Richland County Committee

Agenda Item Cover

Agenda Item Name: **Discussion and possible action regarding administrative strategic goals**

Department	Administration	Presented By:	Administrator
Date of Meeting:	01 February 2022	Action Needed:	Report / possible action
Disclosure:	Open Session	Authority:	Administrator Agreement
Date submitted:	31 January 2022	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u>, prepared, reviewed

Recommendation and/or action language:

(Possible) Motion to…. approve report on addressing strategic goals.

(Possible) Motion to…. (amend priority work plan)

Background: *(preferred one page or less with focus on options and decision points)*

The County Administrator will present a report on progress, and planning to address the administrative goals for the 2020-2022 session and the current list of requested/identified administrative projects and initiatives facing the administrator/administrative team.

As per previous action and discussion. The administrator will be presenting a report on current progress and priority work plan. As a process, the committee will have the ability to recommend amendments and offer guidance via motion.

Attachments and References:

Strategic Plan Tracking and Reporting	Projects and Initiatives List
Work Plan – Prioritized	

Financial Review:

(please check one)

	In adopted budget	Fund Number	
	Apportionment needed	Requested Fund Number	
	Other funding Source		
	No financial impact		

(summary of current and future impacts)

TBD

Approval: **Review:**

_____   _____

Department Head   Administrator, or Elected Office (if applicable)

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Strategic Plan Tracking and Reporting: 2020-2022												
Items:	**Actions:**	**Status:**										
Challenges for the County Administrator (18 month		29-Sep-20	30-Oct-20	25-Nov-20	29-Dec-21	16-Feb-21	25-Feb-21	18-May-21	04 Oc-21	1-Nov	30-Dec	31-Jan
1. Develop a long-term strategic plan		Prelim	Dev.	Dev.	Dev.	Actions	Actions	Actions	Actions	Actions	Actions	Actions
	Plan has been drafted by SWRPC - Attending meetings											
	Resolution to complete by end of session											
2. ~~Transition finance and HR from County Clerk's Office to the Administrator's Office~~		~~Prelim~~	~~Dev.~~	~~Dev.~~	~~Dev.~~	~~Actions~~	~~Actions~~	~~Actions~~	~~Complete~~			
	~~Established roles and position descriptions~~											
	Some remaining overlap with Clerk serving as Finance Officer											
3. Make resolutions and ordinances available and organized on the internet		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Dev.	Actions
	Intensions of utilizing ARPA funds to codify ordinances							**Anticipating February**				
	Approval to use ARPA funds, Contract to Board in February											
	Approval of Resolution in January County Board											
4. Develop more uniform HR policy and procedures		No Actions	No Actions	No Actions	No Actions	No Actions	No Actions	Prelim				
								POSTPONE				
5. Implement a uniform performance review program		Prelim	Dev.	Dev.	Dev.	Dev.	Actions	Dev.	Dev.	Dev.	Dev.	Dev.
	Completed 4 of 14 complete; 4 in development											
6. Develop plan and funding for more broadband		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim				
								POSTPONE				
	Committed $200,000 from ARPA											
7. Develop finance and purchasing policy (increase admin authority on purchasing)		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.				
	Amendment to Rule #14 expanding authority							**POSTPONE**				
	Voucher Procedure on Invoices											
8. Develop new county board member orientation program		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Action	Action	Action
	Drafted plan is awaiting action from F+P on December 17th. Finalized action by the Board anticipated for January.										~~Jan Completion~~	
	Awaiting final review from Rules and Resolutions											
9. Full review of county employee handbook, addendums and administrative manual		Prelim	Prelim	Prelim	Prelim	Prelim	Prelim	Dev.	Dev.	Action	Action	Action
	Several Addendums to reviewed. Anticipating February Completion									Feb Completion		
	Finalizing Administrative Manual											
10. ~~Partner with Southwest Regional Planning in developing a county strategic plan~~	~~Entered an Agreement // Planning Sessions Complete // Finalizing Plan~~	~~Dev.~~	~~Dev.~~	~~Dev.~~	~~Actions~~	~~Actions~~	~~Actions~~	~~Complete~~				
11. ~~Develop policy and procedure to address complaints and~~		~~Prelim~~	~~Prelim~~	~~Actions~~	~~Actions~~	~~Complete!~~						
	~~Department Review: Taking to County Board in January Board Adoption in February 2021~~											
12. ~~Develop compensation and classification plan (Proposed by Administrator)~~		~~Prelim~~	~~Prelim~~	~~Prelim~~	~~Prelim~~	~~Dev.~~	~~Dev.~~	~~Actions~~	~~Complete~~			

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

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				Date:	31-Jan-22		
		Project and Initiatives involving the Administration Team:					
By Duties:	**Department/ committee / funciton:**	**Project / Initiative:**	**Status**	**Cost (est.)**	**Current Lead**	**Strategic Goal**	
Board Relations							
	~~Board~~	~~Redistricting with coordination of committee~~	~~Done~~	~~Min~~	~~CTY Clerk~~	~~No~~	
	Board	Policy, Rules, Procedure of addressing public comment in public meetings	No actions	min	Admin	No	
	County Board	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No	
	Rules and Resolution	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin /Corp Counsel	No	
	Finance and Personnel	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
	Property Committee	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
	Strategic Planning	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No	
	Veterans Commission	Routine Coordination, Presence and Support	Routine	?	CVSO	No	
	UW Campus	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No	
	Tri-County Airport	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No	
	Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes	Jan
	Committees	POLICY - Review Committee Authorities and Responsibilities Review	Development	?	Committees	No	
	Committees	Rules - (Future Ordinance) Process for appointments to Boards, Committees and Commissions	Development	?	Committees	No	
Administrative Duties							
	Administrator	Performance evaluations on reporting department heads (14)	3 of 14	min	Administrator	Yes	
	Administrator	Performance evaluations on reporting subordinates (3.5)	0 of 3.5	min	Administrator	Yes	
	Clerk's Office	Ordinances and Resolutions with Digital Accessibility on Website	Development	?	Clerk	Yes	
	Clerk's Office	Ordinances converted to Book of Ordinances	Development	?	Clerk	Yes	
	Clerk's Office	POLICY - Review record retention schedule	Development	?	Clerk / Admin	Yes	
	Clerk's Office	Purge historic records and storage spaces	Development	Many hours	Clerk / Admin	No	
	Administration	Purchase and Install new AS400 system	System arrived	$60,000	MIS	Yes	
	~~Administration~~	~~Sort out office and floor space~~	~~Actions~~	~~?~~	~~Admin / Clerk~~	~~Yes~~	
	Administration	Promoting Southwest Tech presence in Richland Center	No actions	?	Admin	No	
	Administration	POLICY and procedure - Reviewing Contracts Through Corporation Counsel	No actions	?	Admin	Yes	
	Broad Band Development	Develop a plan and funding for improving rural broadband access	Preliminary	?	Committees	Yes	
	Broad Band Development	Actions on Broadband Grants due by March 2022	No Actions	?	Committees	Yes	2022Feb
	Training	Department Head Training: working with committees, budget, leadership, employment law	Preliminary	?	Admin	No	
	Training	Employee training: Complaint Policy, Benefits, future advancements in county	No actions	?	Admin	No	
	Training	AS400 Training and viewer access for Department Heads	No actions	?	Tammy W.	No	
	COVID-19 Vaccination Education Initiative	Base Line Data- Promotion - Monitoring - Follow-up Data - Report to F+P, HHS B	Preliminary	?	Admin/Asst. /HHS Dir.	No	
	Veterans Commission	Customer service review process remains a concern of the commission	No actions	?	Admin	No	
	UWEX	Evaluation of current community educator needs	No action	?	Admin	No	
	UW Campus	Future Utilization and Foot Print // Contingency Plan Development	Preliminary	?	Admin	No	
	UW Campus	Campus Loop deed to City	Surveyed	?	CC	No	
	UW Campus	Future utilization of none developed forest and agriculture sections	Preliminary	?	ED	No	
	Tri-County Airport	Ownership Agreement Ordinance	Awaiting Sauk	?	Admin / Sauk	No	
	Tri-County Airport	Airport Improvements: project tracking, land acquisition, and funding	Close	$9,500,000	Admin / Sauk	No	
	Land Conservation	Services and staffing evaluation, regarding Land Conservation, Zoning, Land Information	No action	?	Admin	No	
	Land Con and Fair	Investigation of moving parks from Land Con to a "Parks and Fair" configuration	No action	?	Admin	No	
	Business Reviews	Hiring consultants to evaluate business plans: Fair, Ambulance	Preliminary	?	Admin	No	
	~~Solar Field~~	~~Solar Field - follow up push on development~~	~~Underway~~	~~$160,000~~	~~ED~~	~~No~~	
	Solar Field	Solar Field - follow up on personal solar panel ordinance	Actions	$100 per	Zoning	No	
	Solar Field	Solar Field - Monitor revenue flow from DOR	Preliminary	$100K+ / year			
	Solar Field	Solar Pannels on County Roofs - Through Allient or other Utility (Iowa County)	No action	?	Accounting Supervisor	No	

Recommended Cover Letter— County Administrator Langreck (20 May 2020)

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Category	Item	Description	Status	Amount	Responsible	Agenda	Date
Strategic Planning and Organizational Improvement							
	Strategic Plan Development	Development of long-term strategic plan; monitoring and enforcement; data support	Near Completion	?	Committee Lead / SWRP/ Admin	Yes	
	Strategic Plan Development	Development of work-plan to implement the strategic initiatives	Preliminary	?	Admin	No	
Budget Preparation and Execution							
	Capital Program	Development and implementation of a 10 year capital management planning	Preliminary	?	Administrator	No	
	10 Year Financial Plan	Development and implementation of a 10 year financial plan	Preliminary	?	Administrator	No	
	Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	Preliminary	?	Administrator / CFO	No	
	MIS Budget	2023 Reconfiguration to Office and Organizational Budgets	Preliminary	?	Administrator	No	
Financial Reports and Planning							
	Finance	American Recovery Plan: Access needs and options, selection process, decision, tracking and audit	Actions	$3,300,000		No	
	Finance	American Recovery Plan: Coordinating with Townships and City on their uses	No action	Multiple M	Admin	No	
	~~Finance~~	~~2022 Budget - Process planning and coordination~~	~~Actions~~	~~$36M~~	~~Admin~~	~~No~~	
	~~Finance~~	~~2022 Budget - Union negotiations~~	~~Actions~~	~~?~~	~~Admin / Jon~~	~~No~~	
	~~Finance~~	~~2022 Budget - Health Insurance and Benefits Review, Assessment, Proposal~~	~~Actions~~	~~?~~	~~Admin~~	~~No~~	
	~~Finance~~	~~2022 Budget - Capital Projects and Improvement process and borrowing~~	~~Actions~~	~~?~~	~~Admin / Clerk~~	~~No~~	
	~~Finance~~	~~2022 Budget - Review of county partnerships~~	~~Actions~~	~~?~~	~~?~~	~~No~~	
	Finance	POLICY - Purchasing Policy	Preliminary	?	Admin / Clerk	YES	
		POLICY - procedure on ensuring W/C certificates with contractors	None	?	Admin / Clerk	No	2022Feb
	Finance	POLICY - Finance policy, w/ funds (purpose, authority, responsibility) ref resolutions	Preliminary	?	Admin / Clerk	No	
	Finance	POLICY - Grant and Endowment Receipt, Holding and Issue	Preliminary	?	Admin / Clerk	No	
	Finance	Service Card System	Development	?	Admin / Clerk	No	
	Finance	Amazon Business Account for the County	Preliminary	?	Admin / Clerk	No	
	Finance	Reviewing revenues (fines, fees, and grants)	No actions	?	Admin / Clerk	No	
	Finance	Evaluation of Property and Liability Insurance	Status Quo	?	Admin / Clerk	No	
	Finance	Routine Finance meetings for county coordination	No actions	?	Admin / Clerk	No	
	Finance	Evaluate centralized finance department - with attached personnel	Preliminary	?	Admin / Clerk	No	
	Finance	Next Generation Finance and Payroll System: Assess, Evaluate, Plan	No actions	?	Admin / Clerk	No	
	Finance	AS400 Switch over - Anticipating February after year end	Development	$60,000	Admin / MIS	No	
	Finance	Early Childhood Education and Daycare Grant Program	Actions	$335,100	Admin	No	
	DOJ Grant	Department of Justice, Coronavirus Round two for Law Enforcement contagion mitigation	Actions	$150,000	DOJ / Accounting Supervisor	No	
	~~Ambulance Garage~~	~~Finalize Purchase~~	~~Dec 15th~~	~~$600,000~~	~~Chair and DH~~	~~No~~	
	Ambulance Garage	Monitor Project and Funding Requests	Preliminary	?	Admin / Chair/ DH	No	
	Housing Authority	Evaluation and repurpose of aged grant program	Preliminary	$55,000	ED	No	
	CDBG Close	Lone Rock Improvements	Con. $ flow	$481,750	ED	No	
	CDBG Close	Richland Center Auditorium	Con. $ flow	$752,341.31	ED	No	
	Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Preliminary	?	Admin	No	
	Opioid Settlement	Monitoring and tracking opioid settlement project	No actions	?	Admin	No	
Human Resources							
	~~Human Resources~~	~~Recruitment Process for Corporation Counsel~~	~~Actions~~	~~?~~	~~Admin / HHS~~	~~No~~	
	Human Resources	Recruitment Process for Accounts Payable Specialist	CLOSE	?	Clerk / HHS	No	
	Human Resources	POLICY - Review Long-term medical absence	Preliminary	?	Admin	No	
	Human Resources	POLICY - Regarding abandoned personal possessions	Preliminary	?	Admin	No	
	Human Resources	POLICY - Vehicle use policy	No actions	?	Admin	No	
	Human Resources	POLICY - Building Policy for Courthouse	No actions	?	Admin	No	
	~~Human Resources~~	~~POLICY - Finalize Handbook with changes reflecting Administrator~~	~~Done~~	~~?~~	~~Admin~~	YES	
	~~Human Resources~~	~~POLICY - complete review Handbook, Administrative Manual and Addendums~~	~~Done~~	~~?~~	~~Admin~~	YES	
	~~Human Resources~~	~~POLICY - Compensation, Classification and Authorization~~	~~Adopted~~	~~?~~	~~Admin~~	~~No~~	
	~~Human Resources~~	~~Review FLSA classifications~~	~~Done~~	~~?~~	~~Admin~~	~~No~~	
	Human Resources	POLICY - Performance Evaluation Policy and Procedures	No actions	?	Admin	YES	
	Human Resources	Evaluation of uniform timekeeping and timecard system	No actions	?	Admin	No	
	Human Resources	POLICY and Procedure- Masking and Vaccinations in County Buildings	Ongoing	?	Admin	No	
	Human Resources	POLICY - Return to work and light duty	Preliminary	?	Admin	No	
	Human Resources	POLICY- Review and Update Civil Rights	Development	?	Admin	No	
	Human Resources	POLICY - Public Works Solicitation, Bidding and Awarding Process	No actions	?	Admin	No	
	Human Resources	POLICY - Pay for Performance	No actions	?	Admin	No	2022Feb
	Human Resources	POLICY - Volunteer Worker Agreement / Hold Harmless Language	No Actions	?	Admin	No	2022Feb
	Human Resources	Review on future compensations and benefits package, including time-off	Preliminary	?	Admin	No	
	~~Highway~~	~~Clerical Staff hour reduction~~	~~Done~~	~~?~~	~~Admin / HWY~~	~~No~~	
	Human Resources	Consideration of future new positions: Tourism Director, Jail Administrator, Radio Administrator,	Preliminary	?	Admin	No	
	Human Resources	Establish Reoccuring HR meetings and work group	Preliminary	?	Admin	No	

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Property Management							
	Courthouse	Security and Key Project	No Actions	10K-50K	Maint	No	
	~~Courthouse~~	~~Duct Cleaning~~	~~Done~~	~~$14,082.00~~	~~Maint~~	~~No~~	Complete
	Courthouse	Air Purification Equipment Installation	Scheduled	$42,454.00	Maint	No	
	Courthouse	Roof replacement on historic courthouse	Scheduled	242,000	Admin	No	
	Courthouse	Reallocation of Emergency Management / Ambulance Space	Preliminary	?	Admin	No	
	Courthouse	Long-term future occupation of courthouse / future jail project	2013 Study	Multi-million	Committee	No	
	~~Property~~	~~Cazenovia Demolition — parcel is still ours; concerns on redemption (Economic Development)~~	~~Done~~	~~$60,000~~	~~ED~~	~~No~~	
	~~Property~~	~~1st Street — parcel is still ours; concerns on redemption (Corp Counsel and Economic Development)~~	~~Done~~	~~$10,000~~	~~ED and CC~~	~~No~~	
	Property	Crook Property - work with city on razing and development	Holding	0		No	
	Property	Streamline process on property development (Economic Development)	Preliminary	?	ED / Corp Counsel / Treasurer	No	
	Property	Contaminated Parcel, old dry cleaning (Economic Development)	Preliminary	?	ED	No	
	Property / Parks	Kayak Landing project and land swap	Preliminary	?	Parks and Chair	No	
	~~Property~~	~~Roofing repairs on Campus, Symons, HHS (Passed to Department Heads)~~	~~Done~~	~~$600,000~~	~~Contractor / DH~~	~~No~~	
	MIS / Sheriff	Radio Tower Project - Assessment and Improvements to Radio Counsels and Towers	Actions	6-10 M	MIS/ Sheriff / Consultant	No	
	Land Conservation	Concerns on rented space, possible movement to courthouse	2023	$10,000	Admin / Land	No	
Community & Intergovernmental Relations							
	Lobbying	Communicate with State Representatives on Levy Limits and County Financial Position	Preliminary	?	Admin	No	
	Public Addresses	Schedule Reoccurring Public Addresses with Radio and Paper	Preliminary	?	Admin	No	

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Board Relations							
	Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes	
Administrative Duties							
	Administrator	Performance evaluations on reporting department heads (14)	4 of 14	min	Administrator	Yes	
Budget Preparation and Execution							
	Capital Program	Development and implementation of a 10 year capital management planning	Draft Format	?	Administrator	No	
	10 Year Financial Plan	Development and implementation of a 10 year financial plan	Draft Format	?	Administrator	No	
	Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	Actions	?	Accounting Supervisor	No	
Financial Reports and Planning							
	Finance	Service Card System	Contract Signed	?	Admin / Treasurer / CFO	No	
	Finance	Early Childhood Education and Daycare Grant Program	Checks Released	$335,100	Ad. Assistant	No	
	Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Actions	?	Administrator	No	
Property Management							
	Administreation	Radio Tower Project - Funding and Bond Rating Call / Analysis	Planning	6-10 M	Admin	No	2022Feb

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