



Administrator/Controller

Mission Statement

The Administrator/Controller's office provides service to the Board of County Commissioners through coordination of the individual departments in fulfilling efficient delivery of County services.

Activities

The county's annual budget is prepared and county finances are monitored. The Administrator/Controller serves as financial advisor to the Board of Commissioners.

The office implements policies of the Board of Commissioners and assistance is provided to the Board on policy matters. The Board is represented by the Administrator/Controller at meetings with local government and state officials. The management of all county facilities and programs is overseen.

The Administrator/Controller's office supervises all appointed Department Heads.

The Administrator/Controller's office is responsible for overseeing all internal service functions.

Strategic Plan Impact

Jackson County 2025:

- ✓ Healthy Community
- ✓ Transportation and Community Connectedness
- ✓ Thriving Regional Economy
- ✓ Safe and Desirable Community
- ✓ Trusted Government
- ✓ Quality of Life Essentials

The county administrator/controller's office is responsible for promulgating the Board of Commissioner's strategic plan. The administrator's office chair's the Strategic Implementation Team (SIT) which coordinates the efforts of all county efforts towards achieving the strategic objective. Furthermore, the administrator's office creates and



Administrator/Controller

facilitates the process for making budgetary decisions based on the Board of Commissioners strategic objectives.

Accomplishments

- ✓ Continue partnership with CoPro+ collaborative procurement program.
- ✓ Oversee successful implementation of the new public safety communications radio system.
- ✓ Continued progress on new Jackson County Events Center and renovations to Keely Park. Successful grand re-opening of Jackson County Fair.
- ✓ Conservative budgeting continues to serve us well. The five-year financial plan continues to help us manage the financially turbulent economic times. The 2021-2022 Budget will be the fifth two-year budget plan. The Board will adopt a 2021 budget and a draft 2022 budget.
- ✓ Creation of strategic plan committees to implement Jackson 2025 Strategic Plan.
- ✓ Successful introduction of new Jackson County Public Defender's Office to serve Jackson County Courts, for compliance with Michigan Indigent Defense Commission mandates.
- ✓ Continue to work with townships and the court to facilitate the bond payment conflicts with the Southern Regional Interceptor.
- ✓ Transition of administrative oversight of Emergency Management Office to Administrator's Office.
- ✓ Continue innovative processes at the Jackson County Department of Transportation to not only improve, but reduce the cost of road repairs and the replacement of roads.

Budget Adjustments

No significant budget adjustments have been recommended in the 2021 budget.





Strategic Outcomes							
Indicator	2011 Actual	2013 Actual	2015 Actual	2017 Actual	2019 Actual	2021 Actual	2023 Actual
Percent of citizens rating the overall quality of life in Jackson County as excellent or good.	55%	51%	49%	51%	49%		
Percent of citizens rating Jackson County as a place to live excellent or good.	60%	59%	59%	54%	56%		
Percent of citizens rating the value of services for the taxes paid as excellent or good.	28%	33%	36%	31%	28%		
Percent of citizens rating the overall impression of Jackson County Employees excellent or good based on their most recent experience.	73%	50%	55%	55%	51%		
Percent of citizens rating the level of coordination between Jackson	35%	24%	25%	32%	24%		



County and other units of government excellent or good.							
---	--	--	--	--	--	--	--

Other Key Indicators							
Indicator	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Target
Board Meetings	14	25	26	24	25	24	25
Resolutions	47	45	33	47	50	58	
Policies Reviewed	2	3	1	6	10	16	12





Administrator/Controller

This page intentionally left blank.