

RESOLUTION NO.: 5—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Due to the retirement of the Parks Caretaker II position, who has been employed with
2 Outagamie County for 39 years, the Parks Department is requesting a transfer from the Small
3 Department Vacation/Sick Leave Fund of \$20,000 (\$15,000 for salary and \$5,000 for fringes).
4 This will allow the department to fill the position during the busiest months for the Parks
5 Department (April – October) and before the seasonal crew is on the job. It is the intention of
6 the Parks Department to have two weeks of overlap with the successor and new staff member
7 for training purposes.

8
9 The current balance of the Small Department Vacation/Sick Leave Payout fund is \$504,906.

10
11 NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and
12 Economic Development Committee recommend adoption of the following resolution.

13 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve
14 the request to transfer \$20,000 from the Small Department Vacation/Sick Leave Payout fund to the County
15 Parks System Salaries line item for \$15,000 and Fringe Benefits line item for \$5,000, and increase the
16 General Funds Applied, Fund Balance Applied line item by \$20,000, and decrease the General Fund,
17 Committed Fund Balance for Small Depts Vac/Sick Payouts line item by \$20,000, and increase the
18 General Fund, Fund Balance Unassigned line item by \$20,000 as noted on the attached fiscal note and
19 Small Departments Vacation and Sick Leave Payout Budget Request Form, which by reference are made
20 a part hereof, and

21 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
22 this resolution to the Outagamie County Finance Director and the Outagamie County Parks Director.

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Dated this ____ day of April, 2023.

Respectfully submitted,

PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

Dean Culbertson

Lee W. Hammen

Ronald Klemp

Yvonne Monfils

Jayson Winterfeldt

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

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 (1675), 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:** Request for transfer from small department sick and vacation payout fund for Parks

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)

Operational Impact (i.e. risks, productivity, cost, etc) if not allowed to fill the vacated position until the vacation and sick payout is recovered on a budgetary basis: The Parks Caretaker II position plays a vital role in our department, specifically during our busiest months (April – October). This person is responsible for the Children's Farm, grass mowing, and other general maintenance duties. This role is especially critical in the months before our seasonal crew arrives. Given the difficulties we are currently experiencing with recruiting seasonal employees, this position becomes even more vital to departmental operations. The person retiring has been with the County for 39 years and is taking a lot of knowledge with him. Given that, it is the intent to have two weeks of overlap with his successor for training purposes. Therefore, we are requesting a transfer from the Small Department Sick and Vacation Fund for \$20,000 in order to assist with starting the new staff early and funding a portion of the sick and vacation payout.

The current balance of the small department sick and vacation payout fund is \$504,906.

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 (X) partially ()
- 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? If no, skip to question 8 below. yes (X) no ()
- 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.)	COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
County Parks System	Salaries	1006200.5100	15,000
County Parks System	Fringe Benefits	1006200.5200	5,000
General Funds Applied	Fund Balance Applied	1002223.8955	20,000
BALANCE SHEET ENTRY - 2023			
General Fund	Committed Fund Balance for	1000000.3870	(20,000)
	Small Depts Vac/Sick Payouts		
General Fund	Fund Balance Unassigned	1000000.3891	20,000

Annual and Long-Term Impact

- 8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes (X) no () n/a ()
- 9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost 0
Annual Revenue 0

Fiscal Note Prepared by: Loren Dieck/Craig Moser/Brian Massey

For Financial Services purposes only

Reviewed By: Am 4/5/23

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:
 Detail Expenditures Account Number Amount

**SMALL DEPARTMENTS VACATION AND SICK LEAVE PAYOUT BUDGET
REQUEST FORM**

Department	Parks
Department Head	Loren Dieck
Date	3/30/2023
Position Vacated	Parks Caretaker II
Vacation and Sick Payout Estimate	\$22,800
Budgeted Transfer Request Amount	\$20,000

Operational Impact (i.e. risks, productivity, cost, etc) if not allowed to fill the vacated position until the vacation and sick payout is recovered on a budgetary basis: This position plays a vital role in our department, specifically during our busiest months (April – October). This person is responsible for our beloved Children’s Farm, grass mowing, and other general maintenance duties. This role is especially critical in the months before our seasonal crew arrives. Given the difficulties we are currently experiencing with recruiting seasonal employees; this position becomes even more vital to departmental operations. The person retiring has been with us for 39 years and is taking a lot of knowledge with him. That said, we would like to have his successor spend a couple weeks with him for training purposes prior to his departure.