

MEETING OF STANDING COMMITTEES

City Hall, 220 Clay Street

February 20, 2023

The meeting of Standing Committees met at City Hall at 5:15 p.m. on February 20, 2023, with the following Committee persons in attendance: Councilmembers Susan deBuhr, Kelly Dunn, Simon Harding, Daryl Kruse (via telephone), Dustin Ganfield, Gil Schultz, and Dave Sires. Staff members from all City Departments and members of the community attended in person.

Finance & Business Operations Committee:

Chair Dunn called the meeting to order and introduced the only item on the Finance & Business Operations Committee Agenda, City Council Email System Discussion and introduced the Information Systems Manager, Julie Sorensen. Ms. Sorensen gave an overview of the challenges that started July 2022 – current with personnel email use. Ms. Sorensen advised the best practice would be for the use of cedarfalls.com emails to be used in order to protect the city's data. Councilmembers discussed the removal of email on website, transfer to cedarfalls.com email, and automatic reply message on previous email. It was motioned by Harding and seconded by Schultz to implement to the cedarfalls.com email starting immediately. The motion was put to vote. Aye: Dunn, Harding, Ganfield and Shultz; Nay: deBuhr, Kruse and Sires. Motion passed.

Public Safety Committee:

Chair Ganfield called the meeting to order and introduced the only item on the Public Safety Committee Agenda, Committee to draft request for proposal (RFP) for assessment of the Public Safety Department. Chair Ganfield asked committee members to write down intentions of the meeting, how do you want to listen and how do you want to be heard. Chair Ganfield clarified the purpose of tonight's meeting. Chair Ganfield explained an RFP is a document that we send out that defines the project, scope, and budget; it should provide background and introductory information. It should describe the services we are looking for from this entity. We should provide detail of our selection criteria and timelines. Chair Ganfield stated items to be included in the RFP were gathered from Craig Berte, Public Safety Director. Director Berte gave suggested items that may be included from the Public Safety Strategic Plan that include: Achieve Optimal Staffing; Improve Departmental Practices; Train and Certify Comprehensively; Effectively Manage Department Facilities; Field New Equipment and Vehicles; Creatively Engage the Community and Support Officer Well-being. Committee members discussed outside agency review, ISO rating, more information on goal 5 (Field New Equipment and Vehicles) and goal 6 (Creatively Engage Community), review of 24/8.25 hour shifts, cost of RFP, what will the third party assess, scope of work, how can we be the best PSO program, partnerships with UNI, why does Public Safety have chiefs, bidding of positions within the fire and police departments, number of police and fire employees, discuss RFP with employees on what to include, employee turnover, emergency medical service, accreditation certificate, outside review necessary, and if/when the 2021 Special Report will be updated. Chair Ganfield called for public comment. Tamie Stahl, 1009 Lakeshore Drive, concerned with recent personnel investigations. Linda Minikus, 1626 West Lone Tree Road, concerns with a recent article regarding an employee and expressed interest in having future goals for Public Safety in the upcoming Public Safety Special Report. It was motioned by deBuhr and seconded by Dunn to have Public Safety provide an update on the Public Safety Special Report, with how Public Safety is performing on the mentioned Strategic Plan goals by August 15, 2023. The motion was put to vote. Aye: deBuhr, Dunn, Ganfield, Kruse and Shultz; Nay: Harding and Sires.

Meeting adjourned at 6:49 p.m.

Minutes by Kim Kerr, CMC, Administrative Supervisor