



COUNTY ADMINISTRATOR
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TO: Rolland Sizemore, Jr.
Chair, Ways & Means Committee

FROM: Verna J. McDaniel
County Administrator

DATE: January 19, 2011

SUBJECT: 2012/13 Calendar & Guidelines

ACTION REQUESTED:

It is requested that the Ways & Means Committee approve the 2012/13 Budget Process Calendar and Guidelines as attached to the Ways & Means Committee resolution.

BACKGROUND:

In accordance with the State of Michigan Uniform Budgeting and Accounting Act, "the chief administrative officer shall transmit the recommended budget to the legislative body according to an appropriate time schedule developed by the local unit. The schedule shall allow for adequate time for review and adoption by the legislative body before commencement of the budget year."

DISCUSSION:

It is important for the Board of Commissioners and County Administrator to be in agreement with the calendar and guidelines that will result in the Administrator's Recommended Budget. The attached calendar provides a framework for the organization and commissioners to understand when critical discussions will take place and when recommendations will be brought to the Board for consideration.

IMPACT ON HUMAN RESOURCES:

None

IMPACT ON BUDGET:

None

IMPACT ON INDIRECT COSTS:

None

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

None

CONFORMITY WITH COUNTY POLICIES:

Conforms with County Policies

ATTACHMENTS/APPENDICES:

Resolution

2012/13 Budget Process Calendar

2012/13 Budget Policy Guidelines and Issues

A RESOLUTION ADOPTING THE BUDGET PROCESS CALENDAR AND
GUIDELINES FOR THE 2012/13 BIENNIAL BUDGET

WASHTENAW COUNTY WAYS AND MEANS COMMITTEE

January 19, 2011

WHEREAS, Guiding Principle #1 is for the long-term fiscal stability of the county;
and

WHEREAS, the County began preparation of its first two year budget in 1993;
and

WHEREAS, it is the responsibility of the County Administrator to bring forth a
recommended budget to the board after development with the organization; and

WHEREAS, the Budget Calendar & Guidelines establish a timeline, framework
and direction within which departments formulate their budget requests and the
Administrator's Recommended Budget is developed; and

WHEREAS, this matter has been reviewed by the County Administrator's Office,
Corporation Counsel, Finance, and Human Resources.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of
Commissioners through its Ways & Means Committee hereby adopts the
2012/13 Budget Process Calendar and Guidelines for the budget, as attached
hereto and made a part hereof

2012/13 Budget Calendar

Major Milestone

2011 Dates

Kick Off

Preliminary Financial State of the County Presentation to BOC	January
BOC Adoption of Calendar & Guidelines	January
BOC and Administration Define Roles & Responsibilities	January
Distribution of Instruction Manual "Toolkit" for Organization	February

Organizational Planning

BOC Priority & Goal Setting	January – April
Administration works with Organization to update Business Plans	April

Budget Development

2011 Equalization Report	April
Revised Financial State of the County Presentation to BOC	May
Base Budget Meetings with Administration, Finance and Organization	April – May
Meetings with Administration, Finance and Organization to Review All Options & Define Budget Targets	May – June
Development of Administrator's Recommended Budget	July – August

BOC Review & Adoption of Budget

Presentation of Administrator's Recommended Budget	September
Ways & Means Deliberation on Budget	September – October
Public Hearing on Budget	October
Adoption of Budget	November

2012/2013 BUDGET GUIDELINES

Policies and Issues

The County Administrator shall submit the 2012/13 Recommended Budget on September 7, 2011, with Ways & Means Committee review commencing September 21 through November 2, 2011 unless determined by the committee that adoption can occur sooner than this timeframe and with final adoption by the Board of Commissioners scheduled for November 16, 2011.

The budget office shall compute salaries and fringe benefits for all approved active positions within the county taking into consideration anticipated salary and fringe rate adjustments, estimated savings from updated labor contracts for 2012 and a turnover reduction factor where determined reasonable.

The budget office shall meet with departments and elected offices and jointly recommend 2012 and 2013 departmental allocations for current service levels to Administration taking into consideration a 5 year line item history of expenditures, review of all contracts, permanent and temporary staffing allocations, infrastructure needs to ensure only critical allocations are included in future budget allocations.

Department Heads and Elected Officials are directed to review all programs for continuing relevance and priority as a County service, and discuss the possibility to delete or modify programs where possible with the County Administrator.

Infrastructure allocations will be critically evaluated for cost savings on operating costs and the long-term financial impact of deferring any repair/enhancement.

All vacant positions will be critically evaluated for their necessity in meeting BOC priorities and maintaining minimum service levels.

Throughout the budget discussions by the Ways & Means Committee, any addition, deletion or modification proposed by a Commissioner must be supported by a majority of the Ways & Means Committee membership in order for it to be incorporated into the budget process and/or for staff to conduct lengthy analysis.

Throughout the budget deliberations by the Ways & Means Committee, any proposed increase in funding allocation must also include a proposed funding source for consideration if such action is approved. The funding source must first be adopted by majority vote of the committee.

The Board recognizes that these 2012/13 Budget Guidelines are part of a continuous improvement budget process and will continue through the year 2013 or until the time that new guidelines are established and adopted by the Board.