
BY – LAWS

and

RULES OF PROCEDURE

For the

OAKLAND COUNTY

**FEDERAL SURFACE TRANSPORTATION
PROGRAM**

FEDERAL AID COMMITTEE (FAC)

*Approved
October 2018*

ARTICLE I

Name:

The Committee shall be named the Oakland County Federal Aid Committee, herein referred to as the Federal Aid Committee (FAC).

ARTICLE II

Purpose:

The purpose of the FAC is to prioritize transportation Federal Aid projects for submittal to the Southeast Michigan Council of Governments (SEMCOG) Transportation Coordinating Council (TCC).

ARTICLE III

Powers & Duties:

The FAC is authorized to do all acts necessary to perform and accomplish the purpose set forth above, within the limits and procedures set forth in these By-Laws and Rules of Procedure including, but not limited to the following:

The FAC shall:

1. Meet at a minimum one (1) time per year.
 2. Annually review and approve projects and programs for funding with Surface Transportation Block Grant (STBG), Transportation Economic Development Funding (TEDF) Category "C" funds, and National Highway Performance Program (NHPP).
 3. Review the progress of the projects approved for funding with STBG and TEDF Category "C" and NHPP Funds.
 4. Review and approve any additions, deletions and modifications to the urban area boundary.
 5. Review, edit and approve the list of projects to be included in SEMCOG's Regional Transportation Plan (RTP).
 6. Review and approve any additions, deletions or modifications to the functional classification of specific roadways in the Federal Aid network.
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7. Prepare and approve the annual Transportation Improvement Program (TIP) to be submitted to the TCC of SEMCOG.
8. Issue an annual “Call for Projects” in which the FAC shall consider TEDF Category “C”, 3R, 4R or Next-Phase projects as needed.
9. Review, edit and adopt FAC Bylaws and Rules of Procedure as needed.

ARTICLE IV

Membership:

All cities, villages and townships in Oakland County are members of the FAC. Members select voting members to represent communities within their population group.

A. THE FAC VOTING MEMBERSHIP SHALL INCLUDE:

1. Two (2) voting members representing the Road Commission for Oakland County (RCOC).
 2. One (1) voting member representing the Michigan Department of Transportation (MDOT).
 3. One (1) voting member representing the Suburban Mobility Authority for Regional Transportation (SMART).
 4. Three (3) voting members representing large sized cities with a population greater than 50,000.
 5. Two (2) voting members representing middle sized cities with a population between 20,000 and 50,000.
 6. Two (2) voting members representing small sized cities and villages with a population less than 20,000.
 7. One (1) voting member representing large sized townships with a population greater than 30,000.
 8. One (1) voting member representing middle sized townships with a population 10,000-30,000.
 9. One (1) voting member representing small sized townships with a population less than 10,000.
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B. SELECTION AND ROTATION OF THE COMMITTEE

The representatives from RCOC, MDOT and SMART shall be permanent positions. The voting members of the individual communities will be selected by caucus of those communities within their own population group based on the most recent decennial census. When there is a mid-term vacancy, a replacement voting member will be selected in the same manner.

The city, village, and township representatives shall be selected as follows:

Large Sized Cities:

Three (3) voting members will be appointed or reappointed every two (2) years and shall serve for two (2) years.

Middle Sized Cities:

Two (2) voting members of the middle size communities will be appointed or reappointed every two (2) years and shall serve for two (2) years.

Smaller Sized Cities and Villages:

Two (2) voting member of the smaller size communities will be appointed or reappointed every two (2) years shall serve for two (2) years.

Townships:

One (1) voting member representing each size township (large, middle and small); a total of three (3) voting members will be appointed or reappointed every two (2) years and shall serve for two (2) years.

See the attachment A for the community blocks per the most recent census for a list of communities within each population group.

C. ALTERNATES TO THE FAC VOTING MEMBERS

Each voting member represented on the FAC shall have a designated alternate who will serve as a replacement voting member when the elected voting member is unable to attend. The alternate voting member shall be selected and changed in the same manner and at the same time as the voting member.

ARTICLE V

Chairperson of the FAC:

The Chairperson of the FAC shall be one (1) of the two (2) RCOC FAC voting members. The Chairperson must supply all necessary staff and data to accomplish the purpose of the FAC.

ARTICLE VI

Meetings:

A. FAC

1. There shall be at a minimum one (1) annual meeting each calendar year. (Meetings are typically held in February, May and October each year).
2. The scheduling of FAC meetings shall be the responsibility of the Chairperson. The Chairperson shall give due consideration to the request of any FAC member requesting a special meeting of the FAC.
3. A quorum for all FAC business shall consist of 8 voting members or alternate voting members present of the FAC.
4. The Chairperson may at his/her discretion, schedule and conduct a vote of the FAC by email on any matter for which it is deemed not feasible to hold a normally scheduled meeting of the FAC. Any vote conducted through email must be sent to all voting and non-voting members. A quorum of ballots must be returned for a vote to be valid.

B. TECHNICAL COMMITTEE

1. The Technical Committee shall be a standing committee that meets annually to review project rating packets submitted for federal funding. The FAC may assign other tasks to the Technical Committee.
2. The Technical Committee membership shall consist of volunteers that regularly attend FAC meetings and have an in-depth knowledge of road engineering, design, and FAC procedures and history.
3. The FAC Chairperson shall attend and chair the Technical Committee meetings and shall ensure projects are reviewed and rated fairly using a team approach. The Chairperson may report to the FAC concerns identified by the Technical Committee.

C. SUB-COMMITTEE MEETINGS

1. Sub-Committee meetings will be held as often as the Chairperson deems necessary or upon reasonable request of any FAC member.
 2. A quorum shall consist of more than 50% of the appointed sub-committee members present.
 3. Sub-committees will be task oriented and will dissolve upon completion of their assigned task.
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D. NATIONAL HIGHWAY PERFORMANCE PROGRAM (NHPP) COMMITTEE

1. The NHPP Committee shall make recommendations concerning how NHPP funds will be allocated to communities that are eligible to receive funds under the program.
2. The NHPP Committee shall be chaired and convened as necessary by a representative of RCOC.
3. Any FAC member eligible to receive NHPP funds may serve on the NHPP Committee.
4. NHPP Projects will be recommended for approval by the FAC by consensus of the NHPP Committee members present.

OAKLAND COUNTY FEDERAL AID COMMITTEE (FAC)

RULES OF PROCEDURE

1. FAC will not fund any PE for 3R/4R projects.
2. FAC will not fund any ROW for 3R/4R projects.
3. The only eligible funding activities under 3R/4R are construction and construction engineering.
4. There will be no additional federal aid available from the FAC for 3R/4R projects beyond the original allocation.
5. FAC will establish a general program account (GPA) line item of 3R projects for the TIP on an annual basis.
6. 3R/4R projects must be completely funded with only one year of STBG funding.
7. Any unapproved 3R/4R applications for an annual call for projects must be updated and resubmitted during a future call for projects, and include an updated PACE form.
8. Projects that have been approved for funding by the FAC, have been deemed a complete submission in accordance with MDOT Local Agency Programs Project Planning Guide within the fiscal year of original approval and are awaiting obligation, but *not* granted obligation, will be considered foremost for funding allocation in the current or future year.
9. The FAC will allocate 69% of the fiscal year STBG dollars to the Road Commission for Oakland County (RCOC). The remaining 31% of funds will be allocated to the Cities and Villages.
10. From the 69% allocation, RCOC will set aside \$2 million for the Gravel Paving Program and \$500,000 for Urban to Rural Transfer annually (Unless rural funding is secured by funding sources outside of the FAC).
11. Each fiscal year RCOC will submit their list of federally funded projects to the FAC for approval.
12. Each fiscal year Cities and Villages will submit their project application rating packets annually to the Technical Committee to be reviewed and scored. The list of projects will then be prioritized and approved by the FAC.
13. Regarding City and Village project applications, when points are awarded for a Local Contribution higher than 20%, the project federal share will be capped at the amount of federal funds requested on the PACE form.

Community Blocks per 2010 Census

Cities and Villages

| Large Com. > 50,000 | | Middle Com. 50,000 to 20,000 | | Small Com. < 20,000 | |
|---------------------|---------------|------------------------------|---------------|---------------------------|---------------|
| Troy | 80,980 | Madison Heights | 29,694 | Ferndale ↓ | 19,900 |
| Farmington Hills | 79,740 | Oak Park | 29,319 | Hazel Park city | 16,422 |
| Southfield | 71,739 | Auburn Hills ↑ | 21,412 | Berkley city | 14,970 |
| Rochester Hills | 70,995 | Birmingham ↑ | 20,103 | Wixom city | 13,498 |
| Pontiac | 59,515 | | | Rochester city | 12,711 |
| Royal Oak | 57,236 | | | Clawson city | 11,825 |
| Novi ↑ | 55,224 | | | South Lyon city | 11,327 |
| | | | | Farmington city | 10,372 |
| | | | | Beverly Hills village | 10,267 |
| | | | | Walled Lake city | 6,999 |
| | | | | Huntington Woods city | 6,238 |
| | | | | Milford village | 6,175 |
| | | | | Holly village | 6,086 |
| | | | | Wolverine Lake village | 4,312 |
| | | | | Lathrup Village city | 4,075 |
| | | | | Bloomfield Hills city | 3,869 |
| | | | | Oxford village | 3,436 |
| | | | | Northville city | 3,231 |
| | | | | Franklin village | 3,150 |
| | | | | Lake Orion village | 2,973 |
| | | | | Keego Harbor city | 2,970 |
| | | | | Pleasant Ridge city | 2,526 |
| | | | | Orchard Lake Village city | 2,375 |
| | | | | Sylvan Lake city | 1,720 |
| | | | | Ortonville village | 1,442 |
| | | | | Bingham Farms village | 1,111 |
| | | | | Village of Clarkston city | 882 |
| | | | | Leonard village | 403 |
| | | | | Lake Angelus city | 290 |

↑ Community moved to larger bloc ↓ Community moved to smaller bloc

Townships

| Large TWP. > 30,000 | | Middle TWP. 30,000 to 10,000 | | Small TWP. < 10,000 | |
|--------------------------|---------------|------------------------------|--------|---------------------|-------|
| Waterford Twp. | 71,707 | Highland Twp. | 19,202 | Milford Twp | 9,561 |
| West Bloomfield Twp. | 64,690 | Oxford Twp. | 17,090 | Rose Twp | 6,250 |
| Bloomfield Twp. | 41,070 | Oakland Twp. | 16,779 | Addison Twp. | 5,948 |
| Commerce Twp. | 35,874 | Brandon Twp. | 13,733 | Groveland Twp. | 5,476 |
| Independence Twp. | 34,681 | Lyon Twp. | 14,545 | Holly Twp | 5,276 |
| Orion Twp. | 32,421 | Springfield Twp. | 13,940 | Royal Oak Twp | 2,419 |
| White Lake Twp. ↑ | 30,019 | | | Novi Twp | 150 |
| | | | | Southfield Twp | 19 |

↑ Community moved to larger bloc ↓ Community moved to smaller bloc