

## MINUTES

City of Des Moines Finance Committee  
July 22, 2002; 3:30 p.m.  
Community Development Conference Room

Present: Council Member Maggie Steenrod (chair)      Absent: Council Member Richard Benjamin  
            Council Member Gary Peterson                      Finance Director Richard Scott  
            City Manager Tony Piasecki  
            Peggy Watson (scribe)

Goals and Objectives of the Committee: Make recommendations to the council on the following issues:

### Increase Revenues

The monthly revenue report will be provided to the Finance Committee to show where money is coming from.

All options/opportunities to increase and/or enhance revenues will be explored.

Examples given for enhancement:      Utility tax increase (public vote needed)

Property Tax - Levy Lift

Example for new revenues:      Hotel/motel tax

### Reduce Expenses

The voucher list will be provided.

Opportunities to reduce expenses will be explored.

Example given:      Uniform Policy, Cell Phone Analysis

Draft reports on expense reduction options initiated by staff will be presented.

Examples given:      Cell phones & Pagers; Bottled Water

### Current Budget Crisis

Discuss issues that may help alleviate our current budget crisis.

Examples given:      Freeze Travel, Overtime, Hiring, Cost of Living Increases

Discuss changes to policy that would prevent future crises (taxes must cover costs)

Example given:      Animal license fees inadequate to cover animal control costs

Review reports on expense reduction steps already taken by staff.

### Other Issues That Affect Finance

Discuss and review internal controls, including credit card policies, purchase orders.

Maximize expertise of Dick Scott (3 cities) while he's here so we don't reinvent the wheel.

### Meeting Dates and Tentative Agendas:

Initially the Finance Committee will meet every **Monday at 3:30 p.m.** in the Community Development Conference Room through September 9, 2002. Frequency of committee meetings will be determined as of that date.

July 29, 2002      Discussion on reducing expenses

August 5, 2002      Discussion on increasing revenues

August 12, 2002      Presentation of City Manager Budget Crisis Proposal

August 19, 2002      Review and discussion on proposal

August 26, 2002      Presentation of Comm. Dev. Econ. Devel. Proposal

September 2, 2002      Labor Day; no meeting

September 9, 2002      To be determined