



CITY COUNCIL MEETING AGENDA
November 14, 2018 - 6:00 PM

A - Agenda Approval

Discussion and approval of Council Meeting Agenda for Wednesday, November 14, 2018

B - Presentations

C - Public Comments to the Council

D - Mayor's Report

Surety Bond, City Hall Sign/Message Center, Budget Preparation, Annual Financial Report

E - Committee Reports

F - Unfinished Business

1. Discussion of Scott County Multi-jurisdictional Hazard Mitigation Plan
2. Discussion of the "Focus on Safety" program

G - New Business

1. Discussion and approval of Council Meetings Minutes from October 30, 2018
2. Discussion and Approval of October Expenses
3. Discussion and Approval of October Financial Reports
4. Discussion of State Auditor's Exam Report
5. Discussion of changes to the Sewer Ordinances

H – Adjournment



**City of Panorama Park
City Council Meeting Minutes
October 24, 2018**

The City Council of Panorama Park, Iowa met in regular session on Wednesday, October 24, 2018 in the City Hall at 6:30 p.m.

Council Members Present: Beth Elmore, Shawn Rice, David White

Council Members Absent: Jacque Krause, Mandi Lauritzson

Also Present: Treasurer, Gary Gleason

Presiding: Mayor Ronald Rice

Call to Order

Mayor Rice called the meeting to order at 6:30 p.m. A quorum was reached.

Consent Agenda

Mayor Rice asked if there were any questions on the expenses and meeting minutes, and hearing none, asked for a motion to approve the consent agenda which included the Agenda for October 24, 2018, the October 10, 2018 City Council Meeting Minutes, and Expenses. *A motion was made by White, seconded by Elmore to approve the Consent Agenda as presented. With no further discussion, Roll Call: Council Member Rice –aye. Consent Agenda was approved.*

Presentations

No presentations.

Public Comments to the Council

No comments from the public.

Mayor's Report

- The new City mailboxes recently installed had been damaged by a pickup truck backing into them. The driver was not a resident. The Scott County Sheriff's office was called and a report was filed.
- The North Street brush and tree cleanup was half complete.
- Checking on possible Surety bond providers.
- Due to the cancellation of Workman's Compensation coverage and changes to the liability policy it is anticipated that the city will be refunded of \$366.
- Attending budget workshop in November with Treasurer Gleason.
- Unused building materials were returned to Menards for store credit, new folding chairs for City Hall were purchased with part of the store credit.

Committee Reports

Culture and Recreation: Council member Rice reported that the Fall Festival on Friday, October 19th was a great success and well attended by residents. The next event is Halloween, October 31st. No other committees reported.

Unfinished Business

1. Mayor Rice said he had received flood insurance study reports from Scott County. Council member Rice volunteered to review the reports. Council members will discuss further on whether to add additional risks to the Scott County Multi-Jurisdictional Hazard Mitigation Plan for the City. The next opportunity to amend the plan is January 2019.
2. Mayor Rice said he would confirm with the Scott County Sheriff's office for a test speed enforcement shift for the City's 'Focus on Safety' program.
3. Code of Ordinances Chapter 51 regarding junk and junk vehicles, no further discussion at this time.

New Business

1. **Resolution 2018-30** authorizing the Treasurer to close Wells Fargo checking account and withdraw all remaining monies for transfer to Great Southern Bank checking account. Mayor Rice called for a vote. *A motion was made by Council Member Rice and seconded by White to approve Resolution 2018-30 as presented. With no further discussion, Elmore – aye, motion was approved.*

2. **Resolution 2018-31** in support of and approval of adoption of the FY2019 Naming Depositories Policy, and authorizing Treasurer Gary Gleason to deposit the specified maximum City funds amount as named in the Policy. Treasurer Gleason explained the Iowa Public Agency Investment Trust (IPAIT) to Council members. Mayor Rice called for a vote. *A motion was made by Elmore and seconded by Council member Rice to approve Resolution 2018-31 as presented. With no further discussion, White - aye, motion was approved.*

3. **Resolution 2018-32** approval of City of Panorama Park Investment Policy. Treasurer Gleason reviewed the Policy with Council members. Council members agreed under Section 2 that the Treasurer and all officers authorized to place investments shall be bonded in the amount of \$100,000 each. Council members agreed under Section 10 that the amount of any personal investments or loans in excess of \$50,000 at the named depositories, shall be disclosed in writing to the governing board of the city. Mayor Rice called for a vote. *A motion was made by Council Member Rice and seconded by White to approve Resolution 2018-32 as presented. With no further discussion, Elmore – aye, motion was approved.*

4. Council discussed the purchase with the remaining Menard’s store credit of a locking storage cabinet for City Hall to secure supplies. *A motion was made by Council member Rice and seconded by Elmore to approve purchase from Menards for an approximate amount of \$350, less the store credit. With no further discussion, White-aye, motion was approved.*

5. Council discussed purchase of a new printer. Mayor Rice noted that the current printer is running out of ink and the cost of a new cartridge was nearly as much as a new printer. *A motion was made by White and seconded by Elmore to approve purchase of a new printer for City Hall. With no further discussion, Council member Rice-aye, motion was approved.*

Adjournment

The meeting was adjourned at 7:25 p.m.

Approved: _____
Ronald D. Rice, Mayor

Attest: _____
Elaine Schilling, City Clerk

APPROVED Expenses:

10/23 Wells Fargo Bank \$593.18

10/24 Scott County Library \$2,472.50

CITY OF PANORAMA PARK

BILL PAYMENT LIST

October 2018

DATE	NUM	VENDOR	AMOUNT
Checking			
GSB			
General Fund			
10/24/2018	1001	SCOTT COUNTY LIBRARY	-2,472.50
10/26/2018	1003	REPUBLIC SERVICES	-696.08
Total for General Fund			\$ -3,168.58
Total for GSB			\$ -3,168.58
Wells Fargo Bank			
General Fund			
10/09/2018	6045	K&K HARDWARE	-35.80
Total for General Fund			\$ -35.80
Total for Wells Fargo Bank			\$ -35.80
Total for Checking			\$ -3,204.38

CITY OF PANORAMA PARK

PROFIT AND LOSS BY CLASS

July - October, 2018

	001 GENERAL FUND	110 ROAD FUND	610 SEWER FUND	NOT SPECIFIED	TOTAL
Income					
1 TAXES	197.00				\$197.00
General Property Taxes	444.06				\$444.06
4000.4 Property Taxes - Current	12,257.50				\$12,257.50
Total General Property Taxes	12,701.56				\$12,701.56
Other City Taxes					\$0.00
4060.4 Utility Excise Tax	1,161.35				\$1,161.35
4065.4 Utility Franchise Tax	206.69				\$206.69
4090.4 Local Option Sales Tax	6,109.03				\$6,109.03
Total Other City Taxes	7,477.07				\$7,477.07
Total 1 TAXES	20,375.63				\$20,375.63
3 USE OF MONEY & PROPERTY					\$0.00
4300.2, 3, or 4 Interest	60.28				\$60.28
4340.2, 3, or 4 Other Misc Use	60.37				\$60.37
Total 3 USE OF MONEY & PROPERTY	120.65				\$120.65
4 INTERGOVERNMENTAL					\$0.00
State Shared Revenues					\$0.00
4430.2 Road Use Taxes		6,208.59			\$6,208.59
Total State Shared Revenues		6,208.59			\$6,208.59
Total 4 INTERGOVERNMENTAL		6,208.59			\$6,208.59
5 CHARGES FOR SERVICES					\$0.00
Sewer Service					\$0.00
4510.1 Non-metered Service			4,993.61		\$4,993.61
4530.1 Forfeitures/Penalties			50.20		\$50.20
Total Sewer Service			5,043.81		\$5,043.81
Total 5 CHARGES FOR SERVICES			5,043.81		\$5,043.81
Unapplied Cash Payment Income				568.34	\$568.34
Total Income	\$20,496.28	\$6,208.59	\$5,043.81	\$568.34	\$32,317.02
GROSS PROFIT	\$20,496.28	\$6,208.59	\$5,043.81	\$568.34	\$32,317.02
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					\$0.00
6417 Street Maintenance Expense		2,905.00			\$2,905.00
Total 210 Roads, Bridges, Sidewalks		2,905.00			\$2,905.00
230 Street Lighting		125.30			\$125.30
290 Garbage	2,784.32				\$2,784.32
299 Other Public Works	1,500.00				\$1,500.00

	001 GENERAL FUND	110 ROAD FUND	610 SEWER FUND	NOT SPECIFIED	TOTAL
Total b. Public Works	4,284.32	3,030.30			\$7,314.62
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
620 Clerk, Treasurer, Finance	1,182.54				\$1,182.54
6240 Meetings and Conferences	135.00				\$135.00
Total 620 Clerk, Treasurer, Finance	1,317.54				\$1,317.54
640 Legal Services & City Attorney	221.25				\$221.25
650 City Hall / General Buildings	54.28				\$54.28
6310 Building Maintenance & Repair	3,344.14				\$3,344.14
6320 Grounds Maintenance & Repair	20.28				\$20.28
6371 Electric / Gas Expense	55.99				\$55.99
6374 Water / Sewer Expense	48.65				\$48.65
Total 650 City Hall / General Buildings	3,523.34				\$3,523.34
660 Tort Liability					\$0.00
6408 Insurance Expense	1,893.00				\$1,893.00
Total 660 Tort Liability	1,893.00				\$1,893.00
699 Other General Government	459.04				\$459.04
6506 Office Supplies	22.94				\$22.94
6508 Postage / Shipping	150.00				\$150.00
6599 Other Supplies	183.58				\$183.58
Total 699 Other General Government	815.56				\$815.56
Total f. General Government	7,770.69				\$7,770.69
Total 1 GOVERNMENTAL ACTIVITIES	17,269.22	3,030.30			\$20,299.52
2. BUSINESS TYPE ACTIVITIES					\$0.00
Sewer Utility			575.00		\$575.00
815 Sewer & Sewage Disposal			1,795.21		\$1,795.21
Total Sewer Utility			2,370.21		\$2,370.21
Total 2. BUSINESS TYPE ACTIVITIES			2,370.21		\$2,370.21
Total Expenses	\$17,269.22	\$3,030.30	\$2,370.21	\$0.00	\$22,669.73
NET OPERATING INCOME	\$3,227.06	\$3,178.29	\$2,673.60	\$568.34	\$9,647.29
NET INCOME	\$3,227.06	\$3,178.29	\$2,673.60	\$568.34	\$9,647.29

CITY OF PANORAMA PARK

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

July 2018 - June 2019

	001 GENERAL FUND				110 ROAD FUND				610 SEWER FUND				NOT SPECIFIED				TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING
Income																				
1 TAXES	197		-197														\$197	\$0	\$ -197	0%
General Property Taxes	444		-444														\$444	\$0	\$ -444	0%
4000.4 Property Taxes - Current	12,508	26,194	13,686	52.00 %													\$12,508	\$26,194	\$13,686	52.00 %
Total General Property Taxes	12,952	26,194	13,242	51.00 %													\$12,952	\$26,194	\$13,242	51.00 %
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	7,589	27,500	19,911	72.00 %													\$7,589	\$27,500	\$19,911	72.00 %
Total Other City Taxes	9,457	30,921	21,464	69.00 %													\$9,457	\$30,921	\$21,464	69.00 %
Total 1 TAXES	22,606	57,115	34,509	60.00 %													\$22,606	\$57,115	\$34,509	60.00 %
3 USE OF MONEY & PROPERTY																	\$0	\$0	\$0	0%
4300.2, 3, or 4 Interest	60		-60														\$60	\$0	\$ -60	0%
4340.2, 3, or 4 Other Misc Use	60		-60														\$60	\$0	\$ -60	0%
Total 3 USE OF MONEY & PROPERTY	121		-121														\$121	\$0	\$ -121	0%
4 INTERGOVERNMENTAL																	\$0	\$0	\$0	0%
State Shared Revenues																	\$0	\$0	\$0	0%
4430.2 Road Use Taxes					6,209	16,000	9,791	61.00 %									\$6,209	\$16,000	\$9,791	61.00 %
Total State Shared Revenues					6,209	16,000	9,791	61.00 %									\$6,209	\$16,000	\$9,791	61.00 %
Total 4 INTERGOVERNMENTAL					6,209	16,000	9,791	61.00 %									\$6,209	\$16,000	\$9,791	61.00 %
5 CHARGES FOR SERVICES																	\$0	\$0	\$0	0%
Sewer Service																	\$0	\$0	\$0	0%
4510.1 Non-metered Service									5,624	17,000	11,376	67.00 %					\$5,624	\$17,000	\$11,376	67.00 %
4530.1 Forfeitures/Penalties									60		-60						\$60	\$0	\$ -60	0%
Total Sewer Service									5,683	17,000	11,317	67.00 %					\$5,683	\$17,000	\$11,317	67.00 %
Total 5 CHARGES FOR SERVICES									5,683	17,000	11,317	67.00 %					\$5,683	\$17,000	\$11,317	67.00 %
Unapplied Cash Payment Income													768		-768		\$768	\$0	\$ -768	0%
Total Income	\$22,727	\$57,115	\$34,388	60.00 %	\$6,209	\$16,000	\$9,791	61.00 %	\$5,683	\$17,000	\$11,317	67.00 %	\$768	\$0	\$ -768	0%	\$35,387	\$90,115	\$54,728	61.00 %
GROSS PROFIT	\$22,727	\$57,115	\$34,388	60.00 %	\$6,209	\$16,000	\$9,791	61.00 %	\$5,683	\$17,000	\$11,317	67.00 %	\$768	\$0	\$ -768	0%	\$35,387	\$90,115	\$54,728	61.00 %
Expenses																				
1 GOVERNMENTAL ACTIVITIES																	\$0	\$0	\$0	0%
a. Public Safety																	\$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 %

	001 GENERAL FUND				110 ROAD FUND				610 SEWER FUND				NOT SPECIFIED				TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING
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						8,500	8,500	100.00 %								\$0	\$8,500	\$8,500	100.00 %	
6417 Street Maintenance Expense					2,905		-2,905									\$2,905	\$0	\$ -2,905	0%	
Total 210 Roads, Bridges, Sidewalks					2,905	8,500	5,595	66.00 %								\$2,905	\$8,500	\$5,595	66.00 %	
230 Street Lighting					188	1,500	1,312	87.00 %								\$188	\$1,500	\$1,312	87.00 %	
250 Snow Removal						6,000	6,000	100.00 %								\$0	\$6,000	\$6,000	100.00 %	
290 Garbage	2,784	10,000	7,216	72.00 %												\$2,784	\$10,000	\$7,216	72.00 %	
299 Other Public Works	1,500	3,000	1,500	50.00 %												\$1,500	\$3,000	\$1,500	50.00 %	
Total b. Public Works	4,284	13,000	8,716	67.00 %	3,093	16,000	12,907	81.00 %								\$7,377	\$29,000	\$21,623	75.00 %	
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%	
620 Clerk, Treasurer, Finance	1,828	15,000	13,172	88.00 %												\$1,828	\$15,000	\$13,172	88.00 %	
6240 Meetings and Conferences	135		-135													\$135	\$0	\$ -135	0%	
Total 620 Clerk, Treasurer, Finance	1,963	15,000	13,037	87.00 %												\$1,963	\$15,000	\$13,037	87.00 %	
640 Legal Services & City Attorney	221	10,000	9,779	98.00 %												\$221	\$10,000	\$9,779	98.00 %	
650 City Hall / General Buildings	54	7,500	7,446	99.00 %												\$54	\$7,500	\$7,446	99.00 %	
6310 Building Maintenance & Repair	3,347		-3,347													\$3,347	\$0	\$ -3,347	0%	
6320 Grounds Maintenance & Repair	31		-31													\$31	\$0	\$ -31	0%	
6371 Electric / Gas Expense	88		-88													\$88	\$0	\$ -88	0%	
6374 Water / Sewer Expense	49		-49													\$49	\$0	\$ -49	0%	
Total 650 City Hall / General Buildings	3,570	7,500	3,930	52.00 %												\$3,570	\$7,500	\$3,930	52.00 %	
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	520	5,000	4,480	90.00 %												\$520	\$5,000	\$4,480	90.00 %	
6506 Office Supplies	59		-59													\$59	\$0	\$ -59	0%	
6508 Postage / Shipping	150		-150													\$150	\$0	\$ -150	0%	
6599 Other Supplies	189		-189													\$189	\$0	\$ -189	0%	
Total 699 Other General Government	917	5,000	4,083	82.00 %												\$917	\$5,000	\$4,083	82.00 %	
Total f. General Government	8,198	37,500	29,302	78.00 %												\$8,198	\$37,500	\$29,302	78.00 %	
Total 1 GOVERNMENTAL ACTIVITIES	17,696	60,750	43,054	71.00 %	3,093	16,000	12,907	81.00 %								\$20,789	\$76,750	\$55,961	73.00 %	
2. BUSINESS TYPE ACTIVITIES																\$0	\$0	\$0	0%	
Sewer Utility									575		-575					\$575	\$0	\$ -575	0%	

	001 GENERAL FUND				110 ROAD FUND				610 SEWER FUND				NOT SPECIFIED				TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING	ACTUAL	BUDGET	REMAINING	% REMAINING
815 Sewer & Sewage Disposal									2,148	9,500	7,352	77.00 %					\$2,148	\$9,500	\$7,352	77.00 %
Total Sewer Utility									2,723	9,500	6,777	71.00 %					\$2,723	\$9,500	\$6,777	71.00 %
Total 2. BUSINESS TYPE ACTIVITIES									2,723	9,500	6,777	71.00 %					\$2,723	\$9,500	\$6,777	71.00 %
Unapplied Cash Bill Payment Expense	1,040		-1,040										-1,040		1,040		\$0	\$0	\$0	0%
Total Expenses	\$18,736	\$60,750	\$42,014	69.00 %	\$3,093	\$16,000	\$12,907	81.00 %	\$2,723	\$9,500	\$6,777	71.00 %	\$-1,040	\$0	\$1,040	0%	\$23,512	\$86,250	\$62,738	73.00 %
NET OPERATING INCOME	\$3,991	\$-3,635	\$-7,626	210.00 %	\$3,116	\$0	\$-3,116	0%	\$2,960	\$7,500	\$4,540	61.00 %	\$1,808	\$0	\$-1,808	0%	\$11,875	\$3,865	\$-8,010	-207.00 %
NET INCOME	\$3,991	\$-3,635	\$-7,626	210.00 %	\$3,116	\$0	\$-3,116	0%	\$2,960	\$7,500	\$4,540	61.00 %	\$1,808	\$0	\$-1,808	0%	\$11,875	\$3,865	\$-8,010	-207.00 %

CITY OF PANORAMA PARK
Fund Balance Sheet
As of October 31, 2018

	General	Road	Sewer	Total
ASSETS				
Current Assets				
Bank Accounts				
Certificates				
General Fund				
CD 20190319-654 GSB	75,346.42			
Total General Fund CDs				75,346.42
Road Fund				
CD 20190711-816 GSB		20,000.00		
CD 20190711-824 GSB		20,000.00		
Total Road Fund CDs				40,000.00
Sewer Fund				
CD 20190319-646 GSB			75,000.00	
CD 20190711-832 GSB			20,000.00	
CD 20190711-840 GSB			20,000.00	
CD 20190711-859 GSB			20,000.00	
Total Sewer Fund CDs				135,000.00
Checking				
GSB				
General Fund	1,728.11			
Road Fund		701.55		
Sewer Fund			514.61	
Total GSB Checking				2,944.27
Wells Fargo Bank				
General Fund	18,453.50			
Road Fund		26,143.13		
Sewer Fund			8,690.31	
Total Wells Fargo Bank Checking				53,286.94
Savings				
Wells Fargo Bank				
General Fund	0.00			
Road Fund		0.00		
Sewer Fund			0.00	
Total Wells Fargo Bank Savings				0.00
Total Bank Accounts	\$95,528.03	\$66,844.68	\$144,204.92	\$306,577.63

Saturday, Nov 10, 2018 12:03:14 PM GMT-8 - Cash Basis

CITY OF PANORAMA PARK
A/R Aging Summary
As of November 10, 2018

	Current	1 - 60	61 - 120	121 and over	Total
515 PARK AVE	25.00	61.83	51.51		138.34
121 NORTH ST	25.00	58.66	25.50		109.16
504 PARK AVE	25.00	58.66	25.50		109.16
905 PARK AVE	25.00	56.51	7.85		89.36
740 PARK AVE	25.00	32.64			57.64
702 PARK AVE	25.00	30.97			55.97
209 PARK AVE	25.00	28.11	0.49		53.60
106 6TH ST	25.00	27.50			52.50
119 2ND ST	25.00	27.50			52.50
430 PARK AVE	25.00	27.50			52.50
5708 VALLEY DR	25.00	15.77			40.77

Saturday, Nov 10, 2018 10:19:15 AM GMT-8