COUNTY DEPARTMENT AGENDA REQUEST

Department:	Finance	Presenter(s):	Mary S. Holland
Meeting Date:	Thursday, December 9, 2010	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request to move forward with updates to Policies and Procedures Manual sections for Eligibility Verification of Non-Citizen Applicants for Benefits (Manual Section 200.23), Investments (Section 300.03), Travel (Section 300.09), and Budget (Section 300.01).

Background/History/Details:

Legislation was passed in the 2010 Legislative Session that modified state law regarding Eligibility Verification of Non-Citizen Applicants for Benefits (Senate Bill 447). Also, a report by the state's Attorney General removed occupational tax certificates from the list of 'public benefits.'

Another bill (Senate Bill 369) was passed that modified legal requirements for investment of bond proceeds.

It has been recognized that the county's travel policy needs clarification that employees cannot be reimbursed for travel costs from home to their permanent duty station or a temporary duty station.

In addition, corrections to the budget policy are needed to eliminate duplicated paragraphs.

What action are you seeking from the Board of Commissioners?

Approval to place item on 12/9/2010 Board of Commissioners consent agenda for approval of staff's recommended updates to Policies and Procedures Manual sections for Eligibility Verification of Non-Citizen Applicants for Benefits (Manual Section 200.23), Investments (Section 300.03), Travel (Section 300.09), and Budget (Section 300.01).

If this item requires funding, please describe:

N/A

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Wednesday, December 1, 2010
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Fayette County GEORGIA

Where Quality Is A Lifestyle

To: Mary S. Holland

From: Ted L. Burgess

Date: November 15, 2010

Subject: Policy and Procedures Updates

Four of the county's policies and procedures need to be updated. They are as follows.

1. Policy 200.23 – Eligibility Verification of Non-Citizen Applicants for Benefits: The Georgia Security and Immigration Compliance Act (Senate Bill 529) was passed in 2006. It required all local governments to verify that new employees are eligible to work in the United States, and that non-citizens are eligible to receive public benefits when they apply for them. The required mechanism for verification of work eligibility is the federal government's E-Verify program, and for public assistance eligibility is the Systematic Alien Verification for Entitlements (SAVE) program.

   In the 2010 legislative session, Senate Bill 447 was passed, which contained additional definitions and clarifications. It defined the term "physical performance of service" to assist in determining which contractors must verify work eligibility of their employees. It required contractors to notify the county within five business days of hiring a new sub-contractor, and it included additional requirements for sub-contractor affidavits.

   The county's permanent E-Verify user identification number and date of authorization are added to the policy, since the county is required to publish them on its web site.

   On August 1, 2010 the state's Attorney General issued the Report of the Attorney General on Public Benefits. The report includes any local government service that should be considered a 'public benefit.' It clarifies, for the first time, that the county's occupational tax certificates are not public benefits. The attached policy and procedures are updated to reflect this interpretation of state law.

2. Policy 300.03 – Investments: Senate Bill 369, passed in the 2010 legislative session, made changes to Georgia Code Section 36-82-7. This code section establishes the investments that local governments are allowed to make using bond issue proceeds. Senate Bill 369 provides various provisions to update investment options and add clarifying language. Proposed county policy updates will provide more flexibility in investment of bond proceeds, and will reflect the changes in state statute.

   For example, the statute now allows investments in:
   a. Bonds or obligations of other states.
   b. Obligations guaranteed by agencies or instrumentalities of the U.S. Government.
   c. Interest-bearing time deposits, repurchase agreements, reverse repurchase agreements, rate guarantee agreements, or other similar banking arrangements with:
      i. A bank or trust company having capital and surplus of at least $50 million
      ii. A government bond dealer reporting to, trading with, and recognized as a primary dealer by the Federal Reserve bank of New York
      iii. Any corporation which is subject to registration with the Board of Governors of the Federal Reserve System

3. Policy 300.09 – Travel: Clarification is being added to the policy and procedures that regulate the use of county funds for travel reimbursement. Section 9.c.vii now specifies that an employee cannot be reimbursed for travel expenses between home and the duty station, even if it is a temporarily assigned duty station. It further clarifies that the employee will not be reimbursed for travel between a permanent duty station and a temporary duty station, or when traveling from a duty station to pick up a motor pool vehicle.

4. Policy 300.01 – Budget: This policy requires only a few edits. In translation to appropriate automated formats, a few statements were duplicated. This update eliminates the duplications.

Affidavit Verifying Status
For County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Fayette County, Georgia ~~Business Occupation Tax Certificate,~~ Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Fayette County ~~Business Occupation Tax Certificate,~~ Alcohol License, Taxi Permit or other public benefit (circle one) for _____ [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: Date

_____ _____

Printed Name:

_____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens

Notary Public
My Commission Expires: _____

***Note**: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

_____

Bidder's Affidavit
Of Compliance with the Georgia Security and Immigration Compliance Act

By executing this affidavit, the undersigned bidder verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is bidding to contract with Fayette County has registered with, and is authorized to use, the federal work authorization verification program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

The undersigned bidder agrees that it is using, and will continue to use, the federal work authorization program throughout the contract period.

The undersigned bidder further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this proposed contract with Fayette County, bidder will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91. Bidder further agrees to maintain records of such compliance and provide a copy of each such verification to Fayette County at the time the subcontractor(s) is retained to perform such service.

_____
E-Verify or other User Identification Number

_____ _____
BY: Authorized Officer or Agent Date
(Bidder's Name)

_____
Title of Authorized Officer or Agent of Bidder

_____
Printed Name of Authorized Officer or Agent

With express authority on behalf of:

_____
Printed Name of Bidding Company

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public
My Commission Expires:
_____

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with Fayette County has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Fayette County, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor's Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Fayette County at the time the subcontractor(s) is retained to perform such service.

_____
E-Verify or other User Identification Number

_____ _____
BY: Authorized Officer or Agent Date
(Contractor Name)

_____
Title of Authorized Officer or Agent of Contractor

_____
Printed Name of Authorized Officer or Agent

With express authority on behalf of:

_____
Printed Name of Contractor

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 200__

Notary Public
My Commission Expires:
_____

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (contractor) on behalf of Fayette County has registered with and is participating in a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603].

_____
E-Verify or other User Identification Number

_____
Date of authorization to use E-Verify or other program

_____
BY: Authorized Officer or Agent
(Subcontractor Name)

_____
Date of signature

_____
Title of Authorized Officer or Agent of Subcontractor

_____
Printed Name of Authorized Officer or Agent

With express authority on behalf of:

_____
Printed Name of Subcontractor

_____
_____
_____
_____
Address of Subcontractor

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 200_____

Notary Public
My Commission Expires:
_____

PRIME CONTRACTOR'S WORK AUTHORIZATION CERTIFICATION

Pursuant to O.C.G.A. § 13-10-91, all qualifying contractors and sub-contractors performing work within the State of Georgia on a contract with a public employer must register and participate in a federal work authorization program. Prime contractors may participate in any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 ("IRCA").

Certify compliance with O.C.G.A. § 13-10-91 by checking the appropriate line below:

_____ The undersigned has registered for and is participating in a qualifying federal work authorization program;

or

_____ The undersigned is not required to register for or participate in a qualifying federal work authorization program at this time. But, if the undersigned becomes a qualifying prime contractor in the future, the undersigned agrees to register for and participate in a qualifying federal work authorization program.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services within this state pursuant to this contract with a public employer, the undersigned will secure from such subcontractor(s) a verification of compliance with O.C.G.A. § 13-10-91 using the form "Subcontractor's Work Authorization Certification" or a substantially similar form. The undersigned will maintain records of compliance and provide a copy of each sub-contractor's verification to the public employer at the time the sub-contractor is retained to perform such service.

_____
BY: Authorized Officer or Agent

_____
Date

_____
Title of Authorized Officer or Agent

_____
E-Verify User Identification Number (if applicable)

_____
Printed Name of Authorized Officer or Agent

With express authority on behalf of:

_____
Printed Name of Prime Contractor

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 20____.

Notary Public
My Commission Expires: _____

SUBCONTRACTOR'S WORK AUTHORIZATION CERTIFICATION

Pursuant to O.C.G.A. § 13-10-91, all qualifying contractors and sub-contractors performing work within the State of Georgia on a contract with a public employer must register and participate in a federal work authorization program. Sub-contractors may participate in any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 ("IRCA").

Certify compliance with O.C.G.A. § 13-10-91 by checking the appropriate line below:

_____ The undersigned has registered for and is participating in a qualifying federal work authorization program; *or*

_____ The undersigned is not required to register for or participate in a qualifying federal work authorization program at this time. But, if the undersigned becomes a qualifying sub-contractor in the future, the undersigned agrees to immediately:

(1) Notify the covered prime contractor; *and*

(2) Register for and participate in a qualifying federal work authorization program.

_____
BY: Authorized Officer or Agent

_____
Date

_____
Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

_____
Printed Name of Authorized Officer or Agent

With express authority on behalf of:

_____
Printed Name of Subcontractor

_____

_____

_____
Address of Subcontractor

_____
E-Verify User Identification Number
(if applicable)

_____
Notary Public
My Commission Expires: _____

_____
Date of Authorization to Use E-Verify or
Other Federal Work Authorization Program

Attachment 7

OMB No. 1615-0101; Expires 07/31/2011

Department of Homeland Security
U.S. Citizenship and Immigration Services

G-845, Document Verification Request

Section A. To Be Completed by the Submitting Agency

To: U.S. Citizenship and Immigration Services (USCIS)

From: Typed or Stamped Name and Address of Submitting Agency

Attn: **Immigration Status Verification Unit**

(USCIS may use above address with a No. 10 window envelope)

1. Alien Registration Number or Form I-94 Number
2. Applicant's Name (Last, First, Middle)
3. Nationality
4. Date of Birth (mm/dd/yyyy)
5. U.S. Social Security Number
6. Verification Number
7. Photocopy of Document Attached
   (If printed on both sides, attach a copy of the **front and back**.)
   Other Information Attached (Specify documents)
8. **Organization (Specify)**
9. Name of Submitting Official
10. Title of Submitting Official
11. Date (mm/dd/yyyy)
12. Telephone Number ( )

Section B. To Be Completed by USCIS

USCIS RESPONSES: From the documents or information submitted and/or a review of our records, we find that:

1. ☐ This document appears valid and relates to a **Lawful Permanent Resident alien** of the United States
2. ☐ This document appears valid and relates to a **Conditional Resident alien** of the United States
3. ☐ This document appears valid and relates to an alien **authorized employment** as indicated below
   - ☐ a. Full-Time
   - ☐ b. Part-Time
   - ☐ c. No Expiration (Indefinite)
   - ☐ d. Expires on (Specify mm/dd/yyyy below)
4. ☐ This document appears valid and relates to an alien who has an **application pending** for
   (Specify USCIS benefit below)
5. ☐ This document relates to an alien having been **granted asylum/refugee status** in the United States
6. ☐ This document appears valid and relates to an alien **paroled** into the United States pursuant to Section 212 of the I&N Act
7. ☐ This document appears valid and relates to an alien who is a **Cuban/Haitian entrant**
8. ☐ This document appears valid and relates to an alien who is a **conditional entrant**
9. ☐ This document appears valid and relates to an alien who is a **nonimmigrant**
   (Specify type or class below)
10. ☐ This document appears valid and relates to an alien **not authorized employment** in the United States
11. ☐ Continue to process as legal alien. USCIS is searching indices for further information
12. ☐ This document is not valid because it appears to be
    (Check all that apply.)
    - ☐ a. Expired
    - ☐ b. Altered
    - ☐ c. Counterfeit

USCIS Stamp

Comments

☐ 13. No determination can be made from the information submitted. Please obtain a copy of the original alien registration documentation and resubmit.

☐ 14. No determination can be made without seeing both sides of the document submitted. (Please resubmit request.)

☐ 15. Copy of document is not readable. (Please resubmit request.)

Permanently Residing Under Color of Law "PRUCOL"

PRUCOL requests can only be submitted by the Social Security Administration for Supplemental Security Income cases that pre-date August 22, 1996.

☐ 16. USCIS is actively pursuing the removal of an alien in this class/category.

☐ 17. USCIS is not actively pursuing the removal of an alien in this class/category at this time.

☐ 18. Other.

Instructions

1. **Submit copies *(front and back)* of alien's original documentation.**
2. **Make certain a *complete return address* has been entered in the "From" portion of the form.**
3. The Alien Registration Number (A-number) is the letter "A" followed by a series of seven, eight, or nine digits. The number found on Form I-94 may also be recorded in the block. (Check the front and back of the Form I-94 document. If the A-number appears, record that number when requesting information, instead of the longer admission number, because the A-number refers to the most integral record available.)
4. If Form G-845 is submitted without copies of the applicant's original documentation, it will be returned to the submitting agency without any action taken.
5. Address this verification request to the U.S. Citizenship and Immigration Services verification office assigned to you by the SAVE Program Office. For further information, please visit **www.uscis.gov.**

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 5 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529, OMB No. 1615-0101. **Do not mail your application to this address.**

Fayette County
GEORGIA

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CERTIFIED MAIL Attachment 8

January 1, 2010

Mr. John Doe
1234 Fifth Street
Fayetteville, GA 30214

Subject: Verification of Immigration Status

Dear Mr. Doe:

In compliance with Georgia Code Section 50-36-1, the county verifies the immigration status of any applicant for public benefits who is not a citizen of the United States. The _____ license for which you have applied is governed by this code section.

Verification is accomplished by accessing information maintained by United States Citizenship and Immigration Services (USCIS). USCIS has been unable to verify your immigration status in connection with your application. The enclosed Fact Sheet provides information about how to contact USCIS if you believe your records are incorrect or incomplete, or if you simply wish to obtain a copy of your records. The federal agency will work with you to make any appropriate changes or corrections.

You will be provided with a period of 30 days from the date of this letter to work with USCIS and correct or update your information, and then contact this Department for a follow-up verification request. If at the end of the 30 days USCIS still cannot verify your immigration status, the county will deny your application.

If you have questions about this letter or the county's verification process, please contact _____ (~~Finance,~~ Planning and Zoning, or Marshal's Office staff assigned as contact point).

Sincerely,

_____ (Department Head)

XXX/yy
Enclosure

Attachment 9

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
Verification Division
Washington, DC 20024

U.S. Citizenship and Immigration Services

Information for Applicants: Verification of Immigration Status and How to Correct Your Record with USCIS

Many federal, state and local agencies verify the immigration status of benefit applicants to ensure that only qualified aliens or naturalized and derived citizens receive benefits. These agencies verify immigration status by using the Systematic Alien Verification for Entitlements (SAVE) Program of the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS).

The benefit-granting agency has submitted your information to the SAVE Program for verification. Because the SAVE Program cannot confirm your immigration status after completion of a process that includes the agency providing USCIS with a copy of your immigration documentation, you must be given an opportunity to correct your records with USCIS and reapply for the benefit and/or appeal the denial of the benefit. Please note that there are a number of reasons why the SAVE Program may not be able to verify your immigration status. The inability of the SAVE Program to verify your status does not necessarily mean that you are not authorized to be in the United States or are ineligible to receive the benefit for which you applied.

If you believe that the SAVE Program response to the benefit-granting agency did not provide accurate information about your actual immigration status and/or you need to make corrections to your immigration record, please contact USCIS by using one of the following methods:

1. Schedule an appointment for an in-person interview at a local USCIS office. You may schedule an appointment at a local USCIS office at the InfoPass website, **http://infopass.uscis.gov**, or by calling the National Customer Service Center, **1-800-375-5283**. Scheduling an appointment is the fastest way to correct your records. We recommend that you bring to your appointment this Fact Sheet, documentation evidencing your immigration status, and any information provided by the benefit-granting agency concerning why your immigration status makes you ineligible to receive the benefit.

2. Submit a request in writing. If you know the information that needs to be corrected in your record, you may submit a request to correct your records to the Freedom of Information Act/Privacy Act (FOIA/PA) Office at the following address:

Privacy Act Amendment
U.S. Citizenship and Immigration Services
National Records Center
FOIA/PA Office
P.O. Box 648010
Lee's Summit, MO 64064-8010

We recommend that you include the following information in your submission, if available:

- State that you were denied benefits
- Information that is inaccurate
- Proposed change(s) to the record
- Date and place of birth
- A return address
- Copies of your immigration /naturalization status documents
- Reason it is inaccurate
- A-File number and/or the full name
- Notarized signature of the applicant
- Other information that may assist in locating the record

If you do not know the information you need to correct, you may submit a written request to obtain your records by submitting Form G-639, *FOIA/PA Request*. This form is available from the nearest USCIS office or online at **http://www.uscis.gov/files/form/g-639.pdf** . You should use the address specified above, but mark the envelope *"Privacy Act Request" rather than "Privacy Act Amendment."*

Fayette County

Policies and Procedures

OPERATIONAL FUNCTIONS
Eligibility Verification of Non-Citizen Applicants for Benefits
200.23

PURPOSE

The Georgia Security and Immigration Compliance Act (Senate Bill 529) was passed in 2006. It was amended by House Bill 2 in 2009, and again by Senate Bill 447 in 2010. The Act added provisions to Georgia law which require all local governments, their contractors and their subcontractors, to verify that new employees are eligible to work in the United States. They also require verification of aliens' eligibility to receive public benefits. Relevant portions of the Georgia Code are as follows:

- Title 13: Article 3 of this Title was created to require public employers to verify the eligibility of every newly hired person for employment in the United States. It also prohibits local governments from entering into a "contract for the physical performance of services within this state" unless the contractor verifies the employment eligibility status of all employees. Local governments, their contractors, and their subcontractors are to perform the work-eligibility verification by using the federal work authorization program (the current program, E-Verify, is operated by U.S. Citizenship and Immigration Services [USCIS], which is part of the U.S. Department of Homeland Security).

- Title 50: Chapter 36 of this Title was created to require local governments to "verify the lawful presence in the United States of any natural person 18 years of age or older" who applies for public benefits. For this purpose, "public benefits" include alcoholic beverage licenses, canvasser or solicitor licenses, ~~occupation tax certificates~~, professional licenses, and various other government services as defined in Georgia Code Section 50-36-1 [the current federal program for this purpose, Systematic Alien Verification for Entitlements (SAVE), is also operated by USCIS].

The purpose of this policy is to assure compliance with the Georgia Security and Immigration Compliance Act and related laws, rules, and regulations.

DEFINITIONS:

1. Alien: Any person who is not a citizen or national of the United States.
2. Breach: In safeguarding personally identifiable information, a "breach" occurs when there is a loss of control, unauthorized disclosure, unauthorized access, or other compromise of personal information in electronic or physical form.
3. Immigrant: An alien who has been granted the right by USCIS to reside permanently in the U.S., and to work without restrictions.

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4. National: All U.S. citizens are nationals. Non-citizen nationals include individuals who were born outside the U.S. in territories such as American Samoa or the Northern Mariana Islands.
5. Nonimmigrant: An alien who has been granted the right by USCIS to reside temporarily in the U.S. Aliens in some nonimmigrant statuses are allowed to be employed in the U.S., and others are not. Examples of nonimmigrant are foreign student, diplomat, or a visitor for business.
6. OMB: The Office of Management and Budget, which is organizationally within the Executive Office of the President.
7. Physical performance of service: As defined in Georgia Code Section 13-10-90, this means "the building, altering, repairing, improving, or demolishing of any public structure or building or other public improvements of any kind to public real property, including the construction, reconstruction, or maintenance of all or part of a public road; or any other performance of labor for a public employer under a contract or other bidding process."

POLICY

Fayette County will abide by federal and state laws, rules, and regulations to bring about reasonable assurance that United States citizens or qualified immigrants receive employment opportunities, benefits, or services to which they are legally entitled.

PROCEDURES

Georgia Code Section 13-10-91 instructs the Georgia Department of Labor (DOL) to "prescribe forms and promulgate rules and regulations" for local governments to use in meeting the requirements of the state law for newly hired employees and for requirements in dealing with contractors or subcontractors (except for transportation contracts). The same code section instructs the Georgia Department of Transportation (DOT) to prescribe forms, rules, and regulations for local governments to follow with any contract relating to public transportation. The resulting DOL and DOT rules are posted on the two departments' web sites.

In complying with Georgia code and state agencies' rules for verification of employment eligibility, and rules for verification of eligibility to receive public benefits, the county will employ the following procedures.

I. Display of user identification number:

The county will permanently display its federally-issued E-Verify user identification number (#47566), as issued by USCIS, and date of authorization (July 2007) on the county website, as required by Georgia Code Section 13-10-91(a).

II. Newly hired county employees:

DOL Rule 300-10-1-.02 states that every public employer must participate in a "federal work authorization program" to verify the eligibility of all new employees to work in the

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United States. The current federal program used for this purpose, E-Verify, can be accessed from the USCIS internet web site (www.uscis.gov). The county's Human Resources Department will use this program, or successor programs as applicable, to verify that any newly hired person is eligible for employment.

DOL Rule 300-10-1-.05 requires the county to "designate an individual to monitor new employee work eligibility verification" and to "maintain a file of all written records required under these rules for public inspection," in accordance with the county's records retention schedule and applicable federal law. For this purpose, the Director of Human Resources, or the Director's designee, shall be the individual responsible for performance of these duties.

Georgia Code Section 50-36-1 requires that anyone who applies for a public benefit must sign an affidavit attesting that they are either a U.S. citizen or a legal alien. The term "public benefit" has been interpreted to include retirement, health, and disability benefits which are provided by employers. The Human Resources Department will obtain signed, notarized affidavits from all newly-hired county employees that declare that they are either U.S. citizens or aliens who are authorized to work in the United States (Attachment 1).

The Human Resources Department will verify that all newly hired employees are eligible to work in the U.S. through the federal E-Verify program. This process will be initiated within three business days after the new employee has been hired.

The E-Verify program Memorandum of Understanding contains various additional responsibilities which the Human Resources Department must comply with. These include, but are not limited to, the following:

- Safeguard the information received through E-Verify, and limit access to the information to authorized individuals.
- Prominently display notices from the Department of Homeland Security regarding employment eligibility verification.
- If an employee presents a DHS Form I-551 (commonly called a Green Card) or Form I-766 (Employment Authorization Document) as part of the eligibility documentation process, HR staff will make a photocopy of the Form and keep it with the employee's file.
- Do not use E-Verify for pre-screening purposes.
- Permit the Department of Homeland Security or the Social Security Administration access to review employment records and interview staff regarding the use of E-Verify, and cooperate with their compliance monitoring.

III. Bids and Contracts:

Georgia Code Section 13-10-91(b) requires that most contractors and subcontractors verify the work eligibility status of newly hired employees. The requirement includes any person or entity which contracts for the "physical performance of services within the state." This term refers to contractors that have a physical presence and employees who perform work in the state. If, for example, the county does business with a software

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company in Texas, and all services are provided via the internet or telephone, then the company is excluded from this regulation.

1. ***Bids***: In compliance with Georgia Code Section 13-10-91(b)(1), any bid for services covered by this policy must include a signed, notarized affidavit which includes the following:

- A statement that the bidder has registered with, and is authorized to use, the federal work authorization verification program;
- The bidder's user identification number as assigned by the U.S. Department of Homeland Security, and the date of authorization; and
- A statement that the bidder is using, and will continue to use, the federal work authorization verification program throughout the contract period.

The Purchasing Director or the Director's designee will assure that all invitations for bids or requests for proposals comply with this requirement, if the winning bid will lead to a contract for the physical performance of services within the state. In the event a bid or request for proposals is prepared without the direct involvement of the Purchasing Department, the head of the administering department will assure compliance with this requirement.

Attachment 2 is the affidavit to be used for this purpose.

2. ***Contracts (other than contracts related to transportation):*** In compliance with the Georgia Department of Labor's regulation 300-10-1-.03, each new contract executed by the county shall contain the following language:

a) Contractor agrees to comply with all requirements of Georgia law which are contained in O.C.G.A. 13-10-91, and Georgia Department of Labor's Rule 300-10-1-.02.

b) Contractor attests, by placing a checkmark, initials, or other affirmative indicator, that contractor currently employs the following number of persons:

_____ 500 or more employees
_____ 100 or more employees
_____ Fewer than 100 employees

c) In the event the contractor employs or contracts with any subcontractor(s) in connection with this contract, then contractor will secure from the subcontractor(s) a statement of the number of people employed by the subcontractor, using the same three categories as shown above.

d) Contractor attests to compliance with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor's Rule 300-10-1-.02 by inclusion of the signed and notarized Contractor Affidavit and Agreement as part of this contract.

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e) Contractor attests to the compliance of any subcontractor(s) connected with this contract, with the requirements of O.C.G.A. 13-10-91 and the Georgia Department of Labor's Rule 300-10-1-.02 by inclusion of a signed, notarized Subcontractor Affidavit for each subcontractor as part of this contract. Contractor further agrees to maintain records of such attestation for inspection by Fayette County at any time.

Attachment 3 is the Contractor Affidavit and Agreement referred to in 2.d above. Attachment 4 is the Subcontractor Affidavit referred to in 2.e.

Each new contract will contain a stipulation that requires the contractor to notify the county upon the contractor's hiring a new subcontractor, or if a subcontractor hires a new subcontractor. The contract will require that notification be provided within five business days of hiring the new subcontractor. The notification must include an affidavit from the new subcontractor that attests to the new subcontractor's name and address, user identification number, and date of authorization to use the federal work authorization program (Attachment 4).

The Purchasing Director or the Director's designee will incorporate the above language and affidavits into all future contracts that are covered by this section. In the event a contract is executed without the direct involvement of the Purchasing Department, the head of the administering department will assure compliance with this requirement.

3. ***Contracts related to transportation***: In compliance with DOT rules and regulations, a contractor must execute and include as part of the contract an affidavit, in the format prescribed by DOT (Attachment 5), which certifies the contractor's participation in the federal work authorization program operated by the U.S. Department of Homeland Security (currently E-Verify).

An additional affidavit must be submitted for each subcontractor, as in the format prescribed by DOT, if any, for contracts related to transportation (Attachment 6).

Each new transportation-related contract will contain a stipulation that requires the contractor to notify the county upon the contractor's hiring a new subcontractor, or if a subcontractor hires a new subcontractor. The contract will require that notification be provided within five business days of hiring the new subcontractor. The notification must include an affidavit from the new subcontractor that attests to the new subcontractor's name and address, user identification number, and date of authorization to use the federal work authorization program (Attachment 6).

The Purchasing Director or the Director's designee will incorporate these affidavits into all future transportation-related contracts which are covered by this section. In the event a transportation-related contract is executed without the direct involvement of the Purchasing Department, the head of the administering department will assure compliance with this requirement.

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IV. Public Benefits:

In compliance with Title 50, Chapter 36 of Georgia Code, the county will verify the lawful presence in the United States of any applicant for covered public benefits, whether it is a first-time application or renewal, as defined in Code Section 50-36-1. Public benefits applicable to the county, and the Department Director or Director's designee responsible for meeting the requirements of this Policy and Procedures, are as follows:

Public Benefit	Responsible Department
~~Occupational tax certificates~~	~~Finance~~
Alcoholic beverage licenses	Planning & Zoning
Canvasser or solicitor licenses	Planning & Zoning
Business licenses	Marshal
Taxi / limousine service licenses	Marshal

Note: The term "public benefit" does not include recreation, animal control or emergency services, burn permits, or similar services provided by the county.

Each applicant for a ~~tax certificate or~~ license must provide a signed, notarized affidavit which declares that the applicant is either:

- A United States citizen; or
- Other than a United States citizen, but lawfully present in this country.

Attachment 1 is the affidavit to be used for this purpose.

If the applicant for a~~n occupational tax certificate,~~ business license or other benefit is a sole proprietorship, the proprietor is the person authorized to sign the affidavit. If the business is a partnership, any of the legally registered partners may sign. If the application is for a corporation, any corporate officer or the corporation's attorney-in-fact may sign the affidavit.

A. U.S. Citizens

If the affidavit states that the applicant is a United States citizen, no further action will be required to establish citizenship. *It should be noted that any applicant who makes a false statement on the affidavit is subject to a maximum of five years in prison or a fine of up to $1,000 as provided by Georgia Code Section 16-10-20.*

B. Non-Citizens

If the affidavit states that the applicant is other than a United States citizen, the county must establish eligibility for public benefits through the entitlement verification program designated by the U.S. Department of Homeland Security (the SAVE program).

{Note: It is important that the applicant include his or her Alien Registration Number, often called an A#, on the affidavit as required by Georgia law at Code Section 50-36-1(e)(2). This is an eight- or nine-digit number which appears on Form I-55 (know as a

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Green Card). The federal Department of Homeland Security assigns this number when an alien applies for a Green Card.

There may be legitimate cases in which a non-citizen applicant for public benefits does not have an Alien Registration Number. In such a case, the applicant must supply their federal alien number which has been assigned by the Department of Homeland Security or other federal agency, in the space provided at the bottom of the affidavit. This exception to provision of the Alien Registration Number from the Green Card is allowed by Georgia Code Section 50-36-1(e)(2).}

Upon receipt of an affidavit from a non-citizen, designated staff will verify eligibility for public benefits as follows:

1. Require the non-citizen applicant to present (original) immigration or naturalization documentation that contains the information (e.g. name and alien registration number) required by the SAVE program. Physically examine the documents to ascertain that the document(s) reasonably appear to be genuine, and related to the applicant. Make a copy of the document(s), and keep with any other records for the applicant.

2. Provide the applicant's information to USCIS' SAVE program. If the SAVE program confirms the applicant's eligibility to receive public benefits, the verification process is complete. Staff will issue the license, certificate, or other public benefit.

3. If the SAVE program responds that eligibility is not verified, it will prompt the county to "institute additional verification". Staff will seek to obtain additional information from the applicant if necessary. Upon receipt of the needed information, staff will submit it as instructed by SAVE.

4. If the federal agency still cannot verify eligibility, it will send instructions through SAVE to resubmit the application by mailing federal Form G-845 (Attachment 7), along with copies of the applicant's immigration document(s), to:

   U.S. Citizenship and Immigration Service
   10 Fountain Plaza, 3rd Floor
   Buffalo, NY 14202-2200

   Attn: Status Verification Office

5. The SAVE program will respond with the applicant's eligibility status, or options for how to seek resolution of any outstanding issue if it remains unsolved after all of the above steps have been completed.

{Note: In the case of a verification which is completed with the first step above, the federal response will often take only a few seconds, allowing the public benefit to be issued on the spot. A verification which goes through all three steps may take approximately two to three weeks to complete.}

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C. Process for Notification of Denial of Benefits, or to Correct Erroneous Information:

If an applicant's eligibility for public benefits cannot be established, staff of the responsible department will send a certified letter with return receipt, to the applicant, notifying him or her of the inability to verify eligibility. The applicant will be given an opportunity to correct USCIS records (see Attachment 8 for a sample letter). A Fact Sheet, developed by USCIS, will accompany the letter and provide the applicant with information about how to correct the federal records (Attachment 9). The letter allows the applicant 30 days to resolve any outstanding issues with USCIS. Otherwise, at the end of the 30 days, the application for public benefits will be denied.

{Note: According to Office of Management and Budget Guidelines on the Conduct of Matching Programs, non-federal agencies must "not take adverse action against an individual as a result of any information developed in a matching program unless the information has been independently verified and until 30 days after the individual has been notified of the findings and given an opportunity to contest them." The guidelines also say "the civil remedies provisions of the Privacy Act are available to matching record subjects who can demonstrate that they have been harmed by an agency's violation of the Privacy Act or its own regulations." A successful litigant is entitled under the Privacy Act to receive at least $1,000 and reasonable attorney's fees.}

Georgia Code Section 50-36-1(f) provides that a properly executed affidavit may be presumed to be proof of lawful presence in the United States until federal verification is received through the SAVE program. If there is a delay in verification because of computer system unavailability or other processing issues, the signed and notarized affidavit may be presumed to be proof of the applicant's eligibility until the formal verification can be completed.

D. Annual Report

The county will file an annual report with the Georgia Department of Community Affairs (DCA) on or before January 1 of each year. It will identify each public benefit provided by the county, and other information as prescribed by DCA, in compliance with Georgia Code Section 50-36-1(i).

E. Safeguarding of Information

OMB Memorandum M-07-16 is titled "Safeguarding Against and Responding to the Breach of Personally Identifiable Information." It provides guidance to federal agencies in assuring the security of personally identifiable information, and what they should do if there is a breach in the security of this information.

To help assure that personally identifiable information pertaining to the SAVE program is not breached or compromised at county offices, the following procedures will be followed:

- All documents pertaining to an application by a non-citizen for public benefits will be kept in files which will be secured by lock when not in use.

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- Personally identifiable information that is not needed will be destroyed by shredding or other similarly effective means.
- Files related to the SAVE program will be retained for 10 years, in conformance with USCIS' federal retention schedule (based on the statue of limitations for prosecuting most types of crimes involving the misuse of this type of information [18 U.S.C. § 3291]). After that time, they will be destroyed or disposed of in a manner that will not put personally identifiable information at risk.
- Any information obtained from USCIS through the SAVE program will be used solely for determining the eligibility of persons applying for public benefits.
- No information obtained through the SAVE program will be disclosed to any unauthorized person without the prior written consent of USCIS.

If there is a suspected or confirmed breach of personally identifying information which was obtained through the SAVE program, and the breach has occurred as a result of county action or inaction, the incident will be brought to the attention of the County Administrator as soon as it is discovered. If the County Administrator determines that the breach causes significant risk of harm to economic or property interests, identity theft or fraud, or other harm to affected individuals, the county's SAVE program coordinator will promptly notify the federal SAVE program and SAVE Monitoring and Compliance.

F. Financial Records

An allocation of estimated amounts of funds needed for the SAVE program will be recorded separately in the county budget. Expenditures will be recorded so that SAVE costs can be distinguished separately from other costs.

G. SAVE Training

County staff who verify applicant information through the SAVE program must have the opportunity to learn how to use the system. The SAVE Program Guide, Web tutorials, a copy of the SAVE Memorandum of Agreement and any other relevant instructional materials will be made available to relevant county staff as they become available to the county.

H. Access to County Records by SAVE Officials

SAVE Monitoring and Compliance officials have the authority to review the county's SAVE policy, procedures, guidance, training records, financial records, usage patterns and other relevant data. This may involve site visits, desk audits, performance audits, interviews, or other methods federal officials may need to employ in conducting their reviews. County staff will provide access to all relevant files, documents, or other records to facilitate this work.

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PURPOSE

This policy provides guidelines for the investment of funds that are not needed immediately to pay current obligations.

POLICY

There shall be a consistent and uniform process for the investment of Fayette County funds not needed for immediate cash. Funds will be invested in a way that (1) safeguards the principal, (2) provides the liquidity required to meet financial obligations in a timely manner, and given these two goals, (3) provides the best return on investment.

PROCEDURES

The first and foremost consideration in choosing investments is security. To reduce the risk of loss because of the failure of any financial institution, depository, broker, or dealer the county will 'pre-qualify' these entities prior to investing funds with them. Qualification will include, as appropriate, an audited financial statement demonstrating compliance with state and federal capital adequacy guidelines, proof of certification by a recognized association, proof of state registration, and evidence of adequate insurance coverage. The investment portfolio will be diversified in order to reduce the impact of potential loss from any one type of security or individual issuer. Risk of interest loss will be reduced by assuring that security maturity dates coincide with anticipated cash requirements, and by investing operating funds primarily in short-term securities.

The investments chosen will provide adequate liquidity to meet upcoming cash-flow requirements that may be reasonably anticipated. The investment portfolio will be structured so that investment securities mature concurrent with cash needs. In order to respond to unanticipated cash needs, investments will include securities with good resale markets, such as the local government investment pool.

While taking care to assure that security and liquidity needs are met, investments will be made in a way that can be expected to produce a reasonable return on investment. Meeting all three of these goals at once will mean that the majority of investments are in relatively low-risk securities, which will earn a fair return relative to the risk assumed. Investments will be diversified by maturity, issuer, and class of security in order to help meet these goals.

In compliance with Georgia Code Section 36-82-7, the county will invest bond issue proceeds only in the following:

1. The local government investment pool.

2. Bonds or other obligations of the State of Georgia or any other state, or any county, municipal corporation, or other political subdivision of the State of Georgia.

3. Bonds or other obligations of the United States, or subsidiary corporations of the United States government, which are fully guaranteed by the government.

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4. Obligations of agencies or instrumentalities of the United States government, and obligations guaranteed by agencies or instrumentalities of the United States government, including the Federal Land Bank, the Federal Home Loan Bank, the Federal Intermediate Credit Bank, and the Bank for Cooperatives. This includes any other such agency or instrumentality now or hereafter in existence; provided however, that all such obligations must have a current credit rating from a nationally recognized rating service of at least one of the three highest rating categories available and have a nationally recognized market.

5. Bonds or other obligations issued by any public housing agency or municipal corporation in the United States, if they are fully secured as to the payment of both principal and interest under an annual contributions contract with the United States government.

6. Project notes issued by a public housing agency, urban renewal agency, or municipal corporation which are fully secured by agreement with the United States government.

7. Certificates of deposit of national or state banks which are located within the State of Georgia, and which have deposits insured by the Federal Deposit Insurance Corporation.

8. Certificates of deposit of federal savings and loan associations, state savings and loan associations, or state building and loan associations which are located within the State of Georgia, and which have deposits insured by the Savings Association Insurance Fund of the Federal Deposit Insurance Corporation or the Georgia Credit Union Deposit Insurance Corporation. Any portion of the certificates of deposit in excess of amounts insured by these insurance corporations must be secured by deposit with the Federal Reserve Bank of Atlanta, or any national bank, state bank, federal savings and loan association, state building and loan, or state savings and loan association located in Georgia, or with a trust office in Georgia. The deposits must at least equal the uninsured excess funds, and must consist of one or more of the following securities:

(a) Direct and general obligations of the State or Georgia or other states, or of any county or municipal corporation in the State of Georgia.

(b) Obligations of the United States or subsidiary corporations, agencies, or instrumentalities of the United States, as well as bonds, obligations, or project notes of public housing agencies, urban renewal agencies, or municipalities.

9. Securities or other interests in any no-load, open-end management type investment company or investment trust registered under the Investment Company Act of 1940.

10. A common trust fund maintained by any bank or trust company, so long as:

(a) Their portfolio is limited to:

i. bonds or other obligations of the U.S. government, or subsidiary corporations of the U.S. government, which are fully guaranteed by the government,

ii. obligations of, or obligations guaranteed by, agencies or instrumentalities of the United States government which have a current credit rating from a nationally recognized rating service of one of the three highest rating categories available, and have a nationally recognized market, or

iii. repurchase agreements fully collateralized by any of the above obligations.

(b) The company takes delivery of collateral either directly or through an authorized custodian,

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(c) The company is managed in such a way as to maintain its shares at a constant net asset value, *and*

(d) Securities in the company are purchased and redeemed only through the use of national or state banks having corporate trust powers and located within Georgia.

11. Interest-bearing time deposits, repurchase agreements, reverse repurchase agreements, rate guarantee agreements, or other similar banking arrangements with:

(a) A bank or trust company having capital and surplus of at least $50 million,

(b) Any government bond dealer reporting to, trading with, and recognized as a primary dealer by the Federal Reserve Bank of New York having capital of at least $50 million, or

(c) Any corporation which is subject to registration with the Board of Governors of the Federal Reserve System pursuant to the requirements of the Bank Holding Company Act of 1956, provided that each such interest-bearing time deposit, repurchase agreement, reverse repurchase agreement, rate guarantee agreement, or other similar banking arrangement permits funds to be available for use at the time provided with respect to the investment or reinvestment of funds.

As authorized by Georgia Code 36-83-4, the county may invest <u>any money within its control</u> (other than bond issue proceeds) in any of the following, in order to achieve the goals of security, liquidity, and return on investment:

1. The local government investment pool.

2. Obligations of this or other states.

3. Obligations issued by the United States government.

4. Obligations fully insured or guaranteed by a U.S. government agency.

5. Obligations of any corporation of the U.S. government.

6. Prime bankers' acceptances.

7. Repurchase agreements.

8. Obligations of other political subdivisions of the state.

The Finance Department will prepare a quarterly investment report to be submitted to the County Administrator and the Board of Commissioners. The report will include a list of individual securities held at the end of the quarter, average weighted yield-to-maturity on investments, maturity dates of investments, and the percent of the portfolio which each type of investment represents.

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FISCAL POLICIES
Travel
300.09

PURPOSE

The purpose of this policy is to provide guidelines for travel expenses of county employees, non-county employees, elected officials and Boards performing governmental functions for Fayette County

POLICY

There shall be a consistent, equitable and uniform process for the reimbursement of travel expenses by Fayette County.

PROCEDURE

All travel is contingent upon the availability of funds in the proper budget line item and approvals by the appropriate officials. All employees, non-county employees, elected officials and Boards performing governmental functions for Fayette County are subject to the provisions of this policy and the rates as set forth herein. Travel expenses shall be reimbursed from County funds for amounts not exceeding the rates established by the Board of Commissioners. Under no circumstances shall a qualified traveler receive duplicate reimbursement for travel, transportation and expense allowances.

1. For purposes of these regulations, the following definitions apply:

    a. Boards: Organized bodies appointed to perform specific functions of government in Fayette County.

    b. Common Carrier: Commercial scheduled airplane, train, or bus.

    c. Conference: A formal gathering for the purpose of conducting business and exchanging information.

    d. County Administrator: Executive staff position reporting directly to the County Board of Commissioners. This position is responsible for the day-to-day operations of the County Government.

    e. County Employee: Individuals other than elected officials who work for Fayette County in exchange for compensation.

    f. County Funds: Any funds deposited with the County Finance Department whether derived from appropriations or County receipts.

    g. Designee: An employee who has been selected to perform a duty or purpose.

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h. Division Director: Senior staff position reporting directly to County Administrator or Elected Official.

i. Duty Station: While employed by the County, it is the headquarters or job location assigned by the County at which the County employee spends the majority of his/her working hours.

j. Elected Official: Individual holding a public office by vote of the Fayette County electorate.

k. In-State: Within the borders of Georgia.

l. Institute: A formal gathering for the purpose of training and instruction. Tuition fees may be paid for instructional costs incurred in such meetings.

m. Non-County Employee*: A consultant whose compensation will be paid from a non-payroll expense line item.* An employee of another governmental jurisdiction, local or federal, in whose travel the County may have a business interest.* Volunteer - An individual who performs helpful work without pay.

n. Out-of-Country: Anywhere not included in the In-State and Out-of-State of this subsection.

o. Out-of-State: All of the continental United States except Georgia.

p. Qualified Traveler: Any individual authorized to travel for a bona-fide business purpose of Fayette County government.

q. Registration: The act of registering for a conference, workshop, or professional development course. Registration fees may be paid for the actual amount expended for such meetings as shown by a valid receipt or invoice.

r. Subsistence: Lodging, meals, phone calls, and all other items allowed under these regulations, which are not defined above as transportation.

s. Tip: Payment of money given in exchange for specific services.

t. Transportation: The means of moving from one physical location to another. The cost of transportation includes: reimbursement paid for the use of private motor vehicles, the fare paid on public conveyances, tolls, gas for County vehicles, and parking fees.

u. Travel: All activities involving expenses for transportation, subsistence, and registration, which are authorized to be paid from County funds or which involve vehicles for transportation.

v. Valid Receipts: Written documentation containing the printed name of the commercial establishment, amount tendered, description of items/services purchased, and transaction date.

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2. For transportation by privately owned automobiles, the reimbursement rate shall not exceed the maximum rate established by the Internal Revenue Service (IRS) as the business standard mileage rate. An alternate reimbursement rate not to exceed 82% of the, then established standard business mileage rate will be used instead of the business standard mileage rate when an employee chooses to use his/her privately owned vehicle in lieu of a County owned vehicle. The Board of Commissioners may establish a rate lower than the maximum as a result of limited budget availability for travel.

NOTE: The County Finance Department will review the IRS business standard mileage rate annually and obtain Board of Commissioners' approval prior to changing the reimbursement mileage rates to the prevailing rates or any amount less than the prevailing rates.

3. For transportation by airline, bus, train or other conveyance, actual economy class fare.

4. For subsistence, One Hundred Fifty Dollars ($150.00) for a 24-hour period when traveling in-state or a total of Two Hundred Eight Dollars ($208.00) for a 24-hour period when traveling out-of-state. Valid receipts will be required.

5. For registration fees, the actual amount expended for a conference, workshop, or professional development course as shown by a valid receipt or invoice.

6. Authorization Procedure

a. In-State Travel: All in-state travel by qualified travelers on County business must be approved in advance and in writing by the Division Director, County Administrator or Elected Official. In addition, written authorization must be secured in advance from the Division Director, County Administrator, or Elected Official for the following:

i. Excess lodging
ii. Registration fees

b. Out-of-State Travel: All travel out-of-state but within the continental United States (specifically excluding Alaska and Hawaii) by qualified travelers on County business must be approved in advance and in writing by the Division Director, County Administrator or Elected Official. (See Attachment 1A: Pre-Authorization for Travel and Advance Request.) Out-of-State travel status begins the day the employee leaves the State of Georgia and remains in effect through the day the employee returns to Georgia. However, in-State allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in Georgia immediately prior to and returning from out-of-State travel during the same period.

c. Out-of-Country Travel: All travel out-of-country (including Alaska and Hawaii) by qualified travelers on County business must be approved in advance and in writing by the Division Director, County Administrator or Elected Official. (See Attachment 1A: Pre-Authorization for Travel and Advance Request.)

d. Blanket Authorization: Blanket authorization for travel by individuals who must frequently travel in-state or out-of-state in the course of carrying out their official duties requires the approval of the Division Director, County Administrator, or Elected Official. The authorization form, (Pre-Authorization for Travel and Advance Request

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Attachment1A), should specify the name(s) of the traveler(s), the purpose for which the travel will be made, the modes of travel, and the geographical areas to be visited.

e. Advance: At the discretion of the Division Director, County Administrator or Elected Official, an advance of funds which does not exceed the estimated travel expense may be issued to a qualified traveler. Travel advances must be requested at least 3 weeks prior to departure date. Travel advances must be accounted for on a timely basis as outlined in this policy at Section VIII (Timely Filing). Failure to account for a travel advance within the time prescribed will result in an automatic payroll deduction of an amount equal to the advance amount on the recipient's next payroll check.

Exception: No P-card holder will receive a travel advance.

The County Finance Department must maintain a log of all travel advances and post issuance and repayments, for purpose of control.

NOTE: PENALTIES AND CHARGES RESULTING FROM CANCELLATIONS:

Penalties and charges resulting from the cancellation of travel reservations (including airline, hotel reservations and/or conference registration) shall be the County's obligation if the qualified traveler's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the County. If the cancellation or change is made for the personal benefit of the qualified traveler, it shall be the qualified traveler's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the qualified traveler's immediate family or other critical circumstances beyond the control of the qualified traveler, the County will pay the penalties and charges.

7. SUBSISTENCE:

a. 24-Hour Period, Lodging and Meal Allowance

i. Lodging: Reimbursement of actual costs of overnight lodging whether in-state or out-of-state, must be documented by a receipt of actual lodging expenses from a commercial establishment. Lodging cost shall not exceed $105.00 per night in-state or $150.00 per night out-of-state unless excess subsistence for lodging is approved by the Division Director, County Administrator or Elected Official prior to departure. This documentation shall be attached to the reimbursement request.

When traveling within the borders of Georgia, the Certificate of Exemption of Local Hotel/Motel Excise Tax (Attachment No. 2) should be presented at the point of check-in.

Daily hotel allowances are to be reported as incurred on the date on which the night's lodging begins.

ii. Meals: Reimbursement for actual cost of meals shall not exceed $45.00 per day for three meals when traveling in-state and shall not exceed $58.00 per day for three meals when traveling out-of-state. All meals must be documented by a receipt of actual meal expenses from a commercial establishment.

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Reimbursement for meals is not allowed when traveler is provided meals as part of any scheduled conference or activity.

Supervisory individuals certifying the reimbursement requests as necessary and proper must require from the traveler a receipt of actual lodging and meal expenses from a commercial establishment. This documentation shall be attached to the reimbursement request.

	IN-STATE	OUT-OF-STATE
Breakfast	$10.00	$13.00
Lunch	13.00	17.00
Dinner	22.00	28.00
Total	$45.00	$58.00

b. Daily travel (Overnight): Qualified travelers may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. The travel must involve a travel destination located at least 35 miles from the qualified traveler's regularly assigned duty station (vicinity) or home, whichever is less.

To be eligible, the traveler must:

• Breakfast: depart duty station prior to 6:30 a.m.
• Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
• Dinner: depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return)

The time of departure and/or arrival must be stated on the travel reimbursement request.

c. Excess: No excess will be allowed in advance for meals unless such costs are included in registration fees and/or there are predetermined charges or the meals were for out-of- country travel. The Division Director, County Administrator or Elected Official may grant excess subsistence for meals while traveling out-of-country.

d. Registration fees: All registration fees must be approved in advance by the Division Director, County Administrator or Elected Official. Registration fees may be paid by the County or the qualified traveler. Qualified travelers may not claim reimbursement for meals included in registration fees. Such workshop must involve the active participation of persons other than the qualified travelers of Fayette County, or agency thereof and must be necessary for conducting official County business. When a registration fee includes the cost of one or more meals, it is the responsibility of the Division Director, County Administrator or Elected Official to ensure that reimbursements for such meals are not made to the qualified traveler.

e. Tips: Tips for handling baggage at common carrier terminals and/or when arriving at or departing from the place of lodging are allowed and must be itemized under "other expenses". Reasonable tips for transporting, i.e. taxi, limousine, etc. are authorized. Tips are not counted toward the authorized subsistence maximums. Tips for

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room service, valet (including valet parking), and other hotel services are not reimbursable. The costs of laundry, entertainment, alcoholic beverages, "set-up", between-meal snacks or refreshments, and other personal expenses are not reimbursable.

Telephone Calls.

- Reimbursement: (Voice Transmission) Official County business (excluding personal) calls may be reimbursed from County funds up to five dollars ($5.00) without the point of origin and destination being identified. Calls over five dollars ($5.00) must be identified as to point of origin and destination.

- Allowable Personal Calls: (Voice Transmission) A qualified traveler who is in travel status for two or more consecutive days in a week is allowed one personal long distance telephone call for each day for which reimbursement to the qualified traveler may not exceed three dollars ($3.00) for each in-state call or five dollars ($5.00) for each out-of-state call.

- Employee Emergency Calls: (Voice Transmission) travelers may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the County. Appropriate documentation and justification must be filed with the reimbursement request. An example is a call made when a qualified traveler calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

- Use of Telephone with Computer Hook-ups: (Data Transmission) Qualified travelers on official County business needing to transmit data via their computer, should use the most efficient manner available. Prior to reimbursement, the traveler's supervisor must approve documentation and justification must be attached to the request for reimbursement. Reimbursement may be made from County funds for data transmissions.

g. Excess Subsistence Authorization: Lodging - When the cost of subsistence exceeds the rates set forth in this policy, a request for the excess amount may be requested. To qualify, the request must be submitted and approved prior to commencing travel. The authorization form should be submitted to the Division Director, County Administrator, or Elected Official to obtain approval. Reimbursement to qualified travelers sharing a room with members of his or her family will be limited to single occupancy rate.

8. Registration Fees.

Registration fees may be paid by the County, or the qualified traveler. To reimburse a qualified traveler for a paid registration fee, the qualified traveler must provide documentation of the expense by a receipt. If the registration fee is paid directly by the County, a receipt must be obtained and filed with the travel expense report.

Requests for convention or conference registration fees must be approved by the Division Director, County Administrator or Elected Official prior to the convention or conference dates. Prior to approval of registration fees, the Division Director, County Administrator or Elected Official must reduce the cost by unrelated items that are not a direct part of the official

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convention or conference, such as tours, or social activities. It is the responsibility of the Division Director, County Administrator, or Elected Official to ensure that any meals included in the registration fee are not claimed in the daily meal allowances. Approval will not be authorized unless full justification is given on the travel authorization form. Travel authorization requests should be accompanied by a copy of brochures, fee schedules, or other material listing the specific costs included in the registration fee.

9. Transportation.

a. General Policy - Authorization of the mode of travel will be by the most economical means. In order to determine the most economical means, the following cost alternatives shall be considered: train fare, airfare, mileage, subsistence including lodging, meals, incidental expenses, and salary costs.

b. County Vehicle Use - Use of County vehicle for business purposes and to attend workshops is encouraged. A spouse or dependent of an employee will not be permitted to be a passenger in a County owned vehicle unless the individual is also an employee of the County or such passenger is pre-approved by the Division Director, County Administrator or Elected Official.

c. Private Cars -

i. Use of Private Car for Convenience of the County: A qualified traveler may use his/her private vehicle at a reimbursement rate approved and adopted by the Board of Commissioners not to exceed the maximum rate established by the IRS as the business standard mileage rate under the following circumstances:

ii. When the qualified traveler has a physical handicap which requires specialized equipment or operation of a motor vehicle that is not available on County owned vehicles; or

iii. When such use is to the County's advantage, due to particular requirements of the qualified traveler's duties, reimbursement is limited to direct mileage between stops on the qualified traveler's itinerary; or

iv. A County owned vehicle is not available.

v. Use of Private Cars for Convenience of the Employee: An employee who chooses to use his/her private vehicle in lieu of a County owned vehicle for County business shall use a reimbursement rate approved and adopted by the Board of Commissioners not to exceed 82% of the maximum rate established by the IRS as the business standard mileage rate. The maximum reimbursement for use of private cars under this section is the lowest cost roundtrip airfare obtainable in advance of travel plus anticipated tolls and rental car fees.

vi. Reimbursement of costs incurred through use of a private car should be for direct mileage between points on the qualified traveler's itinerary. Mileage should be from the qualified traveler's assigned duty station or home, whichever is less. Map Quest will be utilized to determine allowable mileage between destination points on the qualified traveler's itinerary. Excess mileage will not be reimbursed unless proper justification accompanies the travel expense report. Tolls and parking are

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reimbursable to qualified travelers when using personal vehicles. Receipts must be provided when costs of tolls and parking exceeds four dollars ($4.00) per day. Subsistence expense is reimbursable only for the period required for airplane travel.

vii. Reimbursement may not be made for:

(1) Commuting between ~~a qualified traveler's~~ an employee's home and his/her permanent duty station.

(2) Commuting between an employee's home and a temporarily assigned duty station.

(3) Travel between an employee's duty station and a temporarily assigned duty station or another county work site.

(4) Travel from home or a duty station to pick up a motor pool vehicle or other county transportation.

viii. Reimbursement for travel between the qualified traveler's duty station and the nearest airline terminal and for appropriate parking may be made under the following circumstances. For travel by:

(1) Taxi: Actual cost when supported by a receipt.

(2) Private Car: Mileage reimbursement will be paid at a rate not to exceed the rate established and adopted by the Board of Commissioners, which cannot exceed 82 % of the IRS business standard mileage rate. A maximum of two round trips with no parking charge may be reimbursed or one round trip with parking may be reimbursed. Receipts are required for all parking claims greater than four dollars ($4.00) per day.

(3) Reimbursement for travel to and from the airline terminal at the qualified traveler's destination may be made under the following circumstances:

- Airport Shuttle Service - one round trip fare.
- Bus - one round trip bus fare.
- Taxi, when shuttle service is available - one round trip shuttle fare.
- Taxi, when shuttle service is not available - one actual fare to and from the airline terminal.
- In situations where round trip costs, other than limousine, exceed twenty dollars ($20.00), complete justification and a receipt must be presented with the traveler's expense account.

d. Commercial Airlines: Tickets for commercial air travel may be purchased by the County or by the traveler and claimed on his/her expense account. Travel by "air coach" must be utilized. A receipt is required for reimbursement. Flight insurance is not reimbursable.

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e. Non-commercial Air Travel: Request for all travel as passengers on non-commercial (charter flights) aircraft are made and approved in the same manner as transportation by other means.

f. Scheduled Bus and Train Service: The actual cost of coach fare for rail and bus service on County business is reimbursable, as is the actual cost of Pullman fare when overnight trips are required.

g. Taxis and Limousines: The actual cost of taxi and limousine fares is reimbursable when required for travel on County business. Taxi fares are not reimbursable for inter-city transportation except in emergencies when no less expensive mode of transportation is available within a reasonable period.

g. Rental Cars: Rental car charges at the least expensive available rate are reimbursable when required for inter-city travel when no alternate mode of transportation is practical. No reimbursement may be made for use of a rental car when a County or private car is available. The qualified traveler must present identification and request the government discount rate. If the request for a discount is not approved, the qualified traveler should attempt to find another agency which will provide a discount. Deductible insurance beyond that provided by the rental agency should be declined as the County will accept liability for deductible coverage beyond this amount. The traveler must also present a valid driver's license at the time the car is rented. In order to receive reimbursement, the qualified traveler must submit a receipt for these expenses with the travel expense report.

10. WORKSHOPS

a. Authorization for Holding Formal Workshops

Whenever feasible, workshops should be held in facilities owned by the County. When necessary, other facilities may be rented and the costs charged to participants as part of a registration fee. For subsistence allowance purposes, the 35 mile limitation with regard to traveler's duty station as set forth previously does not apply for travelers attending formal meetings.

Workshops sponsored by the County are considered formal when they meet the following limitations:

- There are five or more participants.
- The workshop is planned in detail in advance, with a formal agenda or curriculum.
- There is a written invitation to participants setting forth the calendar of events and the detailed schedule of costs.

When a registration fee is not charged, the County may provide refreshments for "coffee breaks" provided there are five (5) or more participants and costs do not exceed five dollars ($5.00) per participant per day, per workshop. For coffee breaks to be paid by the County, the following shall be secured: (1) An itemized receipt or invoice; (2) A list of participants by name; and (3) Purpose and duration of workshop or a formal agenda.

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When workshops are to be held under the sponsorship of the County in which the funding for all participants is budgeted, lump-sum payments to a conference center or a service organization may be made upon written authorization from the Division Director, County Administrator or Elected Official. The authorization must provide

i. the purpose and duration of the workshop;

ii. the number of persons expected to attend;

iii. the specific meals to be served at the workshop;

iv. the approximate daily subsistence cost per person;

v. the name of the conference center, hotel, caterer, or other organization providing the service.

Payments will be made only when the following items are attached to the travel expense report: An itemized invoice, approved by the Division Director, County Administrator or Elected Official, with a list of names, addresses, and affiliations of those attending.

b. Expense Reimbursement and Payment for Participants at Formal Workshops

Reimbursement for expenses of qualified travelers or payment expenses incurred on behalf of qualified travelers participating in any formal conferences, convention, school, workshop, institute, seminar, or other organized gathering sponsored by the County shall be in accordance with all provisions of these travel regulations and shall be based on in-state rates.

The County will pay registration fees for qualified travelers when attending meetings. If any portion of the registration fee is to be used to defray meal costs, it is the responsibility of the County Administrator, Division Director and Elected Official to ensure that qualified travelers are not reimbursed for the same meals charged in the registration fees.

c. Informal Meetings:

i. Guests of Fayette County: The County Administrator, Division Directors, and Elected Officials may be reimbursed from County funds for the entire cost of business meals for all participants while conducting official County business. Such meals are not subject to the daily maximum limitations on amounts contained in these regulations; (the limitations pertaining to minimum distance from duty station does not apply.) To be eligible for reimbursement, all such meals must be approved by the Division Director, County Administrator or Elected Official. All such business meals must include all valid receipts or invoices as well as the business purpose of the meal and the names of all individuals attending the meal. Cost of meals and other expenses for family members of County employees, the County Administrator, Division Directors, and Elected Officials are not reimbursable from County funds. A report of business meal expenditures shall be made to the Board of Commissioners on a quarterly basis.

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ii. Each qualified traveler is responsible for his/her own request for reimbursement. All reimbursement requests shall be filed for approval and payment within thirty (30) days after the last day of travel or the reimbursement amount will be forfeited. Specific dates of travel and lodging must be listed on the reimbursement request. Lodging and meals reimbursement shall be substantiated by a receipt from a commercial lodging establishment. For reimbursement to be made, the following shall be included separately on each request: destination (include time of departure and arrival on the reimbursement request); mileage; mode of transportation; luggage handling; parking; registration fee; airport shuttle service fee; etc.

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FISCAL POLICY
Budget
300.01

PURPOSE

One of the more important responsibilities of the Fayette County Board of Commissioners to its citizens is the faithful stewardship of public money. It is the Board's duty to ensure that this money is expended prudently.

The budget serves as the primary vehicle for directing resources to meet current and capital expenditures for the upcoming fiscal year and plan for anticipated outlays for the next five fiscal years.

POLICY

There shall be a consistent and uniform process for adopting and operating under an annual balanced budget for each fund and operating under a project-length balanced budget for each capital project fund of the Fayette County government.

PROCEDURE

1. The Fayette County annual balanced budget will be divided into two major components: Capital and Capital Improvement Program (CIP), and Operating.

2. A formal budget calendar shall be developed and presented to the BOC for approval, then disseminated to the County Administration, Department Heads, Constitutional Officers, the Judicial Circuit, and Outside Agencies. The budget calendar shall consist of dates for the distribution of budget materials, due dates for the submission of budget requests, dates for budget workshops with staff and the BOC, and dates for the public hearings on the proposed budget, to include the date of the adoption of the budget.

I. Capital Budget/Capital Improvement Program (CIP):

a. Fayette County will undertake capital projects for the construction and improvement of infrastructure and public facilities, and for the orderly replacement of existing assets to achieve the following goals:
   A. Promote economic development;
   B. Enhance the quality of life;
   C. Improve the delivery of services; and
   D. Preserve community and historical assets.

b. For budgeting purposes, a capital project is generally defined as the acquisition of any asset or construction project with an anticipated cost of $5,000 to $49,999 and an estimated useful life of three or more years.

c. For budgeting purposes, a CIP project is generally defined as a major capital project with an anticipated cost of at least $50,000 and an estimated useful life of more than three years.

d. Fayette County will develop a five-year Capital Improvements Program (CIP) plan for all CIP projects. The first year of the CIP plan will be part of the annual budget.

e. The CIP plan will be updated annually to direct the financing of and appropriations for new projects and updates to existing projects.

f. Fayette County will estimate the impact on operations of capital and CIP projects and will include these operating costs in future operating budgets.

g. Fayette County will utilize a fund named Capital Projects to account for capital projects.

h. Fayette County will utilize a fund named Capital Improvement Program to account for CIP projects.

i. Fayette County will utilize an internal service fund named Vehicle/Equipment Fund to account for the acquisition of vehicles and other motorized equipment.

j. Operating transfers from the various operating funds will be made annually, as needed to the Capital Projects fund, Capital Improvements Program fund, and the Vehicle/Equipment fund.

k. Fayette County will aggressively seek public and private grants, contracts and other outside sources of revenue to fund projects included in the Capital Improvements Program.

1. A project-length budget will be adopted for each capital project. The balances of appropriations for capital projects at year end is understood as being designated by management and re-appropriated in the following years until the project is completed.

II. Operating Budget:

a. Fayette County will finance all current expenditures with current revenues. The County will avoid budgetary procedures that fund current expenditures through the obligation of future resources. Fayette County will not use short-term borrowing to meet operating budget requirements.

b. The operating budget will provide for adequate maintenance of capital equipment and facilities, as well as for their orderly replacement.

c. All Governmental Funds under the control of the Board of Commissioners are subject to the annual budget process. Flexible or cash flow budgets will be prepared for Proprietary Funds (Enterprise and Internal Service) to establish fees and charges and to control expenses.

d. The annual operating budget must be balanced for all budgeted funds. Total anticipated revenues and other resources available must be at least equal to estimated expenditures for each fund.

e. All budgets will be adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). Pursuant to Governmental GAAP, revenues are budgeted when they become measurable and available. Likewise, expenditures are charged against the budget

when they become measurable, a liability has been incurred, and the liability will be liquidated with current resources.

f. All unencumbered operating budget appropriations will lapse at year-end. Encumbered balances will be reserved on the year ending balance sheet and re-appropriated in the following fiscal period in accordance with Generally Accepted Accounting Principles.

g. Each operating fund budget will be adopted at the total fund level. In looking at compliance with State law, total expenditures for each fund may not exceed the total budget amount. Internal administrative procedures will be adopted to ensure that each individual department or cost ~~enter~~ center does not exceed their allotted appropriation amount.

h. Fayette County will strive to include an amount in the General Fund (i.e., a line item for contingencies) to cover unforeseen operating expenditures of an emergency type. The amount of the contingency reserve will be no more than 5% of the total operating budget.

i. Fayette County will integrate performance measurement and objectives, and productivity indicators within the budget.

j. The County will maintain a budgetary control system to ensure adherence to the budget and will prepare timely financial reports comparing actual revenues, and expenditures and encumbrances with budgeted amounts.

k. The operating budget shall be developed to control both the direct and indirect costs of programs and services whenever practical.

l. Fayette County shall comply with all State laws applicable to budget hearings, public notices, public inspections, and budget adoption.

m. Enterprise and Internal Service Funds budgets shall be self-supporting whenever possible. Excess revenues of Enterprise Funds shall not be transferred to other funds unless authorized in the Annual Budget.

3. The budget is divided into two major components: Capital and Capital Improvement Program (CIP) and Operating.

The Operating component of the budget is further divided into tracks: Track 1 - Staffing and Track 2 – Other Operating.

The budget is developed by levels: budget requests from the departments, budget recommendations from Staff, budget recommendations from the BOC, budget proposal, and final adjustments and approval of the budget by the BOC.

A budget calendar for the next fiscal year is developed and presented to the Board of Commissioners for approval.

A budget kickoff meeting is scheduled for the county departments, at which time the departments receive instructions on the budget process and all the budget forms necessary to complete their next year budget requests. Any new procedures are specially discussed and clarified.

Letters are sent to the Judicial Circuit and the outside agencies to inform them of the start of the budget process and to provide them with the budget calendar.

Requests for funding are received from the Fayette County departments, the Judicial Circuit, and other outside agencies.

Capital and Capital Improvement Program (CIP):

The departments receive instructions and all budget forms necessary to complete their capital budgets, including forms necessary to provide updates to current capital and CIP projects. Classes are scheduled for staff members who are new to the process of next year budget entry.
Departments submit requests for new capital and CIP projects. Requests for projects detail funding sources and expenditures by line-item within the projects. The departments also provide updates on the status of capital projects and CIP projects from previous fiscal years.

~~New project numbers are created by the Finance Department. Budget line- items are assigned to each project. Projects are setup to be included in either the Capital Projects fund, the Capital Improvements Program fund, the Vehicle/Equipment fund, or any other special capital projects fund. The project numbers are then provided to the departments for them to do the budget entry.~~

New project numbers are created by the Finance Department. Budget line-items are assigned to each project. Projects are setup to be included in either the Capital Projects fund, the Capital Improvements Program fund, the Vehicle/Equipment fund, or any other special capital projects fund. The project numbers are then provided to the departments for them to do the budget entry.

By a predetermined deadline date, the departments submit all budget documentation on capital projects to the Finance Department. Budget entry for capital projects beyond this point is done only by the Finance Department. All requests of funding for capital projects are finalized.

The Finance Department prepares the capital budget reports to provide to the County Administrator. The County Administrator meets with the departments to discuss their new capital projects requests and updates on their current capital projects. The County Administrator makes recommendations and the capital budget is adjusted accordingly. The adjustments are finalized and the recommended capital budget is provided to the BOC. The departments are also provided with their recommended capital budgets.

The Board of Commissioners conducts budget workshops with the departments. New capital projects are discussed. The departments provide the BOC with updates of their current capital projects. The BOC makes recommendations. The capital budget is adjusted accordingly. The BOC recommended capital budget and CIP plan are finalized.

Operating Budget:

Track 1 – Staffing: budgeted salaries and benefits for current approved positions, current vacancies, and requests for new positions and promotions.

The county departments are required to include detailed justification with their requests for new positions and promotions. The county departments are also responsible for providing a list of the budget contacts and the personnel who will be responsible for their budget entry.

The county departments are required to return all budget documentation by a deadline date. This is to allow sufficient time for the Finance Department and the Human Resources Department to complete the staffing budget process. Requests for positions with a new job title need to be submitted directly to Human Resources. These requests need to include a Job Content Questionnaire. Human Resources will establish the new job class and the corresponding pay grade for these new job titles.

The cost-of-living adjustment (COLA) is determined based on the CPI-W (Consumer Price Index for Urban Wage Earners and Clerical Workers) three month average of July-September of the preceding calendar year and provided by the HR Department. The COLA is factored into the current year salaries for all County approved positions. The COLA adjusted salaries will be the salaries used in the next fiscal year budget. If the BOC decides not to incorporate the COLA, the salaries will be reverted back to the current year salaries.

Increases in salary and supplements for constitutional officers that are mandated by law are determined by the HR Department and factored in to determine the salaries to be used in the next year budget. The Human Resources Department also determines any changes to benefits premiums and payroll deductions to be effective for the next year budget.

Increases for COLA, salary increases for constitutional officers, new positions, promotions, and changes in premiums/deductions are entered into the payroll system. Salary and Benefits projections and personnel (FTE) counts are prepared for each department.

Staff (County Administrator, CFO, and the HR Director) meet to discuss the staffing projections and to make recommendations regarding the requests for new positions and promotions. As necessary, the County Administrator meets with the departments that requested new positions and promotions to inform them of the recommendations by Staff.

Staffing requests and recommendations are provided to the BOC. Budget workshops are held between the BOC and the departments to discuss staffing. The BOC makes recommendations on requests for new positions and promotions.

This is an important step in the budget process because the departments will base the remainder of their operating budget requests on their current year positions and the associated costs of new positions and promotions recommended by the BOC. Printouts of staffing budgets are provided to each of the departments.

Also during track 1 of the operating budget, the Assistant Director/Controller prepares the estimated revenue projections for all funds except the Water System who prepares their own. The revenue projections are reviewed by the County Administrator and the CFO and later presented to the BOC.

Track 2 – Other Operating:
The departments receive instructions and all the budget forms necessary to complete track 2 of the budget. The departments are provided data on actual expenditures for the previous two fiscal years,

current year adjusted budget, and year-to-date actual expenditures by line-item to aid them in projecting their next year budget requirements.

Department Heads are instructed to be conservative in their budget projections. The departments enter their budgets in the system. Refresher classes are scheduled for staff members on the process of next year budget entry.

Funding requests from the Judicial Circuit and other outside agencies are received by the deadline date. These budgets are entered by the Finance Department.

At a predetermined deadline date, budget entry beyond this point is done only by the Finance Department. Any changes or adjustments from the departments need to be submitted directly to the Budget Officer and agreed on by the CFO.

All requests for operating funding are finalized. The Finance Department prepares the reports to provide to the County Administrator. The County Administrator meets with the departments to discuss their operating budget requests. The County Administrator makes recommendations and the operating budget is adjusted accordingly.

~~The recommendations are finalized and the recommended operating budget is provided to the BOC. The departments are also provided with their recommended operating budgets. The Board of Commissioners conducts budget workshops with the departments. The BOC makes recommendations.~~

~~The budget is adjusted according to the BOC recommendations to produce a balanced budget proposal.~~

~~The proposed budget is advertised one week prior to the first public meeting. Two public meetings are conducted to allow the citizens an opportunity to speak with the Board regarding the budget proposal.~~

The recommendations are finalized and the recommended operating budget is provided to the BOC. The departments are also provided with their recommended operating budgets. The Board of Commissioners conducts budget workshops with the departments. The BOC makes recommendations.

The budget is adjusted according to the BOC recommendations to produce a balanced budget proposal.

The proposed budget is advertised one week prior to the first public meeting. Two public meetings are conducted to allow the citizens an opportunity to speak with the Board regarding the budget proposal.

The Board of Commissioners takes official action to adopt the budget. The budget is adopted by resolution and it becomes effective with the start of the new fiscal year, July 1st.