

Resolution No. 22-19

RESOLUTION ADOPTING THE DIVISION STRUCTURE IMPLEMENTATION PLAN

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, as part of Resolution 48-15, the Polk County Board of Supervisors adopted reorganizational provisions creating the Community Services Division for purposes of delivering the consolidated departments' services on a coordinated and integrated basis; and,

WHEREAS, the Polk County Board of Supervisors furthered the division concept by adopting Resolution 80-18 creating the Land Use Division, Highway and Facilities Division, and General Government Services Division; and,

WHEREAS, implementation of the Community Services Division concept has yielded changes to organizational structures and nomenclature requiring clean-up of the original organizational model; and,

WHEREAS, Resolution 80-18 requires the County Administrator to develop and present for recommendation and approval the proposed organizational structures, division budgets, and staffing plans consistent with the organizational concept outlined in said resolution.

NOW, THEREFORE, BE IT RESOLVED, that the County Board of Supervisors authorizes and approves **Division Structure Implementation Plan** for addressing organizational structures, division budgets, and staffing plans as attached hereto and incorporated herein.

BY: _____

Brad Olson, Supervisor, District #1

James Edgell, Supervisor, District #8

Doug Route, Supervisor, District #2

Kim O'Connell, Supervisor, District #9

Dean Johansen, Chair,
Supervisor, District #3,

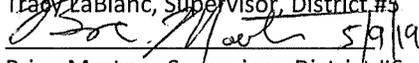
Larry Jepsen, Supervisor, District #10

Chris Nelson, Supervisor, District #4

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5

Michael Larsen, Supervisor, District #12


Brian Masters, Supervisor, District #6

Russell Arcand, Supervisor, District #13

Michael Prichard, Supervisor, District #7

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe Demulling, Supervisor, District #15

County Administrator's Note:

This plan expands on the division framework set in Resolution 80-18 by helping provide operational clarity to affected departments and further defining the roles of those in leadership positions.

Recommended.



Nick Osborne
County Administrator

Fiscal Impact Note:

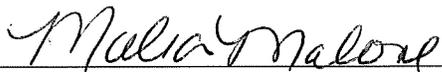
Short term fiscal impact of this division structure is explained in the General Government Division attachment under Duties, Compensation and Appointment of Assigned Division Head which would be a 5% salary increase for two positions with this expense covered by current vacancies in three positions in the 2018 staffing plan.

Long term fiscal impact will start to be realized in the 2020 budgets with the efficiencies that this division model could achieve and will continue to achieve in future years.



Maggie Wickre, Finance Director

Approved as to Form and Execution:



Malia T. Malone, Corporation Counsel

Legal Impact Note:

This Resolution harmonizes and clarifies prior resolutions (48-15 and 80-18) and provides County Staff with the Policy direction from the Board on the internal organizational structure for the County.

Excerpt of Minutes

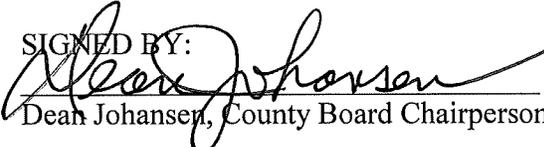
30 At its regular business meeting on the 21 of May 2019, the Polk County Board of
31 Supervisors acted upon Resolution No. 22-19: Resolution

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- Adopted by a majority of the members present by a vote of 12 in favor and 1 against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

 Dean Johansen, County Board Chairperson

ATTEST:

 Sharon Jorgenson, County Clerk

Executive Summary

As part of the resolution adopting the 2016 Polk County operating budget, the County Board authorized the creation of the County’s first “Division” model department group. Subsequently, in fall of 2018, the County Board adopted a Division concept model grouping departments within the Environmental Services function, the Highway and Facilities functions, and the General Government function. This resolution, along with the original language authorizing the Community Services Division, called for iterations of planning around the structural, budgetary, and personnel aspects of the division concept.

This resolution adopts the plan for rounding out the completion of the division concept. The first phase of this plan addresses items in progress from the Community Services Division implementation as well as initial formative concepts around the Environmental Services, Highway and Facilities (Public Works) and General Government Divisions. These concepts include general allocation of functions, formalization of various terminology, addresses specific titles, authority, and compensation, and lays out next steps in the division concept development process.

The incorporated addendum identifies and delineates the specific items to be addressed as well as the aforementioned plan for next steps to be taken in tandem with the 2020 budget process.

CERTIFIED COPY OF POLK COUNTY RESOLUTION

STATE OF WISCONSIN

COUNTY OF POLK

I Sharon E. Jorgenson, Polk County Clerk do hereby certify that the attached hereto and incorporated herein is a full, true and correct copy of Resolution No. 22-19: Resolution Adopting the Division Structure Implementation Plan adopted by the Polk County Board of Supervisors at its regular business meeting held on May 21, 2019.

A handwritten signature in cursive script that reads "Sharon E. Jorgenson" followed by the date "5/22/19". The signature is written over a horizontal line.

Sharon E. Jorgenson, Polk County Clerk

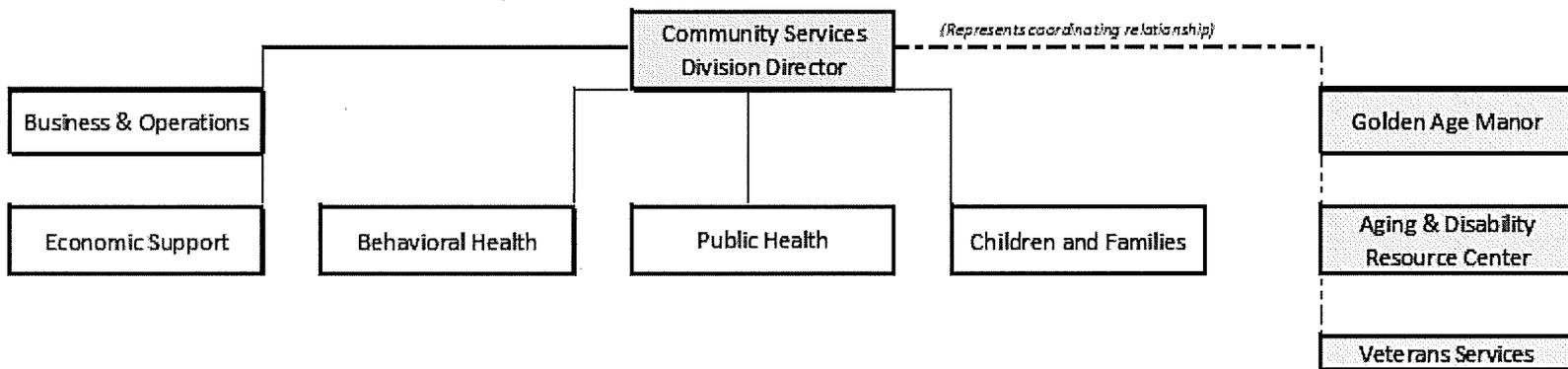
Date

DIVISION STRUCTURE IMPLEMENTATION PLAN

PHASE ONE:

ELEMENT ONE: FINALIZATION OF COMMUNITY SERVICES DIVISION ORGANIZATIONAL STRUCTURE

COMMUNITY SERVICES DIVISION



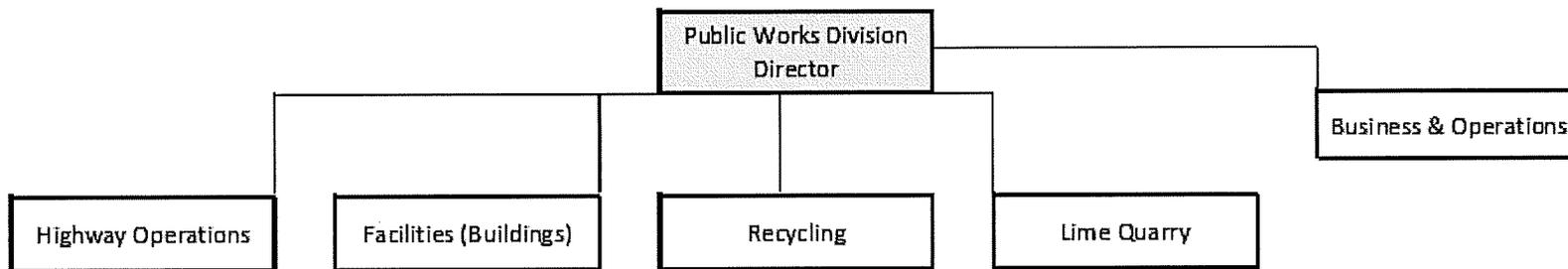
ELEMENT TWO: CLARIFICATION OF DIVISION TITLES FOR LAND USE PROGRAMS, HIGHWAY AND FACILITIES PROGRAMS, AND GENERAL GOVERNMENT PROGRAMS

- The designated Land Use Division shall be renamed the Environmental Services Division; and,
- The designated Highway and Facilities Division shall be renamed the Public Works Division; and,
- The General Government Division shall remain as titled.

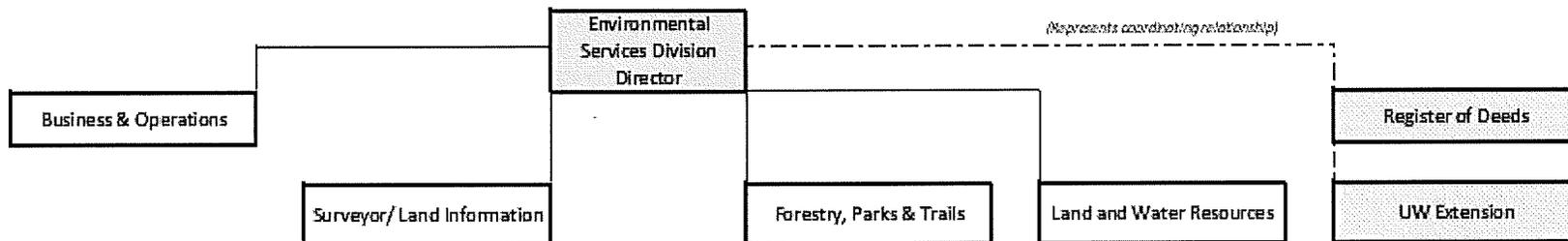
ELEMENT THREE: ASSIGNMENT OF PROGRAM OVERSIGHT AND ORGANIZATIONAL STRUCTURE FOR REMAINDER OF 2019 FOR ENVIRONMENTAL SERVICES DIVISION, PUBLIC WORKS DIVISION, AND GENERAL GOVERNMENT DIVISION

The following organizational charts are structured so as to provide for general guidance and direction in assignment of programs to a functional area. This structure will be subject to modification and finalization in Phase Two of this plan.

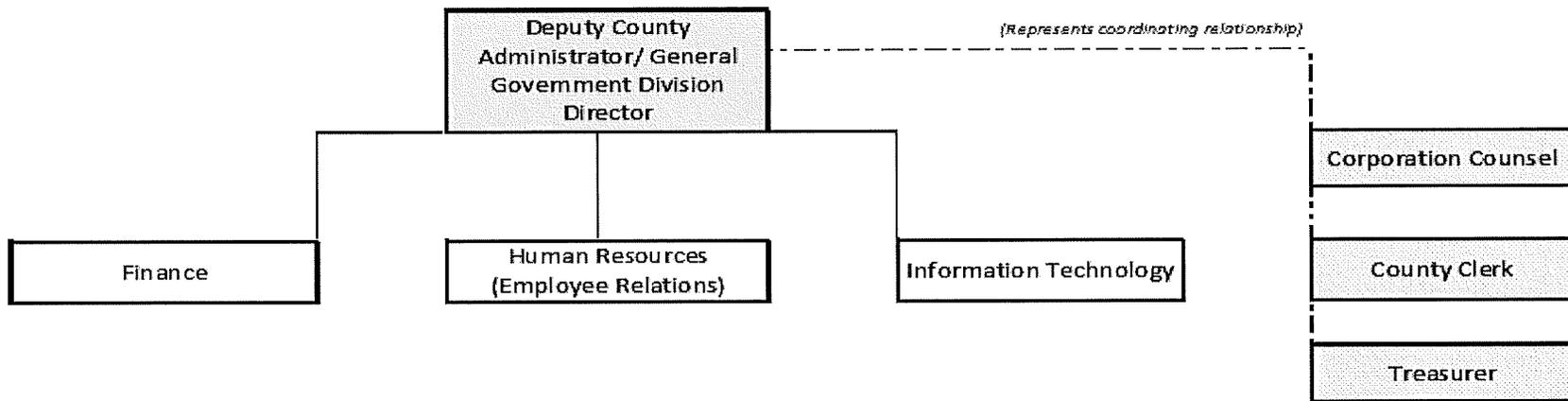
PUBLIC WORKS DIVISION



ENVIRONMENTAL SERVICES DIVISION



GENERAL GOVERNMENT DIVISION



ELEMENT FOUR: DUTIES, COMPENSATION, AND APPOINTMENT OF ASSIGNED DIVISION HEADS

The County Administrator has reviewed the position structure, scope and compensation for all Divisions based on both internal and external labor market comparability and is issuing the following recommendations for consideration:

- Effective October 17, 2018, the Interim Land Information Director shall receive an additional 5% compensation for additional Land Use Division program oversight duties assigned through Resolution 80-18.
- Effective October 17, 2018, the Highway Commissioner shall receive an additional 5% compensation for additional Highway and Facilities Division program oversight duties assigned through Resolution 80-18.
- Effective upon passage of the resolution adopting this plan, the Highway Commissioner shall assume the official appointment as the Public Works Director, assuming the title of “Public Works Director – Highway Commissioner,” continuing at the rate of pay in effect as of adoption of this plan. The anniversary date of the incumbent shall remain as presently in effect.
- Effective upon passage of the resolution adopting this plan, the Deputy County Administrator shall assume the official appointment as the General Government Division Director continuing at the rate of pay in effect as of adoption of this plan. The anniversary date of the incumbent shall remain as presently in effect.
- No changes are recommended for the Community Services Division Director position or compensation.
- Effective upon passage of the resolution adopting this plan, the County Administrator is authorized to recruit for the renamed position of Environmental Services Division Director.

- Effective upon passage of the resolution adopting this plan, the Public Works Director – Highway Commissioner is authorized to recruit for the reclassified position of Facilities Manager.

PHASE TWO:

ELEMENT ONE: DEVELOPMENT OF FINAL ORGANIZATIONAL CHART AND BUDGET AND STAFFING PLAN STRUCTURE RECOMMENDATIONS

In the 2020 budget process, the County Administrator will work with key stakeholders within each functional area to finalize the Environmental Services, Public Works, and General Government Division's organizational structures and develop financial and personnel recommendations for the 2020 budget.