

<p>Notice of Public Meeting</p> <p>Tuesday, September 20, 2016</p>	<p>JOINT MEETING:</p>	<p>ADMINISTRATIVE COMMITTEE</p> <p>RESOURCE PLANNING COMMITTEE</p> <p>INFORMATION SYSTEMS COMMITTEE</p> <p>LAND CONSERVATION COMMITTEE</p> <p>BOARD OF HEALTH</p>
<p><i>Door County Government Center • County Board Room, 1st floor, • 421 Nebraska Street, Sturgeon Bay, WI</i></p>		

AGENDA

- I. Call Meeting to Order at 10:00 a.m. *or immediately following County Board meeting*
- II. Establish a Quorum ~ Roll Call
- III. Adopt Agenda / Properly Noticed
- IV. Land Management Departments [Planning, Sanitarian, and Soil & Water Conservation]
 - A. Study & Resulting Recommendations for Future Operations
 - B. Discussion and Decisions
- V. Adjourn

Deviation from the order shown may occur.

§19.84, WIS. STATS. PUBLIC NOTICE

A quorum of members of the Door County Board of Supervisors may be in attendance at this joint meeting. This may constitute a meeting of the Door County Board of Supervisors. Any such meeting is for the purposes of listening and information gathering only. No discussion or action will be taken by the County Board at this joint meeting.



COUNTY OF DOOR

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Ken Pabich

County Administrator
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MEMORANDUM

TO: Members of the Resource Planning Committee
Members of the Information Systems Committee
Members of the Board of Health
Members of the Land Conservation Committee
Members of the Administrative Committee

FROM: Ken Pabich, County Administrator
Mariah Goode, Planning Director
Tim Ullman, IS Director
John Teichtler, Sanitarian
Holly Hansen, Real Property Lister

DATE: September 20, 2016

RE: Recommendation for Future Land Management Department Operations

Background:

Over the past 5-plus years there have been multiple discussions on re-organization of land management departments. For various reasons, these discussions have never moved forward. Given the upcoming budget limitations, a team was developed to analyze operations and recommend a plan for the future.

Project Approach:

The project team consisted of the following:

Mariah Goode, Planning Director
Tim Ullman, IS Director
John Teichtler, Sanitarian
Holly Hansen, Real Property Lister
Bill Schuster, Former Conservationist
Kelly Hendee, Human Resource Director
Ken Pabich, County Administrator

Note: the team also asked for input from Tom Haight, the Land Information Officer

Goal: To look at staffing levels, office locations, and services to see if a plan could be developed to improve operations while maintaining the levels of service to the customer.

Task Force Recommendations:

Please note when reviewing the recommendations, it will be helpful to review the current and proposed organization charts that are attached.

1. Soil & Water: The team reviewed combining all of the departments and having a single department head that could manage all of the divisions. Through the analysis, it was determined that Soil & Water

has a specialized client and service base. Therefore, there are no significant efficiencies or savings that can be realized if combined. In fact if combined, the overall services of the department could be reduced.

Recommendation: Bill Schuster proposed that Soil & Water be managed as a team. After review by the Administrator, it was determined that the Director position would be refilled. Thus, Soil & Water should continue to operate as its own department and a replacement for the department head is in progress. Replacing the current vacant entry level Conservationist would be determined after Director is in place.

2. Sanitarian: Given the potential staffing changes in the Sanitarian's department, a transition plan for the department is critical. When the Sanitarian position becomes vacant, the recommendation would be to not refill it. At this time, some cross training would commence for Sanitarians and Zoning Administrators.

Recommendation: The Sanitarian function should be combined with Planning. When the Sanitarian position becomes vacant, it would not be filled. The Sanitarian and Planning departments would be combined both functionally and physically (move staff to Planning office). (See Timeline Recommendation below.)

3. Real Property: The team reviewed combining Real Property with Planning (both functionally and physically). Real Property has a very specific function; however, by merging the functions of planning, addressing, mapping and GIS, the team believes we can improve communications and operations internally while still providing the core functionality of Real Property.

Recommendation: The Real Property function should be combined with Planning. When the Sanitarian position becomes vacant, the Real Property office would be moved to the space occupied by the Sanitarian office. With this move, all core land record functions would be located on one floor. (See Timeline Recommendation below.)

4. Land Information Office: The Land Information Office is a county-wide service department and can be commonly found in IS, Planning or on its own. The LIO on its own does not provide the County with the most efficiencies for this position as well as make sense given our size. Given the changes within IS, it would be more advantageous to have the LIO function under Planning working directly with Real Property and other GIS functions residing within the Planning Department. With this change we would also move the planning GIS mapping functions under this service area. By making this move, the organization can become more efficient and effective at providing county-wide GIS services.

Recommendation: The Land Information Officer should be combined with Planning and should be physically located with the Real Property staff. (See Timeline Recommendation below.)

Implementation Timeline

The Task Force developed the following implementation schedule.

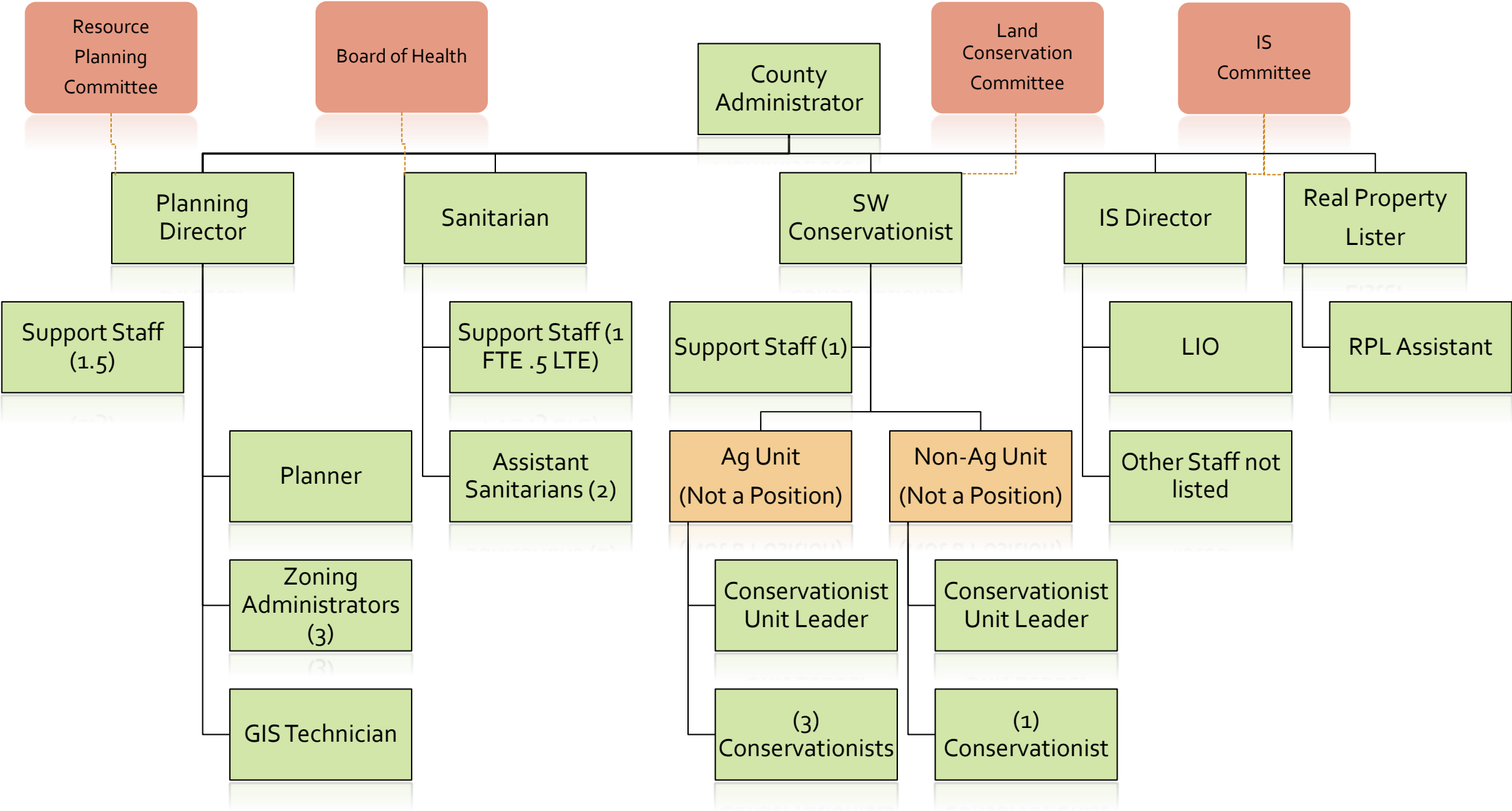
Concurrence by Committees / Administrative Committee:	By October 2016
Real Property reports to Planning:	January 1, 2017
Land Information reports to Planning:	January 1, 2017
Sanitarians reports to Planning:	When Sanitarian Retires
Remaining Sanitarians physically move to Planning office:	When Sanitarian Retires
Real Property / LIO physically move to Sanitarian office:	When Sanitarian Retires

Impact on Organization

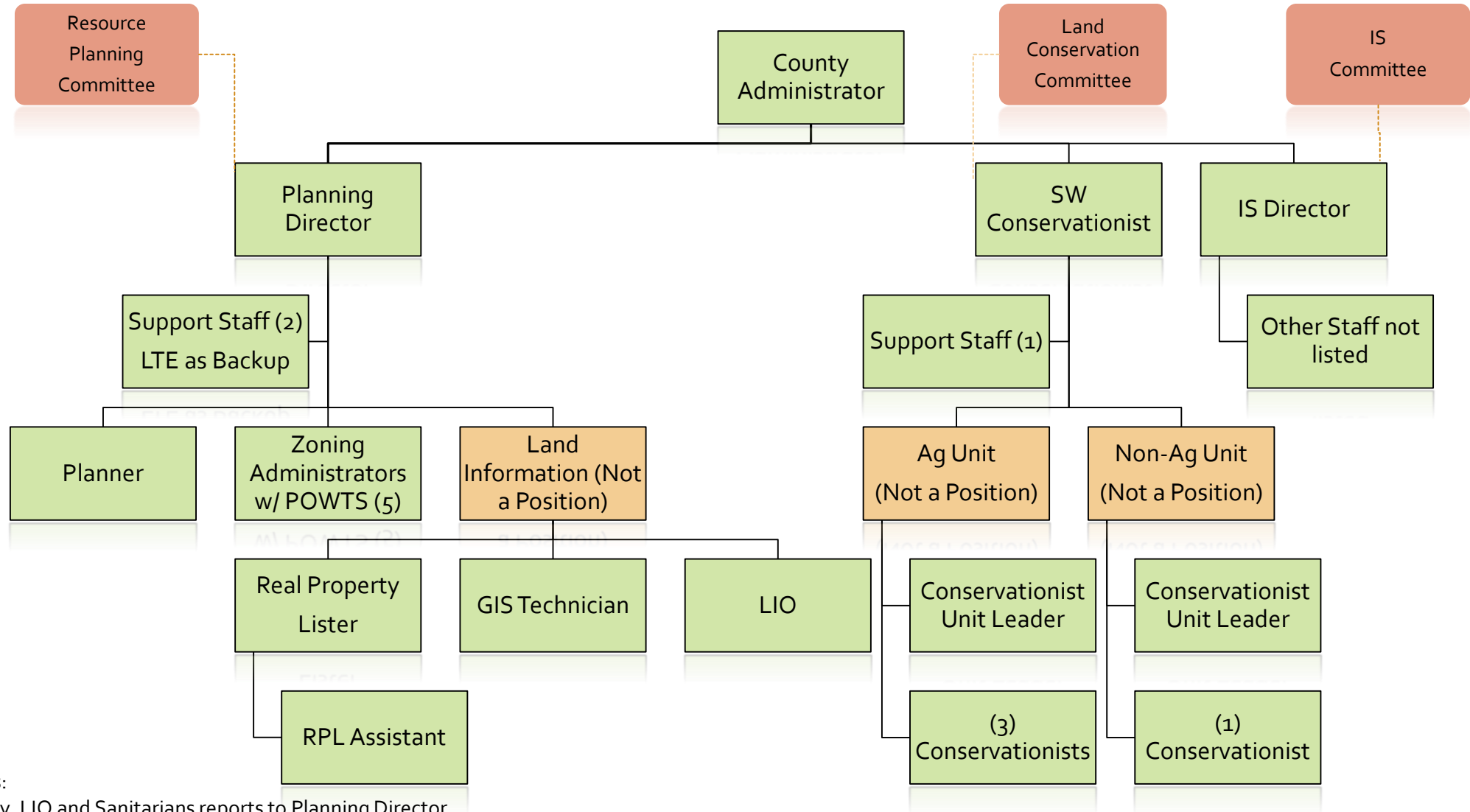
With these recommendations, there are some pretty significant impacts to the organization; hopefully, largely positive.

1. With the re-organization, the level of service to the customer will not change. In fact, in some areas we believe that we can actually improve service.
2. Cross training among the staff would strengthen our overall capabilities within the County to provide service.
3. With the physical relocation, the departments become centralized on one floor. This will help the customer and also provide the consolidation of information into one location. This would also allow for more constant communications between staff.
4. The number of department heads would be reduced by 2 (Sanitarian and Real Property Lister).
5. There would be an overall reduction in staff by 1.5 at the minimum (Sanitarian, part-time clerical) with the possibility of one entry level conservationist. Additional analysis could be completed as positions become vacant.

Current Organization



Proposed Organization – Phased Implementation



Impacts / Notes:

- Real Property, LIO and Sanitarians reports to Planning Director
- (1) Sanitarian positions eliminated (1 was a DH)
- (1) Half time support staff converted to LTE
- (1) Conservationist (entry level) to be determined