

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

Date: 03/27/2026

Weekly Agenda Date: 03/31/2026

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Auditor Recorder Michelle Skaff

WORDING FOR AGENDA ITEM:

Approval for .460 FTE Temporary Elections Clerks

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

We have budgeted \$20,500.00 for temporary employees in the FY26 budget. Currently, we use a temp agency to hire temporary clerks for our elections. The cost per hour to the temp agency was \$27.75 for the last election. The cost for a clerk II at step 1 is \$19.82 + 1.52 = 21.34 per hour, which means we will have a savings of \$6.41 per hour if we manage the pay for the temporary clerks through our payroll. This will also streamline the W2 process for these individuals.

The total budget of \$20,500 would allow us to have .460 FTE. This would include \$19,043.19 in wages and \$1,456.80 in FICA. This equates to 960 hours. The total quantity of employees would be determined by the Auditor and would not exceed a total of .460.

FINANCIAL IMPACT:

\$0.00

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 motion.

ACTION REQUIRED / PROPOSED MOTION:

Motion by second by to approve up to .460 FTEs to hire temporary clerical help for the 2026 Primary Election.