



Carver County Board of Commissioners
November 24, 2015
Work Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

Please note this meeting will begin at 8:00 a.m.

PAGE

WORK SESSION

- 8:00 a.m. **A. GROWTH: Manage the challenges and opportunities resulting from growth and development**
- 1. Recreation Programs and Lake Waconia Regional Park Master Plan Update 1
- 8:45 a.m. **B. FINANCES: Improve the County's financial health and economic profile**
- 1. Proposed Property and Financial Services ("P&FS") Division Staffing Re-Org 2-3
 - 2. 2017 Long Term Financial Plan 4
- 9:25 a.m. **BOARD REPORTS**
- 10:00 a.m. **Southwest Reconnection Bridge Opening Ceremony**

David Hemze
County Administrator

UPCOMING MEETINGS

December 1, 2015	9:00 a.m. Board Meeting
December 3, 2015	6:00 p.m. 2016 Budget Public Hearing
December 8, 2015	No Meeting AMC Conference
December 15, 2015	4:00 p.m. Board Meeting
December 22, 2015	No Work Session
December 29, 2015	No Board Meeting
January 5, 2016	Organizational Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Recreation Programs and Lake Waconia Regional Park Master Plan Update

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="11/24/2015"/>
Contact: <input type="text" value="Sam Pertz, Marty Walsh"/> Title: <input type="text" value="Parks & Trails Supervisor"/>	Item Type: <input type="text" value="Work Session"/>
Amount of Time Requested: <input type="text" value="45"/> minutes Presenter: <input type="text" value="Sam Pertz, Marty Walsh"/> Title: <input type="text" value="Parks & Trails Supervisor & Parks"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

Park Staff has two topics to review with the Board.

First, a presentation will inform the Board about park usages, current programs, proposed programs, and agreements with agencies for recreation services.

Second, an update will be provided about the master planning work that is underway for Lake Waconia Regional Park and Coney Island.

ACTION REQUESTED:

No action requested at this time. Staff is seeking direction and feedback from the Board regarding:

- Recreation and event activities offered by the County, risk management and approval processes moving forward with new recreation programs.
- Input on the planning work for Lake Waconia Regional Park Master Plan Amendment

FISCAL IMPACT: <input type="text" value="None"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <input type="text" value="\$0.00"/> <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/> <input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3595

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Proposed Property and Financial Services ("P&FS") Division Staffing Re-Org

Primary Originating Division/Dept: <u>Property & Financial Services</u>	Meeting Date: <u>11/24/2015</u>
Contact: <u>David Frischmon</u> Title: <u>Division Director</u>	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>P&FS Department Managers</u> Title: <u>P&FS Department Managers</u>	

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

The proposed P&FS Division Staffing Re-Org responds to high priority challenges related to staff capacity, retention and workload as follows:

Taxpayer Services - Increasing Staff Capacity for Administrating Ditches, Tax Forfeiture, Splits, Plats, Deeds and Elections:

Add: 1.0 FTE Land Administration Supervisor Delete: 1.0 FTE Customer Service Specialist
 Add: 1.0 FTE Customer Service Technician Delete: 1.0 FTE Customer Service Specialist
 Net Cost Impact: **\$56,900**

Surveyor/Recorders - Improving Staff Retention by Creating a Progression Track for Land Title Specialists

Add: 2.0 FTE Land Title Specialist II Delete: 2.0 FTE Land Title Specialist I
 Net Cost Impact: **\$ 5,000**

Financial Services - Temporary Workload Increase from Implementing New Software Programs:

Temporary Staffing Contract funded by the savings from the vacant 1.0 FTE Accounting Tech position and redirecting other budget line items. The temporary help will allow the existing Finance staff to be freed up to replace our current ACS payroll software program, assist Employee Relations with implementing a Human Resources Information System ("HRIS") software program and to implement new invoice and Purchasing Card software programs and possibly new Fixed Asset and Budget software programs.

Net Cost Impact: **\$85,600**

Total Net Cost Impact: **\$147,500**

ACTION REQUESTED:

None - informational presentation only

FISCAL IMPACT: None

If "Other", specify:
see comment below

FTE IMPACT: Other staffing change (grade, classification, hours, etc.)

FUNDING

County Dollars =	\$0.00
Vacancy savings	\$71,000.00
Decrease Prof. Serv.	\$19,600.00
increase Revenue	\$56,900.00
Total	\$147,500.00

Related Financial/FTE Comments:

The additional staffing costs related to increasing staff capacity and improving staff retention are offset by cost savings and/or new revenue. The cost of the temporary staffing contract is offset by the savings from delaying the hiring of the 1.0 FTE Accounting Tech position and redirecting other budget line items until the software programs are up and running. Thus, the proposed P&FS Division Staffing Re-Org has no impact on the County's tax levy.

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Proposed PFS Division Staffing Re-Org

Preliminary Cost Impact

Department:	FTE	\$\$	Justification/Funding:
Taxpayer Services:			(1) New Position Budget Policy: mid-point & family health insurance
Land Administration Supervisor (1)	1.0	\$82,200	Strengthens PFS Division's Org Structure by creating a lead person for Ditches/Tax Forfeiture/Splits/Plats/Etc.
Customer Service Technician (1) (Vitals/Deeds/Elections/etc.)	1.0	70,900	Increasing Customer Service staff capacity is a high priority because of the expected increase in workload/complexity especially for elections.
Customer Service Specialist (Vitals/Deeds/Elections/etc.)	(2.0)	(96,200)	More efficient and electronic front counter transactions have reduced the need for Customer Service Specialists.
New Revenue	<u>n/a</u>	<u>56,900</u>	Increases in License Center revenue, Recorders fees, etc.
Subtotal	0.0	0	
Surveyor/Recorder:			(2) Progression Budget Policy: assumes 5% increase & no change in health insurance
Land Title Specialist II (2)	2.0	124,500	Retaining Recorders staff with Title experience is a high priority because they are very productive (i.e. <i>Reducing from 6 FTEs to 5 FTEs in 2016</i>) and save money by not needing as much legal assistance from the Title Examiner Attorney (i.e. <i>1 approx. \$5K savings compared to previous years</i>)
Land Title Specialist I	(2.0)	(119,500)	
Cost Savings	<u>n/a</u>	<u>(5,000)</u>	\$5K Professional Services savings
Subtotal	0.0	0	
Financial Services:			
Temp. Payroll & A/P Help	n/a	71,000	Wait to fill Acct. Tech. position. Instead use funds to hire temp so existing Finance staff can implement new payroll software, help ER implement new HRIS software, and eInvoice, Pcards, Fixed Assets & Budget software.
Redirect Budget line items	n/a	14,600	Temporarily redirect budget line items for STOC, Prof. Services, etc.
Accounting Tech	<u>n/a</u>	<u>(85,600)</u>	Plan to re-evaluate Finance Department needs/gaps for additional, permanent accounting help after HRIS, eInvoice, Pcards, etc. project are fully implemented
Subtotal	<u>n/a</u>	<u>0</u>	
Total – Net Impact	0.0	0	

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2017 Long Term Financial Plan

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="11/24/2015"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Division Director"/>	Item Type: <input type="text" value="Work Session"/>
Amount of Time Requested: <input type="text" value="15"/> minutes Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

The 2017 Long Term Financial Plan fulfills the County Board's direction to connect financial strategies to the County's long-term strategic goals and objectives. This Plan is not a budget but rather a non-binding assertion of future intent to allocate future County resources. Individual elements of the Plan will be systematically rolled forward until they are brought into the Annual Budget for approval and implementation.

ACTION REQUESTED:

Board review and direction only - Formal Board approval will be requested at the December 15th Board meeting.

FISCAL IMPACT: <input type="text" value="None"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/> <input checked="" type="checkbox"/> Insert additional funding source
FTE IMPACT: <input type="text" value="None"/>	

Related Financial/FTE Comments:

The Plan is a long range planning tool so projects listed in the Plan are financial placeholders only. Projects are not approved until they are included in the Annual Budget process.

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