

BUDGET FOR 2000 AND 2001

WASHTENAW COUNTY BOARD OF COMMISSIONERS

November 17, 1999

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 2000 budget for approval and adoption, and the 2001 budget based on information currently available; and

WHEREAS, on September 15, the County Administrator presented the budget for 2000 and 2001; and

WHEREAS, the 2000 budget is based on an operating millage rate of 4.7978; 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 15 and ending _____, 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 \$69,998,458; and

WHEREAS, the public hearing on the proposed 2000/2001 Budget was held on Wednesday, November 3, 1999 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 2000/2001 was filed with the County Clerk/Register on September 15, 1999; 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 2000 Operating Budget as the official budget and the position changes for the County of Washtenaw for the fiscal year beginning January 1, 2000.

BE IT FURTHER RESOLVED that the Board of Commissioners directs that the 2001 budget be amended in 2000 to reflect necessary revisions as economic conditions warrant.

BE IT FURTHER RESOLVED that the Board of Commissioners directs the County Administrator bring the necessary changes to the 2001 budget back to the Board prior to the beginning of fiscal year 2001 for final adoption.

BE IT FURTHER RESOLVED that the Board of Commissioners approves the attached policies and shall govern the implementation of the biennial 2000-2001 Budget.

BE IT FURTHER RESOLVED that the Board of Commissioners directs that all previous policies not adopted herein are rescinded.

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

2000/01 Biennial Budget

Washtenaw County

| FUND # | AGENCY # | ORGANIZATION NAME | 2000 Recommend | 2001 Recommend |
|--------|----------|---|---------------------|---------------------|
| | 1010 | GENERAL FUND | <u>\$69,998,458</u> | <u>\$72,894,260</u> |
| | 100 | Board of Commissioners | \$494,725 | \$504,978 |
| | 130 | Trial Court - Circuit | \$2,645,075 | \$2,701,463 |
| | 140 | Trial Court - 14th District | \$3,387,733 | \$3,489,682 |
| | 150 | Probation | \$135,934 | \$135,934 |
| | 170 | Trial Court Family Division - Probate Estates | \$674,539 | \$695,960 |
| | 180 | Trial Court Family Division - Juvenile | \$2,782,876 | \$2,870,877 |
| | 200 | County Administrator | \$566,102 | \$586,138 |
| | 210 | Finance | \$2,679,152 | \$2,732,422 |
| | 220 | Information & Technology | \$4,515,045 | \$4,880,630 |
| | 230 | Public Defender | \$1,533,415 | \$1,588,855 |

| | | | |
|-----|----------------------------------|---------------------|---------------------|
| 260 | Human Resources | \$1,452,283 | \$1,466,442 |
| 270 | Corporation Counsel | \$196,352 | \$202,992 |
| 310 | Equalization | \$1,125,373 | \$1,161,757 |
| 320 | Building Authority | \$5,015 | \$5,021 |
| 400 | Clerk/Register of Deeds | \$3,237,928 | \$3,179,143 |
| 420 | Treasurer's Office | \$896,129 | \$923,506 |
| 430 | Prosecuting Attorney | \$2,825,718 | \$2,927,777 |
| 440 | Drain Commissioner | \$1,446,941 | \$1,652,487 |
| 460 | Planning Commission | \$712,482 | \$767,770 |
| 500 | Sheriff | \$22,052,030 | \$22,800,102 |
| 560 | Emergency Management | \$535,734 | \$544,515 |
| 580 | Public Works | \$283,856 | \$292,580 |
| 620 | Building Inspection/Soil Erosion | \$1,854,840 | \$1,925,024 |
| 671 | County Extension | \$620,597 | \$631,383 |
| 672 | Veteran Services | \$337,979 | \$345,420 |
| 680 | Children's Services | \$722,499 | \$726,397 |
| 690 | Veteran Burial | \$63,415 | \$63,415 |
| 980 | Central Charges | \$2,786,057 | \$2,951,296 |
| 980 | Adjustment for Cost Allocation | \$(7,649,269) | \$(7,349,269) |
| 980 | Appropriations and Transfers | <u>\$17,077,903</u> | <u>\$17,489,563</u> |
| | Capital Projects | \$300,000 | \$300,000 |
| | Cigarette Tax - Health | \$206,998 | \$206,998 |
| | Mental Health | \$1,128,080 | \$1,128,080 |
| | C. S. A. | \$1,066,794 | \$1,116,794 |
| | Public Health | \$2,499,387 | \$2,549,372 |
| | Child Care | \$3,609,339 | \$3,909,339 |
| | Community Corrections | \$34,372 | \$- |
| | Family Independence Agency | \$54,109 | \$54,109 |
| | Friend of the Court | \$1,098,937 | \$1,170,164 |
| | County Library | \$467,658 | \$481,157 |
| | Environmental Health | \$1,124,559 | \$1,124,559 |
| | Pros. Atty. - Coop. Reim. | \$115,181 | \$119,184 |
| | Substance Abuse | \$378,129 | \$378,129 |
| | Transfers | \$110,722 | \$- |
| | County Health Care | \$500,000 | \$500,000 |
| | Housing Appropriation | \$210,000 | \$210,000 |
| | Capital Equipment | \$200,000 | \$200,000 |
| | Technology & Telecommunications | \$2,764,636 | \$2,764,636 |
| | 1/8 Mill Capital | \$1,134,002 | \$1,202,042 |
| | LAWNET | \$30,000 | \$30,000 |
| | Worksite Wellness | \$45,000 | \$45,000 |

2000/01 Biennial Budget

Washtenaw County

| FUND # | AGENCY # | ORGANIZATION NAME | 2000 Recommend | 2001 Recommend |
|------------------------------|----------|---------------------------|-------------------|-------------------|
| SPECIAL REVENUE FUNDS | | | | |
| 1440 | 500 | SHERIFF GRANTS | \$453,141 | \$469,341 |
| 1620 | 430 | PROSECUTING ATTORNEY - CR | \$464,480 | \$480,466 |
| 1680 | 200 | HOUSING FUNDS | \$232,838 | \$232,838 |
| 1710 | 580 | BFI | \$1,046,299 | \$1,071,943 |
| 1760 | 620 | ENVIRONMENTAL HEALTH | \$3,369,974 | \$3,457,521 |
| 1780 | 621 | RESOURCE REMEDIATION | \$10,000 | \$10,000 |
| 1810 | 690 | VETERANS TRUST | \$68,121 | \$68,121 |

| | | | | |
|------|-----|-------------------------------|--------------|--------------|
| 1900 | 560 | EMERGENCY MANAGEMENT | \$1,323,000 | \$1,325,273 |
| 2080 | 600 | PARKS AND RECREATION | \$8,757,684 | \$7,194,546 |
| 2060 | 190 | LAW LIBRARY | \$8,500 | \$8,500 |
| 2110 | 610 | COUNTY LIBRARY | \$519,338 | \$525,938 |
| 2150 | 160 | FRIEND OF THE COURT | \$3,705,592 | \$3,823,794 |
| 2300 | 675 | ETCS | \$9,037,802 | \$9,037,802 |
| 2930 | 673 | COMMUNITY MENTAL HEALTH | \$48,357,640 | \$48,357,640 |
| 2960 | 674 | PUBLIC HEALTH | \$5,444,438 | \$5,708,946 |
| 2980 | 679 | FAMILY INDEPENDENCE | \$854,109 | \$854,109 |
| | | AGENCY | | |
| 2990 | 180 | CHILD CARE | \$6,965,300 | \$7,265,300 |
| | | DEBT SERVICE FUNDS | | |
| 3000 | 580 | PUBLIC WORKS - DEBT SERVICE | \$4,577,776 | \$4,168,859 |
| 3700 | 320 | BUILDING AUTHORITY - DEBT | \$3,784,472 | \$3,525,193 |
| | | SERV. | | |
| | | CAPITAL/CONSTRUCTION | | |
| | | FUNDS | | |
| 4010 | 240 | CAPITAL PROJECTS | \$1,434,002 | \$1,502,042 |
| 4050 | | CAPITAL EQUIPMENT | \$3,269,636 | \$3,269,363 |
| | | ENTERPRISE FUNDS | | |
| 5720 | 500 | INMATE ENTERPRISE FUND | \$265,365 | \$267,832 |
| 5990 | 695 | COUNTY EXTENSION | \$82,600 | \$82,600 |
| | | ENTERPRISE | | |
| | | INTERNAL SERVICE FUNDS | | |
| 6040 | 580 | DPW REVOLVING | \$47,000 | \$47,000 |
| 6150 | 420 | DELINQUENT TAX FUND | \$1,410,175 | \$1,455,025 |
| 6310 | 240 | FACILITIES MANAGEMENT | \$5,774,128 | \$5,839,140 |
| 6320 | 240 | FLEET SERVICES | \$2,032,610 | \$2,140,385 |
| 6330 | 240 | FAC. MGMT. - GENERAL | \$1,242,084 | \$1,273,663 |
| | | SERVICES | | |
| 6340 | 240 | GENERAL SERVICES REVOLVING | \$660,000 | \$660,000 |
| 6360 | 240 | COPIER FUND | \$325,000 | \$325,000 |
| 6440 | 200 | RISK MANAGEMENT | \$1,227,076 | \$1,226,708 |
| 6600 | 210 | FRINGE BENEFIT REVOLVING | \$9,288,827 | \$9,715,161 |
| 6740 | 310 | AERIAL PHOTO | \$12,000 | \$12,000 |
| 6900 | 210 | CENTREX | \$930,475 | \$930,475 |

2000/01 Washtenaw County

POSITION MODIFICATIONS

2000/01 Washtenaw County

POSITION MODIFICATIONS



2000/01 Washtenaw County

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POSITION RECLASSIFICATIONS

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 five 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 multi-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. The Board of Commissioners directs that a fund balance shall be maintained in the County's General Fund. A portion of this fund balance shall be designated as the Reserve for Subsequent Years and shall be defined as the:

· Undesignated portion of the General Fund Balance that represents expendable available financial resources to be used exclusively for maintaining a stable revenue structure and to provide for the orderly delivery of services to County residents; to maintain and improve the County's credit standing; and to provide financial resources that can be used to meet contingency and working capital requirements. **(Paragraph #13, Under Section C. Other Specific Policies on page 13 basically says the same thing.)**

V. 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.

W. 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.

X. 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.

Y.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 as identified in the fixed asset procedures.

·All acquisitions of and improvements to real property (land and buildings).

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 have been authorized 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 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 2000/2001 the approved County position modifications in accordance with the schedule in the Budget Resolution, which amends the 1999 schedule.

2.The County Administrator is authorized to review Hold Vacant positions for necessity of operation.Vacancies occurring during the 2000 fiscal year will be reviewed in accordance with the administrative review procedures.

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 1999 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.The Board of Commissioners reaffirms *for the period of January 1, 2000 through December 31, 2000* its intent as stated in Resolution 86-0252 to provide a basic level of Sheriff's road patrol services on a county-wide basis through an annual County General Fund appropriation.Any unit of government desiring law enforcement services above the County base level shall pay the full cost of such supplemental service (cost of deputy, vehicle and support personnel) through a contract with the Sheriff's department.The County base level of patrol service is 87.5 personnel including 38.5 deputies, 44 support personnel and 5 administrative personnel.This commitment may be reviewed by the Board of Commissioners for collective bargaining or financial purposes.

The Board of Commissioners as approved by Resolution 99-0152 has selected Northwestern University Traffic Institute to under take the road patrol, cost of contracted deputies and alternative for contract formula for contractual deputies study in 1999.The Board of Commissioners will review and discuss Northwestern University Traffic Institute's recommendations in 2000.Approved changes for road patrol and contracted deputies will become effective January 1, 2001.

3.The Board of Commissioners directs that if a unit of government has not approved a contract or a contract extension with the County for supplemental law enforcement services by December 4 of the current year, the positions previously associated with that contract shall be eliminated and the revenue and expenditure levels for the Sheriff's budget appropriately adjusted.*Furthermore, Corporation Counsel is directed to negotiate a late payment penalty charge.*

4.The Board of Commissioners directs that an annual internal audit schedule be developed by the County Administrator for 2000/2001.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.

5.The Board of Commissioners authorizes the County Administrator to approve expenditures of up to \$75,000 per claim.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.

6.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.

7.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.

8.The Board of Commissioners directs that henceforth each County agency include Indirect Costs, as determined by the most recent Cost Allocation Plan, prepared by David M. Griffith and Associates, 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.

9.The Board of Commissioners reaffirms its policy established in 1994to include in the General Fund Budget an annual transfer from the Delinquent Tax Reserve Fund of \$1,385,074 plus 20% of any excess above the 1995 base year balance of \$1,385,074. Beginning in 1995, the base of \$1,385,074 will be decreased by \$200,000 per year for four years.Any requested variance from this policy will be noted by the County Administrator in the transmittal of the recommended annual budget to the Board of Commissioners.

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 proceeds from the investments of the funds in the Capital Reserve Fund; Transfer \$465,509 each year for 1999 through 2003 from the Capital Replacement Fund to the Capital Reserve Fund.In addition, transfer \$350,375 annually for 2003 through 2006 from similar accounts. In addition, The Board of Commissioners authorizes the following transfers of funds out of the Capital Reserve Fund:Payment of debt service for the Washtenaw County Capital Improvement Plan, Phase 1; Payment of debt service for the Washtenaw County Capital Improvement Plan, Phase 2; and Payment of debt service for the Eastern County Government Center and 110 N. Fourth.

10.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.

11.The Board of Commissioners rescinds any prior action not in conformity with the above-stated general policies and specific policies.

12.The Board of Commissioners authorizes the allocation of \$500,000 of new funding to support *continues their support of* a five year county-wide Technology Plan for 1998/1999.The Board grants the County Administrator the flexibility to allocate resources and create positions as necessary as the technology project progresses.

13.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, by the year 2003.

14. Pursuant to Section 1 of Act No. 214 of the Public Acts of Michigan of 1899, as amended, the Board of Commissioners shall dedicatea Veterans' Relief Fund in the amount equal to 1/500 of a mill; for1998 **2000** this is equivalent to \$15,886 **\$18,145**.

15.Pursuant to Act No. 347 of the Public Acts of Michigan of 1994, the Board of Commissioners directs the County Administrator to re-evaluate for the 2002/2003 budget cycle the feasibility and practicality of modifying the County fiscal year to coincide with the State of Michigan fiscal year of October 1 through September 30.

16.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.

17.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.

18.Any department granted enhancements in the 2000/2001 budget shall report quarterly to the County Administrator on the service effectiveness of the enhancements in order to consider continuation in the 2002/2003 budget.

·19.Henceforth, the Board of Commissioners affirms its commitment of 1/8 of a mill to fund the County Space Plan (Phase 1).(*Note:This has been deleted because of the establishment of the Capital Reserve Fund.Paragraph #9, Under Section C. Other Specific Polices on page 13.*)

20.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 -----63 ofthe 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.

21.The Board of Commissioners affirms that the 1998/1999 Budget includes the following pension plan benefit enhancements to be extended to the non-union employee group to be effective January 1, 1998:

Money Purchase Pension Plan

·Increase employer and employee contributions to 7.50%

·Improve health care to equivalent of WCERS (age 60) or the Rule of 75(age 50 plus 25 years of service)

·Allow movement back into WCERS for those employees who left the plan and invested in the MPPP

Washtenaw County Employees Retirement System (WCERS)

·Implement the Rule of 75 (age 50 plus 25 years of service)

These enhancements shall be in place of a wage adjustment or performance pay for the non-union employees in 1998. (*Note: Completed in 1998, one time enhancement.*)

22.Upon examination of retirement issues and discussion with the three (3) retirement boards, the County Administrator is authorized to create a revenue generating position to support the retirement system to be located within the Human Resources Department. (*Note: Completed in 1998, through Administrative Authorization*)

23.The Board of Commissioners authorizes the *continuation*establishment of a reserve of \$150,000 to support sheltering activities and authorizes the County Administrator to allocate these funds as necessary.

24.The Board of Commissioners affirms their commitment in the 1999 Budget of \$350,000in operating costs for the jail expansion with that same amount pro-rated for the 1998 Budget.The balance of the additional costs will be covered through the Sheriff Department's consolidation of jail operations and increased revenues.The Board authorizes the County Administrator to create revenue supported positions if Finance and the Sheriff certify that revenues will be sufficient to support such positions. . (*Note: Completed in 1999, continued for future years in base budgets.*)

25.The Board of Commissioners authorizes the County Administrator to make any necessary position modifications resulting from the County Administrator and County Clerk's meeting regarding the elimination of position(s) after the imaging project is complete. (*Note: Completed in 1998, superceded by Resolution 98-0152 and through Administrative Authorization.*)

26.Effective immediately, all cash and investments in the Washtenaw County Delinquent Tax Revolving Funds not pledged to the retirement of any General Obligation Limited Tax Notes issued by the County shall be deposited in the Washtenaw County General Fund.Interfund receivables and payables shall be recorded in the respective funds for such transaction in as much as it does not constitute an operating transfer.

Thereafter, all such "unpledged" amounts in any of the Washtenaw County Delinquent Tax Revolving Funds shall be deposited in the Washtenaw County General Fund within fifteen (15) days following the end of the month in which such amounts are received.Interfund receivables and payables shall likewise be recorded for these deposits.

(Note: This has been deleted because of the establishment of the Capital Reserve Fund. Paragraph #9, Under Section C. Other Specific Policies on page 13.)

27. Effective January 1, 1998, the County Treasurer's salary shall be adjusted to \$63,000 over a three year term. *(Note: Completed in 1999, superseded by Resolution 99-0129.)*

28. *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.*

29. *The Board of Commissioners approved departmental service fee increases in the 2000/2001 Budget based on the 1999 Fee Study completed by David M. Griffith & Associates, LTD. 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).*

30. *The Board of Commissioners continues its 1998/1999 initiative for a County-wide Security Policy, the County Administrator has directed the Threat Assessment Team for Workplace Violence Prevention Program to undertake a security and workplace violence study. Risk Analysis Management, Inc. was awarded the bid and selected as the consultant to provide assistance in establishing a comprehensive workplace violence program. Recommendations from the Threat Assessment Team will be considered and discussed during 2000 with the final outcome being an under controlled security system. Approved changes will become effective January 1, 2001.*

31. *The Board of Commissioners authorizes the County Administrator to review medical service coverage in the Washtenaw County Jail. Furthermore, additional dollars may be needed depending on the outcome of the study.*

32. *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.*

33. *The Board of Commissioners hereby elects to pursue foreclose and property sales under Public Act 123 of 1999, the Urban Homestead legislation. The Board authorizes the transfer of funds up to \$100,000 for fiscal year 2000 and \$100,000 for fiscal year 2001 from the Delinquent Tax Reserve Fund (6150) for the funding of said program, 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.