

AMENDED* AGENDA

BUDGET/AUDIT COMMITTEE

111 S. Michigan Ave., Room 200, Saginaw, MI 48602

Thursday, December 7, 2023 – 4:00 p.m.

Members: Dennis Krafft – Chair, Jack Tany – Vice-Chair, Tracey Slodowski, Rich Spitzer, Christopher Boyd
Others: Finance Director, Treasurer, Civil Counsel, Board Staff, *Media*

- I. Call to Order
- II. Welcome
- III. Correction/Approval of Minutes (**November 9, 2023 - Attached**)
- IV. Public Comment
 - *Speakers limited to 3 minutes*
- V. Agenda

1. **Koren Thurston, Finance Director, re:**

- **12-19-8** Submitting the Saginaw County 2022 Cost Allocation Plan, which is used to allocate indirect costs, and the 2022 IT Rate Calculation, which is used to allocate IT services for the 2024 Budget cycle, and requesting approval of the necessary budget adjustment; Further, to approve the county's General Fund Maintenance of Effort contribution to the Health Department in the amount of \$1,799,148 which is an increase of \$199,148 from the current budgeted amount of \$1,600,000
- **12-19-13*** Vendor Transactions November 1 – 30, 2023 \$13,806,608.32

2. **Jessica Sargent, Director, Commission on Aging, re:**

- **12-19-9** Requesting adjustment of its Restricted Funds for Senior Center Activities budget by \$5,500 to reflect revenue collected from the National Energy Foundation for participation in the Consumers Energy Smart Service Program

3. **Hon. Julie A. Gafkay, 10th Circuit Court Chief Judge, re:**

- **12-19-10*** Requesting approval to increase the Sheriff's Office budget by \$200,000 annually to fund two (2) additional Sheriff Deputy positions to be assigned exclusively to Circuit Court on the 4th floor for security purposes [Request postponed to January]

4. **Christina Harrington, Health Officer, Health Department, re:**

- **12-19-11** Requesting approval to increase the department's vaccine administration fee and approve new fees to the Health Department's fee schedule

5. **Lt. Mark Przybylski, Office of Emergency Management and Tony DePelsMaeker, Maintenance, re:**

- **12-19-12*** Requesting approval to increase the FY 2024 Budget by \$30,000 (total of \$60,000) to replace the panic alarms in the Courthouse, upgrade the emergency notification system with ALERTUS, and add analytic functionality to a portion of the Courthouse security cameras

- 6. Miscellaneous
- 7. Adjournment

MINUTES

BUDGET/AUDIT COMMITTEE

DRAFT

111 S. Michigan Ave., Room 200, Saginaw, MI 48602

Thursday, November 9, 2023 – 4:00 p.m.

Present: Dennis Krafft – Chair, Jack Tany – Vice-Chair, Tracey Slodowski, Rich Spitzer, Christopher Boyd
Others: Koren Thurston, Dave Gilbert, Mark Piotrowski, Vanessa Guerra, Kyle Bostwick, Connie Sullivan,
Todd Borders, Kelly Suppes, Darcie Graham, Marissa Sawdon and Suzy Koepplinger

- I. Call to Order ---**Krafft at 4:00 p.m.**
- II. Welcome
- III. Correction/Approval of Minutes (**October 12, 2023**)
---**Moved by Tany, seconded by Slodowski, to approve. Motion carried.**
- IV. Public Comment ---**None**
 - *Speakers limited to 3 minutes*
- V. Agenda

1. **Koren Thurston, Finance Director, re: Payment of Claims**

- **11-21-8** - Vendor Transactions October 1 – 31, 2023 \$29,870,085.60
---**Moved by Spitzer, seconded by Slodowski, to approve. Motion carried.**
(Board Report)
- **11-21-9** Submitting the 4th quarter report of budget adjustments as well as grants accepted on behalf of the County for informational purposes (July 1, 2023 – Sept. 30, 2023)
---**Moved by Boyd, seconded by Tany, to receive and file. Motion carried.**
(Receive & File)

2. **Vanessa Guerra, County Clerk, re:**

- **11-21-10** Requesting approval to create separate early vote center revenue and expenditure accounts and pre-fund the implementation cost of \$528,876 to be reimbursed by the 30 participating local governments following the 2024 election cycle
---**Moved by Tany, seconded by Slodowski, to approve. Motion carried.**
(Board Report)

3. **Connie Sullivan, Accounting Supervisor, ~~Christina Harrington~~, Health Department, re:**

- **11-21-11** Requesting approval to accept grant funding from MDHHS of \$849,226 and amendment of its FY24 budget
The request was amended in committee to accept funding of \$1,260,335. This is one-time funding for community projects.
---**Moved by Slodowski, seconded by Boyd, to approve. Motion carried.**
(Board Report)

4. **Todd Borders, Court Administrator, 10th Circuit-Family Division, re:**

- **11-21-12** Requesting approval to (1) change authorization provided for a Legal Clerk 2 position to authorization of a Legal Specialist 1 position and (2) to increase ARPA claw back funds by \$23,000 to cover installation of a Sally Port

---Moved by Tany, seconded by Boyd, to approve the change of authorization previously provided for a Legal Clerk 2 position to authorization of a Legal Specialist 1 position. Motion carried.

(Board Report)

---Moved by Boyd, seconded by Slodowski, to claw back \$60,000 from CrimeStoppers and use a portion of those funds for the addition of a Sally Port at Family Division/Juvenile. Motion carried.

---Moved by Boyd, seconded by Spitzer, to use \$23,000 of ARPA funds for the installation of the Sally Port. Motion carried.

---Moved by Boyd, seconded by Tany, to contribute the remaining ARPA funds of \$37,000 to the Courthouse HVAC project. Motion carried.

(Board Report)

5. Miscellaneous

- **Commissioner Spitzer asked that another meeting and/or Strategic Planning Session be held to discuss the next budget cycle starting in February to rank funding priorities.**

6. Adjournment ***---Moved by Tany, seconded by Boyd, to adjourn. Motion carried; time being 4:44 p.m.***

Respectfully Submitted,
Dennis Krafft, Committee Chair
Suzy Koeplinger, Committee Clerk



COUNTY OF SAGINAW

111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602

BUDGET AUDIT

12-19-23

December 1, 2023

Christopher Boyd, Chair
Saginaw County Board of Commissioners
111 S. Michigan Ave.
Saginaw, MI 48602

RE: 2022 Cost Allocation Plan and IT Rate Calculation for Fiscal 2024 Budget

Dear Chairman Boyd:

The Fiscal 2024 Budget includes estimated amounts for indirect costs and IT charges to each department. I have been working with our plan consultant MGT of America on finalizing the County's 2022 Cost Allocation Plan which is used to allocate indirect costs and the 2022 IT Rate Calculation which is used to allocate IT services for the 2024 budget cycle.

As both of the plans have now been completed, a budget adjustment is necessary for the County's Fiscal 2024 Budget to accurately reflect the respective amounts shown in the plans for each of the departments.

Incorporated within this budget amendment request is the County's General Fund Maintenance of Effort Contribution to the Health Department. This amount is set as \$1,262,305 (which is the base amount) plus the Cost Allocation Plan (indirect cost) amount of \$536,843 for a total contribution of \$1,799,148 to the Health Department. This is an increase of \$199,148 from the current budgeted amount of \$1,600,000.

Additionally, further discussions will need to be had with our County IT department on cost control/cost reductions for the FY 2024 budget as the IT Rate Calculation provides for \$4,417,337 in revenue, which is \$967,201 less than what is currently reflected in their budget.

I am requesting an agenda item be placed on the Budget/Audit Subcommittee meeting on December 7, 2023 for further discussion and approval of the attached budget amendment.

Sincerely,

Koren A. Thurston

Koren A. Thurston
Finance Director

CC: Josh Brown, IT Director

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 DEC - 1 P 2:52

COUNTY OF SAGINAW
2024 BUDGET ADJUSTMENT
FINAL INDIRECT COSTS & IT CHARGES

| | | | | 2024 | REVISED | REQUESTED |
|------|--------------------------|--------------------------------|--|------------------|------------------|-------------------------|
| | | | | BUDGET | BUDGET | INCREASE/ (DECREASE) |
| FUND | ACTIVITY | | ACCOUNT | | | IN BUDGET |
| 101 | 17200 GENERAL OPERATING | COUNTY ADMINISTRATOR | 67701-REIMB-INDIRECT COSTS | 3,692,657 | 3,065,904 | (626,753) |
| 101 | 19200 GENERAL OPERATING | COUNTY ADMINISTRATOR | 52800-FEDERAL GRANTS-OTHER | 2,263,842 | 2,263,842 | - |
| 101 | 29601 GENERAL OPERATING | PROSECUTOR-WELFARE ENFORCEMENT | 50310-FED GRANTS-TITLE IV-D | 573,380 | 506,544 | (66,836) |
| 101 | 92500 GENERAL OPERATING | BUDGET STABILIZATION RESERVE | 69000-OTHER REVENUE/FUND BALANCE | 377,568 | 598,642 | 221,074 |
| | | | | <u>6,907,447</u> | <u>6,434,932</u> | <u>(472,515)</u> |
| 101 | 10100 GENERAL OPERATING | BOARD OF COMMISSIONERS | 96111-COMPUTER SERVICES-PROCESSING | 60,034 | 60,475 | 441 |
| 101 | 28300 GENERAL OPERATING | CIRCUIT COURT | 96111-COMPUTER SERVICES-PROCESSING | 341,521 | 248,606 | (92,915) |
| 101 | 28600 GENERAL OPERATING | DISTRICT COURT | 96111-COMPUTER SERVICES-PROCESSING | 642,305 | 599,256 | (43,049) |
| 101 | 28700 GENERAL OPERATING | PROBATION-DISTRICT COURT | 96111-COMPUTER SERVICES-PROCESSING | 85,419 | 67,200 | (18,219) |
| 101 | 29400 GENERAL OPERATING | PROBATE COURT | 96111-COMPUTER SERVICES-PROCESSING | 165,587 | 136,185 | (29,402) |
| 101 | 28400 GENERAL OPERATING | FAMILY DIVISION | 96111-COMPUTER SERVICES-PROCESSING | 223,825 | 123,463 | (100,362) |
| 101 | 16700 GENERAL OPERATING | ASSIGNED COUNSEL ADMIN | 96111-COMPUTER SERVICES-PROCESSING | - | - | - |
| 101 | 21500 GENERAL OPERATING | COUNTY CLERK | 96111-COMPUTER SERVICES-PROCESSING | 338,667 | 280,050 | (58,617) |
| 101 | 17200 GENERAL OPERATING | COUNTY ADMINISTRATOR | 96111-COMPUTER SERVICES-PROCESSING | 149,761 | 112,568 | (37,193) |
| 101 | 25700 GENERAL OPERATING | EQUALIZATION | 96111-COMPUTER SERVICES-PROCESSING | 45,669 | 56,978 | 11,309 |
| 101 | 29600 GENERAL OPERATING | PROSECUTING ATTORNEY | 96111-COMPUTER SERVICES-PROCESSING | 355,704 | 290,618 | (65,086) |
| 101 | 29601 GENERAL OPERATING | PROSECUTOR-WELFARE ENFORCEMENT | 96111-COMPUTER SERVICES-PROCESSING | 66,545 | 42,886 | (23,659) |
| 101 | 29601 GENERAL OPERATING | PROSECUTOR-WELFARE ENFORCEMENT | 96110-INDIRECT COSTS-COUNTY | 117,395 | 39,788 | (77,607) |
| 101 | 71100 GENERAL OPERATING | REGISTER OF DEEDS | 96111-COMPUTER SERVICES-PROCESSING | 53,696 | 45,741 | (7,955) |
| 101 | 25300 GENERAL OPERATING | COUNTY TREASURER | 96111-COMPUTER SERVICES-PROCESSING | 184,139 | 126,082 | (58,057) |
| 101 | 26506 GENERAL OPERATING | OTHER COUNTY PROPERTIES | 96111-COMPUTER SERVICES-PROCESSING | 15,824 | 33,425 | 17,601 |
| 101 | 44100 GENERAL OPERATING | PUBLIC WORKS/DRAIN DIVISION | 96111-COMPUTER SERVICES-PROCESSING | 64,112 | 66,938 | 2,826 |
| 101 | 30101 GENERAL OPERATING | SHERIFF'S OFFICE | 96111-COMPUTER SERVICES-PROCESSING | 174,443 | 122,805 | (51,638) |
| 101 | 36300 GENERAL OPERATING | CORRECTIONS REIMB PROGRAM | 96111-COMPUTER SERVICES-PROCESSING | 43,910 | 29,884 | (14,026) |
| 101 | 35100 GENERAL OPERATING | SHERIFF'S DEPT JAIL DIV | 96111-COMPUTER SERVICES-PROCESSING | 161,710 | 134,392 | (27,318) |
| 101 | 64800 GENERAL OPERATING | MEDICAL EXAMINER | 96111-COMPUTER SERVICES-PROCESSING | 56,539 | 57,802 | 1,263 |
| 101 | 96500 GENERAL OPERATING | CONTRIBUTION TO OTHER FUNDS | 99506-CONTRIBUTION TO HEALTH DEPARTMENT | 1,600,000 | 1,799,148 | 199,148 |
| 101 | 96500 GENERAL OPERATING | CONTRIBUTION TO OTHER FUNDS | 99518-CONTRIBUTION TO CHILD CARE PROBATE | 2,944,583 | 2,944,583 | - |
| | | | | <u>7,891,388</u> | <u>7,418,873</u> | <u>(472,515)</u> |
| 207 | 31500 LAW ENFORCEMENT | SHERIFF-OPERATIONS DIVISION | 69000-OTHER REVENUE/FUND BALANCE | 661,807 | 296,662 | (365,145) |
| 207 | 31500 LAW ENFORCEMENT | SHERIFF-OPERATIONS DIVISION | 96111-COMPUTER SERVICES-PROCESSING | 168,396 | 202,755 | 34,359 |
| 207 | 31500 LAW ENFORCEMENT | SHERIFF-OPERATIONS DIVISION | 96110-INDIRECT COSTS-COUNTY | 851,881 | 456,455 | (395,426) |
| 207 | 31500 LAW ENFORCEMENT | SHERIFF-OPERATIONS DIVISION | 96529-CONTRIB TO SHERIFF SPECIAL PROJ | 43,227 | 39,149 | (4,078) |
| | | | | <u>1,063,504</u> | <u>698,359</u> | <u>(365,145)</u> |
| 208 | 75100 PARKS & RECREATION | PARKS & RECREATION COMMISSION | 69000-OTHER REVENUE/FUND BALANCE | 588,878 | 640,050 | 51,172 |
| 208 | 75100 PARKS & RECREATION | PARKS & RECREATION COMMISSION | 96111-COMPUTER SERVICES-PROCESSING | 59,080 | 51,128 | (7,952) |
| 208 | 75100 PARKS & RECREATION | PARKS & RECREATION COMMISSION | 96110-INDIRECT COSTS-COUNTY | 186,996 | 246,120 | 59,124 |
| | | | | <u>246,076</u> | <u>297,248</u> | <u>51,172</u> |
| 215 | 29000 FRIEND OF COURT | FOC-ACT 294 | 50156-FED GRANTS-TITLE IV-D | 3,114,572 | 3,063,091 | (51,481) |
| 215 | 29000 FRIEND OF COURT | FOC-ACT 294 | 69000-OTHER REVENUE/FUND BALANCE | - | (26,521) | (26,521) |
| | | | | <u>3,114,572</u> | <u>3,036,570</u> | <u>(78,002)</u> |
| 215 | 29000 FRIEND OF COURT | FOC-ACT 294 | 96111-COMPUTER SERVICES-PROCESSING | 332,788 | 288,008 | (44,780) |
| 215 | 29000 FRIEND OF COURT | FOC-ACT 294 | 96110-INDIRECT COSTS-COUNTY | 263,697 | 230,475 | (33,222) |
| | | | | <u>596,485</u> | <u>518,483</u> | <u>(78,002)</u> |
| 221 | 60100 HEALTH SERVICES | ADMINISTRATION-HEALTH | 67701-REIMB-INDIRECT COSTS | 2,722,344 | 2,722,344 | - |
| 221 | 60100 HEALTH SERVICES | ADMINISTRATION-HEALTH | 69901-CONTRIB-GENERAL FUND | - | 199,148 | 199,148 |
| 221 | 60100 HEALTH SERVICES | ADMINISTRATION-HEALTH | 69000-OTHER REVENUE/FUND BALANCE | 4,719 | (250,671) | (255,390) |
| | | | | <u>2,727,063</u> | <u>2,670,821</u> | <u>(56,242)</u> |
| 221 | 60100 HEALTH SERVICES | ADMINISTRATION-HEALTH | 96111-COMPUTER SERVICES-PROCESSING | 417,652 | 492,282 | 74,630 |
| 221 | 60100 HEALTH SERVICES | ADMINISTRATION-HEALTH | 96110-INDIRECT COSTS-COUNTY | 667,715 | 536,843 | (130,872) |
| | | | | <u>1,085,367</u> | <u>1,029,125</u> | <u>(56,242)</u> |

COUNTY OF SAGINAW
2024 BUDGET ADJUSTMENT
FINAL INDIRECT COSTS & IT CHARGES

| | | | | 2024 | REVISED | REQUESTED |
|------|--------------------------------------|--------------------------------|------------------------------------|-----------|-----------|-------------------------|
| | | | | BUDGET | 2024 | INCREASE/ (DECREASE) |
| | | | | | BUDGET | IN BUDGET |
| FUND | ACTIVITY | ACCOUNT | | | | |
| 228 | 52900 SOLID WASTE MANAGEMENT | SOLID WASTE MANAGEMENT | 69000-OTHER REVENUE/FUND BALANCE | - | (2,051) | (2,051) |
| 228 | 52900 SOLID WASTE MANAGEMENT | SOLID WASTE MANAGEMENT | 96110-INDIRECT COSTS-COUNTY | 2,352 | 301 | (2,051) |
| | | | | 2,352 | 301 | (2,051) |
| 270 | 80300 CASTLE MUSM & HISTORICAL | CASTLE MUSM & HISTORICAL | 67701-REIMB-INDIRECT COSTS | 11,808 | 28,458 | 16,650 |
| 270 | 80300 CASTLE MUSM & HISTORICAL | CASTLE MUSM & HISTORICAL | 96110-INDIRECT COSTS-COUNTY | 11,808 | 28,458 | 16,650 |
| 238 | 67200 COMMISSION ON AGING | SENIOR SERVICES | 69000-OTHER REVENUE/FUND BALANCE | (19,297) | (89,098) | (69,801) |
| 238 | 67200 COMMISSION ON AGING | SENIOR SERVICES | 96111-COMPUTER SERVICES-PROCESSING | 226,323 | 236,754 | 10,431 |
| 238 | 67200 COMMISSION ON AGING | SENIOR SERVICES | 96110-INDIRECT COSTS-COUNTY | 315,273 | 235,041 | (80,232) |
| | | | | 541,596 | 471,795 | (69,801) |
| 240 | 62000 MOSQUITO ABATEMENT COMM | ADMINISTRATION-MOSQUITO | 69000-OTHER REVENUE/FUND BALANCE | 1,533,018 | 1,488,906 | (44,112) |
| 240 | 62000 MOSQUITO ABATEMENT COMM | ADMINISTRATION-MOSQUITO | 96111-COMPUTER SERVICES-PROCESSING | 107,441 | 82,288 | (25,153) |
| 240 | 62000 MOSQUITO ABATEMENT COMM | ADMINISTRATION-MOSQUITO | 96110-INDIRECT COSTS-COUNTY | 108,046 | 89,087 | (18,959) |
| | | | | 215,487 | 171,375 | (44,112) |
| 213 | 43000 ANIMAL CONTROL | ANIMAL CONTROL | 69000-OTHER REVENUE/FUND BALANCE | (48,736) | (66,983) | (18,247) |
| 213 | 43000 ANIMAL CONTROL | ANIMAL CONTROL | 92105-WASTE & RUBBISH DISPOSAL | 7,500 | 17,500 | 10,000 |
| 213 | 43000 ANIMAL CONTROL | ANIMAL CONTROL | 92100-WATER | 15,000 | 20,000 | 5,000 |
| 213 | 43000 ANIMAL CONTROL | ANIMAL CONTROL | 92200-ELECTRIC | 30,000 | 60,000 | 30,000 |
| 213 | 43000 ANIMAL CONTROL | ANIMAL CONTROL | 92300-NATURAL GAS | 25,000 | 30,000 | 5,000 |
| 213 | 43000 ANIMAL CONTROL | ANIMAL CONTROL | 96111-COMPUTER SERVICES-PROCESSING | 89,419 | 71,913 | (17,506) |
| 213 | 43000 ANIMAL CONTROL | ANIMAL CONTROL | 96110-INDIRECT COSTS-COUNTY | 224,056 | 173,315 | (50,741) |
| | | | | 390,975 | 372,728 | (18,247) |
| 256 | 71101 REGISTER OF DEEDS AUTO | REGISTER OF DEEDS AUTOMATION | 69000-OTHER REVENUE/FUND BALANCE | 98,026 | 98,026 | - |
| 256 | 71101 REGISTER OF DEEDS AUTO | REGISTER OF DEEDS AUTOMATION | 96111-COMPUTER SERVICES-PROCESSING | - | - | - |
| 256 | 71101 REGISTER OF DEEDS AUTO | REGISTER OF DEEDS AUTOMATION | 96110-INDIRECT COSTS-COUNTY | 4,726 | 4,726 | - |
| | | | | 4,726 | 4,726 | - |
| 261 | 32500 E-911 TELEPHONE SURCHARGE | E-911 TELEPHONE SURCHARGE | 67701-REIMB-INDIRECT COSTS | 59,360 | 86,944 | 27,584 |
| 261 | 32500 E-911 TELEPHONE SURCHARGE | E-911 TELEPHONE SURCHARGE | 96110-INDIRECT COSTS-COUNTY | 59,360 | 86,944 | 27,584 |
| 266 | 32700 MOBILE DATA MAINT/REPLA | MOBILE DATA MAINT/REPLA | 69000-OTHER REVENUE/FUND BALANCE | 86,110 | 86,110 | - |
| 266 | 32700 MOBILE DATA MAINT/REPLA | MOBILE DATA MAINT/REPLA | 96110-INDIRECT COSTS-COUNTY | 20,920 | 20,920 | - |
| 264 | 36200 LOCAL CORRECTION OFFICER TRAIN | CORRECTION OFFICER'S TRAINING | 69000-OTHER REVENUE/FUND BALANCE | 52,114 | 52,336 | 222 |
| 264 | 36200 LOCAL CORRECTION OFFICER TRAIN | CORRECTION OFFICER'S TRAINING | 96110-INDIRECT COSTS-COUNTY | 1,713 | 1,935 | 222 |
| 263 | 21505 CONCEALED PISTOL LICENSING | CLERK-CONCEALED PISTOL LICENSE | 69000-OTHER REVENUE/FUND BALANCE | (210) | 7,698 | 7,908 |
| 263 | 21505 CONCEALED PISTOL LICENSING | CLERK-CONCEALED PISTOL LICENSE | 96111-COMPUTER SERVICES-PROCESSING | 23,147 | 19,934 | (3,213) |
| 263 | 21505 CONCEALED PISTOL LICENSING | CLERK-CONCEALED PISTOL LICENSE | 96110-INDIRECT COSTS-COUNTY | 20,063 | 31,184 | 11,121 |
| | | | | 43,210 | 51,118 | 7,908 |

COUNTY OF SAGINAW
2024 BUDGET ADJUSTMENT
FINAL INDIRECT COSTS & IT CHARGES

| FUND ACTIVITY | | ACCOUNT | 2024 BUDGET | REVISED 2024 BUDGET | REQUESTED INCREASE/ (DECREASE) IN BUDGET |
|---------------|-------------------------------|--|----------------|---------------------------|---|
| 276 | 72400 MICHIGAN WORKS ADMIN | MICHIGAN WORKS ADMINISTRATION 67701-REIMB-INDIRECT COSTS | 1,961,277 | 1,834,671 | (126,606) |
| 276 | 72400 MICHIGAN WORKS ADMIN | MICHIGAN WORKS ADMINISTRATION 96111-COMPUTER SERVICES-PROCESSING | 5,065 | 29,015 | 23,950 |
| 276 | 72400 MICHIGAN WORKS ADMIN | MICHIGAN WORKS ADMINISTRATION 96110-INDIRECT COSTS-COUNTY | 192,605 | 42,049 | (150,556) |
| | | | 197,670 | 71,064 | (126,606) |
| 277 | 24500 REMONUMENTATION GRANT | REMONUMENTATION GRANT 72610-OTHER OPERATING SUPPLIES | 8,896 | 8,360 | (536) |
| 277 | 24500 REMONUMENTATION GRANT | REMONUMENTATION GRANT 96110-INDIRECT COSTS-COUNTY | 1,286 | 1,822 | 536 |
| | | | 10,182 | 10,182 | - |
| 278 | 44101 SPECIAL PROJECTS | DRAIN DIVISION-MAINTENANCE 67768-REIMB-PROJECT COSTS | 327,874 | 315,683 | (12,191) |
| 278 | 44101 SPECIAL PROJECTS | DRAIN DIVISION-MAINTENANCE 96110-INDIRECT COSTS-COUNTY | 15,609 | 3,418 | (12,191) |
| 278 | 42600 SPECIAL PROJECTS | OFFICE OF EMERGENCY SERVICES 69000-OTHER REVENUE/FUND BALANCE | (11,461) | (12,529) | (1,068) |
| 278 | 42600 SPECIAL PROJECTS | OFFICE OF EMERGENCY SERVICES 96111-COMPUTER SERVICES-PROCESSING | 5,318 | 4,250 | (1,068) |
| 280 | 30102 SHERIFF-SPECIAL PROJECT | SELECTIVE ENFORCEMENT 53946-STATE GRANTS-LEAA | 360,000 | 353,398 | (6,602) |
| 280 | 30102 SHERIFF-SPECIAL PROJECT | SELECTIVE ENFORCEMENT 69902-CONTRIB FROM LAW ENFORCEMENT | - | - | - |
| | | | 360,000 | 353,398 | (6,602) |
| 280 | 30102 SHERIFF-SPECIAL PROJECT | SELECTIVE ENFORCEMENT 96110-INDIRECT COSTS-COUNTY | 9,691 | 3,089 | (6,602) |
| | | | 9,691 | 3,089 | (6,602) |
| 280 | 30114 SHERIFF-SPECIAL PROJECT | PLUS-HOME SURVEILLANCE 69902-CONTRIB FROM LAW ENFORCEMENT | 43,227 | 39,149 | (4,078) |
| 280 | 30114 SHERIFF-SPECIAL PROJECT | PLUS-HOME SURVEILLANCE 96111-COMPUTER SERVICES-PROCESSING | 1,526 | (5,754) | (7,280) |
| 280 | 30114 SHERIFF-SPECIAL PROJECT | PLUS-HOME SURVEILLANCE 96110-INDIRECT COSTS-COUNTY | 59,715 | 62,917 | 3,202 |
| | | | 61,241 | 57,163 | (4,078) |
| 292 | 66200 CHILD CARE | CHILD CARE-FAMILY DIVISION 56100-STATE GRANTS-FOSTER CARE | 3,846,679 | 3,775,374 | (71,305) |
| 292 | 66200 CHILD CARE | CHILD CARE-FAMILY DIVISION 69901-CONTRIBUTION FROM GENERAL FUND | 2,944,583 | 2,944,583 | - |
| 292 | 66200 CHILD CARE | CHILD CARE-FAMILY DIVISION 69000-OTHER REVENUE/FUND BALANCE | - | (71,304) | (71,304) |
| | | | 6,791,262 | 6,648,653 | (142,609) |
| 292 | 66201 CHILD CARE | JUVENILE DETENTION HOME 96111-COMPUTER SERVICES-PROCESSING | 234,767 | 243,241 | 8,474 |
| 292 | 66200 CHILD CARE | CHILD CARE-FAMILY DIVISION 96110-INDIRECT COSTS-COUNTY | - | - | - |
| 292 | 66201 CHILD CARE | JUVENILE DETENTION HOME 96110-INDIRECT COSTS-COUNTY | 645,466 | 494,383 | (151,083) |
| | | | 880,233 | 737,624 | (142,609) |
| 514 | 26520 PARKING SYSTEM | PARKING SYSTEM 69000-OTHER REVENUE/FUND BALANCE | - | - | - |
| 514 | 26520 PARKING SYSTEM | PARKING SYSTEM 96111-COMPUTER SERVICES-PROCESSING | 4,732 | (990) | (5,722) |
| 514 | 26520 PARKING SYSTEM | PARKING SYSTEM 93020-GROUNDS CARE & MAINTENANCE | 5,000 | 10,722 | 5,722 |
| | | | 9,732 | 9,732 | - |

COUNTY OF SAGINAW
2024 BUDGET ADJUSTMENT
FINAL INDIRECT COSTS & IT CHARGES

| FUND ACTIVITY | | ACCOUNT | 2024 BUDGET | REVISED 2024 BUDGET | REQUESTED INCREASE/ (DECREASE) IN BUDGET |
|---------------|--------------------------------------|---|----------------|---------------------------|---|
| 536 | 25100 LAND BANK AUTHORITY | LAND BANK AUTHORITY 69000-OTHER REVENUE/FUND BALANCE | 25,000 | 80,424 | 55,424 |
| 536 | 25100 LAND BANK AUTHORITY | LAND BANK AUTHORITY 96111-COMPUTER SERVICES-PROCESSING | 25,529 | 38,195 | 12,666 |
| 536 | 25100 LAND BANK AUTHORITY | LAND BANK AUTHORITY 96110-INDIRECT COSTS-COUNTY | 46,780 | 89,538 | 42,758 |
| | | | 72,309 | 127,733 | 55,424 |
| 595 | 35150 INMATE SERVICES | INMATE SERVICES 99525-CONTR-PUBLIC IMPROVEMENT | 51,005 | 60,157 | 9,152 |
| 595 | 35150 INMATE SERVICES | INMATE SERVICES 96110-INDIRECT COSTS-COUNTY | 24,141 | 14,989 | (9,152) |
| | | | 75,146 | 75,146 | - |
| 636 | 22800 INFORMATION SYSTEMS & SERV | INFORMATION SYSTEMS & SERVICES 67702-REIMB-DATA PROCESSING | 5,384,538 | 4,417,337 | (967,201) |
| 636 | 22800 INFORMATION SYSTEMS & SERV | INFORMATION SYSTEMS & SERVICES 69000-OTHER REVENUE/FUND BALANCE | - | 924,671 | 924,671 |
| | | | 5,384,538 | 5,342,008 | (42,530) |
| 636 | 22800 INFORMATION SYSTEMS & SERV | INFORMATION SYSTEMS & SERVICES 96110-INDIRECT COSTS-COUNTY | 135,710 | 93,180 | (42,530) |
| | | | 135,710 | 93,180 | (42,530) |
| 677 | 86500 RISK MANAGEMENT | RISK MANAGEMENT ADMINISTRATION 96110-INDIRECT COSTS-COUNTY | 18,464 | 17,303 | (1,161) |
| 677 | 86500 RISK MANAGEMENT | RISK MANAGEMENT ADMINISTRATION 96016-CLAIMS-OTHER | 548,786 | 549,947 | 1,161 |
| | | | 567,250 | 567,250 | - |
| 692 | 25390 INVESTMENT SERVICES | TREASURER-INVESTMENT 67623-REIMB-MANAGEMENT SERVICES | 84,125 | 66,750 | (17,375) |
| 692 | 25390 INVESTMENT SERVICES | TREASURER-INVESTMENT 96111-COMPUTER SERVICES-PROCESSING | 5,311 | (4,554) | (9,865) |
| 692 | 25390 INVESTMENT SERVICES | TREASURER-INVESTMENT 96110-INDIRECT COSTS-COUNTY | 9,507 | 1,997 | (7,510) |
| | | | 14,818 | (2,557) | (17,375) |
| 698 | 87100 EMPLOYEE BENEFITS | WORKERS' COMPENSATION 96111-COMPUTER SERVICES-PROCESSING | 15,821 | 29,011 | 13,190 |
| 698 | 87100 EMPLOYEE BENEFITS | WORKERS' COMPENSATION 96110-INDIRECT COSTS-COUNTY | 44,638 | 44,638 | - |
| 698 | 87100 EMPLOYEE BENEFITS | WORKERS' COMPENSATION 96123-LOSS CONTROL | 146,094 | 132,904 | (13,190) |
| | | | 206,553 | 206,553 | - |
| 711 | 63500 HEALTHSOURCE SAGINAW | HEALTHSOURCE SAGINAW 95500-MISCELLANEOUS EXPENSE | - | 547 | 547 |
| 711 | 63500 HEALTHSOURCE SAGINAW | HEALTHSOURCE SAGINAW 96110-INDIRECT COSTS-COUNTY | 624 | 77 | (547) |
| | | | 624 | 624 | - |
| 272 | 77200 SAGINAW CHILDREN'S ZOO MILLAGE | SAGINAW CHILDREN'S ZOO 95500-MISCELLANEOUS EXPENSE | 1,237,143 | 1,224,386 | (12,757) |
| 272 | 77200 SAGINAW CHILDREN'S ZOO MILLAGE | SAGINAW CHILDREN'S ZOO 96110-INDIRECT COSTS-COUNTY | 2,155 | 14,912 | 12,757 |
| | | | 1,239,298 | 1,239,298 | - |
| 736 | 86900 POSTEMPLOYMENT BENEFITS | POSTEMPLOYMENT BENEFITS 69000-OTHER REVENUE/FUND BALANCE | (2,893,653) | (2,885,889) | 7,764 |
| 736 | 86900 POSTEMPLOYMENT BENEFITS | POSTEMPLOYMENT BENEFITS 96111-COMPUTER SERVICES-PROCESSING | - | 7,764 | 7,764 |
| 733 | 86200 DC PENSION TRUST FUND | RETIREMENT-DC PENSION 69000-OTHER REVENUE/FUND BALANCE | - | (5,665) | (5,665) |
| 733 | 86200 DC PENSION TRUST FUND | RETIREMENT-DC PENSION 96111-COMPUTER SERVICES-PROCESSING | 2,408 | (3,257) | (5,665) |

**BUDGET
AUDIT**

COMMUNICATION NO. 12-19-13

TO: SAGINAW COUNTY BOARD OF COMMISSIONERS

Forwarding for review and approval the attached list of transactions, as compiled by the Treasurer's Office, and by the Controller's Office, Accounting Division.

Date: 11-01-23 through 11-30-23 Amount: \$ 13,806,608.32

Signed Jana Barry
Jana Barry, Deputy Treasurer/Financial Analyst

Signed Koren Thurston
Koren Thurston, Finance Director

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2013 DEC - 5 P 3:56

BUDGET AUDIT COMMITTEE

Recommending the bills as listed above be approved for payment. Any exceptions are noted below.

Signed _____ Dated _____
Dennis H. Krafft, Chair
Jack Tany, Vice Chair

Certifying approval by the Saginaw County Board of Commissioners at a regular meeting held on _____.

Signed _____
Vanessa Guerra, Saginaw County Clerk

SEAL



BUDGET AUDIT

SAGINAW COUNTY COMMISSION ON AGING

...Providing Services, Programs and Opportunities for Older Adults...

November 29, 2023

Commissioner Christopher S. Boyd, Chairman
Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

RE: BUDGET ADJUSTMENT REQUEST

Dear Chairman Boyd:

REQUEST SECTION: Requesting the attached budget adjustment to accommodate additional revenue from the National Energy Foundation (Consumers Energy Program) for senior center activities.

BACKGROUND INFORMATION SECTION: The senior centers participated a Consumers Energy program called the Smart Service program. Consumers Energy presented to each center on how to conserve energy in their home and provided a free kit with essentials such as light bulbs, window insulation and other items to conserve energy. Presentations took place during the months of October/November and were very well received throughout the community. Each senior center was awarded \$500 if more than 50 participants attended each session. The senior centers met this goal, and we are encouraging each center to include participants in determining how they would like to spend the money for their center. This could be a trip, new games, classes, etc.

FINANCIAL INFORMATION SECTION: (ORG CODE 23867299) Funds deposited into the Restricted Funds for Senior Center Activities (see attached spreadsheet).

PARTNERSHIP/COLLABORATION SECTION: Partnering with Consumers Energy, National Energy Foundation, allowed the agency to establish a fund to support senior center activities. Additionally, information provided empowered participants to learn about energy-saving tips, new technology to conserve energy, opportunities to save money, and overall have an impact on energy use as a community.

STRATEGIC PLANNING SECTION: This request is aligned with State-of-the-Art County Services, Continued Responsible Management of Fiscal Resources, Increased Collaboration Between Public and Private Sectors. This is also aligned with the Commission on Aging's Senior Services Strategic Plan, which included a goal to develop a fund to support senior center activities.

RECOMMENDATION SECTION: I am recommending the Board of Commissioners authorize the budget adjustment as set forth to accommodate the additional revenue from the National Energy Foundation.

I will be present at the December Budget/Audit committee to answer any questions.

Sincerely,

Jessica Sargent
Commission on Aging Director

Eleanor A. Frank Multipurpose Center • 2355 Schust Road • Saginaw, Michigan 48603
(989) 797-6880 • FAX (989) 797-6882
Toll Free: 1-866-763-6336 • Website: www.saginawcounty.com

12-19-9

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 DEC -1 A 8:48

Saginaw County Commission on Aging
Budget Adjustment Entries
FY 2024

| Description | Org Code | Object Code | Debit | Credit |
|---|----------|-------------|----------|----------|
| Restricted Funds-Senior Center Activity Fund | | | | |
| Unplanned Donations from National Energy Foundation for the Senior Center Activities | | | | |
| Other Operating Expenses | 23867299 | 72610 | \$ 5,500 | |
| Donations | 23867299 | 67400 | | \$ 5,500 |

Christina A. Harrington, M.P.H.
Health Officer



Delicia J. Pruitt, M.D., M.P.H., F.A.A.F.P.
Medical Director

**BUDGET
AUDIT**

12-19-11

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 DEC - 1 A 9:28

November 30, 2023

Honorable Christopher Boyd, Chairman
Board of Commissioners
County of Saginaw
111 S. Michigan Ave.
Saginaw, MI 48602

RE: REQUEST TO INCREASE AND CREATE NEW HEALTH DEPARTMENT FEES

Dear Chairman Boyd:

Please permit this letter to serve as my request to meet with the Budget/Audit Committee meeting regarding the following matter:

- **Request to increase the department's vaccine administration fee and approve new fees to the health department's fee schedule:**
 - Increase general vaccine administration fee from \$20 to \$23
 - Increase COVID-19 vaccine administration fee from \$20 to \$40
 - VFC Eligible children (<18 years) COVID-19 administration fee - \$23
 - Add the following new fees:
 - RSV - Abrysvo: \$310*
 - RSV - Arexvy: \$295*
 - RSV Antibody (Nirsevimab): \$510 *

**SCHD approved administration fees are added when charged*

Due to recent changes in billable administration fees set by private and public insurances the department would like to increase the department's vaccine administration fee to capture additional allowable expenses for services provided to clients. These fees are billed to insurances and intended to capture the staff time spent educating and administering the vaccine. Further new RSV vaccine has become available for order and administration for high-risk adults and children this year. SCHD staff have researched pricing and reimbursements for such vaccine and need to implement a fee to begin offering this vaccine to the public.

I plan on attending the Budget/Audit Committee meetings to answer any questions about this request. Thank you for your consideration in this matter.

Respectfully,

Christina A. Harrington, MPH
Health Officer



COUNTY OF SAGINAW

Office of Emergency Management

111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602
PHONE (989) 790-5434 FAX (989) 792-6862



BUDGET AUDIT

November 21, 2023

Dear Chairman Boyd,

12-19-12

As you know, panic alarms in the Courthouse have been a topic of discussion at various levels for some time. Several options for improvement of the panic alarm system have been reviewed; unfortunately, the ability to upgrade the existing system is problematic at best or impossible at worst.

Several new panic alarm systems have been researched. After a discussion with vendors involving Emergency Management, Maintenance, and IT Department, a product called ALERTUS has been determined to be the best option for Saginaw County. In addition to vendor research, a site visit to Tuscola County (without a vendor rep present) was made as Tuscola County has recently deployed the ALERTUS product in their Prosecutor's Office.

The FY24 budget includes \$30,000 to replace the courthouse panic alarm system. Unfortunately, this amount was budgeted before a complete project proposal and scope occurred. After the FY24 budget was already set, the final project estimate came back from ALERTUS with an initial cost of \$50,000 and an annual cost of \$4,995.

I have attached a brief history of the panic alarm and emergency notification system in the courthouse, the deficiencies of the current system, and the benefits the ALERTUS system would provide.

I am requesting to be placed on the December Budget and Audit Subcommittee meeting to request an additional \$30,000 be budgeted to replace the panic alarms, upgrade the emergency notification system with ALERTUS, and add analytic functionality to a portion of the courthouse security cameras. Maintenance Director Tony DePelsMaker and I will be at that meeting to provide further information and answer questions as needed.

Respectfully,

Lt. Mark Przybylski

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 DEC - 4 9:21

SUMMARY

Three primary safety systems are used in the courthouse: surveillance cameras, fire/emergency notification systems, and panic alarms. All three systems are older and, in some cases, somewhat obsolete. Some improvements have been made to the camera system; however, the emergency notification and panic alarm systems generally remain as they were when installed. In some cases, the systems don't fully meet the current safety needs of the public and courthouse employees.

While not wholly fixing all shortcomings, replacing the panic alarm and improving the camera and emergency notification systems will significantly enhance the level of safety for the public and employees.

SYSTEM HISTORY

Panic Alarms – It is unknown when the original panic alarms were installed in the courthouse. Initially, the system consisted of panic buttons in select rooms that, when pressed, activated lights in the hallways that indicated what room the alarm was for.

In the late eighties, the in-house telecommunications employee for the County used existing components and tied them into existing copper phone lines in the courthouse to expand the capacity of the panic alarm system. The lighted display panel on each floor was also changed to a small digital alarm panel displaying the room where the alarm was activated.

In the early nineties, Audio Central added components to the existing system, allowing the panic alarms to be monitored at a central receiving station.

Emergency Alerting System – Besides the fire pull stations, the courthouse has an overhead paging system that uses specific tones and prerecorded messages to alert the public and employees of emergencies in the courthouse (i.e., severe weather, active violence, etc.) Although additional speakers have been added over the years, the system is primarily as it was when installed 23 or more years ago.

Surveillance System – The courthouse camera system consists of interior and exterior cameras with a mix of newer IP types and some obsolete analog cameras. The system is accessible from multiple locations, and video footage is stored on several secure servers. Maintenance is making much-needed server updates and updating the video management system with previously budgeted funds.

SYSTEM DEFICIENCIES and PROPOSED IMPROVEMENTS

Panic Alarms – Deficiencies – The panic alarm system deficiencies are two-fold. The first is the difficulty in expanding to other areas (or buildings) or moving a panic button within an existing office when remodeling or rearranging furniture. The second and primary deficiency of the panic alarm system is an inability to troubleshoot and repair issues. Because the system has, over the years, used new and existing wiring (some not initially intended for this purpose), tracking down the cause of a button that is not working is extremely difficult.

Panic Alarms – Proposed Improvements – ALERTUS is a network-based panic alarm solution. As it is network-based, a panic button can be installed anywhere there is a computer or network port. This allows panic buttons to be readily moved, added, or subtracted based on current or future floor plans.

Additionally, being network-based, panic buttons can be added in any building that is on the county network. Adding panic alarms in off-site county locations is as simple as plugging the button into a computer and programming the location within the system. Without ALERTUS, adding panic alarms to locations like the Health Department or Commission on Aging would require a complete stand-alone system.

As ALERTUS is network-based, the alarm notification “pops up” on “authorized network computers, notifying people in multiple locations simultaneously.

Finally, additional ALERTUS products, such as wearable panic buttons, may be helpful in select locations (e.g., COA).

Emergency Alerting System – Deficiencies – The emergency alerting system uses prerecorded messages played on speakers primarily mounted in public or common courthouse areas. This has consistently caused issues with employees in their offices, not hearing an alert clearly, or in some cases, not at all. The county has tried to remedy this by adding speakers in select locations. Adding speakers requires that new speakers be installed at existing fire alarm locations, and, in some cases, new wires are installed for this purpose. These additional speakers have improved alerting but have not entirely solved the issue of being unable to hear the alarm anywhere in the courthouse.

Hearing the alarm and determining the correct actions is vital, as the employee's response may differ based on the incident type. For example, an alarm related to an act of violence dictates that an employee should lockdown. If, because the message is unclear, they think they should evacuate, it could cause a catastrophic situation.

Emergency Alerting System – Proposed Improvements – The ALERTUS product, as proposed, has an emergency alerting component that integrates with the computers attached to the county network. When an alert (e.g., fire, severe weather, acts of violence, etc.) is activated, a pop window shows the type of incident and any recommended actions on the computer screen of every computer attached to the network. As the alert is visual and at the employee's workstation, it eliminates the confusion for those employees in remote offices or when doors are closed.

Adding this system will also allow alerts to be sent to offsite locations (i.e., Health Department, Juvenile, COS, etc.) where now each site has a standalone system or none.

Surveillance System – Deficiencies – As previously mentioned, several surveillance system components are old technology. These older cameras, while sufficient to provide an overall look of the building, are sometimes not of the quality necessary to positively identify individuals when needed.

Additionally, as the system is monitored by people performing other tasks, the “standoff” benefits a camera system can give you are negated.

Surveillance System – Proposed Improvements – Updating all the analog cameras is not feasible due to the extreme cost. Maintenance has been working with our current vendor to prioritize those components that most need updating and has been updating as funds are available or budgeted.

The proposed update for this budget request is to add a single camera with analytic capabilities at the courthouse's front door. There are currently any number of people who have been “banned” from the courthouse or require escort when at the courthouse due to threats or previous incidents.

With the current setup, deputies must remember a banned person from a picture (sometimes current, sometimes not) posted in a book and then pick that person out of all persons entering the courthouse. The age of the picture, the number of people moving through, and any change in someone's appearance make this problematic at best.

The camera improvement would assist in identifying these banned individuals by alerting deputies to their presence before they arrive at the checkpoint.