

2010 Administration Initiatives Project Summary

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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	PSSC & 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 rd - 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 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 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 Communication within Uniform Budget Act format	Ongoing all year	Budget Team to Administration 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