

COUNTY OF KALAMAZOO
2009 BUDGET

Adopted November 4, 2008

2009 BUDGET

for

KALAMAZOO COUNTY

KALAMAZOO, MICHIGAN

2008

BOARD OF COMMISSIONERS

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COUNTY ADMINISTRATOR: PETER BATTANI

COUNTY FINANCE DIRECTOR: WILLIAM L. DUNDON

Prepared by:
The Kalamazoo County Finance Department

KALAMAZOO COUNTY BUDGET: 2009

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November 4, 2008

TO: The Board of County Commissioners and the Citizens of Kalamazoo County

Transmitted herein are the 2009 operating budgets for Kalamazoo County activities. The combined Budget totals \$86,065,800 and is balanced, in that the revenues and fund balances for the seven operating funds are anticipated to meet or exceed expenditures. The Budget is presented to you in conformance with Public Act 2 of 1968 and in accordance with Public Act 621 of 1978, known as the Uniform Budget and Accounting Act.

Included in the 2009 Budget is a brief narrative section which is intended to assist the reader through the material. This section includes Budget Guidelines which describe the budget process, the County's Strategic Plan, and Summary Information to provide a broad overview of the document.

The Budget Policies reflect the decisions and general direction the Board of Commissioners has chosen to follow for 2009. They address specific areas, such as taxation, the philosophy of revenue predictions, upcoming financial requirements, and pending matters.

The Budget is the end result of an extensive process that aims financial resources toward targeted services. This document results from a massive effort and is a road map for Kalamazoo County government. The material is a financial guide that allocates resources to fund prioritized services - some mandated and the remainder discretionary.

The 2009 Budget is basically a status-quo budget showing a 1.7% increase from the adjusted 2008 Budget for the seven funds which are part of the annual budget process.

Countywide cooperation is crucial for the successful preparation and implementation of an annual budget. The budget review process involved a significant amount of Commissioners' and staff time. We caution the individuals not to look at just dollars, but to look at the policies which are part of the Budget in a system wide approach.

Many municipalities focus on short-term issues and concerns. Kalamazoo County, through its Strategic Plan, financing tools, and Budget Policies is creating long-term strategies to address space needs, provide for equipment replacement, resolve insurance issues, meet human resource needs, improve public service and the quality of life for our citizens, and fund statutory mandates.

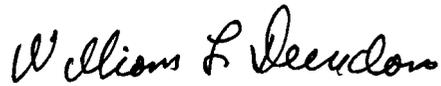
In all, the County of Kalamazoo 2009 budget emphasizes responsibility, restraint, and reinforcement of long-range County goals. As we look ahead to new challenges and opportunities, Kalamazoo County's fiscal restraint and long-term planning must continue in order to maintain the County's financial strength. With this, Kalamazoo County will continue the tradition of maintaining a stable financial position.

The development of the 2009 budget could not be accomplished without the cooperation of the County's departments, courts, and elected officials. Special thanks are extended to Lisa Bradshaw, Lori VanderPloeg, and Julie Freeman in the Finance Office for their assistance in preparing the contents of the Budget notebooks and this document.

Sincerely,

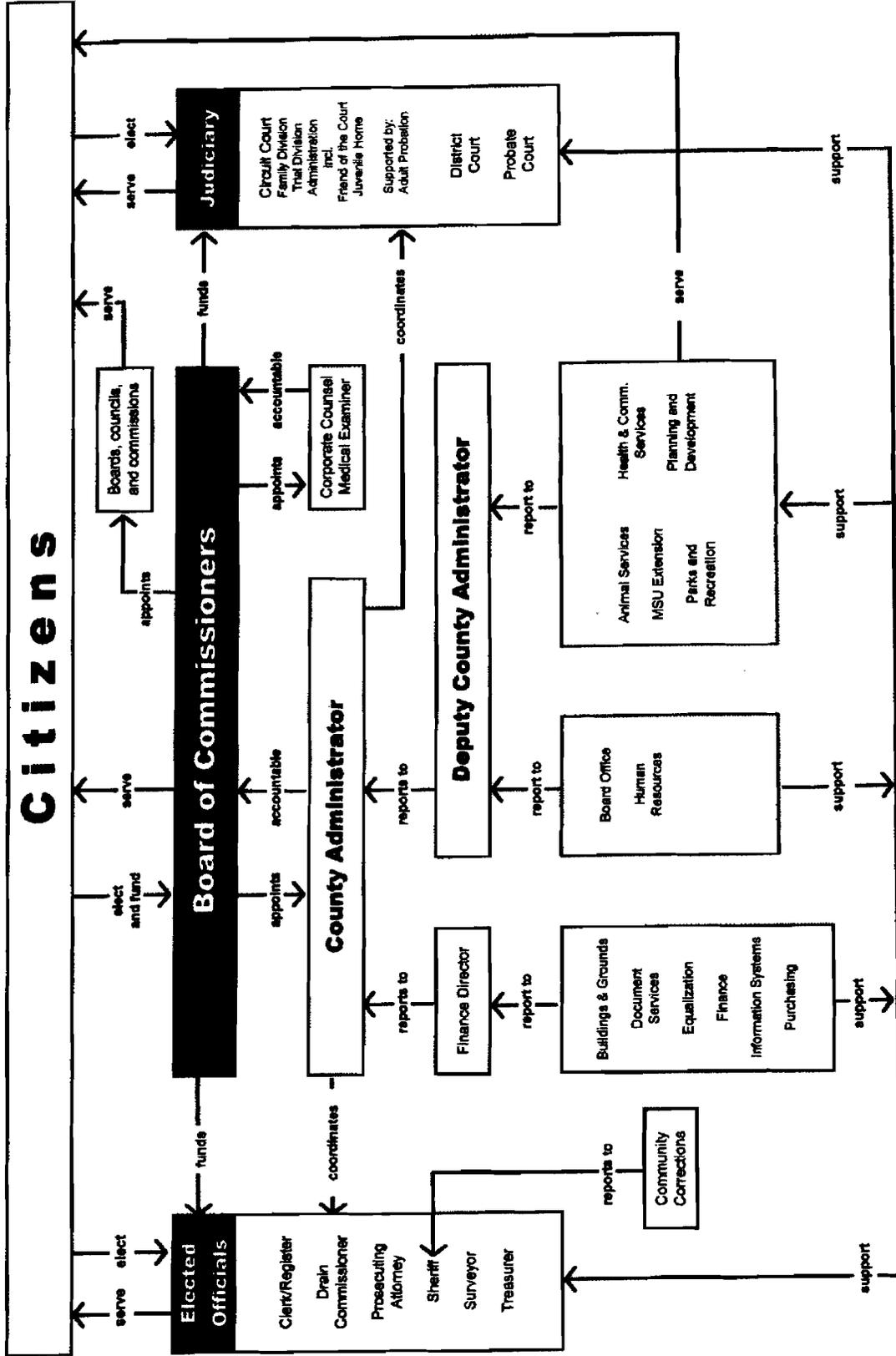
A handwritten signature in black ink, appearing to read "Peter Battani", with a large, sweeping flourish extending to the right.

Peter Battani
County Administrator

A handwritten signature in black ink, appearing to read "William L. Dundon", written in a cursive style.

William L. Dundon, C.P.A., C.G.F.M.
Finance Director

Kalamazoo County Government Organization Chart



BUDGET GUIDELINES

Legal Requirements

Section 9 of Act 62, Public Acts 1933, entitled Property Tax Limitation Act, as amended, requires that the County:

Prepare each year a budget containing an itemized statement of its proposed expenditures and estimated revenues, covering all of its departments and activities.

A Public Hearing is held prior to final adoption of the Budget. A notice of such hearing is published in a newspaper of general circulation within the County at least six days prior to the Public Hearing. (Sections 2 and 3, Public Act 1963, 2nd Ed. Sess. No. 43.)

Budget Process

The County Administrator, through the Finance Director, is charged with the responsibility to prepare a balanced Annual Budget including capital programs. Such budgets are to be submitted to the Board of Commissioners in sufficient time for approval at its Annual Meeting.

Budget request forms are distributed to all departments and agencies with the necessary financial information needed for the preparation of their budget requests.

The recommended Budget is prepared in the form to be ultimately presented to the Board of Commissioners for approval. A separate budget is prepared for each department primarily focusing on the seven (7) operating funds and appropriate capital projects funds.

Upon adoption of the annual budget, it then becomes the financial plan to control and measure the County's activities.

Department heads and elected officials are responsible for operating within their budgets. Department heads and elected officials do not have the authority to submit requisitions for expenditures which would exceed their budget.

In determining whether a request will exceed the budget, the cost of the required item must not exceed the unappropriated balance of the category of expenses entitled All Other Expenses. It does not matter that such expenditure may exceed the estimated total requirement for that type of item, so long as the expenditure remains within the total budget, excluding salaries and employee benefits. Financial statements will be prepared showing expenditures by type of item, and department heads are required to have explanations for any request exceeding the total requirement by type of item.

BUDGET GUIDELINES (continued)

When expenditures are required which would exceed the budget, the department head must request a transfer from the Contingency Account. The request for transfer must indicate: 1) the need for the expenditures; and 2) the reason the department's expenditures have exceeded the budget.

All requests for Contingency transfers must be submitted to and are subject to the recommendations of the County Administrator and Finance Director. If recommended, the request will then be reviewed at the Committee of the Whole. Subject to that review, the Board of Commissioners would approve the request.

The budgets for salary accounts are determined based on the number of employees and the job classifications. Increases in salary for an employee are based on merit and are provided for in the adopted Budget. When an employee leaves the County, a replacement is made at a lower salary, thereby creating a surplus in the salary budget. Such surplus is eventually transferred from that budget to the Salary Pool Account.

A list of invoices ready for payment will be submitted to the Committee of the Whole for review and forwarded to the Board of Commissioners for approval. The checks are then released to the creditors. It is recognized that certain emergency disbursements or court-ordered disbursements may, from time to time, arise which require approval subsequent to the disbursement.

Requests for money which has been appropriated for funds other than the General Fund and for discretionary agencies not within the immediate jurisdiction of the Board of Commissioners are to be made to the Finance Director or the County Administrator.

Strategic Plan

Since 1999, Kalamazoo County leadership has conducted annual strategic planning retreats that resulted in the County's current strategic plan. The strategic plan includes the County's mission, principles, and goals for seven specific issue areas.

Kalamazoo County Government Mission

The mission of Kalamazoo County Government is to provide responsive, innovative and cost effective services.

Kalamazoo County Government Principles

To achieve our mission, Kalamazoo County government adheres to the following principles:

- treat citizens with dignity, respect, honesty and fairness
- foster an accessible and responsive process for citizen involvement
- improve citizen understanding of the role and structure of county government
- promote effective and responsive Board decision-making
- encourage a spirit of teamwork
- exercise the highest standards of financial stewardship and accountability, assuring financial integrity
- respect the independence and interrelationships among all governmental units
- seek opportunities to collaborate with other public and private institutions in Southwest Michigan
- adopt a pro-active, innovative, non-traditional approach to program development and implementation
- strengthen the diversity and improve the stability of the community economic base

Strategic Issue Areas

The strategic plan centers on six issue areas. For each issue area, the leadership developed the following specific goals:

Community Safety/Justice

1. Provide state-of-the-art justice facilities that incorporate adequate space and programs for restorative activities and that are located in close proximity to one another in order to enhance economic and operational efficiencies.
2. Promote community-wide collaborations, research, education and continuous discussions to assure ongoing private and inter-governmental participation, cooperation, partnering and input.
3. Provide adequate resources to criminal justice agencies (e.g., Sheriff, Prosecutor, Courts and Corrections) to insure public safety, detection of crime, apprehension of offenders, diversion as appropriate to restorative programming, speedy adjudication of cases, the imposition of appropriate sanctions for convicted criminals and just restoration for the victims of crime.

STRATEGIC PLAN (continued)

4. Actively support a system and community effort designed to minimize future crime and reduce recidivism by providing public safety information, education, early intervention, appropriate punishment, meaningful deterrence, rehabilitation, comprehensive substance abuse and mental health care, and transitional reintegration programs.
5. Support the adoption of local, state, and federal public policies, that promote community-wide and cost effective provision of timely, safe, just, equitable and restorative community safety and justice programs and services.

Economic Development

1. Increase direct economic development support to local jurisdictions and to local economic development entities through grants or loans.
2. Complement/supplement and support both public and private sector organizations through other means, including staff assistance, Economic Development Corporation, Brownfield Redevelopment Authority, Board of Public Works and other County entities.
3. Participate in and encourage regional economic development efforts.
4. Maintain a first-class airport.
5. The Department of Planning & Community Development provides annual summary reports to the Board of Commissioners on economic development support activities and results.

Human Resources and Staff Development

1. Take efforts to become and remain an employer of choice.
2. Encourage and support ongoing professional development.

Human Services, Health, and Community Development

1. Work to support safe, efficient public transportation for all citizens of Kalamazoo County.
2. Work to support early childhood education for at-risk children.
3. Assure that Environmental Health programs are capable of responding to current and emerging issues.
4. Support the enhancement of public health services.

Intergovernmental Cooperation and Community Collaboration

1. The County Board creates a standing Intergovernmental Cooperation (IC) Work Group.
2. The County Board appoints a liaison to the Council of Governments (COG) and pays annual dues.

STRATEGIC PLAN (continued)

3. County commissioners facilitate regular informal discussions among elected urban core leaders.
4. County administration facilitates regular informal discussions among administrative and non-elected leaders.
5. The County Board convenes meetings on county-wide issues not yet addressed and encourages, by our participation when invited, intergovernmental meetings not of our initiative.
6. Exiting commissioners will brief re-elected commissioners and incoming commissioners on the County's ICCC efforts.

Service Improvements and Technology Initiatives

1. County Board and administration use key performance measures to effectively create and implement policy governing the affairs of Kalamazoo County Government.
2. Citizens interact with Kalamazoo County Government in their preferred mode of interaction to obtain information and order or pay for services.
3. County administration and departments use external vendors when services can be more efficiently and/or effectively performed through contracts rather than in-house.
4. The County continues essential services when County buildings are compromised.

Strategic Plan Review

This plan will be reviewed regularly to ensure its goals and objectives meet the demands of the ever-changing environment in which Kalamazoo County Government operates.

SUMMARY INFORMATION

The annual budget process deals primarily with the following seven operating funds:

- General Fund
- Law Enforcement Fund
- Information Systems Fund
- Parks Fund
- Friend of the Court Fund
- Health Fund
- Child Care Fund

These seven funds require financial support from the General Fund and/or are supported by property tax revenue in order to operate.

REVENUES

The Year 2009 recommendations for revenue total \$86,065,800. This is a 1.7% increase from the 2008 adjusted Budget (or approximately \$1,418,500). Revenue is identified in the following major categories:

1. Property Taxes - representing 58.5% of the total.
2. Charges for Services/Fees - representing 19.1% of the total.
3. Intergovernmental - state/federal monies - representing 13.2% of the total.
4. Interest - representing 1.5% of the total.
5. Transfers In (Operating) – from Revenue Sharing Reserve Fund and Delinquent Tax Revolving Fund - representing 7.1% of the total.
6. Carryover (General/Law Enforcement/Airport) - nonrecurring revenue sources – representing 0.4% of the total.
7. Interfunds - transfers to other funds from the Law Enforcement Fund – 0.2%.

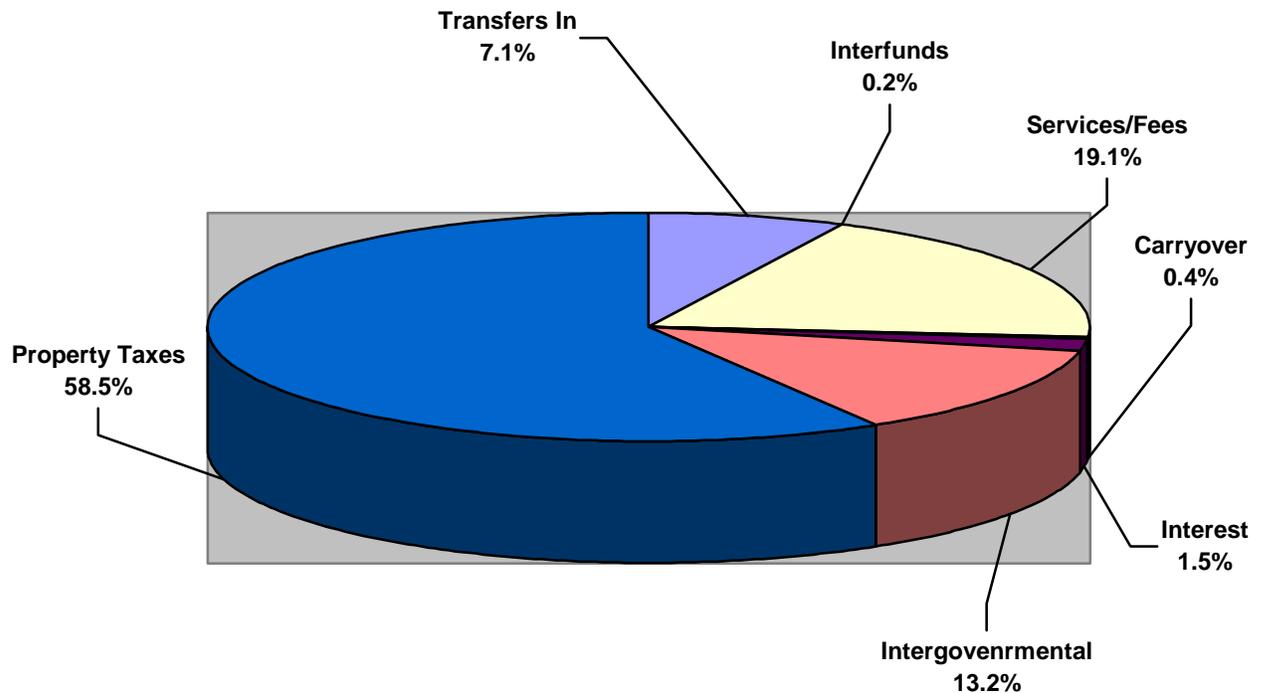
SUMMARY INFORMATION (continued)

The major revenue category showing the largest dollar increase is Property Taxes, which reflects new growth in tax base and is up \$2,729,400 or 5.7%.

The major revenue category showing the largest dollar reduction is Interest Income revenue which reflects a decrease of \$1,085,000 or 45.1% from the 2008 adjusted budget.

REVENUES (BY CATEGORY)

SEVEN OPERATING FUNDS = \$86,065,800



SUMMARY INFORMATION (continued)

EXPENDITURE BY FUNCTIONAL CATEGORY

The Year 2009 recommendations for expenditures are \$86,065,800. This is a 1.7% increase from the 2008 adjusted Budget, or approximately \$2,122,000. The expenditures are divided into the following major categories:

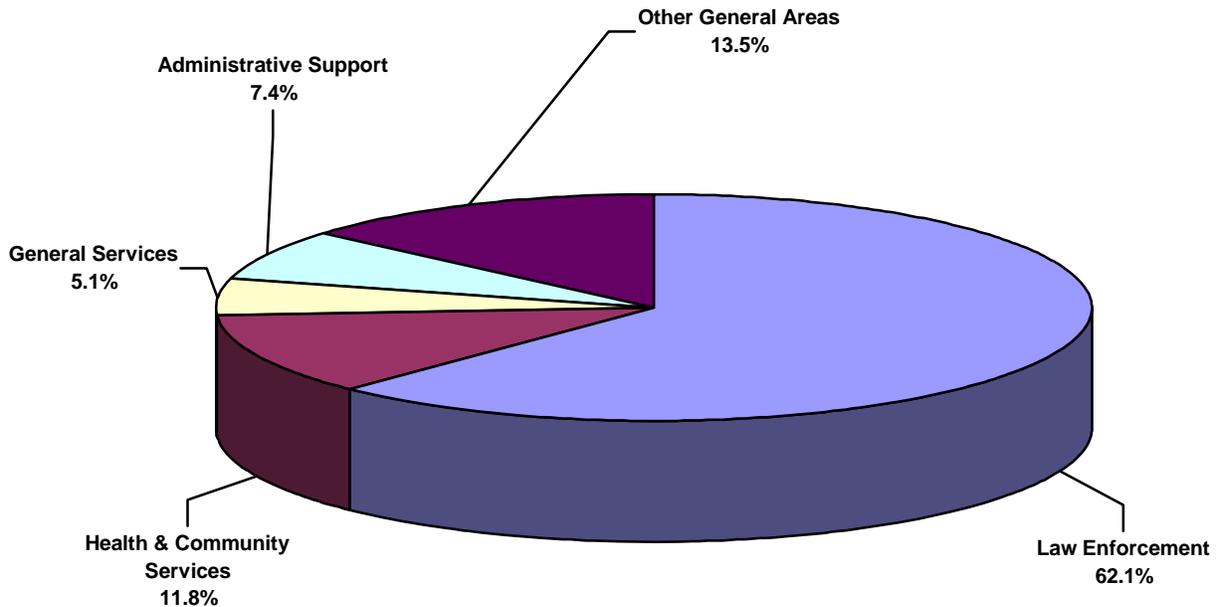
1. Law Enforcement - representing 62.1% of the total.
2. Health & Community Services - representing 11.8% of the total.
3. General Services - representing 5.1% of the total.
4. Administrative Support - representing 7.4% of the total.
5. Other General Areas - representing 13.5% of the total.

The major expense category showing the greatest dollar increase is Law Enforcement at \$805,500 or 1.5% over 2008.

The major expense category showing the greatest dollar decrease is General Services at \$110,300 or 2.4% under 2008.

EXPENDITURES (BY CATEGORY)

SEVEN OPERATING FUNDS = \$86,065,800



CAPITAL EXPENDITURES AND GENERAL COUNTY PUBLIC IMPROVEMENT FUND

Capital expenditures are budgeted at \$4,700,000 in 2009 versus \$3,601,000 in the adjusted 2008 budget. The 2009 budget includes \$250,000 in the General Fund for Major Repairs/Maintenance, \$500,000 in the General Fund and \$150,000 in the Law Enforcement fund for new equipment, and \$3,800,000 in the General Fund for transfer to the Justice Facilities Improvement Fund.

STRATEGY ON LONG-TERM FINANCIAL IMPROVEMENT

Prudent budget decisions made by previous Board of Commissioners have allowed the County to build reserves, including a Budget Stabilization Fund and Justice Facilities Improvement Fund, while maintaining services.

Conservative budgeting decisions and ongoing monitoring of revenues and expenditures must continue or the County will find it necessary to reduce services in order to balance the budget.

RESOLUTION TO LEVY

WHEREAS, the County Administrator of Kalamazoo County has submitted to the Board of Commissioners of Kalamazoo County estimates of the anticipated expenditures for the various departments and functions of Kalamazoo County for the year 2009 together with the estimated revenues from said departments and from taxation for the year 2009; and

WHEREAS, it is the duty of the Kalamazoo County Board of Commissioners to discuss, consider and authorize an annual appropriation to cover such expenditures as are determined by the Board of Commissioners to be necessary; and

WHEREAS, it is estimated that a 4.6871 mills tax to cover such estimated expenditures would be necessary plus a 1.4491 mills operating levy for special law enforcement as approved by the voters on August 3, 2004 plus a .1950 mill debt service levy for the Juvenile Home construction bond issue as approved by the voters on August 8, 2006.

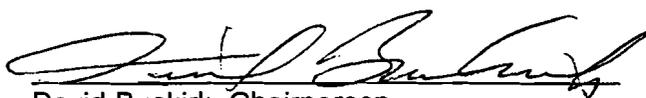
NOW, THEREFORE, BE IT RESOLVED that a 4.6871 mills operating tax be spread on the taxable value of the property of the County of Kalamazoo on July 1, 2009 to cover the estimated expenditures for the various departments and functions of Kalamazoo County for the year 2009.

BE IT FURTHER RESOLVED that 1.4491 mills for special law enforcement operations and .1950 mill for debt service be spread on the taxable value of the property of the County of Kalamazoo on December 1, 2008 to cover the estimated expenditures for the various departments and functions and to cover the estimated Juvenile Home bond Issue debt service of Kalamazoo County for the year 2009.

BE IT FURTHER RESOLVED that the County Administrator, as the duly appointed Budget Director, is hereby empowered to administer such duties as may be from time to time delegated to that office by the Kalamazoo County Board of Commissioners.

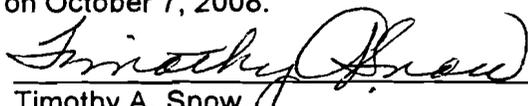
BE IT FURTHER RESOLVED that the Budget Guidelines as adopted by the Kalamazoo County Board of Commissioners at the October 7, 2008 meeting and such amendments as from time to time may be adopted, shall be incorporated by reference into this Resolution and the County Administrator is hereby authorized to implement those guidelines for fiscal control of the County revenues and expenditures.

DATED: October 7, 2008


David Buskirk, Chairperson
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Timothy A. Snow, County Clerk/Register for the County of Kalamazoo, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on October 7, 2008.


Timothy A. Snow,
Kalamazoo County Clerk/Register

**CERTIFICATE OF STATE EQUALIZED VALUATIONS,
NEW CONSTRUCTION AND IMPROVEMENTS,
AND THE MILLAGE REDUCTION FRACTION**

The filing of this certificate is mandatory as prescribed by Section 211.34d, M.C.L. The penalty for failing to complete and file this certificate is prescribed by Section 211.119, M.C.L.

STATE OF MICHIGAN)
 :SS
County of Kalamazoo)

I, Mary Balkema, the Treasurer of Kalamazoo County, do hereby certify that the attached list provides the prior year's state equalized valuation, the amount of new construction and improvements for the current year, and the resulting millage reduction fraction for the current year for each unit of local government which levies a property tax in the County in accordance with Section 211.34d of the Michigan Compiled Laws.



Mary Balkema, County Treasurer

Dated this 4th day of November, 2008

KALAMAZOO COUNTY

2009

BUDGET POLICIES

General Policies

HISTORICAL REVIEW OF FINANCIAL TRENDS

During the past thirty years, Kalamazoo County has experienced several major cycles in its financial operations. The 1970s began with an array of new funding such as State Income Tax revenue in 1968 and Federal Revenue Sharing in 1972. Numerous grants for restricted purposes were also received by Kalamazoo County. As a percentage of operating expenditures, Fund Balance was at its highest level.

The period of sound finances began to diminish in the late 1970s and hit a low point in 1980 when the unreserved/undesignated fund balance in the General Fund was zero. This led to the Board of Commissioners seeking voter approval of the Law Enforcement millage.

During the 1980s, the fund balance of the General Fund was gradually restored due to prudent spending decisions and budgeting by the Board of Commissioners. New spending on Law Enforcement from the voted millage also relieved the pressure on the General Fund for increased spending to meet the greater demand for services.

In the late 1980s and early 1990s, County Government again experienced a weakened General Fund position due to major expenditures for such items as the KL Avenue and Cork Street landfills as well as declining revenues caused by the 1986 Federal Tax Reform Act, an eroding State budget and the loss of Federal Revenue Sharing.

During the next five years, fiscal policy and budget decisions were made by the Board of Commissioners which brought the County's fiscal position closer to prudent levels appropriate for an organization of its size and scope. At year-end 1996, Fund Balance was at an all time high and near the early 1970s level as a percent of operating expenditures.

The 1998 budget, as prepared and adopted in 1997, was based upon a three-tenths of a mill (.3) property tax reduction, which was projected to be for one year only.

A March 17, 1998 Fiscal Report summarized the 1997 fiscal year end position of the County. While an operating surplus occurred in 1997, it was significantly less than 1996 (\$350,000 compared to \$2.8 million). Adjusted for inflation, this was the lowest surplus in 30 years, and led to a decrease in the ratio of Fund Balance to expenditures. This ratio had been trending upward since 1992.

HISTORICAL REVIEW OF FINANCIAL TRENDS (continued)

The 1998 Budget contained the following message:

“Moody's Investor Services has examined the financial operations of Michigan school districts and municipalities as they have adjusted over the past three years to Proposal A's changes. Moody's discusses the principle issue, which is the limit on the growth in taxable valuation by parcel to the lesser of 5% or the rate of inflation. For municipalities which are for the most part property tax dependent and already face strict tax rate limits, Moody's feels that "Proposal A represents a potential long-term credit negative.”

The report goes on to explain that construction growth is the key:

"The ceiling on taxable valuation growth (the 5% or CPI cap, whichever is less) heightens municipal reliance on new construction as a source of additional property tax revenue. Michigan's strong economy has benefited many jurisdictions in recent years by spawning industrial and commercial investment and residential construction. This growth has mitigated the impact of Proposal A's assessment restrictions by providing substantial property tax revenue from new valuation. Municipalities currently undergoing growth (like Kalamazoo County) will feel the effects of Proposal A's assessment restriction when the economy slows and new construction growth subsides."

Real growth in the 1997 taxable base of 4.6% brought the total tax base increase to 6.8%. New construction has added significantly to the County's tax base. In 1997, the question was how long that would last. The 1998 tax base grew by 5.0% with 3.0% being real growth. For 1999, the tax base has grown 5.2% with 3.4% of that increase resulting from new growth. The 2001 and 2002 tax base both grew 6.3% with 3.5% being real growth. The 2003 tax base grew 4.1% with 3.9% being real growth. The 2004 tax base grew 5.3% with 2.7% being real growth. The 2005 tax base grew 5.3% with 2.8% being real growth. The 2006 tax base grew 5.8% with 2.5% being real growth. The 2007 tax base grew 5.35% with 1.65% being real growth. The 2008 tax base grew 3.96% with 2.94% being real growth.

No one knows what the future will bring. However, the March 1998 Fiscal Report cautioned that while the County's fiscal position remains prudent, there are likely areas of concern in the future.

Based upon the preliminary 2009 budget, it appears likely that revenues will equal expenditures in the General Fund. Adequate reserves and a trend of revenues exceeding expenditures will be necessary in order to maintain the County's current excellent bond rating. The costs of future bond issues depend on sound budget decisions being made now.

HISTORICAL REVIEW OF FINANCIAL TRENDS (continued)

After the 1996 Fiscal Report was presented to the Board of Commissioners, staff charted the fiscal position of the County over the prior twenty-nine years on the basis of:

1. The actual operating surpluses and deficits of each year.
2. The percentage of General Operating Fund Balance to total expenditures. This number shows how far into a subsequent year the specific fund balances could carry the General Operations.

Between 1968 and 1997, operating deficits occurred in twelve of the years. For surplus years, 1996 was the highest and 1997 was the lowest.

In 1995, the County's external auditors were asked to compare the County's Fund Balance to that of their other public clients. Knowing that the County is their largest public client, their measure of comparison was to express fund balances, for those funds having tax collections, in terms of how many days a unit could operate using just fund balances. Based on 1994 operations, the results were:

Out of 43 governmental units, the average fund balance in terms of number of days of possible operation was 339 days or just two weeks short of a full year. Based on 1994 data, when those fund balances for the County were \$4.5 million, Kalamazoo County was 42 days, or second lowest! The high was 1,118 days.

A second survey dated March 10, 1998, compared Kalamazoo County to 26 other similar size Michigan counties and cities, and four Kalamazoo County charter townships. Utilizing just the General Operating Fund, the comparison showed the County 17th out of 27 units and well below the average of the group based on 1996 operations. If all operating funds are used as they were in 1994, the County decreased from 64 to 53 days.

The message of these two studies was clearly that the County's fiscal position, while prudent, was inferior to the great majority of others in the comparison.

In summary, while the fiscal condition of the County is solid, that condition exists because of wise, prudent budgetary decisions by the Board of Commissioners and by virtue of excellent real growth in the tax base.

GENERAL FUND

LAW ENFORCEMENT/OTHER RATIO

Each year, Kalamazoo County budgets have recognized that the 1980 Law Enforcement Millage Resolution and each subsequent renewal, has included a maintenance-of-effort provision. This provision states that the percent of the General Operating budget allocated to the Law Enforcement area would be within five percent of the 1980 percentage. The proportion in 1980 was 63.6%, and in April 1986 it was 62.6%. The renewal in August 1992 set this proportion at 60.7%, the 1998 millage resolution set this percent at 61.2%, and the 2004 millage resolution sets the percent at 64.3%.

This budget policy recognizes that the Law Enforcement areas make up 67.5% of the General Operating Budget, which is within the five percent limitation imposed by the Board of Commissioners in the millage resolution.

The 2009 Budget continues the process of maintaining an appropriate level of law enforcement funding in the General Fund. The calculation is derived as follows:

GENERAL FUND PERCENTAGE ALLOCATED TO LAW ENFORCEMENT

General Operating Budget		\$73,820,700
Law Enforcement Departments:		
Circuit Court: Administration	\$ 4,944,700	
Circuit Court: Trial Division	446,400	
Friend of the Court	3,076,800	
Circuit Court: Family Division	832,400	
Child Care Fund	7,251,100	
Law Library	42,200	
Adult Probation	<u>72,100</u>	\$16,665,700
District Court		\$ 5,072,300
Probate Court		\$ 900,000

GENERAL FUND - LAW ENFORCEMENT/OTHER RATIO (continued)

Prosecuting Attorney		\$ 2,422,400
Sheriff		\$ 15,266,700
Animal Services & Enforcement		\$ 550,600
Capital and Debt	\$ 4,611,100	
Courthouse Security	516,900	
Restricted Reserve	2,269,100	
Utilities and Insurance	1,303,500	
Percent of Contingencies	<u>255,300</u>	<u>\$ 8,955,900</u>
<u>Total Law Enforcement - General</u>		<u>\$49,833,600</u>
<u>Percent of Law Enforcement to General Operating</u>		<u>67.5%</u>

MILLAGE LEVIES - TRUTH IN TAXATION

The 2007 property tax levies for Kalamazoo County were 4.6871 mills for the General Operating millage and 1.4491 mills for the Law Enforcement millage.

Due to inflationary growth in 2008 taxable valuation, a Base Tax Rollback (BTRF) is required in the General Operating and Law Enforcement levies totaling .0258 mills (.0197 and .0061).

Also, referring to the policies on alcohol and cigarette taxes, a rollback in property taxes of \$1,541,300 or .1788 mills (.1366 and .0422) and \$71,897 or .0087 mills (.0066 and .0021) respectively is necessary.

The following table summarizes the rollback factors and the levy impact:

LEVYROLLBACK FACTORS/ MILLAGE ROLLBACK						
	BTRF	Alcohol	Cigarette	BTRF	Alcohol	Cigarette
G.O.M	0.9958	0.9709	0.9986	4.6674	4.5506	4.6805
L.E.M.	0.9958	0.9709	0.9986	1.4430	1.4068	1.4471
Total	0.9958	0.9709	0.9986	6.1104	5.9574	6.1276

Individual and total levy rollback is summarized as follows:

	<u>General</u>	<u>Law Enforcement</u>	<u>Total</u>
<u>2007 Actual Levy</u>	4.6871	1.4491	6.1362
<u>2008 Rollbacks</u>			
Truth in Taxation	.0197	.0061	.0258
Alcohol Tax	.1366	.0422	.1788
Cigarette Tax	<u>.0066</u>	<u>.0021</u>	<u>.0087</u>
<u>Total Rollbacks</u>	<u>.1629</u>	<u>.0504</u>	<u>.2133</u>

MILLAGE LEVIES - TRUTH IN TAXATION (continued)

	<u>General</u>	<u>Law Enforcement</u>	<u>Total</u>
2008 Legal Tax Rate	4.5242	1.3987	5.9229
2008 Recaptures			
BTRF	.0197	.0061	.0258
Alcohol Tax	.1366	.0422	.1788
Cigarette Tax	<u>.0066</u>	<u>.0021</u>	<u>.0087</u>
Total Recaptures	<u>.1629</u>	<u>.0504</u>	<u>.2133</u>
2008 Recaptured Levy	<u>4.6871</u>	<u>1.4491</u>	<u>6.1362</u>

The 2009 Budget recognizes the recapture of the Base Tax rollback (.0258 mill), Alcohol Tax (.1788 mill) and Cigarette Tax (.0087 mill) for a total levy of 6.1362 mills (4.6871 and 1.4491 mills) respectively.

In terms of tax revenue growth, excluding effects of refunds, 2009 tax revenues are \$2,729,400 greater than 2008. This amount represents an approximate 5.7% increase in property tax revenues above the prior year. Because the Headlee Rollbacks of 1993 and 2003 were not recaptured, there exists about \$1,740,000 in unlevied property taxes.

DELINQUENT TAX REVOLVING FUNDS

Delinquent Tax Revolving Fund operates based on the statutory responsibility of the County Treasurer to collect delinquent real property taxes in the County for all units of government. Cash flow to the units is adversely impacted because taxpayers have a period of time to pay their taxes after delinquency begins. Legislation allows the County Treasurer to borrow short term against those taxes and reimburse the units, including the County, for their share of the delinquencies. As the delinquent taxes are collected, the cash is used to pay off the notes and the interest on the notes. When the notes are paid off, the accumulated interest income, collection fees, and penalties (the net gain on the revolving funds) are transferred to the General Fund. This process was used by Kalamazoo County through 1994.

Passage of Proposal A limited the growth of property assessments and reduced the amount of taxes collected for schools on residential property. This proposal also caused the amount of delinquent property taxes to drop significantly in 1995. Beginning that year, the County Treasurer did not borrow funds externally, but utilized a short-term advance from the General Fund to purchase each year's delinquent taxes from all units. The ultimate goal of that change was to build an adequate reserve in the Delinquent Tax Revolving Fund so that borrowing of any kind was unnecessary. That goal was reached in 2000.

The years 1990 and 1991 showed sharp reductions in the net gain. This was caused by the impact of the Tax Reform Act on U.S. Treasury regulations and the fact that interest income from the 1986 notes was taxable. Also, since only limited excess funds could be accumulated within the Tax Revolving Funds, investment income dropped significantly.

As operation of an internally financed or self-funded Delinquent Tax Revolving Fund has continued since 1995, the transfer to the General Fund has increased \$25,000 each year. This annual increase was made possible by eliminating note issuance costs and streamlined cash flows.

Approval of Tax Reversion Legislation in 1999 has affected delinquent tax collections; however, funds available for transfer to the General Fund remain at \$1,000,000 in 2009. This level may not be sustainable in the future and will require close monitoring.

ALCOHOL TAX

Preliminary State of Michigan estimates of the 2008-2009 distribution for Kalamazoo County are \$1,541,300. Because 2008 distributions can't be estimated, the Truth in Taxation amount for 2008 is \$1,541,300. This amount equates to .1788 mills of the County General Operating and Law Enforcement Levy for rollback purposes. Projected payments will rollback property tax rates, and recapture of any of the rollback through Truth in Taxation hearings must divert 50% of the rollback to Substance Abuse prevention and treatment services.

The 2009 budget proposes that revenues from Alcohol Tax not be used to reduce property taxes but be recaptured through the Truth in Taxation hearing; and that the Substance Abuse Coordinating Agency be directed to prepare a plan for the use of 50% of the funds received. It is acknowledged that the other 50% is used to reduce the levels of the overall deficit. Effective October 1, 2002, the Substance Abuse Coordinating Agency was transferred from the Health & Community Services Department (formerly Human Services Department) to Kalamazoo Community Mental Health Services.

This policy acknowledges that the 2009 Budget contain an estimated \$1,541,300 for Alcohol Tax revenue and any adjustment to the budget will wait until third quarter of 2009.

CIGARETTE TAX

Preliminary estimates of the 2008-2009 distributions for Kalamazoo County are approximately \$76,500. Because 2008 distributions were \$18,125 less than estimated, the actual Truth in Taxation amount for 2008 is \$71,987. This amount equates to .0087 mills of the County General Operating and Law Enforcement Levy for rollback purposes. Projected payments will rollback property tax rates. Recapture of any rollback through Truth in Taxation hearings must divert 12/17 of the rollback to Preventive Health programs and 5/17 of the rollback to Public Safety.

The 2009 Budget proposes that revenues from the Cigarette Tax not be used to reduce property taxes but be recaptured through the Truth in Taxation hearing and be allocated in accordance with statute in the following manner:

Preventive Health	12/17	70.59%	\$ 54,000
Public Safety	<u>05/17</u>	<u>29.41%</u>	<u>22,500</u>
Total	<u>17/17</u>	<u>100.00%</u>	<u>\$ 76,500</u>

A 1989 Budget process involving departments and Board of Commissioners' standing committees, established program priorities for use of these funds. Several points are in order:

1. Due to declining Cigarette Tax revenues since 1995, the County has chosen to continue the programs by supplementing the Cigarette Tax revenues with General Fund revenue. Should Cigarette Tax revenue continue to decline and future program costs continue to grow, a review of the programs will have to be made.
2. Because the Preventive Health side must be invested in new or expanded programs, the State established a mechanism to assure the continuation of the base level of local funding of health programs. That local funding base level is the County's 1992-1993 allocation of \$1,082,011. As stated in the 1989 Policy, the danger of this provision is that when the County experiences budget shortfalls, major reductions must occur throughout the budget. This provision is oriented to holding harmless major portions of the budget unless, of course, the County is willing to scale those new programs back and use that portion of the Cigarette Tax funds for tax reduction.
3. To allocate these funds, it is necessary to proceed through the Truth in Taxation process (please refer to that Policy).

CIGARETTE TAX (continued)

In 2010, if program costs continue to outpace Cigarette Tax revenue, additional adjustments may have to be made.

This policy incorporates a staff memo dated September 1, 1989, to the Finance Committee regarding waiting until the first quarter of the budget year, i.e., 2009 to determine whether a program adjustment is necessary to deal with actual collection variances from the budgeted amount of \$76,500.

PREVENTIVE HEALTH SUMMARY¹

Revenue

Other Revenue-General Fund	\$240,200
Cigarette Tax - Current Year	<u>54,000</u>
Total Revenue	<u>\$294,200</u>

Expenditures

Household Hazardous Waste	\$169,400
A.I.D.S. Project	74,400
Groundwater Protection	<u>50,400</u>
Total Expenditures	<u>\$294,200</u>

¹ 2008 Budget total was \$298,500 with \$76,400 coming from Cigarette Tax revenue

Revenue Policies

CARRYOVER

Actual unallocated 2007 General Fund Balances were \$14.9 million.

The 2008 Budget contained \$594,900 for the General Fund and \$146,000 for the Law Enforcement Fund as carryover from prior years.

The 2009 budget contains \$221,400 for the General Fund and \$138,000 for the Law Enforcement fund as carryover from prior years.

While it has been a goal to have each years revenues equal expenditures, given the large increase in both General Fund and Law Enforcement Fund unallocated balances in 2007, use of carryover in 2009 to fund a short-term deficit is prudent and reasonable.

One of the results from a declining use of carryover is to continue building working capital or reserves. Maintaining or improving the financial position of the County is a critical requirement in order to issue bonds in the future.

STATE SHARED TAX

Revenue sharing for counties no longer is included in the State of Michigan budget effective October 1, 2004. It has been replaced by a fund called Revenue Sharing Reserve. This was funded by accelerated payment of a counties' General Millage Levy. Counties will be allowed to withdraw funds from the reserve equal to their projected revenue sharing payments in the future. The 2009 budget contains \$5,087,600 in revenue from this source.

It is estimated that Kalamazoo County will deplete the Revenue Sharing Reserve Fund in mid 2011. Recognizing that there is no plan in place at the State level to replace the \$5,340,000 that the County would withdraw from the fund in 2011, the 2006 budget began a multi-year plan to reduce \$5,000,000 from on-going expenditures through 2010. For 2006, \$800,000 was removed from on-going expenditures and placed in the Justice Facilities Improvement Fund. In 2007, an additional \$900,000 will be removed from on-going expenditures so that \$1,700,000 will be placed in the Justice Facilities Improvement Fund. In 2008, an additional \$1,000,000 will be removed from on-going expenditures so that \$2,700,000 can be placed in the Justice Facilities Improvement Fund. For 2009, an additional \$1,100,000 will be removed from ongoing expenditures so that \$3,800,000 can be placed in the Justice Facilities Improvement Fund.

If no plan develops to replace the lost revenue sharing, the County will continue to remove funding from on-going expenses in 2010 in the amount of \$1,200,000. This means that by 2011, \$5,000,000 will have been removed from on-going expenditures to bring expenditures in line with revenues.

STATE COURT FUNDING

Prior to 1996, PA 189 Court Financing and PA 288 Jury Reimbursement Funding were two sources of funding under this category.

Funds were budgeted at \$770,000 annually and were allocated to the Budget Stabilization Fund in 1994. In 1995, 1996, and 1997, the funds were used to offset declines in cigarette taxes (\$189,000), capital needs (\$83,000) in 1995, and in operations primarily at the law enforcement level (\$300,000).

Court Funding Reimbursement legislation (Public Act 374 of 1996) provided single funding to replace PA 189 Court Financing and PA 288 Jury Reimbursement Funding. This legislation also assumed 100% of the funding for judges' salaries.

The projections are for Kalamazoo County to receive \$1,400,000 for the State's fiscal 2008/2009.

In keeping with the Board's policy relative to General Fund - Law Enforcement Ratio and with its Strategic Planning (Prevention and Facilities), the focus of these funds will be on law enforcement.

SHERIFF DATA TECHNOLOGY

In 1989, the State of Michigan began a program to reimburse counties \$35 per day for inmates housed in the County's Jail who were qualified under the State Minimum Sentencing Guidelines for a sentence of twelve months or more.

An automation project was begun at the Sheriff's Department in 1991 by using previously allocated Efficiency Funds to conduct a systems review. The consultant also assisted with the creation, placement and evaluation of bid specifications for the purpose of designing systems and determining approximate costs to bring enhanced data technology to the Sheriff's Department. Vendors were selected and a budget of \$892,100 was developed.

The 1991 through 1997 Budgets allocated 50% of the State inmate reimbursement revenue to enhance the County's working capital position and 50% to finance the data technology costs of \$892,100. The project was funded with \$323,000 accumulated from the data technology share of the new revenue and a five-year borrowing arrangement of \$569,100.

The Policy of a 50-50 allocation process continued after the \$569,100 was paid. The Sheriff has used his revenue share to fund one Detective Sergeant position and two Road Patrol Officer positions.

This Policy recognizes that the monies derived from this program will be at the discretion of the Legislature. While County staff and the Sheriff are comfortable that it will not change in the near term, this Policy acknowledges that potential in future years.

Any unused funds will enhance the County's working capital position or be transferred to the Justice Facilities Improvement Fund.

USE OF RESERVES

The 2009 General Fund Budget does not include as revenue a transfer from the Budget Stabilization Fund.

The 2004 General Fund Budget included as revenue a transfer from the Budget Stabilization Fund of \$650,000 as part of the budget balancing process, but the transfer was not needed.

This policy acknowledges use of these reserves for 2003 as one-time sources of funding and not on going revenue. This policy also recognizes the 2005 deposit of \$750,000 in the Budget Stabilization Fund as repayment of the 2003 withdrawal.

PAYMENT OF INDIRECT COSTS OR RENT

Departments, courts and elected officials are encouraged to seek revenues in the form of grants or other funding sources to expand programs and services to meet existing community needs which are consistent with the established mission of the County of Kalamazoo and the submitting department, court or elected official.

This policy acknowledges that the County incurs costs associated with the operation and oversight of all federal, state and other grants, therefore all grants shall be charged either indirect costs or rental for space occupied to the extent allowed by the awarding agency.

The indirect costs include primarily support services such as County Administration, Legal Services, Purchasing, Treasurer's Office, Human Resources, Information Systems, Document Services and Finance. Space occupancy costs include support by Buildings & Grounds, security, insurance and utilities.

This policy is consistent with a prior Board of Commissioner policy first adopted on October 3, 1978 and subsequently reaffirmed by inclusion in the GRANT APPLICATION & AWARD POLICY.

FEE FOR SERVICE REVENUE

Recognizing that governments provide services to citizens and that while the costs of providing services generally increases from year to year, revenues frequently increase at a rate less than the rate of increase in costs, many governmental units have implemented a fee policy which is intended to recover from the user of services, part of the costs of providing the services.

This policy affirms that it is the intent of Kalamazoo County to establish uniform, consistent and defensible procedures for setting fees for services offered by and through Kalamazoo County government.

Administrative staff shall establish and adopt procedures to assist departments in determining whether to charge a fee, in determining the full cost of the service and determining the fee level.

Bi-annually, departments shall conduct a service cost analysis and propose to the Board of Commissioners, through Administration, fee changes or implementation of new fees.

The Kalamazoo County Board of Commissioners shall have final authority for setting all fees unless otherwise limited by law or contract.

Compensation Expenditures Policies

COMPENSATION POLICY FOR KALAMAZOO COUNTY

The Kalamazoo County Board of Commissioners establishes compensation policy for Kalamazoo County Government. The term, “compensation”, is traditionally understood to mean salary or pay. By compensation, the Board of Commissioners recognizes according to this policy a larger definition to mean both salary and benefits. Salary and benefits together constitute very significant budget expenditure for the County, and should be viewed by employees as two parts of one compensation package.

It is the policy of the Kalamazoo County Board of Commissioners to set employee compensation levels consistent with the following principles:

- Compensation is under the authority of the Board of Commissioners, and shall be annually reviewed and established by the Board of Commissioners.
- Compensation shall be set at levels necessary to recruit and retain qualified employees. Salary levels are determined by the duties and responsibilities of the particular position, the educational requirements for the position, a comparison to the salary levels for other County positions, the prevailing salary levels for similar positions with other employers within relevant labor markets, the financial condition of the County and other relevant considerations.
- Benefit levels are determined by the prevailing benefit levels with other employers within relevant labor markets, including both cost and value of benefits, the financial condition of the County and other relevant considerations, with consideration that deferred benefits should be crafted to encourage continued service by qualified employees.
- Each year the County Administration shall make recommendations to the Board of Commissioners during the budget process for changes in compensation levels based upon the financial condition of the County, changes in the cost of living, prevailing compensation levels for employees of other employers within relevant labor markets and other relevant considerations.
- Compensation shall be established in a manner, which is fiscally prudent and does not jeopardize either vital County services or the County’s financial well-being.

SALARIES AND EMPLOYEE BENEFITS

In 1987, the Board of Commissioners adopted a policy to establish placement of the TOPs group below the BLS National Compensation line, the Managerial group below the Hay Compensation Comparison Median Line, and Professional employees at three percent below the Managerial line. At various times since 1987 the lines have been adjusted to reflect salary increases traded for retirement benefit improvements.

During 1998, the Hay Group discontinued the national marketplace survey which the county had been using to establish Professional and Managerial salaries. After extensive research by Human Resources staff and lengthy discussion at the May 18, 1999, Committee of the Whole, the Board of Commissioners approved using an AMS Foundation survey for establishing salary increases for Professional and Managerial employees effective January 1, 2000.

For TOPS, the Kalamazoo Area Wage Survey (KAWS) has been used for several years but continuing inconsistency in reporting caused County Administration to doubt the validity of this survey. During the 2002 Budget Process, the Board of Commissioners approved use of an AMS Foundation survey for nonexempt employees (our TOPS group) effective January 1, 2002.

No wage increases were granted in 2004 and 2005, a 1.8% schedule adjustment was granted in 2006, a 2.0% schedule adjustment was granted in 2007 and a 1.5% schedule adjustment was granted in 2008.

The County has initiated a classification audit for non-union positions which is expected to be completed in late 2009. Subsequent to completion of the classification audit, the County will undertake an in-depth review of its' compensation system. Based upon the work completed to date and preliminary discussions, it appears likely that Administration will recommend significant changes to the compensation system in the near future.

Human Resources staff have conducted a confidential survey of twelve other counties regarding planned wage adjustments for 2009. The twelve counties include Allegan, Barry, Berrien, Calhoun, Eaton, Ingham, Jackson, Kent, Muskegon, Ottawa, Saginaw and Van Buren. Four counties reported being undecided at this time, with eight counties furnishing numbers. Three counties reported 0%, one county reported 1%, three counties reported 2% and one county reported 3.5%.

Based upon the survey, Administration is recommending a 2.0% schedule adjustment for TOPS, Professional and Managerial employees be implemented January 1, 2009. While the salary pool contains 3% funding, Administration recommends reserving 1% as of January 1, 2009. The recommendation to reserve 1% is based upon concern for the long-term adverse impact on the County budget because of Federal and State budget problems, general economic conditions and the results of the classification audit and compensation changes.

SALARIES AND EMPLOYEE BENEFITS (continued)

The cost to the budget must reflect step increases. The cost of union and non-union steps for 2009 is .82% of total salaries, or \$289,800 in terms of actual budget cost. Because steps are granted during the year, the \$289,800 reflects the cost of only six months; therefore \$579,600 will be the added cost for the 2010 budget year.

The following chart analyzes non-union step and salary cost for 2009:

GENERAL OPERATING FUNDS ONLY				
	TOPs	Professional	Managerial	Total
Base Salary	\$5,375,900	\$ 9,217,800	\$ 4,678,500	\$ 19,226,200
Policy Adjustment	2.0 %	2.0%	2.0 %	2.0 %
Salary Adjustment	\$ 107,500	\$ 184,400	\$ 93,600	\$ 384,500
Pctg. Increase	2.0 %	2.0 %	2.0%	2.0 %
Step Cost	\$ 33,200	\$ 90,500	\$ 70,500	\$ 194,200
Pctg. Increase	.62%	.98%	1.51%	1.01%
	TOPs	Professional	Managerial	Total
Fringe Cost	\$ 51,300	\$ 100,300	\$ 59,900	\$ 211,200
Pctg. Increase	.96%	1.09%	1.28%	1.10%
Total Adjustment	\$ 192,000	\$ 375,100	\$ 224,000	\$ 789,900
Total Costs	3.57%	4.07%	4.79%	4.11%

SALARIES AND EMPLOYEE BENEFITS (continued)

Administration made a recommendation in May 2008 concerning salaries for the Clerk/Register of Deeds, Drain Commissioner, Prosecuting Attorney, Sheriff and Treasurer. At that time the Board of Commissioners took no action but directed Administration to work with a committee of the Board to discuss the recommendation and to review options. The two main options under consideration include a salary structure based on the Hay classification system and one that is based on using an average of salary levels for the same positions in comparable counties. The committee did not reach consensus on the one meeting it held this summer. Administration has been gathering additional information and one final meeting of the committee will occur at the end of October. Administration will be prepared to make a salary recommendation for these elected officials at the Board of Commissioner's first meeting in November. State law requires salaries for these elected officials to be set prior to their term of office, and allows the salaries to be raised, but not lowered, during their term of office.

Steps in the amount of \$289,800 (vs \$291,200 in the prior year) are included in individual line items within each specific activity.

Effective January 1, 2002, the Judges salaries were:

<u>Court</u>	<u>State</u>	<u>Pass Thru</u>	<u>County</u>	<u>Total</u>
Circuit	\$94,195	\$45,724	\$0	\$139,919
Probate	\$94,195	\$45,724	\$0	\$139,919
District	\$92,548	\$45,724	\$0	\$138,272

Information has not been received from the State Officers Compensation Commission (SOCC) regarding 2009 salaries for Judges.

By adopting the 2009 budget, the following policy regarding County Commissioner compensation is approved:

Increases in compensation for County Commissioners of Kalamazoo County shall be equivalent to but no greater than the lowest average compensation adjustment granted by the County Board for a non-union County employee group for the two years immediately preceding a new two-year term for County Commissioners. The base pay for commissioners, vice chairperson and chairperson shall be the pay those positions received on January 1, 2007.

SALARIES AND EMPLOYEE BENEFITS (continued)

Due to budget deficit, the 2005 budget froze County Commissioner compensation at the current rate for 2005 and 2006.

By resolution adopted December 5, 2006, effective January 1, 2007, Board members salaries were set as follows:

Chairperson	\$ 15,000
Vice Chairperson	\$ 13,500
Other Commissioners	\$ 12,000

The lowest average compensation adjustment granted by the Board of Commissioners for non-union employees was 2.0% for 2007 and 1.5% for 2008.

Applying the above policy and a 3.5% increase to each of the existing salaries effective January 1, 2009, Board member salaries would be:

Chairperson	\$ 15,525
Vice Chairperson	\$ 13,973
Other Commissioners	\$ 12,420

On November 4, 2008, the Board of Commissioners approved a motion establishing their salaries for the period January 1, 2009 through December 31, 2010 at the same level as those in effect for the period January 1, 2007 through December 31, 2009.

EMPLOYEE BENEFITS FUND

Funding of employee benefits has a major impact on the operations of County Government, both general operations and grants. The budget for 2009 establishes three benefit rates, based on the level and costs of benefits, with the understanding that Employee Benefits Fund revenues and expenditures must be closely monitored.

The rate for temporary employees and others with no benefits will be 15%, the rate for FOP and Sheriff Command union members will be 57% and the rate for all regular full-time and part-time employees will be 36.5%.

This fund covers costs associated with health insurance for both active employees and retirees, life insurance, vision and prescription benefits, long term disability insurance, FICA, pension, workers' compensation, unemployment, and various employee fringe activities such as safety, wellness, etc.

Assuming no major increases in health care or other costs, the above rates should continue to support 2009 payroll costs. However, if added payroll taxes are legislated or other cost increments occur, rates may have to be adjusted. A one percent increase equates to approximately \$380,000 for the seven General Operating funds and about \$435,000 for total operations.

Sound financial management practices for an employee benefit fund call for a fund balance in the amount of \$1,500,000. This balance level is based upon the fact that the County is self-insured on a number of critical fronts as follows:

* Health Insurance	\$100,000 specific
* Workers' Compensation:	\$300,000 specific
* Unemployment Compensation:	County at total risk

As of December 31, 2002, the fund balance was a deficit of \$1,241,483, as of December 31, 2003, the fund balance was a deficit of \$1,926,929, as of December 31, 2004, the fund balance was a deficit of \$1,500,740, as of December 31, 2005, the fund balance was a surplus of \$270,733, as of December 31, 2006, the fund balance was a surplus of \$3,070,000, and as of December 31, 2007, the fund balance was a surplus of \$5,148,200. Current projections show that revenues will equal expenditures in 2008 leaving a fund balance surplus at December 31, 2008 of approximately \$5,148,200 before funding any OPEB obligations.

The 2009 Budget sets the charges as stated above, with the ability for staff to alter the percentages in conjunction with the level of fund balance when the situation dictates.

EMPLOYEE BENEFITS FUND (continued)

The 2009 budget for the Employee Benefits Fund contains \$400,000 for unemployment Benefit payments to the State of Michigan as a “reimbursing employer”. Between 75% and 80% of these costs or \$300,000 to \$320,000 are incurred due to the lay off of Head Start program employees from early June to the end of August each year.

Recognizing the importance of the services provided to low income families by the Head Start program and the potential cost savings from reduced unemployment benefit payments, it is the intent of the County to pursue funding alternatives to operate the program twelve months a year.

Administration will research funding alternatives and develop a formal, detailed proposal for the Board of Commissioners to discuss, debate, analyze and act upon in 2009 regarding this issue.

RETIREMENT SYSTEM ISSUES

The growth in the pension system assets and liabilities has been discussed and reviewed with the Board of Commissioners several times in the past. The following table shows the funding level and employer contribution rate of the Retirement System since 1984:

DATE	ACTUARIAL FUNDING LEVEL	MARKET FUNDING LEVEL	ACTUAL CONTRIBUTION RATE	NORMAL CONTRIBUTION RATE
1984	89.3%	89.9%	10.44%	10.28%
1985	93.6%	101.2%	9.26%	9.77 %
1986	100.4%	109.3%	8.81%	9.61%
1987	112.6%	114.6%	6.06%	7.93%
1988	110.5%	115.3%	6.16%	7.97%
1989	118.9%	134.0%	5.29%	7.69%
1990	110.0%	114.8%	6.89%	8.37%
1991	108.7%	124.4%	7.65%	9.10%
1992	107.1%	119.0%	7.25%	8.15%
1993	105.4%	119.5%	7.44%	8.78%
1994	102.6%	107.6%	8.01%	9.02%
1995	106.5%	127.9%	7.63%	9.19%
1996	111.5%	135.8%	7.36%	9.14%
1997	123.4%	154.2%	4.62%	9.06%
1998	138.9%	169.5%	4.27%	9.29%
1999	127.7%	147.5%	3.38%	9.25%
2000	132.4%	139.8%	1.15%	9.11%
2001	134.7%	131.6%	0.26%	9.13%
2002	107.6%	95.3%	8.29%	10.40%
2003	113.9%	135.5%	5.25%	9.28%
2004	116.8%	134.9%	6.04%	10.54%
2005	123.3%	136.5%	4.56%	10.57%
2006	129.0%	145.3%	2.90%	9.97%
2007	141.1%	135.3%	2.36%	10.04%

Since 1984, the County's actual contribution rate decreased from 10.44% of covered payroll to a low of 0.26% of covered payroll in 2001, but has risen to 2.36% of covered payroll in 2007. During this time, the Board of Commissioners approved a number of benefit changes affecting the contribution rates upward as well as downward.

It is recommended that a thorough analysis of increased benefit payments to existing retirees be completed before any change is authorized in the future. The analysis should include all options, such as a 13th check or COLA, and the long term impact on required contributions, liabilities and the funding level.

OTHER POST EMPLOYMENT BENEFITS (OPEB)

Government Accounting Standards Board (GASB) Statement No. 45 requires plan sponsors to start recording an annual expense for other post employment benefits besides pension benefits. The intent of this requirement is to recognize the cost of providing this benefit, as the benefit is earned not when it is paid. The primary example of OPEB is retiree health insurance, but it may include other items such as life insurance, dental insurance or vision insurance.

The annual expense must be determined by an actuarial valuation of assets and liabilities for each benefit plan. In addition to recording the Annual Required Contribution (ARC), the plan sponsor must disclose the Net OPEB Obligation (NOO). The Net OPEB Obligation is the cumulative difference between the annual OPEB costs (ARC) and the annual actual employer contributions accumulated from the implementation of Statement No. 45. The Net OPEB Obligation is zero as of the beginning of the fiscal year that Statement No. 45 is implemented.

For Kalamazoo County, GASB No. 45 applies to the retiree health insurance plan starting January 1, 2008.

This policy recognizes that health insurance costs have risen dramatically in the past ten years and that the Board of Commissioners has made changes in the benefit plan recently to reduce the growth in costs.

Kalamazoo County has completed the initial actuarial valuation as of December 31, 2004, effective for fiscal year ending December 31, 2007, and the VEBA trust fund, as required by GASB No. 45, was also established as of December 31, 2007. An administration team reviewed various options for addressing the OPEB issue during 2007 and 2008, and prepared recommendations to reduce the cost of retiree health care (i.e. Unfunded Actuarial Accrued Liability and Annual Required Contribution). The Board of Commissioners approved these recommendations on August 19, 2008. An updated actuarial valuation as of December 31, 2008, will have to be completed to incorporate these changes. While the Annual Required Contribution (ARC) for 2009 has not been determined, the goal will be to fund 75% of the ARC.¹

The administration team will continue to review additional options for addressing the OPEB issue and make an interim report to the Board of Commissioners no later than March 31, 2009, with the final report and recommendations due to the Board of Commissioners no later than June 30, 2009.

OTHER POST EMPLOYMENT BENEFITS (continued)

The Comprehensive Annual Financial Report (CAFR) for Kalamazoo County includes the Kalamazoo County Road Commission and Kalamazoo Community Mental Health Services as discreetly presented component units; therefore GASB No. 45 will also apply to them in 2008. The retiree health plan administered by Kalamazoo County, as well as the retirement system administered by Kalamazoo County, includes these organizations, therefore they have participated and will continue to participate in the review process and solution to address GASB No. 45 requirements regarding OPEB.

¹"ARC" is defined as the employer's required contributions for the year, calculated in accordance with certain parameters, and includes (a) the normal costs for the year and (b) a component for amortization of the total unfunded actuarial accrued liabilities (or funding excess) of the plan over a period not to exceed thirty years.

Operating Expenditure Policies

STRATEGIC PLANNING

The 2009 Budget continues the Board of Commissioners' strategy begun in 1996 of providing additional funding for a variety of areas that seek to improve the overall face of County Government and services to citizens.

Previous initiatives pertained to continuation of grant funded innovative or creative programs that made a positive impact and/or mitigated social conditions that increase demands on County services. The Drug Court area is one such example whereby transition funding was allocated through the Strategic Issues budget. In 1998, \$150,000 was used to fund the Female Drug Court. For 2009, \$10,000 is included in the budget for the Male Drug Court.

A 1999 initiative pertained to Year 2000 compliance and allocated \$250,000 toward technological improvements. No funds are contemplated for this in the 2009 Budget.

In 2009, the budget is focused on the following three major areas:

1. *Civic and Public Education* - The primary purpose of the \$100,000 budgeted in 2009 is to inform citizens in the community of the services provided by the County. An ad hoc committee of Board members and departmental/court staff will continue guiding this process.
2. *Strategic Planning* – The 2009 Budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
3. *Management Audit* – \$50,000 is budgeted in 2009 to be used for reviewing alternatives for meeting service needs and streamlining procedures with the expectation that the long term returns from improved effectiveness and efficiency will outweigh the initial investment. Any proposal for use of these funds must be submitted to the County Administrator for review and approval. Consultant contracts would then be presented to the Board of Commissioners for final approval.

ECONOMIC DEVELOPMENT

The 2009 Budget contains \$75,000 as the County's financial support for economic development. In the past, the funds were distributed to the CEO Council, Inc, but now are distributed to Southwest Michigan First.

The purpose of the allocation is to continue to assist in fostering a public/private effort to promote economic development by improving the economic stability of the County and opportunities for its citizens. Economic development provides the tax base, which enhances governments' ability to provide needed public services.

Economic strength is a major responsibility of the County. Because property tax base continues to be the dominant form of revenue for municipal governments' general funds, it is important to enhance continued real growth in the tax base and to prevent, to the extent possible, the tax base from eroding.

On September 4, 2007, the Board of Commissioners supported designating \$125,000 of the balance in the Economic Development Reserve for use in 2010 or later, to enable the Kalamazoo/Battle Creek International Airport to offset infrastructure costs and deferred concessionaire fees connected with the establishment of AZO LLC's operations at the Airport.

The December 31, 2007, Allocated Fund Balance schedule for the General Fund, contains a \$1,000,000 reserve, which was started in 2002, for future economic development projects which may not be identified but which are consistent with the legal authority for use of County funds. When preparing the December 31, 2008, Allocated Fund Balance schedule for the General Fund, consideration will be given to increasing this allocation following the process described below.

ALLOCATED FUND BALANCE PROCESS

This statement describes the process which will be followed each to determine if funds can be set aside through the Allocated fund Balance process to be used for economic development purposes in accordance with P.A. 156 of 1851 as amended by P.A. 94 of 2003 and P.A. 122 of 2003. The acts prohibit use of ad valorem taxes for this purpose.

Funding for the Economic Development Reserve will not be included in the annual budget for the General Fund nor will any funds be available in a year in which total actual expenditures exceed total revenues for the General Fund.

If total actual revenues exceed total actual expenditures for the General Fund for a year, then the following calculation will be completed to determine how much funding may be added to the Economic Development Fund Reserve during the Allocated Fund Balance process for that year:

ECONOMIC DEVELOPMENT (continued)

Property Tax Revenues	\$ 33,000,000	55.0%
Other Revenues	<u>27,000,000</u>	<u>45.0%</u>
Total General Fund Revenues	\$ 60,000,000	<u>100.0%</u>
Total General Fund Expenditures	<u>58,000,000</u>	
Excess Revenues	<u>\$ 2,000,000</u>	
Excess derived from Property Taxes	\$ 1,100,000	(\$2,000,000 x 55%)
Excess derived from other revenues	900,000	(\$2,000,000 x 45%)

Up to \$900,000 could be added to the Economic Development Fund Reserve in this example.

Adding funds to the Economic Development Fund Reserve will be approved by the Board of Commissioners through the Allocated Fund Balance process based upon a recommendation from County Administration.

EPA SUPERFUND LIABILITIES

Since its closing in 1978, the County has expended \$3,480,840 on the KL Avenue Landfill, both prior and subsequent to a formal remediation plan accepted by EPA in 1992. Once the KL Landfill became a Superfund site in the early 1980s and impending remediation costs could be allocated to the County, the County's fiscal position became tentative. Although this is adequately explained in prior budget policies, the following outlines the County's involvement in the remediation costs.

	<u>County</u>	<u>Oshtemo</u>	<u>City</u>	<u>Total</u>
Property A	\$ 36,000	\$ -0-	\$ -0-	\$ 36,000
Property B	40,000	-0-	-0-	40,000
Soils	1,438,400	100,000	-0-	1,538,400
Past Costs	1,625,800	243,750	243,750	2,113,300
Roads	2,200,000	150,000	150,000	2,500,000
POTW	-0-	-0-	1,100,000	1,100,000
Sewer	<u>250,000</u>	<u>250,000</u>	<u>-0-</u>	<u>500,000</u>
 Total	 <u>\$5,590,200</u>	 <u>\$ 743,750</u>	 <u>\$1,493,750</u>	 <u>\$7,827,700</u>

On October 3, 1995, the Board of Commissioners approved an agreement between the County, the City of Kalamazoo, and The Upjohn Company (the Consortium) for funding the remedial action required at the Cork Street Landfill. The above cost allocation is pursuant to that agreement.

Of the County's allocation, the past costs and Property A and B listed above have been expended and are a part of the \$3,480,840. The soils represent in-kind costs and the remainder of the above represents potential liabilities. In association with a narrative fiscal report dated March 31, 1993, and with subsequent actions of the Board of Commissioners, through the year-end Allocated Fund Balance process the County has reserved 100% of the remaining potential liability for KL Avenue.

In early 1997, the litigation between several major Potentially Responsible Parties (PRPs) and the Consortium was settled. It was again noted in a May 1998 report that the bioremediation studies of Pharmacia & Upjohn and the Environmental Protection Agency continue to be more positive; and, during the negotiations on litigation, the remediation level was set at \$12.3 million vs. the original \$42.4 million remedy of four years ago. The official Record of Decision (ROD) remains at the higher number. Final remediation work, based upon the ROD was started in 2006 and completed in 2007. No additional costs were allocated to the county, therefore, the funding reserved through the allocated fund process no longer needs to be reserved.

LAW ENFORCEMENT CONTRACTING

The 2009 Budget includes funding to continue contracting with municipalities for services of eighteen officers on a cost-sharing basis. Due to budget reductions necessitated by a projected budget deficit, no funding has been included in the 2009 budget for expansion of contracting on a cost-sharing basis beyond the existing eighteen officers.

An increase in the number of officers available on a cost-sharing basis in the future will depend on the availability of funding. Until additional funding becomes available, the Board of Commissioners and Sheriff will consider contracting for officer services, beyond the existing eighteen officers, only if the municipality pays the total incremental costs per officer.

Contracts are in effect through December 31, 2008, with the Townships of Oshtemo, Comstock, Texas and Ross for the eighteen officers. If one of these municipalities chooses not to renew its contract or chooses to reduce the number of officers it is contracting for, another municipality may submit a written request to contract for officer services. The request should be sent to the Sheriff, who may then seek approval from the Board of Commissioners in accordance with this policy.

For purposes of this policy, costs include base salary, overtime and fringe benefit costs.

MILEAGE, MEALS & INCIDENTAL EXPENSES REIMBURSEMENT

Mileage

The 2009 Budget acknowledges that the per mile reimbursement to employees for business travel on behalf of the County, as contained in the BUSINESS EXPENSE REIMBURSEMENT POLICY, is the published Internal Revenue Service (IRS) allowance as of January 1. This rate is now 58.5 cents per mile for the remainder of 2008, but has not been published for 2009. It is recognized that Van Buren, Berrien, Barry, Ingham, and Ottawa counties all reimburse at the IRS allowance.

It is also recognized that each \$.01 cent increase in the IRS rate will cost approximately \$7,500. However, departments and agencies funded by the County who receive reimbursement are required to adjust their schedules sufficiently enough that total costs will not be increased. If in 2009 that is found not to be the case in any cost area of County Government, the reimbursement will revert automatically back to present levels.

Meals & Incidental Expenses

The 2009 Budget acknowledges that the meals and incidental expenses reimbursement to employees for business travel on behalf of the County, as contained in the BUSINESS EXPENSE REIMBURSEMENT POLICY, will not exceed the Federal Meal & Incidental Expense rates per locality as published by the Internal Revenue Service. 2007 Federal rates were adopted on September 5, 2006 and took effect on October 1, 2006 and per the POLICY, future adjustments will occur each January 1st, with the exception of January 2007. Departments and agencies funded by the County who receive reimbursement are required to adjust their schedules sufficiently enough that total costs will not be increased.

PARKS IMPROVEMENT FUND

The 2009 Budget does not contain an appropriation from the Parks Fund to the Parks Improvement Fund. The following policy replaced a 1985 policy in 2006 and remains in effect for 2009:

At the end of each year, if the actual final appropriation is less than the budgeted appropriation, then the Parks Improvement Fund will receive one-half of the difference and the General Fund keeps one-half. If the actual final appropriation from the General Fund is more than the budget, then the Parks Improvement Fund receives nothing.

AT LARGE DRAIN ASSESSMENTS

The 2009 General Fund Budget includes \$44,300 for the County share of At Large Drain Assessments for 2008.

This policy recognizes that in the past the County has paid 100% of the total assessment including the share allocable to the Kalamazoo County Road Commission. Due to funding limitations in 2005, this policy acknowledges that the County has asked the Kalamazoo County Road Commission to pay its allocable share of At Large Drain Assessments in the future.

This policy of sharing the costs of At Large Drain Assessments in accordance with the Michigan Drain Code shall remain in effect for all future years unless revoked or amended by a future Board of Commissioners action.

This policy also establishes the level of the General Fund advance to the Revolving Drain Fund at \$100,000 for 2009. The Drain Commissioner is expected to prepare appropriate drain assessments each year in order to keep the balance at a minimal level in the future.

The \$100,000 advance is intended to cover minor repair or maintenance costs for various drains. Should the Drain Commissioner determine that a drain needs major repair, maintenance or construction, the Drain Commissioner may submit a request to the County Administrator and Board of Commissioners for a special one time increase in the advance.

The County Board expects that the Drain Commissioner will make maximum effort to recover outstanding balance owed to the Revolving Drain Fund. Any outstanding balances that the Drain Commissioner Attorney opines to be uncollectible shall be reported to the Board of Commissioners.

EMPLOYEE TRAINING & MEMBERSHIPS

The 2009 General Operating Budgets include funding for employee training and memberships. In consideration of the importance of employee training and as acknowledgment of the significant funding limitations in 2009, the following guidelines for expenditure of Employee Training & Membership funds shall be adopted:

1. Travel or attendance at conferences shall be limited to within the State of Michigan only (i.e. no County funded out of state travel).
2. Department heads and elected officials are encouraged to evaluate and compare the costs of County paid memberships and the benefits to the County, department and employee of the membership.

This policy shall also apply to grant funded activities and employees.

This policy does not apply to travel or attendance at conferences when state or federal law or a grant award requires travel or attendance at the conference.

This policy acknowledges the authority of elected officials to spend funds as deemed appropriate but requests their voluntary compliance with the above provisions.

The County Administrator is given express authority to grant exceptions to the above based upon a written request.

The Board of Commissioners recognizes that annual budget appropriations for professional memberships, licenses, dues and subscriptions are an integral part of ongoing staff development for County departments/courts and employees.

RESERVES

The 2009 Budget contains funding totaling \$261,200 identified as RESERVES. The funding is being set aside to allow the Board of Commissioners to possibly address critical needs in the community which have been identified in the past 18 to 36 months, or which may be identified during the budget period.

One of these areas are:

Courthouse Security

\$261,200 is set aside in this reserve account to be used to upgrade courthouse security arrangements. Current courthouse security at the Gull Road and Crosstown facilities is provided by a private security firm that staffs magnetometers at the public entrances. The Michigan Avenue facility is staffed by three, F-19 Sheriff Deputies. Administration, Courts and the Sheriff have been working to develop an enhanced plan to provide a higher level of security for the county courthouses. That plan will be brought before the Board of Commissioners in 2009 for discussion and action.

Inclusion of this funding in the 2009 budget does not constitute Board of Commissioner approval of this program. Formal detailed proposals must be developed for approval of County Administration and the Board of Commissioners in 2009 before these funds are expended.

TECHNOLOGY FUND

During the early 1980's, the County created an Internal Service Fund called the Telephone Fund to account for the capital costs of purchasing telephone equipment and the annual operating and maintenance costs for the system. Revenue for this fund was derived from a monthly user fee system. The monthly expenditures for each telephone assigned to a department were reflected in each department's budget.

In the late 1990's this fund was expanded to include some capital costs of purchasing computer network equipment and the annual operating and maintenance costs for the computer network system. The monthly user fee system was modified to add charges for the computer network system. The title of the fund was changed from Telephone Fund to Technology Fund to reflect the expanded purpose of the fund.

During this time, Information Systems Department staff have supported these systems, but direct labor costs have not been charged to the Technology Fund.

During 2008, Information Systems Department staff and Finance Department staff have completed an extensive review of the expenditures and revenues for the Technology Fund. This review concluded that the current fee structure can adequately support equipment replacement costs, ongoing operational costs and direct labor costs. Therefore, effective January 1, 2009, 2.0 FTE Help Desk Technician positions and a .9 FTE Support/Telecom Specialist position will be moved from the Information Systems Fund (Fund 105) to the Technology Fund (Fund 112).

The General Fund dollars previously used to fund the 2.9 FTE positions will be used to fund 2.0 FTE Enterprise Specialist/Analyst positions in the Information Systems Fund. The two new positions will partially meet the additional staffing recommended in the Plante & Moran study and will help to address the backlog of technology projects necessary for more efficient functioning of Kalamazoo County. These changes will be accomplished with no additional requirement for General Fund dollars.

Capital Expenditures Policies

**JUSTICE FACILITIES IMPROVEMENT FUND,
FACILITIES AND CAPITAL EXPENSE**

During the past twenty years, federal funds and millage supported bonded indebtedness have provided funding for Law Enforcement, Juvenile Court, and Administration Building projects, as well as for major improvements/renovations to the Courthouse and other facilities.

Past budgets have set aside funds for major construction, improvement and renovation projects in a reserve titled GENERAL COUNTY PUBLIC IMPROVEMENT FUND. To more clearly define the future intended use of these funds, the title was changed to JUSTICE FACILITIES IMPROVEMENT FUND in 2006.

While acknowledging the importance of programs, compensation, and various other matters, the emphasis in the past years has been on setting aside funds for major capital funding. During 1999, the Board of Commissioners began the process of developing a vision of how the facilities supporting the County's Law Enforcement function might appear in the future. This major issue is covered in the Facility Planning policy.

Expenditures for capital matters fall into three tiers. Tier I expenditures are for the replacement of routine items such as desks, minor renovations, mowers, vehicles, and other direct support issues needed by employees to carry out their responsibilities. Early each year, in preparation of the next year's budget, the Capital Improvement Program Committee (CIP) prioritizes and reviews the requests and prepares a report for the Board of Commissioners. Once reviewed by the Board, the CIP recommendation is incorporated into the Budget.

The 2009 recommendations for Tier I expenditures are:

General Fund	\$500,000
Law Enforcement Fund	<u>150,000</u>
Total	<u>\$650,000</u>

Tier II expenditures are major building repairs, alterations and major renovations of space and/or building systems not fundable from normal Buildings and Grounds funds. In 2009, \$250,000 is allocated for these expenditures. The intent of these funds is to enable the County to more

JUSTICE FACILITIES IMPROVEMENT FUND, FACILITIES AND CAPITAL EXPENSE (continued)

properly care for such needs as may occur, rather than postponing and allowing them to build to a sizable funding level, and therefore eliminate the need for bonding to fulfill longer term capital needs.

Tier III expenditures are for major building construction or expansion and where extensive (building-wide or nearly so) renovation is required. These funds would be placed in a Justice Facilities Improvement Fund (JFIF).

For 2009, the allocation in Tier III is \$3,800,000.

This Policy provides the following funding for capital:

TIER I	\$	650,000
TIER II	\$	250,000
TIER III	\$	<u>3,800,000</u>
TOTAL	\$	<u>4,700,000</u>

For 2009, Tier I expenditures are funded by the General Fund and Law Enforcement Fund, Tier II and Tier III expenditures are funded by the General Fund.

This policy confirms the intent to continue the past practice of funding Tier I, Tier II and Tier III expenditures from the General Fund and Law Enforcement Fund in future years budgets as appropriate. It also recognizes that funds were deposited in the Justice Facilities Improvement Fund during 2005 from the General Fund and Law Enforcement Fund to repay 2003 Tier I expenditures.

FACILITY PLANNING

The County, by appropriation of funds in the General Fund and Law Enforcement Fund, is responsible for over one-half the local expenditures on law enforcement. The County funding includes more than 521 employees and \$52.4 million in expenditures. To support these Law Enforcement activities, the County operates and maintains six primary facilities totaling 357,200 square feet:

<u>FACILITY</u>	<u>DATE CONSTRUCTED</u>	<u>SQUARE FOOTAGE</u>
Law Enforcement Facility	1972	110,000
Gull Road Courthouse	1978	39,200
Juvenile Home	1936/1966	69,700
Michigan Avenue Courthouse	1936	103,600
County Administration (3 rd & 4 th Floors)	1978	34,700

The growing demand for services and aging facilities required a thorough examination of the present and future facility needs. In 1999, the Board of Commissioners approved a contract with the Institute for Law & Policy Planning (ILPP) to conduct a Criminal Justice Assessment and Facilities Analysis. The final report, which was completed in April 2000, contained numerous recommendations for system changes. Many of the recommended changes have been implemented by the Law Enforcement elected officials. In the fall of 2001, the Board of Commissioners approved a contract with Tower Pinkster Titus Associates, Inc., in association with Carter Goble Associates, Inc. and Hellmuth, Obata & Kassabaum, Inc., to evaluate optional facility development strategies. A citizen advisory group was appointed to work with TPTA, CGA and HOK. This process culminated in a final report being issued in April 2002, and the Justice Facility Advisory Committee recommending to the Board of Commissioners that two ballot questions be placed before voters in August 2002. A bond issue/debt service question and an operating millage question were subsequently defeated by voters in August 2002. In August 2003, the Board of Commissioners approved a contract with Tower Pinkster Titus Associates, Inc. for a pre-design study of a Justice Facility. A smaller bond issue/debt service question and a smaller operating millage question were subsequently defeated by voters in August 2005. A bond issue/debt service question for replacement of the Juvenile Home was approved by voters in August 2006. The Board of Commissioners considered additional options in 2007.

The above activity represents the steps previously taken in dealing with perhaps the most significant issue for the citizens of Kalamazoo County, the Board of Commissioners, County Administration, and the Law Enforcement elected officials.

FACILITY PLANNING (continued)

Jail overcrowding continues drawing the attention now because of the increase in the caseload within the system, the increase in number of overcrowding declarations, the increase in the actual number of releases when declarations occur, the saturation of alternative diversion programs, and a decrease in the available pool of sentenced inmates who can be released.

The Budget Policy on Capital recognizes the need to place excess funds in the Justice Facilities Improvement Fund, which was created by the Board of Commissioners to accumulate funds primarily for major, long-term facility needs or renovations. Its primary use will be for facilities in the law enforcement area.

The scope of updated or new facilities for Law Enforcement could be significant. The Justice Facilities Improvement Fund can be the source of funding for review, examination, and initial architectural needs of any new facility. Assuming that a significant project moves forward, funding will be dependent upon voter approval of a bond issue for construction. New millage may be needed for both construction/debt service and operating expenditures.

**COUNTY OF KALAMAZOO
ALL OPERATING, CAPITAL,
AND DEBT FUNDS**

GENERAL FUND

ESTIMATED SOURCE OF FUNDS

For the Year Ending December 31, 2009

TAXES

Property Tax Revenues	\$ 37,521,100	
Del RL Prop Tax	965,000	
State Court Fund Distribution	1,408,100	
Alcohol Tax	1,541,300	
Cigarette Tax	76,500	
Transfer from #125 Revenue Sharing Reserve	<u>5,087,600</u>	\$ 46,599,600

DEPARTMENTAL

Circuit Court – Trial Division	\$ 1,036,200	
Circuit Court – Family Division	461,500	
District Court	5,203,200	
Friend of the Court	1,885,600	
Probate Court	221,200	
Family Counseling	22,900	
Elections	178,000	
County Clerk/Register of Deeds	1,853,800	
Office of Finance	96,800	
Central Service Cost Recovery	862,900	
Prosecuting Attorney	198,600	
Treasurer	2,466,000	
Drain Commissioner	8,700	
Soil Erosion & Sedimentation Control	40,500	
Sheriff	2,784,800	
Animal Services & Enforcement	477,800	
Emergency Management	45,400	
Veterans Affairs	19,000	
Medical Examiner	12,000	
MSU Extension	16,000	
Planning	<u>1,500</u>	\$ 17,892,400
Estimated Carryover		\$ <u>221,400</u>
TOTAL GENERAL FUND REVENUES		\$ <u>64,713,400</u>

GENERAL FUND

SUMMARY OF ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Direct Operating</u>	<u>Total</u>
LEGISLATIVE				
Board of Commissioners	\$ 208,500	\$ 31,300	\$ 56,400	\$ 296,200
Administration	325,400	118,800	19,200	463,400
Legal Services	<u>122,300</u>	<u>44,600</u>	<u>8,000</u>	<u>174,900</u>
Total Legislative	\$ <u>656,200</u>	\$ <u>194,700</u>	\$ <u>83,600</u>	\$ <u>934,500</u>
JUDICIAL				
Circuit Court Admin.	\$ 1,773,900	\$ 647,500	\$ 2,523,300	\$ 4,944,700
Trial Division	321,400	117,300	7,700	446,400
Family Division	520,300	189,900	122,200	832,400
District Court	2,818,300	1,040,900	1,213,100	5,072,300
Jury Board	0	0	3,300	3,300
Probate Court	477,000	174,100	248,900	900,000
Adult Probation	<u>0</u>	<u>0</u>	<u>72,100</u>	<u>72,100</u>
Total Judicial	\$ <u>5,910,900</u>	\$ <u>2,169,700</u>	\$ <u>4,190,600</u>	\$ <u>12,271,200</u>

GENERAL FUND – ESTIMATED EXPENDITURES (continued)

	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Direct Operating</u>	<u>Total</u>
GENERAL SERVICES ADMINISTRATION				
Elections	\$ 16,300	\$ 5,400	\$ 198,900	\$ 220,600
Clerk/Register	408,000	148,900	94,700	651,600
Resource Development	75,000	27,400	3,900	106,300
Finance	541,500	197,600	223,700	962,800
Equalization	302,000	110,200	32,000	444,200
Human Resources	363,400	132,600	330,100	826,100
Prosecuting Attorney	1,498,400	546,900	377,100	2,422,400
Purchasing	74,200	27,100	14,400	115,700
Treasurer	369,000	134,700	102,200	605,900
Buildings/Grounds	1,172,000	422,400	682,000	2,276,400
Utilities	0	0	1,088,200	1,088,200
Security	214,800	122,400	261,100	598,300
Drain Commissioner	111,000	40,500	54,600	206,100
Soil Erosion & Sed. Control	50,700	18,500	8,400	77,600
Total General Services And Administration	\$ <u>5,196,300</u>	\$ <u>1,934,600</u>	\$ <u>3,471,300</u>	\$ <u>10,602,200</u>
LAW ENFORCEMENT				
Sheriff	\$ <u>7,897,600</u>	\$ <u>4,446,600</u>	\$ <u>2,922,500</u>	\$ <u>15,266,700</u>
PUBLIC WORKS				
Capital Improvements	\$ <u>0</u>	\$ <u>0</u>	\$ <u>4,550,000</u>	\$ <u>4,550,000</u>

GENERAL FUND – ESTIMATED EXPENDITURES (continued)

	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Direct Operating</u>	<u>Total</u>
HEALTH & COMMUNITY SERVICES				
Health & Community Ser.	\$ 651,700	\$ 237,900	\$ 208,000	\$ 1,097,600
Veterans' Affairs	76,700	28,000	29,500	134,200
Medical Examiner	<u>89,100</u>	<u>24,500</u>	<u>311,900</u>	<u>425,500</u>
Total Health and Community Services	\$ <u>817,500</u>	\$ <u>290,400</u>	\$ <u>549,400</u>	\$ <u>1,657,300</u>
SOCIAL SERVICES				
Animal Services	\$ 280,600	\$ 102,400	\$ 167,600	\$ 550,600
Emergency Management	97,400	55,500	58,000	210,900
Debt Service	0	0	383,600	383,600
At Large Drains	0	0	44,300	44,300
Social Services	0	0	631,100	631,100
Services to Seniors	0	0	94,900	94,900
Veterans Burial	0	0	53,100	53,100
Soldiers & Sailors Relief	<u>0</u>	<u>0</u>	<u>9,800</u>	<u>9,800</u>
Total Social Services	\$ <u>378,000</u>	\$ <u>157,900</u>	\$ <u>1,442,400</u>	\$ <u>1,978,300</u>
CULTURAL				
MSU Extension	\$ <u>133,300</u>	\$ <u>48,700</u>	\$ <u>124,100</u>	\$ <u>306,100</u>
LAW LIBRARY				
Law Library	\$ <u>0</u>	\$ <u>0</u>	\$ <u>42,200</u>	\$ <u>42,200</u>

GENERAL FUND – ESTIMATED EXPENDITURES (continued)

	<u>Salaries</u>		<u>Fringe Benefits</u>		<u>Direct Operating</u>		<u>Total</u>
PLANNING & COMM. DEVELOPMENT							
Planning	\$ 70,300	\$	25,700	\$	16,200	\$	112,200
Economic Development	<u>0</u>		<u>0</u>		<u>75,000</u>		<u>75,000</u>
Total Planning & Comm. Development	\$ <u>70,300</u>	\$	<u>25,700</u>	\$	<u>91,200</u>	\$	<u>187,200</u>
OTHER							
Community Mental Health	\$ 0	\$	0	\$	2,321,100	\$	2,321,100
Strategic Issues	0		0		160,000		160,000
Contingency	0		0		375,500		375,500
Reserves	0		0		261,200		261,200
Restricted Reserves	936,400		370,500		2,030,000		3,336,900
Insurance	<u>0</u>		<u>0</u>		<u>1,000,000</u>		<u>1,000,000</u>
Total Other	\$ <u>936,400</u>	\$	<u>370,500</u>	\$	<u>6,147,800</u>	\$	<u>7,454,700</u>
TOTAL GENERAL FUND EST. EXPENDITURES							
	\$ <u>21,996,500</u>	\$	<u>9,638,800</u>	\$	<u>23,615,100</u>	\$	<u>55,250,400</u>

EMPLOYEE BENEFITS FUND (Fund 103)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

General Operating Revenue	\$	16,600,000
Grant Revenue		2,475,000
Employee Participation – Health		710,000
Stop Loss Reimbursement		50,000
Premium Refund		15,000
Interest Income		33,000
Carryover		<u>847,700</u>

TOTAL ESTIMATED FUNDS

\$ 20,730,700

ESTIMATED EXPENDITURES

Health Insurance	\$	8,666,900
OPEB Contribution		2,390,800
Workers' Compensation		800,000
Unemployment		400,000
FICA		3,475,000
Retirement		541,000
F.O.P. Retirement		2,000,000
Retirement-Other		50,000
Retirement-Command		190,000
Disability		325,000
Life Insurance		145,000
Dental Insurance		492,000
Longevity		700,000
College Credits		75,000
Tuition Reimbursement		15,000
Wellness Initiative		300,000
Affirmative Action		30,000
OSHA/MIOSHA		15,000

ESTIMATED EXPENDITURES (continued)

Contractual Services	100,000
ADA	8,000
Miscellaneous	12,000
Reserve for Future Use	<u>----</u>

TOTAL ESTIMATED EXPENDITURES

\$ **20,730,700**

2009 PROJECTION:

Balance at December 31, 2001	\$ (34,876)
Change in Reserve during 2002	<u>(1,206,607)</u>
Balance at January 1, 2003	\$ (1,241,483)
Change in Reserve during 2003	<u>(685,446)</u>
Balance at December 31, 2003	\$ (1,926,929)
Change in Reserve during 2004	<u>426,189</u>
Balance at December 31, 2004	\$ (1,500,740)
Change in Reserve during 2005	<u>1,771,473</u>
Balance at December 31, 2005	\$ 270,733
Change in Reserve during 2006	<u>2,800,016</u>
Balance at December 31, 2006	\$ 3,070,749
Change in Reserve during 2007	<u>2,077,412</u>
Balance at December 31, 2007	\$ 5,148,161
Change in Reserve during 2008	<u>1,330,200</u>
Balance at December 31, 2008	\$ <u>6,478,361</u>
Change in Reserve during 2009	<u>(847,700)</u>
Balance at December 31, 2009	\$ <u><u>5,630,661</u></u>

LAW ENFORCEMENT FUND (Fund 104)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Property Taxes	\$ 11,800,800	
Departmental Revenue	109,800	
Interest Income	120,000	
Previously Generated Funds	<u>138,000</u>	
TOTAL ESTIMATED FUNDS		\$ <u>12,168,600</u>

ESTIMATED EXPENDITURES

Salaries	\$ 7,070,100	
Employee Benefits	3,511,700	
Direct Operating	1,192,800	
Capital Improvements	150,000	
Interfunds	194,000	
Contingency	<u>50,000</u>	
TOTAL ESTIMATED EXPENDITURES		\$ <u>12,168,600</u>

INFORMATION SYSTEMS FUND (Fund 105)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Friend of the Court CRP Grant	\$	98,000	
General Fund Appropriation		<u>887,400</u>	
TOTAL ESTIMATED FUNDS			\$ <u>985,400</u>

ESTIMATED EXPENDITURES

Salaries	\$	635,300	
Employee Benefits		231,900	
Direct Operating		93,600	
Depreciation		<u>24,600</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>985,400</u>

BUDGET STABILIZATION FUND (Fund 106)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Previously Generated Fund	\$ <u>2,500,000</u>	
TOTAL ESTIMATED FUNDS		\$ <u>2,500,000</u>

ESTIMATED EXPENDITURES

Reserve for Future Use	\$ <u>2,500,000</u>	
TOTAL ESTIMATED EXPENDITURES		\$ <u>2,500,000</u>

TECHNOLOGY FUND (Fund 112)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Telephone Equipment Use Charges	\$	211,200	
Network Use Charges		568,400	
Stock Equipment Revenue		14,000	
Local & Long Distance Charges		<u>85,000</u>	
TOTAL ESTIMATED FUNDS			\$ <u>878,600</u>

ESTIMATED EXPENDITURES

Telecommunications:

Salaries	\$	8,600	
Fringe Benefits		3,100	
Contractual Service		5,000	
System Maintenance		96,000	
Licensing Fees		1,900	
Local and Long Distance		70,000	
Computer Related Acquisitions		2,500	
Depreciation Expense		---	

Enterprise Network:

Salaries	\$	117,200	
Fringe Benefits		42,700	
Consumables – Stock		14,000	
Contractual Service		230,000	
System Maintenance		50,000	
Licensing Fees		36,000	
Computer Related Acquisitions		62,600	
Depreciation Expense		<u>139,000</u>	

TOTAL ESTIMATED EXPENDITURES			\$ <u>878,600</u>
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NAZARETH FACILITY FUND (Fund 115)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Previously Generated Funds	\$	11,100	
Rent		791,900	
Central Stores Charges		<u>54,000</u>	
TOTAL ESTIMATED FUNDS			\$ <u>857,000</u>

ESTIMATED EXPENDITURES

Salaries	\$	237,800	
Employee Benefits		86,800	
Direct Operating		516,400	
Depreciation Expense		<u>16,000</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>857,000</u>

REVENUE SHARING RESERVE (Fund 125)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Previously Generated Funds	\$ 4,972,800	
Interest Income	<u>100,000</u>	
TOTAL ESTIMATED FUNDS		\$ <u>5,072,800</u>

ESTIMATED EXPENDITURES

Transfer to #101 General Fund	\$ <u>5,072,800</u>	
TOTAL ESTIMATED EXPENDITURES		\$ <u>5,072,800</u>

PARKS FUND (Fund 208)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Departmental Revenue	\$	755,600	
Accommodation Tax Appropriation		92,400	
Kellogg Grant		360,000	
General Fund Appropriation		<u>297,200</u>	
TOTAL ESTIMATED FUNDS			\$ <u>1,505,200</u>

ESTIMATED EXPENDITURES

Salaries	\$	746,000	
Employee Benefits		234,300	
Direct Operating		524,900	
Transfer to Special Parks Fund		<u>---</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>1,505,200</u>

SPECIAL PARKS FUND (Fund 209)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Previously Generated Fund	\$	20,700	
Transfer from Parks Fund		<u>---</u>	
TOTAL ESTIMATED FUNDS			\$ <u>20,700</u>

ESTIMATED EXPENDITURES

Reserve for Future Use	\$	<u>20,700</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>20,700</u>

FRIEND OF THE COURT FUND (Fund 215)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Departmental Revenue	\$	442,600	
General Fund Appropriation		2,614,200	
Law Enforcement Fund Appropriation		<u>20,000</u>	
TOTAL ESTIMATED FUNDS			\$ <u>3,076,800</u>

ESTIMATED EXPENDITURES

Salaries	\$	1,994,300	
Employee Benefits		727,900	
Direct Operating		<u>354,600</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>3,076,800</u>

General Fund Revenue	\$	1,885,600	
General Fund Expenditure		2,614,200	
NET GENERAL FUND EXPENDITURES			\$ <u>(728,600)</u>

HEALTH & COMMUNITY SERVICES – HEALTH FUND (Fund 221)
ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Departmental Revenue	\$ 3,532,200	
General Fund Appropriation	2,242,100	
Cigarette Tax	<u>54,000</u>	
TOTAL ESTIMATED FUNDS		\$ <u>5,828,300</u>

ESTIMATED EXPENDITURES

Salaries	\$ 3,390,600	
Employee Benefits	1,196,700	
Direct Operating	<u>1,241,000</u>	
TOTAL ESTIMATED EXPENDITURES		\$ <u>5,828,300</u>

ACCOMMODATION TAX FUND (Fund 229)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Previously Generated Funds	\$	---	
Accommodation Tax		<u>2,056,000</u>	
TOTAL ESTIMATED FUNDS			\$ <u>2,056,000</u>

ESTIMATED EXPENDITURES

Transfer to General Fund	\$	30,800	
Contractual Fair Board		36,500	
Transfer to Parks		92,400	
Convention/Visitors Bureau		1,593,400	
Parks Promotion		24,800	
Fairgrounds Capital Improvements		<u>278,100</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>2,056,000</u>

REGISTER OF DEEDS AUTOMATION FUND (Fund 256)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Recording Fees	\$	200,000	
Investment Income		<u>25,000</u>	
TOTAL ESTIMATED FUNDS			\$ <u>225,000</u>

ESTIMATED EXPENDITURES

Salaries	\$	----	
Employee Benefits		----	
Direct Operating		132,500	
Reserve for Future Use		<u>92,500</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>225,000</u>

LAW LIBRARY FUND (Fund 269)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Penal Fines	\$	6,500	
Transfer from General Fund		<u>42,200</u>	
TOTAL ESTIMATED FUNDS			\$ <u>48,700</u>

ESTIMATED EXPENDITURES

Kalamazoo Library Contract	\$	<u>48,700</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>48,700</u>

KALAMAZOO COUNTY – DEPARTMENT OF HUMAN SERVICES (Fund 290)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

State Grants	\$	795,200	
Local Unit Contribution		19,000	
Charges for Services		<u>135,800</u>	
TOTAL ESTIMATED FUNDS	\$		<u><u>950,000</u></u>

ESTIMATED EXPENDITURES

Health and Welfare	\$	950,000	
Board Travel		----	
Hospitalization		<u>----</u>	
TOTAL ESTIMATED EXPENDITURES	\$		<u><u>950,000</u></u>

CHILD CARE FUND (Fund 292)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Non-Tax Revenues	\$	3,655,000	
General Fund Appropriation		3,422,100	
Law Enforcement Fund Appropriation		<u>174,000</u>	
TOTAL ESTIMATED FUNDS			\$ <u>7,251,100</u>

ESTIMATED EXPENDITURES

Salaries	\$	2,968,900	
Employee Benefits		1,050,400	
Direct Operating		<u>3,231,800</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>7,251,100</u>

Historical General Fund Appropriations

<u>Year</u>	<u>Amount</u>	<u>% Change</u>	<u>% of Total</u>
2009	\$ 3,422,100	-12.27%	46.98%
2008	3,909,800	6.84%	53.67%
2007	3,659,600	-7.67%	52.33%
2006	3,963,400	-1.34%	56.47%
2005	4,017,100	3.83%	56.09%
2004	3,868,900	3.74%	54.16%
2003	3,729,400	29.86%	57.98%
2002	2,871,800	9.91%	51.33%
2001	2,612,800	-7.58%	51.17%
2000	2,827,100	-15.27%	56.78%
1999	3,336,500	3.21%	68.92%
1998	3,232,800	4.30%	68.83%
1997	3,099,600	7.02%	68.05%
1996	2,896,400	12.78%	66.35%
1995	2,568,100	-1.91%	60.58%
1994	2,618,200	8.10%	64.37%
1993	2,422,100	8.89%	63.07%

CHILD CARE – DEPARTMENT OF HUMAN SERVICES (Fund 293)
ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

County Appropriation from General Fund	\$ 612,100	
County Appropriation from Child Care Fund	10,000	
State Revenue	413,200	
Parent Generated Revenue	<u>21,800</u>	
TOTAL ESTIMATED FUNDS		\$ <u>1,057,100</u>

ESTIMATED EXPENDITURES

Child Care	\$ <u>1,057,500</u>	
TOTAL ESTIMATED EXPENDITURES		\$ <u>1,057,500</u>

Historical General Fund Appropriations

<u>Year</u>	<u>Amount</u>	<u>% Change</u>	<u>% of Total</u>
2009	\$ 612,100	0.00%	48.95%
2008	612,100	0.00%	48.95%
2007	612,100	0.00%	48.95%
2006	612,100	0.00%	45.88%
2005	612,100	-1.61%	45.88%
2004	622,100	5.48%	45.74%
2003	589,800	0.00%	37.81%
2002	589,800	2.50%	65.53%
2001	575,400	2.49%	57.54%
2000	561,400	0.00%	90.13%
1999	561,400	6.87%	57.37%
1998	525,300	46.12%	55.54%
1997	359,500	3.01%	59.92%
1996	349,000	6.08%	58.75%
1995	329,000	-6.53%	58.33%
1994	352,000	2.92%	63.77%
1993	342,000	8.30%	63.05%

VETERANS' TRUST FUND (Fund 294)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

State Grants	\$ <u>28,700</u>	
TOTAL ESTIMATED FUNDS		\$ <u>28,700</u>

ESTIMATED EXPENDITURES

Health and Welfare	\$ <u>28,700</u>	
TOTAL ESTIMATED FUNDS		\$ <u>28,700</u>

JUSTICE FACILITIES IMPROVEMENT FUND (Fund 466)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Carryover	\$	9,605,400
Transfer from General Fund		3,949,400
Investment Income		<u>150,000</u>

TOTAL ESTIMATED FUNDS **\$ 13,704,800**

ESTIMATED EXPENDITURES

Reserve for Future Use	\$	<u>13,704,800</u>
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TOTAL ESTIMATED EXPENDITURES **\$ 13,704,800**

AIRPORT FUND (Fund 581)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Non-Tax Revenue	\$	5,291,200	
Carryover		<u>277,100</u>	
TOTAL ESTIMATED FUNDS			\$ <u>5,568,300</u>

ESTIMATED EXPENDITURES

Salaries	\$	1,063,600	
Employee Benefits		455,700	
Direct Operating		2,292,900	
Depreciation		839,600	
Capital		110,600	
PFC Reserve		198,200	
Debt Service		<u>607,700</u>	
TOTAL ESTIMATED FUNDS			\$ <u>5,568,300</u>

TAX ADMINISTRATION FUND (Fund 615)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Previously Generated Funds	\$ <u>12,700</u>	
TOTAL ESTIMATED FUNDS		\$ <u>12,700</u>

ESTIMATED EXPENDITURES

Reserve for Future Use	\$ <u>12,700</u>	
TOTAL ESTIMATED FUNDS		\$ <u>12,700</u>

DELINQUENT TAX REVOLVING FUND (Fund 620)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Tax Collection Fees/Interest	\$	960,000	
Interest Income		<u>240,000</u>	
TOTAL ESTIMATED FUNDS			\$ <u>1,200,000</u>

ESTIMATED EXPENDITURES

Reserved for Future Use	\$	200,000	
Transfer to General Fund		<u>1,000,000</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>1,200,000</u>

CENTRAL STORES FUND (Fund 633)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Previously Generated Fund	\$	----	
Record Copying		206,100	
Sale – Office Supplies		2,000	
Gas Sales		500,000	
Sale – Auto Supplies		100,000	
Vehicle Services Labor		106,800	
Cell Phone Revenue		40,000	
Mailing Services		418,500	
Computer Training/Equip. Charges		<u>700</u>	
TOTAL ESTIMATED FUNDS			\$ <u>1,374,100</u>

ESTIMATED EXPENDITURES

Salaries, Other	\$	129,700	
Salaries, Overtime		1,000	
Employee Benefits		47,700	
Document Services Operating		167,100	
Computer Training/Equip. Operating		700	
Convenience Copiers Operating		68,000	
Office Supplies		13,000	
Vehicle Services Operating		106,100	
Gas & Oil		500,000	
Mail Operations Operating		24,800	
Mail Operations Postage		<u>316,000</u>	
TOTAL ESTIMATED EXPENDITURES			\$ <u>1,374,100</u>

EMPLOYEES' RETIREMENT SYSTEM (Fund 731)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Contributions:

County	\$	685,000
Road Commission		---
Community Mental Health		215,000
Employees		2,000
Investment Income		<u>6,783,000</u>

TOTAL ESTIMATED FUNDS \$ **7,685,000**

ESTIMATED EXPENDITURES

Employee Refunds	\$	2,000
Pension Payments		6,750,000
Administration (1)		<u>933,000</u>

TOTAL ESTIMATED EXPENDITURES \$ **7,685,000**

(1) Administration

County Administration	\$	70,000
Trustee Fees		132,000
Manager Fees		550,000
Actuary		65,000
Audit		20,000
Due Diligence Reviews		21,000
Consulting Fees		60,000
General Administration		<u>15,000</u>
	\$	<u>933,000</u>

OTHER POST-EMPLOYMENT BENEFITS (Fund 736)

ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2009

ESTIMATED SOURCE OF FUNDS

Employer Contributions:

County	\$	2,917,200
Road Commission		650,000
Community Mental Health		695,000

Retiree Contributions:

County		310,000
Road Commission		75,000
Community Mental Health		28,000

Carryover		<u>---</u>
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TOTAL ESTIMATED FUNDS **\$ 4,675,200**

ESTIMATED EXPENDITURES

Retiree Health Insurance-County	\$	3,843,600
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Retiree Health Insurance-Roads		521,600
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Retiree Health Insurance-Mental Health		310,000
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Reserve for Future Use		<u>---</u>
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TOTAL ESTIMATED EXPENDITURES **\$ 4,675,200**

COUNTY OF KALAMAZOO
SUPPLEMENTAL INFORMATION
DETAILED REVENUES AND EXPENDITURES
OPERATING FUNDS

GENERAL FUND

ESTIMATED DEPARTMENTAL FUND SOURCES

For the Year Ending December 31, 2009

CIRCUIT COURT TRIAL DIVISION

101-134

540.00	Salary Standardization	\$	183,000
545.00	Drug Case Information Management		3,300
603.00	Court Costs Bond Proc. Fees		5,000
603.02	Court Costs		240,000
608.00	Entry Fees		56,000
608.02	Jury Fees		13,000
608.04	Appeals Fees		1,000
608.05	Motion Fees		27,000
608.15	Crime Victim Rights Fees		7,000
608.25	Subpoena/Garnishment Fees		6,000
608.46	Statutory Jury Fee Inc Reimbursement		80,000
613.00	Attorney Fees Reimbursement		360,000
616.00	Certified Copies		34,000
621.00	Forensic Fees		100
622.09	DNA Fees		100
635.00	Miscellaneous		700
656.00	Bond Forfeitures		<u>20,000</u>

TOTAL ESTIMATED REVENUES

\$ 1,036,200

CIRCUIT COURT FAMILY DIVISION

101-135

540.00	Salary Standardization	\$	341,700
608.22	Name Change Fees		600
608.23	Petition/Motion Fees		200
608.28	Juvenile Officer Fees		78,400
613.00	Attorney Fee Reimbursement		15,000
616.00	Certified Copies		7,000
618.00	Tether Fees		100
619.00	Assessment Fees		600
622.01	CCF Collection Fees		9,000

CIRCUIT COURT FAMILY DIVISION (continued)

622.03	Administration/Probate Service Fees	5,000
622.04	Urinalysis Fees	1,700
622.06	Service Collection Fees	1,200
635.00	Miscellaneous	<u>1,000</u>

TOTAL ESTIMATED REVENUES \$ **461,500**

DISTRICT COURT

101-136

540.00	Salary Standarization	\$ 320,100
544.00	Drunk Driving Caseflow Assistance	70,000
546.00	Drug Case Assist	5,000
601.00	Jury Demand	2,000
603.00	Court Costs	650,000
605.00	Probation Oversight Fees	375,000
606.00	Writs	200,000
607.00	Late Fees	200,000
608.06	Civil Fees	400,000
608.15	Crime Victim Rights Fees	19,000
608.20	Reinstatement Fees	105,000
608.46	Stat. Jury Fee Inc. Reimbursement	9,000
608.54	Civil Drug Filing Fees	100,000
608.62	Program Fee	2,500
613.00	Attorney Fees Reimbursement	75,000
621.00	Forensic Fees	300
622.09	DNA Fees	300
635.00	Miscellaneous	50,000
656.00	Bond Forfeit& Costs	100,000
656.01	Screening & Assessments	20,000
657.00	Ordinance Fines & Costs	2,250,000
657.01	City Share Ordinance F & C	<u>250,000</u>

TOTAL ESTIMATED REVENUES \$ **5,203,200**

GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)

FRIEND OF THE COURT

101-141

608.08	Service Fees	\$	145,000
608.09	State Court Fund Fees		20,000
635.00	Miscellaneous		100
680.19	IV-D Reimbursement		<u>1,720,500</u>

TOTAL ESTIMATED REVENUES \$ **1,885,600**

PROBATE COURT

101-148

540.00	Salary Standarization	\$	147,800
608.10	Estate Inventory Fees		43,000
608.16	Guardianship Fees		9,000
608.33	Drivers License Restoration		400
608.45	Notary Fees		400
608.49	Juvenile Traffic Service Fees		3,500
616.00	Certified Copies		14,000
623.01	Open Safety Deposit Box		100
635.00	Miscellaneous		<u>3,000</u>

TOTAL ESTIMATED REVENUES \$ **221,200**

FAMILY COUNSELING SERVICES

101-166

635.00	Miscellaneous	\$	<u>22,900</u>
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TOTAL ESTIMATED REVENUES \$ **22,900**

GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)

ELECTIONS

101-190

635.00	Miscellaneous	\$	3,000
635.32	Consolidated Election Reimbursement		<u>175,000</u>

TOTAL ESTIMATED REVENUES \$ **178,000**

COUNTY CLERK/REGISTER OF DEEDS

101-219

477.00	Pistol Permits	\$	15,000
478.00	Marriage License		9,500
600.13	MSSR Revenue		2,500
608.14	Notary Bond Filing Fees		4,000
608.17	Recording Fees		600,000
608.45	Notary Fees		1,200
615.00	Notarial Certificates		300
616.00	Certified Copies		350,000
617.00	Partnership Filing/Dissolution		1,200
620.00	Assumed Names		20,000
635.00	Miscellaneous		5,000
636.00	Real Estate Transfer Tax		725,000
638.00	Record Copying		120,000
639.00	Record Searches		<u>100</u>

TOTAL ESTIMATED REVENUES \$ **1,853,800**

GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)

FINANCE

101-223

635.00	Miscellaneous	\$	500
667.00	Rents		88,300
673.00	Sale of Fixed Asset		<u>8,000</u>

TOTAL ESTIMATED REVENUES \$ **96,800**

CENTRAL SERVICE COST RECOVERY

101-224

680.03	Fund #793 Comm. Services- Indirect	\$	30,000
680.04	Fund #794 Head Start-Indirect		135,000
680.09	Fund #208 Parks Indirect		16,900
680.15	Building & Grounds-Juvenile Home		40,000
680.16	Find #581 Airport - Indirect		199,100
680.26	Fund #731 Retire Sys Admin-Indirect		70,000
680.27	Fund #792 Weatherization Indirect		47,700
680.30	Fund #302 Aids Grant Indirect		11,000
680.33	Fund #307 Indirect		10,000
680.34	Fund #308 Child Spcl Health Indirect		20,000
680.39	Fund #323 W.I.C. Indirect		47,000
680.44	Fund #317 BCCCP Indirect		10,000
680.48	Fund #791 Emergency Needs Indirect		12,300
680.49	Fund #318 Immunization Action Indirect		11,000
680.54	Fund #782 Low Income Home Energy		900
680.58	Fund #280 Area Agency Indirect		31,000
680.59	Fund #305 MI Childhood Imm Indirect		28,000
680.64	Fund #297 Healthy Start Indirect		25,400
680.69	Indirect #298 Asthma Coalition		1,500
680.72	Fund #248 Bioterroism Indirect		31,000
680.73	Fund #342 Survey & Remonumentation		4,200
680.78	Fund #324 Childhood Lead Poisoning		5,300
680.81	Fund #281 Single Point of Entry-Indirect		25,000
680.83	Fund #242 Women’s Drug Court Indirect		3,000
680.84	Fune #304 NFP Indirect		<u>47,600</u>

TOTAL ESTIMATED REVENUES \$ **862,900**

GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)

PROSECUTING ATTORNEY

101-229

600.02	State Grant Revenue	\$	55,800
600.70	MDHS Revenue		50,000
608.19	Subpoena by Mail		6,000
608.27	Food Stamp Fraud Reimbursement		8,000
608.33	Drivers License Restoration		1,000
638.00	Record Copying		8,000
650.07	SWET Reimbursement		55,800
676.00	PA 372 Cost Reimbursement		<u>14,000</u>

TOTAL ESTIMATED REVENUES \$ **198,600**

TREASURER

101-253

425.00	Payment in Lieu of Taxes	\$	80,000
426.00	Trailer Fees		30,000
447.00	Interest		20,000
575.00	Township Liquor License		5,000
608.43	Data Process Access Fees		3,000
622.00	Tax Certificates		6,500
625.00	Tax Searches		2,000
638.00	Record Copying		500
640.02	Pre-Forfeiture Fee		40,000
640.03	Forfeitures/Redemption Recording		6,000
640.07	Forfeiture Mailing Fees		36,000
663.01	NSF Fees		6,000
666.00	Interest on Investments & Dividends		1,200,000
696.00	Cash Over & Short		200
699.10	Transfer from Tax Revolving		1,000,000
699.14	Transfer from #229 Accommodation Tax		<u>30,800</u>

TOTAL ESTIMATED REVENUES \$ **2,466,000**

GENERAL FUND – DEPARTMENT FUND SOURCES (continued)

DRAIN COMMISSIONER

101-275

608.47	Plat Review Fees	\$	5,000	
608.51	New Plat Admin. Fees		1,000	
608.53	Drain Permit Fees		1,000	
635.00	Miscellaneous		<u>1,700</u>	
	TOTAL ESTIMATED REVENUES			\$ <u>8,700</u>

SOIL EROSION & SEDIMENTATION CONTROL

101-282

463.00	Soil Erosion Permits	\$	40,000	
464.00	Soil Erosion Violations		<u>500</u>	
	TOTAL ESTIMATED REVENUES			\$ <u>40,500</u>

SHERIFF

101-301

566.00	911 Participation	\$	32,000	
600.02	State Grant Revenue		48,000	
600.10	Donations		2,000	
608.44	Bail/Bond Administration Fees		20,000	
608.52	PA 124 Booking Fees		60,000	
616.20	Copy Fees		26,500	
622.09	DNA Fees		500	
622.11	Sex Offender Registration		500	
627.00	Police Contracting		1,100,000	
627.01	Road Commission Dispatch		20,000	
632.00	Care of Prisoners		700,000	
632.06	State Prisoner Reimbursement		221,000	
632.07	Inmate Housing Reimbursement		3,000	
632.08	Work Release Reimbursement		1,500	
632.09	BJA/SCAAP Revenue		18,000	
633.00	Photographic Service		500	

GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)

SHERIFF (continued)

635.00	Miscellaneous	2,000
635.20	State of Michigan – Training	30,000
635.30	Overtime Reimbursement	50,000
640.00	Convey Convicts	4,000
640.01	Vehicle Slvg Inspection	2,100
640.05	Extradition Restitution	8,000
640.08	Circuit Court Restitution	1,000
650.00	Meal Reimbursement	7,000
650.04	Prisoner Damage Reimbursement	1,000
650.05	Inmate Medical Reimbursement	10,000
650.09	Other Medical Reimbursement	12,000
652.03	Inmate Supplies Revenue	200,000
652.07	SSA Incentive Payment	1,700
672.00	Vehicle Auction	2,500
672.01	Public Auction	30,000
676.00	PA 372 Cost Reimbursement	20,000
695.00	Machine & Phone Commission	<u>150,000</u>

TOTAL ESTIMATED REVENUES

\$ 2,784,800

ANIMAL SERVICES & ENFORCEMENT

101-421

480.00	Sale of Dog License	\$	400,000
480.01	License Citation Fines		3,000
646.00	Sale Cats & Dogs		15,000
646.01	Out County Animal Adoptions		100
646.02	In County Animal Adoptions		1,400
647.00	Microchips		14,000
659.00	Disposals		9,000
659.01	Out County Euthanasia/Disposals		3,000
660.00	Redemptions		7,500
660.01	Redemption Drop Fee		2,800
661.00	Board		12,000
662.00	Trap Rental		100
663.00	Fines		400
664.00	Veterinary Services		5,000

GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)

ANIMAL SERVICES & ENFORCEMENT (continued)

664.02	Quarantine Fees	2,500
664.03	Kennel Inspection Fees	1,000
664.04	Lateral Animal Transfer Fees	<u>1,000</u>

TOTAL ESTIMATED REVENUES \$ **477,800**

EMERGENCY MANAGEMENT

101-426

600.01	Federal Revenue	\$ 42,400
600.64	LEPC Funds	<u>3,000</u>

TOTAL ESTIMATED REVENUES \$ **45,400**

VETERANS AFFAIRS

101-614

635.51	Flag Reimbursement	\$ 6,000
635.52	Stand Down	1,000
699.18	Transfer from #294 Veterans Trust	<u>12,000</u>

TOTAL ESTIMATED REVENUES \$ **19,000**

MEDICAL EXAMINER

101-648

492.00	Cremation Permits	\$ 9,000
635.53	Infant Autopsy Reimbursement	<u>3,000</u>

TOTAL ESTIMATED REVENUES \$ **12,000**

MSU EXTENSION

101-731

600.10	Donations	\$	4,500
608.41	Workshop Fees		<u>11,500</u>

TOTAL ESTIMATED REVENUES \$ 16,000

PLANNING

101-801

652.00	Sale of Maps	\$	<u>1,500</u>
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TOTAL ESTIMATED REVENUES \$ 1,500

**TOTAL ESTIMATED GENERAL FUND
DEPARTMENTAL FUND SOURCES** \$ 17,892,400

DEPARTMENT: BOARD OF COMMISSIONERS

FUNCTION: LEGISLATIVE

The County Board of Commissioners is the legislative policy making branch of Kalamazoo County Government. The Board of Commissioners is responsible to the citizenry for the development and administration of policies and the annual County Budget.

The Board of Commissioners consists of seventeen members elected to office for a term of two years from districts apportioned on the basis of population. The Chairperson and the Vice-Chairperson of the Board are elected by the membership of the Board.

In order to perform its legislative and administrative responsibilities in the most efficient manner possible, the Board works as a Committee of the Whole in recommending policy and administrative procedures in its area of jurisdiction.

The Board of Commissioners is assisted in the legislative area of responsibility by a number of citizen advisory boards and commissions. These boards and commissions have varying powers as outlined in their bylaws.

BOARD OF COMMISSIONERS

SCHEDULE OF ESTIMATED EXPENDITURES

101-101

SALARIES

703.00	Salaries, Board	\$	208,500
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FRINGE BENEFITS

710.06	Fringe Benefits, Temporary	\$	31,300
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DIRECT OPERATING

727.00	Printing & Binding	\$	2,000	
728.00	Postage		4,800	
729.00	Copy Charges		9,600	
730.00	Office Supplies		2,000	
807.01	Assoc. Dues & Memberships		24,900	
816.00	Plat Inspections		500	
860.00	Travel		3,000	
956.00	Employee Training		8,000	
957.55	Meal Expense		600	
957.57	Meeting Expense		<u>1,000</u>	\$ <u>56,400</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>296,200</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Board Chairman	--	1.0
Board Vice Chairman	--	1.0
Commissioners	--	<u>15.0</u>
TOTAL AUTHORIZED POSITIONS		<u>17.0</u>

DEPARTMENT: COUNTY ADMINISTRATION

FUNCTION: LEGISLATIVE

The general objective of the County Administrative function is to assist the Board of Commissioners in the development, implementation, and maintenance of management policies, programs, and organization that will meet the needs of Kalamazoo County Government at the minimum cost to its taxpayers.

This Budget includes the County Administrator who is directly responsible to the Board of Commissioners. Responsibilities include general administrative assistance to the Board of Commissioners; general supervision of twelve County departments, as permitted by law and directed by the Board of Commissioners; management planning and general liaison to County elected officials, news media, and other organizations; and facilitation of continuous quality improvement programs.

The County Administrator is also responsible for oversight of the direct administrative support to the Board of Commissioners, including secretarial services, assistance with Committee of the Whole and Board agendas, and the recording of the minutes of the Committee of the Whole and Board meetings.

It should be noted that there are additional administrative departments, such as Office of Finance, Human Resources, Purchasing, and Administrative Services, which are accounted for by function in other portions of the Budget.

COUNTY ADMINISTRATION

SCHEDULE OF ESTIMATED EXPENDITURES

101-102

SALARIES

703.02	Salaries, Administrator	\$ 123,700	
704.00	Salaries, Other	<u>201,700</u>	\$ 325,400

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 118,800
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DIRECT OPERATING

730.00	Office Supplies	\$ 2,400	
850.00	Communications Expense	6,600	
860.00	Travel	1,000	
931.00	Equipment Maintenance	1,000	
956.00	Employee Training	5,700	
957.55	Meal Expense	1,000	
957.57	Meeting Expense	<u>1,500</u>	\$ <u>19,200</u>

TOTAL ESTIMATED EXPENDITURES	\$ <u>463,400</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
County Administrator	M1308	1.0
Deputy County Administrator	M994	1.0
Office Manager	P301	1.0
Administrative Assistant	T21	.80
Administrative Assistant/Receptionist	T16	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS	<u>4.8</u>
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DEPARTMENT: LEGAL SERVICE

FUNCTION: LEGISLATIVE

The Department of Legal Services Corporation Counsel works under the supervision of the County Administrator and is directly accountable to the Board of Commissioners. This is listed as a legislative function due to its close relationship with the Board of Commissioners; however, it should be noted that these services are provided to the benefit of all County departments, including elected officials and the Courts.

Effective in 1979, the Board of Commissioners established the Office of Corporation Counsel, which removed the "Civil Counsel" function from the Prosecuting Attorney's Office. Corporation Counsel's responsibilities include advising the Board of Commissioners and County departments on those legal issues which confront them, representing the County in matters of litigation and providing legal opinions to the Board, various County departments, and elected officials. These responsibilities are discharged by two staff people, with secretarial support provided through the County Administrative Services.

LEGAL SERVICES

SCHEDULE OF ESTIMATED EXPENDITURES

101-104

SALARIES

703.04	Salaries, Corporate Counsel	\$	96,400	
704.00	Salaries, Other	\$	<u>25,900</u>	122,300

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 44,600
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DIRECT OPERATING

728.00	Postage	\$	200	
732.20	Law Books/Periodicals/Research		4,000	
806.00	Legal Services		1,200	
850.00	Communications Expense		1,600	
860.00	Travel		500	
957.06	Litigation Exp-CIV		<u>500</u>	\$ <u>8,000</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>174,900</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Corporate Counsel	M835	1.0
Assistant Corporate Counsel	P479	<u>.50</u>

TOTAL AUTHORIZED POSITIONS		<u>1.5</u>
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DEPARTMENT: CIRCUIT COURT

FUNCTION: ADMINISTRATION DIVISION

The Administrative Services Division contains six service units, each consisting of employees performing pre and post adjudication functions and directly supporting the Family and Trial Divisions of the court. Each service unit is directed by a unit administrator. The Court Administrator manages the service unit administrators. Staff serving the Administrative Services Division are located at the five various court sites.

Trial Division

The Trial Division is located at 227 W. Michigan Avenue. The Trial Division unit provides all services that support the trial division of the Court including, but not limited to, scheduling, jury services, and providing legal assistant support before, during and after hearings. In cooperation with the Chief Court Clerk, monitor and maintain court records under a cooperative agreement with the County Clerk/Register of Deeds.

This division is also responsible for the court's plan for caseflow management, jury services, process/plan for assigned counsel, judicial availability, ADR and case evaluation.

Family Division/Drug Courts and Planning

The Family Division is located at 1400 Gull Road. The Family Division unit provides all services that support the family division of the Court including, but not limited to, scheduling, providing legal assistant support before, during and after hearings. In cooperation with the Chief Court Clerk, monitor and maintain court records under a cooperative agreement with the County Clerk/Register of Deeds. This unit also provides court entry screening programs – juvenile intake and domestic intake, pretrial services, field services (juvenile probation, foster care), personal protection order program alternative programs and coordinates CASA volunteers.

The Drug Courts and Planning portion is responsible for maintaining and developing funding and plans for drug treatment courts, problem solving methods and principles for therapeutic jurisprudence for all.

Finance Services

The Finance Services unit manages the Circuit Court budget; oversees processing of all fines, restitution and fees collected at each courthouse; and operates financial matters of the Friend of the Court and the mandated MiCSES program. This unit is also responsible for the court's collection plan, implementation of the plan and overseeing attorney services, including reimbursement.

CIRCUIT COURT ADMINISTRATION (continued)

Technology Services/Chief Court Clerk

The Technology Services unit is responsible for the court's information system and technology needs, including court management system and video recording system. This unit is responsible for state and local forms.

The Chief Court Clerk establishes guidelines for clerk responsibilities. The Chief Court Clerk is responsible for court's records and plans and policies involving court's records. She is also responsible for overseeing State Court Administrative Office required reports involving case processing and disposition. She also coordinates with Finance Services regarding court ordered financial obligations other than Friend of the Court obligations.

Friend of the Court

The Kalamazoo County Friend of the Court is located on the fourth floor of the County Administration Building at 201 W. Kalamazoo Avenue. The Friend of the Court is the investigation, account, report and enforcement agency of the Circuit Court for domestic relations cases involving child and/or spousal support, child custody and parenting time matters.

Juvenile Home

The Kalamazoo County Juvenile Home is the only secure facility in Kalamazoo County for housing young persons who have violated the law. Rehabilitative programs in the Juvenile Home include skill building, educational/vocational training, conflict resolution and mediation training. The Intensive Learning Center and the Day Treatment Program are also located in the Juvenile Home.

CIRCUIT COURT ADMINISTRATION
SCHEDULE OF ESTIMATED EXPENDITURES

101-132

SALARIES

704.00	Salaries, Other	\$	1,773,900
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	647,500
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DIRECT OPERATING

727.00	Printing & Binding	\$	40,000
728.00	Postage		65,000
729.00	Copy Charges		60,000
730.00	Office Supplies		58,000
731.05	Video Tape		600
732.01	Periodicals & Books		300
732.20	Law Books/Periodicals/Research		30,000
760.02	Drug Detection Tests		500
801.00	Psychiatric Exams		500
803.00	Transcripts		39,000
804.00	Jury Fees		167,000
804.03	Jury Expense		4,000
805.00	Witness Fees		1,000
805.01	Expert Witness Fees		7,000
805.03	Indigent Subpoena Fee		600
806.02	Appeals Attorney Appointed		15,000
806.05	Court Appointed Attorney Felony		1,110,000
806.07	Court Appointed Attorney-Support		610,000
806.09	Court Appointed Attorney-Domestic		25,000
807.03	Credit Bureau Expense		1,000
808.07	Evaluation		100
808.27	Service of Process		30,000
808.36	Interpreters		6,000
808.46	Visiting Judges		1,000
810.00	Line-Up Expense		200
819.02	Licensing Fees		40,000
838.00	Laboratory Services		1,000
850.00	Communications Expense		110,000

CIRCUIT COURT ADMINISTRATION (continued)

860.00	Travel	15,000	
890.00	Volunteer Services	600	
895.01	Bank Fees	2,700	
900.00	Legal Publications	3,500	
931.00	Equipment Maintenance	30,000	
931.02	Vehicle Maintenance	1,500	
956.00	Employee Training	20,000	
956.31	Attorney Training	5,000	
957.00	Miscellaneous	3,000	
957.26	Change of Venue	200	
958.00	New Equipment	9,000	
999.96	Transfer to #240 Male Drug Court	<u>10,000</u>	\$ <u>2,523,300</u>
	TOTAL ESTIMATED EXPENDITURES		\$ <u>4,944,700</u>

CIRCUIT COURT ADMINISTRATION (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Court Administrator	M994	1.0
Family Services Administrator	M636	.675
Finance Services Administrator	M611	1.0
Deputy Admin & Administrator of Court Services	M611	1.0
Record Services Administrator	M466	1.0
Probate Intake Specialist	P432	1.0
Deputy Admin-Automation & Tech	P353	1.0
Supervisor Coll/Reimbursement	P333	.50
Supervisor of Record Services-MI Avenue	P319	1.0
Court Services Superviosr/Chief Deputy Clerk	P319	1.0
Collection Officer	P298	1.0
Probate Court Services Specialist	P282	0.5
Jury Coordinator/Payroll Contact	NEP282	1.0
Supervisor of Court Services-MI Avenue	P252	1.0
Court Services Coordinator	NEP245	1.0
Administrative Assistant	P245	1.0
PPO Intake Coordinator	NEP245	1.0
Juvenile Probation Officer II	J12	1.5
Domestic Intake Specialist Level I	J12	0.5
Domestic Intake Specialist Level I	J10	1.0
Civil Caseflow/ADR Coordinator	T21	1.0
Criminal Caseflow Specialist	T21	1.0
Civil/Domestic Caseflow Specialist	T21	2.0
Account/Caseflow Specialist	T21	1.0
Domestic Caseflow Coordinator	T21	1.0
Caseflow Specialist-Gull Road	T21	3.0
Site Coordinator-MI Avenue	T21	1.0
Senior Account Specialist	T21	.50
Courtroom Civil Clerk	T21	1.0
Courtroom Domestic Clerk	T21	3.0
Criminal/Civil Caseflow Coordinator	T21	1.0
Administrative Assistant	T21	1.0
Crim/Civil/DOM Caseflow Specialist	T21	1.0
Court Services Specialist	T17	4.0
Jury Services Specialist	T16	1.0

TOTAL AUTHORIZED POSITIONS

41.175

DEPARTMENT: CIRCUIT COURT

FUNCTION: TRIAL DIVISION

The Trial Division of the Circuit Court is located at the Michigan Avenue Courthouse. Each Trial Division courtroom is comprised of a courtroom team including a judge, a judicial aide, and a law clerk. Four judges are assigned to the Trial Division.

The types of cases heard by the Trial Division include criminal felony cases with a potential sentence of one or more years incarceration; civil actions with claims of \$25,000 or more; and appeals from District Court, Probate Court and administrative agencies of state government and local government boards.

DEPARTMENT: CIRCUIT COURT

FUNCTION: FAMILY DIVISION

The Family Division of the Circuit Court is located at the Gull Road Courthouse. Each Family Division courtroom is comprised of a courtroom team including a judge, a referee, a court recorder/judicial aide, and a domestic courtroom clerk. Referees are cross-trained to hear both domestic and juvenile matters. Three judges are assigned to the Family Division.

The types of cases heard by the Family Division include domestic relations matters, juvenile matters pertaining to delinquency or criminal activity, child protective proceedings, adoptions, name changes, and emancipations.

DEPARTMENT: EIGHTH DISTRICT COURT

FUNCTION: JUDICIAL

Public Act 154 of 1968 established the District Courts in the State of Michigan. January 1, 1999, three separate District Courts in Kalamazoo County consolidated into one Countywide jurisdiction District Court, legislated as “Kalamazoo County Eighth Judicial District Court”. There are seven Judges elected for six-year terms.

The District Court has original jurisdiction on criminal felony cases; general jurisdiction over criminal misdemeanors, traffic misdemeanors, traffic civil infractions, general civil cases where the contested amount is \$25,000 or less, small claim cases, and summary proceedings.

Magistrates assist the judiciary by presiding over arraignments, informal hearings and small claims cases. They issue arrest and search warrants, set bail, accept pleas, impose sentences and perform marriages.

The Probation Department supervises a large number of offenders sentenced to a term of probation for misdemeanor crimes. They prepare sentence recommendations to the Judges and ensure offenders are held accountable to the terms of the Court’s Order. Many probation officers also participate in more specialized programs such as Mental Health Court, Sobriety Court, and Domestic Violence Court Review (DVCR).

Court Clerk Offices are in each District Court location: North location, 227 W. Michigan Avenue; Crosstown location, 150 E. Crosstown; South location, 7810 Shaver Road. Citizens may conduct court business in the location most convenient to them. All cases, tickets, money and documents are processed by Deputy Clerks in these busy offices. More than 100,000 clients are served each year.

Administrative staff is responsible for all business functions of District Court which includes case flow management, personnel administration, budgeting and finance, records and facility’s management, and technologies to enhance operational efficiencies.

DISTRICT COURT
SCHEDULE OF ESTIMATED EXPENDITURES

101-136

SALARIES

703.01	Salaries, Elected Officials	\$ 320,100	
704.00	Salaries, Other	2,438,300	
704.29	Salaries, FOP	<u>59,900</u>	\$ 2,818,300

FRINGE BENEFITS

710.00	Fringe Benefits	\$ 1,006,800	
710.01	Non Kal Flex Fringe Benefits	<u>34,100</u>	\$ 1,040,900

DIRECT OPERATING

725.00	Parking Fees	\$ 800	
727.00	Printing & Binding	50,000	
728.00	Postage	90,000	
729.00	Copy Charges	25,000	
730.00	Office Supplies	50,000	
732.20	Law Books/Periodicals	14,000	
804.00	Jury Fees	25,000	
805.00	Witness Fees	16,200	
806.02	Court Appointed Appeal	6,000	
806.06	Court Appointed Attorney	384,000	
807.01	Association Dues & memberships	6,100	
808.00	Contractual Services	25,000	
808.06	Data Processing	115,000	
808.36	Interpreting Services	12,000	
850.00	Communications Expense	80,000	
860.00	Travel	8,000	
895.05	Bank Card Fees	22,000	
911.00	Insurance	1,000	
931.00	Equipment Maintenance	45,000	

DISTRICT COURT (continued)

931.13	City Maintenance Fees	145,500	
940.00	Building Rental	75,000	
956.00	Employee Training	15,000	
957.00	Miscellaneous	<u>2,500</u>	\$ <u>1,213,100</u>
TOTAL ESTIMATED EXPENDITURES			\$ <u>5,072,300</u>

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
District Court Judge	EO	7.0
District Court Administrator	M789	1.0
District Court Services Director	M572	1.0
Deputy Court Manager	M344	2.0
Attorney Magistrate II	P588	1.0
Attorney Magistrate/Referee	P588	0.5
Deputy Chief Probation Officer	P411	0.5
Chief Court Accountant	P383	1.0
Probation Officer	P358	6.0
Systems Analyst	P352	1.0
Collection Officer	P298	2.0
Court Accountant	P252	1.0
Court Recorder/Judicial Aide	P238	7.0
Administrative Assistant	T21	1.0
Deputy/CO II	F19	1.0
Swing Senior Deputy Clerk	D21	2.0
Lein-Terminal Agency Coordinator	D21	1.0
Bench Clerk	D21	6.0
Senior Deputy Clerk/Lein	D16	2.0
Magistrate Assistant	D16	2.0
Senior Deputy Clerk	D15	21.0
Probation Assistant	D15	<u>4.0</u>
TOTAL AUTHORIZED POSITIONS		<u>71.0</u>

JURY BOARD

SCHEDULE OF ESTIMATED EXPENDITURES

101-145

DIRECT OPERATING

727.00	Printing & Binding	\$	2,200	
728.00	Postage		100	
808.47	Jury Board		<u>1,000</u>	\$ <u>3,300</u>
	TOTAL ESTIMATED EXPENDITURES			\$ <u>3,300</u>

DEPARTMENT: PROBATE COURT

FUNCTION: JUDICIAL

Through the enactment of various statutes, the legislature has defined the work of the Probate Court. The jurisdiction of the Court includes, but is not limited to:

- Settlement of estates of deceased persons;
- Proceedings concerning trusts;
- Proceedings to determine heirs in separate proceedings;
- Concurrent jurisdiction regarding civil matters pertaining to estates;
- Proceedings to appoint guardians for adult individuals who are legally incapacitated;
- Proceedings to appoint partial and/or plenary guardians of the person and of the estate for individuals who are developmentally disabled;
- Proceedings to appoint conservators for protected individuals;
- Proceedings to issue protective orders;
- Proceedings to appoint full and/or limited guardians of minor children;
- Proceedings to appoint conservators for minor children;
- Proceedings to determine an adult person's need of treatment for mental illness;
- Establish death of an accident or disaster victim;
- Proceedings under the Uniform Gift to Minors Act;
- Proceedings under the Durable Power of Attorney for Health Care;
- Examination of safe deposit boxes;
- Proceedings to establish a delayed registration of foreign birth;
- Proceedings to issue non-identifying information from adoption files prior to January 1, 1998;

PROBATE COURT – JUDICIAL (continued)

- Proceedings to appoint confidential intermediaries in adoption files prior to January 1, 1998;
- Proceedings to approve settlement of wrongful death claim;
- Proceedings pursuant to:
 - The Do Not Resuscitate Act;
 - Secret marriages;
 - Notary public applications;
 - Registration of Trusts;
 - Depository of wills for safekeeping;
 - Statutory deposit of wills following death.

PROBATE COURT

SCHEDULE OF ESTIMATED EXPENDITURES

101-148

SALARIES

703.01	Salaries, Elected Officials	\$	139,900	
704.00	Salaries, Other		<u>337,100</u>	\$ 477,000

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 174,100
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DIRECT OPERATING

727.00	Printing & Binding	\$	5,300	
728.00	Postage		7,500	
729.00	Copy Charges		11,100	
730.00	Office Supplies		10,000	
731.02	Microfilm Processing		1,500	
731.03	Microfilm Storage		100	
732.01	Periodicals & Books		2,000	
732.20	Law Books/Periodicals/Research		8,000	
802.00	Medical & Guard. Adlitem		49,500	
802.03	Guardianship Expenses		5,500	
803.00	Transcripts		500	
804.00	Jury Duty		2,000	
805.00	Witness Fees		2,000	
807.03	Credit Bureau Expense		200	
808.00	Contractual Service		5,700	
808.46	Visiting Judges		700	
808.52	Probate Advocate		2,000	
815.00	Unusual Cases-Child		100	
819.04	JIS User Fees		21,200	
850.00	Communications Expense		17,900	
860.00	Travel		3,800	
895.01	Bank Fees		200	
931.00	Equipment Maintenance		13,100	
931.13	City Maintenance Fees		35,000	

PROBATE COURT (continued)

940.00	Building Rental	25,000	
955.00	Contingency	5,500	
956.00	Employee Training	13,400	
957.00	Miscellaneous	<u>100</u>	\$ <u>248,900</u>
TOTAL ESTIMATED EXPENDITURES			\$ <u>900,000</u>

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Probate Court Judge	EO	1.0
Court Administrator/Probate Register/Referee	M677	1.0
Dep Court Adm/Chief Deputy Probate Register	P333	1.0
Probate Court Services Specialist	P282	0.5
Court Recorder/Judicial Aide	P238	1.0
Deputy Register	T21	<u>4.0</u>
TOTAL AUTHORIZED POSITIONS		<u>8.5</u>

DEPARTMENT: ADULT PROBATION

FUNCTION: JUDICIAL

The Kalamazoo Probation/Parole office provides investigation and supervision services as ordered by Circuit Court.

The law requires that, prior to sentencing, a comprehensive background investigation be completed on each felony offender. This presentence investigation is completed by an Agent of the Kalamazoo Probation/Parole office. The reports contain clear, concise and accurate data so the sentencing judge may select the most appropriate sentence.

An Agent of the Kalamazoo Probation/Parole Office supervises persons placed on probation by the Circuit Court. The Agent enforces the conditions of probation, monitors behavior, and provides referrals to other agencies as needed. As part of supervising and managing the probation caseload, Agents enforce payment of court ordered restitution, attorney fees, court costs, fines, State costs and supervision fees. Those payments help reimburse crime victims for financial loss, hold offenders responsible for their criminal acts, and repay the County for expenses incurred in operating the Circuit Court.

ADULT PROBATION
SCHEDULE OF ESTIMATED EXPENDITURES

101-151

DIRECT OPERATING

728.00	Postage	\$ 2,200	
729.00	Copy Charges	14,400	
730.00	Office Supplies	18,500	
850.00	Communications Expense	33,000	
931.00	Equipment Maintenance	<u>4,000</u>	\$ <u>72,100</u>
	TOTAL ESTIMATED EXPENDITURES		\$ <u>72,100</u>

DEPARTMENT: ELECTIONS

FUNCTION: ELECTIONS

The Board of Election Commissioners consists of the Senior Probate Judge as Chairperson, the County Clerk and the County Treasurer.

State law requires this Board to supervise the preparation of ballots for National, State, and County elections. This includes the examination and preliminary verification of filing petitions of County candidates and the setting up of the ballot. The clerical work is done by the staff of the County Clerk.

The County Clerk and the Elections Specialist are responsible for all major election related activities in Kalamazoo County, including:

- Preparation of all ballots and computer programming of all elections held in Kalamazoo County.
- Arranging for election related supplies for all municipalities in Kalamazoo County.
- Election Inspector Training for all municipalities with under 5,000 registered voters. Larger municipalities often use the Election Inspector Training offered by the County Clerk.
- Preparation and negotiation of election agreements with all public school districts within Kalamazoo County.
- Arranging and coordinating the activities of the Board of County Canvassers.
- Distribution of voter registration forms to all municipalities in Kalamazoo County.
- Preparation of all election public notices on behalf of all municipalities in Kalamazoo County.

ELECTIONS

SCHEDULE OF ESTIMATED EXPENDITURES

101-190

SALARIES

704.00	Salaries, Others	\$	13,800	
706.03	Temp Salaries, Election Workers		<u>2,500</u>	\$ 16,300

FRINGE BENEFITS

710.00	Fringe Benefits	\$	5,000	
710.06	Fringe Benefits, Temporary		<u>400</u>	\$ 5,400

DIRECT OPERATING

728.00	Postage	\$	1,200	
729.00	Copy Charges		900	
730.00	Office Supplies		1,200	
808.48	Election Services		15,000	
860.00	Travel		400	
956.00	Employee Training		200	
957.00	Miscellaneous		5,000	
957.09	Consolidated Election Expense		<u>175,000</u>	\$ <u>198,900</u>

TOTAL ESTIMATED EXPENDITURES \$ **220,600**

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Election Specialist	T13	<u>.50</u>
TOTAL AUTHORIZED POSITIONS		<u>.50</u>

DEPARTMENT: COUNTY CLERK/REGISTER OF DEEDS

FUNCTION: GENERAL SERVICES ADMINISTRATION

The County Clerk/Register of Deeds office is open from 8:00 a.m. to 4:30 p.m. daily. The offices of County Clerk and Register of Deeds were combined by action of the Board of Commissioners effective January 1, 1985.

As County Clerk, the Clerk/Register issues, maintains and preserves all County records, some of which date back to 1831. Within the vital statistics area, types of documents include:

- Birth and death records
- Marriage licenses
- Assumed names
- Partnerships
- Military discharges
- Concealed Weapons Permits
- Notary Public commissions
- Official minutes of the Board of Commissioners

The County Clerk/Register is Clerk to the Circuit Court and maintains and preserves all court cases and records thereof.

The County Clerk/Register serves as Clerk to the County Board of Commissioners and is clerk or member of the following boards:

- County Board of Canvassers (clerk)
- Apportionment Commission (member)
- Concealed Weapons Licensing Board (clerk)
- County Election Commission (member)
- County Road Commission (clerk)
- County Plat Board (member)

The County Clerk/Register is the administrator of all County elections.

COUNTY CLERK/REGISTER OF DEEDS (continued)

In the capacity of Register of Deeds, the Clerk/Register is responsible for the processing of all legal documents concerning land records, such as:

- All types of deeds

- All types of mortgages

- State and Federal tax liens

- State of Michigan Employment Security Commission tax liens

- Any type of judgments

- Plats and plat restrictions

- Discharges of mortgages

- Oil and gas leases

- Any other type of lease

- Uniform Commercial Code filings

- Sheriff's Deeds and County Clerk's Deeds

Three title companies in Kalamazoo County have direct access to the Register of Deeds electronic files through the Internet. They also receive copies of electronic images. The Equalization Department also has access to electronic files. Cities and townships are supplied with copies of land transfers recorded daily.

COUNTY CLERK/REGISTER OF DEEDS
SCHEDULE OF ESTIMATED EXPENDITURES

101-219

SALARIES

703.01	Salaries, Elected Officials	\$ 69,900	
704.00	Salaries, Other	<u>338,100</u>	\$ 408,000

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 148,900
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DIRECT OPERATING

727.00	Printing & Binding	\$ 3,500	
728.00	Postage	15,000	
729.00	Copy Charges	5,000	
730.00	Office Supplies	12,000	
731.02	Microfilm Processing	2,000	
808.85	Records Conversion	10,000	
816.00	Plat Inspections	500	
819.02	Licensing Fees	26,200	
850.00	Communications Expense	8,000	
860.00	Travel	2,000	
895.01	Bank Fees	2,000	
931.00	Equipment Maintenance	2,000	
931.12	Records Preservation	3,000	
956.00	Employee Training	3,000	
957.00	Miscellaneous	<u>500</u>	\$ <u>94,700</u>

TOTAL ESTIMATED EXPENDITURES			\$ <u>651,600</u>
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COUNTY CLERK/REGISTER OF DEEDS (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Clerk/Register	M531	1.0
Chief Deputy Clerk/Register	P306	1.0
Land Documents Manager	T22	1.0
Official Document Specialist	T13	<u>8.5</u>
TOTAL AUTHORIZED POSITIONS		<u>11.5</u>

RESOURCE DEVELOPMENT

SCHEDULE OF ESTIMATED EXPENDITURES

101-222

SALARIES

704.00	Salaries, Other		\$	75,000
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FRINGE BENEFITS

710.00	Fringe Benefits		\$	27,400
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DIRECT OPERATING

727.00	Printing & Binding	\$	200	
728.00	Postage		200	
729.00	Copy Charges		1,300	
730.00	Office Supplies		400	
850.00	Communications Expense		1,200	
860.00	Travel		200	
956.00	Employee Training		300	
957.74	Workshop Expenses		<u>100</u>	\$ <u>3,900</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>106,300</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Resource Development Director	M588	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS		<u>1.0</u>
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DEPARTMENT: OFFICE OF FINANCE

FUNCTION: GENERAL SERVICES ADMINISTRATION

The Office of Finance operates under the supervision of the County Administrator. In that capacity, the Office is responsible for coordinating and administering all financial operations of the County through the Board of Commissioners. Also, it is specifically responsible for the following:

1. Budgeting and financial planning activities for the Board of Commissioners and departments;
2. Accounting requirements for all County operating funds, special purpose construction, and operating grant funds, trust funds, and other funds which are deposited with the Kalamazoo County Treasurer;
3. Grant financial administration including monitoring of expenditures, financial reporting, and resolution of audit exceptions;
4. Payroll and payroll reporting;
5. Administration of the County Retirement System;
6. Oversight and administration of the county's financial systems software.

OFFICE OF FINANCE

SCHEDULE OF ESTIMATED EXPENDITURES

101-223

SALARIES

703.06	Salaries, Director	\$	112,300		
704.00	Salaries, Other		<u>429,200</u>	\$	541,500

FRINGE BENEFITS

710.00	Fringe Benefits			\$	197,600
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DIRECT OPERATING

727.00	Printing & Binding	\$	6,000		
728.00	Postage		8,000		
729.00	Copy Charges		15,000		
730.00	Office Supplies		9,500		
807.00	Subscriptions		2,500		
807.01	Association Dues & Memberships		1,900		
808.00	Contractual Services		12,600		
814.00	Auditing Services		92,400		
819.02	Licensing Fees		61,000		
850.00	Communications Expense		8,100		
860.00	Travel		500		
931.00	Equipment Maintenance		1,200		
956.00	Employee Training		<u>5,000</u>	\$	<u>223,700</u>

TOTAL ESTIMATED EXPENDITURES				\$	<u>962,800</u>
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OFFICE OF FINANCE (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Finance Director	M994	1.0
Deputy Finance Director	M588	1.0
Financial Operations Manager	M421	1.0
Financial Grants Coordinator	P332	1.0
Senior Accountant	P406	2.0
Payroll Coordinator	T22	1.0
Administrative Assistant	T21	1.0
Accounting Records Coordinator	T20	1.0
Senior Finance Clerk	T16	<u>1.7</u>
TOTAL AUTHORIZED POSITIONS		<u><u>10.7</u></u>

DEPARTMENT: EQUALIZATION

FUNCTION: GENERAL SERVICES ADMINISTRATION

The primary function of this department is to survey assessments in the various townships and cities and assist the Board of Commissioners in matters of County equalization.

General and statutory duties as set forth in M.C.L. 211.34, M.S.A. 7.52 are as follows:

1. To annually furnish documented valuation data and corresponding assessment levels for each of the County's nineteen assessment jurisdictions by property class to the County Commissioners, including preparing and defending as necessary an annual Equalization Report in the spring of each year.
2. To audit and project the various assessment jurisdictions' valuations by utilizing assessment levels found from sample surveys and to publish in a newspaper of general circulation the level (ratio) and resulting factor (multiplier) to uniformly equalize each township and each city at fifty percent of true cash value as required by law.
3. To determine the inflationary valuation increases for each class of property by each assessment jurisdiction and taxing authority for compliance with Proposal A constitutional amendment (Section 31, Article 9) millage reduction requirements as compared to the United States Department of Labor Average consumer Price Index (CPI).
4. To assist the assessing officers, with Board approval or directive, in the performance of any duties imposed upon such officers by law.
5. To develop and maintain a training program for the assessing officers and promote the use of uniform standards and techniques for the assessment of property.

EQUALIZATION (continued)

The Equalization Department also:

1. Assists the County in compiling the Apportionment Report for all property tax levies; maintains a file of tax rates by school district; and acts as a central source of information and liaison office between the State Tax Commission, and the County Board, the Assessor and his Board of Review, the general public, and all assessment and taxing jurisdiction officials.
2. May recommend assessed valuations, under present law, of individual properties to the local assessor, but the actual assessment remains the responsibility of the local assessor.

In order to adequately perform its function for the Board and various agencies, the Department must keep abreast of current appraisal technology and practices, the real estate market, economic conditions, accounting methods, depreciation schedules, and Michigan's property tax laws.

This department works under the general supervision of the Finance Director.

EQUALIZATION

SCHEDULE OF ESTIMATED EXPENDITURES

101-225

SALARIES

703.06	Salaries, Director	\$	78,900	
704.00	Salaries, Other		<u>223,100</u>	\$ 302,000

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 110,200
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DIRECT OPERATING

728.00	Postage	\$	2,000	
729.00	Copy Charges		600	
730.00	Office Supplies		3,500	
808.00	Contractual Services		1,000	
808.21	Systems Maintenance		8,000	
850.00	Communications Expense		4,300	
860.00	Travel		6,000	
931.00	Equipment Maintenance		300	
956.00	Employee Training		<u>6,300</u>	\$ <u>32,000</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>444,200</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Equalization Director	M631	1.0
Deputy Director	M466	1.0
Appraiser III	P330	3.0
Administrative Assistant	T17	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS		<u>6.0</u>
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DEPARTMENT: HUMAN RESOURCES

FUNCTION: GENERAL SERVICES ADMINISTRATION

The Human Resources Department is responsible for the administration of the County's personnel system and maintaining the official records of County employees. This Department works under the general supervision of the Deputy County Administrator, and its specific responsibilities include:

1. Maintenance of a job classification system for all County positions;
2. Wage and salary system administration for all County employees;
3. Recruitment of job applicants through advertising, the Employment Opportunities Bulletin, the website, and the Job Opportunities phone line;
4. Administration and maintenance of records for unemployment claims and costs;
5. Administration of the safety and workers' compensation programs;
6. Development, application, and maintenance of personnel policies and procedures, including FMLA;
7. Administration of collective bargaining agreements and coordination of County and contractual labor attorney firm(s);
8. Development and administration of employee benefit programs;
9. Development and administration of employee wellness program;
10. Development and administration of retiree benefit programs;
11. Administration and maintenance of employee personnel and medical files;
12. Administration and maintenance of retiree medical files;
13. Development and implementation of training and new employee orientation programs;
14. Promotion of effective communications;
15. Administration of performance appraisal system;
16. Coordination of County-wide security and issuance of building access cards.

HUMAN RESOURCES

SCHEDULE OF ESTIMATED EXPENDITURES

101-226

SALARIES

703.08	Salaries, Manager	\$	82,400	
704.00	Salaries, Other		<u>281,000</u>	\$ 363,400

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 132,600
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DIRECT OPERATING

720.00	Physical Exams	\$	17,000	
727.00	Printing & Binding		700	
728.00	Postage		4,600	
729.00	Copy Charges		7,500	
730.00	Office Supplies		6,000	
748.00	Badging Supplies		2,500	
806.00	Legal Services		200,000	
808.00	Contractual Service		10,000	
808.45	Security & Background Checks		3,500	
850.00	Communications Expense		5,300	
860.00	Travel		2,100	
901.00	Advertising		50,000	
931.00	Equipment Maintenance		200	
956.00	Employee Training		6,000	
956.95	Management Development		12,000	
957.00	Miscellaneous		100	
957.35	Newsletter Program		<u>2,600</u>	\$ <u>330,100</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>826,100</u>
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HUMAN RESOURCES (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Human Resources Director	M800	1.0
Human Resources Assistant Director	M617	1.0
Compensation Administrator	M519	1.0
Benefits Administrator	P353	1.0
Human Resources Specialist	P332	1.0
Human Resources Assistant	T20	1.0
Administrative Assistant/Receptionist	T16	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>7.0</u></u>

DEPARTMENT: PROSECUTING ATTORNEY

FUNCTION: LAW ENFORCEMENT AND PUBLIC SAFETY

The Prosecuting Attorney is the Chief Law Enforcement Officer for Kalamazoo County. The Office was initially created by the Michigan Constitution. The responsibilities and authority of the Prosecutor are established by common law, statute, court rule and appellate case law. In recent years, changing attitudes in the Court and State Legislature have significantly altered the traditional role of the Prosecutor. Adult criminal matters still represent a major portion of the prosecution effort and the Kalamazoo County Prosecutor's Office handled over 10,000 criminal cases in 2007. A growing list of additional responsibilities has placed a larger demand upon limited prosecution resources. The mandated responsibilities and role of the Prosecutor are now defined in over 700 separate statutes and court rules in Michigan. The following describes only the general functions of the Kalamazoo County Prosecuting Attorney's Office:

Circuit Court - The Prosecutor's jurisdiction over criminal matters encompasses all State statute felonies committed within the boundaries of Kalamazoo County. A felony is a criminal offense that is punishable by imprisonment in excess of one year and includes such charges as home invasion, car theft, drug trafficking, sexual assault, armed robbery and murder. The Circuit Court Team handles the prosecution of these felonies once the cases have been bound over to Circuit Court for trial. In addition, the Circuit Court Team handles all appeals that are filed following a conviction. This includes all post conviction motions filed in the Circuit Court as well as all appeals filed in both the Michigan Court of Appeals and the Michigan Supreme Court.

Family Court – The Family Court Division of the Prosecutor's Office discharges additional duties aimed at protecting and assisting the children of Kalamazoo County. Prosecutors work closely with representatives of Children's Protective Services to address in court the behavior of parents who abuse or neglect the welfare of their children. In addition, some members of the Family Court Division work under a reimbursement program from the State to hold accountable non-custodial parents who are not meeting their legal obligation to financially support their children. The Prosecutor's Office obtains court orders requiring this financial support from the parents and thus reduces the burden to taxpayers for the support of these children. This Team is also responsible for representing the community in all juvenile delinquency proceedings held within the County. A delinquency proceeding results when a juvenile under the age of 17 violates the criminal law. Assistant Prosecutors review police investigations of these violations to determine whether the juveniles will be brought before the Family Court on delinquency charges and prosecute the cases at all subsequent hearings.

PROSECUTING ATTORNEY (continued)

District Court – The District Court Division coordinates and oversees the work done in the office to review police investigations and bring formal criminal charges against adult offenders. The members of this Division also handle the prosecutions of misdemeanor cases in the District Court in Kalamazoo County. A misdemeanor is a criminal offense that is punishable by a term of imprisonment of one year or less and includes such charges as drunk driving, driving with a suspended license, domestic violence, assault and battery, and larceny. The District Court Division also prosecutes the preliminary hearings on felony cases and represents petitioners at mental commitment hearings in the Probate Court.

As the Chief Law Enforcement Officer in Kalamazoo County, the Prosecutor fills an important leadership role in the criminal justice system. Because of this unique and pivotal position he is able to initiate system wide improvements and act as a catalyst for constructive change. The Prosecutor's Office has always been proactive in the community in a variety of specialized programs designed to improve public safety, such as the Domestic Violence Liaison Prosecutor Project, Balanced and Restorative Justice Programs, Drug and Alcohol Treatment Courts, the Kalamazoo Assault Intervention Program, the Community Corrections Advisory Board, the Domestic Violence Fatality Review Board, and the Child Death Review Team.

PROSECUTING ATTORNEY

SCHEDULE OF ESTIMATED EXPENDITURES

101-229

SALARIES

703.01	Salaries, Elected Officials	\$	127,900	
704.00	Salaries, Other		<u>1,370,500</u>	\$ 1,498,400

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 546,900
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DIRECT OPERATING

727.00	Printing & Binding	\$	19,000	
728.00	Postage		19,500	
729.00	Copy Charges		20,000	
730.00	Office Supplies		26,000	
730.08	Subpoena-by-Mail		5,000	
732.20	Law Books/Periodicals		36,000	
803.01	Steno/Transcripts		5,000	
805.00	Witness Fees		29,000	
805.04	CCFD Witness Fees		5,000	
805.05	CCFD Expert Witness Fees		5,500	
806.01	Appelate & Extradition		4,000	
807.01	Association Dues & Memberships		12,000	
808.16	Appointed Prosecutor		500	
808.27	Process of Service		2,000	
850.00	Communications Expense		32,000	
860.00	Travel		9,000	
931.00	Equipment Maintenance		20,600	
956.00	Employee Training		3,000	
957.00	Miscellaneous		4,000	
999.15	Transfer to Pros Coop Reim Grant		<u>120,000</u>	\$ <u>377,100</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>2,422,400</u>
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PROSECUTING ATTORNEY (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Prosecuting Attorney	M1232	1.0
Chief Assistant Prosecuting Attorney	M1030	1.0
Division Chief	M725	3.0
Prosecutor Administrator	M611	1.0
Assistant Prosecuting Attorney III	P677	8.0
Victim Advocate	P323	1.0
Senior Administrative Assistant	P301	1.0
Word Processing Supervisor	P240	1.0
Technical Trial Assistant	T21	1.0
Senior Legal Assistant	T20	3.0
Cross Trained Legal Technician	T16	1.0
District/Circuit Clerk	T13	<u>0.5</u>
TOTAL AUTHORIZED POSITIONS		<u><u>22.5</u></u>

DEPARTMENT: PURCHASING

FUNCTION: GENERAL SERVICES ADMINISTRATION

The Purchasing Department is that area of County Government which purchases equipment, materials, supplies and services for all County departments at the quality needed for the most economical prices. This is done by seeking competitive bids and quotations from vendors interested in serving the County.

Other functions of the department are:

- Maintaining a list of potential bidders;
- Implementing the County's Minority and Women Business Policy by seeking out minority and women-owned vendors and providing them the opportunity to bid on County projects and supplies;
- Providing a method of internal control over expenditures, including development and maintenance of purchasing policies and procedures;
- Maintaining the fixed asset inventory system and the vehicle inventory;
- Serving as the administrative department for the Kalamazoo County Building Authority.

The Purchasing Department works under the general supervision of the Finance Director.

PURCHASING

SCHEDULE OF ESTIMATED EXPENDITURES

101-233

SALARIES

703.06	Salary, Director	\$ 57,400	
704.00	Salaries, Other	<u>16,800</u>	\$ 74,200

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 27,100
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DIRECT OPERATING

727.00	Printing & Binding	\$ 300	
728.00	Postage	800	
729.00	Copy Charges	900	
730.00	Office Supplies	700	
807.01	Association Dues & Memberships	300	
808.00	Contractual Service	3,300	
850.00	Communications Expense	2,200	
860.00	Travel	500	
931.00	Equipment Maintenance	500	
956.00	Employee Training	4,400	
957.00	Miscellaneous	<u>500</u>	\$ <u>14,400</u>

TOTAL ESTIMATED EXPENDITURES	\$ <u>115,700</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Purchasing Manager	M393	1.0
Administrative Aide	T18	<u>0.5</u>

TOTAL AUTHORIZED POSITIONS	<u>1.5</u>
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DEPARTMENT: TREASURER

FUNCTION: GENERAL SERVICES ADMINISTRATION

The Treasurer is chief custodian of all funds received by the County. In relation to this responsibility, the Treasurer administers the provision of general property tax laws and is responsible for the collection and distribution of delinquent real tax levies. The Treasurer also has the added responsibility of:

1. Custodianship and banking of funds;
2. Investment of monies;
3. Statutory supervision of all property taxes. During the current summer and winter collection periods, local treasurers act as agents of and are accountable to the County Treasurer during the March settlement for their collections and uncollected remainder;
4. As agent for the County for the Tax Revolving Fund Distribution of the TRF permits 100 percent payment of real property delinquencies to levying units that participate in the summer and winter tax;
5. Responsible for maintenance of all delinquent property records and assignment of fees leading up to foreclosure and public auction of property due to lack of tax payment;
6. Accounting for and distributing penal fines;
7. Administering the County's hotel/motel accommodation tax ordinance;
8. Providing a tax certification on all transfers of real property when the deed or other legal instrument contains a "Warrant and Defend" clause. A proper and legal description is required, and the transfer cannot be recorded without the Treasurer's certification that taxes are paid;
9. Settling MTT appeals, which includes refunds to taxpayers;
10. Adjustments of tax dollars as ordered by local boards of review;

TREASURER (continued)

11. Adjustments of denials or granting of homestead status as ordered by Michigan State Treasury;
12. Under requirements of Proposal A, responsible for the collection of all state education taxes from taxing units and submitting them to the State;
13. Sends to the State the transfer tax fees collected by Register of Deeds;
14. Collecting dog license fees;
15. Conformance and reporting responsibilities with the State for compliance with Public Act 123 of 1999.

The Treasurer is a member of the following boards, committees, and commissions:

1. Retirement Investment Committee;
(ex-officio member)
2. County Plat Board;
3. County Apportionment Commission;
4. Election Commission.
5. Other Post Employment Benefits

TREASURER

SCHEDULE OF ESTIMATED EXPENDITURES

101-253

SALARIES

703.01	Salaries, Elected Officials	\$	82,000	
704.00	Salaries, Other		<u>287,000</u>	\$ 369,000

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 134,700
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DIRECT OPERATING

727.00	Printing & Binding	\$	2,000	
728.00	Postage		50,000	
729.00	Copy Charges		1,500	
730.00	Office Supplies		5,800	
808.00	Contractual Service		20,200	
850.00	Communications Expense		7,800	
860.00	Travel		2,800	
895.01	Bank Fees		7,000	
931.00	Equipment Maintenance		600	
956.00	Employee Training		2,500	
968.01	Computer Related Acq.		<u>2,000</u>	\$ <u>102,200</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>605,900</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Treasurer	M702	1.0
Chief Deputy Treasurer	M466	1.0
Assistant Treasurer	P358	1.0
Senior Audit Clerk	T21	1.0
Senior Account Clerk	T12	<u>5.0</u>

TOTAL AUTHORIZED POSITIONS		<u>9.0</u>
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DEPARTMENT: BUILDINGS AND GROUNDS

FUNCTION: GENERAL SERVICES ADMINISTRATIVE

The Building and Grounds department provides and supervises the facility operations and maintenance for the County. It directly provides daily maintenance and custodial services and handles all major repairs and renovations. Many of these task are completed by the County's own staff, including skilled trade positions (boiler & AC technicians, electrician, plumber, carpenter and electronics technician.) The department is also responsible for snow removal, lawn care, service contracts, administering the facilities' locks and keys, maintaining proper records and blueprints as well as necessary certificates and registrations. Additionally, the department is responsible for providing inspections to insure that all properties meet applicable codes and standards for occupancy. This department also manages the County wide building automation system that controls and monitors the environmental systems.

The department is responsible for providing garage operations that includes the servicing and maintenance of County owned vehicles. Additional responsibilities include providing fueling capabilities for County owned vehicles. This involves direct maintenance of the equipment as well as maintaining records for proper cost allocation and satisfying regulatory requirements.

Buildings and Grounds also provide project development services and construction management for most major capital and renovation projects. Helping individual departments develop budget estimates, solicit quotes and assist in the bidding process is also within the department scope.

Additionally, Buildings and Grounds provide support services to all County departments on a daily basis. These services would include assembling furniture, installing shelving, moving offices, delivering items, building cabinets, etc.

BUILDINGS & GROUNDS

SCHEDULE OF ESTIMATED EXPENDITURES

101-265

SALARIES

703.06	Salary, Director	\$	77,100	
704.00	Salaries, Other		994,900	
705.00	Salaries, Overtime		75,000	
706.00	Salaries, Temporary		<u>25,000</u>	\$ 1,172,000

FRINGE BENEFITS

710.00	Fringe Benefits	\$	418,700	
710.06	Fringe Benefits, Temporary		<u>3,700</u>	\$ 422,400

DIRECT OPERATING

728.00	Postage	\$	200	
729.00	Copy Charges		700	
730.00	Office Supplies		800	
731.03	Microfilm Storage		5,800	
735.00	Light Bulbs		9,000	
745.00	Gasoline & Oil		38,000	
775.00	Janitorial Supplies		42,000	
775.01	Janitorial Supplies-Jail		21,000	
775.02	Janitorial Supplies-Juvenile Home		5,000	
775.03	Janitorial Supplies-Animal Services		2,000	
808.00	Contractual Service		85,000	
808.01	Moving Expense		500	
808.56	Consultant		14,000	
850.00	Communications Expense		15,000	
860.00	Travel		3,500	
930.00	Repairs & Alterations		165,000	
930.02	Jail Washing & Painting		10,000	
931.00	Equipment Maintenance		153,000	
931.02	Vehicle Maintenance		27,000	
931.04	Elevator Maintenance		35,000	
931.10	Building Painting		10,000	
934.00	Grounds Maintenance		18,000	
934.02	Snow Removal		12,000	

956.00	Employee Training	2,000	
957.00	Miscellaneous	1,500	
973.00	Supplies & Equipment	<u>6,000</u>	\$ <u>682,000</u>
TOTAL ESTIMATED EXPENDITURES			\$ <u>2,276,400</u>

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director	M611	1.0
Assistant Director	M466	1.0
Administrative Manager	M342	1.0
Maintenance Supervisor	P351	1.0
Assistant Maintenance Supervisor	P298	1.0
Custodial Supervisor	P254	1.0
Administrative Aide	T18	0.5
Electrician	S17	1.0
Environmental Control Technician	S16	1.0
Carpenter II	S16	1.0
Heating & Air Conditioning Technician	S16	2.0
Electronics/Communications Specialist	S16	1.0
Building Operator	S12A	2.0
Building Operator II	S12B	1.0
Maintenance Worker I	S10A	7.0
Custodian	S06	<u>9.0</u>
TOTAL AUTHORIZED POSITIONS		<u>31.5</u>

UTILITIES

SCHEDULE OF ESTIMATED EXPENDITURES

101-266

DIRECT OPERATING

Administration Building

852.10	Electric	\$	129,000		
852.11	Natural Gas		39,100		
852.12	Water		<u>5,000</u>	\$	173,100

Circuit Court-Family

852.30	Electric	\$	48,400		
852.31	Natural Gas		22,400		
853.32	Water		4,000		
852.33	Fuel Oil		<u>500</u>	\$	75,300

County Center Building – Fairgrounds

852.40	Electric	\$	123,500		
852.41	Natural Gas		67,800		
852.42	Water		<u>24,700</u>	\$	216,000

Law Enforcement

852.60	Electric	\$	148,000		
852.61	Natural Gas		101,500		
852.62	Water		25,000		
852.63	Fuel Oil		<u>500</u>	\$	275,000

Courthouse

852.70	Electric	\$	103,000		
852.71	Natural Gas		51,900		
852.72	Water		<u>5,000</u>	\$	159,900

UTILITIES (continued)

Lake/Lamont Complex

852.95	Electric	\$	11,000	
852.96	Natural Gas		24,500	
852.97	Water		<u>4,000</u>	\$ 39,500

Other

999.46	Transfer to #466 G.C.P.I			\$ <u>149,400</u>
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TOTAL ESTIMATED EXPENDITURES \$ **1,088,200**

SECURITY

SCHEDULE OF ESTIMATED EXPENDITURES

101-267

SALARIES

704.29	Salaries, FOP	\$	179,800	
705.29	FOP Overtime		<u>35,000</u>	\$ 214,800

FRINGE BENEFITS

710.01	Non Kal Flex Fringe Benefits			\$ 122,400
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DIRECT OPERATING

808.41	Security	\$	81,400	
808.50	Courthouse Security Operations		178,500	
850.00	Communications Expense		<u>1,200</u>	\$ <u>261,100</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>598,300</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Deputy Corrections Officer II	F19	3.0

TOTAL AUTHORIZED POSITIONS		<u>3.0</u>
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DEPARTMENT: DRAIN COMMISSIONER

FUNCTION: GENERAL SERVICES ADMINISTRATIVE

The Office of the County Drain Commissioners primary responsibilities are defined by the Drain Code of 1956 and other State statues. The areas of jurisdictions are legally described county drains and storm water drainage systems in specific plats. Drainage districts, by statue, are corporate entities with powers to contract, hold, manage and sell real estate and be directly involved in litigation. The Drain Commissioner does not own the county drains, but acts as the steward or caretaker for the District.

Kalamazoo County has approximately 225 Drainage Districts with county drains, streams and other watercourses. There are over 100 plats that have completed 433 agreements with the Drain office for the care and maintenance of the storm water systems. The funding for the maintenance and repair of county drains and storm water systems is accomplished through assessments to the residents of the respective districts.

Other areas of responsibilities for the Drain Office are the implementation of Phase II storm water requirements as mandated by the MDEQ. The Drain Office also provides technical assistance to units of government and individuals concerning storm water and drainage issues.

DEPARTMENT: SOIL EROSION & SEDIMENTATION CONTROL

FUNCTION: GENERAL SERVICES ADMINISTRATIVE

Under this program all Soil Erosion agents must be certified by the State of Michigan and capable of reviewing and performing site inspections according to Part 91 of Michigan's Natural Resources and Environmental Protection Act (PA 451, 1994 as amended). These services are provided countywide except in units of government that have their own Part 91 program (cities of Portage, Kalamazoo, and the Village of Vicksburg).

SOIL EROSION & SEDIMENTATION CONTROL
SCHEDULE OF ESTIMATED EXPENDITURES

101-282

SALARIES

704.00	Salaries, Other	\$	50,700
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	18,500
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DIRECT OPERATING

727.00	Printing & Binding	\$	300	
728.00	Postage		700	
729.00	Copy Charges		500	
730.00	Office Supplies		500	
806.00	Legal Services		500	
808.08	Engineering Consultants		500	
850.00	Communications Expense		1,300	
860.00	Travel		2,500	
956.00	Employee Training		800	
957.00	Miscellaneous		<u>800</u>	\$ <u>8,400</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>77,600</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Soil Erosion Agent	T18	1.0
Administrative Assistant	T17	<u>0.5</u>
TOTAL AUTHORIZED POSITIONS		<u>1.5</u>

DEPARTMENT: SHERIFF

FUNCTION: LAW ENFORCEMENT

The Sheriff's office has the responsibility for custody, control, and care of 327 or more County, State and/or Federal prisoners. The Department enforces the general laws of the State of Michigan and fulfills peacekeeping responsibilities for the County of Kalamazoo with primary focus on the unincorporated areas of 14 townships wherein 90,000 citizens reside.

The Sheriff's Department must serve Civil Process when requested and subpoenas for the District and Circuit Courts, enforce the State of Michigan Marine Laws and recover all drowned bodies within the County.

The Sheriff's office is responsible for the transfer of prisoners to and from the County Jail, to and from State prisons and other facilities within the state, along with the responsibility for returning prisoners from other states and maintaining security within the courts.

SHERIFF

SCHEDULE OF ESTIMATED EXPENDITURES

101-301

SALARIES

703.01	Salaries, Elected Officials	\$	114,800	
704.00	Salaries, Others		152,100	
704.28	Salaries, Command		727,500	
704.29	Salaries, FOP		6,256,700	
705.00	Salaries, Overtime		1,500	
705.28	Overtime, Command		8,000	
705.29	Overtime, FOP		<u>637,000</u>	\$ 7,897,600

FRINGE BENEFITS

710.00	Fringe Benefits	\$	98,000	
710.01	Non Kal Flex Fringe Benefits		<u>4,348,600</u>	\$ 4,446,600

DIRECT OPERATING

727.00	Printing & Binding	\$	10,300	
728.00	Postage		4,500	
729.00	Copy Charges		42,000	
730.00	Office Supplies		25,000	
730.03	Rehab/Physical Training Supplies		500	
730.04	Rehabilitation Program Sundries		500	
730.08	Subpoenamail – Design		3,000	
740.00	Provisions		399,300	
741.00	Kitchen Supplies		25,000	
742.00	Police Supplies		68,700	
743.00	Clothing & Bedding		17,700	
744.00	Uniform Allowance		26,400	
744.01	Dry Clean Allowance		20,000	
745.00	Gasoline & Oil		125,000	
746.00	Photographic Supplies		7,000	
746.01	Photographic Equipment		2,000	
762.00	Inmate Supplies		187,900	
775.00	Janitorial Supplies		5,500	
800.00	Investigations		4,500	
801.06	Interview Screening		25,500	
802.01	Medical Expense		372,400	

SHERIFF (continued)

802.04	Inmate Hospitalization	78,400	
802.05	Prisoner Housing Costs	179,000	
802.06	Other Agency Arrestee Medical	50,000	
808.21	System Maintenance	80,000	
808.67	Records Storage	9,000	
811.00	Laundry	10,000	
812.00	Clothing Allowance	24,000	
813.00	Ambulance Services	8,000	
846.00	Consolidated Crime Lab Expenses	15,300	
846.50	Dispatch-800 MHZ System Expenses	416,700	
848.00	Evidence Tech Expenses	20,000	
850.00	Communications Expense	80,000	
860.00	Travel	1,000	
860.01	Travel – Extradition	77,400	
930.00	Repairs & Alterations	1,900	
931.00	Equipment Maintenance	44,000	
931.02	Vehicle Maintenance	136,900	
931.03	Photo Equipment Maintenance	2,000	
931.05	Radio Maintenance	32,500	
956.00	Employee Training	8,400	
956.19	State of Michigan – Training	28,000	
957.00	Miscellaneous	32,000	
957.25	Vehicle Auction	900	
958.84	911 Expense	2,300	
958.94	Sheriff New Vehicle	201,100	
985.08	Adult Education Program	2,000	
998.00	Remote Visual Control	<u>9,000</u>	\$ <u>2,922,500</u>
	TOTAL ESTIMATED EXPENDITURES		\$ <u>15,266,700</u>

SHERIFF (continued)**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Sheriff	M1030	1.0
Undersheriff	M898	1.0
Captain/Chief Deputy	C04	1.0
Captain	C03	2.0
Lieutenant	C02	5.0
Sheriff's Administrator	C01	1.0
Civilian Aide	T9	1.0
Polygraph Examiner	F23	1.0
Lab Sergeant	F23	1.0
Detective/Sergeant	F22	7.0
Sergeant	F22	14.0
Nurse	F20	2.0
Deputy Corrections Officer II	F19	58.0
Corrections Officer I	F17	3.0
Crime Lab Specialist	F17	1.0
Chief Cook	F17	1.0
Account Clerk II	F16A	1.0
Dispatcher	F16B	2.0
Clerk Typist II	F13	9.5
Cook	F10	5.0
Control Center Operator	F9	5.0
Laundry Service Worker	SO6	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>123.5</u>

DEPARTMENT: ANIMAL SERVICES & ENFORCEMENT

FUNCTION: PROTECTIVE SERVICES

In accordance with MCLA 287.289a, the County Board of Commissioners established the animal control agency in the interest of protecting the public health and safety of Kalamazoo County residents. The agency is mandated through the regulations enacted by the State of Michigan, the Michigan Departments of Health, and Agriculture, and the Kalamazoo County Animal Control Ordinance, to regulate and control the conduct, keeping, and care of dogs and other animals.

The mission of the Kalamazoo County Animal Services and Enforcement is to enhance the quality of life for the residents of Kalamazoo County by providing humane animal services, public education of animal ownership responsibilities, and the enforcement of state and local animal laws.

Animal Services and Enforcement offers many animal welfare services such as; operating the County Animal Shelter and actively promoting pet adoptions while working closely with local rescue and humane organizations; offering free euthanasia services for owner's animals; rescue of stray sick or injured domestic and wild animals; providing local Veterinarians with pick up and removal services for their dead or euthanized animals and removal of dead domestic animals from the public roadways.

Animal Services and Enforcement offers the citizens of Kalamazoo County public health and safety services such as; quarantines (or testing) of bite animals for rabies control; responding to thousands of animal related citizen's complaints; investigation and reimbursement of livestock killings; picking up stray and lost animals; acting as an agent for the County Treasurer in the sale of dog licenses; maintaining rabies vaccination records for the Health Department; 24 hour emergency response to 911 calls; investigating animal neglect and cruelty cases; and assisting other law enforcement agencies with warrant searches, evictions, and criminal cases, where animals are or may be involved.

ANIMAL SERVICES & ENFORCEMENT
SCHEDULE OF ESTIMATED EXPENDITURES

101-421

SALARIES

703.06	Salary, Director	\$ 65,400	
704.00	Salaries, Others	212,700	
705.00	Salaries, Overtime	<u>2,500</u>	\$ 280,600

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 102,400
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DIRECT OPERATING

727.00	Printing & Binding	\$ 8,500	
728.00	Postage	20,000	
729.00	Copy Charges	1,100	
730.00	Office Supplies	3,000	
740.00	Provisions	26,000	
744.00	Uniform Allowance	3,300	
745.00	Gasoline & Oil	18,600	
775.00	Janitorial Supplies	1,500	
808.21	Systems Maintenance	3,400	
809.00	Dog License Collection Fees	13,000	
809.01	Dog Licenses	1,500	
818.00	Lab Specimens	1,900	
822.00	Doggie in the Window	800	
831.00	Veterinary Services	13,800	
850.00	Communications Expense	12,100	
895.01	Bank Fees	2,000	
931.00	Equipment Maintenance	4,200	
931.02	Vehicle Maintenance	11,000	
956.00	Employee Training	4,200	
957.00	Miscellaneous	1,000	
959.01	Livestock Loss Expense	1,000	
959.02	Animal Rendering	<u>15,700</u>	\$ <u>167,600</u>

TOTAL ESTIMATED EXPENDITURES			\$ <u>550,600</u>
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ANIMAL SERVICES & ENFORCEMENT (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director	M496	1.0
Senior Administrative Assistant	P301	1.0
Senior Clerk Typist	T09	2.0
Radio Dispatcher	T09	1.0
Animal Control Officer II	S15	1.0
Kennel Technician II	S10A	0.5
Kennel Technician I	S09	<u>1.5</u>
TOTAL AUTHORIZED POSITIONS		<u>8.0</u>

**DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT/
 HOMELAND SECURITY**

FUNCTION: PROTECTIVE SERVICES

The Kalamazoo County Office of Emergency Management/Homeland Security is the coordinating agency responsible for county-wide emergency preparedness in mitigating, preparedness, response and recovery the event of any chemical, biological, radiological nuclear and explosive, terrorist, or natural disaster. The department is headed by a Director who is assigned to the Sheriff's office and receives direct supervision from the Sheriff who also serves as the Emergency Management Coordinator. As Coordinator, the Sheriff serves as Chief of the County's emergency planning and response activities while the Director manages the day to day operations, except for those areas where State law vests responsibility on the Chairman of the Board of Commissioners.

The department also coordinates the activities of County departments and other governmental and private organizations that play a role in the protection of life and property during disaster situations. The department is also responsible for continuing disaster mitigation programs, training, exercising and complying with various State and Federal requirements.

Funds for the operation of the department are currently received from the County of Kalamazoo and the State and Federal Governments.

DEBT SERVICE

SCHEDULE OF ESTIMATED EXPENDITURES

101-443

DIRECT OPERATING

873.00	Radio Debt	\$	375,700		
995.00	Interest Expense		<u>7,900</u>	\$	<u>383,600</u>
	TOTAL ESTIMATED EXPENDITURES			\$	<u>383,600</u>

**GENERAL COUNTY PUBLIC IMPROVEMENT
SCHEDULE OF ESTIMATED EXPENDITURES**

101-444

DIRECT OPERATING

958.02	New Equipment Circuit Court	\$ 27,000
958.03	New Equipment District Court	9,000
958.09	New Equipment Juvenile Home	10,900
958.10	New Equipment Building & Grounds	65,000
958.13	New Equipment HCS	16,400
958.18	New Equipment Parks	48,500
958.19	New Equipment Sheriff	54,200
958.20	New Equipment AS & E	27,500
958.29	New Equipment Pros Attorney	10,000
958.60	B & G Flooring Fund	75,000
963.45	B & G Major Repair/Maintenance	250,000
963.72	Furniture Fund	50,000
970.01	IS Technology Replacement	106,500
999.46	Transfer to #466 Justice Fac Improve	<u>3,800,000</u>
TOTAL ESTIMATED EXPENDITURES		\$ <u>4,550,000</u>

AT LARGE DRAINS
SCHEDULE OF ESTIMATED EXPENDITURES

101-445

DIRECT OPERATING

969.00	Appropriation	\$ <u>44,300</u>
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TOTAL ESTIMATED EXPENDITURES		\$ <u>44,300</u>
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DEPARTMENT: HEALTH & COMMUNITY SERVICES

FUNCTION: ADMINISTRATION

An effective human service system must be responsible to both the people it serves and the people who support it. The physical, mental, and social well being of the people of this county is a matter of primary public concern. The mission of the Health & Community Services Department is to improve the overall health of the community through coordinated planning, resource development, and service delivery so all members of the community can participate in the opportunities, benefits, and responsibilities of society. The goals of the Health & Community Services Department are:

- To improve the overall health of the community by reducing preventable disabilities and deaths and promoting healthy lifestyles and choices.
- To strengthen the capacity of individuals and families at risk within the community to take control of their lives and work toward self-sufficiency.
- To protect the community from health threatening conditions by assessing and improving the physical environment.

The Health & Community Services Department brings together under a single entity the functions of Public Health, Community Action (including Head Start), Area Agency on Aging, and Veterans.

The Health & Community Service Department's administration is responsible for the oversight of these programs and services. More specifically, the administration is responsible for the planning, development, management and administration of these programs consistent with federal, state, and county policies, procedures, and regulations. The Health & Community Services Department Director reports directly to the County Administrator. The department is composed of the Director's office and three bureaus comprising approximately 250 employees.

HEALTH & COMMUNITY SERVICES ADMINISTRATION

SCHEDULE OF ESTIMATED EXPENDITURES

101-613

SALARIES

703.06	Salary, Director	\$	93,800	
704.00	Salaries, Other		<u>557,900</u>	\$ 651,700

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 237,900
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DIRECT OPERATING

727.00	Printing & Binding	\$	5,000	
728.00	Postage		1,500	
729.00	Copy Charges		12,000	
730.00	Office Supplies		11,000	
730.05	Consumable Supplies		200	
732.00	Educational Materials		200	
740.02	Bottled Water		6,700	
807.00	Subscriptions		200	
807.01	Association Dues & Memberships		1,000	
850.00	Communications Expense		12,000	
860.00	Travel		6,000	
901.00	Advertising		2,000	
901.01	Promotional Projects		500	
931.00	Equipment Maintenance		400	
940.00	Building Rental		31,600	
956.00	Employee Training		9,000	
957.00	Miscellaneous		3,700	
968.01	Computer Related Acquisitions		1,000	
999.33	Transfer to #221 Cigarette Tax		54,000	
999.44	Transfer to #224 Homeless		<u>50,000</u>	\$ <u>208,000</u>

TOTAL ESTIMATED EXPENDITURES \$ 1,097,600

HEALTH & COMMUNITY SERVICES (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Health & Community Services Director	M994	1.0
Deputy Director	M677	1.0
Deputy Director-Finance HCS	M588	1.0
Financial Systems Supervisor	P406	1.0
Senior Financial Analyst	P332	2.0
Admin Assistant/Contract Admin	P298	1.0
Operations Manager	P291	0.550
Senior Financial Analyst	P282	1.0
Financial Analyst	P282	1.0
Purchasing Coordinator	T20	1.0
Administrative Assistant	T17	1.0
Administrative Assistant/Receptionist	T16	<u>1.125</u>
TOTAL AUTHORIZED POSITIONS		<u>12.675</u>

DEPARTMENT: VETERANS' AFFAIRS

FUNCTION: HEALTH AND WELFARE

The Veterans Affairs Department, housed at the Health & Community Services Department, hosts four veterans' service organizations: the VFW, American Legion, Marine Corps League and the Vietnam Vets of America. The Veterans Trust Fund is also administered through the Veterans Affairs Department. Services are provided to Kalamazoo County veterans and their families by the staff of the Department in addition to the representatives of the three participating service organizations.

Veterans and family members are assisted in filing claims, helping with disability and pension forms, providing information on legislation and other regulatory issues, referrals to other service organizations, as well as areas of general advocacy and advice.

VETERANS' AFFAIRS

SCHEDULE OF ESTIMATED EXPENDITURES

101-614

SALARIES

704.00	Salaries, Other	\$	76,700
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	28,000
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DIRECT OPERATING

728.00	Postage	\$	800	
729.00	Copy Charges		700	
730.00	Office Supplies		1,700	
807.01	Association Dues & Memberships		100	
850.00	Communications Expense		3,100	
860.00	Travel		1,200	
901.00	Advertising		600	
940.00	Building Rental		12,300	
956.00	Employee Training		1,700	
957.00	Miscellaneous		5,800	
957.52	Stand Down		1,000	
968.01	Computer Related Acq.		<u>500</u>	\$ <u>29,500</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>134,200</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director of Veterans' Services	P323	1.0
Veterans Service Specialist	T16	<u>.875</u>

TOTAL AUTHORIZED POSITIONS	<u>1.875</u>
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DEPARTMENT: MEDICAL EXAMINER

FUNCTION: HEALTH

The Department of the Medical Examiner replaced the County Coroner System in Kalamazoo County by action of the voters in 1961. While the Coroner was an elected official, the Medical Examiner, who must be a licensed physician is appointed by the County Board of Commissioners.

The Medical Examiner's Office investigates all cases of sudden, unexpected violent and accidental death, as well as death which occurs without medical attendance.

The department's staff consists of a part-time Chief Medical Examiner and a variable number of Deputy Medical Examiners and Medical Examiner Investigators who carry out investigations in cooperation with numerous other involved public service agencies. The only full-time staff person is an administrative assistant/office manager who ensures efficient operation of the department and is available during business hours as a contact person with the public and various service agencies. The Chief Medical Examiner, although part-time, is available for consultation and assistance on a 24-hour basis.

When required, autopsies and medical studies are performed by the community's pathologists; however, forensic pathologists in Lansing perform the majority of these services.

MEDICAL EXAMINER

SCHEDULE OF ESTIMATED EXPENDITURES

101-648

SALARIES

703.06	Salary, Director	\$	16,000	
704.00	Salaries, Other		36,100	
706.02	Temp Salaries, Lay Investigators		<u>37,000</u>	\$ 89,100

FRINGE BENEFITS

710.00	Fringe Benefits	\$	19,000	
710.06	Fringe Benefits, Temporary		<u>5,500</u>	\$ 24,500

DIRECT OPERATING

727.00	Printing & Binding	\$	200	
728.00	Postage		600	
729.00	Copy Charges		700	
730.00	Office Supplies		1,500	
745.00	Gasoline & Oil		200	
747.00	Morgue Supplies		3,500	
808.00	Contractual Services		3,200	
808.21	Systems Maintenance		3,600	
835.00	Autopsies		180,000	
836.00	Deputy Examiners		20,000	
837.00	Body Transport		35,000	
838.00	Laboratory Services		35,000	
840.00	X-Ray Services		3,000	
850.00	Communications Expense		6,800	
860.00	Travel		6,000	
931.01	Office Equipment Maintenance		100	
931.02	Vehicle Maintenance		700	
940.00	Building Rental		5,900	
956.00	Employee Training		5,500	
968.01	Comp Related Acquisitions		<u>400</u>	\$ <u>311,900</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>425,500</u>
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MEDICAL EXAMINER (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Medical Examiner	---	0.5
Administrative Assistant	P247	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>1.5</u>

**DEPARTMENT: KALAMAZOO COMMUNITY MENTAL
HEALTH SERVICES (KCMHS) AUTHORITY**

FUNCTION: MENTAL HEALTH SERVICES

On January 1, 1997, the Kalamazoo County Board of Commissioners passed a resolution creating Kalamazoo Community Mental Health Services (KCMHS) Authority, which became a Mental Health Authority as provided under the Michigan Mental Health Code. The General Fund annual contribution to KCMHS was frozen when it was given authority status.

KCMHS is governed by a twelve-member board that are appointed by the County Board of Commissioners for a three-year term.

On October 1, 2002, KCMHS became the regional Medicaid Prepaid Health Plan for Kalamazoo, Allegan, Cass and St. Joseph Counties. KCMHS has a Medicaid Sub-Capitation arrangement with the other three Counties. Also on this date, KCMHS assumed the Substance Abuse Coordinating Agency responsibilities for Kalamazoo, Barry, Branch, St. Joseph and Van Buren Counties. The KCMHS gross annual budget is approximately \$109 million.

The majority of the funding in the annual budget is derived from the Medicaid and State General Funds, which are capitated and regulated by the State through a special service contract with KCMHS. The County's general funds are used to either match State and Federal funding or to fund community services.

The following information describes the Mental Health and Substance Abuse Services in Kalamazoo only.

- A wide array of services are provided to approximately 1,100 children with several emotional disturbances; 4,000 adults with a mental illness; 940 adults and children with developmental disabilities and 1,333 adults and children are provided with substance abuse treatment and prevention services.
- The majority of services provided through more than 110 contracts with community providers account for approximately 77% of the budgeted expenditures. A KCMHS staff of 240 employees provides the remaining services. Central administration cost is about 6.6% of the gross annual budget.

**KALAMAZOO COMMUNITY
MENTAL HEALTH SERVICES AUTHORITY
SCHEDULE OF ESTIMATED EXPENDITURES**

101-649

DIRECT OPERATING

969.00	Appropriation	\$ 1,550,400	
969.27	Sub Abuse Alcohol Tax	<u>770,700</u>	\$ <u>2,321,100</u>
	TOTAL ESTIMATED EXPENDITURES		\$ <u>2,321,100</u>

DEPARTMENT: KALAMAZOO COUNTY DEPARTMENT OF HUMAN SERVICES

FUNCTION: SOCIAL SERVICES

Under the Kalamazoo County Department of Human Services (DHS) Board, and the Michigan Department of Human Services, Kalamazoo County DHS provides community leadership, seeks to improve the quality of life by protecting children and vulnerable adults, delivers juvenile justice services, and provides support to strengthen families and individuals striving for independence.

Kalamazoo County DHS provides the following public assistance programs: Temporary Assistance for Needy Families grants (Family Independence Program); Day Care; Food Assistance; Medicaid and Emergency Relief. The agency administers the child support collection program, client fraud investigation and services to children and adults that include protective services, placement, home help and assistance with health, housing, and transportation.

The primary joint effort between Kalamazoo County and the local DHS Agency involves the care and supervision of more than 500 Kalamazoo County children who have been adjudicated as neglected or delinquent wards by the Family Division of Circuit Court. In order to fulfill these responsibilities, Kalamazoo County DHS maintains a regular child placing agency license regulated by the Office of Children's and Adult Licensing that is reviewed annually.

The DHS budget request represents the County's portion of the cost in caring for these children. The remaining costs are covered through state and federal funding. Every effort is made to review state and federal funding eligibility prior to utilizing the County Child Care fund. All three levels of government are experiencing higher childcare costs.

Through the use of in-home care programs and community collaboration, Kalamazoo County DHS has traditionally attempted to maintain children in their own homes, placed children with relatives or facilitated an earlier return home from out-of-home placements. These efforts are based in best child welfare practice and the belief that most children ultimately respond better with a parent or relative caregiver, achieve permanency sooner, and the fact that the majority of our children return home once the court supervised treatment plan has been successfully completed.

KALAMAZOO COUNTY DEPARTMENT OF HUMAN SERVICES

SCHEDULE OF ESTIMATED EXPENDITURES

101-670

DIRECT OPERATING

999.09	Transfer to #290 M.D.H.S.	\$	19,000		
999.19	Transfer to #293 Child Care DSS		<u>612,100</u>	\$	<u>631,100</u>
	TOTAL ESTIMATED EXPENDITURES			\$	<u>631,100</u>

SERVICES TO SENIORS
SCHEDULE OF ESTIMATED EXPENDITURES

101-672

DIRECT OPERATING

999.34	Transfer to #280 AAA	\$ <u>94,900</u>
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TOTAL ESTIMATED EXPENDITURES		\$ <u>94,900</u>
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DEPARTMENT: VETERANS' BURIAL

FUNCTION: HEALTH AND WELFARE

This appropriation is for payment of the \$300 burial allowance provided for deceased County veterans by State Law. Eligibility is determined by and payment authorized through investigation made by staff of the Veterans' Affairs Department.

VETERANS BURIAL
SCHEDULE OF ESTIMATED EXPENDITURES

101-681

DIRECT OPERATING

833.00	Burial Expenses	\$ <u>53,100</u>
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TOTAL ESTIMATED EXPENDITURES		\$ <u>53,100</u>
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DEPARTMENT: SOLDIERS & SAILORS RELIEF

FUNCTION: HEALTH AND WELFARE

This appropriation is for emergency relief assistance to Military veterans having no other resources. Disbursements are authorized by the Director of Veterans' Affairs.

SOLDIERS & SAILORS RELIEF
SCHEDULE OF ESTIMATED EXPENDITURES

101-689

DIRECT OPERATING

845.00	Veterans Relief	\$	<u>9,800</u>
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	TOTAL ESTIMATED EXPENDITURES	\$	<u>9,800</u>
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DEPARTMENT: MSU EXTENSION

FUNCTION: BRINGING KNOWLEDGE TO LIFE

Michigan State University Extension (MSUE) provides research-based educational programs for the citizens of Kalamazoo County to improve their lives and communities. Problems facing our communities are very complex. Solutions require the expertise of numerous disciplines and the collaboration of many partners.

Today, community-based MSUE staff members, in concert with on-campus faculty members, offer programming focused on children, youth and family; agriculture and natural resources; and community and economic development. Through a variety of educational strategies, technologies and partnerships, MSU Extension extends the University's knowledge and resources to all our citizens.

Michigan State University Extension in Kalamazoo County delivers non-degree, educational programs based on the research of Michigan State University and other land-grant institutions. Educational program delivery methods include workshops, tours, demonstrations, hands-on learning, computer programs, on-line courses, bulletins and pamphlets. MSU and USDA educational information, research results and specialist assistance is available to all county residents. MSUE is funded cooperatively through County, State and Federal dollars.

To ensure that MSUE educational programs meet local needs and challenges, MSU Extension invites in-put from residents and community leaders through informal discussion and open forum workshops. The local needs and challenges form a blueprint for Extension programming in Kalamazoo County. Over 1,000 volunteers across the county expand the organization's educational impact.

MSU Extension has for the past 90+ years reflected the community's needs.

Agriculture and Natural Resources

MSUE provides research-based educational programs to the county/state agricultural industry, from producers to commodity groups, agribusiness, food processors, retailers and, completing the circuit, with education to the general public. Programs are delivered through client directed Area of Expertise teams and with county-based agricultural and natural resources staff. Program areas of focus include: best practices in land use, agricultural profitability and marketing, plant agricultural systems, integrated pest management, animal and waste management, and sustainability of natural resource systems. In addition, Kalamazoo County MSU Extension offers a strong Consumer Horticultural emphasis through the Master Gardener Program.

MSU EXTENSION (continued)

Children, Youth, and Family

MSU Extension believes that children, youth and families are deeply affected by their environment, significant others, and their communities. With this interconnectedness, research-based programming is designed to strengthen families through education, collaborations, and systems reform. Programming in this area is designed to ensure that families learn about healthy eating habits, parents nurture their children in positive ways, and that families are safe and thriving. By integrating University and community resources, MSUE staff assist family achievements through programming in 4-H, the largest after-school program in the state, the Kinship Care Program for families who are raising relative children, and nutrition programs with an in-home teaching component for specific at-risk audiences.

Community and Economic Development

MSUE programs enhance the quality of life for Kalamazoo citizens by addressing concerns about their community's social, economic and environmental conditions. Some programs are broad based, such as assisting community leaders in understanding urban sprawl, and others are more specific such as enhancing a non-profit's board leadership capacity, providing strategic planning facilitation, or assisting with funding proposal development.

MSU Extension in Kalamazoo County will continue to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

MSU EXTENSION

SCHEDULE OF ESTIMATED EXPENDITURES

101-731

SALARIES

704.00 Salaries, Other \$ 133,300

FRINGE BENEFITS

710.00 Fringe Benefits \$ 48,700

DIRECT OPERATING

727.00	Printing & Binding	\$	3,700	
728.00	Postage		5,100	
729.00	Copy Charges		13,000	
730.00	Office Supplies		9,500	
850.00	Communications Expense		18,000	
860.00	Travel		13,800	
931.00	Equipment Maintenance		500	
940.00	Building Rental		53,500	
956.00	Employee Training		<u>7,000</u>	\$ <u>124,100</u>

TOTAL ESTIMATED EXPENDITURES \$ 306,100

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Consumer Horticulture Coordinator	P323	0.6
Accounts Manager	T21	0.9
Administrative Assistant	T16	1.0
Secretary II	T13	<u>1.5</u>

TOTAL AUTHORIZED POSITIONS 4.0

LAW LIBRARY APPROPRIATION
SCHEDULE OF ESTIMATED EXPENDITURES

101-740

DIRECT OPERATING

999.14	Transfer to #269 Law Library	\$ <u>42,200</u>
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TOTAL ESTIMATED EXPENDITURES		\$ <u>42,200</u>
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DEPARTMENT: PLANNING/COMMUNITY DEVELOPMENT

**FUNCTION: PLANNING AND GENERAL SERVICES
ADMINISTRATION**

The Kalamazoo County Planning Department was created in March of 1961. Its primary purpose was to provide staff assistance to the County Planning Commission, which was created on March 19, 1960 by the County Board of Supervisors under P.A. 282 of 1945, as amended. The department has since served in various capacities through its existence. Today, it fills the following major roles in County government:

1. Provide necessary staff support for various community development related citizen advisory boards of the County:
 - a. Kalamazoo Metropolitan County Planning Commission
 - b. Board of Public Works
 - c. Solid Waste Management Planning Committee
 - d. Economic Development Corporation
 - e. Brownfield Redevelopment Authority
2. Provide staff planning and technical support to other County departments in areas of County-wide community development plans/projects and/or related services;
3. Work in conjunction with Southwest Michigan First to coordinate the County's economic development strategy;
4. Coordinate all community development and related planning activities of other County departments;
5. Coordinate developmental activities (physical or socio-economic) affecting more than one unit of government;
6. Provide a forum for discussion of plans and community development activities affecting neighboring counties;
7. Acts as liaison between County and other levels of government, public and quasi-public agencies in matters related to community development;

PLANNING/COMMUNITY DEVELOPMENT (continued)

8. Provides leadership in educational forums related to planning, community development, and associated areas of interest;
9. Maintains the County Street Directory;
10. Monitors socio-economic trends within the County;
11. Maintains a planning library;
12. Assists local units of government in identifying planning and community development needs and initiate projects and programs to overcome those needs;
13. Provides assistance and information to the general public in the areas of development and planning;
14. Coordinates the Geographic Information Systems project, both internally and the Kalamazoo Area GIS Coordinating Council (KAGIS);
15. Administers the County's Survey & Remonumentation Program.

PLANNING AND COMMUNITY DEVELOPMENT
SCHEDULE OF ESTIMATED EXPENDITURES

101-801

SALARIES

703.06	Salary, Director	\$	70,300
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	25,700
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DIRECT OPERATING

727.00	Printing & Binding	\$	300	
728.00	Postage		1,300	
729.00	Copy Charges		1,400	
730.00	Office Supplies		1,000	
808.21	Systems Maintenance		3,100	
808.86	Phase II Stormwater Compliance		4,000	
850.00	Communications Expense		1,800	
860.00	Travel		700	
931.00	Equipment Maintenance		100	
956.00	Employee Training		2,400	
957.00	Miscellaneous		<u>100</u>	\$ <u>16,200</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>112,200</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Planning Director	M654	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>1.0</u>

DEPARTMENT: SOUTHWEST MICHIGAN FIRST

FUNCTION: ECONOMIC DEVELOPMENT

Southwest Michigan First is the lead economic development organization for Kalamazoo County. It was created with a mission to build an effective partnership among business, education, foundations, and the public sector in pursuit of new opportunities for growth and development for the purpose of improving and developing the area's human, technical, and capital resources.

Six specific goals have been developed for the organization, which are:

1. Create a world class, sustainable, economic development agency focused on public/private partnerships;
2. Increase the presence of Kalamazoo County and the Southwest Michigan region in the State government and Michigan Economic Development Corporation;
3. Lead and develop the area's technology initiative in conjunction with:
 - a. Higher Education Consortium;
 - b. Kalamazoo County Board of Commissioners;
 - c. Cities and Villages;
 - d. Townships;
 - e. Kalamazoo County Chamber of Commerce;
4. Maintain Kalamazoo as a manufacturing leader;
5. Develop high quality, competitive sites to compete globally for business attraction, while providing alternative space for local companies that need to expand;

SOUTHWEST MICHIGAN FIRST (continued)

6. Strengthen our alliances with our development partners:
 - a. Michigan Economic Development Corporation;
 - b. Private developers, realtors, and lenders;
 - c. Regional economic development organizations;
 - d. Kalamazoo County Chamber of Commerce;
 - e. Kalamazoo County Convention and Visitors Bureau.

SOUTHWEST MICHIGAN FIRST
SCHEDULE OF ESTIMATED EXPENDITURES

101-856

DIRECT OPERATING

969.00	SW Michigan First Appropriation	\$ <u>75,000</u>
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	TOTAL ESTIMATED EXPENDITURES	\$ <u>75,000</u>
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DEPARTMENT: STRATEGIC ISSUES

FUNCTION: PLANNING

The 2009 Budget continues the Board of Commissioners' strategy begun in 1996 of providing additional funding for a variety of areas that seek to improve the overall face of County Government and services to citizens.

Previous initiatives pertained to continuation of grant funded innovative or creative programs that made a positive impact and/or mitigated social conditions that increase demands on County services. The Drug Court area is one such example whereby transition funding was allocated through the Strategic Issues budget. In 1998, \$150,000 was used to fund the Female Drug Court. For 2009, \$10,000 is included in the budget for the Male Drug Court.

In 2009, the budget is focused on the following three major areas:

1. *Civic and Public Education* – The primary purpose of the \$100,000 budgeted in 2009 is to inform citizens in the community of the services provided by the County. An ad hoc committee of Board members and departmental/court staff will continue guiding this process.
2. *Strategic Planning* – The 2009 budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
3. *Management Audit* – \$50,000 is budgeted in 2009 to be used for reviewing alternatives for meeting service needs and streamlining procedures with the expectation that the long term returns from improved effectiveness and efficiency will outweigh the initial investment. Any proposal for use of these funds must be submitted to the County Administrator for review and approval. Consultant contracts would then be presented to the Board of Commissioners for final approval.

STRATEGIC ISSUES

SCHEDULE OF ESTIMATED EXPENDITURES

101-939

DIRECT OPERATING

956.05	Strategic Planning	\$	10,000	
957.70	Management Audit		50,000	
957.72	Civic & Public Education		<u>100,000</u>	\$ <u>160,000</u>
	TOTAL ESTIMATED EXPENDITURES			\$ <u>160,000</u>

DEPARTMENT: CONTINGENCIES

FUNCTION: OTHER

Contingencies represent the unallocated monies in the General Fund which are available to meet unforeseen, emergency and/or nonrecurring expenditures.

CONTINGENCY

SCHEDULE OF ESTIMATED EXPENDITURES

101-941

DIRECT OPERATING

955.00	Contingencies	\$	375,000		
955.01	Disaster Contingency		<u>500</u>	\$	<u>375,500</u>
	TOTAL ESTIMATED EXPENDITURES			\$	<u>375,500</u>

DEPARTMENT: RESERVES

FUNCTION: OTHER

The 2009 Budget contains funding totaling \$261,200 identified as RESERVES. The funding is being set aside to allow the Board of Commissioners to possibly address critical needs in the community which have been identified in the past 18 to 36 months, or which may be identified during the budget period.

One of these areas are:

Courthouse Security

\$261,200 is set aside in this reserve account to be used to upgrade courthouse security arrangements. Current courthouse security at the Gull Road and Crosstown facilities is provided by a private security firm that staffs magnetometers at the public entrances. The Michigan Avenue facility is staffed by three, F-19 Sheriff Deputies. Administration, Courts and the Sheriff have been working to develop an enhanced plan to provide a higher level of security for the county courthouses. That plan will be brought before the Board of Commissioners in 2009 for discussion and action.

Inclusion of this funding in the 2009 budget does not constitute Board of Commissioner approval of this program. Formal detailed proposals must be developed for approval of County Administration and the Board of Commissioners in 2009 before these funds are expended.

RESERVES

SCHEDULE OF ESTIMATED EXPENDITURES

101-943

DIRECT OPERATING

897.00	Reserves	\$	<u>261,200</u>
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	TOTAL ESTIMATED EXPENDITURES	\$	<u>261,200</u>
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**DEPARTMENT: RESTRICTED RESERVE
FOR PERSONNEL EXPENSES**

FUNCTION: OTHER

The Restricted Reserve for Personnel Expenses budget provides monies for approved payroll adjustments and allocates monies for the General Fund share of retirees health care costs, and departments' use of temporary staff.

RESTRICTED RESERVE FOR PERSONNEL EXPENSES

SCHEDULE OF ESTIMATED EXPENDITURES

101-945

SALARIES

704.30	Salary Pool	\$	644,800	
704.31	Non Kal Flex Salary Pool		241,600	
705.00	Salaries, Overtime		<u>50,000</u>	\$ 936,400

FRINGE BENEFITS

710.30	Fringe Pool	\$	232,800	
710.31	Non Kal Flex Fringe Pool		<u>137,700</u>	\$ 370,500

DIRECT OPERATING

808.62	Contractual Temporary Employees	\$	30,000	
919.00	Retiree Health Insurance		<u>2,000,000</u>	\$ <u>2,030,000</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>3,336,900</u>
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INSURANCE

SCHEDULE OF ESTIMATED EXPENDITURES

101-954

DIRECT OPERATING

911.00	Insurance	\$	<u>1,000,000</u>
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TOTAL ESTIMATED EXPENDITURES		\$	<u>1,000,000</u>
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TOTAL GENERAL FUND EXPENDITURES		\$	<u>55,250,400</u>
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LAW ENFORCEMENT FUND

DEPARTMENT: LAW ENFORCEMENT FUND

FUNCTION: LAW ENFORCEMENT

On August 3, 2004, the voters of Kalamazoo County passed a resolution for a millage increase. This resolution called for up to an additional 1.4491 mills to be levied on the Taxable Valuation of all property in the County of Kalamazoo for a period of six years.

This millage increase was proposed based upon the County's efforts in generating new revenues, utilizing State and Federal funds, and increasing efficiencies in operations, but being unable to keep pace with inflationary factors and the demands of the community in the area of public safety.

A provision of the Board of Commissioners in this millage was a pledge to not reduce the General Fund portion of the regular operating budget more than five percent below the portion as of August 3, 2004, which was 64.3 percent.

LAW ENFORCEMENT

ESTIMATED DEPARTMENTAL FUND SOURCES

104-130	Non-Departmental			
402.01	Carryover	\$	138,000	
403.00	Property Tax Real & Personal		11,233,200	
407.00	Del Real Property Taxes		567,600	
666.00	Int-Invest & Dividend		<u>120,000</u>	\$ 12,058,800
104-229	Prosecuting Attorney			
650.06	K-Vet Reimbursement			\$ <u>109,800</u>
	TOTAL ESTIMATED REVENUES			\$ <u>12,168,600</u>

CIRCUIT COURT – TRIAL DIVISION
SCHEDULE OF ESTIMATED EXPENDITURES

104-134

SALARIES

704.00 Salaries, Other \$ 266,300

FRINGE BENEFITS

710.00 Fringe Benefits \$ 97,200

DIRECT OPERATING

727.00	Printing & Binding	\$ 4,000	
728.00	Postage	14,000	
729.00	Copy Charges	2,000	
730.00	Office Supplies	2,000	
803.00	Transcripts	17,000	
804.00	Jury Fees	25,000	
806.02	Appeals Attorney Appointed	44,000	
931.00	Equipment Maintenance	6,000	
955.06	Court Storage	<u>9,700</u>	\$ <u>123,700</u>

TOTAL ESTIMATED EXPENDITURES \$ 487,200

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Law Clerk/Bailiff	P374	2.0
Defense Coordinator	NEP291	1.0
Judicial Aide	P238	3.0
Court Services Specialist	T17	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS 7.0

CIRCUIT COURT – FAMILY DIVISION
SCHEDULE OF ESTIMATED EXPENDITURES

104-135

SALARIES

704.00 Salaries, Other \$ 416,800

FRINGE BENEFITS

710.00 Fringe Benefits \$ 151,700

DIRECT OPERATING

808.00	Contractual Services	\$ 10,000	
999.17	Transfer to #292 Child Care	<u>174,000</u>	\$ <u>184,000</u>

TOTAL ESTIMATED EXPENDITURES \$ 752,500

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Intake Supervisor	M496	0.5
Field Services/Drug Court Supervisor	M496	0.5
Referee	P677	1.0
Juvenile Probation Officer II	J12	<u>5.5</u>
TOTAL AUTHORIZED POSITIONS		<u>7.5</u>

DISTRICT COURT
SCHEDULE OF ESTIMATED EXPENDITURES

104-136

SALARIES

704.00	Salaries, Other	\$	256,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	93,400
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DIRECT OPERATING

955.06	Court Storage	\$	<u>22,500</u>
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TOTAL ESTIMATED EXPENDITURES	\$	<u>371,900</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Deputy Court Manager	M344	1.0
Probation Officer	P358	2.6
Senior Deputy Clerk Lein	D16	2.0
Senior Deputy Clerk	D15	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS	<u>6.6</u>
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FRIEND OF THE COURT
SCHEDULE OF ESTIMATED EXPENDITURES

104-141

DIRECT OPERATING

999.10	Transfer to #215 F.O.C.	\$ <u>20,000</u>
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TOTAL ESTIMATED EXPENDITURES		\$ <u>20,000</u>
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PROSECUTING ATTORNEY

SCHEDULE OF ESTIMATED EXPENDITURES

104-229

SALARIES

704.00 Salaries, Other \$ 1,249,700

FRINGE BENEFITS

710.00 Fringe Benefits \$ 456,100

DIRECT OPERATING

728.00	Postage	\$	1,000	
729.00	Copy Charges		3,000	
730.00	Office Supplies		3,000	
805.00	Witness Fees		5,200	
850.00	Communications Expense		20,000	
931.00	Equipment Maintenance		3,000	
955.06	Court Storage		6,000	
956.00	Employee Training		7,200	
963.31	Pros/Info Systems Legal Research		<u>27,000</u>	\$ <u>75,400</u>

TOTAL ESTIMATED EXPENDITURES \$ 1,781,200

PROSECUTING ATTORNEY (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Assistant Prosecuting Attorney III	P677	5.5
Assistant Prosecuting Attorney II	P588	5.5
Assistant Prosecuting Attorney I	P479	3.0
Victim Advocate	P323	1.5
Witness Coordinator	NEP282	2.0
Charging Specialist	NEP245	1.0
Senior Legal Assistant	T20	1.0
Legal Secretary	T15	1.0
Secretary/Receptionist	T12	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>21.5</u></u>

COMMUNITY CORRECTIONS
SCHEDULE OF ESTIMATED EXPENDITURES

104-276

DIRECT OPERATING

808.00	Contractual Service	\$ <u>11,000</u>
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TOTAL ESTIMATED EXPENDITURES		\$ <u>11,000</u>
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SHERIFF

SCHEDULE OF ESTIMATED EXPENDITURES

104-301

SALARIES

704.28	Salaries, Command	\$	86,900	
704.29	Salaries, FOP		3,870,100	
705.28	Overtime, Command		3,200	
705.29	Overtime, FOP		<u>455,000</u>	\$ 4,415,200

FRINGE BENEFITS

710.01	Non Kal Flex Fringe Benefits			\$ 2,516,700
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DIRECT OPERATING

744.00	Uniform Allowance	\$	31,700	
745.00	Gasoline & Oil		73,200	
802.05	Prisoner Housing Costs		600,000	
931.02	Vehicle Maintenance		21,700	
956.00	Employee Training		20,000	
958.82	Radio Update		27,000	
958.94	Sheriff New Vehicle		123,600	
999.21	Transfer to #329 Sheriff Road Patrol		<u>40,000</u>	\$ <u>937,200</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>7,869,100</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Captain	CO3	1.0
Detective/Sergeant	F22	1.0
Sergeant	F22	1.0
Nurse	F20	3.0
Deputy/Corrections Officer II	F19	49.0
Corrections Officer I	F17	9.0
Dispatcher	F16B	2.0
Clerk Typist II	F13	<u>2.0</u>

TOTAL AUTHORIZED POSITIONS		<u>68.0</u>
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CAPITAL IMPROVEMENTS
SCHEDULE OF ESTIMATED EXPENDITURES

104-444

DIRECT OPERATING

958.19	New Equipment Sheriff	\$ 85,000
958.20	New Equipment AS & E	<u>65,000</u>
	TOTAL ESTIMATED EXPENDITURES	\$ <u>150,000</u>

CONTINGENCIES

SCHEDULE OF ESTIMATED EXPENDITURES

104-941

DIRECT OPERATING

955.00	Contingencies	\$	<u>50,000</u>
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	TOTAL ESTIMATED EXPENDITURES	\$	<u>50,000</u>
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RESTRICTED RESERVE

SCHEDULE OF ESTIMATED EXPENDITURES

104-945

SALARIES

704.30	Salary Pool	\$	73,600	
704.31	Non Kal Flex Salary Pool		<u>129,100</u>	\$ 202,700

FRINGE BENEFITS

710.30	Fringe Pool	\$	26,900	
710.31	Non Kal Flex Fringe Pool		<u>73,600</u>	\$ <u>100,500</u>

TOTAL ESTIMATED EXPENDITURES \$ **303,200**

TOTAL LAW ENFORCEMENT EXPENDITURES \$ **12,168,600**

INFORMATION SYSTEMS

INFORMATION SYSTEMS

SCHEDULE OF ESTIMATED EXPENDITURES

105-000

SALARIES

703.06	Salary, Director	\$	104,000		
704.00	Salaries, Other		<u>531,300</u>	\$	635,300

FRINGE BENEFITS

710.00	Fringe Benefits			\$	231,900
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DIRECT OPERATING

727.00	Printing & Binding	\$	500		
728.00	Postage		500		
729.00	Copy Charges		1,000		
730.00	Office Supplies		9,000		
808.00	Contractual Services		10,000		
850.00	Communications Expense		17,000		
860.00	Travel		6,000		
956.00	Employee Training		25,000		
957.00	Miscellaneous		10,000		
968.01	Computer Related Acquisitions		14,600		
968.02	Depreciation Expense		<u>24,600</u>	\$	<u>118,200</u>

TOTAL ESTIMATED EXPENDITURES				\$	<u>985,400</u>
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TOTAL INFORMATION SYSTEMS EXPENDITURES				\$	<u>985,400</u>
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INFORMATION SYSTEMS (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Information Systems Administrator	M860	1.0
Information Systems Manager	M700	1.0
Senior Enterprise Specialist/Analyst	P404	3.6
Enterprise Specialist/Analyst	P352	4.0
Support/Telecom Specialist	P289	<u>.10</u>
TOTAL AUTHORIZED POSITIONS		<u><u>9.7</u></u>

PARKS AND RECREATION FUND

DEPARTMENT: PARKS AND RECREATION

FUNCTION: PARKS

The Parks and Recreation Department is responsible for planning and directing the construction, maintenance, and use of County parks and the Expo Center and fairgrounds. More specifically, the department:

1. Plans, designs, and constructs county parks and recreational areas;
2. Operates and maintains public park lands totaling 1,200 acres;
3. Administers use of all facilities at the Kalamazoo County Expo Center and fairground;
4. Conducts a public relations program to inform the citizens of recreational opportunities available within the County's park system.

The department has a ten-member Parks and Recreation Commission. The Commission consists of seven members appointed by the Board of Commissioners, the County Drain Commissioner, a County Road Commissioner, and a County Planning Commissioner.

PARKS AND RECREATION (continued)

COLD BROOK

208-003

649.00	Campsites	\$	55,000
649.02	Firewood Sales		3,000
654.02	Admissions		62,500
669.05	Boat Rentals		700
670.01	Picnic Reservations		<u>3,000</u>

TOTAL ESTIMATED REVENUES \$ **124,200**

PRAIRIE VIEW

208-004

654.02	Admissions	\$	50,000
669.05	Boat Rentals		500
670.01	Picnic Reservations		<u>6,500</u>

TOTAL ESTIMATED REVENUES \$ **57,000**

RIVER OAKS

208-005

654.02	Admissions	\$	15,000
654.03	Softball		1,100
658.00	Athletic Field Rental		50,000
670.01	Picnic Reservations		<u>2,400</u>

TOTAL ESTIMATED REVENUES \$ **68,500**

PARKS AND RECREATION (continued)

FAIRGROUNDS

208-006

608.08	Service Fees	\$	20,000
649.06	Fairgrounds Camping		35,000
655.01	Fair Charges		35,000
658.02	Flea Market Revenue		16,000
669.02	Storage		2,000
669.03	Rentals, Fairgrounds		225,000
699.14	Transfer from #229 Accom Tax		<u>26,500</u>

TOTAL ESTIMATED REVENUES \$ **359,500**

KRV TRAILS

208-007

600.54	Trail Endowment	\$	<u>24,600</u>
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TOTAL ESTIMATED REVENUES \$ **24,600**

KRV TRAILWAY PROGRAMMING

208-008

600.24	Kellogg Grant	\$	<u>360,000</u>
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TOTAL ESTIMATED REVENUES \$ **360,000**

TOTAL ESTIMATED PARKS AND RECREATION REVENUE \$ **1,208,000**

ADMINISTRATION/SUPPORT

SCHEDULE OF ESTIMATED EXPENDITURES

208-000

SALARIES

703.06	Salary, Director	\$	76,800	
704.00	Salaries, Others		179,100	
705.00	Salaries, Overtime		3,000	
706.00	Salaries, Temporary		<u>8,300</u>	\$ 267,200

FRINGE BENEFITS

710.00	Fringe Benefits	\$	94,500	
710.06	Fringe Benefits Temporary		<u>1,200</u>	\$ 95,700

DIRECT OPERATING

727.00	Printing & Binding	\$	5,000	
728.00	Postage		1,800	
729.00	Copy Charges		2,200	
730.00	Office Supplies		3,000	
745.00	Gasoline & Oil		13,300	
776.00	Ground Supplies		1,000	
811.00	Laundry		900	
850.00	Communications Expense		7,800	
895.01	Bank Fees		500	
930.00	Repairs & Alterations		8,000	
931.00	Equipment Maintenance		9,000	
931.02	Vehicle Maintenance		14,700	
934.00	Grounds Maintenance		2,500	
935.00	Horticultural Supplies		300	
941.00	Equipment Rent/Lease		1,500	
956.00	Employee Training		2,500	
957.00	Miscellaneous		2,500	
961.00	Park Accessories		<u>4,500</u>	\$ <u>81,000</u>

TOTAL ESTIMATED EXPENDITURES \$ **443,900**

PARKS AND RECREATION ADMINISTRATION/SUPPORT (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director	M608	1.0
Supervisor-Maintenance	P297	1.0
Sales and Marketing Coordinator	P282	1.0
Administrative Assistant	P247	1.0
Office Assistant	T12	0.625
Maintenance Worker III	S13B	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>5.625</u>

MARKIN GLEN PARK

SCHEDULE OF ESTIMATED EXPENDITURES

208-001

SALARIES

704.00	Salaries, Other	\$ 30,400	
705.00	Overtime	2,500	
706.00	Salaries, Temporary	<u>39,600</u>	\$ 72,500

FRINGE BENEFITS

710.00	Fringe Benefits	\$ 12,000	
710.06	Fringe Benefits, Temporary	<u>5,900</u>	\$ 17,900

DIRECT OPERATING

743.00	Clothing & Bedding	\$ 300	
745.00	Gasoline & Oil	6,700	
776.00	Grounds Supplies	3,500	
811.00	Laundry	400	
850.00	Communications Expense	1,200	
931.00	Equipment Maintenance	1,800	
931.14	Campground Maintenance	1,300	
931.15	Rental House Maintenance	500	
934.03	Refuse Disposal	1,400	
953.40	Lease Payments	<u>200</u>	\$ <u>17,300</u>

TOTAL ESTIMATED EXPENDITURES	\$ <u>107,700</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Park Ranger II	S14A	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>1.0</u>

SCOTTS MILL PARK

SCHEDULE OF ESTIMATED EXPENDITURES

208-002

SALARIES

706.00	Salaries, Temporary		\$	10,000
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FRINGE BENEFITS

710.06	Fringe Benefits, Temporary		\$	1,500
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DIRECT OPERATING

745.00	Gasoline & Oil	\$	1,700	
776.00	Grounds Supplies		1,600	
931.00	Equipment Maintenance		800	
931.15	Rental House Maintenance		500	
934.03	Refuse Disposal		<u>500</u>	\$ <u>5,100</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>16,600</u>
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KRV TRAIL

SCHEDULE OF ESTIMATED EXPENDITURES

208-007

SALARIES

704.00	Salaries, Other	\$	3,400		
706.00	Salaries, Temporary		<u>11,000</u>	\$	14,400

FRINGE BENEFITS

710.00	Fringe Benefits	\$	1,200		
710.06	Fringe Benefits, Temporary		<u>1,600</u>	\$	2,800

DIRECT OPERATING

745.00	Gas & Oil	\$	2,000		
776.00	Grounds Supplies		2,000		
930.00	Repairs & Alterations		2,600		
931.00	Equipment Maintenance		<u>800</u>	\$	<u>7,400</u>

TOTAL ESTIMATED EXPENDITURES \$ 24,600

KRV TRAILWAY PROGRAMMING
SCHEDULE OF ESTIMATED EXPENDITURES

208-008

SALARIES

704.00	Salaries, Other	\$	42,200
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	15,400
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DIRECT OPERATING

728.00	Postage	\$	2,500	
729.00	Copy Charges		2,000	
730.00	Office Supplies		2,500	
737.00	Program Expenses		95,000	
808.00	Contractual Service		105,000	
850.00	Communications Expense		3,000	
860.00	Travel		5,000	
897.01	Reserve for Future		48,800	
940.00	Building Rental		3,600	
956.00	Employee Training		10,000	
958.00	New Equipment		7,500	
963.72	Furniture		600	
997.00	Indirect Costs		<u>16,900</u>	\$ <u>302,400</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>360,000</u>
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TOTAL PARKS EXPENDITURES	\$	<u>1,505,200</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Trailway Program Coordinator	P393	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>1.0</u>

FRIEND OF THE COURT

DEPARTMENT: CIRCUIT COURT

FUNCTION: FRIEND OF THE COURT

The Friend of the Court is the investigation, accounting, reporting, and enforcing agency of the Circuit Court for domestic relations cases involving child and/or spousal support, child custody, and parenting time matters.

The powers, duties, and responsibilities of the Friend of the Court operations are governed by court rules, state and federal laws, and administrative orders. The Friend of the Court operations provide procedural and service information to the parties/attorneys; receive, record, and disburse monies paid under support orders; provide annual statements of accounts to the parties; enforce domestic relations orders involving custody, parenting time, support and income withholding orders; and provide mediation services to assist in voluntarily settling custody or parenting time disputes.

FRIEND OF THE COURT

ESTIMATED DEPARTMENTAL FUND SOURCES

215-000

502.00	Federal Incentive	\$	300,100	
608.30	Judgment Fees-Child		9,500	
608.32	Judgment Fees-Evaluation		58,000	
608.71	Non-Tanf Fee		75,000	
699.04	Transfer from #104 Law Enforcement		<u>20,000</u>	
	TOTAL ESTIMATED REVENUE			\$ <u>462,600</u>

FRIEND OF THE COURT

SCHEDULE OF ESTIMATED EXPENDITURES

215-141

SALARIES

704.00 Salaries, Other \$ 1,994,300

FRINGE BENEFITS

710.00 Fringe Benefits \$ 727,900

DIRECT OPERATING

760.10	Operating Supplies	\$ 90,000	
807.03	Credit Bureau/Lein Expense	4,000	
808.00	Contractual Services	4,800	
808.06	Data Processing	98,000	
850.00	Communications Expense	45,000	
860.00	Travel	6,000	
931.00	Equipment Maintenance	5,800	
952.00	Family Counseling	85,000	
956.00	Employee Training	15,000	
957.00	Miscellaneous	<u>1,000</u>	\$ <u>354,600</u>

TOTAL ESTIMATED EXPENDITURES \$ **3,076,800**

TOTAL FRIEND OF THE COURT EXPENDITURES \$ **3,076,800**

FRIEND OF THE COURT (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Friend of the Court	M636	1.0
Deputy FOC/Attorney	M496	1.0
Assistant Director	M406	1.0
Referee	P677	2.0
Staff Atty/Supp & Modification Caseworker	P479	1.0
Enforcement Supervisor	P456	1.0
Family Counseling Supervisor	P451	1.0
Analyst/Operations Coordinator	P430	1.0
Enforcement Officer	P377	5.0
Medical Specialist Enforcement Officer	P377	1.0
Interstate Specialist Enforcement Officer	P377	1.0
Customer Service Supervisor	P291	1.0
Support Modification Caseworker	P282	1.0
Account Services Supervisor	P240	1.0
Payment Services Supervisor	P240	1.0
Domestic Caseflow Coordinator	T21	1.0
Administrative Assistant	T21	1.0
FOC Record Services Supervisor	T17	1.0
Court Secretary	T17	1.0
Daily Flow Specialist	T16	1.0
Senior Legal Assistant	T16	3.0
State Liaison	T16	2.0
Interstate Auditor	T16	2.0
Dom/Med Caseflow Specialist	T16	2.0
Senior Legal Assistant	T16	4.0
Senior Client Services Rep	T15	1.0
Administrative Secretary	T15	1.0
Account Services Specialist	T13	2.0
Account/Cashier Specialist	T13	1.0
Suspense Specialist/Cashier	T13	1.0
Caseflow Specialist/Customer Service Rep.	T12	5.0
Customer Service Specialist	T09	1.0
TOTAL AUTHORIZED POSITIONS		<u>50.0</u>

HEALTH AND COMMUNITY SERVICES FUND

**DEPARTMENT: HEALTH & COMMUNITY SERVICES:
PUBLIC HEALTH SERVICES**

FUNCTION: HEALTH

The Health Fund includes programs managed by the Public Health Bureau's of the Health & Community Services Department. The Chief Medical Officer is appointed by the Health & Community Services Department Director with the approval of the Director of the Michigan Department of Community Health.

The Health and Community Services Department is responsible for enforcement of mandated state and local health laws and is charged with the responsibility for developing programs which will enhance the health of the general community. The basic mission of the Health and Community Services Department is the prevention of and protection from disease and the promotion of good health for all residents of the County through assurance, assessment, and policy development.

This work is accomplished by professional public health personnel who function within the following areas:

1. Environmental Health;
2. Disease Control and Surveillance;
3. Public Health Prevention Services;
4. Laboratory services and emergency preparedness.

HEALTH & COMMUNITY SERVICES FUND
ESTIMATED DEPARTMENTAL FUND SOURCES

ADMINISTRATION

221-201

485.00	Disinterrments	\$ 200
539.02	State Participating Funds	678,100
583.32	Contract Revenue-Allegan County	44,200
609.00	Certificate of Free Sale	2,000
699.12	Transfer from #101 Cigarette Tax	54,000
699.76	Transfer from #248 Bioterrorism	<u>36,400</u>
TOTAL ESTIMATED REVENUES		\$ <u>814,900</u>

DENTAL PROGRAM

221-204

551.00	2 ND Party Reimbursement	\$ 3,500
555.00	1 st Party Reimbursement	75,000
556.00	3 rd Party Reimbursement	4,000
594.02	Medicaid	365,000
600.20	Medicaid CB Reimbursement	<u>219,000</u>
TOTAL ESTIMATED REVENUES		\$ <u>666,500</u>

LABORATORY

221-206

555.00	1 st Party Reimbursement	\$ 15,000
556.02	Commercial Insurance	2,000
556.05	HMO	1,000
587.03	Bacterial Water Sample	52,800
587.06	Partial Chemical Water Sample	52,000
587.07	Surface Water Sample	14,900
588.02	Pool Water Testing	59,300

HEALTH & COMMUNITY SERVICES FUND (continued)

LABORATORY (continued)

594.02	Medicaid	31,300	
600.02	State Grant Revenue	<u>180,800</u>	
TOTAL ESTIMATED REVENUES			\$ <u>409,100</u>

VISION AND HEARING

221-208

594.02	Medicaid	\$ 6,000	
637.01	School Hearing	9,600	
637.02	School Vision	<u>10,500</u>	
TOTAL ESTIMATED REVENUES			\$ <u>26,100</u>

HAZARDOUS WASTE PROGRAM

221-217

583.00	Contract Revenue	\$ 144,700	
608.08	Service Fees	1,000	
608.39	Service Fees-Electronic	5,000	
608.41	Workshop Fees	7,500	
635.23	Recycling	6,000	
662.01	Equipment Rental	<u>300</u>	
TOTAL ESTIMATED REVENUES			\$ <u>164,500</u>

PERSONAL HEALTH ADMINISTRATION

221-218

600.03	Local Grant Revenue	\$ <u>1,500</u>	
TOTAL ESTIMATED REVENUES			\$ <u>1,500</u>

HEALTH & COMMUNITY SERVICES FUND (continued)

CHILD HEALTH

221-223

556.02	3 rd Party-Commercial	\$	100
556.05	HMO		2,000
594.02	Medicaid		<u>100</u>

TOTAL ESTIMATED REVENUES \$ **2,200**

IMMUNIZATION CLINIC

221-225

556.02	Commercial Insurance	\$	15,000
556.05	Medicaid HMO		20,000
557.00	Medicare		3,000
558.02	1 st – 2 nd Party Vaccine		65,000
561.00	Foreign Travel Reimbursement		55,000
594.02	Medicaid		3,500
600.20	Medicaid CB Reimbursement		12,000
600.41	MCH		<u>90,500</u>

TOTAL ESTIMATED REVENUES \$ **264,000**

DISEASE SURVEILLANCE

221-226

556.05	HMO	\$	500
558.00	Clinic Mantoux		13,000
559.00	TB Outpatient		100
594.02	Medicaid		200
600.03	Local Grant Revenue		100
635.15	OSHA Reimbursement		<u>8,000</u>

TOTAL ESTIMATED REVENUES \$ **21,900**

HEALTH & COMMUNITY SERVICES FUND (continued)

STD

221-227

555.00	1 st Party Reimbursement	\$	15,000	
556.02	3 rd Party – Commercial		1,500	
556.05	HMO		15,000	
594.02	Medicaid		3,000	
600.02	State Grant Revenue		73,100	
600.20	Medicaid CB Reimbursement		<u>5,000</u>	
	TOTAL ESTIMATED REVENUES			\$ <u><u>112,600</u></u>

HEALTH CARE ACCESS & OUTREACH

221-229

600.19	Title XIX Revenue	\$	<u>39,000</u>	
	TOTAL ESTIMATED REVENUES			\$ <u><u>39,000</u></u>

GROUNDWATER PROTECTION

221-303

587.04	Drinking Water Monitoring	\$	<u>3,000</u>	
	TOTAL ESTIMATED REVENUES			\$ <u><u>3,000</u></u>

ENVIRONMENTAL ADMINISTRATION

221-501

638.00	Record Copying	\$	<u>200</u>	
	TOTAL ESTIMATED REVENUES			\$ <u><u>200</u></u>

HEALTH & COMMUNITY SERVICES FUND (continued)

EH-FOOD SAFETY & FACILITIES DIVISION

221-502

450.00	Mobile Food Permits	\$	1,000
451.00	Transitory Food Permits		6,500
452.00	Seasonal Food Permits		3,000
453.00	Food Service & Handling Permit		240,000
453.01	Food Service Plan Review		12,800
454.00	Food Temporary Permits		17,500
455.00	Vending Machines		2,700
456.00	Camp Grounds		500
461.01	3 rd Party Lead Screen		6,000
464.00	Body Art Inspections		5,000
583.27	Contracted Lead Service Fees		10,000
588.00	Swim Pool Inspection		6,500
588.01	Adult & Child E.H. Evaluations		9,500
588.02	DHS-Adult & Child E.H. Evaluations		3,000
588.03	Pool/Spa Fees		23,000
600.02	State Grant Revenue		215,200
608.41	Workshop Fees		12,000
608.50	Food Admin Fees		<u>3,000</u>

TOTAL ESTIMATED REVENUES

\$ 577,200

EH-LAND, WATER & WASTEWATER DIVISION

221-503

460.00	Radon Kits	\$	1,600
482.00	Septic Tank Permits		50,000
482.01	Public Septic Permits		2,000
483.00	Septic Tank Install Permit		15,000
486.00	Well Permits		35,000
486.01	Public Well Permits		1,600
486.02	Non-Community Water		29,300
491.00	Property Modification Fee		3,000
586.00	Subdivision Plats		5,000
587.00	Well & Septic Evaluation		15,000
587.02	Water Sample Collection		100
587.08	Nontransient NCW System		5,200

HEALTH & COMMUNITY SERVICES FUND (continued)

EH-LAND, WATER & WASTEWATER DIVISION (continued)

588.02	DHS-Adult & Child E.H. Evaluation	1,500	
600.02	State Grant Revenue	316,500	
608.04	Appeals Fees	1,600	
608.55	Lab Handling Fees	<u>1,000</u>	
	TOTAL ESTIMATED REVENUES		\$ <u>483,400</u>

SURFACE WATER MONITORING

221-504

587.02	Water Sample Collection	\$ <u>100</u>	
	TOTAL ESTIMATED REVENUES		\$ <u>100</u>

TOTAL ESTIMATED HEALTH REVENUES \$ **3,586,200**

HEALTH - ADMINISTRATION

SCHEDULE OF ESTIMATED EXPENDITURES

221-201

SALARIES

703.06	Salary, Director	\$	128,300	
704.00	Salaries, Other		<u>95,500</u>	\$ 223,800

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 81,700
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DIRECT OPERATING

728.00	Postage	\$	1,300	
729.00	Copy Charges		1,500	
730.00	Office Supplies		2,000	
732.00	Education Materials		1,000	
807.01	Association Dues & Memberships		7,300	
819.02	Licensing Fees		18,900	
850.00	Communications Expense		8,600	
860.00	Travel		4,000	
895.01	Bank Fees		3,300	
895.02	Service Fees		1,000	
901.00	Advertising		200	
911.00	Insurance		7,800	
940.00	Building Rental		7,800	
941.00	Equipment Rent/Lease		1,400	
956.00	Employee Training		4,000	
968.01	Computer Related Acquisitions		<u>1,500</u>	\$ <u>71,600</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>377,100</u>
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HEALTH – ADMINISTRATION (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Chief Medical Officer	M800	1.0
Epidemiologist	P479	1.0
Claims Analyst	T20	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>3.0</u></u>

HEALTH EDUCATION
SCHEDULE OF ESTIMATED EXPENDITURES

221-203

SALARIES

704.00	Salaries, Other	\$	37,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	13,700
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DIRECT OPERATING

728.00	Postage	\$	300	
729.00	Copy Charges		300	
730.00	Office Supplies		500	
850.00	Communications Expense		600	
860.00	Travel		1,800	
940.00	Building Rental		1,500	
956.00	Employee Training		500	
957.34	Computer Related Acquisitions		<u>500</u>	\$ <u>6,000</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>57,200</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Coordinator	P342	<u>.75</u>
TOTAL AUTHORIZED POSITIONS		<u>.75</u>

DENTAL PROGRAM
SCHEDULE OF ESTIMATED EXPENDITURES

221-204

SALARIES

704.00	Salaries, Other	\$ 360,200	
706.00	Salaries, Temporary	<u>181,900</u>	\$ 542,100

FRINGE BENEFITS

710.00	Fringe Benefits	\$ 131,500	
710.06	Fringe Benefits, Temporary	<u>27,300</u>	\$ 158,800

DIRECT OPERATING

728.00	Printing & Binding	\$ 1,200	
729.00	Copy Charges	4,500	
730.00	Office Supplies	7,000	
732.00	Educational Materials	800	
744.00	Uniform Allowance	1,500	
745.00	Gas & Oil	500	
760.00	Medical Supplies	93,500	
807.01	Association Dues & Memberships	2,000	
808.00	Contractual Service	15,000	
819.02	Licensing Fees	500	
838.00	Laboratory Services	50,000	
850.00	Communications Expense	6,200	
860.00	Travel	500	
895.02	Service Fees	5,500	
911.07	Liability Insurance	1,000	
931.00	Equipment Maintenance	5,000	
932.00	Vehicle Maintenance	2,000	
940.00	Building Rental	27,000	
956.00	Employee Training	5,000	
957.00	Miscellaneous	300	
968.01	Computer Related Acquisitions	<u>1,200</u>	\$ <u>230,200</u>

TOTAL ESTIMATED EXPENDITURES **\$ 931,100**

HEALTH – DENTAL (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Dentist	P551	0.8
Supervisor	P412	1.0
Dental Hygienist	P335	1.6
Office Coordinator	T16	1.0
Dental Assistant	T14	3.3
Secretary II	T13	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>8.7</u>

LABORATORY

SCHEDULE OF ESTIMATED EXPENDITURES

221-206

SALARIES

704.00 Salaries, Others \$ 299,900

FRINGE BENEFITS

710.00 Fringe Benefits \$ 109,500

DIRECT OPERATING

728.00	Postage	\$	2,000	
729.00	Copy Charges		1,500	
730.00	Office Supplies		4,500	
732.00	Educational Materials		600	
744.00	Uniform Allowance		1,000	
760.09	Lab Supplies		116,000	
807.01	Association Dues & Memberships		500	
819.02	Licensing Fees		1,000	
820.00	Proficiency Testing		1,800	
850.00	Communications Expense		9,000	
860.00	Travel		1,500	
930.00	Repairs & Alterations		4,500	
931.00	Equipment Maintenance		16,000	
940.00	Building Rental		58,600	
956.00	Employee Training		3,000	
957.00	Miscellaneous		500	
957.74	Workshop Expenses		500	
958.00	New Equipment		2,000	
968.01	Computer Related Acquisitions		<u>2,000</u>	\$ <u>226,500</u>
	TOTAL ESTIMATED EXPENDITURES			\$ <u>635,900</u>

LABORATORY (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Laboratory Manager	M416	1.0
Laboratory Scientist	P342	3.0
Medical Laboratory Technician	P246	1.8
Secretary II Lab	T13	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>6.8</u></u>

VISION AND HEARING

SCHEDULE OF ESTIMATED EXPENDITURES

221-208

SALARIES

704.00	Salaries, Other	\$ 87,200
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FRINGE BENEFITS

710.00	Fringe Benefits	\$ 31,800
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DIRECT OPERATING

728.00	Postage	\$ 2,400	
729.00	Copy Charges	1,200	
730.00	Office Supplies	1,000	
732.00	Educational Materials	400	
760.00	Medical Supplies	100	
850.00	Communications Expense	2,100	
860.00	Travel	2,200	
931.00	Equipment Maintenance	1,000	
940.00	Building Rental	7,700	
956.00	Employee Training	1,000	
957.00	Miscellaneous	100	
968.01	Computer Related Acquisition	<u>100</u>	\$ <u>19,300</u>

TOTAL ESTIMATED EXPENDITURES	\$ <u>138,300</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Certified Community Hearing & Vision Technician	T17	<u>3.0</u>

TOTAL AUTHORIZED POSITIONS	<u>3.0</u>
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HAZARDOUS WASTE PROGRAM
SCHEDULE OF ESTIMATED EXPENDITURES

221-217

SALARIES

704.00	Salaries, Others	\$ 127,900	
706.00	Salaries, Temporary	<u>8,300</u>	\$ 136,200

FRINGE BENEFITS

710.00	Kal Flex Fringe Benefits	\$ 46,700	
710.06	Fringe Benefits, Temporary	<u>1,200</u>	\$ 47,900

DIRECT OPERATING

728.00	Postage	\$ 500	
729.00	Copy Charges	800	
730.00	Office Supplies	1,300	
730.05	Consumable Supplies	3,500	
730.06	Consumables-Electronics	1,700	
732.00	Educational Materials	2,000	
740.02	Bottled Water	200	
808.00	Contractual Services	73,400	
808.88	Contractual-Electronics	15,000	
850.00	Communications Expense	2,900	
852.00	Utilities	4,500	
860.00	Travel	2,500	
860.03	Transportation	2,000	
901.00	Advertising	7,800	
930.01	Building Maintenance	5,000	
931.00	Equipment Maintenance	2,400	
934.03	Refuse Disposal	1,000	
956.00	Employee Training	2,800	
957.00	Miscellaneous	400	
957.34	Special Projects	12,000	
957.74	Workshop Expenses	7,500	
968.01	Computer Related Acquisitions	<u>600</u>	\$ <u>149,800</u>

TOTAL ESTIMATED EXPENDITURES **\$ 333,900**

HAZARDOUS WASTE PROGRAM (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Manager-Household Hazardous Waste Facility	P416	1.0
Household Hazardous Waste Specialist	P292	0.9
Household Hazardous Waste Technician	T17	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>2.9</u></u>

PERSONAL HEALTH ADMINISTRATION
SCHEDULE OF ESTIMATED EXPENDITURES

221-218

SALARIES

704.00 Salaries, Other \$ 436,800

FRINGE BENEFITS

710.00 Fringe Benefits \$ 159,400

DIRECT OPERATING

728.00	Postage	\$ 300	
729.00	Copy Charges	2,500	
730.00	Office Supplies	4,000	
850.00	Communications Expense	9,000	
860.00	Travel	2,500	
865.00	Incentives	1,500	
911.07	Liability Insurance	900	
940.00	Building Rental	24,000	
956.00	Employee Training	4,000	
957.00	Miscellaneous	500	
968.01	Computer Related Acquisitions	<u>1,600</u>	\$ <u>50,800</u>

TOTAL ESTIMATED EXPENDITURES \$ 647,000

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Bureau Director-Personal Health Services	M631	1.0
Program Manager	M426	1.0
Program Manager	M421	2.0
Administrative Assistant/Web Designer	T21	1.0
Senior Secretary	T15	2.0
Public Health Technician	T13	<u>2.9375</u>

TOTAL AUTHORIZED POSITIONS 9.9375

CHILD HEALTH SERVICES

SCHEDULE OF ESTIMATED EXPENDITURES

221-223

SALARIES

704.00	Salaries	\$	42,400
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	15,500
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DIRECT OPERATING

728.00	Postage	\$	500	
729.00	Copy Charges		1,400	
730.00	Office Supplies		900	
732.00	Educational Materials		200	
744.00	Uniform Allowance		200	
760.00	Medical Supplies		1,000	
850.00	Communications Expense		900	
860.00	Travel		1,000	
911.07	Liability Insurance		500	
931.00	Equipment Maintenance		200	
940.00	Building Rental		3,800	
956.00	Employee Training		800	
957.00	Miscellaneous		300	
968.01	Computer Related Acquisitions		<u>200</u>	\$ <u>11,900</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>69,800</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Child Health Coordinator	P388	0.5
Clinic Support Services Aide	T12	<u>0.5</u>

TOTAL AUTHORIZED POSITIONS	<u>1.0</u>
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IMMUNIZATION CLINIC

SCHEDULE OF ESTIMATED EXPENDITURES

221-225

SALARIES

704.00 Salaries, Other \$ 242,700

FRINGE BENEFITS

710.00 Fringe Benefits \$ 88,600

DIRECT OPERATING

728.00	Postage	\$	1,400	
729.00	Copy Charges		4,000	
730.00	Office Supplies		3,000	
730.05	Consumable Supplies		300	
732.00	Educational Materials		700	
760.00	Medical Supplies		6,500	
760.01	General Medications		83,500	
807.01	Association Dues & Memberships		100	
850.00	Communications Expense		6,000	
860.00	Travel		1,700	
911.07	Liability Insurance		3,800	
931.00	Equipment Maintenance		200	
940.00	Building Rental		24,200	
956.00	Employee Training		2,000	
957.00	Miscellaneous		200	
968.01	Computer Related Acquisitions		<u>1,000</u>	\$ <u>138,600</u>

TOTAL ESTIMATED EXPENDITURES \$ 469,900

IMMUNIZATION CLINIC (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
RN-Communicable Disease Clinic	P351	2.5
Consultant –Communicable Disease	P388	<u>2.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>4.5</u></u>

DISEASE SURVEILLANCE

SCHEDULE OF ESTIMATED EXPENDITURES

221-226

SALARIES

704.00 Salaries, Other \$ 185,400

FRINGE BENEFITS

710.00 Fringe Benefits \$ 67,700

DIRECT OPERATING

728.00	Postage	\$ 1,200	
729.00	Copy Charges	1,500	
730.00	Office Supplies	3,000	
730.05	Consumable Supplies	100	
732.00	Educational Materials	400	
760.00	Medical Supplies	2,000	
760.01	General Medications	12,500	
807.00	Subscriptions	200	
807.01	Association Dues & Memberships	200	
808.00	Contractual Services	4,000	
818.00	Lab Specimens	200	
850.00	Communications Expense	5,300	
860.00	Travel	1,800	
865.01	TB Incentives	100	
911.07	Liability Insurance	2,600	
940.00	Building Rental	14,900	
956.00	Employee Training	3,000	
957.00	Miscellaneous	200	
968.01	Computer Related Acquisition	<u>500</u>	\$ <u>53,700</u>
	TOTAL ESTIMATED EXPENDITURES		\$ <u>306,800</u>

DISEASE SURVEILLANCE (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Nurse Epidemiologist	P388	2.7
Administrative Assistant	T17	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>3.7</u></u>

S.T.D.

SCHEDULE OF ESTIMATED EXPENDITURES

221-227

SALARIES

704.00 Salaries, Other \$ 216,100

FRINGE BENEFITS

710.00 Fringe Benefits \$ 78,900

DIRECT OPERATING

728.00	Postage	\$ 2,000	
729.00	Copy Charges	2,200	
730.00	Office Supplies	5,500	
730.05	Consumable Supplies	300	
732.00	Educational Materials	1,000	
760.00	Medical Supplies	5,500	
850.00	Communications Expense	8,000	
860.00	Travel	1,000	
911.07	Liability Insurance	2,600	
940.00	Building Rental	24,000	
956.00	Employee Training	2,000	
957.00	Miscellaneous	100	
968.01	Computer Related Acquisitions	<u>500</u>	\$ <u>54,700</u>

TOTAL ESTIMATED EXPENDITURES \$ 349,700

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Nurse - Communicable Disease Clinic	P351	3.0
Public Health Investigator	NEP266	1.0
Secretary II	T13	<u>0.5</u>

TOTAL AUTHORIZED POSITIONS 4.5

HEALTH CARE ACCESS & OUTREACH
SCHEDULE OF ESTIMATED EXPENDITURES

221-229

SALARIES

704.00	Salaries, Other	\$	32,400
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	11,800
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DIRECT OPERATING

728.00	Postage	\$	600	
729.00	Copy Charges		700	
730.00	Office Supplies		800	
850.00	Communications Expense		1,500	
860.00	Travel		700	
940.00	Building Rental		2,500	
956.00	Employee Training		500	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisition		<u>200</u>	\$ <u>7,600</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>51,800</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Outreach Worker	T16	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS	<u><u>1.0</u></u>
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AIDS PROJECT

SCHEDULE OF ESTIMATED EXPENDITURES

221-301

SALARIES

704.00	Salaries, Other	\$	43,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	15,900
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DIRECT OPERATING

728.00	Postage	\$	200	
729.00	Copy Charges		800	
730.00	Office Supplies		1,800	
732.00	Educational Materials		1,000	
760.00	Medical Supplies		1,800	
818.00	Lab Specimens		500	
850.00	Communications Expense		1,800	
860.00	Travel		1,200	
901.00	Advertising		500	
940.00	Building Rental		4,000	
956.00	Employee Training		1,000	
957.00	Miscellaneous		200	
968.01	Computer Related Acquisitions		<u>200</u>	\$ <u>15,000</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>74,400</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Counselor/Educator-HIV	P266	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>1.0</u>

GROUNDWATER PROTECTION
SCHEDULE OF ESTIMATED EXPENDITURES

221-303

SALARIES

704.00	Salaries, Other	\$	33,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	12,000
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DIRECT OPERATING

728.00	Postage	\$	800
729.00	Copy Charges		300
730.00	Office Supplies		400
732.00	Educational Materials		800
807.00	Subscriptions		200
807.01	Association Dues & Memberships		300
850.00	Communications Expense		1,300
860.00	Travel		1,000
940.00	Building Rental		1,300
956.00	Employee Training		1,700
957.00	Miscellaneous		100
968.01	Computer Related Acquisitions		<u>200</u>
		\$	<u>8,400</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>53,400</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Groundwater Specialist	P363	<u>0.75</u>

TOTAL AUTHORIZED POSITIONS	<u>0.75</u>
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ENVIRONMENTAL ADMINISTRATION
SCHEDULE OF ESTIMATED EXPENDITURES

221-501

SALARIES

704.00 Salaries \$ 167,500

FRINGE BENEFITS

710.00 Fringe Benefits \$ 61,100

DIRECT OPERATING

728.00	Postage	\$ 200	
729.00	Copy Charges	600	
730.00	Office Supplies	8,000	
807.00	Subscriptions	200	
807.01	Association Dues & Memberships	100	
850.00	Communications Expense	6,000	
860.00	Travel	2,000	
940.00	Building Rental	22,500	
956.00	Employee Training	3,000	
957.00	Miscellaneous	300	
968.01	Computer Related Acquisitions	<u>600</u>	\$ <u>43,500</u>

TOTAL ESTIMATED EXPENDITURES \$ 272,100

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Bureau Director-EH & Lab Services	M631	1.0
Administrative Assistant	T17	<u>3.0</u>

TOTAL AUTHORIZED POSITIONS 4.0

EH - FOOD SAFETY & FACILITIES DIVISION
SCHEDULE OF ESTIMATED EXPENDITURES

221-502

SALARIES

704.00	Salaries		\$ 372,900
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FRINGE BENEFITS

710.00	Fringe Benefits		\$ 136,100
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DIRECT OPERATING

728.00	Postage	\$ 2,000	
729.00	Copy Charges	2,000	
730.00	Office Supplies	2,000	
732.00	Educational Materials	200	
760.13	Program Supplies	700	
807.00	Subscriptions	100	
807.01	Association Dues & Memberships	100	
808.00	Contractual Service	5,000	
850.00	Communications Expense	9,500	
860.00	Travel	20,000	
931.00	Equipment Maintenance	1,000	
940.00	Building Rental	11,600	
956.00	Employee Training	6,000	
957.00	Miscellaneous	200	
957.74	Workshop Expenses	6,500	
968.01	Computer Related Acquisitions	<u>1,000</u>	\$ <u>67,900</u>

TOTAL ESTIMATED EXPENDITURES		\$ <u>576,900</u>
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EH-FOOD SAFETY & FACILITIES DIVISION (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Supervisor - EH Planned	P461	1.0
Evaluator/Trainer Food Program	P362	0.5
Senior Environmental Health Specialist	P333	1.5
Shelter Environment Health Specialist	P333	1.0
Environmental Health Specialist	P292	<u>4.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>8.0</u></u>

EH – LAND, WATER & WASTEWATER DIVISION

SCHEDULE OF ESTIMATED EXPENDITURES

221-503

SALARIES

704.00	Salaries		\$	237,700
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FRINGE BENEFITS

710.00	Fringe Benefits		\$	86,800
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DIRECT OPERATING

727.00	Printing & Binding	\$	500	
728.00	Postage		2,700	
729.00	Copy Charges		1,800	
730.00	Office Supplies		1,200	
732.00	Educational Materials		400	
760.13	Program Supplies		500	
807.01	Association Dues & Memberships		200	
808.00	Contractual Service		1,000	
818.00	Lab Specimens		1,500	
850.00	Communications Expense		8,000	
860.00	Travel		22,000	
931.00	Equipment Maintenance		500	
940.00	Building Rental		9,000	
956.00	Employee Training		6,000	
957.00	Miscellaneous		200	
957.74	Workshop Expenses		400	
968.01	Computer Related Acquisitions		<u>800</u>	\$ <u>56,700</u>

TOTAL ESTIMATED EXPENDITURES				\$ <u>381,200</u>
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EH-LAND, WATER & WASTEWATER DIVISION (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Supervisor - EH Demand	P461	1.0
Type II Noncom. Water Supply Coordinator	P363	1.0
Senior Environmental Health Specialist	P333	1.0
Environmental Health Specialist	P292	<u>2.0</u>
TOTAL AUTHORIZED POSITIONS		<u>5.0</u>

SURFACE WATER MONITORING
SCHEDULE OF ESTIMATED EXPENDITURES

221-504

SALARIES

704.00	Salaries, Other	\$	53,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	19,500
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DIRECT OPERATING

727.00	Printing & Binding	\$	1,200	
728.00	Postage		800	
729.00	Copy Charges		400	
730.00	Office Supplies		200	
732.00	Educational Materials		600	
760.13	Program Supplies		200	
818.00	Lab Specimens		17,000	
850.00	Communications Expense		1,300	
860.00	Travel		3,000	
931.00	Equipment Maintenance		800	
940.00	Building Rental		1,300	
956.00	Employee Training		1,700	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisitions		<u>200</u>	\$ <u>28,800</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>101,800</u>
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TOTAL HEALTH SERVICES EXPENDITURES	\$	<u>5,828,300</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Surface Water Specialist	P383	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>1.0</u>

CHILD CARE FUND

DEPARTMENT: CIRCUIT COURT

FUNCTION: CHILD CARE FUND

The Child Care Fund is a county-state funded program whereby the State of Michigan cooperates with the County of Kalamazoo to provide care and services for children. The Child Care Fund supports:

1. Institutions, camp, residential and foster care state programs and placements;
2. Private institutional Court placements;
3. Court supervised foster care and group homes;
4. In-home care, detention and probation programs, and educational services;
5. Diagnostic, psychological and medical services;
6. Juvenile Home detention.

CHILD CARE

ESTIMATED DEPARTMENTAL FUND SOURCES

JUVENILE HOME

292-662

562.00	State of Michigan Matching Funds	\$	3,394,000	
622.03	Administration & Probate Service Fees		4,000	
685.00	USDA Food Program		77,000	
685.01	Parent Reimbursements		15,000	
685.02	Other Counties		85,000	
685.03	K.C.F.I.A.		78,000	
685.04	Agency Benefits		2,000	
699.04	Transfer from #104 Law Enforcement		<u>174,000</u>	
	TOTAL ESTIMATED REVENUES			\$ <u>3,829,000</u>
	TOTAL ESTIMATED CHILD CARE REVENUES			\$ <u>3,829,000</u>

JUVENILE HOME

SCHEDULE OF ESTIMATED EXPENDITURES

292-662

SALARIES

704.00	Salaries, Other	\$	1,383,900	
705.00	Salaries, Overtime		150,000	
706.00	Salaries, Temporary		<u>155,000</u>	\$ 1,688,900

FRINGE BENEFITS

710.00	Fringe Benefits	\$	559,900	
710.06	Fringe Benefits, Temporary		<u>23,200</u>	\$ 583,100

DIRECT OPERATING

720.00	Physical Exams	\$	4,000	
727.00	Printing & Binding		600	
728.00	Postage		3,500	
729.00	Copy Charges		4,000	
730.00	Office Supplies		10,000	
732.01	Periodicals & Books		200	
739.00	Recreation Program		9,000	
740.00	Provisions		160,000	
741.00	Kitchen Supplies		20,000	
743.00	Clothing & Bedding		8,000	
744.03	Uniforms & Accessories		2,000	
760.00	Medical Supplies		20,000	
760.04	Hygiene Supplies		9,000	
777.00	Household Supplies		4,000	
808.00	Contractual Services		54,000	
808.07	Evaluation		3,000	
808.60	Contractual Lease NR		8,000	
850.00	Communications Expense		16,000	
852.90	Juvenile Home-Electric		45,000	
852.91	Juvenile Home-Natural Gas		35,000	
852.92	Juvenile Home-Water		5,000	
860.00	Travel		2,000	
930.01	Building Maintenance		40,000	

CHILD CARE – JUVENILE HOME (continued)

931.00	Equipment Maintenance	6,000	
931.01	Office Equipment Maintenance	2,000	
931.02	Vehicle Maintenance	5,000	
956.00	Employee Training	10,000	
957.05	Miscellaneous Non-Reimbursement	6,000	
973.00	Supplies & Equipment	<u>4,000</u>	\$ <u>495,300</u>
TOTAL ESTIMATED EXPENDITURES			\$ <u>2,767,300</u>

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Juvenile Home Administrator	M732	1.0
Secure Detention Program Manager	M466	1.0
Psychologist	P499	1.0
Program Manager-Youth Systems Development	P432	1.0
Shift Supervisor	P361	4.0
Registered Nurse	P351	1.0
Administrative Assistant	P252	1.0
Youth Specialist II	A17	16.0
Youth Specialist I	A16	1.0
Youth Specialist (Part-time)	A15	6.75
Head Cook	A14	1.0
Detention Secretary	A13	1.0
Cook	A11	1.0
Building Operator II	S12B	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>37.75</u>

IN HOME CARE

SCHEDULE OF ESTIMATED EXPENDITURES

292-664

SALARIES

704.00 Salaries, Other \$ 255,000

FRINGE BENEFITS

710.00 Fringe Benefits \$ 93,100

DIRECT OPERATING

729.00	Copy Charges	\$ 1,000	
730.00	Office Supplies	500	
808.07	Evaluation	200	
850.00	Communications Expense	1,500	
860.00	Travel	11,000	
956.00	Employee Training	<u>500</u>	\$ <u>14,700</u>

TOTAL ESTIMATED EXPENDITURES \$ 362,800

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor Coll/Reimb	P333	.25
Senior Account Specialist	T21	.25
Juvenile Probation Officer II	J12	4.0
Court Services Specialist	T17	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS 5.5

FOSTER HOME

SCHEDULE OF ESTIMATED EXPENDITURES

292-665

DIRECT OPERATING

743.00	Clothing & Bedding	\$	4,000	
743.01	Clothing Other		4,500	
801.02	Services, Health		400	
801.03	Services, Mental		200	
844.01	Foster Care-Private		600,000	
844.02	Foster Care		25,000	
844.04	Foster Care Intensive		23,000	
844.05	Training Foster Parents		1,000	
844.07	Foster Care Agency		80,000	
844.08	State Ward Charge Back		1,500,000	
844.09	FC Recruitment & Retention		200	
860.03	Transportation		100	
957.05	Miscellaneous Non-reimbursable		2,000	
957.21	Foster Parent Reimbursement		500	
957.22	Non-Scheduled – Private		1,500	
957.23	Non-Scheduled – Agency		100	
957.24	Personal Allowance – Homes		2,000	
957.28	Incidental Expense		4,000	
999.19	Transfer to #293 Child Care FIA		<u>10,000</u>	\$ <u>2,258,500</u>
	TOTAL ESTIMATED EXPENDITURES			\$ <u>2,258,500</u>

IN HOME DETENTION
SCHEDULE OF ESTIMATED EXPENDITURES

292-666

SALARIES

704.00	Salaries, Other	\$	53,600
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	19,600
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DIRECT OPERATING

729.00	Copy Charges	\$	200	
730.00	Office Supplies		200	
808.07	Evaluation		500	
850.00	Communications Expense		400	
860.00	Travel		2,500	
956.00	Employee Training		<u>400</u>	\$ <u>4,200</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>77,400</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Juvenile Probation Officer II	J12	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u>1.0</u>

DEPARTMENT: INTENSIVE LEARNING CENTER

FUNCTION: ALTERNATIVE SCHOOL

The Intensive Learning Center is an alternative school program operated at the Juvenile Home. This program is a partnership between the Circuit Court - Family Division and Kalamazoo Regional Education Service Agency (KRESA) with most of the funding coming from KRESA.

The students in the program are all youth from Kalamazoo County who are wards of the Circuit Court - Family Division and whose behavior make it difficult to maintain them in their local school districts. These youth are transported to the Intensive Learning Center by their local school districts.

There are usually 50 boys and girls in the Intensive Learning Center program. If it were not for this program, many of these children would be in institutional placements because of the requirement to attend school.

That portion of the Intensive Learning Center's budget that is derived from the County's General Fund is eligible for reimbursement from the State of Michigan at 50%. It is one of the Court's In-Home Care programs under the auspices of the Child Care Fund.

INTENSIVE LEARNING

SCHEDULE OF ESTIMATED EXPENDITURES

292-667

SALARIES

704.00 Salaries, Other \$ 25,400

FRINGE BENEFITS

710.00 Fringe Benefits \$ 9,300

DIRECT OPERATING

969.14 Appropriation to K/RESA \$ 185,000

TOTAL ESTIMATED EXPENDITURES \$ 219,700

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
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Cook	A11	<u>1.0</u>
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TOTAL AUTHORIZED POSITIONS 1.0

DAY TREATMENT PROGRAM

SCHEDULE OF ESTIMATED EXPENDITURES

292-668

SALARIES

704.00 Salaries \$ 418,700

FRINGE BENEFITS

710.00 Fringe Benefits \$ 152,800

DIRECT OPERATING

728.00	Postage	\$	300	
729.00	Copy Charges		500	
730.00	Office Supplies		2,000	
732.01	Periodicals & Books		200	
739.00	Recreation		3,000	
740.00	Provisions		15,000	
745.00	Gas & Oil		100	
801.01	Psychiatric Services		200	
808.00	Contractual Services		9,000	
808.07	Evaluation		200	
832.00	Vocational Supplies & Training		500	
842.00	Literacy Development		500	
843.00	School Supplies		300	
850.00	Communications Expense		9,000	
852.90	Electric		7,000	
852.91	Natural Gas		6,000	
852.92	Water		500	
860.00	Travel		10,600	
930.01	Building Maintenance		6,000	
931.02	Vehicle Maintenance		500	
956.00	Employee Training		300	
956.07	Leadership Training		1,000	
957.05	Miscellaneous Non-Reimbursement		500	
957.39	Family Rehabilitation Programs		<u>1,200</u>	\$ <u>74,400</u>

TOTAL ESTIMATED EXPENDITURES \$ 645,900

DAY TREATMENT PROGRAM (continued)

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Day Treatment Supervisor	M554	1.0
Family Interventionist Mediator II	J12	5.0
Group Leader II	J12	1.0
Community Tracker/Crisis Counselor	J06	<u>1.0</u>
TOTAL AUTHORIZED POSITIONS		<u><u>8.0</u></u>

JUVENILE DRUG COURT

SCHEDULE OF ESTIMATED EXPENDITURES

292-669

SALARIES

704.00	Salaries, Other	\$	153,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	56,000
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DIRECT OPERATING

729.00	Copy Charges	\$	200	
730.00	Office Supplies		1,000	
801.08	Urine Screening		4,000	
808.00	Contractual Service		80,000	
808.07	Evaluation		13,000	
850.00	Communications Expense		1,000	
860.00	Travel		5,000	
860.04	Bus Tokens		200	
865.00	Incentives		100	
956.00	Employee Training		<u>1,000</u>	\$ <u>105,500</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>315,000</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Administrator of Family Services	M636	0.1625
Intake Supervisor	M496	0.25
Family Intervention Mediator II	J12	<u>2.0</u>

TOTAL AUTHORIZED POSITIONS	<u>2.6625</u>
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RESTITUTION/COMMUNITY SERVICE
SCHEDULE OF ESTIMATED EXPENDITURES

292-671

SALARIES

704.00	Salaries, Other	\$	102,200
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	37,300
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DIRECT OPERATING

729.00	Copy Charges	\$	100	
730.00	Office Supplies		100	
860.00	Travel		1,000	
956.00	Employee Training		200	
957.30	Special Youth Programs		100	\$ <u>1,500</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>141,000</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor Coll/Reimb	P333	0.25
Administrator of Family Services	M636	0.1625
Supervisor-Intake	M496	0.25
Senior Account Specialist	T21	0.25
Juvenile Probation Officer II	J12	1.0

TOTAL AUTHORIZED POSITIONS	<u>1.9125</u>
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INTAKE ASSESSMENT & EVALUATION
SCHEDULE OF ESTIMATED EXPENDITURES

292-672

SALARIES

704.00	Salaries, Other	\$	218,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	79,600
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DIRECT OPERATING

729.00	Copy Charges	\$	2,000	
730.00	Office Supplies		1,000	
808.96	Sex Offender Assessments		1,000	
850.00	Communications Expense		500	
860.00	Travel		4,700	
956.00	Employee Training		200	
957.30	Special Youth Programs		<u>200</u>	\$ <u>9,600</u>

TOTAL ESTIMATED EXPENDITURES	\$	<u>307,200</u>
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AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor-Intake	M496	.25
Juvenile Probation Officer II	J12	<u>4.0</u>

TOTAL AUTHORIZED POSITIONS	<u>4.25</u>
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CASA

SCHEDULE OF ESTIMATED EXPENDITURES

292-673

SALARIES

704.00 Salaries, Other \$ 53,600

FRINGE BENEFITS

710.00 Fringe Benefits \$ 19,600

DIRECT OPERATING

729.00	Copy Charges	\$	1,000	
730.00	Office Supplies		300	
850.00	Communications Expense		300	
860.00	Travel		900	
890.00	Volunteer Services		200	
956.00	Employee Training		<u>400</u>	\$ <u>3,100</u>

TOTAL ESTIMATED EXPENDITURES \$ 76,300

AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Juvenile Probation Officer II	J12	<u>1.0</u>

TOTAL AUTHORIZED POSITIONS 1.0

C-WAIVERS IN HOME CARE
SCHEDULE OF ESTIMATED EXPENDITURES

292-674

DIRECT OPERATING

808.00	Contractual Service	\$ <u>80,000</u>
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TOTAL ESTIMATED EXPENDITURES		\$ <u>80,000</u>
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TOTAL CHILD CARE EXPENDITURES		\$ <u>7,251,100</u>
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