

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 03/13/2025 Weekly Agenda Date: 03/18/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Daniel Bittinger

WORDING FOR AGENDA ITEM:

Consideration and approval of FY26 Improvement Requests

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

Restritctions from House File 718 allows limited growth in the General Basic & Rural Basic fund. Each improvement request will be vetted on an individual basis and merit inorder to make budget.

BACKGROUND:

See attached improvement requests for each department.

FINANCIAL IMPACT:

See attached improvemnt request overview for specific financial impact of each request

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Motion to approve _____ improvement request for FY26 budget

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve _____ improvement request for FY26 budget

IMPROVEMENT REQUEST (OTHER)

Date: 12/10/2024

Department/Division: Woodbury County Emergency Services, Drew Baier, Director

Request Description:

Woodbury County Emergency Services is requesting approval of funding to purchase a new rescue truck.

Justification:

Rescue unit #204 is a 2016 Dodge Ram 3500 crew cab 4x4 diesel one ton class truck and currently has 185,207 miles of use. This is the oldest of the two used for daily responses. The department has responded to 1144 calls for service with expectations of increased request for service. It is estimated that this unit will be near 200,000 miles by July 2025.

Financial Impact:

The cost of the new unit would be \$101,300.00 The cost covers the vehicle and the components needed to complete the unit for service.

Budget Account Detail

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
		\$101,300.00	Vehicle new
	Total	\$101,300.00	

IMPROVEMENT REQUEST (OTHER)

Date: 12/10/2024

Department/Division: Woodbury County Emergency Services, Drew Baier, Director

Request Description:

Woodbury County Emergency Services is requesting approval of funding to remove and replace the front (south) approach to the main building. This considered a high priority.

Justification:

The front (south) approach has outlived its useful life span and has begun to crack and breakup. A portion of it is sidewalk is used by guests and nearby residents as a walking path. The broken sidewalk certainly creates a trip/fall risk and a financial liability to the county for those who may or use it.

Financial Impact:

The cost to remove and replace the concrete would be \$44,000.00.

Budget Account Detail

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
		\$44,000.00	Grounds
	Total	\$44,000.00	

IMPROVEMENT REQUEST (OTHER)

Date: 12/10/2024

Department/Division TI Woodbury County Emergency Services, Drew Baier, Director

Request Description:

Woodbury County Emergency Services is requesting approval of funding to install a concrete approach pad on the east side of the building.

Justification:

The concrete pad would allow us to have a good solid approach to the (former gym) east garage door when backing in large trailers or pulling them out. Currently the approach is a mixture of gravel, black top road grindings, dirt, and heaved in the center. This would also help with snow removal and drainage away from the structure as well.

Financial Impact:

The cost to install the concrete pad would be \$16,200.00.

Budget Account Detail

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Explanation</u>
		\$16,200.00	Building/grounds
	Total	\$16,200.00	

IMPROVEMENT REQUEST

Department/Division Title: Sheriff's Office Patrol Division

Request: 23 – M3 Patrol Ruggedized PC.

Justification: Due to a Windows 11 mandate which will take effect October of 2025, 23 of our current tablets will not support the Windows 11 update.

Financial Impact: 87,000

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0001-05-1060-000-44600	Radio and related	\$87,000	Tablet upgrade

Total: \$87,000

IMPROVEMENT REQUEST

Department/Division Title: Sheriffs Office

Request: Licenses and software for Cellebrite. Used to open cell phones and download the information that are needed during investigations.

Justification: We have been having to go to other agencies that have this technology and as a result we are waiting sometimes up to 6 months to retrieve the data we need to make criminal cases.

Financial Impact: \$21,057.36 for this year, and a yearly fee after that.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0001-05-1060-000-44901	Contractual Services	\$21,057.36	
Total:		21,057.36	

Date of Request	Department	Request	Financial Impact	Fund	Misc
1/6/2025	CED	Senior Clerk Pay Grade 4 Step 5 change to Pay Grade 5 step 5	Before 75,881.68 After 81,059.78 Financial Impact 5,178.10	0011 Rural Basic	
12/13/2024	Sheriff	8 additional Correctional Officers	81,261.99 * 8 = 650,095.92	0001 General Basic	
12/12/2024	Treasurer	Clerk II (Grade 3) Step 5 To Clerk III (Grade 5) Step 4 (1 of 2)	Before \$81,882.54 After \$86,088.71 Financial Impact \$4,206.17	0001 General Basic	
12/12/2024	Treasurer	Clerk II (Grade 3) Step 5 To Clerk III (Grade 5) Step 4 (2 of 2)	Before \$81,882.54 After \$86,088.71 Financial Impact \$4,206.17	0001 General Basic	
12/12/2024	Treasurer	Clerk II (Grade 3) Step 5 To Senior (Grade 4) Clerk Step 5	Before \$81,882.54 After \$86,894.73 Financial Impact \$5,012.19	0001 General Basic	
12/12/2024	Treasurer	Clerk II (Grade 3) Step 4 To Senior Clerk (Grade 4) Step 4	Before \$75,896.89 After \$80,533.32 Financial Impact \$4,636.43	0001 General Basic	
12/12/2024	Treasurer	Clerk II (Grade 3) step 3 To Senior Clerk (Grade 4) step 3	Before \$72,853.11 After \$77,466.89 Financial Impact \$4,613.78	0001 General Basic	
12/12/2024	Treasurer	Clerk II (Grade 3) step 2 To Senior Clerk (Grade 4) Step 2 (1 of 2)	Before \$70,426.39 After \$75,332.65 Financial Impact \$4,906.26	0001 General Basic	
12/12/2024	Treasurer	CC4:C10 Clerk II (Grade 3) step 2 To Senior Clerk (Grade 4) Step 2 (2 of 2)	Before \$70,426.39 After \$75,332.65 Financial Impact \$4,906.26	0001 General Basic	
12/11/2024	EMS	5 Paramedics FTE change from .05 FTE to .25 FTE	Before - \$4,468.55 ea After: \$22,342.67ea Financial Impact : \$17,874.12 ea Total: \$89,370.60	0002 General supp	
12/11/2024	EMS	Clerk II (Grade 3) Step 5 To Clerk III (Grade 5) Step 4	Before \$68,837.67 After \$72,213.19 Financial Impact \$3,375.52	0002 General supp	.80 FTE from Clerk II to Clerk III (remainder .2 is budgeted as EMT)
12/11/2024	EMS	3% additional to EMTs, EMT-As and Paramedics	Before \$807,602.52 After \$902,308.43 Financial Impact \$94,705.91	0002 General Supp	Note - this is the total of the difference adding 3% to the 3% and also changing the .05 to .25 employees
12/10/2024	Veteran's Affairs	Wage plan - Clerk III grade 5 Step 4 To Grade 6 step 4	Before \$75,116.16 After \$80,147.71 Financial Impact \$5,031.55	0001 General Basic	
12/10/2024	Veteran's Affairs	Wage Plan - Clerk III grade 5 Step 5 To Grade 6 step 5	Before \$72,875.65 After \$77,907.20 Financial Impact \$5,031.55	0001 General Basic	
11/25/2024	E911	1 FTE Position	30,107 (30.2% of total)		

From: [Daniel Priestley](#)
To: [Michelle Skaff](#); [Shona Campbell](#)
Cc: [Melissa Thomas](#)
Subject: Improvement Request for Senior Clerk Position - Dawn Norton
Date: Monday, January 6, 2025 3:20:51 PM

Good afternoon Michelle and Shona,

Please accept this budget "improvement request" for a change in grade for the Community and Economic Development Senior Clerk Position (Dawn Norton) from a Pay Grade 4, Step 5 to the **Pay Grade 5, Step 5**.

Based on our conversation, it is my understanding that this request will go to the Board of Supervisors during the department budget hearing for their consideration. It is also my understanding that Human Resources will correspond with the union on this matter.

In the meantime, please let me know if there is any additional information that will be needed from me. Thank you for your help with this process as it is definitely a new experience for me.

Respectfully and sincerely,
Dan Priestley

Daniel J. Priestley, MPA
Woodbury County Zoning Coordinator
620 Douglas Street #609
Sioux City, IA 51101

Phone: 712-279-6609
Fax: 712-279-6530
Website: WoodburyCountyIowa.gov

From: [Jennifer Beeson](#)
To: [Michelle Skaff](#)
Subject: improvement request
Date: Friday, December 13, 2024 1:41:50 PM
Attachments: [Improvement Request jail 2024.docx](#)

This is what Sheriff and Chief Wingert would like....8 additional correctional officers.
Could you give me numbers for it or would this be sufficient to turn in for the
improvement request?

IMPROVEMENT REQUEST

Woodbury County Sheriff's Office

Department/Division Title: Woodbury County Jail

Request: We are requesting to hire 8 additional correctional officers.

Justification: Due to the increase in jail population of federal prisoners, we are understaffed. An additional 8 correctional officers is needed.

Financial Impact: Funding for this position would come from the additional revenue from federal prisoners.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0001-05-1050-000-10007	Full Time Salary		New Position
0001-05-1050-000-35201	FICA		Benefit Increase
0001-05-1050-000-35203	IPERS		Benefit Increase
0001-05-1050-000-35204	Group Health Insurance		Benefit Increase
0001-05-1050-000-35205	Life Insurance		Benefit Increase
0001-05-1050-000-35206	Dental Insurance		Benefit Increase
0001-05-1050-000-35207	LTD Insurance		Benefit Increase
	Total		

From: [Tina Bertrand](#)
To: [Michelle Skaff](#)
Subject: Improvement Requests
Date: Thursday, December 12, 2024 2:07:40 PM
Attachments: [2024-12-13 Improvement Request Blank Form - Clerk III - Submitted.docx](#)
[2024-12-13 Improvement Request Blank Form - Snr Clerk - Submitted.docx](#)

Michelle,

Thank you for taking the time to discuss assistance with calculating improvement requests for the Treasurer's Department. As discussed, I need some assistance in calculating the increase in gross wages and any other benefit that is a % of wages. The requests that I have are as follows:

2 positions to change from a Clerk II step 5 to a Clerk III

5 positions to change from a Clerk II to a Snr Clerk, however, since staff are at different steps please use the following for the calculations:

1. Clerk II step 5 to a Snr Clerk
2. Clerk II step 4 to a Snr Clerk
3. Clerk II step 3 to a Snr Clerk
4. 2 Clerk II step 2 to a Snr Clerk

The requests are attached; however, the budget detail (page 2) is my estimate which needs to be verified. I did not include any estimates for dental, hospitalization, life insurance or LTD insurance since these are changes in position for existing employees and not new positions. The Clerk II positions would be eliminated if the request is approved. Note all improvement requests will be funded from increase in MV fees effective 1/1/25.

Thank you again for your help on this. Your assistance is greatly appreciated!

If you have any questions, please contact me.

Thanks,

Tina M. Bertrand
Woodbury County Treasurer
822 Douglas St. Room 102
Sioux City, IA 51101
712-279-6495

IMPROVEMENT REQUEST

Department/Division Title: Treasurer

Request: As a result of more stringent DPPA requirements along with any county titling changes that take effect January 1, 2024, we are submitting a request to change two (2) Clerk II positions to two (2) Clerk III positions. This change will eliminate two (2) Clerk II positions

Justification: Currently the Treasurer's Office has only two (2) Clerk III positions. For several years, we have not had sufficient backup to support either the motor vehicle, DNR or tax departments when the current clerk(s) is absent for any reason. There are daily job duties and responsibilities assigned to these positions that must be done regardless of attendance. In addition, there are several other Clerk III tasks that cannot be assigned due limited available manhours based on current staffing levels. The impact of DPPA requirements and any county titling will require enhanced research, identity verifications and will increase the number of ERT transactions that we will receive. These impacts will exasperate an already challenging staffing need. To adequately support the Treasurer's department there is a need for two (2) additional Clerk III positions. A Clerk III is required to have a strong working knowledge regarding rules, regulations and processes for each service offered. This person is responsible for collection of proper fees and send notification to responsible parties for collection of correct fees when shortages occur and for the preparation of the report on additional amounts collected, performing a variety of tasks dealing with the accurate and effective collection of money coming into the County including insufficient or bad check payments, sending certified letters and notifying the State of delinquent accounts, is accountable for the accurate balancing of large volumes of incoming money on a daily basis, checks paperwork, collects and records the receipt of fees paid, responsible for the cash count each day and reporting all money on hand (cash, checks and credit/debit payments) at the end of the fiscal and calendar year, and is also in charge of making change to smaller denominations on a daily basis. This position is required to perform all the same tasks as a clerk II and a senior clerk in addition to being crossed trained between all departments, assist in updating operations manual and other department resource manuals, assist in maintaining up to date department forms, assist in County website maintenance for department web pages, assign special projects for the tax department in relation to mobile homes, county held tax sale certificates, suspended taxes, and elderly and disabled tax credits. These responsibilities exceed that of Clerk II or Senior Clerk position.

Financial Impact: Funding for this position would come from increase fees that are included in the legislative action for any county titling. Total financial impact would be \$8,398.68 above projected payroll costs for the current Clerk II position.

Budget detail on page 2.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0001-03-8100-000-11702	DENTAL INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	(\$)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 1,472.51)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 6,307.44)	Benefit decrease
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	(\$ 10,031.38)	Benefit decrease
0001-03-8100-000-11701	LIFE INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11703	LTD INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	(\$ 106,264.62)	Current wage classification
0001-03-8100-000-11702	DENTAL INSURANCE	\$	Benefit Increase
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	\$	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 1,572.18	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 6,734.39	Benefit Increase
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	\$ 10,710.40	Benefit Increase
0001-03-8100-000-11701	LIFE INSURANCE	\$	Benefit Increase
0001-03-8100-000-11703	LTD INSURANCE	\$	Benefit Increase
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	<u>\$ 113,457.66</u>	New wage classification
		\$ 8,398.68	Total financial impact

IMPROVEMENT REQUEST

Department/Division Title: Treasurer

Request: As a result of any county titling changes that take effect January 1, 2024, we are submitting a request to change five (5) Clerk II positions to five (5) Senior Clerk positions. This change will eliminate five (5) Clerk II positions

Justification: Currently the Treasurer's Office has only one (1) senior clerk position. This position is responsible for DNR, property tax and motor vehicle services. With the increase of the use of the ERT system by dealers combined with the cross-titling changes effective January 1, 2024, we do not have appropriate support for any of the services we provide. The use of the ERT system requires an enhanced knowledge of acceptable documents and fees. Additionally, the Anthon office typically functions as a one-person office that is responsible for property tax, motor vehicle and DNR. The clerk is required to have a strong working knowledge regarding rules, regulations and processes for each service offered. This position is required to open and close the office, order supplies, purchase postage as needed, answer the phone, daily balancing of receipts for three separate cash drawers, making daily bank deposits, custodial duties and all other duties associated with a fully functional office. These responsibilities exceed that of a Clerk II position. Combined with the increased volume associated with both any county titling and use of the ERT system there is a need for greater knowledge in the requirements associated with these tasks. This change impacts both the Sioux City and Anthon offices. To adequately support both the Sioux City and Anthon offices there is a need for five (5) senior clerk positions. There are daily job duties and responsibilities assigned to these positions that must be done regardless of attendance. A senior clerk is required to have a strong working knowledge regarding rules, regulations and processes for each service offered. The responsibilities for this position will be required to perform all the same tasks as a clerk II in addition to daily balancing of receipts for three separate cash drawers, provide peer mentoring for training purposes and other additional staff support, preparation of periodic DNR reports along with the ability to open and close the Anthon office, order supplies, purchase postage as needed, answer the phone, making daily bank deposits and all other duties associated with a fully functional office.

Financial Impact: Funding for this position would come from increase fees that are included in the legislative action for any county titling. Total financial impact would be \$22,149.15 above projected payroll costs for the current Clerk II position.

Budget detail on page 2.

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
0001-03-8100-000-11702	DENTAL INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	(\$)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 3,270.19)	Benefit decrease
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	(\$ 14,007.76)	Benefit decrease
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	(\$ 22,277.99)	Benefit decrease
0001-03-8100-000-11701	LIFE INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-11703	LTD INSURANCE	(\$)	Benefit decrease
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	(\$ 235,995.66)	Current wage classification
0001-03-8100-000-11702	DENTAL INSURANCE	\$	Benefit Increase
0001-03-8100-000-11300	EMPLOYEE HOSPITALIZATION	\$	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 3,533.05	Benefit Increase
0001-03-8100-000-11000	FICA - CNTY CONTRIBUTION	\$ 15,133.72	Benefit Increase
0001-03-8100-000-11100	IPERS - CNTY CONTRIBUTION	\$ 24,068.72	Benefit Increase
0001-03-8100-000-11701	LIFE INSURANCE	\$	Benefit Increase
0001-03-8100-000-11703	LTD INSURANCE	\$	Benefit Increase
0001-03-8100-000-10007	ORGANIZED EMPLOYEES	<u>\$ 254,965.26</u>	New wage classification
		\$ 22,149.15	Total financial impact

From: [Dawn Zahnley](#)
To: [Michelle Skaff](#)
Cc: [Drew Baier](#); [Shona Campbell](#); [Lisa Ruden](#)
Subject: FY26 Improvement Requests & CIP Five Year Plan
Date: Wednesday, December 11, 2024 12:05:58 PM
Attachments: [FY26 Improvement Request-Operations Officers was Increase 3%.pdf](#)
[FY26 Improvement Request-PT Operational Officers .25 FTE.pdf](#)
[FY26 Improvement Request-Clerk II Reclassification to Clerk III.pdf](#)
[FY26 Improvement Request-Other New Rescue Truck.pdf](#)
[FY26 Improvement Request-Other Replace Front Approach.pdf](#)
[FY26 Improvement Request-Other Install Concrete Approach to Gym.pdf](#)
[FY26 CIP Capital Improvement Projects-5 Year Plan.pdf](#)
[image001.png](#)

Michelle,

We have attached the FY26 Budget Forms for Emergency Services.

We are aware the Fiscal Impacts and Budget Detail Information are still needed and will be completed once time allows you to provide.

FY26 Improvement Request

- Increase Full and Parttime Operations Officers wages by 3%
- Move Parttime Operations Officers Paramedics from .05 FTE to .25 FTE Positions
- Reclassify Dawn Zahnley from Clerk II to Clerk III

FY26 Improvement Request (Other)

- Purchase a New Rescue Truck
- Remove and Replace the Front Concrete Approach to the Main Building
- Install a New Concrete Approach on the East Side Gym Entrance

Continued Improvement Plan (CIP) Request Form-Five Year Plan

We appreciate you and your staff for all your help while preparing this budget year. If you have any questions, please let us know.

Thank you!

Dawn L. Zahnley

Clerk II/EMT

Woodbury County Emergency Services

121 Deer Run Trail

Climbing Hill, IA 51015

Ph: 712-876-2212

Cell: 712-253-4396

dzahnley@woodburycountyjowa.gov

IMPROVEMENT REQUEST

Department/Division Title: Woodbury County Emergency Services, Drew Baier, Director

Request: This request is to move the parttime paramedics from 0.05 to the 0.25 FTE. Currently the FY 24/25 budget has two different FTEs percentages for the part time employees. The parttime Emergency Medical Technicians (EMT) are considered 0.25 (690 hr.) and the parttime Paramedics are considered 0.05 (139 hr.) employees.

Justification: This streamlines the ability to be financially responsible and keep cost down. This will aid in coverage for military leaves, sick or injuries, vacations, and FMLA.

Financial Impact:

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
Total:			

IMPROVEMENT REQUEST

Department/Division Title: Woodbury County Emergency Services, Drew Baier, Director

Request: Emergency Services request to reclassify Dawn Zahnley from a Clerk II Grade 5/Step 5 to a Clerk III Grade 5/Step 5.

Justification: Dawn Zahnley's Clerk II position with Emergency Services has expanded from a Clerk II position to include additional administrative duties and responsibilities to support the Director.

A significant portion of the duties and responsibilities she performs on a daily basis are above that of a Clerk II. Her education, certifications in multiple modalities and years of experience make her a key talent and an effective leader in our department. Dawn has earned and maintained her Iowa EMT Certification for nearly 24 years, 20 of them with the Emergency Services department. This allows her to respond and assist throughout the county as needed. Dawn successfully performs at all levels by overseeing the state EMS inspections through Iowa Department of Public Health, Bureau of Emergency and Trauma Service and Iowa Board of Pharmacy. Additionally, she supports all levels of leadership with her deep knowledge of State of Iowa processes and procedures. Dawn plays an integral role by assisting the Director with budgets, interpreting medical guidelines on multiple levels, communicating with our Medical Director, Iowa Donor Network, Iowa Medical Examiner, scheduling trainings, and monitoring patient care documentation. She ensures deadlines are met for reports, and she manages personnel. Dawn is also a point of contact for rural fire and EMS department and state agencies.

Financial Impact:

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
Total:			

IMPROVEMENT REQUEST

Department/Division Title: Woodbury County Emergency Services, Drew Baier, Director

Request: The request is to raise full and part time staff wages by 3%.

Justification: This allows the county to provide competitive wages in efforts to retain staff, while competing with other paid agencies. With a national trend of declining resource pool of experienced emergency medical technicians/paramedics and competitive market, we need to be aggressive to keep the resources we have.

Financial Impact:

Budget Account Detail

Account Number:	Description:	Amount:	Explanation:
Total:			

From: [Loni Kuhlmann](#)
To: [Melissa Thomas](#); [Michelle Skaff](#)
Subject: RE: Quick question
Date: Tuesday, December 10, 2024 9:31:37 AM

Yes, that would be helpful.

Michelle

Would you be able to help with this.

Thanks

Loni Kuhlmann, Executive Director
Woodbury County Commission of Veteran Affairs
1211 Tri View Ave Suite A
Sioux City, IA 51103
Phone: (712) 279-6605 or 6606
Fax: (712) 224-4093
Email: lkuhlmann@woodburycountyiowa.gov



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From: Melissa Thomas <melissathomas@woodburycountyiowa.gov>
Sent: Friday, December 6, 2024 2:56 PM
To: Loni Kuhlmann <lkuhlmann@woodburycountyiowa.gov>
Subject: RE: Quick question

Michelle Skaff can help with these numbers.

Have you done any comparables for this position? Would you like me to pull some numbers from other counties?

From: Loni Kuhlmann <lkuhlmann@woodburycountyiowa.gov>
Sent: Friday, December 6, 2024 12:32 PM
To: Melissa Thomas <melissathomas@woodburycountyiowa.gov>
Cc: Lisa Robinson <lrobinson@woodburycountyiowa.gov>
Subject: FW: Quick question

I would also need Lisa's looking at it now as well.

Loni Kuhlmann, Executive Director
Woodbury County Commission of Veteran Affairs
1211 Tri View Ave Suite A
Sioux City, IA 51103
Phone: (712) 279-6605 or 6606
Fax: (712) 224-4093
Email: lkuhlmann@woodburycountyiowa.gov



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From: Loni Kuhlmann
Sent: Friday, December 6, 2024 12:26 PM
To: Melissa Thomas <melissathomas@woodburycountyiowa.gov>
Cc: Sasha Downs <sdowns@woodburycountyiowa.gov>

Subject: Quick question

To go from a Grade 5 to Grade 6 what would be the financial impact for Sasha at this time?

Loni

Loni Kuhlmann, Executive Director
Woodbury County Commission of Veteran Affairs

1211 Tri View Ave Suite A

Sioux City, IA 51103

Phone: (712) 279-6605 or 6606

Fax: (712) 224-4093

Email: lkuhlmann@woodburycountyiowa.gov



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From: [Wendi Hess](#)
To: [Michelle Skaff](#)
Subject: Improvement request
Date: Monday, November 25, 2024 10:42:03 AM
Attachments: [WCICC Communications-Training Operator County Version.docx](#)

Michelle: I am submitting an improvement request for an additional staff member; the same version was provided to Sioux City with their percentage of impace.

Is there a current tentative schedule for budget presentation to the Board? Seems like I always find out about it last minute.

Thanks,
Wendi

IMPROVEMENT REQUEST

Department/Division Title: WCICC- Communications

Request: Add Communications Training Operator Position

Justification: The last several years the Communications Center has seen constant open positions and training new staff has been a challenge. In FY2024 we had 7 new hires and in FY2025 so far 3; we expect the hiring to continue for years to come with anticipated retirements. Training new staff has been falling on current full-time staff and is overwhelming. We need a position dedicated to onboarding and training new staff, coordinating all the training activities and making sure that current staff has the required continuing education. The Communications Operations Supervisor is currently trying to coordinate all the training but with that position being allocated 50% to Starcomm duties is has become overwhelming and our training program is suffering, we are not doing quality reviews or medical call review like we should. Adding this position could potentially reduce some of the overtime expenditures as this position would be capable and required to operate a dispatch position when necessary. The last 3 years have been more challenging than most and we are not seeing any improvement; adding an additional staff member could take off some of burden currently shouldered by full time staff in turn improving morale. This request fits into the City of Sioux City budget priorities of public safety personnel.

Financial Impact: Financial impact total would be \$99,692.00. Woodbury County's portion at 30.2% would be \$30,107.00. Financial impact is based on the median range for the position based on the assumption that a current full time Communications Operator would most likely be promoted to this position and the low range would be below what they are currently earning.

BUDGET ACCOUNT DETAIL

Account Number:	Description:	Amount:	Explanation:
723-8602-411.10.01	Full Time Salary	\$59,040	AFSCME Grade A15
723-8602-411.16-01	FICA	\$3,660	
723-8602-411.16-02	Medicare	\$856	
723-8602-411.16-03	Retirement IPERS	\$5,573	
723-8602-411.16-17	PPO Med Plan	\$27,103	
723-8602-411.16-18	Life Insurance 25000	\$56	
723-8602-411.16-19	Madison National LTD	\$255	
723-8602-411.16.37	City Comp Dental	\$1,525	
723-8602-411.16-41	Deferred Comp	\$1,624	
Net Impact		\$99,692.00	