

RESOLUTION NO.: 76—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Emergency Management (EM) Department is a small department
2 with three (3) full-time employees and one (1) part-time employee. The EM operational
3 budget does not have additional funds to cover an unexpected payout of accrued sick time
4 / vacation time for the EM Program and EPCRA Manager position. The EM Plan of Work
5 Requirements are due by the end of December, and Department staff is currently working
6 on several large projects that are part of grant requirements for 2024. It will take several
7 months to onboard and train a new employee, which will take away time to complete the
8 grant deliverables for 2023 and 2024. The EM Department relies on grant funding to
9 supplement the department's operations, and if grant deliverables are not completed on
10 time, there is risk of losing state and federal funding.

11
12 NOW THEREFORE, the undersigned members of the Public Safety Committee recommend
13 adoption of the following resolution.

14 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve
15 the request to transfer \$20,000 from the Small Department Vacation/Sick Leave Payout Fund to the
16 Emergency Management Salaries line item for \$15,000 and Fringe Benefits line item for \$5,000, and
17 increase the Fund Balance Applied line item by \$20,000 and decrease the Committed Fund Balance for
18 Small Dept Vac/Sick Payouts line item by \$20,000, and increase the Fund Balance Unassigned line item
19 by \$20,000 as noted on the attached fiscal note and Small Departments Vacation and Sick Leave Payout
20 Budget Request Form, which by reference are made 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 Emergency Management Director and the Outagamie County
23 Finance Director.

24 Dated this ____ day of December 2023

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Respectfully submitted,

PUBLIC SAFETY COMMITTEE

Katrin Patience

Christine Lamers

Michael Smith

Timothy Hermes

Chad Cooke

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 Emergency Management

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)

Emergency Management is a small department with 3 full-time and one part-time employee. The EM operational budget does not have the additional funds to cover this unexpected payout of accrued sick time/vacation for the EM Program and EPCRA Manager position. Our Plan of Work requirements are due by the end of December and we are currently working on several large projects that are part of our grant requirements for 2024. We will need several months to onboard and train a new employee, which will already take away time to complete our grant deliverables for 2023 and 2024. Our department relies on grant funding to supplement the department's operations and if grant deliverables are not completed on time, we will lose funding. If not allowed to fill the vacancy in the department until vacation and sick payout is recovered on a budgetary basis, we risk losing both state and federal funding.

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

Revenues Expenses (Cost) None – 2024 Budget

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.)


Emergency Management	Salaries	1003600.5100	15,000
Emergency Management	Fringe	1003600.5200	5,000
General Funds Applied	Fund Balance Applied	1002223.8955	20,000
BALANCE SHEET ENTRY - 2023			
General Fund	Committed Fund Balance for Small Dpts Vac/Sick Payouts	1000000.3870	(20,000)
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: Paula Van De Leygraaf/

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: <u>Detail Expenditures Account Number</u> <u>Amount</u>
Date: <u>10/23/23</u>	_____
Comments:	

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

Department	Emergency Management
Department Head	Paula Van De Leygraaf
Date	10-17-23
Position Vacated	EM Program and EPCRA Manager (Deputy Director in 2024)
Vacation and Sick Payout Estimate	\$22,439
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:

Emergency Management is a small department with 3 full-time and one part-time employee. I don't have extra money in my operational budget to cover this unexpected payout. Our Plan of Work requirements are due by the end of December and we have several large projects that we have begun work on that are part of our grant requirements for next year. We will need several months to onboard and train a new employee which will already take away time to get our grant deliverables completed.