

CITY OF MUSCATINE
BUDGET REVIEW SESSION

MINUTES

CITY HALL CONFERENCE ROOM

February 27, 1989

4:00 p.m.

PRESENT: Mayor LeMar, Councilmembers Brewer, York, Harder, Kemp
Sayles, Phillips and Amerine

ABSENT: None

ALSO PRESENT: Kevin Whittaker, Acting City Administrator
Deb Neels, Director of Finance and Records
A. J. Johnson

Finance Budget Review (Continued - February 22, 1989)

Neels continued her review of the Finance Department budget. In the discussion she recommended continuing the payroll services provided in Cedar Rapids due to the economical cost. She also emphasized the need for the City Attorney to update the City Codes. The following additional requests were summarized.

a) Fixed Asset Accounting System. Proposed outside consulting services to assist the City with the formulation of a fixed asset ledger, estimated cost, up to \$15,000.

b) Xerox Machine. Neels reviewed the need by various City departments for the reduction feature and recommended that this be reinstated; approximate cost \$200.00 per month.

c) Part Time Account Clerk. This position is recommended to cover for vacation time for other full time staff and to assist with the Fixed Asset Account System. Approximate cost \$800.00.

Neels reviewed the capital outlay item most of which related to a more efficient use of space in the xerox room.

No further discussion was conducted of the Finance Department budget.

Computer Budget.


Neels reviewed the status report and objectives of this budget. She noted that the City's consultant indicated that no further technical support was available for the City's computer system. This is due to the acquisition and dissolution of the firm from which the City purchased the original computer equipment. She indicated that there was a need to replace City Hall's present system. Option included funding from the City Council Contingency Fund.

Council discussed an overall study of computer needs to be completed within the next year to 18 months. Neels stated that the Finance computer system could fail within this period. Council recommended adding \$20,000 from the


Council Contingency Fund to the \$20,000 requested in the budget in order to take care of computer needs in City Hall. It was noted that the total amount also included \$10,000 from the Water Pollution Control Plant for the CAD System requested by the Engineering Department.

The conclusion of the meeting included a review by Neels and the changes in the City budget revenues and expenditures. Again, she reviewed the public notice form for the public hearing and indicated that capital project appropriations were estimated on the high side due to the fact that they cannot be revised upward. She stated that for the publication purpose the tax rate established is \$10.79/\$1,000.

Adjourned.


Don LeMar, Mayor

Attest:


Kevin Whittaker, Acting City Administrator