



HENDERSON COUNTY
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M E M O R A N D U M

To: Board of Commissioners

From: Selena D. Coffey, Budget & Management Director

Date: November 22, 2005

Subject: 2006 Strategic Planning Process

A handwritten signature in black ink, appearing to read "Selena D. Coffey", is written over the "From:" line of the memorandum.

Pursuant to discussions at your recent meeting on November 16th, I am writing to convey staff's proposal for the 2006 Strategic Planning process. This process is detailed as follows:

- **Friday, December 2, 2005:**
Management Team will begin with a review of the *2005 Strategic Plan*, including discussion of completed action steps and outstanding issues. We will then move into the development of the *2006 Strategic Plan* draft, to include revisions based on the impending action steps within the County's Comprehensive Plan and staff's proposed goals, strategies, and action steps for the next two fiscal years.
- **Friday, December 9, 2005:**
Target date for receiving the Board's comments regarding potential strategic issues, goals, strategies, and action steps.
- **Tuesday, December 13, 2005:**
Management Team will continue development of the *2006 Strategic Plan* draft, incorporating pertinent new goals, strategies, and action steps provided by the Board of Commissioners.
- **Wednesday, January 18, 2006:**
Staff will present the initial draft of the *2006 Strategic Plan* at the Board's regular mid-month January meeting. In addition, staff will propose a plan for board review, adoption, and implementation of the *2006 Strategic Plan*.

Please note that we have recommended that the Board of Commissioners provide your comments and suggested goals, strategies, and action steps to me by **Friday, December 9th**.

cc: David E. Nicholson, County Manager
Justin B. Hembree, Assistant County Manager
Management Team