

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

**#11**

Date: 1/4/2018 Weekly Agenda Date: 1/9/2018

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Michael R. Clayton

**WORDING FOR AGENDA ITEM:**

Discuss and approve funding for additional work station in the Treasurer's Office.

**ACTION REQUIRED:**

- Approve Ordinance
- Approve Resolution
- Approve Motion
- Public Hearing
- Other: Informational
- Attachments

**EXECUTIVE SUMMARY:**

With the addition of one extra employee, we need an additional work station. When we have a full crew, there are no empty stations.

**BACKGROUND:**

We have had a full crew in the Treasurer's office since the closing of the Hamilton office. I have had an unfilled position that was going to be deauthorized because the position was no longer needed. With a position being eliminated in another department, there is a need for a bumping situation. Rather than have one of my employees be bumped, I have decided to open the position.

**FINANCIAL IMPACT:**

Cabling for the computer will run \$1000. Depending on whether we can find a work station and somewhere to put it, it could run more. My budget does not have the necessary funds. Gambling money.

**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:**

I recommend that a work station be added so that a new employee will be able to work and train.

**ACTION REQUIRED / PROPOSED MOTION:**

I would recommend approval of the necessary funds to set up a new work station.