

Sauk County, Wisconsin  
**Administrative Coordinator 2018 Annual Report**

**2018 Mission:** Provide effective leadership to all county departments and functions and serve as a knowledgeable resource to the Board of Supervisors in compliance with §35 of the Sauk County Code of Ordinances.

**Departmental Program Summary:** Pursuant to Wis. Stat. §59.19 and Sauk County Code Ch. 35, the Administrative Coordinator supervises and manages the daily operations of Sauk County government. Responsible for coordinating and directing the management functions of Sauk County pursuant to the declared will of the Sauk County Board of Supervisors. In addition, Administration is responsible for Economic Development, Criminal Justice Coordinating Council, and Arts and Culture functions.

**2018 Goals Review**

**2018 GOALS REVIEW**

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2018?
	Yes or No (If no, please provide comment)
Implement strategies for improving communications interdepartmentally, between the board and departments, and between the County and its constituency.	Yes, although this is ongoing. We continue to make process improvements and respond to feedback.
Development of performance measurements as a vital part of County operations.	Ongoing. All Departments updated their outcome measures for the 2019 budget.
CDBG Revolving Loan Fund Program - Administer loan program and identify opportunities to support efforts of entrepreneurs in business start-up and expansion.	Yes. All money loaned out in 2018.

**Changes / Accomplishments:** 2018 brought the addition of a Community Liaison and an Administrative Specialist. The result has been an increase in our communication to the public through social media and other outreach meetings. Future Regions has completed the first part of its process, with the meetings held throughout the County and several workgroups having formed. Sauk County was able to serve more citizens with many different programs through the budget process that made use of priorities to provide the services needed the most by its citizens. The budget process continues to be refined. Process mapping and process improvement was emphasized in 2018, with several meaningful changes being made. In addition, a comprehensive rewrite of the Personnel Ordinance and Personnel Policies was accomplished for the first time in many years. This was done with significant employee and supervisor input. Several grant

programs have been set up to encourage placemaking and economic development. Numerous trainings have been offered to Department Heads and Employees.

**Statistical Summary:**

**OUTPUT MEASURES**

<b>DESCRIPTION</b>	<b>2013 ACTUAL</b>	<b>2014 ACTUAL</b>	<b>2015 ACTUAL</b>	<b>2016 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2018 ACTUAL</b>
Number of Department Head Meetings Held	12	12	12	11	11	12
Number of RLF Awards	NA	NA	0	5	2	1