

RESOLUTION NO.: 166—2013-14

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY—24 VOTES

1 The Planning Department receptionist retired in December 2013. That position has
2 remained vacant as staffing options are examined. As the position and its functions
3 continue to be reviewed, a budget transfer is being requested to hire a limited term
4 employee. This resolution approves the transfer of \$16,000 from the Salaries and Fringes
5 Line Item to the Purchased Services Line Item.
6

7 NOW THEREFORE, the undersigned members of the Property, Airport, Recreation and
8 Economic Development Committee recommend adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does approve the transfer
10 of \$16,000 from the Salaries and Fringes Line Item to the Purchased Services Line Item as noted on the
11 attached fiscal note, which by reference is made a part hereof, and

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

15 Dated this ____ day of March, 2014

Respectfully Submitted,
PROPERTY, AIRPORT, RECREATION &
ECONOMIC DEVELOPMENT COMMITTEE

23 Dean Culbertson

Mike Thomas

28 Tanya Rabec

Joy Hagen

29 Travis Thyssen

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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 (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:** Planning Department Budget Transfer Request

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)

In December of 2013, the Planning Department Receptionist retired. That position has been kept open as we examine our staffing options. As we continue to review the position and its functions, we are requesting to transfer funds to a purchased services account to hire a limited term employee that will help us get through the construction season. This request involves transferring \$16,000 from the Salaries and Fringes budget line items into the Purchased Services budget line. There would be no other anticipated budget impacts.

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.)	ACCOUNT NUMBER INCLUDING COST CENTER (i.e. 1004100.5100, 1004100.5400, etc.)	INCREASE (DECREASE) AMOUNT
Planning Department	Salaries	1007300.5100	(14,000)
Planning Department	Fringe Benefits	1007300.5200	(2,000)
Planning Department	Purchased Services	1007300.5525	16,000

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: Michael Hendrick, Planning Director

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>3/10/14</u>	
Comments:	