
CITY OF ROCHESTER HILLS



Susan Galeczka, Deputy Clerk

DATE: September 16, 2005

TO: CDV and LAC Members

RE: Green Space Advisory Board

City Council at its regular meeting adopted resolution RES0281-2005 stating that upon passage of the **Millage Proposal to Provide Funding to Permanently Preserve Green Spaces and Natural Features with the City of Rochester Hills** the Rochester Hills City Council will establish an Open Space Advisory Board for the purpose of planning and developing strategies, recommending acquisitions and maintaining the green space funded through this millage. As you are aware, the millage passed at the September 13, 2005 Primary Election, so Council needs to move forward with discussions regarding the formulation of the Open Space Advisory Board.

Attached please find an excerpt from the *City Council Rules of Procedures*, which speaks to establishing Council Committees (Boards). Please note that in establishing a Committee or Board, Council needs to determine membership and terms, charge and responsibilities. In addition, because this Advisory Board will be making recommendations regarding purchasing property, Council may want to consider the following:

- Establishing a process for recommending purchases of property to include a presentation to Financial Services Committee from a financial perspective and to the Leisure Activities Committee from a Parks and Recreation perspective
- Process for bringing forwarded recommendations to City which may include holding a public hearing prior to expending any funds

In addition, you may want to consider inclusion of outside agencies such as the Oakland Conservancy, since these types of organizations can provide valuable information on this issue.

If you have any questions or need additional information, please feel free to contact me.

appointment to each open position. No second to a nomination shall be required.

- (ii) Voting on appointments shall take place at least two (2) weeks after the meeting at which nominations were made, except when only one (1) nomination is made, voting may be immediately following the nomination.
 - (iii) If there is more than one (1) person nominated for an appointment, the President shall call for a Roll Call Vote and each Council Member shall name the one (1) nominee he chooses to vote for.
 - (iv) A nominee receiving a vote of a majority of the Council currently holding office shall be declared appointed. If no nominee receives the vote of a majority of the Council currently holding office and there are more than two (2) nominees, the nominee receiving the fewest number of votes cast shall be dropped from the list of nominees and a vote shall be taken on the remaining nominees. Voting shall continue until one (1) nominee receives the vote of a majority of the Council currently holding office.
- (c) In all instances where appointments by the Mayor must be confirmed by the Council, Council action shall be taken by resolution.
- (d) Removal of Members from Board and Commissions: Council may remove any member of any Board, Committee, or Commission which it has created or has been created by the City Charter by a vote of at least a majority of Council serving.

Section .02 Committees of Council:

- (a) The Council may, from time to time, establish Committees for the purpose of assisting the Council in carrying out its duties. Committees shall be established by Council resolution setting forth the following:
- (i) Charge/responsibility of the Committee.
 - (ii) Expected results, including, but not limited to, time line.
 - (iii) Membership, including number of members, solicitation of members and qualifications of members.
 - 1) Each committee shall include at least two (2) and not more than three (3) Council Members.
 - 2) Committees may include citizen members which shall be appointed by Council.

- 3) Committees may include Administrative Staff Members which shall be appointed by the Mayor.
 - 4) Committees may include one (1) Youth representative who must be a resident of the City of Rochester Hills.
- (iv) Term of appointment.
- (b) The Council may discharge a committee from further consideration on any matter.

Section .03 City Council Communication Committees:

- (a) The City Council establishes the following City Council Communications Committees:
- (i) Purpose/Charge
 - 1) ADMINISTRATION & INFORMATION SERVICES COMMITTEE (AIS), whose purpose shall be to review policy matters of general government and information services, including such issues as: communications, information technology, salaries and per diem, Class C Liquor licenses, elections, and municipal organizations.
 - 2) COMMUNITY DEVELOPMENT & VIABILITY COMMITTEE (CDV), whose purpose shall be to review policy matters of community development and viability, including such issues as: land development and maintenance, economic development and maintenance, and infrastructure development and maintenance.
 - 3) FINANCIAL SERVICES COMMITTEE (FS), whose purpose shall be to review financial policy matters, including: budget issues, capital improvement plan, long-term financial planning, millage rates, water and sewer rates, fees, charges, and grants
 - 5) LEISURE ACTIVITIES COMMITTEE (LA), whose purpose shall be to review policy matters of leisure activities, including such issues as: City parks, Museum, Environmental Education Center, community events, and interlocal recreational facilities and programs.
 - 6) PUBLIC SAFETY COMMITTEE (PS), whose purpose shall be to review policy matters of public safety, including: fire