

## 2010 Administration Initiatives Project Summary

**DRAFT**

This is a list of organization-wide planning initiatives driven by County Administration. The dates and information below are dynamic in nature and subject to change.

| Project  | Description  | Outcomes   | Completion Date  | Forum  | Project Lead  |
|--|--|--|--|--|---|
| Planning Initiative                            | Focus on long-term role of county government, priorities and organizational structure                        | Preparation for budget decisions and labor negotiations; process development for 2012/13 budget  | End of 2010  | Administrator's Planning Team  | Bob Guenzel & Verna McDaniel                          |
| Police Services Cost Analysis                  | Identify county fixed overhead and total cost for contract policing  | Agreement by BOC, Sheriff, Townships on total cost methodology and amounts; policy preparation for 2012 contracts  | TBD  | PS&C & Financial Subcommittee  | Jennifer Watson & Greg Dill                           |
| Jail Staffing Levels                           | Develop recommendation to take to BOC for jail staffing levels and budget amounts                            | Adoption of increased FTE and budget for jail based on NAWH that will allow for proper jail management as defined by the Sheriff                                     | February 3 <sup>rd</sup> - staff development Resolution to BOC - TBD | Group meetings with Sheriff's Office, County Administration, Budget & HR | Jennifer Watson & Greg Dill                           |
| Building Master Plan                           | Update county space plan in light of current vacancies and long-term desired organizational structure        | Determine if any space use should change, any buildings should be sold or closed, or if any rental opportunities exist   | 1st QTR 2011   | TBD  | Dave Shirley  |
| Lump Sum Agreement                             | Negotiate new lump sum agreements with the Trial Court and District Court                                    | Lump sum agreement that allows for appropriate separation between the county and courts with necessary checks and balances   | May 5th - BOC Resolution   | TBD  | Bob Guenzel, Don Shelton, Kirk Tabbey & Curtis Hedger |
| Jail/Court Construction Project                | Finish project on time and on budget in accordance with project scope  | Smooth transition to new space allowing for anticipated service enhancements and efficiencies  | End of 2010  | PS&J Oversight   | Dave Shirley  |
| Juvenile Division Move to Ann Arbor Courthouse | Finish project on time and on budget in accordance with project scope  | Smooth transition to new space allowing for anticipated service enhancements and efficiencies; appropriate response to political issues; resolution of parking needs | End of 2010  | TBD  | Bob Guenzel & Don Shelton                             |
| Ann Arbor City/County Collaboration            | Establishment of master plan for collaboration, building upon work done with IT and Sheriff                  | Framework and plan for further integrating services  | End of 2010  | TBD  | Verna McDaniel & James McFarlane                      |
| Administrator Transition                       | Hiring of next County Administrator and development of smooth transition plan including the hiring of deputy | New Administrator has knowledge, structure and team in place to seamlessly continue process and projects   | February - BOC Hiring<br>May 14th - Transition Complete              | Administration   | Bob Guenzel & Verna McDaniel                          |
| ETCS Reorganization                            | Determine plan for organizational structure for ETCS given director retirement                               | Revised organizational structure that aligns services between departments and within community to maximize community impact and save money                           | Plan in place by March 31st  | TBD  | Verna McDaniel & Susan McGraw                         |

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| Finance & Budget Reorganization       | Determine organizational structure for Finance and Budget given director retirement   | Revised organizational structure that aligns services and allows for most comprehensive approach to resource management   | Decision by May 14th                                     | TBD  | Bob Guenzel & Verna McDaniel       |
| MSU Extension Reorganization          | Determine organizational structure for MSU Extension given State-wide modifications   | Revised organizational structure that responds to State directed modifications  | Implementation by State in July                          | TBD  | Verna McDaniel & Nancy Thelen      |
| WCHO/CSTS Integration                 | Further integrate administration functions between organizations  | Update agreement with U-M Regents<br>Elimination of duplication of efforts to create operational efficiency and reduce costs  | TBD  | TBD  | Verna McDaniel & Patrick Barrie    |
| Transparency of Government Initiative | Establish an online site that holds key data about county operations  | Increase communication & credibility to citizens regarding use of county resources  | June 1st   | TBD  | Andy Brush                         |
| 2010 & 2011 Budget Monitoring         | Monthly budget projections with quarterly updates to BOC on status of 2010 including key indicators and impact on 2011                          | Identify any concerns that will require additional budget modifications as early as possible so 2010 and 2011 end within budget<br>Communication within Uniform Budget Act format | Ongoing all year   | Budget Team to Administration<br>Team to BOC | Jennifer Watson                    |
| Revenue Trending Models               | Enhancement of existing revenue trending models   | Accurate revenue forecasting  | June 30th  | Financial Advisory Team                      | Jennifer Watson & Finance Director |
| Revenue & Grants Pursuit              | Establish strategic plan for increasing and diversifying county revenue sources   | Increased revenues and diversification  | September 30th   | TBD  | Jennifer Watson                    |
| FTE by Department                     | Quarterly reporting to BOC about FTEs including explanation of changes  | Increase communication & credibility to citizens regarding use of county resources  | Quarterly reports  | TBD  | Diane Heidt                        |
| Fund Balance Management               | Annual reporting to BOC about fund balances, level of restriction, status report on county policy and best practices on level of fund balance   | Increase understanding on fund balances and ability to use them   | Incorporate as part of 2009 year end presentation to BOC | TBD  | Peter Collinson                    |
| Cash Management Policy Development    | Develop policy on county cash management and report on status; Long-term cash flow projections in alignment with projected budget modifications | Plan for maintaining positive cash balance  | March 31st   | TBD  | Peter Collinson & Jennifer Watson  |

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| Review Approach for Indirect Costs (CAP) | Determine if county should continue with current CAP methodology or alter to have clearer understanding and potentially increase revenue | Understandable allocation of indirect costs while maintaining or enhancing reimbursement | September 30th  | TBD   | Peter Collinson & Jennifer Watson |
| Review Internal Controls                 | Establish a policy on internal quality control checks within Support Services as well as direct service departments                      | Increase communication & credibility to citizens regarding use of county resources       | June 30th       | TBD   | Peter Collinson                   |
| Presentation of Audit                    | Establish a more comprehensive annual report presentation that aligns year end status with key indicators                                | Increase communication & credibility to citizens regarding use of county resources       | March 31st      | TBD   | Peter Collinson                   |