

CHARTER TOWNSHIP OF BRANDON

GENERAL APPROPRIATIONS ACT for FY 2018

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

The Board of Trustees of Brandon Charter Township resolves:

SECTION 1: Title

This resolution shall be known as the Brandon 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 MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 25, 2017, and a public hearing on the proposed budget was held on December 4, 2017.

SECTION 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2017, including a voter authorized millage of 1.0000 mill or less pursuant to Headlee rollback; reserve funds and various miscellaneous revenues shall total \$2,932,772.

SECTION 6: Millage Levy

The Charter Township of Brandon Board of Trustees 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 allocated millage of .9799 mill Township Operations; and voter authorized millage of 3.800 for Police Contracting, 3.800 mills for Fire Operating, .5905 mills for Fire Department Equipment and Housing, .5600 mill for Township Library Debt.

SECTION 7: Estimated Revenues and Expenditures

Estimated total revenues and expenditures for the various funds of Charter Township of Brandon are:

FUND	REVENUE	EXPENDITURES
General Fund	\$2,131,203	\$2,130,350
Parks & Recreation	\$116,120	\$112,862
Police Contracting	\$2,133,305	\$1,940,848
Fire Department Operations	\$1,825,400	\$1,813,850
Fire Department Equipment & Housing	\$312,759	\$292,300
Fire Department Ambulance	\$290,000	\$342,460
Cemetery	\$54,000	\$54,000
Lake Louise	\$43,100	\$40,501
Upper Bushman	\$7,023	\$7,067
Zarieda Street	\$8,066	\$8,066
Shelmar Lane #2	\$5,351	\$5,350
Legault Blvd	\$10,636	\$10,636
Cable	\$202,254	\$214,800
Seymour Lake	\$16,054	\$16,058

SECTION 8: Authorized salary, hourly and per diem rate

Included in the various Departments are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

Supervisor		\$59,977.36
Clerk		\$52,611.51
Treasurer		\$52,611.51
Township Trustees	Per Meeting	\$99.00/meeting
Director, Building Department	Part-time	\$33.53/hour max (29 hours/week maximum)
Director, Recreation		\$53,904.96
Coordinator, Senior Center		\$42,448.32
Assessor	Part-time	Per Employment Agreement
Planning Commission	Chairperson	\$80.00/meeting
	Members	\$75.00/meeting
Zoning Board of Appeals	Chairperson	\$80.00/meeting
	Members	\$75.00/meeting
Fire Board/ Construction Board of Appeals	Members	\$75.00/meeting
Hazardous Hearing Officer		\$75.00/meeting
Board of Review	Members	\$100.00/day
Recording Secretary		\$75.00/meeting \$10.50/hour to compile minutes
Mechanical/ Electrical Inspectors	Temporary	\$36.00/per inspection
Janitorial		\$11.90 – \$15.30 per hour/based on qualifications and years of service, at the discretion of the Township Supervisor

Clerical Staff	FULL TIME	PART TIME
Start	\$13.54/hour	\$13.06/hour
90 Days	\$16.24/hour	\$13.59/hour
6 months	\$16.78/hour	\$14.12/hour
1 year	\$17.32/hour	\$14.65/hour
2 years	\$18.40/hour	\$15.71/hour
3 years	\$19.48/hour	\$16.77/hour

In addition to the hourly rate, Deputy Supervisor, Deputy Clerk, and Deputy Treasurer are entitled to an additional stipend of \$0.27 per hour or \$561.60 per year.

TEMPORARY HELP (Call in) hourly rate of \$9.55 - \$12.73/hour based on applicant's qualifications, at the discretion of the Department Supervisor

SENIOR CENTER VAN DRIVERS

	FULL TIME	PART TIME
Start	\$11.90/hour	\$9.87/hour
90 days	\$12.44/hour	\$10.40/hour
6 months	\$12.98/hour	\$10.93/hour
1 year	\$13.54/hour	\$11.46/hour
2 years	\$14.62/hour	\$12.53/hour
3 years	\$15.70/hour	\$13.59/hour

RECREATION SITE DIRECTORS AND SEASONAL EMPLOYEES

Start at minimum wage and get a \$0.50 increase for each additional year of continuous service \$13.53 per hour maximum pay

All salaries and pay scales may be adjusted at the discretion of the Recreation Director based on experience and qualifications, with the approval of the township Supervisor.

SOCCER REFEREES – \$13.53/game to \$22.89/game

BASEBALL UMPIRES – \$13.53/game to \$36.41/game

OTV STAFF – All high school students will receive minimum wage. Post high school students will start at \$11.00/hour, after one year \$12.00/hour; after two years \$13.00/hour.

ELECTION WORKERS

Chairperson \$11.00/hour plus \$25.00/election
Co-chairperson \$11.00/hour plus \$15.00/election
Cell Phone \$10.00/election
Workers \$11.00/hour

ELECTION MAINTENANCE

Supervisor \$12.00/hour plus \$25.00/election
Staff Members \$12.00/hour
Cell Phone \$10.00/election
Mileage/rate allowed

SECTION 9: Adoption of Budget by Department

Charter Township of Brandon Board of Trustees adopts the 2018 fiscal year general fund budget by department. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each Department and may make transfers among the various line items contained in the cost center 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: Periodic Financial Reports

The Township Clerk shall provide the Township 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 summary statement of the actual financial condition of the general fund at the end of the previous quarter (month); a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (month) and for the current fiscal year to the end of the previous quarter (month).

SECTION 12: 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 13: Budget Monitoring

Whenever it appears to the Township Supervisor 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 will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 14: Board Adoption

Motion made by _____ Seconded by: _____ to adopt the forgoing resolution. Upon roll call vote, the following voted aye: _____, The following voted nay.

_____, The Supervisor declared the motioned carried and the resolution duly adopted on the 4th day of December, 2017.

Candee Allen
Brandon Township Clerk