

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

Date: 1/11/2017

Weekly Agenda Date: 1/17/2017

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Supervisor Taylor

**WORDING FOR AGENDA ITEM:**

Cost-Savings and Efficiency Approach to Planning & Zoning / Economic Development Departments

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Woodbury County may see significant cost savings in going from 4 to 3 personnel in Planning & Zoning as well as in Rural Economic Development. Included in the background will be a breakdown of current salaries and benefits as well as a cursory overview from the Human Resources Department as to how other counties staff both functions.

**BACKGROUND:**

In the end of the year report, I wrote..."Creative reorganizations concerning departments must continually be assessed and reassessed. Having been liaison to Economic Development and Planning & Zoning, there appears to be potential here. One approach would be to examine whether a single director can lead both departments as research across 20 counties shows that Woodbury County is the exception rather than the rule in having not only two different leaders in each position but also a secretarial position for each director. In looking at a 3-person department, perhaps an Economic and Community Development Coordinator, a Planning and Zoning Assistance Officer, and a combined Clerk position accomplishes synergistically much more and has real potential to help assist with more efficient services while doing so in a leaner, equally responsive way." The following steps have been taken:

- A. Informed directors individually in one-on-one meetings of the potential reorganization.
- B. Had P&Z Director discuss potential with affected clerks.
- C. Sent an e-mail discussing an overview concerning this department, Juvenile Detention, and County Assessor merger.
- D. Put the above item in an end-of-the-year 2016 Board Chair report.
- E. Present as an information item tonight.

**FINANCIAL IMPACT:**

Cost savings estimates follow from our Budget Analyst.

**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:**

Receive the information to be brought back as action by the first week of February. Enough anecdotal information has been gathered concerning the merger of the clerks position. Going forward, cross-training should begin for FY18 transition. Discussions and information-gathering from the HR Director, Chairman Ung, and Supervisor Taylor can begin to look at feasibility, transition, and potential job descriptions with an ultimate recommendation surfacing on whether the directorship merger and an added assistance officer (P&Z) can effectively deliver efficient services while saving tax dollars.

**ACTION REQUIRED / PROPOSED MOTION:**

See above.

## Chairman's Report – January 17, 2017

### U.S. Flag on Courthouse

During the recent storm over Christmas, the courthouse flag pole cable broke. Building Services does not currently have a means of repairing it, and is investigating a vendor or crane rental to complete the repair. The pole is approximately 60' high above the 8<sup>th</sup> floor.

### WCICC meeting

Per IT Director Malloy:

- Replacement laptops for board members have shipped out.
- A wireless upgrade means smartphones, laptops, and tablets accessing the county system require network credentials (more secure).
- SPAM numbers for December 2016: 538,992 emails attempted delivery to our Network. 296,431 were blocked as SPAM, 19,212 were blocked as Virus-laden, 10,289 were quarantined and 2,246 were tagged and delivered, but marked "BULK" (likely SPAM).

### SIMPCO Board of Directors meeting

- SRTS Dispatch and Operations Manager pay ranges were increased \$2 as recommended by the finance committee, in order to lessen a substantial pay gap and to ensure the positions are staffed.
- Chair Jon Winkel is requesting all committees (~15) be reauthorized to remain active, and their memberships ratified by the SIMPCO board, all in agreement.
- Because some rural communities in Woodbury County are dues-paying members of SIMPCO, I asked the executive director if she would be willing to attend our rural town hall meetings in the future and stand ready to assist said communities with their questions or service proposals. She as well as other SIMPCO members agreed it would be a great idea. I believe this will be a very timely supplement to our town hall meetings post-FY18 budget certification, especially given the fact that the county-funded comprehensive plans by Simmering-Cory will be completed this year.

### U.S. 20 Corridor Association meeting

- The detour between Early and Galva has not been in effect since December 9, 2016, but will be in place again Spring 2017 when construction activities resume.
- The association plans a "spectacular" event for the final ribbon cutting at the end of 2018.

### 2017 Des Moines Legislative Day (Siouxland Chamber)

I will not be able to participate, but other supervisors are reminded that this one-day event of meetings with state legislators in Des Moines is organized by the Siouxland Chamber and will take place January 25. The cost of participation is \$35. You must email Sam Wagner at [swagner@siouxlandchamber.com](mailto:swagner@siouxlandchamber.com) if you would like to ride on the chartered bus, which requires you meet in the Long Lines Family Rec Center parking lot by 6:15 a.m. The group is scheduled to leave Des Moines for Sioux City at 4:15 p.m. Rural Economic Development Director David Gleiser may be going.

### Budget Hearing for January 24<sup>th</sup>

The budget hearing for January 24<sup>th</sup> will take place *after* the regular 4:30 p.m. agenda rather than before, because the Sioux Rivers Region meeting (affecting Supervisors Taylor and Radig) is set for 1:30 p.m. in Le Mars.