

Regulatory Analysis

Notice of Intended Action to be published: 547—Chapter 1
“Definitions”

Iowa Code section(s) or chapter(s) authorizing rulemaking: 333A.4(6)

State or federal law(s) implemented by the rulemaking: Iowa Code section 333A.2

Public Hearing

A public hearing at which persons may present their views orally or in writing will be held as follows:

August 1, 2025
11 a.m.

Room G14
1007 East Grand Avenue
Des Moines, Iowa

Public Comment

Any interested person may submit written or oral comments concerning this Regulatory Analysis, which must be received by the Department of Management no later than 4:30 p.m. on the date of the public hearing. Comments should be directed to:

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Department of Management
1007 East Grand Avenue, Room G13
Des Moines, Iowa 50319
Phone: 515.414.6187
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Purpose and Summary

A reduction and restructuring of the rules concerning the County Finance Committee is proposed to make the rules more efficient and accessible. The rules will be updated by removing language restated from the Iowa Code, removing restrictive words and phrases, and relocating rules currently located across five chapters into a single chapter. Chapter 1 will be rescinded, and essential rules from 547—Chapters 2 through 5 will be moved to Chapter 1. This change aims to consolidate and simplify the rules to improve efficiency and clarity.

Analysis of Impact

1. Persons affected by the proposed rulemaking:

• **Classes of persons that will bear the costs of the proposed rulemaking:**

Not applicable.

• **Classes of persons that will benefit from the proposed rulemaking:**

Rescinding and adopting a new Chapter 1 with the essential rules from 547—Chapters 2 through 5 simplifies the rules and removes unnecessary verbiage resulting in the simplest, most minimal set of rules that could be used to convey basic information about the Committee to the taxpayer.

2. Impact of the proposed rulemaking, economic or otherwise, including the nature and amount of all the different kinds of costs that would be incurred:

• **Quantitative description of impact:**

Rescinding and adopting a new Chapter 1 with the essential rules from 547—Chapters 2 through 5 as part of the initiative to streamline 547—Chapters 1 through 5 will have a nominal quantitative impact.

- **Qualitative description of impact:**

Rescinding and adopting a new Chapter 1 with the essential rules from 547—Chapters 2 through 5 simplifies the rules and removes all included restrictive words and phrases from the rules, which should provide those who access the rules a better qualitative experience when reading about the Committee.

3. **Costs to the State:**

- **Implementation and enforcement costs borne by the agency or any other agency:**

Not applicable. This proposed rulemaking rescinds Chapter 1, which currently consists of definitions sufficiently defined in the Iowa Code. Essential rules from 547—Chapters 2 through 5 will then be relocated to Chapter 1. Implementation and enforcement of the remaining existing rules will not be affected.

- **Anticipated effect on State revenues:**

State revenues, as well as implementation and enforcement costs, do not change based on this cleanup of administrative rules. It is not anticipated that there will need to be any system changes or other changes in policy of any kind.

4. **Comparison of the costs and benefits of the proposed rulemaking to the costs and benefits of inaction:**

Inaction is not permissible because the rules must be addressed pursuant to Executive Order 10. The benefit of this proposed rulemaking is that taxpayers are expected to have an easier time because the rules will be easier to follow.

5. **Determination whether less costly methods or less intrusive methods exist for achieving the purpose of the proposed rulemaking:**

All rules were evaluated with the goal of reduction, elimination and simplification of the existing rules. No less intrusive methods have been identified along the way. No less costly alternatives were identified in the process.

6. **Alternative methods considered by the agency:**

- **Description of any alternative methods that were seriously considered by the agency:**

There are no alternative methods. These changes comply with Executive Order 10. Rescinding and adopting a new Chapter 1 with the essential rules from 547—Chapters 2 through 5 simplifies the rules and removes unnecessary verbiage resulting in the simplest, most minimal set of rules that could be used to convey basic information about the Committee to the taxpayer.

- **Reasons why alternative methods were rejected in favor of the proposed rulemaking:**

There are no alternative methods because compliance with Executive Order 10 is required.

Small Business Impact

If the rulemaking will have a substantial impact on small business, include a discussion of whether it would be feasible and practicable to do any of the following to reduce the impact of the rulemaking on small business:

- Establish less stringent compliance or reporting requirements in the rulemaking for small business.
- Establish less stringent schedules or deadlines in the rulemaking for compliance or reporting requirements for small business.
- Consolidate or simplify the rulemaking's compliance or reporting requirements for small business.
- Establish performance standards to replace design or operational standards in the rulemaking for small business.

- Exempt small business from any or all requirements of the rulemaking.

If legal and feasible, how does the rulemaking use a method discussed above to reduce the substantial impact on small business?

This proposed rulemaking does not have any substantial impact on small business.

Text of Proposed Rulemaking

ITEM 1. Rescind 547—Chapter 1 and adopt the following new chapter in lieu thereof:

CHAPTER 1
GENERAL PROVISIONS

547—1.1(333A) Definitions.

“*Committee*” means the county finance committee established in Iowa Code section 333A.2.

“*Committee’s mailing address*” is Iowa Department of Management, State Capitol, Des Moines, Iowa 50319.

“*County budget*” means the budget adopted by the board of supervisors pursuant to Iowa Code chapter 331.

“*County official*” means members of the committee referred to as “county official,” which may be either a county officer designated in Iowa Code section 39.17 or a member of the board of supervisors as designated in Iowa Code section 39.18.

547—1.2(333A) Organization and administration.

1.2(1) Purpose. The purpose of the county finance committee is to administer the provisions of Iowa Code section 333A.2 and to make recommendations to the governor, the general assembly, and county officials concerning county budgets and finance.

1.2(2) Membership. The selection, appointment, and approval of the county finance committee members are made as provided in Iowa Code section 333A.2.

1.2(3) Officers. The officers of the committee consist of chairperson and vice chairperson.

1.2(4) Subcommittees. The committee may establish temporary subcommittees to research and investigate items of business for the committee.

1.2(5) Office location. The director of the department of management provides office space, staff assistance, and necessary supplies and equipment as provided by law.

547—1.3(333A) Meetings.

1.3(1) Organizational meeting. The organizational meeting of the committee will be held at the call of and at a place designated by the chairperson. The officers serve until their successors are appointed.

1.3(2) Other meetings. Meetings may be called by the chairperson of the committee or a majority of its members.

1.3(3) Conduct of meetings. Meetings of the committee will be conducted in accordance with Robert’s Rules of Order insofar as not incompatible with the laws of the state of Iowa governing this committee or its own resolutions as to its conduct.

547—1.4(333A) Secretary’s duties.

1.4(1) Notice of meeting. Notice will be given of the time and place of each meeting by the committee’s secretary.

1.4(2) Meeting minutes. Minutes will be kept of all proceedings of each meeting by the committee’s secretary, and the minutes will constitute the official record of all committee actions.

1.4(3) Mailing list. A current list of committee members, including the members’ addresses, telephone numbers and terms of office, will be maintained by the secretary.

547—1.5(333A) Compensation. Committee members are to be compensated as provided in Iowa Code section 333A.3.

547—1.6(333A) Studies and reports. At least five members of the committee are needed to approve any guidelines, comments, recommendations and proposed legislation.

547—1.7(333A) County budgets. County budgets will be prepared in accordance with the provisions of Iowa Code section 331.424.

547—1.8(333A) Annual financial reports. County annual financial reports will be prepared in accordance with the provisions of Iowa Code section 331.403.

These rules are intended to implement Iowa Code section 333A.2.