



September 29, 2022

**MISCELLANEOUS RESOLUTION #22-332**

Sponsored By:

**Fiscal Services - Resolution FY 2023 General Appropriations Act and 2023 County General Property Tax Rates**

Chairperson and Members of the Board:

**WHEREAS** in accordance with the provisions of Public Act 139 of 1973, the Unified Form of County Government Act, and Public Act 621 of 1978 (as amended by P.A. 493 of 2000), the Uniform Budgeting and Accounting Act for Local Government, it is the responsibility of the Oakland County Board of Commissioners to establish and adopt the annual County Budget and work program; and

**WHEREAS** the Finance Committee received budget requests from all County Departments, and has reviewed in detail the County Executive's Fiscal Year 2023 Budget Recommendation; and

**WHEREAS** the Finance Committee, after due deliberation, has formulated a Recommended General Appropriations Act balancing total appropriations with available resources at \$1,006,764,799 for Fiscal Year 2023, a summary of which was included in the Notice of Public Hearing published in newspapers of general circulation; and

**WHEREAS** the further intent of this resolution is to maintain a budgetary system for the County of Oakland on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained; to define the powers and duties of the County's officers in relation to that system; to designate the Chief Administrative Officer and Fiscal Officer; and to provide that the Board of Commissioners and committees thereof, as well as the Fiscal Officer, shall be furnished with information by the departments, boards, commissions and offices relating to their financial needs, revenues and expenditures/expenses, and general affairs; to prescribe a disbursement procedure, to provide for an allotment system; and to provide remedies for refusal or neglect to comply with the requirements of this resolution; and

**WHEREAS** the Circuit Court Mediation Fund (Miscellaneous Resolution #90177) is used to cover the total cost of Attorney Mediators, with the balance to be used for enhancement of Court operations as requested by the Court and approved by the Board of Commissioners; and

**WHEREAS** the Board of Commissioners supports the concept of cultural diversity training for Oakland County employees and requires all supervisory, division manager and director level employees to attend cultural diversity training.

**NOW THEREFORE BE IT RESOLVED** the Oakland County Board of Commissioners does hereby adopt and amend the Fiscal Year 2023 General Appropriations Act recommended by the Finance Committee as advertised and placed in the Clerk's Office for public inspection.

**BE IT FURTHER RESOLVED** that funds from the Civil Mediation Account (10100-240201) be utilized to cover the total costs incurred in Fiscal Year 2023 for the Civil Mediation Program.

**BE IT FURTHER RESOLVED** that the following policy, as codified per Miscellaneous Resolution #20113, specifies the administration of the Delinquent Tax Revolving Fund:

1. The Delinquent Tax Revolving Fund (DTRF) was established in accordance with the provisions of Public Act 206 of 1893 (as amended) for the purpose of paying local taxing units within the County their respective shares of delinquent ad valorem real property taxes, in anticipation of the collection of those taxes by the County Treasurer. This policy statement, which encompasses the precept of self-funding, ensures that utilization of unrestricted DTRF funds does not impair the functional intent or operational success of the DTRF as originally established.
2. To that end, at no time shall funds be diverted from the DTRF that would cause the unrestricted balance to fall below a level that would assure a prompt payment of all current and future outstanding General Obligation Limited Tax Notes, as well as assure the continued operation of the DTRF as specified in the preceding paragraph.
3. Penalties and investment interest generated by the DTRF may be transferred, in whole or in part, to the General Fund of the County upon majority vote of the Board of Commissioners so long as such transfer(s) meets the provisions of paragraph #2 above.
4. Any and all appropriations from unrestricted DTRF funds, excepting penalties and investment interest, shall be limited to one-time expenditures, as opposed to recurring operations.
5. Unless otherwise specified, appropriations from the DTRF shall be considered long- or short-term advances (with specific time frames detailed in the authorizing resolution), to be repaid with interest as specified below.
6. Any appropriations from unrestricted DTRF funds, excepting penalties and investment interest, not considered advances to be repaid within a time certain shall require a two-thirds majority vote of the Board of Commissioners.
7. All appropriations from unrestricted DTRF funds considered to be advances to be repaid within a time certain shall require a majority vote of the Board of Commissioners.
8. Terms and conditions of any and all advances from the DTRF shall be specified in the authorizing resolution, including interest obligations detailed as follows:
  - a. Interest on each payment will be based on the average monthly rate paid during the term of the agreement by the agent of the DTRF for that year's outstanding borrowing, or
  - b. In the event no borrowing occurs for the DTRF, principal and interest payments will be made in accordance with the previously established "Loan of County Funds Policy" (Miscellaneous Resolution #89276) which requires Board approval of repayment terms at an interest rate no less than the prevailing six-month Treasury Bill rate and that such rates shall be computed and compounded quarterly.
9. Pursuant to MCL 211.78m(8), following the settlement of each preceding year's foreclosure sale, but not later than June 30th, the County Treasurer shall submit a written report to the Board of Commissioners identifying any remaining balance available following the settlement and detailing all costs associated with the administration of the Delinquent Tax Revolving Fund. All or a portion of any remaining balance, less any contingent costs of title or other legal claims described in subdivisions (a) through (f), of the Act may subsequently be transferred into the general fund of the county by the Board of Commissioners.

**BE IT FURTHER RESOLVED** that \$5,000,000 in DTRF interest earnings will be transferred to the General Fund to support General Fund/General Purpose activities.

**BE IT FURTHER RESOLVED** that an indirect cost charges will be billed by the General Fund to the DTRF, in accordance with Oakland County's approved Central Services Indirect Cost Allocation Plan.

**BE IT FURTHER RESOLVED** that \$4,943,138, or one-half of the \$9,886,275 convention facility tax revenues distributed by the State to Oakland County under the authority of the State Convention Facility Development Act, P.A.106 of 1985, be earmarked for substance abuse prevention and treatment programs.

**BE IT FURTHER RESOLVED** that the Oakland County Board of Commissioners, in accordance with the requirements of Public Act 214 of 1899, as amended, authorizes that .0004 mills Current Property Tax Levy be designated for the purpose of funding Veterans' Services Soldier Relief.

**BE IT FURTHER RESOLVED** each Supervisor of the various townships and Assessing Officers of the several cities of Oakland County will be provided the County General Property Tax Levy millage rate to spread on their respective township of city tax rolls for the year 2023. The estimated millage rate included in the budget for the County General Property Tax Levy to be applied to the 2023 Taxable Value of all property located within their respective jurisdictions is 3.96860 Mills.

**BE IT FURTHER RESOLVED** that the Equalization Officer perform the function of Equalization Director including the examination of the assessment rolls of the several townships and cities within Oakland County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed at 50% of true cash value and to make recommendation to that fact to the County Board of Commissioners.

**BE IT FURTHER RESOLVED** that:

1. The County Executive is hereby designated the Chief Administrative Officer of the County of Oakland and, further, that the Director of Management and Budget shall perform the duties of the Fiscal Officer as specified in this resolution.
2. The Fiscal Officer shall provide an orientation session and instructions for preparing department budget requests. These instructions shall include information that the Fiscal Officer determines to be useful and necessary to assure that the budgetary estimates of the agencies are prepared in a consistent manner and the needs of the Board of Commissioners and Committees are met.
3. Any offices, departments, commissions and boards of the County of Oakland financed in whole or in part by the County of Oakland shall transmit to the Fiscal Officer their estimates of the amounts of money required for each activity in their respective agencies, as well as their estimate of revenues that will be generated from charges for services. They shall also submit any other information deemed relevant by the Fiscal Officer and/or the Board of Commissioners and committees thereof.
4. The Fiscal Officer shall provide guidelines to be used by the offices, departments, commissions and boards of the County of Oakland in submitting their budget estimates and shall prescribe the rules and regulations the Fiscal Officer deems necessary for the guidance of officials in preparing such budget estimates. The Fiscal Officer may require that the estimates be calculated on the basis of various assumptions regarding level of service. The Fiscal Officer may also require a statement for any proposed expenditure and a justification of the services financed.
5. The Fiscal Officer shall prepare estimates of revenue for each budgeted fund, classified to show in detail the amount expected to be received from each source. Estimates of expenditures and revenues shall also be classified by character, object, function and activity consistent with the accounting system classification.
6. The Fiscal Officer shall review the agency estimates with a representative from each agency of the County of Oakland that has submitted such estimates. The purpose of the review shall be to clarify the estimates, ensure the accuracy, and to determine their adherence to the policies

previously enumerated by the Fiscal Officer and the Board of Commissioners or committees thereof as herein required.

7. The Fiscal Officer shall consolidate the estimates received from the various agencies together with the amounts of expected revenues and shall make recommendations relating to those estimates which shall assure that the total of estimated expenditures including an accrued deficit does not exceed the total of expected revenues including an unappropriated surplus.
8. The recommended budget shall include at least the following:
  - a. Expenditure data for the most recently completed fiscal year and estimated expenditures, or amended budget, for the current fiscal year,
  - b. An estimate of the expenditure amounts required to conduct, the government of Oakland County, including its budgetary centers,
  - c. Revenue data for the most recently completed fiscal year and estimated revenues, or amended budget, for the current fiscal year,
  - d. An estimate of revenues, by source, to be raised or received by Oakland County in the ensuing fiscal years,
  - e. The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year,
  - f. An estimate of the amount needed for deficiency, contingent or emergency purposes and the amounts needed to pay and discharge the principal and interest of the debt of Oakland County due in the ensuing fiscal years,
  - g. The amount of proposed capital outlay expenditures, except those financed by enterprise, capital projects, or internal service funds, including the estimated total costs and proposed method of financing of each capital construction project and the projected additional annual operating cost and the method of financing the operating costs of each capital construction project for three (3) years beyond the fiscal year covered by the budget,
  - h. An informational summary of projected revenues and expenditures/expenses of any capital projects, internal service, and enterprise funds,
  - i. A comparison of the revenue and expenditure amounts in the recommended budget to the most recently approved budget adopted by the Board of Commissioners with appropriate explanation of the variances,
  - j. Any other data relating to fiscal conditions that the Fiscal Officer or the Board of Commissioners or committees thereof consider to be useful in evaluating the financial needs of the County.
9. Not less than ninety (90) days before the next succeeding fiscal year, the County Executive shall transmit the recommended budget to the County Board of Commissioners. The recommended budget shall be accompanied by:
  - a. A proposed general appropriations measure, consistent with the budget, which shall set forth the anticipated revenue and requested expenditure/expense authority in such form and in such detail deemed appropriate by the Board of Commissioners or committees thereof. No appropriations measure shall be submitted to the Board of Commissioners in, which estimated total expenditures/expenses, including an accrued deficit, exceed estimated total revenues, including an available surplus.
  - b. A budget message which shall explain the reasons for increases or decreases in budgeted items compared with the current fiscal year, the policy of the County Executive as it relates to important budgetary items, and any other information that the County Executive determines to be useful to the Board of Commissioners in its consideration of proposed appropriations.
  - c. A comparison of the recommended budget to the most recently approved current year budget, together with an analysis and explanation of the variances there from, such variances being divided to show the portion attributable to the current year budget amendments and the portion resulting from the recommended budget.

10. The County Board of Commissioners, or any committee thereof, may direct the County Executive and/or other elected officials to submit any additional information it deems relevant in its consideration of the budget and proposed appropriations measure. The Board of Commissioners or the committees thereof may conduct budgetary reviews with the Fiscal Officer, and/or County departments and divisions or agencies, etc., for the purpose of clarification or justification of proposed budgetary items.
11. The County Board of Commissioners may revise, alter, or substitute for the proposed general appropriations measure in any way, except that it may not change it in a way that would cause total appropriations, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus. An accrued deficit shall be the first item to be resolved in the general appropriations measure.
12. The County Board of Commissioners shall fix the time and place of a public hearing to be held on the budget and proposed appropriations measure. The Clerk/Register shall then have published, in a newspaper of general circulation within the County of Oakland, notice of the hearing and an indication of the place at which the budget and proposed appropriations measure may be inspected by the public. This notice must be published at least seven days before the date of the hearing.
13. No later than September 30, the Board of Commissioners shall pass a general appropriations measure providing the authority to make expenditures and incur obligations on behalf of the County of Oakland. The supporting budgetary data to the general appropriations measure shall include at least the following:
  - a. Expenditure data for the most recently completed fiscal year,
  - b. The expenditures budget as originally adopted by the Board of Commissioners for the current fiscal year,
  - c. The amended current year appropriations,
  - d. An estimate of the expenditure amounts required to conduct the government of Oakland County, including its budgetary centers,
  - e. Revenue data for the most recently completed fiscal year and estimated revenues, or amended budget, for the current fiscal year,
  - f. Budgeted revenue estimates as originally adopted by the Board of Commissioners for the current fiscal year,
  - g. The amended current year Budgeted revenues,
  - h. An estimate of revenues, by source, to be raised or received by Oakland County in the ensuing fiscal year,
  - i. The amount of surplus or deficit from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year,
  - j. An estimate of the amount needed for deficiency, contingent on emergency purposes, and the amounts needed to pay and to discharge the principal and interest of the debt of Oakland County due in the ensuing fiscal year,
  - k. The amount of proposed capital outlay expenditures, except those financed by enterprise, capital project, or internal service funds, including the estimated total costs and proposed method of financing of each capital construction project and the projected additional annual operating cost and the method of financing the operating costs of each capital construction project for three (3) years beyond the fiscal year covered by the budget,
  - l. An informational summary of projected revenues and expenditures/expenses of capital projects, internal service, and enterprise funds,
  - m. Any other data relating to fiscal conditions that the Board of Commissioners considers to be useful in considering the financial needs of the County,
  - n. Printed copies of the Board of Commissioners Adopted Budget, Financial Plan or any facsimile thereof shall contain all of the above data unless otherwise approved by the Board of Commissioners,

14. The Board of Commissioners may authorize transfers between appropriation items by the County Executive or Fiscal Officer within limits stated in the appropriations measure. In no case, however, may such limits exceed those provided for in paragraph #22 and #23 of this resolution.
15. A deviation from the original general appropriations measure shall not be made without first amending the general appropriations measure through action by the Board of Commissioners, except within those limits provided for in paragraph #16 of this resolution.
16. Appropriations accumulated at the following three summary levels of expenditure within each County Department will be deemed maximum authorization to incur expenditures: Personnel Expenditures, Operating Expenditures, and Internal Support Expenditures. The County Executive or the Fiscal Officer shall exercise supervision and control of all budgeted expenditures within these limits, holding expenditures below individual line-item appropriations or allowing overruns in individual line-items providing that at no time shall the net expenditures exceed the total appropriation for Personnel and Operating Expenditures, respectively, for each department as originally authorized or amended by the Board of Commissioners. Further, Personnel Expenditures are authorized only for positions specifically authorized pursuant to this Act as adopted and amended by Board of Commissioner resolution, and appropriated overtime, holiday overtime, on-call pay, shift premium summer help, emergency salaries, and any adjustments required by collective bargaining agreements. The Fiscal Officer shall submit to the Finance Committee a quarterly listing of new governmental funded appropriations and internal service fund line items created administratively which were not properly classifiable. Line-item detail, division, unit or cost center detail and allotments, which provide a monthly calendarization of annual appropriations, as deemed necessary by the Fiscal Officer shall be maintained and utilized as an administrative tool for management information and cost control. The Fiscal Officer shall not approve any expenditure beyond that necessary to accomplish stated program or work objectives authorized in the general appropriation measure as originally approved unless amended, in which case the amendment takes precedence.
17. In order to amend the General Appropriations Act the amendment must specifically identify the fund, department, division, unit, program and account affected by the amendment. Additionally, if the amendment increases an appropriation, the source of funding for that additional appropriation, whether an increase in revenue or an offsetting decrease in expenditure, must be presented as part of the amendment.
18. The Fiscal Officer shall maintain, for all budgeted funds, appropriation ledger accounts in which are to be recorded such expenditure encumbrances and obligations for the future payment of appropriated funds as the Fiscal Officer may approve.
19. Each purchase order, contract or payment of Oakland County shall specify the funds and appropriation designated by number assigned in the accounting system classification from which it is payable and shall be paid from no other fund or appropriation. The necessary amount of the appropriation from such account shall be transferred pursuant to the provisions of this resolution to the appropriate general appropriation account and the expenditure then charged thereto.
20. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. All capital projects funded from the Capital Improvement Fund shall require approval of the Board of Commissioners on recommendation of the appropriate liaison committee prior to initiation of the project. Pursuant to M.R. #15231, projects under \$30,000 can be administratively approved by both the Director of Facilities Management and the Fiscal Officer (or designee) if funding is available and any transfers required are to be included in the subsequent quarterly forecast report. Any obligation incurred or payment authorized in violation of this resolution shall be void and any payment so made illegal except those otherwise ordered by court judgment or decree.

21. The Fiscal Officer, after the end of each quarter, shall transmit to the Board of Commissioners a report depicting the financial condition of budgeted operations, including, but not limited to: A forecast of actual revenues by major source compared with budgeted revenues accompanied by an explanation of any significant variances, A forecast of actual expenditures and encumbrances by department compared with authorized appropriations accompanied by an explanation of any significant variances, and A forecast of actual expenditures, encumbrances and transfers from each of the several non-departmental appropriations accounts compared with authorized appropriations accompanied by an explanation of any significant variances.
22. Direct expenditure and/or transfers of any unencumbered balance or any portion thereof in any appropriation for transfer account to any other appropriations account may not be made without amendment of the general appropriation measure as provided for in this resolution, except that transfers within and between budgeted funds and departments may be made by the Fiscal Officer in the following instances:
  - a. Transfers may be made from the non-departmental Overtime Reserve account and Fringe Benefit Reserve account to the appropriate departmental budget as specific overtime requests are reviewed and approved by the Fiscal Services Division. Additionally, overtime appropriations may be transferred between divisions within a department at the request of the Department Head, if authorized by the Fiscal Officer or his/her designee. The Overtime Reserve account includes an estimated amount for the Parental Leave benefit that may be needed by departments that have contractual service obligations or job duties that cannot be temporarily covered by other departmental personnel and the use of Parental Leave causes the department to exceed their Personnel Expenditure budget category. The Overtime Reserve account may be used for 24 hour / 7 days per week operations for the Election Day holiday which occurs the Tuesday following the first Monday in November in even years.
  - b. Transfers may be made from the non-departmental appropriation accounts for Maintenance Department Charges and Miscellaneous Capital Outlay to the appropriate departmental budget as specific requests for these items are reviewed and approved by the Fiscal Officer or his/her designee.
  - c. Transfers may be made from the non-departmental appropriation account Emergency Salaries Reserve as reviewed and approved by the Human Resources Department.
  - d. Fringe benefit rates shall be established annually in the budget process to charge all General Fund/General Purpose, Special Revenue and Proprietary funds for actual employer fringe benefit costs. Such rates shall be sufficient to meet all fringe benefit costs including sick leave and annual leave accumulations, tuition reimbursement, employee training, retirees' medical, required debt service on the Retiree Health Care Refunding bonds pursuant to M.R. #12299 and M.R. #13280, and retirement administration. All funds collected for Retirement, Tuition Reimbursement, Social Security (FICA), Medical for active and retired employees, Disability, Dental, Optical, and Life and Accident Insurance shall be transferred to the Employee Fringe Benefit Fund as established by Miscellaneous Resolution #81312. Sufficient funds shall be maintained in the Employee Fringe Benefit Fund liability account for sick leave and annual leave to cover the accumulated liability at an amount equal to 50% of the sick leave accumulation and 100% of the annual leave accumulation, including applicable Social Security (FICA) taxes thereon. All funds collected by Workers' Compensation and Unemployment Compensation shall be transferred to the Fringe Benefit Fund as established by Miscellaneous Resolution #81012 and modified by Miscellaneous Resolution #96024.

- e. The transfer of funds to the Capital Improvement Fund/Building Improvement Fund shall be made in accordance with the appropriation authorized by the Board of Commissioners.
  - f. Transfers (advances) may be made as necessary from the Drain Revolving Fund to Drain Construction Funds and Drain Maintenance Funds as short-term advances for costs incurred such as preliminary engineering fees and ongoing maintenance costs. Costs incurred by Drain Maintenance Funds and Drain Construction Funds will be repaid by the Drain Fund through assessments. Specific requests will be reviewed and approved by the Fiscal Officer or his/her designee.
23. The Board of Commissioners may make supplemental appropriations by amending this general appropriations measure as provided by this resolution, provided that revenues in excess of those anticipated in the original general appropriations measure become available due to:
- a. An unobligated surplus from prior years becoming available;
  - b. Current year revenue exceeding original estimate in amounts sufficient enough to finance increased appropriations. The Board of Commissioners may make a supplemental appropriation by increasing the dollar amount of an appropriation item in the original general appropriations measure or by adding additional items. At the same time the estimated amount from the source of revenue to which the increase in revenue may be attributed shall be increased, or other source and amount added in a sum sufficient to equal the supplemental expenditure amount. In no case may such appropriations cause total estimated expenditures, including an accrued deficit, to exceed total estimated revenues, including an unappropriated surplus.
24. Whenever it appears to the County Executive or the Board of Commissioners that actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, the County Executive shall present to the Board of Commissioners recommendations which, if adopted, will prevent expenditures from exceeding available revenues for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both. After receiving the recommendations of the County Executive for bringing appropriations into balance with estimated revenues, the Board of Commissioners shall amend the general appropriations measure to reduce appropriations or shall approve such measures necessary to provide revenues sufficient to equal appropriations, or both.
25. All appropriations are annual and the unexpended portion shall lapse at year-end. Encumbrances and appropriations carried forward shall be recorded as an assigned fund balance, and the subsequent year's budget amended to provide authority to complete these transactions. Appropriations shall not be carried forward for more than six (6) months into the budget year following the year in which they were originally appropriated. A status report on Appropriations Carried Forward, as required by Miscellaneous Resolution #93156, will be incorporated as an integral part of the ensuing year's Second Quarter Financial Forecast for the purposes of determining their continuation for the remainder of the year. The recommended year-end budget amendment shall be supported with a statement of revenues and expenditures and operating surplus or deficit which shall contain the following data: (1) budget as adopted; (2) budget amendments; (3) budget as adjusted; (4) revenues and expenditures, operating surplus or deficit; (5) accrued revenue and expenditures; (6) transfers; (7) total revenues and expenditures and transfers, operating surplus or deficit, including accruals and transfers; (8) encumbrances; (9) appropriations carried forward; (10) total revenues and appropriations utilized, operating surplus or deficit, including encumbrances and appropriations carried forward; (11) balance of revenues not collected, unencumbered appropriation balance, operating surplus or deficit; (12) detail of adjustments to designated and undesignated fund balance, detail of adjustment to reserves and/or any other utilization of

surplus; (13) final surplus or deficit or undesignated fund balance carried forward to the subsequent year's budget.

26. A member of the Board of Commissioners, the County Executive, any elected officer, the Fiscal Officer, any other administrative officer or employee of Oakland County shall not: (1) create a debt, incur a financial obligation on behalf of the County against an appropriation account in excess of the amount authorized, (2) apply or divert money of the County for purposes inconsistent with those specified in this general appropriations measure as approved and amended by the Board of Commissioners, nor (3) forgive a debt or write off an account receivable without appropriate authorization of the Board of Commissioners, as described in Miscellaneous Resolution #93135 (Bad Debt Write-Off Policy) and Miscellaneous Resolution #12048 (Short Sale Policy). Specifically, application of the foregoing Bad Debt Write-Off Policy shall be invoked for all amounts in excess of \$1,000; transactions of a lesser amount shall be considered within the administrative authority of the Fiscal Officer or his/her designee. Application of the foregoing Short Sale policy may be invoked to allow the County to consider less than the balance owed on an Oakland County home improvement loan in a proposed sale of property, unless prohibited by Federal Regulations, as determined by the Manager of the Oakland County Neighborhood and Housing Development (formerly Community Home and Improvement) Division or his/her designee. Furthermore, the Fiscal Services Division must submit to the Board of Commissioners, as part of the quarterly financial report, a listing of all bad debt write offs (including short sales) occurring during the preceding three months. In addition, transactions relating to Inmate Prisoner Billings which are billed in excess of ability to pay are hereby authorized to be adjusted in accordance with Public Act 212 of 1994 with the resultant amount of the write-off subsequently reported to the Board of Commissioners as part of the Quarterly Financial Report. Also, within the administrative authority of the Fiscal Officer and with the general approval of the Court, Circuit Court and Probate Court financial orders for \$2,500 or less may be reduced and amended by the Fiscal Services Division based on an individual's ability to pay. Waiver of fees in excess of \$2,500 shall require the approval of the Court. Except as otherwise stated in the General Appropriations Act, funds shall not be expended without specific appropriation or other appropriate action by the Board of Commissioners from fund equity; from balance sheet accounts for the purchase of fixed assets not cited in paragraph 26 of the General Appropriations Act, non-routine prepaid items or non-routine obligations related to a specific appropriation; or from funds not budgeted.
27. All Internal Service Fund budgets that have depreciable assets shall have a capital budget with detail supporting the amount of annual depreciation therein included, as well as a fiscal plan for replacing, upgrading or disposing of those assets.
28. The budgetary system shall be maintained on the same basis of accounting (generally accepted accounting principles) as the actual financial information is maintained.
29. Any violation of the general appropriations measure by the County Executive, the Fiscal Officer, any administrative officer, employee or member of the Board of Commissioners detected through application of generally accepted accounting procedures utilized by Oakland County or disclosed in an audit of the financial records and accounts of the County shall be filed with the State Treasurer and reported by the State Treasurer to the Attorney General. Pursuant to Public Act 621 of 1978, the Uniform Budgeting Act, the Attorney General shall review the report and initiate appropriate action against the person or persons in violation. For use and benefit of the County of Oakland, the Attorney General or Prosecuting Attorney may institute a civil and/or criminal action in a court of competent jurisdiction for the recovery of County funds disclosed by an examination to have been illegally expended or collected as a result of malfeasance, and for the recovery of public property disclosed to have been converted or misappropriated.
30. The provisions of this act shall be applied to the General Fund and all Special Revenue and Proprietary Funds of the County, including Enterprise Funds and Internal Service Funds.

31. The Board of Commissioners adopted a leased vehicle policy per Miscellaneous Resolution #93230 which was amended by Miscellaneous Resolution #94257 and then superseded by Miscellaneous Resolution #19004 requires requests for additional new vehicles (other than replacements of existing vehicles previously approved by the Board of Commissioners) shall, upon affirmative recommendation of the County Executive, be submitted annually to the Legislative Affairs and Government Operations Committee to include any significant changes in the County Leased Vehicle Program. The FY 2023 budget includes a transfer from the Water Resources Commissioner Drain Equipment Fund to the Motor Pool Fund that reflects an expansion of the County's fleet:
- o Water Resources Commissioner includes \$117,000 for one (1) ¾ Ton Pickup Truck and one (1) One-Ton Dump Truck.
32. The Board of Commissioners adopted a Professional Services Contract Authorization policy per Miscellaneous Resolution #19346 that requires approval of the Board of Commissioners for Professional Service contracts in excess of \$250,000. The policy also requires Board of Commissioners approval for Professional Services contracts in excess of \$100,000 that were awarded through a process other than full and open competition, such as a single or sole source process. A list of Professional Services by department is included in the budget document.
33. The Board of Commissioners adopted Miscellaneous Resolution #22135 to establish the Oakland County Housing Trust Fund. The resolution authorized a \$2,000,000 annual appropriation transfer from the General Fund (#10100) to the Housing Trust Fund (#21400) which is sourced from a portion of the State Revenue Sharing revenue dollars.

**BE IT FURTHER RESOLVED** that as a condition of continuing debt covenants the Department of Management and Budget and Treasurer's Office are hereby directed to take any and all ministerial actions that may be necessary to facilitate the payment of the principal and interest on all debt obligations that have been authorized through separate action by the Board of Commissioners and the payment of all other obligations.

**BE IT FURTHER RESOLVED** the FY2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022 be amended by appropriating \$500,000 from Non Department Transfers Contingency line item (Account 730359) to adjust the FY 2023-2025 Department of Public Communications Special Projects line item budget (Account 731822) for senior initiatives.

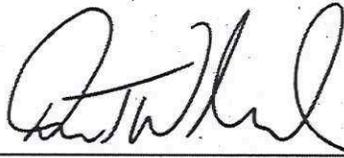
**BE IT FURTHER RESOLVED** the FY2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022 be amended by appropriating \$4,000,000 from Assigned Fund Balance Strategic Investment Plan (GL Account 383554) to adjust the FY 2023-2025 Non Department Transfers Budget by allocating \$2,000,000 to the Road Commission Tri-Party line and \$2,000,000 to the Local Road Improvement line item budgets.

**BE IT FURTHER RESOLVED** the FY2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022 be amended to assign \$2,000,000 with the FY 2022 Year End Report from Assigned Fund Balance Strategic Investment Plan (GL Account 383554) to the Secondary Township Road Repair Partnership Program Assigned Fund (GL Account) for subdivision road repair programs in partnership with the Oakland County Road Commission.

**BE IT FURTHER RESOLVED** that the FY 2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022; be amended to strike out the following Contracts from the Professional Service Contracts Summary: 8582, 8369, 8492, 8515, 8531, 9310, 8442, 8289, 8305, 8717, 8376. Pursuant to the Professional Services Contract Authorization Policy (MR#19346) approval of the Board of Commissioners will be required to appropriate funds for Professional

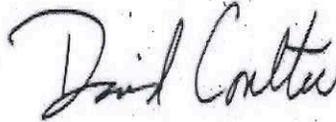
Services contracts in excess of \$250,000.

Chairperson, the following Commissioners are sponsoring the foregoing Resolution: \_\_\_\_\_



David Woodward, Commissioner

Date: October 04, 2022



David Coulter, Oakland County Executive

Date: October 04, 2022



Lisa Brown, County Clerk / Register of Deeds

Date: October 11, 2022

COMMITTEE TRACKING

2022-09-29 Full Board - Adopt

VOTE TRACKING

Motioned by Commissioner Gwen Markham seconded by Commissioner Christine Long to adopt as amended the attached Resolution: FY 2023 General Appropriations Act and 2023 County General Property Tax Rates.

**Yes:** David Woodward, Michael Gingell, Michael Spisz, Karen Joliat, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Marcia Gershenson, William Miller III, Yolanda Smith Charles, Charles Cavell, Penny Luebs, Janet Jackson, Gary McGillivray, Robert Hoffman (18)

**No:** Thomas Kuhn, Chuck Moss (2)

**Abstain:** None (0)

**Absent:** (0)

**Passed**

ATTACHMENTS

None

STATE OF MICHIGAN)  
COUNTY OF OAKLAND)

I, Lisa Brown, Clerk of the County of Oakland, do hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Oakland County Board of Commissioners on September 29, 2022, with the original record thereof now remaining in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of the Circuit Court at Pontiac, Michigan on Thursday, September 29, 2022.

*Lisa Brown*

*Lisa Brown, Oakland County Clerk / Register of Deeds*



**AMENDMENT**

**IN RE: Senior Public Communications Initiative Amendment**

**BE IT FURTHER RESOLVED** the FY2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022 be amended by appropriating \$500,000 from Non Department Transfers Contingency line item (Account 730359) to adjust the FY 2023-2025 Department of Public Communications Special Projects line item budget (Account 731822) for senior initiatives.

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VOTE TRACKING - Board of Commissioners

**Motioned by:** Commissioner Gary McGillivray

**Seconded by:** Commissioner Kristen Nelson

**Yes:** David Woodward, Michael Gingell, Michael Spisz, Karen Joliat, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Thomas Kuhn, Chuck Moss, Marcia Gershenson, William Miller III, Yolanda Smith Charles, Charles Cavell, Penny Luebs, Janet Jackson, Gary McGillivray, Robert Hoffman (20)

**No:** None (0)

**Abstain:** None (0)

**Absent:** (0)

**Passed**

Oakland County, Michigan

Department of Public Communication - Senior Initiatives

Schedule "A" DETAIL

R/E	Fund Name	Division Name	Fund # (FND)	Cost Center (CCN) #	Account # (RC/SC)	Program # (PRG)	Grant ID (GRN) #	Project ID # (PROJ)	Region (REG)	Budget Fund Affiliate (BFA)	Ledger Account Summary	Account Title	FY 2023 Amendment	FY 2024 Amendment	FY 2025 Amendment
E	General Fund	Non-Dept Transfers	10100	9090101	730359	196030						Contingency	\$ (500,000.00)	\$ (500,000.00)	\$ (500,000.00)
E	General Fund	Community Engagement	10100	1210106	731822	181003						Special Projects	500,000.00	\$ 500,000.00	\$ 500,000.00
												Total Expenditures	\$ -	\$ -	\$ -

## OAKLAND COUNTY MICHIGAN

Class Title: CHIEF OLDER ADULT SERVICES  
Department: Department of Public Communications  
Reports To: Deputy County Executive  
FLSA Status: Exempt  
Salary Plan: UNI/125

### GENERAL SUMMARY

Leads efforts to ensure county services are accessible to older adults in Oakland County. Serves to coordinate cross department efforts in furtherance of this goal, identify gaps in service delivery, and recommend additional efforts to improve service to older adults responsive to the goals of improving the health, safety, and quality of life for older adults in Oakland County. Networks with internal and external partners to evaluate and build programs and services that promote services for older adults. Works with disability groups focused on providing services to older adults in the community and across sectors to help improve quality of life for seniors. Supervision may be exercised over subordinates. Works in collaboration with the community engagement team, the Board of Commissioners and the Senior Advisory Committee (SAC)

### SUPERVISION EXERCISED

Oversees the work of staff assigned to projects.

### ESSENTIAL JOB FUNCTIONS

Develops program plan of work to be included in the overall Aging Work Plan, implements and tracks program progress, assesses needs for expansion, enhancement or other improvements of existing services and initiated new programs/activities working in partnership with local agencies and other stakeholders.

Provides technical advice to the Administration, local planning committees, agencies, community groups, providers, caregivers and others on program issues, strategies for addressing situations and problems, that may work more effectively. Researches varied resources for new studies, practices, evidenced based successes, etc. to create and facilitate innovations approaches or improvements in services.

Works with County departments and community groups to identify inequities that exist among different populations of older adults in Oakland County, and to create and implement strategic objectives to reduce identified disparities. Evaluates the success of strategies on reducing health disparities.

## **CLASS TITLE: CHIEF OLDER ADULT SERVICES**

Makes recommendations to the County Executive on how to improve the health, safety, and quality of life for older adults in Oakland County, and how to enhance county programs and services to this important population.

Coordinates program services with those of other health, social services, community agencies and institutions at both local and state level.

Utilizes varied marketing approaches to promote older adult services and programs: Develops and distributes the Older Adult Newsletter, Older Adult resource Directory, Older Adult Website and social media accounts

Develops and participates in liaison activities with private, public and voluntary agencies potentially useful to older persons. Networks and builds coalitions with partners in each of the regional counties including non-profits, local agencies, older adults, and/or caregivers involved in the specific program area; meets with advisory committees, community program groups, and/or caregivers, depending on the program responsibility

Advocates for policies that create a coordinated, comprehensive service delivery system that supports needs of segment of older adults and/or caregivers being serviced with a specific focus on the social determinants of health

Serves as liaison on the Board of Commissioners Healthy Aging Ad Hoc Committee and other older adult services committee. Participates as requested at meetings with State and local agencies, professional groups and community organizations as related to programs and services for older adults.

Identifies and assists with relevant grant applications; reviews and interprets grant requirements, legislative codes, and regulations; may conduct grant administration.

Monitors changes in laws, regulations, and technology that may affect older adult programs; implement policy and procedural changes as required.

Utilizes current Countywide and/or department specific software to complete assignments.

## **ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS**

Ability to communicate to accurately convey information.

## **WORKING CONDITIONS**

Work is performed in a typical office environment.

May participate in activities that require driving or being a passenger in an automobile or bus.

**CLASS TITLE: CHIEF OLDER ADULT SERVICES**

**IMPORTANT NOTE:** The primary purpose of this job description is to set a fair and equitable salary range for this job classification. Generally, only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.

**EXPERIENCE, TRAINING, KNOWLEDGES, SKILLS & ABILITIES**

**A. REQUIRED MINIMUM QUALIFICATIONS**

1. Possess a Bachelor's degree from an accredited college or university with a major in Public Health, Public Administration, Business Administration, Behavioral Sciences, or a related field of study.
2. Have had at least four (4) years of full-time professional experience in project management, or program planning or related activities, in a social service or other public agency, including at least one (1) year in a leadership role.

NOTE: Applicants possessing transcripts from a college or university outside of the United States will be required to provide documentation of degree equivalency from a member of the National Association of Credential Evaluation Services (<http://naces.org/members.html>). The degree evaluation will be required for application processing.

NOTE: A Master's degree in one of the fields listed above may substitute for two (2) years of the required experience.

3. Pass the complete examination, including the employment medical, established for this classification.
4. Successfully complete the six-month probationary period.

**B. ADDITIONAL DESIREABLE QUALIFICATIONS**

1. Considerable ability to interact at a high level with elected leaders, and leadership of non-government organizations and public entities, to advance services to older residents.
2. Considerable ability to develop and maintain effective working relationships with employees, representatives of other agencies, and the general public.
3. Considerable knowledge of and ability to apply modern management practices and techniques to the collection and utilization of program data.
4. Considerable ability to plan, develop and utilize educational programs and materials available through division/unit service areas.
5. Considerable ability to prepare and present technical written and oral reports.

**CLASS TITLE: CHIEF OLDER ADULT SERVICES**

6. Considerable ability to assign, direct and review the work performed by other professional, para-professional, technical, and clerical employees.
7. Considerable ability to exercise mature judgment and initiative in analyzing problems and recommending solutions.
8. Reasonable knowledge of program administration in health and personnel principles, practices, methods, and techniques.
9. Familiar with current word processing, spreadsheet, database, e-mail, and Internet software.
10. Proven ability to successfully supervise and train others.



**AMENDMENT**

**IN RE: Local Road Improvement and Tri-Party Amendment**

**BE IT FURTHER RESOLVED** the FY2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022 be amended by appropriating \$4,000,000 from Assigned Fund Balance Strategic Investment Plan (GL Account 383554) to adjust the FY 2023-2025 Non Department Transfers Budget by allocating \$2,000,000 to the Road Commission Tri-Party line and \$2,000,000 to the Local Road Improvement line item budgets.

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VOTE TRACKING - Board of Commissioners

**Motioned by:** Commissioner Eileen Kowall

**Seconded by:** Commissioner Michael Gingell

**Yes:** David Woodward, Michael Gingell, Michael Spisz, Karen Joliat, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Thomas Kuhn, Chuck Moss, Marcia Gershenson, William Miller III, Yolanda Smith Charles, Charles Cavell, Penny Luebs, Janet Jackson, Gary McGillivray, Robert Hoffman (20)

**No:** None (0)

**Abstain:** None (0)

**Absent:** (0)

**Passed**

Oakland County, Michigan

Non Department -Tri Party and Local Road Improvement

Schedule "A" DETAIL

RE	Fund Name	Division Name	Fund # (FND)	Cost Center (CCN) #	Account # (RC/SC)	Program # (PRG)	Grant ID (GRN) #	Project ID # (PROJ)	Region (REG)	Budget Fund Affiliate (BFA)	Ledger Account Summary	Account Title	FY 2023 Amendment	FY 2024 Amendment	FY 2025 Amendment
E	General Fund	Non Dept Transfers	10100	9090101	740135	196030						Road Commission Tri-Party	\$ 2,000,000.00	\$ -	\$ -
E	General Fund	Non Dept Transfers	10100	9090101	740085	196030						Local Road Funding	2,000,000.00	-	-
												Planned Use of Balance	(4,000,000.00)	-	-
												Total Expenditures	\$ -	\$ -	\$ -



**AMENDMENT**

**IN RE: Secondary Township Road Repair Partnership Program Amendment**

**BE IT FURTHER RESOLVED** the FY2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022 be amended to assign \$2,000,000 with the FY 2022 Year End Report from Assigned Fund Balance Strategic Investment Plan (GL Account 383554) to the Secondary Township Road Repair Partnership Program Assigned Fund (GL Account) for subdivision road repair programs in partnership with the Oakland County Road Commission.

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VOTE TRACKING - Board of Commissioners

**Motioned by:** Commissioner Karen Joliat

**Seconded by:** Commissioner Kristen Nelson

**Yes:** David Woodward, Michael Gingell, Michael Spisz, Karen Joliat, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Thomas Kuhn, Chuck Moss, Marcia Gershenson, William Miller III, Yolanda Smith Charles, Charles Cavell, Penny Luebs, Janet Jackson, Robert Hoffman (19)

**No:** Gary McGillivray (1)

**Abstain:** None (0)

**Absent:** (0)

**Passed**



**AMENDMENT**

**IN RE: Professional Service Contracts Amendment**

**BE IT FURTHER RESOLVED** that the FY 2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022; be amended to strike out the following Contracts from the Professional Service Contracts Summary: 8582, 8369, 8492, 8515, 8531, 9310, 8442, 8289, 8305, 8717, 8376. Pursuant to the Professional Services Contract Authorization Policy (MR#19346) approval of the Board of Commissioners will be required to appropriate funds for Professional Services contracts in excess of \$250,000.

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VOTE TRACKING - Board of Commissioners

**Motioned by:** Commissioner Marcia Gershenson

**Seconded by:** Commissioner Charles Cavell

**Yes:** David Woodward, Michael Gingell, Michael Spisz, Karen Joliat, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Thomas Kuhn, Chuck Moss, Marcia Gershenson, William Miller III, Yolanda Smith Charles, Charles Cavell, Penny Luebs, Janet Jackson, Gary McGillivray, Robert Hoffman (20)

**No:** None (0)

**Abstain:** None (0)

**Absent:** (0)

**Passed**



**AMENDMENT**

**IN RE: Workforce Development Simulators Amendment**

**BE IT FURTHER RESOLVED** that the FY 2023-2025 Finance Committee Recommended Budget, presented on September 29, 2022; be amended to assign \$200,000 with the FY 2022 Year End Report from Assigned Fund Balance Strategic Investment Plan (GL Account 383554) to the Workforce Development Simulators Assigned Fund (GL Account) for the expansion of workforce training.

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VOTE TRACKING - Board of Commissioners

**Motioned by:** Commissioner William Miller III

**Seconded by:** Commissioner Charles Cavell

**Yes:** Michael Spisz, Karen Joliat, Chuck Moss, William Miller III, Yolanda Smith Charles, Charles Cavell, Robert Hoffman (7)

**No:** David Woodward, Michael Gingell, Kristen Nelson, Eileen Kowall, Christine Long, Philip Weipert, Gwen Markham, Angela Powell, Thomas Kuhn, Marcia Gershenson, Penny Luebs, Janet Jackson, Gary McGillivray (13)

**Abstain:** None (0)

**Absent:** (0)

**Failed**