

MINUTES

City of Des Moines Finance and Economic Development Committee
November 25, 2002; 3:30 p.m.
Community Development Conference Room

Present: Council Member Maggie Steenrod (chair)
Council Member Gary Petersen
City Manager Tony Piasecki
City Attorney Linda Marousek
Community Development Director Judith Kilgore
Finance Director Paula Henderson
Budget Accountant Peggy Watson

The committee discussed creating a new section of the Des Moines Municipal Code for contracts, possibly including the procurement process.

The committee continued to review the 'Purchasing and Contractual Authority Matrix'. The last two (2), items 8 and 9, were covered and suggestions were made.

8. Contracts for General Services: Include a paragraph that reiterates the competitive process that is used by the City of Des Moines when securing goods or services. Any contract under or equal to \$20,000 may be approved by the City Manager, over \$20,000, Council must approve.

Contracts for General Services will be a standing item under 'Admin Reports' and will be added as an attachment to the City Manager's report. The City Manager will report monthly, all contracts signed that are \$20,000 or less. Contracts greater than \$20,000 will be on the consent calendar. Finance Director Henderson proposed that all contracts be numbered. The report would list the number, the contractor, the services provided, and the value.

9. Administrative Contracts: Continue to authorize the City Manager to approve administrative contracts. Contracts greater than \$20,000 must receive Council approval. The standard language that is used in the Open Public Meetings Act should be put into an emergency clause. The City Manager is authorized in an emergency to sign contracts in excess of the ordinance, to be reported to Council.

Council Member Steenrod would like to see a subsection 10, with language explaining an "emergency". Council Member Petersen agreed that there would be no dollar limit in the case of an emergency, but that very strong language was needed explaining "emergency" and that accountability was required of the City Manager.

The committee then moved to the subject of Economic Development and continued discussion of the Matrix of Economic Development Recommendations. Community Development Director Kilgore will concentrate on prioritizing the recommendations in an easy to read format. The three (3) categories will be; Business Development & Retention, Infrastructure Development, and Workforce Development. She will reorganize the matrix by Monday, December 2nd. The goal is to present this matrix along with an actual strategy document to council before the end of the year.

The next meeting date is as follows:

December 2, 2002 at 3:30 p.m. Economic Development Strategy Matrix
Litigation Status Report

Respectfully submitted by
Peggy Watson