



COUNTY ADMINISTRATOR
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TO: Jeff Irwin
Chair, Board of Commissioners

THROUGH: Robert E. Guenzel
County Administrator

FROM: Gordon Burger
Director of Support Services

DATE: March 7, 2007

SUBJECT: Revised 2008/09 Planning Process and 2007 Board of
Commissioners Calendars

BOARD ACTION REQUESTED:

It is requested that the Board of Commissioners adopt a revised 2008/09 Planning Process Proposed Calendar, reflecting a change in the date of two presentations, and adopt a revised 2007 calendar, reflecting a change in the dates of standing Board of Commissioners' meetings in June.

BACKGROUND:

On February 7, 2007, the Board of Commissioners adopted a 2008/09 Planning Process Calendar that specified that presentations on the History and Impact of the Business Improvement Process and the Financial State of the County be delivered on February 22 and March 7, respectively. County staff would like to recommend two changes:

Presentation to BOC: History and Impact of BIP (Business Improvement Process)

- Originally scheduled for February 22; new date, March 8

Presentation to BOC: Financial State of the County

- Originally scheduled for March 7; new date, March 21

Staff would also request that the title of the BIP presentation be changed from "History and Impact of BIP" to "History and Successes of BIP".

On December 6, 2006, the Board of Commissioners adopted their 2007 Calendar, which specifies the dates of the June Ways & Means/Board of Commissioners and Working Session meetings to be June 6 and 7, respectively. It is proposed that the Board revise this calendar to move the June meetings to the third week in June: new dates – June 20

and 21, respectively. Amending these dates triggers the Agenda meeting (originally scheduled for May 30) to change correspondingly: new date – June 13.

As a “housekeeping” matter, please note that the Board calendar has also been revised to reflect the new location for Agenda meetings pursuant to the Board’s decision earlier this year to hold all public meetings in the Board Room of the Administration Building rather than the lower level conference room.

DISCUSSION:

Additional time is needed to incorporate the large quantity of information required for the Financial State of the County as well as to accommodate a Budget Orientation training session scheduled for March 8, as requested by the Board of Commissioners. Similarly, additional time is needed to allow Community of Interest leaders greater input in developing the stories that will be included in the History and Successes of the Business Improvement Process.

For the June Ways & Means/Board of Commissioners and Working Session meetings, the new dates are proposed to accommodate unavoidable scheduling conflicts, with the added benefit of making the June calendar consistent with the July calendar, in which month all Board meetings occur in the third week in order to accommodate the Fourth of July holiday.

IMPACT ON HUMAN RESOURCES:

None.

IMPACT ON BUDGET:

None.

IMPACT ON INDIRECT COSTS:

None.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

The 2008/09 Planning Process calendar provides structure for all County departments and outside agencies participating in the process.

CONFORMITY TO COUNTY POLICIES:

This request is in conformance with County policies.

ATTACHMENTS:

Resolution

A RESOLUTION ADOPTING THE REVISED 2008/09 PLANNING PROCESS CALENDAR
AND REVISED 2007 BOARD OF COMMISSIONERS' CALENDAR

WASHTENAW COUNTY BOARD OF COMMISSIONERS
March 7, 2007

WHEREAS, the Board of Commissioners adopted a 2008/09 Planning Process calendar on February 7, 2007; and

WHEREAS, the adopted calendar specified that the History and Impact of the Business Improvement Process (BIP) presentation would be delivered on February 22; and

WHEREAS, additional time is needed to allow Community of Interest leaders greater input in developing the stories that will be included in this presentation; and

WHEREAS, staff recommend that the title of this presentation be changed to History and Successes of the BIP; and

WHEREAS, the adopted calendar specified that the Financial State of the County presentation would be delivered on March 7; and

WHEREAS, additional time is needed to incorporate the large quantity of information required for this presentation as well as to accommodate a Budget Orientation training session, as requested by the Board of Commissioners; and

WHEREAS, staff recommends that presentations on the History and Successes of the Business Improvement Process (BIP) and the Financial State of the County presentations be delivered on March 8 and March 21, respectively, instead of their original dates; and

WHEREAS, on December 6, 2006, the Board of Commissioners adopted a 2007 calendar that specifies the June Agenda, Ways & Means/Board of Commissioners, and Working Session meetings to take place on May 30, June 6, and June 7, respectively; and

WHEREAS, staff recommend that the calendar be revised to specify that these meetings take place June 13, June 20, and June 21, respectively, both to accommodate unavoidable scheduling conflicts as well as align the June calendar with that of July; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby adopts the revised 2008/09 Planning Process calendar and the revised 2007 Board of Commissioners Calendar, as attached hereto and made a part hereof.

2008/09 Planning Process Calendar

**Revised items*

Customer Needs & Financial Capacity

Presentation to BOC: Orientation to County Services	February 21, 2007
<i>*Presentation to BOC: History and Successes of BIP</i>	<i>March 8, 2007</i>
<i>*Presentation to BOC: Financial State of the County</i>	<i>March 21, 2007</i>
Departments Gather Data to Identify Customer Needs	January - March 2007

Identifying Desired Future Reality

Administration Works with Communities of Interest to Establish Goals for 2008/09	February - April 2007
Community of Interest Presentations to BOC	April - June 2007

Establishing a Plan for 08/09 – Business Plans and Resource Allocation

Departments Update Business Plans	April - May 2007
Development of Base Budgets	April - May 2007
Identify Possible Business Modifications to Meet Goals and Increase Efficiencies	April - June 2007
Determine Resource Impact for Proposed Changes	April - June 2007
Administration Works with Communities of Interest to Review Proposed Operational and Resource Modifications	June - July 2007
Departments Review Requested Funding for Outside Agencies	June - July 2007
Administration Works with Departments to Review Proposed Operational and Resource Modifications	June - July 2007
Administrator Develops Recommended Budget	July - August 2007

Review and Adoption of Budget

BOC Adopts millage rate	September 5, 2007
Recommended Budget Presented to BOC	September 5, 2007
Way & Means Committee Review	Sept. - October 2007
Public Hearing on Budget	October 17, 2007
Adoption of Final Budget	November 21, 2007
Publication of Final Budget Documents	December 31, 2007

**WASHTENAW COUNTY BOARD OF COMMISSIONERS
2007 Calendar – Revised**

DATE	COMMITTEE	TIME	LOCATION
1/3	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
1/9	Agenda Meeting	5:30 p.m.	Administration Conference Room
1/17	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
1/17	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
1/18	Board Working Session	6:30 p.m.	Board Room, Administration Building
1/31	Agenda Meeting	5:30 p.m.	Administration Conference Room
2/7	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
2/7	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
2/8	Board Working Session	6:30 p.m.	Board Room, Administration Building
2/13	Agenda Meeting	5:30 p.m.	Administration Conference Room
2/21	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
2/21	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
2/22	Board Working Session	6:30 p.m.	Board Room, Administration Building
2/28	Agenda Meeting	5:30 p.m.	Administration Conference Room
3/7	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
3/7	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
3/8	Board Working Session	6:30 p.m.	Board Room, Administration Building
3/14	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
3/21	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
3/21	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
3/22	Board Working Session	6:30 p.m.	Board Room, Administration Building
3/28	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
4/4	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
4/4	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
4/5	Board Working Session	6:30 p.m.	Board Room, Administration Building
4/11	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
4/18	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
4/18*	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
4/19	Board Working Session	6:30 p.m.	Board Room, Administration Building
4/25	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
5/2	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
5/2	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
5/3	Board Working Session	6:30 p.m.	Board Room, Administration Building
5/9	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
5/16	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
5/16	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
5/17	Board Working Session	6:30 p.m.	Board Room, Administration Building
5/30	Agenda Meeting	5:30 p.m.	Administration Conference Room
6/13	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
6/6	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
6/6	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
6/7	Board Working Session	6:30 p.m.	Board Room, Administration Building
6/20	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
6/20	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
6/21	Board Working Session	6:30 p.m.	Board Room, Administration Building
7/11	Agenda Meeting	5:30 p.m.	Board Room, Administration Building

7/18	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
7/18	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
7/19	Board Working Session	6:30 p.m.	Board Room, Administration Building
7/25	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
8/1	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
8/1	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
8/2	Board Working Session	6:30 p.m.	Board Room, Administration Building
8/29	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
9/5	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
9/5	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
9/6	Board Working Session	6:30 p.m.	Board Room, Administration Building
9/12	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
9/19	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
9/19**	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
9/20	Board Working Session	6:30 p.m.	Board Room, Administration Building
9/26	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
10/3	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
10/3	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
10/4	Board Working Session	6:30 p.m.	Board Room, Administration Building
10/10	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
10/17	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
10/17	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
10/18	Board Working Session	6:30 p.m.	Board Room, Administration Building
10/31	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
11/7	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
11/7	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
11/8	Board Working Session	6:30 p.m.	Board Room, Administration Building
11/14	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
11/21	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
11/21	Board of Commissioners	6:45 p.m.	Board Room, Administration Building
11/28	Agenda Meeting	5:30 p.m.	Board Room, Administration Building
12/5	Ways & Means Committee	6:30 p.m.	Board Room, Administration Building
12/5	Board of Commissioners	6:45 p.m.	Board Room, Administration Building

* Equalization Meeting

** Annual Meeting