

RESOLUTION NO.: 16—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Outagamie County Clerk of Courts Office is statutorily required to provide a Deputy
2 Court Clerk to the Judges and Court Commissioners at hearings. Due to the recent
3 retirement of a Deputy Court Clerk, it is necessary to replace this position as quickly as
4 possible. Therefore, the Clerk of Courts Office is requesting a transfer from the Small
5 Department Vacation / Sick Leave Fund in the amount of \$31,841 (\$29,578 for Salaries
6 and \$2,263 for Fringe Benefits) which is the projected net amount that the department is
7 unable to absorb for this position. This will allow the department to fill the position
8 promptly in order for the department to carry out the required duties in a cost efficient and
9 timely manner. It is essential for the Deputy Court Clerk position to be trained a full year
10 in their office division (criminal, civil, small claims, traffic, juvenile, family and paternity
11 cases) as well as in the courtroom and the various types of hearings held in each courtroom
12 (initial appearance, preliminary hearings, plea and sentencing, jury trials, adoptions,
13 termination of parental rights, dispositions, motions, court trials, temporary restraining
14 orders, bail/bond hearings, etc.). In addition, there is required training on courtroom
15 equipment that will be operated by the Deputy Court Clerk.

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17 The current balance of the Small Department Vacation / Sick Leave Fund as of April 1,
18 2024 is \$479,906. If this request is approved, the revised available balance will be
19 \$448,065.

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21 NOW THEREFORE, the undersigned members of the Public Safety Committee recommend
22 adoption of the following resolution.

23 BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and approve
24 the request to transfer \$31,841 from the Small Department Vacation / Sick Leave Payout Fund to the Clerk
25 of Courts Salaries line item for \$29,578, and Fringe Benefits line item for \$2,263, and increase the General
26 Funds Applied, Fund Balance Applied line item by \$31,841, and decrease the General Fund, Committed
27 Fund Balance for Small Depts Vac/Sick Payouts line item by \$31,841, and increase the General Fund,
28 Fund Balance Unassigned line item by \$31,841 as noted on the attached fiscal note and Small Departments
29 Vacation and Sick Leave Payout Budget Request Form, which by reference are made a part hereof, and

30

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

3 Dated this ____ day of May 2024

4 Respectfully submitted,

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6 PUBLIC SAFETY COMMITTEE
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10 _____
11 Katrin Patience

10 _____
11 Christine Lamers

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14 _____
15 Timothy Hermes

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16 Michael Smith

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19 _____
20 Jeremy Thyssen

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23 Duly and officially adopted by the County Board on: _____
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27 Signed:

28 _____
29 Board Chairperson

28 _____
29 County Clerk

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31 Approved: _____

31 Vetoed: _____
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34 Signed:

35 _____
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 (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:** Request for transfer from small department sick and vacation payout fund for Clerk of 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)

The Clerk of Courts is statutorily required to provide a Deputy Court Clerk to the Judges and Court Commissioners for the hearings held before them. Due to a recent retirement of a Deputy Court Clerk, it is necessary to replace this position as quickly as possible. As such, the Department is requesting a transfer from the Small Department Vacation/Sick Leave Fund in the amount of \$31,841 (\$29,578 for Salaries and \$2,263 for Fringe Benefits) which is the projected net amount that the Department is unable to absorb for this position. This will allow the department to fill the position more promptly to allow the Department to carry out their required duties in a cost efficient and timely manner. The Deputy Court clerk position needs a full year to be trained in their office division (criminal, civil, small claims, traffic, civil, juvenile, family and paternity cases) as well as in the courtroom and the various types of hearings (initial appearance, preliminary hearings, plea and sentencing, jury trials, adoptions, termination of parental rights, dispositions, motions, court trials, temporary restraining orders, bail/bond hearings, etc.) held in each courtroom. In addition, there is courtroom equipment that needs to be operated by the Deputy Court Clerk and training is required on that as well.

The current balance of the small department sick and vacation payout fund at April 1, 2024 is \$479,906 prior to the request. If the departmental request is approved, the revised available balance will then be \$448,065.

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.)

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
Clerk of Courts	Salaries	1000500.5100	29,578
Clerk of Courts	Fringe Benefits	1000500.5200	2,263
General Funds Applied	Fund Balance Applied	1002223.8955	31,841
BALANCE SHEET ENTRY - 2024			
General Fund	Committed Fund Balance for	1000000.3870	(31,841)
	Small Depts Vac/Sick Payouts		
General Fund	Fund Balance Unassigned	1000000.3891	31,841

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: Barb Bocik

For Financial Services purposes only	
Reviewed By: <i>Lay Hamilton</i>	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: 04/01/2024	_____
Comments:	_____

SMALL DEPARTMENTS VACATION AND SICK LEAVE PAYOUT BUDGET REQUEST FORM

Department	Clerk of Courts
Department Head	Barb Bocik
Date	April 18, 2024
Position Vacated	Deputy Court Clerk
Vacation and Sick Payout Estimate	\$31,841
Budgeted Transfer Request Amount	\$31,841

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:

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