

Agenda
Planning and Policy Committee
West Olive Administration Building – Board Room
12220 Fillmore Street, West Olive, Michigan 49460
Thursday, April 12, 2012
9:30 AM

Consent Items:

1. Approval of the Agenda
2. [Approval of the minutes from the March 8, 2012 Planning and Policy Committee meeting.](#)

Action Items:

1. [Bid Tabulation – Macatawa Greenspace Phase II Improvements](#)
Suggested Motion:
To receive and forward to the Board of Commissioners bids for Macatawa Greenspace Phase II Improvements and accept the low bid from Plagemars Construction in the amount of \$85,280.00 with funding to come from the Parks and Recreation budget.
2. [Acceptable Use Policy](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the Acceptable Use Policy for review and comment.
3. [Electronic Mail and Privacy Policy](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the Electronic Mail and Privacy Policy for review and comment.
4. [Internet Use Policy](#)
Suggested Motion:
To approve and forward to the Board of Commissioners the Internet Use Policy for review and comment.

Discussion Item:

1. [Procedural Updates to Policies \(See Attachment\)](#)
2. Closed Session to Discuss Property Acquisition
Suggested Motion:
To go into closed session for the purpose of discussing property acquisition.
(2/3 roll call vote required)

Adjournment

Comments on the day's business are to be limited to three (3) minutes.

PLANNING & POLICY COMMITTEE

Proposed Minutes

DATE: March 8, 2012

TIME: 9:30 a.m.

PLACE: Fillmore Street Complex

PRESENT: Dennis Swartout, Jane Ruiters, Stu Visser, James Holtvluwer, Roger Rycenga

STAFF & GUESTS: Keith VanBeek, Assistant Administrator; Sherri Sayles, Deputy Clerk; John Scholtz, Parks & Recreation Director

SUBJECT: CONSENT ITEMS

PP 12-005 Motion: To approve the agenda of today as presented and to approve the minutes of the February 9, 2012, meeting as presented.

Moved by: Holtvluwer UNANIMOUS

SUBJECT: BID TABULATION – GRAND RIVER PARK BOAT LAUNCH IMPROVEMENTS

PP 12-006 Motion: To receive and forward to the Board of Commissioners bids for Grand River Park Boat Launch Improvements and accept the low bid from Rush Creek Excavating in the amount of \$51,499 with funding from the Parks and Recreation budget.

Moved by: Swartout UNANIMOUS

SUBJECT: GRANT APPLICATION – GRAND RIVER BARRIER-FREE KAYAK LAUNCHES

PP 12-007 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing submittal of the Grand River Barrier-Free Kayak Launches grant proposal to the Michigan Natural Resources Trust Fund.

Moved by: Swartout UNANIMOUS

SUBJECT: GRANT APPLICATION – GRAND RIVER OPEN SPACE EXPANSION

PP 12-008 Motion: To approve and forward to the Board of Commissioners the Resolution authorizing submittal of the Grand River Open Space Expansion Project grant proposal to the Michigan Natural Resources Trust Fund.

Moved by: Ruiters UNANIMOUS

SUBJECT: DISCUSSION ITEM

1. Closed Session to Discuss Property Acquisition

PP 12-009 Motion: To go into a Closed Session at 9:42 a.m. for the purpose of discussing property acquisition. (2/3 roll call vote required)
Moved by: Holtvluwer UNANIMOUS

Yeas: Visser, Holtvluwer, Ruiters, Swartout, Rycenga. (5)

PP 12-010 Motion: To rise from Closed Session at 10:05 a.m.
Moved by: Swartout UNANIMOUS

SUBJECT: ADJOURNMENT

PP 12-011 Motion: To adjourn at 10:06 a.m.
Moved by: Visser UNANIMOUS

Action Request



Committee: Planning and Policy Committee

Meeting Date: 4/12/2012

Requesting Department: Parks and Recreation

Submitted By: Keith Van Beek

Agenda Item: Bid Tabulation – Macatawa Greenspace Phase II Improvements

SUGGESTED MOTION:

To receive and forward to the Board of Commissioners bids for Macatawa Greenspace Phase II Improvements and accept the low bid from Plaggemars Construction in the amount of \$85,280.00 with funding to come from the Parks and Recreation budget.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for park improvements at Macatawa Greenspace (former Holland Country Club) including an entrance sign and gate, trailhead kiosk, toilet building, bridge improvements and boardwalks. A total of three (3) bids were received with the low bid of \$85,280 from Plaggemars Construction which is within the budget estimate. Note that other park improvements were included with the large grant funded restoration project which was bid last year and will be undertaken by the contractor selected for that project.

FINANCIAL INFORMATION:

Total Cost: \$85,280.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Parks and Recreation Budget

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



MEMORANDUM

Date: April 2, 2012
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Bid Tabulation – Macatawa Greenspace Phase II Improvements

The Ottawa County Parks and Recreation Commission has solicited bids for park improvements at Macatawa Greenspace (former Holland Country Club) including an entrance sign and gate, trailhead kiosk, toilet building, bridge improvements and boardwalks. A total of three (3) bids were received with the low bid of \$85,280 from Plaggemars Construction which is within the budget estimate. Note that other park improvements were included with the large grant funded restoration project which was bid last year and will be undertaken by the contractor selected for that project.

Proposed motion:

To receive bids for Macatawa Greenspace Phase II Improvements and accept the low bid from Plaggemars Construction in the amount of \$85,280.00 with funding from the Parks and Recreation budget.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.



Ottawa County Parks &
Recreation Commission

BID TABULATION

MACATAWA GREENSPACE PHASE II IMPROVEMENTS
MARCH 28, 2012 10AM

	COMPANY (BIDDER)	BID BOND	ADDENDUM #1	ADDENDUM #2	BASE BID
1	PLAGGEMARS CONSTRUCTION	X	X	X	\$85,280.00
2	RIVERWORKS CONSTRUCTION INC.	X	X	X	\$91,790.00
3	VANDERPLOOG CONSTRUCTION	X	X	X	\$105,789.45
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Action Request



Committee: Planning and Policy Committee

Meeting Date: 4/12/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Acceptable Use Policy

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Acceptable Use Policy for review and comment.

SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: Review and evaluate the organization, contracts, programs, systems, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

ACCEPTABLE USE POLICY

I. POLICY

Computer and communications equipment issued by the County of Ottawa is considered County property until properly disposed. Such equipment will be used in a manner that ensures compliance with all related policies pertaining to computers, software, communications, and information. Equipment is intended for use pursuant to County business. Personal use shall be limited to minimal incidental use – refer to Fiscal Policy regarding tax implications. Any information created using County computers remains the property of the County. Individuals assigned County equipment are responsible for the equipment assigned to them. Inappropriate use that might bypass security measures, exposes the County to risks such as; virus, spam, spyware and intrusion attacks, compromise of network systems and services, degradation of service, increased support costs and legal liability.

This policy applies to employees, contractors, consultants and temporary employees using any computer equipment that is provided by the County of Ottawa including the County's communication infrastructure.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: March 22, 2012



County of Ottawa

IV. PROCEDURE

1. Under no circumstances is an employee of the County of Ottawa authorized to engage in any activity that is illegal under local, state, federal or international law while using a County owned resource or while operating equipment from a County owned or operated facility.
2. County Systems may not be used to solicit for personal gain or for the advancement of a political or religious belief.
3. Passwords must be kept secure and not shared with others. Authorized users are responsible for the security of their passwords and accounts. Passwords are to be changed every 90 days.
4. Confidential or Personal Identity information will not be retained on local storage media.
5. In the event that Confidential or Personal Identity information needs to be placed on local media, the Security Officer will be contacted and if approved, the information will be encrypted in accordance with acceptable encryption standards or policies. This information will be removed from the media as soon as the requirement is complete.
6. Non-County employees requiring access to County Computers will submit a written request including name, contact information, agency and justification to the responsible/supported department head or elected official. Endorsed requests will be forwarded to the Information Technology (IT) Department for final review and approval. Requests not meeting these requirements and technology that is incompatible will be rejected.
7. Employees are responsible for the proper care and security of equipment assigned to them, and are liable for damages resulting from willful intent or negligence. Charges for repair due to misuse of equipment or services may be the responsibility of the employee as determined on a case-by-case basis.
8. All software in County-owned or controlled computers must be installed and used in strict accordance with a current licensing agreements. No software from personal sources nor software licensed to others is permitted to be installed or used in County computers, including freeware and shareware unless otherwise authorized by the Director of the Information Technology/IT Department.
9. Lost or stolen equipment will be reported immediately to the Insurance Authority and the IT Department.



County of Ottawa

10. Change in ownership will be reported upon transfer to the IT Department Help Desk with the appropriate contact information.

11. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

12. All non-County users will comply with all County IT policies.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

Action Request



Committee: Planning and Policy Committee

Meeting Date: 4/12/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Electronic Mail and Privacy Policy

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Electronic Mail and Privacy Policy for review and comment.

SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: Review and evaluate the organization, contracts, programs, systems, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

USE OF ELECTRONIC MAIL AND PRIVACY POLICY

I. POLICY

Electronic Mail (E-Mail) is a technological resource and is provided to the employees of the County of Ottawa as a business communications tool. The County considers all E-Mail to be the property of the County. The County provides employees no guarantee of privacy for any E-Mail messages or notes. While the County reserves the right to review all electronic records, it prohibits employees from reading other employees' E-Mail except in those situations that require access for legitimate business reasons.

It is the intent of this policy to establish guidelines regarding the usage, ownership and confidentiality of E-Mail at the County. E-Mail is a productivity tool that is designed to enhance communications between people. ~~This communication method helps to break down status barriers, avoid telephone tag, and to help control work interruptions.~~

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: March 22, 2012



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IV. PROCEDURE

1. All computers and electronic and telephonic media (including fax and telex) are the property of the County of Ottawa and are to be used solely for business purposes except as authorized under other County Policies, Rules or Procedures.
2. Use of County property and transmissions will be monitored as needed by authorized County personnel to ensure that legitimate business interests are being carried out during the use of such property.
3. The approval process for sending E-Mail to "All Employees" will be through the County Administrator or a designated representative.
4. When using E-Mail, always know to whom you are sending a message. Double check names and addresses in order to avoid inadvertent broadcasts.
5. When sending E-Mail to large groups place group names in the bcc (blind copy) field to prevent addressees from inadvertently sending "Reply to all" responses that can congest networks and E-Mail servers.
6. Do not send potentially embarrassing messages over the E-Mail network.
7. Do not send highly sensitive or confidential messages over the E-Mail network unless properly encrypted, and sent by and to parties authorized to have access to the information.
8. Do not send E-Mail soliciting support, participation or funds for personal business or on behalf of personal interest groups or to express political opinions.
9. Sign off the computer whenever you leave your desk in order to protect your E-Mail. If you do not, someone else may use your password to view your E-Mail or to send messages with your User ID.
10. Remember to do the following: 1) change your password often, 2) do not use an obvious password, and 3) never share with anyone your password (if someone knows your password, it would be like giving them the key to your front door). You may be held responsible for any policy violations committed and exposing information to unauthorized access.
11. Violations of any part of this policy may result in disciplinary action up to and including termination according to established County policies.

V. REVIEW PERIOD



County of Ottawa

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

Action Request



Committee: Planning and Policy Committee

Meeting Date: 4/12/2012

Requesting Department: Administration

Submitted By: Keith Van Beek

Agenda Item: Internet Use Policy

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Internet Use Policy for review and comment.

SUMMARY OF REQUEST:

County policies require periodic review and updates. This request is to review the County policies and forward them to the Board of Commissioners for a first and second reading before final approval.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 1: Review and evaluate the organization, contracts, programs, systems, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator:

Committee/Governing/Advisory Board Approval Date:



County of Ottawa

INTERNET USE POLICY

I. POLICY

Access to the Internet is recognized by the County of Ottawa as a technological resource and is provided to its employees as a business communications tool. There are numerous resources, available through the Internet, which allow employees to gather information, conduct research, training, networking, and monitoring information pertinent to their technical areas. Every employee has a responsibility to maintain and enhance the County's public image and to use the Internet in a responsible manner. Access to the Internet, transmittal and receipt of information over the Internet, software and files downloaded through the Internet, and information accessed on the Internet must be in compliance with County Personnel Policies as well as existing standards and procedures of the Information Technology (IT) Department.

All County employees are authorized to access the Internet unless specifically denied access by their Department head. Department heads wishing to deny access to specific employees will notify the IT Director or a designated representative via e-mail, noting the reason for this denial. Denying access using technical means should be used as a last resort. Employees who are misusing or suspected of misusing internet access should be counseled and corrected by their immediate supervisor. If internet abuse is suspected, IT can be contacted to monitor the access of specific computers on the County network. For confidentiality, these requests should be directed to the IT Director, or a designated representative, by the Department head.

Employees accessing the Internet are representing the County. The use of the Internet via the County's computer/telecommunications system is reserved solely for the conduct of County business. With the exception of incidental personal use, all [communications internet access](#) should be for County business purposes.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: [March 22, 2012](#)



County of Ottawa

IV. PROCEDURE

1. The Internet is not to be used for personal gain or advancement of personal views. The use of County of Ottawa information and communication systems for any communication or activity which is in violation of any law or County policy is strictly prohibited.
2. Unless expressly authorized by the County Administrator or designee Users are ~~expressly~~ prohibited from using computer systems within the County's network for any of the following purposes (The following examples are not meant to be an all inclusive list):
 - a. Solicitation of non-County business, or any use of the Internet for personal gain.
 - b. Copying or transmission of any document, software or other intellectual property protected by copyright, patent or trademark law, without proper authorization by the owner of the intellectual property.
 - c. Engaging in any communication that is threatening, defamatory, obscene, offensive, or harassing.
 - d. Political activities including sending political messages and solicitation of funds.
 - e. Gambling.
 - f. Viewing, downloading, or exchanging obscene material.
 - g. Illegal activities of any kind.
 - h. Disclosure of protected health information in a manner inconsistent with our Privacy Policies and Procedures.
 - i. Use of e-mail addresses for marketing purposes without explicit permission from the target recipient.
 - j. Forwarding of e-mail from in-house or outside legal counsel, or the contents of that mail, to individuals outside of the County without the express authorization of counsel.
 - k. Misrepresenting, obscuring, suppressing, or replacing a user's identity on an electronic communication.
 - l. Obtaining access to the files or communications of others with no substantial County business purpose.
 - m. Attempting unauthorized access to data or attempting to breach any security measure on any electronic communication system, or attempting to intercept any electronic communication transmissions without proper authorization.

~~n. Using personal Voice over IP (VOIP) i.e. Skype.~~



County of Ottawa

~~e.n.~~ Accessing streaming media sites for non-business use
~~i.e.e.g.~~ Internet Radio.

3. The County retains the rights to the information transmitted on or stored in all information and communication systems and equipment. The County retains the right to access and review all materials and information contained in or used in connection with County computer and communication systems. Employees should be mindful that they should have no expectation of privacy when utilizing the Internet and all information stored or transmitted could be subject to disclosure as a public record under the Freedom of Information Act, or on other grounds. For these reasons, all communications and uses of information should be consistent with the Employee Behavior, Discipline and Rules of Conduct Human Resources Policy.
4. Violations of this policy may result in disciplinary action up to and including termination of employment. In addition, the County may refer cases to the appropriate authorities for civil and/or criminal prosecution.
5. This policy applies to all County computers accessing the Internet via the County's network. County supported computers not connecting to the internet via the County's network will not be governed by the restrictions of this policy.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.



County of Ottawa

Administrator's Office

Alan G. Vanderberg
County Administrator
12220 Fillmore Street, Room 331,
West Olive, Michigan 49460
(616) 738-4068
e-mail: avanderberg@miottawa.org

DATE: April 12, 2012
TO: Planning and Policy Committee
FROM: Al Vanderberg
SUBJECT: Policies Reviewed

The Internal Policy Review Team (Administrator, Assistant Administrator, Corporate Counsel, HR Director, IT Director and Fiscal Services Director) meets on a regular basis to review and update policies and administrative rules. Per board policy, each policy/rule is scheduled to be reviewed every two years and is submitted to the Board of Commissioners for approval when a policy update is recommended. Procedures and updates to procedures are approved by the County Administrator. Per the normal schedule of review by the Internal Policy Review Team the following policies have been reviewed and no policy changes are recommended. Policies that have received a procedural change have been attached for your information. If you have questions please contact me otherwise these polices will be forwarded to the entire Board via email as information.

Reviewed with Procedural Revisions

Fiscal Policy

04 Capital Asset Policy

IT Policies

06 Remote Access and Application Services

Provider Policy

07 Wireless Access Policy

Reviewed and no changes

IT Policies

03 Instant Messaging and Peer to Peer File
Sharing Policy

05 Portable Devices Policy

08 Social Media Policy



County of Ottawa

CAPITAL ASSET POLICY

I. POLICY

In order to provide services to the public, the County must procure certain capital assets. Capital assets provide convenient access to County services to the public and enhance the efficiency and effectiveness of Ottawa County employees.

The intent of this policy is to define capital assets, identify the capital project selection process, identify the capital asset financing, and assign responsibility for property planning, control, budgeting and recording.

II. STATUTORY REFERENCES

MCL 141.421 et seq.

[Governmental Accounting Standards Board Statement # 51, Accounting and Financial Reporting for Intangible Assets \(6/2007\)](#)

[Governmental Accounting Standards Board Statement # 42, Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries \(11/2003\)](#)

II.

III. COUNTY LEGISLATION OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted 9/23/97 per BC 97-340. A revised policy was adopted 1/25/2000 per BC 00-041.

Board of Commissioners Policy Adoption Date and Resolution Number: May 27, 2008; 08-123

Board of Commissioners Review Date and Resolution Number: May 13, 2008; 08-110

Name and Date of Last Committee Review: Planning and Policy Committee, May 8, 2008

Related Policies:

[Last Review by Internal Policy Review Team: March 22, 2012](#)

~~[Governmental Accounting Standards Board Statement # 51, Accounting and Financial Reporting for Intangible Assets \(6/2007\)](#)~~

~~[Governmental Accounting Standards Board Statement # 42, Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries \(11/2003\)](#)~~



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IV. PROCEDURE

A. Capital Assets Defined:

1. Capital assets fall in ~~two~~ three categories:

a. Capital Outlays which includes furniture and equipment purchases with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. ~~and~~

b. Intangible assets which possess three characteristics: lack of physical substance, an initial useful life in excess of one year, and nonfinancial in nature (not in monetary form like cash or investment securities). Examples of intangible assets include software (both purchased and internally developed), easements, or land use rights. The County will capitalize intangible assets with values in excess of \$50,000.

a. _____

c. Capital Projects which generally refer to building construction. Infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are the responsibility of the County's component units (the Ottawa County Road Commission, Ottawa County Public Utilities, and the Ottawa County Office of the Drain Commissioner). Accordingly, the County Board is not directly involved in the development, analysis and funding requirements for infrastructure assets (see separate policy on infrastructure). All capital assets are recorded in the County's financial statements in accordance with generally accepted accounting principles.

b. _____

2. Capital Outlays:

a. Capital outlays are usually budgeted out of the Equipment Pool fund (an Internal Service Fund) and rented back to departments over a period of three to five years. The Equipment Pool is used to fund these purchases in order to minimize the impact of these expenditures on the County's budget. Most capital outlay projects are approved in conjunction with the County's annual budget process. Requests for new and replacement equipment (including equipment costing less than \$5,000) are reviewed with the budgets and are included in the budget proposal approved by the Board of Commissioners. Equipment purchases costing less than \$5,000 ~~is~~ are expensed wholly in the department budgets.



County of Ottawa

b. Capital assets are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their estimated fair market value on the date received. The amount reported for infrastructure includes assets acquired or constructed since 1980. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

c. Depreciation on the capital assets is computed using the straight-line method over the following initial useful lives:

	<u>Years</u>
Land improvements	25
Office furniture and equipment	5 – 20
Vehicles	3 – 10

The Fiscal Services Department is responsible for maintaining the records, affixing tag numbers, and periodic physical inventories of County capital assets. Periodically, the remaining useful lives of assets will be re-evaluated and adjusted accordingly.

3. Intangible assets are usually budgeted out of the Equipment Pool fund (or other applicable internal service fund) and charged back to departments over the estimated life of the asset. Generally, most intangible capital outlay projects are approved in conjunction with the County's annual budget process. In accordance with GAAP, only software ~~cost~~-costs (both internally and externally developed) incurred during the application development stage should be capitalized. Examples of costs during the application development stage include: the design of the chosen path (i.e. software configuration, software interfaces), coding, installation to hardware, and testing. Data conversion activities could be included in this phase if those activities are deemed necessary to make the software operational.

Depreciation on intangible assets is computed using the straight-line method based on the estimated useful life of the type of asset. Software is generally depreciated over 10 years.

3.4. Capital Projects:

a. Capital projects are non-recurring costs related to the acquisition, expansion or major rehabilitation of a physical County structure. Capital projects exceed \$50,000 and have an estimated useful life of at least ten years, or, if part of an existing structure, an estimated useful life of at least the remaining life of the original structure. The Board of Commissioners must grant approval to all



County of Ottawa

capital projects. To assist the Board in the capital improvement decision making, County administrative staff will:

- 1). Develop and maintain a capital improvement plan
- 2). Identify estimated costs and potential funding sources for all capital improvement projects
- 3). Identify additional operational costs (including debt service) that will result from the project
- 4). Ensure that all County projects will be constructed and expenditures incurred for the purpose approved by the Board of Commissioners
- 5). Depreciation on the capital assets is computed using the straight-line method over 25-30 years.

4.5. Financial Planning and Budgeting for Capital Assets:

- a. The nature and amount of capital projects as well as the County's financial resources and market conditions determine the financing method for capital projects. Specifically, care must be exercised to ensure that the payment stream for the project does not exceed the expected life of the project. Although the County has paid for several projects with cash, each project must be analyzed separately to determine if it is in the County's financial interest to pay cash, borrow or bond. The County's cash balances and the ability of the operating budget to absorb debt service payments will also influence the financing method selection process.
- b. Because the County has experienced exceptional growth over the last 20 years, previous Boards have established funding mechanisms to help meet the County's capital needs. Capital Outlay needs are met through the Duplicating, Telecommunications, and Equipment Pool funds (Internal Service Funds) and provide a dependable and on-going funding source for routine capital outlay.
- c. To assist with capital projects, the Board established the Public Improvement Fund in 1981 to account for funds set aside for public improvements. In addition, the Board may authorize a fund balance designation in the General Fund to help finance future building projects.
- d. Once the Board of Commissioners has approved a capital project, the Fiscal Services department will incorporate the approved sources and uses of funds applicable to the County's fiscal year into the annual operating budget. This may be a part of the annual budget process or a separate budget adjustment during the year. The Fiscal Services Department is also responsible for monitoring the projects for conformance with approved spending levels.



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d.— Impairment: If changes in factors and conditions result in an unexpected and significant decline in the service utility of a capital asset which is not considered temporary, the reportable value of the asset will be adjusted accordingly. Assets impaired that will no longer be used by the County will be adjusted to the lower of carrying value or fair value. For assets that will continue to be used by the County, reportable values will be adjusted to reflect the impairment based on the most appropriate method (e.g., restoration cost, service units, etc.).

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.



County of Ottawa

REMOTE ACCESS AND APPLICATION SERVICE PROVIDER POLICY

I. POLICY

It is the responsibility of County of Ottawa employees, contractors, vendors and agents with remote access privileges to the County network to ensure that their remote access connection uses the secure methods of connection made available by the Information Technology (IT) Department. Any method of connectivity that circumvents security by an unsecured means or allows unauthorized persons access to the County network is prohibited. Remote access implementations that are covered by this policy include but are not limited to dial-in, frame relay, ISDN, DSL, Wireless, VPN, SSH, cable and Extranet.

In addition, any Application Service Provider (ASP) engaged by the County must comply with all security requirements and policies regardless of where the application is hosted.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: [March 22, 2012](#)



County of Ottawa

IV. PROCEDURE

1. Secure remote access is strictly for employees and authorized vendors, contractors and agents of the County of Ottawa. Anyone authorized for remote access should at no time allow any unauthorized individual to use their connection, nor share their password, or other information needed to gain access.
2. County employees and contractors with remote access privileges must ensure that their County owned or any personal computer which is remotely connected to the County's network is not connected to any other network at the same time with the exception of personal networks that are under the complete control of the user.
- ~~3. County employees must not use non-County e-mail accounts to conduct County business, thereby ensuring that official business is never confused with personal business.~~
- 4.3. _____ Reconfiguration of a home computer user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
- 5.4. _____ All hosts (including personal computers) that are connected to the County internal networks via remote access technologies must have a current virus/spyware/malware definition file. ~~All hosts (including personal computers) that are connected to the County internal networks via remote access technologies must use the most up-to-date antivirus software.~~
- 6.5. _____ This policy applies to all devices that access the County network which could include PC's, Laptops, Servers, PDA's, WAP phones, etc.
- 7.6. _____ Application Service Providers must provide documented proof of compliance with acceptable information security requirements. Any information hosted by an ASP is the property of the County and disclosure of information to any non-County entity will only be with written authorization from the IT Director. No restrictions will be placed on the County's access to that information.
- 8.7. _____ Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- 9.8. _____ Any ASP found to have violated this or any other County policy may be subject to legal action.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.



County of Ottawa

WIRELESS ACCESS POLICY

I. POLICY

Access to County of Ottawa networks via unsecured wireless communications mechanisms is prohibited. Only wireless systems installed and supported by the County Information Technology (IT) Department are authorized for wireless access within the County. Wireless access is not intended to be the primary mode of communication, except in cases where it is the most cost effective method to conduct business. Wireless devices and networks without connectivity to the County network do not fall under the purview of this policy.

II. STATUTORY REFERENCES

None

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioners Review Date and Resolution Number:

Name and Date of Last Committee Review:

| Last Review by Internal Policy Review Team: [March 22, 2012](#)



County of Ottawa

IV. PROCEDURE

1. All wireless access points/base stations connected to the County network must be registered and approved by the IT Security Officer. ~~All wireless Network Interface Cards (NIC/PC Cards) used in corporate or desktop computers must be registered with the IT Security Officer.~~
2. All wireless LAN access must use County approved vendor products and security configurations. The use of personal wireless access devices is prohibited.
3. All ~~computers with~~ wireless LAN devices must utilize County approved authentication and encryption protocols.
4. Non-County employees requiring access to County wireless connections will submit a written request including name, contact information, agency and justification to the responsible/supported department head or elected official. Endorsed requests will be forwarded to the IT Department for final review and approval. Requests not meeting these requirements and technology that is incompatible will be rejected. Requesters approved for access will deliver their equipment to the IT Department for configuration and testing.
- 4-5. Requests for access to the County's wireless Guest network will be made via the IT Help Desk with the requester stating the date, duration, user's full name and purpose. The IT Director or his designated representative must authorize any access via this network.
6. The loss of any equipment configured to access County Wireless connections or change in ownership will be reported immediately to the IT Department Security Officer and service for that device will be terminated.
- 5-7. Any individual authorized wireless access is expressly prohibited from sharing information that would enable an individual not authorized to access any County wireless network.
- 6-8. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.