



NOTICE OF PUBLIC MEETING – Budget & Finance Committee

The City of Adel's Budget & Finance Committee will meet at Adel City Hall, 301 South 10th Street, Adel, Iowa, in the Council Chambers on **Tuesday, August 1, 2017 at 6:00 p.m.**

AGENDA

1. Call to Order
2. Approval of June 7, 2017 Minutes
3. Modifications to the Residential Tax Abatement Program
4. Capital Improvement Plan Purchasing Process
5. Any Other Business
6. Adjournment

7/31/2017 4:26:40 PM

Please Note: Members or a quorum of members of other City Committees, Commissions, and / or the Council may be in attendance. Only items on the agenda may be acted upon and / or discussed.



June 7, 2017 Budget & Finance Committee - Minutes

The City of Adel's Budget & Finance Committee met in the Adel City Hall council chambers, 301 South 10th Street, Adel, Iowa, on Wednesday, June 7, 2017 at 6:00 p.m.

The Budget & Finance Committee meeting was called to order at 6:00 p.m. by Chair Shirley McAdon. Members present: Hillmer, McAdon, and Ockerman. Others in attendance: City Administrator Brown and Finance Director Sandquist.

Hillmer motioned, seconded by Ockerman, to approve the January 30, 2017 meeting minutes. Motion carried unanimously.

Discussion began on the proposed annexation south of town. McAdon noted that the City has received a study from McClure Engineering and information from PFM. Landmark Development has paid for Attorney Dan Manning's services and for the McClure study. The City has paid for City Attorney John Reich's services, mailing costs, and staff time.

The committee discussed whether any entity can sue the City if the City Development Board, a State board, approves the annexation. Entities that could sue include aggrieved landowners, the County, or De Soto. Brown will confer with Manning.

Discussion moved to the City's FY15-16 Audit comments. The committee noted that the City's recent staff changes (i.e., Finance Director and Accounting Clerk) have made it challenging to address these comments. Brown stated that the checks now have one manual signature instead of two auto-signatures, but clarification may be needed. The committee discussed ways to address the comments pertaining to the Fire Association. Last year, City staff asked the auditors to email the association, but no response was received. The Fire Chief may need to be involved to clear these items.

The certified budget needs to be amended before any expenses go over budget. The committee agreed that it would be helpful to see a report showing where the budget is at each month as it relates to function, not department. The functions are used on the official State budget form. The committee noted that some department heads wait until the last month of the fiscal year to make purchases. The committee asked Brown to stress budget monitoring each month.

Regarding the business transaction comment, Brown worked with Reich to develop a memo of Reich's legal opinion on the issue. In addition, when the City needed to hire the individual again, City staff solicited three quotes. Brown noted that City staff will be working with PFM this fall to address the TIF comments and correct any issues.

Regarding deficit balances, the committee noted that the City has cleared up the Debt Service shortfall. A better understanding of the Internal Services Flex Benefits account will be needed. Half of the east annexation deficit balance was resolved.

Discussion moved to FY16-17 outstanding CIP items. Brown noted that the Police Department does not have any items remaining to purchase. The library has had some HVAC issues. The Parks & Recreation Department was able to purchase their items. Because the pool painting came in lower than budgeted, the department was also able to conduct the Parks & Trails Master Plan process. For Adel City Hall, the building's windows need to be a priority. The committee asked City staff to review the fund balance and obtain new quotes for the work. Brown noted that the Zoning Department had \$22,000 unspent because it purchased its vehicle in the prior fiscal year. The Public Works Department does not have any items remaining to purchase. The committee also discussed the Police Department's in-car camera system and a new phone system for City Hall.

Discussion moved to repurposing funds in FY16-17. The \$22,000 unspent by the Zoning Department could be reallocated for a new phone system for City Hall. City staff will discuss options with Dallas County IT and with Mainstay. The committee also discussed obtaining LED lighting for City Hall and whether the library would need it as well.

In other business, Ockerman noted that Dallas County Auditor Julia Helm had discussed a potential local option sales tax (LOST) ballot issue for this November. Several cities are gathering approximately 1,900 signatures. The committee briefly discussed whether this ballot issue could affect the City's LOST. Brown noted that the FY16-17 Audit has not been scheduled. Due to the recent staff changes, Brown stated that the State auditors will be used again this year to provide some continuity. The committee briefly discussed the proposed East Annex Sewer project in relation to the County and MidAmerican Energy.

With no other business, the meeting was adjourned at approximately 7:14 p.m.

Respectfully submitted,
Anthony Brown, City Administrator