

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

Date: June 27, 2024 Weekly Agenda Date: July 2, 2024

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Sheriff Sheehan

WORDING FOR AGENDA ITEM:

Approve raise for salaried Administrative Assistant. Transfer funds to cover the raise, therefore ZERO increase in budget.

ACTION REQUIRED:

- | | | |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/> | Approve Motion <input checked="" type="checkbox"/> |
| Public Hearing <input type="checkbox"/> | Other: Informational <input type="checkbox"/> | Attachments <input type="checkbox"/> |

EXECUTIVE SUMMARY:

Approve raise for salaried administrative assistant. Transfer funds to cover the raise, therefore ZERO increase in budget.

BACKGROUND:

The Sheriff's salaried administrative assistant due to being wage plan did not receive any of the raises and/or bonuses all other Sheriff's Office employees received over the last three years(particularly in response to Covid).

FINANCIAL IMPACT:

Move \$6,000.00 from Sheriff's line item for legal services to cover the raise.
ZERO increase to budget.

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 a \$6,000.00 raise for salaried administrative assistant. Move \$6,000.00 from Sheriff's line item for legal services to cover this raise. Make raise effective July 1, 2024.

ACTION REQUIRED / PROPOSED MOTION:

Approve motion.