



CITY OF WATERLOO, IOWA BOARDS AND COMMISSIONS DESCRIPTIONS/DUTIES

The following is a list of the City of Waterloo Boards and Commissions with their respective descriptions, duties, applicable City Code, Ordinance, and/or State of Iowa Code.

ADA COMPLIANCE COMMISSION (City Code Section 2-15-1)

- Shall implement and monitor compliance to the Americans with Disabilities Act.
- This commission shall consist of nine (9) members appointed by the Mayor with approval of the City Council. The majority of the commission will endeavor to be made up of people affected by disabilities. (Ex Officio member: The Building Official or an appointed designee).
- Members shall serve staggered three (3) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings: As needed.

AIRPORT BOARD (City Code Section 2-4-1; Iowa Code Chapter 392)

- Shall have the authority to govern the operation of the Waterloo Regional Airport and the management of development of adjacent area.
- This board shall consist of seven (7) members appointed by the Mayor with approval of the City Council. Members shall consist of four (4) residents of Waterloo, two (2) may be residents of Black Hawk County or any county within the state, and one (1) may be a resident of the City of Cedar Falls. Members having experience in the areas of aviation, business, accounting, finance, marketing, engineering, law, real estate development, management or other related fields would be of value to the board.
- Members shall serve staggered four (4) year terms.
- Meetings: Fourth Tuesday of the month, 12:00 noon, Airport boardroom.

BOARD OF ADJUSTMENT (City Zoning Ordinance No. 2A-49)

- Shall hear those aggrieved by the conditions of the City Zoning Ordinance, or those petitioning the board to modify regulations and restrictions as applied to property.
- This board shall consist of five (5) members appointed by Mayor with approval of the City Council.
- Members shall serve five (5) year terms.
- Meetings are held: Fourth Tuesday of the month at 4:00 p.m. in Council Chambers.

BOARD OF ELECTRICAL EXAMINERS AND APPEALS (City Code Section 9-3B-1)

- Shall examine applications and applicants for licenses as master electricians, master appliance wiremen, journeyman electricians and appliance wiremen. Shall conduct examinations, act upon reports of violations, hear appeals and establish guidelines for those performing electrical work.
- This Board shall consist of five (5) members appointed by Mayor with approval of the City Council. Members shall consist of two (2) licensed electrical contractors, one (1) licensed electrician, one (1) representative from the public utility company, and one (1) electrical engineer. All members must have their business, residence or place of work located within the city. All members must be qualified by experience and training.
- Members shall serve staggered three (3) year terms.
- Meetings are held: As needed.

CABLE TV COMMISSION (City Code Section 2-13-1)

- Shall observe the operations of the grantee and make recommendations to the City Council concerning cable television operations and to review and evaluate all programming to be provided by the grantee.
- This commission shall consist of seven (7) members appointed by Mayor with approval of the City Council.
- Members shall serve staggered three (3) years terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: First Thursday of every other month at 4:00 p.m. at City Hall.

CIVIL SERVICE COMMISSION (Iowa Code Chapter 400 - City Code Section 2-6-1)

- Shall oversee the recruitment and selection process and hear appeals of Civil Service employees who have been suspended, demoted or discharged.
- This commission shall consist of three (3) citizens appointed by Mayor with approval of the City Council. (Ex officio member: The Human Rights Director).
- Members shall serve staggered four (4) year terms and must be citizens of Iowa and residents of Waterloo. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held as needed.

COMMUNITY DEVELOPMENT BOARD (City Code Section 2-3-1)

- Shall be responsible for the preparation and execution of a general urban renewal program for the city. Shall administer the City's Community Development Block Grant Funds received from the Federal Government.
- The Board shall consist of seven (7) members appointed by Mayor with approval of the City Council.
- Members shall serve staggered three (3) year terms commencing on March 1. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Third Tuesday of the month at 4:00 p.m. in Council Chambers.

CULTURAL AND ARTS COMMISSION (City Code Section 2-8-1)

- As an advisory body, is responsible for providing opportunities in the arts, in the broadest sense, to enhance the quality of life of the citizens of Waterloo.
- This commission shall consist of eleven (11) members appointed by the Mayor with approval by City Council. Qualified electors of the City at least 18 years of age are eligible for appointment except that up to three (3) members may reside outside the Waterloo city limits in Black Hawk County.
- Members shall serve staggered three (3) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Third Wednesday of the month at 4:00 p.m. at Waterloo Cultural and Arts Center.

DESIGN REVIEW BOARD (City Zoning Ordinance No. 2A-43)

The purpose of the Board is to insure a high degree of aesthetics, to promote quality and compatibility development of land uses, buildings, structures and the physical environment of the community within the highly visible relocated Highway 218 corridor.

- This board shall consist of seven (7) regular members appointed by Mayor with approval of the City Council. The board shall consist of two (2) members at large and a minimum of three (3) members from the following disciplines: architecture, landscape architecture, planning, land development and the arts. All members must have their place of business or residence located within the city. (Ex-officio members: City Planner and the Building Official).
- Members shall serve staggered three (3) year terms.
- Meetings are held: First Tuesday of the month at 2:00 p.m. in the Mollenhoff Room, as needed.

GENERAL CONTRACTORS BOARD OF LICENSING, EXAMINERS & APPEALS (City Code 9-1A-3)

- Shall examine applications and applicants for licenses as residential building, residential remodeler, and residential roofing contractors. Shall conduct examinations, act upon reports of violations, hear appeals and establish guidelines for those that perform construction work.
- This board shall consist of nine (9) members appointed by Mayor with approval of the City Council. Members shall consist of three (3) residential contractors, two (2) commercial contractors, one (1) design professional, (1) roofing contractor and two (2) at large. All members must have their place of business or residence located in Black Hawk County. All members must be qualified by experience and training.
- Members shall serve staggered three (3) year terms.
- Meetings are held as needed.

HEATING VENTILATION AND AIR CONDITIONING (HVAC) MECHANICAL BOARD FOR LICENSING AND APPEALS (City Code Section 9-5B-1)

- Shall examine applications and applicants for licenses as journeyman HVAC or contractor certificates of competency. Shall conduct examinations, act upon reports of violations, hear appeals and establish guidelines for those performing HVAC work.
- This board shall consist of five (5) members appointed by Mayor with approval of the City Council. Members shall consist of three (3) certificates of competency holders, one (1) registered professional mechanical engineer, and one (1) member at large. All members must have their place of business or residence located in the city. All members must be qualified by experience and training.
- Members shall serve staggered three (3) year terms.
- Meetings are held as needed.

HISTORIC PRESERVATION COMMISSION (City Code Section 2-9-1)

- Shall promote the City's historic, aesthetic and cultural heritage through designation, enhancement and perpetuation of historic districts.
- This commission shall consist of seven (7) members all residents of or employed within the City, appointed by Mayor with approval of the City Council. One (1) member shall represent the Highland Historic District and as historic districts are created, one member shall be appointed from each district. Other members shall be chosen at-large, each of who shall possess a demonstrated expertise or positive interest in architecture, law, historic preservation, history, archaeology or city planning.
- Members shall serve staggered three (3) year terms and must be a resident of/ or employed within the City. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings held: Third Tuesday of the month at 4:30 p.m. City Hall 1st Floor Conference room, as needed.

HOUSING APPEALS BOARD (City Code section 9-7-10)

- Shall hear those aggrieved by an action of the Building Official.
- This board shall consist of five (5) members appointed by the Mayor and approved by City Council. Council with three (3) members necessary to conduct a meeting, hearing or make any decision.
- Members shall consist of a homebuilder, a tenant, a landlord and two members at-large.
- Members shall serve staggered three- (3) year terms. No member shall serve more than two (2) consecutive terms.
- Meetings are held as needed.

HOUSING AUTHORITY BOARD (City Code Section 2-14-1)

- Shall provide and coordinate the federally subsidized Section 8 and public housing programs.
- This board shall consist of nine (9) members: seven (7) City Council members and one (1) member each from the Section 8 and Public Housing programs.
- Members shall serve staggered two (2) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings: Starting in January of each calendar year, meets every other month on the third Thursday immediately following the Council Agenda approximately at 8:15 a.m. at City Hall.

HUMAN RIGHTS COMMISSION (City Code Section 2-10-1)

- Shall work to eliminate any discriminatory barriers that prevent Waterloo Citizens from reaching their full productive capacities by receiving and investigating complaints alleging unfair or discriminatory practices.
- This commission shall consist of nine (9) members appointed by Mayor with approval of the City Council. Appointments shall be made to broadly represent the community.
- Members shall serve staggered three (3) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Second Thursday of the month at 4:00 p.m., Human Rights Conference Room.

INTERNATIONAL PROPERTY MAINTENANCE CODE BOARD OF APPEALS

- The International Property Maintenance Code (IPMC) Board of Appeals is established in accordance with the International Property Maintenance Code (International Code Council, ©2003) Section 111 as adopted by members of the City Council of Waterloo in 2006. By-laws adopted 2006.
- Shall hear those aggrieved by the actions of the Code Enforcement Department and render decisions in a fair, equitable and consistent manner in accordance with established by-laws.
- This board shall consist of five (5) regular members and two (2) alternate members nominated by the Mayor and approved by City Council in accordance with established by-laws.
- Members shall serve staggered three (3) year terms. No member shall serve more than two consecutive terms. Members who serve two consecutive terms may not be reappointed to the Board the year following the second expired term. There is no limit to the total number of terms a member may serve.
- Meetings are held as needed in accordance with established by-laws.

LEISURE SERVICES COMMISSION (City Code Section 2-7-1)

- Shall act as an advisory board in the development and use of leisure activities and facilities.
- The Commission shall consist of seven (7) members appointed by Mayor and approved by City Council. (Qualified electors of the City are eligible for appointment).
- Members shall serve staggered three (3) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Second Tuesday of the month 7:30 a.m. at the Cedar Valley SportsPlex.

LIBRARY BOARD OF TRUSTEES (City Code Section 2-5-1)

- Shall have charge, control and supervision of the public library, its affairs and funds, appurtenances, fixtures and rooms containing the same.
- The board shall consist of five (5) members appointed by Mayor and approved by City Council. Shall be bona fide citizens and residents of the City and all over the age of 18.
- Members shall serve staggered six (6) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: First Thursday of the month at noon (no meeting in August or December).

MAIN STREET WATERLOO REDEVELOPMENT AUTHORITY (City Code Section 2-2-1)

- As a private-public partnership, shall act as agents for the City and for the purpose of development and redevelopment of the central business district in the city.
- This board shall consist of 21 directors: four (4) being downtown property owners, four (4) from the city at-large, five (5) from the Main Street Council, eight (8) ex-officio non-voting members include the Mayor, Waterloo City Planner, President of the Chamber of Commerce, a representative of Greater Cedar Valley Alliance, Waterloo City Council, Silos and Smokestacks, County Board of Supervisors and a city designee.
- Voting members shall serve staggered three (3) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Third Tuesday of the month at the Regional Business Center, 212 E. 4th St., at noon.

MEMORIAL HALL COMMISSION (City Code Section 2-11-1)

- Shall organize, supervise, and manage Veterans Memorial Hall.
- This commission consists of fifteen (15) members appointed by Mayor with approval of the City Council. Each commissioner shall be an honorably discharged soldier, sailor, marine, airman, nurse or coast guard member and be a resident of Black Hawk County. (Ex-officio member: Mayor).
- Members shall serve staggered three (3) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Fourth Wednesday of the month at 5:00 p.m. at Veterans Memorial Hall.

METROPOLITAN TRANSIT AUTHORITY (Chapter 28E.17 of the Code of Iowa)

- Shall be the governing authority over the local division of the Metropolitan Transit Authority (MET Transit) established under the authority of Chapter 28E of the Code of Iowa.
- This board shall consist of thirteen (13) members appointed by the City Councils of the participating cities. Nine (9) members appointed by the City of Waterloo and four (4) members appointed by City of Cedar Falls. (One Cedar Falls appointee shall be the duly elect President of the University of Northern Iowa student government).
- Members shall serve three (3) year terms.
- Meetings are held: last Thursday of the month at noon.

PLANNING, PROGRAMMING & ZONING COMMISSION (City Code Section 2-1-1)

- Shall provide for the orderly growth and development of the community through the systematic development of a comprehensive plan and implementation program.
- This commission shall consist of nine (9) members appointed by Mayor with approval of the City Council. This commission shall consist of one (1) member of each of the following: Community Development Board, Human Rights Commission, and Waterloo School Board. The remaining six (6) members will be selected from the city at-large.
- Members shall serve staggered three (3) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: First Tuesday of the month at 4:00 p.m. in Council Chambers.

PLUMBING BOARD FOR LICENSING AND APPEALS (City Code Section 9-4B-1)

- Shall receive and review applications for examinations and or re-examinations for master plumber's/journeyman plumber's licenses and certificates of competency for both. Shall act upon reports of violations, hear appeals and establish guidelines for those performing plumbing work.
- This board shall consist of five (5) members appointed by Mayor with approval of the City Council. Members shall consist of two (2) licensed master plumbers one (1) licensed journeyman plumber, one (1) registered professional mechanical engineer and (1) member at large. All members must have their business, residence or place of work located within the city. All members must be qualified by experience and training.
- Members shall serve staggered three (3) year terms.
- Meetings are held as needed.

TELECOMMUNICATIONS BOARD (City Code 2-16-1)

- Shall operate the city telecommunications utility subject to Chapter 388 of the Iowa Code.
- This board shall consist of five (5) members, all residents of Waterloo, appointed by Mayor with approval of the City Council.
- Members shall serve staggered six (6) year terms. No member shall serve more than two (2) consecutive terms unless extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Once per year.

WATER WORKS BOARD (Iowa Code, Chapter 388-3, City Code Section 2-12-1)

- Shall assist with the operation and policy setting of Waterloo Water Works.
- This Board shall consist of three (3) members appointed by Mayor with approval of the City Council.
- Members shall serve staggered six (6) year terms. No member shall serve more than two (2) consecutive terms unless upon extraordinary circumstances and/or unavailability of applicants.
- Meetings are held: Third Wednesday of the month at 8:00 a.m.

OTHER BOARDS WITH MEMBERS APPOINTED BY CITY COUNCIL:

MAYOR'S ADVISORY COMMITTEE FOR MINORITY, FEMALE, AND DISADVANTAGED BUSINESS ENTERPRISE

- Shall oversee and advise the Mayor with reference to the City's Minority Business Enterprise and Women Business Enterprise Contract Compliance Program. Members representing contractors, minority business owners, and women business owners may attend.
- Meetings are held as needed.

OPERATION THRESHOLD (City shall appoint one (1) member)

- Shall provide oversight for the business, property, and affairs of Operation Threshold, a private, nonprofit Community Action Agency.
- Per Federal guidelines, the fifteen-member Board of Directors shall be made up of one-third consumer representatives, one-third private sector representatives, and one-third local elected officials or their designees. The public sector representatives are appointed for a one-year term, without a limit on the number of terms.
- Meetings are held: Third Thursday of the odd numbered months at 5:00 p.m.

SOLID WASTE COMMISSION

- Representatives from Black Hawk County, Waterloo, Cedar Falls and other communities of Black Hawk County comprise this commission. No set terms and representation is at the discretion of respective governing body.

WATERLOO CONVENTION AND VISITORS BUREAU

- This 501(C) (6) corporation is a non-profit economic development agency whose purpose is to strengthen the City's economy by competitively marketing the area as a destination for conventions, tour groups, sporting events, and individual travelers.
- The Board of Directors consists of fifteen (15) members; the City has authority to appoint five (5) members, the Chamber of Commerce appoints five (5) members and the Convention and Visitors Bureau appoints five (5) members.
- Members shall serve staggered three (3) year terms.
- Meetings are held: Third Tuesday of the month at 4:30 pm.