



# ALPENA COUNTY SHERIFF'S OFFICE

Sheriff Erik W. Smith Undersheriff Cash J. Kroll  
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May 2, 2024

To: Alpena County Personnel Committee

From: Erik Smith, Sheriff

Ref: Shelter Manager

As all of you know, last month the Full Board approved the Sheriff's Office to retain Shelter Management and approved a Full-Time Shelter Manager. After looking at the Animal Control budget and knowing the current financial situation of Alpena County, this is not feasible. Because of this, I'm recommending the following request.

Approve the current part-time Assistant Emergency Manager Albert Rapson to full time status. He would then work part-time 20hrs a week as Assistant Emergency Manager and part-time 20hrs a week as Shelter Manager. Attached is a budget break down for the \$46,500 budgeted for the manager position. This recommendation would allow for a budget adjustment into the Shelter Tech line and I feel it would be a better use of money, while accomplishing our goal.

Respectfully,

Erik Smith, Sheriff

## 20hrs Per Week Part Time Shelter Manager

17 Periods Left in 2024 X 40hrs per Pay = 680hrs

680hrs X \$21.20 = \$14,416

\$46,500 Budgeted 2024 - \$14,416 = \$32,084

\$32,084 – \$6,500 Fringe Benefits -= \$25,584

\$25,584 Budget Adjustment Addition into 101-430-702.000 Shelter Techs  
(Currently - \$1,105)

\$6,500 Budget Adjustment Addition into

101-430-709.000 Social Security

101-430-711.000 Medicare

101-430-724.009 Workers Compensation

101-430-724.014 Sick and Accident

101-430-714.000 Longevity

101-430-724.018 HSA

101-430-716.000 MERS Defined Contribution

\$25,584 - \$1,105 = \$24,479 Left for Shelter Techs

\$24,479 Divided by \$16.00 per Hour Shelter Techs = 1,529hrs left in 2024

1,529hrs Divided by 34 Weeks Left in 2024 = 45hrs per Week

3 Part Time Employees at 15hrs per Week or 2 Part Time Employees **but not to Exceed the 45hrs per week.**

AI

Kimberly Elkie <elkiek@alpenacounty.org>

Thu 5/2/2024 12:26 PM

To:Erik Smith <smithe@alpenacounty.org>

This is the full-year costs. It would have to be pared down. I will work on it but wanted to give you something to look at.

We are looking at effective date of May 19?  
20 hours/week Animal Control (is that correct)  
10 hours/week 911  
10 hours/week EM

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2024 Proposed, effective January 1, 2024:

Salary: \$44,096.00

MERS: \$1,823.84 (this is for the plan I have, I don't know what your nonunion employees have?)

Health Insurance: \$4,557.00\*

HSA: \$1,000.00\*

HSA Flat: \$1,000.00\*

Medicare: \$661.14

457 Match: \$1,367.88

Short-term & Life: \$52.56

Social Security: \$2,286.95

Workers Comp: \$250.00

Total \$59,135.37

\*health benefits enrollment not completed, using single enrollment for calculation

*Kim*

*Kim Elkie*

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