

Sauk County, Wisconsin Administrative Coordinator Annual Report

2016 Mission: To provide effective leadership to all county departments and functions in the implementation of directives and policies established by the Sauk County Board of Supervisors; and provide a knowledgeable and creative resource to the Sauk County Board of Supervisors in their consideration of issues relating to public policy; and fulfill specific responsibilities set forth in §35.05 of the Sauk County Code of Ordinances.

Departmental Program Summary: The Office of the Administrative Coordinator is responsible for all areas of oversight including leadership for departments; strategic planning, the budget process; interdepartmental cooperation, and workflow. Sauk County has chosen to organize with an appointed Administrative Coordinator. State statute combined with the Sauk County Code of Ordinances, Chapter 35, details the roles and responsibilities of the Administrative Coordinator.

Budget process / Financial management

- Continue process of incorporating quantifiable performance measures in budget process and annual report. By encouraging the development of outcome based measures for analysis of programmatic success that adequately assess effectiveness. Facilitate budget process, by working with oversight committees to define priorities, services to be maintained.
- Incorporate effective citizen input as a key component of the budget process.

Interdepartmental Cooperation / Workflow

- Continue to develop applications of technology to improve workflow and interdepartmental communications including a centralized policy manual. Review current practices in regard to changes in technology, policy, and emerging best practices.
- Functional groups.
- Project specific workgroups.

Provide effective leadership to all county departments.

- Serve as a liaison between board and departments. Encouraging the development of ongoing board training; and advise board on issues related to state and local government actions.
- Training and development opportunities for Department Heads.

Regional Cooperation

- Begin to explore options for regional cooperation and cooperative efforts with other governmental agencies.

Assist / Advise County Board through Strategic Planning Process

- Provide assistance as county board liaison in implementing strategic initiatives. Assist departments in evaluating programs and activities in terms of countywide mission and goals.

Project Development and Oversight

- Provide staff assistance to major county initiatives.

2016 Goals Review

OBJECTIVES	WAS THIS OBJECTIVE REACHED IN 2016?
	YES OR NO (IF NO, PLEASE PROVIDE COMMENT)
<p>Implement strategies for improving communications interdepartmentally, between the board and departments, and between the county and constituency.</p>	<p>Worked with the Health Care Center on communication issues. Improved efficacy of department head meetings, including developing an agenda. Ongoing.</p>
<p>Define the role of County Government in Economic Development Strategies.</p>	<p>Worked with placemaking and attended Economic Development Committee meetings. Contracted with a planner to develop a strategy for the County. Developed process to distribute ATC funds. Ongoing.</p>
<p>Revolving Loan Fund expansion / use of available funds</p>	<p>The Revolving Loan Fund had one new loan completed and funded in 2016. This loan will allow for a new building that will hold 4 storefronts allowing for 3 additional storefronts aside from the borrowers. 2 of the 9 program inquiries will likely be presented to the Revolving Loan Fund Committee for consideration in 2017. Mailings went out to realtors, bankers, insurance agents within Sauk County to help advertise the CDBG-RLF program and help educate individuals and business on the program.</p>

Changes / Accomplishments:

Law Enforcement Center debt was refinanced, saving about \$140,000 per year through 2021. Moody's also affirmed the County's very healthy bond rating at Aa1. Also, all departments are now utilizing electronic accounts payable approval in MUNIS, called workflow. This should eliminate the significant deficiency in our audit. Once significant deficiencies are gone for two years, the County can be considered a "low-risk" auditee, saving time, money and scrutiny.

Related to grant administration, the trend toward increased emphasis on grant monitoring has continued. Audits stress documentation of and adherence to internal controls, as well as evidence

of multiple person review of transactions and filings. More rigorous review of vendor payments includes verifying vendors are not suspended or debarred. This will continue into 2017.

Statistical Summary:

Community Development Block Grant:

- Sauk County portion of the Southern Housing Consortium: \$600,448 cumulative spent on remediation of nine (11) housing units since 2011 inception.
 - 2015 \$54,555 spent; 2016 \$17,700 spent

- CDBG-RLF:
 - Annual reporting for existing loans 5
 - Total outstanding loan balance as of 12/31/2016 \$446,058.37
 - New loans processed 1
 - Number of program inquires 9
 - \$ 469,704.00 fund balance as of 12/31/2016

- General County Administration
 - Agendas: 46
 - Calls to office: 4,212

OUTPUT MEASURES			
DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
Number of Department Head Meetings Held	12	12	11
Number of Informational Postings (Current events)	17	NA	NA

OUTCOME AND EFFICIENCY MEASURES			
DESCRIPTION	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL
Percentage of Departments Utilizing Performance Measures in Planning and Budget Preparation Documents	36 out of 36 100%	36 out of 36 100%	36 out of 36 100%
Proficient or Outstanding rating on Budget Message, Transmittal Letter, and as planning document.	21 out of 21	21 out of 21	21 out of 21