



**AGENDA**  
**CITY OF CEDAR FALLS, IOWA**  
**COMMITTEE OF THE WHOLE MEETING**  
**MONDAY, MARCH 18, 2024**  
**5:45 PM AT CITY HALL, 220 CLAY STREET**

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**Call to Order**

**Roll Call**

1. Discussion on the City's Current Conflict of Interest Disclosure Requirements.  
(30 Minutes, Human Resources Manager Bailey Schindel)
2. Staff to bring to council a plan to utilize funding allocated in the CIP for FY25 for proposals for changes to zoning and parking for the College Hill character areas 1, 2 and 3 as designated by the College Vision Plan similar to the character districts established for the downtown. Note: Priority should be given to areas 1, 2 and 3 however the impact and future possible changes to areas 4 and beyond can/should be included in the recommendations.  
(30 Minutes, Director of Community Development Stephanie Sheetz)

**Adjournment**



# CONFLICT OF INTEREST FORMS

MARCH 18, 2024  
BAILEY SCHINDEL, HR MANAGER

# PERSONNEL POLICY CFD 2407: CONFLICTS OF INTEREST

- It is the policy of the City of Cedar Falls to prohibit its elected and appointed officials and all employees from engaging in any activity, practice, or act that unlawfully conflicts with, or appears to conflict with, the interests of the City. To comply with State law, the City of Cedar Falls requires all full-time, permanent part-time and certain special purpose employees and elected and appointed City officials to sign an annual declaration of compliance with this Conflicts of Interest Policy.

# GENERAL GUIDANCE PER CFD 2407: CONFLICTS OF INTEREST

- Employees-no employment with any organization that does business with the City that would be considered a conflict
  - CFD 2110: Outside Employment- states employees must obtain approval prior to accepting outside employment when there is a potential conflict of interest
- Employees-must disclose any financial interest they or their immediate family have in any firm, business or organization that does business with the City
- Employees and City Officials- not to accept gifts with value of \$3.00 or higher (per Code of Iowa 68B.22)

# GENERAL GUIDANCE PER CFD 2407: CONFLICTS OF INTEREST

- Employees and City Officials are not to give, offer, or promise anything of value to anyone in connection with any City business transaction
- Employees and City officials are prohibited from misusing material inside information prior to public disclosure
- Employees and City officials should exercise care so that no personal correspondence appears to be an official communication of the City

# WHY ARE CONFLICT OF INTEREST FORMS IMPORTANT

- 1. Compliance with Code of Iowa Section 68B.2A
  - Outside employment or other activities that conflict with the person's official duties/responsibilities
    - Using time or resources to give themselves or family an advantage not available to members of the public
    - Using badge, uniform, business card, etc. to benefit themselves or family member
      - Does not apply to off-duty peace officer or firefighter
    - Receiving money (including family members) in exchange for performing regular work duties in public employment
    - Employment in an area under the regulatory control of the public employment position
      - Inspection, review, audit or enforcement authority

# WHY ARE CONFLICT OF INTEREST FORMS IMPORTANT

## 2. Compliance with Code of Iowa Section 362.5 Interest in Public Contract Prohibited

- Vendor payments by the city for goods or services, which benefit a city officer or employee may not exceed \$6,000 in a fiscal year
- All City contracts, projects and vendor activity are reviewed when looking at the potential conflicts

# WHY ARE CONFLICT OF INTEREST FORMS IMPORTANT

## 3. Audit purposes-GASB 62 requires disclosure of transactions between related parties

- Financial Services prepares a Related Party workpaper for each audit – if a potential conflict is found – real or perceived
- Related Party workpaper is submitted to the auditors for review during preliminary fieldwork
- Auditors will do various audit tests to obtain reasonable assurances the financial statements are free from material misstatement
- The existence of Conflict-of-Interest policy and procedures help with evaluating City’s Internal controls





# BOARD/COMMISSION COI FORM

## DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST FOR BOARD MEMBERS & COMMISSIONERS

Item 1.

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I further acknowledge that if I have a conflict of interest I shall recuse myself from any action that pertains to the subject matter of the conflict of interest.

I affirmatively state that I have disclosed, in writing, any and all current and potential conflicts of interest to the City Administrator and the City Attorney. I shall disclose any conflict of interest that arises after the date of my signature on this Disclosure which is not listed below, as soon as I recognize such conflict of interest. The disclosure shall be to the City Administrator and the City Attorney or, if such conflict of interest arises under circumstances that make it impossible or impractical to disclose in advance, I will recuse myself from any action that pertains to the subject matter of the conflict of interest and make such disclosure as soon as possible or practical. All current and potential conflicts of interest are as follows:

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(If none, please so state)

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Board Member or Commissioner Signature      Date

Reviewed by: \_\_\_\_\_

City Administrator      Date

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Item 1.

Elected Officials

I acknowledge my obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the City Administrator and the City Attorney. I have an obligation to fully comply with the City's Policy on Conflicts of Interest (Personnel Policy: 2407) and the City's Policy on Outside Employment (Personnel Policy: 2110), and to annually acknowledge my understanding of and adherence to these policies as provided in the Personnel Policy Manual.

I further affirmatively state that I have disclosed, in writing, any and all potential conflicts of interest to the City Administrator and the City Attorney. All potential conflicts of interest are as follows:

Three horizontal lines for listing potential conflicts of interest.

(If none, please so state)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Elected Official signature

Date

ELECTED OFFICIALS  
COI FORM

# QUESTIONS



## DEPARTMENT OF COMMUNITY DEVELOPMENT

City of Cedar Falls  
 220 Clay Street  
 Cedar Falls, Iowa 50613  
 Phone: 319-273-8606  
 Fax: 319-273-8610  
 www.cedarfalls.com

### MEMORANDUM

#### *Planning & Community Services Division*

**TO:** Mayor Laudick and City Council

**FROM:** Karen Howard, AICP, Planning & Community Services Manager  
 Stephanie Sheetz, AICP, Director of Community Development

**DATE:** March 11, 2024

**SUBJECT:** College Hill Suggestions for Priority Actions

The [College Hill Vision Plan](#) has a list of implementation steps starting on p. 30. These are related to the “Big Ideas” identified through the public process. There are both zoning-related and non-zoning related action items. Both are important to give momentum toward a more positive market environment to create confidence and encourage private investment.

#### **Zoning Initiatives:**

Staff recommends all the areas listed below be included in a contract with a consultant, given their interrelatedness. A consultant would be asked to evaluate these areas particularly considering the points provided below and then provide preliminary feedback before proceeding with drafting code changes. This creates a helpful touchpoint between Council, consultant, and staff.

- Focus on updating zoning in Character Areas 1, 2, and 3:  
 Council has indicated a preference to focus on the main commercial district (The Hill) and the immediately adjacent neighborhoods (areas that are predominantly college student housing). Those areas are identified as Character Areas 1, 2, and 3. Several important tasks with this portion of the project could include:
  - Public & stakeholder meetings to review zoning-related objectives of the College Hill Vision Plan and gauge the community’s current thoughts on the objectives. Document any changed conditions that may need to be further explored.
  - Examine the current zoning boundaries within the focus area to determine appropriate location to establish updated zoning districts.
  - Based on the objectives, evaluate and recommend the type of zoning approach that is most appropriate.
- Improve parking policies and regulations:  
 There are questions on the appropriate ratio of private parking and the availability of public parking. The Plan evaluated parking policies and regulations in the area and the potential effects on future development, acknowledging and confirming the analysis already completed with the [College Hill Parking Study](#) (Sept. 2019). Both policy changes for



• **Stabilize Neighborhood Areas:**

The College Hill Vision Plan spoke to the importance of neighborhood stabilization. This should be reviewed and kept in mind with any zoning work. Several important tasks with this portion of the project could include:

- Evaluate the ratio of rental to owner-occupied properties in considering any zoning standards.
- Keep the R-1 and R-2 Districts, considering amendments such as:
  - Allowing accessory dwelling units (ADUs) – to ensure affordability for owner-occupied units;
  - Applying the College Hill Overlay to more of the surrounding neighborhoods – to establish important residential standards; and
  - Other zoning strategies that may support neighborhood stabilization.

**Process for Zoning Work:**

To move forward with updates to zoning, staff suggests the following steps. A preliminary timeline is also provided; however this may vary. The timeframe is as realistic as possible, to try to avoid holding public meetings at times of the year where lower attendance due to holidays/vacations may occur, as well as to provide an intentionally deliberative process during code adoption.

1. Consultant services selection process (draft & issue RFP, hold interviews to recommend a consultant)	May-July 2024
2. Consultant contract approved by Council	August-September 2024
3. Consultant reviews all materials	September-October 2024
4. Public & stakeholder meetings scheduled & held	November-December 2024
5. Parking task force	October 2024-February 2025
6. Committee discussion: Consultant’s preliminary feedback & zoning strategies	March 2025
7. Draft zoning and boundaries developed	April-August 2025
8. Review preliminary draft with major stakeholders, e.g. businesses, residents, College Hill Partnership, UNI	August-September 2025
9. Make revisions based on input from stakeholders	October 2025
10. Invite the public to a presentation of the “public review draft” at a Planning and Zoning Commission meeting	November-December 2025
11. Hold multiple special work sessions with P&Z to review draft code in detail	January-February 2026
12. Hold formal public hearings at P&Z – using decision matrix to capture and discuss any proposed changes from the public, the Commission, etc.	March 2026
13. P&Z approves and sends its “Recommended Draft” to City Council	April/May 2026

*The schedule continues on next page.*

14. City Council reviews P&Z's recommended draft at work sessions and/or committee meetings. Use decision matrix to capture and discuss any proposed changes from the Council. Any changes recommended by a majority of the Council would be sent back to P&Z for review and consideration.	June/July 2026
15. Once the draft is finalized, Council sets a public hearing.	September 2026
16. Adoption process (public hearing and three readings).	November/December 2026

**Other Initiatives (not related to zoning):**

There are several action items noted in the College Hill Vision Plan that are not related to zoning, that can be considered:

- Continue rental and code enforcement.
- Expand the rental to owner conversion program.
- Improve and widen sidewalks and add street trees in the business district.
- Upgrade the streetscape.
- Make biking easier (task for the Bike-Ped Commission).
- Invest in outdoor spaces:
  - Pettersen Plaza completed in 2023
  - Seerley Park anticipated in 2024-2025
  - 23rd Street east of College St as flexible gathering space
  - Dry Run Creek corridor – continuing, identify projects

Please contact Karen or Stephanie with any questions.