

RESOLUTION NO.: 108—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Development and Land Services Department is requesting
2 approval to delete the Principal Planner position and replace with a Deputy Director of
3 Development and Land Services position, as outlined in the attached position forms.
4

5 In 2023, the Development and Land Services (DLS) Department was without a permanent
6 director for a period of three months. During that time, the Principal Planner served as
7 the interim DLS Director and took on high level projects including implementation of
8 various county ARPA programs, planning and zoning administration, and personnel
9 management. Creating a Deputy Director position will increase resiliency for future
10 leadership changes in the department.
11

12 While there are no direct cost savings, the reclassification is relatively budget neutral
13 based on a reduction of salary costs due to turnover in two of the three highest department
14 salary positions in 2023. In addition, part of the salary costs for the new position will be
15 offset by grant funding and ARPA administration over the next three years.
16

17 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
18 Committee recommends adoption of the following resolution.

19 BE IT RESOLVED, that the Outagamie County Board does approve the deletion of one full-time
20 Principal Planner position and the creation of one full-time Deputy Director of Development and Land
21 Services position effective March 24, 2024 for the Development and Land Services Department as noted
22 on the attached Position Deletion Form, Position Addition Form, Job Description, and Table of
23 Organization, which by reference are made a part hereof, and

24 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does approve
25 of increasing the Development and Land Services Salaries line item by \$7,596, increasing the
26 Development and Land Services Fringe Benefits line item by \$2,355, and increasing the Development
27 and Land Services Allocated Applied Credits line item by \$9,951 as noted on the attached fiscal note,
28 which by reference is made a part hereof, and
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BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of this resolution to the Outagamie County Human Resources Director, the Outagamie County Finance Director, and the Outagamie County Development and Land Services Director.

Dated this ____ day of March 2024

Respectfully submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

Joe Santonato

John Kostelny

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION DELETION FORM		
Completion Checklist		
Request Details		
Effective Date of Requested Change:	3/24/2024	
Department:	Development and Land Services	
Department Head:	Kevin Englebert	
Cost Center Number:	1007300	
Position Title:	Principal Planner	
Sunset Position? (Yes or No)	No	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	X
	Part Time:	
If adding a position to offset this deletion; which position(s) will be added?	Deputy Director of Development and Land Services	
Position Justification		
Briefly summarize why this position is no longer needed, as well as areas of revenue and savings.		
<p>This position is will no longer be needed with the addition of a Deputy Director position.</p>		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
<p>Sadie DiNatale Burda</p>		
Fiscal Data		
PROJECTED COST SAVINGS		
Salary	\$	62,751
Fringe Benefits	\$	30,505
Travel/Training	\$	-
Supplies	\$	-
Purchased Services	\$	-
Capital Outlay	\$	-
TOTAL COST SAVINGS	\$	93,256
DECREASED REVENUES BY DELETING THIS POSITION:		
Please list below the decreased revenues pertaining to this position deletion.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
	\$	-
	\$	-
	\$	-
TOTAL REVENUE REDUCTION	\$	-
NET COUNTY COST (Levy/Fund Balance)	\$	93,256

<i>TO BE COMPLETED BY HUMAN RESOURCES:</i>	
Reviewed by HR	Approved
County Executive Decision (Approved/Denied)	Approved

POSITION ADDITION FORM		
Completion Checklist		
<ul style="list-style-type: none"> o A visual of your proposed Table of Organization o Job description/class specification for the position request below, highlighting any changes 		
Request Details		
Effective Date of Requested Change:	3/24/2024	
Department:	Development and Land Services	
Department Head:	Kevin Englebert	
Cost Center Number:	1007300	
Position Title:	Deputy Director of Development and Land Services	
Sunset Position? (Yes or No)	No	
Exempt (Salaried) or Non-Exempt (Hourly):	Exempt	
Pay Grade of Position:	175	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? <i>(if more than one position, use the worksheet for Multiples)</i>	Full Time:	X
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?	Keeping position at Principal Planner	
If deleting a position to add this position; which position(s) will be deleted?	Principal Planner	
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	N/A	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>In 2023, the Development and Land Services Department was without a permanent director for a period of three months. During that time, Sadie DiNatale Burda served as the interim DLS director. She took on and excelled in high-level projects including implementation of various county ARPA programs, planning and zoning administration, and personnel management. Sadie still contributes in these areas and is now performing work that is more far advanced than her classification of principal planner. Creating a Deputy Director position will increase resiliency for future leadership changes in the department. The market for highly-trained planning professionals is very competitive in the greater Fox Cities area, and a position reclassification will assist with retention. Lastly, while there are no direct cost savings, the reclassification is relatively budget neutral based on a reduction of salary costs due to turnover in two of the three highest department salary positions in 2023. In addition, part of the salary costs for this position will be offset by grant funding and ARPA-admin over the next three years.</p>		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Sadie DiNatale Burda		
Fiscal Data		
How will this position be funded (choose from drop down list)?	Combination - Grants/Levy	

PROJECTED 2024 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.	
Salary	\$ 70,347
Fringe Benefits	\$ 32,860
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 103,207
COST SAVINGS OR INCREASED REVENUES:	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
Description	Dollar Value (enter as negative)
Deleted Position (if applicable)	\$ (93,256)
	\$ -
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (93,256)
NET COUNTY COST (Levy/Fund Bal)	\$ 9,951
PARTIAL YEAR FUNDING - ANNUAL PROJECTION	
If you are requesting a position that will only be funded initially for a part of a year, please complete the following for annual (12 month) position cost:	
Salary	\$ 90,730
Fringe Benefits	\$ 42,381
Other Expenditures	\$ -
TOTAL EXPENDITURES	\$ 133,111
Deleted Position (if applicable)	\$ (120,278)
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
NET COUNTY COST (Levy/Fund Bal)	\$ 12,834

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	Approved
County Executive Decision (Approved/Denied)	Approved

Deputy Director of Development and Land Services

Class Title

Deputy Director of Development and Land Services

Class Code

8200-12

Salary

\$90,729.60 - \$118,393.60 Annually

Position Purpose

Reporting to the Development and Land Services Director, the Development and Land Services Deputy Director supervises and supports planning, zoning, economic and community development activities within the County. Performs related duties involving the management of long-range planning and associated implementation efforts.

Key Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the Director in all administrative functions of the Department, including the management of operations and personnel; budgeting and fiscal management; contracting; programming; and development of internal policies and procedures. The Deputy Director substitutes for and represents the Director in their absence.
- Supervises the Zoning Administrator and GIS & Information Manager and provides general oversight of their staff.
- Leads, performs complex work, and supervises professional staff to ensure programs and services are carried out effectively. Serves as the lead planner in the absence of a Principal, Senior, or Associate Planner.
- Manages the development of the County Comprehensive Plan in a manner that engages and seeks alignment with Outagamie County communities and various stakeholder groups. Proactively works to implement plan goals and recommendations via policy and ordinance changes as well as collaboration with County departments, local municipalities, the RPC/MPO, and aligned organizations.
- As assigned by the Director, oversees development and implementation of specific plans (e.g., Farmland Preservation, Recreation & Open Space, Transportation, Strategic, and other functionally specific plans), programs, projects, and activities.
- Writes, or oversees the writing of, new or updates to a variety of land-use ordinances such as zoning, land division, and other development related ordinances and policies in a manner that is consistent with the County Comprehensive Plan.
- Collaborates with and provides technical planning assistance to County departments whose activities and policies directly affect the built environment. Ensure policy alignment and consistency with the County Comprehensive Plan and/or other specific planning documents or County policies.

- Provide the Director with advice, recommendations, and alternatives to establish land use, economic development, and community development strategies to support responsible, long-term growth and development of the County. Liaisons with aligned organizations and County departments to ensure strategy alignment and implementation.
- Manages requests for proposals for consultant contracts and negotiates with contractors on various aspects of projects.
- Oversees the administration of the County business revolving loan funds and Greenway Funds.
- Researches regional planning, community development, housing, demographic and/or economic development issues and develops programs to meet needs of the community.
- Builds and sustains partnerships, liaisons with strategic groups to further the Department and County's goals and objectives. Serves on various boards, commissions, and/or committees as needed.
- Maintains regular and predictable attendance.
- Works extra hours and attends evening meetings as required.
- Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's Degree in Planning, Urban Studies, Public Administration, Geography or a related field. Master's Degree and AICP certification preferred.
- Six to nine years planning, zoning/community development, and supervisory experience.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Required or Preferred Skills

Management and Leadership Skills

- Ability to mentor, develop, and guide the growth of Department staff and colleagues.
- Ability to develop organizational plans and align resources to achieve County and Department goals and objectives.
- Ability to understand and manage high profile, sensitive, or controversial political situations.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Ability to assign, supervise, and review the work of others in an effective and timely manner.
- Ability to make decisions regarding the selection, discipline, and discharge of employees.
- Ability to interpret County policies to employees and enforce them consistently.

Quantitative, Qualitative, and Technical Knowledge

- Considerable knowledge of the theory, principles and techniques of the planning profession and development process.

- Considerable knowledge of federal, state and local laws, ordinances and codes pertaining to land use, development, transportation and other planning and development related topics.
- Considerable knowledge of the methods and techniques of research and analysis.
- Knowledge and understanding of basic principles of local government, business, and real estate budgeting and finance.
- Knowledge of real estate terminology, laws, practices, principles, and regulations.
- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of reference, descriptive, and advisory data and information such as labor agreements, personnel manuals, billing invoices, architectural drawings, attendance and other records, technical reports, purchase requisitions, State statutes, professional literature, research documents, planning texts, County policies, zoning ordinances, budgets, and general correspondence.
- Ability to communicate effectively and persuasively, verbally and in writing, with the County Executive and County Board members, County department directors and staff, utility companies, city, town, and village officials, architects, engineers, developers, property owners, leaders of economic development, environmental and housing related organizations, State agencies, news media and the general public.

Judgment and Situational Reasoning Ability

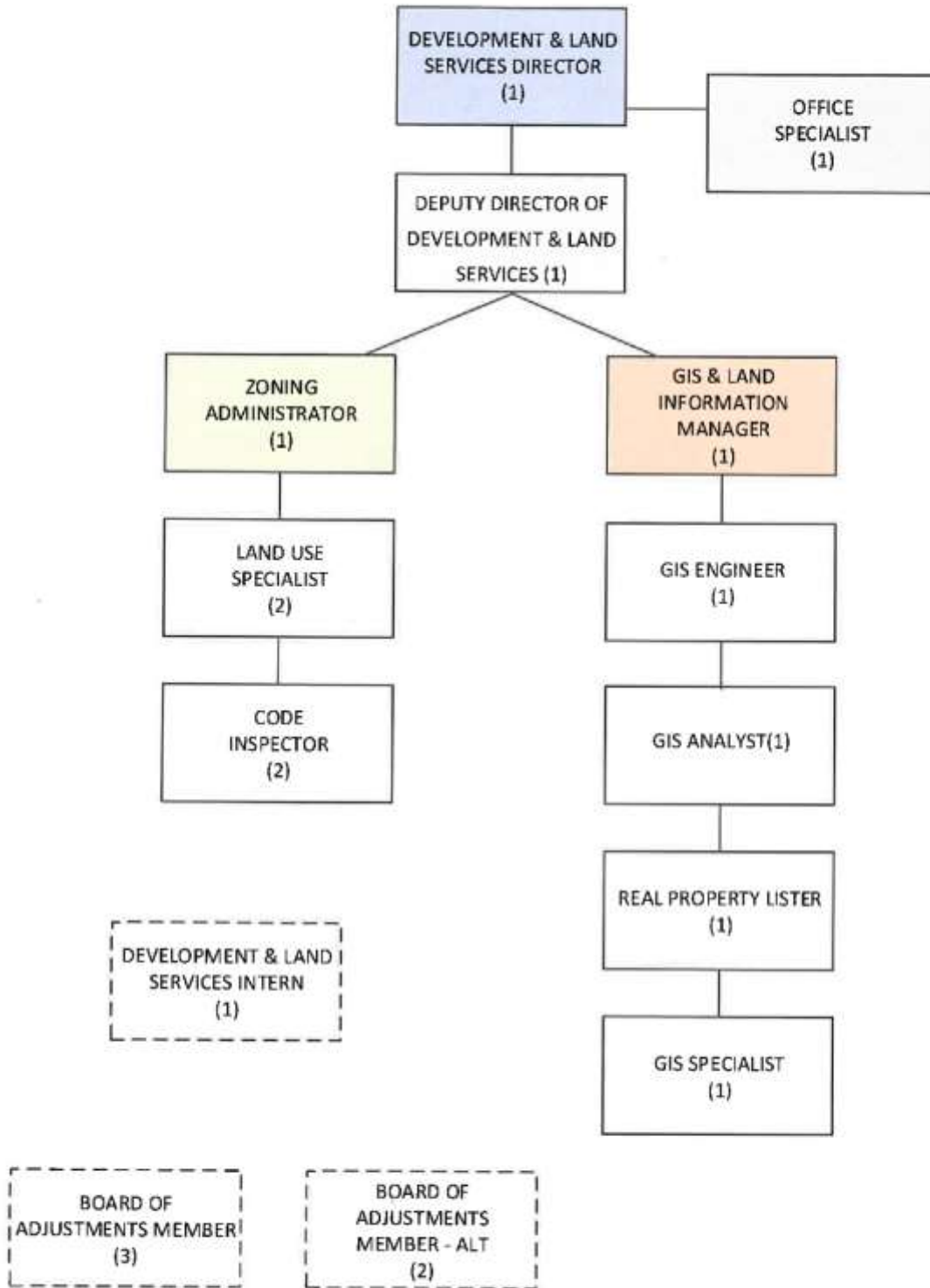
- Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities for multiple departments, communities, and aligned organizations. Show the ability to deal with several concrete and abstract variables in working out approaches to major problems.
- Requires the ability to exercise the judgment, decisiveness and creativity required in critical and for unexpected situations involving moderate risk to the organization.
- Requires the ability to anticipate issues and be proactive in developing cooperative and pragmatic solutions.
- Requires the ability to perform mid to upper-level data analysis (quantitative and qualitative) including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework needing cooperation from outside stakeholders. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, calculator, fax machine, telephone, photocopier, etc.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing and using survey equipment,

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.



OUTAGAMIE COUNTY FISCAL NOTE

INTRODUCTION: This form must be attached to any resolution or ordinance which contains a spending or revenue proposal. The form should be completed by an individual within the department initiating the resolution or ordinance with assistance from the Financial Services Department. Contact the Finance Director (167E), Controller (1674) or Staff Accountant (1681) for assistance. Once completed, forward a copy of the form to the Financial Services Department for their review. Financial Services will forward a reviewed copy of the fiscal note to Legislative Services.

1. **Subject:** DLS TO Change – Deputy Director Position

2. **Description:** This section must be completed for all fiscal notes. Briefly and concisely describe the request. State assumptions used and discuss any current year and long-term fiscal impacts. (A separate attachment can be used)

Creation of a Deputy Director position in Development and Land Services with deletion of the Principal Planner position.

Current Year Budget Impact (Check one or more of the following boxes)

Revenues Expenses (Cost) None


- 3. Is the specific cost or revenue included in the current year's budget? yes () no () partially (x)
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (x) n/a ()
- 5. Is the proposal to accept additional revenues only? yes () no (x)
- 6. Does this request modify/adjust the current year budget? yes (x) no ()
If no, skip to question 8 below.

7. Detail current year budget changes. Please list cost center name, line item, account number and either the increase or decrease amount. (Please note that all budget adjustments must balance. For example, an increase in an expenditure account must be offset by a decrease in another expenditure account or the contingency fund or an increase in a revenue account or other funding sources such as fund balance applied.)

COST CENTER NAME	LINE ITEM (i.e. Salaries, Supplies, Etc.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
DLS	Salaries	1007300.5100	7,596
DLS	Fringe Benefits	1007300.5200	2,355
DLS	Allocated Applied Credits	1007300.5940	9,951

- Annual and Long-Term Impact**
- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (x) n/a ()
 - 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 12,834
Annual Revenue _____

Fiscal Note Prepared by: Kevin Englebert, DLS Director

For Financial Services purposes only							
Reviewed By: 	If expenditures are recorded in the financial system at a level of detail lower than the level 6 as shown above, indicate the specific account numbers and amounts below: <table border="1"> <thead> <tr> <th>Detail Expenditures Account Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Detail Expenditures Account Number	Amount	_____	_____	_____	_____
Detail Expenditures Account Number	Amount						
_____	_____						
_____	_____						
Date: <u>2/2/2024</u>							
Comments:							