTIVITIES			3,178.71	\$3,178.71
Unapplied Cash Bill Payment Expense	1,039.52			\$1,039.52
Fotal Expenses	\$19,779.18	\$3,575.49	\$3,178.71	\$26,533.38
NET OPERATING INCOME	\$8,032.41	\$5,543.68	\$4,903.75	\$18,479.84
NET INCOME	\$8,032.41	\$5,543.68	\$4,903.75	\$18,479.84

BALANCE SHEET

As of January 7, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Certificates	75.040.40
General Fund	75,346.42
Road Fund	60,000.00
Sewer Fund	135,000.00
Total Certificates	270,346.42
Checking - GSB	0.00
General Fund	25,021.92
Road Fund	9,272.68
Sewer Fund	12,194.88
Total Checking - GSB	46,489.48
Checking - Wells Fargo Bank	0.00
Savings - Wells Fargo Bank	0.00
Total Bank Accounts	\$316,835.90
Other Current Assets	
Collections	-778.38
Undeposited Funds	257.75
Total Other Current Assets	\$ -520.63
Total Current Assets	\$316,315.27
TOTAL ASSETS	\$316,315.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	\$151.67
Total Current Liabilities	\$151.67
Total Liabilities	\$151.67
Equity	
Opening Balance Equity	297,305.34
Retained Earnings	-973.08
Net Income	19,831.34
Total Equity	\$316,163.60
TOTAL LIABILITIES AND EQUITY	\$316,315.27

BILL PAYMENT LIST

December 2018

DATE	NUM	VENDOR	AMOUNT
Checking - GSB			
General Fund			
12/12/2018	1017	BETTENDORF OFFICE PRODUCTS	-14.99
12/04/2018	1016	REPUBLIC SERVICES	-696.08
12/12/2018	1019	MIDAMERICAN ENERGY	-36.64
Total for General Fu	und		\$ -747.71
Road Fund			
12/12/2018	1018	MIDAMERICAN ENERGY	-62.58
Total for Road Fund	t		\$ -62.58
Sewer Fund			
12/20/2018	1021	CITY OF DAVENPORT	-455.87
Total for Sewer Fun	nd		\$ -455.87
Total for Checking - (GSB		\$ -1,266.16

A/R Aging Summary

As of January 7, 2019

_	Current	1 - 60	61 and over	Total
740 PARK AVE	33.84	55.76	32.64	122.24
702 PARK AVE	33.66	55.60	30.97	120.23
119 2ND ST	33.28	55.25	27.50	116.03
5708 VALLEY DR	31.99	54.08	15.77	101.84
5808 VALLEY DR	30.25	52.50		82.75
504 PARK AVE	28.59	35.92		64.51
209 PARK AVE	27.90	28.96		56.86
118 7TH ST	27.50	25.00		52.50
430 PARK AVE	27.50	25.00		52.50
125 PARK AVE	25.72	7.19		32.91

Monday, Jan 07, 2019 06:52:56 PM GMT-8