



## ADMINISTRATOR 2019 - 07

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

The proposed budget for this department is \$277,406 a 3.9% increase in 2019, this is an \$11,000 increase from 2018 primarily due to wage and benefits. Revenues of \$12,000 are anticipated resulting in a levy of \$265,406, an increase of 1.5% over 2018.

### **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 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 position. Assisting with multi-department and specialized grant applications as well as coordination with Bayfield County Economic Development are also significant components of this offices 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.

### **FY2018 ACCOMPLISHMENTS**

- Work with various departments on Safety and Security Upgrades
- Work closely with departments on infrastructure maintenance and planning.
- Work closely with departments on annual budget and monthly budget monitoring.
- Prepare and present information to the Personnel, Executive, Full Board, Library, Tribal Relations and Ethics Committees allowing for informed decision making by Committee members.
- Completed a department based strategic plan update.
- 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.
- Oversaw contracting and assisted with implementation and completion of communications tower in Washburn.
- Helped coordinate contracting and monitoring of Business Park Road Project in 2019.

- Researched and made recommendations on Solar Connect project with Xcel Energy.
- Helped to write and coordinate US DOT BUILD grant for County Highway A and N.
- Helped to write and coordinate an Energy Innovation Grant Fund project for county renewable, alternative and HVAC project.
- Provided research, background and policy recommendations on board requested items.
- Assisted County Board with Northern Lights Policy and Funding Issues.
- Implemented onboarding of new employees saving hundreds of hours annually.
- Facilitated the hire and onboarding of all new employees.
- Implemented an electronic record scanning system for Personnel Files and other critical county documents.
- Began a youth local government recognition program.
- Conducted employee trainings.

**FY 2019 GOALS:**

- Work with Departments to finalize implementation of improvements identified in the security and space study.
- Add jobs and valuation at Bayfield County Business Parks.
- Continue to explore energy efficiencies in county facilities and make improvements that result in cost efficiencies.
- Coordinate two county wide trainings in 2019.
- Encourage voluntary employee wellness through programming and facilities.
- Develop cost savings through improved process and asset utilization.

**PERFORMANCE INDICATORS:**

1. Meet with non-elected department heads at least 25 times per year.
2. Meet with elected department heads at least quarterly.
3. Keep utility costs constant, or with minimal increase.
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.