



**AGENDA
CITY OF CEDAR FALLS, IOWA
CITY COUNCIL WORK SESSION
MONDAY, MARCH 01, 2021
5:10 PM AT CITY HALL**

The meeting will also be accessible via video conference and the public may access/observe the meeting in 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. Mayor & City Administrator roles.
(50 Minutes, Mayor Green & Attorney Rogers)

Mayor Duties	CF State Ord. Code	City Administrator Duties
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GENERAL			
Chief Executive Officer (Sec. 2-187(a))	X	X	Chief Administrative Officer; management of all City affairs conferred by Ordinance (Sec. 2-218)
Conservator of Peace (Sec. 2-187(a))	X		
Suppress disorders (Sec. 2-187(a))	X	X ¹	
Make arrests (Sec. 2-187(a))	X		
Issue process for arrests (Sec. 2-187(a))	X		Responsible for City legal representation and prosecution of all Code violations (Sec. 2-218(6)(j))
Administers oaths (or city clerk)		X	

CITY GOVERNMENT			
Enforce all regulations and ordinances (Sec. 2-187(a))	X		Enforce all Ordinances and Resolutions (Sec. 2-218(4))
Represent City in all negotiations unless delegated (Sec. 2-187(b)(5))	X		Responsible for all labor agreements (Sec. 2-218(6))
Sign all contracts and deeds (Sec. 2-8; 2-9; Sec. 2-187(b)(6))	X		Responsible for purchasing, contracts and agreements (Sec. 2-218(6))
Prepare/submit budget (Sec. 2-187(b)(8))	X		Preparation of budget and capital improvements; annual report (Sec. 2-218(6); Sec. 2-218(20))
Review police operations budget (Sec. 2-948(8)) and fire operations budget (Sec. 2-978(10))	X		Preparation of budget and capital improvements; annual report (Sec. 2-218(6); Sec. 2-218(20))
Designate Mayor Pro Tem (Sec. 2-187(b)(9))	X	X	
Secure professional services (Sec. 2-187(b)(10))	X		Supervise performance of contracts (Sec. 2-218(7))
			Maintain accountings and finances (Sec. 2-218(8); Sec. 2-218)
			Direct purchasing (Sec. 2-218(9))
			Seek bids as advisable (Sec. 2-218(10))
Proclaims vote in favor of amending City Charter		X	

¹ Declares public emergency and takes command of police

Mayor Duties	CF State Ord. Code	City Administrator Duties
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CITY GOVERNMENT (cont'd)

Executes General Obligation Bonds		X	
Revenue bonds must be executed by Mayor		X	
Sign licenses and permits (Sec. 2-187(b)(12))	X		
Request reports from City Treasurer; countersign checks (Sec. 2-256(8))	X		Maintain accountings and finances (Sec. 2-218(8); Sec. 2-218)
Order disposition of proceeds from sale of impounded livestock running at large (Sec. 6-7(f))	X		
May revoke mobile merchant license (Mayor or Council) (Sec. 13-1)	X		
Provides notice to clean up hazardous condition (Sec. 16-99)	X		
Declare a snow emergency (Sec. 23-386)	X		
City engineer recommends to Mayor additional storm water services (Sec. 24-226(18))	X		
Specifically assign structures, projects, facilities & grounds to maintain to Public Works Director (Mayor or City Council) (Sec. 2-809(6) & 2-809(8))	X		Buildings/Grounds and equipment (Sec. 2-218(13))
Same with respect to Operations and Maintenance Manager (Sec. 2-837(13))	X		Buildings/Grounds and equipment (Sec. 2-218(13))
Receive special refuse permit applications (Sec. 10-4)	X		
			Regional and intergovernmental cooperation and partnerships (Sec. 2-218(27))
			Economic development (Sec. 2-218(6))
			City records (Sec. 2-218(17))
			Long term goals (Sec. 2-218(26))

CITY ADMINISTRATION/STAFF

Preside at Council meetings but no vote (Sec. 2-187(b)(2))	X	X	Attend all City Council meetings; right to participate in discussion but no vote (Sec. 2-218(3))
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Mayor Duties	CF State Ord. Code	City Administrator Duties
CITY ADMINISTRATION/STAFF (cont'd)		
Appoints Council Standing Committees (Sec. 2-68)	X	
Sign, veto, or take no action on any ordinance, amendment or resolution (Sec. 2-187(b)(3))	X	X
Supervise all City departments; Seek reports from department directors (Sec. 2-187(b)(1))	X	X ²
Supervise all corporate officers and deal with their absences; removal with approval of Council (Sec. 2-187(a); Sec. 2-159)	X	X ²
Report to City Council first meeting of every month; make recommendations to Council (Sec. 2-187(b)((7))	X	
Appoint administrative assistant (Sec. 2-187(b)(11))	X	
Supervise City Administrator and prepare annual performance evaluation (Sec. 2-217)	X	
		Supervise and direct finances and administrative policies (Sec. 2-218(21))
		Supervise and direct personnel policies (Sec. 2-218(16))
		Supervise and direct Risk Management and claims resolution (Sec. 2-218(6)(k))
		Civil service employee appointment and administration (Sec. 2-218(11))
Appoints Chief of Police; appoints acting Chief (Sec. 2-948; 2-949)	X	X
Appoints Fire Chief; Appoints acting Fire Chief (Sec. 2-979)	X	
Appoints department directors (in separate ordinance sections)	X	Appoint Acting City Administrator; recommend appointment of department directors, Police Chief, Fire Chief, City Clerk to Mayor (Sec. 2-222; Sec. 2-223)
Appoints inspector and code enforcement officer (Sec. 11-57)	X	Appoint/remove all City employees and officers (Sec. 2-218(2))

² Except as delegated to City Manager

Mayor Duties

CF State
Ord. Code

City Administrator Duties

APPOINTMENTS TO BOARDS & COMMISSIONS

Appoints Utility Board (Sec. 2-450)	X	X	
Appoints Housing Commission Board (Sec. 11-1)	X	X	
Appoints Civil Service Commission (Sec. 2-306)	X	X	
Appoints Council standing committees (Sec. 2-68)	X		
Appoints Joint Water Utility Board		X	
Appoints all other Authorized Boards and Commissions	X		

MISCELLANEOUS

May declare a public emergency and take command of police (Sec. 16-130 <i>et seq</i>)	X	X	Powers and authorities outlined in multi-hazard emergency operations plan; hires during emergency (Sec. 2-218(12); Sec. 2-219)
Order nuisance abatement; remove nuisance (Sec. 2-187(b)(13); Sec. 15-1; Sec. 15-5)	X		
May grant permit to remove remains from cemeteries (Sec. 17-87)	X		
Receives annual traffic report (Sec. 23-32)	X		
Must report on status of street repair program by 10/1/2024 (Sec. 21-2(c))	X		
With Council, certifies special Federal Census		X	
Mayor or Council gives notice of special election to establish a gas or electric utility		X	
Mayor or designee serves on County Resource Enhancement Committee		X	
Serves on County Emergency Response Commission		X	
May request Highway Patrol and State Code Enforcement officers to act within the City (subject to approval by respective State directors)		X	
Mayor and Council may request cemetery funds		X	
Mayor or designee chairs public hearing on involuntary City annexation		X	
Mayor and Clerk execute Articles of Incorporation		X	

Mayor Duties	CF State Ord. Code	City Administrator Duties
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for authority in control of joint buildings			
Ex-officio voting member of Memorial Buildings and Monuments Commission		X	
Member of Conference Board (County Assessor)		X	
Member of Local Emergency Management Commission		X	