July 2, 2019 Budget & Finance Committee - Minutes

The City of Adel’s Budget & Finance Committee met in the council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on July 2, 2019 at 6:30 p.m.

McAdon called the meeting to order at 6:50 p.m. Members present: Christensen, McAdon, and Ockerman. Others in attendance: City Administrator Brown, Public Works Director Overton, Finance Director Sandquist, Parks & Recreation Director Schenck, and Police Chief Shepherd.

Ockerman motioned, seconded by Christensen, to approve the June 4, 2019 minutes. Motion carried unanimously.

Discussion began with a department-level review of the FY18-19 Budget. McAdon asked how departments typically work on the budget each month. Brown stated that Sandquist provides monthly reports and that department heads work with Sandquist when issues or unexpected expenditures arise. McAdon stated that department heads should talk with Sandquist when line items are close to or go over budget.

McAdon stated that it is important to not overspend before the City officially amends its budget. McAdon stated that it would be helpful to have a clearer budget picture every January and for the budget to be reclassed to match the State form. Ockerman noted that budgets can be amended multiple times.

Sandquist stated that budgets should be realistic and that amendments should be used for major items or emergencies. McAdon stated that, when the budget is refined, amendments should be for extraordinary items.

McAdon noted that some departments have multiple sources of revenue, while others only have the General Fund. Brown stated that, because building permits have been lower, this recent amendment was funded by the General Fund.

Ockerman stated that the report prepared by Sandquist will be very helpful for the council packet. Sandquist noted that the State is changing its budget process, so she will be working with Incode on a custom report.

Brown stated that budget work during the year should flow through Sandquist. McAdon stated that Sandquist and Brown have a responsibility to monitor the budget and to work with department heads.

Discussion moved to the depositories. Brown stated that, of the City’s depositories, only Wells Fargo is paying a minimal interest rate. Brown stated that it would be helpful to move these funds to an account with a better interest rate. The committee agreed and asked Brown and Sandquist to prepare a transfer for the council.

Discussion moved to the City’s 28E Agreement with De Soto. Brown stated that De Soto had contracted out its building inspection services to Adel for the past several years. De Soto is now using another firm. Brown noted that the City had received approximately $52,000 over the lifetime of the agreement.

With no other business, the meeting was adjourned at approximately 7:26 p.m.

Respectfully submitted

Anthony Brown
City Administrator