



COUNTY ADMINISTRATOR

220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645

To: Milton Dohoney, City Administrator

From: Gregory Dill, County Administrator

Date: September 27, 2024

Subject: Planning and Reporting information for County Authorized Millages

On May 1, 2024, the Washtenaw County Board of Commissioners unanimously adopted resolution 24-102 (attached). This resolution formally establishes the expectations of the Board regarding the planning and reporting of organizations who are responsible for administering millage funds which were placed on the ballot by the County and directs County Administration to pursue Memorandums of Understanding (MOU) with such organizations on these expectations and to share information about the use of said millage funds on the County Website.

Your organization receives funding from the following millages:

Agency	Millage	Sum of Amount to Agency*
City of Ann Arbor	MHPS	\$ 3,271,884
	Roads	\$ 1,852,002
City of Ann Arbor Total		\$ 5,123,886

* Estimates

Washtenaw County would like to enter into an MOU with your organization regarding the planning and reporting of these funds. Attached you will find a draft document for your consideration. It is our hope that you will find the language agreeable and can sign and return this document to my office.

Should you wish to speak further on the MOU, this project, or the County's millage funded activities, please contact:

Brady Peck, Director of Operations
(734) 222-6824
peckb@washtenaw.org

Attachments: Resolution 24-102
MOU

A Memorandum of Understanding (MOU) between Washtenaw County and City of Ann Arbor commencing on September 27, 2024 and continuing in perpetuity during the levying, collection, and distribution of any portion of Mental Health and Public Safety Millage (MHPS Millage), the Roads Millage, or any additional millages that are remitted to the City of Ann Arbor on behalf of the Washtenaw County Board of Commissioners.

Background

The Washtenaw County Board of Commissioners placed the MHPS Millage on the November 2017 ballot in the amount of 1.000 mill and the voters of Washtenaw County voted to support the millage.

The Roads Millage was placed before voters in 2016 in the amount of 0.5000 mills and the voters of Washtenaw County voted to support the millage; the millage was subsequently renewed in 2020 and 2024.

Declarations

The Washtenaw County Board of Commissioners has determined that it is in the best interest of the citizens and taxpayers of the County to have detailed plans and reports of all millage dollars.

Expectations

Washtenaw County will continue to levy the fully authorized amount of the millage, subject to Headlee rollbacks and other limitations, for the duration of the current millage levy. Washtenaw County will publish the plans and reports described below on the County's Open Book webpage.

All Millages

City of Ann Arbor will make their plan and budget available on their website when it is made available to Washtenaw County.

Mental Health and Public Safety Millage and any future millages

City of Ann Arbor will prepare and publish a plan and budget for the upcoming calendar year which, at a minimum, include both a narrative of the programs and projects to be supported, and a line-item budget of the expected costs of the planned programs and projects. This plan will describe the use of all funds expected to be collected with the December tax bill, as well as any use of millage fund balance, for use during the following calendar year. The use of millage funds should be described separately from other funding sources. This plan will be made available to Washtenaw County no later than December 31 each year.

City of Ann Arbor will prepare and publish a report on the use of millage funds used during the prior calendar year which addresses the outcomes of the programs and projects included in the plan for that year, as well as the actual uses of funds on a line-item basis. Millage funds should be reported separately from other funding sources.

This report will be publicly available and shared with Washtenaw County no later than June 30 following the calendar year addressed in the plan.

Where possible, City of Ann Arbor will include signage for projects funded with millage proceeds containing the County seal and stating, "Project funded by Residents of Washtenaw County." Any signage using the County Seal must be approved by Washtenaw County prior to production and usage, in conformity with County policies and procedures.

Roads and Non-Motorized Millage

City of Ann Arbor will prepare and publish a Four-Year plan and budget which address, at a minimum, the following points: the amount of millage funds expected to be collected and available to the organization; the specific segments of road, street, or trail to be improved; the type of work to be performed on each segment; the amount of millage funds to be spent on each segment; and the total cost expected for work on each segment; when the segment is planned to be improved; and which segments will include non-motorized components and the nature of those non-motorized components. The Four-Year Plan and Budget should be organized by calendar year and should ideally be available before the vote of the public on the millage question, but no later than December 31 of the year prior to the start of the time period addressed in the plan. Organizations which have cause to change their plans should prepare and publish an updated version of the Four-Year Plan and Budget which describes the changes to the plan and the reason for the changes no later than December 31 prior to the year in which work is to occur.

City of Ann Arbor will prepare and publish a report on the use of millage funds used during the prior calendar year which addresses the outcomes of the programs and projects included in the plan for that year, as well as the actual uses of funds on a line-item basis. Millage funds should be reported separately from other funding sources. This report will be publicly available and shared with Washtenaw County no later than June 30 following the calendar year addressed in the plan.

Projects that are funded with proceeds from the Roads and Non-Motorized Millage shall have signage containing the County seal stating, "Project funded by Residents of Washtenaw County." Signage must be visible in all traffic directions.

A RESOLUTION TO ESTABLISH THE EXPECTATIONS OF THE WASHTENAW COUNTY BOARD OF COMMISSIONERS REGARDING THE PLANNING AND REPORTING ON MILLAGE DOLLARS BY ORGANIZATIONS RESPONSIBLE FOR THE USE OF SUCH FUNDS; DIRECTING THE COUNTY ADMINISTRATOR TO PUBLISH SAID PLANS AND REPORTS; AND DIRECTING THE COUNTY ADMINISTRATOR TO PURSUE MEMORANDUMS OF UNDERSTANDING WITH OUTSIDE ORGANIZATIONS RECEIVING FUNDING FROM MILLAGE QUESTIONS PLACED ON THE BALLOT BY THE COUNTY BOARD OF COMMISSIONERS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

May 1, 2024

Prepared by: Brady Peck, Director of Operations

WHEREAS, the Board of Commissioners has the sole authority to place countywide millages on the ballot to be considered by the voters of Washtenaw County; and

WHEREAS, through this authority the Board of Commissioners has previously elected to place millages on ballots wherein levied funds would be distributed to other governmental organizations to achieve the millage purposes, in addition to funds retained and expended directly by Washtenaw County; and

WHEREAS, Washtenaw County and other public bodies are accountable to the public and, therefore, should act in manners which are planful and transparent to the public regarding the planning and actual use of public resources so that the public can make informed decisions about supporting various proposals put before them; and

WHEREAS, this item has been reviewed by the Finance Department, Corporation Counsel, the County Administrator, and the Board of Commissioners.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby establishes the following planning and reporting expectations for all organizations with decision making authority which administer funds received through the Roads and Non-Motorized millage levy:

1. **FOUR YEAR PLAN AND BUDGET:** Each organization should prepare and publish a plan which addresses, at a minimum, the following points: the amount of millage funds expected to be collected and available to the organization; the specific segments of road, street, or trail to be improved; the type of work to be performed on each segment; the amount of millage funds to be spent on each segment; and the total cost expected for work on each segment; when the segment is planned to be improved; and which segments will include non-motorized components and the nature of those non-motorized components. The Four Year Plan and Budget should be organized by calendar year, and should ideally be available before the vote of the public on the millage question, but no later than December 31 of the year prior to the start of the time period addressed in the plan. Organizations which have cause to change their plans should prepare and publish an updated version of the Four Year Plan and Budget which describes the changes to the plan and the reason for the changes no later than December 31 prior to the year in which work is to occur.
2. **ANNUAL REPORT:** Each organization should prepare and publish a report on the use of millage funds used during the prior calendar year which describes, at a minimum, the following

points: the actual amount of millage funds collected and expended; the specific segments of road, street, or trail improved; the type of work performed on each segment; the amount of millage funds spent on each segment; the total cost of work on each segment; and which segments included non-motorized components and the nature of those non-motorized components. The report should be publicly published and shared with the Board of Commissioners no later than June 30 following the calendar year described in the report.

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners hereby establishes the following planning and reporting expectations for all organizations with decision making authority which administer funds received through the extra voted millages of Washtenaw County, including Parks, Natural Area Preservation, Enhanced Emergency Communications System, Veterans, Mental Health and Public Safety, and Conservation District, and any future extra voted millage to be approved by the voters of Washtenaw County:

1. ANNUAL PLAN AND BUDGET: Each organization should prepare and publish a plan for the upcoming calendar year which, at a minimum, includes both a narrative of the programs and projects to be supported, and a line-item budget of the expected costs of the planned programs and projects. This plan should describe the use of all funds collected with the December tax bill, as well as any use of millage fund balance, for use during the following calendar year, and millage funds should be described separately from other funding sources. This plan should be publicly available and shared with the Board of Commissioners. and should ideally be available before the vote of the public on the millage question, but no later than December 31 of the year prior to the start of the time period addressed in the plan.
2. ANNUAL REPORT: Each organization should prepare and publish a report on the use of millage funds used during the prior calendar year which addresses the outcomes of the programs and projects included in the plan for that year, as well as the actual uses of funds on a line-item basis, and millage funds should be reported separately from other funding sources. This report should be publicly available and shared with the Board of Commissioners no later than June 30 following the calendar year addressed in the plan.

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners hereby directs the County Administrator to pursue Memorandums of Understanding (MOU) with the outside agencies that directly or on a pass-through basis receive funding from countywide millages, and that the content of the MOU align with the expectations established through this resolution regarding both the Plan and Budget, the Annual Report, the presentation of information to the public, and any additional resolution language from individual Board of Commissioner approved millage resolutions.

BE IT FURTHER RESOLVED that MOU developed for organizations receiving funding through the Roads and Non-Motorized Millage also include that signage must be posted along millage funded segments which states "Project funded by Residents of Washtenaw County", and that the signage contain the county seal and be visible in all traffic directions.

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners hereby directs the County Administrator to post all Annual Plans and Budgets, Annual Reports, and other documents prepared and received as a result of this resolution to the County's Open Book web page.

SIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Beeman	X			Maciejewski	X			Somerville	X		
Hodge	X			Rabhi	X						
LaBarre	X			Sanders	X						
Lyte	X			Scott	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY

ROLL CALL VOTE:

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STATE OF MICHIGAN)

I, Lawrence Kestenbaum, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on May 1st, 2024, as it appears of record in my office. In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 2nd day of May 2024.

COUNTY OF WASHTENAW)SS.

LAWRENCE KESTENBAUM, Clerk/Register

BY: _____

Deputy Clerk



Res. No. 24-102