

Energy Savings Bond Policy

The purpose of this policy is to establish a set of procedures to utilize regarding the spending of the \$7.9 million for energy savings that was borrowed during November 2017. This policy provides procedures for the proper project approval, project supervision, payment processing, and record keeping regarding these monies.

The money borrowed was placed into a separate bank account to be strictly utilized for properly approved energy savings projects.

The fund will be accessed as follows:

1. A department within the Operations Division will submit a written request with specific project information and estimated costs to the Operations Division Head.
2. The Division Head will either deny, approve, or request more information from the department to support the request. Such information submitted will include a project total estimated cost with as much detail as available, why the project or items are energy efficient, and what the estimated savings should be.
3. All documents pertaining to the project must be sent to the County Manager for approval. The County Manager will review the request. The County Manager will then approve, deny, or request additional information.
4. Once approved, the information will be sent to a specified person in the Purchasing Department tasked with handling the spending associated with this fund.
5. The Purchasing Department will enter an encumbrance to place on hold the amount of expected costs associated with the project.
6. Once completed, a payment authorization with the necessary backup must be finalized and submitted. This authorization will need the proper signatures processed through the correct chain of command before a payment will be issued. The signatures that will need

Energy Savings Bond Policy

to appear on the authorization include the department head requesting the products and/or services, the Operations Division Head, the Director of Budget and Finance, and the County Manager.

7. Once this has been completed the Budget and Finance Division Head will receive the completed authorization from the County Manager and forward it to Accounts Payable.
8. Accounts Payable will enter the payment information and process the payment to the vendor.

In cases where products must be purchased and require payment before receiving goods/services, the Operations Division Head must meet with the County Manager and Director of Budget and Finance to seek approval before committing any funding to said projects. This is to ensure proper compliance with the spending qualifications pertaining to the borrowing of funds and to ensure the money is available.

One of departments within Operations will monitor the project from beginning to end.

The following information is required to be kept in a file with Budget and Finance:

- Any information pertaining to projects spending monies from the Energy Savings Fund such as emails, written correspondence, communication notes
- Proof of savings (projected and actual- once available) includes utility bills when applicable
- All invoices and receipts
- Copies of payments issued (copies of checks)

Accounts Payable will be required to scan in all pertinent information with payment authorizations including check images.

Energy Savings Bond Policy

Budget and Finance will also create a digital area to store all scanned documents pertaining to each project. A main folder with individual project folders within will be used to properly maintain the records. A spreadsheet will also be implemented tracking projects and costs to ensure compliance with spending.

Budget and Finance will also require Operations to place in writing a project's completion date along with whether a project should be capitalized or not. This policy must be signed and dated by any county employee referenced above along with his or her direct supervisor and returned to Budget and Finance. The signed policy will be kept in a file with Budget and Finance.

Operations should also keep a copy of the file for their records.

