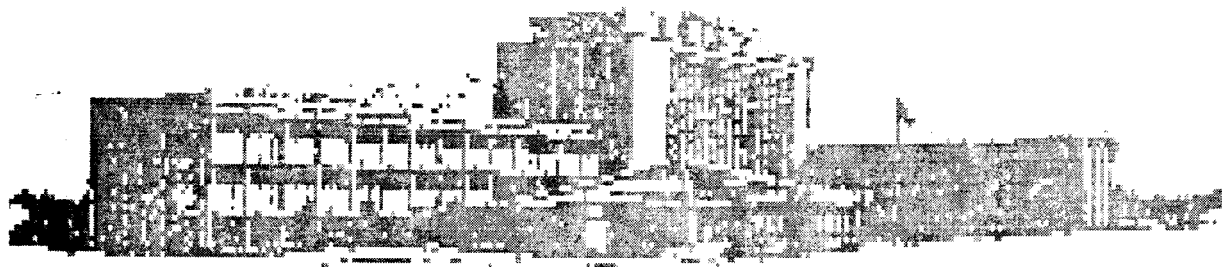


GUIDE TO OAKLAND COUNTY GOVERNMENT

April 1992

Daniel T. Murphy
COUNTY EXECUTIVE



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Oakland County, Michigan 1200 North Telegraph Road Pontiac, Michigan 48341-1043



C O U N T Y M I C H I G A N
D E P A R T M E N T O F C O M M U N I T Y
A N D E C O N O M I C D E V E L O P M E N T

Daniel T. Murphy, Oakland County Executive
Jack Driker, Director

April 10, 1992

Dear Reader:

This is a general guide to the organization and functions of Oakland County government. We hope you will find it useful in understanding how your county government operates.

A companion publication is the annually published "Oakland County Directory." That publication lists current office holders, directors, and managers. Addresses and phone numbers are included. The directory is published by the County Clerk.

For those who are interested in a comprehensive description of how county government is organized and operates in Michigan, I recommend Guide to Michigan County Government by Kenneth Verburg (published by Community Development Programs, Michigan State University, 1987). That publication is available at the Oakland County Reference Library.

Jack Driker
Director, Department of Community &
Economic Development

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I AN OVERVIEW OF COUNTY GOVERNMENT

In August 1974, Oakland's citizens voted to create the first unified form of county government in the history of Michigan. This new form of government added the executive branch to the already existing legislative and judicial branches.

The executive branch is headed by an elected County Executive whose responsibilities are similar to those of a governor or a mayor of a large city. The County Executive administers the government, proposes new programs and policies, and represents the interests of Oakland's citizens.

Under this form of government, the legislative branch consists of the Board of Commissioners which performs a role similar to a state legislature or city council. It acts on proposals submitted by the County Executive and proposals of its own. The County Executive may veto acts of the Commission, and the vetoes can be overridden by two-thirds vote of the commission.

The third branch is the judiciary which includes Circuit Court, Probate Court and District Courts.

Five general government offices are headed by officials elected county-wide. These are the prosecutor, the sheriff, the clerk/register of deeds, the treasurer, and the drain commissioner.

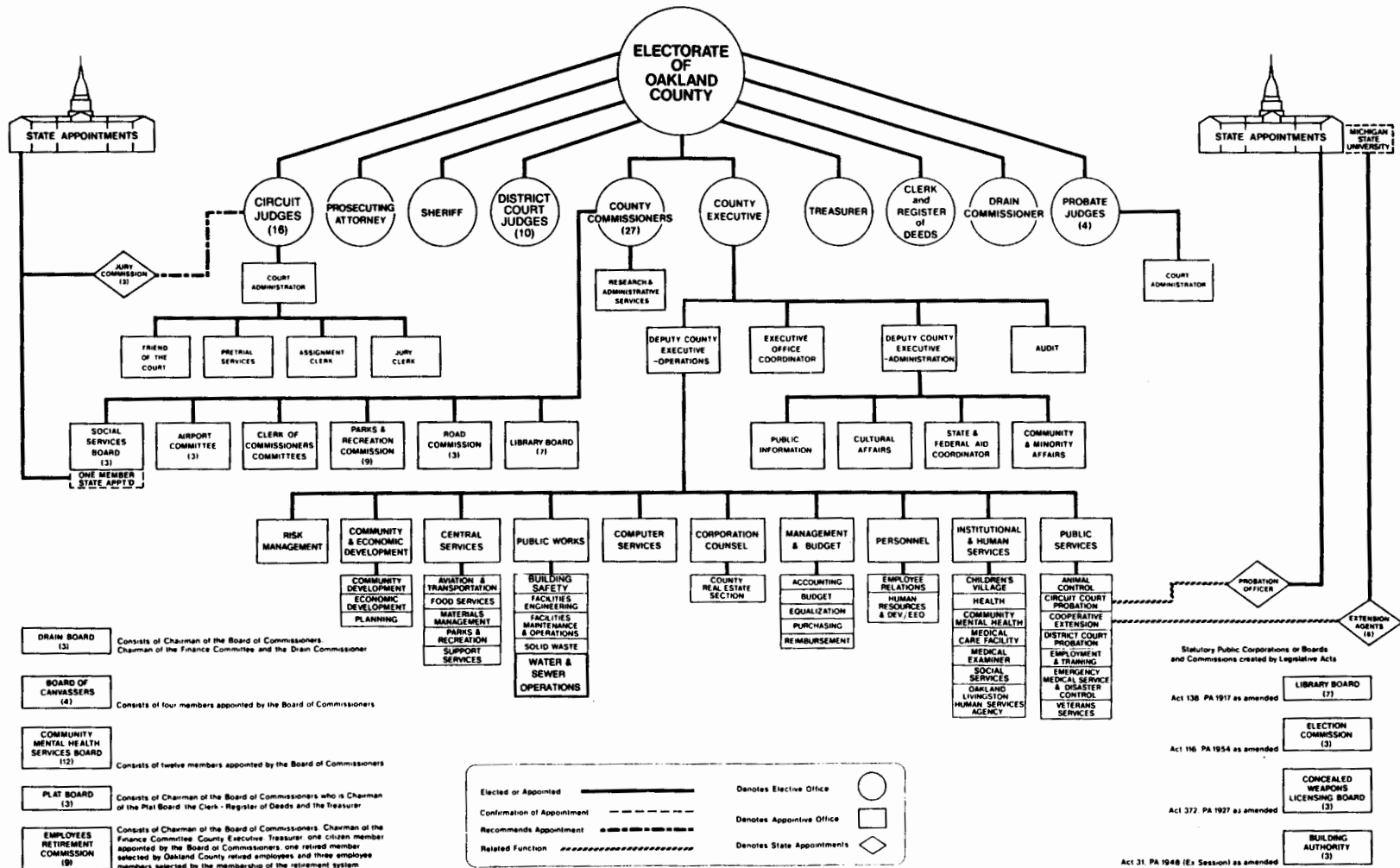
A county is a creation of the state and can only exercise the powers given to it by the state constitution or the legislature. In recent years, as new problems have arisen due to population growth, the state legislature has designated certain services which may be provided by counties. Today, Michigan counties may provide airports, sewage disposal systems and hospitals. They may organize departments in public works and may exercise some zoning authority. In addition, counties administer a wide variety of community and health programs.

The Oakland County Board of Commissioner districts are drawn after each decennial U.S. census by the vote of the majority of the County Reapportionment Commission. This reapportionment commission is composed of the County Clerk, the Prosecuting Attorney, the County Treasurer, and the chairpersons of the Oakland County Republican and Democratic parties. The apportionment plan may be challenged by petition of any citizen of Oakland County, or by any member of the apportionment commission. Final approval of the district boundaries rests with the state supreme court and, once approved -- either by the reapportionment commission or by the supreme court -- these districts remain until after the next U.S. census. There are 27 commission districts in Oakland County. As of January 1, 1993, there will be 25 districts.

A candidate for the Board of Commissioners must be 18 years of age and a qualified elector of the district he wishes to represent. A commissioner must remain a resident of that district during her entire term of office. An eligible candidate may have his name placed on the ballot by filing a nominating petition or by filing a fee with the county clerk. Currently that fee is \$100.00. The term of office is two years. The Board of Commissioners set the salary of the commissioners for the term of the following board.

The Board of Commissioners conducts its meetings publicly at the County Service Center on the first and third Thursdays of each month presided over by the chairperson of the Board of Commissioners. The chairperson, elected by the majority vote of the members of the Board of Commissioners every year, remains in office until December 31 of that year. The chairperson's duties include presiding over commission meetings, appointing members of some of the board's special committees and sitting as a member of the Drain Board, the Plat Board and the Retirement Commission, as well as being an ex officio member of all committees. The vice-chairperson of the board, also chosen by a majority vote of the Board of Commissioners, assumes the chairperson's responsibilities in the absence of the chairperson.

OAKLAND COUNTY GOVERNMENT ORGANIZATION CHART



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The Board of Commissioners has five standing committees whose duties include study and recommendation on all matters to come before the board.

The committees of the Board of Commissioners perform liaison to various departments and offices of county government. These assignments may change from time to time. In 1992, they were as follows:

FINANCE COMMITTEE

Computer Services Department
Risk Management
Management and Budget Department
Treasurer

GENERAL GOVERNMENT COMMITTEE

Board of Commissioners - Legislative Functions
Board of Commissioners - Library Board
Clerk/Register of Deeds
Audit Division
Corporation Counsel - Legal
Institutional and Human Services - Health Division, Medical Care Facility,
Community Mental Health, Oakland Livingston Human Service Agency,
Social Services

PLANNING AND BUILDING COMMITTEE

Central Services Department
Economic Development Division
Planning Division
Drain Commissioner
Corporation Counsel - Real Estate
Public Works Department
Solid Waste Department

PERSONNEL COMMITTEE

Personnel Department

PUBLIC SERVICES COMMITTEE

Courts
Prosecuting Attorney
Public Services Department
Sheriff
Community Development Division
Institutional and Human Services - Children's Village, Medical Examiner

See Section V for a further description of the Board of Commissioners.

II COUNTY EXECUTIVE

Department: COUNTY EXECUTIVE

Pursuant to Act 139 of 1973, the voters of Oakland County elected a county executive form of government in August 1974. Powers and duties of the County Executive are: (a) supervise, direct and control the functions of all departments of the county except those headed by elected officials; (b) coordinate the various activities of the county and unify the management of its affairs; (c) enforce all orders, rules, and ordinances of the Board of Commissioners and laws of the state required to be enforced by this office; (d) prepare and submit to the Board a recommended annual county budget, work program, long-range capital improvement program, and administer the expenditure of funds in accordance with appropriations; (e) appoint, supervise, and at pleasure, remove directors of departments except elected officials -- appointment of directors requires concurrence of a majority of the Board of Commissioners; (f) attend meetings of the Board of Commissioners with the right to participate but not to vote; (g) submit recommendations to the board for the efficient conduct of county business; (h) report to the board on the affairs of the county and its needs, and advise the board not less than each three months on the financial conditions of the county; (i) perform such other duties and activities as the board shall direct, and; (j) veto any ordinance or resolution adopted by the board, including all or any items of an ordinance appropriating funds. The Board may override the veto by a two-thirds vote of all members elected and serving.

The County Executive has two Deputy County Executives who oversee various functions described in this Section II.

Department: County Executive

Division: AUDITING

The Auditing Division is responsible for auditing all transactions relating to county activities and reports directly to the County Executive. In addition, the Auditing Division provides management with the internal controls which are required to insure the integrity of the financial system within the county, through both verification and appraisal of the effectiveness of the financial records, controls and operations, and determines that management's policies and procedures are being followed. This is accomplished through objective analysis and recommendations concerning the soundness, accuracy, and adequacy of the financial activity and their compliance with county, state, and federal laws and regulations. The Auditing Division is also responsible for performing routine audits in county departments to ascertain that all revenue, such as fees, etc., that are due the county are being collected.

Department: COMMUNITY AND MINORITY AFFAIRS

Community & Minority Affairs is a public relations endeavor concerned with public policy, political education, and cooperation in the development of communities.

The director serves as liaison between community organizations and governmental units, implementing community improvement programs and encouraging political participation. Activities of the department are designed to build and maintain community and government relations.

Department: CORPORATION COUNSEL

The Office of Corporation Counsel represents the county, its boards, departments and officials in all civil matters, in the federal, state and local courts as well as all tribunals, including Mental Health Hearings, Personnel Appeal Board Hearings and Tax Tribunal Hearings. This department advises and assists the County Executive, Commissioners, county officials and departments on all legal matters incident to the conduct of the official or department. Corporation Counsel attends all meetings of the Board of Commissioners, and acts as parliamentarian and legal advisor thereto; as well as advising and assisting all standing and special committees of the board when so requested. Corporation Counsel renders written legal opinions upon request to the County Executive and Board of Commission members, officials and department heads on the legality of actions or their interpretations. This department also provides legal advice relative to the sale, purchase or lease of real estate and provides legal advice and approval of contracts and resolutions as to the legal form. Corporation Counsel institutes and maintains legal suits on behalf of the county as requested by the County Executive and Board of Commissioners and prosecutes collection matters on behalf of the county. The office serves as co-counsel, monitors and assists on matters concerning labor law, municipal bonds, insurance defense cases and any and all suits in which specialized outside counsel is required. The Office of Corporation Counsel provides a preventative legal function relative to narrowing the scope of future county liabilities by the participation in the discussion and review of projects at their inception.

The County Real Estate Section is responsible for the administration of the county real estate portfolio including sales, purchase and lease of land and facilities. It also provides home counseling to the general public with special emphasis on low-income families.

Department: CULTURAL AFFAIRS

The Cultural Affairs Coordinator is in charge of: publication and dissemination of a newsletter highlighting cultural activities in the county; the development of county Resource Representatives (Ad Hoc Committee) covering all geographic areas of the county; analyzing local needs and providing assistance to struggling cultural groups, particularly those in less affluent areas; the development of a Speaker's Bureau and publication of a brochure describing individuals and cultural topics on which they are willing to speak; the development of a creative talent register and computerized mailing list of existing cultural groups; county-wide catalog and description of facilities potentially available; the development of a volunteer and professional staff to offer guidance in program development; an art awareness program to nurture youthful interest in the arts; special projects to strengthen the self-image of local ethnic groups through an appreciation of their cultural and artistic accomplishments; sponsoring of art contests; the development of open communication between the Council and other groups throughout the state interested in promoting the growth of cultural activities; informational programs including the regular release of a schedule of cultural activities to all media in the county; utilize county buildings and offices to provide a showcase for the talents of county artists.

Department: PUBLIC INFORMATION

The Public Information Director is responsible for the production of all press releases, speeches, pamphlets, slide presentations, film, and other public information material emanating from the divisions of government which report to the County Executive. The director responds to information requests from the news media around the clock, seven days a week. Extensive files of newspaper clippings and other research material of value to the press, commissioners, and the public are maintained by the department. Copies of clippings are circulated on a regular basis to various department directors and members of the news media. The Public Information Division also responds to information requests from the general public.

Department: RISK MANAGEMENT AND SAFETY

Risk Management & Safety is responsible for the analysis and evaluation of all risks which could adversely affect the assets and operations of the county. Risk Management implements programs to reduce, transfer, insure or self-insure risks at the lowest cost. To accomplish this objective, the office administers mandated and optional programs including safety and casualty engineering. The county has decided to manage in-house by Risk Management & Safety the insurance and safety aspects of solid waste and recycling activities. The estimated insurance cost savings during construction, depending on construction values, market forces and the success of our safety programs and administrative controls, could be up to \$25,000,000. There will be additional savings during the operational phase of these plants from ongoing risk management activities.

Operations of the office include: Self-funding of health benefits and medical cost containment strategies; implement action of cost-reduction plans such as a Preferred Provider Organization; redesign of benefit plans for additional self-insurance or cash flow savings; safety activities used to reduce costs and maintain our license as self-insured for worker's compensation; specific programs such as additional departmental safety committees; driver Standards and Accident Review - review of motor vehicle operators' records; and Americans with Disabilities Act. The office coordinates return to work of worker's compensation claimants by use of rehabilitation activities, accommodation and light duty.

Department: FEDERAL AND STATE AID

Federal and State Aid is responsible for the review and analysis of federal and state legislation and administrative directives to determine their impact on Oakland County and develop action to protect the best interests of the county in these matters. In addition, the office is responsible for securing and monitoring federal and state grants for Oakland County. Functions of this office include: a) track, review and analyze federal and state legislative initiatives relative to transfer payments, mandated costs, financing mechanisms, economic development and fiscal policy which impact Oakland County; b) establish and maintain contacts with legislators and key government agencies at the federal and state level and function as liaison between County departments and legislators at federal and state level; c) provide information and technical advice to operating divisions in relation to federal and state administrative guidelines and legislative activity; d) perform special projects and analysis on legislative matters for the County Executive.

Department: **CENTRAL SERVICES**

Division: **ADMINISTRATION**

Central Services Administration is responsible for the overall administration and operations of Aviation and Transportation, Parks and Recreation, Materials Management, Support Services, Mailing and Support Services Operations. Food Services were privatized on January 1, 1992.

Department: **Central Services**

Division: **AVIATION AND TRANSPORTATION**

The division's function is to provide and operate the airport facilities as part of a balanced transportation system in Oakland County.

Currently there are two county-owned airports. Oakland/Pontiac Airport is a relatively sophisticated facility with four runways, air traffic control tower, modern instrument and lighting guidance systems, and an extensive line of services offered to the traveling public and businesses, industry and residents in Oakland County. For the past decade, the airport has had more takeoffs and landings than any other airport in Michigan and has been one of the busiest in the six-state Great Lake Region. The main runway permits planes as large as 727s and DC-9s to use the facility.

Oakland/Troy Airport is a more modest facility located in Southeast Oakland County. The runway is considerably shorter and is used primarily by smaller general aviation aircraft.

Department: **Central Services**

Division: **PARKS AND RECREATION**

Under Act 261, Public Acts 1965, the Parks and Recreation Commission was created by resolution of the Oakland County Board of Commissioners to acquire, develop, maintain and operate a County Park System. The Commission currently receives funds through a tax levy authorized by voters in Oakland County; such levy being five-year renewable.

The Parks and Recreation Commission includes the functions of the Day Use and Camping Parks, Golf Courses, Recreation Activities, Design and Development and Accounting and Administration Units.

Department: **Central Services**

Division: **SUPPORT SERVICES**

The Support Services Division is a combination of intergovernmental funds providing services in the areas of Fleet Operations, Printing, Radio Repair and Communications, Mail Room, Record Retention, and Audiovisual Equipment.

Department: **COMMUNITY AND ECONOMIC DEVELOPMENT**

Division: **ADMINISTRATION**

The director of the department coordinates and directs three divisions: Community Development, Economic Development, and Planning, and maintains liaison with various county and regional agencies engaged in economic development, community development, and planning, such as SEMCOG, Road Commission for Oakland County, MDOT, and the Greater Detroit Economic Development Group.

Department: **Community and Economic Development**

Division: **COMMUNITY DEVELOPMENT**

The division administers Federal Community Development Block Grant funds granted to Oakland County on behalf of 49 communities. In addition, the division manages direct delivery of a property rehabilitation program, and administers

grants for emergency shelters. A new program in 1992 involves grants on expanded residential rehabilitation activities. Since 1975, the division has administered over \$70,000,000 in federal grants to finance hundreds of vital community development programs.

Department: Community and Economic Development

Division: ECONOMIC DEVELOPMENT

The fundamental mission of the Economic Development Division is to enrich the quality of life for all Oakland County residents by encouraging and facilitating the maintenance and creation of private sector jobs and investment.

The primary objective of the county's economic development effort is to retain those businesses currently operating in Oakland County and to help them identify and pursue expansion opportunities for their growth and profitability. The second objective of this office's efforts is to facilitate the creation of new businesses by assisting the entrepreneurial process. The third objective is to attract desirable new businesses to Oakland County which are compatible with the quality of life and economic structure of our communities.

In order to accomplish its mission and meet its objectives, the Economic Development Division carries out an Annual Action Plan which has seven components:

- Business Assistance
- Community Support
- Small Business Development
- Financing
- Research and Analysis
- Marketing
- Organization and Operations Support

Department: Community and Economic Development

Division: PLANNING

Prepares plans for the orderly development of land within the county; provides development data to public and private sector users; advises county and municipalities of actions being taken by the regional council of governments; monitors and coordinates the use of land along municipal boundaries; assists municipalities in resolving local development problems; provides property maps and aerial photos of all land parcels within the county's 900 square miles. Activities include community assistance, census information, environmental assessments, zoning review, and research.

Department: COMPUTER SERVICES

Provides electronic data processing services including analysis, design, programming, data preparation and processing. The department's responsibilities include: long range planning; feasibility and cost justification studies; evaluation and projections of equipment, systems and manpower needs; enhancement of existing systems; development, testing and implementation of new systems and procedures.

Provides continuing technical input to the Computer User Advisory Committee for the establishment of priority and policy recommendations.

Department: **INSTITUTIONAL AND HUMAN SERVICES**

Division: **ADMINISTRATION**

The Administration Division of the Institutional and Human Services Department supervises the county's Human Services Program, including Public Health, Community Mental Health, Medical Care Facility, Medical Examiner and Children's Institutions, and acts in a liaison capacity with the State Department of Social Services and the Oakland-Livingston Human Services Agency and the Community Mental Health Services Board. In addition, the department director works with the many non-profit human services agencies in the county to assist in coordination and cooperation between the private, voluntary and governmental sectors.

Department: **Institutional and Human Services**

Division: **CHILDREN'S VILLAGE**

Children's Village is the county's residential facility for children and youths who have been referred by the Probate Court-Juvenile Division, district and circuit courts, the Prosecuting Attorney, various juvenile courts throughout Michigan, and the State Department of Social Services. The facility presents a unique tri-dimensional approach to residential care and treatment for youngsters awaiting the adjudicative and/or dispositional phases of the court process, as well as those committed by dispositional orders for the purpose of residential treatment and maintains 213 beds in multiple living units located on a campus setting. The Children's Village School, accredited by the North Central Association of High Schools and Colleges, completes the self-contained/one-location feature of the facility, allowing for regular and special education programs for grades K-12.

Department: **Institutional and Human Services**

Division: **COMMUNITY MENTAL HEALTH**

Oakland County's Community Mental Services are administered under the Community Mental Health Services Board, whose members are appointed by the county Board of Commissioners as prescribed by the State Mental Health Code. The CMH Board is responsible for the planning and operation of a broad complex of public services for the mentally ill and developmentally disabled of all ages, funded approximately 90 percent by the state, with the balance from county funds and other third party payors such as Medicaid and private insurance.

Department: **Institutional and Human Services**

Division: **HEALTH**

The Health Division has as its mission: health promotion, disease prevention, and environmental protection. Operating under the broad powers of Public Act 368 of 1978, the Health Division provides a wide range of preventive, therapeutic and environmental health services to the residents of Oakland County. The division is also charged with the responsibility of gathering, analyzing and reporting data regarding the health of the community and arranging for the availability of basic health services for the county's citizens.

Department: **Institutional and Human Services**

Division: **HUMAN SERVICES AGENCY**

Oakland Livingston Human Services Agency, through an interlocal agreement, develops programs around the priority areas of Health, Education, Employment,

Energy, Housing and Transportation in Oakland and Livingston Counties. In addition, OLHSA plays an advocacy role on behalf of low-income persons and is charged with the responsibility of helping to bring institutional change. The agency operates under its own board. See page 32.

Department: **Institutional and Human Services**

Division: **MEDICAL CARE FACILITY**

The department maintains and operates the County Medical Care Facility with a capacity of 120 beds providing highly skilled care to residents of Oakland County. Comprehensive care is provided as needs are identified by an interdisciplinary care plan which includes participation by medical, nursing, rehabilitative services, dietary, activities, social services and pharmacy.

Department: **Institutional and Human Services**

Division: **MEDICAL EXAMINER**

The Medical Examiner operates under the mandate of the Medical Examiner Law, Act 181, P.A. of 1953, as amended. The division is charged with the responsibility of determining the manner and cause of death of all sudden, unexpected, accidental or violent deaths. In addition, the Medical Examiner must determine the manner and cause of death of all police prisoners, abortions, suspicious circumstances, administration of drugs, therapeutic procedures, anesthesia, and deaths without medical attention within 48 hours preceding death.

The Medical Examiner approves all cremations for deaths in Oakland County, and the staff appears in court and gives testimony in criminal and civil proceedings.

Department: **Institutional and Human Services**

Division: **SOCIAL SERVICES**

The Division of Social Services is charged with the administration of public assistance programs in Oakland County through the administrative control of the Michigan Department of Social Services. These include such state-federal programs as Aid to Families of Dependent Children, Medicaid, and the Food Stamp Program. The State Disability Assistance Program and the State Family Assistance Program are also administered by the division.

In addition to its financial support services, the Oakland County Division of Social Services also provides social support services that include the following: 1) employment, training and child care to increase self-support and self-sufficiency; 2) protective services for vulnerable children and adults who are subjected to abuse, neglect or exploitation; 3) placement services for vulnerable children and adults who are unable to live at home due to abuse, neglect, exploitation or impairment; and 4) home help services for those who need help with the tasks of daily living.

Department: **MANAGEMENT AND BUDGET**

Division: **ADMINISTRATION**

P.A. 139 of 1973 states, "the department ...shall supervise the execution of the annual County Budget and maintain expenditure control; perform all central accounting functions; collect monies owing the county not particularly within the jurisdiction of the County Treasurer; purchase supplies and equipment required by county departments; and perform all investment, borrowing and debt management functions except as done by the County Treasurer." The Director of Management and Budget is designated as the chief financial officer to Oakland County and is

responsible for the duties attached to that function. Towards this end, the Administrative Division of the Department of Management and Budget supervises the development, implementation and evaluation of all new programs and projects, as well as supervising and evaluating all ongoing programs of the various divisions of the Department of Management and Budget. The Administrative Division is also responsible for reviewing the County Financial Report, Equalization Report, Purchasing Procedures, Budget Format, and other policies and procedures of the county.

Department: Management and Budget

Division: ACCOUNTING

The Accounting Division maintains a computerized system of accounts for county departments and insures that the assets, liabilities, reserves, fund balances, revenues and expenditures are properly accounted for. It prepares and submits financial statements to the various boards, commissions, and county departments and is responsible for the submission of financial reports required by the federal and state governments. The division processes payments and administers the central payroll system. It accounts for all alimony and child support collections and disbursements. The division also pre-audits financial transactions and has responsibility for water and sewer billings, bond issues, hospital accounting, patient billings and bank reconciliations.

Department: Management and Budget

Division: BUDGET

Pursuant to Public Act 139 of 1973, Public Act 621 of 1978 (the Uniform Local Budgeting Act), the County Executive's Office shall prepare and submit to the Board of Commissioners a recommended biennial county budget and work program, and administer the expenditure of funds in accordance with appropriations. This division has primary responsibility for evaluating all ongoing and proposed programs and/or operations. In relation to this mandate, the long range goal of the Budget Division is to assist in the allocation of county resources to provide economical and efficient public services to effectively meet community needs. The County Executive, through the Budget Division, advises the Board not less than each three months on the financial condition of the county.

Department: Management and Budget

Division: EQUALIZATION

The Equalization Division assists the Finance Committee of the Board of Commissioners in establishing the equalized property tax base for the county. The division compiles sampling data, reports and statistics on property valuations in the county for use by the committee, and annually assists in the preparation of the Local Tax Report as presented to the Finance Committee of the Board of Commissioners.

Department: Management and Budget

Division: PURCHASING

The Purchasing Division is primary procurer of goods and services for various county departments. It maintains open communication with the news media through the Public Information Office and controls and reduces the cost of purchasing supplies, materials, equipment and services.

The goal of this division is to efficiently, effectively and economically provide for the acquisition and distribution of all merchandise and services, including stationery and other supplies, dry goods and clothing, furniture, vehicles, and equipment, professional, legal, medical, food and other commodities required by all operating agencies of county government of the provision of public services.

Department: Management and Budget
Division: REIMBURSEMENT

The Reimbursement Division is responsible for the recovery of monies, as ordered by the Circuit and Probate Courts for court costs, attorney fees, restitution, fines, and child care.

In addition, the Oakland Medical Care Facility forwards all of their delinquent accounts to this office for collection.

Recommendations are made to the Probate Court by this office as to whether the county should assume costs for patients and their families for miscellaneous expenditures associated with the mental health procedures. It also pursues collection of the fees for attorneys who are appointed to represent patients at their hearings for involuntary hospitalizations.

Department: PERSONNEL
Division: ADMINISTRATION

The Director of Personnel is responsible for all Personnel and Labor Relations functions of the county. He reports directly to the County Executive and acts as executive liaison with the Board of Commissioners and its Personnel Committee in all Personnel and Labor Relations matters. Under the Oakland County Merit System, the Personnel Director serves as Executive Secretary to the Personnel Committee and has responsibility for the administration of the personnel programs policies, rules and regulations promulgated by the Committee and the Board of Commissioners. The Director of Personnel also serves as a member of the Oakland County Deferred Compensation Board.

Personnel functions are administered through the Employee Relations Division and the Human Resources, Development and E.E.O. Division of the Personnel Department with the managers of these divisions reporting to the Director of Personnel. Each of these divisions are described below.

Department: Personnel
Division: EMPLOYEE RELATIONS

This division is responsible for four functional areas:

a) Labor Relations - assure compliance by the county and its various departments with all state statutes and regulations governing labor relations in public employment; coordinate the administration of labor contracts with certified bargaining units; negotiate all county labor contracts and handle all county factfinding and compulsory police arbitration cases; handle all grievance arbitration case; serve as Pre-Termination Hearing Officer on separations; serve as Pre-Suspension Hearing Officer on suspensions without pay lasting longer than two days; serve as staff for the Personnel Appeal Board and advise departments on disciplinary matters; coordinate recommended changes to the Merit System and advise department on Merit System related issues.

b) Employee Benefits - administer the health care, dental and optical programs for county employees involving enrollments and enrollment changes; answer employee questions regarding benefit provisions and assist employees with difficult claim issues; administer the disability income program involving processing claim requests, scheduling second medical opinions when warranted and assuring that other cost control measures are in place; administer the employee life insurance program involving enrollments, beneficiary designation and changes, and claims payments; administer adherence to federal COBRA requirements for health care coverages; administer the unemployment insurance program; and handle employee communications regarding the County's deferred compensation program.

c) Employee Records - process personnel transactions for all county employees which effectuate their employment history (i.e., appointment, merit increase, service increments, promotions, separations, etc.); assure uniform attendance reporting by departments and divisions; review on a bi-weekly basis, part-time, non-eligible employees attendance reporting; maintain a variety of employee and position history records; review and process requests for "back pay" to former employees through collective bargaining agreements; assure adherence to the employees' "Right to Know" Act; and implement decisions affecting wages by the Personnel Appeal Board, agreements between employee and county, attorneys, the courts, and action taken by the Corporation Counsel.

d) Classification, Salaries and Personnel Budget - administer the current salary plan encompassing over 600 county classifications; conduct periodic labor market surveys for use in recommending adjustments to the salary schedule; provide staff support and recommendations regarding classifications and salaries to the Personnel Committee; perform job classification audits in accordance with Merit Rules provisions; periodically compile, publish, and distribute an updated salary schedule reflecting current salary rates for all county classifications; prepare and publish the annual Michigan Association of Counties Salary and Employee Benefits Survey; and review all new position and personnel reorganization requests submitted by county departments and prepare recommendations and supporting documentation for review by the County Executive and Personnel Committee of the Board of Commissioners.

Department: **Personnel**

Division: **HUMAN RESOURCE DEVELOPMENT/EEO**

This division is a centralized employment recruiting, screening and placement operation functioning under the personnel policies of the Oakland County Merit System. When the County Merit System was adopted by vote of Oakland County citizens in 1966, it described a philosophy and outlined an employment process to be used to further Merit System principles. Subsequently, various rules, regulations, laws, and decisions have combined to reinforce Merit System principles and further define a very technical and formal employment process. These legal parameters include: adoption of the Merit System Rules, Title VII of the Civil Rights Act of 1964 as amended; the Age Discrimination Act; Section 504 of the Employment Rehabilitation Act of 1973; Michigan Handicappers Civil Rights Act; Uniform Guidelines on Employee Selection; Executive Orders 11246, 11375, 12086; the Americans with Disabilities Act of 1990; EEOC guidelines and regulations; the county's Affirmative Action Plan; numerous U.S. Supreme Court decisions and other laws. To summarize, the intent of all these legal parameters is to guarantee that the county's employment practices do not discriminate against any individual except upon the basis of that individual's relative ability to perform a job.

Operating under the foregoing parameters, the division's responsibilities include recruitment advertising, test development and administration, certification of eligible lists of the highest qualified job candidates to the various county operating departments, coordination of Affirmative Action Planning and Plan Implementation, monitoring Equal Employment Opportunity activity and resolving EEO problems, administration of County Employee Orientation and In-Service Training Programs and the Tuition Reimbursement Program. In addition, the division maintains centralized recruitment, selection and EEO records and regularly reports results of key division activity and special projects to County Administration and the Board of Commissioners.

Department: **PUBLIC SERVICES**

Division: **ADMINISTRATION**

The Administrative Division through the Director of Public Services coordinates, directs, and is responsible for the following divisions: Animal Control, Cooperative Extension, E.M.S. and Emergency Management, Veterans' Services, Employment and Training, and Circuit Court Probation. This is consistent with provisions of Section 13 and 14 of the P.A. 139 of 1973; the County Executive's organization plan as adopted by the Board of Commissioners. In addition, the Director of Public Services represents the County Executive in preparation and presentation of material for the Public Services Committee of the Oakland County Board of Commissioners. This latter function, in part, involves liaison coordination and management of materials as requested and proposals generated by the following departments and divisions: Prosecuting Attorney, Sheriff, Circuit Court, District Courts, Friend of the Court, local law enforcement agencies, and the Community Development Council.

Department: **Public Services**

Division: **ANIMAL CONTROL**

Serving approximately 600 square miles involving an unincorporated area of 19 townships and certain cities and villages, the Animal Control Division has the responsibility of: (a) coordinating and supplying local townships and city-operated dog rabies vaccination clinics requested by the local municipalities; (b) investigation of all animal bites involving humans for the Health Division; (c) dog licensing and kennel inspection and licensing as required by Act 339, P.A. 1919; (d) patrolling and impoundment of stray small animals and those for biting quarantine; (e) investigate, appraise and pay livestock and poultry damages done by dogs to owners which is done through District Court; (f) impound livestock straying on private property and public thoroughfares; (g) removal of dead animals from public highways; (h) consultation with the medical and veterinary professions, the Health Division, and the public on diseases transmittable to and from animal and man; (i) cooperate with local police departments and government agencies in the enforcement of state animal laws; (j) provide educational material and lecture service on animal care to youth groups, service clubs, and the general public and; (k) conduct an annual dog census as per state statute to achieve a goal of 70 percent vaccinated dogs for prevention of rabies epidemic.

Department: **Public Services**

Division: **COOPERATIVE EXTENSION SERVICE**

Provide instruction and practical information via demonstrations, publications, workshops, events, consultation and mass media to residents of communities in food production; food and fiber marketing; commercial and home horticulture; human nutrition, food safety; family resources management (money, credit, time, energy); child development and family relationships; creating and offering positive youth development experiences (involving volunteer leaders and youth); public affairs; pond and water management; woodlands management; energy and soil management and related subject areas.

Congress, the legislators of the State of Michigan, and commissioners of county governments cooperate in making the service available to local constituents. Federal and state funds go to Michigan State University, the land-grant university in Michigan. Michigan State University, via cooperative arrangement with counties, makes the service available to local county constituents.

Subject matter specialists are retained by MSU Cooperative Extension Service to specialize in specific subject matter and its research to provide county-based staff current research information. Campus Extension Specialists provide assistance to counties at no cost to the county. County program thrusts are locally determined to meet the needs of local constituents.

Department: **Public Services**

Division: **EMS/EMERGENCY MANAGEMENT**

The division coordinates, directs and is responsible for the following county-wide programs:

The 9-1-1 Program, consistent with the Emergency Telephone Service Enabling Act of 1986 and Miscellaneous Resolution #86113 of May 8, 1986, provides planning, coordination, information and liaison services for a county-wide, \$3 million computerized police, fire and EMS emergency telephone system with over 700,000 telephone lines and 33 public safety answering points.

The EMS Program, consistent with Act 368 of 1978 and in conjunction with the Oakland County Council for Emergency Medical Services (OAKEMS), provides coordination, monitoring, communications, staffing and recommendation services for a county-wide basic and advanced life support, pre-hospital emergency care system consisting of 11 hospitals, 70 physicians, 17 fire department and ambulance company providers, and 800 basic and advanced emergency medical technicians. The program also provides EMS training equipment, county employee CPR training, EMS education referral coordination, and public information and education programs.

The EMS Communications Program, as mandated by the Public Health Code, as amended by Act 179 of 1990, provides coordination, monitoring and recommendation services for emergency radio communications to the Oakland County EMS System. "O"Com is not a dispatch function. It coordinates radio transmissions from life support units to hospitals for medical direction on a 24-hour-a-day, 7-day-a-week basis.

The Emergency Management Program, consistent with the Michigan Emergency Preparedness Act of 1990, provides planning, response, recovery and mitigation services for any natural, manmade, nuclear emergency or disaster situation in Oakland County. The program provides a member to the Tri-County Emergency Food and Shelter Board which provides food and shelter services. It also provides an Early Weather Warning Program.

The "Superfund Amendment and Reauthorization Act of 1986" (SARA) was enacted into federal law on October 17, 1986. Title III of SARA establishes requirements for federal, state, and local governments and industry regarding emergency planning and community right to know reporting on hazardous and toxic chemicals.

Department: **Public Services**

Division: **EMPLOYMENT AND TRAINING**

The Employment & Training Division administers the provisions of the federal Job Training Partnership Act (JTPA) under the joint policy direction of the Private Industry Council (PIC) and the County Executive/Chief Elected Official. It is the purpose of this act to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to dislocated workers, economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment. These functions are accomplished through classroom training, on-the-job training, work experience, and services activities.

A majority of the PIC membership is drawn from the private business sector. Other sectors represented include labor, education, rehabilitation agencies, and community-based organizations.

Department: Public Services
Division: PROBATION - CIRCUIT COURT

As provided in Chapter 11 of Public Act 232 of 1953, the Circuit Court Unit of the Probation Division is a service agency that specifically provides the Circuit Court judges with thorough information demanded by statute in the sentencing process. This gathering of information is called the presentence investigation which encompasses all aspects of a defendant's life; the specific criminal involvement; and a complete analysis of the individual's juvenile and adult criminal record. A further responsibility to the courts is providing supervision of those deemed treatable in the community and placed on probation. These services are provided towards the rehabilitation of such persons through the use of vocational, educational, and psychological counseling that may be required to assist the probationer in becoming a productive and responsible member of the community.

Department: Public Services
Division: VETERANS' SERVICES

The Veterans' Services Division provides technical, local-level assistance to Oakland County Veterans and/or dependents to obtain federal, state and local veterans' benefits. These benefits include compensation, bonus, hospitalization, etc. In addition, the Veterans' Services Division administers the relief and burial benefits for the Probate-bench-appointed Soldiers' Relief Commission. Additional services provided are transportation to medical institutions for treatment purposes and assistance in securing employment.

Department: PUBLIC WORKS
Division: ADMINISTRATION

Public Works administration is responsible for the overall direction and administration of the Water and Sewage Operations Division, the Facilities Engineering Division, and the Facilities Maintenance & Operations Division, including the Royal Oak and Pontiac markets.

Department: Public Works
Division: BUILDING SAFETY

The division is responsible for the security and safety of all county-owned, leased, and/or operated properties and buildings including the Service Center Complex, all county parks, the airports and any persons either employee or visitor on such property. In addition, Safety provides services on a reimbursement basis, such as the key shop, electronic locks, intruder alarms, repair and service of fire extinguishers and mandated state fire inspections. The division is responsible for life safety and enforcement of all fire codes, federal, state and local, as well as maintaining orderly emergency and evacuation procedures.

Department: Public Works
Division: FACILITIES ENGINEERING

The Facilities Engineering Division is responsible for the planning, design, and construction of county-owned facilities including buildings, site improvements, parking lots, and utilities. These services are provided for new construction

remodeling, improvement, and expansion projects. They are rendered either directly by in-house staff or indirectly by consultants with the staff acting as liaison. The division functions through its Administrative, Design, Construction, and Technical Support units.

Administration -- provides overall direction to the division. Plans, prepares, and presents projects to committees, prepares the division budget, administers personnel matters, and in general, oversees the day-to-day operations of the division.

Design -- plans and designs the construction of county facilities when such work requires the application of sound engineering principles and judgment, estimates project costs, acts as the liaison with outside consultants, and administers construction contracts and payments.

Construction -- oversees the construction of county facilities to ensure compliance with codes and conformance to contract requirements by both visual inspection and materials testing.

Technical Support -- provides sub-professional assistance to the other units in the way of drafting, blueprint reproduction, surveying, and mathematical computation services.

Department: Public Works

Division: FACILITIES MAINTENANCE AND OPERATIONS (FM & O)

This division is responsible for energy management and the maintenance and operation of all county buildings. This division is also responsible for telephone operations, building safety, grounds maintenance, custodial services, building alterations, maintenance and operation of the Service Center Heating Plan; maintenance of Service Center utilities, and County Market operations; in addition to providing support services to various departments occupying the county buildings. Also, this division provides various contracted services to Oakland Schools, Social Services, Parks and Recreation, Community Mental Health, and other county agencies.

Department: Public Works (FM & O)

Division: MARKETS

The Royal Oak Market provides facilities in the south end of Oakland County for local farmers and related entrepreneurs to distribute and sell their goods and services to the general public.

The Pontiac Market provides facilities for northern Oakland County for local farmers and related entrepreneurs to distribute and sell their goods and services to the general public.

Department: Public Works

Division: WATER AND SEWAGE OPERATIONS

The division operates and maintains numerous sewage treatment plants; well water systems; water distribution systems; sanitary sewer interceptors, trunk and lateral systems at various locations in the county.

The division also works with the Drain Commissioner and his staff on the development and construction of sewer and water projects being constructed within the county.

Department: **SOLID WASTE MANAGEMENT**
Division: **ADMINISTRATION**

The department is responsible for planning and implementing the Oakland County Solid Waste Management System. The System will provide processing and disposal facilities for municipal solid waste generated within the boundaries of participating municipalities as well as providing for the collection and disposal of household hazardous wastes. Additionally, the System will provide a coordinated education and information program designed to allow the county's municipalities to achieve and sustain aggressive volume reduction goals to minimize future direct landfilling. The department provides appropriate liaison with the Solid Waste Planning Committee which was appointed by the Board of Commissioners to act as an advisory committee for periodic updating of the county Solid Waste Management Plan as required by Act 641 of the Public Acts of 1973. In 1991, voters approved a bond issue for implementing the comprehensive program of solid waste volume reduction through source reduction, reuse, composting and recycling before conversion of the remainder to electric power through incineration prior to final landfilling.

III COURTS

Department: CIRCUIT COURT

There are 16 Circuit judges for the Sixth Judicial Circuit Court of Michigan (Oakland County). The Circuit Court has original jurisdiction over all crimes carrying a maximum penalty in excess of one year, divorce and other equitable claims, and most civil damage claims over \$10,000. It is also the court of appellate review from decisions of the District Courts, and for some matters arising out of Probate Court. The Circuit Court is a constitutional court in that it is mandated by Article VI of the State Constitution of 1963.

In addition to the 16 Circuit judges and their staffs, the Circuit Court includes the functions of the Court Administrator and the Administration staff.

The Circuit Court also provides administrative direction for the Probation Department and Pretrial Services. The third arm of the Circuit Court is the Friend of the Court established by legislative authority.

Department: Circuit Court

Division: FRIEND OF THE COURT

The Friend of the Court is an arm of the Circuit Court, established by legislative authority set forth in M.S.A., 25.172 and 25.173. This office examines all records and files in divorce cases where orders have been rendered and there are dependent minor children. The Friend of the Court investigates all divorce cases where there are minor children; makes recommendations to the Circuit Courts on custody, visitation and support, acts as referee in the taking of testimony of witnesses and statements of parties upon pending motions involving minor children; receives, accounts for, and disburses child support and alimony monies received on pending and granted divorce cases, and cites by contempt action those who fail to comply with court orders.

Department: Circuit Court

Division: PRETRIAL SERVICES

A 1982 federal court order required Oakland County to take active steps to relieve jail overcrowding. As a one-year pilot program, the Oakland County Board of Commissioners approved the creation of Pretrial Services in 1986. One year later, this division received permanent funding. The primary mission of Pretrial Services is the screening of people who are arrested for crimes to determine if they are good candidates for release on bond pending trial. Trained investigators interview everyone brought to jail. Pretrial Services staff prepares a report covering such matters as employment history, education, arrest record and community ties. All information obtained is verified.

Department: 52nd DISTRICT COURT

Division: Divisions I, II, III, and IV

Public Act 154 of 1968 established the District Courts of the State of Michigan. The District Court has jurisdiction of all misdemeanors, ordinance and charter violations, and of preliminary examinations in all felony cases. The District Court has exclusive jurisdiction in civil actions when the amount in controversy does not exceed \$10,000.

Public Act 154 of 1968 established Oakland County as the "District Control Unit" for the 52nd District Court. The District Control Unit is responsible for the maintenance and operation of the court and provides suitable places where the judges shall hold court. (In addition to the 52nd District Court, there are several district courts operated by local political subdivisions.)

(Probation services for the 52nd District Court, formerly provided by the County's Department of Public Services, was transferred to the 52nd District Court on April 4, 1992.)

Department: PROBATE COURT

Oakland County is the second largest probate court district in Michigan with four elected Probate Judges and a staff of 227 employees to serve its 1,083,000 residents.

The Probate Court is a civil court: that is, it is service-oriented. It relates to the private rights of the citizenry and provides protection for people who are vulnerable for specific reasons. The remedies sought through action in probate court are considered distinct from criminal proceedings. Oakland County Probate Court's jurisdiction is primarily three-fold:

Delinquency and Child Protective Proceedings - Oakland County Probate Court handles cases of families and children under the age of 17 who are alleged or adjudicated to be delinquent or neglected and abused. When doing so, it is called the Juvenile Court. The Probate Court exercises exclusive jurisdiction in such matters as juvenile delinquency, neglect, abuse, adoption proceedings and juvenile traffic offenses.

Estates Proceedings - Another major function is the court's supervision of "probating" wills and of the administration of estates and trusts of deceased persons by personal representatives.

Mental Health Proceedings - Proceedings under the Mental Health Code pertain to commitment for hospital care of alleged mentally ill persons, mentally handicapped and addicted persons.

Other - Oakland County Probate Court also handles matters pertaining to the condemnation of land, acknowledgements of paternity, delayed birth registrations, change of name, emancipation of minors, and parental consent by-pass.

IV LAW ENFORCEMENT

Department: PROSECUTING ATTORNEY

The office of Prosecuting Attorney is created by the Michigan Constitution and its duties are prescribed by law. The Prosecuting Attorney represents the People of the State of Michigan in criminal matters pending before all courts in Oakland County. He has the primary responsibility for the direction and control of criminal prosecutions in Oakland County.

The basic provision regarding the role of the Prosecuting Attorney is found in statutes of the State of Michigan: MCLA 49.153, which provides: The prosecuting attorneys shall, in their respective counties, appear for the state or county, and prosecute or defend in all courts of the county, all prosecutions, suits, applications or motions, whether civil or criminal, in which the state or county may be a party or interested.

The prosecutor is the chief law enforcement officer of the county, charged with the duty to see that the laws are faithfully executed and enforced to maintain the rule of law. He is responsible for the authorization of criminal warrants and the prosecution of criminal cases on behalf of the people of the State of Michigan. He also provides legal advice to the various police agencies in the county concerning criminal matters and investigates suspected illegal activity when it cannot be adequately dealt with by other police departments.

The Prosecutor's Office is presently divided into eight major divisions consisting of the Administration Division, Warrants Division, Circuit Court Division, Appellate Court Division, Family Support Division, District Court Division, Juvenile Court Division, and the Criminal Investigations Division. Each division is headed by a chief who maintains direct supervisory control over personnel assigned to the division.

Department: SHERIFF

The Sheriff's Department is responsible for the delivery of law enforcement services to the unincorporated areas of the county within the budget allocated by the Board of Commissioners; the provision of contractual service for law enforcement as requested by participating local units of government; the provision of support services in the areas of criminal investigation, scientific analysis of evidence, and arson investigation to other departments as requested; maintains records, identification procedures and operation of dispatch functions and communication with state data banks.

The Sheriff's Department accepts, delivers and serves papers, summons, and subpoenas; executes Civil Court Orders as directed by the Circuit Court and other courts of the county; collects fees; conducts confiscation; effects tax sales as directed by courts of competent jurisdiction.

The Sheriff's Department is also responsible for the maintenance of the County Correctional System, for the housing, care, and custody of all prisoners in the county sentenced to one year or less, of all non-bonded prisoners awaiting trial in Circuit Court, and those detained for arraignment or trial in the several district courts.

The Sheriff's Department is responsible for policing of the several courtrooms of the Oakland County Circuit Court and providing security; the transportation of prisoners for arraignment and/or sentence from the Jail to court and returning

them; delivery of sentenced prisoners from the County Jail to the appropriate Michigan State Corrections institutions. The Sheriff's Department furnishes transportation to and from the various courts in the county for Pontiac and southend departments as allocated by the Board of Commissioners.

The Sheriff's Department has a statutory responsibility for the patrol of 450 lakes in the area for which it maintains a fleet of boats and provides divers for underwater recovery and rescue attempts.

The Sheriff's Department is responsible for providing traffic accident enforcement on secondary roads of Oakland County as funded by state-allocated revenue.

V GENERAL GOVERNMENT

Department: **BOARD OF COMMISSIONERS**

The Board of Commissioners derives its existence, power and authority from the State Constitution and a myriad of statutes and court decisions. Principle among the Statutes are Act 156, P.A. 1851, as amended, and Act 139, P.A. 1973, as amended.

The elected County Commissioners of Oakland County comprise the legislative and policy-making body of County Government. As a result of a 1964 United States Supreme Court decision, the State Legislature adopted Act 261, P.A. 1966, subsequently amended, which apportions the populations base of commissioner districts and regulates the number of commissioners for each county board. Under this act, Oakland County may have 25-35 commissioners.

The Board of Commissioners sets policy for the county through the adoption of resolutions and ordinances. Utilizing its committees for in-depth review, resolutions are formulated and presented to the Board of Commissioners for adoption.

The commissioners, while performing legislative and policy-making functions (chief among these duties is budgetary and taxing authority), also have a responsibility of legislative review. Through a committee-system process, the Board surveys and oversees the departments and programs of county government to ascertain that the policies they have established are being carried out within the financial constraints they have established. To this end, the Board, as presently organized, has five standing committees: Finance, General Government, Personnel, Planning & Building, and Public Services. Each committee is assigned certain duties and responsibilities in accordance with the adopted rules of operation of the Board.

Another major function of the Board of Commissioners is that of constituent services. Commissioners assist citizens in solving problems and in obtaining county services for individuals, groups and local units of government.

The Board of Commissioners, under Act 139 and more fully defined in many other statutes, is directed and empowered to carry out activities such as: the purchase and sale of property; appointing authority to various boards, commissions and authorities; public improvements such as those provided in Act 342, P.A. 1939; requirements for the establishment of a solid waste program under Act 641, P.A. 1978, as amended; and appointments which require members of the Board to fulfill other duties, i.e., Drain Board, Retirement Board, Plat Board, Parks & Recreation, Community Mental Health.

Department: **Board of Commissioners**

Division: **ADMINISTRATION, PROGRAM EVALUATION AND OPERATIONS ANALYSIS**

Board of Commissioners Administration: (a) prepares committee and board agendas and records minutes of all committee meetings; (b) prepares resolutions and reports which are submitted by the various committees to the Board; (c) acts in a liaison capacity between various county departments and Board of Commissioners in the handling of information; (d) handles public relations with the

various newspapers and civic groups in the county for the Board of Commissioners; (e) refers citizens with problems to proper person or agency; (f) schedules use of Auditorium facilities; (g) promotes state legislation of benefit to the county and maintains records of same; (h) performs all operations necessary to maintain efficient office operation.

The Program Evaluation and Operations Analysis Unit determines for the Board of Commissioners the degree of performance of the functions assigned and the efficiency and economy of administration. This activity includes reports to the Finance Committee which makes recommendations to the full Board.

Division: **Library Board**
Unit: **LAW LIBRARY**

The Law Library, which is under the direction of the Library Board, is the only comprehensive source of federal and state legal material in Oakland County. As such, it serves district courts, law firms, businesses, governmental agencies, students and general public as well as the Circuit Court, Probate Court, Prosecutors, Corporation Counsel and other county employees. The Law Library obtains and provides clients with legal source materials, binds briefs and records received from the Michigan Supreme Court, and maintains a current collection of legal information by indexing and filing new books, magazines and loose-leaf services as the law develops. In addition, the Law Library purchases and distributes all legal up-keep material and new books for the Circuit Court, the Probate Court, District Courts, the Prosecutor's Office, the Corporation Counsel's Office and several other departments.

Division: **Library Board**
Unit: **REFERENCE LIBRARY**

The Reference Library Division responds to information needs of county employees, residents and municipalities in Oakland County, supplemented by existing library sources. The Reference Library responds to the leisure reading needs of county institutions, including the County Jail, Children's Village, and Trusty Camp and maintains the appropriate collections for those facilities. The division provides continuing education opportunities for library trustees and library staff in Oakland County and provides services best accomplished on a county-wide basis for the libraries in the county, supplemental to the services they offer. The division insures access to materials for the blind and physically handicapped through continued funding and support of the Subregional Library for the Blind and Physically Handicapped. Additional services include the development and maintenance of interlibrary cooperation in Oakland County.

Department: **CLERK/REGISTER OF DEEDS**

The Office of the County Clerk and Register of Deeds was combined by Supervisors' Resolution in 1958. The County Clerk's Division is general recorder of various official records, such as births, deaths, marriages, business and professional registration, and Circuit Court records. The County Clerk is the clerk to the Circuit Court, secretary to nearly all official county boards and commissions including the Board of Commissioners and is the administrative official of the County Election Commission. The division performs numerous statutory recording and clerical services. The Register of Deeds Division records original documents

affecting property ownership such as Warranty Deeds, Quit Claim Deeds, Mortgages, Federal and State Tax Liens, Land Contracts, Chattel Mortgages and Subdivision Plats. Searches of the records can be made by name in the Grantor/Grantee Unit, as well as the UCC Unit (Financing) and by legal description in the Tract Index Unit. The Register of Deeds also serves as a member of the County Plat Board. The division furnishes photocopy and microfilm services to county government, as well as to the private sector for a fee.

Department: DRAIN COMMISSIONER

The Drain Commissioner supervises and administers, upon petition by local units of government, the construction and maintenance of storm drains and as agent for the County of Oakland by designation of the Board of Commissioners, supervises and administers the construction of sewer and water projects for local units of government in Oakland County. The Drain Commissioner also constructs, operates and maintains the legal levels of 50 lakes located within Oakland County. The Drain Commissioner also supervises and administers the operation of the Southeastern Oakland County Sewage Disposal System serving 14 municipalities. The Drain Commissioner represents municipalities within the Southeastern Oakland County Sewage Disposal System and also by designation of the Board of Commissioners, the municipalities served by the Evergreen-Farmington, Clinton-Oakland and Huron Rouge sewer systems in their contractual relationship with the City of Detroit, which operates a regional sewage treatment plant accepting the sewage flow from all these districts. The Drain Commissioner supervises the review of all engineering plans for new subdivision plats to ensure that they provide for proper storm drainage; administers the enforcement of the Soil Erosion and Sedimentation Act in 48 municipalities within Oakland County; serves as a member of 35 Lake Improvement Boards to improve certain Oakland County lakes; and serves as a member of the County Parks and Recreation Commission.

Department: TREASURER

The duties and powers of the County Treasurer are provided by state law and by authorization of the Board of Commissioners. The two main functions of the Treasurer's Office are receiving and maintaining custody of all county funds and the collection of property taxes. As the county's banker, the Treasurer strives to guarantee the safety of all county funds while maximizing interest earnings. All disbursements of county money are made by the Treasurer upon the order of the County Executive. The Treasurer provides accounting, billing, collection and related activities for Road Commission and Drain Commissioner Special Assessment Districts. By law, the Treasurer collects all delinquent real property taxes and collects delinquent personal property taxes by contractual agreement. The Treasurer also collects inheritance taxes and state and federal grant monies. Acting as agent for the State Treasurer, the County Treasurer conducts the annual May Tax Sale for property with delinquent taxes three years outstanding. The Treasurer serves as a member and/or the treasurer of several governmental boards and commissions, such as the reapportionment board, plat board, library board, employee's retirement commission, deferred compensation commission and the elections commission.

VI ROAD COMMISSION FOR OAKLAND COUNTY

Members of the three-person Board of County Road Commissioners are appointed for staggered six-year terms by the elected Board of County Commissioners. The Board of Road Commissioners is separate from county general government, establishing policies as authorized by state statutes for management of the county-wide road system, administering its own budget, and hiring its own managing director and staff.

More than half of all highways, roads and streets in Oakland County are on the county road system. Totaling more than 2,400 miles, this system includes all public roads in townships and many through streets in cities and villages. It is the longest county system in Michigan. Its subdivision streets alone (all in townships) make up more than 900 miles.

The basic source of Road Commission revenues is the state-collected vehicle fuel and registration taxes, which motorists pay at the pump and to the Secretary of State. The state-collected taxes are the only source of substantial funding for county road maintenance and snow and ice control.

Federal, county, municipal, township and property owner contributions are also received, but generally only for specific road projects. Such projects include adding lanes, intersection improvements, paving gravel roads, adding new gravel, resurfacing paved roads, passing lanes and other safety improvement projects.

For paving and resurfacing of subdivision streets, property owners can specially assess themselves through a process prescribed by state law.

VII OTHER BOARDS AND AGENCIES

AIRPORT COMMITTEE

- Enabling Legislation: Resolution 89043.
Appointments: By the Board of Commissioners.
Member/Term: Three members, usually commissioners, serving indefinite terms although they are usually reconfirmed yearly.
Purpose: The Airport Committee oversees operation of the County airports (Oakland/Pontiac and Oakland/Troy); manages and controls expenditures of funds for airports; supervises improvements on airport properties; and establishes policies and direction for development. It meets on the average of ten times a year.

BUILDING AUTHORITY

- Enabling Legislation: Act 31 of Public Acts of 1948, Extra Session, and Misc. Res., February 8, 1966, amended November 21, 1991.
Appointments: By Board of Commissioners.
Member/Term: Five members, three-year terms; County Executive and Treasurer as ex officio members.*
Purpose: The Building Authority was established to acquire, furnish, equip, own, improve, enlarge, operate, and/or maintain buildings and sites for the use of Oakland County. The authority meets on the average of 12 times a year and is funded through the county.

BOARD OF CANVASSERS

- Enabling Legislation: Act 237 of Public Acts of 1963.
Appointments: By Board of Commissioners.
Member/Term: Two Republicans and two Democrats, four-year terms.
Purpose: This board canvasses election results from each precinct; checks all totals for accuracy; certifies that all write-in and minority party votes are counted; and ascertains that no candidate or proposal has been overlooked. It meets on the average of 62 times a year and is funded by the county.

*The term "ex officio" means "by virtue of office." Contrary to prevalent misunderstanding, the term has nothing to do with voting rights.

COMMUNITY DEVELOPMENT ADVISORY COUNCIL

Enabling Legislation: Misc. Res. #6997, February 20, 1975 and Misc. Res. #7835, February 3, 1977.

Appointment: By Board of Commissioners.

Member/Term: Twenty members; four commissioners, six locally elected officials, ten citizens, one-year terms.

Purpose: The Community Development Advisory Council reviews and recommends policies for program funding; recommends housing and community development programs as part of citizen participant plan prepared by the Community Development Division; and oversees progress of the Community Development Division. It meets on the average of 12 times a year.

COMMUNITY MENTAL HEALTH SERVICES BOARD

Enabling Legislation: Act 258 of Public Acts of 1975.

Appointment: By Board of Commissioners.

Member/Term: Twelve members, four-year terms.

Purpose: The Community Mental Health Services Board plans and provides mental health services in the County. Programs are of service to both the mentally ill and the developmentally disabled and are available through a variety of locations in the county. It meets on the average of 12 times a year and is funded through state grants, federal Medicaid, county tax dollars, fees and insurance.

CULTURAL COUNCIL

Enabling Legislation: Res. #8999 - Board of Commissioners, June 7, 1979.

Appointment: By County Executive with advice of the Board of Commissioners.

Member/Term: Twenty-one members, consisting of one county employee and other appointees, two-year terms.

Purpose: The Cultural Council nurtures creative and cultural activities in the County through a variety of activities including a Speakers' Bureau, art shows and contests, a creative talent register, computerized mailing list of existing cultural groups, and a regranting program. It meets on the average of six times a year and is funded by the County.

DEFERRED COMPENSATION BOARD

Enabling Legislation: Board of Commissioners' resolution.

Appointment: Ex Officio appointments.

Member/Term: Term of ex officio office.

Purpose: Oversee and administer the deferred compensation plan.

DRAIN BOARD

- Enabling Legislation: Act 40 of Public Acts of 1956 as amended.
Appointment: Statutory membership.
Member/Term: Three members, Drain Commissioner, Chair of Board of Commissioners, and the Chair of the Finance Committee; indefinite terms.
Purpose: The Drain Board responds to requests for drainage projects; determines that a drain is necessary; establishes drainage districts; and is the public corporation for drainage projects enabling financing for approved projects. It meets on the average of 30 times a year.

ECONOMIC DEVELOPMENT CORPORATION

- Enabling Legislation: Act 338, Public Acts of 1974, as amended.
Appointment: By County Executive and approved by Board of Commissioners.
Members/Term: Fifteen members, six-year terms.
Purpose: The Economic Development Corporation issues tax-exempt industrial development bonds which are utilized by manufacturing companies and not-for-profit organizations to acquire property, renovate or construct facilities and purchase machinery and equipment.

ELECTION COMMISSION

- Enabling Legislation: Act 116, P.A. of 1954, as amended.
Appointment: Statutory membership (Chief Judge of Probate, County Clerk and County Treasurer).
Members/Term: Indefinite terms.
Purpose: The Election Commission supervises preparation of ballots and examines and preliminarily verifies filing petitions. The Commission also conducts all recall clarity hearings; therefore, no recall election can be held unless wording was first approved by this commission.

ELECTION SCHEDULING COMMITTEE

- Enabling Legislation: Act 345 of Public Acts of 1968.
Appointment: By Board of Commissioners.
Members/Term: Three members, one-year terms.
Purpose: The Election Scheduling Committee approves or disapproves all Special Elections, whether they are city, township, village or school districts. The Committee decides if there is any conflict with any other community prior to their approval.

FOOD SERVICE SANITATION APPEAL BOARD

- Enabling Legislation: P.A. 368 of 1978 (Public Health Code).
Members: Sanitary Code Appeal Board Members plus the county health officer.
Purpose: The Food Service Sanitation Appeal Board hears appeals from persons who have been denied a food handling permit.

HURON-CLINTON METROPOLITAN AUTHORITY

- Enabling Legislation: Act 149 of Public Acts of 1939.
Appointment: By Board of Commissioners.
Members/Term: One member, six-year term.
Purpose: The Huron-Clinton Metropolitan Authority plans, develops and operates regional recreational facilities within the Huron and Clinton river valleys for residents of Oakland, Macomb, Livingston, Wayne, and Washtenaw counties.

LAKE BOARDS

- Enabling Legislation: Act 345 of Public Acts of 1966.
Appointment: By chairman of Board of Commissioners.
Members/Term: Four members, non-specified terms.
Purpose: Lake boards are established to plan and make improvements to lakes and are body corporate for recommended improvements.

LOCAL DEVELOPMENT COMPANY

- Enabling Legislation: U.S. Public Law 96-302.
Appointment: Self-appointed.
Members/Term: Thirty members, one-year terms.
Purpose: The Local Development Company makes loans to qualifying small businesses under the provisions of the U.S. Small Business Administration's Certified Development Company program. Loans are used by manufacturing, service or retail businesses to acquire property, renovate or construct facilities and purchase machinery and equipment.

OAKLAND COUNTY HISTORICAL SOCIETY

- Enabling Legislation: Ordinance, 1979.
Appointment: By chairman of Board of Commissioners.
Members/Term: Nine members, three-year terms.
Purpose: The Historical Society preserves Oakland County history; provides a research library on history of the County; restores historical landmarks of importance in the County; collects oral histories from older County residents; and provides outreach education programs for schools, public tours of restored landmarks, and pioneer craft classes.

OAKLAND LIVINGSTON HUMAN SERVICE AGENCY

Enabling Legislation: Misc. Res. #6662, May 5, 1974; Misc. Res. #6703, June 6, 1974; Res. #8402, July 7, 1977.

Appointment: By County Executive.

Members/Term: Twenty-one members total, eighteen county members, one-year terms.

Purpose: Oakland Livingston Human Service Agency, a non-profit organization that works through an interagency agreement with the county, serves as a primary human service provider for Oakland and Livingston counties. As a Community Action Agency, OLHSA is mandated by P.A. 230 to assist the low-income, elderly, and handicapped. Specific programs include Head Start, homeless assistance, energy education, housing, employment for senior citizens and youth, information/referral and distribution of USDA Food Stamps and Surplus Commodity Foods. OLHSA involves the community in program planning, and acts as an advocate on behalf of the socially disadvantaged.

PARKS AND RECREATION COMMISSION

Enabling Legislation: Act 261 of Public Acts of 1965.

Appointment: By Board of Commissioners according to statute.

Members/Term: Nine members, seven appointed and two statutory, three-year terms.

Purpose: The Parks and Recreation Commission oversees development and maintenance of a system of county parks and develops policies for acquisition, development and operation of these parks. It meets on the average of 43 times a year. It is funded by a 1/4 mill tax renewable every four years and by appropriated county funds.

PERSONNEL APPEALS BOARD

Enabling Legislation: Misc. Res. #4606, September 19, 1966.

Appointment: Chairman of Board of Commissioners appoints two members with board approval; two members elected by employees; one member appointed by above four.

Members/Term: Five members, one-year terms.

Purpose: The Personnel Appeals board acts as the final county appeal body for county employees with regular status who wish to appeal dismissals, suspensions, demotions, and disciplinary actions. It meets on the average of 25 times a year and is funded by the county.

PLAT BOARD

- Enabling Legislation: Act 288 of Public Acts of 1967.
Appointment: Statutory.
Members/Term: Four members; Chairman of the Board of Commissioners, County Treasurer, Clerk/Register of Deeds, plat engineer, indefinite terms.
Purpose: The Plat Board reviews and rules on all proposed plats in the county. It meets on the average of 99 times a year.

RETIREMENT COMMISSION

- Enabling Legislation: Act 249 of Public Acts of 1943 as amended, Res. #2224, December 11, 1945.
Appointment: Statutory members: Chairman of Board of Commissioners, Finance Committee chairman, County Executive and County Treasurer. A citizen member appointed by the Board of Commissioners, three elected employee members and one member elected by retirees.
Members/Term: Nine members, four-year terms for appointed members, two-year term for retiree.
Purpose: The Retirement Commission administers, manages and is responsible for proper operation of the retirement system; approves investments, reviews and rules on applications for retirement benefits; and makes recommendations to the Board of Commissioners for changes in the system.

SANITARY CODE APPEAL BOARD

- Enabling Legislation: Res. #7125, June 5, 1975.
Appointment: By Chairman of Board of Commissioners with Board of Commissioners' approval.
Members/Term: Five members, three-year terms.
Purpose: The Sanitary Code Appeal Board hears appeals from persons who have been denied a septic permit.

SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS

- Enabling Legislation: Act 281 of Public Acts of 1945 as amended by Act 194 of Public Acts of 1952 and Act 197 of Public Acts of 1967.
Appointment: By Board of Commissioners.
Members/Term: Three members, three alternates, one-year terms.
Purpose: SEMCOG provides a forum for intergovernmental cooperation and resolution of conflict for local elected officials in order to coordinate planning and decision making on issues of interjurisdictional nature; prepares long-range plans and policies; reviews and adopts plans in the areas of transportation, housing and community development, public safety, land use, recreation and open space, water and air quality,

solid waste disposal, sewage treatment, storm drainage and other environmental concerns; and provides coordination of such policies throughout the region. The body meets on the average of 15 times a year and is funded by membership and dues.

SUBURBAN MOBILITY AUTHORITY - REGIONAL TRANSPORTATION

Enabling Legislation: Act 204 of Public Acts of 1967.

Appointment: One member appointed by the Board of Commissioners, two members appointed by SEMCOG from a list of nominations submitted by the Board of Commissioners.

Members/Term: Three members, three-year terms.

Purpose: SMART plans, acquires, contracts for and operates public transportation facilities for the counties in Southeast Michigan.

TRAFFIC IMPROVEMENT ASSOCIATION

Enabling Legislation: Act 181 of Public Act of 1954.

Appointment: Statutory.

Members/Term: Three members, indefinite terms.

Purpose: The Traffic Improvement Association cooperates with local governments in preparing plans and programs to improve traffic safety; appropriates funds to support plans and programs developed; and develops citizen support for these programs through public education.

ZONING COORDINATING COMMITTEE

Enabling Legislation: Act 184, Public Acts of 1943, as amended and Res. #2496, August 9, 1949.

Appointments: Standing committee of the Board of Commissioners.

Members/Term: Five members, six-month terms.

Purpose: The Zoning Coordinating Committee reviews zoning applications from each township for the purpose of providing harmony of land use relationships which affect more than one unit of government.

VIII LOCAL GOVERNMENT IN OAKLAND COUNTY

In addition to county government, there are 90 local governments in Oakland County. Each has its own governing body elected by the people, and each has some power to levy taxes. These local units of government include:

	29	Cities
	21	Townships
	11	Villages
	28	School Districts
	1	Community College District
TOTAL	<u>90</u>	

With 61 local general governments (cities, villages, and townships), Oakland County has more local municipalities by far than any other Michigan county. None of these local municipalities has more than four percent of the county's land area or eight percent of the county's population. The average municipality has less than two percent of the county's population and land area. Moreover, there is no dominant central city, such as Chicago to Cook County or Grand Rapids to Kent County. These characteristics enhance the importance of Oakland County's government in leadership, area-wide services and facilities.

Counties, cities, townships and villages are known as general purpose governments because they provide a number of general services to their residents. School districts are organized solely to provide public education in accordance with the constitution and state laws.

Not included above is another group of what might be called "quasi-governments" such as intermediate school districts, park authorities, water boards, and others whose governing boards are chosen by the local units of government involved. These "governments" are comprised of two or more local units and have some authority to collect and disburse public funds.

Townships

Townships, whose lines were originally drawn for the purpose of surveying and selling land, were made governmental units in 1827. The constitution outlines their form of government: a partisan township board composed of the supervisor, clerk, treasurer, and up to four trustees. Officers and trustees are elected for four-year terms. Township powers and duties are defined by general laws of the state. State law designates the supervisor as the chief officer, administrator, and assessor of property.

Charter Townships

Charter townships may be established under the Charter Township Act. Townships which choose this form of government do not actually adopt a charter as cities or counties may do. The act itself is the charter, and it requires the same organization of government as for general law townships. Charter townships do have additional taxing powers and may levy up to five mills without a vote of the people and five more mills with voter approval. They have the same ordinance-making power as cities and more flexibility in administration. Some urbanized townships have opted to become charter townships because this increased flexibility facilitates provision of the urban kinds of services required by their constituents.

Cities and Villages

Most cities are governed under the Home Rule Cities Act of 1909 which gave all cities in Michigan the privilege of writing their own charters of self-government suited to the needs and wants of their residents. As a result, city governments for many years have enjoyed great flexibility in government structure, taxing powers, and the writing of laws or ordinances. Villages have similar home rule authority under a different 1909 law.

The structure of a city's government is defined by its adopted charter. The charter establishes the method of election (partisan or non-partisan) of city council members, whether they are elected by districts or at-large and their term of office. Some cities choose the "strong mayor-weak council" form of government where the mayor is directly elected and usually assumes a full-time executive position. The council is the legislative body which enacts ordinances. In the council-manager system, the elected council usually chooses one of its members to serve as mayor and appoints a city manager to administer the affairs of government.

Home rule cities and villages may, under state law, acquire, own or operate within their corporate limits public service facilities for supplying water, light, heat, power, sewage disposal, and transportation to the citizens of a municipality. Villages usually incorporate in order to be able to establish and maintain services which are not available from their townships, such as water supply or police and fire protection. Unlike cities, villages remain part of the township in which they are located and residents must pay both village and township taxes.

SCHOOL DISTRICTS

The state delegates to school districts its constitutional responsibility to "maintain and support a system of free public elementary and secondary school as defined by law." School districts, therefore, derive their own form of government, powers, and functions from the constitution and state laws. School districts are independent of other local governments, and their boundaries do not always coincide with the local townships or cities they serve. Their jurisdiction is limited to building and operating schools. Some districts, in addition, operate the local public library system.

Oakland Community College District

The creation, government, and powers of community college districts are authorized by the Community College Act of 1966. The proposal to form such a district and the maximum annual tax rate to support it must be approved by the State Board of Education and a majority of the electorate.

QUASI-GOVERNMENTAL BODIES

Intermediate school districts and local or regional authorities also receive their authority from the state. They differ from other local units of government in that their governing bodies are not usually elected directly by the voters.

Oakland Schools

Oakland Schools is the autonomous regional service agency for the intermediate school district serving all 28 local school districts in Oakland County. Vocational education, special education programs and services for handicapped children, computer services, and library/media services are examples of programs

and services for efficient and cost-effective delivery for all school children. Oakland Schools, like other intermediate districts, has statutory responsibilities as part of Michigan's three echelon school system of state, intermediate and local districts. As a regional school service agency, Oakland Schools offers a variety of services to meet the educational needs expressed by its districts. Oakland Schools' boundary lines are those of the 28 local districts and are not congruent to the county's boundaries.

The board of education of Oakland Schools is comprised of five elected members who serve staggered six-year terms. Members receive a per diem allowance per meeting and reimbursement expenses. Nomination for election to the board is secured by petition signed by at least 50 registered electors and filed with the secretary of the board of education of Oakland Schools 30 days before the biennial election meeting. Members are elected by a majority vote of the 28 constituent local districts, each of which designates one representative to attend the election meeting.

Local Authorities and Special Districts

Local Authorities or Special Districts are cooperative arrangements between two or more units of government to provide services on a joint basis. Authorities are usually created to provide the kinds of services which require large capital expenditures (e.g., mass transportation, recreation facilities, ports, wastewater treatment) or long-term investments which are difficult for a single unit of government to finance from regular tax revenues. Participating units of government generally appoint members to the governing bodies of local authorities or districts. As a rule, they do not have direct taxing powers, but receive funds from state or federal grants and from the participating governments. Some authorities may issue revenue bonds. Each is established for a specific purpose, and all are authorized by general provision in the constitution.

Examples of authorities are the Huron Clinton Metropolitan Authority, SMART, SOCRRA, and RRRASOC. Districts include the Soil Conservation District.