

# ***RESOLUTION NO.: 28—2023-24***

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

*2/3 MAJORITY – 24 VOTES*

1           The Zoning Administrator/Land Use Supervisor in the Development and Land  
2           Services Department (DLS) has submitted a notice to retire. The busiest season  
3           for DLS is summer, which includes zoning permit requests due to construction  
4           season. If DLS is without a Zoning Administrator/Land Use Supervisor, it will  
5           place a burden on many staff members. Additionally, the vacancy may lead to  
6           delays in processing zoning permit applications for residents and contractors,  
7           which may increase wait time for permits, leading to increased costs. The Zoning  
8           Administrator/Land Use Supervisor is a supervisory position, therefore, if there  
9           is a gap, more burden will be placed on department leadership to fill the void  
10          relating to personnel management.

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12          The current balance of the Small Department Sick and Vacation Payout fund is  
13          \$504,906.

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15          NOW THEREFORE, the following resolution is presented by the Agriculture, Extension  
16          Education, Zoning & Land Conservation Committee to the County Board.

17          BE IT RESOLVED, that the Outagamie County Board of Supervisors does authorize and  
18          approve the request to transfer \$43,700 from the Small Department Vacation/Sick Leave Payout  
19          Fund to the Zoning Administration Salaries line item for \$32,775 and Fringe Benefits line item for  
20          \$10,925, and increase the General Funds Applied, Fund Balance Applied line item by \$43,700,  
21          and decrease the General Fund, Committed Fund Balance for Small Depts Vac/Sick Payouts line  
22          item by \$43,700, and increase the General Fund, Fund Balance Unassigned line item by \$43,700  
23          as noted on the attached fiscal note and Small Departments Vacation and Sick Leave Payout  
24          Budget Request Form, which by reference are made a part hereof, and

25          BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a  
26          copy of this resolution to the Outagamie County Development and Land Services Director and the  
27          Outagamie County Finance Director.

28          Dated this \_\_\_\_ day of June 2023

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

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35 Signed: \_\_\_\_\_  
36 Board Chairperson County Clerk

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39 Approved: \_\_\_\_\_ Vetoed: \_\_\_\_\_

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42 Signed: \_\_\_\_\_  
43 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 DLS

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 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 is as follows: The largest reason to fill the Zoning Administrator/Land Use Supervisor position prior to recovering sick and vacation payout is department capacity. Summer is the department's busiest time for zoning permit requests given that it is construction season. If our department is without a zoning administrator, it will place a higher work burden on many staff members. Additionally, it may lead to delays in processing zoning permit applications for residents and contractors, and they may need to wait longer for their permits leading to increased cost on their end. The Zoning Administrator/Land Use Supervisor is a high level position in our office, and they are tasked with making decisions on a daily basis which involve some degree of legal risk for Outagamie County. If the position is unfilled, the risk related to zoning administration decisions might increase. Lastly, the zoning administrator is a supervisory position so if there is a gap, more burden will be placed on department leadership to fill the void relating to personnel management. Therefore, we are requesting a transfer from the small department sick and vacation payout fund for \$43,700 to cover this gap in staffing.

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 ( )    partially ( X )
- 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.)	COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	(DECREASE) AMOUNT
Zoning Administration	Salaries	1009300.5100	32,775
Zoning Administration	Fringe Benefits	1009300.5200	10,925
General Funds Applied	Fund Balance Applied	1002223.8955	43,700
<b>BALANCE SHEET ENTRY - 2023</b>			
General Fund	Committed Fund Balance for	1000000.3870	(43,700)
	Small Depts Vac/Sick Payouts		
General Fund	Fund Balance Unassigned	1000000.3891	43,700

**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: Kevin Englebert/Craig Moser/Brian Massey

**For Financial Services purposes only**

Reviewed By: <b>BM May 8, 2023</b>	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
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**SMALL DEPARTMENTS VACATION AND SICK LEAVE PAYOUT BUDGET  
REQUEST FORM**

Department	<b>Development and Land Services</b>
Department Head	Kevin Englebert
Date	5/8/2023
Position Vacated	Land Use Supervisor/Zoning Administrator
Vacation and Sick Payout Estimate	\$43,700
Budgeted Transfer Request Amount	\$43,700

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 largest reason to fill the zoning administrator position prior to recovering sick and vacation payout is department capacity. Summer is the department’s busiest time for zoning permit requests given that it is construction season. If our department is without a zoning administrator, it will place a higher work burden on many staff members. Additionally, it may lead to delays in processing zoning permit applications for residents and contractors, and they may need to wait longer for their permits leading to increased cost on their end. The zoning administrator is a high level position in our office, and they are tasked with making decisions on a daily basis which involve some degree of legal risk for Outagamie County. If the position is unfilled, the risk related to zoning administration decisions might increase. Lastly, the zoning administrator is a supervisory position so if there is a gap, more burden will be placed on department leadership to fill the void relating to personnel management.