

AGENDA

BUDGET/AUDIT COMMITTEE

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

Thursday, September 5, 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 (**August 8, 2024 - Attached**)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda

1. **Timothy M. Novak, Treasurer**, re:

- **9-17-3** Requesting budget adjustments to various Hotel Tax accounts, as well as Investment and Auditing Services accounts

2. **Kelly Suppes, Purchasing/Risk Manager**, re:

- **9-17-4** Requesting an increase to the Circuit Court Probation FY 2024 operating budget in the amount of \$7,000 from the General Fund

3. **LaTecia Cirilo, Probate Register**, re:

- **9-17-5** Requesting an increase in the FY 2024 budget to various accounts in Probate Court in the total amount of \$32,100

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

- **9-17-6** Submitting FY 2024 Year End Budget Adjustments for approval
- **9-17-7** Submitting amendments to Draft #2 of the proposed FY 2025 GF Budget:

- (1) Establish an Intern Program in the Prosecutor's Office (\$46,600 GF);
- (2) Reorganization of the Health Department (\$1,112,429 FB);
- (3) Establish a preliminary budget for the Opioid Settlement Fund (\$500,000);
- (4) Increase Emergency Management budget for replacement of tires (\$1,500 FB);
- (5) Increase Drain Maintenance budget to add a Maintenance Engineer position (\$43,923 Drainage Districts);
- (6) Increase Child Care Fund by \$3,845 to eliminate an Intensive Probation Officer position and add a Court Data Analyst (State grant 75% w/25% match from GF);
- (7) Increase Child Care Fund for the Youth Advocacy Prevention Program from \$100,000 to \$400,000 (State grant 75% w/25% match from GF); and
- (8) Remove \$100,000 from the Capital Improvement Plan for county office building repairs (pulled forward from FY 2024 budget)

- VI. Miscellaneous
- VII. Adjournment

MINUTES

BUDGET/AUDIT COMMITTEE

DRAFT

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

Thursday, August 8, 2024 – 4:00 p.m.

Present: Dennis Krafft – Chair, Jack Tany – Vice-Chair, Tracey Slodowski, Rich Spitzer
Absent: Christopher Boyd
Others: Mary Catherine Hannah, Koren Thurston, L. William Smith, Darcie Totten, Denny Harris, Mark Piotrowski, Rachel Horten, Mary McLaughlin, Undersheriff Gomez, Gene Schmidt, Randy Pfau, Jennifer Broadfoot, Jessica Sargent, Blair Stevenson, Chris Harrington, Charlene Coleman, Lupe Warsin, Connie Weil, Goeffrey Weil, Patti Johnson, Jaime Ceja, Suzy Koepplinger, Renee Sharkey and Catherine Hicks

- I. Call to Order ---**Krafft at 4:00 p.m.**
- II. Welcome
- III. Correction/Approval of Minutes (**June 6, 2024**)
---**Moved by Slodowski, seconded by Tany, to approve. Motion Carried.**
- IV. Public Comment (*Speakers limited to 3 minutes*) ---**None**
- V. Agenda

1. **Undersheriff Gomez, Undersheriff**, re:

- **8-20-16** Requested three (3) budget adjustments to: **(1)** Increase with revenue the Sheriff's Vehicle Pool account by \$52,181 and increasing user departments; **(2)** Increase the Drug Forfeitures budget with revenue by \$35,500 generated by the sale of a Dodge Durango; and **(3)** Establish a new budget within the Special Projects Fund 280 to accept \$28,500 funds received by the State of Michigan for FY 2024 to support required annual in-service training standards for licensed law enforcement officers. State funds will be sufficient to cover the cost of mandatory active shooter training for all presently employed, licensed, law enforcement officers.

--- **Tany moved, seconded by Commissioner Spitzer, to approve item number 1. Motion carried.**

--- **Tany moved, seconded by Commissioner Slodowski, to approve item number 2. Motion carried.**

--- **Slodowski moved, seconded by Commissioner Tany, to approve item number 3. Motion carried.**
(Board Report)

2. **Blair Stevenson, Chief Assistant Prosecutor**, re:

- **8-20-17** Requested a transfer of \$3,850 to its DHHS Division budget – Capital Outlay for furniture and to replace desks with those that are equipped with locks, per requirements.

---**Moved by Slodowski, seconded by Tany, to approve. Motion Carried.**
(Board Report)

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

- **8-20-18** Requested **(1)** budget adjustments for its Home Delivered Meals/Congregate Nutrition Program (\$146,000) due to serving 100 more people and the increased cost and decreased availability of less costly groceries and **(2)** Transportation Program (\$15,000). They have fewer volunteer drivers and have had to hire staff from temp agencies.

---Spitzer moved, seconded by Commissioner Slodowski, to approve item number 1. Motion carried.
---Spitzer moved, seconded by Commissioner Tany, to approve item number 2. Motion carried.
(Board Report)

4. **Rachel Horton, Director of SCACC**, re:

- **8-20-19** Requested use of General Donations to increase its budget by \$25,000 to construct a room to house the oxygen generator in the Surgical Center. They have received approximately \$78,000 in donations.

---Slodowski moved, seconded by Tany, to approve. Motion Carried.
(Board Report)

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

- **8-20-20** Vendor Transactions June 1 – 30, 2024 in the amount of \$7,209,109.34. This is \$8.5 Million less compared to last year due to completed projects.

---Tany moved, seconded by Slodowski, to approve. Motion Carried.

- **8-20-21** Vendor Transactions July 1 – 31, 2024 in the amount of \$11,508,170.56. This is a \$1.6 Million increase compared to last year partially due to the Mosquito Control project.

---Spitzer moved, seconded by Slodowski, to approve. Motion Carried.
(Board Report for 8-20-20 and 8-20-21)

- **8-20-22** Submitted the quarterly budget adjustments and grants accepted on behalf of the County by the Administrator for 4-1-24 to 6-30-24

---Tany moved, seconded by Spitzer, to receive and file. Motion Carried.

- **8-20-23** Submitted amendments to Draft #1 of the proposed FY 2025 Budget General Fund: **(1)** Increase to the Medical Examiner’s budget of \$32,827 due to reclassification of the Office Manager; **(2)** Increase to the Medical Examiner’s budget of \$20,000 to account for contract renewals of the Medical Examiner and Deputy Medical Examiner; **(3)** To provide funding to MSU Extension of \$150,000; **(4)** Increase of \$30,517 to the Prosecutor’s Office budget due to reclassification of the Director of Operations and Legal Office Manager; and **(5)** Increase of Prosecutor’s Office High Crime Community Support Grant from the State of Michigan estimated at \$350,000. Additional adjustments affect the Sheriff’s Special Projects fund and have no impact on the General Fund.

---Slodowski moved, seconded by Tany, to approve all five amendments to the budget. Motion Carried. (Board Report)

6. **Mary Catherine Hannah, County Administrator**, re:

- **8-20-24** Requested the reallocation of American Rescue Plan Act (ARPA) funds to: **(1)** Reallocate \$500,000 from the County Clerk digitization of files request to the Saginaw County Courts to update JAVS systems; **(2)** Reallocate unspent funds from COVID Healthcare claims in the amount of \$197,065.03 to zero out Premium Pay (\$6,903.89) and to the HVAC Courthouse Project (\$190,161.14); and **(3)** Reassign unspent funds allocated for the “Medical Diamond Project” from the City of Saginaw to the Saginaw County Health Department for the pre-development and construction/purchase phases of new facilities (\$4,652,034.76)

***---Spitzer moved, seconded by Tany, to approve all three items. Motion Carried.
(Board Report)***

7. Any other matters to come before the committee ***---None***

VI. Miscellaneous ***---None***

VII. Adjournment ***---Moved by Tany, seconded by Slodowski, to adjourn. Motion carried; time being 4:58 p.m.***

Respectfully Submitted,

Michael Webster, Committee Chair

Suzy Koeplinger, Committee Clerk

COUNTY OF SAGINAW

BUDGET AUDIT

TIMOTHY M. NOVAK

TREASURER

Governmental Center
111. S Michigan Avenue
Saginaw, Michigan 48602
Phone: 989-790-5225 • Fax: 989-790-5229
Website: SaginawCounty.com/Treasurer



9-17-3

August 28, 2024

SAGINAW COUNTY BOC
AUG 28 '24 PM3:02

RE: Budget Adjustment for Treasurer's Office

Good afternoon, Mr. Chairman:

The Treasurer's Office is requesting the following Budget Adjustment's for increased Accommodation collections for this past year and to pay for Auditing Services to help with bank adjustments in our account.

Increase budgets for the following account numbers:

Hotel Tax Ad Exemptions & Allowance 22925200-43510- increase to \$120,000 (current budget is \$102,000)

Administrative Service Fees 22925200-96112- increase to \$380,000 (current budget is \$200,000)

Hotel Tax Ad Convention & Tourism 22925200-96220- increase to \$2,500,000 (current budget is \$2,084,000)

Hotel Tax Ad Convention & Tourism Frankenmuth 22925200-96225- increase to \$2,000,000 (current budget is \$1,523,000)

Hotel Tax Ad Transient Guest Lodging 22925200-43500- increase to \$5,000,000 (current budget is \$3,909,000)

Investment Reimb-Management Serv 69225390-67623- increase to \$91,750 (current budget is \$66,750)

Auditing Services 69225390-80103- increase to \$25,000 (current budget is \$0)

I will be available at the Budget Audit meeting in September if you have any questions.

Thank you, Tim

Timothy M. Novak
Saginaw County Treasurer



COUNTY OF SAGINAW

111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602

BUDGET AUDIT

SAGINAW COUNTY BOC
AUG 26 '24 PM 3:40

9-17-4

August 26, 2024

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

RE: Circuit Court Probation General Fund Budget Increase (Org Code #10128500)

Dear Chairman Boyd:

I have recently completed a Fiscal Year 2024 analysis of the Circuit Court Probation operating budget. The County is required under a 1987 Attorney General Opinion that makes Counties responsible for the provision of office space, supplies, material and equipment costs incurred in association with the operation of the Circuit Court Probation Department.

The current operating budget will need approximately an additional \$7,000 in funding to complete the fiscal year 2024.

I am requesting a budget increase to the Circuit Court Probation operating budget in the amount of \$7,000 to come from the General Fund Balance.

If you should have any questions, please feel free to contact me. I will also be available at the Committee meeting this request is assigned to answer any questions.

Sincerely,

Kelly M. Suppes, Purchasing/Risk Manager

PHONE (989) 790-5210

Circuit Court Probation Budget

Office Supplies	10128500-73000	\$ (2,500)
Janitorial	10128500-80120	\$ (4,500)
Shredding	10128500-80122	\$ (500)
Postage	10128500-85100	\$ (150)
Printing	10128500-90000	\$ (800)
Water	10128500-92100	\$ 600
Rubbish	10128500-92105	\$ (300)
Electric	10128500-92200	\$ 3,000
Gas	10128500-92300	\$ (150)
Building R&M	10128500-93000	\$ 500
Grounds Care	10128500-93020	\$ (4,000)
Equipment R&M	10128500-93130	\$ <u>1,800</u>
		\$ (7,000)

BUDGET AUDIT



STATE OF MICHIGAN
SAGINAW COUNTY PROBATE COURT
10th Circuit Court – Family Division

9-17-5

SAGINAW COUNTY BOC
AUG 29 '24 AMB:15

PATRICK J. MCGRAW
Probate Judge

CHERYL SHAW ALDEN
Judicial Secretary

111 S. Michigan Avenue
Saginaw, MI 48602-2086
PHONE: (989) 790-5279
FAX: (989) 790-5328

LATECIA T. CIRILO
Probate Register

LISA M. REAGAN
Chief Deputy Register

THERESA SCHMUDE
Official Court Reporter

August 28, 2024

Board of Commissioners
111 S. Michigan Ave.
Saginaw, MI 48602

Re: Additional Funds for Contractual Services; Increase in Mental Health Contract for Attorneys; Increase in the Appointment of Attorney/GAL for Guardianship/Conservatorship Cases; Increase in telephone charges; Increase in Professional Development for Conferences and Memberships.

Dear Chairman Boyd,

I am requesting additional funds for the above six accounts. In total for all accounts listed, the increase is \$32,100.00. I will be presenting supporting documentation at the budget/audit committee.

Thank you for taking the time to hear my requests.

Sincerely,

A handwritten signature in cursive script that reads "LaTecia Cirilo".

LaTecia Cirilo
Probate Register

Current Amount

Proposed Amount

Contractual Services: \$500.00

\$12,500.00

Mental Health Contract: \$55,400.00

\$68,400.00

Appointment of Attorney/GAL: \$10,500.00

\$15,000.00

Telephone Charges: \$200.00

\$600.00

Professional Development: \$6,000.00

\$8,000.00

Memberships: \$3,000.00

\$3,200.00

\$75,600.00

\$107,700.00

Increase of \$32,100.00



County of Saginaw

**BUDGET
AUDIT**
111 South Michigan Avenue
Saginaw, MI 48602

Mary Catherine Hannah
County Administrator

August 28, 2024

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

9-17-6

SAGINAW COUNTY BOC
AUG 29 '24 PM2:11

RE: Fiscal Year 2024 Year End Budget Adjustments

Dear Chairman Boyd:

As we approach the end of Fiscal Year 2024, there are several budget adjustments that require the Board of Commissioner's approval.

The Castle Museum and Historical Activity Fund is showing higher revenue received from the Local Community Stabilization Authority and from property tax revenues than originally budgeted for FY 2024. I am requesting an increase of \$35,000 in both the revenue and the corresponding expenditure to cover the transfer of these revenues to the Castle Museum.

The Saginaw Children's Zoo Fund is also showing higher revenue received from property tax revenues than originally budgeted for FY 2024. I am requesting an increase of \$7,000 in both the revenue and the corresponding expenditure to cover the transfer of these revenues to the Children's Zoo.

The Department of Health and Human Services Board (DHHS) fund has a need for an increase in their budget due to an increase in their annual membership dues to the Michigan County Social Services Administration as well as attending several conferences during the year. I am requesting an increase to their membership dues of \$343 and an increase in their travel of \$900. The funding for the DHHS Board is from the General Fund so I am requesting to increase the use of fund balance by \$1,243.

Built into the current 2025 Capital Improvement Plan is \$100,000 for the EIFS (exterior insulation finishing system) repairs around the County Office Building. This is a continuation of the work that started first around the Courthouse and continued to the County Office Building. The vendor completed the Courthouse EIFS repairs quicker than anticipated and it is more cost effective for them to continue their work instead of stopping and restarting again. Therefore, I am requesting the \$100,000 currently in the FY 2025 Capital Improvement Plan to be pulled forward into FY 2024 to complete this project.

The year-to-date expenses for overtime in the Law Enforcement Fund have exceeded the budget. I am requesting to increase their wages and fringes up to \$325,000 offset with the use of fund balance within the Law Enforcement Fund to cover these costs.

Fuel sales in the Harry W. Browne Airport Fund are higher than budgeted. I am requesting an increase of \$12,800 for the fuel sales revenue and the corresponding expenditure of purchases for resale for FY 2024. Additionally, I am requesting an increase of \$20,171 to cover the capital improvements for resurfacing of the parking lot. This was previously approved by the Board at an estimated cost of \$79,000; however the actual costs were higher.

I will be in attendance at the September 5, 2024 Budget/Audit Committee to address any questions you or other committee members may have. Thank you for your consideration in this matter.

Sincerely,

Koren A. Thurston

Koren A. Thurston, CPA
Finance Director

Cc: Mary Catherine Hannah, County Administrator
Sheriff William Federspiel
Undersheriff Miguel Gomez
Anthony DePelsMaeker, Maintenance Director



County of Saginaw

**BUDGET
AUDIT**
111 South Michigan Avenue
Saginaw, MI 48602

Mary Catherine Hannah
County Administrator

August 28, 2024

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

9-17-7

SAGINAW COUNTY BOC
AUG 30 '24 PM 1:54

RE: Amendments to Draft #2 of the Proposed Fiscal Year 2025 Budget

Dear Chairman Boyd,

I am hereby requesting the following amendments to Draft #2 of the proposed Fiscal Year 2025 budget be approved.

The first request is to increase the Prosecutor's Office budget in the General Fund by \$46,600 to allow for establishing an intern program to be paid with funds from their High Crime Community Support Grant.

The second request is to account for the Saginaw County Health Department's staff reorganization plan. This plan includes both reclassifying current positions as well as removing and adding new positions to meet the goals laid out in their strategic plan. The effect on the Health Department's budget is an increase of \$769,939 with funding to come from the Health Department's fund balance. These requests will increase the use of the Health Department's fund balance from \$342,490 up to \$1,112,429. The staffing reorganization plan encompasses the following changes:

- + \$8,306 for the reclassification of a Community Health Director position from a B20 to a B21
- + \$15,110 for the reclassification of an Epidemiologist position from a B18 to a B20
- + \$433,763 for the addition of three (3) Nursing Supervisor (PPHS Program Supervisor) positions
- - \$158,867 for the elimination of the Laboratory & WIC Program Director position
- + \$167,864 for the addition of a Diagnostic, Surveillance & Nutrition Director
- + \$151,985 for the addition of an Assistant Environmental Health Director position
- - \$139,036 for the elimination of the Emergency Preparedness Coordinator position
- + \$156,882 for the addition of a Community Resource & Response Supervisor position
- + \$117,976 for the addition of an Assistant Emergency Preparedness Coordinator position
- + \$5,535 for the reclassification of a Health Educator position from a B14 to a B15
- - \$84,064 for the elimination of an Office Assistant I position
- + \$94,485 for the addition of a Community Health Worker/Navigation position

The third request is to establish a preliminary budget for the Opioid Settlement Fund at an amount of \$500,000 to fund future programs that meet the settlement requirements.



(989) 790-5210



administratoroffice@saginawcounty.com

The fourth request is to increase the Emergency Management budget by \$1,500 to allow for the replacement of tires on a trailer and to service the breaks. The funding is to come from fund balance within the Emergency Services Fund.

The fifth request is to account for the staffing changes within the Drain Maintenance budget approved by the Board of Commissioners at the August 20, 2024 meeting to eliminate a Maintenance Worker III position and add a second Maintenance Engineer position. The increase to the Drain Maintenance budget of \$43,923 will be funded by the various Drainage Districts.

The sixth request is from the Child Care Fund to eliminate an Intensive Probation Officer position (\$124,787) and add a Court Data Analyst position (\$128,632), resulting in a net increase of \$3,845. The seventh request is also for the Child Care Fund and is to increase funding for the Youth Advocacy Prevention Program from \$100,000 to \$400,000. Both of these requests will be funded by the State grant at 75%, with the remaining 25% match to come from the General Fund fund balance.

The eighth and final request is to remove a budget of \$100,000 from the Capital Improvement Plan for the EIFS (exterior insulation finishing system) repairs around the County Office Building as this was requested to be pulled forward into FY 2024 to complete this project while the vendor was still on site.

Draft #1 of the 2025 Budget included the use of \$985,595 in General Fund reserves to balance budgeted revenues with budgeted expenses, and Draft #2 of the 2025 Budget reduced the use of General Fund reserves by \$116,656, bringing this amount down to \$868,939.

If the proposed changes outlined above are approved, the net effect on the General Fund would be an increase in the budgeted use of reserves by \$75,961, bringing this amount back up to \$944,900.

I will be in attendance at the September 5, 2024 Budget/Audit Committee meeting to answer any questions you may have regarding these requests to amend Draft #2 of the FY 2025 budget. I have also extended an invitation to the affected departments.

Sincerely,

Koren Thurston

Koren Thurston, CPA
Finance Director

Attachment

c: Mary Catherine Hannah, County Administrator
John McColgan, Prosecutor
Blair Stevenson, Chief Assistant Prosecutor
Judge Meter
Todd Borders, Court Administrator for Family Division
Christina Harrington, Health Officer
Lt. Mark Przybylski

County of Saginaw
Amendments to FY 2025 Budget Draft #2
Budget Audit Committee Meeting
Thursday September 5, 2024

	<u>Expense Adjustments</u>	<u>Revenue Adjustments</u>	<u>Fund Balance</u>
General Fund Draft #1 - June 10, 2024 - Use of Fund Balance			\$985,595
1) Adjustment to account for reclassification of Medical Examiner Office Manager from B14 to B19: Wages/Fringes	\$32,827		
2) Adjustment to Medical Examiner's Office to due contract renewals for Medical Examiner and Deputy Medical Examiner: Professional Services	\$20,000		
3) Adjustment to fund MSU Extension for FY 2025: Contribution to MSU Extension	\$150,000		
4) Adjustment to account for reclassification of Prosecutor's Office Director of Operations from B20 to a B21 and Legal Office Manager from B17 to B19: Wages/Fringes	\$30,517		
5) Adjustment to account for Prosecutor's Office High Crime Community Support Grant from the State of Michigan: State Grants		\$350,000	
Use of Fund Balance		(\$116,656)	
Total Adjustments	\$233,344	\$233,344	
General Fund Draft #2 - August 8, 2024 - Use of Fund Balance			\$868,939
6) Adjustment to establish funding for the Prosecutor's Office Intern Program to be funded through the High Crime Community Support Grant from the State of Michigan: Wages/Fringes State Grants	\$46,600		\$46,600
7) Adjustment to increase funding to the Child Care fund for the 25% match to establish a Court Data Analyst position and increase funding for the Youth Advocacy Prevention Program: Contribution to Child Care Fund	\$75,961		
Use of Fund Balance		\$75,961	
Total Adjustments	\$589,249	\$589,249	
General Fund Draft #3 - September 5, 2024 - Use of Fund Balance			\$944,900

County of Saginaw
 Amendments to FY 2025 Budget Draft #2
 Budget Audit Committee Meeting
 Thursday September 5, 2024

	<u>Expense</u> <u>Adjustments</u>	<u>Revenue</u> <u>Adjustments</u>	<u>Fund</u> <u>Balance</u>
Health Department Fund Draft #2 - August 8, 2024 - Use of Fund Balance			\$342,490
Administration (22160100)			
1) Adjustment for reclassification of Community Health Director position from B20 to B21:			
Wages/Fringes	\$4,153		
2) Adjustment for reclassification of Epidemiologist position from B18 to B20:			
Wages/Fringes	\$15,110		
Family Planning (22160102)			
1) Adjustment to add Nursing Supervisor (PPHS Program Supervisor) position:			
Wages/Fringes	\$143,796		
Public Liability Insurance	\$791		
Laboratory Services (22160104)			
1) Adjustment to account for reclassification and title change of Laboratory & WIC Program Director B20 to Diagnostic, Surveillance & Nutrition Director B21:			
Wages/Fringes	\$8,997		
Nursing Services (22160106)			
1) Adjustment to add Nursing Supervisor (PPHS Program Supervisor) position (50% of position):			
Wages/Fringes	\$71,900		
Public Liability Insurance	\$396		
Nurse Family Partnership (22160110)			
1) Adjustment to add Nursing Supervisor (PPHS Program Supervisor) position (50% of position):			
Wages/Fringes	\$71,900		
Public Liability Insurance	\$396		
Immunizations (22160112)			
1) Adjustment to add Nursing Supervisor (PPHS Program Supervisor) position:			
Wages/Fringes	\$143,793		
Public Liability Insurance	\$791		
Environmental Health (22160115)			
1) Adjustment to add Assistant Environmental Health Director position:			
Wages/Fringes	\$151,194		
Public Liability Insurance	\$791		

County of Saginaw
Amendments to FY 2025 Budget Draft #2

Budget Audit Committee Meeting
Thursday September 5, 2024

	<u>Expense Adjustments</u>	<u>Revenue Adjustments</u>	<u>Fund Balance</u>
Bioterrorism Emergency Preparation (22160117)			
1) Adjustment to account for reclassification and title change of Emergency Preparedness Coordinator B17 to Community Resource & Response Supervisor B19:			
Wages/Fringes	\$13,387		
2) Adjustment to add Assistant Emergency Preparedness Coordinator position (50% of position):			
Wages/Fringes	\$58,592		
Public Liability Insurance	\$396		
Reopening Schools HRA (22160136)			
1) Adjustment to account for reclassification and title change of Emergency Preparedness Coordinator B17 to Community Resource & Response Supervisor B19:			
Wages/Fringes	\$4,459		
CDC PH Infrastructure Grant (22160140)			
1) Adjustment for reclassification of Community Health Director position from B20 to B21:			
Wages/Fringes	\$4,153		
Community Resource Program (22160141)			
1) Adjustment for reclassification of Health Educator position from B14 to B15:			
Wages/Fringes	\$5,535		
2) Adjustment to eliminate Office Assistant I position and add Community Health Worker/Navigator position:			
Wages/Fringes	\$10,421		
3) Adjustment to add Assistant Emergency Preparedness Coordinator position (50% of position):			
Wages/Fringes	\$58,592		
Public Liability Insurance	\$396		
Total Adjustments	\$769,939		
Use of Fund Balance		\$769,939	
Health Department Fund Draft #3 - September 5, 2024 - Use of Fund Balance			\$1,112,429

County of Saginaw
 Amendments to FY 2025 Budget Draft #2
 Budget Audit Committee Meeting
 Thursday September 5, 2024

	<u>Expense Adjustments</u>	<u>Revenue Adjustments</u>	<u>Fund Balance</u>
Sheriff Special Projects Fund Draft #1 - June 10, 2024 - Use of Fund Balance			\$25,309
1) Adjustment to create budget for remaining proceeds from sale of vehicle in FY 2024 to be used specifically for vehicle maintenance of Sheriff's vehicle:			
Gas, Grease & Oil	\$10,000		
Vehicle R & M	\$15,000		
Other Revenue/Fund Balance		\$25,000	
2) Adjustment to create budget for Continuing Professional Education funds received from the State of Michigan for Law Enforcement officers:			
Professional Development	\$57,000		
State Grants		\$57,000	
Total Adjustments	\$82,000	\$82,000	
Sheriff Special Projects Fund Draft #2 - August 8, 2024 - Use of Fund Balance			\$25,309
Opioid Settlement Fund Draft #2 - August 8, 2024 - Use of Fund Balance			\$0
1) Adjustment to proactively establish a budget for future programs that meet the settlement requirements:			
Grants/Project Costs	\$500,000		
Lawsuit Proceeds		\$500,000	
Total Adjustments	\$500,000	\$500,000	
Opioid Settlement Fund Draft #3 - September 5, 2024 - Use of Fund Balance			\$0
Special Projects Fund Draft #2 - August 8, 2024 - Use of Fund Balance			\$11,542
Drain Division (27844101)			
1) Adjust to eliminate Maintenance Worker III position and add second Maintenance Engineer position as approved by the Board August 20, 2024:			
Wages/Fringes	\$43,923		
Reimbursement-Drains		\$43,923	
Emergency Management (27842600)			
1) Adjustment to replace tires on trailer and service the brakes:			
Vehicle R & M	\$1,500		
Other Revenue/Fund Balance		\$1,500	
Total Adjustments	\$45,423	\$45,423	
Special Projects Fund Draft #3 - September 5, 2024 - Use of Fund Balance			\$13,042

County of Saginaw
 Amendments to FY 2025 Budget Draft #2
 Budget Audit Committee Meeting
 Thursday September 5, 2024

	<u>Expense Adjustments</u>	<u>Revenue Adjustments</u>	<u>Fund Balance</u>
Child Care Fund Draft #2 - August 8, 2024 - Use of Fund Balance			\$0
1) Adjustment to eliminate a Juvenile Probation Officer position and add a Court Data Analyst position:			
Wages/Fringes	\$3,845		
State Grants		\$2,884	
2) Adjustment to increase funding for the Youth Advocacy Prevention Program:			
Intensive Youth Advocacy Program	\$300,000		
State Grants		\$225,000	
Contribution from General Fund		\$75,961	
Total Adjustments	\$303,845	\$303,845	
Child Care Fund Draft #3 - September 5, 2024 - Use of Fund Balance			\$0
Public Improvement Fund Draft #2 - August 8, 2024 - ADD to Fund Balance			(\$508,718)
1) Adjustment to remove funding for EIFS repairs as this is being requested to be pulled forward into FY 2024:			
County Office Building	(\$100,000)		
Other Revenue/Fund Balance		(\$100,000)	
Total Adjustments	(\$100,000)	(\$100,000)	
Public Improvement Fund Draft #3 - September 5, 2024 - ADD to Fund Balance			(\$608,718)

COUNTY OF SAGINAW
 2025 BUDGET - DRAFT #3
 PROPOSED STAFFING CHANGES

FUND	ACTIVITY	PCN NUMBER	PAY GRADE	TITLE	ADD	DELETE	COST	NOTES
101	25700	NEW	B15	APPRAISER I	1.00		122,712	ADD APPRAISER I PER REQUEST OF DEPARTMENT
"	28300	NEW	T11	LEGAL CLERK II (SWING)	1.00		102,651	ADD LEGAL CLERK II (SWING) PER REQUEST OF DEPARTMENT
"	"	101045	T11	LEGAL CLERK II		(1.00)	(82,817)	REQUEST FROM DEPARTMENT TO RECLASS A LEGAL CLERK II TO A SENIOR SWING
"	"	NEW	T13	LEGAL CLERK II (SENIOR SWING)	1.00		86,685	REQUEST FROM DEPARTMENT TO RECLASS A LEGAL CLERK II TO A SENIOR SWING
"	28400	101164	B15	JUVENILE PROBATION OFFICER	1.00		107,380	REQUEST FROM DEPARTMENT DUE TO ELIMINATION OF RAISE THE AGE GRANT
213	43010	NEW	T08	RECEPTIONIST	1.00		90,794	REQUEST TO ADD POSITION FOR SURGICAL CENTER
"	"	NEW	B11	VET TECH	2.00		205,302	REQUEST TO ADD POSITION FOR SURGICAL CENTER
"	"	NEW	B24	VETERINARIAN	1.00		193,649	REQUEST TO ADD POSITION FOR SURGICAL CENTER
221	60100	NEW	B21	COMMUNITY HEALTH DIRECTOR	0.50		82,539	REQUEST TO ADD POSITION (SPLIT WITH 22160140)
"	60101	221100	P16	PUBLIC HEALTH NURSE I		(0.07)	(9,124)	REQUEST TO MOVE 0.07 TO 22160108
"	60102	221114	T09	HEALTH TECHNICIAN		(0.50)	(44,175)	REQUEST TO MOVE 0.20 TO 22160106 & 0.30 TO 22160108
"	"	221118	T09	HEALTH TECHNICIAN		(0.50)	(42,242)	REQUEST TO MOVE 0.20 TO 22160106 & 0.30 TO 22160108
"	"	221055	P17	PUBLIC HEALTH NURSE II		(0.50)	(57,229)	REQUEST TO MOVE 0.50 TO 60108
"	"	221039	P16	PUBLIC HEALTH NURSE I		(0.50)	(64,995)	REQUEST TO DELETE POSITION
"	"	221119	T07	OFFICE ASSISTANT II HEALTH		(0.50)	(42,242)	REQUEST TO DELETE POSITION
"	"	NEW	B18	NURSING SUPERVISOR (PPHS PROGRAM SUPERVISOR)	1.00		143,796	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60104	221016	B15	LABORATORY TECHNOLOGIST	1.00		119,292	REQUEST TO MOVE 0.50 FROM 22160123 & MAKE FULL TIME VS PART TIME
"	"	221015	B15	LABORATORY TECHNOLOGIST		(0.20)	(20,892)	REQUEST TO MOVE 0.20 FROM 22160104 TO 22160123
"	"	221014	B20	LABORATORY & WIC PROGRAM DIRECTOR		(1.00)	(158,867)	REQUEST TO DELETE POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	"	NEW	B21	DIAGNOSTIC, SURVEILLANCE & NUTRITION DIRECTOR	1.00		167,864	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60106	221363	T06	OFFICE ASSISTANT I HD		(1.00)	(84,064)	REQUEST TO MOVE TO 22160141
"	"	221045	P16	PUBLIC HEALTH NURSE I		(1.00)	(129,994)	REQUEST TO DELETE POSITION
"	"	221114	T09	HEALTH TECHNICIAN	0.20		17,670	REQUEST TO MOVE 0.2 FROM 22160102
"	"	221118	T09	HEALTH TECHNICIAN	0.20		17,114	REQUEST TO MOVE 0.2 FROM 22160102
"	"	NEW	B18	NURSING SUPERVISOR (PPHS PROGRAM SUPERVISOR)	0.50		71,900	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60108	221100	P16	PUBLIC HEALTH NURSE I	0.07		9,124	REQUEST TO MOVE 0.07 FROM 22160101
"	"	221114	T09	HEALTH TECHNICIAN	0.30		26,505	REQUEST TO MOVE 0.3 FROM 22160102
"	"	221055	P17	PUBLIC HEALTH NURSE II	0.50		57,229	REQUEST TO MOVE 0.50 FROM 22160102
"	"	221118	T09	HEALTH TECHNICIAN	0.30		25,672	REQUEST TO MOVE 0.3 FROM 22160102
"	"	221039	P16	PUBLIC HEALTH NURSE I		(0.50)	(65,000)	REQUEST TO DELETE POSITION
"	"	221119	T07	OFFICE ASSISTANT II HEALTH		(0.50)	(42,247)	REQUEST TO DELETE POSITION
"	60110	NEW	B18	NURSING SUPERVISOR (PPHS PROGRAM SUPERVISOR)	0.50		71,900	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60112	221044	P16	PUBLIC HEALTH NURSE I	0.50		65,170	REQUEST TO MOVE POSITION FROM 22160136 TO MAKE 1.00 IN 22160112
"	"	221057	P16	PUBLIC HEALTH NURSE I		(0.50)	(49,815)	REQUEST TO DELETE POSITION
"	"	NEW	B18	NURSING SUPERVISOR (PPHS PROGRAM SUPERVISOR)	1.00		143,796	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60115	221018	B21	ENV OCCUP. HEALTH SERVICES DIR		(0.20)	(38,120)	REQUEST TO MOVE TO 22852900 MATERIALS MANAGEMENT
"	"	221024	T07	OFFICE ASSISTANT II HEALTH		(0.50)	(38,841)	REQUEST TO MOVE TO 22852900 MATERIALS MANAGEMENT
"	"	221025	B16	ENV HEALTH SPEC II-SOLID WASTE		(1.00)	(136,233)	REQUEST TO MOVE TO 22852900 MATERIALS MANAGEMENT
"	"	NEW	B19	ASSISTANT ENVIRONMENTAL HEALTH DIRECTOR	1.00		151,194	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60117	221174	B17	EMERGENCY PREPAREDNESS COORDINATOR		(0.75)	(104,272)	REQUEST TO DELETE POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	"	NEW	B19	COMMUNITY RESOURCE & RESPONSE SUPERVISOR	0.75		117,659	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	"	NEW	B14	ASSISTANT EMERGENCY PREPAREDNESS COORDINATOR	0.50		58,592	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60123	221016	B15	LABORATORY TECHNOLOGIST PT		(0.50)	(48,068)	REQUEST TO MOVE 0.50 TO 22160104 & MAKE FULL TIME VS PART TIME
"	"	221015	B15	LABORATORY TECHNOLOGIST	0.20		20,892	REQUEST TO MOVE 0.20 FROM 22160104 TO 22160123
"	60136	221044	P16	PUBLIC HEALTH NURSE I		(0.50)	(65,000)	REQUEST TO MOVE POSITION TO 22160112
"	"	221057	P16	PUBLIC HEALTH NURSE I		(0.50)	(49,817)	REQUEST TO DELETE POSITION
"	"	221174	B17	EMERGENCY PREPAREDNESS COORDINATOR		(0.25)	(347,654)	REQUEST TO DELETE POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	"	NEW	B19	COMMUNITY RESOURCE & RESPONSE SUPERVISOR	0.25		39,223	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	60140	NEW	B21	COMMUNITY HEALTH DIRECTOR	0.50		82,539	REQUEST TO ADD POSITION (SPLIT WITH 22160100)
"	60141	NEW	B15	HEALTH EDUCATOR	1.00		117,623	REQUEST TO ADD POSITION
"	"	NEW	B14	ASSISTANT EMERGENCY PREPAREDNESS COORDINATOR	0.50		58,592	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	"	221363	T06	OFFICE ASSISTANT I HD	1.00		84,064	REQUEST TO MOVE FROM 22160108
"	"	221363	T06	OFFICE ASSISTANT I HD		(1.00)	(84,064)	REQUEST TO DELETE POSITION AS A PART OF STAFF REORGANIZATION PLAN
"	"	NEW	T09	COMMUNITY HEALTH WORKER/NAVIGATION	1.00		94,485	REQUEST TO ADD POSITION AS A PART OF STAFF REORGANIZATION PLAN
228	52900	221018	B21	ENV OCCUP. HEALTH SERVICES DIR	0.20		38,120	REQUEST TO MOVE TO 22852900 MATERIALS MANAGEMENT
"	"	221024	T07	OFFICE ASSISTANT II HEALTH	0.50		38,841	REQUEST TO MOVE TO 22852900 MATERIALS MANAGEMENT
"	"	221025	B16	ENV HEALTH SPEC II-SOLID WASTE	1.00		136,233	REQUEST TO MOVE TO 22852900 MATERIALS MANAGEMENT
240	62002	240156	J13	CHIEF MECHANIC		(1.00)	(113,313)	DEPARTMENT REQUEST TO DELETE POSITION
278	28307	101039	T13	JUDICIAL ASSISTANT		-	(70,996)	VIRTUAL BACKLOG GRANT ENDING 12/31/2024 - DELETE POSITION EFFECTIVE 1/1/2025
278	28403	278002	B15	JUVENILE PROBATION INTENSIVE		(1.00)	(107,380)	RAISE THE AGE GRANT ENDED - REQUEST TO DELETE AND CREATE A STANDARD JUVENILE PROBATION OFFICER POSITION IN THE GENERAL FUND
278	44100	278501	T10	MAINTENANCE WORKER III		(1.00)	(86,563)	PER BOARD APPROVAL AUGUST 20, 2024, DELETE POSITION
"	"	NEW	B15	MAINTENANCE ENGINEER	1.00		130,483	PER BOARD APPROVAL AUGUST 20, 2024, ADD POSITION
292	66201	292053	B15	JUVENILE PROBATION OFFICER		(1.00)	124,787	REQUEST TO DELETE POSITION
"	"	NEW	B16	COURT DATA ANALYST	1.00		128,632	REQUEST TO ADD POSITION

GRAND TOTALS 25.97 (17.47) 1,166,679

NET POSITION ADJUSTMENTS 8.50 1,166,679