



**THE CITY COUNCIL OF WATERLOO, IOWA
WORK SESSION TO BE HELD AT
Harold E. Getty Council Chambers
Monday, May 6, 2024
3:45 PM**

RULES FOR WORK SESSION PUBLIC COMMENT

Iowa Code Chapter 21 gives the public the right to attend council meetings, but it does not require cities to allow public participation except during public hearings. The city council shall not receive any public comment during a work session.

Roll Call

Agenda, as proposed or amended

Approval of Minutes of April 15, 2024, Council Work Session as proposed or amended.

3:45 p.m. Discussion of moving Animal Control to the Police Department.

Submitted by: Joe Leibold, Chief of Police

Approx. 4:15 p.m. Discussion of Habitat for Humanity activities in Walnut and Church Row Neighborhoods.

Submitted by: Noel Anderson, Community Planning and Development Director

ADJOURNMENT

Kelley Felchle
City Clerk

April 15, 2024

COUNCIL WORK SESSION
Harold E. Getty Council Chambers
4:55 p.m.

Roll Call.

Members present: Mayor Pro Tem Feuss in the Chair. Mr. Boesen, Mr. Nichols, Ms. Creighton-Smith, Mr. Simon and Mr. Feuss. Ms. Wilder arrived at 5:05 p.m. and Mr. Chiles was absent.

Agenda, as proposed or amended.

Nichols/Boesen
that the agenda, as proposed, be approved. Voice vote-Ayes: Five. Motion carried.

Approval of Minutes of April 1, 2024, as proposed.

Nichols/Boesen
that the minutse of April 1, 2024, as proposed, be approved. Voice vote-Ayes: Five. Motion carried.

Discussion of a Public Purpose Policy for the Expenditure of Funds.

Bridgett Wood, Finance Director, provided an overview of the proposed policy. She shared that the purpose of the policy is to allow departments to purchase Kleenexes, coffee, or other day-to-day items. The policy would also allow for the purchase of items to recognize life events, such as retirements, death of a family member, and weddings. Cost limits would be set in the policy and be up to the department to fund.

Mr. Boesen questioned if any other large community had a policy such as this, as this policy is based on one by Guttenberg.

Bridgett Wood shared that she would investigate.

Mr. Boesen questioned if there was a guesstimate of what this would cost.

Bridgett Wood explained that this would be optional and that each department would work within their own budget.

Mr. Simon commented that they did this at work and that it can at times get out of hand. He further questioned why we need a policy for this if it is coming out of the department costs in the first place.

Bridgett Wood explained that currently departments are not allowed to use city funds for these types of expenses.

Mr. Simon commented that it seems that this is a pretty broad statement.

Ms. Creighton-Smith commented that it is her understanding that if this is approved, each

department would determine how their monies are used as well as deal with any disgruntlement.

Bridgett Wood explained that currently departments must bring their requests before the Finance Committee for approval before making purchases.

Ms. Wilder questioned what department heads are saying about this.

Shelia Steffen, Public Works Coordinator, explained that she had approached Bridgett back when the asphalt crews were working on the roads in 120 degree weather to ask if there was a policy where they could purchase sustenance items for the crews. There was not, so they ended up purchasing Gatorade themselves.

Mr. Nichols commented that the policy does seem to have limits for various purchases at the discretion of the departments. He does agree with the purchase Gatorade and other sports drinks in the case of the high temperatures, because just pushing water there is a risk for low sodium hyponatremia.

Mr. Feuss questioned if council has its own budget.

Bridgett Wood confirmed.

Mr. Feuss commented that providing sustenance items to employees is a positive thing. He added that he would like to see consistency amongst department heads when it comes to gifts of recognition for employees to avoid the perception of any favoritism, and further suggested the use of a bulk purchase rate to manage costs.

Bridgett Wood shared that she has been working to develop an Amazon business account making sure we have an opportunity for low cost supplies, local businesses, etc.

Mr. Boesen concurs with the sustenance supplies, but voiced his concerned about departments not equally recognizing employees.

ADJOURNMENT

Boesen/Nichols

that the council adjourn at 5:11p.m. Voice vote-Ayes: Six. Motion carried.

Kelley Felchle
City Clerk



Animal Control

Currently Assigned Under Public Works

- Randy Bennet – Public Works Director
- Damian Fischels – Safety and Compliance Director
- Sheila Steffen – Public Works Coordinator

- 2 full-time staff (prior to Dec 2023)
 - 1 full-time staff member currently
- 3 part-time staff (prior to Dec 2023)
 - 2 part-time staff members currently

Currently on the City Web Page

QUALITY OF LIFE

Airport

Cultural And Arts

Leisure Services

Library

PUBLIC SAFETY

Animal Control

Code Enforcement

Fire Rescue

HAZMAT

Police

PUBLIC WORKS AND UTILITIES

Sanitation

Street Department

Traffic

Waste Management Services

Waterloo Fiber Internet

Water Works



Move Animal Control Under the Police Department
Would allow for more efficiency of services
Assistance more readily available from the PD side
Expanded Off Hours and Weekend Service
Stronger enforcement background

Proposal to move to Police Department

- Add/Create an Animal Control Sergeant
- Add/Create an Animal Control Specialist
- Two Animal Control Officers



Duties and Assignments

Animal Control / Police Sergeant

- Provide expertise in criminal cases
- Provide a law enforcement presence when needed
- Provide investigatory resources and ability

Animal Control Specialist

- Working Field Supervisor
- Expanded training and expertise
- Oversee and manage day to day animal control issues

Animal Control Officer

- Handle day to day operations including calls for service, etc.

Advantages

- Assigned under the Police Department allows Animal Control Officers to have access to expanded computer resources.
- Easier access to law enforcement personnel when needed.
- Lessens public confusion over who to contact....
 - They would call the dispatch center and animal control would be handled through their service.
- More experience dealing with criminal investigations
- Increased employee safety



Budgets

Under Public Works

- \$439,895
- Includes
 - 1 FT Animal Control Lead
 - 2 FT Animal Control Officers
 - \$100,000 for Humane Society Services
 - OT and NACA training
- Does not include
 - Elements software customizations for reporting purposes

Under Police Department

- \$636,000
- Includes
 - 1 Police Sergeant
 - 1 Animal Control Specialist
 - 2 Animal Control Officers
 - \$100,000 for Humane Society
 - Overtime/Training and Expenses

Black Hawk County Humane Society Estimate for year one was over \$650,000

Questions