



**COUNTY OF SULLIVAN**  
**2016 TENTATIVE BUDGET**

*Executive Summary*

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## SULLIVAN COUNTY MANAGER'S OFFICE

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October 21, 2015

Sullivan County Legislature  
100 North Street  
P.O. Box 5012  
Monticello, NY 12701

Dear Honorable Members of the Sullivan County Legislature:

I am pleased to present to you the 2016 Sullivan County Tentative Budget.

The 2016 Tentative Budget is a fiscally responsible proposal in that the tax levy increase is less than what is allowed under the New York State tax cap law. Under this proposed budget, and in conjunction with our accepted Government Efficiency Plan, all STAR eligible homeowners will receive a check from New York State equal to their increase in County taxes. This budget maintains vital services that are needed in the community and is achieved in a fiscally responsible manner as evidenced by maintaining our fund balance levels at a level recommended by rating agencies and by our own Fund Balance Policy.

Significant changes in the recommended 2016 Budget include increased funding for surface treating of roads, an update to the Sullivan County 2020 Plan, improvements to the Fire Training Center, a Salary Study, a D&H Canal Rewatering Feasibility Study, a Parks Master Plan, a contract for Agricultural Business Retention and Expansion, a Transportation Director, and increased internal capacity at the Department of Family Services.

I hope you find that the 2016 Budget is presented in a new format which is more readable and transparent than what you have been presented with in the past. I would like to sincerely thank the staff in the County Manager's Office and the Management and Budget Office for their work in crafting the budget. My staff and I look forward to working with you during your review of the Tentative Budget over the course of the next two months.

Respectfully Submitted,



Joshua Potosek, MBA  
County Manager  
County of Sullivan

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# **2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY**

## **SULLIVAN COUNTY LEGISLATURE**

### **SCOTT B. SAMUELSON - CHAIR**

District 1	<b>Scott B. Samuelson</b>
District 2	<b>Kathleen LaBuda</b>
District 3	<b>Kathleen Kitty M. Vetter</b>
District 4	<b>Jonathan Rouis</b>
District 5	<b>Cindy Kurpil Gieger</b>
District 6	<b>Cora Edwards</b>
District 7	<b>Gene Benson</b>
District 8	<b>Ira Steingart</b>
District 9	<b>Alan J. Sorensen</b>

**2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY**

**CHAIRS OF STANDING COMMITTEES OF COUNTY  
LEGISLATURE**

<b>SCOTT B. SAMUELSON</b>	<b>Executive Committee</b>
<b>IRA STEINGART</b>	<b>Community and Economic Development Committee</b>
<b>KATHY LABUDA</b>	<b>Capital Planning &amp; Budgeting Committee</b>
<b>KITTY M. VETTER</b>	<b>Government Services Committee</b>
<b>CINDY KURPIL GIEGER</b>	<b>Health &amp; Family Services</b>
<b>JONATHAN ROUIS</b>	<b>Management and Budget Committee</b>
<b>CORA EDWARDS</b>	<b>Public Safety and Law Enforcement Committee</b>
<b>KATHY LABUDA</b>	<b>Public Works Committee</b>
<b>ALAN J. SORENSEN</b>	<b>Planning, Environmental Management and Real Property Committee</b>
<b>IRA STEINGART</b>	<b>Personnel Committee</b>
<b>GENE BENSON</b>	<b>Veterans Service Committee</b>
<b>CINDY KURPIL GIEGER</b>	<b>Agriculture and Sustainability Policy Committee</b>

# **2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY**

## **SULLIVAN COUNTY ELECTED OFFICIALS**

<b>Nancy Buck</b>	<b>County Treasurer</b>
<b>Daniel L. Briggs</b>	<b>County Clerk</b>
<b>James R. Farrell</b>	<b>District Attorney</b>
<b>Michael A. Schiff</b>	<b>Sheriff</b>
<b>Patrick Harrison</b>	<b>Coroner</b>
<b>Michael J. Speer</b>	<b>Coroner</b>
<b>Alan Kesten</b>	<b>Coroner</b>
<b>Elton Harris</b>	<b>Coroner</b>



# Executive Summary

## Introduction

The Sullivan County Operating Budget document (“Budget”) is meant to provide a roadmap for the delivery of services by Sullivan County departments and organizations for the upcoming fiscal year. The development of the Budget provides elected officials, administrators, department heads, and staff with the opportunity to assess current County operations, review relevant data, evaluate available resources and determine how to maintain and improve the delivery of services to the public that we serve.

This document has been designed to provide its reader with a better understanding of County government operations, the issues that County officials are currently facing (and how they are addressing those issues), and how decisions for the County are made. We strive to make this document user friendly in order to ensure our citizens the opportunity to become educated on matters pertaining to their local government.

## Background

Sullivan County is a 968 square mile rural county in New York State located approximately 90 miles northwest of New York City in the Catskill Mountains. Its western border is shared with Pennsylvania and is marked by the Delaware River. Neighboring counties include Delaware County to the north, Ulster County to the east and Orange County to the south. In addition to the Delaware River, notable features include the Catskill Park in the northeast, the Shawangunk Ridge and Bashakill Wetlands in the southeast, and farmland in the western and northwestern portion of the County.

Historically, the two major economic sectors in Sullivan County have been tourism and agriculture. Unfortunately, both of these sectors have struggled in recent times. However, recently there has been renewed interest in both arenas, as the concept of buying locally produced foods has surged in popularity and agritourism has become a popular recreational option. Gradually we are seeing an increase once again in people vacationing in the Catskills, and the announcement that Sullivan County will be hosting one of three class III gaming facilities in New York State at the site of the former Concord Hotel has raised its profile once again as a prime location for vacationers.

As of the 2010 U.S. Census Sullivan County has a full time population of 77,547. This number is estimated to triple during the summer season, when the County experiences an influx of second homeowners and vacationers. The median household income was \$48,089 from 2009-2013, and 18.2% of the population was estimated to live below the poverty level for the same period. There were a total of 49,304 housing units in the County and the homeownership rate was 65.3%.

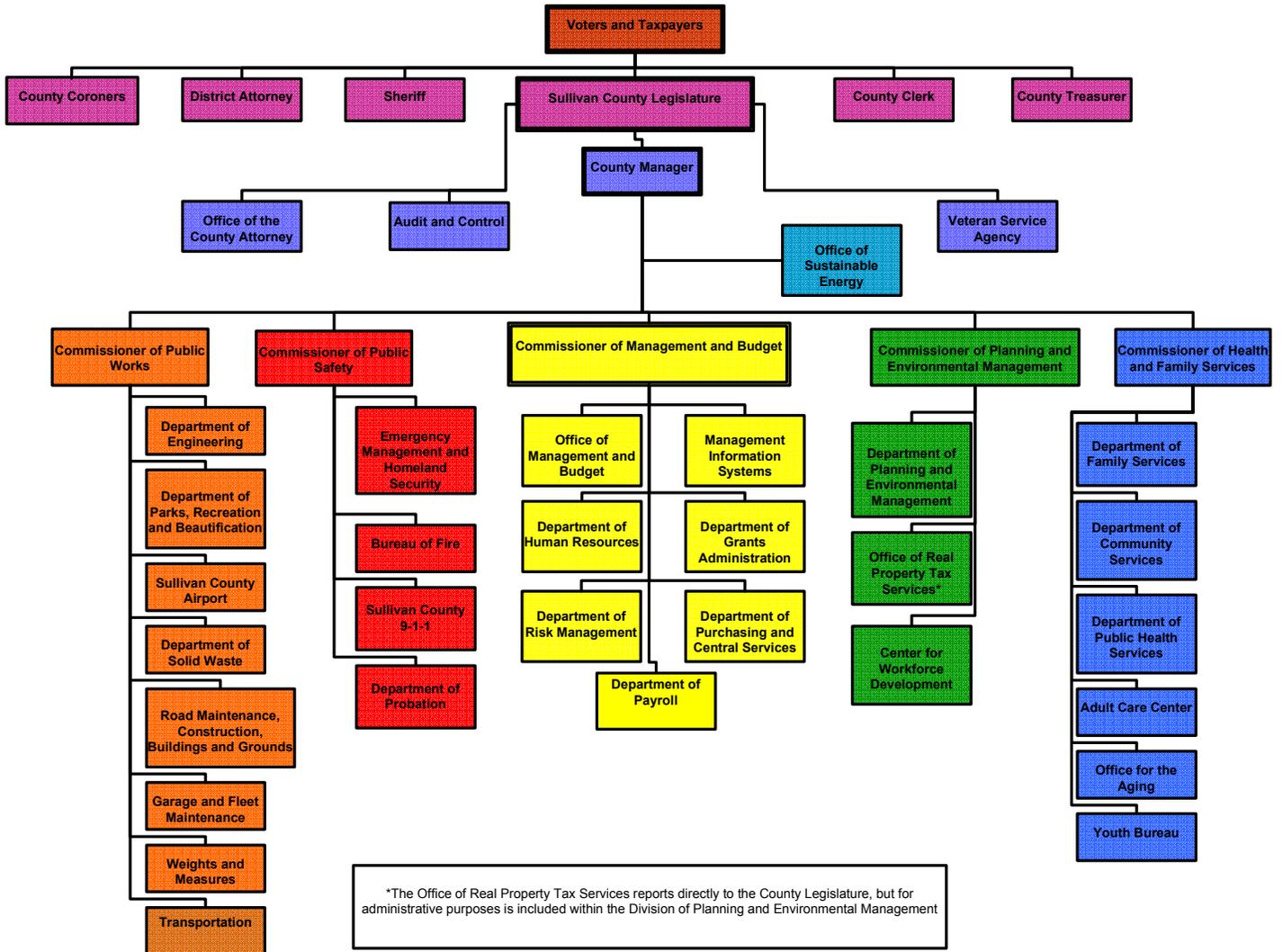
The Sullivan County Charter currently provides for a government consisting of nine elected County Legislators, each representing one legislative district within the County (*figure leg. districts*). The nine member board of legislators appoints a County Manager to oversee the day to day County

operations. County departments each fall into one of five divisions which are overseen by a Commissioner who reports directly to the County Manager:

1. Management and Budget – Commissioner Janet Young
2. Public Works – Commissioner Edward McAndrew
3. Public Safety – Commissioner Richard Martinkovic
4. Planning and Environmental Management – Commissioner Freda Eisenberg
5. Health and Family Services – Acting Commissioner Joseph Todora

The County Manager, with the assistance of his Commissioners and Department Heads, must ensure that County Operations are functioning in a manner that is consistent with the policy established by the County Legislature. An organizational chart of County operations is provided on the following page.

## SULLIVAN COUNTY GOVERNMENT: ORGANIZATIONAL CHART





# Budget Overview



## Priorities and Issues

The Sullivan County 2016 Tentative Budget maintains existing services and invests in the future of the County, while maintaining our strong financial position and staying within the New York State imposed tax cap of 1.58%. The average tax rate increase associated with this budget is 0.93%.

### **New Initiatives Included in the Spending Plan**

- **\$8.9 million in county supported road and bridge infrastructure improvements. This includes \$1.5 million of new funds for a road surface treating program. 20% of all County roads would have work performed on them under this plan in 2016.**
- **\$125,000 to support future public transportation improvements.**
- **\$55,000 to support our local farmers by contracting for agriculture business retention and expansion services.**
- **\$150,000 to update our Sullivan County 2020 Strategic Plan.**
- **\$100,000 for a Parks Master Plan.**
- **\$100,000 for a D&H Canal rewatering feasibility study.**
- **The addition of 8 positions in the Department of Family services to ensure we are appropriately and cost effectively servicing our most vulnerable citizens.**
- **\$100,000 for the continuation of the Plans and Progress Small Grants Program.**
- **\$150,000 investment for upgrades at the Emergency Training Center**
- **\$130,000 for a comprehensive salary study**

The list above includes initiatives that have been discussed by both staff and elected officials for several years. The single largest allocation of new funding has been put toward infrastructure in an effort to begin to address the County's deteriorating highway system.

### **Road and Bridge Infrastructure:**

Sullivan County's road and bridge infrastructure requires significant investments in the coming years after several budget cycles with insufficient funding to maintain these critical assets. The lack of funding for these vital projects is not unique to Sullivan County, as this has been identified in various studies and reports as an issue facing most municipalities at all levels of government across the nation.

The County currently maintains 385 centerline miles of highways and 401 bridge structures. The deferral of road and bridge infrastructure work over the last ten years, due to a deficient amount of funding and an escalation in material costs, has resulted in serious deficiencies.

Substantial funding is required to improve both our road and bridge infrastructure. Closing the funding gap is a problem that cannot be solved in one year and will require a long term plan and commitment to

allocating increased funding for these projects. Without question, the status quo cannot be sustained when it comes to funding our local road and bridge infrastructure. That is why the 2016 Tentative Budget recommends \$1.5 million in new appropriations for the surface treating of roads. This appropriation would allow us to surface treat approximately 50 miles of County roads representing 13.0% of our inventory. Surface treating is advantageous in that it enhances the road condition and defers the need for contract paving for roads that are in relatively good condition.

The Tentative Budget also recommends new debt authorizations of \$7.8 million for road and bridge projects. This funding would allow the County to pave and reconstruct approximately 20 miles of roads. 75 miles of road would be addressed between surface treating and paving. This represents 19.5% of our road infrastructure.

While this would start to address the deficient infrastructure more needs to be done in the future.

The following options are available to the County to create a recurring Road and Bridge Infrastructure funding stream:

- Continue to dedicate a yearly tax increase over a period of 5-10 years to provide a dedicated funding source for road and bridge infrastructure.
- Increase the Sullivan County vehicle use tax rate. New York State Tax Law section 1201 (e) allows Counties to impose a vehicle use tax on individuals and businesses when registering a vehicle with the New York State Department of Motor Vehicles. In accordance with Tax Law section 1201 (e) Sullivan County imposes a fee of \$5 per year for vehicles weighing 3500 lbs. and under and \$10 per year for vehicles over 3500 lbs. In fiscal year 2014 Sullivan County received \$507,280 through this revenue source. Currently three Counties have been authorized by New York State to set their vehicle use tax at a rate higher than what is authorized in law. The three counties charge \$15 for vehicles weighing 3500 lbs. and under and \$30 per year for vehicles over 3500 lbs. If Sullivan were authorized to increase our fee to \$15 and \$30 we would receive over \$1,500,000 giving us an additional \$1,000,000 in revenue to be able to fund the repair and maintenance of our road and bridge infrastructure. The Sullivan County Legislature would be required to adopt a resolution requesting New York State to authorize us to charge a higher fee by the passage of a new section of New York State Tax Law section 1201.
- Dedicate a portion of the casino mitigation impact money.

#### **Transportation:**

It is widely understood and that Sullivan County is in need of a better public transportation system. The services being provided today are very limited for those individuals that require public transportation. Currently, County transportation services are either provided subject to income eligibility requirements, or they are geared toward agency and program specific clients such as the elderly, veterans, and the disabled. Recognizing that available transportation is an issue that must be confronted and resolved, the Legislature engaged a transportation consultant to study our existing system and make recommendations for improvement. The consultant worked closely with County staff and the Long Term Care Council Transportation Subcommittee. The resulting Sullivan County Coordinated

Transportation Services Plan made several recommendations that, if implemented, will begin to address the problems that exist in the current transportation system. These recommendations are structured in three phases.

Phase 1 recommendations include:

- Consolidating County transportation programs
- Coordinating human services transportation
- Creating a transportation coordinating council
- Implementing new services
- Creating and filling a Director of Transportation position

The 2016 tentative budget recommends appropriating \$125,000 in total costs for the purposes of hiring a Director of Transportation. Having an experienced individual in this position will be vital for the successful implementation of the recommendations in the Sullivan County Coordinated Transportation Services Plan.

#### **Agriculture:**

The Sullivan County Legislature has identified that the promotion of agriculture and agri-businesses, and the protection of farmlands shall be considered a key initiative for economic development in the County. In designating this as a top priority, the County was successful in securing a \$50,000 grant for the purposes of updating its 1999 Agriculture and Farmland Protection Plan. The updated plan would ensure that County agencies, organizations, and municipalities have the latest data, maps, and promotion and protection techniques to enhance agricultural activities in the County.

The primary goals of the plan are:

- To maintain the County's valuable farmland in active agricultural use
- To increase the financial success and stability of farm operations
- To integrate agricultural economic development in the County economic strategies
- To increase public recognition of the value of agriculture and farmland
- To attract new entrepreneurs and younger households to farming ventures and assist this next generation of farmers

The plan calls for two immediate implementation plans. The first is to build capacity, organization, and collaboration. The second is to create an agricultural business retention and expansion program. An important link to have success with each of these implementation plans is for the establishment of a Business Retention and Expansion Coordinator. The 2016 Tentative Budget recommends an appropriation of \$55,000 to hire an entity to fulfill this role.

#### **Fire Training Center Improvements:**

In Sullivan County, the vast majority of our firefighters are volunteers, individuals who give up precious time with their families and friends in order to ensure the safety of their community. The County has

invested in a Fire Training Center in Bethel, and it must continue to provide resources for adequate maintenance and improvements in order to ensure our volunteers are receiving proper training in a safe environment.

Trainers conduct “live-burn” exercises at the Fire Training Center, which is available for training for all fire departments within Sullivan County. Currently, the center does not have a facility in which firefighters can wash themselves after an exercise prior to entering the classroom. We should not expect our volunteers to complete an afternoon of training while covered in residue left from the live burn. It is important that we ensure the health and safety of our fireman in the County, and for that reason the 2016 Tentative Budget includes \$150,000 for the purposes of building a shower and bathroom facility near the fire tower for this purpose.

### **Sullivan 2020 Plan Update:**

With 2020 a few years away, Sullivan County’s comprehensive plan is stale and obsolete. The long awaited casino decision has brought an influx of optimism and opportunity to the County and has been justly called a “game changer.” Consequently, the County needs a process and plan to help it proactively reap the potential benefits, and prepare for the potential impacts of anticipated new growth. While the scope and objectives of the plan will be determined through an interactive process with the County officials who will use and be guided by it, outcomes may include:

- An updated vision for future growth, development and redevelopment of Sullivan County that takes into account the upcoming large-scale development projects
- Policies and strategies to guide use of County resources towards achieving the vision
- Enhanced relationships and collaboration with the County’s municipalities, including the identification of potential initiatives for intergovernmental efficiency
- Enhanced positioning for grant programs
- Integration, coordination and completion of topic-specific County planning efforts including those on agriculture, transportation, the Upper Delaware River corridor, economic development, broadband, health, etc.
- Identification and exploration of unaddressed issues such as housing, blight remediation, and stream management
- Large-scale and coordinated public engagement process to unite public and private entities in addressing the challenges and opportunities ahead, maintaining the positive momentum spurred by the casino project
- Improved public image as responsive, proactive and up-to-date

The 2016 Tentative Budget appropriates \$150,000 for this purpose.

### **Parks Master Plan:**

Sullivan County maintains and operates a system of parks including Lake Superior State Park in Bethel, the Stone Arch Bridge Historical Park near Jeffersonville, the Livingston Manor Covered Bridge Park, the Minisink Battleground Park near Barryville, and the Delaware & Hudson Canal Linear Park near

Wurtsboro. These parks provide an affordable (and in most cases free) opportunity for residents and visitors to enjoy the natural beauty and fresh air of the Sullivan County Catskills. It is important that the County continues to ensure and improve the availability and accessibility of healthy outdoor recreational opportunities.

Creating a master plan for the County's parks would provide a roadmap to improve our parks system and enhance and expand opportunities for outdoor recreation. The master plan would be of great value to our elected officials and county staff members when making decisions on the allocation of available County resources. Furthermore, the existence of a master plan would bode well for any future attempts to secure funding for specific park projects.

#### **D&H Canal Feasibility Study:**

Sullivan County owns several miles of the former D&H Canal and Towpath, which runs through a variety of different settings in the Town of Mamakating. The linear park stretches through residential neighborhoods, hugs the base of a mountain behind the Wurtsboro Airport, crosses State Route 209, and includes an interpretive center and several historic canal features such as a lock and dry dock. The rewatering of the former D&H Canal is a large scale project that has been discussed by the Sullivan County Parks Commission and included (but deferred) in the Sullivan County Capital Plan for years. In order to be properly managed and funded the project must be broken into specific segmented goals, including completion of a feasibility study, engineering, construction, and implementation of programming. A feasibility study would examine each of these lengths of canal and determine which, if any, are best suited for a rewatering project and associated recreational opportunities offered by the final project.

Ultimately, the intention of this project is to provide a consistently watered segment of the former canal for recreational boating, fishing, and nature activities. Water currently runs through some sections of the canal, but is not able to be managed at a constant depth to allow for recreation on the canal itself. The towpath is maintained and utilized for hiking, biking, snowshoeing, and cross country skiing and the addition of the watered portion would diversify the available recreational opportunities for county residents and visitors.

The 2016 Tentative Budget recommends an appropriation of \$100,000 to fund a feasibility study for this purpose.

#### **Plans and Progress Small Grants Program:**

The purpose of the Plans & Progress Small Grant program is to assist local municipalities, as well as community and not-for-profit organizations throughout Sullivan County with capital projects related to tourism, community and economic development, image enhancement, and other county goals.

This program was a great success in 2015. There was a wide variety of worthwhile projects that received funding throughout the County, with a total of 23 separate projects benefitting from this program. Projects ranged from startup costs of a Sullivan County Film Commission, to an internet

marketing pilot project for the Roscoe Rockland Chamber of Commerce, to water testing equipment for the Basha Kill Area Association, and signage for the Youngsville Fire Department.

I am proposing that the County fund the Plans and Progress Small Grant program again in 2016 at \$100,000. It is important that we support local projects that have a positive impact on their communities and Sullivan County as a whole.

#### **Department of Social Services Rightsizing:**

In the spring of 2015 the County engaged the consulting group Bonadio & Co., LLP to work with County staff and conduct a review of operations in the Department of Family Services, based upon a strong recommendation from the County Manager, County Treasurer, County Auditor and Commissioner of Management and Budget. This was in response to unacceptable conditions which negatively impacted the most vulnerable members of our community. I applaud both our consultants as well as our dedicated staff members who have worked tirelessly to correct the practices and processes that were central to the issues. Many of the steps that were recommended and implemented were simple adjustments that made a remarkable difference in the daily workflow of our employees. Actions such as amending applications and forms and streamlining internal reporting protocols resulted in better efficiency in the completion of routine tasks. The department also adjusted its “team set-up,” deploying staff to the areas where help is most needed. To date, the actions taken by County staff as recommended by both Bonadio and OTDA have led to a recent 98% compliance rate in both SNAP and Temporary Assistance cases processed by Family Services staff.

The quality of services has improved at Family Services and management continues to identify areas where further improvement is necessary. The processes of getting payments to vendors and revenue in line for reimbursement have improved but much work is still needed. Acting Commissioner Todora and Deputy Commissioner Moon are identifying meaningful improvements to get children currently in foster care back into our community with the support and services they require, and they are also identifying viable solutions to address housing needs in our community.

In order to maintain and further the progress of Family Services I have included funding for and the creation of eight (8) new positions as recommended by our consultants, our management team and in an effort to comply with OTDA’s program requirements. These positions are critical to sustaining positive momentum as we continue to improve service delivery.

#### **Salary Study**

In an effort to address both real and perceived inequities with the compensation provided to our employees, the County solicited proposals from qualified consultants interested in providing a comprehensive review of the County’s current compensation structure. Our employees are the backbone of all County operations, and it is imperative that we address the multiple concerns with regard to the fairness of compensation that have been brought to our attention. For this reason, the 2016 Tentative Budget recommends a \$130,000 allocation toward a salary study that will:

- Evaluate county positions to develop a job hierarchy that will ensure internal equity within departments and between departments
- Review job specifications and other documentation related to minimum qualifications, duties and responsibilities to determine if employees are being compensated equitably
- Compare similar positions with those in surrounding counties to determine if salaries are comparable to those in surrounding counties
- Provide training for the Human Resources Director and Staff so that the job evaluation and job hierarchy/compensation system can be maintained on an on-going basis to make equitable compensation decisions
- Provide recommendations for job title consolidation

**Fleet Management:**

Sullivan County has traditionally purchased vehicles, held them until they were unable to pass inspection, and then sold them for virtually the cost of scrap metal. After investigating alternative means to manage the County fleet, the County decided to engage Enterprise Fleet Management to assist with this vital function. Enterprise will help to provide a more cost efficient way in which to procure, maintain, and sell our county vehicles. Their program will also result in the elimination of several hundred man hours per year by reducing internal tasks associated with procuring and maintaining vehicles.

Under the new model, the County will be entering into a corporate lease for vehicles usage. We will have a fixed fee per vehicle for maintenance. After 5 years, or sooner, Enterprise will sell our cars in the aftermarket for much more than we would have sold them at the end of their useful life.

The Tentative Budget anticipates a minimum savings of \$365,000 in vehicle purchases and maintenance as compared to the 2015 budget.

**Jail/Sheriff Road Patrol:**

The County's consultants, LaBella Associates, continue to make progress on a final design for the new Jail facility, and final documents are anticipated prior to the end of 2015. These plans will include office space for the Sheriff's Department that would provide an adequate location for the Road Patrol and Civil units to do business. In terms of long term efficiency, locating the main offices of the Sheriff's Department in close proximity to the County's correctional facility makes sense both financially as well as operationally. It must be noted, however, that the condition of the Sheriff's Department current offices is deplorable, and the opening of the new facility is a minimum of three years in the future. For these reasons, I have opted to include funding in the capital plan for the renovation of an adequate space to house the Sheriff's offices in 2016.

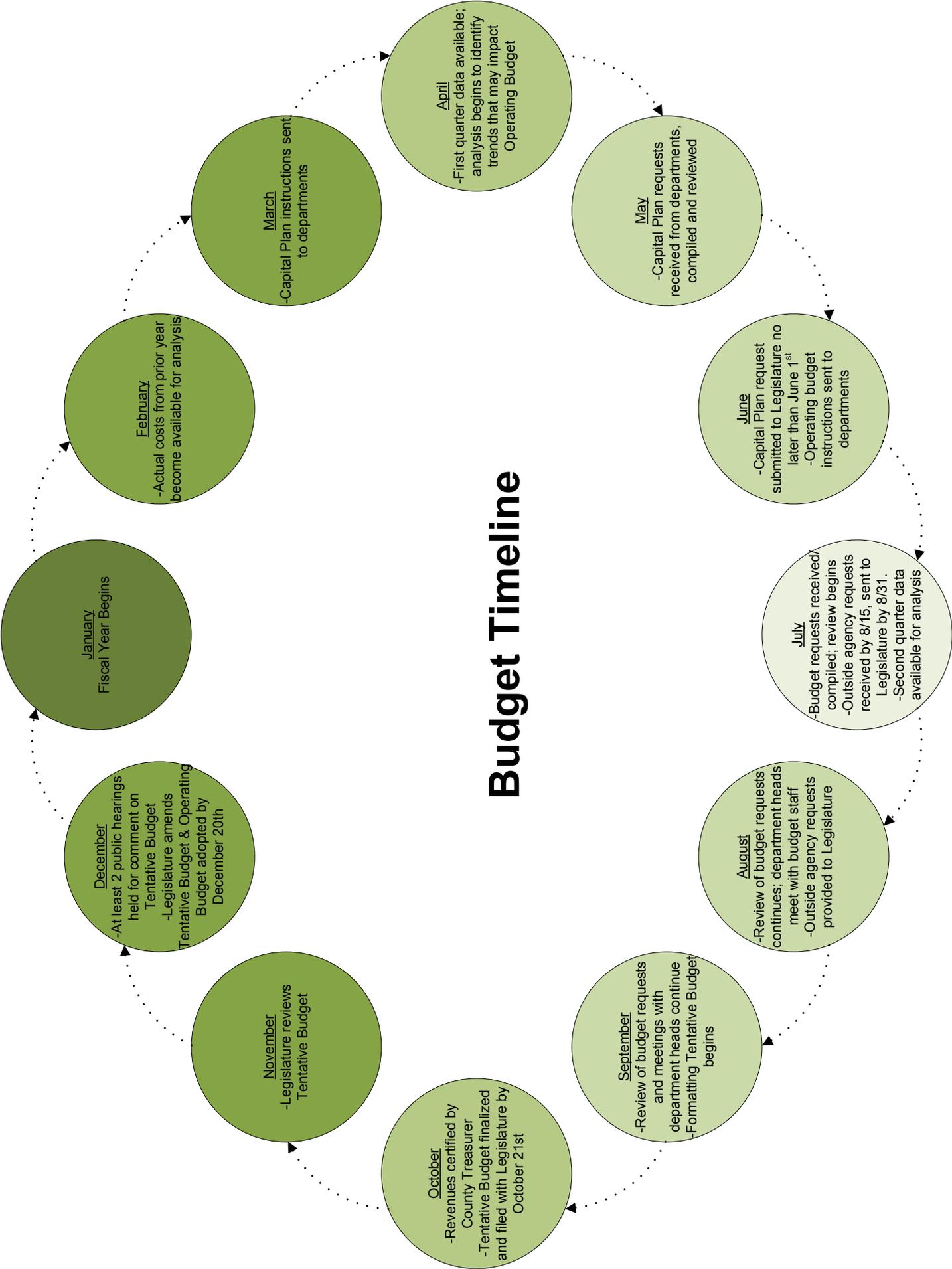
**Public Health Rankings:**

A lot of discussion has arisen surrounding the poor health rankings that have been assigned to Sullivan County. There are a multitude of factors that impact our health rankings. The most significant and

immediate way in which to improve them is improve the economy of Sullivan County. Having well-paying jobs will naturally lead to a more healthy population. The anticipated economic development on the horizon will certainly allows us an opportunity to improve on our rankings. However, this alone is not the answer. Other investments need to be made in the areas of public transportation, improving our recreational opportunities, such as improving our county parks and developing the D&H canal, and continuing to support our local farmers which ensure that we have an ample stock of locally sourced products.

I strongly believe that the initiatives that I have outlined and included in the 2016 Tentative Budget will help to improve the quality of life and the overall health of our community. I look forward to working with the Sullivan County Legislature to see these projects through to fruition.

# Budget Timeline





# Budget Adoption and Amendment Process

## **Operating Budget Adoption and Amendment Process:**

The Sullivan County operating budget includes the General Fund (A), County Road Fund (D), Refuse and Garbage Fund (CL), Road Machinery Fund (DM), Debt Service Fund (V), and the Sullivan County Adult Care Center Fund (EI).

- During the month of June operating budget instructions are sent to County departments and external agencies that receive County funding.
- During the month of July operating budget requests from County departments and external agencies are received. External agencies have a deadline of August 15 to submit their budget requests to the County Manager, in accordance with Resolution 212 of 2015.
- On or before August 31, the County manager must submit the outside agency requests to the Sullivan County Legislature, in accordance with resolution 212 of 2015.
- During the month of August, September, and October. The County Manager and Management and Budget staff review budget request and meet with departments to discuss their requests.
- The Sullivan County Charter requires that the County Manager file the tentative operating budget no later than Nov 15 of each year. The Sullivan County Legislature has requested that it be submitted by October 21 to allow for more time to review the tentative budget.
- The Sullivan County Charter requires that the Sullivan County Treasurer certify revenues for the upcoming budget year no later than October 21 of each year. If the Sullivan County Treasurer, County Manger, and Commissioner of Management and Budget disagree on the revenue estimates a public hearing is required. After the public hearing the Sullivan County Legislature is required to determine the estimate of revenues.
- During the period of October 21 through December 20, the Sullivan County Legislature, normally through the Management and Budget Committee, reviews the tentative budget. The Management and Budget Committee meet with commissioners, department heads, and external agencies to discuss their budget request and the County Manager's recommendation for their department or agency.
- The Sullivan County Legislature holds two public hearings on the tentative budget to obtain taxpayer comments.
- All line item changes are made through majority vote by the County Legislature.
- After the two public hearings and on or before December 20, the Legislature holds a meeting to consider the adoption of the budget.
- The County Legislature has established legal control of the budget at the departmental level of expenditures and revenues. Transfers within departments can be performed administratively so long as total revenues or total expenses are not increasing. Transfers that require increases in total revenues or total expenses require a majority vote of the Legislature.

## Capital Plan Budget Adoption and Amendment Process

- During the month of March capital plan instructions are sent to County departments.
- During the month of May the capital plan department requests are submitted to the Management and Budget office.
- The Sullivan County Charter requires that the capital plan department requests are submitted to the Sullivan County Legislature no later than June 1.
- During the months of July, August, September, and October, the Capital Planning and Budgeting Committee meet with commissioners, department heads, and external agencies to discuss their budget request.
- The County Manager includes the tentative capital budget in the operating budget submission to the Legislature. This is submitted no later than October 21.
- During the period of October 21 through December 20, the Sullivan County Legislature, through the Capital Planning and Budgeting Committee, reviews the tentative capital budget. The Management and Budget Committee meet with commissioners and department heads to discuss their budget request and the County Manager's recommendation for their department.
- The Sullivan County Legislature holds two public hearings on the tentative capital budget to obtain taxpayer comments.
- All line item changes are made through majority vote by the County Legislature.
- After the two public hearings and on or before December 20, the Legislature holds a meeting to consider the adoption of the capital budget.
- The County Legislature has established legal control of the capital budget at the project level of expenditures. Transfers within projects can be performed administratively so long as total expenses do not increase. Transfers that require increases in total expenses require a two-thirds majority vote of the Legislature.

## Sullivan County Fund Structure & Categories

- A. **Governmental Funds:** Governmental funds are those through which most general government functions are financed. The acquisition, use of balances of expendable financial resources, and the related liabilities are accounted for through governmental funds. The following are the County's Major governmental funds:
- a. **General Fund:** The general fund constitutes the primary operating fund of the County and is used to account for and report all financial resources not accounted for and reported in another fund.
  - b. **Special Revenue Funds:** Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.
    - i. **County Road Fund:** The County road fund is used to account for the maintenance and repair of County roads and bridges and snow removal costs, as defined in New York State Highway Law, and is funded by New York State Revenue and local support.
    - ii. **Refuse and Garbage Fund:** The refuse and garbage fund is used to account for the activity of the County's solid waste operations, and is funded primarily by user fees.
  - c. **Capital Projects Fund:** The capital projects fund is used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlay, including the acquisition or construction of major capital facilities and other capital assets, other than those financed by proprietary funds.

The following are the non-major governmental funds:

- d. **Special Revenue Funds:** Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects.
  - i. **Road Machinery Fund:** The road machinery fund is used to account for the purchase, repair and maintenance of highway machinery, tools and equipment for the construction, purchase and maintenance of buildings for the storage and repair of highway machinery and equipment.
  - ii. **Community Development Fund:** The community development fund is used to account for projects financed by entitlements from the U.S. Department of Housing and Urban Development.

- e. **Debt Service Fund:** The debt service fund is provided to account for and report financial resources that are restricted, committed, or assigned to expenditures for principal and interest and for financial resources that are being accumulated for principal and interest maturing in future years.
- B. **Proprietary Funds:** Proprietary funds include enterprise and internal service funds.
- a. **Enterprise Funds:** Enterprise funds are used to account for operations that are financed and operated in a manner similar to private enterprises or where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is necessary for management accountability. Enterprise funds are used to account for operations that provide services to the public.
    - i. **Sullivan County Adult Care Center:** The Adult Care Center is a skilled nursing facility established and operated under provisions of Article 6 of the General Municipal Law.
    - ii. **Sullivan County Tobacco Asset Securitization Corporation:** The Sullivan County Tobacco Securitization Corporation holds bonds that are payable by revenues from tobacco manufacturers that participated in the Master Settlement Agreement.
  - b. **Internal Service Funds:** Internal service funds are used to account for those operations that provide services to other departments or agencies of the government, or to other governments, on a cost reimbursement basis.
    - i. **Workers' Compensation Benefits Fund:** The Workers' Compensation Fund is used to account for the revenues and expenses of all of the participating jurisdictions in the plan.
    - ii. **Self-Insured Dental Fund:** The Self-Insured Dental Fund is used to account for the expenses and revenues of the County's dental plan for employees.
- C. **Fiduciary Funds:** Fiduciary funds are used to account for assets held by the County in an agency capacity on behalf of others.
- a. **Trust and Agency:** The trust and agency fund is used to account for payroll withholdings and various other deposits that are payable to other individuals or entities.

## Funds Subject to Appropriation

The Sullivan County operating budget includes the General Fund (A), County Road Fund (D), Refuse and Garbage Fund (CL), Road Machinery Fund (DM), Debt Service Fund (V), and the Sullivan County Adult

Care Center Fund (EI). The Workers' Compensation Fund budget is adopted by the Legislature separate from the operating budget. The Sullivan County Tobacco Asset Securitization Corporation has a board, separate and distinct, from the Sullivan County Legislature, which adopts their own budget on an annual basis. The Community Development Fund budget is determined by grant related revenue that is accepted through resolution by the Sullivan County Legislature. The Capital Project Fund budget is determined by the adoption of the capital plan and through bond resolutions or transfers of money from other funds.

## **Basis of Budgeting**

The governmental funds (A, D, CL, DM, and V) are budgeted and recorded in the financial statements based upon the modified accrual basis of accounting. Revenue is recognized as soon as they are both measurable and available. Revenue is considered to be available when it is collectible within the current period or soon enough thereafter to pay liabilities of the current period. A ninety day availability period is used for revenue recognition for all governmental fund revenue except property taxes. Property taxes are considered to be available if collected within sixty days of the fiscal year end. Expenditures generally are recorded when a liability is incurred. However, certain expenditures, such as debt services expenditures, compensated absences, certain pension costs, landfill closure costs, certain claims and postemployment benefit obligation are recorded only when payment is due.

The proprietary fund (EI) is budgeted on a modified accrual basis of accounting. The audited financial statements are recorded on a full accrual basis. The budget does not appropriate money for future debt service payments, the unfunded portion of post-retirement benefits, future pension obligation, and depreciation. Under a full accrual basis of accounting revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.



# Financial Policies

## Capital Budget and Planning

The Sullivan County Legislature has adopted a Capital Planning & Budget Policy (resolution 322 of 2007) which shall be a plan of capital projects proposed to be undertaken during the succeeding six-year period.

Policy:

- The County Manager shall annually cause the Capital Program to be prepared and shall submit said Capital Program to the County Legislature together with the Tentative Budget.
- The Capital Program shall be a plan of capital projects proposed to be undertaken during the succeeding six-year period.
- The Capital Program shall be arranged in such a manner as to indicate the order of priority of each project, and to state for each project:
  - a description of the proposed project and the estimated total cost thereof;
  - the proposed method of financing, indicating the amount proposed to be financed by direct budgetary appropriation or duly established reserve funds; the amount, if any, estimated to be received from the federal and/or state governments; and the amount to be financed by the issuance of obligations, showing the proposed type or types of obligations, together with the period of probable usefulness for which they are proposed to be issued;
  - an estimate of the effect, if any, upon operating costs of the municipal corporation within each of the three fiscal years following completion of the project.
- The Tentative Budget shall include the amount proposed for the Capital Program to be financed by direct budgetary appropriation during the fiscal year to which such Tentative Budget pertains.
- There shall be included in the budget message, if any, a general summary of the financial requirements for the Capital Program for the fiscal year to which the budget message relates. Additional comments and recommendations of any other board, officer or agency may also be included in the budget message.
- The County Legislature shall annually, as applicable, adopt the Capital Program after review and revisions, if any. The provisions of any law relating to a public hearing on the tentative budget, and to the adoption of the budget, shall apply to the Capital Program.
- At any time during the fiscal year for which the Capital Program was adopted, the County Legislature by the affirmative vote of a majority of its total membership, may amend the Capital Program by adding, modifying or abandoning capital projects, or by the affirmative of two-thirds of its total membership, may modify the methods of financing. No capital project shall be authorized or undertaken unless it is included in the Capital Program as adopted or amended.
- Nothing in this section shall be construed to authorize the County to incur indebtedness for which obligations may be issued except as provided by the Local Finance Law.

## **Debt Management & Investment**

The Sullivan County Legislature has adopted an Investment and Debt Management Policy (resolution 180 of 2013) which aims to standardize and support the issuance and management of debt by the County of Sullivan (“County”). Their primary objective is to establish conditions for the use of debt and to create procedures and policies that minimize the County’s debt service and issuance costs, maintain the highest practical credit rating, and provide full and complete financial disclosure and reporting. The policies apply to all general obligation debt issued by the County.

Purpose:

The County recognizes that the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt. It provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, methods of sale that may be used and structural features that may be incorporated. The debt policy should recognize a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Adoption of and compliance with a sound debt policy bestows significant benefits including:

- The enhancement of the quality of decisions by imposing order and discipline;
- The promotion of consistency and continuity in decision making;
- The expression and demonstration of commitment to long-term financial planning objectives;
- The enhancement of the County’s profile and recognition and for fiscal responsibility by the rating agencies and the general public in reviewing the credit quality of the County.

## **Fund Balance**

The Sullivan County Legislature has adopted a Fund Balance Policy (resolution 198 of 2013) which targets a specific fund balance level in the General Fund to ensure accounting and fiscal stability. The fund balance policy is important because:

- Fund balance size and stability are important factors to credit markets when they determine the credit rating of Sullivan County debt instruments, which in turn affects the interest rate that taxpayers must pay for borrowed funds for many years;
- An adequate fund balance enables the County to respond to unforeseen negative events and to level out the impact of those events on taxpayers and service-delivery recipients;
- An adequate fund balance makes possible a cash position that is viewed by credit markets as healthy and avoids unnecessary staff time for accounting;
- Adequate reserves avoid the costs of borrowing, and generate interest earnings;
- Fund balance policy should ensure the County maintains adequate fund balance and reserves to provide the capacity to provide sufficient cash flow for daily financial needs, and to provide adequate reserves to offset significant economic downturns or revenue shortfalls.

All of the above results in lower taxes over the long run. Proposals to reduce the fund balances below target levels in order to avoid higher taxes should always be viewed in this light, lower taxes once can meant repeated future tax increases.

Policy:

- When resources have been spent, the County deems that they have been first spent from the highest constraint level available; therefore, they are considered to have been spent in the following order: restricted, committed, assigned and unassigned.
- The County will maintain an adequate fund balance in its general fund to provide flexibility and to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), to ensure stable tax rates, to provide for one time opportunities, and to retain favorable credit ratings. The County will endeavor to maintain assigned and unassigned fund balance in its general fund of five percent (5%) of regular general fund operating expenditures.
- The actual level of fund balance in the County's general fund is determined in its annual financial statement, several months after the end of the fiscal year. The County's budgeting process, which culminates both in the establishment of the following year's tax rate and the use of any appropriated fund balance, begins approximately two years in advance of the financial statement that will show the budgets results. Because of this time lag and because of the uncertainties of the budgeting process (such as the amounts of appropriated fund balance actually used each year), it is not possible to guarantee in advance a specific level of fund balance at the close of any fiscal year.

### **Operating Budget**

The County must adopt an operating budget no later than December 20 of the year immediately preceding the fiscal year for which the document is developed. The Operating Budget is developed with the following guidelines:

- Maintain at least 5% fund balance levels in the General Fund in accordance with the adopted Fund Balance Policy.
- The County will rely on internally generated funds and/or grants and contributions from other governments (i.e. federal, state and local) to finance its capital needs whenever available. Debt will be issued for a capital project when it is an appropriate means to achieve a fair allocation of costs between current and future beneficiaries.
- Adopt operating budgets that are balanced and that limit the reliance of one-shot revenues to fund ongoing expenditures.
- Continually address fees for services to ensure that they are adequately funding operations.
- Strive to submit a budget that is at or lower than the New York State imposed Tax Cap.
- Budget revenues and expenses conservatively, so as to not create budget shortfalls.

## **Long-Range Financial Planning**

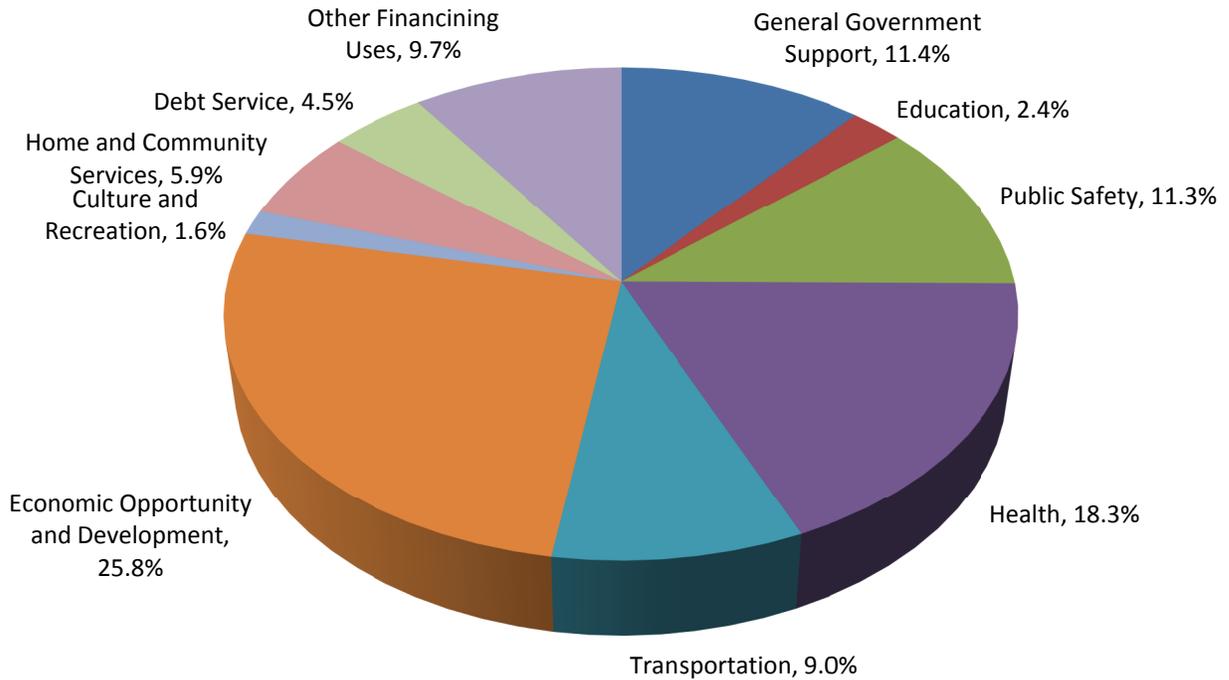
Long range financial planning allows the County to evaluate the long term impacts of present day decisions. Long range financial planning is achieved through the following:

- Include a 6 year multiyear budget as part of the Tentative Operating Budget, incorporating projected revenues and expenses and debt service costs associated with the Tentative Capital Budget.
- Include a 6 year multiyear capital budget as part of the Tentative Operating Budget.
- Maintain adequate fund balance levels in the General Fund in accordance with the adopted Fund Balance Policy.
- Analyze services provided by the County to determine where cost efficiencies and/or consolidation of services can be implemented.
- Analyze services provided to determine potential of shared services with other municipalities.
- Continually monitor the local, regional, and national economy to determine any potential impacts on economically sensitive revenues.
- Analyze the impact and affordability of debt issuance in relation to the New York State Constitutional Debt Limit.
- Analyze the impact and affordability of the tax levy in relation to the New York State Constitutional Tax Limit.
- Strive to adopt an operating budget that stays within the New York State Tax Cap while maintaining vital services.

# Fiscal Summary



## Total Appropriations by Function 2016 Tentative Budget



	General Fund	County Road Fund	Special Revenue Fund (Refuse and Garbage)	Enterprise Fund (ACC)	Road Machinery Fund	Debt Service Fund	Total All Funds
<b>Expenditures - By Function</b>							
General Government Support	26,752,186	-	-	-	-	-	26,752,186
Education	5,750,000	-	-	-	-	-	5,750,000
Public Safety	25,771,497	791,461	-	-	-	-	26,562,958
Health	25,359,796	-	-	17,754,415	-	-	43,114,211
Transportation	1,593,214	15,405,480	-	-	4,162,636	-	21,161,330
Economic Opportunity and Development	60,617,949	-	-	-	-	-	60,617,949
Culture and Recreation	3,797,603	-	-	-	-	-	3,797,603
Home and Community Services	1,832,120	-	12,097,203	-	-	-	13,929,323
Debt Service	309,944	1,198,482	99,612	212,659	62,891	8,732,602	10,616,190
Other Financing Uses	19,838,740	2,120,179	-	-	883,911	-	22,842,830
<b>Total Expenditures</b>	<b>\$ 171,623,049</b>	<b>\$ 19,515,602</b>	<b>\$ 12,196,815</b>	<b>\$ 17,967,074</b>	<b>\$ 5,109,438</b>	<b>\$ 8,732,602</b>	<b>\$ 235,144,580</b>



# Expenses

The following expenses represent those areas with significant, recurring increases that will impact the 2016 Operating budget as well as future budgets.

## **Employee Related Costs**

Employee related costs total \$92.3 million and represent 44.5% of total appropriations. Salaries and Wages total \$54.4 million and employee benefits total \$37.9 million. Employee benefits as a percentage of wages equal 70%. The elevated and rapidly increasing cost of benefits has made it difficult to be able to adequately compensate our County employees while holding spending at a level that is reasonable to the average Sullivan County taxpayer. However, union and county representatives have maintained a dialogue, and I am pleased to say that as of the submission of this document four of our six union contracts are currently settled. Salaries are budgeted to increase by 1% in 2016 over 2015 levels.

The County has worked with the Unions to address specific titles and individuals on a case by case basis, resulting in various upgrades and additions of positions to increase capacity in departments that required it in order to fulfill their respective missions, such as Family Services and Management Information Systems. The high turnover rate in the Probation department, due to the competitiveness of their salaries as compared to other County probation departments and the New York State Parole Office, was addressed as well. After taking steps to mitigate these factors we have seen a dramatic decline in turnover. Despite these adjustments there is still more to do. As mentioned in my overview of priorities and issues, a comprehensive salary study should be conducted to analyze both internal discrepancies and the competitiveness of the salaries offered to our employees.

Sullivan County participates in the New York Health Insurance Plan (NYSHIP). This plan (or a plan that is comparable) is required to be provided to County employees as detailed in the collective bargaining agreements. NYSHIP administers the program and determines the applicable employer contribution rates. The tentative budget is anticipating a 7.6% increase in contribution rates for 2016. The 2015 budget anticipated total employer contributions of \$19.9 million. The 2016 tentative budget anticipates contributions of \$21.8 million representing an increase of \$1.9 million.

Sullivan County employees are participants in the New York State Retirement System. The New York State Comptroller is the sole trustee of the plan. He and his office administer the program and set employer contribution rates as a percentage of payroll with the goal to ensure that the plan is fully funded. The plan is heavily invested in the stock and bond markets. As these markets underperform employer contribution rates can increase dramatically. This was evidenced during the last global recession when contribution rates went from the low single digits to over twenty percent. The tentative budget appropriates \$8.8 million for pension contributions. This represents 16.2% of payroll.

Sullivan County along with all of the towns and villages in the county are part of a self-insured Worker's Compensation plan. Total plan contributions from all entities for the year are set at \$5.26 million. This represents a dollar increase of \$370,192 (7.57%) from 2015. Total plan contributions are set based upon

estimated claim expenses and administrative costs. The County's portion of the plan costs is \$2.8 million.

**County of Sullivan Employee Workforce Costs**  
2011-2015 Adopted Budgets - 2016 Tentative Budget

Employee Costs	2011	2012	2013	2014	2015	2016	Five Yr Inc	Avg Yrly Inc
<b>Salaries and Wages</b>								
Salaries	47,252,998	47,266,699	47,484,350	49,114,595	48,754,371	50,363,101	3,110,103	1.32%
Overtime	1,561,455	1,722,485	1,558,078	1,541,850	1,659,048	1,908,500	347,045	4.45%
Longevity	1,349,500	1,212,020	1,253,755	1,243,430	1,238,260	1,218,750	(130,750)	-1.94%
Shift Differential	370,869	413,374	437,474	412,801	408,597	384,151	13,282	0.72%
Other Pay	362,365	571,177	332,291	262,410	286,155	554,645	192,280	10.61%
CBA Contingency	112,560	-	-	-	-	-	(112,560)	-20.00%
<b>Total Salaries and Wages</b>	<b>51,009,747</b>	<b>51,185,755</b>	<b>51,065,948</b>	<b>52,575,086</b>	<b>52,346,431</b>	<b>54,429,147</b>	<b>3,419,400</b>	<b>1.34%</b>
<b>Employee Benefits</b>								
Health Insurance								
Active Employees	13,308,874	13,597,661	13,838,584	14,646,057	15,248,503	16,724,164	3,415,290	5.13%
Retiree Employees	4,411,989	4,342,461	4,434,515	4,475,017	4,657,203	5,124,093	712,104	3.23%
Buyout	133,875	112,500	118,500	102,750	93,750	79,500	(54,375)	-8.12%
Pension	5,638,956	5,967,036	7,097,858	7,990,447	8,545,052	8,830,039	3,191,083	11.32%
Workers Comp	2,405,349	2,534,798	2,492,357	2,560,961	2,617,131	2,712,055	306,706	2.55%
FICA & Medicare	3,941,896	3,936,791	3,892,976	4,053,482	4,018,390	4,204,563	262,667	1.33%
Disability	133,003	128,630	125,180	92,079	156,964	164,041	31,038	4.67%
Unemployment	25,000	58,000	61,000	-	-	40,000	15,000	12.00%
Other	565	-	339	525	2,621	1,152	587	20.78%
<b>Total Employee Benefits</b>	<b>\$29,999,507</b>	<b>\$30,677,877</b>	<b>\$32,061,309</b>	<b>\$33,921,318</b>	<b>\$35,339,614</b>	<b>\$37,879,607</b>	<b>\$14,718,900</b>	<b>5.25%</b>
<b>Total Salaries and Wages</b>	<b>\$81,009,254</b>	<b>\$81,863,632</b>	<b>\$83,127,257</b>	<b>\$86,496,404</b>	<b>\$87,686,045</b>	<b>\$92,308,754</b>	<b>\$18,138,300</b>	<b>2.79%</b>

\* 2011 Adjusted for Salary and Longevity not included in departmental budgets

### Sullivan County Community College

Sullivan County Community College relies on various funding sources to fund their budget. The main sources of revenues are New York State Aid per full time student, student tuition, chargebacks from other counties, and a contribution from the County of Sullivan. The County has funded the college in the amount of \$4 million since 2009. The County has not increased its contribution to the college for this length of time for various reasons but primarily due to the global recession impacting County revenues. As county funding has remained flat the college has had to make difficult decisions as to what they were able to fund. The Sullivan County Legislature has recognized that the college would have a difficult time operating without increased funding from the county. The Legislature has committed to increasing funding for the college by \$300,000 which is reflected in the tentative budget.

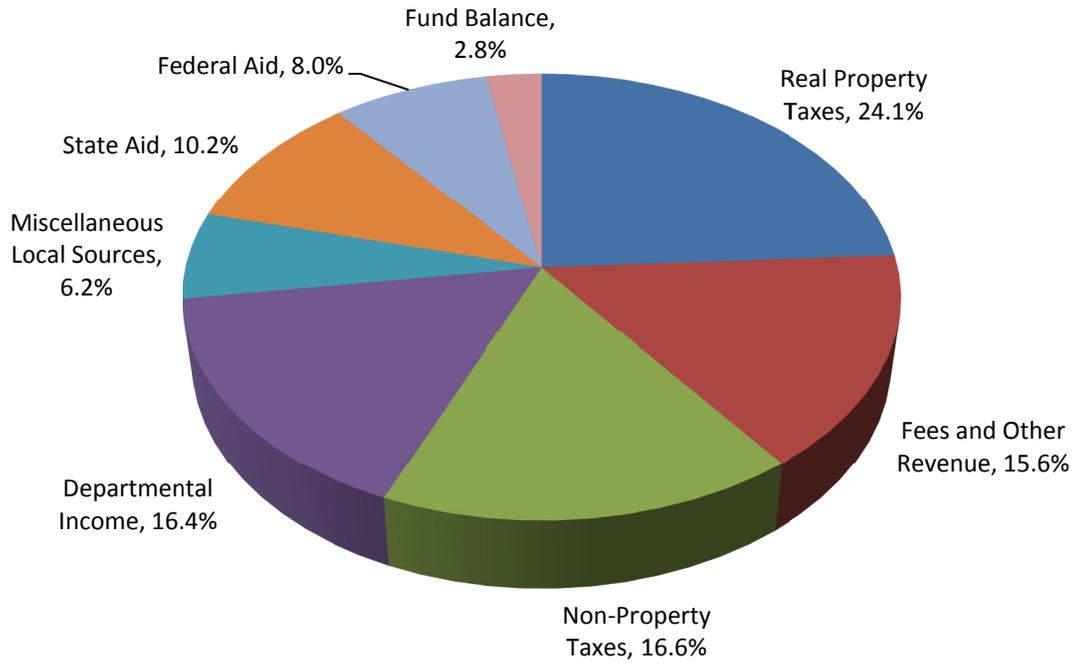
### New York State Mandates

New York State mandates various programs that County governments must run. However the State does not fully fund the costs of the programs. Examples of such programs are the Early Intervention

program in Public Health, Social Service Programs, and the County Jail. The costs of these mandates equal \$24.5 million and represent 81% of the 2016 proposed tax levy. In addition to the requirement that each county maintain these programs, New York State bills its counties for a portion of the state's share of Medicaid. In 2016 that bill equals \$21.9 million.



## Total Revenues by Type 2016 Tentative Budget



	General Fund	County Road Fund	Special Revenue Fund (Refuse and Garbage)	Enterprise Fund (ACC)	Road Machinery Fund	Debt Service Fund	Total All Funds
<b>Revenues</b>							
Real Property Taxes	56,721,954	-	-	-	-	-	56,721,954
Fees and Other Revenue	8,444,701	14,579,872	505,000	319,606	4,112,565	8,732,602	36,694,346
Non-Property Taxes	39,042,000	-	-	-	-	-	39,042,000
Departmental Income	20,727,433	-	5,218,425	11,819,399	900,000	-	38,665,257
Miscellaneous Local Sources	4,248,257	200,000	5,795,000	4,400,000	2,000	-	14,645,257
State Aid	20,471,415	3,394,023	32,500	-	-	-	23,897,938
Federal Aid	18,217,289	622,831	-	-	-	-	18,840,120
Fund Balance	3,750,000	718,876	645,890	1,428,069	94,873	-	6,637,708
<b>Total Revenues</b>	<b>\$ 171,623,049</b>	<b>\$ 19,515,602</b>	<b>\$ 12,196,815</b>	<b>\$ 17,967,074</b>	<b>\$ 5,109,438</b>	<b>\$ 8,732,602</b>	<b>\$ 235,144,580</b>



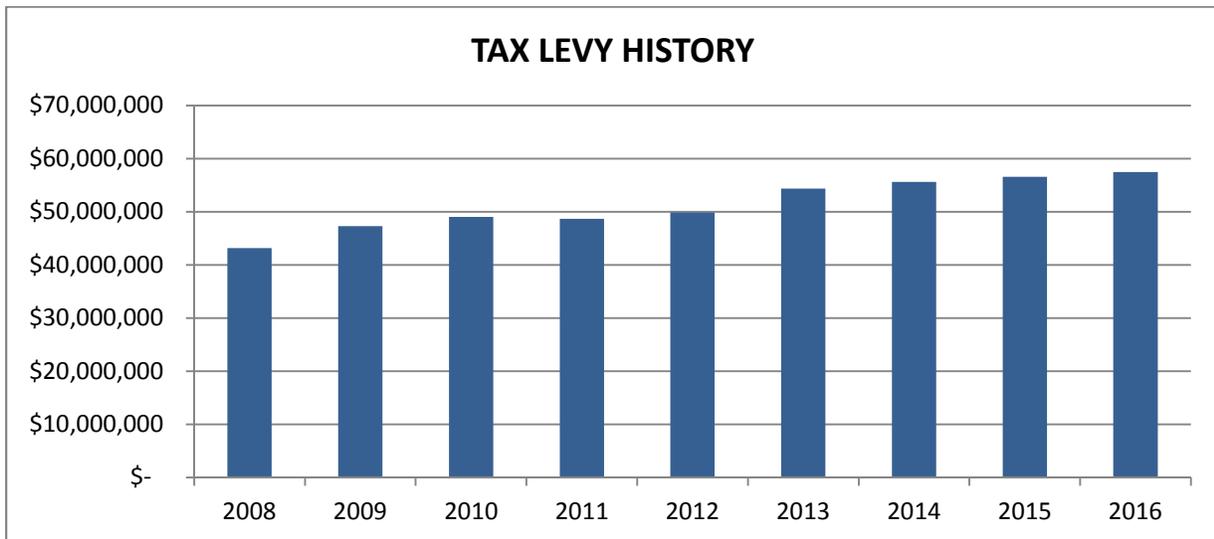
# Revenue

## Property Tax

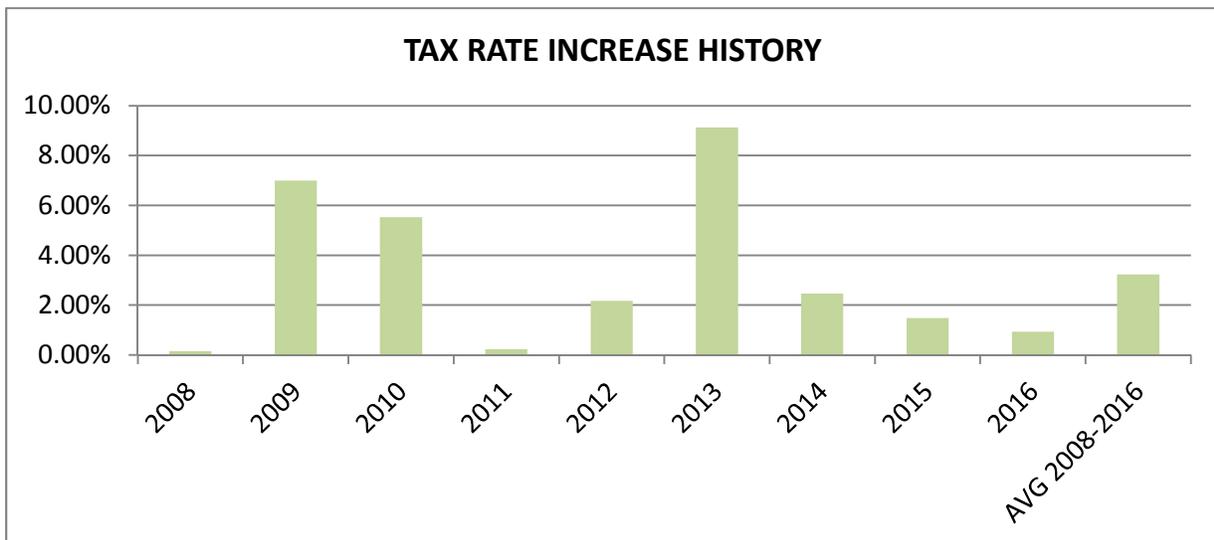
Property Taxes are the largest source of revenue for the County and the only primary revenue that we have direct control over.

The proposed property tax levy for 2016 is \$57,471,954. This represents a levy increase of 1.58% and a tax rate increase of 0.93%. The county rate increase is less than the levy increase because there was an increase in taxable assessments for 2016 as compared to 2015.

The tax levies for the period 2008 through 2016 are listed below.



The tax rate increases for the period 2008 through 2016 are listed below. The average annual tax rate increase for the period is 3.23%.



## **New York State Tax Cap – Tax Levy/Tax Rate**

On June 24, 2011 the New York State Property Tax Cap program was enacted and became effective for the 2012 Sullivan County Budget. The law was recently extended by New York State for another five year period. The law requires that municipalities raise taxes no more than 2 percent or the rate of inflation, whichever is less. The County cannot legally adopt a budget that has a tax levy above the tax cap threshold unless a two thirds majority of the Legislature has enacted a local law for such a purpose. There are other factors that can result in an actual levy growth higher than 2 percent or inflation. Examples could be an increase in the quantity change factor for the county or a change in Payment in Lieu of Taxes. The allowable tax levy growth for Sullivan County since the law has been enacted has consistently and rather dramatically fallen from a high of 2.5% to a low of 1.59% for 2016. Increasing the tax levy up to the tax cap would increase the levy by \$897,257. The Tentative Budget anticipates a growth in the levy of \$894,188.

The tentative budget complies with the Tax Cap law. For the 2015 budget year STAR eligible homeowners within a municipality that complied with the tax cap law would receive a rebate check equal to their increase in taxes. For the 2016 budget year the State has added an additional requirement in order for STAR eligible homeowners to receive a rebate check. Municipalities are required to have a local government efficiency plan approved by the State. Sullivan County submitted a government efficiency plan to the State in June 2015. The state approved our plan in October. Thus, if the final budget is adopted within the tax cap STAR eligible homeowners will receive a check in the fall of 2016 for the amount that their County taxes increased.

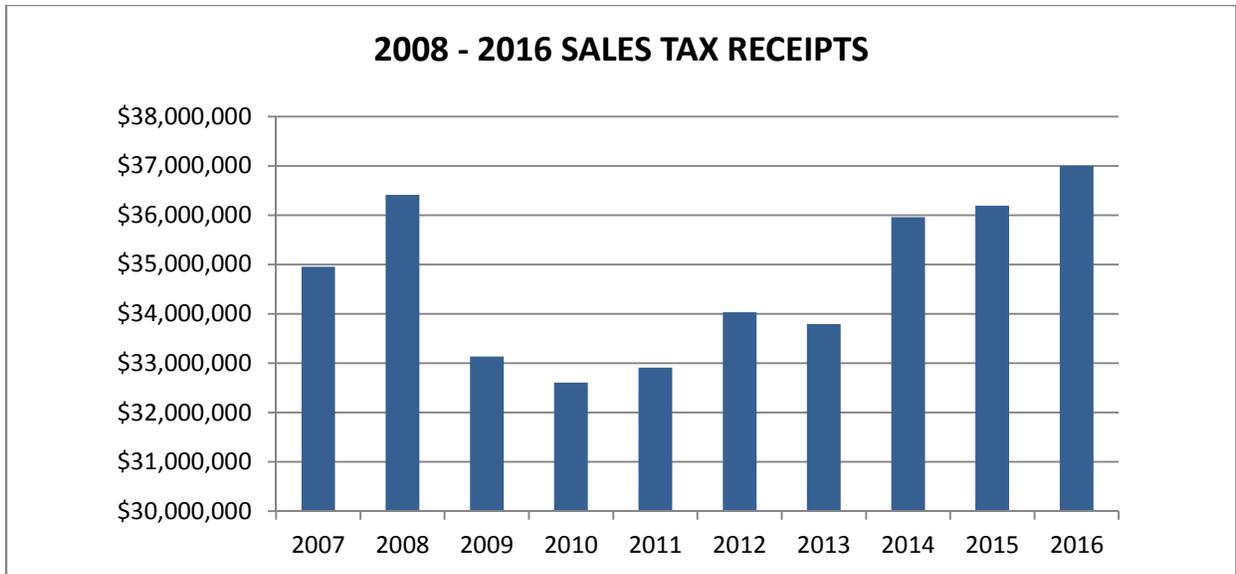
## **Sales Tax**

Sales tax is the County's second largest revenue source behind property taxes. Taxable sales in Sullivan County are charged an 8% sales tax rate. New York State and the County each retain 4%. All Counties in New York State are authorized to charge a 3% sales tax. Every two years Sullivan County must request special State legislation to be able to continue to charge an additional 1%. The rate for Sullivan County increased from 3% to 3.5% on June 1, 2003. The rate increased again on June 1, 2007 from 3.5% to 4%.

The County collected \$35.96 million in sales tax in 2014. Through mid-October of 2015 the County has seen a 0.65% increase in collections as compared to 2014. At this percentage increase, the County would collect approximately \$36.2 million in sales tax for 2015.

Sales tax receipts will reflect what is happening in the local economy as well as the national economy. Collections plummeted during the recent recession, dropping from a high of \$36.4 million to a low of \$32.6 million in 2010.

Historic sales tax collections are graphed below for the period that the County has had a 4% rate.



The 2016 budget is anticipating collecting \$37 million. As a point of reference the most recently adopted New York State budget anticipated a 2.9% increase for their fiscal year 2016 as compared to their fiscal year 2015 budget.<sup>1</sup>

It is likely that the County will see an increase in sales tax growth next year and in the future due to the economic prospects on the horizon. However, it is fiscally prudent to budget this revenue item relatively conservatively as it is sensitive to what is happening in the national and regional economy.

#### National Economic Indicators

- GDP
- Inflation
- Consumer Spending
- Consumer Debt load

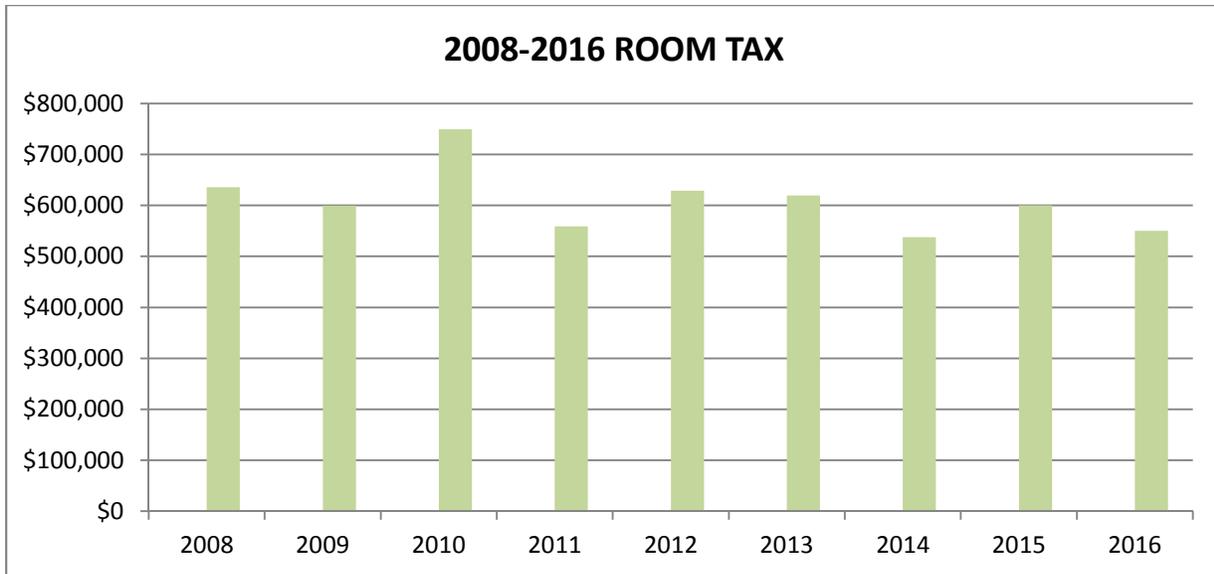
#### Sullivan County Economic Indicators

- Unemployment Rate
- Job Growth

#### Room Tax

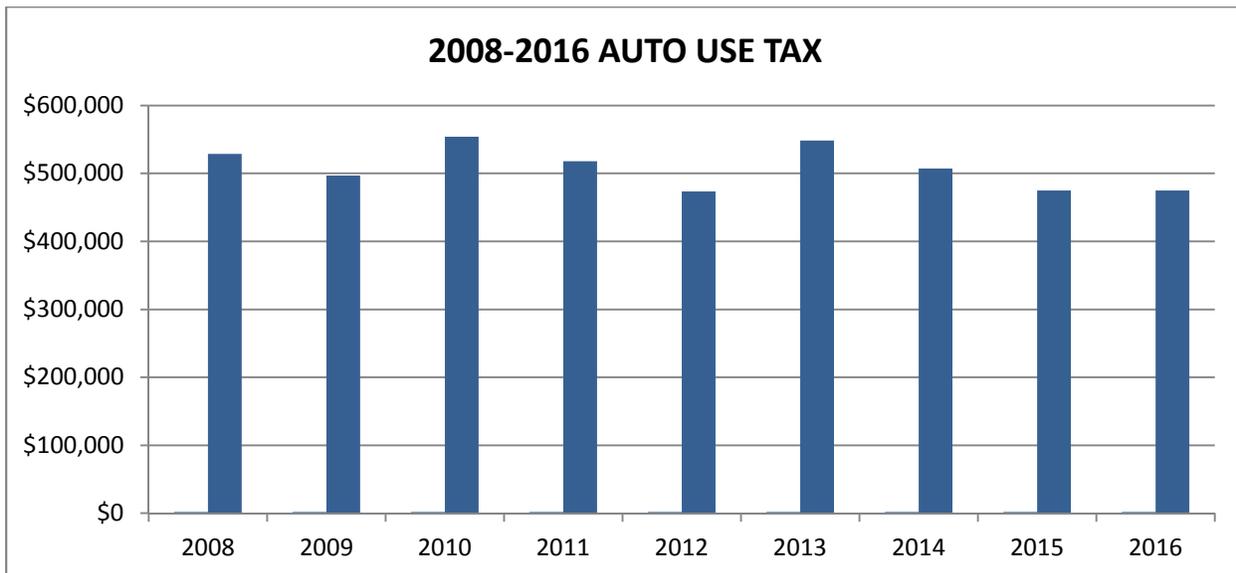
Through New York State Law the County is allowed to charge a 5% room and occupancy tax rate. This revenue stream is relatively stable and does not fluctuate significantly. At least 85% of the money must be used to promote tourism related activities within the County. The 2016 Tentative Budget anticipates \$550,000. The following graph depicts 2008 through 2014 actual receipts and 2015 budget figures.

<sup>1</sup> <https://www.budget.ny.gov/budgetFP/FY16FinPlan.pdf>



### Auto Use Tax

New York State Tax Law section 1201 (e) allows Counties to impose a vehicle use tax on individuals and businesses when registering a vehicle with the New York State Department of Motor Vehicles. In accordance with Tax Law section 1201 (e) Sullivan County imposes a fee of \$5 per year for vehicles weighing 3500 lbs. and under and \$10 per year for vehicles over 3500 lbs. In fiscal year 2014 Sullivan County received \$507,280 through this revenue source. The 2016 budget conservatively anticipates \$475,000. The following graph depicts 2008 through 2014 actual receipts and 2015 budget figures.

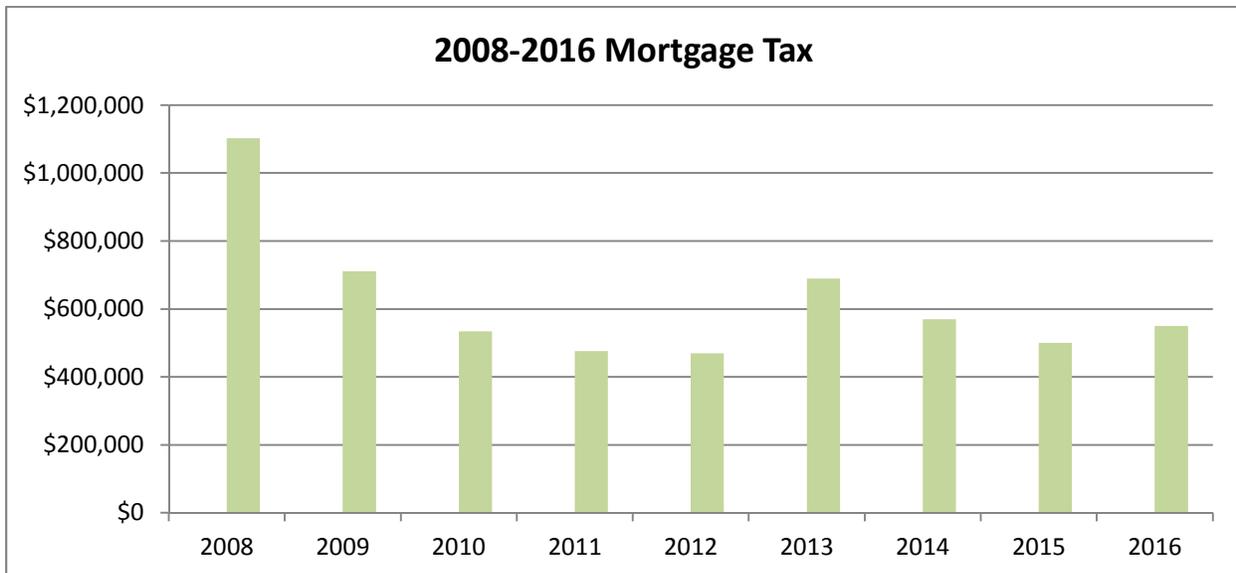


Currently three Counties have been authorized by New York State to set their vehicle use tax at a rate higher than what is authorized in law. The three counties charge \$15 for vehicles weighing 3500 lbs. and under and \$30 per year for vehicles over 3500 lbs. If Sullivan were authorized to increase our fee to \$15

and \$30 we would receive over \$1,500,000 giving us an additional \$1,000,000 in revenue to be able to fund the repair and maintenance of our road and bridge infrastructure.

### **Mortgage Tax**

Sullivan County imposes a mortgage tax on mortgages issued for property located within Sullivan County. The tax rate is 1 percent of original principle. Principle that is refinanced is not taxed a second time. Similar to sales tax, mortgage tax is economically sensitive. In 2008 the County collected over \$1.1 million in mortgage tax. Since then, the County has experienced a dramatic reduction in mortgage tax collections. The collections have stabilized and growth is anticipated as the economy improves. The 2016 Tentative Budget takes a conservative approach and does not anticipate any growth from anticipated 2015 collections. The following graph depicts 2008 through 2014 actual receipts and 2015 and 2016 budget figures.



### **State Aid & Federal Aid**

State Aid and Federal Aid are generally received by the County as reimbursement for providing services, most notably in the Division of Health and Family Services. Typically, the County receives this based upon units of service. The State and Federal government will reimburse the County for a percentage of what it costs to provide a specific service. The level of aid will go up and down in proportion to the amount of services being provided. These revenues are continuously monitored and adjustments are made when funding methodologies change.

### **Departmental Income**

Various County departments collect fees for providing services. Fees range from tipping fees at the landfill to pavilion rental fees at various County parks. These fees are analyzed yearly to determine if they are competitive and appropriate for the service being provided. All fees in the 2016 Tentative Budget are being held constant as compared to 2015.

The other large portion of departmental income is revenues related to services provided in the health related programs. The County provides various health and mental health related services. The County charges fees for utilizing those services either to the individual or to an insurance carrier.

## **Fund Balance**

Fund balance can be considered a source of funds to mitigate unforeseen cost increases or revenue shortfalls. Fund balance is useful in times of emergency or an economic downturn. It is generally recommended that between 5 and 15 percent of fund balance should be maintained as a percentage of appropriations.

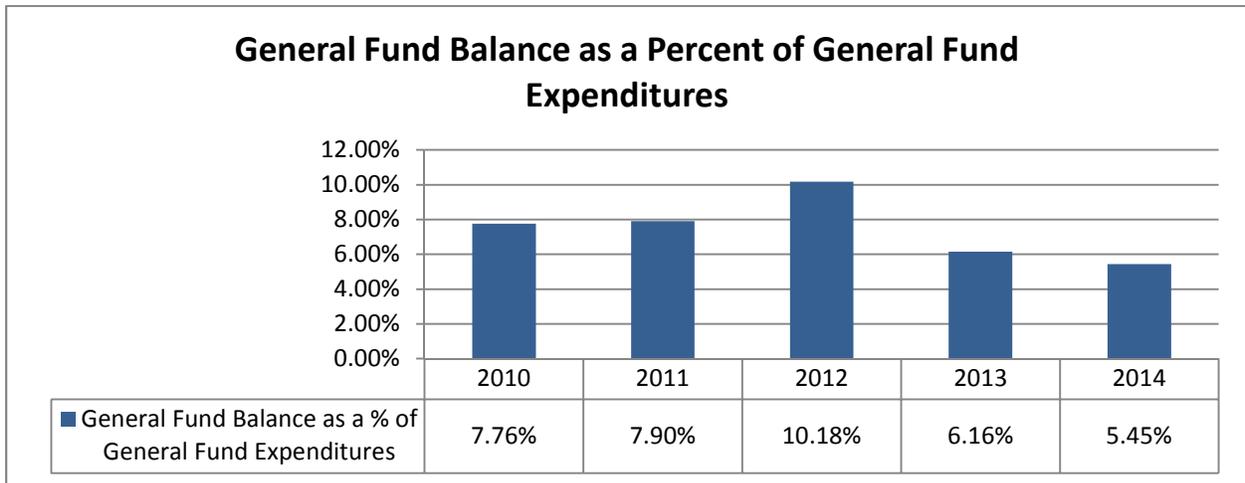
### **FUND BALANCE DEFINITIONS:**

GASB has replaced the earlier reserved and unreserved fund balance classifications with the following ones:

- A. **FUND BALANCE**: Consists of the measurement of available resources and represents the difference between total assets and total liabilities.
- B. **NONSPENDABLE**: Consists of assets that are inherently non-spendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principle of endowments.
- C. **RESTRICTED**: Consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.
- D. **COMMITTED**: Consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and the same level of formal action is required to remove the constraint.
- E. **ASSIGNED**: Consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund assigned fund balance represents the residual amount of fund balance.
- F. **UNASSIGNED**: Represents the residual classification for the government's general fund, and could report a surplus or a deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for the specific purposes for which amounts had been restricted, committed or assigned.

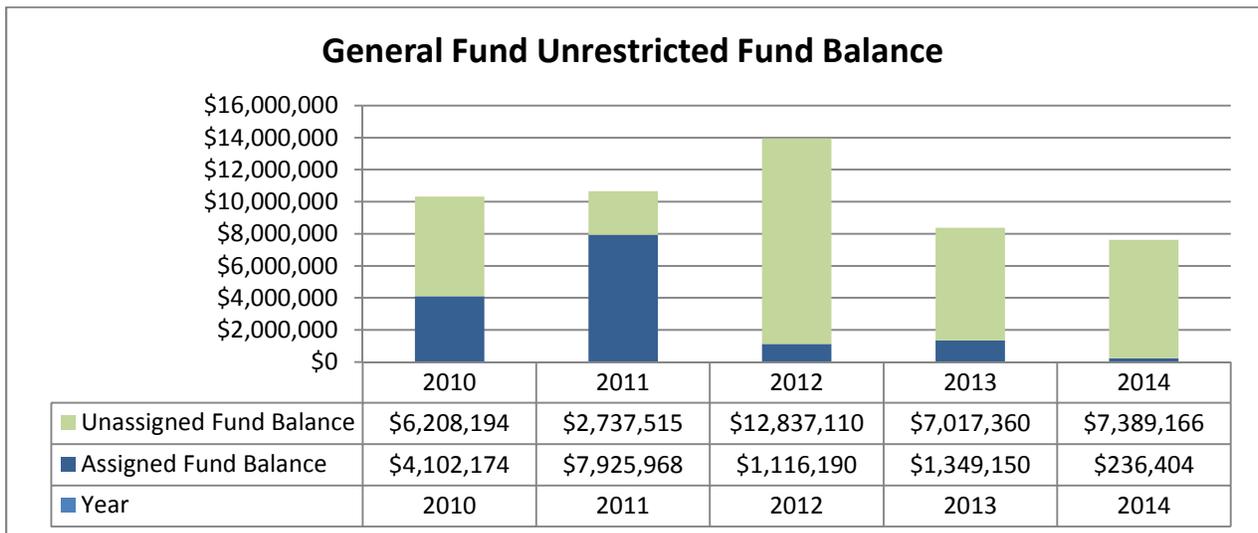
The 2014 audited financial statements detail that the County's total General Fund Assigned/Unassigned Fund Balance was \$7,625,570. Of that amount \$236,404 is classified as Assigned, and \$7,389,166 is classified as Unassigned. Total General Fund Expenditures in 2014 were \$139,995,662, resulting in a 5.45% General Fund Balance as a percent of General Fund Expenditures. \$625,786 of unassigned fund balance is available above the required 5% threshold to be utilized for one-time expenditures or for the purposes of revenue in the 2016 budget.

The five year history of General Fund Balance as a percent of General Fund Expenditures is detailed in the below chart.



The figure for 2010 includes \$3,826,351 of assigned fund balance that was appropriated for the 2011 operating budget. The figure for 2011 includes \$6,976,091 of assigned fund balance that was appropriated for the 2012 operating budget.

Unrestricted Fund Balance is made up of Assigned and Unassigned Fund Balance. The five year history of both is detailed in the chart below.



During the recession it was necessary to appropriate fund balance to avoid have to make drastic cuts in services and to avoid large tax increases. The 2016 budget appropriates \$625,000 of unassigned fund balance in the General Fund. There are appropriations of assigned fund balances for road surface treating and developing tax foreclosure software in the general fund. These are one time appropriations

for a specific purpose and not used to offset general operating expenses. There is also an appropriation from the Debt Reserve in the General Fund to be utilized for making debt service payments. The Solid Waste Fund is appropriating fund balance to help support operations. The necessity to use fund balance in this fund will greatly diminish and not be needed as long term debt expires and is not replaced. The Adult Care Center is using fund balance to support operations. This is necessary as there are significant delays in the realization of Intergovernmental Transfer Payments from New York State. The need for this usage will decline if payments are made on a timely basis.

*2016 Tentative Budget for Sullivan County*

*Summary of Budget - All Funds*

Total Appropriations - Excluding Interfund Items	207,471,547
Less: Estimated Revenues - Excluding Interfund Items	144,111,885
Appropriated Fund Balance-Landfill Closure	250,000
Appropriated Fund Balance-Road Machinery Fund	21,669
Appropriated Fund Balance-ACC	1,428,069
Appropriated Fund Balance-County Road	718,152
Appropriated Fund Balance-General Fund	625,000
Appropriated Fund Balance-General Fund Tax Software	175,000
Appropriated Fund Balance-Refuse and Garbage	645,587
Appropriated Fund Balance-Debt Reserve	1,274,231
Appropriated Fund Balance-Consturstron Commitment	1,500,000
	<u>150,749,593</u>
Real Property Tax Levy For Current Budget	56,721,954
Add: Allowance for Uncollectible Taxes*	<u>750,000</u>
Deferred Tax Revenue	
Total Tax Levy	<u><u>57,471,954</u></u>
Medicaid	21,909,396
Welfare Mandates	6,135,379
Other State Mandates	18,389,931
County Levy	11,037,248

\*Tax Levy Delineation is required by Local Law #3 of 2011

\*Chapter 350, Laws of 1978, effective 10/1/1978, requires counties to provide a reserve for taxes at least equal to the amount deemed to be uncollectible.

2016 Tentative Budget for Sullivan County

Summary of Budget - By Fund

	Total	General Fund	County Road Fund	Road Machinery Fund	Enterprise Fund Adult Care Center	Refuse & Garbage Fund	Debt Service Fund
Appropriations - Excluding Interfund Items	207,471,547	151,784,309	17,395,423	4,225,527	17,967,074	7,366,612	8,732,602
Interfund Appropriations	27,673,033	19,838,740	2,120,179	883,911		4,830,203	0
Total Appropriations	235,144,580	171,623,049	19,515,602	5,109,438	17,967,074	12,196,815	8,732,602
Less:							
Estimated Revenues, other than Real Estate Taxes and excluding Interfund Items	144,111,885	110,651,095	4,718,860	902,000	16,539,005	11,300,925	0
Interfund Revenue, etc.	27,673,033	500,000	14,077,866	4,112,565	0	250,000	8,732,602
Appropriated Fund Balance - Landfill Closure	250,000	250,000	0	0	0	0	0
Appropriated Fund Balance - Road Machinery	21,669	0	0	21,669	0	0	0
Appropriated Fund Balance - ACC	1,428,069	0	0	0	1,428,069	0	0
Appropriated Fund Balance - County Road	718,152	0	718,152	0	0	0	0
Appropriated Fund Balance - General Fund	625,000	625,000	0	0	0	0	0
Appropriated Fund Balance - General Fund Tax Software	175,000	175,000	0	0	0	0	0
Appropriated Fund Balance - Refuse & Garbage	645,587	0	0	0	0	645,587	0
Appropriated Fund Balance - Debt Reserve	1,274,231	1,200,000	724	73,204	0	303	0
Appropriated Fund Balance - Construction Commitment	1,500,000	1,500,000	0	0	0	0	0
Total Revenues, etc.	178,422,626	114,901,095	19,515,602	5,109,438	17,967,074	12,196,815	8,732,602
Appropriations to be raised by Real Property Tax	56,721,954	56,721,954					
Allowance for Uncollectible Taxes	750,000	750,000					
Total Tax Levy	<u>57,471,954</u>	<u>57,471,954</u>					
Medicaid	21,909,396						
Welfare Mandates	6,135,379						
Other State Mandates	18,389,931						
County Levy	11,037,248						

*2016 Tentative Budget for Sullivan County*

<b>2016 TAX CAP CALCULATION</b>			
2015 Tax Levy			\$58,708,894.00
Tax Base Growth Factor*	x	1.0038	
	=		\$58,931,987.80
Estimated PILOTS in 2015	+		\$1,082,163.00
	=		\$60,014,150.80
Allowable Levy Growth (1.0073%)**	x	1.0073	
	=		\$60,452,254.10
Estimated PILOTS in 2016	-		\$919,893.00
Maximum Tax Levy to remain within the cap	=		\$59,532,361.10
Allowable Increase in Tax Levy within the Tax Cap before chargebacks			\$823,467.10
Chargeback - 2016 Town Portion of Worker's Comp Costs	-		\$1,930,348.00
Chargebacks - Other (Estimated)	-		\$126,990.00
2016 Total Tax Levy Cap after chargebacks	=		\$57,475,023.10
2015 Total Tax Levy after chargebacks	-		\$56,577,766.00
Allowable Increase in Tax Levy within the Tax Cap after chargebacks			\$897,257.10
2016 Tentative Tax Levy			\$57,471,954.00
<i>* Provided by NYS Taxation &amp; Finance</i>			
<i>** Provided by NYS Comptroller's Office</i>			

**Summary of Financial Sources and Uses 2016 Tentative Budget**

	General Fund	County Road Fund	Special Revenue Fund (Refuse and Garbage)	Enterprise Fund (ACC)	Road Machinery Fund	Debt Service Fund	Total All Funds
<b>Revenues</b>							
Real Property Taxes	56,721,954	-	-	-	-	-	56,721,954
Other Tax Items	6,669,893	-	-	-	-	-	6,669,893
Non-Property Taxes	39,042,000	-	-	-	-	-	39,042,000
Departmental Income	20,727,433	-	5,218,425	11,819,399	900,000	-	38,665,257
Intergovernmental Charges	812,150	495,806	-	-	-	-	1,307,956
Use of Money and Property	58,850	-	-	6,000	-	-	64,850
Licenses and Permits	27,300	5,000	-	-	-	-	32,300
Fines and Forfeitures	266,308	-	-	-	-	-	266,308
Sales of Property and Compensation for Loss	110,200	1,200	255,000	-	-	-	366,400
Miscellaneous Local Sources	4,248,257	200,000	5,795,000	4,400,000	2,000	-	14,645,257
Interfund Revenue	-	-	250,000	313,606	-	-	563,606
State Aid	20,471,415	3,394,023	32,500	-	-	-	23,897,938
Federal Aid	18,217,289	622,831	-	-	-	-	18,840,120
Miscellaneous	-	-	-	-	-	-	-
Transfers	500,000	14,077,866	-	-	4,112,565	-	18,690,431
Other Financing Sources	-	-	-	-	-	8,732,602	8,732,602
Fund Balance	3,750,000	718,876	645,890	1,428,069	94,873	-	6,637,708
<b>Total Revenues</b>	<b>\$ 171,623,049</b>	<b>\$ 19,515,602</b>	<b>\$ 12,196,815</b>	<b>\$ 17,967,074</b>	<b>\$ 5,109,438</b>	<b>\$ 8,732,602</b>	<b>\$ 235,144,580</b>

	General Fund	County Road Fund	Special Revenue Fund (Refuse and Garbage)	Enterprise Fund (ACC)	Road Machinery Fund	Debt Service Fund	Total All Funds
<b>Expenditures - By Function</b>							
General Government Support	26,752,186	-	-	-	-	-	26,752,186
Education	5,750,000	-	-	-	-	-	5,750,000
Public Safety	25,771,497	791,461	-	-	-	-	26,562,958
Health	25,359,796	-	-	-	-	-	43,114,211
Transportation	1,593,214	15,405,480	-	17,754,415	4,162,636	-	21,161,330
Economic Opportunity and Development	60,617,949	-	-	-	-	-	60,617,949
Culture and Recreation	3,797,603	-	-	-	-	-	3,797,603
Home and Community Services	1,832,120	-	-	-	-	-	13,929,323
Debt Service	309,944	1,198,482	12,097,203	212,659	62,891	8,732,602	10,616,190
Other Financing Uses	19,838,740	2,120,179	99,612	-	883,911	-	22,842,830
<b>Total Expenditures</b>	<b>\$ 171,623,049</b>	<b>\$ 19,515,602</b>	<b>\$ 12,196,815</b>	<b>\$ 17,967,074</b>	<b>\$ 5,109,438</b>	<b>\$ 8,732,602</b>	<b>\$ 235,144,580</b>

	General Fund	County Road Fund	Special Revenue Fund (Refuse and Garbage)	Enterprise Fund (ACC)	Road Machinery Fund	Debt Service Fund	Total All Funds
<b>Expenditures - By Category</b>							
Personal Services	41,100,556	4,131,863	1,009,827	7,038,641	1,148,260	-	54,429,147
Fixed Equipment	293,000	-	250,000	330,000	-	-	873,000
Contracted Services	82,048,607	8,682,845	5,388,800	5,460,076	2,135,600	4,339	103,720,267
Employee Benefits	28,028,702	3,382,233	618,373	4,925,698	878,776	-	37,833,782
Debt Service	200,000	1,100,000	94,400	203,960	59,600	7,018,541	8,676,501
Principal	109,944	98,482	5,212	8,699	3,291	1,709,722	1,935,350
Interest	19,842,240	2,120,179	4,830,203	-	883,911	-	27,676,533
Transfers	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 171,623,049</b>	<b>\$ 19,515,602</b>	<b>\$ 12,196,815</b>	<b>\$ 17,967,074</b>	<b>\$ 5,109,438</b>	<b>\$ 8,732,602</b>	<b>\$ 235,144,580</b>

	General Fund	County Road Fund	Special Revenue Fund (Refuse and Garbage)	Enterprise Fund (ACC)	Road Machinery Fund	Debt Service Fund	Total All Funds
<b>Fund Balance</b>							
2014 Beginning Balance	24,188,143	3,437,266	754,523	3,449,907	286,277	-	-
Appropriated Fund Balance	3,750,000	718,876	645,890	1,428,069	94,873	-	-
2015 Surplus/(Deficit)	4,000,000	500,000	250,000	-	100,000	-	-
Change in Balance	250,000	(218,876)	(395,890)	(1,428,069)	5,127	-	-

## Summary of Financial Resources and Uses 2014 - 2016

\*in thousands of dollars

	General Fund			County Road Fund			Special Revenue Fund (Refuse and Garbage)			Enterprise Fund (ACC)			Road Machinery Fund			Debt Service Fund			Total All Funds			
	2014 Actual	2015 Amended Budget	2016 Tentative Budget	2014 Actual	2015 Amended Budget	2016 Tentative Budget	2014 Actual	2015 Amended Budget	2016 Tentative Budget	2014 Actual	2015 Amended Budget	2016 Tentative Budget	2014 Actual	2015 Amended Budget	2016 Tentative Budget	2014 Actual	2015 Amended Budget	2016 Tentative Budget	2014 Actual	2015 Amended Budget	2016 Tentative Budget	
	<b>Revenues</b>																					
Real Property Taxes	55,764	55,828	57,472	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55,764	55,828	57,472
Other Tax Items	7,522	6,832	6,670	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,522	6,832	6,670
Non-Property Taxes	38,065	37,267	39,042	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,065	37,267	39,042
Departmental Income	18,897	21,689	20,727	-	-	-	5,219	5,632	5,218	-	-	-	-	-	-	-	-	-	-	34,740	40,497	38,665
Intergovernmental Charges	682	665	812	542	425	496	-	-	-	-	-	-	-	-	-	-	-	-	-	1,225	1,090	1,308
Use of Money and Property	152	134	59	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	158	140	65
Licenses and Permits	59	28	27	5	4	5	-	-	-	-	-	-	-	-	-	-	-	-	-	64	32	32
Fines and Forfeitures	284	271	266	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	284	271	266
Sales of Property and Comp. for Loss	40	110	110	3	4	1	273	354	255	-	-	-	-	-	-	-	-	-	-	316	468	366
Miscellaneous Local Sources	3,529	4,203	4,248	47	0	200	5,802	5,897	5,795	-	-	-	-	-	-	-	-	-	-	19,447	14,324	14,645
Interfund Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Aid	13,515	18,334	20,471	5,660	3,436	3,394	5	33	33	-	-	-	-	-	-	-	-	-	-	19,180	21,802	23,898
Federal Aid	16,321	17,766	18,217	699	2,856	623	-	-	-	-	-	-	-	-	-	-	-	-	-	17,373	20,787	18,840
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers	1	500	500	11,568	12,076	14,078	1,100	1,275	-	-	-	-	-	-	-	-	-	-	-	26,180	26,709	27,423
Other Financing Sources	-	408	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	408
Fund Balance	3,302	1,667	3,750	(1,673)	3,129	719	529	432	896	-	-	-	-	-	-	-	-	-	-	(3,048)	5,428	6,888
<b>Total Revenues</b>	<b>\$ 158,332</b>	<b>\$ 165,704</b>	<b>\$ 172,373</b>	<b>\$ 16,850</b>	<b>\$ 21,929</b>	<b>\$ 19,516</b>	<b>\$ 12,929</b>	<b>\$ 13,623</b>	<b>\$ 12,197</b>	<b>\$ 15,679</b>	<b>\$ 16,887</b>	<b>\$ 17,967</b>	<b>\$ 4,699</b>	<b>\$ 5,099</b>	<b>\$ 5,109</b>	<b>\$ 9,056</b>	<b>\$ 8,956</b>	<b>\$ 8,733</b>	<b>\$ 217,546</b>	<b>\$ 232,197</b>	<b>\$ 235,895</b>	
<b>Expenditures - By Function</b>																						
General Government Support	23,375	26,092	26,732	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,375	26,092	26,732
Education	5,458	5,500	5,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,458	5,500	5,750
Public Safety	24,058	25,274	25,771	718	765	791	-	-	-	-	-	-	-	-	-	-	-	-	-	24,776	26,038	26,563
Health	21,926	25,224	25,360	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37,574	42,084	43,114
Transportation	1,362	1,872	1,593	13,040	17,911	15,405	-	-	-	-	-	-	3,895	4,217	4,163	-	-	-	-	18,297	24,001	21,161
Econ. Opportunity and Development	58,932	57,442	60,618	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	58,932	57,442	60,618
Culture and Recreation	3,172	3,567	3,798	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,172	3,567	3,798
Home and Community Services	1,435	1,623	1,832	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,242	14,135	13,929
Debt Service	277	296	310	1,140	1,140	1,198	11,807	12,512	12,097	-	-	-	-	-	-	-	-	-	-	8,981	8,956	8,733
Other Financing Uses	18,337	18,814	19,589	1,952	2,113	2,120	1,122	1,111	100	-	-	-	804	881	884	-	-	-	-	21,093	21,808	22,593
<b>Total Expenditures</b>	<b>\$ 158,332</b>	<b>\$ 165,704</b>	<b>\$ 171,373</b>	<b>\$ 16,850</b>	<b>\$ 21,929</b>	<b>\$ 19,516</b>	<b>\$ 12,929</b>	<b>\$ 13,623</b>	<b>\$ 12,197</b>	<b>\$ 15,679</b>	<b>\$ 16,887</b>	<b>\$ 17,967</b>	<b>\$ 4,699</b>	<b>\$ 5,099</b>	<b>\$ 5,109</b>	<b>\$ 9,056</b>	<b>\$ 8,956</b>	<b>\$ 8,733</b>	<b>\$ 217,471</b>	<b>\$ 232,197</b>	<b>\$ 234,895</b>	
<b>Expenditures - By Category</b>																						
Personal Services	37,505	39,354	41,101	3,691	3,928	4,132	994	995	1,010	-	-	-	1,054	1,127	1,148	-	-	-	-	49,700	52,262	54,429
Fixed Equipment	767	842	293	9	9	-	-	190	250	-	-	-	175	-	-	-	-	-	-	779	1,306	873
Contracted Services	77,904	80,145	82,049	7,083	11,447	8,683	5,323	5,755	5,389	-	-	-	2,029	2,064	2,136	-	-	-	-	97,374	104,704	103,720
Employee Benefits	23,542	25,929	28,029	2,975	3,292	3,382	611	670	618	-	-	-	812	852	879	-	-	-	-	32,044	35,368	37,834
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal	200	200	200	1,100	1,100	1,100	1,100	1,100	94	-	-	-	-	-	-	-	-	-	-	9,435	9,145	8,677
Interest	77	96	110	40	40	98	22	11	5	-	-	-	-	-	-	-	-	-	-	2,407	2,379	1,935
Transfers	18,337	19,138	19,842	1,952	2,113	2,120	4,939	4,902	4,830	-	-	-	804	881	884	-	-	-	-	26,108	27,033	27,676
<b>Total Expenditures</b>	<b>\$ 158,332</b>	<b>\$ 165,704</b>	<b>\$ 171,623</b>	<b>\$ 16,850</b>	<b>\$ 21,929</b>	<b>\$ 19,516</b>	<b>\$ 12,929</b>	<b>\$ 13,623</b>	<b>\$ 12,197</b>	<b>\$ 15,679</b>	<b>\$ 16,887</b>	<b>\$ 17,967</b>	<b>\$ 4,699</b>	<b>\$ 5,099</b>	<b>\$ 5,109</b>	<b>\$ 9,056</b>	<b>\$ 8,956</b>	<b>\$ 8,733</b>	<b>\$ 217,546</b>	<b>\$ 232,197</b>	<b>\$ 235,144</b>	

**Sullivan County Multiyear Budget**

2016 - 2021

	2016 Tentative Budget	2017	2018	2019	2020	2021
<b>Revenues</b>						
Real Property Taxes	56,721,954	57,856,393	59,013,521	60,193,791	61,397,667	62,625,621
Other Tax Items	6,669,893	6,669,893	6,669,893	6,669,893	6,669,893	6,669,893
Non-Property Taxes	39,042,000	40,115,655	43,018,836	44,201,853	45,417,404	46,666,383
Departmental Income	20,727,433	20,727,433	20,727,433	20,727,433	20,727,433	20,727,433
Intergovernmental Charges	812,150	812,150	812,150	812,150	812,150	812,150
Use of Money and Property	58,850	58,850	58,850	58,850	58,850	58,850
Licenses and Permits	27,300	27,300	27,300	27,300	27,300	27,300
Fines and Forfeitures	266,308	266,308	266,308	266,308	266,308	266,308
Sales of Property and Compensation for Loss	110,200	110,200	110,200	110,200	110,200	110,200
Miscellaneous Local Sources	4,248,257	4,248,257	4,248,257	4,248,257	4,248,257	4,248,257
Interfund Revenue	-	-	-	-	-	-
State Aid	20,471,415	20,471,415	20,471,415	20,471,415	20,471,415	20,471,415
Federal Aid	18,217,289	18,217,289	18,217,289	18,217,289	18,217,289	18,217,289
Miscellaneous	-	-	-	-	-	-
Transfers	500,000	500,000	400,000	-	-	-
Other Financing Sources	-	-	-	-	-	-
Casino Resort Mitigation Payment	-	-	6,500,000	6,500,000	6,500,000	6,500,000
Fund Balance	3,750,000	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 171,623,049</b>	<b>\$ 170,081,143</b>	<b>\$ 180,541,451</b>	<b>\$ 182,504,740</b>	<b>\$ 184,924,167</b>	<b>\$ 187,401,099</b>
<b>Expenditures - By Category</b>						
Personal Services	41,100,556	41,922,567	42,761,018	43,616,239	44,488,564	45,378,335
Fixed Equipment	293,000	293,000	293,000	293,000	293,000	293,000
Contracted Services	82,048,607	83,279,336	84,528,526	85,796,454	87,083,401	88,389,652
Employee Benefits	28,028,702	28,729,420	29,447,655	30,183,846	30,938,443	31,711,904
Debt Service						
Principal	200,000	200,000	-	-	-	-
Interest	109,944	109,944	109,944	109,944	109,944	109,944
Transfers	19,842,240	20,139,874	20,441,972	20,748,601	21,059,830	21,375,728
<b>Total Expenditures</b>	<b>\$ 171,623,049</b>	<b>\$ 174,674,140</b>	<b>\$ 177,582,115</b>	<b>\$ 180,748,085</b>	<b>\$ 183,973,181</b>	<b>\$ 187,258,562</b>
<b>Debt Schedule Additions/(Subtractions)</b>						
Changes in Debt Payments from 2016	-	127,370	(486,080)	(1,587,911)	(2,265,876)	(2,385,410)
2016 Borrowing	-	1,394,877	1,394,877	1,394,877	1,394,877	1,394,877
2017 Borrowing	-	-	998,624	998,624	998,624	998,624
2018 Borrowing	-	-	-	982,270	982,270	982,270
2019 Borrowing	-	-	-	-	882,234	882,234
2020 Borrowing	-	-	-	-	-	726,349
Total New Debt - Tentative Capital Budget	-	1,394,877	2,393,501	3,375,771	4,258,005	4,984,354
<b>Total Net New Debt</b>	<b>\$ -</b>	<b>\$ 1,522,247</b>	<b>\$ 1,907,421</b>	<b>\$ 1,787,860</b>	<b>\$ 1,992,129</b>	<b>\$ 2,598,944</b>

# Assumptions Used For Multiyear Budget

## Revenues

- Real Property Tax: 2% Annual Growth
- Other Property Tax Items: 0% Growth
- Non-Property Tax Items: 2017 2.75%, 2018 2% plus \$1.8 million (Casino Resort & Veria), 2019 through 2021 2.75%
- Departmental Income: 0% based upon historic trend
- Intergovernmental Charges: 0% based upon historic trend
- Use of Money and Property: 0% based upon historic trend
- Licenses and Permits: 0% based upon historic trend
- Fines and Forfeitures: 0% based upon historic trend
- Sale of Property and Comp. for Loss: 0% based upon historic trend
- Misc. Local Sources: 0% based upon historic trend
- State and Federal Aid: 0%
- Transfers: \$500,000 in 2017 \$400,000 in 2018 then \$0 in 2019 through 2021.
- Casino Resort Mitigation Payment: 2018 through 2021 \$6.5 million based upon New York State Department of Budget estimates
- Fund Balance

## Expenses:

- Personal Services: 2% growth
- Fixed Equipment: 0%
- Contracted Services: 1.5% growth based upon historic average
- Employee Benefits: 2.5% growth based upon historic average
- Debt Service (BANs): \$200,000 in principal in 2016 and 2017. Interest to remain stable (TAN).
- Transfers: 3.9 % growth based upon historic average

2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY									
CONTRACTING AGENCIES BUDGET REQUEST AND RECOMMENDATION									
CATEGORY	AGENCY	Account Number	2014 ADOPTED	2015 REQUESTED	2015 TENTATIVE	2015 ADOPTED	2016 REQUESTED	2016 TENTATIVE	2016 ADOPTED
A	Sullivan County Conflict Legal Aid	A-1170-40-4008	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
A	Sullivan County Legal Aid Panel Inc	A-1170-40-4008	\$741,657	\$741,657	\$741,657	\$741,657	\$741,657	\$741,657	\$741,657
	<b>TOTAL CATEGORY A</b>		<b>\$1,091,657</b>						
B	Cornell Cooperative Extension	A-8989-99-40-4035	\$415,000	\$415,000	\$415,000	\$415,000	\$415,000	\$415,000	\$415,000
B	Soil and Water Conservation District	A-8745-40-4040	\$198,535	\$232,820	\$198,535	\$198,535	\$250,402	\$198,535	\$198,535
B	Sullivan County Community College - Contribution	A-2495-46-4605	\$4,000,000	\$4,000,000	\$4,000,000	\$4,000,000	\$4,300,000	\$4,300,000	\$4,300,000
B	Sullivan County Visitors Association	A-6410-40-4011	\$467,500	\$538,000	\$568,000	\$568,000	\$538,000	\$538,000	\$538,000
	<b>TOTAL CATEGORY B</b>		<b>\$5,081,035</b>	<b>\$5,185,820</b>	<b>\$5,181,535</b>	<b>\$5,181,535</b>	<b>\$5,503,402</b>	<b>\$5,503,402</b>	<b>\$5,451,535</b>
C	Boys and Girls Club*	A-6010-38-40-4001	\$98,043	\$98,043	\$98,043	\$98,043	\$98,043	\$98,043	\$98,043
C	CACHE	A-6310-40-4001	\$18,360	\$18,360	\$18,360	\$18,360	\$18,360	\$18,360	\$18,360
C	C.A.T.S.	A-7560-40-4028	\$12,312	\$12,312	\$12,312	\$12,312	\$12,312	\$12,312	\$12,312
C	Economic Development Corporation	A-6989-40-4046	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C	Dream Tank	A-3010-40-4045	\$33,048	\$40,897	\$33,048	\$33,048	\$45,000	\$33,048	\$33,048
C	Delaware Valley Arts Alliance	A-7560-40-4004	\$14,535	\$25,000	\$14,535	\$14,535	\$25,000	\$14,535	\$14,535
C	Delaware Highlands Conservancy(The Eagle Institute )	A-7560-40-4027	\$5,200	\$7,000	\$5,200	\$5,200	\$7,000	\$5,200	\$5,200
C	Head Start	A-6326-40-4001	\$31,396	\$54,000	\$54,000	\$31,396	\$54,000	\$31,396	\$31,396
C	Hospice of Orange and Sullivan Counties	A-4010-33-40-4013	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
C	Library Alliance	A-7560-40-4029	\$7,850	\$22,000	\$7,850	\$7,850	\$15,400	\$7,850	\$7,850
C	Literacy Volunteers	A-7560-40-4030	\$2,906	\$3,500	\$2,906	\$2,906	\$5,000	\$2,906	\$2,906
C	Nonprofit Leadership Summit	A-8020-90-40-4013	\$6,500	\$6,500	\$6,500	\$6,500	\$10,000	\$6,500	\$6,500
C	Partnership for Economic Development	A-6989-40-4009	\$75,000	\$100,000	\$75,000	\$75,000	\$100,000	\$75,000	\$75,000
C	Sullivan Alliance for Sustainable Development	A-6989-40-4013	\$60,000	\$60,000	\$60,000	\$60,000	\$75,000	\$60,000	\$60,000
C	Sullivan County ARC	A-4322-40-4023	\$55,080	\$0	\$0	\$0	\$0	\$0	\$0
C	Sullivan County Long Beards	A-8720-40-4013	\$1,360	\$1,360	\$1,360	\$1,360	\$0	\$0	\$0
C	Sullivan County Sportsmen's Federation	A-8720-40-4013	\$12,240	\$17,000	\$12,240	\$12,240	\$12,240	\$12,240	\$12,240
C	Upper Delaware Scenic Byway	A-8020-90-40-4033	\$1,360	\$1,360	\$1,360	\$1,360	\$2,000	\$1,360	\$1,360
C	YMCA of Middletown NY INC	A-7310-40-4013	\$17,600	\$17,600	\$17,600	\$17,600	\$16,500	\$16,500	\$16,500
	<b>TOTAL CATEGORY C</b>		<b>\$446,290</b>	<b>\$504,932</b>	<b>\$440,314</b>	<b>\$417,710</b>	<b>\$515,855</b>	<b>\$415,250</b>	<b>\$415,250</b>
	<b>TOTAL ALL CATEGORIES</b>		<b>\$6,618,982</b>	<b>\$6,782,409</b>	<b>\$6,713,506</b>	<b>\$6,690,902</b>	<b>\$7,110,914</b>	<b>\$6,958,442</b>	<b>\$6,958,442</b>

\*Includes funding through COPS for 2014 & 2015; 2016 County share is \$41,280, COPS funding amount is \$56,763

Equalized Total Assessed Value 9,314,957,318

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
10100	SPEC DIST USED FOR PURPOSE ESTAB	RPTL 410	69	21,101,707	0.23
10110	O/S SPEC DIST - SEWER OR WATER	RPTL 410-a	8	430,320	0.00
12100	NYS - GENERALLY	RPTL 404(1)	107	284,442,561	3.05
12350	PUBLIC AUTHORITY - STATE	RPTL 412	11	539,879	0.01
13100	CO - GENERALLY	RPTL 406(1)	75	77,530,460	0.83
13240	CO O/S LIMITS - SEWER OR WATER	RPTL 406(3)	1	148,068	0.00
13350	CITY - GENERALLY	RPTL 406(1)	2	5,689,300	0.06
13500	TOWN - GENERALLY	RPTL 406(1)	334	79,143,492	0.85
13510	TOWN - CEMETERY LAND	RPTL 446	9	149,960	0.00
13570	TOWN O/S LIMITS - SPECIFIED USES	RPTL 406(2)	5	926	0.00
13650	VG - GENERALLY	RPTL 406(1)	86	13,301,799	0.14
13730	VG O/S LIMITS - SPECIFIED USES	RPTL 406(2)	3	222,614	0.00
13740	VG O/S LIMITS - SEWER OR WATER	RPTL 406(3)	25	7,019,680	0.08
13741	VG O/S LIMITS - SEWER OR WATER	RPTL 406(3)	2	393,374	0.00
13742	VG O/S LIMITS - SEWER OR WATER	RPTL 406(3)	2	2,123,541	0.02
13800	SCHOOL DISTRICT	RPTL 408	36	166,112,074	1.78
13850	BOCES	RPTL 408	1	5,644,533	0.06
13870	SPEC DIST USED FOR PURPOSE ESTAB	RPTL 410	66	19,425,175	0.21
13890	PUBLIC AUTHORITY - LOCAL	RPTL 412	2	2,985,682	0.03
14100	USA - GENERALLY	RPTL 400(1)	9	7,405,071	0.08
14110	USA - SPECIFIED USES	STATE L 54	9	2,232,879	0.02
18020	MUNICIPAL INDUSTRIAL DEV AGENCY	RPTL 412-a	187	248,553,492	2.67
18060	URBAN REN: OWNER-MUN U R AGENCY	GEN MUNY 555 & 560	1	30,484	0.00
18080	MUN HSG AUTH-FEDERAL/MUN AIDED	PUB HSN L 52(3)&(5)	4	5,998,319	0.06
21600	RES OF CLERGY - RELIG CORP OWNER	RPTL 462	16	2,159,310	0.02
25110	NONPROF CORP - RELIG(CONST PROT)	RPTL 420-a	505	251,535,233	2.70
25120	NONPROF CORP - EDUC(CONST PROT)	RPTL 420-a	167	159,322,421	1.71
25130	NONPROF CORP - CHAR (CONST PROT)	RPTL 420-a	51	25,686,607	0.28
25210	NONPROF CORP - HOSPITAL	RPTL 420-a	4	47,016,666	0.50
25220	NONPROF CORP-CEMETERY	RPTL 420(1)(a)	5	83,365	0.00
25230	NONPROF CORP - MORAL/MENTAL IMP	RPTL 420-a	73	28,530,947	0.31
25300	NONPROF CORP - SPECIFIED USES	RPTL 420-b	48	19,086,999	0.20
25600	NONPROFIT HEALTH MAINTENANCE ORG	RPTL 486-a	2	530,968	0.01

Equalized Total Assessed Value 9,314,957,318

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
26050	AGRICULTURAL SOCIETY	RPTL 450	1	361,842	0.00
26100	VETERANS ORGANIZATION	RPTL 452	8	759,215	0.01
26250	HISTORICAL SOCIETY	RPTL 444	1	101,791	0.00
26400	INC VOLUNTEER FIRE CO OR DEPT	RPTL 464(2)	20	6,848,451	0.07
27350	PRIVATELY OWNED CEMETERY LAND	RPTL 446	188	3,876,637	0.04
28100	NOT-FOR-PROFIT HOUSING CO	RPTL 422	1	3,885,455	0.04
28120	NOT-FOR-PROFIT HOUSING CO	RPTL 422	1	575,682	0.01
29700	PROP WITHDRAWN FROM FORECLOSURE	RPTL 1138	10	541,176	0.01
32252	NYS OWNED REFORESTATION LAND	RPTL 534	7	928,245	0.01
32301	NYS LAND TAXABLE FOR SCHOOL ONLY	RPTL 536	12	1,516,290	0.02
33200	TAX SALE - COUNTY OWNED	RPTL 406(5)	4	53,289	0.00
33201	TAX SALE - COUNTY OWNED	RPTL 406(5)	342	15,656,257	0.17
33701	TAX SALE - VG OWNED	RPTL 406(5)	10	381,624	0.00
41101	VETS EX BASED ON ELIGIBLE FUNDS	RPTL 458(1)	113	2,728,604	0.03
41120	ALT VET EX-WAR PERIOD-NON-COMBAT	RPTL 458-a	1,131	22,106,287	0.24
41121	ALT VET EX-WAR PERIOD-NON-COMBAT	RPTL 458-a	300	4,975,277	0.05
41122	ALT VET EX-WAR PERIOD-NON-COMBAT	RPTL 458-a	4	111,548	0.00
41130	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	903	28,883,990	0.31
41131	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	238	6,461,709	0.07
41132	ALT VET EX-WAR PERIOD-COMBAT	RPTL 458-a	5	234,218	0.00
41140	ALT VET EX-WAR PERIOD-DISABILITY	RPTL 458-a	362	11,136,850	0.12
41141	ALT VET EX-WAR PERIOD-DISABILITY	RPTL 458-a	95	2,531,153	0.03
41145	ALT VET EX-WAR PERIOD-DISABILITY	RPTL 458-a	1	4,758	0.00
41161	COLD WAR VETERANS (15%)	RPTL 458-b	244	2,905,031	0.03
41162	COLD WAR VETERANS (15%)	RPTL 458-b	85	998,101	0.01
41171	COLD WAR VETERANS (DISABLED)	RPTL 458-b	22	349,354	0.00
41172	COLD WAR VETERANS (DISABLED)	RPTL 458-b	2	35,065	0.00
41300	PARAPLEGIC VETS	RPTL 458(3)	1	191,591	0.00
41400	CLERGY	RPTL 460	18	38,881	0.00
41690	VOLUNTEER FIREFIGHTERS AND AMBULANCE	RPTL 466-c,d,e,f,g,h&i	213	650,511	0.01
41691	VOLUNTEER FIREFIGHTERS AND AMBULANCE	RPTL 466-c,d,e,f,g,h&i	68	203,600	0.00
41692	VOLUNTEER FIREFIGHTERS AND AMBULANCE	RPTL 466-c,d,e,f,g,h&i	9	27,990	0.00
41700	AGRICULTURAL BUILDING	RPTL 483	87	4,466,563	0.05

Equalized Total Assessed Value 9,314,957,318

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
41720	AGRICULTURAL DISTRICT	AG-MKTS L 305	1,003	43,865,269	0.47
41730	AGRIC LAND-INDIV NOT IN AG DIST	AG MKTS L 306	50	1,929,733	0.02
41800	PERSONS AGE 65 OR OVER	RPTL 467	778	33,537,155	0.36
41801	PERSONS AGE 65 OR OVER	RPTL 467	28	1,010,900	0.01
41805	PERSONS AGE 65 OR OVER	RPTL 467	8	333,230	0.00
42100	SILOS, MANURE STORAGE TANKS,	RPTL 483-a	51	613,556	0.01
42120	TEMPORARY GREENHOUSES	RPTL 483-c	9	289,194	0.00
44210	HOME IMPROVEMENTS	RPTL 421-f	80	1,559,403	0.02
44211	HOME IMPROVEMENTS	RPTL 421-f	53	1,589,682	0.02
46450	INC ASSN OF VOLUNTEER FIREMEN	RPTL 464(1)	1	6,852	0.00
47100	Mass Telecomm Ceiling	RPTL S499-qqqq	9	357,354	0.00
47200	RAILROAD - PARTIALLY EXEMPT	RPTL 489-d&dd	4	18,313,378	0.20
47450	FOREST/REF LAND - FISHER ACT	RPTL 480	26	2,025,280	0.02
47460	FOREST LAND CERTD AFTER 8/74	RPTL 480-a	832	81,239,318	0.87
47610	BUSINESS INVESTMENT PROPERTY POST 8/5	RPTL 485-b	74	3,859,296	0.04
47611	BUSINESS INVESTMENT PROPERTY POST 8/5	RPTL 485-b	8	292,648	0.00
48100	URB DEV ACTION AREA PROJECT	GEN MUNY L 696	1	3,671,599	0.04
48660	HOUSING DEVELOPMENT FUND CO	P H FIL 577.654-a	1	1,168,295	0.01
48670	REDEVELOPMENT HOUSING CO	P H FIL 125 & 127	4	6,202,583	0.07
49500	SOLAR OR WIND ENERGY SYSTEM	RPTL 487	48	1,291,490	0.01
50000	SYSTEM CODE	STATUTORY AUTH NOT DEFINED	8	327,925	0.00
50001	SYSTEM CODE	STATUTORY AUTH NOT DEFINED	13	1,381,043	0.01

Equalized Total Assessed Value 9,314,957,318

Exemption Code	Exemption Name	Statutory Authority	Number of Exemptions	Total Equalized Value of Exemptions	Percent of Value Exempted
50005	SYSTEM CODE	STATUTORY AUTH NOT DEFINED	4	0	0.00
Total Exemptions Exclusive of System Exemptions:					
			9,499	1,812,261,156	19.46
Total System Exemptions:					
			25	1,708,968	0.02
<b>Totals:</b>					
			9,524	1,813,970,124	19.47

Values have been equalized using the Uniform Percentage of Value. The Exempt amounts do not take into consideration, payments in lieu of taxes or other payments for municipal services.

Amount, if any, attributable to payments in lieu of taxes: \_\_\_\_\_

## Authorized Position Counts By Department

	2014 Adopted Position Counts	2015 Adopted Position Counts	2016 Recommended Position Counts
County Legislature	11	12	12
District Attorney	16	19	19
Coroners	4.5	4.5	4.5
County Manager	2	2	2
Audit and Control	5	6	6
County Treasurer	13	13	13
Management and Budget	3.5	4.5	4.5
Grants Administration	3	3	3
Risk Management	0	4	4
Payroll	3.5	3.5	3.5
Health Finance	14	13	13
Purchasing and Central Services	4	5	5
Real Property Tax Map	6	6	6
County Clerk - Main Unit	13.5	15.5	15.5
County Clerk - DMV	10	10	10
County Attorney	7	7	7
Human Resources	10	7	6
Elections	6	6	6
Records Management	2	2	2
Department of Public Works - Administration	6	6	6
Department of Public Works - Buildings*	37	36	35
Management Information Systems <sup>1</sup>	13	13	17
Public Safety Administration	2	3	3
Public Safety Communication E911	19	19	19
Sheriff's Office - Patrol <sup>2</sup>	45	47	48
Sheriff's Office - Civil	9.2	9.2	9.2
Sheriff's Office - Security	6	6	6
Department of Probation <sup>3</sup>	28	28	29
Sheriff's Office - Jail <sup>4</sup>	114.8	114.8	112.8
Fire Protection	7	7	7
Department of Public Health Services	79	78	78
Department of Community Services <sup>5</sup>	64	59	63
Sullivan County International Airport Transportation	6	6	6
	13	17	17
Department of Family Services <sup>6</sup>	171	173	185
Center for Workforce Development <sup>7</sup>	34	38	39
Veterans Services	5	5	5
Consumer Affairs - Weights and Measures	1	1	1
Economic and Community Development	1	1	1

## Authorized Position Counts By Department

	2014 Adopted Position Counts	2015 Adopted Position Counts	2016 Recommended Position Counts
Department of Public Works - Parks and Recreation	33	33	33
Youth	1	1	1
Department of Aging <sup>8</sup>	30	29	30
Planning	8	7	7
Human Rights Commission	1	1	1
Department of Public Works - Solid Waste	18	18	18
Department of Public Works - Traffic Control	5	5	5
Department of Public Works - Engineering	11	11	11
Department of Public Works - Road Maintenance*	53	56	57
Department of Public Works - Road Machinery	20	20	20
Sullivan County Adult Care Center <sup>9</sup>	178	180	182
<b>Total</b>	<b>1153</b>	<b>1171</b>	<b>1194</b>

<sup>1</sup>Management Information Systems received four new positions in 2015 in order to meet growing demand for use of information technology.

<sup>2</sup>One additional Deputy Sheriff created to provide School Resource Officer position requested by a school district in 2015.

<sup>3</sup>Additional Probation Officer PT position created 2015 to address large caseloads.

<sup>4</sup>One Physician PT position eliminated in 2015 and one eliminated in 2016.

<sup>5</sup>Created two DDP positions in 2015; 2016 added four grant funded positions; 2016 eliminated one CDT position that was vacant and defunded the Director position as those job duties are absorbed by the Acting Commissioner of Health and Family Services.

<sup>6</sup>Added positions and restructured department based upon recommendations from third party consultant and OTDA.

<sup>7</sup>Created two additional Youth Intern positions and eliminated one Crew Leader position in 2015.

<sup>8</sup>Created one grant funded Point of Entry Assistant position in 2015.

<sup>9</sup>Added two Nursing Assistants in 2016.

\*Employees in the Division of Public Works are sometimes moved to other departments within the division based upon need, but the overall position count remains stable.

## Authorized Position FTE's By Department

	2014 Adopted FTE	2015 Adopted FTE	2016 Recommended FTE
County Legislature	11	12	12
District Attorney	16	19	19
Coroners	1.3	1.3	1.3
County Manager	2	2	2
Audit and Control	5	6	6
County Treasurer	13	13	13
Management and Budget	3.5	4.5	4.5
Grants Administration	3	3	3
Risk Management	0	3.5	3.5
Payroll	3.5	3.5	3.5
Health Finance	14	13	13
Purchasing and Central Services	4	5	5
Real Property Tax Map	6	6	6
County Clerk - Main Unit	13.5	15.5	15.5
County Clerk - DMV	10	10	10
County Attorney	4.9	5.7	5.7
Human Resources	9.5	6.2	6
Elections	6	6	6
Records Management	2	2	2
Department of Public Works - Administration	6	6	6
Department of Public Works - Buildings	34	34	31.75
Management Information Systems	13	13	17
Public Safety Administration	1.8	2	2
Public Safety Communication E911	16.9	16.9	16.9
Sheriff's Office - Patrol	44.8	47	48
Sheriff's Office - Civil	9.2	9.2	9.2
Sheriff's Office - Security	6	6	6
Department of Probation	26.4	26.4	27.4
Sheriff's Office - Jail	113.2	112.6	113
Fire Protection	1.4	1.4	1.4
Department of Public Health Services	73.3	72.3	73.5
Department of Community Services	61.6	57.4	59.4
Sullivan County International Airport	3.7	3.7	3.7
Transportation	9	7.8	9.8
Department of Family Services	167	172	182
Center for Workforce Development	18.25	19.45	20
Veterans Services	5	5	5
Consumer Affairs - Weights and Measures	1	1	1
Economic and Community Development	1	1	1

## Authorized Position FTE's By Department

	2014 Adopted FTE	2015 Adopted FTE	2016 Recommended FTE
Department of Public Works - Parks and Recreation	9.75	9.75	9.75
Youth	1	1	1
Department of Aging	21.8	20.8	22.6
Planning	7.2	6.2	6.2
Human Rights Commission	1	1	1
Department of Public Works - Solid Waste	18	18	18
Department of Public Works - Traffic Control	5	5	5
Department of Public Works - Engineering	11	11	11
Department of Public Works - Road Maintenance	53	56	57
Department of Public Works - Road Machinery	20	20	20
Sullivan County Adult Care Center	167.4	169.1	169.9
<b>Total</b>	<b>1055.9</b>	<b>1069.2</b>	<b>1092.5</b>

# Capital Budget

Sullivan County defines a capital expenditure as any movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meet all of the following conditions:

- It retains its original shape and appearance in use.
- It is non-expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It represents an investment of money over \$25,000.00 which makes it feasible and advisable to capitalize the item, and has a life expectancy of greater than one year.
- It does not lose its identity through incorporation into a different or more complex unit or substance.

Capital expenditures also include any vehicle purchase, as well as any major improvements to County vehicles, regardless of price.

The 2016 Tentative Capital Budget anticipates spending \$26.6 million in total. \$10.4 is requested in new debt authorizations between short term and long term debt. \$1.98 million of the capital budget is included in the 2016 tentative operating budget. The balance comes from existing bond authority fund balance, and state and federal aid. The impacts of the capital budget on the 2016 through 2021 operating budgets are detailed in the Sullivan County Multiyear Budget document.

## Recurring Capital Expenditures

Recurring capital expenditures are those that are generally made on an annual basis. Recurring capital expenditures for Sullivan County include:

- Road and Bridge Repair
- Vehicle purchases
- Heavy equipment purchases
- Building repairs

## Nonrecurring Capital Expenditures

Nonrecurring capital expenditures are those that are infrequent in nature and not normally part of the capital budget. Nonrecurring capital expenditures in the 2016 Capital Budget include:

- The completion of the Emergency Services radio communication upgrade. The tentative capital budget includes \$6,878,960 to be borrowed in 2016 for the completion of the project. Resolution 74 of 2013 gives authority to issue bonds in this amount.
- Replacement of the nursing call system and the call station replacement at the Adult Care Center. \$225,000 is proposed to be utilized from the Adult Care Center fund balance for this purpose.
- Shower renovation at the Adult Care Center in the amount of \$130,000. ACC fund balance is proposed to be used for this purpose.
- Cleaning and Sealing of the masonry walls at the Adult Care Center. \$200,000 is proposed to be utilized from the Adult Care Center fund balance for this purpose.

- The construction of exterior lockers and restrooms at the Emergency Services Training Facility. \$150,000 is proposed to be borrowed for this purpose.
- Atrium skylight replacement at the Sullivan County Government Center. \$100,000 is proposed to be borrowed for this purpose.
- Replace rooftop HVAC units at the Sullivan County Government Center. This proposal is part of the New York Power Authority loan program. Emergency efficiency savings are projected to pay for the loan payment. \$250,000 is budgeted for this purpose.
- Cleaning and Sealing of the masonry walls at the Sullivan County Annex building. \$75,000 is proposed to be borrowed for this purpose.
- Human Services Complex site drainage and paving. Total project costs are projected to amount to \$600,000. \$114,000 is proposed to be borrowed for this purpose. The remainder is covered by state and federal aid.
- A new evidence locker for the District Attorney's Office. \$50,000 is proposed to be borrowed for this purpose.
- The relocation of the Sheriff's Road Patrol offices. A proposed location has not been finalized. The existing structure they are utilizing is inadequate. \$750,000 is proposed to be borrowed for this purpose.
- Sullivan County Courthouse roof repair. \$200,000 is proposed to be borrowed for this purpose.

**2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY**

**STATEMENT OF DEBT – AS OF OCTOBER 21, 2015 - NOTES**

<b><i>BANs Outstanding</i></b>	<b><i>Date of Issue</i></b>	<b><i>Rates</i></b>	<b><i>Amount</i></b>	<b><i>Due Date</i></b>
ACC HEAL Grant	03/05/2015 Renewal	1.00%	\$750,000	03/04/2016
Road Reconstruction 2012	03/05/2015 Renewal	1.00%	\$800,000	03/04/2016
Computer Equipment 2012	03/05/2015 Renewal	1.00%	\$400,000	03/04/2016
Road Reconstruction 2013	03/05/2015 Renewal	1.00%	\$2,100,000	03/04/2016
Solid Waste Asphalt 2015	04/16/2015 New	1.25%	\$235,000	03/04/2016
Road/Bridge Recon. 2015	04/16/2015 New	1.25%	\$6,300,000	03/04/2016
Highway Equipment 2015	04/16/2015 New	1.25%	\$80,000	03/04/2016
Trans. Equipment 2015	04/16/2015 New	1.25%	\$218,000	03/04/2016
Sanitation Equipment 2015	04/16/2015 New	1.25%	\$237,000	03/04/2016
			<hr/>	
<b><i>Total BANs Outstanding at October 21, 2015</i></b>			<b><i>\$11,120,000</i></b>	

The above statement is required to be included in the Budget pursuant to Section 355(1)(g) of County Law.

**2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY**

**STATEMENT OF DEBT – AS OF OCTOBER 21, 2015 – TAX ANTICIPATION NOTES**

<b><u>TANs Outstanding</u></b>	<b><u>Date of Issue</u></b>	<b><u>Rates</u></b>		<b><u>Amount</u></b>	<b><u>Due Date</u></b>
Tax Anticipation Note	03/05/2015	New	1.25%	\$8,500,000	03/04/2016
<b>Total Notes Outstanding at October 21, 2015</b>				<b><u>\$8,500,000</u></b>	

The above statement is required to be included in the Budget pursuant to Section 355(1)(g) of County Law.

**2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY  
STATEMENT OF DEBT - AS OF OCTOBER 31, 2015 - BONDS**

<b>BOND OUTSTANDING</b>	<b>ORIGINAL ISSUE</b>	<b>DATE OF ISSUE</b>	<b>RATE %</b>	<b>TOTAL BOND SALE</b>	<b>TOTAL BALANCE STILL DUE</b>	<b>PRINCIPAL PAYABLE 2016</b>	<b>ANNUAL PAYMENT SCHEDULE</b>		
PUBLIC IMPROVEMENT REFINANCING		<b>2007</b>	4.250%-5.0%	\$6,900,000	\$980,000	\$495,000	\$495,000	IN 2016	5.000%
ADULT CARE CENTER	\$615,073.91						\$485,000	IN 2017	5.000%
JAIL MODULAR	\$195,519.96								
ADULT CARE CENTER	\$178,018.43								
COUNTY BRIDGES	\$117,222.34								
SPECIAL BRIDGES	\$111,900.07								
MAMAKATING TRANSFER STATION	\$444,323.06								
LANDFILL EQUIPMENT	\$100,177.10								
JAIL IMPROVEMENTS	\$142,178.45								
LANDFILL CONSTRUCTION	\$4,995,586.68								
PUBLIC IMPROVEMENT		<b>2007</b>	4.250%-4.300%	\$15,515,000	\$1,060,000	\$1,060,000	\$1,060,000	IN 2016	4.25%
LANDFILL CELL 6	\$2,859,000								
LANDFILL PHASE II	\$1,360,000								
LANDFILL CELL 6	\$2,740,000								
LANDFILL GAS SYSTEM	\$575,000								
LANDFILL GAS SYSTEM	\$841,000								
LANDFILL CELL 6	\$1,265,000								
LANDFILL CLOSURE 3-5	\$4,900,000								
FIRE TRAINING CENTER	\$975,000								
PUBLIC IMPROVEMENT REFINANCING		<b>2010</b>	.872% - 3.382%	\$4,955,000	\$2,120,000	\$565,000	\$565,000	IN 2016	2.662% & 2.732%
LANDFILL PRETREATMENT	\$1,175,000						\$570,000	IN 2017	2.942% & 3.012%
LANDFILL CONSTRUCTION	\$3,380,000						\$580,000	IN 2018	3.132% & 3.182%
LANDFILL VILLAGE CLOSURE	\$400,000						\$405,000	IN 2019	3.382%
PUBLIC IMPROVEMENT		<b>2010</b>	3.110% - 5.932%	\$17,185,000	\$12,115,000	\$1,130,000	\$1,130,000	IN 2016	5.110%
SCCC RENOVATION	\$544,338						\$1,190,000	IN 2017	5.110%
08 ROAD & BRIDGE RECONSTRUCTION	\$2,765,577						\$1,250,000	IN 2018	4.932%
DPW EQUIPMENT	\$1,897,407						\$1,290,000	IN 2019	5.132%
DPW EQUIPMENT	\$167,967						\$1,335,000	IN 2020	5.282%
DPW EQUIPMENT	\$72,951						\$1,385,000	IN 2021	5.110%
SCCC RENOVATION	\$583,219						\$1,455,000	IN 2022	5.932%
LANDFILL PHASE II	\$388,813						\$1,510,000	IN 2023	5.932%
10 ROAD PAVING	\$7,406,649						\$1,570,000	IN 2024	5.932%
10 BRIDGE RECONSTRUCTION	\$777,626								
LANDFILL EQUIPMENT	\$758,185								
10 DPW EQUIPMENT	\$1,773,959								
10 DPW EQUIPMENT	\$48,310								
PUBLIC IMPROVEMENT		<b>2012</b>	1.5% - 3.0%	\$9,495,000	\$7,225,000	\$575,000	\$575,000	IN 2016	2.000%
CO. JAIL LAND PURCHASE	\$1,175,000						\$585,000	IN 2017	2.000%
CO. JAIL LAND PURCHASE(2)	\$820,000						\$595,000	IN 2018	2.000%
TRANSFER STATION & MRF	\$7,500,000						\$615,000	IN 2019	2.000%
							\$640,000	IN 2020	2.000%
							\$660,000	IN 2021	2.125%
							\$680,000	IN 2022	2.250%
							\$695,000	IN 2023	2.250%
							\$710,000	IN 2024	2.500%
							\$725,000	IN 2025	2.750%
							\$745,000	IN 2026	3.000%
PUBLIC IMPROVEMENT REFINANCING		<b>2013</b>	1% - 5%	\$17,880,000	\$13,020,000	\$2,165,000	\$2,165,000	IN 2016	4.000%
2001 BUILDING RECONSTRUCTION	\$ 613,464						\$2,515,000	IN 2017	4.000%
2001 DPW BUILDING	\$ 121,266						\$2,625,000	IN 2018	5.000%
2001 LANDFILL CLOSURE	\$ 248,388						\$1,960,000	IN 2019	5.000%
2001 LANDFILL CLOSURE	\$ 146,773						\$1,185,000	IN 2020	5.000%
2001 LANDFILL EXPANSION	\$ 533,869						\$1,250,000	IN 2021	5.000%
2001 PARKING AREAS	\$ 219,355						\$1,320,000	IN 2022	5.000%
2001 SCCC CLASSROOM MODIFICATION	\$ 80,645								
2001 SCCC ELEVATORS	\$ 193,548								
2001 SCCC HEAT PUMP SYSTEM	\$ 283,872								
2001 SCCC MECHANICAL PLUMBING	\$ 258,065								
2001 SCCC TECHNOLOGY IMPROVE	\$ 59,678								
2001 SIDEWALKS	\$ 41,077								
2003 BUILDING RENOVATIONS	\$ 365,218								
2003 BUILDING RENOVATIONS	\$ 67,188								
2003 BUILDING RENOVATIONS	\$ 186,268								
2003 DPW FACILITY	\$ 40,359								

**2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY  
STATEMENT OF DEBT - AS OF OCTOBER 31, 2015 - BONDS**

<b>BOND OUTSTANDING</b>	<b>ORIGINAL ISSUE</b>	<b>DATE OF ISSUE</b>	<b>RATE %</b>	<b>TOTAL BOND SALE</b>	<b>TOTAL BALANCE STILL DUE</b>	<b>PRINCIPAL PAYABLE 2016</b>	<b>ANNUAL PAYMENT SCHEDULE</b>			
2003 LANDFILL LAND PURCHASE	\$	1,552,239								
2003 LANDFILL MATERIALS FACILITY	\$	607,148								
2003 PARKING LOTS	\$	259,447								
2003 POLE BARN	\$	69,187								
2003 RADIO TOWER	\$	55,436								
2003 RECONSTRUCT DPW FACILITY	\$	334,397								
2003 ROAD MACHINERY EQUIPMENT	\$	279,402								
2003 ROAD MACHINERY EQUIPMENT	\$	11,087								
2003 SCCC FACILITY RECONSTRUCT	\$	332,624								
2005 DPE EQUIPMENT	\$	296,881								
2005 DPE EQUIPMENT	\$	9,871								
2005 LANDFILL CLOSURE 02-02 & 02-03	\$	1,130,285								
2005 LANDFILL CLOSURE 1 & 2	\$	615,874								
2005 LANDFILL CLOSURE 1 & 2	\$	39,478								
2005 ROAD EQUIPMENT	\$	347,417								
2005 ROAD RECONSTRUCT	\$	659,300								
2005 ROAD RECONSTRUCT	\$	765,894								
2007 NEW FIRE TRAINING SYSTEM	\$	443,352								
2007 NEW LANDFILL CELL 6	\$	1,245,938								
2007 NEW LANDFILL CELL 6	\$	575,228								
2007 NEW LANDFILL CELL 6-02, 6-03 & 6-05	\$	1,300,047								
2007 NEW LANDFILL CLOSURE 3-5	\$	2,228,132								
2007 NEW LANDFILL EXPANSION PHASE II	\$	618,418								
2007 NEW LANDFILL GAS SYSTEM	\$	261,463								
2007 NEW LANDFILL GAS SYSTEM	\$	382,422								
<b>PUBLIC IMPROVEMENT</b>			<b>2014</b>	<b>2.0%-2.25%</b>	<b>\$11,315,000</b>	<b>\$10,415,000</b>	<b>\$1,045,000</b>	<b>\$1,045,000</b>	<b>IN 2016</b>	<b>2.000%</b>
GOVT CTR/LIBERTY FACILITY	\$	439,000						\$1,070,000	IN 2017	2.000%
HURLEYVILLE MUSEUM	\$	215,000						\$1,100,000	IN 2018	2.000%
TRANSPORTATION VEHICLES	\$	80,000						\$1,130,000	IN 2019	2.000%
AIRPORT	\$	77,000						\$1,155,000	IN 2020	2.000%
COMMUNICATIONS UPGRADE	\$	1,920,000						\$1,185,000	IN 2021	2.000%
SOLID WASTE EQUIPMENT	\$	817,000						\$1,215,000	IN 2022	2.000%
ROADS/BRIDGES	\$	6,122,000						\$1,245,000	IN 2023	2.125%
DPW EQUIPMENT	\$	1,645,000						\$1,270,000	IN 2024	2.250%
<b>TOTAL BONDS</b>					<b>\$83,245,000</b>	<b>\$46,935,000</b>	<b>\$7,035,000</b>			

**2016 TENTATIVE BUDGET FOR SULLIVAN COUNTY**

**STATEMENT OF DEBT – AS OF OCTOBER 21, 2015 - AUTHORIZATIONS**

***Capital Project Plans Authorized but Unissued***

<b><u>Project</u></b>	<b><u>Amount</u></b>	<b><u>Resolution</u></b>
Jail Planning	\$500,000	176-08
Public Safety Communications Upgrade	\$6,878,960	74-13
Highway/Bridge Construction	\$3,875	451-14
	<hr/>	
<b><i>Total Notes Outstanding at October 21, 2015</i></b>	<b>\$7,382,835</b>	

The above statement is required to be included in the Budget pursuant to Section 355(1)(g) of County Law.

## Financial Data on Current Debt Obligations and Constitutional Debt Limit

### Current Debt Obligations

The 2016 Tentative Budget includes a total of \$10,629,531 in debt repayment. A breakdown of principal and interest payments by fund is detailed in the below chart.

### Sullivan County 2016 Debt Payments

	General Fund	County Road Fund	Road Machinery Fund	ACC	Solid Waste Fund	Total
<b>Debt Payments By Fund</b>						
BANs						
Principle	200,000	1,100,000	59,600	203,960	94,400	1,657,960
Interest	109,944	98,482	3,291	8,699	5,212	225,628
<b>Total BANs</b>	<b>\$ 309,944</b>	<b>\$ 1,198,482</b>	<b>\$ 62,891</b>	<b>\$ 212,659</b>	<b>\$ 99,612</b>	<b>\$ 1,883,588</b>
Long Term Debt						
Principle	1,202,704	1,558,278	667,689	16,459	3,589,871	7,035,001
Interest	195,605	561,901	216,222	1,219	735,995	1,710,942
<b>Total Long Term Debt</b>	<b>1,398,309</b>	<b>2,120,179</b>	<b>883,911</b>	<b>17,678</b>	<b>4,325,866</b>	<b>8,745,943</b>
<b>Total Debt Payments</b>	<b>\$ 1,708,253</b>	<b>\$ 3,318,661</b>	<b>\$ 946,802</b>	<b>\$ 230,337</b>	<b>\$ 4,425,478</b>	<b>\$ 10,629,531</b>

### New York State Constitutional Debt Limit

New York State imposes a constitutional debt limit which constrains the amount of debt that a local government can incur. Counties have a limit of 7 percent of the five-year average full valuation of taxable property.

Sullivan County, based upon the 2014 calculation for the five-year full valuation of taxable property and the 2016 proposed debt outstanding, would be at 10% at of our debt limit in 2016. The County's debt limit would equal \$592 million while the outstanding bonds would equal \$58 million.

**Sullivan County Constitutional Debt Limit**

2016 - 2021

	2016 Tentative Budget	2017	2018	2019	2020	2021
<b>Legal Debt Margin Calculation</b>						
Five Year - Full Valuation	42,315,661,181	42,315,661,181	42,315,661,181	42,315,661,181	42,315,661,181	42,315,661,181
Average Full Valuation	8,463,132,236	8,463,132,236	8,463,132,236	8,463,132,236	8,463,132,236	8,463,132,236
Debt Limit - 7% of Average Full Value	592,419,257	592,419,257	592,419,257	592,419,257	592,419,257	592,419,257
Total Indebtedness - Serial Bonds and BANs	58,828,185	64,508,185	69,109,185	73,430,185	77,685,810	92,026,960
Less Exclusions:	2,700	2,700	2,700	2,700	2,700	2,700
Indebtedness Subject to Debt Limit	58,825,485	64,505,485	69,106,485	73,427,485	77,683,110	92,024,260
<b>Constitutional Debt Margin</b>	<b>\$ 533,593,772</b>	<b>\$ 527,913,772</b>	<b>\$ 523,312,772</b>	<b>\$ 518,991,772</b>	<b>\$ 514,736,147</b>	<b>\$ 500,394,997</b>

\* Total Indebtedness assumes year end figures

\* Valuations are as of 2014 and are held constant

Existing Debt	10,552,955	10,314,252	9,227,226	7,531,389	6,052,081	5,893,137
Change in Debt	-	1,394,877	2,393,501	3,375,771	4,258,005	4,984,354
New Debt Level	10,552,955	11,709,129	11,620,727	10,907,160	10,310,086	10,877,491



# Department Summaries



## A1010 Legislature

The Sullivan County Legislature is the governing body for the County. It consists of nine elected legislators, one of which serves as the Chairman and another who serves as the Vice Chairman. The Legislature is responsible for setting County policy, creating local laws and passing resolutions. The full board of legislators meets once a month (every third Thursday); standing committee meetings occur on the first and second Thursday of each month. The Sullivan County Legislature receives no outside funding and is 100% County cost. It is required by the Sullivan County Charter.

Functions of the Sullivan County Legislature include:

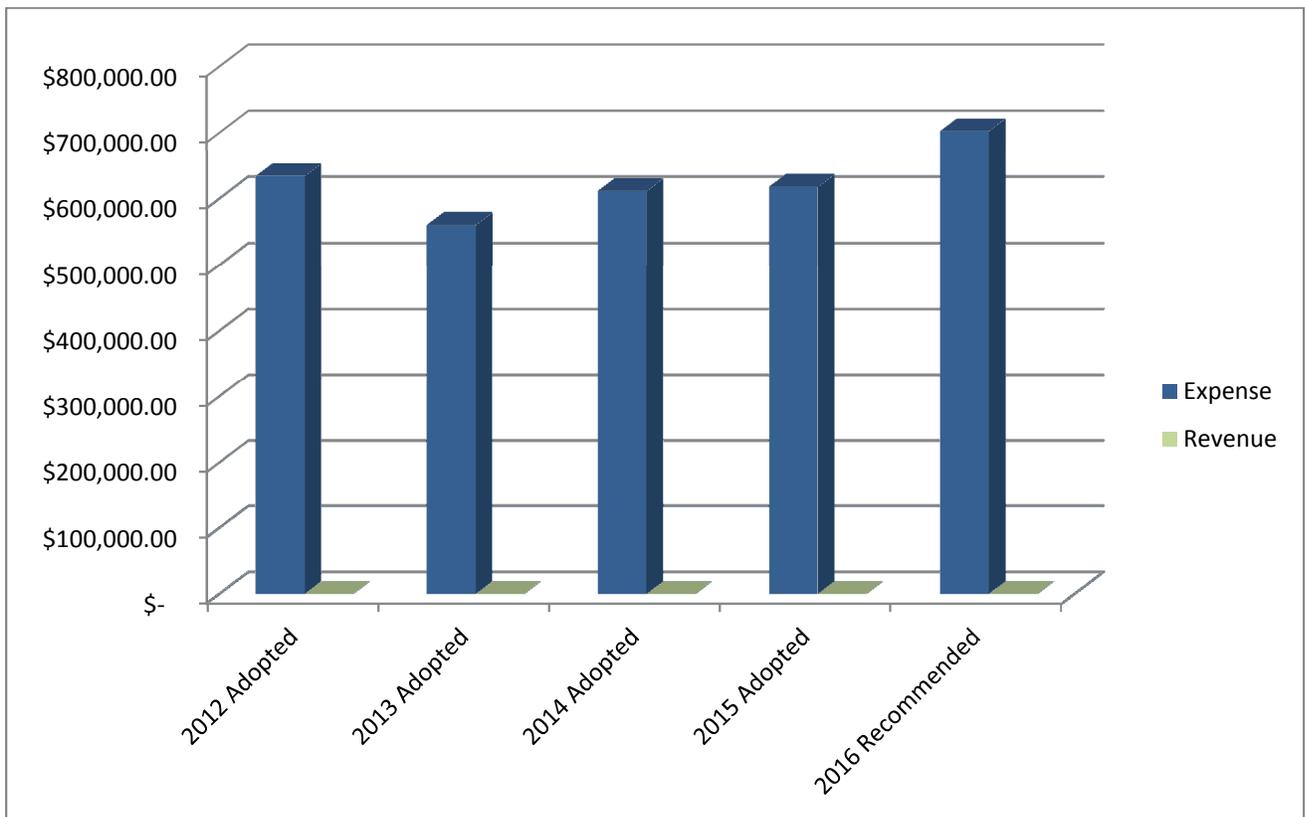
- Establishment of County Policy
- Authorization of resolutions
- Establishment of local laws
- County redistricting as per state law

The budget for the Legislature consists primarily of personal services and employee benefits. A small amount of funding is used for office supplies, travel/county fleet chargebacks, postage, and printing.

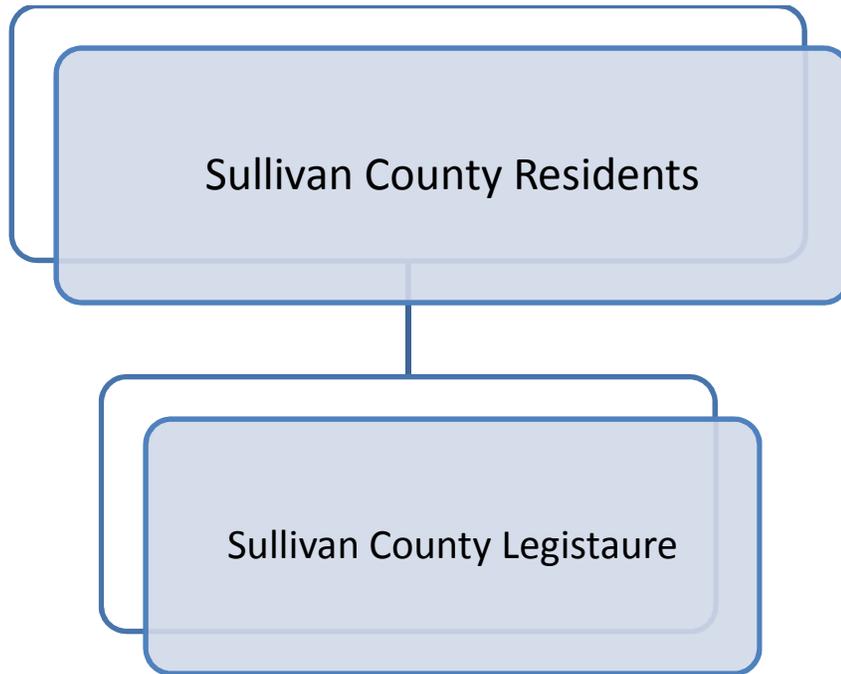
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$322,338	\$339,464
Fixed Equipment	\$0	\$0
Contract Services	\$38,175	\$42,774
Employee Benefits	\$257,044	\$320,232
Total Budgetary Appropriations	\$617,557	\$702,470
 Budgetary Revenues		
Departmental Revenue	\$0	\$0
Total Budgetary Revenues	\$0	\$0
 <b>County Share</b>	 <b>\$617,557</b>	 <b>\$702,470</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
CHAIRPERSON OF LEGISLATURE	1	1	1
CLERK TO LEGISLATURE	1	1	1
LEGISLATIVE EMPLOYEE	1	1	1
LEGISLATIVE SECRETARY	1	1	1
LEGISLATOR	8	8	8
	<b>12</b>	<b>12</b>	<b>12</b>
<b>Department Total Position Count:</b>	<b>12</b>	<b>12</b>	<b>12</b>



## A1230 County Manager

The County Manager is the full-time Chief Executive and Administrative Head of the County of Sullivan. He is responsible for the supervision of all county departments, offices, agencies and administrative units, except as otherwise provided by New York State law or the County Charter. The County Manager also serves as the Chief Budget Officer and is responsible for the preparation of the operating and capital budgets for the County.

The County Manager's Office receives no outside funding and is 100% County cost. It is mandated by the Sullivan County Charter and Administrative Code.

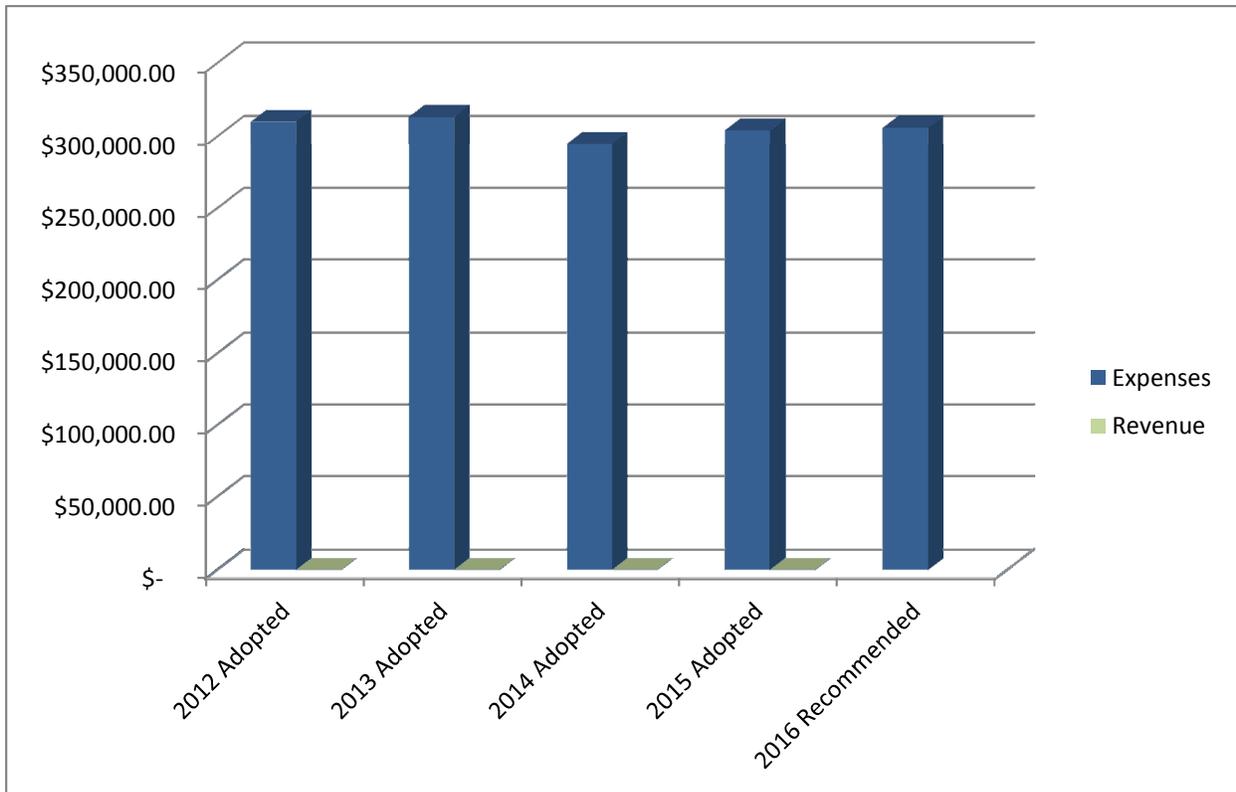
Functions of the Sullivan County Manager's Office include:

- Supervision of all county departments, offices, agencies and administrative units, except as otherwise provided by New York State law or the County Charter
- Serves as Chief Budget Officer and is responsible for preparing the Tentative Operating Budget annually in conjunction with the Office of Management and Budget
- Identifies areas of operations where efficiencies may be achieved and implement proper mechanisms to achieve these efficiencies
- Attend all monthly meetings of the Sullivan County Legislature and its Standing Committees
- Execute directives and contracts for the provision of services in line with the policies set forth by the Sullivan County Legislature
- Executive Assistant serves as FOIL officer and provides all documentation requested under the Freedom of Information Law

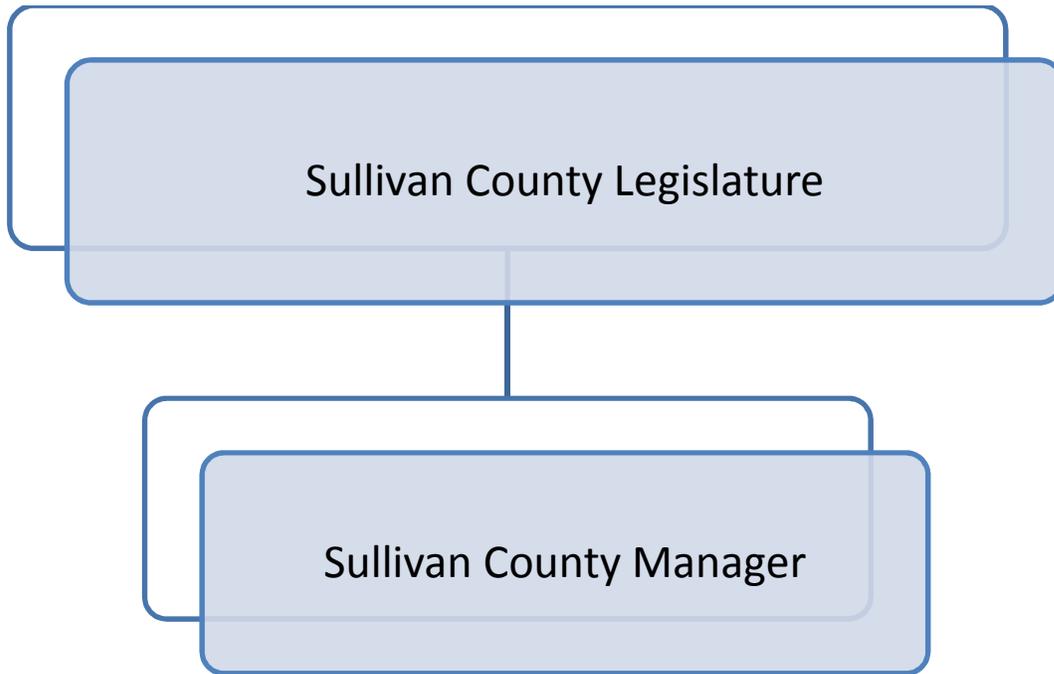
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$199,202	\$199,924
Fixed Equipment	\$0	\$0
Contract Services	\$23,751	\$22,831
Employee Benefits	\$81,580	\$83,255
<b>Total Budgetary Appropriations</b>	<b>\$304,533</b>	<b>\$306,010</b>
 Budgetary Revenues		
Departmental Revenue	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$0</b>	<b>\$0</b>
 <b>County Share</b>	 <b>\$304,533</b>	 <b>\$306,010</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COUNTY MANAGER	1	1	1
EXEC ASST TO COUNTY MANAGER	1	1	1
	<b>2</b>	<b>2</b>	<b>2</b>
<b>Department Total Position Count:</b>	<b>2</b>	<b>2</b>	<b>2</b>



## A1420 County Attorney

The County Attorney is the County's civil counsel. The County Attorney's office represents the County, all of its entities and, with respect to conduct in their governmental capacities, all of the County's officials, officers and employees. The County Attorney may be compared to the General Counsel of a private corporation or to the Corporation Counsel of a City. With the exception of matters handled by the County's Family Services Attorneys, who report to the Commissioner of Family Services, the County Attorney's Office, either directly, or through of-counsel relationships, is responsible for all of the County's civil legal work.

The County Attorney's Office receives no funding from outside agencies; however, it does receive funding through chargebacks to other County agencies.

The position of County Attorney is required by the County Charter, which further stipulates that the individual appointed as County Attorney work full time for the County and have no outside employment. The County Attorney has a fixed term coinciding with the term of the Legislature.

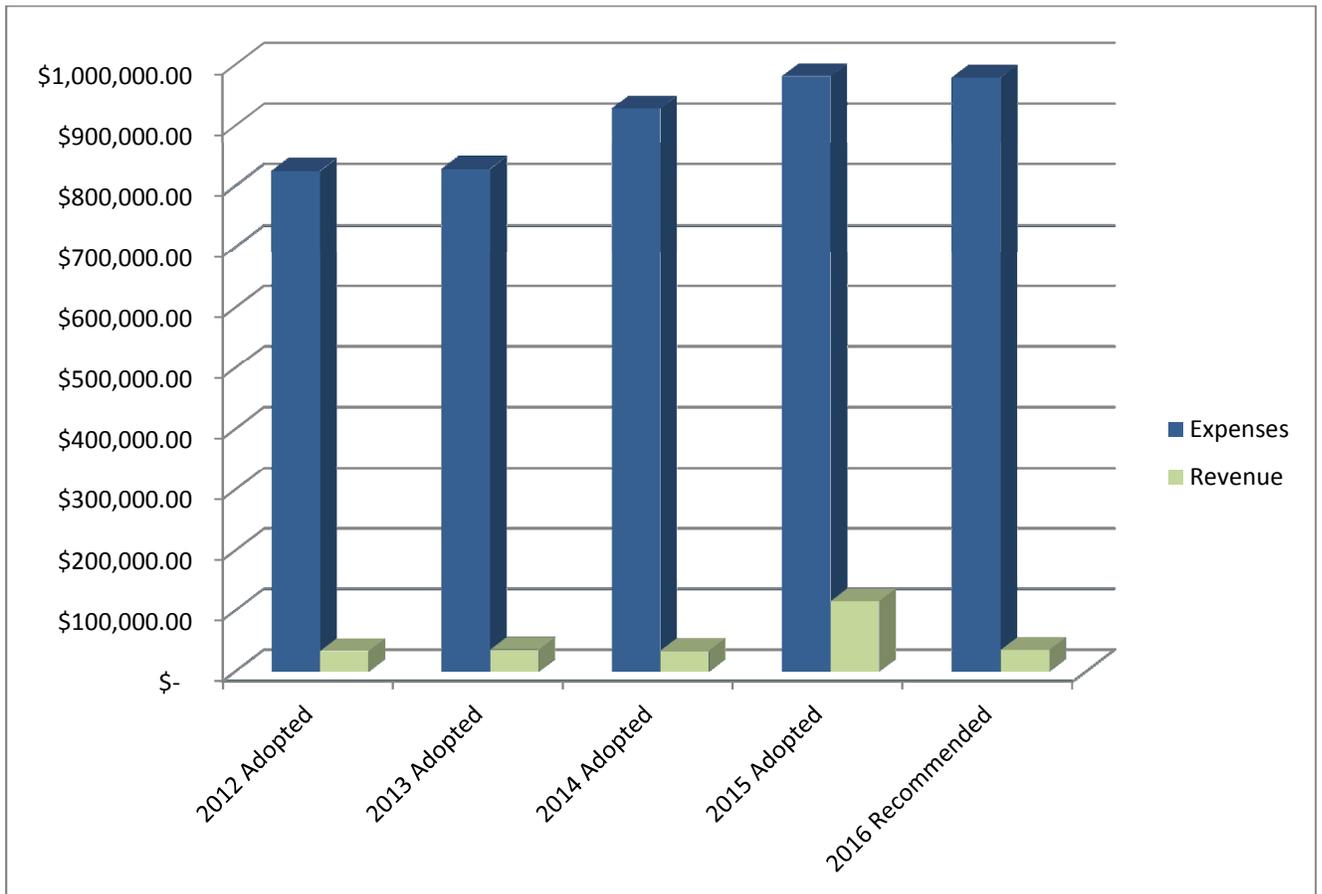
Functions of the County Attorney's Office include:

- Advising and representing the County Legislature and County Manager
- General legal services to officials, division, departments and employees
- Review of contracts
- Assisting departments with respect to disciplinary matters
- Assistance with real property issues including tax foreclosures, tax certioraris, bankruptcies, environmental and tax exemption claims
- Litigation

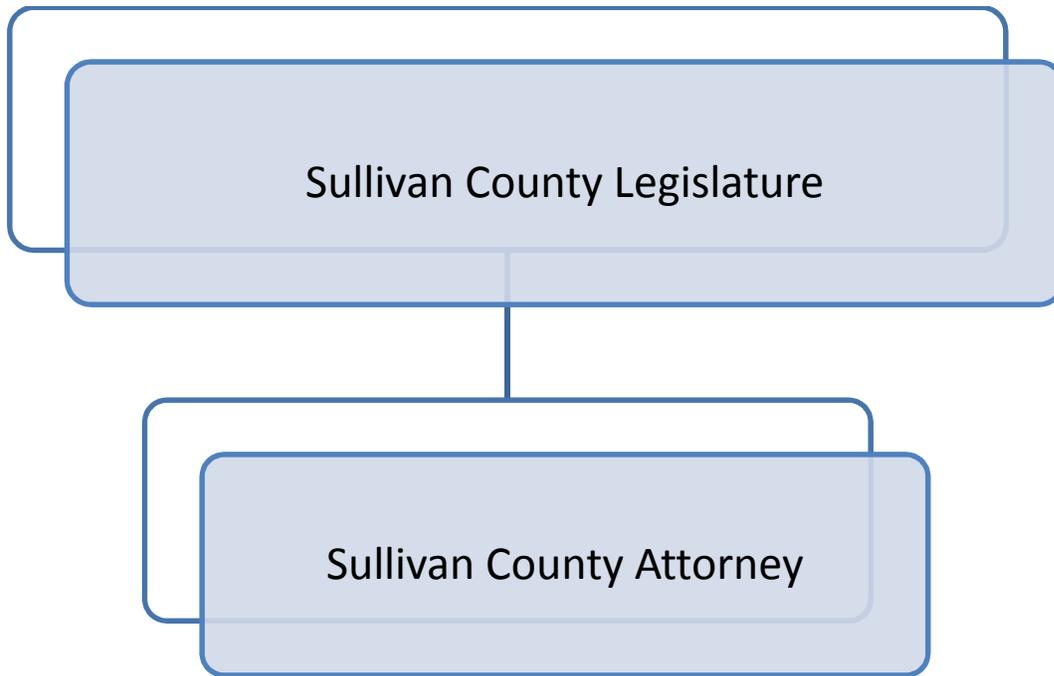
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$478,448	\$480,448
Fixed Equipment	\$0	\$0
Contract Services	\$251,995	\$251,198
Employee Benefits	\$254,124	\$247,920
Total Budgetary Appropriations	\$984,567	\$979,566
 Budgetary Revenues		
Departmental Revenue	\$115,348	\$35,620
Total Budgetary Revenues	\$115,348	\$35,620
 <b>County Share</b>	 <b>\$869,219</b>	 <b>\$943,946</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ASST COUNTY ATTORNEY I	2	2	2
CONF SECY COUNTY ATTORNEY	1	0	1
CONFIDENTIAL SECRETARY/PARALEGAL	0	1	0
COUNTY ATTORNEY	1	1	1
LEGAL SECRETARY	1	1	1
SENIOR ASST COUNTY ATTORNEY	1	1	1
SPECIAL COUNSEL-WORKERS COM PT	1	1	1
	<b>7</b>	<b>7</b>	<b>7</b>
<b>Department Total Position Count:</b>	<b>7</b>	<b>7</b>	<b>7</b>



# Division of Management and Budget



## A1320 Audit and Control

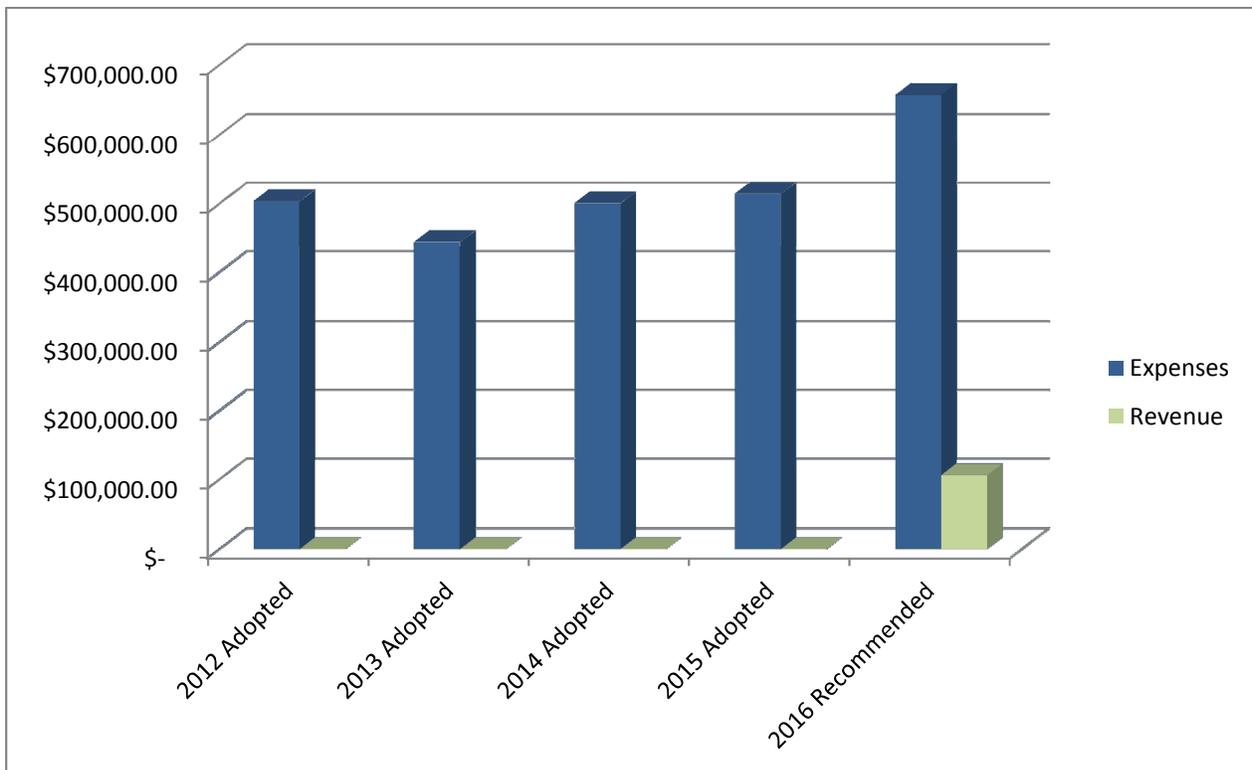
The mission of the Office of Audit and Control is to fulfill the duties set forth in the Charter and Administrative Code. One of the major responsibilities is to audit and process all lawful claims or charges against the County or against funds for which the County is responsible. It is also to promote accountability throughout the County government. Audit provides and will continue to provide various types of audit functions and services to all of our County departments as well as to the taxpayers of Sullivan County by keeping watchful eyes on expenditures that flow through our office. Audit serves the public interest by providing the Legislature, County Manager and other county management with reliable information, unbiased analysis and objective recommendations.

The Office of Audit and Control receives no outside funding and is 100% County cost. It is mandated by the County Charter.

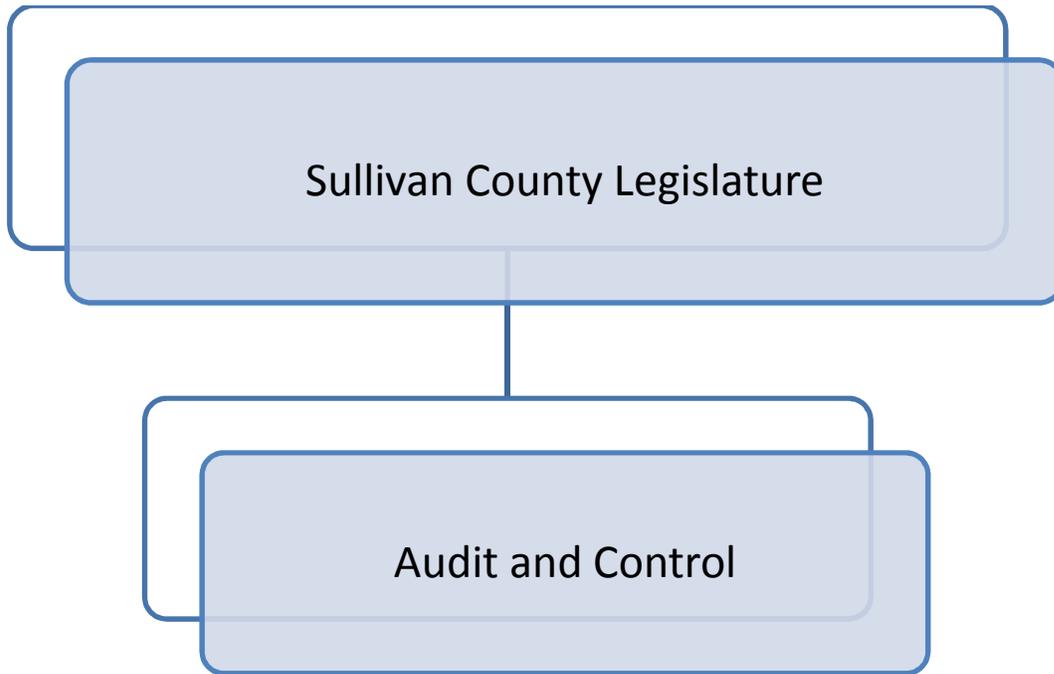
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Fixed Equipment	\$0	\$0
Personal Services	\$239,601	\$294,841
Contract Services	\$111,784	\$152,854
Employee Benefits	\$162,747	\$209,829
Total Budgetary Appropriations	\$514,132	\$657,524
 Budgetary Revenues		
Departmental Revenue	\$0	\$106,028
Total Budgetary Revenues	\$0	\$106,028
 <b>County Share</b>	 <b>\$514,132</b>	 <b>\$551,496</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNTS PAYABLE COORDINATOR	2	2	2
AUDIT CLERK	1	1	1
COUNTY AUDITOR	1	1	1
PRINCIPAL ACCOUNT CLERK	1	1	1
SENIOR AUDIT CLERK	1	1	1
	<b>6</b>	<b>6</b>	<b>6</b>
<b>Department Total Position Count:</b>	<b>6</b>	<b>6</b>	<b>6</b>

## A1325-1330 Treasurer

The County Treasurer is statutorily the Chief Fiscal Officer of the County and the real property delinquent tax collection and enforcement officer. The office is comprised of several departments: accounting, real property tax collection, real property tax administration, room tax enforcement, and solid waste revenue collection.

The Sullivan County Treasurer's Office receives funding through buyer premiums collected from the public auction of properties as well as administrative fees assessed for processing and advertising delinquent properties. The User Fee Unit is funded through the County's Refuse and Garbage Fund and thus is not charged to the General Fund. The Sullivan County Treasurer's Office is mandated by the County charter.

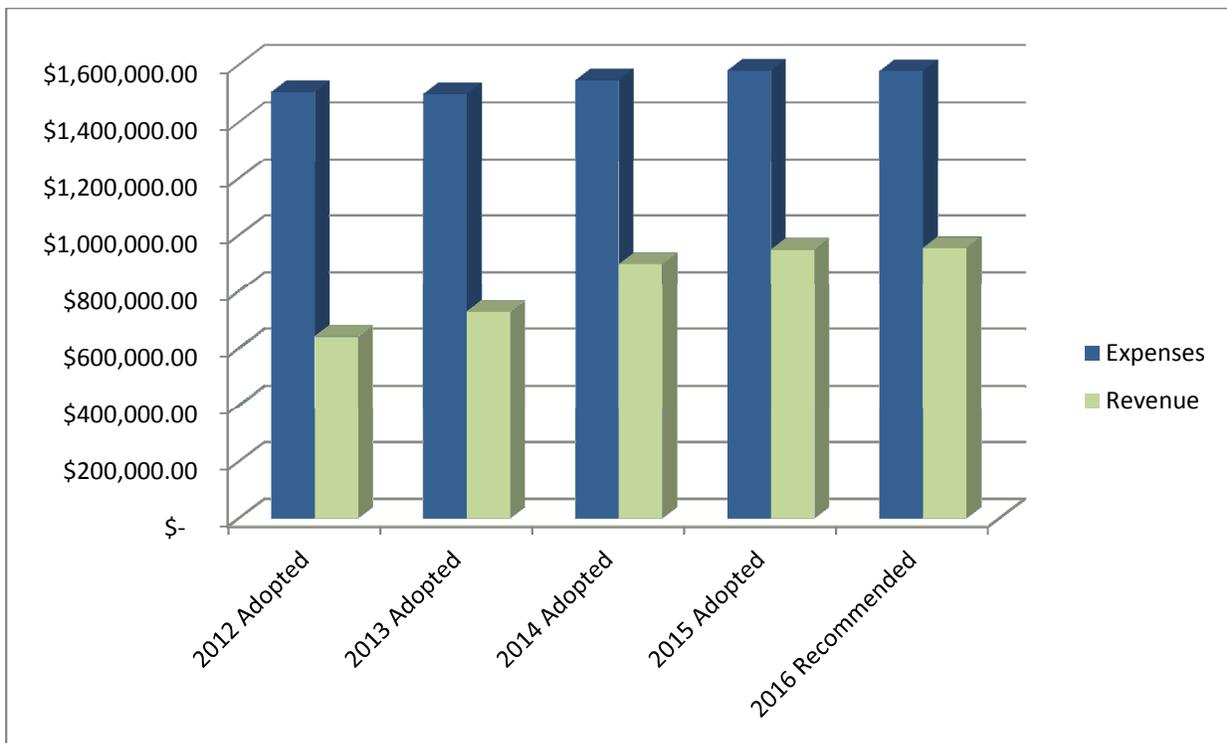
Functions of the Sullivan County Treasurer's Office include:

- Cash Management
- Cash receipts
- Check requests
- Assist departments with inquiries pertaining to general ledger
- Entering, proofing, posting and running payroll
- Assist tax department
- Create, maintain & disburse court & trust actions
- Maintain interdepartmental/town/school chargeback
- Daily verification of tax department's cash drawers
- Track RMSCO data
- Create & maintain all Room Tax facilities
- Accept & log property brought to office by Coroners
- Begin process to abandon unclaimed funds to New York State (annually)
- Track civil & inmate funds sent by Sheriff
- Monthly maintenance of bank records
- Records retention
- Process reports in various preference formats to file annual reports to DEC, NYS, etc.
- Prepare & maintain hauler license/user permit renewal applications
- Print/mail monthly statements to charge customers
- Prepare monthly recycling/C&D/MSW reports
- Balance bank statements
- Enter/record checks received daily
- Data entry
- Record & enter receipt of bail funds from various courts
- Process certificates of residency

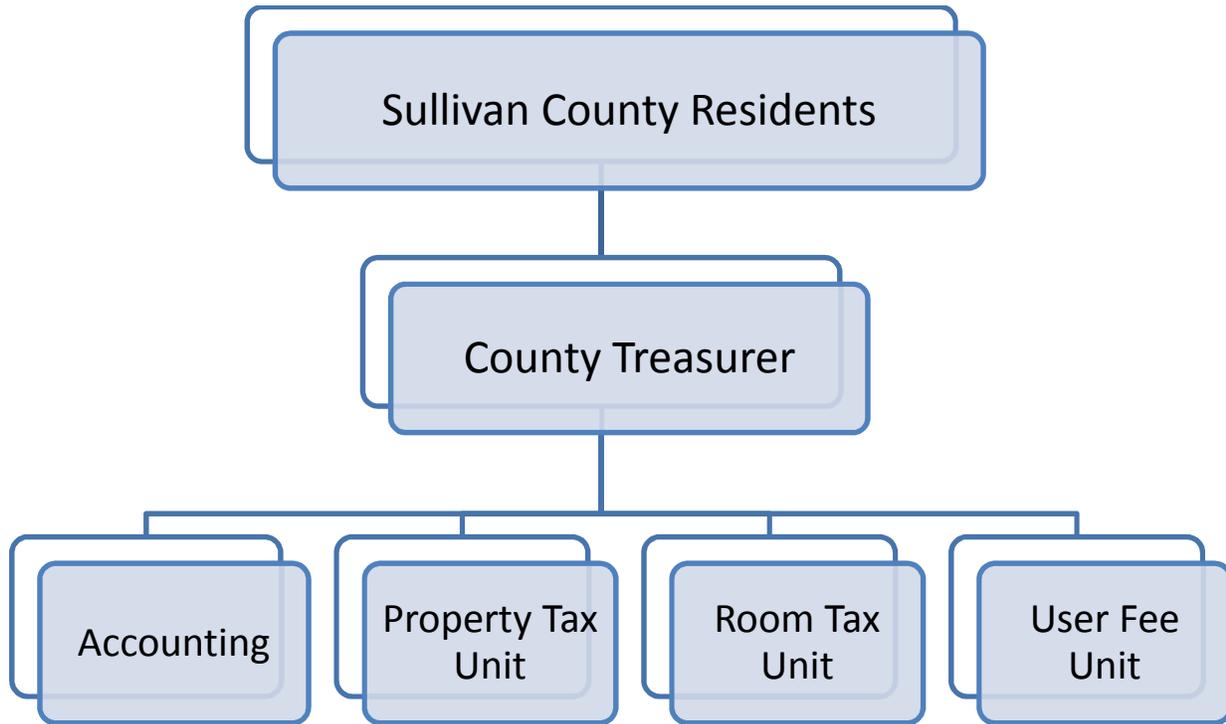
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$638,573	\$629,021
Fixed Equipment	\$21,112	\$0
Contract Services	\$493,948	\$492,948
Employee Benefits	\$428,366	\$457,419
Total Budgetary Appropriations	\$1,581,999	\$1,579,388
 Budgetary Revenues		
Departmental Revenue	\$950,019	\$956,096
State Aid	\$0	\$0
Total Budgetary Revenues	\$950,019	\$956,096
 <b>County Share</b>	 <b>\$631,980</b>	 <b>\$623,292</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### ACCOUNTING

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COUNTY TREASURER	0.4	0.4	0.4
DEPUTY COUNTY TREASURER	0.4	0.4	0.4
FISCAL ADMINISTRATIVE OFFICER	1	1	1
JR ACCOUNTANT	0	1	1
PRINCIPAL ACCOUNT CLERK	1	0	0
SENIOR ACCOUNTANT	1	1	1
	<b>3.8</b>	<b>3.8</b>	<b>3.8</b>

### ROOM TAX COLLECTION

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COUNTY TREASURER	0.1	0.1	0.1
DEPUTY COUNTY TREASURER	0.1	0.1	0.1
PRINCIPAL ACCOUNT CLERK	1	1	1
	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>

**PROPERTY TAX UNIT**

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
ABTRACTOR	1	1	1
COUNTY TREASURER	0.4	0.4	0.4
DEPUTY COUNTY TREASURER	0.4	0.4	0.4
PROP TAX SUPV/TAX ENFOR COORD	1	1	1
REAL PROPERTY EXAMINER/APPR AIS	1	1	1
REAL PROPERTY TAX SVC SPECIALIST	1	1	1
TAX CLERK II	1	1	1
TAX CLERK III	1	1	1
	<b>6.8</b>	<b>6.8</b>	<b>6.8</b>

**USER FEE UNIT**

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
COUNTY TREASURER	0.1	0.1	0.1
DEPUTY COUNTY TREASURER	0.1	0.1	0.1
PRINCIPAL ACCOUNT CLERK	1	1	1
	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>

**Department Total Position Count: 13 13 13**

*\*Title and Salary upgrades effective upon vacancy and abolishment of one Principal Account Clerk position; salary and position upgrades included in the Tentative Budget due to additional duties and responsibilities.*

## A1340 Management and Budget

The Sullivan County Office of Management and Budget exists to support Sullivan County's fiscal integrity, accountability, and performance by providing budgeting, fiscal, analytical, operational policy and management support to the County Manager, Board of Legislators, Commissioners and Departments. It is our mission to ensure that the financial investment of all Sullivan County taxpayers is managed in a responsible manner.

The Office of Management and Budget receives no outside funding and is 100% County cost. It is a non-mandated office.

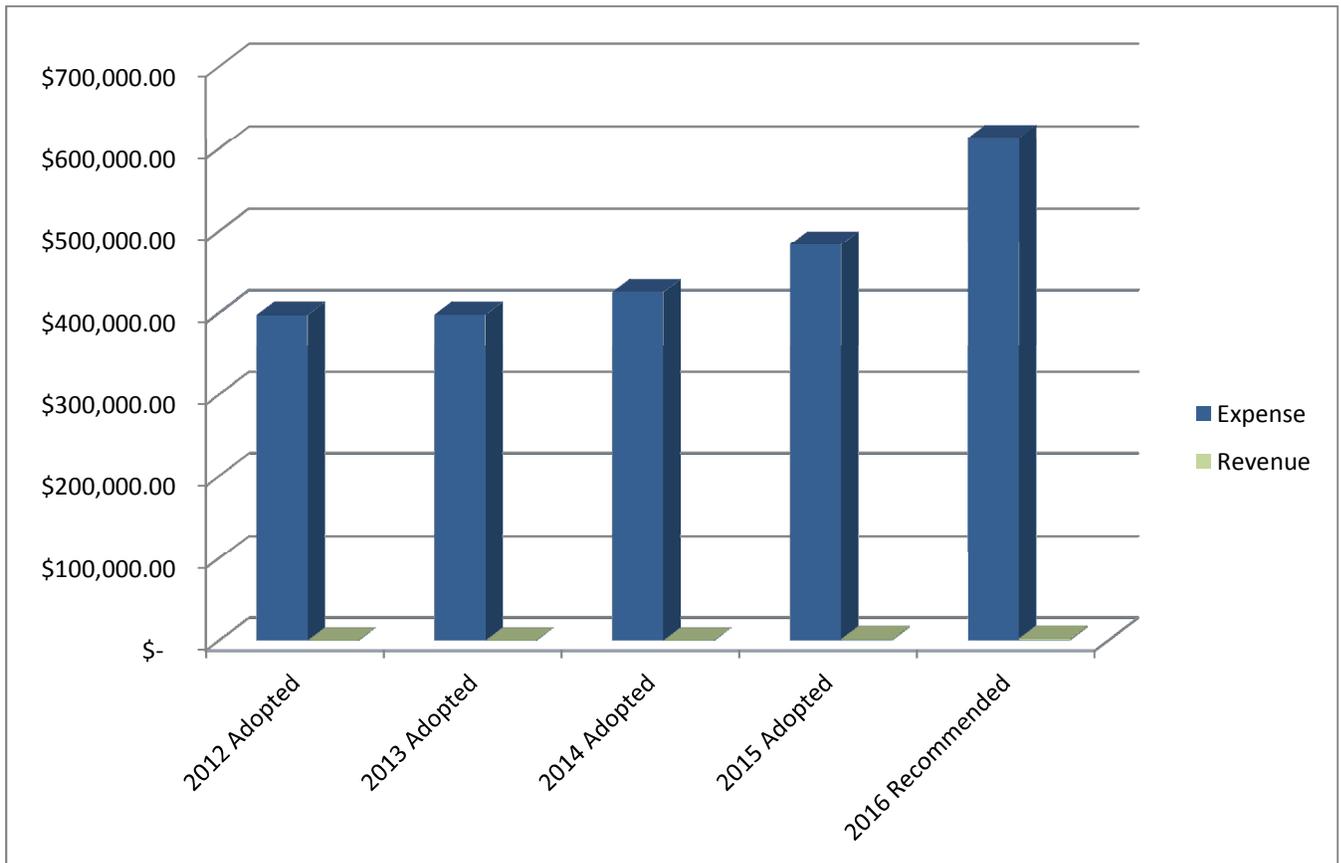
Functions of the Office of Management and Budget include:

- Prepare the County's Tentative Operating Budget annually in conjunction with the Sullivan County Manager
- compile and provide data to the Sullivan County Legislature as requested during their review of the Tentative Budget
- Complete and file the County's Capital Plan
- Prepare the annual Tax Levy
- Compile monthly budget modifications and verify sufficient funds exist in the Adopted Operating Budget to cover the modifications
- Assist with the County's Annual Audit
- Assist other County departments with various projects, such as the upgrade of the Public Safety communication infrastructure
- Investigate financial impact of special projects as needed, such as financial impacts of capital projects

## Budget Summary

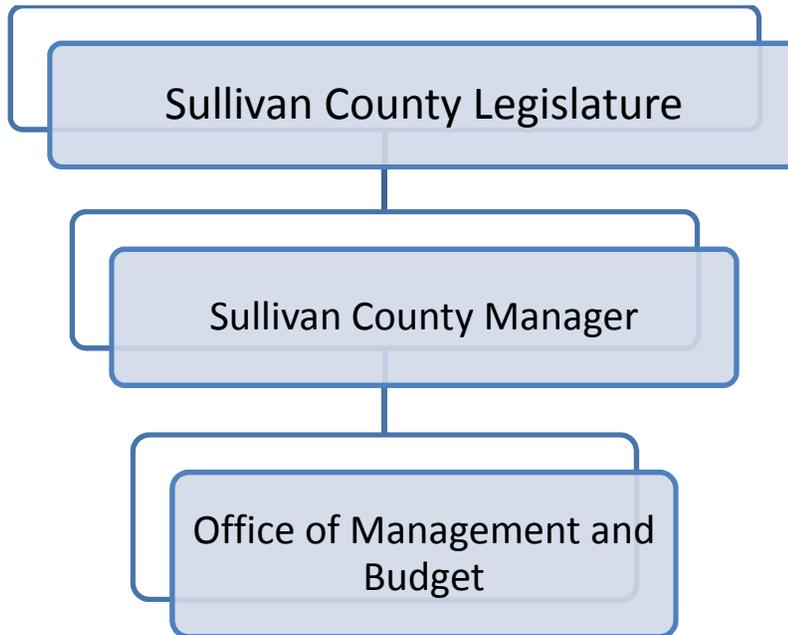
	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$284,548	\$290,021
Fixed Equipment	\$0	\$0
Contract Services	\$29,581	\$160,800
Employee Benefits	\$169,880	\$163,295
Total Budgetary Appropriations	\$484,009	\$614,116
 Budgetary Revenues		
Departmental Revenue	\$1,800	\$2,500
Total Budgetary Revenues	\$1,800	\$2,500
 <b>County Share</b>	 <b>\$482,209</b>	 <b>\$611,616</b>

## Five Year Budget History



*\*2016 Recommended includes \$130,000 for Salary Study.*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COMM MANAGEMENT & BUDGET	1	1	1
DEPUTY COMM MANAGEMENT & BUDGET	0.5	0.5	0.5
EXEC SEC TO COMM MGMT & BUDGET	1	1	1
FISCAL ADMINISTRATIVE OFFICER	1	1	1
RESEARCH ANALYST	1	1	1
	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>
<b>Department Total Position Count:</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

# Grants Administration

The mission of the Department of Grants Administration is to facilitate access to discretionary external funding for Sullivan County Government Departments, while improving the administration and management of existing grant / funding sources. The Department receives its funding from the County's general fund and is 100% County cost. It is not a mandated office.

Functions of Grants Administration include:

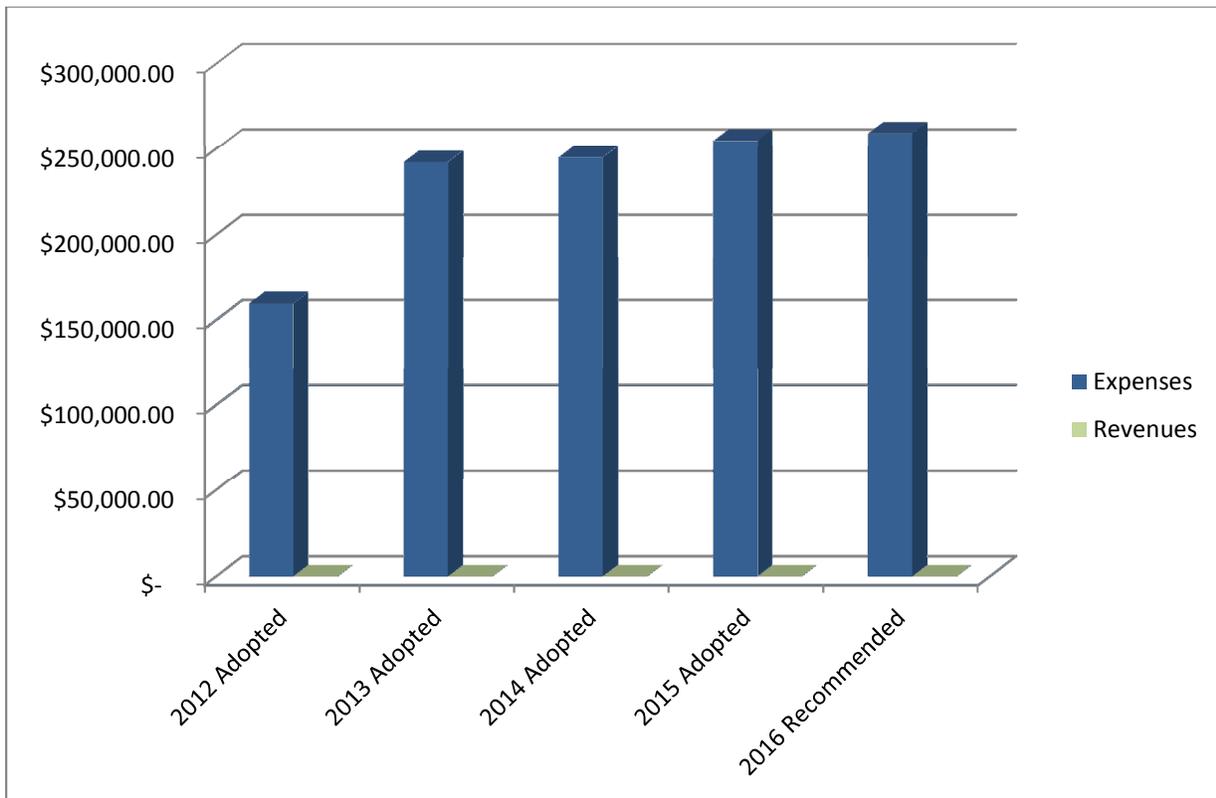
- Conduct research to identify/pursue funding sources for various priorities as identified by the County Legislature, County Manager, and Department heads
- Collaborate with numerous County departments, municipalities and outside agencies, in the identification, procurement of funding, and advisement of administration and post award documentation
- Support/assist in the management of the fiscal and operational administration of funded programs
- Track, inventory, and report on all County department funding secured
- Provide technical and research assistance to all County departments, municipalities and external agencies who request demographic/other statistical information to support grant applications, establish government policies, and stimulate the economy
- Effectively communicate the fiscal requirements and impacts to the County Manager and Division of Management & Budget relative to funding secured
- Address "pop-in" inquiries from the County public on potential sources of funding to meet their individual or business needs

The budget for Grants Administration consists primarily of personal services and employee benefits (>95%), with a small amount of funding provided for office supplies, travel/county fleet chargebacks, postage, and printing.

## Budget Summary

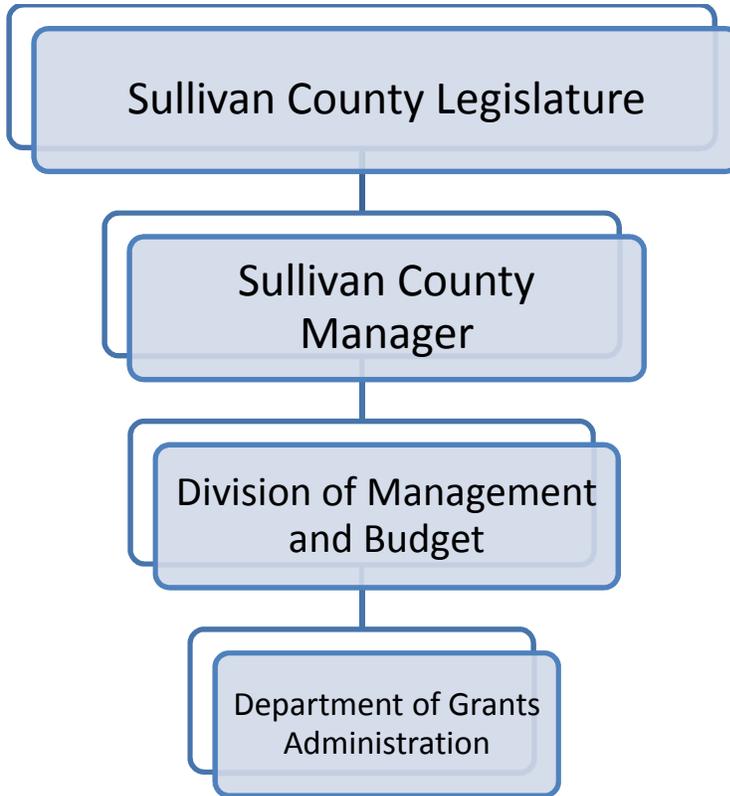
	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$163,899	\$165,706
Fixed Equipment	\$0	\$0
Contract Services	\$10,566	\$10,566
Employee Benefits	\$80,524	\$83,077
Total Budgetary Appropriations	\$254,989	\$259,349
 Budgetary Revenues		
Departmental Revenue	\$0	\$0
State Aid	\$0	\$0
Total Budgetary Revenues	\$0	\$0
 <b>County Share</b>	 <b>\$254,989</b>	 <b>\$259,349</b>

## Five Year Budget History



*\*Grants Writer position added 2013*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
GRANTS ADMIN PROGRAM SPECIALIST	1	1	1
GRANTS ADMINISTRATION SUPERVISOR	1	1	1
GRANTS WRITER	1	1	1
	<b>3</b>	<b>3</b>	<b>3</b>
<b>Department Total Position Count:</b>	<b>3</b>	<b>3</b>	<b>3</b>

## A1342 Risk Management

The mission of the Department of Risk Management and Insurance is to coordinate employee and retiree benefits, administration of the County's Workers' compensation insurance fund, and oversee property casualty insurance.

The Department of Risk Management and Insurance receives funding through chargebacks to other County agencies. It is responsible for several mandated programs including benefits administration as per the County's collective bargaining agreements, and maintenance of Worker's Compensation insurance as per WCL §3; WCL §50; Chapter 43, and Article I of the Sullivan County Code.

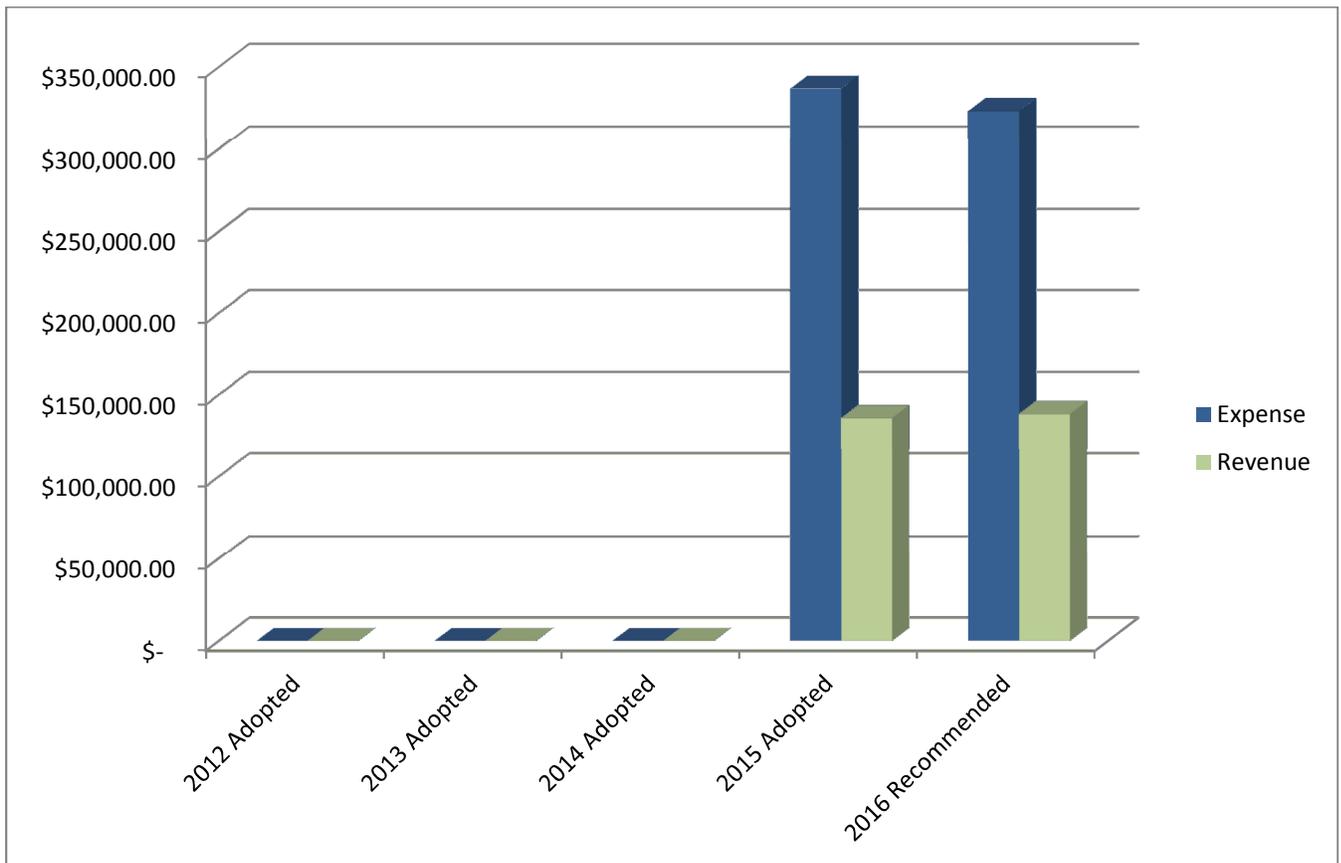
Functions of the Office of Risk Management and Insurance include:

- Administration/coordination of Health, Dental, Vision, AFLAC, Retiree Benefits, COBRA
- Administration of dental and vision benefits for SCCC employees
- Liaison with benefit providers, brokers and bargaining units
- Administer/process monthly billing
- Administration of Medicare Part B reimbursements
- Provide customer service to employees, retirees and their dependents
- Accounting functions regarding the County Health account
- Reconciliation of all payroll deduction discrepancy reports
- Determination/payment of buyouts
- Maintain schedule of County owned/leased buildings, vehicles and equipment
- Review coverage and secure quotations for renewal programs for each policy maintained by and for the County of Sullivan
- Monitor performance of our insurance brokers and companies
- Subrogate against others for damage to County property
- Procures policies in addition to the property casualty insurance
- Administration of Workers Compensation fund; ongoing monitoring of claims; conversion of WC incident reports to C-2 forms and data entry; quarterly activity checks; processing employer reimbursements; processing Special Funds checks; Processing RMSCO check register; coordination of pre-employment physicals for all entities; preparing WC apportionment

## Budget Summary

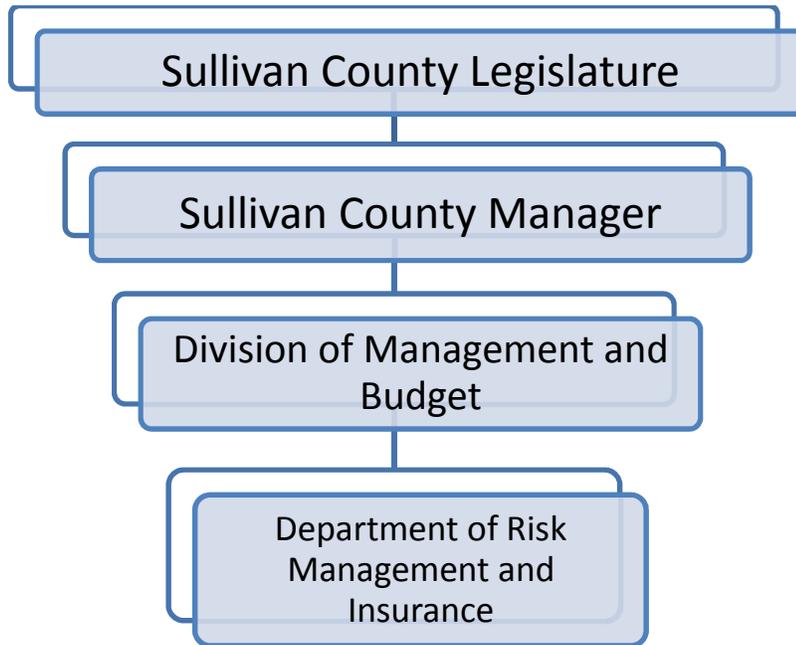
	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$192,177	\$189,642
Contract Services	\$45,101	\$44,301
Employee Benefits	\$99,752	\$89,545
Total Budgetary Appropriations	\$337,030	\$323,488
Budgetary Revenues		
Departmental Revenue	\$136,000	\$138,500
Total Budgetary Revenues	\$136,000	\$138,500
<b>County Share</b>	<b>\$201,030</b>	<b>\$184,988</b>

## Five Year Budget History



*\*Note: The Department of Human Resources was previously combined with Risk Management. The departments were split into separate organizations in 2015.*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ASST DIR RISK MANAGEMENT & INS	1	1	1
DIR RISK MGMT & INSURANCE SPL	1	1	1
INSURANCE CLERK SPL PT	1	1	1
RISK MGMT & INS. PROG COORD	1	1	1
	<b>4</b>	<b>4</b>	<b>4</b>
<b>Department Total Position Count:</b>	<b>4</b>	<b>4</b>	<b>4</b>

# A1343 Payroll

The Sullivan County Office of Payroll processes biweekly payroll for all County employees, provides software support for Countywide timekeeping and financial software systems, and provides reports for various entities.

Payroll receives its funding from the County's general fund and is 100% County cost. It is not a mandated office.

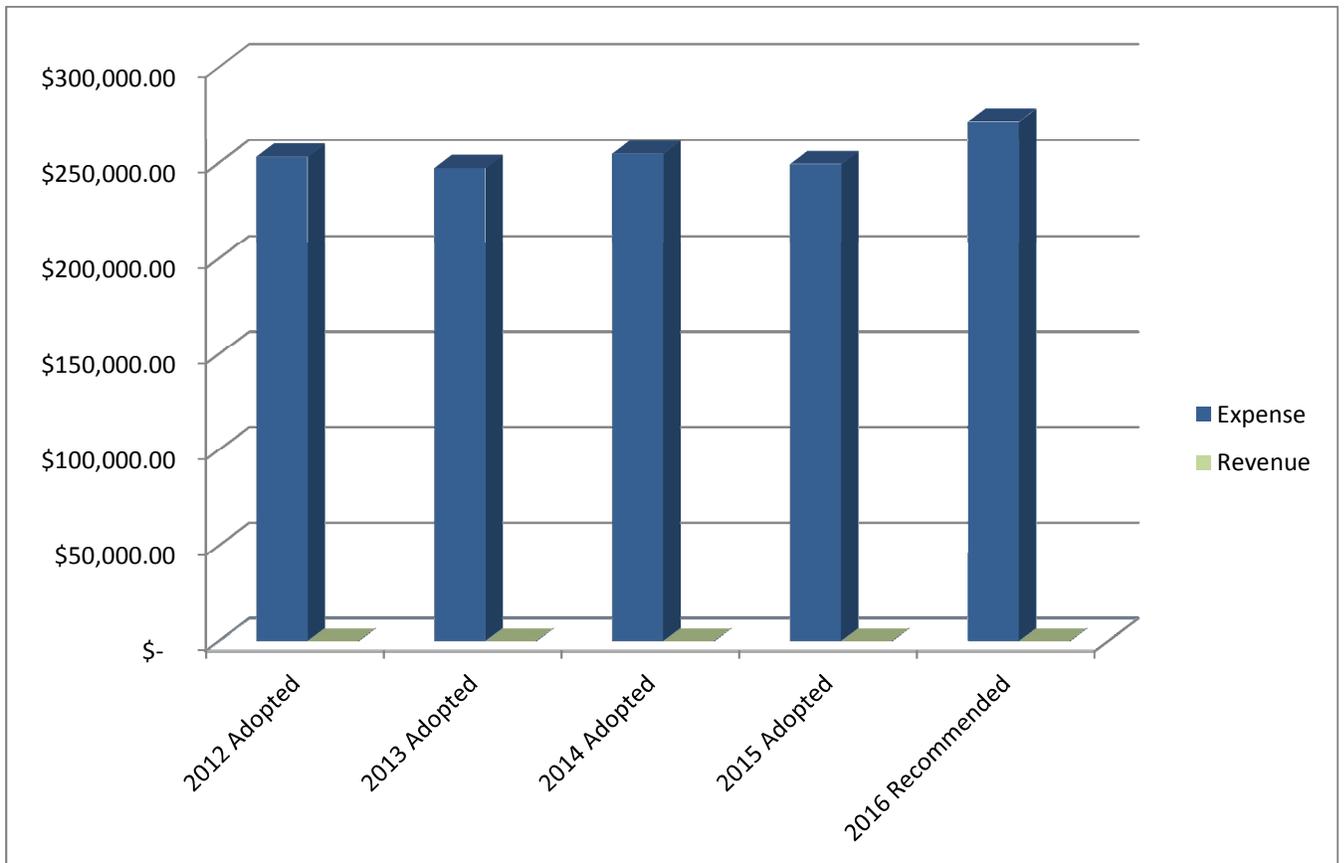
Functions of the Payroll Department include:

- Process biweekly payroll including payment of all biweekly payroll taxes
- Reconcile and pay all employee deductions including union dues, retirement contribution, retirement loans, garnishments, credit union deposits, etc.
- Reconciliation of all federal and state quarterly and annual reports, such as NYS 45 and W-2 reports
- Reconciliation and filing of monthly NYS Retirement report
- Maintain the New World employee database, and answer all correspondence regarding employment verification, unemployment, NYS Retirement inquiries, etc.
- Provide software support for the County wide timekeeping system (Smartlinx), New World Human Resources module, and New World financial module
- Act as liaison between software vendor, MIS and departments to implement conversions
- Crystal Report writing for various entities including unions, departments, auditors, FOIL requests, etc.

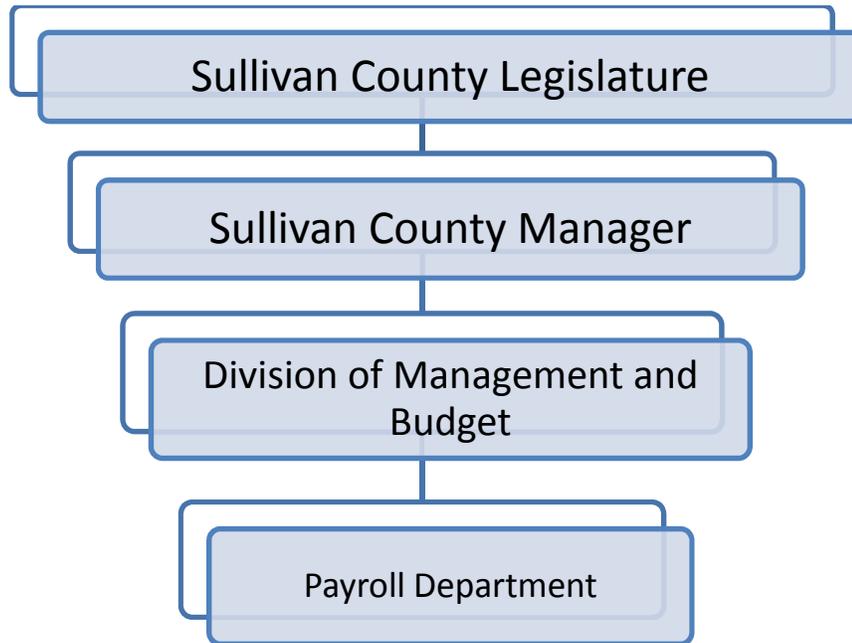
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$165,232	\$167,419
Fixed Equipment	\$0	\$0
Contract Services	\$14,201	\$14,231
Employee Benefits	\$69,933	\$90,268
Total Budgetary Appropriations	\$249,366	\$271,918
<b>County Share</b>	<b>\$249,366</b>	<b>\$271,918</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
DEPUTY COMM MANAGEMENT & BUDGET	0.5	0.5	0.5
PAYROLL COORD/SOFTWARE SUPP TECH	1	1	1
SENIOR PAYROLL CLERK	2	2	2
	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>
<b>Department Total Position Count:</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

## A1344 Health Finance

The Sullivan County Health Finance Department exists to support the financial needs of the Adult Care Center, Department of Community Services, and the Department of Public Health.

The Health Finance Department receives funding from the State and Federal government for the administration of the health programs of the three departments. It is a non-mandated office.

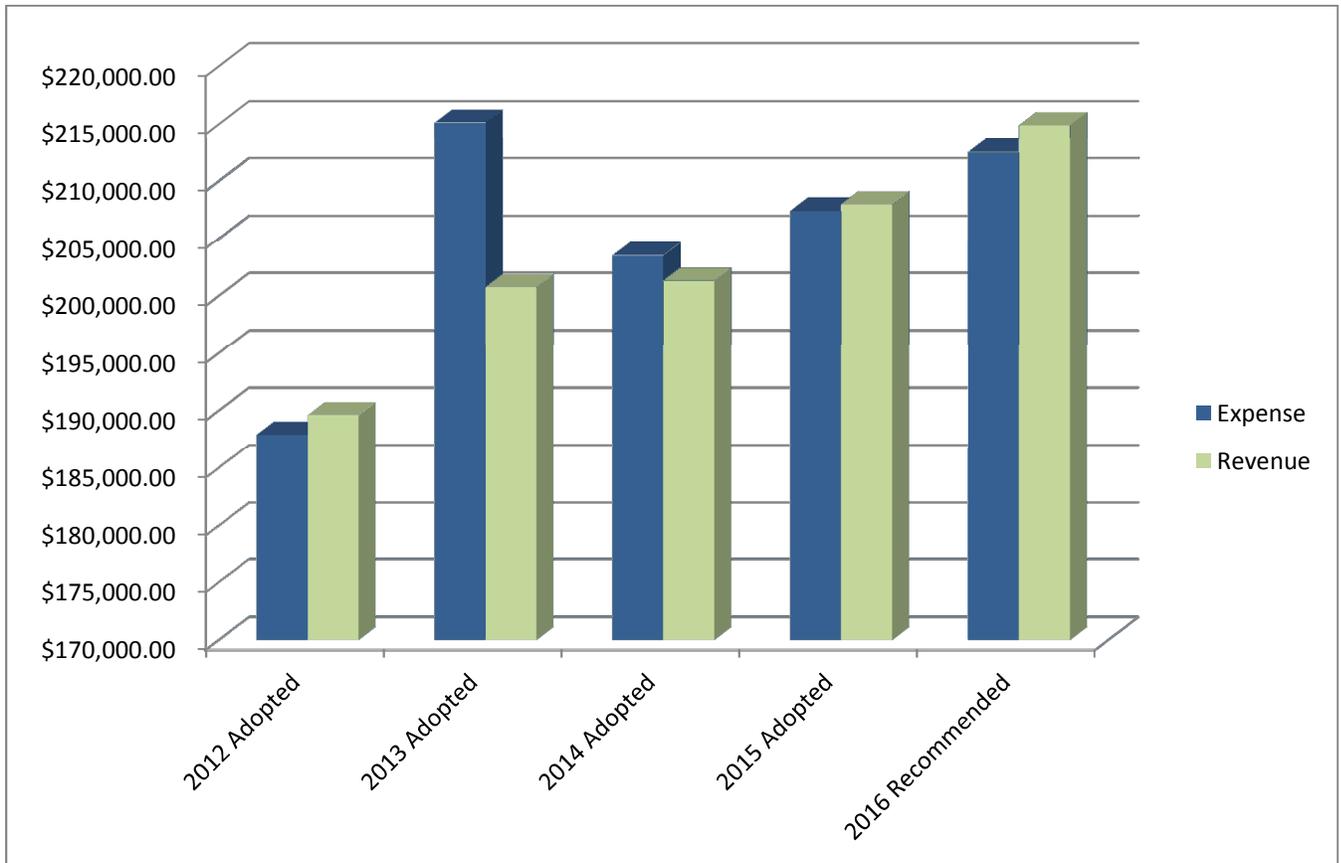
Functions of the Health Finance Department include:

- Billing to Federal and State governments and insurance companies for reimbursement of the costs of providing services within the Adult Care Center, Community Services and Public Health departments
- Monitoring of the operating budget for respective departments, the participation in the completion of the annual audit, federal single audit, and various cost reports.

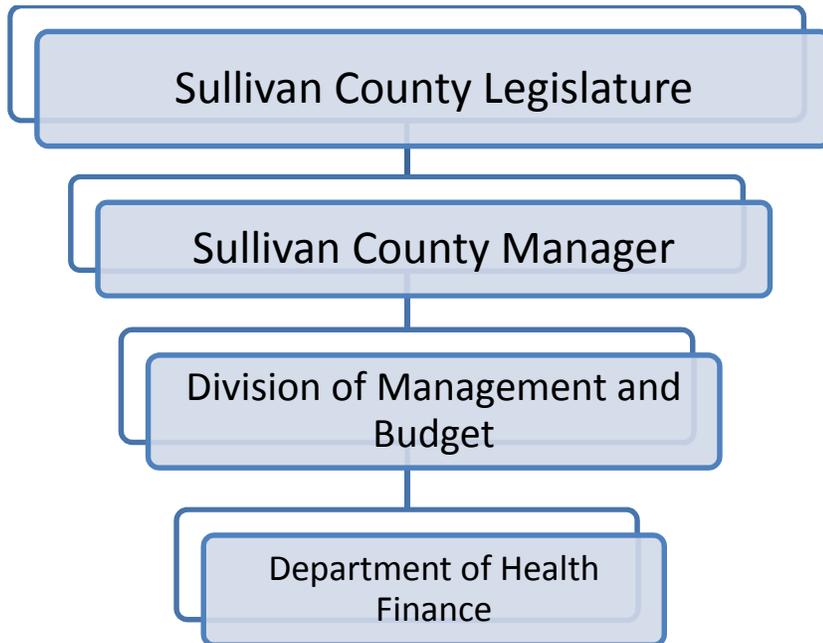
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$128,560	\$130,025
Contract Services	\$0	\$0
Employee Benefits	\$78,885	\$82,512
Total Budgetary Appropriations	\$207,445	\$212,537
 Budgetary Revenues		
Departmental Revenue	\$207,998	\$214,912
Total Budgetary Revenues	\$207,998	\$214,912
 <b>County Share</b>	 <b>\$(553)</b>	 <b>\$(2,375)</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK/DATABASE	1	1	1
FISCAL ADMINISTRATIVE OFFICER	2	2	2
FULL CHARGE BOOKKEEPER	1	1	1
INTAKE BILLING COORDINATOR	1	1	1
PRINCIPAL ACCOUNT CLERK	4	4	4
SENIOR ACCOUNT CLERK	3	3	3
SENIOR ACCOUNT CLERK/TYPIST	1	1	1
	<b>13</b>	<b>13</b>	<b>13</b>
<b>Department Total Position Count:</b>	<b>13</b>	<b>13</b>	<b>13</b>

## A1345-1610 Purchasing and Central Services

The Sullivan County Office of Purchasing provides quality goods and services, at the lowest possible cost, meeting the needs of the Departments and Agencies. The Sullivan County Office of Central Services provides mail/courier services five days per week to the Government Center, Jail/Courthouse Complex and the Human Services Complex in Liberty, NY.

The Office of Purchasing receives no outside funding and is 100% County cost. The Office of Central Services receives no outside funding and is 100% County cost, however, a majority of the cost is charged back to County departments and is included in their budgets. Both are non-mandated offices.

Functions of the Office of Purchasing include:

- Provide a procurement process that includes research, development, writing, executing and award of various bids, RFP's, quotes and everyday purchase orders for all necessary services, items and materials
- Processes and files all contracts that follow procurement guidelines

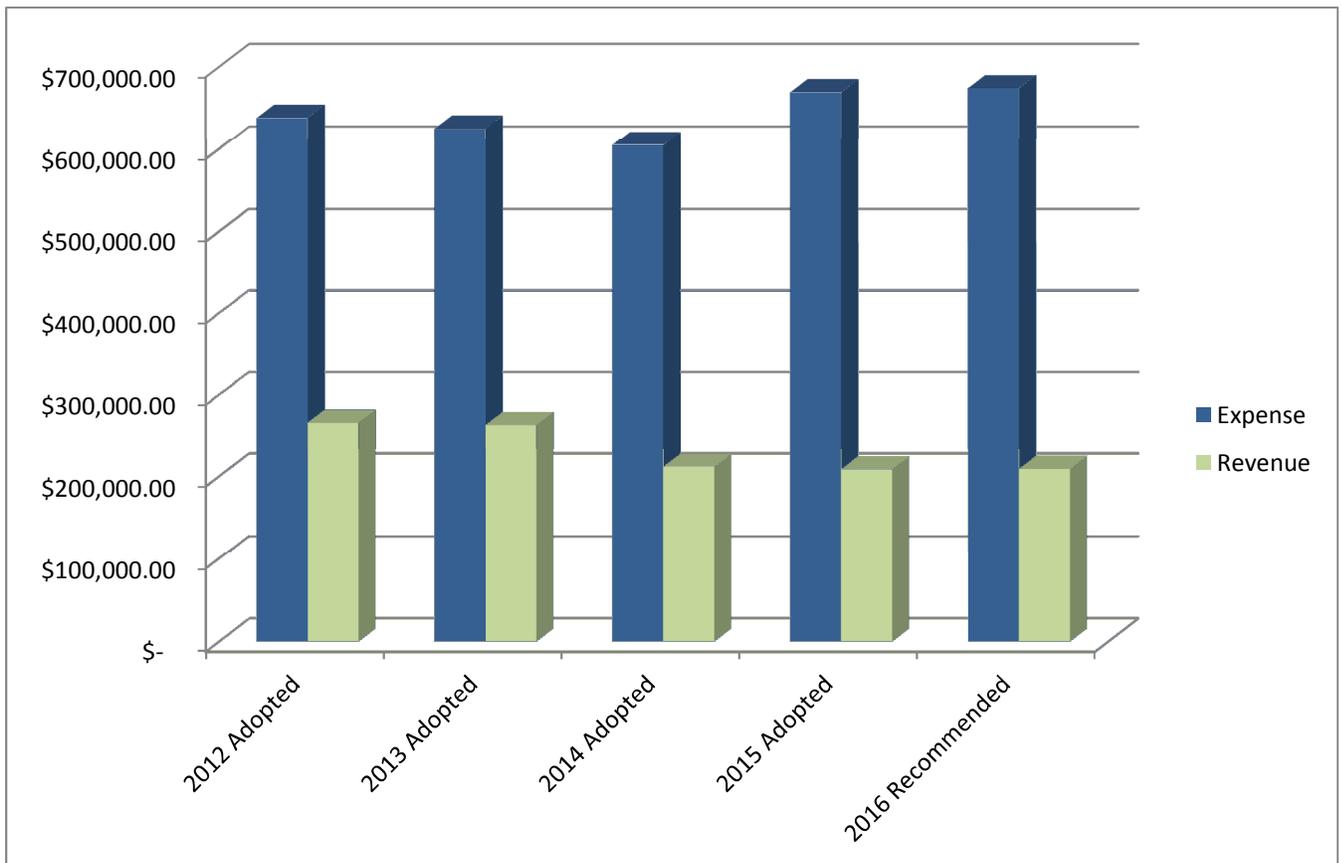
Functions of the Office of Central Services include:

- Mail is sorted, delivered and processed daily
- Mailroom services are currently outsourced to the Kristt Company, which provides one employee and includes transportation for all pickups and delivery

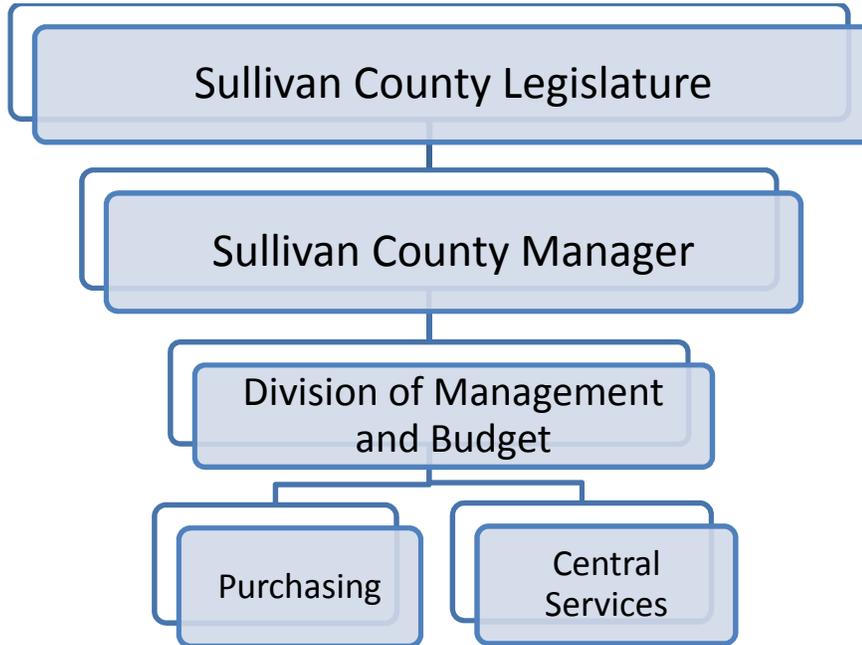
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$254,013	\$256,767
Fixed Equipment	\$0	\$0
Contract Services	\$268,966	\$276,628
Employee Benefits	\$146,861	\$141,296
Total Budgetary Appropriations	\$669,840	\$674,691
 Budgetary Revenues		
Departmental Revenue	\$208,688	\$209,229
Total Budgetary Revenues	\$208,688	\$209,229
 <b>County Share</b>	 <b>\$461,152</b>	 <b>\$465,462</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ASST DIR PURCHASING & CEN SVC	1	1	1
BUYER	1	1	1
DIR PURCHASING & CENTRAL SVS	1	1	1
PURCHASING COORD	1	1	1
SENIOR ACCOUNT CLERK/DATABASE	1	1	1
	<b>5</b>	<b>5</b>	<b>5</b>
<b>Department Total Position Count:</b>	<b>5</b>	<b>5</b>	<b>5</b>

## A1410 County Clerk's Office/A1460 Records Management

The County Clerk's Office provides the public at large, as well as users, with cost effective and efficient delivery of services, and provides said services in a timely and courteous manner. It is composed of two distinct units, the Main Unit and the Department of Motor Vehicles. The County Clerk also oversees the Office of Records Management. The County Clerk Main Unit is the Constitutional office for recordings and filings. The Department of Motor Vehicle is the County's local agent for the NYS Department of Motor Vehicles. The Office of Records Management is responsible for storing all records, and coordinating the maintenance and destruction of records according to State Laws.

The County Clerk's Office receives funding from several sources of revenue, including fees for transactions such as filings, recordings, permits, licenses, and registrations. The County Clerk's Office Main Unit is mandated by the New York State Constitution. The Department of Motor Vehicles and the Office of Records Management are not mandated.

Functions of the County Clerk Main Unit include:

- Filing and recording of official records and documents including deeds, real property proceedings, maps, and civil proceedings
- Processing and issuing passports
- Processing and issuing pistol permits
- Notary services
- Precious gems law
- Administers F.A.V.O.R. program
- Issuance of peddlers permits
- Issuance of DBA
- Naturalization documents

Functions of the Department of Motor Vehicles include:

- Responsibilities related to all transactions and services related to the NYS Department of Motor Vehicles, including driver's license transactions, vehicle registration, issuance of license plates, etc.

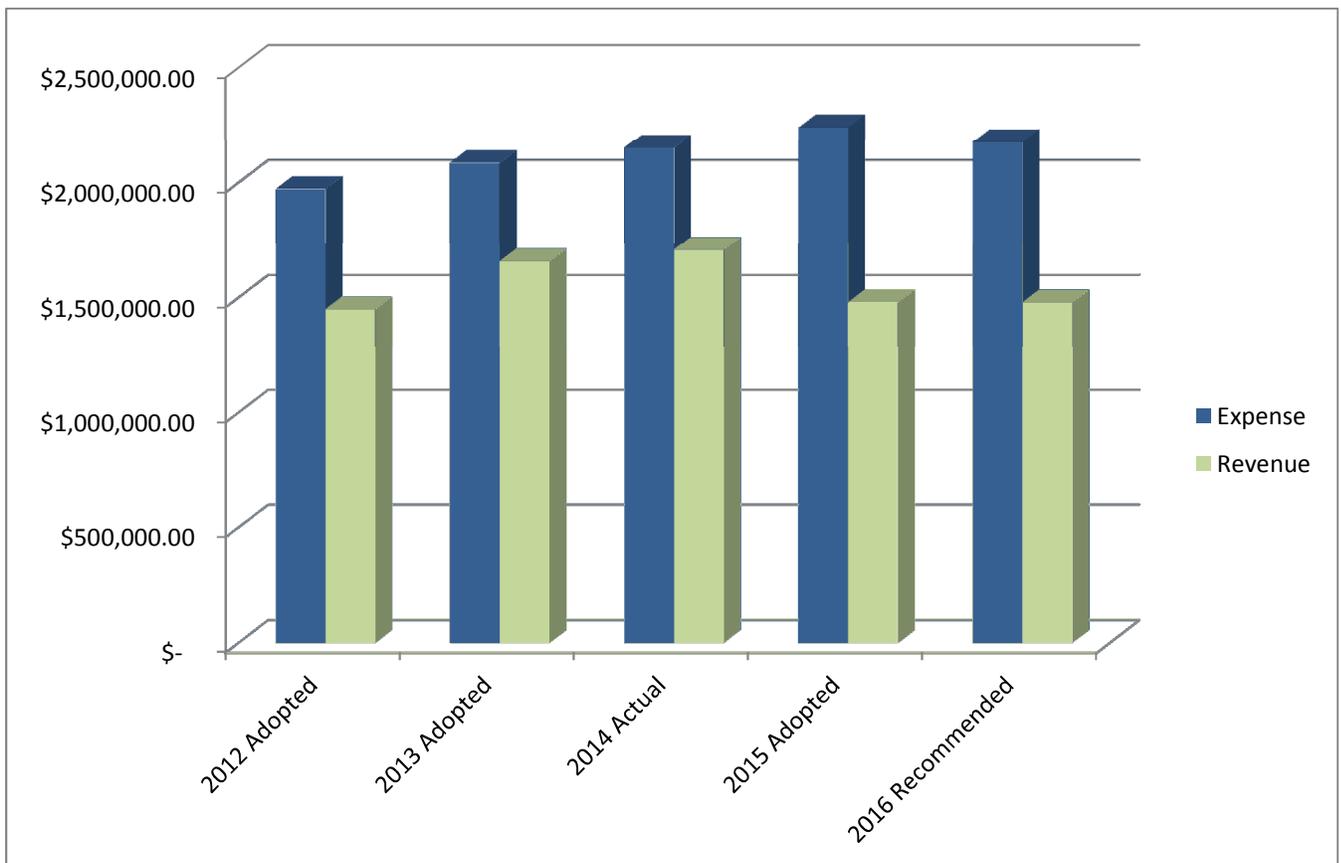
Functions of the Records Management Department include:

- Systematic maintenance, retrieval, and disposing of records in accordance with NYS Archives

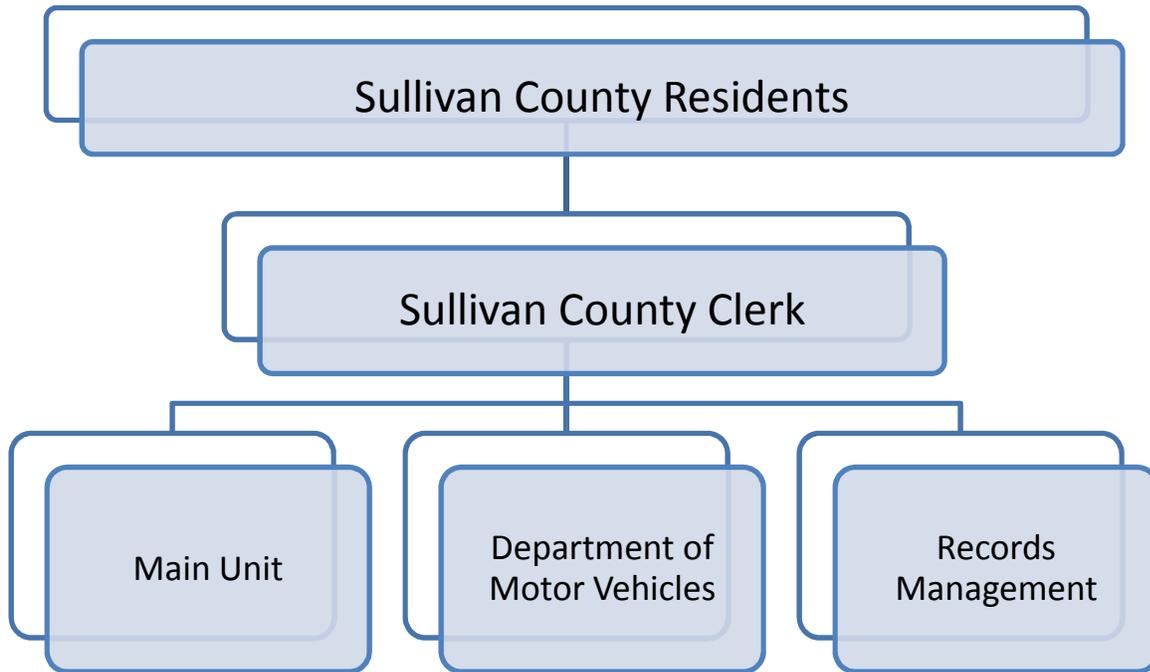
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$1,132,091	\$1,140,957
Fixed Equipment	\$38,214	\$0
Contract Services	\$328,384	\$264,539
Employee Benefits	\$764,663	\$773,060
Total Budgetary Appropriations	\$2,263,352	\$2,178,556
 Budgetary Revenues		
Departmental Revenue	\$1,478,500	\$1,478,116
State Aid	\$0	\$0
Total Budgetary Revenues	\$1,478,500	\$1,478,116
 <b>County Share</b>	 <b>\$784,852</b>	 <b>\$700,440</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### CC MAIN UNIT

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
CORONER/COUNTY CLERK'S AIDE	0.5	0.5	0.5
COUNTY CLERK	1	1	1
COUNTY CLERK WORKER I	3	3	3
COUNTY CLERK WORKER II	7	7	7
COUNTY CLERK WORKER III	2	2	2
DEPUTY COUNTY CLERK I	1	1	1
FISCAL ADMINISTRATIVE OFFICER	1	1	1
	<b>15.5</b>	<b>15.5</b>	<b>15.5</b>

CC - DMV

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COUNTY CLERK WORKER I	3	3	3
COUNTY CLERK WORKER II	3	3	3
COUNTY CLERK WORKER III	2	2	2
DEPT OF MOTOR VEHICLE ADMIN	1	1	1
MOTOR VEHICLE BUREAU CUSTOMER SE	1	1	1
	<b>10</b>	<b>10</b>	<b>10</b>

RECORDS MANAGEMENT

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
RECORDS MGMT SURVEY TECHNICIAN	2	2	2
	<b>2</b>	<b>2</b>	<b>2</b>
<b>Department Total Position Count:</b>	<b>27.5</b>	<b>27.5</b>	<b>27.5</b>

## A1430 Human Resources

The mission of the Department of Human Resources is to coordinate all employee related issues, including but not limited to Civil Service Administration, EEOC related matters, interpretation and negotiation of employee collective bargaining agreement, and drafting and enforcing employment policies.

The Department of Human Resources receives funding from Civil Service Exam fees, as well as through chargebacks to other County agencies. It is responsible for several mandated programs including Civil Service Administration as per Article 5, Section 6 of the New York State Constitution and the Civil Service Law of the State of New York.

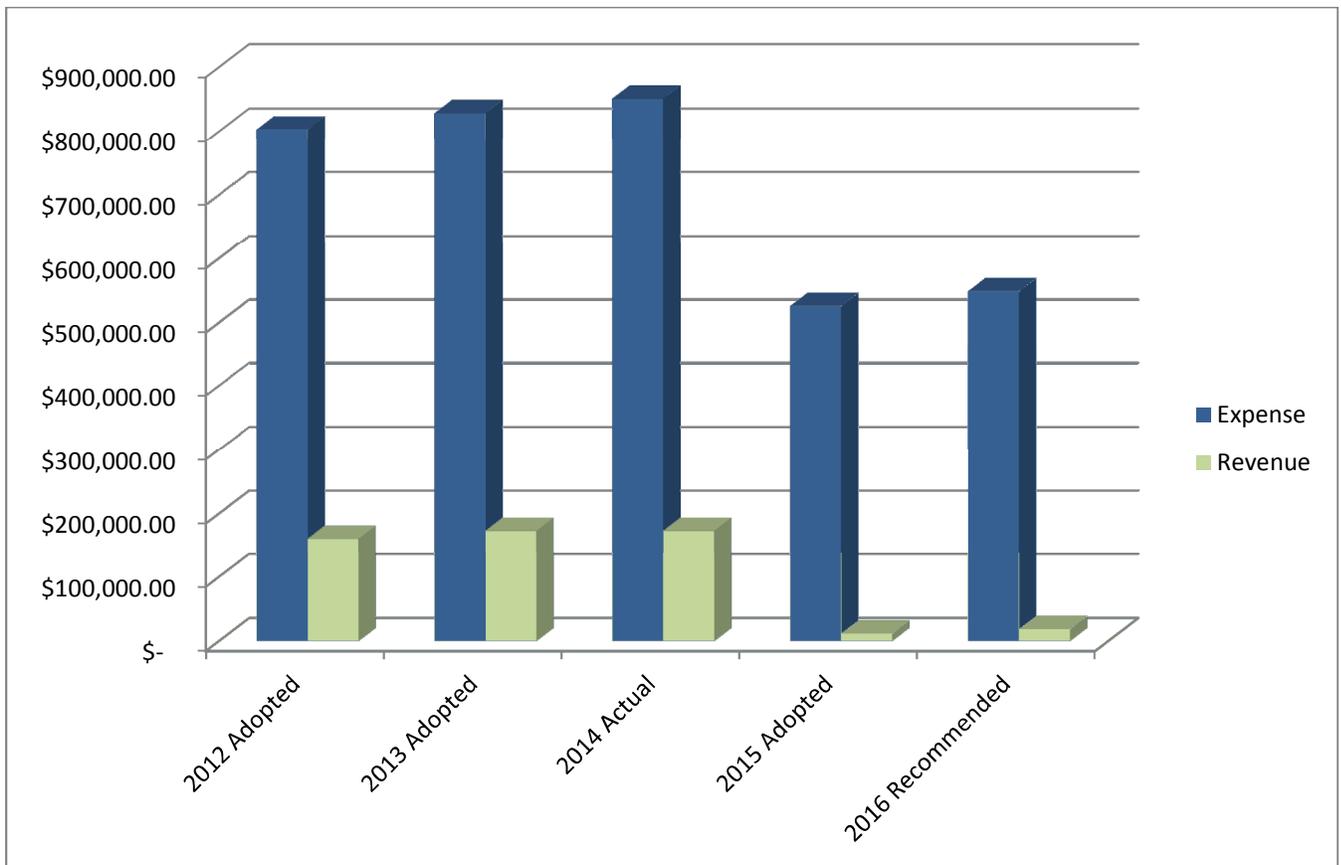
Functions of the Department of Human Resources include:

- Administration of the State and County Civil Service Laws, Rules and Regulations for 41 Jurisdictions within Sullivan County
- Drafting Job Descriptions/ Duties
- Certifying payroll
- Creation/ maintenance of Roster Cards
- Ensuring that titles are created and filled in compliance with Civil Service Law
- Certification of Lists
- Assist with issues such as layoffs
- Assist with canvassing, interviewing and hiring of employees
- Assists in orientation of all new County employees
- Administration of Civil Service Exams
- Preparing/reporting employee information to NYS Retirement System and for Unemployment vendor
- Investigation and resolution of EEOC complaints
- Administration, coordination and eligibility determines for Family Medical Leave Applications.

## Budget Summary

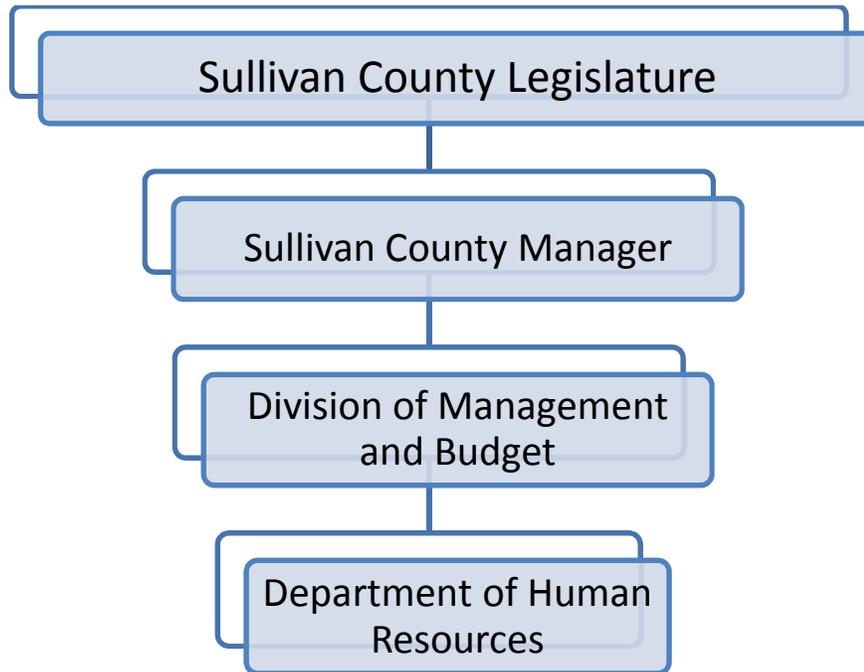
	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$252,585	\$276,136
Contract Services	\$123,532	\$103,913
Employee Benefits	\$158,613	\$169,142
<b>Total Budgetary Appropriations</b>	<b>\$534,730</b>	<b>\$549,191</b>
 <b>Budgetary Revenues</b>		
Departmental Revenue	\$15,000	\$18,500
<b>Total Budgetary Revenues</b>	<b>\$15,000</b>	<b>\$18,500</b>
 <b>County Share</b>	 <b>\$519,730</b>	 <b>\$530,691</b>

## Five Year Budget History



*\*Note: The Department of Human Resources was previously combined with Risk Management. The departments were split into separate organizations in 2015.*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ADMINISTRATIVE SECRETARY	1	1	1
HUMAN RESOURCES DIR/PERS OFFICER	1	1	1
PERSONNEL ASSISTANT	2	2	2
PERSONNEL/PAYROLL TECHNICIAN	1	0	0
SENIOR PERSONNEL ASST	2	2	2
	<b>7</b>	<b>6</b>	<b>6</b>
<b>Department Total Position Count:</b>	<b>7</b>	<b>6</b>	<b>6</b>

## A1450 Board of Elections

The Sullivan County Board of Elections' primary function is to afford every eligible person in Sullivan County the opportunity to vote in all Elections that they are qualified to vote in according to Federal and State constitutional mandates.

The BOE receives its revenues primarily from local tax dollars. The BOE continues to make every effort to save money, solicit grant funds and keep all legislators apprised of the ever rising cost of running elections.

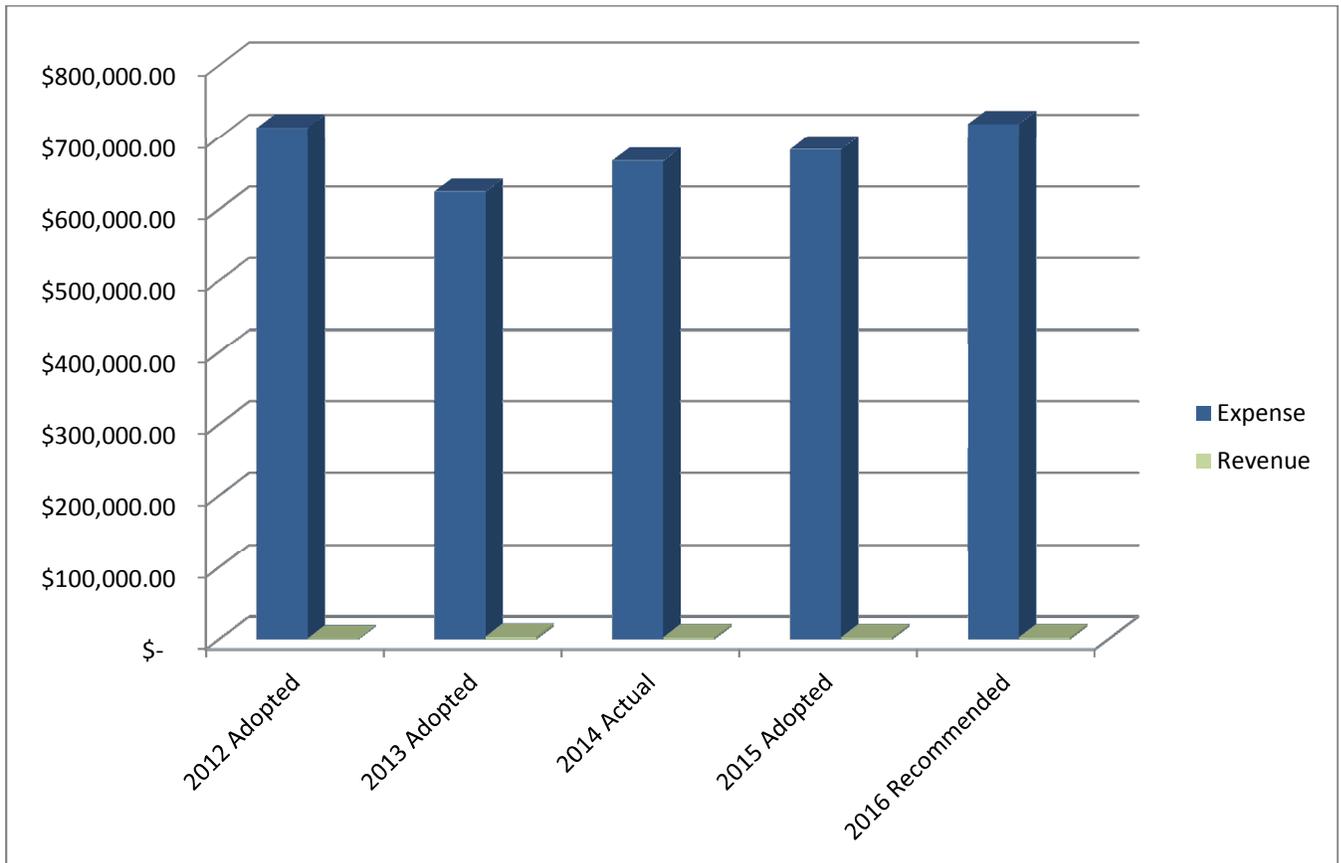
Sullivan County Board of Elections is a mandated office. All functions of the BOE are mandated by the Federal and NY State Constitutions and Election Laws.

The function of the Board of Elections is to provide residents that qualify with the opportunity to vote in a professional process required by the Federal and State Governments.

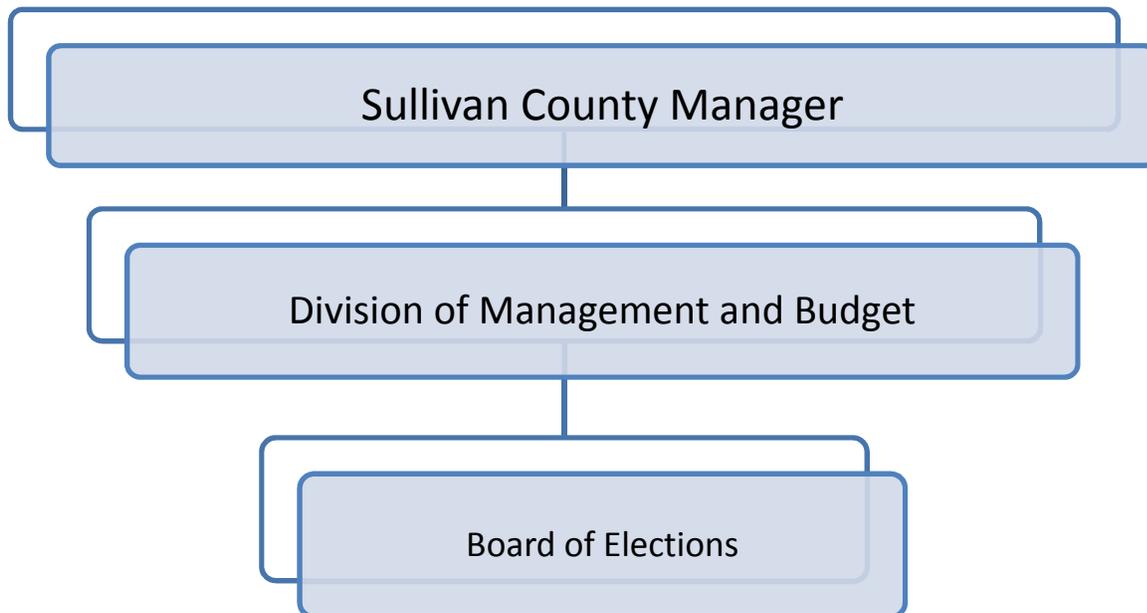
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$390,082	\$426,054
Fixed Equipment	\$0	\$0
Contract Services	\$105,450	\$122,197
Employee Benefits	\$188,699	\$171,143
Total Budgetary Appropriations	\$684,231	\$719,394
 Budgetary Revenues		
Departmental Revenue	\$3,000	\$3,000
State Aid	\$0	\$0
Federal Aid	\$0	\$0
Total Budgetary Revenues	\$3,000	\$3,000
 <b>County Share</b>	 <b>\$681,231</b>	 <b>\$716,394</b>

## Five Year Budget History



## Organizational Structure



*\*Note: The Board of Elections reports through the Division of Management and Budget for administrative purposes only.*

## Position Summary

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
COMM ELECTIONS	2	2	2
DEPUTY COMM ELECTIONS	2	2	2
SENIOR CLERK	2	2	2
	<b>6</b>	<b>6</b>	<b>6</b>
<b>Department Total Position Count:</b>	<b>6</b>	<b>6</b>	<b>6</b>

# A1680 Management Information Systems

The Department of Management Information Systems (MIS) is a business process service bureau that provides IT services and information to all County Divisions, several local governmental units (assessors, law enforcement, etc.), internal customers (users), vendor and service accounts and computer and server accounts. MIS is responsible for over 370 applications, copy/print/scan services, all fax and VoIP/legacy phones, and provides systems support, maintenance, enhancements and new development for all major systems applications.

MIS is under the administration of the Division of Management and Budget and the County Manager and is comprised of four organizational disciplines, including Administration – Internal Services, Application Services, Technical Systems and Networking. There are a little over 65 unique job classifications within the MIS Department performed and carried out.

MIS charges back approximately one third of its budget to departments that receive state and federal reimbursement for services in order to maximize revenue to the County. The remaining two thirds is county share. MIS is a non-mandated office, however, the department provides support and solutions to mandated programs and functions that exist in other departments.

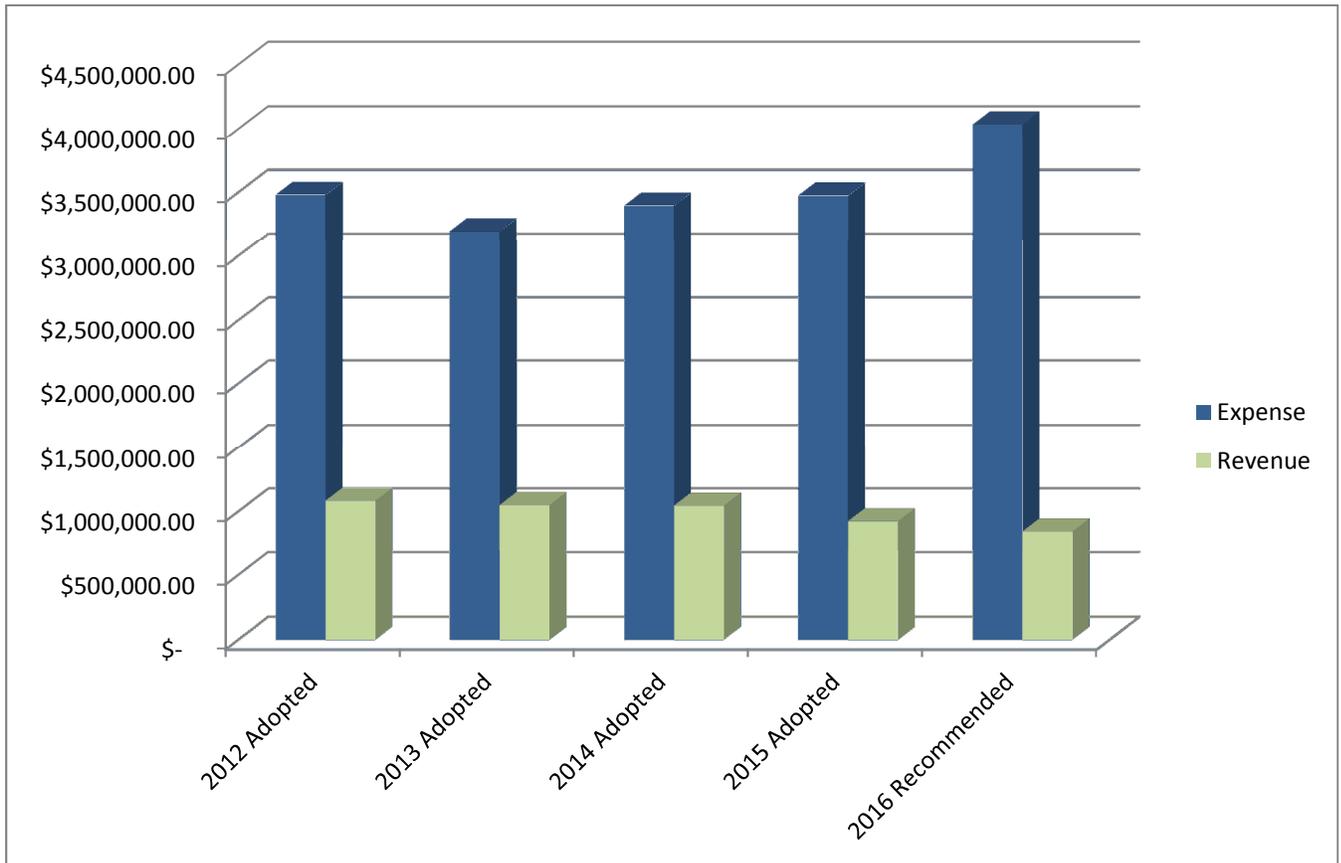
Functions of the Department of Management Information Systems include:

- Computer support
- Network support
- Security (protection of the County's electronic infrastructure from attacks both foreign and domestic)
- Software solutions
- Telephone services
- Copy & print services
- Administrative functions
- Employee training

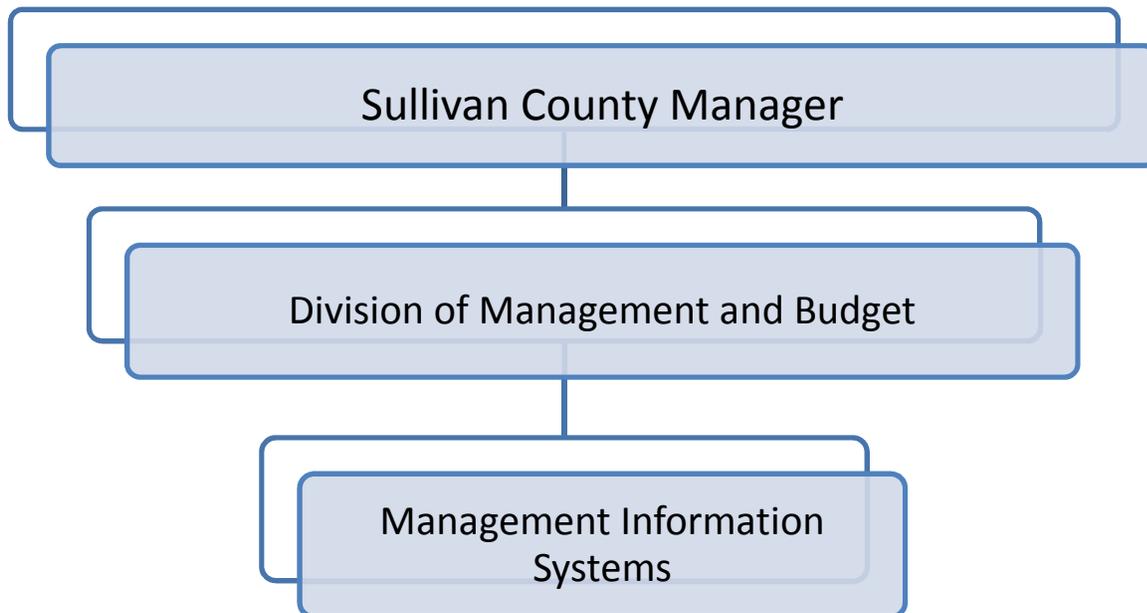
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$748,057	\$927,118
Fixed Equipment	\$0	\$0
Contract Services	\$2,357,565	\$2,551,702
Employee Benefits	\$432,700	\$555,490
Total Budgetary Appropriations	\$3,538,322	\$4,034,310
 Budgetary Revenues		
Departmental Revenue	\$965,937	\$843,112
State Aid	\$0	\$0
Total Budgetary Revenues	\$965,937	\$843,112
 <b>County Share</b>	 <b>\$2,572,385</b>	 <b>\$3,191,198</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### MANAGEMENT INFORMATION SYSTEMS

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
CHIEF INFORMATION OFFICER	1	1	1
CLIENT SUPPORT TECHNICIAN I	3	3	3
DIR APPLIC DEVELOP & SUPPORT	1	1	1
DIR OPERATIONS AND NETWORK ADM	1	1	1
GIS ADMINISTRATOR	0	1	0
HELP DESK/DOCUMENTATION SPECIALI	1	1	1
INFORMATION SYSTEMS SUPPORT SPEC	1	1	1
INFORMATION/NETWORK SECURITY OFFICER	1	1	1
IT ADMINISTRATIVE COORDINATOR	1	1	1
MANAGEMENT INFO SYSTEMS COORD	1	1	1
NETWORK ENGINEER	1	1	1
PC SPECIALIST	2	2	2
SENIOR NETWORK ENGINEER	1	1	1
SENIOR PC SPECIALIST	1	1	1
WEBMASTER	1	1	1
	<b>17</b>	<b>18</b>	<b>17</b>
<b>Department Total Position Count:</b>	<b>17</b>	<b>18</b>	<b>17</b>

## A2490 Community College Tuition

This account reflects tuition chargebacks made by the County to other in-state community colleges attended by Sullivan County residents. There are two components of the Chargebacks the County pays to community colleges:

- *Operating Chargebacks:* Community colleges charge to and collect from each county within the state an allocable portion of the local sponsor's share of the operating costs of such community college attributable to such nonresident students, computed on a per student basis.
- *Capital Chargebacks:* Monies received from the counties shall be deposited in the community college fund in accordance with subdivision 5-b of section 6304 of the Education law and shall be separately accounted for within said fund, and be used:
  1. To meet the sponsor's share of the costs of acquisition of land and the acquisition, construction or rehabilitation of buildings;
  2. To reduce indebtedness of the sponsor incurred for capital costs of a community college;
  3. To pay the sponsor's costs of financing such indebtedness; and
  4. For the sponsor's share of such other purposes as are normally permitted within an approved capital construction budget

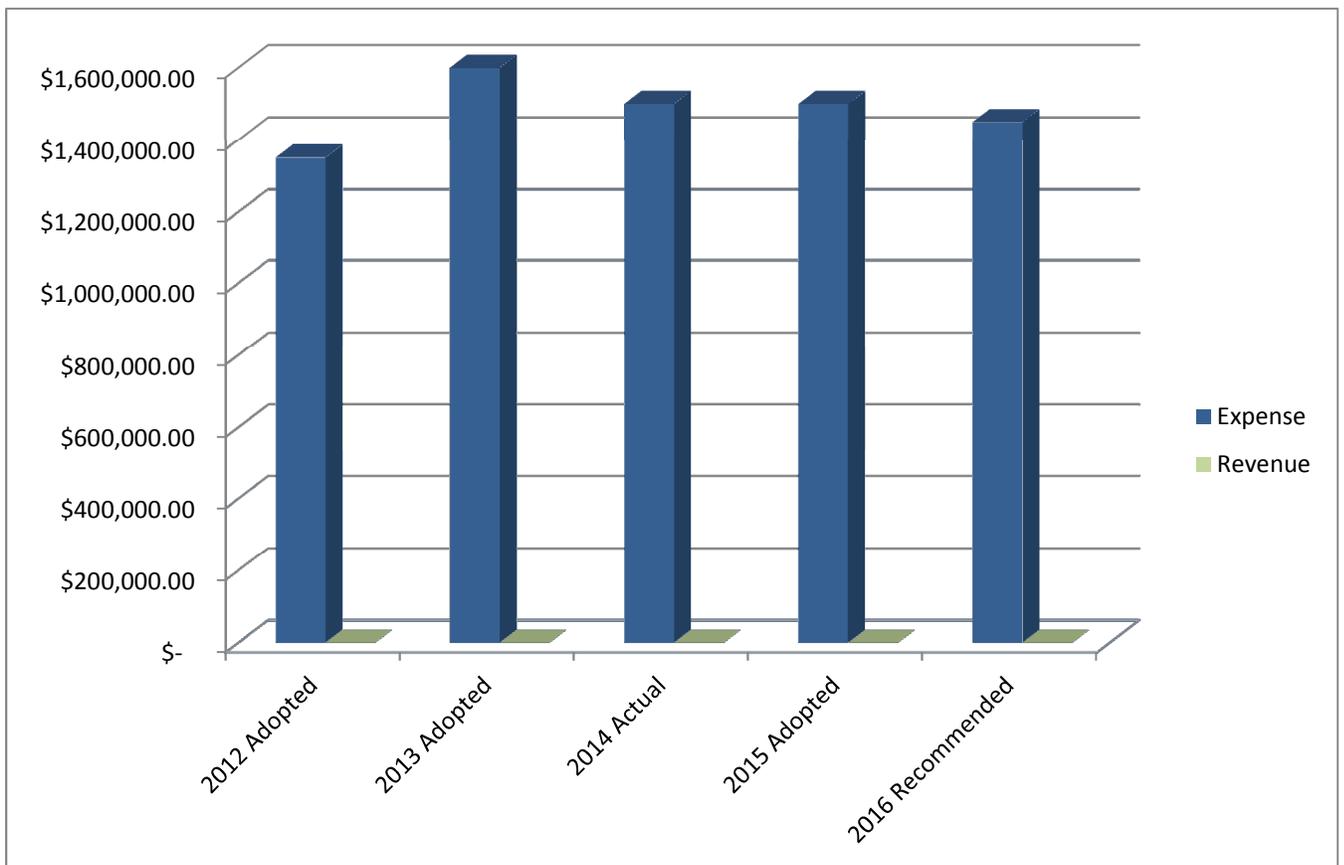
Sullivan County pays to each Community College \$300 per full-time student.

New York Education Law sections 6304 and 6305 govern community college chargebacks.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$1,500,000	\$1,450,000
Total Budgetary Appropriations	\$1,500,000	\$1,450,000
<b>County Share</b>	<b>\$1,500,000</b>	<b>\$1,450,000</b>

## Five Year Budget History



## A2495 Community College Contribution

The Contribution to College budget organization reflects the annual County subsidy paid to the Sullivan County Community College operating budget. Community Colleges were to be funded one-third from the Counties, one-third from tuition, and one-third from State Aid. This formula has changed over the years as the State reduced the amount of aid it sends to the Community College.

In addition to tuition chargebacks, and the contribution to the Sullivan County Community College, the County has annual debt services payments associated with debt issued for college construction projects.

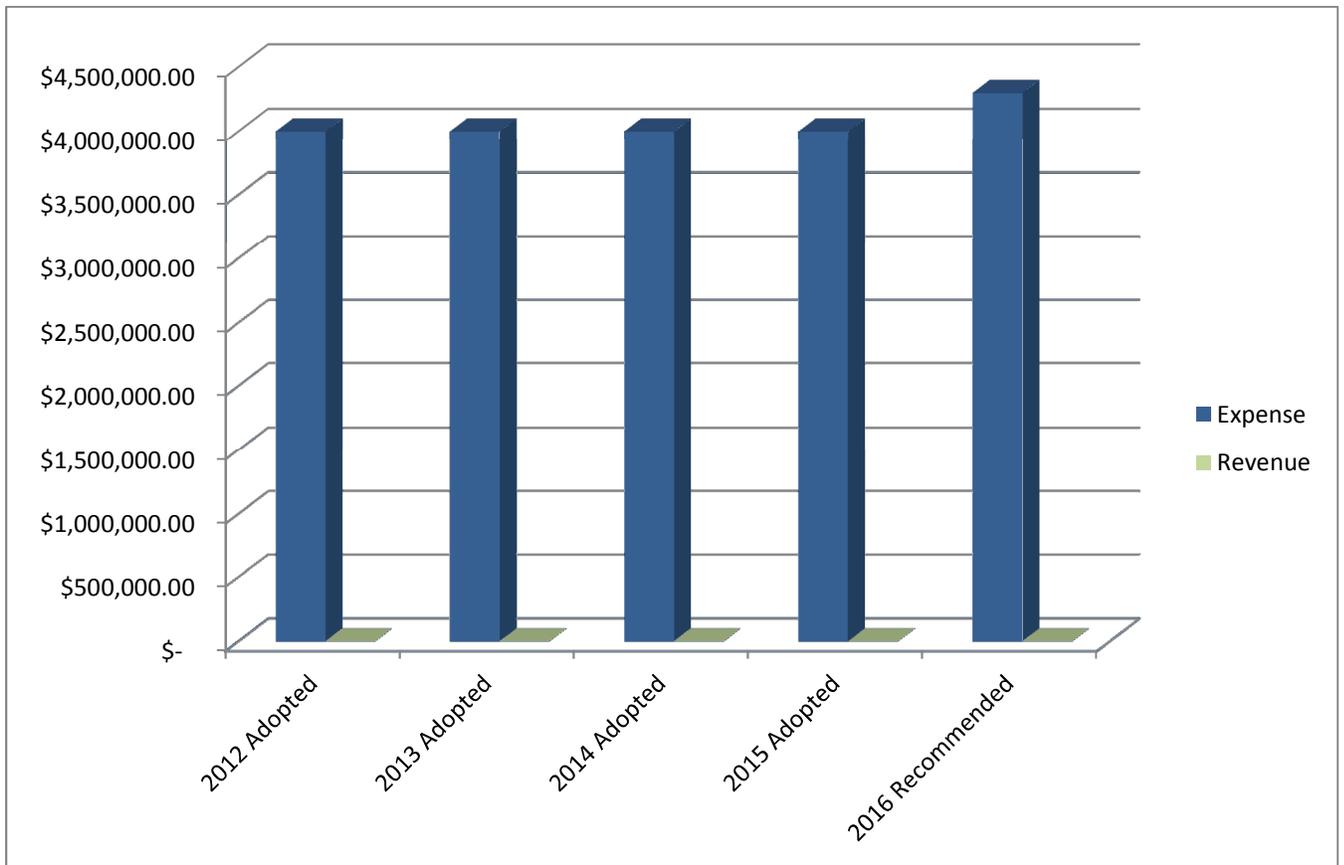
The County contribution to the College is 100% County cost with no outside funding.

As local sponsor, the County is required to provide funding to Sullivan County Community College, as mandated by State Education law section 6304(c).

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$4,000,000	\$4,300,000
Total Budgetary Appropriations	\$4,000,000	\$4,300,000
<b>County Share</b>	<b>\$4,000,000</b>	<b>\$4,300,000</b>

## Five Year Budget History



## A6310 Community Action Commission

Appropriations from the “Community Action Commission” budget organization include funding for the contract to the Sullivan County Community Action Commission to Help the Economy (CACHE).

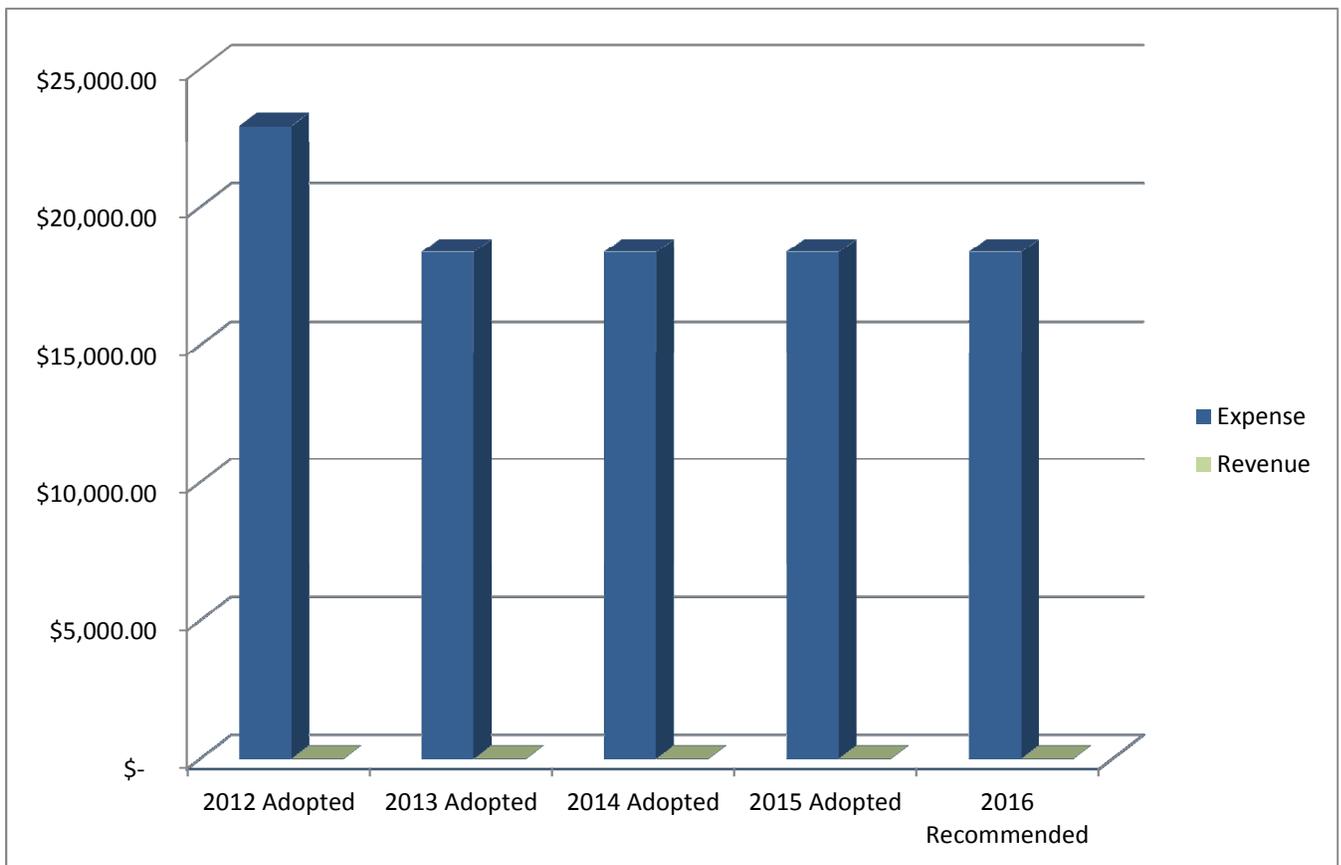
The contract is funded by the County’s general fund and is 100% County cost. This contract does not represent a mandated service.

CACHE assists people and families in Sullivan County who are in need of assistance. They address emergency needs of households/individuals and promote self-based concept which focuses on empowerment through accessing resources within the family structure and the community, as well as establishment and operation of residential and non-residential programs for victims of domestic violence and to operate a day care center.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$18,360	\$18,360
Total Budgetary Appropriations	\$18,360	\$18,360
<b>County Share</b>	<b>\$18,360</b>	<b>\$18,360</b>

## Five Year Budget History



## A6326 Other Economic Opportunities Program

Appropriations from the “Other Economic Opportunities Program” budget organization include funding for the contract to Sullivan County Head Start, Inc.

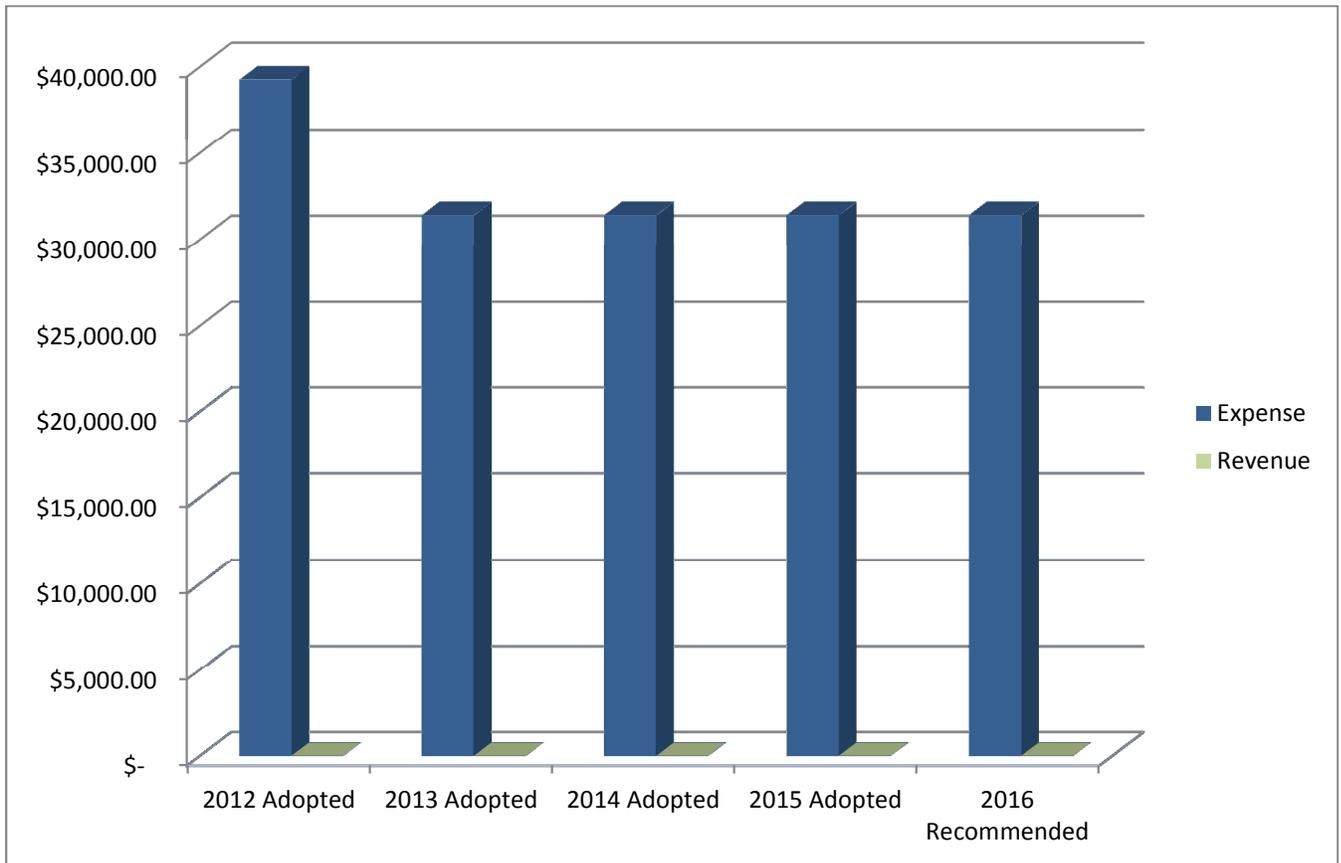
The contract is funded by the County’s general fund and is 100% County cost. This contract does not represent a mandated service.

Head Start provides daycare services, and the program is designed to provide a warm, reinforcing learning environment where children can develop individually by learning through play. Each child is helped to succeed to create a climate for future development and learning.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$31,396	\$31,396
Total Budgetary Appropriations	\$31,396	\$31,396
<b>County Share</b>	<b>\$31,396</b>	<b>\$31,396</b>

## Five Year Budget History



## A6410 Public Information

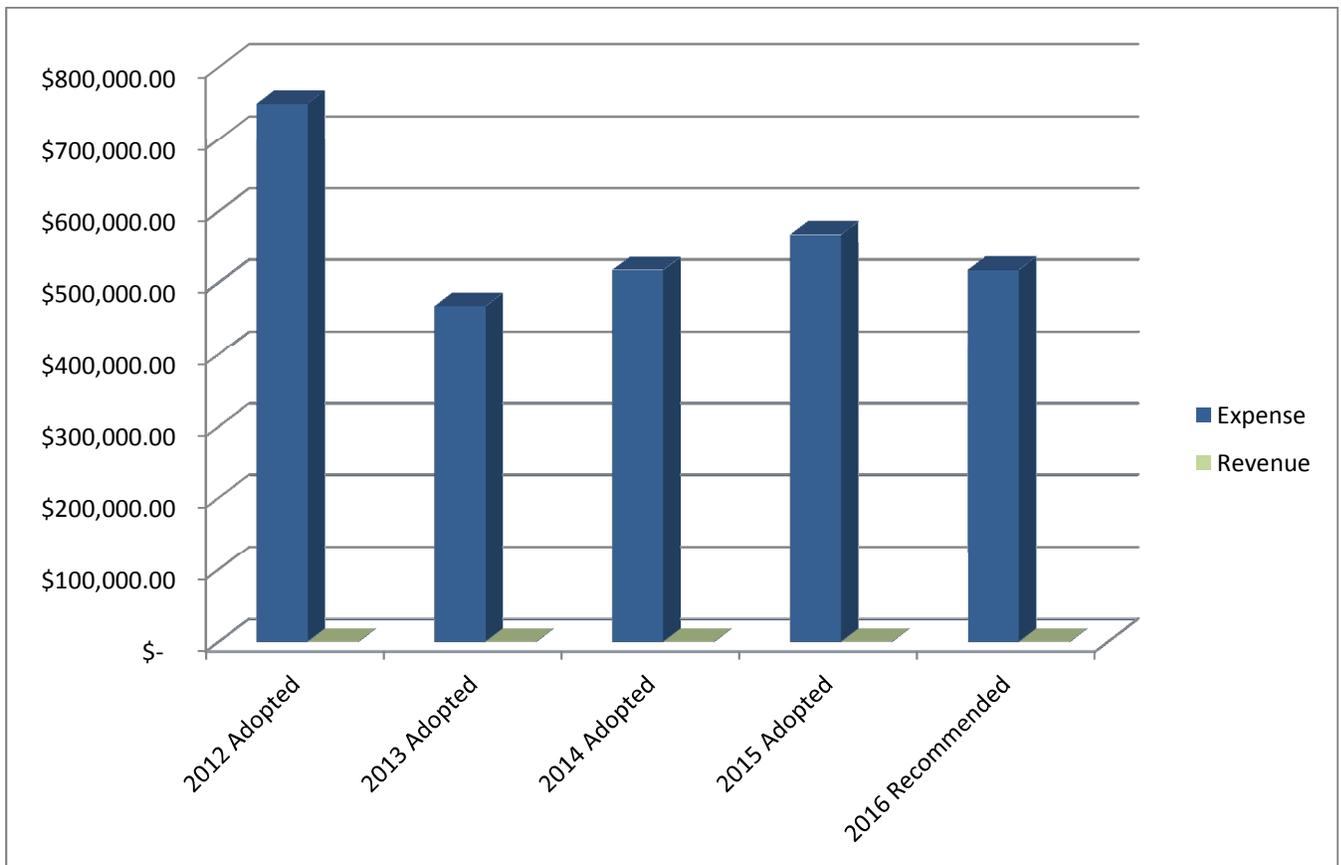
Appropriations from the “Public Information” budget organization include funding for a contract to a not-for-profit tourism agency, which receives 85% of the room tax receipts collected by the County. Additionally, funding in the amount of \$50,000 is budgeted for a “matching funds” program to assist local businesses with advertising.

New York State Tax Law section 1202-J\*2 mandates that, “All revenues resulting from the imposition of the tax authorized by this section shall be paid into the treasury of the County of Sullivan and shall be credited to and deposited in the general fund of the county; thereafter to be allocated and paid to a not-for-profit corporation under contract with the county for the promotion of tourism in the county. Provided, however, that such local law shall provide that the county shall be authorized to retain up to a maximum of fifteen percent of such revenue to defer the necessary expenses of the county in administering such tax.”

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$0	\$0
Contract Services	\$568,000	\$518,000
Employee Benefits	\$0	\$0
Total Budgetary Appropriations	\$568,000	\$518,000
<b>County Share</b>	<b>\$568,000</b>	<b>\$518,000</b>

## Five Year Budget History



## A6510 Veterans Service Agency

The Veterans Service Agency provides assistance to veterans and their surviving dependents.

The Veterans Service Agency receives some funding from the State for training and proficiency needs (\$8,654 in 2011). They also receive reimbursement from Medicaid for indigent burials at the Veterans Cemetery. The Veterans Service Agency is mandated to provide general assistance to local veterans as per New York State Executive Law - Article 17 Part 357.

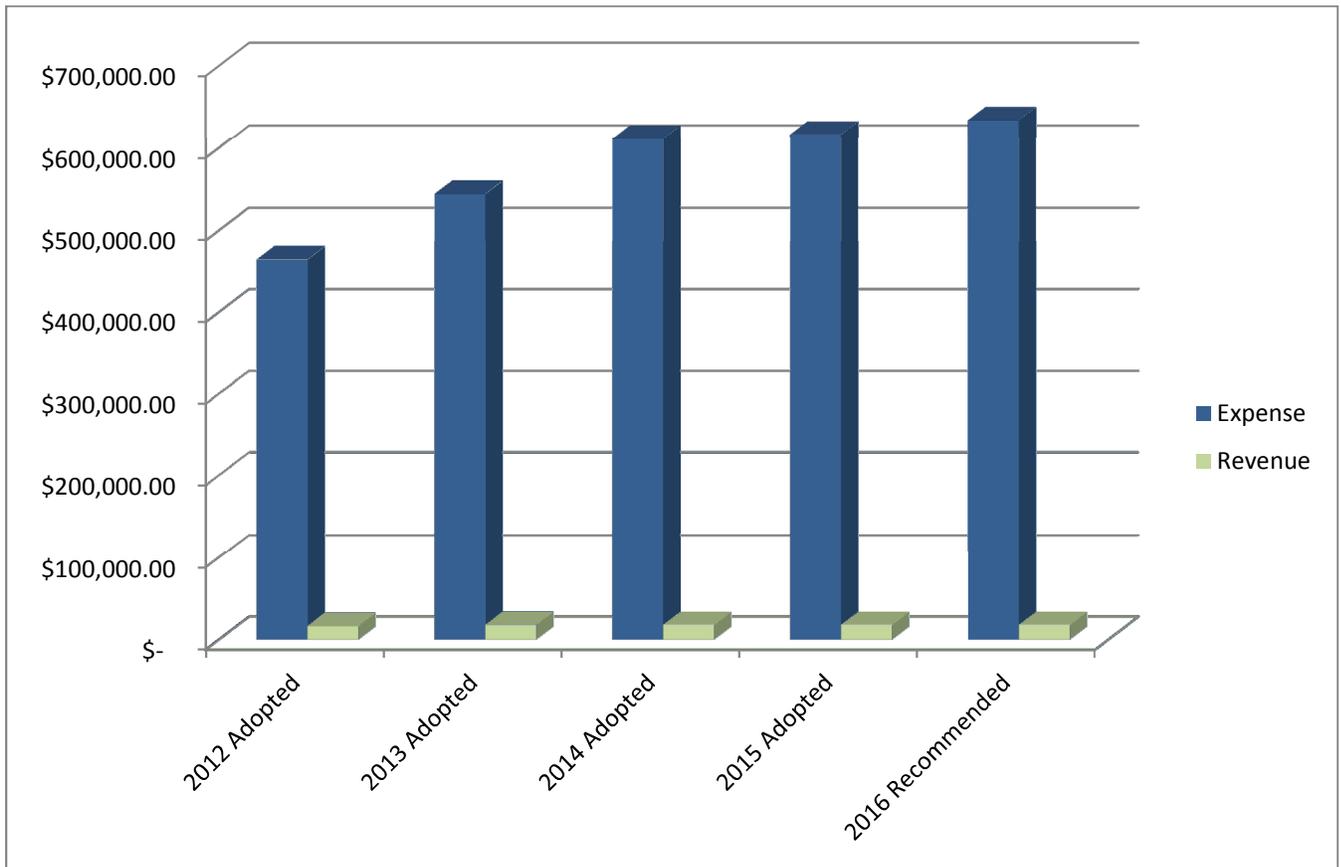
Functions of the Veterans Service Agency include:

- Explanation of Federal, State and County Veterans Programs
- Assistance with submission of benefit claims
- Represent claimants to VA
- Outreach and education programs
- Home and residential facility visits
- Coordinate with local Veterans organizations to deliver assistance to Veterans and families in need.
- Administrative functions of the Veterans Cemetery including assignment of burial plots, process requests for grave markers, process burial benefit requests to VA, coordinate ground maintenance with funeral directors and cemetery ground staff, attend to family concerns and requests.
- Administrative functions related to veteran transportation including Establish eligibility for transportation, record reservations for transmittal to DPW, assist Veterans with medical appointments at VA medical facilities, liaison between Veterans and DPW for physical transportation. Veteran's Service Agency has a contract with Public Works for transportation.

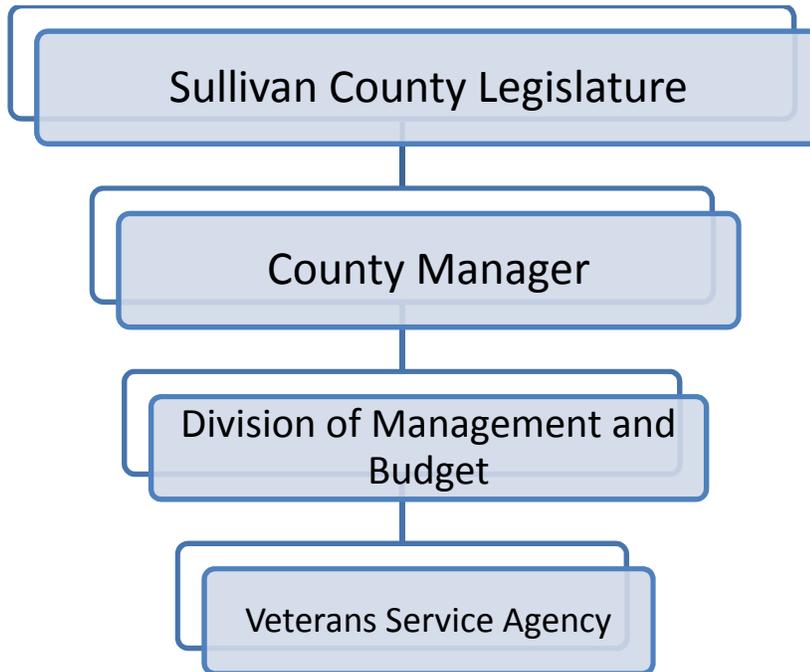
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$219,491	\$228,046
Fixed Equipment	\$0	\$0
Contract Services	\$253,647	\$261,607
Employee Benefits	\$144,047	\$144,979
<b>Total Budgetary Appropriations</b>	<b>\$617,185</b>	<b>\$634,632</b>
 <b>Budgetary Revenues</b>		
Departmental Revenue	\$9,450	\$9,450
State Aid	\$8,529	\$8,529
<b>Total Budgetary Revenues</b>	<b>\$17,979</b>	<b>\$17,979</b>
 <b>County Share</b>	 <b>\$599,206</b>	 <b>\$616,653</b>

## Five Year Budget History



## Organizational Structure



*\*Note: The Veterans Service Agency reports through the Division of Management and Budget for administrative purposes only. They otherwise report directly to the Sullivan County Legislature.*

## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
DIR VETERANS SVS	1	1	1
EXECUTIVE SECRETARY	1	1	1
VETERANS SERVICE OFFICER	3	3	3
	<b>5</b>	<b>5</b>	<b>5</b>
<b>Department Total Position Count:</b>	<b>5</b>	<b>5</b>	<b>5</b>

## A6989 Economic and Community Development

Appropriations from the Economic and Community Development budget organization include funding for the contracts to the Partnership for Economic Development, Sullivan Alliance for Sustainable Development, and funding for a staff person at the Sullivan County Industrial Development Agency.

These contracts are 100% County Cost and receive no outside funding. The contracts do not represent any mandated services.

### *Sullivan County Partnership for Economic Development:*

The Sullivan County Partnership for Economic Development is a private/public partnership established in 1994 to better serve the needs of relocating and/or expanding businesses in Sullivan County. The Partnership is funded primarily by private business with matched funding from the County Legislature and the Industrial Development Agency.

The Partnership, by design, takes the position of our clients when assisting those prospects looking to invest or expand in Sullivan County. Private investors make up nearly 100% of the governing body of the organization and work through a board of directors, executive committee and a dedicated professional staff. It is through the policies and guidance of this board structure that the Partnership carries out its stated mission.

### *Sullivan Alliance for Sustainable Development:*

Sullivan Alliance for Sustainable Development (SASD) is a network of individuals, businesses and organizations whose goal is to implement a new economic model for Sullivan County based on projects that are socially and environmentally responsible. SASD's mission is to foster economic development that is environmentally and economically sustainable as well as socially responsible, generating jobs that provide a living wage within the greater Sullivan County region.

SASD shall accomplish its mission through, but not limited to: providing educational forums and workshops; publishing articles; cooperating with business, governmental and community organizations; conducting and collaborating on studies; serving as a resource for maintaining and disseminating relevant data and information; and planning, promoting and coordinating green building and renewable energy projects.

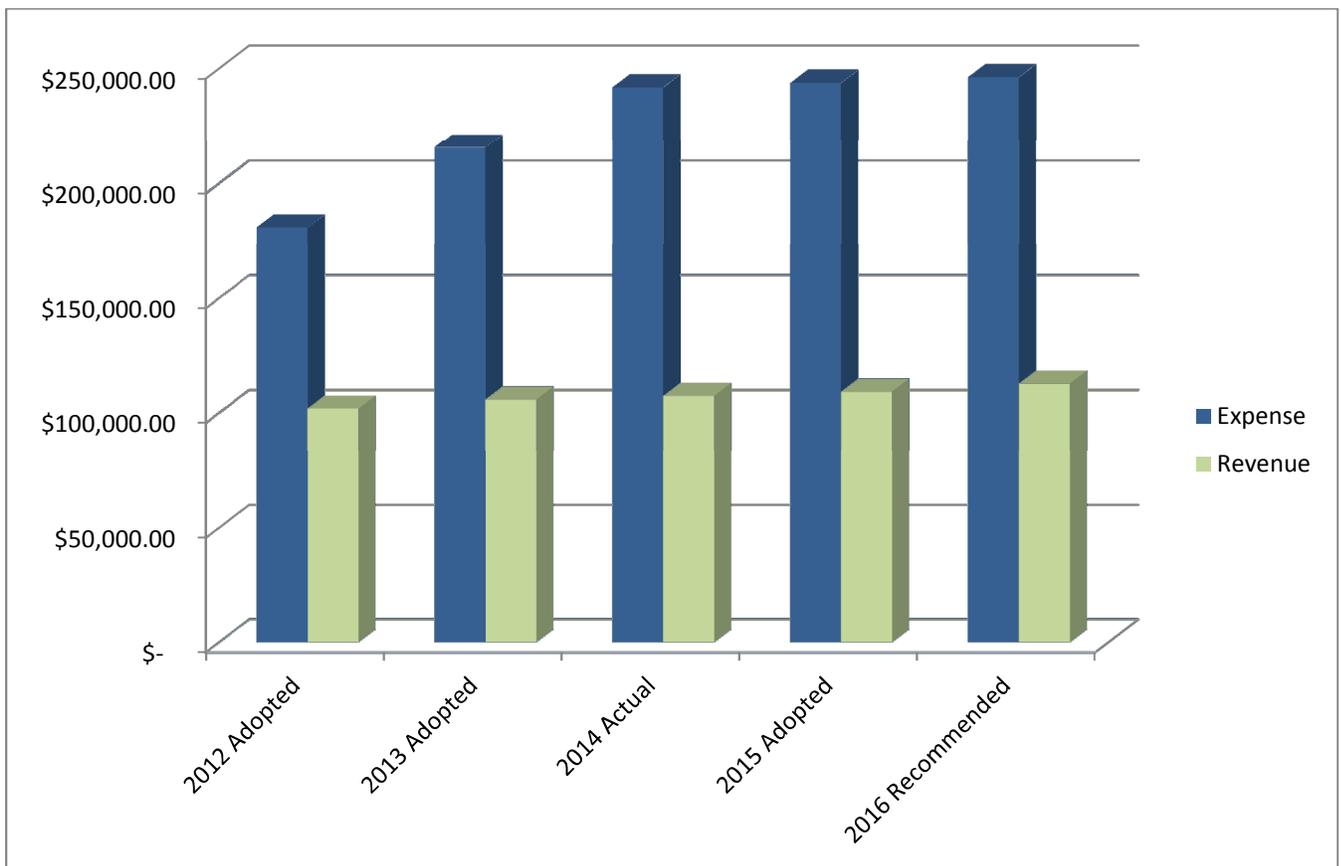
### *Sullivan County Industrial Development Agency:*

The Sullivan County IDA utilizes a County Employee (Economic Development Program Supervisor) for the administrative functions of the IDA. The IDA reimburses the County 100% for the cost of the position. The Sullivan County Industrial Development Agency's primary goal is to promote economic welfare, recreation opportunities, prevent unemployment and economic deterioration, ensure the prosperity of Sullivan County's inhabitants, and promote tourism and trade.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$67,437	\$68,086
Fixed Equipment	\$0	\$0
Contract Services	\$135,000	\$135,000
Employee Benefits	\$41,474	\$43,348
<b>Total Budgetary Appropriations</b>	<b>\$243,911</b>	<b>\$246,434</b>
 <b>Budgetary Revenues</b>		
Departmental Revenue	\$109,201	\$112,679
State Aid	\$0	\$0
Federal Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$109,201</b>	<b>\$112,679</b>
 <b>County Share</b>	 <b>\$134,710</b>	 <b>\$133,755</b>

## Five Year Budget History



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ECON DEV PROGRAM SUPERVISOR	1	1	1
	<b>1</b>	<b>1</b>	<b>1</b>
<b>Department Total Position Count:</b>	<b>1</b>	<b>1</b>	<b>1</b>

*\*Position reports through Sullivan County Industrial Development Agency, which reimburses the County 100% for the cost of the position.*

## A7560 Other Cultural Affairs

Appropriations from the “Other Cultural Affairs” budget organization include funding for the contracts to the Delaware Valley Arts Alliance, the Delaware Highlands Conservancy (Eagle Institute), Sullivan County C.A.T.S., Library Alliance, and Literacy Volunteers.

These contracts are 100% County Cost and receive no outside funding. The contracts do not represent any mandated services.

### *Delaware Valley Arts Alliance:*

The DVAA serves as Arts Council for Sullivan County, New York. They present programs in the visual, performing, literary, and media arts and service a county-and valley-wide constituency of artists, arts groups and the general public.

### *Delaware Highlands Conservancy (Eagle Institute):*

The DHC works under this contract to protect the eagle and other birds of prey and to promote habitat conservation through education, research and public involvement, as well as to provide the safest and least intrusive viewing experience through education, data collection and promoting a stewardship ethic.

### *Sullivan County C.A.T.S.:*

This is a matching funds regional tourism program for the promotion of the Catskills. Participating counties include Sullivan, Ulster, Delaware and Green.

### *Library Alliance:*

The Library Alliance mission is to support, promote, advance, and advocate for public library services in the eleven Sullivan County Libraries of the Ramapo Catskill Library System (RCLS). They exchange ideas and information common to all public libraries, network with other countywide agencies and organizations, and seek additional sources of funding for member libraries.

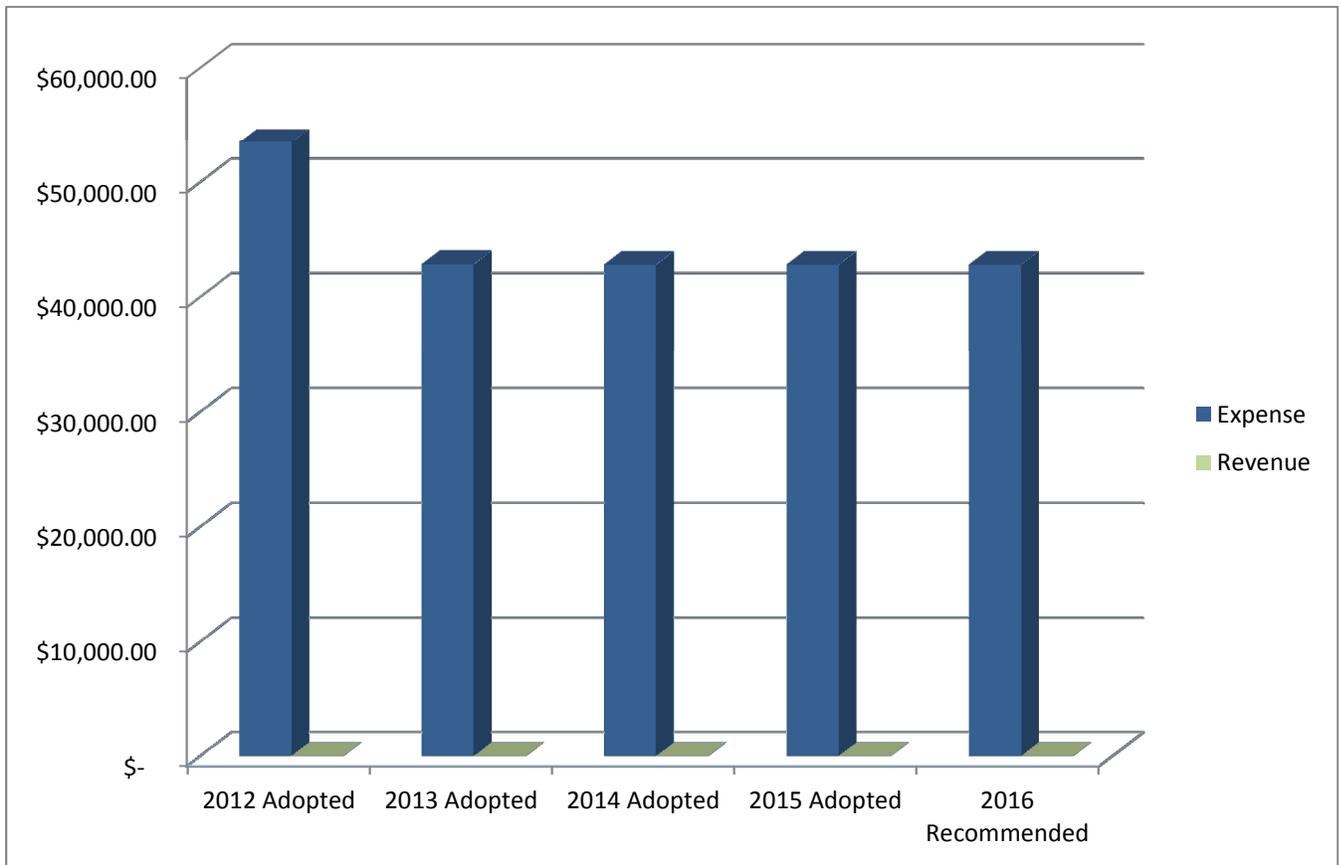
### *Literacy Volunteers:*

Literacy Volunteers provides a variety of free services to help people achieve personal goals through literacy, foster and enhance family literacy, assist adults functioning at low levels of literacy, further proficiency in English as a second language, and halt the rising tide of illiteracy in Sullivan County.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$42,803	\$42,803
Total Budgetary Appropriations	\$42,803	\$42,803
<b>County Share</b>	<b>\$42,803</b>	<b>\$42,803</b>

## Five Year Budget History



## A8040 Human Rights Commission

The Human Rights Commission was created in October, 2005 to foster good relationships among communities and groups of people in Sullivan County. The Human Rights Commission has nine members, all of whom are appointed by the Sullivan County Legislature. The County maintains one part time employee who is responsible for day to day tasks associated with the Commission, such as receiving calls, e-mails, complaints, etc.

The Human Rights Commission receives no outside funding in and is 100% County share. It is a non-mandated office.

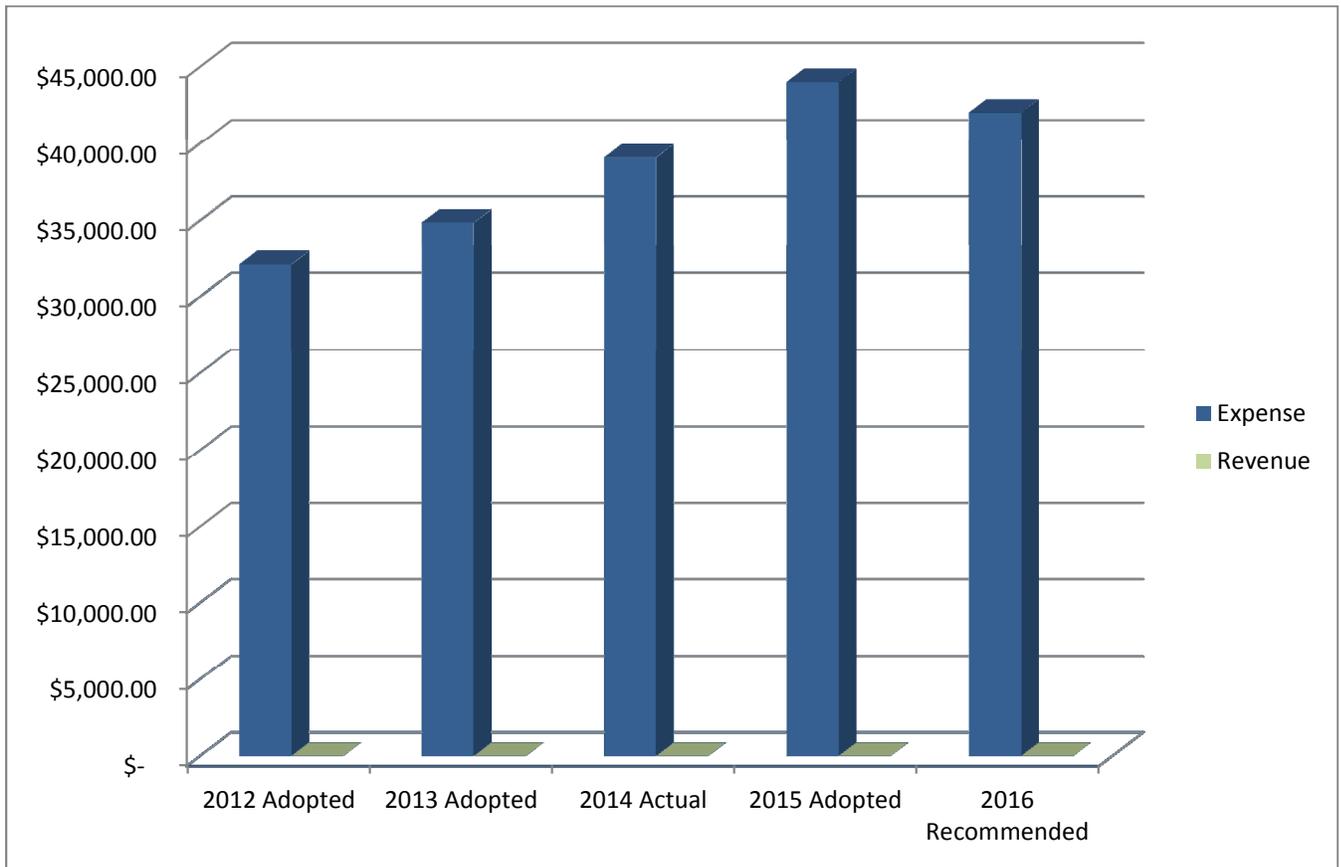
Functions of the Human Rights Commission include:

- Foster mutual respect and understanding in the general population for the rights of all persons in Sullivan County
- Encourage equality of treatment for, and discourage discrimination against, a person on the basis of race, color, religion, creed, national origin, gender, age, disability, actual or perceived sexual orientation/preference, marital status, or criminal conviction only to the extent provided by Correction Law 752
- Inquire into incidents of tension and conflict among or between various racial, religious and nationality groups and to act to relieve this tension
- Conduct and recommend programs in education to increase good will among inhabitants of the county
- Receive complaints of alleged discrimination because of race, color, religion, creed, national origin, gender, age, disability, actual or perceived sexual orientation/preference, marital status, or criminal conviction only to extent provided by Correction Law 752 and to attempt to resolve such conflicts through direct intervention or referral.

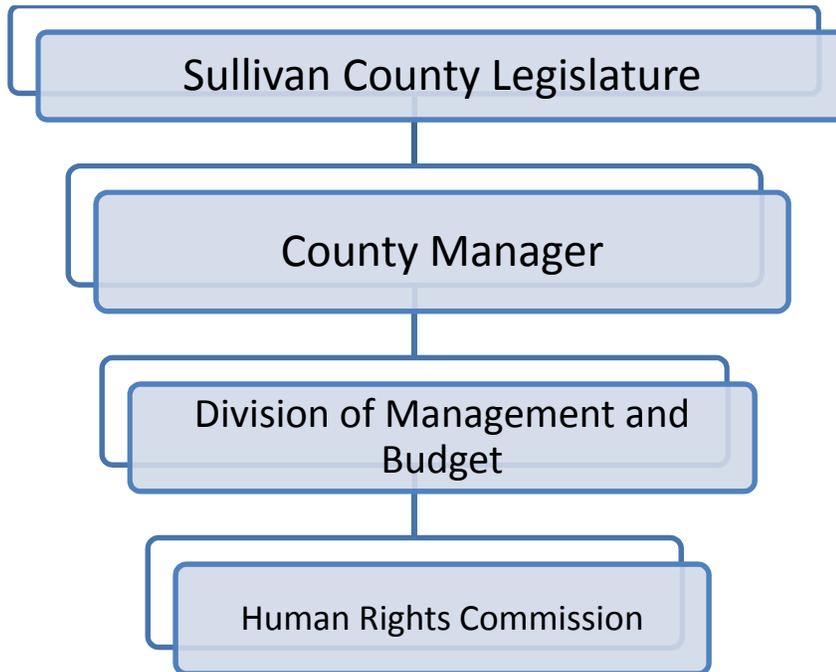
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$23,103	\$23,103
Fixed Equipment	\$0	\$0
Contract Services	\$8,901	\$6,718
Employee Benefits	\$12,008	\$12,219
<b>Total Budgetary Appropriations</b>	<b>\$44,012</b>	<b>\$42,040</b>
 <b>Budgetary Revenues</b>		
Departmental Revenue	\$0	\$0
State Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$0</b>	<b>\$0</b>
 <b>County Share</b>	 <b>\$44,012</b>	 <b>\$42,040</b>

## Five Year Budget History



## Organizational Structure



*\*Note: The Human Rights Commission reports through the Division of Management and Budget for administrative purposes only. They otherwise report directly to the Sullivan County Legislature.*

## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
EX DIR OF HUMAN RIGHTS COMM PT	1	1	1
	1	1	1
<b>Department Total Position Count:</b>	<b>1</b>	<b>1</b>	<b>1</b>

## A8720 Fish and Game

Appropriations from the "Fish and Game" budget organization include funding for the contract to the Federation of Sportsmen's Club of Sullivan County.

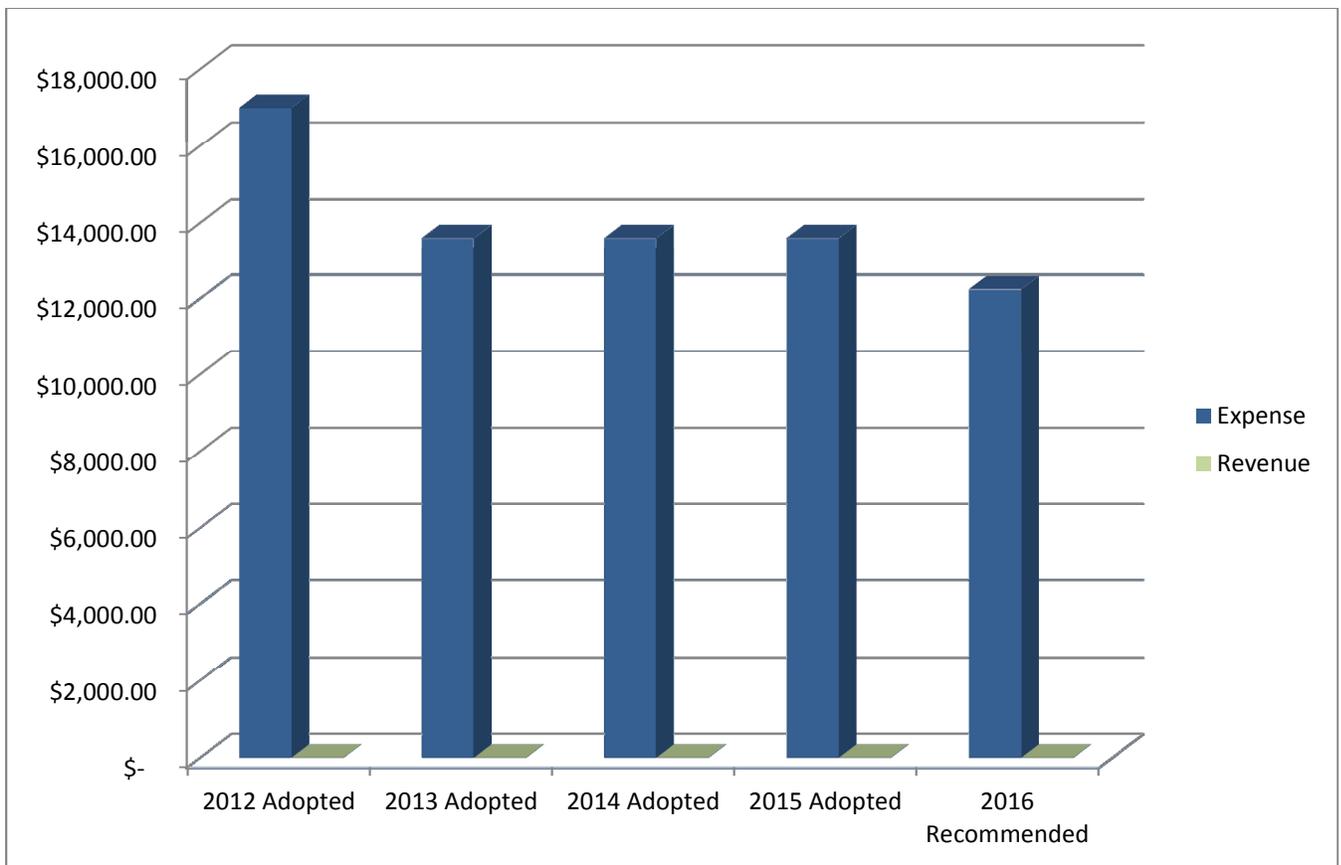
The contract is funded by the County's general fund and is 100% County cost. It does not represent a mandated service.

The Sullivan County Federation of Sportsmen's Club promotes fish and game in Sullivan County and tries to make this county a better place for all to hunt, fish and live. They promote good clean sportsmanship and good fellowship in an effort to secure a means of better understanding and cooperation between member clubs, the New York State Conservation Council and the Legislators of Sullivan County. They further the goals of conservation education at the adult and youth levels through programs and promotional advertising to enhance the attraction of tourism and to develop a public understanding of the problems and advantages of proper conservation practices. Effort is put forth to insure the future of conservation through extensive youth education programs.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$13,600	\$12,240
Total Budgetary Appropriations	\$13,600	\$12,240
<b>County Share</b>	<b>\$13,600</b>	<b>\$12,240</b>

## Five Year Budget History



*\*Previously included an allocation of \$1,360 for the Sullivan County Longbeards through 2015.*

## A8989-99 Other Home & Community Services/Misc. Expenses

Appropriation code A8989-99 includes funding for the contract to Cornell Cooperative Extension of Sullivan County.

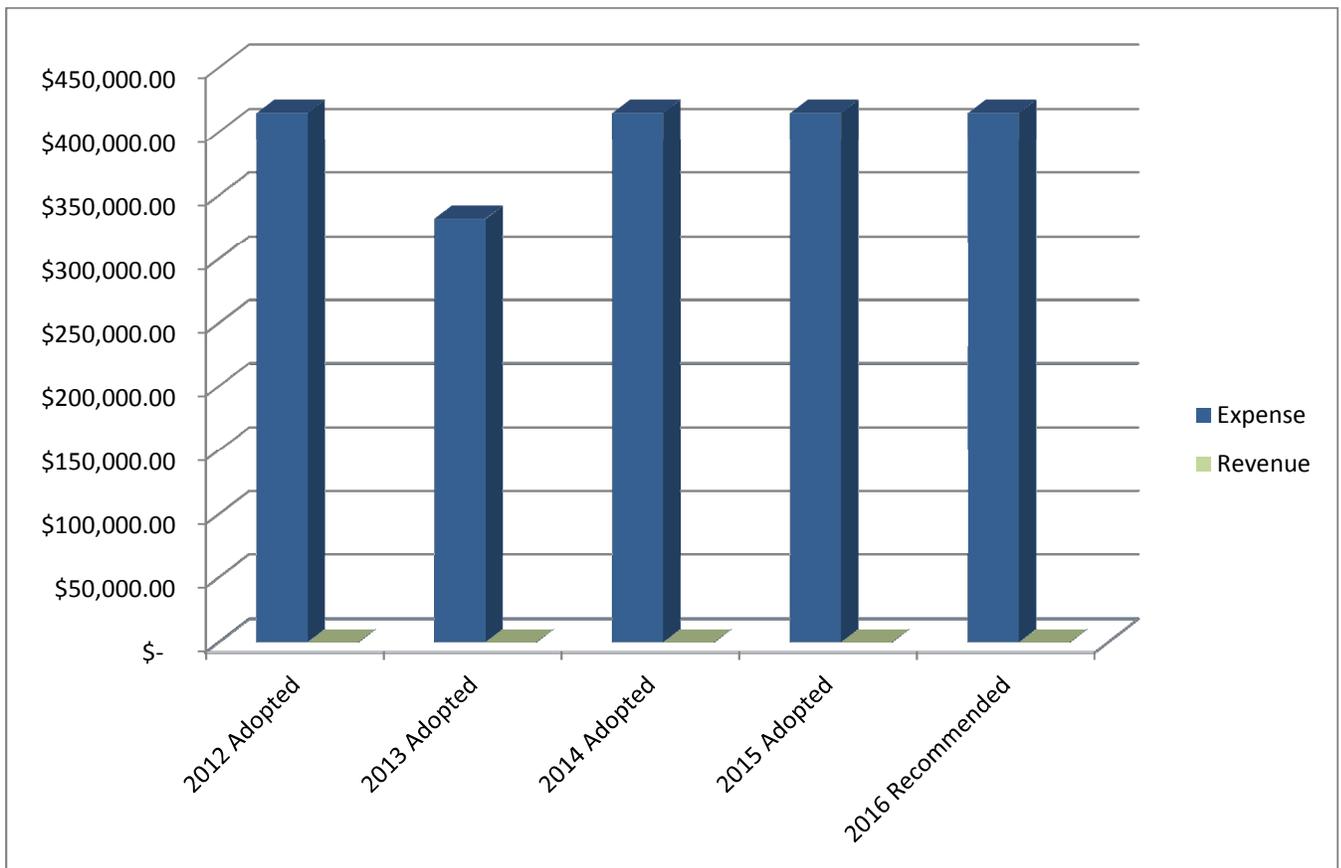
The contract is funded by the County's general fund and is 100% County cost. The contract does not represent a mandated service.

Cornell Cooperative Extension acts as a gateway to knowledge, life skills and experiences for better living. They bring together and partner with government, business and community based groups to serve all residents and visitors of Sullivan County. CCE meets the changing needs of the county and its diverse population by employing the latest technology, research based education and highly trained professional staff, and offers a variety of programs which cover agriculture and food systems, community and economic vitality, environment and natural resources, nutrition and healthy families, and youth development.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$415,000	\$415,000
Total Budgetary Appropriations	\$415,000	\$415,000
<b>County Share</b>	<b>\$415,000</b>	<b>\$415,000</b>

## Five Year Budget History





# Division of Public Works



## A1490 Public Works Administration

Public Works Administration provides administrative support to all other departments within the division. The budget for this organization includes the salary of the Division Commissioner.

Public Works Administration receives no outside funding and is a non-mandated office.

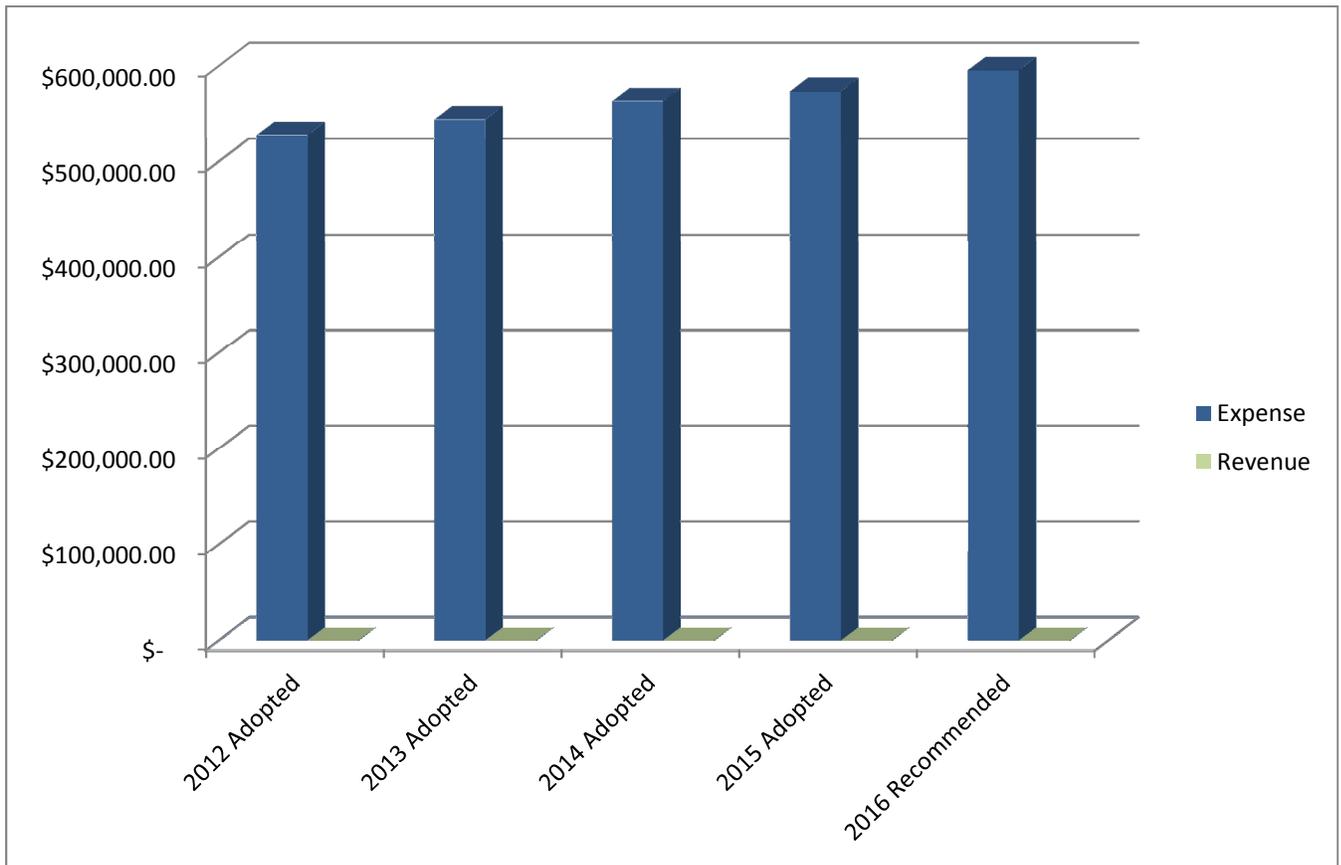
Functions of Public Works Administration include:

- Front counter activities
- Answering main phone lines
- Processing of employees' payroll
- Chargeback billing to towns/villages for services such as road striping, SCCC for snow removal and internal departments for Maintenance in Lieu of Rent, etc.
- Labor and equipment tracking for reimbursement from Federal and State sources;
- 428 forms, paperwork for medical leaves and insurance changes
- Capital project tracking; voucher preparation
- Revenue entries
- Federal and State drawdowns for the Airport and Court System reimbursements
- Entry of all operations requisitions and processing of all operations vouchers
- Pricing open bid and State contract purchases; preparing deposits
- Processing inter-department billing for fuel and repairs

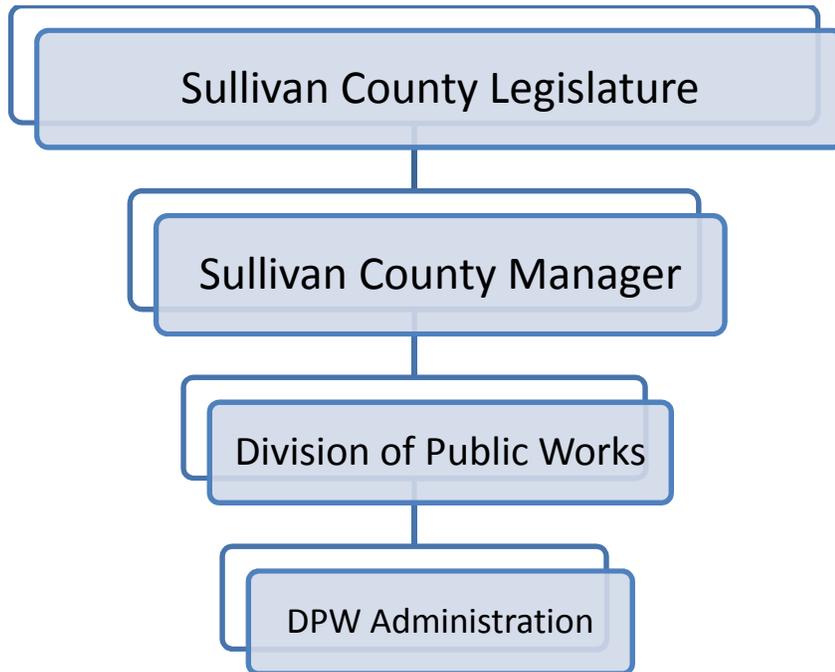
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$363,016	\$369,742
Fixed Equipment	\$0	\$0
Contract Services	\$12,650	\$12,825
Employee Benefits	\$198,269	\$213,251
<b>Total Budgetary Appropriations</b>	<b>\$573,935</b>	<b>\$595,818</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$0	\$0
State Aid	\$0	\$0
Federal Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$0</b>	<b>\$0</b>
 <b>County Share</b>	 <b>\$573,935</b>	 <b>\$595,818</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COMM PUBLIC WORKS	1	1	1
EXECUTIVE SECRETARY	1	1	1
PRINCIPAL ACCOUNT CLERK (LIU)	1	1	1
SENIOR ACCOUNT CL/TYP (LIU)	3	3	3
	<b>6</b>	<b>6</b>	<b>6</b>
<b>Department Total Position Count:</b>	<b>6</b>	<b>6</b>	<b>6</b>

## A1620 Public Works Buildings Department

The Public Works Buildings Department is responsible for the maintenance and repair of all County owned facilities, including Storm Stations, Radio Towers, the Monticello Government Complex, the Liberty Health and Human Services Complex, Adult Care Center, Courthouse, Jail, Patrol Building, and Bus Garage.

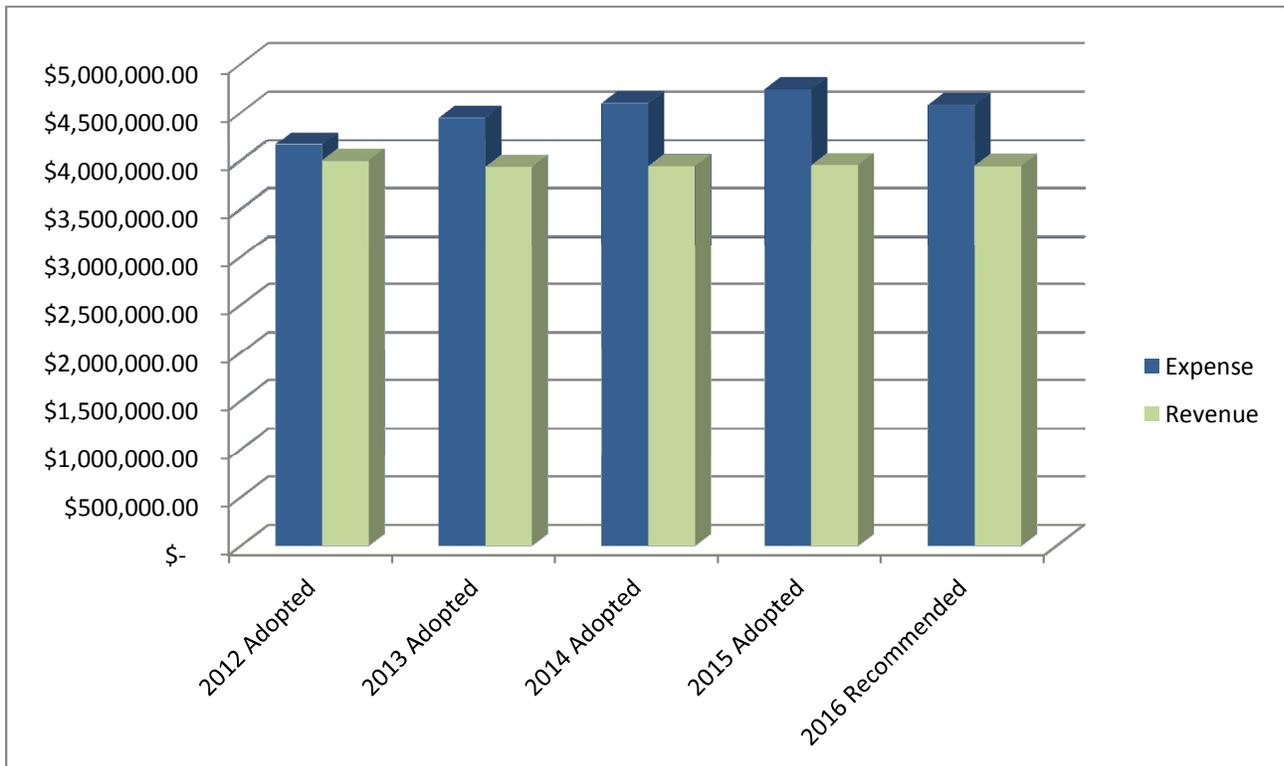
The Building Department receives some outside funding through grants as they become available and are awarded. It is a non-mandated department. Revenue is primarily departmental chargebacks.

Functions of Public Works Buildings Department include maintenance and repair all one hundred-plus County buildings. Work ranges from custodial work to repair and maintenance of plumbing, electrical, heating and cooling systems. Employees also plow and shovel snow, cut the grass and remove the trash.

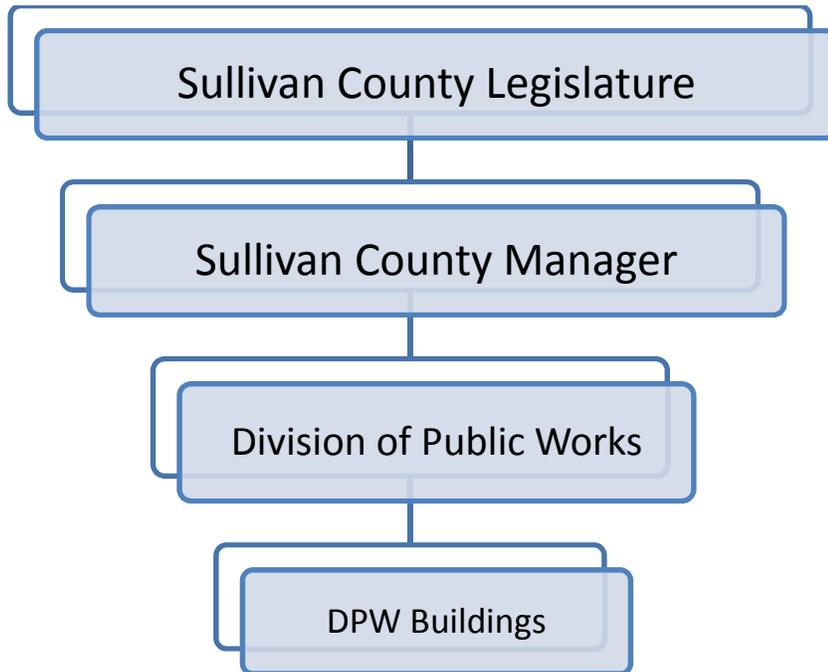
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$1,612,658	\$1,604,428
Fixed Equipment	\$55,000	\$0
Contract Services	\$2,058,702	\$1,965,965
Employee Benefits	\$1,038,844	\$1,010,274
Interfund Transfer Debt Service	\$0	\$0
<b>Total Budgetary Appropriations</b>	<b>\$4,765,204</b>	<b>\$4,580,667</b>
Budgetary Revenues		
Departmental Revenue	\$3,732,450	\$3,732,050
State Aid	\$220,000	\$212,338
Federal Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$3,952,450</b>	<b>\$3,944,388</b>
<b>County Share</b>	<b>\$812,754</b>	<b>\$636,279</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### DPW - GOVT CENTER

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
CUSTODIAL SUPERVISOR	1	1	1
LABORER I SEAS	1	1	1
MAINTENANCE ASST	1	1	1
	<b>3</b>	<b>3</b>	<b>3</b>

### DPW - LIBERTY CAMPUS

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
BUILDING MAINTENANCE MECHANIC	2	2	2
CUSTODIAL WORKER	2	2	2
HOUSEKEEPING SUPERVISOR	1	1	1
LABORER I SEAS	1	1	1
	<b>6</b>	<b>6</b>	<b>6</b>

**DPW - MISC LOCATIONS**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
BUILDING MAINTENANCE MECHANIC	2	2	2
CARPENTER	1	1	1
ELECTRICIAN	1	1	1
ELECTRONIC TECHNICIAN	1	1	1
FACILITIES BRIDGE SUPERINTENDENT	1	1	1
LABORER I SEAS	1	1	1
MAINTENANCE ASST	3	3	3
	<b>10</b>	<b>10</b>	<b>10</b>

**DPW - ADULT CARE CENTER**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ASST HOUSEKEEPING SUPERVISOR	1	1	1
CUSTODIAL WORKER	11	11	11
MAINTENANCE ASST	1	1	1
	<b>13</b>	<b>13</b>	<b>13</b>

**DPW - COURT HOUSE**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
CUSTODIAL WORKER	2	2	2
	<b>2</b>	<b>2</b>	<b>2</b>

**DPW - SHERIFF - JAIL**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
BUILDING MAINTENANCE MECHANIC	1	1	1
	<b>1</b>	<b>1</b>	<b>1</b>
<b>Department Total Position Count:</b>	<b>35</b>	<b>35</b>	<b>35</b>

## A5610 Sullivan County International Airport

The Sullivan County International Airport Unit operates and maintains the Airport in conformance with the FAA Advisory Circulars, CFR Part 139 currently detailed in the Airport Certification Manual, the Airport Policy Manual, the Airport Security Plan, the FAA NYADO Sponsor's Guide and the FAA and NYSDOT Grant Assurances. They meet all requirements from the NYSDEC, National Weather Service (NWS), and Homeland Security, and provide weather observation data utilized by National Weather Service Binghamton office.

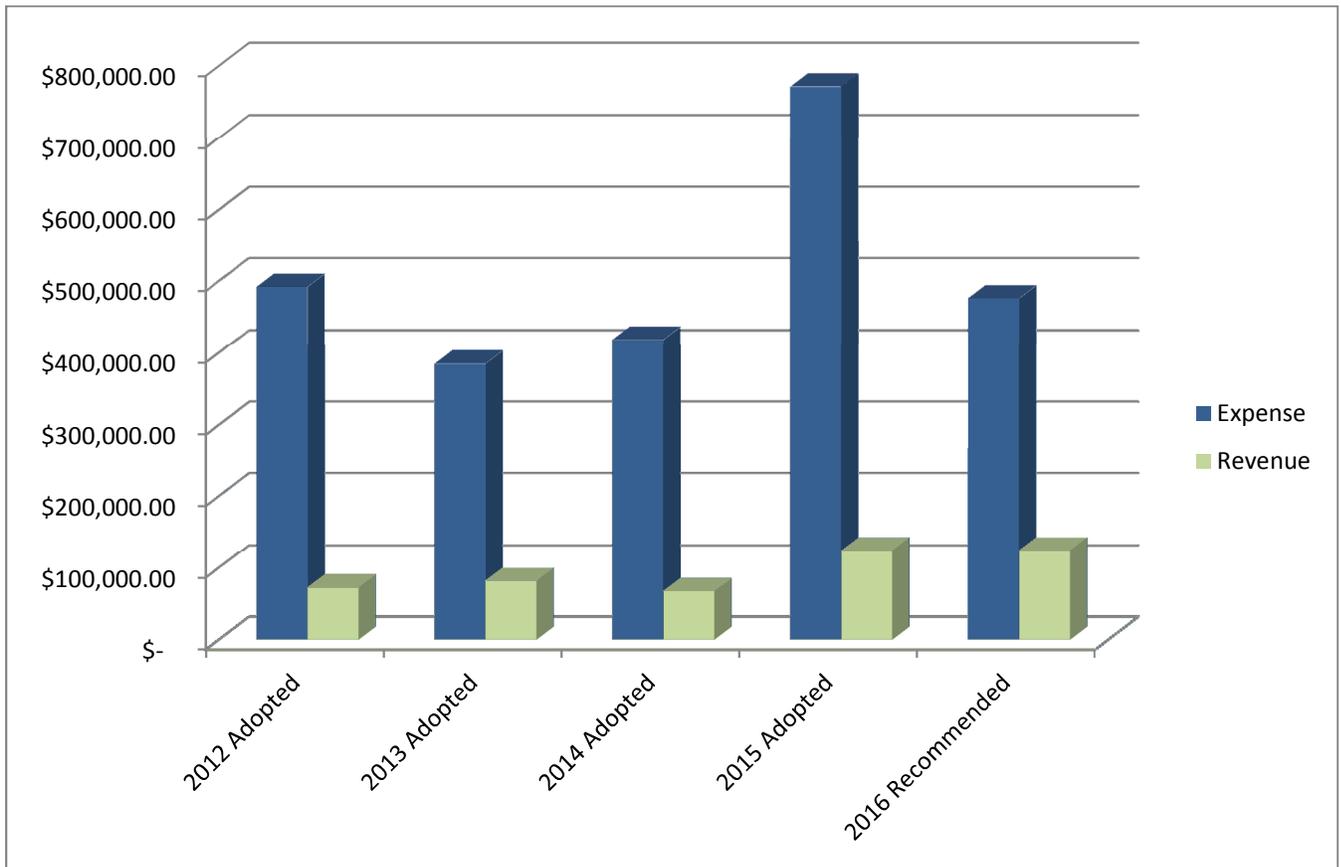
The Sullivan County International Airport receives outside funding for specific projects in the form of grants and programs from the Federal Government and the State. Funding formulas vary by program. It is a non-mandated department, however, as per resolution number 248-97, the County signed a Master Agreement with the FAA to operate the facility as an airport.

The Sullivan County International Airport provides airport facility and services to local and transient, corporate and private aircraft as well as offering businesses and the public an access to Sullivan County through aviation.

## Budget Summary

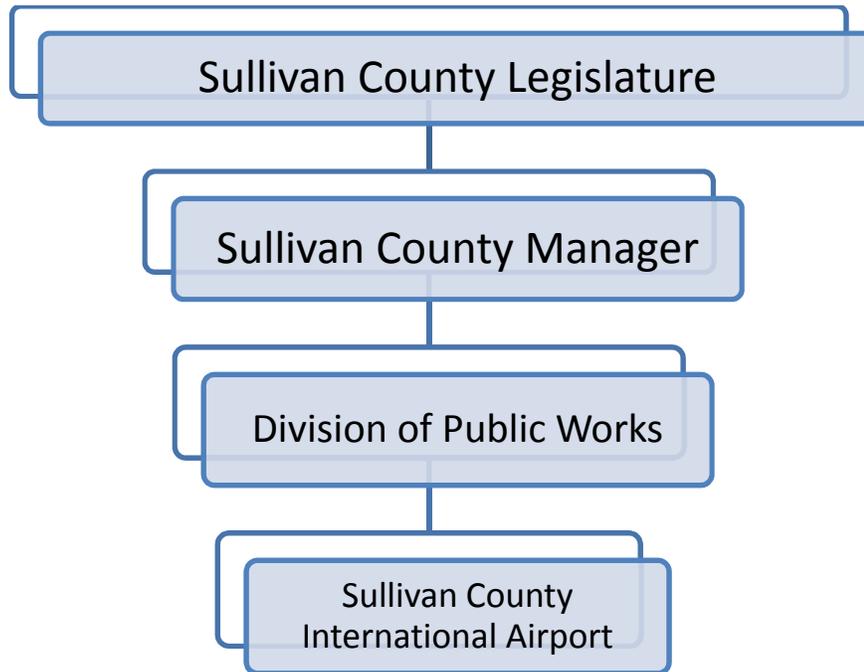
	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$194,063	\$197,130
Fixed Equipment	\$0	\$0
Contract Services	\$140,329	\$148,175
Employee Benefits	\$121,737	\$127,407
Interfund Transfer Debt Service	\$323,947	\$3,500
<b>Total Budgetary Appropriations</b>	<b>\$780,076</b>	<b>\$476,212</b>
 Budgetary Revenues		
Departmental Revenue	\$124,300	\$124,700
<b>Total Budgetary Revenues</b>	<b>\$124,300</b>	<b>\$124,700</b>
 <b>County Share</b>	 <b>\$655,776</b>	 <b>\$351,512</b>

## Five Year Budget History



*\*Note: 2015 budget included a one-time transfer from existing account for capital projects.*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
AIRPORT SUPERINTENDENT	1	1	1
LABORER I SEAS	2	2	2
WEATHER OBSERVER	2	2	2
WEATHER OBSERVER PT	1	1	1
	<b>6</b>	<b>6</b>	<b>6</b>
<b>Department Total Position Count:</b>	<b>6</b>	<b>6</b>	<b>6</b>

## A5680 Transportation

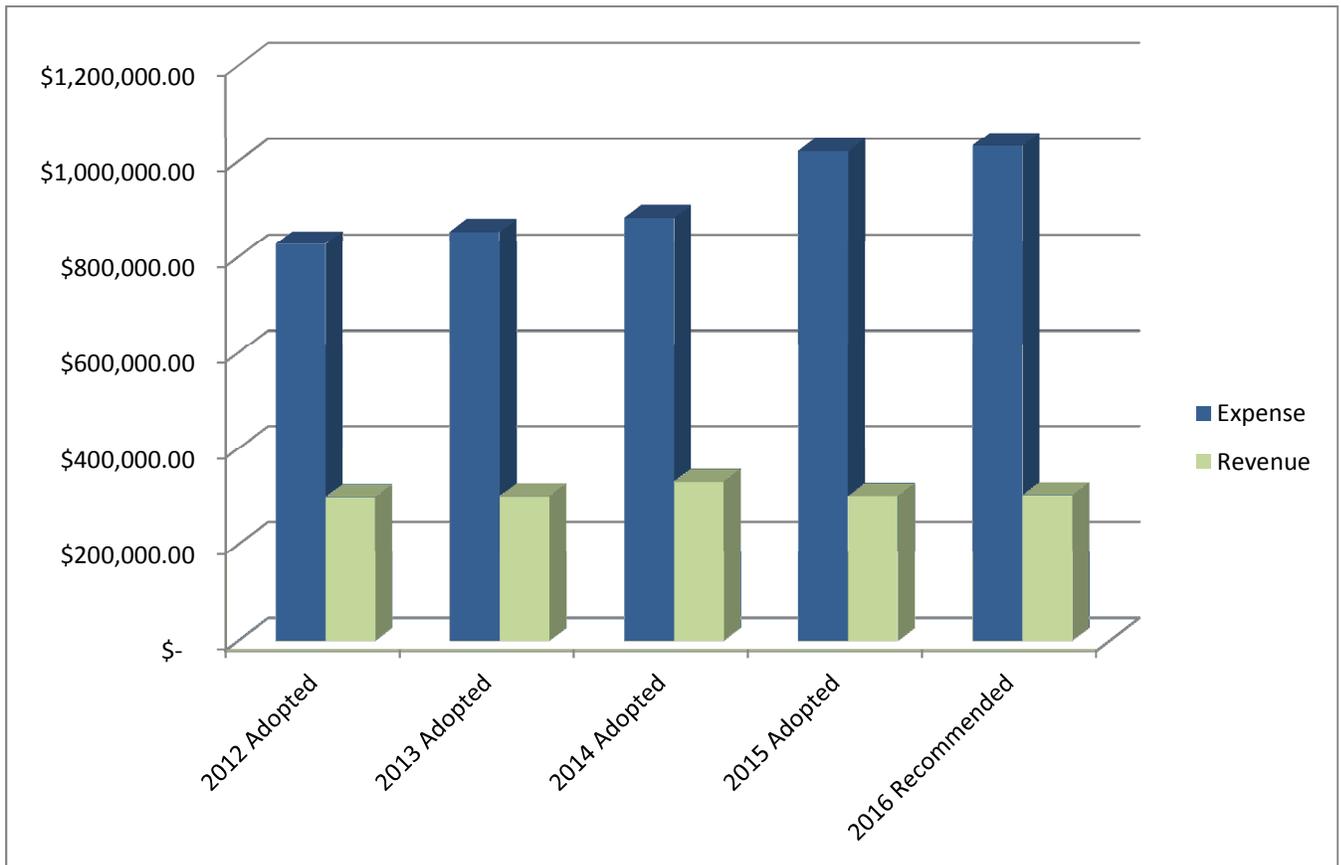
The Public Works Transportation Department provides daily transportation for Veterans to Castle Point and Albany VA hospitals. It also provides in-county medical transportation to seniors through an agreement with the Office for the Aging, and assists with the nutrition program including delivery of homebound meals. A shopping bus service with 2 bus routes daily throughout the County and 2 shopping bus routes are open to the general public.

Transportation receives funding through the State Transportation Operating Assistance (STOA) program administered by NYSDOT. It is a non-mandated department.

## Budget Summary

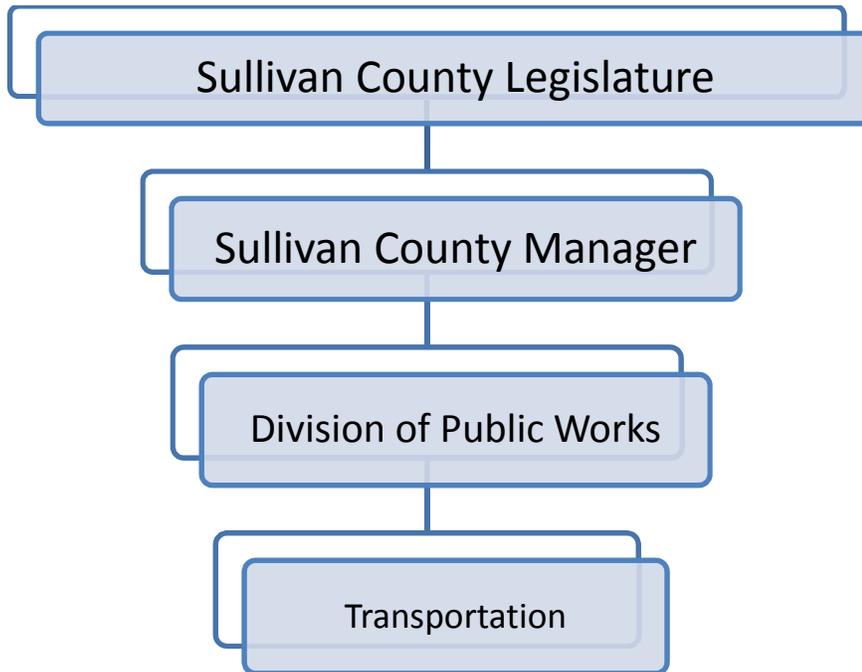
	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$370,088	\$508,382
Fixed Equipment	\$72,000	\$0
Contract Services	\$362,529	\$314,382
Employee Benefits	\$204,454	\$210,366
<b>Total Budgetary Appropriations</b>	<b>\$1,009,071</b>	<b>\$1,033,130</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$294,175	\$294,175
State Aid	\$6,000	\$7,500
Federal Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$300,175</b>	<b>\$301,675</b>
 <b>County Share</b>	 <b>\$708,896</b>	 <b>\$731,455</b>

## Five Year Budget History



*\*Note: Funding for Transportation Coordinator added to 2015 Budget.*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
BUS DRIVER	3	3	3
BUS DRIVER RPT	6	6	6
TRANSPORTATION SPECIALIST	1	1	1
VAN DRIVER	1	1	1
VAN DRIVER (CDL) PER DIEM	2	2	2
VAN DRIVER (NON CDL) PD	2	2	2
VAN DRIVER RPT	2	2	2
	<b>17</b>	<b>17</b>	<b>17</b>
<b>Department Total Position Count:</b>	<b>17</b>	<b>17</b>	<b>17</b>

## A6610 Weights and Measures

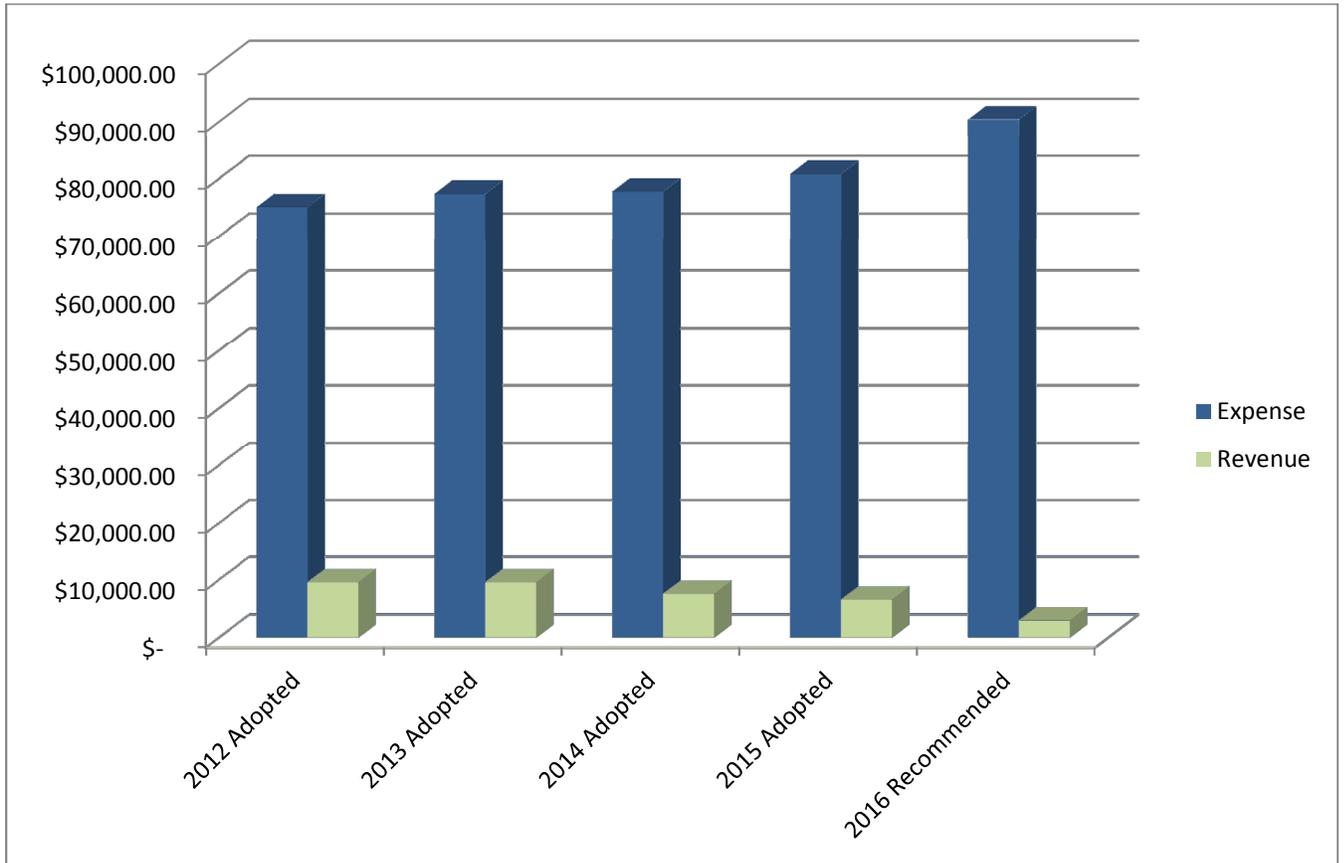
Public Works Weights and Measures is responsible for monitoring trades in which goods are sold by weight and volume. They provide inspections to gas pumps, scales and other equipment utilized in measuring the quantities and qualities of goods to be sold.

Public Works Department of Weights and Measures receives no outside funding. The department is mandated by the NYS Department of Agriculture and Markets.

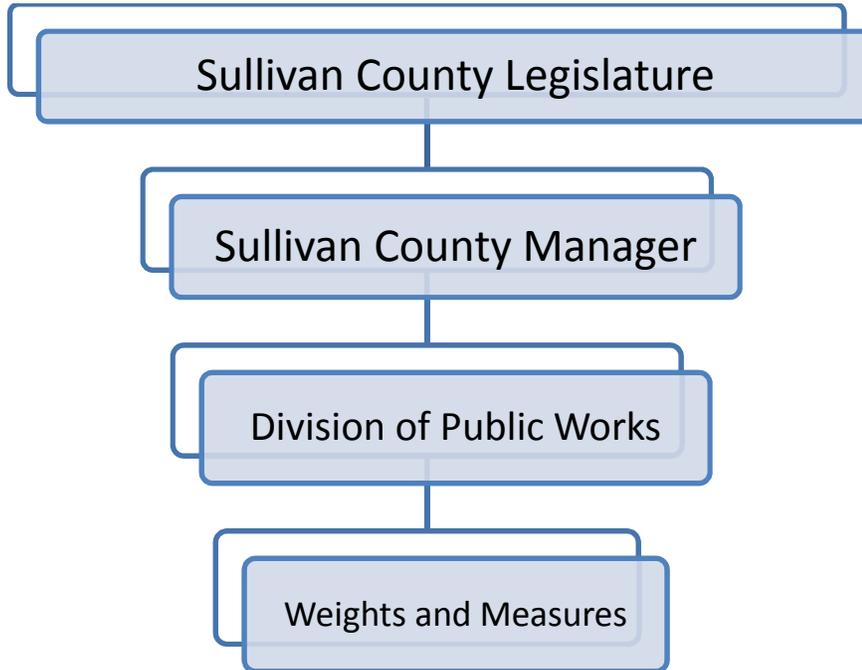
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$51,300	\$51,905
Contract Services	\$5,665	\$13,675
Employee Benefits	\$24,139	\$24,866
<b>Total Budgetary Appropriations</b>	<b>\$81,104</b>	<b>\$90,446</b>
 <b>Budgetary Revenues</b>		
Departmental Revenue	\$1,600	\$0
State Aid	\$5,000	\$3,000
<b>Total Budgetary Revenues</b>	<b>\$6,600</b>	<b>\$3,000</b>
 <b>County Share</b>	 <b>\$74,504</b>	 <b>\$87,446</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
MUNIC DIR WEIGHTS & MEASURES	1	1	1
	1	1	1
<b>Department Total Position Count:</b>	<b>1</b>	<b>1</b>	<b>1</b>

## A7110 Parks and Recreation/A7450-7520 Museums

The Public Works Department OF Parks, Recreation and Beautification provides outdoor leisure areas, swimming (guarded beach), hiking, picnic grounds, boating, fishing, hunting, roadside trash removal, and seasonal assistance to DPW grounds and building crews. The Sullivan County Parks System includes one state park operated under contract by the County, Lake Superior, and four historical parks, including Stone Arch Bridge, Livingston Manor Covered Bridge, Minisink Battlegrounds, and the D & H Canal Linear Park. Beautification programs include Adopt an Exit, Litter Pluck and Clean Team.

The Department of Parks, Recreation and Beautification receives little outside funding. Some revenue is generated from admissions, pavilion rentals, and boat rentals at Lake Superior State Park. It is a non-mandated department, however, the County is currently under a 25 year lease agreement with the Palisades Interstate Parks Commission for the operation of Lake Superior State Park.

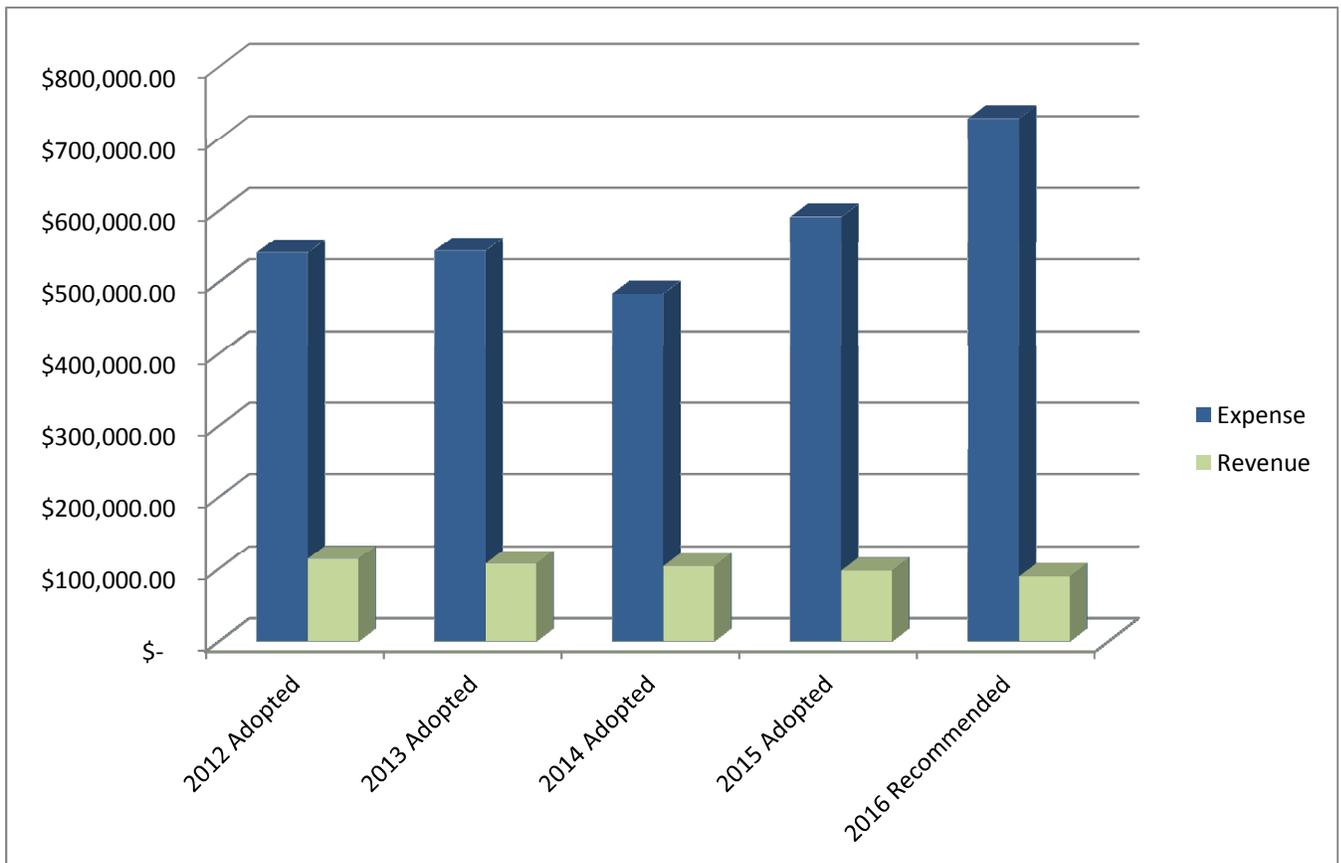
The Sullivan County Department of Parks, Recreation and Beautification is also responsible for the operation of three museums: the Sullivan County Museum in Fallsburg, the D&H Canal Museum at Lock 50 in Mamakating, and the Fort Delaware Museum of Colonial History in Tusten. The Sullivan County Museum provides space for the Sullivan County Historical Society and other community organizations. It features exhibits of Sullivan County history. The D&H Canal Museum at Lock 50 is a seasonally staffed museum and interpretive center. Fort Delaware Museum of Colonial History is a seasonally operated living history museum that provides visitors with real life demonstrations of colonial life.

Sullivan County Museums receive little outside revenue. Admissions, sales at the Fort Delaware Gift Shop, and donations provide some outside funding. The museums are not a mandated service.

## Budget Summary

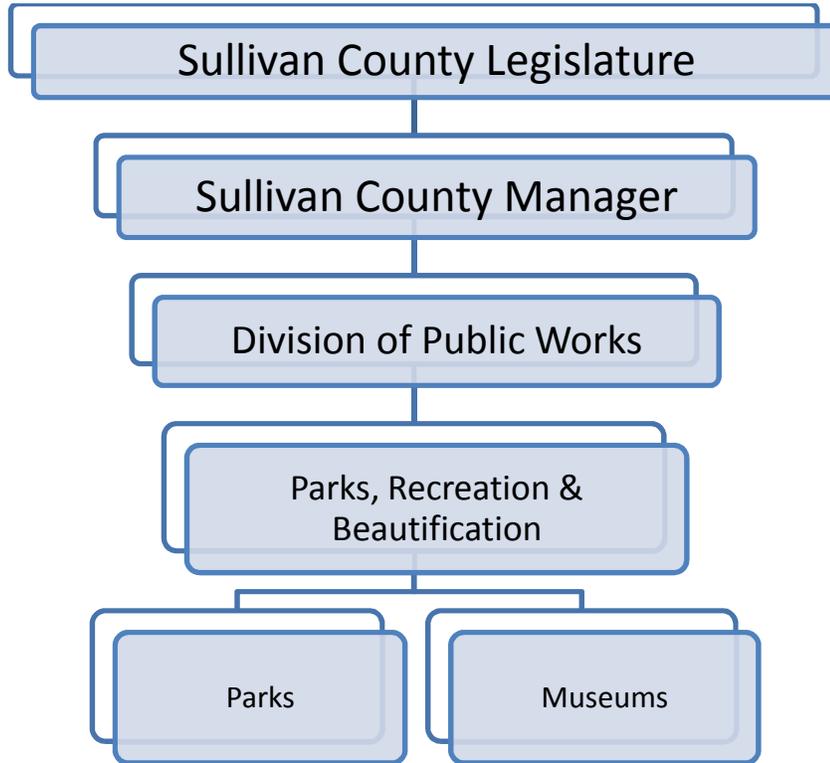
	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$275,376	\$290,138
Fixed Equipment	\$84,268	\$0
Contract Services	\$132,204	\$317,525
Employee Benefits	\$115,711	\$121,222
Total Budgetary Appropriations	\$607,559	\$728,885
 Budgetary Revenues		
Departmental Revenue	\$97,510	\$89,240
Total Budgetary Revenues	\$97,510	\$89,240
 <b>County Share</b>	 <b>\$510,049</b>	 <b>\$639,645</b>

## Five Year Budget History



*\*Note: 2016 includes \$100,000 for a Parks Master Plan and \$100,000 for a feasibility study for D&H Canal Rewatering Project.*

## Organizational Structure



## Position Summary

### P/R - ADMIN

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
DIR PARKS, REC & BEAUTI PROGS	1	1	1
GROUNDS MAINTENANCE WORKER II	1	1	1
LABORER I SEAS	1	1	1
STUDENT WORKER SEAS	3	3	3
	<b>6</b>	<b>6</b>	<b>6</b>

**P/R LAKE SUPERIOR PARK**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
LABORER I SEAS	3	3	3
LIFEGUARD SEAS	7	7	7
PARK ENTRY ATTENDANT	2	2	2
PARK MANAGER SEAS	2	2	2
	<b>14</b>	<b>14</b>	<b>14</b>

**SC MUSEUM**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
MUSEUM ATTENDANT PT	2	2	2
	<b>2</b>	<b>2</b>	<b>2</b>

**D & H CANAL MUSEUM**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ASST DIR COUNTY HISTORICAL SITE	1	1	1
DIRECTOR COUNTY HISTORICAL SITES	1	1	1
	<b>2</b>	<b>2</b>	<b>2</b>

**HISTORIC PROP FORT DELAWARE**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ASST DIR FORT DELAWARE	1	1	1
DIR FORT DELAWARE PT	1	1	1
STUDENT WORKER SEAS	7	7	7
	<b>9</b>	<b>9</b>	<b>9</b>
<b>Department Total Position Count:</b>	<b>33</b>	<b>33</b>	<b>33</b>

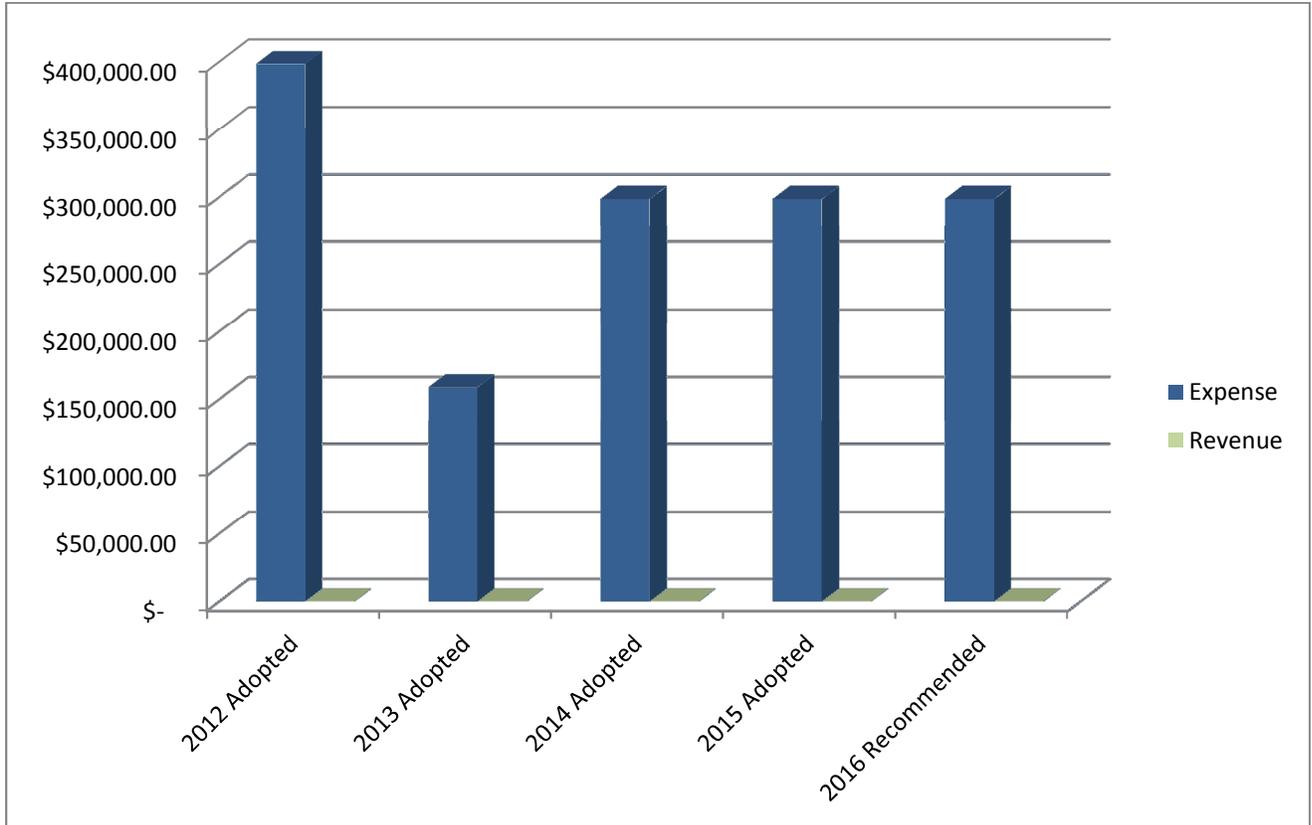
# A8745 Flood and Erosion Control

The Public Works Flood and Erosion Control budget organization funds the contracts between Sullivan County and the Sullivan County Soil and Water Conservation District for stream maintenance, bank stabilization and other field work for flood mitigation.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$298,535	\$298,535
Total Budgetary Appropriations	\$298,535	\$298,535
 Budgetary Revenues		
State Aid	\$0	\$0
Total Budgetary Revenues	\$0	\$0
 <b>County Share</b>	 <b>\$298,535</b>	 <b>\$298,535</b>

## Five Year Budget History



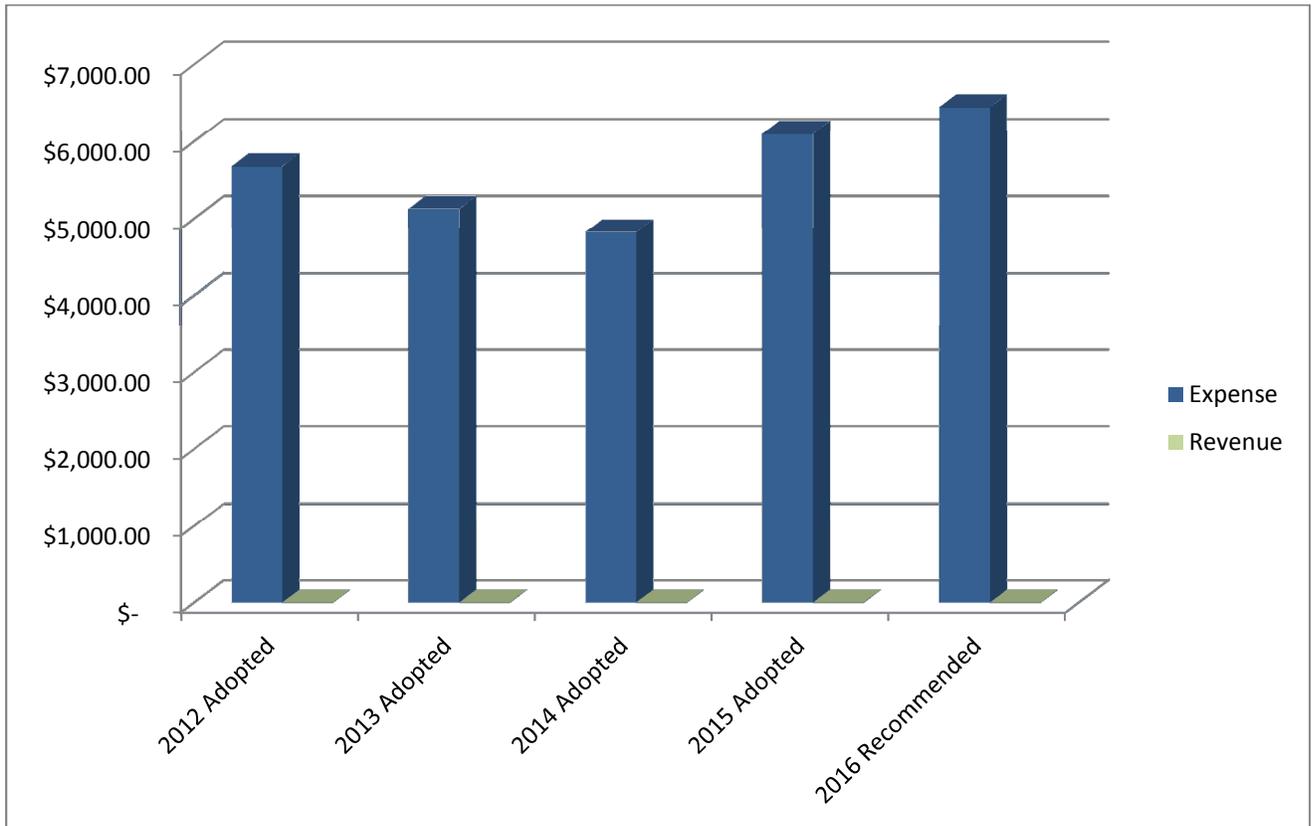
# A8810 Sullivan County Veterans Cemetery

The Sullivan County Veterans Cemetery budget organization funds the maintenance performed by the Division of Public Works at the Sullivan County Veterans Cemetery in Liberty, NY.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$0	\$0
Contract Services	\$6,205	\$6,450
Total Budgetary Appropriations	\$6,205	\$6,450
<b>County Share</b>	<b>\$6,205</b>	<b>\$6,450</b>

## Five Year Budget History



## CL8160 Refuse and Garbage

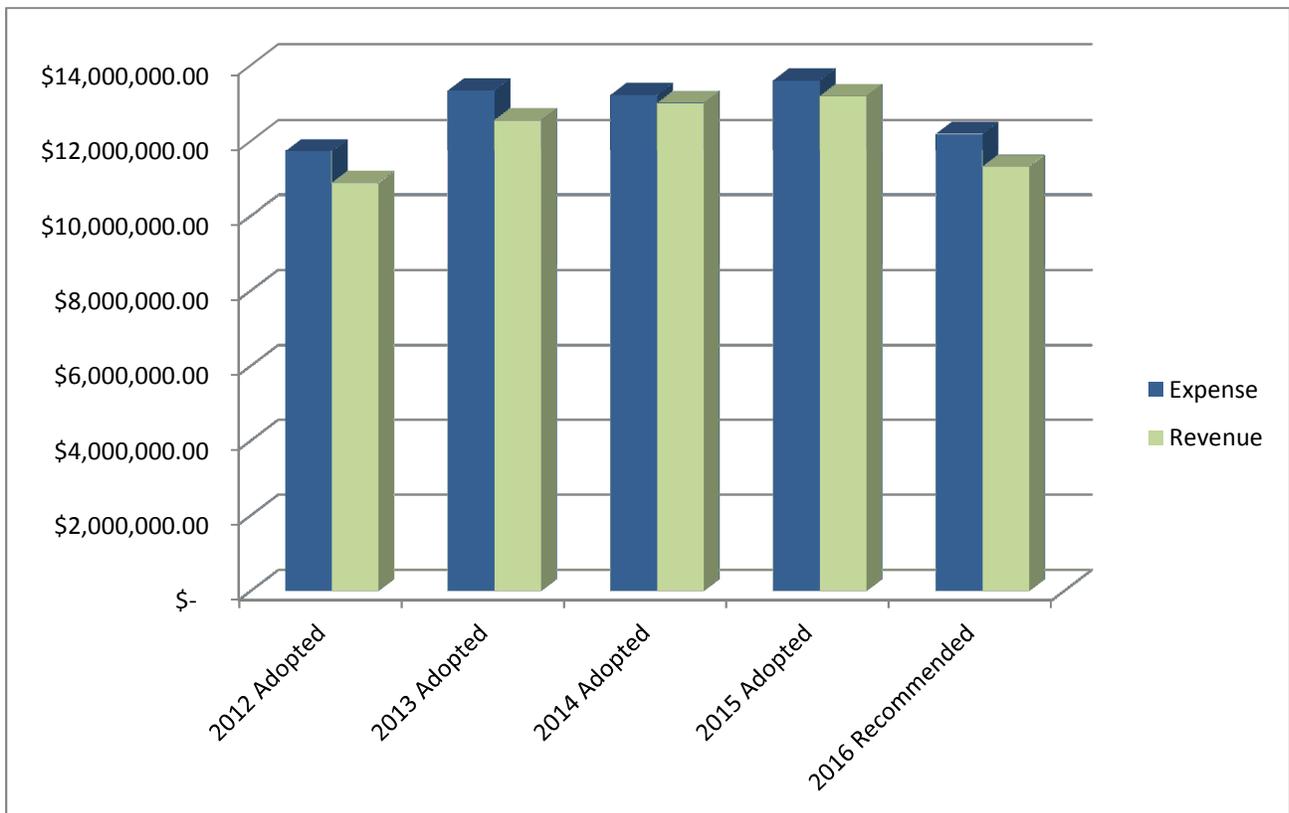
Sullivan County Public Works is responsible for the operation and maintenance of Sullivan County's six solid waste convenience stations, including Ferndale, Mamakating, Rockland, Interim Western Sullivan, Highland and Monticello Transfer Stations. It is also responsible for the landfill facility and equipment, waste transport, and recycling program which includes the Materials Recovery Facility.

Refuse and Garbage receives funding through the collection of tipping fees, as well as the collection of the solid waste access fee which is collected from each parcel in Sullivan County which has the potential to generate solid waste. It is a non-mandated program.

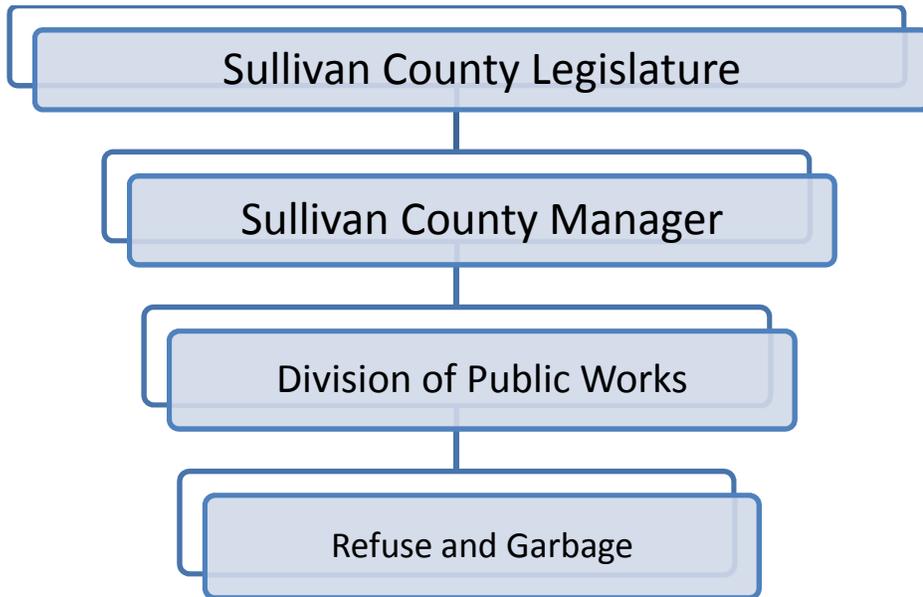
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$995,124	\$1,009,827
Fixed Equipment	\$190,000	\$250,000
Contract Services	\$5,754,517	\$5,388,800
Debt Service	\$1,111,000	\$99,612
Employee Benefits	\$670,395	\$618,373
Interfund Transfer Debt Service	\$4,901,554	\$4,830,203
<b>Total Budgetary Appropriations</b>	<b>\$13,622,590</b>	<b>\$12,196,815</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$11,882,600	\$11,268,425
State Aid	\$32,500	\$32,500
Interfund Transfer General Fund	\$1,275,000	\$250,000
<b>Total Budgetary Revenues</b>	<b>\$13,190,100</b>	<b>\$11,550,925</b>
 <b>County Share</b>	 <b>\$432,490</b>	 <b>\$645,890</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

SOLID WASTE			
	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
AUTOMOTIVE MECHANIC	1	1	1
BUILDING MAINTENANCE MECHANIC	1	1	1
DIR SOLID WASTE MANAGEMENT	1	1	1
RECYCLING COORD	1	1	1
SOLID WASTE OPERATOR	14	14	14
	<b>18</b>	<b>18</b>	<b>18</b>
<b>Department Total Position Count:</b>	<b>18</b>	<b>18</b>	<b>18</b>

## D3310-9998 County Road Fund

The County Road Fund includes all departments within Public Works whose focus is to maintain the County's system of highways and bridges. Departments include:

### *Sign Shop/Traffic Control:*

Sullivan County Public Works operates a Sign Shop in Barryville which fabricates and installs road signs, as well as stripes highways, parking lots, etc. This work is done not only for County signs and highways but the work is contracted out to other municipalities as well. Staff assigned to this operation are also involved in snow removal. The sign shop receives no outside funding. It is a non-mandated program.

### *Engineering:*

The Sullivan County Public Works Engineering Department is divided into several units to provide a multitude of functions. These units include Bridges, Buildings, Highways, and Lands & Claims/Permits. While the individual units work together, each also requires staff with specialized skills in order to perform its unique functions. The Engineering Department provides support for the DPW Operations staff through engineering assessment and design services for all County infrastructures, inclusive of but not limited to the County's 400 miles of highways, 400 bridges and 100 buildings. This includes the provision for construction oversight and materials testing. They also provide support to other County Departments for a variety of projects on request, such as the assistance provided to Emergency Management / Homeland Security with the County wide radio tower project, and the request to provide design services for a federally funded construction project at the Sullivan County Community College. The Engineering Department regularly provides project consultant management on federally and state funded projects. The Engineering Department receives some funding from reimbursements through FEMA, SOME, NYSDOT & FHWA for project administration, design and management. It is a non-mandated program.

### *Road and Bridge Maintenance:*

The Sullivan County Public Works Road and Bridge Maintenance department builds, maintains and repairs the County's approximately 400 miles of highways, 400 bridges, numerous culverts, a variety of retaining walls, diverse drainage structures and other County infrastructure. The Road and Bridge Maintenance department receives no outside funding. It is a non-mandated program.

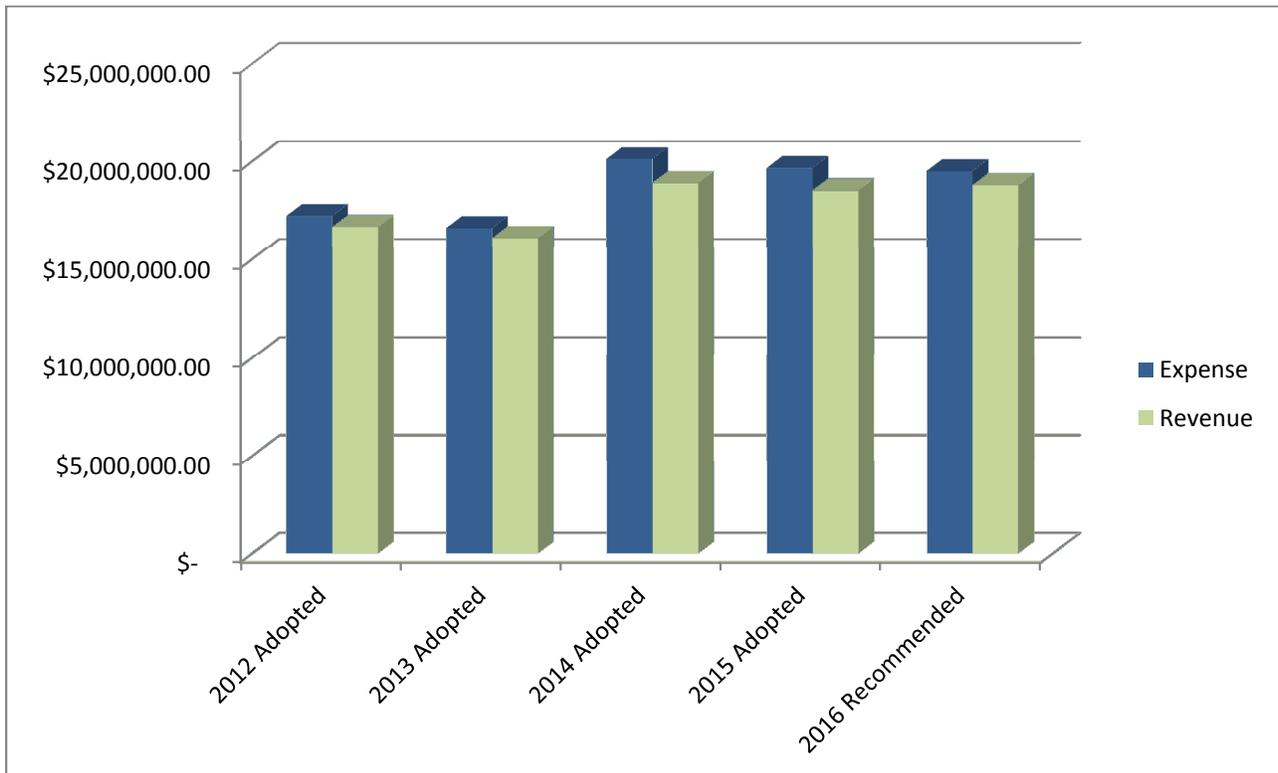
### *Snow and Ice Removal:*

Public Works Snow and Ice Removal consists of snow and ice control on approximately 400 miles of County highway. Approximately one-half of this mileage is maintained by County forces whereas the remaining half is maintained by towns under contract with the County. The Snow and Ice Removal department receives no outside funding. It is a non-mandated program.

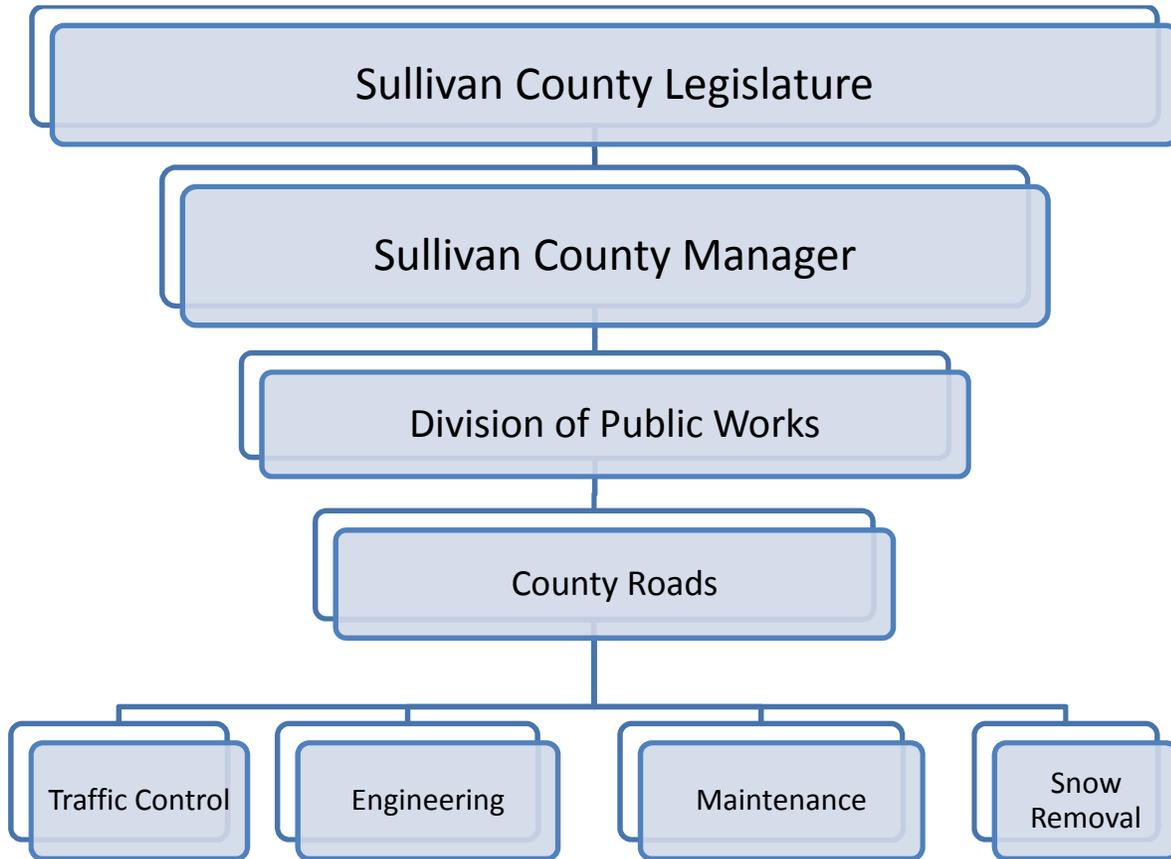
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$3,928,322	\$4,131,863
Fixed Equipment	\$8,850	\$0
Contract Services	\$11,446,608	\$8,682,845
Debt Service	\$1,140,000	\$1,198,482
Employee Benefits	\$3,292,025	\$3,382,233
Interfund Transfer Debt Service	\$2,113,046	\$2,120,179
<b>Total Budgetary Appropriations</b>	<b>\$21,928,851</b>	<b>\$19,515,602</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$432,433	\$702,006
State Aid	\$3,435,500	\$3,394,023
Federal Aid	\$2,856,000	\$622,831
Interfund Transfer General Fund	\$12,075,889	\$14,077,866
<b>Total Budgetary Revenues</b>	<b>\$18,799,822</b>	<b>\$18,796,726</b>
 <b>County Share</b>	 <b>\$3,129,029</b>	 <b>\$718,876</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### TRAFFIC CONTROL

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ASST SIGN INSTALLER	1	1	1
SIGN FABRICATOR	1	1	1
SIGN INSTALLER	1	1	1
SIGN SHOP PAINTER II	1	1	1
SIGN SHOP SUPERVISOR	1	1	1
	<b>5</b>	<b>5</b>	<b>5</b>

**ENGINEERING**

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
BRIDGE ENGINEER	1	1	1
BUILDING ENGINEER	1	1	1
CIVIL ENGINEER	1	1	1
DEPUTY COMM PUBLIC WORKS ENG	1	1	1
ENGINEERING TECHNICIAN	3	3	3
JUNIOR BUILDINGS ENGINEER	1	1	1
JUNIOR CIVIL ENGINEER	2	2	2
LAND & CLAIMS ADJUSTER	1	1	1
	<b>11</b>	<b>11</b>	<b>11</b>

**DPW - ROAD MAINTENANCE**

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
BRIDGE CARPENTER	3	3	3
BRIDGE MAINTAINER I	1	1	1
BRIDGE MAINTAINER II	2	2	2
CONSTRUCTION EQUIPMENT OP I	12	12	12
CONSTRUCTION EQUIPMENT OP II	2	2	2
GENERAL CONSTRUCTION SUPERVISOR	1	1	1
HYDRAULIC EXCAVATION EQUIP OP	2	2	2
LABORER I	10	10	10
LABORER II	7	7	7
MOTOR EQUIPMENT OPERATOR	10	10	10
ROAD MAINTENANCE SUPERINTENDENT	1	1	1
ROAD MAINTENANCE SUPERVISOR	5	5	5
WELDER II	1	1	1
	<b>57</b>	<b>57</b>	<b>57</b>
<b>Department Total Position Count:</b>	<b>73</b>	<b>73</b>	<b>73</b>

## DM 5130 Road Machinery/Shops

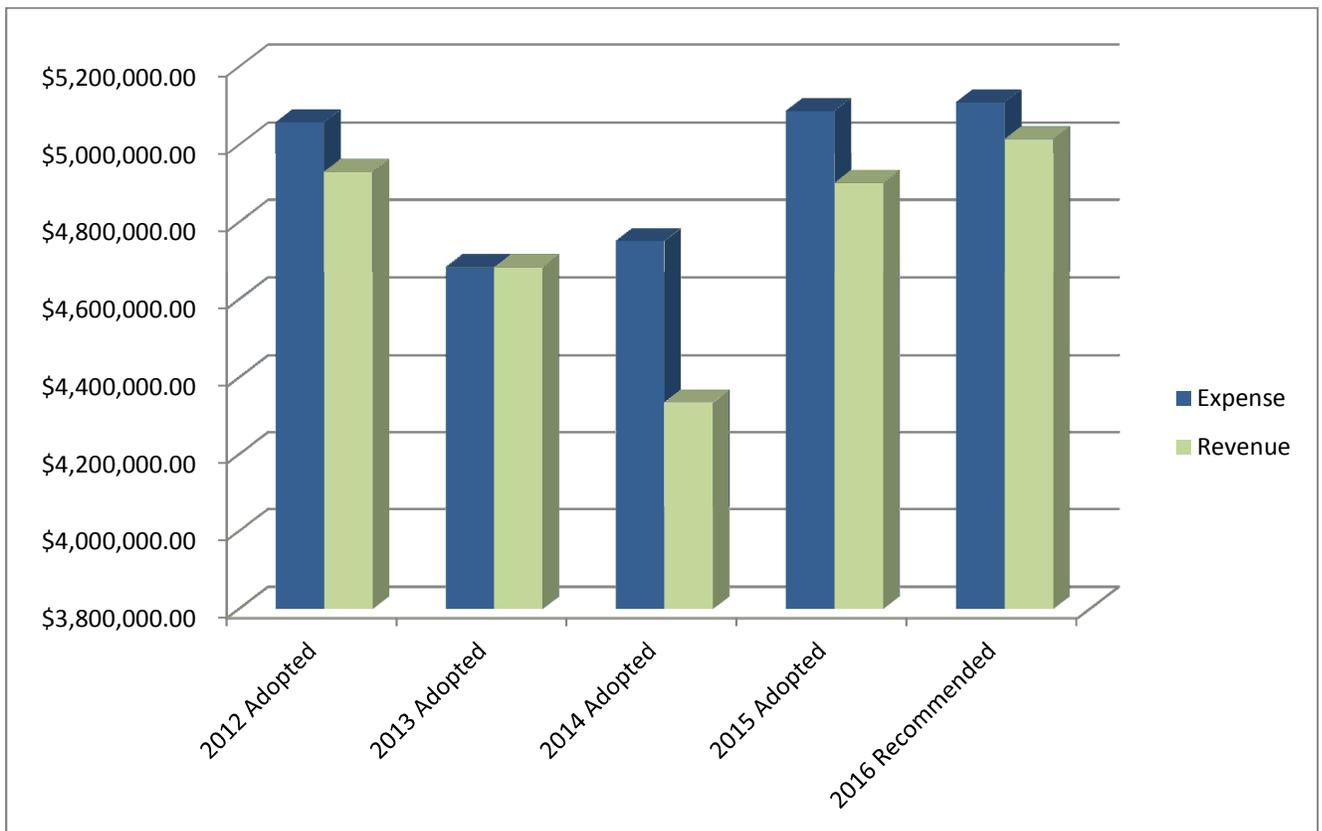
Public Works Road Machinery/Shops maintain, repair and inspect Public Works vehicles and equipment as well as vehicles for the Sheriff, Public Health Nursing, Transportation, Solid Waste, Weights and Measures, Emergency Services, etc. The road machinery operations of these shops were consolidated to one location, at the Maplewood facility on Route 17B. The Barryville facility will be maintained for the sign shop.

The Road Machinery/Shops department receives no outside funding. It is a non-mandated program.

## Budget Summary

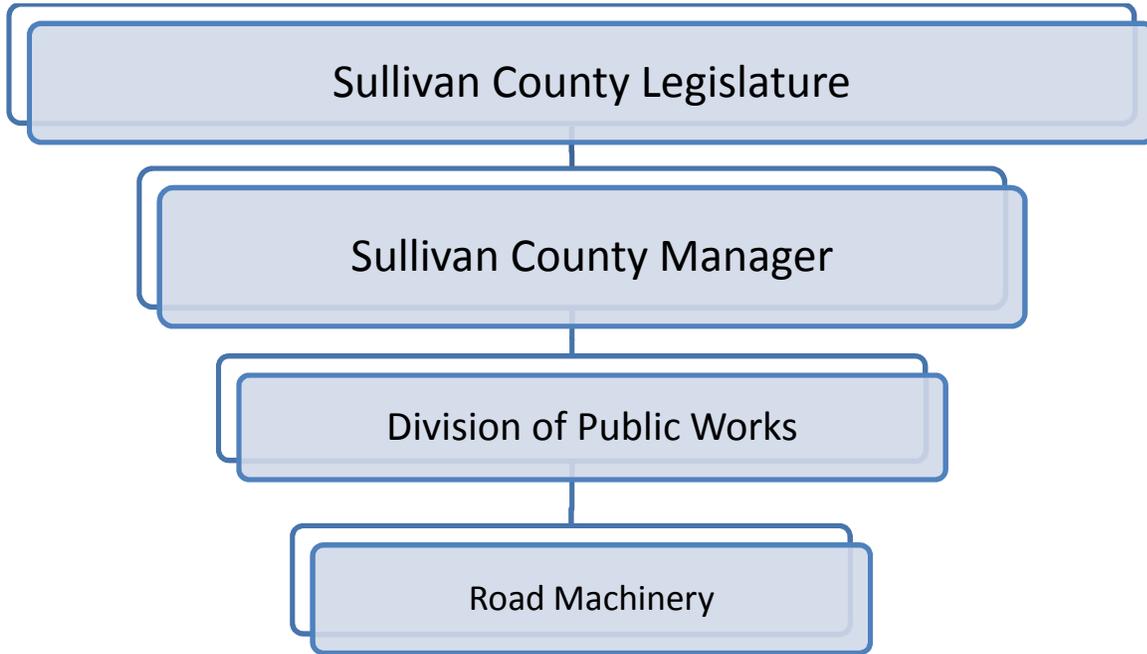
	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$1,126,733	\$1,148,260
Fixed Equipment	\$175,000	\$0
Contract Services	\$2,063,541	\$2,135,600
Debt Service	\$0	\$62,891
Employee Benefits	\$852,215	\$878,776
Interfund Transfer Debt Service	\$881,172	\$883,911
<b>Total Budgetary Appropriations</b>	<b>\$5,098,661</b>	<b>\$5,109,438</b>
 Budgetary Revenues		
Departmental Revenue	\$906,500	\$902,000
Interfund Transfer General Fund	\$3,993,296	\$4,112,565
<b>Total Budgetary Revenues</b>	<b>\$4,899,796</b>	<b>\$5,014,565</b>
 <b>County Share</b>	 <b>\$198,865</b>	 <b>\$94,873</b>

## Five Year Budget History



*Note: Road Machinery budget varies due to scheduled equipment purchases in a given year.*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
AUTOMOTIVE BODY REPAIRER	1	1	1
AUTOMOTIVE EQUIPMENT ATTENDANT	1	1	1
AUTOMOTIVE MECHANIC	3	3	3
AUTOMOTIVE SHOP SUPERVISOR	1	1	1
CONSTRUCTION EQUIPMENT OP III	1	1	1
EQUIPMENT PAINTER	1	1	1
GARAGE SUPERINTENDENT	1	1	1
MASTER MECHANIC	4	4	4
SENIOR MASTER MECHANIC	4	4	4
SENIOR STOCKKEEPER	1	1	1
STOCKKEEPER	1	1	1
WELDER I	1	1	1
	<b>20</b>	<b>20</b>	<b>20</b>
<b>Department Total Position Count:</b>	<b>20</b>	<b>20</b>	<b>20</b>

# Division of Public Safety



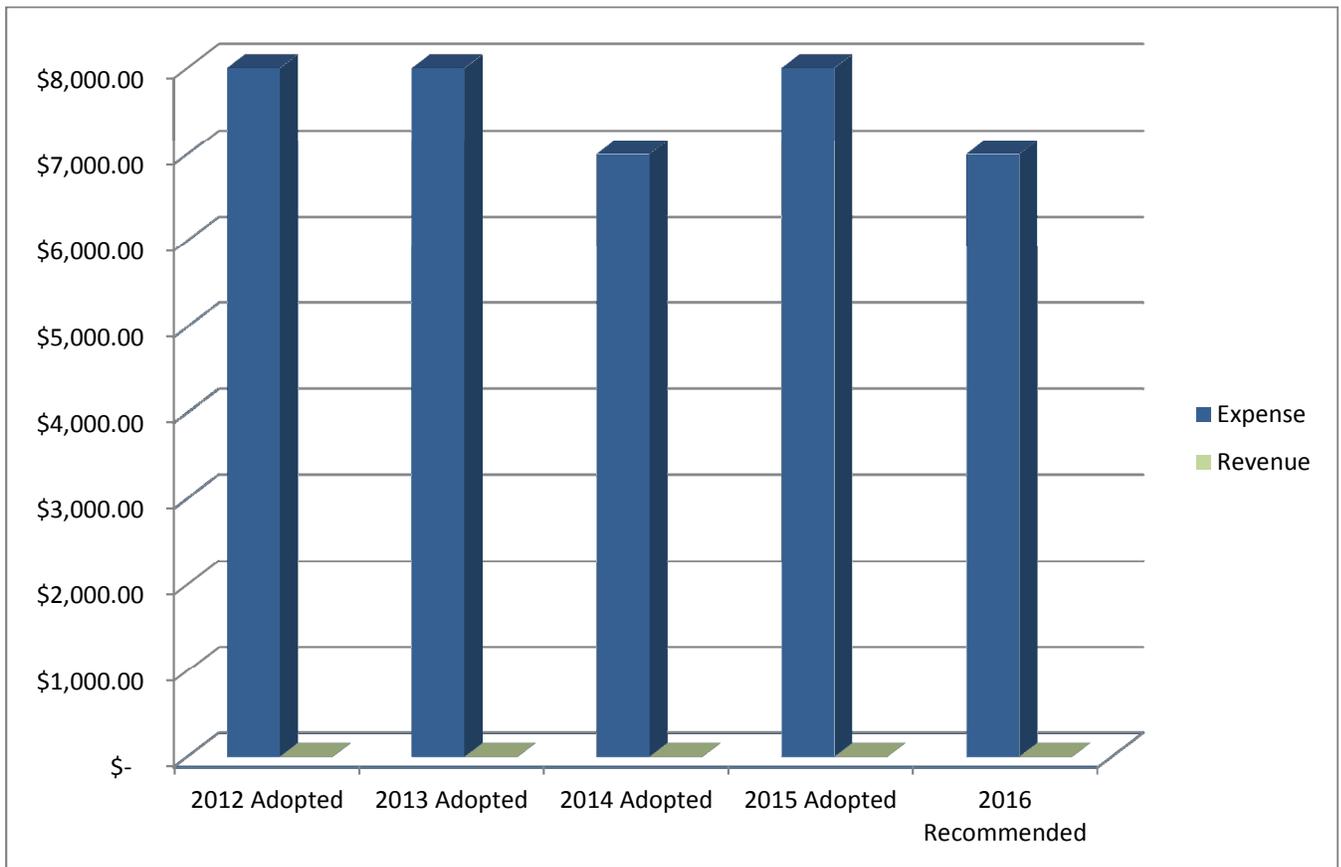
## A1110 Municipal Court

The Municipal Court organization is utilized to meet the requirements of New York State General Municipal Law section 99L (C). The Law requires the County to pay Town and Village Courts a fee of ten dollars for all services in and case in which the court acts upon a felony complaint. These expenses are recorded through the Municipal Courts budget organization.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$8,000	\$7,000
Total Budgetary Appropriations	\$8,000	\$7,000
<b>County Share</b>	<b>\$8,000</b>	<b>\$7,000</b>

## Five Year Budget History



## A1165 District Attorney

The Sullivan County District Attorney's Office prosecutes all criminal cases that occur within Sullivan County. The Office also handles all criminal appellate cases in both State and Federal Courts. The Office is committed to ensuring that offenders are held accountable and responsible for their criminal conduct. It is also are committed to assuring that the victims' voices are heard throughout the course of the criminal process. It is their duty and obligation to protect the innocent, enhance public safety and make our streets and homes safe and secure for the citizens of the county.

The Sullivan County District Attorney's Office receives State aid in the form of grants for Stop DWI, DA Salary Reimbursement and Aid to Prosecution. In addition, the District Attorney expenses related to the Fraud Investigation Team and Family Violence Response Team are being reimbursed through a revenue stream from the Department of Family Services with reimbursement from state and federal sources. The office is mandated by County Law 700 & N.Y. Const. art. XIII, §13.

Functions of the District Attorney's Office include:

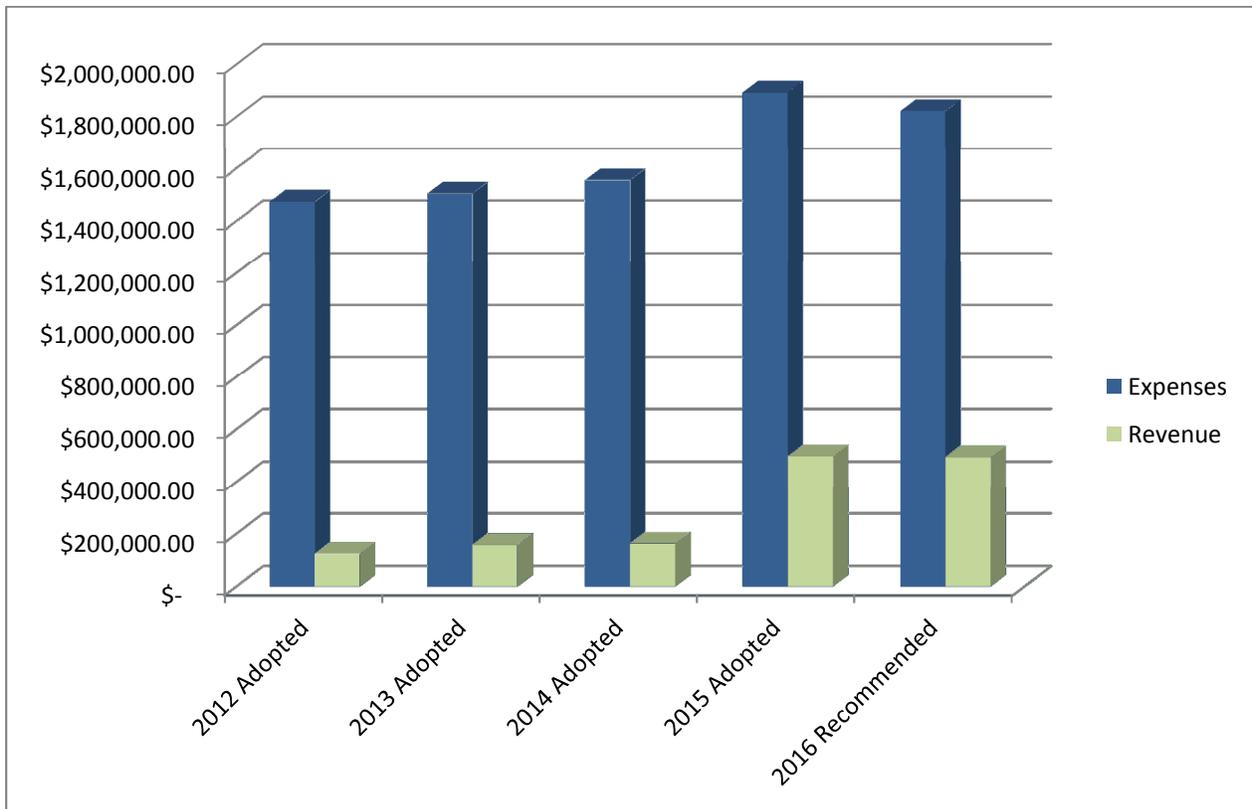
- Prosecution and investigation of all criminal offenses in Sullivan County, NY
- Crime prevention, through public education and public speaking at schools and community gathering to educate and make residents aware of matters of public importance that impacts their safety

The budget for the District Attorney consists primarily of personal services and employee benefits. A small amount of funding is used for office supplies, travel/county fleet chargebacks, postage, and printing.

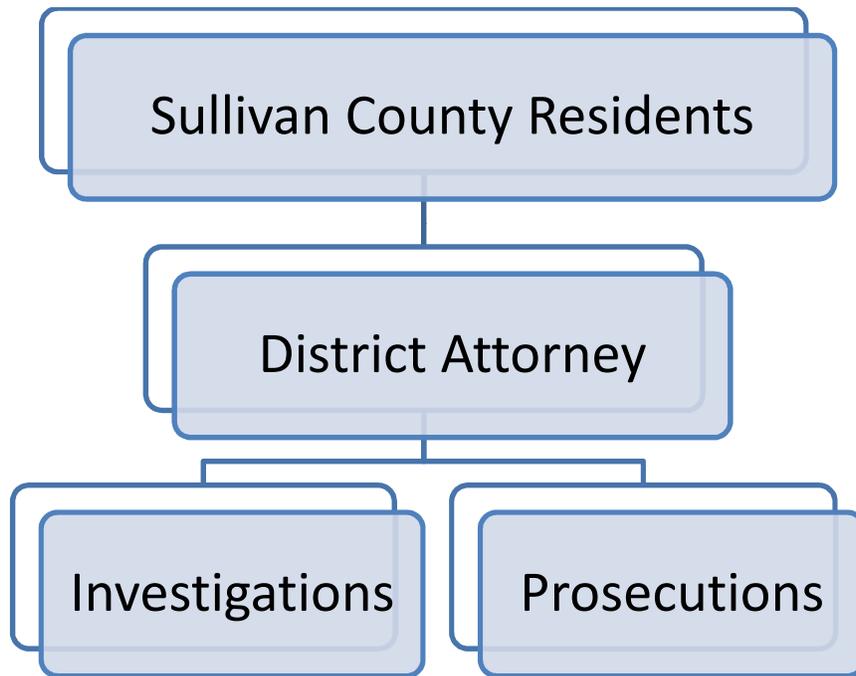
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$1,123,208	\$1,157,113
Fixed Equipment	\$20,303	\$0
Contract Services	\$224,621	\$168,129
Employee Benefits	\$532,183	\$497,117
<b>Total Budgetary Appropriations</b>	<b>\$1,900,315</b>	<b>\$1,822,359</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$388,192	\$380,391
State Aid	\$114,976	\$114,976
Federal Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$503,168</b>	<b>\$495,367</b>
 <b>County Share</b>	 <b>\$1,397,147</b>	 <b>\$1,326,992</b>

## Five Year Budget History



Organizational Structure



Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ASST DISTRICT ATTORNEY I	1	1	1
ASST DISTRICT ATTORNEY II	1	1	1
ASST DISTRICT ATTORNEY III	1	1	1
ASST DISTRICT ATTORNEY IV	1	1	1
ASST DISTRICT ATTORNEY V	1	1	1
ASST DISTRICT ATTORNEY VI	1	1	1
ASST DISTRICT ATTORNEY VII	1	1	1
ASST DISTRICT ATTORNEY VIII	1	1	1
CONF SEC DISTRICT ATTORNEY	1	1	1
DISTRICT ATTORNEY	1	1	1
DISTRICT ATTORNEY'S INVESTIGATOR	5	6	5
LEGAL SECRETARY	2	2	2
SENIOR TYPIST	1	1	1
SR DISTRICT ATTY INVESTIGATOR	1	1	1
	<b>19</b>	<b>20</b>	<b>19</b>
<b>Department Total Position Count:</b>	<b>19</b>	<b>20</b>	<b>19</b>

## A1170 Public Defense

According to New York State Law, “The governing body of each county and the governing body of the city in which a county is wholly contained shall place in operation throughout the county a plan for providing counsel to persons charged with a crime or who are entitled to counsel pursuant to section two hundred sixty-two or section eleven hundred twenty of the family court act, article six-C of the correction law, section four hundred seven of the surrogate's court procedure act or article ten of the mental hygiene law, who are financially unable to obtain counsel. Each plan shall also provide for investigative, expert and other services necessary for an adequate defense.” The County provides these services via contract to Sullivan County Legal Aid Panel and Sullivan County Conflict Legal Aid.

The County receives reimbursement for a portion of the services provided via State funding for the provision of indigent legal services from the Indigent Legal Services Fund. Provision of indigent legal services is mandated by NYS County Law section 722.

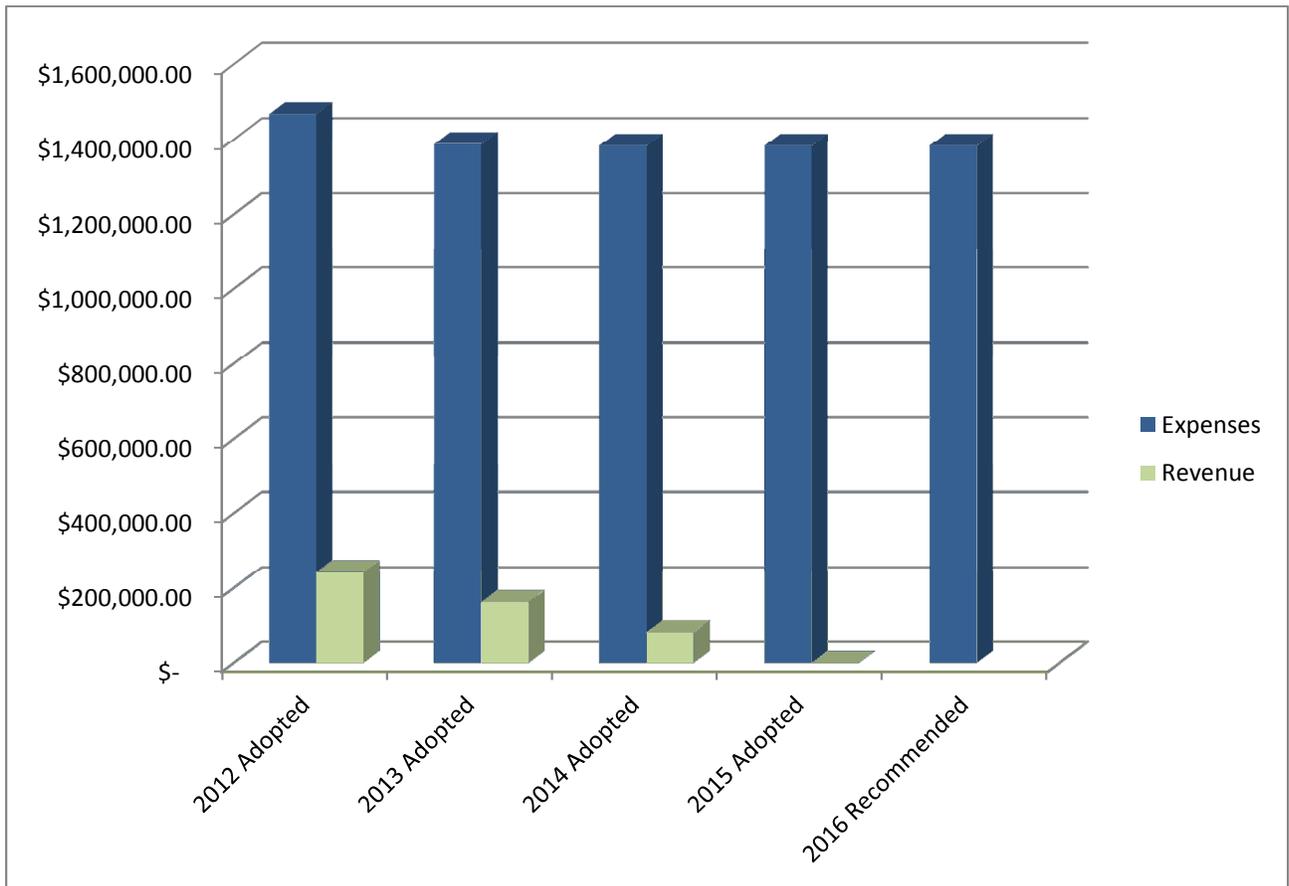
The main function of Public Defense is the provision of legal defense services for those who cannot afford an attorney.

The budget for Public Defense consists primarily of contractual services with two agencies that provide the services mandated by New York State. A small amount of funding is used for services related to the provision of legal defense, such as assigned counsel and stenographic services.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$0	\$0
Contract Services	\$1,382,757	\$1,382,757
Employee Benefits	\$0	\$0
<b>Total Budgetary Appropriations</b>	<b>\$1,382,757</b>	<b>\$1,382,757</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$0	\$0
State Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$0</b>	<b>\$0</b>
 <b>County Share</b>	 <b>\$1,382,757</b>	 <b>\$1,382,757</b>

## Five Year Budget History



## A1185 Coroners

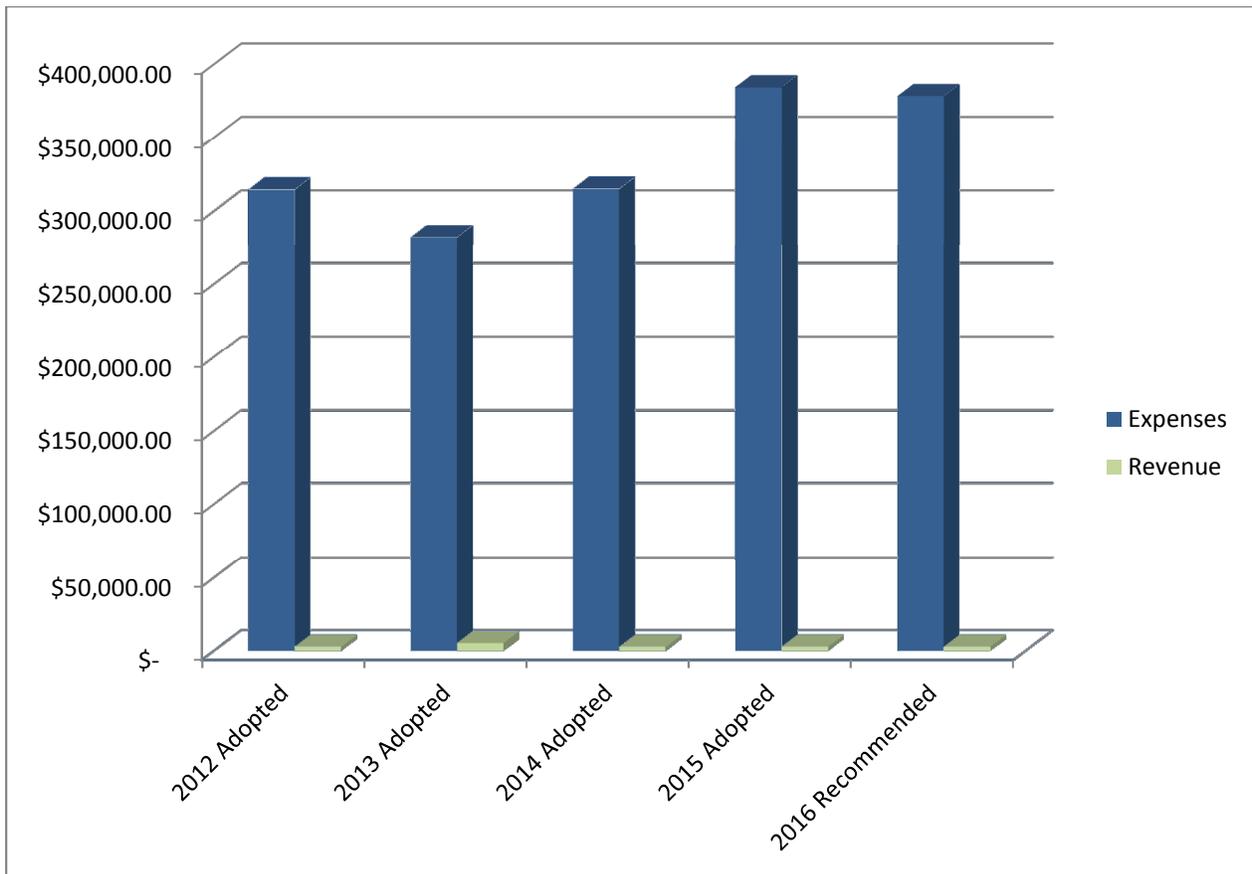
The Sullivan County Coroner's Office is responsible to make inquiry into unnatural deaths within the County, as well as to make inquiry into deaths natural or unnatural occurring to an inmate of a correctional facility in Sullivan County.

The Sullivan County Coroners receives a small amount of reimbursement from the State for autopsies, but is generally County share. The Sullivan County Coroners is mandated by County Law Article 17a, and all duties are listed in section 671.

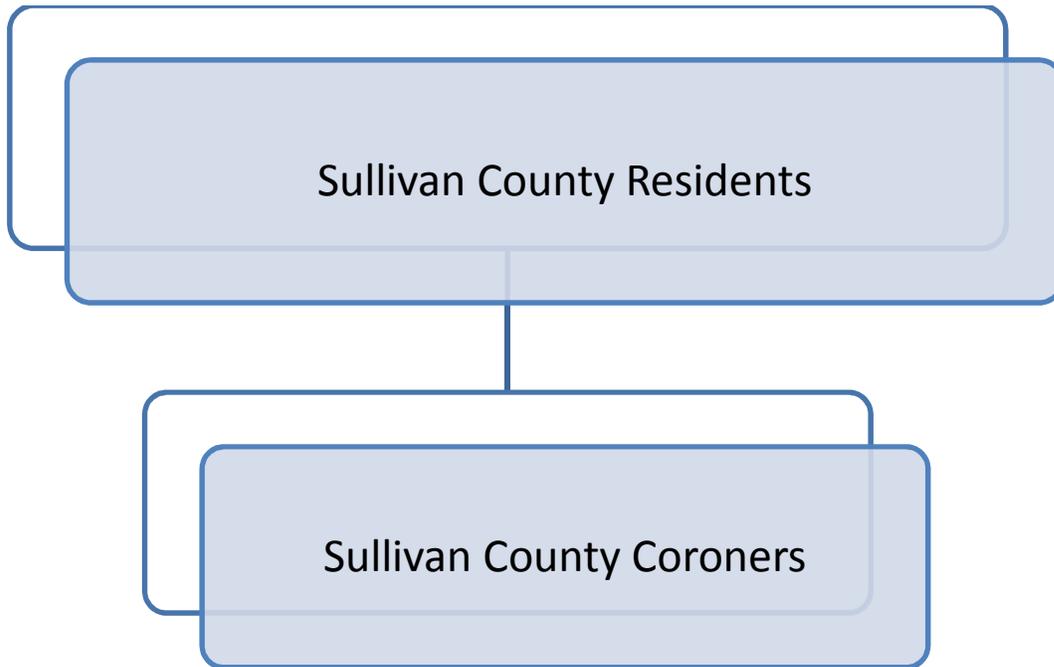
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$53,662	\$53,712
Fixed Equipment	\$0	\$0
Contract Services	\$264,127	\$266,240
Employee Benefits	\$68,518	\$61,684
Total Budgetary Appropriations	\$386,307	\$381,636
 Budgetary Revenues		
State Aid	\$3,000	\$3,000
Total Budgetary Revenues	\$3,000	\$3,000
 <b>County Share</b>	 <b>\$383,307</b>	 <b>\$378,636</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
CORONER PD	4	4	4
CORONER/COUNTY CLERK'S AIDE	0.5	0.5	0.5
	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>
<b>Department Total Position Count:</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

## A3010 Public Safety Administration (Office of Emergency Management)

The Office of Emergency Management/Homeland Security represents the County to work with the state and federal agencies that have responsibilities to respond to emergency incidents that are manmade and natural disasters in scope. The county OEM also is the liaison to the New York State Police, New York State Department of Transportation, National Park Service, FBI, NYC DEP, NYS DEC, Sullivan County BOCES, Catskill Regional Medical Center and National Weather Service.

New York State provides funding for training instructors, and OEM receives federal grants for homeland security equipment.

The Office of Emergency Management and Homeland Security is a non-mandated office, however, it is responsible to ensure compliance with Federal NIMS training requirements under Homeland Security Presidential Directive 5 NIMS and the NRP.

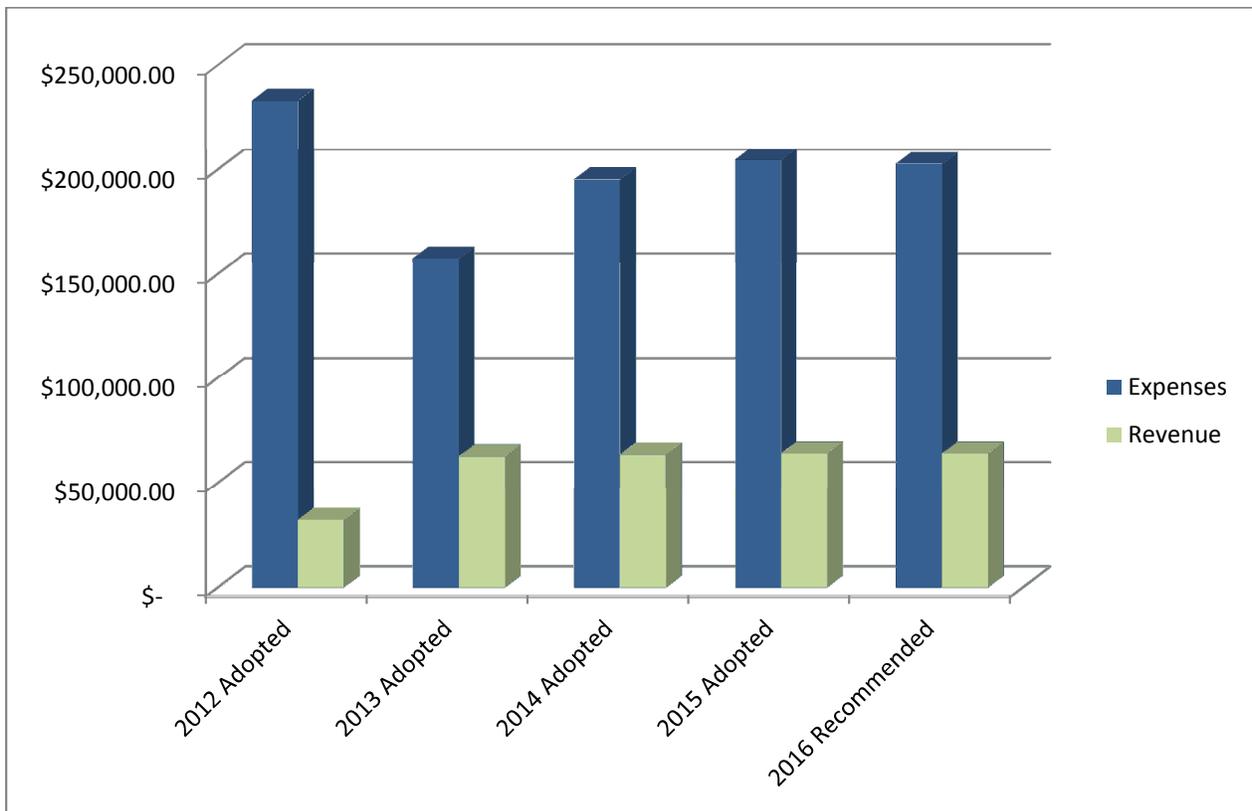
Functions of the Office of Emergency Management/Homeland Security include:

- Provide and run the County Emergency Operations Center (EOC) during storms and disasters, as well as work with county E-911 Center to provide information to citizens by way of the NY ALERT system through announcements and broadcast data
- Produce through the Local Emergency Management Committee (LEPC) the County Master Plan (SCEMP) for emergency response and provide training to all municipal and elected officials in federal mandated NIMS and command training
- Run the County Emergency Services Training Center which has classrooms, and training tower and associated area for driver training etc. (used for police, fire and EMS training)
- Maintain mobile command truck which can be deployed to multi-agency incidents and hazardous materials response trailers and equipment for large hazmat calls

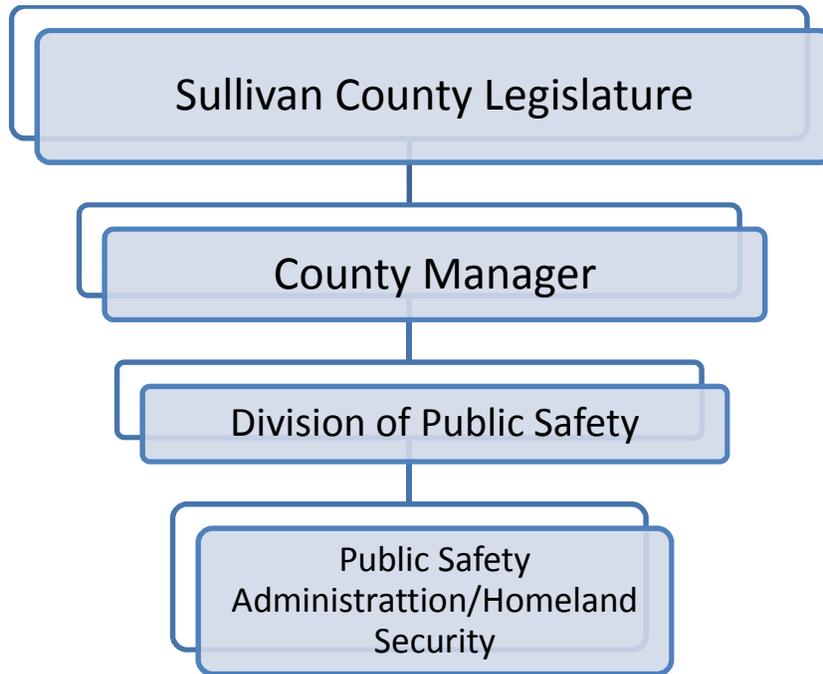
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$100,011	\$101,132
Fixed Equipment	\$0	\$0
Contract Services	\$76,662	\$67,728
Employee Benefits	\$35,763	\$33,971
Total Budgetary Appropriations	\$212,436	\$202,831
 Budgetary Revenues		
Departmental Revenue	\$30,750	\$30,750
State Aid	\$34,314	\$33,328
Federal Aid	\$0	\$0
Total Budgetary Revenues	\$65,064	\$64,078
 <b>County Share</b>	 <b>\$147,372</b>	 <b>\$138,753</b>

## Five Year Budget History



Organizational Structure



Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COMMISSIONER PUBLIC SAFETY	1	1	1
EMERG SVC TR CTR FACILTATOR PD	1	1	1
EMERGENCY SVCS TRN CTR COORD	1	1	1
	<b>3</b>	<b>3</b>	<b>3</b>
<b>Department Total Position Count:</b>	<b>3</b>	<b>3</b>	<b>3</b>

## A3020 Public Safety Communications/E-911

Sullivan County E-911 Communications provides residents and visitors to Sullivan County with professional, expedient and efficient emergency dispatch for Fire, Police and Ambulance services. E-911 handles emergency call taking & dispatch of emergency Fire, Law Enforcement, and EMS personnel, as well as dispatch of coroners, utility companies, medevac, local, state & federal resources. The department acts as the afterhours contact for Division of Public Works related calls. It provides resource management for emergency services agencies & personnel, providing on-scene communications support in the event of a mobile command post activation and staffing the Emergency Operation Center as necessary during major events.

The department receives its revenues primarily from local tax dollars. A modest reimbursement of certain 911 expenses is received from the NYS Department of State as part of the monies collected under the E911 wireless surcharge program. Sullivan County E-911 is a non-mandated service.

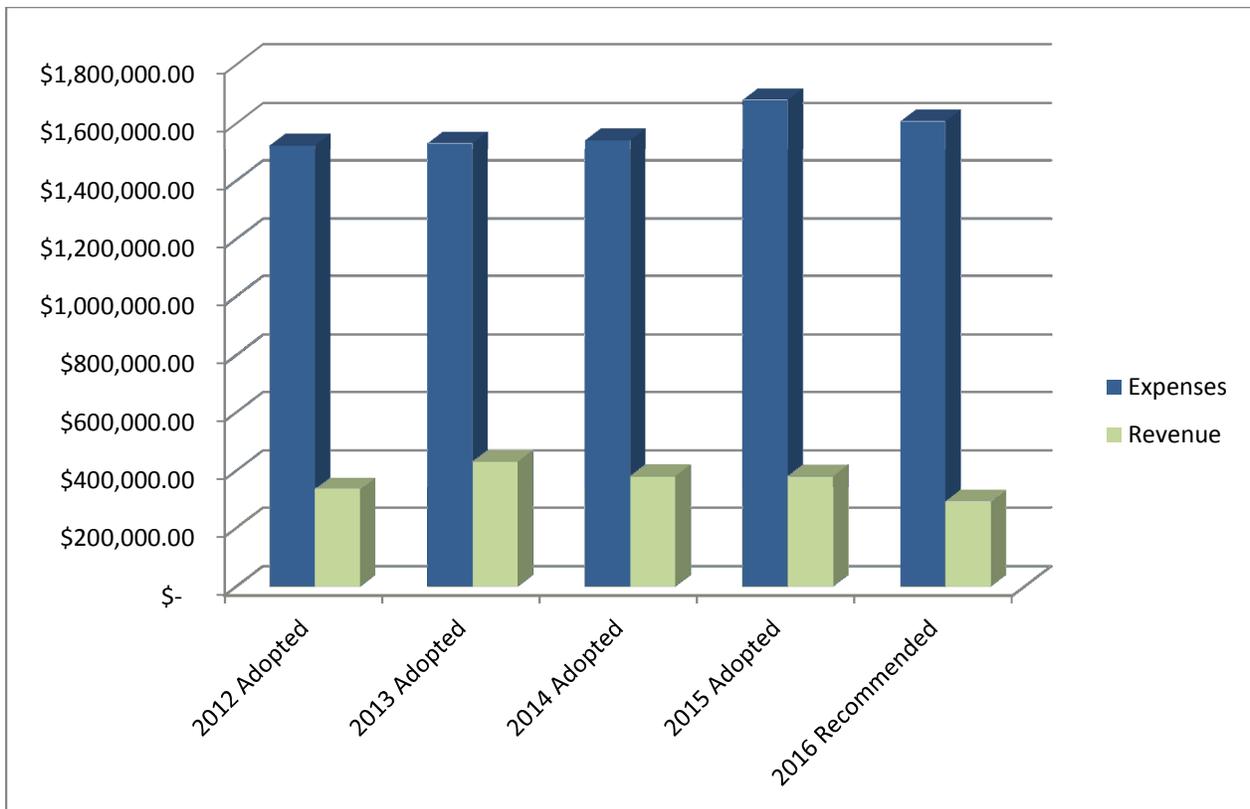
Functions of Sullivan County E-911 Communications include:

- E911 call taking & dispatch of emergency personnel, utility companies, local, state & federal resources
- After hours contact for DPW related calls
- Resource management for emergency services agencies & personnel.

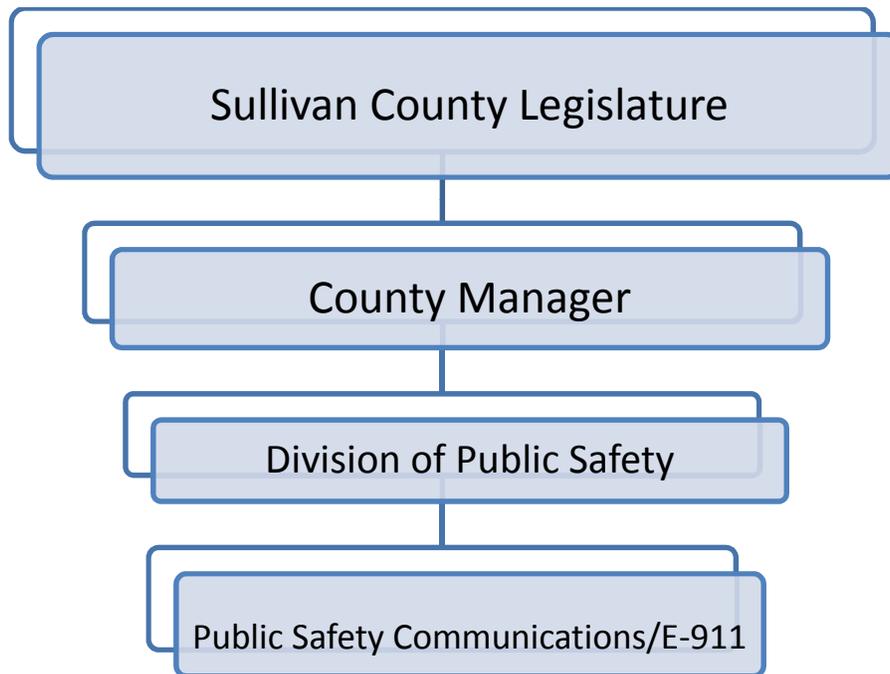
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$931,406	\$941,848
Fixed Equipment	\$164,435	\$0
Contract Services	\$339,047	\$138,943
Employee Benefits	\$502,660	\$526,819
Interfund Transfer Debt Service	\$0	\$0
<b>Total Budgetary Appropriations</b>	<b>\$1,937,548</b>	<b>\$1,607,610</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$380,887	\$290,000
State Aid	\$254,359	\$0
Federal Aid	\$0	\$0
Interfund Transfer General Fund	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$635,246</b>	<b>\$290,000</b>
 <b>County Share</b>	 <b>\$1,302,302</b>	 <b>\$1,317,610</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
CHIEF EMERGENCY SVS DISPATCHER	1	1	1
E-911 COORDINATOR	1	1	1
EMERGENCY SVS DISPATCHER	9	9	9
EMERGENCY SVS DISPATCHER PD	2	2	2
EMERGENCY SVS DISPATCHER RPT	1	1	1
SENIOR EMERGENCY SVS DISPATCHER	5	5	5
	<b>19</b>	<b>19</b>	<b>19</b>
<b>Department Total Position Count:</b>	<b>19</b>	<b>19</b>	<b>19</b>

## A3110 Sheriff

It is the mission of the Sullivan County Sheriff's Office to provide professional, high quality and effective law enforcement services in partnership with criminal justice entities, county, local government and the public. We believe that our work has a vital and positive impact on the quality of life in our communities. To demonstrate our commitment to our profession both on and off duty, we subscribe to the following values:

**Pride** – The Sheriff's Office recognizes that its employees are the vital component to the successful delivery of police, correctional and civil law enforcement services. We believe that we can achieve our highest potential by actively involving our employees in problem solving and improving the services we provide by taking ownership and pride in our delivery of services.

**Integrity** – Integrity is defined as being honest, moral, upright and sincere. Public trust can only exist with our exhibiting integrity and respect as individuals and as an organization. The foundation of the Sheriff's Office is the high level of integrity of its employees and the courage of its management to hold employees to that standard.

**Professionalism** – Recognizing the changing and diverse needs of the community, the Sheriff's Office promotes and encourages a policy of individual and organizational professional excellence which is delivered and enhanced through continuing education and regular training.

**Fairness** – Members shall uphold laws in an ethical, impartial, courteous and professional manner while respecting the rights and dignity of all persons. We shall strive to achieve a balance in the exercise of our powers which reflects both the spirit and the letter of the law.

The Sullivan County Sheriff's Office receives some outside funding through grants, forfeitures and fees, however, the allowable uses for these funds are limited. Primarily, the Sheriff's Office is funded directly from the County.

The Sheriff's Office provides road patrol as required by the Sullivan County Charter. The Civil department is mandated under NYS County Law. The County Jail is mandated by the State and overseen by the NYS Commission on Corrections. Operations at the Jail are very strictly regulated and it is the only department under the Sheriff that has mandated staffing levels.

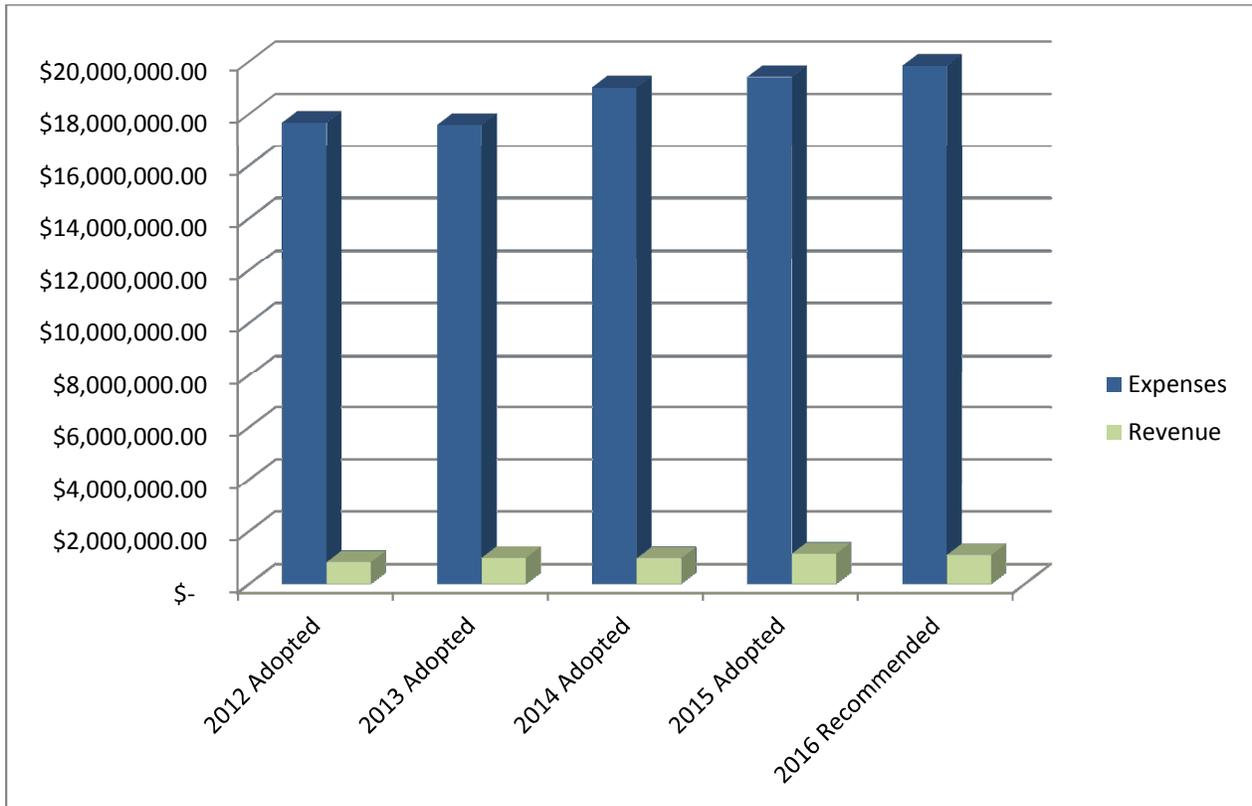
Functions of the Sullivan County Sheriff's Office include:

- Patrol - Tasks include but are not limited to road patrols, investigations, youth outreach, and responding to emergency requests.
- Civil - Tasks include but are not limited to collection of fees, poundage and expenses with respect to all civil processes, and enforcement of civil arrest warrants.
- Security - Provide security at County facilities including the Government Center in Monticello and Travis Building/Family Services in Liberty
- Court Officers - Provide services of court officer to the County Court system
- Corrections/Jail - Receive and safely keep all prisoners lawfully committed to his custody; maintain facility and staffing in accordance with rules and regulations as established by the NYS Commission on Corrections

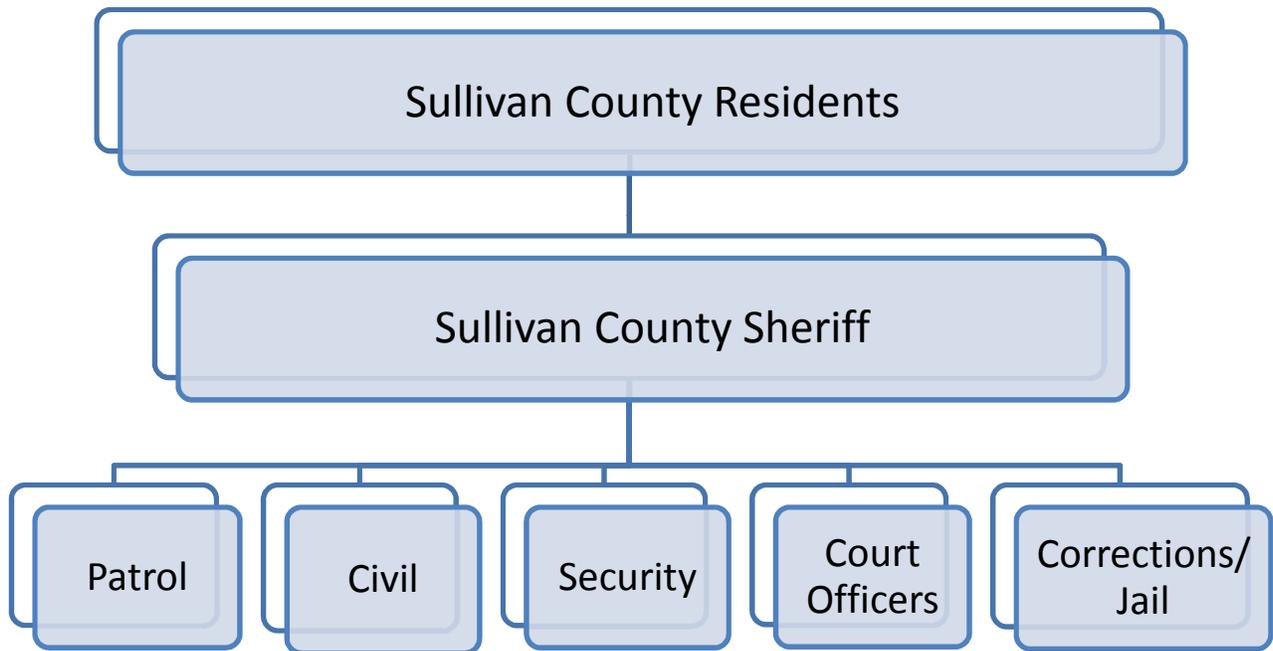
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$11,099,664	\$11,054,679
Fixed Equipment	\$271,270	\$293,000
Contract Services	\$2,426,054	\$2,441,808
Employee Benefits	\$5,704,018	\$6,060,110
<b>Total Budgetary Appropriations</b>	<b>\$19,501,006</b>	<b>\$19,849,597</b>
 <b>Budgetary Revenues</b>		
Departmental Revenue	\$943,187	\$892,500
State Aid	\$4,000	\$4,000
Federal Aid	\$201,650	\$204,900
<b>Total Budgetary Revenues</b>	<b>\$1,148,837</b>	<b>\$1,101,400</b>
 <b>County Share</b>	 <b>\$18,352,169</b>	 <b>\$18,748,197</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### SH - PATROL

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
CHIEF DEP-PATROL DIV/INTERNAF	1	1	1
DEPUTY SHERIFF	28	28	28
DEPUTY SHERIFF CORPORAL	2	2	2
DEPUTY SHERIFF LIEUTENANT	2	2	2
DEPUTY SHERIFF SERGEANT	8	8	8
DEPUTY SHERIFF(DETECTIVE ASSIGN)	3	3	3
GANG INTELLIGENCE INVESTIGATOR	1	1	1
SENIOR ACCOUNT CL/TYP (CSCO)	2	2	2
SHERIFF'S DEPT ACCT. PAY. COOR	1	1	1
	<b>48</b>	<b>48</b>	<b>48</b>

SH - CIVIL

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK/TYPIST (CSCO)	2	2	2
CIVIL DEPUTY	1	1	1
CONFIDENTIAL SECRETARY SHERIFF	1	1	1
JAIL ADMINISTRATOR	0.2	0.2	0.2
SENIOR ACCOUNT CL/TYP (CSCO)	2	2	2
SHERIFF	1	1	1
SR FISCAL ADMINISTRATIVE OFFICER	1	1	1
UNDERSHERIFF	1	1	1
	<b>9.2</b>	<b>9.2</b>	<b>9.2</b>

SH - SECURITY

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
CORRECTION OFFICER	2	2	2
SECURITY OFFICER	4	4	4
	<b>6</b>	<b>6</b>	<b>6</b>

JAIL

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COOK (CSCO)	1	1	1
COOK MANAGER (CSCO)	1	1	1
COORD MED RECORDS & BILLING	1	1	1
CORRECTION CAPTAIN	1	1	1
CORRECTION CORPORAL	8	8	8
CORRECTION LIEUTENANT	1	1	1
CORRECTION OFFICER	83	83	83
CORRECTION SERGEANT	7	7	7
FOOD SERVICE HELPER (CSCO)	3	3	3
JAIL ADMINISTRATOR	0.8	0.8	0.8
PHYSICIAN PT	1	0	0
REGISTERED PROF NURSE	4	4	4
SENIOR ACCOUNT CL/TYP (CSCO)	1	1	1
SUPERVISOR JAIL NURSING SVS	1	1	1
	<b>113.8</b>	<b>112.8</b>	<b>112.8</b>
<b>Department Total Position Count:</b>	<b>177</b>	<b>176</b>	<b>176</b>

## A3140 Probation

The Sullivan County Probation Department takes a proactive approach to law enforcement and treatment strategies in the rehabilitation and monitoring of offenders in the community. A continuum of comprehensive services is used to facilitate the re-socialization of offenders to preserve public safety. Partnerships and cooperation with other law enforcement agencies are constantly being developed and fostered to better ensure the safety and quality of life for the citizens of Sullivan County.

The Department receives revenues from several sources: state reimbursement, restitution payments, Stop DWI funds, chargebacks to other County departments, supervision fees, surcharge collections, and Pre-Trial and ATI funds.

The Department of Probation is mandated under the New York Consolidated Laws, Executive – Article 12.

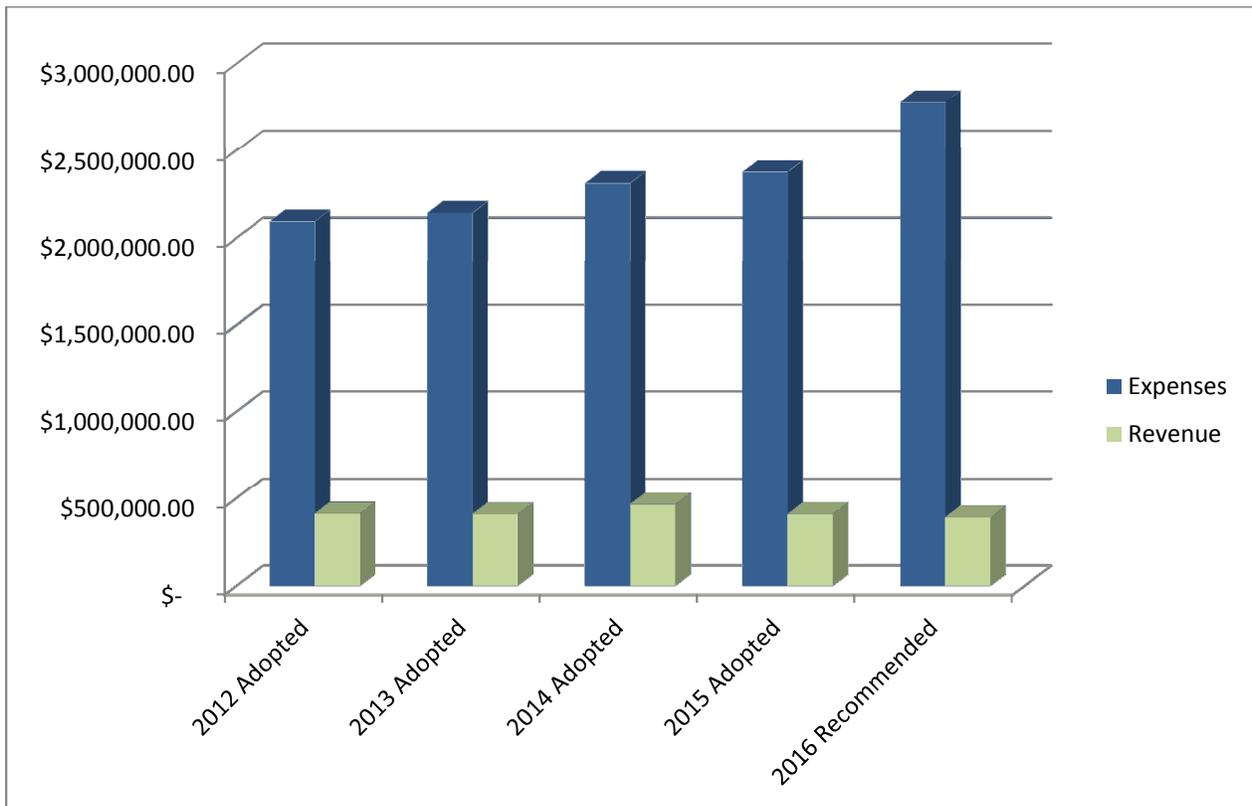
Functions of the Sullivan County Probation Department include:

- Public safety/monitoring felony and misdemeanor probationers (sex offenders, DWI, violent felons/ISP, youthful offenders)
- Family Court intake for domestic violence victims, and juvenile delinquent complaints
- Preparation of pre-sentence and pre-plea reports for county, family, and justice courts
- Restitution and fee/fine collection for all courts, as well as disbursement of funds to crime victims
- Obtain DNA samples from offenders and submit to the NYS DNA database
- Alternatives to Incarceration program (reduces jail population, allows for the jail to become eligible for Article 13A classification, and as a result maintain a reduced classification level)
- Pre-Trial Release program (reduces jail population, allows defendants who cannot post bail the opportunity to be screened and interviewed at the jail for release on their own recognizance)

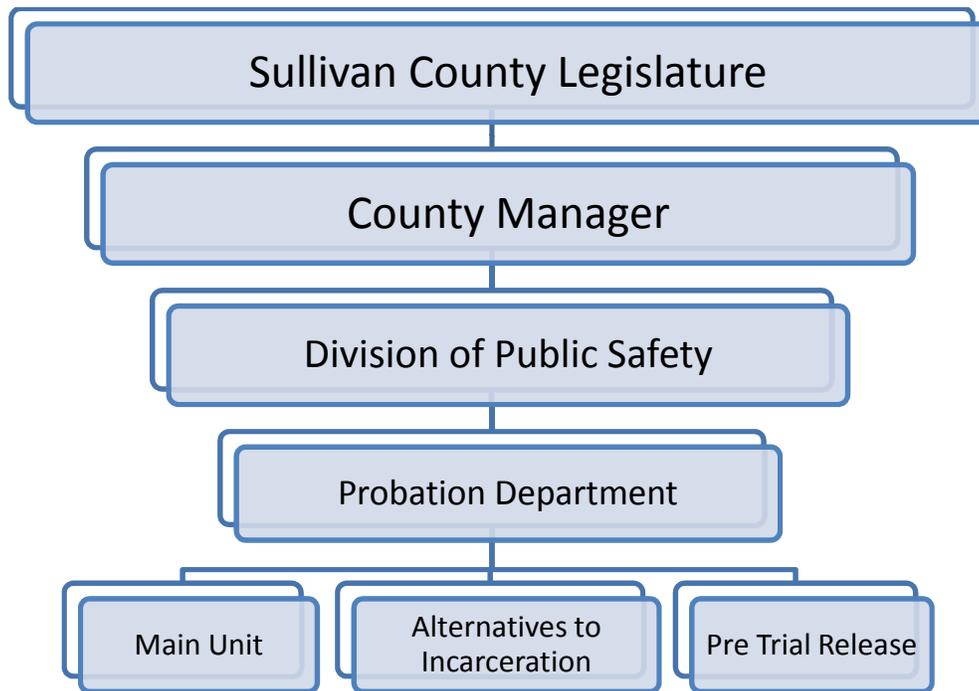
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$1,273,319	\$1,568,251
Fixed Equipment	\$0	\$0
Contract Services	\$324,892	\$329,881
Employee Benefits	\$781,569	\$884,519
<b>Total Budgetary Appropriations</b>	<b>\$2,379,780</b>	<b>\$2,782,651</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$161,434	\$155,034
State Aid	\$244,284	\$229,625
Federal Aid	\$5,300	\$7,500
<b>Total Budgetary Revenues</b>	<b>\$411,018</b>	<b>\$392,159</b>
 <b>County Share</b>	 <b>\$1,968,762</b>	 <b>\$2,390,492</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### PROB - MAIN UNIT

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK/DATABASE PT	2	2	2
ADMINISTRATIVE ASSISTANT CLERK	1	1	1
PROBATION DIRECTOR II	1	1	1
PROBATION OFFICER	9	9	9
PROBATION OFFICER PART TIME	1	1	1
PROBATION OFFICER TRAINEE	4	4	4
PROBATION SUPERVISOR	3	3	3
SENIOR PROBATION OFFICER	3	3	3
TYPIST	1	1	1
	<b>26</b>	<b>26</b>	<b>26</b>

PROB- ALTERNATIVES TO INCARCER

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
SENIOR PROBATION OFFICER	1	1	1
	1	1	1

PROB - PRE TRIAL RELEASE

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
PROBATION OFFICER	1	1	1
SENIOR PROBATION OFFICER	1	1	1
	2	2	2
<b>Department Total Position Count:</b>	<b>29</b>	<b>29</b>	<b>29</b>

## A3315 Stop DWI

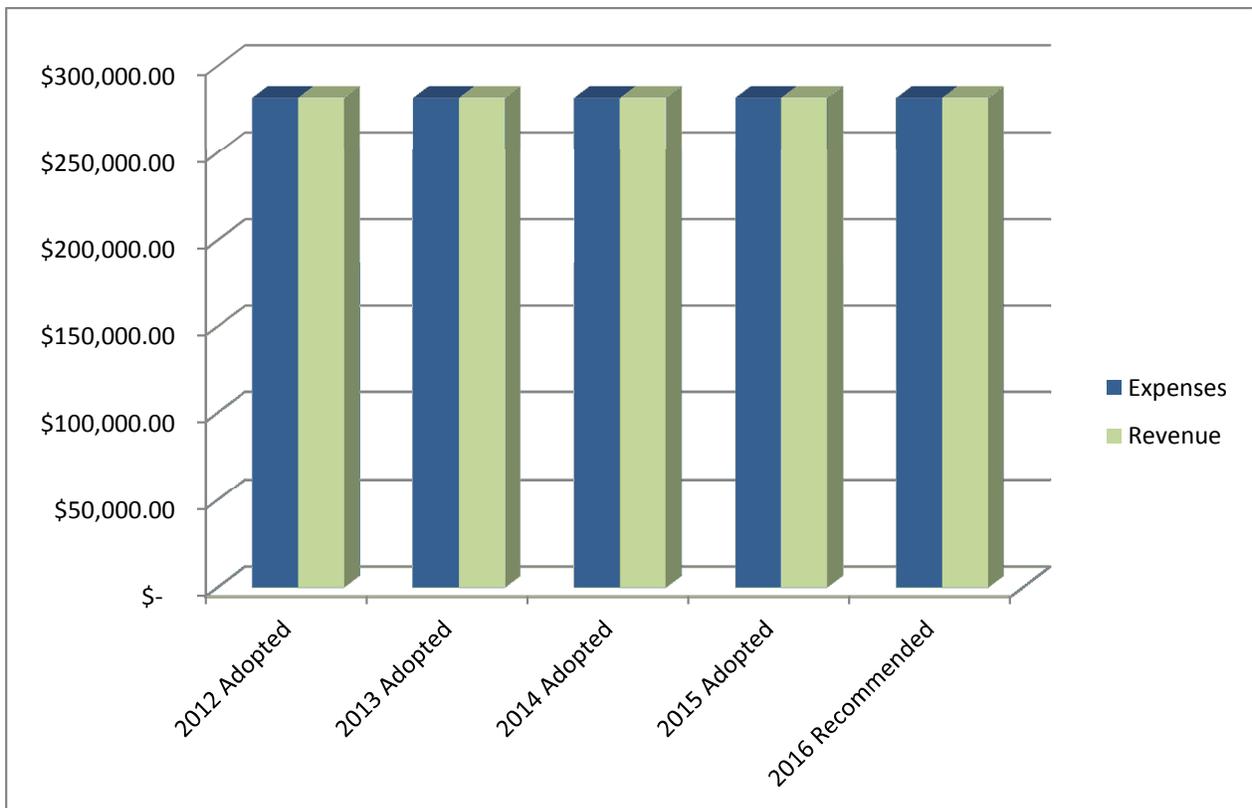
Sullivan County Stop DWI is part of a statewide program under the Governor's Highway Safety Commission to educate the public on the negative effects of driving while intoxicated that could lead to motor vehicle accidents that cause injury and death to our citizens. Its goal is to provide for the education, training, and rehabilitation of DWI drivers.

Stop DWI is fully funded through the Governor's Highway Safety Commission and revenues collected at the Victim Impact Panel sessions. It is a non-mandated program.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Fixed Equipment	\$0	\$0
Contract Services	\$282,188	\$281,708
Total Budgetary Appropriations	\$282,188	\$281,708
 Budgetary Revenues		
Departmental Revenue	\$270,208	\$270,208
State Aid	\$11,500	\$11,500
Federal Aid	\$0	\$0
Total Budgetary Revenues	\$281,708	\$281,708
 <b>County Share</b>	 <b>\$480</b>	 <b>\$0</b>

## Five Year Budget History



## A3410 Fire Protection

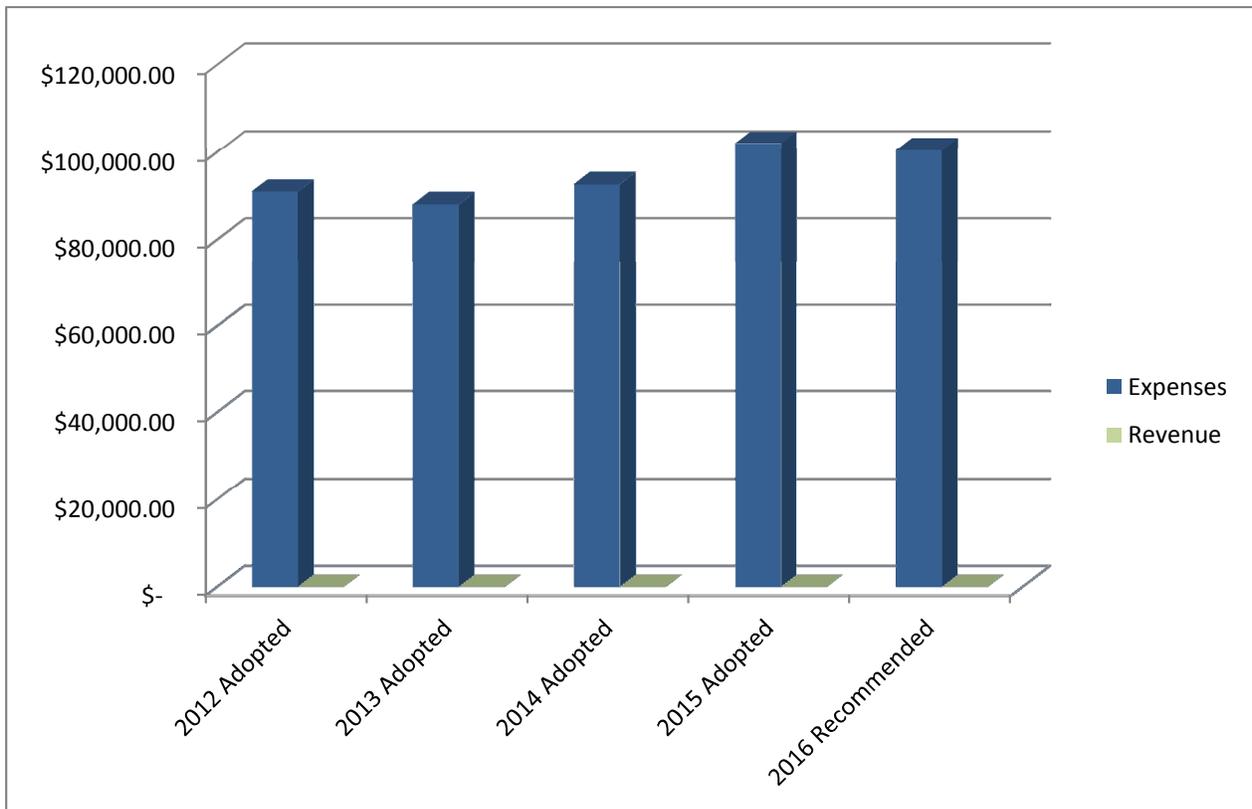
The Bureau of Fire is charged with oversight of the Sullivan County Fire Mutual Aid Plan, administers fire training programs, organizes and supervises special teams for fire investigation, wild land search and rescue, hazardous materials and water rescue and recovery. The Fire Coordinator is the county liaison to the New York State Office of Fire Prevention and Control and other agencies in matters that affect fire issues and incidents.

The Bureau of Fire receives no outside funding and is 100% County share. The Bureau of Fire is a non-mandated program.

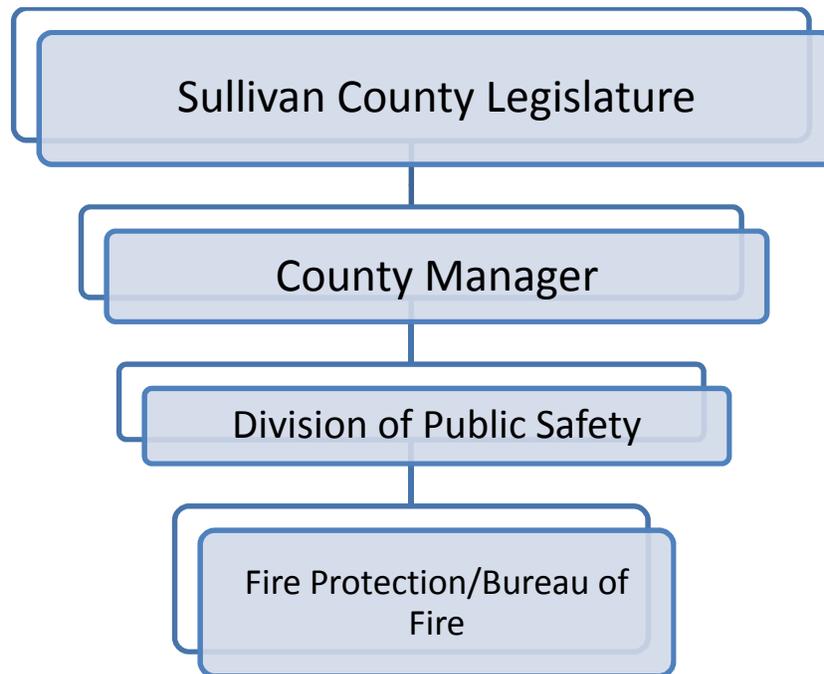
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$43,359	\$43,570
Fixed Equipment	\$0	\$0
Contract Services	\$45,301	\$44,001
Employee Benefits	\$13,303	\$12,851
Total Budgetary Appropriations	\$101,963	\$100,422
 Budgetary Revenues		
Departmental Revenue	\$0	\$0
State Aid	\$0	\$0
Total Budgetary Revenues	\$0	\$0
 <b>County Share</b>	 <b>\$101,963</b>	 <b>\$100,422</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
DEPUTY FIRE COORD PT	5	5	5
FIRE COORDINATOR	1	1	1
TYPIST PT	1	1	1
	7	7	7
<b>Department Total Position Count:</b>	<b>7</b>	<b>7</b>	<b>7</b>

## A3520 Animal Control

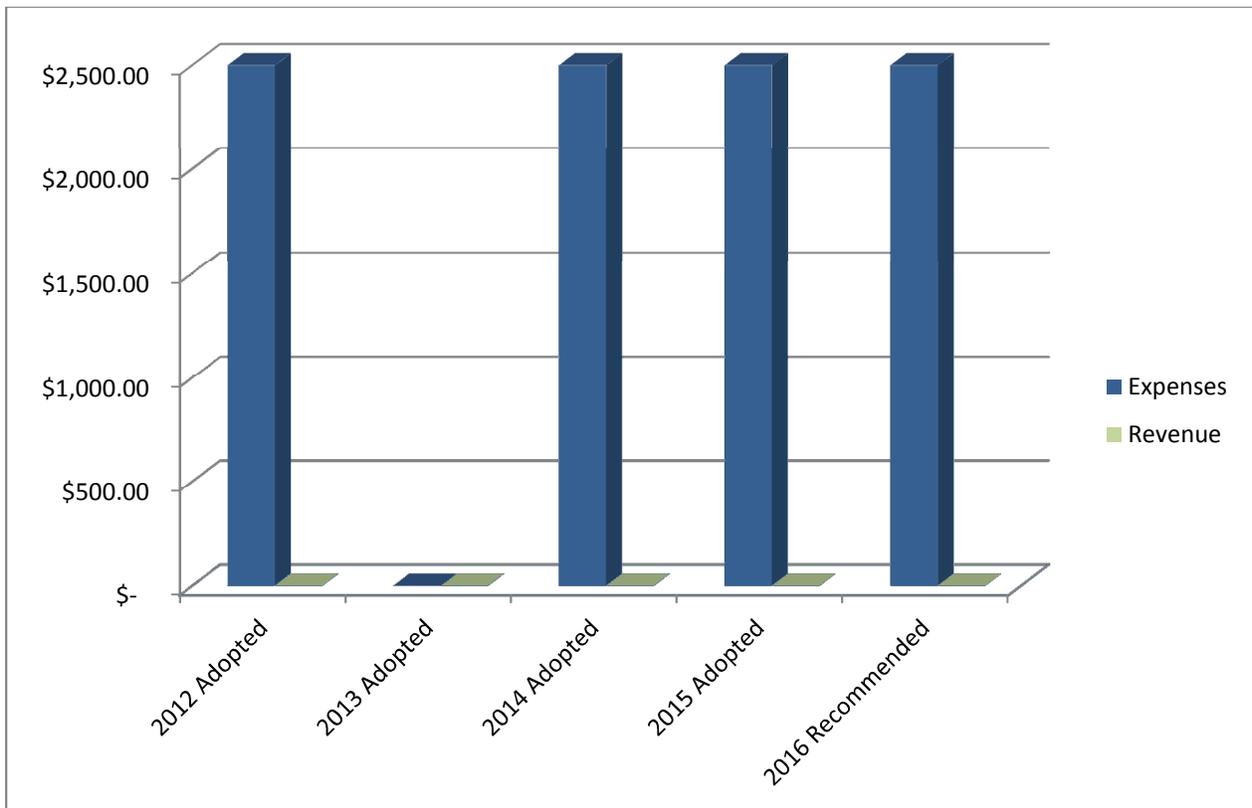
The purpose of Animal Control is to provide support of animal recovery to the County Public Health Office, Sheriff's Office and Probation Department. Assistance is provided through the appointment of a County animal control officer (contractor), who will recover animals for the County agencies if no owner or volunteer is willing to assist the County for the animals' safety and health while the owner is being processed, or charged for a crime, and will be not available to take care of their animal(s).

There is no source of outside funding for Animal Control and the program is 100% County cost. Animal Control is a non-mandated program.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$2,500	\$2,500
Total Budgetary Appropriations	\$2,500	\$2,500
<b>County Share</b>	<b>\$2,500</b>	<b>\$2,500</b>

## Five Year Budget History



## A3620 Safety Inspection/Electrical Licensing

The purpose of the Sullivan County Electrical Licensing Board is to ensure that all electricians doing work in Sullivan County have the proper training to work safely and make proper installations, repairs and improvements to electrical systems

The Electrical Licensing Board generates revenue for the County through fees for testing and licenses. It is a non-mandated program.

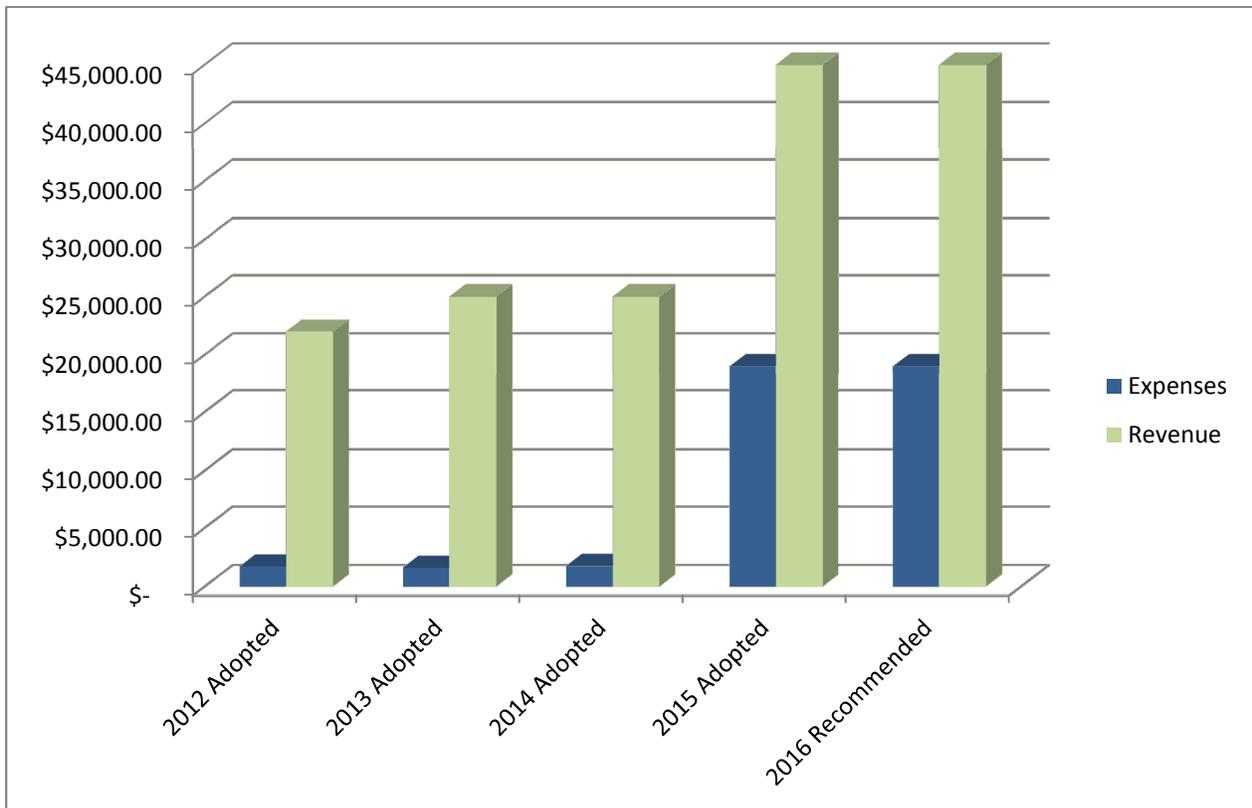
Functions of the Electrical Licensing Board include:

- Administration of background checks of training and experience
- Testing; issuance of a master electrical license to all persons who are qualified
- Collection of required annual fee for license

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$10,000	\$10,000
Contract Services	\$9,000	\$9,000
Total Budgetary Appropriations	\$19,000	\$19,000
 Budgetary Revenues		
Departmental Revenue	\$45,000	\$45,000
Total Budgetary Revenues	\$45,000	\$45,000
 <b>County Share</b>	 <b>\$(26,000)</b>	 <b>\$(26,000)</b>

## Five Year Budget History





# Division of Planning and Environmental Management



## A1355 Real Property Tax Services

The Real Property Tax Services Office was created to fulfill the requirements of the New York State Law and Regulations to achieve and maintain equitable assessments throughout the County of Sullivan and to ensure the enforcement of liens created upon the levy of taxes. This office provides assessment and tax related services to both county and town officials as well as the public.

The Real Property Tax Services Office charges costs related to vendor services back to the towns. It also receives a small amount of revenue through the sale of maps and GIS data. The Real Property Tax Services Office performs mandated services under sections 1530 and 1532 of the Real Property Tax Law of the State of New York.

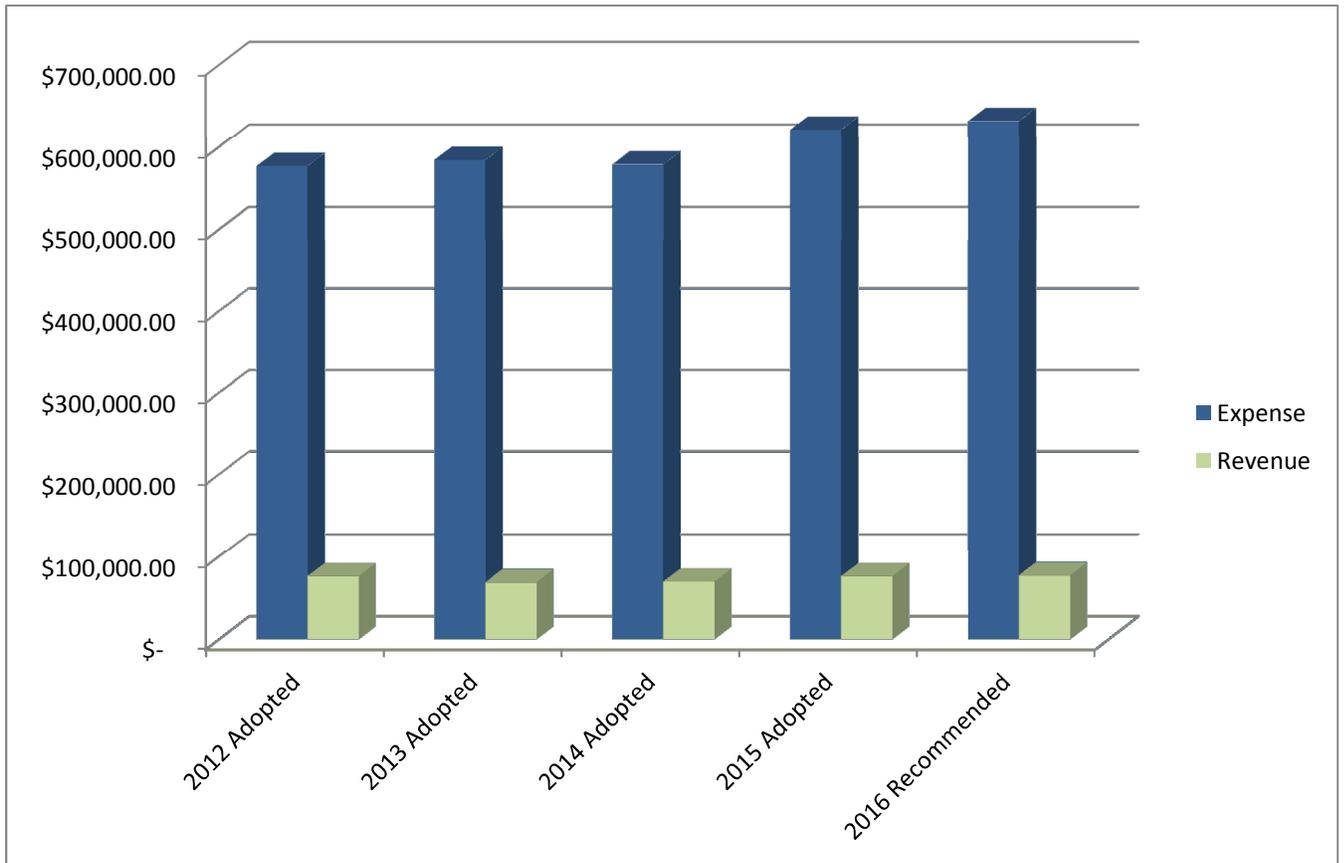
Functions of the Department of Planning and Environmental Management include:

- Review all deeds/maps, and other documents filed in the S.C. Clerk's office
- Search title to properties conveyed to ensure accurate property grantor information
- Review descriptions contained in deeds of conveyance and maps
- Make changes to County property ownership records and tax maps;
- Convert paper tax maps/maintain digital GIS maps
- Notices sent to title companies, attorneys, property owners, etc
- Forward change in ownership information, deeds and changes to the tax maps to assessors for update
- Provision of new paper tax maps to assessors
- Correction of errors processing
- Provide training to assessors/Boards of Assessment Review
- Prepare reports for various departments (i.e.: tax levy information)
- Digital Tax map sales and sales to public.
- Creation of digital layers for the various GIS users
- Maintenance of Agricultural Districts and preparation of maps for mandated reviews
- Analyze Census data
- Provide FEMA flood maps for insurance purposes
- Coordinate with towns and villages to update and improve Zoning maps
- Provide necessary GIS data to reduce outside vendor costs to the County
- Provide large map scanning services for other County departments
- Provide technical GIS assistance to the public, municipalities and county departments
- Continue to improve the quality and structure of GIS data
- Manage the system of E-911 addresses.

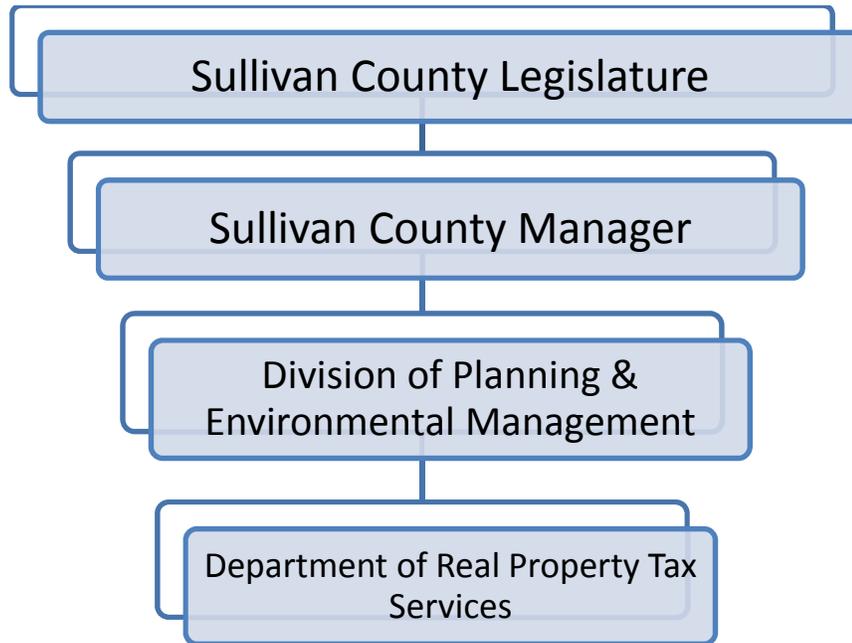
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$329,922	\$336,358
Contract Services	\$99,463	\$100,013
Employee Benefits	\$192,445	\$195,883
Total Budgetary Appropriations	\$621,830	\$632,254
 Budgetary Revenues		
Departmental Revenue	\$76,140	\$77,220
State Aid	\$0	\$0
Total Budgetary Revenues	\$76,140	\$77,220
 <b>County Share</b>	 <b>\$545,690</b>	 <b>\$555,034</b>

## Five Year Budget History



## Organizational Structure



*\*Note: Real Property reports through the Division of Planning and Environmental Management for administrative purposes only.*

## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
DEPUTY DIR REAL PROP TAX SVC III	1	1	1
DIR REAL PROPERTY TAX SVS III	1	1	1
REAL PROPERTY TAX SVCS COORD	1	1	1
SR TAX MAP/GIS TECHNICIAN	2	2	2
TAX MAP/GIS TECHNICIAN	1	1	1
	<b>6</b>	<b>6</b>	<b>6</b>
<b>Department Total Position Count:</b>	<b>6</b>	<b>6</b>	<b>6</b>

## A6293 Center for Workforce Development

The Center for Workforce Development (CWD) is the leader in providing high quality employment related resources and services to Sullivan County's individuals and businesses. CWD currently oversees and implements employment and training related programs. In addition, the Center for Workforce Development staffs the Workforce Development Board. CWD works closely with the NYS Department of Labor staff and other local partners to provide services to individuals and businesses in Sullivan County. CWD also manages the One Stop Center and is an integral member of the One Stop Operating Consortia.

The Center for Workforce Development is primarily funded with federal dollars. Federal funding is passed to the NYS Department of Labor, which in turn passes the funding through to the County. The Federal Workforce Investment Act mandates the creation of a local Workforce Investment Board. One Board for each Workforce Investment Area is required, and Sullivan County remains its own workforce area. Board responsibilities include development and oversight of local One Stop system, selection and certification of One Stop operator and center(s), oversight of Youth Council (Emerging Worker Council), partnering with economic development efforts, setting benchmarks for the system, and ensuring compliance with Federal and State rules and regulations. The Workforce Investment Act requires the creation of at least one physical One Stop Center. Mandated programs include Title I Administration, Adult, Dislocated Worker and Youth Programs, Welfare to Work, and Title V Senior Community Service Employment Program.

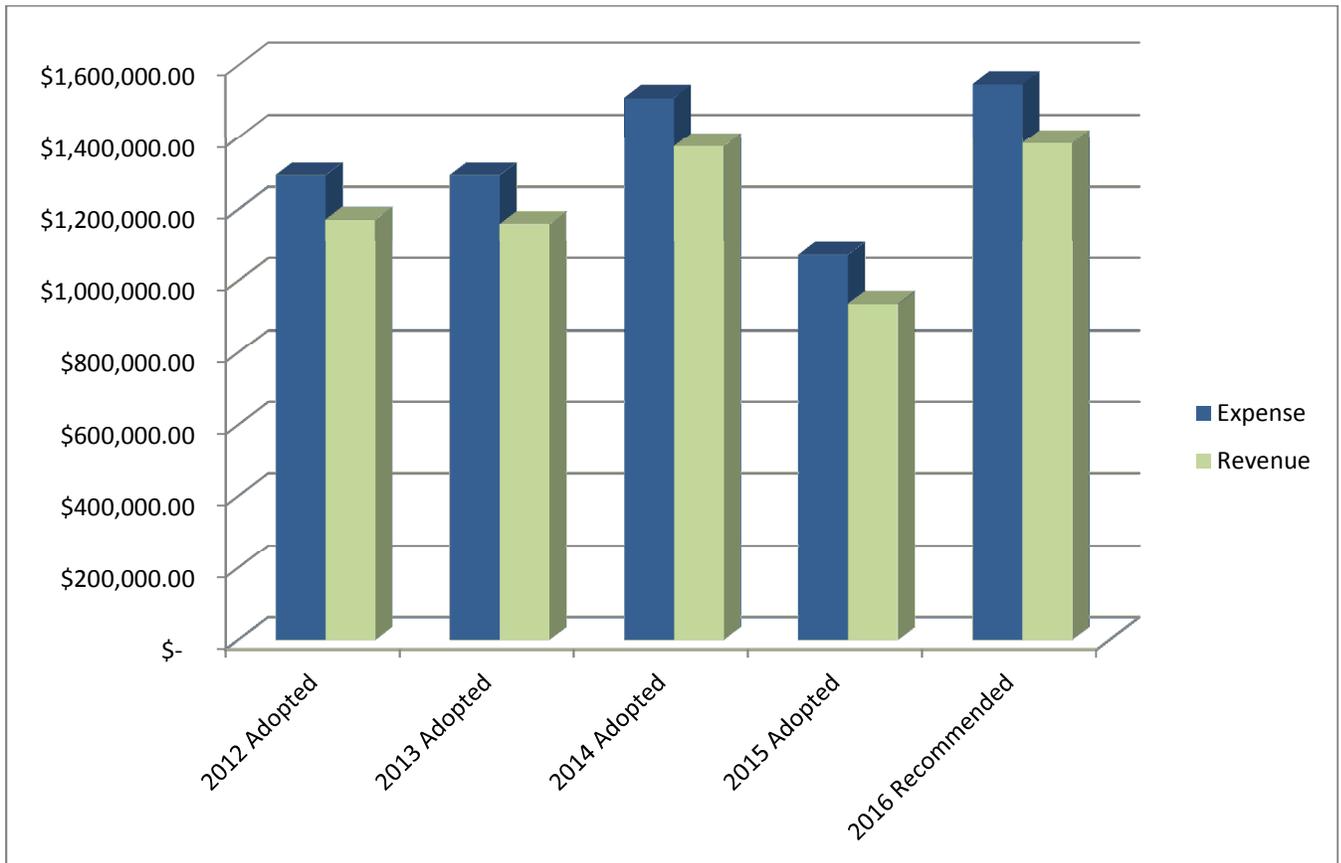
Functions of the Center for Workforce Development include:

- *Administration:* The administration funds cover the fiscal duties required under the Workforce Investment Act. This includes the filing of monthly state reports, processing of vouchers, auditing of outside contracts, drawing down of funds, procurement, meeting with state monitors/auditors and other related fiscal functions.
- *Title I Adult Program & Dislocated Worker:* Assist individuals in achieving self-sufficiency by providing opportunities to increase their income through higher wage employment, education and/or training, as well as to assist individuals who have been laid off to rapidly reattach to the workforce.
- *Title I Youth Program:* Provide youth with opportunities for education, training and employment. Focus is on education and skills development. Employment is a focus for older youth.
- *TANF/SN Employment & Training Program (Welfare to Work):* Assist individuals in transitioning off of public assistance and into the labor force while complying with mandated activities. Applicants/recipients of public assistance receive orientation, assessment of skills, development of Individual Employment Plan, direct job referrals, placement in education and /or occupational skills training, placement in work experience, monitoring and case management, coordination of supportive services such as transportation and child care.
- *Title V Senior Community Service Program:* Provide part time paid public sector work experience, job referral and placement services, and case management services.
- *Summer Youth Employment Program:* Six weeks of paid work experience and work readiness skills development
- *Catskill Ramapo Library System:* Provides job search, resume review, preparation and career counseling to Sullivan County residents at various libraries.
- *Sullivan Renaissance Youth Internship Program:* Provides paid internships to youth to work for various groups participating in the Sullivan Renaissance beautification program.

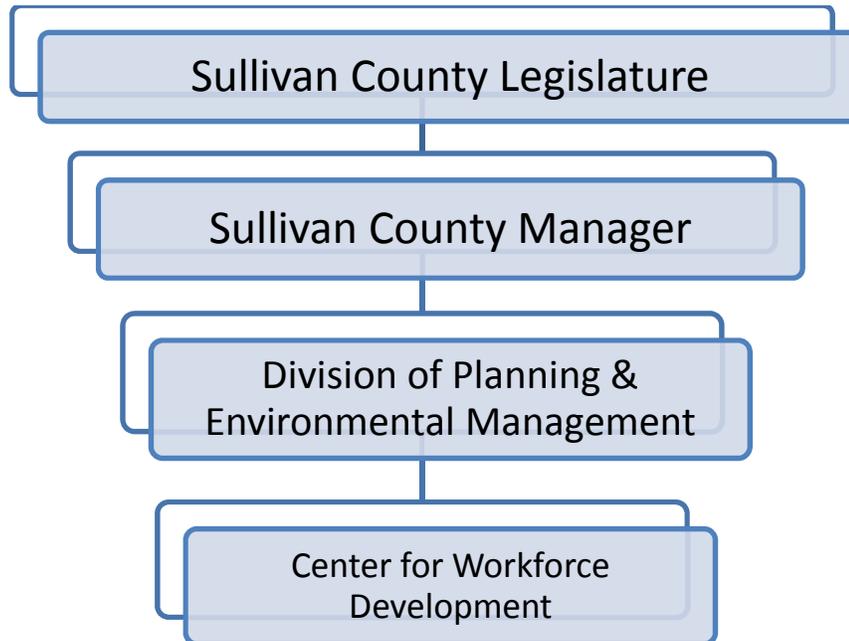
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$499,864	\$648,041
Fixed Equipment	\$0	\$0
Contract Services	\$363,209	\$602,382
Employee Benefits	\$209,798	\$298,122
<b>Total Budgetary Appropriations</b>	<b>\$1,072,871</b>	<b>\$1,548,545</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$80,800	\$456,510
State Aid	\$119,218	\$126,644
Federal Aid	\$736,449	\$801,113
<b>Total Budgetary Revenues</b>	<b>\$936,467</b>	<b>\$1,384,267</b>
 <b>County Share</b>	 <b>\$136,404</b>	 <b>\$164,278</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ADMINISTRATIVE ASSISTANT	1	1	1
CREW LEADER SEAS	5	5	5
DIR CENTER FOR WORKFORCE DEV	1	1	1
EMPL & TRNG DATA MGMT SPECIAL	1	1	1
EMPL & TRNG SPECIALIST	5	5	5
EMPL & TRNG SUPERVISOR	1	1	1
JUNIOR ACCOUNTANT	1	1	1
ONE STOP MANAGER	1	1	1
SENIOR COMM SVC EMP PRG WRKR	1	1	1
SENIOR COMM SVC EMP PRG WRKR TFT	1	1	1
SENIOR COMMUN EMPL PROG TR TFT	1	1	1
SENIOR CREW LEADER SEAS	1	1	1
SYEP YOUTH	1	1	1
YOUTH INTERN-CWD (SULL REN)	18	18	18
	<b>39</b>	<b>39</b>	<b>39</b>
<b>Department Total Position Count:</b>	<b>39</b>	<b>39</b>	<b>39</b>

## A8020-90 Planning and Environmental Management

The mission of the Sullivan county Division of Planning & Environmental Management is to improve the quality of life for residents of the County by encouraging community and economic development and by providing innovative training, technical assistance and collaborative service delivery in the areas of comprehensive land use and environmental impact assessment and remediation. Planning serves as a catalyst to promote and support community and economic development throughout the County, targeting the creation of new jobs and improving our tax base.

The Sullivan County Department of Planning receives some outside funding in the form of grants, as well as administrative fees for grant implementation and contracts with local municipalities. The majority of the department's budget is county share.

Planning is a non-mandated office but performs several mandated tasks, including continued administrative duties for the Empire Zone program, staffing for REAP Board, hazard mitigation coordinator, NYS Ag District 30-Day and 8-year review, General Municipal Law 239 Reviews, municipal training (not required of department but mandated for Town/Village officials), open space and farmland protection planning (not mandated but encouraged) and continued administrative duties for the Revolving Loan Fund.

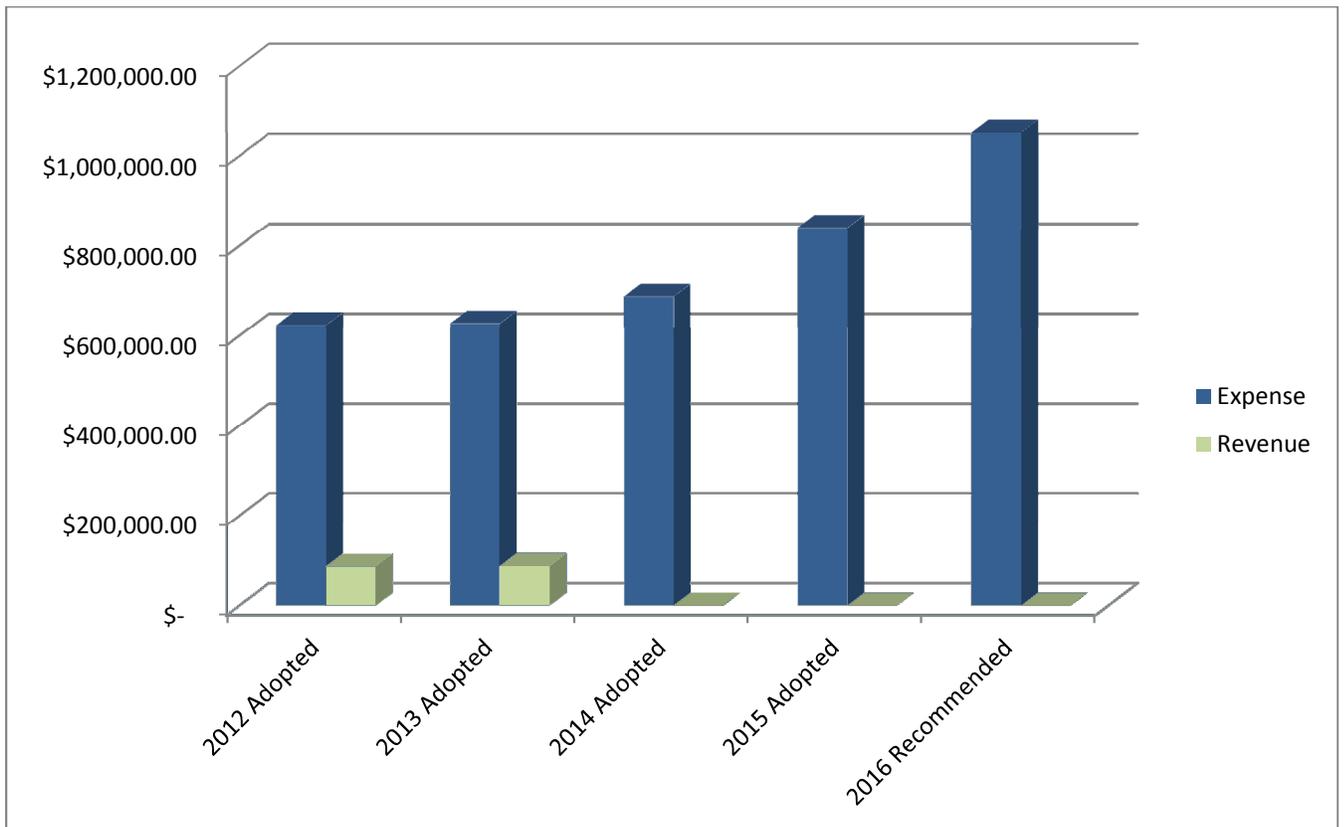
Functions of the Department of Planning and Environmental Management include:

- Economic development
- Community development
- Agricultural economic development
- Grant management
- State mandated reviews (SEQR, SHPO, etc.)
- Hazard Mitigation Planning
- Municipal assistance
- NYS Agricultural District reviews
- General Municipal Law 239 l, m & n reviews
- Municipal training
- Environmental management
- Open space and farmland protection
- Revolving loan program.

## Budget Summary

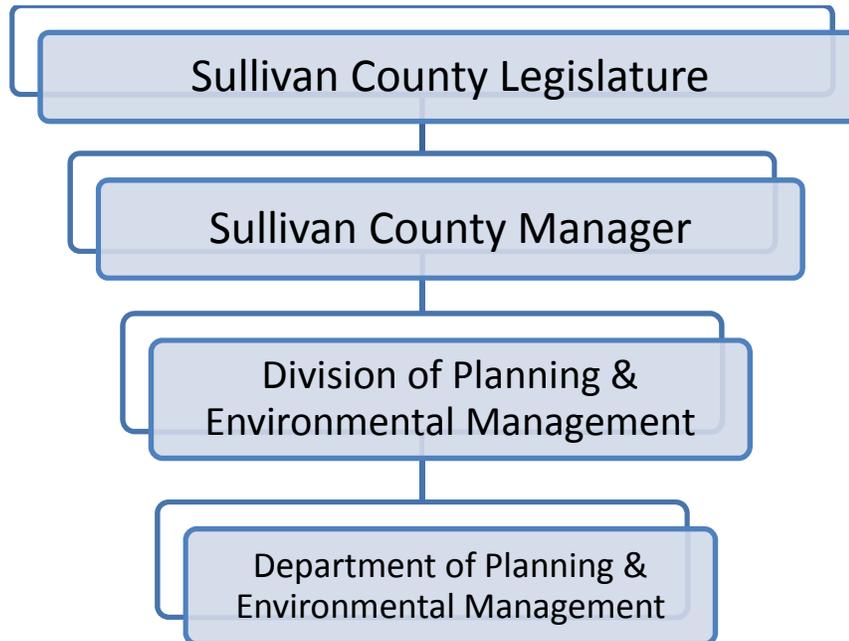
	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$344,263	\$345,017
Fixed Equipment	\$0	\$0
Contract Services	\$287,269	\$490,299
Employee Benefits	\$210,330	\$218,505
Interfund Transfer Debt Service	\$0	\$0
<b>Total Budgetary Appropriations</b>	<b>\$841,862</b>	<b>\$1,053,821</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$0	\$0
State Aid	\$0	\$0
Federal Aid	\$0	\$0
<b>Total Budgetary Revenues</b>	<b>\$0</b>	<b>\$0</b>
 <b>County Share</b>	 <b>\$841,862</b>	 <b>\$1,053,821</b>

## Five Year Budget History



*\*Note: 2016 includes \$150,000 for update of the 2020 Strategic Plan.*

## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK/DATABASE	1	1	1
ASSOCIATE PLANNER	1	0	1
ASST COMM PLANNING & ENVIR MGMT	1	1	1
COMM OF PLANNING & ENVIRON MGMT	1	1	1
COUNTY HISTORIAN PT	1	1	1
ECONOMIC DEVELOPMENT PLANNER	1	0	0
PLANNER	1	1	1
SENIOR PLANNER	0	2	1
	<b>7</b>	<b>7</b>	<b>7</b>
<b>Department Total Position Count:</b>	<b>7</b>	<b>7</b>	<b>7</b>



# Division of Health and Family Services



## A4010-4082 Public Health

Public Health Services (PHS) provides a variety of programs and health related services in Sullivan County. Sullivan County Public Health Services works within the framework of the Ten Essential Public Health Services, from the National Public Health Performance Standards which outline the type of work expected of public health departments throughout the U.S. (Centers for Disease Control):

1. Monitor health status to identify and solve community health problems.
2. Diagnose and investigate health problems and health hazards in the community.
3. Inform, educate, and empower people about health issues.
4. Mobilize community partnerships and action to identify and solve health problems.
5. Develop policies and Plans that support individual and community health efforts.
6. Enforce laws and regulations that protect health and ensure safety.
7. Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
8. Assure competent public and personal health care workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Research for new insights and innovative solutions to health problems.

Public Health receives outside funding from several sources, including State and Federal aid, as well as grants and third party payers. Article 6 state aid is provided for items such as bilingual outreach, maternal child health care activities, community health assessment, and the Community Health Improvement Plan which replaced the Municipal Public Health Services plan starting in 2013, as well as Diagnostic and Treatment. Medicaid, Medicare and private insurance provide revenue to the CHHA (Medicaid also covers portions of Long Term Home Health Care, and Early Care receives funding from both Medicaid and private insurance). Grants through various state and federal agencies fund programs such as Child Safety Seat, Healthy Families, Rural Health Network, Physically Handicap Children, and WIC.

Several programs administered by Public Health are mandated by various State and Federal regulations, including Diagnostic and Treatment, Early Care, overall administration, the community health assessment, the Community Health Improvement Plan, and WIC (must be provided to county residents by the county or another entity).

Programs and functions of Public Health Services include:

- Main Unit and Certified Home Health Agency (CHHA)
  - Provides episodic, short term nursing, home health aides & multiple therapies for residents recovering from or have a newly diagnosed illness or injury, or who are disabled and/or chronically ill & have an acute episode with a change in health status
  - CHHA visits include maternal child health skilled nursing visits to high risk pregnant women, infants, babies & children with serious health challenges
  - The Main Unit program administration includes costs for space & staff activities for more than one program: Community Health Assessment, Community Health Improvement Plan (CHIP), Point of Distribution Drills for public health emergency preparedness, flu clinics, immunization clinics, rabies clinics & provide support in cases

of surge capacity need. In 2014, Public Health Main Unit and the CHHA will be separated into two distinct organizations in the operating budget.

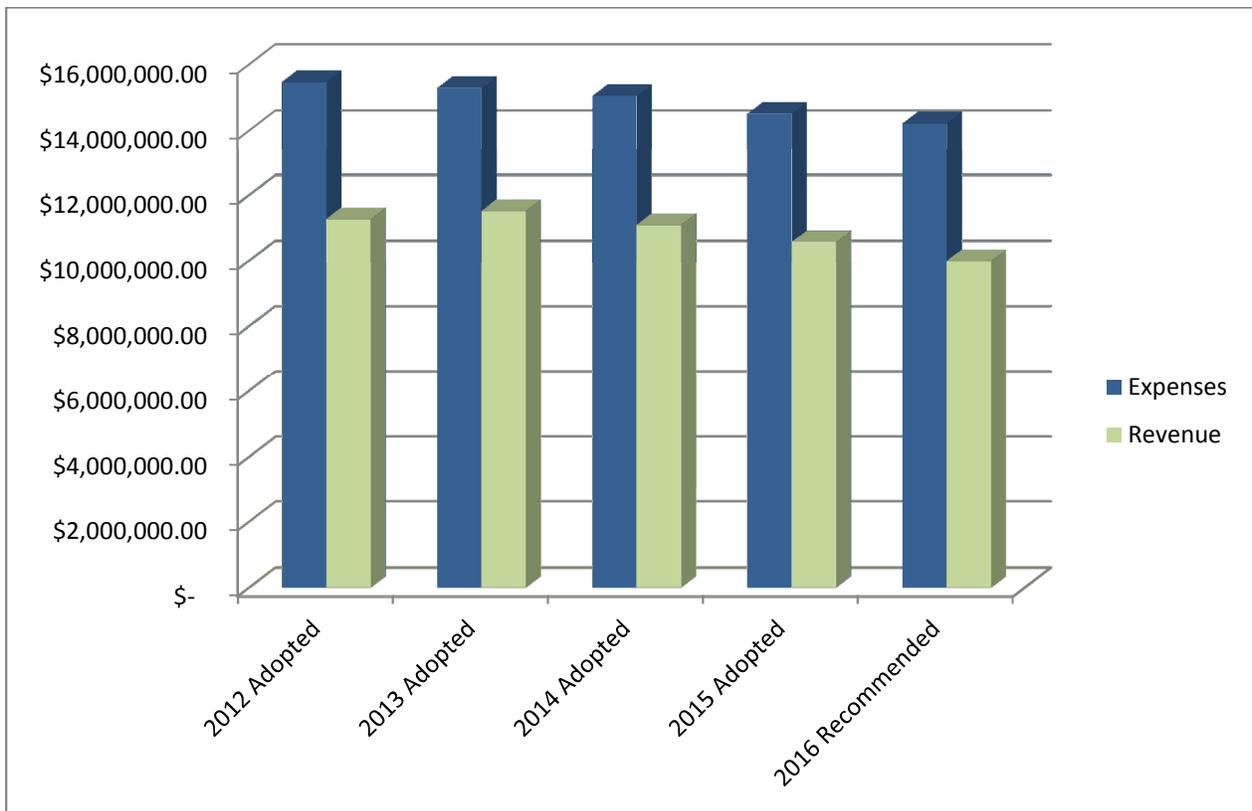
- Long Term Home Health Care
  - This program provides coordinated services at home to Sullivan County residents who would otherwise require placement in a residential health care facility
  - Services include nursing, personal care aides, physical, occupational, and/or speech therapy, homebound meals, and personal alarm system.
  - The LTHHCP can eliminate or delay the need to move into a nursing home.
- Child Safety Seat Program
  - Car seat checks, car seats, and car seat installation for eligible infants and children
- Healthy Families
  - Child abuse prevention program consists of intensive work with at-risk families to build parenting skills, develop goals, promote healthy growth & development, & foster parent-child interaction and trusting relationships
- Rural Health Network
  - Prevention and reduction of chronic disease and reduction of disparate health outcomes from chronic disease.
  - Smoking cessation, health education and worksite wellness promotion, including improving nutrition and policies that promote wellness, and increasing access to healthy food including area farmer's markets
  - Promote mental health and prevent substance abuse, specifically in regard to the abuse of prescription drugs.
  - Community education and outreach, promotion of prescription drug take back days throughout the county, coordination of county wide task force to address training and education, and awareness.
- Physically Handicapped Children's Program
  - Identification and referral to needed programs
  - Very limited financial assistance for medical care & support services to eligible individuals under 21 years of age who have physical disabilities & are ineligible for other medical payment programs
- Diagnostic and Treatment program (epidemiology)
  - Responsibility to monitor communicable diseases in Sullivan County, investigate & respond to outbreaks to reduce further spread of disease
  - Implement health education programs about these health risks, & provide preventive treatment for many of the more dangerous contagious illnesses such as rabies, tuberculosis, & meningitis
  - Provides childhood immunization clinics, flu clinics, animal rabies vaccination clinics, HIV counseling & testing, sexually transmitted infection diagnosis & treatment, lead poisoning prevention & case management, tuberculosis control, health emergency planning, & more
  - Preventing & responding to chronic disease such as diabetes, asthma, cancer, etc.
- Early Care
  - Early Intervention, Child Find, Children with Special Health Care Needs & Special Education Pre-School Services programs collectively comprise the Early Care Program
  - Early Care identifies & evaluates, through screening & evaluations, those infants, toddlers & preschoolers whose healthy development is compromised

- Provides for appropriate intervention to improve child & family development. Intervention can include special education, speech therapy, occupational & physical therapy & case management.
- Women, Infants and Children Program (WIC)
  - Service Provided: Nutritional counseling & support through healthy food and formula vouchers, education & breastfeeding support for eligible Sullivan County residents

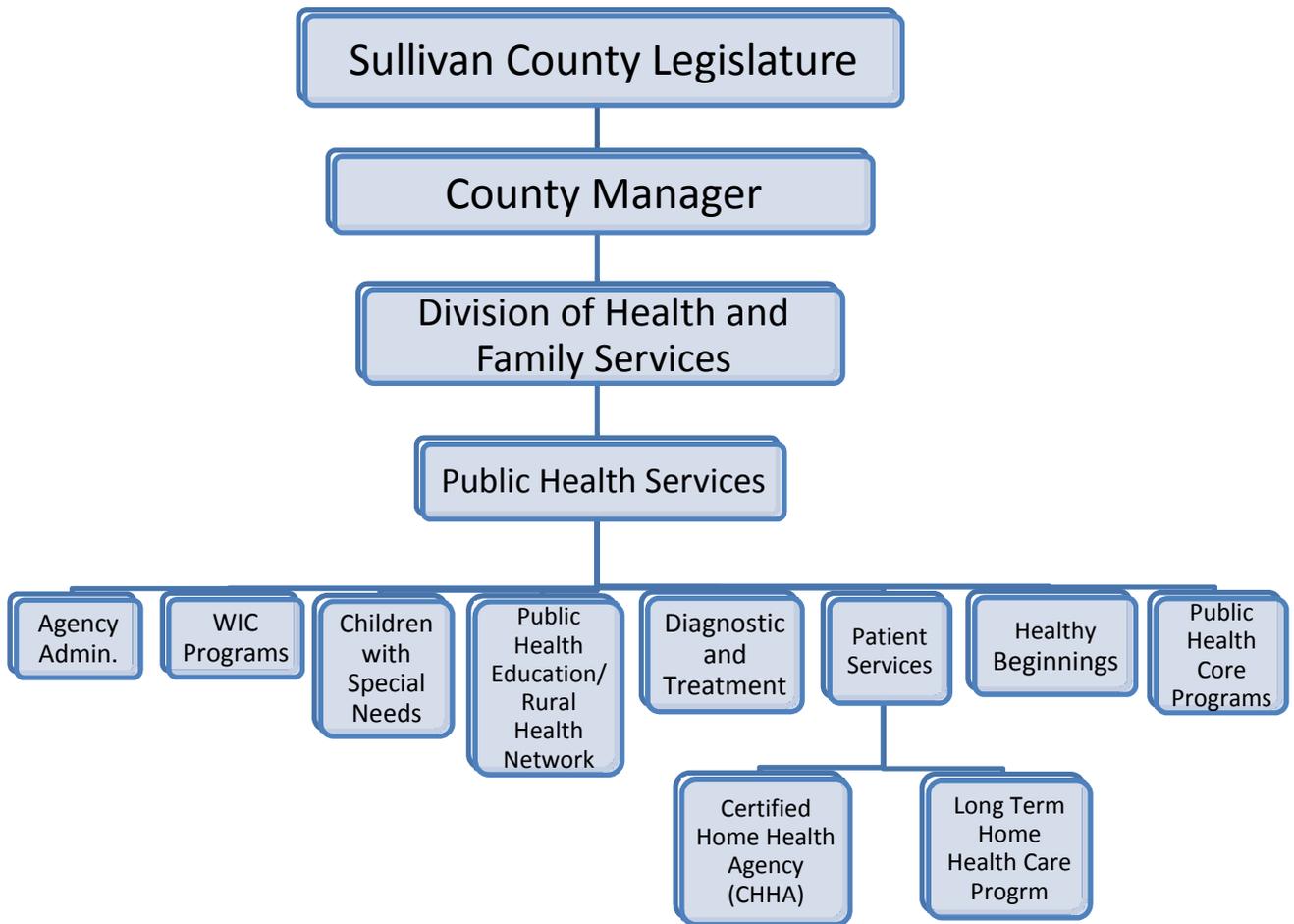
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$3,917,044	\$4,062,044
Fixed Equipment	\$37,554	\$0
Contract Services	\$8,256,725	\$7,768,442
Employee Benefits	\$2,336,428	\$2,395,497
<b>Total Budgetary Appropriations</b>	<b>\$14,547,751</b>	<b>\$14,225,983</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$5,311,457	\$4,815,739
State Aid	\$4,444,807	\$4,356,537
Federal Aid	\$837,471	\$818,802
<b>Total Budgetary Revenues</b>	<b>\$10,593,735</b>	<b>\$9,991,078</b>
 <b>County Share</b>	 <b>\$3,954,016</b>	 <b>\$4,234,905</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

### PH - AGENCY ADMIN

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK	1	1	1
ADMINISTRATIVE ASSISTANT	1	1	1
DEPUTY PUBLIC HEALTH DIRECTOR	0	1	0
DIRECTOR OF PATIENT SERVICES	1	1	1
PUBLIC HEALTH DIR	1	1	1
PUBLIC HEALTH NURSE	1	1	1
RECEPTIONIST	1	1	1
	<b>6</b>	<b>7</b>	<b>6</b>

### PH - CORE PROGRAMS

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
BILINGUAL OUTREACH WORKER	1	1	1
COMMUNITY HEALTH NURSE (PH)	2	2	2
PUBLIC HEALTH NURSE	0	1	1
REGISTERED PROFESSIONAL NURSE	1	1	1
	<b>4</b>	<b>5</b>	<b>5</b>

### PH - CHHA

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
COMMUNITY HEALTH NURSE RPT	1	1	1
COMMUNITY HEALTH NURSE (PH)	3	3	3
HOME CARE MEDICAL SOCIAL WORKER	1	1	1
HOME HEALTH AID RPT	2	0	0
HOME HEALTH AIDE	4	4	4
INTAKE OFFICE COORD	1	1	1
PUBLIC HEALTH NURSE	4	4	4
PUBLIC HEALTH NURSE PD	1	1	1
REGISTERED PROF NURSE PD	1	2	2
REGISTERED PROF NURSE RPT	2	2	2
REGISTERED PROFESSIONAL NURSE	10	10	10
SENIOR TYPIST	1	1	1
SUPERVISING COMM HEALTH NURSE	1	1	1
SUPERVISING PUBLIC HEALTH NURSE	4	4	4
	<b>36</b>	<b>35</b>	<b>35</b>

**PH - LT HEALTH CARE**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
COMMUNITY HEALTH NURSE (PH)	1	1	1
DATA ENTRY OPERATOR	1	1	1
PUBLIC HEALTH NURSE	1	0	0
PUBLIC HEALTH SVS PROG COORD	1	1	1
REGISTERED PROFESSIONAL NURSE	2	2	2
	<b>6</b>	<b>5</b>	<b>5</b>

**PH - HEALTHY BEGINNINGS**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
FAMILY SUPPORT WORKER	4	4	4
FAMILY SUPPORT WORKER (SPANISH)	1	1	1
HEALTHY BEGINNINGS PROG MGR	1	1	1
HEALTHY BEGINNINGS SUPERVISOR	0	1	0
	<b>6</b>	<b>7</b>	<b>6</b>

**PH - RURAL HEALTH NETWORK**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
PUBLIC HEALTH EDUCATOR	1	1	1
	<b>1</b>	<b>1</b>	<b>1</b>

**DIAGNOSTIC AND TREATMENT**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ACCOUNT CLERK/DATA BASE	1	1	1
COMMUNITY HEALTH NURSE (PH)	2	2	2
PUBLIC HEALTH EDUCATOR	1	1	1
PUBLIC HEALTH NRSNG PROG COORD	1	1	1
PUBLIC HEALTH SVS PROG COORD	1	1	1
REGISTERED PROF NURSE PD	1	1	1
	<b>7</b>	<b>7</b>	<b>7</b>

**EARLY CARE/INTERVENTION CHILDREN**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
COORD CHILDRED WITH SPEC NEEDS	1	1	1
EARLY INTERVENTION SERVICE COORD	2	2	2
	<b>3</b>	<b>3</b>	<b>3</b>

WIC

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
BREASTFEEDING PEER COUNSELOR	1	1	1
BREASTFEEDING PEER COUNSELOR PT	2	2	2
NUTRITIONIST	3	3	3
SENIOR ACCOUNT CLERK	1	1	1
SENIOR NUTRITION ASSISTANT	2	2	2
WIC PROGRAM COORDINATOR	1	1	1
	<b>10</b>	<b>10</b>	<b>10</b>
<b>Department Total Position Count:</b>	<b>79</b>	<b>80</b>	<b>78</b>

## A4220-4322 Community Services

The Sullivan County Department of Community Services aims to achieve its mission by monitoring and providing technical assistance to behavior health services providers who are licensed and registered by the Office of Mental Health, the Office of Alcoholism and Substance Abuse Services, and the Office of Mental Retardation and Developmental Disabilities. The Department also provides mental health and chemical dependency services and planning locally for the provision of services to persons who are developmentally disabled, chemically dependent, or mentally ill, and by collaborating with families and other service providers who are licensed and regulated by the Office of Mental Health, the Office of Mental Retardation and Developmental Disabilities, and the Office of Alcoholism and Substance Abuse Services. The Department and Board will promote the inclusion, independence, participation, and personal choice of individuals with disabilities of all ages in all environments through the development and enhancement of culturally sensitive and responsive services and supports, technical assistance, interdisciplinary training, exemplary service models, dissemination of information, and advocacy for the legal and civil rights of individuals with disabilities. The Department of Community Services ensures that no one, regardless of ability to pay, race, creed, color, religion, ethnicity, gender, sexual orientation or place of origin, will be denied services for which they otherwise qualify.

The Department receives outside funding from the State, as well as through billing for its services (Medicare, Medicaid, third party insurance, and self-pay). Functions of the Local Government Unit (LGU) are mandated, as well as the Director position. Regulatory review, coordination of services, and planning activities are all LGU functions.

Functions of the Department of Community Services include:

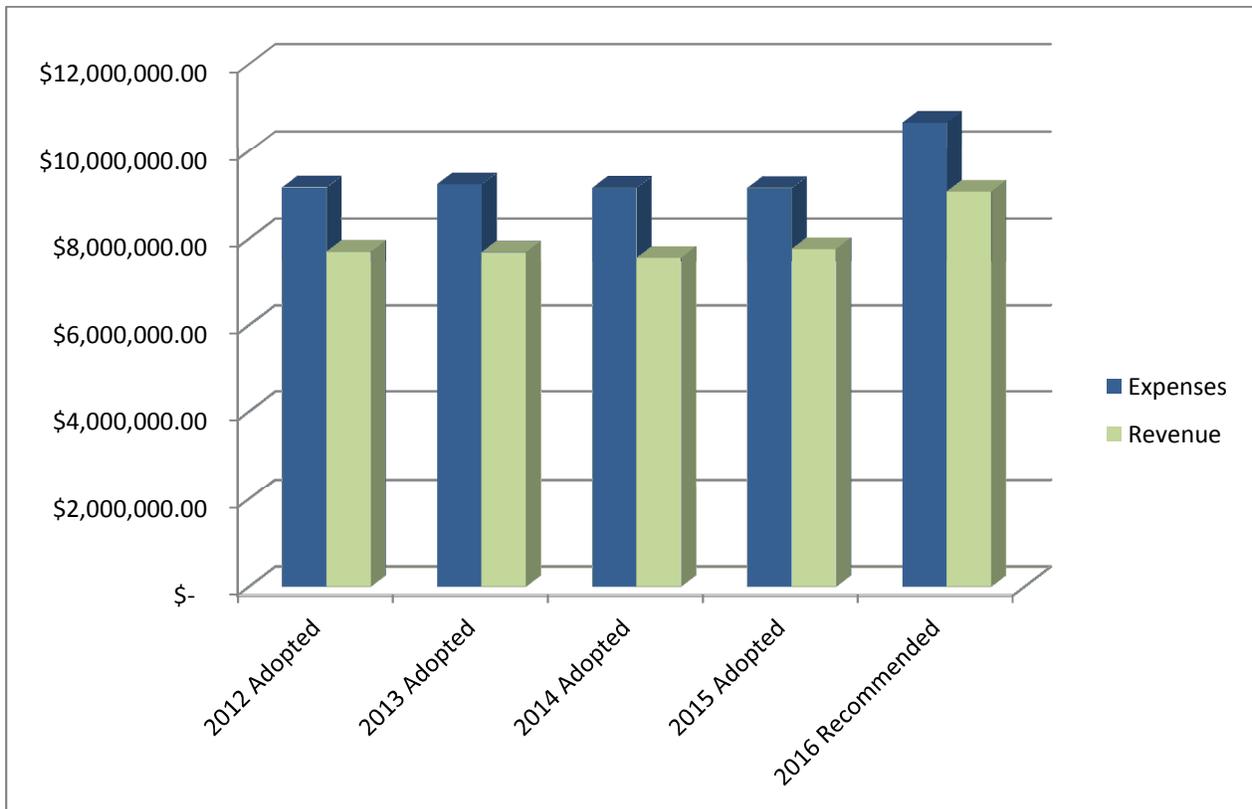
- OASAS Chemical Dependency
  - Provides evaluations for Sullivan County Family Court, Legal Aid Bureau, local Town, Village, County Courts, Probation, Parole, Family Services, local schools, & self-referred clients
  - Coordinates alcohol/drug abuse treatment with Mental Health & Forensic services
  - Specializes in group counseling for clients affected by alcoholism/drug addiction, and clients with the dual diagnosis of mental illness & chemical abuse
  - SCADAS provides comprehensive drug/alcohol evaluations, referrals, treatment, & aftercare planning as requested by individuals, legal(s), medical, families, etc.
- Administration/Local Government Unit
  - Dues to NYS Conference of Local Mental Health Directors
  - Regulatory review, state agency policy and regulatory coordination, legislative lobbying, DOH managed care, behavioral health organization development, state-wide and county planning process development and implementation
  - Behavioral health information clearinghouse
  - Coordinating and drafting of the Mental Hygiene Plan annually
  - Oversight of various agencies that receive state funding through the County Local Government Unit for alcohol and substance abuse prevention, advocacy, peer advocate services, mental health services, etc.
  - Monitoring of providers for compliance with program delivery and fiscal viability
  - Numerous task forces, committees, and coalitions throughout Sullivan County and Orange County

- Assists individuals to access services when experiencing obstacles, aides in collaboration and coordination of services between agencies, acts as a liaison between state agencies and local provider/agencies
- Monitors for and researches grant opportunities to enhance and/or develop needed services in our community
- Provide Quality Assurance through ongoing Continuous Quality Improvement Initiative which coordinates ongoing trainings for staff, employee empowerment, enhanced communication between departments, data informed practice, recovery oriented services, client safety and satisfaction, and staff safety and satisfaction
- Provides support and governance for all Corporate Compliance activities of the Department
- SC Mental Health Clinic, Jail, Forensic & SA
  - Develop and deliver high quality treatment services whereby people with a variety of mental disturbances reduce their need for hospital and institutional care, attain a positive self-image, contribute to their community, and develop coping skills sufficient for a happy and healthy life through Individual Psychotherapy, Family Counseling, Group Therapy, Medication Therapy, Psychiatric Evaluations, Consultation & Education, Psychological Testing, Forensics Evaluations (Court ordered)
  - Sullivan County Department of Community Services Mental Health clinicians work closely with the staff of New York State Parole, Sullivan County Probation, Sullivan County Drug Court, Sullivan County Court, Local, Town, & Municipal Courts, Sullivan County Family Court, and, the Sullivan County Jail, with an emphasis on care coordination, communication, and community safety
  - Adult Criminal Court Evaluations and Family Court Evaluations
- Clinical Satellite Outreach to Schools (Treatment Reaching Youth, TRY)
  - Access to MH services for children/families with financial and transportation issues
- Case Management
  - Intensive Case Management and Supportive Case Management (both Children & Adult)
  - Adult Single Point Of Access (SPOA)
  - SPOA Children & Youth
  - CSS Evaluation
  - Support Services (Alt Crisis), Intensive Case Management Adult, Transition Management, Non-Medicaid Care Coordination, & CCSI
- Continuing Day Treatment and Transportation
  - Bus transport
  - Day program offering a wide array of psychiatric and rehabilitation services for SPMI (Severely and Persistently Mentally Ill) clients
- Contracted Services
  - Dispenses Service dollars to CCSI participants to remain in the community
  - Provide support to administrators, teachers, Committee on Special Education members, Committee on Preschool Special Education members
  - The Partnership of Professionals & Parents (POPP) is supported by a county grant from the Sullivan Community Services, as well as from District support; provide consultation & information in the area of educational supports, IDEA regulations, & Section 504 for parents with disabled children (Autism, etc.)
  - Provide training to administrators, teachers, other school staff on educational supports, IDEA regulations & Section 504
  - Provide training & support groups in collaboration with Sullivan County agencies

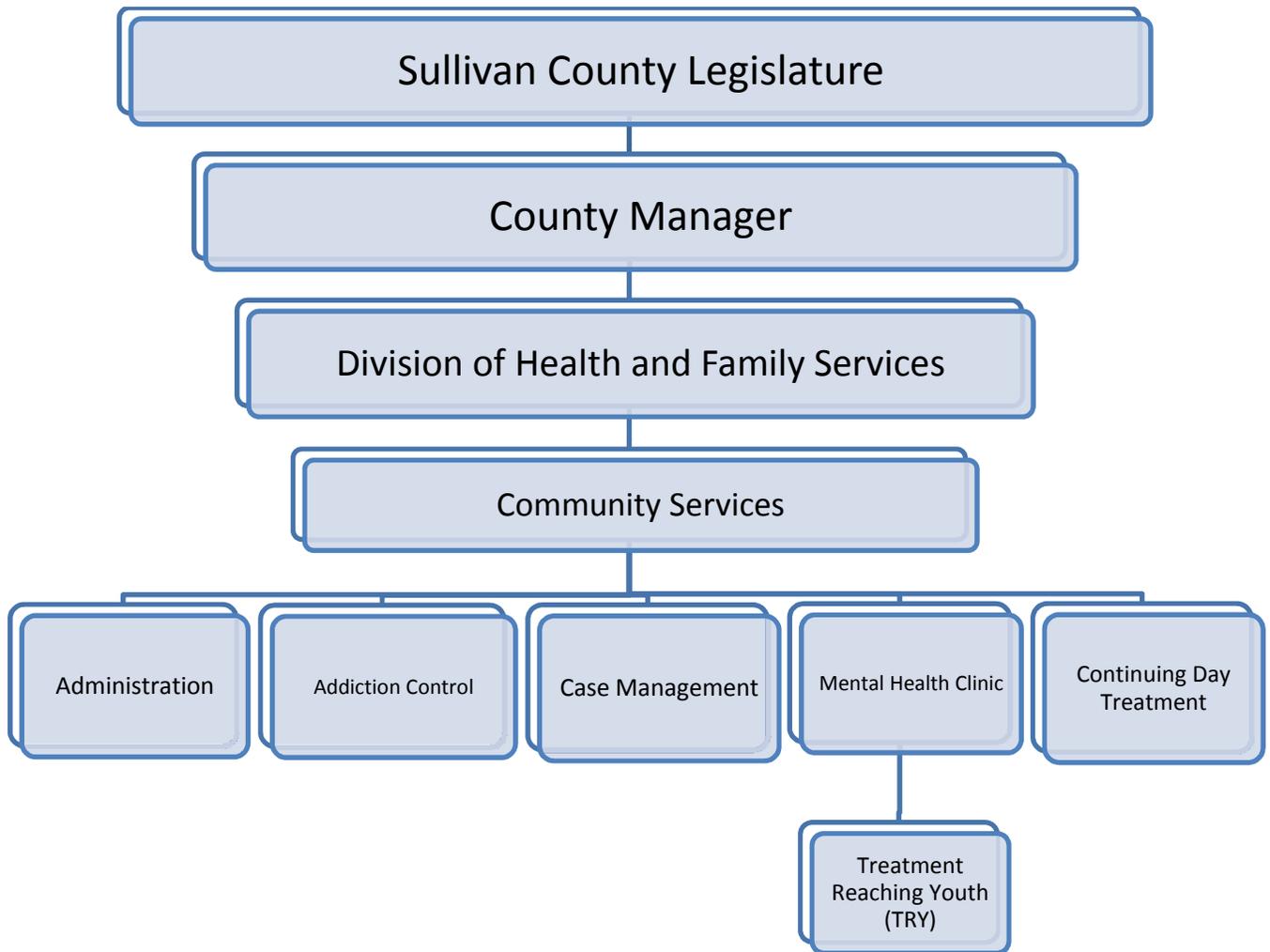
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$2,687,778	\$2,701,989
Fixed Equipment	\$16,480	\$0
Contract Services	\$5,881,156	\$6,216,580
Employee Benefits	\$1,671,476	\$1,749,162
<b>Total Budgetary Appropriations</b>	<b>\$10,256,890</b>	<b>\$10,667,731</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$3,799,852	\$3,552,659
State Aid	\$4,833,274	\$5,218,780
Federal Aid	\$240,000	\$300,000
<b>Total Budgetary Revenues</b>	<b>\$8,873,126</b>	<b>\$9,071,439</b>
 <b>County Share</b>	 <b>\$1,383,764</b>	 <b>\$1,596,292</b>

## Five Year Budget History



Organizational Structure



## Position Summary

### ADDICTION CONTROL

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ADDICTION SVS COUNSELOR	4	4	4
ADDICTION SVS COUNSELOR II	1	1	1
ADDICTION SVS COUNSELOR III	1	1	1
ASST SOCIAL WORKER	1	1	1
ASST SOCIAL WORKER II	1	1	1
STAFF SOCIAL WORKER	2	2	2
	<b>10</b>	<b>10</b>	<b>10</b>

### DRINKING DRIVER PROGRAM

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
DRINKING DRIVER DIRECTOR PT	1	1	1
DRINKING DRIVER PROG COUNS PT	1	1	1
	<b>2</b>	<b>2</b>	<b>2</b>

### COMMUNITY SERVICES ADMINISTRATION

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK	1	1	1
ACCOUNT CLERK/DATABASE	0	1	1
ACCOUNT CLERK/TYPIST	1	1	1
COMMUNITY SERVICES COORDINATOR	0	1	1
CUSTODIAN	1	1	1
DATABASE CLERK	4	4	4
DATABASE CLERK TEMP	1	1	1
DEPUTY DIR COMMUNITY SERVICES	1	1	1
DIR COMMUNITY SERVICES	1	1	0
RECORD, ACCT & MED BILLING	1	1	1
SECRETARY I	1	1	1
SENIOR ACCOUNT CLERK	2	2	2
SENIOR TYPIST	1	1	1
SR. ACCOUNT CLERK/DATABASE	0	1	1
	<b>15</b>	<b>18</b>	<b>17</b>

**CS - MENTAL HEALTH CLINIC**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
CLINICAL PROGRAM MANAGER	1	1	1
COMMUNITY MENTAL HEALTH NURSE	3	3	3
STAFF SOCIAL WORKER	7	7	7
STAFF SOCIAL WORKER I TEMP	1	1	1
STAFF SOCIAL WORKER II	2	2	2
	<b>14</b>	<b>14</b>	<b>14</b>

**CS - TREATMENT REACHING YOUTH**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
STAFF SOCIAL WORKER	2	2	2
STAFF SOCIAL WORKER II	1	1	1
	<b>3</b>	<b>3</b>	<b>3</b>

**CS - CASE MANAGEMENT**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ASST SOCIAL WORKER	3	3	3
ASST SOCIAL WORKER II	9	9	9
CLINICAL PROGRAM COORD II	1	1	1
COMMUNITY SERVICES COORDINATOR	0	1	1
	<b>13</b>	<b>14</b>	<b>14</b>

**CS - MH CONTIN DAY/PSYCH TREAT**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ADMINISTRATOR OF REHAB. SVCS.	1	1	1
ASST SOCIAL WORKER II	2	2	1
STAFF SOCIAL WORKER II	1	1	1
	<b>4</b>	<b>4</b>	<b>3</b>
<b>Department Total Position Count:</b>	<b>61</b>	<b>65</b>	<b>63</b>

## A6010-6142 Family Services

The mission of the Department of Family Services is to promote the well-being and safety of our children, families and communities, and to remain in compliance with Federal and State regulations and mandates. The Department of Family Services is committed to providing the required services to eligible clients as required by regulations. Family Services administers State mandated programs. Family Services is required to develop an Integrated County Plan every three years and must be in compliance with the Administration for Children and Families Review requirements.

Family Services receives a significant amount of State and Federal funding for the programs that it administers. The amount of funding received is dependent on the program. As an example, the cost of food stamps is 100% funded by the Federal government. However, the County covers a portion of the cost for administration of this program. The figures in the pages that follow reflect the total amount of county funding provided to each program.

Programs administered by the Department of Family Services are mandated by various State and Federal regulations.

Functions of the Department of Family Services include:

- Administration
  - Contracts & contract monitoring
  - Annual plans, policies & procedures
  - Personnel
  - Switchboard
  - Mail run
  - Director of department and Division Commissioner
- Accounting
  - Accounts Payable & Accounts Receivable
  - C/R, Trust Accounts
  - Repayment of assistance
  - State billing
  - Grant monitoring
  - Payroll
  - Flexible Fund Plan
  - Budgeting
  - Expense reports
  - Chargebacks
  - Process BICS payments & reports
  - CCTA, monitoring payments of contracts and State changes
  - Handicapped children payments
  - School district billings
  - Statement of assistance for court
  - Time studies
  - Cost analysis
  - Local impact
- MIS Records

- Data entry of every application for assistance
- Scanning of Medical Assistance/Temporary Assistance/Food Stamps/HEAP cases
- Maintain records according to state standards
- Retrieval of records as needed
- Run WMS reports, COGNOS reports (Services cases)
- Recertification apps, 3209 authorizations
- Maintenance of W9 records
- Data imaging
- Food Stamps
  - Provide food assistance to reduce hunger and malnutrition by supplementing the food purchasing of eligible low income (eligible) individuals
- Administration, screening, referral and case management for various programs offered by the department, including required employment programs associated with various assistance programs
- Medical Assistance Program
  - Determination of Medicaid eligibility: SSI cases, Foster Care cases, Nursing Home, Community Services, Medicare, restricted recipient program
  - Document processing
  - Eligibility recertification
  - Spend downs
  - Coverage issues
  - Insurance providers
  - SSA contact/DCAP
  - Health Insurance Premiums assistance
  - County share of Medicaid program
- Required employment programs associated with various assistance programs
- Family Services Legal Department
  - Legal advice in all areas of family court law; represent DFS in Child Protective Services cases, removal of children, PINS, Juvenile Delinquent proceedings, petitions written, Foster Care actions
  - TPR petitions
  - Adult Services: fair hearings, guardianships
  - Support cases
  - Fraud cases
  - HIPAA compliance office for County
- Special Investigations Unit
  - Investigations of eligibility on all applications
  - Allegations of fraud
  - Recoupment
  - Front End Detections
  - Burials
- Child Support Enforcement Unit/Support Collections
  - Establish support
  - Enforce and collect support in private support cases and in cases involving children in foster care and receiving public assistance
  - Locate missing parents
  - Establish paternity

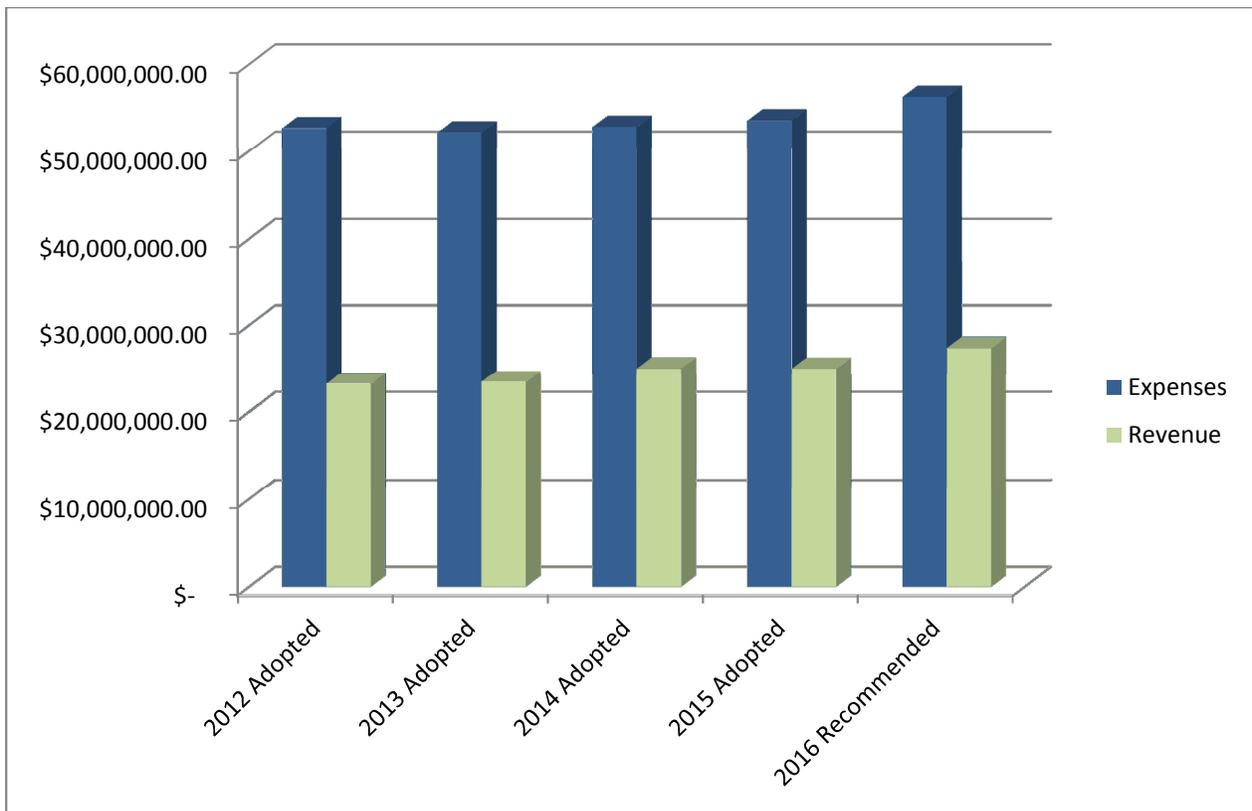
- Medical support
- Investigation of financials, credit bureau checks, IRS tax refund offset, Lottery intercepts, Property executions, ETC.
- Child Protective Services
  - Investigate all reports of child abuse and maltreatment and determine if report is indicated
  - Provide rehabilitative services to indicated case to remediate family problems and prevent further occurrences (services are CPS cases with preventive unit)
- Child Welfare Preventive Services
  - Case management services to maintain child in the home which must include day care, homemaker services, parent training, parent aid, transportation, clinical services, housing services, subsidies, 24 hour emergency services (cash, goods shelter)
- Children Services/Foster Care/Handicapped CSE – Schools/Independent Living
  - Case management
  - Transportation
  - Supervision
  - Legal petitions
  - Court reports
  - Foster home recruitment and training
  - Residential arrangements for court ordered placements
  - Regulatory reports and contacts
  - Adoption activities
  - Home studies/reports
  - Locate discharge resources
  - Assure medical and education needs
- Adult Services
  - Adult Protective
  - Representative Payee (assigned by Social Security Administration)
  - Long Term Home Health Care
  - PCA
  - Guardianships
  - Information/referral
  - Case management
  - Transportation
  - Application assistance
  - HEAP/Temporary Assistance/Housing
- Foster Care
- Day Care
  - Financial assistance provided to eligible families in need of employment and/or treatment
- Service Contracts
  - Preventive Services
  - Rehabilitative Services
  - Detention Prevention
  - Parent Training & Aid
- Family Assistance

- Temporary Assistance provided to eligible households that have a minor dependent child living with a parent or caretaker relative
- Includes many types of assistance, including fuel, housing assistance, can include multiple types of aid (Food Stamps, Medical Assistance, daycare transportation, etc.), supplemental to rent, security deposits, etc.
- Juvenile Delinquent Care
  - Court ordered placements
  - Case management
  - After-care
  - Non-secure detention residential placements
- State Training School
  - Youth in custody of OCFS and placed in secure facilities
- Safety Net
  - Temporary assistance to eligible individuals with no minors in household only when standard of need may not be met by other programs
  - Cash and non-cash assistance
  - CASE type 12 drug/alcohol
  - Shelter and utility assistance (exceptions - HIV dx)
- Emergency Aid for Adults
  - Emergency assistance to individuals
  - Families for single type issues/events
  - May assist with utilities when HEAP is not open, etc.
  - Non-recurring expense
  - Veteran burials
- Home Energy Assistance Program (HEAP)
  - Federally funded home energy assistance program to assist low-income (eligible) households in meeting energy expenses

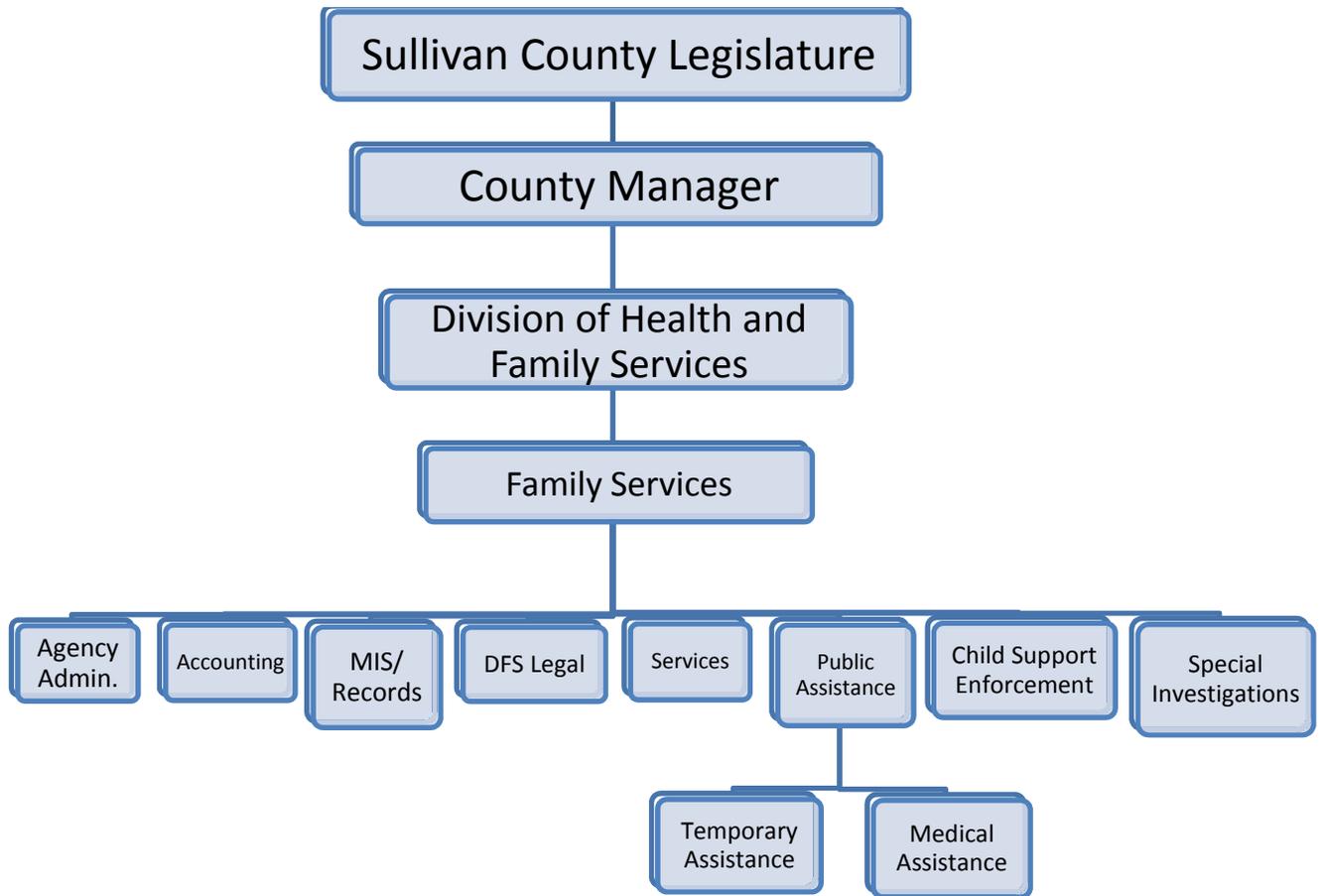
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$7,295,152	\$7,932,376
Fixed Equipment	\$61,802	\$0
Contract Services	\$41,704,551	\$43,112,834
Employee Benefits	\$4,588,031	\$5,260,726
<b>Total Budgetary Appropriations</b>	<b>\$53,649,536</b>	<b>\$56,305,936</b>
 <b>Budgetary Revenues</b>		
Departmental Revenue	\$2,451,395	\$2,333,248
State Aid	\$7,287,562	\$9,445,730
Federal Aid	\$15,264,769	\$15,604,725
<b>Total Budgetary Revenues</b>	<b>\$25,003,726</b>	<b>\$27,383,703</b>
 <b>County Share</b>	<b>\$28,645,810</b>	<b>\$28,922,233</b>

## Five Year Budget History



Organizational Structure



## Position Summary

### DFS GENERAL ADMINISTRATION

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ADMINISTRATIVE AIDE	1	1	1
COMM DIV HEALTH & FAMILY SERV	1	1	1
DEPUTY COMM OF FAMILY SERVICES	2	2	2
DIVISION CONTRACT COMPLIANCE OFC	1	1	1
DRIVER/COURIER	1	1	1
SECY II-COMM HEALTH FAMILY SVCS	1	1	1
STAFF DEV/HUMAN RESOURCE MANAGER	1	1	1
TRAINER	1	1	1
TYPIST	1	1	1
	<b>10</b>	<b>10</b>	<b>10</b>

### DFS - ACCOUNTING

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK/DATABASE	1	1	1
CONTRACT MONITOR	1	1	1
FISCAL ADMINISTRATIVE OFFICER	0	1	1
SENIOR ACCOUNT CLERK/DATABASE	5	5	5
SR FISCAL ADMINISTRATIVE OFFICER	1	1	1
	<b>8</b>	<b>9</b>	<b>9</b>

### DFS - MIS/RECORDS

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACCOUNT CLERK/DATABASE	1	1	1
HELP DESK/DOCUMENTATION COORD	1	1	1
RECORDS MANAGEMENT CLERK	3	3	3
SENIOR DATABASE CLERK	1	1	1
SYSTEMS OPERATOR	1	1	1
WMS COORDINATOR	1	1	1
	<b>8</b>	<b>8</b>	<b>8</b>

**DFS - TEMPORARY ASSISTANCE**

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
ACCOUNT CLERK	5	5	5
ACCOUNT CLERK TFT	5	5	5
ACCOUNT CLERK/DATABASE	2	3	3
ACCOUNT CLERK/TYPIST	1	1	1
DIR TEMPORARY ASSISTANCE	1	1	1
FAMILY SVCS CASE MANAGER	1	1	1
HEAD SOCIAL WELFARE EXAMINER	1	1	1
PRINCIPAL SOCIAL WELFARE EXAM	3	3	3
RECORDS MANAGEMENT CLERK	1	1	1
SENIOR SOCIAL WELFARE EXAMINER	6	6	6
SOCIAL WELFARE EXAMINER	16	18	18
	<b>42</b>	<b>45</b>	<b>45</b>

**DFS - MEDICAL ASSISTANCE**

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
ACCOUNT CLERK	2	2	2
PRINCIPAL ACCOUNT CLERK	1	1	1
PRINCIPAL SOCIAL WELFARE EXAM	2	2	2
RECORDS MANAGEMENT CLERK	1	1	1
SENIOR ACCOUNT CLERK	1	1	1
SENIOR SOCIAL WELFARE EXAMINER	4	4	4
SOCIAL WELFARE EXAMINER	10	10	10
	<b>21</b>	<b>21</b>	<b>21</b>

**DFS - LEGAL**

	<b>AMENDED</b>	<b>REQUESTED</b>	<b>RECOMMENDED</b>
	<b>2015</b>	<b>2016</b>	<b>2016</b>
FAMILY SERVICES ATTORNEY	3	3	3
LEGAL SECRETARY	0	1	1
LEGAL TYPIST	1	1	1
SENIOR FAMILY SVS ATTORNEY	1	1	1
	<b>5</b>	<b>6</b>	<b>6</b>

**DFS - SPECIAL INVESTIGATIONS**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
COORD SPEC INVESTIG & RESOURCE	1	1	1
FAMILY SVCS INVESTIGATOR	2	2	2
FAMILY SVCS INVESTIGATOR RPT	1	1	1
FAMILY SVCS INVESTIGATOR TRAINEE	1	1	1
PRINCIPAL ACCOUNT CLERK	1	1	1
SENIOR ACCOUNT CLERK	1	1	1
SENIOR ACCOUNT CLERK/TYPIST	1	1	1
SENIOR FAMILY SVCS INVESTIGATOR	1	1	1
SENIOR SOCIAL WELFARE EXAMINER	2	2	2
SOCIAL WELFARE EXAMINER	1	1	1
	<b>12</b>	<b>12</b>	<b>12</b>

**DFS - CHILD SUPPORT**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ACCOUNT CLERK	1	1	1
COORD CHILD SUPPORT ENFORCEMENT	1	1	1
COURT LIAISON	1	1	1
FAMILY SVCS INVESTIGATOR	5	5	5
PRINCIPAL ACCOUNT CLERK	1	1	1
SENIOR ACCOUNT CLERK	1	1	1
	<b>10</b>	<b>10</b>	<b>10</b>

**DFS-SERVICES**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ACCOUNT CLERK/DATABASE	1	1	1
CASE SERVICES AIDE	4	5	5
CASE SUPERVISOR	8	8	8
CASEWORKER	22	24	24
DATA ENTRY OPERATOR	1	1	1
DIR SERVICES	1	1	1
SENIOR CASE SERVICE AIDE	1	1	1
SENIOR CASEWORKER	22	22	22
SOCIAL WELFARE EXAMINER	1	1	1
	<b>61</b>	<b>64</b>	<b>64</b>

<b>Department Total Position Count:</b>	<b>177</b>	<b>185</b>	<b>185</b>
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## A7310 Youth Programs

The Youth Bureau advances positive youth development. Its mission is to promote the well-being of all youth ages 0–21. The Youth Bureau’s goals are to advance the physical, moral, mental, and social development of youth through positive youth activities; aid agencies in addressing the risk factors that lead to juvenile delinquency and youth crime; and encourage towns and villages to provide youth activities by giving them funds and technical assistance. The Youth Bureau functions and essential tasks are defined by NYS executive law and NYS Office of Children and Family Services (OCFS) policies and procedures.

The Youth Bureau receives funding from the State which is passed through to local youth programs, as well as some funding which is utilized by the County for administration of the department. The Youth Bureau is a non-mandated office.

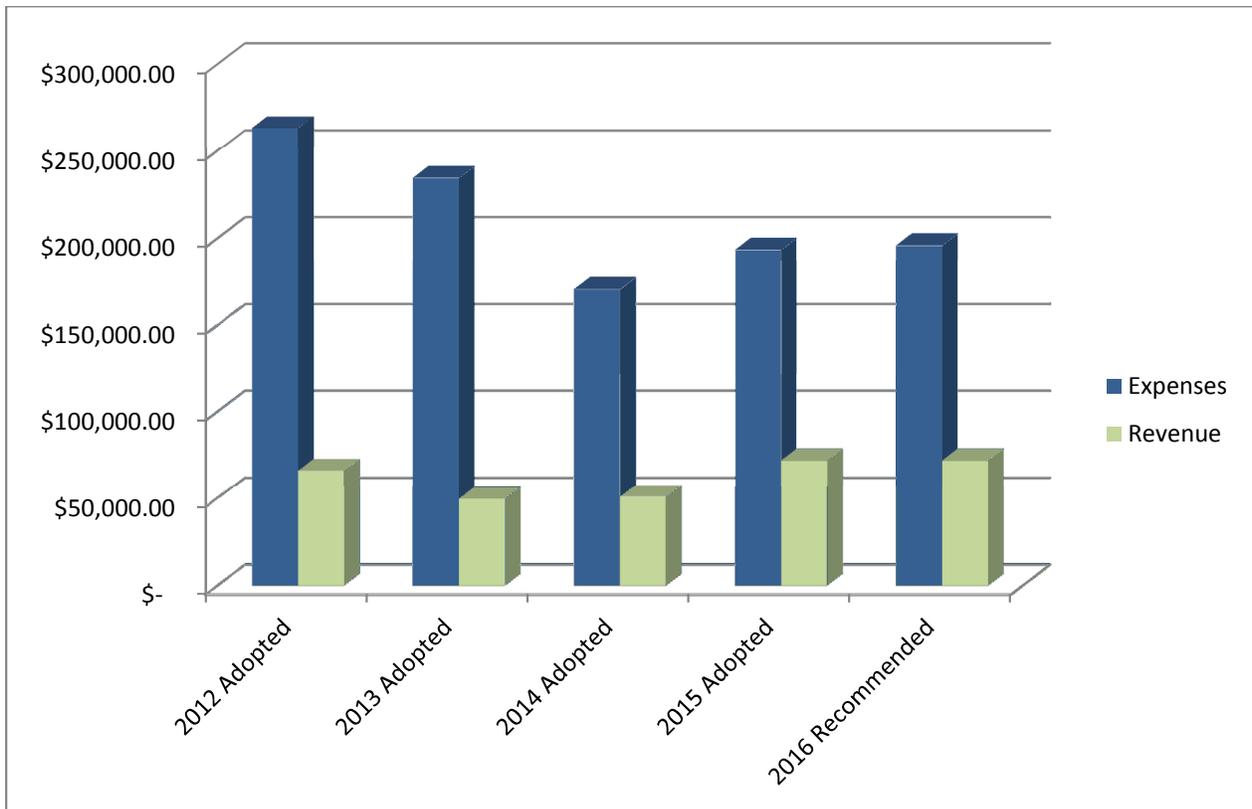
Functions of the Youth Bureau include:

- Program Funding and Oversight – The Youth Bureau is the agency at the county level through which NYS OCFS directs funds to youth development and prevention. This function includes:
  - Observation and evaluation
  - Technical assistance with grant proposals
  - Measurement and reporting
  - Data entry into State computer system and reporting to State in accordance with State deadline
  - Fiscal monitoring
  - Assistance with and processing of fiscal claims, and oversight of programs granted special funds by Sullivan County Legislature
- Planning – The Youth Bureau participates actively in cross-systems strategic planning groups, which includes:
  - Conducting needs assessment and countywide strategic planning through the State-mandated Child and Family Services Plan (CFSP)
- Promoting Opportunities and Collaboration – The Youth Bureau actively promotes positive youth-development opportunities through sharing information and resources, and through outreach and advocacy to youth-serving programs.

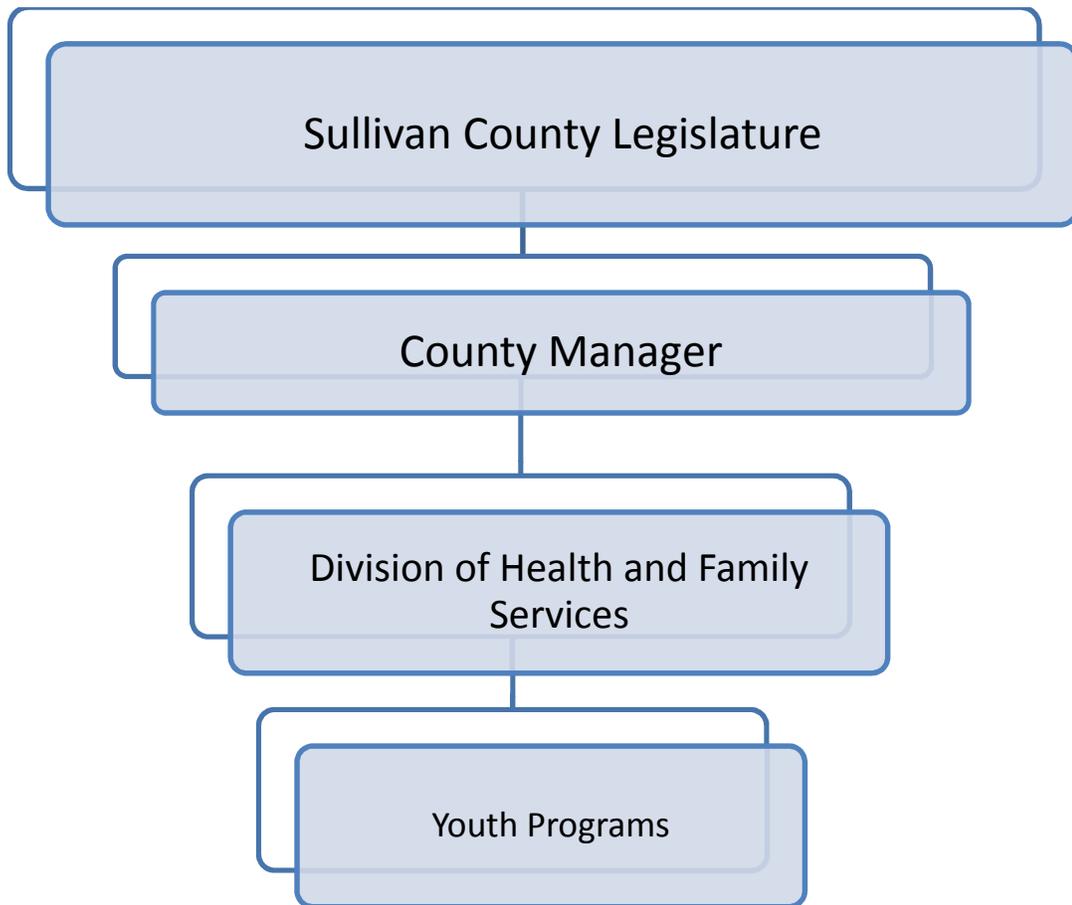
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$58,882	\$59,544
Fixed Equipment	\$0	\$0
Contract Services	\$142,051	\$95,689
Employee Benefits	\$38,774	\$40,662
Total Budgetary Appropriations	\$239,707	\$195,895
 Budgetary Revenues		
Departmental Revenue	\$0	\$0
State Aid	\$118,293	\$71,931
Total Budgetary Revenues	\$118,293	\$71,931
 <b>County Share</b>	 <b>\$121,414</b>	 <b>\$123,964</b>

## Five Year Budget History



## Organizational Structure



## Position Summary

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
DIR YOUTH SVS	1	1	1
<b>Department Total Position Count:</b>	<b>1</b>	<b>1</b>	<b>1</b>

## A7610 Office for the Aging

The Office for the Aging provides many services to Sullivan County residents or property owners 60 years of age and older & who are registered with our office. Some examples are: meals both congregate & home bound, transportation both shopping & medical, legal services, caregiver services, assistive equipment loan, volunteer services, homemaker services, case management, Medicare insurance counseling, information & assistance, HEAP & the Point of Entry program. Our services are ongoing, funded yearly by the New York State Office for the Aging based on allocations by population, & there is no charge to our clients. As our senior population is growing we hope to be able to continue to provide these much needed services to our community.

The Office for the Aging receives funding for its programs from federal and state sources, as well as local donations. It is responsible for the administration of one mandated program, Point of Entry, which is mandated by NYS Elder Law 203 (8).

Functions of the Office for the Aging include:

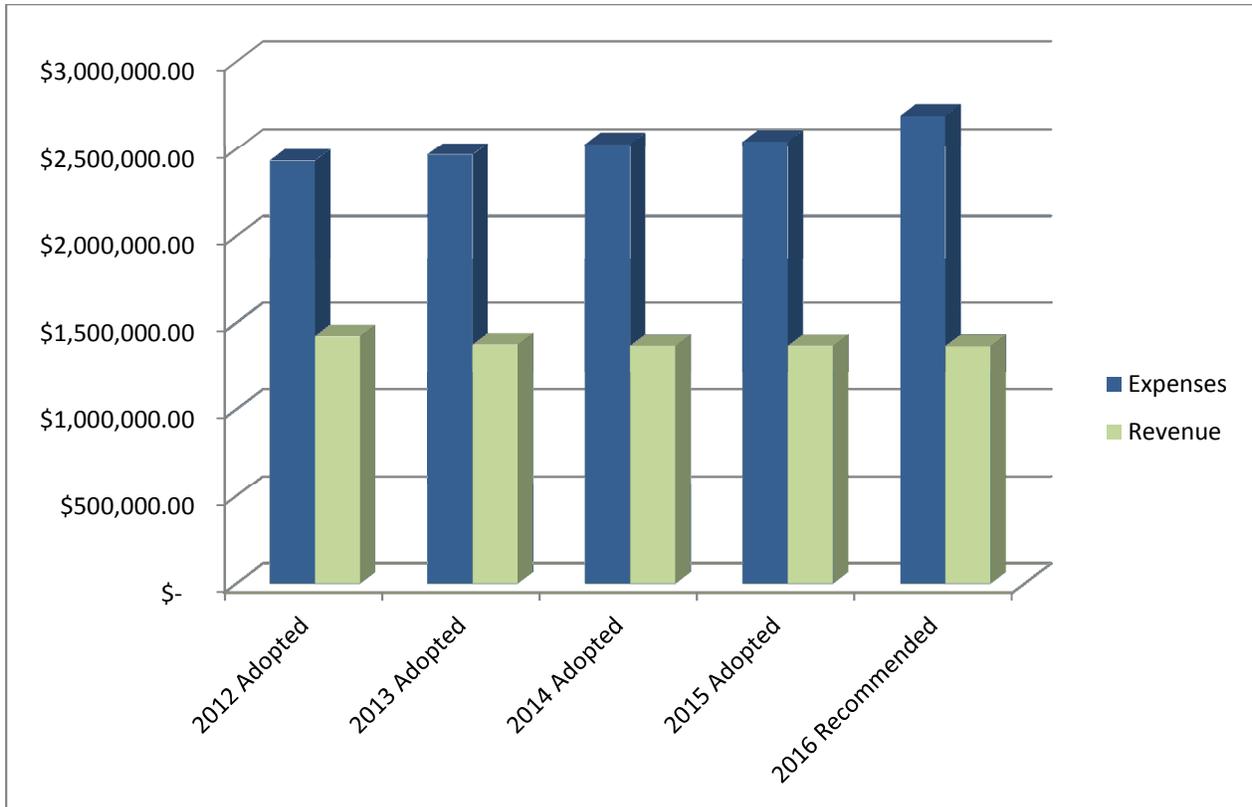
- AAA Transportation
  - Supplemental program to cover costs of medical transportation & special needs transportation which includes some ambulance transports out of the county
- Caregiver Resource Center
  - This service provides information & counseling to caregivers through a contract with the Cornell Cooperative Extension.
- Community Services for the Elderly (CSE)
  - Medical Transportation, Information & Assistance, & Case Management
- Nutrition Program Congregate Service Initiative (CSI)
  - Required Dietician provides Nutrition Education & development of menus
- Expanded In-home Services for the Elderly Program (EISEP)
  - Homecare, medical alerts, medical equipment & case management
  - Program is designed to help keep seniors in their own homes.
- Health Insurance Information, Counseling and Assistance Program (HIICAP)
  - Health insurance counseling & referral program
  - Provides key assistance to seniors who are Medicare eligible
- MIPPA SHIP/ADRC
  - Outreach, Information & Assistance with Medicare Beneficiaries, LIS/MSP & Part D counseling
  - Medicare preventive Services.
- Nutrition Services Incentive Program (NSIP)
  - Reimburses 69 cents per meal for eligible meals served to both congregate & home bound clients
- Point of Entry
  - Assist clients, regardless of age, with information for all aspects of Long Term Care
- Retired Senior Volunteer Program (Federal)
  - Reimburses administrative costs associated with the volunteer program
- Retired Senior Volunteer Program (State)
  - Reimburses some costs for volunteers providing medical transportation out of the County

- Supplemental Nutrition Assistance Program (SNAP)
  - Home delivered meals to home bound clients
  - Provides a valuable service to our most vulnerable clients, who often do not see anyone other than the driver who delivers their meal
  - Majority of clients are checked on daily Monday thru Friday
- Title III B
  - Shopping bus service; legal services; case management; information & assistance.
- Title III C-1
  - Serving congregate meals to clients at 13 Nutrition Sites.
- Title III C-2
  - Home delivered meals to home bound clients
  - Provides a valuable service to our most vulnerable clients, who often do not see anyone other than the driver who delivers their meal
  - Majority of clients are checked on daily Monday thru Friday
- Title III D
  - Evidence-Based Disease & Disability Prevention Program
  - Must provide a service as outlined by NYSOFA which may include fall prevention, physical activities, nutrition & diet.
- Title III E
  - Caregiver services through Cornell Cooperative Extension
  - Medical alerts
  - Information & assistance

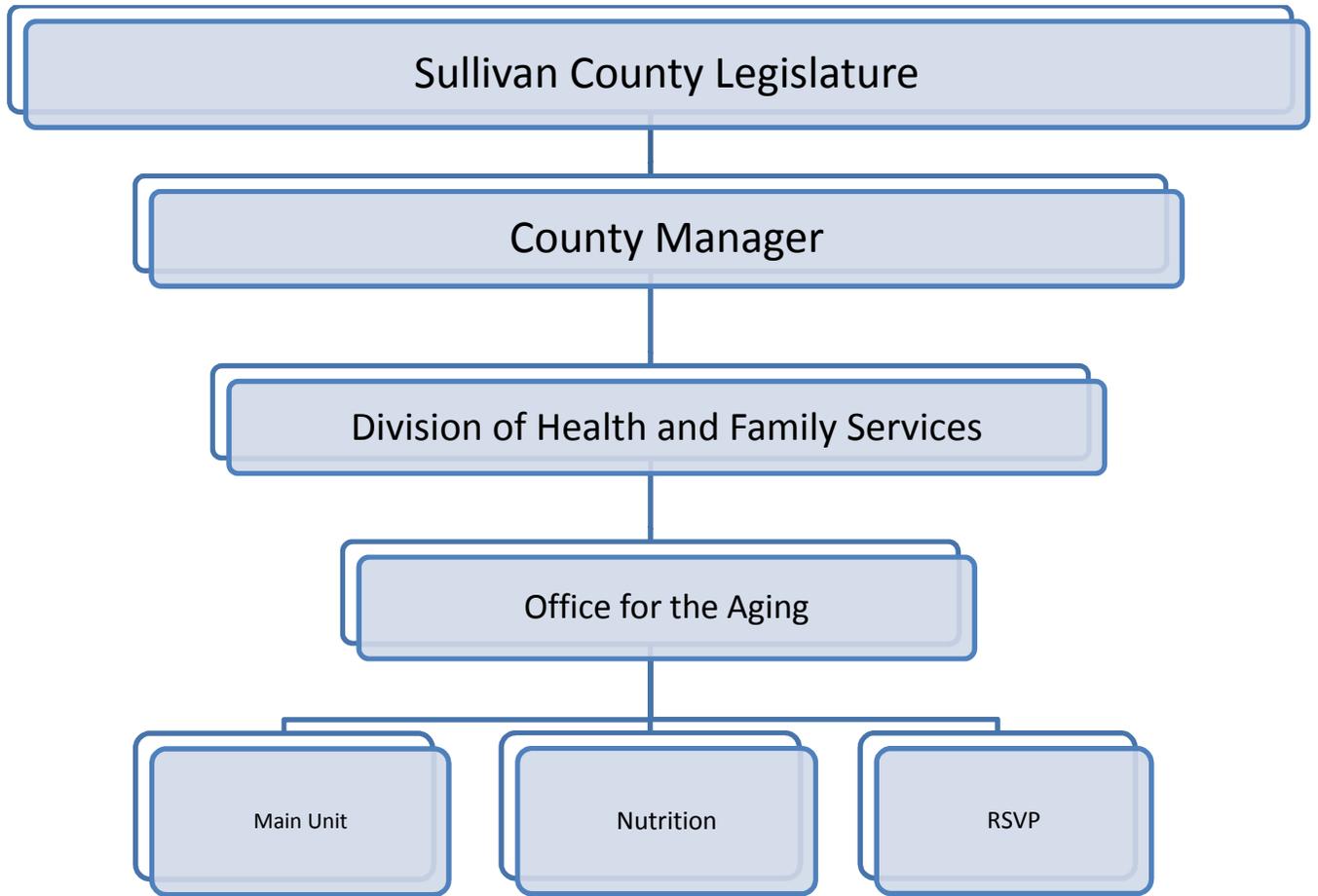
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Personal Services	\$820,359	\$830,379
Fixed Equipment	\$0	\$0
Contract Services	\$1,235,912	\$1,346,975
Employee Benefits	\$490,841	\$517,166
Total Budgetary Appropriations	\$2,547,112	\$2,694,520
 Budgetary Revenues		
Departmental Revenue	\$267,975	\$267,475
State Aid	\$620,021	\$620,021
Federal Aid	\$480,249	\$480,249
Total Budgetary Revenues	\$1,368,245	\$1,367,745
 <b>County Share</b>	 <b>\$1,178,867</b>	 <b>\$1,326,775</b>

## Five Year Budget History



Organizational Structure



## Position Summary

### AG - MAIN UNIT

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
AGING SERVICES AIDE	1	1	1
AGING SERVICES SPECIALIST	3	3	3
CASE MANAGEMENT SPECIALIST EISEP	1	1	1
DIR AGING SERVICES	1	1	1
FULL CHARGE BOOKKEEPER	1	1	1
POINT OF ENTRY ASSISTANT	1	1	1
POINT OF ENTRY COORDINATOR	1	1	1
RECEPTIONIST	1	1	1
	<b>10</b>	<b>10</b>	<b>10</b>

### AG - NUTRITION

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
AGING SERVICES AIDE	1	1	1
AGING SERVICES ASSISTANT	1	1	1
AGING SERVICES SPECIALIST	1	1	1
CHAUFFEUR RPT	5	5	5
CHAUFFEUR/FLOATER PT	1	1	1
NUTRITION SITE OPERATOR PT	3	3	3
NUTRITION SITE OPERATOR RPT	5	5	5
NUTRITION SVS COORD	1	1	1
	<b>18</b>	<b>18</b>	<b>18</b>

### AG - RSVP

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
RSVP PROGRAM COORDINATOR	1	1	1
RSVP SPECIALIST SPL	1	1	1
	<b>2</b>	<b>2</b>	<b>2</b>
<b>Department Total Position Count:</b>	<b>30</b>	<b>30</b>	<b>30</b>

## EI6020 Adult Care Center

The Sullivan County Adult Care Center provides residential services for up to 160 individuals who require either long-term care or short-term rehabilitative services. The ACC strives to assure that the residents are able to maintain the highest quality of life as well as the greatest degree of independence through individualized care plans. An Adult Day Health Program is provided for those people who can remain safely at home with the support of the program and its coordination with other community health care services. Daily meals are prepared for the Office for the Aging Meals-on-Wheels program.

The Adult Care Center receives funding by billing Medicare, Medicaid, Private Insurance, and private payees for services rendered. There is a County subsidy associated with providing the services of the nursing home which varies from year to year. Several variables affect this subsidy, including the number of beds filled as well as the source of payment (i.e.: private insurance will cover a greater share of the actual cost of care as opposed to Medicaid).

The Adult Care Center is a non-mandated service; however, as the County chooses to own and operate the facility, all operations are strictly regulated by the NYS Department of Health.

Functions of the Adult Care Center include:

- Nursing
  - Comprised of registered nurses, licensed practical nurses, and certified nurse's aides as well as domestic aides
  - Maintain the residents' personal space by making beds, providing residents with personal care items and accompanying them on medical appointments as needed
  - Provide direct care to the residents, including feeding, bathing, dressing, socialization, etc.
  - Assess patient care needs and implement care plans to address these needs
  - Coordinate care plans with clinical departments
  - Delegate assignments to, and supervise, direct care staff
  - Administer medication and treatments, and provide assistance with all activities of daily living
  - Interact with the residents and their family members in order to educate them as well as provide support
- Dietary
  - Includes the dietician, dietetic supervisor, cooks, and food service workers
  - Plans, directs, and oversees the dietary/food service program
  - Assesses the nutritional needs of the residents/registrants of the facility and the ADHP
  - Plans diets based on the physical and medical needs of each individual
- Nursing Administration
  - Director of Nursing & Assistant Director of Nursing direct all phases of the nursing services
  - Work with the Administrator & Department Heads to establish policies/procedures to insure that competent care is being provided
  - Supervise & evaluate the nursing staff
  - Plan & direct in-service training, including the orientation of new staff
  - Assists in keeping & reviewing records/reports required by licensing & payer agencies

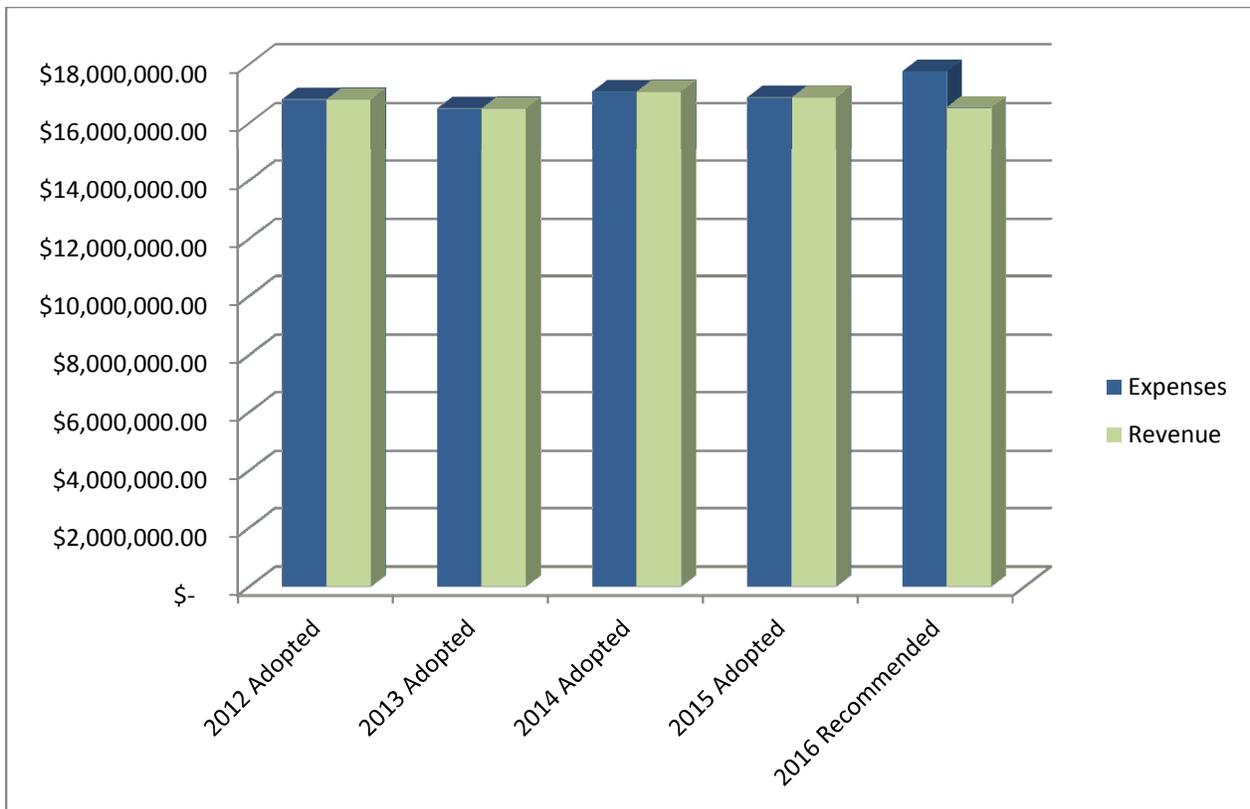
- Assures that staffing is adequate to meet the needs of the facility
- Participates in ordering necessary medical/clinical supplies needed for resident care
- Activities
  - Plans, directs, & provides a diversified program of activities geared to interests and needs, as well as physical, mental, & psychosocial well-being of the residents
  - Develops, maintains & reviews care plans
- Social Services
  - Social Worker & case workers participate in the intake/screening of new residents
  - Participate in addressing individual, group, & family needs residents
  - Develop care plans for residents' emotional, mental, & physical needs
  - Work with community agencies to initiate safe discharges from the facility
  - Coordinate/participate in resident council & address concerns
- Watchperson/Operations & Maintenance
  - Patrols building/making rounds
  - Monitors visitors
  - Monitors residents while in the lobby and/or on the patio
  - Monitor residents who need to be supervised while smoking
  - Transport specimen to the lab at CRMC as needed
  - Participate in fire drills/emergencies by announcing location of incident and communicating with fire dept./police/etc.
- Central Supply/Laundry
  - Order and distribute supplies;
  - Monitoring inventory
  - Assist in recording of supply charges against various departments
  - Supervision of laundry workers
  - Washing, drying, and folding resident personal clothing
  - Return clothing to resident rooms/distributing sheets, blankets, pillows, etc.
  - Label personal clothing items for all residents
  - Maintains record of items brought in upon admission and received during stay
- Adult Day Health Care Program
  - RN Coordinator supervises LPN & CAN
  - Assures that high standards of care are maintained that meet all CMS, DOH regulations & guidelines
  - Provides supervision of nursing services provided to registrants
  - Monitor medication regimens
  - Schedules MD appointments as necessary
  - Interviews potential admissions & completes necessary documentation when they are admitted to the program
  - Schedule regular care plan meetings with the registrant and/or family
  - Communicate with other community agencies who are involved in meeting the individual needs of the registrants
  - CNA facilitates activities for the registrants and, with assistance from the nurses, provides personal care to registrants as needed
  - Lunch and snacks are provided to the registrants as part of the daily schedule
- Fiscal/General Accounting
  - Develop, oversee, and audit fiscal policies
  - Perform accounting, auditing, budget maintenance, and other fiscal related duties

- Prepare and present reports with respect to the facility's operations and budget
- Conducts cost analysis
- Maintain an accounts receivable system involving resident billing
- Maintain system of records on employee payroll
- Process, sort, and index bills and receipts and maintain resident personal needs accounts
- Work closely with other departments and vendors to obtain supplies and services
- Participate in paperwork necessary to for bid specifications
- Administration
  - Includes the Administrator and the Administrative Secretary
  - Administrator is a mandated position by CMS/DOH and responsibilities include planning, organizing, directing, managing, and implementing all facets of the nursing home
  - Decisions regarding operations, programming, employment, & integration of services
  - Participate in the preparation of the annual budget and the maintenance of supporting records
  - Periodically inspects the building, equipment, and service areas and directs repairs as needed
  - Works closely with department heads to assure that CMS/DOH regulations and guidelines are being met
  - The Administrative Secretary coordinates communication between departments and processes record keeping to ensure efficiency
  - Supervises the maintenance of timekeeping and payroll functions
  - Assists in providing general orientation to new staff
  - Completes assignments delegated by the Administrator which includes communication with staff and other agencies, acting as a liaison for same, and providing direction to other clerical staff.
- Therapy
  - Includes Prime Rehab's contract with the facility which covers physical, occupational, and speech therapy

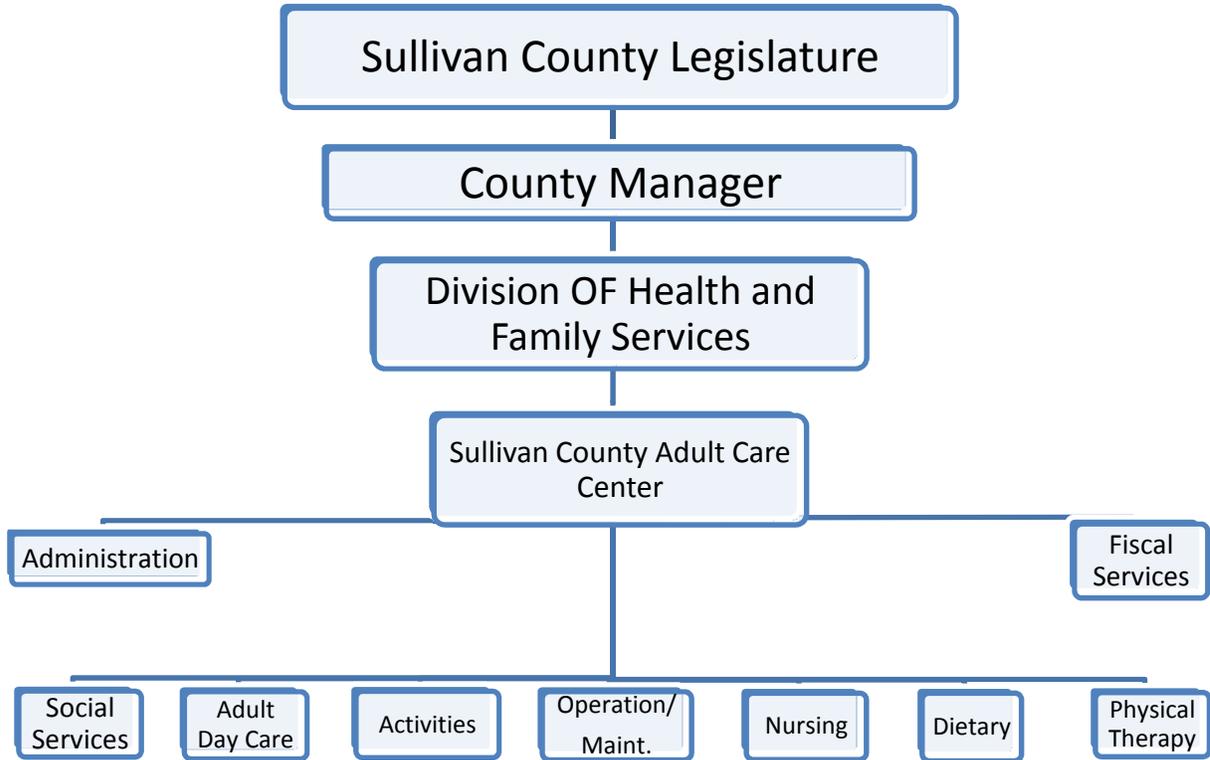
## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
<b>Budgetary Appropriations</b>		
Personal Services	\$6,858,035	\$7,038,641
Fixed Equipment	\$90,000	\$330,000
Contract Services	\$5,288,111	\$5,460,076
Debt Service	\$26,360	\$212,659
Employee Benefits	\$4,624,421	\$4,925,698
<b>Total Budgetary Appropriations</b>	<b>\$16,886,927</b>	<b>\$17,967,074</b>
<b>Budgetary Revenues</b>		
Departmental Revenue	\$16,812,522	\$16,539,005
State Aid	\$0	\$0
Federal Aid	\$0	\$0
Interfund Transfer General Fund	\$74,405	\$0
<b>Total Budgetary Revenues</b>	<b>\$16,886,927</b>	<b>\$16,539,005</b>
 <b>County Share</b>	 <b>\$0</b>	 <b>\$1,428,069</b>

## Five Year Budget History



## Organizational Structure



*Note: Fiscal Services includes Central Supply and Laundry Services; Dietary include the Sullivan County Meals on Wheels Program in addition to dietary services at the ACC; Nursing includes In-service Training.*

## Position Summary

### ACC - NURSING ADMINISTRATION

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ASST DIR NURSING SVS	1	1	1
DIR NURSING SVS	1	1	1
	<b>2</b>	<b>2</b>	<b>2</b>

### ACC - INSERVICE TRAINING

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
REGISTERED PROF NURSE	1	1	1
	<b>1</b>	<b>1</b>	<b>1</b>

### ACC - NURSING

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ADULT CARE CTR PROGRAM COORD	1	1	1
DOMESTIC AIDE	4	4	4
HEAD NURSE/UNIT LEADER	4	4	4
HOUSE MANAGER	2	2	2
LICENSED PRACTICAL NURSE	15	15	15
LICENSED PRACTICAL NURSE PD	1	1	1
LICENSED PRACTICAL NURSE RPT	3	3	3
NURSING ASSISTANT	61	63	63
NURSING ASSISTANT RPT	9	9	9
REGISTERED PROF NURSE PD	1	1	1
REGISTERED PROF NURSE RPT	3	3	3
REGISTERED PROFESSIONAL NURSE	10	10	10
	<b>114</b>	<b>116</b>	<b>116</b>

### ACC - ADULT DAY CARE

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACC PROGRAM COORDINATOR	1	1	1
LICENSED PRACTICAL NURSE	1	1	1
NURSING ASSISTANT	1	1	1
	<b>3</b>	<b>3</b>	<b>3</b>

**ACC - CENTRAL MEDICAL SUPPLY**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
COORD SUPPLY & INVENTORY CONTROL	1	1	1
SUPPLY & INVENT CONTROL CLERK	1	1	1
	<b>2</b>	<b>2</b>	<b>2</b>

**ACC - ACTIVITIES**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ACTIVITIES DIRECTOR	1	1	1
LEISURE TIME ACTIVITIES AIDE	5	5	5
	<b>6</b>	<b>6</b>	<b>6</b>

**ACC - PHYSICAL THERAPY**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
DIR REHABILITATION SVS	1	1	1
	<b>1</b>	<b>1</b>	<b>1</b>

**ACC - SOCIAL SERVICES**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
CASEWORKER	2	2	2
MARKETING OUTREACH COORDINATOR	1	1	1
SUPERVISING SOCIAL WORKER (ACC)	1	1	1
	<b>4</b>	<b>4</b>	<b>4</b>

**ACC - DIETARY SERVICES - SUPV**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
DIETETIC SERVICES ASSISTANT	1	1	1
DIETETIC SVS SUPERVISOR	1	1	1
DIETICIAN	1	1	1
	<b>3</b>	<b>3</b>	<b>3</b>

**ACC - DIETARY SERVICES**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ASST COOK	3	3	3
COOK	1	1	1
FOOD SERVICE HELPER - ACC	16	16	16
FOOD SERVICE HELPER - ACC RPT	2	2	2
	<b>22</b>	<b>22</b>	<b>22</b>

**ACC - MEALS ON WHEELS**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
ASST COOK	1	1	1
FOOD SERVICE HELPER - ACC	1	1	1
	<b>2</b>	<b>2</b>	<b>2</b>

**ACC - OPERATION & MAINTENANCE**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
BUILDING SAFETY MONITOR (FT)	3	3	3
BUILDING SAFETY MONITOR PD	1	1	1
BUILDING SAFETY MONITOR RPT	1	1	1
WATCHPERSON	1	1	1
	<b>6</b>	<b>6</b>	<b>6</b>

**ACC - LAUNDRY & LINEN**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
LAUNDRY WORKER	3	3	3
LAUNDRY WORKER RPT	1	1	1
	<b>4</b>	<b>4</b>	<b>4</b>

**ACC - FISCAL SERVICES**

	<b>AMENDED 2015</b>	<b>REQUESTED 2016</b>	<b>RECOMMENDED 2016</b>
FISCAL ADMINISTRATIVE OFFICER	1	1	1
	<b>1</b>	<b>1</b>	<b>1</b>

ACC - GENERAL ACCOUNTING

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
MEDICAL CODING & BILLING SPEC	1	1	1
SENIOR ACCOUNT CLERK	1	1	1
	2	2	2

ACC - ADMINISTRATIVE OFFICES

	AMENDED 2015	REQUESTED 2016	RECOMMENDED 2016
ACC STAFFING SVCS PROG COORD	1	1	1
ADMINISTRATIVE SECRETARY	1	1	1
ADMINISTRATOR ADULT CARE CTR	1	1	1
WARD CLERK	4	4	4
	7	7	7
<b>Department Total Position Count:</b>	<b>180</b>	<b>182</b>	<b>182</b>

# Miscellaneous



## A1910 Unallocated Insurance

The Unallocated Insurance organization is utilized to pay for the various insurance policies of the county and for our insurance broker. Policies include:

- Property
- Liability
- Inland marine
- Excess property
- Boiler and machinery systems breakdown
- Commercial excess liability policy

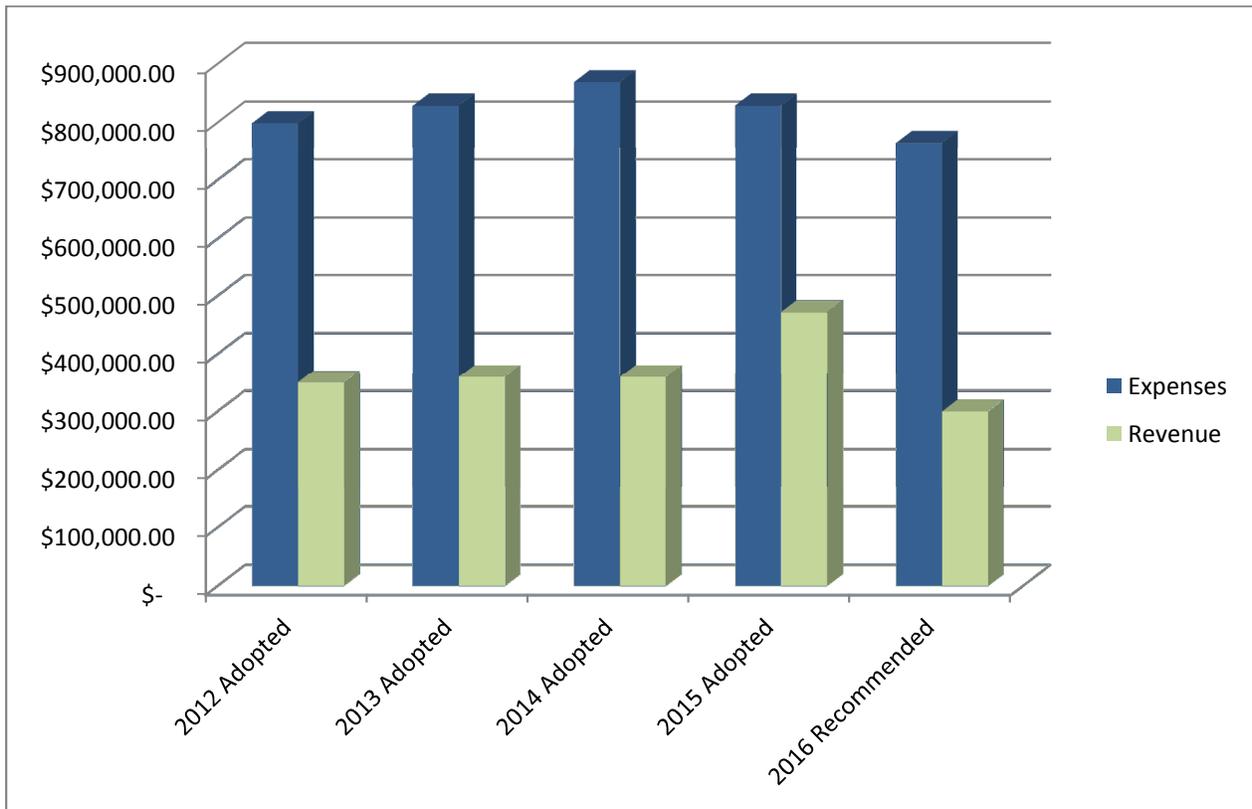
All of the bills for these services are expensed to this organization. This organization bills back various departments for their share of the coverage. Not all of the organizations expenses are charged back to the departments.

While various departments are billed back for their share of coverage, ultimately the cost of unallocated insurance is 100% County Share

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$829,060	\$765,560
Total Budgetary Appropriations	\$829,060	\$765,560
 Budgetary Revenues		
Departmental Revenue	\$472,000	\$300,000
Total Budgetary Revenues	\$472,000	\$300,000
 <b>County Share</b>	 <b>\$357,060</b>	 <b>\$465,560</b>

## Five Year Budget History



## A1920 Municipal Association Dues

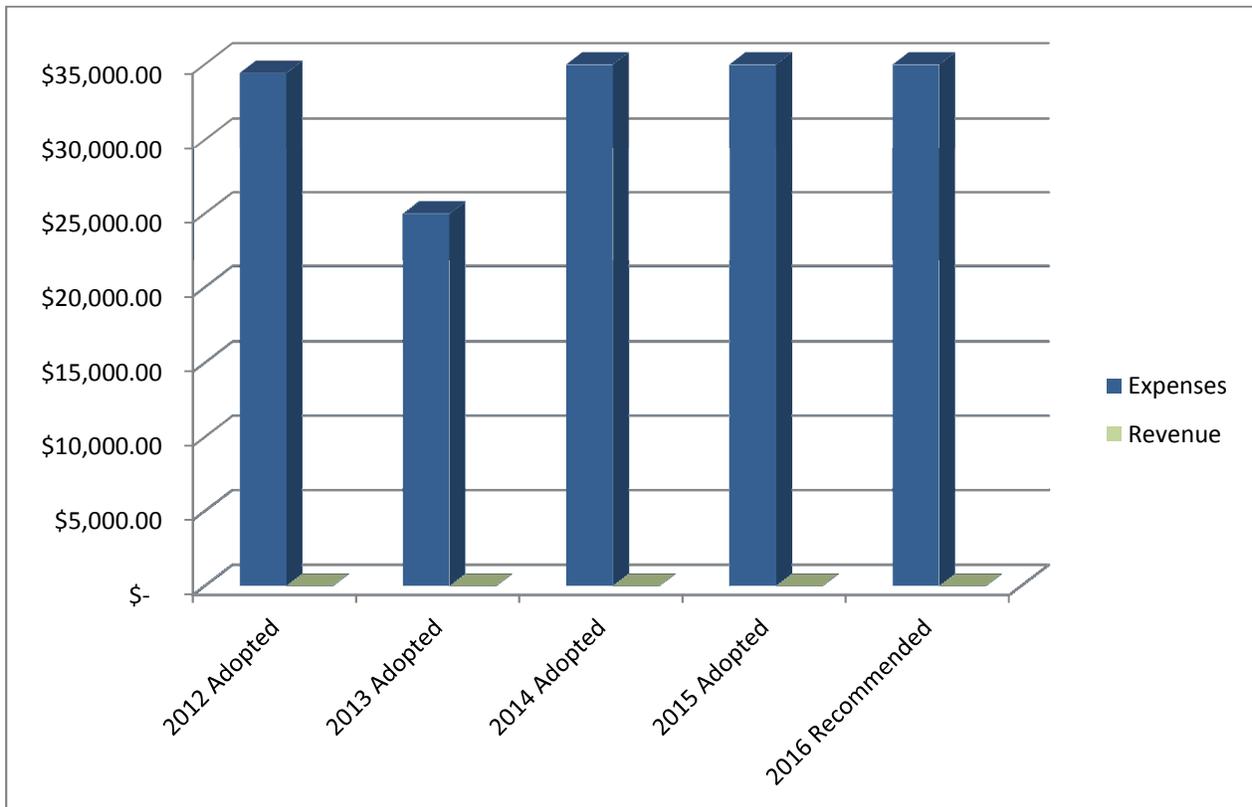
The Municipal Association Dues organization provides funding for municipal dues to the New York State Association of Counties, National Association of Counties, Hudson Valley Regional Council, Coalition of Watershed Towns, ICLEI Local Government for Sustainability, and Pattern for Progress. All dues are 100% County share, and none of the agency payments are a mandated service.

- New York State Association of Counties:
  - The mission of NYSAC is to represent, educate, advocate for, and serve Member Counties and the thousands of elected and appointed county officials who serve the public.
- National Association of Counties:
  - NaCO is the only national organization that represents County governments before the Administration and Congress. NaCO provides essential services to the nation's 3,068 counties.
- Hudson Valley Regional Council:
  - Provides a comprehensive range of services associated with the growth and development of communities within the Hudson Valley. The Council acts as a link between local needs and federal/state funding programs. The Council creates a Comprehensive Economic Development Strategy (CEDS) for the region. The CEDS allows for Federal funding opportunities.
- Coalition of Watershed Towns:
  - The Coalition of Watershed Towns is an organization that represents and lobbies on behalf of towns in the NYC watershed.
- ICLEI Local Governments for Sustainability
  - ICLEI's mission is to build and serve a worldwide movement of local governments to achieve tangible improvements in global sustainability with special focus on environmental conditions through cumulative local actions.
- Pattern for Progress
  - Pattern for Progress' mission is to promote regional, balanced and sustainable solutions that enhance the growth and vitality of the Hudson Valley.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$35,000	\$35,000
Total Budgetary Appropriations	\$35,000	\$35,000
<b>County Share</b>	<b>\$35,000</b>	<b>\$35,000</b>

## Five Year Budget History



## A1930 Judgments and Claims

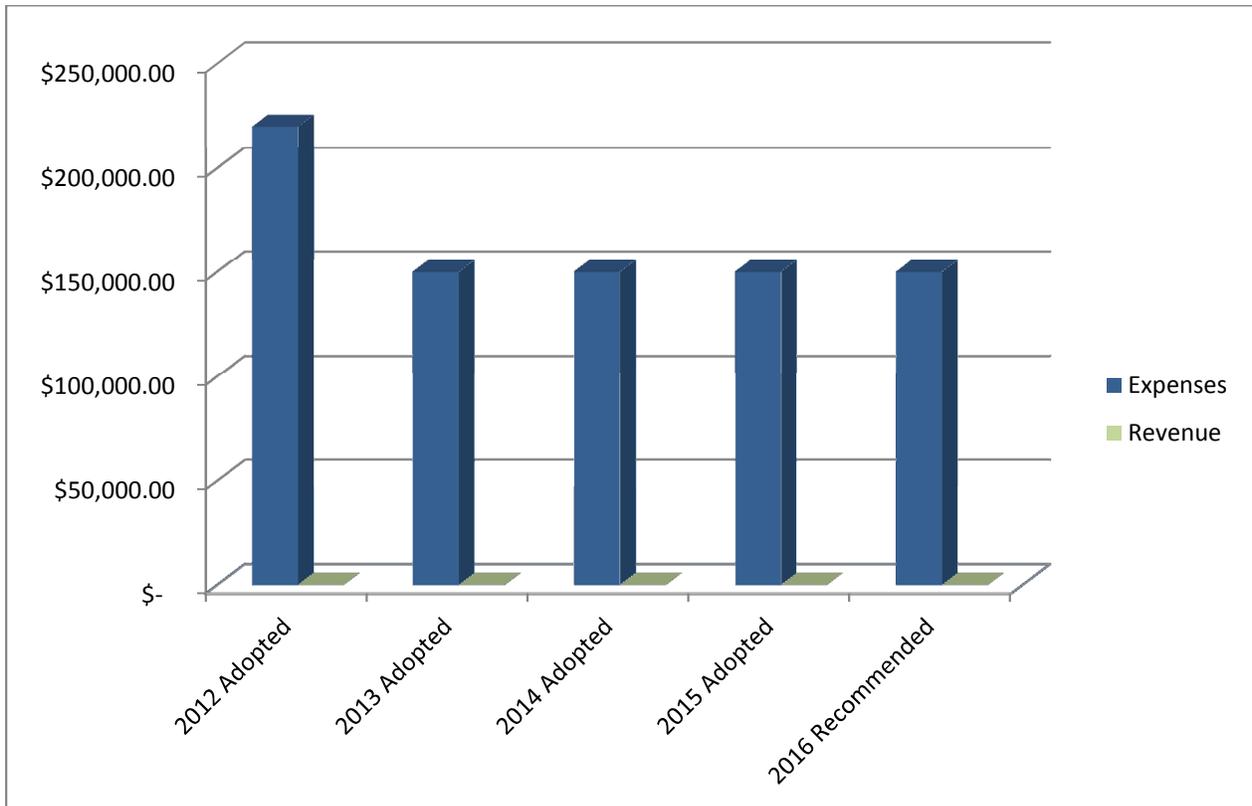
The Judgments and Claims organization is used to record expenses for judgments and settlements against the County.

Expenses associated with Judgments and Claims are 100% County cost with no outside funding. County law section 355 (d) requires a statement of the amount recommended as necessary to be appropriated for the payment of judgments against the county payable during the ensuing fiscal year.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$150,000	\$150,000
Total Budgetary Appropriations	\$150,000	\$150,000
Budgetary Revenues		
Federal Aid	\$0	\$0
Total Budgetary Revenues	\$0	\$0
 <b>County Share</b>	 <b>\$150,000</b>	 <b>\$150,000</b>

## Five Year Budget History



## A1989-99 Other Government Support – Misc. Expense

The Miscellaneous Expense organization contains line items for the Refund of Real Property Taxes, Bond and Note Expense, and Contingency Appropriations.

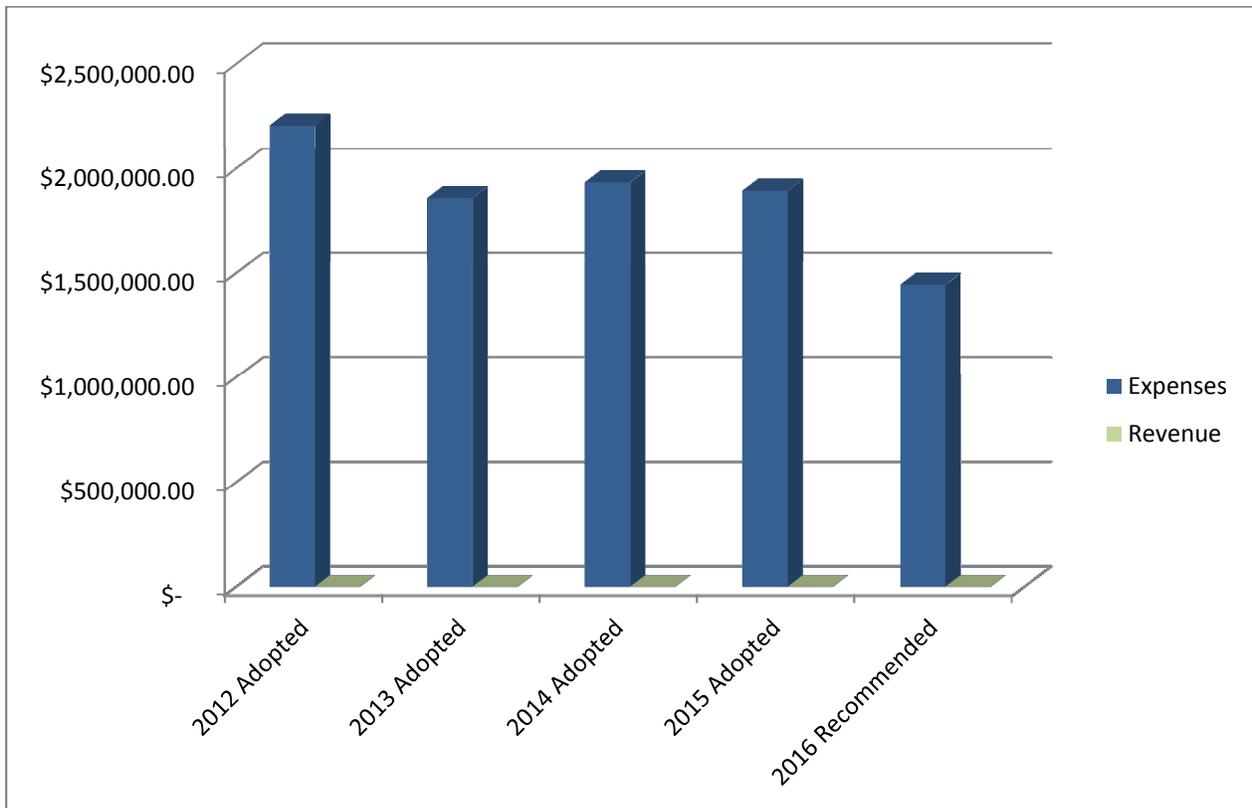
This Budgetary Organization receives its funding from the County's general fund and is 100% County cost.

- Refund of Real Property Taxes:
  - The Refund of Real Property Taxes expense appropriation is used to record expenses associated with the cancellation of unenforceable taxes, correct errors in essential fact on tax rolls, correct clerical errors on tax rolls, and for the reduction in taxes associated with challenges to tax assessments.
- Bond & Note Expense:
  - The Bond & Note Expense appropriation is used to record expenses associated with the issuance of debt obligations. These expenses typically include payment for bond advisors, the publication expense associated with the posting of bond notices of estoppels, the advertisement of the pending bond sale, and the printing of the bonds.
- Contingency Appropriations
  - A contingency line item is included in the budget to provide funding for unexpected events. Statutory law provides specific limits on the amount that can be budgeted in this line item. County Law Section 365 (1) (3) authorizes contingency appropriations for Counties. Expenditures may not be charged directly to the contingency appropriation. The Legislature must first modify the budget by transferring from the contingency appropriation to the appropriation account needing funding. Using contingency appropriation does not increase the original budget, it reallocates funding.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$1,569,000	\$1,445,000
Total Budgetary Appropriations	\$1,569,000	\$1,445,000
<b>County Share</b>	<b>\$1,569,000</b>	<b>\$1,445,000</b>

## Five Year Budget History



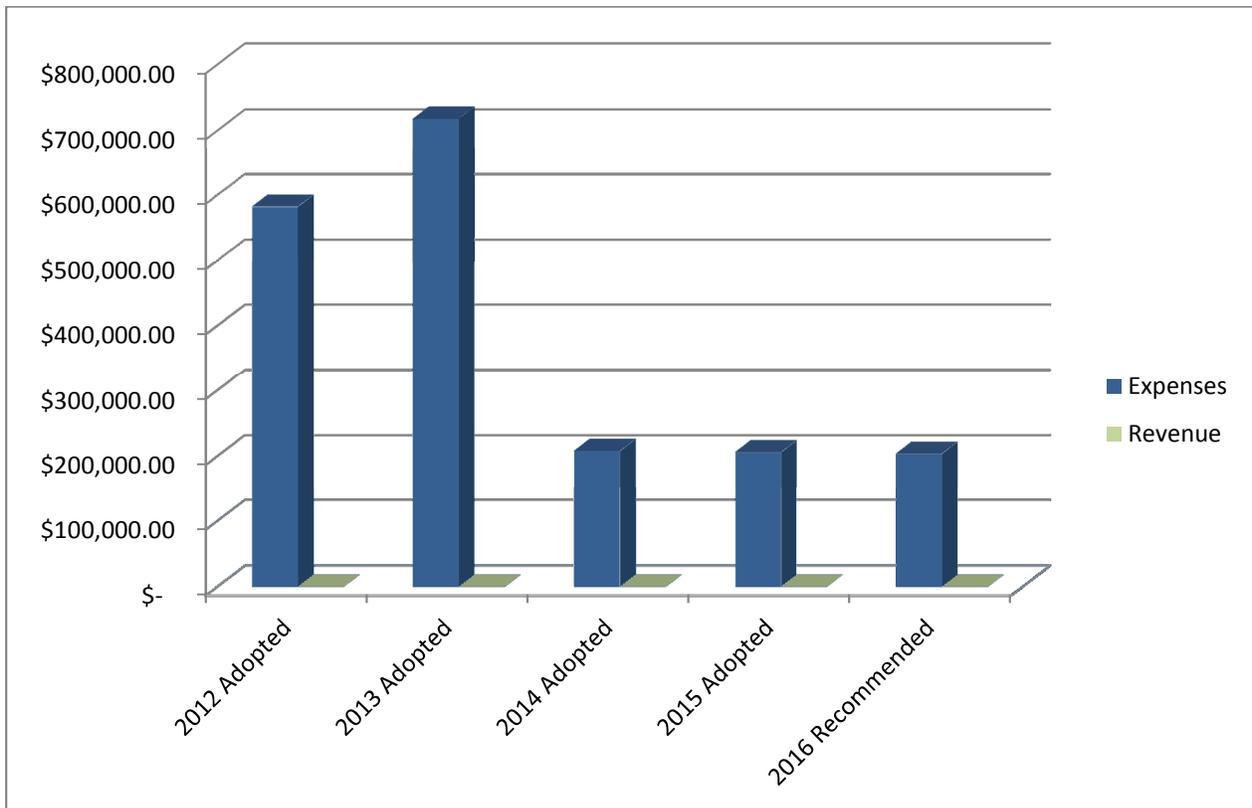
# A9730 Bond Anticipation Notes

This budget organization includes appropriations for principal and interest payments on short term borrowing or bonds.

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Debt Service	\$206,000	\$203,989
Total Budgetary Appropriations	\$206,000	\$203,989
<b>County Share</b>	<b>\$206,000</b>	<b>\$203,989</b>

## Five Year Budget History



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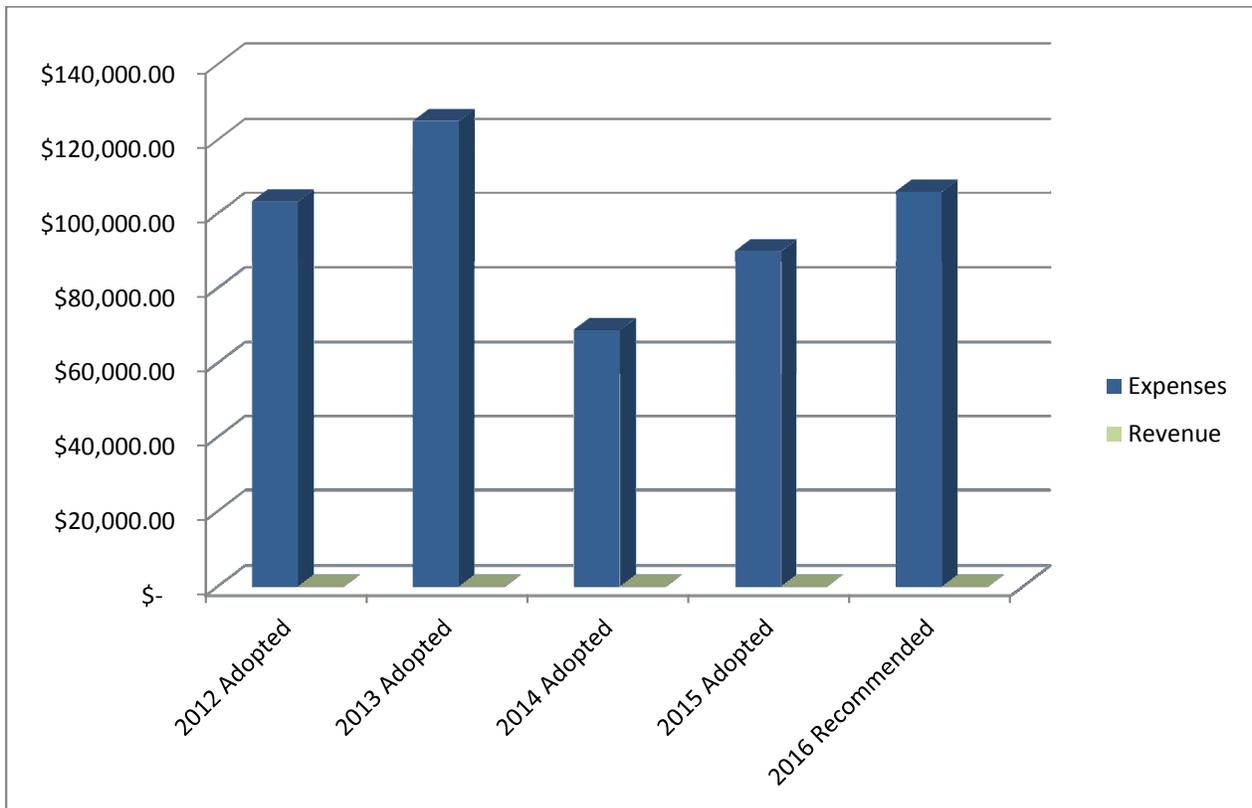
## A9760 Tax Anticipation Notes

This line includes short term bonds issued to provide cash flow until such time as other anticipated revenue is realized.

### Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Debt Service	\$90,000	\$105,955
Total Budgetary Appropriations	\$90,000	\$105,955
<b>County Share</b>	<b>\$90,000</b>	<b>\$105,955</b>

### Five Year Budget History



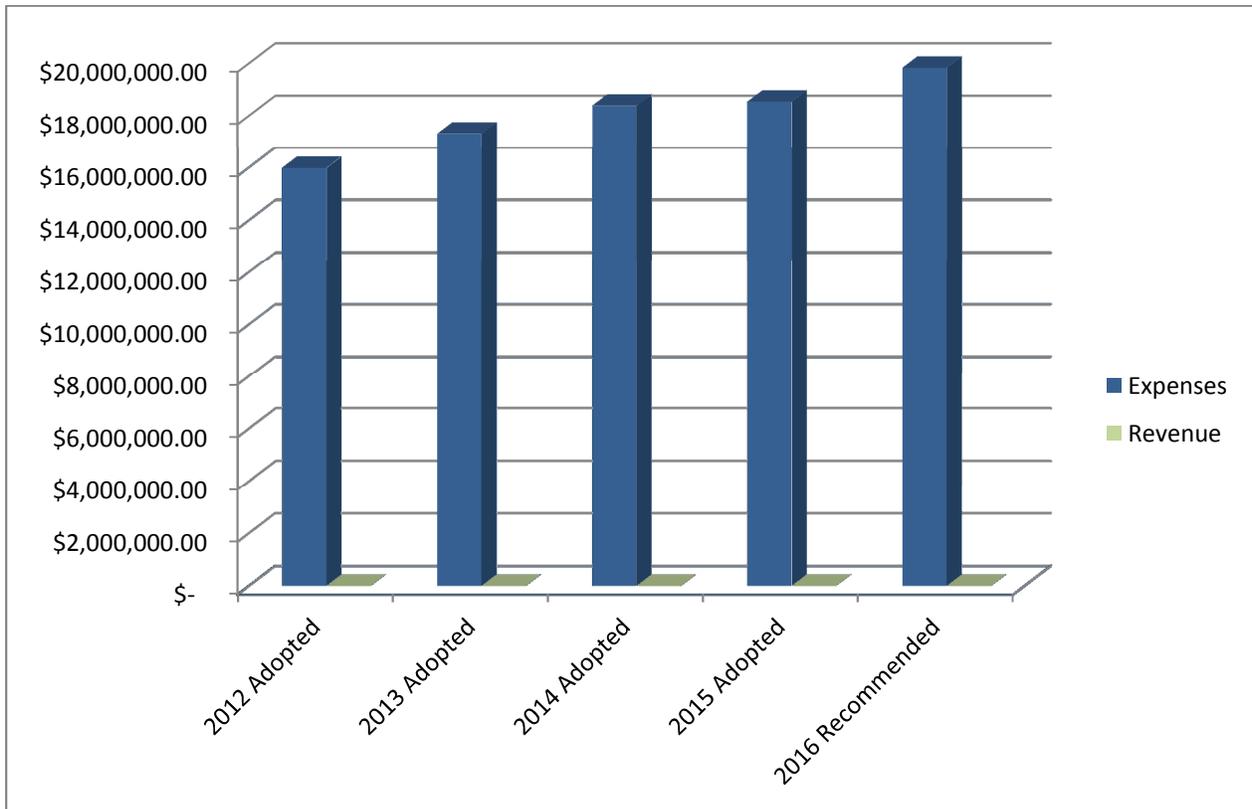
## A9901 Interfund Transfers

This budget organization provides subsidies from the County’s General Fund to its other operating funds, such as the County Road Fund and Road Machinery Fund.

### Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Interfund Transfer Debt Service	\$18,813,667	\$19,838,740
Total Budgetary Appropriations	\$18,813,667	\$19,838,740
<b>County Share</b>	<b>\$18,813,667</b>	<b>\$19,838,740</b>

### Five Year Budget History



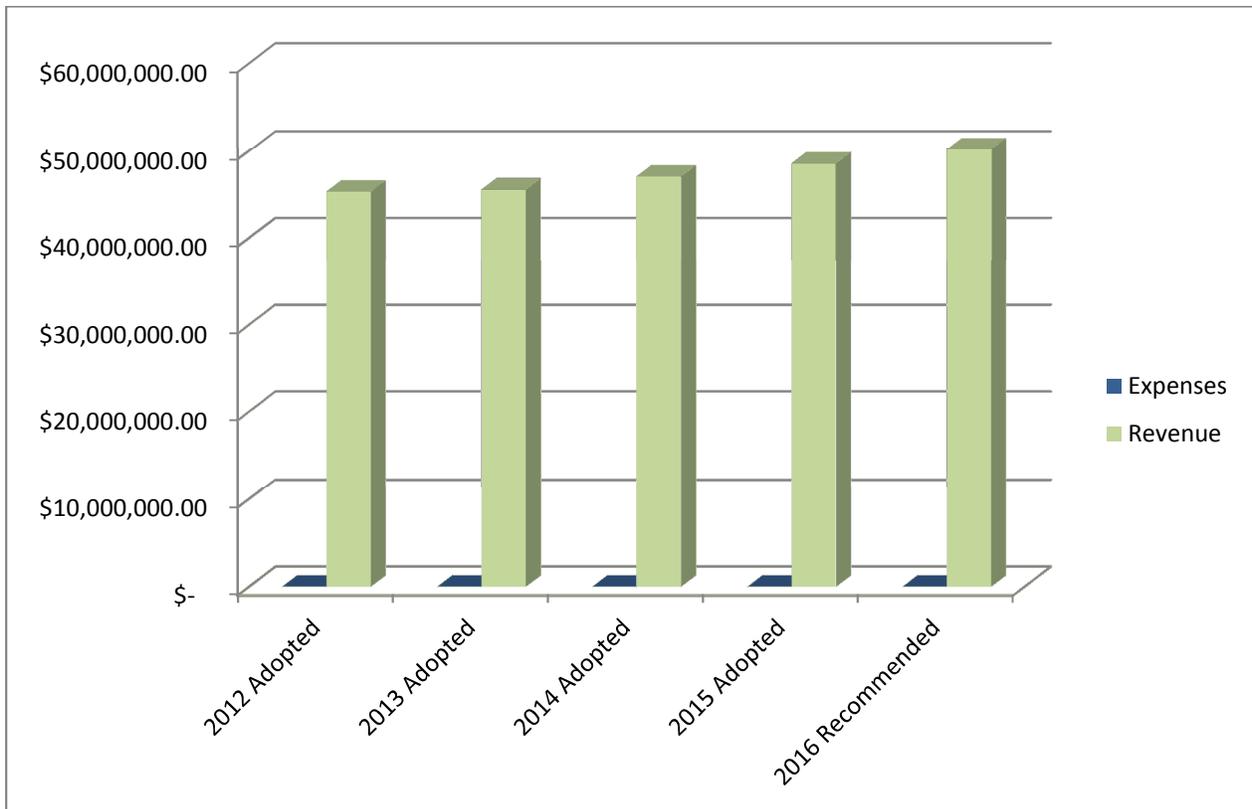
## A9999 General Fund Revenues

This budget organization accounts for revenue not directly associated with a specific department, such as sales tax.

### Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Revenues		
Departmental Revenue	\$39,813,935	\$49,727,750
State Aid	\$3,500	\$2,476
Interfund Transfer General Fund	\$0	\$500,000
<b>Total Budgetary Revenues</b>	<b>\$39,817,435</b>	<b>\$50,230,226</b>
<b>County Share</b>	<b>\$(39,817,435)</b>	<b>\$(50,230,226)</b>

### Five Year Budget History



## AXX89-98 Post-Employment Benefits

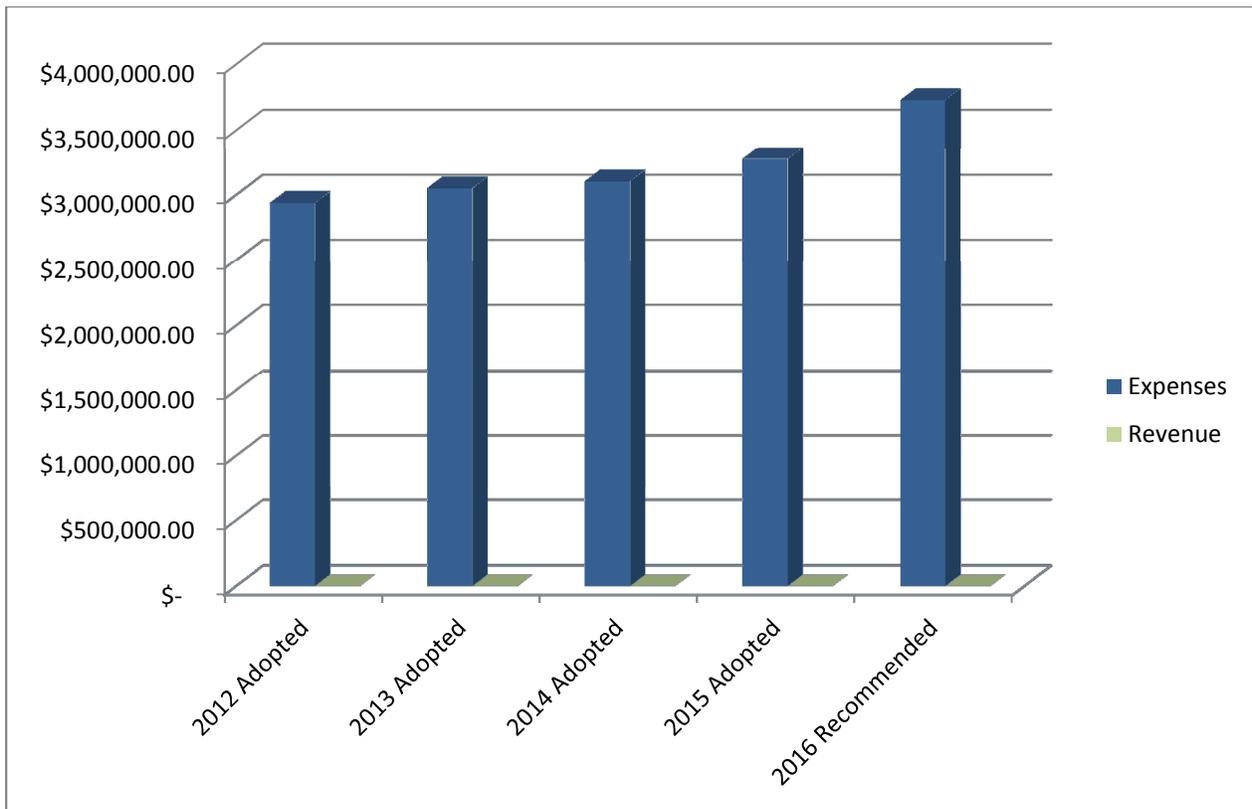
Post-Employment Benefits are available to all retired County employees meeting who are eligible based on age and on years of service. These budget organizations also account for expenses related to employees who are separated from employment and are eligible for unemployment benefits. There are seven (7) budget organizations in the General Fund that account for post-employment benefits, accounting for retirees based upon the governmental function of the department from which they retired:

- A1989-98 – General Governmental Support
- A3989-98 – Public Safety
- A4989-98 – Health
- A5989-98 – Transportation
- A6990-98 – Economic Assistance
- A7989-98 – Culture and Recreation
- A8989-98 – Home and Community Services

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Employee Benefits	\$3,277,748	\$3,730,493
Total Budgetary Appropriations	\$3,277,748	\$3,730,493
<b>County Share</b>	<b>\$3,277,748</b>	<b>\$3,730,493</b>

## Five Year Budget History



# V-Fund: Debt Service

## Budget Summary

	<u>2015 Amended</u>	<u>2016 Recommended</u>
Budgetary Appropriations		
Contract Services	\$5,737	\$4,339
Debt Service	\$8,950,175	\$8,728,263
Interfund Transfer Debt Service	\$0	\$0
Total Budgetary Appropriations	\$8,955,912	\$8,732,602
Budgetary Revenues		
Departmental Revenue	\$0	\$0
Federal Aid	\$165,063	\$0
Interfund Transfer General Fund	\$8,790,849	\$8,732,602
Total Budgetary Revenues	\$8,955,912	\$8,732,602
<b>County Share</b>	<b>\$0</b>	<b>\$0</b>

## Five Year Budget History

