



Lisa Brown
Oakland County Clerk/Register of Deeds

The following is the Agenda for the **January 9, 2019**
Board of Commissioners Meeting

1. Call Meeting to Order at 5:30 p.m. (County Clerk Presiding)
2. Roll Call
3. Invocation – Chief Judge Shalina Kumar
4. Oakland County Sheriff Honor Guard
5. Pledge of Allegiance to the Flag – Sheriff Michael J. Bouchard
6. National Anthem – Megan Herbst
7. Approval of Minutes for December 6, 2018
8. Approve and Close Journal for 2017-2018 Biennial Session and Adjourn Sine Die

BIENNIAL SESSION

1. Swearing-In of Commissioners – County Clerk Lisa Brown
2. Introduction of Commissioners – County Clerk Lisa Brown
3. 2019-2020 Session Called to Order
4. Roll Call
5. Approval of Agenda
6. Adoption of Temporary Rules for the Board of Commissioners
7. Nomination and Election of Temporary Chairperson
8. Nomination and Election of Permanent Chairperson
9. Nomination and Election of Vice Chairperson
10. Public Comment
11. Appointment of Legislative Affairs & Government Operations Committee
12. Recess
13. Call Meeting to Order
14. Roll Call
15. Report of Legislative Affairs & Government Operations Committee
 - a. Report on Permanent Rules for the Board of Commissioners
 - b. Report on Standing Committee Assignments
 - c. Report on Coordinating Zoning Committee
 - d. Report on Appointments to Various Boards, Commissions and Authorities
 - e. MR's
16. Communications
17. Reports of Standing Committees
18. Reports of Special Committees
19. Special Order of Business
20. Unfinished Business
21. New & Miscellaneous Business
22. Adjournment to January 24, 2019 or the Call of the Chair

Lisa Brown
Clerk/Register

OAKLAND COUNTY BOARD OF COMMISSIONERS
LEGISLATIVE AFFAIRS & GOVERNMENT OPERATIONS COMMITTEE
Wednesday, January 9, 2019 @ 5:45 p.m. - Board of Commissioners' Committee Rm. A
Nancy Quarles, Chairperson
nancyquarles@gmail.com

Vice Chairperson, Kristen Nelson

Minority Vice Chairperson, Michael Gingell

- Call Meeting to Order
- Roll Call
- Pledge of Allegiance
- Approval of the Minutes* - [November 26, 2018](#)
- Approval of Agenda
- Public Comment

REGULAR AGENDA*

ACTION REQUIRED **PRESENTER(S)**

1.	<u>Board of Commissioners – Adoption of 2019 Rules for the Oakland County Board of Commissioners</u>	Report to Board	Nancy Quarles 559-0052
2.	<u>Board of Commissioners – Board of Commissioners' Standing Committee Membership for 2019</u>	Report to Board	Nancy Quarles 559-0052
3.	<u>Board of Commissioners – 2019 Coordinating Zoning Committee Assignments</u>	Report to Board	Nancy Quarles 559-0052
4.	<u>Board of Commissioners – 2019 Appointments to Various Boards, Commissions and Authorities</u>	Report to Board	Nancy Quarles 559-0052
5.	<u>Board of Commissioners – Airport Committee Restructuring</u>	Recommend to Board	Nancy Quarles 559-0052
6.	<u>Board of Commissioners – Policy Reflecting Restructured Membership of the Tax Increment Financing Review Committee</u>	Recommend to Board	Nancy Quarles 559-0052
7.	<u>Board of Commissioners – Tri-Party Road Improvement Program Approval Process</u>	Recommend to Board	Nancy Quarles 559-0052
8.	<u>Board of Commissioners – Amendments to County Policy on Leased Vehicles</u>	Recommend to Board	Nancy Quarles 559-0052
9.	<u>Board of Commissioners – Amendment of Policy for Acceptance of Gift/Donations</u>	Recommend to Board	Nancy Quarles 559-0052
10.	<u>Board of Commissioners – Board of Commissioners Grant Procedures</u>	Recommend to Board	Nancy Quarles 559-0052
11.	<u>Board of Commissioners – Suspension of Authority to Enter into Comprehensive Information Technology Agreements for Public Bodies Outside of Oakland County</u>	Recommend to Board	Nancy Quarles 559-0052

*Previous minutes, all agenda items/communications and in some instances additional backup materials are available for viewing online at <https://www.oakgov.com/boc/Committees/Pages/resources.aspx>

If you require special accommodations because of a disability, please contact the Board of Commissioners at (248) 858-0100 or TDD Hearing-Impaired (248) 858-5511 at least three (3) business days in advance of the meeting.

OAKLAND COUNTY BOARD OF COMMISSIONERS

1200 NORTH TELEGRAPH ROAD, PONTIAC, MICHIGAN 48341-0470

Telephone: (248) 858-0100 FAX: (248) 858-1572

GENERAL GOVERNMENT COMMITTEE

CHRISTINE LONG

Chairperson

WADE FLEMING

Vice Chairperson

MARCIA GERSHENSON

Minority Vice Chairperson

November 26, 2018

Bob Hoffman

Eileen Kowall

Adam Kochenderfer

Nancy Quarles

Chairperson Long called the meeting of the General Government Committee to order at 9:32 a.m. in Committee Room A of the Commissioners' Auditorium Wing, County Service Center in Pontiac, Michigan.

COMMITTEE MEMBERS PRESENT:

Christine Long, Wade Fleming, Marcia Gershenson, Bob Hoffman, Eileen Kowall, Adam Kochenderfer, Nancy Quarles

COMMITTEE MEMBERS ABSENT WITH NOTICE:

None

OTHERS PRESENT:

CLERK/REGISTER OF DEEDS

COUNTY EXECUTIVE

HEALTH AND HUMAN SERVICES

HUMAN RESOURCES

AREA AGENCY ON AGING 1-B

BOARD OF COMMISSIONERS

Lisa Brown, County Clerk/Register of Deeds

Bob Daddow, Deputy County Executive

Kathy Forzley, Director

Leigh-Anne Stafford, Health Officer

Jody Overall, Manager, Children's Village

Lori Taylor, Deputy Director

Sara Kohn, HR Analyst II

Hailey Seguin, HR Analyst

Michael Karson, CEO

Jim McGuire, Director of Research

Autumn Luginbuhl, Intern

Chris Ward, Administrative Director

Michael Andrews, Senior Analyst

Connie Srogi, Analyst

Pam Worthington, Committee Coordinator

PLEDGE OF ALLEGIANCE

Chairperson Long led the Committee in the recitation of the Pledge of Allegiance.

APPROVAL OF THE MINUTES

Fleming moved approval of the minutes of October 25, 2018 and October 29, 2018. Supported by Kochenderfer.

Motion carried on a voice vote.

AGENDA

Commissioner Long indicated that the following item will be added as #7 on the agenda: "Clerk/Register of Deeds – ACS Enterprise Solutions, LLC Contract Extension."

Hoffman moved approval of the agenda, as amended. Supported by Quarles.

Motion carried on a voice vote.

PUBLIC COMMENT

Michael Karson and Jim McGuire, Area Agency on Aging 1-B, gave a brief update on the Same Address program, which is now being handled by an outside management group. In addition, the AAA-1b has entered into an agreement with McClaren Health Systems for community outreach to focus on offering support to individuals who have been discharged from the health system within the six-county region. Documents were provided with statistics regarding the Oakland Community Living Program and available family caregivers for Oakland County Seniors. Commissioner Gershenson requested that the Area Agency on Aging 1-B provide quarterly reports to the Commissioners.

Kowall moved to receive and file the document titled, "Oakland Community Living Program October 2018." Supported by Hoffman.

Motion carried on a voice vote.

Kochenderfer moved to receive and file the document titled, "Available Family Caregivers for Vulnerable Oakland County Seniors is Plummeting." Supported by Fleming.

Motion carried on a voice vote.

AGENDA ITEMS

1. COUNTY EXECUTIVE DEPARTMENT – CREATE NEW POSITION TO SUPPORT GREAT LAKES WATER AUTHORITY ACTIVITIES

The resolution approves the creation of one (1) General Fund/General Purpose (GF/GP) full-time eligible Accountant IV position, Salary Grade 14, to provide professional and technical level support to the Oakland County Great Lakes Water Authority Board appointee. The position would be within the Oakland County Executive Department, Administration Division.

Fleming moved approval of the attached suggested resolution. Supported by Kowall.

Motion carried unanimously on a roll call vote.

Hoffman moved to directly refer this resolution to the Finance Committee. Supported by Gershenson.

Motion carried on a voice vote.

2. DEPARTMENT OF HEALTH AND HUMAN SERVICES CHILDREN'S VILLAGE DIVISION – FY 2019 CHILD AND ADULT CARE FOOD PROGRAM GRANT ACCEPTANCE

The Michigan Department of Education has awarded Oakland County the Child and Adult Care Food Program grant for the period of October 1, 2018, through September 30, 2019. The amount of the grant is undetermined because funds are reimbursed to Oakland County based upon the number of meals and snacks that are served to children residing at Mandy's Place of Children's Village. Last year the County was reimbursed approximately \$75,000. The program is provided by the U.S. Department of Agriculture, and the purpose of the program is to make nutritionally-balanced, low-cost meals and milk available statewide to children in emergency shelters.

Gershenson moved approval of the attached suggested resolution. Supported by Fleming.

Motion carried unanimously on a roll call vote.

3. DEPARTMENT OF HEALTH AND HUMAN SERVICES/HEALTH DIVISION – FISCAL YEAR 2019 MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ) REIMBURSEMENT AGREEMENT GRANT ACCEPTANCE

The resolution accepts a grant in the total potential amount of \$273,198 from the Michigan Department of Environmental Quality for the period of October 1, 2018 through September 30, 2019. This is a reimbursement grant, and funding will be used for services related to Non-community – Type II Water Supply, Long-Term Drinking Water Monitoring, Public Swimming Pool Inspections, Septage Waste, Campground Inspection, and Medical Waste Regulation Inspections.

Gershenson moved approval of the attached suggested resolution. Supported by Kowall.

Motion carried unanimously on a roll call vote.

4. DEPARTMENT OF HEALTH AND HUMAN SERVICES/HEALTH DIVISION – MICHIGAN FITNESS FOUNDATION SNAP-ED GRANT ACCEPTANCE

The resolution accepts a grant in the amount of \$25,000 from the Michigan Fitness Foundation (MFF) for the period of October 1, 2018 through September 30, 2019. This grant award reflects a decrease in funding of \$25,000 from FY 2018, because it is focused on only one community, the City of Pontiac, and only one staff member is needed to work on this grant project. The resolution approves the deletion of one part-time, non-eligible Public Health Educator I position and the continuation of one part-time, non-eligible Public Health Educator II position.

Hoffman moved approval of the attached suggested resolution. Supported by Gershenson.

Motion carried unanimously on a roll call vote.

5. MR #18373 – BOARD OF COMMISSIONERS – RECOGNITION OF DECEMBER 21, 2018 AS NATIONAL HOMELESS PERSONS' MEMORIAL DAY IN OAKLAND COUNTY

Commissioner Bowman, along with Commissioners Crawford, Kowall, Jackson, Quarles, Zack and Hoffman introduced the resolution to recognize December 21, 2018, as National Homeless Persons' Memorial Day in Oakland County and to remember those homeless individuals who have died. Additionally, it reflects that the Oakland County Board of Commissioners encourages citizens to come together to celebrate their lives by working to resolve the factors that lead to homelessness in communities. There are about 5,000 homeless individuals in Oakland County. Commissioner Bowman indicated that he would be supporting an event with HOPE warming shelter in the City of Pontiac on December 20, 2018.

Fleming moved to report to recommend approval of the attached suggested resolution. Supported by Quarles.

Motion carried unanimously on a roll call vote.

6. BOARD OF COMMISSIONERS – DESIGNATION OF THE BICENTENNIAL YEAR AND ESTABLISHMENT OF THE OAKLAND COUNTY BICENTENNIAL EXECUTIVE COMMITTEE AND ADVISORY BOARD – AMENDMENT #1

The resolution amends the policy previously adopted by MR #18295 to transfer the appointive power for the members of the Bicentennial Advisory Board from the Board of Commissioners to the Bicentennial Executive Committee.

Fleming moved approval of the attached suggested resolution. Supported by Quarles.

Motion carried unanimously on a roll call vote.

7. CLERK/REGISTER OF DEEDS – ACS ENTERPRISE SOLUTIONS, LLC CONTRACT EXTENSION

The resolution extends the contract between Oakland County and ACS Enterprise Solutions, LLC, which expires on December 31, 2018, for the SuperIndex and Property Records Notification online search apparatus. This online search system provides Oakland County residents access to Oakland County land records. The resolution approves an extension of the contract for two years.

Kochenderfer moved approval of the attached suggested resolution and to directly refer it to Finance. Supported by Kowall.

Kochenderfer moved to amend the BE IT FURTHER RESOLVED paragraph of the resolution, as follows:

BE IT FURTHER RESOLVED that the Oakland County Board of Commissioners ~~approves the extension of the existing contract with ACS for two (2) years through December 31, 2020.~~ authorizes Corporation Counsel and Oakland County Purchasing to negotiate an agreement between ACS Enterprise Solutions, LLC, or its successor, and Oakland County and authorizes the Board Chairperson to execute said agreement.

Supported by Kowall.

Motion to amend carried unanimously on a roll call vote.

Main motion, as amended, carried unanimously on a roll call vote.

COMMUNICATIONS

- A. Health and Human Services/Health Division – 2019 Managed Retail Program Standards Grant Application
- B. Michigan Department of Health and Human Services – Meeting Notice – November 16, 2018

Kowall moved to receive and file the Communications. Supported by Quarles.

Motion carried on a voice vote.

OTHER BUSINESS/ADJOURNMENT

There being no further business to come before the Committee, the meeting adjourned at 10:34 a.m.

Pamela Worthington, Committee Coordinator

Chris Ward, Administrative Director

NOTE: The foregoing minutes are subject to Committee approval.

REPORT

January 9, 2019

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: ADOPTION OF 2019 RULES FOR THE OAKLAND COUNTY BOARD OF COMMISSIONERS

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

The Legislative Affairs and Government Operations Committee, having reviewed the proposed rules for the Oakland County Board of Commissioners, recommends the adoption of the attached rules as the permanent rules for the Oakland County Board of Commissioners for the year 2019.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the acceptance of the foregoing report.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

**2019-2020
RULES
FOR THE
OAKLAND COUNTY
BOARD OF
COMMISSIONERS**

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MR #00230 – Board of Commissioners – Naming/Renaming Geographical Features

RULES FOR THE OAKLAND COUNTY BOARD OF COMMISSIONERS 2019-2020 EDITION

I. RULES OF ORDER

- A. *Robert's Rules of Order, Newly Revised Edition*, shall be the parliamentary authority of the Board of Commissioners and shall govern proceedings of the Board and its committees. Rules adopted by the Board of Commissioners shall supersede any rules in the parliamentary authority with which they conflict.
- B. Consistent with the Michigan Open Meetings Act and pursuant to **MR 08093**, the following rules and regulations shall apply for the electronic recording of Board and committee meetings by the public:
- (1) The use of microphones, electronic recording devices, video recording equipment or portable computers used for the purposes of recording the proceedings of Board or committee meetings are permitted, if done in a non-disruptive manner.
 - (2) Videotaping or electronic recording shall not interfere, obstruct or otherwise disrupt the proceedings.
 - (3) Videotaping or electronic recording shall be done in an un-obstructive and non-intrusive manner, and in compliance with all safety rules and regulations.
 - (4) Video recording or electronic recording devices are to be placed in such a manner as to not block, obstruct or hinder access in aiseways adjacent to or leading to entry/exit doors in the auditorium or committee meeting room.
 - (5) The Chairperson may, as circumstances dictate, otherwise direct the placement of recording equipment.
 - (6) The Chairperson has the right to suspend the taping of a meeting if these regulations are not complied with.

II. ORDER OF BUSINESS

- A. For meetings of the Board of Commissioners, the following shall be the order of business:
1. Call Meeting to Order
 2. Roll Call
 3. Invocation
 4. Pledge of Allegiance
 5. Approval of Minutes
 6. Approval of Agenda
 7. Communications
 8. Public Comments
 9. Reports of Standing Committees
 10. Reports of Special Committees
 11. Special Order of Business
 12. Unfinished Business
 13. New and Miscellaneous Business
 14. Announcements
 15. Adjournment

III. AGENDA ITEMS

- A. All items for the printed Board agenda shall be presented to the Board Chairperson for inclusion on the Board of Commissioners agenda five (5) business days prior to any Board meeting.
- B. At the discretion of the Chair, no more than a total of three (3) proclamations/presentations, including group proclamations, shall be on one agenda. All proclamations shall include the name(s) of the Commissioner(s) in whose district(s) the individual, business, agency, etc., resides or is located.

IV. NOMINATION AND ELECTION OF TEMPORARY CHAIRPERSON

- A. A Temporary Chairperson shall be elected as provided herein at the first meeting of the Board of Commissioners in each odd-numbered year, and shall preside at all meetings of the Board of Commissioners until the Chairperson of the Board of Commissioners is elected.
- B. Any member of the Board of Commissioners may place the name of another person in the nomination for Temporary Chairperson. Nominations do not require a second.
 - (1) Any member nominated for Temporary Chairperson of the Board of Commissioners may decline such nomination.
- C. Election of the Temporary Chairperson shall be by roll call vote in alphabetical order. The vote of eleven (11) members is required to elect the Temporary Chairperson.

V. NOMINATION AND ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

- A. There shall be elected a Chairperson and Vice Chairperson of the Board of Commissioners, as provided by State statute, these rules and resolutions of the Board of Commissioners.
 - (1) The Chairperson shall be elected each odd-numbered year for a term of two (2) years ending at noon on January 1st of the next odd-numbered year. (Two-year term authorized per PA 392 of 2000).
 - (2) The Vice Chairperson shall be elected each year for a term of one (1) year ending at noon on January 1st of the next year.
- B. Any member of the Board of Commissioners may place the name of another member in nomination for Chairperson or Vice Chairperson of the Board of Commissioners.
- C. The nomination and election of the Chairperson and the nomination and election of the Vice Chairperson of the Board of Commissioners shall be separate.
- D. Election of the Chairperson and Vice Chairperson of the Board of Commissioners shall be by roll call vote in alphabetical order. The vote of eleven (11) members is required to elect the Chairperson or Vice Chairperson.
- E. If the position of the Chairperson or Vice Chairperson of the Board of Commissioners is permanently vacated, an election to fill the remainder of the term shall be held at the next regular meeting of the Board, after which at least fourteen (14) days have elapsed since the effective date of the vacancy. The election shall be held in accordance with the adopted Rules for the Oakland County Board of Commissioners.
- F. If the positions of the Chairperson and Vice Chairperson are both vacant, the Chairperson of the Finance Committee shall preside over the meeting. If the Chairperson of the Finance Committee is unavailable, the chairpersons of the standing committees shall be called upon to preside, succeeding by order of their appointment.

VI. PRESIDING OFFICER

- A. The Chairperson of the Board shall preside over all sessions of the Board of Commissioners and shall be an ex officio voting member of all standing committees of the Board.
- B. In the absence of the Chairperson, the Vice Chairperson shall preside and be vested with all the powers of the Chairperson. The Vice Chairperson shall also be an ex officio voting member of all standing committees of the Board.
- C. In the absence of the Chairperson, the Vice Chairperson shall be empowered to sign all documents and to execute contracts, unless otherwise provided by law.
- D. The administrative staff of the Board of Commissioners shall be under the Board of Commissioners and shall report to the Chairperson of the Board. Requests for staff assistance in drafting resolution(s) must be submitted to the Administrative Director of the Board no later than forty-eight (48) hours in advance of the Board meeting at which they are to be introduced.
- E. The Board of Commissioners may authorize the Administrative Director to appoint additional personnel as deemed necessary to assist in the fulfillment of the roles and responsibilities of the Board as authorized by Michigan law.

VII. CHAIRPERSON TO PRESERVE ORDER

- A. The Chairperson shall preserve and decide questions of order subject to an appeal of the decisions of the Chair (refer to XIII.E).
- B. No literature shall be permitted to come before the assembly or be placed on members' desks unless signed or endorsed by or attributable to a current member of the Board of Commissioners.
- C. No resolution presented under New or Miscellaneous Business shall be read aloud except on the request of a member. Whenever a member asks for a reading of any resolution, the Chairperson shall direct it to be read except upon the objection of a majority of the Board membership.
- D. A Commissioner may make a visual presentation by PowerPoint, easel or other visual means:
 - (1) by giving written or electronic notice to the Chairperson twenty-four (24) hours prior to the Board meeting.
 - (2) with less than twenty-four (24) hours' notice, if the Chairperson determines that set-up will not inappropriately delay or disrupt the meeting.
 - (3) The length of the presentation shall be governed by Section XIII.M.
 - (4) The Commissioner making the visual presentation shall give twenty-four (24) hours written or electronic notice to the Commissioner(s) whose district is the subject of the presentation.
- E. Authorization of Non-Members to Address the Board:
 - (1) Elected county officials, staff and other individuals may be granted permission to address the Board at the discretion of the Chair to address pending business, to respond to a question posed by a member of the Board, to inform the Board regarding important public policy matters or for any other appropriate reason.
 - (2) The public shall address the Board under the Public Comments portion of the agenda.

- (a) Persons desiring to address the Board shall advise the Clerk of the Board prior to the Call to Order unless this requirement is waived by the Board Chairperson or by a vote of eleven (11) members.
- (b) Persons wishing to address the Board shall identify themselves and state their reasons for addressing the Board.
- (c) A person shall not address the Board in excess of three (3) minutes unless the time is extended by the Chairperson or by a vote of eleven (11) members of the Board.

F. Legal Opinions:

- (1) Any Commissioner can request a legal opinion from Corporation Counsel through the Chairperson. A Commissioner may not seek a legal opinion directly from Corporation Counsel.
- (2) Any Commissioner can request a legal opinion from the Board outside counsel through the Chairperson. In addition, the minority caucus may seek legal opinion from the Board outside counsel through the Chairperson of the Minority Caucus. A Commissioner may not seek a legal opinion directly from outside counsel.

VIII. APPOINTMENTS OF COMMITTEES

- A. In odd-numbered years, at the first meeting of the year, the Legislative Affairs and Government Operations Committee shall be appointed by the Board Chairperson and confirmed by the Board.
- B. The Legislative Affairs and Government Operations Committee shall make recommendations for membership on all standing committees at its last meeting of the year in odd-numbered years. The Board of Commissioners shall confirm the appointments, which shall be effective for the succeeding year, at the Board's last meeting in odd-numbered years.
- C. If the position of the Chairperson, Majority Vice Chairperson or Minority Vice Chairperson of a standing committee is permanently vacated, the Legislative Affairs and Government Operations Committee shall, within twenty-eight (28) days, recommend replacements to the Board of Commissioners for approval (refer to Section XI.B.2).
- D. In case of a prolonged absence of a standing committee member, the Legislative Affairs and Government Operations Committee may recommend appointment until the absent member returns (refer to Section XI.B.2).
- E. Any change in standing committee structure or membership, or abolition of any standing committee, shall require the vote of eleven (11) members of the Board.
- F. The Board Chairperson may appoint ad hoc committees subject to the approval of the Board.
 - (1) Any change in an ad hoc committee structure or membership shall be made by the Board Chairperson subject to the approval of the Board.
 - (2) Any ad hoc committee may be abolished at any time by the vote of eleven (11) members of the Board of Commissioners.
 - (3) All ad hoc committees shall terminate with submission of their report or at the end of each Board term, whichever comes first. (Refer to Table of Committee Attributes).
- G. As the need arises, various types of other committees may be established. The creation, appointment and operation of these committees shall be in accordance with the following Table of Committee Attributes, and all such committees shall expire at the close of the Board of Commissioners' term (refer to Table of Committee Attributes).

TABLE OF COMMITTEE ATTRIBUTES

COMMITTEE TYPE:	APPOINTED BY:	MEMBERSHIP:	ATTENDANCE/ MINUTES/ POST:	REPORTS TO:	CREATED BY:
Standing	Board Per Rules	Commissioners	Yes	Board of Commissioners	Board Rules
Subcommittee	Committee(s)/ Committee Chair(s)	Committee(s) Members Only	Yes	Committee(s)	Committee Action
Special	Board Chair	Commissioners Only	Yes	Per Direction at Formation	Board Chair
Ad Hoc	Board Chair & Bd. Approval	Unrestricted	Yes	Per Direction at Formation	Board Chair or Resolution
Task Force	Board Resolution	Unrestricted	Yes	Per Direction at Formation	Resolution
Study Group	Committee/ Committee Chair/Board Chair	Unrestricted	No	Per Direction at Formation — Responsibility is for information gathering, fact finding or advisory only.	Committee Chair or Board Chair or Committee Action

*All Committees for which minutes are taken will be posted in accordance with the Open Meetings Act.

IX. COMMITTEE OPERATIONS

A. Robert's Rules:

All committees of this Board shall operate in accordance with Section I of the Rules for the Oakland County Board of Commissioners as last amended and/or adopted.

B. Quorum and Attendance

- (1) A majority of each committee shall constitute a quorum to convene or conduct a committee meeting. The vote of a majority of those present and voting at a committee meeting shall be necessary to report any matter to the Board of Commissioners.
- (2) The minutes from each committee meeting shall also record the vote of each member on any matter to be reported to the Board of Commissioners.

C. Notice and Meeting Date:

- (1) Notice of regularly scheduled Board and committee meetings shall be available to all Board members not less than twenty-four (24) hours prior to such meeting. Such notice shall also be posted in compliance with the Open Meetings Act.
- (2) Committees shall meet at the time and place set by their Chairperson or shall meet at such time and place as a majority of their members may decide. The Chairperson of a committee may cancel a meeting with notice to the members.

D. Procedure to Bring Matters Before the Committees:

- (1) County departments or agencies shall submit matters for committee consideration to the Board of Commissioners staff in accordance with procedures and policies established by the Chairperson of the Board.
- (2) Board administrative staff shall process departmental submissions, prepare analysis and coordinate communication with Committee Chairpersons in accordance with procedures and policies established by the Chairperson of the Board.
- (3) A Commissioner initiated resolution introduced on the Board floor and referred to a Committee may be placed on a committee agenda at the discretion of the Committee Chairperson.
- (4) A standing committee Chairperson, Majority Vice Chairperson, or the Chairperson of the Board's sponsorship is required to initiate a resolution in the committee.
- (5) The Committee Chairperson shall determine which items shall be placed on the committee's printed agenda. This rule may be waived or modified by a majority vote of committee members present and voting. Similar agenda formats should be used by all committees.
- (6) Matters brought before a standing committee shall require a motion and support prior to discussion and a vote being taken.

E. Referral Between Standing Committees:

The liaison standing committee, after receiving or initiating a resolution, may directly refer the resolution to any additional committees of jurisdiction for review.

- F. Reports of Reviewing Committees:
Additional committee reviews shall be submitted to the Board of Commissioners in the form of a report. A committee may issue a report recommending concurrence or non-concurrence with a liaison committee resolution, a report recommending an amendment and/or issue a report detailing their findings.
- G. Multi-Jurisdiction Subject Matter Committee Referral Guidelines
The Chairperson of the Board shall be granted authority to establish standard guidelines for the referral and coordination of committee business. Committee Referral Guidelines shall be utilized to establish procedures for the referral of resolutions that could be subject to the jurisdiction of multiple standing committees. These resolutions may include, but are not limited to the following subjects:
- 1) Personnel changes and/or departmental reorganizations.
 - 2) Grant applications, acceptances (including amendments and agreements).
 - 3) Capital Improvements.
 - 4) Tri-Party and Local Road Improvement Program projects.
 - 5) Acceptance of gifts/donations.
 - 6) Additions to the county fleet.
 - 7) Property transactions.
 - 8) Brownfield and other tax increment financing matters.
 - 9) Matters impacting county finances.
 - 10) Intergovernmental/interlocal agreements.
 - 11) Taxation/assessments.
 - 12) County policies and procedures.
 - 13) Other matters lacking clarity or not addressed under Section XI. Standing Committee Responsibilities.
- H. Grant Application and Acceptance Policies and Procedures:
The Chairperson of the Board shall be granted authority to establish standard guidelines, policies and procedures for the submission and review of grant applications, acceptances and amendments by the Board of Commissioners. At a minimum, these policies shall include provisions for:
- 1) Board of Commissioners approval of all grant applications in excess of \$250,000 unless authorized by the Chairperson of the Board for the purposes of meeting a submission deadline.
 - 2) Board of Commissioners approval of all grant acceptances in excess of \$10,000.
 - 3) Board of Commissioners approval of grant amendment including a 15% or greater variance from current award and/or requiring personnel changes.
 - 4) Provisions for notifying the Board regarding all other grant application, acceptances and amendment items.
- I. Restrictions on Board Consideration of Resolutions:
The Board of Commissioners, unless it shall discharge the committees pursuant to Rule XIII.F., shall not act upon any resolution of which it has not received recommendation from the committee(s) to which it was referred as provided in Rule XII, Standing Committee Procedures.
- J. Committee Minutes:
Committee minutes shall be approved by the committee at a subsequent meeting.
- K. Publication of Appointments:

- (1) Pursuant to **MR 05040**, the Board of Commissioners shall establish a policy to advertise Board of Commissioners' appointed positions:
 - (a) All openings for Board of Commissioners' appointments are to be posted on the Oakland County website and social media platforms.
 - (b) All openings for Board of Commissioners' appointments are to be publicized in the form of a press release to local newspapers of major circulation and local newspapers.
 - (c) All Commissioners are to be provided information about upcoming appointed positions in a format that can be shared within their districts.
 - (d) All openings for Board of Commissioners' appointments are to be sent to the cities, villages and townships within Oakland County in the form of a communication from the respective Commissioner(s) that can be read at a local meeting of the municipality.
 - (e) All openings for Board of Commissioners' appointments are to be sent to the local cable stations, including community access and government access.
 - (f) All communications relative to openings for Board of Commissioners' appointments shall include an explanation of what the position entails, frequency of meetings, specialized qualifications, if applicable, and any per diem.
- (2) Pursuant to **MR 06026**, the Legislative Affairs and Government Operations Committee has the discretion to waive the above cited publication and interview requirements when they are considering the reappointment of an individual, who was previously interviewed and appointed, to fill an unexpired portion of a term in which the time remaining in that unexpired term is less than one (1) year.
- (3) Pursuant to **MR 13000**, the Legislative Affairs and Government Operations Committee has the discretion to waive the above cited publication and interview requirements for any of the appointments as the committee determines necessary.
- (4) Pursuant to **MR 05124**, the Legislative Affairs and Government Operations Committee may provide standardized job-specific questions to each qualified candidate who submits an application for any Board of Commissioners' appointed positions by the designated deadline.
 - (a) The Legislative Affairs and Government Operations Committee shall be responsible for drafting the standardized job-specific questions, forwarding the questionnaire to the qualified candidates and establishing the deadline for the questionnaire responses.
 - (b) The Legislative Affairs and Government Operations Committee shall receive the responses from the candidates and determine which, if any, will be scheduled for an interview prior to voting on a recommendation to the Board of Commissioners.

X. STANDING COMMITTEE STRUCTURE

A. The Standing Committee structure shall be:

- | | |
|--|-----------|
| (1) Finance Committee | 9 Members |
| (2) *Legislative Affairs and Government Operations Committee | 6 Members |
| (3) Healthy Communities and Environment Committee | 6 Members |
| (4) *Economic Growth and Infrastructure Committee | 6 Members |
| (5) *Public Safety and Social Justice Committee | 6 Members |

*All references in State Law or Merit Rules to a Human Resources or Personnel Committee shall be interpreted to mean the Legislative Affairs and Government Operations Committee. All references in previously adopted resolutions, bylaws or documents to the Planning and Building Committee shall be interpreted to mean the Economic Growth and Infrastructure Committee. All references in previously adopted resolutions, bylaws and documents to the Public Services Committee shall be interpreted to mean the Public Safety and Social Justice Committee.

- B. Membership of all Standing Committees shall be as follows:
- (1) The Finance Committee shall consist of six (6) members of the majority party and three (3) members of the minority party.
 - (2) The Legislative Affairs and Government Operations Committee shall consist of four (4) members of the majority party and two (2) members of the minority party.
 - (3) The Healthy Communities and Environment Committee shall consist of four (4) members of the majority party and two (2) members of the minority party.
 - (4) The Economic Growth and Infrastructure Committee shall consist of four (4) members of the majority party and two (2) members of the minority party.
 - (5) The Public Safety and Social Justice Committee shall consist of four (4) members of the majority party and two (2) members of the minority party.
- C. The first named member of any committee shall be the Chairperson, the second named member shall be the Majority Vice Chairperson, and the third named member shall be the Minority Vice Chairperson.
- (1) In the temporary absence of the Chairperson, the Majority Vice Chairperson, the Minority Vice Chairperson, and then the majority member next in rank in the order named and so on, shall act as Chairperson.
 - (2) Subsequent members of the committee shall be listed, majority party members listed first on the basis of their uninterrupted service with the Board of Commissioners.
- D. In cases of permanent vacancies or prolonged excused absences of Standing Committee Chairpersons or members refer to VIII.C., D. and XI.B.3.

XI. STANDING COMMITTEE RESPONSIBILITIES

A. Finance Committee:

- (1) To receive, review and recommend to the Board of Commissioners all matters referred to it by the Chairperson of the Board and to provide liaison to the Board with:
 - (a) County Executive:
 1. Compliance Office
 - (b) Management and Budget Department:
 1. Administration
 2. Fiscal Services
 3. Equalization
 - (c) Treasurer's Office
 - (d) Risk Management
 - (e) Contracted Financial Auditors

- (f) Audit Subcommittee
 - (g) Contracted Performance Auditors
 - (h) Claims Review Committee
 - (i) Tax Increment Financing District Review Ad Hoc Committee
- (2) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G, Committee Referral Guidelines.
 - (3) To receive and review recommendations from the Legislative Affairs and Government Operations Committee on elected officials' compensation levels that are established under the jurisdiction of the Board.
 - (4) To plan ways and means of financing County activities.
 - (a) To recommend to the Board of Commissioners plans for County activities each year so that there may be sufficient monies raised and available to pay the current fixed operating expenses and all approved extraordinary and/or unanticipated expenses.
 - (b) To receive, from the Board or other committee, resolutions and reports referred impacting county finances.
 - (5) To recommend each year, as part of the budget process, a revised five (5) year capital improvement program based upon review and recommendations of each of the pertinent committees of the Board and the County Executive.
 - (6) To prepare a final recommendation of the annual County budget, including all funds required and all expenditures anticipated for the ensuing year.
 - (a) In order to provide necessary budget oversight, the Finance Committee and its designated staff shall have access to all budgetary, financial and Human Resources documents and data which shall be available to the Board of Commissioners as required by law and/or by the General Appropriations Act.
 - (7) To prepare and present a recommendation in the form of a resolution to the Board of Commissioners on or before April 30 that determines County equalized value and to examine the assessments of the taxing units and recommend equalization of those assessments which are unequal, all according to the mandates of state statute.
 - (8) To present a recommendation in the form of a resolution to the Board of Commissioners at its final meeting in the month of September that recommends the millage rates to be spread against the state equalized value of properties in the proper local units, pursuant to the mandates of state law.
 - (9) To review county purchasing policies and the expenditure of funds by departments for contractual and professional services.
 - (10) Audit Subcommittee:
 - (a) There shall be an Audit Subcommittee, in accordance with **MR 94005**, of at least three (3) Finance Committee members, one (1) being from the minority party, appointed by the Finance Committee Chair.
 - (b) The Audit Subcommittee shall meet as is deemed necessary and shall report its findings to the Finance Committee.

- (11) To review and recommend annual payment of MAC dues pursuant to **MR 04298**.
- (12) Tax Increment Financing District Review Policy Ad Hoc Review Committee:
 - (a) The Tax Increment Financing District Review Policy Ad Hoc Review Committee shall consist of the Finance Committee Chairperson, the Finance Committee Majority Vice Chairperson, the Finance Committee Minority Vice Chairperson or designee, the Economic Growth and Infrastructure Chairperson or designee, one (1) Commissioner appointed by the Board Chairperson, and one (1) representative and one (1) alternate for each of the following: County Treasurer, the Equalization Department, the Economic Development Department and Corporation Counsel.
 - (b) The Committee shall be charged with review and evaluation of new or expanded DDA, TIFA, Brownfield or LDFA within the County and shall make recommendation to the Finance Committee, who shall recommend to the Board of Commissioners whether to exempt itself from the proposed district, approve negotiated or take no action.

B. Legislative Affairs and Government Operations Committee:

- (1) To receive, review and recommend all proposed revisions of the Rules for the Board of Commissioners.
- (2) To receive, review and recommend to the Board of Commissioners all matters referred to it by the Chairperson of the Board, initiated and referred in accordance with committee referral guidelines and to provide liaison to the Board with:
 - (a) Board of Commissioners
 - (b) Clerk/Register of Deeds
 - (c) County Executive Administration (Excludes: Compliance Office – See Finance Committee)
 - (d) Corporation Counsel
 - (e) Human Resources Department:
 - 1. Administration (Includes: Labor Relations)
 - 2. Workforce Management
 - 3. Benefits Administration
 - (f) County departments and offices to which no committee has been named
 - (g) Historical Commission
 - (h) Southeast Michigan Council of Governments (SEMCOG)
 - (i) Oakland County Zoo Authority
 - (j) Oakland County Art Institute Authority
 - (k) Regional Convention Authority
 - (l) Oakland County Retirement and Deferred Compensation Board
 - (m) Classification Determination Subcommittee (Merit Rule 3.4)
 - (n) Job Evaluation Review Panel (Merit Rule 2.2.3)
 - (o) Personnel Appeal Board

- (3) Receive and make recommendations to the full Board regarding membership and chairpersons of Standing Committees pursuant to Rules VIII.C., D., and X.C.
 - (a) Make recommendations on all other appointments requiring approval of the Board of Commissioners, including boards, commissions, authorities, councils and committees, except as otherwise noted in the Table of Committee Attributes or as provided by law.
 - (b) Board of Commissioners appointees to other boards, commissions, authorities, councils and committees shall attend meetings in person. No participation is allowed through the use of telecommunication devices. Appointees will be notified of this policy in writing.
 - (c) All meetings should be held at the Oakland County offices when possible.
 - (d) A quarterly report shall be provided by each commission, authority, council and committee. A biannual report shall also be provided in person to the Legislative Affairs and Government Operations Committee.
- (4) Make a recommendation to the Board on whether to concur or not concur with the County Executive's appointments of department heads pursuant to Public Act 139 of 1973. The Chairperson of the Board may refer appointments to alternate standing committee(s) as deemed appropriate.
- (5) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G, Committee Referral Guidelines.
- (6) Receive, review and approve or disapprove all memorial or honorary resolutions referred by the Board of Commissioners.
- (7) To recommend to the Board of Commissioners proposed legislation affecting Oakland County; to aid and assist in preparing and introducing bills to bring about the enactment of desired legislation.
 - (a) To keep contact during legislative sessions with the Board of Commissioners' lobbyist(s).
 - (b) To direct the lobbyist(s) on positions taken by the full Board of Commissioners or to contact officials or agents on a position taken unanimously by the Legislative Affairs and Government Operations Committee when it appears time will not permit awaiting a position by the full Board.
 - (c) On urgent matters where the Board of Commissioners has taken a position on legislation and a substantive amendment has been adopted by the House or Senate which may create doubt as to whether the Board's expressed position is still reflected in the legislation, the lobbyist(s) may be given direction by the unanimous agreement of the Chairperson of the Legislative Affairs and Government Operations Committee and the Minority Vice Chairperson of the Legislative Affairs and Government Operations Committee.
- (8) To recommend to the Board of Commissioners on the creation, adoption or nullification of any County Ordinance.
- (9) To examine all petitions filed with the County Clerk which involve the jurisdiction of the Board of Commissioners relative to a change of boundaries of home rule villages and report to the Board of Commissioners on the sufficiency or insufficiency of petitions for the establishment of a date for an election.

- (a) To receive resolutions from general law village councils seeking to expand or contract the village boundaries.
 - (b) To hold a public hearing prior to determination of such boundary changes in accordance with State statute.
- (10) To prepare specific rules and to carry out the provision and intent of policies established pursuant to the Oakland County Merit System, and provisions of all employee fringe benefit programs.
 - (11) To review and make a recommendation to the Finance Committee on elected officials' compensation levels that are established under the jurisdiction of the Board.
 - (12) To review and make recommendations to the Board of Commissioners on resolutions referred in accordance with committee referral guidelines related to human resources matters, including general adjustments to wages, fringe benefits, changes in position classifications and salaries.
 - (13) To receive annually from the Human Resources Department a report indicating retirees hired as either part-time, non-eligible employees or as contractual professional service contractors, per **MR 07252**.
 - (14) To receive biannually from the Human Resources Department information on the activities of the Personnel Appeal Board, per **MR 06028**.
 - (15) To meet with the Oakland County Retirement and Deferred Compensation Board concerning all matters contemplated in Section 12-a of Act 156 of the Public Acts of 1851, as amended, prescribing the duties and defining the powers of the Board of Commissioners.

C. Healthy Communities and Environment Committee:

- (1) To receive, review and recommend to the Board of Commissioners all matters referred to it by the Chairperson of the Board, initiated and referred in accordance with committee referral guidelines and to provide liaison to the Board with:
 - (a) Department of Health and Human Services:
 - 1. Administration
 - 2. Children's Village
 - 3. Health Division
 - (b) Department of Public Services, Divisions (only):
 - 1. MSU Cooperative Extension
 - 2. Veterans' Services
 - (c) Parks and Recreation
 - (d) Area Agency on Aging
 - (e) Oakland Community Health Network (OCHN)
 - (f) Oakland Livingston Human Services Agency (OLHSA)
 - (g) Michigan Department of Health and Human Services – Oakland (MDHHS)
 - (h) Water Resources Commissioner (Water Quality Issues)
- (2) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G, Committee Referral Guidelines.

- (3) To recommend to the Board of Commissioners all social services programs and policy changes to meet the needs of Oakland County citizens.
- (4) To inform the Board of Commissioners on all health matters affecting the public welfare of the County and its citizens.

D. Economic Growth and Infrastructure Committee:

- (1) To receive and review any and all matters referred to it by the Chairperson of the Board, initiated and referred in accordance with committee referral guidelines and provide liaison to the Board with:
 - (a) Department of Economic Development and Community Affairs:
 1. Administration
 2. Community and Home Improvement
 3. Planning and Economic Development Services (Includes: Solid Waste)
 4. Workforce Development
 - (b) Economic Development Corporation
 - (c) Business Finance Corporation
 - (d) Department of Information Technology
 - (e) Department of Facilities Management:
 1. Administration
 2. Facilities Planning and Engineering
 3. Facilities Maintenance and Operations
 - (f) Department of Central Services:
 1. Administration
 2. Support Services (Includes: Lease Vehicles, Mail Room, Printing, Record Retention)
 - (g) Aviation and Transport
 - (h) Airport Committee
 - (i) Oakland County Water Resources Commissioner (Infrastructure Issues)
 - (j) Building Authority
 - (k) Road Commission for Oakland County (RCOC)
 - (l) Suburban Mobility Authority for Regional Transportation (SMART)
 - (m) Oakland County Public Transportation Authority (OCPTA)
 - (n) Regional Transportation Authority of Southeast Michigan (RTA)
 - (o) Great Lakes Water Authority (GLWA)
- (2) Each year, the Economic Growth and Infrastructure Committee shall develop a five (5) year capital improvement program, which shall be referred to the Finance Committee for final recommendation to the Board of Commissioners.

- (3) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G, Committee Referral Guidelines.
- (4) Once each biennial term, coordinate the inspection of all County-owned buildings and grounds and file with the Board of Commissioners an annual written report with their findings and recommendations for improvements.
- (5) To biennially survey excess lands owned by the County or acquired by any of its subsidiary corporations and recommend either retention of the same or disposal.
- (6) To conduct the sale, purchase or lease of property, unless the matter is referred to an alternate committee in accordance with committee referral guidelines.
- (7) In accordance with the Building Authority Articles of Incorporation, as amended, final plans and specification for all new construction projects and all alterations of existing structures beyond what would normally fall in the category of maintenance, including those projects referred to the Building Authority, shall be approved by the Economic Growth and Infrastructure Committee prior to issuance of Requests for Proposals. Any subsequent revisions to plans and specifications by the architect(s), contractor(s), County staff, the Building Authority, etc., shall require approval by the Economic Growth and Infrastructure Committee.
 - (a) Any building project, remodeling, renovation or any other projects assigned to the Oakland County Building Authority and financed by or through the sale of bonds or by appropriation from the Oakland County budget, other than the Building Projects or Projects described in the assigning resolution, the Lease Agreement between the Authority and the County, the Continuing Disclosure Certificate, the Project Description with Exhibits and Appendices and the Declaration of Official Intent on file with the Oakland County Clerk, shall not proceed without the approval of the Oakland County Board of Commissioners and its appropriate standing committees.
- (8) To make recommendations on all requests for a name change of a geological feature pursuant to procedures set forth by the U.S. Department of the Interior, Board of Geographic Names and **MR 00230**.
- (9) Pursuant to **MR 93230**, as amended, the County Executive shall annually submit to the Board of Commissioners Economic Growth and Infrastructure Committee, a report on the County Leased Vehicle Program.
 - (a) The report shall include a listing of the number of vehicles assigned to departments, the total number of vehicles in the fleet, a list of vehicles authorized "Home/Work" assignments and any significant changes in the County Leased Vehicle Program since submission of the previous report.
- (10) Pursuant to **MR 8603**, as amended per **MR 04109**, the Water Resources Commissioner shall submit an annual report to the Economic Growth and Infrastructure Committee on or before April 2 of each year for the preceding fiscal year, which includes a full financial statement of each Drainage District.
- (11) Three (3) members of the Economic Growth and Infrastructure Committee shall be appointed by the County Board of Commissioners to act as the County Coordinating Zoning Committee. Termination of membership on the Economic Growth and Infrastructure Committee shall also terminate the membership on the County Coordinating Zoning Committee.
- (12) To annually review all public transportation policies affecting Oakland County residents and the need for funding County road improvements and to recommend to the Finance

Committee at the onset of its budget review process the inclusion of specific dollar amounts for County participation in funding for County transportation requirements.

E. Public Safety and Social Justice Committee:

- (1) To receive, review and recommend to the Board of Commissioners all matters referred to it by the Chairperson of the Board, referred in accordance with committee referral guidelines and to provide liaison to the Board with:
 - (a) Department of Public Services, Divisions:
 1. Administration
 2. Animal Control
 3. Community Corrections
 4. Circuit Court Probation
 5. Medical Examiner
 - (b) Prosecuting Attorney
 - (c) Sheriff's Office
 - (d) Local Law Enforcement Agencies
 - (e) All Courts (Includes: Circuit, Probate, District and all divisions thereof)
 - (f) Department of Health and Human Services, Division (only):
 1. Homeland Security
- (2) To coordinate efforts of the Sheriff, Prosecutor, Courts, Probation Department, Office of Community Corrections and other necessary departments to address the status of jail population.
- (3) To receive, review and recommend to the Board of Commissioners all matters referred to it in accordance with Section IX. G, Committee Referral Guidelines.
- (4) To review and recommend to the Board of Commissioners intergovernmental services agreements with local units of government and agencies to provide law enforcement and dispatch services.

F. Other Committees

- (1) Airport Committee:
 - (a) The Board of Commissioners shall maintain an Airport Committee pursuant to MR #89043. The Airport Committee shall consist of five (5) members of the Board of Commissioners appointed by the Chairperson of the Board, of which not less than three (3) shall be from the majority party and not less than two (2) shall be from the minority party. The term of office of the members of the Airport Committee shall be concurrent with the Board of Commissioners. The Airport Committee shall report to the Economic Growth and Infrastructure Committee.

XII. RESOLUTIONS ON THE BOARD FLOOR

A. Commissioner-Initiated Resolutions Introduced on the Board Floor:

- (1) Following presentation of a written Commissioner-initiated resolution to the Chairpersons and Vice Chairpersons of the caucuses, a Commissioner may then introduce the written resolution on the Board floor.

- (a) The caucus Chairpersons and Vice Chairpersons shall be responsible for presenting the resolution to each caucus. The majority caucus Chairperson or Vice Chairperson shall also provide a copy of the resolution to the Clerk of the Board for the caucus minutes.
 - (b) If it is the intent of the initiating Commissioner to request suspension of the Board's Rules to immediately consider the resolution, a written notice of that request must accompany presentation of the resolution to the caucuses.
 - (2) A resolution introduced on the Board floor shall be referred to the appropriate liaison committee and to any additional committees as the Chairperson determines.
 - (a) The resolution shall not be substantively debated until its referral and action by the committee(s). Objections to a referral(s) shall be sustained upon eleven (11) affirmative votes.
- B. Reporting Referred Resolutions Back to the Board:
 - (1) Resolutions shall be reported back to the Board when all committee referrals have been acted upon by a majority vote of a quorum of each committee and shall be placed on the agenda under the originating standing committee.
 - (a) All resolutions with a unanimous vote shall be placed on the consent agenda.
 - (b) All resolutions with dissenting votes shall be placed on the regular agenda.
- C. Ordinances Requiring Public Hearing:

Pursuant to **MR 02068**, all proposed ordinances shall first require a public hearing, except as provided by state law, prior to final consideration by the Board.
- D. Effective Dates of Resolutions:
 - (1) All adopted resolutions and ordinances shall become effective in accordance with as follows:
 - (a) Adoption by the Board of Commissioners and approval by the County Executive; or
 - (b) Adoption by the Board of Commissioners and the expiration of ten (10) days from the time of presentation of the ordinance or resolution to the County Executive, measured in hours and minutes, without approval or veto of the County Executive; or
 - (c) Upon adoption by the Board of Commissioners and veto by the County Executive, on an override of the County Executive veto by 2/3 vote of all members of the Board of Commissioners elected and serving.
 - 1. A County Executive veto of an ordinance or resolution must be certified to the Board of Commissioners by deliverance of the veto message to the County Clerk within ten (10) days, measured in hours and minutes, from the time presented to the County Executive.
 - 2. In computing of the ten (10) day time period, the first day is excluded and the last day is included. If the last day is a Saturday, Sunday or legal holiday, the period is extended to include the next day which is not a Saturday, Sunday or legal holiday.

- (2) In accordance with Act 139, the Board of Commissioners shall override a veto by the second meeting following the deliverance of the veto message to the Board of Commissioners.
- (3) On matters not subject to veto by the County Executive in accordance with the provisions of MCL 45.561, the resolution shall be effective immediately upon its adoption by the Board of Commissioners, unless an alternate effective date is provided in the resolution.

XIII. BOARD OF COMMISSIONERS' MEETING PROCEDURES

A. Previous Question:

The Previous Question shall be ordered upon eleven (11) affirmative votes. After the Previous Question has been affirmatively voted, each Commissioner who has not previously spoken on the question before the body shall be given the opportunity to address the Board on the question only.

B. Suspension of the Rules:

These rules and any rules in parliamentary authority shall be suspended upon the affirmative vote of eleven (11) members.

C. Changes in Agenda or Order of Business:

Change(s) to the Agenda or Order of Business shall be made upon the affirmative vote of eleven (11) members under Approval of Agenda.

D. Amendment of the Rules for the Oakland County Board of Commissioners:

Amendments to the Rules shall be adopted upon the affirmative vote of eleven (11) members provided that written notice of any proposed amendment is given to all members at least five (5) days prior to the vote thereon.

E. Appeal Decision of the Chair:

The vote of 2/3 of the members shall be required to reverse a decision of the Chair, with exception to the referral of resolutions.

F. Discharge of Committee:

- (1) The vote of eleven (11) members shall be required to discharge a committee from consideration of any matter, provided notice of intent to discharge the committee is given at the previous regular meeting of the Board.
 - (a) The Notice of Discharge will appear on the subsequent agenda under Special Order of Business.
- (2) A vote of 2/3 or fourteen (14) members shall be required to discharge a committee, when no previous notice of intent has been given.
- (3) A Notice of Discharge and introduction of a Commissioner-initiated resolution (refer to XII.A.) shall not take place at the same Board meeting.

G. Roll Call:

Ayes and nays by roll call shall be ordered when demanded by any member prior to the announcement of the vote. The Clerk of the Board shall call the names of each Commissioner in

alphabetical order and the name called first shall be advanced one position alphabetically in each successive roll call.

H. Recess:

In addition to the procedure for the recess set forth in the parliamentary authority, a meeting of the Board of Commissioners may be recessed for a fixed time by the Chairperson. Such recess shall not exceed one (1) hour unless approved by a majority of those present.

I. Meetings of the Board of Commissioners:

- (1) Regular meetings of the Board shall be held as established by the Board of Commissioners. Meetings will be adjourned to the next regularly scheduled meeting or to the call of the Chair (refer to IX.C.).
- (2) A special meeting shall be held only upon the written petition of eleven (11) members of the Board, which petition shall be filed with the County Clerk at least ten (10) days before the meeting in accordance with MCL 46.10. Public notice of all meeting shall comply with the Open Meetings Act.

J. Term and Disposition of Business at Year End:

- (1) The Board of Commissioners' session is from the first Board meeting of an odd-numbered year until the last Board meeting of the following even-numbered year.
 - (a) Any business that is unfinished at the last Board meeting held in an odd-numbered year shall be carried over to the next calendar year.
 - (b) Any business that is unfinished at the last Board meeting held in an even-numbered year shall not be carried over to the next calendar year.

K. Annual Meeting:

The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16.

L. Present and voting:

- (1) Each Commissioner shall be present during every meeting of the Board, unless excused or necessarily prevented from attending, and shall vote on each question put unless he/she has a direct, personal or pecuniary interest in the question.
- (2) When a member is speaking, he/she shall not be interrupted except for points of order.
- (3) A majority of the members of the Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County.
 - (a) A majority of the members elected and serving is required for the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, unless the law specifies a different voting requirement. This rule also applies to amendments.
 - (b) With respect to non-agenda items, the vote of 2/3 of the members present is required on final passage or adoption pursuant to MCL 46.3.

M. Limitation of Debate:

- (1) When a member is about to speak, he/she shall respectfully address the Chairperson.

- (a) When two or more members rise at the same time, the Chairperson shall name the member who is first to speak.
- (2) The member recognized by the Chairperson shall be limited to the question under debate and shall avoid personalities.
- (3) No member shall be recognized to speak more than once on any question until every member of the Board has had an opportunity to speak once on the subject matter under debate.
- (4) No member shall speak for more than ten (10) minutes at any one time without leave from the Board by a majority vote of members present.

N. Conflict of Interest:

- (1) No member shall be interested directly or indirectly in any contract or business transaction with the County or any board, office, or commission thereof during the time for which he/she is elected or appointed, nor for one (1) year thereafter, except as provided by law.
- (2) No member shall be eligible to receive or shall receive any appointment from or be employed in any capacity whatsoever by any officer, board, committee or other authority of the County except as provided by law.

O. Presentation of Amendments to Resolutions or Other Matters:

All amendments to a resolution or other matters to be voted on shall be in writing and copies distributed to the Clerk and all Commissioners present before a vote is taken on such amendment. If necessary, the Chairperson shall recess the meeting until an amendment is reduced to writing.

XIV. REPEAL OF INCONSISTENT RULES AND POLICIES

The adoption of these Rules shall be deemed to repeal, supersede, and replace prior adopted Rules for the Board of the Commissioners. In addition, all prior adopted policies and procedures authorized and approved by the Board of Commissioners related to the organizational structure of the Board that are in conflict in whole or in part with any of the provisions of these Rules are repealed as of the adoption of these Rules, but only to the extent of any such conflict.

REPORT

January 9, 2019

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS' STANDING COMMITTEE MEMBERSHIP FOR 2019

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

The Legislative Affairs and Government Operations Committee hereby recommends appointments to the Board of Commissioners' Standing Committees for 2019 as detailed below:

FINANCE COMMITTEE: Zack (Chair), Markham (Majority Vice Chair), Middleton (Minority Vice Chair), Quarles, McGillivray, Powell, Miller, Long, Kowall

LEGISLATIVE AFFAIRS AND GOVERNMENT OPERATIONS COMMITTEE: Quarles (Chair), Nelson, (Majority Vice Chair), Gingell (Minority Vice Chair), Gershenson, Luebs, Taub

HEALTHY COMMUNITIES AND ENVIRONMENT COMMITTEE: Luebs (Chair), Powell (Majority Vice Chair), Kochenderfer (Minority Vice Chair), Gershenson, Nelson, Taub

ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE: Miller (Chair), Jackson (Majority Vice Chair), Spisz (Minority Vice Chair), Markham, Powell, Weipert

PUBLIC SAFETY AND SOCIAL JUSTICE COMMITTEE: McGillivray (Chair), Jackson (Majority Vice Chair), Hoffman (Minority Vice Chair), Miller, Nelson, Kuhn

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the acceptance of the foregoing report.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

REPORT

January 9, 2019

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

RE: 2019 COORDINATING ZONING COMMITTEE ASSIGNMENTS

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

The Legislative Affairs and Government Operations Committee recommends the following individuals be appointed to the Coordinating Zoning Committee for the period of January 1, 2019 through December 31, 2020.

Gwen Markham, Chair
Janet Jackson, Vice-Chair
Michael Spisz

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the acceptance of the foregoing report.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and
Government Operations Committee

REPORT

January 9, 2019

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS AND AUTHORITIES

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

The Legislative Affairs and Government Operations Committee, having reviewed the vacancies for the boards, commissions, committees and councils herein mentioned, recommends the filling of those vacancies as follows:

AREA AGENCY ON AGING (Two-Year Term ending 12/31/20)

Penny Luebs

BUILDING AUTHORITY (Three-Year Term ending 12/31/21)

Eric Dean McPherson

PARKS & RECREATION COMMISSION (Three-Year Terms ending 12/31/21)

Nancy Quarles, Ebony Bagley

ROAD COMMISSION (Six-Year Term ending 12/31/24)

Andrea LaLonde

SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG)(Two-Year Term ending 12/31/20)

Delegates

L. Brooks Patterson
Dave Woodward
Phil Weipert
Helaine Zack
Kristen Nelson
Angela Powell

Alternates

David VanderVeen
Marcia Gershenson
William Miller
Gary McGillivray
Penny Luebs
Gwen Markham

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the acceptance of the foregoing report.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

MISCELLANEOUS RESOLUTION # 19XXX

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS – AIRPORT COMMITTEE RESTRUCTURING

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS the adoption of the Optional Unified Form of Government by Oakland County voters in 1974 eliminated the Oakland County Airport Committee previously established under Act 90 of 1913; and

WHEREAS MR #89043 restructured the Airport Committee as an advisory committee of the Oakland County Board of Commissioners. Per MR #89043 the Airport Committee was granted authority to continue “with the understanding that policy decisions shall be referred to the Board of Commissioners through the appropriate standing committee”; and

WHEREAS as an advisory and adjunct committee of the Board of Commissioners, the Board retains the authority to establish the structure and membership of the Airport Committee; and

WHEREAS the Board of Commissioners has adopted the Rules for the Board of Commissioners for the 2019-2020 session, requiring a clarification to the Airport Committee structure.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby restructures and replaces the membership of the Oakland County Airport Committee as follows: five (5) members of the Board of Commissioners, including not less than three (3) members of the majority caucus and not less than two (2) members of the minority caucus. Members shall be appointed by the Chairperson of the Board, and terms shall be concurrent with the Board of Commissioners’ term of office.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the adoption of the foregoing resolution.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

MISCELLANEOUS RESOLUTION # 19XXX

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS – POLICY REFLECTING RESTRUCTURED MEMBERSHIP OF THE TAX INCREMENT FINANCING REVIEW COMMITTEE

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS a Tax Increment Financing Ad Hoc Review Committee (TIF Review Committee) was established by the Board of Commissioners to review the creation of Authorities utilizing TIF, the expansion of TIF Districts or the use of TIF by Authorities that were previously established; and

WHEREAS the TIF Review Committee is comprised of eight members as provided for by MR #99010 and amended per MR #01002, MR #01093, MR #08098, MR #14231 and MR #18000 consisting of the Finance Committee Chairperson, the Finance Committee Minority Vice Chair or designee, the Economic Development and Community Affairs Committee Chairperson, or designee, one commissioner appointed by the Board Chairperson, and one representative and one alternate for each of the following: County Treasurer, the Equalization Department, the Economic Development and Community Affairs Department and Corporation Counsel; and

WHEREAS the Rules for the Oakland County Board of Commissioners 2019-2020 session alter the membership of the TIF Review Committee; and

WHEREAS the provisions of the 2019-2020 Board Rules call for the organization of a TIF Review Committee consisting of nine (9) members: the Finance Committee Chairperson, the Finance Committee Majority Vice Chairperson, the Finance Committee Minority Vice Chairperson or designee, the Economic Growth and Infrastructure Committee Chairperson, or designee, one commissioner appointed by the Board Chairperson, and one representative and one alternate for each of the following: County Treasurer, the Equalization Department, the Economic Development and Community Affairs Department and Corporation Counsel;

WHEREAS to ensure conformity between the TIF Policy and the 2019-2020 Rules for the Board of Commissioners, an amendment to the TIF Policy is required.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby adopts the attached revision to the Tax Increment Financing Review Policy to bring the TIF Review Committee into conformance with the Board's organizational structure for the 2019-2020 session.

BE IT FURTHER RESOLVED that this policy replaces and supersedes Miscellaneous Resolution #18000. Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the adoption of the foregoing Resolution.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

POLICY FOR REVIEW AND POTENTIAL PARTICIPATION
IN DOWNTOWN DEVELOPMENT AUTHORITIES,
CORRIDOR IMPROVEMENT AUTHORITIES,
AND LOCAL DEVELOPMENT FINANCING AUTHORITIES
AND LIMITATION ON TAX CAPTURE BY ALL TIF AUTHORITIES

I. PURPOSE

The Purpose of this Policy is to consolidate and update the numerous Resolutions that have established procedures for the County to evaluate whether or not to exempt its property taxes from capture by Downtown Development Authorities (DDAs), Corridor Improvement Authorities (CIAs) or Local Development Financing Authorities (LDFAs) utilizing Tax Increment Financing (TIF) Plans for improving economic conditions in Oakland County. This Policy replaces and supersedes all prior Resolutions concerning the review of plans to capture County taxes by one of three types of Authorities. The standards set forth in this Policy are intended to be used as a guide and should not be interpreted as a guarantee that the County will or will not opt out of a tax capture. Other factors such as economic conditions and budget priorities not enumerated herein, may impact the County's decision. The County may determine to "opt out" or may negotiate a contractual arrangement with an Authority and a municipality to govern the time, projects and amount of County tax revenue that may be captured. This Policy provides an annual percentage limit on the County's participation in TIF captures by TIF Authorities.

II. BACKGROUND

There are several different state statutes in effect to encourage local development and improved economic conditions. The DDA, LDFA and CIA laws permit municipalities to form an Authority, which is a legal entity able to utilize TIF to improve a defined area or District. Before an Authority can implement a TIF Plan to capture or increase the amount of County taxes received by the Authority, they must hold a public hearing. The County has the right to exempt its taxes from capture by an Authority if it adopts a Resolution within 60 days after the public hearing is held. If the County does not opt out of the tax capture or does not have a contract governing the terms of the capture within 60 days after the public hearing, its incremental tax revenues will automatically be captured by the Authority. Prior to 1994, state law did not give the County the ability to opt out of DDAs. Consequently, several DDAs formed before 1994 continue to capture County tax revenue without the County's ability to set a date for the capture to terminate. The Board of Commissioners formed a TIF Ad Hoc Review Committee in 1999 to ensure the County decided during the 60-day time frame as to whether to opt out of having its taxes captured by an Authority. The three different laws covered by this Policy address different economic development needs and have slightly different legal requirements. This Policy contains criteria for reviewing proposals to capture the County's tax revenue by DDAs, CIAs and LDFAs as well as terms to be included in a contract if the County wishes to permit the collection of its taxes by an Authority. There are other TIF Authorities such as Brownfield Redevelopment Authorities (BRAs) and Tax Increment Financing Authorities (TIFAs) that capture County tax revenues without being required to obtain County permission before the capture. Despite being unable to opt out of all TIF Authorities, the County will take into consideration the total tax revenue captured by all TIF Authorities when it considers whether to participate in a DDA, CIA or LDFA TIF Plan. Except where specifically noted, this Policy does not apply to BRAs and TIFAs.

III. DEFINITIONS

Applicant means an Authority and a municipality requesting the County's incremental tax revenues for a District.

Authority(ies) means a legal entity created by a municipality under the DDA, CIA or LDFA statutes to improve the economic conditions within a District.

Brownfield Redevelopment Authority (BRA) is a TIF Authority created under Act 381 of 1996, MCL 125.2651 et. seq., to promote the reuse and redevelopment of certain properties.

Corridor Improvement Authority (CIA) is an Authority created under Act 280 of 2005, MCL 125.2871 et. seq., to prevent deterioration, promotes economic growth and encourages historic preservation in a business District. The District must meet the statutory criteria which includes being adjacent to or within 500 feet of a road classified as an arterial or collector by the federal highway administration.

County means Oakland County, a Michigan Constitutional and municipal corporation.

District means the area which an Authority is authorized to collect TIF from participating municipalities to improve economic conditions pursuant to the requirements under the DDA, CIA or LDFA laws.

Downtown Development Authority (DDA) is an Authority created under Act 197 of 1975, MCL 125.1651 et. seq., to correct and eliminate property value deterioration, promotes economic growth and to encourage historic preservation in a District in the downtown of a municipality that is zoned and used principally for business.

Local Development Financing Authority (LDFA) is an Authority, created under Act 281 of 1986, MCL 125.2151 et. seq., to prevent conditions of unemployment and promotes economic growth within the boundaries of a District. The County may not exempt its taxes for capture by a LDFA if the taxes are to be used for a certified technology park or certified alternative energy park. MCL 125.2154(3). An LDFA differs from a DDA or CIA as use of its tax capture is limited to structures, buildings, land improvements and other real property and equipment located within the District whose primary use is either manufacturing, high technology, certain agricultural processing or energy production.

Tax Increment Financing (TIF) is often referred to as tax capture. The Authority captures the property taxes on the increase in value (tax increment) from the initial or base year. Thus, if the base value is \$1,000,000 and the second year the value is \$1,250,000 the Authority gets to capture the taxes due on the \$250,000 increase in value.

Tax Increment Financing Authority (TIFA) is an authority created under Act 450 of 1980, MCL 125.1801 et. seq., to encourage economic development and historic preservation.

TIF Authorities means all authorities authorized to utilize TIF. This includes DDAs, CIAs, LDFAs BRAs, TIFAs and other similar authorities such as Water Resource Improvement Authorities, Historic Neighborhood Finance Authorities, etc.

TIF Review Committee means the TIF Ad Hoc Review Committee which reports to the Finance Committee of the Board of Commissioners, and operates in accordance with the Board of Commissioner's Rules and state law. This Committee only reviews plans and proposals for DDAs, CIAs and LDFAs as provided by law.

IV. TIF REVIEW COMMITTEE

A TIF Review Committee was established by the Board of Commissioners to review the creation of Authorities utilizing TIF, the expansion of TIF Districts or the use of TIF by Authorities that were previously established.

The TIF Review Committee is comprised of nine members. The non-Board of Commissioners members are one representative from: the County Treasurer, the Equalization Division, the Economic Development and Community Affairs Department, and Corporation Counsel. Each department must provide a letter to the Board of Commissioners at the beginning of each two-year term identifying its representative and alternate to the Committee. The following Commissioners are also members of the TIF Review Committee: the Finance Committee Chairperson, the Finance Committee Majority Vice Chairperson, the Finance Committee Minority Vice Chairperson, the Economic Growth and Infrastructure Committee Chairperson or designee and one additional Commissioner appointed by the Chairperson of the Board of Commissioners. The County Commissioner(s) representing the Applicant community shall be invited to participate in discussions of the TIF Review Committee in a non-voting capacity.

At the start of each two-year term of the Board of Commissioners, the Chairperson of the Board shall send a letter to each local unit of government in the County requesting that all notices announcing the date of the public hearing to consider the use of TIF by an Authority, or expansion of a District utilizing TIF, be sent to the attention of the Board Chair as head of the legislative body. The letter shall also request that courtesy notice copies be sent to the County Treasurer and the Director of Economic Development & Community Affairs. The letter shall contain a copy of this Policy and any amendments to this Policy.

The Chairperson of the TIF Review Committee shall send a copy of each notice received by the Board of Commissioners, announcing the date of a public hearing to consider the use of TIF by an Authority, to the members of the TIF Review Committee.

V. PROCEDURE FOR BRINGING REQUESTS TO THE TIF REVIEW COMMITTEE

The County encourages Applicants to meet with the County in advance of initiating or amending TIF Plans. Applicants considering the use of TIF should contact the County Economic Development and Community Affairs Department and the Equalization Division of the Department of Management and Budget prior to requesting a meeting with the TIF Review Committee. An Applicant is encouraged to present its plans to the TIF Review Committee prior to the date of its public hearing to establish an Authority with TIF, expand a District or begin utilizing TIF. The County Executive's Budget Task Force (BTF) must have an opportunity to review and make a recommendation on the appropriate amount, if any, for the County to consider contributing to an Authority with a TIF Plan, prior to a recommendation by the TIF Review Committee to enter negotiations with an Applicant.

The TIF Review Committee shall scrutinize a new TIF Plan from an Applicant that has a District created prior to 1994 capturing County taxes. An Applicant with a pre-1994 District shall be asked by the TIF Review Committee to enter negotiations with the County to establish an end date for the capture of County taxes. This includes authority districts created under the Tax Increment Finance Authority Act, Public Act 450 of 1980, as amended, MCL 125.1801 et. seq. It shall be at the discretion of the County to determine if it is in its best interests to reach an agreement to participate in a new TIF Plan. It shall be at the discretion of the Applicant to determine if it is in its best interest to reach an agreement to end the capture of County taxes by a pre-existing Authority.

VI. OPT-OUT AND POTENTIAL NEGOTIATIONS

Unless an executed contract between the County and an Applicant is in place prior to the end of the 60-day opt-out period after the Applicant's public hearing, the Board of Commissioners shall pass a Resolution to opt out of each potential capture of its taxes by an Authority within the 60-day opt-out period.

After a review and recommendation by the County Executive's Budget Task Force, the TIF Review Committee shall evaluate each proposed TIF Plan to determine if the County should enter negotiations to attempt to establish a contract permitting the capture of the County's taxes. If the County determines an Applicant's TIF proposal is in the best interests of the County to contribute to and its proposal is consistent with the County's fiscal considerations, the TIF Review Committee may recommend that Corporation Counsel negotiate terms for a contract with an Applicant. If the proposed contract is acceptable to the TIF Review Committee, the Committee may recommend its approval and that any prior opt-out be rescinded by the Board of Commissioners.

VII. LIMITATION OF COUNTY FUNDS FOR CAPTURE

Oakland County shall limit the capture of its incremental property taxes for use by TIF Authorities to an annual amount not to exceed five percent (5%) of the total County operating levy (i.e. total taxable value for all County communities multiplied by the County millage rate, multiplied by 5%.) Preference on granting approval to capture the County's incremental tax revenue shall be given to Applicants that do not have any pre-existing Districts.

When considering Applicants that have pre-existing Districts, preference will be given to Applicants that are capturing less than five percent (5%) of the amount of County operating levy assessed within their municipality. (i.e. total taxable value for municipality multiplied by the County millage rate, multiplied by 5%)

For each individual TIF District, the tax increment revenue attributable to the County cannot constitute a greater proportion of the overall tax capture by the Authority than the proportion of capture that is attributable to the city, village or township which established the TIF District.

The County will not contribute more than fifty percent (50%) of the total amount of County ad valorem tax revenue available for capture by an Authority unless the amount contributed by the city, village or township in which the TIF District is located contributes at least three times the amount of incremental tax revenue than what is proposed for the County to contribute. In those instances, where a city or township is contributing an amount three times that of the County, the limitation on capture of County revenue may be increased by agreement to an amount not to exceed 75% of the total amount of County ad valorem tax revenue then available.

The Economic Development and Community Affairs Department (EDCA) must annually provide the BTF and the TIF Review Committee with the amount of the total capture of County taxes by all TIF Authorities. EDCA must apprise the BTF of proposed TIF Plans by a BRA established by the County, prior to the time the plans will be voted on by the BRA to understand the potential impact on the overall amount of County taxes subject to capture.

As provided by law, Authorities may not include in the capture any local taxes attributable to the zoological authorities act, the art institute authorities act or other local taxes specifically excluded by law.

VIII. REQUIREMENTS FOR ALL TIF PLANS

1. The TIF Plan shall include all property classes (real and personal property) in the total capture, unless otherwise provided by law.
2. The Applicant must provide financial projections that demonstrate a positive return on investment of County incremental taxes proposed for capture as well as an improvement of employment and the taxable value of the District. The projections shall attempt to include details on the projected number and types of new and retained jobs and a projection of tax base growth for the entire capture period. The TIF Review Committee may request the County's Equalization Division to conduct a review of the Applicant's projections.
3. The Applicant must disclose any agreements, proposed agreements, or opt-outs by other taxing entities and any voted millages that would impact the amount of lawfully captured tax revenue.
4. The Applicant must disclose the dollar amount of capture by all TIF Authorities in its jurisdiction.
5. The Applicant must explain its plan to inform investors and businesses in the District about the services available from the Oakland County Economic Development Community Affairs Department including the One Stop Shop Business Center and the Oakland County Economic Development Corporation and the Oakland County Business Finance Corporation.
6. The city, village or township which created the Authority must adopt/amend its community master plan to accurately incorporate the TIF Plan.
7. The Authority utilizes all (100%) of the TIF revenue for redevelopment efforts, i.e., those activities specifically authorized within the applicable act, including operating expenses of the Authority.
8. The proposed plan must meet most of the standards provided in this Policy.

IX. GUIDELINES FOR REVIEWING DDA PROPOSALS

The following performance standards are established as guidelines for evaluating (1) a new DDA with TIF requests, and/or (2) requests for expansion of area boundaries by an existing DDA with TIF.

1. Meets the requirements of Public Act 197 of 1975, as amended.
2. Demonstrates declining property values exist in the District which is caused by factors such as blight, reduced building occupancy or below market rent values.
3. Supplements TIF revenue with a DDA millage (up to 2 mills), special assessment and/or designated budget contributions from the municipality it is in, to demonstrate local commitment and funding for the DDA program.
4. Demonstrates that most land within the District is used by a traditional, commercial business District (including uses such as commercial, retail, office, public/civic, multi-family and mixed-use with upper floor housing) and may have buildings of historic importance.
5. Establishes that the amount of land area devoted solely for single family residential use within the District is limited.
6. Demonstrates that any single family residential development (planned or existing) within the District must support, contribute to and compliment the business District.
7. The Authority has adopted/amended a management plan based upon the "Main Street 4-Point Approach" of Organization, Promotion, Design and Economic Restructuring.

X. GUIDELINES FOR REVIEWING CIA PROPOSALS

The following performance standards are established as guidelines for evaluating CIA requests for participation in a TIF Plan.

1. Meets all applicable criteria in Public Act 280 of 2005, as amended.
2. Demonstrates to the TIF Review Committee how it complies with the seven development area criteria specified in PA 280.

3. Facilitates the redevelopment and/or revitalization of an existing developed area as opposed to developing a greenfield area or relatively undeveloped areas.
4. Establishes that single family residential use does not comprise more than 10% of the existing and/or planned land use of the Authority District.
5. Demonstrates that high density residential use does not comprise more than 30% of the existing and/or planned land use of the Authority District.
6. If feasible, explains how one or more of the "Emerging Sectors" identified by Oakland County on its website www.advantageoakland.com as an economic growth industry, will benefit from this request.

XI. GUIDELINES FOR REVIEWING LDFA PROPOSALS

The following performance standards are established as guidelines for evaluating (1) a new LDFA with TIF requests, and/or (2) requests for expansion of area boundaries by an existing LDFA with TIF:

1. Meets all applicable criteria in Public Act 281 of 1986, as amended, including the development plan requirements.
2. Has a business retention plan to support businesses in the District.

XII. CONTRACTS WITH AN AUTHORITY AND MUNICIPALITY

If the Board of Commissioners approves contract negotiations with an Applicant, all contracts between the County and Applicant must contain the following:

1. A set dollar amount captured and a set number of years after which the contract automatically terminates, whichever event occurs first.
2. The contract may not extend beyond 25 years.
3. A requirement for the Authority to submit the following financial information:
 - a. Within three (3) months after the end of the Authority's fiscal year, copies of the annual financial report shall be sent to the Oakland County Treasurer, the Economic Development and Community Affairs Department and the Board of Commissioners. The report shall include:
 - i. The amount of taxes captured by the Authority
 - ii. The amount spent on each project in the TIF Plan.
 - iii. The amount of private sector investment received.
 - iv. The number of buildings rehabilitated the square footage per building rehabilitated and the amount spent per building.
 - v. The amount of new construction including the dollar amount spent and the square footage added.
 - vi. The number of new businesses locating in the District.
 - vii. The number of new jobs created, and
 - viii. The increase/decrease in the taxable value.
 - b. Any financial information that the County is required to report in its financial statements or to the Michigan Department of Treasury.
4. A requirement that Applicants must appear before the TIF Review Committee within the first five (5) years of the Contract execution date, and each five (5) years thereafter, to present the District's current return on investment and discuss the financial information required in 3a and 3b above.
5. A list of all projects the County agrees to for the use of its captured taxes. The list of projects must include the construction or improvement to a physical asset such as the construction of a building or improvements to a roadway. A requirement that if any of the physical assets are not constructed

- or improved by the date indicated in the TIF Plan, the amount of County's taxes captured by the Authority for the construction or improvement of the asset(s) must be refunded to the County with interest at the prime rate plus one percent.
6. A prohibition against using County taxes to bury utility lines, for land acquisition, municipal facilities used to house the Applicant's departments or operations, or for event and marketing materials not directly related to the implementation of projects approved within the TIF plan.
 7. A prohibition against using County taxes to accumulate funding to attract a developer to invest in the District.
 8. A prohibition against elected or appointed officials of the Applicant or their immediate family members engaging in a business transaction, relating to property in the District, which he or she may profit from because of his or her official position or authority or benefit from confidential information which he or she has obtained because of such position or authority. This provision does not prohibit members of the governing body of the Authority from having an ownership or business interest in the District. Any plans by the Authority to purchase property in the District from elected or appointed officials of the municipality, or their immediate family members, shall be disclosed in writing to the County.
 9. A requirement to appear before the TIF Review Committee to discuss any TIF Authorities created or expanded after the date of the agreement as well as a right to terminate should the capture by those TIF Authorities exceed the County cap in Section VII.

XIII. PRECEDENCE OF STATE LAW AND POLICY

Any future changes to the state laws governing DDAs, CIAs and LDFAs which conflict with this Policy, shall supersede and control those conflicting provisions until this Policy is officially updated to consider the legislative changes.

This Policy supersedes and replaces the prior policies and Resolutions previously adopted by the Board of Commissioners concerning DDAs, CIAs and LDFAs and the TIF Review Committee, specifically Miscellaneous Resolution ##16166.

MISCELLANEOUS RESOLUTION # 19XXX

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS – AMENDMENT TO THE TRI-PARTY ROAD IMPROVEMENT PROGRAM APPROVAL PROCESS

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS since the 1970s, the Oakland County Board of Commissioners has authorized the Tri-Party Road Improvement Program to assist Oakland County's cities, villages and townships (CVTs) with the construction, maintenance and repair of roads under the supervision, direction and control of the Road Commission for Oakland County (RCOC); and

WHEREAS Miscellaneous Resolution #09221, as amended by Miscellaneous Resolution #10045, provides that any Oakland County appropriation in support of the Tri-Party Road Improvement Program shall be distributed only after "The Commissioner(s) representing the CVT requesting the project submits a resolution authorizing the appropriation of the County's 1/3 share of the project from the General Fund Assigned Fund Balance for Tri-Party Program. The resolution shall be approved by the Finance Committee and the full Board before any funds may be released from the Tri-Party Program designation account."; and WHEREAS the Board of Commissioners has adopted rules of procedure for the 2019-2020 session requiring an amendment to the policies approved in Miscellaneous Resolutions #09221 and #10045.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby amends and approves the Tri-Party Road Improvement Program Approval Process, in accordance with the provisions and restrictions of 1917 PA 253, MCL 247.121 and as set forth below:

"The CVT has authorized its 1/3 share of the funding for the project and has executed a written contract for payment with the RCOC; and the Commissioner(s) representing the CVT requesting the project submits a resolution authorizing the appropriation of the County's 1/3 share of the project from the General Fund Assigned Fund Balance for Tri-Party Program. The resolution shall be approved in accordance with the Rules for the Oakland County Board of Commissioners."

BE IT FURTHER RESOLVED that the administrative staff of the Board are directed to prepare a final version of the policy including the adopted amendment and incorporate the revised policy.

BE IT FURTHER RESOLVED that the Oakland County Clerk is requested to forward copies of this adopted resolution to the Road Commission for Oakland County, Oakland County Fiscal Services and the Clerks of the cities, villages and townships of Oakland County.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the adoption of the foregoing resolution.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

MISCELLANEOUS RESOLUTION # 19XXX

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS – AMENDMENTS TO COUNTY POLICY ON LEASED VEHICLES

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS the Board of Commissioners adopted a leased vehicle policy through Miscellaneous Resolution #93230, which was amended by Miscellaneous Resolution #94357, and requires additional vehicles to be approved by the Board of Commissioners; and

WHEREAS the committee review and reporting provisions of this policy are no longer in compliance with the organizational structure of the Board of Commissioners as established by the Rules for the Board of Commissioners for the 2019-2020 session.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby amends the following clauses of the County Policy on Leased Vehicles:

IV. GENERAL FLEET PROVISIONS

A. FLEET EXPANSION: Each request for additional new vehicles (other than replacements of existing vehicles previously approved by the Board of Commissioners) shall, upon affirmative recommendation of the County Executive, be submitted to the appropriate committee(s) in specific resolution form for approval. The committee(s), when recommending the addition of a vehicle to the Board of Commissioners, shall include in that resolution an appropriation sufficient to cover the acquisition cost plus monthly lease charges for the balance of the current year.

C. REPORTING REQUIREMENTS

The County Executive shall annually submit to the Board of Commissioners, Economic Growth and Infrastructure and Finance Committees, a report on the County Lease Vehicle Program. The report shall include a listing of the number of vehicles assigned to departments, the total number of vehicles in the fleet, and a list of vehicles authorized "Home/Work" assignments, and any significant changes in the County Leased Vehicle Program.

BE IT FURTHER RESOLVED that the administrative staff of the Board are directed to prepare a final version of the policy including the adopted amendment and incorporate the revised policy as an appendix to the 2019-2020 Rules for the Oakland County Board of Commissioners.

BE IT FURTHER RESOLVED that the Oakland County Clerk is requested to forward copies of this adopted resolution to the Department of Central Services and Oakland County Fiscal Services.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the adoption of the foregoing Resolution.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

MISCELLANEOUS RESOLUTION # 19XXX

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS – AMENDMENT OF POLICY FOR ACCEPTANCE OF GIFT/DONATIONS

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS MR #83204 was adopted by the Board of Commissioners in 1983 to establish standard procedures for the acceptance of gifts and donations from private sources; and

WHEREAS the Board's gift donation policy currently established by MR #83204 for a donation in excess of \$10,000 requires multiple steps, beginning with consideration by the liaison committee, referral to the Board of Commissioners, referral by the Board to the Finance Committee, review by the Finance Committee and consideration for final approval by the Board of Commissioners; and

WHEREAS the committee review provisions of this policy are no longer in compliance with the organizational structure of the Board of Commissioners as established by the 2019-2020 Rules for the Oakland County Board of Commissioners session.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby approves the attached amendments to the policy for "Acceptance of Gift Donation and/or Gift Item from Private Sources Procedure."

BE IT FURTHER RESOLVED that the administrative staff of the Board are directed to prepare a final version of the policy including the adopted amendment and incorporate the revised policy as an appendix to the 2019-2020 Rules for the Oakland County Board of Commissioners.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the adoption of the foregoing Resolution.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

OAKLAND COUNTY
ACCEPTANCE OF A GIFT DONATION AND/OR GIFT
ITEM FROM PRIVATE SOURCES PROCEDURE

In recent years it has become an increasingly difficult challenge to fund County services and programs at prior year levels, and to establish new and innovative ones. Federal and State grant and revenue sharing monies have, in the past, provided County government with the opportunity to meet community needs with services and programs that otherwise would not have been provided. Federal and State reductions, however, have caused this source of funding to decrease while community needs continue. Under these circumstances particularly, private gifts, whether in the form of cash and/or other types of valuables, become welcome and important additional resources for continuing and improving upon the quality of County services and programs. In recognition of this fact, as well as the uniqueness of this form of resource, procedures have been established wherein private gifts will be officially acknowledged by the County and accepted.

- I. Gift donation amounts and/or gift items shall be classified according to one (1) of the following categories:
 - A. Gifts with a value of \$9,999 or less, with no match requirement or other financial implication to the County.
 - B. Gifts with a value of \$10,000 or greater, with no match requirement or other financial implication to the County.
 - C. Gifts with a value of any amount, with financial implication to the County. "Financial implication" shall be defined as any one-time, continuing, maintenance, and/or future costs incurred by the County as a result of acceptance of a proposed gift donation amount and/or gift item.
- II. Gift donation amounts and/or gift items with a value of \$9,999.99 or less, with no match requirement or other financial implication to the County, shall be accepted and processed administratively through the County Executive Department of Management and Budget. The prospective Department/Division recipient shall list in writing the gift donation amount and/or a brief description of the gift item, as well as a brief description of the purpose for which donation is being made, and shall send the letter directly to the Department of Management and Budget, Accounting Division. Gift donation amounts shall be placed in the appropriate departmental donation fund account (201) and records maintained in the Trial Balance/Expenditure Fund Report within the Accounting Division. Gifts other than cash shall be recorded as general fixed County assets.
- III. Gift donation amounts and/or gift items with no match requirement or other financial implication to the County, but with a value of \$10,000 or greater, shall be accepted and processed according to the following procedure:
 - A. A Department/Division recommending acceptance of a gift with a fiscal implication of \$10,000 or greater shall submit a request for a department-initiated standing committee resolution. The request shall be prepared and reviewed in accordance with the established rules, procedures and guidelines of the Board of Commissioners. The request shall identify the donor or, if desired, request anonymity of the donor; list the gift donation amount and/or a description of gift item; and contain a brief description of the purpose for which donation is being made.

- B. Gift donations shall be recorded and maintained in the appropriate departmental donation fund account (201) in the same manner as Item II above. Gifts other than cash shall be recorded in the same manner as Item II above.
- IV. In the event of a question as to the dollar value amount of any gift item presented for acceptance, the Director of Management and Budget, through the Purchasing Division, Accounting Division and/or other appropriate information source shall determine and provide a dollar value amount for any tangible gift item in question.
- V. The County Executive, Department of Management and Budget shall be responsible for all administrative actions necessary for the accounting of all gift donation amount and item acceptances. These actions may include, but are not limited to, establishment of accounts, administrative procedures, etc.
- VI. Availability of documents relative to any gift donation amount and/or gift item shall remain the responsibility of the following:

- Letter – Recipient Department of Division
- Receipt – Accounting
- Division Resolution –
- County Clerk
- Committee Minutes – Board of Commissioners

The recipient Department/Division shall have ultimate responsibility for information relative to acceptance of any gift donation amount and/or gift item within the Department/Division.

- VIII. A beginning – ending trial balance report shall be included as an addendum to the quarterly forecast report made to the Finance Committee of the Board of Commissioners.

MISCELLANEOUS RESOLUTION #19XXX

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS – BOARD OF COMMISSIONERS GRANT PROCEDURES

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS pursuant to Miscellaneous Resolutions #89105, #93020, #95098, #97277, #99252, #01030, #01320, #13180 and #17194 the Board of Commissioners established and modified procedures for the application, acceptance and amendment of grants and reimbursement agreements; and

WHEREAS these policy and procedures are no longer in conformance with the organizational structure of the Board of Commissioners as established by the Rules for the Board of Commissioners for the 2019-2020 session; and

WHEREAS the provisions of the Rules for the Board of Commissioners grant authority to the Chairperson of the Board of Commissioners to establish standard guidelines, policies and procedures for the submission and review of grant applications, acceptance and amendments to the Board of Commissioners; and

WHEREAS the Chairperson of the Board, the Administrative Director and staff shall consult with the Departments of Management and Budget, Human Resources, Risk Management and Corporation Counsel to develop a new coordinated review process to be incorporated in future grant submissions to the Board. NOW THEREFORE BE IT RESOLVED effective upon the adoption of this resolution, the Oakland County Board of Commissioners hereby declares that MR #17194, the Grant Application and Acceptance Procedures with all Appendices, is no longer a policy of the Board of Commissioners.

BE IT FURTHER RESOLVED that the Oakland County Board of Commissioners hereby authorizes the Board Chairperson to execute grant agreements of \$10,000 or less and grant amendments of \$10,000 or less or with an amended variance less than 15% of the current award, when the grant does not require an associated interlocal agreement, there are no position changes, and the grantor does not require a separate resolution. Agreements and amendments shall be submitted to the Departments of Management and Budget, Human Resources, Risk Management and Corporation Counsel by the operating department(s) for review prior to submission to the Board. The recommendations of the reviewing departments shall be appended to the grant documents submitted to the Board of Commissioners.

BE IT FURTHER RESOLVED that the Oakland County Board of Commissioners hereby authorizes the Board Chairperson to execute grant applications of less than \$250,000, when the grant does not require an associated interlocal agreement, there are no position changes, and the grantor does not require a separate resolution. Applications shall be submitted to the Departments of Management and Budget, Human Resources, Risk Management and Corporation Counsel by the operating department(s) for review prior to submission to the Board. The recommendations of the reviewing departments shall be appended to the grant documents submitted to the Board of Commissioners.

BE IT FURTHER RESOLVED that the Oakland County Board of Commissioners hereby grants authority to the Chairperson of the Board to establish standard guidelines, policies and procedures for the submission and review of grant applications, acceptance and amendments by the Board of Commissioners. At a minimum, these policies shall include provisions for:

1. Board of Commissioners approval of all grant applications in excess of \$250,000 unless authorized by the Chairperson of the Board for the purposes of meeting a submission deadline.
2. Board of Commissioners approval of all grant acceptance in excess of \$10,000.
3. Board of Commissioners approval of grant amendment including a 15% or greater variance from current award and/or requiring personnel changes.
4. Provisions for notifying the Board regarding all other grant application, acceptance and amendment items.

BE IT FURTHER RESOLVED that Board of Commissioners staff is requested to notify all County Elected Officials and Departments of the modification to the Grant Procedures.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the adoption of the foregoing resolution.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

MISCELLANEOUS RESOLUTION #19xxx

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: BOARD OF COMMISSIONERS – SUSPENSION OF AUTHORITY TO ENTER INTO COMPREHENSIVE INFORMATION TECHNOLOGY AGREEMENTS FOR PUBLIC BODIES OUTSIDE OF OAKLAND COUNTY

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS the Oakland County Board of Commissioners is required under the Urban Cooperation Act of 1967 to approve interlocal agreements between Oakland County and public bodies; and

WHEREAS during previous sessions, the Board of Commissioners has delegated the authority to enter into individual agreements with public bodies to be handled administratively by the Department of Information Technology through Comprehensive Information Technology Agreements; and

WHEREAS the Department of Information Technology continues to expand the number of applications offered and customers served with this strategy and under the authority granted to enter into Comprehensive Agreements; and

WHEREAS the Board of Commissioners has a duty to thoroughly review the business model, revenue generated and ability of the department to provide core services while marketing to outside agencies.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby suspends authority to enter into Comprehensive Information Technology Agreements for any public body located outside of Oakland County.

BE IT FURTHER RESOLVED that the Board of Commissioners charges the Economic Growth and Infrastructure Committee to conduct a review of these issues and report back to the Board with their findings.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move the adoption of the foregoing Resolution.

Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee