



**THE CITY COUNCIL OF WATERLOO, IOWA
SPECIAL SESSION TO BE HELD AT
Harold E. Getty Council Chambers
Monday, December 11, 2023
3:00 PM**

**CITY OF WATERLOO
COMMUNITY VISION PLAN**

1. Fly the W: To develop a sense of pride and relationship between residents and the City of Waterloo, and then leverage that pride to communicate the City's attributes to external audiences.
2. Elevate Housing: Redevelop, renovate, or improve 800 residences in Waterloo in eight years by providing access to capital.
3. Celebrate and Connect Neighborhoods: To leverage Waterloo's rich tradition of neighborhoods by celebrating and connecting them with the community and region at large.
4. Waterloo Works: Grow a diverse and skilled workforce in Waterloo that connects people and employers for mutual growth.
5. Crossroads Doubledown: Re-energize the Crossroads Mall area into a sports/recreation-themed gravitational center.
6. Power Up Downtown: Keep Waterloo's core downtown evolving to meet the needs of future generations, supporting and showcasing arts and cultural opportunities and creating an experience like no other.
7. Sportstown USA: To generate excitement, develop youth, and drive investment and economic impact from year-round visitors.
8. Community of Opportunity: Eliminate barriers that keep Waterloo residents, and the community as a whole, from reaching its true potential, creating an equitable, thriving, and sustainable community for future generations.
Waterloo is a Community of Opportunity, where everyone can prosper.

GENERAL RULES FOR PUBLIC PARTICIPATION SPECIAL SESSION AGENDA

- A. 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 public is required to follow the rules listed in this article when speaking during any meeting of the city council.

- B. At the presiding officer's discretion, individuals may address the presiding officer by stepping to the podium, and after recognition by the presiding officer, shall state their name, address, and group affiliation, if appropriate, and speak clearly into the microphone.
- C. Comments shall be germane and refrain from personal, impertinent, or slanderous remarks.
- D. Cell phones and electronic devices shall be set to silent prior to the start of the meeting.

GENERAL RULES FOR PUBLIC COMMENT

- A. Individuals shall speak one (1) time on only one (1) issue for a maximum of three (3) minutes During the public comment section of the agenda. The public shall not be required to pre-register to speak during public comment. Individuals shall only speak on matters not listed on the regular agenda for that date. Any matter presented shall be directed to the presiding officer and addressed, if necessary, after the meeting.
- B. Council members may speak during public comment portion of the agenda after the public has finished speaking
- C. City staff shall not be required to provide an immediate answer to a matter presented during a council meeting unless it specifically pertains to an item on the agenda

RULES FOR PUBLIC COMMENT DURING PUBLIC HEARINGS

Individuals may speak during the public comment portion of a scheduled public hearing for a maximum of three (3) minutes or may submit written comments to the city clerk by four o'clock (4:00) P.M. on the day of the public hearing. Groups of citizens with similar viewpoints are encouraged to select a representative to share the viewpoint of the group.

RULES FOR PUBLIC COMMENT DURING AGENDA ITEMS

At the discretion of the presiding officer, individuals may speak for a maximum of three (3) minutes when the council discusses agenda items. This section does not apply to businesses or parties directly involved in agenda items.

Roll Call.

Approval of Agenda

CONSENT AGENDA

The consent agenda is reserved for routine resolutions and motions, acted upon by roll call vote on a single motion without discussion. Council shall either vote yea or nay when the roll is called. Council members may request that an item be removed from the consent agenda and considered separately. Such a request does not require a second. The public shall be prohibited from requesting that items listed on the consent agenda be removed and considered separately. The public may contact council members with questions regarding consent agenda items. 1-4A-16(A)(8).

1. Motion to receive and file the adopted budget for calendar year ending December 31, 2024, for Waterloo Fiber.
2. Motion to approve the appointment of **Dustin Knight** from the current Civil Service List to the position of Equipment Operator I in the Street Department, amended effective date December 12, 2023, subject to pre-employment physical and drug testing.

ADJOURNMENT

Motion to adjourn.

Kelley Felchle
City Clerk

UTILITIES BUDGET FORMS INSTRUCTIONS

Chapter 384.16, Code of Iowa requires utilities to publish a Notice of Public Hearing Budget Estimate. The information to complete the publication notice is taken from the Budget Summary. As a reminder, the notice must be published not less than 10 nor more than 20 days prior to the date of the hearing.

The published Budget Estimate is designed to include all utilities governed by the Board, or you may expand the notice, reporting each operation separately. Your budget hearing shall be accomplished in sufficient time to submit the budget for approval by resolution of the City Council not later than December 12th. (Chapter 384.2, Code of Iowa). A sufficient number of copies of the itemized detail must be available to meet the requests of taxpayers, citizens, and organizations not less than ten days before the date set for the hearing.

Your Beginning Fund Balances and your Ending Fund Balances will include all sinking funds and reserves. Receipts of services from other city funds are considered revenues. Transfers In and Transfers Out are actual transfers from or to another operating fund. Indicate the source of any Transfer In or the recipient fund of a Transfer Out in your budget detail. The Ending Fund Balance one year will be the Beginning Fund Balance the next year. Also, the total resources and the total requirements in any given year will be the same.

After the hearing has been held and the budget adopted, complete the Adopted Budget Summary Certificate and a new Budget Summary, if changes were made at the public hearing. File the following with the City Clerk:

- A. 3 copies of the Adopted Budget Certificate
- B. 3 copies of the Adopted Budget Summary
- C. 3 copies of the Resources and Requirements Detail
- D. 1 Proof of Publication

Your City Clerk will forward two copies of your Adopted Budget Certificate, Adopted Budget Summary, Resources and Requirements Detail to your County Auditor after your budget is approved by resolution of the council.

COMPLETING THE BUDGET FORMS

To begin filling in the Utility Budget forms, start by entering your entity name, budget cycle (calendar or fiscal), beginning fund balance, and revenues and expenditures information into the **"Util Res&&Reg"** form. This information will flow through to the **"Util B Sum"** and **"Util Hrg"** forms. Once the information has been filled in on the **"Util Res &&Reg"** form, complete the remaining non-amendment forms

COMPLETING THE AMENDMENT FORMS

To begin filling in the Utility Budget Amendment forms, enter your entity name, budget cycle (calendar or fiscal), beginning fund balance, and revenues and expenditures information into the **"Util Amend Hrg"** form. Once the information has been filled in on the **"Util Res &&Reg"** form, complete the **"Util Amend Cert"**.

Waterloo Telecommunications Utility
NAME OF ENTERPRISE

REVENUES DETAIL

		Calendar Year 2024		(specify if budget is fiscal or calendar year)	
		Budget	Re-Estimated	Actual	
		2024	2023	2023	
		(specify budget years)			
Beginning Fund Balance	390	0	0		
Use of Money & Property	398				
Charges for Services:					
Hospital	411				
Water	404				
Sewer	405				
Electric	406				
Gas	407				
Telecommunications	408	530,511			
Total Charges for Services	414	530,511	0	0	
Miscellaneous	416				
Other Financing Sources:					
Operating Transfers In	417				
Proceeds of Long Term Debt	418	31,627,664			
Proceeds of Fixed Asset Sales	419				
Total Revenues - All Sources	421	32,158,175	0	0	

EXPENDITURES DETAIL

		Budget	Re-Estimated	Actual	
		2024	2023	2023	
		(specify budget years)			
Expenditures:					
Hospital	338				
Water	360				
Sewer	357				
Electric	361				
Gas	362				
Telecommunications	363	31,628,529			
Total Expenditures:	386	31,628,529	0	0	
Transfers Out	387				
Ending Fund Balance	388	529,646	0	0	
Total Expenditures & Transfers Out	389	32,158,175	0	0	

ADOPTED BUDGET CERTIFICATE

To: _____ City Council

At a meeting of the Waterloo Telecommunications Utility Board, held after public hearing as(Governing Board)required by law, on 12/11/2023, the proposed budget for Calendar Year 2024(xx/xx/xx)(specify fiscal or calendar and year)

was adopted as summarized and attached hereto.

Telephone _____

Area Code _____

Board Secretary

(signature)

Address _____

Record of Public Hearing and Adoption of Budget:On 12/11/23, the Waterloo Telecommunications Utility Board met for the purpose(xx/xx/xx)of conducting a public hearing on the proposed Calendar Year 2024 budget as published. Notice of time and place of(specify fiscal or calendar and year)

hearing had been published on _____ in the _____ and the affidavit of publication

(xx/xx/xx)(newspaper)

was available to file with the City Council.

The budget estimate was considered and taxpayers and residents heard for and against said estimate were as follows:

After giving opportunity for all desiring to be heard, the Board adopted the following budget resolution:

A RESOLUTION ADOPTING THE BUDGET FOR CALENDAR YEAR ENDING 12/31/2024(specify fiscal or calendar)(xx/xx/xx)BE IT RESOLVED by the Waterloo Telecommunications Utility Board : The budget for CALENDAR(specify fiscal or calendar)ending 12/31/2024 as set forth in the Adopted Budget Summary and in the detailed budget in(xx/xx/xx)

support thereof showing the estimated revenues and expenditures for said budget year in accordance with the summary and detail as adopted.

Passed and approved on, _____ by the following vote: *(list names)*(xx/xx/xx)

Ayes: _____

Nays: _____

Absent: _____

Chairperson

Secretary

(signature)(signature)

ADOPTED BUDGET SUMMARY

Waterloo Telecommunications Utility		CALENDAR		YEAR	
NAME OF ENTERPRISE		(specify fiscal or calendar year budget)		2024	
		Budget		Re-Estimated	Actual
		2024		2023	2023
(specify budget years)					
REVENUES & OTHER FINANCING SOURCES					
Use of Money and Property	(line 398)	241	0	271	0
Charges for Services	(line 414)	243	530,511	273	0
Miscellaneous	(line 416)	245	0	275	0
Operating Transfers In	(line 417)	247	0	277	0
Proceeds of Long Term Debt	(line 418)	248	31,627,664	278	0
Proceeds of Fixed Asset Sales	(line 419)	249	0	279	0
Total Revenues & Other Financing Sources		250	32,158,175	280	0
EXPENDITURES & TRANSFERS OUT					
Expenditures	(line 386)	255	31,628,529	285	0
Transfers Out	(line 387)	259	0	289	0
Total Expenditures & Transfers Out		260	31,628,529	290	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Transfers Out		261	529,646	291	0
BEGINNING Fund Balance	(line 390)	262	0	292	0
ENDING Fund Balance	(line 388)	263	529,646	293	0

NOTICE OF PUBLIC HEARING Budget Estimate

Form Util Bud

Waterloo Telecommunications Utility

(Name of Enterprise)

The Waterloo Telecommunications Utility Board will conduct a public hearing on
(Governing Board)

the proposed CALENDAR year 2024 budget at Waterloo City Hall
(specify fiscal or calendar) (xxxx/xxxx)
on 12/11/23, beginning at 12:00 o'clock. PM The Budget Estimate Summary of proposed revenues
(xx/xx/xx) (x:xx) (AM/PM)
and expenditures is shown below. Copies of the **detailed** proposed budget may be obtained or viewed at the office of the
City Clerk or Utility Finance Officer and at the city library. At the public hearing, any resident or taxpayer may present
objections to, or arguments in favor of, any part of the proposed budget.

(date) _____
(signature) Secretary



		Budget	Re-estimated	Actual
		2024	2023	2023
		(xxxx)	(xxxx)	(xxxx)
Revenues & Other Financing Sources				
Use of money and property		0	0	0
Charges for services		530,511	0	0
Miscellaneous		0	0	0
Other Financing Sources		31,627,664	0	0
Total Revenues & Financing Sources		32,158,175	0	0
Expenditures & Transfers Out				
Expenditures		31,628,529	0	0
Transfers Out		0	0	0
Total Expenditures & Transfers Out		31,628,529	0	0
Excess of Revenues & Other Sources (+) (-) Expenditures & Transfers Out		529,646	0	0
Beginning Fund Balance	January 1	0	0	0
	(month)			
Ending Fund Balance	December 31	529,646	0	0
	(month)			

BUDGET AMENDMENT AND CERTIFICATION RESOLUTION

To: _____ City Council

At a meeting of the _____, held after public hearing as
(Governing Board)
required by law, on _____, the proposed budget for _____
(xx/xx/xx) (specify fiscal or calendar and year)
was adopted as summarized and attached hereto.

Telephone

Area Code _____

Board Secretary

(signature)

Address _____

Record of Public Hearing and Adoption of Budget Amendment:

On _____, the _____ met for the purpose
(xx/xx/xx)
of conducting a public hearing to amend the _____ budget as published. Notice of time and place of
(specify fiscal or calendar and year)
hearing had been published on _____ in the _____ and the affidavit of publication
(xx/xx/xx) (newspaper)
was available to file with the City Council.
The budget amendment was considered and taxpayers and residents heard for and against said estimate were as follows:

After giving opportunity for all desiring to be heard, the Board adopted the following budget resolution:

A RESOLUTION ADOPTING THE AMENDMENT TO _____ YEAR ENDING _____ BUDGET
(specify fiscal or calendar) (xx/xx/xx)

BE IT RESOLVED by the _____ : The budget for _____
(specify fiscal or calendar)
ending _____ as set forth in the Adopted Budget Summary and in the detailed budget in
(xx/xx/xx)

support thereof showing the estimated revenues and expenditures for said calendar year is accordance with the summary
And detail as adopted.

Passed and approved on, _____ by the following vote: (list names)
(xx/xx/xx)

Ayes:

Nays:

Absent:

Chairperson

(signature)

Secretary

(signature)

NOTICE OF PUBLIC HEARING Budget Amendment

FORM UTIL AMEND

(Name of Enterprise)

The _____ will conduct a public hearing to
(Governing Board)

amend the _____ year _____ budget at _____
(specify fiscal or calendar) (xxxx)
on _____, beginning at _____ o'clock. _____ The Budget Estimate Summary of proposed revenues
(xx/xx/xx) (x:xx) (AM/PM)
and expenditures is shown below. Copies of the **detailed** proposed budget may be obtained or viewed at the office of the
City Clerk and Utility Finance Officer and at the city library. At the public hearing, any resident or taxpayer may present
objections to, or arguments in favor of, any part of the proposed budget.

(date) _____ Secretary
(signature)



	Budget as certified or last amended	Current Amendment	Budget after Current Amended
(specify budget years)	(xxxx)	(xxxx)	(xxxx)
Revenues & Other Financing Sources			
Use of money and property			
Charges for services			
Miscellaneous			
Other Financing Sources			
Total Revenues & Financing Sources	0	0	0
Expenditures & Transfers Out			
Expenditures			
Transfers Out			
Total Expenditures & Transfers Out	0	0	0
Excess of Revenues & Other Sources			
(+) (-) Expenditures & Transfers Out			
Beginning Fund Balance			
_____ (month)			
Ending Fund Balance			
_____ (month)			

ADOPTED BUDGET SUMMARY

Waterloo Telecommunications Utility		CALENDAR		YEAR		2024	
NAME OF ENTERPRISE		(specify fiscal or calendar year budget)					
		Budget		Re-Estimated		Actual	
		2024		2023		2023	
(specify budget years)							
REVENUES & OTHER FINANCING SOURCES							
Use of Money and Property	(line 398)	241	0	271	0	301	0
Charges for Services	(line 414)	243	530,511	273	0	303	0
Miscellaneous	(line 416)	245	0	275	0	305	0
Operating Transfers In	(line 417)	247	0	277	0	307	0
Proceeds of Long Term Debt	(line 418)	248	31,627,664	278	0	308	0
Proceeds of Fixed Asset Sales	(line 419)	249	0	279	0	309	0
Total Revenues & Other Financing Sources		250	32,158,175	280	0	310	0
EXPENDITURES & TRANSFERS OUT							
Expenditures	(line 386)	255	31,628,529	285	0	315	0
Transfers Out	(line 387)	259	0	289	0	319	0
Total Expenditures & Transfers Out		260	31,628,529	290	0	320	0
Excess of Revenues & Other Sources Over (Under) Expenditures & Transfers Out							
		261	529,646	291	0	321	0
BEGINNING Fund Balance	(line 390)	262	0	292	0	322	0
ENDING Fund Balance	(line 388)	263	529,646	293	0	323	0



COMMUNICATION TO THE WATERLOO CITY COUNCIL

NAME AND DEPARTMENT

Randy Bennett, Public Works Division Manager
Public Works Department

MEETING DATE

December 11, 2023

AGENDA ITEM TITLE

Motion to approve the appointment of **Dustin Knight** from the current Civil Service List to the position of Equipment Operator I in the Street Department, amended effective date December 12, 2023, subject to pre-employment physical and drug testing.

RECOMMENDED COUNCIL ACTION

Approval of new hire.

SUMMARY STATEMENT AND BACKGROUND INFORMATION

Dustin Knight will be replacing Steve Gipe who retired October 27, 2023 from the Street Department. This is an EOI position.

NEIGHBORHOOD IMPACT

DATA, ANALYSIS, AND STRATEGIES

IMPLEMENTATION, ACCOUNTABILITY, AND COMMUNICATION

COMMUNITY ENGAGEMENT METHODS

SOURCE OF EXPENDITURES

266-19-7100

ALTERNATIVE ACTION

LEGAL DESCRIPTION

ATTACHMENTS

1. EO-I 3.2023
2. Personnel Req Questions - EO1-10.17.23
3. Signed Form - Gipe Retirement



**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION**

EQUIPMENT OPERATOR I

DEPARTMENT	PUBLIC WORKS -STREET
SALARY	\$28.24, WITH \$1.00 INCREASE AFTER 6 MO
FLSA	NON-EXEMPT
CIVIL SERVICE	INCLUDED
BARGAINING UNIT	MUNICIPAL EMPLOYEES LOCAL #177

GENERAL STATEMENT OF DUTIES

Performs semi-skilled construction, street maintenance and labor functions such as pothole patching, oiling, shoveling and raking asphalt, finishing concrete, setting concrete forms, directing traffic, erecting barricades, loading, hauling and plowing snow. The work is performed under the general direction of the Street Department Director(s) and Street Foreman. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

These functions are considered essential for successful performance in this job classification.

1. Performs routine street repairs such as pothole patching and oiling, and general maintenance and labor duties such as shoveling and raking asphalt, finishing concrete, setting concrete forms, directing traffic and erecting barricades.
2. Assists in preparation for winter by erecting snow fence, installing plows, wings, spreaders on trucks and spraying anti-icing material.
3. Operates dump trucks, infrared asphalt heater, crack sealer, equipment with buckets like a wheel loader, backhoe, skid loader, equipment used for HMA and spray injection patching, assists in loading, hauling from street repairs and/ or plowing snow and operating snow and ice control trucks during snow emergencies up to sixteen hours a day. Operates other heavy duty and rough-riding vehicles and equipment.
4. Participates in special service programs such as emergency storm damage clean up.
5. Fills and sets sandbags, erects barricades and assists in monitoring flood pumps during flood emergencies.
6. Cleans roadside ditches of brush with weed trimming equipment or chain saws.
7. Washes vehicles, changes tires, plow blades, plow markers and general equipment and vehicle repairs.
8. General maintenance of city buildings including carpentry, plumbing, flooring, cleaning and painting.

9. Assists other departments as needed (Example would be mechanical work in the garage or picking up refuse in the Sanitation Department.)
10. Works in busy traffic areas, operating street maintenance vehicle or on foot.
11. Performs street maintenance and repairs in trenches and on uneven ground.
12. Lifts and carries items weighing up to one hundred pounds with assistance as needed.
13. Works outside in all weather conditions; works near moving vehicles and equipment and around mechanical hazards; operates equipment and tools that cause vibration; noise level is often loud; atmosphere may contain dust and traffic fumes; visibility might be poor.
14. Performs work of a repetitive nature and varied workload pace.
15. Works independently and with others with minimum supervision.
16. Attends work regularly at the designated place and time.
17. Performs all work duties and activities in accordance with City policies, procedures and OSHA, City, and Street Department safety rules and regulations.
18. Performs all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of traffic and safety rules.
2. Knowledge of occupational hazards associated with and the safety precautions necessary when working in busy traffic areas or extreme weather conditions
3. Ability to read street signs, chemical hazard labels and written directions of supervisors.
4. Ability to safely operate a loader, dump truck, snowplow, snow and ice control truck, concrete saw, air hammer and other power tools.
5. Ability to complete daily work sheets weather written and/or the use of a computer, tablet, etc.
6. Ability to complete assigned work projects without direct supervision.
7. Ability to respond to questions and comments from the general public tactfully and politely.
8. Ability to work in a group atmosphere or independently
9. Ability to communicate effectively and maintain working relationships with other City employees, supervisors and the public.
10. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

MISCELLANEOUS

1. Must wear personal protective equipment such as safety shoes, safety glasses, safety vest, hearing protection, gloves and hard hat.
2. Must comply with City of Waterloo Residency Policy for Critical Employees (physically reside within 30 mile radius of Waterloo City Hall-will be given reasonable compliance period as determined by department head). Must maintain a local telephone number in order to be contacted during emergencies.
3. Must submit to Department of Transportation requirements including pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up alcohol and drug testing.
4. Following a conditional offer of employment, the City of Waterloo requires a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
5. The City of Waterloo reserves the right to conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.

6. Must submit to and pass Civil Service examination procedures, including equipment test and panel interview.

ACCEPTABLE EXPERIENCE & TRAINING

1. High school graduate/GED.
2. Minimum one year related street construction experience in all types of weather conditions and knowledge of the use of a wide variety of hand tools found in street construction and maintenance work

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

3. Required to possess or obtain an Iowa Class A Commercial Drivers' License (CDL) with air brake and tanker endorsements within 6 months of employment. Good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation within the previous five years; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault within a three-year period.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient strength to perform assigned tasks.
2. Sufficient physical and mental stamina, to work up to 16 hours during snow or other weather emergencies.
3. Sufficient speech and hearing that permits the employee to communicate effectively with coworkers in person or over a radio.
4. Sufficient color vision, depth perception, distance and peripheral vision to safely operate vehicles and equipment in all weather conditions.
5. Sufficient dexterity to safely operate powered and manual street maintenance tools.
6. Sufficient hearing to understand verbal instructions, respond to questions from the public and hear traffic in work areas.
7. Sufficient personal mobility that permits the employee to operate required equipment safely in all types of weather and a variety of road conditions.
8. For applicants that meet the essential physical abilities standards, reasonable accommodations may be considered.

WORK SCHEDULE

Will be assigned a shift that is 7:00 a.m.-3:00 p.m. or 3:00 p.m.-11:00 p.m. or 11:00 p.m.-7:00 a.m. Will generally work Monday through Friday with twenty-minute paid working lunch. Will be required to respond to emergency calls on weekends, evenings and holidays. There may be significant overtime during severe snow emergencies or flooding.

Employees hired in this job classification may be cross-utilized in other City departments in emergency and non-emergency situations as determined by the workload. Consequently, hours of work, including starting and ending times, work schedule, rest periods, work duties etc. will vary depending on the department to which the employee is assigned.

EQUIPMENT EXAMINATION

Those applicants who meet the minimum qualifications and who have a good driving record based on City of Waterloo driver performance criteria will be required to participate in a driving test that will test skills in operating equipment used in this job classification. An individual must receive a minimum of eighty out of one hundred points to achieve a passing score on the equipment examination. This will be a pass/fail test. **City of Waterloo regular employees who presently hold a Class A or B Commercial Driver's License as a requirement for their job will not be required to participate in the equipment examination.**

ORAL EXAMINATION

Those applicants who pass the equipment examination will be required to appear before an oral examination panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the oral examination. The top applicants, as ranked by their scores on the oral examination, will be the individuals placed on the certified lists. Applicants who qualify as outlined and who are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval forces of the United States who qualify per provisions of Chapter 35 of the Iowa Code and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service-connected disability. Employment is contingent on passing a post job offer physical examination including a drug test. Failure to pass the physical or drug test will result in withdrawal of the employment offer.

TESTING DATE

All qualified candidates who apply by the deadline date will be notified of the time, place and date of the equipment and oral examinations.

EqOperl April 2023

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

PERSONNEL REQUISITION
Equipment Operator I

The following questions are provided as guidelines to assist you in developing your rationale for the position of ***Equipment Operator I*** in the ***Street*** Department. Depending upon your situation, some questions may or may not apply. Please provide written responses to these questions as part of your preparation for meeting with the Mayor.

- (1) What are the key job responsibilities of this position?
Snow removal/plowing and street maintenance which includes crack sealing, repairing pot holes, HMA, concrete work and chip seal improvements.
- (2) Can the job responsibilities of this position be assigned to other employees within the department? If no, why not? **The department has operators in similar classifications, however, a reduced number of operators will directly impact the ability to provide timely services for the city and its citizens.**
- (3) How is the work of this position being accomplished now?
Reduced number of operators means reduced tasks that can be completed.
- (4) Are the filled positions in your department currently being utilized to their maximum potential? **Yes**
- (5) How would filling this position meet the needs of your department or the City on either a short-term basis (if temporary position) or a long-term basis (if a regular position)? **This position is necessary for the department to meet its objectives, i.e. seal-coating, grading, ditching, maintaining shoulders, street sweeping and most importantly snow and ice control.**
- (6) What cost savings or revenues, if any, would your department or the City realize if this position is filled? **No cost savings or increased revenues would be realized by this position. The position is directly related to providing services to the citizens in a timely manner.**
- (7) If you are paying overtime or comp time within your department to accomplish this work now, how much overtime or comp time has been paid out or earned that is directly attributable to this position and over what period of time? **The department pays overtime only as necessary. These positions are assigned projects and routes critical to meet the demands of our citizen support programs.**
- (8) How has the work load or demands of your department changed in comparison to your staffing levels over the past three fiscal years? Provide

statistics if possible. **The department workload is multi-faceted; it is driven on citizen complaints received, annual preventative maintenance, seasonal street maintenance, and storm water ordinance compliance.**

- (9) If this position is not filled, what affect will it have on your department? What work will not get done? What costs will you incur? Please be as specific as possible. **Less equipment operators means less material loads to and from the work site, increased idle time for other personnel waiting for product, as well as an increase in snow removal overtime and less equipment available to handle snow emergencies**
- (10) How do you cover the responsibilities for this position whenever the incumbent is out on vacation? **As in any position, some jobs can't be completed with the timeliness expected of both the department and the customer.**
- (11) Is it possible that the City could outsource this position to an outside agency? If so, what savings, if any, would the City realize as a result of this change? **It would not be practical to outsource the duties of the equipment operator.**
- (12) How would you rank this position in terms of its contribution to City business in comparison with other positions reporting to you?
It is comparable to all building and commercial fire inspections. It is equally important. **During snow emergencies, many businesses in town cannot operate without access to their businesses. The contribution of this position is critical to the overall objectives of the department.**
- (13) How does this position impact the Goals and Objectives for the City adopted by the City Council?
This position directly impacts the department's ability to develop a customer-centered, service delivery approach.

Note: Forward completed questionnaire to Human Resources Department with original copy of Personnel Requisition form.

PERSONNEL REQUISITION FORM

Check as applicable: ☐ To start recruiting or civil service process and/or ☒ To fill a vacancy
☐ Active Civil Service List Expires: _____

A proposed job description and questionnaire must accompany this form at time of submission to Human Resources.

Position Title: Equipment Operator I Department: Street Department

Reports To: Street Department Director Work Location: Public Works-Street Department

Employment Status: ☒ Regular Full Time ☐ Temporary Full Time from _____ to _____
☐ Regular Part Time ☐ Temporary Part Time from _____ to _____
☐ Regular 7-Month ☐ Intern/Co-op Student from _____ to _____

Type of Position:

Civil Service Position: ☒ Yes ☐ No
Bargaining Position: ☒ Yes ☐ No
Bargaining Group: 177
Non-bargaining Position: ☐ Yes ☒ No

Recommended Recruitment Sources:

☐ Internal Posting Only
☒ Internal Posting and External Advertising

Complete the following if the requisition is to fill a vacancy:

☐ New Position or ☒ Replacement Position for: Steven Gipe -Equipment Operator I (retirement)
(Specify **name and title** of former incumbent)

If replacement, former incumbent: ☒ Retired/Resigned/Terminated ☐ Transferred ☐ Promoted

Date incumbent terminated employment: 10/27/23 Date of final payout: _____

Anticipated start date: ASAP No. of hours/week: 40 Work schedule: TBA

Justification of need for position: Position is budgeted and required to support Street Department operations in chip and crack sealing, general street maintenance, and snow removal. Request authorization to hire from the Civil Service List.

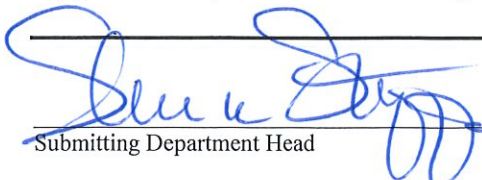
What are the likely consequences if the position is not filled? A reduced number of employees will have a negative impact on the department's ability to complete all necessary street repairs and snow removal operations.

APPROVALS

Annual salary requirements: \$60,882.74 Hourly Rate: \$29.24 Benefits: \$45.72/ \$95,097.60
(Payroll taxes, pension, health ins.- assuming family)

Is position budgeted for this and future FYs? ☒ Yes ☐ No If no, how will position be funded? _____

Approved subject to the following conditions: _____


Submitting Department Head

10/24/23
Date

Mayor

Date

Chief Financial Officer

Date

Human Resources Director

Date

Human Resources Committee Chairperson

Date