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**Title: Hazard Communication Program**

**Resolution Number:**

**Effective Date:**

## **HAZARD COMMUNICATION PROGRAM**

### **I. Application:**

***This policy shall govern County compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) General Industry Safety Standard Part 92 and Occupational Health Standard Part 430, commonly referred to as the Michigan "Right-to-Know" Law.***

***The Michigan Occupational Safety and Health Act (MIOSHA) Act 154 of Public Acts of 1974 was amended in 1986 to include requirements for the communication of information concerning the safe handling of hazardous chemicals present in Michigan workplaces. These amendments are called the Michigan Right to Know Law. The amendments enabled the adoption of the federal Occupational Safety and Health Administration's (OSHA's) Hazard Communication Standard (29 CFR 1910.1200), which was designed to make information available to employees exposed to hazardous chemicals in their workplaces.***

### **II. General Policies:**

- A. *A County Hazard Communication Plan shall be maintained to provide structure and support for department specific plans.***
- B. *A Hazard Communication Coordinator shall be appointed for each department and will oversee and administer department-specific compliance efforts identified within the County Hazard Communication Plan.***

**Title: Risk Management Program**

**Resolution Number:**

**Effective Date:**

**RISK MANAGEMENT PROGRAM**

**I. Application:**

***This policy shall govern the County's Risk Management Program.***

**II. General Policies:**

***The County's Risk Management program shall:***

- A. *Identify and analyze the County's exposures to accidental loss. One of the objectives of this program shall be to minimize the frequency of and the severity of accident loss through accident prevention and loss control.***
- B. *Recommend funding for losses that cannot be prevented through budgeting, self funding or the procurement of commercial insurance coverage with adequate limits of coverage at reasonable costs. The County will retain, through its self-insurance program, normal, bearable losses, unless required to purchase "first dollar" insurance by law or contract, including the procurement of faithful performance bonds in accordance with state law. Catastrophic losses will be covered by commercial insurance coverage.***
- C. *Process and manage claims brought/alleged against the County and or County employees, when such employee is working as a County employee and acting within the scope of their employment and authority. This would include approval of litigation costs, and the settlement of claims under the direction of the County Administrator within the SIR. Risk Management will establish procedures for reporting of incidents, which includes, but is not limited to, injury to public or damage to county property, auto accidents, threatened litigation, PIP Benefits and Mini-tort claims.***

**III. Specific Policies:**

- A. The Risk Management Program shall include, on an on-going basis, review of County property and operations to determine risk exposures and development of recommendations to reduce these exposures.**
- B. Life threatening situations, e.g., gas leaks, exposed electrical wiring, faulty boilers, etc., shall be reported immediately to the Support Services Help Desk. As soon as reasonably possible, an incident report shall be completed and submitted to Risk Management by the reporting department.**
- C. Proposed contracts, new operations, and property purchases shall be reviewed for potential risk implications and a recommendation shall be made to the appropriate department regarding the implications of such actions without undue delay.**
- D. Department heads shall report any of the following property changes to Risk Management as well as to Facilities Management, so that insurance coverage can be modified as necessary and risk impact on the County can be evaluated:**
  - 1. Substantial changes in a building's use;**
  - 2. Plans to demolish parts of buildings or add new construction;**
  - 3. Purchase of property;**
  - 4. Major changes in equipment (computers, technology);**
  - 5. All property losses;**
- E. Risk Management shall provide, as part of the annual budget process, budget estimates for insurance and risk management expenses.**
- F. Actual costs incurred shall be allocated to departments based on developed exposure.**
- G. Competitive bids for insurance or insurance related service shall be sought through the County procurement process every two to three years unless a long term contract has been made or market conditions indicate that it is in the best interest of the County to bid more or less frequently and such actions are approved by the County Administrator and reported to the Board of Commissioners. Bids shall be received and evaluated in conformance with the County's Procurement Policy.**
- H. Notices of legal action against the County or any of its employees, while acting within the scope and authority of his/her duties (e.g. subpoenas, notice of suit, etc.) shall be submitted within 24 hours to Risk**

***Management who will notify Corporation Counsel and together a litigation plan will be developed.***

***I. A County-wide safety committee shall be established by the County Administrator. The Committee shall be composed of the Risk Management Coordinator, Facilities Management and representatives from each of the buildings owned/operated by the County. The composition of the committee may be changed when deemed desirable by the Committee. The Safety Committee shall review and make recommendations on the following areas and liability issues as they arise:***

- a. Safety policies and procedures, Bloodborne infectious Disease, Hazard Communication – Right-to-Know;***
- b. Emergency Response Plans and drills for same;***
- c. Training;***
- d. Loss prevention issues***

***The Safety Committee shall also discuss and make recommendations on the formation of building safety teams, establishing the purpose, tasks and authority of these teams.***

**Title: Travel**

**Resolution Number:**

**Effective Date:**

## **TRAVEL**

**I. Application:**

***This policy shall apply to all officials and employees of Washtenaw County, and to any other person or agency submitting travel vouchers to the County for reimbursement.***

**II. General Policies:**

- A. *The County Administrator shall be authorized to develop uniform travel procedures that are in accordance with Internal Revenue Service (IRS) regulations, state and federal laws, and good business practice.***
- B. *“Travel” shall include local and non-local travel, meals, lodging and incidental expenses while traveling away from home on County business. County funds shall not be used to pay for the cost of alcoholic beverages.***
- C. *Travel expenses shall be reasonable and shall be incurred only for the legitimate business purpose of Washtenaw County. Travel expenses shall be incurred only when there are sufficient budgeted monies to pay for them.***
- D. *The use of a County credit card for charging travel expenses is encouraged as an efficient business practice.***
- E. *Appropriate department approval shall be obtained before travel expenses are incurred.***
- F. *The use of IRS per diem rates for reimbursement of travel expenses is encouraged where appropriate as an efficient business practice.***
- G. *Adequate documentation of travel expenses shall be maintained for auditing purposes.***

**Title: County Vehicles**

**Resolution Number:**

**Effective Date:**

## **COUNTY VEHICLES**

### **I. APPLICATION:**

***This policy is intended to provide a program to ensure the security, protection, and well-being of personnel and property of Washtenaw County and the general public.***

### **II. GENERAL POLICIES:**

**A. *Department heads are responsible for enforcing this policy and shall ensure all employees who drive are notified of this policy and fleet procedures and the potential consequences of violating them.***

**B. *This policy defines standards for all County departments. Requests to deviate from this policy must be submitted in writing and approved by the County Administrator.***

**C. *The County Administrator shall develop business rules to manage the fleet of vehicles owned by the County.***

**D. *The County fleet shall be operated out of an internal service fund with revenues derived from charges for services provided to County operated departments and agencies.***

**E. *Positions assigned specific vehicles shall be determined by the County Administrator with communication to the Board of Commissioners. These vehicles may be authorized for take home use if it is either cost advantageous to the County or because the employee's work assignments necessitate it. The overnight location of the vehicle is to be at the employee's address on record and must be kept inside the county limits or within a 6-mile perimeter of any Washtenaw County boundary line.***

**F. *The employee provided with a County vehicle shall keep a record of the vehicle's use in the form approved by the County, confirming compliance to this policy.***

- G. The County shall utilize an inventory control system to monitor the use of County vehicles.**
- H. All vehicles owned by the County shall be titled in the name of the County.**
- I. Fleet Management will be responsible for determining the life-cycle costs of County vehicles.**
- J. Requests for equipment shall be made by the department head during the budget process.**

**III. SPECIFIC POLICIES GOVERNING COMPLIANCE WITH INTERNAL REVENUE SERVICE REGULATIONS RELATIVE TO TAKE-HOME VEHICLES**

- A. The County Administrator shall be authorized to develop and implement procedures pertaining to take-home vehicle policy, compliant with IRS taxation regulations.**
- B. Except for the certain instances described below, vehicles supplied by Washtenaw County to its employees shall not be used for the employees' personal use.**
- C. For valid non-compensatory reasons, Washtenaw County may authorize employees to commute to and/or from work in a vehicle provided by Washtenaw County.**
- D. For valid compensatory reasons, Washtenaw County may authorize the unlimited personal use of a County-provided vehicle.**
- E. These policies shall be in accordance with the applicable IRS requirements.**
- F. All individuals who are awarded personal use privileges shall be responsible for appropriate taxes.**
- G. The Washtenaw County employee, provided with a County vehicle, shall keep record, in the form approved by the County, confirming compliance to this policy.**
- H. These procedures do not apply to vehicles supplied by the Washtenaw County Sheriff's Office to law enforcement officers.**
- I. The following statement describes the conditions under which County employees shall receive a County-owned or leased vehicle under the County's "No Personal Use" policy:**

## **Washtenaw County Vehicle Policy-No Personal Use**

**The following policy statement, which generally prohibits personal use of a Washtenaw County vehicle by a Washtenaw County employee, constitutes the conditions under which Washtenaw County will supply a Washtenaw County vehicle to Washtenaw County employees under its “No Personal Use” policy. The following policy satisfy IRS substantiation requirements under § 274(d) of the Internal Revenue Code of 1986 and related Income Tax Regulations, including Treas. Reg. §1.274-6T. The satisfaction of the following conditions will enable Washtenaw County to exclude the value of the use of a Washtenaw County vehicle from the income of Washtenaw County employees using such vehicles under the authority of Treas. Reg. §§1.132-5(e) and 1.274-6T. All of the following conditions must be met in order for a Washtenaw County employee to be supplied a vehicle owned or leased by Washtenaw County under Washtenaw County’s “No Personal Use” policy:**

- 1. Vehicles owned or leased by Washtenaw County may from time to time be provided to one or more Washtenaw County employees under this policy for use in connection with Washtenaw County business, such as for purposes of using a Washtenaw County-owned vehicle for regular travel between county facilities;**
- 2. When the supplied vehicles are not being used for Washtenaw County business purposes, they are to be kept on Washtenaw County business premises (or temporarily located elsewhere, e.g., for repair);**
- 3. No Washtenaw County employee using the vehicles supplied under this policy statement may live at a Washtenaw County business premises;**
- 4. No Washtenaw County employee may use the Washtenaw County vehicles supplied under this policy for personal purposes, other than de minimis personal use (such as a stop for lunch between business trips on behalf of Washtenaw County);**
- 5. By virtue of this policy statement, Washtenaw County reasonably believes that, except for de minimis personal use, no Washtenaw County employee uses a Washtenaw County**

**vehicle under this “No Personal Use” policy for any personal purpose; and,**

- 6. Washtenaw County employees who are assigned a vehicle under this “No Personal Use” policy shall keep a log or diary in the form which may from time to time be prescribed by Washtenaw County to confirm compliance with this policy statement.**

- J. The following statement describes the conditions under which County employees shall receive a County-owned or leased vehicle under the County’s “No Personal Use other than Commuting” policy:**

**Washtenaw County Vehicle Policy-No Personal Use other than Commuting**

**The following policy statements, which generally prohibit personal use of a Washtenaw County vehicle by a Washtenaw County employee other than for commuting purposes, constitute the conditions under which Washtenaw County will supply a Washtenaw County vehicle to Washtenaw County employees under its “No Personal Use other than Commuting” policy. The following policies satisfy IRS substantiation requirements under § 274(d) of the Internal Revenue Code of 1986 and related Income Tax Regulations, including Treas. Reg. §1.274-6T. The satisfaction of the following conditions will enable Washtenaw County to value the use of a Washtenaw County vehicle supplied under this policy statement for commuting and incidental personal use during the commute at the special \$1.50 per each one way trip to and from the home of the relevant Washtenaw County employee to his or her Washtenaw County worksite under the authority provided by Treas. Reg. §§1.132-5(f) and 1.61-21(f). The special \$1.50 per each one way trip valuation amount, computed for the number of applicable one-way trips, will either be reimbursed by the relevant employee or shall be included in the relevant employee’s compensation for federal income tax purposes. All of the following conditions must be met in order for a Washtenaw County employee to be supplied a vehicle owned or leased by Washtenaw County under Washtenaw County’s “No Personal Use other than Commuting” policy:**

- 7. Vehicles owned or leased by Washtenaw County may from time to time be provided to one or more Washtenaw County employees under this policy for use in connection with Washtenaw County business. Such vehicles shall be equipped with either or both a 2-way radio and mobile telephone, and/or the driver shall be provided with similar communication devices, allowing the drivers of such vehicles to communicate**

*with superiors, subordinates and/or other agencies concerning Washtenaw County business;*

- 8. Washtenaw County will supply vehicles only to those Washtenaw County employees who, for bona fide non-compensatory business reasons of Washtenaw County (including, but not limited to: the continuous 24 hour/day, 7 days/week on-call or emergency response nature of a Washtenaw County employee's job or function; the need for a Washtenaw County employee to use a Washtenaw County-owned vehicle for regular travel between county facilities; and/or the unavailability of after-hours parking at the Washtenaw County facility at which a Washtenaw County employee normally works) are required to use Washtenaw County-provided vehicles to commute to and/or from their Washtenaw County worksite and, if applicable, for regular travel between county facilities;*
  - 9. An employee supplied a vehicle under this policy may not use the vehicle for personal purposes, other than commuting to and from work and de minimis personal use during such commute (such as a stop for a personal errand between the employee's Washtenaw County worksite and the employee's home);*
  - 10. By virtue of this policy statement, Washtenaw County reasonably believes that, except for de minimis use, no Washtenaw County employee uses a Washtenaw County-supplied vehicle for any personal purposes other than commuting;*
  - 11. Washtenaw County employees who are assigned a vehicle under this "No Personal Use other than Commuting" policy shall keep a log or diary in the form which may from time to time be prescribed by Washtenaw County to confirm compliance with this policy statement; and,*
  - 12. Washtenaw County will not supply vehicles under this policy statement to any elected official of Washtenaw County nor to any employee whose compensation is equal to or exceeds that of a federal employee at Executive Level V (\$136,200 in 2007, subject to annual adjustment).*
- K. Washtenaw County may provide a County-owned or leased vehicle vehicles to Washtenaw County employees under situations not covered under the County's "No Personal Use" policy or the County's "No*

***Personal Use other than Commuting” policy. These vehicles may be used for both Washtenaw County-related business and for personal use. County employees provided such vehicles shall maintain a log consistent with current Internal Revenue Service requirements to establish the amount of business and personal use of such vehicles. The relevant employee shall report the value of personal use of such vehicles as income for federal income tax purposes as required by applicable requirements of the Internal Revenue Code and regulations promulgated thereunder.***

Title: Acceptance of Credit Card, Debit Card, and Electronic Fund Transfer Cards for Payment of Certain Taxes, Assessments, and/or Fees

Resolution Number:

Effective Date:

***Supersedes Number(s):*** 97-0172

**ACCEPTANCE OF CREDIT CARD, DEBIT CARD, AND ELECTRONIC FUND  
TRANSFER CARDS FOR PAYMENT OF CERTAIN TAXES, ASSESSMENTS,  
AND/OR FEES**

I. Application:

This policy shall govern the acceptance of credit cards, debit cards, and electronic funds transfer cards for payment of certain taxes, assessments, and/or fees in conformity with P.A. 280 of 1995.

II. Intent:

~~It is the intent of the Board of Commissioners to provide guidelines for the acceptance of credit cards in County business.~~

III. General Policies:

- A. The County Administrator shall be authorized to create such procedures necessary to govern the acceptance of such cards as payments for certain County taxes, assessments, and/or fees.
- B. The County Administrator shall be responsible for determining the specific taxes, assessments, and fees eligible for payment by these methods.
- C. The County Administrator shall consult with the County Treasurer in determining the specific taxes and assessments collected in the Treasurer's Office that are eligible for payment by these methods.
- D. The County Administrator shall determine the types of credit cards, debit cards, and electronic fund transfer cards that may be accepted for payment.
- ~~E. The County Administrator shall provide an annual evaluation of the program to the Board of Commissioners.~~

I.C8.1

Title: Bank Accounts – Authorization to Open/Close

Resolution Number:

Effective Date:

**Supersedes Number(s): 86-0252**

### **AUTHORIZATION TO OPEN OR CLOSE BANK ACCOUNTS**

I. Application:

This policy shall govern the authority to open or close County bank accounts holding County funds or funds for which the County is responsible.

II. Intent:

~~The intent of the Board of Commissioners is to authorize the County Treasurer or his/her designee to open, close and maintain control records of County bank accounts.~~

III. General Policies:

- A. The County Treasurer or his/her designee, shall be authorized to open or close bank accounts on behalf of the County or county organizations.
- B. The County Treasurer shall be the signor of all County bank accounts **except for interest bearing bond accounts opened by a County court.**
- C. The County Treasurer may designate additional signors on bank accounts as s/he deems necessary based on specific circumstances.
- D. The County Treasurer shall be responsible for maintaining a control record of all bank accounts for which the County has responsibility.

~~I.B1.1~~

Title: ~~Blood Borne Pathogens Exposure Control~~ **Bloodborne Infectious Disease**

Resolution Number:

Effective Date:

**Supersedes Number(s): 93-0154**

~~BLOOD BORNE PATHOGENS EXPOSURE CONTROL~~  
**BLOODBORNE INFECTIOUS DISEASE**

I. Application:

This policy shall govern County compliance with the Office of **Michigan** Occupational Safety and Health Administration **Act (MiOSHA)** Part 1910 **544** of Title 29 of the U.S.C. 655.657 Code of Federal regulations, as amended **Bloodborne Infectious Disease Standard.**

II. Intent:

~~It is the intent of the Board of commissioners that the county shall comply with requirements of OSHA **MiOSHA** regulations Part 1910 **544** regarding Bloodborne Pathogens Exposure **Infectious Disease Standard.** This compliance shall include development of a written Bloodborne Pathogens **Infectious Disease** Exposure Control Program, development of training for employees including volunteers, students, and affected contractors and monitoring of the program.~~

III. General Policies:

- A. The County shall identify job descriptions that retain a reasonable expectation that the incumbent employee may be exposed to bloodborne pathogens or other potentially infectious materials as part of his/her job tasks.
- B. The County shall develop a written "Bloodborne Pathogens **Infectious Disease** Exposure Control Plan," which shall be made available to every county employee, student, volunteer and affected contractor. **Individual departments should have specific exposure central plans in place.**
- C. The County shall ensure that all employees with potential occupational exposure participate in a training during working hours at the time of initial assignment to these tasks. Annual training for all employees shall be provided within one year of their previous training.

***D. The County shall provide a program that is based on universal precautions, work practice controls, and environmental controls as well as Personal Protective Equipment (PPE) controls.***

IV. Specific Policies

~~A. The County shall institute universal precautions (see below) in handling persons or equipment where there is a reasonable expectation of contamination by bloodborne pathogens or other potentially infectious body fluids.~~

UNIVERSAL PRECAUTIONS

This is an approach to infections control. According to the concept of Universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

~~B. The County shall institute work practice (see (1) below) as engineering controls (see (2) below) that eliminate or reduce employee exposure.~~

~~1. Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed.~~

~~2. Engineering Controls means controls that isolate or remove the bloodborne pathogens hazard from the workplace.~~

~~C. The County shall ensure that where exposures still exist after using engineering and work practice controls personal protective equipment shall be used.~~

~~D. The County shall provide cleaning, laundering and disposal of personal protective equipment.~~

~~E. The County shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, as well as post-exposure evaluation and follow-up to all employees who have had an exposure incident.~~

***\*Letter IV.E will then be moved up to become letter III.E***

~~F. This policy shall apply to contractors who perform services on county premises unless those Contractors have their own Bloodborne Pathogens Exposure Control Plan. Copies of Contractor's Bloodborne Exposure Control Plans must be on file with the County.~~

I.B8.1-2

Title: Budget Preparation and Approval

Resolution Number:

Effective Date:

***Supersedes Number(s): 86-0252***

## BUDGET PREPARATION AND APPROVAL

### I. APPLICATION:

This policy shall govern the County's annual budget preparation and approval process.

### ~~II. INTENT:~~

~~The intent of the Board of Commissioners is to authorize County departments, under the direction of the County Controller, to prepare and submit annual budget requests for approval by the Board of Commissioners. The budget submittal shall provide sufficient, detailed line item justification to allow thorough analysis by the Budget office and a description of the rationale for budget requests and description of existing services.~~

### III. GENERAL POLICIES:

***A. Washtenaw County shall utilize a two-year financial plan, emphasizing long-range planning and effective program management. The benefits of biennial budgeting include: a focus on long-range fiscal planning; a concentration on the accomplishment of significant objectives; the creation a pro-active budget that provides for stable operations and assures the County's long-term fiscal health; and reduction in the amount of time and resources that annual budgeting requires.***

B. The Board of Commissioners shall direct the County ***Administrator/Controller*** Controller, with the participation and advice of the County Administrator, to prepare an annual ***a two-year*** budget for all the funds and functions of County government to be presented for ***final*** adoption not later than the annual meeting of the Board of Commissioners, ***in accordance with State Statute.***

- C. Each department shall prepare annual **two-year** budget requests for approval by the Board of Commissioners in accordance with the County's budget calendar **Planning Process**. The department's submittals shall include their Budget Narrative, Line Item Requests, and Organizational Chart.
- D. The final annual budget proposal shall be reviewed by the Finance Department, County Controller, and County Administrator, and other County personnel specified in the budget process calendar prior to the Board of Commissioners' approval. Final approval shall occur by the Board of Commissioners no later than the annual meeting of the Board, in accordance with State Statute. ***In addition to approving the two-year budget, the adopted Budget Resolution shall also contain the General Budget Policies of the County Board of Commissioners and the Specific Policies and Directives of the County Board of Commissioners regarding the Budget.***
- E. ***Before the beginning of the second year of the two-year budget, the Office of Strategic Planning and Budget will review progress during the first year and recommend any necessary changes to the Board of Commissioners. The Board of Commissioners will review such recommendations and approve appropriations for the second fiscal year, in accordance with State statute.***

Title: Fixed **Capital** Assets

Resolution Number:

Effective Date:

**Supersedes Number(s): 86-0252, 95-0226**

**CAPITAL ASSETS**

I. Application:

This policy shall govern the recording and tracking of County-owned ~~fixed~~ **capital** assets.

II. Intent:

~~The intent of the Board of Commissioners is to insure a proper accounting of fixed **capital** assets.~~ -

III. General Policies

~~A. Fixed **Capital** assets shall be accounted for in accordance with generally accepted accounting principles.~~

~~B. Fixed **Capital** assets shall include:~~

- ~~1. All acquisitions of machinery, equipment, furniture, vehicles, and other similar items having a useful life or more than ~~one~~ **two** years and a unit cost as identified in the ~~fixed~~ **capital** asset procedures.~~
- ~~2. All acquisitions of and improvements to real property (land and buildings).~~

~~C. Public domain items (infrastructure) such as roads, bridges, sidewalks, sewers, drainage systems, etc. are not to be included as ~~fixed~~ **capital** assets.~~

~~**D. Support Services – Finance** Department shall be responsible for the financial reporting of all ~~fixed~~ **capital** assets.~~

- E. Department Heads shall be responsible for conducting an annual inventory of ~~fixed~~ **capital** assets within their departmental and reporting the results of the inventory to **Support Services – Finance** ~~the Finance Department.~~ **Support Services – Finance** ~~The Finance Department~~ shall be responsible for coordinating and auditing this inventory.

~~I.F2A.1~~

Title: Capital Reserve Fund

Resolution Number:

Effective Date:

***Supersedes Number(s): 99-0100***

## CAPITAL RESERVE FUND

### I. Application:

The Board of Commissioners created the Capital Reserve Fund and established this policy using the authority granted by the State of Michigan laws.

### II. INTENT OF POLICY:

~~The Board of Commissioners creates the Capital Reserve Fund with the following intended purposes:~~

- ~~• To transfer into the Capital Reserve Fund all the Washtenaw County cash reserves available for long term uses~~
- ~~• To maintain the reserves available for long term use under the jurisdiction of the Board of Commissioners, through the County Administrator~~
- ~~• To maintain a baseline level of reserves in the Capital Reserve Fund of \$12,000,000 -~~
- ~~• To designate the proceeds from the investments, the annual transfers in from the Delinquent Tax Revolving Funds/Reserve, and any other funds over \$12,000,000 for capital and debt services expenditures~~
- ~~• To provide prudent and diligent internal controls and checks and balances over the cash reserves available for long term~~

### III. **General Policies:** FUNDING FOR THE CAPITAL RESERVE FUND:

- ~~A. Transferring the accumulated reserves over \$4,000,000 from the Delinquent Tax Revolving Funds/Reserve into the Capital Reserve Fund.~~

This transfer will be for the amounts as of December 31<sup>st</sup> 1998 effective May 5<sup>th</sup> 1999

~~B. Transferring a~~

**C. The Capital Reserve Fund shall be appropriated at the discretion of the Board of Commissioners for long-term needs.**

**D. At the end of each year, any reserves over \$4,000,000 shall be transferred** from the Delinquent Tax Revolving Funds/Reserve to the Capital Reserve Fund.

~~E. All the proceeds from the Investments~~ **proceeds from assets within** of the Capital Reserve Fund **assets shall remain in the Capital Reserve Fund.**

**F. The Board of Commissioners may augment the Capital Reserve Fund with funds at their discretion.** ~~Any additional funds appropriated by the Board of Commissioners.~~

**G. The Capital Reserve Fund may be used for capital expenditures and attendant debt service as authorized by the Board of Commissioners.**

**H. The Capital Reserve Fund shall be used for no purpose unless specifically authorized by the Board of Commissioners.**

**I. The County Administrator shall establish prudent and diligent internal controls for the Capital Reserve Fund, and shall report any deviations from this policy to the Board of Commissioners.**

#### ~~IV. USES FOR THE CAPITAL RESERVE FUND~~

~~A. For the payment of Capital Expenditures as authorized by the Board of Commissioners~~

~~B. For the payment of the debt services for major Capital Expenditures as authorized by the Board of Commissioners~~

~~C. For no other purpose unless specifically authorized by the Board of Commissioners.~~

#### ~~V. INTERNAL CONTROLS -~~

~~The County Administrator will establish prudent and diligent checks and balances, and internal controls, for the Capital Reserve Fund. The County Administrator shall report to the Board of Commissioners any deviation from this policy.~~

~~VI. EFFECTIVE DATE -~~

~~This policy is effective immediately and until such time as it is amended or rescinded.~~

I.C10.1-2

Title: Claims Approval Process

Resolution Number:

Effective Date:

***Supersedes Number(s): 86-0252, 87-0278***

~~CLAIMS/NON-CLAIMS~~  
**CLAIMS APPROVAL PROCESS**

I. Application:

This policy shall govern the payment of all County claims.

II. Intent:

~~The intent of this policy is to indicate that the Board of Commissioners shall approve the payment of all claims against the County and to outline exclusions to that process.~~

III. General Policies:

A. Definitions and Statutes

1. A claim shall be defined as the payment of bills or claims against the County which are not approved by a different governing board or body, other than the Washtenaw County Board of Commissioners, or are required by legal statute, or previously entered into as a contract with the County.
2. In accordance with P.A. (1909), No. 58 (as amended), it shall be the duty of the Washtenaw County Board of Commissioners to adjust, allow and authorize the payment of all such claims against the County treasury as provided by general law.
3. When the claims of any person, firm, or corporation against the County shall be disallowed in whole or in part by the Board of Commissioners, such person, firm or corporation may appeal to the Circuit Court of the County, by written notice of such appeal to the County Clerk/Register of Deeds, within twenty (20) days after disallowance.

B. Payments to be Approved

All funds shall be approved by the Board of Commissioners, except as excluded herein. All grants and contracts approved by the Board are excluded from the claims submission process. All funds shall appear on the claims listing unless specifically excluded by contract, Volume II, court, or other related provisions. See Appendix A & B for further description.

C. Payments to be Excluded

The Washtenaw County Board of Commissioners shall exclude from its list of claims to be approved, County obligations as outlined in Appendix B of this Policy.

~~D. Cash Flow, Cash Advance, Withholding Payments~~

~~The County Controller shall delay the issuance of claims checks in order to benefit the cash flow and investment levels of the County. The County Controller shall report to a meeting of the Board any approved claim held longer than thirty (30) days.~~

~~E. Exception Checks~~

~~There shall be no exception checks unless specifically authorized by the County Controller or his/her designee. Exception checks may be issued on the request of the Executive Director of the Community Services Agency and the Director of WALTEC for emergency assistance, subject to post-audit by the Board of Commissioners as part of the claims process. See Appendix B for further detail on Exception Checks.~~

F. Exempt Funds

Departments and disbursements from funds which are exempt from the claims procedures due to legal jurisdiction of their governing boards regarding claims are listed in Appendix B, attached.

## APPENDIX A

Items to be included as Claims, unless exception made in Appendix B.

1. All contract payments, supplies, equipment and service purchases, where the Volume II budget form does not specifically name amounts and vendors or contractors, except as amended and interpreted in paragraph III.B. of the Budget resolution (86-0307), which may be amended from time to time by the Board of Commissioners.
2. Mileage, per diems, other special payments made to or for employees outside the payroll process. A separate log of Commissioner per diems is to be maintained subject to public inspection by the ~~Controller~~ **Administrator** since those are paid as part of the payroll process.

APPENDIX B

Exempt from Claims as Indicated

Item      Reason

Cooperative Extension Revolving Administrative guideline set up by Michigan State University.

Fund ~~(5990)~~ **(7990)**

Debt Retirement Payments      Prior approval, when debt is established.

***Revolving Delinquent Taxes Fund***

~~(6286)~~ **(5150)**      Controlled by County Treasurer based on annual resolution.

Activity in account includes investments, redemption of taxes receivable from local units, collecting of back taxes. Only expenses are interest paid and issuance expenses.

~~Delinquent Taxes — Separate account maintained by County Administration Fund (2060)      Treasurer. Supplies are procured through County purchasing, but payments have been exempt from claims due to State Law setting up fund as a Treasurer's discretionary fund.~~

Drain Revolving Funds,      Controlled by Drain Commissioner.  
Lake Level Revolving Funds      Expenses pre-approved by that body.

Library Fund (7510)      Trust and Agency Fund; Treasurer receives and distributes penal fines to all County library systems; administered by Treasurer in accordance with State Law.

~~Mental Health (2930)~~      Department's independence as a State  
***Community Support & Treatment Services***      Contract Board gives them autonomy regarding payments.

Parks and Recreation (2080)      Separate Board; approves claims prior to disbursement.

Public Works (several funds)      Separate Board; approves claims prior to disbursement.

Trust and Agency (7010) Includes bond refunds, Sheriff Redemptions, tax withholding, other fringe benefits. Funds are not property of County.

Veterans' Trust (~~2974, 2976~~) (**1800, 1810**) State Funds, disbursed per regulations of Michigan Veterans' Trust Fund by Veterans Affairs Department.

Workers Compensation (6660) Timing considerations; also, Fund administered by Personnel Department, following State Laws and Regulations.

County Roads and Assessments (~~3620~~)—Pre-approved by Road Commission and (**2010**) County Budget.

Department of Social Services ~~FIA~~ -  
**Human Services**

(~~2970-2972-663~~) (**2980**) Fund 2970 disburses State DSS funds, pre-approved by DSS Board. ~~2972-663~~ **2980** is for Child Care Fund expenditures by DSS, primarily for foster care, in-home care, and other institution payments, which are approximately 50% County funds. About 100 payments per month out of ~~2972-663~~ **2980**. Recommend continuing current practice of exempting from claims listing due to urgent nature of payments.

WALTEG **ETCS** (2717, 2719) Special exemption allowed to claims process for stipends to participants due to timeliness considerations. Payments to schools and corporations to be on claims.

Retirement Reserve-Employee (7520) Used to pay out refunds of contributions plus interest to former employees. Exemption from claims is based on the fact that these are not County funds.

County Library Fund (2110, 7510) Per P.A. 138 of 1917, Library Systems are allowed independent authority over expenditures. County Library follows general County budget and procurement but per agreement many

years ago was exempted from claims process.

Court Related (1010) (~~2972~~) The Board of Commissioners exempts such items as witness fees, subpoena fees, court ordered medical exams, transcript fees, juror fees, court ward expenses, guardian as litem, service of summons, etc. Over 13,000 checks issued per year for these items. On 12-21-81 (81-0029) BOC excluded these obligations from claims procedure due to some being court ordered, others needing speedy processing.

Other Legal and Court Related Arbitration expenses, prisoner transport, jury meals, vice investigations, extradition expenses. These are similar to items in #18 above.

Payroll, Fringe Benefits Timing considerations; plus these are all payments which have been budgeted, and which are regulated by union contracts, and pay schedules approved by the BOC, or are controlled by State and Federal Regulations.

Authorized Prepayments These are payments made prior to Board approval but listed for post-approval purposes on a separate list in the Claims Register. The purpose is for timeliness, where there would be a penalty, or lost discount, if they wait for the Board meeting. Examples would include utility payments, telephone bills, purchases of supplies and equipment where the terms include a discount for timely payment or a penalty for late payment, where waiting for Board approval would cost the County. Also included as an authorized prepayment are payments made under GSA **ETCS** Weatherization Grants to building contractors.

Exception Checks These are checks issued prior to Board Approval which are released early due to special urgency. A

separate list is included in the claims,  
detailing payee, amount and reason for  
early issuance.

~~1.C2(a).1-7~~

Title: Contributions from individuals and organizations for County service

Resolution Number:

Effective Date:

***Supersedes Number(s): 89-0166***

~~Cross Reference: Sale & Disposal of Real & Personal Property, Controller & Administrator Authorities.~~

### CONTRIBUTIONS FROM INDIVIDUALS AND ORGANIZATIONS FOR COUNTY SERVICE

I. Application:

This policy shall govern all non-grant contributions from organizations or individuals to the County for use in providing service.

~~II. Intent:~~

~~It is the intent of the Board of Commissioners to have guidelines for public/private organizations or individuals to contribute, donate, bequeath or otherwise provide funds and/or real and personal property to the County that will be of benefit to county departments or agencies.~~

III. General Policies:

A. ~~The Board of Commissioners~~ **County Administrator** shall approve the acceptance of all non-grant contributions to be used by all County departments or agencies except as indicated in other Board of Commissioners approved policies.

B. ~~The Facilities Management~~ **Support Services Infrastructure** Director shall evaluate and recommend acceptance of personal property. Any personal property so accepted shall be inventoried.

C. Real property contribution shall be evaluated and recommend by the County ~~Controller~~ **Administrator** when valued at more than \$5,000 and by the ~~Facilities Management~~ **Support Services Infrastructure** Director when less than \$5,000.

D. All County department heads shall immediately notify the County ~~Administrator or Controller~~ whenever real property or funds have been

offered and the ~~Facilities Management~~ **Support Services Infrastructure** Director for personal property.

- E. Contributions of a value greater than \$1,000 shall require a letter that includes: a description of the contribution; the use for which the item is being contributed; terms of how the contribution may be terminated if contribution of the item is no longer in the best interest of the County.
- F. The contributor may earmark the contribution for a particular service of the County and should indicate such upon offering a contribution. Unearmarked contributions shall be used as is considered appropriate by the accepting party indicated in items A through C above.
- G. The contributor shall not be given special consideration in any related or unrelated County service or function due to the acceptance of a contribution.
- H. The County Administrator ~~and County Controller~~ shall advise the Board of Commissioners on the potential fiscal and operations significance of contributions **under consideration**. ~~the Board is considering accepting.~~
- I. Corporation Counsel shall advise the Board of Commissioners of any potential conflict of interest or other legal impediments associated with acceptance of contributions.
- J. Contributions made exclusively for public purposes are tax deductible pursuant Internal Revenue Code Sct.170(c)(1). Such contributions will be acknowledged by the appropriate accepting party.

I.C5.1-2

Title: Dog Damage Claims

Resolution Number:

Effective Date:

**Supersedes Number: 76-0415, 84-0021**

**DOG DAMAGE CLAIMS**

I. Application:

This policy shall, in accordance with the Dog Law of 1919, apply to all claims resulting from damage done by dogs to livestock and/or poultry when such damages are sustained in Washtenaw County.

II. ~~Intent:~~

~~The intent of this policy is to establish a rate schedule for reimbursing all valid claims, resulting from damages done by dogs to livestock and/or poultry, in an amount not to exceed the economic loss to the claimant.~~

III. General Policies:

A. Maximum Rate Schedule

The following rate schedule shall be used for settling dog damage claims, in accordance with the Dog Law of 1919. ~~, and shall become effective January 19, 1984.~~

Horse or Mule, Under 6 Months	\$200.00
Horse or Mule, Over 6 Months	\$400.00
Head of Cattle, Under 6 Months	\$250.00
Head of Cattle, Over 6 Months	\$500.00
Swine	
-Feeder Pigs (40-100#)	\$35.00
-Feeder Pigs (100-179#)	\$70.00
-Market Hogs (180-260#)	\$100.00
-Sows (300# and Over)	\$200.00
-Boars	\$175.00
Sheep	
-Feeder Lambs (Less than 80#)	\$35.00
-Market Lambs (over 80#, less than 1 yr. old)	\$55.00

-Breeding Lambs (Over 1 yr. old)	\$75.00
-Breeding Ram (Over 1 yr. old)	\$125.00
Goats	
-Kids	\$15.00
-Adults	\$45.00
Ornamental Birds	\$50.00
Turkey or Goose	\$12.00
Head of Any Other Animal Not Being Enumerated	\$4.00

- B. The Board of Commissioners approves the ~~revised~~ Dog Damage Claim Policy with the understanding that all amounts claimed are subject to approval by the Washtenaw County ~~Controller~~/Administrator. If the ~~Controller~~/Administrator disagrees with the amount claimed, and the ~~Controller~~/Administrator and claimant cannot work out a mutually agreeable settlement, the claimant may present the issue to a three-person committee appointed by the Chair of the Board of Commissioners for final decision.
- C. The Washtenaw County Board of Commissioners further authorizes the ~~Controller~~/Administrator to develop the necessary procedures to implement this policy.

I.C10.1-2

Title: Employee Computer Purchase Program

Resolution Number:

Effective Date:

***Supersedes Number(s): 97-0218***

### **EMPLOYEE COMPUTER PURCHASE PROGRAM**

#### I. APPLICATION:

This policy shall govern the implementation of an employee computer purchase program through payroll deduction.

#### II. INTENT:

~~It is the intent of the Board of Commissioners to provide employees with the resources and tools to encourage professional development.~~

#### III. GENERAL POLICIES:

- A. ~~The County Administrator~~ ***Support Services – Finance*** shall be authorized to provide ***permanent***, full-time County employees and retirees the benefit of purchasing personal computers through payroll deduction.
- B. ~~The County Administrator~~ ***Support Services – Finance*** shall be authorized to create such procedures necessary to govern the employee computer purchase program.
- C. ~~The County Administrator~~ ***Support Services – Finance*** shall be authorized to complete the necessary advances to the Employee Computer Purchase fund to complete the personal computer purchases.
- D. ~~The Board of Commissioners affirms that all employees using personal computers to do work at home must do so in conformance with the established Internet and E-Mail Policy (I.E7.1).~~

I.E7.1

Title: Full Faith and Credit

Resolution Number:

Effective Date:

***Supersedes Number(s): 82-0104, 83-0053, 86-0252***

### FULL FAITH AND CREDIT

I. Application:

This policy shall govern the County's Full Faith and Credit bonds and notes.

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners to provide sufficient information for determining if the County's full faith and credit should be utilized to support bonds and notes for the benefit of County operations as well as local units of government in accordance with the Board's authority.~~

III. General Policies:

- A. When requested, the County shall assist a local unit of government to carry out a responsible project by use of the County's full faith and credit to support bonds and notes. These projects shall benefit the County as well as the local unit and not adversely affect other local units within the County.
- B. Local government units that cannot secure a sufficiently high bond rating, may request a pledge of full faith and credit from the County. Local units that determine that the County can more efficiently carry out the administrative responsibilities of a project may also request a pledge of full faith and credit for the County.
- C. The Board of Commissioners shall promote projects that meet comprehensive plans and goals. The Board shall review the feasibility of a local unit of government's request based on plans and goals and determine if the County's full faith and credit shall be approved to support County bonds and notes.
- D. The County ~~Controller~~ **Administrator** or his/her designee shall be responsible for the administration and implementation of this policy and accompanying procedures and shall work closely with those Boards,

Authorities of Officials that have County responsibility in determining feasibility and in implementing such projects.

- E. The six (6) County agencies having statutory authority to issue bonds shall include:
1. The County as a whole for a General Obligation bond requiring voter approval of a specific bond issue;
  2. The County Treasurer for cash flow borrowing;
  3. The County Building Authority for capital improvement and expansion project;
  4. The County Drain Commissioner for drainage projects;
  5. The County Board of Public Works for sewer, water, or solid waste type projects;
  6. The County Road Commission when the Michigan Transportation Fund is involved; and
  7. In addition, advice shall be sought from other County departments or agencies as needed.
- F. The County shall appoint a financial and bond counsel advisor and said consultant may assist the County ~~Controller~~ **Administrator** in reviewing and coordinating local government's bond requests. The services of the advisor shall only be used after it is determined that County staff cannot provide the information.
- G. The County recognizes that a unit of government may not be large enough to coordinate and supply all the necessary requirements set forth in III below, and in those cases the County will offer assistance with available information and administrative expertise.
- H. Requirements to be Met by a Local Unit of Government
- A local unit of government shall provide, in writing, information which shall assist the County to determine if a project is reasonable and should receive the County's full faith and credit to support County bonds and notes. Such information shall relate to the project, the local unit as an entity, and the benefits the County and local unit will receive from said project as outlined in the Full Faith & Credit Procedures.
- I. ~~Requirements to be met by the County Controller:~~ The County ~~Controller~~ **Administrator** shall provide, in writing, information that will assist the County to determine if a project is reasonable and should or should not be

supported to receive the County's full faith and credit to support County bonds and notes as outlined in the accompanying procedures.

- J. ~~Requirements to be met by County Agencies Issuing Bonds~~—In addition to all other statutory requirements, any County agency issuing bonds or notes shall notify the Finance **Director** ~~Department Head~~ of pending issues, roles, funds, and bank accounts established and other relevant information to issuance so that **Support Services – Finance** ~~the Finance Division~~ **Department** may establish proper records and monitor the total County debt.

I.F3.1-3

Title: Inmate Reimbursement

Resolution Number:

Effective Date:

**Supersedes Number(s): 96-0286**

## INMATE REIMBURSEMENT

### I. Application

This policy and procedure governs the collection and accounting of monies reimbursed to Washtenaw County, from inmates incarcerated in the Washtenaw County Jail.

### II. ~~Intent~~

~~A. In compliance with applicable statutes, the intent of this policy and procedure is to establish the authority and mechanisms, through the Sheriff, for the collection and accounting of moneys reimbursed to the County as a result of inmate incarceration costs at the Washtenaw County Jail. - -~~

~~B. Applicable Statutes include, but may not be limited to:~~

~~1. The Prisoner Reimbursement Act, P.A. 118 of 1984. - -~~

~~2. Inmate Medical Expenses Reimbursement Act, P.A. 16 of 1982. - -~~

~~C. The reference to specific statutes authorizing the collection of moneys from inmates is not meant to limited the legal collection of fees from inmates incarcerated in the Washtenaw County Jail under other applicable statutes not mentioned herein, or as a result of amendments to the above reference statutes. - -~~

### III. General Policies

A. It is the policy of **The** Washtenaw County Board of Commissioners to authorize the Sheriff to require inmates sentenced to the Washtenaw County Jail to reimburse the County for expenses incurred as a result of their incarceration. Such reimbursement shall be in accordance with P.A. 118, the Prisoner Reimbursement Act **of 1984, the Inmate Medical Expenses Reimbursement Act, P.A. 16 of 1982, and/or** any other

applicable statutes granting authority for the reimbursement to the County of **for** any costs associated with an inmate's incarceration.

- B. In implementing this policy, the Board of Commissioners seeks to balance the intent of P.A. 188, which is to protect the public from financial loss, against the potential for creating an unjust burden on the families and dependents of inmates.
- C. The Board of Commissioners reiterates as public policy, the following statutory constraints found in P.A. 118, as guidelines for seeking reimbursement for uncollected funds through civil action:
  - 1. When the County seeks reimbursement under a civil action, it will consider any legal obligations of the defendant to support a spouse, minor children, or other dependents and any moral obligation to support dependents to whom the defendant is providing, or has in fact provided support, before entering a judgment on behalf of the County.
  - 2. The County shall not enforce any judgment obtained under the act by means of executive against the homestead of the defendant.
- D. ~~The Board of Commissioners directs that t~~ **The Sheriff shall** develop procedures to collect reimbursement from inmates sentenced to the Washtenaw County Jail. These procedures, and any amendment or changes to them, will be subject to approval by the County Administrator and Corporation Counsel prior to their implementation.

#### ~~IV. Procedures~~

- ~~A. The Sheriff's Department will be responsible for the implementation of all processes relevant to seeking the recovery of costs associated with the housing of an inmate in the Washtenaw County Jail. -~~
- ~~B. The following system of collection and accounting for inmate's incarceration costs will be implemented by the Sheriff's Department: -~~
  - ~~1. The Washtenaw County Jail will establish lists of inmates who are eligible to reimburse the County for incarceration costs under P.A. 118, or other applicable statutes. -~~
  - ~~2. The Sheriff's Department and Corporation Counsel will implement procedures for the collection, proper receipt, and auditing of all moneys collected. Procedures will include, but not be limited to: -~~

- a. ~~Developing strategies for the recovery of costs associated with the inmate reimbursement process including payment incentives, plans and limits. -~~
- b. ~~Negotiating payment plans and the settlement of accounts. -~~
- c. ~~Developing any other objective criteria, in addition to that which is found within the statute, for assessing the ability to pay against the burden of providing for the family and dependents. -~~

3. ~~Prior to the collection of expenses incurred by the County under this policy, the Sheriff, or whoever investigates the financial status of inmates in the Jail, will consider, in accordance with P.A. 188, the following objective criteria: -~~

- a. ~~age,~~
- b. ~~marital status,~~
- c. ~~number and ages of children, and~~
- d. ~~number and ages of other dependents,~~

~~In addition to the assets of an inmate, which may include the:~~

- a. ~~type and value of real estates,~~
- b. ~~type and value of personal property,~~
- c. ~~cash and bank accounts,~~
- d. ~~type and value of investments, pensions and annuities, and~~
- e. ~~any other personal property of significant cash value. -~~

4. ~~The Sheriff's Department will develop a quality control process including, but not limited to, the maintaining of adequate documentation to record all necessary information on moneys collected, from whom and how much in payment. -~~

C. ~~To limit adverse impact on the unemployed and working poor, the Board of Commissioners prohibits the collection of reimbursement fees from any inmate whose income is at or below the existing Federal income poverty level. -~~

Title: Investment of County Funds

Resolution Number:

Effective Date:

***Supersedes Number(s): 91-0178, 98-0108***

### ***INVESTMENT OF COUNTY FUNDS***

I. Application:

This policy shall govern the investment of public funds as required by Public Act 20 of 1943, as amended, in a manner which shall meet the daily cash flow requirements of the county while providing a high degree of safety, and shall conform to all state statutes governing the investment of public funds.

II. Intent:

~~The intent of the Board of Commissioners is to provide a consistent policy that applies to all financial assets of the County. These funds are accounted for in the Comprehensive Annual Financial Report.~~

III. General Policies:

A. Objective. The primary objectives, in priority order, of the County Treasurer's investment activities shall be:

1. Safety: Safety of principal is the foremost objective in the investment of County funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. Liquidity: The investment portfolio shall be sufficiently liquid to enable the County Treasurer to meet all operating requirements which might be reasonably anticipated.
3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio.

- B. Diversification. The County Treasurer shall diversify ***the County's*** his/her investments by security type and institution. \_
- C. Delegation of Authority. Management responsibility for the investment policy is hereby delegated to the County Treasurer as required by state statute, MCLA 48.40 who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the investment activities of the Treasurer's staff.
- D. Ethics and Conflicts of Interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the County Administrator any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of Washtenaw County, particularly with regard to the time of purchases and sales.
- E. Authorized Investments. The County Treasurer is authorized to invest in all securities authorized by Public Act 20 of 1943, as amended and attached hereto, with the exception of mutual funds having a fluctuating per share value.
- F. Collateralization. The State of Michigan does not require collateralization.
- G. Safekeeping and Custody. With the exception of U.S. Treasury securities, negotiable instruments transactions having a value greater than Security Protection Investor Corp. (SPIC) or other applicable insurance, will be settled on a Delivery-vs-Payment basis. A Trust (Safekeeping) Receipt and proof of the applicable insurance will be required. Non-negotiable, non-collateralized Certificates of Deposit, as is the law in the State of Michigan shall be evidenced by a Safekeeping Receipt from the issuing bank.

- H. Prudence. The standard of prudence to be used by the County Treasurer shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
  
- I. Internal Control. The County shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.
  
- F. Reporting. The County Treasurer shall provide at least an annual report to the Board of Commissioners which provides a clear picture of the status and types of investments of the current investment portfolio. This report shall be prepared in a manner which will allow the Board of Commissioners to ascertain whether investment activities during the reporting period have conformed to the investment policy.
  
- G. Acknowledgement of Receipt. The acknowledgement of receipt of investment policy shall comply with the requirements of Act 20 PA 1943, as amended, and the Investment Policy of the County of Washtenaw. Any existing investment not conforming with the statute or the policy will be disclosed promptly to the Washtenaw County Treasurer.

I.13.1-6

ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT POLICY  
AND AGREEMENT TO COMPLY

I HAVE READ AND FULLY UNDERSTAND Act 20 PA 1943, as amended, and the Investment Policy of the County of Washtenaw.

Any investment advice or recommendation on investments given by

\_\_\_\_\_

representing \_\_\_\_\_,  
to the Washtenaw County Treasurer shall comply with the requirements of Act 20 PA 1943, as amended, and the Investment Policy of the County of Washtenaw. Any existing investment not conforming with the statute or the policy will be disclosed promptly to the Washtenaw County Treasurer.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF MICHIGAN  
89TH LEGISLATURE  
REGULAR SESSION OF 1997  
Introduced by Senators Bullard, Emmons, Dunaskiss, Stille, Carl and Shugars  
ENROLLED SENATE BILL No. 664

AN ACT to amend 1943 PA 20, entitled "An act relative to the investment of surplus funds of political subdivisions of the state; and to validate certain investments," by amending the title and sections 1 and 3 (MCL 129.91 and 129.93), the title as amended by 1988 PA 285 and section 1 as amended by 1997 PA 44, and by adding sections 5 and 6; and to repeal acts and parts of acts.

The People of the State of Michigan enact:  
TITLE

An act relative to the investment of funds of public corporations of the state; and to validate certain investments.

Sec. 1. (1) Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in 1 or more of the following:

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

(b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2).

(c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.

(d) Repurchase agreements consisting of instruments listed in subdivision (a).

(e) Bankers' acceptances of United States banks.

(f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

(g) Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:

(i) The purchase of securities on a when-issued or delayed delivery basis.

(ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.

(iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(93)

(h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

(i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.

(j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

(2) A public corporation that invests its funds under subsection (1) shall not deposit or invest the funds in a financial institution that is not eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.

(3) Assets acceptable for pledging to secure deposits of public funds are limited to assets authorized for direct investment under subsection (1).

(4) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

(5) As used in this act:

(a) "Governing body" means the legislative body, council, commission, board, or other body having legislative powers of a public corporation.

(b) "Funds" means the money of a public corporation, the investment of which is not otherwise subject to a public act of this state or bond authorizing ordinance or resolution of a public corporation that permits investment in fewer than all of the investment options listed in subsection (1) or imposes 1 or more conditions upon an investment in an option listed in subsection (1).

(c) "Investment officer" means the treasurer or other person designated by statute or charter of a public corporation to act as the investment officer. In the absence of a statutory or charter designation, the governing body of a public corporation shall designate the investment officer.

(d) "Public corporation" means a county, city, village, township, port district, drainage district, special assessment district, or metropolitan district of this state, or a board, commission, or another authority or agency created by or under an act of the legislature of this state.

Sec. 3. Investments made before the effective date of the amendatory act that repealed section 2 of the surplus funds, sinking funds, or insurance funds of a political subdivision of this state in bonds and other obligations of the United States or its instrumentalities or certificates of deposit or depository receipts of a bank that is a member of the federal deposit insurance corporation as provided under section 1 and former section 2 of this act are hereby ratified and validated.

Sec. 5. (1) Not more than 180 days after the end of a public corporation's first fiscal year that ends after the effective date of the amendatory act that repealed section 2, a governing body, in consultation with the investment officer, shall adopt an investment policy that, at a minimum, includes all of the following:

(a) A statement of the purpose, scope, and objectives of the policy, including safety, diversification, liquidity, and return on investment.

(b) A delegation of authority to make investments.

(c) A list of authorized investment instruments. If the policy authorizes an investment in mutual funds, it shall indicate whether the authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share or also includes securities whose net asset value per share may fluctuate on a periodic basis.

(d) A statement concerning safekeeping, custody, and prudence.

(2) A governing body that as of the effective date of the amendatory act that repealed section 2 has adopted an investment policy that substantially complies with the minimum requirements under subsection (1) is not in violation of this section as long as that policy remains in effect.

Sec. 6. (1) Subject to subsection (2), before executing an order to purchase or trade the funds of a public corporation, a financial intermediary, broker, or dealer shall be provided with a copy of the public corporation's investment policy and shall do both of the following:

(a) Acknowledge receipt of the investment policy.

(b) Agree to comply with the terms of the investment policy regarding the buying or selling of securities.

(2) A public corporation is subject to subsection (1) beginning on the date that the investment policy of a public corporation takes effect or 180 days after the end of the public corporation's first fiscal year ending after the effective date of the amendatory act that repealed section 2, whichever is earlier.

2

(3) The investment officer annually shall provide a written report to the governing body concerning the investment of the funds.

Enacting section 1. Section 2 of 1943 PA 20, MCL 129.92, is repealed.

This act is ordered to take immediate effect.

[signed by] Secretary of the Senate.

[signed by] Clerk of the House of Representatives.

Approved \_\_\_\_\_

\_\_\_\_\_  
Governor.

Title: Issuance and Use of County Credit Cards to Selected County Officers and Employees

Resolution Number:

Effective Date:

**Supersedes Number(s): 98-0094**

### ISSUANCE AND USE OF COUNTY CREDIT CARDS TO SELECTED COUNTY OFFICERS AND EMPLOYEES

#### I. APPLICATION:

This policy shall govern the issuance and use of County Credit Cards to selected County Officers and Employees.

#### II. INTENT:

~~It is the intent of the Board of Commissioners to provide better management of expenses with procedure simplification, while reducing the number of petty cash funds, simplify cash advances and enhance authorization controls.~~

#### III. GENERAL POLICIES:

A. The County Administrator **Support Services – Finance** shall be responsible for the County's issuance of credit cards, accounting, monitoring and retrieval of information. ~~by adhering to these guidelines:~~

**B. Support Services – Finance shall be responsible for:**

- a. **Selecting** officers and/or employees authorized to use County credit cards
- b. **Determining** the specific official County business for which credit cards may be used
- c. **Determining** the types or categories of goods or services for which the credit cards may be used to purchase
- d. **Describing** the documentation necessary to be submitted by the officer or employee using the County credit cards including, but not limited to, documentation of the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased

- e. **Providing** for a system of internal accounting controls to monitor the use of credit cards issued by the County and ~~shall~~ **establishing** a procedure by which credit card invoices are approved for payment and are paid for within not more than 60 days of the initial statement date
- f. **Providing** for a system that ensures employee responsibility for the credit cards, including all of the following:
  - i. That the officer or employee issued a credit card is responsible for its protection and custody, and shall immediately notify the County if the credit card is lost or stolen;
  - ii. That the officer or employee issued a credit shall return the credit card upon the termination of his or her employment or service in office with the County; and
  - iii. That the officer or employee will be subject to disciplinary measures, including discharge, consistent with the law for the unauthorized use of a County credit card.

LC9.1

Title: Pay Periods and Time Sheets

Resolution Number:

Effective Date:

**Supersedes Number(s): 86-0252**

~~Article III. The Pay Plan~~

~~Section 13.~~ **PAY PERIODS AND TIME SHEETS**

I. Application:

This policy shall govern pay periods and time sheets for all regular and temporary County employees.

II. ~~Intent:~~

~~The intent of the Board of Commissioners is to ensure a consistent process for compensating employees, establish a specific schedule for payment of County employees and for the submission of employee time sheets to the Finance Department.~~

III. General Policies:

A. Employees shall receive compensation and fringe benefits in accordance with their hours worked and within the provisions set by the Board of Commissioners or specific union bargaining unit agreements.

B. All employees shall be compensated bi-weekly, with the exception of **members of** the Board of Commissioners and retirees; **these individuals** who shall receive their salary **payment** on the second pay period of each month.

C. Compensable time shall be recorded bi-weekly by all employees, including appointed department heads, on designated time sheets.

D. Department heads may authorize overtime payments up to the total overtime budget allocation for their department. The County Administrator's authorization shall be required for overtime payments that exceed the department's overtime budget.

2.3.13.1

Title: Payroll Errors and Corrections

Resolution Number:

Effective Date:

**Supersedes Number(s): 86-0252**

Article III. The Pay Plan

~~Section 19.~~ **PAYROLL ERRORS AND CORRECTIONS**

I. Application:

This policy shall govern the correction of payroll errors for all County employees.

II. Intent:

~~It is the intent of the Board of Commissioners to direct Department Heads in the resolution of County employee payroll errors to as ensure that they any payroll errors are reconciled in a timely manner.~~

III. General Policies:

A. Payroll Overpayment Errors

All payroll overpayments shall be repaid by the employee in accordance with a schedule agreed upon between the employee and the **Human Resources Director**. ~~Personnel Department Head.~~

B. Payroll Underpayment Errors

All payroll underpayments shall be adjusted in the employee's payroll check within one pay period of the time the error is discovered.

C. Overpayment Recovery

If the employee refuses to cooperate in a reasonable manner in negotiating a schedule of repayment, the County may pursue any/all necessary legal means to recover the overpayment.

2.3.19.1

Title: Petty Cash/Change Funds

Resolution Number:

Effective Date:

**Supersedes Number(s): 91-0160**

### **PETTY CASH/CHANGE FUNDS**

#### I. APPLICATION:

This policy shall govern the use of petty cash and change fund monies by all County departments.

#### II. INTENT:

~~The intent of the Board of Commissioners is to ensure that monies are available to make change for incoming cash collections and to make nominal purchases of items needed urgently for County business, and to ensure proper accounting and security for such petty cash/change fund monies.~~

#### III. GENERAL POLICIES:

- A. The County Administrator shall be authorized to develop uniform petty cash/change fund procedures.
- B. All petty cash/change fund monies **shall** ~~are to~~ be securely stored and access to the monies is to be strictly limited to approved individuals.
- C. A proper accounting for monies spent and reimbursements received **shall** ~~is to~~ take place on a timely basis. Sufficient documentation of petty cash/change funds transactions shall be retained.
- D. Due care shall be exercised to ensure that the amount of the petty cash/change fund monies is only as much as is necessary and only used in County departments where truly needed.
- E. Petty cash monies shall be expended only for infrequent purchases for inexpensive items needed quickly which are not available from the ~~Facilities Management—General Services Department~~ **County suppliers**.

- F. The primary responsibility for the safeguarding and proper accounting for petty cash/change fund monies shall rest with the Fund Custodian for those monies. Each petty cash/change fund shall have its own Fund Custodian. Due care shall be exercised in the selection process to help ensure that a person chosen to be a Fund Custodian possesses the qualities of honesty, reliability, and accuracy.

LC7.4



	<b>WASHTENAW COUNTY POLICY</b>	<b>GENERAL OPERATIONS -- VOLUME I</b>			
<b>TITLE:</b>  --PROCUREMENT	<b>RESOLUTION NUMBER</b>  03-0209	<b>SUPERC EDE:</b>  86-0252 94-0109	<b>EFFECT IVE DATE:</b>  11/5/03	<b>PAGE OF</b>  1 16	

Washtenaw County Procurement Policy  
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Title: Procurement

**Resolution Number:**

**Effective Date:**

**Supersedes: 86-0252, 94-0109, 03-0209**

PROCUREMENT

**APPLICATION:**

This policy shall govern all purchases/leases of goods and services, payment process, procurement cards, contracts and leases, and environmentally preferable purchases.

**INTENT**

~~The intent of the Board of Commissioners is to ensure that the County purchase quality goods and services at competitive prices in a cost efficient manner while still~~

~~providing a fair opportunity to all vendors, including small, minority, woman and disabled owned businesses.~~

## **VENDOR SELECTION PROCESS**

### **I. GENERAL POLICIES:**

- A. The County's Purchasing Division shall be responsible for bidding out the purchase of goods and services to qualified vendors. The competitive bid process shall be used.
- B. Effective internal controls shall be in place to safeguard against impropriety, favoritism, or conflict of interest on the part of any County official or employee.
- C. As designated by the County Administrator, the purchasing manager or his/her designee shall bid and purchase all goods or services and new construction or renovation work for capital facilities or improvement projects needed by all County departments and agencies, with the exception of items defined in the procurement procedures. Any bid for new construction or renovation work for capital facilities or improvement projects shall contain a requirement that the winning bidder agree to sign a Construction Unity Board ("CUB") Memorandum of Understanding as a condition of receiving the contract. Accordingly, any RFP for this type of contract shall include the requirement that the winning bidder sign a CUB agreement. Departments and agencies may negotiate contracts for professional services only.
- D. The procurement process is to be a collaborative effort between Purchasing and County departments. For each type of procurement, Purchasing shall be responsible for ensuring compliance with the procurement policy and procedures on the part of County departments and Purchasing personnel. Purchasing shall be responsible for all the administrative aspects of each procurement.
  - 1. For purchases of goods or services on a countywide basis, Purchasing shall select the vendor to supply the goods or services. To the extent possible, input should be obtained from County departments as an aid in deciding on what should be purchased.
  - 2. For purchases of goods or services of a technical nature, where a county department has appropriate technical expertise, Purchasing and the county department shall work together to evaluate the bids

and choose the best vendor. Purchasing shall evaluate the bids received based on its general procurement knowledge and any specific knowledge it may have in this area. The department shall evaluate the bids and make its vendor recommendation based on its ability to evaluate the technical qualifications of the vendor to provide the goods or services to the County.

3. For other purchases of goods or services for a specific department, Purchasing and the department shall work together to evaluate and choose the vendor.
4. Choosing a vendor for professional services shall be done according to Section II.A.4.f. below.

After receiving and evaluating the vendors' bids, Purchasing and the appropriate county department(s) shall jointly prepare a bid analysis and recommendation on their choice of vendor. If there is disagreement on the choice of vendor, Purchasing and the county department(s) shall submit a request to the County Administrator to make the final determination.

- E. A procurement users group shall be established to review policy and procedures and provide input into any changes that should be considered. This users group shall have representatives from the major user departments and divisions of the County.

## II. SPECIFIC POLICIES:

- A. Bidding guidelines: The following guidelines shall be used in determining which of the procurement procedures are to be followed in obtaining bids on behalf of the County. Any exceptions to and/or waiver of these guidelines shall be reviewed by the County Administrator and if waived shall be approved by the County Administrator in writing.
  1. The formal procedures set forth in Section II of the procurement procedures shall be followed whenever the total estimated cost exceeds \$25,000.
  2. The informal procedures as set forth in Section III of the procurement procedures shall be followed whenever the total estimated cost exceeds \$5,000 but does not exceed \$25,000.
  3. The formal and informal bid procedures need not be followed whenever:

- a. The proposed contract is with the United States of America or any agency thereof, or any other governmental unit or agency therein within the United States; or
  - b. The proposed contract is with a vendor wherein the unit price of the materials or equipment has been established through a bidding procedure followed by any governmental unit, or any agency, within the United States; or
  - c. The contract is for the lease/acquisition of real property.
4. Types of bids: The Purchasing Division may use a variety of types of bids for goods and services.
- a. A bid may be put out by Purchasing for a specific project of short-term duration.
  - b. A bid may also be put out to cover goods to be received by the County or services to be rendered to the County over a certain time period, such as a year (or longer, if specified in the bid). In the latter case, the County may purchase all of the goods or services during the established time period from the vendor winning the bid and awarded the contract. Each purchase during the specified time period need not be considered for bid since the original bid called for the goods or services to be provided to the County for a specified time period and at a specified price. However, the County may at its discretion bid specific items during the time period if deemed in the best interest of the County.
  - c. Under no circumstances shall any procurement requirement be artificially divided so as to circumvent the intent of the policies and procedures established herein.
  - d. In accordance with MCLA 750.490A, the purchasing division nor any county department shall not procure goods or services on behalf of an individual for his/her personal use.
  - e. The County shall contract out traditional building trades works for all capital facilities or improvement projects whenever:

1. The engineer's estimate for electrical or carpentry work is in excess of \$20,000;
2. The engineer's estimate for all other trades work is in excess of \$10,000;

All traditional building trades work for capital facilities or improvement projects below such stated amounts may be performed by County personnel or may be bid out, depending on the availability of County personnel, at the discretion of the County Administrator and/or the **Support Services Infrastructure Facilities Management** Director.

- f. Professional services: Whenever possible, County departments should use the request for proposal (RFP) or request the qualifications (RFQ) process through the Purchasing Division to obtain the information necessary to make an informed decision for awarding a professional services contract. If a department determines that it would not be in the County's best interest to use the request for proposal or request for qualifications process the following documentation policy shall be followed:
  1. For a proposed professional services contract estimated to cost \$25,000 or less on an annual basis, the Department shall negotiate the contract with the vendor it chooses. The department shall also prepare a written statement explaining the basis or criteria used to select the vendor and why the RFP/RFQ process was not used. This written statement shall be made a part of the contract file and shall be included in the statement to the County Administrator when requesting approval of the contract.
  2. For a proposed professional services contract estimated to cost more than \$25,000 on an annual basis, the department shall make written request to the County Administrator for a waiver of the RFP/RFQ process. The request shall include an explanation as to why the department believes that the RFP/RFQ process should not be followed and the method the department will use to select a quality vendor for the professional services. If the waiver is approved by the County Administrator,

the written request for waiver and the approved waiver shall be made a part of the professional services contract file. If the waiver is disapproved, the department shall follow the RFP/RFQ process for selecting the vendor to perform the professional services.

- g. Penalties: Any person who violates the County's procurement policy or procedures, or any federal, state or local statute, ordinance or regulation may, at the County's discretion, have its existing contracts with the County voided and/or be barred from obtaining future contracts with the County for a period not to exceed five years.
- h. Exceptions: The following County agencies have separate statutory authority for procurement and the execution of contracts.

Drainage District and Lake Level Control Operations  
Parks & Recreation Commission  
Act 185 Public Work Projects

B. Vendor Appeal Process

- 1. Unsuccessful bidders may appeal an award of contract, lease or purchase order to the County Administrator.
- 2. All appeals shall be made in writing to the County Administrator within five (5) days of the Notice to Award.
- 3. The County Administrator shall take necessary actions to review the appeals and respond to the individual submitting an appeal within five (5) days. This response shall be documented in writing in the bid file.

**PURCHASE AND PAYMENT PROCESS**

I. GENERAL POLICIES:

- A. Purchasing Division shall be responsible for issuing all central purchasing orders.

- B. Purchase orders are required for all purchases exceeding \$500. For purchases under \$500, departments may use the direct payment or purchase card method.
- C. The Purchasing Manager shall sign all purchasing orders up to \$25,000. The County Administrator shall co-sign purchase orders over \$25,000 that are not covered under a written contract.
- D. Purchase orders are required for every purchase of goods or services with the exception of the specific items/situations outlined in the policy and procedure.
- E. Accounts Payable Division of the Finance Department shall be responsible for making payments for goods and services purchased by County departments.
- F. Effective internal controls shall be in place to safeguard against improper or illegal payments.
- G. Exceptions to the Policy: The following County agencies have separate statutory authority for procurement and the execution of contracts.

Drainage District and Lake Level Control Operations  
Parks & Recreation Commission  
Act 185 Public Work Projects

## ***PROCUREMENT CARDS***

### **I. GENERAL POLICIES:**

- A. It is the policy of Washtenaw County to use procurement cards issued to authorized personnel for the purchase of goods and services while on official business for the County only. The card may only be used for authorized expenditures approved by the department head or authorized representative. Failure to obtain proper authorization will result in the cancellation of the individual's procurement card.
- B. The procurement card may be used for purchases of individual items up to \$5,000 in value. The total monthly dollar value of the transactions on each procurement card may be set up to \$10,000 by the Purchasing Manager. Any increase in the procurement card dollar value over \$10,000 in a given month must be pre-approved

by the employee's department head. Additionally, the type of transaction on each procurement card can be limited to only certain types of vendors (i.e. hardware stores, automotive suppliers, etc.)

- C. It is the responsibility of the Purchasing Manager (or his/her designee) to approve the issuance, accounting, monitoring, and retrieval of procurement cards issued in the County's name.

## **CONTRACTS AND LEASES: GENERAL**

### **I. GENERAL POLICIES:**

- A. A formal contract shall be prepared whenever either of the following conditions exist:
  - 1. A purchase of the services of an individual or a company is being requested.
  - 2. The purchase of goods includes other services of the company such as installation or monitoring of equipment or some other ongoing relationship with the County.
- B. The following signatures are required on contracts for purchase of goods and services and on leases for real property.
  - 1. Goods, Services, new Construction and Renovation Contracts under \$25,000 shall be signed by the Purchasing Manager. Contracts over \$25,000 shall be signed by the County Administrator or his/her designee, provided, however, that for any proposed contract for goods, services, new construction or renovation that exceeds one hundred thousand (\$100,000) dollars, the County Administrator shall give the individual members of the Board of Commissioners seven (7) business days written notice of the proposed contract. If no objections are presented to Administration during this seven (7) business day period, the County Administrator may sign the contract. If any Commissioner objects to the contract, it shall be formally presented to the Board of Commissioners at the next Ways & Means Committee meeting for approval.
  - 2. All new lease/purchase agreements for real property shall be signed by the Chair of the Board of Commissioners upon approval of the Board. Renewals and/or extensions of leases which have substantially the same terms as the original lease or

leases and which have an increase which does not exceed 10% shall be signed by the County Administrator or his/her designee.

- C. Construction and Insurance Provision Policies are to be referred to when applicable. These policies can be obtained from Risk Management.
- D. Professional Services – A formal contract must be submitted for signatures to support a purchase order for professional services over \$5,000. The requirement for a formal contract for professional services \$5,000 or less, and which do not require an insurance certificate may be waived by the County Administrator, or his/her designee.
  - 1. The County Administrator or his/her designee shall sign Professional Service contracts, provided however, that if the proposed Professional Service contract exceeds twenty-five thousand (\$25,000) dollars, the County Administrator shall give the individual members of the Board of Commissioners seven (7) business days written notice of the proposed contract. If no objections are presented to Administration during this seven (7) business day period, the County Administrator may sign the contract. If any Commissioner objects to the contract, it shall be formally presented to the Board of Commissioners at the next Ways & Means Committee meeting for approval.
- E. Corporation Counsel Involvement
  - 1. All County departments and agencies shall inform the Office of Corporation Counsel when they intend to be involved in negotiations of leases, contracts, or other legal matters, in order that the Office of the Corporation Counsel may determine to what extent it should be involved in negotiations.
  - 2. All leases and contracts for goods and services, including professional services, shall be reviewed and approved as to form by Corporation Counsel or his/her designee prior to the execution of the contract/lease. Such approval shall be indicated by signature on all contracts.

Individual contracts which use pre-approved contract formats may indicate Corporation Counsel approval by typing “APPROVED AS TO FORM BY CORPORATION COUNSEL” on the signature page. Any variations to these pre-approved formats must be reviewed and approved by Corporation Counsel.

- F. All contracts must be reviewed and approved by the Risk Manager and Corporation Counsel for adherence to County insurance, affirmative action and other applicable Board approved policies.
- G. Contracts may be extended with a formal written amendment by departments if amended prior to expiration. A contract requisition and purchase order shall not be sufficient to amend and/or extend a contract or lease.
- H. Filing of contracts.
  - 1. Signatures on all County contracts and leases shall be attested to by the County Clerk/Register. A copy with original signatures shall be filed with the County Clerk/Register.
  - 2. An electronic copy of all contracts and leases entered into on behalf of the County shall be filed in a shared computer file to support purchase orders issued. All original purchase orders shall be filed with the Purchasing Division.
- I. Exceptions to the Policy: The following County agencies have separate statutory authority for procurement and the execution of contracts:  
  
Drainage Districts and Lake Level Control Operations  
Parks & Recreation Commission  
Act 185 Public Works Projects

## ***ENVIRONMENTALLY PREFERABLE PURCHASING***

### **I. GENERAL POLICY:**

This policy is to support the purchase of products that can minimize adverse environmental impacts of our work. Washtenaw County recognizes that the purchasing decisions of our employees can make a difference in favor of environmental quality. We prefer the purchase of environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price

### **II. DEFINITIONS:**

- A. "Environmentally Preferable Products" means products that have a lesser adverse impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

Positive Attributes may include (as defined by US EPA)

- Recycled content
- Recyclability
- Product disassembly potential
- Durability
- Reusability
- Reconditioned or remanufactured
- Take-back
- Bio-based
- Energy efficiency
- Water efficiency
- Other attributes with positive environmental effects

- B. "Recycled Products" are products manufactured with materials that have been recovered or diverted from solid waste.
- C. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other materials that would otherwise have been wasted.
- D. "Practicable" means sufficient in performance and available at a reasonable cost.

### III. SPECIFIC POLICIES:

- A. All Washtenaw County personnel will purchase recycled and other environmentally preferable products whenever practicable.
- B. All letterhead paper; envelopes and business cards used by Washtenaw County departments shall be recycled paper and shall bear an imprint or recycle symbol, identifying the paper as recycled whenever practicable.
- C. Washtenaw County departments shall ensure that the title page of each report printed or copied on recycled paper bears an imprint or recycle symbol, identifying the recycled content of the paper wherever practicable.

The use of this imprint or recycle symbol, on every communication will help Washtenaw County set an example that will promote the use of recycled products by its clients. There is also a significant community relations benefit in this.

- D. Departments shall use both sides of paper sheets and reuse the blank side of discarded and already printed paper for printing drafts, whenever practicable.

- E. Washtenaw County shall promote the use of recycled and other environmentally preferable products by publicizing its procurement policy. Materials produced for advertising, conferences, trade fairs, press releases, and other communications with customers and citizens can make reference to Washtenaw County's commitment to and leadership in the use of environmentally preferable products.

#### IV. SELECTED ENVIRONMENTAL PRODUCTS:

Products are designated by the Planning and Environment Department (see Section V).

Washtenaw County departments shall evaluate the following environmentally preferable products and purchase them whenever the evaluation is favorable.

- A. Recycled paper and paper products;
- B. Remanufactured laser printer toner cartridges;
- C. Re-refined antifreeze;
- D. Re-refined lubricating and hydraulic oils;
- E. Recycled plastic outdoor-wood substitutes;
- F. Re-crushed cement concrete aggregate and asphalt;
- G. Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash;
- H. Compost;
- I. Cleaning products with lowered toxicity;
- J. Energy saving products;
- K. Products containing post consumer recycled materials;
- L. Water-saving products; and
- M. Other products designated by the Planning and Environment Department.

#### V. RESPONSIBILITIES OF PLANNING AND ENVIRONMENT DEPARTMENT:

Washtenaw County assigns responsibility for coordinating policy implementation to the Planning and Environment Department.

The Planning and Environment Department shall be responsible for coordinating the implementation of this policy. This department shall:

- A. Develop and maintain information about environmentally preferable products and recycled products containing the maximum practicable amount of recycled materials, to be purchased by departments and agencies whenever possible. Initially, these shall include the products designated in Section IV of this policy. The Planning and Environment Department may modify this list as needed;
- B. Inform departments of their responsibilities under this policy per Section VI (below), provide departments with information about recycled product and environmental procurement opportunities, identify options for used

product disposal and recycling which maximizes waste diversion from landfills; and

- C. Assemble an annual report on the status of implementation of this policy to the Administrator of Washtenaw County.

VI. RESPONSIBILITIES OF ALL DEPARTMENTS:

Each Washtenaw County department shall:

- A. Purchase recycled paper products whenever practicable;
- B. At the time of purchase of any product or service, evaluate environmentally preferable options to the product or service;
- C. Communicate periodically with the Planning and Environment Department to report the progress of policy implementation, including:
  - 1. The results of product evaluations;
  - 2. The status of efforts to maximize environmental purchasing; and
  - 3. Total purchases of environmentally preferable products.
- D. Ensure, in conjunction with Finance/Purchasing, that contracts issued by the department require environmental purchasing wherever practicable.

VII. EXEMPTION:

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.

**EZ PURCHASING TABLE**

Amount of Purchase	Purchase Order Required	Type of Bid Needed	Authorization
			Signature Required By
Less than \$500	Purchase Card _____	N/A	Department Head
	NO		
\$501 - \$5,000	Purchase Card _____	N/A	Department Head
	– YES		Purchasing Manager
\$5,001 - \$25,000	YES	Three Quotes – Documented*	Department Head
			Purchasing Manager
Over \$25,000	YES	Sealed Bids (Coordinated by Purchasing)	Department Head
			County Administrator & Purchasing Manager
Note:	Competitive bids may still be obtained for purchases under \$5,000, at the discretion of the Department Head.		

Purchase orders may be used for purchase of goods less than \$500 at the discretion of the department/vendor.

Purchase orders are required for services that require contracts as outlined in the general policies section of the contracts and leases portion of the policy on page 9.

All quotes are to be forwarded to the Purchasing Department. Quotes may be documented in the form of email, fax, or written quote.

Title: Revenue – State Liquor Tax

Resolution Number:

Effective Date:

**Supersedes Number: 86-0418, 87-0344**

### **STATE LIQUOR TAX REVENUE**

I. Application:

This policy shall govern the receipt and expenditure of the State Liquor Tax distributions to Washtenaw County.

II. Intent:

~~The intent of the Board of Commissioners is to establish uniform guidelines governing the use of County revenues from the State Liquor Tax, in conformity with Public Act 106 of 1985 and Public Act 2 of 1986 to insure that funds are received, programmed and spent in accordance with state laws and directed to programs in the best interest of the County. The State Law provides that fifty (50%) percent of the revenue go to the General Fund of the County and fifty (50%) percent be directed to Substance Abuse programs within the County.~~

III. Governing Policy:

It is the policy of Washtenaw County that the County's revenues from the State Liquor Tax be received in full as a general County revenue and that, in accordance with State Law, fifty (50%) percent of the revenues be expended on new and existing substance abuse programs. Each fiscal year the County shall include as a budgeted revenue the amount estimated by the State Treasurer as the County's share of the State Liquor Tax. One-half of that amount shall be earmarked by reserve or specific appropriations to ~~substance abuse programs~~ **the Washtenaw Community Health Organization (WCHO), Substance Abuse Coordinating Agency**. No more than one-third of the fifty (50%) percent allocated for substance abuse programs (~~\$112,266 in 1987~~) shall be allocated to existing County **administered** programs. In all cases, priority for funding shall go to those agencies and organizations with demonstrated ability to deliver maximum service for the least administrative costs. It is the Board's intention that new Substance Abuse Programs funded under these guidelines include both traditional and non-traditional programs, including programs targeted to education of youth, alcohol control programs provided through law enforcement personnel, and programs which discourage and limit distribution of illegal drugs, targeted to high-abuse areas of the County. Other programs with high priority should include ~~counseling~~ **treatment** and referral activities.

~~The Substance Abuse Committee of the Mental Health Board shall~~ ***The Washtenaw County Board of Commissioners delegates the authority to The WCHO, Substance Abuse Coordinating Agency to*** review and recommend a prioritized list of new and existing programs sixty (60) days prior to the awarding of funds. The ~~Board of Commissioners~~ ***WCHO Board*** shall review and ratify the allocation of reserve funds.

The coordinating agency shall provide the Board of Commissioners with sufficient details and rationalization in support of their list of programs to be funded under this process, including the status and effectiveness of those programs.

I.R3[b].1-2

***\* - updated for WCHO Board taking the place of the Mental Health Board***

Title: Utilization of Drug Forfeiture Funds

Resolution Number:

Effective Date:

**Supersedes Number(s): 86-0164, 86-0252**

~~Cross Reference: Boards, Committee's, Commissions Appointments~~

### UTILIZATION OF DRUG FORFEITURE ~~FUNDS MONIES~~

I. Application:

This policy governs the utilization of drug forfeiture monies occurring as a result of allocation made in accordance with State law.

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners to establish an account to receive and expend monies from drug forfeiture proceedings under the authority of Public Act 132 of 1985.~~

~~It is also the intent of the Board to establish a Committee to recommend to the Board allocation of these monies.~~

III. General Policies:

- A. The **Board** of Commissioners shall establish a special account within the County to receive and expend monies from drug forfeitures occurring as a result of allocations made from Public Act 132 of 1985 (2140 Drug Forfeiture).
- B. A Drug Forfeiture Allocation Committee shall be established composed of the Sheriff, who shall act as Chairperson, the Finance **Director** ~~Department Head~~, the Prosecuting Attorney, the Directors of Public Health and Mental Health **Community Support and Treatment Services**, and **one** representative of the Board of Commissioners. The committee shall **be convened by** ~~meet at the call of~~ the Chairperson to recommend allocations of drug forfeiture monies, subject to approval of the Board of Commissioners.
- C. The allocation of funding between Sheriff drug enforcement activities and other drug education and prevention activities shall be such that at

least 25% of the funds annually shall be allocated to education and prevention. Since these are one-time funds they shall be allocated to one-time expenditures.

~~LD1.1~~

Title: Vacation Pay Advance

Resolution Number:

Effective Date:

**Supersedes Number(s): 86-0252**

~~Article III. The Pay Plan~~

~~Section 17.~~ **VACATION PAY ADVANCE**

I. Application:

This policy shall govern all advanced payroll compensation requests made by County employees.

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners to provide employees with the opportunity to request advanced payroll compensation in the event that they will be on vacation on the regularly scheduled pay day.~~

III. General Policies:

If a regular pay day occurs during an employee's vacation and he/she is to be on vacation for two (2) weeks or longer, he/she may request to receive that check in advance before going on vacation. Such requests shall be submitted, in writing, by the employee to ~~their~~ **department's** Payroll Office with the employee's time sheet for the pay period prior to the onset of his/her vacation. **payroll liaison. Requests shall be submitted to the Payroll Office by 5:00pm on the day prior to the deadline for submission of timesheets.**

**The payroll liaison shall fill out a payroll correction form and submit this along with the timesheet to the Payroll Division. All vacation pay advances are paid on pay day through the interim process and are issued as a live payroll check.**

~~2.3.17.1~~

Title: Voluntary Payroll Deductions

Resolution Number:

Effective Date:

***Supersedes Number(s): 86-0252***

~~Article III. The Pay Plan~~

~~Section 14.~~ **VOLUNTARY PAYROLL DEDUCTIONS**

I. Application:

This policy shall govern all voluntary employee deductions from the County payroll.

II. Intent:

~~It is the intent of the Board of Commissioners that employees shall be allowed to approve voluntary deductions from their County paychecks to deposit funds in accounts deemed appropriate and approved by the Personnel Department Head and Finance department Head.~~

III. General Policies:

- A. ~~The Personnel~~ **Human Resources Division** Department and Payroll **Office** shall maintain a list of approved institutions/agencies that may be utilized by County employees for voluntary payroll deductions.
- B. An employee may authorize ~~that~~ deductions **to** be made from his/her paycheck to be forwarded to approved institutions/agencies.
- C. Authorized voluntary deductions shall include, but are not limited to, the following:
  1. Union Dues
  2. Parking Fees
  3. ~~Banks or Credit Union Accounts~~ **Educational Savings Plans**
  4. United Way contributions
  5. ~~Optional Insurance programs~~ **Recreational Facilities**
  6. Deferred Compensation plans
  7. U.S. Government Savings Bonds

8. ~~Friend of the Court payments~~

- D. All additions to the voluntary deductions list shall require the *joint* approval of the ~~Personnel~~ **Human Resources Director** ~~Department Head~~ and the Finance **Director**. ~~Department Head~~. A request by a minimum of ten (10%) percent of the workforce or 100 County employees, whichever is less, shall be required for consideration of additional deductions. The only exception shall be in the case of the ~~Deferred Compensation Plan (457)~~ which shall require a minimum participation of twenty (20) employees.

2.3.14.1-2

Title: Back Pay Awards

Resolution Number: 86-0252

Effective Date: 9/3/86

~~Article III. The Pay Plan~~

~~Section 18. Back Pay Awards~~

I. ~~Application:~~

~~This policy shall govern pay back awards which are granted to County employees.~~

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners to provide employees with earned back pay in a timely and cost effective manner.~~

III. ~~General Policies:~~

A. ~~The Finance Department shall process back pay awards to employees in a timely manner, with the concurrence of the employee's department head, or designee, and the Personnel **Human Resources** Department Head.~~

B. ~~Departments shall be responsible for initiating all Personnel Action requests (PAR) forms when requesting back pay awards.~~

2.3.18.1

***This policy is being recommended for elimination.***

Title: Bonds Faithful Performance, for Employees and Officials

Resolution Number: 86-0252

Effective Date: 9/3/86

Cross Reference: BOC Rules & Regulations

~~PUBLIC EMPLOYEES AND OFFICIALS FAITHFUL PERFORMANCE BONDS~~

I. ~~Application:~~

~~This policy governs the bonding of all County officials and employees for the honest and faithful discharge of their duties.~~

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners to purchase a blanket bond covering each official or employee of Washtenaw County in accordance with Public Act No. 588 of 1978 (M.C.L.A. 45.381 et seq.), except where there is a specific statute or ruling to the contrary.~~

III. ~~General Policies:~~

A. ~~The Public Employees and Officials Faithful Performance Bond shall be for the purpose of protecting the people of the County and State (as necessary) from loss due to dishonest acts regarding the handling of public property.~~

B. ~~The Faithful Performance Bond guarantees the faithful duty performance of all County employees and officials.~~

C. ~~The Faithful Performance Blanket Bond shall total at least the amount of individual public official bond requirements determined by state statutes.~~

D. ~~The Risk Manager shall purchase and maintain the Faithful Performance Blanket Bond for all County employees and officials.~~

E. ~~The Risk Manager shall purchase and maintain specific Faithful Performance Bond when coverage under the Blanket Bond is prohibitive.~~

F. ~~All surety bonds shall be filed with the County Clerk.~~

***\*This policy is recommended for elimination, as the content has been***

*incorporated into the Risk Management Policy*  
I.B4.4

Title: Budget Process Calendar

Resolution Number: 86-0252

Effective Date: 9/3/86

Cross Reference: Budget Narrative, Worksheet, Preparation & Approval, Manual

————— BUDGET PROCESS CALENDAR

I. Application:

This policy governs the County budget process.

II. Intent:

It is the intent of the Board of Commissioners to establish an orderly and timely process for the submittal, review and approval of the annual County budget.

III. General Policies:

A. Instructions and printed material relative to the preparation of the Annual Budget shall be developed each year by the Finance Office and distributed to Department heads at the beginning of the budget process.

1. April — June

Department heads shall submit budgets to be reviewed by the County Controller's Office with the advice and participation of the County Administrator.

2. June — July

Budget narratives and summaries shall be reviewed with the Board of Commissioners.

3. September

Preliminary budget shall be submitted to Board of Commissioners.

a. Board Review

- b. Public Hearings
- 4. ~~Early October (not later than Annual meeting)~~
  - a. ~~Budget shall be adopted by Resolution~~
- 5. November

~~Copies of approved budget are distributed to County departments and summary of final approved budget is available for public distribution. The final approved annual budget shall be included as an Appendix to the General Operation – Volume 1 of the Policy & Procedure Manual.~~

***\*This policy is recommended for elimination, as content is contained within the Budget Resolution***

LB5[b].1-2

Title: ~~Business Cards and Letterhead~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Cross Reference (s): ~~Procurement Policy~~

### BUSINESS CARDS AND LETTERHEAD

I. ~~Application:~~

~~This policy shall govern the use of all business cards and letterhead by all County employees.~~

II. ~~Intent:~~

~~The intent of the Board of Commissioners is to standardize the use of County business cards and letterhead to process requests in a timely and cost-efficient manner.~~

III. ~~General Policies:~~

A. ~~Business cards and letterhead shall be used only when conducting County business.~~

B. ~~Department Heads **or Designee** shall approve an employee's request for business cards with his/her name imprinted only when such cards are necessary to facilitate County business.~~

C. ~~Only elected officials may have their names printed on County letterhead.~~

D. ~~Requests for business cards and letterhead shall adhere to the County's standardized format. Special, personalized cards must be acquired and paid for by the employee.~~

***\* This policy is recommended for elimination; standards for business cards and letterhead will be considered within the context of the County-wide communications strategy.***

I.B7.1

~~Title: Capital Outlays Financing Alternatives~~

~~Resolution Number: 86-0252~~

~~Effective Date: 9/3/86~~

~~Supercedes Number: 82-0109~~

~~Cross Reference: County Administrator & Controller Authorities, Capital Outlay Requests, -  
—Contracts/Leases~~

~~FINANCING ALTERNATIVES FOR CAPITAL OUTLAYS~~

~~I. Application:~~

~~This policy shall govern lease or purchase agreement for all County capital outlay purchases.~~

~~II. Intent:~~

~~The intent of the Board of Commissioners is to provide the County Controller and the General Services Director with the authority to enter into and approve lease/purchase agreements for Capital Outlay purchases.~~

~~III. General Policies:~~

~~A. The County Controller or the General Services Director may enter into lease/purchase or installment purchase agreements on behalf of the County.~~

~~B. The following conditions shall be met in order for such agreements to be approved:~~

- ~~1. Sufficient money has been budgeted to cover the annual cost of a lease or purchase agreement;~~
- ~~2. The items have been specifically authorized in Volume II of the budget;~~
- ~~3. The County Controller or the General Services Director has determined that the lease/purchase or installment purchase agreement is in the best interest of the County; and -~~

4. ~~The lease or purchase agreement contains a “funding out” clause which allows the Board of Commissioners to cancel the agreement at the end of any fiscal year merely by refusing to appropriate any further funds for that activity. - -~~

***\*This policy is recommended for elimination; content is contained within Facilities policies.***

I.C1.1

Title: ~~Claims — Damages Under \$1,000~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Related Procedures: ~~Claims — Damages Under \$1,000~~

Cross Reference: ~~County Administrator and Controller Authorities~~

~~DAMAGE & CLAIMS UNDER \$1,000~~

I. ~~Application:~~

~~This policy shall govern the notification of any accident or incident involving the County Personnel or Property, which did or could have cause damage to people or property, and for settlement of damages or claims against the County when they have been determined to be less that \$1,000.~~

II. ~~Intent:~~

~~The intent of the Board of Commissioners is to authorize the County Administrator and County Controller to settle damages or claims against the County amounting to no more than \$1,000, and to provide for prompt notification to the Risk Manager of incidents involving County Personnel or Property.~~

III. ~~General Policies:~~

~~The County Administrator and County Controller shall be authorized to settle damages or claims amounting to no more that \$1,000 upon conferring with the Risk manager & the Finance Department Head, and Corporation Counsel.~~

~~(see also: Personnel Policies & procedures, Vol. II, Article III, Section 23)~~

***\*This policy is recommended for elimination, as the content is contained within the Risk Management Policy.***

I.C2[b].1

Title: ~~Dues — Membership and Professional Fees~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Supersedes Number: ~~80-0437~~

Cross Reference: ~~Budget Preparation & Approval Process, Annual Resolution~~

### PROFESSIONAL FEES & MEMBERSHIP DUES

I. ~~Application:- -~~

~~This policy shall govern the authorization and payment of professional memberships and dues.~~

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners to ensure that the payment of professional dues and membership fees shall occur within the budgetary constraints when appropriate and necessary for the function of County government.~~

III. ~~Policy:~~

~~A. Definition of Professional Dues: Within the context of the County budget and authorization process, professional dues shall be regarded as the payment for membership in a professional organization or association. (The establishment of membership status characterizes this action.)~~

- ~~1. This differs from the purchase of professional service, such as a service fee plan or the subscription to journals, magazines or newsletters.~~
- ~~2. These aforementioned services may be the result of the payment of professional dues but they only fall under the cost category of "professional dues" when membership is actually conferred for the payment of the funds.~~
- ~~3. Professional dues may establish membership in three basic categories: county membership, departmental membership and staff membership.~~

~~B. County Membership: County membership shall be membership for the county, as a whole. County membership confers membership status to the full County and its offices and officers.~~

~~C. Departmental Membership: Departmental membership shall be a membership in a professional organization and/or association in the name of the Department or Department Head.~~

~~1. Departmental membership confers membership status on the Department as a whole, or on the Department and, who in turn makes the benefits of membership available to the Department in a fashion that increases both information and resources available to enhance departmental operations.~~

~~2. In the instance of Departmental membership, care shall be taken to assure that membership provides such departmental benefits.~~

~~3. In the instance of grants, the grantor agency shall provide prior assurance that said membership complies with FMC 74-4~~

~~4. Departmental membership should provide more efficient service to the county through more informed decision making.~~

~~a. The membership should provide access to otherwise unavailable information that would improve the decision making capability of the department; and/or~~

~~b. The membership should provide access to otherwise unavailable services that would enhance the functioning of the department; and/or~~

~~c. The membership should enhance the credentials of the department; and/or~~

~~d. The membership should add to the professional development of a certain occupational grouping within the department.~~

~~D. Individual Staff Memberships: Individual staff membership shall mean the purchase of a membership in a professional organization and/or association for an individual staff member other than the department head.~~

~~1. As a whole, individual staff memberships shall be discouraged except in the following instances:~~

~~a. Individual memberships provide benefits to the department; and/or~~

- b. ~~The memberships provide the potential for offering better/improved services to the department and its staff that are otherwise unavailable to the county; and/or~~
  - c. ~~The membership enhances the credentials of the department; and/or~~
  - d. ~~Approval shall be limited to individuals in unique occupational classifications.~~
- 2. ~~Individual staff members shall not be permitted with the utilization of grant funds without the expressed written consent of the grantor agency.~~
  - 3. ~~This policy and accompanying procedures are not intended to limit an individual staff member from personally funding business-related memberships and declaring them for tax purposes in accordance with IRS guidelines.~~
- E. ~~Membership in the Instance of Grant funded Programs: per FMC 74 4, attachment D, Section B 19 (See Attachment B), dues for professional organizations shall be allowable in grant funded programs provided all of the following conditions are met:~~
- 1. ~~The benefits there from are related to the grant program from which the dues were paid. -~~
  - 2. ~~The membership is an agency (as opposed to personal) membership.~~
  - 3. ~~The cost is reasonable relative to the benefits derived.~~
  - 4. ~~The organization does not spend most of its fund on influencing legislation or elected or appointed public officials.~~

***\*This policy is recommended for elimination, as the content is contained in the Budget Resolution***

I.D2.1-3

Title: ~~Purchasing — Forward~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Cross Reference: ~~Intergovernmental Service Funds; Procurement Policy~~

### ~~FORWARD PURCHASING~~

I. ~~Application:~~

~~This policy shall govern all forward purchasing of equipment and furniture for which purchase has been properly authorized.~~

II. ~~Intent:~~

~~The intent of this policy is to allow for forward purchasing when such purchases are in the best interest of the County.~~

III. ~~General Policies:~~

~~Facilities Management — General Services Division shall be authorized to make purchases which have been approved in a budget for the following fiscal year. Such purchases may be authorized in cases when it is possible to save money, when cash is available in the Inter-Governmental Service Fund to cover the purchase, or when payment cannot be delayed until the start of the new fiscal year.~~

***\*This policy is recommended for elimination.***

I.P6.1

Title: ~~Fund Transfer General Fund to Payroll~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Cross Reference: ~~County Administrator and Controller Authorities~~

~~GENERAL FUND TRANSFER TO MEET PAYROLL~~

I. ~~Application:~~

~~This policy shall govern all County emergency general fund transfers required to meet the County payroll.~~

II. ~~Intent:~~

~~The intent of the Board of Commissioners is to authorize the County Controller, on behalf of the Board of Commissioners, to make emergency general fund transfers when required to meet payroll expenses.~~

III. ~~General policies:~~

~~The County Board of Commissioners shall authorize the county Controller to make cash advances from the General Fund to other county funds in cases of emergency cash flow shortages which would effect the ability to meet payroll, with the understanding that the County Controller shall report all such advances to the Ways and Means Committee.~~

***\*This policy is recommended for elimination.***

I.F4[c]-1

GENERAL OPERATIONS — VOL. I ————— POLICY

Title: ~~Fund Transfers Capital Improvement to Operations and Maintenance~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Supercedes Number: ~~86-0213~~

Cross Reference: ~~Intergovernmental Service Funds~~

~~CAPITAL IMPROVEMENT FUND TRANSFERS TO THE OPERATIONS AND  
MAINTENANCE FUND~~

I. ~~Application:~~

~~This policy shall govern the transfer of funds from the Capital Improvement Fund to the Operations and Maintenance Fund of the facilities Management Department.~~

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners that funds used for work performed by Facilities Management staff on Capital projects be charges to the Capital Improvement Fund.~~

III. ~~General Policies:~~

A. ~~The Finance Director or his/her designee shall charge the Capital Improvement Fund (4010) and credit the Facilities Management Fund (6310) on a quarterly basis, upon written documentation from the Facilities Management Director or his/her designee that capital improvements projects have been performed by operations and Maintenance division staff.~~

B. ~~The Facilities Management Director shall report to the Board of Commissioners all Capital Improvements projects utilizing Operations and Maintenance staff on a quarterly basis.~~

***\*This policy is recommended for elimination, as the content is contained within the Budget Resolution.***

I.F4(a).1

~~Title: Fund Transfers Child Care Funds Depts.~~

~~Resolution Number: 86-0252~~

~~Effective Date: 9/3/86~~

~~Supersedes Numbers: 85-0410, 81-0430~~

~~Cross Reference: County Administrator and Controller Authorities~~

~~CHILD CARE FUND TRANSFERS AMONG DEPARTMENTS~~

~~I. Application:~~

~~This policy shall govern all County Child Care Fund budget transfers.~~

~~II. Intent:~~

~~The intent of the Board of Commissioners is to authorize the County Controller **Administrator** to approve budget transfers among Child Care Fund organizations.~~

~~III. General Policy:~~

~~A. The County Controller **Administrator** shall approve transfers among Child Care Fund organizations in cooperation with Child Care Fund departments and the overall financial considerations of the County.~~

***\*This policy is recommended for elimination.***

I.F4(b).1

Title: ~~Inventory — Capital Asset (Fixed Asset System)~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Related Procedures: ~~Capital Outlay Requests~~

Cross Reference: ~~County Administrator & Controller Authorities, Capital Outlay Expenditures, -  
— Equipment Use~~

~~CAPITAL ASSET INVENTORY  
(FIXED ASSET SYSTEM)~~

I. ~~Application:~~

~~This policy shall govern the inventory of County-owned capital assets.~~

II. ~~Intent:~~

~~The intent of the Board of Commissioners is to define and verify an inventory system of all County-owned capital assets to provide efficient control of County assets.~~

III. ~~General Policies: -~~

A. ~~Capital assets shall include~~

- ~~1. All taggable, moveable machinery equipment, furniture and vehicles having defined, useful life of two years or more and a per unit cost of \$100 or more.~~
  - ~~a. Per unit costs shall include all installation and preoperational costs.~~
  - ~~b. Capital assets shall include all equipment obtained with state and/or federal grants, agency or personal donations or bequethments of real or personal property.~~
- ~~2. All purchases of real estate.~~

- ~~3. Building renovations which improve the building or extend the useful life of the building.~~
- ~~B. Capital expenditures which do not meet the definition of a capital asset shall be treated as operating supplies or repair and maintenance.~~
- ~~C. The authority to make a determination as to the applicability of the expenditure shall be vested in the County Controller or his/her designee.~~
- ~~D. A complete capital equipment audit of all County owned assets shall be undertaken at least once every five (5) years by the Finance Department.~~
- ~~E. Department Heads shall be responsible for conducting an annual inventory of all tagged capital equipment within their department.~~

***\*This policy is recommended for elimination, as the content is contained within the Budget Resolution***

~~1.12.1-2~~

GENERAL OPERATIONS — VOL. I ————— POLICY

Title: ~~Obligations and Payments — Limit On~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

Supersedes Number: ~~85-0308~~

Cross Reference: ~~Annual Budget Resolutions Capital Outlay Financing Alternatives~~

~~LIMIT ON OBLIGATIONS AND PAYMENTS~~

I. ~~Application:~~

~~This policy shall govern the limit on obligations and payments.~~

II. ~~Intent:~~

~~The intent of the Board of Commissioners is to ensure that no County obligations are incurred unless sufficient appropriations are available.~~

III. ~~General Policy:~~

~~No Obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.~~

***\*This policy is recommended for elimination.***

I.01.1

Title: Expenditures (Line Item)

Resolution Number: 86-0252

Effective Date: 9/3/86

Cross Reference: Budget Preparation & Approval, Capital outlay & Expenditures

EXPENDITURES (LINE ITEM)

I. Application: -

This policy shall govern all county line item expenditures.

II. Intent:

The intent of the Board of Commissioners is to establish guidelines for the authorization of County expenditures, and to outline restrictions for such expenditures.

III. Policy:

A. Departments shall be authorized to make expenditures according to established procedures, as identified and approved in the Annual County Budget, Volume I and II, without additional review or unless specifically restricted by the Annual Budget Resolution or other Board resolution.

B. The only exception to this policy shall be in the case of capital outlay expenditures (line items 9860, 9693, 9661, 9667) which shall require the approval of the County Controller.

(See also: Capital Outlay Expenditures.)

**\* This policy is recommended for elimination, as the content is contained within the Budget Resolution**

LE6.1

Title: ~~Outside Agencies — Contracts with~~

Resolution Number: ~~86-0252~~

Effective Date: ~~9/3/86~~

~~CONTRACTS WITH OUTSIDE AGENCIES~~

I. ~~Application:~~

~~This policy shall govern County appropriations to outside agencies requiring the accompaniment of a contract.~~

II. ~~Intent:~~

~~It is the intent of the Board of Commissioners to require the use of specifically written contracts between the County and the outside agencies or governmental units, and for such contracts to be signed by the County Controller when appropriations are being made to provide services to County residents.~~

III. ~~General Policies:~~

A. ~~All County appropriations to outside agencies or units of government shall be accompanied by a contract indicating scope of service, duration, terms of compensation and any other considerations deemed appropriate by the Office of Corporation Counsel and the County Controller. All contracts shall be written in accordance with general County contract policies and procedures.~~

B. ~~A contract shall also accompany any County appropriations of funds to outside agencies when these funds have originated from external funding sources.~~

***\*This policy is recommended for elimination, as the content is contained within the Procurement Policy & Procurement Procedures***

I.03(a).4

Title: Revenues Generated by Departments

Resolution Number: 86-0236

Effective Date: 9/3/86

Cross Reference: BOC Approval, Fees/Variable Staffing, Needs

### REVENUES GENERATED BY DEPARTMENTS

I. Application:

This policy shall govern all County revenues which are generated by Departments.

II. Intent:

The intent of the Board of Commissioners is to provide departments with guidelines for the use of revenues generated by departments, and to authorize placement of such revenues into funds as is determined by the Finance Department Head.

III. General Policies:

A. It is the intent of the Board that department heads regularly review revenues to their department to ensure revenues are maximized within appropriate and reasonable levels and standards as determined by the County Controller.

B. Revenues generated by activities of County agencies and/or departments shall be forwarded promptly to the Treasurer and placed into County funds as is deemed appropriate by the Finance Department Head. Revenues thus generated may not be added to particular department budgets, without prior approval of the Board of Commissioners.

C. The Board of Commissioners shall have sole authority over use of County revenues except as specifically restricted by federal or state regulation.

***\*This policy is recommended for elimination, as the content is contained within the Budget Resolution***

I.R3[a].1

Title: Right to Know Law Compliance

Resolution Number: 93-0154

Effective Date: 6/2/93

Right to Know Law Compliance

I. Application:

~~This policy shall govern County compliance with “Michigan Right to Know Law” Amendment to Act 154 of Public Acts of 1974.~~

II. Intent:

~~It is the intent of the Board of Commissioners that the County comply with requirements of the Michigan “Right to Know” Law as it relates to County operations including labeling of hazardous material, procurements and proper placement of Material Safety Data Sheets (MSDS), development of a Hazardous Communications Program, maintaining a chemical inventory and training of employees.~~

III. General Policies:

- ~~A. The county shall inventory existing stocks of toxic and hazardous materials and secure proper labeling and MSDS’s.~~
- ~~B. For all future purchases of toxic and hazardous materials, the County shall require MSDS’s and labeling in compliance with the Michigan “Right to Know.”~~
- ~~C. The County shall maintain a Hazardous Communication program, and shall train county employees in the Right to Know Law precautions in dealing with toxic and hazardous material.~~
- ~~D. This policy shall apply to contractors who bring toxic or hazardous chemicals onto County premises as part of their contractual obligations.~~
- ~~E. This policy shall be updated as necessary.~~

***\*This policy is recommended for elimination, as the content is contained within the “Hazard Communication Program” Policy***

I.R5.1-2

Title: Subscriptions

Resolution Number: 86-0252

Effective Date: 9/3/86

Supersedes Numbers: 80-0526, 81-0065

Cross Reference: County Administrator and Controller Authorities, Budget Preparation & -  
—Approval, Budget Annual Resolution

### SUBSCRIPTIONS

I. Application:

~~This policy shall govern authorization of subscription.~~

II. Intent: -

~~The intent of the Board of Commissioners is to provide guidelines for the approval of Departmental subscriptions.~~

III. General Policies:

A. ~~Only publication essential to the operation of the department shall be approved. Subscriptions shall be shared between Departments when possible. Only single memberships and/or subscriptions shall be permitted per department of division.~~

B. ~~The Board of Commissioners shall approve departmental subscriptions as part of the County annual budget. The County Controller shall have the authority to modify departmental subscriptions during the year, based upon documented need by the department and within the department's approved activity budget.~~

***\*This policy is recommended for elimination, as the content is contained within the Budget Resolution.***

LS1.1

GENERAL OPERATIONS — VOL. I — POLICY

**Title: Facilities Management — Transportation Division**

Resolution Number: 86-0252

Effective Date: 9/3/86

Supercedes: 85-0391, 84-0155

I. ~~APPLICATION:~~

~~This policy shall govern the establishment and operation of the Facilities Management Transportation Division in Washtenaw County.~~

II. INTENT:

~~The intent of the Board of Commissioners is to centralize the responsibility for the usage, acquisition/disposition, maintenance and monitoring of all County vehicles, and to ensure that the County's Transportation Division are managed in a cost-efficient manner.~~

III. GENERAL POLICIES:

A. ~~The Transportation Division shall be operated within an internal service fund of the County. As such, its revenues shall be derived from charges for services provided to County operated departments and agencies.~~

B. ~~All vehicles owned by Washtenaw County and operated by any County department or agency shall be managed by the Transportation Division.~~

1. ~~The Transportation Division and related organizational units shall be responsible for the acquisition, insurance, usage, inventory, inter-departmental leasebacks, repair/maintenance and related scheduling replacement, and eventual disposition of all Washtenaw County vehicles.~~

2. ~~No vehicle shall be leased or borrowed from outside the County's central fleet, regardless of costs, without prior written notice to the Risk Manager and consultation with the Transportation Division Manager.~~

3. ~~The overall size of the County fleet shall be determined by the Board of Commissioners based upon the needs of the County. All requests for changes in the size or nature of the fleet shall be made through Facilities Management — Transportation Division.~~

C. ~~All vehicles owned by the County shall be titled in the name of Washtenaw County.~~

1. ~~The Transportation Division Manager shall be authorized to sign all titles for newly acquired fleet vehicles on behalf of the County. All titles shall be~~

~~physically stored in the Finance Department and be under the direct responsibility of the Chief Accountant.~~

- ~~2. It shall be the responsibility of the Transportation Division Manager and the Risk Manager to ensure that all information on the titles (names, numbers, etc) is accurate and up to date.~~

- ~~D. The Transportation Division shall be under the direction of the Facilities Management Department Head.~~

#### IV. ~~SPECIFIC POLICIES:~~

##### A. ~~Inventory~~

~~An audit of the Transportation Division Inventory Control System shall be undertaken by the Transportation Division Manager and reviewed by the Facilities Management Department Head annually. The coordination of the Inventory Control System shall be the responsibility of the Transportation Division Manager.~~

##### B. ~~Fuel~~

- ~~1. The Transportation Division Manager shall be responsible for the County fuel control system. This shall include all fuel purchases, approval and recorded maintenance.~~
- ~~2. Only County owned vehicles driven by authorized County drivers on official County business shall be authorized to receive fuel from the County fuel system. The Transportation Division shall maintain a list of all authorized drivers.~~

##### C. ~~Maintenance~~

~~The maintenance and repair of all County vehicles shall be scheduled and performed by the Transportation Division. The Transportation Division Manager shall monitor all expenditures related to County owned vehicle maintenance and repair to ensure compliance with the budget guidelines.~~

##### D. ~~Assignment~~

~~Employees shall be assigned County owned vehicles when these vehicles are necessary to perform an assigned task or when it is economically and administratively in the County's best interest. This Policy shall apply to all County owned and operated vehicles in both general and non-general funded departments, unless specifically excluded.~~

- ~~1. County vehicles shall only be used for official County business. The use of a County vehicle for personal business is prohibited. County vehicles shall not be driven home, except when specifically authorized. County vehicles kept at~~

~~home overnight shall be stored in a garage or driveway and shall not be parked overnight on the street.~~

- ~~2. Employees shall have and maintain a valid Michigan operator's license in order to drive County owned vehicles. An annual check shall be performed to verify that such employees continue to maintain a valid driver's license. Employees shall be responsible for all parking and moving violations incurred while driving County vehicles and must report all violations committed while operating County owned vehicles to their Department Head and the Risk Manager within one work day of the citation.~~
- ~~3. Employees shall return all temporarily assigned County owned vehicles to their designated parking locations at the end of each working day. Permanently assigned vehicles may have specific restrictions.~~

~~E. Permanently Assigned Vehicles~~

~~The Board of Commissioners shall assign, by resolution, permanent vehicles to specific staff members, departments or agencies based on documented need.~~

- ~~1. The use of assigned vehicles by departments or agencies, other than the assigned department, shall be authorized by the Transportation Division Manager.~~
- ~~2. Positions currently authorized by the Board of Commissioners to retain County owned vehicles on a permanent basis are the following:~~

~~County Administrator/County Controller  
Director, Facilities Management  
Deputy Director, Facilities Management  
Maintenance Supervisor, Facilities Management  
Sealer of Weights and Measures (Consumer Services)  
Weights and Measurer (Consumer Services)  
Director, Emergency Medical Services/Civil Preparedness  
Building Inspector (Building Inspection Department)  
Judge, 14<sup>th</sup> District Court #3  
Sheriff and Command Unit  
Director of Parks and Recreation~~

- ~~3. The Sheriff shall submit to the County Administrator a quarterly report identifying specific detectives' vehicle assignments.~~
- ~~4. Use of County vehicles on a permanent basis by building inspectors shall be determined by the Code Enforcement Officer. New hires shall not use County vehicles.~~
- ~~5. County vehicles kept at home overnight shall be stored in a garage or driveway and shall not be parked overnight on the street.~~

***\*This policy is recommended for elimination; will be replaced by a new policy entitled "County Vehicles"***

Title: Travel

Resolution Number: 91-0012

Effective date: 01/22/92

Supersedes Number: 82-0207; 83-0269; 86-0252; 88-0288

Cross Reference: ~~County Administrator Authorities, Claims/Non-Claims~~

### TRAVEL

I. ~~Application:~~

~~This policy shall apply to all officials and employees of the county, and to any other person or agency submitting travel vouchers to the County for reimbursement.~~

II. ~~Intent:~~

~~The intent of the Board of Commissioners is to provide guidelines for the reimbursement of travel costs incurred by county employees while on county business and to authorize the county Administrator to approve costs incurred by non-employees conducting County business.~~

III. ~~General Policies:~~

~~A. Responsibility: Department Heads shall insure compliance with these travel regulations. The County Administrator may review excessive travel and may waive these regulations where special circumstances warrant. Departments shall obtain advance authorization from the County Administrator when unusually expensive travel is anticipated.~~

~~B. Authority for Travel: Department Heads or other authorized persons shall give prior authorization for travel other than for normally assigned travel. Travel shall be restricted to essential trips for the provision of county services and to conduct County business.~~

~~Reimbursement for trips identified in the County Budget or approved by the County Administrator in accordance with Board of commissioners' policies shall be made upon submittal of the appropriate documentation to the Budget Office without additional approval.~~

~~The County Administrator may approve substitutions, deletions and/or additions for conference and conventions, employee training and improvement and other travel listed in the approved budget within each department's activity provided funds are available in the department's budget within budget guidelines.~~

~~All travel not otherwise provided for in this Section may be approved by the County Administrator, depending upon individual circumstances.~~

~~C. Degree of Care: All Officials, employees and persons traveling on official business shall be expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.~~

~~D. Allowable Expenses: In general, County officials and employees on travel, convention, employee training or extradition status shall be reimbursed for all expenses incurred which are over and above the expenses a person would incur at his/her normal office work station, subject to these regulations.~~

~~E. Cash Advance for Travel: Cash advances for approved trips costing over \$50 shall be available to County travelers.~~

~~F. Definitions: Travel shall be a trip made by a County employee or official which is essential for performing the duties required by the position.~~

~~1. "Essential" shall include the following criteria:~~

- ~~a. considered necessary for performing the duties of a County office or department;~~
- ~~b. the geographically most proximate locations where the required information can be obtained;~~
- ~~c. economically feasible; and~~
- ~~d. to the regional office of the funding agencies.~~

~~Conformity to the above criteria shall be determined by the County Administrator.~~

~~2. Travel expenses shall be recorded under one of the following categories.~~

- ~~a. "Normal Travel" shall usually involve only local mileage and occasionally other minor reimbursable charges, e.g., driving done by an Equalization Appraiser required for on-site~~

~~appraisals, or driving done by a County Planner to appear at a Township Planning Commission meeting.~~

b. ~~“Special Travel” shall involve longer distances and shall include reimbursable expenses such as overnight lodging, meals and often air or rail travel. An example of this special travel would be the finance Director traveling to Washington, D.C. to make a presentation to Federal Officials.~~

i. ~~Conference or Convention shall cover meetings of professional associations or associations of public officials and other similar organizations which the official or employee is attending as an official representative of the County. This shall include meetings on a local, regional, state or national level. Only essential travel shall be permitted. The Board of Commissioners authorizes the County Administrator to approve essential conference and convention travel within the limits of the Department’s activity budget.~~

ii. ~~Employee Training and Development shall cover activities associated with training and development of County employees such as seminars, formal training programs or courses sponsored by private organizations, professional organizations, or educational institutions. Such activities may be authorized by the Department Head if directly related to the employee’s job responsibilities. A conference or convention which includes “training sessions” as part of the program or agenda shall not be considered employee training and improvement.~~

~~The County Administrator may approve attendance by additional staff members above the number included in the budget detail when it is necessary for County functions, subject to the department’s authorized activity budget.~~

iii. ~~Extradition shall cover travel associated with the returning of a defendant or material witness from another state to the County. Such travel shall be authorized by the Prosecuting Attorney.~~

G. Transportation Policy:

~~1. Routing of Travel: All travel shall be by a usually traveled route. When a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by usually traveled routes.~~

~~2. Public Carrier:~~

~~a. Arrangements: If travel is to be by public carrier, the traveler shall make the necessary transportation arrangements through the person so designated in each respective department.~~

~~b. Transportation Expense: The expense of traveling by public carrier (rail, bus, airplane or boat) shall be allowed on the basis of actual cost. All travelers shall be expected to travel by the most economical mode of transportation. However, transportation expense in excess of coach air fare shall not be allowed unless justified by documented unusual circumstance.~~

~~3. County Owned Cars: County owned cars shall be used wherever practical for all in-state travel. County owned vehicles shall not be used for personal business or other non-County business. Users of County owned cars shall be reimbursed for gasoline and oil purchases. If emergency repairs are required, the Central Garage shall be contacted to determine the appropriate repair action to be taken. (See also: Vehicle Use Policy and Procedure)~~

~~4. Private Automobiles: If travel is by private automobile, the maximum allowance shall be the established mileage rate set by County collective bargaining agreements and the Board of Commissioners. Charges for gasoline, lubrication, repairs, anti-freeze, towage, and other similar expenditures for private automobiles shall not be reimbursable.~~

~~County travelers on official business driving personally owned cars shall be properly licensed and adequately protected by personal liability and property damage insurance at their own expense which shall be confirmed by the employee's Department Head. At no time shall personal driving be charged to the County.~~

~~5. Mileage Computation/Reimbursement: Mileage reimbursement for an employee who drives his/her own car while on official County business shall be based on the mileage reported on~~

~~expense vouchers, unless verification indicates the mileage reported is excessive.~~

#### ~~H. Meals Policy~~

- ~~1. Travelers are entitled to claim meal and incidental expense reimbursement under one or two options: A) the Meals-only per diem allowance in accordance with current Federal Internal Revenue Service guidelines; or B) subject to review and approval of the County Administrator, actual expenses for meals and incidental expenses. Only one method is to be used per trip.~~

~~If option B is used, all meal and incidental expenses must be substantiated with receipts and/or credit card charge slips. Incidental expense is defined in the Federal Code to include "reasonable travel expenses for meals and lodging, laundry, cleaning and pressing of clothes, and fees and tips for services. It does not include taxicab fares or the costs of telegrams or telephone call".~~

~~If option A is used, the Meals only per diem allowance includes meals and incidental expenses as defined in the preceding paragraph. For partial days in travel status (i.e. beginning and ending day) the per diem amount allowed shall be prorated in accordance with the Federal guidelines into quarter days. One fourth of the applicable per diem amount shall be allowable for each 6-hour quarter of a day during any portion of which the traveler is away from home. The quarters are midnight to 6 a.m., 6 a.m. to noon, noon to 6 p.m., and 6 p.m. to midnight. There are separate per diem rates for high cost cities and low cost cities. The high cost/low cost city definitions and amounts will be in accordance with the Federal guidelines, a copy of which shall be included with the Procedures section of this policy and updated in accordance with new Federal guidelines as issued from time to time.~~

- ~~2. Guest Meals: Travelers are advised that the cost of guest meals shall not be allowable, unless it can be shown that such cost was necessary for the conduct of official County business. The Board of Commissioners authorizes the cost of guest meals within or outside the County only for the County Administrator or his/her designee, or the Chief Judge of each of the County Courts. The amount allowed shall be subject to review for both reasonableness and necessity. Reimbursement for meals of County officials or employees attending said meals shall be allowable subject o review for reasonableness and necessity. Full~~

explanation must be given on the voucher, including the name and position held by the guest.

- ~~3. Alcoholic Beverages: The cost of alcoholic beverages shall not be a reimbursable expense.~~
- ~~4. Lunch While on Travel Status: Lunch shall not be reimbursable while on travel status within Washtenaw County unless the official or employee is in attendance at a conference or training session at which lunch is an integral part of the program or agenda.~~

#### I. Lodging Policy

- ~~1. Overnight lodging while on travel, at conventions, or employee training, or on extradition status shall be a reimbursement expense if the employee or official would otherwise have to embark before 6:30 a.m. to arrive at his/her destination in a timely fashion. Overnight lodging may be reimbursable, with the Department Head's authorization, if the employee's travel would prevent a return to his/her home until after 8:30 p.m. Employees shall choose the most economical rates for lodging.~~
- ~~2. The actual paid lodging expense, single occupancy rate, shall be the maximum allowable. Reimbursement for lodging actually paid in excess of this rate shall be allowed only upon proof of reasonableness, as approved by the County Administrator. Receipts shall show a single occupancy rate as certified by the hotel, motel or rooming house. (see also I.3)~~
- ~~3. Lodging Charges for Multiple Occupancy: When a traveler on County travel status shares hotel or other lodging with other travelers, reimbursement to the traveler shall be as follows.
  - ~~a. If lodging is shared with one or more non-County travelers who receive no travel reimbursement from another source, maximum reimbursement from another source, maximum reimbursement to the county traveler shall be at the rate of a single occupancy shall appear on the receipt, regardless of the number of persons and/or room occupied. At no time shall reimbursement be allowed for additional rooms, or non-County travelers.~~
  - ~~b. If lodging is shared with a County traveler or other authorized attendee on county business who is receiving reimbursement for travel, reimbursement shall be a~~~~

proportionate amount of the bill based on the number of persons occupying the room.

J. Miscellaneous Expenses Policy:

Miscellaneous expenses incidental to official County travel shall be held to a minimum in accordance with essential and reasonable requirements for the official conduct of County business. Travelers should note that when traveling under the Meals-only per diem method as described in H.1 (Option A), many of the incidental expenses such as tips and taxi fares related to meals are already included in the per diem allowance and should not be charged again. Department Head approval of travel vouchers includes certification that all items and expenses are reasonable and necessary. The following specific guidelines shall be used by the traveler and approving official.

1. Gratuities:

- a. Meal Tips: In instance where actual meal expenses are being claimed the maximum allowable daily tips for meals shall be 15%.
- b. Other Tips: The maximum daily tips at each hotel (check in and check-out) is \$3.00.
- c. Baggage Expense: Charges for transferring baggage at depots and terminals shall be allowable, but not in excess of \$1.00 per bag.

2. Parking: Reasonable reimbursement for parking charges shall be allowable with receipts. The County shall not, however, reimburse for any parking or traffic violations.

3. Registration Fees: Enrollment or registration fees for conventions and meetings, associations, or organizations shall be allowable for individuals attending as official representative of the County.

4. Taxicab Services: Necessary taxicab fares shall be allowed. A statement explaining the necessity must be attached to the voucher. When several persons travel together, rental of an automobile may be less expensive and will be allowed if an explanation is attached to the voucher.

5. Telephone and Facsimile Transmissions: Charges shall be allowable when necessary for official business and telegrams or letters will not suffice. Discretion shall be used as to the number and duration of each call.

~~6. Non-Travel Expenses: Expenses such as office supplies shall not be charged on the travel voucher.~~

***\*This entire Policy has been eliminated and a new Policy has been drafted. The details of this old policy will be incorporated into the Travel Procedure.***

I.T2.1-9