

RESOLUTION NO.: 59—2016-17

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

2/3 MAJORITY – 24 VOTES

1 The Treasurer's Department has requested the following positions be deleted from the
2 Treasurer's Department Table of Organization in the 2016 County Executive Budget:

3
4 Delete: (1) Full-time Property Lister
5 Delete: (1) Full-time Property Listing Specialist
6

7
8 NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources
9 Committee recommend adoption of the following resolution.

10 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
11 authorize and approve of amending the TABLE OF ORGANIZATION FOR THE TREASURER'S
12 DEPARTMENT, by deleting (1) full-time Property Lister Position and (1) full-time Property Listing
13 Specialist effective October 26, 2016, as noted on the attached fiscal note and Outagamie County Table
14 of Organization Change Request Form which by reference are made a part hereof, and

15 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy
16 of this resolution to the Outagamie County Human Resources Department and the Outagamie County
17 Treasurer.

18 Dated this ____ day of October 2016

19 Respectfully Submitted,

20
21 LEGISLATIVE/AUDIT &
22 HUMAN RESOURCES COMMITTEE

23 _____
24 Travis Thyssen

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28 _____
29 Matthew Strenn

Shane Griesbach

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Justin Krueger

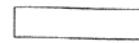
Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson County Clerk

Approved: _____ Vetoed: _____

Signed: _____
County Executive

OUTAGAMIE COUNTY TABLE OF ORGANIZATION CHANGE REQUEST FORM



DEPARTMENT: Treasurer _____ POSITION INVOLVED: Property Lister & Property Listing Specialist

I. Title Change: Yes No

From: _____ To: _____
*See Planning Dept/Dept. of Development and Land Services T.O. Change Request form for details; property listing function being transferred to their department.

II. Change in Number of Employees within Established Job Title: Yes No

Explain: **Delete: Property Lister & Property Listing Specialist positions from Treasurer Table of Organization.**

III. New Position: Yes No

Explain: *See Planning Dept/Dept. of Development and Land Services T.O. Change Request form for details; property listing function being transferred to their department.

IV. Change in Reporting Assignments: Yes No

From: Treasurer _____ To: Development and Land Services _____
*See Planning Dept/Dept. of Development and Land Services T.O. Change Request form for details; property listing function being transferred to their department.

V. Transfer of Employees between Cost Center: Yes No

From Cost Center: Treasurer/Property Listing/1002411 To Cost Center: Development & Land Services/Property Listing/1002411

VI. Does this cause: Salary Increase? Yes No Salary Decrease? Yes No
Upgrade? Yes No Downgrade? Yes No

Are Duties Changed? Yes No

Does This Affect: Position Analysis? Yes No
Budget? Yes No

*See Planning Dept/Dept. of Development and Land Services T.O. Change Request form for details;

VII. Effective Date: Upon Approval _____

VIII. Explain Reason For This Request: _____

An opening of the Property Lister position and the recent software conversion to a new Land Records System gave me an opportunity to evaluate the property listing functions and future goals. For over a year Property Listing has been working with the Land Information Council and personnel in a collaborative effort to modernize the Outagamie County land information system. The realignment of these two positions under the Development & Land Services Department will bring together all the pieces necessary to continue our efforts in modernizing our Land Information Services for the Outagamie County constituents.

As a result of the above strategy, a request is being made to remove these two positions from the County Treasurer Table of Organization.

***** If more space is required, please forward additional information on a separate sheet. *****

Submitted By: [Signature] 9/20/16
Signature Date

Approved By: [Signature] 9/20/16 [Signature]
Human Resources Director Date County Executive Date

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:** Request to Transfer the current two staff budgeted under the Tax Listing Cost Center and under the Treasurers Table of Organization to the new Department of Development & Land Services (formerly Planning Department)

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)

An opening of the Property Lister position and the recent software conversion to a new Land Records System gave the County Treasurer an opportunity to evaluate the property listing functions and future goals. For over a year, Property Listing staff has been working with the Land Information Council and Planning/GIS staff in a collaborative effort to modernize the Outagamie County cadastral records as well as train Property Listing staff in GIS technology and parcel digitization. After due consideration and research of organizational structures throughout Wisconsin's counties, the County Treasurer and Planning Director mutually determined the property listing function is most closely aligned, and thus should be transferred to the newly titled Department of Development & Land Services (formerly Planning Department). Synergies from this change will result in a centralized and focused department that will better serve the constituents of Outagamie County.

As part of the reorganization, the Property Tax Lister position will be upgraded to reflect more job responsibilities and the Tax Listing Specialist position will work at a part-time status (3/4 of a full-time position instead of being full-time). See the attachment for the financial impact of this move. There is no material budgetary impact for either 2016 or 2017. Therefore, there is no budget adjustment requested.

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 (X) 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 (X)

5. Is the proposal to accept additional revenues only? yes () no (X) n/a ()

6. Does this request modify/adjust the current year budget? yes () no (X)
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.)

<u>COST CENTER NAME</u>	<u>LINE ITEM</u> <small>(i.e. Salaries, Supplies, Etc.)</small>	<u>ACCOUNT NUMBER INCLUDING COST CENTER</u> <small>(i.e. 1004100.5100, 1004100.5400, etc.)</small>	<u>INCREASE (DECREASE) AMOUNT</u>
N/A - No Budget Adjustment	Required		

Annual and Long-Term Impact

8. Is the above Increase/Decrease a nonrecurring one-time expense or revenue? yes () no (X) n/a ()

9. What is the anticipated annual and/or long-term cost or revenue impact? Annual Cost Approximately the same as what is included in the current budget - \$80,000
Annual Revenue 0

