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BOARD OF TRUSTEES SPECIAL MEETING

Tuesday, July 05, 2022 at 12:00 PM
Hamburg Township Hall Board Room

AGENDA

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

CALL TO THE PUBLIC

CONSENT AGENDA

APPROVAL OF THE AGENDA

UNFINISHED BUSINESS

1. Policies and Procedures 4.9 (N) Financial Administration
2. Policies and Procedures 5.0 Property Management
3. Policies and Procedures 6.0 Public Information

CURRENT BUSINESS

CALL TO THE PUBLIC

BOARD COMMENTS

ADJOURNMENT

HAMBURG TOWNSHIP



ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Effective Date:

Rescinds:

Title: **FINANCIAL ADMINISTRATION**No: **4.0**

4.0 FINANCIAL ADMINISTRATION

4.1 Accounts Payable

4.1(a) Department Head Authorization.

All requests for payments, i.e., invoices or expense vouchers, shall be processed in accordance with Section 4.8(d) of this manual, and shall be approved by the department head responsible for the cost center to which the expense shall be posted. The department head shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. All approved bills must be submitted to the accounting department at least 5 days prior to the Board meeting at which claims will be audited for approval.

4.1(b) Warrant Reports.

The Clerk shall prepare an account payable listing-report to the Board showing the vendor name, nature of the expense, invoice number and account number. Any items paid prior to board audit, as discussed in Section 4.8(e), shall be noted on the warrant report.

The Clerk shall sign the accounts payable checks for all claims approved by the Board

4.2 Payroll

4.2(a) Time Sheets.

All completed time sheets shall be submitted to the payroll department on the Friday before the next payroll date. Time sheets will be signed by both the employee and the employee's department head. Time sheets are also required for per diem requests.

4.2(b) Deductions and Withholdings.

The Human Resource Department shall be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

4.2(c) Pay Advances.

Pay advances shall not be authorized under any circumstances.

4.2(d) Payroll Problems.

Employees will immediately notify the Human Resource Department of any problems or errors on their paychecks. A written account of the problem and its resolution shall be prepared by the Human Resource Department.

4.3 Cash Receipts**4.3(a) Fiduciary Bonds.**

All employees authorized to receive funds shall be bonded through our liability insurance provide

4.3(b) Receipts.

A Township receipt shall be issued for all cash, including checks, received by the Treasurer's office. The receipt shall include the date and amount received, name of the payer, and purpose.

4.3(c) Deposits.

Total cash collected shall be reconciled to the sum of the receipts and shall be deposited in the appropriate Township bank account. The following positions are authorized to make bank deposits: All Treasury Department employees.

4.3(d) Bank Reconciliations.

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in Section 4.5(a).

The bank reconciliation shall be prepared by the Accounting Specialist and approved by the Director of Accounting.

4.4 Accounts Receivable

4.4(a) Invoice Preparation.

The Billing Clerk shall prepare invoices for revenues due to the Township. All invoices shall include a remittance advice to be returned to the Township with payment. The remittance advice shall include the name, amount invoiced, and purpose. A copy of the invoice shall be supplied to the department responsible for generating the invoice.

4.4(b) Posting and Distribution.

A copy of all invoices or bills for moneys received by the Township shall be given daily to the Billing Clerk who shall supply the information to the Accounting Department for posting receivables to the general ledger.

The Billing Clerk shall maintain a detailed subsidiary record by individual which shall be reconciled to the general ledger control on a monthly basis.

4.4(c) Method of Accounting.

For all remittance advices received in accordance with Section 4.3(c), the accounting department shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger as discussed in Section 4.4(b).

4.4(d) Utility Billing

Hamburg Township bills residents quarterly for flat rate sewer. When the residents receive their utility bill they have thirty (30) days to pay without a penalty. On the thirty first (31) day a 10% penalty will be added. The residents can pay their bill at the township or through the township's web site. Removal of these penalties must be approved by the Accounting Director or the DPW Director.

For any utility bill outstanding as of August 31, the outstanding amount will be rolled over to the tax bills for payment, with a ten percent (10%) fee added to the balance.

4.4(e) Portage-Base Lakes Area Water and Sewer Authority

Hamburg Township has entered into an agreement with Portage-Base Lakes Area Water and Sewer Authority to provide operations, maintenance, testing and monitoring, repairs, financial record keeping, and emergencies. This contract covers the cost of these tasks and that Portage-Base Lakes Area Water and Sewer Authority agrees to pay.

4.5 Financial Reporting

4.5(a) Finance Control Book.

The Treasurer and the Accounting Director shall prepare a monthly financial report (Finance Control Book) to the Board of Trustees each month. The Finance Control Book shall include the following:

1. 5-year Financial Projections
2. 10-year taxable values
3. Cash Summary for Month
4. Consolidated Cash Flow Statement
5. Yearly Debt Schedule
6. Fund Balance History
7. Millage Rate History
8. Monthly Banking Report
9. Monthly Revenue and Expenditure Reports
10. Approved Financial Institution Report

4.6 Inventory of Fixed Assets

4.6(a) Responsibility.

The Accounting Department shall maintain an inventory of the Township's fixed assets that are tangible, have an expected useful life of at least one year and have a value of at least \$2,500.00.

4.6(b) Updating.

The Accounting Department shall add or remove fixed assets from the inventory at the time of acquisition or disposal.

4.6(c) Disposal of Fixed Assets.

The Department heads shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the Board for approval. The Board shall determine the method of disposal, which may include MIBid, sealed bids, auction, negotiated sale, gift or disposal. Township officials and employees are not eligible to purchase Township fixed assets by negotiated sale without the approval of the Board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

4.7 Budgeting

4.7(a) Designation of Budget Officer.

The Supervisor or their designee shall be responsible for the development and administration of the Township budget.

4.7(b) Timetable.

The proposed budget schedule shall be developed by the Supervisor and Accounting Director each year and approved by the Board.

4.7(c) Adoption.

Unless noted in the General Appropriations Act, all Township funds are adopted on a department of function basis.

4.7(d) Transfer Authority.

The Accounting Director shall have authority to make transfers among the various line items within departments. Transfers between departments may be done by Board approval only. The Board shall be notified at its next meeting of any such transfers made, and the Board may modify, amend or nullify any such transfers made. Under no circumstance may the total amount of appropriations be changed without prior Board approval.

4.8 Purchasing Policy

4.8(a) Purpose

The purchasing policy is used to initiate and control purchases. The purpose of the purchasing policy procedure is to facilitate a more complete accounting control and the preparation of accurate, up-to-date, financial reports. The program allows the issuance of purchases with pre-defined terms. This will assist in making purchases at the best price possible and the best terms.

4.8(b) Purchasing Procedure

For all purchases, the Department Head must ensure that budgeted funds are available before the purchase can be ordered. Once the item is received by the department the shipping receipt along with the invoice should be approved by the Department Head and the expense account listed. Then the invoice will be forwarded to the Accounting Department for processing. Purchases up to \$7,501.00 (provided that the funds are

available pursuant to the approved department budget) are approved by the Department Heads. Purchases between \$7,501.00 and \$10,000.00 will require the additional approval of either the Supervisor, Clerk, or Treasurer. Purchases exceeding \$10,000.00 must receive Township Board approval except in cases where the expense is considered an emergency – to protect the health, welfare, safety and wellbeing of the community. In this case, the purchase may be authorized by the Supervisor, Clerk and Treasurer, collectively. If the Supervisor, Clerk and/or Treasurer are unavailable, then consent must be obtained from one or more Trustees for a total of four (4) Board of Trustees members. Expenditures necessary to perform the daily operation functions, i.e.—monthly utilities, membership, yearly maintenance agreements, software renewals and professional services previously approved will not require any additional Board approval.

4.8(c) Vendor List

A W9 form must be obtained from all vendors before the vendor information can be entered into the Accounts Payable program. Where applicable, vendors must also provide proof of liability/casualty insurance and workers comp insurance with the Township to be named as an additional insured on the vendor's insurance policy. If the vendor has no employees they may provide the Township with a copy of a completed Sole Proprietor form, however; if the vendor company is licensed as an LLC they must obtain a Certificate of Liability from their insurance company for workers compensation even if they do not have any employees. Upon collection of the necessary documentation by the Department, the vendor information shall be forwarded to the Purchasing Agent to enter new vendors into the Accounts Payable program.

4.8(d) Receiving Goods Ordered

In most cases the goods ordered will be delivered directly to the Department from the source. Immediately check the goods for condition and quantity. If there are any issues with the shipment, contact the vendor. After examining the goods, sign and date the shipper and return it to the Accounts Payable who will log it as it is received.

4.8(e) Invoice Approval

Once the invoice is received, it must be approved by the Department Head and forwarded to the Accounting Department for payment.

4.8(f) Petty Cash & Petty Cash Purchases

The Treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees, or to pay for a service where payment is demanded prior to delivery.

Petty cash will not be used for purchases that exceed \$100.00. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

Petty cash accounts are maintained at \$200 for General Fund, \$200 for Police Department, \$300 for Senior Center, and \$300 for Fire Department and may be used by Departments for small purchases, reimbursements and other transactions for which the use of Township checking accounts would be inefficient or impractical.

1. Petty cash funds are "impress" accounts. This means that a specific amount of cash is provided to a Department to be used for departmental business. The petty cash amount is established by the Township Board. One departmental employee must be designated as the "Petty Cash Custodian". This person will be responsible for the Department's petty cash balance.
2. Original requests for petty cash funds must be submitted to the Department Head for approval using the "Petty Cash Request/Replenishment Form".
3. There are two methods of withdrawing funds from petty cash:
 - A. The reimbursement method: Petty cash may be used to reimburse an individual for a purchase that was made using his/her personal funds. Upon presentation of an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the petty cash custodian will reimburse the individual for the exact amount of the purchase.
 - B. The petty cash custodian may advance petty cash to an individual in anticipation of a purchase. Since the purchase has not yet been made at the time of the petty cash withdrawal, the amount withdrawn may vary from the amount of the actual purchase. Documentation must be submitted to the petty cash custodian within three days of purchase. If the actual expenditure is less than the amount advanced, the individual must return the excess cash together with valid documentation of the expenditure. If the actual expenditure was more than the amount advanced, the individual may be reimbursed for the excess amount after submitting adequate documentation to support the expenditure.
4. When the fund needs replenishing, the petty cash custodian will summarize all expenditures on the "Petty Cash Request/ Replenishment Form". The total of all invoices and petty cash vouchers must equal the total of the summarized expenditures. The completed "Petty Cash Request/Replenishment Form" must be signed by the petty cash custodian and approved by the Department Head and submitted to the Accounting Department.

5. Once the Accounting Department has reconciled the activity, they will process the replenishment of the petty cash balance.
6. Petty cash should be secured at all times.
7. A petty cash expenditure is no different from any other expenditure in that all withdrawals from petty cash must be supported by adequate vendor documentation and budgeted funds must be available for the purchase. The employee making the purchase must write on the receipt what was purchased and for what purpose.

4.8(g) Credit and Purchasing Card Usage

This policy is in accordance with Michigan Public Act 266 of 1995, which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for official business of the municipalities.

This policy applies to all employees, officials, and departments of Hamburg Township.

1. The Accounting Director with the approval of the Township Supervisor, Clerk and Treasurer, is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Township's Credit Card Policy.
2. The Accounting Director shall maintain a list of all credit cards owned by the Township, along with the name of the officials or employee who have been issued the credit card, the credit limit established, the date issued and the date returned.
3. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Accounting Director shall be notified immediately. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card. The officials or employee must immediately surrender the card upon termination from employment.
4. The official or employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of purchase, and the official business.
5. The Accounting Director shall monitor the use of credit cards and shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Transactions that do not comply with this policy shall be reported to the Township Supervisor.
6. Employees who use a Township credit card in a manner contrary to this policy shall be subject to disciplinary action and/or termination of employment, as well as to legal action to recover losses incurred by such use.

Authorized use of Township credit cards may be used only by an official or employee of the Township under the following conditions.

1. The purchased goods and/or services are for the official business of the Township.
2. The types of goods and/or services to be purchased are those established by the department heads and the Township's purchasing policy and procedures.
3. The cost of the proposed purchase does not exceed the purchasing policy and procedures.

Payment of Credit Cards charges:

1. The department head will ensure that sufficient funds are available to pay for each purchase and must approve credit card invoices prior to payment.
2. The balance including any interest due on an extension of credit shall be paid for within not more than 60 days of the initial statement.

CREDIT CARD USER AGREEMENT

Requirements of the use of Township-issued credit card:

1. The credit card is to be used only to make legal purchases for the legitimate business of Hamburg Township.
2. The credit card must be used in accordance with the provisions of the adopted credit card use policy established by Hamburg Township.

Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

I have read and understand the Hamburg Township Credit Card Policy and Procedures and I agree to adhere to them.

Signature

Date

4.9 PURCHASE CONTROL

Any purchase in excess of \$10,000 requires Township Board approval, and shall provide proof of solicitation of a minimum of three (3) bids.

(a) **Exceptions.** MIBid, sole source vendors, emergency repairs or replacements; routine and operational services; small purchases; and when such procedures are deemed unnecessary and burdensome and not in the best interests of the Township by the Township Board of Trustees are exceptions to the sealed bid and sealed proposal requirements of this Section.

(b) **Purchases of \$10,000 or Less.** All supplies and contractual services not exceeding ten thousand dollars (\$10,000) in cost may be made in accordance with purchase procedures established by the Township Board.

4.9(a) INVITATION FOR BIDS.

- (a) The Invitation for bids is used to initiate the competitive bid process.
- (b) The Invitation for Bids should generally include:
 1. Instructions to bidders (time and date set for receipt of bids, address where bids are to be delivered, other special information).
 2. Description of proposed purchase.
 3. Contract terms and conditions.
- (c) The Invitation for Bids should always reserve the municipality's right to reject any and all bidders.
- (d) The bidding time (the period of time between the date of distribution of the Invitation for Bids and the time and date set for receipt of bids) should be set to provide bidders a reasonable time to prepare their bids.
- (e) The Invitation for Bids may provide a form that includes a space in which the bid price may be inserted and which the bidder must sign and submit along with all other necessary submissions.
- (f) Invitations for Bids or notices of the availability of Invitations for Bids should be furnished to sufficient number of bidders for the purpose of securing competition.

In the case of larger purchases, notices shall be placed in newspapers or applicable trade publications.

4.9(b) NOTICE SOLICITING BIDS OR PROPOSALS.

- (a) **Publication.** A notice inviting bids or requesting proposals shall be published as least once in the most appropriate medium or media, as determined by the Department, at least seven days before the last day set for receiving proposals or bids by the Township. This seven-day time period may be reduced if a written determination is made by the Department that the acquisition is urgent and sufficient vendors have been notified directly. The notice shall include a general description of the articles or services to be acquired and shall state where the complete solicitation package may be secured. The notice shall also include the time and place for submitting and opening bids.
- (b) **Vendor List.** The Department shall also solicit responsible prospective vendors who have requested their names to be added to a vendor list, by sending to such prospective vendors, in a timely manner, such notice as will acquaint them with the proposed acquisition of goods or services. In any case, invitations sent to the prospective suppliers on the vendor list shall be limited to commodities or services that are similar in character and ordinarily handled by the trade groups to which the invitations for bids or proposals are sent.
- (c) **Posting.** The Department shall also advertise all pending invitations for bid and requests for proposals by posting a notice on the Township's website.
- (d) **Definitions.** As used in this Section:
 - (1) **"Medium or media"** means and includes, but is not limited to, website postings, Cable TV postings, advertisement in trade magazines, direct mailings, and advertisement in a newspaper of general circulation in The Township.
 - (2) **"Most appropriate medium or media"** means notification in a medium or combination of media which, in the best judgment of the Department, will result in the greatest number of responsible vendors.

4.9(c) PRE-BID CONFERENCES.

- (a) Pre-bid conferences may be conducted to explain the procurement requirements. If used, they should be announced to all prospective bidders known to have received an Invitation for Bids.

- (b) The conference should be held long enough after the Invitation for Bids has been issued to allow bidders to become familiar with it, but sufficiently before bid opening to allow consideration of the conference results in preparing their bids.
- (c) Nothing stated at the pre-bid conference should change the Invitation for Bids unless a change is made by written amendment.

4.9(d) PRE-OPENING MODIFICATION OR WITHDRAWAL OF BIDS.

- (a) Bids may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids prior to the time and date set for bid opening.
- (b) **Disposition of Bid Security.** If a bid is withdrawn prior to the time and date set for bid opening, the bid security, if any, should be returned to the bidder.
- (c) **Records.** All documents relating to the modification or withdrawal of bids should be made a part of the appropriate procurement file.

4.9(e) LATE BIDS, LATE WITHDRAWALS AND LATE MODIFICATIONS

- (a) **General Discussion.** Any bid received after the time and date set for receipt of bids is late. Any withdrawal or modification of a bid received after the time and date set for opening of bids at the place designated for opening is late.
- (b) **Treatment.** No late bid, late modification or late withdrawal shall be considered unless received before contract award, and the bid modification or withdrawal would have been timely but for the action or inaction of municipal personnel directly serving the procurement activity.
- (c) **Records/Notice.** Bidders submitting late bids that will not be considered for award should be so notified as soon as practicable. Records shall be made and kept for each late bid, late modification, or late withdrawal.

4.9(f) MISTAKES IN BIDS.

- (a) **General Discussion.** Correction or withdrawal of a bid because of an inadvertent, non-judgmental mistake in the bid requires careful consideration to protect the integrity of the competitive bidding system, and to assure fairness.
 1. If the mistake is attributable to an error in judgment, the bid may not be corrected.

2. Bid correction or withdrawal by reasons of a non-judgmental mistake is permissible, but only to the extent that it is not contrary to the interest of the Township or the fair treatment of other bidders.
- (b) **Mistakes discovered before opening.** A bidder may correct mistakes discovered before the time and date set for bid opening by withdrawing or correcting the bid.
 - (c) **Confirmation of Bid.** When the Department knows or has reason to conclude that a mistake has been made, the Department should request a bidder to confirm the bid. Examples:
 1. Obvious apparent errors on the face of the bid, or
 2. Bid unreasonably lower than the other bids submitted.
 - (d) **Mistakes discovered after Award.** Mistakes may not be corrected after award of the contract, except where the Township Board of Trustees makes the determination that it would be unconscionable not to allow the mistake to be corrected.

4.9(g) BID DEPOSITS.

Under certain circumstances, bid security (cash deposits, bonds, etc.) may be advisable.

When deemed necessary by the Department, bid deposits shall be required and shall be prescribed in any published notice inviting bids, as well as in the bidding documents. Unsuccessful bidders shall be entitled to return of such deposit or surety. A successful bidder shall forfeit any surety or deposit required by the Township if he fails to enter into the contract within the time required in the specifications or bidding documents, unless such forfeiture is waived or the time limit extended by the Township Supervisor or Board of Trustees.

4.9(h) RECEIPT, OPENING, AND RECORDING OF BIDS.

- (a) **Receipt.** Sealed bids shall be submitted only to the office of the Clerk's Office on the prescribed forms, or another Township official as designated in the solicitation for bids, on or before the date and time specified for the receipt of bids or proposals in the invitations to bid and bidding instructions. Upon its receipt, each bid and modification should be time-stamped but not opened and should be stored in a secure place by the Purchasing Agent until the time and date set for bid opening.
- (b) **Opening and Recording.**
 1. Bids shall be publicly opened by the Department or the designee of the Department, in the presence of 1 or more witnesses, at the time, day and place specified in the invitation to bid and bidding instructions. All persons interested

shall be allowed to be present at the bid opening. The names and addresses of witnesses shall be recorded at the opening.

2. The name of each bidder and the total amount of each bid shall be read aloud by the Purchasing Agent or their assistants, as well as, in appropriate cases, the unit cost of each substantial item making up the total amount of each bid.
3. All bids and specifications and invitations to bid shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the bids are submitted, with respect to any specific commodity or proposal.
 - (a) Exceptions shall be limited to the extent that trade secrets or other proprietary data may be confidential under the Freedom of Information Act. Confidential material that accompanies the bids must be readily separable from the bid in order to facilitate public inspection of the non-confidential portion of the bid.
 - (c) **Tabulation.** A tabulation of all bids shall be made by the Department and be available for public inspection. Tabulations shall be posted on the Township's website.
 - (d) **Analysis.** The Township Board of Trustees or designee of the Board shall examine all bid tabulations and recommendations from the Department to select the lowest responsible bidder.
 - (e) **Substantially Low Bid Review.** In the event the amount of the lowest bidder's bid appears disproportionately low when compared with estimates undertaken by or on behalf of the Township and/or compared to other bids submitted, the Department reserves the right to inquire further of the apparent lowest bidder to determine whether the bid contains mathematical errors, omissions, or erroneous assumptions and whether the apparent lowest bidder has the capacity to perform a complete contract for the bid amount.

4.9(i) REQUESTS FOR PROPOSAL (RFP) OPENING PROCEDURE.

Requests for proposals (RFP) are often used to solicit professional services, i.e. Engineers, Auditors, Attorneys, Planners, and other professional consultants; this process is referred to as Qualifications-Based Selection ("QBS").

An RFP should include as much detail about the proposed project or requested services as possible. More information will allow more complete and relevant proposals. Successful RFP's should include the following:

1. The RFP should solicit relevant information about the firm's personnel, their particular qualifications, and experience with similar engagements.
2. The Township may consider publishing the notice of RFP in relevant trade publications to increase the response rate.
3. Send the RFP to firms recommended by other municipalities (call around to other municipal officials or the applicable municipal association).
 - (a) **Receipt of Sealed Proposals.** Sealed proposals shall be submitted only to the office of the Department on the prescribed forms, or another Township official as designated in the solicitation for proposals on or before the date and time specified in the request for proposals and related instructions. Sealed proposals shall be marked as to the time and date received at the office of the Department or other designated Township official by someone in that office.
 - (b) **Opening.** Proposals shall not be considered fully received for the purpose of Freedom of Information Act requests until the Township has determined that no additional clarifications or revisions of offers shall be accepted; therefore, no details of proposals shall be released until contract award. After contract award, all proposals shall be preserved and available for public inspection at the office of the Department for a period of not less than one year from the date the proposals are submitted.
 - (c) **Analysis.** The Township Board of Trustees or designee of the Board shall examine all proposal recommendations from the Department to select the proposal of best value or to select those firms they wish to further review prior to awarding a contract. If the Board wishes to interview those selected firms, the following should be completed:
 1. Interview each firm, meet the professionals who will actually do the work.
 2. Contact references and past clients.
 3. Visit the firms' offices and specific projects they have handled (if applicable).
 4. Rank the firms based upon Board consensus.
 - (d) **Rejection of Proposals.** The Township Supervisor, Department Head, or the Township Board of Trustees has the authority to waive any irregularity of informality in any proposal and reject any or all proposals, in whole or in part.

4.9(j) AWARDING OF CONTRACTS.

- (a) **Authority.** Except as provided by subsection (b) of this section, the Township Board shall award all contracts after receiving the recommendation of the Department or other designated Township official.
- (b) **Exceptions.** A Township Administrator (Supervisor, Clerk and Treasurer) is authorized to enter:
- (1) All contracts that do not exceed five thousand dollars (\$5,000);
 - (2) All contracts for expenditures necessary to perform statutory functions, i.e. assessment notices, tax bills, etc. do not require prior Board approval provided that the goods or services are within budget, and if the contract adheres to current purchasing policies; and
 - (3) All sole-source contracts not more than five thousand dollars (\$5,000).
- (c) **Bid Selection.** Contracts, except as otherwise provided in this chapter, shall be awarded by the Township Board giving consideration to the following;
- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - (2) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - a) The Township shall require the bidder to provide proof that they are responsible in paying their property taxes; both real and personal; whether it be in this township or other municipalities.
 - (4) The quality of performance of previous contracts or services;
 - (5) The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service;
 - (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;

- (7) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contact; and
 - (9) The number and scope of conditions attached to the bid.
- a) **Tie Bids.** If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the Township, in which case such taxpayer or resident shall be awarded the contract.
 - b) **Default.** The Department shall not accept the bid or proposal of a vendor or Contractor who is in default to the Township.

4.9(k) AWARDING OF CONSTRUCTION PROJECT CONTRACTS.

- (a) **Bid Selection.** The Township Board of Trustees shall award Municipal building construction project contracts in the amount of five thousand dollars (\$5,000) or more to the lowest responsive, responsible bidder as determined by this section.
- (b) **Definitions. As used in this section:**
 - (1) "Township" means the Township Board of Trustees, Township Supervisor, Purchasing Agent or their designees.
 - (2) "Construction project" means the labor and material necessary for the construction, renovation, repair or improvements of a Township-owned building, except repair in emergency situations.
 - (3) "Lowest responsive, responsible bidder" means the responsible contractor with the lowest bid which satisfies the requirements of all local, State and Federal laws, this section, any bid documents used to solicit bids, and any other guidelines and specifications required for the construction project.
 - (4) "Responsible contractor" means any contractor or sub-contractor who is sufficiently qualified to satisfactorily perform the construction project, or any relevant part of the construction project as determined by the Township, based on the following:

- A. An overall review of the contractor or subcontractor's evidence of compliance or lack of compliance with the responsibility criteria, as described in this section;
 - B. The contractor or sub-contractors' compliance with all applicable local, State and Federal laws; and
 - C. Input from the Township's architect and/or construction manager, if applicable.
- (c) **Responsibility Criteria.** The Township Supervisor and Board of Trustees shall consider at least each of the criteria listed in this section in determining whether a contractor is a responsible contractor. The list set forth in this section does not preclude any additional criteria that the Township may deem relevant for making a determination of contractor responsibility. Any criteria deemed relevant by the Township that is in addition to the items listed in this section shall be specified in the documents soliciting bids together with the requirements of this section.
- (d) **Bid Documents.** This bid documents for a construction project shall require any contractor or subcontractor bidding on the construction project, or any part of the construction project, to submit with its bid, written responses and other supporting or explanatory information demonstrating its compliance, or non-compliance and the reason for such non-compliance, with the listed responsibility criteria and any other criteria declared pertinent by the Township and included in the bid documents. For each separate bid package of a construction project, the Township may accord such weight as it deems appropriate to the responsibility criteria and any other criteria included in the bid documents for purposes of determining whether a contractor is a responsible contractor.
- (e) **Criteria.** The Township will consider the following information in determining whether or not a contractor is a responsible contractor. As used in this section, "contractor" includes any subcontractor holding a subcontract of five thousand dollars (\$5,000) or more. This list is not intended to be all inclusive or exhaustive:
- (1) General information about the contractor's company, its principles and its history, including the State and date of incorporation;
 - (2) Trade categories of contractor's employees and information regarding the State and local licenses and license numbers held by the contractor;
 - (3) A confirmation that all subcontractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction, Codes and Fire Safety, and as may otherwise be required by law for all licensed occupations and professions;

- (4) The ratio of masters or journey persons to apprentices proposed to be used on the construction project job site;
- (5) Documentation that the contractor maintains, participates in and contributes to a bona fide apprentice training program in which less than full journey-persons utilized on the project will be participants; as used in this section "bona fide apprentice training program" means a training program registered and approved by the United States Department of Labor, Bureau of Apprenticeship and Training Programs;
- (6) Documentation of a completed Michigan Occupational Safety and Health Administration approved safety training program for employees used on the proposed job site;
- (7) Evidence of the contractor's Workers' Compensation Experience Modification Rating (EMR). A bidder with a current EMR greater than 1.1 will not be considered a responsible contractor under this section;
- (8) A list of similar or comparable projects completed within the past five years, including dates of work and each project's approximate dollar value and size. Documentation from these previous projects of comparable size or complexity, including but not limited to all costs related to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed, including proof of such fines and penalties, and liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved;
- (9) Evidence of contractor's experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size or complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be subcontracted and the names of the subcontractors;
- (10) A list of individuals or contact persons for entities that have received in the past five years, or are currently receiving, the contractor's services from which references may be obtained, which shall include contacts for any similar or comparable projects; and include information regarding the records of performance and job site cooperation;
- (11) Audited financial information current within the past twelve months, such as a balance sheet, statement of operations, and bonding capacity. Evidence that the applicant has financial resources to start up and follow through on

the project and to respond to damages in case of default, as shown by written verification of bonding capacity equal to or exceeding the amount of the project. The written verification must be submitted by a licensed surety company rated B+ or better in the current A.M. Best Guide and qualified to do business within the State of Michigan.

- (12) A warranty statement regarding labor and materials;
 - (13) A list of all litigation and arbitrations currently pending and within the past five years, including an explanation of each. Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the past five years. Any claim against the contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety days of the date the judgment became final;
 - (14) Proof of insurance, including certificates of insurance naming the Township as an additional insured, confirming existence and the amount of coverage for liability, property damages, workers' compensation and any other insurances required by the proposed contract documents;
 - (15) Evidence of compliance with the Fair Labor Standards Act, and with regulatory agencies such as the Environmental Protection Agency; the Michigan Department of Labor and Economic Growth, including the Occupational Safety and Health Administration, Workers' Compensation Agency, the Wage and Hour Division; and all other applicable State and Federal laws or agencies;
 - (16) Evidence of any quality assurance program used by the contractor and the results of any such program on the contractor's previous projects;
 - (17) Contractor's policy addressing drugs and alcohol use for employees working on the project site;
 - (18) Documentation of whether the contractor provides health insurance and pension benefits to its employees;
 - (19) Assurance that all construction work for this project shall proceed economically, efficiently, continuously and without interruption.
- (f) Effective Date. This section is effective for any solicitation of bids or proposals for construction projects issued by the Township on or after July 1, 2022.

4.9(I) PURCHASE ORDERS.

Where required the purchase order is the legal document used by the Township to initiate and control purchases. A purchase order shall be deemed a sufficient written contract within the meaning of this Section when the interests of the Township are protected by its use.

4.9(m) RESPONSIBILITY FOR INSPECTION AND ACCEPTANCE.

The responsibility for the inspection and acceptance of all materials, supplies or services purchased by the Township shall rest with the Department or other Administrative officer as may be designated by the Township Board, with respect to the particular commodity or service purchased.

4.9(n) PREVAILING WAGES ON TOWNSHIP PROJECTS.

(a) If, and to the extent required by state or federal law, or by a voluntary agreement between an employer and the Township in connection with the provision of services directly to the Township or in connection with the receipt of a grant, tax abatement, or tax credit from the Township, no project, in an initial amount of two thousand dollars (\$2,000.00) or more for the performance of services or work for and on behalf of the Township, involving craftsmen, mechanics and laborers employed directly upon the site of the work, shall be entered into, approved or executed unless a contract, agreement, understanding or arrangement provides and requires that all craftsmen, mechanics and laborers so employed are to be paid not less than the wages and fringe benefits prevailing in the locality of the building trades industry for corresponding classes of craftsmen, mechanics and laborers, as published as of the time of execution of the contract by the Michigan Department of Labor and Economic Growth, Wage and Hour Division. In addition, such contract, agreement, understanding or arrangement, shall provide that all subcontracts entered into by the contractor shall contain the provisions set forth in this subsection with respect to the contractor, and all such contracts, agreements, understandings or arrangements shall provide that all contractors and subcontractors engaged in the performance of services or work for the Township, to which this section applies, shall as required by this section, furnish payrolls to the Township if applicable.

(b) As used in this section:

(1) "Craftsmen, mechanics and laborers" means all skilled and unskilled craftsmen, mechanics, laborers, workers, and apprentices, but not executive, administrative, professional, supervisory, office or custodial employees.

- (2) "Construction work" means new construction, alterations, repair, installation, completion, demolition, or improvement of a Township-owned or Township-occupied building or other public works.
- (3) "Fringe benefits" means compensation due an employee pursuant to a written contract or written policy for holiday, time off for sickness or injury, time off for personal reasons or vacation, bonuses, authorized expenses incurred during the course of employment, and contributions made on behalf of an employee.
- (4) "Locality" means the Township of Hamburg or Livingston County.
- (5) "Project" means construction work to be contracted by the Township by one or more contracts for which the Township establishes a single budget; or construction work to be contracted by the Township when the Township Board declares a contract or group of contracts to be a project. The Township Board shall make this declaration at the time of establishing the budget for the work or later, but before bidding the contracts for the construction work to be declared a project.
- (6) "Wages" means all earnings of an employee whether determined on the basis of time, task, piece, commission, or other method of calculation for labor or services except those defined as fringe benefits.
- (c) All solicitations for construction projects shall contain the prevailing wages and fringe benefits in effect at the time the solicitation is issued. The wage scales to be paid shall be posted by the contractor in a prominent and easily accessible place at the work site. The Township Supervisor is hereby directed to see that the provisions of this section are contained in and complied with in all contracts, agreements, understandings or arrangements for work or services to be performed for the Township in accordance with this section.
- (d) If applicable, certified weekly payrolls covering the project contractor's and each subcontractor's work force shall be submitted to the Township Director of Accounting or the Township's designee. All payrolls submitted shall identify by name all employees working on the project contract during the weekly reporting period, their place of residency, their trade, their classification within that trade, and all wages and fringe benefits paid. Supervisory personnel must be reported as well as craftsmen, mechanics and laborers to ensure full Township income tax compliance. Failure to make any such report can result in the Township withholding payments on the contract until such reports are filed, at the Township's option. In addition, each failure to file such payroll within seven (7) business days of the receipt of a notice from the Township of

such failure, or any deliberate misrepresentation or false statement contained in such report, shall be deemed a violation of this section, punishable pursuant to guidelines established by the Township Board.

- (e) The Township Supervisor or his or her designee is hereby authorized to withhold payment to such project contractors or subcontractors who fail to pay prevailing wages and fringe benefits as required in subsection (a) hereof in such amounts as may be required to compensate such craftsmen, mechanics and laborers with the amount of money they should have received under subsection hereof.

4.9(o) EQUAL OPPORTUNITY AND FELONY RE-ENTRY EMPLOYMENT

- (a) The Township shall accept bids for goods and/or services in the amount of ten thousand dollars (\$10,000) or more from only those persons, partnerships or corporations that are committed to equal opportunity employment of all persons, consistent with Article I, Section 26 of the Michigan Constitution and which has adopted a hiring policy which does not preclude a person with a felony conviction from being considered for employment unless otherwise precluded by State or Federal law.
- (b) This section shall apply to all subcontractors holding subcontracts of ten thousand dollars (\$10,000) or more when such subcontractors are a direct and inclusive result of a Township purchase or contract of ten thousand dollars (\$10,000) or more.
- (c) Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit equal opportunity employment compliance documentation with their bid or proposal.
- (d) Any contractor, subcontractor, supplier or vendor which is subject to this section and who employs fifteen or more employees, shall submit in writing with its bid or proposal, its hiring policy which shall provide that a felony conviction is not an absolute bar to, or otherwise preclude, possible employment with the contractor, subcontractor, supplier or vendor.
- (e) Failure to submit the equal opportunity employment and felony conviction re-entry to employment policy documentation required by this section shall render the bid or proposal non-responsive.

4.9(p) DISPOSITION OF UNCLAIMED PROPERTY

All unclaimed, abandoned or other property of any description which comes into the possession of the Hamburg Township Police Department shall be disposed of in

compliance with state law and pursuant to Hamburg Township Police Department SOP# 300-3: *Evidence and Property*.

4.9(q) DISPOSAL OF SURPLUS MATERIAL OR EQUIPMENT, SALVAGE AND UNCLAIMED PROPERTY

Shall be auctioned on MIbid for not less than 10 days.

4.10 Expense Reimbursements

4.10(a) Request Form. The Township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

4.10(b) Reimbursement Rates. Travel shall be reimbursed at the current IRS approved mileage rate. Personal use of vehicles is restricted to when Township vehicles are not available. Reasonable meal and lodging expenses will be reimbursed.

4.10(c) Personal Expenses. Receipts shall accompany any reimbursement requests. Commuting from residence to the Township hall or the employee's official work station shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend Board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

4.11 Investment Policy

(CREATED: November 5, 2009; REVISED: May 15, 2018; REVISED July 3, 2019)

4.11(a) Purpose

It is the policy of Hamburg Township to invest public funds in a manner, which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Township and conforming to all State statutes and local Ordinances governing the investment of funds.

4.11(b) Scope

This investment policy applies to all transactions involving the financial assets and related activity of the Township except for its employee pension/retirement funds and employee deferred compensation funds that are organized and administered separately. These funds are accounted for in the audit report and include the following funds:

1. General Fund
2. Enterprise Fund
3. Capital Improvement Fund
4. Trust and Agency Fund
5. Road Fund
6. Police Fund
7. Fire Fund
8. Park Land Purchase Fund
9. Drug Enforcement Fund
10. Special Assessment Funds
11. Any new funds created by the Township Board, unless specifically exempted by the Township board

4.11(c) Investment Objectives

Funds of the Township will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

1. Safety – Safety of principal is the foremost objective of the investment program.

The primary objective of the Hamburg Township investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.

2. Diversification – The investments shall be diversified or restricted by specific maturity dates, individual financial institution(s) or a specific class of securities as may be set forth by Board amendment to this policy and in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3. Liquidity – The investment portfolio will remain sufficiently liquid to enable Hamburg Township to meet operating requirements that might be reasonably anticipated. Further, it is specifically intended that an investment strategy that ensures short term (two years or less) versus longer term be followed.

4. Return on Investment – Subject to the foregoing constraints, Hamburg Township will strive to maximize the return on the investment portfolio. The portfolio shall be designed with the objective of obtaining a rate of return appropriate to existing budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

4.11(d) Investment Procedures

The Treasurer shall establish written administrative procedures for the operation of the Township's investment program as well as internal controls which shall include clear delegation of authority to personnel responsible for investment transactions. The procedure shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties or imprudent actions by employees and officers of the Township.

4.11(e) Delegation of Authority

Responsibility for the establishment of the Township's Investment Policy rests solely with the Township Board of Trustees.

Authority to manage the investment program related to implementation of the Township Investment Policy is derived from MCL 41.75, as amended. Management responsibility for the investment program is hereby delegated to the Township Treasurer (Investment Officer), who shall establish written procedures and internal controls for the operation of the investment program, consistent with this investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the Investment Officer.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

An Investment Committee may meet on an as-needed basis, whose sole purpose shall be to advise the Treasurer on overall Banking, Depository and Investment strategy, Primary banking structure and relationship and specific investment selection and evaluation of the Township's Investment portfolio. The committee shall consist of the Director of Accounting, the Deputy Treasurer and two members of the Township's Board of Trustees.

4.11(f) Ethics and Conflict of Interest

Officers and employees, including any officials appointed to an Investment Committee by the Township Board, 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, Investment Committee members, and investment officials shall disclose to the Township Board any material financial interest in financial institutions that conduct business with this Township and they shall disclose any large personal financial/investment positions that could be related to the performance of the Township's portfolio. Employees, Investment Committee members, and officials shall subordinate their personal investment transactions to those of the Township particularly with regard to the timing of purchases and sales.

4.11(g) Qualified Financial Dealers and Institutions

The Township shall maintain a listing of depositories and financial institutions, which are approved for depository and investment services by the Board of Trustees. In addition, the list will include approved security broker/dealers, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Security & Exchange Commission Rule 15C3-1. No public deposit shall be made except in a qualified public depository as established by State statute.

All financial Institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply to the Treasurer and the Board, at minimum, their quarterly and annual audited financial statements for the most recent fiscal year, certification of having read the Hamburg Township investment policy and the pertinent State statutes, proof of National Association of Security Dealers certification if appropriate and proof of State registration, where applicable. In addition, they must provide schedules of rates and fees for all transaction types and investment products.

Changes in the financial condition of "Approved Financial Institutions" shall be immediately brought to the attention of the Board of Trustees with an associated recommended action for the Board's consideration.

It shall be the responsibility of the Board, Investment Committee or the Treasurer to ensure compliance with these provisions.

4.11(h) Authorized and Suitable Instruments

All investments shall be made in strict accordance with Public Act 20 of the Public Acts of 1943, as amended, (see attachment "Investment of Surplus Funds of Political Subdivisions") and Public Act 7 of the Public Acts of 1967, as amended (see attachment "Urban Cooperation Act of 1967"). The State of Michigan does not require collateralization of all public funds, but the Township will seek collateralization of its investments that exceed the FDIC insured amount, and require collateralization of any repurchase agreements (see below).

The following investment types are specifically authorized:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with MCL 129.91(2); certificates of deposit obtained through a financial institution as provided in MCL 129.91(5); or deposit accounts of a financial institution as provided in MCL 129.91(6).

- 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.
- Repurchase agreements consisting of bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States. In such cases, a Master Purchase Agreement shall be entered into only with **primary dealers** reporting to the Federal Reserve Bank of New York (or with firms that have a primary dealer within their holding company structure), or with **approved depository banks** that have executed an approved Master Repurchase Agreement with the Township. The Treasurer shall maintain a copy of the Township's approved Master Repurchase Agreement along with a list of the counterparties who have executed a Master Repurchase Agreement with the Township. All repurchase agreement investments must be collateralized.
- Bankers' acceptances of United States banks.
- 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.
- Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 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 any 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.
- Obligations described herein if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- Investment pools organized under the Michigan Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- The investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

Prior to investing in any governmental-sponsored investment pools or money market mutual funds, the Treasurer must review the potential investments for fiscal soundness and reputation and compliance with this Policy.

Except as may be determined by Board Action, all deposits and investments shall be strictly segregated by Fund type. It is understood that there are times when deposits are transferred to our accounts from an external source in a comingled form with allocation instructions. These funds should be segregated as soon as possible upon receipt.

4.11(i) Competitive Selection of Investment Instruments

1. Before the Township invests any funds, competitive proposals from qualified financial institutions shall be sought. If a specific maturity date is required, whether for cash flow purposes or for conformance to maturity guidelines, proposals shall be requested for instruments that meet the maturity required. If no specific maturity is required, an analysis will be conducted to determine which maturates would be most advantageous.
2. Quotes will be requested from financial institutions for various options with regard to terms and instruments. The Township will accept the quotes, which provide the highest rate of return that is within the maturity term required and that comply with the parameters of the Investment Policy and particularly with regards to the safety of the investment.
3. Records indicating the quotes offered, the quotes accepted and brief explanation of the decision which was made regarding the investment, shall be kept for future review.

4.11(j) Short-Term versus Long-Term Portfolio

1. The Township shall attempt to match its investment maturities as closely as possible to its anticipated cash flow requirements. With the exception of Debt Service Funds, Capital Funds and Special Assessment Funds, it is strongly advised that all funds be invested in instruments whose maturities do not exceed two years at the time of purchase unless specifically agreed to by the Investment Committee and reported to the Board.
2. Debt Service Funds, Capital Funds, and Special Assessment Funds, may be invested in securities exceeding two years provided the maturity dates match anticipated need for the funds.

4.11(k) Investment Performance and Reporting

1. Information indicating a loss or prospective loss of capital on existing instruments and material deviations from projected investment strategies shall be reported immediately to the Board of Trustees.
2. All Township investments are benchmarked to both US Treasury Bills and market CD rates and are reviewed at least monthly for performance and new investment opportunities that comply with this Policy and compare favorably with existing investments.
3. A Comprehensive Financial Condition Report shall be developed cooperatively by the Treasurer, Director of Accounting, Chief Budget Officer and Assessor and presented to the Board of Trustees at its second

Board meeting each month. The report will address each of the following in summary and in detail:

- A.** Tab 1—Revenue & Expenditure Report; Cash Summary by Account
 - B.** Tab 2—Cash Flow Analysis; Debt Payment Schedule
 - C.** Tab 3—10-yr tax Collection Comparison; Property Tax Roll 10-year graph; Roll Distribution Chart
 - D.** Tab 4—Monthly Bank and Investment Report; Approved Financial Institutions List
 - E.** Tab 5—Five Year Forecast and Capital Reserve
- 4.** The Township’s investment operations will be reviewed as part of the annual audit.

4.11(I) Access to Financial Information

- 1.** By resolution the Hamburg Board of Trustees has determined that the following Officers shall have the right to all financial and investment information (including on line “read only” access) from all depositories and financial institutions with whom the Township does business:

- A. Township Supervisor
- B. Township Clerk
- C. Township Treasurer and Deputy Treasurer
- D. Township Trustees (4)
- E. Township Director of Accounting
- F. Township Attorney

- 2.** Additionally, by resolution the Hamburg Board of Trustees has determined that the following employees shall have the right to all financial and investment information (including on line “read only” access) from all depositories and financial institutions with whom the Township does business for Library Accounts:

- A. Director of the Library
- B. Library Accountant

4.11(m) Safekeeping and Custody

- 1.** All security transactions including collateral for repurchase agreements and institution deposits entered into by the Township shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

2. A Trust Receipt from the contra-party and proof of SIPC and other insurance will be required when the transaction is covered by insurance. Non-negotiable, non-collateralized Certificates of Deposit, as in the law in the State of Michigan shall be evidenced by safekeeping receipt from the issuing bank.

4.11(n) Prudence

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.

4.11(o) Amendment

This Investment Policy and its associated Investment Procedures may be amended from time to time by a majority vote of the Hamburg Township Board of Trustees.

4.11(p) Glossary

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides.

Callable Bond: A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Certificate of Deposit: A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

Collateral: Securities or property pledged by a borrower to secure payment.

Commercial Paper: An unsecured promissory note with a fixed maturity of no more than 270 days. Commercial paper is normally sold at a discount from face value.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his/her own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery Versus Payment: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount Securities: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank and savings bank deposits.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve currently pegs this rate through open-market operations.

Fed Wire: A computer system linking member banks and other financial institutions to the Fed, used for making inter-bank payments of Fed funds and for making deliveries of and payments for Treasury, agency and book-entry mortgage backed securities. Page 11

Investment Adviser's Act: Legislation passed by Congress in 1940 that requires all investment advisers to register with the Securities and Exchange Commission. The Act is designed to protect the public from fraud or misrepresentation by investment advisers.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Government Investment Pool: A pool of funds authorized under the laws of the State that receives deposits from one or more local units and pays returns based upon each local unit's share of investment in the pool.

Mark-to-market: The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Value: Current market price of a security.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase or reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market Mutual Fund: A mutual fund that limits its investments to some or all types of money market instruments.

Net Asset Value: The market value of one share of an investment company, such as a mutual fund.

No Load Fund: A mutual fund that does not levy a sales charge on the purchase or sale of its shares.

NRSRO: Nationally Recognized Statistical Rating Organizations - organizations that issue credit ratings for securities.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms. Page 12

Prudent Person Rule: Standard of investing which states that 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.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Ratings: An evaluation of an issuer of securities by Moody's, Standard & Poor's, Fitch, or other rating services of a security's credit worthiness.

Repurchase Agreements: A transaction whereby a holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate the buyer. Dealers use repurchase agreements extensively to finance their positions.

Rule 2a-7 of the Investment Company Act of 1940: Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13-month maturity limit a 90-day average maturity on investments and maintenance of a constant net asset value of one dollar (\$1.00).

Safekeeping: Holding of assets (e.g., securities) by a financial institution.

Treasury Bills: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury Bills are issued with maturities ranging from a few days to 26 weeks.

Treasury Bonds: Long-term U.S. Treasury securities having initial maturities of more than ten years.

Treasury Notes: Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years.

Yield: The rate of annual income returns on an investment, expressed as a percentage.

CERTIFICATION

I, hereby certify that I have received a copy of the Investment Policy of Hamburg Township. I have read and fully understand the State of Michigan Public Act 20 of Public Acts of 1943, as amended. I have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy, and Public Act 20, regarding the investment of the Township funds. Any investment not conforming to your Investment Policy will be disclosed promptly. We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with your Township.

By: _____
_____ **Date**

Its: _____
_____ **Institution**

_____ **Address**

_____ **City/State/Zip**

4.12 Notary Public

Hamburg Township will support any employee that needs to become a Michigan notary public to fulfill the job requirements. The State of Michigan requires a surety bond of \$10,000 for the notary. The Township will secure that bond through the township's insurance company Michigan Municipal Risk Management (MMRMA). With the Township providing the surety bond through MMRMA, the employees are only allowed to use their notary for township business, or township residents, during Township business hours.

4.13 Grants

4.13(a) Purpose and Scope

The purpose of this policy is to establish procedures for approval, acceptance, implementation, compliance and reporting of all grant applications submitted on behalf of Hamburg Township. The intent of the Board of Trustees is to ensure fiscal and administrative accountability of all funding sources including: federal government, state government, other local governments, non-profit agencies, and private businesses and citizens, as well as property and other assets awarded to Hamburg Township. For the purposes of this policy, a grant is defined as a financial award that is subject to requirements imposed by the awarding agency.

4.13(b) Application of Policy

The Hamburg Township Grant Policy applies to all Hamburg Township Employees, Departments, and the Elected Officials.

4.13(c) Grant Application

Prior to applying for any grant, a Grant Transmittal form (Appendix A) must be completed and submitted to the Hamburg Township Coordinator, Accounting Director, Supervisor, and Clerk. An exception to this policy is the Michigan Municipal Risk Management Authority's R.A.P. Grant which departments are able to apply for directly with notice to the Township Coordinator.

Once the Accounting Director, Supervisor, and Clerk approve the request, their recommendation will be forwarded to the requestor by the Township Coordinator. Grants over \$10,000 federal grants, or any grant requiring cash or in-kind matching funds, must be pre-approved by the Township Board. Once the submittal is approved, all completed grant applications must be forwarded to the Township Coordinator, who will provide copies to the Supervisor, Clerk and Accounting Director, as needed. No submissions shall be made until approval is received.

(4.13)(c)(1) The Hamburg Township Accounting Director shall be designated as the grant fiscal officer for all grants.

(4.13)(c)(2) The department head, elected official, or division wishing to submit a grant application shall work with the Township Coordinator and Accounting Director on all grants.

(4.13)(c)(3) The Township Coordinator can provide administrative assistance with grant application issuance and submittal, and is in charge of all record retention for grants applied for and received in the Township.

(4.13)(c)(4) Grantor must send grant funds directly to the Hamburg Township Treasury. All financial institution information related to the grant application must be completed by the Accounting Director, Hamburg Township Treasurer or Deputy Treasurer.

(4.13)(c)(5) Grants requiring a cash match must be approved by the Township Board of Trustees. Sources for matching funds must be identified by the Accounting Director.

(4.13)(c)(6) Grants that allow for reimbursement of indirect costs must include the costs in the grant application budget.

(4.13)(c)(7) Grants that allow for reimbursement of administrative time and other costs related to administering the grant shall have those expenses clearly recorded by the Accounting Director.

(4.13)(c)(8) Grants requiring an expenditure budget to be included with the application or annual request, must submit the proposed budget to the Accounting Director for review prior to submission.

(4.13)(c)(9) The department head will provide copies of all correspondence, including copies of the approved and executed grant application, grant award letter, executed grant contract, approved budget, etc. Copies of all motions pertaining to approval will be retained in those records as well.

4.13(d) Grant Management

Each grant must have an individual designated as Grant Coordinator, who is responsible for requesting grant funds, fulfilling the financial reporting requirements of the grant, and ensuring the proper revenue has been received before closing the file. The Township Coordinator may be requested to serve this function for the Department Head and is responsible for all final records and their retention.

The Hamburg Township Accounting Director is responsible for maintaining an inventory of fixed assets purchased with grant funds. The Township Coordinator is responsible for making such fixed assets physically available for inspection during a grant audit, or will complete and file self-certification audits, if applicable with assistance from the grant requestor. The sale or disposal of these assets must follow grant requirements and must be coordinated with the Accounting Director. A list of all parkland and trail assets and property that are required to remain as recreational assets in perpetuity, shall be maintained by the Accounting Director. The Township Coordinator shall be responsible for maintaining proper signage and arranging announcements and ribbon-cutting ceremonies, as may be required by the terms of the Grant.

The Township Coordinator is responsible for fulfilling the program requirements of the grant and promptly submitting the required program monitoring reports to the funding agency. Progress, financial, and final reports must be provided to the Accounting Director who will complete the information on the Grant Transmittal to close the file.

The Grant Coordinator shall work with the Department Head to review financial transactions, such as contract invoices, vouchers, travel reimbursements, purchase documents, and various other documents that obligate Hamburg Township. When reviewing documents, the Grant Coordinator and Director of Accounting are responsible for verifying the following:

4.13(d)(1) Charges to the grant correctly represent materials received or services rendered;

4.13(d)(2) Charges represent activities that are allowable under the grant and comply with the budget that is established for the grant;

4.13(d)(3) Funds are available in the grant to cover authorized charges; and

4.13(d)(4) The transactions comply with all relevant internal or external regulations, policies and procedures, and are applied to the proper GL code.

4.13(e) Grant Accounting

Fiscal control and fund accounting procedures shall be established to assure the proper dispersal of and accounting for grant funds. Such procedures shall ensure that all financial transactions are conducted and records maintained in accordance with generally accepted accounting principles with the following objectives.

4.13(e)(1) Maintain financial records in the shared file system (V-drive) ensuring that the file contains sufficient detailed information to accurately account for grant revenue, expenditures, assets, liabilities and obligated balances.

4.13(e)(2) All grants shall be processed in accordance with GASB-33.

4.13(e)(3) Grant monitoring and budgetary control reports shall be made throughout the life of the grant.

4.13(e)(4) All grants are subject to the rules and procedures as outlined by the agreement the Hamburg Township Board of Trustees enters into with the Grantor.

4.13(e)(5) All records shall be maintained by the Township Coordinator and filed in the Clerk archive based on the Records Retention and Disposal Schedule for Michigan Township Clerks, by the Department of History, Arts and Libraries – Record Management Services. www.michigan.gov/recordsmanagement/

Section 14 - Appendix 1



Grant Transmittal

Date: _____

Project:

Name of Project: _____

Expected Completion: _____ Fund Deadline: _____

Project Description: _____

Project Manager: _____ Email: _____

Department:

Approved by Supervisor/Official: _____ Date: _____

Grant Coordinator: _____ Email: _____

Financial:

Total Estimated Project Cost: _____ Expected Match: _____

Match Funding from GL#: _____ F/Y Impacted: _____

Grant Application:

Grantor Name: _____ Contact: _____

Address: _____

Contact Email: _____ Contact Phone: _____

Grant Amount Requested: _____ Award Date: _____

Admin Use:

Project Completed: _____ Reimbursement Submitted: _____

Grant Funding Received: _____ Coded to GL#: _____

Director of Accounting Signature: _____ To Clerk/Retention: _____

4.14 Cell Phone Usage & Re-Imbursement

4.14(a) PURPOSE

This policy is established for the purpose of establishing guidelines for the acquisition, use, maintenance, and reimbursement of cell phone equipment and services utilized for conducting Township business and services. It is intended to minimize Township expenses while maximizing efficiency and convenience for employees.

4.14(b) POLICY

It will be the policy of Hamburg Township to establish guidelines for the proper use of cell phones owned by the Township for employee use. The Township will also issue a stipend or reimbursement to employees for time and equipment based on the criteria established in this procedure. It is also the policy of Hamburg Township to comply with all Internal Revenue Service guidelines for income tax withholdings for personal use of equipment and services.

4.14(c) DEFINITIONS

Employer-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by Hamburg Township.

Employee-Owned Cell Phone & Equipment - Shall be defined, for purpose of this policy, as any cell phone, charger, holder, mount, wireless service agreement, obtained by and/or paid for by a employee of Hamburg Township.

Cell Phone Stipend - A monthly payment made to a Township employee based on the established stipend category recommended by an employee's department head and approved by the Township Board.

Cell Phone Reimbursement - A payment made to a Township employee based on a standardized calculation of use or a receipt itemizing business usage of an employee's personal cell phone equipment and services.

4.14(d) CELL PHONE STIPEND LEVELS

- A. Cell phone stipend levels are as listed below. Department heads may make a written request for an employee to receive a cell phone stipend to the Township board. The request will include a stipend level recommendation by the Department head and the employee's position, responsibilities, and need for business related cell phone services. All cell phone stipends will be established by a majority vote of the Township Board. Cash amounts for

each stipend level will be established by the Board and reviewed or adjusted at their discretion.

1. **Administrative Stipend;** an executive level or critical employee that "must have" cellular phone service for emergency contact. This position or work assignment has a high level of responsibility and accountability for delivery of government services. This employee requires an extremely high volume of demand for communication with subordinates, business partners, and citizens.
2. **Supervisory Stipend;** = a management or supervisory level employee who "needs to have" cellular phone service while either on call or in a position to give 24-hour work direction to others. These employee responsibilities require regular and ongoing need for accessibility and communication either throughout the workday and while off duty.
3. **Staff Stipend;** a front-line employee where it is convenient to have cellular services to enhance the productivity and efficiency of Township services.

4.14(e) EMPLOYEE OWNED CELL PHONES

- A. Employee participation in the cell phone stipend program is voluntary and can be canceled by the employer or the employee at any time for any reason.
- B. Employees receiving a cell phone stipend shall do the following:
 1. Provide their cell phone number to their immediate supervisor.
 2. Maintain their cell phone in active service.
 3. Have cell phone turned on and available for contact according to requirements of the stipend level and/or job requirements to which he/she is assigned.
 4. Maintain a sufficient amount of cellular minutes available to conduct the level of business appropriate to the job requirements to which he/she is assigned.
 5. Assume responsibility for all charges for cell phone services and equipment.
- C. Hamburg Township retains the right to determine eligibility and participation in employee owned cell phone stipend program.
- D. Personal use of employee owned cell phones shall be kept to a minimum during business hours or while the employee is on duty.

4.14(f) TOWNSHIP OWNED CELL PHONES

- A. Department heads may make a written request for an employee or work group to be issued either single use or multi use Township owned cell phone to the Township Board. The request will include a type of use, the employee's or work groups position, responsibilities, and need for business-related cell phone services. All Township-owned cell phone levels will be established by a majority vote of the Township Board.
- B. Township-owned cell phones will be designated by the following two types:
 - 1. Multi-user or On-call phone assigned to a work group or division that uses the phone for business only while performing a specified task
 - 2. Single user Township owned phone assigned to a specific person that is utilized for both business and personal use.
- C. Monthly personal use fees for Township-owned phones will be determined by a monthly review of the phone bill. Any personal calls will be totaled and the total will be given to the Accounting Department for inclusion in the employee's taxable income.
- D. Any employee authorized for use of a Township owned single user phone may use the phone for personal use and will be taxed on the personal usage on a monthly basis. Personal calls should be kept at a minimum and should not interfere with Township business.

Employee Owned Cell Phones

Stipend Level	Monthly Stipend Rate
Administrative	\$50.00
Supervisory	\$35.00
Staff	\$20.00

Township Owned Cell Phones

Assignment Type	Monthly Use Rate
Single User Basic	\$15.00
Multi-User	Signed Statement "No Personal Use"

HAMBURG TOWNSHIP



ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Effective Date:

Rescinds:

Title: **PROPERTY MANAGEMENT**No: **5.0**

5.0 PROPERTY MANAGEMENT

5.1 Hours of Business

The Township hall shall be open to the public at 8:00 a.m. and shall be closed at 5:00 p.m. on every normal business day.

5.2 Building Access

The first person arriving each morning should make sure that all public access doors are unlocked and the security system is deactivated.

Prior to leaving, each employee will make his or her work station secure by checking their work area to ensure any open windows are closed & locked, turning off lights, equipment and doors are locked (if applicable).

The last person to leave the Township hall at night shall check to see that the building is secure and alarmed.

Persons working after hours are responsible for turning off the lights and office machines used and checking that all doors and windows are secure.

5.3 Security

5.3(a) Keys. The following positions are authorized to receive a key to the main door: all employees and all Township Board members.

If a key is lost, the IT/Utilities Director shall be informed immediately. A replacement key shall be issued. If the IT/Utilities Director has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, the employee shall return his or her office keys to the Human Resource Director. No person shall duplicate a key without authorization from the Township Supervisor or make a key available to any unauthorized person.

Each department head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, election equipment, cash drawer or filing cabinet, within the department. Only Clerk approved person(s) shall have access to storage areas of election equipment.

5.4 Safety

Flammables and the Township Hall shall be maintained in compliance with the Fire Marshall.

In the event of a fire, all employees will immediately exit the building. All employees shall gather in the Senior Center parking lot for a head count.

All department staff shall refer to their department safety manual or Standard Operation Procedures.

5.5 Use of Township Equipment, Labor or Premises

5.5(a) Lost or Damaged Equipment. Any lost or damaged equipment shall be reported immediately to the employee's department head.

5.5(b) Personal Use of Township Property. Township property should not be used by township personnel for personal use

5.5(d) Copier. Employees may use the Township copier for incidental use with the approval of the department head.

5.5(e) Bulletin Boards. Employees and residents who wish to post notices on Township bulletin boards must have the prior approval of the Township Clerk.

5.5(f) Electronic Communications Policy

5.5(f)(1) Purpose. The purpose of the electronic communications system is to assist Hamburg Township's day-to-day conduct of business activities. This section sets forth the policies regarding the use of the Internet and e-mail system. Hamburg Township reserves the right to change these policies at any time.

5.5(f)(2) Ownership. The e-mail system is the property of Hamburg Township. All data and other electronic messages within this system are the property of the Township. E-mail messages either composed or received in therefore may be subject to Freedom of Information Act requests and other legal disclosure. Staff and elected officials should use assigned township email addresses.

5.5(f)(3) Monitoring/Privacy. Hamburg Township reserves the right to monitor all e-mail/Internet messages/information either composed or received in the system. It is possible that e-mail sent from the Township's system can be intercepted on the system and on the Internet; therefore, the user should not expect any degree of privacy regarding e-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail system.

5.5(f)(4) Users. Only Hamburg Township employees who have been assigned by the Supervisor, Clerk or Treasurer are permitted to use the Internet system. Only Hamburg Township employees who have been assigned an e-mail account and password are permitted to use the e-mail system. Accounts will only be established once the employee has read the Township's Electronic Mail/Internet Policy and has signed the Township's E-Mail/Internet Policy Acknowledgment Form. Upon termination of employment, that user's account and privileges will be revoked.

5.5(f)(5) Prohibited Uses. Certain uses of the Township's e-mail/Internet system are not allowed. Prohibited uses include, but are not limited to:

- Using the system for any purpose which violates State and Federal Laws.
- Using the system in a way that violates copyright laws.
- Using the system to circumvent the Open Meetings Act.
- Sending or receiving confidential communications related to litigation, negotiations, or investigations.
- Misrepresenting one's identity to compose or intercept messages.
- Revealing your access code or password to another employee.
- Using the system for commercial or personal purposes other than the business of Hamburg Township.
- Using the system for the purposes of lobbying.
- Creating offensive or malicious messages. These would include, but not limited to, messages which contain profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.
- Using the system for religious or non FOIA related political purposes.
- Using the system for gambling, betting pools or investment clubs.
- Chain letters.
- Engaging in any e-mail/Internet activity that would create liability for Hamburg Township.
- Browsing sites, chat rooms, or publishing unrelated to work.
- Using the Internet to purchase or sell goods or services.

5.5(f)(6) Disclosure. Hamburg Township reserves the right to use any e-mail found in its system for its business activities and to disclose e-mail contents to appropriate personnel. Deb to add social media policy.

5.6 Vehicle - Acquisition, Disposal and Use.

5.6(a) Purpose. To provide a procedure by which Hamburg Township vehicles are acquired, their official use, and disposal.

5.6(b) Intent. The intent of the Hamburg Township Board of Trustees is to develop a formal policy for the usage, acquisition/disposition, and maintenance of all Township vehicles.

5.6(c) General Policies

1. All vehicles owned by Hamburg Township and operated by any department therein, shall be managed by the Township Board. The Board will make all final decisions regarding acquisition, usage, inventory, and replacements.
2. All vehicles purchased/owned by Hamburg Township shall be titled in the name of Hamburg Township. The Supervisor and/or Clerk shall be authorized to sign all titles for newly acquired vehicles on behalf of the Township as well as titles of vehicles sold (when approved by the Township Board). All titles are to be stored in the Clerk's office and under the direct responsibility of the Clerk.

5.6(d) Specific Policies

1. **Assigned Vehicles** - The Hamburg Township Board shall assign vehicles to specific staff members or departments on documented need through a motion of the Board, individual employment contracts, adopted policies or through Collective Bargaining Agreements. Township vehicles kept at home overnight shall be stored in a garage or driveway and shall not be parked overnight on the street. Use of exclusively assigned vehicles shall be limited to travel to and from work and business only. No personal use of Township owned vehicles is permitted which generates additional mileage.
2. **Township Vehicle Use** – Township owned vehicles are to be used to perform the daily functions of the departments. These include but are not limited to the following:
 - Policing / Patrolling
 - Undercover / Surveillance Work (Unmarked Vehicles)
 - Attending Court Cases
 - Reviewing Properties for Assessing Purposes
 - Reviewing Properties for Zoning Violations / Inspections
 - Reviewing Properties for Construction Activities
 - Attending Meetings and Conferences
 - Attending Educational Classes
 - Re-Evaluating Properties
 - Attending Work Related Meetings
 - Maintenance of Township Properties and Utilities Systems
 - Verification and Maintenance of special assessments
 - Banking, mail and election activities
3. **Fuel** – Township owned vehicles driven by authorized Township employees on official business shall be authorized to receive fuel from the designated Township supplier. For approved out-of-town travel, employees will be reimbursed for fuel pending receipt submittal.
4. **Vehicle Acquisition** – The Township shall acquire vehicles to meet the needs of each department either by lease or purchase. Method of acquisition will be determined by the Township Board. The model, type and specific standards for vehicles needed may vary by department. This decision shall be at the discretion of the Township Board.

- a) Replacement.** Public Safety vehicles will be replaced when the odometer has reached 100,000 miles, the vehicle is six (6) years old (with the exception of certain fire apparatus which by their design have an expected useful lifespan of more than 6 years), the lease has expired, or the repairs to the vehicle are such that it is no longer cost effective to maintain serviceability of the vehicle, whichever occurs first. However, any department head may, at their discretion, request the Township Board of Trustees exempt a specific vehicle from this policy by providing a written maintenance expense summary and vehicle safety inspection certification from an independent certified mechanic who does not regularly maintain the vehicle. The Township Board of Trustees, should it choose to grant the exemption, shall specify the period or number of miles the vehicle is to remain in service beyond the parameters listed above.
- b) Budgeting.** Each department shall be responsible for budgeting for vehicles. In instances where vehicles are shared, the department requesting use of another department's vehicle, shall budget an appropriate amount of funds for fuel, fluids, and general maintenance, i.e. cleaning, etc.
- 5. Disposal** – The Township Board shall direct the advertising for sale of any Township vehicle that will be replaced. The proceeds from the sale will be applied to the department that had use of the vehicle, to defray the costs of acquiring a replacement. All vehicle disposals should be through MIBid unless approved by the Township Board of Trustees.
- 6. Maintenance** – Each department shall be responsible for the daily maintenance of the vehicle(s) assigned to their respective departments. This maintenance includes, but shall not be limited to the following:
- a) Cleaning** – The interior and exterior of all Township vehicles shall be kept clean. The users of each vehicle are responsible for cleaning.
- b) Fuel, Oil, and Fluids** – At no time shall the fuel level drop below one-quarter (1/4) tank. Fluids (power steering, brake, washer, oil, transmission, etc.) shall be checked at the time of refueling, or on a weekly basis. Fluid levels are to be maintained at all times according to manufacturer recommendations. This maintenance shall be the responsibility of each user of the department's vehicle at a location, or source approved by the Township Board. Oil changes shall be performed at manufacturer suggested intervals at a site approved by the Township Board.
- c) Repairs** – Minor repairs shall be promptly taken care of. The Township Board shall make decisions regarding major repairs. The department head shall notify the Supervisor or Clerk of needed repairs.
- 7. Vehicle Operation** - Township vehicles may be provided for use by employees for work-related travel. No personal business shall be conducted while operating a Township owned vehicle. Employees are expected to observe all traffic laws, posted speed limits, and use care and caution while operating these vehicles. Use of seat belts

for drivers and passengers is mandatory. Smoking in Township vehicles is prohibited. Employees involved in traffic accidents while driving a Township vehicle are required to notify his/her supervisor as soon as possible after the accident and when so directed, file a complete written report with respect to the accident. If it is determined by the Township that the employee was negligent, the Township may institute disciplinary action against that employee.

8. Vehicle Use – The Clerk’s office is responsible for scheduling pool use and keys.

In the event of public emergencies, priority for vehicle sharing shall be given to the Police Department. Expenses incurred during such emergencies shall be borne by the Police Department.

9. Eligible Drivers – Employees who are eligible to use Township vehicles shall possess a valid Michigan driver’s license.

10. Driving Record Oversight - Hamburg Township has the obligation to protect both the employee and the Township. Therefore, Hamburg Township participates in the Government Subscription Service provided by the Secretary of State. A list of all employees is filed with the Secretary of State and updated annually. Whenever there is activity on an employee’s driving record (accidents, traffic citations, convictions, etc.) Hamburg Township automatically receives notification. The service also provides an automatic yearly copy of employee driving records regardless of the activity.

All employees must immediately notify the Township in writing of any suspension, revocation or restrictions placed on the employee’s driver’s license.

Hamburg Township may refrain from hiring new employees based on an evaluation of the applicant’s driving record.

Hamburg Township will rescind an employee’s authorization to drive on Township business and/or to operate a Township vehicle when the Township determines that the employee has compiled a poor driving record.

The following conditions or convictions are examples that are deemed unacceptable and may result in disciplinary action up to and including dismissal or reassignment as determined on a case by case evaluation by the Human Resource Director who will confer with the Supervisor, Clerk and Treasurer.

- a) Two (2) at-fault accidents in the past three years, or
- b) Failure to stop and/or report an accident, or
- c) Operating after the ingestion of, or being under the influence of, alcohol or controlled substances, or

- d) Operating with an unlawful blood alcohol content, or
- e) Negligent homicide, manslaughter, or assaults involving the operation of a motor vehicle, or
- f) Driving on a suspended or revoked license, or
- g) Operating a vehicle while taking medications that may impair safe vehicle operation.

It is the employee's responsibility to notify his/her supervisor when the employee has taken prescription or non-prescription drugs which may impair the employee's ability to safely operate a motor vehicle.

5.7 Public Use of Township Facilities

5.7(a) Availability. Township Senior/Community Center is available for use by non-profit or civic organizations for events.

5.7(b) Reservations. Application for use forms shall be made available at the office of the Township Clerk. The Clerk shall record each reservation on a facility calendar, on a first-come, first-served basis.

5.7(c) Conditions for Use.

1. All applications for the use of this facility from Hamburg Township non-profit or civic organizations shall be submitted to the Building Coordinator for review and issuance.
2. The Township Board reserves the right to demand sufficient time to investigate applications for the use at the discretion of the Building Coordinator. The Township Board reserves the right of first claim to use of the facility. Cancellations may be ordered by the Board with due notice.
3. The applying party agrees to save and hold harmless Hamburg Township and the Hamburg Township Board. They further agree to assume responsibility for all liabilities arising incident to the use of said facility. The applying party may be asked to furnish proof of liability insurance with an endorsement showing Hamburg Township as an additional insured for an event if the Building Coordinator or the Hamburg Township Board so requests.
4. All approved users must satisfy the Township Board that they will guarantee orderly behavior and will underwrite any damage done due to their use of the premises.
5. All approved users must maintain control of the behavior of their members who use the facility. If it is determined that members are behaving improperly in the hallways, bathrooms and other public areas of the building, they will be asked to furnish adults to patrol such areas to maintain proper behavior. If the user group is unable or

refuses to provide said adults, the Township Board reserves the right to require one of the following options:

- a. Revoke the permission for use.
- b. Require the user to pay the costs incurred by the Township to provide a paid adult individual to patrol the public areas of the facility.
- c. The Township has the right to charge any costs incurred by any groups.
- d. Applications for use of the facility shall be submitted no later than two weeks prior to the requested date of use. Multiple and/or long term uses of the facility must be submitted no later than one month prior to the first meeting date desired.
- e. Applications for multiple and/or long-term use must be approved by the Hamburg Township Board.
- f. Applications shall be made on forms provided by the Building Coordinator. Applications must be signed by an officer of the applying organization.
- g. If applicants serve food or refreshments, all means of serving same shall be furnished by the applicant. None of the facility's cooking or refrigeration equipment or supplies may be used. No alcoholic beverages are allowed.
- h. All items dealing with the application requirements, not specifically mentioned or defined above shall be subject to the interpretation and discretion of the Township Board and Building Coordinator.

Routine Maintenance

5.8(a) Responsibility. The Director of Technical and Utilities Services shall be responsible for monitoring the need for repairs and improvements to Township property. The Director of Technical and Utilities Services shall use the Township purchasing and bidding procedure, as outlined in Section 4.8(b), to procure all non-emergency repairs to Township buildings, land, equipment, and vehicles. MIBid will be used to auction used Township vehicles at the end of their useful service life.

All building maintenance, construction, repairs, building and grounds problems, buildings and grounds equipment, in short, anything associated in any way with the maintenance of any township property, regardless of the department it is associated with will be directed to the Director of Technical Services and Utilities, for approval. If the associated project does not require Township Board approval, do not proceed with any purchase or maintenance without the Director's written approval. This does not apply to routine day-to-day maintenance like switches, lightbulbs, furnace filters and ongoing routine, reoccurring maintenance, etc.

5.9 Snow Removal Policy.

The Buildings and Grounds Department is responsible for salting and plowing all township parking lots and sidewalks including The Mike Levine Lakelands Trail.

The Buildings and Grounds Superintendent, in consultation with the Director of Technical and Utility Services, will determine when to salt or plow based on actual ground conditions in conjunction with current and predicted weather. Depending on the

expected severity of a winter storm, two or three employees from Buildings and Grounds will be on-call if the storm occurs after hours, or on a weekend or holiday.

The following priority list will be used for salting and/or plowing:

Level 1: Police and Fire Departments

Level 2: Township Hall, Township Library, and Senior Center

Level 3: Mike Levine Lakelands Trail

Level 4: Hamburg Museum and park/trailhead parking lots

Level 1 areas will be plowed as soon as possible and as often as needed during the storm. Level 2 areas will be plowed once Level 1 areas have been taken care of during the storm. They will not be plowed as frequently as Level 1 areas. Level 3 areas will be plowed once the storm has ended and higher priority areas have been addressed. Level 4 areas will not be plowed until the storm has ended and all other areas have been cleared of snow.

5.10 Social Media Policy

Note from Deby: It is possible that some of this could go into the Handbook I am suggesting we develop. It should be up to the board to decide what should be included in Administrative policy, and what could include a reference.

Purpose:

Hamburg Township supports the use of social media technology to enhance communication, collaboration, and information exchange to further the goals of the Township where appropriate. This policy establishes policies and procedures for social media covering all Township employees, Township Board members, and/or Committee members. This policy may evolve as new technologies and social media offerings change.

Definitions:

Content: Words, Video, Audio, or any combination of these things, which are used to relay a message to the public through Social Media Networks.

Social Media Networks: Examples of this are Facebook, Twitter, Instagram, Cable Channel, Website, etc.

Social Media Specialist(s): Staff member and/or Township Board or Committee member who has been granted authority by the Social Media Director to perform the duties as outlined in this policy as relates social media activities for their particular category.

Social Media Director: Township Official, or designee, who has been granted authority by the Township Board of Trustees to oversee all social media activities of the Social Media Specialist, and approve content for the category they have been assigned. They work with the Township Clerk for all press releases no matter the category of content.

Emergency Management Director: Township Official, or staff member, as listed in the Emergency Management Plan Resolution, who is authorized to direct staff to post on any platform, for purposes of relaying timely information to the public in an emergency situation.

Social Media Activities: Include, but are not limited to: Social Media Posts, Advertising, Township Newsletter, Local Newspaper Articles, Cable Channel Programming, Printed Media, Public speaking engagements and/or presentations.

Technology Director: Head of the IT Department, or designee, who maintains a list of approved social media networks and sites for official use. Has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

Township Clerk: Maintains all record of public comment, backups, and is main point of contact for all Press releases.

Responsibilities

The Social Media Specialist will:

- Develop and distribute social media posts on assigned mediums, such as Facebook, Twitter, Instagram, and/or the Township website or cable channel.
- Assist Clerk in developing press releases, newsletter articles, printed materials, presentations, etc.
- Ensure all social media sites and channels are kept current.
- Have authority to respond to comments for all posts.
 - Informational questions that can be easily responded to.
 - Sensitive questions/comments will be referred to the assigned Social Media Director for suggested response, if any.
 - Monitors sites daily and responds to comments in a polite and respectful tone.
 - Ensures that all content is appropriate, professional, and consistent with Township Policy.
 - Ability to make comments via their own devices after hours. (Handbook will need to address this, or not allow – up to you)
- Stay current with social media networks, and have the ability to measure performance metrics.
- Have a working knowledge of the ads platform for each medium, if any (useful).
- Keep the Social Media Director informed of the used social media sites and activities.
- Provide available reports, or copies of posts/comments, as requested through F.O.I.A.
- Monitor Google Information Panels and ensure accurate information is reflected and post responses to comments as needed.

The Social Media Director(s) will:

- Approve the Social Media Activity plans for their category, as well as the addition of any new platforms, with approval from the Technology Director.
- Oversees and Is responsible for content posted by the Social Media Specialist(s).
- Authorizes Advertising Budgets, if any, for media campaigns and boosted posts.
- Designate a Social Media Specialist and back-up responsible for overseeing the category's social media activities, policy compliance, and responding to comments completely, accurately and in a timely manner.
- Designate appropriate usage levels including identifying what social media accounts individuals are approved to use, as well as defining roles, which is further defined in the **Township Social Media Handbook**.

The Technology Director will:

- Have final authority to edit or remove official social media sites, and any content therein, should there be a security issue.
- Maintain a list of approved social media networks, passwords, registered email addresses, and list of authorized site users for the purpose of emergency management.
- Provide training opportunities to staff on best practices and provide samples of acceptable content.
- Work with the Emergency Management Director to draft and distribute content in an emergency situation.
- Ensure all social media sites have the correct security settings with the assistance of each Social Media Specialist and their assigned Director.

Procedures

While the content for each Department within the Township varies, the overall theme, tone, and professionalism must be carried through. Examples of typical posts, as well as ones used for media blasts/promotions, will be provided in the **Township Social Media Handbook**. The Technology Director and each Social Media Director will ensure that the staff member given the responsibility for the public face of the Department is:

- Familiar with the content allowed based on applicable Federal and state laws, ordinances, regulations, and Township policies. This includes but is not limited to laws regarding personally identifiable information, copyright, records retention, First Amendment, Health Insurance Portability and Accountability Act (HIPAA), The Privacy Act, and employment related laws.
- Is responsible and equipped to carry-out social media activity in accordance with the **Township Social Media Handbook (This will need to be developed and agreed upon by Department Heads and IT)**.

Departments who choose to utilize social media for things other than typical posts, such as media blasts/promotions, shall:

- Submit a Social Media Action Plan to their assigned Social Media Manager, as outlined in the **Social Media Handbook**, for public events/advertising, that identifies the department's mission, goals, objectives, audiences, and measures of success.
- Request, and have approved, a "not to exceed" budget for their efforts. Advertising and boosted posts can be successful in reaching beyond organic reach, and can target specific demographics for things such as: completing surveys, public meeting announcements, and important safety related posts.
- May approve the distribution/advertising through a vendor hired for specific purposes such as planning, engineering, etc. The social media plan would be developed by the vendor/contractor and submitted to the Social Media Director and Technology Director for approval.

Authorized Use

Hamburg Township respects the right of any employee to engage in online social networking using the Internet, other technology, and social media networks during their personal time. This includes instant messages, text, video, photos, and audio. While we respect the employee's right of self-expression, in order to protect the Township's interests and ensure employees focus on their job duties, employees must adhere to the following guidelines:

- Employees may not engage in such activities during work time, or at any time with Township equipment or property, without Social Media Director's approval, or within the confines of the expected duties of Social Media Specialist.
- Information published on social media networks that has to do with any aspect of work must comply with all confidentiality requirements, HIPAA, and Township Policies. Information related to persons receiving services from the Township must not be disclosed. Privacy rights of fellow employees and Township Board members must be respected.
- Township Departments or employees may not create a social networking site or service to conduct Township business without a Social Media Action Plan and approval from the Social Media Director assigned to their category, with review by the Technology Director.
- If the employee mentions the Township while engaging in social networking and also expresses a view or opinion regarding the Township's actions, the person must specifically note that the statement is his/her personal view or opinion and not the view or opinion of the Township. This standard disclaimer does not by itself exempt program supervisors, managers, coordinators, and the Township Board from special responsibility when using personal social networks.
- By virtue of your position as a Hamburg Township Employee, you are held to a higher standard than general members of the public, and your online activities should reflect professionalism.
- Users must immediately report violations of this policy to their program manager or supervisor, as well to the Human Resources Director.

- All program managers and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment, professional discipline, or criminal prosecution, in accordance with the Hamburg Township Personnel Policy and Procedure Manual.

Approved Social Media Networks, Cable Channels, Websites

Departments shall only utilize Township approved social media networks for hosting official Township social media sites. A list will be maintained by the Technology Director, and made available to the Social Media Director(s). Networks may vary for use depending on the category of content.

- Social Media Action Plans, for anything other than approved daily use, will be reviewed and approved by the Social Media Director and Technology Director prior to public release.
- Social media sites that are created on behalf of any Township Department that are not approved by the Technology Director and Social Media Director, will be in violation of this policy. Employees who violate this policy are subject to disciplinary actions as outlined in the **Personnel Policies and Procedures Manual. (or could reference another section of the Admin Policy)**
- For each approved social media network, usage guidelines will be outlined in the Hamburg Social Media Handbook.
- The Social Media Specialist is responsible for the creation of Hamburg Township's social media sites, at the direction of their Social Media Director and/or the Technology Director.
 - Social media sites will be created using official Township email accounts, or other approved email such as Gmail, on file with the Technology Director.
 - Passwords will be created and maintained by the Social Media Specialist, with copies on file with the Technology Director, and will conform to password requirements. Passwords shall be promptly reset when authorized access is removed.
 - Social Media Directors shall notify the Technology Director immediately in the case of termination for any employee with authorized use of any social media networks used by the Township.

Authenticity Establishment & Site Content

Hamburg Township's social media sites shall be created and maintained with identifiable characteristics of an official Township site. Both creation and maintenance of sites, and the content there in, shall comply with procedures as outlined in the Social Media Handbook. Wherever possible, links should direct users back to the Township's official website for more information, forms, documents, or online services. Social Media should not serve as a duplication of efforts, but as a way to further the goals and mission of the Township.

A list of undesirable content and/or words posted by external and authorized users will be provided to the Social Media Specialist who may remove them at their discretion, and/or by the direction of the Social Media Director, as outlined in the Social Media

handbook. This includes, but is not limited to, removal of public comments using profanity and/or inappropriate images.

Security Compromise

If a compromise is identified on any official Township social media site, the managing Social Media Director and the Technology Director, must be notified immediately. The Social Media Specialist will change appropriate passwords immediately to isolate the incident, and archive compromising content as outlined in the Social Media Handbook.

The Technology Director has final authority to edit or remove official social media sites, and any content therein, should there be a security issue, or at the direction of the Township Board.

Record of Updates

This policy will evolve as new technologies and social media sites change. Please refer to the Social Media Handbook for the latest changes.

DRAFT

HAMBURG TOWNSHIP



ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Effective Date:

Rescinds:

Title: **PUBLIC INFORMATION**No: **6.0**

6.0 Public Information

6.1 Public Contact

6.1(a) Courtesy. The primary goal of the Township is to serve the public. All staff and employees will respond to requests for Township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in a friendly, courteous and efficient manner at all times.

All visitors to the Township hall shall be greeted in a friendly, helpful manner. The receptionist shall be under the day to day supervision of the Township Clerk, who shall ensure that the public's needs are being met.

Phone calls to the Township shall be answered, "Good Morning/Good Afternoon, Hamburg Township, this is _____ speaking, how may I help you?"

Department heads shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

6.1(b) Complaints and Problems. All citizen complaints and problems will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. Department heads will be notified of all complaints.

The Township Supervisor and Clerk shall be notified in writing of any citizen complaint. The notice shall include the name and address of the citizen, the nature of the complaint, and how the complaint was resolved. The Supervisor or Clerk may make a subsequent inquiry with the citizen to ensure the issue was resolved to the citizen's satisfaction.

6.2 Public Information Officer

The Supervisor and the Clerk shall be the public information officers for the Township and shall be responsible for public information associated with their departments of responsibility. The Treasurer is responsible for supervising the preparation of the Township newsletter. Public service announcements and media releases on Township government events and responding to inquiries from the media or referring contact to other appropriate Township officials shall be jointly coordinated by the Supervisor and the Clerk.

Township employees will refer all public information announcements to the Supervisor and the Clerk prior to releasing them to the public or the media.

6.3 Public Notices

6.3(a) Meeting Notices. The Township Clerk shall be responsible for posting all regular, special and rescheduled Board meetings in conformance with the Open Meetings Act and other State laws (see Appendix F). The chairperson or each Township Board or Commission will notify the clerk of all special and rescheduled meetings.

6.3(b) Public Notices. The Township Clerk shall be responsible for publishing and mailing all public notices required by State law, including but not limited to:

1. Board of Review meetings
2. Budget Public Hearings
3. Planning Commission Public Hearings
4. Zoning Board of Appeals Hearings
5. Special Assessment District Hearings
6. Election Notices
7. Master Plan Adoption and Amendments Public Hearings
8. Truth-in-Taxation Notice
9. Board Meeting Minutes Synopsis
10. Request for Proposals

Department Heads shall submit all public notices for publishing to the Clerk &/or Deputy Clerk. Departments Heads shall be responsible for posting of special meetings related to their department.

6.4 Freedom of Information Act Requests

Pursuant to P.A. 1976 No. 442, as amended, and MCL 15.231, as amended (Freedom of Information Act – FOIA) Hamburg Township provides access to all Township public documents except those or portions of those exempt from release under FOIA. The policies and procedures herein are intended to implement the requirements of FOIA and the release of documents that exist at the time any requests for them are made.

All requests for copies of public documents or to review public documents must be in writing with the exception of the following:

- a) Copies of assessment/tax records by the property owner of his/her own property.

- b) Copies of assessment/tax records that are reasonable and readily available at the time of the request.
- c) Copies of all current meeting agendas.
- d) Copies of all current minutes.

All written requests shall describe the public record or records requested sufficiently to enable the FOIA Coordinator to find said public record.

A written request made by facsimile, electronic mail, or other electronic transmission, is not logged as received by the FOIA Coordinator until one (1) business day after the electronic transmission is made. For a request to be considered a sufficient writing to satisfy the FOIA, it must contain the following:

- a) The name, address and contact information (i.e. phone number, email address) of the requester.
- b) A statement indicating that the requester will pay the costs allowable under the FOIA, or documentation that the requester is receiving public assistance or other facts showing inability to pay due to indigence.

Generally, oral requests for documents do not constitute a request under FOIA. However, if a citizen making an oral request is disabled, either temporarily or permanently, so that he/she is unable to make the request in writing, special accommodations must be made. It is the duty of the department receiving the request to write out the request for the citizen as an accommodation under American Disability Act (ADA). Once written, the request should be processed as a formal request under FOIA.

6.4(a) FOIA Coordinators. The Township Board shall appoint, with compensation, a FOIA Coordinator. The FOIA Coordinator may designate another individual(s) to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial pursuant to FOIA.

6.4(b) Processing. Often times a request for documents under FOIA will be received by the specific department. The request must be immediately turned over to the FOIA Coordinator for processing. The FOIA Coordinator in turn will request and receive from the appropriate departments, the requested documents together with a memorandum regarding the request, listing the staff time involved in retrieving. The FOIA Coordinator shall review the departmental response for both compliance with the Township policy and consistency with the Township's response to similar requests. Any required changes shall be immediately discussed with the responding department or, if appropriate, the Township Attorney. The responding department shall immediately make any changes directed by the Coordinator and provide the Coordinator with revised documents as may be necessary.

The department will provide the requested records to the FOIA Coordinator no later than four (4) days from receipt of the request. If this is not possible, the department shall notify

the FOIA Coordinator immediately. The Coordinator will contact the requesting party and notify them of a 10-day extension of time to respond, if appropriate.

If a department cannot provide a requested record because it does not exist, the FOIA Coordinator will be notified in writing immediately. If a record does not exist in the form requested, or if it is exempt under FOIA, the Coordinator will send a notice of denial, which contains the required appeal information (see Section 6.4(d)).

In the event the request is to view public documents, a monitor (Township staff person designated by the FOIA Coordinator) will be assigned. The requestor shall be notified of the scheduled day and time for the inspection.

6.4(c) Payment of Costs. The requester will be invoiced by the FOIA Coordinator for actual costs in filling the request. These costs are determined based upon the following:

- Photocopy expense \$\$.25 per page*
- Fax \$.50 per page*
- Mailing Costs Actual
- Contracted Services: Actual
- (video duplication, blueprints, etc.) Actual
- Mileage Actual/Current Rate Floppy
- Disks \$2.00/each
- Labor costs associated with any permitted or required searches, examinations, reviews, separation and deletions of material shall be assessed at the hourly rate paid to the lowest paid public body employee of Hamburg Township who is capable of retrieving the information necessary to comply with the request.

* The established copy charge includes administrative labor for duplication.

Except as provided below, no fee shall be charged for searching, examining, reviewing, and deleting and separating exempt from non-exempt material unless failure to charge a fee would result in unreasonable high costs to the public body because of the nature of the request in the particular instance, such as, by way of example, cases requiring advice from legal counsel, additional staffing or other direct expenses not in the ordinary course of business. (If a FOIA request is made for an easily identified document consisting of a few standard size pages, labor for the search, examination, and making deletions under the FOIA would generally not present a case of unreasonably high costs to a public body. In such a case, the Legislature has directed that no charge be imposed. If a request for "any and all" documents as to a particular subject, requires a search of many boxes of records, including review for exempt material which must be or may be deleted (per Section 13 of the FOIA), and if that search, examination, and review involves numerous hours of labor, charges may be imposed to avoid the unreasonably high cost arising from the nature of that particular request.)

In any case where the estimated actual cost to Hamburg Township of responding to a request for a copy of a public record exceeds \$50.00, a good faith deposit equal to 1/2 of the estimated cost of such response shall be required prior to completing the request. The

FOIA Coordinator shall be responsible for collecting the computed costs prior to the release of the requested documents.

A copy of a public record shall be furnished, without charge for the first \$20.00 of the fee for each request, to an individual who submits an affidavit that he or she is then receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

If an individual has an outstanding FOIA bill, the information shall be turned over to the Accounting Department for collections proceedings. The Township cannot refuse to comply with subsequent FOIA requests due to an outstanding invoice.

The Township Board may waive some or all of the costs as may be in the public interest because furnishing copies of the document(s) would be considered as primarily befitting the general public.

6.4(d) Response. The initial response may be either grant or deny the requested documents or extend the time for response up to ten (10) business days. The response either granting or denying access in whole or in part to the requested documents must contain the following:

1. An invoice containing a detailed breakdown and backup of the charges to process the request.
2. Transmittal indicating where the requester may pick up the released documents and pay the appropriate costs. This transmittal shall also include the following statement: *"The Township does not warrant or guarantee the accuracy of the information provided. Rather, it provides the documents only to comply in good faith with the Michigan Freedom of Information Act, and not for any other purpose."*
3. If any aspect of the response is less than a full granting of the request, the final paragraph MUST be inserted exactly as follows:

"If you receive written notice that your request has been denied, in whole or in part, under Section 10 of the Freedom of Information Act, you may, at your option, either 1) submit to the Hamburg Township Clerk a written appeal that specifically states the word "appeal" and identifies the reason(s) for reversal for the disclosure denial; or 2) file a lawsuit in the circuit court to compel Hamburg Township's disclosure of the record. If, after judicial review, the circuit court determines that the Township has not complied with the Act, you may be awarded reasonable attorney's fees and damages as specified under the Act".

4. Material identified as exempt shall be forwarded to the requestor accompanied by a transmittal letter indicating the specific reasons why any material is not being disclosed together with the right to appeal or seek judicial review.

6.4(e) Appeals. Under the Act, the requesting person has the option of pursuing an appeal to the Hamburg Township Board or proceeding to circuit court. If the requesting person wants to appeal to the Township Board, the requester must submit a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial. The Township Board is not considered to have received a written appeal until the first regularly scheduled meeting following submission of the appeal. Within ten days after receiving the written appeal, the Township Board must do one of the following:

1. Reverse the disclosure denial;
2. Issue a written notice to the requesting person upholding the disclosure denial;
3. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part; or
4. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board is prohibited from issuing more than one extension for any particular appeal.

6.4(f) Document Storage. FOIA Documents to be released by the Coordinator shall be held for one year plus one day. If the requester fails to pay the amount due the Township, or fails to pick up the documents, the documents may be recycled, destroyed, or returned to the appropriate department.

6.4(g) Record Keeping. The FOIA Coordinator shall maintain a chronological file of all FOIA requests processed by him/her together with a copy of the document provided, response letter, and invoice. These files must be maintained for a period of one year and one day from the date of response.

6.5 Incoming Mail

1. All mail addressed to the Township is considered Township mail. Employees cannot expect to use the Township P.O. Box or its physical address as a personal mail service.
2. All mail clearly and properly addressed to a specific individual or department will be distributed unopened with the envelope date stamped. The mail recipient will assume full responsibility for forwarding all invoices and documents (or copies) scheduled for retention to the appropriate departments in a timely fashion.
3. All mail with addressee not clearly specified will be opened to determine proper distribution with the following exceptions:
 - A. All mail addressed to the Police Department will be distributed unopened.

- B. All mail addressed to the Library, with the exception of bank statements, will be distributed unopened. The Treasurer's Office will retain the original and forward a duplicate copy of the statement to the Library.
- C. Mail from the Assessor's Office returned by the USPS as undeliverable will be distributed unopened.
- D. Mail addressed to a specific individual marked "Personal and Confidential" will be distributed unopened.
- E. All mail marked "Invoice" or other indication of request for payment will be delivered to Accounts Payables.
- F. Any questions or concerns regarding the receipt and processing of incoming Township mail shall be addressed with the Clerk's Office in a timely fashion in order to expedite resolution.
- G. The Clerk's Office reserves the right to open and inspect any suspicious mail with a Township address that it deems necessary.
- H. All mail will be processed and distributed on a daily basis.

6.6 Outgoing Mail

All outgoing mail must be stamped/metered and deposited in the outgoing mail box located next to the postage machine by 3:30 PM, M-F for same day Post Office drop off unless special arrangements are made with the Clerk's office.

6.7 Confidential Information

Officials and employees shall not release any information to the media which would be a violation of a citizen's or a member of general public right to privacy.

6.8 Topographical Map Acquisition Policy and Fee Schedule

The Hamburg Township Board of Trustees authorized the purchase and acquisition of aerial photography sufficient to create 1' topographic maps of the entire Township. These maps are now available for purchase per the following:

6.8(a) The Cost charged for obtaining and supplying these maps shall be \$35.00 per acre. Individuals (including contractors) purchasing the maps on a retail type basis must pay 6% sales tax.

6.8(b) This amount shall be charged to anyone requesting these maps and the same amount shall be included as a cost in any special assessment district or sewer extension, which shall require such maps.

6.8(c) Upon receipt of the above cost from the party requesting these maps, or upon the approval by the Board for engineering to proceed on a sewer extension, the Supervisor shall be authorized to identify the area for which topographical maps shall be ordered.

6.8(d) In order to ensure that funds charged do not exceed the costs to obtain the topographical maps, the Supervisor is authorized to purchase maps for that area from Walker under the proposal received from them, provided the cost to obtain maps for that area, together with the total of all amounts paid for maps to that date, do not exceed the total of all sums charged to that date pursuant to 6.8(a) above.

6.9 Governmental Access Cable Television Channel Capacity Policy

6.9(a) Introduction

As part of its administration of its cable franchise authority, the Township of Hamburg is hereby establishing guidelines for the use of channel capacity on the cable system dedicated by the Cable Franchise Grantee for governmental purposes. All regulations shall be governed by applicable regulations of the Federal Communications Commission.

This policy may be included in the Municode version of Hamburg Township Ordinances if so designated and directed by the Hamburg Township Board of Trustees.

6.9(b) Background

Under the Cable Franchise Agreement, the Cable Franchise Grantee is required to supply channel capacity for access to its cable system for governmental access purposes.

At the time of the adoption of this policy, video access is provided over one channel, Channel 191. Its broadcast signal is being carried over the Charter Spectrum Cable TV Network. The Technical Services Department of Hamburg Township maintains and operates Channel 191 under the direction of the Hamburg Township Board of Trustees.

These access guidelines establish rules, procedures and requirements to determine eligibility to program the capacity and the acceptability of programming material for governmental access, and otherwise set forth operating policies by which the Township will make use of governmental access capacity.

6.9(c) Purpose

The purpose of governmental and community cable TV access hereunder is to provide to Hamburg Township Board, commissions, committees, departments and community organizations an outlet for governmental and community information and programming, and also additional educational and public information video programming and announcements.

6.9(c)(1) Eligible Governmental and Community Entities

- A. **Access to Channel Capacity:** Upon application to the Township, governmental access information or programming may be inserted over the cable system's

governmental access channel capacity by an eligible governmental or community entity.

- B. Eligible Entities:** The term "eligible entity" means the following:
- i. Township Board of Trustees
 - ii. Executive personnel and administrative personnel of the Township of Hamburg
 - iii. The Boards, commissions, committees and departments of Hamburg Township
 - iv. The Hamburg Police Department;
 - v. The Hamburg Fire Department;
 - vi. Executive personnel and administrative personnel of Livingston County; and the State of Michigan; and
 - vii. Other entities as may be allowed by the Township Board of Trustees.

Governmental access is intended both for in-service use by and between eligible government entities and community groups and as a public service to the citizens of Hamburg.

6.9(c)(2) Responsibilities of the Technical Services Department

- A. Responsible for coordinating the operation of Channel 191 pursuant to the direction of the Hamburg Township Board of Trustees. The Director of Technical Services shall designate staff responsibilities for maintenance and operation of Channel 191's station, equipment and programming.
- B. Provide the Township with advice concerning governmental issues that are relevant to Hamburg and the development and procurement of information, information services and programming responsive to those issues.
- C. Shall regularly consult with eligible governmental entities to identify relevant governmental issues.
- D. May seek comment from members of the Hamburg community or Township legal counsel, or approved industry consultants for further input on relevant issues and information, information services and programming responsive to those issues.
- E. Shall be the primary interface with the cable television franchisee for the purpose of scheduling franchisee-provided resources and facilities for the production and cablecast of governmental access programming. All franchise agreements shall be approved by the Township Board of Trustees and executed by the appropriate Township elected officials.
- F. Shall be responsible for collecting programming information and materials from eligible governmental and community entities. The Township Board of Trustees has ultimate authority with respect to programming and material transmitted over the governmental access capacity.

G. Shall assist in and coordinate the production of governmental access programming both onsite and offsite for such entities as they may require, subject to available facilities, funds and personnel.

H. Develop, produce, and distribute a program schedule to community media, Township staff and others upon request.

I. Shall review and approve all material or programming cablecast on governmental access capacity pursuant to policy set by the Township Board.

J. Shall be responsible for reviewing accessibility options for the deaf and hard of hearing community as such technologies may become available. The Township Board of Trustees shall have final approval for any contracts required to provide such services.

K. Shall be responsible for the physical and daily operation of the governmental access channel capacity.

L. Chain of Command: The Technical Services Department shall report first to the Township Supervisor, then to the Township Board of Trustees.

6.9(c)(3) Programming

A. Programming Focus

Programming shall be primarily focused in four main areas:

- government programming;
- community programming;
- educational and community interest programming;
- public service programming;

All programming shall be of special interest and benefit to the residents of the Township of Hamburg, and shall promote and further the goals and objectives of the Hamburg Township Board for Hamburg Township. All applicable FCC regulations shall govern.

B. Programming Types

Automated News Services Programming	Modules provided under agreements with Leightronics, Inc. and/or other suppliers as approved by the Township Board of Trustees.
Live	Live coverage may be provided, subject to the preemption for any material that does not comply with these guidelines.
Remote	Utilizing remote video production facilities for on-location tape-delayed cablecasts.
Video Delayed	Events or presentations may be recorded for cablecast at a later time. Recordings of live cablecasts may be replayed.

Locally Produced Programs	Original programs that are governmental and community programming may be produced by eligible entities, including production and production assistance by Technical Services staff or others on behalf of such eligible entities. Any copyrights to locally produced programming shall belong to the eligible entity producing such program. If such eligible entity is not organized and authorized to own such a copyright, the copyright shall belong to the Township or the County or the State with direct jurisdiction over the eligible entity.
External Programs	Governmental, community and educational programming may be acquired or borrowed by eligible entities for access. The eligible entity shall be responsible for securing all copyright authorizations required for externally produced programs and shall provide a written copy of such authorizations upon application to Technical Services staff to air such programming.
Alphanumeric Message Board	A governmental and community bulletin board may be maintained to display messages of local interest in Hamburg Township and Livingston County, Michigan and a community calendar.
Data	Computer applications may be integrated over the access capacity as technology permits.

C. Program Log

A daily log will be maintained of all programming cablecast that day by Technical Services staff. A Program Guide may be placed on Channel 191 and/or the Township’s web site. Notices regarding scheduling for certain broadcasts including “Meet the Candidates” forums may be placed on the Township’s web site.

D. Township Control

Hamburg Township reserves the right to control all programming, including all non-profit advertising, which is broadcast over the channels. No for-profit advertising is permitted due to cable TV franchise limitations. The right of control is a broad right, including, but not limited to, control over any and all content (video, audio, graphics, text), length of programming, broadcast schedule times, methods of production and broadcasting, copyright of materials generated by Hamburg Township and any related fees, production costs, broadcasting costs and/or equipment costs.

E. Political Programming

No "political programming" shall be accepted for governmental access except as may be approved by the Hamburg Township Board of Trustees.

i. Definition of "Political programming"

a. That programming which, if inserted on the governmental or community access channel capacity, would constitute a use by a legally qualified candidate or his or her supporters (authorized or unauthorized) that would give rise to requirements by a cable operator, if such programming were to have been inserted on a cable channel subject to the cable operator's control, to provide equal opportunities and quasi-equal opportunities to other such candidates for the same office or their supporters (authorized or unauthorized) under Federal Communications Board CFCC") cable television regulations, e.g., 47 C.F.R. §76.3(q) and §76.205 et seq., and related FCC policies, rules and doctrines, including the "personal attack rule."

b. "Meet the Candidate" and other issues-related forums held prior to elections may be allowed as approved by the Hamburg Township Board of Trustees even though they may be considered "political" programming.

ii. Definition of "Non-Political Programming"

For these guidelines, the following are considered news events and are not "political programming:"

- a. Meetings of and hearings before the Hamburg Township Board and Hamburg Township Planning Commission, Hamburg Zoning Board of Appeals; and any other Hamburg Township government committees and departments.
- b. Meetings of and hearings held by Livingston and Washtenaw County departments affecting Hamburg Township residents and property owners.
- c. Meetings of and hearings held by State of Michigan departments such as the Michigan Department of Natural Resources (MDNR), Michigan Department of Environment, Great Lakes and Energy(MEGLE), Michigan State Police(MSP)/Emergency Management, etc.
- d. Meetings held by Federal regional government agencies such as FEMA/NFIP, USCACE, and USGS for issues involving Hamburg Township residents and property owners.

iii. Right of Refusal

Hamburg Township reserves the right to refuse cable broadcasting of programs which may contain any of the following:

Unauthorized use of copyrighted material.
Violation of the State and Federal law regarding obscenity. No programming shall be accepted for governmental access if it contains obscene material, sexually explicit conduct or material soliciting or promoting unlawful conduct under Section 10(c) of the Cable Television

Consumer Protection and Competition Act of 1992 ("Cable Act") as implemented by regulations of the FCC.
Advertising of a "lottery" as defined in 18 U.S.C. § 1304 and FCC regulation 47 C.F.R. § 213.
Unlawful invasion of privacy.
Material which is libelous, slanderous or defamatory.
Material which violates local, state or federal laws.
Any other material deemed inappropriate by the Hamburg Township Board of Trustees.

F. Preview of Programming

Any programming submitted by an eligible governmental entity for access shall be previewed by the Technical Services staff, or Township elected officials for acceptance. Such programming may be edited to conform to these guidelines, or the programming may be rejected. If concerns develop, the matter shall be referred to the Township Board for review.

G. Alphanumeric Bulletin Board

Messages programmed into the "Bulletin Board" shall be edited to provide clarity and to provide maximum use of the memory bank currently available. Message content generally will not be edited, but will not be inserted if inconsistent with these guidelines

H. Handling of Program Materials

i. Return of Refused Programming

Any programming submitted by an eligible entity for cable TV channel access that is not accepted will be returned.

ii. Program Retainage

Programming accepted for governmental access will be retained, including recordings of live programming, for the duration of the scheduled run of the programming, including repeat exhibitions, and for any such period of time as may be applicable under the Township's policies for programming return, receipt and record retention.

iii. Program Copying

a. Subject to copyright and licensing considerations, programming shall be available to the public for copying one week after the last scheduled run. All requests for copies shall be made pursuant to FOIA requirements.

b. The cost for copies of programming shall be set by the Township Clerk according to the Township Schedule of Fees under FOIA.

c. Programming generated by entities other than Hamburg Township shall be obtained directly from that entity and not from Hamburg Township.

6.9(c)(4) Programming Schedules

A. Day to Day Management

i. Daily Schedule

Technical Services staff are responsible for scheduling. The day-to-day management of schedules shall be through the Technical Services office.

ii. Program Schedule

The program schedule, once publicized, generally will not be deviated from or added to except in the event of an emergency, as a result of technical difficulties or unavailability of the scheduled programming.

B. Scheduling priorities and guidelines

PRIORITY LEVEL	GUIDELINES
Level 1	Announcements concerning emergencies affecting health or safety or exigent circumstances may preempt at any time; weather bulletins; civil defense bulletins, etc.
Level 2	Special and regular meetings and hearings of the Township Board, Planning Commission, Zoning Board of Appeals, and other related boards and committees; election notices; election precinct workers' meetings notices; meetings of Livingston County of interest to Hamburg residents; requests for service workers; notices
Level 3	Other public meetings and public hearings; In-service use of government access channel capacity; Information programming, news, public interest; community activities (festivals and special events; senior citizens; parks and recreation programming, etc.);
Level 4	Educational programming; public safety programming; environmental programming; community access programming, adoptable pets from Livingston County Animal Control Shelter
Level 5	Database programming; internet generated programming; repeats of public meetings and

	hearings for time diversity; alphanumeric bulletin board messages
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C. Live Programming Scheduling

- i. Programming of live scripts or concepts for such live programming must be submitted at least two (2) weeks in advance of the intended cablecast date to allow for scheduling, preparation, production, if any, and evaluation for consistency with these guidelines.
- ii. Emergency programming is not subject to this requirement.
- iii. All scripts shall be submitted to the Technical Services Department and a Production Proposal completed.

D. Community Bulletin Board Notices

"Bulletin Board" messages must be submitted to the Technical Services Department at least 72 hours prior to the intended insertion date except for special public announcements (such as emergency closings).

E. Scheduling Conflicts

- i. It is the Township's policy to cablecast all programming submitted by an eligible entity, subject to the priorities and guidelines herein. Scheduling requirements may, from time to time, preclude available cablecast time for all such programming for its intended cablecast date.
- ii. Technical Services staff shall use reasonable efforts to accommodate such programming and entity and to resolve potential scheduling conflicts.

F. Right of Scheduling Reservation Hamburg Township reserves the right to schedule the time in which a program will be cablecast.

G. Viewer Discretion Notification Programs which may not be suitable for viewing by children, or contain material which may be offensive to sensitive viewers, will carry the standard disclaimer at the head of the program:

"The following program contains material which may be offensive to some viewers and may be inappropriate for viewing by children. Viewer discretion is advised."

6.9(c)(5) Support for Access Programming - Underwriting

A. Franchise Fees

Channel 191 is presently maintained via franchise fees generated by cable TV subscribers to the Charter/Spectrum Cable TV Network in Hamburg Township as budgeted for pursuant to allocation by the Hamburg Township Board of Trustees.

B. Underwriting Contributions

Individuals or organizations that provide contributions to the Township or to a municipal instrumentality of the Township that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code to support governmental and community access or specific programming of a public interest may be identified by name and, if a business or organization, the display of their business or organization logo and tagline, consistent with Section 399B of the Communications Act of 1934, as amended, and FCC regulations (47 C.F.R. § 73.503(d)) and policies and guidelines governing the noncommercial, educational broadcast services with respect to so-called "underwriting announcements."

B. Underwriting Disclosures

The names, addresses and phone numbers of individuals and/or organizations providing funding for production of programming must be disclosed to the Technical Services Department and the same noted on the Production Proposal.

C. Underwriting Credits

i. Credit may appear at the beginning and/or end of the program identifying the underwriter. The display should be no longer than 10 seconds and the word "sponsor" cannot be used.

ii. The credit may include the words "This program made possible in part by ____" followed by the underwriter's name or logo. Such underwriting announcements or acknowledgments shall be for identification purposes only and shall not promote the contributor's products, services or company. Such announcements may not contain comparative or qualitative descriptions, price information, calls to action or inducements to buy, sell, rent or lease.

D. Underwriting Payments

All underwriting contribution funds shall be submitted to and paid to the Hamburg Township Treasurer with receipts provided for same.

6.9(c)(6) Video Products

A. Video Copies

i. Subject to copyright licensing requirements and FOIA requirements, copies of any available Township of Hamburg programs, including Township Board meetings, shall be provided to authorized Township employees or departments for official use only, free of charge, upon request.

ii. Copies of Township Board and other public meetings shall be provided to any citizen at cost (to include administrative and overhead) in accordance with the provisions of

Schedule of Fees and Charges as set by the Technical Services Department in accordance with FOIA requirements.

iii. Simulcasting: Township meetings shall be simulcast via Livestream/Vimeo services software platform online and/or via Channel 191 on the Charter/Spectrum Cable TV network.

iv. Archiving/Video-On-Demand: Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service.

B. Videotape review

Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service. FOIA requests for video recordings transcribed to physical media such as DVDs or flash drives shall be directed in writing to the Hamburg Township Clerk.

C. Archives

i. It is the policy of the Township to maintain video tape archives of meetings of and hearings before the Township Board of Trustees, the Hamburg Planning Commission (when the Planning Commission proceedings are recorded), and the Hamburg Township Zoning Board of Appeals pursuant to Township record retention policy as administered by the Hamburg Township Clerk.

ii. Recording and record retention policies for all other meetings of and hearings before other eligible entities shall be arranged by such entity in a manner acceptable to the Township Clerk, who is the designated Keeper of the Records for Hamburg Township.

iii. All recording and record retention policies shall be handled pursuant to current FOIA regulations. Video recordings will be posted and made available to the public free of charge on the Livestream/Vimeo or other similar video-on-demand internet viewing service.

6.9(c)(7) Legal

A. Copyright and Trademark/Service Mark

i. Copyright Clearance

All programming accepted for governmental access cable broadcasting shall be cleared for copyright.

ii. Copyright Use Authorization

The eligible entity submitting the programming must have obtained and provided to the Technical Services Department a specific authorization from the copyright holder of the programming authorizing the "Township of Hamburg" to perform, edit and make ephemeral recordings of the work consistent with these guidelines.

iii. Personal Release

In the case of live programming or recorded programming produced for access hereunder that is not a public proceeding, permission or releases must be obtained from persons depicted therein to use their likenesses, including printed, recorded and photographed material. Written evidence of permission shall be submitted to the Technical Services Department at the time of submission of the programming request by the entity on the Production Proposal.

iv. Trademark Clearance

Any trademark or service mark, depicted or audible, in any programming accepted for governmental access shall be cleared in the same manner as for copyright.

B. Errors and Omissions

i. Warrant to Township

Eligible entities shall represent and warrant to the Township that they have all necessary copyright, trademark, service mark and likeness (i.e., invasion of privacy) permissions and authorizations for the Township to cablecast the submitted programming consistent with these guidelines and that such information or programming is not libelous, slanderous or defamatory and is otherwise consistent with these guidelines.

ii. Indemnification of Township

Such eligible entities shall indemnify and defend the Township against damages and loss, including reasonable attorney's fees, for any claims arising out of such representations and warranties. Such indemnification shall also extend to the cable operator to the extent it is not exempt from liability under the Cable Act or other applicable law. A copy of the certificate of copyright authorization is to be attached as part of the Production Proposal.

iii. Broadcasters' Liability Insurance

The Township may obtain appropriate "broadcasters' liability" insurance, in which case it may name such eligible entities as additional insureds and assess such entities, pro-rata, the premium amount of any such insurance.

iv. Township as Named Insured

Alternatively, any such eligible entity that has or obtains such insurance shall name the Township as an additional insured with respect to governmental access programming cablecast pursuant to these guidelines.

6.9(c)(8) Amendment and Repeal

The Hamburg Township Board of Trustees may from time to time amend or repeal these guidelines as it deems fit.

6.10 Tax and Assessment Information Policy

Hamburg Township office hours are Monday through Friday, 8 a.m. to 5 p.m. During these hours Assessing records are available for public inspection, unless an after hours' time is mutually agreed by Hamburg township staff and the individual requesting the records.

Residents, banks, mortgage companies and other entities requesting information regarding tax amounts, special assessment payment amounts, property record cards, valuation sheets, all available sale records, and maps can receive this information verbally and without cost on up to five parcels within a 24-hour period.

The public does not have unrestricted access to township offices, records or facilities. A person may be required to inspect records at a specific counter or table in the view of Township staff.

Records or files cannot be removed from the Township Offices.

Township officials assisting with the inspection of public records must inform any person inspecting records that only pencils, and no pens or ink may be used to take notes.

Special assessment payoff amounts will be provided in writing via fax or mail. No payoff amounts will be issued over the phone.

Individuals, corporations or entities requesting the following information on more than five (5) parcels (with the exception of special assessment payoff amount) must be done in writing.

- Tax Amounts for Specific Years
- Paid Status of Taxes
- Determination of Special Assessment Status
- Amounts of Annual Special Assessment Payments
- Assessing Information

May be required to do the following:

- Submit all Requests in Writing
- Receive all Responses in Writing Via Fax and Mail
- Pay a fee as established by the Township FOIA policy for each parcel on which information is requested. The fee is payable at the time of the request by check, money order, or cash.

(Adopted 5/27/97 – Amended 11/24/98 -Amended 2/3/15)