

## Red Tape Review Rule Report (Due: September 1, 2026)

<b>Department Name:</b>	Dept. of Management	<b>Date:</b>	5/2/2025	<b>Total Rule Count:</b>	10
<b>IAC #:</b>	545	<b>Chapter/ SubChapter/ Rule(s):</b>	1	<b>Iowa Code Section Authorizing Rule:</b>	384.13-384.22; 17A
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**PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE**

**What is the intended benefit of the rule?**

The rule provides basic information about the committee to facilitate taxpayer interactions with the committee.

**Is the benefit being achieved? Please provide evidence.**

Yes. The existing rules have not been the source of any controversy. The update to the rules is simply being made to adapt the rules to EO10 requirements.

**What are the costs incurred by the public to comply with the rule?**

Very minimal administration costs associated with DOM providing administrative support to the committee.

**What are the costs to the agency or any other agency to implement/enforce the rule?**

Very minimal.

**Do the costs justify the benefits achieved? Please explain.**

Yes. The costs are minimal currently and are not in any way increasing going forward.

**Are there less restrictive alternatives to accomplish the benefit?** ☐ YES ☒ NO

If YES, please list alternative(s) and provide analysis of less restrictive alternatives from other states, if applicable. If NO, please explain.

N/A.

**Does this chapter/rule(s) contain language that is obsolete, outdated, inconsistent, redundant, or unnecessary language, including instances where rule language is duplicative of statutory language? [list chapter/rule number(s) that fall under any of the above categories]**

**PLEASE NOTE, THE BOXES BELOW WILL EXPAND AS YOU TYPE**

The rules being proposed have been scrubbed to eliminate any duplication of statutory language, to minimize any impact on taxpayers, and to avoid duplication of any statutory text.

**RULES PROPOSED FOR REPEAL (list rule number[s]):**

N/A

**RULES PROPOSED FOR RE-PROMULGATION (list rule number[s] or include rule text if available):**

**CHAPTER 1  
OPERATIONS OF CITY FINANCE COMMITTEE**  
[Prior to 11/30/88, see City Finance Committee[230] Ch 1]

**545—1.1(384) Purpose.** To ensure that the proceedings of the city finance committee are conducted in an orderly manner and also to provide that the public is kept informed of actions taken by the city finance committee, the committee adopts the following rules.

“Committee’s mailing address” is: Iowa The Office of Department of Management, 1007 E Grand Ave g13, Des Moines, IA 50319. State Capitol, Des Moines, Iowa 50319.

“Department” means the Iowa department of management.

“Detailed budget” means documenting revenues and transfer in by sources and funds, and documenting expenditures and transfers out by funds, functions and objects.

“Director” means the director of the department.

“Fund” means a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, obligations, or limitations.

“Fund transfer resolution” means a resolution of the city council which that is to be passed to allow for transfers between funds. A fund transfer resolution is to be completed for all transfers between funds and will include a clear statement of reason or purpose for the transfer, the name of the fund from which the transfer is originating, the name of the fund into which the transfer is to be received, and the dollar amount to be transferred. For transfers of utility surpluses outlined in subrule 2.45(5), the calculation proving the surplus will also be shown in the resolution. Intrafund transfers do not need a fund transfer resolution. Multiple transfers between funds may be approved in one resolution, so long as each transfer’s purpose, originating fund or subfund, and receiving fund or subfund, and the amount of transferred dollars are separately identified. Fund transfer resolutions may also be included in budget or budget amendment adoption resolutions, so long as each transfer’s purpose, originating fund or subfund and receiving fund or subfund, and the amount of transferred dollars are separately identified.

“Intrafund transfer” means a transfer between accounts or subfunds within a fund.

“Program” means any one of the following nine major functions of public service that the city finance committee directs a city to use in defining the city’s program structure:

1. Public safety;
2. Public works;
3. Health and social services;
4. Culture and recreation;
5. Community and economic development;
6. General government;
7. Debt service;
8. Capital projects;
9. Business-type activities.

“Transfers between funds” means the transfer of amounts from one fund to another fund.

[ARC 4334C, IAB 3/13/19, effective 4/17/19]

**545—1.23(384) Membership.** The selection, appointment and approval of members to the city finance committee are made as provided for in Iowa Code section 384.13. Names of designees ~~shall~~ will be given to the committee chairperson in writing by July 1 of each year, or promptly, if changed.

**545—1.34(384)Responsibilities of officersOrganization and administration.** The officers of the city finance committee ~~shall~~ will consist of a chairperson, a vice chairperson and a secretary.

**1.34(1) Chairperson.** The chairperson ~~shall~~ will be elected yearly ~~and shall~~ topreside over the proceedings of the city finance committee. Upon a vacancy on the city finance committee the chairperson ~~shall~~ will notify the ~~governordirector of the department of management~~ that a vacancy exists.

**1.34(2) -Vice chairperson.** The vice chairperson ~~shall serve~~in absence of the chairperson, and ~~shall can~~be assigned such other duties as the committee determines. The vice chairperson ~~shall is~~be elected yearly.

**1.34(3) Secretary.** Yearly, the city finance committee ~~shall appoint a secretary to record the proceedings of the committee. The secretary may or may not be a member of the committee. The department will designate a secretary to serve as the support staff for the committee. The secretary is responsible for providing timely notice of meetings, publishing a meeting agenda in accordance with the Iowa Code, and keeping minutes of meetings of the committee shall be the support staff provided by the department of management.~~

~~The secretary shall is to give advance public notice of the time and place of each meeting. The notice must will be in accordance with Iowa Code section 21.4.~~

~~At least one week prior to the date of a meeting, the secretary shall will prepare a tentative agenda for the next meeting of the committee and distribute this tentative agenda to the persons listed on a mailing list approved by the committee via the department of management website. This agenda shall will also list the date, time and place of the meeting.~~

~~The secretary shall is to keep minutes of all proceedings of each meeting. The minutes will constitute the official record of all actions of the committee. Following each meeting, the secretary shall duplicate the minutes and distribute them to the persons listed on the approved mailing list is to post the minutes on the department of management website.~~

~~When the secretary is absent from a committee meeting, the chairperson shall appoint a member of the committee to act as secretary until such time as the regular secretary is present.~~

~~The secretary shall provide to the committee members a list of the committee's members including the members' addresses, telephone numbers and term of office.~~

**545—1.4(384) Subcommittees.** The city finance committee may establish temporary or permanent subcommittees to research and investigate items of business to the committee. The rules set forth in this chapter shall guide the subcommittee, if applicable. Subcommittee members shall be appointed by the chairperson and reported to the committee. Subcommittee members need not be members of the committee. They may be reimbursed for expenses in the same manner as committee members.

**545—1.5(384) Staff.** The executive director of the department of management shall will provide staff assistance to the committee as provided by law.

**545—1.65(384) Compensation.** Committee members are to be compensated as provided by law.

**545—1.77(384) Meeting.** A meeting of the committee ~~shall is to be held at the call of the director of the department of management, the request of a majority of committee members, or upon an appeal of the director's decision. All meetings will be open to the public with the exception of any closed sessions of such meetings conducted in accordance with Iowa Code chapter 21.~~

~~All meetings of the committee shall will be open to the public at all times, except that closed meetings may be held for the purposes provided in Iowa Code section 21.5. Closed sessions shall are to be called and conducted as provided for in section 21.5.~~

**545—1.89(384) Office location.** All submissions to or requests of the committee ~~shall should~~be made ~~through the department of management office to the committee at the committee's mailing address~~ during normal working hours.

~~All records, minutes, manuals and other information concerning the proceedings of the committee shall are to be kept in the office of the director of the department of management. Such information shall will be open to inspection by the public during normal working hours.~~

**545—1.910(384) Quorum and majority vote.** A quorum ~~shall consist of~~five members of the committee. All actions of the committee for promulgating rules as provided for by law ~~shall require~~need a minimum of five votes. All other actions of the committee ~~must can~~be approved by a simple majority vote of the members present

at a meeting. ~~The secretary shall~~ will record the vote of each member of the committee indicating if the vote was an aye, no, or abstention.

**545—1.4011(384) Order of business.** The meetings of the city finance committee are to be presided over by the chairperson or the vice chairperson. Unless otherwise stipulated in these rules, Robert’s Rules of Order are to be followed in conducting the business of the committee.

These rules are intended to implement Iowa Code sections 384.13 to 384.22.

***\*For rules being re-promulgated with changes, you may attach a document with suggested changes.***

#### METRICS

Total number of rules repealed:	n/a
Proposed word count reduction after repeal and/or re-promulgation	14
Proposed number of restrictive terms eliminated after repeal and/or re-promulgation	32 (down to zero)

**ARE THERE ANY STATUTORY CHANGES YOU WOULD RECOMMEND INCLUDING CODIFYING ANY RULES?**

No.