

ALPENA COUNTY BOARD OF COMMISSIONERS

BOARD ACTION #03

TO: County Clerk, County Treasurer  
FROM: Alpena County Board of Commissioners  
SUBJECT: **Adopt 2024 Budget Policy**

BOARD ACTION:

ACTION ITEM #5: Recommendation to adopt the 2024 Budget Policy, regarding fiscal policies and that they be part of the 2024 budget.

Board Chairman Bill Peterson presented the action items from the Finance Ways & Means Committee for board approval. Moved by Commissioner Lalonde and supported by Commissioner Francisco to approve all the Action Items from the Finance Ways & Means Committee meeting as recommended. Roll call vote was taken: AYES: Commissioners LaHaie, Osmer, Lalonde, Fournier, Francisco, Konarzewski, Kozlowski, and Peterson. NAYS: None. Motion carried.

This action was XX APPROVED    DISAPPROVED

BY: Ayes: 8 Nays: 0 Excused: 0 Absent: 0 Abstaining: 0

Alpena County Board Chairman's Signature: \_\_\_\_\_



Alpena County Board Vice-Chairman's Signature: \_\_\_\_\_

Date of the Board Meeting: December 12, 2023

## 2024 BUDGET POLICY

- 1) No new position or unbudgeted position will be allowed until the Elected Official or Department Head first take their request before the Personnel Committee. The Personnel Committee will then recommend to the full Board of Commissioners a plan of action for filling/not filling a new position.
- 2) At the end of any fiscal year, if the Unrestricted Fund Balance is less than 24.97% of the adopted, current annual budget, all part-time and temporary positions funded by the General fund will be terminated.
- 3) At the end of any fiscal year, if the Unrestricted Fund Balance is less than 19.97% of the adopted annual budget, layoff notices to employees shall be given.
- 4) Any non-mandated job funded by a local, state or federal grant will be terminated at the end of that grant period if not renewed by the local, state or federal agency responsible for the funding of that grant.
- 5) Any non-mandated job funded by a local, state or federal grant will be decreased if the local, state or federal agency responsible for funding the grant decreases its funding of the grant.
- 6) The current fund Balance Policy, the Tax Revolving Fund Policy, the Travel Policy, the Bidding/Purchasing Policy, the Disposal of Assets Policy, the Disposal of Property Policy, and the Educational Opportunities Policy, be included.
- 7) The county continues to update fees as required.
- 8) Cost Allocation be applied where applicable and as budgeted by Commissioners.