

**BLACKMAN CHARTER TOWNSHIP
GENERAL APPROPRIATIONS ACT
FISCAL YEAR 2020
RESOLUTION # 22-2019-1216**

A resolution to establish a general appropriations act for Blackman Charter Township; to define the powers and duties of the Blackman Charter Township officers in relation to the administration of the budgets; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Blackman Charter Township resolves:

Section 1: Title

This resolution shall be known as the Blackman Charter Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on December 6, 2019, and a public hearing on the proposed budgets was held on December 16, 2019.

Section 5: Estimated Revenues

Estimated township General fund revenues for fiscal year 2020, including a millage of .8156 mills; and various miscellaneous revenues shall total \$2,801,243.

Estimated township Public Safety fund revenues for fiscal year 2020, including a voter-authorized millage of 1.9626 mills; and various miscellaneous revenues and transfers, shall total \$5,794,416.

Estimated township Public Safety Improvement fund revenues for fiscal year 2020 shall total \$58,216.

Estimated township Building Department fund revenues and transfers for fiscal year 2020 shall total \$196,401.

Estimated township Parks fund revenues for fiscal year 2020, including a voter-authorized millage of .2494 mills; and various miscellaneous shall total \$129,500.

Estimated township Street Light fund revenues for fiscal year 2020 shall total \$114,300.

Estimated township Local Development Finance Authority – Administrative fund revenues and transfers for fiscal year 2020 shall total \$84,384.

Estimated township Local Development Finance Authority – Smart Zone Administrative fund revenues for fiscal year 2020 shall total \$145,981.

Estimated township Downtown Development Authority – Administrative fund revenues and transfers for fiscal year 2020 shall total \$398,900.

Section 6: Millage Levy

The Blackman Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .8156 mills as authorized under state law for general township operations, 1.9626 mills approved by the electorate for operation, maintenance, and purchase of equipment for the Public Safety fund and .2494 mills approved by the electorate for maintenance, improvements, and development of recreational opportunities, including park improvements, and trail access for both water, walking, and biking trails.

Section 7: Estimated Expenditures

Estimated township General fund expenditures for fiscal year 2020 for various township activities are as follows:

EXPENDITURES:

Committees	\$ 1,615
Township Board	26,883
Township Supervisor	279,345
Clerk Elections	65,350
Clerk Staff-General Office	151,136
Retiree Health Insurance	184,887
Board of Review	2,789
Treasurer - General Office	63,467
Cemetery	9,776
Township Hall and Grounds	90,326
Drain at Large	17,132
Highways, Streets & Bridges	2,000
Planning and Zoning	14,738
Zoning Admin/Enforcement Officer	46,652
Technology Improvements	1,000
P.A. 425 Contractual Payments	500
Other Uses – Transfers	1,718,188
Tax Tribunal	5,000
Capital Outlay	<u>13,229</u>
TOTAL EXPENDITURES	<u>\$2,694,013</u>

Estimated township Public Safety fund expenditures for fiscal year 2020 are \$5,794,416, including \$65,000 for Debt Service and \$258,600 Capital Outlay.

Estimated township Public Safety Improvement fund expenditures for fiscal year 2020 are \$58,216.

Estimated township Building Department fund expenditures for fiscal year 2020 are \$204,639, including \$5,000 for Equipment Capital Outlay.

Estimated township Parks fund expenditures for fiscal year 2020 are \$121,153, including \$100,000 for Equipment Capital Outlay and Park Improvements.

Estimated township Street Light fund expenditures for fiscal year 2020 are \$136,856.

Estimated township Local Development Finance Authority - Administrative fund expenditures for fiscal year 2020 are \$287,896, including \$250,000 for Construction and Acquisition Cost - Land.

Estimated township Local Development Finance Authority - Smart Zone Administrative fund expenditures for fiscal year 2020 are \$35,350, including \$10,000 for Construction Costs.

Estimated township Downtown Development Finance Authority - Administrative fund expenditures and transfers for fiscal year 2020 are \$618,365, including \$304,038 for Debt Service and \$250,000 for Construction Costs.

Section 8: Adoption of Budget by Reference

The General fund, Public Safety fund, Public Safety Improvement fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Administrative fund, Local Development Authority - Smart Zone Debt Service fund, Local Development Authority - Smart Zone Administrative fund, Local Development Authority - Smart Zone Construction fund, Downtown Development Authority – Administrative fund and Downtown Development Authority – Capital Projects fund budgets of Blackman Charter Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: Adoption of Budget by Activity (Cost Center)

The Board of Trustees of Blackman Charter Township adopts the 2020 fiscal year General fund, Public Safety fund, Public Safety Improvement fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Administrative fund, Local Development Authority - Smart Zone Debt Service fund, Local Development Authority - Smart Zone Administrative fund, Local Development Authority - Smart Zone Construction fund, Downtown Development Authority – Administrative fund and Downtown Development

Authority – Capital Projects fund budgets by activity. Subject to the township policy requiring township board authorization for certain expenditures, township officials responsible for the expenditures authorized in the budgets may expend township funds up to, but not to exceed, the total appropriation authorized for each activity. The Chief Administrative Officer may make transfers among the various line items contained in the activity appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 11: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various activities without prior board approval, if the amount to be transferred does not exceed \$10,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget or the total of any other funds' budget, as listed above, be changed without prior board approval.

Section 12: Preauthorization of Advance Payments for Certain Claims

All claims shall be approved by Blackman Charter Township board prior to payment, except for the following:

1. Payroll (including election workers compensation) and related payroll taxes, payroll service cost, transfers to payroll checking account and employee benefits.
2. Utility, phone and insurance bills.
3. Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved, including, but not limited to, credit card payments.

These claims shall be post-audited at the next board meeting.

The supervisor may authorize emergency expenditures when deemed essential to the imminent threat to the health, safety, and welfare of the township.

Section 13: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the General fund, Public Safety fund, Building Department fund, Parks fund, Street Light fund, Local Development Finance Authority – Debt Service fund, Local Development Finance Authority – Administrative fund, Local Development Authority – Capital Projects fund, Downtown Development Authority – Debt Service fund, Downtown Development Authority – Administrative fund and Downtown Development Authority – Capital Projects fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and/or month and for the current fiscal year to the end of the previous quarter and/or month.
- c. a detailed list of:
 - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - ii. for each activity, the amount appropriated; the amount charged to each appropriation in the previous quarter and/or month and for the current fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 14: Limit on Obligations and Payments

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.

Section 15: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 16: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officer(s) or employee(s) to disciplinary action as outlined in Public Act 621 (1978) and the Blackman Charter Township personnel manual, if applicable.

Section 17: Board Adoption

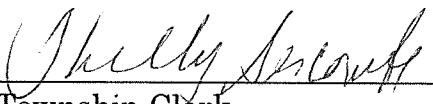
Motion made by Pete Jancek, Supervisor seconded by Shelly Sercombe, Clerk to adopt the foregoing resolution.

Upon roll call vote, the following voted Ayes – 7 Nays – 0 Approved

The Supervisor declared the motion carried and the resolution duly adopted on the 16th day of December 2019.

CERTIFICATE

I, Shelly Sercombe, the duly elected and acting clerk of Blackman Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on December 16, 2019 at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.



Township Clerk
Resolution **#22-2019-1216**