

**SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RESOLUTION # 2024-08**

GENERAL APPROPRIATIONS ACT APPROVING FY24-25 BUDGET

March 19, 2024

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held on the 19th day of March 2024 at 7:00 pm.

Members Present: Brazeau, Flintoft, Hathaway, Kerry, Knol, Palmer, Reiser
Members Absent: None.

The following preamble and resolution were offered by Trustee Reiser and supported by Treasurer Palmer.

WHEREAS, For purposes of compliance with Section 16 of the Uniform Budgeting and Accounting Act, as amended, being Act 2 of 1968, MCL § 141.421 *et seq.*, the Board of Trustees of the Township desires to pass a general appropriations act reflecting formal budget approval for the 2024-2025 fiscal year to establish a general appropriations act for the Township, to define the powers and duties of the 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.

NOW, THEREFORE BE IT RESOLVED,

The Township Board finds, approves, and determines all the following:

1. Title. This resolution shall be known as the Scio Township 2024-2025 General Appropriations Act.
2. Chief Administrative Officer. The Township Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer under this Act.
3. Fiscal Officer. The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

4. Estimated Revenues. Estimated township general fund and other fund revenues for the fiscal year are as follows:

FUND NUMBER	FUND NAME	AMOUNT
101	General Fund	\$5,953,925
206	Fire	\$2,456,759
208	Parks & Pathways	\$1,572,748
230	Bus	\$570,701
232	Tree Mitigation	\$4,613
233	Open Space Land	\$760,442
285	ARPA	\$520,000
403	East Delhi Bridge	\$4,999
445	Public Improvement Fund	\$30,443
446	TWP Road Imp Revolving	\$1,025
494	DDA	\$2,825,961
590	Sewer	\$4,358,775
591	Water	\$3,983,255
808	2014 Road SAD	\$1,070
810	2015 Road SAD	\$10,610
813	2016 Road SAD	\$50,446
814	2017 Road SAD	\$14,392
815	2019 Road SAD	\$64,224
816	2020 Road SAD	\$55,072
		\$23,239,460

5. Millage Levy. The Township Board shall cause to be levied and collected the property tax on all real and personal property within the Township upon the current tax roll an allocated general operating millage of 0.9104 mills, plus voter authorized millage of 0.6398 for Parks & Pathways, a voter authorized millage of 0.3468 for transportation and a voter authorized millage of 0.4725 for land preservation for a total levy equal to a voter authorized millage of 2.3695 as set forth by the Tax Allocation Board (or as authorized under state law and approved by the electorate and subject to any state required rollbacks or adjustments). Estimated tax revenue in the proposed budget for the authorized millages of 2.3695 mills is \$3,565,344.

6. Estimated Operating Expenditures. Estimated Township General Fund expenditures for the fiscal year 4/1/2024 through 3/31/2025 for the various township activities are as follows:

ACTIVITY NUMBER	ACTIVITY NAME	AMOUNT
000		\$36,900
101	General Government	\$495,862
171	Supervisor	\$66,687
172	Administrator	\$322,098
191	Accounting	\$210,629
215	Clerk	\$239,786
228	Technology	\$301,576
253	Treasurer	\$301,240
257	Assessor	\$371,598
262	Elections	\$189,754
265	Buildings & Grounds	\$596,115
266	Attorney	\$140,000
270	Human Resources	\$97,070
301	Sheriff	\$1,572,337
315	Traffic Enforcement	\$10,000
445	Drains	\$9,531
446	Roads	\$660,000
528	Recycling	\$47,150
569	Watershed Council	\$20,500
701	Planning	\$453,278
702	Zoning	\$173,938
703	Code Enforcement	\$47,647
803	Historic District	\$14,863
901	Capital Outlay	\$30,000
		\$6,408,559

The expenditure budgets for all other funds are as follows:

FUND NUMBER	FUND NAME	AMOUNT
101	General Fund	\$6,408,560
206	Fire	\$2,556,983
208	Parks & Pathways	\$1,657,059
230	Bus	\$522,261
232	Tree Mitigation	\$41,272
233	Open Space Land	\$2,644,158
285	ARPA	\$520,000
403	East Delhi Bridge	\$9,075
431	Fire Station Capital	\$58,690
445	Public Improvement Fund	\$62,268
494	DDA	\$1,769,889
590	Sewer	\$5,161,303
591	Water	\$4,785,336
813	2016 Road SAD	\$29,940
815	2019 Road SAD	\$19,500
		\$26,246,294

7. Total Full-time Equivalent (FTE) Employees. The number of authorized positions as presented in the *Authorized positions as of March 19, 2024* is adopted by reference. Additional FTEs will require Board approval.
8. Adoption of Budget by Reference. The general fund budget of the Township as presented and amended at the meeting of March 19, 2024, is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act. The budget for all other Township funds as presented and amended on March 19 is also adopted by reference.
9. Adoption of Budget by Department. The Board of Trustees of Scio Township adopts the fiscal year 4/1/2024 through 3/31/2025 general fund budget by Department. As referenced in the State of Michigan Uniform Chart of Accounts this is defined as functions/activities. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not exceed, the total appropriations authorized for each department, and may make transfers among the various line items contained in the department 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. For all other funds, the Board of Trustees adopts the expenditure budget by fund in total.
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 order for expenditures that exceed appropriations.
11. Periodic Financial Reports. The Fiscal Officer shall transmit to the Township Board a report of financial operations, including, but not limited to:
 - a. A summary statement of the actual financial condition of the general fund at the end of the previous month.
 - b. A summary statement showing the receipts and expenditures for the previous quarter and for the current fiscal year to the end of the previous month.
 - c. A detailed list of expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior 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.
 - d. A detailed list of, for each department, the amount appropriated; the amount charged to each appropriation in the previous month for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.
12. Limit on Obligations and Payments. No obligation shall be incurred against, and no payment shall be made in 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.

13. 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 budgeted appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, utilizing reserves or a combination of the same.

14. Violations of this Act. Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in The Uniform Budgeting and Accounting Act.

ROLL CALL VOTE:

AYES: Brazeau, Flintoft, Hathaway, Kerry, Knol, Palmer, Reiser

NAYS: None

ABSENT: None

ABSTAIN: None

RESOLUTION DECLARED ADOPTED.

A handwritten signature in blue ink, appearing to read 'Jessica M. Flintoft', is written over a horizontal line.

Jessica M. Flintoft, Clerk
Scio Township

DATED: March 19, 2024

CERTIFICATE

I, Jessica M. Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on March 19, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Jessica M. Flintoft, Clerk
Scio Township

DATED: March 20, 2024

Authorized Positions as of March 19, 2024

Fund-Activity	Position	Number of Positions		Authority for Position	Currently Filled by or Vacancy	Current Authorized Pay (as of 4/1/2024)**	per	Exempt	Union	Perm or Temp	Authorized Additional Compensation and benefits	
		that are Authorized	that are Budgeted									
101-101 (General Government)	Trustee	4	4	State	Elected	\$ 10,000	year	yes	no	Permanent	retirement	
101-101 (General Government)	Office Coordinator	1	1	Township	Hired by Board	\$ 71,051	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-101 (General Government)	Newsletter Editor	.25	.25	Township	Hired by Board	budgeted for 10 hours/week	\$ 35.00	month	no	Permanent	None	
101-171 (Supervisor)	Supervisor	1	1	State	Elected	\$ 44,308	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance	
101-172 (Administrator)	Manager	1	1	Township	Hired by Board	\$ 173,415	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, PTO and Holiday Pay, individually negotiated employment agreement	
101-172 (Administrator)	Admin Assistant	.6	.6	Township	Hired by Board	vacancy - new position - request for position	\$ 31.25	hour	no	Permanent	Prorated PTO and Holiday Pay.	
101-191 (Accounting/Finance)	Finance Director	1	1	Township	Hired by Board	Contract with Plante Moran - Budgeted as a 09.01.2024 Hire Date	\$ 125,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
101-191 (Accounting/Finance)	Finance Manager	1	1	Township	Hired by Board		\$ 96,340	year	yes	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-191 (Accounting/Finance)	Finance Assistant	1	1	Township	Hired by Board		\$ 65,162	year	yes	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-215 (Clerk)	Clerk	1	1	State	Elected	\$ 99,403	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance	
101-215 (Clerk)	Deputy Clerk	1	1	State	Appointed by Clerk	\$70,000 to \$76,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-228 (Technology)	IT Director	1	1	Township	Hired by Board	\$ 84,080	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-253 (Treasurer)	Treasurer	1.0	1.0	State	Elected	\$ 90,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance	
101-253 (Treasurer)	Deputy Treasurer	1	1	State	Appointed by Treasurer	\$ 110,792	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, PTO and Holiday Pay.	
101-253 (Treasurer)	Assistant	5	5	Township	Hired by Board	currently part-time - request to go FTE	\$ 31.75	hour	no	Permanent	Prorated PTO and Holiday Pay.	
101-257 (Assessing)	Assessor	1	1	Township	Hired by Board	\$ 98,661	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-257 (Assessing)	Associate Assessor	1	1	Township	Hired by Board	\$ 52,550	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-257 (Assessing)	Assistant Assessor	.6	.6	Township	Hired by Board	budgeted for 24 hours/week	\$50.00	hour	no	Permanent	Prorated PTO and Holiday Pay.	
101-257 (Assessing)	Board of Review Member	3 part time as needed	3 part time as needed	State	Appointed by Board	\$125; \$100	meeting	no	no	Temporary	None	
101-262 (Elections)	Clerk's Assistants	as needed	as needed	State	Appointed by Clerk	\$22	hour	no	no	Temporary	None	
101-262 (Elections)	Election Inspectors	part time	part time	State	Appointed by Clerk	Chairperson (\$22) & Election Inspector (\$18)	\$18 and \$22	hour	no	no	Temporary	None
101-265 (Buildings and Grounds)	Grounds and Facility Worker	1	1	Township	Hired by Board	\$ 52,466	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-270 (Human Resources)	Human Resources Generalist	0.75	.75	Township	Hired by Board	\$ 47.30	hour	no	no	Permanent	Prorated PTO and Holiday Pay.	
101-701 (Planning) 50% / 101-702 (Zoning) 50%	Administrative Clerk	1	1	Township	Hired by Board	\$ 65,679	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.	
101-701 (Planning)	Planning Commission Member	7 part time	7 part time	Township	Appointed by Board	\$200; \$105; \$100; 90	meeting	no	no	Temporary	None	
101-702 (Zoning)	Zoning Board of Appeals Member	6 part time	6 part time	State	Appointed by Board	\$100; \$95; \$90	meeting	no	no	Temporary	None	

Authorized Positions as of March 19, 2024

Fund-Activity	Position	Number of Positions that are Authorized	Positions that are Budgeted	Authority for Position	Currently Filled by or Vacancy	Current Authorized Pay (as of 4/1/2024)**	per	Exempt	Union	Perm or Temp	Authorized Additional Compensation and benefits	
				Position is:								
101-703 (Code Enforcement)	Ordinance Officer	6	6	Township	Hired by Board	Budget for 24 hrs/week	\$ 29.88	hour	no	no	Permanent	prorated PTO and Holiday Pay.
206 Fire	Fire Chief	1	1	Township	Hired by Board		\$ 106,576	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
206 Fire	Assistant Fire Chief/Fire Marshal	1	1	Township	Hired by Board		\$ 100,951	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
206 Fire	Administrative Assistant	1	1	Township	Hired by Board		\$ 65,162	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
206 Fire	Fire Captain	3	3	Township	Hired by Board		\$ 30.11	hour	no	yes	Permanent	Pay (shift rate and OT) and Benefits set by Union agreement
206 Fire	Fire Lieutenant	3	3	Township	Hired by Board		\$ 29.13	hour	no	yes	Permanent	Pay (shift rate and OT) and Benefits set by Union agreement
206 Fire	Fire Fighter	3	3	Township	Hired by Board		\$ 27.29	hour	no	yes	Permanent	Pay (shift rate and OT) and Benefits set by Union agreement
206 Fire	Fire Fighter	3	3	Township	Hired by Board	currently vacant - requested hire date of 09.01.2024	\$ 20.63	hour	no	yes	Permanent	Pay (shift rate and OT) and Benefits set by Union agreement
206 Fire	Fire Investigator	1 part time as needed	1 part time as needed	Township	Hired by Fire Chief	approx 28 hrs/week	\$ 16.04	hour	no	no	Temporary	None
206 Fire 208 Parks 50%	Paid on Call Fire Fighters	part time	part time	Township	Hired by Fire Chief		\$ 22.15	hour	no	no	Temporary	Trainee FF without FF I&II, Shift Rate, Call rate. Life insurance.
101-172 (Admin) 40% 101-701 (Planning) 5% 101-702 (Zoning) 5%	Project Manager	1	1	Township	Hired by Board	Chris Cheng	\$ 85,388	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
208 Parks	Parks Director	1	1	Township	Hired by Board		\$ 78,815	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
208 Parks	Parks Steward	2 part time	2 part time	Township	Hired by Manager	seasonal positions in FY25 (40 hours a week at 3 months)	\$ 16.27	hour	no	no	Temporary	none
590 Water 50% / 591 Sewer 50%	Utilities Director	1	1	Township	Hired by Board		\$ 101,947	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
590 Water 50% / 591 Sewer 50%	Field Supervisor	1	1	Township	Hired by Board		\$ 77,072	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO and Holiday Pay.
590 Water 50% / 591 Sewer 50%	Utilities Technician II	1	1	Township	Hired by Board		\$ 64,492.60	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, On-Call Pay, PTO and Holiday Pay.
590 Water 50% / 591 Sewer 50%	Utilities Technician II	1	1	Township	Hired by Board		\$ 62,133.82	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, On-Call Pay, PTO and Holiday Pay.
590 Water 50% / 591 Sewer 50%	Utilities Technician I	1	1	Township	Hired by Board		\$ 56,838	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, On-Call Pay, PTO and Holiday Pay.
590 Water 50% / 591 Sewer 50%	Utilities Technician I	1	1	Township	Hired by Board	vacant - request for new hire	\$ 54,080	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, On-Call Pay, PTO and Holiday Pay.

** Values listed here should be considered with the following: elected officials' pay listed is accurate and effective 4/1/24; fire union members increases effective 5/1/24 per CBA; Utilities Technican II received increase by the Board on Mar 5, 2024 that is not reflected here; all other pay reflects a proposed 5.1% COLA increase that is subject to future separate action by the Board of