

**A RESOLUTION APPROVING AND ADOPTING THE BIENNIAL COUNTY
BUDGET FOR 2004 AND 2005**

WASHTENAW COUNTY BOARD OF COMMISSIONERS

November 5, 2003

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

WHEREAS, the County Administrator was directed to prepare the 2004 budget for approval and adoption, and the 2005 budget based on information currently available; and

WHEREAS, on September 3, the County Administrator presented the budget for 2004 and 2005; and

WHEREAS, the 2004 budget is based on an operating millage rate of 4.6384; and

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

WHEREAS, during the period from September 3 and ending October 15, the Ways & Means Committee conducted a budget review session and recommended adjustments to bring revenues and expenditures into conformity at a General Fund expenditure level of \$84,607,639; and

WHEREAS, the public hearing on the proposed 2004/2005 Budget was held on Wednesday, October 1, 2003, in compliance with Section 2 of P.A. 1963, 2nd Ex. Session (M.C.L.A. 131.412), Section 24e of Act 206; and

WHEREAS, the proposed budget for fiscal year 2004/2005 was filed with the County Clerk/Register on September 3, 2003; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the 2004 Operating Budget as the official budget and the position changes for the County of Washtenaw for the fiscal year beginning January 1, 2004.

BE IT FURTHER RESOLVED that the Board of Commissioners directs that the 2005 budget be amended in 2004 to reflect necessary revisions as economic conditions warrant.

BE IT FURTHER RESOLVED that the Board of Commissioners directs the County Administrator to bring the necessary changes to the 2005 budget back to the Board prior to the beginning of fiscal year 2005 for final adoption.

BE IT FURTHER RESOLVED that the Board of Commissioners approves the attached policies and shall govern the implementation of the biennial 2004-2005 Budget.

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

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

**2004/05 Biennial Budget
Washtenaw County**

FUND #	AGENCY #	ORGANIZATION NAME	2004 Adopted	2005 Adopted	Ref. Page
1010		GENERAL FUND	\$ 84,607,639	\$ 88,139,938	
	100	Board of Commissioners	\$ 686,617	\$ 702,026	F-7
	130	Trial Court	\$ 11,600,459	\$ 12,036,713	F-51
	150	Probation	\$ 147,333	\$ 147,333	F-23
	200	County Administrator	\$ 678,150	\$ 709,319	F-9
	210	Finance	\$ 2,430,456	\$ 2,528,217	F-183
	219	Budget	\$ 411,518	\$ 433,760	F-173
	220	Information and Technology	\$ 5,420,739	\$ 5,631,548	F-191
	230	Public Defender	\$ 2,401,274	\$ 2,514,079	F-31
	260	Human Resources	\$ 920,519	\$ 961,612	F-187
	265	Organizational Development	\$ 614,774	\$ 634,600	F-199
	270	Corporation Counsel	\$ 252,151	\$ 261,946	F-13
	310	Equalization	\$ 1,367,879	\$ 1,431,732	F-161
	320	Building Authority	\$ 8,090	\$ 8,090	D-11
	400	Clerk/Register of Deeds	\$ 4,285,710	\$ 4,272,387	F-157
	420	Treasurer's Office	\$ 1,153,138	\$ 1,200,749	F-165
	430	Prosecuting Attorney	\$ 4,640,064	\$ 4,843,422	F-27
	440	Drain Commissioner	\$ 2,194,679	\$ 2,299,039	F-93
	460	Planning & Environment	\$ 1,622,777	\$ 1,694,289	F-109
	500	Sheriff	\$ 17,255,637	\$ 17,918,852	F-35
	510	Sheriff - Corrections	\$ 12,593,511	\$ 13,094,289	F-35
	560	Emergency Management	\$ 673,958	\$ 688,711	F-19
	680	Children's Services	\$ 632,627	\$ 632,987	F-133
	690	Veteran Services	\$ 583,972	\$ 609,184	F-127
	695	County Extension	\$ 901,233	\$ 922,176	F-89
	980	Central Charges	\$ 3,597,241	\$ 2,675,626	D-11
	980	Adjustment for Cost Allocation	\$ (12,595,830)	\$ (12,595,830)	D-11
	980	Appropriations and Transfers	\$ 20,128,963	\$ 21,883,082	D-12
		Capital Projects	\$ 200,000	\$ 300,000	D-12
		Cigarette Tax - Health	\$ 118,632	\$ 122,191	D-12
		Mental Health	\$ 1,549,266	\$ 2,034,684	D-12,F-119
		ETCS	\$ 595,375	\$ 632,015	D-12,F-101
		Public Health	\$ 2,838,834	\$ 2,972,358	D-12,F-123
		Child Care	\$ 4,509,581	\$ 4,609,528	D-12
		Community Corrections	\$ 71,357	\$ 81,742	D-12,F-51
		Family Independence Agency	\$ 54,109	\$ 54,109	D-12
		Friend of the Court	\$ 1,321,985	\$ 1,417,104	D-12,F-51
		Head Start	\$ 554,628	\$ 600,971	D-12,F-151
		County Library	\$ 769,490	\$ 781,875	D-12,F-195
		Pros. Atty. - Coop. Reim.	\$ 202,606	\$ 215,438	D-12,F27
		Substance Abuse	\$ 464,266	\$ 478,194	D-12
		Environmental Health	\$ 1,252,299	\$ 1,332,608	D-12,F-97
		County Health Care	\$ 660,000	\$ 660,000	D-12
		LEPC Appropriation	\$ 15,000	\$ 15,000	D-12
		PORT	\$ 128,079	\$ 128,079	D-12
		Housing Appropriation	\$ 310,000	\$ 310,000	D-12
		Violence Against Women (SACC)	\$ 50,000	\$ 50,000	D-12
		Storm Water General Permit	\$ -	\$ 239,176	D-12
		Capital Equipment	\$ 200,000	\$ 200,000	D-12
		Emergency Preparedness	\$ 35,302	\$ 35,302	D-12
		1/8 Mill Capital	\$ 1,483,408	\$ 1,567,962	D-12
		Technology & Telecommunications	\$ 2,319,746	\$ 2,319,746	D-12
		LAWNET	\$ 30,000	\$ 30,000	D-12
		Worksite Wellness	\$ 45,000	\$ 45,000	D-12
		Jail Renovation Reserves	\$ 350,000	\$ 650,000	D-12

**2004/05 Biennial Budget
Washtenaw County**

FUND #	AGENCY #	ORGANIZATION NAME	2004 Adopted	2005 Adopted	Ref. Page
SPECIAL REVENUE FUNDS					
1620	430	PROSECUTING ATTORNEY - CR	\$ 623,324	\$ 636,156	F-27
1680	200	HOUSING FUNDS	\$ 361,804	\$ 361,804	D-6
1710	580	BFI - SOLID WASTE	\$ 383,000	\$ 393,000	F-109
1750	615	BUILDING SERVICES	\$ 1,755,002	\$ 1,755,002	F-85
1760	620	ENVIRONMENTAL HEALTH	\$ 3,764,131	\$ 3,956,540	F-97
1780	621	RESOURCE REMEDIATION	\$ 10,000	\$ 10,000	
1810	690	VETERANS TRUST	\$ 29,264	\$ 29,264	F-127
1850	440	STORMWATER GENERAL PERMIT	\$ 148,117	\$ 245,844	F-93
1900	560	EMERGENCY MANAGEMENT	\$ 2,241,000	\$ 2,241,000	F-19
2060	190	LAW LIBRARY	\$ 8,500	\$ 8,500	D-6
2080	600	PARKS AND RECREATION	\$ 9,915,025	\$ 10,516,673	F-105
2090	600	NATURAL AREAS	\$ 4,720,138	\$ 4,319,776	F-105
2110	610	COUNTY LIBRARY	\$ 821,226	\$ 833,611	F-195
2150	160	FRIEND OF THE COURT	\$ 4,754,374	\$ 4,849,493	F-51
2300	675	ETCS	\$ 6,888,889	\$ 6,873,773	F-101
2510	676	HEAD START	\$ 4,334,321	\$ 4,380,664	F-151
2930	673	CSTS	\$ 17,184,449	\$ 17,567,384	F-119
2950	674	COUNTY HEALTH CARE PLAN	\$ 660,000	\$ 660,000	D-6
2960	674	PUBLIC HEALTH	\$ 6,135,624	\$ 6,269,148	F-123
2980	679	FAMILY INDEPENDENCE AGENCY	\$ 854,109	\$ 854,109	D-6
2990	180	CHILD CARE	\$ 9,866,436	\$ 9,966,383	F-51,F-133
DEBT SERVICE FUNDS					
3000	580	PUBLIC WORKS - DEBT SERVICE	\$ 6,598,358	\$ 5,306,757	G-24
3700	320	BUILDING AUTHORITY - DEBT SERV.	\$ 4,880,020	\$ 4,218,076	G-24
CAPITAL/CONSTRUCTION FUNDS					
4010	240	CAPITAL PROJECTS	\$ 1,683,408	\$ 1,867,962	G-13
4050	220	CAPITAL EQUIPMENT	\$ 2,794,746	\$ 2,794,746	G-18
4060	200	CAPITAL RESERVES	\$ 3,670,968	\$ 3,722,787	
4500	580	WWRA RECYCLING PROJECT	\$ 264,000	\$ 264,000	
ENTERPRISE FUNDS					
5720	500	INMATE ENTERPRISE FUND	\$ 270,972	\$ 270,972	
		WCHO Support (Leased Positions)	\$ 3,850,957	\$ 4,089,014	
		WHP Support (Leased Positions)	\$ 113,436	\$ 298,772	
INTERNAL SERVICE FUNDS					
6040	580	DPW REVOLVING	\$ 47,000	\$ 47,000	
6150	420	DELINQUENT TAX FUND	\$ 3,670,968	\$ 3,722,787	E-23
6310	240	FACILITIES MANAGEMENT	\$ 6,529,294	\$ 6,529,294	F-177
6315	240	FIA BUILDINGS	\$ 1,105,100	\$ 411,800	
6320	240	FLEET SERVICES	\$ 2,309,075	\$ 2,309,075	F-177
6340	240	WAREHOUSE REVOLVING	\$ 504,000	\$ 504,000	
6360	240	COPIER FUND	\$ 514,000	\$ 514,000	
6440	200	RISK MANAGEMENT	\$ 1,750,405	\$ 1,750,405	F-183
6600	210	FRINGE BENEFIT REVOLVING	\$ 17,038,560	\$ 18,742,416	I-7
6740	310	AERIAL PHOTO	\$ 70,000	\$ 70,000	
6900	210	CENTREX	\$ 700,000	\$ 700,000	

**2004/05 Washtenaw County
POSITION MODIFICATIONS**

POSITION CONTROL NO.	POSITION TITLE	NOTE	EMPLOYEE GROUP	GRADE	CREATE	ELIMINATE
BUILDING SERVICES						
1004-0004	Receptionist		12	10		1.0
1004-0007	Receptionist		12	10		1.0
1355-0002	Permit Analyst I/II		12	13/15		1.0
1355-0004	Permit Analyst I/II		12	13/15		1.0
1355-0005	Permit Analyst I/II		12	13/15		1.0
1867-0001	Soil Erosion Control Prg Assistant		12	18		1.0
1867-0003	Soil Erosion Control Prg Assistant		12	18		1.0
2345-0002	Soil Erosion Control Officer		11	23		1.0
3049-0001	Building / Plumbing Inspector		12	30		1.0
3182-0001	Division Mgr / Resource Mgmt		32	31		1.0
CHILDREN'S SERVICES						
1125-0001	Housekeeper		15	11		1.0
1634-0003	Cook - Juvenile Detention		15	16		1.0
1736-0004	Youth Attendant		15	17		0.4
2255-0001	Social Services Worker		15	22		1.0
2255-0002	Social Services Worker		15	22		1.0
2260-0012	Youth Counselor		15	22		1.0
2260-0017	Youth Counselor		15	22		1.0
2260-0018	Youth Counselor		15	22		1.0
2269-0003	Family Services Specialist		11	21		1.0
2270-0006	Youth Counselor		11	21		1.0
2270-0007	Youth Counselor		11	21		1.0
7741-0003	Detention Supervisor		10	77		1.0
7741-0005	Detention Supervisor		10	77		1.0
CLERK/REGISTER OF DEEDS						
2523-0017	Administrative Coordinator	a	32	25		1.0
2523-0029	Administrative Coordinator		32	25		1.0
2826-0006	Senior Clerk / Register Specialist	a	32	28	1.0	
DRAIN COMMISSIONER						
2569-0001	Construction Inspector	b	12	25	1.0	
2819-0007	Senior Management Assistant	a	32	28		1.0
2940-0001	Drain Office Manager	a	32	29	1.0	
EQUALIZATION						
3321-0001	Director of Equalization	f	32	33		1.0
3443-0001	Director of Equalization	f	32	34	1.0	
ENVIRONMENTAL HEALTH						
1556-0002	Environmental Assistant I/II/III		12	15/17/18		1.0
2261-0023	Sanitarian I/II		11	22/24		1.0
2748-0001	Stormwater Permit Program Coordinator		11	27	1.0	
ETCS						
1237-0003	Senior Services Program Asst		12	12		1.0
1950-0001	Nutritionist - Sr. Services		11	19		1.0
3041-0001	Human Services Supervisor		32	30		1.0
2720-0047	Management Assistant		32	27		1.0
PARKS & RECREATION						
1410-0033	Executive Secretary		12	14		1.0
1410-0034	Executive Secretary		12	14		1.0
PLANNING & ENVIRONMENT						
2523-0002	Administrative Coordinator	a	32	25		1.0
2615-0011	Senior Administrative Coordinator	a	32	26	1.0	
2719-0043	Management Analyst I/II	a	32	27/29		1.0
3056-0001	Economic Manager	a	32	30	1.0	

**2004/05 Washtenaw County
POSITION MODIFICATIONS**

POSITION CONTROL NO.	POSITION TITLE	NOTE	EMPLOYEE GROUP	GRADE	CREATE	ELIMINATE
PROSECUTING ATTORNEY - JUVENILE DIVERSION						
2719-0038	Management Analyst I/II		32	27/29		1.0
2720-0039	Management Assistant	e	32	27		
2720-0041	Management Assistant	e	32	27		
2808-0022	Assistant Prosecuting Attorney I/II		22	28/30		1.0
SHERIFF						
5501-0001	Account Clerk II		27	55		1.0
5507-0003	Community Service Officer		27	55B		1.0
5507-0006	Community Service Officer		28	55B		1.0
5801-0009	Deputy Investigator	c	16	58	1.0	
5801-0010	Deputy Investigator	c	16	58	1.0	
5801-0011	Deputy Investigator	c	16	58	1.0	
5801-0012	Deputy Investigator	c	16	58	1.0	
6001-0001	Records Supervisor		17	60		1.0
6401-0001	Dispatch Operations Director		25	64		1.0
SUPPORT SERVICES						
1254-0001	General Services Specialist		12	12		1.0
3344-0001	Labor Relations Manager	a	32	33		1.0
3442-0001	Labor Relations Director	a	32	34	1.0	
3025-0004	Senior Management Analyst	a	32	30		1.0
3249-0001	Organizational Development Mgr	a	32	32	1.0	
TRIAL COURT						
1542-0001	Central Assignment Clerk		13	15		0.5
1636-0001	Circuit Court Office Assistant		13	16		1.0
1965-0001	Equipment / Supply Clerk		14	19		1.0
2066-0001	Fiscal Analyst		11	20		1.0
2436-0002	Probation Agent		30	24		0.6
2523-0022	Administrative Coordinator	a	32	25		1.0
2523-0030	Administrative Coordinator		32	25	1.0	
2615-0010	Senior Administrative Coordinator	a	32	26	1.0	
7552-0001	Fiscal Supervisor		24	75		1.0
VETERAN SERVICES						
2265-0001	Veterans Service Officer	a	11	22		1.0
2747-0001	Veterans Service Analyst I/II	a	32	27/29	1.0	

NOTES:

a - Reclassification
 b - Revenue Generating at 90% Reimbursement
 c - Based on 2004 level of 90 PSUs
 e - These positions are no longer grant status in fund 1890 and are instead funded in the General Fund (1010)
 f - Reclassification with employee maintaining current salary on new grade schedule

I. GENERAL BUDGET POLICIES OF THE COUNTY BOARD OF COMMISSIONERS

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

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

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

A. Budget Transfers

1. Departments are authorized to make expenditures and adjustments, according to established procedures, as identified within categories and less than \$10,000 without additional review or approval by the Board of Commissioners or the County Administrator, unless specifically restricted. If the transfer is greater than \$10,000 or is between categories, Administrator approval is needed.
2. The Board of Commissioners authorizes the County Administrator to sign contracts, providing such contracts have been authorized as part of the budget process or by other County Policy and Procedure. The Board of Commissioners shall exclude from the claims process those payments made on contracts approved by the Board of Commissioners and signed by the Chair of the Board of Commissioners, or the County Administrator, or the Purchasing Manager, in accordance with the Procurement Policy.

Notwithstanding the above, 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 notice in writing 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.

Furthermore, for any proposed contract for professional services that exceeds twenty-five thousand (\$25,000) dollars, the County Administrator shall give the individual members of the Board of Commissioners seven (7) business days notice in writing 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.

3. The Washtenaw County Board of Commissioners authorizes the County Administrator to approve hiring of all budgeted temporary employees and temporary assistance from employment agencies in those departments experiencing difficulties due to staff on unpaid leave or vacant positions, and to approve transfers within Personnel line-items as necessary for hiring of said temporary employees.
4. The County Administrator shall be authorized to approve and execute adjustments in budgets in an amount not to exceed 10% or up to \$100,000, whichever is less, with the exception of Unearmarked Reserve and the Board of Commissioners budget.
5. The County Administrator shall be authorized to approve and execute adjustments in grant applications and awards in an amount not to exceed 10% of the total grant program or up to \$100,000 with the exception of Unearmarked Reserve. Any increase in County appropriation shall require the approval of the Board.

The addition of permanent positions in any grant must be approved by the Board. Changes in the distribution of costs for and fund designation of the corresponding position titles between grants may be approved by the County Administrator, after approval by the granting agency. The County Administrator is authorized to extend

duly approved grants provided there is no change in the financial provisions or other terms to a maximum of 12 months.

6. Department activity shall be monitored at the category level rather than the line item level. Budget transfers will be required only at the category level.
7. The Budget Office computes salaries and fringes for all County departments, applying an attrition factor based upon each department's actual experience over the past five years. The Sheriff's Office is budgeted at 100% attrition with the understanding that salary savings will cover overtime expenditures as result of back filling for vacant positions.

B. Positions Authorized and Personnel Matters

1. The Board of Commissioners approves and adopts for 2004/2005 the approved County position modifications in accordance with the schedule in the Budget Resolution, which amends the 2003 schedule.
2. The County Administrator is authorized to review Hold Vacant positions for necessity of operation. Vacancies occurring during the 2004 fiscal year will be reviewed in accordance with the administrative review procedures.
3. The Board of Commissioners instructs the Human Resources Department and the Finance Department to ensure that no person will be paid as a permanent employee for any County department or agency unless there is an approved position as shown in the budget as adopted, subject to amendments which may be made after the budget adoption by the Board of Commissioners.
4. The County Administrator is authorized to approve instep hiring of personnel up to midpoint of pay grade when experience and salary requirements of the candidate and market conditions warrant.
5. The County Administrator is authorized to amend job descriptions and job titles, as well as education and experience requirements.
6. The Board of Commissioners authorizes the County Administrator to administer fee revenue generating positions in accordance with the County policy.
7. The Board of Commissioners extends the provisions of the Plan for Administrative Review of all vacancies. The County Administrator may split full-time positions and combine part-time positions as needs may dictate.
8. The Board of Commissioners directs the County Administrator to review all positions placed on Hold Vacant status prior to January 1, 2003 and if appropriate, eliminate all those that are not deemed critical nor mandated by state and federal laws.
9. The Board of Commissioners instructs the Human Resources Department to ensure that any person who is a retired employee shall not be paid as an employee, contracted or otherwise, unless authorized by a specific Board of Commissioners project or the County Administrator.
10. The Board of Commissioners directs that all position reclassifications be approved through the Budget Process except as merited by emergencies or significant changes.

11. The Board of Commissioners authorizes the County Administrator to reclassify vacant positions downward without Board approval when found necessary in the realignment of departmental operations.
12. The Board of Commissioners authorizes the County Administrator to move positions between funding sources if there is no net impact on the General Fund.

C. Other Specific Policies

1. All departments, boards and commissions shall utilize the services of Finance/Purchasing Division in accordance with established procurement policy and procedures. The County shall accept no liability for any goods or services procured in violation of such policy or procedure. All Consultant services, service contracts, and other contractual services shall be accompanied by a valid purchase order from Purchasing.
2. The Board of Commissioners approved a revised methodology for conducting Police Services for fiscal year 2004 by resolution number #03-0096 that will be adhered to throughout the 2004/05 budget. The County has negotiated contracts with local jurisdictions amounting to an annual cost increase of 6% per PSU, with a savings in 2004 to account for the change in annual contractual hours from 1880 to 1800. Financial and position information contained throughout this resolution are based on 90 PSUs for the 2004/05 fiscal years. The Board authorizes the Administrator to revise the budget or position control in accordance with the approved methodology if there is a change to the number of PSUs contracted for within these fiscal years. The County will continue to support Police Services at a level of approximately .5mills annually, with additional county subsidies planned through 2008 to balance the budget. This approach is dependent on the continuation of State Revenue Sharing at current levels.

In addition, the Board authorizes the Administrator to contract with Ypsilanti Township for the use of Community Services Officers (CSO) and Community Work Program Supervisors as needed.

3. The Board of Commissioners directs that an annual internal audit schedule be developed by the County Administrator for 2004/2005. The Board of Commissioners directs all affected County staff to cooperate with the audit process and supply information and staff time as requested. All audit reports shall be submitted to the Board of Commissioners.
4. The Board of Commissioners authorizes the County Administrator to approve expenditures up to the Self Insured Retention (SIR) maintained through the County insurance policies. These liability claims include: employment-related lawsuits, damages to county vehicles, theft, libel, slander and any other uninsured liability not presently covered by an existing insurance policy.
5. The Board of Commissioners authorizes the County Administrator to modify these policies where necessary to carry out the lump sum budget agreement between the Board and the County-funded Courts concerning budget and operational matters, as stated in Resolution 90-0261.
6. The Board of Commissioners shall appropriate \$100,000 to cover litigation matters to be overseen by the County Administrator.

7. The Board of Commissioners directs that henceforth each County agency include Indirect Costs, as determined by the most recent Cost Allocation Plan, prepared by Maximus, Inc., in applications for Federal and State grants; further that where Indirect Costs are not in approved grant budgets, each agency shall explain the reason for not including them in the Resolution approving the grant. The amount of Indirect Costs shall be shown in the grant budget as zero or greater.
8. The Board of Commissioners reaffirms its Capital Reserve Fund policy in accordance with Resolution 99-0100 and authorizes the following transfers of funds into the Capital Reserve Fund: As of the end of each year, all reserves in excess of \$4,000,000 accumulated in the Delinquent Tax Revolving Funds/Reserve. All debt service will be paid out of the Capital Reserve Fund.
9. The Board of Commissioners continues the authority granted in 1988, that any permanent policies or resolutions included in the approved Washtenaw County Policies and Procedures Manual no longer need to be included in the Annual Budget Resolution.
10. The Board of Commissioners rescinds any prior action not in conformity with the above-stated general policies and specific policies.
11. The Board of Commissioners continues their support of a five year county-wide Technology Plan. The County Administrator will present an update on the progress of the Plan semiannually or as often as needed. At those times the Board will approve new positions and single new expenditures in excess of \$250,000.
12. The Board shall plan future budgets to meet the goal of a Reserve for Subsequent Years representing 8.0% of General Fund expenditures, net of indirect costs.
13. Pursuant to Section 1 of Act No. 214 of the Public Acts of Michigan of 1899, as amended, the Board of Commissioners shall dedicate a Veterans' Relief Fund in the amount equal to 1/500 of a mill; for 2004 this is equivalent to \$23,709.
14. The Board of Commissioners authorizes the County Administrator to continue the necessary contracts for outside litigation after the Board of Commissioners receives recommendations from the Corporation Counsel Litigation Committee and awards the contract.
15. All grant submissions to the Board of Commissioners shall clearly indicate the minimum required match. The summary shall separately specify any proposed match in excess of the minimum required.
16. The Board of Commissioners authorizes the County Administrator to execute contracts and release funds to the outside agencies in conformity with the appropriations identified on page B-32 of the Budget Preparation, Policy and Issues section of the Budget Summary and the County's contract policies and procedures. These contracts shall be prepared, monitored and evaluated by the identified County oversight departments.
17. The Board of Commissioners authorizes the continuation of a reserve of \$150,000 to support sheltering activities and authorizes the County Administrator to allocate these funds as necessary.
18. The Parks and Recreation Commission's fund balance will be available to the Parks and Recreation Commission at any time upon resolution by the Parks and Recreation Commission authorizing such expenditures.

19. The Board of Commissioners approved departmental service fee increases in the 2004/2005 Budget based on the 2003 Fee Study completed by Maximus, Inc. For future years, the Board of Commissioners authorizes the County Administrator to consider and approve annual increases in departmental service fees using the Michigan, Detroit Area All Consumer Price Index (CPI).
20. The Board of Commissioners continues its 2000/01 initiative for a County-wide Security Policy. Throughout 2004/2005, there will be a continued focus on assessing the security of the county, and concluding the installation of a card access system in all county buildings.
21. The Board of Commissioners hereby elects to pursue foreclosure and property sales under Public Act 123 of 1999 for fiscal year 2004. The Board of Commissioners authorizes the County Treasurer to allocate Urban Homestead funds to cover program related obligations, with the understanding there should be availability of funds from the sale of foreclosed properties or from collected fees associated with delinquent properties.

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

22. The Board of Commissioners approves a new methodology for determining the necessary staffing levels and authorized overtime expenditures for the Clerk/Register of Deeds Office as determined and agreed to by Support Services and the Clerk/Register of Deeds. This new methodology provides the link between expenditures and volume of documents processed by the Register of Deeds staff. Personal Services budget levels will be set at the beginning of each year based on a projected number of documents to be processed in the upcoming year and an average cost per document based on historical values. The 2004 Deeds Personal Services budget is based on a projection of 82,000 documents. Due to the cyclical nature of the document flow, Support Services will review the need for budget adjustments based on changing document volume on at least a semi-annual basis.
23. Pursuant to resolution 01-0069, the Board of Commissioners directs the County Administrator to continue the process of planning the future program and physical facility needs of the Washtenaw County Courts and County Jail. Any expenditures above in-kind staff time and ordinary supply costs will come from the Public Improvement Fund (PIF) and the Administrator will bring any contracts over \$25,000 in total to the Board for approval.
24. The Board of Commissioners authorizes the County Administrator to continue to explore the integration of Community Development Services and bring a recommendation and budget to the Board if realignment of services is necessary during 2004.
25. The Board of Commissioners, upon approval of any Public Works bond resolution authorizing the issuance of bonds for an approved Public Works project, authorizes the establishment of budgets for the project related debt service and construction funds for the duration of the project, up to the amount authorized in the bond resolution.
26. The Board of Commissioners recognizes that reductions in state funding and economic trends will have an impact on the fiscal operations of Washtenaw County Government in 2004 and beyond. The Board directs the County Administrator to report back quarterly on the projected impact for the 2004/05 Budget and recommend appropriate action. The Board further directs the County Administrator to continue to assess the long-term implications of the current economic trends on the County's operations during 2004 and recommend appropriate action, if needed, in the 2005 Budget Amendment.

27. The Board of Commissioners hereby adopts the revised Procurement Policy as attached hereto and made a part hereof. The major changes of this revised policy include the use of procurement cards to make purchases in lieu of departmental purchase orders, the increase of the threshold for the bid/quote process from \$1,000 to \$5,000, and a stronger emphasis on the organization making environmentally preferable purchases.
28. The 2005 budget includes a lump sum reduction in the amount of \$1,965,677 resulting in the need to come back to the Board of Commissioners for an anticipated elimination of approximately 32 FTE. These actions will be brought before the Board of Commissioners periodically during the 2004 fiscal year or as part of the official annual adoption of the 2005 budget.
29. The Board of Commissioners directs the County Administrator to continue the 60-day hold process to allow for a review of any vacancies that arise during the 2004/05 fiscal years for a determination of the need to fill these positions for the continued success of the organization.
30. The Board of Commissioners directs the County Administrator to report to them quarterly on the status of the budget during the 2004 and 2005 fiscal years.

