

# AGENDA

## BUDGET/AUDIT COMMITTEE

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

**Thursday, November 7, 2024 – 4:00 p.m.**

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

- I. Call to Order
- II. Welcome
- III. Correction/Approval of Minutes **October 3, 2024 - Attached**
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda
  1. **Koren Thurston, Finance Director**, re:
    - **11-19-3** Approval of Vendor Transactions, Oct. 1 – 31, 2024 \$31,755,055.57
    - **11-19-4** Submitting report of budget adjustments for July 1, 2024 – September 30, 2024 and budget adjustments carrying forward budget from fiscal 2023 to fiscal 2024 as outlined in Budget Resolution A (*Receive & File*)
  2. **Jessica Sargent, Director, Commission on Aging**, re:
    - **11-19-5** Requesting authorization to adjust the budget and use Commission on Aging unrestricted fund balance in the amount of \$3,450 for tree trimming/removal at the Eleanor Frank/Schust location
  3. **Christina Harrington, Health Officer, Saginaw County Health Department**, re:
    - **11-19-6** (1) Requesting acceptance of FY25 MDHHS grant funding and to amend the budget as follows:
      - \$379,422 from MDHHS for Infection Prevention Grant additional grant allocation
      - \$758,874 from MDHHS for Reopening Schools HRA additional grant allocation
      - \$109,698 from MDHHS for School-based Hearing and Vision Screening Program additional grant allocation(2) Requesting authorization to use \$39,242 in fund balance from Health Department Building & Grounds for emergency elevator repair and to amend the budget accordingly
  4. **Mary Catherine Hannah, County Administrator**, re:
    - **11-19-7** Requesting review and approval of new Saginaw County Policy “Gifts, Donations and Memorials Policy”
    - **11-19-8** Requesting review and approval of revised County Policy #351 - “County Travel Policy”
  5. Any other matters to come before the committee
- VI. Miscellaneous
- VII. Adjournment

# MINUTES

## BUDGET/AUDIT COMMITTEE

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

**Thursday, October 3, 2024 – 4:00 p.m.**

**DRAFT**

Present: Dennis Krafft – Chair, Jack Tany – Vice-Chair, Tracey Slodowski, Rich Spitzer, Christopher Boyd  
Others: Mary Catherine Hannah, Koren Thurston, Tim Novak, Dave Gilbert, Mark Piotrowski, Darcie Totten, Undersheriff Gomez, Jaime Ceja, Randy Pfau, Dylan Hellus, Carmen Mora, Abbey Stemple, Hurley Coleman, Suzy Koeplinger, Renee Sharkey, and Catherine Hicks

- I. Call to Order **---Krafft at 4:00 p.m.**
- II. Welcome
- III. Correction/Approval of Minutes **(September 5, 2024)**  
**---Moved by Tany, seconded by Boyd, to approve. Motion Carried.**
- IV. Public Comment *(Speakers limited to 3 minutes)*
- V. Agenda

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

- **10-15-8** Vendor Transactions Aug. 1 – 31, 2024 \$47,057,849.14
- **10-15-13\*** Vendor Transactions Sept. 1 – 30, 2024 \$17,928,069.42  
**---Moved by Spitzer, seconded by Boyd, to approve 10-15-8 and 10-15-13. Motion Carried. (Board Report)**
- **10-15-9** Requested approval of a budget adjustment for Saginaw County Criminal Justice Coordinating Committee (SCCJCC), on behalf of Kelly Suppes, Purchasing/Risk Administrator, for equipment replacement. The equipment was estimated and budgeted at \$5,200; the actual cost is \$7,200  
**---Moved by Boyd, seconded by Tany, to approve. Motion Carried. (Board Report)**
- **10-15-14\*** Requested approval of changes to the Health Department's FY 2025 Fee Schedule for Laboratory Fees and Immunization Vaccine Fees effective October 1, 2024  
**---Moved by Tany, seconded by Boyd, to approve. Motion Carried. (Board Report)**

2. **Undersheriff Gomez, Saginaw County Sheriff's Office**, re:

- **10-15-10** Requested approval to accept and increase funds to the 416 Secondary Road Patrol Grant in the amount of \$144,524 for the FY 2025 and to purchase and equip/build two Durango patrol vehicles and spend the remaining on overtime details  
**---Undersheriff Gomez explained that they have been given extra Secondary Road Patrol grant funding, which they are not guaranteed to receive next year. His request is to purchase and equip two patrol vehicles rather than hire a deputy who may have to be laid off in the event funding isn't provided next year. The remainder of the extra funding will be used to pay for overtime if necessary. ---Moved by Slodowski, seconded by Tany, to approve. Motion Carried. (Board Report)**

3. **Randy Pfau, Director, Medical Examiner's Office**, re:
- **10-15-15\*** Requested approval to add Medical Examiner Office Fees to the FY 2025 Fee Schedule retroactive to October 1, 2024  
*---Discussion was held; the addition of fees is expected to generate between \$5,000 and \$10,000 in revenue.  
---Moved by Boyd, seconded by Tany, to approve. Motion Carried.  
(Board Report)*
4. **Mary Catherine Hannah, County Administrator**, re:
- **10-15-16\*** Discussion of available ARPA funding to \*Covenant, Saginaw-Shiawassee Habitat for Humanity for housing and Community Action Committee for housing rehabilitation projects  
*---Dylan Hellus, Covenant; Hurley Coleman, Community Action Center (CAC); Carmen Mora, Saginaw-Shiawassee Habitat for Humanity, requested to be awarded \$700,000 in ARPA funds to build 7 new homes on land owned by Covenant Hospital. MI State Housing Development Authority (MSHDA) will be used for gap funding because the homes cost \$300,000 to build but are only expected to sell for around \$150,000. In addition, CAC is requesting \$250,000 to perform critical structural and weatherization repairs to homes within Saginaw County. Discussion was held and it was expressed that the commissioners are responsible for ensuring Saginaw County complies with requirements so that ARPA money is spent correctly. Commissioners desire the ARPA money to be allocated where it will have the greatest impact. It was noted that all of Saginaw County is experiencing housing shortages, not just the city. Commissioner Krafft, along with other commissioners, requested that the group put together a formal request that can be acted on and it to include what they see happening through the use of ARPA funds. The group agreed to have a formal proposal submitted by October 11<sup>th</sup> and will bring their proposal before the Executive Committee on October 15<sup>th</sup> at 4:00 p.m. prior to the October Board Session.*
5. Any other matters to come before the committee *---Discussion was held regarding federal and state grants and the various websites that can be researched for possible grants for Saginaw County.*
- VI. Miscellaneous *---It was announced that Labor Relations has been cancelled due to lack of agenda items and that Executive Committee will be postponed to October 15<sup>th</sup> at 4:00 p.m., with the full board invited to hear the presentation by Covenant/Habitat for Humanity/Community Action Center.*
- VII. Adjournment *---Moved by Tany, seconded by Slodowski, to adjourn; time being 5:30 p.m.*

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

**BUDGET  
AUDIT**

COMMUNICATION NO. 11-19-3

**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 Administrator's Office, Accounting Division.

Date: 10-01-24 through 10-31-24 Amount: \$31,755,055.57

Signed Jana Barry  
Jana Barry, Deputy Treasurer/Financial Analyst

SAGINAW COUNTY BOC  
NOV 1 '24 PM12:00

Signed Koren A. Thurston  
Koren Thurston, Finance Director

**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**



# County of Saginaw

111 South Michigan Avenue  
Saginaw, MI 48602

# BUDGET AUDIT

Mary Catherine Hannah  
County Administrator

October 30, 2024

SAGINAW COUNTY BOC  
OCT 30 '24 PM2:22

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

11-19-4

Dear Chairman Boyd:

The Budget Resolution states that a report of budget adjustments approved by the County Administrator (or their designee) as well as grants accepted on behalf of the County be submitted to the Budget/Audit Committee for informational purposes. In compliance, enclosed are those budget adjustments for July 1, 2024 through September 30, 2024.

Also included on this listing are any budget adjustments approved by the County Administrator (or their designee) for the purposes of carrying forward budget from fiscal 2023 to fiscal 2024 as outlined in Budget Resolution A.

If you or any of the other Commissioners have any questions, please feel free to contact me.

Sincerely,

*Koren A. Thurston*

Koren A. Thurston, CPA  
Finance Director

Cc: Mary Catherine Hannah, County Administrator



(989) 790-5210



administratorsoffice@saginawcounty.com

County of Saginaw  
 County Administrator's Office Approved Budget Adjustments  
 FY 2024 - 7/1/2024 thru 9/30/2024

YEAR	PER	JOURNAL	LINE	EFF DATE	REF1	REF2	REF4	ORG	ORG DESCRIPTION	OBJECT	OBJECT DESCRIPTION	COMMENT	DR/CR	AMOUNT
2024	10	21	1	07/01/2024	COA	MCH 7/1	FGP Copier	23867202	Foster Grandparents	97000	Capital Outlay	Adj Budget for Copier and Scan	D	2,000
2024	10	21	2	07/01/2024	COA	MCH 7/1	FGP Copier	23867202	Foster Grandparents	97050	Capital Outlay Under \$5000	Adj Budget for Copier and Scan	D	1,500
2024	10	21	3	07/01/2024	COA	MCH 7/1	FGP Copier	23867202	Foster Grandparents	86110	Travel-Volunteers	Adj Budget for Copier and Scan	C	3,500
2024	10	672	1	07/10/2024	COA	MCH 7/10	HDM Food	23867211	Nutrition III C-2 HDM	73950	Food-Frozen	Adj Budget to cover food costs	D	15,000
2024	10	672	2	07/10/2024	COA	MCH 7/10	HDM Food	23867211	Nutrition III C-2 HDM	70500	S & W-Temporary/Seasonal	Adj Budget to cover food costs	C	15,000
2024	10	1277	1	07/15/2024	Admin	MCH 7/9	transfer	10117200	County Administration	96118	Auction Costs	increase to cover costs	D	200
2024	10	1277	2	07/15/2024	Admin	MCH 7/9	transfer	10117200	County Administration	97050	Capital Outlay Under \$5000	increase to cover costs	D	100
2024	10	1277	3	07/15/2024	Admin	MCH 7/9	transfer	10117200	County Administration	91500	Memberships	decreased for auction & capita	C	300
2024	10	1645	1	07/18/2024	COA	MCH 7/18	Temp Emps	23867210	Nutrition III C-1 Congre	80137	Temp Agency Services	Trsf Funds to Cover Temp Emplo	D	10,000
2024	10	1645	2	07/18/2024	COA	MCH 7/18	Temp Emps	23867210	Nutrition III C-1 Congre	70400	S & W-Permanent-Part Time	Trsf Funds to Cover Temp Emplo	C	10,000
2024	10	2661	1	07/25/2024	Juveni	MOU w/Crts	incr contr	29266200	Child Care-Family Division	83920	Int Clinical Homebased Service	inc per contract	D	123,000
2024	10	2661	2	07/25/2024	Juveni	MOU w/Crts	incr contr	29266200	Child Care-Family Division	82010	Court Appt Special Advocate	inc per contract	D	85,000
2024	10	2661	3	07/25/2024	Juveni	MOU w/Crts	incr contr	29266200	Child Care-Family Division	58001	Local Grants-SCCMHA	inc per contract	C	30,750
2024	10	2661	4	07/25/2024	Juveni	MOU w/Crts	incr contr	29266200	Child Care-Family Division	67400	Donations From Private Sources	inc per contract	C	21,250
2024	10	2661	5	07/25/2024	Juveni	MOU w/Crts	incr contr	29266200	Child Care-Family Division	56100	State Grants-Foster Care	inc per contract	C	156,000
2024	10	2801	1	07/26/2024	CirCrt	MOU w/Crts	Xfer budge	27828303	MI Drug Ct Grant Prog-Circuit	80150	Contractual Services	For Housing, TSC & ForensFluid	C	600
2024	10	2801	2	07/26/2024	CirCrt	MOU w/Crts	Xfer budge	27828303	MI Drug Ct Grant Prog-Circuit	72610	Other Operating Supplies	For Housing, TSC & ForensFluid	D	600
2024	10	3216	1	07/31/2024	LandBk	MCH 7/31	LB budget	53625102	State LB Grant Round 3	96113	Service Charges & Fees	move to demo costs-round 3	C	375,000
2024	10	3216	2	07/31/2024	LandBk	MCH 7/31	LB budget	53625102	State LB Grant Round 3	98700	Demolition Costs	move from service charges-rd 3	D	375,000
2024	10	3243	1	07/31/2024	COA	MCH 7/31	Pro Fresh	23867299	Reserve-Restr Contribution	73930	Food (Provisions)	Adj For Project Fresh/ARPA	D	10,000
2024	10	3243	2	07/31/2024	COA	MCH 7/31	Pro Fresh	23867299	Reserve-Restr Contribution	50100	Federal Grants	Adj For Project Fresh/ARPA	C	9,000
2024	10	3243	3	07/31/2024	COA	MCH 7/31	Pro Fresh	23867299	Reserve-Restr Contribution	96299	Restricted Expenditures	Adj For Project Fresh/ARPA	C	1,000
2024	10	3263	1	07/31/2024	CircCt	MOU w/Crts	Xfer bud	27828303	MI Drug Ct Grant Prog-Circuit	80150	Contractual Services	TriCAP, TSC & Oral Fluid Swabs	C	420
2024	10	3263	2	07/31/2024	CircCt	MOU w/Crts	Xfer bud	27828303	MI Drug Ct Grant Prog-Circuit	72610	Other Operating Supplies	TriCAP, TSC & Oral Fluid Swabs	D	420
2024	11	187	1	08/05/2024	Treasu	MCH 8/5	AmendBudge	10125300	County Treasurer	85100	Postage	Move to Physicals/CapOutay	C	324
2024	11	187	2	08/05/2024	Treasu	MCH 8/5	AmendBudge	10125300	County Treasurer	83800	Pre-Employment Physicals	Move from Postage	D	144
2024	11	187	3	08/05/2024	Treasu	MCH 8/5	AmendBudge	10125300	County Treasurer	97050	Capital Outlay Under \$5000	Move from Postage	D	180
2024	11	248	1	08/06/2024	Juveni	MOU w/Crts	adjust bud	29266201	Juvenile Detention Home	72610	Other Operating Supplies	to cover budget coverage	C	1,500
2024	11	248	2	08/06/2024	Juveni	MOU w/Crts	adjust bud	29266201	Juvenile Detention Home	72620	Janitorial Supplies	to cover budget coverage	C	1,500
2024	11	248	3	08/06/2024	Juveni	MOU w/Crts	adjust bud	29266201	Juvenile Detention Home	73800	Bedding & Linen Supplies	to cover budget coverage	C	2,000
2024	11	248	4	08/06/2024	Juveni	MOU w/Crts	adjust bud	29266201	Juvenile Detention Home	91500	Memberships	to cover budget coverage	D	500
2024	11	248	5	08/06/2024	Juveni	MOU w/Crts	adjust bud	29266201	Juvenile Detention Home	80129	Laundry Services	to cover budget coverage	D	4,500

County of Saginaw  
 County Administrator's Office Approved Budget Adjustments  
 FY 2024 - 7/1/2024 thru 9/30/2024

YEAR	PER	JOURNAL	LINE	EFF DATE	REF1	REF2	REF4	ORG	ORG DESCRIPTION	OBJECT	OBJECT DESCRIPTION	COMMENT	DR/CR	AMOUNT
2024	11	587	1	08/08/2024	LBFY24	budgetamen	LandBank	53625100	Land Bank Authority	74110	Purchases-Land	decrease to cover other expens	C	108,020
2024	11	587	2	08/08/2024	LBFY24	budgetamen	LandBank	53625100	Land Bank Authority	80150	Contractual Services	Increase to match actuals	D	27,000
2024	11	587	3	08/08/2024	LBFY24	budgetamen	LandBank	53625100	Land Bank Authority	91500	Memberships	Increase to match actuals	D	1,000
2024	11	587	4	08/08/2024	LBFY24	budgetamen	LandBank	53625100	Land Bank Authority	93320	Software Licensing Fees	Increase to match actuals	D	20
2024	11	587	5	08/08/2024	LBFY24	budgetamen	LandBank	53625100	Land Bank Authority	93020	Grounds Care & Maintenance	Increase to match actuals	D	80,000
2024	11	683	1	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	53900	State Grants	adjust to grant awarded amount	C	33,389
2024	11	683	2	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	70300	S & W-Full Time	adjust to grant awarded amount	D	3,809
2024	11	683	3	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	70700	S & W-OverTime	adjust to grant awarded amount	D	13,234
2024	11	683	4	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	70900	S & W-Insurance Opt Out	adjust to grant awarded amount	C	1,800
2024	11	683	5	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	71100	Hospitalization Insurance	adjust to grant awarded amount	D	214
2024	11	683	6	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	71300	Life Insurance	adjust to grant awarded amount	D	63
2024	11	683	7	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	71600	Retirement Contributions	adjust to grant awarded amount	D	8
2024	11	683	8	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	71620	Retirement-Defined Contributio	adjust to grant awarded amount	D	3,776
2024	11	683	9	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	71700	Taxes-Social Security	adjust to grant awarded amount	D	2,475
2024	11	683	10	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	71710	Workers' Compensation	adjust to grant awarded amount	D	1,559
2024	11	683	11	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	71720	Disability Insurance-Def Contr	adjust to grant awarded amount	D	8
2024	11	683	12	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	80200	Consultant Services	adjust to grant awarded amount	D	10,043
2024	11	683	13	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	70008	Appropriations	adjust to grant awarded amount	C	33,389
2024	11	683	14	08/09/2024	SSPP	MOU w/Crts	FixGrant\$\$	27828305	Swift & Sure Sanctions Probati	40008	Estimated Revenues	adjust to grant awarded amount	D	33,389
2024	11	728	1	08/12/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	80200	Consultant Services	Transfer to Uniforms	C	4,270
2024	11	728	2	08/12/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	80200	Consultant Services	Transfer to Interpreters	C	4,000
2024	11	728	3	08/12/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	80200	Consultant Services	Transfer to Printing/Binding	C	8,500
2024	11	728	4	08/12/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	73700	Uniforms & Accessories	Transfer from Consultant	D	4,270
2024	11	728	5	08/12/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	82300	Interpreter/Translation Fees	Transfer from Consultant	D	4,000
2024	11	728	6	08/12/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	90000	Printing & Publishings	Transfer from Consultant	D	8,500
2024	11	973	1	08/14/2024	RODAut	MCH 8/19	transfer	25671101	Register of Deeds Automation	97050	Capital Outlay Under \$5000	purchase of 5 desks	D	2,000
2024	11	973	2	08/14/2024	RODAut	MCH 8/19	transfer	25671101	Register of Deeds Automation	93305	Computer Agreements	purchase of 5 desks	C	2,000
2024	11	1043	1	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	72620	Janitorial Supplies	additional cleaning supplies	D	5,000
2024	11	1043	2	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	73200	Kennel Supplies	to additional cleaning supplie	C	5,000
2024	11	1043	3	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	80100	Professional Services	cover costs to APS Employment	D	13,000
2024	11	1043	4	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	80110	Prof Serv-Routine Animal Care	to cover costs to APS Employme	C	13,000
2024	11	1043	5	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	80112	Prof Serv-Spay/Neuter	for spay/neuter costs	D	30,000
2024	11	1043	6	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	80150	Contractual Services	to cover costs for spay/neuter	C	20,000
2024	11	1043	7	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	80111	Prof Serv-Medical & Emergency	to cover costs for spay/neuter	C	10,000
2024	11	1043	8	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	85000	Telephone Charges	for after-hours answering serv	D	9,000
2024	11	1043	9	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	92100	Water & Sewer	to after-hours answering serv	C	9,000
2024	11	1043	10	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	59010	Local Grants-Foundations	from Best Friends Animal Socie	C	6,000
2024	11	1043	11	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	73200	Kennel Supplies	to kennel supplies	D	1,000
2024	11	1043	12	08/14/2024	SCACC	MCH 8/9	adj budget	21343000	Animal Control	91000	Professional Development	to professional development	D	5,000

County of Saginaw  
 County Administrator's Office Approved Budget Adjustments  
 FY 2024 - 7/1/2024 thru 9/30/2024

YEAR	PER	JOURNAL	LINE	EFF DATE	REF1	REF2	REF4	ORG	ORG DESCRIPTION	OBJECT	OBJECT DESCRIPTION	COMMENT	DR/CR	AMOUNT
2024	11	1167	1	08/16/2024	Distri	MOU w/Crts	#NAME?	27828604	Dist Ct DWI Sobriety Court	50520	Fed Grants-OHSP	Correct budge to grant awarded	C	9,500
2024	11	1167	2	08/16/2024	Distri	MOU w/Crts	#NAME?	27828604	Dist Ct DWI Sobriety Court	72610	Other Operating Supplies	Correct budge to grant awarded	C	175
2024	11	1167	3	08/16/2024	Distri	MOU w/Crts	#NAME?	27828604	Dist Ct DWI Sobriety Court	80150	Contractual Services	Correct budge to grant awarded	D	11,595
2024	11	1167	4	08/16/2024	Distri	MOU w/Crts	#NAME?	27828604	Dist Ct DWI Sobriety Court	83902	Physicians Fees	Correct budge to grant awarded	C	1,920
2024	11	1182	1	08/19/2024	CirCrt	MOU w/Crts	transfer	27828303	MI Drug Ct Grant Prog-Circuit	72610	Other Operating Supplies	Oral FI swab \$ to Housing	C	36
2024	11	1182	2	08/19/2024	CirCrt	MOU w/Crts	transfer	27828303	MI Drug Ct Grant Prog-Circuit	80150	Contractual Services	Oral FI swab \$ to Housing	D	36
2024	11	1366	1	08/20/2024	FOC	MOU w/Crts	Software	21529000	FOC-Act 294	93320	Software Licensing Fees	Increase Budget Category	D	5,000
2024	11	1366	2	08/20/2024	FOC	MOU w/Crts	Software	21529000	FOC-Act 294	70300	S & W-Full Time	Decrease Budget Category	C	5,000
2024	11	1456	1	08/21/2024	FOC	A&V Grant	Amendment	21529100	Access & Visitation Grant	50100	Federal Grants	Amendment Increases Budget	C	1,600
2024	11	1456	2	08/21/2024	FOC	A&V Grant	Amendment	21529100	Access & Visitation Grant	80200	Consultant Services	Amendment Increases Budget	D	1,600
2024	11	1479	1	08/21/2024	Family	MOU w/Crts	transfer	10128400	Family Division	93160	Maintenance Agreements	to cover dif for JAVS Project	C	1,756
2024	11	1479	2	08/21/2024	Family	MOU w/Crts	transfer	10128400	Family Division	97050	Capital Outlay Under \$5000	to cover dif for JAVS Project	D	1,756
2024	11	1560	1	08/22/2024	IT	MCH 8/20	transfer	63622800	Information Technology	70300	S & W-Full Time	transfer to cover temp employee	C	4,860
2024	11	1560	2	08/22/2024	IT	MCH 8/20	transfer	63622800	Information Technology	80150	Contractual Services	transfer to cover temp employee	D	4,860
2024	11	2122	1	08/27/2024	Probat	MCH 8/23	transfer	10129400	Probate Court	82300	Interpreter/Translation Fees	to cover interpreter fees	D	542
2024	11	2122	2	08/27/2024	Probat	MCH 8/23	transfer	10129400	Probate Court	73700	Uniforms & Accessories	to purchase firearm	D	854
2024	11	2122	3	08/27/2024	Probat	MCH 8/23	transfer	10129400	Probate Court	83903	Psychiatrists Fees	interpreter fees & firearm	C	1,396
2024	11	2123	1	08/27/2024	DPW	MCH 8/26	transfers	10144100	Public Works/Drain Division	73000	Office Supplies	transfer to life insurance	C	200
2024	11	2123	2	08/27/2024	DPW	MCH 8/26	transfers	10144100	Public Works/Drain Division	71300	Life Insurance	transfer to life insurance	D	200
2024	11	2123	3	08/27/2024	DPW	MCH 8/26	transfers	10144100	Public Works/Drain Division	93320	Software Licensing Fees	for Adobe & Arc GIS software	D	550
2024	11	2123	4	08/27/2024	DPW	MCH 8/26	transfers	10144100	Public Works/Drain Division	93305	Computer Agreements	for Adobe & Arc GIS software	C	550
2024	11	2123	5	08/27/2024	DPW	MCH 8/26	transfers	27844101	Drain Division-Maintenance	83801	Employees' Physical Exams	for cost of employee CDL physi	D	200
2024	11	2123	6	08/27/2024	DPW	MCH 8/26	transfers	27844101	Drain Division-Maintenance	71300	Life Insurance	transfer to life insurance	D	75
2024	11	2123	7	08/27/2024	DPW	MCH 8/26	transfers	27844101	Drain Division-Maintenance	93200	Vehicle R & M	for CDL physical & life insura	C	275
2024	11	2123	8	08/27/2024	DPW	MCH 8/26	transfers	27844101	Drain Division-Maintenance	70720	S & W-Longevity	for longevity payout	D	992
2024	11	2123	9	08/27/2024	DPW	MCH 8/26	transfers	27844101	Drain Division-Maintenance	93305	Computer Agreements	for longevity payout	C	992
2024	11	2123	10	08/27/2024	DPW	MCH 8/26	transfers	64156800	Soil Erosion	71300	Life Insurance	transfer to life insurance	D	100
2024	11	2123	11	08/27/2024	DPW	MCH 8/26	transfers	64156800	Soil Erosion	73000	Office Supplies	transfer to life insurance	C	100
2024	11	2123	12	08/27/2024	DPW	MCH 8/26	transfers	64156800	Soil Erosion	93320	Software Licensing Fees	for Adobe licensing	D	130
2024	11	2123	13	08/27/2024	DPW	MCH 8/26	transfers	64156800	Soil Erosion	93200	Vehicle R & M	for Adobe licensing	C	130



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2024	11	2369	1	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	53900	State Grants	match budget to grant awarded	D	36,687
2024	11	2369	2	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	70300	S & W-Full Time	match budget to grant awarded	D	2,032
2024	11	2369	3	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	71100	Hospitalization Insurance	match budget to grant awarded	C	2,934
2024	11	2369	4	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	71300	Life Insurance	match budget to grant awarded	D	77
2024	11	2369	5	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	71510	Retiree Health Savings Plan	match budget to grant awarded	D	44
2024	11	2369	6	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	71620	Retirement-Defined Contributio	match budget to grant awarded	D	65
2024	11	2369	7	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	71700	Taxes-Social Security	match budget to grant awarded	D	106
2024	11	2369	8	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	71710	Workers' Compensation	match budget to grant awarded	D	29
2024	11	2369	9	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	71720	Disability Insurance-Def Contr	match budget to grant awarded	D	72
2024	11	2369	10	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	73000	Office Supplies	match budget to grant awarded	C	2,970
2024	11	2369	11	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	85000	Telephone Charges	match budget to grant awarded	C	795
2024	11	2369	12	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	90000	Printing & Publications	match budget to grant awarded	C	369
2024	11	2369	13	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	91000	Professional Development	match budget to grant awarded	D	6,600
2024	11	2369	14	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	91200	Meeting Expenditures	match budget to grant awarded	D	1,246
2024	11	2369	15	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	93130	Office Equipment R & M	match budget to grant awarded	D	45
2024	11	2369	16	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436302	Group-Based Programs	53900	State Grants	match budget to grant awarded	D	35,860
2024	11	2369	17	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436302	Group-Based Programs	80150	Contractual Services	match budget to grant awarded	D	53,170
2024	11	2369	18	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	53900	State Grants	match budget to grant awarded	D	58,339
2024	11	2369	19	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	70300	S & W-Full Time	match budget to grant awarded	D	7,482
2024	11	2369	20	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	71100	Hospitalization Insurance	match budget to grant awarded	C	4,473
2024	11	2369	21	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	71300	Life Insurance	match budget to grant awarded	D	189
2024	11	2369	22	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	71510	Retiree Health Savings Plan	match budget to grant awarded	D	46
2024	11	2369	23	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	71620	Retirement-Defined Contributio	match budget to grant awarded	D	64
2024	11	2369	24	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	71700	Taxes-Social Security	match budget to grant awarded	D	624
2024	11	2369	25	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	71710	Workers' Compensation	match budget to grant awarded	D	325
2024	11	2369	26	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	71720	Disability Insurance-Def Contr	match budget to grant awarded	D	47
2024	11	2369	27	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436302	Group-Based Programs	80216	Consultant-Substance Abuse	match budget to grant awarded	C	89,030
2024	11	2369	28	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	80121	Clerical Services	match budget to grant awarded	C	33,290
2024	11	2369	29	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	97050	Capital Outlay Under \$5000	match budget to grant awarded	C	795
2024	11	2369	30	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	72610	Other Operating Supplies	match budget to grant awarded	C	600
2024	11	2369	31	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	75100	Subscriptions & Publications	match budget to grant awarded	C	500
2024	11	2369	32	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	86100	Transportation-Mileage Reimb	match budget to grant awarded	C	4,000
2024	11	2369	33	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436303	Pretrial Services	80121	Clerical Services	match budget to grant awarded	C	62,643
2024	11	2369	34	08/29/2024	ComCor	MOU w/Crts	Grnt inc	28436301	Community Corrections Admin	91500	Memberships	match budget to grant awarded	C	750
2024	11	2417	1	08/29/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	80122	Shredding Services	increase shredding	D	28
2024	11	2417	2	08/29/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	72610	Other Operating Supplies	decrease supplies	C	2,000
2024	11	2417	3	08/29/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73710	Clothing (Inmates & Wards)	increase for juveniles	D	1,167
2024	11	2417	4	08/29/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	80120	Janitorial & Custodial Service	increase janitorial	D	26
2024	11	2417	5	08/29/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	83800	Pre-Employment Physicals	increase pre-employment physic	D	1,539
2024	11	2417	6	08/29/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	72620	Janitorial Supplies	decrease janitorial supplies	C	760

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2024	11	2563	1	08/30/2024	Equali	MCH 8/30	transfer	10125700	Equalization	83800	Pre-Employment Physicals	to cover pre-employment physic	D	144
2024	11	2563	2	08/30/2024	Equali	MCH 8/30	transfer	10125700	Equalization	70300	S & W-Full Time	to cover pre-employment physic	C	144
2024	11	2563	3	08/30/2024	Equali	MCH 8/30	transfer	10125700	Equalization	90000	Printing & Publishings	to cover overages in printing	D	610
2024	11	2563	4	08/30/2024	Equali	MCH 8/30	transfer	10125700	Equalization	91000	Professional Development	to cover overages in printing	C	610
2024	11	2563	5	08/30/2024	Equali	MCH 8/30	transfer	10125700	Equalization	93320	Software Licensing Fees	to correct budget for software	D	17,000
2024	11	2563	6	08/30/2024	Equali	MCH 8/30	transfer	10125700	Equalization	93305	Computer Agreements	to correct budget for software	C	17,000
2024	12	148	1	09/04/2024	Juenil	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	72620	Janitorial Supplies	Budget Transfer	C	2,074
2024	12	148	2	09/04/2024	Juenil	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73000	Office Supplies	Budget Transfer	C	500
2024	12	148	3	09/04/2024	Juenil	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73300	Recreational Supplies	Budget Transfer	C	1,000
2024	12	148	4	09/04/2024	Juenil	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	92105	Waste & Rubbish Disposal	Budget Transfer	D	2,500
2024	12	148	5	09/04/2024	Juenil	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	80129	Laundry Services	Budget Transfer	D	1,074
2024	12	381	1	09/09/2024	Prosec	MCH 9/10	Computer	10129600	Prosecuting Attorney	97050	Capital Outlay Under \$5000	Office Equipment-Budget Adj	D	1,500
2024	12	381	2	09/09/2024	Prosec	MCH 9/10	Computer	10129600	Prosecuting Attorney	82600	Filing Fees	Office Equipment-Budget Adj	C	1,500
2024	12	621	1	09/11/2024	Prosec	MCH 9/25	Adj-Extrad	10129600	Prosecuting Attorney	81300	Transcripts	move to extradition	C	1,750
2024	12	621	2	09/11/2024	Prosec	MCH 9/25	Adj-Extrad	10129600	Prosecuting Attorney	86020	Transp-Apprehension & Extradit	from Transcripts for coverage	D	1,750
2024	12	624	1	09/11/2024	Prosec	MCH 9/25	Adj-Over	10129600	Prosecuting Attorney	81500	Witness Fees	To cover shortage in Travel	C	2,000
2024	12	624	2	09/11/2024	Prosec	MCH 9/25	Adj-Over	10129600	Prosecuting Attorney	86101	Travel Related Employee Reimb	To cover shortage in Travel	D	2,000
2024	12	696	1	09/12/2024	MVAAGr	MVAAGr	MatchGrnt	29468301	County Veteran Service Fund Gr	53900	State Grants	adj budget to grant award	C	55,132
2024	12	696	2	09/12/2024	MVAAGr	MVAAGr	MatchGrnt	29468301	County Veteran Service Fund Gr	80150	Contractual Services	adj budget to grant award	D	55,132
2024	12	734	1	09/12/2024	Parks	MCH 9/16	combine	20875603	Rail Trail-Maintenance	69903	Contr-Parks & Recreation	close RT maint org code budget	D	10,000
2024	12	734	2	09/12/2024	Parks	MCH 9/16	combine	20875603	Rail Trail-Maintenance	93020	Grounds Care & Maintenance	close RT maint org code budget	C	10,000
2024	12	734	3	09/12/2024	Parks	MCH 9/16	combine	20875100	Parks & Recreation Commission	99503	Contr-Parks & Recreation	close RT maint org code budget	C	10,000
2024	12	734	4	09/12/2024	Parks	MCH 9/16	combine	20875100	Parks & Recreation Commission	71700	Taxes-Social Security	close RT maint org code budget	D	10,000
2024	12	735	1	09/12/2024	Parks	MCH 9/19	transfer	20875100	Parks & Recreation Commission	71700	Taxes-Social Security	for seasonal FICA not budgeted	D	7,213
2024	12	735	2	09/12/2024	Parks	MCH 9/19	transfer	20875100	Parks & Recreation Commission	71710	Workers' Compensation	for seasonal W/C not budgeted	D	4,905
2024	12	735	3	09/12/2024	Parks	MCH 9/19	transfer	20875100	Parks & Recreation Commission	72620	Janitorial Supplies	for seasonal fringes not budge	C	12,118
2024	12	774	1	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	70700	S & W-Overtime	Transfer to OT-Holiday	C	357
2024	12	774	2	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	70710	S & W-OT-Holiday	Transfer from Overtime	D	357
2024	12	778	1	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	71100	Hospitalization Insurance	Transfer to multiple lines	C	22,140
2024	12	778	2	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	81801	Court Appt Atty-Mental Hlth Ct	Transfer from Hosp Ins	D	1,140
2024	12	778	3	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	82300	Interpreter/Translation Fees	Transfer from Hosp Ins	D	7,000
2024	12	778	4	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	86100	Transportation-Mileage Reimb	Transfer from Hosp Ins	D	1,000
2024	12	778	5	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	91500	Memberships	Transfer from Hosp Ins	D	1,500
2024	12	778	6	09/13/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	93320	Software Licensing Fees	Transfer from Hosp Ins	D	11,500

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2024	12	799	1	09/13/2024	Distri	MOU w/Crts	Veteran Gr	27828603	Dist Ct Veterans Treatment Crt	53900	State Grants	adj to match grant award	C	570
2024	12	799	2	09/13/2024	Distri	MOU w/Crts	Veteran Gr	27828603	Dist Ct Veterans Treatment Crt	72610	Other Operating Supplies	adj to match grant award	C	2,314
2024	12	799	3	09/13/2024	Distri	MOU w/Crts	Veteran Gr	27828603	Dist Ct Veterans Treatment Crt	80150	Contractual Services	adj to match grant award	D	1,155
2024	12	799	4	09/13/2024	Distri	MOU w/Crts	Veteran Gr	27828603	Dist Ct Veterans Treatment Crt	86100	Transportation-Mileage Reimb	adj to match grant award	D	1,729
2024	12	913	1	09/16/2024	Distri	MOU w/Crts	Transfer	10128700	Probation-District Court	70300	S & W-Full Time	Transfer to balance accounts	C	8,910
2024	12	913	2	09/16/2024	Distri	MOU w/Crts	Transfer	10128700	Probation-District Court	80150	Contractual Services	Transfer from S&W FT	D	7,000
2024	12	913	3	09/16/2024	Distri	MOU w/Crts	Transfer	10128700	Probation-District Court	93130	Office Equipment R & M	Transfer from S&W FT	D	330
2024	12	913	4	09/16/2024	Distri	MOU w/Crts	Transfer	10128700	Probation-District Court	93320	Software Licensing Fees	Transfer from S&W FT	D	1,580
2024	12	936	1	09/16/2024	COA	MCH 9/16	CareGiver	23867203	Caregiver Support Program	50100	Federal Grants	Region VII ARPA Funds-Caregive	C	4,096
2024	12	936	2	09/16/2024	COA	MCH 9/16	CareGiver	23867203	Caregiver Support Program	96257	Restricted Expenses-COA	Region VII ARPA Funds-Caregive	D	4,096
2024	12	962	1	09/17/2024	Auditi	MCH 9/16	transfer	10122300	Auditing	80103	Auditing Services	auditing & single audit fees	D	16,850
2024	12	962	2	09/17/2024	Auditi	MCH 9/16	transfer	10119100	Financial Management	71100	Hospitalization Insurance	auditing & single audit fees	C	16,850
2024	12	965	1	09/17/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	93160	Maintenance Agreements	to cover cost of new desk	C	410
2024	12	965	2	09/17/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	97050	Capital Outlay Under-\$5000	to cover cost of new desk	D	410
2024	12	1009	1	09/18/2024	Probab	MOU w/Crts	transfer	10129400	Probate Court	82300	Interpreter/Translation Fees	for interpreter fees	D	360
2024	12	1009	2	09/18/2024	Probab	MOU w/Crts	transfer	10129400	Probate Court	83903	Psychiatrists Fees	for interpreter fees	C	360
2024	12	1009	3	09/18/2024	Probab	MOU w/Crts	transfer	10129400	Probate Court	75000	Books	for Thomson Reuters	D	327
2024	12	1009	4	09/18/2024	Probab	MOU w/Crts	transfer	10129400	Probate Court	90000	Printing & Publishings	for Thomson Reuters	C	327
2024	12	1306	1	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	86100	Transportation-Mileage Reimb	to cover overages in oth lines	C	3,091
2024	12	1306	2	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	85100	Postage	to cover overages in oth lines	D	1,596
2024	12	1306	3	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	91000	Professional Development	to cover overages in oth lines	D	1,298
2024	12	1306	4	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	93700	Insurance-Public Liability	to cover overages in oth lines	D	1,231
2024	12	1306	5	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	80200	Consultant Services	to cover overages in oth lines	D	250
2024	12	1306	6	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	75000	Books	to cover overages in oth lines	D	108
2024	12	1306	7	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	82300	Interpreter/Translation Fees	to cover overages in oth lines	C	1,500
2024	12	1306	8	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	93320	Software Licensing Fees	to cover overages in oth lines	D	108
2024	12	1306	9	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	81300	Transcripts	to cover overages in oth lines	C	2,000
2024	12	1306	10	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	97050	Capital Outlay Under-\$5000	to cover overages in oth lines	D	3,000
2024	12	1306	11	09/19/2024	Family	MOU w/Crts	adjust bud	10128400	Family Division	93130	Office Equipment R & M	to cover overages in oth lines	C	1,000
2024	12	1739	1	09/23/2024	COA	MCH 9/23	ARPA-Health	23867299	Reserve-Restr Contribution	50100	Federal Grants	ARPA-Preventive Health	C	3,000
2024	12	1739	2	09/23/2024	COA	MCH 9/23	ARPA-Health	23867200	Senior Services	69000	Other Revenue/Fund Balance	ARPA-Preventive Health	C	300
2024	12	1739	3	09/23/2024	COA	MCH 9/23	ARPA-Health	23867299	Reserve-Restr Contribution	97050	Capital Outlay Under-\$5000	ARPA-Preventive Health	D	3,300

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2024	12	1783	1	09/24/2024	Marine	MCH 9/24	adj grant	10133100	Marine Law Enforcement	50100	Federal Grants	adjust Marine grant to award	C	4,145
2024	12	1783	2	09/24/2024	Marine	MCH 9/24	adj grant	10133100	Marine Law Enforcement	70500	S & W- Temporary/Seasonal	adjust Marine grant to award	D	1,897
2024	12	1783	3	09/24/2024	Marine	MCH 9/24	adj grant	10133100	Marine Law Enforcement	71700	Taxes-Social Security	adjust Marine grant to award	D	146
2024	12	1783	4	09/24/2024	Marine	MCH 9/24	adj grant	10133100	Marine Law Enforcement	71710	Workers' Compensation	adjust Marine grant to award	D	84
2024	12	1783	5	09/24/2024	Marine	MCH 9/24	adj grant	10133100	Marine Law Enforcement	91000	Professional Development	adjust Marine grant to award	D	288
2024	12	1783	6	09/24/2024	Marine	MCH 9/24	adj grant	10133100	Marine Law Enforcement	97050	Capital Outlay Under \$5000	adjust Marine grant to award	D	730
2024	12	1783	7	09/24/2024	Marine	MCH 9/24	adj grant	10133100	Marine Law Enforcement	70500	S & W- Temporary/Seasonal	adjust Marine grant to award	D	1,000
2024	12	1823	1	09/24/2024	Juveni	MCH 9/24	adj budget	44590100	General Improvements	97580	Juvenile Ctr Bldg & Grds	for Bell landscaping project	D	21,398
2024	12	1823	2	09/24/2024	Juveni	MCH 9/24	adj budget	44590100	General Improvements	97508	Renovations-Juvenile Ct.	for Bell landscaping project	C	11,000
2024	12	1823	3	09/24/2024	Juveni	MCH 9/24	adj budget	44590100	General Improvements	97702	Juvenile-Machinery & Equipment	for Bell landscaping project	C	10,235
2024	12	1823	4	09/24/2024	Juveni	MCH 9/24	adj budget	44590100	General Improvements	97706	Security Equipment	for Bell landscaping project	C	163
2024	12	1823	5	09/24/2024	Juveni	MCH 9/24	adj budget	10128400	Family Division	97580	Juvenile Ctr Bldg & Grds	for Bell landscaping project	D	7,202
2024	12	1823	6	09/24/2024	Juveni	MCH 9/24	adj budget	10128400	Family Division	93160	Maintenance Agreements	for Bell landscaping project	C	6,500
2024	12	1823	7	09/24/2024	Juveni	MCH 9/24	adj budget	10128400	Family Division	93200	Vehicle R & M	for Bell landscaping project	C	702
2024	12	1830	1	09/24/2024	Prosec	MCH 9/25	Adjustment	10129600	Prosecuting Attorney	81510	Witness Fees-Expert	cover coverage in Prof Dev	C	2,500
2024	12	1830	2	09/24/2024	Prosec	MCH 9/25	Adjustment	10129600	Prosecuting Attorney	91000	Professional Development	cover coverage in Prof Dev	D	2,500
2024	12	1831	1	09/24/2024	Prosec	MCH 9/25	Adjustment	10129600	Prosecuting Attorney	93320	Software Licensing Fees	to cover coverage	D	21,000
2024	12	1831	2	09/24/2024	Prosec	MCH 9/25	Adjustment	10129600	Prosecuting Attorney	75000	Books	to cover coverage	C	21,000
2024	12	2010	1	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	40200	Current Real Property Taxes	Separate FGP Match from Grant	C	36,938
2024	12	2010	2	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	68999	Local In-Kind Match	Separate FGP Match from Grant	C	7,500
2024	12	2010	3	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	70300	S & W-Full Time	Separate FGP Match from Grant	D	11,820
2024	12	2010	4	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	71500	Hosp. Retirees Reserve	Separate FGP Match from Grant	D	9,000
2024	12	2010	5	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	71600	Retirement Contributions	Separate FGP Match from Grant	D	12,168
2024	12	2010	6	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	73999	Food (Provisions) In-Kind	Separate FGP Match from Grant	D	2,000
2024	12	2010	7	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	83999	Physicians Fees-In-Kind	Separate FGP Match from Grant	D	5,500
2024	12	2010	8	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	85000	Telephone Charges	Separate FGP Match from Grant	D	400
2024	12	2010	9	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	92000	Public Utilities	Separate FGP Match from Grant	D	1,400
2024	12	2010	10	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	92100	Water & Sewer	Separate FGP Match from Grant	D	400
2024	12	2010	11	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	93000	Building R & M	Separate FGP Match from Grant	D	1,000
2024	12	2010	12	09/26/2024	COA	MCH 9/27	FGP Match	23867219	Foster Grandparents-Match	93020	Grounds Care & Maintenance	Separate FGP Match from Grant	D	750

County of Saginaw  
 County Administrator's Office Approved Budget Adjustments  
 FY 2024 - 7/1/2024 thru 9/30/2024

YEAR	PER	JOURNAL	LINE	EFF DATE	REF1	REF2	REF4	ORG	ORG DESCRIPTION	OBJECT	OBJECT DESCRIPTION	COMMENT	DR/CR	AMOUNT
2024	12	2010	13	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	40200	Current Real Property Taxes	Separate FGP Match from Grant	D	36,938
2024	12	2010	14	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	68999	Local In-Kind Match	Separate FGP Match from Grant	D	7,500
2024	12	2010	15	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	70300	S & W-Full Time	Separate FGP Match from Grant	C	11,820
2024	12	2010	16	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	71500	Hosp. Retirees Reserve	Separate FGP Match from Grant	C	9,000
2024	12	2010	17	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	71600	Retirement Contributions	Separate FGP Match from Grant	C	12,168
2024	12	2010	18	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	73999	Food (Provisions) In-Kind	Separate FGP Match from Grant	C	2,000
2024	12	2010	19	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	83999	Physicians Fees-In-Kind	Separate FGP Match from Grant	C	5,500
2024	12	2010	20	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	85000	Telephone Charges	Separate FGP Match from Grant	C	400
2024	12	2010	21	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	92000	Public Utilities	Separate FGP Match from Grant	C	1,400
2024	12	2010	22	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	92100	Water & Sewer	Separate FGP Match from Grant	C	400
2024	12	2010	23	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	93000	Building R & M	Separate FGP Match from Grant	C	1,000
2024	12	2010	24	09/26/2024	COA	MCH 9/27	FGP Match	23867202	Foster Grandparents	93020	Grounds Care & Maintenance	Separate FGP Match from Grant	C	750
2024	12	2039	1	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	72610	Other Operating Supplies	to cover shortages	C	300
2024	12	2039	2	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	72620	Janitorial Supplies	to cover shortages	C	500
2024	12	2039	3	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73000	Office Supplies	to cover shortages	C	200
2024	12	2039	4	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73300	Recreational Supplies	to cover shortages	C	200
2024	12	2039	5	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73500	Gas Grease & Oil	to cover shortages	C	250
2024	12	2039	6	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73700	Uniforms & Accessories	to cover shortages	C	450
2024	12	2039	7	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73800	Bedding & Linen Supplies	to cover shortages	C	500
2024	12	2039	8	09/26/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	93020	Grounds Care & Maintenance	to cover shortages	D	2,400
2024	12	2042	1	09/26/2024	COA	MCH 9/27	CM to CCS	23867212	Case Mgmt-Title III-B	96258	Utility Assistance	Trsf Funds from CM to CCS	D	1,000
2024	12	2042	2	09/26/2024	COA	MCH 9/27	CM to CCS	23867212	Case Mgmt-Title III-B	96256	COA-Supplemental Services	Trsf Funds from CM to CCS	D	2,700
2024	12	2042	3	09/26/2024	COA	MCH 9/27	CM to CCS	23867212	Case Mgmt-Title III-B	96255	COA-Unmet Needs	Trsf Funds from CM to CCS	D	500
2024	12	2042	4	09/26/2024	COA	MCH 9/27	CM to CCS	23867215	Care Management	96258	Utility Assistance	Trsf Funds from CM to CCS	C	1,000
2024	12	2042	5	09/26/2024	COA	MCH 9/27	CM to CCS	23867215	Care Management	96256	COA-Supplemental Services	Trsf Funds from CM to CCS	C	2,700
2024	12	2042	6	09/26/2024	COA	MCH 9/27	CM to CCS	23867215	Care Management	96255	COA-Unmet Needs	Trsf Funds from CM to CCS	C	500
2024	12	2042	7	09/26/2024	COA	MCH 9/27	CM to CCS	23867212	Case Mgmt-Title III-B	40200	Current Real Property Taxes	Trsf Funds from CM to CCS	C	4,200
2024	12	2042	8	09/26/2024	COA	MCH 9/27	CM to CCS	23867215	Care Management	40200	Current Real Property Taxes	Trsf Funds from CM to CCS	D	4,200
2024	12	2114	1	09/26/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	81300	Transcripts	Transfer to ATTY - MHC	C	350
2024	12	2114	2	09/26/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	83800	Pre-Employment Physicals	Transfer to ATTY - MHC	C	500
2024	12	2114	3	09/26/2024	Distri	MOU w/Crts	Transfer	10128600	District Court	81801	Court Appt Atty-Mental Hlth Ct	Transfer to ATTY - MHC	D	850
2024	12	2195	1	09/26/2024	COA	MCH 9/27	Senior Ser	23867200	Senior Services	93020	Grounds Care & Maintenance	Adjustment to Cover Grounds ex	D	2,800
2024	12	2195	2	09/26/2024	COA	MCH 9/27	Senior Ser	23867200	Senior Services	97050	Capital Outlay Under \$5000	Adjustment to Cover Grounds ex	C	2,800
2024	12	2644	1	09/30/2024	RODAut	MCH 9/30	transfer	25671101	Register of Deeds Automation	80150	Contractual Services	transfer budget to process inv	D	12,327
2024	12	2644	2	09/30/2024	RODAut	MCH 9/30	transfer	25671101	Register of Deeds Automation	93305	Computer Agreements	transfer budget to process inv	C	12,327

County of Saginaw  
 County Administrator's Office Approved Budget Adjustments  
 FY 2024 - 7/1/2024 thru 9/30/2024

YEAR	PER	JOURNAL	LINE	EFF DATE	REF1	REF2	REF4	ORG	ORG DESCRIPTION	OBJECT	OBJECT DESCRIPTION	COMMENT	DR/CR	AMOUNT
2024	12	2646	1	09/30/2024	Probat	MCH 9/27	transfer	10129400	Probate Court	73700	Uniforms & Accessories	purchase pants for bailiff	D	96
2024	12	2646	2	09/30/2024	Probat	MCH 9/27	transfer	10129400	Probate Court	73000	Office Supplies	purchase pants for bailiff	C	96
2024	12	2704	1	09/30/2024	Marine	MCH 9/30	transfer	10133100	Marine Law Enforcement	72610	Other Operating Supplies	to cover marine supplies	D	462
2024	12	2704	2	09/30/2024	Marine	MCH 9/30	transfer	10133100	Marine Law Enforcement	93100	Equipment R & M	to cover marine supplies	C	462
2024	12	2880	1	09/30/2024	DCVete	MOU w/Crts	Transfer	27828603	Dist Ct Veterans Treatment Crt	72610	Other Operating Supplies	Transfer to Contractual	C	280
2024	12	2880	2	09/30/2024	DCVete	MOU w/Crts	Transfer	27828603	Dist Ct Veterans Treatment Crt	80150	Contractual Services	Transfer to Contractual	D	280
2024	12	2993	1	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	72620	Janitorial Supplies	bud trans to cover overages	D	100
2024	12	2993	2	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73710	Clothing (Inmates & Wards)	bud trans to cover overages	D	283
2024	12	2993	3	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	73900	Culinary Supplies	bud trans to cover overages	D	3,546
2024	12	2993	4	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	74200	Medical Supplies	bud trans to cover overages	D	391
2024	12	2993	5	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	83800	Pre-Employment Physicals	bud trans to cover overages	D	342
2024	12	2993	6	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	93020	Grounds Care & Maintenance	bud trans to cover overages	D	21,269
2024	12	2993	7	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	93320	Software Licensing Fees	bud trans to cover overages	D	650
2024	12	2993	8	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	80129	Laundry Services	bud trans to cover overages	D	2,105
2024	12	2993	9	09/30/2024	Juveni	MOU w/Crts	bud trans	29266201	Juvenile Detention Home	71100	Hospitalization Insurance	bud trans to cover overages	C	28,686
2024	12	3659	1	09/30/2024	Circui	MOU w/Crts	transfer	10128300	Circuit Court	97050	Capital Outlay Under \$5000	2 Surface Pros-Gafkay/Dicken	D	2,900
2024	12	3659	2	09/30/2024	Circui	MOU w/Crts	transfer	10128300	Circuit Court	97050	Capital Outlay Under \$5000	Samsung 65 inch television	D	1,832
2024	12	3659	3	09/30/2024	Circui	MOU w/Crts	transfer	10128300	Circuit Court	97050	Capital Outlay Under \$5000	replace microphone-Jackson	D	892
2024	12	3659	4	09/30/2024	Circui	MOU w/Crts	transfer	10128300	Circuit Court	97050	Capital Outlay Under \$5000	replace chairs for staff	D	876
2024	12	3659	5	09/30/2024	Circui	MOU w/Crts	transfer	10128300	Circuit Court	71100	Hospitalization Insurance	cover overage in office supply	C	6,500
2024	12	4740	1	09/30/2024	Teleph	MCH 9/30	transfer	10126501	Telephone-Central Switchboard	93320	Software Licensing Fees	overage in telephone software	D	1,313
2024	12	4740	2	09/30/2024	Teleph	MCH 9/30	transfer	10144500	Drain-County At Large	92405	County's Special Assessment	overage in telephone software	C	1,313



# BUDGET AUDIT

## SAGINAW COUNTY COMMISSION ON AGING

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

SAGINAW COUNTY BOC  
OCT 30 '24 PM 1:22

October 30, 2024

11-19-5

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

### RE: BUDGET ADJUSTMENT REQUEST

Dear Chairman Boyd:

Several companies were contacted to provide recommendations and quotes for trimming and removal of dead/overgrown trees at the Eleanor Frank/Schust location. Please accept this request to adjust the budget and utilize Commission on Aging unrestricted fund balance in the amount of \$3,450 for tree trimming/removal. There are sufficient resources to support this expense.

Saginaw County Commission on Aging  
Budget Adjustment Entries  
FY 2025

Description	Org Code	Object Code	Debit	Credit
Senior Services				
Grounds Expenses for Tree Removal				
Grounds Care	23867200	93020	\$ 3,450	
Fund Balance	23867200	69000		\$ 3,450
			\$ 3,450	\$ 3,450

I am recommending the Board of Commissioners authorize the budget adjustment, as set forth, and to utilize Commission on Aging unrestricted fund balance in the amount of \$3,450 for tree trimming/removal at the Eleanor Frank/Schust location.

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

Sincerely,

Jessica Sargent  
Commission on Aging Director

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



Saginaw County  
**HEALTH DEPARTMENT**  
Caring experts, advocates & champions.  
For health. For everyone.

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

**BUDGET  
AUDIT**

November 1, 2024

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

SAGINAW COUNTY BOC  
NOV 1 '24 AM 11:10

11-19-6

**RE: FY25 BUDGET AMENDMENTS**

Dear Chairman Boyd:

Please permit this letter to serve as my request to meet with the Budget & Audit Committee regarding the following matters:

- **Requesting to approve the motion: "To accept the following FY25 MDHHS grant funds and to amend the budgets the same:**
  - **\$379,422 for infection prevention additional allocation**
  - **\$758,874 for reopening schools HRA additional allocation**
  - **\$109,698 for school-based hearing and vision screening programs additional allocation"**
- **Requesting to approve the motion: "To authorize the use of \$39,242 in fund balance from the health department's building and grounds for emergency elevator repair and amend the budget accordingly"**

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

Respectfully,

A handwritten signature in cursive script that reads "Christina Harrington".

Christina A. Harrington, MPH  
Health Officer





County of Saginaw

111 South Michigan Avenue  
Saginaw, MI 48602

**BUDGET  
AUDIT**

Mary Catherine Hannah  
County Administrator

October 30, 2024

Dennis Krafft, Chairman  
**Budget/Audit Committee**  
111 S. Michigan Avenue  
Saginaw, MI 48602

11-19-7

SAGINAW COUNTY BO  
OCT 30 '24 PM4:13

Dear Chair Krafft,

I request that the Budget/Audit Committee approve the new Gifts, Donations and Memorials Policy. Saginaw County often finds itself to be the recipient of generous gifts, donations and memorials. The attached policy will set guidelines to what can be accepted, reviewing proposed gifts, donations and memorials and outline the limitations of the County as a whole.

I will be at the November 7<sup>th</sup> Budget/Audit Committee meeting should you or other Commissioners have any questions.

Sincerely,

Mary Catherine Hannah  
County Administrator

Cc: Kelly Suppes, Purchasing & Risk Manager  
Koren Thurston, Finance Director

Category: 000  
Number: 000

Subject: Gifts, Donations, and Memorials

1. **PURPOSE:** The purpose of this policy is to provide guidelines and procedures for considering and receiving proposed donations to the County of Saginaw. Historically, the County of Saginaw has been enriched by the generous donations of individuals and entities in support of the Saginaw community. The County Board of Commissioners will review proposed gifts and memorials for the purpose of assisting the donors in reaching their intended goals while recognizing the mission, goals, plans, resources, and limitations of the County as a whole.
2. **AUTHORITY:** The Saginaw County Board of Commissioners
3. **APPLICATION:** To provide a thoughtful review process which considers the intentions of the donor, is sensitive to the needs and desires of the community and is sensitive to the costs associated with proposed gifts and donations, including long-term costs of maintenance and care.
4. **RESPONSIBILITY:** The Board of Commissioners shall be responsible for the implementation of this policy. The Administrator shall be responsible for the administration of this policy.
5. **DEFINITIONS:** Donation(s)/Gift(s): Any item proposed to be deeded or otherwise given or donated to the County of Saginaw including, but not limited to, endowments; real property; public improvement projects or proposals; structures or portions of structures; money; negotiable securities; material; equipment; improvements to facilities or land; statues; monuments; tributes; sculptures; murals and other public works of art; plaques; and graphics or signs.
  - 5.1 **Donor:** A private individual, for-profit company, non-profit organization, public agency, or any other entity wishing to make a donation or gift to the County of Saginaw.
  - 5.2 **Donor Recognition Object:** A physical object such as a plaque or sign placed to acknowledge a donation or gift.
  - 5.3 **Monument/Memorial:** An item or object established to preserve the memory of a deceased person(s) or an event that occurred in the past. Any statue, sculpture, mural or other structure or landscape feature designed to perpetuate in a permanent manner the memory of any person, group, event or other significant element of history.
  - 5.4 **Park Amenity:** Typical park improvements that contribute to the traditional use of park land such as benches, play structures, picnic tables, shelters, sports facilities, trails, etc.
  - 5.5 **Public Art:** Works of art including, but not limited to, paintings, prints, sculptures, and murals.
  - 5.6 **Public Improvement Project/Proposal:** A capital project(s) request consisting of real property, structures, portions of structures, materials and/or equipment for construction or renovation of a structure or landscape feature. Maintenance activities such as weeding or replanting established gardens are not considered public improvement projects for purposes of this policy.

5.7 **Tribute:** An item, object or gift designed to acknowledge the contributions of a living person(s) to a society. Projects recognizing groups such as persons with cancer or other life-threatening illnesses are also considered tributes.

6. **POLICY:** This policy shall cover all donations and gifts to the County of Saginaw. The County of Saginaw retains sole discretion to determine whether to accept or decline any proposed gift or donation. This policy shall not be construed to create any right for any individual or organization to make any improvement or place any items on any public property within the County of Saginaw regardless of whether the proposal meets any or all the criteria contained herein.

7. **PROCEDURE:** As donations and gifts vary greatly, the review process may be tailored according to the type of gift or donation proposed and the complexity of the proposal. Those wishing to make a gift or donation are encouraged to contact the Administrator's Office at the earliest possible time to discuss the proposed gift and the process for review.

7.1 **Donation Agreement Form:** Donors may be asked to complete and submit a Donation Agreement Form. The Administrator's Office may assist the donor with completion of the form. This form shall be approved by the County Administrator and shall include, as appropriate and applicable, the intent of the proposal, cost estimates, size, proposed location, timeline, site drawing, future maintenance requirements and other information the County Administrator may deem necessary and/or useful. The completed form will be submitted to the County Administrator for review and recommendation to the County Commission, if required.

8. **MONETARY GIFTS AND DONATIONS/GIFTS AND DONATIONS OF NEGOTIABLE SECURITIES:** PREVIOUSLY established funds or campaigns: The County Administrator is hereby authorized to accept any monetary gifts or donations to be made for the Board of Commissioners approved/established/budgeted fund or capital campaign(s).

9. **UNDESIGNATED/UNCONDITIONAL MONETARY GIFTS/DONATIONS:** The County Administrator is hereby authorized to accept any undesignated monetary donations, and any unconditioned monetary donations made to the County and shall deposit such money with the Treasurer. The amounts shall be deposited in the account(s) most appropriate to the intentions of the donor(s) when identified.

10. **CONDITIONED DONATIONS:** If a monetary donation is conditioned or donated specifically for a new public improvement project, memorial, work of public art, tribute, or new program; the Administrator's Office shall assist the donor to complete a Donation Agreement Form. The Donation Agreement shall not take effect until the County Commission has specifically accepted the conditioned donation. The donation will not be accepted until the Board of Commissioners grants its approval.

11. **NEGOTIABLE SECURITIES:** The County Administrator is hereby authorized to accept donations of negotiable securities when in their professional judgement, in consultation with the Finance Director and/or Treasurer, acceptance of the proposed donation is in accordance with the statutes, rules, and regulations governing municipal finances and investment; and, the proposed donation is not subject to conditions, is for a previous approved/established/budgeted fund or campaign, or is for a conditional donation that has been approved pursuant to this policy. Negotiable securities may be held or sold at a marketable rate and the proceeds of such sale used as specified by the donor or as may be deemed appropriate and in the best interests of the County.

12. **GIFTS OF REAL PROPERTY:** The County Administrator shall review any proposed donation of real property and make recommendations to the Board of Commissioners. Proposed gifts or donations of real property shall be reviewed for suitability for the intended use or potential for resale; any conditions which may be placed upon the use of the property by the donor; potential environmental concerns; probable maintenance costs; and any other relevant information. Appraisals of the property may be requested from the donor. All gifts or donations of real property that are intended to be used for park purposes shall be reviewed by the Parks & Recreation Department, for recommendation to the Board of Commissioners for approval.

13. **NON-MONETARY GIFTS AND DONATIONS (EXCLUDING REAL ESTATE):** The County Administrator is hereby authorized to accept donations of materials or other items for previously approved/established/budgeted projects or materials or other items, provided such items have an estimated total value of \$5,000 or less, and the donation is made without condition or restriction, and such items are typical for use in a County department. If the estimated value exceeds \$5,000, or if the donation is made subject to conditions or restrictions, then the matter shall be referred to the Board of Commissioners for approval.

For gifts and donations including, but not limited to, substantial gifts such as public art, memorials, tributes, and public improvement projects, the Administrator's Office shall assist the donor in completing a Donation Agreement Form and forward the completed form to the County Administrator for review and recommendation to the Board of Commissioners. The County Administrator and Board of Commissioners shall consider the circumstances surrounding the proposed gift including the criteria as enumerated within this policy and as may be applicable to the proposed donation.

14. **CRITERIA FOR EVALUATING GIFTS AND DONATIONS:** In order to assist potential donors to fulfill their desires to make a gift or donation to the County of Saginaw and to ensure that all gifts and donations are consistently, fairly, and thoughtfully reviewed, the County will be guided in its review of proposed gifts and donations by the following guidelines:

14.1 Donations of memorials/tributes/public improvement projects and works of art: when reviewing proposed donations of memorials, tributes, public improvement projects and works of art, the following criteria shall be considered, as well as any other criteria which may be relevant on a case-by-case basis.

14.1.1 Consistency with the mission and policies governing the County of Saginaw.

14.1.2 Whether the proposed donation/gift provides improvements to an area of the County which may be deficient in public amenities.

14.1.3 Whether the proposed donation/gift promotes the preservation of historical and cultural aspects of the community.

14.1.4 Whether the proposed gift/donation has an educational component.

14.1.5 Whether the proposed gift/donation helps promote conservation, preservation and protection of the natural environment.

14.1.6 Whether the proposed gift/donation helps promote preservation of natural areas and green spaces where such preservation is suitable, is contemplated by

plans, or is otherwise desirable.

14.1.7 Whether the proposed gift/donation is suitable for the purpose proposed.

14.1.8 Whether the proposed gift/donation is compatible with the proposed location, if one has been identified, and other uses of the public space.

14.1.9 Whether the proposed gift/donation contributes to, or detracts from, the aesthetic qualities of the surrounding area and other improvements.

14.1.10 Whether the proposed gift/donation quality, scale, and character is harmonious with the surrounding public or park setting.

14.1.11 Whether the proposed gift/donation replaces aging, outdated or unsafe infrastructure or reuses, rehabilitates, or restores an existing park or municipal feature.

14.1.12 Financial implications to the County based upon the cost of the proposed gift/donations or project implementation including installation and ongoing maintenance if applicable and whether the gift/donation covers any anticipated costs.

14.1.13 Provision by the donor for ongoing maintenance and cost of relocation and removal, if necessary.

14.1.14 Susceptibility of the gift/donation to wear and vandalism.

14.1.15 Whether any public safety or security issues are identified and the potential danger to the public health, safety or welfare associated with the proposed gift/donation.

14.1.16 Whether the proposed gift/donation complies with all applicable codes including building codes and Americans with Disabilities Act, requirements, and related laws.

14.1.17 Whether the proposed gift/donation is restricted in any manner and the impact of those restrictions and contingencies.

14.1.18 Proposed gift/donation must not promote any political, religious, or business advertising activities or be of a nature that could reasonably cause offense or the appearance of impropriety.

14.2 **WORKS OF ART:** In addition to the above-listed criteria, if the proposed gift/donation is a work of art, the following criteria shall be considered as well as any other criteria which may be relevant on a case-by-case basis.

14.2.1 Quality of the work based upon a professional assessment of the work, detailed written proposal, drawing or photographs.

14.2.2 Suitability of the theme of artwork to a public venue.

14.2.3 Appropriateness of the artwork to the site, in the case where a particular site has been requested or identified.

14.2.4 Appropriateness of the process for selecting the artist or artwork.

14.2.5 Qualifications of the artist based upon documentation of past work and the artist's professional qualifications.

15. **MEMORIALS/TRIBUTES/NAMING:** The County respects the desire of individuals to commemorate special events or the lives of loved ones, living and deceased. However, the County also recognizes that community spaces are established for the enjoyment of the public. The County also recognizes the important contributions of many individuals to community life and that it is simply impossible to recognize all of those contributions. To that end, if the proposed gift/donation is a memorial or tribute or a non-commercial request to name a public space or other item, the County shall consider the following criteria, as may be appropriate to the particular donation, in addition to those criteria identified above:

15.1 The proposed donation must represent a person or event deemed significant to the County of Saginaw's history; names of individuals who have made a significant contribution directly and locally to the County shall be preferred over the names of national figures.

15.2 Whether any increased use of park or public areas resulting from the placement of the memorial tribute is appropriate to the surrounding context and uses.

15.3 When possible, the family should be contacted and allowed an opportunity to comment upon the naming of a building, park, or facility after an individual.

15.4 In and of themselves, contributions of land or money for public facilities shall not be considered sufficient justification for naming or renaming facilities after individuals, in tribute or memoriam.

16. **DONOR RECOGNITION OBJECTS:** The County of Saginaw appreciates the desire of some donors to be recognized either personally or on behalf of another for their generous donation. If a donor recognition object is to be included as part of a proposed gift/donation, such object should be specially identified and submitted with the donation application for approval. In general, it is the policy of the County to limit donor recognition objects to plaques or other recognition objects which are diminutive in scale relative to the donated object and do not detract from green space areas and/or which are part of an approved project involving the use of personalized decorative tiles or pavers. The County Administrator is authorized to approve donor recognition objects which are proposed in accordance with this policy.

17. **PRIVATE CONSTRUCTION:** If construction of a public improvement project is coordinated or contracted for by the donor, the donor will be responsible for complying with all federal, state, and local laws which may include competitive bidding and state and federal wage rate laws. The donor will also bear the cost of all necessary permits, approvals, project management, design, installation, and manufacture of the gift/donation unless these costs are specifically accepted or waived by the County.

- 17.1 Proof of compliance with the County's insurance requirements for contractors will be required before work may commence on any public improvement project.
- 17.2 Improvements made in a public place become the property of the County of Saginaw and are subject to the laws, policies, and procedures of the County.

18. **REMOVAL OF DONATIONS AND RECOGNITIONS:** The County is not obligated to replace any gift/donation or improvement if it is lost, stolen, damaged, or worn. The County also reserves the right to remove any donation, donation recognition object, monument, memorial, park amenity, public art, public improvement project, tribute, or other item of recognition for any reason, which may include but not limited to: safety reasons, deterioration caused by age, neglect, or vandalism, and/or the County's inability to finance ongoing maintenance or repairs.

19. **CONDITIONS OF ACCEPTANCE:** The following are conditions applicable to the County's acceptance of any donation:

19.1 Donated items shall immediately become the sole property of the County of Saginaw.

19.2 Installation of donated items will be done by a licensed contractor or County staff and must be scheduled at a time and date as determined by the Maintenance Director so as not to unnecessarily interfere with routine maintenance activities.

19.3 The County may remove and/or relocate donated elements and their associated donation acknowledgments including memorial plaques. The County will make reasonable efforts to contact the source of the donation prior to restoring, removing, or relocating donated elements.

19.4 When a donated item has ended its useful life, the donor may choose to replace the element or it may be removed by the County. Donated elements that have deteriorated and cause a danger to the public will be immediately removed.

20. **CONFLICTS OF INTEREST:** The County shall consider potential conflicts of interest and the appropriateness of all potential donations. All donors will be required to disclose if they or a company or organization they work for is involved in any business with the County of Saginaw or is seeking the County as a client or intends to respond to an RFP from the County.

21. **ACKNOWLEDGEMENTS AND ANONYMITY:** All donations for which the donor does not request anonymity may be acknowledged by the Board of Commissioners. For a monetary gift given in memorial, tribute, bequest, or in recognition of someone, a letter may be sent to the person or family of the person being honored. The County of Saginaw is a municipal entity and subject to the provisions of Michigan public record laws and statutes, therefore, the County cannot guarantee anonymity of individual donors but will work with individuals who wish to remain anonymous in their donations to provide appropriate means for those individuals to make their gifts/donations while maintaining their privacy.

22. **APPRAISALS:** The County may, at its discretion, request or require an appraisal of real personal property prior to acceptance of any gift or donation.

23. **WAIVER OF TERMS OF THIS POLICY:** The County Commission may waive any of the criteria specified within

this policy upon a finding that it is in the best interests of the County to do so.

24. **TAX LIABILITY:** It is the responsibility of the donor to assign a monetary value to the gift for tax purposes. Information provided by the County, its officials, employees, or agents in connection with gifts/donations is intended to be informational only and is not intended to substitute for professional financial or legal advice or opinions. The County of Saginaw makes no representations or guarantees as to the tax implications of any gift or donation made to the County. Donors are responsible, and are advised, to obtain their own tax and financial advice from appropriate professionals.
25. **REPORTS TO THE COUNTY COMMISSION:** Annually, after the close of the fiscal year, the Administrator may provide a report to the Board of Commissioners including details of all gifts/donations with a value greater than \$5,000.
26. **ADMINISTRATIVE PROCEDURES:**
27. **ADMINISTRATOR/LEGAL COUNSEL REVIEW:** The County Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Administrator

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED:





## County of Saginaw Monetary Donation Form

### Donor Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Hereby gives the County of Saginaw \$ \_\_\_\_\_, which is:

- ( ) for unrestricted use;  
or ( ) for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any funds in excess of the amount required for the above purpose (if specified):

- ( ) may be used for \_\_\_\_\_  
( ) shall be returned to the donor  
( ) may be applied to any other project or fund deemed appropriate by the County Administrator

The County of Saginaw will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate, and/or dispose of any item funded through donated funds as the County may deem fit.

Do you have or are you currently seeking to establish a contractual relationship with the County of Saginaw? \_\_Yes \_\_No

If so, please disclose the nature of the contractual relationship.

\_\_\_\_\_

This donation is subject to the County of Saginaw Gifts and Memorials policy.

By signing this form, I confirm that I have read and understand the County Policy regarding donations and that the information contained in this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date



## County of Saginaw Personal Property Donation Form

Name of Donor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of donation: \_\_\_\_\_

\_\_\_\_\_

Legal description of location (if applicable):

\_\_\_\_\_

Market value of donation: \$ \_\_\_\_\_

What is the intended purpose of the donation? Where do you intend the donated item to be placed or displayed (if applicable)? \_\_\_\_\_

\_\_\_\_\_

Do you have or are you currently seeking to establish a contractual relationship with the County of Saginaw?  Yes  No

If so, please disclose the nature of the contractual relationship.

\_\_\_\_\_

All right, title, and interest in the above stated item(s) is hereby given, donated, and transferred to the County of Saginaw, its successors and assigns forever and without limiting conditions, except as may be specifically stated herein. It is understood and agreed that I/we as donor(s) retain no right, title, or interest in the donated property.

To the best of our knowledge this gift/donation is free and clear of all encumbrances and restrictions.

The County will make reasonable efforts to accommodate the intended purpose of the donation but reserves the right to utilize, relocate, and/or dispose of any item as the County may deem fit.

If this donation is conditioned or requires the establishment of a new program or fund, this agreement shall not take effect until the County Commission has specifically accepted the donation.

This donation is subject to the County of Saginaw Gifts and Memorials policy. By signing this form, I confirm that I have read and understand the County Policy regarding donations and that the information contained in this form is true and correct to the best of my knowledge.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date



# County of Saginaw

111 South Michigan Avenue  
Saginaw, MI 48602

# BUDGET AUDIT

Mary Catherine Hannah  
County Administrator

October 30, 2024

Dennis Krafft, Chairman  
**Budget/Audit Committee**  
111 S. Michigan Avenue  
Saginaw, MI 48602

11-19-8

SAGINAW COUNTY BDC  
OCT 30 '24 PM4:13

Dear Chair Krafft,

I request that the Budget/Audit Committee approve the revised County Travel policy.

Attached are proposed changes to the County Travel Policy. Changes include:

- Mileage rates are set by the IRS
- Per Diem Meal Allowance, restrictive times for specific meals removed
- Reference to the County Purchasing Card policy has been added
- Accommodations section has been updated
- Baggage section has been updated
- Parking section has been updated
- Transportation section has been added to reflect ride share services
- Reimbursement section has been updated to reflect Tyler Munis process
- A list of Non-Reimbursables has been added
- Acceptable documentation
- Violation of policy updated

I will be at the November 7<sup>th</sup> Budget/Audit Committee meeting should you or other Commissioners have any questions.

Sincerely,

Mary Catherine Hannah  
County Administrator

Cc: Kelly Suppes, Purchasing & Risk Manager  
Koren Thurston, Finance Director

Category: 300  
Number: 351

Subject: TRAVEL

1. PURPOSE: The purpose of this policy is to establish guidelines for travel expenses incurred by County Officials and Employees as a result of their official duties to reimburse Saginaw County officials and employees for travel expenses incurred as a result of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein. Economical use of County funds has priority over personal convenience or preference.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: The rules and regulations herein set forth apply to all personnel paid by Saginaw County, pursuant to Policy # 301.
4. RESPONSIBILITY: The Board of Commissioners shall be responsible for the implementation of this policy. The Controller/CAO Administrator shall be responsible for the administration of this policy.
5. DEFINITIONS: NONE
6. POLICY:
  - 6.1 Mileage. Mileage will be paid at the rate established by the Internal Revenue Service Board of Commissioners to those officials and employees required to use their privately owned vehicle in conducting County business.
    - 6.1.1 When traveling to out-of-county activities transportation must-should be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.
    - 6.1.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:
      - 6.1.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.
      - 6.1.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.

6.1.2.3 Under no circumstances is mileage allowed between residence and normal work location.

6.1.3 Reimbursement for authorized auto travel out-of-state shall be at the prevailing mileage rate. Reimbursement for such auto travel shall never be for more than the commercial air carrier coach rate to the same destination.

6.2 Meals. A per diem meal allowance will be made using ~~the Internal Revenue Service approved rate or~~ the rate approved by the State of Michigan, ~~whichever is less under the conditions enumerated below.~~

6.2.1 Official travel, which takes the individual outside the boundaries of Saginaw County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return.

6.2.2 Per policy 243 Section 6.5.2 The credit card shall not be used to pay for any employee eligible reimbursable food, beverages or meals. Food purchased for departmental training sessions and departmental board or commission meetings or lunches, conferences or related travel must have prior written approval by the Administrator. This exemption does not apply to food/beverage purchases for resale and/or departmental program use.

~~6.2.3 Mealtime is defined as follows:~~

Per Diem

~~Breakfast: 6:00 am to 8:30 am~~

~~Lunch: 11:00 am to 1:30 pm~~

~~Dinner: 4:30 pm to 7:00 pm~~

6.3 Accommodations. ~~Reimbursement may be made for a~~Actual expenditures for overnight accommodations subject to the following restrictions and limitations:

6.3.1 If the temporary work location duration is more than one day, the nights between such workdays may be spent in the immediate vicinity ~~and reimbursement claimed for cost~~ of lodging at established rates.

6.3.2 If the destination is more than 50 miles from normal work location and if the employee must be at the destination at or before 9:00 a.m., an employee may leave the afternoon of the day prior to the start of the conference and be ~~reimbursed~~ covered for overnight accommodations.

6.3.3 Reimbursement Coverage for out-of-state travel is limited to the ~~cost of a~~

~~single room lowest cost available~~ at prevailing rates for accommodations normally used in business; ~~however:~~

~~6.3.3.1 Double accommodation may be utilized when appropriate.~~

~~6.3.3.2 If a "double" is shared with a County Employee, each may claim reimbursement for one half (1/2) the rate.~~

~~6.3.3.3 the cost of a "double" is shared with a non-county employee; reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.~~

6.3.4 Baggage claims/charges. Air travel baggage claims or baggage charges while traveling on County business are limited to one checked bag each way within the airlines standard weight limit.

~~6.3.4 Baggage claims/charges. Air travel baggage claims or baggage charges while traveling on County business shall be limited to a maximum of two~~

~~6.3.4.1 (2) items per round trip (one going to and one returning from destination — standard airline size and weight limits). Expenses for baggage claims or baggage charges while at a destination are not reimbursable.~~

6.3.5 Parking. Expenses are covered at the standard rate. This includes Hotel parking, airline parking, conference center parking, and other parking facilities.

6.3.6 Valet. Valet parking is not a covered/reimbursable expense.

6.4 Transportation. Expenses associated with transportation while travelling shall include the following:

6.4.1 Rideshare, taxi and shuttle service may be used to transport to and from conference locations as necessary.

6.4.2 Rental cars must be pre-approved by the County Administrator. Personnel will be allowed to rent a vehicle while out of town, provided that advance approval from the County Administrator has been obtained and the cost is less than alternative methods of transportation.

~~6.3.5 Internet access/service charges are never reimbursable.~~

6.4.6.5 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Routine mileage allowance associated with day-to-day business within the County will be a separate line item.

6.4.16.5.1 Department Heads are allowed to attend their national and state professional conferences or conventions, provided it is within the travel budget and has been approved by the ~~Administrator~~ Controller. Employee expenses to be reimbursed for out-of-state travel shall be in proportion to the cost/benefit of the conference to be attended and shall require Department Head recommendation and submission of a request to the ~~Controller~~ Administrator as applicable on an approved form.

6.4.26.5.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the ~~Controller~~ Administrator

6.4.36.5.3 Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head and if no overnight stay is required.

~~6.5 — Violation of Policy. If there is any infraction of Section 6.4 of this policy requiring prior authorization for travel, no reimbursement of expenses will be allowed. Should the departmental credit card be used in violation of this policy, it will be terminated.~~

~~6.6 Pr. Separate columns are provided for breakfast, lunch, and dinner instead of combining all meals for the entire day. In order for the voucher to be processed corresponding claim vouchers must be entered into the Financial Management System. Unless there are exceptional circumstances, vouchers shall cover no more than one month's expenses. Employee requests for reimbursement of Travel Expenses. Employees should submit an employee expense claim through Employee Self Service (ESS) and include all supporting documentation such as detailed receipts, conference agendas, approval for out of state travel and any other necessary documentation. Employee expense claims shall cover no more than one-months expenses.~~

~~6.7 — Use of County Vehicles. Employees using County vehicles to commute to and from work shall not use the vehicle for personal purposes. Any deviation from this policy must be approved by the County Services Committee of the Board of~~



~~Commissioners.~~

~~6.86.7~~ The County credit card may be used for ~~No~~ advance payment of anticipated expenses in compliance with the established credit card policy, number 243. Payment to employees, elected officials, department or agency personnel employed by (or conducting business with) Saginaw County for travel, meals, lodging or attendance at events, will not be advanced prior to the event in question.

~~6.8~~ Tips are never reimbursable. Gratuity. Tips are acceptable up to 15% on meals only.

~~6.9~~ Non-reimbursable' s. Saginaw County maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed or charged to the county purchasing card as such expenses are considered inappropriate by county government. Expenses that are not allowable include, but are not limited to travel insurance, first class tickets or upgrades, airline seat upgrades, tips for maid or valet services, hired car travel, participation in sporting events, unapproved entertainment, movies, mini-bar items, damage to personal vehicles, theft and loss of goods, expenses for spouses, friends or relatives, laundry, cleaning or pressing of clothing, alcohol, valet.

~~6.10~~ Documentation. All requests to purchasing card changes and/or reimbursement shall be accompanied by supporting documentation necessary to justify that the expense is eligible and within reasonable expenditure guidelines.

~~6.96.11~~ Violation of Policy. If there is any violation of this policy no reimbursement of expenses will be allowed. Should the departmental credit card be used in violation of this policy, the employee will be required to reimburse the County for those expenses, or the credit card will be terminated.

7. ADMINISTRATIVE PROCEDURES: NONE

8. ~~CONTROLLER/CAO~~Administrator/ LEGAL COUNSEL REVIEW: The ~~Controller/CAO~~County Administrator has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Council has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Saginaw County ~~Administrator~~ Controllor/CAO \_\_\_\_\_

Approved as to Legal Content:

\_\_\_\_\_ Saginaw County Civil Council

ADOPTED: April 23, 2002

AMENDED: November 17, 2009; October 19, 2010; November 16, 2010; January 18, 2011;  
March 22, 2022, November