

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

Date: 02/04/2026 Weekly Agenda Date: 02/10/2026

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: John Malloy, WCICC-IT CIO

WORDING FOR AGENDA ITEM:

Approval of GIS Memorandum of Understanding Amendments

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

WCICC-IT requests approval of amended GIS Memorandum of Understanding

BACKGROUND:

The updated MOU now specifies that the salary and benefits of a Senior System Analyst, replacing the previous System Analyst role, will be split equally. Additionally, a new section covers payment for the annual ESRI Enterprise Agreement: the City and County will each pay one-third, and the City and County Assessors will share the remaining one-third.

FINANCIAL IMPACT:

The MOU states that each entity is responsible for 25% of salaries and the ESRI Enterprise Agreement will be paid by City and County at one-third and the City and County Assessors will split the remaining one-third.

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:

Staff requests the Woodbury County Board of Supervisors motion to approve the GIS Memorandum of Understanding between the City of Sioux City, Woodbury County, the City Assessor, the County Assessor and WCICC Commission to formalize funding, housing, operation, duration and termination of cooperation relating to Enterprise Geographic Information System (GIS) services and operations.

ACTION REQUIRED / PROPOSED MOTION:

Staff requests the Woodbury County Board of Supervisors motion to approve the GIS Memorandum of Understanding between the City of Sioux City, Woodbury County, the City Assessor, the County Assessor and WCICC Commission to formalize funding, housing, operation, duration and termination of cooperation relating to Enterprise Geographic Information System (GIS) services and operations.

**AMENDMENT NO. 1
TO THE MEMORANDUM OF UNDERSTANDING
RELATING TO THE
GEOGRAPHIC INFORMATION SYSTEM SERVICES AND OPERATIONS**

Preamble

This Amendment No. 1 to the Memorandum of Understanding relating to the Geographic Information System Services and Operation is made by and between the City of Sioux City, Iowa; Woodbury County, Iowa; the Sioux City City Assessor's Office and Conference Board; the Woodbury County Assessor's Office and Conference Board; and the WCICC Commission effective the March 2nd, 2026.

WHEREAS, the City of Sioux City, Iowa; Woodbury County, Iowa; the Sioux City City Assessor's Office and Conference Board; the Woodbury County Assessor's Office and Conference Board; and the WCICC Commission entered into a Memorandum of Understanding relating to the funding, housing, operation, duration and termination of cooperation relating to the Geographic Information System Services and Operations; and

WHEREAS, the Parties wish to amend the Memorandum of Understanding to update title names and personnel and outline funding for ESRI licenses. The duration of the Memorandum of Understanding will remain unchanged.

NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, the Parties agree as follows:

AMENDMENT

The Memorandum of Understanding, effective the MAR 02 2026, is amended as follows:

Section B – PERSONNEL AND LOCATION

A. **PERSONNEL AND LOCATION**

1. The GIS operation governed by this Agreement shall continue to consist of the following positions: a GIS Technician (Real Estate) and a Senior System Analyst (Technical Administration)
2. The employment status of the unit position shall be as follows; the GIS Technician shall be an employee of the County Auditor and Recorder's Office and the Senior System Analyst shall be an employee of WCICC-IT classified pursuant to the establishing 28E Agreement of that entity as a City employee.
3. No separate administrative entity shall be created under the terms of this Agreement.
4. The City shall act as administrator for the purpose of administering this cooperative undertaking.
5. This agreement does not authorize the acquisition of any real or personal property.

Section C – FUNDING

A. FUNDING

1. The City, County, City Assessor, and County Assessor shall each allocate sufficient funds for the payment of salary and benefits for the GIS Technician position (each responsible for payment of twenty-five percent (25%) of the total amount budgeted for the position by the City Assessor). The City, County, City Assessor, and County Assessor shall each make an annual lump sum payment no later than October 15th of each year for its portion of the salary and benefits for the GIS Technician position of the County Auditor and Recorder's Office who shall be responsible for accounting and payroll for this position.

2. The City, County, City Assessor, and County Assessor shall each allocate sufficient funds for the payment of salary and benefits for the Senior System Analyst position (each responsible for payment of twenty-five percent (25%) of the total amount budgeted for the position by WCICC-IT). The City, County, City Assessor, and County Assessor shall each make an annual lump sum payment no later than October 15th of each year to WCICC-IT for its portion of the salary and benefits for the GIS Analyst position.

3. The City, County, City Assessor, and County Assessor shall each allocate sufficient funds for the payment recurring annual hardware and software operational costs for the GIS operation (each responsible for twenty-five percent (25%) of the total amount budgeted for those items by WCICC-IT). The City, County, City Assessor, and County Assessor shall each make an annual lump sum payment no later than October 15th of each year to WCICC-IT for its portion of the annual hardware and software operation costs.

4. The City, County, City Assessor and County Assessor shall each allocate sufficient funds for the payment of reoccurring costs of the purchase of an ESRI Enterprise agreement for ESRI licenses. The City shall pay one-third, the County shall pay one-third, and the City and County Assessors shall jointly pay one-third of the associated costs no later than October 15th of each year to WCICC-IT.

5. At the end of each fiscal year, the City's Finance department will reconcile actual costs for the GIS operation and the budgeted costs for the operation and provide adjustments, if any, to the amounts required from each entity for funding for subsequent years.

6. No later than October 15th of each year, the City Assessor, County Assessor, WCICC-IT Director, City Finance Budget Manager and County Financial Analyst (or their designees) shall meet to review the previous year expenses and plan for the upcoming fiscal year.

7. At least once during each term of the Agreement, or in the case of an emergency caused by the failure of equipment or software for any reason, the parties agree that they shall meet and assess the need for capital expenditures for hardware and software necessary to repair, maintain or improve the GIS system. The cost of capital expenditures shall be shared equally by the City, County, City Assessor, and County Assessor and the value of any remaining assets upon dissolution of this agreement divided equally between the parties with the option for the remaining entities to purchase the hardware or software at its depreciated value.

Section D – NOTICES

A. NOTICES

Where written notice to any party is called for under this Agreement it shall be made by ordinary mail to the party at the following address:

To the City of Sioux City:

City of Sioux City
Attn: Teresa Fitch
P.O. Box 447
Sioux City, IA 51102

To Woodbury County:

Woodbury County, Iowa
Attn: Ryan Ericson
620 Douglas Street
Sioux City, IA 51101

To the City Assessor:

City Assessor of Sioux City, Iowa
Attn: Tyler Erickson
620 Douglas Street
Sioux City, IA 51101

To the County Assessor:

County Assessor of Woodbury County
Attn: Tyler Mogensen
620 Douglas Street
Sioux City, IA 51101

To the WCICC-IT Board

WCICC Commission/WCICC-IT
Attn: John Malloy
620 Douglas Street
Sioux City, IA 51102

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 by their duly authorized representatives effective as of the date above first written.

Attest:

WCICC Board

By: Michelle Brown
Michelle Brown
Administrative Assistant

By: Dean L. Stevens
Dean L. Stevens
Chair

Date: 2/3/26

Date: 2/3/26

Attest:

City of Sioux City Iowa

By: Heidi Farrens
Heidi Farrens
City Clerk

By: Robert E. Scott
Robert E. Scott
Mayor

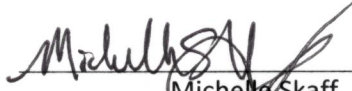
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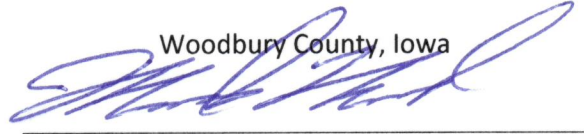
Attest:

Woodbury County, Iowa

By:


Michelle Skaff
Auditor

By:


Mark Nelson
Supervisor

Date:

2/10/26

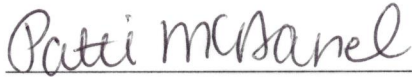
Date:

2/10/26

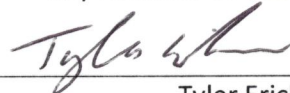
Attest:

City Assessor and Conference Board

By:


Patti McDanel
Office Manager

By:


Tyler Erickson
City Assessor

Date:

2/3/2026

Date:

2/3/26

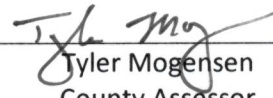
Attest:

County Assessor and Conference Board

By:


Kim Barbagallo
Office Manager

By:


Tyler Mogensen
County Assessor

Date:

2/3/26

Date:

2/3/26

Michele Skaff

2/10/26