
HAMBURG TOWNSHIP



ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Effective Date:

Rescinds:

Title: **PROPERTY MANAGEMENT**

No: **5.0**

5.0 PROPERTY MANAGEMENT

5.1 Hours of Business

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

5.2 Building Access

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

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

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

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

5.3 Security

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

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

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

5.4 Safety

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

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

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

5.5 Use of Township Equipment, Labor or Premises

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

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

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

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

5.5(f) Electronic Communications Policy

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

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

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

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

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

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

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

5.6 Vehicle - Acquisition, Disposal and Use.

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

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

5.6(c) General Policies

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

5.6(d) Specific Policies

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

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

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

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

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

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

10. Driving Record Oversight - Hamburg Township will contract with a vendor of their choice for this service. Whenever there is activity on an employee’s driving record (accidents, traffic citations, convictions, etc.) Hamburg Township automatically receives notification. The service also provides an automatic yearly copy of employee driving records regardless of the activity.

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

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

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

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

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

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

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

5.7 Public Use of Township Facilities

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

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

5.7(c) Conditions for Use.

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

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

Routine Maintenance

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

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

5.9 Snow Removal Policy.

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

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

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

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

Level 1: Police and Fire Departments

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

Level 3: Mike Levine Lakelands Trail

Level 4: Hamburg Museum and park/trailhead parking lots

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