



## BOARD OF COMMISSIONERS

# AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** June 16, 2025

**SUBJECT:** Proposed Policy Updates: F-4, HR-15, GA-3, GA-21

**BACKGROUND AND POLICY IMPLICATIONS:**

In 2023, County Administrator Lelack established the Policy Advisory Committee (PAC), a cross-functional group of County leadership charged with advising on county-wide policy development, review, and revision. The County's goal is to ensure that policies are relevant, efficient, and meet the needs of the organization and communities we serve.

Through its monthly meetings, the PAC is reviewing and suggesting revisions to County policies. Those changes are then shared with Legal Counsel, Administration and Department Heads for review and feedback. Staff brings proposed policy revisions to the Board on a quarterly basis.

Today, staff will be discussing proposed revisions to the following policies:

- **F-4 – Capital Asset Policy (Replaces F-4, F-5, F-6)**

This policy was last updated in 2023. Proposed updates include:

- Increases capitalization threshold from \$5,000 to \$10,000. This matches the new federal threshold.
- Updates the definitions for capital assets and capitalization threshold.
- Adds language for bulk purchases of items under \$10,000 and when to capitalize for group purchases over \$100,000.
- Adds language related to financial reporting for leases (GASB 87). This is current practice, just putting into policy.
- Adds language related to financial reporting for Subscription-Based Information Technology Arrangements (SBITA's) (GASB 96). This is current practice, just putting into policy.

- **HR-15 – Travel Time Compensation Policy**

This policy was last updated in 2010. Proposed updates include:

1. Removing the bolded language below in the Out of Area Travel for Non-exempt (hourly) Employees section: If a non-exempt employee travels out of the area and it includes an overnight stay, the time spent traveling during normal work hours (including a normally scheduled day off) must be compensated. **When the travel time falls outside the employee's normal work hours, the travel time shall be compensated if the travel is by automobile (either as the driver or passenger) and not paid if the travel is via airplane.** Time spent traveling from the employee's home to the airport and airport to home shall not be paid.

- **GA-3 – Communications Policy**

This policy was last updated in 2009. Proposed updates are primarily administrative cleanup items and reflect process and staffing changes that have occurred since the policy was initially implemented.

- **GA-21 – Social Media**

This policy was last updated in 2017. Proposed updates are primarily administrative cleanup items and reflect platform and process updates that have occurred since the policy was initially implemented. They also reflect staffing changes that have occurred since the policy was initially drafted.

**BUDGET IMPACTS:**

None

**ATTENDANCE:**

Whitney Hale, Deputy County Administrator  
Robert Tintle, Chief Financial Officer