

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

#15

Date: 12/20/17 Weekly Agenda Date: 1/2/18

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** P.J. Jennings-County Attorney

**WORDING FOR AGENDA ITEM:**

Approve remodel of north conference room on 6th floor for senior judge office space.

**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:**

County Attorney fine collections is seeking to take over 4th floor office space now controlled by court administration. In exchange, they would like to convert 6th floor conference room into office.

**BACKGROUND:**

Fine collections has outgrown its space in the basement of the courthouse. The needs of this group are such that few sensible alternatives exist within the courthouse except for the 4th floor that is currently occupied by court administration. Court administration is willingly agreeing to give up this space for the north conference room on the 6th floor.

**FINANCIAL IMPACT:**

Building services has estimated a cost of \$2,000.00 to convert the north conference room into office space. These funds are easily covered by fine collection revenue. Building services estimates \$20-30,000 cost of remodeling 4th floor. These funds will be taken from county attorney's forfeiture account.

**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 the swap of office space as few reasonable alternatives currently exist inside the courthouse to the satisfaction of the parties.

**ACTION REQUIRED / PROPOSED MOTION:**

That the board approves a motion that will allow court administration to take over the north conference room on the 6th floor and that the 4th floor be converted to office space for the needs of the county attorney's fine collection division.