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Section:

Subject: SUBMISSION OF COUNTYWIDE MILLAGE REQUESTS

1. Purpose. The purpose of this policy is to establish a uniform procedure for submitting a request to the Board of Commissioners to place a countywide millage on the ballot.
2. Authority. Grand Traverse County Board of Commissioners
3. Application. This policy applies to all departments and elected offices of the County of Grand Traverse, and and other persons or entities interested in submitting a countywide ballot proposal to the Board of Commissioners for its consideration.
4. Responsibility. The Requestor, Administrator, Finance Director, and Civil Counsel have responsibilities under this policy. The Administrator is responsible for ensuring that all of the required information is obtained prior to the Board of Commissioners action on a ballot proposal request.
5. Definitions. “Tax Year” means the year in which the millage will be authorized to be levied on property. For example, a special millage is adopted by the voters on November 5, 2013 is authorized to be levied on December 1, 2013 for the entire Tax Year 2013. The tax revenue is not available to be spent until 2014.

“Budget Year” means the year in which the tax revenue can be spent. For example, if millage revenue is needed for Budget Years 2014, 2015, 2016, and 2017, the ballot language would need to state that the millage shall be levied for (Tax Years) 2013-2016, inclusive.

6. Policy.
 - 6.1 The Requestor shall submit a letter to:
Honorable Chairperson and Members of the
Board of Commissioners
400 Boardman Avenue
Traverse City, Michigan 49684

The letter must include all of the information outlined in this section.

- (a) The dollar amount of revenue that needs to be generated for the first Budget Year of the millage.

- (b) If applicable, the specific millage rate that is being requested along with a statement explaining why that specific rate is being requested.
- (c) The justification for the ballot proposal request, including the public purpose for which the request is made. If the county is not going to be asked to provide the public services directly, the Requestor should outline the details of the contractual services that will be provided. This information may be submitted in the form of suggested ballot language.
- (d) Budgetary information and supporting documentation that will assist the Board of Commissioners in determining the need for a millage.
- (e) The Tax Year(s) for the millage request.
- (f) The Budget Year(s) for the millage request.

6.2 The Requestor shall be responsible for submitting all information under section 6.1 to the Board of Commissioners at least six weeks prior to the deadline for submission of ballot proposals published by the County Clerk in order to provide enough time for staff to process and for the Board to consider the request.

6.3 Upon receipt of the request submitted under section 6.1, the Finance Director shall work with the Equalization Director to accurately estimate a millage rate that will generate the necessary amount of revenue, and forward that information to Civil Counsel.

6.4 Upon receipt of the request submitted under section 6.1 and the correct millage rate and amount from the Finance Director, Civil Counsel, or Bond Counsel when appropriate, shall draft ballot proposal language, review the proposed language for accuracy with the Requestor, and forward the proposed ballot language to the Board of Commissioners for its consideration. If the Board of Commissioners approves the request, the proposal will be placed on the upcoming November ballot.

7. Policy Review. This Policy shall be reviewed at least every three years by the Board of Commissioners.

END

Approved: May 6, 2020