



## COUNTY ADMINISTRATOR 2022 – Dept 07

### **BUDGET SUMMARY AND HIGHLIGHTS:**

The proposed budget for this department is \$319,714 a 5.5% increase over 2021. Revenues are constant \$15,000. The levy is proposed to be \$304,714 an increase of 5.7%. The increase is primarily the result of benefit adjustments with new personnel.

### **FUNCTION:**

The County Administrator serves as the Chief Administrative Officer for the county, as defined by Wisconsin Statute 59.18 and by the job description prepared by the county.

### **MAIN RESPONSIBILITIES:**

The County Administrator's Office duties are to ensure that the day to day operations of the county go smoothly. Compiling and analyzing the annual budget and addressing personnel issues are two major aspects of the department. Assisting with multi-department and specialized grant applications as well as coordination with economic development, HR and various boards and committees are also significant components of this office's workload. The Administrator works with Departments and Committees to achieve cost-efficiencies and to address departmental issues. The Administrator monitors the budget throughout the year and makes necessary recommendations for adjustments.

The position involves working cooperatively with local, state, and federal agencies and representatives.

### **FY2021 ACCOMPLISHMENTS**

- Provided COVID-19 response guidance and direction.
- Work with departments on Safety and Security Upgrades
- Work closely with departments on multiple infrastructure, maintenance and planning efforts.
- Work closely with departments on annual budget and monthly budget monitoring.
- Prepare and present information to the:
  - Personnel
  - Executive
  - Full Board
  - Library
  - Tribal Relations
  - Emergency Food and Shelter Program (bi-annual meetings).
  - Ethics and Industrial Development (annual meetings).
  - EMS, new in 2021 and 2022
  - Census Redistricting Committees, new in 2021

- Actively participates in the Bayfield County Economic Development Corporation, Business Park Advisory Committee, Bayfield County Emergency Food and Shelter and other committees and groups as assigned.
- Active participant in Superior Days.
- Helped Coordinate Routes to Recovery funding across county departments with a focus on improving safety within existing buildings, \$249,000. Worked with Bayfield County Municipalities and the State of Wisconsin to coordinate unspent CARES dollars to Bayfield County and Northern Lights Projects (\$74,000).
- Applied for and received two DOJ Supplemental Grants for law enforcement and court facility enhancements totaling \$300,000.
- Provided research, background and policy recommendations on board requested items including Artesian Well and Fairgrounds Horse Arena Project.
- Continue to Implement Laserfische scanning process of Personnel Files.
- Facilitated the hire and onboarding of all new employees.
- Coordinate the youth local government recognition / scholarship program.
- Conducted employee trainings and a county wide training event on Martin Luther King Day in January.
- Assess wage and benefit levels to ensure Bayfield County is competitive with surrounding employers working to make Bayfield County is an employer of choice.
- Assist with monitoring of multiple construction projects.
- Provide community information on a wide variety of local and state topics via County Facebook and Web Page.
- Advertise county position openings via Social Media.

#### **FY 2022 INITIATIVES:**

- Begin a County wide property facility assessment schedule to assist with future county facility planning.
- Assist County Board project for an Artesian Well Study.
- Assist County Board with Fairgrounds Arena Repair project.
- Work on a proposed updated countywide wage analysis.
- Assist with microgrid projects at courthouse/jail and forestry/highway complexes.
- Work with Criminal Justice on Jail Re-entry funding opportunities.

#### **FY 2022 GOALS:**

- Work with departments to enhance operations and maximize service delivery options to participants.
- Work with Departments to finalize and assess implementation of improvements identified in the security and space study.
- Facilitate jobs and valuation in Bayfield County through infrastructure development.
- Continue to explore energy efficiencies in county facilities and make improvements that result in cost efficiencies.
- Coordinate two county wide trainings in 2022.
- Encourage voluntary employee wellness through programming and facilities.
- Develop cost savings through improved process and asset utilization.

#### **PERFORMANCE INDICATORS:**

1. Meet with department heads 25 times per year.
2. Meet with elected department heads quarterly.
3. Keep expenditures utility costs constant.
4. Develop new revenue sources for the county.
5. Minimize legal actions against the county.
6. Continue the focus on workplace safety through the county wellness committee and workers compensation meetings.
7. Enhance benefit opportunities for County employees.
8. Recognize superior performance of employees.

