



**AGENDA  
CITY OF CEDAR FALLS, IOWA  
CITY COUNCIL WORK SESSION  
MONDAY, AUGUST 17, 2020  
6:00 PM AT CITY HALL VIA VIDEO CONFERENCE**

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**To protect against the spread of the COVID-19, the meeting will be held via video conference. The public may observe the following ways:**

- a) By dialing the phone number +13126266799 or +19292056099 or +12532158782 or +13017158592 or +13462487799 or +16699006833 and when prompted, enter the meeting ID (access code) 962 7287 1738.
- b) iPhone one-tap: +13126266799,,96272871738# or +19292056099,,96272871738#
- c) Join via smartphone or computer using this link: <https://zoom.us/j/96272871738>.

**Call to Order by the Mayor.**

- 1. City Council Committee Structure.

**Adjournment.**

# ***Committee Structure***

## ***Council Work Session***

***August 17, 2020***



# History of Committees

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- ***Prior to 1986 there were 7 standing committees***
- ***There have been 3 Standing Committees since 1986***
  - ***Administration***
  - ***Public Works***
  - ***Community Relations & Planning***
- ***Before 2015, Committees were not televised and were more of a casual conversation in the Conference room. Assume public expectation would be to continue to televise committee meetings and hold prior to the Council meetings.***

# *History of Committees*

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- *In Goal Setting in October 2006, the City Council wanted to “experiment with seven(7) member committees in an attempt to include all City Council members in discussions and determine the political likelihood of passage on any given issue before the City Council in formal session”*
- *This resulted in the City Council adopting Ordinance #2605 in 2006 changing the number of council members on each committee from 5 to 7.*

# History of Committees

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- In 2014, Administrative Policy No. 7 (No. 70) was changed to formally put in the Administrative Policy what City Council decided several years ago.***
- On October 6, 2014 City Council adopted Resolution 19-230, which revised City Council Meeting procedures (Administrative Policy No. 7) to refer all items that would have otherwise have gone to one of the three standing committees to the entire City Council sitting as a Committee of the Whole, where all seven members could participate in each committee item.***

# ***Reasons for Committee of the Whole***

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- ***There was debate about which committee an item should go in front of***
- ***Annual debate about who the chair for each committee should be***
- ***The Mayor was left out of the committee debates since not the chair and not part of the committee***

# ***Reasons for Committee of the Whole***

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- ***With committees of 5 – something could pass 3-2 in committee, but then get defeated 4-3 at City Council. Therefore a concern about double the work of staff.***
- ***With committees of 7 – how is that different than a Committee of the Whole at that point***

*All of these reasons is how we got to a Committee of the Whole format*

# *Other Communities*

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- ***Reached out to 10 other cities comparable in size to Cedar Falls***
  - ***2 cities have standing committees (Waterloo & Cedar Rapids)***
  - ***2 cities have some special committees for particular topics (ex. CIP review committee)***
  - ***Most cities do not have standing committees, use work sessions or committee of the whole meetings.***



# Discussion and Questions



OFFICE OF CITY ADMINISTRATOR

CITY OF CEDAR FALLS, IOWA  
220 CLAY STREET  
CEDAR FALLS, IOWA 50613  
319-273-8600  
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**INTEROFFICE MEMORANDUM**

**TO:** Mayor Green and City Council Members  
**FROM:** Ron Gaines, City Administrator  
**DATE:** August 14, 2020  
**SUBJECT:** City Council Committee Referral

You may recall that on July 6<sup>th</sup>, 2020, Council member deBuhr referred at the City Council meeting to discuss in a work session the re-establishment of separate Council Committees. A power point presentation will be presented at the work session that will provide the history of committees, the reasons for the Committee of the Whole, and committee structures in other communities our size. Attached is information that staff has provided that is referred to in the power point presentation.

If you have questions, please feel free to contact me prior to the work session.

**RESOLUTION NO. 19,230**

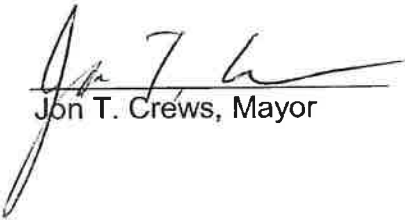
**RESOLUTION APPROVING AND ADOPTING A REVISED CITY COUNCIL MEETING PROCEDURES POLICY FOR THE CITY OF CEDAR FALLS, IOWA**

**WHEREAS**, the City Council of the City of Cedar Falls, Iowa, has considered approving and adopting a revised City Council Meeting Procedures Policy (Administrative Policy No. 07) for the City of Cedar Falls, Iowa, and

**WHEREAS**, the City Council of the City of Cedar Falls, Iowa, deems it in the best interest of the City of Cedar Falls, Iowa, to approve and adopt said revised policy,


**NOW THEREFORE**, be it resolved by the City Council of the City of Cedar Falls, Iowa, that said revised policy is hereby approved and adopted.

**ADOPTED** this 6<sup>th</sup> day of October 2014.



Jon T. Crews, Mayor

**ATTEST:**



Jacqueline Danielsen, CMC  
City Clerk



# Administrative Policy No. 07

**Subject:** City Council Meeting Procedures

**Adopted:** 01/28/91 **Amended:** 04/2003; 10/2006; 12/2013, 09/15/2014, 10/06/2014, 03/07/2016, 03/06/2017, 04/03/2017, 04/16/2018

## Part VIII. Committee Structure

**Rule 70. Appointment of committees; standing committees enumerated.** All standing committees shall be appointed by the mayor and all special committees shall be appointed by the mayor unless specifically directed by the council. All standing committees of the council shall be appointed by the mayor annually at the first regular meeting of the council in January of each year, or as soon thereafter as practicable, and the first person named on each committee shall be the chair of such committee. The following shall be the standing committees:

- a) Administration.
- b) Committee of the Whole:

Except for matters which the Cedar Falls Code of Ordinances, or the express provisions of these rules, specifically direct be submitted to the Administration Committee, or except as otherwise directed by the council, it is the desire and intent of the council that all matters which are referred, or which are to be referred, to a committee of the council, shall be referred to the council's Committee of the Whole.

### **Rule 71. Number of committee members.**

The standing committees of the council shall consist of all seven members, with the Mayor serving as non-voting chair of the committee of the whole. All special committees shall consist of five members each, unless some other number is specified. (Sec. 2-62)

Preparer

Information: Steven D. Moore, 415 Clay St., Cedar Falls, Iowa 50613

319-277-6830

**ORDINANCE NO. 2605**

AN ORDINANCE REPEALING SECTION 2-62, NUMBER OF MEMBERS, OF DIVISION 1, GENERALLY, OF ARTICLE II, CITY COUNCIL, OF CHAPTER 2, ADMINISTRATION, OF THE CODE OF ORDINANCES OF THE CITY OF CEDAR FALLS, IOWA, AND ENACTING IN LIEU THEREOF A NEW SECTION 2-62, NUMBER OF MEMBERS, DEALING WITH THE NUMBER OF COUNCIL MEMBERS ON STANDING COMMITTEES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CEDAR FALLS, IOWA:

*Section 1.* Section 2-62, Number of members, of Division 1, Generally, of Article II, City Council, of Chapter 2, Administration, of the Code of Ordinances of the City of Cedar Falls, Iowa, is hereby repealed in its entirety, and the following new Section 2-62, Number of members, is enacted in lieu thereof:

**Sec. 2-62. Number of members.**

- (a) The standing committees of the council shall consist of seven members each.
- (b) All special committees of the council shall consist of five members each, unless some other number is specified by the resolution which appoints such special committee.

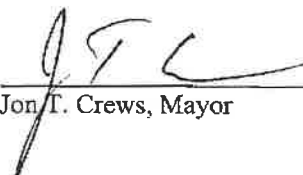
INTRODUCED: \_\_\_\_\_ October 9, 2006

PASSED 1ST CONSIDERATION: \_\_\_\_\_ October 9, 2006

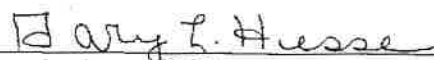
PASSED 2ND CONSIDERATION: \_\_\_\_\_ October 23, 2006

PASSED 3RD CONSIDERATION: \_\_\_\_\_ October 23, 2006

ADOPTED: \_\_\_\_\_ October 23, 2006

  
\_\_\_\_\_  
Jon T. Crews, Mayor

ATTEST:

  
\_\_\_\_\_  
Gary L. Hesse, CMC, City Clerk

Sec. 2-68. - Appointment; standing committees.

- (a) All standing committees of the council shall be appointed by the mayor, and all special committees shall be appointed by the mayor unless specifically directed by the council. All standing committees of the council shall be appointed by the mayor annually at the first regular meeting of the council in January of each year, or as soon thereafter as practicable, and the first person named on each committee shall be the chairperson of such committee.
- (b) The following shall be the standing committees:
  - (1) Administration.
  - (2) Public works.
  - (3) Community relations and planning.

(Code 2017, § 2-61)

Sec. 2-69. - Number of members.

- (a) The standing committees of the council shall consist of seven members each.
- (b) All special committees of the council shall consist of five members each, unless some other number is specified by the resolution which appoints such special committee.

(Code 2017, § 2-62; Ord. No. 2605, § 1, 10-23-2006)