

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

Date: August 10, 2023 Weekly Agenda Date: August 15, 2023

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Sheriff Chad Sheehan

**WORDING FOR AGENDA ITEM:**

New Garnishment Clerk

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Sheriff's Office needs a full time clerk to handle the garnishments.

**BACKGROUND:**

Last year the Sheriff's Office was inundated with garnishments. We had budgeted \$65,000 in revenue and we brought in \$219,941.07. This year we budgeted \$85,000.00 in revenue and the first month we brought in \$30,000.00. These garnishments are time consuming and are taking multiple staff members including command staff away from their normal duties. Clerk will also assist with jail housing.

**FINANCIAL IMPACT:**

Wages and Benefits = \$74,057.58  
The additional revenue more than off sets the expense

**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:**

Approve creating a new Clerk III position to handle garnishments.

**ACTION REQUIRED / PROPOSED MOTION:**