

RESOLUTION NO.: 115—2023-24

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 As part of the budget process, the Outagamie County Lobbyist position was eliminated
2 from the Legislative Services Office Table of Organization. The Lobbyist was employed
3 with Outagamie County for 23 years, and therefore, had the maximum amount of unused
4 sick leave, as well as unused vacation and accrued vacation. This request is to transfer
5 monies from the 2023 Legislative Services cost centers as well as from the Small
6 Departments Vacation and Sick Leave Payout budget in order to cover the payout
7 amount.

8
9 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
10 Committee recommend adoption of the following resolution.

11 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby authorize and
12 approve decreasing the following line items in the 2023 Legislative Services budget: Travel/Training by
13 \$700; Supplies by \$1,800; Purchased Services by \$18,800; and decrease the General Fund Committed
14 Fund Balance for Small Depts Vac/Sick Payouts by \$26,411; and approve increasing the following line
15 items: Salaries by \$44,131; Fringes by \$1,704; Allocated Applied Credit line item by \$1,875; and
16 increase the General Funds Applied, Fund Balance Applied line item by \$26,411; and increase the
17 General Fund, Fund Balance Unassigned line item by \$26,411 as noted on the attached fiscal note and
18 worksheet and Small Departments Vacation and Sick Leave Payout Budget Request Form, which by
19 reference are made a part hereof, and

20 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
21 of this resolution to the Outagamie County Finance Director and the Outagamie County Legislative
22 Services Manager.

23 Dated this ____ day of March 2024
24
25
26

Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

Joe Santonato

John Kostelny

Duly and officially adopted by the County Board on: _____

Signed:

Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed:

County Executive

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Legislative Services 2023 Budget Adjustments - Attachment A

| Cost Center Name | Cost Center Nurr | Line Account | Line Item | Debit | Credit | Description |
|-----------------------|------------------|--------------|--|-------------|-------------|-------------|
| Legislative Services | 1001600 | 5300 | Travel/Training | \$700.00 | | |
| Legislative Services | 1001600 | 5400 | Supplies | \$1,800.00 | | |
| Legislative Services | 1001600 | 5500 | Purchased Services | \$18,800.00 | | |
| General Fund | 1000000 | 3870 | Committed Fund Balance for Small Depts Vac/Sick Payouts | \$26,410.57 | | |
| Legislative Services | 1001600 | 5100 | Salaries | | \$44,131.03 | |
| Legislative Services | 1001600 | 5200 | Fringes | | \$1,704.37 | |
| Legislative Services | 1001600 | 5940 | Allocated Applied Credit | | \$1,875.17 | |
| General Funds Applied | 1002223 | 8955 | Fund Balance Applied | | \$26,410.57 | |
| General Fund | 1000000 | 3891 | Fund Balance Unassigned | | \$26,410.57 | |
| | | | | | | |

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

| | |
|-----------------------------------|----------------------|
| Department | Legislative Services |
| Department Head | Sara Hickey |
| Date | February 6, 2024 |
| Position Vacated | Lobbyist |
| Vacation and Sick Payout Estimate | \$60,511 |
| Budgeted Transfer Request Amount | \$26,411 |

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 Lobbyist position was eliminated by the County Board at the budget session. The Lobbyist was employed with the county for 23 years. Therefore, the Lobbyist had the maximum amount of unused sick leave, as well as unused vacation and accrued vacation. Of the total payout amount, \$34,100 was paid from the 2023 Office adopted budget. The Legislative Services Office is a small department. I am requesting \$26,411 from the Small Department Vacation and Sick Leave Payout Budget to cover this unexpected payout.

Thank you.