

# ***RESOLUTION NO.: 24—2024-25***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

*2/3 MAJORITY – 24 VOTES*

1 The Sheriff’s Office is requesting to transfer one existing Lieutenant position from the  
2 Corrections cost center to the Patrol cost center. The request is budget neutral, and will better  
3 serve the needs of each division.  
4

5 In March of 2022, the Sheriff’s Office reassigned the duties of one Corrections Lieutenant to  
6 fill gaps in Patrol and the Communication Center, as other positions did not have capacity to  
7 complete necessary tasks. Although this was intended to be temporary, the need for additional  
8 management in the Patrol division increased. The Sheriff’s Office was able to successfully  
9 distribute the Corrections Lieutenant duties to the six remaining Lieutenants, other  
10 management, and part-time positions without disrupting jail operations.  
11

12 Currently, there are seven Patrol Lieutenant positions on the Sheriff’s Office Table of  
13 Organization. Six of these positions are primarily responsible for overseeing, managing and  
14 supervising patrol operations 24/7, while one oversees training as well as backfills for the other  
15 six. The extra duties associated with these positions, along with the span and control, have  
16 made it difficult to adequately oversee patrol operations and manage special assignments  
17 during the regular scheduled hours. The extra duties Patrol Lieutenants must manage when  
18 time allows include snow patrol, boat patrol, body cameras, county wide towing rotation,  
19 vehicle impoundment, firearms certification/training, ammunition inventory, Taser  
20 certification/training, use of force training/certification/incident review, in-service training  
21 schedules, legal updates, field training program, county wide rescue task force (covering law,  
22 fire, schools, and EMS), fleet management, vehicle contract instruction, officer evaluations,  
23 equipment management, honor guard, emergency vehicle operations, Emergency Response  
24 Team (SWAT), Bomb Squad (Hazardous Device Response Team), new officer orientation,  
25 Grants (speed, seatbelt, OWI, and other special enforcement), domestic violence intervention  
26 team, policy review team, public information officers, Humane Society representative, deficit  
27 hours, drone program, MRAP driver training, MCV operation, peer support team, crash  
28 investigation teams, dive/search team, K9 program, Chaplaincy program, citizen complaints,  
29 town meetings, and other duties as assigned.  
30

31 Patrol calls for service continue to increase along with the amount of time Patrol Lieutenants  
32 have to spend on direct supervision and extra duties. With limited funds available to add  
33 positions, moving one Lieutenant from Corrections to Patrol will increase supervision capacity,  
34 allow more time to complete extra duties, and reduce overtime.  
35

36 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources

37 Committee recommend adoption of the following resolution.

1 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve an in-year  
2 Table of Organization request to move one (1) full-time Lieutenant position from the Sheriff’s Office  
3 Corrections cost center to the Patrol cost center effective June 16, 2024, as noted on the attached Out of  
4 Budget – Position Cost Center Change Form, Job Description, and Table of Organization which by  
5 reference are made a part hereof, and

6 BE IT FURTHER RESOLVED, that the Outagamie County Board of Supervisors does authorize  
7 and approve of increasing the Patrol Salaries line item by \$48,900; increasing the Patrol Fringe Benefits  
8 line item by \$18,600; decreasing the Corrections Salaries line item by \$48,900; and decreasing the  
9 Corrections Fringe Benefits line item by \$18,600 as noted on the attached fiscal note, which by reference  
10 is made a part hereof, and

11 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of  
12 this resolution to the Outagamie County Finance Director, the Outagamie County Human Resources  
13 Director, and the Outagamie County Sheriff.

14 Dated this \_\_\_\_\_ day of June 2024

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES  
COMMITTEE

\_\_\_\_\_  
Cathy Spears

\_\_\_\_\_  
Sara MacDonald

\_\_\_\_\_  
Ryan Ferguson

\_\_\_\_\_  
John Kostelny

\_\_\_\_\_  
Sarah Weinberg

Duly and officially adopted by the County Board on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
County Clerk

Approved: \_\_\_\_\_

Vetoed: \_\_\_\_\_

Signed: \_\_\_\_\_  
County Executive

<b>OUT OF BUDGET - POSITION COST CENTER CHANGE FORM</b>			
<b>Completion Checklist</b>			
<ul style="list-style-type: none"> <li>o A visual of proposed Table of Organization</li> <li>o Fiscal Note</li> </ul>			
<b>Request Details</b>			
Effective Date of Requested Change: <small>Note: must be beginning of pay period</small>	<b>6/16/2024</b>		
Position Title:	<b>Lieutenant</b>		
Current Department:	<b>Corrections</b>		
Current Department Head:	<b>Clint Kriewaldt</b>		
Current Cost Center Number:	<b>1008015</b>		
New Department:	<b>Patrol</b>		
New Department Head:	<b>Clint Kriewaldt</b>		
New Cost Center Number:	<b>1008007</b>		
Is this position full time or part time? <small>(If more than one position, use the worksheet for Multiples)</small>	Full Time:		<b>x</b>
	Part Time:		
Employee(s) Impact By Change	<b>Employee Name</b>	<b>Employee #</b>	<b>New Supervisor</b>
	N/A - All staff are in the appropriate cost center. The position we are requesting to transfer is currently vacant.		
<b>Position Justification</b>			
<small>Briefly summarize why this change is needed, as well as areas of revenue and savings.</small>			
<p>The Sheriff's Office requests to move one existing Lieutenant position from the Corrections cost center and transfer that position to the Patrol cost center. The attachment shows the changes requested to the Table of Organization. This is a budget neutral request, and will better serve the needs of each department.</p> <p>In March of 2022 the Sheriff's Office reassigned the duties of one Corrections Lieutenant to fill gaps in Patrol and the Communication Center, as other positions did not have capacity to complete necessary tasks. Although this was intended to be temporary, the need for additional management in the Patrol division increased. We were able to successfully distribute the Corrections Lieutenant duties to the six remaining Lieutenants, other management, and part time positions without disrupting jail operations.</p> <p>Currently there are Seven Patrol Lieutenants in the table of organization. Six of these positions primarily responsible for overseeing, managing and supervising patrol operations 24/7, while one oversees training as well as backfills for the other six. The extra duties associated with these positions along with the span and control have made it difficult to adequately oversee patrol operations and manage special assignments during the regular scheduled hours. The extra duties Patrol Lieutenants must manage when time allows include snow patrol, boat patrol, body cameras, county wide towing rotation, vehicle impound, firearms certification/training, ammunition inventory, Taser certification/training, use of force training/certification/incident review, in-service training schedules, legal updates, field training program, county wide rescue task force (covering law, fire, schools and EMS), fleet management, vehicle contacts instruction, officer evaluations, equipment management, honor guard, emergency vehicle operation, Emergency Response Team (SWAT), Bomb Squad (Hazardous Device Response Team), new officer orientation, Grants (such as speed, seatbelt, OWI grants and other special enforcement grants), domestic violence intervention team, policy review team, public information officers, Humane Society representative, deficit hours, drone program, MRAP driver training, MCV operation, peer support team, crash investigation team, dive/search team, K9 program, Chaplaincy program, citizen complaints, town meetings and other duties.</p> <p>Patrol calls for service continue to increase along with the amount of time Patrol Lieutenants have to spend on direct supervision and extra duties. With limited funds available to add positions, moving one Lieutenant form Corrections to Patrol will increase supervision capacity, allow more time to complete extra duties, and reduce overtime.</p>			

Fiscal Data	
How will this position be funded (choose from drop-down list)?	<b>N/A - Levy</b>
<b>PROJECTED 2024 EXPENDITURES NEW COST CENTER</b> - Amounts must agree to amounts included in the proposed budget.	
Salary	
Fringe Benefits	
Travel/Training	\$ -
Supplies - IT	
Supplies - Other	\$ -
Purchased Services - IT	
Purchased Services - Other	\$ -
Capital Outlay	\$ -
<b>TOTAL EXPENDITURES</b>	
<b>COST SAVINGS OR INCREASED REVENUES NEW COST CENTER:</b>	
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.	
<i>Description</i>	<i>Dollar Value (enter as negative)</i>
	\$ -
	\$ -
<b>TOTAL COST SAVINGS/REVENUES</b>	\$ -
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$ -
<b>PARTIAL YEAR FUNDING - ANNUAL PROJECTION - NEW COST CENTER</b>	
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	
Fringe Benefits	
Other Expenditures	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -
Less Increased Revenue/Cost Savings (enter as negative)	\$ -
<b>NET COUNTY COST (Levy/Fund Bal)</b>	\$ -

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Outagamie County - Class Specification Bulletin



**Outagamie County**  
**Lieutenant (Corrections)**

<b>CLASS CODE</b>	2210-2	<b>SALARY</b>	\$38.11 - \$49.74 Hourly \$79,268.80 - \$103,459.20 Annually
<b>ESTABLISHED DATE</b>	April 04, 2017	<b>REVISION DATE</b>	December 17, 2023

**Position Purpose**

Reporting to their respective Captain or designee, the Lieutenant supervises and directs the activities of their assigned Division staff, develops and implements division policies and procedures, and responds to incidents and emergencies, etc.

**Key Responsibilities**

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

- Supervises assigned staff. Trains, evaluates and counsels employees. Prepares daily activities briefings and division resume.
- Reviews, approves, schedules and records employee attendance and training.
- Assists in the planning and application of department goals and objectives; including the safety of staff, security of the facility, and inmate well-being.
- Act as a role model, mentor, and teacher for supervised staff.
- Coordinates department activities and services with other divisions, the health office, courts, attorneys, and other agencies.
- Provides information and assistance to the general public, attorneys, other agencies and the media.
- Receives, investigates, takes action or makes recommendations on incidents, requests, and complaints involving inmates or division staff.
- Prepares reports and recommendations for court; processes and services legal documents involving inmates.

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- Monitors inmate housing, inmate trust and canteen accounts, billing and all records.
- Oversees recruiting, screening, hiring of new applicants / candidates for communication center.
- Works closely with communication center supervisor on personnel issues.
- Oversees the programming and logistics of the portable and mobile radios.

**Education/Certifications/Experience Requirements**

- Associates degree or higher from accredited post-high school institution,
- 2 or more years of corrections or law enforcement experience.
- Or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Required or Preferred Skills**

- Excel, Word, Power point proficiency
- Ability to operate a variety of police equipment including firearms, handcuffs, tactical equipment and radio equipment.
- Make recommendations regarding the selection, discipline, and discharge of employees.
- Communicate effectively with administration, inmates, court personnel, peers, attorneys, other county and state departments, Health office representatives, sales representatives, and the general public verbally and in writing, to include communications center technology vendors and the general public verbally and in writing.
- Comprehend and interpret a variety of documents including booking records, Court judgments, incident and other reports, legal documents, State statutes, and various policy manuals.
- Prepare a variety of documents including training, incident, crime and prison reports, employee evaluations, and purchase requisitions.
- Maintain composure and exercise good judgment.

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- Recognize and respond to staff and inmate needs. Treating staff and inmates fairly and effectively.
- Maintains regular and predictable attendance, works overtime / extra hours as required.
- Working knowledge of the portable and mobile radio system, with the skills and abilities to provide programming support.

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.

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**Outagamie County  
Lieutenant (Sheriff)**

<b>CLASS CODE</b>	2240-5	<b>SALARY</b>	\$79,268.80 - \$103,459.20 Hourly \$164,879,104.00 - \$215,195,136.00 Annually
<b>ESTABLISHED DATE</b>	February 20, 2003	<b>REVISION DATE</b>	December 17, 2023

**Position Purpose**

Reporting to the Captain, the Lieutenant supervises and directs the activities of their assigned Division staff, develops and implements division policies and procedures, and responds to incidents and emergencies, etc.

**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.

- Supervises assigned staff.
- Trains, evaluates, and counsels employees.
- Assists in the planning and application of department goals and objectives; assists in the formulation of unit budgets as required.
- Prepares and updates division policy and procedures for review.
- Reviews, approves, schedules, and records employee attendance and training.
- Reviews reports and complaints, making recommendations and duty assignments as required.
- Coordinates department activities and services with other divisions, the Health Office, Courts, attorneys, and other agencies.
- Prepares purchase requisitions, researches purchases, monitors and orders supplies and equipment.
- Prepares daily activity briefings and division resume.
- Submits State and department reports as required.
- Provides information and assistance to the general public, policy and social service agencies, attorneys, and the media.

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- Maintains regular and predictable attendance, works overtime/extra hours as required.

**PATROL**

- Reviews deputies' reports, to include criminal, civil, and traffic related matters and ensures submission of reports in a timely and accurate fashion.
- Administers the monthly patrol schedule to ensure proper manpower coverage, and to monitor vacations, attendance, and divisional training.
- Supervises and performs periodic inspections of one to one vehicles, intensive use vehicles and related equipment.
- Assists the Patrol Captain in preparing and administering the division budget, ensuring adherence to its guidelines, and making recommendations as appropriate.
- Assumes command at crime scenes, accident scenes, and other incidents or disturbances requiring police intervention.

**INVESTIGATIVE**

- Responds to crises, disasters, and tactical situations to assess the need for specialized assistance or resources.
- Reviews incoming documents for thoroughness and accuracy, and to determine dispositional status. Ensures the prompt and efficient processing of cases.
- Tracks and maintains case load of each office through case file system.
- Ensures that officers responding to investigations have proper support, training and equipment.
- Monitors statutory case requirements for thoroughness and timeliness.
- Assumes responsibility for special assignments such as Emergency Response team training.
- Assists Lieutenant with extraditions.
- Initiates, leads, evaluations, and processes correspondence and memoranda related to operational activities.

**RESOURCE DEVELOPMENT**

- Serves as public information officer for the department.
- Assesses department training needs and schedules training activities to meet established goals.
- Coordinates and presents training to assist all levels of staff to perform more effectively.
- Coordinates with and provides training resources to other agencies.

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- Tracks training and maintains training records.
- Performs other duties as assigned.

**Education/Certifications/Experience Requirements**

- Associate degree in Law Enforcement or a related field with three to five years experience in the specified assignment area, including supervisory experience.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Required or Preferred Skills**

Physical Requirements

- Ability to operate a variety of office equipment including computer, typewriter, calculator, and photocopier.
- Ability to operate a variety of drug and alcohol testing equipment.
- Ability to operate a variety of police equipment including firearms, handcuffs, tactical equipment and radio equipment.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make recommendations regarding the selection, discipline, and discharge of employees.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principals of descriptive statistics.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including booking records, Court judgments, incident and other reports, legal documents, State statutes, and various policy manuals.
- Ability to prepare a variety of documents including training, incident, crime and prison reports, employee evaluations, and purchase requisitions.
- Ability to use and interpret medical and legal terminology.
- Ability to communicate effectively with administration, inmates, court personnel, peers, attorneys, other county and state departments, Health office representatives, sales representatives, and the general public verbally and in writing.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS

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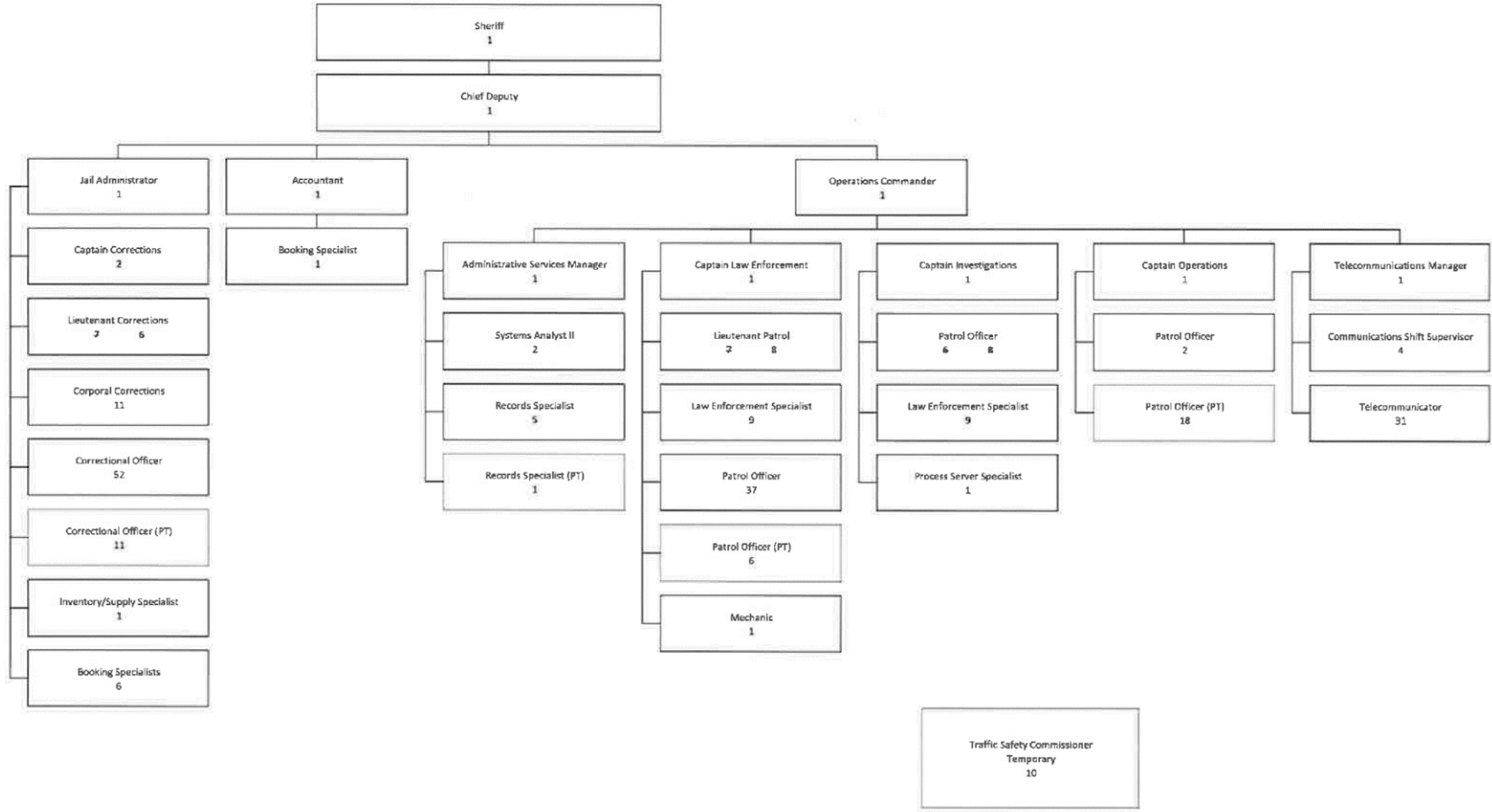
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WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS  
POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

					Sunset Positions	
	FT	PT	Sworn	Non-Sworn	FT	PT
<b>Admin</b>						
Sheriff	1		1			
Chief Deputy	1		1			
Accountant	1			1		
Administrative Services Manager	1			1		
Systems Analyst II	2			2		
Records Specialist	5	1		6		
	11	1	2	10		
<b>Civil Process</b>						
Process Server Specialist	1			1		
<b>Patrol</b>						
Commander	1		1			
Captain	3		3			
Lieutenant	7		7			
<i>Lieutenant - Transferred from Corrections in 2024</i>	1		1			
Law Enforcement Specialist	18		18		1	
Patrol Officer	44	24	68		11	7
	74	24	98	0	12	7
<b>Drug Squad</b>						
Patrol Officer	1		1			
<i>Patrol Officer - Request for 2025</i>	2		2		2	
	3	0	3	0		
<b>Communications</b>						
Telecommunications Manager	1			1		
Telecommunications Shift Supervisor	4			4		
Telecommunicator	31			31		
	36	0	0	36		
<b>Jail</b>						
Jail Administrator	1		1			
Captain	2		2			
Lieutenant	7		7			
<i>Lieutenant - Transfer to Patrol in 2024</i>	-1		-1			
Corporal	11			11		
Correctional Officer	52	11		63		
Booking Specialist	7			7		
Inventory/Supply Specialist	1			1		
	80	11	9	82		
<b>Squad Car</b>						
Mechanic	1			1		
<b>Total Department</b>	<b>206</b>	<b>36</b>	<b>112</b>	<b>130</b>	<b>14</b>	<b>7</b>
Total positions	242		242			

Resolution #142-2019-20  
Resolution #25-2020-21  
Resolution #83-2020-21  
Approved for 2022  
Resolution #168-2021-22  
Resolution #59-2022-23  
Resolution #59-2022-23  
Resolution #90-2022-23  
Resolution #89-2022-23  
Update for 2024  
Update for 2024  
Request for 2025

Add 1 FT patrol officer position for Behavioral Health officer effective 3/1/20.  
Add 2 FT patrol officer positions for Seymour SRO effective 10/11/20.  
Add 1 FT mechanic during the 2021 budget process effective 7/1/21  
Remove 5 PT correctional Officers and replace with 3 FT  
Request to add 3 FT Patrol Officers/Greenville (Sunset)  
Remove one Patrol Officer and add one Law Enforcement Specialist  
Remove one Process Server and add one Records Specialist 2  
Remove Health Records Specialist from TO  
Add 1 Patrol LT effective 7/1/23  
New title of Corporal as part of McGrath Study, in lieu of differential pay  
Transfer one Lieutenant from Jail to Patrol  
Request 2 Opioid Special Investigative Deputies



**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 (1674), Controller (1675) 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:** Sheriff's Department requesting budget adjustment and update to Table of Organization to transfer one Lieutenant from Corrections to Patrol

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 Sheriff's Office requests to move one existing Lieutenant position from the Corrections cost center and transfer that position to the Patrol cost center. The attachment shows the changes requested to the Table of Organization. This request is budget neutral, and will better serve the needs of each department.

In March of 2022 the Sheriff's Office reassigned the duties of one Corrections Lieutenant to fill gaps in Patrol and the Communication Center, as other positions did not have capacity to complete necessary tasks. Although this was intended to be temporary, the need for additional management in the Patrol division increased. We were able to successfully distribute the Corrections Lieutenant duties to the six remaining Lieutenants, other management, and part time positions without disrupting jail operations.

Currently there are Seven Patrol Lieutenants in the table of organization. Six of these positions primarily responsible for overseeing, managing and supervising patrol operations 24/7, while one oversees training as well as backfills for the other six. The extra duties associated with these positions along with the span and control have made it difficult to adequately oversee patrol operations and manage special assignments during the regular scheduled hours. The extra duties Patrol Lieutenants must manage when time allows include snow patrol, boat patrol, body cameras, county wide towing rotation, vehicle impound, firearms certification/training, ammunition inventory, Taser certification/training, use of force training/certification/incident review, in-service training schedules, legal updates, field training program, county wide rescue task force (covering law, fire, schools and EMS), fleet management, vehicle contacts instruction, officer evaluations, equipment management, honor guard, emergency vehicle operation, Emergency Response Team (SWAT), Bomb Squad (Hazardous Device Response Team), new officer orientation, Grants (such as speed, seatbelt, OWI grants and other special enforcement grants), domestic violence intervention team, policy review team, public information officers, Humane Society representative, deficit hours, drone program, MRAP driver training, MCV operation, peer support team, crash investigation team, dive/search team, K9 program, Chaplaincy program, citizen complaints, town meetings and other duties.

Patrol calls for service continue to increase along with the amount of time Patrol Lieutenants have to spend on direct supervision and extra duties. With limited funds available to add positions, moving one Lieutenant from Corrections to Patrol will increase supervision capacity, allow more time to complete extra duties, and reduce overtime.

**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 (  )
4. If the proposal requests additional spending, can the additional cost be absorbed within the current year's line item?      yes (  )    no (  )    n/a (  )
5. Is the proposal to accept additional revenues only?      yes (  )    no (  )
6. Does this request modify/adjust the current year budget?      yes (  )    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		ACCOUNT NUMBER INCLUDING COST CENTER	INCREASE (DECREASE) AMOUNT
COST CENTER NAME	(i.e. Salaries, Supplies, Etc.)	(i.e. 1004100.5100, 1004100.5400, etc.)	
Patrol	Salaries	1008007.5100	48,900.00
Patrol	Fringe Benefits	1008007.5200	18,600.00
Corrections	Salaries	1008015.5100	(48,900.00)
Corrections	Fringe Benefits	1008015.5200	(18,600.00)

**Annual and Long-Term Impact**

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue?      yes (  )    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: Lisa VandenLangenberg

For Financial Services purposes only							
Reviewed By: <i>Michele Uttenbroed</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: <table border="1"><thead><tr><th><u>Detail Expenditures Account Number</u></th><th><u>Amount</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	<u>Detail Expenditures Account Number</u>	<u>Amount</u>	_____	_____	_____	_____
<u>Detail Expenditures Account Number</u>		<u>Amount</u>					
_____	_____						
_____	_____						
Date: <i>May 7, 2024</i>							
Comments:							