



# CITY OF PANORAMA PARK

## COUNCIL MEETING AGENDA

February 8, 2020 – 9:30 a.m.

### **Agenda Approval**

Discussion and approval of Council Meeting Agenda for Saturday, February 8, 2020.

### **Presentations**

The Scott County Emergency Management Agency will discuss the need for a formal emergency plan for the City of Panorama Park.

### **Public Comments to the Council**

### **Mayor's Report**

- Update on the sanitary sewer system inspection and repairs.
- FY2021 Budget Proposal

### **Committee Reports**

### **Unfinished Business**

### **New Business**

1. Discussion and approval of Resolution 2020-06 to authorize an increase in the FY2020 property tax levy.
2. Open discussion regarding the need for an emergency plan.
3. Discussion and approval of minutes from the January 11, 2020 Council Meeting and the January 25, 2020 Budget Workshop.
4. Discussion and approval for payment of expenses.
5. Discussion and approval of monthly financial statements.

### **Adjournment**

Pursuant to Code of Iowa Section 362.3 [1], the regular or special City Council meeting agendas for February 8, 2020 have been posted at least once, not less than four nor more than twenty days before the date of the meeting in the three public places per Code of Ordinances, Panorama Park, Iowa, Chapter 18, Section 18.05 [2].

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct.

Affiant: \_\_\_\_\_ Date: \_\_\_\_\_ Witness: \_\_\_\_\_ Date: \_\_\_\_\_

<b>CITY NAME</b> Panorama Park	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> Fiscal Year July 1, 2020 - June 30, 2021	<b>CITY CODE</b> 82-782
-----------------------------------	---	----------------------------

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 2/8/2020	<b>Meeting Time:</b> 9:00 a.m.	<b>Meeting Location:</b> Panorama Park City Hall, 120 Short Street
----------------------------------	-----------------------------------	---

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> <a href="https://panoramaparkiowa.com">https://panoramaparkiowa.com</a>		<b>City Telephone Number:</b> (563) 293-1293		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax</b> 2019/2020	<b>Budget Year Effective Property Tax</b> 2020/2021**	<b>Budget Year Proposed Maximum Property Tax</b> 2020/2021	<b>Annual % CHG</b>
Regular Taxable Valuation	1 5,061,642	5,013,961	5,013,961	
<b>Tax Levies:</b>				
Regular General	2 \$29,378	\$29,378	\$29,950	
Contract for Use of Bridge	3 \$0	\$0		
Opr & Maint Publicly Owned Transit	4 \$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5 \$0	\$0		
Opr & Maint of City-Owned Civic Center	6 \$0	\$0		
Planning a Sanitary Disposal Project	7 \$0	\$0		
Liability, Property & Self-Insurance Costs	8 \$0	\$0		
Support of Local Emer. Mgmt. Commission	9 \$0	\$0		
Emergency	10 \$0	\$0		
Police & Fire Retirement	11 \$0	\$0		
FICA & IPERS	12 \$0	\$0		
Other Employee Benefits	13 \$0	\$0		
<b>*Total 384.15A Maximum Tax Levy</b>	14 \$29,378	\$29,378	\$29,950	<b>1.95%</b>
<b>Calculated 384.15A Maximum Tax Rate</b>	15 \$5.80405	\$5.85924	\$5.97332	

Explanation of significant increases in the budget:  
Adjustment for inflation.

If applicable, the above notice also available online at:  
<https://panoramaparkiowa.com>

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year



# CITY OF PANORAMA PARK

## REGULAR MEETING MINUTES

January 11, 2020 – 9:00 a.m.

The City Council of Panorama Park, Iowa met in regular session at 9:00 a.m., Saturday, January 11, 2020 in the City Hall.

**In Attendance:** T. Huber, S. Perry, S. Rice, D. Smith, D. White

**Council Members Absent:** None

**Also Present:** Mayor Ronald Rice, Treasurer, Gary Gleason

**Presiding:** Mayor Ronald Rice

### Call to Order

Mayor Rice called the meeting to order at 9:03 a.m. A quorum was reached.

### Agenda Approval

Mayor Rice asked if there were any questions or changes regarding the agenda and hearing none, asked for a motion to approve. *A motion was made by S. Rice, seconded by S. Perry, to approve the Agenda as presented. With no further discussion, Roll Call: T. Huber – aye, D. Smith – aye, D. White – aye. The Agenda was approved.*

### Presentations

Council Member Steven Perry lead a discussion regarding his participation in the Iowa League of Cities Municipal Leadership Academy. S. Perry reviewed his experience at the conference and Mayor Rice thanked him for attending.

### Public Comments

None

### Mayor's Report

Regarding the sanitary sewer system inspection, Mayor Rice had spoken with MSA and we should expect their report later this month.

### Committee Reports

Culture and Recreation - S. Rice reported that the cookie exchange was successful. Residents in attendance made ornaments for the holidays and they were distributed to Panorama Park residents.

### Unfinished Business

None

### New Business

1. Discussion and approval of Resolution 2020-01 establishing Council Meeting rules and procedures for the new term. Council Member S. Perry raised concerns over some of the language contained in the resolution. The Council agreed to the following amendments:

#### Council Chamber Capacity

Council Chamber attendance shall be limited to the ~~posted~~ seating capacity thereof. While the Council is in session, members of the public shall not remain standing in the Council Chamber, except to address the Council ~~and sitting~~ ~~will not be permitted.~~

#### Workshop Meetings

At workshop meetings, the Council will receive the information and presentation of issues from ~~the clerk and staff~~ *any of the participants.*

#### Individuals

Persons addressing the Council will stand ~~at the lectern~~ and give their full name and address in an audible tone of voice for the record.

Mayor Rice asked if there were any additional questions or corrections and hearing none, Mayor Rice called for a vote. A motion was made by S. Perry and seconded by T. Huber to approve Resolution 2020-01 with the aforementioned amendments. With no further discussion, Roll Call: S. Rice – aye, D. Smith – aye, D. White – aye, the motion was approved.

2. Discussion and approval of Resolution 2020-02 to revoke Resolution 2019-14 authorizing the Treasurer to cash-out CD20191230-SENBxxxx. Mayor Rice explained that SENB Bank offered to renew the CD at the current rate of 2.40% APY. This was significantly higher than the rates offered by other area financial institutions. Mayor Rice recommended that the money be needed to pay for the emergency sanitary sewer system repairs be transferred from the General Fund and that CD20191230-SENBxxxx be allowed to roll-over. Mayor Rice asked if there were any questions and hearing none, called for a vote. A motion was made by D. Smith and seconded by T. Huber to approve Resolution 2020-02 as presented. With no further discussion, Roll Call: S. Perry – aye, S. Rice – aye, D. White – aye. The motion was approved.
3. Discussion and approval of Resolution 2020-03 to authorize the Treasurer to open a new savings account at Great Southern Bank. Mayor Rice explained that the city could maximize the amount of interest earned by opening a savings account and transferring money to the checking account as needed. Great Southern Bank offers accounts with a rate of about 1.00% APY. Hearing no other comments, Mayor Rice called for a vote. A motion was made by D. White and seconded by D. Smith to approve to approve Resolution 2020-03 as presented. With no further discussion, Roll Call: T. Huber – aye, S. Perry – aye, S. Rice – aye. The motion was approved.
4. Discussion and approval of Resolution 2020-04 to authorize the Mayor or Treasurer to transfer money between the Great Southern Bank checking account and savings account as needed. Hearing no other comments, Mayor Rice called for a vote. A motion was made by D. Smith and seconded by T. Huber to approve to approve Resolution 2020-04 as presented. With no further discussion, Roll Call: S. Perry – aye, S. Rice – aye, D. White – aye. The motion was approved.
5. Discussion and approval of Resolution 2020-05 to authorize the Treasurer to transfer \$80,000.00 from the General Fund to the Sewer Fund. Mayor Rice explained that the money would be used for future sanitary sewer repairs and that it had already been appropriated in the FY2019-2020 budget. Hearing no other comments, Mayor Rice called for a vote. A motion was made by S. Perry and seconded by D. White to approve to approve Resolution 2020-04 as presented. With no further discussion, Roll Call: T. Huber – aye, S. Rice – aye, D. Smith – aye. The motion was approved.
6. Discussion and approval of Council Meetings Minutes from December 11, 2019. Mayor Rice asked if there were any questions or corrections to the minutes. Hearing no other comments, Mayor Rice called for a vote. A motion was made by S. Rice and seconded by S. Perry to approve the December 11, 2019 meeting minutes as presented. With no further discussion, Roll Call: T. Huber – aye, D. Smith – aye, D. White – aye. The motion was approved.
7. Discussion and approval of Expenses. Council members reviewed the expenses. Mayor Rice asked if there were any questions. Hearing no other comments, Mayor Rice called for a vote to approve expenses. A motion was made by D. White and seconded by T. Huber to approve the expenses as presented. With no further discussion, Roll Call: S. Perry – aye, S. Rice – aye, D. Smith – aye. The motion was approved.
8. Discussion and approval of monthly Financial Statements. Council members reviewed the Financial Statements. Mayor Rice asked if there were any questions or corrections and hearing none, Mayor Rice called for a vote. A motion was made by D. White and seconded by S. Perry to approve the Financial Statements as presented. With no further discussion, Roll Call: T. Huber – aye, S. Rice – aye, D. Smith – aye, the motion was approved.
9. Discussion on committee assignments. Dave White will serve as Mayor Pro Tem; Steven Perry will have oversight of Public Health; Public Works is Dave Smith; Public Safety is Tim Huber; Shawn Rice is Culture and Recreation.

#### Adjournment

With no other business before the Council, Mayor Rice call for adjournment of the meeting at approximately 11:27 a.m. A motion was made by S. Rice and seconded by D. White to adjourn. With no further discussion, Roll Call: T. Huber – aye, S. Perry – aye, D. Smith – aye, the motion was approved.

Approved: \_\_\_\_\_  
Ronald D. Rice, Mayor

Attest: \_\_\_\_\_  
Gary Gleason, City Clerk/Treasurer

#### Expenses:

ADVANTAGE TREE SERVICE \$400.00	BROOKS LAW FIRM \$280.25	CITY OF DAVENPORT \$353.87
IOWA AMERICAN WATER CO \$14.00	McCLINTOCK EXCAVATING \$25,731.42	MIDAMERICAN ENERGY \$104.80
REPUBLIC SERVICES \$724.08		



# CITY OF PANORAMA PARK

## BUDGET WORKSHOP MINUTES

January 25, 2020 – 9:00 a.m.

The City Council of Panorama Park, Iowa met in a workshop session at 9:00 a.m., Saturday, January 25, 2020 in the City Hall.

**In Attendance:** T. Huber, S. Perry, S. Rice, D. White

**Council Members Absent:** D. Smith

**Also Present:** Mayor Ronald Rice, Treasurer, Gary Gleason

**Presiding:** Mayor Ronald Rice

### **Call to Order**

Mayor Rice called the meeting to order at 9:07 a.m. A quorum was reached.

### **Agenda Approval**

Mayor Rice asked if there were any questions or changes regarding the agenda and hearing none, asked for a motion to approve. *A motion was made by S. Rice, seconded by S. Perry, to approve the Agenda as presented. With no further discussion, Roll Call: T. Huber – aye, D. White – aye. The Agenda was approved.*

### **Presentations**

Mayor Rice outlined the budget process and explained his philosophy of zero-based budgeting.

### **Public Comments**

None

### **Anticipated Expenses**

Mayor Rice led a discussion regarding the needed road repairs for Short Street and North Street which are estimated to be about \$17,000.00. It was determined that the road repairs should be completed as soon as possible and the expense should be added to the FY2020 budget amendment. Regarding the planned repairs and maintenance of the sanitary sewer system, the Council agreed that \$150,000.00 should be included as an added expense in the FY2021 budget.

### **Past Expenditures**

The Council reviewed all expenses that were incurred in FY2019 and to date for FY2020.

### **Budgetary Priorities**

The Council discussed other expense items to consider for the FY2021 budget which included the following suggestions:

community mailboxes, welcome sign, community garden, North Street improvements, radar sign, speed bumps, survey of the city-owned lot. For City Hall the Council also included a fence, shed, widening the parking lot, sign, and fire extinguisher.

### **Optional Expenditures**

Following the discussion of the budgetary priorities the Council suggested adding the following budget items for FY2021:

1. Fence \$2,500
2. Shed \$2,500
3. Sign for City Hall \$500
4. North Improvements \$10,000
5. Fire Extinguisher \$500

### **Adjournment**

With no other business before the Council, Mayor Rice call for adjournment of the meeting at approximately 10:45 a.m.

Approved: \_\_\_\_\_  
Ronald D. Rice, Mayor

Attest: \_\_\_\_\_  
Gary Gleason, City Clerk/Treasurer

**CITY OF PANORAMA PARK**  
**Unpaid Bills Detail**  
As of February 14, 2020

Type	Date	Num	Due Date	Aging	Open Balance
<b>ADVANTAGE TREE SERVICE</b>					
Bill	01/13/2020	20079	01/13/2020	32	230.00
Bill	01/22/2020	20204	01/22/2020	23	1,140.00
Bill	01/27/2020	20300	01/27/2020	18	500.00
Bill	01/27/2020	20293	01/27/2020	18	320.00
Total ADVANTAGE TREE SERVICE					2,190.00
<b>BROOKS LAW FIRM</b>					
Bill	01/08/2020	10301...	02/07/2020	7	250.75
Total BROOKS LAW FIRM					250.75
<b>CITY OF DAVENPORT</b>					
Bill	01/27/2020	1321448	02/26/2020		581.82
Bill	01/27/2020	1321453	02/26/2020		932.00
Total CITY OF DAVENPORT					1,513.82
<b>IOWA AMERICAN WATER CO.</b>					
Bill	01/21/2020		02/12/2020	2	14.00
Total IOWA AMERICAN WATER CO.					14.00
<b>IOWA ONE CALL</b>					
Bill	01/14/2020	218801	01/24/2020	21	12.60
Total IOWA ONE CALL					12.60
<b>MIDAMERICAN ENERGY</b>					
Bill	01/14/2020	39560...	02/05/2020	9	47.51
Bill	02/04/2020	39630...	02/26/2020		61.28
Total MIDAMERICAN ENERGY					108.79
<b>MSA PROFESSIONAL SERVICES, INC.</b>					
Bill	12/20/2019	R1992...	01/19/2020	26	3,700.00
Bill	01/30/2020	R1992...	02/29/2020		4,625.00
Total MSA PROFESSIONAL SERVICES, INC.					8,325.00
<b>REPUBLIC SERVICES</b>					
Bill	01/15/2020	0400-...	02/04/2020	10	724.08
Total REPUBLIC SERVICES					724.08
<b>WELLS FARGO BANK</b>					
Bill	02/12/2020		03/08/2020		24.96
Total WELLS FARGO BANK					24.96
<b>TOTAL</b>					<b>13,164.00</b>

**CITY OF PANORAMA PARK**  
**Expenses by Vendor Detail**  
 January 2020

Date	Memo	Account	Class	Paid Amount
<b>ADVANTAGE TREE SERVICE</b>				
01/11/2020	12/11/2019 Snow Removal	250 Snow Removal	ROAD FUND	200.00
01/11/2020	Snow Removal 12/15/2019	250 Snow Removal	ROAD FUND	200.00
Total ADVANTAGE TREE SERVICE				400.00
<b>CITY OF DAVENPORT</b>				
01/11/2020	Operational Fund November 2019	6413 Payments to other Agencies	SEWER FUND	353.87
Total CITY OF DAVENPORT				353.87
<b>HOME DEPOT - BETTENDORF</b>				
01/11/2020	2 - Ice Melt (salt) 40lbs/bag	6320 Grounds Maintenance & Repa	GENERAL FUND	21.94
Total HOME DEPOT - BETTENDORF				21.94
<b>IOWA AMERICAN WATER CO.</b>				
01/11/2020	City Hall 11/15/2019 to 12/16/2019	6374 Water / Sewer Expense	GENERAL FUND	14.00
Total IOWA AMERICAN WATER CO.				14.00
<b>McCLINTOCK TRUCKING &amp; EXCAVATING, INC</b>				
01/13/2020	Sewer Repairs 200 Park Ave	6499 Other Contractual Service	SEWER FUND	25,731.42
Total McCLINTOCK TRUCKING & EXCAVATING, INC				25,731.42
<b>MEDIACOM</b>				
01/29/2020	Deposit	4065 Utility Franchise Tax	GENERAL FUND	-187.71
Total MEDIACOM				-187.71
<b>MIDAMERICAN ENERGY</b>				
01/03/2020	Gas & Electric - City Hall 11/08/2019 to 12/11/2019	6371 Electric / Gas Expense	GENERAL FUND	43.28
01/11/2020	Street Lighting 12/02/2019 to 01/03/2020	230 Street Lighting	ROAD FUND	61.52
Total MIDAMERICAN ENERGY				104.80
<b>REPUBLIC SERVICES</b>				
01/11/2020	Garbage & Recycling 12/01/2019 to 12/31/2019	290 Garbage	GENERAL FUND	724.08
Total REPUBLIC SERVICES				724.08
<b>SAM'S CLUB - DAVENPORT</b>				
01/29/2020	Stamps (20)	6508 Postage / Shipping	GENERAL FUND	11.00
01/29/2020	Paper (2)	6506 Office Supplies	GENERAL FUND	13.96
Total SAM'S CLUB - DAVENPORT				24.96
<b>TOTAL</b>				<b>27,187.36</b>

**CITY OF PANORAMA PARK**  
**Balance Sheet**  
As of January 31, 2020

	<u>Jan 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Certificates</b>	
General Fund	51,889.96
Road Fund	61,266.76
Sewer Fund	192,236.57
<b>Total Certificates</b>	<u>305,393.29</u>
<b>Checking</b>	
General Fund GSB	2,811.72
Road Fund GSB	1,753.90
<b>Total Checking</b>	<u>4,565.62</u>
<b>Savings</b>	
General Fund GSB	2,938.20
Road Fund GSB	19,319.34
Sewer Fund GSB	11,101.29
<b>Total Savings</b>	<u>33,358.83</u>
<b>Savings - General Fund FCU</b>	<u>25.00</u>
<b>Total Checking/Savings</b>	<u>343,342.74</u>
<b>Other Current Assets</b>	
<b>Collections</b>	<u>492.94</u>
<b>Total Other Current Assets</b>	<u>492.94</u>
<b>Total Current Assets</b>	<u>343,835.68</u>
<b>TOTAL ASSETS</b>	<b><u>343,835.68</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Credit Cards	24.96
<b>Total Credit Cards</b>	<u>24.96</u>
<b>Total Current Liabilities</b>	<u>24.96</u>
<b>Total Liabilities</b>	<u>24.96</u>
<b>Equity</b>	<u>343,810.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>343,835.68</u></b>



**CITY OF PANORAMA PARK**  
**Budget vs. Actual**  
 July 2019 through January 2020

	Jul '19 - Jan 20	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>1 TAXES</b>			
General Property Taxes	16,243	27,377	59%
<b>Other City Taxes</b>			
4060 Utility Excise Tax	0	2,001	0%
4065 Utility Franchise Tax	594	800	74%
4090 Local Option Sales Tax	13,487	18,500	73%
<b>Total Other City Taxes</b>	<u>14,081</u>	<u>21,301</u>	<u>66%</u>
<b>Total 1 TAXES</b>	30,324	48,678	62%
<b>3 USE OF MONEY &amp; PROPERTY</b>	4,296	6,000	72%
<b>4 INTERGOVERNMENTAL</b>	10,844	16,000	68%
<b>5 CHARGES FOR SERVICES</b>	2,185	0	100%
Billable Expense Income	125		
<b>Total Income</b>	<u>47,774</u>	<u>70,678</u>	<u>68%</u>
<b>Gross Profit</b>	47,774	70,678	68%
<b>Expense</b>			
<b>1 GOVERNMENTAL ACTIVITIES</b>			
a. Public Safety	125	4,550	3%
b. Public Works	5,412	18,100	30%
d. Culture & Recreation	2,505	5,260	48%
f. General Government	3,801	12,250	31%
<b>Total 1 GOVERNMENTAL ACTIVITIES</b>	<u>11,843</u>	<u>40,160</u>	<u>29%</u>
<b>2. BUSINESS TYPE ACTIVITIES</b>			
Sewer Utility	32,956	9,250	356%
<b>Total 2. BUSINESS TYPE ACTIVITIES</b>	<u>32,956</u>	<u>9,250</u>	<u>356%</u>
<b>Total Expense</b>	<u>44,799</u>	<u>49,410</u>	<u>91%</u>
<b>Net Ordinary Income</b>	<u>2,975</u>	<u>21,268</u>	<u>14%</u>
<b>Net Income</b>	<u><u>2,975</u></u>	<u><u>21,268</u></u>	<u><u>14%</u></u>