

What is the Role of the Cedar Rapids City Manager?

The Council-Manager form of government is so popular in the U.S. because it combines both the strong policy-making function of a City Council and Mayor, with the administrative expertise of a professional, full time City Manager. The City Manager is the chief administrative officer of the City hired by the Council to direct staff and carry out the policies developed by the City Council.

THE CITY MANAGER'S RESPONSIBILITIES INCLUDE:

► **Leadership of Staff and Personnel**

- Supervises and directs the administration of City government in order to achieve the goals and policies set by the City Council.
- Supervises the City's personnel system.
- Recruits, hires and supervises the City's staff and appoints, supervises and directs department supervisors.
- Appoints and supervises the Police Chief and Fire Chief, with the advice of the Council.
- Causes the examination and investigation of the affairs of any department or the conduct of any employee under supervision of the City Manager.

► **City Council Adviser**

- Presents recommendations and programs to the Council, including assisting the Council with short-term and long-term planning, policies and processes, such as a financial plan, strategic planning and communications and public participation planning.
- Provides complete and objective information on policy matters, providing assistance in the pros and cons of alternatives and long-term consequences.
- Oversees and submits to the Council the annual budget, based on budget goals, issues and policies developed by the Council.
- Participates in discussion by the Council of any matters pertaining to the duties of the City Manager.

► **Contract & Project Management**

- Executes contracts on behalf of the City when authorized by the Council.
- Supervises the performance of all contracts for work to be done for the City and supervises all purchases of materials and supplies.
- Supervises and manages all public improvements, works and undertakings of the City, and all City-owned property.

► **Other Functions**

- Provides for the issuance and revocation of licenses and permits authorized by State law or City ordinance and cause a record thereof to be maintained.
- Insures that the laws, ordinances, and resolutions of the City are executed and enforced.

Office of City Manager

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Office of City Manager Neighborhood Liaison Position

The City of Cedar Rapids is committed to working together with neighborhood associations and finding tools that foster and provide for the stability of neighborhoods. As a result, the City employs a Neighborhood Liaison to work with neighborhood associations. Because of the importance of the functions served by the Neighborhood Liaison to the new form of government, this staff position has been moved into the City Manager's Office. Sandi Fowler serves as the City's Neighborhood Liaison.

► **Role of the Neighborhood Liaison**

- Serve as an advocate for neighborhood associations within the City.
- Serve as liaison between City departments and neighborhood associations to foster effective communication.
- Assist the City in identifying appropriate tools and services that provide stability to neighborhoods.
- Assist neighborhood associations to access appropriate City services and resources.
- Assist neighborhood associations with the planning of community and neighborhood special events.
- Participate with existing neighborhood associations in the development of neighborhood plans.
- Assist the development of new neighborhood associations.
- Participate in community initiatives that foster the stabilization of neighborhoods.



► **Neighborhood Liaison Programs**

- Upcoming: *"Enhance Our Neighborhoods"* – a neighborhood public participation process.
- *Central Cedar Rapids Weed and Seed District*
- *Fifteen in 5 – Empower Neighborhoods*



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How Do I Access My City Government?

This is *Your City* and you need to be informed and participate in City government. The new Council-Manager form of government opens up access to Cedar Rapids City government in new ways, allowing direct contact with individual City staff members to answer questions and resolve issues. The new form of government also encourages feedback from the community and public participation.

► **Contact City Staff Directly**

Feel free to call with any requests for services, concerns, questions or issues about City services. If you do not know who to call, contact the Information Line at 319-286-5555 and you will be directed to the correct staff person to assist you. A Service Guide listing will be available soon. Department contact information is also on the Web site at www.cedar-rapids.org.

► **Contact Your City Council Representative**

Feel free to contact your City Council representative or the Mayor with any issues. City Council members, districts and phone numbers are listed on the City's Web site.

► **Come to Public Open Houses & Other Public Meetings and Forums**

Today's residents expect to be more informed and involved earlier in decision-making. As a result, public open houses and other forums will be used to provide a higher level of public participation and feedback to assist policymakers in decision-making.

► **Get Informed with "Your City", the City's New Newsletter**

The City has revamped its newsletter and you should have recently received an issue of "Your City." It is designed to inform residents on important initiatives of the City Council, City Department information, practical Q&A information, and opportunities for public involvement and upcoming events.

► **Contact and Work with the City's Neighborhood Liaison**

The City's Neighborhood Liaison will be introducing a new public participation process called "Enhance Our Neighborhoods" and will continue her liaison role between neighborhoods and the City.

► **Come to City Council Meetings or Watch Them**

The public is encouraged to attend City Council meetings, which are held at 6:00 p.m. on most Wednesdays in the Cedar Rapids City Council Chambers in City Hall. The meeting schedule is available on the Web site or by calling the Information Line at 319-286-5555. The meetings are re-broadcast on Mediacom Channel 18 and McLeod USA Channel 5 at 7:30 p.m. on Thursdays, and 10 a.m. on Wednesdays.

Stay Tuned

for the completion of a
City Communications Plan
that is under development and
will provide additional strategies
for communication and
public involvement!