

AGENDA
COUNTY SERVICES COMMITTEE
111 S. Michigan Ave., Room 200, Saginaw MI 48602
Wednesday, June 7, 2023 - 4:00 p.m.

Members: Michael Webster – Chair, Dennis Krafft – Vice-Chair, Denny Harris, Sheldon Matthews, Christopher Boyd

Others: Vanessa Guerra, Robert Belleman, Civil Counsel, Koren Thurston, Jennifer Broadfoot, Board Staff, *Media*

- I. Call to order
- II. Welcome
- III. Correction/Approval of Minutes (***May 3, 2023 - Attached***)
- IV. Public Comment

- *Speakers limited to 3 minutes*

V. Agenda

1. **Annette Rummel, President/CEO, Saginaw County Convention & Visitors Bureau, re:**

- **6-20-5** Requesting an investment of up to \$300,000 in the Henry Marsh Plaza Project, to transform the area under I-675 into an educational, well-lighted, universally accessible, cultural, entertainment, and recreational space

2. **Brian Wendling, Public Works Commissioner, re:**

- **6-20-6** Requesting final distribution of allocated American Rescue Plan Act (ARPA) funds for drain projects

3. **Brian Keenan-Lechel, Parks & Recreation Director, re:**

- **6-20-7** Requesting an updated resolution authorizing the submission of a SPARK grant application for capital improvements at Imerman Memorial Park
- **6-20-8** Requesting approval to apply for a Special License (Beer/Wine) from the State of Michigan for its “Pints and Paddles” event on September 23, 2023

4. **Josh Brown, Information Technology Director, re:**

- **6-20-9** Requesting approval of updated County Policy 133 – Employee Internet Use, Email & Required Training, as well as renumbering the policy to 151
- **6-20-10** Requesting approval of updated County Policy 134 – Information Technology Policy, as well as renumbering the policy to 152
- **6-20-11** Requesting approval of updated County Policy 138 – Remote Access Policy, as well as renumbering the policy to 153
- **6-20-12** Requesting approval to renumber County Policy 414 – Information Security to fall into the new Information Technology category of 150 as County Policy 154

5. **Robert Belleman, Controller/CAO, re:**

- **6-20-13** Submitting a recommendation to reassign management of the Solid Waste Management Plan and Committee to the Environmental Health Division of the Saginaw County Health Department

(Tabled at May 3, 2023 County Services Committee meeting to have the Board Coordinator invite MDNR representatives to attend the June meeting. Done with no response. In addition, former DMDF manager, Jim Koski, is presently unavailable to conduct tours of the sites.)

6. **Michigan Department of Natural Resources**, re:

- **4-18-13** Sending notice of potential land acquisition of approximately 627 acres in Kochville Township and Zilwaukee Township near the Crow Island State Game Area

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

- **6-20-23** Submitting Draft #1 of the Controller Recommended 2024 Budget, including the FY 2024 Budget Transmittal Letter & Debt Service Schedules, Draft Budget Resolutions A, B, C & D, Budget Summaries, Draft Capital Improvement Plan, and Draft Fee Schedule *(Distributed to Commissioners/On file in Board Office)*

VI. Miscellaneous

VII. Adjournment

MINUTES
COUNTY SERVICES COMMITTEE

DRAFT

111 S. Michigan Ave., Room 200, Saginaw MI 48602
Wednesday, May 3, 2023 - 4:00 p.m.

Present: Michael Webster – Chair, Dennis Krafft – Vice-Chair, Denny Harris, Sheldon Matthews, Christopher Boyd
Others: Robert Belleman, Dave Gilbert, Jennifer Broadfoot, Brian Wendling, Dennis Borchard, Dan Armentrout, Lacey Ziola, Deb Kestner, Tom Miller, Jr., Mark Angliss, Jim Koski, Suzy Koeplinger, Marissa Sawdon and Catherine Hicks

- I. Call to order ---**Webster at 4:00 p.m.**
- II. Welcome
- III. Correction/Approval of Minutes (**April 5, 2023**)
---**Moved by Matthews, seconded by Harris, to approve. Motion carried.**
- IV. Public Comment ---*Speakers limited to 3 minutes*
 - William Webber spoke of his concerns with the potential land acquisition near the Crow Island State Game Area. Chairman Webster invited him to further discussion during that item on the agenda.
- V. Agenda

(Tabled at Apr. 5, 2023, County Services Committee meeting)

1. **Brian Wendling, Public Works Commissioner**, re:
 - **2-21-2** Requesting approval of up to \$8,500 of Soil Erosion Fund Balance for the preliminary planning of a Maintenance building on the new Mosquito Control Site – Posted and on File
---**Moved by Boyd, seconded by Krafft, to table.**
---**Moved by Boyd, seconded by Krafft, to amend the motion to table the matter until August. Motion carried as amended. (Tabled)**
2. **Dennis Borchard, Dan Armentrout, Deb Kestner, and Lacey Ziola, Saginaw County Road Commission**, re:
 - **4-18-11** Review of 2022 Annual Report – Posted and On File
---**Moved by Krafft, seconded by Matthews, to receive and file.**
Motion carried. (Receive & File)
3. **Tom Miller Jr., Vice-President, Saginaw Future Inc.**, re:
 - **5-16-3** Submitting its second quarter report (Jan. 1, 2023 – Mar. 31, 2023) and request for \$24,031 in performance-based funding pursuant to the Third Amendment of the Saginaw County and Saginaw Future Services Agreement
---**Moved by Krafft, seconded by Matthews, to approve. Motion carried. (Board Report)**

4. **Mark Angliss, Information Technology, Assistant Director, ~~Josh Brown, I. T. Director~~**, re:
- **5-16-4** Requesting approval of a shortened version of County Policy #414 – Information Security Plan that was approved at the April Board Session
Mr. Angliss addressed the committee with Jennifer Broadfoot, Personnel Director, and stated this version of the policy has already been approved by the State of Michigan and reviewed by Civil Counsel.
---Moved by Boyd, seconded by Matthews, to approve. Motion carried. (Board Report)

5. **Robert Belleman, Controller/CAO**, re:
- **5-16-5** Submitting, on behalf of the HWB Airport Committee, a request to approve an amendment to Contract No. 2022-0857/A1 between the Michigan Department of Transportation and the County of Saginaw regarding the rehabilitation of taxiways
---Moved by Krafft, seconded by Matthews, to approve. Motion carried. (Board Report)

(Tabled at April 5, 2023 County Services Committee meeting)

6. **Michigan Department of Natural Resources**, re:
- **4-18-13** Sending notice of potential land acquisition of approximately 627 acres in Kochville Township and Zilwaukee Township near the Crow Island State Game Area
---Moved by Boyd, seconded by Krafft, to table until the June meeting and directing the Board Coordinator to invite MDNR representatives to the meeting to further discuss the matter. Motion carried. (Tabled)

7. **INFORMATIONAL COMMUNICATIONS (To be Received & Filed in Committee)** (Attached)

- **5-16-6 CITY OF SAGINAW** sending notification of a Public Hearing held on April 17, 2023 at 6:30 p.m. on the application of Wall Den Saginaw LLC, 3424 E. Genesee, for an Obsolete Property Rehabilitation Act (OPRA) certificate
- **5-16-7 FRANKENMUTH DDA** sending notification of an informational meeting about the Frankenmuth DDA held on April 13, 2023 at 1:30 p.m., with a second forum to be held during a regular Frankenmuth City Council Meeting scheduled in October 2023
---Moved by Krafft, seconded by Matthews, receive and file. Motion carried. (Receive & File)

VI. Miscellaneous

- **Commissioner Harris asked for an update on the Animal Shelter building and Chairman Boyd invited the committee members to attend the Building Authority meeting on May 4, 2023 where they will discuss updates. Chair Webster introduced new Board Assistant Catherine Hicks.**

VII. Adjournment ***---Moved by Krafft, seconded by Harris, to adjourn. Motion carried; time being 5:12 p.m.***

Respectfully submitted,
Michael Webster, Committee Chair
Suzy Koepplinger, Committee Clerk

May 22, 2023

Honorable Christopher Boyd, Chairman of the Saginaw County Board of Commissioners
Honorable Michael Webster, Chairman of the County Services Committee
Mr. Robert Belleman, Controller, County of Saginaw
Saginaw County Governmental Center
111 South Michigan Avenue
Saginaw, Michigan 48602

6-20-5

Dear Commissioners Boyd & Webster, and Controller Belleman:

The Saginaw County Convention & Visitors Bureau (SCCVB) entered into the Great Lakes Bay Regional CVB partnership with a promise to eliminate duplication of efforts among the 3 participating CVB organizations, reduce overhead expenses, and increase marketing including advertising investments. This promise was fulfilled and also resulted in the ability for the SCCVB to invest in product development strategies through identified tourism economic development projects. Overnight tourism increases can be directly linked to these investments with new dollars continuing to be spent within Saginaw County each year.

If it meets with your approval, I wish to present a request of a not-to-exceed \$300,000 investment in the Henry Marsh Plaza Project. This project will honor the first black Mayor of the City of Saginaw and all he stood for. Mayor Marsh is among the first three black Mayors elected to office in the U.S. The construction of I-675 forced Mayor Marsh's family to sell their home, forced the Mayor to relocate his professional law offices, and divided his beloved City. He abhorred having an unkept, unsafe, dark, and dingy area carry his name. This project will pay a long overdue tribute to one of Saginaw's great pioneers by showcasing his leadership, family, faith, professionalism, patriotism, and the things Mayor Marsh held dear, especially his community.

When complete, this project will transform an area that is currently foreboding, underutilized, unsafe, and blighted into an educational, well-lighted, universally accessible, cultural, entertainment, and recreational space that improves the first impression of the City of Saginaw, re-unites Saginaw's north and south sides divided by I-675, and creates an inviting, safe, and enjoyable space for all people.

Development of this area will provide residents with a city center plaza to gather and enjoy. Safety will be improved, and the likelihood of crime will be reduced by transforming this space into a well-lighted and maintained plaza. This area is currently blighted and will be cleaned up due to this work.

Arts & Culture will certainly be enriched by the addition of the artwork and murals planned for this plaza. In addition, the artists have committed to a mentorship program for any interested artist that would like to learn how to create outdoor art and murals.



Saginaw County Convention & Visitors Bureau
515 N. WASHINGTON AVENUE, SECOND FLOOR, SAGINAW, MI 48607
(P) 989.752.7164 • (TF) 800.444.9979 • (FAX) 989.752.6642 • GOGREAT.COM

Lastly, the Saginaw County Convention & Visitors Bureau in collaboration with Bay, Midland and the Great Lakes Bay Regional Convention & Visitors Bureau will include information about the Henry Marsh Plaza Project to leisure visitors to the Region, to meeting and conference groups seeking outdoor venue areas, to wedding groups, family reunions, for individuals and tour groups enjoying mural tours, as well as throughout our social media efforts.

Success will be defined as:

- experiencing an increase in traffic counts at the I-675 exit areas, and the measurement will be the people counts for individuals attending events and activities
- through an increase in the number and breadth of events within the City Center and those leveraging this area. The measurement will be the number of festivals, events, and activities
- increases in people visiting this area and using it for artistic appreciation, social gatherings, and recreational purposes. Measurement will be captured by the number of people who frequent this area for recreational purposes and hyperlink to the trail website.

The Henry Marsh Plaza Project is a legacy project for the Canadian Hockey League Memorial Cup Championship that will be held in the end of May, beginning of June of 2024. This site will provide fans with a location to purchase food items and a place to enjoy.

Thank you for considering this request. Please feel free to contact me at (989) 752-7164 or on my cellular phone at (989) 245-1223 should you require any additional information.

Sincerely,



Annette Rummel
President/CEO

c.c. Mr. Robert Belleman, Saginaw County Controller
Ms. Suzy Koeplinger, Board Coordinator
Ms. Ann Bruzewski, CVB Operations Director



Michigan's Great Lakes Bay Region is packed with Over 100 **public artworks**, over 50 local arts and cultural organizations, and hundreds of local artists looking to share their gifts with the community. The GLBRCVB is working to find ways to help their voices be heard, with the ultimate goal being **to bring in more overnight guests**.

Lucky for us, there's a great way to show off our destination's art scene to locals and visitors alike – mural tourism. Mural tourism, also known as street-art tourism, promotes colorful masterpieces created by various established and emerging local artists as tourist attractions. Murals beautify cities with visually stunning paintings, culture, and art-focused tourism, which has become increasingly popular as modern-day visitors seek spots for selfies.

Art That Attracts

Mural tourism uses street art to enhance the look and cultural vibrancy of a destination. It provides locals with a unique opportunity to take part in their city's tourism efforts, and it offers visitors a beautiful backdrop for photos while they tour the town.

While the origin of the mural boom is not clear, many believe it began in international cities like London, New York, and Philadelphia in the 1980s as a way to ensure the success of constructive and socially friendly anti-graffiti initiatives. Today, they are used for beautification and education as well. Many murals promote an area's cultural diversity or tell a story of the destination's history.

Cities around the world are using murals and street art to engage visitors and locals alike. Below are a few examples of CVBs putting artwork to work for their destinations.

Visit San Marcos

On [Visit San Marcos'](#) website, one of the first things we see in the homepage video is a brief snapshot of an artist painting a mural. If that doesn't show the DMO's dedication to mural tourism, we don't know what would. Website visitors can also find a page titled [Murals of San Marcos, Texas](#), which serves as a one-stop shop for any traveler seeking street art.



Buffalo Niagara Convention & Visitors Bureau

Buffalo Niagara Convention & Visitors Bureau houses murals of every color. Complete with a video, photos of can't-miss murals, and information on the city's three mural walking tours, the Explore Our City of Murals landing page on the DMO's website will leave any artistic traveler drooling. But really, this landing page is picture-perfect!

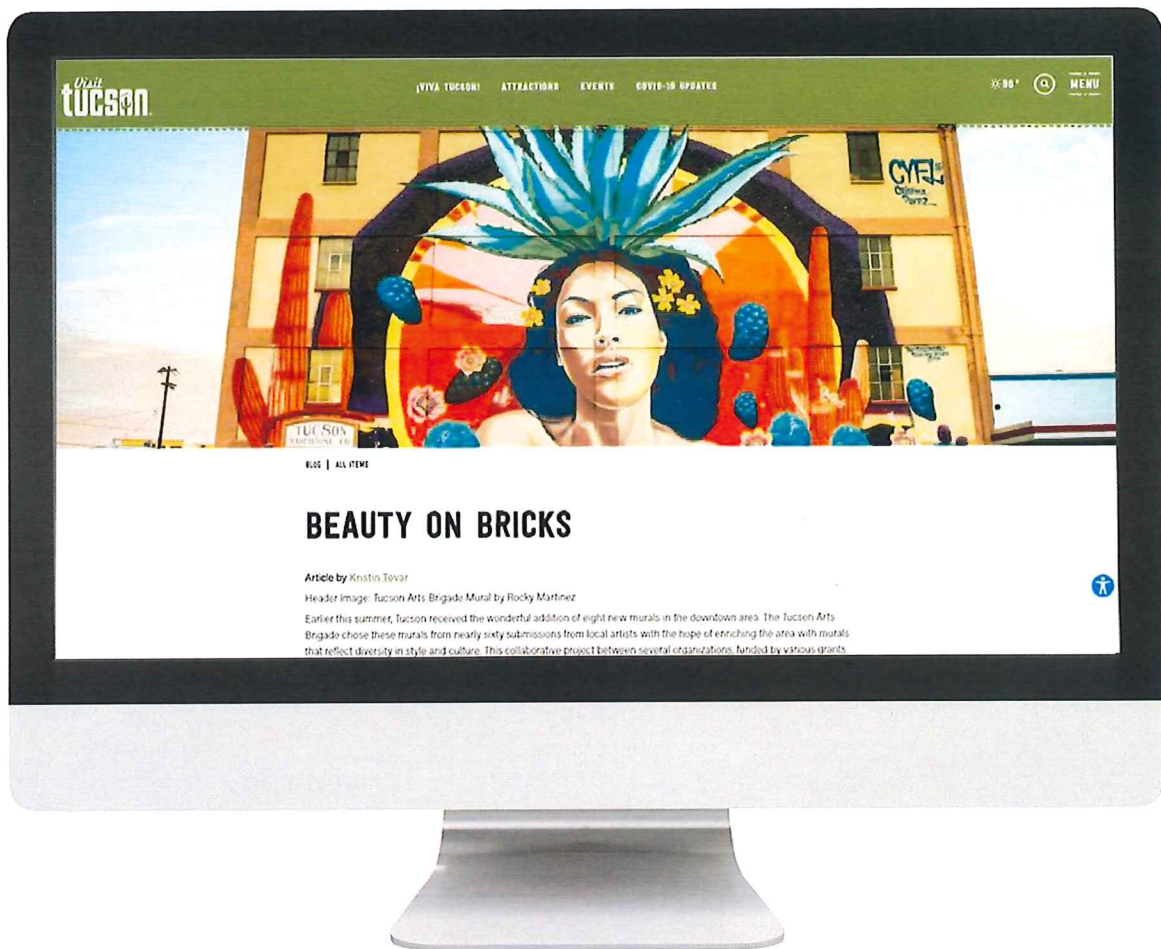


Photo by [Joe Alongi](#) on [Unsplash](#)

Visit Tucson

Tucson — where murals meet the desert. Even in scorching summer temps, [Visit Tucson](#) has no issues promoting its destination's self-guided mural tours. Known for its rich Mexican, Native American, and Western cultures, Tucson's local artists reflect the melting pot of the destination in their murals.

Artsy Arizonans can visit the [Mainly Murals Walking Tour](#) or [Beauty on Bricks](#) on the DMO's website to get the lay of the land as they plan their mural tours. There are also multiple maps available.



Visit Berlin

Berlin, Germany, might have a historic reputation for a certain infamous wall, but [Visit Berlin](#) is adding a splash of color to the destination. Travelers can check out the DMO's website, where landing pages like [Colorful Walls: Murals in Marzahn-Hellersdorf](#) and [11 reasons why we look forward to Berlin Mural Fest](#) help them locate the iconic must-see murals. The many murals have gained the attention of locals, travelers, and media alike — especially those in search of a historic, cultural, and downright beautiful experience in Berlin.

“The Berlin Wall, once a symbol of division, now forms a large open-air gallery featuring 105 murals by artists from across the globe,” said [Culture Trip](#).



What city is known for its murals?



The nation's most extensive public art program allows visitors to see some of these murals on guided and self-guided tours, by foot, trolley, train or Segway. Take a tour and discover why Philadelphia is called the "Mural Capital of the World."

Scientific Journal Articles provide qualitative and quantitative evidence.

Indicators of community **economic** development
through **mural**-based **tourism**

R Koster, [JE Randall](#) - Canadian Geographer/Le Géographe ..., 2005 - Wiley Online Library
... **murals** from the myriad of locally based **tourism** strategies available to
communities. **Murals**

... little formal attempt to measure the **economic impacts** of **mural** development in
Humboldt. ...

Save Cite Cited by 74 Related articles All 8 versions

[PDF] [researchgate.net](#)

[PDF] George Town's Street **Mural** Art and **Tourism Impact**

C Liang - Asian Journal of **Tourism** Research, 2017 - [researchgate.net](#)

... examine the **impact** of street **mural** art on **tourism** in Penang, ... The paper attempts to
look at

the development of street **mural** ... now being exploited to boost **tourism** while being
turned into ...

Save Cite Cited by 9 Related articles All 3 versions

Mural-based **tourism** as a strategy for rural
community **economic** development

RLP Koster - Advances in culture, **tourism** and hospitality research, 2008 - [emerald.com](#)

... As Table 6 demonstrates, a general finding applicable to all respondents is
that **mural**-based

tourism has had a positive **impact** in achieving the goals set out by the community, in
terms ...

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[PDF] [martinhecaartasu.com](#)

[BOOK] **Murals and Tourism**

[J Skinner](#), [L Jolliffe](#) - 2017 - [api.taylorfrancis.com](#)

... as part of a broader study of cultural **tourism**. The findings of this study were that
the **murals**

... living in an **economically** depressed area as to be a resource for **tourism** (Jolliffe and
Baum, ...

Save Cite Cited by 24 Related articles All 8 versions

Post-conflict **tourism** development in Northern Ireland: Moving
beyond **murals** and dark sites associated with its past

SW Boyd - **Tourism** and hospitality in conflict-ridden destinations, 2019 -
[taylorfrancis.com](#)

... The NI2012 campaign 'our time, our place' saw over one million visitors coming to a 2012

event which generated an **economic impact** of £18 million and a **tourism impact** of £42 million (...)

Save Cite Cited by 11 Related articles All 3 versions

[PDF] academia.edu

Local and public heritage at a World Heritage site

FJ Conway - Annals of **Tourism** Research, 2014 - Elsevier

... but relatively reliable traffic in **tourists** who come to see the Great **Murals**. The ranchers see

... value" that they can offer to **tourists**, which undoubtedly has an **impact** on the kind of tip that ...

Save Cite Cited by 55 Related articles All 5 versions

[PDF] mdpi.com

Creative **mural** landscapes, building communities and resilience in Uruguayan **tourism**

EM Martínez-Carazo, V Santamarina-Campos... - Sustainability, 2021 - mdpi.com

... -air **mural** painting museums in Uruguay as a model of **tourism** ... explore the opportunities of

mural tourism in small locations in ... This was somewhat of a revolution in the **muralist** field as, ...

Save Cite Cited by 4 Related articles All 10 versions

[PDF] academia.edu

[PDF] The **murals** of Moose Jaw: Commodification or articulation of the past?

RW Widdis - Historical Geography, 2000 - academia.edu

... This paper analyses the **impact** of the **murals** project on the city of Moose ... **tourism**, of which,

I argue, the **murals** are a specific example, plays in the development of the local **economy** ...

Save Cite Cited by 16 Related articles

[PDF] mdpi.com

How can street art have **economic** value?

F Forte, P De Paola - Sustainability, 2019 - mdpi.com

... the **economic impacts** of Philadelphia's **Mural** Art Program was made in 2003. Among several

impacts ... there is a very diversified **tourist** offering based on Street Art, or in Poland where ...

Save Cite Cited by 18 Related articles All 6 versions

[HTML] nih.gov

Arts-led revitalization, overtourism and community responses:

Ihwa **discover**llage, Seoul

H Park, JF Kovacs - **Tourism** management perspectives, 2020 - Elsevier

... Although the 2016 incident reportedly did have a negative **impact** on the popularity of Ihwa

Mural Village, estimates based on big data analysis of telecommunications and financial ...

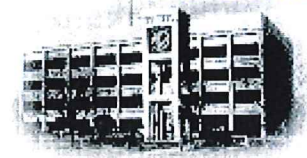
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COUNTY OF SAGINAW

BRIAN J. WENDLING
PUBLIC WORKS COMMISSIONER

Governmental Center
111 S. Michigan Avenue
Saginaw, Michigan 48602-2086
Phone 989-790-5258 • FAX 989-790-5259

COUNTY SERVICES



May 31, 2023

6-20-6

Honorable Chairman Chris Boyd
Saginaw County Board of Commissioners
111 South Michigan Avenue
Saginaw, MI 48602

Dear Chairman Boyd,

Please allow this letter to serve as request to meet with the County Services Committee at its June 7, 2023 meeting regarding the following matters:

- Final distribution of the allocated ARPA funds for drain projects.

I will be in attendance on June 7th to answer any questions you or the committee may have.

Respectfully,

Brian J. Wendling
Public Works Commissioner

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2023 MAY 31 PM 1:53

\$1,000,000 Allocation

	Project Cost	ARPA Allocation	ARPA Balance	% Funded
Bement Drain	\$ 230,000.00	\$ 60,000.00	\$ 940,000.00	26%
Sarle Drain	\$ 180,000.00	\$ 60,000.00	\$ 880,000.00	33%
Little Eagle Creek	\$ 485,000.00	\$ 220,000.00	\$ 660,000.00	45%
New Tamarack	\$ 1,500,000.00	\$ 660,000.00	\$ -	44%

Estimated

Approved

Saginaw County Parks & Recreation Commission

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111 S. Michigan Ave LL012, Saginaw, MI 48602

www.saginawcounty.com/parks

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*Outdoor Recreation and
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Fred Raymond

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Saginaw County Parks

Imerman Memorial Park

Price Nature Center

Ringwood Forest

*Saginaw River
Headwaters Rec Area*

Saginaw Valley Rail Trail

Veterans Memorial Park

*William H. Haithco
Recreation Area*

May 24th, 2023

County Services Committee

Board of Commissioners

111 S. Michigan Ave

RE: Resolution Request for Authorization of a SPARK Grant Application to the State of Michigan for Improvements at Imerman Memorial Park

Dear Chairman Webster and the County Services Committee,

REQUEST SECTION: Saginaw County Parks is requesting an updated resolution authorizing the submission of a SPARK grant application for capital improvements at Imerman Memorial Park.

BACKGROUND INFORMATION SECTION: Saginaw County Parks is seeking grant funding from the State of Michigan's SPARK grant program for capital improvements at Imerman Memorial Park. Planned improvements include renovating the boat launch, adding a canoe/kayak launch, upgraded restroom facilities, a paved walking path, along with other infrastructure upgrades. Park usage has increased 47% since 2019 and these upgrades are critical to continued recreational opportunities at Imerman Memorial Park.

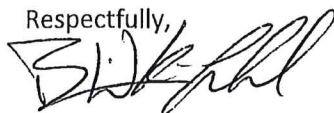
FINANCIAL INFORMATION SECTION: The project totals \$946,300; Saginaw County Parks is seeking \$300,000 in grant support through this resolution. The remaining project funding will be divided between Saginaw County Parks millage funds, and the Saginaw County BOC ARPA allocation to County Parks.

PARTNERSHIP/COLLABORATION SECTION: Several partners have provided letters of support on the project. MDNR as a grantor partner through their SPARK program.

STRATEGIC PLANNING SECTION: This request is consistent with the Board of Commissioners 2019 strategic plan – Quality of Living focus area, Arts, Entertainment and Recreation Goal.

RECOMMENDATION SECTION: I recommend the Board of Commissioners approve this request for a resolution authorizing a SPARK grant application.

Respectfully,



Brian Keenan-Lechel

6-20-7

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SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 JUN -1 A 9:01



**RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH
WITHOUT DONATED FUNDS**

WHEREAS, Saginaw County supports the submission of an application titled, 'Imerman Memorial Park Covid Response Improvements' to the Spark grant program for boat launch and restroom renovation, paved pathway and canoe/kayak launch additions at Imerman Memorial Park; and,

WHEREAS, Saginaw County is hereby making a financial commitment to the project in the amount of \$646,300 matching funds, in cash and/or force account.

NOW, THEREFORE, BE IT RESOLVED that Saginaw County hereby authorizes submission of a Spark Application for \$300,000 and further resolves to make available its financial obligation amount of \$646,300 (68%) of a total \$946,300 project cost, during the 2024-2025 fiscal year.

AYES:

NAYES:

ABSENT:

RESOLUTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____
of _____ at their regular meeting held on _____ 20__, at _____ p.m. in
_____, with a quorum present.

Clerk

Dated: _____



COUNTY
SERVICES



111 S. Michigan Ave LL012, Saginaw, MI 48602
www.saginawcounty.com/parks

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Saginaw County Parks

Imerman Memorial Park

Price Nature Center

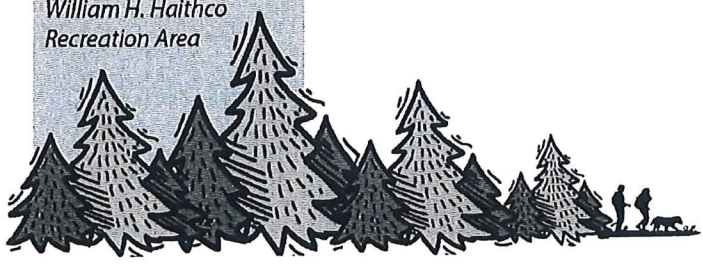
Ringwood Forest

*Saginaw River
Headwaters Rec Area*

Saginaw Valley Rail Trail

Veterans Memorial Park

*William H. Haithco
Recreation Area*



May 24th, 2023

County Services Committee
Board of Commissioners
111 S. Michigan Ave

RE: Saginaw County Parks 2nd Annual "Pints and Paddles" Request for Approval to Apply for a Special License (Beer/Wine License with the State of Michigan)

Dear Chairman Webster and the County Services Committee,

REQUEST SECTION: Saginaw County Parks is requesting BOC approval to apply for a special license application with the State of Michigan as required by the application.

BACKGROUND INFORMATION SECTION: Saginaw County Parks hosted our first "Pints and Paddles" event September 24th, 2022, paddling the Tittabawassee River from Festival Park in Tittabawassee Township to Imerman Memorial Park in Saginaw Township. This was a first time/pilot event for our department, and we anticipated 30 or so participants. We were thrilled when over 80 registered to participate, maxing out our registration due to rental boat capacity. We anticipate over 100 participants in our 2nd annual event.

The Special License application allows us to provide the "pints" portion of the event with a service area at Imerman Memorial Park at the conclusion of the paddle. Soft drinks, water and snacks are also provided to participants.

FINANCIAL INFORMATION SECTION: A combination of participant fees and business sponsorship opportunities will offset all program costs for the event and potentially earning revenue depending on participation numbers.

PARTNERSHIP/COLLABORATION SECTION: Tittabawassee Township is a partner on the project allowing use of their canoe/kayak launch at Festival Park for the morning of the event. The Saginaw County Sheriff will provide support for the service area. Multiple organizations have expressed interest in sponsorship opportunities.

STRATEGIC PLANNING SECTION: This request is consistent with the Board of Commissioners 2019 strategic plan – Quality of Living focus area: Arts, Entertainment and Recreation Goal. This is a unique event to our area and even our state. It is also a great opportunity to explore some of Saginaw County's best natural resources, our waterways.

6-20-8

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BOARD OF COMMISSIONERS
2023 JUN - 1 9:01



Saginaw County Parks & Recreation Commission

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Recreation Area*

RECOMMENDATION SECTION: I recommend the Board of Commissioners approve the request to apply for a special license with the State of Michigan for this September 23rd, 2023 event, with a rain/backup date of October 7th, 2023.

Respectfully,

Brian Keenan-Lechel

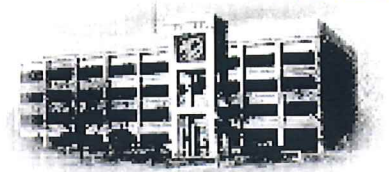


COUNTY OF SAGINAW

INFORMATION TECHNOLOGY OF SAGINAW COUNTY
JOSHUA J. BROWN
DIRECTOR

111 S. Michigan Avenue
Saginaw, MI 48602-2086

COUNTY SERVICES



6-20-9

May 30, 2023

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

RE: Employee Internet Use, Email, & Required Training Policy

Dear Chairman Boyd:

REQUEST SECTION:

I am requesting to be placed on the County Services Committee meeting for June 7th to present an update to Saginaw County Policy #133 as well as renumbering the policy to 151. This is the "Employee Internet Use, Email, & Required Training Policy."

BACKGROUND INFORMATION SECTION:

Policy 133 – Employee Internet Use, Email, & Required Training Policy – was initially drafted to meet Saginaw County's Internet Use requirements. This policy has been altered to address internet and email security changes. Cybersecurity training for all Saginaw County employees has also been added as an annual requirement. The policy will be renumbered to #151 to fall in the new Information Technology category of 150.

FINANCIAL INFORMATION SECTION:

No financial implications.

COLLABORATION/PARTNERSHIP SECTION:

No collaborations.

STRATEGIC PLAN SECTION:

This policy is one of several that will be re-written and proposed to the Board of Commissioners in CY2023.

RECOMMENDATION SECTION:

I recommend adopting the changes and additions to this policy as well as renumbering and categorization, as Information Technology has had several policy additions and changes since initial adoptions began in 1999.

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 JUN - 1 A 9:58

Category: ~~100~~150

Number: ~~133~~151

Subject: **EMPLOYEE INTERNET USE, EMAIL & REQUIRED TRAINING**
~~PROCEDURES~~ POLICY

1. PURPOSE: To ensure the proper use of the County of Saginaw's computer and telecommunications resources and services by employees, independent contractors, elected officials and other computer users.
2. AUTHORITY: Saginaw County Board of Commissioners. Changes to this policy will be made and approved by the Board of Commissioners based on changes in technology and business practice.
3. APPLICATION: This policy applies to all Departments, Elected Offices and Agencies of Saginaw County.
4. RESPONSIBILITY: Information Technology of Saginaw County (ITSC) is responsible for the implementation of this policy.~~Saginaw County's Information Systems ServicesThe Information Technology Department of Saginaw County's Director shall be responsible for the implementation of this policy.~~
5. DEFINITION(S): NONE
6. POLICY: This policy will establish best practices and provide guidance for Saginaw County employees to follow in an effort to better secure our network infrastructure and technology assets. Standards and related processes and procedures will be consistently developed and maintained to ensure compliance with these policies. The computers and computer accounts provided to employees are to assist them in the performance of their ~~jobs.~~duties to serve the constituents of Saginaw County. ~~E-mail~~Email and Internet services are available to employees and officials for conducting county business. Using these systems is a privilege, not a right. Inappropriate use will result in the loss of this privilege and/or progressive discipline up to, and including discharge.

6.1 Legal Issues

6.1.1 It is illegal to intentionally access a computer system or network for the purpose of:

6.1.1.1 Devising or executing any scheme or artifice to defraud or extort.

6.1.1.2 Obtaining money, property or services with false or fraudulent intent, representations or promises.

6.1.2 It is also illegal to maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program or data, using an

unauthorized account, changing other users' passwords, damaging files, altering the system or using the system or network to make money illegally.

6.1.3 It is additionally illegal to violate plagiarism and copyright laws.

6.1.4 Any employee committing acts of this nature will face disciplinary action according to Saginaw County policies and be subject to local, state and federal laws.

6.2 Enforcement

6.2.1 Any violation of ~~this policy~~~~these procedures~~ constitutes just cause for taking disciplinary action, revoking network privileges and/or initiating legal action for any illegal, inappropriate or obscene use of the network or in support of such activities.

6.2.2 Saginaw County and ~~ISS-ITSC~~ may will actively monitor network activity in any form to maintain network integrity and to ensure that no illegal, inappropriate or improper activity is occurring within the Saginaw County network environment or representation of Saginaw County.

6.3 Roles & Responsibilities

6.3.1 All users are responsible for:

6.3.1.1 Knowing, understanding, and following all County policies.

6.3.1.2 Exercising good judgment and acting in a professional manner when using County technology resources.

6.3.1.3 Upon transfer to a new assignment, requesting that the authorities assigned to their User ID be changed to reflect the access requirements of the new job.

6.3.1.4 Immediately reporting security incidents such as their computer or device becoming possibly compromised or infected with any type of malicious entity. ~~virus.~~

6.4 Management is responsible for:

— The actions of their staff, contractors, and volunteers and must ensure that all standards applicable to their environment are followed.

— Alerting ITSC via the appropriate form or a ~~service~~ desk ticket when a user transfers to new responsibilities. The privileges assigned to the user's ID must be changed to reflect the access requirements of the new job.

6.2.2

6.36.5 Employment Internet Procedures - General

~~6.3.16.5.1~~ All use of the Internet must be for authorized purposes. Saginaw County, through ~~its Information Systems and Services Department~~ ITSC, reserves the right to prioritize use and all access to the network including sensitive data.

6.3.26.5.2 All use of the Internet must be in conformity with local, state and federal law and Saginaw County policies and procedures.

6.3.36.5.3 No statement may be made that can be construed to be "Official Saginaw County Policy" if the individual is not authorized to represent Saginaw County.

6.3.46.5.4 The system and network at Saginaw County constitute public facilities and as such may not be used to support or oppose political candidates or ballot measures.

6.3.56.5.5 Hate mail, harassment, discriminatory remarks or other antisocial behavior is prohibited and subject to termination through Personnel protocol.

6.3.66.5.6 Use of the system or network from Saginaw County facilities to access, view, store or distribute obscene or pornographic material is prohibited and subject to termination through Personnel protocol.

6.3.76.5.7 Subscriptions to mailing lists, bulletin boards, chat groups, commercial on-line services or other information related services must be previously approved by an ~~employees~~employee's department head and ~~ISS~~ ITSC and must be related to County business.

6.3.86.5.8 No employee will have access to the Internet without having received appropriate training and ~~a signed approval in the form of an Individual User Acceptable Use Agreement Release Form. The Individual User Acceptable Use Agreement Release Form will be filed with Personnel. Personnel must inform ISS when an employee signs and agreement and terminates County employment so that Internet status can be adjusted accordingly. acknowledging they have read, understand and agree to~~ this policy.

6.3.96.5.9 Users must identify themselves clearly and accurately in electronic communications. Anonymous or pseudo-anonymous communications appear to dissociate users from responsibility for their actions and are prohibited.

6.3.106.5.10 Concealing user identity or misrepresenting a user name or Saginaw County to mask or distance users from irresponsible or offensive behavior is a serious abuse of network privileges and violates Saginaw County policies and procedures.

6.3.116.5.11 Using identifiers of others constitutes fraud and is a violation of Saginaw County policies and procedures.

~~6.3.12~~6.5.12 Users are cautioned that information on the Internet is from unknown sources and consequently must always be subject to verification.

6.4.6 Etiquette

~~6.4.16~~6.6.1 Be polite and use appropriate language.

~~6.4.26~~6.6.2 Do not reveal personal address or telephone number(s) or those of colleagues.

~~6.4.36~~6.6.3 Do not use the network in such a way that would disrupt the use of the network by others.

~~6.4.46~~6.6.4 All communications and information accessible via the network should be assumed to be private property.

~~6.4.56~~6.6.5 Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury or unwanted attention is prohibited. Personal attacks or other sanctions to threaten or intimidate or embarrass an individual, group or organization or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status or sexual orientation are prohibited.

6.5.6 Security

~~6.5.16~~6.7.1 Sharing or otherwise divulging a user's password and/or account code with another person is prohibited.

~~6.5.26~~6.7.2 Users may not leave an open file or session unattended or unsupervised.

~~6.5.36~~6.7.3 Users will be held accountable for all activity that occurs under their password and/or account code.

~~6.5.46~~6.7.4 Seeking information on, obtaining copies of or modifying files, other data, passwords or account codes belonging to another person is prohibited.

~~6.5.56~~6.7.5 Misrepresenting self or other users could be considered fraud and is prohibited.

~~6.5.66~~6.7.6 Attempting to gain unauthorized access to the system and/or network is against the law and is prohibited.

6.5.76.7.7 Communications may not be encrypted so as to avoid security review.

6.5.86.7.8 Passwords should be changed regularly by the individual using it. Avoid easily guessed passwords.

6.5.96.7.9 Distributing or otherwise making an employee's password and/or account codes or another person's available to others or otherwise attempting to evade, disable or crack passwords and/or account coded or other security provisions or assisting others in doing so is a serious violation of Saginaw County policies, grounds for immediate suspension of network privileges and other disciplinary action.

6.6.8 Personal Security

6.6.16.8.1 Personal information such as addresses and telephone numbers should remain confidential when communicating on the network. This includes the user's own as well as those of colleagues and clients where appropriate.

6.6.26.8.2 Divulging or in any other way making a fellow employee's personal information (including but not limited to, home telephone number(s) and/or address) is prohibited.

6.7.9 Legal

6.7.16.9.1 The unauthorized installation, use storage or distribution of copyrighted software or material is against the law and is prohibited.

6.7.26.9.2 Copying of files, passwords or access codes belonging to others will be considered a violation of law, as well as, Saginaw County policies and constitute fraud, plagiarism and/or theft.

6.7.36.9.3 Software licensed by and to Saginaw County may only be used in accordance with the applicable license.

6.7.46.9.4 Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or worms or simply damaging files) is unethical, a violation of Saginaw County policies and may be a felony in Michigan.

6.7.56.9.5 Using identifiers of other employees, including using such identifiers as one's own, constitutes fraud and is a violation of Saginaw County policies.

6.8.10 Network

6.8.16.10.1 No use of the network will serve to knowingly or unknowingly disrupt the operation of the network for use by others.

6.8.26.10.2 System and network components including hardware and software will not be destroyed, modified, abused or tampered with in any way.

6.8.36.10.3 Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or organization or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited.

6.8.46.10.4 Saginaw County, the various departments and ISS-ITSC reserve the right to prioritize use of and access to the network.

6.8.56.10.5 Saginaw County and ISS-ITSC reserve the right to monitor all traffic on the network to maintain network integrity and to ensure that illegal or improper activity is not occurring.

6.96.11 Electronic Mail

6.11.1 ~~E-mail~~Email may not be used for commercial solicitation and/or personal activities.

6.9.16.11.2 All county business is to be conducted through county email. Use of personal email for business use is prohibited.

6.9.26.11.3 Users must include their ~~E-mail~~email address in all mail sent.

6.9.36.11.4 Users must be aware the Internet is not secure and assume that others can read and possibly alter ~~E-mail~~email.

6.9.46.11.5 No form of a chain letter or similar communication may be sent on the Internet.

6.9.56.11.6 Sending mail that appears to have come from someone else is prohibited.

6.9.66.11.7 Minimize large attached files when sending and/or receiving ~~E-mail~~email.

6.9.76.11.8 Use extreme caution when receiving emails either internal or external. Verify the legitimacy by reaching out to the sender via phone call

before viewing images or downloading attached files and/or programs from persons known or unknown since they may contain ~~viruses or worms, malware, ransomware or some other form of malicious entity.~~

~~6.9.86.11.9~~ Downloaded files and/or programs ~~must be scanned with a virus detection program. Users are responsible, and may be held liable, for a computer becoming infected. Users must insure that such a program is installed and operating on their computer.~~

Saginaw County and ~~ISS-ITSC~~ consider ~~E-mail~~email to be private. No employee may read or otherwise disclose the contents of any other employee's ~~E-mail~~email unless deemed necessary through the course of an investigation.

~~6.9.96.11.10~~ ~~E-mail~~Email received at Saginaw County is retained on the system until deleted by the recipient. ~~Employees are expected to delete E-mail in a timely manner. ITSC may remove such mail if not attended to regularly by the recipient.~~ In addition, because of system backups, ~~unless email is deleted by the recipient it on the system by the recipient may very well will~~ continue to exist in an offline backup archive file.

~~6.9.10~~ Employees are expected to delete ~~E-mail in a timely manner.~~ ~~ISS-ITSC may remove such mail if not attended to regularly by the recipient.~~

~~6.9.116.11.11~~ Saginaw County and ~~ISS-ITSC~~ will not intentionally inspect the contents of ~~E-mail~~email or disclose such contents to other than the sender or intended recipient, without the consent of the sender or intended recipient, unless required by to do so by local, state or federal law or by policies of Saginaw County or to investigate complaints regarding ~~E-mail~~email which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, hateful, sexually oriented, threatening, racially offensive or otherwise illegal material. Saginaw County and ~~ISS-ITSC~~ reserve the right to fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any ~~E-mail~~email transmitted from or received at any Saginaw County facility.

~~6.106.12~~ System Resources

~~6.10.16.12.1~~ Diligent effort must be made to conserve system resources. ~~E-mail and Un~~used files should be deleted in a timely manner.

~~6.10.26.12.2~~ Users will accept limitations or restrictions on system and network resources such as but not limited to storage space, time limits or amount of resources consumed when so instructed by ~~ISSITSC~~.

~~6.10.36.12.3~~ Saginaw County and ~~ISS-ITSC~~ reserve the right to monitor system and network resources in any form to maintain system and network resources and to ensure that illegal or improper activity is not occurring.

6.11.6.13 Use Agreement

6.13.1 All employees who desire to have access to the Internet or ~~E-mail~~ must acknowledge they have read, understand, and agree to and have signed the Acceptable Use Agreement. is policy sign the Acceptable Use Agreement Release Form.

6.13.2 All new employees who desire to have access to the Internet or ~~E-mail~~ must complete mandatory training upon assignment thereof by ITSC.

6.11.16.13.3 All employees who desire to have access to the Internet or ~~E-mail~~ must complete yearly mandatory cyber security training as assigned by ITSC.

6.11.26.13.4 Access will be granted by ~~ISS~~ ITSC on a space available basis, based on the needs of the County and the job description expected of the employee.

6.11.36.13.5 ~~ISS~~ ITSC reserves the right to terminate this privilege at any time for violation of these rules and procedures, for higher priority users who need access, for non use or other justified causes.

7. ADMINISTRATIVE PROCEDURES: The ~~Information Systems Services~~ Information Technology Department shall be responsible for developing and implementing administrative terms or procedures for this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO 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. ~~The~~ 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 Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

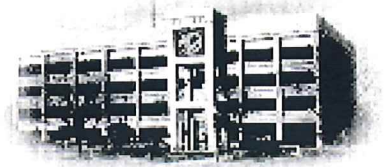
APPROVED: November 23, 1999
AMENDED: June 20, 2023

COUNTY OF SAGINAW

INFORMATION TECHNOLOGY OF SAGINAW COUNTY
JOSHUA J. BROWN
DIRECTOR

111 S. Michigan Avenue
Saginaw, MI 48602-2086

COUNTY SERVICES



6-20-10

May 30, 2023

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

RE: Information Technology Policy

Dear Chairman Boyd:

REQUEST SECTION:

I am requesting to be placed on the County Services Committee meeting for June 7th to present an update to Saginaw County Policy #134 as well as renumbering the policy to 152. This is the "Information Technology Policy."

BACKGROUND INFORMATION SECTION:

Policy 134 – Information Technology Policy – was initially drafted to address Saginaw County's overarching Information Technology needs. This policy has been altered to address multiple changes in Information Technology over the years, as well as clearly define what hardware and software is and is not supported. The policy will be renumbered to #152 to fall in the new Information Technology category of 150.

FINANCIAL INFORMATION SECTION:

No financial implications.

COLLABORATION/PARTNERSHIP SECTION:

No collaborations.

STRATEGIC PLAN SECTION:

This policy is one of several that will be re-written and proposed to the Board of Commissioners in CY2023.

RECOMMENDATION SECTION:

I recommend adopting the changes and additions to this policy as well as renumbering and categorization, as Information Technology has had several policy additions and changes since initial adoptions began in 1999.

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 JUN -1 A 9:58

Category: ~~100~~150

Number: ~~134~~152

Subject: INFORMATION ~~SYSTEMS AND SERVICES~~ TECHNOLOGY POLICY

1. PURPOSE: The Saginaw County Board of Commissioners has established this policy statement to ensure that the County receives the maximum benefit from its investment in data processing information technology, while providing ~~an~~ excellent service to the users and public. ~~The mission of Information Systems and Services (ISS) is to provide its users with the best possible options and solutions for their information handling needs, balancing the need to be efficient and productive with the cost. The mission of Information Technology (ITSC) is to provide a reliable and productive computing environment for Saginaw County staff, citizens and partners. The goal of this document is to set a standard regarding the confidentiality, integrity, availability, authentication, and nonrepudiation of Saginaw County's network infrastructure, and information technology assets.~~
2. AUTHORITY: Saginaw County Board of Commissioners.
3. APPLICATION: This policy applies to Information- Technology of Saginaw County (ITSC). ~~Systems and Services (ISS)~~.
4. RESPONSIBILITY: Information Technology of Saginaw County (ITSC) ~~Information Systems and Services (ISS)~~ is responsible for the implementation of this policy.
5. DEFINITION(S):
 - 5.1 Capacity - The amount of information the computer can store and the total amount of work that it can do in a given amount of time.
 - 5.2 ~~Central Site Computer Equipment~~ Saginaw County's Network — all of the computers, servers, firewalls and other equipment that are connected with one another for the purpose of communicating data electronically. A network system serves the important function of establishing a cohesive architecture that allows a variety of equipment types to transfer information in a near-seamless fashion. All of the computers and related equipment housed in the Information Systems and Services (ISS) computer room in the basement of the Courthouse.
 - 5.3 Configure - To set up and make ready for use.
 - 5.4 ~~Data Information~~
 - 5.5 4 Data Processing — The handling, manipulation and processing of information. Information Technology — the study or use of systems (especially computers and telecommunications) for storing, retrieving, and sending information.

~~5.65.5~~ Disaster - Any occurrence which would cause ~~Information Systems and Services~~ITSC to be unable to provide the services previously available. Possible causes of a disaster are equipment malfunction, sabotage or act of God.

~~5.75.6~~ Hardware - The physical computer equipment.

~~5.85.7~~ Installation - Putting the hardware and software into place and making it operational.

~~5.9~~ ~~Output - Printed reports, forms and other media, which contain information from the computer system.~~

~~5.105.8~~ Saginaw County - The aggregate of the Agencies, Departments and Elected Officials, which are under the auspices of the Saginaw County Board of Commissioners.

~~5.115.9~~ Software - Computer programs.

~~5.125.10~~ Support - Assistance in hardware and/or software selection, acquisition, installation, implementation, training and problem resolution. Supported equipment and software are those items for which we accept the responsibility for providing support.

~~5.135.11~~ ~~Terminal~~ Equipment - Any computer equipment located outside of the computer room. This includes ~~terminals~~, printers, personal computers, ~~protocol converters~~ and other types of equipment. This does not include multi-function copiers.

~~5.145.12~~ Users - The personnel and departments which use the services of ~~Information Systems and Services~~ITSC.

6. POLICY:

6.1 Duties. ~~ITSC Information Systems and Services (ISS)~~ shall do the following:

6.1.1 Provide for the general administration and operation of ~~ISS~~ITSC, its personnel and all equipment under its control.

6.1.2 Provide programming services to users as needed.

6.1.3 Act as a consultant to Saginaw County departments and outside agencies, as authorized, on issues related to ~~data processing~~ information technology.

6.1.4 Perform research into new or promising areas related to ~~data processing~~ information technology.

- 6.1.5 Provide planning to ensure that adequate capacity is available for future needs.
- 6.1.6 Assist users in the development and implementation of disaster recovery plans.
- 6.1.7 Maintain a ~~center~~ helpservice desk to support the users of personal computers within Saginaw County.
- 6.1.8 Provide for the marketing of any software developed under the auspices of Saginaw County.
- 6.2 General Administration. ~~ISSITSC~~ shall strive to operate in an efficient and organized manner. It shall effectively control the resources available to it and allocate their use to provide the greatest benefit to Saginaw County. To this end, ISSITSC shall perform the following functions:
 - 6.2.1 Track Purchase Orders
 - 6.2.1.1 Record and track orders for goods and services placed by or for ISSITSC to ensure vendor compliance and to prevent duplication.
 - 6.2.2 Maintain Inventory Equipment
 - 6.2.2.1 Maintain ~~physical accurate~~ inventories of computer hardware and software. Physical inventories shall be taken periodically.
 - 6.2.3 Maintain Stock of Supplies and Spare Parts
 - 6.2.3.1 Maintain stocks of supplies and spare parts at levels, which will permit normal operation of the department and its users. Supplies and spare parts shall be made available to other County departments as needed. Billing for supplies and parts provided to other departments shall be in accordance with the general County policy.
 - 6.2.4 Notify Users of Policy Changes
 - 6.2.4.1 As guidelines and policies are established, distribute them to all affected parties.
 - 6.2.5 Inform Users of Options Open to Them
 - 6.2.5.1 Keep its users informed of hardware and software options available to them.

6.2.6 Track Warranty and Maintenance Agreements

- 6.2.6.1 Maintain accurate records of hardware and software warranty and maintenance agreements. The expense of such agreements shall be evaluated for cost effectiveness. Vendor compliance with these agreements shall be monitored and appropriate action taken to remedy non-compliance.

6.2.7 Bill Users for Services

- 6.2.7.1 ~~Data processing~~Information Technology is an enterprise fund in Saginaw County. This means that it is not supported by the general fund and must, therefore, cover its expenditures by billing its users. The exact method of billing is determined by the Financial Services Division of the Controller's Office.

6.2.8 Maintain Statistics

- 6.2.8.1 Maintain and make available upon request of the department head, information pertaining to the access of data stored on equipment under the control of the department.

6.2.9 Assess Needs and Satisfaction

- 6.2.9.1 Periodically monitor the needs and satisfaction of the users and address any unmet needs or dissatisfaction.

~~6.2.10 Develop Standards and Procedures Manual~~

- ~~6.2.10.1 Create and maintain a document, which shall set forth the standards of quality and performance expected of it and the users, as well as any procedures established to facilitate achieving these levels. Pertinent portions of this document shall be communicated to all affected parties.~~

~~6.2.11~~6.2.10 Assist with Cost Justification

- ~~6.2.11.1~~6.2.10.1 Provide assistance with the justification process for ~~terminal~~ equipment and software.

~~6.2.12~~6.2.11 Provide Competent and Professional Personnel

- ~~6.2.12.1~~6.2.11.1 Provide an atmosphere, which will attract and retain competent personnel by supporting training, continuing education and environmental conditions to fulfill the stated goals and objectives of ISSITSC.

- 6.3 Managing ~~the Central Site~~Saginaw County's Network. ISSITSC shall manage ~~the central-site~~network equipment to provide maximum service to the users by performing the following functions:

6.3.1 Select Equipment

- 6.3.1.1 Select equipment and supplies in accordance with the needs of the users. Equipment may be new, used or refurbished, the option chosen being based on its net benefit to Saginaw County. All acquisitions shall be made in accordance with the general County policy.

6.3.2 Install Equipment

- 6.3.2.1 Install or oversee the installation of all ~~central-site~~network equipment by competent contractors.

6.3.3 Maintain Equipment

- 6.3.3.1 Oversee the maintenance of ~~the central-site~~network equipment; make every effort to repair equipment failures in a timely manner and establish preventative maintenance procedures to minimize equipment failures. Arrange for service agreements to be in place on all critical equipment.

6.3.3.1—ITSC will replace the oldest 20% of PCs and direct connected peripherals each fiscal year.

6.3.4 Provide Security

- 6.3.4.1 Recommend, initiate and maintain necessary security procedures. Such procedures shall be designed to prevent unauthorized access to, removal of, or damage to equipment or information.

6.3.5 Tune for Efficiency

- 6.3.5.1 Always attempt to make the resources under their control operate as efficiently as possible. This will be accomplished by continually monitoring the systems performance and making such adjustments as seem necessary.

~~6.4—Computer Operations. ISS shall be responsible for the operation of the central-site equipment. To this end we shall:~~

~~6.4.1—Run Programs~~

~~6.4.1.1~~ Initiate or arrange for the initiation of computer programs on the central site equipment, to perform functions necessary for or requested by the users.

~~6.4.2~~ Distribute Output

~~6.4.2.1~~ Arrange for the distribution of the output generated by programs run on the central site equipment.

~~6.4.36.3.6~~ Create Backups

~~6.4.3.16.3.6.1~~ Create, ~~on a daily basis~~, backup copies of information stored on the ~~central site~~ network equipment as a safeguard against the loss of the information. Once a week, take backup copies to an ~~off site~~ offsite location as an additional safeguard.

~~6.4.46.3.7~~ Keep Records

~~6.4.4.16.3.7.1~~ Keep an accurate log of the tasks performed and the steps taken to perform these tasks.

~~6.4.56.3.8~~ Schedule Work

~~6.4.5.16.3.8.1~~ Organize and schedule the workload on the ~~central site~~ network equipment to obtain the greatest benefit to Saginaw County with the resources available.

~~6.4.66.3.9~~ Resolve Problems

~~6.4.6.16.3.9.1~~ Provide assistance to the user community as they interact with the ~~central site~~ network and work with the users to resolve any problems, which arise during this interaction.

~~6.56.4~~ ~~Terminal~~ Equipment. ISSITSC is responsible for managing the County's ~~terminal~~ equipment to ensure compatibility and proper operation. To provide this service, ISSITSC shall perform the following functions:

~~6.5.16.4.1~~ Specify Supported Configurations

~~6.5.1.16.4.1.1~~ Recommendations shall be made to users as to what supported equipment to acquire. Such recommendations shall be made based on compatibility, price, performance and reliability. Equipment selected for use shall be ordered by ISSITSC.

~~6.5.1.26.4.1.2~~ Equipment not purchased through ITSC ~~will may not be supported by ITSC, or connected to Saginaw County's Network.~~

~~We assume no responsibility for equipment, which we do not support.~~

6.5.26.4.2 Install Equipment

6.5.2.16.4.2.1 All supported ~~terminal~~ equipment shall be shipped to ISSITSC where it will be unpacked, set up, configured and tested for proper operation. ISSITSC shall then arrange for installation at the user's site. The installation shall consist of setting up the equipment, connecting all signal and power cables, testing and basic instruction on the use of the hardware.

6.5.2.26.4.2.2 It shall remain the responsibility of the user to ensure that sufficient space, power outlets, signal cables and furniture is available.

6.5.36.4.3 Assist in Equipment Relocation

6.4.3.1 ~~No equipment (including VoIP Phones due to e911 regulations) is to be moved without the knowledge of ITSC prior coordination with ITSC.~~ ISSITSC shall assume no responsibility for damage to equipment moved without their assistance. ~~No equipment is to be moved without the knowledge of ISS.~~

6.5.3.16.4.3.2 Equipment moves must be prescheduled with ITSC.

6.5.46.4.4 Provide for Equipment Maintenance

6.5.4.16.4.4.1 Maintenance procedures shall be carried out by ISSITSC personnel, contracted maintenance organizations or user personnel. ISSITSC shall provide instructions to the users on proper maintenance procedures where appropriate.

6.5.4.26.4.4.2 If ~~terminal~~ equipment cannot be repaired in a timely manner, loaner equipment shall be provided if available.

6.76.5 ~~Application Programming~~ Services. ISSITSC shall be responsible for all software used on ~~the central site~~ network equipment. To provide this service, the department shall:

6.7.16.5.1 Create New Applications

6.7.1.16.5.1.1 Undertake the development and acquisition of new software as the need and justification warrants. Such undertakings shall be initiated only after the project has been shown to be of positive benefit to Saginaw County. ISSITSC shall prioritize and allocate resources to such projects according to the benefits each accords to Saginaw County. Any software developed or

acquired shall meet the needs of the user community and shall be compatible with the existing hardware and software.

6.7.26.5.2 Maintain Existing Software

6.5.2.1 Maintain, enhance and replace the software used on ~~the central~~ sitenetwork equipment as needed, justified and possible. Such actions shall be undertaken in a manner, which will minimize the effect on the user community, provide the greatest benefit at the least cost and provide for future needs.

~~6.7.2.16.5.2.2~~ Software not purchased through ITSC will not be installed on County equipment.

6.7.36.5.3 Document All Systems

~~6.7.3.16.5.3.1~~ Maintain accurate documentation for all software used on ~~the central~~ sitenetwork equipment. Such documentation shall be in a form specified by the ISSITSC standards manual.

6.7.46.5.4 Train Users

~~6.7.4.16.5.4.1~~ Users will be trained on the software that they use. All pertinent documentation shall be made available to the users as the need warrants.

6.7.56.5.5 Support ~~the~~ Users

~~6.7.5.16.5.5.1~~ Personnel-ITSC will answer questions about and resolve problems with the software used on ~~the central~~ sitenetwork equipment. Every effort shall be made to handle problems in a timely manner and resolve them correctly on the first attempt.

6.86.6 Consulting Services. ISSITSC shall act as a consultant to Saginaw County departments as requested or deemed necessary. The scope of such consultations shall be to provide information and recommendations on issues related to data processingInformation Technology.

6.96.7 Research. ISSITSC shall conduct research, either on its own initiative or in response to requests from others into areas related to data-processingInformation Technology which show promise of being of benefit to Saginaw County or its agencies.

~~6.10~~6.8 Capacity Planning. ISSITSC shall plan for the future. The department shall monitor its own operation as well as the operation of the County as a whole so that it may attempt to anticipate ~~the~~ needs and changes, which will impact the data processingInformation Technology needs of the County. To this end, ISSITSC shall:

~~6.10.1~~6.8.1 Create Planning Documents

~~6.10.1.1~~6.8.1.1 Prepare and maintain both short range and long range planning documents which detail the foreseeable data processingInformation Technology needs of the County. These documents shall be reviewed and updated on an annual quarterly basis or as new information becomes available.

~~6.10.1.2~~6.8.1.2 These documents will set forth the known or anticipated needs in the areas of hardware, software, personnel, actions and detail areas that will require further research.

~~6.10.2~~6.8.2 Monitor System Use For the Purpose of Capacity Planning

~~6.10.2.1~~6.8.2.1 Put in place procedures for monitoring the capacity and usage of the resources under its control. The information gained from this monitoring shall be used to analyze the effect that any anticipated growth will have on the performance of the central sitenetwork equipment.

~~6.11~~6.9 Disaster Recovery. ISSITSC shall, in cooperation with the user, design and test plans which will permit the users to continue operation in the event of aan data processingInformation Technology disaster.

~~6.11.1~~6.9.1 Information Systems and ServicesITSC Responsibilities

~~6.11.1.1~~6.9.1.1 ISSITSC shall be responsible for initiating the disaster planning process. They shall ensure that adequate data processingInformation Technology resources are allocated to complete the plan and to perform any preparatory functions the plan details.

~~6.11.1.2~~6.9.1.2 Should a disaster occur and ISSITSC be unable to provide service to its users, ~~the~~ISSITSC shall notify the affected parties of the situation and develop a plan of action. ~~Each user shall then have the option of implementing their disaster plan.~~

~~6.11.1.3~~ ~~A complete overview of the Disaster Recovery Plan is contained in the Standards and Procedures Manual.~~

~~6.11.2~~6.9.2 User Department Responsibilities

~~6.11.2.16.9.2.1~~ It is the responsibility of the user to provide personnel and time so that a workable disaster plan may be developed. The user must determine which data processing Information Technology functions that are critical to their office ~~must continue~~ to continue performing in the event of a disaster and what data will be required to perform these functions.

~~6.11.2.26.9.2.2~~ The user shall be responsible for providing the necessary resources to operate their department in the event of an emergency and shall bear any additional costs incurred.

~~6.126.10~~ PC Center~~Help Service Desk~~. ISSITSC shall operate a center helpservice desk, which is responsible for the support of ~~personal computers all serviceable ITSC equipment~~ -used by Saginaw County. ~~However, the ultimate responsibility for personal computer use rests with the user.~~

~~6.12.16.10.1~~ The responsibility of ISSITSC includes the following:

~~6.12.1.16.10.1.1~~ Physical and data security

~~6.12.1.26.10.1.2~~ Provision of personnel for operation including a backup

~~6.12.1.36.10.1.3~~ Allocation of time for training

~~6.12.1.4~~ Backup of data ~~and cleanliness of equipment~~
~~6.10.1.4~~

~~6.12.2~~ The PC Center Help Desk personnel will assist the user in these functions.

~~6.12.3~~ The primary responsibilities of the PC Center Help Desk shall be:

~~6.12.3.16.10.1.5~~ Definition of Supported PC Configurations

~~6.12.3.1.16.10.1.5.1~~ A limited number of personal computer configurations will be supported in order to assure a level of standardization and effective use of technical support personnel. The PC Center Help Service desk shall determine and maintain specifications regarding hardware configurations, suggested vendors, supported operating systems, approved communications, ~~add-in boards~~ and supported application software.

~~6.12.3.1.26.10.1.5.2~~ ISSITSC will not install or support illegal or unlicensed copies of copyrighted software.

~~True public domain software will be supported if possible.~~

~~6.12.3.26.10.1.6~~ Support of Users

~~6.12.3.2.16.10.1.6.1~~ Support of personal computer users shall be centralized and managed ~~in the PC Center by the HelpService desk~~. ~~Initial PC installations, on going assistance and trouble shooting for supported hardware and software will be provided by the PC Center. Training in personal computer concepts, hardware operation and software applications will be in the PC Center.~~

~~6.12.3.36.10.1.7~~ Education of Users

~~6.12.3.3.16.10.1.7.1~~ ~~PC Center~~~~HelpService~~ ~~desk~~ personnel will be available to provide the best possible education to the users. They will tailor education curricula for supported software, ~~to the particular needs of each user. Pre-requisites will be established for all classes.~~

~~6.12.3.4~~ ~~Maintain a Library of Surplus Software~~

~~6.12.3.4.1~~ ~~Collect unused software and prior editions and reallocate it as appropriate, provided there is no violation of copyright law.~~

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO 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. ~~The~~ 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 Controller/CAO

APPROVED AS TO LEGAL CONTENT:
Saginaw County Civil Counsel

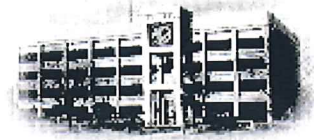
APPROVED: November 23, 1999
AMENDED: June 20, 2023

COUNTY OF SAGINAW

INFORMATION TECHNOLOGY OF SAGINAW COUNTY
JOSHUA J. BROWN
DIRECTOR

111 S. Michigan Avenue
Saginaw, MI 48602-2086

COUNTY SERVICES



6-20-11

May 30, 2023

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

RE: Remote Access Policy

Dear Chairman Boyd:

REQUEST SECTION:

I am requesting to be placed on the County Services Committee meeting for June 7th to present an update to Saginaw County Policy #138 as well as renumbering the policy to 153. This is the "Remote Access Policy".

BACKGROUND INFORMATION SECTION:

Policy 138 – Remote Access Policy – was initially drafted to meet Saginaw County's Remote Access (VPN) needs. This policy has been altered to address remote access changes and requirements, as well as the addition of Multi-Factor Authentication (MFA). The policy will be renumbered to #153 to fall in the new Information Technology category of 150.

FINANCIAL INFORMATION SECTION:

No financial implications.

COLLABORATION/PARTNERSHIP SECTION:

No collaborations.

STRATEGIC PLAN SECTION:

This policy is one of several that will be re-written and proposed to the Board of Commissioners in CY2023.

RECOMMENDATION SECTION:

I recommend adopting the changes and additions to this policy as well as renumbering and categorization, as Information Technology has had several policy additions and changes since initial adoptions began in 1999.

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 JUN -1 A 9:58

Category: ~~100~~150

Number: ~~138~~153

Subject: **REMOTE ACCESS POLICY**

1. PURPOSE: It is the purpose of this policy to define standards, procedures, and restrictions for connecting to Saginaw County's network(s) from external hosts via remote access technology.
2. AUTHORITY: The Saginaw County Board of Commissioners.
3. APPLICATION: This policy applies to, but is not limited to, all Saginaw County employees, including full-time staff, part-time staff, contractors, freelancers, and other agents who utilize company- or personally-owned computers to remotely access the organization's data and networks. Employment and/or affiliation with Saginaw County do not automatically guarantee the granting of remote access privileges.
 - 3.1 Any and all work performed for Saginaw County on said computers by any authorized remote users through a remote access connection of any kind, is covered by this policy. Work can include (but is not limited to) e-mail correspondence, Web browsing, utilizing intranet resources, and any other company application used over the Internet. Remote access is defined as any connection to Saginaw County's network and/or other applications from off-site locations, such as the employee's home, a hotel room, airports, cafés, satellite office, wireless devices, etc., ~~pursuant to Policy #138.~~
4. RESPONSIBILITY: Information Technology of Saginaw County (ITSC) is responsible for the implementation of this policy.~~The Saginaw County Information Systems and Services Department (SCISS) of the Saginaw County Controller's Office shall be responsible for the implementation and enforcement of this policy.~~
5. DEFINITIONS: NONE
6. POLICY:
 - 6.1 Supported Technology
 - 6.1.1 All remote access will be centrally managed by ITSC ~~Saginaw County's Information Systems and Services (SCISS) department~~ and will utilize encryption and strong authentication measures. ~~Remote access connections covered by this policy include (but are not limited to) Internet dial-up modems, frame relay, ISDN, DSL, VPN, SSH, cable modems, proprietary remote access/control software, etc.~~
 - ~~6.1.1~~6.1.2 Remote access will require the use of multi-factor authentication (MFA) for all devices accessing the county remotely.

~~6.1.2—For non-county equipment~~ Saginaw County requires all client ~~hardware and software devices~~ to conform to its security standards. While a variety of computer hardware and software platforms are available to use for connections, not all combinations will meet Saginaw County's standards.~~;~~ ~~Computer equipment that is not able to meet the standards set by SCISS ITSC will not be allowed to participate in remote access sessions. Saginaw County ITSC staff may work with users, providing minimal support for these devices however, non-county equipment is the responsibility of the user.~~

~~6.1.3—Saginaw County ISS staff may work with users, providing minimal support and hardware/software recommendations. However, it is the responsibility of the remote access user to allocate hardware and software support, as needed, for problems beyond the immediate scope of the remote access connection; SCISS reserves the right to define said scope. If deemed necessary, users with hardware/software problems may have their remote access service suspended, pending the completion of necessary computer repairs, if ISS has deemed the equipment a security threat. It is the user's responsibility to advise SCISS when their equipment is in for service, to insure that remote access for that device is removed, pending return of the equipment to the user.~~

6.2 Eligible Users

6.2.1 All users requiring the use of remote access for business purposes must go through an application process that clearly outlines why the access is required and what level of service the user needs should his/her application be accepted. Application forms must be approved and signed by the employee's unit manager, supervisor, or department head before submission to the ~~SCISS-ITSC~~ department.

~~6.2.2—Users may use privately owned connections (under 'Supported Technology') for business purposes. If this is the case, the SCISS department must approve the connection as being secure and protected. However, Saginaw County's ISS department cannot and will not technically support a third-party ISP connection or hotspot wireless ISP connection; this includes computers and other non-county equipment. All expense forms for reimbursement of cost (if any) incurred due to remote access for business purposes (i.e. Internet connectivity charges) must be submitted to the appropriate unit or department head. Financial reimbursement for remote access is not the responsibility of the SCISS department.~~

6.3 Appropriate Use

6.3.1 It is the responsibility of any user with remote access privileges to ensure that their remote access connection remains as secure as his or her network

access within the office. It is imperative that any remote access connection used to conduct Saginaw County business be utilized appropriately, responsibly, and ethically. Therefore, the following rules must be observed:

~~6.3.2 The use of wireless network equipment by approved remote access users brings with it certain security risks, and therefore must be pre-approved (certified) by Saginaw County ISS, prior to receiving remote access; the addition of associated hardware by an approved user, without prior notification and approval by SCISS, is prohibited, and may result in the suspension of remote access privileges.~~

6.3.36.3.2 Remote access users will use secure remote access procedures including MFA. This will be enforced through public/private key encrypted strong passwords in accordance with Saginaw County's password policy. Authorized remote users agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home. Disclosure of this information to others is a direct violation of this policy and will result in immediate loss of remote access privileges.

6.3.46.3.3 All remote computer equipment and devices used for business interests, whether personal- or company-owned, must display reasonable physical security measures. Computers will have installed whatever antivirus software deemed necessary by ~~Saginaw County's SCISS~~ITSC department. ~~Users with High-Speed Internet connections such as, but not limited to, DSL/CABLE/ISDN, will need to be utilizing a hardware and/or software Firewall, subject to evaluation by Saginaw County ISS.~~

6.3.56.3.4 Remote users ~~using public hotspots for wireless Internet access~~ must employ for their devices a company-approved personal firewall along with the, VPN, and any other security measure deemed necessary by the ~~SCISS~~ITSC department. VPNs supplied by the wireless service provider should also be used, but only in conjunction with Saginaw County's additional security measures. VPN connections will be configured with no less than 128-bit encryption, configured as deemed necessary by ~~ITSC~~SCISS. Users must maintain password security, changing passwords with a frequency and manner that is consistent with the currently established password security policy, as managed and maintained by SCISSITSC.

6.3.66.3.5 Any remote connection (i.e. hotspot, WiFi ~~ISDN, frame relay~~, etc.) that is configured to access Saginaw County resources must adhere to the authentication requirements of Saginaw County's ~~ISS~~ITSC department; in addition, all hardware security configurations (personal or company-owned) must be approved by Saginaw County's ~~ISS~~ITSC department.

6.3.76.3.6 No authorized remote user will make any modifications of any kind to the remote access connection without the express approval of Saginaw

County's ISSITSC department. This includes, but is not limited to, split tunneling, dual homing, non-standard hardware or security configurations, etc.

~~6.3.8 In order to avoid confusing official company business with personal communications, users with remote access privileges must never use non-company e-mail accounts to conduct Saginaw County business.~~

6.3.96.3.7 No authorized remote user is to use Internet access through company networks via remote connection for the purpose of illegal transactions, harassment, competitor interests, or obscene behavior, in accordance with other existing Saginaw County policies.

~~6.3.10 All remote access connections must include a "time-out" system. In accordance with Saginaw County's security policies, remote access sessions will time out after 20 minutes of inactivity, and will terminate after two (2) hours of continuous connection. Both time-outs will require the user to reconnect and re-authenticate in order to re-enter Saginaw County's networks. Should a remote user's account be inactive for a period of 30 days, access account privileges will be suspended until the SCISS department is notified.~~

~~6.3.11 If a personally or company-owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized remote user will be responsible for notifying their manager and Saginaw County's ISS department immediately.~~

~~6.3.12 The authorized remote access user also agrees to immediately report to their manager and Saginaw County's ISS department any incident or suspected incidents of unauthorized access and/or disclosure of Saginaw County company resources, databases, networks, etc.~~

~~6.3.13 The authorized remote access user also agrees to and accepts that his or her access and/or connection to Saginaw County's networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done in order to identify accounts/computers that may have been compromised by unauthorized parties.~~

6.3.146.3.8 Saginaw County will not reimburse remote access users for business-related remote access connections made on a pre-approved privately owned ISP service.

6.4 Non-Compliance

6.4.1 Failure to comply with the Remote Access Policy and Agreement may result in the temporary or permanent loss of remote access privileges, legal or

disciplinary action, and possibly termination of employment or Saginaw County business relationships.

7. ADMINISTRATIVE PROCEDURES: Information Technology of Saginaw County (ITSC) is responsible for the implementation of this policy~~The Information Systems and Services Department of the Saginaw County Controller's Office shall be responsible for the implementation and enforcement of this policy~~; and to ensure the highest security levels are maintained to protect Saginaw County's ~~databases and~~ network infrastructure.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO 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. ~~The~~ 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 Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: December 9, 2003

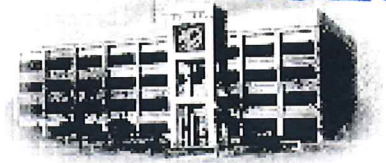
AMENDED: June 20, 2023

COUNTY OF SAGINAW

INFORMATION TECHNOLOGY OF SAGINAW COUNTY
JOSHUA J. BROWN
DIRECTOR

111 S. Michigan Avenue
Saginaw, MI 48602-2086

COUNTY SERVICES



6-20-12

May 30, 2023

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

RE: Information Security Policy

Dear Chairman Boyd:

REQUEST SECTION:

I am requesting to be placed on the County Services Committee meeting for June 7th to present an update to renumber Saginaw County policy 414 to 154. This is the "Information Security Policy."

BACKGROUND INFORMATION SECTION:

Policy 414 – Information Security Policy – was initially drafted to meet Saginaw County's Information Security needs. The policy will be renumbered to #154 to fall in the new Information Technology category of 150.

FINANCIAL INFORMATION SECTION:

No financial implications.

COLLABORATION/PARTNERSHIP SECTION:

No collaborations.

STRATEGIC PLAN SECTION:

This policy is one of several that will be re-written and proposed to the Board of Commissioners in CY2023.

RECOMMENDATION SECTION:

I recommend adopting this policy renumbering and categorization, as Information Technology has had several policy additions and changes since initial adoptions began in 1999.

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2023 JUN -1 A 9:58

Category: ~~410~~150

Number: ~~414~~154

Subject: **Information Security Policy**

1. **PURPOSE:** The purpose of this policy is to establish a standard set of guidelines for departments to follow in order to ensure the confidentiality, integrity, and availability of data, define, develop, and document the information policies and procedures that support County goals and objectives, and to allow the County to satisfy its legal and ethical responsibilities with regard to its IT resources.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy applies to the entire County of Saginaw Governmental Entity, including Board Members, Judges, Elected Officials, Department Heads, Full and Part-Time employees, temporary employees, contractors, volunteers and guests, and all various partner entities who have access to County of Saginaw information technology resources. Such assets include data, images, text, or software, stored on hardware, paper or other storage media.
4. **RESPONSIBILITY:** All users of County of Saginaw's information technology resources are required to follow the corresponding documentation as outlined in the County of Saginaw - Information Security Plan and are bound by this plan as well as other County policies and procedures as terms of their employment. All employees share responsibility for the security of the information and resources in their respective departments.
5. **DEFINITION(S):**
 - 5.1 **Information Technology Resources:** data, images, text, or software, stored on hardware, paper or other storage media. Data that is transmitted or received
6. **POLICY:**
 - 6.1 The information technology resources at the County of Saginaw support the educational, instructional, research, and administrative activities of the County and the use of these resources is a privilege that is extended to members of the County community. Any employee using County information technology resources for any reason must adhere to strict guidelines regarding its use. Employees are being entrusted with the safety and security of County information resources. A sound security policy for information technology resources includes the participation of every employee, at all times. Sound policy promotes information security.

Any person or organization within the County community who uses or provides information technology resources has a responsibility to maintain and safeguard these assets. Each individual in the County of Saginaw Governmental Entity is expected to use these shared resources with consideration for others.

Individuals are also expected to be informed and be responsible for protecting their own information resources in any environment, shared or stand alone. It is unacceptable for anyone to use information resources to violate any law or County policy or perform unethical acts.

6.2 This policy is enforced following the guidelines and procedures laid out in the County of Saginaw – Information Security Plan.

6.3 The County of Saginaw – Information Security Plan will be reviewed and updated at least once a year or when the environment changes.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of this 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 Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: April 18, 2023

Amended: May 16, 2023; June 20, 2023



COUNTY OF SAGINAW

OFFICE OF COUNTY CONTROLLER

111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602

COUNTY
SERVICES

May 17, 2023

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

ROBERT V. BELLEMAN
Controller/Chief Administrative Officer
rbelleman@saginawcounty.com

6-20-13

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
MAY 24 P 3:20

RE: REASSIGNMENT OF SOLID WASTE MANAGEMENT RESPONSIBILITIES TO
SAGINAW COUNTY HEALTH DEPARTMENT – REVISED MAY 24, 2023

Dear Chairman Boyd,

REQUEST SECTION: I am requesting the County Services Committee recommend to the Board of Commissioners the reassignment of the management of the Solid Waste Management Plan and Committee to the Environmental Health Division of the Saginaw County Health Department.

BACKGROUND INFORMATION SECTION: The Natural Resources and Environmental Protection Act 1994 PA451, as amended (NREPA), Part 115, Solid Waste Management, and its Administrative Rules requires each county to have a solid waste management plan update (Plan) approved by the State of Michigan. The County of Saginaw updated its Solid Waste Management Plan in 1998/1999 as prepared under the guidance of the Saginaw County Solid Waste Management Planning Committee.

The Michigan legislature amended Part 115 statute. The new law took effect March 29, 2023. Counties can maintain its existing Solid Waste Management Plans until Environmental, Great Lakes and Energy (EGLE) approves the Materials Management Plans (MMP). Once EGLE initiates the new MMP process under amended Part 115, county's board of commissioners will have 180 days to notify EGLE of its intent to prepare a MMP. If the County board opts not to file a notice of Intent, EGLE would be responsible for preparing a MMP for that county.

The amendment to Part 115 was to "shift focus of planning to more productive ways of discarding materials in Michigan." "The goal of the state to achieve a 45% municipal solid waste recycling rate, with an interim step of 30% by 2029 through benchmark recycling standards." A synopsis of Material Management Plans will:

1. "Identify all materials management facilities and available capacity
2. Focus on utilization capacity
3. Determine a MSW recycling rate
4. Develop materials management goals for utilization and recycling

5. Contains an enforceable mechanism and responsible parties for implementing the MMP
6. Ensures materials management facilities that are needed can be developed and provides avenues for siting of New facilities (Material Utilization facility, Waste Diversion Centers, etc)
7. Includes an overview of the transportation infrastructure for all managed materials
8. Documents an implementation strategy
9. Annual MMP Grants and regional funding incentives”

The Saginaw County Solid Waste Management Committee met May 15th. A copy of the draft meeting minutes is attached.

FINANCIAL INFORMATION SECTION: The County Solid Waste Management fund (Fund No. 22852900) generates approximately \$409,004 annually from tipping fees at landfills. The Solid Waste Management Fund contributes \$103,491 to Mid-Michigan Waste Authority; \$130,830 to the Saginaw County Health Department for household hazardous waste collection programs; \$45,999 to the Sheriff’s Department Motor Carrier program for weight enforcement on non-Class A roads.

The Solid Waste Management fund also has \$113,435 for consulting services, which I proposed be used by the Saginaw County Health Department and/or Mid-Michigan Waste Authority to cover staff time and/or engineering services associated with developing our Materials Management Plan.

Christina Harrington, Health Officer has provided the following personnel forecast to manage the initial phase of assuming the Solid Waste Management Plan and Committee:

- Increase Office Assistant II from a 0.5 FTE (currently funded in the EH budget) to full time (1.0 FTE) – Estimated additional cost \$62,545 (includes salary, fringe, and indirect costs)
- Chris Klawuhn would take on oversight, planning and committee structure .20 FTE of his time – Estimated cost \$50,752 (includes salary, fringe, and indirect costs)

Once the plan is implemented current EHS will likely increase from the currently budgeted 80% to 100% and may require an additional FTE. Christina Harrington will be at the County Services meeting on June 7, 2023 to answer any questions.

The Solid Waste Management Fund may need to be adjusted to cover these increased staffing costs. Currently budgeted expenses (i.e., contribution to MMWA, Health Department, and Sheriff’s Department) would be adjusted to balance the budget, if necessary.

There may be additional funding available through EGLE to assist counties in preparing, implementing, and enforcing the Materials Management Plans. According to Part 115 Materials Management Planning Questions & Answers:

Will there be funding available to create an MMP and if so, how much? Yes, funding under MMP Grants will be available to those counties that file a notice of intent to prepare a new MMP once initiated by the Director. The funding:

- Covers local costs for preparing, implementing, and maintaining MMP's
- Base amounts of \$60,000 for each county
- An additional \$10,000/county for multi county plans
- And \$0.50 per capita, up to \$300,000 would be available in the first three years to cover the higher upfront costs of initiating the new planning process

COLLABORATION/PARTNERSHIP SECTION: The County's current Solid Waste Management Committee encourages collaboration/partnerships by including representation on the committee from waste generators (Nexteer), waste haulers (Waste Management), waste organizations (Mid-Michigan Waste Authority) and the City of Saginaw.

Future collaboration/partners could include other counties and waste diversion companies (materials recovery facilities, anerobic digester operators, compost facilities, etc).

STARTEGIC PLAN SECTION: This request may appropriately fit under the 2019 Board Priorities "Revenue & Cost Control Efficiency" – Efficiently leveraging our resources to create an attractive and thriving community and more specifically "stimulate business growth through incentives and investment friendly policies" and "Leverage contract service providers when necessary" and "Utilize partnerships and collaborations to achieve cost efficiencies."

RECOMMENDATION SECTION: I recommend the Board of Commissioners reassign the management of the County's Solid Waste Management Plan and Solid Waste Management Planning Committee to the Environmental Health division of the Saginaw County Health Department and amend the FY2023 Solid Waste Fund accordingly.

Sincerely,



Robert V. Belleman
Controller/CAO

C: Christina Harrington, Saginaw County Health Officer
Chris Klawuhn, Environmental Health Services Director
Koren Thurston, Finance Director

Meeting Minutes
Saginaw County Solid Waste Management Planning Committee
Monday May 15, 2023
County of Saginaw Courthouse – Boardroom 215
111 S. Michigan Avenue, Saginaw, MI 48602

Present: Robert V. Belleman (Controller/CAO), Chris Boyd (Chairman, BOC), John Gall (Waste Management), Matthew Cabello (Waste Management), Dennis Fent (Taymouth Township), Katharine Tessin (MMWA), Kimberly Bostek (Nexteer), Mark Piotrowski (BOC), Beth London (City of Saginaw), Chris Klawuhn (Health Department), Tom McIntyre (Public), Jaime Ceja (Controller's Office)

Absent:

Others:

- I. **CALL TO ORDER:** Mr. Belleman called the meeting to order at 1:31p.m.
- II. **PUBLIC COMMENT:** None
- III. **INTRODUCTIONS:** Mr. Belleman stated that this committee was previously run by the planning department until 2 years ago when the planning department was disbanded. Introductions were made by all present.
- IV. **CURRENT BUDGET: ROBERT V. BELLEMAN**
 1. **Current budget** – There are contributions to MMWA, among other programs this supports the holiday light program, hazardous waste. The Health Department also has contributions for project Clean Sweep and dumping compliance with the Sheriff's Department. We do have money in the budget for a consultant to create the PA115 plan which we will address later in the agenda. Katharine Tessin stated that she doesn't think a consultant would be the best use of money at this time.
- V. **MEMBERSHIP: ROBERT V. BELLEMAN**
 1. **Term** – There is a 3-year term and a \$40 p/meeting per diem. Dennis Fent asked if they had the option to forego the per diem. Mr. Belleman stated he would report at the next meeting.
- VI. **PA115 – SOLID WASTE MANAGEMENT PLAN CHANGES: ROBERT V. BELLEMAN**
 1. **Consultant** – Chris Klawuhn stated that the state passed bills changing the way solid waste is handled because they want to increase the recycling rate. Bills were passed in December 2022 and became effective in March 2023. By 2029 the state expects a 30% increase in recycling rates. The state is requiring all counties to convert their solid waste plans to a materials management plan (MMP). There is also a push for interlocal cooperation with increased inspections. EGLE is pushing for 4 times a year but they do not have the staffing so inspections may be pushed down to the local level using Health Departments. Once EGLE calls for the plan, the BOC has 180 days to respond. If the Board of Commissioners declines to write a plan EGLE will do it. There is a financial incentive with \$60K available in the first 5 years and \$10K additional per year if we partner with another municipality. If EGLE writes the plan there is no financial incentive and also no expansion of current facilities. Mr. Belleman stated that we knew this day was coming, we have not updated the solid waste plan since the 80's. Once the plan is complete would the MMPC stay in place? This committee should stay active, but MMWA and the Health Department should have a more active role. Maybe Midland and Bay City want to partner.

Chris stated he is unsure if the MMPC would remain in place, but they would be responsible for implementation. Katharine stated that EGLE is unclear on partnering, if we do partner, can it only be on specific items or does it have to be all aspects of the MMP? Chris stated that he thinks it's meant to be tailored to each County with opportunities to partner on some things but maybe not all. Katharine stated that it seems like we have a consensus, we want the Board of Commissioners (BOC) to remain in control. Old plans remain in effect until the new plan is accepted. Katharine asked if we need to make a motion to the BOC, do they need to approve the Designated Planning Agency (DPA)? Mr. Belleman stated that he will update the BOC on the process and status and get their direction. Mr. Belleman stated that we need to identify representation, a meeting with Chris and Katharine to start. Katharine stated that the plan should identify facilities, capacity, recycling rates, organics, goals, standards, transportation, strategy implementation. Mark Piotrowski asked if there is anything addressing medical waste? John Gall stated that it depends on how it's disposed of.

VII. SCHEDULE: ROBERT V. BELLEMAN

1. Previously the committee met quarterly, the second Tuesday of the month at 1:30 p.m., do we want to continue with that or meet more often until we get a hold of the PA115 changes? Katharine stated that perhaps the committee should be meeting bi-monthly for now. Next meeting will be in August. Katharine will send the flowchart from EGLE and documents to Jaime, who will send it out to all members.

VIII. OTHER: Mark asked how are rates for recycling quantified? Katharine stated that there is a national benchmark. Municipalities who do not have a recycling program will be required to partake in one, recycling centers may need to be created. Saginaw County is ahead of the game in that we have a landfill, we have an organic facility. Tom McIntyre stated that we definitely need to get the plan in place because we do not want the state to dictate what we do. Mr. Belleman asked what percent of trash is electronic? Katharine stated that she can only report on what they collect, not what ends up in the trash. MMWA hold events throughout the year, at the last one they averaged 360 cars and hour. John stated that residents are exempt from electronics waste so they can just throw it away. There is no way to pull it out of the trash for recycling. Chris stated that there has been a large uptick because of the Marijuana industry and the pesticides they discard. Dennis asked if there is a market for recyclables? Katharine stated that it depends on what it is and it's based on supply and demand. EGLE is actively working to generate markets for recycled goods.

IX. NEXT MEETING: Monday August 14, 2023 at 1:30 p.m.

X. ADJOURNMENT: Mr. Belleman adjourned the meeting at 2:30 p.m.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING

COUNTY
SERVICES



SHANNON LOTT
ACTING DIRECTOR

4-18-13

March 30, 2023

Jack Tany, Saginaw County Commissioner, District 2
1369 Savoy Ln.
Saginaw, MI 48604
(989) 737-4725
jtany@saginawcounty.com

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
23 APR -4 A 8:35
JAN

Dear Mr. Tany:

I am sending this letter to apprise you of potential land acquisitions involving state ownership in Kochville and Zilwaukee Townships of Saginaw County; and, to seek your input regarding these potential transactions.

The Michigan Department of Natural Resources (DNR) Wildlife Division is interested in purchasing approximately 170 acres in Zilwaukee Township from the Dirk Maxwell Trust (24 acres) and G & S Reif Farms LLC (146 acres) and 72 acres in Kochville Township from G & S Reif Farms LLC. These properties are surrounded by the Crow Island State Game Area. If both the Maxwell and Reif acquisitions are completed, approximately 627 acres of public land would be added to the game area. Both owners have expressed that they are interested in selling these properties to the DNR for inclusion in the game area. The DNR Wildlife Division is applying for grant funding through the Michigan Natural Resources Trust Fund (MNRTF) to appraise and make an offer to purchase these desired parcels.

Please see the attached map for the location of the proposed parcels in relation to the game area. Also, please see the attached tables describing the estimated Payment In Lieu of Taxes (PILT) for the properties if acquired by the State of Michigan.

We would like your input on this potential acquisition and to identify your level of support for the project. If you would like to talk about the proposal more in-depth, I would be happy to attend a meeting or set up a time for a direct conversation.

I am requesting one of the following (in order of DNR preference):

1. Resolution of support from the local unit
2. Letter of support on letterhead
3. Email of support from authorized local official
4. Letter of neutrality on letterhead
5. Email of neutrality from authorized local official
6. Letter listing points of local concern on letterhead and a response addressing the points of concern
7. DNR Executive Office decision if no documented local support is received

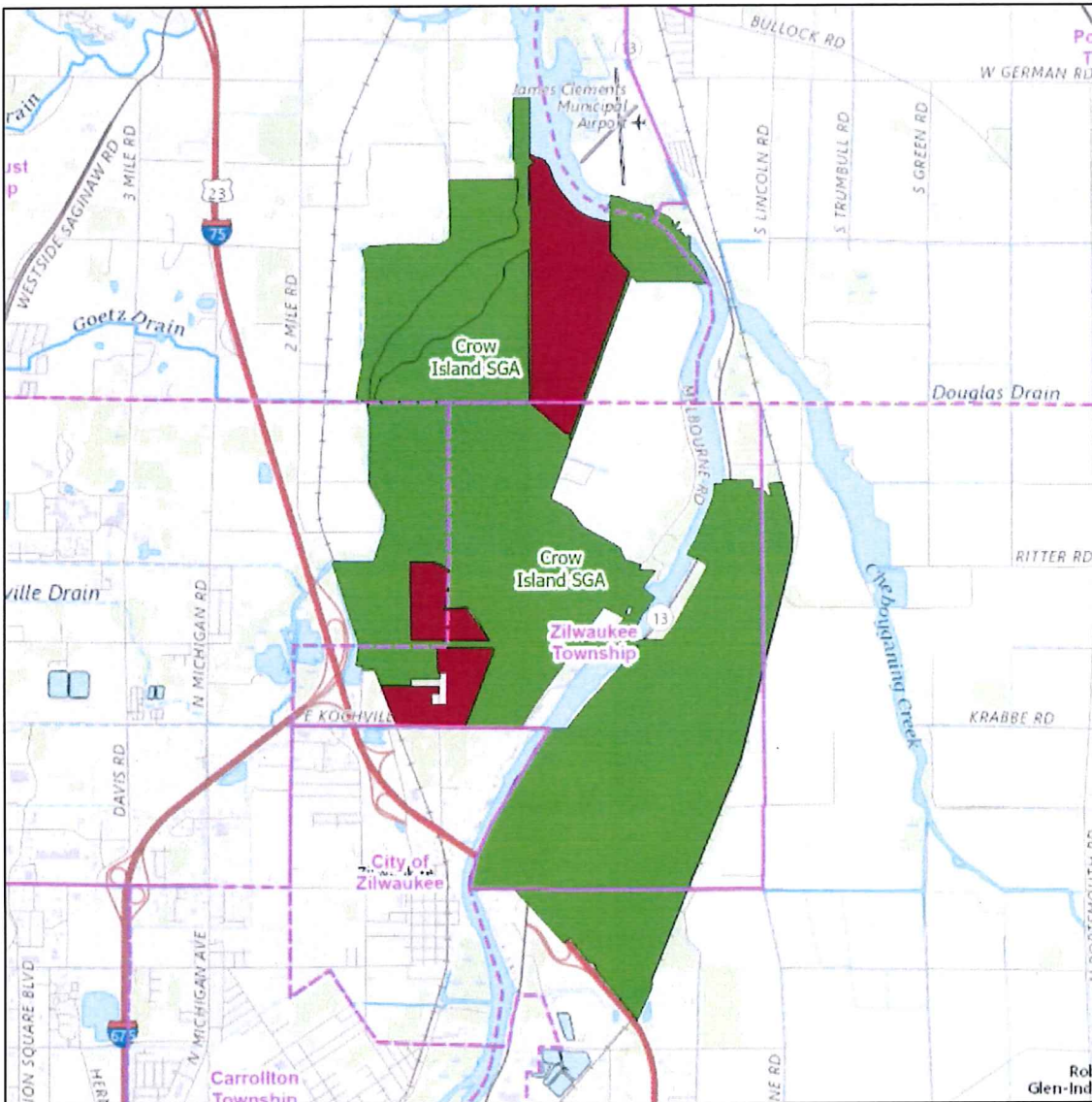
Please let me know if you would like further engagement regarding this project. I'd be happy to bring this topic to a public meeting for discussion or if you would like to have an informal meeting at a time and place convenient for you, I'd be happy to accommodate. The local land manager is Cameron Dole, Wildlife Biologist. He can speak with you regarding any land management-related questions you may have about the project. Dennis can be reached via e-mail at DoleC@michigan.gov or phone at (989) 928-8880.

Please feel free to contact me at the number or e-mail address provided below. I look forward to hearing from you.

Sincerely,

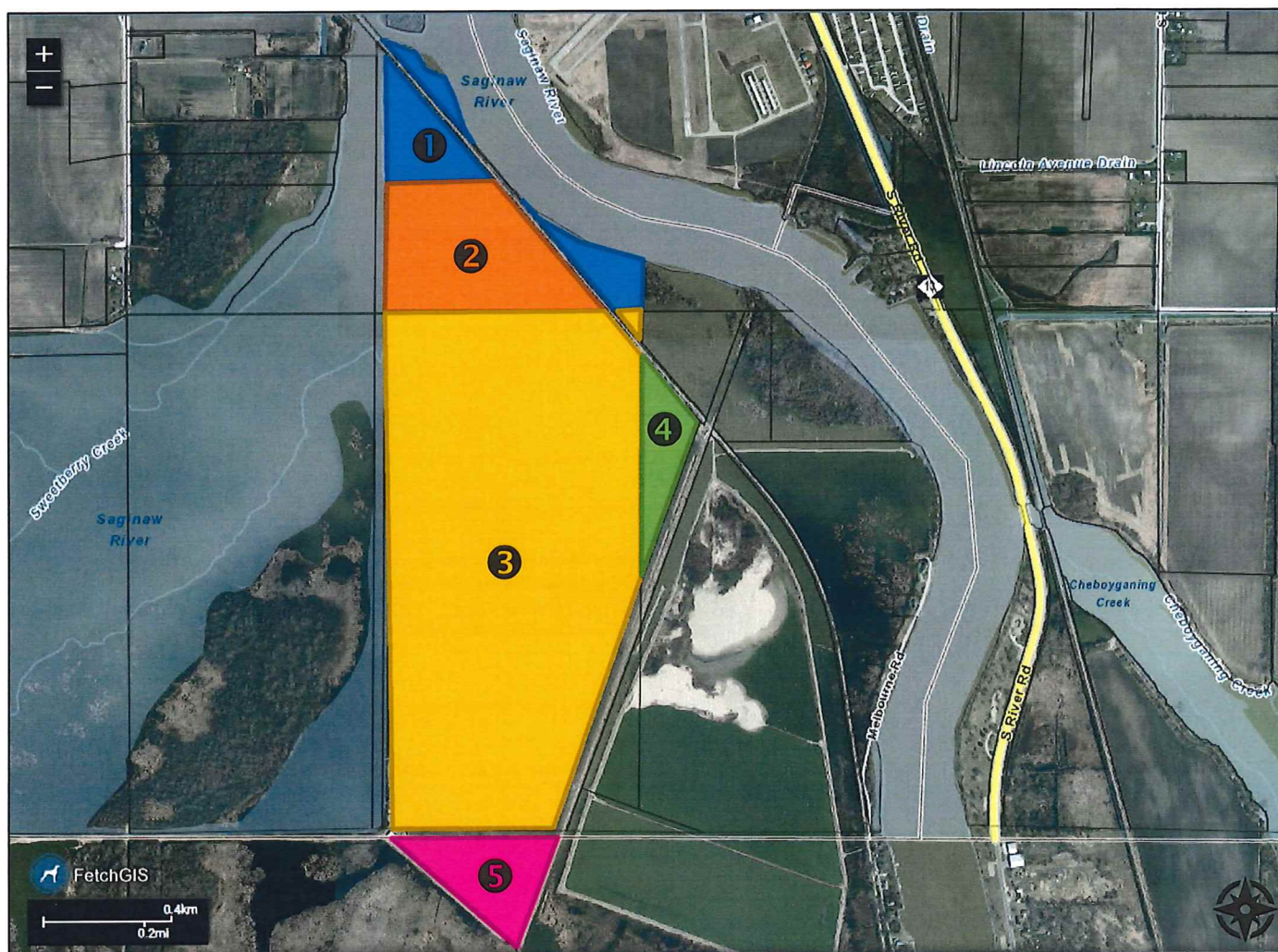
Kristin M. Wildman

Kristin M. Wildman, CWB®
Michigan Department of Natural Resources, Wildlife Division
Lansing Customer Service Center
4166 Legacy Parkway
Lansing, MI 48911
Phone: (517) 740-5085
WildmanK@michigan.gov



Map 1. Shows the Crow Island State Game Area (SGA) as green polygons and the proposed acquisition properties as red polygons. The local municipal township boundaries are shown in pink dashed lines. Portions of both the Dirk Maxwell Trust acquisition property (north) and the G & S Reif Farm LLC property occur within Zilwaukee Township, Saginaw County, Michigan.

Payment in Lieu of Taxes (PILT) Estimate for the Dirk Maxwell Trust property in Bay and Saginaw Counties, Michigan.

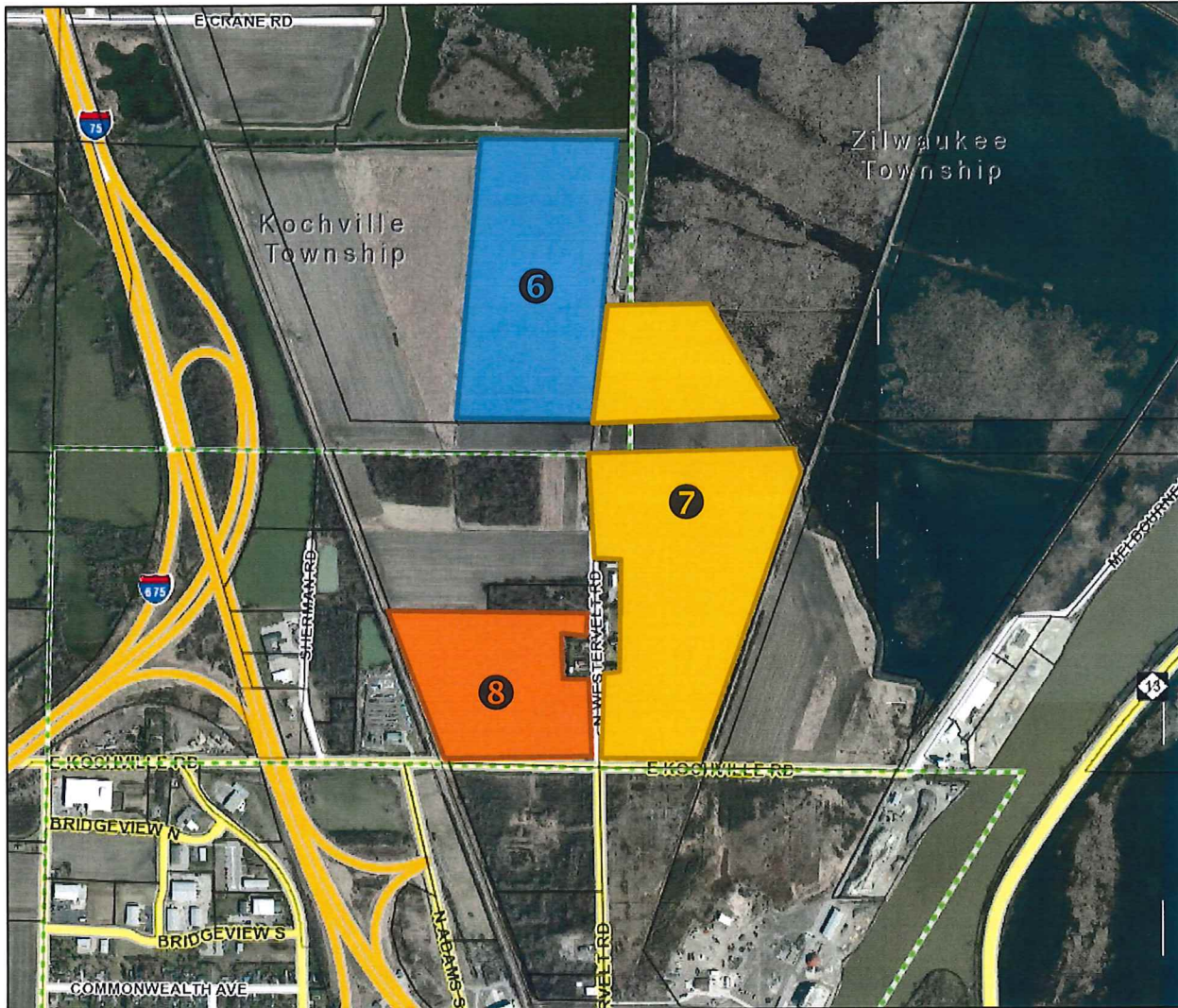


[Image Description: Map showing parcels of the Dirk Maxwell Trust in Bay and Saginaw Counties overlaid on an aerial photo with parcel lines and roads from FetchGIS. Five separate parcels make up the property. Each parcel is colored and numbered from top (north) to bottom (south) as follows: 1 (blue), 2 (orange), 3 (yellow), 4 (green), and 5 (pink). The numbers for each parcel serve as an index to the table below the map image.]

Map Index	Parcel #	Acres	County	Township	2022 SEV	2022 Taxable Value	Estimated PILT*	Total 2022 Tax & Fees minus Estimated PILT*
1	030-043-400-005-00	45	Bay	Frankenlust	\$ 123,550.00	\$ 49,505.00	\$ 1,293.28	\$312.85
2	030-043-400-015-01	56	Bay	Frankenlust	\$ 149,050.00	\$ 60,929.00	\$ 1,591.73	\$385.03
3	030-046-200-005-00	273.5	Bay	Frankenlust	\$ 830,600.00	\$ 322,909.00	\$ 8,435.77	\$2,041.06
4	030-045-100-005-00	10	Bay	Frankenlust	\$ 28,350.00	\$ 11,108.00	\$ 290.19	\$70.11
5	30-13-5-20-1004-000	24	Saginaw	Zilwaukee	\$ 38,400.00	\$ 33,453.00	\$ 868.76	\$266.31

*Calculation for the estimated PILT based on the information in the table from respective county parcel reports with the 2022 rates that were paid out this year [2023] through the PILT database. This does not include special assessments.

**Payment in Lieu of Taxes (PILT) Estimate for the G & S Reif Farms LLC property in
Saginaw County, Michigan.**



[Image Description: Map showing parcels of the G & S Reif Farms LLC in Saginaw County overlaid on an aerial photo with parcel lines and roads from FetchGIS. Three separate parcels make up the property. Each parcel is colored and numbered from top (north) to bottom (south) as follows: 6 (blue), 7 (yellow), and 8 (orange). The numbers for each parcel serve as an index to the table below the map image.]

Map Index	Parcel #	Acres	County	Township	2022 SEV	2022 Taxable Value	Estimated PILT*	Total 2022 Tax & Fees minus Estimated PILT*
6	18-13-5-30-1001-000	72.41	Saginaw	Kochville	\$ 173,000.00	\$ 37,039.00	\$ 1,254.80	\$273.90
7	30-13-5-29-3002-002	101.61	Saginaw	Zilwaukee	\$ 139,000.00	\$ 89,876.00	\$ 2,334.03	\$899.81
8	30-13-5-30-4007-000	43.99	Saginaw	Zilwaukee	\$ 66,600.00	\$ 64,355.00	\$ 1,671.27	\$551.25

*Calculation for the estimated PILT based on the information in the table from respective county parcel reports with the 2022 rates that were paid out this year [2023] through the PILT database. This does not include special assessments.



COUNTY OF SAGINAW BUDGET OFFICE OF COUNTY CONTROLLER AUDIT

111 SOUTH MICHIGAN AVENUE
SAGINAW, MICHIGAN 48602

ROBERT V. BELLEMAN
Controller/Chief Administrative Officer
rbelleman@saginawcounty.com

May 31, 2023

Honorable Chairman and Members of the Board of Commissioners
County of Saginaw
111 S. Michigan Avenue
Saginaw, MI 48602

RE: **2024 Fiscal Year Budget**

Dear Chairman Boyd, Vice-Chair Tany, and Commissioners:

I hereby present to you the "Controller Recommended" Fiscal Year 2024 County Budget in accordance with the Board adopted *County of Saginaw 2024 Budget Calendar* for the Operating Budget for Fiscal Year 2024 (**Attachment #1**) and the Uniform Budgeting and Accounting Act, P.A. 2 of 1968 as amended.

The development of the Fiscal Year (FY) 2024 County Budget involved Koren Thurston, Finance Director and me meeting with County-wide Elected Officials and/or their representatives and specific Department Heads whose budget impacts the General Fund or contained significant capital investments. We met with departments May 8 through May 15, 2023 to review their "Department Requests" and discuss the level of funding available in the General Fund, Public Improvement Fund, and other respective funds.

The FY 2024 County Budget remains relatively the same as Fiscal Year 2023. The FY 2024 budget does incorporate \$2,195,342 from the American Rescue Plan Act (ARPA) of 2021 funding for revenue shortfalls and anticipated increased expenditures because of inflation.

Financial Highlights:

<u>County Budget</u>	<u>Fiscal Year 2024</u>	<u>Fiscal Year 2023</u>	<u>Difference</u>
Total County Budget:	\$276,128,168	\$260,231,852	\$15,896,316
Total Number of Employees:	593.32	588.32	5.00
Total Payroll:	\$38,383,292	\$36,922,231	\$1,461,061
Total Fringe Benefits:	\$34,152,820	\$31,707,508	\$2,445,312
Total Capital:	\$7,900,271	\$6,932,212	\$968,059

PHONE (989) 790-5210

FAX (989) 790-5566

County of Saginaw Fiscal Year 2024 commences October 1, 2023 and ends September 30, 2024. The Fiscal Year 2024 budget includes the use of \$3,356,809 in fund balance/retained earnings in 28 Funds for operations, such as staffing, programs, and services or for capital purchases and/or projects. A specific list of those Funds is attached herewith for your review (**Attachment #2**).

The Fiscal Year 2024 County budget is built on a total millage levy of 10.9210, which is a net increase of 0.342 mills. This net increase is comprised of a decrease in the Debt Millage levy of 0.019 mills and a voter approved increase of 0.361 mills in the Mosquito Abatement millage. There was no impact on millage rates related to the Headlee Amendment. The Debt Millage levy is voter approved support of HealthSource Saginaw capital improvement and expansion. The County Operating Millage Levy for FY 2024 is 4.8485 mills, which is the same as FY2023.

Property Tax revenues are projected to grow by 6.0 percent for Fiscal Year 2024. The Fiscal Year 2024 County Budget reflects \$2,627,251 in Local Community Stabilization Share Revenue. The Local Community Stabilization Share Revenue is the State's reimbursement for the phase out of personal property tax.

<u>General Fund</u>	<u>Fiscal Year 2024</u>	<u>Fiscal Year 2023</u>	<u>Difference</u>
Total General Fund Budget	\$58,282,438	\$56,135,957	\$2,146,481
Total Number of Employees	279.90	277.90	2.00*
Total Payroll:	\$17,363,909	\$16,754,863	\$609,046
Total Fringe Benefits:	\$15,791,674	\$14,403,654	\$1,388,020
Total Capital:	\$136,050	\$103,904	\$32,146

*The 2.0 positions represent Jail Transport deputies, which were previously reflected in the Law Enforcement Fund.

The Fiscal Year 2024 General Fund Budget totals \$58,282,438 and represents a \$2,146,481 (3.82%) increase from current Fiscal Year 2023 General Fund Budget. The FY 2024 General Fund is presented with the use of \$2,195,342 in ARPA funds to balance due to increases in lower Court revenues, "Contributions to Other Funds", increased legacy costs, and general cost increases.

FY 2024 is a transition year for Board Priorities. The Board of Commissioners held a strategic planning Session on April 21 and 22, 2023 and proposed Seven (7) Board Priorities ("*2023 Proposed Board Priorities*"), which have not been formally approved. The FY 2024 Budget reflects both 2019 approved and *2023 proposed Board Priorities*.

The Board of Commissioners met on March 8 and 9, 2019 to undertake strategic planning and develop Board *Priorities* to ***Enhance the quality of living in our community***. These *2019 approved Board Priorities* were used, in part, to guide the development of this proposed Fiscal Year 2024 Budget. The Board identified three *Priorities* – **Quality of Life; Accessibility of Services; and Revenue/Cost Control/Efficiency**, which are set forth below. I would like to elaborate on specific elements of this proposed FY 2024 Budget and/or current efforts that meet these *2019 approved Board Priorities*. They are:

QUALITY OF LIVING

Creating a community where citizens feel safe, healthy, accepted, and comfortable, so they can undertake work and participate in and enjoy life events.

ARTS, ENTERTAINMENT & RECREATION GOAL: Provide diverse, high-quality events and activities that educate, recreate, and entertain.

- 1. Increase overnight tourism through continued partnership with Saginaw County Convention and Visitors Bureau.** The County continues to levy its 5 percent accommodations (Hotel/Motel) tax pursuant to County Ordinance #103. The FY 2024 budget estimates collection of approximately \$3,909,000. Lodging properties are entitled to up-to \$750 per quarter tax credit for individual property advertising efforts totaling \$102,000. The County Treasurer retained 5 percent or \$200,000 of the hotel tax collected for administrative costs. Frankenmuth's CVB is estimated to receive \$1,523,000 which is 75% of the accommodation taxes collected from within Frankenmuth; the balance was forwarded to the Saginaw County CVB, \$2,084,000 for marketing and programming efforts. The Saginaw County CVB and Frankenmuth CVB leverage these tax dollars to draw in excess of 5,800,000 visitor days to Frankenmuth and Saginaw County. The occupancy rate in the County averaged 51.3% percent in calendar year 2022. Dr. Rummel continues to work with the Treasurer to ensure this accommodation tax is collected from private property owners renting their property through VRBO and Airbnb. These tax dollars are used to directly market the City of Frankenmuth and Saginaw County and indirectly, the Great Lakes Bay Region. Because of the reduction in overhead costs as a benefit of regionalization, the Saginaw County CVB annually proposes to invest these cost reduction room tax dollars into community economic development activities. Dr. Rummel has identified the Henry Marsh Bridge Plaza project for the CVB's current economic development project focus. Additionally, the Saginaw County CVB committed \$800,000 of its retained earnings to cover bid fee costs associated with hosting the 2024 CHL Memorial Cup Championship in Saginaw.
- 2. Ensure adequate funding to continue providing high-quality entertainment facilities and draw visitors from all over to The Dow Event Center and Jolt Credit Union Event Park.** The FY 2024 budget includes the voter approved millage increase of 0.225 mills for the Dow Event Center. The Dow is undergoing an \$8.5 million capital improvement project to renovate the visitor locker rooms, expand the private suites, install an elevator, replace the arena ceiling, and replace the windows in the theatre lobby in preparation of the 2024 CHL Memorial Cup and to remain the premiere entertainment and sport venue in the region. The Dow Event Center & Jolt Credit Union Event Park have drawn over 147,000 visitors to a variety of events over the first 7 months of the current fiscal year.
- 3. Promote Saginaw County Parks and provide diverse recreational opportunities and programs to satisfy all age groups and levels of ability.** Saginaw County Parks had a significant milestone in Spring 2023 with the soft opening of Saginaw River Headwaters Rec Area in collaboration with the State of Michigan Department of Natural Resources. The 334-acre passive recreational facility offers opportunities for hiking, biking, wildlife observation, and fishing along the Saginaw River. The site features over three miles of trails, including ½ mile of paved trail and 2.5 miles of aggregate trails meeting ADA standards. This is the first new Saginaw County Park opened since the Saginaw Valley Rail Trail in the early 2000's and is also the first County Park in the City of Saginaw. Saginaw County Parks looks forward to a more formal community celebration and ribbon cutting; likely in Spring 2024 after the next phase of development which is slated for Fall 2023. Due to the delay in construction at the state level, the soft opening was announced this spring to allow public access on the completed portions of the facility. Early usage has been steady, with over 1000 visitors across the first three weeks at the park. This development is one of many projects currently underway focused on providing diverse recreational opportunities for all age groups and abilities.

In 2022, Saginaw County Parks and Recreation added a splashpad and playground addition at Haithco Recreation Area. This was the main contributor to our busiest season on record. Over 100,000 patrons visited Haithco Recreation Area and Imerman Memorial Park between Memorial Day and Labor Day 2022, with 64,000 visiting Haithco Recreation Area alone, up from a previous record of 40,000 in 2021. The physical amenity additions were centered around increased accessibility for all users including additional ADA parking, concrete walkways, and universally accessible play features. Improvements at Haithco continued through FY 2023, with additional walkways to our pavilions, a connector pathway to Saginaw County Commission on Aging, restroom renovations,

and entry drive repaving. FY 2024 proposed budget will complete final paving projects at Haithco, with an ADA accessible canoe/kayak launch planned for FY2025.

FY 2024 budget shifts major capital improvement focus to Imerman Memorial Park, Saginaw County Parks oldest facility opened in the early 1970's. Improvements include a renovation of the boat launch, addition of a canoe kayak launch, accessible pathways throughout the park and the addition of an ADA compliant/family style restroom. This is in addition to the renovation of the park drive currently underway.

Saginaw County Parks is currently seeking grant awards through the MDNR's SPARK program to match investments from Saginaw County's ARPA allocations and Saginaw County Parks fund balance.

Saginaw County Parks has submitted two grant applications to the Michigan Natural Resources Trust Fund. The proposed projects are to renovate the oldest sections of the Saginaw Valley Rail Trail (\$300,000 with \$200,000 in match) and accessibility improvements at Price Nature Center (\$194,000 total, \$144,000 matching funds).

The Parks and Recreation Commission continues to prioritize projects that eliminate ADA deficiencies identified in the Saginaw County Parks ADA Transition Plan Update completed in 2021.

Saginaw County Parks kicked off the planning process to update our 5 Year Recreation Plan in May of 2023, offering the joint plan model to any interested municipal partners from within the County. Six townships and the county are taking part in the process which will begin with a public input survey in June/July 2023. A draft plan will be available for review and comment in fall of 2023, and the final plan will be presented to the Board of Commissioners in December 2023 for adoption.

EMPLOYMENT GOAL: Collaborate with government, business, and educational institutions to increase education and employment opportunities.

1. **Advance economic growth and employment through continued funding and collaboration with Saginaw Future Inc.** The FY 2024 General Fund budget includes a \$200,000 contribution to Saginaw Future, Inc. The county has an agreement with Saginaw Future, Inc. whereby it receives an annual base contribution of \$50,000 and the opportunity to earn an additional \$150,000 when Saginaw Future Inc. achieves the agreed upon metrics associated with (1) Job Creation, (2) Investments (property tax revenues) and (3) Government Contracts. Saginaw Future, Inc. provides administrative support to the Saginaw County Economic Development Authority and the Brownfield Authority.
2. **Provide quality educational programs and services in skilled trades by partnering with organizations like Great Lakes Bay Michigan Works!, K-12 education and local universities and colleges.** County of Saginaw is one of five (5) Counties that created Great Lakes Bay Michigan Works! who provide workforce development programs to Saginaw County and regional businesses. The FY 2024 proposed budget includes Great Lakes Bay Michigan Works! programs.

Additionally, the Saginaw County Health Department has established collaborative relationships to provide educational opportunities for future public health and medical practitioners. As the established academic health department with CMU Medical Education Partners a public health rotation was created in which medical students perform a 4-week full time rotation through public health programs. SCHD accepts educational opportunities for internships through the U-M school of Public Health Training Center, SVSU, Grand Valley State, and CMU at the undergraduate and graduate level. Fiscal Year 2024 development will include expanding education opportunities with CMU Medical Education Partners for medical residents with public health practical experience and service delivery. This is anticipated to begin in January 2024.

HEALTHCARE GOAL: Provide affordable healthcare and services and ensure equal access to healthy choices and opportunities.

1. **We rely on the health department to be the local public health system convener and leader.** The SCHD has created and is leading the BWell Saginaw partner coalition, comprised of 13 partner organizations, creating, and implementing a county wide health improvement plan prioritizing maternal and child health, obesity and related chronic diseases, and mental health and substance use. The FY 2024 budget supports a realignment within the health department to focus on responsiveness to these priority areas, better addressing the needs of our County. Resources and initiatives are being dedicated to elevating Saginaw from one of the least healthy counties in Michigan into the top 25 over the next decade. The health department is facilitating three taskforces and a newly created health equity council to ensure a lens of equity.

HOUSING GOAL: Increase opportunities for individuals to live in safe housing to reduce the risk of homelessness.

1. **Improve quality of assisted housing and increase assisted housing choices.** This objective is being met through other public and private agencies. The City of Saginaw has launched several programs to aid its residents by replacing furnaces or repairing roofs. The Executive Committee of the Board of Commissioners has recommended Saginaw Future, Inc. assist the county in deploying the \$1 million in American Rescue Plan Act funding the Board of Commissioners have allocated to improving housing in the County.
2. **Promote Self-Sufficiency** – The County Board of Commissioners has allocated American Rescue Plan Act (ARPA) funding to Saginaw County Community Action Committee (\$250,000) for its affordable housing program and Youth Development Corporation (\$100,000) for its “Education training and career placement with skilled trades.” The County also funds MSU Extension which provides financial management educational services to area residents.
3. **Serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.** The County’s FY 2024 budget includes funding for the Prosecutor’s Victim Rights office (\$334,137) and a contribution to Underground Railroad twenty-five (\$25,000) along with free office space in the Courthouse & Governmental Center to assist women of domestic violence with securing Personal Protection Orders (PPO).

SAFETY GOAL: Maintain community safety and make court processes more efficient.

1. **Implement paperless record keeping system to create efficiencies and free up resources.** The County of Saginaw, for the past two years, has invested \$10.7 million to transition from our antiquated Mainframe System, which used COBOL to five (5) different software packages including, but not limited to Prosecution by Karpel, Odyssey, and JAILTRACKER, which incorporates paperless record keeping and other features that will create efficiencies, and ultimately, free up resources. These systems went “Live” in June 2022. The Saginaw County Courts are working through the transition with additional training and program adjustments to ensure the most efficient system.
2. **Maintain staffing at Public Safety departments.** The Sheriff’s Department will maintain a sworn personnel level at 58.
3. **Retain Employees through personal and professional development opportunities.** The Saginaw County Sheriff’s Department has a contract with VirTra Inc. for simulated Firearm Equipment and Training Services. This training program is available to law enforcement personnel and corrections officers. Additionally, the Saginaw County Sheriff’s Department maintains an annual subscription service with Lexipol for updated policies and procedures impacted by changes in federal and state laws. Deputies and correction officers are required to complete routine training sessions on these policies and procedures. The General Fund – and Law Enforcement Fund FY 2024 budgets includes \$100,000 for professional development.

ACCESSIBLE SERVICES

Making critical services within reach for everyone.

CENTRALIZED SERVICES GOAL: Centralize County services into one County campus.

1. **Install drop boxes and electronic kiosks in the County Building to easily access services.** The County installed a drop box in front of the Courthouse and Governmental Center for residents to provide payments or submit documents to the Courts or County offices. This “Drop Box” was installed during the pandemic and has been maintained due to its popularity in use. The Sheriff’s Department has a payment kiosk for inmates held at the Saginaw County Jail. The County Treasurer and Saginaw County Animal Care & Control Resource Center (SCACCRC) has activated a PayPal account to obtain online donations. The County continues to explore other opportunities to install kiosks for after-hours transactions to benefit residents who cannot arrive during normal business hours.
2. **Provide mobile healthcare and education services dispatched from central locations.** The Health Department purchased and is utilizing two mobile clinics (a van and a Class A motorhome) to provide immunization and other mobile clinics throughout Saginaw County.
3. **Maximize Building usage through collaboration.** The FY 2024 General Fund budget includes approximately \$20,000 for the Saginaw County Medical Examiner’s office to co-locate within the current Health Department building. The County is also evaluating a new location for Mosquito Abatement Commission facility so the current property can be sold to the Public School District of the City of Saginaw. The relocation of Mosquito Abatement Commission may result in the Maintenance Department relocating to the Courthouse and more effective use of its storage facilities on Hospital Road. Additionally, the County continues to explore the relocation of the Controller’s Office, Clerk’s Office, and Treasurer’s Office for space expansion within existing County facilities including the former Sheriff Administration Building and Courthouse. The Board of Commissioners at its 2023 Strategic Planning Session considered the creation of three separate campuses. The three campuses would include (1) Courts & Law Enforcement, (2) Medical, and (3) Executive/Administrative. The creation of three separate campuses may impact where certain county offices and services are located.
4. **Direct resources towards opiates, pre-trial supervision, and bail reform.** Community Correction Advisory Board has recommended to the Board of Commissioners the filing of a \$761,886 Michigan Department of Corrections Community Correction Grant which includes \$54,755 to fund an opiates program through TriCap and pre-trial services. The County is monitoring and adjusting to “bail reform.” The County secured a contract with JSG for tether services at a 36 percent reduction in the daily rate, which will make this service more affordable to defendants. Additionally, the FY 2024 budget includes \$100,000 in the PLUS Home Confinement Fund to cover possible costs associated with indigent defendants who the Courts place on the tether program but may not be able to afford a portion or all the per day tether fee. The County will also use Opioid litigation settlement proceeds to cover treatment costs within the Saginaw County Jail and other prevention programs through the Saginaw County Health Department and community organizations.

ROADS GOAL: Improve transportation systems to achieve ease of mobility and safe travels by partnering with road agencies

1. **Perform maintenance, reconstruction, resurfacing and drainage work on high-need roads.** The road commission has 15 paving projects, 50 miles of primary road chip sealing and 75 miles of local chip sealing in progress for FY 2023. Going into FY 2024 it will be adding additional paving projects; Dixie Hwy- Willard to Junction, Center Road, Gratiot to State, Brockway-Center to Wieneke, McCarty – Hospital to Hemmeter, 50 miles of primary road chip seal, and 2 bridge replacements. The road commission continues to partner with Saginaw County cities and townships, including Merrill, Zilwaukee, and the City of Saginaw.

2. **Meet state standards for safety, pavement conditions, bridge conditions and travel time reliability.** Bridge Funding has continued to fall behind our needs, that said, bridge funding at the state level is set to increase over the next few years. Two noted projects for FY 2024 will be the Bueche Road bridge over the Savage Drain and the Wadsworth Rd bridge over the Uncle Henry Drain. These two structures have been chosen to be part of the statewide bridge bundling program.
3. **Improve our road quality rating.** The road commission currently meets or exceeds all state standards for safety, pavement conditions, and travel time reliability. With increased state revenues, primary road pavement conditions have been steadily improving.

INFORMATION TECHNOLOGY GOAL: Design and implement modern technology to streamline processes, functions, and capabilities.

1. **Update Information Technology Systems.** Enterprise Wi-Fi: Following the recent RFP to implement Enterprise "Controller-Based" Wi-Fi, IT is looking to implement Wi-Fi at all Saginaw County facilities that desire the functionality. The Courthouse facility has already been tentatively approved as it is necessary in all Courtrooms and Attorney\Client meeting spaces. This install will also ensure the Saginaw County Courthouse becomes LEIN and HIPAA compliant.

Fiber to Saginaw County Animal Care: IT is pursuing a grant to bring the County-owned dark-fiber network to the new Saginaw County Animal Care facility. The cost is approximately \$400,000 and with this connection we will complete our bi-directional connection to the Courthouse Complex as well as all other County facilities. In the years to come, with this dark-fiber network, Saginaw County will have the ability to bring a Disaster Recovery facility online should there be a catastrophic event at the primary Courthouse datacenter.

Implementation of Employee Reimbursement: The next phase of the Human Capital Management (HCM) implementation is the implementation of Employee Reimbursement (ER). ER will allow for employees to submit for, and supervision to approve, reimbursement through Munis. This piece of HCM was included in the Mainframe Modernization contract.

Implementation of ExecuTime: Another portion of Munis HCM is kicking off ExecuTime. ExecuTime is a timekeeping system that can be used through a PC terminal or a physical timeclock. This piece of HCM was included in the Mainframe Modernization contract.

2. **Transition common services from in person/manual to online and mobile-enabled through department portals and virtual staff training programs.** Re-write Saginaw County website regularly to comply with the latest ADA and technology standards. Continue to further enhance website and online portals for the public.
3. **Digitize operations for efficiency and user-friendly access for all.** Continue digitization of hard-copy documents through Tyler Content Manager (TCM).

REVENUE AND COST CONTROL EFFICIENCY

Efficiently leveraging our resources to create an attractive and thriving community.

FUNDING GOAL: Create and improve upon revenue-generating initiatives.

1. **Promote the 2020 Census to ensure adequate federal funding.** This activity is complete.
2. **Allocate additional resources to grant writing.** The County has created a new position of Social Media Coordinator/Grant Writer to deploy a more concerted effort in communicating with the public and securing grant funding for projects, programs, and services. The Social Media Coordinator/Grant Writer position would market

the County via social media, inform residents of programs and services and assist departments in securing additional grant funding.

3. **Explore revenue-generating services related to the internet, Harry Browne Airport, toll roads, bridges, office space, vacant properties, and the County jail.** The Sheriff's Department rents beds to the US Marshall Service generating \$587,650, which is used to support the Saginaw County Adult Detention Facility. Information Technology is constructing an "off-site" backup center at SCACC, which the County intends to rent digital space to other municipalities. Harry Browne Airport rents land and hangars to private airplane owners and sells fuel to pilots.

The County should consider developing the former bank property at Michigan Avenue and Cass Street into a restaurant/coffee shop which could be leased. Many employees and visitors to the Courthouse & Governmental Center would be customers of this new restaurant and/or coffee shop.

The Saginaw County Landbank sells its tax reverted properties to interested buyers. The Landbank also assembles property for economic development projects.

The County, through the Saginaw County Economic Development Corporation, continues to market and develop the Great Lakes Tech Park at M46 & M52, which currently is home to Fullerton Tools and Saginaw Controls & Engineering.

4. **Evaluate fees and service charges.** The County as part of its annual budget process requests Elected Officials and Department Heads to review the County's Fee Schedule and recommend adjustments to ensure fees cover the cost of providing services, where applicable.
5. **Implement Saginaw County marketing plan in collaboration with Saginaw Future, Inc.** Saginaw Future, Inc. continues to market available land for future development. Saginaw Future Inc. also assists existing businesses with expansion needs. The County also partners with Saginaw County Convention and Visitors Bureau (CVB) and the Chamber of Commerce to market the county as a safe place to work, live and visit. Saginaw Spirit will host the 2024 CHL Memorial Cup, which will result in significant marketing of our county and the Great Lakes Bay Region to national and international guests.
6. **Stimulate business growth through incentives and investment-friendly policies.** The County has adopted policy #254, "Economic Development Commercial Rehabilitation Act (CRA)", to incentivize investment in economically distressed properties eliminating blight and creating jobs through commercial investment.

The County currently has (14) Downtown Development Authorities, (38) Industrial Facilities Taxing districts, and (1) Brownfield Redevelopment Plan with tax capture, which allows capture of investments to encourage cities, townships, and villages to work with private developers in making investments and to reimburse developers for eligible development costs.

The County, through its Treasurer, has approved the Property Assessed Clean Energy (PACE) program, which "is a financing tool that encourages energy efficiency, water efficiency and renewable energy measures for commercial, industrial, and multi-family, non-profit, and faith-based property owners."

7. **Enable Long-term County Vision and strategic plan.** The Board of Commissioners conducted a strategic planning session on April 21 and 22, 2023 to develop new *Board Priorities*. Attached is a summary of that strategic planning session. (**Attachment #3**) The results are being shared with elected officials, judges, and department heads to integrate their department short- and long-term goals into the *(2023 Proposed Board Priorities)*.

EXPENDITURE GOAL: Assess current expenditures to minimize costs while achieving quality, timely outcomes

1. **Increase and fill key staff positions and implement alternative organizational structures across the County.** Countywide elected officials, department heads and personnel department work collaboratively to ensure adequate staffing, to evaluate restructuring opportunities and to deploy alternative staffing options (i.e., use of temporary employees, hybrid work schedules). The Board of Commissioners should continue to discuss staff reassessment and realignment to ensure recent implementation of technology is leveraged when evaluating annual staffing requests.
2. **Reorganize staff and compensation structures in County departments to remain efficient and competitive.** The County implemented in 2017 and 2021 its Job Classification & Total Compensation Study results, which is aligning its compensation to market value. The 2024 Budget includes \$84,800 to update the County's Compensation Plan. County Policy #332 Position Classification, section 6.3 states, "Maintenance. The Personnel Division shall review every five years the entire compensation plan or any part thereof." BakerTilly recommended the County update its market analysis every five years. This review is important considering the huge private sector market adjustments and the challenges the County is experiencing in filling certain positions (i.e., nurses, accountants)
3. **Leverage Contract Service Providers when necessary.** The Health Department has partnered with CMU Medical Education Partners to contract for nurse practitioners and continue to provide an increase in services. Additionally, the County Health Department has received a grant from the State of Michigan for Health Resource Advocates, which are contracted employees. The County also contracts with retirees to assist with transitions, training, and increase in services. The County uses contract employees in its Medical Examiner's Office to provide the statutory services required. The 10th Circuit Court is the recipient of a \$380,000 Virtual Backlog Grant from the State Court Administrative Office (SCAO) to contract with three (3) visiting judges for assisting with the backlog of court cases.
4. **Utilize partnerships and collaborations to achieve cost efficiencies.** The County excels in partnerships and collaborations. For example, the County continues its partnership with the YMCA of Saginaw to provide enhanced services to area veterans. Commission on Aging has expanded its Foster Grandparents Program to Midland and Bay Counties to grow the program of providing grandparents in schools. The County has a partnership with CMU Medical Education Partners to provide a Medical Officer at the Health Department, which allows us to attract a more talented physician and increase the level of services provided.

The Board of Commissioners, at its April 21 & 22 2023 Strategic Planning Session, identified seven (7) ("*2023 Proposed Board Priorities*"). Those seven (7) Board Priorities include (1) Increased Collaboration Between Public and Private Sectors; (2) Continued Management of Fiscal Resources; (3) Comprehensive Economic Development; (4) Improved Public Safety Perception; (5) Improved Employee Engagement; (6) State of the Art County Services; and (7) Enhanced Infrastructure.

On May 9, 2023 the Executive Committee requested I communicate these seven (7) ("*2023 Proposed Board Priorities*") to elected officials, judges, and appointed department heads and ask that they incorporate their proposed short- and long-term departmental goals into one of the applicable seven (7) ("*2023 Proposed Board Priorities*").

Some departments included the ("*2023 Proposed Board Priorities*") into their FY 2024 budget. For example, the Personnel Department included updating Job Classifications and Total Compensation studies to ensure the County Compensation Plan remains competitive with local and regional markets (#5 Improved Employee Engagement). The Personnel Department also budgeted costs associated with renegotiating expiring collective bargaining agreements (#2 Continued Responsible Management of Fiscal Resources, and #5 Improved Employee Engagement).

Commission on Aging proposes to renew its millage in 2024 (#2 Continued Responsible Management of Fiscal Resources).

Community Corrections includes maintaining multiyear partnerships with JSG Ltd. for electronic monitoring services to reduce financial burden to the County and reduce other local costs, including those associated with incarcerators (#1 Increased Collaboration Between Public and Private Sectors and #2 Continued Responsible Management of Fiscal Resources). Community Corrections proposes pretrial programs designed to maximize the number of clients that can be safely released into the community while detaining those who pose a risk to public safety (#4 Improved Public Safety Perception).

The Saginaw County Health Department FY 2024 budget includes programs and services supporting improved health outcomes to become one of Michigan's Top 25 Healthiest Counties (#1 Increased Collaboration Between Public and Private Sectors).

The Board of Health has recommended the County of Saginaw consider constructing a new health department, which could be integrated with CMU College of Medicine and the Saginaw County Medical Examiner's Office (#1 Increased Collaboration Between Public and Private Sectors; #2 Continued Responsible Management of Fiscal Resources; #3 Comprehensive Economic Development; and #6 State of the Art County Services).

The Medical Examiner's budget includes a partnership with Covenant for lease of its morgue to perform autopsies locally which benefits local law enforcement agencies, funeral homes and residents while reducing our overall operational costs (#1 Increased Collaboration between Public and Private Sectors; and #2 Continued Responsible Management of Fiscal Resources).

Mosquito Abatement Commission budget incorporated relocating its current facility to a new more efficient facility on Towerline Road (#1 Increased Collaboration Between Public and Private Sectors; #2 Continued Responsible Management of Fiscal Resources; #3 Comprehensive Economic Development; and #6 State of the Art County Services). This budget also includes further development of GIS capacities and implementation of UAS Drone to perform cost effective mosquito control. (#2 Continued Responsible Management of Fiscal Resources; and #6 State of the Art County Services.)

Parks and Recreation FY 2024 budget includes Capital Investment in its facilities to address all ADA deficiencies identified in Saginaw County Parks ADA Transition Plan (#7 Enhanced Infrastructure) Parks and Recreation budget also includes major renovations on Imerman Memorial Park; paved pathways, boat launch, new kayak/canoe launch, restroom upgrades (#7 Enhanced infrastructure).

The above is a highlight of departmental goals submitted but is not a complete list of all departmental goals. All departmental goals are listed on the Goals and Themes worksheet. **(Attachment #4)**

BUDGET PROCESS

The Fiscal Year 2024 Budget Process began when the Board of Commissioners, at its March 21, 2023 Regular Board Session, adopted the *Fiscal Year 2024 Budget Calendar*.

The annual budget process includes review and adjustments to ensure revenues and expenditures reflect either historical trends or "Department Requested" amounts. Information Technologies (IT) charges and the Cost Allocation Plan have not been finalized. The Fiscal Year 2024 Budget incorporates estimated charges for IT and Cost Allocation services each at a 10% increase.

CAPITAL BUDGET

The proposed FY 2024 Capital Budget totals \$7,900,271, which represents an increase of \$968,059 from the Board approved FY 2023 Capital Budget. Departments were requested to submit not only the proposed FY 2024 Capital Improvement requests but also to update the 5 Year Capital Improvement Plan so the County can continue to monitor the needs of our departments and continue to invest in its properties and buildings.

The 5 Year Capital Improvement Budget total cost estimate is \$18,202,302 with the largest requests from Harry W. Browne Airport for reconstruction of taxiways and Information Technology for hardware updates and replacements.

STAFFING

The FY 2024 Budget (**Resolution B**) establishes Authorized Personnel at 593.32 fulltime, part-time, and seasonal positions, which represents an increase of 5.00 positions from the FY 2023 authorized personnel compliment. See proposed Staffing Changes in (**Attachment #5**).

Fourteen (14) of the sixteen (16) Collective Bargaining Agreements are scheduled to expire September 30, 2024. Jennifer Broadfoot, Personnel Director, and Dave Gilbert, Labor Specialist, will commence negotiations with the effected unions during the 2024 Fiscal Year to secure successor collective bargaining agreements.

Attached herewith and incorporated into the FY 2024 budget are four (4) resolutions (A-D), which are to be adopted by you at your September 19, 2023 Board of Commissioner meeting.

- **Resolution A** sets forth the annual budget appropriations for all departments and restrictions for the use of those appropriations.
- **Resolution B** sets certain wages not already contained in approved collective bargaining agreements. The list of Authorized Personnel only represents Controller Recommended position additions and deletions.
- **Resolution C** identifies Capital items for your consideration and approval for Fiscal Year 2024.
- **Resolution D** sets fees for all departments. Highlighted fees reflect proposed adjustments to current fees for your consideration and approval.

(**Attachment #6**) includes a summary of outstanding County debt as of September 30, 2023. I share this information with you, so you remain aware of the commitments the County has made over the years and are required to repay with principal & interest payments incorporated into the FY 2024 budget where revenues are coming from a specific fund (i.e. Animal Control, IT).

CHALLENGES/OPPORTUNITIES

The County is facing several major challenges and/or opportunities. These challenges and/or opportunities are:

1. **Technology** - Technology continues to provide the County with challenges and opportunities. The County has recently completed its transition from the legacy Mainframe to six separate software packages. The six software packages include: Tyler Eagle (Vital Records), Tyler Munis (Financials), Tyler Human Capital Management (Personnel/Payroll), Tyler Odyssey (Court Case Management), Karpel (Prosecution) and JailTracker (Jail Management/Probation). As with any significant change, there is a learning curve. The County determined in 2017 that it was appropriate to invest \$10.7 million to transition off of the legacy Mainframe system, which operated on COBOL and was in place for thirty years. The County was losing programmers with the skill set to maintain the Mainframe. Additionally, the new software packages will shift the responsibility of annual maintenance and support to the vendor instead of IT staff.

The County can realize the benefits of these new software systems as employees become more familiar with operating them. The new system will provide the county with the opportunity to provide more customer-oriented services via online portals. Once fully operable, these new systems will be able to provide the County, more specifically, the Board of Commissioners and department heads with valuable information regarding trends and other measurables.

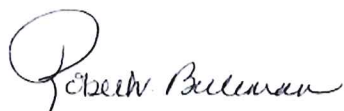
2. **Attraction and Retention** - Attracting and retaining qualified employees is both a challenge and an opportunity. The County struggles to identify and retain qualified candidates. The County has the opportunity to remain competitive by updating its Compensation Plan, which by policy should be updated every five years. Additionally,

employee attraction challenges are requiring the County to “rethink” its approach to advertising. The County has deployed a two-page profile informing prospective candidates with key information about the County’s assets (I.e., education, medical, and entertainment) a candidate may need to evaluate whether to relocate to our community. (**Attachment #7**)

3. **Legacy Costs** - The County continues to be challenged by its unfunded liabilities for MERS Defined Benefit Retirement Plan and Retiree Healthcare. The County has embraced the opportunity to aggressively address its unfunded liabilities by issuing \$52 Million in pension bonds and reducing its retiree healthcare costs while maintaining its annual contributions. The County has reduced its OPEB (retiree healthcare) by approximately \$49 million while increasing its annual contribution thus significantly reducing the unfunded liability. These legacy costs continue to place pressure on our current resources and restrict our abilities in responding to increasing demand for services (I.e., Juvenile/Family Court services to our troubled minors)
4. **Space Utilization** - The County is blessed with an abundance of office space that is limited by the overwhelming volume of onsite file storage. The Board of Commissioners is currently evaluating the concept of three separate campuses. A Courts/Law Enforcement campus, a medical campus, and an Executive Office campus. Consolidation of services would aid the public in better understanding where they need to go in seeking specific services. The campuses could also facilitate internal efficiencies through cross training and staff realignment.
5. **Partnerships** - Internal and external partnerships remain the County’s best opportunity to enhance quality and quantity of services while reducing operating expenses. The County has entered partnerships aiding it in providing enhanced services such as, CMU Medical Education Partners for Medical Director services at the Health Department. The Sheriff’s Department has partnered with area law enforcement agencies for use of its training simulator. The Medical Examiner’s office has partnered with Covenant to perform autopsies locally thus benefitting local law enforcement, funeral homes, and our residents.

Attached herewith is **your** Fiscal Year 2024 budget for all County departments. **The budget is a plan.** A plan to guide how the County proposes to effectively use limited resources taxpayers and granting agencies have entrusted to us. A plan to effectuate your Vision, Mission, Values and Priorities, adopted in 2019 and those proposed by the Board at its 2023 Strategic Planning Session. I look forward to presenting this FY 2024 County Budget to you at our June 26, 2023 Committee of the Whole meeting.

Sincerely,



Robert V. Belleman
Controller/CAO

Attachments