



COUNTY ADMINISTRATOR 2023 – Dept 07

BUDGET SUMMARY AND HIGHLIGHTS:

The proposed budget for this department is \$360,797 a 14% increase over 2022. Revenues are constant \$15,060. The levy is proposed to be \$345,737 an increase of 14.7%. The increase is primarily the result of wage and benefit adjustments, the 3% wage index, 2.5% step increase and move from 37.5 to 40 hours.

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.

FY2022 ACCOMPLISHMENTS

- Continued 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 following committees:
 - Personnel
 - Executive
 - Full Board
 - Library
 - Tribal Relations
 - Emergency Food and Shelter Program (bi-annual meetings).
 - Ethics and Industrial Development (annual meetings).
 - EMS, 2021 and 2022
 - Census Redistricting Committees, 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 revised budgeting of CDBG-CV project funds for the Northern Lights Health Services.
- Actively managing 15 ARPA projects
- Helped Coordinate applications for state and federal funding.
- Contact for Artesian Well study project with Wisconsin Geologic and Historic Survey
- Assist with monitoring of construction projects and motor pool and squad fueling
- Provide community information on a wide variety of local and state topics via County Facebook and Web Page.

Human Resources Duties

- Continue to Implement Laserfische scanning process of Personnel Files.
- Facilitated the hire, onboarding and exit interviews 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
- Assess wage and benefit levels to ensure Bayfield County is competitive with surrounding employers working to make Bayfield County is an employer of choice.
- Advertise county position openings

FY 2023 INITIATIVES:

- Help coordinate Comprehensive Planning Process
- Provide direction on county housing initiatives
- Coordinate construction of ARPA projects at courthouse, jail, highway, northern lights and the BRICK
- Plan for projects utilizing new Federal funding opportunities.
- Assist with intergovernmental collaboration regarding joint dispatch feasibility project and potential implementation

FY 2023 GOALS:

- Work with departments to enhance operations and maximize service delivery options to participants.
- Work with Departments to finalize and implement improvements identified in the security and space study.
- Facilitate employment and property valuation growth in Bayfield County through infrastructure development.
- Continue to explore energy efficiencies in county facilities and make improvements that result in long term cost efficiencies.
- Provide visionary guidance on future fueling.
- Support efforts to improve county and community resiliency during natural and man made disasters.
- Coordinate two county wide trainings in 2022.
- Encourage voluntary employee wellness through programming and facilities.
- Develop cost savings through improved process and asset utilization.

- Work closely with Forestry on the Carbon Offset program rollout in 2023.

PERFORMANCE INDICATORS:

1. Meet with department heads 10 times per year.
2. Meet with elected department heads quarterly.
3. Keep utility costs constant through renewable energy expansion
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.