

**A RESOLUTION APPROVING AND ADOPTING THE BIENNIAL COUNTY
BUDGET FOR 2002 AND 2003**

WASHTENAW COUNTY BOARD OF COMMISSIONERS

November 14, 2001

WHEREAS, in 1993, the County implemented a biennial budget in an effort to improve the efficiency of the entire budget process; and

WHEREAS, the County Administrator was directed to prepare the 2002 budget for approval and adoption, and the 2003 budget based on information currently available; and

WHEREAS, on September 19, the County Administrator presented the budget for 2002 and 2003; and

WHEREAS, the 2002 budget is based on an operating millage rate of 4.7174; and

WHEREAS, 50% of the proceeds of the Convention Facilities/Liquor Tax revenue received from the state are used for the specific purpose of substance abuse prevention programs in the County; and

WHEREAS, during the period from September 19 and ending *November 7*, the Ways & Means Committee conducted a budget review session and recommended adjustments to bring revenues and expenditures into conformity at a General Fund expenditure level of ~~\$77,457,298~~ **\$77,557,298**; and

WHEREAS, the public hearing on the proposed 2002/2003 Budget was held on Wednesday, October 17, 2001 in compliance with Section 2 of P.A. 1963, 2nd Ex. Session (M.C.L.A. 131.412), Section 24e of Act 206; and

WHEREAS, the proposed budget for fiscal year 2002/2003 was filed with the County Clerk/Register on September 19, 2001; and

WHEREAS, this matter has been reviewed by the County Administrator's office, Human Resources, the Finance office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the 2002 Operating Budget as the official budget and the position changes for the County of Washtenaw for the fiscal year beginning January 1, 2002.

BE IT FURTHER RESOLVED that the Board of Commissioners directs that the 2003 budget be amended in 2002 to reflect necessary revisions as economic conditions warrant.

BE IT FURTHER RESOLVED that the Board of Commissioners directs the County Administrator to bring the necessary changes to the 2003 budget back to the Board prior to the beginning of fiscal year 2003 for final adoption.

BE IT FURTHER RESOLVED that the Board of Commissioners approves the attached policies and shall govern the implementation of the biennial 2002-2003 Budget.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby rescinds any policy that is in conflict with this document.

BE IT FURTHER RESOLVED that the Board of Commissioners directs that the Budget be adopted by fund, and agency within each fund as follows:

WASHTENAW COUNTY MICHIGAN

2002/03 Biennial Budget
Washtenaw County

FUND #	AGENCY #	ORGANIZATION NAME	2002	2003
			Recommend	Recommend
1010		GENERAL FUND		
	100	Board of Commissioners	\$ 621,859	\$ 536,011
	130	Trial Court	\$ 10,623,172	\$ 10,982,968
	150	Probation	\$ 141,829	\$ 141,829
	200	County Administrator	\$ 670,840	\$ 696,520
	210	Finance	\$ 3,195,583	\$ 3,284,437
	220	Information and Technology	\$ 5,702,314	\$ 6,072,325
	230	Public Defender	\$ 1,835,459	\$ 1,915,995
	260	Human Resources	\$ 1,276,251	\$ 1,316,693
	270	Corporation Counsel	\$ 233,550	\$ 242,609
	310	Equalization	\$ 1,192,882	\$ 1,241,667
	320	Building Authority	\$ 6,588	\$ 6,588
	400	Clerk/Register of Deeds	\$ 3,932,292	\$ 3,989,940
	420	Treasurer's Office	\$ 1,067,926	\$ 1,109,157
	430	Prosecuting Attorney	\$ 3,130,651	\$ 3,273,614
	440	Drain Commissioner	\$ 1,834,653	\$ 1,912,131
	460	Planning Commission	\$ 1,096,368	\$ 1,140,073
	500	Sheriff	\$ 13,439,065	\$ 13,923,206
	510	Sheriff - Corrections	\$ 10,635,335	\$ 11,003,156
	560	Emergency Management	\$ 606,352	\$ 625,648
	580	Public Works	\$ 343,396	\$ 356,997
	631	Brownfield Redevelopment	\$ 62,493	\$ 65,608
	671	County Extension	\$ 708,423	\$ 724,005
	680	Children's Services	\$ 633,813	\$ 634,428
	690	Veteran Services	\$ 530,061	\$ 547,094
	980	Central Charges	\$ 3,240,984	\$ 3,539,415
	980	Adjustment for Cost Allocation	\$ (8,826,037)	\$ (8,961,303)
	980	Appropriations and Transfers	\$ 19,621,196	\$ 20,118,164
		Capital Projects	\$ 300,000	\$ 300,000
		Cigarette Tax - Health	\$ 170,413	\$ 170,413
		Mental Health	\$ 1,161,922	\$ 1,196,780
		C. S. A.	\$ 710,050	\$ 731,352
		Public Health	\$ 2,625,853	\$ 2,704,629
		Child Care	\$ 4,460,000	\$ 4,460,000
		Community Corrections	\$ 103,000	\$ 103,000
		Family Independence Agency	\$ 54,109	\$ 54,109
		Friend of the Court	\$ 1,079,881	\$ 1,147,714
		Head Start	\$ 461,689	\$ 475,540
		County Library	\$ 669,350	\$ 691,503
		Pros. Atty. - Coop. Reim.	\$ 200,864	\$ 200,864
		Pros. Atty. - Juvenile Diversion	\$ 104,377	\$ 104,377
		Substance Abuse	\$ 479,064	\$ 479,064
		Environmental Health	\$ 1,119,756	\$ 1,153,349
		County Health Care	\$ 500,000	\$ 650,000
		LEPC Appropriation	\$ 15,000	\$ 15,000
		PORT	\$ 120,000	\$ 120,000
		Housing Appropriation	\$ 310,000	\$ 310,000
		Capital Equipment	\$ 200,000	\$ 200,000
		1/8 Mill Capital	\$ 1,286,232	\$ 1,360,834
		Technology & Telecommunications	\$ 2,764,636	\$ 2,764,636
		LAWNET	\$ 30,000	\$ 30,000
		Worksite Wellness	\$ 45,000	\$ 45,000
		Jail Renovation Reserves	\$ 650,000	\$ 650,000

WASHTENAW COUNTY MICHIGAN

**2002/03 Biennial Budget
Washtenaw County**

FUND #	AGENCY #	ORGANIZATION NAME	2002	2003
			Recommend	Recommend
SPECIAL REVENUE FUNDS				
1620	430	PROSECUTING ATTORNEY - CR	\$ 591,446	\$ 613,061
1680	200	HOUSING FUNDS	\$ 261,804	\$ 261,804
1710	580	BFI	\$ 757,160	\$ 760,603
1750	615	BUILDING INSPECTION	\$ 1,700,578	\$ 1,768,417
1750	621	RESOURCE MANAGEMENT	\$ 700,500	\$ 700,500
1760	620	ENVIRONMENTAL HEALTH	\$ 3,498,448	\$ 3,650,655
1780	621	RESOURCE REMEDIATION	\$ 10,000	\$ 10,000
1810	690	VETERANS TRUST	\$ 44,366	\$ 44,366
1900	560	EMERGENCY MANAGEMENT	\$ 1,566,331	\$ 1,569,794
2060	190	LAW LIBRARY	\$ 8,500	\$ 8,500
2080	600	PARKS AND RECREATION	\$ 8,919,023	\$ 8,865,474
2090	600	NATURAL AREAS	\$ 2,647,658	\$ 2,750,565
2110	610	COUNTY LIBRARY	\$ 725,686	\$ 747,839
2150	160	FRIEND OF THE COURT	\$ 3,951,159	\$ 4,120,743
2300	675	ETCS	\$ 6,820,000	\$ 6,992,500
2510	676	HEAD START	\$ 4,032,432	\$ 4,155,172
2920	673	WCHO	\$ 48,509,491	\$ 48,509,491
2930	673	COMMUNITY MENTAL HEALTH	\$ 16,300,005	\$ 16,300,005
2950	674	COUNTY HEALTH CARE PLAN	\$ 500,000	\$ 650,000
2960	674	PUBLIC HEALTH	\$ 6,632,756	\$ 6,632,756
2980	679	FAMILY INDEPENDENCE AGENCY	\$ 854,109	\$ 854,109
2990	180	CHILD CARE	\$ 8,870,601	\$ 9,510,601
DEBT SERVICE FUNDS				
3000	580	PUBLIC WORKS - DEBT SERVICE	\$ 4,514,845	\$ 4,596,006
3700	320	BUILDING AUTHORITY - DEBT SERV.	\$ 4,857,418	\$ 5,108,517
CAPITAL/CONSTRUCTION FUNDS				
4010	240	CAPITAL PROJECTS	\$ 1,286,232	\$ 1,360,834
4050	220	CAPITAL EQUIPMENT	\$ 3,269,636	\$ 3,269,636
4060	200	CAPITAL RESERVES	\$ 3,671,642	\$ 3,617,339
4500	580	WWRA RECYCLING PROJECT	\$ 183,038	\$ 183,038
ENTERPRISE FUNDS				
5720	500	INMATE ENTERPRISE FUND	\$ 267,832	\$ 270,972
INTERNAL SERVICE FUNDS				
6040	580	DPW REVOLVING	\$ 47,000	\$ 47,000
6150	420	DELINQUENT TAX FUND	\$ 3,671,642	\$ 3,617,339
6310	240	FACILITIES MANAGEMENT	\$ 5,882,203	\$ 6,074,251
6315	240	FIA BUILDINGS	\$ 598,213	\$ 921,200
6320	240	FLEET SERVICES	\$ 2,453,327	\$ 2,379,938
6340	240	WAREHOUSE REVOLVING	\$ 504,000	\$ 504,000
6360	240	COPIER FUND	\$ 514,000	\$ 514,000
6440	200	RISK MANAGEMENT	\$ 1,349,852	\$ 1,353,003
6600	210	FRINGE BENEFIT REVOLVING	\$ 11,660,003	\$ 12,453,040
6740	310	AERIAL PHOTO	\$ 12,000	\$ 12,000
6900	210	CENTREX	\$ 700,000	\$ 700,000

WASHTENAW COUNTY MICHIGAN

**2002/03 Washtenaw County
POSITION MODIFICATIONS**

POSITION CONTROL NO.	POSITION TITLE	EMPLOYEE		CREATE	ELIMINATE	HOLD VACANT
		GROUP	GRADE			
<u>COMMUNITY MENTAL HEALTH</u>						
7740-0022	Health Services Supervisor	10	77	1.00		
1911-0004	<i>Mental Health Caseworker</i>	11	19		1.00 a	
<u>WASHTENAW COMMUNITY HEALTH ORGANIZATION</u>						
2719-0056	Management Analyst I/II	32	27/29	1.00		
2720-0026	Management Assistant	32	27		1.00	
<u>HEAD START</u>						
1627-0005	Family/Child Development Specialist	12	16		1.00	
<u>PLANNING</u>						
2263-0006	Assoc/Sr/Principal Planner	11	22/24/26	0.8 b		
<u>BUILDING INSPECTION</u>						
3347-0001	Director of Building Inspection	32	33	1.00		
7825-0001	Building Official	10	78		1.00	
<u>CHILD CARE - DETENTION</u>						
2260-0015	Youth Counselor-Juvenile Detention	15	22	1.00 c		
2260-0016	Youth Counselor-Juvenile Detention	15	22	1.00 c		
2260-0017	Youth Counselor-Juvenile Detention	15	22	1.00 c		
2260-0018	Youth Counselor-Juvenile Detention	15	22	1.00 c		
2260-0019	Youth Counselor-Juvenile Detention	15	22	1.00 c		
2260-0020	Youth Counselor-Juvenile Detention	15	22	1.00 c		
<u>CHILD CARE - O'BRIEN</u>						
2162-0007	Youth Counselor-O'Brien Center	11	21	1.00 c		
2162-0008	Youth Counselor-O'Brien Center	11	21	1.00 c		
2176-0003	Family Services Specialist	11	21	1.00 c		
<u>CLERK - ELECTIONS</u>						
2523-0029	Administrative Coordinator	32	25	1.00		
<u>CLERK - COURT SERVICES</u>						
1513-0008	Deputy Circuit Court Clerk	12	15	1.00		
<u>DEIS - Resource Management</u>						
2345-0003	Soil Erosion Officer	11	23	1.00 d		
<u>DEIS - Environmental Health</u>						
3144-0003	<i>Senior Environmental Manager</i>	32	31	1.00		
2931-0001	<i>Environmental Response Coordinator</i>	32	29		1.00	

NOTES:

- a - Effective 01/09/02
- b - .50 FTE is currently funded through Part Time Temporary services
- c - Contingent on Administrator's review of needs of new Juvenile Detention/Day Treatment Facility
- d - Revenue generating position
- e - To be funded by internal reorganization and/or cost savings
- f - Clerk/Register and Treasurer Support Liaison created in 2000/01 Budget

WASHTENAW COUNTY MICHIGAN

**2002/03 Washtenaw County
POSITION MODIFICATIONS**

POSITION CONTROL NO.	POSITION TITLE	EMPLOYEE		CREATE	ELIMINATE	HOLD VACANT
		GROUP	GRADE			
<u>EMPLOYMENT TRAINING & COMMUNITY SERVICES GROUP</u>						
1123-0001	Nutrition Site Coordinator	12	11			0.53
1123-0003	Nutrition Site Coordinator	12	11			0.40
1123-0004	Nutrition Site Coordinator	12	11			0.53
2729-0001	Compliance Monitor	32	27		1.00	
2933-0001	Fiscal Coordinator	32	29			1.00
7402-0001	Energy Program Coordinator	10	74			1.00
<u>PUBLIC DEFENDER</u>						
2705-0015	Assistant Public Defender I/II	23	27/29	1.00		
<u>SHERIFF - POLICE SERVICES</u>						
6301-0002	First Lieutenant	17	63		1.00	
6201-0029	Sergeant	17	62		1.00	
5701-0101	Deputy	16	57		1.00	
5701-0039	Deputy	16	57		1.00	
5701-0053	Deputy	16	57		1.00	
5701-0069	Deputy	16	57		1.00	
5701-0072	Deputy	16	57		1.00	
5701-0073	Deputy	16	57		1.00	
5701-0075	Deputy	16	57		1.00	
5507-0013	CSO	27	55B		1.00	
<u>SHERIFF - CORRECTIONS</u>						
6301-0006	First Lieutenant	17	63	1.00		
2938-0001	Correctional Svcs Program Coord	25	29	1.00		
1874-0001	Correctional Svcs Specialist	27	18	1.00		
5601-0054	Corrections Officer	27	56		1.00	
5601-0055	Corrections Officer	27	56		1.00	
5601-0056	Corrections Officer	27	56		1.00	
5703-0001	Civil Process Officer	27	57		1.00	
2202-0001	Data Analyst	27	22	1.00		
5509-0001	Property/Evidence Technician	27	25	1.00		
<u>SHERIFF - CENTRAL DISPATCH</u>						
6401-0001	Dispatch Operations Supervisor	17	64	1.00		
6401-0002	Dispatch Operations Supervisor	17	64	1.00		
6401-0003	Dispatch Operations Supervisor	17	64	1.00		
6401-0004	Dispatch Operations Supervisor	17	64	1.00		
5606-0003	Communication Operator II	16	56		1.00	
6201-0022	Sergeant	17	62		1.00	
<u>TRIAL COURT - JUVENILE CENTER</u>						
1201-0157	Clerk Typist	14	12	1.00		
2523-0028	Administrative Coordinator	32	25	1.00		
2614-0003	Legal Assistant	32	26			1.00
3046-0006	Judicial Attorney	32	30	1.00		
<u>INFORMATION & TECHNOLOGY SERVICES</u>						
4000-0001	Chief Information Officer	32	40	1.00 e		
2201-0013	Computer Prog TR/I/II	11	22/24/26		1.00 f	

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WASHTENAW COUNTY MICHIGAN

**2002/03 Washtenaw County
POSITION RECLASSIFICATIONS**

From			To		
POSITION CONTROL NO.	EMPLOYEE GROUP	POSITION TITLE	POSITION CONTROL NO.	EMPLOYEE GROUP	POSITION TITLE
<u>WASHTENAW COMMUNITY HEALTH ORGANIZATION</u>					
2719-0011	32	Management Analyst I/II	3025-0009	32	Senior Management Analyst
<u>PUBLIC HEALTH</u>					
1902-0001	11	Accountant I	2215-0001	11	Accounts Coordinator
1333-0002	12	Fiscal Asst. II	1730-0003	12	Sr. Fund Acct Spec
1915-0001	11	Asst. Health Educator	2063-0001	11	Health Educator I/II (Grade 20/22)
1915-0006	11	Asst. Health Educator	2063-0002	11	Health Educator I/II (Grade 20/22)
1915-0003	11	Asst. Health Educator	2063-0003	11	Health Educator I/II (Grade 20/22)
1915-0004	11	Asst. Health Educator	2063-0004	11	Health Educator I/II (Grade 20/22)
2210-0003	11	Health Educator	2063-0005	11	Health Educator I/II (Grade 20/22)
2210-0004	11	Health Educator	2063-0006	11	Health Educator I/II (Grade 20/22)
2210-0005	11	Health Educator	2063-0007	11	Health Educator I/II (Grade 20/22)
2210-0015	11	Health Educator	2063-0008	11	Health Educator I/II (Grade 20/22)
<u>TREASURER</u>					
2720-0023	32	Management Assistant	2819-0004	32	Senior Management Assistant
2720-0045	32	Management Assistant	2819-0005	32	Senior Management Assistant
<u>PLANNING</u>					
3101-0019	11	GIS Coordinator	3348-0001	11	GIS Coordinator
2201-0014	32	GIS Tech	2824-0001	32	GIS Tech
2201-0001	32	GIS Tech	2824-0002	32	GIS Tech
<u>BUILDING INSPECTION</u>					
1733-0001	12	Sr Account Clerk II	1872-0001	12	Sr. Account Clerk II
0803-0001	12	File Clerk	1004-0007	12	Receptionist
7435-0001	10	DEIS Office Supervisor	7744-0001	10	Building Inspection Office Supervisor
<u>CHILD CARE - DETENTION</u>					
1520-0001	15	Youth Attendant	1736-0001	15	Youth Attendant
1520-0002	15	Youth Attendant	1736-0002	15	Youth Attendant
1520-0004	15	Youth Attendant	1736-0003	15	Youth Attendant
1520-0005	15	Youth Attendant	1736-0004	15	Youth Attendant
1520-0012	15	Youth Attendant	1736-0005	15	Youth Attendant
<u>DEIS - Environmental Health</u>					
1733-0002	12	Sr Account Clerk II	1872-0002	12	Sr. Account Clerk II
<u>DEIS - Resource Management</u>					
7631-0001	10	Program Supervisor	3182-0001	32	Division Manager/Resource Mgmt
1427-0002	12	Permit Coordinator	1638-0001	12	Permit Coordinator
<u>DRAIN COMMISSIONER</u>					
1801-0003	12	Drain Inspector I/II/III/IV	2267-0001	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
1801-0004	12	Drain Inspector I/II/III/IV	2267-0002	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
1801-0005	12	Drain Inspector I/II/III/IV	2267-0003	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
1801-0006	12	Drain Inspector I/II/III/IV	2267-0004	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
1801-0007	12	Drain Inspector I/II/III/IV	2267-0005	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
1801-0008	12	Drain Inspector I/II/III/IV	2267-0006	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
1801-0009	12	Drain Inspector I/II/III/IV	2267-0007	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
1801-0010	12	Drain Inspector I/II/III/IV	2267-0008	12	Drain Inspector I/II/III/IV (Grade 22/23/24/25)
2720-0027	32	Management Assistant	2819-0007	32	Senior Management Assistant

WASHTENAW COUNTY MICHIGAN

**2002/03 Washtenaw County
POSITION RECLASSIFICATIONS**

POSITION CONTROL NO.	EMPLOYEE GROUP	POSITION TITLE	POSITION CONTROL NO.	EMPLOYEE GROUP	POSITION TITLE
<u>EMPLOYMENT TRAINING & COMMUNITY SERVICES GROUP</u>					
2344-0004	32	Office Specialist	2720-0047	32	Management Assistant
<u>FINANCE</u>					
3017-0001	32	Sr Accountant/Auditor	3175-0001	32	Sr. Accountant/Auditor
<u>TRIAL COURT - ADMINISTRATION</u>					
2524-0001	32	Judicial Coordinator I/II	2524-0001	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0002	32	Judicial Coordinator I/II	2524-0002	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0003	32	Judicial Coordinator I/II	2524-0003	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0004	32	Judicial Coordinator I/II	2524-0004	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0005	32	Judicial Coordinator I/II	2524-0005	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0006	32	Judicial Coordinator I/II	2524-0006	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0007	32	Judicial Coordinator I/II	2524-0007	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0008	32	Judicial Coordinator I/II	2524-0008	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0009	32	Judicial Coordinator I/II	2524-0009	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2524-0011	32	Judicial Coordinator I/II	2524-0011	32	Judicial Coordinator I/II/III (Grade 25/26/27)
2532-0001	32	Central Scheduling Coordinator	2626-0001	32	Central Scheduling Coordinator
2435-0001	32	Court Recorder/Probate Ct	2564-0001	32	Court Recorder/Probate CT.
<u>TRIAL COURT - JUVENILE CENTER</u>					
1425-0001	14	Juvenile Ctr Clerk	1873-0001	14	Lead Clerk/Juvenile Court
<u>ADMINISTRATION</u>					
2720-0014	32	Management Assistant	2819-0006	32	Senior Management Assistant
<u>SHERIFF - POLICE SERVICES</u>					
5002-0001	27	Office Assistant	5401-0021	27	Office Specialist
5103-0001	27	Office Specialist I	5401-0022	27	Office Specialist
5103-0002	27	Office Specialist I	5401-0023	27	Office Specialist
5103-0003	27	Office Specialist I	5401-0024	27	Office Specialist
5103-0005	27	Office Specialist I	5401-0026	27	Office Specialist
<u>SHERIFF - CENTRAL DISPATCH</u>					
5503-0001	46	Communication-Operator-I	5606-0004	46	Communication-Operator
5503-0002	46	Communication-Operator-I	5606-0005	46	Communication-Operator
5503-0003	46	Communication-Operator-I	5606-0006	46	Communication-Operator
5503-0004	46	Communication-Operator-I	5606-0007	46	Communication-Operator
5503-0005	46	Communication-Operator-I	5606-0008	46	Communication-Operator
5503-0006	46	Communication-Operator-I	5606-0009	46	Communication-Operator
5503-0007	46	Communication-Operator-I	5606-0010	46	Communication-Operator
5503-0008	46	Communication-Operator-I	5606-0011	46	Communication-Operator
5503-0009	46	Communication-Operator-I	5606-0012	46	Communication-Operator
5503-0010	46	Communication-Operator-I	5606-0013	46	Communication-Operator
5606-0001	46	Communication-Operator-II	5606-0001	46	Communication-Operator
5606-0002	46	Communication-Operator-II	5606-0002	46	Communication-Operator
5705-0001	46	Communication-Operator-III	5606-0014	46	Communication-Operator
5705-0002	46	Communication-Operator-III	5606-0015	46	Communication-Operator
5705-0003	46	Communication-Operator-III	5606-0016	46	Communication-Operator
<u>SHERIFF - CORRECTIONS</u>					
7804-0001	25	Director of Correction Services	6203-0001	25	Director of Correction Services
5002-0002	27	Office Assistant	5501-0004	27	Account Clerk
5103-0004	27	Office Specialist I	5401-0025	27	Office Specialist
<u>EQUALIZATION</u>					
7732-0001	10	Property Appraiser Supervisor	2719-0057	32	Management Analyst I/II
2722-0001	11	Appraisal Specialist	2719-0058	32	Management Analyst I/II
<u>VETERAN SERVICES</u>					
3235-0001	32	Veteran Services Director	3349-0001	32	Veteran Services Director

I. GENERAL BUDGET POLICIES OF THE COUNTY BOARD OF COMMISSIONERS

- A. The Board of Commissioners, pursuant to State Law, shall annually adopt an appropriations and revenue budget for the General Fund of the County and for those other funds and agencies of the County where State Law authorizes the Board of Commissioners to establish budgets.
- B. Budgets shall be prepared consistent with State Law regarding appropriations, and revenue estimates. Adoption will be by total appropriation to each agency, with latitude for category transfers as further directed and permitted by Budget Resolution and other actions of the Board.
- C. Budget appropriations and revenues shall be established with accurate estimates to provide adequately for the operations of departments and capital and debt service funding.
- D. Amendments to Budget appropriations and revenues shall be recommended to the Administrator for approval by the Board of Commissioners except where specific policies and the Budget Resolution permits adjustments with the approval of the County Administrator.
- E. The Budget shall be prepared and presented to the Board of Commissioners by the County Administrator in summary and detail format and with sufficient narrative to permit thorough analysis. It shall be prepared as established by a budget calendar, so that the Board of Commissioners can review and adopt in accordance with State statutes.
- F. The County Administrator shall establish calendars, forms and review processes to assure that departments and agencies thoroughly participate in the budget process.
- G. The Board of Commissioners, in Ways & Means Committee, shall review the Budget as proposed by the County Administrator and hold a Public Hearing on the Budget prior to adoption in accordance with State Law.
- H. Appropriations will be considered the maximum authorization to incur obligations and not a mandate to spend. The County Administrator shall exercise control in order to ensure that expenditures are related to program objectives and shall notify the Board of Commissioners when, in his/her judgment, expenditures not necessary to accomplish these objectives are incurred by any elected or administrative officer. The County Administrator is authorized to withhold payment for any request which does not appear to correspond with the intent of this policy, and shall so advise the Board of Commissioners.
- I. No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds will be available to meet the obligation.
- J. In accordance with approved Personnel Policies, the Board of Commissioners intends that reasonable attempts shall be made to find alternative positions through vacant County positions in instances where County employees are scheduled for layoff due to funding shortfalls. The hiring freeze strategy may be used to provide additional alternative positions for possible reassignment.
- K. Annually, the Administrator shall prepare and update a ten year projection of revenues and expenditures to enable the Board of Commissioners to review trends in future financing.
- L. It is the intent of the Board of Commissioners to adopt and maintain a balanced budget for all operations of the County falling within the responsibility of the Board.

- M. Indirect costs shall be charged through a central cost allocation plan so that all operating departments accurately reflect costs of centrally provided services.
- N. A capital improvements budget shall be adopted with the operating budget, and the County shall also prepare and maintain a 20 year capital improvement plan.
- O. The County investment policy shall be followed in accordance with State law and administered by the County Treasurer.
- P. The County shall appropriate sufficient funds to meet Debt Service obligations as required by State Law and bonding representations, and shall assure that bonding limitations imposed by State law are not exceeded.
- Q. County Managers shall regularly monitor expenditures and revenues to ensure that their organization stays within limits approved in the budget.
- R. The Board of Commissioners shall have sole authority over the appropriation of County funds except as specifically regulated by Federal and State laws.
- S. The County shall maintain financial records on a modified accrual basis approved for governmental operations.
- T. The Board of Commissioners directs that full disclosure be provided in annual financial statements and bond representations.
- U. A General Fund contingency account designated as the Unearmarked Reserve shall be maintained in the annual County budget for emergency appropriations. The annual Unearmarked Reserve shall be appropriated at \$100,000 and shall require Board of Commissioner action for expenditure of these funds.
- V. All County Departments requesting supplemental appropriations from the Unearmarked Reserve shall submit a resolution informing the County Administrator of the need for the supplemental appropriation. The County Administrator shall review the resolution and may recommend to the Board approval of the supplemental appropriation outlining reasons for the recommendation.
- W. The Board shall require an actuarial or certified study be done annually to determine the necessary level of fund balance needed in self-insurance funds to provide financial resources that can be used to meet contingency requirements.
- X. Fixed assets shall be accounted for in accordance with generally accepted accounting principles and shall include:
- All acquisitions of machinery, equipment, furniture, vehicles, and other similar items having a useful life of more than one year and a unit cost of \$5,000 or more (as recommended by the Government Financial Officers Association).
 - All acquisitions of and improvements to real property (land and buildings).
 - All acquisitions or construction of infrastructure assets (roads, bridges, drainage systems, water and sewer systems, etc.) where the County will maintain title of the assets, as required by GASB #34.

II. SPECIFIC POLICIES AND DIRECTIVES OF THE COUNTY BOARD OF COMMISSIONERS REGARDING THE BUDGET

A. Budget Transfers

1. Departments are authorized to make expenditures and adjustments, according to established procedures, as identified within categories and less than \$10,000 without additional review or approval by the Board of Commissioners or the County Administrator, unless specifically restricted. If the transfer is greater than \$10,000 or is between categories, Administrator approval is needed.
2. The Board of Commissioners shall exclude from the claims process those payments made on contracts approved by the Board of Commissioners and signed by the Chair of the Board of Commissioners, or the County Administrator, or the Purchasing Manager, in accordance with the Procurement Policy, providing such contracts are recurring and the funds have been appropriated as part of the budget process or by other County policy and procedure, as reviewed by the County Administrator.
3. The Washtenaw County Board of Commissioners authorizes the County Administrator to approve hiring of all budgeted temporary employees and temporary assistance from employment agencies in those departments experiencing difficulties due to staff on unpaid leave or vacant positions, and to approve transfers within Personnel line-items as necessary for hiring of said temporary employees.
4. The County Administrator shall be authorized to approve and execute adjustments in budgets in an amount not to exceed 10% or up to \$100,000, with the exception of Unearmarked Reserve and the Board of Commissioners budget.
5. The County Administrator shall be authorized to approve and execute adjustments in grant applications and awards in an amount not to exceed 10% of the total grant program or up to \$100,000 with the exception of Unearmarked Reserve. Any increase in County appropriation shall require the approval of the Board.

The addition of permanent positions in any grant must be approved by the Board. Changes in the distribution of costs for and fund designation of the corresponding position titles between grants may be approved by the County Administrator, after approval by the granting agency. The County Administrator is authorized to extend duly approved grants provided there is no change in the financial provisions or other terms to a maximum of 12 months.

6. Department activity shall be monitored at the category level rather than the line item level. Budget transfers will be required only at the category level.

B. Positions Authorized and Personnel Matters

1. The Board of Commissioners approves and adopts for 2002/2003 the approved County position modifications in accordance with the schedule in the Budget Resolution, which amends the 2001 schedule.
2. The County Administrator is authorized to review Hold Vacant positions for necessity of operation. Vacancies occurring during the 2002 fiscal year will be reviewed in accordance with the administrative review procedures.

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3. The Board of Commissioners instructs the Human Resources Department and the Finance Department to ensure that no person will be paid as a permanent employee for any County department or agency unless there is an approved position as shown in the budget as adopted, subject to amendments which may be made after the budget adoption by the Board of Commissioners.
4. The County Administrator is authorized to approve instep hiring of personnel up to midpoint of pay grade when experience and salary requirements of the candidate and market conditions warrant.
5. The County Administrator is authorized to amend job descriptions and job titles, as well as education and experience requirements.
6. The Board of Commissioners authorizes the County Administrator to administer fee revenue generating positions in accordance with the County policy.
7. The Board of Commissioners extends the provisions of the Plan for Administrative Review of all vacancies. The County Administrator may split full-time positions and combine part- time positions as needs may dictate.
8. The Board of Commissioners directs the County Administrator to eliminate all positions placed on Hold Vacant status prior to 2001 and if appropriate, eliminate all those that are not deemed critical nor mandated by state and federal laws.
9. The Board of Commissioners instructs the Human Resources Department to ensure that any person who is a retired employee shall not be paid as an employee, contracted or otherwise, unless authorized by a specific Board of Commissioners project or the County Administrator.
10. The Board of Commissioners directs that all position reclassifications be approved through the Budget Process except as merited by emergencies or significant changes.
11. The Board of Commissioners authorizes the County Administrator to reclassify vacant positions downward without Board approval when found necessary in the realignment of departmental operations.
12. The Board of Commissioners authorizes the County Administrator to move positions between funding sources if there is no net impact on the General Fund.

C. Other Specific Policies

1. All departments, boards and commissions shall utilize the services of Finance/Purchasing Division in accordance with established procurement policy and procedures. The County shall accept no liability for any goods or services procured in violation of such policy or procedure. All Consultant services, service contracts, and other contractual services shall be accompanied by a valid purchase order from Purchasing.
2. Beginning with fiscal year 2002, the methodology for conducting Police Services has changed. The County will continue to support Police Services at a level of approximately .5mills annually. This funding will be used for administrative support, as well as to grant local jurisdictions 34% of the total cost charged for one Police Service Unit. This new methodology was outlined and approved by the Board of Commissioners on June 7, 2000 by resolution number 00-0118.

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In addition, the Board authorizes the continued use of *three* Community Service Officers (CSO) ~~where currently in use~~ *in Ypsilanti Township.*

3. The Board of Commissioners directs that an annual internal audit schedule be developed by the County Administrator for 2002/2003. The Board of Commissioners directs all affected County staff to cooperate with the audit process and supply information and staff time as requested. All audit reports shall be submitted to the Board of Commissioners.
4. The Board of Commissioners authorizes the County Administrator to approve expenditures up to the Self Insured Retention (SIR) maintained through the County insurance policies. These liability claims include: employment-related lawsuits, damages to county vehicles, theft, libel, slander and any other uninsured liability not presently covered by an existing insurance policy.
5. The Board of Commissioners authorizes the County Administrator to modify these policies where necessary to carry out the intent of the lump sum budget agreement between the Board and the County-funded Courts concerning budget and operational matters, as stated in Resolution 90-0261.
6. The Board of Commissioners authorizes the County Administrator to contract for costs on non-insurance matters; and the Board shall appropriate \$100,000 to cover litigation matters to be overseen by the County Administrator.
7. The Board of Commissioners directs that henceforth each County agency include Indirect Costs, as determined by the most recent Cost Allocation Plan, prepared by Maximus, Inc., in applications for Federal and State grants; further that where Indirect Costs are not in approved grant budgets, each agency shall explain the reason for not including them in the Resolution approving the grant. The amount of Indirect Costs shall be shown in the grant budget as zero or greater.
8. The Board of Commissioners reaffirms its Capital Reserve Fund policy in accordance with Resolution 99-0100 and authorizes the following transfers of funds into the Capital Reserve Fund: As of the end of each year, all reserves in excess of \$4,000,000 accumulated in the Delinquent Tax Revolving Funds/Reserve. All debt service will be paid out of the Capital Reserve Fund.
9. The Board of Commissioners continues the authority granted in 1988, that any permanent policies or resolutions included in the approved Washtenaw County Policies and Procedures Manual no longer need to be included in the Annual Budget Resolution.
10. The Board of Commissioners rescinds any prior action not in conformity with the above-stated general policies and specific policies.
11. The Board of Commissioners continues their support of a five year county-wide Technology Plan. ~~The Board grants the County Administrator the flexibility to allocate resources and create positions as necessary as the technology project progresses.~~ ***The County Administrator will present an update on the progress of the Plan semiannually or as often as needed. At those times the Board will approve new positions and single new expenditures in excess of \$250,000.***
12. The Board shall plan future budgets to meet the goal of a Reserve for Subsequent Years representing 8.0% of General Fund expenditures, net of indirect costs.

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13. Pursuant to Section 1 of Act No. 214 of the Public Acts of Michigan of 1899, as amended, the Board of Commissioners shall dedicate a Veterans' Relief Fund in the amount equal to 1/500 of a mill; for 2002 this is equivalent to \$20,581.
14. The Board of Commissioners authorizes the County Administrator to continue the necessary contracts for outside litigation after the Board of Commissioners receives recommendations from the Corporation Counsel Litigation Committee and awards the contract.
15. All grant submissions to the Board of Commissioners shall clearly indicate the minimum required match. The summary shall separately specify any proposed match in excess of the minimum required.
16. Any department granted enhancements in the 2002/2003 budget shall report quarterly to the County Administrator on the service effectiveness of the enhancements in order to consider continuation in the 2004/2005 budget.
17. The Board of Commissioners authorizes the County Administrator to execute contracts and release funds to the outside agencies in conformity with the appropriations identified on page B-52 of the Budget Preparation, Policy and Issues section of the Budget Summary and the County's contract policies and procedures. These contracts shall be prepared, monitored and evaluated by the identified County oversight departments.
18. The Board of Commissioners authorizes the continuation of a reserve of \$150,000 to support sheltering activities and authorizes the County Administrator to allocate these funds as necessary.
19. The Parks and Recreation Commission's fund balance will be available to the Parks and Recreation Commission at any time upon resolution by the Parks and Recreation Commission authorizing such expenditures.
20. The Board of Commissioners approved departmental service fee increases in the 2002/2003 Budget based on the 2001 Fee Study completed by Maximus, Inc. For future years, the Board of Commissioners authorizes the County Administrator to consider and approve annual increases in departmental service fees using the Michigan, Detroit Area All Consumer Price Index (CPI).
21. The Board of Commissioners continues its 2000/01 initiative for a County-wide Security Policy. Throughout 2002/03, there will be a continued focus on assessing the security of the county, and concluding the installation of a card access system in all county buildings.
22. ***The County Administrator will present an update on the progress of the Detention and O'Brien Center program semiannually or as often as needed. At those times the Board will approve new positions and single new expenditures in excess of \$150,000. The Board of Commissioners grants the County Administrator the flexibility to allocate resources and create positions as necessary within approved funding levels as the Children Service's Detention and O'Brien Center program progresses.***

23. The Board of Commissioners hereby authorizes the advance of up to \$100,000 for the fiscal year 2002 from the Delinquent Tax Reserve Fund (6150) for the continued funding of the Urban Homestead legislation implementation, again with the understanding that should there be the availability of funds from the sale of foreclosed properties or from collected fees associated with delinquent properties that these monies will be paid back. The Board of Commissioners approves the reduction of the balance within the Delinquent Tax Reserve Fund (6150) below the previously stated level \$4,000,000 for the funding of this program.

This program is to be reviewed annually with the County Treasurer. The legislation allows the decision of who will oversee this program, the State of Michigan or the County Treasurer, to be revisited between January 1, 2004 to December 31, 2004.

24. *The County Administrator will bring another plan of implementation and budget for the reorganization of the Facilities Management department based on the service review by Plante & Moran to the Board by July 1, 2002. The Board of Commissioners grants the County Administrator the flexibility to allocate resources and create positions as necessary within the Facilities Management department as a result of the pending implementation of the service review conducted by Plante & Moran.*

25. The Board of Commissioners approves a new methodology for determining the necessary staffing levels and authorized overtime expenditures for the Clerk/Register of Deeds Office as determined and agreed to by the Finance Department and the Clerk/Register of Deeds. This new methodology provides the link between expenditures and volume of documents processed by the Register of Deeds staff. Personal Services budget levels will be set at the beginning of each year based on a projected number of documents to be processed in the upcoming year and an average cost per document based on historical values. Due to the cyclical nature of the document flow, the Finance Department will review the need for budget adjustments based on changing document volume on at least a semi-annual basis.

- ~~26. The Board of Commissioners adopts the Child Care Fund budget with the understanding that the included expenditures for juvenile placements is based on current placement expenditure trends. This amount is lower than that of the original 2002/03 budget proposal outlined by the Trial Court Family Division Judges committing to a 10% annual reduction in placement costs over the course of the next three years. The Judges, along with the Trial Court Administration, agree to their original proposal as they contend that some of the savings that have materialized may be short term savings and will not be apparent in 2002/03. Due to this, the Board of Commissioners hereby approves a transfer from the Capital Reserve Fund to cover any Child Care Fund deficit due to juvenile placements that is within the costs as outlined in the original proposal by the Trial Court.~~

27. Pursuant to resolution 01-0069, the Board of Commissioners directs the County Administrator to commence the process of planning the future program and physical facility needs of the Washtenaw County Courts and County Jail during January 2002. *Any expenditures above in-kind staff time and ordinary supply costs will come from the Public Improvement Fund (PIF) and the Administrator will bring any contracts over \$25,000 in total to the Board for approval.*

28. The Board of Commissioners authorizes the County Administrator to explore the integration of Community Development Services and bring a recommendation *and budget* to the Board if realignment of services is necessary during 2002.

29. *The Board of Commissioners authorizes the County Administrator to explore the issues surrounding Central Dispatch, bring back a recommendation to the Board of Commissioners in the beginning of 2002, and allocate the estimated cost savings in fiscal year 2002 in the amount of \$236,000 to be held in reserves for future funding of Central Dispatch.*

30. *The Board of Commissioners, upon approval of any Public Works bond resolution authorizing the issuance of bonds for an approved Public Works project, authorizes the establishment of budgets for the project related debt service and construction funds for the duration of the project, up to the amount authorized in the bond resolution.*