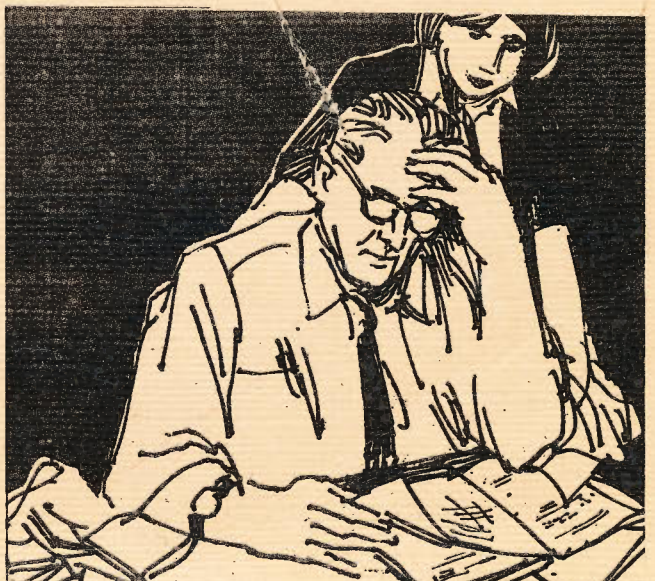


OAKLAND COUNTY



GOVERNMENT 1969



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GOVERNMENT 1969

PREPARED BY
OAKLAND COUNTY BOARD OF AUDITORS
JANUARY 1969

PREFACE

This survey of Oakland County Government - 1969 has been prepared as part of an audio-visual presentation for the new Oakland County Board of Supervisors. This survey orientation is not intended as a substitute for the more detailed departmental briefings which may be made in the near future.

This presentation provides some historical background of the County, its organization, and programs of its departments and institutions. Further programs will be necessary to present the complex financial structure and the future capital construction programs necessary to house the expanding departments and services they provide.

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OAKLAND COUNTY GOVERNMENT

HISTORICAL BACKGROUND

Oakland County, as all of Michigan was once part of the extensive French Empire in North America. Control passed to the English at the close of the French and Indian Wars in 1760; and, finally to the United States by the Treaty of Paris which ended the Revolutionary War. Neither colonial power had been interested in exploring the inland areas beyond Detroit because the marshy lowlands bared easy passage and the Indians were feared.

The Northwest Ordinance of 1787 allowed the sale and development of the northwest territorial lands and Congress sent surveyors into the area. The reports of difficult traveling conditions through swamps of what is now Oakland County discouraged many prospective settlers.

In 1816 five men ventured inland along the Clinton River; found higher and more promising land and formed the first permanent settlement in Avon Township. A year later the Pontiac Land Company began developing the present day City of Pontiac. The Indians' Saginaw Trail, now known as Woodward Avenue, was filled and corded and became the main route into the county from Detroit. In 1819 Governor Lewis Cass proclaimed the boundaries of the new county and the following year he

appointed three county commissioners to manage fiscal matters in Oakland County. The County Seat was at Pontiac, a central location, no more than a days journey from any point in the county. Settlements grew slowly until the 1830's. From 1820, when the population was 320, the county grew to over 30,000 in 1845. The population rose 400 per cent, from 1910 to 1929, spiraling from 50,000 to 211,000.

TODAY & TOMORROW'S COUNTY

The Oakland County Planning Commission, in their report "Profile 68", point out several facts which bear emphasis when you are examining the development of Oakland County's population.

First of all, within the State, Oakland County's population is second only to that of Wayne County which includes the City of Detroit. Secondly, between 1940 and 1960 the population of Oakland County more than doubled. It is expected to double again by the year 1990, reaching the 1.6-million level. Most impressive, you will find, is the fact that by 1990 Oakland County will contain enough people, living at a sufficient level of density, to be considered a very large city. This is the principal fact that should be borne in mind in your evaluation of the future governmental services required by the people.

Oakland County will not be a collection of bedroom suburbs of mere housing subdivisions, but instead by 1990, will be competing with the City of Detroit for dominance of the metropolitan area.

This increase to 1.6-million people by 1990 is an increase of 129 per cent over that of 1960. Looking at it from a broad perspective there undoubtedly will be an increase of 129 per cent of many county facilities, just to keep the level of environment up to its present standards. Translating this into roads, schools, sewers, waterlines, police and fire protection, and the many other governmental and administrative services and facilities means there is a tremendous task ahead. Just keeping up with the population increase alone represents the minimal consideration. Keeping up with the increases in the standard of living demanded by the population will make it an even larger job.

Another aspect of future needs is the replacement of existing environmental features as they age and deteriorate. In 1990 the presently existing facilities will be 25 years older. A very large portion of the present physical equipment will need replacing before 1990. The task of just keeping pace with the urgent needs will be demanding. The knowledge that a task of this size exists should help to inspire the action which is essential if the needs and demands of the future are to be met.

INTRODUCTION TO THE FUNCTIONS OF COUNTY GOVERNMENT

County government affects each of us from before we are born until after we are dead. Before you were born it is quite possible that your mother attended a prenatal clinic sponsored by the County Health Department. The day you were born a clerk in the County Clerk's office recorded your Birth Certificate. As a baby you may well have attended a Well Baby Clinic or received immunization shots from the County Health Department. As a child you were the recipient of educational programs sponsored by the County intermediate school district. When you were married the County Clerk's office issued the Marriage Certificate. When you went into business you filed your Assumed Name Certificate in the County Clerk's office; and, when you bought a home your Deed and Mortgage were recorded in the offices of the County's Register of Deeds.

If you had legal problems they were attended to by the County courts, either Circuit or Probate; and, throughout your life you found that the state laws were enforced by the County Sheriff. The day you die your Death Certificate will be filed in the County Clerk's office; and, long after death your estate will be probated in the County Probate Court.

Thus, all of our lives we are in one way or another using the services of some facet of County government,

including the privilege of paying County taxes for as long as we are property owners.

Although these County activities are well known to the public, behind the scene are many lesser known services and functions of County government. To give you a view of the overall magnitude of the services of County government, today and those probably expected in the future, we will take a tour through the County buildings and introduce you to the County's Boards, Agencies, and Departments, and the facilities in which they carry out their duties.

Since these departments continually grow, along with the population they serve, we will attempt to do some crystal-ball gazing and project their growth into the future.

These projections, although not documented in this presentation, are based upon our best analysis of County government as we know it today. Future changes in social and governmental policy will undoubtedly alter these somewhat, but they will serve here as a general indication of future problems and considerations.

Also, since the Board of Supervisors is responsible for providing offices and buildings for these growing functions of County government, we will touch somewhat upon the future needs of the physical plant required to house them. Here again greater detail beyond this first orientation will be necessary.

INTRODUCTION TO GOVERNMENTAL FACILITIES

Today the many public service functions of county government are housed in facilities which contain approximately 825,000 square feet of floor space. This does not include the airport buildings.

The approximate value of these facilities is 35-40 million dollars. About 63 percent of the county building space is located at the Service Center in Pontiac, while the remaining is located in the townships or cities such as Pontiac, Southfield and Royal Oak.

In 1820, when the County Seat was set by Governor Cass in Pontiac, the first term of court was held in an old log building. Judge Crowfoot spoke of his court building as without door, floor, or chimney and was a far-cry from the complex now necessary to house a county government providing service to 875,000 people.

In 1824 the log building was replaced by a new combination courthouse and jail which was built on the lot to the rear of our previous courthouse in Pontiac on Saginaw and Huron Streets. The 1824 building had a jail located on the first floor which was constructed of squared logs. The cells were made of six-inch planks sawed at the village of Rochester. The second floor was a frame structure which contained the court rooms and a residence for the sheriff.

The growth of the young county placed considerable burden upon its government and people to keep pace for provision of good facilities in which they could carry out governmental service.

In February 1835 the grand jury indicted the courthouse and jail for inconvenience and the struggle began again for a new one. After many years of debate and attempts to secure funds, one of the Board of Supervisors' committees in 1843 reported that the jail was insecure and the courthouse unfit for use; and, the grand jury again indicted the courthouse as a public nuisance. By 1847 the Board finally constructed a new jail and in 1848 added some office facilities in front of the courthouse.

Finally, the voters in 1856 approved the construction of a new courthouse which served the county until 1904. Again, after considerable publicity and debate the voters approved another new courthouse to replace the 1856 facility. The new 1904 courthouse served the county for another 56 years when it was replaced with the present complex at the Oakland County Service Center in 1960.

The Oakland County Service Center has been a possession of the county for the past 100-years. In June of 1866, the county after owning and selling four poor-farms, purchased 100 acres from Mortimer Osmon in Section 24 of Waterford Township at a price of \$6,000

for a new county poor-farm. In April of 1869 another 37 acres were purchased, adjacent to the new farm on its east side in Pontiac Township, for \$2,500. The first buildings were erected in 1867. Today this 137 acre area is the nucleus about which our present Service Center is formed.

In the 1950's the county supervisors started plans to construct the new courthouse on the Service Center to centralize county government. Centralization has achieved greater efficiency in the management of this vast organization; and, surely it has inspired confidence among the members of the community it serves.

At the same time that this centralization is proceeding on the Service Center, the initial steps have been started to decentralize some services. While this may seem contradictory it is far from being impractical. The Service Center in Pontiac serves as a central nerve core of county government but segments of county services must be taken to the people rather than the people to the government. This policy was the case when the county acquired the new South Oakland County Service Center in Southfield, at Greenfield and Catalpa Streets. This 29 acre center, acquired in 1964, is a forerunner of other satellite centers that will undoubtedly be formed throughout the county.

This year the county purchased 127 acres adjacent to the western boundaries of the main Service Center in Pontiac to provide for the long-range growth of county government. This land was acquired while still undeveloped, thereby preventing excessive cost when needed in the future. Matching funds have been received from the Federal government on the basis that it will be used for the next 20 years as a recreational area.

The county now owns about 2,460 acres of property. Of this total, 750 acres are in Springfield-Oaks, Groveland-Oaks, and Independence-Oaks, Parks. There are 1,124 acres in the Oakland-Pontiac and Oakland-Orion Airports; and, 585 acres at the Service Center in Pontiac and the Service Center in Southfield, the 4-H Grounds and other miscellaneous vacant lands in Pontiac and Royal Oak.

Today, there are approximately 2,100 county employees, of which about 500 are in the Oakland County Road Commission. The remaining 1,600 employees, serving county government, represent approximately one employee for 575 people in the county. As the population and public service grows, and new personnel are employed, it cannot be forgotten that more county facilities must be constructed.

Under Michigan law Oakland County may in any one year levy a tax of one-tenth of one-mill on the assessed evaluation of the county for the construction of public

buildings, or it may borrow an equal sum for such purposes. In addition, there is provision that a limited amount of county miscellaneous and non-tax revenue may be used or accumulated for building purposes. In 1966 the county was unable to appropriate or accumulate sufficient building funds for the needed courthouse East Wing; and therefore, created the Oakland County Building Authority which has powers under state law to contract with the county for the construction of needed buildings and facilities. After the revenue bonds have been paid and at the termination of the lease between the county and the Building Authority, the county will take possession of this building. The new East Wing to the Courthouse is the first such facility financed and constructed by the Building Authority.

Now with some of our introductory material out of the way lets go on to our county agencies, institutions, and departments. We will comment on the location of the departments, some of their background, size, and cost to the taxpayer, and the duties to the public which they serve.

STRUCTURE OF COUNTY GOVERNMENT

A county is a creation of the state and can only exercise the powers given to it by the state constitution or the legislature. Traditionally counties were established as convenient subdivisions for the administration of state functions such as holding court, conducting elections, and collecting taxes. The state set certain elected officials to perform these duties and a board of supervisors to manage the limited county affairs as then existed. Counties were not given a grant substantive, or residual powers as are the states; for example, under the Federal Constitution.

In recent years, as population spilled out of the cities into the suburbs, problems of local services became more than single units of local government could handle. The power to provide these services on the county level has been extended by the state legislature, over the years, by specific acts. Today Michigan counties may provide airports, sewage disposal systems, and hospitals. They may organize departments of public works and may exercise some zoning authority. In addition, the county has become the base for administration of a wide variety of community and health programs. Numerous boards and authorities, separate from the board of supervisors, have been authorized by the state legislature to administer these programs.

When faced with new problems for which no solutions are provided under the law, the board of supervisors must seek enabling acts from the state legislature.

For example, in the 1964 State Legislative Session Oakland County sought approval of nine bills, six of which were passed. The Michigan Constitution of 1963 provides that a county may differ in structure and power from the general law county, by electing to frame and adopt a charter. This is the home rule provision of the constitution. There is now enabling legislation which defines the powers, and places limitations on the structure that a county may have.

GOVERNING BODY

Board of Supervisors

The governing body of Oakland County is the County Board of Supervisors. There is no single chief executive such as a mayor or manager. The Board, previous to 1969, has been made up of representatives from cities and the elected supervisor from each township in the county. In 1968 there were 87 members of the Oakland County Board of Supervisors. 24 were elected township supervisors and 63 the appointed supervisors from the cities. In 1969 the reapportioned County Board of Supervisors is made up of representatives from 27 population areas of the county. Each supervisor represents approximately 25,000 people. This conforms to the principal of "one man, one vote".

The state has granted very limited legislative powers to the Board of Supervisors. It may pass laws and ordinances dealing with county affairs; only, if they do not conflict with the state laws or interfere with local affairs of townships, villages, or cities. The Board may provide a limited range of penalties for violations of these laws.

The Oakland County Board of Supervisors has the power to set salaries for county officials where the law does not set one. These include, among others, the offices of the County Sheriff, Clerk, Treasurer,

the Road and Drain Commissioner, and the Prosecuting Attorney. The Board appoints members to the special boards and commissions and may remove any officer appointed by it. The legislature has given the Board of Supervisors the responsibility of providing the necessary facilities for housing county operations. It can buy land and erect buildings for the use of county functions. As a legal corporate body, the county can sue and be sued; and, make necessary contracts and perform acts to safeguard county property and carry on its affairs.

The Board of Supervisors must secure funds to operate county government. It is empowered to levy taxes on real and personal property of the county and may, in some instances, borrow for this purpose. In general, the maximum amount of the levy is determined by the share of the 15-mills allocated to the county by the Tax Allocation Board. The Board of Supervisors, upon vote of the electors, may levy additional taxes on county property, real and personal.

County Corporation Counsel

The Office of Corporation Counsel was created for Oakland County by an Act of the State Legislature in 1941. This legal post performs the civil functions, such as contract suits for the county which formerly

were the duties of the prosecuting attorney. In addition, the Corporation Counsel serves as legal counsel to assist and advise all county officials, commissions, and department heads in the conduct of county business. The Corporation Counsel is appointed by the Board of Supervisors.

Committee Clerk

The Clerk of Committees is appointed by the Chairman of the Board of Supervisors to assist him in carrying out his duties. The Clerk of Committees attends committee, board and commission meetings in which the Board of Supervisors takes part; and, keeps members of the Board advised of dates of meetings and actions taken. The staff of three also records the minutes of the committee meetings and handles the correspondence for the committee chairmen and the Chairman of the Board of Supervisors.

He is called upon to act in a liaison capacity between the various county departments and the Supervisors in handling of information. He prepares resolutions and reports which are submitted by the various committees to the Board of Supervisors. On many occasions, the Clerk of Committees and his staff handle public relations with the various newspapers and civic groups in the county for the Board of Supervisors and its Chairman.

BOARDS AND COMMISSIONS

As authorized by the state legislature, many boards and commissions have been established to perform specific functions in the county. Some of these, like the Board of Social Welfare and the Tax Allocation Board, are mandatory in all counties under the state law. Others, including the Board of Health and the Board of Auditors, have been established after a vote of the county electorate; or, like the Board of Public Works, after majority vote by the Board of Supervisors.

Composition and operation of these groups present a complex picture. Directors and members of some are named by the Board of Supervisors; and, for some the governor names a member or must approve the choice of the supervisors. For others, certain county officials are automatically members. Most operate with funds provided for in the county budget, but several receive state or federal funds.

Relations with the Board of Supervisors vary greatly. Some operate independently and others under close association with the Board. The following is a brief listing of the present boards and commissions, their membership and responsibility.

BOARDS AND COMMISSIONS

Board of Auditors

The Board of Auditors, in Oakland County, was established by the vote of the county electorate, in accordance with law, at a general election held November 5, 1918. The Board of Supervisors elects the three-member Board of Auditors and designates the chairman, annually. The state law sets certain rules of eligibility for members of the Board of Auditors, one of which requires that the members serve staggered three-year terms.

Among its duties, the Board of Auditors is expressly authorized and directed:

- a. to audit claims against the county and draw warrants
- b. to purchase supplies for all county departments operating under county appropriations
- c. to establish a system of records and accounts of all county departments
- d. to audit accounts and records of all county departments
- e. to designate depositories for all county funds
- f. to estimate and recommend receipts and necessary expenses of the county, annually
- g. to estimate and recommend the number of employees necessary for county departments; and their annual compensation
- h. to manage and maintain all county buildings and ground, and
- i. to approve official bonds.

In addition to these expressed duties, the Board of Auditors, over the years through policies and directives of the Board of Supervisors, have been assigned numerous additional and varied responsibilities. These added administrative duties along with liaison responsibilities with such agencies as the Airports, Community Mental Health, and Social Services has established the Board as the administrative body of County government.

The Board of Auditors has organized the following divisions and departments to assist in performing its duties. These are: Accounting and Auditing Division, Budget Division, Central Garage, Central Heating Plant, Central Laundry, Facilities and Operations Department, Personnel Division, Purchasing Division and Reimbursement Division.

The Board of Auditors is also responsible for miscellaneous central services such as; utilities, microfilm, central telephone switchboard, and the equipment fund.

A description of each division or department will be discussed briefly later in this presentation.

BOARDS AND COMMISSIONS

County Airport Committee

The first Airport Committee was established by resolution of the Board of Supervisors on May 25, 1967, shortly after the acquisition of the Airport from the City of Pontiac. The Airport Committee is provided for by Act 90 of Public Acts of 1913. The Oakland County Airport Committee consists of three members of the Board of Supervisors who are appointed by the Board to the Committee and serve until successors have been appointed.

The Airport Committee's duties include management, control, and expenditure of funds collected by airport operations, the supervision of the improvement of airport facilities, and the establishment of the rules and regulations for airport use.

The Airport Committee is responsible, at this time, for the two County facilities; Oakland-Pontiac Airport and Oakland-Orion Airport. In carrying out its function, the Airport Committee works closely with the Airport manager and the Board of Auditors. In the case of the Oakland-Pontiac Airport, the Committee is directly involved with its operation, and in the case of the Oakland-Orion Airport operations are carried out by the lessee who leases the facility from the County.

BOARDS AND COMMISSIONSOakland County Building Authority

The Oakland County Building Authority consists of three citizen members appointed by the Board of Supervisors to construct and finance buildings and facilities for the County government. The Building Authority was first formed for the construction of the East Wing to the Court House. The Authority leases the land from the County; constructs and leases the building back to the County. The annual payments by the County retire the revenue bonds sold to finance the facility.

BOARDS AND COMMISSIONS

Parks and Recreation Commission

The Oakland County Parks and Recreation Commission was created by the Board of Supervisors under Public Act 261 of 1965. The Commission consists of ten members; three of which are statutory, the Chairman of the Planning Commission, the Chairman of the Road Commission, and the County Drain Commissioner. Of the other seven members who are appointed by the Board of Supervisors, no more than three may be supervisors while the balance are citizens of the county. The Commission is responsible for the development and operation of county recreational facilities. More activities of the Parks and Recreation Commission and its Department will be discussed later in the program.

BOARDS AND COMMISSIONSCommunity Mental Health Board

The Community Mental Health Board of 12 members was appointed in 1963 as authorized by the state legislature. The 12 member board is appointed by the Chairman of the Board of Supervisors for a four-year term. The Board selects a director who has the responsibility for the total mental health program, and is the liaison between the County and the State Department of Mental Health.

BOARDS AND COMMISSIONS

Board of Education

The Oakland County Board of Education is comprised of five elected members who serve staggered six-year terms with no salary. The Board of Education appoints the superintendent. The superintendent and the Board perform three main types of services. They provide a local auditing service for the State Department of Education checking data furnished by the various districts, data on which various forms of state aid are dispensed. They serve as educational consultants within the county and encourage cooperation in conferences in other educational projects among the districts. Probably their most important function is to provide special education for the handicapped children of the entire county.

With the funds raised by the special education tax, special classrooms were provided for the education of handicapped children. The children in districts without an appropriate special education facility are transported by their own school district to the nearest special education classroom which meets their needs. The county superintendent is responsible for the overall operations of the special education district for consultant services and "In-Service" training for special education teachers. He is directly responsible for employing and supervising teachers and administrators for the programs. A local school district may operate and finance its own special

education program in addition to the county's service.

The Oakland County Board of Education has several sources of revenue. One-half-mill of property tax for special education, state aid, and a portion of the 15-mill property tax. The state helps subsidize a number of programs for the handicapped. Amounts vary, depending upon what the legislature has specified for the blind, the deaf, and other categories. The rest of the County Board of Education costs are budgeted and presented to the County Tax Allocation Board, along with those of the districts. The 15-mill tax is thus divided four ways; to the County, the County Board of Education, the local school districts, and the townships.

BOARDS AND COMMISSIONSBoard of Election Commissioners

This Board consists of the senior Probate Judge as chairman, the County Clerk as clerk, and the County Treasurer. State law requires this Board to supervise the preparation of ballots for the state and county elections. This duty includes the examination of preliminary verification of petitions of county candidates and setting up the ballots containing all candidates verified by county and state offices.

BOARDS AND COMMISSIONS

Employee Retirement Commission

The general administration and management for the operation of the Employees Retirement System is vested in seven members; Chairman of the Board of Auditors, Chairman of the Board of Supervisors, Chairman of the Ways and Means Committee, one citizen, appointed by the Board of Supervisors, and three members elected by members of the Retirement System.

The Secretary of the Board of Auditors is the Executive Secretary of the Commission and the Administrative Officer of the Retirement System. An actuary is employed to compute the county's financial obligation to the system each year.

The entire cost of administration and operation of the system is paid by the county. The system is financed jointly by the county and employee members, together with earnings through the investment of accumulated reserves of the system. The Retirement Commission is charged with the responsibility for the investment of the funds for the system which are restricted by law to the highest types of securities.

BOARDS AND COMMISSIONS

Board of Health

Act 306, Public Acts of 1927, as amended, provides for a five-member Board of Health appointed by the Board of Supervisors for five-year terms. The Board of Health is empowered to appoint the County Health Officer and to enact such rules and regulations as may be necessary for the protection of the public health. The Board of Health provides for the general policy framework for the operation of the Department of Health.

In addition, there has been a Health Committee of the Board of Supervisors appointed by the Chairman of the Board. The Health Committee acts as liason between the Health Department and the Board of Supervisors. The Health Committee is also empowered to pass rules and regulations for the protection of the public health. The Health Committee and Board of Health usually have met in joint session and acted as a single policy-advisory body for the Health Department.

BOARDS AND COMMISSIONS

Board of Institutions

In 1965 the Oakland County Tuberculosis Sanatorium was sold necessitating the transfer of patients. The decision was made by the Board of Supervisors to place these patients in the County Medical Care Facility. This move required the formation of the County Board of Institutions. The Board is composed of seven members appointed by the Board of Supervisors to terms of three-years each. This Board of Institutions is responsible to the Board of Supervisors for the administration and management of different county institutions placed under the responsibility of the Board. At present the Oakland County Sanatorium is the only one placed under the Board of Institutions.

BOARDS AND COMMISSIONSBoard of Jury Commissioners

The Board of Supervisors appoint a three-member board of qualified electors of the county. It supplies them office space, clerical help, and compensation for each day of service, not to exceed 100-days in a calendar year. The Jury Commission compiles a preliminary jury list from lists of names of all registered voters which have been supplied to the County Clerk-Register of Deeds by each township and city clerk. State laws prescribe the procedure for an impartial drawing of names for a jury which will be actually summoned by the sheriff or his deputies; and, from which final jury panels may be drawn.

BOARDS AND COMMISSIONS

Library Board

The Oakland County Board of Supervisors appointed a library board in 1964. The Board consists of five members who serve five-year terms. This Board may operate a county library if established by the Board of Supervisors. It may contract for library service to non-serviced areas; and, it may encourage local units of government to establish libraries or provide qualified library service in order to receive their share of penalty fines.

The state legislature provided by law for the establishment and support of public libraries to be available to all residents of the state under regulations adopted by the governing bodies. All fines assessed and collected in the counties, townships, and cities for any breach of the penal laws may be exclusively applied to the support of such public libraries and county law libraries.

At the present time, Oakland County has not established a public library. However, it does operate a county law library in the Courthouse at the Service Center.

BOARDS AND COMMISSIONSBoard of Public Works

Oakland County's Board of Public Works consists of seven members; the Drain Commissioner and six members who are appointed by the Board of Supervisors. Presently they are all supervisors. The members are part time and are paid on a per diem basis and mileage for meetings attended. The Board is responsible for hiring a director of the department and establishing the policy.

Before 1957 no agency on the county level was empowered to provide necessary water or sanitary sewage treatment systems. The Public Acts of 1957 enabled counties of more than 75,000 population to establish a Department of Public Works under the direction of this Board of Public Works. Upon authorization of a majority of the Board of Supervisors the Board of Public Works may acquire and operate a water system and sewage system in any one or more areas of the county. It may not, however, furnish water or sewage services to any municipality without its consent, unless by a majority of the Board of Supervisors' vote that it is necessary to protect the health and property of an adjacent municipality. The Department of Public Works serving the Board will be discussed later in the program.

BOARDS AND COMMISSIONS

Planning Commission

Oakland County was the second county in Michigan to establish a county planning commission which is permitted under the Acts of 1945. The Commission, appointed by the Board of Supervisors, consists of 11 members representing segments of economic, governmental, and social life of the county. These members serve three-year terms without compensation. It is the duty of this Commission to study and formulate plans for the most effective economic, social, and physical development of the county; and, to cooperate with state and federal departments and public agencies who share these concerns. The Oakland County Planning Department, under the administration of the Board of Auditors, provides the staff services to the Planning Commission. This department will be discussed later in the program.

BOARDS AND COMMISSIONS

Plat Board

The Oakland County Plat Board is composed of six members; the Register of Deeds, the Drain Commissioner, the three members of the Board of Auditors, and the Chairman of the Oakland County Board of Supervisors, who serves as Chairman. This Board is established by state law for the purpose of determining if a plat meets various legal requirements.

In Oakland County, plats in their preliminary state of preparation, are routed through various county departments for clearance. These departments are; the County Drain Office, the Department of Public Works, Planning, Board of Education, Register of Deeds, and the Treasurer's Office. Final plats are submitted to the Board and are checked for clearance with these offices prior to consideration for approval. Plats must also be approved by the Oakland County Road Commission and the local township board.

BOARDS AND COMMISSIONS

Board of County Road Commissioners

The first Oakland County Road Commission was appointed on May 6, 1913, by the Board of Supervisors. The Road Commission consists of three commissioners appointed by a majority vote of all members of the Board of Supervisors. They serve six-year staggered terms. The primary statutory duty of the Board of the Road Commissioners is to keep in reasonable repair and in a condition reasonably safe and fit for public traffic; all county roads, bridges, and culverts that are open to public travel. In addition, the Board has the authority and is empowered to lay-out, widen, vacate, or discontinue roads.

The operation and the general administration of the Oakland County Road Commission departments will be discussed further in the program.

BOARDS AND COMMISSIONS

Social Welfare Board

The administration of the powers and duties of the Oakland County Department of Social Welfare is invested in the Oakland County Social Welfare Board. This Board of three members is a corporate and independent body which may be sued in its own name. One member is appointed by the state and two members appointed by the Oakland County Board of Supervisors. They serve for three years with alternating terms.

Although the County's Welfare Administration was merged in 1967 with the Michigan Department of Social Services, this Board continues to act as the policy Board for the County programs carried out by the state agency.

BOARDS AND COMMISSIONSTax Allocation Board

The Tax Allocation Board consists of six members. The County Treasurer, Chairman of the Board of Auditors, County Superintendent of Schools, a member of a city district having 12 grades, a member from a city having a population of 10,000 or more, and a member not officially connected with any local unit of government. Annually each governmental district, township, and school along with the County present their annual budget to the Tax Allocation Board for their share of the 15-mills. The Board distributes the tax according to minimum requirements and on the basis of need as determined by hearings and an evaluation of budgetary requests. The Board makes its preliminary order, approving tax rates, for local units by the third Monday in May, and its final order on the first Monday in June.

BOARDS AND COMMISSIONSVeterans' Affairs Commission

Veterans' Affairs Commission consists of three members appointed by the Board of Supervisors. The Commission appoints a director of Veterans' Affairs Department which will be discussed later in the program.

INTRODUCTION TO COUNTY FUNCTIONS

For the purposes of this presentation, the various county departments, agencies, and institutions have been grouped into six functional categories. These groupings do not necessarily relate to the overall organizational structure of the county government and are used here for simplicity only.

These functional categories are:

1. Judicial Function
2. Administrative-Legislative Function
3. Central Services Function
4. Community Services Function
5. Public Safety Function
6. Public Works Function

The departments included in each category are shown on the presentation chart.

JUDICIARY
FUNCTION

Circuit Court
Probate Court
Probate-Juvenile
Children's Village
Camp Oakland
District Court

ADMINISTRATIVE
&
LEGISLATIVE FUNCTION

Clerk-Register
Treasurer
Equalization
Board of Auditors
Accounting
Budget
Personnel
Purchasing
Reimbursement
Data Processing

CENTRAL
SERVICES
FUNCTION

Board of Auditors
Central Stores
Facilities &
Operations
Heating Plant
Laundry
Central Garage
Microfilming
Printing

COMMUNITY
SERVICES
FUNCTION

Mental Health
Health Dept.
Sanatorium
Social Services
Parks & Recreation
Cooperative Extension
4-H Activities
Veterans' Affairs
Markets

PUBLIC
SAFETY
FUNCTION

Sheriff
Prosecutor
Civil Defense
Dog Warden
Morgue

PUBLIC
WORKS
FUNCTION

D.P.W.
Drain
Airports
Planning
Roads

JUDICIARY FUNCTION

Under the first category has been grouped the court systems and those departments that operate as part of the legal function of county government. These include:

1. Circuit Court
2. Probate Court
3. Probate-Juvenile
4. Children's Village
5. Camp Oakland
6. District Court

JUDICIARY FUNCTION

Circuit Courts

Oakland County comprises the Sixth Judicial Circuit Court District and has nine judges. Six of the Circuit Courts are located on the second and third floors of the Court Tower. The first floor of the Court Tower is presently being remodeled to provide space for the three newest courts now temporarily located at #1 Lafayette in Pontiac. There are now 43 employees serving the courts which includes the Court Administrator, the Law Librarian, and other administrative personnel. The 1969 budget for the operation and administration of the Circuit Courts is \$850,507.

"The backbone of the state's judicial system" is the phrase often used to describe Michigan's Circuit Courts. The number of circuits and judges needed to serve each circuit is prescribed by the state. This Court has original jurisdiction over felony, chancellery, and most civil cases. It is also the appeal court from decisions of the circuit commissioners, the justices of the peace, and the municipal and probate courts.

The nine circuit judges for Oakland County are elected by the voters of the county on a non-partisan basis for six-year staggered terms. The Board of Supervisors for the county establishes the salaries in the departmental budget of the circuit within the realm

of constitutional and state legislative provisions. The Clerk-Register of Deeds serves as the clerk of the circuit court as provided by the constitution.

The Courthouse was originally designed for six circuit courts with the provision that the first floor level could be converted for three more court rooms. Since the state has prescribed more circuit courts, the first floor of the Court Tower is presently being remodeled to provide for these three additional court facilities. In addition, anticipating future assignment of circuit judges, three additional spaces are provided in the construction of the new East Wing.

It would appear that the number of circuit courts in Oakland County has been projected by the use of one circuit court per 90,000 population. Based upon this ratio, we can expect 12 circuit courts by 1975, 15 in 1985, and 20 by the year 2000.

Two arms of the circuit court are the probation department and the friend of the court, with general administration by the court administrator and assignment clerk, working under the direction of the circuit court judges. The court administrator handles all administrative activities of the court and schedules its hearings.

The Circuit Court Probation Division, with 21 employees, will operate under a 1969 budget of \$196,011. Its offices are located on the fifth floor of the present Court Tower. The Probation Division aids the Circuit Court in making pre-sentence investigations of persons convicted of felons. They also supervise, counsel, and assist persons placed on probation to aid and affect rehabilitation. Their office collects fines, costs, and restitution monies assessed probationers by the courts.

Like the Circuit Courts, the Probation Division's growth can be projected in relationship to the expansion of the Circuit Courts. It can be expected that by 1980 this Division will have 27-30 employees.

The Friend of the Court, another division of the Circuit Courts, is located on the second floor of the Courthouse, West Wing. The department has 47 employees and is operating under a 1969 budget of \$512,992.

This division serves as a clearinghouse for domestic relation cases for the Circuit Courts when dependent minor children are involved. It interviews all parents and children who are subjects of those divorce and parental cases. It makes recommendations to the court as to the appropriate disposition in matters of custody, visitation and child support. It collects and disperses all child support and alimony monies. It can be expected that the present 47 Friend of the Court employees will

grow to 60 employees by 1980 and possibly 80 employees by the year 2000. Additional space is urgently needed by this department at this time. Some additional space has been allocated to the Friend of the Court office at the end of 1968. Even with this additional space, it will require more space by the 1970-1975 period.

JUDICIARY FUNCTION

Probate Court

Presently the Probate Court and the Probate Register's office are located on the first floor of the new East Wing. The courts employ 30 persons with a budget in 1969 of \$322,381.

There is a Probate Court in each county of the state of Michigan which has jurisdiction over wills, estates, and guardianships of minor and mentally incompetent persons. Probate Court commits the liquor and drug addicts, mentally retarded and epileptics to the state institutions of the mentally ill. The Probate Court also functions as a Juvenile Court. The Probate Court, through its Juvenile Division has jurisdiction of neglected and delinquent children.

Oakland County presently has three Probate Courts. The Public Acts of 1964 stated first, that if the population of a county is between 250,000 and 1-million they may have three Probate Courts. Secondly, if a county has over one-million population is shall have six Probate Courts. Based upon the above, with the population projections of the Oakland County Planning Commission that indicate the county's population will not be over one-million by 1970, it can be assumed that it will not be until 1980 that the county will be required to have six Probate Courts. Therefore, it can be estimated that the present 30 employees will grow to about 47 in 1980.

JUDICIARY FUNCTION

Probate-Juvenile Division

The Probate-Juvenile Division has its main administrative offices on the ground and first floors of the new East Wing. In addition, the Children's Village which cares for the children is also located on the Service Center.

The main administrative and court services portion of the Probate-Juvenile Division employs 112 employees under a 1969 budget of \$1,058,719.

The 1964 Michigan Constitution and its precedent provided for the Juvenile Division of the Probate Court. This division, commonly called Juvenile Court, operates under the section of the law usually referred to as the Juvenile Code. The Juvenile Court has jurisdiction over all cases involving delinquent behavior of youngsters under the age of 17 years and in certain cases youngsters up to 19 years of age. It also has jurisdiction in matters of child neglect where no other court in Michigan has continuing jurisdiction. Provision is made in those cases for transfer of jurisdiction on the order of the Circuit Court and, in addition, the court has the authority to assist in the programs to prevent delinquency.

The Juvenile Code makes provision for staff to provide specialized services to the children which come to the courts attention. This includes the staff for the Child Care Institutions and the court. Presently the

court staff is located on the ground and first floors of the Courthouse, East Wing; and, at the 4th Street Office Building in Royal Oak.

During the past few years the percentage of increase in the number of new official delinquent and neglected cases in Oakland County has been constantly lower than those reported on state and national levels. One reason for this trend is the Protective Service Program. Efforts are made to attack the problem of delinquency before it becomes necessary to be handled as an official case.

The Probate-Juvenile Division consists of a number of sections. The Administrative Section is responsible for the organization, coordination and administration of all juvenile programs.

The Adoption Department's function is solely concerned with the adoption of children with the entire object to create a normal parent and child relationship with all the attendant rights, privileges, and duties; and also with the change in name of the child or children concerned. To work out the details of an adoption includes both legal and social services.

The Boarding Home Department has the purpose and function of finding and licensing suitable homes for boarding care that complies with rules and regulations of the State Department of Social Welfare. The Department

is also charged with the responsibility of placing court wards in boarding care and supervising these homes and children. All children who are placed in Juvenile Court boarding homes are either temporary or permanent wards of the court.

The Case Work Services Department provides probation programs, for supervising delinquent children and children of neglected families who remain in their own homes, in an effort to assist these children and families to make a more adequate adjustment to the requirements of our society. In addition, they work to re-establish homes where the children had to be removed because of the nature of the neglect or delinquency. The workers in this department are responsible for preparing cases and presenting them in court.

The Intake Department of the Juvenile Court is responsible for interviewing persons who seek a petition with the Juvenile Court, as well as all the persons who may be involved with an application. Intake workers often hold preliminary hearings to determine if such a petition should be expected; and, where the child should remain pending the court hearing. This department is responsible for providing initial statistical information which may be used later by the court to determine the extent of delinquency or neglect. Within the county this office is usually the first contact the public has with the court and in many cases the only contact.

The Protective Services Department was established to stimulate and mobilize community interest, skills, and forces on behalf of children and families through organized committee structure toward the development of improved services to prevent the delinquency and neglect. The program provides for children and families with social and emotional difficulties and for professional social case work services on an individual basis. The staff providing this service gives supervision and diagnostic assistance from a volunteer case study committee whose members are professionals in the social welfare field.

The Research, Training, and Clinical Services Department, now contracting with the Community Mental Health, provides research through all of the activities which the court is involved in, in an effort to aid in the evaluation of these activities and programs. It is also responsible for staff training, student training, and the clinical services offered personnel. An example of research is the evaluation of the program at Camp Oakland, known as Work Education, where an effort is made to contact all of the boys who have been assigned to that program to determine their present attitude toward the program, as well as their evaluation since leaving it.

Students from major universities are accepted by the court for training, providing them with specialized

curriculum in social work and psychology. The clinical portion of this unit includes psychological evaluation, and psychiatric consultations regarding youngsters and their families known to the court.

An evaluation of the future of the Probate-Juvenile Division indicates an employment growth from today's 112 employees to 129 by 1980, and 180 employees by the year 2000. The East Wing of the Courthouse was planned so that the Probate-Juvenile Division could expand into the area temporarily occupied by the Planning Department on the second floor.

JUDICIARY FUNCTION

Children's Village

The Children's Village employs 107 persons and operates under a 1969 budget of \$1,292,939. The Children's Village is supervised by the main Juvenile Division of the Probate Court. Although many youngsters are handled while they remain in their own homes, some do require institutional placement. The Oakland County Children's Village institutions' provide that care. In 1967 approximately 17 percent of the total 1,743 children under court jurisdiction were housed in the Children's Village. The remaining 83 percent of the children were cared for in their own home, relatives homes, court foster-homes or state and private institutions.

Children's Village consists of the main reception center, located just north of the Courthouse on the Service Center in Pontiac. This building was constructed in 1930 and provides 31,800 square feet of floor space for the housing of the children. This is the main detention facility of Children's Village, and contains the Village's administrative offices and central kitchen which serves the remaining buildings of Children's Village.

Although one of the most attractive buildings at the Service Center, it is fast approaching obsolescence for providing child care and central reception services. Future plans call for relocation of these functions to

new buildings constructed in the new Children's Village west of Telegraph Road.

Just adjacent and west of the Reception Center are the Children's Village Shelter Care Cottages which were built in 1952. They provide 6,600 square feet of building space for the shelter care of the young children placed there by the Juvenile Court. Future plans also call for this facility to be relocated to the new Village complex west of Telegraph Road.

The Children's Village school was built in 1930 and was originally designed as the Contagious Hospital. It provides 16,625 square feet of floor space for use as school classrooms.

The three buildings, of the Children's Village, west of Telegraph Road are the newest juvenile care facilities at the Service Center in Pontiac. They were built in 1964 and provide 34,325 square feet of floor space to house and care for 90 children placed there by the Juvenile Court. The main building is a special service unit designed to house approximately 40 children requiring psychological observation and care. The two rehabilitation cottages each have a capacity of 25 children and basically are planned for housing delinquent children who have demonstrated their ability to get along in an open program. Placement in these units would indicate that the children, in a

sense, were progressing to their ultimate return to the community. This might be considered as a halfway house between detention and return to their own home.

The construction of these first three units of the new Children's Village began in March of 1964. They were financially assisted by the federal government with a grant of \$323,000. The buildings were dedicated in May of 1965. The next phase of construction calls for an additional three units of this type.

JUDICIARY FUNCTIONCamp Oakland

Camp Oakland Incorporated is a private charitable corporate foundation for court wards and underprivileged children. It is privately supported but the salaries and operating expenses are appropriated by the Board of Supervisors. There are now 28 employees at Camp Oakland operating under a county budget for 1969 of \$327,220.

Its area now measures 300 acres of land which includes the 50 acre Handsome Lake. The Camp is made up of a boys ranch, girls ranch, and work education camp.

The boys ranch is a year-round resident home for 20 boys. The girls ranch, also a year-round home, is for 16 girls. The work education camp has a capacity for 18 older boys who have no interest in a regular academic school program. This is a vocational program with an auto shop, wood shop, grounds maintenance, and other vocational training. Upon completion of this program, the boys leave the camp. A summer camp is also offered for underprivileged children so that they may gain camping experience and outdoor living experience. The Camp Oakland program has received support from citizens, service clubs, and the area United Funds.

JUDICIARY FUNCTION

District Courts

Under Public Acts 154 of 1968, which established District Courts, Oakland County is responsible for the three Divisions of the 52nd District.

A staff furnished for each Division of the 52nd District is; a judge, a reporter-secretary, two deputy court clerks, one court officer, and a chief court clerk who will provide services for all three Divisions of the District. At the present time it is estimated that these three District Courts in 1969 will cost the County \$180,000.

One of the Divisions is located temporarily in the Walled Lake City Hall in the existing Counsel Chambers. Plans are being made for the county to lease, from the City of Walled Lake, an addition to the City Hall which they plan to construct and finance through their Building Authority.

The next District Court, serving the northern end of the county, is being temporarily located in the annex building to the Independence Township Hall. Consideration is being given by the county for a permanent court facility on the township grounds, or in a county building located in Groveland Township on Dixie Highway.

The other District Court is being located temporarily in the City Counsel Chambers in the City of Rochester. Rochester is presently studying the possibility of creating

a Building Authority to build an addition to their City Hall and then lease the space for the District Court.

Undoubtedly there will be many changes in the District Court system to adjust for the problems and difficulties experienced during the first year of operation. This will require a constant surveillance to determine the affect on the three Districts for which the county is responsible.

ADMINISTRATIVE-LEGISLATIVE FUNCTION

Now, returning to the Courthouse, we will begin our discussion of the various legislative and administrative functions of county government located there.

These include the:

1. Clerk-Register of Deeds
2. Treasurer
3. Equalization
4. Board of Auditors Divisions
 - a. Accounting
 - b. Budget
 - c. Personnel
 - d. Purchasing
 - e. Reimbursement
 - f. Data Processing

ADMINISTRATIVE-LEGISLATIVE FUNCTIONClerk-Register of Deeds

The first of these departments is the County Clerk-Register of Deeds which is located on the ground floor of both the Court Tower and the new East Wing. At the present there are 58 employees in the Clerk-Register of Deeds Department which is operating under a 1969 budget of \$494,864.

The Michigan Constitution directs the election of a county clerk and a register of deeds and further permits the county to combine these offices. The offices of County Clerk and Register of Deeds were combined in Oakland County by the Board of Supervisors on June 13, 1958. The Oakland County Clerk-Register of Deeds is elected for a four-year term.

Under the office of Clerk-Register of Deeds are two divisions, the County Clerk Division and the Register of Deeds Division. In general, documents affecting property are maintained by the Register of Deeds Division. Records of birth, death, and many other personal records, along with business and professional registrations, circuit court records, and minutes of the Board of Supervisors and County Commissions are maintained by the County Clerk's Division.

As clerk of one of Michigan's most populace counties, the Oakland County's clerk transacts an exceptionally large amount of detailed business. The clerk acts as secretary for six official bodies; Circuit Court, Board of Supervisors, Election Commission, Board of Canvassers, County Tax Allocation Board and Concealed Weapons Licensing Board.

The clerk of each judge in the Circuit Court is an employee of the County Clerk's office. Among his judicial duties, the clerk records all proceedings and files all documents of litigation in civil, chancellery, divorce, and criminal cases before the county's Circuit Court. He prepares all appeals to the Supreme Court, issues subpoenas and attachments, and keeps records of probationers.

Other duties performed on behalf of the state include; the preparation and distribution of ballots and supplies for both state and federal elections, receiving state and federal elections returns, receiving and keeping on file letters from Michigan State Police on applicants for permits to carry concealed weapons, and issuing quarterly vouchers for such permits. The clerk reports delinquent tax receipts to the Auditor General and reports to the state each month on marriage licenses issued, divorce cases started, and births and deaths. The clerk also keeps military discharge and naturalization

papers, and processes passport applications for the federal government.

The Register of Deeds' section has custody of all recorded real estate and personal property instruments such as; deeds, land and chattel mortgages, discharges, assignments, partial releases, federal liens, and many other legal papers relating to ownership of lands and personal property in Oakland County. Extensive documentation of land ownership is freely open to the public. Anyone knowing, either the legal description or the present holder of a piece of property, can search its ownership from the original government grant up to the present through the Tract Index Department. The maintenance of voluminous, but readily available, records are made possible through microfilming and the Soundex filing systems. A duplicate of every document available to the public is retained in a security roll.

Fees are charged for many services performed for the public. During 1967 the department had receipts of \$609,918. For an example of the volume of transactions in the clerk's office, the County Clerk recorded 6,895 marriages in 1967, 15,307 births, and 5,521 deaths.

Projections indicate that this department's 58 employees will grow to about 83 employees in 1990, requiring some additional space in the Courthouse.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONTreasurer

The Oakland County Treasurer's office is located on the ground floor of the West Wing. The Treasurer's Department has 32 employees with a combined operating and salaries budget of \$266,165. During 1967, the department through fees, had receipts of \$265,882. The office of treasurer is established by the Michigan State Constitution as an elected four-year office, whose duties and powers are provided by law. The County Board of Supervisors determines salaries. The treasurer is primarily the custodian of all public monies due the county and is guided in the discharge of his duties by detailed detailed statutory regulations. He receives, maintains custody of, and upon order of the county auditors, disperses all county monies. He is a member of the County Tax Allocation Board and the County Election Board. He also prepares tax and assessment rolls and statements for many of the local tax units.

The County Treasurer's duties in the various drainage districts include the maintenance of a completely separate set of records for each agency for receiving and dispersing of all applicable monies, and the investment of that money not needed currently for construction. He is bonded by the county and the drainage districts for these functions.

If the functions and responsibilities of the Treasurer's office are increased, the use of Data Processing and

satellite office locations would probably mean that very little expansion of office space in the Courthouse West Wing will be necessary in the future.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONEqualization Department

The Equalization Department is located on the ground floor of the new East Wing and presently has 27 employees operating under a 1969 budget of \$333,119.

By law the Board of Supervisors examines the assessment rolls of the districts and determines whether property has been equally and uniformly assessed. In Oakland County this is the responsibility of the County Equalization Committee for the Board of Supervisors. The County Equalization Department assists the Equalization Committee in establishing the equalized property tax base for the county. They compile sampling data, reports, and statistics on property evaluations in the county for use by the Committee. They also assist local assessing officers, upon their request, dealing with difficult or unusual assessing problems.

In January 1968 the tax description function was incorporated into the Equalization Department, whereby all orders are processed for new assessment rolls, tax rolls, name changes, and splits. At the present time approximately 210,000 descriptions are maintained for 55 assessing districts. However, after the permanent parcel numbering system is complete, the county will maintain approximately 350,000 descriptions for 63 assessing districts.

Based upon the present programs and functions of this

department it could be expected that the 27 employees will grow to 37 employees by 1980 and 53 by the year 2000. If this is so, the space on the ground floor of the East Wing should be adequate for only a few more years. Then possibly this department should be relocated to a new wing, thereby providing expansion space for the Register of Deeds. If the county is assigned the function of providing county-wide assessing, this department could probably be the nucleus from which the operation is formed. Taking on an operation like this would probably result in an additional 100 employees which, of course, would result in the need for more space at the Service Center in Pontiac, and for space at the various satellite centers throughout the county.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONBoard of Auditors

We have discussed previously, under the sections on Boards and Commissions, the duties, functions, and responsibilities of the three-member Board of Auditors. To carry those many responsibilities which are in general administrative or of central service type in nature, the Auditors have a number of divisions with specialized staff. The Administrative type of divisions are; Accounting, Budget, Data Processing, Personnel, Purchasing and Reimbursement Divisions. Their other divisions handling central service type functions to other departments are; the Central Stores, County Garage, Facilities and Operations, Heating Plant, Laundry, Mail Room, Photo Copy and Microfilm, Printing, Property Management, Telephone Exchange, and the Record Retention Divisions. First we will discuss those administrative divisions located in the Courthouse Complex.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONBoard of Auditors' Accounting Division

The Board of Auditors' Accounting Division is located on the first floor of the Courthouse West Wing. They have 46 employees.

The Auditors' Accounting Division directs and maintains, for the Board, a system of records and accounts of the various county offices, audits claims against the county, and examines the accounts and books of the county. There are several laws relating to the county public funds - money which is raised by the county for the conduct of government. These laws cover how, when, and where deposits of money are to be made; investments of public monies and the deposit of interest on money and the establishment of funds.

Besides the General Fund, Oakland County has established many other funds labeled; Institutional and Special Funds, Social Welfare Funds, Working Capital Funds, Special Revenue Funds, and Trust and Agency Funds. The reasons for establishing separate funds are varied. In some cases revenues are ear-marked for specific usage and, by law, may not be co-mingled and used for other purposes. This accounts for the establishment of Institutional Funds which includes the Health Unit, Children's Home, Camp Oakland and Juvenile Maintenance. Money coming into these funds from the state, the federal government or private donations may not be used

for any other purposes. This necessitates a separate fund.

In other cases funds are separate because the particular department involved receives no appropriation but instead operates on monies received for its services. These are called working capital funds and include funds set up for the equipment, garage, laundry, maintenance department, stationery stock, central stores, and utilities. These departments function by charging other county departments for their services or supplies and, therefore, keep their accounts separate.

Certain funds are set up by the county where it is merely acting as an agent or trustee for monies. Such funds include the County Employee Hospital and Insurance deductions, Cemetery Trust, and the County Veterans' Trust. Funds for drains, buildings, public works projects, and federal projects may not be used for any other purposes and are kept separate. Separate accounts are kept for projects financed by bond issues.

Like most service units, the Accounting Division will expand, keeping pace with the growth of other county departments. Some modifications have been made in the projection of the number of employees to be in the Accounting Division in the future, to allow for the affects of Data Processing on the work load of the Division.

It can be expected that in 1980 the 46 employees will grow to 53 and by the year 2000 will be at least 65.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONBoard of Auditors' Budget Division

The Board of Auditors' Budget Division consists of five employees and is located on the first floor of the Courthouse West Wing in the Board of Auditors' area.

The Board of Auditors' Budget Division assists the Board of Auditors in the review and evaluation of the departmental budgets, and monitors the current year's expenditures versus the budget. This Division keeps the Auditors apprised of the budget status, and makes recommendations on proposed major expenses.

The Budget Division, this past year, has developed the county's first capital improvement program, whereby future expenditures on major capital projects can be financially planned for a number of years in the future. The capital program serves as a guide for the Board of Auditors in its recommendations to the Board of Supervisors.

It can be expected that by the 1980's there will be at least eight employees in the Budget Division. Growth of this division is quite dependent upon the depth into which the Budget Division enters into the field of capital budgeting and the relative uses of Data Processing for compiling statistical information.

The details of the budgeting process will be covered in a later program, so it can be reviewed as it relates to the overall financial structure of county government.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONBoard of Auditors' Personnel Division

The Personnel Division consists of 14 employees and is located on the second floor of the Courthouse West Wing. Although the Oakland County Department heads have certain authority in hiring and firing, the main responsibility of recruiting personnel, classifying jobs, and recommending compensation falls to the Personnel Division.

Acting under the direction of the Board of Auditors and the Salaries Committee of the Board of Supervisors, this Division prepares and continuously reviews job classifications. It tests applicants for certain jobs, arranges for pre-employment physical examinations, and checks all experience and training references. Annually the division conducts a salary survey of other counties, states, cities, and county institutions, and industry as part of the county budget preparation. It assists the Auditors in the preparation and presentation of their recommendations to the Salaries Committee and the Board of Supervisors. The Division reviews all personnel transactions for compliance with provisions of the county salary schedule, classification plan, and personnel policies. A relatively new program directed by this Division is the County Merit System which was approved by the majority of the electors in 1966.

With the advent of County Labor Unions, this Division has been assigned the responsibility of Labor Relations. It can be expected with the gradual increase in labor relation activity and the Merit System that the present 14 employees will expand to 20 employees by 1980 and 30 by the year 2000.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONBoard of Auditors' Purchasing Division

The Board of Auditors' Purchasing Division is located on the second floor of the West Wing and presently has six employees, four in the main Purchasing Office and two in the office supply area. All purchasing in Oaklnad County is done under the supervision of the Purchasing Division.

The purchasing procedure starts with the departmental requisition which is examined by the Director of Purchasing and the Budget Director for recommendation to the Board of Auditors. The requisition is checked against need, cost from previous records, and budget allocation.

This Division, in addition, operates several central service type facilities for the dispensing of clothing, food stuffs, office supplies, and other items where bulk purchasing is profitable or advantageous. It is responsible for such operations as the central record retention, mailing, printing, and property inventories, some of which will be discussed later in the program.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONBoard of Auditors' Reimbursement Division

The Reimbursement Division of the Oakland County Board of Auditors' was authorized on April 12, 1955, by the Board of Supervisors' Resolution and began operation on July 1, 1955.

The Reimbursement Division consists of nine employees, and is located on the second floor of the Courthouse East Wing.

The complexity of the functions performed by the Reimbursement Division have changed considerably from its beginning when it started with a director and a stenographer. In its early operation the Division was involved solely with the reimbursement of funds expended by the county for care of patients in mental hospitals. Today, in addition to this function, the Division handles the reimbursement for mental patients in emergency facilities, for the care of all phases of the Juvenile Court programs, voluntary admissions to the state mental hospitals, administration of the ambulance program, reimbursement for hospitalization of the contagious patients and other miscellaneous programs.

The Division makes an evaluation of the ability of responsible relatives to pay for the cost of care of the patients under these programs. In 1967, \$542,680 was recovered by the Reimbursement Division.

Assuming the potential affects of Data Processing on the work of this Division, it can be expected that there will be little growth in the number of personnel employed, although the work load will continue to raise in relationship to the program it is administrating.

ADMINISTRATIVE - LEGISLATIVE FUNCTIONBoard of Auditors' Data Processing Center

The new Data Processing Center is located in the basement of the West Wing and presently has 33 employees. This division operates under a revolving fund whereby it recaptures its costs by charges to the departments and outside non-county agencies for which it performs services. The Data Processing Division, in existence only a few years, is the fastest growing unit in county government. The present plans for this division are not only to provide Data Processing services for the units of county government, but to also provide these services to local municipalities in Oakland County. The primary use of Data Processing will be in the storing of information on discs or tapes, and bookkeeping and financial operations now done manually or not done at all because of the lack of personnel.

The rapid growth of Data Processing, with new equipment being introduced every few years, now opens whole new fields of operations making it nearly impossible to project the growth of this division. Utilizing some of the reports made by the IBM Corporation it could be expected that the Data Processing Division will grow from its present 33 employees to as many as 85 by 1980. The Center, although located in the West Wing at the present, will be relocated to the present County Board of Education Building which will become available in April

of 1969. Although the building is located away from the main Courthouse, the communication systems now available and the remote terminals make this move quite feasible. At present there is absolutely no space available in the Courthouse Complex to meet the expanding growth of this department.

Many years in the future it is conceivable that when a major new wing is constructed at the Courthouse an entire floor may be devoted to just Data Processing alone.

CENTRAL SERVICES FUNCTION

Departmentslisted under this heading are units which provide service generally to other county department. These units, in general, have little or no contact with the general public, and provide the type of work that could be labeled "blue collar" versus the internal county agencies listed under the Administrative Section which performs work that could be considered "white collar".

These include:

Board of Auditors' Divisions

1. Central Stores
2. Facilites & Operations
3. Heating Plant
4. Laundry
5. Central Garage
6. Microfilming
7. Printing

CENTRAL SERVICES FUNCTIONSBoard of Auditors' Central Stores

The Central Stores is located in a building constructed in 1923. The building in its 18,430 square feet of floor space not only provides space for the Central Stores warehouse, refrigeration and offices, but also contains the current offices of the Department of Facilities and Operations.

The Central Stores, operating as an arm of the Purchasing Department, purchases and distributes all food and grocery type items required by the county housing units; such as the Sanatorium, Jail, and Juvenile facilities. It is also responsible for the operation of the Clothing Store in providing wearing apparel for persons under supervision of the Juvenile Division and the Social Services Agency. The present staff consists of eight full time and one part time personnel. The space and employees allocated to this service unit will probably increase over the next 32 years . However, the space needs are not related to the employees but to the departmental and public needs, which they serve.

CENTRAL SERVICES FUNCTIONSBoard of Auditors' Facilities and Operations Department

The Department of Facilities and Operations, a service department of the Oakland County Board of Auditors, directs, plans, and coordinates the planning and construction, along with alteration, maintenance, and operation of the county buildings, utilities, and grounds. This department consists of a Facilities Engineering Division, Building Maintenance and Operations Division, Lands and Grounds Division, and a Security and Safety Unit.

The Engineering Division develops master plans and building programs, designs and supervises construction of county buildings, and supervises architects and engineers retained by the county for the design of major structures. The Engineering Division consists of eight employees.

The Building Maintenance and Operations Division, consisting of 130 employees, provides maintenance, operational, and custodial services to all county buildings. In addition, this division makes minor alterations and constructs minor projects or additions to county governmental buildings.

The Lands and Grounds Division, with 16 employees, maintains the grounds on all county property except for the Parks and Recreation and Road Commission.

The Administrative and Facilities Engineering staff of this department are budgeted through the county salaries

and operating budget. However, the costs of the Building Maintenance and Lands and Grounds Divisions operation is paid for through charges to the various departments and institutions of county government.

In 1969 the budget for the maintenance and operation of county buildings is \$1,339,060, while the Administrative and Engineering budget is \$163,058.

In addition, the department performs and charges for its service to non-budgeted functions such as the utility fund, and for outside non-county agencies such as Oakland Schools, Credit Union, and the State Police Post.

CENTRAL SERVICES FUNCTION

Board of Auditors' Heating Plant

The Central Heating Plant and Laundry are located at the Service Center in Pontiac and were built in 1948. The three steam boilers supply high pressure steam through underground steam tunnels to most county buildings at the Service Center. During the past year the oil-fired boilers were converted to fire on both natural gas and oil. This conversion allows the county to take advantage of a new cost-saving gas rate. The building has space for one more boiler. Modern design of boilers allows a future boiler, twice the size of the present one, to be installed in that one extra space. This will provide many years of growth at the Service Center.

The Board of Auditors' Facilities and Operations Department operates the Central Heating Plant along with the complete distribution system for water, sewers, electrical, telephone, and steam. All major utilities are purchased from outside sources, at primary rates, at a central location and then distributed through the county-owned distribution system. This type of operation provides the most economical method for supplying a large complex of individual buildings without having to pay higher rates for the lower volumes of each building.

CENTRAL SERVICES FUNCTIONBoard of Auditors' Laundry

The Board of Auditors' Central Laundry offers a complete laundry and dry cleaning service for the various county institutions and departments who own washable, or cleanable linens. The Central Laundry facility is located in the north-half of the Heating Plant. The Laundry was started in 1949 and at that time processed 730,000 pounds of laundry. This past year, even though the county closed the TB Sanatorium on Cooley Lake Road, the Laundry has processed 1,250,000 pounds of laundry.

This operation is staffed with 20 employees and is financed under a revolving fund whereby charges are made to the various departments and institutions receiving laundry services.

CENTRAL SERVICES FUNCTIONBoard of Auditors' Central Garage

The county's Central Garage was built in 1957 and provides 20,520 square feet of auto repair and storage space. The storage space can accommodate about 60 vehicles. At present, the county fleet numbers 210 cars. This does not include those of the Road Commission. In addition to the normal passenger vehicles, this department maintains construction and operating equipment for the Facilities and Operations, Drain and D.P.W. Departments.

Based upon the present growth of the county fleet it can be anticipated that by 1990 the county will have 372 vehicles and the garage will employ 13 persons, and by the year 2000 the county could have 537 vehicles and 21 employees in the garage.

The Central Garage operating, under one of the county's revolving funds, purchases the vehicles in the fleet, maintains and repairs them, and rents them to the various county departments at a monthly or per mile rate. The rate covers all fuel, oil, repairs, and depreciation.

Future plans call for unheated carport type storage, as opposed to covered, heated facilities, which are more costly to construct and maintain.

CENTRAL SERVICES FUNCTION

Additional Board of Auditors' Divisions

Mail Room

The Board of Auditors Mail Room handles all interior mail at the Service Center in Pontiac, and distributes inter-departmental mail throughout the county facilities.

Photocopy and Microfilming Division

The Photocopy and Microfilming Division, located in the basement of the new East Wing, provides their services to any county agency. At present the majority of its work is done for the Register of Deeds but it is expected that many more departments and agencies will begin to use their services to reduce the amount of area required for the storage of the many county records.

Printing Division

The Printing Division provides a complete printing service for all interior-county agencies and it is supported by the charges for its services.

COMMUNITY SERVICES FUNCTION

For the purpose of this presentation, the Community Services function encompasses those county departments that perform social-type services to the general public. These departments have the greatest contact with the general public, and will be the ones that population and social trends will have the greatest affect on their future growth.

They include the following:

1. Mental Health
2. Health Department
3. Sanatorium
4. Social Services
5. Parks & Recreation
6. Cooperative Extension
7. 4-H Activities
8. Veterans' Affairs
9. Markets

COMMUNITY SERVICES FUNCTION

Community Mental Health

Community Mental Health administrative offices are located on Woodward Avenue in Birmingham, with services provided through Board-operated programs and contractual arrangements with hospitals and clinics in various locations in the County.

The Community Mental Health program is administered under the Community Mental Health Services Board, whose members are appointed by the Chairman of the Board of Supervisors. It is responsible for the establishment and operation of a broad complex of mental services with financial and consultative support from the State.

Services include:

- (1) Collaborative and cooperative services with Public Health and other groups for programs of mental illness, mental retardation and other psychiatric disabilities.
- (2) Informational and educational services to the general public, lay and professional groups.
- (3) Consultative services to courts, public schools and health and welfare agencies.
- (4) Out-patients diagnostic and treatment services through establishment of clinics in general hospitals and other facilities.
- (5) Rehabilitative services for patients suffering from mental or emotional disorders, mental retardation, and other psychiatric conditions.
- (6) In-patient diagnostic and treatment programs through contractual purchase of services.

The cost of the Mental Health Services Program is financed by a County share and reimbursement credit of 25-percent, along with a 75-percent matching State grant; thus, the extent of programs are controlled to a great extent by the amount of funds available in the State grant. In 1968, the Community Mental Health Board budgeted:

\$ 71,122	Salaries
48,078	Operating
<u>4,000</u>	Capital Outlay
\$ 123,200	Sub Total
\$ 73,260	Professional Assistance through other agencies.
14,400	Public information and education.
888,404	Out-patient diagnostic and treatment services at Pontiac General, Providence Hospital, Child Guidance Clinics and Pontiac State Hospital.
242,787	Rehabilitation Services.
116,645	In-patient services for contractural purchase of diagnostic care and treatment services at hospitals in the County.
<u>\$1,458,696</u>	TOTAL PROGRAM BUDGET

The County's share was \$279,270, with reimbursement credit from fee income and Federal grant funds estimated to be \$88,404, and a State grant of \$1,091,022. In 1969, the total program budget is \$2,355,604, reflecting the County's increased effort to provide local Mental Health services.

The Community Mental Health Services Board is

currently operating under contract with Pontiac General Hospital and Providence Hospital, two adult out-patient clinics. During the year 1967, more than 1,000 new cases were seen at these two clinics. A new Emergency Clinic was opened in early 1968 at Pontiac State Hospital, and is one of the service elements of the Comprehensive Mental Health Center located at this hospital. A Board-sponsored Consultation and Education Service also operates as a part of this Center. A Central Intake and Referral Service, located at the Board office in Birmingham, provides screening for financial eligibility for in-patient care as well as initial case assessment with referral to the proper resource for diagnostic evaluation and treatment. The three Child Guidance Clinics, which are funded through the Board, provide psychiatric, psychological and social casework for children with emotional problems.

In-patient services have been developed through contracts at the Pontiac General Hospital, Providence Hospital and Kingswood Hospital; and, in 1967, this amounted to a total of 2,551 patient days for 149 patients with the average length of hospital stay being 17 days.

Rehabilitation Services include a Board-sponsored program at the Oakland Training Institute, which operates in conjunction with a similar program of the Oakland County Intermediate School District. The Mental Health

Division conducts a day training program for the severely retarded teenager and adult, as well as the trainable retarded adult. A similar program is planned for North Oakland County, to start in early 1969, through the temporary use of portable classrooms to be erected at a site at the County Service Center. Additional services for the retarded are provided through a contractual arrangement with New Horizons, which operates work activities centers in Madison Heights and Farmington. The Board-operated Oakland Counseling Center offers a central point of referral to the retarded individual and his family for proper placement and follow-up.

Arrangements have been made for expansion of the Probate Court Clinical Services, to serve the increasing needs of this Court as well as other courts and agencies serving those persons in need of this specialized care.

COMMUNITY SERVICES FUNCTION

Oakland County Health Department

The Oakland County Department of Health serves the citizens of Oakland County through two Health Centers; one in Pontiac at the Service Center, and one in Southfield at Greenfield and Catalpa.

The Health Center at the Service Center was built in 1956, and provides 13,190 square feet of floor space to house the main offices of the County Health Department.

The South Oakland County Health Center was completed in 1967, and provides 30,000 square feet of floor space for the southern townships and municipalities of Oakland County. The new building is located on a portion of the 29 acres at the South Oakland County Service Center at Greenfield and Catalpa. The new facility cost \$1,076,000, of which 34-percent was financed by a Hill-Burton Federal grant through the State Department of Public Health.

The Health Department, operating with an authorized staff of 230 personnel, has a 1969 budget of \$2,457,338. In 1967, the Department had receipts of \$332,643.

The Health Department was established in 1926, and has most of the responsibility for State and local health law enforcement, sanitation, immunization, health education, clinics, and control of communicable diseases. Its' clinics supply some services such as dental work and immunization free to indigents. The Department is headed by a full-

time Health Director who is a physician with special training in public health. The Health Department, except for overall administration, is organized to operate and function two essentially complete operating staffs and field personnel housed in the separate Health Centers located in Pontiac and Southfield. Each Health Center and its' complement of personnel is designed and organized to operate in so far as possible under the unit- or team-approach in an attempt to meet and provide the appropriate solutions for the entire spectrum of health problems that may arise.

The major administrative functions, such as personnel, payroll, budgeting and accounting, are all undertaken at the Pontiac office. The North office presently provides services for the northern, north central and extreme eastern and western areas of the County. The South office, in Southfield, provides services to the populace areas of South Oakland County.

The services that are provided adhere, in large measure, to meeting those functions in areas of responsibility that are traditionally exercised in the average local Department of Health. These six basic functions are vital records; disease control, including both communicable and cronic diseases; child and maternal health, including school health, environmental sanitation, health education and laboratory procedures.

The major divisions of the Health Department are:

Division of Public Health Nursing

The Public Health Nurse has long been known as the traveling representative of the Health Department. She functions to prevent disease, prolong life and promote health and efficiency through direct services to individuals and families in homes, schools and the community at large. There are a total of 90 members on the staff of the Public Nursing Division. All nurses are registered and licensed in the State of Michigan. Some functions of the Public Health Nurse include:

- (1) Home visits to find and follow communicable disease cases, contacts and suspects.
- (2) Home visits for promotion of maternal and child health to expectant mothers, newborn infants and children.
- (3) Home visits for the detention and follow-up in cooperation with the family physician of diabetics, rheumatic fever cases and others.
- (4) Home visits for the follow-up for orthopedic and other crippling conditions of children in cooperation with the Crippled Children's Commission and the family physician.
- (5) Visits to provide resources and background information to teachers and community groups.
- (6) School visits to assist the teacher and counselor, principal and school specialist with the development and execution of positive school health programs.
- (7) Visits and speaking engagements to disseminate health information to community groups such as churches, P.T.A. and civic organizations.

- (8) Conduct group health classes on various health subjects, including diabetes, expectant parent education and normal human growth and development.
- (9) Provide assistance in field training for students in the fields of medicine, nursing and public health.

Division of Environmental Health

The Division of Environmental Health is responsible for the safe sanitary control of the environment and protects the public from any health hazard that may arise from the environment. This Division has 37 personnel who are trained in sanitary science, bacteriology and veterinary medicine. The Division of Environmental Health inspects restaurants, and all types of retail food marketing; slaughter houses; meat processing plants; milk processing plants; dairy farms; institutions; and dozens of other facilities where potential health hazards could exist. In addition, group classes in relation to food service management, nursing home management, and swimming pool operations are provided by this Division.

Division of Dental Health

The functions of the Dental Division of the Oakland County Health Department include dental health education, preventative fluoride treatment, and clinical services for indigent children. The Division is headed by a

Director of Dental Service and has a staff of 19 employees, which includes six dentists, dental clinic assistants and dental hygienists. The fluoride programs are carried on in all areas of Oakland County through cooperative agreements. Treatments are made available to children in kindergarten, second, fifth and eighth grades.

The Dental Clinic for the correction and filling of decayed teeth is available to school children who cannot afford care or do not have the opportunity for dental examination and the solution of dental problems.

Division of Tuberculosis Control

This Division is responsible for case finding and follow-up of tuberculosis in Oakland County, all admission to hospitals and follow-up for those discharged from the hospitals. X-rays and medication for tuberculosis are also handled through this Division. There are X-ray facilities at the Health Centers in Pontiac and Southfield.

Clinic Division

The clinic service at the Health Centers provide for the protection and treatment of certain communicable diseases as required by law. Tuberculosis and venereal diseases are treated in the clinics. The clinics provide diagnostic and treatment services to persons who

cannot afford private treatment, in order to protect the rest of the community. Communicable diseases common among children, such as impetago, scabies and ringworm, are also seen in the clinics. Immunization to protect against whooping cough, diphtheria, tetanus, polio and smallpox are provided through weekly clinics held at the Oakland County Health Department.

Laboratory Division

The services of the Oakland County Health Department Laboratory Division include diagnostic tests for physicians, hospitals and public health workers; chemical and bacteriological examination of food, water and milk; consultation service for public health workers and physicians; distribution of vaccines, anti-toxins and other biologicals provided by the Michigan Department of Health.

Health Education Division

The Division of Health Education is responsible for the dissemination of information to the public to increase its' awareness of health practices and procedures. Programs conducted for expectant parents, diabetics, nursing home administrators, food service personnel and teachers are coordinated through the Division of Health Education. Movies, posters and models are available for the staff and community groups for use in health education programs. The Oakland County Department of Health is

certified as a field teaching agency, and provides specific field work training for students in public health from State colleges and universities.

Based upon projections of the present programs of the County Health Department, it can be reasonably expected that the 230 personnel will increase to 280 by 1980, and possible 350 by the year 2000. If this projection is valid, it is quite evident that additional building space will be required shortly after 1970.

COMMUNITY SERVICESOakland County Sanatorium

The present Oakland County Sanatorium, located at the Service Center in Pontiac, was originally the Medical Care Facility of the Oakland County Social Welfare Department. The facility was originally built in 1926, and was designed primarily for the indigent. A 4-story major addition was constructed in 1951. The facility now provides 67,100 square feet of building space, and now has a bed capacity of 166 patients. In 1965, after closing out the former Tuberculosis Sanatorium on Cooley Lake Road, the Medical Care facility was converted to a sanatorium and placed under the control of the Oakland County Board of Institutions. The present facility is so designed to care for TB patients in one section and sub-acute care patients in the other section.

The tuberculosis section is approved for admission of patients requiring treatment for tuberculosis, and the payment of state subsidy for the care of tuberculosis under the provisions of Act 177, Public Acts 1925. Patients are admitted to the Sanatorium through the Oakland County Health Officer to provide care, treatment, isolation or hospitalization of persons found to be afflicted with tuberculosis. The facility is approved for the admission of non-tuberculosis patients (sub-acute) for treatment in accordance with the provisions of Act 35, Public Acts 1957.

Non-tuberculosis patients are admitted upon request, supported by a physician's statement to the effect that the patient requires more comprehensive care than that available in a nursing home, but such care that hospitalization in an acute or general hospital is indicated. Priority is given to public assistance patients. Other patients are admitted only in the event there are beds available. During 1967 there were 57 TB beds available with an average daily census of 52 patients, for an average percentage of occupancy of 82-percent. In the non-tuberculosis hospital section, during 1967, there were 109 beds available with an average daily patient census of 90, resulting in an average percentage of occupancy of 88-percent. This year there is an authorized staff of 176 employees at the Sanatorium operating under a budget of \$1,706,524. The receipts to the Sanatorium during 1967 amounted to \$1,320,485, almost equal to their \$1,414,384 expenditures.

Because the Sanatorium is an extremely old building, and has had numerous building deficiencies and problems, we will relate a little of the background on the facility itself.

Early in 1964 the state fire marshal reported numerous deficiencies in the building; therefore, remodeling drawings and specifications were prepared to meet the fire, health, safety and operational

requirements, not only of the fire marshal but the State Bureau of Social Services and the State Department of Public Health who had previously cited other deficiencies. All this was being done at that time for use as a medical care facility. In March of 1965, when it was decided to close the TB Sanatorium on Cooley Lake Road, plans were modified to include a conversion of the Medical Care Facility to a County Sanatorium under the newly appointed Board of Institutions. Plans were not to modernize the facility from an aesthetic standpoint, but to meet the basic minimum requirements. The total remodeling and alterations consisted of changes; to assure a barrier treatment technique, new X-ray facilities, patient-nurse call system, audio system, telephone system, fire-sprinkler system, new nurses stations, alterations to the food service equipment, completely new ventilation system and major partition and electrical changes, to achieve a maximum use and efficient operation within the limits of a very old building.

In spite of the many changes made at that time, the facility continues to become obsolete yearly by its' inability to meet the rapid improvements and requirements required for modern patient care. Recent health and medical inspections of the facilities again find the facility deficient under current standards to such an

extent that a complete feasibility study will be necessary to determine the future programs to be carried on at the Sanatorium.

COMMUNITY SERVICESDepartment of Social Services

The Oakland County Department of Social Services administers the numerous and varied welfare programs supported by the County and the State of Michigan. On March 15, 1967, the County and the State administrative functions were merged by a resolution of the Board of Supervisors. This new Department of Social Services, administered by the State Administrator, administers the State programs such as the Aid to Dependant Children, Medical Assistance, Aid to the Disabled, Aid to the Blind, Old Age Assistance, and the County programs such as Adult Hospitalization, General Relief and Food Stamp programs.

The Social Services Department carries out its' program from two County buildings. The main administrative operation is in the Welfare Building located in the Service Center, and a branch is located in the Troy Street Office Building in Royal Oak.

The Social Services Building, one of the earlier buildings of the Service Center in Pontiac, was initially constructed in 1928, with an addition made in 1940. The building provides 32,110 square feet of building space, and is used entirely by the Social Services Department.

The Troy Street Office Building in Royal Oak, built in 1954, provides 12,000 square feet of building space

of which 84-percent is used by the Department of Social Services. The remainder of the space is used by the South Oakland Office of the Veteran's Affairs.

Today, the Department employs 192 persons who are State employees. Following is a brief sketch of the various services that the Department provides.

Aid to Dependant Children (A.D.C.)

Aid to families with dependant children is a State and Federal Public Assistance Program designed to aid families whose children are deprived of financial support due to unemployment, separation, divorce, incapacity of the wage earner, or unwed parenthood. Also, these families are unable to meet their needs on assistance standards. In determining eligibility for assistance, each family may have personal property in the amount of \$1,000 in convertible assets such as stocks, bonds or savings accounts. Automobiles are also considered personal property, and evaluation is computed when determining eligibility. The first \$1,000 cash surrender life insurance is an exemption consideration. Also exempt is homestead property.

In order to qualify, the applicants must have lived in Michigan for at least one year before the time of their application. An allowance on a needs basis is made for food, clothing, personal necessities, household

expenditures such as utilities, shelter, and some health appliances such as glasses, dentures and surgical appliances. Doctors' home and office calls, prescription drugs and hospitalization expenses are also provided. The recipient families of A.D.C. are also eligible to participate in the Federal Food Stamp Program.

Medical Assistance

The Medical Assistance Program is a plan designed to assist certain needy persons in paying expenses for a wide variety of medical services. At the present time, there are two groups of available services.

Group One covers in-patient and out-patient hospital services, nursing home services and care in approved County Medical Facilities, physician services, home nursing services, prescribed drugs, and ambulance services when required medically. Group One recipients include all of those persons who are receiving Old Age Assistance, Aid to Dependant Children, Aid to the Blind, and Aid to the Permanently and Completely Disabled and others who are in a similar social and financial circumstance.

Group Two recipients are eligible for all of the previously mentioned services except that prescribed drugs and physician's services are limited to those that may be provided in a hospital. The Group Two recipients include those persons who are over 65 years of age, are

blind or are permanently and totally disabled or dependant children under 21 years of age. A person's income and property must remain within certain prescribed limits depending upon the number of persons in the family. A typical Group One family with four members would have to have an income of less than \$4,540.

Although integrated into the State Social Services, the Oakland County Department of Social Services is responsible under Public Act 280 of 1939 for furnishing hospital services, medical and surgical treatment for persons who are unable to pay for their care and treatment and are not eligible for any other public or private program; therefore, those not eligible for the State Medical Assistance may be covered under the County Hospitalization program. In 1967, the program covered 3,549 patient days. The cost of the 1967 hospitalization program was \$377,000.

Aid to the Permanently and Totally Disabled

To receive aid under this program, an adult must have a physical or mental impairment which cannot be corrected within the foreseeable future, which substantially prevents him from engaging in a useful occupation for which he is normally qualified, or prevents him from carrying on the minimum activities essential to daily living. Persons must be at least 18 years of age. Property and residence requirements are similar to those

of the A.D.C. Allowances are made on a need basis for food, clothing, personal necessities, household expenses, shelter and appliances, along with glasses, hearing aids, dentures and surgical appliances. Doctor's home and office calls, drugs and hospitalization expenses are also provided. The recipients are also able to participate in the Federal Food Stamp program.

Aid to the Blind

Under the Aid to the Blind program, a person who has 20-200 vision in the better eye with correction, and is approved by the State supervising optomologist, may be eligible for Aid to the Blind. A person coming under the program must be 16 years of age or older. Eye examinations are usually arranged with an approved optomologist or licensed optomitrist close to the applicants home. If examinations are necessary, these may be payed by the State also.

Old Age Assistance

Old Age Assistance is a State and Federal Welfare Public Assistance program, designed to assist persons past the age of 65 who are unable to meet their needs as determined by public assistance standards. Allowances are made on a basis of need for food, clothing, personal necessities, household expenses, shelter, and appliances including glasses, hearing aids, dentures and surgical appliances. Also included are doctor's calls, pre-

scription drugs and hospitalization expenses.

General Relief

The County's General Public Assistance program, usually referred to as General Relief, provides relief for persons who are totally indigent, supplemental aid for those who have insufficient income, and emergency aid for catagorical cases. This program, supported by the County budget, includes medical and other needs except hospitalization for any person who is determined to be in need, who is a resident of the State of Michigan, and emergency relief is not found or immediately available from any other welfare program.

Children's Division

In the Department of Social Services is a Children's Division which licenses Foster Homes for children, child care institutions, placement agencies, day-care centers and nursery schools, summer camps for children, and maternity homes for unmarried mothers. In addition, the division inspects the juvenile detention homes. This division also approves placement in Michigan of children for foster care or adoption from out of State.

Although the County provides the office buildings in which the Social Services function is carried out, there are certain reimbursements by the State to help defray some of the maintenance and custodial expense. At this time though, there is no provision in the State

programs for providing future capital construction to house this vast growing agency. It would be hoped that in the future the State would assume the burden of housing the Social Services Department, thereby eliminating any need for their use of County building space. It can be expected that the present 192 employees will reach 250 by 1975 and 510 by 1990, thereby requiring approximately three times the amount of building space as they now use. This is an increase of approximately 40,000 net square feet, and the burden to the County construction programs could be great.

COMMUNITY SERVICES FUNCTIONParks and Recreation

The Oakland County Parks and Recreation Commission was created by the County Board of Supervisors under Public Act 261 of 1965. The Commission consists of ten members, three of which are statutory - Chairman of the Planning Commission, Chairman of the Road Commission and Drain Commissioner. The other seven members are appointed by the Board of Supervisors. No more than three Supervisors may serve on the Commission. The balance of the members are lay people.

The purpose of the Commission is to fulfill the County responsibility of furnishing recreational facilities to fill the gap that now exists between the small municipal and township recreation areas and the larger regional and State recreational areas. These intermediate sized County parks will provide an intensive daily recreational program through all seasons. The parks will be located in the unincorporated areas of the County where the parcels are available and the costs have not yet reached exorbitant amounts.

Monies accruing to the Commission are received by the County Treasurer, and are expended under the authority and jurisdiction of the Commission. Financing comes from a special millage vote of 1/4 mill for five years, plus receipts from operations. This is the first and

COMMUNITY SERVICESParks and RecreationWaterford-Oaks Park

The Waterford-Oaks Park, located on the west side of the Oakland County Service Center in Waterford Township, consists of 110 acres. The land was purchased by Oakland County in 1968 and leased to the Parks and Recreation Commission for 20 years. Since the land will be used for the 20 years for recreational purposes, matching funds have been approved by the Federal Government towards its' purchase in the amount of \$91,996, with application pending for another \$76,000.

Plans are presently being made to develop the Park with varied recreational facilities, along with a golf course. Also located on the Park, along Watkins Lake Road, will be the main administrative center for the County Parks and Recreation Commission and its' staff. The first operations expected at this Park will begin in 1969.

COMMUNITY SERVICESParks and RecreationSpringfield-Oaks (Davisburg County Park

The Springfield-Oaks Park consists of approximately 260 acres located south of Davisburg in Springfield Township. 170 acres was given to the county in 1926 by Manley Davis for the purpose of establishing a golf course or park. In 1965 the county purchased 64 additional acres for \$27,000. \$13,500 of this was furnished by a matching Federal grant under the Federal Open Space Program.

Springfield Township deeded approximately four acres to the Park, and the county purchased from the Township an additional eight acres. Another acre was deeded by the Conservation Department.

At present, another eight acres is under option from the Oakland County Road Commission on the north side of the Park.

Today, the Park consists of a 9-hole golf course along with picnic and park areas. The millpond will be developed for future bathing beach facilities.

COMMUNITY SERVICESParks and RecreationGroveland-Oaks Park

Groveland-Oaks Park, located along the Dixie Highway in Groveland Township, consists of 196 acres. In June of 1967, 154 acres of the Park were purchased from Doctor L. K. Mathews for \$490,000. The Federal government has approved matching funds for \$197,000. In 1968, the Parks and Recreation Commission purchased an additional 43 acres for \$43,000. A grant application has been submitted to the Federal government and is pending approval.

The Park is in full operation today, and financially self-supporting. It has a large camp site, swimming on the beach area, and many picturesque picnic areas.

COMMUNITY SERVICESParks and RecreationIndependence-Oaks

Independence-Oaks Park, located in Independence Township, consists of 337 acres. At present, this property is under option with final purchase expected in 1969. The purchase price of the land is \$542,000. The Federal government has already approved matching funds of \$271,000 toward this purchase.

The Park is undeveloped today, but plans are being made to develop camp sites, swimming, picnicing, and other year-round activities. Operation will start sometime in 1970.

COMMUNITY SERVICES FUNCTIONCooperative Extension Service

The Oakland County Cooperative Extension Service is located at #1 Lafayette Street on the ground floor. The County supports a portion of the Extension Service by paying the salaries of four clerical personnel, and operating expenses.

The Cooperative Extension Service was made possible by the Smith-Lever Act passed in 1914. The service carries out a general educational program directed toward the advancement of agricultural techniques and domestic arts, including a youth program. Extension Service is financed partly by Federal grants administered by the Michigan State University and partly by State funds. These funds are used by the State for the employment of four professional extension agents assigned to the County. The County pays the office expenses, including clerical staff and operating expenses for the agent.

Plans are presently being made to relocate the Cooperative Extension Service to the present Board of Education Building, which is to be vacated in about April of 1969. This should provide adequate space for many years into the future.

COMMUNITY SERVICES FUNCTION

4-H Activities

On June 23, 1941, the Oakland County Board of Supervisors approved the dedication of land along Perry Street, M-24, at Walton Boulevard for use by the 4-H Club members. The Board of Trustees of the Oakland County 4-H Clubs, a volunteer association, then began construction of the 4-H fairgrounds.

In the beginning, the 4-H program was primarily a boys rural crop-orientated program. As it grew, live stock, animals and farm practices became a part of this learning experience. Eventually, girls came into the picture with the home management programs, and then crafts, electrical and science programs became a part of the total 4-H Club experience. Today, its' program includes not only the rural aspects of youth training and activities but the urban activities as well as some recreation.

Oakland County officials have long been interested in providing recreational and educational activities for the youth. Until recently, however, the only activities on a County level were those functions sponsored by the Cooperative Extension 4-H program. The activities conducted by this program, although many and varied, involved the participation of slightly over 1400 youth in 1966. This number is very small when compared to the

100,000 youth of the County that could be taking part in an organized county recreational program. One of the main reasons for the small number of youth involved has been the limited facilities available for these activities. In a study made in 1961 by the Oakland County Planning Commission, these existing facilities at the present 4-H grounds were deemed inadequate to handle the 100,000 youth of the County that could be taking part in expected future participation in the 4-H Fair without even considering any other expanded recreational or educational program.

There has been prepared a Building Program for an Oakland County 4-H Activities Center to be located at the Springfield-Oaks Park in Davisburg. It has been projected that with the approval by the public for an Oakland County Parks System there finally was an organization under which the 4-H program could be expanded and provide new facilities as part of an overall recreational program. The 1968 Capital Program of the Board of Auditors indicates a high priority for the construction of the 4-H Activities Center in Davisburg.

COMMUNITY SERVICES FUNCTIONVeterans' Affairs

The Veterans' Affairs Department, presently located at #1 Lafayette Street in Pontiac, has 17 employees, operating under a 1969 budget of \$141,930. The Veterans' Affairs Department assists veterans and the families in establishing eligibility for the receiving of various benefits available through Federal, State and local legislation. Benefits include medical care, education, emergency public assistance, burial grants and other benefits. The Director is appointed by the Veterans' Affairs Commission, who are appointees of the Board of Supervisors. The Director is also the local authorized agent for the Michigan Veterans' Trust Fund. During 1967, the Veterans' Affairs Department made approximately 48,000 office, field or hospital contacts with veterans.

In 1969, the Veterans' Affairs Department in Pontiac will move to the present Board of Education Building when it is vacated in April. This should provide adequate growth space for this function.

COMMUNITY SERVICES FUNCTIONCounty Markets

The County operates two farmers' markets, one located at the Service Center on the corner of Pontiac Lake Road and Service Center Drive West in Pontiac, and the other on 11 Mile Road at Troy Street in Royal Oak. The two facilities allow for the retail sale of farm and hand-crafted products. The markets are operated by the Board of Auditors through their Facilities and Operations Department, under the guidance of the present County Markets Committee of the Board of Supervisors. The County furnishes a manager at each market who rents the various stalls on an annual or daily basis. The receipts from the stall rentals and other non-market uses, along with the sale of miscellaneous supplies, pays the salaries of the Market Masters and the expenses of the facilities.

The Farmers' Market at the Service Center was built in 1955 and cost \$79,500. This building provides 7,000 square feet of space for year-round market facilities. The Royal Oak Market was acquired by the County in 1927, and is owned 40-percent by the City of Royal Oak and 60-percent by the County. The County's share of the original cost was \$48,878. The facility provides 23,075 square feet of floor space, approximately three times the size of the facility at Pontiac.

PUBLIC SAFETY FUNCTION

The departments classified as public safety units are those that would normally be considered to operate as part of the police power or function of government.

These include:

1. Sheriff
2. Prosecutor
3. Civil Defense
4. Dog Warden
5. Morgue

PUBLIC SAFETY FUNCTIONSSheriff's Department

The Oakland County Sheriff's Department, operating with 149 personnel under a 1969 budget of \$1,778,626, is headed by the Sheriff who is elected by the voters for a term of four years. The present Oakland County Sheriff's Department and Jail is located in Pontiac in a building built in 1922 at a cost of \$308,000. The Sheriff's criminal and civil jurisdiction covers the entire County, but his chief area of road patrol and regulation is in the unincorporated townships and villages. Municipalities, townships and villages may, and sometimes do, make contractual arrangements with the County Board of Supervisors to supplement their local forces with help from the Sheriff's office. In addition, his force is always on call to help the municipalities' officers.

As an officer of the Circuit Court, the Sheriff and his staff must serve all writs, processes and warrants. He further serves the Court by aiding in the drawing of prospective jurors, and is responsible for juries during their terms of service.

In 1958, a Water Patrol Unit was added to the Sheriff's office because, in addition to the many highways and land areas which require patrolling, there are 423 lakes with 3300 miles of shore line in Oakland County.

The Board of Supervisors makes an appropriation each year to pay the wages of the specially appointed Deputy Sheriffs who are hired during the summer months to patrol inland lakes. The State provides matching funds for this activity.

The Sheriff also supervises a Vehicle Operator's License Bureau, presently located at #1 Lafayette Street in Pontiac. A portion of the fee charged for this service is returned to the County as receipts.

The Sheriff has custody of the County Jail, which serves as a depository for persons awaiting trial in the courts of Oakland County or persons who are sentenced by the courts up to a maximum of one year. The present Jail has a maximum capacity of 259 prisoners. The other jails in the various townships or municipalities have overnight lock-up facilities for approximately 157 persons; therefore, the County Jail is the main holding point for all units of law enforcement in the County.

In 1967, the written Building Program was started for the proposed construction of a new Law Enforcement-Jail Complex to be located at the Oakland County Service Center in Pontiac. Early in 1968, the Board of Supervisors employed the architectural firm of Giffels & Rossetti, Inc. of Detroit to prepare plans and specifications for the construction in accordance with the

acceptance of the Building Program. The new facility will contain space for general law enforcement offices, Road Patrol, Jail Detention, a County Morgue, and Civil Defense Emergency Operating Center. This facility will be discussed in more detail later in a separate program.

PUBLIC SAFETYProsecuting Attorney

The Prosecuting Attorney's office is located on the fourth floor of the Court Tower, and consists of 39 employees operating under a 1969 budget of \$483,123.

The Prosecuting Attorney is elected by the voters of the County for a term of four years. He represents the people in criminal court proceedings, while civil functions are handled by the Corporation Counsel. The Prosecutor appoints Assistant Prosecutors in accordance with the number set by the Board of Supervisors. The functions of the Prosecuting Attorney's office are many and varied. First, this office issues orders for warrants on information from the complaintant, who may be a police officer or a citizen. All State law felony warrants are issued, on order from the Prosecuting Attorney, by lower court magistrates. Thus, after an occurrence of an alleged felon, the investigating police officer will come with his report to the office of the Prosecuting Attorney; receive, after investigation by the Prosecutor, an order for a warrant with the proper charge for the crime committed.

Secondly, at the Circuit Court trial level, the Prosecutor or his Assistant represents the County and State in the criminal court proceedings.

Thirdly, the Domestic Relations office is involved

in the parental and reciprocal dependent parent non-support action.

A fourth major function of the Prosecutor's office is of course the Appeals Section, which represents the office on criminal appeals to the Court of Appeals and the Michigan Supreme Court.

It can be expected that the present staff of 39 employees will grow to about 46 employees by 1980 and 65 by the year 2000.

PUBLIC SAFETY FUNCTIONCivil Defense

The Oakland County Civil Defense Department was established under Act 154 of the Public Acts of 1954 to prepare a disaster plan, enroll volunteers through individual or group contacts, and to train and organize volunteers; and, whenever it becomes necessary, to execute the Civil Defense disaster plan for Oakland County under the direction of the Chairman of the Board of Supervisors. The Civil Defense Department consists of four employees operating under a County budget of \$44,894. The Civil Defense Department is the coordinating agency between the other County departments to assist in maintaining continuity in government in the event of disaster. The Civil Defense Department coordinates between the County, the State, and the National Plans and Policies. During 1966, the County received a federal subsidy of \$5,412.

As an example of the scope of its programs, there are 31 fixed radiological monitoring stations and one Emergency Operating Center under this department's direction. The Emergency Operating Center is presently in the basement of the Children's Village School, but will soon be relocated to the new Jail and Law Enforcement Complex. Two-hundred and seventeen shelter facilities have been licensed in Oakland County, with a total of 110,000 spaces for the citizens of the

communities participating in the County program. To date, 92,573 of these spaces have been stocked with survival food, medical supplies, radiological equipment, sanitation kits, and drinking water.

PUBLIC SAFETY FUNCTIONSDog Warden

The Oakland County Dog Warden operates the Animal Welfare facility located at the Service Center in Pontiac. The Animal Shelter was built in 1957, and provides 3500 square feet of building space. The Dog Warden, who is a registered veterinarian, is appointed by the Board of Supervisors. The Dog Warden has 13 employees and a 1969 budget of \$25,878. During 1967, his receipts amounted to \$81,598.

It is the responsibility of the Dog Warden to administer the provisions of the State Dog Laws. He checks on applications for payments of damage caused by dogs and enforces dog licensing provisions. He checks and investigates all dog bites, securing information for the Health Department and quarantining the animals involved. He supervises the County rabies control program and operates the County Animal Welfare Shelter.

The future growth of this department could be extensive since it is a service that could be performed on a County-wide basis, using regional animal shelters throughout the County. In most incorporated areas of the County today, this function is usually a secondary duty of the Police Department, with no real service or proper controls provided. The Michigan Humane Society also provides some services, but they are limited by

funds and operate essentially as an anti-cruelty-to-animal organization and not as a control-type unit. According to the national average, one dog exists for every four people. This average varies with the population density; but, in general, it can be expected that the animal population in Oakland County will increase in some relationship with the human population growth. Based upon the presently existing operations, it could be expected that there will be 17 employees by 1980 and 20 employees by the year 2000.

PUBLIC SAFETY FUNCTIONCounty Morgue

While the County does not have a permanent morgue at the present, a proposed Morgue is being planned in the new Law Enforcement-Jail Complex. On an interim basis, the facilities at the Pontiac State Hospital are being operated by the County to provide this service in a limited manner.

Michigan law provides that each county shall have a Coroner or Medical Examiner who will be responsible for the investigation of the deaths of all persons that occur suddenly, accidentally, violently, or are the result of any suspicious circumstance. The law also provides for the county to maintain an office open to the public 24-hours a day and to provide for morgue facilities. Morgue facilities in Oakland County have been provided in the past by using the morgue facilities at the various hospitals throughout the County. The new facility will provide investigative service not now available to the public.

County morgue facilities, where provided throughout the United States, are fairly major operations. If Oakland County follows this nation-wide trend, it can be assumed that within a few years a County morgue unit will become well-established and a major expense item in the County budget. Projections beyond that planned in

the Law Enforcement Complex have been made from discussions with County officials and observations made on inspection trips to other county morgue facilities throughout the country. Although it is intended that the morgue will initially start with about five employees, by the year 1980 this could be ten employees and by the year 2000 as many as 20 employees, requiring up to three to four times the amount of space provided in the Law Enforcement Complex. Since this is a new undertaking for the County, there is no past experience to base the future roll in the extent of operation that the Morgue will generate. Thus, by starting with a minimum but adequate facility, it will be possible to provide the necessary services and obtain some experience which will allow better planning for expansion of the Morgue in the future. Actual experience may indicate that the County population characteristics are such that the facilities planned for the Law Enforcement Complex may be adequate for a much longer period than estimated.

PUBLIC WORKS FUNCTION

The Public Works classification has been used for those agencies and departments that provide services that require engineering or technical services in extending services to the general public. Included in this classification of county function are:

1. D.P.W.
2. Drain
3. Airports
4. Planning
5. Roads

PUBLIC WORKS FUNCTIONDepartment of Public Works

The Oakland County Department of Public Works is located in the County Service Building, 550 S. Telegraph Road in Pontiac. This building was acquired in 1960 and provides 20,500 square feet of floor space for the offices of the Department of Public Works and the Drain Commissioner. The building formerly was used by the Road Commission, and contained offices in the front two-story section with repair shops and garage in the rear building. At present, 90 percent of the garage section has been converted to offices. Partitions in the garage are wooden, presenting a definite fire hazard to the many records and drawings stored there. In addition, there are no facilities now for the storage of emergency equipment and other equipment requiring protection from the winter weather. A written Building Program has been prepared by the Board of Auditors Facilities Engineering Division, and the architect has been retained to design a new Service Building for these departments.

Before 1957, no agency in the County level was empowered to provide necessary water or sanitary sewage treatment systems. Act 185 of Public Acts of 1957 enabled counties of more than 75,000 population to establish Departments of Public Works under the direction of a Board of Public Works.

The Oakland County Board of Public Works consists of seven members. Upon authorization of the majority of the Board of Supervisors, the Board of Public Works may acquire and operate water systems and sewage disposal systems in any one or more areas of the County. It may purchase or condemn land for these systems and manage, hold, sell or lease such property. It may not, however, furnish water or sewage disposal services to any municipality without its' consent unless a majority vote of the Board of Supervisors determines that it is necessary to protect the health of property of any adjacent municipality. The Department of Public Works has 104 employees, of which most are paid through revenue from the various projects which they design, maintain or operate. The 1969 budget funds, covering only a portion of their total anticipated expenses, is \$64,460. In general, the Department bears the cost of such preliminary work as making surveys, engineering studies, developing plans and preparing estimates, and of keeping assessment rolls. When construction starts and bonds are sold, prior expenditures are returned to the general fund from bond proceeds.

The cost of specific projects undertaken by the Department of Public Works is paid for by the municipality for which the project is being constructed, under terms that agree to make specific annual payments to the

County to meet the principal and interest payments. Municipalities may meet such obligations by tax levies, special assessments, service charges, connection charges, or by setting aside any other available monies; however, the Board of Public Works may construct a project for one or more municipalities at the request of such municipalities, and utilize the special assessment procedure provided for in Act 185.

On October 1st of this year, ground was broken for the Clinton-Oakland sanitary sewer, which will serve the townships of Avon, Independence, Orion, Pontiac, West Bloomfield and Waterford, at a cost of \$28,000,000. Since the number of personnel in the Department of Public Works is dependent upon the number and size of projects which they are engaged in, forecasts for the future size of the Department become more difficult; but, based upon the best projections available, it could be anticipated that by 1980 the Department could increase from its present 99 employees to 120 and 145 by the year 2000.

PUBLIC WORKS FUNCTIONDrain Commission

The Oakland County Drain Commissioner and his staff are also located at the Service Building at 550 S. Telegraph Road in Pontiac. The Drain Commissioner employs 31 personnel under the County budget, plus about 13 who are financed out of the various County drain projects. In 1969, the Drain Commissioner's County budgeted funds are \$353,032.

The County Drain Commissioner, elected for a four-year term, is primarily responsible for the administration of the County Drain Laws set forth in the Drain Code of 1956. The Drain Commissioner has jurisdiction over all established drains within the County. Drains include creeks, rivers, water courses, open or closed ditches, sanitary or storm sewers, as well as structures and sewage plants that have been established under the provision of the Drain Code.

The major duties of the Drain Commissioner include:

1. Processing petitions for construction of new drains or the repair of existing drains.
2. Appointing boards to review the need for constructing new drains.
3. After need has been determined, laying out of the drainage districts and apportioning costs of drains among the property owners according to the benefit to be received.
4. Receiving bids and awarding contracts for the drain construction

5. Maintaining records of all County drains and annually preparing the special County drain tax rolls.

The Drain Commissioner is also vested with the responsibility for processing petitions to establish and maintain the normal level of County lakes and to construct and maintain dams and other devices to accomplish these purposes under the Public Acts of 1961. The Commissioner is authorized by petition of property owners to the Board of Supervisors to rehabilitate and improve certain inland lakes, to authorize dredging and the removal of undesirable materials from the lakes and to levy the cost for such improvements on the benefiting properties.

When a drainage district has been established and a petition filed for the construction of the drain, bids are received and contracts let, all subject to the Drain Code. The drainage district may then issue bonds and, in counties with a population of over 150,000, they may be backed by the full faith of the county upon a majority vote of the Board of Supervisors. Special assessment districts are then assessed annually to pay the interest, refund the principal, and maintain the drain. In case of inter-county drains which are necessary for public health, the cost may be assessed to the county at large.

Oakland County has more than 400 drainage districts,

dating back to 1864, many of which have long ago paid off their indebtedness.

The new Service Building, presently under design, will provide for the future offices and garage space of the Drain Commission until about 1980, at which time it is expected that their staff will number about 67 employees.

In addition to the normal duties of the Drain Commissioner, his Commission has been assigned the responsibility of having a study and report prepared on how Oakland County can meet the needs of a County-wide or metropolitan-wide refuse disposal system. Consulting engineers have been retained for this study. At present, they have completed the data collection phase of their report. The total report is scheduled for completion in early 1969.

PUBLIC WORKS FUNCTIONAirports

The provision of aviation facilities is among the more recent functions of Oakland County. The County's first entrance into the airport business occurred in 1962 with the acquisition of the then Allen Airport -- now known as the Oakland-Orion Airport. This facility is located on Giddings Road between Silverbell and Brown Roads, near the interchange of I-75 and M-24 just north of the City of Pontiac.

The Oakland-Orion Airport consists of 600 acres upon which there are two sod runways; each of these is approximately 2000 feet long. There are about 85 single-engine aircraft based at the Airport, five T-hangar structures on the field, plus office and terminal building. Although owned by the County, the airport is operated and managed by a private individual through a lease agreement.

The Oakland-Pontiac Airport was acquired from the City of Pontiac in 1967. This facility is located on M-59 approximately five miles west of the City of Pontiac. The Oakland-Pontiac Airport consists of 525 acres; has three paved runways, one of which is slightly more than a mile in length, at 5300 feet, and houses over 400 airplanes. The field includes a terminal building and a Federal Aviation Administration operated

control tower which functions 16-hours per day. This airport houses local aviation business and industry, providing a complete line of aviation services.

Included are the sale of gasoline and jet fuel, the sale of new and used aircraft, and repair stations for engines, airframes and instruments; in addition, there are provisions for aviation instruction, charter and freight service and restaurant facilities in the terminal building. Private industry at the field employs approximately 230 persons, with a payroll of approximately 2-million dollars annually.

Recently, much attention has been given to aviation. On the nation-wide scene, we have been witnessing large scale congestion problems. Delays of one to five hours while waiting to take off or while circling a major airport in a pattern attempting to land are not at all uncommon. This is only the start of the problem, since most authorities believe that we are only just on the threshold of aviation growth.

The Federal Aviation Administration, for example, projects that by 1980, just 12 years from now, there will be a 430-percent increase in passenger miles; or at that time, there will be over 500-billion passenger miles flown annually. The Federal Aviation Administration also projects a 270-percent increase in aircraft traffic, and

a 1,400-percent increase in air-cargo tonnage. These last two, by and large, consist of general aviation. It is all aircraft and traffic which is not (1) military, or (2) the commercial airlines.

All private flying and business incorporation flying are included in the definition of general aviation. General aviation accounts for approximately 98 percent of the airplanes in the United States today and accounts for approximately three-quarters of the total traffic.

Oakland County is strong in general aviation. More airplanes and more airplane owners are located in this County than in any other county in the State of Michigan. Despite the fact that the Oakland-Pontiac Airport presently is without a scheduled passenger airline service, this facility is and has been the third busiest airport in the State for the past several years. Only Detroit-Metropolitan Airport and Detroit City Airport are busier.

This is significant to Oakland County in several respects. Airports play a vital role in a balanced transportation system, along with highways and the rails. Industry (which is essential for a healthy tax base), when seeking a location for its plant, now places high priority on the availability of aviation facilities, along with a labor market, educational facilities, utilities and other transportation facilities. An airport provides

a contemporary businessman the necessary mobility to carry out his duties; it allows a child to be rushed to a distant hospital; it makes possible the fast deliver of a needed part to keep a production line in operation to prevent the laying off of thousands of employees. It is estimated that the persons flying into Oakland-Pontiac Airport from other airports last year spent over 4-million dollars in the Oakland County area for lodging, food and other incidentals. This says nothing of the contracts which were made, or the decisions that were made, affecting the lives of thousands of our citizens.

Today the Oakland-Pontiac Airport is saturated. Last year the Airport recorded over 200-thousand take-offs and landings which is its capacity. One-thousand take-offs and landings per day is not at all uncommon and at some points during busy days there are take-offs and landings spaced at less than one-minute apart.

This saturated condition combined with a traffic growth rate of 20 - 30 percent over the past several years, and the fact that the County owns two airports, affords the County the opportunity to better solve congestion problems; and, to coordinate a balanced aviation system pointing, last year, to the need of a master plan for the development of our airports. The master planning studies for the Oakland-Pontiac Airport

and the Oakland-Orion Airport were conducted in 1967 and culminated in master plans which were adopted by the County Board of Supervisors. These plans have been submitted to the Michigan Aeronautics Commission and the Federal Aviation Administration for review and approval by these respective agencies. Approval by the F.A.A. is necessary for (1) allocation of airspace (2) because the Federal government invests its money in airports in the form of federally operated control-towers and instrument landing equipment; and, because the federal and state governments participate with local sponsoring governments in carrying out projects for an airport's development and improvement. Construction of runways in Michigan, for example, is supported through a usual cost participation formula of 50 percent from the federal government, 25 percent from the State of Michigan, and 25 percent from the local government.

The concept articulated in these two master plans, approved by the Board of Supervisors, provides two major general aviation airports, designed to meet Oakland County's aviation demands over the future years.

Plans call for the Oakland-Pontiac Airport to continue as the County's primary aviation facility through the 1960's. Scheduled improvements include the construction of 51 T-Hangers to house unsheltered aircraft

now located at the airport. These will be paid for by monthly hanger rentals. The F.A.A. has programed the installation of an Instrument Landing System which will enable the aircraft to land and take-off safely during adverse weather conditions. A much needed improvement calls for the construction of a runway parallel to the present East-West runway. The parallel runway will enable aircraft to take-off and land simultaneously on two of the airport's runways. This will increase the Airport's capacity by 50 percent to 300,000 take-offs and landings. Even if this runway were constructed and in operation today, the Airport would again reach its capacity around 1970. Therefore, at that time the County will have to look elsewhere for a supplement to Oakland-Pontiac Airport if the County is going to shoulder-up to the aviation demands. An airport is much like a street in that there is an ultimate limitation as to its traffic carrying capacity, no matter what the configuration. In the case of the Oakland-Pontiac Airport this configuration, coupled with high land values, economically precludes further major expansion of the facility.

The new Oakland-Orion Airport is designed to pick-up where Oakland-Pontiac Airport leaves off. It too is designed to become a major general aviation facility, equipped with a terminal building, a federal control tower, an instrument landing system, parallel runways,

and bases of operation for the private aviation industry. The longest runway is designed for 7000 feet which will accommodate aircraft up to and including a DC-9, which is an intermediate size jet. The runways will not accommodate the large aircraft used by today's major aircraft carriers; nor the jumbo jets, which are now on the drawing boards, and will be in operation in the next few years. This design reflects a County policy that the Oakland-Orion Airport is not to become a major hub for commercial air carriers like Detroit-Metropolitan Airport. It indicates that the Oakland-Orion facility will serve as a satellite to Detroit-Metro serving the citizens of Oakland County. It implies that if another regional airport is developed it ought to be located on a regional basis and financed on a regional scale.

Current plans provide for its construction under a phased program. Four stages are delineated which will enable initial development to be modest and subsequent construction to be more comprehensive and sophisticated as the aviation demands increase, until the ultimate development. The ultimate development will accommodate 700 aircraft and 400,000 annual take-offs and landings. Staged construction provides sufficient flexibility to be slowed down or halted if Oakland County's aviation growth does not materialize as projected.

PUBLIC WORKS FUNCTIONPlanning Commission

The Oakland County Planning Commission and its Department are located on the second floor of the new Courthouse East Wing. The Planning Department staff numbers 16 positions operating with a 1969 budget of \$218,616.

In Oakland County, planning is the concern of the Oakland County Commission and the Board of Supervisors County Coordinating Zoning and Planning Committee. Oakland County was the second county in Michigan to establish a County Planning Commission. This commission acts as an agent of the County in adopting and carrying out a plan for the development of the County.

It is the duty of this commission to study and formulate plans for the most effective economic, social and physical development of the County and to cooperate with State and Federal departments and public agencies who share these same concerns. The commission's work is centered primarily on planning for highways, water and the basic economy of the County; and, in addition, works on land use and zoning studies.

Federal grants have been made available for planning under certain circumstances, and Oakland County's Planning Department has received considerable 701 Urban Planning Project funds.

Projections of this Department's growth indicate a permanent staff of about 19 by 1980 and 21 by the year 2000.

PUBLIC WORKS FUNCTIONRoad Commission

The Oakland County Road Commission, with its' main offices located on the Service Center in Pontiac, presently has about 480 employees. The primary statutory duty of the Road Commission is to keep in reasonable repair, and in a condition reasonably safe and fit for public traffic, all County roads, bridges and culverts that are open to public travel.

The Road Commission works with local, State and Federal highway agencies to provide and maintain a coordinated road system. It maintains all State trunk lines and freeways in Oakland County for the State Highway Department on an actual cost reimbursement basis, and it performs small amounts of services for cities, villages and townships on the same cost basis as with the State.

At present, the Road Commission has 725 miles of County primary roads, 1825 miles of County local roads and 240 miles of State trunk lines under its' jurisdiction.

The County Road Commission presently occupies three buildings on the Service Center which cover an area of 110,000 square feet. Two of the buildings are garages for maintenance and storage, and the third houses the administrative and engineering staffs.

Additional road maintenance yards are located in Lake Orion, Milford, Davisburg and the City of Southfield. It has been reported by the Road Commission that the facilities at the Service Center will become more of an administrative and engineering facility in the future, while the maintenance operation is distributed in new yards throughout the County to better serve the County road system.