

**MARSHALL TOWNSHIP GENERAL FUND BUDGET, AUTHORIZATION TO LEVY AND GENERAL
APPROPRIATIONS ACT – Fiscal Year 2023-24
Proposed 3-11-23**

<u>ITEM</u>	<u>Actual 2019-20</u>	<u>Actual 2020-21</u>	<u>Actual 2021-22</u>	<u>Adopted 2022-23</u>	<u>Proposed 2023-24</u>
<u>REVENUE</u>					
Delinquent Taxes	4,688	14,936	0	0	0
Taxes (current)	113,337	106,898	116,179	122,091	129,000
Fire Millage (current)	208,249	203,527	216,245	227,211	240,677
Special Assessments	24,852	1,164	1,164	0	1,164
Summer Tax Fee	31,692	31,012	33,619	34,317	37,000
Winter Tax Fee	22,547	22,077	23,948	24,635	26,800
PA 425 Payment	48,373	50,314	50,741	51,000	53,040
Permits/License	30,905	53,309	50,337	35,500	45,000
Revenue Sharing	277,652	271,312	333,997	298,160	335,000
Essential Services-O	751	861	131	500	500
Essential Service-	1,398	1,599	0	1,500	1,500
Service Charges	3,812	3,895	16,409	4,000	4,000
Streetlights	14,269	13,899	14,812	14,688	14,688
Fire Run Charges	19,266	12,959	2,396	10,000	2,000
Investment/Interest	17,120	3,283	1,547	1,000	3,000
Other/Grants	2,655	28,478	23,222	60,000	0
Metro Act	4,610	5,078	5,308	5,000	5,000
Cable Franchise Fee	21,541	20,093	22,588	22,000	22,000
Convis Fire Contrac	41,021	38,435	37,411	33,000	35,000
Casino Rev Sharing	166,817	168,836	178,985	150,000	165,000
Refunds, Misc.	3,493	11,388	5,361	0	5,000
Ordinance Fine	400	0	0	0	0
Park Millage Sharing	0	0	15,993	8,688	9,250
TOTAL	\$ 1,037,488	1,064,163	1,150,393	1,103,290	1,134,619

EXPENDITURES

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Supervisor	21,949	22,459	22,814	23,716	24,900
Clerk	28,630	29,033	33,818	44,263	50,000
Treasurer	25,310	25,469	28,400	30,805	31,750
Twp. Board	103,814	90,909	93,780	96,871	101,750
Twp. Hall	75,628	80,780	89,410	99,746	104,000
Elections	15,242	25,608	28,000	31,107	35,000
Zoning Appeals Bd	200	(125)	1,200	1,440	1,200
Board of Review	1,876	1,480	2,250	2,876	2,500
Cemetery	3,470	4,236	6,500	6,750	6,500
Assessor	23,603	24,602	28,068	28,916	30,000
Fire Department	171,831	229,255	229,415	227,761	242,492
Fire Board	600	1,250	1,250	1,250	1,250
Fire Equip. Reserve	*	*	*	0	0
Debt Service	45,933	22,687	0	0	0
Fire Millage Use	0	0	0	227,211	240,677
Warning Siren	5,185	5,214	6,000	6,000	6,000
Inspections/Permits	22,214	34,374	34,771	41,350	41,350
Ordinance Enforce	3,460	333	3,700	3,500	3,500
Streets/Drains	45,367	53,986	50,000	57,500	57,500
Street Light Districts	17,543	20,421	26,242	26,000	26,000
Planning/Zoning	29,437	29,176	49,034	44,728	49,000
Capital Outlay	0	29,059	147,000	71,000	35,000
Park Project	0	0	8,688	8,688	9,250
Dispatch Authority	22,006	27,838	25,323	34,981	35,000
<i>TOTAL</i>	\$ 662,848	757,394	807,151	1,116,459	1,134,619

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Revenue(expense)	374,600	306,769	343,242	(13,169)	0
Beg. Fund Balance	1,016,279	1,390,879	1,697,648	2,040,890	2,027,721
End Fund Balance	1,390,879	1,697,648	2,040,890	2,027,721	2,027,721

*An amount approximating 1% of the winter total tax levy is budgeted and then added to the fire equipment and facilities assigned fund balance annually for this reserve when it has a balance at the end of the prior fiscal year of less than \$300,000.

GENERAL APPROPRIATION ACT AND AUTHORIZATION TO LEVY PROPERTY TAXES:

BE IT RESOLVED BY THE MARSHALL TOWNSHIP BOARD that the fiscal year 2023-24 budget as set forth above is adopted and appropriated for township government purposes subject to the following provisions and that the property tax rates set forth in provision four (4) below are to be levied on the winter 2023 property tax bills in support thereof:

- 1) Purchasing and expenditures within this budget shall be in accordance with adopted township policies and procedures.
- 2) The budget is adopted on a budget activity (departmental) basis. The Budget Officer may refer any requested line-item adjustment and shall, except as may be otherwise provided herein, refer all between activity adjustments to the Board for prior approval.
- 3) The Budget Officer assists the Supervisor in performance of duties as Chief Administrative Officer under the Local Government Uniform Budget and Accounting Act.
- 4) A property tax rate for general township operations in the amount of 0.7928 of the voter approved allocated 1.0 mill and 1.4754 mills of the voter approved 1.5 mills for fire department operations, vehicles, and equipment (both subject to adjustment based upon

the final approved taxable value and Headlee mandatory capped rate) on all taxable value for 2023-2024 is approved. The general operational tax yield is estimated at \$129,000. The fire department voted millage yield is estimated at \$240,677.

5) A tax administration fee of 1%, as permitted by state law, is continued until further resolution of the Board. This fee assists in offsetting the expenses of tax collection and assessment. The 1% monthly interest penalty for late payment of summer taxes shall continue as provided by law. A statutory 3% late fee for payment of property taxes after the 2-14-24 due date but prior to returning any taxes unpaid to the County Treasurer as delinquent on March 1, 2024. A 1% monthly interest penalty for late payment after the due date on real and personal property taxes and a onetime 3% delinquent fee shall be assessed on unpaid personal property taxes as of March 1 following the statutory due date.

6) Salaries shall be paid elected township officials as per the adopted salary resolutions. Effective for services performed on and after April 1, 2023, the pay rates for township employees and members of Boards and Commissions shall be paid at the rates established in the annual salary resolution covering each position. All employees of the township are at-will employees.

7) The Building, Electrical, Plumbing and Mechanical Inspectors shall be paid 87% of the authorized permit fee effective with permits issued on and after April 1, 2022. The remaining 13% as well as the administrative fee shall be retained by the township to offset the cost of the permit officer and other inspection/permit administration costs.

8) The per meeting pay for members of Township Boards and Commissions attending meetings of the board or commission they are appointed to for which compensation is authorized or permitted by law shall be \$60 per meeting for all meetings occurring on and after April 1, 2022. Township Trustees are paid \$60 for attending each special meeting of the Township Board. Township Board members shall be paid \$60 for attendance at any meetings or events representing the township when assigned by the Board or Supervisor. When performing assignments that are not otherwise the statutory duty of the official as may be assigned by the Board or Township Supervisor, Township Board members will be paid at the rate of \$60 per day for performing such assignments unless the Board has established compensation specifically for that additional assignment or duty. Unless the Township Clerk is designated by law as the Clerk or Secretary of a township Board or Commission, the Secretary of the Board or Commission shall be paid an additional \$60 for each meeting for which he or she prepares the official proceedings and/or determinations.

9) The mileage reimbursement rate for official approved township business shall be the federal Internal Revenue Service determined rate for business miles in effect at the time of the travel.

10) The appropriation for streets/drains is comprised of \$7,500, for the annual township at-large county drain assessments and \$50,000, for road projects to preserve prior township general fund road investments or for joint projects with border townships as may be specifically approved in advance by the township Board.

11) The state METRO Act funds included in this budget and any remaining METRO balance designated in the general fund balance are used for the township at-large share of public street lighting of roads and rights of way and lighting at the Michigan Avenue at I-69 Park 'n Ride lot as well as intersections of public roads within the township.

12) Various fees for permits, licenses and applications shall remain at their currently approved levels pending receipt of the annual audit at which time the Board may determine whether adjustments are needed to assure that the aggregate of fees received, as nearly as is practical, covers allowable expenses.

13) Billing and collection for Fire Department general incident response costs is suspended until further order of the Board in order to permit the Fire Board to review the cost effectiveness of the process and practices of other fire agencies in the county. This directive does not apply to charges for service under the HAZMAT cost recovery ordinance which shall continue.

14) As of March 31, 2022, the restricted fire department millage balance within the general fund balance was \$770,691, as verified by the township audit. The anticipated balance as of 3/31/23 is \$906,052, after adding the annual authorized tax levy and deducting Board authorized expenses. The appropriation in the 2023-24 budget estimates a tax levy of \$240,677, which is the 8th annual levy of the renewed 1.5 mills authorized in 2016 by township electors for 10 years for replacement of fire trucks, construction of new facilities and purchase of major equipment. It is anticipated that annual levy for 2023-24 will be added to the reserve in anticipation of the Fire Board approving the ordering of a replacement brush truck and pumper truck during the fiscal year.

15) As of March 31, 2022, the fire equipment and facilities improvement assigned balance within the general fund balance was \$364,929, as verified by the township audit. The anticipated assigned balance for this purpose as of March 31, 2023, is \$364,929 and is designated for fire department equipment purchases and facility improvements not paid for through the voted fire millage levy. The 2023-24 budget does not allocate funds to this reserved balance as it is above a level of \$300,000, which the Board determines to be sufficient. No expenditures are contemplated from this reserve for the 2023-24 budget year.

- 16) The \$35,000, appropriated for capital outlay shall be utilized as may be specifically approved by the Township Board. Up to \$10,000, of this amount may be used for replacing and upgrading information technology equipment as may be determined by the Clerk and Treasurer. The amount of \$2,500, is designated to pay for a defibrillator for the township offices and meeting hall.
- 17) The fire department operations budget includes \$22,500 for insurance coverages attributed to fire department operations and \$41,840, for department operational equipment replacement and updating as recommended by the Fire Chief and approved by the Fire Board in the submitted budget.
- 18) The budget includes \$35,000, for the service charge assessed the township for 911 calls by the County Dispatch Authority. This amount will decrease in subsequent budget years as a result of approval in 2022 of a county wide operational millage for the 911 Dispatch Authority.
- 19) Within the assigned fund balance as of 3/31/22 as verified by the township audit was the amount of \$23,000, for township development purposes; \$115,130, for facility improvements; and, \$400,000, for a budget stabilization fund. These reserves are maintained in the 2023-24 budget and will be reviewed by the Board after receipt of the 2022-23 audit to determine sufficiency..
- 20) The unassigned general fund balance as verified by the auditors as of 3/31/22 was \$373,147. The 2022-23 budget anticipated utilizing \$13,169, of this balance for completion of projects from the prior budget year.
- 21) The Planning and Zoning appropriation includes \$7,500, for consultant services as may be determined necessary by the Planning Commission to evaluate zoning requests and site plans.
- 22) Casino revenue sharing is estimated at \$165,000, and is utilized and appropriated within this budget as follows: \$35,000, to cover the service assessment by the County Dispatch Authority; \$7,500, for the township county drain at large assessments; \$19,660, for salaries paid to firefighters for monthly training and also for assisting with medical emergency responses; \$41,840, for fire department operational equipment; \$5,000, for public street lighting not otherwise covered by METRO and special assessment funding (including for upgrading existing lighting); \$6,000, for maintenance and operation of the warning siren system; and, \$50,000, for road projects.
- 23) The essential services tax is a payment received from the State of Michigan to offset losses to personal property tax collections resulting from state laws exempting most personal property from property taxes. The amounts received are appropriated herein to assist in financing township general operational and fire department expenses.

24) The Township Board appropriation includes \$2,000 for maintenance of the Township's official website by the website developer to be coordinated by the Budget Officer.

25) The 2023-24 budget is based on the township offices being open to the public, subject to any lawful restrictions, Monday, Tuesday, and Wednesday of each week, except observed public holidays, from 9:00 a.m. until 3:30 p.m. The offices of the Clerk and Treasurer may each maintain additional public hours as they each may determine to serve the public and to comply with any requirements of law. Township offices will continue to be generally closed to the public from the observance of the Christmas Eve holiday through the observance of the New Year's Day holiday except for tax collections.

26) Within the Clerk's budget activity, the amount of \$4,000 is authorized for the Clerk to continue the services of a 3rd party payroll service to assist with performance of township payroll functions and \$5,000, for clerical assistance to begin the conversion of township records to an electronic system.

27) The sum of \$9,250, is expected to be received as the township's 3rd annual allocation from the County Parks Millage sharing program. The township intends to use its allocation in partnership with Marshall Public Schools for improvements and maintenance of the Grever's Nature Sanctuary on Verona Road. The Clerk has been designated by the Board to coordinate the park program.

28) The Township has received \$327,328.31 from federal ARPA-SLFRP funding. The township must obligate these funds by 12/31/24 and expend them by 12/31/26. The township spent \$24,698.73 for various projects in the 2021-22 budget year leaving a balance of \$302,629.58 to obligate. The township is working with a construction management firm to assess needed updates to the township hall and offices to improve the efficiency of the HVAC system, replace the roof on the meeting hall, better utilize office space, and improve security. Other projects to be funded from the federal allocation include digitizing township records to provide better staff and public access, acquiring an electronic public notification system to improve communications with citizens and installing a permanent sound system for the meeting hall with ability to record and live stream meetings.

29) This act is effective April 1, 2023.

Prepared by: Jeffrey Albaugh, Budget Officer

Proposed 3-11-23