

**2003-16**  
**RESOLUTION TO ADOPT**  
**THE 2004 CLINTON COUNTY BUDGET,**  
**GENERAL APPROPRIATIONS ACT AND MILLAGE**

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds, and

WHEREAS, the County Administrator has prepared a recommended budget as required by the statute, and the Finance/Personnel Committee has reviewed the departmental requests and Administrator's recommendation for each County departmental budget, and

WHEREAS, the Finance/Personnel Committee has proposed several adjustments where necessary to the Administrator's Recommended Budget, including the Capital Budget, and has recommended a balanced budget to the full Board of Commissioners for approval.

THEREFORE, BE IT RESOLVED that the 2004 Clinton County Budget for the General Fund and other Funds as set forth in the 2004 Administrator's Recommended Budget, as amended and proposed by the Finance/Personnel Committee, which is incorporated by reference herein, is hereby adopted on a basis consistent with the Clinton County Budget Adoption and Amendment Policy, subject to all County policies regarding the expenditure of funds as well as the conditions set forth in this resolution.

BE IT FURTHER RESOLVED that this budget includes a property tax levy of 5.5211 mills for general fund operations which is herein authorized for the 2003 tax year/2004 budget year, and represents reduction in the tax rate of .0819 mills from the previous year.

BE IT FURTHER RESOLVED that this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities, including the courts and the constitutional and statutory offices, to be performed at reasonable, necessary, and serviceable levels or at even more than adequate levels of performance.

BE IT FURTHER RESOLVED that all expenditures shall be in accordance with the provisions of the Uniform Budgeting and Accounting Act, and that any modification, addition, or deletion, of such amounts hereby adopted shall be done in accordance with the policies and procedures established by the Board of Commissioners.

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BE IT FURTHER RESOLVED that the County Administrator and the County Treasurer shall be authorized to transfer General Fund Appropriations between Funds up to the approved amounts provided for in this 2004 Budget. The timing and amount of such transfers shall be designed to maximize the interest investment potential to the General Fund.

BE IT FURTHER RESOLVED that the Approved Position Allocation List contained in the Budget shall limit the number of permanent full time equated (FTE) employees who can be employed, and no funds are appropriated for any permanent position not on the Approved Position List. In addition, the job position titles, pay classifications, and full-time equated designations for each position are deemed to be the correct classifications and are hereby incorporated into the Approved Position Allocation List, and any modification of employment classifications shall be done in conformance with established Board policy.

BE IT FURTHER RESOLVED that it is understood that revenues and expenditures may vary from those which are currently contemplated and may be changed from time to time by the Board of Commissioners during the 2004 fiscal year, as deemed necessary. Consequently, there may be a need to increase or decrease various portions of the budget and/or impose layoffs due to unforeseen financial changes; therefore, the Board of Commissioners reserves the right to change the Approved Position Allocation List at any time. The County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board of Commissioners, if any, relative to the approved positions and the number of employees stated in the Position Allocation List.

BE IT FURTHER RESOLVED that the hiring freeze previously imposed by the Board shall be continued, and in the event that a vacancy occurs during 2004, the position will be filled subject to approval by the Finance and Personnel Committee.

BE IT FURTHER RESOLVED that positions on the Position Allocation List which are supported by some grant, cost sharing, reimbursement, or some other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. Upon notification that budgeted funding of a position shall not be received the elected official or department head shall immediately notify the County Administrator and the Finance Committee, and that position shall be immediately removed from the Position Allocation List if funding is exhausted.

BE IT FURTHER RESOLVED that select grants fund various critical county services on a recurring annual basis. The County Administrator may authorize grant applications for these select grants: Sheriff Secondary Patrol, Community Corrections, Friend of the Court and Prosecutor Cooperative Reimbursement, MSU Extension Habit Grant, Crime Victims Rights, Remonumentation, Marine Safety, Emergency Services, MSHDA Housing Grant, CTFE, Act 302 Training Grant, Juvenile Basic Grant and the JAIBG Grant.

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BE IT FURTHER RESOLVED that the line item appropriations which represent the estimated costs of operating the Clinton County trial courts in 2004 are contingent upon reimbursements to Clinton County by the State of Michigan in accordance with MCL 600.151(b). County appropriations to the trial courts, in accordance with P.A. 374 and 375 of 1996, are made contingent upon conformance to all county policies and procedures regarding court personnel and the expenditure of funds.

BE IT FURTHER RESOLVED that all County Elected Officials and County Department Heads shall abide by all applicable policies set by the Board of Commissioners including but not limited to budgets, purchasing, travel, and per diems; as well as the Clinton County Personnel policies as set forth in the Personnel Manual and the Educational Reimbursement policy, and that budgeted funds for these purposes are appropriated contingent upon compliance with all county policies.

BE IT FURTHER RESOLVED maintenance agreements are essential to a variety of building and operating equipment. County Elected Officials and County Department Heads are authorized to renew existing maintenance agreements upon the approval of the County Administrator.

BE IT FURTHER RESOLVED that each "major capital improvement" detailed in the Capital Improvements section of the 2004 Budget shall be subject to final review by the Finance and Personnel Committee prior to the signing of contracts for project commencement. The Finance and Personnel Committee must grant specific authorization prior to the expenditure of funds on major capital projects.

BE IT FURTHER RESOLVED that the Clinton County Personnel Manual shall apply to all employees and elected officials who are not covered under a collective bargaining agreement or who function under a policy manual which has been jointly approved by the County Board of Commissioners and an elected official who has co-employer status.

BE IT FURTHER RESOLVED that the County Administrator shall be authorized to approve for payment such bills, vouchers, or invoices that are part of the ongoing operations of the County or are deemed to be of sufficient importance, when they arise, that their payment not be delayed. In that event, the County Administrator shall inform the Chair of the Board or Chair of the Finance Committee of the emergency authorization.

BE IT FURTHER RESOLVED that the 2004 Budget reflects a comprehensive strategy to contain and/or reduce Childcare Fund costs; especially those related to out of home placements. Funds appropriated for the Juvenile Court, Group Project (staffing & contract services); and Family Independence Agency, In-Home Care Service Program shall be utilized for this specific purpose. Each of the above programs will be subject to periodic review. The Board of Commissioners reserves the right to reduce or eliminate funding at any time.

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BE IT FURTHER RESOLVED that the revenues received by the County under Public Acts 106 and 107, 1985, (Convention Facility Tax revenue) shall not be used to reduce the County's 2003/2004 operating millage as defined by P.A. 2, 1986. In accordance with P.A.2 of 1986, 50% of

the actual Convention Facility Tax revenue not used to reduce the County's Operating tax rate shall be appropriated to the Capital Area Substance Abuse Commission, with the remaining revenues to be deposited in the County's General Fund.

BE IT FURTHER RESOLVED that the revenues received by the County under Public Act 264 of 1987, (Health and Safety Fund Act) shall not be used to reduce the County's 2003/2004 operating millage, and that 12/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Mid-Michigan Health Department for those public health programs and services whose costs are in excess of 1988 appropriation levels, with the remaining revenues to be deposited in the County's General Fund to be used for personnel and operating costs which are in excess of 1988 appropriation levels for the courts.

BE IT FURTHER RESOLVED that the County Administrator shall be authorized to make year end transfers of up to \$40,000 between Departments or Funds or with such amounts that may be available in the Contingency of the General Fund, as may be necessary to insure that departments do not end the 2003 fiscal year in a deficit condition.

STATE OF MICHIGAN  
COUNTY OF CLINTON

I, DIANE ZUKER, Clerk of the County of Clinton do hereby certify that the foregoing Resolution was duly adopted by the Clinton County Board of Commissioners at a regular meeting held October 28, 2003 and is on file in the records of this office.

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Diane Zuker, Clinton County Clerk