

**COUNTY OF KALAMAZOO**  
**2011 BUDGET**

**Adopted October 19, 2010**



**2011 BUDGET**  
**for**  
**KALAMAZOO COUNTY**  
**KALAMAZOO, MICHIGAN**

2010  
BOARD OF COMMISSIONERS

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COUNTY ADMINISTRATOR: PETER BATTANI

COUNTY FINANCE DIRECTOR: TRACIE L. MOORED

Prepared by:  
The Kalamazoo County Finance Department



# KALAMAZOO COUNTY BUDGET: 2011

## TABLE OF CONTENTS

<b>Table of Contents</b> .....	5-13
<b>Memo to the Board of Commissioners And Citizens of Kalamazoo County</b> .....	14-15
<b>Kalamazoo County Government Organizational Chart</b> .....	15
<b>Resolution to Levy</b> .....	17-18
<b>Certificate of Compliance</b> .....	19
<b>Budget Guidelines</b> .....	20-21
Legal Requirements .....	20
Budget Process .....	20-21
<b>The Strategic Planning Process</b> .....	22
<b>Summary Information</b> .....	23-24
Revenues .....	23
Expenditures .....	24
Capital Expenditures and General County Public Improvement Fund.....	24
Strategy on Long-Term Financial Improvement .....	24
<b>Budget Policies</b> .....	25-65
<i><u>General Policies</u></i>	
General Fund: Law Enforcement/Other Ratio.....	27-28
Millage Levies – Truth in Taxation .....	29-30
Delinquent Tax Revolving Fund .....	31
Tax Foreclosure Fund .....	32
Alcohol Tax .....	33
Cigarette Tax.....	34-35

## Table of Contents (continued)

### Revenue Policies

Carryover .....	36
State Shared Revenue .....	37
State Court Funding .....	38
Jail Reimbursement .....	39
Use of Budget Stabilization Fund .....	40
Payment of Indirect Costs or Rent .....	41
Fees for Services.....	42

### Compensation Expenditures Policies

Compensation .....	43
Salaries and Employee Benefits .....	44-46
Employee Benefits Fund .....	47
Retirement System .....	48-49
Other Post Employment Benefits (OPEB).....	50

### Operating Expenditure Policies

Strategic Planning .....	51
Economic Development .....	52
Drug Court Reserve.....	53
Law Enforcement Contracting .....	54
Mileage, Meals & Incidental Expenses Reimbursement .....	55
Parks Improvement Fund.....	56
At Large Drain Assessments.....	57
Employee Training & Memberships .....	58
Courthouse Security Reserve .....	59

### Capital Expenditure Policies

General County Public Improvement Fund, Facilities and Capital Expense .....	60-61
Grant Application & Award .....	62
Fund Balance.....	63
Local Corrections Officers Training Fund .....	64
Wireless Emergency Fund.....	65

**Table of Contents (continued)**

**Operating, Capital, and Debt Funds**..... 67-105

**General Fund** ..... 67-74

*Departmental Fund Sources*..... 69-70

*Estimated Expenditures* ..... 71-74

            Legislative ..... 71

            Judicial..... 71

            General Services Administration ..... 72

            Law Enforcement ..... 72

            Public Works..... 72

            Health & Community Services ..... 73

            Social Services ..... 73

            Cultural ..... 73

            Law Library ..... 73

            Planning and Community Development ..... 74

            Other ..... 74

**Other Funds** ..... 75-105

*Departmental Fund Sources*..... 75

*Estimated Expenditures* ..... 75

        General Fund..... 75

        Employee Benefits Fund ..... 76-77

        Law Enforcement Fund ..... 78

        Budget Stabilization Fund ..... 79

        Technology Fund ..... 80

        Nazareth Facility Fund ..... 81

        Revenue Sharing Reserve Fund ..... 82

        Parks Fund ..... 83

        Special Parks Fund ..... 84

        Friend of the Court Fund ..... 85

        Wireless Emergency Service Fund ..... 86

        Health & Community Services/Health Fund ..... 87

        Accommodation Tax Fund..... 88

        Register of Deeds Fund ..... 89

        Local Corrections Officers Training Fund ..... 90

        Law Library Fund ..... 91

**Table of Contents (continued)**

Social Welfare Fund .....	92
Child Care Fund .....	93
Child Care-Department of Human Services Fund .....	94
Veterans' Trust Fund .....	95
General County Public Improvement Fund.....	96
Tax Foreclosure Fund .....	97
Airport Fund .....	98
Tax Administration Fund.....	99
Delinquent Tax Revolving Fund .....	100
Central Stores Fund .....	101
Drain Equipment Revolving Fund.....	102
Employees' Retirement System Fund .....	103
Other Post-Employment Benefits Fund.....	104
Drain Fund .....	105

**Supplemental Information: Operating Funds..... 107-230**

**General Fund .....** 109-230

*Departmental Fund Sources.....* 109-230

Circuit Court – Administration.....	109
Circuit Court – Trial Division .....	109
Circuit Court – Family Division.....	110
District Court .....	110
Friend of the Court.....	111
Probate Court .....	111
Family Counseling Services .....	111
Elections .....	112
County Clerk/Register of Deeds.....	112
Office of Finance.....	113
Central Service Cost Recovery.....	113
Prosecuting Attorney .....	114
Treasurer .....	114
Drain Commissioner .....	115
Soil Erosion & Sedimentation Control .....	115
Sheriff.....	115-116
Animal Services & Enforcement .....	116-117
Emergency Management .....	117
HCS Administration .....	117
Veterans' Affairs.....	117



**Table of Contents (continued)**

Medical Examiner ..... 118  
 MSU Extension..... 118  
 Planning ..... 118

*Departmental Descriptions, Estimated Expenditures, & Authorized Positions* ..... 119-230

Board of Commissioners ..... 119-120  
 County Administration ..... 121-122  
 Legal Services..... 123-124  
 Circuit Court – Administration..... 125-129  
 Circuit Court – Trial Division ..... 130-131  
 Circuit Court – Family Division..... 132-133  
 Eighth District Court ..... 134-136  
 Friend of the Court..... 137  
 Jury Board..... 138  
 Probate Court ..... 139-142  
 Adult Probation ..... 143-144  
 Elections ..... 145-146  
 County Clerk/Register of Deeds ..... 147-150  
 Resource Development..... 151  
 Office of Finance..... 152-154  
 Equalization ..... 155-157  
 Human Resources ..... 158-160  
 Information Systems ..... 161-162  
 Prosecuting Attorney ..... 163-166  
 Purchasing ..... 167-168  
 Treasurer ..... 169-171  
 Building & Grounds ..... 172-175  
 Utilities..... 176-177  
 Security..... 178  
 Drain Commissioner ..... 179-180  
 Soil Erosion & Sedimentation Control ..... 181-182  
 Sheriff..... 183-186  
 Animal Services & Enforcement ..... 187-189  
 Office of Emergency Management ..... 190-191  
 General County Public Improvements ..... 192  
 At Large Drains..... 193  
 Health & Community Services - Administration ..... 194-196  
 Veterans' Office ..... 197-198  
 Medical Examiner ..... 199-201

**Table of Contents (continued)**

Kalamazoo Community Mental Health .....	202-203
Child Care Probate .....	204
Kalamazoo County Department of Human Services .....	205-206
Services to Seniors .....	207
Veterans' Burial.....	208-209
Soldiers and Sailors Relief .....	210-211
Parks Appropriations .....	212
MSU Extension.....	213-214
Law Library Appropriation .....	216
Planning and Community Development .....	217-218
Southwest Michigan First .....	219-220
Strategic Issues .....	221-222
Contingencies .....	224-225
Reserves .....	226-227
Restricted Reserve for Personnel Expenses.....	228-229
Insurance .....	230
<b>Law Enforcement .....</b>	<b>231-246</b>
<i>Fund Description.....</i>	<i>233</i>
<i>Departmental Fund Sources.....</i>	<i>234</i>
<i>Estimated Expenditures &amp; Authorized Positions.....</i>	<i>235-246</i>
Circuit Court – Trial Division .....	235
Circuit Court – Family Division .....	236
District Court .....	237
Friend of the Court.....	238
Prosecuting Attorney .....	239-240
Community Corrections .....	241
Sheriff.....	242
Animal Services & Enforcement .....	243
Capital Improvements .....	244
Contingencies .....	245
Reserves .....	246
<b>Parks and Recreation Fund.....</b>	<b>247-252</b>
<i>Fund Description.....</i>	<i>249</i>

**Table of Contents (continued)**

<i>Departmental Fund Sources</i> .....	250-252
Administration/Support.....	250
Markin Glen Park.....	250
Scotts Mill Park.....	250
Cold Brook Park.....	251
Prairie View Park.....	251
River Oaks Park.....	251
Fairgrounds.....	252
KRV Trails.....	252
KRV Trailway Programming.....	252
 <i>Estimated Expenditures &amp; Authorized Positions</i> .....	 253-262
Administration Support.....	253-254
Markin Glen Park.....	255
Scotts Mill Park.....	256
Cold Brook Park.....	257
Prairie View Park.....	258
River Oaks Park.....	259
Fairgrounds.....	260
KRV Trail.....	261
KRV Trailway Programming.....	262
 <b>Friend of the Court</b> .....	 263-268
<i>Fund Description</i> .....	265
<i>Departmental Fund Sources</i> .....	266
<i>Estimated Expenditures &amp; Authorized Positions</i> .....	267-268
 <b>Health &amp; Community Services Fund</b> .....	 269-299
<i>Fund Description</i> .....	271
<i>Departmental Fund Sources</i> .....	272-299
Administration.....	272
Dental Program.....	272
Laboratory.....	272-273

**Table of Contents (continued)**

Vision and Hearing.....	273
Hazardous Waste Program.....	273
Immunization Clinic.....	274
Disease Surveillance.....	274
STD .....	275
Environmental Administration.....	275
EH-Food Safety & Facilities Division .....	275-276
EH-Land, Water & Wastewater Division.....	276
<i>Estimated Expenditures &amp; Authorized Positions.....</i>	<i>277-299</i>
Health Administration .....	277-278
Health Education.....	279
Dental.....	280-281
Laboratory.....	282-283
Vision and Hearing.....	284
Hazardous Waste Program.....	285-286
Clinical Services Administration .....	287
Maternal & Child Health Services .....	288
Health Promotion & Disease Prevention Administration .....	289
Immunization Clinic.....	290
Disease Surveillance.....	291-292
S.T.D. ....	293
HIV Counseling & Testing .....	294
Environmental - Administration .....	295
EH-Food Safety & Facilities Division .....	296-297
EH-Land, Water, & Wastewater Division.....	298-299
<b>Child Care Fund .....</b>	<b>301-317</b>
<i>Fund Description.....</i>	<i>303</i>
<i>Departmental Fund Sources.....</i>	<i>304</i>
<i>Estimated Expenditures &amp; Authorized Positions.....</i>	<i>305-317</i>
Juvenile Home .....	305-306
In Home Care .....	307
Foster Home.....	308
In Home Detention .....	309
Intensive Learning Center .....	310

**Table of Contents (continued)**

Day Treatment Program .....	311-312
Juvenile Drug Court.....	313
Restitution/Community Service.....	314
Intake Assessment & Evaluation.....	315
Casa .....	316
C-Waivers in Home Care.....	317



October 19, 2010

Board of County Commissioners and the Citizens of Kalamazoo County:

Transmitted herein are the 2011 operating budgets for Kalamazoo County activities. The combined operating Budget totals \$88,282,200 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 2011 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 2011. 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.

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.

In all, the County of Kalamazoo 2011 budget emphasizes responsibility, restraint, and reinforcement of long-range County goals. As we look ahead to new challenges and opportunities, Kalamazoo County's fiscal restraint and long-term planning must continue in order to maintain the County's financial strength. With this, Kalamazoo County will continue the tradition of maintain a stable financial position.

The development of the 2011 Budget could not be accomplished without the cooperation of the County's departments, courts, and elected officials. Special thanks are extended to Lisa Bradshaw, Lori VanderPloeg, and Diane Erikson in the Finance Office for their assistance in preparing the contents of the Budget notebooks and this document.

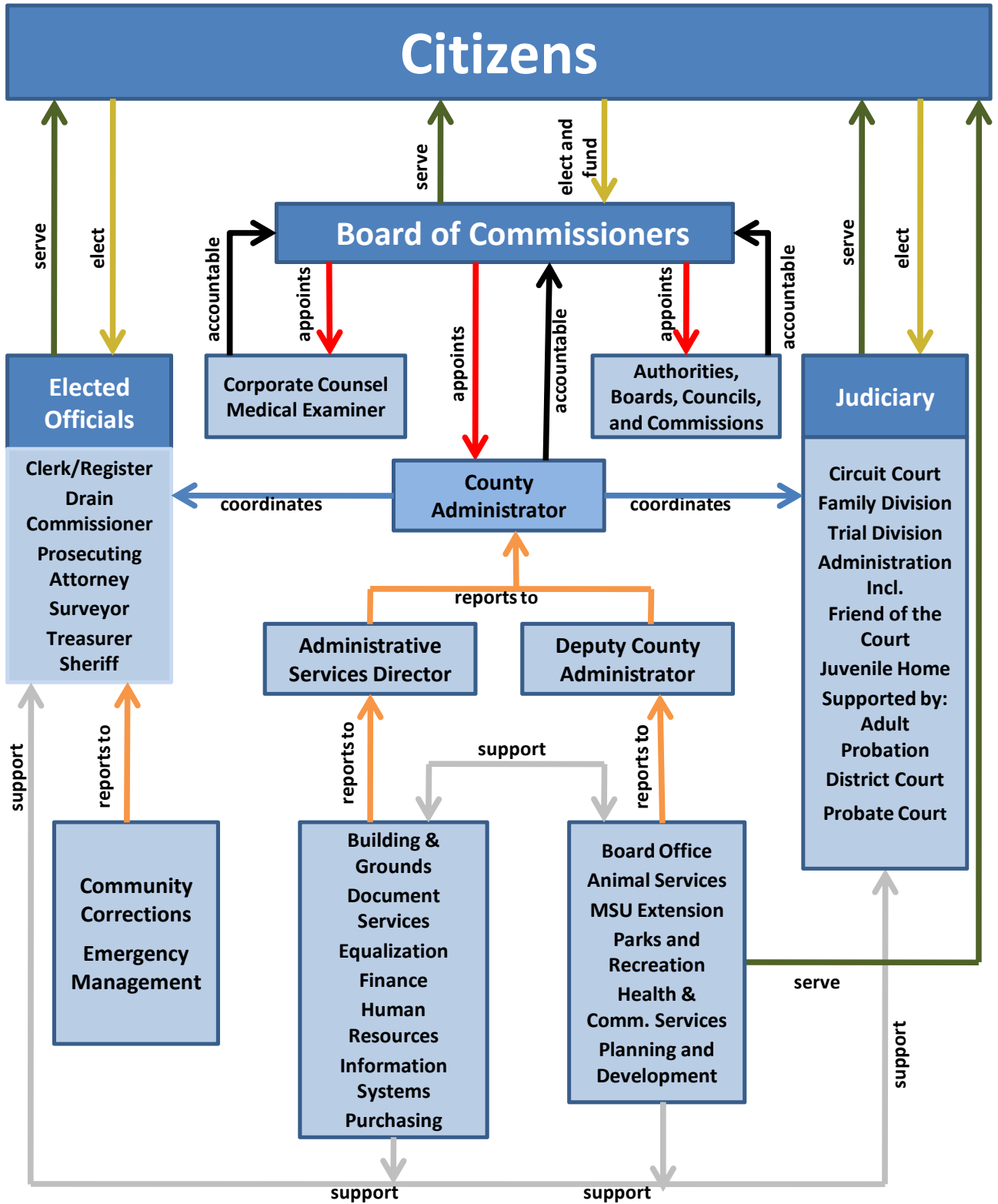
Sincerely,

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

Peter Battani  
County Administrator

A handwritten signature in black ink, appearing to read 'Tracie L. Moored', written in a cursive style.

Tracie L. Moored  
Director of Finance and Administrative Services





## **RESOLUTION TO LEVY**

WHEREAS, the County Administrator of Kalamazoo County has submitted to the Board of Commissioners of Kalamazoo County estimates of the anticipated expenditures for the various departments and functions of Kalamazoo County for the year 2011 together with the estimated revenues from said departments and from taxation for the year 2011 and

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

WHEREAS, it is estimated that a 4.6871 mills tax to cover such estimated expenditures would be necessary plus a 1.4491 mills operating levy for special law enforcement as approved by the voters and May 4, 2010 plus a .2050 mill debt service levy for the Juvenile Home construction bond issue as approved by the voters on August 8, 2006.

NOW, THEREFORE, BE IT RESOLVED that a 4.6871 mills operating tax be spread on the taxable value of the property of the County of Kalamazoo on July 1, 2010 to cover the estimated expenditures for the various departments and functions and to cover the estimated Juvenile Home bond issue debt service of Kalamazoo County for the year 2011.

BE IT FUTHER RESOLVED that 1.4491 mills for special law enforcement operations and .2050 mill for debt service be spread on the taxable value of the property of the County of Kalamazoo on December 1, 2010 to cover the estimated expenditures for the various departments and functions and to cover the estimated Juvenile Home bond issue debt service of Kalamazoo County for the year 2011.

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

BE IT FUTHER RESOLVED that the Budget Guidelines as adopted by the Kalamazoo County Board of Commissioners at the October 5, 2010 meeting and such amendments as from time to time may be adopted, shall be incorporated by reference into this Resolution and the County Administrator is hereby authorized to implement those guidelines for fiscal control of the County revenues and expenditures.

Dated: October 5, 2010



David Buskirk, Chairperson  
Kalamazoo County Board of Commissioners

STATE OF MICHIGAN            }  
  } SS  
COUNTY OF KALAMAZOO }

I, Timothy A. Snow, County Clerk/Register for the County of Kalamazoo, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Board of Commissioners at a regular session held on October 5, 2010.



Timothy A. Snow  
Kalamazoo County Clerk/Register

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

The filing of this certificate is mandatory as prescribed by Section 211.34d, M.C.L. The penalty for failing to complete and file this certificate is prescribed by Section 211.199, M.C.L.

STATE OF MICHIGAN        }  
                                      } ss  
County of Kalamazoo        }

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



Mary Balkema, County Treasurer

Dated this 5<sup>th</sup> day of October, 2010

# **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 Commissioners 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

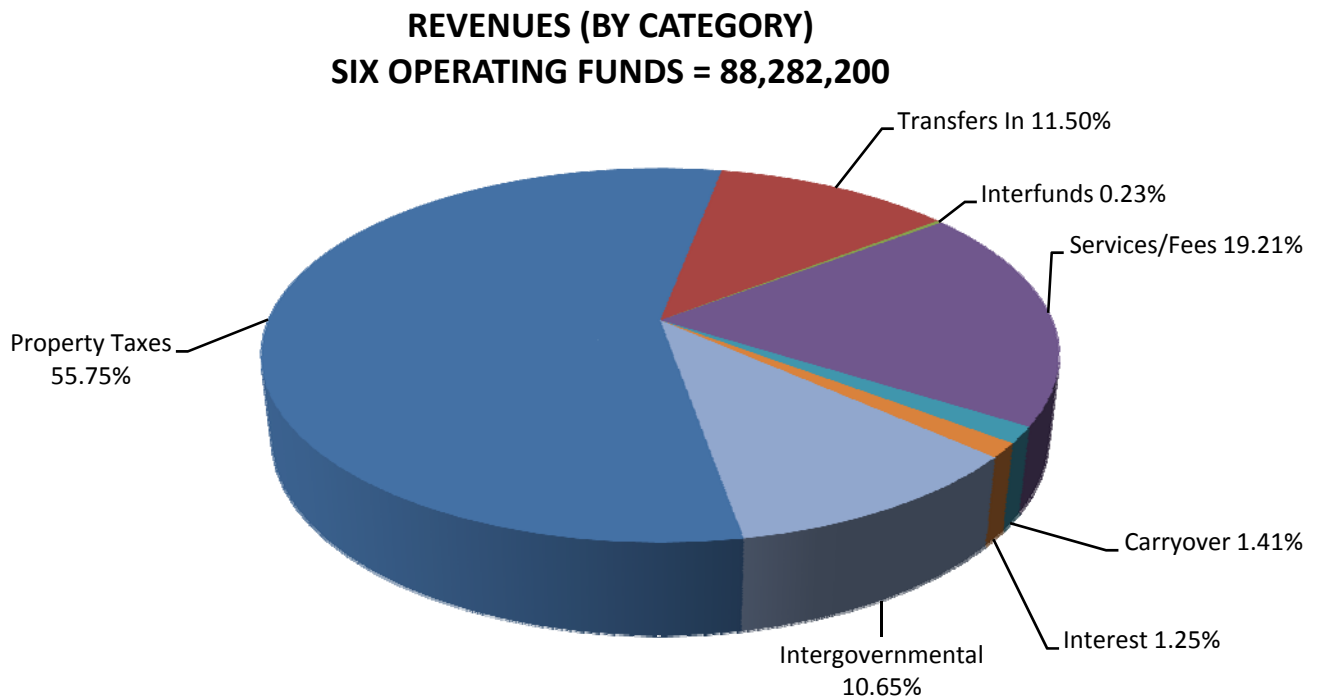
The annual budget process deals primarily with six operating funds:

- 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

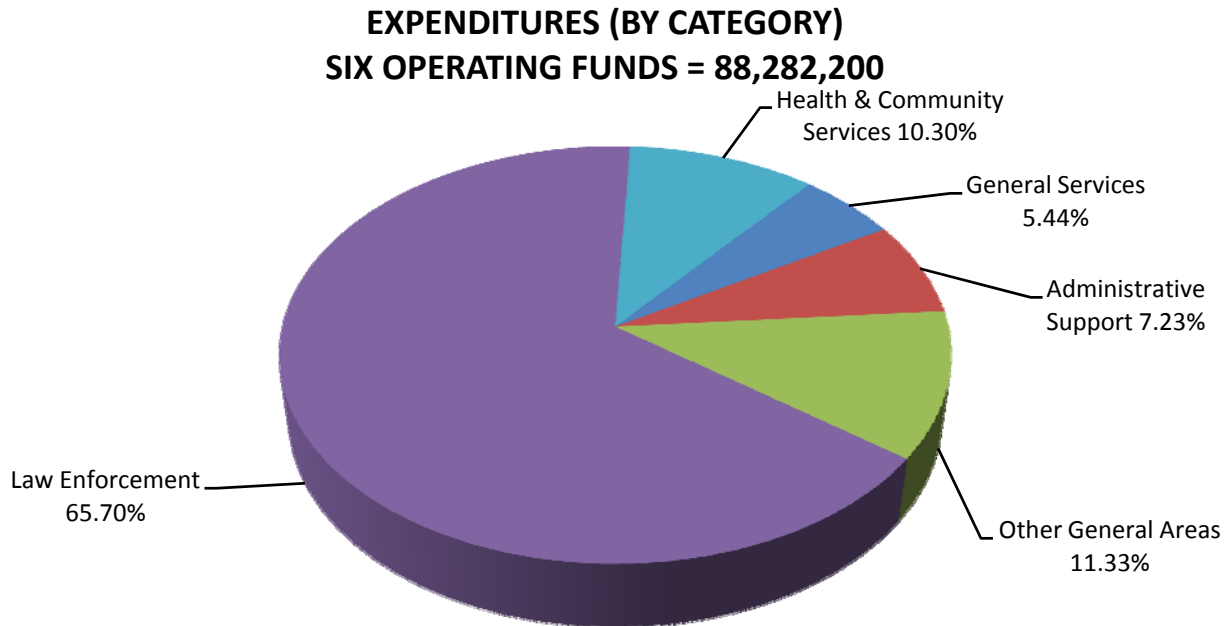
The Year 2011 recommendations for revenue total \$88,282,200. Revenue is identified in the following major categories:



## Summary Information (continued)

### Expenditure By Functional Category

The Year 2011 recommendations for expenditures are \$88,282,200. The expenditures are divided into the following major categories:



### Capital Expenditures and General County Public Improvement Fund

Capital expenditures are budgeted at \$8,201,100 in 2011. This includes \$250,000 in the General Fund for Major Repairs/Maintenance, \$500,000 in the General Fund, \$150,000 in the Law Enforcement fund for new equipment, and \$3,725,800 in the General Fund for transfer to the Justice Facilities Improvement Fund and \$3,725,300 for General Facilities Improvement.

### 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**

**2011**

**BUDGET POLICIES**



## General Fund Law Enforcement Ratio

Each year, Kalamazoo County budgets have recognized that the 1980 Law Enforcement Millage Resolution and each subsequent renewal has included a maintenance-of-effort provision. This provision states that the percent of the General Operating budget allocated to the Law Enforcement area would be within five percent of the rate as established by current County Board budget policies in effect at the date of passage the resolution for millage renewal.

The table below provides the percent of the General Operating budget allocated to Law Enforcement as approved with each millage renewal.

YEAR	MAINTENANCE OF EFFORT %
1980	63.6
1986	62.6
1992	60.7
1998	61.2
2004	64.3
2010	67.3

This budget policy recognizes that the Law Enforcement areas make up 65.7% of the General Operating Budget, which is within the five percent limitation imposed by the Board of Commissioners in the millage resolution.

The 2011 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	\$74,989,800
--------------------------	--------------

Law Enforcement Departments:

Circuit Court: Administration	\$ 5,257,700
Circuit Court: Trial Division	465,500
Circuit Court: Family Division	851,700
Friend of the Court	3,134,600
Child Care Fund	7,646,400

**General Fund – Law Enforcement Ratio (continued)**

Law Library	43,200	
Adult Probation	<u>50,700</u>	\$17,449,800
District Court		\$ 5,139,300
Probate Court		\$ 921,800
Prosecuting Attorney		\$ 2,484,500
Sheriff		\$ 16,373,600
Animal Services & Enforcement		\$ 563,800
Capital and Debt	\$ 4,313,000	
Courthouse Security	572,200	
Restricted Reserve	68,000	
Utilities and Insurance	1,258,400	
Percent of Contingencies	<u>136,300</u>	<u>\$ 6,347,900</u>
<b>Total Law Enforcement - General</b>		<b><u>\$49,280,700</u></b>
<b>Percent of Law Enforcement to General Operating</b>		<b><u>65.7%</u></b>

## Millage Levies – Truth In Taxation

The 2009 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 declines in 2010 taxable valuation, a Base Tax Rollback (BTRF) is not required in the General Operating and Law Enforcement levies.

Also, referring to the policies on alcohol and cigarette taxes, a rollback in property taxes of \$1,440,359 or .1787 mills (.1365 and .0422) and \$38,966 or .0048 mills (.0037 and .0011) 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	1.0430	0.9709	0.9992	4.8886	4.5506	4.6834
L.E.M.	1.0430	0.9709	0.9992	1.5114	1.4069	1.4480
Total	1.0430	0.9709	0.9992	6.4001	5.9575	6.1314

Individual and total levy rollback is summarized as follows:

	<b>General</b>	<b>Law Enforcement</b>	<b>Total</b>
2009 Actual Levy	4.6871	1.4491	6.1362
2010 Rollbacks			
Truth in Taxation	(.2015)	(.0623)	(.2639)
Alcohol Tax	.1365	.0422	.1787
Cigarette Tax	<u>.0037</u>	<u>.0011</u>	<u>.0048</u>
Total Rollbacks	<u>.0614</u>	<u>.0190</u>	<u>.0804</u>

**Millage Levies – Truth In Taxation (continued)**

	<b>General</b>	<b>Law Enforcement</b>	<b>Total</b>
2010 Legal Tax Rate	4.7485	1.4681	6.2166
2010 Recaptures			
BTRF	(.2015)	(.0623)	(.2639)
Alcohol Tax	.1365	.0422	.1787
Cigarette Tax	<u>.0037</u>	<u>.0011</u>	<u>.0048</u>
Total Recaptures	<u>(.0614)</u>	<u>(.0190)</u>	<u>(.0804)</u>
2009 Recaptured Levy	<u>4.6871</u>	<u>1.4491</u>	<u>6.1362</u>

The 2011 Budget recognizes the recapture of the Base Tax rollback (-.2639 mill), Alcohol Tax (.1787 mill) and Cigarette Tax (.0048 mill) for a total levy of 6.1362 mills (4.6871 and 1.787 mills) respectively.

In terms of tax revenue growth, excluding effects of refunds, 2011 tax revenues are budgeted one percent less than 2010. Because the Headlee Rollbacks of 1993 and 2003 were not recaptured, there exists about \$1,790,000 in unlevied property taxes.

## **Delinquent Tax Revolving Fund**

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. This goal was reached in 2000.

Approval of Tax Reversion Legislation in 1999 affected delinquent tax collections; however, funds allocated for transfer to the General Fund have been \$1,000,000 annually. In 2011, an additional \$200,000 will be transferred to the general fund, bringing the total transfer to \$1,200,000. The additional \$200,000 transfer will be processed before carryover and utilized only if deemed necessary by the Finance Director. The funding level allocated to General Fund will be reviewed each year.

## **Tax Foreclosure Fund**

The Tax Foreclosure Fund operates based on Public Act 206 of 1893 as amended and is used to manage the tax foreclosure process for Kalamazoo County. The County Treasurer became the Foreclosing Governmental Unit on February 3, 2009, when the County Board of Commissioners adopted a resolution that rescinds the County's election to have the State of Michigan manage tax foreclosed property. Per MCL sections 211.87b, any surplus from this fund can be transferred to the General Fund.

On July 9, 2009, the County Board of Commissioners and the County Treasurer entered into an intergovernmental agreement with the Michigan Land Bank Fast Track Authority creating the Kalamazoo County Land Bank Authority. At this time the County Board also adopted a budget for the Tax Foreclosure Fund that allocated \$20,000 and \$100,000 to the Land Bank Authority for 2009 and 2010 respectively. The 2011 Budget for this fund includes an allocation to the Land Bank fund in the amount of \$100,000. This transfer amount will be reviewed annually.



## **Alcohol Tax**

Preliminary State of Michigan estimates of the 2010-2011 distribution for Kalamazoo County are \$1,394,500. The Truth in Taxation amount for 2010 is \$1,440,359. This amount equates to .1781 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 2011 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 2011 Budget contains an estimated \$1,394,500 for Alcohol Tax revenue and any adjustment to the budget will wait until the fourth quarter of 2011.

## Cigarette Tax

Preliminary estimates of the 2010-2011 distributions for Kalamazoo County are approximately \$8,300. Because 2009 distributions were \$7,919 more than estimated, the actual Truth in Taxation amount for 2010 is \$38,966. This amount equates to .0048 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 2011 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%	\$ 5,900
Public Safety	<u>05/17</u>	<u>29.41%</u>	<u>2,400</u>
Total	<u>17/17</u>	<u>100.00%</u>	<u>\$ 8,300</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 2011, 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., 2011 to determine whether a program adjustment is necessary to deal with actual collection variances from the budgeted amount of \$8,300.

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

Revenue	
Other Revenue-General Fund	\$247,600
Cigarette Tax - Current Year	<u>5,900</u>
Total Revenue	<u>\$253,500</u>
Expenditures	
Household Hazardous Waste	\$175,200
A.I.D.S. Project	<u>78,300</u>
Total Expenditures	<u>\$253,500</u>

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<sup>1</sup> 2010 Budget total was \$249,200 with \$15,500 coming from Cigarette Tax revenue

## **Carryover**

The 2011 budget contains \$1,144,200 in the General Fund and \$100,000 in the Law Enforcement fund as Carryover.

## **State Shared Revenue**

Revenue sharing for counties was no longer 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 were allowed to withdraw funds from the reserve equal to their projected revenue sharing payments. The 2011 budget contains \$3,725,800 in revenue from this source. This will deplete the balance of this fund.

There is commitment from the State to replace revenue sharing on a partial-year basis this budget year. The 2011 Budget contains \$3,725,300 in revenue from statutory revenue sharing payments. It is the recommendation of Administration to budget the amount equal to receipt of State Share Revenue for capital resource needs by creating a General County Public Improvement allocation. Each year this allocation will be reviewed.

## **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 the County to receive \$1,284,700 for the State's fiscal 2010/2011.

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.

## **Jail Reimbursement**

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.

The 1991 Budget allocated State Jail Reimbursement revenue to fund one Detective Sergeant Position and two Road Patrol Officer positions. This Policy recognizes that monies derived from this program are at the discretion at the State and currently only covers two Road Patrol Officers.

In 2009 and 2010 this reimbursement was not funded by the State, while County staff and the Sheriff are comfortable that Jail Reimbursement will be restored for 2011, this reimbursement remains uncertain for future years.

Should this funding stream decline below the 2011 allocation of \$200,000, the Sheriff's operational budget will be reduced equal to the amount of decrease.

## **Use of Budget Stabilization Fund**

The 2011 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 Board of Commissioners shall have final authority for setting all fees unless otherwise limited by law or contract.

## Compensation

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 a 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 complement 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.

The following represents non-union salary costs for 2011:

	TOPs	Professional	Managerial	Total
Base Salary	\$ 4,836,368	\$ 9,182,128	\$ 4,642,190	\$ 18,660,686
Fringe	\$ 1,765,274	\$ 3,351,477	\$ 1,694,399	\$ 6,811,150
Total	\$ 6,601,642	\$ 12,533,605	\$ 6,336,589	\$ 25,471,836

### 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; and
- 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; and
- 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.

**Salaries and Employee Benefits (continued)**

- 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 salaries and recommended band placement for 2011 for Elected Officials.

	<b>2010</b>	<b>2011</b>	<b>Band</b>
Drain Commissioner	\$ 65,832	\$ 69,742	M6 C
Treasurer	\$ 81,494	\$ 85,800	M7 E
Clerk/ RoD	\$ 81,494	\$ 85,800	M7 E
Sherriff	\$ 95,597	\$ 101,026	M9 D
Prosecutor	\$131,581	\$ 137,717	M10 H

Future step increases will be considered by the Board of Commissioners during the annual budget process.

**Judges**

Since January 1, 2002, the Judges salaries have been:

<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 2011 salaries for Judges.

**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.

## Salaries and Employee Benefits (continued)

The lowest average compensation adjustment granted by the Board of Commissioners for non-union employees was 2.0% for 2009 and 0% for 2010.

Applying the above policy and the 2.0% increase to each of the existing salaries effective January 1, 2011, Board member salaries would be:

Chairperson	\$ 15,300
Vice Chairperson	\$ 13,770
Other Commissioners	\$ 12,240

These compensation adjustments are in the 2011 recommended budget.

### Overtime

Quarterly, an overtime evaluation will be conducted by the Finance Director with respective Department Heads to ensure that projections indicate this line item will remain in budget. Should actual exceed budget, this amount will need to be adjusted within a direct operating line item.

## 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 2011 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 10%, 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 2011 payroll costs. However, if added payroll taxes are legislated or other cost increments occur, rates may have to be adjusted.

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

The 2011 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 2011 budget for the Employee Benefits Fund contains \$440,000 for unemployment benefit payments to the State of Michigan as a "reimbursing employer". Between 55% and 70% of these costs, \$242,000 to \$308,000, are incurred due to the layoff 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%	2.90%	9.97%
2007	137.1%	143.0%	2.36%	10.04%
2008	128.4%	93.5%	3.02%	9.07%
2009	119.7%	105.9%	4.92%	8.67%



## **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.

Administration does not recommend a 13<sup>th</sup> check provision.

This policy will again be reviewed for the 2012 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 it is earned. 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.

For Kalamazoo County, GASB No. 45 applies to the retiree health insurance plan.

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.

An administration team continually reviews various options to reduce the cost of retiree health care (i.e. Unfunded Actuarial Accrued Liability and Annual Required Contribution). An updated actuarial valuation as of December 31, 2009, was completed and the Annual Required Contribution (ARC) for 2011 is \$4,459,827. 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.

## Strategic Planning

The 2011 Budget continues the Board of Commissioners' strategy established in 1996 to provide additional funding for a variety of areas that seek to improve the overall face of County Government and services to citizens.

In 2011, the budget is focused on the following three major areas:

1. *Strategic Planning* – The 2011 Budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
2. *Management Audit* – \$10,000 is budgeted in 2011 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* - \$10,000 is budgeted to be used for county-wide managerial training.

## Economic Development

The 2011 Budget contains \$75,000 as the County's financial support for economic development. These funds 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.

In 2009, the Board chose to freeze the Allocated Fund Balance Reserves from any new requests. In 2010 the Board is discussing the possibility of the Economic Development Fund becoming a locally funded revolving loan fund to be operational no later than December 1, 2010.

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.

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.

The following calculation is completed to determine how much funding could be added to the Economic Development Fund Reserve during the Allocated Fund Balance process:

Property Tax Revenues	\$ 33,000,000	55%
Other Revenues	<u>27,000,000</u>	<u>45%</u>
Total General Fund Revenues	60,000,000	<u>100%</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 recommended for deposit to the Economic Development Fund Reserve. 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 Administration.

## Drug Court Reserve

County Administration worked with officials from the 9<sup>th</sup> Circuit Court and Drug Court Foundation to consider additional funding mechanisms to financially support the Drug Courts. Each year grant funding and continued operation of the Drug Courts is at stake. The Drug Court Foundation continues to support shortages between operational expense and revenue. There may be a time when grant funding is reduced and the Foundation may not have the means to fully fund whatever differences may occur. In order to address this potential problem, the following policy was adopted by the Board of Commissioner in July 2010.

1. A Drug Court Reserve activity will be established in the General Fund. This reserve would be carried forward, along with any future-year allocation, minus any utilized funds. The parameters established for utilization would mirror the grant spending tests that currently occur in the County.
2. The first allocation was the new funding approval of \$20,000 in the 2010 budget. A full year allocation of \$40,000 in the 2011 budget is recommended. At the Board's discretion, allocations will continue to be made each year into the reserve until contributions reach a maximum of \$500,000.
3. The Circuit Court will continue to be committed to pursuing all grant funding opportunities. The Circuit Court will continue to request funding from the Drug Treatment Court Foundation as needed. Should funding be necessary to support any differences in expense and revenue not covered by grants or Foundation support, funds may be transferred by the Board of Commissioners from the Drug Court Reserve to the operating budget of the 9<sup>th</sup> Circuit Court to support the Drug Courts.
4. The Circuit Court agrees that funds allocated from the Drug Court Reserve account into the operating budget of the Court for the Drug Courts may not be used for future reductions in the Courts operational budgets, should they become necessary, without the concurrence of the Board of Commissioners.

## **Law Enforcement Contracting**

The 2011 Budget includes funding to continue contracting with municipalities for Law Enforcement services.

The County uses a two-tiered model for personnel in regard to contracting officers. Tier I personnel refers to the eighteen officer positions available where the township is charged 100% of each deputy's salary (base wages plus overtime calculated at 10% of base wages). The county will then cover 100% of the remaining costs: fringe benefits, equipment, clothing, fuel, maintenance, training, dispatch, supervision, clerical, and other direct and indirect costs. At any time, the County and Townships can enter into contracts for any number of additional law enforcement officers. These are considered Tier II personnel. These would be situations where the Townships pay 100% of the fully-allocated costs. Annually, the County will review and revise, as may be necessary, the cost allocation plan for Tier II personnel.

The Board of Commissioners must approve the addition of any Tier II contracting for services.

Contracts are in effect through December 31, 2010, with the Townships of Oshtemo, Comstock, Texas and Ross for the Tier I officers. If one of these municipalities chooses not to renew its contract or chooses to reduce the number of contract officers, 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. This policy will be reviewed on an annual basis.

## **Mileage, Meals & Incidental Expenses Reimbursement**

### **Mileage**

The 2011 Budget acknowledges that the per mile reimbursement to employees for business travel on behalf of the County, as contained in the BUSINESS EXPENSE REIMBURSEMENT POLICY, is the published Internal Revenue Service (IRS) allowance as of January 1. This rate is now .50 cents per mile for the remainder of 2010, but has not been published for 2011.

It is 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.

### **Meals & Incidental Expenses**

The 2011 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. 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 2011 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 2011:

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 will not receive a designation.



## **At Large Drain Assessments**

The 2011 General Fund Budget includes \$24,200 for the County share of At Large Drain Assessments for 2010.

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 Board of Commissioners action.

This policy also establishes the level of the General Fund advance to the Revolving Drain Fund at \$200,000 for 2011. The 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 Drain Commissioner will provide monthly accounting reports to the Office of Finance and make a maximum effort to recover outstanding balances owed to the Revolving Drain Fund by preparing appropriate drain assessments each year. Any outstanding balances that the Drain Commissioner Attorney or Corporate Counsel opines to be uncollectible shall be reported to the Board of Commissioners as soon as determined.

## **Employee Training & Memberships**

The 2011 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 2011, 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, court administrators 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.

The County Administrator or designee 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.

## **Courthouse Security Reserve**

The 2011 Budget contains reserve funding totaling \$261,200. This reserve is set aside to upgrade courthouse security arrangements. Current courthouse security at 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. One F-19 is stationed at South County District Court in Portage and one F-19 is assigned as a roaming deputy at Gull Road. Administration, Courts and the Sheriff have been working to develop an enhanced plan to provide a higher level of security for the county courthouses.

Administration recommends a two-year phase-in of enhanced court security. In 2011, Administration recommends establishing enhanced security at the Gull Road courthouse by replacing private security screeners with Sheriff-deputized court security screeners. Increased funding necessary for deputized screeners at Gull Road in 2011 would be budgeted from this reserve into the security activity in the General Fund which is Board of Commissioner controlled. The remaining portions of the Courthouse Security New Funding request will be reviewed for refinement of service model application to potentially reduce costs. It is requested that the Courts and Sheriff work with Administration to submit a revised operational model for the remaining courthouses no later than July 1, 2011. This model will be presented for review and possible approval by the Board of Commissioners for the 2012 budget.

Formal detailed proposals of each phase must be developed for Board of Commissioner approval before these funds are expended.

## **General County Public Improvement Fund, Facilities and Capital Expense**

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

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 be renovated in the future. In 2004, the decision was made to utilize State Revenue Sharing Reserves to create a funding mechanism to expand jail facilities.

With the return of State Shared Revenue, given the extensive capital needs within the County, this budget year it is the recommendation to designate an amount equal to the amount received for State Shared Revenue in 2011 as resources for capital needs.

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 (CIP) Committee 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 2011 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 2011, \$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.

**General County Public Improvement Fund, Facilities and Capital Expense (continued)**

Tier III expenditures are for major building construction or expansion and where extensive renovation is required. Capital projects will be outlined with the completion of the Facilities Master Plan by the end of 2010.

For 2011, the allocation in Tier III totals \$7,451,100. The Justice Facilities Reserve is \$3,725,800 and the General County reserve is \$3,725,300. The Justice Facilities Reserve will total approximately \$22.6 million in 2011. This is the first year allocation for the General County Reserve.

This Policy provides the following funding for capital:

TIER I	\$	650,000
TIER II	\$	250,000
TIER III	\$	7,451,100
TOTAL	\$	8,351,100

For 2011, 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 funding Tier I, Tier II and Tier III expenditures from the General Fund and Law Enforcement Fund in future years as appropriate.

## **Grant Application & Award**

To maintain proper administrative and fiscal control of all funds appropriated to the County from the Federal, State and local governments, non-profit agencies, and other private sources, this policy sets forth guidelines for the application, acceptance and administration of grants for Kalamazoo County Government.

Departments 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 or court.

The Kalamazoo County Board of Commissioners shall have final authority for acceptance of all grant awards. The Chair of the Board or a designated official where authorized, shall sign all grant award contracts.

The submitting department is responsible for ensuring that the grant application and award procedures supported by this policy are followed. Complying with the internal grant review procedures will ensure that all contracts are reviewed and approved by Corporate Counsel before submission to the Board of Commissioners and all awards requiring local match are approved by the Director of Finance.

The submitting department should identify a plan for program continuation/termination after grant funding ends so that there will be little or no impact on the General Fund.

It is understood that the County incurs indirect 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.

## **Fund Balance**

The County will maintain an unrestricted, uncommitted, unassigned General Fund balance within a range adequate to meet unexpected fiscal needs of County operations. This balance allows orderly adjustment to changes resulting from fluctuations of revenue sources or expenditure emergencies.

Property Tax is the County's largest revenue source. The collection of this stream for the General Fund does not begin until tax bills are distributed in July. The County is required to sustain an operational fund balance to support activities that occur prior to the collection process and beyond.

The target range of uncommitted General Fund balance to General Operating Revenues will be at least 20%. The projected unrestricted General Fund balance for year end 2011 is 23.71%.

## **Local Corrections Officers Training Fund**

Public Act 124 of 2003, as amended, imposes a booking fee on each inmate when first admitted into a county jail. The County is allowed to retain \$10.00 per inmate as a source of revenue. Use shall be approved by the County Board of Commissioners.

These revenues are restricted to be used only for costs relating to the continuing education, certification, re-certification, and training of local corrections officers and inmate programs including substance abuse and mental health programs in the county. However, revenue from the fees shall not be used to supplant current spending by the county for continuing education, certification, re-certification, and training of local correction officers.



## **Wireless Emergency Fund**

Pursuant to Public Act 81 of 1999 as amended Public Act 32 of 1986, the County receives funds for Enhanced 911 Emergency Services for all County public service answering points (PSAPs). These funds are then distributed to the Cities of Kalamazoo (which includes Western Michigan University's portion) and Portage, Kalamazoo Township and the remaining County share remains in the Wireless Emergency Fund. Use of the fund is to be designated by the County Board of Commissioners.

The County began receiving revenue in budget year 2000. These funds are established to support direct dispatch costs only. In 2005 the County utilized \$215,643 from this fund to assist with costs for the co-located dispatch at Crosstown.

Yearly this fund receives a County share of approximately \$170,000. Beginning in 2011, \$100,000 will be transferred from the Wireless Emergency Fund to the General Fund to support dispatch direct operating costs. This fund currently has a fund balance of approximately \$900,000.



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



## General Fund

### Estimated Source of Funds

For the Year Ending December 31, 2011

#### TAXES

Property Tax Revenues	\$ 35,998,100	
Del Real Property Tax	1,401,900	
Del Personal Property Tax	70,000	
Interest	30,000	
State Court Fund Distribution	1,284,700	
Alcohol Tax	1,394,500	
Cigarette Tax	8,300	
State Shared Sales Tax	3,725,300	
Transfer from #125 Revenue Sharing Reserve	<u>3,725,800</u>	\$ 47,638,600

#### DEPARTMENTAL

Circuit Court – Administration	\$ 934,000	
Circuit Court – Trial Division	183,000	
Circuit Court – Family Division	341,700	
District Court	5,106,200	
Friend of the Court	2,181,700	
Probate Court	217,500	
Family Counseling	25,500	
Elections	378,000	
County Clerk/Register of Deeds	1,677,200	
Office of Finance	81,500	
Central Service Cost Recovery	869,100	
Prosecuting Attorney	195,200	
Treasurer	2,545,300	
Drain Commissioner	3,100	
Soil Erosion & Sedimentation Control	25,000	
Sheriff	3,313,800	
Animal Services & Enforcement	506,300	
Emergency Management	48,500	
HCS Administration	2,100	
Veterans Affairs	17,200	

**Estimated Source of Funds (continued)**

Medical Examiner	13,500	
MSU Extension	16,000	
Planning	<u>2,500</u>	\$ 18,683,900
Estimated Carryover		\$ <u>1,144,200</u>
<b>Total General Fund Revenues</b>		\$ <b><u>67,466,700</u></b>

## General Fund

### Summary of Estimated Expenditures

For the Year Ending December 31, 2011

	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Direct Operating</u>	<u>Total</u>
<b>Legislative</b>				
Board of Commissioners	\$ 212,700	\$ 21,200	55,900	\$ 289,800
Administration	355,600	129,800	24,200	509,600
Legal Services	<u>134,900</u>	<u>49,200</u>	<u>9,400</u>	<u>193,500</u>
<b>Total Legislative</b>	<b><u>\$ 703,200</u></b>	<b><u>\$ 200,200</u></b>	<b><u>\$ 89,500</u></b>	<b><u>\$ 992,900</u></b>
<b>Judicial</b>				
Circuit Court Admin.	\$ 1,902,500	\$ 694,400	2,660,800	\$ 5,257,700
Trial Division	335,400	122,400	7,700	465,500
Family Division	534,400	195,100	122,200	851,700
District Court	2,831,700	1,046,800	1,260,800	5,139,300
Jury Board	0	0	3,300	3,300
Probate Court	493,000	179,900	248,900	921,800
Adult Probation	<u>0</u>	<u>0</u>	<u>50,700</u>	<u>50,700</u>
<b>Total Judicial</b>	<b><u>\$ 6,097,000</u></b>	<b><u>\$ 2,238,600</u></b>	<b><u>\$4,354,400</u></b>	<b><u>\$12,690,000</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	\$ 21,200	\$ 6,100	\$ 380,500	\$ 407,800
Clerk/Register	420,600	153,500	76,600	650,700
Resource Development	78,800	28,800	3,900	111,500
Finance	576,100	210,300	238,300	1,024,700
Equalization	311,800	113,800	34,000	459,600
Human Resources	332,800	121,500	353,100	807,400
Information Systems	660,300	241,000	53,600	954,900
Prosecuting Attorney	1,532,900	559,500	392,100	2,484,500
Purchasing	81,200	29,600	14,400	125,200
Treasurer	397,800	145,200	130,200	673,200
Buildings/Grounds	1,198,000	430,600	687,000	2,315,600
Utilities	0	0	1,140,700	1,140,700
Security	223,700	127,500	221,000	572,200
Drain Commissioner	143,700	52,400	75,600	271,700
Soil Erosion/Sed Control	<u>55,000</u>	<u>20,100</u>	<u>8,400</u>	<u>83,500</u>
<b>Total General Services And Administration</b>	<b><u>\$6,033,900</u></b>	<b><u>\$2,239,900</u></b>	<b><u>\$ 3,809,400</u></b>	<b><u>\$12,083,200</u></b>
<b>Law Enforcement</b>				
Sheriff	<b><u>\$8,602,400</u></b>	<b><u>\$ 4,850,900</u></b>	<b><u>\$ 2,920,300</u></b>	<b><u>\$16,373,600</u></b>
<b>Public Works</b>				
Capital Improvements			<b><u>\$8,201,100</u></b>	<b><u>\$8,201,100</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>				
HCS	\$ 694,200	\$ 253,400	\$ 110,800	\$ 1,058,400
Veterans' Affairs	87,400	31,900	27,900	147,200
Medical Examiner	<u>92,000</u>	<u>23,800</u>	<u>351,900</u>	<u>467,700</u>
<b>Total Health and Community Svcs.</b>	<b><u>\$ 873,600</u></b>	<b><u>\$ 309,100</u></b>	<b><u>\$ 490,600</u></b>	<b><u>\$ 1,673,300</u></b>
<b>Social Services</b>				
Animal Services	\$ 290,300	\$ 105,900	\$ 167,600	\$ 563,800
Emergency Mgmt.	102,900	58,700	61,000	222,600
At Large Drains	0	0	24,200	24,200
Social Services	0	0	631,100	631,100
Services to Seniors	0	0	100,000	100,000
Veterans Burial	0	0	96,000	96,000
Soldiers/Sailors Relief	<u>0</u>	<u>0</u>	<u>9,800</u>	<u>9,800</u>
<b>Total Social Svc.</b>	<b><u>\$ 393,200</u></b>	<b><u>\$ 164,600</u></b>	<b><u>\$1,089,700</u></b>	<b><u>\$ 1,647,500</u></b>
<b>Cultural</b>				
MSU Extension	<b><u>\$ 143,800</u></b>	<b><u>\$ 52,500</u></b>	<b><u>\$ 124,100</u></b>	<b><u>\$ 320,400</u></b>
<b>Law Library</b>				
Law Library	<b><u>\$ 0</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 43,200</u></b>	<b><u>\$ 43,200</u></b>

**General Fund – Estimated Expenditures (continued)**

	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Direct Operating</u>	<u>Total</u>
<b>Planning &amp; Community Development</b>				
Planning	\$ 95,300	\$ 34,800	\$ 16,400	\$ 146,500
Economic Dev.	<u>0</u>	<u>0</u>	<u>75,000</u>	<u>75,000</u>
<b>Total Planning &amp; Comm. Dev.</b>	<b><u>\$ 95,300</u></b>	<b><u>\$ 34,800</u></b>	<b><u>\$ 91,400</u></b>	<b><u>\$ 221,500</u></b>
<b>Other</b>				
CMH	\$ 0	\$ 0	\$2,315,300	\$ 2,315,300
Strategic Issues	0	0	45,000	45,000
Contingency	0	0	200,500	200,500
Reserves	0	0	261,200	261,200
Restricted Reserves	50,000	0	50,000	100,000
Insurance	<u>0</u>	<u>0</u>	<u>905,000</u>	<u>905,000</u>
<b>Total Other</b>	<b><u>\$ 50,000</u></b>	<b><u>\$ 0</u></b>	<b><u>\$3,777,000</u></b>	<b><u>\$ 3,827,000</u></b>
<b>Total General Fund Estimated</b>				
<b>Expenditures</b>	<b><u>\$22,992,400</u></b>	<b><u>\$10,090,600</u></b>	<b><u>\$24,990,700</u></b>	<b><u>\$58,073,700</u></b>

## General Fund (Fund 101)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Property Taxes	\$ 37,500,000
State Shared Revenue	3,725,300
State Court Fund	1,284,700
Alcohol Tax	1,394,500
Cigarette Tax	8,300
Revenue Sharing Reserve	3,725,800
Circuit Court, et al	3,640,400
District Court	5,106,200
Clerk/Register	1,677,200
Treasurer	2,545,300
Sheriff	3,213,800
Other Departmental Revenue	2,401,000
Carryover	1,144,200
Interfund Transfers	<u>100,000</u>

#### Total Estimated Funds

\$ 67,466,700

#### Estimated Expenditures

Salaries	\$ 22,992,400
Fringe	10,090,600
Direct Operating	16,589,100
Contingency	200,500
Capital Tier I	500,000
Capital Tier II	250,000
Capital Tier III – Justice	3,725,800
Capital Tier III – General	3,725,300
Debt	--
Interfund Transfers	9,393,000

#### Total Estimated Expenditures

\$ 67,466,700

Projected Fund Balance 2011

\$ 20,939,356

## Employee Benefits Fund (Fund 103)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

General Operating Revenue	\$	17,277,300
Grant Revenue		2,581,700
Employee Participation – Health		1,092,000
Stop Loss Reimbursement		200,000
Premium Refund		--
Interest Income		45,600
Carryover		<u>1,694,100</u>

#### Total Estimated Funds

\$ 22,890,700

#### Estimated Expenditures

Health Care Expenditures	\$	8,629,000
OPEB Contribution		3,345,000
Workers' Compensation		600,000
Unemployment		440,000
FICA		3,556,600
Retirement		1,585,000
F.O.P. Retirement		2,100,000
Retirement-Other		35,000
Retirement-Command		165,000
Disability		363,600
Life Insurance		152,400
Dental Expenditures		703,100
Longevity		700,000
College Credits		71,000
Tuition Reimbursement		15,000
Wellness Initiative		380,000
OSHA/MIOSHA		5,000
Contractual Services		30,000
ADA		3,000
Miscellaneous		12,000

**Estimated Expenditures (continued)**

Reserve for Future Use	<u>          --</u>	
<b>Total Estimated Expenditures</b>		<b>\$ <u>22,890,700</u></b>
Projected Fund Balance 2011		\$ 4,877,317

## Law Enforcement Fund (Fund 104)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Property Taxes	\$ 11,659,600	
Departmental Revenue	130,000	
Previously Generated Funds	<u>100,000</u>	
<b>Total Estimated Funds</b>		<b>\$ <u>11,889,600</u></b>

#### Estimated Expenditures

Salaries	\$ 7,053,900	
Fringe	3,472,700	
Direct Operating	1,260,800	
Contingency	50,000	
Capital Tier I	150,000	
Sheriff Reduction	(300,000)	
Interfunds	<u>202,200</u>	
<b>Total Estimated Expenditures</b>		<b>\$ <u>11,889,600</u></b>

Projected Fund Balance 2011		\$ 272,483
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## Budget Stabilization Fund (Fund 106)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Fund	\$ <u>2,500,000</u>	
<b>Total Estimated Funds</b>		\$ <u><b>2,500,000</b></u>

#### Estimated Expenditures

Reserve for Future Use	\$ <u>2,500,000</u>	
<b>Total Estimated Expenditures</b>		\$ <u><b>2,500,000</b></u>

Projected Fund Balance 2011	\$	--
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## Technology Fund (Fund 112)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Carryover	\$	84,500	
Telephone Equipment Use Charges		281,100	
Network Use Charges		494,100	
Stock Equipment Revenue		25,000	
Local & Long Distance Charges		<u>14,400</u>	
<b>Total Estimated Funds</b>			<b>\$ <u>899,100</u></b>

#### Estimated Expenditures

##### Telecommunications:

Salaries	\$	32,200	
Fringe Benefits		11,800	
Contractual Service		5,000	
System Maintenance		77,000	
Local and Long Distance		56,400	
Computer Related Acquisitions		3,000	
Depreciation Expense		148,800	
Capital Projects		13,000	

##### Enterprise Network:

Salaries	\$	101,400	
Fringe Benefits		37,000	
Consumables – Stock		25,000	
Contractual Service		40,900	
System Maintenance		15,800	
Licensing Fees		26,200	
Computer Related Acquisitions		51,000	
Replacement PCs		112,500	
Depreciation Expense		39,100	
Capital Projects		<u>103,000</u>	

**Total Estimated Expenditures** \$ **899,100**

Projected Fund Balance 2011 \$ 1,151,920



## Nazareth Facility Fund (Fund 115)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Funds	\$	22,300	
Rent		803,400	
Central Stores Charges		<u>40,000</u>	
<b>Total Estimated Funds</b>	\$		<b><u>865,700</u></b>

#### Estimated Expenditures

Salaries	\$	237,700	
Employee Benefits		86,800	
Direct Operating		520,700	
Depreciation Expense		<u>20,500</u>	
<b>Total Estimated Expenditures</b>	\$		<b><u>865,700</u></b>

Projected Fund Balance 2011	\$		311,590
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## Revenue Sharing Reserve Fund (Fund 125)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Funds	\$ 3,725,800	
Interest Income	<u>                    --</u>	
<b>Total Estimated Funds</b>		\$ <b><u>3,725,800</u></b>

#### Estimated Expenditures

Transfer to #101 General Fund	\$ <u>3,725,800</u>	
<b>Total Estimated Expenditures</b>		\$ <b><u>3,725,800</u></b>

Projected fund Balance 2011		\$ --
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## Parks Fund (Fund 208)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Departmental Revenue	\$	829,200	
Accommodation Tax Appropriation		61,300	
Kellogg Grant		305,700	
General Fund Appropriation		<u>294,100</u>	
<b>Total Estimated Funds</b>	<b>\$</b>		<b><u>1,490,300</u></b>

#### Estimated Expenditures

Salaries		810,400	
Employee Benefits		248,000	
Direct Operating		431,900	
Transfer to Special Parks Fund	\$	<u>          --</u>	
<b>Total Estimated Expenditures</b>	<b>\$</b>		<b><u>1,490,300</u></b>

Projected Fund Balance 2011	\$		--
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## Special Parks Fund (Fund 209)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Fund	\$	8,800	
Transfer from Parks Fund		<u>-</u>	
<b>Total Estimated Funds</b>			\$ <u><u>8,800</u></u>

#### Estimated Expenditures

Reserve for Future Use	\$	<u>8,800</u>	
<b>Total Estimated Expenditures</b>			\$ <u><u>8,800</u></u>

Projected Fund Balance 2011	\$		--
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**Friend of the Court Fund (Fund 215)**

**Estimated Source of Funds and Estimated Expenditures**

**For the Year Ending December 31, 2011**

**Estimated Source of Funds**

Departmental Revenue	\$	363,000	
General Fund Appropriation		2,751,600	
Law Enforcement Fund Appropriation		<u>20,000</u>	
<b>Total Estimated Funds</b>	\$		<b><u>3,134,600</u></b>

**Estimated Expenditures**

Salaries	\$	2,071,200	
Employee Benefits		756,000	
Direct Operating		<u>307,400</u>	
<b>Total Estimated Expenditures</b>	\$		<b><u>3,134,600</u></b>
Projected Fund Balance 2011	\$		--

## Wireless Emergency Service Fund (Fund 218)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

State Grant Revenue	\$	435,000	
Other Revenues		--	
<b>Total Estimated Funds</b>			<b>\$ <u>435,000</u></b>

#### Estimated Expenditures

City of Kalamazoo	\$	142,000	
City of Portage		81,000	
Charter Township of Kalamazoo		40,000	
New Equipment 911		-	
Transfer to General Fund		100,000	
Reserve for Future Use		72,000	
<b>Total Estimated Expenditures</b>			<b>\$ <u>435,000</u></b>

Projected Fund Balance 2011	\$		1,190,000
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## Human Services – Health Division Fund (Fund 221)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Departmental Revenue	\$	3,578,000	
General Fund Appropriation		2,463,800	
Cigarette Tax		5,800	
<b>Total Estimated Funds</b>	\$		<b><u>6,047,600</u></b>

#### Estimated Expenditures

Salaries	\$	3,450,700	
Employee Benefits		1,178,200	
Direct Operating		1,418,700	
<b>Total Estimated Expenditures</b>	\$		<b><u>6,047,600</u></b>
Projected Fund Balance 2011	\$		--

## Accommodation Tax Fund (Fund 229)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Funds	\$	518,528	
Accommodation Tax		<u>1,700,000</u>	
<b>Total Estimated Funds</b>			<b>\$ <u>2,218,528</u></b>

#### Estimated Expenditures

Transfer to General Fund	\$	25,500	
Transfer to Parks		87,800	
Convention/Visitors Bureau		1,317,500	
Parks Promotion		26,000	
Fairgrounds Capital Improvements		<u>761,728</u>	
<b>Total Estimated Expenditures</b>			<b>\$ <u>2,218,528</u></b>

Projected Fund Balance 2011	\$	--
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## Register of Deeds Fund (Fund 256)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### 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		190,000	
Reserve for Future Use		<u>25,000</u>	
<b>Total Estimated Expenditures</b>			\$ <b><u>215,000</u></b>

Projected Fund Balance 2011			\$ 1,203,170
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## Local Correction Officers Training Fund (Fund 263)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

PA 124 Booking Fees	\$	75,000	
Previously Generated Funds		<u>    --</u>	
<b>Total Estimated Funds</b>			\$ <b><u>    75,000</u></b>

#### Estimated Expenditures

Correction Officers Training	\$	20,000	
Reserve for Future Use		<u>    55,000</u>	
<b>Total Estimated Expenditures</b>			\$ <b><u>    75,000</u></b>

Projected Fund Balance 2011			\$166,400
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**Law Library Fund (Fund 269)**

**Estimated Source of Funds and Estimated Expenditures**

**For the Year Ending December 31, 2011**

**Estimated Source of Funds**

Penal Fines	\$	6,500	
Transfer from General Fund		<u>43,200</u>	
<b>Total Estimated Funds</b>	\$		<b><u>49,700</u></b>

**Estimated Expenditures**

Kalamazoo Library Contract	\$	<u>49,000</u>	
<b>Total Estimated Expenditures</b>	\$		<b><u>49,700</u></b>

Projected Fund Balance 2011	\$		--
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## Social Welfare – Department of Human Services Fund (Fund 290)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

State Grants	\$	795,200	
Local Unit Contribution		135,800	
Charges for Services		<u>19,000</u>	
<b>Total Estimated Funds</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><u>950,000</u></b>
Projected Fund Balance 2011	\$		--

## Child Care Fund (Fund 292)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Non-Tax Revenues	\$ 3,580,700	
General Fund Appropriation	3,883,500	
Law Enforcement Fund Appropriation	<u>182,200</u>	
<b>Total Estimated Funds</b>		<b>\$ <u>7,646,400</u></b>

#### Estimated Expenditures

Salaries	\$ 3,457,500	
Employee Benefits	1,220,900	
Direct Operating	<u>2,968,000</u>	
<b>Total Estimated Expenditures</b>		<b>\$ <u>7,646,400</u></b>
Projected Fund Balance 2011		\$ --

**Child Care – Department of Human Services Fund (Fund 293)**

**Estimated Source of Funds and Estimated Expenditures**

**For the Year Ending December 31, 2011**

**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>	
<b>Total Estimated Funds</b>	\$		<b><u>1,057,100</u></b>

**Estimated Expenditures**

Child Care	\$	<u>1,057,100</u>	
<b>Total Estimated Expenditures</b>	\$		<b><u>1,057,100</u></b>

Projected Fund Balance 2011	\$		--
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## Veterans' Trust Fund (Fund 294)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

State Grants \$ 27,700

**Total Estimated Funds** \$ **27,700**

#### Estimated Expenditures

Health and Welfare \$ 27,700

**Total Estimated Funds** \$ **27,700**

Projected Fund Balance 2011 \$ --

**General County Public Improvement Fund (Fund 466)**

**Estimated Source of Funds and Estimated Expenditures**

**For the Year Ending December 31, 2011**

**Estimated Source of Funds**

Carryover	\$ 18,565,100	
Transfer from General Fund	7,612,900	
Investment Income	<u>185,600</u>	
<b>Total Estimated Funds</b>		<b>\$ <u>26,363,600</u></b>

**Estimated Expenditures**

Reserve for Future Use – Justice	\$ 22,633,300	
Reserve for Future Use – General	<u>3,730,300</u>	
<b>Total Estimated Funds</b>		<b>\$ <u>26,363,600</u></b>
Projected Fund Balance 2011		\$ --



## Tax Foreclosure Fund (Fund 516)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Foreclosure Fee Revenue	\$	500,000	
Interest Income		--	
Sales of Tax Property		<u>30,000</u>	
<b>Total Estimated Funds</b>	\$		<b><u>530,000</u></b>

#### Estimated Expenditures

Foreclosure Expenditures	\$	262,300	
Reserved for Future Use		92,700	
Transfer to General Fund		75,000	
Transfer to Land Bank		<u>100,000</u>	
<b>Total Estimated Funds</b>	\$		<b><u>530,000</u></b>

Projected Fund Balance 2011	\$		--
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## Airport Fund (Fund 581)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Non-Tax Revenue	\$	4,490,400	
Non-Operating Revenue		744,800	
Carryover		<u>513,500</u>	
<b>Total Estimated Funds</b>	\$		<b><u>5,748,700</u></b>

#### Estimated Expenditures

Salaries	\$	1,253,500	
Fringe Benefits		243,300	
Direct Operating		2,169,400	
Depreciation (Net Amortized Grant Funds)		899,200	
Capital		346,000	
PFC Reserve		--	
Debt Service		<u>837,300</u>	
<b>Total Estimated Funds</b>	\$		<b><u>5,748,700</u></b>

Projected Fund Balance 2011	\$		5,053,067
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**Tax Administration Fund (Fund 615)**  
**Estimated Source of Funds and Estimated Expenditures**  
**For the Year Ending December 31, 2011**

**Estimated Source of Funds**

Previously Generated Funds	\$ <u>1,800</u>	
<b>Total Estimated Funds</b>		\$ <u><u>1,800</u></u>

**Estimated Expenditures**

Reserve for Future Use	\$ <u>1,800</u>	
<b>Total Estimated Funds</b>		\$ <u><u>1,800</u></u>

Projected Fund Balance 2011	\$	--
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## Delinquent Tax Revolving Fund (Fund 620)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Tax Collection Fees/Interest	\$ 3,370,000	
Interest Income	<u>50,000</u>	
<b>Total Estimated Funds</b>		<b>\$ <u>3,420,000</u></b>

#### Estimated Expenditures

Reserved for Future Use	\$ 2,220,000	
Transfer to General Fund	<u>1,200,000</u>	
<b>Total Estimated Expenditures</b>		<b>\$ <u>3,420,000</u></b>

Projected Fund Balance 2011		\$ 17,300,356
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## Central Stores Fund (Fund 633)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Fund	\$	--	
Record Copying		140,700	
Sale – Office Supplies		1,700	
NCR Paper		15,000	
Gas Sales		377,900	
Sale – Auto Supplies		88,500	
Vehicle Services Labor		86,800	
Cell Phone Revenue		63,600	
Mailing Services		353,300	
Computer Training/Equip. Charges		<u>-</u>	
<b>Total Estimated Funds</b>			<b>\$ <u>1,127,500</u></b>

#### Estimated Expenditures

Salaries, Other	\$	88,200	
Salaries, Overtime		--	
Fringe Benefits		32,200	
Document Services Operating		151,200	
Miscellaneous Charges Operating		68,300	
Office Supplies		1,500	
Vehicle Services Operating		87,600	
Gas & Oil		370,500	
Mail Operations Operating		68,900	
Mail Operations Postage		<u>259,100</u>	
<b>Total Estimated Expenditures</b>			<b>\$ <u>1,127,500</u></b>

Projected Fund Balance 2011 \$ 80,278

## Drain Equipment Revolving Fund (Fund 639)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Funds	\$	<u>900</u>	
<b>Total Estimated Funds</b>			\$ <u><u>900</u></u>

#### Estimated Expenditures

Reserve for Future Use	\$	<u>900</u>	
<b>Total Estimated Expenditures</b>			\$ <u><u>900</u></u>

Projected Fund Balance 2011	\$		--
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## Employees' Retirement System Fund (Fund 731)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Contributions:

County	\$	1,585,100
Road Commission		--
Community Mental Health		417,400
Employees		1,400
Investment Income		<u>4,595,200</u>

**Total Estimated Funds** \$ **6,599,100**

#### Estimated Expenditures

Employee Refunds	\$	--
Pension Payments		5,724,000
Administration (1)		<u>875,100</u>

**Total Estimated Expenditures** \$ **6,599,100**

#### (1) Administration

County Administration	\$	70,000
Trustee Fees		128,400
Manager Fees		505,000
Insurance		13,700
Actuary		65,000
Audit		11,000
Due Diligence Reviews		7,000
Consulting Fees		60,000
General Administration		<u>15,000</u>
	\$	<b><u>875,100</u></b>

Projected Net Assets Held in Trust 2011 \$ 143,750,196

## Other Post-Employment Benefits Fund (Fund 736)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Employer Contributions:

County	\$ 3,344,900
Roads	329,900
Community Mental Health	480,200

Retiree Contributions:

County	440,000
Roads	65,000
Mental Health	58,000

Interest-Investment and Dividends	<u>300,000</u>
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**Total Estimated Funds** \$ **5,018,000**

#### Estimated Expenditures

Retiree Insurance-County	\$ 2,997,500
Retiree Insurance-Roads	355,100
Retiree Insurance-Mental Health	289,700
Reserve for Future Use	<u>1,375,700</u>

**Total Estimated Expenditures** \$ **5,018,000**

Projected Net Assets Held in Trust 2011 \$ 5,934,587



## Drain Fund (Fund 801)

### Estimated Source of Funds and Estimated Expenditures

For the Year Ending December 31, 2011

#### Estimated Source of Funds

Previously Generated Funds \$ 1,045,000

**Total Estimated Funds** \$ **1,045,000**

#### Estimated Expenditures

Reserve for Future Use \$ 1,045,000

**Total Estimated Funds** \$ **1,045,000**

Projected Fund Balance 2011 \$ --



**COUNTY OF KALAMAZOO**

**SUPPLEMENTAL INFORMATION**

**DETAILED REVENUES AND EXPENDITURES**

**OPERATING FUNDS**



## General Fund

### Estimated Departmental Fund Sources

For the Year Ending December 31, 2011

#### Circuit Court Administration

101-132

545.00	Drug Case Information Management	\$	2,500
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		30,000
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		75,000
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		100
635.00	Miscellaneous		1,000
656.00	Bond Forfeit & Costs		<u>40,000</u>

**Total Estimated Revenues** \$ **934,000**

#### Circuit Court Trial Division

101-134

540.00	Salary Standardization	\$	<u>183,000</u>
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**Total Estimated Revenues** \$ **183,000**

**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 Standardization \$ 320,100  
544.00 Drunk Driving Caseflow Assistance 74,000  
546.00 Drug Case Assist 5,500  
601.00 Jury Demand 2,000  
603.00 Court Costs 650,000  
605.00 Probation Oversight Fees 350,000  
606.00 Writs 300,000  
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 70,000  
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 2,000,000  
657.01 City Share Ordinance F & C 235,000

**Total Estimated Revenues** \$ **5,106,200**

**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>2,000,000</u>

**Total Estimated Revenues** \$ **2,181,700**

**Probate Court**

101-148

540.00	Salary Standardization	\$	148,000
608.10	Estate Inventory Fees		43,000
608.16	Guardianship Fees		9,000
608.45	Notary Fees		400
616.00	Certified Copies		14,000
623.01	Open Safety Deposit Box		100
635.00	Miscellaneous		<u>3,000</u>

**Total Estimated Revenues** \$ **217,500**

**Family Counseling Services**

101-166

635.00	Miscellaneous	\$	<u>25,500</u>
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**Total Estimated Revenues** \$ **25,500**

**General Fund – Departmental Fund Sources (continued)**

**Elections**

101-190

635.00	Miscellaneous	\$	3,000
635.32	Consolidated Election Reimbursement		175,000
650.11	State Election Reimbursement		<u>200,000</u>

**Total Estimated Revenues** \$ **378,000**

**County Clerk/Register of Deeds**

101-219

477.00	Pistol Permits	\$	40,000
478.00	Marriage License		9,000
600.13	MSSR Revenue		2,000
608.14	Notary Bond Filing Fees		1,200
608.17	Recording Fees		605,500
608.43	Data Processing Access Fees		50,000
608.45	Notary Fees		1,200
615.00	Notarial Certificates		200
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		535,000
638.00	Record Copying		50,000
639.00	Record Searches		<u>100</u>

**Total Estimated Revenues** \$ **1,677,200**



**General Fund – Departmental Fund Sources (continued)**

**Office of Finance**

101-223

635.00	Miscellaneous	\$	2,000
667.00	Rents		65,500
673.00	Sale of Fixed Asset		
			<u>14,000</u>

**Total Estimated Revenues** \$ 81,500

**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		40,000
680.15	Building & Grounds-Juvenile Home		30,000
680.16	Find #581 Airport - Indirect		220,000
680.26	Fund #731 Retire Sys Admin-Indirect		75,000
680.27	Fund #792 Weatherization Indirect		85,000
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		27,000
680.48	Fund #791 Emergency Needs Indirect		3,500
680.49	Fund #318 Immunization Action Indirect		11,000
680.54	Fund #782 Low Inc.Home Energy Indir		9,000
680.58	Fund #280 Area Agency Indirect		25,000
680.59	Fund #305 MI Childhood Immuniz Indir		25,000
680.64	Fund #297 Healthy Start Indirect		25,400
680.72	Fund #248 Bioterroism Indirect		18,100
680.73	Fund #342 Survey & Remonumentation		2,800
680.78	Fund #324 Childhood Lead Poisoning		5,300
680.85	Fund #232 Tax Grants Indirect		<u>1,000</u>

**Total Estimated Revenues** \$ 869,100

## General Fund – Departmental Fund Sources (continued)

### Prosecuting Attorney

101-229

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	114,200
676.00	PA 372 Cost Reimbursement	<u>15,000</u>

**Total Estimated Revenues** \$ **195,200**

### Treasurer

101-253

425.00	Payment in Lieu of Taxes	\$ 90,000
426.00	Trailer Fees	25,000
575.00	Township Liquor License	10,000
608.43	Data Process Access Fees	5,000
622.00	Tax Certificates	5,000
625.00	Tax Searches	7,000
638.00	Record Copying	200
663.01	NSF Fees	3,000
666.00	Interest on Investments & Dividends	1,100,000
696.00	Cash Over & Short	100
699.10	Transfer from Tax Revolving	1,200,000
699.14	Transfer from #229 Accommodation Tax	25,000
699.92	Transfer from #516 Tax Reversion Fund	75,000

**Total Estimated Revenues** \$ **2,545,300**

## General Fund – Departmental Fund Sources (continued)

### Drain Commissioner

101-275

608.47	Plat Review Fees	\$	1,500	
608.53	Drain Permit Fees		1,000	
635.00	Miscellaneous		<u>600</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>3,100</u></u>

### Soil Erosion & Sedimentation Control

101-282

463.00	Soil Erosion Permits	\$	24,500	
464.00	Soil Erosion Violations		<u>500</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>25,000</u></u>

### Sheriff

101-301

566.00	911 Participation	\$	32,000	
600.02	State Grant Revenue		38,500	
600.10	Donations		500	
600.94	911 Public Safety Training		3,000	
608.44	Bail/Bond Administration Fees		20,000	
616.20	Copy Fees		33,000	
622.09	DNA Fees		200	
622.11	Sex Offender Registration		300	
627.00	Police Contracting		1,563,700	
631.00	Boat Livery Inspect		200	
632.00	Care of Prisoners		650,000	
632.06	State Prisoner Reimbursement		200,000	
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 Services	1,000
635.00	Miscellaneous	2,000
635.20	State of Michigan – Training	30,000
635.30	Overtime Reimbursement	50,000
640.00	Convey Convicts	3,500
640.01	Vehicle Salvage Inspection	1,500
640.05	Extradition Restitution	1,000
640.08	Circuit Court Restitution	7,000
650.00	Meal Reimbursement	7,000
650.04	Prisoner Damage Reimbursement	300
650.05	Inmate Medical Reimbursement	15,000
650.09	Other Medical Reimbursement	12,000
652.03	Inmate Supplies Revenue	300,000
652.07	SSA Incentive Payment	800
672.00	Vehicle Auction	30,000
672.01	Public Auction	2,500
673.04	Sale of Guns and Badges	800
676.00	PA 372 Cost Reimbursement	25,000
695.00	Machine & Phone Commission	150,000
699.19	Transfer From #218 Wireless Emergency	
		<u>100,000</u>

**Total Estimated Revenues**

\$ **3,313,800**

**Animal Services & Enforcement**

101-421

480.00	Sale of Dog License	\$	420,000
480.01	License Citation Fines		4,000
592.00	Rabies Vaccination		5,000
646.00	Sale Cats & Dogs		14,000
646.01	Out County Animal Adoptions		100
646.02	In County Animal Adoptions		1,200
647.00	Microchips		10,000
659.00	Disposals		10,000
659.01	Out County Euthanasia/Disposals		4,000

## General Fund – Departmental Fund Sources (continued)

### Animal Services & Enforcement (continued)

660.00	Redemptions		7,500
660.01	Redemption Drop Fee		1,600
661.00	Board		16,000
662.00	Trap Rental		300
663.00	Fines		500
664.00	Veterinary Services		5,000
664.01	Disease Prevention		2,000
664.02	Quarantine Fees		3,000
664.03	Kennel Inspection Fees		1,000
664.04	Lateral Animal Transfer Fees		<u>1,100</u>
	<b>Total Estimated Revenues</b>		\$ <u><b>506,300</b></u>

### Emergency Management

101-426			
600.01	Federal Revenue	\$	45,500
600.64	LEPC Funds		<u>3,000</u>
	<b>Total Estimated Revenues</b>		\$ <u><b>48,500</b></u>

### HCS Administration

101-613			
485.00	Disinterments	\$	100
609.00	Certificate of Free Sale		<u>2,000</u>
	<b>Total Estimated Revenues</b>		\$ <u><b>2,100</b></u>

### Veterans' Affairs

101-614			
635.51	Flag Reimbursement	\$	5,200
635.52	Stand Down		1,000
699.18	Transfer from #294 Veterans Trust		<u>11,000</u>
	<b>Total Estimated Revenues</b>		\$ <u><b>17,200</b></u>

**Medical Examiner**

101-648

492.00	Cremation Permits	\$	11,500	
635.53	Infant Autopsy Reimbursement		<u>2,000</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>13,500</u></u>

**MSU Extension**

101-731

600.10	Donations	\$	5,500	
608.41	Workshop Fees		<u>10,500</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>16,000</u></u>

**Planning**

101-801

652.00	Sale of Maps	\$	<u>2,500</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>2,500</u></u>

	<b>Total Estimated General Fund Departmental Fund Sources</b>			\$ <u><u>18,683,900</u></u>
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**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	\$	212,700
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FRINGE BENEFITS

710.06	Fringe Benefits, Temporary	\$	21,200
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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>\$</b>	<b><u>289,800</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>



**Department: County Administration**

**Function: Legislative**

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

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

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

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

## County Administration

### Schedule of Estimated Expenditures

101-102

SALARIES

703.02	Salaries, Administrator	\$ 134,300	
704.00	Salaries, Other	<u>221,300</u>	\$ 355,600

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 129,800
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DIRECT OPERATING

730.00	Office Supplies	\$ 2,400	
807.01	Association Dues & Memberships	2,300	
849.00	Internal Communications Expense	8,800	
850.00	Communications Expense	2,800	
860.00	Travel	1,000	
931.00	Equipment Maintenance	1,000	
956.00	Employee Training	3,400	
957.55	Meal Expense	1,000	
957.57	Meeting Expense	<u>1,500</u>	\$ <u>24,200</u>

<b>Total Estimated Expenditures</b>	<b>\$ <u>509,600</u></b>
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### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
County Administrator	M11	1.0
Deputy County Administrator	M9	1.0
Office Manager	P7	1.0
Administrative Assistant	T7	1.0
Administrative Assistant/Receptionist	T7	<u>0.8</u>
<b>Total Authorized Positions</b>		<u><u>4.8</u></u>

**Department:            Legal Services**

**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	\$ 106,500	
704.00	Salaries, Other	<u>28,400</u>	\$ 134,900

#### FRINGE BENEFITS

710.00	Fringe Benefits		\$ 49,200
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#### DIRECT OPERATING

728.00	Postage	\$ 200	
732.20	Law Books/Periodicals/Research	4,000	
806.00	Legal Services	1,200	
849.00	Internal Communications Expense	1,800	
860.00	Travel	500	
956.00	Employee Training	1,200	
957.06	Litigation Exp-CIV	<u>500</u>	\$ <u>9,400</u>

<b>Total Estimated Expenditures</b>			\$ <b><u>193,500</u></b>
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### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Corporate Counsel	M9	1.0
Assistant Corporate Counsel	P11	<u>0.5</u>
<b>Total Authorized Positions</b>		<b><u>1.5</u></b>

**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 assistance and 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 assistance and 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 orders, 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 the 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 and is responsible for court's records and the plans and policies involving court's records. The Chief Court Clerk is also responsible for overseeing State Court Administrative Office required reports involving case processing and disposition. This unit 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 \$ 1,902,500

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 694,400

#### DIRECT OPERATING

727.00	Printing & Binding	\$ 38,000
728.00	Postage	65,000
729.00	Copy Charges	38,000
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	41,000
804.00	Jury Fees	178,000
804.03	Jury Expense	5,000
805.00	Witness Fees	1,000
805.01	Expert Witness Fees	15,000
805.03	Indigent Subpoena Fee	600
806.02	Appeals Attorney Appointed	28,000
806.05	Court Appointed Attorney Felony	1,055,000
806.07	Court Appointed Attorney-Support	675,000
806.09	Court Appointed Attorney-Domestic	20,000
807.03	Credit Bureau Expense	4,400
808.27	Service of Process	30,000
808.36	Interpreters	6,000
808.46	Visiting Judges	1,000
819.02	Licensing Fees	131,000
838.00	Laboratory Services	1,000
849.00	Internal Communications Expense	119,700
950.00	Communications Expense	8,100
860.00	Travel	9,000
890.00	Volunteer Services	1,000
895.01	Bank Fees	4,000

**Circuit Court Administration (continued)**

900.00	Legal Publications	5,000	
931.00	Equipment Maintenance	39,300	
931.02	Vehicle Maintenance	8,000	
941.00	Equipment Rent/Lease	22,200	
956.00	Employee Training	22,000	
956.31	Attorney Training	4,000	
957.00	Miscellaneous	4,000	
957.19	Budget Reduction	-58,000	
958.00	New Equipment	10,000	
999.96	Transfer to #240 Male Drug Court	<u>40,000</u>	\$ <u>2,660,800</u>
	<b>Total Estimated Expenditures</b>		\$ <u><b>5,257,700</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
Supervisor Coll/Reimbursement	M2	0.5
Probate Intake Specialist	P10	1.0
Dep Admin-Automation & Tech	P10	1.0
Court Services Supervisor/Deputy Chief Clerk	P9	1.0
Supervisor of Record Services MI Ave	P9	1.0
Collection Officer	P7	1.0
Probate Court Services Specialist	P7	0.5
Supervisor Court Services MI Ave	P6	1.0
Administrative Assistant	P6	1.0
Juvenile Probation Officer II	J12	1.5
Domestic Intake Specialist Level I	J12	1.5
Jury/Payroll Site Coordinator	T8	2.0
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 II	T8	6.0
Jury Services Specialist	T6	<u>1.0</u>
<b>Total Authorized Positions</b>		<b><u>44.175</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.

## Circuit Court - Family Division

### Schedule of Estimated Expenditures

101-135

**SALARIES**

703.01	Salaries, Elected	\$ 325,600	
704.00	Salaries, Other	208,800	\$ 534,400

**FRINGE BENEFITS**

710.00	Fringe Benefits		\$ 195,100
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**DIRECT OPERATING**

744.02	Cloth-Robes & Cleaning	\$ 100	
807.01	Assoc. Dues & Memberships	4,600	
808.44	Custody Hearing Service	114,700	
860.00	Travel	800	
956.00	Employee Training	2,000	\$ <u>122,200</u>

	<b>Total Estimated Expenditures</b>		<b>\$ <u>851,700</u></b>
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#### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Probate Court Judge	EO	2.0
Circuit Court Judge	EO	1.0
Referee	P13	1.0
Judicial Aide	P6	3.0
<b>Total Authorized Positions</b>		<b><u><u>7.0</u></u></b>

**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		2,447,000	
704.29	Salaries, FOP		<u>64,600</u>	\$ 2,831,700

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	1,010,000	
710.01	Non Kal Flex Fringe Benefits		<u>36,800</u>	\$ 1,046,800

#### 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		45,000	
730.17	Office Supplies – Small Equipment		30,000	
732.20	Law Books/Periodicals		10,000	
804.00	Jury Fees		37,000	
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		20,000	
808.06	Data Processing		110,000	
808.36	Interpreting Services		20,000	
849.00	Internal Communications Expense		70,000	
850.00	Communications Expense		10,000	
860.00	Travel		8,000	
895.05	Bank Card Fees		22,000	
911.00	Insurance		1,000	
931.00	Equipment Maintenance		36,000	

**District Court (continued)**

931.13	City Maintenance Fees	145,500	
940.00	Building Rental	75,000	
941.00	Equipment Rent/Lease	2,000	
956.00	Employee Training	20,000	
957.00	Miscellaneous	<u>2,500</u>	\$ <u>1,260,800</u>
<b>Total Estimated Expenditures</b>			\$ <b><u>5,139,300</u></b>

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
District Court Judge	EO	7.0
District Court Administrator	M8	1.0
District Court Services Director	M4	1.0
Deputy Court Manager	M3	2.0
Financial Services Director	M3	1.0
Attorney Magistrate III	P13	0.25
Attorney Magistrate II	P12	1.0
Probation Officer	P9	6.4
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
Operations Coordinator	T8	1.0
Swing Senior Deputy Clerk	D21	2.0
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>3.0</u>
<b>Total Authorized Positions</b>		<b><u>68.65</u></b>



## Friend of the Court

### Schedule of Estimated Expenditures

101-141

999.10 Transfer to #215 F.O.C. \$ 2,751,600

**Total Estimated Expenditures \$ 2,751,600**

## 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>353,100</u>	\$ 493,000

#### 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		5,100	
730.00	Office Supplies		8,000	
730.17	Office Supplies – Small Equipment		2,000	
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		19,000	
849.00	Internal Communications Expense		15,000	
850.00	Communications Expense		2,900	
860.00	Travel		6,100	
895.01	Bank Fees		600	
931.00	Equipment Maintenance		13,100	
931.13	City Maintenance Fees		35,000	
940.00	Building Rental		25,000	
941.00	Equipment Rent/Lease		6,000	
955.00	Contingency		5,500	

**Probate Court (continued)**

956.00	Employee Training	13,400	
957.00	Miscellaneous	<u>100</u>	\$ <u>248,900</u>
<b>Total Estimated Expenditures</b>			\$ <b><u>921,800</u></b>

**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	M1	1.0
Probate Court Services 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>8.5</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		9,000	
730.00	Office Supplies		11,500	
849.00	Internal Communications Expense		17,000	
850.00	Communications Expense		1,000	
931.00	Equipment Maintenance		4,000	
941.00	Equipment Rent/Lease		5,800	\$ <u>50,700</u>
	<b>Total Estimated Expenditures</b>			\$ <u><b>50,700</b></u>



**Department: Elections**

**Function: Elections**

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

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

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

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



**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	\$	85,800	
704.00	Salaries, Other		<u>334,800</u>	\$ 420,600

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 153,500
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	12,000	
728.00	Postage		12,000	
729.00	Copy Charges		4,200	
730.00	Office Supplies		7,600	
731.02	Microfilm Processing		1,000	
808.85	Records Conversion		5,000	
816.00	Plat Inspections		300	
849.00	Internal Communications Expense		6,900	
850.00	Communications Expense		500	
860.00	Travel		2,000	
895.01	Bank Fees		3,600	
931.00	Equipment Maintenance		3,000	
931.12	Records Preservation		5,000	
956.00	Employee Training		3,000	
957.00	Miscellaneous		500	
957.56	Redistricting Expense		10,000	\$ <u>76,600</u>

<b>Total Estimated Expenditures</b>				<b>\$ <u>650,700</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	M2	1.0
Land Documents Manager	T8	1.0
Official Document Specialist	T6	<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	\$	78,800
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	28,800
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DIRECT OPERATING

727.00	Printing & Binding	\$	200	
728.00	Postage		200	
729.00	Copy Charges		400	
730.00	Office Supplies		400	
808.00	Contractual Service		500	
849.00	Internal Communications Expense		1,000	
850.00	Communications Expense		600	
860.00	Travel		200	
956.00	Employee Training		300	
957.74	Workshop Expenses		100	\$ 3,900

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>111,500</u></b>
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### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Resource Development Director	M5	1.0
<b>Total Authorized Positions</b>		<b>1.0</b>

**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 and other Post Retirement Benefits;
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	\$	107,500	
704.00	Salaries, Other		<u>468,600</u>	\$ 576,100

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 210,300
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	5,000	
728.00	Postage		5,900	
729.00	Copy Charges		11,000	
730.00	Office Supplies		6,000	
730.17	Office Supplies – Small Equipment		2,000	
807.00	Subscriptions		2,200	
807.01	Association Dues & Memberships		1,800	
808.00	Contractual Services		12,000	
814.00	Auditing Services		109,000	
819.02	Licensing Fees		62,400	
849.00	Internal Communications Expense		10,200	
850.00	Communications Expense		3,300	
860.00	Travel		500	
931.00	Equipment Maintenance		2,000	
956.00	Employee Training		<u>5,000</u>	\$ <u>238,300</u>

<b>Total Estimated Expenditures</b>				<b>\$ <u>1,024,700</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	M6	1.0
Financial Operations Manager	M4	1.0
Senior Accountant	P10	2.0
Payroll/Retirement Systems Spec	P9	1.0
Financial Grants Coordinator	P8	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>10.7</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.



**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 card

## Human Resources

### Schedule of Estimated Expenditures

101-226

#### SALARIES

703.08	Salaries, Manager	\$	89,200	
704.00	Salaries, Other		<u>243,600</u>	\$ 332,800

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 121,500
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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		2,200	
849.00	Internal Communications Expense		6,600	
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>807,400</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	P9	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	\$	109,900	
704.00	Salaries, Other		<u>550,400</u>	\$ 660,300

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 241,000
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DIRECT OPERATING

727.00	Printing & Binding	\$	200	
728.00	Postage		800	
729.00	Copy Charges		1,200	
730.00	Office Supplies		4,000	
849.00	Internal Communications Expense		16,200	
850.00	Communications Expense		100	
860.00	Travel		6,600	
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>954,900</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>

**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 2009. 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

## **Prosecuting Attorney (continued)**

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.

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	\$	137,700	
704.00	Salaries, Other		<u>1,395,200</u>	\$ 1,532,900

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 559,500
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	17,000	
728.00	Postage		22,000	
729.00	Copy Charges		9,500	
730.00	Office Supplies		36,000	
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	Appellate & Extradition		5,500	
807.01	Association Dues & Memberships		12,000	
808.16	Appointed Prosecutor		500	
808.27	Process of Service		2,000	
819.02	Licensing Fees		15,000	
849.00	Internal Communications Expense		27,600	
850.00	Communications Expense		2,400	
860.00	Travel		10,000	
931.00	Equipment Maintenance		5,000	
941.00	Equipment Rent/Lease		6,600	
956.00	Employee Training		3,000	
957.00	Miscellaneous		4,000	
999.15	Transfer to Pros Coop Reim Grant		<u>135,000</u>	\$ <u>392,100</u>

<b>Total Estimated Expenditures</b>				<b>\$ <u>2,484,500</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
Technical Trial Assistant	T8	1.0
Senior Legal Assistant	T7	3.0
Legal Assistant II – Dist/Circuit	T7	1.0
District/Circuit Clerk	T5	0.5
Legal Secretary - Word Processing	T5	1.0
Legal Secretary – Charging Desk	T5	<u>0.5</u>
<b>Total Authorized Positions</b>		<b><u><u>23</u></u></b>

**Department: Purchasing**

**Function: General Services Administrative**

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	\$ 62,900		
704.00	Salaries, Other	<u>18,300</u>	\$	81,200

FRINGE BENEFITS

710.00	Fringe Benefits		\$	29,600
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DIRECT OPERATING

727.00	Printing & Binding	\$ 300		
728.00	Postage	1,200		
729.00	Copy Charges	1,400		
730.00	Office Supplies	800		
807.01	Association Dues & Memberships	300		
808.00	Contractual Service	2,600		
849.00	Internal Communications Expense	1,800		
860.00	Travel	500		
931.00	Equipment Maintenance	500		
956.00	Employee Training	3,900		
957.00	Miscellaneous	<u>1,100</u>	\$	<u>14,400</u>

<b>Total Estimated Expenditures</b>		<b>\$</b>	<b><u>125,200</u></b>
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### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Purchasing Manager	M4	1.0
Administrative Assistant	T7	<u>0.5</u>
<b>Total Authorized Positions</b>		<b><u>1.5</u></b>



**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;

## Treasurer (continued)

13. Sends to the State the transfer tax fees collected by Register of Deeds;
14. Collecting dog license fees;
15. Conformance and reporting responsibilities with the State for compliance with Public Act 123 of 1999;
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	\$ 85,800	
704.00	Salaries, Other	<u>312,000</u>	\$ 397,800

#### FRINGE BENEFITS

710.00	Fringe Benefits		\$ 145,200
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#### DIRECT OPERATING

727.00	Printing & Binding	\$ 3,800	
728.00	Postage	35,400	
729.00	Copy Charges	2,000	
730.00	Office Supplies	10,000	
808.00	Contractual Service	25,000	
814.00	Auditing Services	1,500	
849.00	Internal Communications Expense	9,000	
860.00	Travel	4,000	
895.01	Bank Fees	35,000	
931.00	Equipment Maintenance	1,500	
956.00	Employee Training	500	
968.01	Computer Related Acq.	<u>2,500</u>	\$ <u>130,200</u>

<b>Total Estimated Expenditures</b>	<b>\$ <u>673,200</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
Tax Adjustment Specialist	T8	1.0
Senior Audit Clerk	T8	1.0
Senior Account Clerk	T7	4.0

<b>Total Authorized Positions</b>	<b><u><u>9.0</u></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	\$	85,800	
704.00	Salaries, Other		1,010,200	
705.00	Salaries, Overtime		77,000	
706.00	Salaries, Temporary		<u>25,000</u>	\$ 1,198,000

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	428,100	
710.06	Fringe Benefits, Temporary		<u>2,500</u>	\$ 430,600

#### DIRECT OPERATING

728.00	Postage	\$	200	
729.00	Copy Charges		700	
730.00	Office Supplies		800	
731.03	Microfilm Storage		6,000	
735.00	Light Bulbs		9,000	
745.00	Gasoline & Oil		28,500	
775.00	Janitorial Supplies		42,000	
775.01	Janitorial Supplies-Jail		38,000	
775.02	Janitorial Supplies-Juvenile Home		3,300	
775.03	Janitorial Supplies-Animal Services		1,000	
808.00	Contractual Services		50,000	
808.01	Moving Expense		500	
808.17	Contractual Service-Admin Bldg		6,000	
808.19	Contractual Services-Gull Rd Ct		3,000	
808.26	Contractual Services-Jail		10,000	
808.29	Contractual Services-Lake/Lamont		4,000	
808.30	Contractual Services Michigan Ave Ct		6,000	
808.56	Consultant		14,000	
808.59	Contractual Services-Parks		6,000	
849.00	Internal Communications Expense		10,000	
850.00	Communications Expense		5,000	
860.00	Travel		3,500	
930.00	Repairs & Alterations		13,000	
930.02	Jail Washing & Painting		10,000	

**Buildings & Grounds (continued)**

930.17	Repairs & Alterations-Admin Bldg	32,000	
930.19	Repairs & Alterations-Gull Rd Cthouse	20,000	
930.26	Repairs & Alterations-Jail	40,000	
930.29	Repairs & Alterations-Lake/Lamont	8,000	
930.30	Repairs & Alterations-Mich Ave Cthous	32,000	
930.59	Repairs & Alterations-Parks	20,000	
931.00	Equipment Maintenance	68,000	
931.02	Vehicle Maintenance	27,000	
931.04	Elevator Maintenance	35,000	
931.10	Building Painting	10,000	
931.17	Equipment Maintenance-Admin Bldg	12,000	
931.19	Equipment Maintenance-Gull Road	5,000	
931.26	Equipment Maintenance-Jail	40,000	
931.29	Equipment Maintenance-Lake/Lamont	4,000	
931.30	Equipment Maintenance-Mich Ave Ct	16,000	
931.59	Equipment Maintenance-Parks	8,000	
934.00	Grounds Maintenance	18,000	
934.02	Snow Removal	12,000	
956.00	Employee Training	2,000	
957.00	Miscellaneous	1,500	
973.00	Supplies & Equipment	<u>6,000</u>	\$ <u>687,000</u>

**Total Estimated Expenditures** \$ **2,315,600**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director	M7	1.0
Assistant Director	M5	1.0
Administrative Manager	M2	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
Equipment Mechanic	S13B	0.1
Building Operator	S12A	2.0

**Buildings & Grounds (continued)**

Building Operator II	S12B	1.0
Maintenance Worker I	S10A	7.0
Maintenance Worker	S08	0.3
Custodian	S06	<u>8.5</u>
<b>Total Authorized Positions</b>		<b><u><u>31.4</u></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	\$	44,000		
852.31	Natural Gas		21,500		
853.32	Water		4,000		
852.33	Fuel Oil		<u>500</u>	\$	70,000

##### County Center Building – Fairgrounds

852.40	Electric	\$	140,000		
852.41	Natural Gas		78,000		
852.42	Water		<u>24,700</u>	\$	242,700

##### Law Enforcement

852.60	Electric	\$	165,000		
852.61	Natural Gas		97,400		
852.62	Water		25,000		
852.63	Fuel Oil		<u>500</u>	\$	287,900

##### Courthouse

852.70	Electric	\$	109,900		
852.71	Natural Gas		49,800		
852.72	Water		<u>5,000</u>	\$	164,700



**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>161,800</u>
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**Total Estimated Expenditures** \$ **1,140,700**

## Security

### Schedule of Estimated Expenditures

101-267

#### SALARIES

704.29	Salaries, FOP	\$	193,700	
705.29	FOP Overtime		<u>30,000</u>	\$ 223,700

#### FRINGE BENEFITS

710.01	Non Kal Flex Fringe Benefits			\$ 127,500
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#### DIRECT OPERATING

808.41	Security	\$	33,600	
808.50	Courthouse Security Operations		175,800	
849.00	Internal Communications Expense		200	
850.00	Communications Expense		2,600	
931.00	Equipment Maintenance		8,800	\$ <u>221,000</u>

<b>Total Estimated Expenditures</b>				<b>\$ <u>572,200</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 County Drain Commissioner's primary responsibilities are defined by the Drain Code of 1956 and other State statutes. The Commissioner's jurisdiction includes the legally described county drainage districts and storm water drainage districts in specific plats. Drainage districts, by statute, 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 each district.

The Kalamazoo County Drain Commissioner maintains approximately 225 traditional drainage districts consisting of county drains, streams and other watercourses, and approximately 140 drainage district consisting of plats with Act 433 agreements with the Drain Office. Funding for the care and maintenance of each district is accomplished through assessments to the residents and local governments associated with the districts.

The Drain Office is responsible for the implementation of the Municipal Separate Storm Sewer Systems (MS4) on behalf of both the Drain Office and the County General as mandated by the Michigan Department of Natural Resources and Environment. The Drain Office provides technical assistance to units of government and individuals with regard to storm water and drainage issues, sets lake levels (when petitioned), 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	\$	55,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	20,100
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DIRECT OPERATING

727.00	Printing & Binding	\$	300
728.00	Postage		600
729.00	Copy Charges		500
730.00	Office Supplies		500
806.00	Legal Services		400
808.08	Engineering Consultants		400
849.00	Internal Communications Expense		1,500
850.00	Communications Expense		100
860.00	Travel		2,500
956.00	Employee Training		800
957.00	Miscellaneous		800
			8,400

<b>Total Estimated Expenditures</b>	\$	<b><u>83,500</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	0.5

<b>Total Authorized Positions</b>	<b><u>1.5</u></b>
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**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, ORV and Snowmobile Laws; 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	\$	101,000	
704.00	Salaries, Others		143,400	
704.28	Salaries, Command		769,000	
704.29	Salaries, FOP		6,935,600	
705.00	Salaries, Overtime		1,500	
705.28	Overtime, Command		8,000	
705.29	Overtime, FOP		637,000	
706.00	Salaries, Temporary		<u>6,900</u>	\$ 8,602,400

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	91,000	
710.01	Non Kal Flex Fringe Benefits		4,759,200	
710.06	Fringe Benefits, Temporary		<u>700</u>	\$ 4,850,900

#### DIRECT OPERATING

727.00	Printing & Binding	\$	10,300	
728.00	Postage		4,500	
729.00	Copy Charges		28,000	
730.00	Office Supplies		21,000	
730.03	Rehab/Physical Training Supplies		500	
730.04	Rehabilitation Program Sundries		500	
730.08	Subpoena mail – Design		3,000	
730.17	Office Supplies – Small Equipment		4,000	
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		120,800	
746.00	Photographic Supplies		7,000	
746.01	Photographic Equipment		2,000	
762.00	Inmate Supplies		187,900	
775.00	Janitorial Supplies		5,500	



**Sheriff (continued)**

800.00	Investigations	4,500	
801.06	Interview Screening	25,500	
802.01	Medical Expense	272,400	
802.04	Inmate Hospitalization	78,400	
802.05	Prisoner Housing Costs	179,000	
802.06	Other Agency Arrestee Medical	50,000	
802.07	Mental Health – Contract Services	75,000	
802.08	Mental Health - Hospitalization	20,000	
802.09	Mental Health – All Other Expenses	5,000	
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	
849.00	Internal Communications Expense	72,000	
850.00	Communications Expense	8,000	
860.00	Travel	1,000	
860.01	Travel – Extradition	77,400	
930.00	Repairs & Alterations	1,900	
931.00	Equipment Maintenance	51,000	
931.02	Vehicle Maintenance	136,900	
931.03	Photo Equipment Maintenance	2,000	
931.05	Radio Maintenance	47,500	
941.00	Equipment Rent/Lease	7,000	
956.00	Employee Training	8,400	
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>2,920,300</u>
	<b>Total Estimated Expenditures</b>		\$ <b><u>16,373,600</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	0.8
Polygraph Examiner	F23	1.0
Lab Sergeant	F23	1.0
Detective/Sergeant	F22	7.0
Sergeant	F22	15.0
Nurse	F20	4.0
Deputy Corrections Officer II	F19	55.0
Corrections Officer I	F17	7.0
Crime Lab Specialist	F17	1.0
Chief Cook	F17	1.0
Account Clerk II	F16A	1.0
Dispatcher	F16B	4.0
Clerk Typist II	F13	9.5
Cook	F10	4.0
Control Center Operator	F09	5.0
Laundry Service Worker	SO6	<u>1.0</u>
<b>Total Authorized Positions</b>		<b><u>128.3</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	\$ 71,900	
704.00	Salaries, Others	215,400	
705.00	Salaries, Overtime	<u>3,000</u>	\$ 290,300

#### FRINGE BENEFITS

710.00	Fringe Benefits		\$ 105,900
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#### DIRECT OPERATING

727.00	Printing & Binding	\$ 13,000	
728.00	Postage	24,000	
729.00	Copy Charges	1,000	
730.00	Office Supplies	3,800	
740.00	Provisions	30,000	
744.00	Uniform Allowance	2,200	
745.00	Gasoline & Oil	18,600	
775.00	Janitorial Supplies	2,500	
808.21	Systems Maintenance	4,000	
809.00	Dog License Collection Fees	11,800	
809.01	Dog Licenses	2,200	
818.00	Lab Specimens	1,500	
822.00	Doggie in the Window	800	
831.00	Veterinary Services	5,800	
849.00	Internal Communications Expense	11,000	
850.00	Communications Expense	3,800	
895.01	Bank Fees	2,600	
931.00	Equipment Maintenance	1,800	
931.02	Vehicle Maintenance	8,000	
956.00	Employee Training	2,000	
957.00	Miscellaneous	500	
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>563,800</u></b>
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## Animal Services & Enforcement (continued)

### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director	M5	1.0
Senior Administrative Assistant	P7	1.0
Radio Dispatcher	T6	1.0
Customer Service Specialist I	T6	2.0
Animal Ser & Enforcement Officer II	S15	0.5
Kennel Technician II	S10A	0.75
Kennel Technician I	S09	<u>1.5</u>
<b>Total Authorized Positions</b>		<b><u><u>7.75</u></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	\$ 83,500	
704.29	Salaries, FOP	<u>19,400</u>	\$ 102,900

FRINGE BENEFITS

710.01	Non Kal Flex Fringe Benefits		\$ 58,700
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DIRECT OPERATING

727.00	Printing & Binding	\$ 500	
728.00	Postage	900	
729.00	Copy Charges	1,500	
730.00	Office Supplies	3,200	
745.00	Gasoline & Oil	6,500	
801.00	Subscriptions/Memberships	900	
834.00	Kalamazoo County LEPC	3,000	
849.00	Internal Communications Expense	4,600	
850.00	Communications Expense	2,900	
860.00	Travel	2,000	
931.00	Equipment Maintenance	6,000	
931.02	Vehicle Maintenance	4,100	
931.09	Trailer Maintenance	1,500	
941.00	Equipment Rent/Lease	7,400	
955.00	Contingency	2,000	
956.00	Employee Training	4,000	
958.00	New Equipment	<u>10,000</u>	\$ <u>61,000</u>

<b>Total Estimated Expenditures</b>	<b>\$ <u>222,600</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>
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**General County Public Improvement  
Schedule of Estimated Expenditures**

101-444

DIRECT OPERATING

958.02	New Equipment Circuit Court	\$ 46,000
958.03	New Equipment District Court	19,500
958.05	New Equipment Probate Court	12,000
958.09	New Equipment Juvenile Home	3,500
958.10	New Equipment Building & Grounds	74,500
958.13	New Equipment HCS	16,200
958.15	Parks, Cold Brook Upgrades	37,600
958.16	Markin Glen Improvements	10,000
958.17	Scotts Mill Improvements	10,000
958.18	New Equipment Parks	17,000
958.19	New Equipment Sheriff	54,000
958.20	New Equipment AS&E	24,900
958.60	B & G Flooring Fund	20,000
958.87	New Equipment Emer Management	18,300
962.08	Security Capital	8,000
962.37	Parks, River Oaks Improvements	10,000
962.44	Parks, Prairie View Improvements	15,500
963.45	B & G Major Repair/Maintenance	250,000
963.72	Furniture Fund	55,000
970.75	Circuit Court Software	48,000
999.46	Transfer to #466 GCPI	<u>7,451,100</u>

**Total Estimated Expenditures**

**\$ 8,201,100**



## At Large Drains

### Schedule of Estimated Expenditures

101-445

DIRECT OPERATING

969.00 Appropriation \$ 24,200

**Total Estimated Expenditures** \$ **24,200**

**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, four public health divisions, the Community Action Agency (CAA), and the Area Agency on Aging (AAA)/Veterans Department. The department has approximately 250 employees.

## Health & Community Services Administration

### Schedule of Estimated Expenditures

101-613

#### SALARIES

703.06	Salary, Director	\$	105,100	
704.00	Salaries, Other		<u>589,100</u>	\$ 694,200

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 253,400
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	3,000	
728.00	Postage		1,500	
729.00	Copy Charges		8,000	
730.00	Office Supplies		10,000	
732.00	Educational Materials		1,000	
740.02	Bottled Water		6,800	
807.00	Subscriptions		200	
807.01	Association Dues & Memberships		2,000	
849.00	Internal Communications Expense		15,000	
850.00	Communications Expense		3,000	
860.00	Travel		6,000	
901.00	Advertising		1,000	
940.00	Building Rental		36,000	
956.00	Employee Training		7,000	
957.00	Miscellaneous		3,500	
968.01	Computer Related Acquisitions		1,000	
999.11	Transfer #221 Health		2,463,800	
999.33	Transfer to #221 Cigarette Tax		<u>5,800</u>	\$ <u>2,574,600</u>

<b>Total Estimated Expenditures</b>				<b>\$ <u>3,522,200</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	M6	1.0
Financial Systems Supervisor	P10	1.0
Operations Manager	P9	.550
Senior Financial Analyst	P8	4.0
Admin Assistant/Contract Admin	P7	1.0
Purchasing Coordinator	T7	1.0
Administrative Assistant	T6	1.0
Administrative Assistant/Receptionist	T6	<u>1.125</u>
<b>Total Authorized Positions</b>		<b><u>12.675</u></b>

**Department: Veterans' Office**

**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 American Legion. 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' Office

### Schedule of Estimated Expenditures

101-614

SALARIES

704.00	Salaries, Other	\$	87,400
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	31,900
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DIRECT OPERATING

728.00	Postage	\$	600	
729.00	Copy Charges		400	
730.00	Office Supplies		1,900	
807.01	Association Dues & Memberships		100	
849.00	Internal Communications Expense		2,600	
860.00	Travel		200	
901.00	Advertising		600	
940.00	Building Rental		13,100	
956.00	Employee Training		1,900	
957.00	Miscellaneous		5,000	
957.52	Stand Down		1,000	
968.01	Computer Related Acq.		<u>500</u>	\$ <u>27,900</u>
<b>Total Estimated Expenditures</b>				<b>\$ <u>147,200</u></b>

### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director of Veterans' Services	P9	1.0
Veterans Service Specialist	T7	<u>1.0</u>
<b>Total Authorized Positions</b>		<b><u>2.0</u></b>

**Department:            Medical Examiner**

**Function:                Health**

Effective September 1, 2010 the duties for the Kalamazoo County Medical Examiner's Office will be performed under a subcontract by Edward E. Sparrow Hospital, Forensic Pathology, Lansing, Michigan for all services and staffing.

The Medical Examiner's Office consists of a Chief Medical Examiner, Deputy Medical Examiners and Medical Examiner Investigators. The Medical Examiner's Office investigates all cases of sudden, unexpected violent and accidental death, as well as deaths which occur without medical attendance. The Medical Examiner's Office investigations include the cooperation of various public service agencies. When required, autopsies and medical studies are performed by the subcontractor's forensic pathologists in Lansing.

## Medical Examiner

### Schedule of Estimated Expenditures

101-648

#### SALARIES

703.06	Salary, Director	\$	16,300	
704.00	Salaries, Other		38,700	
706.02	Temp Salaries, Lay Investigators		<u>37,000</u>	\$ 92,000

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	20,100	
710.06	Fringe Benefits, Temporary		<u>3,700</u>	\$ 23,800

#### DIRECT OPERATING

728.00	Postage		600	
729.00	Copy Charges		600	
730.00	Office Supplies		1,500	
745.00	Gasoline & Oil		200	
747.00	Morgue Supplies		3,500	
808.00	Contractual Services		45,000	
808.21	Systems Maintenance		3,600	
835.00	Autopsies		190,000	
836.00	Deputy Examiners		20,000	
837.00	Body Transport		45,000	
838.00	Laboratory Services		15,100	
849.00	Internal Communications Expense		2,200	
850.00	Communications Expense		4,500	
860.00	Travel		7,000	
931.02	Vehicle Maintenance		500	
940.00	Building Rental		6,200	
956.00	Employee Training		6,000	
968.01	Comp Related Acquisitions		<u>400</u>	\$ <u>351,900</u>

<b>Total Estimated Expenditures</b>				<b>\$ <u>467,700</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><u>1.5</u></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>697,300</u>	\$ <u>2,315,300</u>
	<b>Total Estimated Expenditures</b>		<b>\$ <u>2,315,300</u></b>

## Child Care Probate

### Schedule of Estimated Expenditures

101-662

999.17      Transfer to #292 Child Care Probate      \$    3,883,500

**Total Estimated Expenditures      \$    3,883,500**

**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>		\$ <b><u>631,100</u></b>

**Services to Seniors**  
**Schedule of Estimated Expenditures**

101-672

DIRECT OPERATING

999.34	Transfer to #280 AAA	\$ <u>100,000</u>
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<b>Total Estimated Expenditures</b>		<b>\$ <u>100,000</u></b>
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**Department: Veterans' Burial**

**Function: Health and Welfare**

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



## Veterans' Burial

### Schedule of Estimated Expenditures

101-681

DIRECT OPERATING

833.00	Burial Expenses	\$	<u>96,000</u>
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	<b>Total Estimated Expenditures</b>	\$	<b><u>96,000</u></b>
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**Department:                Soldiers and Sailors Relief**

**Function:                    Health and Welfare**

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

**Soldiers and 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><u>9,800</u></u></b>
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# Parks Appropriations

## Schedule of Estimated Expenditures

101-691

999.06      Transfer to #208 Parks      \$ 294,100

**Total Estimated Expenditures      \$ 294,100**

**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.

## **MSU Extension (continued)**

### **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.

### **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	\$	143,800
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	52,500
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DIRECT OPERATING

727.00	Printing & Binding	\$	2,200	
728.00	Postage		5,100	
729.00	Copy Charges		10,900	
730.00	Office Supplies		9,600	
849.00	Internal Communications Expense		16,100	
850.00	Communications Expense		2,500	
860.00	Travel		15,200	
931.00	Equipment Maintenance		500	
940.00	Building Rental		52,900	
941.00	Equipment Rent/Lease		2,100	
956.00	Employee Training		<u>7,000</u>	\$ <u>124,100</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>320,400</u></b>
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### 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	T5	<u>1.50</u>
<b>Total Authorized Positions</b>		<b><u>4.0</u></b>

**Law Library Appropriation**  
**Schedule of Estimated Expenditures**

101-740

DIRECT OPERATING

999.14	Transfer to #269 Law Library	\$ <u>43,200</u>
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<b>Total Estimated Expenditures</b>		<b>\$ <u>43,200</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)**

**Schedule of Estimated Expenditures**

101-801

SALARIES

703.06	Salary, Director	\$	76,000	
704.00	Salaries, Other		<u>19,300</u>	\$ 95,300

FRINGE BENEFITS

710.00	Fringe Benefits			\$ 34,800
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DIRECT OPERATING

727.00	Printing & Binding	\$	300	
728.00	Postage		1,300	
729.00	Copy Charges		1,400	
730.00	Office Supplies		1,000	
808.00	Contractual Service		4,200	
808.21	Systems Maintenance		3,100	
849.00	Internal Communications Expense		1,200	
850.00	Communications Expense		600	
860.00	Travel		700	
931.00	Equipment Maintenance		100	
956.00	Employee Training		2,400	
957.00	Miscellaneous		<u>100</u>	\$ <u>16,400</u>

**Total Estimated Expenditures** \$ **146,500**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Planning Director	M6	1.0
GIS Coordinator	P8	<u>0.5</u>
<b>Total Authorized Positions</b>		<b><u>1.5</u></b>

**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 2011, the budget is focused on the following four major areas:

1. *Civic and Public Education* – The primary purpose of the \$10,000 budgeted in 2011 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 2011 budget contains \$10,000 for ongoing work on the strategic planning process initiated by previous Boards and Administration.
3. *Management Development* - \$10,000 is budgeted in 2011 to provide countywide management training.
4. *Management Audit* – \$15,000 is budgeted in 2011 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		10,000	
957.70	Management Audit		15,000	
957.72	Civic & Public Education		10,000	\$ <u>45,000</u>
	<b>Total Estimated Expenditures</b>			\$ <u><b>45,000</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.



## Contingencies

### Schedule of Estimated Expenditures

101-941

DIRECT OPERATING

955.00	Contingencies	\$	200,000	
955.01	Disaster Contingency		<u>500</u>	\$ <u>200,500</u>
	<b>Total Estimated Expenditures</b>			\$ <b><u>200,500</u></b>

**Department: Reserves**

**Function: Other**

The 2011 Budget contains funding totaling \$261,200 identified as RESERVES. The funding is being set aside to allow the Board of Commissioners to possibly address critical needs in the community which have been identified in the past 18 to 36 months, or which may be identified during the budget period.

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.

## Reserves

### Schedule of Estimated Expenditures

101-943

DIRECT OPERATING

897.00	Reserves	\$	<u>261,200</u>
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<b>Total Estimated Expenditures</b>		\$	<b><u>261,200</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>905,000</u>
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	<b>Total Estimated Expenditures</b>	\$	<u><b>905,000</b></u>
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	<b>Total General Fund Expenditures</b>	\$	<u><b>67,466,700</b></u>
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## **LAW ENFORCEMENT FUND**





**Department: Law Enforcement Fund**

**Function: Law Enforcement**

On May 4, 2010 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 May, 4, 2010, which was 68.7 percent.

## Law Enforcement

### Estimated Departmental Fund Sources

104-130	Non-Departmental			
402.01	Carryover	\$	100,000	
403.00	Property Tax Real & Personal		10,967,300	
407.00	Del Real Property Taxes		680,100	
417.00	Del Personal Property Taxes		12,200	
666.00	Int-Invest & Dividend		<u>60,000</u>	\$ 11,819,600
104-229	Prosecuting Attorney			
650.06	K-Vet Reimbursement	\$	<u>70,000</u>	
	<b>Total Estimated Revenues</b>	\$		<b><u>11,889,600</u></b>

## Circuit Court – Trial Division

### Schedule of Estimated Expenditures

104-134

SALARIES

704.00	Salaries, Other	\$	295,100
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FRINGE BENEFITS

710.06	Fringe Benefits, Temp	\$	107,700
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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>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>526,500</u></b>
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### 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	T8	<u>1.0</u>

<b>Total Authorized Positions</b>	<b><u><u>7.0</u></u></b>
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**Circuit Court – Family Division**  
**Schedule of Estimated Expenditures**

104-135

SALARIES

704.00	Salaries, Other	\$	443,300
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	161,800
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DIRECT OPERATING

808.00	Contractual Services	\$	10,000	
999.17	Transfer to #292 Child Care		<u>182,200</u>	\$ <u>192,200</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>797,300</u></b>
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**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Intake Supervisor	M5	0.5
Field Services/Drug Court Supervisor	M5	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 \$ 334,400

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 122,100

#### DIRECT OPERATING

955.06 Court Storage \$ 22,500

**Total Estimated Expenditures \$ 479,000**

### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Deputy Court Manager	M3	1.0
Probation Officer	P9	2.6
Lein-Terminal Agency Coordinator	D21	1.0
Senior Deputy Clerk Lein	D16	2.0
Senior Deputy Clerk	D15	1.0
Probation Assistant	D15	1.0
<b>Total Authorized Positions</b>		<b><u>8.6</u></b>

**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 \$ 1,335,800

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 487,600

#### DIRECT OPERATING

728.00	Postage	\$	1,000	
729.00	Copy Charges		500	
730.00	Office Supplies		3,000	
805.00	Witness Fees		5,200	
849.00	Internal Communications Expense		18,000	
850.00	Communications Expense		2,000	
931.00	Equipment Maintenance		600	
941.00	Equipment Rent/Lease		3,000	
955.06	Court Storage		6,500	
956.00	Employee Training		7,200	
963.31	Pros/Info Systems Legal Research		<u>28,400</u>	\$ <u>75,400</u>

**Total Estimated Expenditures \$ 1,898,800**

**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	3.5
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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**Animal Services & Enforcement**  
**Schedule of Estimated Expenditures**

104-421

SALARIES

704.00	Salaries, Other	\$ 241,700	
705.00	Salaries, Overtime	<u>24,000</u>	\$ 265,700

FRINGE BENEFITS

710.00	Fringe Benefits		\$ 97,000
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DIRECT OPERATING

730.12	Officer Supplies	\$ 3,500	
850.00	Communications Expense	3,000	
931.00	Equipment Maintenance	3,000	
956.00	Employee Training	<u>3,500</u>	\$ <u>13,000</u>

<b>Total Estimated Expenditures</b>		<b>\$ <u>375,700</u></b>
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**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Animal Ser & Enforcement Officer II	S15	5.5
Kennel Technician II	S10A	0.5
Kennel Technician I	S09	0.25
Customer Service Specialist I	T6	1.0
<b>Total Authorized Positions</b>		<b><u><u>7.25</u></u></b>

## Capital Improvements

### Schedule of Estimated Expenditures

104-444

DIRECT OPERATING

958.19	New Equipment Sheriff	\$	119,600
958.20	New Equipment AS & E		30,400
	<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>	\$	<u><b>50,000</b></u>
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## Reserves

### Schedule of Estimated Expenditures

104-943

DIRECT OPERATING

897.00	Reserves	\$	<u>0</u>
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	<b>Total Estimated Expenditures</b>	\$	<u><u>0</u></u>
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	<b>Total Law Enforcement Expenditures</b>	\$	<u><u>11,889,600</u></u>
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## **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

### Estimated Departmental Fund Sources

#### Administration/Support

208-000

600.54	Trail Endowment	\$	9,000	
699.01	Transfer from #101 General Fund		294,100	
699.14	Transfer from #229 Accom Tax		<u>61,300</u>	
	Total Estimated Revenues			\$ <u><b>364,400</b></u>

#### Markin Glen

208-001

600.51	Park Foundation Endowment	\$	24,000	
649.00	Campsites		55,000	
649.02	Firewood Sales		1,200	
649.05	Group Camping		2,000	
654.02	Admissions		34,000	
669.07	House Rental		11,500	
670.01	Picnic Reservations		<u>4,500</u>	
	Total Estimated Revenues			\$ <u><b>132,200</b></u>

#### Scotts Mill

208-002

645.00	Agricultural Lease	\$	700	
654.02	Admissions		6,500	
669.07	House Rental		6,500	
670.01	Picnic Reservations		<u>2,000</u>	
	Total Estimated Revenues			\$ <u><b>15,700</b></u>

## Parks and Recreation (continued)

### Cold Brook

208-003

649.00	Campsites	\$	54,000
649.02	Firewood Sales		3,000
654.02	Admissions		63,500
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	\$	56,000
669.05	Boat Rentals		500
670.01	Picnic Reservations		<u>5,000</u>

**Total Estimated Revenues** \$ **61,500**

### River Oaks

208-005

654.02	Admissions	\$	12,000
654.03	Softball		1,100
658.00	Athletic Field Rental		61,000
670.01	Picnic Reservations		<u>2,200</u>

**Total Estimated Revenues** \$ **76,300**

## Parks and Recreation (continued)

### Fairgrounds

208-006

608.08	Service Fees	\$	20,000	
649.06	Fairgrounds Camping		34,000	
655.01	Fair Charges		37,000	
655.04	Fairground Concessions		1,500	
658.02	Flea Market Revenue		14,000	
669.02	Storage		2,500	
669.03	Rentals, Fairgrounds		241,500	
699.14	Transfer from #229 Accom Tax		<u>26,500</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>377,000</u></u>

### KRV Trails

208-007

600.54	Trail Endowment	\$	<u>33,300</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>33,300</u></u>

### KRV Trailway Programming

208-008

600.24	Kellogg Grant	\$	<u>305,700</u>	
	<b>Total Estimated Revenues</b>			\$ <u><u>305,700</u></u>

**Total Estimated Parks and Recreation Revenue** \$ 1,490,300

## Administration/Support

### Schedule of Estimated Expenditures

208-000

#### SALARIES

703.06	Salary, Director	\$	81,600	
704.00	Salaries, Others		186,400	
705.00	Salaries, Overtime		3,000	
706.00	Salaries, Temporary		<u>16,000</u>	\$ 287,000

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	98,900	
710.06	Fringe Benefits Temporary		<u>1,600</u>	\$ 100,500

#### DIRECT OPERATING

727.00	Printing & Binding	\$	5,500	
728.00	Postage		1,800	
729.00	Copy Charges		2,200	
730.00	Office Supplies		3,100	
745.00	Gasoline & Oil		13,300	
776.00	Ground Supplies		1,500	
811.00	Laundry		900	
849.00	Internal Communications Expense		4,800	
850.00	Communications Expense		2,100	
895.01	Bank Fees		700	
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		500	
941.00	Equipment Rent/Lease		2,000	
956.00	Employee Training		2,000	
957.00	Miscellaneous		2,000	
961.00	Park Accessories		<u>4,500</u>	\$ <u>81,100</u>

**Total Estimated Expenditures** \$ **468,600**

**Parks and Recreation Administration/Support (continued)**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Director – Parks	M6	1.0
Parks Operation Manager	P8	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	\$ 31,000	
705.00	Overtime	2,300	
706.00	Salaries, Temporary	<u>39,300</u>	\$ 72,600

FRINGE BENEFITS

710.00	Fringe Benefits	\$ 12,200	
710.06	Fringe Benefits, Temporary	<u>3,900</u>	\$ 16,100

DIRECT OPERATING

743.00	Clothing & Bedding	\$ 300	
745.00	Gasoline & Oil	5,600	
776.00	Grounds Supplies	5,000	
811.00	Laundry	400	
850.00	Communications Expense	800	
931.00	Equipment Maintenance	2,100	
931.14	Campground Maintenance	1,000	
931.15	Rental House Maintenance	500	
934.03	Refuse Disposal	1,400	
953.40	Lease Payments	<u>200</u>	\$ <u>17,300</u>

**Total Estimated Expenditures** \$ **106,000**

#### 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>		<u><u><b>.90</b></u></u>

## Scotts Mill Park

### Schedule of Estimated Expenditures

208-002

#### SALARIES

706.00	Salaries, Temporary		\$	8,500
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#### FRINGE BENEFITS

710.06	Fringe Benefits, Temporary		\$	800
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#### DIRECT OPERATING

745.00	Gasoline & Oil	\$	1,200	
776.00	Grounds Supplies		1,500	
931.00	Equipment Maintenance		500	
931.15	Rental House Maintenance		500	
934.03	Refuse Disposal		<u>500</u>	\$ <u>4,200</u>

<b>Total Estimated Expenditures</b>				\$ <u><b>13,500</b></u>
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## Cold Brook Park

### Schedule of Estimated Expenditures

208-003

#### SALARIES

704.00	Salaries, Other	\$ 33,000	
705.00	Overtime	2,500	
706.00	Salaries, Temporary	<u>39,300</u>	\$ 74,800

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$ 13,000	
710.06	Fringe Benefits, Temporary	<u>3,900</u>	\$ 16,900

#### DIRECT OPERATING

743.00	Clothing & Bedding	\$ 300	
745.00	Gas & Oil	6,700	
776.00	Grounds Supplies	5,800	
811.00	Laundry	300	
850.00	Communications Expense	800	
931.00	Equipment Maintenance	1,000	
931.14	Campground Maintenance	2,000	
934.03	Refuse Disposal	1,600	
957.41	Disc Golf	500	
961.00	Parks Accessories	<u>400</u>	\$ <u>19,400</u>

**Total Estimated Expenditures** \$ **111,100**

#### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Park Manager	S14A	<u>1.0</u>
<b>Total Authorized Positions</b>		<u><u><b>1.0</b></u></u>







## KRV Trail

### Schedule of Estimated Expenditures

208-007

SALARIES

704.00	Salaries, Other	\$ 3,400		
705.00	Salaries, Overtime	200		
706.00	Salaries, Temporary	<u>11,700</u>	\$	15,300

FRINGE BENEFITS

710.00	Fringe Benefits	\$ 1,300		
710.06	Fringe Benefits, Temporary	<u>1,200</u>	\$	2,500

DIRECT OPERATING

745.00	Gas & Oil	\$ 3,500		
776.00	Grounds Supplies	4,000		
930.00	Repairs & Alterations	6,000		
931.00	Equipment Maintenance	<u>2,000</u>	\$	<u>15,500</u>

<b>Total Estimated Expenditures</b>		\$	<b><u>33,300</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>

**KRV Trailway Programming**  
**Schedule of Estimated Expenditures**

208-008

SALARIES

704.00	Salaries, Other	\$	77,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	28,300
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DIRECT OPERATING

728.00	Postage	\$	3,000	
729.00	Copy Charges		4,000	
730.00	Office Supplies		2,500	
737.00	Program Expenses		70,000	
808.00	Contractual Service		74,000	
850.00	Communications Expense		3,000	
860.00	Travel		5,000	
940.00	Building Rental		6,400	
956.00	Employee Training		5,000	
958.00	New Equipment		10,000	
997.00	Indirect Costs		<u>17,000</u>	\$ <u>199,900</u>

<b>Total Estimated Expenditures</b>	\$	<b><u>305,700</u></b>
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<b>Total Park Expenditures</b>	\$	<b><u>1,490,300</u></b>
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**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Trailway Program Coordinator	P8	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	\$	292,000
608.30	Judgment Fees-Child		11,000
608.32	Judgment Fees-Evaluation		60,000
699.01	Transfer from #101 General Fund		2,751,600
699.04	Transfer from #104 Law Enforcement		<u>20,000</u>

**Total Estimated Revenue**

**\$ 3,134,600**

## Friend of the Court

### Schedule of Estimated Expenditures

215-141

#### SALARIES

704.00 Salaries, Other \$ 2,071,200

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 756,000

#### DIRECT OPERATING

760.10	Operating Supplies	\$ 85,000	
807.03	Credit Bureau/Lein Expense	3,600	
808.00	Contractual Services	4,800	
808.06	Data Processing	40,000	
849.00	Internal Communications Expense	46,800	
850.00	Communications Expense	1,500	
860.00	Travel	5,000	
931.00	Equipment Maintenance	3,000	
941.00	Equipment Rent/Lease	6,200	
952.00	Family Counseling	100,000	
956.00	Employee Training	10,000	
957.00	Miscellaneous	<u>1,500</u>	\$ <u>307,400</u>

**Total Estimated Expenditures** \$ **3,134,600**

**Total Friend of the Court Expenditures** \$ **3,134,600**

**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
Assistant Director	M4	1.0
Referee	P13	2.0
Staff Atty/Supp & Modification Caseworker	P12	1.0
Family Counseling Supervisor	P12	1.0
Enforcement 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	P7	1.0
Payment Services Supervisor	P7	1.0
Administrative Assistant	T8	1.0
Court Secretary	T7	1.0
Domestic Caseflow Coordinator	T6	1.0
Daily Flow Specialist	T6	1.0
Senior Legal Assistant	T6	3.0
State Liaison	T6	2.0
Interstate Auditor	T6	2.0
Dom/Med Caseflow Specialist	T6	2.0
Senior Legal Assistant	T6	4.0
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	<u>1.0</u>
<b>Total Authorized Positions</b>		<b><u><u>49.0</u></u></b>

**HEALTH AND COMMUNITY SERVICES FUND**



**Department: Health and 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

699.01	Transfer from #101 General Fund	2,463,800
699.12	Transfer from #101 Cigarette Tax	<u>5,800</u>

**Total Estimated Revenues** \$ **2,469,600**

**Dental Program**

221-204

551.00	2 <sup>nd</sup> Party Reimbursement	\$ 13,000
555.00	1 <sup>st</sup> Party Reimbursement	125,000
556.00	3 <sup>rd</sup> Party Reimbursement	5,000
594.02	Medicaid	400,000
600.20	Medicaid CB Reimbursement	<u>340,000</u>

**Total Estimated Revenues** \$ **883,000**

**Laboratory**

221-206

555.00	1 <sup>st</sup> Party Reimbursement	\$ 5,900
556.02	Commercial Insurance	1,700
556.05	HMO	40,000
587.03	Bacterial Water Sample	52,000
587.06	Partial Chemical Water Sample	37,600
587.07	Surface Water Sample	17,600
588.02	Pool Water Testing	61,200



**Health & Community Services Fund (continued)**

**Laboratory (continued)**

594.02	Medicaid	18,900	
600.02	State Grant Revenue	201,300	
608.08	Service Fees	<u>20,000</u>	
<b>Total Estimated Revenues</b>			<b>\$ <u>456,200</u></b>

**Vision and Hearing**

221-208

594.02	Medicaid	\$ 10,200	
600.02	State Grant Revenue	81,100	
637.01	School Hearing	11,700	
637.02	School Vision	14,700	
637.05	Veterans Hearing	<u>400</u>	
<b>Total Estimated Revenues</b>			<b>\$ <u>118,100</u></b>

**Hazardous Waste Program**

221-217

470.01	Waste Hauler Licensing Fees	\$ 3,000	
583.00	Contract Revenue	153,100	
600.10	Donations	1,600	
608.08	Service Fees	4,000	
608.39	Service Fees-Electronic	5,000	
608.41	Workshop Fees	5,000	
635.23	Recycling	2,500	
662.01	Equipment Rental	<u>800</u>	
<b>Total Estimated Revenues</b>			<b>\$ <u>175,000</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		500	
557.00	Medicare		1,000	
558.02	1 <sup>st</sup> – 2 <sup>nd</sup> Party Vaccine		65,000	
561.00	Foreign Travel Reimbursement		45,000	
594.02	Medicaid		5,800	
600.02	State Grant Revenue		209,000	
600.20	Medicaid CB Reimbursement		8,000	
600.41	MCH		<u>90,500</u>	
	<b>Total Estimated Revenues</b>			\$ <u><b>468,300</b></u>

### Disease Surveillance

221-226

556.05	HMO	\$	600	
558.00	Clinic Mantoux		13,500	
559.00	TB Outpatient		100	
594.02	Medicaid		100	
600.02	State Grant Revenue		197,600	
600.03	Local Grant Revenue		100	
635.15	OSHA Reimbursement		<u>7,900</u>	
	<b>Total Estimated Revenues</b>			\$ <u><b>219,900</b></u>

**Health & Community Services Fund (continued)**

**STD**

221-227

555.00	1 <sup>st</sup> Party Reimbursement	\$	11,400
556.02	3 <sup>rd</sup> Party – Commercial		1,000
556.05	HMO		16,000
594.02	Medicaid		3,400
600.02	State Grant Revenue		218,300
600.20	Medicaid CB Reimbursement		<u>9,000</u>

**Total Estimated Revenues** \$ **259,100**

**Environmental Administration**

221-501

638.00	Record Copying	\$	<u>200</u>
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**Total Estimated Revenues** \$ **200**

**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		4,000
453.00	Food Service & Handling Permit		245,000
453.01	Food Service Plan Review		16,800
454.00	Food Temp. Permits		18,000
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
464.00	Body Art Inspections		1,000
583.27	Contracted Lead Service Fees		3,000
588.00	Swim Pool Inspection		6,500

## Health & Community Services Fund (continued)

588.01	Adult & Child E.H. Evaluations	10,000
588.02	DHS-Adult & Child E.H. Evaluations	5,000
588.03	Pool/Spa Fees	23,000
600.02	State Grant Revenue	279,800
608.41	Workshop Fees	10,000
608.50	Food Admin Fees	<u>3,000</u>

**Total Estimated Revenues** \$ **640,400**

## EH-Land, Water & Wastewater Division

221-503

482.00	Septic Tank Permits	\$ 44,400
482.01	Public Septic Permits	1,100
483.00	Septic Tank Install Permit	7,600
486.00	Well Permits	25,400
486.01	Public Well Permits	1,600
486.02	Non-Community Water	30,900
491.00	Property Modification Fee	1,500
586.00	Subdivision Plats	1,200
587.00	Well & Septic Evaluation	14,200
587.02	Water Sample Collection	400
587.04	Drinking Water Monitoring	7,200
587.08	Nontransient NCW System	4,800
588.02	DHS-Adult & Child E.H. Evaluation	2,000
600.02	State Grant Revenue	213,300
608.04	Appeals Fees	400
608.41	Workshop Fees	800
608.55	Lab Handling Fees	<u>1,000</u>

**Total Estimated Revenues** \$ **357,800**

**Total Estimated Health Revenues** \$ **6,047,600**

## Health – Administration

### Schedule of Estimated Expenditures

221-201

#### SALARIES

703.06	Salary, Director	\$	130,200	
704.00	Salaries, Other		<u>101,700</u>	\$ 231,900

#### FRINGE BENEFITS

710.00	Fringe Benefits			\$ 84,600
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#### DIRECT OPERATING

728.00	Postage	\$	1,000	
729.00	Copy Charges		2,000	
730.00	Office Supplies		2,000	
807.01	Association Dues & Memberships		6,500	
808.00	Contractual Services		26,000	
49.00	Internal Communications Expense		3,000	
850.00	Communications Expense		1,000	
860.00	Travel		3,000	
895.01	Bank Fees		4,000	
895.02	Service Fees		2,000	
911.00	Insurance		2,100	
911.07	Liability Insurance		8,000	
940.00	Building Rental		7,000	
956.00	Employee Training		3,000	
957.20	Regional EPI Coordinator Expenses		3,000	
968.01	Computer Related Acquisitions		2,000	
999.73	Transfer to #304 Nurse Family Partner		100,000	\$ <u>175,600</u>

<b>Total Estimated Expenditures</b>				<b>\$ <u>492,100</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		\$	44,800
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#### FRINGE BENEFITS

710.00	Fringe Benefits		\$	16,400
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	1,000	
728.00	Postage		200	
729.00	Copy Charges		400	
730.00	Office Supplies		500	
732.00	Educational Materials		500	
849.00	Internal Communications Expense		900	
860.00	Travel		1,000	
940.00	Building Rental		2,800	
956.00	Employee Training		1,000	
957.74	Workshop Expenses		<u>2,000</u>	\$ <u>10,300</u>

<b>Total Estimated Expenditures</b>				\$ <u><u>71,500</u></u>
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## Dental Program

### Schedule of Estimated Expenditures

221-204

#### SALARIES

704.00	Salaries, Other	\$	385,500	
706.00	Salaries, Temporary		<u>299,200</u>	\$ 684,700

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	140,700	
710.06	Fringe Benefits, Temporary		<u>29,900</u>	\$ 170,600

#### DIRECT OPERATING

727.00	Printing & Binding	\$	1,000	
728.00	Postage		1,600	
729.00	Copy Charges		7,000	
730.00	Office Supplies		9,000	
732.00	Educational Materials		500	
744.00	Uniform Allowance		2,000	
745.00	Gas & Oil		5,500	
760.00	Medical Supplies		132,000	
807.01	Association Dues & Memberships		2,000	
808.00	Contractual Service		28,000	
819.02	Licensing Fees		500	
838.00	Laboratory Services		10,000	
849.00	Internal Communications Expense		7,800	
850.00	Communications Expense		2,000	
860.00	Travel		1,500	
895.02	Service Fees		6,500	
901.00	Advertising		300	
911.00	Insurance		10,000	
911.07	Liability Insurance		700	
931.00	Equipment Maintenance		6,500	
932.00	Vehicle Maintenance		6,000	
940.00	Building Rental		35,500	
956.00	Employee Training		7,000	
957.00	Miscellaneous		200	
968.01	Computer Related Acquisitions		<u>2,500</u>	\$ <u>285,600</u>

**Total Estimated Expenditures** \$ **1,140,900**



**Health - Dental (continued)**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor	P9	1.0
Dental Hygienist	P8	1.6
Dental Claims Analyst	T6	1.0
Office Coordinator	T5	1.0
Dental Assistant	T5	4.5
Secretary II	T5	<u>2.0</u>
<b>Total Authorized Positions</b>		<b><u><u>11.1</u></u></b>

## Laboratory

### Schedule of Estimated Expenditures

221-206

#### SALARIES

704.00 Salaries, Others \$ 299,300

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 109,200

#### 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		500	
760.09	Lab Supplies		155,300	
807.01	Association Dues & Memberships		500	
819.02	Licensing Fees		3,500	
820.00	Proficiency Testing		1,500	
849.00	Internal Communications Expense		8,200	
850.00	Communications Expense		400	
860.00	Travel		1,500	
930.00	Repairs & Alterations		4,500	
931.00	Equipment Maintenance		15,300	
940.00	Building Rental		63,800	
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>267,800</u>

**Total Estimated Expenditures** \$ **676,300**

**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	\$	93,800
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	34,200
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DIRECT OPERATING

728.00	Postage	\$	2,300	
729.00	Copy Charges		1,300	
730.00	Office Supplies		1,200	
732.00	Educational Materials		500	
760.00	Medical Supplies		100	
849.00	Internal Communications Expense		1,700	
860.00	Travel		2,000	
901.00	Advertising		100	
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>\$</b>	<b><u>147,400</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>

## Hazardous Waste Program

### Schedule of Estimated Expenditures

221-217

#### SALARIES

704.00	Salaries, Others	\$	136,000	
706.00	Salaries, Temporary		<u>8,300</u>	\$ 144,300

#### FRINGE BENEFITS

710.00	Kal Flex Fringe Benefits	\$	49,900	
710.06	Fringe Benefits, Temporary		<u>800</u>	\$ 50,700

#### DIRECT OPERATING

728.00	Postage	\$	400	
729.00	Copy Charges		900	
730.00	Office Supplies		1,300	
730.05	Consumable Supplies		3,800	
730.06	Consumables-Electronics		3,500	
732.00	Educational Materials		1,500	
740.02	Bottled Water		200	
807.00	Subscriptions		100	
807.01	Association Dues & Memberships		200	
808.00	Contractual Services		73,500	
808.88	Contractual-Electronics		20,000	
849.00	Internal Communications Expense		2,100	
850.00	Communications Expense		600	
852.00	Utilities		4,300	
860.00	Travel		2,500	
860.03	Transportation		3,500	
901.00	Advertising		7,500	
930.01	Building Maintenance		5,000	
931.00	Equipment Maintenance		2,400	
934.03	Refuse Disposal		1,400	
956.00	Employee Training		2,500	
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>155,200</u>

**Total Estimated Expenditures** \$ **350,200**

## 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	T7	<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 \$ 306,300

FRINGE BENEFITS

710.00 Fringe Benefits \$ 111,800

DIRECT OPERATING

728.00	Postage	\$ 200	
729.00	Copy Charges	200	
730.00	Office Supplies	2,800	
732.00	Educational Materials	300	
807.01	Association Dues & Memberships	100	
849.00	Internal Communications Expense	9,400	
850.00	Communications Expense	800	
860.00	Travel	1,300	
865.00	Incentives	400	
901.00	Advertising	500	
940.00	Building Rental	17,700	
956.00	Employee Training	3,000	
957.00	Miscellaneous	300	
968.01	Computer Related Acquisitions	<u>300</u>	\$ <u>37,300</u>

**Total Estimated Expenditures \$ 455,400**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Manager	M5	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	\$	60,500
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	22,100
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DIRECT OPERATING

728.00	Postage	\$	100	
729.00	Copy Charges		300	
730.00	Office Supplies		600	
732.00	Educational Materials		100	
849.00	Internal Communications Expense		1,200	
850.00	Communications Expense		800	
860.00	Travel		800	
901.00	Advertising		100	
940.00	Building Rental		2,700	
956.00	Employee Training		1,000	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisitions		100	\$ <u>7,900</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>90,500</u></b>
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#### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Manager	M4	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	\$	97,800
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	35,700
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DIRECT OPERATING

728.00	Postage	\$	100
729.00	Copy Charges		200
730.00	Office Supplies		1,000
732.00	Educational Materials		100
849.00	Internal Communications Expense		1,800
850.00	Communications Expense		200
860.00	Travel		400
940.00	Building Rental		5,100
956.00	Employee Training		1,000
957.00	Miscellaneous		100
968.01	Computer Related Acquisition		<u>200</u>
		\$	<u>10,200</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>143,700</u></b>
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#### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Manager	M4	1.0
Administrative Assistant/Web Designer	T6	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	\$	132,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	48,200
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DIRECT OPERATING

728.00	Postage	\$	400
729.00	Copy Charges		2,500
730.00	Office Supplies		3,000
730.05	Consumable Supplies		500
732.00	Educational Materials		300
760.00	Medical Supplies		7,000
760.01	General Medications		88,000
849.00	Internal Communications Expense		5,700
860.00	Travel		100
931.00	Equipment Maintenance		200
940.00	Building Rental		23,300
956.00	Employee Training		1,000
957.00	Miscellaneous		100
968.01	Computer Related Acquisitions		<u>1,200</u>
		\$	<u>133,300</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>313,500</u></b>
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#### Authorized Positions

<u>Position Title</u>	Pay Grade	<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 \$ 245,100

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 89,500

#### DIRECT OPERATING

728.00	Postage	\$	1,200	
729.00	Copy Charges		1,200	
730.00	Office Supplies		3,800	
730.05	Consumable Supplies		100	
732.00	Educational Materials		200	
760.00	Medical Supplies		2,000	
760.01	General Medications		10,500	
807.00	Subscriptions		200	
807.01	Association Dues & Memberships		200	
808.00	Contractual Services		3,000	
849.00	Internal Communications Expense		6,100	
850.00	Communications Expense		100	
860.00	Travel		1,600	
865.01	TB Incentives		100	
940.00	Building Rental		17,800	
956.00	Employee Training		3,000	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisition		<u>500</u>	\$ <u>51,700</u>

**Total Estimated Expenditures** \$ **386,300**

**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	T6	<u>1.0</u>
<b>Total Authorized Positions</b>		<b><u>4.7</u></b>

**S.T.D.**

**Schedule of Estimated Expenditures**

221-227

SALARIES

704.00	Salaries, Other	\$	171,000
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	62,400
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DIRECT OPERATING

728.00	Postage	\$	1,000
729.00	Copy Charges		2,100
730.00	Office Supplies		6,200
730.05	Consumable Supplies		200
732.00	Educational Materials		700
760.00	Medical Supplies		6,000
849.00	Internal Communications Expense		7,700
850.00	Communications Expense		300
860.00	Travel		800
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>53,600</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>287,000</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	T10	1.0
Secretary II	T6	<u>.50</u>
<b>Total Authorized Positions</b>		<b><u><u>3.5</u></u></b>

## HIV Counseling & Testing

### Schedule of Estimated Expenditures

221-301

SALARIES

704.00	Salaries, Other	\$	47,400
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	17,300
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DIRECT OPERATING

728.00	Postage	\$	300	
729.00	Copy Charges		600	
730.00	Office Supplies		1,900	
732.00	Educational Materials		400	
760.00	Medical Supplies		1,800	
849.00	Internal Communications Expense		1,700	
850.00	Communications Expense		300	
860.00	Travel		1,000	
940.00	Building Rental		4,400	
956.00	Employee Training		1,000	
957.00	Miscellaneous		100	
968.01	Computer Related Acquisitions		100	\$ <u>13,600</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>78,300</u></b>
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#### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Counselor/Educator-HIV	P8	1.0
<b>Total Authorized Positions</b>		<b>1.0</b>

**Environmental Administration**  
**Schedule of Estimated Expenditures**

221-501

SALARIES

704.00 Salaries \$ 183,800

FRINGE BENEFITS

710.00 Fringe Benefits \$ 67,100

DIRECT OPERATING

728.00	Postage	\$ 200	
729.00	Copy Charges	500	
730.00	Office Supplies	8,000	
807.00	Subscriptions	500	
807.01	Association Dues & Memberships	200	
808.00	Contractual Service	300	
849.00	Internal Communications Expense	6,200	
850.00	Communications Expense	1,500	
860.00	Travel	2,000	
940.00	Building Rental	9,800	
956.00	Employee Training	2,500	
957.00	Miscellaneous	300	
968.01	Computer Related Acquisitions	<u>600</u>	\$ <u>32,600</u>

**Total Estimated Expenditures** \$ **283,500**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Bureau Director-EH & Lab Services	M5	1.0
Administrative Assistant	T6	<u>3.0</u>
<b>Total Authorized Positions</b>		<b><u>4.0</u></b>

## EH - Food Safety & Facilities Division

### Schedule of Estimated Expenditures

221-502

#### SALARIES

704.00 Salaries \$ 400,500

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 146,200

#### DIRECT OPERATING

728.00	Postage	\$	3,000	
729.00	Copy Charges		2,500	
730.00	Office Supplies		2,100	
760.13	Program Supplies		1,500	
807.01	Association Dues & Memberships		100	
808.00	Contractual Service		7,500	
849.00	Internal Communications Expense		6,200	
850.00	Communications Expense		1,900	
860.00	Travel		19,000	
931.00	Equipment Maintenance		1,000	
940.00	Building Rental		16,700	
956.00	Employee Training		6,000	
957.00	Miscellaneous		200	
957.74	Workshop Expenses		6,600	
968.01	Computer Related Acquisitions		<u>2,000</u>	\$ <u>76,300</u>

**Total Estimated Expenditures \$ 623,000**



**EH-Food Safety and Facilities Division (continued)**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Supervisor - EH Planned	P10	1.0
Senior Environmental Health Specialist	P8	3.0
Shelter Environment Health Specialist	P8	1.0
Environmental Health Specialist	P7	<u>3.0</u>
<b>Total Authorized Positions</b>		<b><u>8.0</u></b>

## EH – Land, Water & Wastewater Division

### Schedule of Estimated Expenditures

221-503

#### SALARIES

704.00	Salaries		\$	307,500
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#### FRINGE BENEFITS

710.00	Fringe Benefits		\$	112,200
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#### DIRECT OPERATING

727.00	Printing & Binding	\$	400	
728.00	Postage		2,500	
729.00	Copy Charges		1,100	
730.00	Office Supplies		900	
732.00	Educational Materials		400	
760.13	Program Supplies		2,200	
807.01	Association Dues & Memberships		500	
808.00	Contractual Service		400	
818.00	Lab Specimens		16,000	
849.00	Internal Communications Expense		5,100	
850.00	Communications Expense		1,700	
860.00	Travel		27,000	
931.00	Equipment Maintenance		1,300	
940.00	Building Rental		14,800	
956.00	Employee Training		8,000	
957.00	Miscellaneous		400	
957.74	Workshop Expenses		600	
968.01	Computer Related Acquisitions		<u>5,000</u>	\$ <u>88,300</u>

<b>Total Estimated Expenditures</b>		\$	<b><u>508,000</u></b>
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<b>Total Health Estimated Expenditures</b>		\$	<b><u>6,047,600</u></b>
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**EH-Land, Water and Wastewater Division (continued)**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Program Supervisor - EH Demand	P10	1.0
Senior Environmental Health Specialist	P8	4.0
Environmental Health Specialist	P7	<u>1.0</u>
<b>Total Authorized Positions</b>		<b><u><u>6.00</u></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	\$	3,399,700
622.03	Administration & Probate Service Fees		1,000
685.00	USDA Food Program		83,000
685.01	Parent Reimbursements		33,000
685.02	Other Counties		64,000
699.01	Transfer from #101 General Fund		3,883,500
699.04	Transfer from #104 Law Enforcement		<u>182,200</u>

**Total Estimated Revenues** \$ **7,646,400**

**Total Estimated Child Care Revenues** \$ **7,646,400**



## Juvenile Home

### Schedules of Estimated Expenditures

292-662

#### SALARIES

704.00	Salaries, Other	\$	1,836,300	
705.00	Salaries, Overtime		150,000	
706.00	Salaries, Temporary		<u>155,000</u>	\$ 2,141,300

#### FRINGE BENEFITS

710.00	Fringe Benefits	\$	725,000	
710.06	Fringe Benefits, Temporary		<u>15,500</u>	\$ 740,500

#### DIRECT OPERATING

720.00	Physical Exams	\$	5,000	
727.00	Printing & Binding		600	
728.00	Postage		3,000	
729.00	Copy Charges		4,000	
730.00	Office Supplies		11,500	
732.01	Periodicals & Books		200	
739.00	Recreation Program		6,200	
740.00	Provisions		150,000	
741.00	Kitchen Supplies		20,000	
743.00	Clothing & Bedding		10,000	
744.03	Uniforms & Accessories		2,500	
745.00	Gasoline & Oil		4,000	
760.00	Medical Supplies		25,000	
760.04	Hygiene Supplies		10,000	
777.00	Household Supplies		5,000	
808.00	Contractual Services		17,700	
808.07	Evaluation		2,500	
849.00	Internal Communications Expense		18,900	
850.00	Communications Expense		1,100	
852.90	Juvenile Home-Electric		176,000	
852.91	Juvenile Home-Natural Gas		84,000	
852.92	Juvenile Home-Water		6,000	
860.00	Travel		2,000	
930.01	Building Maintenance		30,000	

**Child Care – Juvenile Home (continued)**

931.00	Equipment Maintenance	5,000	
931.01	Office Equipment Maintenance	3,200	
931.02	Vehicle Maintenance	6,000	
941.00	Equipment Rent/Lease	5,700	
956.00	Employee Training	14,000	
957.05	Miscellaneous Non-Reimbursement	1,500	
957.38	Rehabilitation Programs	6,500	
973.00	Supplies & Equipment	<u>6,500</u>	\$ <u>643,600</u>
<b>Total Estimated Expenditures</b>			<b>\$ <u>3,525,400</u></b>

**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	2.0
Youth Specialist (Part-time)	A15	9.15
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>
<b>Total Authorized Positions</b>		<b><u>50.65</u></b>

## In Home Care

### Schedules of Estimated Expenditures

292-664

#### SALARIES

704.00 Salaries, Other \$ 266,900

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 97,400

#### DIRECT OPERATING

729.00	Copy Charges	\$ 1,000	
730.00	Office Supplies	500	
850.00	Communications Expense	2,100	
860.00	Travel	10,900	
956.00	Employee Training	<u>200</u>	\$ <u>14,700</u>

**Total Estimated Expenditures \$ 379,000**

### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor Coll/Reimb	M2	.25
Senior Account Specialist	T8	.25
Court Services Specialist	T8	1.0
Juvenile Probation Officer II	J12	<u>4.0</u>
<b>Total Authorized Positions</b>		<b><u>5.5</u></b>

## Foster Home

### Schedules of Estimated Expenditures

292-665

#### DIRECT OPERATING

743.00	Clothing & Bedding	\$	4,000	
743.01	Clothing Other		9,000	
801.02	Services, Health		200	
801.03	Services, Mental		100	
844.01	Foster Care-Private		600,000	
844.02	Foster Care		25,000	
844.04	Foster Care Intensive		22,000	
844.05	Training Foster Parents		1,000	
844.07	Foster Care Agency		75,000	
844.08	State Ward Charge Back		1,070,000	
844.09	FC Recruitment & Retention		2,000	
957.05	Miscellaneous Non-reimbursable		2,000	
957.24	Personal Allowance – Homes		2,000	
957.28	Incidental Expense		5,000	
999.19	Transfer to #293 Child Care FIA		<u>10,000</u>	\$ <u>1,827,300</u>
	<b>Total Estimated Expenditures</b>			\$ <u><b>1,827,300</b></u>

## In Home Detention

### Schedules of Estimated Expenditures

292-666

#### SALARIES

704.00 Salaries, Other \$ 54,700

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 20,000

#### DIRECT OPERATING

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

**Total Estimated Expenditures** \$ **78,700**

#### 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

### Schedules of Estimated Expenditures

292-667

#### SALARIES

704.00 Salaries, Other \$ 25,700

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 9,400

#### DIRECT OPERATING

969.14 Appropriation to K/RESA \$ 185,000

**Total Estimated Expenditures \$ 220,100**

### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Cook	A11	<u>1.0</u>
<b>Total Authorized Positions</b>		<b><u>1.0</u></b>

## Day Treatment Program

### Schedules of Estimated Expenditures

292-668

#### SALARIES

704.00 Salaries \$ 430,400

#### FRINGE BENEFITS

710.00 Fringe Benefits \$ 157,100

#### 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		37,500	
745.00	Gas & Oil		1,000	
808.00	Contractual Services		8,000	
832.00	Vocational Supplies & Training		1,000	
842.00	Literacy Development		200	
843.00	School Supplies		100	
849.00	Internal Communications Expense		9,500	
850.00	Communications Expense		2,100	
852.90	Electric		15,000	
852.91	Natural Gas		21,600	
852.92	Water		600	
860.00	Travel		5,000	
930.01	Building Maintenance		3,000	
931.02	Vehicle Maintenance		1,500	
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>115,700</u>

**Total Estimated Expenditures** \$ **703,200**

**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	1.0
<b>Total Authorized Positions</b>		<b><u>8.0</u></b>



## Juvenile Drug Court

### Schedules of Estimated Expenditures

292-669

SALARIES

704.00	Salaries, Other	\$	157,600
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	57,500
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DIRECT OPERATING

729.00	Copy Charges	\$	200	
730.00	Office Supplies		800	
801.08	Urine Screening		4,000	
808.00	Contractual Service		80,700	
808.07	Evaluation		11,000	
850.00	Communications Expense		600	
860.00	Travel		3,900	
860.04	Bus Tokens		200	
865.00	Incentives		1,000	
956.00	Employee Training		<u>1,500</u>	\$ <u>103,900</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>319,000</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	M5	.50
Family Intervention Mediator II	J12	<u>2.0</u>
<b>Total Authorized Positions</b>		<b><u>2.6625</u></b>

**Restitution/Community Service**  
**Schedules of Estimated Expenditures**

292-671

**SALARIES**

704.00 Salaries, Other \$ 106,200

**FRINGE BENEFITS**

710.00 Fringe Benefits \$ 38,800

**DIRECT OPERATING**

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

**Total Estimated Expenditures \$ 146,400**

**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Administrator of Family Services	M6	.1625
Supervisor-Intake	M5	.25
Supervisor Coll/Reimb	M2	.25
Senior Account Specialist	T8	.25
Juvenile Probation Officer II	J12	1.0
<b>Total Authorized Positions</b>		<b>1.9125</b>

**Intake Assessment & Evaluation**  
**Schedules of Estimated Expenditures**

292-672

SALARIES

704.00	Salaries, Other	\$	225,800
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FRINGE BENEFITS

710.00	Fringe Benefits	\$	82,400
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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	\$ <u>9,300</u>

<b>Total Estimated Expenditures</b>	<b>\$</b>	<b><u>317,500</u></b>
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**Authorized Positions**

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Supervisor-Intake	M5	.25
Juvenile Probation Officer II	J12	4.0
<b>Total Authorized Positions</b>		<b>4.25</b>

# CASA

## Schedules of Estimated Expenditures

292-673

### SALARIES

704.00	Salaries, Other		\$	60,000
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### FRINGE BENEFITS

710.00	Fringe Benefits		\$	17,800
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### DIRECT OPERATING

729.00	Copy Charges	\$	500	
730.00	Office Supplies		600	
860.00	Travel		700	
890.00	Volunteer Services		500	
956.00	Employee Training		<u>800</u>	\$ <u>3,100</u>

<b>Total Estimated Expenditures</b>				\$ <u><b>69,800</b></u>
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### Authorized Positions

<u>Position Title</u>	<u>Pay Grade</u>	<u>FTE</u>
Juvenile Probation Officer II	J12	<u>1.0</u>
<b>Total Authorized Positions</b>		<u><b>1.0</b></u>

**C-Waivers In Home Care**  
**Schedules of Estimated Expenditures**

292-674

DIRECT OPERATING

808.00	Contractual Service	\$ <u>60,000</u>
	<b>Total Estimated Expenditures</b>	<b>\$ <u>60,000</u></b>
	<b>Total Child Care Expenditures</b>	<b>\$ <u>7,646,400</u></b>