

RESOLUTION NO.: 42—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 Each Outagamie County Judge has an assigned Judicial Assistant (JA) to provide
2 administrative support to the courts. The Branch II JA announced her retirement effective
3 July 14 and has approximately \$29,000 due in payout of vacation and sick leave
4 compensation. It is necessary to hire a new JA immediately to allow the new JA to cross
5 train with other assistants, and to maintain court operations in Branch II. The request is
6 for \$25,000 from the Small Department Sick and Vacation Payout fund to offset the cost
7 of the salary and fringe benefits required for the payout and to hire a new JA.
8

9 The current balance of the Small Department Sick and Vacation Payout fund is \$504,906.
10

11 NOW THEREFORE, the following resolution is presented by the Public Safety Committee to the
12 County Board.

13 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve
14 the request to transfer \$25,000 from the Small Department Vacation/Sick Leave Payout Fund to the Circuit
15 Courts Salaries line item for \$23,000 and Fringe Benefits line item for \$2,000, and increase the Fund
16 Balance Applied line item by \$25,000, and decrease the Committed Fund Balance for Small Dept
17 Vac/Sick Payouts line item by \$25,000, and increase the Fund Balance Assigned line item by \$25,000 as
18 noted on the attached fiscal note and Small Departments Vacation and Sick Leave Payout Budget Request
19 Form, which by reference are made a part hereof, and
20
21
22
23
24
25
26

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

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

Dated this ____ day of August 2023

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson County Clerk

Approved: _____ Vetoed: _____

Signed: _____
County Executive

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

| | |
|-----------------------------------|--|
| Department | Circuit Courts |
| Department Head | Carrie Schneider |
| Date | 7/5/23 |
| Position Vacated | Judicial Assistant - Sheri del Plaine |
| Vacation and Sick Payout Estimate | \$29,161.90 |
| Budgeted Transfer Request Amount | \$25,000 |

Since there is only one JA assigned to each Judge and the fact that Judge Lonergan (Branch II) will be on maternity leave during this same time; cross training is critical for maintaining court operations. In order to provide cross training and cover the payout and salary of the new JA, assistance from the small department fund is being requested.

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 Circuit Courts

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)

Judicial Assistants (JA) serve the courts by providing administrative support to their assigned Judge. Each Judge, has their own Judicial Assistant. The JA assigned to Branch 2 has announced her retirement effective July 14th and has approximately \$29,000 due in payout of vacation and sick leave compensation. It is necessary to hire a new JA immediately to allow that JA to cross train with other assistants, and to maintain court operations in Branch 2. \$25,000.00 is requested from the small department sick leave/vacation payout to offset the cost of the salary and fringe benefits required to both make the payout, and hire the new JA.

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

Revenues Expenses (Cost) None

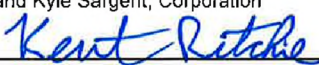
- 3. Is the specific cost or revenue included in the current year's budget? yes () no (X) partially ()
- 4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item? yes () no (X) n/a ()
- 5. Is the proposal to accept additional revenues only?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

| LINE ITEM (i.e. Salaries, Supplies, Etc.) | COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.) | (DECREASE) AMOUNT |
|--|--|----------------------|
| Salaries | 1002500.5100 | 23,000 |
| Fringe Benefits | 1002500.5200 | 2,000 |
| Fund Balance Applied | 1002223.8955 | 25,000 |
| Committed Fund Balance for | | |
| Small Dept Vac/Sick Payouts | 1000000.3870 | (25,000) |
| Fund Balance Assigned | 1000000.389 | 25,000 |

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: Liza Klitzka

| For Financial Services purposes only | |
|---|--|
| Reviewed By: Kent Ritchie, Interim Finance Director, and Kyle Sargent, Corporation Counsel  | 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 _____ _____ _____ |
| Date: 7/11/23 | RECEIVED |
| Comments: | |

JUL 18 2023