

**COUNTY OF KALAMAZOO**  
**2010 BUDGET**

**Adopted October 20, 2009**

**2010 BUDGET**

**for**

**KALAMAZOO COUNTY**

**KALAMAZOO, MICHIGAN**

2009

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Prepared by:  
The Kalamazoo County Finance Department

# KALAMAZOO COUNTY BUDGET: 2010

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October 20, 2009

Board of County Commissioners and the Citizens of Kalamazoo County:

Transmitted herein are the 2010 operating budgets for Kalamazoo County activities. The combined operating Budget totals \$85,598,700 and is balanced. Revenues and fund balances for the six 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 2010 Budget is a brief narrative section which is intended to guide 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 2010. They address specific areas, such as taxation, the philosophy of revenue predictions, upcoming financial requirements, and pending matters.

The Budget is the final result of an extensive process that aims financial resources toward targeted services. This document results from massive efforts 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, although essential.

The 2010 Budget is basically a status-quo budget showing a .05% decrease from the adjusted 2009 Budget for the six funds which are part of the annual budget process.

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

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, and improve public service and quality of life for our citizens, while funding statutory mandates.

# **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 six (6) 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 has 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 vendors. 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

## Kalamazoo County Government Mission

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

## Strategic Framework

Since 1999, Kalamazoo County leadership has conducted annual strategic planning retreats that resulted in the County's current Strategic Plan. As part of our deliberations, we revisited goals and objectives established in 2004 and developed a Strategic Framework in 2008. This was a first step in setting priorities and developing ways to measure the impact of our decisions on Kalamazoo County residents and businesses. As a result, we are focusing on goals in four strategy areas (Community Safety & Justice, Economic & Regional Development, Customer Service & Accountability, Health & Human Services) that express the outcomes we are seeking to achieve.

As a next step, the Board leadership and County Administration has developed a strategic calendar based on the full Board of Commissioner's input into the strategy areas. The calendar will ensure Commissioner's have the opportunity to discuss these issues further among each other and with County staff. Departments and Elected Officials have also been asked to identify which of their current programs address and support the Board's goals and what they view as their own priorities and performance measures to express outcomes.

In accordance with stated goals, the Board of Commissioner's will ask Administration to continue the strategic planning process and provide quarterly progress reports on each of the four strategy areas.

## Strategy Areas

*Community Safety/Justice* – Kalamazoo County seeks to be the safest, most just and restorative community based on best practices.

*Economic and Regional Development* – Kalamazoo County strives to be a trusted and active partner in creating and supporting a growing diversified regional economy.

*Customer Service and Accountability* – Taxpayers recognize Kalamazoo County services as good uses of public funds through results-oriented service delivery that is responsive, responsible, user friendly and transparent.

*Health and Human Services* – Kalamazoo County seeks to improve the health and quality of life of the community through coordinated planning, resource development, and service delivery so all residents can participate in the opportunities, benefits, and responsibilities of society.

## SUMMARY INFORMATION

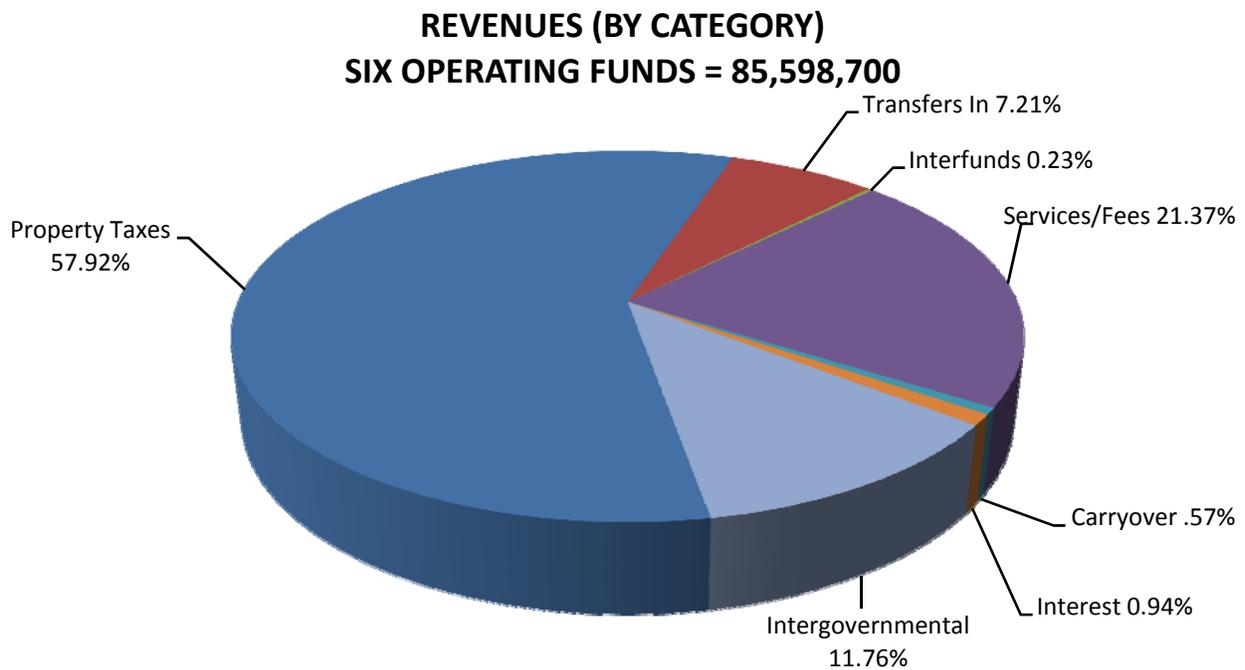
The annual budget process deals primarily with six operating funds:

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

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

### REVENUES

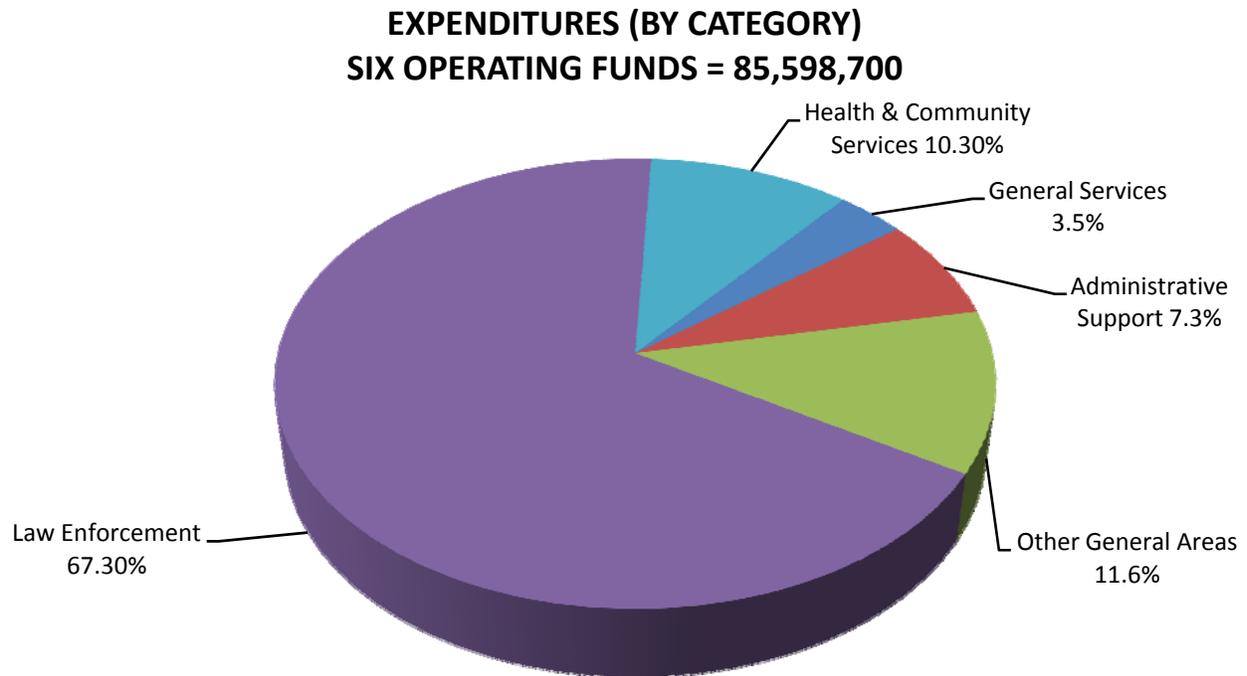
The Year 2010 recommendations for revenue total \$85,598,700. This is a .05% decrease from the 2009 adjusted Budget (or approximately \$41,900). Revenue is identified in the following major categories:



## SUMMARY INFORMATION (continued)

### EXPENDITURE BY FUNCTIONAL CATEGORY

The Year 2010 recommendations for expenditures are \$85,598,700. This is a 0.5% decrease from the 2009 adjusted Budget, or approximately \$41,900. The expenditures are divided into the following major categories:



### CAPITAL EXPENDITURES AND GENERAL COUNTY PUBLIC IMPROVEMENT FUND

Capital expenditures are budgeted at \$5,900,000 in 2010. This 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 \$5,000,000 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.

**KALAMAZOO COUNTY**

**2010**

**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)**

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.

## GENERAL FUND

### LAW ENFORCEMENT RATIO

Each year, Kalamazoo County budgets have recognized that the 1980 Law Enforcement Millage Resolution and each subsequent renewal have 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 68.7% of the General Operating Budget, which is within the five percent limitation imposed by the Board of Commissioners in the millage resolution.

The 2010 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		\$	71,532,400
Law Enforcement Departments:			
Circuit Court: Administration	\$	5,186,200	
Circuit Court: Trial Division		455,100	
Circuit Court: Family Division		845,200	
Friend of the Court		3,183,900	
Child Care Fund		7,631,000	
Law Library		45,300	
Adult Probation		<u>50,700</u>	\$ 17,397,400
District Court			\$ 5,132,800
Probate Court			\$ 921,600

**GENERAL FUND - LAW ENFORCEMENT RATIO (continued)**

Prosecuting Attorney		\$	2,428,100
Sheriff		\$	15,044,500
Animal Services & Enforcement		\$	568,500
Capital and Debt	\$	5,393,100	
Courthouse Security		622,300	
Restricted Reserve		68,000	
Utilities and Insurance		1,303,300	
Percent of Contingencies		<u>272,300</u>	\$ <u>7,659,000</u>
<b>Total Law Enforcement - General</b>		\$	<b><u>49,151,900</u></b>
<b>Percent of Law Enforcement To General Operating</b>			<b><u>68.7%</u></b>

## MILLAGE LEVIES - TRUTH IN TAXATION

The 2008 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 2009 taxable valuation, a Base Tax Rollback (BTRF) is required in the General Operating and Law Enforcement levies totaling .0264 mills (.0202 and -.0062).

Also, referring to the policies on alcohol and cigarette taxes, a rollback in property taxes of \$1,508,459 or .1809 mills (.1382 and .0427) and \$43,413 or .0052 mills (.0040 and .0012) respectively is necessary.

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

<b>LEVYROLLBACK FACTORS/ MILLAGE ROLLBACK</b>						
	BTRF	Alcohol	Cigarette	BTRF	Alcohol	Cigarette
G.O.M	1.0043	0.9705	0.9992	4.7073	4.5489	4.6831
L.E.M.	1.0043	0.9705	0.9992	1.4553	1.4064	1.4479
Total	1.0043	0.9705	0.9992	6.1626	5.9553	6.1310

Individual and total levy rollback is summarized as follows:

	<u><b>General</b></u>	<u><b>Law Enforcement</b></u>	<u><b>Total</b></u>
<u>2008 Actual Levy</u>	4.6871	1.4491	6.1362
<u>2009 Rollbacks</u>			
Truth in Taxation	(.0202)	(.0062)	(.0264)
Alcohol Tax	.1382	.0427	.1809
Cigarette Tax	<u>.0040</u>	<u>.0012</u>	<u>.0052</u>
<u>Total Rollbacks</u>	<u>.1220</u>	<u>.0377</u>	<u>.3459</u>

**MILLAGE LEVIES - TRUTH IN TAXATION (continued)**

	<u>General</u>	<u>Law Enforcement</u>	<u>Total</u>
2009 Legal Tax Rate	4.5651	1.4114	5.9765
2009 Recaptures			
BTRF	(.0202)	(.0062)	( .0264)
Alcohol Tax	.1382	.0427	.1809
Cigarette Tax	<u>.0040</u>	<u>.0012</u>	<u>.0052</u>
Total Recaptures	<u>.1220</u>	<u>.0377</u>	<u>.3459</u>
2008 Recaptured Levy	<u>4.6871</u>	<u>1.4491</u>	<u>6.1362</u>

The 2010 Budget recognizes the recapture of the Base Tax rollback (-.0264 mill), Alcohol Tax (.1809 mill) and Cigarette Tax (.0052 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, 2010 tax revenues are budgeted equal to 2009. Because the Headlee Rollbacks of 1993 and 2003 were not recaptured, there exists about \$1,767,000 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 2010. This level may not be sustainable in the future and will require close monitoring.

## **ALCOHOL TAX**

Preliminary State of Michigan estimates of the 2009-2010 distribution for Kalamazoo County are \$1,540,000. The Truth in Taxation amount for 2009 is \$1,508,459. This amount equates to .1809 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 2010 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 2010 Budget contain an estimated \$1,540,000 for Alcohol Tax revenue and any adjustment to the budget will wait until the fourth quarter of 2010.

## CIGARETTE TAX

Preliminary estimates of the 2009-2010 distributions for Kalamazoo County are approximately \$22,000. Because 2009 distributions were \$8,080 less than estimated, the actual Truth in Taxation amount for 2009 is \$43,413. This amount equates to .0052 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 2010 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%	\$ 15,500
Public Safety	<u>05/17</u>	<u>29.41%</u>	<u>6,500</u>
Total	<u>17/17</u>	<u>100.00%</u>	<u>\$ 22,000</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.

### **CIGARETTE TAX (continued)**

3. To allocate these funds, it is necessary to proceed through the Truth in Taxation process (please refer to that Policy).

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., 2010 to determine whether a program adjustment is necessary to deal with actual collection variances from the budgeted amount of \$22,000.

### PREVENTIVE HEALTH SUMMARY<sup>1</sup>

<u>Revenue</u>	
Other Revenue-General Fund	\$233,700
Cigarette Tax - Current Year	<u>15,500</u>
Total Revenue	<u>\$294,200</u>
<u>Expenditures</u>	
Household Hazardous Waste	\$172,500
A.I.D.S. Project	<u>76,700</u>
Total Expenditures	<u>\$249,200</u>

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<sup>1</sup> 2008 Budget total was \$294,200 with \$54,000 coming from Cigarette Tax revenue

## ***Revenue Policies***

### **CARRYOVER**

The 2010 budget contains \$261,700 in the General Fund and \$242,400 in the Law Enforcement fund as Carryover.

While it has been a goal to have each years revenues equal expenditures, given the uncertainties we face in 2010, utilizing Carryover is prudent and reasonable.

## STATE SHARED REVENUE

Revenue sharing for counties no longer is included in the State of Michigan budget effective October 1, 2004. It was replaced by a fund called Revenue Sharing Reserve. This was funded by accelerated payment of a counties' General Millage Levy. Counties allowed to withdraw funds from the reserve equal to their projected revenue sharing payments in the future. The 2010 budget contains \$5,176,900 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.

With no definitive commitment from the State to replace revenue sharing, the County continues 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. This is our final year of transition.

## **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 \$1,345,300 for the State's fiscal 2009/2010.

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 BUDGET STABILIZATION FUND**

The 2010 General Fund Budget does not include a revenue transfer from the Budget Stabilization Fund.

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.

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.

## **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.

## **FEES FOR SERVICES**

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**

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

### Non-Union Employees

The County Board adopted a Banding Structure to compliment our Hay Compensation System. Implementation of salary bands follows best practices for compensation plans while strengthening internal equity, promoting vesting incentives, and enhancing our ability to attract and retain quality employees. On January 02, 2010, employees will conform to their designated band and move to the closest step that represents a pay increase. Employees will remain at this step throughout calendar year 2010. Future step increases will be in accordance with Personnel Policies. The adopted band structure is in the supplemental section of the workbook.

The following represents non-union salary costs for 2010:

	<u>TOPs</u>	<u>Professional</u>	<u>Managerial</u>	<u>Total</u>
Base Salary	\$ 4,870,779	\$ 9,301,975	\$ 4,825,996	\$ 18,998,750
Fringe	<u>\$ 1,777,834</u>	<u>\$ 3,395,221</u>	<u>\$ 1,761,489</u>	<u>\$ 6,934,544</u>
Total	<u>\$ 6,648,613</u>	<u>\$ 12,697,196</u>	<u>\$ 6,587,485</u>	<u>\$ 25,933,294</u>

### County-Wide Elected Officials

In 2008, the Board of Commissioners adopted the following policy concerning the establishment of the annual salaries for the offices of County Clerk/Register, County Drain Commissioner, County Prosecuting Attorney, County Sheriff, and County Treasurer (collectively referred to as the county-wide elected officials):

- The Board of Commissioners accepts the Hay Wage Classification Schedule for the county-wide elected officials;
- The Board of Commissioners shall re-evaluate the Wage Classification Schedule for the county-wide elected officials every four years beginning on or after January 1, 2012 and shall complete the re-evaluation by March 1 of the year in which the re-evaluation commenced;
- Whenever a person is newly elected to one of the county-wide elected offices, and the person had not previously held that office, the Board of Commissioners shall establish the first year's annual salary for that office at the "A" step for the office under the then current Hay Wage Classification Schedule for that office;

**SALARIES AND EMPLOYEE BENEFITS (continued)**

- Whenever a person is newly elected to one of the county-wide elected offices, and the person had been holding that office prior to the election, the Board of Commissioners shall establish the first year’s annual salary for that office at a step level under the then current Hay Wage Classification Schedule for that office, that reflects the year(s) of service the person accumulated prior to the election.
- 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.

The table below reflects 2009 salaries and recommended band placement for 2010.

	<u>2009</u>	<u>2010</u>	<u>Band</u>
Drain Commissioner	\$ 65,770	\$ 65,832	M 6B
Treasurer	\$ 78,707	\$ 81,494	M 7D
Clerk/ROD	\$ 77,709	\$ 81,494	M 7D
Sheriff	\$ 90,064	\$ 95,597	M 9C
Prosecutor	\$ 125,715	\$ 131,581	M 10G

**NOTES:**

Steps A – H are included in the supplemental section of the workbook for each of the Elected Officials.

1. Future step increases will be considered by the Board of Commissioners during the annual budget process.
2. An exception to the salary band conformity is the Sheriff, who is placed at “C” step to ensure departmental management salary alignment.

**Judges**

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 2010 salaries for Judges.

## **SALARIES AND EMPLOYEE BENEFITS (continued)**

### **County Commissioners**

The following policy regarding County Commissioner compensation is as follows:

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.

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 the 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

Due to financial constraints, 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.

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

## 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 2010 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 2010 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 \$389,000 for the six General Operating funds and about \$438,000 for total operations.

Sound financial management practices for an employee benefit fund call for a fund balance in the amount of \$3,000,000. 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, 2008, the fund balance was \$7,471,147. Current projections show that expenditures will exceed revenues in 2009 leaving a fund balance at December 31, 2009, of approximately \$6,548,738. The ending 2010 projected fund balance is \$4,511,238.

The 2010 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.

The 2010 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.

## RETIREMENT SYSTEM

The growth in the pension system assets and liabilities has been discussed and reviewed with the Board of Commissioners on an ongoing basis. The funding level includes the system as a whole which includes Kalamazoo County Roads and Kalamazoo County Community Mental Health. The following table shows the funding level and employer contribution rate of the Retirement System since 1984:

<b>DATE</b>	<b>ACTUARIAL FUNDING LEVEL</b>	<b>MARKET FUNDING LEVEL</b>	<b>ACTUAL CONTRIBUTION RATE</b>	<b>NORMAL CONTRIBUTION RATE</b>
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%	2.36%	10.04%
2007	141.1%	135.3%	2.36%	10.04%
2008	128.4%	93.5%	3.02%	9.07%

## **RETIREMENT SYSTEM (Continued)**

It is recommended each year 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 13<sup>th</sup> check or COLA, and the long term impact on required contributions, liabilities and the funding level.

Due to a 2009 market decline and 2010 budget uncertainties, there is currently not a recommendation to issue a 13<sup>th</sup> check provision.

This policy will again be reviewed for the 2011 budget year.

## **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, 2008, and 2009, 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 has approved many of these recommendations. An updated actuarial valuation as of December 31, 2008, is being completed to incorporate these changes. While the Annual Required Contribution (ARC) for 2010 has not been determined, the goal will be to fund 75% of the ARC.<sup>1</sup>

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<sup>1</sup>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 2010 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.

In 2010, the budget is focused on the following three major areas:

1. *Strategic Planning* – The 2010 Budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
2. *Management Audit* – \$50,000 is budgeted in 2010 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.
3. *Management Development* - \$12,000 is budgeted to be used for county-wide managerial training.

## **ECONOMIC DEVELOPMENT**

The 2010 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, 2008, Allocated Fund Balance schedule for the General Fund, contains a \$950,000 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, 2009, Allocated Fund Balance schedule for the General Fund, consideration will be given to increasing this allocation following the process described below.

In 2009, the Board chose to freeze the Allocated Fund Balance Reserves from any new requests until such time as deemed appropriate by the Board of Commissioners.

### **Allocated Fund Balance Process**

This statement describes the process which will be followed 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.

## ECONOMIC DEVELOPMENT (continued)

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:

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.

## **LAW ENFORCEMENT CONTRACTING**

The 2010 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 2010 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, 2009, 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 2010 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. For the year 2010, this rate is .55 cents per mile. 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 2010 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 2010 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 1<sup>st</sup>, 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 2010 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 2010:

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 2010 General Fund Budget includes \$25,300 for the County share of At Large Drain Assessments for 2009.

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 2010. 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 2010 General Operating Budget includes funding for employee training and memberships. In consideration of the importance of employee training and as acknowledgment of the significant funding limitations in 2010, 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 2010 Budget contains funding totaling \$1,052,600 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.

These areas are:

### **Courthouse Security: \$261,200**

This reserve 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 2010 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 2010 before these funds are expended.

### **Communication Reserve: \$58,700**

This reserve is set aside to provide support to departmental budgets due to increase costs associated with the county's new phone system.

### **PC Usage Fee Reserve: \$99,400**

This reserve is set aside to provide support to departmental budgets due to the change in funding our CPU replacement program. Effective January 1, 2010, CPU purchases and replacements will be handled through the Technology Fund freeing up CIP dollars.

### **F.O.P. Salary Reserve: \$633,300**

\$390,900 General Fund Reserve  
\$242,400 Law Enforcement Fund Reserve

This amount represents the offer of 3.5% to the Fraternal Order of Police.

**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 2010 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 2010, \$250,000 is allocated for these expenditures. The intent of these funds is to enable the County to more 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.

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

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 2010, the allocation in Tier III is \$5,000,000.

This Policy provides the following funding for capital:

TIER I	\$	650,000
TIER II	\$	250,000
TIER III	\$	5,000,000
TOTAL	\$	5,900,000

For 2010, 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.

## FACILITIES 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	936/1966	69,700
Michigan Avenue Courthouse	1936	103,600
County Administration (3 <sup>rd</sup> & 4 <sup>th</sup> 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.

## **FACILITY PLANNING (continued)**

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.

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, 2010

#### TAXES

Property Tax Revenues	\$	37,075,000	
Del Real Property Tax		1,232,200	
Del Personal Property Tax		150,000	
Interest		20,000	
State Court Fund Distribution		1,345,300	
Alcohol Tax		1,534,000	
Cigarette Tax		22,000	
Transfer from #125 Revenue Sharing Reserve		<u>5,176,900</u>	\$ 46,555,400

#### DEPARTMENTAL

Circuit Court – Administration	\$	919,800	
Circuit Court – Trial Division		183,000	
Circuit Court – Family Division		341,700	
District Court		5,342,200	
Friend of the Court		2,081,700	
Probate Court		221,500	
Family Counseling		25,800	
Elections		3,000	
County Clerk/Register of Deeds		1,597,800	
Office of Finance		82,600	
Central Service Cost Recovery		956,600	
Prosecuting Attorney		193,300	
Treasurer		1,979,700	
Drain Commissioner		4,500	
Soil Erosion & Sedimentation Control		31,000	
Sheriff		2,856,200	
Animal Services & Enforcement		485,200	
Emergency Management		48,500	
Veterans Affairs		19,000	

**ESTIMATED SOURCE OF FUNDS (continued)**

Medical Examiner	12,000		
MSU Extension	16,000		
Planning	<u>1,200</u>	\$	17,402,300
Estimated Carryover		\$	<u>261,700</u>
<b>TOTAL GENERAL FUND REVENUES</b>		\$	<b><u>64,219,400</u></b>

## GENERAL FUND

### SUMMARY OF ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Direct Operating</u>	<u>Total</u>
<b>LEGISLATIVE</b>				
Board of Commissioners	\$ 208,500	\$ 31,300	\$ 55,900	\$ 295,700
Administration	344,600	125,800	19,200	489,600
Legal Services	<u>127,300</u>	<u>46,500</u>	<u>9,200</u>	<u>183,000</u>
<b>Total Legislative</b>	<b>\$ <u>680,400</u></b>	<b>\$ <u>203,600</u></b>	<b>\$ <u>84,300</u></b>	<b>\$ <u>968,300</u></b>
<b>JUDICIAL</b>				
Circuit Court Admin.	\$ 1,865,800	\$ 681,000	\$ 2,639,400	\$ 5,186,200
Trial Division	327,800	119,600	7,700	455,100
Family Division	529,700	193,300	122,200	845,200
District Court	2,826,300	1,043,700	1,262,800	5,132,800
Jury Board	0	0	3,300	3,300
Probate Court	492,800	179,900	248,900	921,600
Adult Probation	<u>0</u>	<u>0</u>	<u>50,700</u>	<u>50,700</u>
<b>Total Judicial</b>	<b>\$ <u>6,042,400</u></b>	<b>\$ <u>2,217,500</u></b>	<b>\$ <u>4,335,000</u></b>	<b>\$ <u>12,594,900</u></b>

**GENERAL FUND – ESTIMATED EXPENDITURES (continued)**

	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Direct Operating</u>	<u>Total</u>
<b>GENERAL SERVICES ADMINISTRATION</b>				
Elections	\$ 20,500	\$ 6,200	\$ 366,900	\$ 393,600
Clerk/Register	432,500	157,900	77,400	667,800
Resource Development	77,000	28,100	3,900	109,000
Finance	561,600	205,000	230,900	997,500
Equalization	299,500	109,300	34,000	442,800
Human Resources	321,000	117,200	353,100	791,300
Information Systems	650,800	237,500	53,600	941,900
Prosecuting Attorney	1,502,600	548,400	377,100	2,428,100
Purchasing	79,000	28,800	14,400	122,200
Treasurer	383,300	139,900	130,200	653,400
Buildings/Grounds	1,175,900	423,800	687,000	2,286,700
Utilities	0	0	1,088,800	1,088,800
Security	209,800	119,600	292,900	622,300
Drain Commissioner	137,900	50,300	70,600	258,800
Soil Erosion & Sed. Control	53,100	19,400	8,400	80,900
<b>Total General Services And Administration</b>	<b>\$ <u>5,904,500</u></b>	<b>\$ <u>2,191,400</u></b>	<b>\$ <u>3,789,200</u></b>	<b>\$ <u>11,885,100</u></b>
<b>LAW ENFORCEMENT</b>				
Sheriff	<b>\$ <u>7,747,400</u></b>	<b>\$ <u>4,366,900</u></b>	<b>\$ <u>2,930,200</u></b>	<b>\$ <u>15,044,500</u></b>
<b>PUBLIC WORKS</b>				
Capital Improvements	<b>\$ <u>0</u></b>	<b>\$ <u>0</u></b>	<b>\$ <u>5,750,000</u></b>	<b>\$ <u>5,750,000</u></b>

**GENERAL FUND – ESTIMATED EXPENDITURES (continued)**

	<u>Salaries</u>		<u>Fringe Benefits</u>		<u>Direct Operating</u>		<u>Total</u>
<b>HEALTH &amp; COMMUNITY SERVICES</b>							
Health & Community Ser.	\$ 676,200	\$	246,800	\$	120,400	\$	1,043,400
Veterans' Affairs	82,500		30,100		29,700		142,300
Medical Examiner	<u>94,900</u>		<u>26,600</u>		<u>311,900</u>		<u>433,400</u>
<b>Total Health and Community Services</b>	<b>\$ <u>853,600</u></b>	<b>\$</b>	<b><u>303,500</u></b>	<b>\$</b>	<b><u>462,000</u></b>	<b>\$</b>	<b><u>1,619,100</u></b>
<b>SOCIAL SERVICES</b>							
Animal Services	\$ 293,700	\$	107,200	\$	167,600	\$	568,500
Emergency Management	97,400		55,500		58,000		210,900
At Large Drains	0		0		25,300		25,300
Social Services	0		0		631,100		631,100
Services to Seniors	0		0		100,000		100,000
Veterans Burial	0		0		80,100		80,100
Soldiers & Sailors Relief	<u>0</u>		<u>0</u>		<u>9,800</u>		<u>9,800</u>
<b>Total Social Services</b>	<b>\$ <u>391,100</u></b>	<b>\$</b>	<b><u>162,700</u></b>	<b>\$</b>	<b><u>1,071,900</u></b>	<b>\$</b>	<b><u>1,625,700</u></b>
<b>CULTURAL</b>							
MSU Extension	<u>140,600</u>	\$	<u>51,300</u>	\$	<u>124,100</u>	\$	<u>316,000</u>
<b>LAW LIBRARY</b>							
Law Library	<u>0</u>	\$	<u>0</u>	\$	<u>45,300</u>	\$	<u>45,300</u>

**GENERAL FUND – ESTIMATED EXPENDITURES (continued)**

	<u>Salaries</u>		<u>Fringe Benefits</u>		<u>Direct Operating</u>		<u>Total</u>
<b>PLANNING &amp; COMM. DEVELOPMENT</b>							
Planning	\$ 84,200	\$	30,700	\$	16,400	\$	131,300
Economic Development	<u>0</u>		<u>0</u>		<u>75,000</u>		<u>75,000</u>
<b>Total Planning &amp; Comm. Development</b>	<b>\$ <u>84,200</u></b>	<b>\$</b>	<b><u>30,700</u></b>	<b>\$</b>	<b><u>91,400</u></b>	<b>\$</b>	<b><u>206,300</u></b>
<b>OTHER</b>							
Community Mental Health	\$ 0	\$	0	\$	2,388,000	\$	2,388,000
Strategic Issues	0		0		72,000		72,000
Contingency	0		0		400,500		400,500
Reserves	0		0		810,200		810,200
Restricted Reserves	50,000		0		50,000		100,000
Insurance	<u>0</u>		<u>0</u>		<u>1,000,000</u>		<u>1,000,000</u>
<b>Total Other</b>	<b>\$ <u>50,000</u></b>	<b>\$</b>	<b><u>0</u></b>	<b>\$</b>	<b><u>4,720,700</u></b>	<b>\$</b>	<b><u>4,770,700</u></b>
<b>TOTAL GENERAL FUND EST. EXPENDITURES</b>							
	<b>\$ <u>21,894,200</u></b>	<b>\$</b>	<b><u>9,527,600</u></b>	<b>\$</b>	<b><u>23,404,100</u></b>	<b>\$</b>	<b><u>54,825,900</u></b>

## GENERAL FUND (Fund 101)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Property Taxes	\$ 38,477,200
State Court Fund	1,345,300
Alcohol Tax	1,534,000
Cigarette Tax	22,000
Revenue Sharing Reserve	5,176,900
Circuit Court, et al	3,526,200
District Court	5,342,200
Clerk/Register	1,597,800
Treasurer	1,979,700
Sheriff	2,856,200
Other Departmental Revenue	2,100,200
Carryover	248,700
Interfund Transfers	---

#### TOTAL ESTIMATED FUNDS

\$ 64,206,400

#### ESTIMATED EXPENDITURES

Salaries	\$ 21,894,200
Fringe Benefits	9,527,600
Direct Operating	17,240,600
Contingency	400,500
Capital Tier I	500,000
Capital Tier II	250,000
Capital Tier III	5,000,000
Debt	---
Interfund Transfers	9,393,500

#### TOTAL ESTIMATED EXPENDITURES

\$ 64,206,400

Projected Fund Balance 2010

\$ 18,390,226

## EMPLOYEE BENEFITS FUND (Fund 103)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

General Operating Revenue	\$	17,453,000
Grant Revenue		2,640,000
Employee Participation – Health		845,000
Stop Loss Reimbursement		50,000
Premium Refund		15,000
Interest Income		60,000
Carryover		<u>2,037,500</u>

#### TOTAL ESTIMATED FUNDS

\$ 23,100,500

#### ESTIMATED EXPENDITURES

Health Care Expenditures	\$	8,263,000
OPEB Contribution		4,719,000
Workers' Compensation		600,000
Unemployment		400,000
FICA		3,590,000
Retirement		920,000
F.O.P. Retirement		2,000,000
Retirement-Other		50,000
Retirement-Command		160,000
Disability		450,000
Life Insurance		165,000
Dental Insurance		625,000
Employee Assistance Program		18,500
Longevity		700,000
College Credits		75,000
Tuition Reimbursement		15,000
Wellness Initiative		300,000
Affirmative Action		0
OSHA/MIOSHA		5,000

**ESTIMATED EXPENDITURES (continued)**

Contractual Services	30,000	
ADA	3,000	
Miscellaneous	12,000	
Reserve for Future Use	<u>----</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>23,100,500</u></b>
Projected Fund Balance 2010		\$ 4,511,237

## LAW ENFORCEMENT FUND (Fund 104)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Property Taxes	\$ 12,108,400	
Departmental Revenue	112,500	
Interest Income	60,000	
Previously Generated Funds	<u>242,400</u>	
<b>TOTAL ESTIMATED FUNDS</b>		<b>\$ <u>12,523,300</u></b>

#### ESTIMATED EXPENDITURES

Salaries	\$ 7,146,900	
Employee Benefits	3,537,800	
Direct Operating	1,376,200	
Capital Improvements	150,000	
Interfunds	20,000	
Contingency	50,000	
Reserves	<u>242,400</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>12,523,300</u></b>

Projected Fund Balance 2010		\$ 467,386
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**BUDGET STABILIZATION FUND (Fund 106)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

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

**ESTIMATED EXPENDITURES**

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

Projected Fund Balance 2010		\$ ---
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## TECHNOLOGY FUND (Fund 112)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Carryover	\$	377,700
Telephone Equipment Use Charges		272,000
Network Use Charges		495,800
Stock Equipment Revenue		30,000
Local & Long Distance Charges		<u>14,400</u>

**TOTAL ESTIMATED FUNDS** \$ **1,189,900**

#### ESTIMATED EXPENDITURES

##### Telecommunications:

Salaries	\$	31,500
Fringe Benefits		11,500
Contractual Service		5,000
System Maintenance		72,500
Licensing Fees		17,000
Local and Long Distance		57,400
Computer Related Acquisitions		3,000
Depreciation Expense		88,500

##### Enterprise Network:

Salaries	\$	99,600
Fringe Benefits		36,400
Consumables – Stock		30,000
Contractual Service		41,000
System Maintenance		26,000
Licensing Fees		34,700
Computer Related Acquisitions		33,000
Replacement PCs		111,800
Depreciation Expense		126,000
Capital Projects		<u>365,000</u>

**TOTAL ESTIMATED EXPENDITURES** \$ **1,189,900**

Projected Fund Balance 2010 \$ 1,225,222

## NAZARETH FACILITY FUND (Fund 115)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Previously Generated Funds	\$	700	
Rent		801,000	
Central Stores Charges		<u>56,300</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>858,000</u></b>

#### ESTIMATED EXPENDITURES

Salaries	\$	242,000	
Employee Benefits		88,400	
Direct Operating		502,600	
Depreciation Expense		<u>25,000</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>858,000</u></b>
Projected Fund Balance 2010	\$		349,901

## REVENUE SHARING RESERVE (Fund 125)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Previously Generated Funds	\$ 5,135,900	
Interest Income	<u>41,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>		<b>\$ <u>5,176,900</u></b>

#### ESTIMATED EXPENDITURES

Transfer to #101 General Fund	\$ <u>5,176,900</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>5,176,900</u></b>

Projected fund Balance 2010		\$ 3,767,533
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**PARKS FUND (Fund 208)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Departmental Revenue	\$	771,800	
Accommodation Tax Appropriation		92,400	
Kellogg Grant		365,700	
General Fund Appropriation		<u>292,500</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>1,522,400</u></b>

**ESTIMATED EXPENDITURES**

Salaries		784,600	
Employee Benefits		247,800	
Direct Operating		490,000	
Transfer to Special Parks Fund	\$	<u>---</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>1,522,400</u></b>

Projected Fund Balance 2010	\$		<b>----</b>
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**SPECIAL PARKS FUND (Fund 209)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Previously Generated Fund	\$	43,300	
Transfer from Parks Fund		<u>---</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>43,300</u></b>

**ESTIMATED EXPENDITURES**

Reserve for Future Use	\$	<u>43,300</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>43,300</u></b>

Projected Fund Balance 2010	\$		<b>---</b>
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**FRIEND OF THE COURT FUND (Fund 215)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Departmental Revenue	\$	357,600	
General Fund Appropriation		2,806,300	
Law Enforcement Fund Appropriation		<u>20,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>3,183,900</u></b>

**ESTIMATED EXPENDITURES**

Salaries	\$	2,096,400	
Employee Benefits		765,200	
Direct Operating		<u>322,300</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>3,183,900</u></b>

General Fund Revenue	\$	2,081,700	
General Fund Expenditure		2,806,300	
<b>NET GENERAL FUND EXPENDITURES</b>			<b>\$ <u>(724,600)</u></b>

Projected Fund Balance 2010	\$		---
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**HEALTH & COMMUNITY SERVICES – HEALTH FUND (Fund 221)**  
**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

For the Year Ending December 31, 2010

**ESTIMATED SOURCE OF FUNDS**

Departmental Revenue	\$ 3,492,300	
General Fund Appropriation	2,417,400	
Cigarette Tax	<u>15,500</u>	
<b>TOTAL ESTIMATED FUNDS</b>		<b>\$ <u>5,925,200</u></b>

**ESTIMATED EXPENDITURES**

Salaries	\$ 3,407,000	
Employee Benefits	1,203,600	
Direct Operating	<u>1,314,600</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>5,925,200</u></b>
Projected Fund Balance 2010		\$ ---

## ACCOMMODATION TAX FUND (Fund 229)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Previously Generated Funds	\$	337,869	
Accommodation Tax		<u>1,699,800</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>2,037,669</u></b>

#### ESTIMATED EXPENDITURES

Transfer to General Fund	\$	25,500	
Contractual Fair Board		----	
Transfer to Parks		92,400	
Convention/Visitors Bureau		1,317,300	
Parks Promotion		24,800	
Fairgrounds Capital Improvements		<u>577,669</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>2,037,669</u></b>

Projected Fund Balance 2010	\$		---
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**REGISTER OF DEEDS AUTOMATION FUND (Fund 256)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Recording Fees	\$	200,000	
Investment Income		<u>15,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>215,000</u></b>

**ESTIMATED EXPENDITURES**

Salaries	\$	----	
Employee Benefits		----	
Direct Operating		173,300	
Reserve for Future Use		<u>41,700</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>215,000</u></b>

Projected Fund Balance 2010	\$	1,148,552
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**LAW LIBRARY FUND (Fund 269)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Penal Fines	\$	6,500	
Transfer from General Fund		<u>45,300</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>51,800</u></b>

**ESTIMATED EXPENDITURES**

Kalamazoo Library Contract	\$	<u>51,800</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>51,800</u></b>

Projected Fund Balance 2010	\$		---
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**KALAMAZOO COUNTY – DEPARTMENT OF HUMAN SERVICES (Fund 290)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

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

**ESTIMATED EXPENDITURES**

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

Projected Fund Balance 2010	\$		---
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**CHILD CARE – DEPARTMENT OF HUMAN SERVICES (Fund 293)**  
**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

For the Year Ending December 31, 2010

**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** \$ **1,057,100**

**ESTIMATED EXPENDITURES**

Child Care	\$ <u>1,057,100</u>
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**TOTAL ESTIMATED EXPENDITURES** \$ **1,057,100**

**Historical General Fund Appropriations**

<u>Year</u>	<u>Amount</u>	<u>% Change</u>	<u>% of Total</u>
2010	\$ 612,100	0.00%	57.90%
2009	612,100	0.00%	57.90%
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%

Projected Fund Balance 2010 \$ --

**VETERANS' TRUST FUND (Fund 294)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

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

**ESTIMATED EXPENDITURES**

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

Projected Fund Balance 2010	\$	---
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**JUSTICE FACILITIES IMPROVEMENT FUND (Fund 466)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Carryover	\$ 13,643,400
Transfer from General Fund	5,150,000
Investment Income	<u>136,400</u>

**TOTAL ESTIMATED FUNDS** \$ **18,929,800**

**ESTIMATED EXPENDITURES**

Reserve for Future Use	\$ <u>18,929,800</u>
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**TOTAL ESTIMATED EXPENDITURES** \$ **18,929,800**

Projected Fund Balance 2010	\$ ---
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## TAX FORECLOSURE FUND (Fund 516)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Foreclosure Fee Revenue	\$	550,000	
Interest Income		300	
Sales of Tax Property		<u>30,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>	\$		<b><u>580,300</u></b>

#### ESTIMATED EXPENDITURES

Foreclosure Expenditures	\$	334,600	
Reserved for Future Use		145,700	
Transfer to Land Bank		<u>100,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>	\$		<b><u>580,300</u></b>

Projected Fund Balance 2010	\$		---
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## AIRPORT FUND (Fund 581)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Non-Tax Revenue	\$	4,818,500	
Carryover		<u>245,700</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>5,064,200</u></b>

#### ESTIMATED EXPENDITURES

Salaries	\$	961,500	
Employee Benefits		411,600	
Direct Operating		2,835,100	
Depreciation		850,000	
Capital		---	
PFC Reserve		6,000	
Debt Service		<u>---</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>5,064,200</u></b>

Projected Fund Balance 2010	\$	40,168,589	
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**TAX ADMINISTRATION FUND (Fund 615)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Previously Generated Funds	\$	<u>5,800</u>	
<b>TOTAL ESTIMATED FUNDS</b>			\$ <u><u>5,800</u></u>

**ESTIMATED EXPENDITURES**

Reserve for Future Use	\$	<u>5,800</u>	
<b>TOTAL ESTIMATED FUNDS</b>			\$ <u><u>5,800</u></u>

Projected Fund Balance 2010	\$		---
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**DELINQUENT TAX REVOLVING FUND (Fund 620)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Tax Collection Fees/Interest	\$	1,628,700	
Interest Income		<u>50,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>1,678,700</u></b>

**ESTIMATED EXPENDITURES**

Reserved for Future Use	\$	678,700	
Transfer to General Fund		<u>1,000,000</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>1,678,700</u></b>

Projected Fund Balance 2010	\$	15,446,037	
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## CENTRAL STORES FUND (Fund 633)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Previously Generated Fund	\$	----	
Record Copying		187,500	
Sale – Office Supplies		1,800	
NCR Paper		15,000	
Gas Sales		306,000	
Sale – Auto Supplies		86,300	
Vehicle Services Labor		86,800	
Cell Phone Revenue		63,600	
Mailing Services		341,500	
Computer Training/Equip. Charges		<u>---</u>	
<b>TOTAL ESTIMATED FUNDS</b>			<b>\$ <u>1,088,500</u></b>

#### ESTIMATED EXPENDITURES

Salaries, Other	\$	127,900	
Salaries, Overtime		---	
Employee Benefits		46,600	
Document Services Operating		192,800	
Computer Training/Equip. Operating		---	
Miscellaneous Charges Operating		73,800	
Office Supplies		1,300	
Vehicle Services Operating		81,400	
Gas & Oil		300,000	
Mail Operations Operating		21,300	
Mail Operations Postage		<u>243,400</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>1,088,500</u></b>

Projected Fund Balance 2010 \$ 99,729

**DRAIN EQUIPMENT REVOLVING FUND (Fund 639)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Previously Generated Funds	\$ <u>1,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>		\$ <u><u>1,000</u></u>

**ESTIMATED EXPENDITURES**

Reserve for Future Use	\$ <u>1,000</u>	
<b>TOTAL ESTIMATED EXPENDITURES</b>		\$ <u><u>1,000</u></u>

Projected Fund Balance 2010		\$ ---
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## EMPLOYEES' RETIREMENT SYSTEM (Fund 731)

### ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES

For the Year Ending December 31, 2010

#### ESTIMATED SOURCE OF FUNDS

Contributions:

County	\$	920,000
Road Commission		---
Community Mental Health		403,900
Employees		2,000
Investment Income		<u>6,243,750</u>

**TOTAL ESTIMATED FUNDS** \$ **7,569,650**

#### ESTIMATED EXPENDITURES

Employee Refunds	\$	2,000
Pension Payments		6,750,000
Administration (1)		<u>817,650</u>

**TOTAL ESTIMATED EXPENDITURES** \$ **7,569,650**

#### (1) Administration

County Administration	\$	70,000
Trustee Fees		125,000
Manager Fees		460,000
Actuary		55,000
Audit		11,000
Due Diligence Reviews		13,000
Consulting Fees		60,000
General Administration		<u>23,650</u>
	\$	<b><u>817,650</u></b>

Projected Net Assets Held in Trust 2010 \$ 116,666,710

**OTHER POST-EMPLOYMENT BENEFITS (Fund 736)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Employer Contributions:

County	\$	4,719,000
Road Commission		650,000
Community Mental Health		695,520

Retiree Contributions:

County		336,100
Road Commission		80,200
Community Mental Health		49,100
Interest-Investment and Dividends		<u>90,000</u>

**TOTAL ESTIMATED FUNDS** **\$ 6,619,920**

**ESTIMATED EXPENDITURES**

Retiree Health Insurance-County	\$	2,655,800
Retiree Health Insurance-Roads		271,900
Retiree Health Insurance-Mental Health		245,000
Reserve for Future Use		<u>3,447,220</u>

**TOTAL ESTIMATED EXPENDITURES** **\$ 6,619,920**

Projected Net Assets Held in Trust 2010 \$ 3,463,105

**DRAIN FUND (Fund 801)**

**ESTIMATED SOURCE OF FUNDS AND ESTIMATED EXPENDITURES**

**For the Year Ending December 31, 2010**

**ESTIMATED SOURCE OF FUNDS**

Previously Generated Funds	\$ <u>1,045,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>		\$ <u><b>1,045,000</b></u>

**ESTIMATED EXPENDITURES**

Reserve for Future Use	\$ <u>1,045,000</u>	
<b>TOTAL ESTIMATED FUNDS</b>		\$ <u><b>1,045,000</b></u>

Projected Fund Balance 2010	\$	---
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**COUNTY OF KALAMAZOO**  
**SUPPLEMENTAL INFORMATION**  
**DETAILED REVENUES AND EXPENDITURES**  
**OPERATING FUNDS**

**GENERAL FUND**  
**ESTIMATED DEPARTMENTAL FUND SOURCES**

**For the Year Ending December 31, 2010**

**CIRCUIT COURT ADMINISTRATION**

101-132

545.00	Drug Case Information Management	\$ 3,300	
603.00	Court Costs Bond Proc. Fees	6,000	
603.02	Court Costs	220,000	
608.00	Entry Fees	62,000	
608.02	Jury Fees	13,800	
608.04	Appeals Fees	600	
608.05	Motion Fees	30,200	
608.15	Crime Victim Rights Fees	7,500	
608.22	Name Change Fees	700	
608.25	Subpoena/Garnishment Fees	9,000	
608.28	Juvenile Officer Fees	78,400	
608.46	Statutory Jury Fee Inc Reimbursement	78,000	
613.00	Attorney Fees Reimbursement	330,000	
616.00	Certified Copies	42,000	
618.00	Tether Fees	200	
622.01	CCF Collection Fees	11,200	
622.03	Adm & Probation Service Fees	4,000	
622.04	Urinalysis Fees	900	
635.00	Miscellaneous	1,000	
656.00	Bond Forfeit & Costs	<u>21,000</u>	
	<b>TOTAL ESTIMATED REVENUES</b>		<b>\$ <u>919,800</u></b>

**CIRCUIT COURT TRIAL DIVISION**

101-134

540.00	Salary Standardization	\$ <u>183,000</u>	
	<b>TOTAL ESTIMATED REVENUES</b>		<b>\$ <u>183,000</u></b>

**GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)**

**CIRCUIT COURT FAMILY DIVISION**

101-135

540.00 Salary Standardization \$ 341,700

**TOTAL ESTIMATED REVENUES** \$ **341,700**

**DISTRICT COURT**

101-136

540.00	Salary Standarization	\$	320,100
544.00	Drunk Driving Casflow Assistance		74,000
546.00	Drug Case Assist		6,500
601.00	Jury Demand		2,000
603.00	Court Costs		650,000
605.00	Probation Oversight Fees		375,000
606.00	Writs		290,000
607.00	Late Fees		300,000
608.06	Civil Fees		350,000
608.15	Crime Victim Rights Fees		20,000
608.20	Reinstatement Fees		120,000
608.46	Stat. Jury Fee Inc. Reimbursement		9,000
608.54	Civil Drug Filing Fees		100,000
608.62	Program Fee		25,000
613.00	Attorney Fees Reimbursement		75,000
621.00	Forensic Fees		300
622.09	DNA Fees		300
635.00	Miscellaneous		55,000
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>200,000</u>

**TOTAL ESTIMATED REVENUES** \$ **5,342,200**

**GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)**

**FRIEND OF THE COURT**

101-141

608.08	Service Fees	\$	160,000
608.09	State Court Fund Fees		21,500
635.00	Miscellaneous		200
680.19	IV-D Reimbursement		<u>1,900,000</u>

**TOTAL ESTIMATED REVENUES** \$ **2,081,700**

**PROBATE COURT**

101-148

540.00	Salary Standarization	\$	148,100
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** \$ **221,500**

**FAMILY COUNSELING SERVICES**

101-166

635.00	Miscellaneous	\$	<u>25,800</u>
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**TOTAL ESTIMATED REVENUES** \$ **25,800**

**GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)**

**ELECTIONS**

101-190

635.00 Miscellaneous \$ 3,000

**TOTAL ESTIMATED REVENUES** \$ **3,000**

**COUNTY CLERK/REGISTER OF DEEDS**

101-219

477.00	Pistol Permits	\$ 26,000
478.00	Marriage License	9,000
600.13	MSSR Revenue	2,000
608.14	Notary Bond Filing Fees	1,200
608.17	Recording Fees	600,000
608.45	Notary Fees	1,200
615.00	Notarial Certificates	300
616.00	Certified Copies	360,000
617.00	Partnership Filing/Dissolution	1,000
620.00	Assumed Names	17,000
635.00	Miscellaneous	5,000
636.00	Real Estate Transfer Tax	475,000
638.00	Record Copying	100,000
639.00	Record Searches	<u>100</u>

**TOTAL ESTIMATED REVENUES** \$ **1,597,800**

**GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)**

**FINANCE**

101-223

635.00	Miscellaneous	\$	500
667.00	Rents		72,100
673.00	Sale of Fixed Asset		<u>10,000</u>

**TOTAL ESTIMATED REVENUES** \$ **82,600**

**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		17,000
680.10	Fund #215 FOC DP		60,000
680.15	Building & Grounds-Juvenile Home		30,000
680.16	Find #581 Airport - Indirect		297,600
680.26	Fund #731 Retire Sys Admin-Indirect		75,000
680.27	Fund #792 Weatherization Indirect		73,000
680.30	Fund #302 Aids Grant Indirect		11,000
680.33	Fund #307 Indirect		5,000
680.34	Fund #308 Child Spcl Health Indirect		21,000
680.39	Fund #323 W.I.C. Indirect		47,000
680.44	Fund #317 BCCCP Indirect		28,000
680.48	Fund #791 Emergency Needs Indirect		3,500
680.49	Fund #318 Immunization Action Indirect		11,000
680.58	Fund #280 Area Agency Indirect		31,000
680.64	Fund #297 Healthy Start Indirect		25,400
680.72	Fund #248 Bioterrorism Indirect		18,100
680.73	Fund #342 Survey & Remonumentation		2,700
680.78	Fund #324 Childhood Lead Poisoning		5,300
680.80	Fund #295 Cardiovascular Disease Ind		2,000
680.82	Fund #588 Transportation Auth Indirect		25,400
680.83	Fund #242 Women's Drug Court Indirect		<u>2,600</u>

**TOTAL ESTIMATED REVENUES** \$ **956,600**

**GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)**

**PROSECUTING ATTORNEY**

101-229

600.02	State Grant Revenue	\$	24,600
600.70	MDHS Revenue		40,000
608.19	Subpoena by Mail		7,000
608.27	Food Stamp Fraud Reimbursement		10,000
608.33	Drivers License Restoration		1,000
638.00	Record Copying		8,000
650.07	SWET Reimbursement		87,700
676.00	PA 372 Cost Reimbursement		<u>15,000</u>

**TOTAL ESTIMATED REVENUES** \$ 193,300

**TREASURER**

101-253

425.00	Payment in Lieu of Taxes	\$	90,000
426.00	Trailer Fees		25,000
447.00	Interest		10,000
575.00	Township Liquor License		10,000
608.43	Data Process Access Fees		4,000
622.00	Tax Certificates		5,000
625.00	Tax Searches		2,000
638.00	Record Copying		500
663.01	NSF Fees		8,000
666.00	Interest on Investments & Dividends		800,000
696.00	Cash Over & Short		200
699.10	Transfer from Tax Revolving		1,000,000
699.14	Transfer from #229 Accommodation Tax		<u>25,000</u>

**TOTAL ESTIMATED REVENUES** \$ 1,979,700

## GENERAL FUND – DEPARTMENT FUND SOURCES (continued)

### DRAIN COMMISSIONER

101-275

608.47	Plat Review Fees	\$	2,500
608.53	Drain Permit Fees		1,000
635.00	Miscellaneous		<u>1,000</u>

**TOTAL ESTIMATED REVENUES** \$ **4,500**

### SOIL EROSION & SEDIMENTATION CONTROL

101-282

463.00	Soil Erosion Permits	\$	30,500
464.00	Soil Erosion Violations		<u>500</u>

**TOTAL ESTIMATED REVENUES** \$ **31,000**

### SHERIFF

101-301

566.00	911 Participation	\$	32,000
600.02	State Grant Revenue		15,600
600.10	Donations		500
600.94	911 Public Safety Training		3,000
608.44	Bail/Bond Administration Fees		20,000
608.52	PA 124 Booking Fees		70,000
616.20	Copy Fees		30,000
622.09	DNA Fees		500
622.11	Sex Offender Registration		300
627.00	Police Contracting		1,116,000
627.01	Road Commission Dispatch		20,000
631.00	Boat Livery Inspect		100
632.00	Care of Prisoners		650,000
632.06	State Prisoner Reimbursement		250,000
632.07	Inmate Housing Reimbursement		10,000
632.08	Work Release Reimbursement		8,000
632.09	BJA/SCAAP Revenue		15,000

**GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)**

**SHERIFF (continued)**

633.00	Photographic Service	1,000
635.00	Miscellaneous	2,000
635.20	State of Michigan – Training	34,000
635.30	Overtime Reimbursement	50,000
640.00	Convey Convicts	3,000
640.01	Vehicle Slvg Inspection	1,200
640.05	Extradition Restitution	2,000
640.08	Circuit Court Restitution	5,000
650.00	Meal Reimbursement	7,000
650.04	Prisoner Damage Reimbursement	500
650.05	Inmate Medical Reimbursement	15,000
650.09	Other Medical Reimbursement	12,000
652.03	Inmate Supplies Revenue	300,000
672.00	Vehicle Auction	5,000
672.01	Public Auction	2,000
673.04	Sale of Guns and Badges	500
676.00	PA 372 Cost Reimbursement	25,000
695.00	Machine & Phone Commission	<u>150,000</u>

**TOTAL ESTIMATED REVENUES**

\$ **2,856,200**

**ANIMAL SERVICES & ENFORCEMENT**

101-421

480.00	Sale of Dog License	\$	400,000
480.01	License Citation Fines		3,500
646.00	Sale Cats & Dogs		16,000
646.01	Out County Animal Adoptions		100
646.02	In County Animal Adoptions		2,000
647.00	Microchips		14,000
659.00	Disposals		10,000
659.01	Out County Euthanasia/Disposals		4,000
660.00	Redemptions		8,000
660.01	Redemption Drop Fee		2,000
661.00	Board		14,000
662.00	Trap Rental		300

**GENERAL FUND – DEPARTMENTAL FUND SOURCES (continued)**

**ANIMAL SERVICES & ENFORCEMENT (continued)**

663.00	Fines	300	
664.00	Veterinary Services	5,000	
664.02	Quarantine Fees	4,000	
664.03	Kennel Inspection Fees	800	
664.04	Lateral Animal Transfer Fees	<u>1,200</u>	
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>485,200</u></b>

**EMERGENCY MANAGEMENT**

101-426			
600.01	Federal Revenue	\$ 45,500	
600.64	LEPC Funds	<u>3,000</u>	
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>48,500</u></b>

**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>	
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>19,000</u></b>

**MEDICAL EXAMINER**

101-648			
492.00	Cremation Permits	\$ 9,000	
635.53	Infant Autopsy Reimbursement	<u>3,000</u>	
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>12,000</u></b>

**MSU EXTENSION**

101-731

600.10	Donations	\$	5,500
608.41	Workshop Fees		<u>10,500</u>

**TOTAL ESTIMATED REVENUES** \$ **16,000**

**PLANNING**

101-801

652.00	Sale of Maps	\$	<u>1,200</u>
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**TOTAL ESTIMATED REVENUES** \$ **1,200**

**TOTAL ESTIMATED GENERAL FUND  
DEPARTMENTAL FUND SOURCES** \$ **17,402,300**

**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
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>55,900</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	\$	<b><u>295,700</u></b>
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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>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>17.0</u></b>
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**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.



**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	\$	100,200		
704.00	Salaries, Other		<u>27,100</u>	\$	127,300

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$	46,500
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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		
956.00	Employee Training		1,200		
957.06	Litigation Exp-CIV		<u>500</u>	\$	<u>9,200</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				\$	<b><u>183,000</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Corporate Counsel	M8	1.0
Assistant Corporate Counsel	P11	<u>0.5</u>

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

**FUNCTION:             ADMINISTRATION DIVISION**

The Administrative Services Division contains seven 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*

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.

*Drug Courts and Planning*

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.

## **CIRCUIT COURT ADMINISTRATION (continued)**

### *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.

### *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	\$	1,865,800
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	681,000
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DIRECT OPERATING

727.00	Printing & Binding	\$	38,000
728.00	Postage		65,000
729.00	Copy Charges		60,000
730.00	Office Supplies		58,000
732.20	Law Books/Periodicals/Research		30,000
760.02	Drug Detection Tests		500
801.00	Psychiatric Exams		1,000
803.00	Transcripts		39,000
804.00	Jury Fees		180,000
804.03	Jury Expense		5,000
805.00	Witness Fees		1,000
805.01	Expert Witness Fees		7,000
805.03	Indigent Subpoena Fee		600
806.02	Appeals Attorney Appointed		21,000
806.05	Court Appointed Attorney Felony		1,110,000
806.07	Court Appointed Attorney-Support		610,000
806.09	Court Appointed Attorney-Domestic		22,000
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
819.02	Licensing Fees		126,000
838.00	Laboratory Services		1,000
850.00	Communications Expense		104,900
860.00	Travel		15,000
890.00	Volunteer Services		600
895.01	Bank Fees		4,000

**CIRCUIT COURT ADMINISTRATION (continued)**

900.00	Legal Publications	5,000	
931.00	Equipment Maintenance	33,700	
931.02	Vehicle Maintenance	2,000	
956.00	Employee Training	22,000	
956.31	Attorney Training	5,000	
957.00	Miscellaneous	4,000	
958.00	New Equipment	10,000	
999.96	Transfer to #240 Male Drug Court	<u>20,000</u>	\$ <u>2,639,400</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>		\$ <u><b>5,186,200</b></u>

**CIRCUIT COURT ADMINISTRATION (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Court Administrator	M9	1.0
Administrator of Family Services	M6	.675
Administrator of Finance Services	M6	1.0
Deputy Admin & Administrator of Court Services	M6	1.0
Admin-Automation & Tech/Chief Ct Clerk	M4	1.0
Probate Intake Specialist	P10	1.0
Dep Admin-Automation & Tech	P9	1.0
Supervisor Coll/Reimbursement	P8	0.5
Court Services Supervisor/Deputy Chief Clerk	P8	1.0
Trial Div Supervisor/Dep Chief Clerk	P8	1.0
Collection Officer	P7	1.0
Adoption & Program Specialist	P7	0.5
Coordinator Automation & Tech	P6	1.0
Administrative Assistant	P6	1.0
Juvenile Probation Officer II	J12	1.5
Domestic Intake Specialist Level II	J12	1.5
Jury/Payroll Site Coordinator	T9	1.0
Court Services Coordinator	T8	1.0
PPO Intake Coordinator	T8	1.0
Civil Caseflow/ADR Coordinator	T8	1.0
Criminal Caseflow Specialist	T8	1.0
Civil/Domestic Caseflow Specialist	T8	2.0
Account/Caseflow Specialist	T8	1.0
Domestic Caseflow Coordinator	T8	1.0
Caseflow Specialist-Gull Road	T8	3.0
Site Coordinator-MI Avenue	T8	1.0
Senior Account Specialist	T8	0.5
Courtroom Civil Clerk	T8	1.0
Courtroom Domestic Clerk	T8	3.0
Criminal/Civil Caseflow Coordinator	T8	1.0
Administrative Assistant	T8	1.0
Crim/Civil/DOM Caseflow Specialist	T8	1.0
Court Services Specialist	T7	4.0
Jury Services Specialist	T6	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>41.175</u></u></b>

**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 year's 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	2,446,300	
704.29	Salaries, FOP	<u>59,900</u>	\$ 2,826,300

FRINGE BENEFITS

710.00	Fringe Benefits	\$ 1,009,600	
710.01	Non Kal Flex Fringe Benefits	<u>34,100</u>	\$ 1,043,700

DIRECT OPERATING

725.00	Parking Fees	\$ 400	
727.00	Printing & Binding	45,000	
728.00	Postage	100,000	
729.00	Copy Charges	25,000	
730.00	Office Supplies	50,000	
732.20	Law Books/Periodicals	10,000	
804.00	Jury Fees	35,000	
805.00	Witness Fees	14,000	
806.02	Court Appointed Appeal	6,000	
806.06	Court Appointed Attorney	400,000	
807.01	Association Dues & memberships	6,400	
808.00	Contractual Services	30,000	
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	60,000	

**DISTRICT COURT (continued)**

931.13	City Maintenance Fees	145,500	
940.00	Building Rental	75,000	
956.00	Employee Training	20,000	
957.00	Miscellaneous	<u>2,500</u>	\$ <u>1,262,800</u>
<b>TOTAL ESTIMATED EXPENDITURES</b>			\$ <u><b>5,132,800</b></u>

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
District Court Judge	EO	7.0
District Court Administrator	M7	1.0
District Court Services Director	M4	1.0
Deputy Court Manager	M1	2.0
Attorney Magistrate III	P13	0.5
Attorney Magistrate II	P12	1.0
Deputy Chief Probation Officer	P10	0.5
Chief Court Accountant	P9	1.0
Probation Officer	P9	6.0
Systems Analyst	P9	1.0
Collection Officer	P7	2.0
Court Accountant	P6	1.0
Court Recorder/Judicial Aide	P6	7.0
Deputy/CO II	F19	1.0
Administrative Assistant	T8	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>
<b>TOTAL AUTHORIZED POSITIONS</b>		<u><b>71.0</b></u>

## JURY BOARD

### SCHEDULE OF ESTIMATED EXPENDITURES

101-145

#### DIRECT OPERATING

727.00	Printing & Binding	\$	3,000	
728.00	Postage		100	
808.47	Jury Board		<u>200</u>	\$ <u>3,300</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>			\$ <u><b>3,300</b></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;
- Proceedings to appoint confidential intermediaries in adoption files prior to January 1, 1998;
- Proceedings to approve settlement of wrongful death claim;

## **PROBATE COURT – JUDICIAL (continued)**

- 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>352,900</u>	\$	492,800

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$	179,900
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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		
732.20	Law Books/Periodicals/Research		10,000		
802.00	Medical & Guard. Adlitem		50,000		
802.03	Guardianship Expenses		5,500		
803.00	Transcripts		500		
804.00	Jury Duty		2,000		
805.00	Witness Fees		2,000		
808.00	Contractual Service		5,000		
808.46	Visiting Judges		700		
808.52	Probate Advocate		2,000		
819.04	JIS User Fees		21,200		
850.00	Communications Expense		17,900		
860.00	Travel		4,100		
895.01	Bank Fees		400		
931.00	Equipment Maintenance		13,100		
931.13	City Maintenance Fees		35,000		
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**

**\$ 921,600**

**PROBATE COURT (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Probate Court Judge	EO	1.0
Court Administrator/Probate Register/Referee	M6	1.0
Dep Court Adm/Chief Deputy Probate Register	P8	1.0
Adoption & Program Specialist	P7	0.5
Court Recorder/Judicial Aide	P6	1.0
Deputy Register	T8	<u>4.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>8.5</u></u></b>

**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	\$ 2,400	
729.00	Copy Charges	14,800	
730.00	Office Supplies	16,500	
850.00	Communications Expense	13,000	
931.00	Equipment Maintenance	<u>4,000</u>	\$ <u>50,700</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>50,700</u></b>

**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	\$	14,500	
706.03	Temp Salaries, Election Workers		<u>6,000</u>	\$ 20,500

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	5,300	
710.06	Fringe Benefits, Temporary		<u>900</u>	\$ 6,200

#### DIRECT OPERATING

728.00	Postage	\$	2,500	
729.00	Copy Charges		5,000	
730.00	Office Supplies		2,000	
808.48	Election Services		175,900	
860.00	Travel		1,000	
956.00	Employee Training		500	
957.00	Miscellaneous		5,000	
957.09	Consolidated Election Expense		<u>175,000</u>	\$ <u>366,900</u>

**TOTAL ESTIMATED EXPENDITURES** \$ **393,600**

#### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Election Specialist	T5	<u>0.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<u><b>0.5</b></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	\$ 81,500	
704.00	Salaries, Other	<u>351,000</u>	\$ 432,500

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 157,900
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DIRECT OPERATING

727.00	Printing & Binding	\$ 12,000	
728.00	Postage	12,500	
729.00	Copy Charges	5,000	
730.00	Office Supplies	6,000	
731.02	Microfilm Processing	1,000	
808.85	Records Conversion	5,000	
816.00	Plat Inspections	200	
819.02	Licensing Fees	15,000	
850.00	Communications Expense	8,000	
860.00	Travel	2,000	
895.01	Bank Fees	2,700	
931.00	Equipment Maintenance	2,000	
931.12	Records Preservation	2,500	
956.00	Employee Training	3,000	
957.00	Miscellaneous	<u>500</u>	\$ <u>77,400</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>667,800</u></b>
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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	M7	1.0
Chief Deputy Clerk/ROD Vital Rec Manager	P8	1.0
Land Documents Manager	T8	1.0
Official Document Specialist	T5	<u>8.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>11.5</u></b>

## RESOURCE DEVELOPMENT

### SCHEDULE OF ESTIMATED EXPENDITURES

101-222

SALARIES

704.00	Salaries, Other	\$	77,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	28,100
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DIRECT OPERATING

727.00	Printing & Binding	\$	200	
728.00	Postage		200	
729.00	Copy Charges		800	
730.00	Office Supplies		400	
808.00	Contractual Service		500	
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>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>109,000</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Resource Development Director	M5	<u>1.0</u>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u><u>1.0</u></u></b>
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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	\$	106,500		
704.00	Salaries, Other		<u>455,100</u>	\$	561,600

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$	205,000
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	6,000		
728.00	Postage		7,000		
729.00	Copy Charges		12,000		
730.00	Office Supplies		8,000		
807.00	Subscriptions		2,800		
807.01	Association Dues & Memberships		2,000		
808.00	Contractual Services		12,000		
814.00	Auditing Services		102,000		
819.02	Licensing Fees		62,400		
850.00	Communications Expense		9,500		
860.00	Travel		500		
931.00	Equipment Maintenance		1,700		
956.00	Employee Training		<u>5,000</u>	\$	<u>230,900</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$</b>	<b><u>997,500</u></b>
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**OFFICE OF FINANCE (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director of Finance & Admin Services	M9	1.0
Deputy Finance Director	M5	1.0
Financial Operations Manager	M3	1.0
Senior Accountant	P10	2.0
Financial Grants Coordinator	P8	1.0
Payroll/Retirement Systems Spec	T8	1.0
Administrative Assistant	T8	1.0
Accounting Records Coordinator	T7	1.0
Senior Finance Clerk	T6	<u>1.7</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>10.7</u></u></b>

**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	\$	81,500	
704.00	Salaries, Other		<u>218,000</u>	\$ 299,500

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 109,300
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#### DIRECT OPERATING

728.00	Postage	\$	2,000	
729.00	Copy Charges		600	
730.00	Office Supplies		4,500	
808.00	Contractual Services		1,000	
808.21	Systems Maintenance		8,500	
850.00	Communications Expense		4,300	
860.00	Travel		6,000	
931.00	Equipment Maintenance		300	
956.00	Employee Training		<u>6,800</u>	\$ <u>34,000</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>442,800</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Equalization Director	M6	1.0
Deputy Director	M4	1.0
Appraiser III	P8	1.0
Appraiser II	P7	2.0
Administrative Assistant	T7	<u>1.0</u>

<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>6.0</u></b>
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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	\$	85,800	
704.00	Salaries, Other		<u>235,200</u>	\$ 321,000

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 117,200
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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	
956.26	Affirmative Action		30,000	
957.00	Miscellaneous		100	
957.35	Newsletter Program		2,600	
957.79	Safety Program		<u>5,000</u>	\$ <u>353,100</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>791,300</u></b>
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**HUMAN RESOURCES (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Human Resources Director	M7	1.0
Human Resources Assistant Director	M6	1.0
Benefits Administrator	P9	1.0
Human Resources Specialist	P8	1.0
Human Resources Assistant	T7	1.0
Administrative Assistant/Receptionist	T6	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>6.0</u></u></b>

**DEPARTMENT: INFORMATION SYSTEMS**

**FUNCTION: GENERAL SERVICES ADMINISTRATIVE**

The Information Systems Department is responsible for analyzing, planning, managing, implementing and maintaining information and technology based systems for all County departments. This includes hardware, software and infrastructure for networking and telecommunications systems as well as support services in these areas. Assistance is provided to departments in driving IT innovation, aligning IT strategies and supporting business change initiatives, improvements and efficiencies thru technology. This includes services such as:

- Enterprise Network configuration, administration and support;
- Telecommunications Network configuration, administration and support;
- Analysis and management of technology initiatives (i.e. GIS, Disaster Recovery, etc.);
- Infrastructure management (i.e. Fiber/Wiring, Routers, Switches, Firewalls, Servers, etc.);
- Application development and support;
- Data management and support;
- Web development and management;
- Management of external vendors, outsourcing arrangements and maintenance/service agreements;
- Security administration and management;
- Help desk support;
- Coordination of technology based employee training needs.

Information Systems also assists departments with security policies and procedures for compliancy with State and Federal security guidelines such as CJIS/MSP security requirements for justice data and HIPAA (Health Insurance Portability and Accountability Act) privacy and security regulations.

## INFORMATION SYSTEMS

### SCHEDULE OF ESTIMATED EXPENDITURES

101-228

SALARIES

703.06	Salaries, Director	\$	105,100	
704.00	Salaries, Other		<u>545,700</u>	\$ 650,800

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 237,500
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DIRECT OPERATING

727.00	Printing & Binding	\$	200	
728.00	Postage		1,000	
729.00	Copy Charges		1,000	
730.00	Office Supplies		4,000	
850.00	Communications Expense		15,100	
860.00	Travel		7,800	
956.00	Employee Training		20,000	
957.00	Miscellaneous		2,000	
968.01	Computer Related Acq.		<u>2,500</u>	\$ <u>53,600</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$</b>	<b><u>941,900</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Information Systems Director	M8	1.0
Information Systems Manager	M6	1.0
Senior Enterprise Specialist/Analyst	P10	4.6
Enterprise Specialist/Analyst	P9	3.0
Support/Telecom Specialist	P7	<u>.10</u>

<b>TOTAL AUTHORIZED POSITIONS</b>			<b><u>9.7</u></b>
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**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	\$	131,600	
704.00	Salaries, Other		<u>1,371,000</u>	\$ 1,502,600

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 548,400
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	20,000	
728.00	Postage		20,100	
729.00	Copy Charges		20,000	
730.00	Office Supplies		26,000	
730.08	Subpoena-by-Mail		5,000	
732.20	Law Books/Periodicals		30,000	
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		5,000	
806.01	Appelate & Extradition		5,500	
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		10,000	
931.00	Equipment Maintenance		23,000	
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>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>2,428,100</u></b>
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**PROSECUTING ATTORNEY (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Prosecuting Attorney	M10	1.0
Chief Assistant Prosecuting Attorney	M9	1.0
Division Chief	M7	3.0
Prosecutor Administrator	M6	1.0
Assistant Prosecuting Attorney III	P13	5.0
Assistant Prosecuting Attorney I	P11	3.0
Victim Advocate	P8	1.0
Senior Administrative Assistant	P7	1.0
Word Processing Supervisor	P6	1.0
Technical Trial Assistant	T8	1.0
Senior Legal Assistant	T7	3.0
Cross Trained Legal Technician	T6	1.0
District/Circuit Clerk	T5	<u>0.5</u>

**TOTAL AUTHORIZED POSITIONS**

**22.5**

**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	\$	61,000	
704.00	Salaries, Other		<u>18,000</u>	\$ 79,000

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 28,800
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	300	
728.00	Postage		800	
729.00	Copy Charges		900	
730.00	Office Supplies		1,000	
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		3,500	
957.00	Miscellaneous		<u>1,100</u>	\$ <u>14,400</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>122,200</u></b>
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#### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Purchasing Manager	M2	1.0
Administrative Assistant	T7	<u>0.5</u>

<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.5</u></b>
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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;
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;

## **TREASURER (continued)**

14. Collecting dog license fees;
15. Conformance and reporting responsibilities with the State for compliance with Public Act 123 of 1999;
16. Treasurer is the foreclosing governmental unit and handles the sale of foreclosed properties;
17. Maintains debt service accounts for bonded indebtedness of the county.

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

- Retirement Investment Committee; (ex-officio member)
- County Plat Board;
- County Apportionment Commission;
- Election Commission;
- Other Post Employment Benefits;
- Land Bank Authority Chairwoman.

## TREASURER

### SCHEDULE OF ESTIMATED EXPENDITURES

101-253

#### SALARIES

703.01	Salaries, Elected Officials	\$ 81,500	
704.00	Salaries, Other	<u>301,800</u>	\$ 383,300

#### FRINGE BENEFITS

710.00	Fringe Benefits		\$ 139,900
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#### DIRECT OPERATING

727.00	Printing & Binding	\$ 3,800	
728.00	Postage	44,200	
729.00	Copy Charges	1,500	
730.00	Office Supplies	8,000	
808.00	Contractual Service	22,000	
850.00	Communications Expense	7,800	
860.00	Travel	2,800	
895.01	Bank Fees	35,000	
931.00	Equipment Maintenance	600	
956.00	Employee Training	2,500	
968.01	Computer Related Acq.	<u>2,000</u>	\$ <u>130,200</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ <u>653,400</u></b>
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#### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Treasurer	M7	1.0
Chief Deputy Treasurer	M4	1.0
Assistant Treasurer	P9	1.0
Senior Audit Clerk	T8	1.0
Senior Account Clerk	T5	5.0

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>9.0</u></b>
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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 tasks 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	\$	81,500	
704.00	Salaries, Other		992,400	
705.00	Salaries, Overtime		77,000	
706.00	Salaries, Temporary		<u>25,000</u>	\$ 1,175,900

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	420,100	
710.06	Fringe Benefits, Temporary		<u>3,700</u>	\$ 423,800

#### 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		27,000	
775.00	Janitorial Supplies		42,000	
775.01	Janitorial Supplies-Jail		38,000	
775.02	Janitorial Supplies-Juvenile Home		5,000	
775.03	Janitorial Supplies-Animal Services		1,000	
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	

**BUILDING & GROUNDS (continued)**

956.00	Employee Training	2,000	
957.00	Miscellaneous	1,500	
973.00	Supplies & Equipment	<u>6,000</u>	\$ <u>687,000</u>
<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>2,286,700</u></b>

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director	M6	1.0
Assistant Director	M4	1.0
Administrative Manager	M1	1.0
Maintenance Supervisor	P9	1.0
Assistant Maintenance Supervisor	P7	1.0
Custodial Supervisor	P6	1.0
Administrative Assistant	T7	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>8.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>31.0</u></b>

## UTILITIES

### SCHEDULE OF ESTIMATED EXPENDITURES

101-266

#### DIRECT OPERATING

##### Administration Building

852.10	Electric	\$	132,200		
852.11	Natural Gas		37,500		
852.12	Water		<u>5,000</u>	\$	174,700

##### Circuit Court-Family

852.30	Electric	\$	49,300		
852.31	Natural Gas		21,500		
853.32	Water		4,000		
852.33	Fuel Oil		<u>500</u>	\$	75,300

##### County Center Building – Fairgrounds

852.40	Electric	\$	125,400		
852.41	Natural Gas		65,100		
852.42	Water		<u>24,700</u>	\$	215,200

##### Law Enforcement

852.60	Electric	\$	151,400		
852.61	Natural Gas		97,400		
852.62	Water		25,000		
852.63	Fuel Oil		<u>500</u>	\$	274,300

##### Courthouse

852.70	Electric	\$	105,600		
852.71	Natural Gas		49,800		
852.72	Water		<u>5,000</u>	\$	160,400

**UTILITIES (continued)**

Lake/Lamont Complex

852.95	Electric	\$	11,400	
852.96	Natural Gas		23,500	
852.97	Water		<u>4,000</u>	\$ 38,900

Other

999.46	Transfer to #466 G.C.P.I			\$ <u>150,000</u>
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**TOTAL ESTIMATED EXPENDITURES** \$ **1,088,800**

## SECURITY

### SCHEDULE OF ESTIMATED EXPENDITURES

101-267

#### SALARIES

704.29	Salaries, FOP	\$ 179,800	
705.29	FOP Overtime	<u>30,000</u>	\$ 209,800

#### FRINGE BENEFITS

710.01	Non Kal Flex Fringe Benefits		\$ 119,600
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#### DIRECT OPERATING

808.41	Security	\$ 106,200	
808.50	Courthouse Security Operations	184,300	
850.00	Communications Expense	<u>2,400</u>	\$ <u>292,900</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>622,300</u></b>
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### AUTHORIZED POSITIONS

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

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

**FUNCTION: GENERAL SERVICES ADMINISTRATIVE**

The Office of the County Drain Commissioner's primary responsibilities is 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 140 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 for both the Drain Office and the County General as mandated by the MDEQ. The Drain Office also provides technical assistance to units of government and individuals concerning storm water and drainage issues, sets lake levels when requested, and serves on governmental lake boards, the Parks and Recreation Commission, and the Board of Public Works.



**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	\$	53,100
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	19,400
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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		400	
808.08	Engineering Consultants		400	
850.00	Communications Expense		1,500	
860.00	Travel		2,500	
956.00	Employee Training		800	
957.00	Miscellaneous		<u>800</u>	\$ <u>8,400</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>80,900</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Soil Erosion Agent	T7	1.0
Administrative Assistant	T7	<u>0.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.5</u></b>

**DEPARTMENT:           SHERIFF**

**FUNCTION:             LAW ENFORCEMENT**

The Sheriff's office has the responsibility for patrolling, responding to complaints and calls for service, criminal investigations, and traffic enforcement for approximately 90,000 citizens in a 544 square mile area primarily focused on the unincorporated areas of 14 townships in the County of Kalamazoo. The Jail Division of the Sheriff's Office also has the responsibility for the custody and control of a jail population regularly over 400 inmates in a 327 bed State of Michigan rated jail facility. This includes transporting inmates to and from Court, other jail facilities within the State, and the State prisons.

The Sheriff's Office enforces Marine Laws and conducts water rescue and recovery through the Marine Division; serves Civil Processes upon request; and serves subpoenas from the District and Circuit Courts. Concealed Weapons permits are investigated, while permits to purchase guns and gun registrations are recorded by the Service Division of the Sheriff's Office.

The Sheriff's Office maintains a Reserve Division and Mounted Deputy Division for support of its Operations Division, and actively participates in Multi Jurisdictional Crime Task Forces and Regional Drug Enforcement Task Forces.

## SHERIFF

### SCHEDULE OF ESTIMATED EXPENDITURES

101-301

#### SALARIES

703.01	Salaries, Elected Officials	\$	95,600	
704.00	Salaries, Others		142,800	
704.28	Salaries, Command		728,500	
704.29	Salaries, FOP		6,134,000	
705.00	Salaries, Overtime		1,500	
705.28	Overtime, Command		8,000	
705.29	Overtime, FOP		<u>637,000</u>	\$ 7,747,400

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	87,600	
710.01	Non Kal Flex Fringe Benefits		<u>4,279,300</u>	\$ 4,366,900

#### 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	Subpoena mail – 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	401,700	
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	47,500	
956.00	Employee Training	8,400	
956.18	PA 124 Training	5,700	
956.19	State of Michigan – Training	28,000	
956.32	911 Public Safety Training	2,000	
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>2,930,200</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>		\$ <b><u>15,044,500</u></b>

**SHERIFF (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Sheriff	M9	1.0
Undersheriff	M8	1.0
Captain/Chief Deputy	C04	1.0
Captain	C03	2.0
Lieutenant	C02	5.0
Sheriff's Administrator	C01	1.0
Civilian Aide	T4	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	F09	5.0
Laundry Service Worker	SO6	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>123.5</u></b>

**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 inexpensive 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	\$ 69,900	
704.00	Salaries, Others	220,800	
705.00	Salaries, Overtime	<u>3,000</u>	\$ 293,700

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 107,200
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DIRECT OPERATING

727.00	Printing & Binding	\$ 11,600	
728.00	Postage	22,000	
729.00	Copy Charges	1,500	
730.00	Office Supplies	4,000	
740.00	Provisions	30,000	
744.00	Uniform Allowance	2,300	
745.00	Gasoline & Oil	18,600	
775.00	Janitorial Supplies	2,000	
808.21	Systems Maintenance	3,400	
809.00	Dog License Collection Fees	12,000	
809.01	Dog Licenses	1,600	
818.00	Lab Specimens	2,200	
822.00	Doggie in the Window	700	
831.00	Veterinary Services	6,000	
850.00	Communications Expense	14,800	
895.01	Bank Fees	3,000	
931.00	Equipment Maintenance	2,200	
931.02	Vehicle Maintenance	9,000	
956.00	Employee Training	3,000	
957.00	Miscellaneous	1,000	
959.01	Livestock Loss Expense	1,000	
959.02	Animal Rendering	<u>15,700</u>	\$ <u>167,600</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>568,500</u></b>
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**ANIMAL SERVICES & ENFORCEMENT (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director	M4	1.0
Senior Administrative Assistant	P7	1.0
Senior Clerk Typist	T4	2.0
Radio Dispatcher	T4	1.0
Animal Ser & Enforcement Officer II	S15	1.0
Kennel Technician II	S10A	0.5
Kennel Technician I	S09	<u>1.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>8.0</u></b>

**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.

**EMERGENCY MANAGEMENT**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

101-426

SALARIES

704.28	Salaries, Command	\$ 79,100	
704.29	Salaries, FOP	<u>18,300</u>	\$ 97,400

FRINGE BENEFITS

710.01	Non Kal Flex Fringe Benefits		\$ 55,500
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DIRECT OPERATING

727.00	Printing & Binding	\$ 700	
728.00	Postage	700	
729.00	Copy Charges	1,500	
730.00	Office Supplies	3,200	
745.00	Gasoline & Oil	6,500	
801.00	Subscriptions/Memberships	700	
850.00	Communications Expense	7,500	
860.00	Travel	2,000	
931.00	Equipment Maintenance	6,000	
931.02	Vehicle Maintenance	3,600	
931.09	Trailer Maintenance	2,000	
941.00	Equipment Rent/Lease	7,400	
955.00	Contingency	2,200	
956.00	Employee Training	4,000	
958.00	New Equipment	<u>10,000</u>	\$ <u>58,000</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>210,900</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Lieutenant/OEM	CO2	1.0
Clerk Typist II	F13	<u>0.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.5</u></b>

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

101-444

DIRECT OPERATING

958.02	New Equipment Circuit Court	\$	8,500	
958.03	New Equipment District Court		33,500	
958.05	New Equipment Probate Court		1,000	
958.09	New Equipment Juvenile Home		25,000	
958.10	New Equipment Building & Grounds		65,700	
958.13	New Equipment HCS		62,900	
958.18	New Equipment Parks		85,500	
958.19	New Equipment Sheriff		51,700	
958.23	New Equipment MSU Extension		3,800	
958.60	B & G Flooring Fund		20,000	
958.77	New Equipment HRD		2,300	
958.87	New Equipment Emer Management		27,800	
962.08	Security Capital		37,500	
963.45	B & G Major Repair/Maintenance		250,000	
963.72	Furniture Fund		71,800	
970.75	Circuit Court Software		3,000	
999.46	Transfer to #466 Justice Fac Improve		<u>5,000,000</u>	
	<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>5,750,000</u></b>

**AT LARGE DRAINS**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

101-445

DIRECT OPERATING

969.00	Appropriation	\$ <u>25,300</u>
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<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>25,300</u></b>
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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	\$	101,000	
704.00	Salaries, Other		<u>575,200</u>	\$ 676,200

### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 246,800
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### DIRECT OPERATING

727.00	Printing & Binding	\$	3,000	
728.00	Postage		1,500	
729.00	Copy Charges		12,000	
730.00	Office Supplies		10,000	
730.05	Consumable Supplies		100	
732.00	Educational Materials		100	
740.02	Bottled Water		6,700	
807.01	Association Dues & Memberships		2,000	
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		36,600	
956.00	Employee Training		7,000	
957.00	Miscellaneous		4,000	
968.01	Computer Related Acquisitions		1,000	
999.33	Transfer to #221 Cigarette Tax		<u>15,500</u>	\$ <u>120,400</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>1,043,400</u></b>
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## HCS ADMINISTRATION (continued)

### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Health & Community Services Director	M9	1.0
Deputy Director	M6	1.0
Manager-HCS Fin Management Services	M5	1.0
Financial Systems Supervisor	P10	1.0
Senior Financial Analyst	P8	4.0
Admin Assistant/Contract Admin	P7	1.0
Operations Manager	P7	.550
Purchasing Coordinator	T7	1.0
Administrative Assistant	T7	1.0
Administrative Assistant/Receptionist	T6	<u>1.125</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>12.675</u></b>

**DEPARTMENT: VETERANS' AFFAIRS**

**FUNCTION: HEALTH AND WELFARE**

The Veterans Affairs Department, housed at the Health & Community Services Department, hosts two veterans' service organizations: the 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 two 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	\$	82,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	30,100
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DIRECT OPERATING

728.00	Postage	\$	800	
729.00	Copy Charges		600	
730.00	Office Supplies		2,100	
807.01	Association Dues & Memberships		100	
850.00	Communications Expense		2,100	
860.00	Travel		1,200	
901.00	Advertising		600	
940.00	Building Rental		13,000	
956.00	Employee Training		1,900	
957.00	Miscellaneous		5,800	
957.52	Stand Down		1,000	
968.01	Computer Related Acq.		<u>500</u>	\$ <u>29,700</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>142,300</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director of Veterans' Services	P8	1.0
Veterans Service Specialist	T6	<u>.875</u>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>1.875</u></b>
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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 occur 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	\$	16,300	
704.00	Salaries, Other		41,600	
706.02	Temp Salaries, Lay Investigators		<u>37,000</u>	\$ 94,900

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	21,100	
710.06	Fringe Benefits, Temporary		<u>5,500</u>	\$ 26,600

#### 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>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>433,400</u></b>
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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	P6	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.5</u></b>

**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 1,250 children with several emotional disturbances; 4,175 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 113 contracts with community providers account for approximately 75% of the budgeted expenditures. A KCMHS staff of 219 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	
969.06	Homeless Shelter Appropriation		67,600	
969.27	Sub Abuse Alcohol Tax		<u>770,000</u>	\$ <u>2,388,000</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>			\$ <u><b>2,388,000</b></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>
	<b>TOTAL ESTIMATED EXPENDITURES</b>			\$	<u><b>631,100</b></u>



**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>80,100</u>
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<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>80,100</u></b>
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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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<b>TOTAL ESTIMATED EXPENDITURES</b>		\$	<b><u>9,800</u></b>
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**DEPARTMENT: MSU EXTENSION**

**FUNCTION: BRINGING KNOWLEDGE TO LIFE**

For almost 100 years, MSU Extension has reflected and addressed the needs of local communities. Michigan State University Extension (MSUE) provides research-based educational programs and materials for citizens 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.

The University's educational resources, knowledge, and technologies are made available through MSU's staff located in county offices. This close relationship between county government and MSUE provides the residents educational information on a more personal level to meet their immediate and long-range needs.

To ensure programs are relevant to local needs, MSUE invites input from residents and community leaders, and forms partnerships with local community organizations and other county departments, to form a blueprint for programming in Kalamazoo County. MSUE's programs train over 1,000 volunteers across the county which expands the organization's educational impact.

### **Agriculture and Natural Resources**

MSUE provides research-based educational information to the county and state agricultural industry from local small farms to agribusiness and retailers. The Kalamazoo County MSU Extension office offers assistance to the local public by providing programs on best practices in land use, agricultural profitability and marketing, plant agricultural systems, integrated pest management, animal and waste management, the greenhouse industry and sustainability of natural resource systems. The Kalamazoo County MSU Extension office offers a strong Consumer Horticultural program by training Master Gardeners to assist the public with home horticulture needs.

### **Children, Youth, Family and Community**

MSU believes that the quality of information and education that children, youth and their families receive impacts their community and in turn, the community's offerings impact the local families. MSUE's programming and educational information is designed to ensure that families learn about healthy eating habits, good parenting skills to help children and families grow in a positive way. MSUE staff share research-based information with one-on-one programming to local residents through 4-H, which is the largest after-school program in the state; the Kinship Care Education program, for families who are raising relative children; and nutrition education programs which offers the in-home or small group education component for at-risk audiences who may be participating in other county-sponsored programs.

## **MSU EXTENSION (continued)**

### **Community and Economic Development**

MSUE provides trained educators to offer training to citizens regarding the community's social, economic and environmental conditions, education to our local leaders as they enter the community service arena, and strategic planning facilitation for local agencies. Additionally, all of the above MSUE program areas combine efforts for collaboration, facilitation and education as more community gardens are being requested by local citizenry.

MSUE stays in touch with current trends by listening to and meeting with county residents, local organizations, and other county departments; educators fine-tune the programming and information available from Michigan State University to help citizens meet their needs of today and better prepare for tomorrow.

## MSU EXTENSION

### SCHEDULE OF ESTIMATED EXPENDITURES

101-731

#### SALARIES

704.00 Salaries, Other \$ 140,600

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 51,300

#### DIRECT OPERATING

727.00	Printing & Binding	\$	2,400	
728.00	Postage		5,100	
729.00	Copy Charges		13,000	
730.00	Office Supplies		9,600	
850.00	Communications Expense		18,600	
860.00	Travel		14,200	
931.00	Equipment Maintenance		300	
940.00	Building Rental		52,900	
956.00	Employee Training		<u>8,000</u>	\$ <u>124,100</u>

**TOTAL ESTIMATED EXPENDITURES \$ 316,000**

### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Consumer Horticulture Coordinator	P8	0.6
Accounts Manager	T8	0.9
Administrative Assistant	T6	1.0
Secretary II/Receptionist	T5	.75
Secretary II	T5	<u>.75</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>45,300</u>
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<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>45,300</u></b>
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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;
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;

## **PLANNING/COMMUNITY DEVELOPMENT (continued)**

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.



**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.
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 (continued)**

7. Strengthen our alliances with our development partners:

- f. Michigan Economic Development Corporation;
- g. Private developers, realtors, and lenders;
- h. Regional economic development organizations;
- i. Kalamazoo County Chamber of Commerce;
- j. 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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	<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ <u>75,000</u></b>
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**DEPARTMENT: STRATEGIC ISSUES**

**FUNCTION: PLANNING**

The 2010 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.

In 2010, the budget is focused on the following four major areas:

1. *Civic and Public Education* – The primary purpose of the \$100,000 budgeted in 2010 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 2010 budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
3. *Management Development* - \$12,000 is budgeted in 2010 to provide countywide management training.
4. *Management Audit* – \$50,000 is budgeted in 2010 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	
956.95	Management Development		12,000	
957.70	Management Audit		<u>50,000</u>	\$ <u>72,000</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>			\$ <u><b>72,000</b></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	\$	400,000		
955.01	Disaster Contingency		<u>500</u>	\$	<u>400,500</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>			\$	<b><u>400,500</u></b>

**DEPARTMENT: RESERVES**

**FUNCTION: OTHER**

The 2010 Budget contains funding totaling \$1,052,600 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.

These areas are:

*Courthouse Security: \$261,200*

This reserve 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.

*Communication Reserve: \$58,700*

This reserve is set aside to provide support to departmental budgets due to increase costs associated with the county's new phone system.

*PC Usage Fee Reserve: \$99,400*

This reserve is set aside to provide support to departmental budgets due to the change in funding our CPU replacement program. Effective January 1, 2010, CPU purchases and replacements will be handled through the Technology Fund freeing up CIP dollars.

*F.O.P. Salary Reserve: \$633,300*

\$390,900 General Fund Reserve  
\$242,400 Law Enforcement Fund Reserve

This amount represents the offer of 3.5% to the Fraternal Order of Police.

## RESERVES

### SCHEDULE OF ESTIMATED EXPENDITURES

101-943

DIRECT OPERATING

897.00	Reserves	\$	<u>810,200</u>
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	<b>TOTAL ESTIMATED EXPENDITURES</b>	\$	<b><u>810,200</u></b>
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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 retiree's health care costs, and departments' use of temporary staff.

**RESTRICTED RESERVE FOR PERSONNEL EXPENSES**

**SCHEDULE OF ESTIMATED EXPENDITURES**

101-945

SALARIES

705.00	Salaries, Overtime	\$	50,000
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DIRECT OPERATING

808.62	Contractual Temporary Employees	\$	<u>50,000</u>
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	<b>TOTAL ESTIMATED EXPENDITURES</b>	\$	<b><u>100,000</u></b>
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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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<b>TOTAL ESTIMATED EXPENDITURES</b>		\$	<u><b>1,000,000</b></u>
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<b>TOTAL GENERAL FUND EXPENDITURES</b>		\$	<u><b>54,825,900</b></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	\$	242,400	
403.00	Property Tax Real & Personal		11,406,400	
407.00	Del Real Property Taxes		652,000	
417.00	Del Personal Property Taxes		50,000	
666.00	Int-Invest & Dividend		<u>60,000</u>	\$ 12,410,800
104-229	Prosecuting Attorney			
650.06	K-Vet Reimbursement			\$ <u>112,500</u>
	<b>TOTAL ESTIMATED REVENUES</b>			\$ <u><b>12,523,300</b></u>

**CIRCUIT COURT – TRIAL DIVISION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

104-134

SALARIES

704.00 Salaries, Other \$ 280,300

FRINGE BENEFITS

710.06 Fringe Benefits, Temp \$ 102,300

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 \$ 506,300**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Law Clerk/Bailiff	P9	2.0
Defense Coordinator	T9	1.0
Judicial Aide	P6	3.0
Court Services Specialist	T7	<u>1.0</u>

**TOTAL AUTHORIZED POSITIONS 7.0**

**CIRCUIT COURT – FAMILY DIVISION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

104-135

SALARIES

704.00 Salaries, Other \$ 430,900

FRINGE BENEFITS

710.00 Fringe Benefits \$ 157,300

DIRECT OPERATING

808.00	Contractual Services	\$ 10,000	
999.17	Transfer to #292 Child Care	<u>183,400</u>	\$ <u>193,400</u>

**TOTAL ESTIMATED EXPENDITURES \$ 781,600**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Intake Supervisor	M4	0.5
Field Services/Drug Court Supervisor	M4	0.5
Referee	P13	1.0
Juvenile Probation Officer II	J12	<u>5.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>7.5</u></b>

**DISTRICT COURT**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

104-136

SALARIES

704.00	Salaries, Other	\$	337,100
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	123,100
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DIRECT OPERATING

955.06	Court Storage	\$	<u>22,500</u>
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<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>482,700</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Deputy Court Manager	M1	1.0
Probation Officer	P9	2.6
Senior Deputy Clerk Lein	D16	2.0
Senior Deputy Clerk	D15	<u>1.0</u>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>6.6</u></b>
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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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<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>20,000</u></b>
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**PROSECUTING ATTORNEY**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

104-229

SALARIES

704.00	Salaries, Other	\$	1,297,900
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	473,700
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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		2,500
955.06	Court Storage		6,500
956.00	Employee Training		7,200
963.31	Pros/Info Systems Legal Research		<u>27,000</u>
		\$	<u>75,400</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>1,847,000</u></b>
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**PROSECUTING ATTORNEY (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Assistant Prosecuting Attorney III	P13	5.5
Assistant Prosecuting Attorney II	P12	5.5
Assistant Prosecuting Attorney I	P11	3.0
Victim Advocate	P8	1.5
Witness Coordinator	T9	2.0
Charging Specialist	T8	1.0
Senior Legal Assistant	T7	1.0
Legal Secretary	T6	1.0
Secretary/Receptionist	T5	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>21.5</u></u></b>

**COMMUNITY CORRECTIONS**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

104-276

DIRECT OPERATING

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

## SCHEDULE OF ESTIMATED EXPENDITURES

104-301

### SALARIES

704.28	Salaries, Command	\$	87,000	
704.29	Salaries, FOP		3,983,500	
705.28	Overtime, Command		2,000	
705.29	Overtime, FOP		<u>460,000</u>	\$ 4,532,500

### FRINGE BENEFITS

710.01	Non Kal Flex Fringe Benefits			\$ 2,583,500
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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>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>8,053,200</u></b>
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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>

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

104-444

DIRECT OPERATING

958.19	New Equipment Sheriff	\$ 104,300
958.20	New Equipment AS & E	35,300
963.07	Sheriff Radios	<u>10,400</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ <u>150,000</u></b>

## CONTINGENCIES

### SCHEDULE OF ESTIMATED EXPENDITURES

104-941

DIRECT OPERATING

955.00	Contingencies	\$	<u>50,000</u>
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	<b>TOTAL ESTIMATED EXPENDITURES</b>	\$	<b><u>50,000</u></b>
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## RESERVES

### SCHEDULE OF ESTIMATED EXPENDITURES

104-943

DIRECT OPERATING

897.00 Reserves \$ 242,400

**TOTAL ESTIMATED EXPENDITURES** \$ **242,400**

**TOTAL LAW ENFORCEMENT EXPENDITURES** \$ **12,523,300**

## **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	\$	12,000
654.03	Softball		1,100
658.00	Athletic Field Rental		58,000
670.01	Picnic Reservations		<u>2,200</u>

**TOTAL ESTIMATED REVENUES** \$ **73,300**

**PARKS AND RECREATION (continued)**

**FAIRGROUNDS**

208-006

608.08	Service Fees	\$	20,000
649.06	Fairgrounds Camping		37,000
655.01	Fair Charges		35,000
658.02	Flea Market Revenue		12,000
669.02	Storage		2,500
669.03	Rentals, Fairgrounds		230,000
699.14	Transfer from #229 Accom Tax		<u>26,500</u>

**TOTAL ESTIMATED REVENUES** \$ **363,000**

**KRV TRAILS**

208-007

600.54	Trail Endowment	\$	<u>27,400</u>
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**TOTAL ESTIMATED REVENUES** \$ **27,400**

**KRV TRAILWAY PROGRAMMING**

208-008

600.24	Kellogg Grant	\$	<u>365,700</u>
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**TOTAL ESTIMATED REVENUES** \$ **365,700**

**TOTAL ESTIMATED PARKS AND RECREATION REVENUE** \$ **1,229,900**

## ADMINISTRATION/SUPPORT

### SCHEDULE OF ESTIMATED EXPENDITURES

208-000

#### SALARIES

703.06	Salary, Director	\$	80,500	
704.00	Salaries, Others		179,000	
705.00	Salaries, Overtime		3,000	
706.00	Salaries, Temporary		<u>8,500</u>	\$ 271,000

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	95,800	
710.06	Fringe Benefits Temporary		<u>1,300</u>	\$ 97,100

#### DIRECT OPERATING

727.00	Printing & Binding	\$	5,800	
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		7,000	
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		2,000	
956.00	Employee Training		2,000	
957.00	Miscellaneous		2,500	
961.00	Park Accessories		<u>4,500</u>	\$ <u>81,000</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>449,100</u></b>
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**PARKS AND RECREATION ADMINISTRATION/SUPPORT (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director - Parks	M5	1.0
Parks Operation Manager	P7	1.0
Sales and Marketing Coordinator	P7	1.0
Administrative Assistant	P6	1.0
Office Assistant	T5	.625
Maintenance Worker III	S13B	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>5.625</u></b>

## 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>40,400</u>	\$ 73,300

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$ 12,000	
710.06	Fringe Benefits, Temporary	<u>6,100</u>	\$ 18,100

#### DIRECT OPERATING

743.00	Clothing & Bedding	\$ 300	
745.00	Gasoline & Oil	6,700	
776.00	Grounds Supplies	3,900	
811.00	Laundry	400	
850.00	Communications Expense	800	
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>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$ <u>108,700</u></b>
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#### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Park Ranger II	S14A	<u>.90</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>.90</u></b>

## SCOTTS MILL PARK

### SCHEDULE OF ESTIMATED EXPENDITURES

208-002

#### SALARIES

706.00	Salaries, Temporary		\$	10,300
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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>

<b>TOTAL ESTIMATED EXPENDITURES</b>			\$	<b><u>16,900</u></b>
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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		5,400		
931.00	Equipment Maintenance		<u>800</u>	\$	<u>10,200</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>				\$	<b><u>27,400</u></b>
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#### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Park Ranger II	S14A	<u>0.1</u>

<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>0.1</u></b>
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**KRV TRAILWAY PROGRAMMING**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

208-008

SALARIES

704.00	Salaries, Other	\$	74,100
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	27,000
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DIRECT OPERATING

728.00	Postage	\$	2,500
729.00	Copy Charges		2,000
730.00	Office Supplies		3,000
737.00	Program Expenses		102,000
808.00	Contractual Service		100,000
850.00	Communications Expense		3,000
860.00	Travel		6,000
940.00	Building Rental		6,100
956.00	Employee Training		10,000
958.00	New Equipment		13,000
997.00	Indirect Costs		<u>17,000</u>
		\$	<u>264,600</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	\$	<b><u>365,700</u></b>
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<b>TOTAL PARKS EXPENDITURES</b>	\$	<b><u>1,522,400</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Trailway Program Coordinator	P9	1.0
Volunteer Coordinator	T7	.50
Office Assistant	T5	<u>.50</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>2.0</u></b>

## **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	\$	292,300	
608.30	Judgment Fees-Child		9,300	
608.32	Judgment Fees-Evaluation		56,000	
699.04	Transfer from #104 Law Enforcement		<u>20,000</u>	
	<b>TOTAL ESTIMATED REVENUE</b>			\$ <u><b>377,600</b></u>

## FRIEND OF THE COURT

### SCHEDULE OF ESTIMATED EXPENDITURES

215-141

#### SALARIES

704.00 Salaries, Other \$ 2,096,400

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 765,200

#### 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	60,000	
850.00	Communications Expense	44,000	
860.00	Travel	5,000	
931.00	Equipment Maintenance	3,000	
952.00	Family Counseling	100,000	
956.00	Employee Training	10,000	
957.00	Miscellaneous	<u>1,500</u>	\$ <u>322,300</u>

**TOTAL ESTIMATED EXPENDITURES** \$ **3,183,900**

**TOTAL FRIEND OF THE COURT EXPENDITURES** \$ **3,183,900**

**FRIEND OF THE COURT (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Friend of the Court	M6	1.0
Deputy FOC/Attorney	M4	1.0
Assistant Director	M3	1.0
Referee	P13	2.0
Staff Atty/Supp & Modification Caseworker	P11	1.0
Enforcement Supervisor	P10	1.0
Family Counseling Supervisor	P10	1.0
Analyst/Operations Coordinator	P10	1.0
Enforcement Officer	P9	5.0
Medical Specialist Enforcement Officer	P9	1.0
Interstate Specialist Enforcement Officer	P9	1.0
Customer Service Supervisor	P7	1.0
Support Modification Caseworker	P7	1.0
Account Services Supervisor	P6	1.0
Payment Services Supervisor	P6	1.0
Domestic Caseflow Coordinator	T8	1.0
Administrative Assistant	T8	1.0
Court Secretary	T7	1.0
Daily Flow Specialist	T6	1.0
Senior Legal Assistant	T6	4.0
State Liaison	T6	2.0
Interstate Auditor	T6	2.0
Dom/Med Caseflow Specialist	T6	2.0
Senior Legal Assistant	T6	3.0
Senior Client Services Rep	T6	1.0
FOC Order Approval Specialist	T6	1.0
Administrative Secretary	T6	1.0
Account Services Specialist	T5	2.0
Account/Cashier Specialist	T5	1.0
Suspense Specialist/Cashier	T5	1.0
Caseflow Specialist/Customer Service Rep.	T5	5.0
Customer Service Specialist	T4	1.0
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>50.0</u></b>

## **HEALTH AND COMMUNITY SERVICES FUND**

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

**FUNCTION: HEALTH**

The Health Fund includes programs managed by the Public Health Agency 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. Health Promotion and Disease Prevention;
4. Maternal & Child Health Services;
5. Laboratory services and emergency preparedness.

**HEALTH & COMMUNITY SERVICES FUND**  
**ESTIMATED DEPARTMENTAL FUND SOURCES**

**ADMINISTRATION**

221-201

485.00	Disinterrments	\$	100
539.02	State Participating Funds		575,600
583.32	Contract Revenue-Allegan County		44,000
609.00	Certificate of Free Sale		2,000
699.12	Transfer from #101 Cigarette Tax		<u>15,500</u>
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>637,200</u></b>

**DENTAL PROGRAM**

221-204

551.00	2 <sup>ND</sup> Party Reimbursement	\$	3,500
555.00	1 <sup>st</sup> Party Reimbursement		126,000
556.00	3 <sup>rd</sup> Party Reimbursement		4,000
594.02	Medicaid		461,300
600.20	Medicaid CB Reimbursement		<u>300,000</u>
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>894,800</u></b>

**LABORATORY**

221-206

555.00	1 <sup>st</sup> Party Reimbursement	\$	16,800
556.02	Commercial Insurance		1,700
556.05	HMO		40,000
587.03	Bacterial Water Sample		45,300
587.06	Partial Chemical Water Sample		38,800
587.07	Surface Water Sample		16,500
588.02	Pool Water Testing		61,700

**HEALTH & COMMUNITY SERVICES FUND (continued)**

**LABORATORY (continued)**

594.02	Medicaid	29,400	
600.02	State Grant Revenue	140,700	
608.08	Service Fees	<u>18,300</u>	
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>409,200</u></b>

**VISION AND HEARING**

221-208

594.02	Medicaid	\$ 10,000	
637.01	School Hearing	12,600	
637.02	School Vision	<u>15,400</u>	
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>38,000</u></b>

**HAZARDOUS WASTE PROGRAM**

221-217

470.01	Waste Hauler Licensing Fees	\$ 3,000	
583.00	Contract Revenue	153,100	
600.10	Donations	800	
608.08	Service Fees	4,000	
608.39	Service Fees-Electronic	3,000	
608.41	Workshop Fees	5,000	
635.23	Recycling	3,000	
662.01	Equipment Rental	<u>1,300</u>	
<b>TOTAL ESTIMATED REVENUES</b>			<b>\$ <u>173,200</u></b>

**HEALTH & COMMUNITY SERVICES FUND (continued)**

**IMMUNIZATION CLINIC**

221-225

556.02	Commercial Insurance	\$	16,000
556.05	Medicaid HMO		27,500
556.18	Blood Lead HMO		300
557.00	Medicare		400
558.02	1 <sup>st</sup> – 2 <sup>nd</sup> Party Vaccine		65,000
561.00	Foreign Travel Reimbursement		44,000
594.02	Medicaid		5,000
600.20	Medicaid CB Reimbursement		6,500
600.41	MCH		<u>90,500</u>

**TOTAL ESTIMATED REVENUES** \$ **255,200**

**DISEASE SURVEILLANCE**

221-226

556.05	HMO	\$	600
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>8,100</u>

**TOTAL ESTIMATED REVENUES** \$ **22,100**

**HEALTH & COMMUNITY SERVICES FUND (continued)**

**STD**

221-227

555.00	1 <sup>st</sup> Party Reimbursement	\$	12,500	
556.02	3 <sup>rd</sup> Party – Commercial		1,000	
556.05	HMO		16,500	
594.02	Medicaid		3,000	
600.02	State Grant Revenue		73,100	
600.20	Medicaid CB Reimbursement		<u>8,500</u>	
	<b>TOTAL ESTIMATED REVENUES</b>			\$ <u><u>114,600</u></u>

**HEALTH CARE ACCESS & OUTREACH**

221-229

600.19	Title XIX Revenue	\$	<u>35,700</u>	
	<b>TOTAL ESTIMATED REVENUES</b>			\$ <u><u>35,700</u></u>

**ENVIRONMENTAL ADMINISTRATION**

221-501

638.00	Record Copying	\$	<u>100</u>	
	<b>TOTAL ESTIMATED REVENUES</b>			\$ <u><u>100</u></u>

**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 Temp. Permits		18,000	

**HEALTH & COMMUNITY SERVICES FUND (continued)**

455.00	Vending Machines	2,700
456.00	Camp Grounds	500
460.00	Radon Kits	1,600
461.01	3 <sup>rd</sup> Party Lead Screen	3,000
583.27	Contracted Lead Service Fees	8,000
588.00	Swim Pool Inspection	6,500
588.01	Adult & Child E.H. Evaluations	10,000
588.02	DHS-Adult & Child E.H. Evaluations	6,000
588.03	Pool/Spa Fees	23,000
600.02	State Grant Revenue	256,100
608.41	Workshop Fees	10,000
608.50	Food Admin Fees	<u>3,000</u>

**TOTAL ESTIMATED REVENUES** \$ **611,700**

**EH-LAND, WATER & WASTEWATER DIVISION**

221-503

460.00	Radon Kits	\$ 34,000
482.01	Public Septic Permits	2,000
483.00	Septic Tank Install Permit	8,000
486.00	Well Permits	16,700
486.01	Public Well Permits	1,600
486.02	Non-Community Water	29,600
491.00	Property Modification Fee	1,500
586.00	Subdivision Plats	500
587.00	Well & Septic Evaluation	13,500
587.02	Water Sample Collection	1,100
587.04	Drinking Water Monitoring	3,000
587.08	Nontransient NCW System	4,300
588.02	DHS-Adult & Child E.H. Evaluation	2,000
600.02	State Grant Revenue	195,200
608.04	Appeals Fees	800
608.41	Workshop Fees	1,200
608.55	Lab Handling Fees	<u>1,000</u>

**TOTAL ESTIMATED REVENUES** \$ **316,000**

**TOTAL ESTIMATED HEALTH REVENUES** \$ **3,507,800**

**HEALTH - ADMINISTRATION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-201

SALARIES

703.06	Salary, Director	\$ 130,200	
704.00	Salaries, Other	<u>99,000</u>	\$ 229,200

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 83,700
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DIRECT OPERATING

728.00	Postage	\$ 1,000	
729.00	Copy Charges	1,300	
730.00	Office Supplies	1,800	
732.00	Education Materials	1,000	
807.01	Association Dues & Memberships	8,000	
819.02	Licensing Fees	20,000	
850.00	Communications Expense	8,600	
860.00	Travel	3,700	
895.01	Bank Fees	3,800	
895.02	Service Fees	2,400	
901.00	Advertising	200	
911.00	Insurance	4,200	
940.00	Building Rental	8,300	
941.00	Equipment Rent/Lease	200	
956.00	Employee Training	3,700	
957.20	Regional EPI Coordinator Expenses	3,200	
968.01	Computer Related Acquisitions	<u>1,500</u>	\$ <u>72,900</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>385,800</u></b>
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**HEALTH – ADMINISTRATION (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Chief Medical Officer	M7	1.0
Epidemiologist	P11	1.0
Claims Analyst	T7	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>3.0</u></u></b>

**HEALTH EDUCATION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-203

SALARIES

704.00	Salaries, Other	\$	39,900
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	14,600
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DIRECT OPERATING

728.00	Postage	\$	200	
729.00	Copy Charges		200	
730.00	Office Supplies		500	
850.00	Communications Expense		600	
860.00	Travel		2,400	
940.00	Building Rental		1,600	
956.00	Employee Training		<u>500</u>	\$ <u>6,000</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>60,500</u></b>
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**DENTAL PROGRAM**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-204

**SALARIES**

704.00	Salaries, Other	\$ 435,200	
706.00	Salaries, Temporary	<u>178,300</u>	\$ 613,500

**FRINGE BENEFITS**

710.00	Fringe Benefits	\$ 158,800	
710.06	Fringe Benefits, Temporary	<u>26,800</u>	\$ 185,600

**DIRECT OPERATING**

728.00	Postage	\$ 1,200	
729.00	Copy Charges	7,000	
730.00	Office Supplies	7,700	
732.00	Educational Materials	1,000	
744.00	Uniform Allowance	2,000	
745.00	Gas & Oil	2,600	
760.00	Medical Supplies	132,000	
807.01	Association Dues & Memberships	2,000	
808.00	Contractual Service	22,000	
819.02	Licensing Fees	500	
838.00	Laboratory Services	69,000	
850.00	Communications Expense	7,500	
860.00	Travel	1,500	
895.02	Service Fees	7,500	
911.07	Liability Insurance	1,000	
931.00	Equipment Maintenance	6,500	
932.00	Vehicle Maintenance	3,600	
940.00	Building Rental	35,600	
956.00	Employee Training	7,000	
957.00	Miscellaneous	5,700	
968.01	Computer Related Acquisitions	<u>2,000</u>	\$ <u>324,900</u>

**TOTAL ESTIMATED EXPENDITURES** **\$ 1,124,000**

**HEALTH – DENTAL (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Dentist	P12	1.0
Supervisor	P10	1.0
Dental Hygienist	P8	1.6
Office Coordinator	T6	1.0
Dental Assistant	T5	3.3
Dental Claims Analyst	T6	1.0
Secretary II	T5	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>9.9</u></u></b>

## LABORATORY

### SCHEDULE OF ESTIMATED EXPENDITURES

221-206

#### SALARIES

704.00 Salaries, Others \$ 297,700

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 108,700

#### DIRECT OPERATING

728.00	Postage	\$	1,800	
729.00	Copy Charges		1,000	
730.00	Office Supplies		4,000	
732.00	Educational Materials		500	
744.00	Uniform Allowance		800	
760.09	Lab Supplies		109,800	
807.01	Association Dues & Memberships		500	
819.02	Licensing Fees		6,500	
820.00	Proficiency Testing		1,800	
850.00	Communications Expense		8,400	
860.00	Travel		1,200	
930.00	Repairs & Alterations		4,500	
931.00	Equipment Maintenance		16,000	
940.00	Building Rental		64,200	
956.00	Employee Training		3,000	
957.00	Miscellaneous		500	
957.74	Workshop Expenses		500	
968.01	Computer Related Acquisitions		<u>1,500</u>	\$ <u>226,500</u>

**TOTAL ESTIMATED EXPENDITURES \$ 632,900**

**LABORATORY (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Laboratory Manager	M3	1.0
Laboratory Scientist	P8	3.0
Medical Laboratory Technician	P6	1.8
Secretary II Lab	T5	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>6.8</u></u></b>

## VISION AND HEARING

### SCHEDULE OF ESTIMATED EXPENDITURES

221-208

#### SALARIES

704.00	Salaries, Other	\$	91,500
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#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	33,400
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#### DIRECT OPERATING

728.00	Postage	\$	2,200
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		2,300
860.00	Travel		2,000
931.00	Equipment Maintenance		800
940.00	Building Rental		8,400
956.00	Employee Training		800
957.00	Miscellaneous		100
968.01	Computer Related Acquisition		<u>100</u>
		\$	<u>19,400</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	\$	<b><u>144,300</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Certified Community Hearing & Vision Technician	T7	<u>3.0</u>

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

221-217

SALARIES

704.00	Salaries, Others	\$ 132,200	
706.00	Salaries, Temporary	<u>8,300</u>	\$ 140,500

FRINGE BENEFITS

710.00	Kal Flex Fringe Benefits	\$ 48,300	
710.06	Fringe Benefits, Temporary	<u>1,200</u>	\$ 49,500

DIRECT OPERATING

728.00	Postage	\$ 400	
729.00	Copy Charges	800	
730.00	Office Supplies	1,400	
730.05	Consumable Supplies	3,500	
730.06	Consumables-Electronics	3,500	
732.00	Educational Materials	1,500	
740.02	Bottled Water	200	
807.00	Subscriptions	200	
807.01	Association Dues & Memberships	300	
808.00	Contractual Services	75,500	
808.88	Contractual-Electronics	18,000	
850.00	Communications Expense	2,700	
852.00	Utilities	4,500	
860.00	Travel	2,500	
860.03	Transportation	3,500	
901.00	Advertising	7,800	
930.01	Building Maintenance	5,000	
931.00	Equipment Maintenance	2,400	
934.03	Refuse Disposal	1,200	
956.00	Employee Training	2,800	
957.00	Miscellaneous	400	
957.34	Special Projects	12,000	
957.74	Workshop Expenses	5,000	
968.01	Computer Related Acquisitions	<u>600</u>	\$ <u>155,700</u>

**TOTAL ESTIMATED EXPENDITURES** **\$ 345,700**

**HAZARDOUS WASTE PROGRAM (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Manager-Household Hazardous Waste Facility	P10	1.0
Household Hazardous Waste Specialist	P7	0.9
Household Hazardous Waste Technician	T6	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>2.9</u></u></b>

**CLINICAL SERVICES ADMINISTRATION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-218

SALARIES

704.00 Salaries, Other \$ 307,600

FRINGE BENEFITS

710.00 Fringe Benefits \$ 112,300

DIRECT OPERATING

728.00	Postage	\$ 200	
729.00	Copy Charges	600	
730.00	Office Supplies	3,400	
732.00	Educational Materials	300	
807.01	Association Dues & Memberships	100	
850.00	Communications Expense	5,700	
860.00	Travel	1,300	
911.07	Liability Insurance	2,700	
940.00	Building Rental	16,100	
956.00	Employee Training	4,000	
957.00	Miscellaneous	300	
968.01	Computer Related Acquisitions	<u>1,300</u>	\$ <u>36,000</u>

**TOTAL ESTIMATED EXPENDITURES \$ 455,900**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Manager	M3	1.0
Public Health Nurse Supervisor	P10	2.0
Senior Secretary	T6	1.0
Public Health Technician	T5	<u>2.9375</u>

**TOTAL AUTHORIZED POSITIONS 6.9375**

**MATERNAL & CHILD HEALTH ADMINISTRATION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-221

SALARIES

704.00	Salaries, Other	\$	58,100
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	21,200
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DIRECT OPERATING

728.00	Postage	\$	100	
729.00	Copy Charges		200	
730.00	Office Supplies		800	
732.00	Educational Materials		100	
850.00	Communications Expense		1,000	
860.00	Travel		1,200	
940.00	Building Rental		2,600	
956.00	Employee Training		1,000	
957.00	Miscellaneous		<u>100</u>	\$ <u>7,100</u>
<b>TOTAL ESTIMATED EXPENDITURES</b>				<b>\$ <u>86,400</u></b>

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Manager	M3	1.0
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.0</u></b>

**HEALTH PROMOTION & DISEASE PREVENTION ADMINISTRATION**

**SCHEDULE OF ESTIMATED EXPENDITURES**

221-222

SALARIES

704.00 Salaries, Other \$ 96,600

FRINGE BENEFITS

710.00 Fringe Benefits \$ 35,300

DIRECT OPERATING

728.00	Postage	\$	100	
729.00	Copy Charges		200	
730.00	Office Supplies		800	
732.00	Educational Materials		100	
850.00	Communications Expense		1,700	
860.00	Travel		400	
940.00	Building Rental		4,800	
956.00	Employee Training		1,000	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisition		<u>1,000</u>	\$ <u>10,200</u>

**TOTAL ESTIMATED EXPENDITURES \$ 142,100**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Manager	M3	1.0
Administrative Assistant/Web Designer	T8	1.0
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>2.0</u></b>

**IMMUNIZATION CLINIC**

**SCHEDULE OF ESTIMATED EXPENDITURES**

221-225

SALARIES

704.00	Salaries, Other	\$	129,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	47,300
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DIRECT OPERATING

728.00	Postage	\$	700	
729.00	Copy Charges		2,500	
730.00	Office Supplies		2,400	
730.05	Consumable Supplies		300	
732.00	Educational Materials		500	
760.00	Medical Supplies		6,500	
760.01	General Medications		87,000	
850.00	Communications Expense		4,500	
860.00	Travel		500	
911.07	Liability Insurance		2,000	
931.00	Equipment Maintenance		200	
940.00	Building Rental		23,300	
956.00	Employee Training		1,500	
957.00	Miscellaneous		200	
968.01	Computer Related Acquisitions		<u>1,200</u>	\$ <u>133,300</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>310,100</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Public Health Nurse	P9	<u>2.5</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>2.5</u></b>

## DISEASE SURVEILLANCE

### SCHEDULE OF ESTIMATED EXPENDITURES

221-226

SALARIES

704.00 Salaries, Other \$ 241,900

FRINGE BENEFITS

710.00 Fringe Benefits \$ 88,300

DIRECT OPERATING

728.00	Postage	\$	1,500	
729.00	Copy Charges		1,800	
730.00	Office Supplies		4,500	
730.05	Consumable Supplies		100	
732.00	Educational Materials		200	
760.00	Medical Supplies		2,600	
760.01	General Medications		11,500	
807.00	Subscriptions		200	
807.01	Association Dues & Memberships		100	
808.00	Contractual Services		4,000	
850.00	Communications Expense		5,700	
860.00	Travel		1,800	
865.01	TB Incentives		100	
911.07	Liability Insurance		3,000	
940.00	Building Rental		17,800	
956.00	Employee Training		3,000	
957.00	Miscellaneous		200	
968.01	Computer Related Acquisition		<u>500</u>	\$ <u>58,600</u>

**TOTAL ESTIMATED EXPENDITURES \$ 388,800**

**DISEASE SURVEILLANCE (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Public Health Nurse Specialist	P9	3.7
Administrative Assistant	T7	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>4.7</u></u></b>

**S.T.D.**

**SCHEDULE OF ESTIMATED EXPENDITURES**

221-227

SALARIES

704.00	Salaries, Other	\$	169,100
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	61,700
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DIRECT OPERATING

728.00	Postage	\$	1,000	
729.00	Copy Charges		1,500	
730.00	Office Supplies		5,400	
730.05	Consumable Supplies		500	
732.00	Educational Materials		1,000	
760.00	Medical Supplies		5,500	
850.00	Communications Expense		6,700	
860.00	Travel		1,000	
911.07	Liability Insurance		1,600	
940.00	Building Rental		26,200	
956.00	Employee Training		2,000	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisitions		<u>300</u>	\$ <u>52,800</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>283,600</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Public Health Nurse	P9	2.0
Public Health Investigator	T9	1.0
Secretary II	T9	<u>.50</u>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>3.5</u></b>
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**HEALTH CARE ACCESS & OUTREACH**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-229

SALARIES

704.00	Salaries, Other	\$	33,700
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	12,300
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DIRECT OPERATING

728.00	Postage	\$	500	
729.00	Copy Charges		400	
730.00	Office Supplies		500	
850.00	Communications Expense		1,000	
860.00	Travel		500	
940.00	Building Rental		2,700	
956.00	Employee Training		100	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisition		<u>200</u>	\$ <u>6,000</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>52,000</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Outreach Worker	T6	<u>1.0</u>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u><u>1.0</u></u></b>
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## HIV COUNSELING & TESTING

### SCHEDULE OF ESTIMATED EXPENDITURES

221-301

SALARIES

704.00	Salaries, Other	\$	45,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	16,400
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DIRECT OPERATING

728.00	Postage	\$	200	
729.00	Copy Charges		700	
730.00	Office Supplies		2,000	
732.00	Educational Materials		500	
760.00	Medical Supplies		1,900	
850.00	Communications Expense		1,900	
860.00	Travel		1,000	
940.00	Building Rental		5,800	
956.00	Employee Training		1,000	
957.00	Miscellaneous		200	
968.01	Computer Related Acquisitions		100	\$ 15,300

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>76,700</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Counselor/Educator-HIV	P7	1.0
<b>TOTAL AUTHORIZED POSITIONS</b>		<b>1.0</b>

**ENVIRONMENTAL ADMINISTRATION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-501

SALARIES

704.00 Salaries \$ 176,600

FRINGE BENEFITS

710.00 Fringe Benefits \$ 64,500

DIRECT OPERATING

728.00	Postage	\$	200	
729.00	Copy Charges		600	
730.00	Office Supplies		8,000	
807.00	Subscriptions		500	
807.01	Association Dues & Memberships		100	
808.00	Contractual Service		300	
850.00	Communications Expense		5,000	
860.00	Travel		2,200	
940.00	Building Rental		9,600	
956.00	Employee Training		3,000	
957.00	Miscellaneous		300	
968.01	Computer Related Acquisitions		<u>600</u>	\$ <u>30,400</u>

**TOTAL ESTIMATED EXPENDITURES \$ 271,500**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Bureau Director-EH & Lab Services	M6	1.0
Administrative Assistant	T7	<u>3.0</u>

**TOTAL AUTHORIZED POSITIONS 4.0**

**EH - FOOD SAFETY & FACILITIES DIVISION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

221-502

SALARIES

704.00	Salaries	\$	394,600
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	144,000
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DIRECT OPERATING

728.00	Postage	\$	2,500	
729.00	Copy Charges		2,500	
730.00	Office Supplies		2,000	
760.13	Program Supplies		1,000	
807.01	Association Dues & Memberships		100	
808.00	Contractual Service		5,000	
850.00	Communications Expense		9,500	
860.00	Travel		18,000	
931.00	Equipment Maintenance		1,000	
940.00	Building Rental		16,000	
956.00	Employee Training		6,000	
957.00	Miscellaneous		200	
957.74	Workshop Expenses		4,500	
968.01	Computer Related Acquisitions		<u>2,000</u>	\$ <u>70,300</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>			<b>\$ <u>608,900</u></b>

**EH-FOOD SAFETY & FACILITIES DIVISION (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Supervisor - EH Planned	P11	1.0
Evaluator/Trainer Food Program	P9	0.5
Senior Environmental Health Specialist	P8	1.5
Shelter Environment Health Specialist	P8	1.0
Environmental Health Specialist	P7	<u>4.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>8.0</u></u></b>

## EH – LAND, WATER & WASTEWATER DIVISION

### SCHEDULE OF ESTIMATED EXPENDITURES

221-503

#### SALARIES

704.00 Salaries \$ 342,000

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 124,800

#### DIRECT OPERATING

727.00	Printing & Binding	\$ 1,200	
728.00	Postage	3,000	
729.00	Copy Charges	2,600	
730.00	Office Supplies	1,200	
732.00	Educational Materials	1,100	
760.13	Program Supplies	700	
807.01	Association Dues & Memberships	500	
808.00	Contractual Service	400	
818.00	Lab Specimens	17,500	
850.00	Communications Expense	9,000	
860.00	Travel	26,700	
931.00	Equipment Maintenance	1,300	
940.00	Building Rental	14,200	
956.00	Employee Training	8,000	
957.00	Miscellaneous	400	
957.74	Workshop Expenses	400	
968.01	Computer Related Acquisitions	<u>1,000</u>	\$ <u>89,200</u>

**TOTAL ESTIMATED EXPENDITURES \$ 556,000**

**TOTAL HEALTH SERVICES EXPENDITURES \$ 5,925,200**

**EH-LAND, WATER & WASTEWATER DIVISION (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Supervisor - EH Demand	P11	1.0
Type II Noncom. Water Supply Coordinator	P9	1.0
Groundwater Specialist	P9	.75
Senior Environmental Health Specialist	P8	1.0
Environmental Health Specialist	P7	<u>2.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>5.75</u></b>

**SURFACE WATER MONITORING**

221-504

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Surface Water Specialist	P9	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.0</u></b>

## **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.
7. Intensive Learning Center – Alternative School

## CHILD CARE

### ESTIMATED DEPARTMENTAL FUND SOURCES

#### JUVENILE HOME

292-662

562.00	State of Michigan Matching Funds	\$	3,364,700
622.03	Administration & Probate Service Fees		3,000
685.00	USDA Food Program		83,000
685.01	Parent Reimbursements		33,600
685.02	Other Counties		84,000
685.03	K.C.F.I.A.		2,000
699.04	Transfer from #104 Law Enforcement		<u>183,400</u>

**TOTAL ESTIMATED REVENUES** \$ **3,753,700**

**TOTAL ESTIMATED CHILD CARE REVENUES** \$ **3,753,700**

## JUVENILE HOME

### SCHEDULE OF ESTIMATED EXPENDITURES

292-662

#### SALARIES

704.00	Salaries, Other	\$	1,900,700	
705.00	Salaries, Overtime		150,000	
706.00	Salaries, Temporary		<u>155,000</u>	\$ 2,205,700

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	748,500	
710.06	Fringe Benefits, Temporary		<u>23,200</u>	\$ 771,700

#### DIRECT OPERATING

720.00	Physical Exams	\$	5,000	
727.00	Printing & Binding		600	
728.00	Postage		4,000	
729.00	Copy Charges		4,000	
730.00	Office Supplies		10,000	
732.01	Periodicals & Books		200	
739.00	Recreation Program		6,000	
740.00	Provisions		180,000	
741.00	Kitchen Supplies		20,000	
743.00	Clothing & Bedding		8,000	
744.03	Uniforms & Accessories		2,500	
760.00	Medical Supplies		40,000	
760.04	Hygiene Supplies		15,000	
777.00	Household Supplies		5,700	
808.00	Contractual Services		17,700	
808.07	Evaluation		1,000	
850.00	Communications Expense		18,500	
852.90	Juvenile Home-Electric		66,000	
852.91	Juvenile Home-Natural Gas		27,000	
852.92	Juvenile Home-Water		6,400	
860.00	Travel		6,000	
930.01	Building Maintenance		30,000	

**CHILD CARE – JUVENILE HOME (continued)**

931.00	Equipment Maintenance	9,000	
931.01	Office Equipment Maintenance	3,000	
931.02	Vehicle Maintenance	1,500	
956.00	Employee Training	14,700	
957.05	Miscellaneous Non-Reimbursement	6,000	
957.38	Rehabilitation Programs	6,500	
973.00	Supplies & Equipment	<u>6,500</u>	\$ <u>520,800</u>

**TOTAL ESTIMATED EXPENDITURES** \$ **3,498,200**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Juvenile Home Administrator	M7	1.0
Secure Detention Program Manager	M4	1.0
Treatment Unit Program Manager	M4	1.0
Psychologist	P11	1.0
Program Manager-Youth Systems Development	P10	1.0
Shift Supervisor	P9	4.0
Public Health Nurse	P9	1.0
Administrative Assistant	P6	1.0
Youth Specialist II	A17	22.0
Youth Specialist I	A16	4.0
Youth Specialist (Part-time)	A15	10.5
Head Cook	A14	1.0
Detention Secretary	A13	1.0
Cook	A11	1.0
Building Operator II	S12B	1.0
Custodian	S06	<u>2.5</u>

**TOTAL AUTHORIZED POSITIONS** **54.0**

## IN HOME CARE

### SCHEDULE OF ESTIMATED EXPENDITURES

292-664

#### SALARIES

704.00 Salaries, Other \$ 268,300

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 98,300

#### DIRECT OPERATING

729.00	Copy Charges	\$ 1,000	
730.00	Office Supplies	500	
808.07	Evaluation	200	
850.00	Communications Expense	1,800	
860.00	Travel	11,000	
956.00	Employee Training	<u>200</u>	\$ <u>14,700</u>

**TOTAL ESTIMATED EXPENDITURES \$ 381,300**

### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor Coll/Reimb	P8	.25
Senior Account Specialist	T8	.25
Juvenile Probation Officer II	J12	4.0
Court Services Specialist	T7	<u>1.0</u>

**TOTAL AUTHORIZED POSITIONS 5.5**

## FOSTER HOME

### SCHEDULE OF ESTIMATED EXPENDITURES

292-665

#### DIRECT OPERATING

743.00	Clothing & Bedding	\$	3,600	
743.01	Clothing Other		6,500	
801.02	Services, Health		400	
801.03	Services, Mental		200	
844.01	Foster Care-Private		600,000	
844.02	Foster Care		24,300	
844.04	Foster Care Intensive		20,100	
844.05	Training Foster Parents		1,000	
844.07	Foster Care Agency		76,700	
844.08	State Ward Charge Back		1,120,000	
844.09	FC Recruitment & Retention		200	
957.05	Miscellaneous Non-reimbursable		2,000	
957.24	Personal Allowance – Homes		1,900	
957.28	Incidental Expense		3,700	
999.19	Transfer to #293 Child Care FIA		<u>10,000</u>	\$ <u>1,870,600</u>
	<b>TOTAL ESTIMATED EXPENDITURES</b>			\$ <u><b>1,870,600</b></u>

**IN HOME DETENTION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

292-666

SALARIES

704.00	Salaries, Other	\$	54,700
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	20,000
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DIRECT OPERATING

729.00	Copy Charges	\$	200	
730.00	Office Supplies		100	
808.07	Evaluation		500	
850.00	Communications Expense		300	
860.00	Travel		2,900	\$ <u>4,000</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>78,700</u></b>
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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>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.0</u></b>

## INTENSIVE LEARNING

### SCHEDULE OF ESTIMATED EXPENDITURES

292-667

#### SALARIES

704.00	Salaries, Other	\$	25,700
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#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	9,400
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#### DIRECT OPERATING

969.14	Appropriation to K/RESA	\$	<u>185,000</u>
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<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$</b>	<b><u>220,100</u></b>
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### 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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<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u>1.0</u></b>
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**DAY TREATMENT PROGRAM**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

292-668

SALARIES

704.00	Salaries		\$ 428,300
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FRINGE BENEFITS

710.00	Fringe Benefits		\$ 156,300
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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	25,000	
745.00	Gas & Oil	100	
808.00	Contractual Services	3,600	
808.07	Evaluation	300	
832.00	Vocational Supplies & Training	1,000	
842.00	Literacy Development	1,500	
843.00	School Supplies	500	
850.00	Communications Expense	9,000	
852.90	Electric	8,000	
852.91	Natural Gas	5,000	
852.92	Water	600	
860.00	Travel	7,000	
930.01	Building Maintenance	3,000	
931.02	Vehicle Maintenance	500	
956.00	Employee Training	300	
956.07	Leadership Training	1,500	
957.05	Miscellaneous Non-Reimbursement	500	
957.39	Family Rehabilitation Programs	<u>1,300</u>	\$ <u>74,700</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>659,300</u></b>
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**DAY TREATMENT PROGRAM (continued)**

**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Day Treatment Supervisor	M5	1.0
Family Interventionist Mediator II	J12	5.0
Group Leader II	J12	1.0
Community Tracker/Crisis Counselor	J06	<u>1.0</u>
<b>TOTAL AUTHORIZED POSITIONS</b>		<b><u><u>8.0</u></u></b>

## JUVENILE DRUG COURT

### SCHEDULE OF ESTIMATED EXPENDITURES

292-669

SALARIES

704.00	Salaries, Other	\$	156,300
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	57,000
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DIRECT OPERATING

729.00	Copy Charges	\$	200	
730.00	Office Supplies		800	
801.08	Urine Screening		3,000	
808.00	Contractual Service		80,000	
808.07	Evaluation		11,000	
850.00	Communications Expense		700	
860.00	Travel		5,000	
860.04	Bus Tokens		200	
865.00	Incentives		1,500	
956.00	Employee Training		<u>1,500</u>	\$ <u>103,900</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>317,200</u></b>
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### AUTHORIZED POSITIONS

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Administrator of Family Services	M6	.1625
Field Services/Drug Court Supervisor	M4	.50
Family Intervention Mediator II	J12	<u>2.0</u>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>2.6625</u></b>
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**RESTITUTION/COMMUNITY SERVICE**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

292-671

SALARIES

704.00	Salaries, Other	\$	104,100
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	38,000
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DIRECT OPERATING

729.00	Copy Charges	\$	100	
860.00	Travel		700	
956.00	Employee Training		200	
957.30	Special Youth Programs		400	\$ <u>1,400</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>143,500</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor Coll/Reimb	P8	.25
Administrator of Family Services	M6	.1625
Supervisor-Intake	M4	.25
Senior Account Specialist	T8	.25
Juvenile Probation Officer II	J12	1.0

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>1.9125</u></b>
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**INTAKE ASSESSMENT & EVALUATION**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

292-672

SALARIES

704.00	Salaries, Other	\$	230,800
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	84,200
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DIRECT OPERATING

729.00	Copy Charges	\$	2,500	
730.00	Office Supplies		200	
808.96	Sex Offender Assessments		1,000	
850.00	Communications Expense		300	
860.00	Travel		5,000	
957.30	Special Youth Programs		300	\$ 9,300

<b>TOTAL ESTIMATED EXPENDITURES</b>	<b>\$</b>	<b><u>324,300</u></b>
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**AUTHORIZED POSITIONS**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor-Intake	M4	.25
Juvenile Probation Officer II	J12	4.0

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>4.25</u></b>
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**CASA**

**SCHEDULE OF ESTIMATED EXPENDITURES**

292-673

SALARIES

704.00	Salaries, Other	\$	54,700
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	20,000
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DIRECT OPERATING

729.00	Copy Charges	\$	1,000
730.00	Office Supplies		200
850.00	Communications Expense		300
860.00	Travel		900
890.00	Volunteer Services		300
956.00	Employee Training		<u>400</u>
		\$	<u>3,100</u>

<b>TOTAL ESTIMATED EXPENDITURES</b>	\$	<b><u>77,800</u></b>
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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>

<b>TOTAL AUTHORIZED POSITIONS</b>	<b><u>1.0</u></b>
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**C-WAIVERS IN HOME CARE**  
**SCHEDULE OF ESTIMATED EXPENDITURES**

292-674

DIRECT OPERATING

808.00	Contractual Service	\$ <u>60,000</u>
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<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$ <u>60,000</u></b>
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<b>TOTAL CHILD CARE EXPENDITURES</b>		<b>\$ <u>7,631,000</u></b>
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