

**Investment Strategy-Proposed Projects
November 10, 2011**

Project number	Area	Project	Est. Investment	Est. Annual Savings	Confidence Level	Investment description
1	IT	Full utilization of Legistar	\$	\$	80%	Upgrading Legistar, streamlining agenda preparation processes, increased accessibility for public
2		Upgrade E-mail system	\$\$	\$\$	70%	Implement Gmail, decrease support required
3		Upgrade HR/Payroll system	\$\$\$	\$\$\$	50%	Update/upgrade HR/Payroll system for ease of detailed timekeeping, integration with enterprise system
4		Upgrade Enterprise system	\$\$\$\$	\$\$\$\$	50%	Update/upgrade county-wide ops system for increased ease in financial and related systems
5		Upgrade Land Mgmt system	\$\$\$	\$\$	50%	Update/upgrade system used for planning, permits and all related operations
6		Upgrade Property Tax system	\$\$\$	\$\$	50%	Update/upgrade administration of property taxes, including assessment, payment and collection
7		Upgrade dept records storage	\$	\$\$	70%	Develop standard records storage to reduce cost of storage and increase efficient retrieval
8	HR	Personnel Policies Update	\$	\$	70%	Update personnel policies for ease in implementation and reduce dept time
9		Hiring procedures	\$	\$	80%	Improve hiring procedures to streamline and hire top candidates
10		Disciplinary procedures	\$	\$\$	80%	Update policies to allow more efficient and productive procedures
11		Staff training	\$	\$\$	80%	Implement county-wide training programs and source specialized training programs
12		Mentoring	\$	\$	60%	Improve changes of success for new hires, especially supervisors
13		Exec Mgmt selection/training	\$	\$	60%	Improve changes of success for new hires, especially management
14		Customer Service training	\$	\$\$	70%	Improve customer interactions to reduce time spent by customer and staff
15		Extra Help procedures	\$	\$\$	80%	Update personnel policies for ease in implementation and reduce dept time
16		Labor Relations/contracts	\$	\$	80%	Streamline and improve labor relations practices to reduce errors and improve efficiency
17	Risk	Assessment & management	\$	\$\$	80%	Update policies to reduce expenditures through better risk management practices
18		Proactive training programs	\$	\$\$	80%	reduce workers comp costs with improved training on safety and on procedures
19	Purch.	Improved contracts procedures	\$	\$\$	70%	Reduce duplication and streamline process through technology
20		Updated limits	\$	\$\$	60%	Investigate feasibility of proposing an update to the County charter
21	Facilities	Property management	\$	\$\$\$	50%	Build a facilities function with master plan, on the ground improvements and investments for future
22	Econ Dev	Proactive bus. attraction	\$	\$\$\$	50%	More focus on econ dev for organized approach
23		Improved processes for land use	\$	\$\$\$	50%	Make it easier to do business with the County in land use issues
24		Bus. Retention efforts	\$	\$\$\$	50%	More focus on econ dev for organized approach
25		Improved coordination	\$	\$\$\$	50%	More focus on econ dev for organized approach
26	Fin Ops	Improved standards	\$	\$\$\$\$	50%	Improve functioning level of financial personnel through understood financial practices and standards
27		Dept accountability	\$	\$\$\$\$	80%	Hold Dept Heads, management and employees accountable for accuracy of work
28		Reduced duplication	\$	\$\$\$	80%	Eliminate some duplication by holding departments and employees accountable for accuracy of work
29	CAO	Proactive legislative actions	\$	\$	50%	Identify key legislative issues and focus efforts to effect change at State/Fed level
30		Internal communications	\$	\$	50%	Develop program to improve communication with employees
31		External communications	\$	\$	50%	Develop program to improve communication with community
32		Strategic priorities	\$	\$\$\$	70%	Develop priorities for County and stick to them