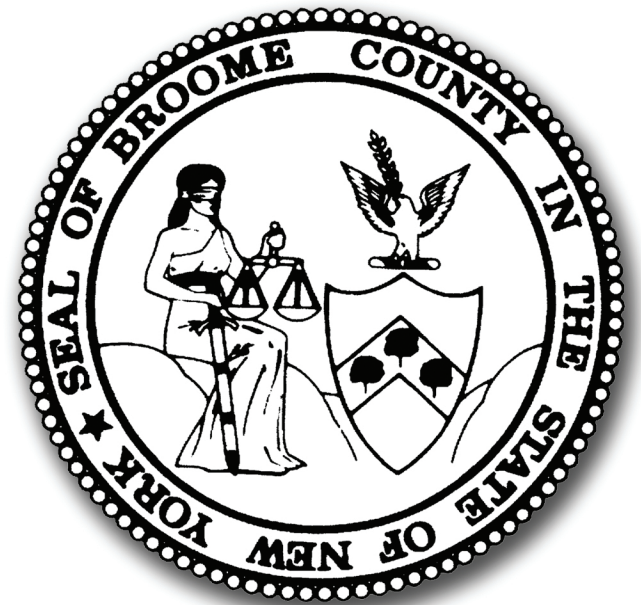


# *Broome County* **BUDGET**

*Recommended*  
**2013**



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**RESOLUTION NO. 2012-XXX APPROVING THE 2013-2018 CAPITAL  
IMPROVEMENTS PROGRAM**

**Resolved**, that the 2013 Capital Budget and the 2013-2018 Capital Improvements Program as accompanying the tentative budget for 2013, and as corrected and amended is hereby approved and adopted as the 2013 Capital Budget and 2013-2018 Capital Improvements Program for the County of Broome, and be it

**Further Resolved**, that the Director of OMB be and hereby is authorized, empowered, and directed to correct any modification, changes, additions, and/or typographical errors not effecting the substance of the capital budget and capital program, and that the Director of OMB is further directed, after making such corrections, to file the same with the Clerk of the County Legislature and to furnish said clerk with sufficient copies thereof for the members of the County Legislature.

**RESOLUTION NO. 2012-XXX MAKING APPROPRIATIONS FOR THE CONDUCT OF THE  
BROOME COUNTY GOVERNMENT FOR FISCAL YEAR 2013**

WHEREAS, this County Legislature, by an accompanying Resolution **2012-XXX** of 2012, has adopted a budget for fiscal year 2013, now, therefore be it

RESOLVED, that the several amounts specified in such budget under the various categories and the various objects of expense in the 2013 tentative budget under the recommended column, unless a specific change or correction has been made in the same, in which case such change or corrected figure shall apply, shall be the amount appropriated for such items, effective January 1, 2013, and be it

FURTHER RESOLVED, that the fee schedules changing, deleting or establishing certain fees for the purpose of offsetting operating expenses be adopted, and be it

FURTHER RESOLVED, that the Director of OMB is hereby authorized, empowered and directed to correct any modifications, changes, additions and/or typographical errors not affecting the substance of the budget, and that the Director of OMB is further directed, after making such corrections, to file same with the Clerk of the County Legislature and to furnish said Clerk with sufficient copies thereof for the members of the County Legislature.

**RESOLUTION NO. 2012-XXX ADOPTING THE BROOME COUNTY BUDGET FOR FISCAL YEAR 2013**

RESOLVED, that the tentative budget of the County of Broome, including the County's 2013 Capital Budget, as corrected and amended to \$XXX,XXX,XXX be and it hereby is adopted as the budget for the County of Broome, for the year commencing January 1, 2013 and ending December 31, 2013 and be it

FURTHER RESOLVED, that the Director of OMB is hereby authorized, empowered, and directed to correct any modifications, changes, additions and/or typographical errors not effecting the substance of the budget and that the director is further directed, after making such correction, to file same with the Clerk of the County Legislature and to furnish said Clerk with sufficient copies thereof for the members of the County Legislature.

COUNTY OF BROOME )  
                                  ) ss:  
STATE OF NEW YORK )

I, the undersigned, Clerk of the Legislature of the County of Broome, DO HEREBY CERTIFY that the above is an original resolution of such Legislature, duly adopted on the XXth day of November 2012, by a majority of the members elected to the Legislature of said County at a regular meeting of said Legislature.

I FURTHER CERTIFY that at the time said resolution was adopted said Legislature was comprised of nineteen members.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Legislature this XXth day of November, 2012.

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Clerk, County Legislature  
County of Broome

Date:

## 2012 BROOME COUNTY ADMINISTRATION

### County Executive's Office

Debra A. Preston John M. Bernardo Bijoy Datta Jim Worhach Lorraine Emmons Melanie K. Pandich Deidre L. Martin Carolyn M. Penna	<b>County Executive</b> <b>Deputy County Executive</b> <b>Deputy County Executive</b> <b>Communications Assistant</b> <b>Executive Assistant</b> <b>Constituent Services/Administrative Assistant</b> <b>Constituent Services/Administrative Assistant</b> <b>Administrative Assistant</b>
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### Office of Management & Budget

Marie F. Kalka John A. Flynn Jennifer L. Lindsay Jerome Z. Knebel	<b>Director, Office of Management &amp; Budget</b> <b>Deputy Director, Budget</b> <b>Deputy Director, Accounting &amp; Finance</b> <b>Deputy Director, Treasury</b>
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### Elected and Appointed Officials

Jerry F. Marinich Richard R. Blythe Gerald F. Mollen David E. Harder Aaron M. Martin Alex J. McLaughlin Eugene D. Faughnan, Esq. John L. Perticone, Esq. Wadih Diab, MD Paula Ferrell, MD John C. Prindle, MD Michael T. McCarville, MD. Dr. Kevin Drumm	<b>Chairman, Legislature</b> <b>County Clerk</b> <b>District Attorney</b> <b>Sheriff</b> <b>Clerk, Legislature</b> <b>Comptroller, Audit &amp; Control</b> <b>Commissioner, Elections</b> <b>Commissioner, Elections</b> <b>Coroner</b> <b>Coroner</b> <b>Coroner</b> <b>Coroner</b> <b>President, Broome Community College</b>
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### Heads of County Departments

Carl R. Beardsley Kathleen A. Bunnell Barbara M. Travis Michelle L. Haus Terry R. Stark Brett B. Chellis Claudia A. Edwards Jerry R. Nicholas Robert Behnke Lisa S. Wise Michael W. Klein Elaine Miller Lorraine S. Wilmot Jay L. Wilber Daniel A. Schofield Janet R. Laszewski Kevin P. Keough Robert E. Murphy Arthur R. Johnson George H. Bagnetto Christopher H. Marion Brian J. Vojtisek Steven P. Reagan Arthur Garrison	<b>Commissioner, Aviation</b> <b>Director, Office for Aging</b> <b>Program Coordinator, CASA</b> <b>Director, Central Food</b> <b>Director, Employment &amp; Training</b> <b>Director, Emergency Services</b> <b>Director, Health</b> <b>Director, Information Technology</b> <b>County Attorney, Law</b> <b>Director, Library</b> <b>Personnel Officer</b> <b>Commissioner, Planning &amp; Economic Development</b> <b>Director, Probation</b> <b>Public Defender</b> <b>Commissioner, Public Works</b> <b>Agent, Purchasing</b> <b>Director, Real Property Tax Services</b> <b>Risk Manager, Risk &amp; Insurance</b> <b>Commissioner, Social Services &amp; Mental Health</b> <b>Commissioner, Public Transportation</b> <b>Coordinator, BC STOP-DWI</b> <b>Director, Veterans' Services</b> <b>Administrator, Willow Point Nursing Home</b> <b>Executive Director, Youth Bureau</b>
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## 2012 BROOME COUNTY LEGISLATURE

### LEGISLATORS

District 1	Mark R. Whalen
District 2	Joseph A. Merrill
District 3	Jason T. Garnar
District 4	Joseph S. Sanfilippo
District 5	John F. Hutchings
District 6	Julie A. Lewis
District 7	Marchie Diffendorf
District 8	Wayne L. Howard
District 9	Stephen D. Herz
District 10	Jerry F. Marinich
District 11	Ronald J. Keibel
District 12	Michael P. Sopchak
District 13	Matthew J. Pasquale
District 14	David M. Jensen
District 15	Michael W. Schafer
District 16	John A. Black
District 17	Ron Heebner
District 18	Daniel J. Reynolds
District 19	Daniel D. Reynolds

### STAFF

Aaron M. Martin
<b>Clerk of the Legislature</b>
Carol L. Hall
<b>Deputy Clerk</b>
Robert J. O'Donnell
<b>Second Deputy Clerk</b>
James V. Baumgartner
<b>Legislative Assistant</b>

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## **BUDGET MESSAGE**

**A copy of the Budget Message can be  
obtained by contacting the  
Legislative Clerk at 778-2131**



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**SCHEDULE  
SUMMARY BY FUNDS  
20010 - 2013**

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**SCHEDULE 1**  
2013 Recommended Budget

	Appropriation	Revenue	Fund Balance	Property Tax Support
<b>General Fund</b>				
GENERAL	\$ 113,129,729	\$ 121,396,925	\$ 2,431,808	\$ (10,699,004)
SOCIAL SERVICES	\$ 121,506,404	\$ 56,662,718		\$ 64,843,686
<b>Enterprise Funds</b>				
AVIATION	\$ 4,102,121	\$ 4,102,121		\$ -
PUBLIC TRANSPORTATION	\$ 12,234,410	\$ 10,874,411		\$ 1,359,999
SOLID WASTE MANAGEMENT	\$ 9,060,903	\$ 9,024,731	\$ 36,172	\$ -
WILLOW POINT NURSING HOME	\$ 29,806,831	\$ 29,836,839	\$ (30,008)	\$ -
<b>Internal Services Funds</b>				
CENTRAL FOOD & NUTRITION	\$ 4,748,902	\$ 4,942,087	\$ (193,185)	\$ -
FLEET MANAGEMENT	\$ 1,351,836	\$ 1,424,453	\$ (72,617)	\$ -
HEALTH INSURANCE	\$ 47,219,928	\$ 43,633,655	\$ 3,586,273	\$ -
RISK MANAGEMENT	\$ 2,354,572	\$ 2,354,572		\$ -
WORKERS' COMPENSATION	\$ 3,651,488	\$ 3,651,488		\$ -
<b>Special Revenue Funds</b>				
COUNTY LIBRARY	\$ 2,214,723	\$ 940,190		\$ 1,274,533
ROAD MACHINERY	\$ 2,363,020	\$ 36,051		\$ 2,326,969
COUNTY ROAD	\$ 9,673,413	\$ 2,401,766		\$ 7,271,647
VETERANS' ARENA	\$ 1,482,881	\$ 654,602		\$ 828,279
GOLF	\$ 944,730	\$ 966,519	\$ (21,789)	\$ -
<b>TOTALS</b>	<b>\$ 365,845,891</b>	<b>\$ 292,903,128</b>	<b>\$ 5,758,443</b>	<b>\$ 67,206,109</b>
Reserve Uncollected Taxes				\$ 700,000
Total Tax Levy				\$ 67,906,109
2012 Totals	\$ 359,551,676	\$ 288,148,544	\$ 4,223,118	\$ 67,906,109
Difference	\$ 6,294,215	\$ 4,754,584	\$ 1,535,325	\$ -
Percentage Diff	1.75%	1.65%	36.36%	0.00%

	2012	2013	Difference	% Difference
Full Values	\$ 9,732,723,098	\$ 9,371,298,924	\$ (361,424,174)	-3.713%
Taxable Values	\$ 5,511,599,459	\$ 5,553,242,360	\$ 41,642,901	0.756%
Full Value Tax Rate	\$6.98	<b>\$7.25</b>	\$0.27	<b>3.857%</b>
Taxable Value Tax Rate	\$12.32	<b>\$12.23</b>	(\$0.09)	<b>-0.750%</b>

**SCHEDULE 1**  
**2012 Adopted Budget**

	Appropriation	Revenue	Fund Balance	Property Tax Support
<b>General Fund</b>				
GENERAL	\$ 111,651,650	\$ 121,870,926	\$ -	\$ (10,219,276)
SOCIAL SERVICES	\$ 120,632,875	\$ 55,448,204	\$ -	\$ 65,184,671
<b>Enterprise Funds</b>				
AVIATION	\$ 4,087,322	\$ 4,011,347	\$ 75,975	\$ -
PUBLIC TRANSPORTATION	\$ 11,319,822	\$ 10,253,709	\$ -	\$ 1,066,113
SOLID WASTE MANAGEMENT	\$ 9,414,859	\$ 8,546,985	\$ 867,874	\$ -
WILLOW POINT NURSING HOME	\$ 29,479,256	\$ 29,497,368	\$ (18,112)	\$ -
<b>Internal Services Funds</b>				
CENTRAL FOOD & NUTRITION	\$ 4,525,114	\$ 4,725,778	\$ (200,664)	\$ -
FLEET MANAGEMENT	\$ 1,221,062	\$ 891,331	\$ 329,731	\$ -
HEALTH INSURANCE	\$ 44,920,873	\$ 41,952,559	\$ 2,968,314	\$ -
RISK MANAGEMENT	\$ 2,425,080	\$ 2,425,080	\$ -	\$ -
WORKERS' COMPENSATION	\$ 3,552,253	\$ 3,552,253	\$ -	\$ -
<b>Special Revenue Funds</b>				
COUNTY LIBRARY	\$ 2,342,660	\$ 789,811	\$ 200,000	\$ 1,352,849
ROAD MACHINERY	\$ 2,269,949	\$ 37,351		\$ 2,232,598
COUNTY ROAD	\$ 9,292,074	\$ 2,406,071		\$ 6,886,003
VETERANS' ARENA	\$ 1,481,303	\$ 778,152		\$ 703,151
GOLF	\$ 935,524	\$ 961,619	\$ (26,095)	\$ -
<b>TOTALS</b>	<b>\$ 359,551,676</b>	<b>\$ 288,148,544</b>	<b>\$ 4,223,118</b>	<b>\$ 67,206,109</b>
Reserve Uncollected Taxes				\$ 700,000
Total Tax Levy				\$ 67,906,109
2011 Totals	\$ 354,178,111	\$ 284,787,816	\$ 2,245,623	\$ 67,918,995
Difference	\$ 5,373,565	\$ 3,360,728	\$ 1,977,495	\$ (12,886)
Percentage Diff	1.52%	1.18%	88.06%	-0.02%

	2011	2012	Difference	% Difference
Full Values	\$ 10,001,025,665	\$ 9,732,814,438	\$ (268,211,227)	-2.682%
Taxable Values	\$ 5,485,197,941	\$ 5,511,690,799	\$ 26,492,858	0.483%
Full Value Tax Rate	\$6.79	<b>\$6.98</b>	\$0.19	<b>2.736%</b>
Taxable Value Tax Rate	\$12.38	<b>\$12.32</b>	(\$0.06)	<b>-0.500%</b>

**SCHEDULE 1**  
2011 Adopted Budget

	Appropriation	Revenue	Fund Balance	Property Tax Support
<b>General Fund</b>				
GENERAL	\$ 109,541,683	\$ 121,139,110	\$ -	\$ (11,597,427)
SOCIAL SERVICES	\$ 118,630,400	\$ 52,610,742	\$ -	\$ 66,019,658
<b>Enterprise Funds</b>				
AVIATION	\$ 3,822,280	\$ 3,772,681	\$ 49,599	\$ -
PUBLIC TRANSPORTATION	\$ 11,879,633	\$ 10,024,720	\$ 800,000	\$ 1,054,913
SOLID WASTE MANAGEMENT	\$ 8,996,973	\$ 8,976,078	\$ 20,895	\$ -
WILLOW POINT NURSING HOME	\$ 30,011,115	\$ 30,052,020	\$ (40,905)	\$ -
<b>Internal Services Funds</b>				
CENTRAL FOOD & NUTRITION	\$ 4,528,735	\$ 4,645,409	\$ (116,674)	\$ -
FLEET MANAGEMENT	\$ 896,040	\$ 403,950	\$ 492,090	\$ -
HEALTH INSURANCE	\$ 43,198,872	\$ 42,324,400	\$ 874,472	\$ -
RISK MANAGEMENT	\$ 2,360,456	\$ 2,393,310	\$ (32,854)	\$ -
WORKERS' COMPENSATION	\$ 3,456,310	\$ 3,457,310	\$ (1,000)	\$ -
<b>Special Revenue Funds</b>				
COUNTY LIBRARY	\$ 2,467,369	\$ 849,313	\$ 200,000	\$ 1,418,056
ROAD MACHINERY	\$ 2,171,853	\$ 38,851	\$ -	\$ 2,133,002
COUNTY ROAD	\$ 9,593,745	\$ 2,389,051	\$ -	\$ 7,204,694
VETERANS' ARENA	\$ 1,697,951	\$ 761,852	\$ -	\$ 936,099
GOLF	\$ 924,696	\$ 949,019	\$ (24,323)	\$ -
<b>TOTALS</b>	<b>\$ 354,178,111</b>	<b>\$ 284,787,816</b>	<b>\$ 2,245,623</b>	<b>\$ 67,168,995</b>
Reserve Uncollected Taxes				\$ 750,000
Total Tax Levy				\$ 67,918,995
2010 Totals	\$ 352,593,984	\$ 283,251,997	\$ 6,057,600	\$ 64,331,918
Difference	\$ 1,584,127	\$ 1,535,819	\$ (3,811,977)	\$ 3,587,077
Percentage Diff	0.45%	0.54%	-62.93%	5.58%

	2010	2011	Difference	% Difference
Full Values	\$ 9,997,585,274	\$ 10,001,025,665	\$ 3,440,391	0.034%
Taxable Values	\$ 5,474,666,923	\$ 5,485,197,941	\$ 10,531,018	0.192%
Full Value Tax Rate	\$6.43	<b>\$6.79</b>	\$0.36	<b>5.540%</b>
Taxable Value Tax Rate	\$11.75	<b>\$12.38</b>	\$0.63	<b>5.373%</b>

**SCHEDULE 1**  
**2010 Adopted Budget**

	Appropriation	Revenue	Fund Balance	Property Tax Support
<b>General Fund</b>				
GENERAL	\$ 108,588,669	\$ 120,841,127	\$ -	\$ (12,252,458)
SOCIAL SERVICES	\$ 112,957,062	\$ 50,376,874	\$ -	\$ 62,580,188
<b>Enterprise Funds</b>				
AVIATION	\$ 3,888,708	\$ 3,974,054	\$ (85,346)	\$ -
PUBLIC TRANSPORTATION	\$ 12,170,281	\$ 9,909,325	\$ 1,000,000	\$ 1,260,956
SOLID WASTE MANAGEMENT	\$ 12,945,426	\$ 9,834,917	\$ 3,110,509	\$ -
WILLOW POINT NURSING HOME	\$ 30,659,356	\$ 30,821,250	\$ (161,894)	\$ -
<b>Internal Services Funds</b>				
CENTRAL FOOD & NUTRITION	\$ 4,558,890	\$ 4,558,902	\$ (12)	\$ -
FLEET MANAGEMENT	\$ 1,141,120	\$ 872,399	\$ 268,721	\$ -
HEALTH INSURANCE	\$ 42,270,518	\$ 41,394,896	\$ 875,622	\$ -
RISK MANAGEMENT	\$ 2,538,929	\$ 2,538,929	\$ -	\$ -
WORKERS' COMPENSATION	\$ 3,331,034	\$ 3,331,034	\$ -	\$ -
<b>Special Revenue Funds</b>				
COUNTY LIBRARY	\$ 2,536,252	\$ 836,206	\$ 150,000	\$ 1,550,046
ROAD MACHINERY	\$ 2,414,523	\$ 31,000	\$ 100,000	\$ 2,283,523
COUNTY ROAD	\$ 9,682,861	\$ 2,265,184	\$ 800,000	\$ 6,617,677
VETERANS' ARENA	\$ 2,045,986	\$ 754,000	\$ -	\$ 1,291,986
GOLF	\$ 864,369	\$ 911,900	\$ (47,531)	\$ -
<b>TOTALS</b>	<b>\$ 352,593,984</b>	<b>\$ 283,251,997</b>	<b>\$ 6,057,600</b>	<b>\$ 63,331,918</b>
Reserve Uncollected Taxes				\$ 1,000,000
Total Tax Levy				\$ 64,331,918
2009 Totals	\$ 347,552,869	\$ 279,573,244	\$ 8,651,274	\$ 60,340,186
Difference	\$ 5,041,115	\$ 3,678,753	\$ (2,593,674)	\$ 3,991,732
Percentage Diff	1.45%	1.32%	-29.98%	6.62%

	2009	2010	Difference	% Difference
Full Values	\$ 9,256,213,918	\$ 9,997,585,274	\$ 741,371,356	8.009%
Taxable Values	\$ 3,676,914,823	\$ 5,474,666,923	\$ 1,797,752,100	48.893%
Full Value Tax Rate *	\$6.52	<b>\$6.43</b>	(\$0.08)	<b>-1.291%</b>
Taxable Value Tax Rate *	\$16.41	<b>\$11.75</b>	(\$4.66)	<b>-28.395%</b>

\* Note: Negative difference is due to Town of Vestal being reassessed resulting in a 100% equalization rate

## GENERAL GOVERNMENT

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>	<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>
Legislative Board		Information Technology	
Clerk of the Legislature	2	Information Services	67
Legislature	7	Communication Services	74
		Telecommunications Services	78
Executive		Law	
Executive	10	Law	82
County Clerk		Law—DSS Legal Unit	87
Records	15	Personnel	92
Motor Vehicles	20		
Records Management	24	Public Defender	100
District Attorney	28	Public Works	
Audit & Control		Administration	106
Audit & Control	34	Buildings & Grounds	110
Weights & Measures	39	Engineering	116
Central Foods	43	Fleet Management	120
Coroners	49	Purchasing	126
Elections	53	Real Property Tax Services	132
Office of Mgmt. & Budget	59	Risk & Insurance	
		Risk Management	139
		Health Insurance	145
		Workers Compensation	148



# LEGISLATURE

LEGISLATORS (15)  
(Elected)

Chairman  
Board of Acquisition & Contract  
Capital Program Advisory Committee

## LEGISLATIVE BOARD

- COMMITTEES
  - County Administration
  - Economic & Rural Development and Planning
  - Education, Culture, and Recreation
  - Finance
  - Human Services
  - Personnel
  - Public Health and Environmental Protection
  - Public Safety and Emergency Services
  - Public Works & Transportation
- RESEARCH SUPPORT

## CLERK OF THE LEGISLATURE

- LEGISLATIVE SUPPORT
  - Local Laws and Resolutions
  - Legislative Minutes
  - Committee Minutes
  - Journal of Proceedings
  - Records Management
  - Clerical / Secretarial Support
  - Administration
  - Ethics Disclosure Processing
- FREEDOM OF INFORMATION LAW (FOIL)

## **LEGISLATIVE CLERK**

### **MISSION STATEMENT**

The **Clerk of the Legislature** supervises and coordinates daily activities of the office of the Legislature.

### **DESCRIPTION**

This office drafts and distributes all legislation to appropriate committees; processes, certifies, and disseminates all legislation; provides minutes of all Legislative Sessions and all committee meetings; prepares and files the required documentation on all approved local laws with the Secretary of State; and provides clerical/secretarial support to the individual Legislators. Prepares, maintains, and distributes the Directory of Federal, State, County, and Municipal Officials and a desk blotter-style quick directory.

The Clerk also serves as the Records Access Officer for Broome County Government, processing Freedom of Information Requests on a continual basis.

Maintains and distributes updates to the County's Charter and Administrative Code.

Provides support to the Agricultural and Farmland Protection Board.

Serves as support staff to the Board of Ethics by maintaining, distributing, collecting and submitting for review by the Board, the annual Financial Disclosure Form, which more than 200 County officials are required to complete.

### **2013 OBJECTIVES**

- Implement a paperless process by which resolution requests are submitted.
- Continue the use of the paperless process for the distribution of resolution and agendas to County personnel.
- Continue to make the business of the Legislature accessible to the public through the use of the internet and other technologies.
- Continue to make accessing public records as easy as possible for the public using a well designed paper form and an on-line submission form.
- Enhance the capabilities of the office and the Legislative Assistant through the use of student interns.

### **2013 DEPARTMENTAL BUDGET HIGHLIGHTS**

- In the 2013 budget, this office has restricted expenses wherever possible.

12010001

## LEGISLATIVE-Clerk

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Clerk of the County Legislature	D Admin	1	1	1	1
Deputy Clerk of the County Legislature	18 Admin	1	1	1	1
Second Deputy Clerk of the County Legislature	14 Admin	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 12000000 Legislative  
DIV 01 Legislative-Clerk

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000006 Sale of Prop and Comp for Loss					
5000512 MINOR SALES OTHER	1,351	1,000	1,509	1,200	1,200
0000006 Sale of Prop and Comp for Loss Totals	1,351	1,000	1,509	1,200	1,200
Rev Total for Div 1201	1,351	1,000	1,509	1,200	1,200
0000010 Personal Service					
6001000 SALARIES FULL-TIME	145,574	150,123	93,107	149,793	149,793
6001002 SALARIES TEMPORARY	0	0	0	12,128	12,128
0000010 Personal Service Totals	145,574	150,123	93,107	161,921	161,921
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	123	215	122	215	215
6004012 OFFICE SUPPLIES	700	1,060	156	1,060	1,060
6004055 COMPUTER SOFTWARE AND SUPPLIES	137	150	0	3,000	3,000
6004056 COMPUTER EQUIPMENT(NON CAPITAL	675	1,000	0	3,500	3,500
6004100 POSTAGE AND FREIGHT	0	50	0	50	50
6004105 DUES AND MEMBERSHIPS	100	150	150	150	150
6004106 GENERAL OFFICE EXPENSES	997	1,330	693	1,330	1,330
6004131 PHOTOGRAPHIC EXPENSES	323	0	0	500	500
6004137 ADVERTISING AND PROMOTION EXPE	2,527	2,100	666	1,700	1,700
6004162 EDUCATION AND TRAINING	0	1,000	450	1,000	1,000
6004196 COPYING MACHINE RENTALS	-192	2,800	3,305	2,800	2,800
6004541 STENOGRAPHIC SERVICES	400	600	400	600	600
6004573 OTHER FEES FOR SERVICES	6,577	6,800	5,716	5,731	5,731
0000040 Contractual Expenditures Totals	12,367	17,255	11,658	21,636	21,636
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	453	490	245	159	159
0000041 Chargeback Expenses Totals	453	490	245	159	159
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	2,387	0	-1,193	0	0

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 12000000 Legislative  
DIV 01 Legislative-Clerk

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness Totals	2,387	0	-1,193	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	517	0	-259	0	0
0000070 Interest on Indebtedness Totals	517	0	-259	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	21,105	27,023	17,490	31,831	31,831
6008002 SOCIAL SECURITY	11,085	11,484	7,079	12,388	12,388
6008004 WORKERS COMPENSATION	818	630	315	637	637
6008006 LIFE INSURANCE	58	57	38	76	76
6008007 HEALTH INSURANCE	3,787	4,896	2,976	4,781	4,781
6008009 RETIREE HEALTH INSURANCE	19,910	21,867	13,102	20,889	20,889
6008011 UNEMPLOYMENT INSURANCE	15,621	0	4,151	0	0
0000080 Employee Benefits Totals	72,384	65,957	45,151	70,602	70,602
Exp Total for Div 1201	233,682	233,825	148,709	254,318	254,318
Total for Div 1201	-232,331	-232,825	-147,200	-253,118	-253,118

## LEGISLATIVE LEGISLATURE

### MISSION STATEMENT

The Broome County Legislature is the policy-making body and taxing authority of Broome County Government. The Legislature is comprised of 15 elected Legislators each representing a District. Through its power to legislate and approve appropriations, the County Legislature shapes the direction of Broome County Government. The Broome County Charter further defines the duties and powers of the Legislature.

### DESCRIPTION

The **County Legislature** is responsible for the adoption of all local legislation and the levy of property taxes in order to fund County governmental operations. Other specific powers include the power to make appropriations, incur indebtedness, and adopt an annual budget; to create, alter, combine or abolish positions (job titles) except those units headed by elected officials; to confirm appointments by the County Executive; to adopt the equalization rates for the City of Binghamton and the 16 towns; and to award all contracts for professional services exceeding \$15,000.

The **Chair of the Legislature** presides at meetings of the County Legislature and appoints all standing and ad hoc committees. The Chair is an ex-officio member of every committee. Additionally, the Chair is a member of the Board of Acquisition and Contract (BAC) and several Advisory Boards pursuant to the provisions of the Broome County Charter.

The Chair of the Finance Committee, the Chair of the Public Works & Transportation Committee and the Chair of the Legislature are all members of the Capital Projects Advisory Committee.

The **Legislative Assistant** provides research and support to the Chair, the Committees, and Legislators and facilitates activities and initiatives of the Legislature.

### 2013 OBJECTIVES

- Carefully scrutinize all County spending with the specific goal of controlling property taxes.
- Work to create an atmosphere that will promote economic development within the County and region to enhance the County's tax base and employment opportunities.
- Review County Departments and services to determine where administration and other functions can be consolidated.
- Consider all possible opportunities for the most efficient delivery of services, including sharing of resources and services with municipalities.
- Work to improve the quality of life for residents of Broome County.
- Examine the impact of mineral exploration in Broome County.

### 2013 DEPARTMENTAL BUDGET HIGHLIGHTS

- In the 2013 budget the Legislature has restricted expenses wherever possible and has realized a small salary savings due to the elimination of four Legislative Districts.

12020001

## LEGISLATIVE-Legislature

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Legislative Assistant	22 Admin	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b><u>PART TIME</u></b>					
Chairman*/County Legislator	Elected	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
County Legislator	Elected	<u>18</u>	<u>18</u>	<u>14</u>	<u>14</u>
<b>Total Part-Time Positions</b>		<b>19</b>	<b>19</b>	<b>15</b>	<b>15</b>
<b>TOTAL POSITIONS</b>		<b>20</b>	<b>20</b>	<b>16</b>	<b>16</b>

\* Elected by peers

REPORT:BP033

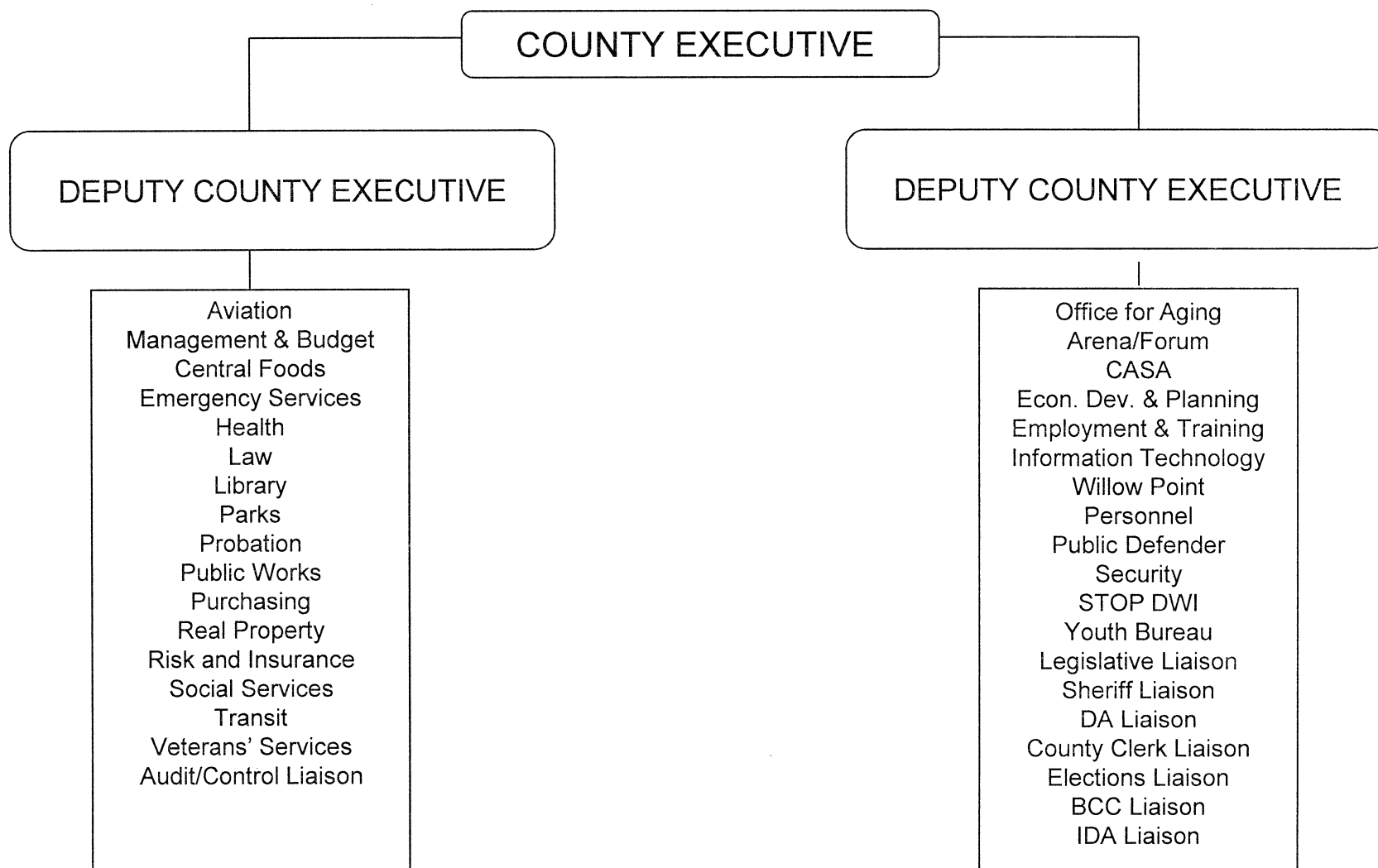
BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 12000000 Legislative  
DIV 02 Legislative-Legislature

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000010 Personal Service					
6001000 SALARIES FULL-TIME	48,336	51,280	31,475	51,280	51,280
6001001 SALARIES PART-TIME	243,831	245,000	154,892	195,000	195,000
0000010 Personal Service Totals	292,167	296,280	186,367	246,280	246,280
0000040 Contractual Expenditures					
6004161 TRAVEL HOTEL AND MEALS	0	2,452	508	4,850	4,850
6004162 EDUCATION AND TRAINING	100	925	895	1,850	1,850
0000040 Contractual Expenditures Totals	100	3,377	1,403	6,700	6,700
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	1,359	1,470	735	476	476
0000041 Chargeback Expenses Totals	1,359	1,470	735	476	476
0000080 Employee Benefits					
6008001 STATE RETIREMENT	23,287	31,730	19,087	32,145	32,145
6008002 SOCIAL SECURITY	20,898	22,661	13,440	18,837	18,837
6008004 WORKERS COMPENSATION	2,455	1,890	945	1,910	1,910
6008006 LIFE INSURANCE	352	380	256	304	304
6008007 HEALTH INSURANCE	52,704	47,881	29,313	59,262	59,262
6008009 RETIREE HEALTH INSURANCE	93,221	111,344	56,042	87,904	87,904
0000080 Employee Benefits Totals	192,917	215,886	119,083	200,362	200,362
Exp Total for Div 1202	486,543	517,013	307,588	453,818	453,818
Total for Div 1202	-486,543	-517,013	-307,588	-453,818	-453,818
Total for Dept 12000000	-718,874	-749,838	-454,788	-706,936	-706,936



# COUNTY EXECUTIVE



## **COUNTY EXECUTIVE**

### **MISSION STATEMENT**

To efficiently manage County departments, projects and programs that will provide our residents with quality services that promote a high quality of life in a cost effective manner. To prepare and control the County's operating, capital, and grant budgets.

### **DESCRIPTION**

The office and duties of the County Executive were established by Article III, Sections 301-312 of the Broome County Charter, adopted November 1968. The County Executive is the Chief Executive Officer and Administrative head of Broome County government. The County Executive is an elected position serving a four-year term.

The Executive Office is responsible for overseeing all County related departments. He or she is also responsible for communicating information regarding Broome County Government services, programs, activities and public policy to the employees, general public, and local, state and federal elected officials.

The County Executive is responsible for executing local laws and resolutions as defined in the Broome County Charter and Code. The County Executive supervises and directs the internal organization and reorganization of each department or other administrative units. In addition, the County Executive appoints members to County Boards and Commissions.

### **2013 OBJECTIVES**

- To work closely with all levels of government, all of our internal Departments, and our community partners to meet the challenges posed by our current economic conditions. We will strive to maintain, to the best of our ability, the quality services that our

residents have come to expect. However, all services are being reevaluated to make sure we are providing them in the most cost effective manner. The administration and department heads are being charged with the task of doing more with less, with as little impact to the public as possible.

- We will continue to work with our partner agencies to encourage economic development and help the private sector create new and better paying jobs. This includes working in partnership with the Governor's Regional Economic Council New York State and other local leaders to make sure that while protecting our environment we also make every effort to capitalize on potential natural gas development that may result from the State's Marcellus Shale, contingent on State approval.
- In order to create a climate that will attract economic development, the Executive's Office will continue to work to contain property taxes by pursuing more efficient operations within Broome County Government. These efforts will include but are not limited to:
  - Continue to enforce strict and accountable spending guidelines for all County departments.
  - Strongly advocate for additional consolidation/shared service opportunities with other governments.
  - Closely monitor all capital projects ensuring completion and quality.
  - Make sure all of our projects currently on the drawing board fit within the current economic model and will be sustainable both in the near future and decades from now.
  - Continue to push for improved efficiencies in all departments to improve performance and to reduce expenses.
  - Continue to create and promote strategies that market the Greater Binghamton region as a viable place in which to invest.

05000001 EXECUTIVE

		As of 8/24/2012			
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
County Executive	Elected	1	1	1	1
Deputy County Executive	K Admin	2	2	2	2
Executive Asst. to the County Executive	22 Admin	2	2	2	2
Administrative Asst. to the County Executive	22 Admin	1	0	0	0
Secretary to Deputy County Executive	14 Admin	1	1	1	1
Administrative Asst. to the County Executive	12 Admin	0	1	1	1
Total Full-Time Positions		7	7	7	7
<u>PART TIME</u>					
Total Part-Time Positions		0	0	0	0
TOTAL POSITIONS		7	7	7	7

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 05000000 County Executive

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000332 INDIRECT COSTS CHARGEBACK	1,633,043	2,266,376	0	2,066,163	2,066,163
5000333 OTHER DEPARTMENTAL CHARGEBACK	0	0	0	3,847	3,847
0000002 Departmental Income Total	1,633,043	2,266,376	0	2,070,010	2,070,010
Rev Totals for Dept 05000000	1,633,043	2,266,376	0	2,070,010	2,070,010
0000010 Personal Service					
6001000 SALARIES FULL-TIME	442,360	459,978	269,012	423,333	423,333
6001002 SALARIES TEMPORARY	40,987	0	27,036	32,479	32,479
0000010 Personal Service Totals	483,347	459,978	296,048	455,812	455,812
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	500	500	621	0	0
6004012 OFFICE SUPPLIES	3,353	3,000	2,146	3,000	3,000
6004030 FOOD AND BEVERAGES	491	500	0	0	0
6004046 GAS OIL GREASE AND DIESEL FUEL	163	75	0	0	0
6004048 MISC OPERATIONAL SUPPLIES	0	100	0	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	500	0	500	500
6004100 POSTAGE AND FREIGHT	8	50	0	50	50
6004105 DUES AND MEMBERSHIPS	2,605	667	0	0	0
6004106 GENERAL OFFICE EXPENSES	0	125	0	0	0
6004138 OTHER OPERATIONAL EXPENSES	0	200	0	0	0
6004161 TRAVEL HOTEL AND MEALS	626	0	0	1,000	1,000
6004162 EDUCATION AND TRAINING	280	0	0	500	500
6004196 COPYING MACHINE RENTALS	0	3,000	1,469	3,000	3,000
0000040 Contractual Expenditures Totals	8,026	8,717	4,236	8,050	8,050
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	400	513	257	378	378
6004615 GASOLINE CHARGEBACK	1,318	1,608	21	0	0
6004616 FLEET SERVICE CHARGEBACK	0	2,672	2,672	0	0
6004626 TRANSPORTATION SERVICES CHARGE	0	6,809	0	0	0
0000041 Chargeback Expenses Totals	1,718	11,602	2,950	378	378

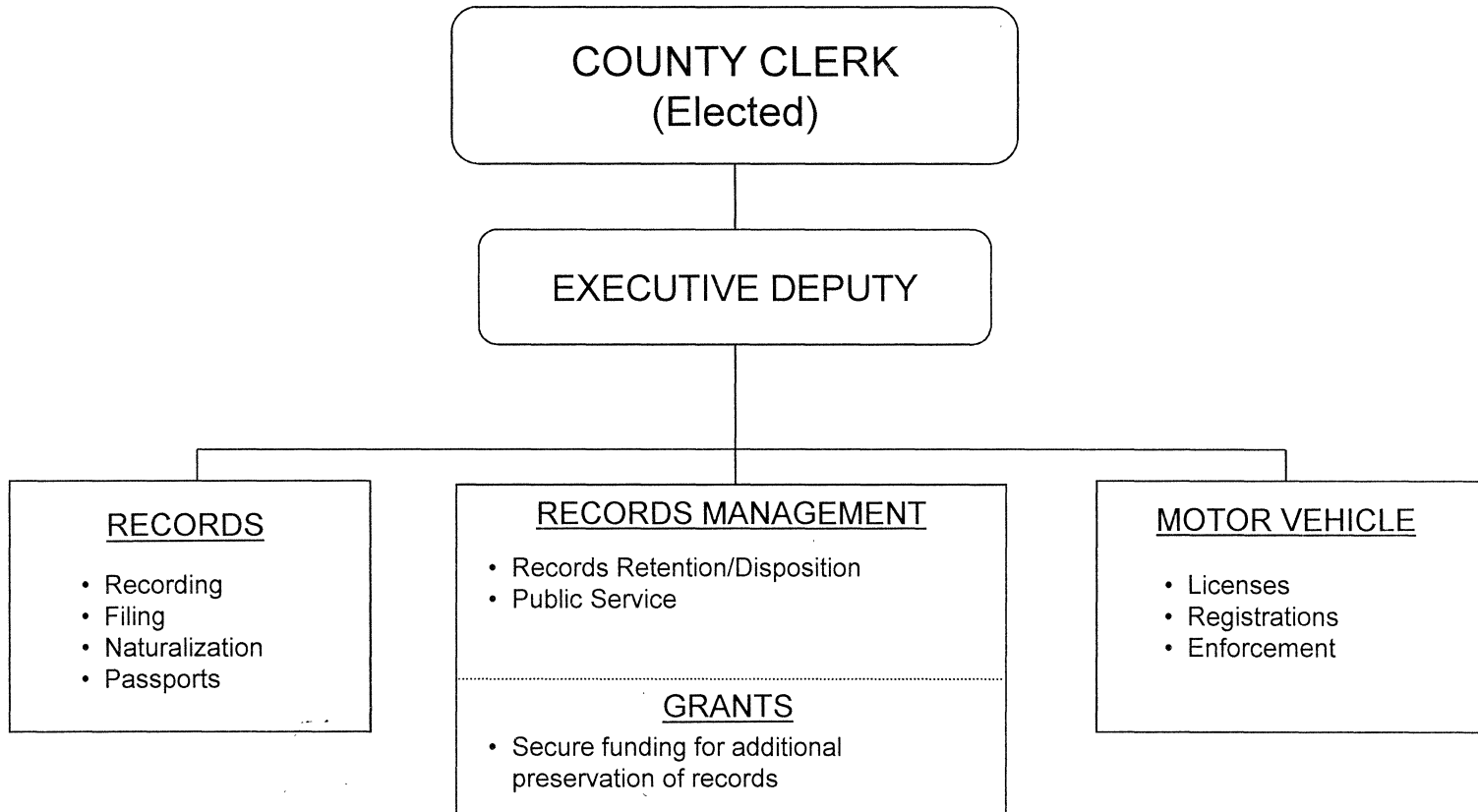
REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 05000000 County Executive

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits					
6008001 STATE RETIREMENT	67,194	82,796	52,116	96,860	96,860
6008002 SOCIAL SECURITY	36,341	35,190	21,897	34,870	34,870
6008004 WORKERS COMPENSATION	4,614	3,120	1,560	3,220	3,220
6008006 LIFE INSURANCE	138	135	102	152	152
6008007 HEALTH INSURANCE	51,330	60,352	28,152	49,176	49,176
6008009 RETIREE HEALTH INSURANCE	83,401	77,258	59,253	95,467	95,467
0000080 Employee Benefits Totals	243,018	258,851	163,080	279,745	279,745
Exp Totals for Dept 05000000	736,109	739,148	466,314	743,985	743,985
Total for Dept 05000000	896,934	1,527,228	-466,314	1,326,025	1,326,025

# COUNTY CLERK



## **COUNTY CLERK**

### **Main Office**

#### **MISSION STATEMENT**

The County Clerk's Office provides services for the efficient filing and recording of documents as required by the constitution and laws of New York State. Organizational mandates are frequently reviewed for relevance, revision or deletion as appropriate according to NYS statute.

The County Clerk's Office is a multi-service government agency and acts as an agent for federal, state and local government.

#### **DESCRIPTION**

The County Clerk is an elected position serving a four-year term. The Clerk is also the Chief Clerk of the Supreme Court and as such has the responsibility of filing both civil and criminal records. This office provides the necessary services for the efficient filing and recording of land record documents, lien filing, acceptance of passport applications and naturalization of citizens as required by the State of New York and the federal government and is only one of a few in New York State offering records for sale over the internet. The office also provides significant operating revenues for certain other County departments. (Court Fines for STOP-DWI; Mortgage Tax for the OFFICE FOR AGING; and Transfer Tax for the VETERANS SERVICE AGENCY)

#### **2013 OBJECTIVES**

Our major objective in 2013 is to continue our program of scanning court records with the goal of making them available online within the same search program used for deeds & mortgages. We will continue to promote increased usage of the e-filing program for certain types of court actions.

#### **2013 BUDGET HIGHLIGHTS**

- The office revenues will continue to exceed expenses.
- The office will continue to work with the NYS Unified Court system to integrate our respective e-filing systems into a seamless unit.
- Our office will continue to work with our Records Management division to reduce and eventually eliminate the filing of certain types of paper records as we move toward complete electronic data storage.
- Continue to provide accurate, efficient services to stakeholders (local governments, general public, legal/Courts, and other departments).

04010001

## COUNTY CLERK/Records

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
County Clerk	Elected	1	1	1	1
Executive Deputy County Clerk	C Admin	1	1	1	1
Deputy County Clerk (40)	17 Admin	3	3	3	3
Paralegal (40)	15 Admin	1	1	1	1
Secretary to the County Clerk (40)	14 Admin	1	1	1	1
Senior Index Clerk (40)	9 CSEA	1	1	1	1
Index Clerk (40)	8 CSEA	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Full-Time Positions</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>



REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 04000000 County Clerk  
DIV 01 County Clerk- Records

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000104 CLERK FEES	1,193,331	1,350,000	792,497	1,400,000	1,400,000
5000105 XEROX MACHINE	6,035	5,000	6,775	7,000	7,000
5000106 MORTGAGE TAX	331,124	406,458	226,829	427,760	427,760
5000220 REMOTE ACCESS CHARGE	54,983	60,000	45,428	60,000	60,000
5000223 TIPPING FEES	1,891	0	0	0	0
5000426 MISCELLANEOUS	4,589	3,000	2,592	4,400	4,400
0000002 Departmental Income Totals	1,591,953	1,824,458	1,074,121	1,899,160	1,899,160
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	320	750	241	400	400
0000003 Use of Money Totals	320	750	241	400	400
Rev Total for Div 0401	1,592,273	1,825,208	1,074,362	1,899,560	1,899,560
0000010 Personal Service					
6001000 SALARIES FULL-TIME	535,454	544,040	318,786	542,716	542,716
6001003 SALARIES OVERTIME	1,892	0	0	2,000	2,000
0000010 Personal Service Totals	537,346	544,040	318,786	544,716	544,716
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	99	250	204	150	150
6004012 OFFICE SUPPLIES	7,501	7,500	4,048	7,500	7,500
6004030 FOOD AND BEVERAGES	159	300	152	400	400
6004041 PHOTOGRAPHIC SUPPLIES	216	250	0	220	220
6004056 COMPUTER EQUIPMENT (NON CAPITAL)	1,008	0	0	0	0
6004100 POSTAGE AND FREIGHT	410	610	410	625	625
6004105 DUES AND MEMBERSHIPS	50	360	352	485	485
6004106 GENERAL OFFICE EXPENSES	0	150	0	150	150
6004117 BUILDING AND GROUNDS EXPENSES	0	250	0	250	250
6004160 MILEAGE AND PARKING-LOCAL	0	100	0	100	100
6004161 TRAVEL HOTEL AND MEALS	0	500	-33	600	600
6004192 SOFTWARE MAINTENANCE	45,177	49,094	41,059	48,906	48,906
6004193 HARDWARE MAINTENANCE	7,582	3,667	2,031	3,199	3,199
6004195 HARDWARE RENTAL	5,301	15,301	13,534	15,301	15,301

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 04000000 County Clerk  
DIV 01 County Clerk- Records

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004196 COPYING MACHINE RENTALS	3,291	4,008	2,309	3,972	3,972
0000040 Contractual Expenditures Totals	70,794	82,340	64,066	81,858	81,858
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	2,364	2,309	1,155	1,017	1,017
6004604 DPW SECURITY CHARGEBACKS	10,137	10,909	0	10,286	10,286
0000041 Chargeback Expenses Totals	12,501	13,218	1,155	11,303	11,303
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	199	0	0	0	0
0000060 Principal on Indebtedness Totals	199	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	114	0	0	0	0
0000070 Interest on Indebtedness Totals	114	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	79,207	97,944	62,194	115,749	115,749
6008002 SOCIAL SECURITY	39,234	41,620	23,296	41,673	41,673
6008004 WORKERS COMPENSATION	16,472	19,795	1,915	18,849	18,849
6008006 LIFE INSURANCE	230	228	147	228	228
6008007 HEALTH INSURANCE	104,806	110,390	55,137	82,476	82,476
6008009 RETIREE HEALTH INSURANCE	100,289	110,010	72,841	124,113	124,113
6008010 DISABILITY INSURANCE	645	645	409	645	645
0000080 Employee Benefits Totals	340,883	380,632	215,939	383,733	383,733
Exp Total for Div 0401	961,837	1,020,230	599,946	1,021,610	1,021,610
Total for Div 0401	630,436	804,978	474,416	877,950	877,950

## **COUNTY CLERK**

### **Motor Vehicles**

#### **MISSION STATEMENT**

The Broome County Department of Motor Vehicles is a multi-service agency committed to acting as a liaison in fulfilling the legal responsibilities of NYS Department of Motor Vehicles and the Federal government, while serving the residents of Broome County in a courteous and timely manner.

#### **DESCRIPTION**

For 2013, the Department of Motor Vehicles will serve the public at 2 main offices:

- (1) 181 Clinton Street, Binghamton
- (2) 124 Washington Avenue, Endicott

Our mobile offices in Whitney Point & Conklin will remain open.

The two offices may be asked to process as many as 800 customers a day, occasionally 900!

#### **2013 OBJECTIVES**

We will be utilizing our website and phone system more than in the past in order to educate the public and disseminate information concerning a variety of inquiries.

We continue to strive to serve the public in a courteous and timely manner. With regulations changing continually, we are always working to keep staff up to date on state and federal regulations in order to provide consistent and accurate information to the public.

#### **2013 BUDGET HIGHLIGHTS**

- We will continue to educate the public with regard to the Enhanced Driver License/Non-Driver ID option.
- A long term solution needs to be found with regards to customer parking at our Clinton Street office.
- We will be working with our staff in an attempt to continue improving in the areas of consistent and accurate information.
- Saturday service will be continued at our Endicott location.
- Competition from the NYS DMV via internet transactions will continue to erode our revenue stream unless sharing of revenues occurs.
- Moving of DMV services from Clinton Street to the Greater Binghamton Transportation Center

04020001

## COUNTY CLERK/Motor Vehicles

04020001	COUNTY CLERK/Motor Vehicles		As of 8/24/2012			
			2011	Current	2013	2013
	<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>						
	Principal Motor Vehicle Clerk (40)	11 CSEA	1	1	1	1
	Senior Motor Vehicle Clerk (40)	9 CSEA	3	3	3	3
	Motor Vehicle Clerk (40)	8 CSEA	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>
	<b>Total Full-Time Positions</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<u>PART TIME</u>						
	Motor Vehicle Clerk (Part-time)	8 CSEA	<u>8</u>	<u>7</u>	<u>7</u>	<u>7</u>
	<b>Total Part-Time Positions</b>		<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>
	<b>TOTAL POSITIONS</b>		<b>21</b>	<b>20</b>	<b>20</b>	<b>20</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 04000000 County Clerk  
DIV 02 County Clerk - Motor Vehicles

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000107 MOTOR VEHICLE	2,326,908	2,354,000	1,389,923	2,354,000	2,354,000
5000108 COLLECTION OF SALES TAX	16,288	18,000	9,441	18,000	18,000
5000426 MISCELLANEOUS	811	700	404	700	700
0000002 Departmental Income Totals	2,344,007	2,372,700	1,399,768	2,372,700	2,372,700
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	240	250	179	250	250
0000003 Use of Money Totals	240	250	179	250	250
Rev Total for Div 0402	2,344,247	2,372,950	1,399,947	2,372,950	2,372,950
0000010 Personal Service					
6001000 SALARIES FULL-TIME	423,561	444,823	269,752	452,642	452,642
6001001 SALARIES PART-TIME	107,066	100,812	68,424	104,334	104,334
6001003 SALARIES OVERTIME	7,259	5,348	3,455	8,805	8,805
0000010 Personal Service Totals	537,886	550,983	341,631	565,781	565,781
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	791	797	491	550	550
6004012 OFFICE SUPPLIES	5,513	7,500	3,251	5,500	5,500
6004021 BLDG MAINTENANCE SUPPLIES	69	250	0	250	250
6004022 FUEL AND HEATING SUPPLIES	2,453	7,000	2,003	3,500	3,500
6004023 BLDG AND GROUNDS SUPPLIES	597	700	0	700	700
6004106 GENERAL OFFICE EXPENSES	582	910	770	972	972
6004111 BUILDING AND LAND RENTAL	51,707	52,607	35,071	52,982	52,982
6004113 WATER AND SEWAGE CHARGES	520	750	370	375	375
6004115 ELECTRIC CURRENT	13,650	15,600	8,449	10,250	10,250
6004117 BUILDING AND GROUNDS EXPENSES	4,265	6,536	1,612	2,335	2,335
6004160 MILEAGE AND PARKING-LOCAL	0	500	40	500	500
6004196 COPYING MACHINE RENTALS	660	660	440	660	660
0000040 Contractual Expenditures Totals	80,807	93,810	52,497	78,574	78,574

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 04000000 County Clerk  
DIV 02 County Clerk - Motor Vehicles

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	726	928	464	919	919
6004604 DPW SECURITY CHARGEBACKS	14,709	14,709	0	14,592	14,592
6004615 GASOLINE CHARGEBACK	1,170	1,440	621	1,600	1,600
6004616 FLEET SERVICE CHARGEBACK	0	1,336	1,336	1,890	1,890
6004619 BUILDING SERVICE CHARGEBACK	10,098	37,696	11,921	45,000	45,000
0000041 Chargeback Expenses Totals	26,703	56,109	14,342	64,001	64,001
0000080 Employee Benefits					
6008001 STATE RETIREMENT	75,787	99,177	61,139	120,229	120,229
6008002 SOCIAL SECURITY	38,669	42,150	24,342	43,284	43,284
6008004 WORKERS COMPENSATION	4,095	3,830	9,898	3,394	3,394
6008006 LIFE INSURANCE	280	342	193	380	380
6008007 HEALTH INSURANCE	107,749	111,044	79,540	128,904	128,904
6008009 RETIREE HEALTH INSURANCE	55,699	61,236	40,989	68,617	68,617
6008010 DISABILITY INSURANCE	1,831	1,806	1,232	1,935	1,935
6008011 UNEMPLOYMENT INSURANCE	1,191	0	0	0	0
0000080 Employee Benefits Totals	285,301	319,585	217,333	366,743	366,743
Exp Total for Div 0402	930,697	1,020,487	625,803	1,075,099	1,075,099
Total for Div 0402	1,413,550	1,352,463	774,144	1,297,851	1,297,851

## **COUNTY CLERK**

### **Records Management**

#### **MISSION STATEMENT**

To systematically effect the efficient administration of Broome County records in accordance with relevant regulations, by carefully balancing value, use, security, and cost.

#### **DESCRIPTION**

The Records Management Division provides practical guidance and expertise to departments in the following capacities:

- Determine retention and disposition of records.
- Review of requests for records storage and equipment.
- Coordinate all imaging/micrographics projects for all County Departments
- Ensure compliance with state and federal retention guidelines.

The Records Management Center is currently located at 161 Jensen Road in Vestal. (The Records Center will be moving in late 2012 or early 2013 from its present location). The Records Center houses all inactive County records, all original reels of microfilm and CD's, all Information Technology computer back-up, as well as housing the Records Management offices, personnel & imaging/micrographics center.

When fully staffed, our Imaging/Micrographics Division has the capacity to operate 4 scanners, 2 quality control stations, & the Document Archive writer. The technology allows the department to scan County projects/record series & return all information on CDs or microfilm, as needed to satisfy all NYS Archive requirements & each department's specific needs.

#### **2013 OBJECTIVES**

Our major objective in 2013 will be to secure grants to begin the digitization of all permanent records at the Records Center. We will continue to promote the reduction in the volume of paper records maintained by County Departments while providing each department with efficient retrieval and safe retention of their valuable documents.

#### **2013 BUDGET HIGHLIGHTS**

For 2013, the Records Management Division will be devoted to facilitating the move from Vestal to Binghamton, storing and retrieving records, disposing of records per the NYS disposal schedule.

The Records Manager will continue to review and recommend the most efficient and effective ways to keep our records and will advise all departments during the year. No new scanning projects will be started during 2013 and existing projects will be suspended.

The staff will be relocated to the County Office Building in order to save on building expenses.

04030001

## COUNTY CLERK/Records Center

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Records Management Officer (40)	18 Admin	1	1	0	0
Sr. Records Clerk (40)	9 CSEA	1	1	1	1
Clerk (40)	6 CSEA	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>TOTAL POSITIONS</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>



REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 04000000    County Clerk  
DIV 03          County Clerk- Records Mgmt

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000426 MISCELLANEOUS	0	100	8	50	50
0000002 Departmental Income Totals	0	100	8	50	50
0000008 State Aid					
5000808 OTHER STATE AID	10,400	0	-29,120	0	0
0000008 State Aid Totals	10,400	0	-29,120	0	0
Rev Total for Div 0403	10,400	100	-29,112	50	50
0000010 Personal Service					
6001000 SALARIES FULL-TIME	108,814	88,914	53,639	36,630	36,630
6001002 SALARIES TEMPORARY	0	0	0	25,000	25,000
0000010 Personal Service Totals	108,814	88,914	53,639	61,630	61,630
0000040 Contractual Expenditures					
6004011 DUPLICATING AND PRINTING RM SU	0	350	0	350	350
6004012 OFFICE SUPPLIES	266	1,200	105	300	300
6004022 FUEL AND HEATING SUPPLIES	2,071	4,500	1,407	4,000	4,000
6004023 BLDG AND GROUNDS SUPPLIES	241	500	0	100	100
6004041 PHOTOGRAPHIC SUPPLIES	2,464	3,000	0	3,000	3,000
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	2,000	0	0	0
6004100 POSTAGE AND FREIGHT	0	50	0	0	0
6004105 DUES AND MEMBERSHIPS	0	70	0	0	0
6004106 GENERAL OFFICE EXPENSES	0	2,000	0	2,000	2,000
6004111 BUILDING AND LAND RENTAL	47,122	47,500	27,885	0	0
6004113 WATER AND SEWAGE CHARGES	185	200	190	200	200
6004115 ELECTRIC CURRENT	3,509	4,000	2,310	3,000	3,000
6004117 BUILDING AND GROUNDS EXPENSES	672	250	365	1,200	1,200
6004160 MILEAGE AND PARKING-LOCAL	109	500	124	400	400
6004193 HARDWARE MAINTENANCE	30	4,100	408	2,200	2,200
6004195 HARDWARE RENTAL	12,480	12,480	8,320	12,480	12,480
6004196 COPYING MACHINE RENTALS	-204	1,100	741	1,056	1,056
6004505 CONTRACTED DATA PROCESSING SER	0	0	0	750	750

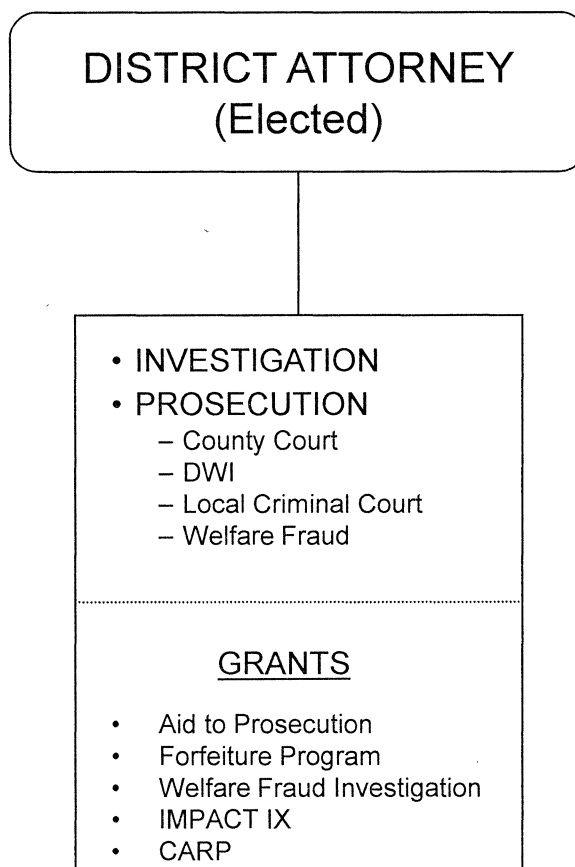
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 04000000 County Clerk  
DIV 03 County Clerk- Records Mgmt

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000040 Contractual Expenditures Totals	68,945	83,800	41,855	31,036	31,036
0000041 Chargeback Expenses					
6004619 BUILDING SERVICE CHARGEBACK	1,683	4,557	1,540	1,200	1,200
0000041 Chargeback Expenses Totals	1,683	4,557	1,540	1,200	1,200
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	1,081	0	0	0	0
0000060 Principal on Indebtedness Totals	1,081	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	107	0	0	0	0
0000070 Interest on Indebtedness Totals	107	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	15,490	16,005	10,077	7,784	7,784
6008002 SOCIAL SECURITY	7,903	6,802	3,863	4,715	4,715
6008006 LIFE INSURANCE	54	38	26	19	19
6008007 HEALTH INSURANCE	25,605	22,091	13,471	5,900	5,900
6008009 RETIREE HEALTH INSURANCE	6,021	6,623	4,014	25,287	25,287
6008010 DISABILITY INSURANCE	236	129	82	129	129
6008011 UNEMPLOYMENT INSURANCE	7,774	0	0	0	0
0000080 Employee Benefits Totals	63,083	51,688	31,533	43,834	43,834
Exp Total for Div 0403	243,713	228,959	128,567	137,700	137,700
Total for Div 0403	-233,313	-228,859	-157,679	-137,650	-137,650
Total for Dept 04000000	1,810,673	1,928,582	1,090,881	2,038,151	2,038,151

# DISTRICT ATTORNEY



## **DISTRICT ATTORNEY**

### **MISSION STATEMENT**

To represent the People of the State of New York and Broome County fairly and effectively in all criminal proceedings in Broome County.

### **DESCRIPTION**

The Broome County District Attorney's Office represents the People of the State of New York in all criminal proceedings, which include traffic and penal law violations, misdemeanors, and felonies. In each case, the prosecution must (1) determine what happened by gathering the facts and evidence; (2) determine what criminal offenses, if any, were committed; (3) if criminal offenses were committed, decide whether criminal prosecution is warranted, and (4) if prosecution is warranted, insure that prosecution is conducted fairly and competently.

### **2013 OBJECTIVES**

In the face of reduced or static funding from grant funding sources (Aid to Prosecution and IMPACT), the most important objective is to provide for adequate personnel and funding for the Office of the District Attorney to be able to competently:

- Perform the basic investigation and prosecution functions of the office.
- Prosecute the significant number of pending cases involving violence related to gang activity and drug trafficking.
- Continue to provide prosecution service to the increased (and still increasing) number of specialized court and criminal justice programs, such as the Judicial Diversion Program, Drug Court, Domestic Violence Court and Integrated Domestic Violence Court, as well as for litigation related to the Sex Offender Registration Act (SORA) classifications. Leandra's Law became effective on August 15, 2010, once again requiring additional services from the

Office of the District Attorney (being the monitor of the Broome County Ignition Interlock Program).

### **2013 BUDGET HIGHLIGHTS**

- Further publicize and implement local law adopted in late 2011, which authorized the creation of a traffic violation diversion program that allows motorists to avoid prosecution for traffic offenses in certain circumstances upon payment of a fee to Broome County, thereby creating additional revenue for Broome County. The program became operational at the beginning of the second quarter of 2012 and estimated revenue for the year is approximately \$75,000.
- Maintain funding for current personnel.
- Provide adequate funding for essential prosecution services, including increased stenographic expenses, witness and travel expenses associated with the prosecution of pending cases, in particular for expert witnesses and out-of-state witnesses, and to maintain our current computer legal research capability.

## 06000001 DISTRICT ATTORNEY

00000001 DISTRICT ATTORNEY

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	As of	<u>2013 Requested</u>	<u>2013 Recommended</u>
			8/24/2012 Current Authorized		
<u>FULL TIME</u>					
District Attorney	Elected	1	1	1	1
Senior Assistant District Attorney	AT-3	5	5	5	5
Assistant District Attorney II	AT-2	5	5	5	5
Assistant District Attorney I	AT-1	4	4	4	4
Chief Investigator - DA	27 Admin	1	1	1	1
Administrative Assistant to the DA	22 Admin	1	1	1	1
Investigator - DA	22 Admin	3	3	3	3
Paralegal	15 Admin	1	1	1	1
Secretary	13 CSEA	3	3	3	3
Keyboard Specialist	8 CSEA	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
<b>Total Full-Time Positions</b>		<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 06000000 District Attorney  
DIV 00 District Attorney

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000245 FEE FOR TRAFFIC DIVERSION	0	200,000	18,250	120,000	120,000
5000333 OTHER DEPARTMENTAL CHARGEBACK	55,000	55,000	22,782	51,000	51,000
5000428 OTHER CHARGES	25,994	84,440	21,592	87,432	87,432
0000002 Departmental Income Totals	80,994	339,440	62,624	258,432	258,432
0000005 Fines and Forfeitures					
5000501 (A2625) FORFEITURE OF CRIME PR	0	50,000	0	60,000	60,000
0000005 Fines and Forfeitures Totals	0	50,000	0	60,000	60,000
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	-31	0	1	0	0
5000534 TRANSFER FROM INSURANCE RESERV	4,602	640	34,625	0	0
0000007 Misc Interfund Revenues Totals	4,571	640	34,626	0	0
0000008 State Aid					
5000801 DISTRICT ATTORNEY'S SALARY	39,489	39,489	59,989	59,989	59,989
5000808 OTHER STATE AID	14,103	35,796	24,423	34,000	34,000
0000008 State Aid Totals	53,592	75,285	84,412	93,989	93,989
Rev Total for Div 0600	139,157	465,365	181,662	412,421	412,421
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,599,534	1,667,521	987,123	1,680,270	1,680,270
0000010 Personal Service Totals	1,599,534	1,667,521	987,123	1,680,270	1,680,270
0000020 Equipment and Capital Outlay					
6002708 LAW ENFORCEMENT EQUIPMENT	0	0	0	7,794	7,794
0000020 Equipment and Capital Outlay Totals	0	0	0	7,794	7,794

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 06000000   District Attorney  
DIV 00          District Attorney

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	23,344	17,000	11,868	17,000	17,000
6004012 OFFICE SUPPLIES	22,028	18,000	10,798	18,000	18,000
6004041 PHOTOGRAPHIC SUPPLIES	0	3,100	2,635	400	400
6004046 GAS OIL GREASE AND DIESEL FUEL	2,236	1,000	1,209	1,000	1,000
6004048 MISC OPERATIONAL SUPPLIES	3,998	0	0	0	0
6004052 UNIFORMS	0	270	0	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	50	0	0	0	0
6004056 COMPUTER EQUIPMENT (NON CAPITAL	697	0	640	0	0
6004100 POSTAGE AND FREIGHT	1,733	2,000	1,455	2,000	2,000
6004105 DUES AND MEMBERSHIPS	2,275	2,275	2,275	2,275	2,275
6004106 GENERAL OFFICE EXPENSES	3,710	5,500	3,439	5,500	5,500
6004131 PHOTOGRAPHIC EXPENSES	634	1,200	124	1,200	1,200
6004138 OTHER OPERATIONAL EXPENSES	4	0	13	0	0
6004146 SUBCONTRACTED PROGRAM EXPENSE	8,230	8,000	6,000	8,000	8,000
6004160 MILEAGE AND PARKING-LOCAL	4,604	6,000	1,598	6,000	6,000
6004161 TRAVEL HOTEL AND MEALS	5,834	9,000	1,140	9,000	9,000
6004162 EDUCATION AND TRAINING	1,220	6,000	0	6,000	6,000
6004164 NON-EMPLOYEE TRAVEL HOTEL & ME	10,422	15,000	5,556	15,000	15,000
6004168 OTHER PERSONAL EXPENSES	0	200	0	200	200
6004169 DAY TRIP MEAL REIMBURSEMENT	0	0	72	0	0
6004196 COPYING MACHINE RENTALS	5,326	7,300	7,560	7,300	7,300
6004200 PROPERTY LOSS	4,201	0	156	0	0
6004203 INSURANCE CLAIMS	400	445	34,469	0	0
6004402 LAB SERVICES	0	2,000	0	2,000	2,000
6004536 WITNESS EXPENSES	28,685	35,000	23,910	35,000	35,000
6004537 INVESTIGATIONS EXPENSES	2,480	6,000	1,500	6,000	6,000
6004541 STENOGRAPHIC SERVICES	85,244	75,000	47,688	75,000	75,000
<b>0000040 Contractual Expenditures Totals</b>	<b>217,355</b>	<b>220,290</b>	<b>164,105</b>	<b>216,875</b>	<b>216,875</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	3,240	3,091	1,546	5,578	5,578
6004615 GASOLINE CHARGEBACK	3,613	4,251	1,815	4,800	4,800
6004616 FLEET SERVICE CHARGEBACK	0	5,344	5,344	7,121	7,121
<b>0000041 Chargeback Expenses Totals</b>	<b>6,853</b>	<b>12,686</b>	<b>8,705</b>	<b>17,499</b>	<b>17,499</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	2,750	0	0	0	0

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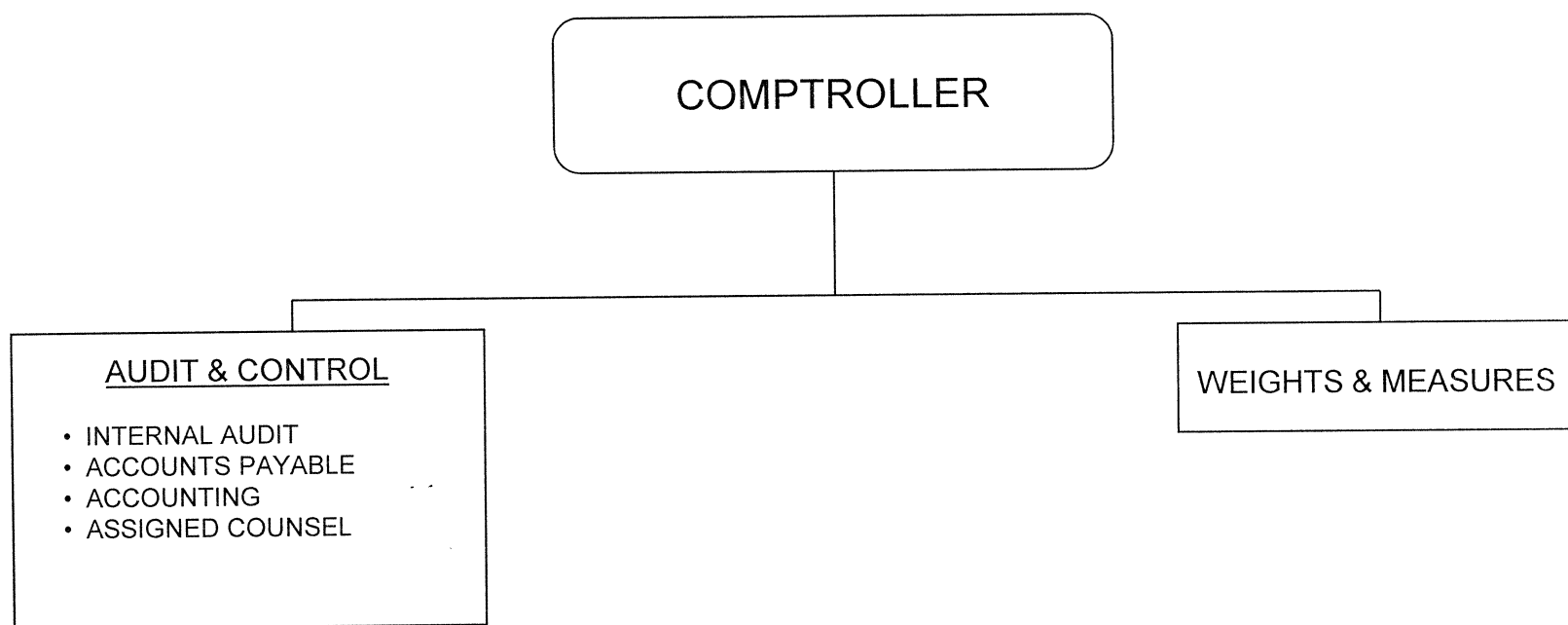
BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 06000000 District Attorney  
DIV 00 District Attorney

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness Totals	2,750	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	148	0	0	0	0
0000070 Interest on Indebtedness Totals	148	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	220,305	300,154	179,799	357,055	357,055
6008002 SOCIAL SECURITY	116,408	124,220	72,056	119,423	119,423
6008004 WORKERS COMPENSATION	17,856	17,968	8,984	19,112	19,112
6008006 LIFE INSURANCE	534	551	350	551	551
6008007 HEALTH INSURANCE	234,145	244,850	158,647	287,745	287,745
6008009 RETIREE HEALTH INSURANCE	18,870	38,554	11,818	26,692	26,692
6008010 DISABILITY INSURANCE	1,004	1,032	632	1,032	1,032
0000080 Employee Benefits Totals	609,122	727,329	432,286	811,610	811,610
0000090 Transfers					
6009002 TRANSFER TO GRANT FUND	184,657	184,657	184,338	184,338	184,338
0000090 Transfers Totals	184,657	184,657	184,338	184,338	184,338
Exp Total for Div 0600	2,620,419	2,812,483	1,776,557	2,918,386	2,918,386
Total for Div 0600	-2,481,262	-2,347,118	-1,594,895	-2,505,965	-2,505,965
Total for Dept 06000000	-2,481,262	-2,347,118	-1,594,895	-2,505,965	-2,505,965



# AUDIT AND CONTROL



## **AUDIT & CONTROL**

### **MISSION STATEMENT**

To provide professional internal auditing services, in accordance with applicable professional standards, to the County of Broome. To help the organization identify and control business risks. To help insure that the County's resources are used in an ethical, effective and efficient manner and that assets are adequately safeguarded. To insure that all County bank accounts are reconciled in a proper and timely manner. To provide the final review and approval of all disbursements of County funds, and to do so in a fair, efficient and expeditious manner. To administer and provide oversight relative to the disbursement of funds for the provision of indigent defense services in Broome County (except in cases where such services are provided directly by the Broome County Public Defender's Office).

### **DESCRIPTION**

The Audit and Control Division of the Department of Audit and Control performs audits of various programs, departments, agencies, etc; reconciles all of the County's bank accounts; pays all of the County's bills and administers the County's assigned counsel program.

### **2013 OBJECTIVES**

- Administer control self assessment process with County departments, contract agencies, and libraries.
- Provide instructional materials for departments in accounts payable and internal controls.
- Maintain compliance with continuing education and training standards promulgated by the Comptroller General of the United States.
- Pay all instruments received within one cycle of receipt.
- Reconcile all bank accounts within 30 days of receipt of statement.
- Use internal audit resources to help the County identify and mitigate business risks.

01010001    **AUDIT AND CONTROL**

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Comptroller	J Admin	1	1	1	1
Secretary to the Comptroller	14 Admin	1	1	1	1
Internal Auditor/Trainee	21/19 CSEA	4	4	4	4
Accountant (County)	16 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b><u>PART TIME</u></b>					
Secretary	14 Admin	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL POSITIONS</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 01000000 Audit and Control  
DIV 01 Audit & Control

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000330 SINGLE AUDIT CHARGEBACK	54,849	50,766	0	0	0
0000002 Departmental Income Totals	54,849	50,766	0	0	0
0000008 State Aid					
5000810 COURT ASSIGNED ATTORNEYS	774,703	850,000	652,766	500,000	500,000
0000008 State Aid Totals	774,703	850,000	652,766	500,000	500,000
Rev Total for Div 0101	829,552	900,766	652,766	500,000	500,000
0000010 Personal Service					
6001000 SALARIES FULL-TIME	313,474	376,521	235,424	389,442	389,442
6001001 SALARIES PART-TIME	32,475	34,223	19,819	32,475	32,475
6001002 SALARIES TEMPORARY	6,671	0	0	0	0
6001003 SALARIES OVERTIME	1,056	0	0	0	0
0000010 Personal Service Totals	353,676	410,744	255,243	421,917	421,917
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	919	400	0	400	400
6004012 OFFICE SUPPLIES	740	1,200	319	1,200	1,200
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	500	0	0	0
6004056 COMPUTER EQUIPMENT(NON CAPITAL	4,117	0	0	0	0
6004100 POSTAGE AND FREIGHT	0	60	0	60	60
6004105 DUES AND MEMBERSHIPS	1,119	790	1,029	790	790
6004106 GENERAL OFFICE EXPENSES	1,257	0	0	0	0
6004160 MILEAGE AND PARKING-LOCAL	0	500	342	500	500
6004161 TRAVEL HOTEL AND MEALS	853	0	1,885	0	0
6004162 EDUCATION AND TRAINING	1,473	0	1,894	0	0
6004501 AUDIT FEES	185,000	197,018	170,000	197,018	197,018
6004539 COURT ASSIGNED ATTORNEY-PUBLIC	867,971	1,273,392	354,196	1,273,392	1,273,392
6004540 COURT ASSIGNED ATTORNEY-FAMILY	2,156,919	900,000	1,060,560	900,000	900,000
0000040 Contractual Expenditures Totals	3,220,368	2,373,860	1,590,225	2,373,360	2,373,360

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 01000000    Audit and Control  
DIV 01            Audit & Control

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	223	539	270	551	551
0000041 Chargeback Expenses Totals	223	539	270	551	551
0000080 Employee Benefits					
6008001 STATE RETIREMENT	48,439	74,923	41,531	79,275	79,275
6008002 SOCIAL SECURITY	25,940	31,844	19,038	32,276	32,276
6008004 WORKERS COMPENSATION	4,079	3,285	1,643	2,670	2,670
6008006 LIFE INSURANCE	131	153	102	153	153
6008007 HEALTH INSURANCE	32,179	56,340	20,670	33,209	33,209
6008009 RETIREE HEALTH INSURANCE	67,112	71,353	41,107	68,170	68,170
6008010 DISABILITY INSURANCE	387	645	384	645	645
0000080 Employee Benefits Totals	178,267	238,543	124,475	216,398	216,398
Exp Total for Div 0101	3,752,534	3,023,686	1,970,213	3,012,226	3,012,226
Total for Div 0101	-2,922,982	-2,122,920	-1,317,447	-2,512,226	-2,512,226

## **AUDIT & CONTROL**

### **Weights & Measures**

#### **MISSION STATEMENT**

To assure a fair and equitable marketplace for both the buyer and the seller by conducting annual inspections and testing of commercially used weighing and measuring devices. To enforce New York State Agriculture & Markets Law Article 16, the New York State Code of Rules and Regulations 1NYCRR – Parts 220 through 224, and apply the procedures set forth by the National Institute of Standards and Technology.

#### **DESCRIPTION**

The Division of Weights & Measures inspects and tests, in accordance with the requirements promulgated by the New York State Department of Agriculture & Markets – Bureau of Weights & Measures, the accuracy and proper operation of commercially used weighing and measuring devices, the accuracy of labeled-by-weight packed in store commodities, and the quality of gasoline and diesel fuel.

#### **2013 OBJECTIVES**

- Continue participation in the state's octane testing program
- Continue to investigate and resolve all complaints in a timely manner
- Perform annual safety training review
- Insure that all inspections required by law are done on a timely basis

01020001    **AUDIT AND CONTROL/Weights and Measures**

01020001	AUDIT AND CONTROL/Weights and Measures		As of 8/24/2012			
			2011	Current	2013	2013
	<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>						
	Director of Weights & Measures	21 Admin	1	1	1	1
	Weights & Measures Inspector	15 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total Full-Time Positions		2	2	2	2
<u>PART TIME</u>						
	Total Part-Time Positions		0	0	0	0
	TOTAL POSITIONS		2	2	2	2

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 01000000    Audit and Control  
DIV 02          Weights & Measures

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000118 FEES FOR SERVICES	54,094	55,000	36,566	55,000	55,000
0000002 Departmental Income Totals	54,094	55,000	36,566	55,000	55,000
Rev Total for Div 0102	54,094	55,000	36,566	55,000	55,000
0000010 Personal Service					
6001000 SALARIES FULL-TIME	104,658	107,892	66,313	107,593	107,593
0000010 Personal Service Totals	104,658	107,892	66,313	107,593	107,593
0000040 Contractual Expenditures					
6004048 MISC OPERATIONAL SUPPLIES	2,327	900	638	900	900
6004052 UNIFORMS	0	500	0	500	500
6004054 SAFETY SUPPLIES	295	0	51	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	100	0	0	0	0
6004056 COMPUTER EQUIPMENT(NON CAPITAL	823	0	0	0	0
6004105 DUES AND MEMBERSHIPS	206	265	56	265	265
6004138 OTHER OPERATIONAL EXPENSES	-7,117	0	-5,035	0	0
6004161 TRAVEL HOTEL AND MEALS	1,124	0	990	0	0
6004162 EDUCATION AND TRAINING	138	0	104	0	0
0000040 Contractual Expenditures Totals	-2,104	1,665	-3,196	1,665	1,665
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	897	902	451	1,067	1,067
6004615 GASOLINE CHARGEBACK	2,284	2,099	1,062	3,000	3,000
6004616 FLEET SERVICE CHARGEBACK	0	2,672	2,672	3,781	3,781
6004626 TRANSPORTATION SERVICES CHARGE	0	7,583	0	7,700	7,700
0000041 Chargeback Expenses Totals	3,181	13,256	4,185	15,548	15,548
0000080 Employee Benefits					
6008001 STATE RETIREMENT	15,170	19,421	12,458	22,863	22,863
6008002 SOCIAL SECURITY	7,493	8,254	4,790	8,231	8,231
6008006 LIFE INSURANCE	38	38	26	38	38



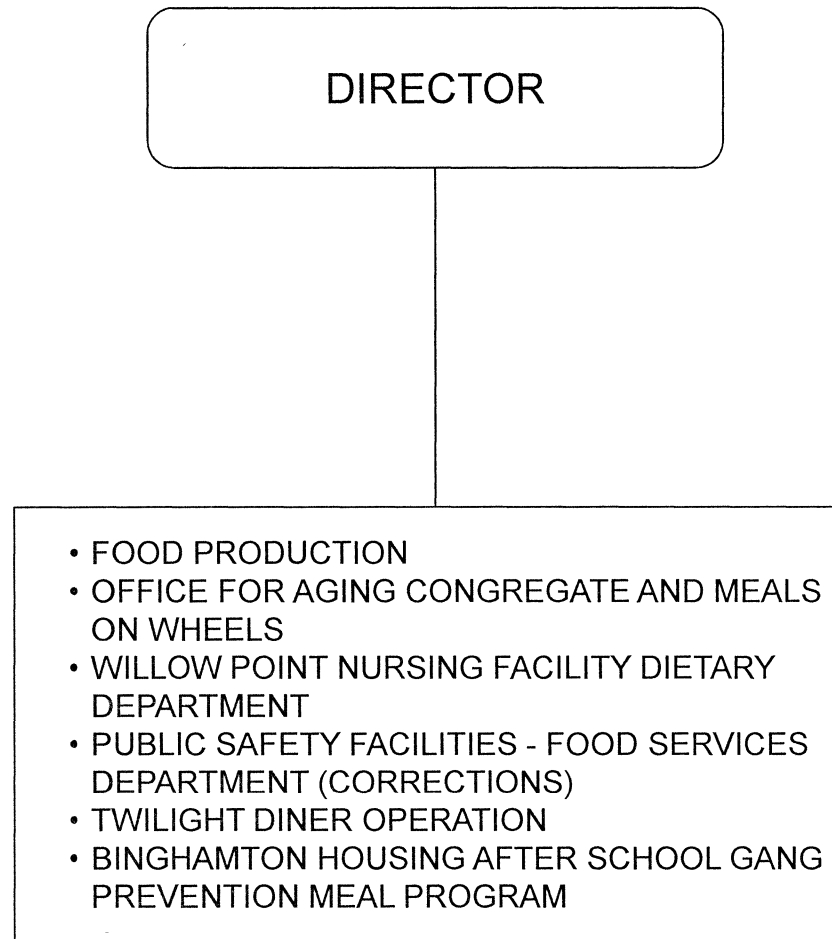
REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 01000000    Audit and Control  
DIV 02            Weights & Measures

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008007 HEALTH INSURANCE	21,035	22,091	13,471	21,643	21,643
6008009 RETIREE HEALTH INSURANCE	36,028	39,561	30,119	47,944	47,944
6008010 DISABILITY INSURANCE	129	129	82	129	129
0000080 Employee Benefits Totals	79,893	89,494	60,946	100,848	100,848
Exp Total for Div 0102	185,628	212,307	128,248	225,654	225,654
Total for Div 0102	-131,534	-157,307	-91,682	-170,654	-170,654
Total for Dept 01000000	-3,054,516	-2,280,227	-1,409,129	-2,682,880	-2,682,880

# CENTRAL FOOD AND NUTRITION SERVICES



## **CENTRAL FOOD & NUTRITION SERVICES**

### **MISSION STATEMENT**

Central Food and Nutrition Services provides food management and production services within applicable codes and regulations to County operated facilities and programs.

### **DESCRIPTION**

The Central Food's Administrative Offices and the Central Production Facility are located at 2001 East Main Street in Endicott. The facility was opened June 1988 and expanded and renovated in 1995. State-of-the-art cook-chill and conventional food production methods are utilized. In 2013, it is anticipated 1,188,619 meals will be prepared and served by Central Foods.

### **2013 OBJECTIVES**

- Continue to refine and maximize the Cook-Chill food production system to reduce costs and assure high level of user acceptance for Office for Aging, Willow Point Nursing Facility, and the Public Safety Facility.
- Work with OFA to find new and healthy menu items such as Hi Fiber Pasta and lower sodium products to keep up with the changing needs and guidelines of our aging population.
- Willow Point is continuing the process of switching to a bulk re-therm system. This will allow them to serve on a steam table instead of the current tray line. The food quality will increase and will have better acceptance from the clients. We will continue to work with the Willow Point Nursing Facility staff and administration to meet the changing needs of the residents for meals, snacks, special functions and hydration status, while monitoring the cost of these programs.
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- Continue to work with the Sheriff's Department, the Corrections Administration, and the medical staff to meet the nutritional needs of the inmates within the established guidelines.
- Refine CBORD to increase its usefulness to assist in purchasing.
- Continue to work with the Binghamton Housing Authority to provide meals and snacks to the kids in the after school gang prevention program.
- Oversee the operation of the intermodal bus station Twilight Diner.

### **2013 BUDGET HIGHLIGHTS**

- Will continue to work within our means to keep costs competitive.
- No noticeable increases other than those mandated.
- With the change we are making at Willow Point there will be a significant savings on items needed to keep the current aging system in working order.

02010001 **CENTRAL FOOD & NUTRITION SERVICES**

02010001	CENTRAL FOOD & NUTRITION SERVICES		As of 8/24/2012			
			2011	Current	2013	2013
	<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>						
	Director of Central Food & Nutrition Service	24 Admin	1	1	1	1
	Food Service Director (40)	20 BAPA	1	1	1	1
	Dietitian (40)	19 BAPA	2	2	2	2
	Senior Food Service Manager	18 BAPA	1	1	1	1
	Food Service Manager	14 BAPA	2	2	2	2
	Principal Account Clerk	13 CSEA	1	1	1	1
	Stores Clerk	10 CSEA	2	2	2	2
	Senior Food Service Helper	9 CSEA	3	3	3	3
	Cook	8 CSEA	3	3	3	3
	Assistant Cook	7 CSEA	2	1	1	1
	Food Service Helper	5 CSEA	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
	<b>Total Full-Time Positions</b>		<b>23</b>	<b>22</b>	<b>22</b>	<b>22</b>
<u>PART TIME</u>						
	Delivery Driver	10 CSEA	6	6	6	6
	Food Service Helper	5 CSEA	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>
	<b>Total Part-Time Positions</b>		<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
	<b>TOTAL POSITIONS</b>		<b>43</b>	<b>42</b>	<b>42</b>	<b>42</b>

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2060 Central Kitchen Operating  
DEPT 02000000 Central Foods

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000010 Personal Service Totals	1,261,128	1,349,942	740,710	1,371,001	1,371,001
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	116	300	0	200	200
6004012 OFFICE SUPPLIES	2,459	2,700	1,355	2,700	2,700
6004021 BLDG MAINTENANCE SUPPLIES	490	1,000	0	600	600
6004022 FUEL AND HEATING SUPPLIES	33,468	45,000	16,445	40,000	40,000
6004023 BLDG AND GROUNDS SUPPLIES	0	500	0	500	500
6004030 FOOD AND BEVERAGES	1,819,303	1,830,343	1,105,543	1,819,505	1,819,505
6004031 KITCHEN AND DINING ROOM SUPPLI	204,456	230,792	117,493	221,391	221,391
6004048 MISC OPERATIONAL SUPPLIES	79,230	49,500	46,338	45,000	45,000
6004054 SAFETY SUPPLIES	3,553	5,707	2,886	4,075	4,075
6004105 DUES AND MEMBERSHIPS	234	300	220	300	300
6004106 GENERAL OFFICE EXPENSES	30	0	0	0	0
6004113 WATER AND SEWAGE CHARGES	4,589	3,864	2,644	4,620	4,620
6004114 HEATING AND AIR COND PLANT EXP	0	1,000	0	500	500
6004115 ELECTRIC CURRENT	60,262	75,000	44,017	70,008	70,008
6004117 BUILDING AND GROUNDS EXPENSES	19,661	21,727	9,198	21,816	21,816
6004120 KITCHEN & DINING ROOM EXPENSES	35,298	43,587	24,965	45,812	45,812
6004121 LAUNDRY AND DRY CLEANING EXPEN	2,762	3,024	829	3,136	3,136
6004130 MOTOR EQUIP REPAIRS AND MAINT	784	1,500	0	1,500	1,500
6004137 ADVERTISING AND PROMOTION EXPE	0	150	0	0	0
6004138 OTHER OPERATIONAL EXPENSES	23	1,000	15	500	500
6004162 EDUCATION AND TRAINING	11,394	1,500	11,367	1,000	1,000
6004192 SOFTWARE MAINTENANCE	0	11,307	0	11,670	11,670
6004196 COPYING MACHINE RENTALS	1,791	3,840	2,428	3,840	3,840
6004200 PROPERTY LOSS	975	614	214	0	0
6004504 OTHER FINANCIAL SERVICES	514	493	146	466	466
6004567 DIETARY SERVICES	7,320	8,615	677	0	0
0000040 Contractual Expenditures Totals	2,288,712	2,343,363	1,386,780	2,299,139	2,299,139
0000041 Chargeback Expenses					
6004601 INDIRECT COSTS	82,000	103,997	0	113,711	113,711
6004602 INSURANCE PREMIUM CHARGEBACK	1,001	1,479	740	2,039	2,039
6004610 PERSONAL SERVICES CHARGEBACKS	0	0	0	4,746	4,746
6004614 OTHER CHARGEBACK EXPENSES	352	200	0	365	365
6004615 GASOLINE CHARGEBACK	24,257	30,640	14,021	31,780	31,780
6004616 FLEET SERVICE CHARGEBACK	0	10,692	10,688	15,124	15,124
6004619 BUILDING SERVICE CHARGEBACK	36,070	41,932	20,727	74,000	74,000
0000041 Chargeback Expenses Totals	143,680	188,940	46,176	241,765	241,765

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2060 Central Kitchen Operating  
DEPT 02000000 Central Foods

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000042 Depreciation					
6004801 DEPRECIATION - BUILDINGS	64,964	0	0	0	0
6004805 DEPRECIATION - MACHINERY & EQU	116,209	0	0	0	0
0000042 Depreciation Totals	181,173	0	0	0	0
0000060 Principal on Indebtedness					
6006000 PRINCIPAL ON SERIAL BONDS	0	37,845	0	39,466	39,466
6006001 PRINCIPAL ON BANS	0	8,162	0	17,362	17,362
0000060 Principal on Indebtedness Totals	0	46,007	0	56,828	56,828
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	3,637	26,367	7,819	24,855	24,855
6007001 INTEREST ON BANS	0	512	183	1,180	1,180
6007005 INTEREST ON CAPITAL LEASE	415	0	0	0	0
0000070 Interest on Indebtedness Totals	4,052	26,879	8,002	26,035	26,035
0000080 Employee Benefits					
6008001 STATE RETIREMENT	144,974	188,304	123,009	235,524	235,524
6008002 SOCIAL SECURITY	92,107	98,790	52,959	104,423	104,423
6008004 WORKERS COMPENSATION	27,625	36,792	18,396	43,779	43,779
6008005 WORKERS COMP LT LIABILITY	30,023	0	0	0	0
6008006 LIFE INSURANCE	667	684	453	722	722
6008007 HEALTH INSURANCE	232,443	254,955	166,973	290,323	290,323
6008008 OPEB - HEALTH INSURANCE	144,864	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	65,200	61,710	47,373	74,865	74,865
6008010 DISABILITY INSURANCE	3,640	3,998	2,336	3,998	3,998
6008011 UNEMPLOYMENT INSURANCE	3,337	500	3,841	500	500
0000080 Employee Benefits Totals	744,880	645,733	415,340	754,134	754,134
0000090 Transfers					
6009003 TRANSFER TO ENTERPRISE FUND	53,565	0	0	0	0
0000090 Transfers Totals	53,565	0	0	0	0

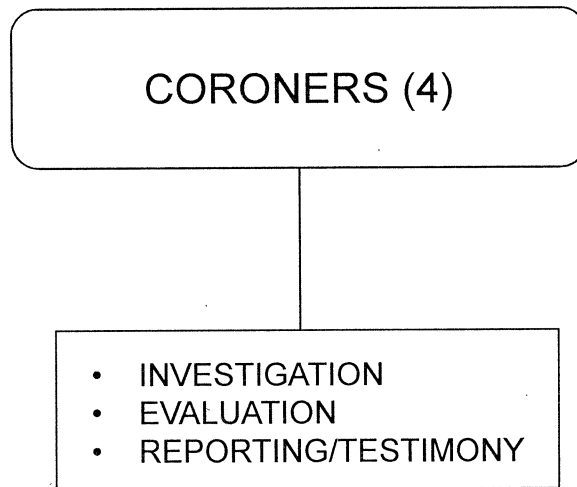
REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2060 Central Kitchen Operating  
DEPT 02000000 Central Foods

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Exp Totals for Dept 02000000	4,677,190	4,600,864	2,597,008	4,748,902	4,748,902
Total for Dept 02000000	-458,776	125,128	-1,298,198	193,185	193,185

# CORONERS





## **CORONERS**

### **MISSION STATEMENT**

To investigate unattended deaths, suspected homicide, suicide, medical misadventure or disease of public health significance.

### **DESCRIPTION**

This department is responsible for the investigation, recovery and transportation of the bodies of deceased in Broome County to the morgue. This includes all deaths caused by violence or unlawful acts, unusual or unexplained death, death in a public institution other than a hospital or nursing home, and death unattended by a doctor. Pathologists are contracted to perform the autopsies. The County Coroners are duly licensed physicians and provide court testimony concerning the results of their investigations.

Routine administration is done by the Law Department.

### **2013 OBJECTIVES**

- Maintain current levels of service.

03000001 Coroner

03000001

Coroner

As of  
8/24/2012

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Total Full-Time Positions		0	0	0	0
<u>PART TIME</u>					
Coroner	NA	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Total Part-Time Positions		4	4	4	4
TOTAL POSITIONS		4	4	4	4

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 03000000 Coroners

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000010 Personal Service					
6001001 SALARIES PART-TIME	112,000	112,000	70,807	112,000	112,000
0000010 Personal Service Totals	112,000	112,000	70,807	112,000	112,000
0000040 Contractual Expenditures					
6004105 DUES AND MEMBERSHIPS	0	200	0	200	200
6004143 TRANSPORTATION SERVICES	40,251	31,000	23,600	35,000	35,000
6004161 TRAVEL HOTEL AND MEALS	0	0	0	500	500
6004162 EDUCATION AND TRAINING	0	0	0	500	500
6004406 MEDICAL AND HOSPITAL SERVICES	201,863	177,000	88,571	200,938	200,938
0000040 Contractual Expenditures Totals	242,114	208,200	112,171	237,138	237,138
0000080 Employee Benefits					
6008001 STATE RETIREMENT	10,120	15,120	6,651	11,900	11,900
6008002 SOCIAL SECURITY	8,568	8,568	5,417	8,568	8,568
6008004 WORKERS COMPENSATION	811	734	367	653	653
0000080 Employee Benefits Totals	19,499	24,422	12,435	21,121	21,121
Exp Totals for Dept 03000000	373,613	344,622	195,413	370,259	370,259
Total for Dept 03000000	-373,613	-344,622	-195,413	-370,259	-370,259

# ELECTIONS

ELECTION COMMISSIONERS (2)

DEPUTY COMMISSIONERS (2)

- Voter Registration
- Elections
  - Primaries
  - General
- File Maintenance
- Redistricting - Annual
- Reapportionment - Decennial

## **ELECTIONS**

### **MISSION STATEMENT**

To insure that all eligible County citizens are offered an opportunity to register and vote; to maintain a complete and accurate voter file of all the registered voters in the Broome County; to insure that the integrity of the balloting process is maintained throughout Broome County; to enforce all provisions of the New York State Election Law. To institute all federal and state HAVA guidelines.

### **DESCRIPTION**

The Board of Elections is responsible for the honest and efficient operation of all national, state, and local elections in Broome County. The Board is established pursuant to Section 3-200 of the New York State Election Law.

### **2013 OBJECTIVES**

We will continue to make sure that the voters are comfortable with the new machine and their new election districts/polling sites. Many changed in 2012 due to redistricting.

### **2013 BUDGET HIGHLIGHTS**

We will have a Primary Election and General Election in 2013. Due to redistricting in 2012, many of our polling sites changed. We maintain that we will ultimately be able to save money on polling sites with the redistricting that was completed in 2012. Our goal of having one poll site per district was accomplished in 98% of the county.

## 07000001 ELECTIONS

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy Commissioner of Elections	C Admin	2	2	2	2
Election Auditor	14 CSEA	1	1	1	1
Election Data Specialist	14 CSEA	2	2	2	2
Election Registrar	14 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b><u>PART TIME</u></b>					
Commissioner of Elections	NA	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Part-Time Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL POSITIONS</b>		<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 07000000 Elections

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000179 CHARGES FOR SERVICES	300,218	536,000	524,990	345,669	395,669
0000002 Departmental Income Total	300,218	536,000	524,990	345,669	395,669
0000006 Sale of Prop and Comp for Loss					
5000515 MINOR SALES - ELECTIONS	82	500	281	100	100
0000006 Sale of Prop and Comp for Loss Total	82	500	281	100	100
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	-195	0	0	0	0
0000007 Misc Interfund Revenues Total	-195	0	0	0	0
Rev Totals for Dept 07000000	300,105	536,500	525,271	345,769	395,769
0000010 Personal Service					
6001000 SALARIES FULL-TIME	271,177	277,394	172,028	282,223	282,223
6001001 SALARIES PART-TIME	14,999	15,000	9,627	25,000	15,000
6001002 SALARIES TEMPORARY	136,509	124,900	94,483	92,900	92,900
6001003 SALARIES OVERTIME	9,183	17,000	5,731	10,000	10,000
0000010 Personal Service Totals	431,868	434,294	281,869	410,123	400,123
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	128	500	0	500	500
6004011 DUPLICATING AND PRINTING RM SU	42,795	197,319	140,106	130,000	130,000
6004012 OFFICE SUPPLIES	6,372	16,565	5,559	10,000	10,000
6004022 FUEL AND HEATING SUPPLIES	0	0	0	4,000	4,000
6004023 BLDG AND GROUNDS SUPPLIES	1,724	0	132	1,500	1,500
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	1,500	0	1,500	1,500
6004056 COMPUTER EQUIPMENT(NON CAPITAL	0	1,000	694	1,000	1,000
6004100 POSTAGE AND FREIGHT	23,295	40,000	51,394	35,000	35,000
6004105 DUES AND MEMBERSHIPS	140	210	140	210	210
6004106 GENERAL OFFICE EXPENSES	4,538	4,528	4,609	2,000	2,000
6004111 BUILDING AND LAND RENTAL	43,610	43,610	43,610	0	0

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 07000000 Elections

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004113 WATER AND SEWAGE CHARGES	0	0	0	200	200
6004115 ELECTRIC CURRENT	0	0	0	3,000	3,000
6004117 BUILDING AND GROUNDS EXPENSES	0	0	0	950	950
6004137 ADVERTISING AND PROMOTION EXPE	2,626	15,000	3,105	7,500	7,500
6004138 OTHER OPERATIONAL EXPENSES	160,231	291,113	164,712	216,906	216,906
6004160 MILEAGE AND PARKING-LOCAL	3,428	11,500	1,664	7,500	7,500
6004161 TRAVEL HOTEL AND MEALS	0	2,000	1,388	1,500	1,500
6004162 EDUCATION AND TRAINING	198	4,000	0	4,000	4,000
6004168 OTHER PERSONAL EXPENSES	179	0	0	0	0
6004183 CONTRIBUTION TO BROOME COMM CO	188	0	0	0	0
6004192 SOFTWARE MAINTENANCE	55,427	55,427	57,463	81,427	81,427
6004196 COPYING MACHINE RENTALS	1,698	3,000	727	3,000	3,000
6004505 CONTRACTED DATA PROCESSING SER	0	0	0	750	750
6004573 OTHER FEES FOR SERVICES	8,000	8,000	8,000	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>354,577</b>	<b>695,272</b>	<b>483,303</b>	<b>512,443</b>	<b>512,443</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	5,125	5,153	2,577	4,932	4,932
6004615 GASOLINE CHARGEBACK	309	215	274	400	400
6004616 FLEET SERVICE CHARGEBACK	0	1,336	1,336	1,890	1,890
6004617 DUPLICATING/PRINTING CHARGEBAC	2,900	0	0	0	0
6004618 OFFICE SUPPLIES CHARGEBACK	21,700	0	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>30,034</b>	<b>6,704</b>	<b>4,187</b>	<b>7,222</b>	<b>7,222</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	44,888	51,281	37,142	61,566	61,566
6008002 SOCIAL SECURITY	31,927	22,369	20,900	23,495	22,730
6008004 WORKERS COMPENSATION	9,958	9,698	4,849	9,566	9,566
6008006 LIFE INSURANCE	154	153	102	153	153
6008007 HEALTH INSURANCE	62,995	66,272	30,955	49,492	49,492
6008009 RETIREE HEALTH INSURANCE	44,336	48,015	25,143	39,853	39,853
6008010 DISABILITY INSURANCE	516	645	327	516	516
6008011 UNEMPLOYMENT INSURANCE	5,545	0	8,678	0	0
<b>0000080 Employee Benefits Totals</b>	<b>200,319</b>	<b>198,433</b>	<b>128,096</b>	<b>184,641</b>	<b>183,876</b>
<b>Exp Totals for Dept 07000000</b>	<b>1,016,798</b>	<b>1,334,703</b>	<b>897,455</b>	<b>1,114,429</b>	<b>1,103,664</b>



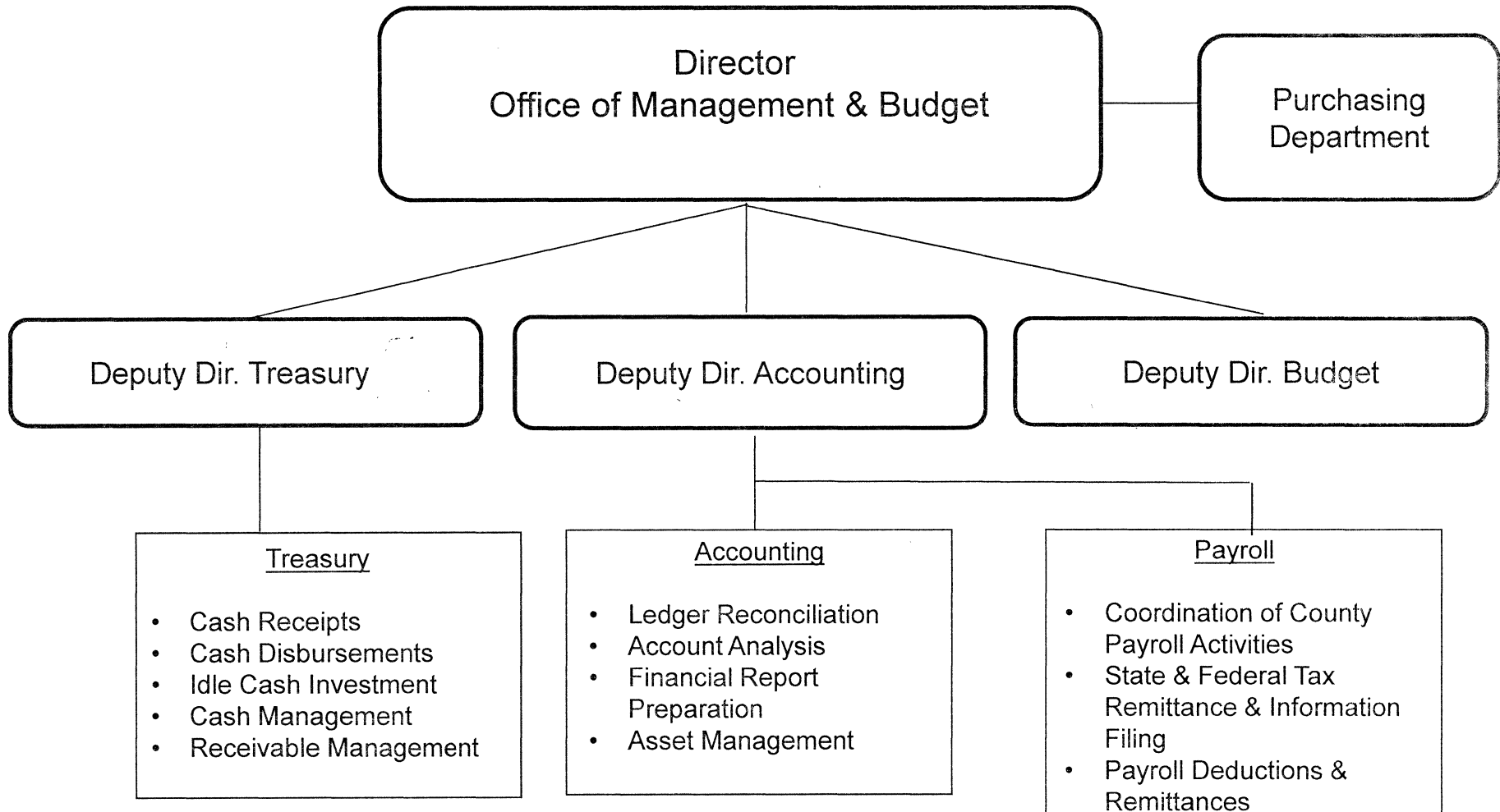
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010      General Operating  
DEPT 07000000 Elections

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Total for Dept 07000000	-716,693	-798,203	-372,184	-768,660	-707,895

# OFFICE OF MANAGEMENT & BUDGET



## OFFICE OF MANAGEMENT AND BUDGET

### MISSION STATEMENT

The Office of Management and Budget (OMB) is established by Article V of the Broome County Charter by Local Law 9 of 2010. The previous Department of Finance and Budget function were combined into this office in 2011. The Director of the Office of Management and Budget is Chief Fiscal Officer of the County. Accurate and complete accounting and reporting of County financial operations in conformance with current governmental Generally Accepted Accounting Principles (GAAP) is a core departmental function. The Director of Office of Management and Budget is also the County Treasurer, receives County funds and invests idle cash to maximize return. The department prepares and controls the County's operating, capital, and grant budgets, and coordinates the biweekly employee payroll process and prepares necessary state and federal tax and employment information filings. Tax receivable account maintenance is a notable core responsibility.

### DESCRIPTION

There are three deputies who serve under the Director of Office of Management and Budget: Deputy Director-Treasury, Deputy Director-Accounting, and Deputy Director-Budget.

The **Deputy Director-Treasury** oversees the following:

The Town and County real property tax warrants and bills prepared annually. Information needed for their preparation is gathered from various sources. Legislative resolutions are drafted and submitted for approval to the Broome County Legislature.

Certain agreements between local businesses and the Broome County Industrial Development Agency require Payments in Lieu of Taxes (PILOT) by the businesses. The County also bills for and collects city

payments in lieu of taxes. The Office of Management and Budget computes the charge based on these agreements and prepares billings.

Town tax collectors' warrants expire in April and school and village warrants expire in November. Upon expiration of the warrants, the County becomes the receiver of taxes. Amounts of unpaid school and village taxes are returned annually to the County. These amounts are remitted to the school districts and villages the following April.

OMB also receives and records state and federal reimbursement for grant-in-aid and capital programs, departmental income transmittals, sales tax transmittals, mortgage tax transmittals, and proceeds from the issuance of debt.

Sales tax is received from New York State and distributed to local municipalities quarterly. Mortgage tax is received from the Office of the County Clerk and distributed to local municipalities semi-annually. Mortgage tax reports are completed and filed with New York State.

OMB maintains County bank accounts using a pooled cash approach to cash management. Certain accounts are legally required to be segregated. The amount of cash which is not invested is minimized. Earnings are maximized within legally restricted investment alternatives.

The **Deputy Director-Accounting** oversees the following:

OMB maintains the County ledger and prepares the County's financial reports. The Comprehensive Annual Financial Report (CAFR) and the Annual Update Document (AUD) required by the State Comptroller are prepared in accordance with Generally Accepted Accounting

Principles. The department works extensively with external auditors and prepares revised reports as necessary.

Occupancy tax forms are mailed quarterly pursuant to Local Occupancy Tax Law. Receipts are made and delinquencies are pursued with the assistance of the County Attorney's Office.

Sales tax forms are prepared monthly and uploaded via New York State Department of Taxation and Finance website.

The department coordinates the County's payroll function. This coordination includes various reconciliations and computer system software maintenance. Quarterly and annual payroll reports, including W-2s, are prepared and filed with New York State, the Internal Revenue Services and the Social Security Administration.

The department is responsible for the Management of Assets for all county departments, excluding Willow Point Nursing Home.

The Director is also the Secretary/Treasurer of the Broome Tobacco Asset Corporation, maintaining the financial records and preparing the Corporation's financial reports.

The **Deputy Director-Budget** oversees the following:

In conjunction with the Director of OMB, this individual prepares and controls the County's operating, capital, and grant budgets. Enforcement of strict spending guidelines for all County departments, and close monitoring of all capital projects ensuring completion and quality is a further responsibility of this position.

The Deputy Director works with the Director of OMB to recommend and assist the County Executive with the preparation and control of the County budgets for operations, grants, and capital programs as well as the community college.

A property tax receivable database is maintained and reconciled to the County's general ledger. The annual tax sale, foreclosure and auction are recorded by this department.

Debt is issued by OMB based on cash needs for County capital programs. An Offering Statement is prepared and distributed in order to obtain the best interest rate. Computations to determine arbitrage earnings are performed and mandatory filings are completed and submitted to the federal government.

While many revenue accounts presented in the department's budget require various levels of administrative activities, only administrative fees and finance fees directly underwrite the department's activities.

### **2013 OBJECTIVES**

- Preparation of the County's Comprehensive Annual Financial Report, federally required Single Audit Report, state required DOT Single Audit Report, and Landfill Financial Assurance Plan
- Preparation of the annual State Comptroller Financial report
- Maintenance of the financial records and reports of the Broome Tobacco Asset Corporation
- Continued training and cross-training of financial personnel both internal and external to the OMB department
- Continued review and documentation of processes
- Issuance of debt as necessary, emphasis on capital project management
- Maximizing earnings on County Funds
- Continue the development of the new ledger system to meet the County financial information reporting needs
- Continue to push for improved efficiencies in all departments to improve performance and reduce expenses

**2013 BUDGET HIGHLIGHTS**

- Implementation of new taxes receivable software which will integrate the collection and receivables database; this will replace an over 30-year old software.
- Consolidation of the Purchasing Department under the Office of Management and Budget

45010001 OFFICE OF MANAGEMENT & BUDGET

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Director of the Office of Management and Budget	K Admin	1	1	1	1
Deputy Director of OMB - Treasury	F Admin	1	1	1	1
Deputy Director of OMB - Accounting	F Admin	1	1	1	1
Deputy Director of OMB - Budget	D Admin	1	1	1	1
Treasury Manager (40)	23 BAPA	1	1	1	1
Senior Financial Analyst (40)	21 BAPA	1	1	1	1
Treasury Associate (40)	19 BAPA	1	1	1	1
Payroll Supervisor (40)	19 CSEA	1	1	1	1
Financial Analyst (40)	19 CSEA	1	1	2	2
Treasury Clerk (40)	14 CSEA	3	3	3	3
Principal Account Clerk (40)	13 CSEA	1	1	1	1
Data Entry Machine Operator (40)	8 CSEA	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 45000000 Office of Management & Budget

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000001 Tax Items					
5000001 REAL PROPERTY TAXES	65,154,680	67,206,109	67,193,517	0	67,206,109
5000003 PAYMENT IN LIEU OF TAXES	731,241	850,000	689,421	725,000	725,000
5000004 INTEREST & PENAL-REAL PROP TAX	3,393,643	3,300,000	2,817,137	3,400,000	3,400,000
5000010 SALES AND USE TAX	78,508,265	77,794,667	47,644,958	0	79,137,131
0000001 Tax Items Total	147,787,829	149,150,776	118,345,033	4,125,000	150,468,240
0000002 Departmental Income					
5000101 PUBLIC ADMINISTRATOR FEES	16,227	10,000	22,269	10,000	10,000
5000102 COMMISSIONER OF FINANCE	77,210	80,000	66,845	80,000	80,000
5000104 CLERK FEES	-1	0	0	0	0
5000165 MISCELLANEOUS	95	0	0	0	0
5000188 COMMUNITY COLLEGE CAPITAL COST	355,182	350,000	388,957	350,000	350,000
5000227 TITLE SEARCH FEES	773	0	0	0	0
5000327 FINANCE DEPT CHARGEBACKS	1,843	0	0	0	0
5000426 MISCELLANEOUS	2,094	0	-80,557	0	0
5000434 MERCHANDISE SALES	133	0	0	0	0
5000441 TAX COLLECTION FEES	154	0	128	0	0
0000002 Departmental Income Total	453,710	440,000	397,642	440,000	440,000
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	29,820	50,000	57,081	50,000	50,000
5000463 PARKING LOT	0	0	520	0	0
5000464 PARKING PLAZA	15	0	140	0	0
0000003 Use of Money Total	29,835	50,000	57,741	50,000	50,000
0000005 Fines and Forfeitures					
5000490 FINES & FORFEITED BAIL	485	0	243	0	0
5000493 HANDICAPPED PARKING SURCHARGE	600	0	0	0	0
0000005 Fines and Forfeitures Total	1,085	0	243	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	117,719	0	880	0	0
5000532 PREMIUM & ACCRUED INT ON OBLIG	64,652	0	0	0	0
5000533 UNCLASSIFIED REVENUES	0	0	52	0	0
5000550 OTB - DISTRIBUTED EARNINGS	249,955	275,000	198,984	250,000	250,000

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 45000000 Office of Management & Budget

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000007 Misc Interfund Revenues Total	432,326	275,000	199,916	250,000	250,000
0000008 State Aid					
5000803 PROPERTY TAX ADMINISTRATION	417	0	0	0	0
0000008 State Aid Total	417	0	0	0	0
Rev Totals for Dept 45000000	148,705,202	149,915,776	119,000,575	4,865,000	151,208,240
0000010 Personal Service					
6001000 SALARIES FULL-TIME	788,439	797,601	473,290	800,970	800,970
6001010 SALARY ADJUSTMENTS	163,228	0	0	0	0
0000010 Personal Service Totals	951,667	797,601	473,290	800,970	800,970
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	1,482	1,170	1,088	1,000	1,000
6004012 OFFICE SUPPLIES	2,739	3,500	4,073	3,500	3,500
6004100 POSTAGE AND FREIGHT	80	105	-6	100	100
6004105 DUES AND MEMBERSHIPS	1,596	1,000	1,516	850	850
6004106 GENERAL OFFICE EXPENSES	251	1,200	159	500	500
6004137 ADVERTISING AND PROMOTION EXPE	173	0	-238	0	0
6004161 TRAVEL HOTEL AND MEALS	604	0	0	0	0
6004162 EDUCATION AND TRAINING	630	0	0	0	0
6004192 SOFTWARE MAINTENANCE	0	3,500	0	0	0
6004196 COPYING MACHINE RENTALS	1,061	2,600	1,967	2,600	2,600
6004504 OTHER FINANCIAL SERVICES	272	0	0	0	0
6004538 LEGAL CHARGES AND FEES	107	300	3,084	300	300
6004591 CASH SHORT AND OVER	300	0	130	0	0
0000040 Contractual Expenditures Totals	9,295	13,375	11,773	8,850	8,850
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	207	266	133	595	595
6004618 OFFICE SUPPLIES CHARGEBACK	62	0	0	0	0
0000041 Chargeback Expenses Totals	269	266	133	595	595



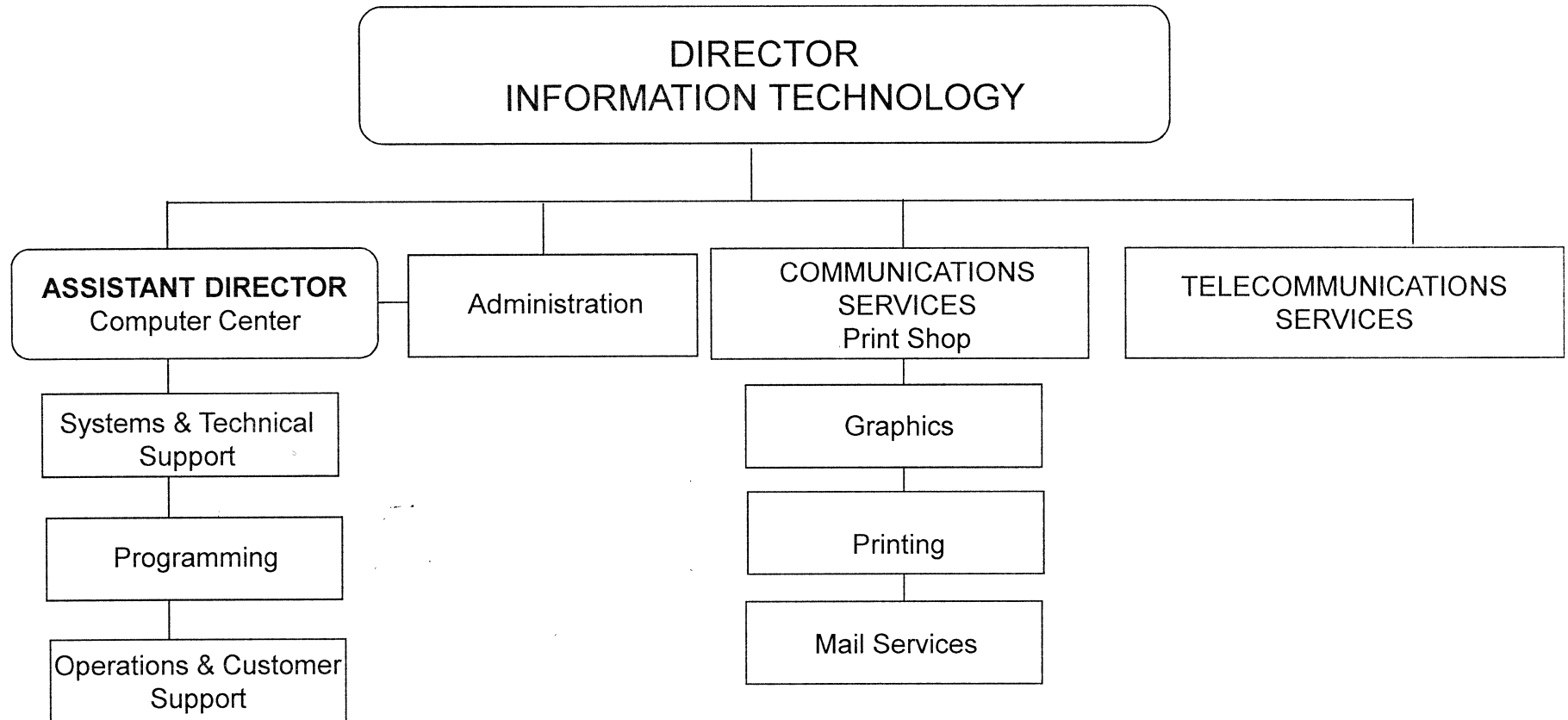
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 45000000 Office of Management & Budget

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	1,030	0	0	0	0
0000060 Principal on Indebtedness Totals	1,030	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	482	0	0	0	0
0000070 Interest on Indebtedness Totals	482	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	112,800	143,570	86,653	170,206	170,206
6008002 SOCIAL SECURITY	57,797	61,018	34,539	61,274	61,274
6008004 WORKERS COMPENSATION	4,381	5,330	2,665	4,898	4,898
6008006 LIFE INSURANCE	266	266	173	266	266
6008007 HEALTH INSURANCE	143,088	152,996	74,220	122,361	122,361
6008009 RETIREE HEALTH INSURANCE	53,536	60,657	24,111	33,558	33,558
6008010 DISABILITY INSURANCE	851	903	541	903	903
6008011 UNEMPLOYMENT INSURANCE	8,387	0	21,465	0	0
0000080 Employee Benefits Totals	381,106	424,740	244,367	393,466	393,466
0000090 Transfers					
6009001 TRANSFER TO CAPITAL FUND	30,759	0	0	0	0
0000090 Transfers Totals	30,759	0	0	0	0
Exp Totals for Dept 45000000	1,374,608	1,235,982	729,563	1,203,881	1,203,881
Total for Dept 45000000	147,330,594	148,679,794	118,271,012	3,661,119	150,004,359

# INFORMATION TECHNOLOGY



## INFORMATION TECHNOLOGY DIVISION

### MISSION STATEMENT

To deliver Information Technology, Telecommunications, Printing, Graphic, and Mail Services to all County Departments, designated agencies, and various non-profit organizations in a cost-effective, efficient, and professional manner. And build and maintain a secure, reliable, highly available, efficient and flexible technology infrastructure.

### DESCRIPTION

The Division of Information Technology is comprised of three main sections: Information Services (the Computer Center), Communications Services (printing, graphics and mail services areas), and Telecommunication Services (phones and voice services).

#### Information Services:

The Computer Center is comprised of five groups: Administration, Operations & Customer Support, Systems & Technical Support, Network Support and Programming.

**Administration** provides overall direction, general administrative, budget related processes, and clerical support for the entire division.

**Operations & Customer Support** staff provide support during regular business hours for all systems and are on-call 24 by 7, for the public safety departments, supporting critical safety systems. Also, operations is responsible for daily and weekly back up of all computer data, printing of paychecks, various department reports and all County-wide tax bills.

The **Systems and Technical Support & Network Support** staff supports all computer systems, networks, and equipment County-wide.

Resolves problems, researches new technology, maintains existing and installs new servers, appliances, network storage etc. They prepare specifications for all computer equipment and software, orders-receives-tests-installs new computers, servers, routers, switches, firewalls, web filters, etc. The staff also plans all enhancements in equipment, networks, and programs, as well as assists the Operations and Programming staff with related matters. They also maintain all data communication lines and wireless data connections between county facilities and many municipalities and non-profit groups. Including, but not limited to hosting and supporting public safety systems used by over 90 other counties, towns and municipalities across the state.

The **Programming** staff supports and maintains HR, Payroll and Financial systems as well as any custom programming and develops new custom computer programs, performs problem resolution, conducts feasibility studies, researches new solutions and software packages, and develops user documentation and training materials for new programs.

#### Communication Services:

This division is responsible for providing services such as graphics technician/design, offset and digital printing, color and black/white photocopying, and mail services to all County departments, designated agencies, non-profit organizations, schools, and local governments.

#### Telecommunication Services:

This division is responsible for the design, development, implementation and maintenance of Broome County's voice, video, webex and unified communication systems. Administers and manages the associated contracts, vendors, internal and external billing, as well as end-user education and training.

## **INFORMATION SERVICES**

### **2013 OBJECTIVES**

- Provide current technology to the County at an enterprise level so that the departments in the County can function more efficiently, communicate effectively with one another, provide better services to their customers within the community, and meet their reporting requirements to the state and federal governments.
  - Provide maintenance and support for all computer applications used by various County departments.
  - Support a countywide enterprise network environment that provides applications, e-mail, information sharing, data backup and security.
  - Continue to deploy desktop virtualization as a means to save the County resources, both financial and personnel, by providing a low cost alternative to desktop replacements while gaining desktop support efficiencies and providing desktop mobility and flexibility to end users.
  - Continue replacing outdated PCs, servers, and network equipment.
  - Continue to update the county network to provide the resiliency and bandwidth needed for the continually expanding data needs in a secure and responsible fashion.
- Deploy technology solutions at an enterprise level to limit the number of similar systems needing support and deliver technology to all departments that will aid them in streamlining their everyday processes.

### **2013 BUDGET HIGHLIGHTS**

- Reduce expensive maintenance on older equipment by replacing aging hardware with new and more energy efficient models. Consolidating network appliances where possible to reduce the amount of equipment needing support.

## 10020001 INFORMATION TECHNOLOGY

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of Information Services	I Admin	1	1	1	1
Assistant Director of Information Technology	H Admin	1	1	1	1
Systems Analyst (40)**	26 BAPA	2	2	2	2
Systems Programmer II (40)	26 BAPA	1	1	1	1
Data Base Analyst/Trainee (40)	24/22 BAPA	1	1	1	1
Computer Programmer Analyst (40)	23 BAPA	3	3	3	3
Computer User Services Coordinator (40)	23 BAPA	1	1	1	1
Systems Programmer I /Trainee (40)	23/21 BAPA	1	1	1	1
Information Security Analyst	22 BAPA	0	0	1	1
Network Specialist (40)	22 BAPA	2	2	2	2
Computer Operations Supervisor (40)	20 BAPA	1	1	1	1
Management Associate (40)	18 BAPA	1	0	0	0
Senior Computer Hardware Technician (40)	18 CSEA	1	1	1	1
Data Communications Technician (40)	18 CSEA	1	1	1	1
Computer Hardware Tech/Trainee (40) *	16/14 CSEA	3	3	3	3
Senior Computer Operator (40)	16 CSEA	2	2	1	1
Customer Support Representative (40)	14 CSEA	1	1	1	1
Secretary (40)	13 CSEA	1	1	1	1
Sr Account Clerk (40)	9 CSEA	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
<b><u>PART TIME</u></b>					
Management Associate (20)	18 BAPA	<u>1</u>	<u>0</u>	<u>0</u>	0
<b>Total Part-Time Positions</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>25</b>	<b>24</b>	<b>24</b>	<b>24</b>

\*One position unfunded in 2013

\*\*One position unfunded in 2013

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 10000000    Information Technology  
DIV 02           IT-Information Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000305 DATA PROCESSING SERVICES	1,496,442	1,477,826	525,648	1,444,917	1,444,917
5000339 FRINGE BENEFIT CHGBK REVENUE	761	0	0	0	0
5000426 MISCELLANEOUS	6,963	9,578	6,943	9,500	9,500
0000002 Departmental Income Totals	1,504,166	1,487,404	532,591	1,454,417	1,454,417
Rev Total for Div 1002	1,504,166	1,487,404	532,591	1,454,417	1,454,417
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,369,627	1,366,555	796,087	1,452,137	1,452,137
6001001 SALARIES PART-TIME	0	0	14,963	0	0
6001002 SALARIES TEMPORARY	9,594	8,500	8,109	8,500	8,500
6001003 SALARIES OVERTIME	0	500	0	500	500
6001004 SALARIES SHIFT DIFFERENTIAL	0	150	0	0	0
6001008 STAND-BY PAY	7,300	7,300	4,820	7,300	7,300
0000010 Personal Service Totals	1,386,521	1,383,005	823,979	1,468,437	1,468,437
0000020 Equipment and Capital Outlay					
6002503 COMPUTER EQUIPMENT	63,395	0	0	0	0
0000020 Equipment and Capital Outlay Totals	63,395	0	0	0	0
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	13	1,000	0	1,000	1,000
6004012 OFFICE SUPPLIES	760	1,000	504	1,000	1,000
6004030 FOOD AND BEVERAGES	-16	0	0	0	0
6004048 MISC OPERATIONAL SUPPLIES	24,111	8,240	2,722	8,492	8,492
6004055 COMPUTER SOFTWARE AND SUPPLIES	25,261	48,956	12,232	372,657	372,657
6004056 COMPUTER EQUIPMENT(NON CAPITAL	2,380	0	212	0	0
6004082 COMPUTER CENTER SUPPLIES	9,581	16,765	5,050	10,142	10,142
6004100 POSTAGE AND FREIGHT	72	800	0	800	800
6004105 DUES AND MEMBERSHIPS	50	50	0	50	50
6004137 ADVERTISING AND PROMOTION EXPE	225	0	890	0	0
6004160 MILEAGE AND PARKING-LOCAL	712	800	0	800	800
6004161 TRAVEL HOTEL AND MEALS	186	1,000	0	1,000	1,000
6004162 EDUCATION AND TRAINING	0	2,000	0	3,000	3,000

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 10000000 Information Technology  
DIV 02 IT-Information Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004169 DAY TRIP MEAL REIMBURSEMENT	0	96	45	96	96
6004192 SOFTWARE MAINTENANCE	412,275	409,312	393,999	459,292	459,292
6004193 HARDWARE MAINTENANCE	78,669	98,939	62,294	81,329	81,329
6004195 HARDWARE RENTAL	127,851	326,605	260,457	326,605	326,605
6004196 COPYING MACHINE RENTALS	1,662	1,672	831	1,672	1,672
6004505 CONTRACTED DATA PROCESSING SER	22,422	18,519	14,815	18,519	18,519
<b>0000040 Contractual Expenditures Totals</b>	<b>706,214</b>	<b>935,754</b>	<b>754,051</b>	<b>1,286,454</b>	<b>1,286,454</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	4,432	4,742	2,322	2,102	2,102
6004610 PERSONAL SERVICES CHARGEBACKS	9,666	0	0	0	0
6004615 GASOLINE CHARGEBACK	1,582	1,129	522	1,467	1,467
6004616 FLEET SERVICE CHARGEBACK	0	2,672	2,672	3,561	3,561
<b>0000041 Chargeback Expenses Totals</b>	<b>15,680</b>	<b>8,543</b>	<b>5,516</b>	<b>7,130</b>	<b>7,130</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	170,009	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>170,009</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	12,581	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>12,581</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	198,494	241,848	149,215	308,579	308,579
6008002 SOCIAL SECURITY	102,690	104,541	61,178	111,088	111,088
6008004 WORKERS COMPENSATION	10,172	9,274	4,637	8,663	8,663
6008006 LIFE INSURANCE	421	399	261	437	437
6008007 HEALTH INSURANCE	196,364	208,894	116,038	222,807	222,807
6008009 RETIREE HEALTH INSURANCE	120,004	132,441	77,818	123,809	123,809
6008010 DISABILITY INSURANCE	1,022	1,032	655	1,161	1,161
6008013 HEALTH INS - RETIRE INCENTIVE	0	2,248	1,338	0	0
<b>0000080 Employee Benefits Totals</b>	<b>629,167</b>	<b>700,677</b>	<b>411,140</b>	<b>776,544</b>	<b>776,544</b>
<b>0000090 Transfers</b>					

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 10000000   Information Technology  
DIV 02          IT-Information Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6009001 TRANSFER TO CAPITAL FUND	18,103	0	0	0	0
0000090 Transfers Totals	18,103	0	0	0	0
Exp Total for Div 1002	3,001,670	3,027,979	1,994,686	3,538,565	3,538,565
Total for Div 1002	-1,497,504	-1,540,575	-1,462,095	-2,084,148	-2,084,148



## **COMMUNICATION SERVICES**

### **MISSION STATEMENT**

To deliver printing, graphic, and mail services to all County Departments and other designated agencies in a cost-effective, efficient, and professional manner.

### **DESCRIPTION**

The Communications Division consists of three main functions: design, printing and mail services. The design service uses a variety of software such as Indesign, Illustrator, Photoshop and FreeHand. The printing service consists of a full color copier, a high speed, high volume, black and white copier, three offset printing presses and a variety of bindery equipment. The mail service offers pick-up and delivery, sorting and mail processing to all county departments while using cost saving measures for all outgoing mail.

### **2013 OBJECTIVES**

- Continue to provide cost saving services to all County departments and organizations while maintaining the highest quality along with a quick turn around time, confidentiality and convenience, while keeping our operating costs down.
- Continue to explore new revenue outlets in local government and non-profit organizations in Broome and surrounding Counties.

### **2013 BUDGET HIGHLIGHTS**

- A downward trend has developed in the last 3 years showing a decrease, throughout county departments, in pieces being mailed. This downward trend is most likely associated to the increase in electronic mail and advanced communication

equipment in the county. This decrease has helped lower the overall budget in the postage line.

10010001 INFORMATION TECHNOLOGY/Communication (Central) Services

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Graphic Technician (40)	20 CSEA	1	1	1	1
Senior Offset Duplicating Machine Operator (40)	12 CSEA	1	1	1	1
Offset Duplicating Machine Operator (40)	11 CSEA	2	2	1	1
Courier (40)	9 CSEA	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Full-Time Positions</b>		<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>
<u>PART TIME</u>					
Offset Duplicating Machine Operator	11 CSEA	0	0	1	1
Mail Clerk	6 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>TOTAL POSITIONS</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 10000000 Information Technology  
DIV 01 IT-Communication Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000189 OTHER LOCAL GOVERNMENTS	73,037	103,400	41,672	84,750	84,750
5000307 CENTRAL SERVICES CHARGES	238,843	260,780	131,033	232,465	232,465
5000317 PRINTING CHARGEBACKS	93,686	131,000	50,852	105,731	105,731
5000333 OTHER DEPARTMENTAL CHARGEBACK	4,559	6,275	2,789	5,862	5,862
5000426 MISCELLANEOUS	15,155	23,135	6,190	15,500	15,500
0000002 Departmental Income Totals	425,280	524,590	232,536	444,308	444,308
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	5,961	0	0	0	0
5000534 TRANSFER FROM INSURANCE RESERV	3,390	0	0	0	0
0000007 Misc Interfund Revenues Totals	9,351	0	0	0	0
Rev Total for Div 1001	434,631	524,590	232,536	444,308	444,308
0000010 Personal Service					
6001000 SALARIES FULL-TIME	246,711	256,889	157,850	220,661	220,661
6001001 SALARIES PART-TIME	13,432	14,313	9,040	30,552	30,552
0000010 Personal Service Totals	260,143	271,202	166,890	251,213	251,213
0000020 Equipment and Capital Outlay					
6002503 COMPUTER EQUIPMENT	5,720	0	0	0	0
0000020 Equipment and Capital Outlay Totals	5,720	0	0	0	0
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	425	1,170	1,299	1,300	1,300
6004011 DUPLICATING AND PRINTING RM SU	9,984	11,000	3,079	10,000	10,000
6004012 OFFICE SUPPLIES	42,418	48,000	38,749	45,000	45,000
6004055 COMPUTER SOFTWARE AND SUPPLIES	49,716	0	0	0	0
6004056 COMPUTER EQUIPMENT(NON CAPITAL	29,192	0	0	0	0
6004100 POSTAGE AND FREIGHT	486,815	575,700	210,502	525,000	525,000
6004102 TELEPHONE EQUIPMENT	300	0	0	0	0
6004106 GENERAL OFFICE EXPENSES	541	1,500	0	1,100	1,100

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 10000000 Information Technology  
DIV 01 IT-Communication Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004193 HARDWARE MAINTENANCE	3,862	0	0	0	0
6004195 HARDWARE RENTAL	11,024	11,028	5,701	11,028	11,028
6004196 COPYING MACHINE RENTALS	59,331	52,000	10,687	51,000	51,000
6004200 PROPERTY LOSS	3,390	0	0	0	0
6004505 CONTRACTED DATA PROCESSING SER	0	0	278	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>696,998</b>	<b>700,398</b>	<b>270,295</b>	<b>644,428</b>	<b>644,428</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	1,662	1,707	854	640	640
6004615 GASOLINE CHARGEBACK	1,871	2,633	1,218	2,933	2,933
6004616 FLEET SERVICE CHARGEBACK	0	1,336	1,336	1,780	1,780
6004618 OFFICE SUPPLIES CHARGEBACK	-2,707	0	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>826</b>	<b>5,676</b>	<b>3,408</b>	<b>5,353</b>	<b>5,353</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	35,763	46,240	28,981	46,891	46,891
6008002 SOCIAL SECURITY	18,873	20,747	11,865	19,218	19,218
6008004 WORKERS COMPENSATION	3,662	3,339	1,670	2,637	2,637
6008006 LIFE INSURANCE	134	134	89	114	114
6008007 HEALTH INSURANCE	52,936	55,709	34,138	49,152	49,152
6008009 RETIREE HEALTH INSURANCE	48,705	49,767	28,850	49,971	49,971
6008010 DISABILITY INSURANCE	900	903	560	774	774
6008011 UNEMPLOYMENT INSURANCE	1,504	0	0	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	1,053	0	1,124	1,124
<b>0000080 Employee Benefits Totals</b>	<b>162,477</b>	<b>177,892</b>	<b>106,153</b>	<b>169,881</b>	<b>169,881</b>
<b>Exp Total for Div 1001</b>	<b>1,126,164</b>	<b>1,155,168</b>	<b>546,746</b>	<b>1,070,875</b>	<b>1,070,875</b>
<b>Total for Div 1001</b>	<b>-691,533</b>	<b>-630,578</b>	<b>-314,210</b>	<b>-626,567</b>	<b>-626,567</b>

## **TELECOMMUNICATIONS SERVICES**

### **MISSION STATEMENT**

To provide all voice, Unified Communications, and Web based telecommunication services, training and equipment at the lowest possible costs; utilizing state of the art technology, in order to enable each Broome County Department to communicate efficiently and cost-effectively.

### **DESCRIPTION**

The Telecommunication Services Division is responsible for the design, development, implementation, and maintenance of Broome County's voice, Unified Communications and data network telecommunication services.

Administers and manages the associated contracts, vendors, internal and external billing, as well as end-user education and training.

### **2013 OBJECTIVES**

- Continue maintaining and developing an efficient, cost effective voice communications network.
- Successful completion of major on-going projects, as well as upcoming department/employee relocations.
- Reduce contractually obligated expenses while maintaining the quality of service our customers (administration & end-users) have come to depend on.
- Provide and support a network connection between Broome County, New York State, and many other local municipalities.

- Support Broome County and outside agencies for police mobile computing project; centralized police records, and police and emergency services dispatching.

### **2013 BUDGET HIGHLIGHTS**

- Expanding VoIP services to increase the savings realized by sharing lines over PRI's rather than individual Centrex lines.
- Upgrading the billing and tracking system to a supported version to improve service by making the billing process less time intensive and more accurate.
- Expanding the functionality of the unified communications systems, by enabling value added features including interconnecting collaboration devices throughout county facilities.

10030001 INFORMATION TECHNOLOGY/Telecommunication Services

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Telecommunications Manager,	25 BAPA	1	1	1	1
Telephone Technician/Trainee	20/16 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 10000000 Information Technology  
DIV 03 IT-Telecommunications

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000111 TELEPHONE CHGS - OUTSIDE USERS	52,695	65,150	35,854	51,323	51,323
5000189 OTHER LOCAL GOVERNMENTS	1,579	0	0	0	0
5000315 TELEPHONE CHGS - COUNTY OWNED	420,997	433,688	181,446	467,624	467,624
5000339 FRINGE BENEFIT CHGBK REVENUE	494	0	0	0	0
<b>0000002 Departmental Income Totals</b>	<b>475,765</b>	<b>498,838</b>	<b>217,300</b>	<b>518,947</b>	<b>518,947</b>
 <b>Rev Total for Div 1003</b>	 <b>475,765</b>	 <b>498,838</b>	 <b>217,300</b>	 <b>518,947</b>	 <b>518,947</b>
 <b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	112,749	123,642	74,090	126,905	126,905
6001003 SALARIES OVERTIME	0	666	0	666	666
<b>0000010 Personal Service Totals</b>	<b>112,749</b>	<b>124,308</b>	<b>74,090</b>	<b>127,571</b>	<b>127,571</b>
 <b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	0	198	0	198	198
6004012 OFFICE SUPPLIES	48	605	64	605	605
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	1,100	705	15,000	15,000
6004100 POSTAGE AND FREIGHT	353	400	0	400	400
6004101 TELEPHONE	2,481	71,616	671	73,656	73,656
6004102 TELEPHONE EQUIPMENT	520,940	424,425	267,388	327,592	327,592
6004103 TELEPHONE LOCAL CALLS	17,689	36,152	7,069	25,000	25,000
6004104 TELEPHONE LONG DISTANCE	22,732	20,000	13,535	14,000	14,000
6004105 DUES AND MEMBERSHIPS	0	150	0	150	150
6004136 OPERATIONAL EQUIPMENT REPAIRS	105	0	0	0	0
6004138 OTHER OPERATIONAL EXPENSES	18,363	20,775	18,576	45,300	45,300
6004160 MILEAGE AND PARKING-LOCAL	0	25	0	0	0
6004162 EDUCATION AND TRAINING	8,670	0	0	9,500	9,500
6004195 HARDWARE RENTAL	1,482	290,731	225,401	228,165	228,165
6004505 CONTRACTED DATA PROCESSING SER	4,200	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>597,063</b>	<b>866,177</b>	<b>533,409</b>	<b>739,566</b>	<b>739,566</b>
 <b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	369	506	239	183	183
6004615 GASOLINE CHARGEBACK	857	1,166	747	1,200	1,200

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

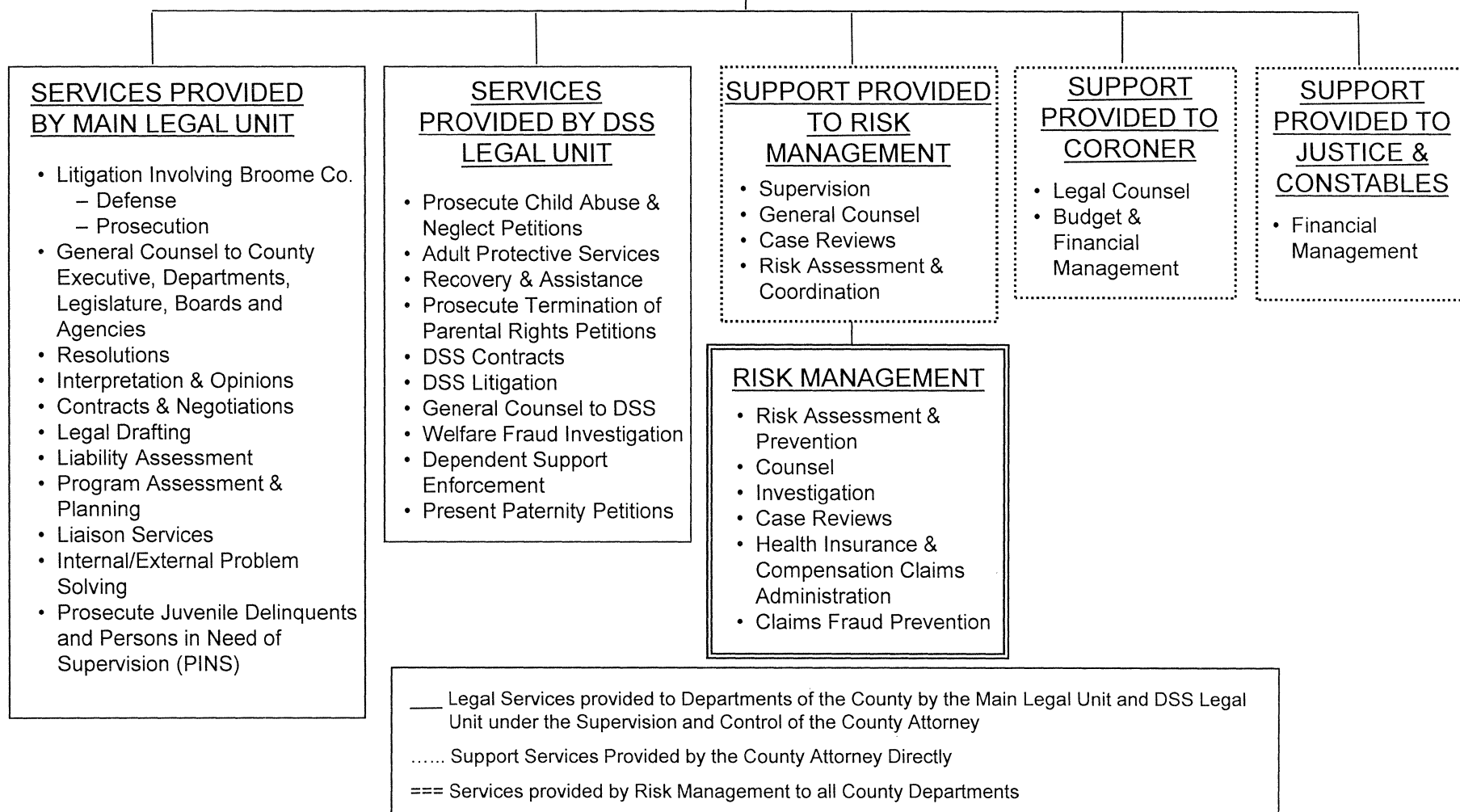
FUND 1010      General Operating  
DEPT 10000000   Information Technology  
DIV 03          IT-Telecommunications

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004616 FLEET SERVICE CHARGEBACK	0	2,672	2,672	3,561	3,561
0000041 Chargeback Expenses Totals	1,226	4,344	3,658	4,944	4,944
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	121,149	0	0	0	0
0000060 Principal on Indebtedness Totals	121,149	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	7,181	0	0	0	0
0000070 Interest on Indebtedness Totals	7,181	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	15,368	22,376	13,398	26,967	26,967
6008002 SOCIAL SECURITY	8,453	9,510	5,209	9,708	9,708
6008004 WORKERS COMPENSATION	814	742	371	753	753
6008006 LIFE INSURANCE	32	38	26	38	38
6008007 HEALTH INSURANCE	18,903	27,204	13,471	21,456	21,456
6008009 RETIREE HEALTH INSURANCE	16,256	17,881	10,837	17,068	17,068
6008010 DISABILITY INSURANCE	84	129	82	129	129
0000080 Employee Benefits Totals	59,910	77,880	43,394	76,119	76,119
Exp Total for Div 1003	899,278	1,072,709	654,551	948,200	948,200
Total for Div 1003	-423,513	-573,871	-437,251	-429,253	-429,253
Total for Dept 10000000	-2,612,550	-2,745,024	-2,213,556	-3,139,968	-3,139,968



# LAW DEPARTMENT

## COUNTY ATTORNEY



## **LAW (County Attorney)**

### **MISSION STATEMENT**

To legally protect and indemnify all Broome County Government in its deliberations and actions by providing effective legal representation and advice for the entire County, including the County Executive, the Legislature, all County departments and various boards.

### **DESCRIPTION**

- Draft resolutions, local laws, contracts, and other documents at the request of all Broome County departments, boards, officers and employees.
- Defend the County of Broome, its officers and employees in all civil actions commenced against them in all local, state, and federal courts and to initiate litigation on behalf of the County to recover money and property due the County.
- Assist County departments in resolving disputes with outside vendors, contractors, and landlords to avoid litigation when possible.
- Represent and advise the Broome County Legislature, The Board of Acquisition and Contract, the Public Library, Broome Community College, the Arena Board and other County legislative and advisory boards.
- Prosecute in the name of the County and in the name of the state, children who either break the law or are in need of supervision.
- Prosecute health code violations and illegal dumping cases.
- Represent the County in all administrative hearings and reviews at the local, state, and federal level.
- Represent the Director of Office of Management and Budget in their capacity as Public Administrator of decedent's estates.
- Provide formal and informal legal advice to all departments, etc.
- Assist the Department of Risk and Insurance in mitigating legal risks faced by the County.

## **2013 OBJECTIVES**

- Continue our policy of vigorously defending the County and settling litigation only when it is clearly indicated to be in the best interest of the County to do so.
- Assist County Administration and Legislature in County's economic development initiatives.
- Assist County Administration and Legislature in management of issues concerning gas drilling in Broome County.
- Assist County Administration and Legislature in shared services and consolidation initiatives.
- Continue development of central digital file for contracts, legal opinions, and similar documents. This will be an extension of and interface with "Law File".
- Assist County Administration and Legislature in reviewing and revising, when necessary, the Broome County Charter.
- Assist Department of Social Services, Probation and Youth Bureau in managing placement and other services for minors in our community.

11010001 LAW (County Attorney)

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
County Attorney	AT-6	1	1	1	1
Chief Assistant County Attorney	AT-4	1	1	1	1
Senior Assistant County Attorney	AT-3	1	1	1	1
Assistant County Attorney II	AT-2	2	2	2	2
Assistant County Attorney	AT-1	1	1	1	1
Office Manager	16 Admin	0	1	1	1
Secretary to County Attorney	16 Admin	1	0	0	0
Paralegal	15 Admin	1	1	1	1
Secretary	14 Admin	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Full-Time Positions</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 11000000      Law  
DIV 01      Law

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000310 COUNTY ATTORNEY FEES & CHARGES	187,189	324,625	78,133	334,775	334,775
5000428 OTHER CHARGES	30,864	12,000	1,621	12,000	12,000
0000002 Departmental Income Totals	218,053	336,625	79,754	346,775	346,775
Rev Total for Div 1101	218,053	336,625	79,754	346,775	346,775
0000010 Personal Service					
6001000 SALARIES FULL-TIME	669,776	664,233	383,340	629,450	629,450
0000010 Personal Service Totals	669,776	664,233	383,340	629,450	629,450
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	19,411	16,000	9,312	15,500	15,500
6004012 OFFICE SUPPLIES	2,786	5,500	2,512	5,500	5,500
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	1,500	0	500	500
6004056 COMPUTER EQUIPMENT (NON CAPITAL)	3,615	1,000	1,280	1,920	1,920
6004100 POSTAGE AND FREIGHT	650	750	166	750	750
6004105 DUES AND MEMBERSHIPS	2,170	3,000	420	2,500	2,500
6004106 GENERAL OFFICE EXPENSES	228	485	244	400	400
6004160 MILEAGE AND PARKING-LOCAL	31	100	0	100	100
6004161 TRAVEL HOTEL AND MEALS	1,179	3,250	1,137	3,250	3,250
6004162 EDUCATION AND TRAINING	2,101	3,500	1,359	3,500	3,500
6004168 OTHER PERSONAL EXPENSES	120	150	0	150	150
6004196 COPYING MACHINE RENTALS	1,080	2,700	1,547	2,700	2,700
6004505 CONTRACTED DATA PROCESSING SER	13,337	14,200	8,137	14,830	14,830
6004534 JUROR FEES AND COURT EXPENSES	1,480	2,000	2,104	2,500	2,500
6004537 INVESTIGATIONS EXPENSES	1,522	2,000	24	2,000	2,000
6004538 LEGAL CHARGES AND FEES	24,885	30,161	4,506	30,161	30,161
6004541 STENOGRAPHIC SERVICES	5,768	10,000	1,300	10,000	10,000
0000040 Contractual Expenditures Totals	80,363	96,296	34,048	96,261	96,261
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	231	250	125	267	267
0000041 Chargeback Expenses Totals	231	250	125	267	267

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 11000000 Law  
DIV 01 Law

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	1,183	0	0	0	0
0000060 Principal on Indebtedness Totals	1,183	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	390	0	0	0	0
0000070 Interest on Indebtedness Totals	390	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	91,358	119,561	65,271	133,758	133,758
6008002 SOCIAL SECURITY	48,022	50,812	27,312	48,153	48,153
6008004 WORKERS COMPENSATION	4,867	4,477	2,239	4,206	4,206
6008006 LIFE INSURANCE	192	190	122	192	192
6008007 HEALTH INSURANCE	146,201	150,876	85,278	148,036	148,036
6008009 RETIREE HEALTH INSURANCE	71,170	78,183	42,637	62,900	62,900
0000080 Employee Benefits Totals	361,810	404,099	222,859	397,245	397,245
Exp Total for Div 1101	1,113,753	1,164,878	640,372	1,123,223	1,123,223
Total for Div 1101	-895,700	-828,253	-560,618	-776,448	-776,448

## **LAW – DSS LEGAL UNIT**

### **MISSION STATEMENT**

Provide exemplary legal representation and counsel, to effectively support the many programs administered by Broome County's Department of Social Services.

### **DESCRIPTION**

The function of the Legal Unit is to represent the Department of Social Services effectively in court and administrative hearings, and to advise and furnish legal services in support of the Department's many programs.

In representing the Department's Child Welfare and Child Support Programs, the Legal Unit is the single highest volume user of Broome County Family Court. For 2011, Legal Unit Family Court appearances totaled 6,705.

The Legal Unit is the legal safeguard for Broome County's abused & neglected children. Complex Family Court cases involving child abuse, child neglect, and foster children accounted for 2,863 attorney appearances, up from 2,758 in 2010.

Revenue producing cases seeking reimbursement for public assistance and Medicaid expenditures accounted for 3,842 court appearances. Legal Unit attorneys also appear in significant appellate and other litigation, particularly litigation involving the Department's Medical Assistance and Protective Services for Adults Programs, as well as cases involving permanence for foster children. Each of these cases involves extensive preparation and court time.

The Legal Unit has also successfully taken the lead in Broome County's participation in New York State's Medicaid Provider Fraud

Demonstration Project. Over 25 audits of local area providers involving over \$50 million in Medicaid claims have been audited. From 2010 through 2012 over \$970,000 in recoveries were obtained through the Legal Unit's Medicaid compliance activities.

Despite budget cuts which reduced staffing, reorganizations, and turnover of DSS administrative and line staff, and state and federal legislative changes that make recoveries of Medicaid expenditures more difficult, in addition to its successful Medicaid provider audit activities, the Legal Unit continues to be extremely revenue positive. Non-child support collections involving personal injury, property, mortgage, and estate claims for 2011 totaled \$1,564,094.75. Annually, for 2012 and again for 2013, Legal Unit non-child support collections are projected to exceed \$1 million. For 2013, child support collections representing recoveries of Public Assistance expenditures are projected to total an additional \$2,700,000. Overall, Legal Unit 2013 collections are anticipated to total over \$4.12 million.

In addition to actual monetary collections to reimburse cash welfare and Medicaid programs, the Legal Unit continued to obtain significant Medicaid cost savings through securing Court Orders requiring private health insurance to pay for health care, prior to Medicaid funds being expended. Legal Unit third party health insurance reimbursement efforts substantially contribute to over \$20 million annual Medicaid savings.

### **2013 OBJECTIVES**

- Continue Broome County's successful participation in NY State's Medicaid Provider Fraud Demonstration Program, through finalizing audits underway and commencing additional audits of local area Medicaid providers.
- Maintain compliance with Federal Title IV-E standards, by assuring legally compliant court orders are obtained involving all foster children,

thereby facilitating Broome's continued receipt of substantial Federal reimbursement.

- Continue to be revenue positive, through obtaining substantial monetary recoveries to reimburse public assistance and Medicaid expenditures.

## 11020001 LAW/DSS Legal Services

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy County Attorney	AT-5	1	1	1	1
Senior Assistant County Attorney	AT-3	2	2	2	2
Assistant County Attorney II	AT-2	2	2	2	2
Assistant County Attorney	AT-1	2	2	2	2
Office Manager	16 Admin	1	1	1	1
Paralegal	15 Admin	2	2	2	2
Secretary	14 Admin	1	1	1	1
Keyboard Specialist	9 Admin	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>



REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 11000000    Law  
DIV 02          Law-DSS Legal Unit

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000313 CHARGEBACKS - D S S	1,062,710	1,132,723	473,430	1,111,683	1,111,683
0000002 Departmental Income Totals	1,062,710	1,132,723	473,430	1,111,683	1,111,683
Rev Total for Div 1102	1,062,710	1,132,723	473,430	1,111,683	1,111,683
0000010 Personal Service					
6001000 SALARIES FULL-TIME	714,745	718,024	394,951	687,738	687,738
6001010 SALARY ADJUSTMENTS	0	5,062	0	4,996	4,996
0000010 Personal Service Totals	714,745	723,086	394,951	692,734	692,734
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	9,748	9,800	5,426	9,800	9,800
6004012 OFFICE SUPPLIES	3,350	6,870	1,631	5,000	5,000
6004045 TRAINING AND EDUCATIONAL SUPPL	0	0	164	0	0
6004056 COMPUTER EQUIPMENT(NON CAPITAL	1,125	0	0	0	0
6004100 POSTAGE AND FREIGHT	120	500	66	500	500
6004105 DUES AND MEMBERSHIPS	1,400	1,600	0	1,600	1,600
6004106 GENERAL OFFICE EXPENSES	217	200	0	200	200
6004137 ADVERTISING AND PROMOTION EXPE	252	500	98	500	500
6004161 TRAVEL HOTEL AND MEALS	460	1,700	377	1,700	1,700
6004162 EDUCATION AND TRAINING	315	1,000	680	1,000	1,000
6004163 MANAGEMENT TRAINING PROGRAM	559	0	0	0	0
6004168 OTHER PERSONAL EXPENSES	120	120	0	120	120
6004192 SOFTWARE MAINTENANCE	1,924	1,924	1,977	2,025	2,025
6004536 WITNESS EXPENSES	0	1,500	0	1,500	1,500
6004538 LEGAL CHARGES AND FEES	11,314	12,000	7,394	12,000	12,000
6004541 STENOGRAPHIC SERVICES	430	500	0	500	500
0000040 Contractual Expenditures Totals	31,334	38,214	17,813	36,445	36,445
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	231	230	125	266	266
6004614 OTHER CHARGEBACK EXPENSES	0	0	0	10	10
6004617 DUPLICATING/PRINTING CHARGEBAC	0	0	0	675	675
6004618 OFFICE SUPPLIES CHARGEBACK	4,564	5,000	2,794	5,000	5,000

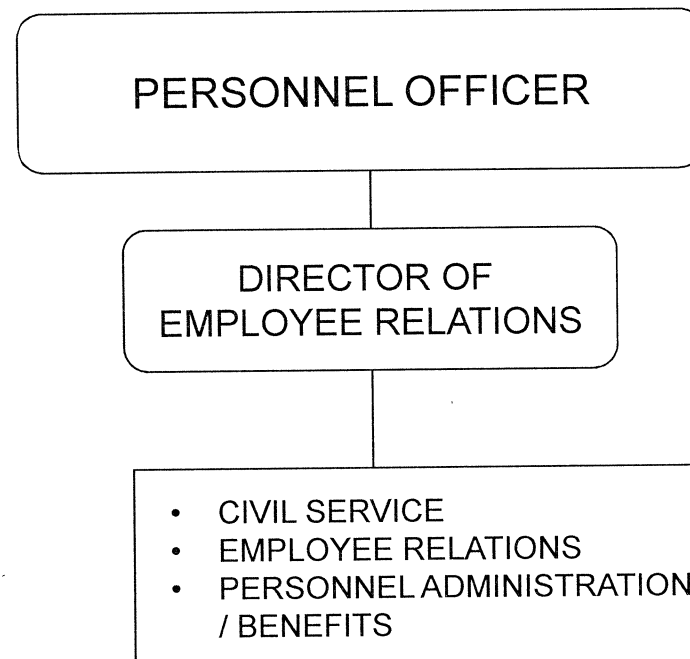
REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 11000000      Law  
DIV 02      Law-DSS Legal Unit

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses Totals	4,795	5,230	2,919	5,951	5,951
0000080 Employee Benefits					
6008001 STATE RETIREMENT	104,945	129,244	74,929	146,183	146,183
6008002 SOCIAL SECURITY	51,809	54,928	28,549	52,612	52,612
6008004 WORKERS COMPENSATION	4,867	4,477	2,239	4,207	4,207
6008006 LIFE INSURANCE	230	230	134	228	228
6008007 HEALTH INSURANCE	145,914	153,246	82,680	150,349	150,349
6008009 RETIREE HEALTH INSURANCE	21,880	24,068	14,587	22,974	22,974
0000080 Employee Benefits Totals	329,645	366,193	203,118	376,553	376,553
Exp Total for Div 1102	1,080,519	1,132,723	618,801	1,111,683	1,111,683
Total for Div 1102	-17,809	0	-145,371	0	0
Total for Dept 11000000	-913,509	-828,253	-705,989	-776,448	-776,448

## DEPARTMENT OF PERSONNEL



## DEPARTMENT OF PERSONNEL

### MISSION STATEMENT

To administer, in a fair and equitable manner, the provisions of the New York State Civil Service Law and the Broome County Civil Service Rules with respect to the offices and employment in the classified service of 43 Broome County departments and the civil divisions therein, which include sixteen (16) towns, seven (7) village, twelve (12) school districts (except Binghamton) and two (2) special districts of the County.

The department also administers various human resource functions for County government including employee relations, employee benefits, leaves of absence, record management, recruitment, training, and staff development.

In addition, the department is responsible for the administration of various federal, state and local laws, rules and regulations such as the Taylor Law, Fair Labor Standards Act and Family and Medical Leave Act.

### DESCRIPTION

The Broome County Department of Personnel is comprised of four (4) functional units as follows:

1. The **Civil Service Administration Unit** administers New York State Civil Service Law, and develops and maintains the position classification plan. This unit also administers competitive examinations, certifies payrolls, reviews applicant qualifications, reviews and approves appointments and personnel changes, oversees state mandated roster card maintenance, certifies civil service eligible

lists, develops and maintains County civil service rules, provides advice, counsel and support to appointing authorities in the County, the towns, villages, school districts and special districts, and calculates all lay-offs for the County and the jurisdictions. All civil service functions are mandated by NYS Civil Service Law which forbids charging for any services; however we are allowed to charge exam fees. The state continues to decentralize more exams which are time consuming for our staff. It is the goal of this unit to uphold the standards of merit and fitness in the hiring of all civil service employees, as required by the New York State Constitution. The unit continues to work with Information Technology toward automating as much of these processes as possible to provide better service. We have entered into an intermunicipal agreement with the City of Binghamton, effective June 2012, to provide support services/consultation to their civil service administration.

2. The **Personnel Administration/Benefits Unit** is responsible for the administration of County benefit programs (i.e. health insurance, life insurance, disability insurance, flexible spending accounts and retirement). This unit also administers the central records system (payroll and position control files), unemployment insurance, leaves of absence, is responsible for maintenance and updates of the Personnel Policy and Procedures Manual and Employee Handbook and maintains personnel files and State required roster cards under the guidance of the civil service unit. Other areas of responsibility include monitoring employee performance evaluations, salary and longevity administration, employee assistance program, recruitment, new employee orientation and development/coordination of programs to improve employee productivity and morale such as flu shot programs and coordination of special training requests. Support is provided to the Director of Employee Relations by developing and producing specialized reports and researching employee histories. The unit ensures compliance with the Family and Medical Leave Act and

COBRA Laws. There is coordination with the New York State Retirement System on special events such as early retirement incentives and seminars. This unit is responsible for the distribution of retirement information from the retirement system to the employees. The unit answers all employee verification requests. It is the goal of this unit to provide information services to the employees, department heads and supervisors of Broome County in an efficient and courteous manner.

3. The **Director of Employee Relations** is responsible for negotiating and administering eight (8) collective bargaining agreements. This includes the handling of all grievances, disciplinary matters and improper practices as well as providing advice on topics such as attendance, performance and layoffs. The unit also monitors compliance with and offers guidance on a variety of laws pertaining to the human resource function including Family and Medical Leave Act, Fair Labor Standards Act and Taylor Law. In addition, issues regarding Unemployment Benefits, State Human Rights Complaints, Federal Department of Labor and Equal Employment Opportunity Commission Complaints are addressed by this unit. The Director provides training to supervisors in the areas of discipline and contract administration and attempts to resolve issues in an informal manner. It is his goal to work with County and union representatives to prevent potential problems where possible and to address problems that do arise. He seeks outcomes which are in the best interest of Broome County while also providing a fair and equitable workplace for the employees of Broome County.

In many cases, these outcomes alleviate costly legal expenses from arbitration hearings or other litigation. An example of such was the resolution of the contract dispute in November 2006 with the Broome County Sheriff's Law Enforcement Officers Association. By working together with union officials the County Executive at the time and her

administration were able to resolve this contract dispute shortly before Interest Arbitration hearings were to begin. With many days of hearings expected, resolving this contract dispute at this stage resulted in tremendous savings to both the County and union. This cooperative relationship between County administration and the various employee labor unions has proved to be successful in many instances.

In April 2005, Broome County and the Village of Endicott signed an inter-municipal agreement for Broome County to provide the Village of Endicott labor relations professional services. This included the negotiation and administration of seven (7) labor agreements for employees in the village. In April 2007, the County Legislature approved a resolution authorizing an agreement with the Binghamton Johnson City Joint Sewage Treatment Board for Labor Relations Professional Services. In 2009, we entered into an agreement with the Village of Johnson City to negotiate a labor agreement with AFSCME public works employees. We anticipate the expansion of intermunicipal agreements for labor relations into 2013.

4. **EEOC**- The position of Equal Employment Opportunity Compliance Officer (EEOCO) was eliminated in the 2011 budget. In 2012 the duties and responsibilities of this position were disseminated to the Personnel Officer, the Director of Employee Relations and members of the Personnel Administration/Benefits Unit (see 2013 Budget Highlights below).

The responsibilities of this function include the following:

- Administration of the County's Affirmative Action plan and policies, the Minority/Women's Business Enterprise and disadvantaged Enterprise programs;
- Education and training of department heads, managers, and staff to insure that the County is compliant with federal and state

- legislation such as the New York State Human Rights Act, Federal Equal Employment Opportunity laws, the Americans with Disabilities Act (ADA), and NYS disability laws;
- Investigation of alleged discrimination, sexual harassment and non-compliant practices related to equal employment opportunity;
  - Analysis of County employment processes including testing, hiring policies, training, promotion, etc., the development of outreach and hiring programs to attract protected class candidates to county employment;
  - Outreach activities including participation in public forums focusing on public employment opportunities, the civil service process, and application procedures;
  - Consultation with County departments, contractors, and project managers to insure that the County is in compliance with laws, regulations, and contractual agreements with federal and state funding agencies.

### **2013 Objectives**

1. Continue to provide in-house training and education for County departments in the following areas:
  - General Management/Supervision Skills
  - Labor Relations Issues i.e. discipline and discharge impact of Civil Service Law, federal and state labor laws, HIPAA, FMLA, FLSA and Collective Bargaining Agreements on employment issues
2. Continue to expand automation of processes
  - Establishment of Certification of Eligibles electronically for all eligible lists.
  - Continue to work with state to streamline access to exam information

- Work with IT to make all personnel related forms available for completion on-line
  - Update website and expand on available material
3. Provide education/training to department staff
    - Identify appropriate training to enhance employee skills and improve efficiency
    - New York State Department of Civil Service, NYSAC, and various human resource associations offer free or low cost training
  4. Expand training & education for civil service jurisdictions
    - Updates on civil service requirements
  5. Continue to support the County administration in its efforts to provide labor relations and human resource support services to municipalities throughout the County.
  6. Continue to support the implementation of the E.R.P. (PeopleSoft) systems and continue our efforts to analyze and streamline departmental procedures to match the new system. Since the inception of the new ERP/PeopleSoft program, our efforts have accounted for 15-20% of the HR/Benefits units' time.

### **2013 Budget Highlights**

#### Revenue:

1. Civil Service Application Fee – Revenue from civil service exam fees is estimated to be \$8,000 in 2013.
2. Health Care Administration – We chargeback Risk & Insurance for the salary and fringe benefits for the Benefits Assistant position. That revenue line will decrease slightly from \$57,022 in the 2012 budget to \$49,327 in the 2013 budget. The decrease is due to the resignation of our Benefits Assistant. Her replacement was hired at the lower entry level pay rate and is enrolled in a lower cost health plan.

3. Other Departmental Chargeback- Represents chargeback for administrative services of the Secretary to the Personnel Officer for the Office of Risk and Insurance.

## 13000001 PERSONNEL

13000001 PERSONNEL

		2011	As of 8/24/2012		
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Personnel Officer	H Admin	1	1	1	1
Director of Employee Relations	E Admin	1	1	1	1
Senior Personnel Associate *	18 Admin	1	1	1	1
Personnel Associate	16 Admin	2	2	2	2
Secretary to Personnel Officer	14 Admin	1	1	1	1
Personnel Assistant	11 Admin	3	3	3	3
Benefits Assistant	11 Admin	1	1	1	1
Clerk	7 Admin	1	1	0	0
Keyboard Specialist	9 Admin	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>
<u>PART TIME</u>					
Clerk	7 Admin	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL POSITIONS</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

\* - One position unfunded in 2013



REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 13000000 Personnel

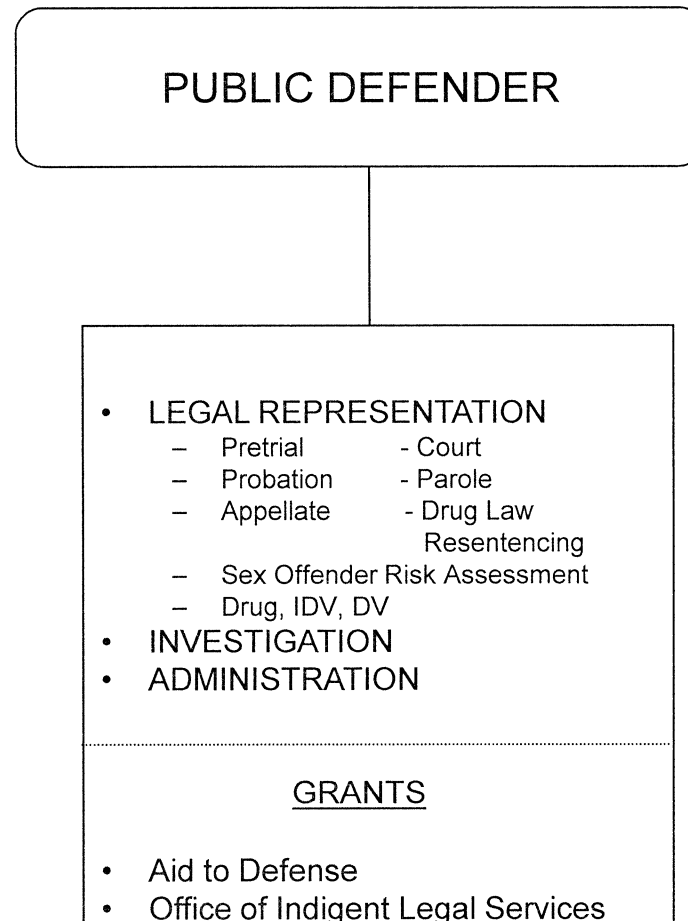
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000204 CIVIL SERVICE APPLICATION FEE	49,981	11,000	5,683	8,000	8,000
5000301 HEALTH CARE ADMINISTRATION	0	57,022	0	49,327	49,327
5000333 OTHER DEPARTMENTAL CHARGEBACK	38,135	26,000	0	26,000	26,000
<b>0000002 Departmental Income Total</b>	<b>88,116</b>	<b>94,022</b>	<b>5,683</b>	<b>83,327</b>	<b>83,327</b>
<b>Rev Totals for Dept 13000000</b>	<b>88,116</b>	<b>94,022</b>	<b>5,683</b>	<b>83,327</b>	<b>83,327</b>
 <b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	476,728	489,889	287,493	426,229	426,229
6001001 SALARIES PART-TIME	5,807	11,581	5,663	11,204	11,204
6001002 SALARIES TEMPORARY	19,325	3,400	1,819	33,450	33,450
6001003 SALARIES OVERTIME	294	1,436	0	969	969
<b>0000010 Personal Service Totals</b>	<b>502,154</b>	<b>506,306</b>	<b>294,975</b>	<b>471,852</b>	<b>471,852</b>
 <b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	0	100	0	0	0
6004012 OFFICE SUPPLIES	1,694	1,200	1,073	1,200	1,200
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	100	0	0	0
6004105 DUES AND MEMBERSHIPS	200	300	100	300	300
6004106 GENERAL OFFICE EXPENSES	88	300	120	200	200
6004137 ADVERTISING AND PROMOTION EXPE	131	200	0	150	150
6004160 MILEAGE AND PARKING-LOCAL	0	100	0	50	50
6004161 TRAVEL HOTEL AND MEALS	573	1,200	1,059	1,200	1,200
6004162 EDUCATION AND TRAINING	325	200	375	200	200
6004163 MANAGEMENT TRAINING PROGRAM	0	200	0	100	100
6004168 OTHER PERSONAL EXPENSES	0	100	0	100	100
6004169 DAY TRIP MEAL REIMBURSEMENT	0	100	0	50	50
6004196 COPYING MACHINE RENTALS	205	1,230	420	1,230	1,230
6004573 OTHER FEES FOR SERVICES	200	1,500	50	1,000	1,000
<b>0000040 Contractual Expenditures Totals</b>	<b>3,416</b>	<b>6,830</b>	<b>3,197</b>	<b>5,780</b>	<b>5,780</b>
 <b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	320	406	203	380	380
6004614 OTHER CHARGEBACK EXPENSES	0	0	250	1,208	1,208

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 13000000 Personnel

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses Totals	320	406	453	1,588	1,588
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	1,020	0	0	0	0
0000060 Principal on Indebtedness Totals	1,020	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	313	0	0	0	0
0000070 Interest on Indebtedness Totals	313	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	70,883	90,265	54,955	92,953	92,953
6008002 SOCIAL SECURITY	35,202	38,361	20,617	35,762	35,762
6008004 WORKERS COMPENSATION	4,242	3,592	1,796	2,915	2,915
6008006 LIFE INSURANCE	213	211	140	192	192
6008007 HEALTH INSURANCE	138,504	144,906	84,597	125,775	125,775
6008009 RETIREE HEALTH INSURANCE	66,662	79,828	41,255	64,796	64,796
6008010 DISABILITY INSURANCE	8	0	3	0	0
6008012 EMPLOYEE TUITION REIMBURSEMENT	3,600	10,000	6,200	25,000	25,000
0000080 Employee Benefits Totals	319,314	367,163	209,563	347,393	347,393
Exp Totals for Dept 13000000	826,537	880,705	508,188	826,613	826,613
Total for Dept 13000000	-738,421	-786,683	-502,505	-743,286	-743,286

# PUBLIC DEFENDER



## **PUBLIC DEFENDER**

### **MISSION STATEMENT**

To defend all indigent persons accused of crimes and offenses punishable by jail.

### **DESCRIPTION**

The Public Defender provides legal representation to all indigent persons accused of crimes or offenses in Broome County. This office acts as defense counsel from arraignment through trial and all stages of appeal for cases ranging from simple violations to homicides. This involves the full range of investigatory, pretrial, and appellate representation required in criminal cases. The office services each of the 19 village and town justice courts, the Binghamton City Court, the Broome County Court, and all higher appellate courts. Attorneys and investigators are on call 24 hours a day, seven days a week to assist recent arrestees.

### **2013 OBJECTIVES**

Insure sufficient resources to provide effective representation.

### **2013 BUDGET HIGHLIGHTS**

- SORA (Sex Offender Risk Assessments) remain constant as do their appeals with an increase in SORA Modification Hearings.
- Problem Solving Courts (e.g. Drug Court, IDV Court, DV Court)
- Rockefeller Drug Resentencing Cases
- Leandra's Law – Ignition Interlock Device (IID)

## 14000001 PUBLIC DEFENDER

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Public Defender	AT-6	1	1	1	1
Chief Assistant Public Defender	AT-4	1	1	1	1
Senior Assistant Public Defender	AT-3	3	3	3	3
Assistant Public Defender II	AT-2	3	3	3	3
Assistant Public Defender I	AT-1	3	3	3	3
Chief Investigator - Public Defender	27 Admin	1	1	1	1
Investigator - Public Defender	21 Admin	1	1	1	1
Secretary	13 CSEA	1	1	1	1
Stenographic Secretary	13 CSEA	1	1	1	1
Intake Specialist	11 CSEA	3	3	3	3
Keyboard Specialist	8 CSEA	2	2	2	2
Receptionist Typist	6 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 14000000 Public Defender

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000110 PUBLIC DEFENDER SERVICES	1,933	1,000	2,371	2,000	2,000
5000113 SHERIFF FEES	88	0	0	0	0
0000002 Departmental Income Total	2,021	1,000	2,371	2,000	2,000
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	0	0	20	0	0
5000533 UNCLASSIFIED REVENUES	35	0	0	0	0
0000007 Misc Interfund Revenues Total	35	0	20	0	0
0000008 State Aid					
5000818 MAJOR OFFENCE PUBLIC DEFENDER	18,346	19,000	7,538	20,200	20,200
0000008 State Aid Total	18,346	19,000	7,538	20,200	20,200
Rev Totals for Dept 14000000	20,402	20,000	9,929	22,200	22,200
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,214,294	1,242,266	767,344	1,242,791	1,242,791
6001010 SALARY ADJUSTMENTS	0	6,000	0	0	0
0000010 Personal Service Totals	1,214,294	1,248,266	767,344	1,242,791	1,242,791
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	21,067	19,000	780	19,000	19,000
6004012 OFFICE SUPPLIES	10,610	10,000	9,090	10,000	10,000
6004041 PHOTOGRAPHIC SUPPLIES	0	100	0	100	100
6004046 GAS OIL GREASE AND DIESEL FUEL	10	50	0	50	50
6004055 COMPUTER SOFTWARE AND SUPPLIES	2,395	0	0	0	0
6004056 COMPUTER EQUIPMENT(NON CAPITAL	540	0	0	0	0
6004100 POSTAGE AND FREIGHT	0	100	0	100	100
6004106 GENERAL OFFICE EXPENSES	6,150	6,200	5,234	6,200	6,200
6004131 PHOTOGRAPHIC EXPENSES	69	100	0	100	100
6004160 MILEAGE AND PARKING-LOCAL	2,448	15,000	7,240	15,000	15,000
6004161 TRAVEL HOTEL AND MEALS	0	300	0	200	200

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 14000000 Public Defender

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004162 EDUCATION AND TRAINING	1,565	2,000	730	2,000	2,000
6004168 OTHER PERSONAL EXPENSES	0	100	0	100	100
6004169 DAY TRIP MEAL REIMBURSEMENT	0	50	0	50	50
6004196 COPYING MACHINE RENTALS	1,426	5,500	3,697	5,500	5,500
6004536 WITNESS EXPENSES	6,448	10,000	5,879	10,000	10,000
6004538 LEGAL CHARGES AND FEES	615	2,000	789	1,500	1,500
6004541 STENOGRAPHIC SERVICES	2,919	1,750	2,663	2,000	2,000
<b>0000040 Contractual Expenditures Totals</b>	<b>56,262</b>	<b>72,250</b>	<b>36,102</b>	<b>71,900</b>	<b>71,900</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	2,406	2,173	1,087	2,262	2,262
6004604 DPW SECURITY CHARGEBACKS	62,723	63,391	31,696	59,003	59,003
6004605 COUNTY ATTORNEY CHARGEBACKS	389	2,100	604	2,450	2,450
6004606 TELEPHONE BILLING ACCOUNT	8,549	8,916	3,453	7,238	7,238
6004609 DATA PROCESSING CHARGEBACKS	46,133	42,970	0	42,574	42,574
6004614 OTHER CHARGEBACK EXPENSES	73	200	46	200	200
6004615 GASOLINE CHARGEBACK	2,222	2,224	998	3,000	3,000
6004616 FLEET SERVICE CHARGEBACK	0	2,672	2,672	3,781	3,781
6004617 DUPLICATING/PRINTING CHARGEBAC	2,968	3,000	1,475	3,000	3,000
6004618 OFFICE SUPPLIES CHARGEBACK	6,720	6,500	4,009	7,200	7,200
6004619 BUILDING SERVICE CHARGEBACK	11,533	84,460	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>143,716</b>	<b>218,606</b>	<b>46,040</b>	<b>130,708</b>	<b>130,708</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	2,340	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>2,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	1,680	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>1,680</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	176,520	223,609	144,625	264,094	264,094
6008002 SOCIAL SECURITY	89,625	95,034	56,597	95,076	95,076
6008004 WORKERS COMPENSATION	8,737	7,935	3,968	7,103	7,103
6008006 LIFE INSURANCE	393	399	269	399	399
6008007 HEALTH INSURANCE	203,210	218,150	129,642	208,337	208,337

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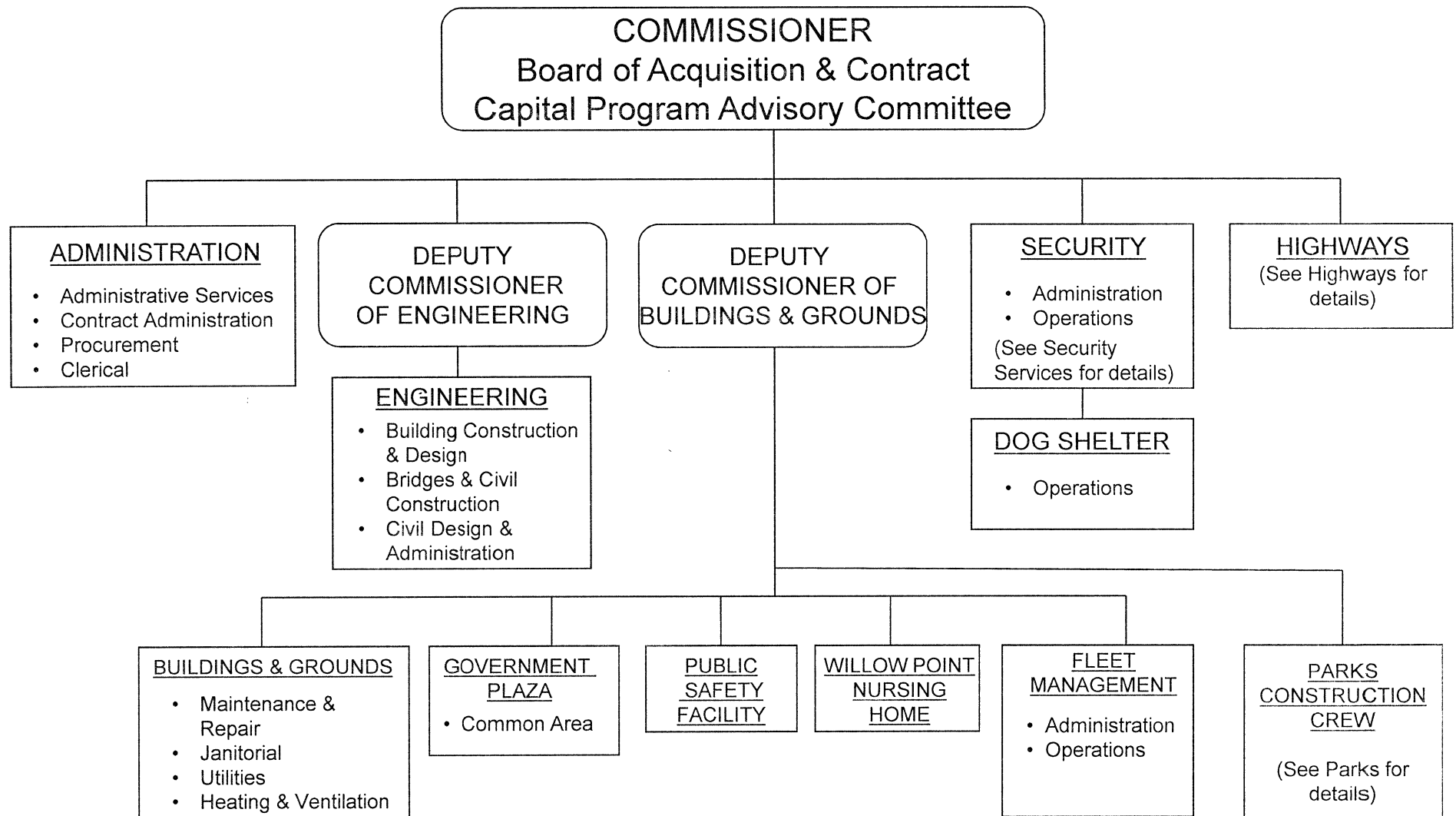
BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 14000000 Public Defender

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008009 RETIREE HEALTH INSURANCE	6,244	6,623	4,014	6,322	6,322
6008010 DISABILITY INSURANCE	925	1,032	637	1,032	1,032
0000080 Employee Benefits Totals	485,654	552,782	339,752	582,363	582,363
Exp Totals for Dept 14000000	1,903,946	2,091,904	1,189,238	2,027,762	2,027,762
Total for Dept 14000000	-1,883,544	-2,071,904	-1,179,309	-2,005,562	-2,005,562



# PUBLIC WORKS



## **PUBLIC WORKS**

### **Administration**

#### **MISSION STATEMENT**

Provide clerical, accounting, contract administration, and related services to the other Divisions of Public Works.

#### **DESCRIPTION**

The Division provides staff and support functions to the other Divisions of Public Works and for Department of Public Works Capital Projects.

#### **2013 OBJECTIVES**

Maintain high quality of services rendered to other Divisions of Public Works.

## 15010001 PUBLIC WORKS/Administration

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Commissioner of Public Works *	I Admin	1	1	1	1
Senior Account Clerk	9 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

\* One position unfunded in 2013

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 15000000    Public Works  
DIV 01          DPW-Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000010 Personal Service					
6001000 SALARIES FULL-TIME	31,900	32,839	21,815	35,557	35,557
0000010 Personal Service Totals	31,900	32,839	21,815	35,557	35,557
0000040 Contractual Expenditures					
6004012 OFFICE SUPPLIES	155	500	155	500	500
6004100 POSTAGE AND FREIGHT	0	25	25	0	0
6004106 GENERAL OFFICE EXPENSES	0	0	30	0	0
6004196 COPYING MACHINE RENTALS	1,605	1,962	1,349	1,962	1,962
0000040 Contractual Expenditures Totals	1,760	2,487	1,559	2,462	2,462
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	1,484	1,630	815	1,361	1,361
0000041 Chargeback Expenses Totals	1,484	1,630	815	1,361	1,361
0000080 Employee Benefits					
6008001 STATE RETIREMENT	4,624	5,911	4,098	7,683	7,683
6008002 SOCIAL SECURITY	2,191	2,512	1,515	2,766	2,766
6008004 WORKERS COMPENSATION	225	206	103	186	186
6008006 LIFE INSURANCE	19	19	13	19	19
6008007 HEALTH INSURANCE	15,353	16,120	9,915	15,930	15,930
6008009 RETIREE HEALTH INSURANCE	47,011	52,651	25,086	39,512	39,512
6008010 DISABILITY INSURANCE	129	129	82	129	129
0000080 Employee Benefits Totals	69,552	77,548	40,812	66,225	66,225
Exp Total for Div 1501	104,696	114,504	65,001	105,605	105,605
Total for Div 1501	-104,696	-114,504	-65,001	-105,605	-105,605

## **PUBLIC WORKS**

### **Buildings & Grounds**

#### **MISSION STATEMENT**

Provide a diverse range of efficient and cost-effective high quality services, which will ensure uninterrupted facility utilization while providing an atmosphere of professionalism to both internal and external customers.

#### **DESCRIPTION**

Provide primary maintenance operations to the Court House Complex, the Fleet Garage, George Harvey Justice Building, Edwin L. Crawford County Office Building, Public Safety Facility, Dog Shelter, and Intermodal.

Provide secondary maintenance operations to the Binghamton Regional Airport (Edwin A. Link Field), Library, Arena, Forum, Health, Mental Health, Transit, Social Services, Central Foods, Department of Motor Vehicles, WPNH.

Under the Government Tripartite Agreement – providing primary maintenance operations of the Governmental Plaza.

#### **2013 OBJECTIVES**

- Provide a pleasant, safe, and healthy environment for Broome County employees and external customers.
- To minimize risk to County employees and residents from natural and man-made disasters.
- To maximize facility assets by minimizing equipment failure.

#### **2013 BUDGET HIGHLIGHTS**

- Parks construction crew of four moved under DPW-Buildings and Grounds.

**PUBLIC WORKS/Building & Grounds**

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy Commissioner of Public Works/Building & Grounds	F Admin	1	1	1	1
Facilities Manager	22 BAPA	3	3	3	3
Park Operations Manager**	AFSCME	0	0	0	1
Arena Maintenance Superintendent	19 BAPA	1	1	1	1
Electrician	AFSCME	2	2	2	2
Senior Maintenance Mechanic	AFSCME	10	10	10	10
Stationary Engineer *	AFSCME	2	2	2	2
Construction Worker**	AFSCME	0	0	0	3
Maintenance Worker	AFSCME	1	0	0	0
HVAC Systems Technician III	AFSCME	4	4	4	4
HVAC Systems Technician I	AFSCME	1	1	1	1
Custodial Supervisor	AFSCME	1	1	1	1
Custodial Worker *	AFSCME	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>
<b>Total Full-Time Positions</b>		<b>40</b>	<b>39</b>	<b>39</b>	<b>43</b>
<b><u>PART TIME</u></b>					
Custodial Worker	AFSCME	<u>8</u>	<u>8</u>	<u>2</u>	<u>2</u>
<b>Total Part-Time Positions</b>		<b>8</b>	<b>8</b>	<b>2</b>	<b>2</b>
<b>TOTAL POSITIONS</b>		<b>48</b>	<b>47</b>	<b>41</b>	<b>45</b>

\* One position unfunded in 2013

\*\* Positions moved from Parks budget in 2013

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 15000000 Public Works  
DIV 02 DPW-Bldgs/Grounds

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000167 CONTACT STATION	5,536	0	0	0	0
5000186 REIMBURSEMENT - GOVERNMENT PLA	153,661	204,503	116,471	185,000	185,000
5000189 OTHER LOCAL GOVERNMENTS	125,034	0	0	0	0
5000302 BUILDING SERVICE CHARGEBACKS	280,277	609,497	184,193	576,091	576,091
5000312 RENTAL CHARGEBACKS	60,430	60,430	0	60,430	60,430
5000440 CHARGEBACK OF SERVICES PROVIDE	59	0	0	0	0
0000002 Departmental Income Totals	624,997	874,430	300,664	821,521	821,521
0000006 Sale of Prop and Comp for Loss					
5000516 MINOR SALES - PUBLIC WORKS	13	0	0	0	0
5000518 SALE OF EQUIPMENT	251	0	0	0	0
0000006 Sale of Prop and Comp for Loss Totals	264	0	0	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	540	0	2,541	0	0
5000533 UNCLASSIFIED REVENUES	1,797	0	3,031	0	0
5000534 TRANSFER FROM INSURANCE RESERV	14,197	0	1,134	0	0
0000007 Misc Interfund Revenues Totals	16,534	0	6,706	0	0
0000008 State Aid					
5000809 STATE AID - COURT FACILITIES	459,647	350,000	17,378	350,000	350,000
0000008 State Aid Totals	459,647	350,000	17,378	350,000	350,000
0000009 Federal Aid					
5000901 FEDERAL AID - OTHER	39,181	0	0	0	0
0000009 Federal Aid Totals	39,181	0	0	0	0
Rev Total for Div 1502	1,140,623	1,224,430	324,748	1,171,521	1,171,521

0000010 Personal Service

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 15000000 Public Works  
DIV 02 DPW-Bldgs/Grounds

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6001000 SALARIES FULL-TIME	1,544,075	1,596,228	968,020	1,646,145	1,842,295
6001001 SALARIES PART-TIME	109,884	111,112	31,674	30,000	30,000
6001002 SALARIES TEMPORARY	155,450	166,932	152,401	248,044	248,044
6001003 SALARIES OVERTIME	79,406	50,000	29,119	50,000	50,000
6001004 SALARIES SHIFT DIFFERENTIAL	3,120	5,000	2,058	4,000	4,000
6001006 OUT OF TITLE PAY	2,727	4,000	1,529	2,000	2,000
6001008 STAND-BY PAY	0	0	600	1,000	1,000
6001009 OTHER PERSONNEL SERVICES	8,700	8,700	8,150	8,700	8,700
<b>0000010 Personal Service Totals</b>	<b>1,903,362</b>	<b>1,941,972</b>	<b>1,193,551</b>	<b>1,989,889</b>	<b>2,186,039</b>
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	194	500	169	200	200
6004012 OFFICE SUPPLIES	3,373	2,500	855	2,400	2,400
6004021 BLDG MAINTENANCE SUPPLIES	118,431	88,000	45,587	81,000	81,000
6004022 FUEL AND HEATING SUPPLIES	444,431	506,000	212,998	430,400	430,400
6004023 BLDG AND GROUNDS SUPPLIES	114,260	109,000	48,996	106,000	106,000
6004030 FOOD AND BEVERAGES	80	0	0	0	0
6004040 MOTOR EQUIPMENT SUPPLIES	0	2,200	25	1,000	1,000
6004046 GAS OIL GREASE AND DIESEL FUEL	2,134	4,500	1,042	5,000	5,000
6004047 TIRES AND TUBES	0	200	0	200	200
6004048 MISC OPERATIONAL SUPPLIES	26,392	37,000	8,232	26,500	26,500
6004052 UNIFORMS	12,817	3,000	721	2,500	2,500
6004054 SAFETY SUPPLIES	6,164	7,200	4,706	8,000	8,000
6004055 COMPUTER SOFTWARE AND SUPPLIES	73	2,790	1,303	1,500	1,500
6004056 COMPUTER EQUIPMENT(NON CAPITAL	3,283	1,500	0	5,500	5,500
6004100 POSTAGE AND FREIGHT	10	100	0	100	100
6004106 GENERAL OFFICE EXPENSES	30	0	0	0	0
6004112 BLDG GROUNDS AND EQUIP REPAIR	48,010	45,000	54,168	80,000	80,000
6004113 WATER AND SEWAGE CHARGES	184,225	236,000	74,721	239,000	239,000
6004115 ELECTRIC CURRENT	885,759	1,030,000	493,996	902,000	902,000
6004117 BUILDING AND GROUNDS EXPENSES	142,291	165,000	89,513	170,000	170,000
6004130 MOTOR EQUIP REPAIRS AND MAINT	350	1,000	0	1,000	1,000
6004138 OTHER OPERATIONAL EXPENSES	175,357	108,000	106,714	95,000	95,000
6004161 TRAVEL HOTEL AND MEALS	65	1,000	0	3,000	3,000
6004162 EDUCATION AND TRAINING	895	0	0	5,000	5,000
6004192 SOFTWARE MAINTENANCE	8,910	10,000	8,910	10,000	10,000
6004196 COPYING MACHINE RENTALS	-828	400	35	400	400
6004200 PROPERTY LOSS	9,852	0	0	0	0
6004572 ENGINEERING AND ARCHITECTURAL	0	4,000	0	0	0
6004573 OTHER FEES FOR SERVICES	45,370	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>2,233,412</b>	<b>2,364,890</b>	<b>1,151,207</b>	<b>2,175,700</b>	<b>2,175,700</b>



REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 15000000 Public Works  
DIV 02 DPW-Bldgs/Grounds

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	51,442	38,779	23,797	52,159	52,159
6004604 DPW SECURITY CHARGEBACKS	93,754	92,187	46,409	92,187	92,187
6004605 COUNTY ATTORNEY CHARGEBACKS	12,907	74,900	3,098	77,350	77,350
6004614 OTHER CHARGEBACK EXPENSES	100	5,000	1,825	5,000	5,000
6004615 GASOLINE CHARGEBACK	48,886	63,330	23,804	65,120	65,120
6004616 FLEET SERVICE CHARGEBACK	0	46,760	46,760	56,714	56,714
6004619 BUILDING SERVICE CHARGEBACK	18,849	40,000	0	20,000	20,000
6004626 TRANSPORTATION SERVICES CHARGE	0	50,395	0	52,433	52,433
<b>0000041 Chargeback Expenses Totals</b>	<b>225,938</b>	<b>411,351</b>	<b>145,693</b>	<b>420,963</b>	<b>420,963</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	1,175	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>1,175</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	337	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	252,211	312,460	203,981	369,290	410,951
6008002 SOCIAL SECURITY	138,848	148,941	87,187	151,919	166,918
6008004 WORKERS COMPENSATION	31,968	31,304	15,652	36,941	36,941
6008006 LIFE INSURANCE	707	703	464	710	786
6008007 HEALTH INSURANCE	377,031	386,589	242,704	390,813	442,388
6008009 RETIREE HEALTH INSURANCE	222,454	239,788	149,478	237,665	237,665
6008010 DISABILITY INSURANCE	1	0	0	0	0
6008011 UNEMPLOYMENT INSURANCE	1,284	0	5,136	0	0
<b>0000080 Employee Benefits Totals</b>	<b>1,024,504</b>	<b>1,119,785</b>	<b>704,602</b>	<b>1,187,338</b>	<b>1,295,649</b>
<b>Exp Total for Div 1502</b>	<b>5,388,728</b>	<b>5,837,998</b>	<b>3,195,053</b>	<b>5,773,890</b>	<b>6,078,351</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 15000000 Public Works  
DIV 02 DPW-Bldgs/Grounds

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Total for Div 1502	-4,248,105	-4,613,568	-2,870,305	-4,602,369	-4,906,830

## **PUBLIC WORKS**

### **Engineering**

#### **MISSION STATEMENT**

To provide quality engineering services to maintain and upgrade the County infrastructure (highways, bridges, culverts and facilities); and to serve and support other Public Works Divisions, Broome County Departments, and residents of Broome County.

#### **DESCRIPTION**

The Engineering Division provides engineering services and support to other Divisions within the Public Works Department (Highways, Building & Grounds, Solid Waste Management), as well as to other Departments within Broome County (Parks & Recreation, Planning and Economic Development, Willow Point Nursing Facility, Aviation, etc.). A large part of the work effort generated by these departments result from implementation of the County's Capital Improvement Program. These CIP projects can include renovations, rehabilitations, and/or replacement of County infrastructure such as facilities, bridges, culverts and roadways. Projects often involve consultant management from design through construction and project close-out, and typically include technical assistance and trouble-shooting a myriad of pre- and post-construction issues and concerns. We provide additional ongoing support functions such as 239 reviews; field survey and research support; and post-flood inspections and repair coordination of drainage structures.

The Engineering Division is also responsible for maintaining historical records of prior projects, highway right-of-way maps, and easement maps. Division personnel are actively involved with ongoing monitoring and upgrading of County features and structures such as annual watershed inspections, and inspection of culverts with 5-20 foot spans. In addition to providing internal support, the Engineering Division staff provides answers and information to citizen inquiries.

#### **2013 OBJECTIVES**

The Engineering Division is committed to furnishing engineering services to Broome County in an efficient and cost-effective manner. We strive for engineering excellence and professional development of staff. Our 2013 objectives include:

- To deliver cost effective service that is timely and responsive to all County-wide departmental needs within the limits of the resources provided.
- To work in unison with Highways; Parks and Recreation; Buildings & Grounds; and other County Departments in regard to their maintenance needs and Capital Improvement programs.
- To advance the development of a multi-functional engineering division with major emphasis on highways, bridges, buildings & grounds, and parks with a multi-disciplined staff.
- To continue to re-organize the Division's major reference data bases and filing system for better accessibility and efficiency during 2013 this will include:
  - a. Complete reorganization of our electronic filing system (K-drive).
  - b. Complete scanning and electronic filing of all County ROW plans and begin this process for our large plans.
  - c. Begin new projects in electronic format (to be coordinated with our consultants).
- To promote high technical standards, encourage leadership and career development.

15030001 PUBLIC WORKS/Engineering

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy Commissioner of Public Works/Engineering	G Admin	1	1	1	1
Engineer III	28 BAPA	2	2	2	2
Engineer II	24 CSEA	2	2	2	2
Engineer I *	21 CSEA	4	4	4	4
Assistant Engineer	17 CSEA	2	2	2	2
Clerk	6 CSEA	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>12</b>	<b>11</b>	<b>11</b>	<b>11</b>

\* Two positions unfunded in 2013

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 15000000   Public Works  
DIV 03          DPW-Engineering

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	14,242	0	0	0	0
0000007 Misc Interfund Revenues Totals	14,242	0	0	0	0
0000008 State Aid					
5000848 HIGHWAY-PUBLIC IMPROVEMENTS	3,214	0	0	0	0
0000008 State Aid Totals	3,214	0	0	0	0
0000009 Federal Aid					
5000922 OTHER FEDERAL AID	0	0	921	25,000	25,000
0000009 Federal Aid Totals	0	0	921	25,000	25,000
Rev Total for Div 1503	17,456	0	921	25,000	25,000
0000010 Personal Service					
6001000 SALARIES FULL-TIME	584,978	609,824	378,981	608,726	608,726
6001002 SALARIES TEMPORARY	30,410	0	0	20,000	0
6001003 SALARIES OVERTIME	10,034	2,043	55	3,700	3,700
0000010 Personal Service Totals	625,422	611,867	379,036	632,426	612,426
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	603	1,000	439	1,000	1,000
6004011 DUPLICATING AND PRINTING RM SU	0	1,000	0	1,000	1,000
6004012 OFFICE SUPPLIES	1,286	1,750	154	1,750	1,750
6004042 ENGINEERING SUPPLIES	1,813	2,100	0	500	500
6004048 MISC OPERATIONAL SUPPLIES	1,688	950	0	950	950
6004054 SAFETY SUPPLIES	600	1,240	31	1,240	1,240
6004055 COMPUTER SOFTWARE AND SUPPLIES	9,180	8,600	0	8,600	8,600
6004100 POSTAGE AND FREIGHT	63	400	0	400	400
6004105 DUES AND MEMBERSHIPS	0	100	0	100	100
6004132 ENGINEERING EXPENSES	125	600	0	0	0
6004137 ADVERTISING AND PROMOTION EXPE	668	1,000	723	1,000	1,000
6004138 OTHER OPERATIONAL EXPENSES	136	1,000	0	1,000	1,000

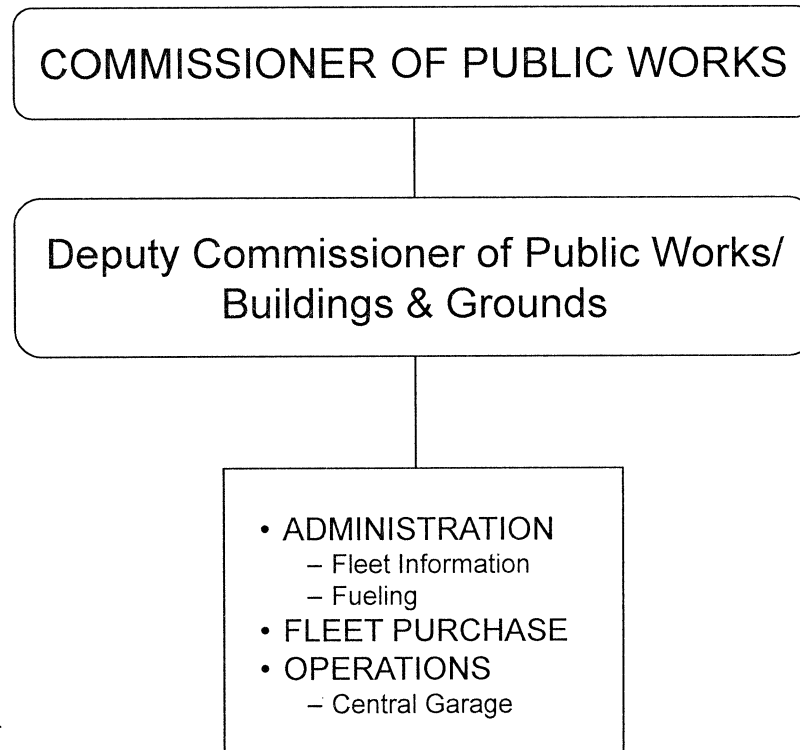
REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 15000000 Public Works  
DIV 03 DPW-Engineering

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004160 MILEAGE AND PARKING-LOCAL	0	200	0	0	0
6004162 EDUCATION AND TRAINING	618	1,700	0	2,000	2,000
6004196 COPYING MACHINE RENTALS	921	1,200	868	1,200	1,200
<b>0000040 Contractual Expenditures Totals</b>	<b>17,701</b>	<b>22,840</b>	<b>2,215</b>	<b>20,740</b>	<b>20,740</b>
<b>0000041 Chargeback Expenses</b>					
6004615 GASOLINE CHARGEBACK	5,269	7,461	2,613	10,400	10,400
6004616 FLEET SERVICE CHARGEBACK	0	6,680	6,680	7,562	7,562
<b>0000041 Chargeback Expenses Totals</b>	<b>5,269</b>	<b>14,141</b>	<b>9,293</b>	<b>17,962</b>	<b>17,962</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	95,271	110,101	75,017	130,140	130,140
6008002 SOCIAL SECURITY	45,824	46,793	27,638	48,381	46,851
6008004 WORKERS COMPENSATION	5,885	5,086	2,543	3,080	3,080
6008006 LIFE INSURANCE	192	171	115	173	173
6008007 HEALTH INSURANCE	124,363	124,227	76,294	120,912	120,912
6008009 RETIREE HEALTH INSURANCE	165,569	181,851	109,007	180,733	180,733
6008010 DISABILITY INSURANCE	903	774	491	774	774
<b>0000080 Employee Benefits Totals</b>	<b>438,007</b>	<b>469,003</b>	<b>291,105</b>	<b>484,193</b>	<b>482,663</b>
<b>Exp Total for Div 1503</b>	<b>1,086,399</b>	<b>1,117,851</b>	<b>681,649</b>	<b>1,155,321</b>	<b>1,133,791</b>
<b>Total for Div 1503</b>	<b>-1,068,943</b>	<b>-1,117,851</b>	<b>-680,728</b>	<b>-1,130,321</b>	<b>-1,108,791</b>
<b>Total for Dept 15000000</b>	<b>-5,421,744</b>	<b>-5,845,923</b>	<b>-3,616,034</b>	<b>-5,838,295</b>	<b>-6,121,226</b>

# FLEET MANAGEMENT



## **PUBLIC WORKS**

### **Fleet Management**

#### **MISSION STATEMENT**

The Fleet Management division's mission is to provide and maintain a fleet of vehicles that will meet the needs of the individual departments with safety, efficiency, and ease of operation.

#### **DESCRIPTION**

We maintain the fleet vehicles from purchase to disposal. Vehicles are purchased according to state contract prices; they are serviced and inspected for safety. Vehicles are disposed of when the vehicle has met its expected life span.

#### **2013 OBJECTIVES**

- To continue to provide service to vehicles at a cost less than \$.55 per mile.
- To develop a newer more fuel-efficient fleet.
- To continue to purchase new vehicles to meet criteria on alternatively fueled vehicles.
- To reduce the incident ratio on repairs to vehicles.



09000001 PUBLIC WORKS/Fleet Management

09000001	PUBLIC WORKS/Fleet Management		As of 8/24/2012			
			2011	Current	2013	2013
	<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>						
	Head Automotive Mechanic *	17 CSEA	1	1	1	1
	Automotive Mechanic	13 CSEA	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
	Total Full-Time Positions		4	4	4	4
<u>PART TIME</u>						
	Total Part-Time Positions		0	0	0	0
	TOTAL POSITIONS		4	4	4	4

\* One position unfunded in 2013

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2070 Fleet Operating  
DEPT 09000000 Fleet Management

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000165 MISCELLANEOUS	3,112	1,000	1,319	0	0
5000189 OTHER LOCAL GOVERNMENTS	20,323	0	17,635	38,000	38,000
5000229 BCC CHARGES	18,724	22,000	10,853	30,000	30,000
5000303 CHARGES FOR USE OF COUNTY CAR	0	172,289	0	155,577	155,577
5000304 CHARGES FOR GAS	533,861	603,077	262,778	800,000	800,000
5000326 CHARGEBACKS-MOTOR VEH SERVICE	0	89,239	311,288	397,000	397,000
0000002 Departmental Income Total	576,020	887,605	603,873	1,420,577	1,420,577
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	3,677	1,500	1,021	1,650	1,650
0000003 Use of Money Total	3,677	1,500	1,021	1,650	1,650
0000006 Sale of Prop and Comp for Loss					
5000518 SALE OF EQUIPMENT	1,330	0	0	0	0
0000006 Sale of Prop and Comp for Loss Total	1,330	0	0	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	300	0	0	0	0
5000532 PREMIUM & ACCRUED INT ON OBLIG	34	0	978	0	0
5000570 EARNINGS ON TEMPORARY INVESTME	37	0	0	0	0
0000007 Misc Interfund Revenues Total	371	0	978	0	0
0000009 Federal Aid					
5000952 ARRA DEBT REIMBURSEMENT	2,227	2,226	642	2,226	2,226
0000009 Federal Aid Total	2,227	2,226	642	2,226	2,226
Rev Totals for Dept 09000000	583,625	891,331	606,514	1,424,453	1,424,453
0000010 Personal Service					
6001000 SALARIES FULL-TIME	115,777	120,619	66,179	126,419	126,419

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2070 Fleet Operating  
DEPT 09000000 Fleet Management

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6001003 SALARIES OVERTIME	4,114	2,000	607	2,000	2,000
6001006 OUT OF TITLE PAY	135	350	141	300	300
6001010 SALARY ADJUSTMENTS	3,738	0	0	0	0
<b>0000010 Personal Service Totals</b>	<b>123,764</b>	<b>122,969</b>	<b>66,927</b>	<b>128,719</b>	<b>128,719</b>
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	0	200	0	0	0
6004012 OFFICE SUPPLIES	5	200	0	100	100
6004023 BLDG AND GROUNDS SUPPLIES	356	200	0	0	0
6004040 MOTOR EQUIPMENT SUPPLIES	90,508	80,536	48,109	80,000	80,000
6004046 GAS OIL GREASE AND DIESEL FUEL	610,634	678,000	372,946	800,000	800,000
6004047 TIRES AND TUBES	21,187	30,000	10,436	20,000	20,000
6004048 MISC OPERATIONAL SUPPLIES	694	1,000	1,805	1,000	1,000
6004052 UNIFORMS	0	1,000	0	1,000	1,000
6004054 SAFETY SUPPLIES	0	750	0	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	2,000	436	2,000	2,000
6004117 BUILDING AND GROUNDS EXPENSES	846	3,000	227	1,000	1,000
6004130 MOTOR EQUIP REPAIRS AND MAINT	12,131	25,000	5,135	20,000	20,000
6004138 OTHER OPERATIONAL EXPENSES	9,295	10,000	1,813	10,000	10,000
6004504 OTHER FINANCIAL SERVICES	272	261	77	247	247
<b>0000040 Contractual Expenditures Totals</b>	<b>745,928</b>	<b>832,147</b>	<b>440,984</b>	<b>935,347</b>	<b>935,347</b>
<b>0000041 Chargeback Expenses</b>					
6004601 INDIRECT COSTS	0	35,580	0	25,411	25,411
6004602 INSURANCE PREMIUM CHARGEBACK	867	1,117	559	1,105	1,105
6004615 GASOLINE CHARGEBACK	64	3,000	1,997	800	800
6004616 FLEET SERVICE CHARGEBACK	0	6,680	6,680	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>931</b>	<b>46,377</b>	<b>9,236</b>	<b>27,316</b>	<b>27,316</b>
<b>0000042 Depreciation</b>					
6004804 DEPRECIATION - MOTOR VEHICLES	80,738	0	0	0	0
<b>0000042 Depreciation Totals</b>	<b>80,738</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000060 Principal on Indebtedness</b>					
6006000 PRINCIPAL ON SERIAL BONDS	0	88,387	0	92,231	92,231
6006001 PRINCIPAL ON BANS	0	0	0	48,000	48,000

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2070 Fleet Operating  
DEPT 09000000 Fleet Management

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness Totals	0	88,387	0	140,231	140,231
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	32,967	30,395	9,250	26,975	26,975
6007001 INTEREST ON BANS	0	0	0	3,600	3,600
0000070 Interest on Indebtedness Totals	32,967	30,395	9,250	30,575	30,575
0000080 Employee Benefits					
6008001 STATE RETIREMENT	17,312	21,711	14,365	26,736	26,736
6008002 SOCIAL SECURITY	8,789	9,277	4,828	9,625	9,625
6008004 WORKERS COMPENSATION	1,063	1,798	899	3,021	3,021
6008005 WORKERS COMP LT LIABILITY	799	0	0	0	0
6008006 LIFE INSURANCE	58	57	38	58	58
6008007 HEALTH INSURANCE	26,726	28,062	17,164	27,731	27,731
6008008 OPEB - HEALTH INSURANCE	14,345	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	29,994	40,031	14,026	22,090	22,090
6008010 DISABILITY INSURANCE	387	387	245	387	387
0000080 Employee Benefits Totals	99,473	101,323	51,565	89,648	89,648
Exp Totals for Dept 09000000	1,083,801	1,221,598	577,962	1,351,836	1,351,836
Total for Dept 09000000	-500,176	-330,267	28,552	72,617	72,617

# OFFICE OF MANAGEMENT & BUDGET

## PURCHASING

DIRECTOR  
OFFICE OF MANAGEMENT & BUDGET

- PROCUREMENT
- BOARD OF ACQUISITION AND CONTRACT SUPPORT
- LETTER CONTRACTS
- MULTI-MUNICIPAL CONTRACT DEVELOPMENT
- ANNUAL SURPLUS AUCTION
- BID AND RFP SPECIFICATION DEVELOPMENT
- GENERAL CONTRACT ADMINISTRATION
- SUPERVISION AND IMPLEMENTATION OF THE COMPETITIVE BID PROCESS
- PROCUREMENT CARD PROGRAM

## **PURCHASING**

### **MISSION STATEMENT**

To provide quality service through effective teamwork and communication with County departments, political subdivisions, state agencies and vendors in a commitment to obtain the desired goods and services at the lowest possible cost in a professional, ethical, responsive and timely manner and in accordance with all County and state municipal laws.

### **DESCRIPTION**

The Division of Purchasing is responsible, in whole or part for:

- The cost-efficient procurement of over twenty million dollars worth of supplies, materials, equipment and services for Broome County Government.
- Processing of Letter Contracts and all Board of Acquisition and Contract (BAC) requests, processing almost 4,500 purchase orders.
- Supervision of the Procurement Card Program; Copy Machine Lease & Maintenance Programs, Toner Cartridge Contract and Maintenance Supply Contract.
- General Contract Administration including issuance of Notices of Default.
- Being the lead agency for the fax & typewriter maintenance contracts, janitorial supplies, office supplies, and vending services and equipment contracts.
- Supervision and implementation of the competitive bidding process
- Review and/or preparation of specifications
- Establishment of standards

- Publication of Legal Notice
- Maintain website for bid notice publication and specifications (BidNet)
- Supplier relations, department relations, personnel training and reporting.
- The relocation, scrapping or selling of obsolete or surplus equipment and vehicles through the bidding process or annual auction (open to the political subdivisions) which generates revenue for all participants.

Although not mandated, the Division of Purchasing allows the political subdivisions and any NYS County to participate in purchase contracts. The legislation in Albany passed into law the provision for “piggybacking” on service contracts between counties and municipalities.

Providing these contracts has eliminated wasteful bidding or shopping, duplication of time, effort, administration costs, advertising expenses, etc. and has resulted in lower prices generated by the combined larger volume.

The Division of Purchasing provides these contracts at no cost to the Political Subdivisions. However, there are considerable County costs associated with this service: personnel, printing, copier, office supplies, telephone, and postage.

In 2012 the legislators in Albany passed into law the provision for “piggybacking” on service contracts between counties and municipalities.

### **2013 OBJECTIVES**

Continue to work with BidNet’s e-procurement on-line to place our bid notices, specifications, proposals, and quotes. This system has generated an increase in exposure of our solicitations for

prospective bidders and has promoted greater competition. We have placed the bid results on site as well.

- Continue to promote the usage of the procurement card within Broome County departments. This will reduce the small dollar amount purchase orders and the use of petty cash. This is a more efficient and less time consuming way to make small or immediate need purchases and travel expenses.
- Continue efforts to expand the annual auction to include even more towns, villages and County departments. The Highway Department site has proved to be the perfect location. It is hoped interest in participation will grow.
- Continue on-site purchasing seminars for all departments on the rules and regulations governing the purchasing of goods and services in accordance with General Municipal Law 103, 104.
- Be proactive in “buying green” products.
- Continue efforts to decrease the amount of scanners, inkjet printers, printers, and copy and fax machines in use throughout the County departments. The cost to Broome County for leases, maintenance, supplies, equipment and energy could be greatly reduced by implementing the use of multi-function machines.
- Continue to train and advise department fiscal personnel in the new PeopleSoft system.

### **2013 BUDGET HIGHLIGHTS**

- Consolidation of Purchasing Department with the Office of Management and Budget; Abolishment of Purchasing Agent

## 16000001 PURCHASING

16000001 PURCHASING

		2011	As of 8/24/2012 Current	2013	2013
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>					
Director of Purchasing*	F Admin	1	1	1	1
Purchasing Agent	20 BAPA	1	1	0	0
Senior Buyer	17 BAPA	0	0	1	1
Senior Buyer	15 BAPA	1	1	0	0
Buyer	14 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Full-Time Positions		4	4	3	3
<u>PART TIME</u>					
Total Part-Time Positions		0	0	0	0
TOTAL POSITIONS		4	4	3	3

\* One position unfunded in 2013



REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 16000000 Purchasing

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000005 Fines and Forfeitures					
5000500 FORFEITURE OF DEPOSITS	4,250	1,500	1,275	1,500	1,500
0000005 Fines and Forfeitures Total	4,250	1,500	1,275	1,500	1,500
0000006 Sale of Prop and Comp for Loss					
5000518 SALE OF EQUIPMENT	1,620	0	0	0	0
0000006 Sale of Prop and Comp for Loss Total	1,620	0	0	0	0
Rev Totals for Dept 16000000	5,870	1,500	1,275	1,500	1,500
0000010 Personal Service					
6001000 SALARIES FULL-TIME	191,111	148,061	92,117	94,090	94,090
6001002 SALARIES TEMPORARY	0	15,847	9,283	34,881	34,881
0000010 Personal Service Totals	191,111	163,908	101,400	128,971	128,971
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	34	40	38	40	40
6004012 OFFICE SUPPLIES	983	1,435	123	1,000	1,000
6004105 DUES AND MEMBERSHIPS	150	180	150	180	180
6004106 GENERAL OFFICE EXPENSES	130	110	130	110	110
6004137 ADVERTISING AND PROMOTION EXPE	1,712	2,425	1,137	2,000	2,000
6004138 OTHER OPERATIONAL EXPENSES	383	465	0	465	465
6004196 COPYING MACHINE RENTALS	1,738	1,668	1,188	1,668	1,668
0000040 Contractual Expenditures Totals	5,130	6,323	2,766	5,463	5,463
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	150	183	183	180	180
0000041 Chargeback Expenses Totals	150	183	183	180	180
0000080 Employee Benefits					
6008001 STATE RETIREMENT	26,722	26,667	17,305	24,041	24,041

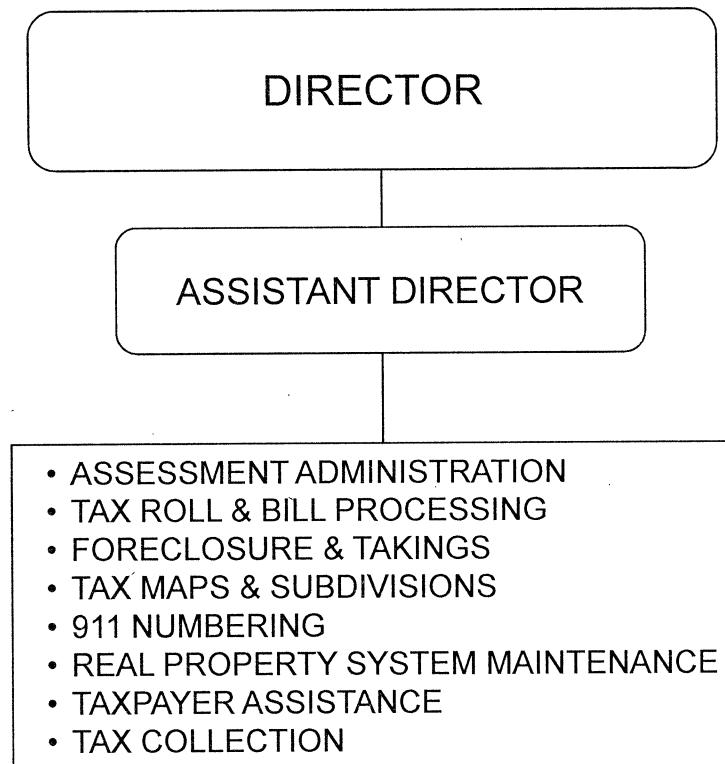
REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 16000000 Purchasing

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008002 SOCIAL SECURITY	13,881	12,546	7,399	8,654	8,654
6008004 WORKERS COMPENSATION	1,374	1,255	628	1,104	1,104
6008006 LIFE INSURANCE	77	57	38	58	58
6008007 HEALTH INSURANCE	22,624	17,771	10,931	11,662	11,662
6008009 RETIREE HEALTH INSURANCE	30,312	40,777	24,942	46,352	46,352
6008010 DISABILITY INSURANCE	260	129	82	129	129
6008011 UNEMPLOYMENT INSURANCE	5,728	0	129	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	1,053	669	2,317	2,317
0000080 Employee Benefits Totals	100,978	100,255	62,123	94,317	94,317
Exp Totals for Dept 16000000	297,369	270,669	166,472	228,931	228,931
Total for Dept 16000000	-291,499	-269,169	-165,197	-227,431	-227,431

# REAL PROPERTY TAX SERVICE



## REAL PROPERTY TAX SERVICES

### MISSION STATEMENT

Real Property Tax Agency is mandated by State Real Property Tax Law, Section 1530, and is primarily responsible for coordination of assessment administration in the towns, villages and city. Under the Broome County Charter the agency also has tax enforcement and property recording duties. The agency operates with authority under the New York State Real Property Tax Laws and County Charter. Additionally, Section 1184 establishes procedures to collect back taxes through an installment program, which this department administers. Taxes are collected by this department for the Binghamton City school district, the City of Binghamton, and the towns of Kirkwood, Conklin, Dickinson and Union.

### DESCRIPTION

**Assessment Administration** - includes the production of assessor field books, tentative and final assessment rolls, annual assessors reports, annual exemption reports, computation of utility, special franchise, state land and railroad assessments for 16 towns and 3 villages, maintenance of ownership records, assessors training and support, Board of Assessment review training, and tax error investigations for 24 County municipalities.

**Tax Roll and Bill Processing** – includes tax corrections and refunds, special district relevies, tax roll balancing, collector input, tax rolls and bills for 16 towns, 6 villages and 20 school districts, and special district benefit rolls (450 special districts).

**Foreclosure** – includes title searching, legal notices, mailings, court appearances, financing accounting, property inspections, tax sale auctions, plus other enforcement duties, on the 86,000 properties in the County dealing, on average, with 800 properties per year.

**Taxpayer Assistance** – includes helping taxpayers with problems with assessments, correcting errors in property tax bills, problems with tax maps, problems with tax foreclosures as well as answering general assessment administration questions.

**Tax Map** - includes map changes by deeds including splits, combinations, filing of subdivisions, error investigations, corrections, issuing of maps to 16 towns, 7 villages, etc., sales of maps to public.

**County Takings-Social Services Support** – includes title searches, preparation of legal papers, vouchers, tax searches, appraisals, court appearances, and record follow-up.

**Tax Collection and Investment** – includes collecting, posting, balancing daily deposits and investment of collections, plus dealing with taxpayer and escrow companies' problems and reconciliation of tax warrants.

**Installment Program** – includes the necessary research, implementation, collections, record keeping and statistical analysis to administrate over 500 agreements and also dealing with the public, both those in the program and taxpayers wanting to enter an agreement.

**Property Management** – includes collection of rents, repairs to maintain the present condition of the property, and deal with tenant issues.

**2013 OBJECTIVES**

- Work with Information Technology to transfer the stored deed information to a county maintained system.
- Continue the process with state and local representatives toward reaching the goal of a common level of assessment and researching ways to bring about this change in the assessment community.
- Using the Lockbox system for mail in Installment tax payments thus reducing labor costs in the department.
- Implementing acceptance of Credit Card, E-Checks and ACH payments for Installment tax payments.

**2013 BUDGET HIGHLIGHTS**

- The County now provides the ability for taxpayers to make payments by Credit card and other forms of online payments.
- Continued support to the assessors for updates to the version 4 RPS system including the ability to add photographs to property data information.
- Reducing department cost through efficiencies such as Lockbox payments and reducing part time hours through a restructuring of department duties.

17000001 REAL PROPERTY TAX SERVICES

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of Real Property Tax Svcs III	H Admin	1	1	1	1
Assistant Director of Real Property Tax Svcs (40)	20 Admin	1	1	1	1
County Receiver of Taxes (40)	19 BAPA	1	1	1	1
Tax Map Technician (40)	18 CSEA	1	1	1	1
Real Property Appraiser (40)	18 CSEA	2	2	2	2
Real Property Tax Services Specialist (40)	16 CSEA	1	1	1	1
Real Property Tax Service Assistant (40)	14 CSEA	1	2	2	2
Title Searcher/Trainee (40)	10/8 CSEA	1	0	0	0
Senior Clerk (40)	8 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 17000000 Real Property Tax Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000001 Tax Items					
5000002 GAIN FROM SALE-TAX ACQ PROPERT	898,114	1,250,000	1,287,458	1,225,000	1,225,000
0000001 Tax Items Total	898,114	1,250,000	1,287,458	1,225,000	1,225,000
0000002 Departmental Income					
5000110 PUBLIC DEFENDER SERVICES	98	0	0	0	0
5000165 MISCELLANEOUS	-92	0	0	0	0
5000185 DATA PROCESSING TAX SERVICES	137,170	119,500	38,129	119,500	119,500
5000227 TITLE SEARCH FEES	231,292	226,000	154,649	230,000	230,000
5000426 MISCELLANEOUS	12,050	4,000	3,499	5,000	5,000
5000441 TAX COLLECTION FEES	164,432	195,000	113,918	165,000	165,000
0000002 Departmental Income Total	544,950	544,500	310,195	519,500	519,500
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	37,582	0	9,801	0	0
5000460 RENTAL OF REAL PROPERTY INDIVI	19,565	11,000	6,795	10,000	10,000
0000003 Use of Money Total	57,147	11,000	16,596	10,000	10,000
0000005 Fines and Forfeitures					
5000500 FORFEITURE OF DEPOSITS	4,946	2,800	27,125	5,000	5,000
0000005 Fines and Forfeitures Total	4,946	2,800	27,125	5,000	5,000
0000006 Sale of Prop and Comp for Loss					
5000517 SALES OF REAL PROPERTY	9,500	0	9,000	0	0
0000006 Sale of Prop and Comp for Loss Total	9,500	0	9,000	0	0
0000007 Misc Interfund Revenues					
5000568 APPROPRIATED FUND BALANCE	0	-34	0	0	0
0000007 Misc Interfund Revenues Total	0	-34	0	0	0
0000008 State Aid					
5000803 PROPERTY TAX ADMINISTRATION	20,134	12,000	7,921	11,000	11,000

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 17000000 Real Property Tax Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000008 State Aid Total	20,134	12,000	7,921	11,000	11,000
Rev Totals for Dept 17000000	1,534,791	1,820,266	1,658,295	1,770,500	1,770,500
0000010 Personal Service					
6001000 SALARIES FULL-TIME	493,171	484,017	277,048	505,192	505,192
6001002 SALARIES TEMPORARY	37,832	33,493	28,177	35,209	35,209
6001003 SALARIES OVERTIME	0	0	220	0	0
0000010 Personal Service Totals	531,003	517,510	305,445	540,401	540,401
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	408	600	450	100	100
6004012 OFFICE SUPPLIES	4,835	7,000	3,820	6,000	6,000
6004021 BLDG MAINTENANCE SUPPLIES	0	0	254	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	155	0	0	0	0
6004056 COMPUTER EQUIPMENT (NON CAPITAL	599	0	0	0	0
6004100 POSTAGE AND FREIGHT	410	410	410	450	450
6004105 DUES AND MEMBERSHIPS	315	100	100	100	100
6004106 GENERAL OFFICE EXPENSES	7,939	5,900	3,072	6,300	6,300
6004137 ADVERTISING AND PROMOTION EXPE	11,704	10,300	6,322	11,500	11,500
6004138 OTHER OPERATIONAL EXPENSES	150	0	955	0	0
6004160 MILEAGE AND PARKING-LOCAL	7	0	0	0	0
6004161 TRAVEL HOTEL AND MEALS	0	300	0	160	160
6004162 EDUCATION AND TRAINING	590	300	300	200	200
6004192 SOFTWARE MAINTENANCE	27,851	31,200	26,684	31,200	31,200
6004194 SOFTWARE RENTAL	23,062	21,700	2,723	21,700	21,700
6004196 COPYING MACHINE RENTALS	890	2,300	1,395	2,415	2,415
6004538 LEGAL CHARGES AND FEES	1,200	1,600	3,625	3,500	3,500
6004584 TAX ACQUIRED PROPERTY EXPENSES	27,958	24,000	13,428	22,000	22,000
6004591 CASH SHORT AND OVER	5	0	0	0	0
0000040 Contractual Expenditures Totals	108,078	105,710	63,538	105,625	105,625
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	204	250	250	285	285
6004615 GASOLINE CHARGEBACK	873	1,363	214	1,200	1,200
6004616 FLEET SERVICE CHARGEBACK	0	1,336	1,336	1,890	1,890



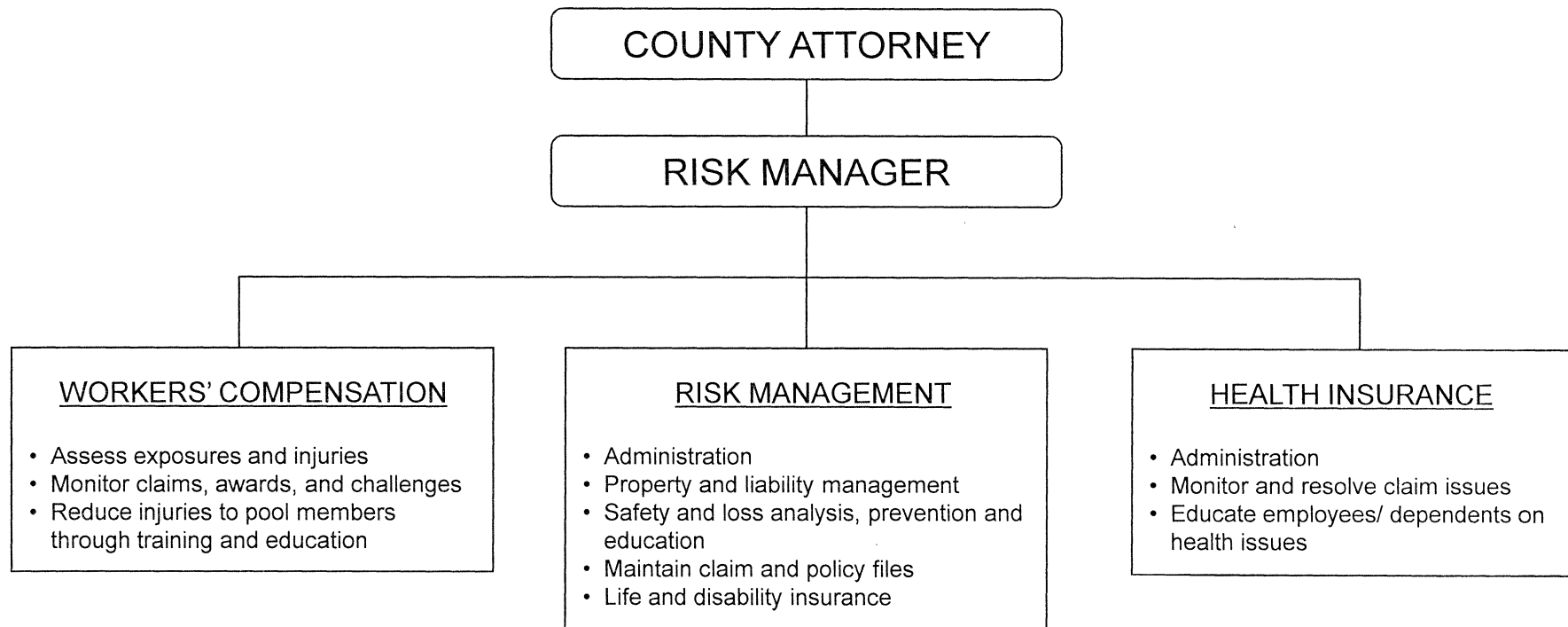
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 17000000 Real Property Tax Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004619 BUILDING SERVICE CHARGEBACK	0	1,500	0	1,000	1,000
0000041 Chargeback Expenses Totals	1,077	4,449	1,800	4,375	4,375
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	1,299	0	0	0	0
0000060 Principal on Indebtedness Totals	1,299	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	117	0	0	0	0
0000070 Interest on Indebtedness Totals	117	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	71,230	87,122	53,222	107,351	107,351
6008002 SOCIAL SECURITY	39,155	39,586	22,554	41,341	41,341
6008004 WORKERS COMPENSATION	5,918	6,459	3,230	6,556	6,556
6008006 LIFE INSURANCE	190	192	115	192	192
6008007 HEALTH INSURANCE	92,216	93,317	50,303	91,866	91,866
6008009 RETIREE HEALTH INSURANCE	95,302	121,598	67,000	109,138	109,138
6008010 DISABILITY INSURANCE	883	903	508	903	903
6008011 UNEMPLOYMENT INSURANCE	11,361	0	2,096	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	3,035	1,806	0	0
0000080 Employee Benefits Totals	316,255	352,212	200,834	357,347	357,347
Exp Totals for Dept 17000000	957,829	979,881	571,617	1,007,748	1,007,748
Total for Dept 17000000	576,962	840,385	1,086,678	762,752	762,752

# RISK AND INSURANCE



## **RISK & INSURANCE**

### **Risk Management**

#### **MISSION STATEMENT**

To maintain an effective program of identifying, controlling, and financing risks to the County.

#### **DESCRIPTION**

The Office of Risk and Insurance, as part of the Law Department, is responsible for: (1) risk identification through inspections and review of operations; (2) risk control through enforcement of code and regulatory requirements and recommendations for risk containment; (3) risk financing through commercial, funded, or unfunded programs; (4) transferring risk to vendors by requiring and reviewing vendor insurance; and (5) claim investigation to aid in claim denial, settlement, or defense.

The County has been self-insured since 1979 when it established a Risk Management Office by Local Law 16 of 1979.

#### **2013 OBJECTIVES**

- Reaffirm County commitment to reducing the total cost of risk through implementation of various strategies founded in the concepts of enterprise risk management.

#### **2013 BUDGET HIGHLIGHTS**

- Continuing budget with appropriate inflationary trends.

18010001 RISK & INSURANCE/Risk Management

18020001

18030001

18010001	RISK & INSURANCE Administration		As of			
18020001			8/24/2012			
18030001						
		2011	Current	2013	2013	
		Actuals	Authorized	Requested	Recommended	
	<u>Title of Position</u>	<u>Grade/Unit</u>				
			<u>FULL TIME</u>			
	Manager of Risk & Insurance	H Admin	1	1	1	1
	Workers' Compensation Analyst	22 Admin	1	1	1	1
	Claims Manager	22 Admin	1	1	1	1
	Safety Specialist	22 Admin	1	1	1	1
	Principal Account Clerk	14 Admin	1	1	1	1
	Secretary	14 Admin	1	1	0	0
	Sr Account Clerk	10 Admin	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
	<b>Total Full-Time Positions</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
			<u>PART TIME</u>			
	Secretary					
	<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL POSITIONS</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2090 Self Insurance Operating  
DEPT 18000000 Risk and Insurance

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	358	400	474	400	400
6004012 OFFICE SUPPLIES	952	1,000	398	1,000	1,000
6004045 TRAINING AND EDUCATIONAL SUPPL	0	500	0	500	500
6004054 SAFETY SUPPLIES	554	2,000	1,492	2,000	2,000
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	950	0	950	950
6004056 COMPUTER EQUIPMENT(NON CAPITAL	0	0	782	0	0
6004105 DUES AND MEMBERSHIPS	0	350	0	350	350
6004106 GENERAL OFFICE EXPENSES	205	250	441	250	250
6004160 MILEAGE AND PARKING-LOCAL	0	50	0	50	50
6004161 TRAVEL HOTEL AND MEALS	360	0	739	0	0
6004162 EDUCATION AND TRAINING	265	0	265	0	0
6004169 DAY TRIP MEAL REIMBURSEMENT	32	100	32	68	68
6004196 COPYING MACHINE RENTALS	1,153	1,250	893	1,250	1,250
6004200 PROPERTY LOSS	104,933	210,000	16,857	210,000	210,000
6004201 INSURANCE PREMIUMS	41,100	423,810	3,939	402,125	402,125
6004203 INSURANCE CLAIMS	4,585,650	400,000	92,753	400,000	400,000
6004204 COMPENSATION CLAIMS	219,918	460,123	184,218	416,325	416,325
6004402 LAB SERVICES	12,106	12,000	7,572	12,000	12,000
6004569 CLAIMS ADMINISTRATION	33,250	37,500	24,667	37,000	37,000
6004573 OTHER FEES FOR SERVICES	42,840	50,000	29,004	50,000	50,000
6004574 CLASSROOM AIDES	2	0	0	0	0
0000040 Contractual Expenditures Totals	5,043,678	1,600,283	364,526	1,534,268	1,534,268
0000041 Chargeback Expenses					
6004601 INDIRECT COSTS	157,300	225,774	0	222,435	222,435
6004602 INSURANCE PREMIUM CHARGEBACK	469	504	504	570	570
6004605 COUNTY ATTORNEY CHARGEBACKS	0	6,125	595	6,125	6,125
6004610 PERSONAL SERVICES CHARGEBACKS	0	26,000	0	26,000	26,000
6004615 GASOLINE CHARGEBACK	337	335	97	400	400
6004616 FLEET SERVICE CHARGEBACK	0	1,336	1,336	0	0
0000041 Chargeback Expenses Totals	158,106	260,074	2,532	255,530	255,530
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	2	0	0	0	0
0000070 Interest on Indebtedness Totals	2	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	50,315	60,610	38,966	68,378	68,378

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2090 Self Insurance Operating  
DEPT 18000000 Risk and Insurance

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000229 BCC CHARGES	84,170	66,257	66,257	66,207	66,207
5000300 WORKERS COMP ADMINISTRATION	198,444	199,797	0	192,264	192,264
5000301 HEALTH CARE ADMINISTRATION	126,088	141,406	0	112,963	112,963
5000306 INSURANCE CHARGEBACK	873,818	864,796	437,431	973,660	973,660
5000320 COUNTY CONTRIBUTION	162,438	200,431	99,238	180,700	180,700
5000406 ACTIVE EMPLOYEE CONTRIBUTION	215,239	259,692	133,876	235,625	235,625
0000002 Departmental Income Total	1,660,197	1,732,379	736,802	1,761,419	1,761,419
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	14,998	11,000	5,569	11,000	11,000
0000003 Use of Money Total	14,998	11,000	5,569	11,000	11,000
0000006 Sale of Prop and Comp for Loss					
5000520 INSURANCE RECOVERIES	53,159	66,119	23,083	64,495	64,495
0000006 Sale of Prop and Comp for Loss Total	53,159	66,119	23,083	64,495	64,495
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	4,054	18,057	1,107	12,871	12,871
5000534 TRANSFER FROM INSURANCE RESERV	0	597,525	-20	504,787	504,787
0000007 Misc Interfund Revenues Total	4,054	615,582	1,087	517,658	517,658
Rev Totals for Dept 18000000	1,732,408	2,425,080	766,541	2,354,572	2,354,572
0000010 Personal Service					
6001000 SALARIES FULL-TIME	343,712	336,726	174,850	323,248	323,248
6001002 SALARIES TEMPORARY	11,547	10,732	20,743	10,732	10,732
6001003 SALARIES OVERTIME	3,453	0	0	0	0
6001010 SALARY ADJUSTMENTS	7,401	0	0	0	0
0000010 Personal Service Totals	366,113	347,458	195,593	333,980	333,980

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2090 Self Insurance Operating  
DEPT 18000000 Risk and Insurance

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008002 SOCIAL SECURITY	25,487	26,580	13,904	26,848	26,848
6008004 WORKERS COMPENSATION	2,410	2,227	1,114	2,046	2,046
6008006 LIFE INSURANCE	115	115	80	115	115
6008007 HEALTH INSURANCE	72,468	101,564	45,185	73,407	73,407
6008008 OPEB - HEALTH INSURANCE	14,978	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	16,256	26,169	15,297	60,000	60,000
6008013 HEALTH INS - RETIRE INCENTIVE	20,000	0	0	0	0
0000080 Employee Benefits Totals	202,029	217,265	114,546	230,794	230,794
Exp Totals for Dept 18000000	5,769,928	2,425,080	677,197	2,354,572	2,354,572
Total for Dept 18000000	-4,037,520	0	89,344	0	0

## **RISK & INSURANCE**

### **Health Insurance**

#### **MISSION STATEMENT**

To provide a cost effective alternative to commercial health insurance for eligible current and former County employees.

#### **DESCRIPTION**

The health insurance fund (established by Resolution 81-298) is an internal services fund providing for claims administrations, in-patient and outpatient medical costs, and prescription coverage.

#### **2013 OBJECTIVES**

- Continue exploring cost savings through increased administrative efficiency.

#### **2013 BUDGET HIGHLIGHTS**

- Continuing budget with appropriate inflationary trends.



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2080 Health Insurance Operating  
DEPT 18000000 Risk and Insurance

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000229 BCC CHARGES	7,354,511	7,355,410	4,035,134	7,640,578	7,640,578
5000233 PART D MEDICARE CREDITS	716,945	744,000	0	744,000	744,000
5000320 COUNTY CONTRIBUTION	27,069,143	27,210,673	17,719,889	28,294,846	28,294,846
5000406 ACTIVE EMPLOYEE CONTRIBUTION	3,264,144	3,337,118	2,172,373	3,642,747	3,642,747
5000407 RETIREE CONTRIBUTION	1,630,050	1,641,166	1,157,793	1,618,356	1,618,356
5000408 SURVIVOR & VESTED CONTRIBUTION	274,231	331,192	22,494	298,128	298,128
5000409 COBRA CONTRIBUTION	36,767	25,000	21,121	29,000	29,000
5000426 MISCELLANEOUS	458	0	0	0	0
0000002 Departmental Income Total	40,346,249	40,644,559	25,128,804	42,267,655	42,267,655
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	36,036	8,000	11,243	16,000	16,000
0000003 Use of Money Total	36,036	8,000	11,243	16,000	16,000
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	239,036	0	21,250	0	0
5000542 PRESCRIPTION REBATES	895,736	1,300,000	337,315	1,350,000	1,350,000
0000007 Misc Interfund Revenues Total	1,134,772	1,300,000	358,565	1,350,000	1,350,000
0000009 Federal Aid					
5000957 EARLY RETIREE REINSURANCE PROG	420,001	0	0	0	0
0000009 Federal Aid Total	420,001	0	0	0	0
Rev Totals for Dept 18000000	41,937,058	41,952,559	25,498,612	43,633,655	43,633,655
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	119	199	0	199	199
6004012 OFFICE SUPPLIES	495	950	428	950	950
6004105 DUES AND MEMBERSHIPS	0	100	0	100	100
6004106 GENERAL OFFICE EXPENSES	43	0	0	0	0
6004150 CASE ASSESSMENT	225,272	236,536	150,181	225,272	225,272
6004168 OTHER PERSONAL EXPENSES	990	1,320	792	1,320	1,320

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2080 Health Insurance Operating  
DEPT 18000000 Risk and Insurance

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004207 PRESCRIPTION DRUGS	12,113,322	13,154,574	8,021,593	13,727,334	13,727,334
6004208 MEDICAL CARE	7,347,746	8,600,000	5,500,139	8,917,544	8,917,544
6004209 HOSPITAL CARE	10,439,089	11,378,112	7,814,165	12,669,345	12,669,345
6004211 PART C PREMIUMS	706,103	779,760	589,749	1,126,902	1,126,902
6004257 SERVICES TO PARTICIPANTS	8,105,953	9,338,995	5,783,716	9,336,351	9,336,351
6004403 MEDICARE CREDITS	151,237	148,606	93,865	133,848	133,848
6004503 ACTUARY CONSULTANT	80,041	75,000	56,250	100,000	100,000
6004569 CLAIMS ADMINISTRATION	708,494	857,609	513,000	727,094	727,094
6004573 OTHER FEES FOR SERVICES	54,720	109,000	36,480	54,720	54,720
<b>0000040 Contractual Expenditures Totals</b>	<b>39,933,624</b>	<b>44,680,761</b>	<b>28,560,358</b>	<b>47,020,979</b>	<b>47,020,979</b>
<b>0000041 Chargeback Expenses</b>					
6004605 COUNTY ATTORNEY CHARGEBACKS	0	35,000	446	35,000	35,000
6004610 PERSONAL SERVICES CHARGEBACKS	164,223	201,112	0	159,949	159,949
6004614 OTHER CHARGEBACK EXPENSES	4,000	4,000	0	4,000	4,000
<b>0000041 Chargeback Expenses Totals</b>	<b>168,223</b>	<b>240,112</b>	<b>446</b>	<b>198,949</b>	<b>198,949</b>
<b>Exp Totals for Dept 18000000</b>	<b>40,101,847</b>	<b>44,920,873</b>	<b>28,560,804</b>	<b>47,219,928</b>	<b>47,219,928</b>
<b>Total for Dept 18000000</b>	<b>1,835,211</b>	<b>-2,968,314</b>	<b>-3,062,192</b>	<b>-3,586,273</b>	<b>-3,586,273</b>

## **RISK & INSURANCE**

### **Workers' Compensation**

#### **MISSION STATEMENT**

To provide a professionally managed Workers' Compensation program for Broome County and participating municipalities in accordance with Local Laws 1-1956 & 10-1974.

#### **DESCRIPTION**

- Provides claims administration and pays all Workers' Compensation indemnity and medical claims as well as state assessments.
- Processes all requests for coverage under the 207-C General Municipal Law and arranges hearings and reviews determinations when appropriate.
- Processes claims for the County as well as 14 participating municipalities. Cost levied for the County and participating municipalities are levied by Resolution.
- It is accounted for as an Internal Service Fund and was established in 1956 by Local Law 1 of 1956.

#### **2013 OBJECTIVES**

- Review of safety program including prevention and post accident review. Monitor departments closely for chronic injuries or dramatic increases in injuries. Increase use of vocational rehabilitation services to assist permanently injured employees in returning to gainful employment.

- Utilize newly implemented Medical Treatment Guidelines to provide the appropriate medical care to the claimants and control costs.
- Keep updated on all proposed legislation that may have a financial impact on our program.

#### **2013 BUDGET HIGHLIGHTS**

- Workers' Compensation Reform resulting in an increase in the maximum benefit from \$772.96 per week to \$792.07 per week effective 7/1/12. The weekly maximum rate has increased from \$400 per week to \$792.07 per week within the last five years. This will result in an increase in indemnity payments and cost to the plan.
- Workers' Compensation reform mandating settlements within two years of a claim (for any cases after 7/07) resulting in the greater possibility of large payments of indemnity over a shorter period of time.
- Reform increasing the medical fee schedule for reimbursement to providers for evaluation and management and chiropractic care. This new fee schedule was put into practice effective December 1, 2010 along with the Medical Treatment Guidelines.

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2100 Workers Comp Operating  
DEPT 18000000 Risk and Insurance

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000229 BCC CHARGES	214,359	229,241	229,241	253,149	253,149
5000300 WORKERS COMP ADMINISTRATION	85,902	25,000	0	26,000	26,000
5000320 COUNTY CONTRIBUTION	1,994,308	2,029,350	1,014,676	2,123,310	2,123,310
5000334 WORKERS COMPENSATION - OTHER G	152,401	125,000	0	130,000	130,000
5000405 PARTICIPANTS ASSESSMENTS	627,767	663,662	663,663	716,029	716,029
0000002 Departmental Income Total	3,074,737	3,072,253	1,907,580	3,248,488	3,248,488
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	9,658	7,000	3,698	3,000	3,000
0000003 Use of Money Total	9,658	7,000	3,698	3,000	3,000
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	267,828	200,000	190,108	200,000	200,000
5000534 TRANSFER FROM INSURANCE RESERV	0	273,000	0	200,000	200,000
0000007 Misc Interfund Revenues Total	267,828	473,000	190,108	400,000	400,000
Rev Totals for Dept 18000000	3,352,223	3,552,253	2,101,386	3,651,488	3,651,488
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	68	85	70	85	85
6004012 OFFICE SUPPLIES	0	200	0	200	200
6004041 PHOTOGRAPHIC SUPPLIES	0	100	0	100	100
6004048 MISC OPERATIONAL SUPPLIES	0	250	0	250	250
6004054 SAFETY SUPPLIES	0	335	0	335	335
6004100 POSTAGE AND FREIGHT	0	75	0	75	75
6004105 DUES AND MEMBERSHIPS	55	55	55	55	55
6004106 GENERAL OFFICE EXPENSES	0	250	0	250	250
6004150 CASE ASSESSMENT	30,000	31,500	21,000	33,075	33,075
6004161 TRAVEL HOTEL AND MEALS	0	0	0	850	850
6004204 COMPENSATION CLAIMS	1,241,084	1,340,000	977,044	1,340,000	1,340,000
6004205 MEDICAL CARE AND TREATMENT-COM	986,554	825,000	661,243	920,000	920,000
6004206 STATE WORKERS COMP ASSESSMENT	495,729	550,000	423,615	550,000	550,000
6004210 SETTLEMENT PAYMENTS	105,500	125,000	0	125,000	125,000
6004538 LEGAL CHARGES AND FEES	18,476	33,000	0	33,000	33,000

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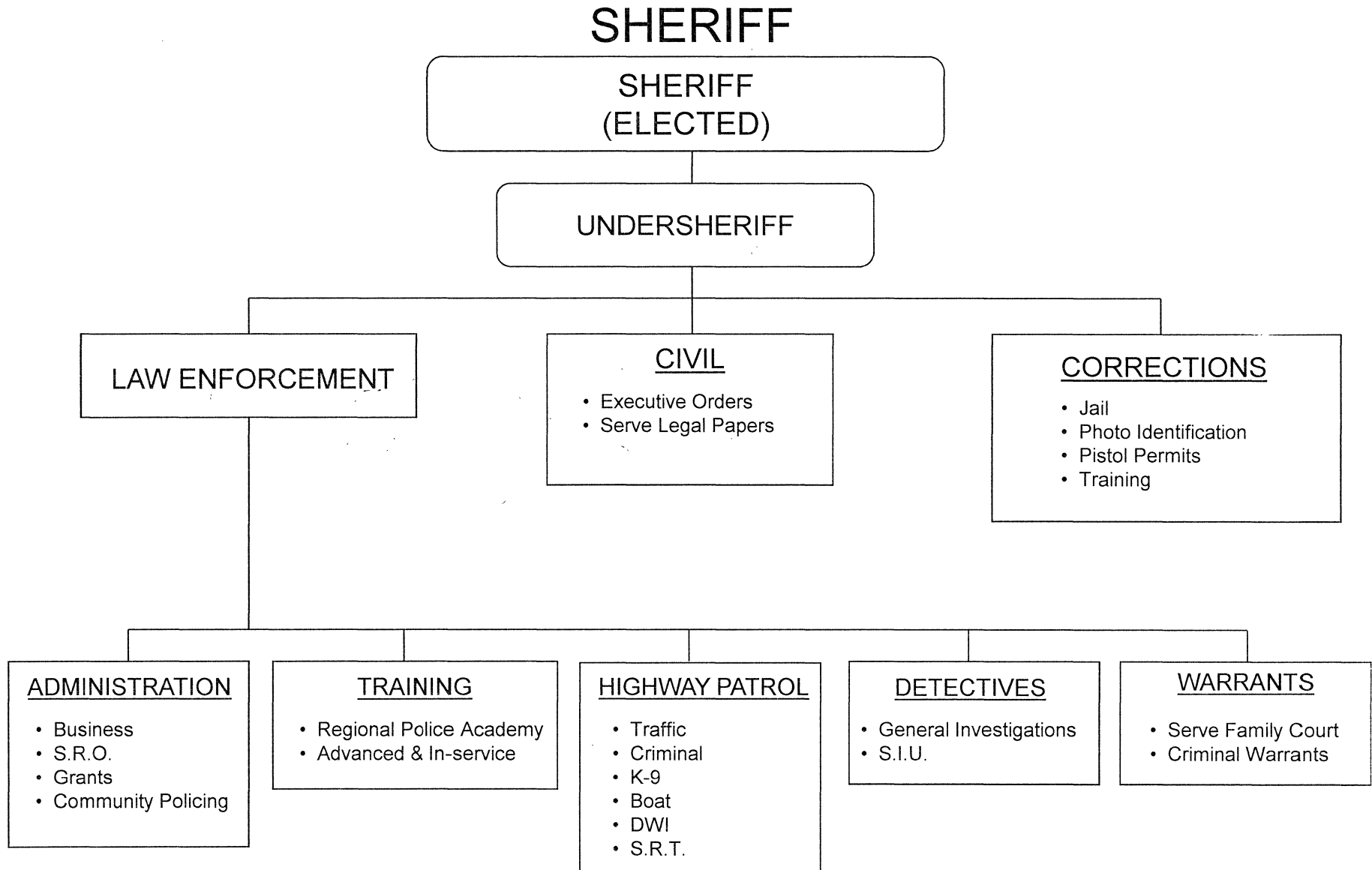
BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2100 Workers Comp Operating  
DEPT 18000000 Risk and Insurance

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004569 CLAIMS ADMINISTRATION	76,000	79,800	53,200	83,790	83,790
6004573 OTHER FEES FOR SERVICES	0	45,000	0	22,500	22,500
6004582 JUDGEMENTS AND CLAIMS	250,712	310,000	0	310,000	310,000
<b>0000040 Contractual Expenditures Totals</b>	<b>3,204,178</b>	<b>3,340,650</b>	<b>2,136,227</b>	<b>3,419,565</b>	<b>3,419,565</b>
<b>0000041 Chargeback Expenses</b>					
6004601 INDIRECT COSTS	0	5,000	0	5,000	5,000
6004604 DPW SECURITY CHARGEBACKS	45,000	0	10,683	22,500	22,500
6004610 PERSONAL SERVICES CHARGEBACKS	198,444	199,797	0	192,264	192,264
6004614 OTHER CHARGEBACK EXPENSES	10,155	6,806	6,621	12,159	12,159
<b>0000041 Chargeback Expenses Totals</b>	<b>253,599</b>	<b>211,603</b>	<b>17,304</b>	<b>231,923</b>	<b>231,923</b>
<b>0000080 Employee Benefits</b>					
6008005 WORKERS COMP LT LIABILITY	137,388	0	0	0	0
<b>0000080 Employee Benefits Totals</b>	<b>137,388</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Exp Totals for Dept 18000000</b>	<b>3,595,165</b>	<b>3,552,253</b>	<b>2,153,531</b>	<b>3,651,488</b>	<b>3,651,488</b>
<b>Total for Dept 18000000</b>	<b>-242,942</b>	<b>0</b>	<b>-52,145</b>	<b>0</b>	<b>0</b>

## **PUBLIC SAFETY**

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>
Sheriff	
Corrections	152
Law Enforcement	159
Emergency Services	
Operations	166
911—Emergency Services	171
Medical Training	177
Probation	
Probation	181
Pins	187
Security (DPW)	191
STOP-DWI	198



## **SHERIFF Corrections**

### **MISSION STATEMENT**

The Corrections Division is required to comply with NYS Correction Law, Title IX of Executive Law Part 7000 (NYSCOC Minimum Standards) and NYS Sheriff's Association Accreditation Standards. The Corrections Division shall operate in compliance with applicable Federal laws and both Federal and NYS case law.

### **DESCRIPTION**

The Corrections Division operates the Broome County Sheriff's Correctional Facility located at 155 Lt. VanWinkle Dr., Binghamton, NY. Inmate supervision is accomplished through "direct supervision" management requiring Corrections Officers to constantly intermingle with offenders. This management concept has resulted in lower costs to the County in terms of vandalism, injuries and other factors associated with jail operations.

Facility capacity is currently 536 beds.

### **2013 OBJECTIVES**

The Sheriff's Office has requested the following enhancements to the 2013 Budget:

- Continue to increase effectiveness of the Corrections Division through: Federal and NYS case law.
- Continue the use of double celling to control costs.
- Use of cell space to generate revenue through the US Marshall's Service and INS.
- Continued tracking of NYS reimbursement and compliance with law regarding the reimbursements and removal from County custody of State-Ready inmates.

- Continue internal programs to impact local criminal recidivism while maintaining current budgetary spending.

### **2013 BUDGET HIGHLIGHTS**

- Maintain current spending trend, while continuing to generate revenue to offset operational cost.
- Continue to work with Medical services vendor in controlling costs and associated increases.



23010003 SHERIFF/Corrections

23010003 SHERIFF/Corrections

		2011	As of 8/24/2012 Current	2013	2013
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>					
Correction Major	28 BAPA	1	1	1	1
Correction Captain	26 BAPA	1	1	1	1
Correction Lieutenant	AFSCME	5	5	5	5
Correction Sergeant	AFSCME	16	16	16	16
Correction Officer *	AFSCME	138	138	138	138
Inmate Records Clerk	10 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	1	1	1	1
Clerk	6 CSEA	2	2	2	2
Laundry Worker	6 CSEA	1	1	1	1
Library Clerk	5 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Full-Time Positions		167	167	167	167
<u>PART TIME</u>					
Chaplain	NA	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Total Part-Time Positions		2	2	2	2
TOTAL POSITIONS		169	169	169	169

\* One position unfunded in 2013

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 23000000 Sheriff  
DIV 01 Sheriff-Corrections

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000114 SHERIFF ID FEES	8,199	8,000	6,560	8,000	8,000
5000117 OTHER PUB SAFETY DEPT INCOME	370	0	0	0	0
5000208 RESTITUTION/REPARATION SURCHAR	5,271	5,000	4,713	5,000	5,000
5000323 OTHER LOCAL GOVERNMENTS	254,772	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	10,950	0	0	0	0
0000002 Departmental Income Totals	279,562	13,000	11,273	13,000	13,000
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	25	0	10	0	0
0000003 Use of Money Totals	25	0	10	0	0
0000004 Licenses and Permits					
5000480 PISTOL PERMITS	24,540	20,000	18,961	20,000	20,000
0000004 Licenses and Permits Totals	24,540	20,000	18,961	20,000	20,000
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	199	0	24,477	0	0
5000534 TRANSFER FROM INSURANCE RESERV	3,940	189	189	0	0
5000568 APPROPRIATED FUND BALANCE	0	-443	0	0	0
0000007 Misc Interfund Revenues Totals	4,139	-254	24,666	0	0
0000008 State Aid					
5000816 FELONY PRISONERS	14,829	22,000	5,843	8,700	8,700
5000853 MEDICAL ASSISTANCE	63,218	0	24,977	0	0
0000008 State Aid Totals	78,047	22,000	30,820	8,700	8,700
0000009 Federal Aid					
5000922 OTHER FEDERAL AID	49,600	25,000	32,445	42,500	42,500
5000923 MEDICAL ASSISTANCE	-40,928	0	24,978	0	0
5000948 U. S. MARSHALL JAIL FACILITY	1,125,673	900,000	412,247	600,000	600,000
0000009 Federal Aid Totals	1,134,345	925,000	469,670	642,500	642,500

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 23000000 Sheriff  
DIV 01 Sheriff-Corrections

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Rev Total for Div 2301	1,520,658	979,746	555,400	684,200	684,200
 0000010 Personal Service					
6001000 SALARIES FULL-TIME	9,261,126	9,601,025	5,767,607	9,866,780	9,866,780
6001001 SALARIES PART-TIME	15,741	27,991	9,494	27,175	27,175
6001002 SALARIES TEMPORARY	17,044	28,000	27,319	40,000	40,000
6001003 SALARIES OVERTIME	1,154,520	1,280,753	757,655	1,400,000	1,400,000
6001004 SALARIES SHIFT DIFFERENTIAL	145,056	156,600	90,205	145,000	145,000
6001005 DISABILITY 207C	3,753	0	2,761	0	0
6001009 OTHER PERSONNEL SERVICES	30,067	35,000	267	35,000	35,000
6001012 HOLIDAY OVERTIME PAY	485,421	530,209	259,909	520,000	520,000
 0000010 Personal Service Totals	11,112,728	11,659,578	6,915,217	12,033,955	12,033,955
 0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	7,396	2,000	5,805	0	0
6004012 OFFICE SUPPLIES	18,000	18,000	9,543	16,000	16,000
6004021 BLDG MAINTENANCE SUPPLIES	5,787	10,000	6,966	10,000	10,000
6004023 BLDG AND GROUNDS SUPPLIES	24,972	17,365	17,631	17,365	17,365
6004032 HSLD LAUNDRY & CLEANING SUPPLI	27,175	35,000	20,787	35,000	35,000
6004033 CLOTHING AND INMATE SUPPLIES	51,101	56,278	50,811	57,000	57,000
6004041 PHOTOGRAPHIC SUPPLIES	3,983	4,000	2,967	4,000	4,000
6004044 QUARTERMASTER SUPPLIES	11,916	12,500	671	12,500	12,500
6004045 TRAINING AND EDUCATIONAL SUPPL	32,801	25,000	787	20,000	20,000
6004046 GAS OIL GREASE AND DIESEL FUEL	3,919	5,000	1,893	4,000	4,000
6004048 MISC OPERATIONAL SUPPLIES	11,902	15,000	8,283	15,000	15,000
6004053 RECREATIONAL AND ACTIVITY SUPP	1,550	200	0	200	200
6004055 COMPUTER SOFTWARE AND SUPPLIES	515	4,500	0	5,000	5,000
6004056 COMPUTER EQUIPMENT(NON CAPITAL	-2,673	4,500	1,839	6,000	6,000
6004061 ENVIRONMENTAL HEALTH SUPPLIES	3,841	12,000	1,021	8,000	8,000
6004062 MEDICAL LAB & CLINIC SUPPLIES	3,290	3,000	2,200	3,000	3,000
6004063 PRESCRIPTION DRUGS	0	1,000	0	1,000	1,000
6004100 POSTAGE AND FREIGHT	425	300	6	300	300
6004105 DUES AND MEMBERSHIPS	2,850	3,305	346	3,370	3,370
6004106 GENERAL OFFICE EXPENSES	333	735	240	540	540
6004111 BUILDING AND LAND RENTAL	-169,635	0	0	0	0
6004117 BUILDING AND GROUNDS EXPENSES	14,360	30,000	8,487	25,750	25,750
6004121 LAUNDRY AND DRY CLEANING EXPEN	12,905	17,938	7,925	14,000	14,000
6004123 MEDICAL HOSPITAL AND LAB EXPEN	1,899	2,000	0	2,000	2,000
6004124 INMATE EXPENSE-OTHER FACILITIE	148,395	120,000	62,480	120,000	120,000

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 23000000 Sheriff  
DIV 01 Sheriff-Corrections

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004125 RELIGIOUS EXPENSES	72,099	72,099	54,074	72,099	72,099
6004131 PHOTOGRAPHIC EXPENSES	0	200	0	200	200
6004136 OPERATIONAL EQUIPMENT REPAIRS	5,858	5,000	4,744	6,000	6,000
6004138 OTHER OPERATIONAL EXPENSES	8,290	13,000	7,495	13,000	13,000
6004161 TRAVEL HOTEL AND MEALS	490	2,000	471	2,000	2,000
6004162 EDUCATION AND TRAINING	100	2,000	0	2,000	2,000
6004165 ADVISORY BD/TRUSTEES EXPENSES	1,294	0	750	1,000	1,000
6004168 OTHER PERSONAL EXPENSES	85	500	91	250	250
6004169 DAY TRIP MEAL REIMBURSEMENT	3,796	4,000	1,622	4,000	4,000
6004192 SOFTWARE MAINTENANCE	1,148	9,223	4,795	9,361	9,361
6004196 COPYING MACHINE RENTALS	1,260	4,734	4,157	5,100	5,100
6004200 PROPERTY LOSS	235	189	189	0	0
6004203 INSURANCE CLAIMS	3,800	0	0	0	0
6004402 LAB SERVICES	615	1,000	0	1,000	1,000
6004406 MEDICAL AND HOSPITAL SERVICES	465,998	150,000	188,440	230,000	230,000
6004411 PHYSICIAN SERVICES	14,725	17,400	8,580	18,400	18,400
6004413 OTHER HEALTH AND MEDICAL SERVI	2,674,397	2,758,382	2,047,836	2,970,920	2,970,920
6004573 OTHER FEES FOR SERVICES	1,032	5,000	320	5,000	5,000
6004593 OTHER GOVERNMENTS PAYMENTS	129,478	133,158	61,716	142,479	142,479
<b>0000040 Contractual Expenditures Totals</b>	<b>3,601,707</b>	<b>3,577,506</b>	<b>2,595,968</b>	<b>3,862,834</b>	<b>3,862,834</b>
<b>0000041 Chargeback Expenses</b>					
6004609 DATA PROCESSING CHARGEBACKS	0	25,000	0	25,000	25,000
6004614 OTHER CHARGEBACK EXPENSES	57,241	63,434	27,916	64,882	64,882
6004625 FOOD SERVICE CHARGEBACKS	1,554,242	1,754,909	384,806	1,802,393	1,802,393
<b>0000041 Chargeback Expenses Totals</b>	<b>1,611,483</b>	<b>1,843,343</b>	<b>412,722</b>	<b>1,892,275</b>	<b>1,892,275</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	100,446	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>100,446</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	72,453	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>72,453</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	1,634,094	2,014,517	1,365,739	2,516,448	2,516,448

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 23000000   Sheriff  
DIV 01          Sheriff-Corrections

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008002 SOCIAL SECURITY	828,111	856,175	510,671	912,285	912,285
6008004 WORKERS COMPENSATION	202,568	220,870	110,435	251,035	251,035
6008006 LIFE INSURANCE	3,074	3,154	2,061	3,154	3,154
6008007 HEALTH INSURANCE	1,794,381	1,948,469	1,169,335	1,966,837	1,966,837
6008009 RETIREE HEALTH INSURANCE	403,953	481,660	318,228	551,892	551,892
6008010 DISABILITY INSURANCE	20,594	21,170	12,933	21,312	21,312
0000080 Employee Benefits Totals	4,886,775	5,546,015	3,489,402	6,222,963	6,222,963
Exp Total for Div 2301	21,385,592	22,626,442	13,413,309	24,012,027	24,012,027
Total for Div 2301	-19,864,934	-21,646,696	-12,857,909	-23,327,827	-23,327,827

## **SHERIFF**

### **Law Enforcement**

**The Law Enforcement Division includes Administration, Highway Patrol, Training & Crime Prevention, Detectives Unit, and Civil Section.**

### **MISSION STATEMENT**

The Office of the Sheriff, in order to meet its responsibilities to the public, establishes the following as a statement of commitment. It is the mission of the Office of the Sheriff to:

- Enforce, fairly and impartially, all duly constituted laws of the State of New York and the County of Broome.
- Investigate, identify, apprehend and assist in the prosecution of offenders using modern police methods and technologies.
- Respond quickly, efficiently and professionally to all reported crimes, emergencies, disasters and any other situation required by the public.
- Securely, safely and humanely keep all prisoners committed to the custody of the Sheriff, and to offer those offenders opportunities for self-improvement.
- Offer all employees the ability to improve their performance and experience through professional training while providing the public opportunities of involvement and education.
- Promulgate a safe work environment within the confines of the nature of the work.
- Cooperate with surrounding police and correctional agencies in training and enforcement in order to create an improved criminal justice system.
- Cooperate with all county agencies to improve the County and community while providing services at a cost-effective level.

### **DESCRIPTION**

**The Administration Division** enforces Broome County's policies and procedures governing intake and distribution of funds on behalf of the Sheriff's Office and all purchasing operations for the department as well as Workers' Compensation claims. Inmate and commissary records are kept in balance according to bookkeeping rules and regulations.

**The Highway Patrol Division** is responsible 24 hours a day for patrolling 350 miles of county roads, 1008 miles of state highways and 927 miles of town roads. Patrol is the primary law enforcement for 52% of the residents of Broome County. It serves as the primary backup for five municipal agencies within Broome County.

**The Detective Division (23020203)** is responsible for the investigation of crimes as well as matters that cannot be effectively investigated by the Patrol Division members due to their complexity. It is responsible for initiation of investigations pertaining to narcotics trafficking and vice related crimes. Detectives interview suspects, witnesses and informants with the objective of developing information on reported or suspected criminal activity. Detectives are also responsible for the preparation and submission of case reports for prosecution. Detectives work closely with the Broome County District Attorney's Office as well as local, state and federal agencies to solve crimes and apprehend offenders. The division is also responsible for the management and execution of arrest warrants issued by Broome County Supreme Court, Family Court, and local criminal courts throughout the county and the extradition of prisoners from other states.

**The Training & Crime Prevention Division** – The Training Academy provides for all State mandated and in-service training within the Broome County Sheriff's Office. The Academy also serves

as the central training point for Zone 6, which encompasses (40) police agencies in a seven (7) county region. Training conducted at the Academy includes: firearms, defensive tactics, instructor development, breath test operator, radar operator, supervisor school, basic corrections and recruit schools, in-service schools and seminars on numerous topics. The Academy is dedicated to maintaining the highest level of training available to the law enforcement officers that serve our community.

**The Civil Division** is mandated to serve and execute all decisions handed down by the courts. Included but not limited to sheriff sales, income and property executions and orders of seizures. Serves all types of civil process, family court orders, and civil arrests including; temporary orders of protection and personal services. Also maintains records for the courts.

### **2013 OBJECTIVES**

The Sheriff's Office has requested the following enhancements to the 2013 Budget:

#### **Administration**

- Maintain current services

#### **Highway Patrol**

- Continue providing effective Law Enforcement services to the residents of Broome County

#### **Detective**

- Maintain current services

#### **Training & Crime Prevention**

- Increase the number of Law Enforcement Agencies who rely on the Broome County Law Enforcement Academy for all phases of their employee training.

- Increase the number of seminars and in-service training schools that are offered at no cost to the Academy.

#### **Civil**

- Continue budget from 2012

### **2013 BUDGET HIGHLIGHTS**

#### **Administration (23020403)**

- Maintain current services

#### **Highway Patrol (23020303)**

- Unfund one Deputy Sheriff

#### **Detectives Unit (23020203)**

- Maintain current level of services

#### **Training & Crime Prevention (23020503)**

- Upgrade training aides
- Maintain current level of services

#### **Civil Division (23020103)**

- Maintain current level of services

**SHERIFF/Law Enforcement**

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Sheriff	Elected	1	1	1	1
Undersheriff	G Admin	1	1	1	1
Deputy Sheriff Captain	28 BAPA	1	1	1	1
Chief Civil Deputy	26 Admin	1	1	1	1
Civil Deputy	19 Admin	2	2	2	2
Secretary to Sheriff	14 Admin	1	1	1	1
Fiscal Manager	17 BAPA	1	1	1	1
Deputy Sheriff Lieutenant	AFSCME	1	1	1	1
Deputy Sheriff Detective Sergeant	AFSCME	2	2	2	2
Deputy Sheriff Sergeant	AFSCME	7	7	7	7
Deputy Sheriff Detective	AFSCME	10	10	10	10
Deputy Sheriff *	AFSCME	30	30	30	30
Principal Account Clerk	13 CSEA	1	1	1	1
Senior Account Clerk Typist	9 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	3	3	3	3
Stenographic Specialist	8 CSEA	1	1	0	0
Senior Clerk	7 CSEA	0	0	1	1
Account Clerk Typist	7 CSEA	2	2	2	2
<b>Total Full-Time Positions</b>		<b>66</b>	<b>66</b>	<b>66</b>	<b>66</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>66</b>	<b>66</b>	<b>66</b>	<b>66</b>

\* One position unfunded in 2013



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 23000000    Sheriff  
DIV 02          Sheriff-Law Enforcement

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000113 SHERIFF FEES	363,913	422,675	315,651	507,340	507,340
5000115 RECORD MONEY	1,562	4,950	1,127	1,700	1,700
5000117 OTHER PUB SAFETY DEPT INCOME	20,180	29,355	4,049	28,015	28,015
5000333 OTHER DEPARTMENTAL CHARGEBACK	9,688	12,000	1,870	12,000	12,000
5000338 VEHICLE USAGE CHGBK REVENUE	40,463	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	12,339	0	0	0	0
0000002 Departmental Income Totals	448,145	468,980	322,697	549,055	549,055
0000006 Sale of Prop and Comp for Loss					
5000518 SALE OF EQUIPMENT	2,604	0	0	0	0
0000006 Sale of Prop and Comp for Loss Totals	2,604	0	0	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	68,562	0	97,159	0	0
5000534 TRANSFER FROM INSURANCE RESERV	41,472	6,430	10,414	0	0
5000563 TRANSFER FROM CAPITAL FUND	14,216	0	0	0	0
0000007 Misc Interfund Revenues Totals	124,250	6,430	107,573	0	0
Rev Total for Div 2302	574,999	475,410	430,270	549,055	549,055
0000010 Personal Service					
6001000 SALARIES FULL-TIME	4,179,105	3,927,691	2,434,875	3,882,705	3,882,705
6001002 SALARIES TEMPORARY	123,883	16,768	26,357	29,689	29,689
6001003 SALARIES OVERTIME	341,987	273,687	227,314	382,494	382,494
6001004 SALARIES SHIFT DIFFERENTIAL	17,053	83,451	30,809	65,149	65,149
6001005 DISABILITY 207C	210,677	118,916	126,159	117,062	117,062
6001006 OUT OF TITLE PAY	0	550	0	500	500
6001009 OTHER PERSONNEL SERVICES	44,374	44,350	11,327	45,900	45,900
6001012 HOLIDAY OVERTIME PAY	39,697	40,515	27,924	40,826	40,826
0000010 Personal Service Totals	4,956,776	4,505,928	2,884,765	4,564,325	4,564,325
0000040 Contractual Expenditures					

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 23000000 Sheriff  
DIV 02 Sheriff-Law Enforcement

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004010 BOOKS AND SUBSCRIPTIONS	3,821	3,947	3,355	3,650	3,650
6004012 OFFICE SUPPLIES	20,407	25,346	13,934	23,510	23,510
6004023 BLDG AND GROUNDS SUPPLIES	159	0	0	0	0
6004041 PHOTOGRAPHIC SUPPLIES	29	0	0	0	0
6004044 QUARTERMASTER SUPPLIES	70,055	78,925	37,656	61,820	61,820
6004045 TRAINING AND EDUCATIONAL SUPPL	36,401	40,608	9,072	38,915	38,915
6004046 GAS OIL GREASE AND DIESEL FUEL	4,719	2,000	2,312	2,000	2,000
6004048 MISC OPERATIONAL SUPPLIES	36,115	29,000	19,916	29,412	29,412
6004050 ANIMAL FOOD	1,838	2,000	965	2,000	2,000
6004053 RECREATIONAL AND ACTIVITY SUPP	5,120	0	0	6,000	6,000
6004055 COMPUTER SOFTWARE AND SUPPLIES	145	1,500	792	3,500	3,500
6004056 COMPUTER EQUIPMENT(NON CAPITAL	416	500	1,046	500	500
6004100 POSTAGE AND FREIGHT	13,579	12,660	9,727	15,760	15,760
6004105 DUES AND MEMBERSHIPS	4,510	3,985	1,458	3,655	3,655
6004106 GENERAL OFFICE EXPENSES	534	961	504	821	821
6004115 ELECTRIC CURRENT	5,253	5,000	3,571	5,000	5,000
6004117 BUILDING AND GROUNDS EXPENSES	872	944	583	944	944
6004121 LAUNDRY AND DRY CLEANING EXPEN	9,669	4,000	2,773	4,850	4,850
6004123 MEDICAL HOSPITAL AND LAB EXPEN	110	0	0	0	0
6004126 RECREATIONAL AND ACTIVITY EXPE	850	0	850	0	0
6004136 OPERATIONAL EQUIPMENT REPAIRS	1,356	1,250	1,381	1,250	1,250
6004137 ADVERTISING AND PROMOTION EXPE	0	500	22	250	250
6004138 OTHER OPERATIONAL EXPENSES	7,819	12,087	7,752	11,915	11,915
6004160 MILEAGE AND PARKING-LOCAL	0	150	0	100	100
6004161 TRAVEL HOTEL AND MEALS	588	2,000	577	4,157	4,157
6004162 EDUCATION AND TRAINING	677	675	3,829	6,500	6,500
6004164 NON-EMPLOYEE TRAVEL HOTEL & ME	17,157	5,000	4,335	15,000	15,000
6004165 ADVISORY BD/TRUSTEES EXPENSES	1,007	600	481	600	600
6004168 OTHER PERSONAL EXPENSES	153	645	40	60	60
6004169 DAY TRIP MEAL REIMBURSEMENT	237	950	318	800	800
6004192 SOFTWARE MAINTENANCE	900	825	1,625	950	950
6004194 SOFTWARE RENTAL	9,000	9,000	0	9,000	9,000
6004196 COPYING MACHINE RENTALS	5,823	11,514	9,185	13,749	13,749
6004200 PROPERTY LOSS	19,879	6,430	7,596	0	0
6004203 INSURANCE CLAIMS	21,499	0	2,819	0	0
6004402 LAB SERVICES	385	1,000	385	500	500
6004406 MEDICAL AND HOSPITAL SERVICES	0	450	0	250	250
6004411 PHYSICIAN SERVICES	0	450	0	250	250
6004537 INVESTIGATIONS EXPENSES	2,897	3,000	224	3,000	3,000
6004568 VETERINARIAN SERVICES	2,160	1,000	1,199	1,000	1,000
6004573 OTHER FEES FOR SERVICES	6,429	2,000	334	750	750
0000040 Contractual Expenditures Totals	312,568	270,902	150,616	272,418	272,418

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 23000000 Sheriff  
DIV 02 Sheriff-Law Enforcement

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	152,508	175,201	87,601	172,018	172,018
6004603 FOOD SERVICE CHARGEBACK SPECIA	195	0	0	0	0
6004606 TELEPHONE BILLING ACCOUNT	0	0	0	6,500	6,500
6004609 DATA PROCESSING CHARGEBACKS	0	25,000	0	25,000	25,000
6004615 GASOLINE CHARGEBACK	306,725	339,226	152,068	416,000	416,000
6004616 FLEET SERVICE CHARGEBACK	0	30,128	105,544	141,786	141,786
6004625 FOOD SERVICE CHARGEBACKS	93	0	0	0	0
6004626 TRANSPORTATION SERVICES CHARGE	0	6,026	0	0	0
0000041 Chargeback Expenses Totals	459,521	575,581	345,213	761,304	761,304
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	6,952	0	0	0	0
0000060 Principal on Indebtedness Totals	6,952	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	2,153	0	0	0	0
0000070 Interest on Indebtedness Totals	2,153	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	1,009,125	767,045	744,043	934,190	934,190
6008002 SOCIAL SECURITY	369,000	338,326	208,879	351,084	351,084
6008004 WORKERS COMPENSATION	82,740	85,894	42,948	100,062	100,062
6008006 LIFE INSURANCE	1,271	1,257	858	1,221	1,221
6008007 HEALTH INSURANCE	771,047	825,468	503,463	780,871	780,871
6008009 RETIREE HEALTH INSURANCE	536,288	614,223	356,053	588,094	588,094
6008010 DISABILITY INSURANCE	1,418	1,032	923	1,032	1,032
0000080 Employee Benefits Totals	2,770,889	2,633,245	1,857,167	2,756,554	2,756,554
Exp Total for Div 2302	8,508,859	7,985,656	5,237,761	8,354,601	8,354,601
Total for Div 2302	-7,933,860	-7,510,246	-4,807,491	-7,805,546	-7,805,546
Total for Dept 23000000	-27,798,794	-29,156,942	-17,665,400	-31,133,373	-31,133,373

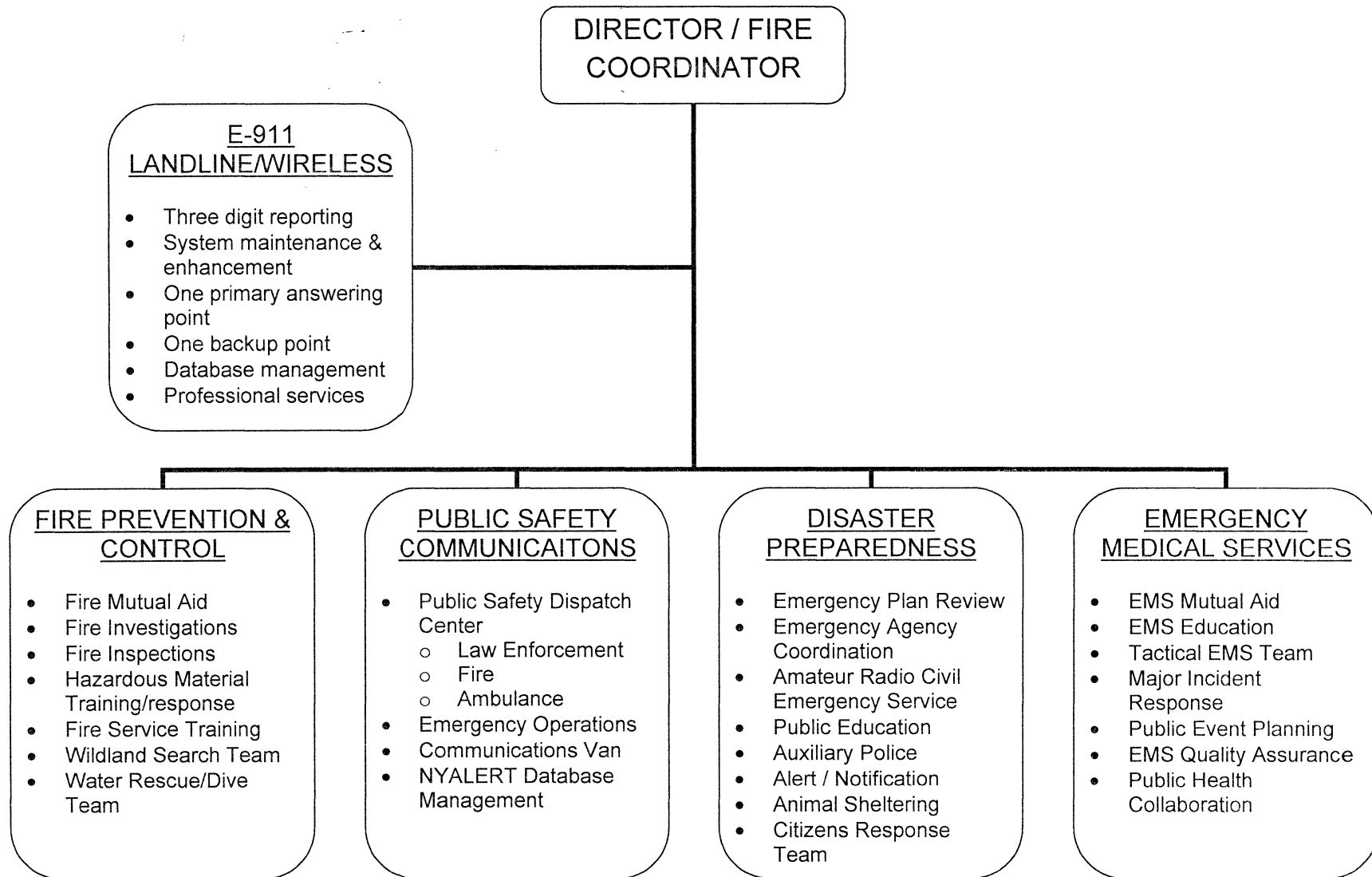
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 23000000      Sheriff  
DIV 02      Sheriff-Law Enforcement

Account	2011	2012	2012	2013	2013
	Actuals	Budget	YTD Actuals As of 09/06/12	Budget Requested	Budget Recommended

# EMERGENCY SERVICES



## **EMERGENCY SERVICES**

### **OES - Operations**

#### **MISSION STATEMENT**

To provide planning, training, resources, response, warning, coordination, and information through communications to the public, elected officials, and public safety agencies, to assist them in preparing for, and mitigating, emergencies and disasters, which affect the residents of Broome County.

#### **DESCRIPTION**

The Office of Emergency Services comprises four areas: Communications, Disaster Preparedness, Emergency Medical Services, and Fire Prevention and Control.

**Communications** – Administers the Broome County Emergency Dispatch/911 Center and assists local agencies in planning for future communications needs. Provides command post communications support at incidents and planned events. Also, maintains database for NYALERT emergency public notification system.

**Disaster Preparedness** – Conducts hazard vulnerability studies and maps hazards. Also provides disaster planning and assistance for preparedness, response, and recovery. It Coordinates alerts and warnings for river flooding, chemical spills, and response during emergencies, and administers the Animal Response Team, along with the Community Emergency Response Team.

**Emergency Medical Services** – Administers New York State certified emergency medical training programs. Also, plans for delivery of adequate emergency medical services. Administers Mutual Aid Plan among ambulance services and coordinates medical disaster planning, and Medic SWAT Team.

**Fire Prevention and Control** – Administers and implements County Fire Mutual Aid Plan, County Arson Plan, County Fire Investigations, local New York State Fire Training Program, and County Hazardous Materials Response Team, County Water Rescue Dive Team, and County Wildland Search and Rescue Team. Likewise, conducts Fire Code enforcement inspections on County facilities and certain special events.

#### **2013 OBJECTIVES**

- Maintain services at present delivery level or higher without substantial increase in budget amounts.
- Continue management of Emergency Public Notification System (NY Alert), Review Comprehensive Emergency Management Plan and update. Enhance emergency operations center to provide better communications with community during disasters.
- Establish, train, and equip the Animal Rescue Team, Community Emergency Response Team, and Medic SWAT program.
- Continue RFP process and design of comprehensive interoperable public safety radio system.

#### **2013 BUDGET HIGHLIGHTS**

- Continue to upgrade and replace equipment in the public safety communications system.
- Continue County-wide-NIMS-compliant credentialing and accountability system for all first responders.

## 20010003 EMERGENCY SERVICES/OES - Operations

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of Emergency Services/Fire Coordinator	E Admin	1	1	1	1
Communications Supervisor	24 Admin	0	1	1	1
Senior Emergency Services Dispatcher	18 BAPA	4	4	4	4
Emergency Services Dispatcher *	14 CSEA	38	38	38	38
Senior Account Clerk	9 CSEA	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>44</b>	<b>44</b>	<b>44</b>	<b>44</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>44</b>	<b>44</b>	<b>44</b>	<b>44</b>

\* Two positions unfunded in 2013

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 20000000 Emergency Services  
DIV 01 Emergency Services- Emergency Mgmt

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000189 OTHER LOCAL GOVERNMENTS	11,574	13,500	7,019	13,500	13,500
5000339 FRINGE BENEFIT CHGBK REVENUE	14,951	0	0	0	0
0000002 Departmental Income Totals	26,525	13,500	7,019	13,500	13,500
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	0	0	235	0	0
0000007 Misc Interfund Revenues Totals	0	0	235	0	0
0000009 Federal Aid					
5000906 CIVIL DEFENSE	40,775	101,604	38,352	88,704	88,704
0000009 Federal Aid Totals	40,775	101,604	38,352	88,704	88,704
Rev Total for Div 2001	67,300	115,104	45,606	102,204	102,204
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,890,394	1,939,987	1,234,442	1,982,202	1,982,202
6001002 SALARIES TEMPORARY	282,221	202,725	158,893	202,725	202,725
6001003 SALARIES OVERTIME	113,160	114,492	81,371	114,915	114,915
6001004 SALARIES SHIFT DIFFERENTIAL	19,901	22,867	12,175	22,867	22,867
6001006 OUT OF TITLE PAY	2,762	1,877	1,803	1,350	1,350
6001008 STAND-BY PAY	13,354	14,600	9,194	14,600	14,600
6001009 OTHER PERSONNEL SERVICES	300	0	0	300	300
0000010 Personal Service Totals	2,322,092	2,296,548	1,497,878	2,338,959	2,338,959
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	235	1,550	0	1,700	1,700
6004012 OFFICE SUPPLIES	0	0	0	3,200	3,200
6004041 PHOTOGRAPHIC SUPPLIES	0	346	23	552	552
6004043 ARSON INVESTIGATION SUPPLIES	218	1,935	1,361	2,245	2,245
6004046 GAS OIL GREASE AND DIESEL FUEL	212	0	0	200	200
6004048 MISC OPERATIONAL SUPPLIES	246	0	3,919	5,463	5,463
6004055 COMPUTER SOFTWARE AND SUPPLIES	1,854	0	0	340	340



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010	General Operating					
DEPT 20000000	Emergency Services					
DIV 01	Emergency Services- Emergency Mgmt					
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended	
6004105 DUES AND MEMBERSHIPS	760	805	784	705	705	
6004106 GENERAL OFFICE EXPENSES	1,091	0	0	3,885	3,885	
6004138 OTHER OPERATIONAL EXPENSES	16,964	4,500	3,886	4,500	4,500	
6004160 MILEAGE AND PARKING-LOCAL	3,326	3,500	1,119	3,500	3,500	
6004161 TRAVEL HOTEL AND MEALS	440	300	192	900	900	
6004162 EDUCATION AND TRAINING	1,294	1,900	328	3,300	3,300	
0000040 Contractual Expenditures Totals	26,640	14,836	11,612	30,490	30,490	
0000041 Chargeback Expenses						
6004602 INSURANCE PREMIUM CHARGEBACK	3,176	3,321	1,661	3,451	3,451	
6004615 GASOLINE CHARGEBACK	7,847	10,162	4,206	10,000	10,000	
6004616 FLEET SERVICE CHARGEBACK	0	9,352	13,360	13,233	13,233	
0000041 Chargeback Expenses Totals	11,023	22,835	19,227	26,684	26,684	
0000080 Employee Benefits						
6008001 STATE RETIREMENT	329,543	414,404	268,476	503,640	503,640	
6008002 SOCIAL SECURITY	176,993	171,029	110,506	176,977	176,977	
6008004 WORKERS COMPENSATION	26,156	16,285	8,143	14,513	14,513	
6008006 LIFE INSURANCE	799	798	541	836	836	
6008007 HEALTH INSURANCE	369,963	409,455	247,535	409,581	409,581	
6008009 RETIREE HEALTH INSURANCE	49,502	54,419	32,830	51,960	51,960	
6008010 DISABILITY INSURANCE	4,734	4,644	2,965	4,902	4,902	
6008011 UNEMPLOYMENT INSURANCE	6,278	0	1,316	0	0	
0000080 Employee Benefits Totals	963,968	1,071,034	672,312	1,162,409	1,162,409	
Exp Total for Div 2001	3,323,723	3,405,253	2,201,029	3,558,542	3,558,542	
Total for Div 2001	-3,256,423	-3,290,149	-2,155,423	-3,456,338	-3,456,338	

## **EMERGENCY SERVICES**

### **E-911**

#### **MISSION STATEMENT**

To provide for a universal 911 Emergency Telephone Reporting System within Broome County; To provide, within the confines of revenue produced through the 911 surcharge, a communications system and enhancements to public safety agencies in the County with the 911 system.

#### **DESCRIPTION**

The 911 system is funded through the 911 telephone bill surcharge and the E911 wireless surcharge. These surcharges provide revenue for the operation and maintenance of the system and enables enhancement of the communications system.

#### **2013 OBJECTIVES**

- Continue to provide assistance to municipalities with communications upgrade assistance.
- Conduct comprehensive review of public safety communications systems to develop short and long term plans for upgrades and increased interoperability.
- Expand mobile computer terminals to rest of law enforcement, all EMS, and some fire vehicles.

#### **2013 BUDGET HIGHLIGHTS**

- Complete implementation of the automatic vehicle location (AVL) for law enforcement and continue implementation of EMS agencies

20020003 EMERGENCY SERVICES/911  
20030003

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Senior Emergency Services Dispatcher	18 BAPA	2	2	2	2
Senior Account Clerk	9 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 20000000 Emergency Services  
DIV 02 Emergency Svcs-911 Comm

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000339 FRINGE BENEFIT CHGBK REVENUE	2,249	0	0	0	0
0000002 Departmental Income Totals	2,249	0	0	0	0
0000007 Misc Interfund Revenues					
5000535 911 SURCHARGE - LANDLINE	354,396	358,127	197,875	358,270	358,270
0000007 Misc Interfund Revenues Totals	354,396	358,127	197,875	358,270	358,270
Rev Total for Div 2002	356,645	358,127	197,875	358,270	358,270
0000010 Personal Service					
6001000 SALARIES FULL-TIME	178,528	146,913	90,627	151,210	151,210
6001003 SALARIES OVERTIME	-3,388	0	566	0	0
6001004 SALARIES SHIFT DIFFERENTIAL	768	0	277	0	0
6001008 STAND-BY PAY	1,950	0	360	0	0
0000010 Personal Service Totals	177,858	146,913	91,830	151,210	151,210
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	0	305	0	305	305
6004012 OFFICE SUPPLIES	0	3,842	0	3,842	3,842
6004048 MISC OPERATIONAL SUPPLIES	0	8,815	0	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	340	0	340	340
6004106 GENERAL OFFICE EXPENSES	0	3,885	0	0	0
6004161 TRAVEL HOTEL AND MEALS	8	0	138	0	0
6004162 EDUCATION AND TRAINING	2,504	0	0	0	0
0000040 Contractual Expenditures Totals	2,512	17,187	138	4,487	4,487
0000041 Chargeback Expenses					
6004609 DATA PROCESSING CHARGEBACKS	71,562	73,277	36,639	76,984	76,984
0000041 Chargeback Expenses Totals	71,562	73,277	36,639	76,984	76,984

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 20000000 Emergency Services  
DIV 02 Emergency Svcs-911 Comm

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits					
6008001 STATE RETIREMENT	27,052	26,444	17,377	32,131	32,131
6008002 SOCIAL SECURITY	13,577	11,239	6,644	11,567	11,567
6008006 LIFE INSURANCE	57	57	36	58	58
6008007 HEALTH INSURANCE	45,741	48,010	27,214	46,704	46,704
6008010 DISABILITY INSURANCE	0	0	67	129	129
0000080 Employee Benefits Totals	86,427	85,750	51,338	90,589	90,589
0000090 Transfers					
6009002 TRANSFER TO GRANT FUND	0	35,000	35,000	35,000	35,000
0000090 Transfers Totals	0	35,000	35,000	35,000	35,000
Exp Total for Div 2002	338,359	358,127	214,945	358,270	358,270
Total for Div 2002	18,286	0	-17,070	0	0

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 20000000 Emergency Services  
DIV 03 Emergency Services-911 Wireless

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000007 Misc Interfund Revenues					
5000541 911 SURCHARGE - WIRELESS	370,776	403,500	201,433	381,640	381,640
0000007 Misc Interfund Revenues Totals	370,776	403,500	201,433	381,640	381,640
Rev Total for Div 2003	370,776	403,500	201,433	381,640	381,640
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	0	100	0	100	100
6004012 OFFICE SUPPLIES	228	500	770	0	0
6004045 TRAINING AND EDUCATIONAL SUPPL	0	600	0	600	600
6004046 GAS OIL GREASE AND DIESEL FUEL	0	900	0	900	900
6004048 MISC OPERATIONAL SUPPLIES	4,207	7,828	592	7,828	7,828
6004055 COMPUTER SOFTWARE AND SUPPLIES	2,375	4,508	0	4,508	4,508
6004101 TELEPHONE	107,162	177,036	113,863	177,036	177,036
6004105 DUES AND MEMBERSHIPS	184	300	25	300	300
6004106 GENERAL OFFICE EXPENSES	-530	1,124	1,080	1,124	1,124
6004111 BUILDING AND LAND RENTAL	0	15,000	0	0	0
6004138 OTHER OPERATIONAL EXPENSES	128,086	171,831	103,715	148,207	148,207
6004161 TRAVEL HOTEL AND MEALS	8,916	7,356	3,162	8,012	8,012
6004162 EDUCATION AND TRAINING	1,642	4,736	4,287	4,736	4,736
6004192 SOFTWARE MAINTENANCE	6,095	7,175	0	7,175	7,175
6004196 COPYING MACHINE RENTALS	1,089	4,506	2,459	6,114	6,114
0000040 Contractual Expenditures Totals	259,454	403,500	229,953	366,640	366,640
0000041 Chargeback Expenses					
6004621 BUILDING AND LAND RENTAL CHARG	15,000	0	15,000	15,000	15,000
0000041 Chargeback Expenses Totals	15,000	0	15,000	15,000	15,000
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	58,225	0	0	0	0
0000060 Principal on Indebtedness Totals	58,225	0	0	0	0
0000070 Interest on Indebtedness					

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 20000000 Emergency Services  
DIV 03 Emergency Services-911 Wireless

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6007005 INTEREST ON CAPITAL LEASE	7,353	0	0	0	0
0000070 Interest on Indebtedness Totals	7,353	0	0	0	0
Exp Total for Div 2003	340,032	403,500	244,953	381,640	381,640
Total for Div 2003	30,744	0	-43,520	0	0

## **EMERGENCY SERVICES**

### **Emergency Medical Training**

#### **MISSION STATEMENT**

To develop and administer a comprehensive program of education, coordination, and operational assistance to Emergency Medical Services agencies in Broome County, in order to assure a cohesive and effective EMS system throughout Broome County.

#### **DESCRIPTION**

Provides education and training to members of EMS agencies throughout Broome County by operating as an official New York State EMS course sponsoring agency, offering programs at the Certified First Responder, Emergency Medical Technician, and Advanced Emergency Medical Technician levels. In addition, the EMS Division provides and assists in the provision of continuing education programs for in-service EMS personnel;

Provides operational assistance and support to EMS agencies. Administers a system of pre-hospital advanced life support in the County, under the direction of a physician Medical Director, thus enacting life-saving advanced medical care to be received by critically ill and injured patients prior to hospital arrival, and provides 24-hour emergency response capability, for assistance and coordination at the scenes of major emergencies.

Serves as liaison and point of contact between the County's EMS system and entities such as public health, law enforcement, school districts, and the private sector, for emergency planning and response matters (such as those directed toward disasters, pandemics and terrorism).

Coordinates response by EMS agencies, developing and administers plans for Mutual Aid, Mass Casualty Incident Response, and Hazardous Materials emergencies. The Division serves to assure the efficient deployment of EMS resources, such as Advanced Life Support services and helps to oversee the provision of Emergency Medical Dispatch and pre-arrival life-support instructions to callers.

#### **2013 OBJECTIVES**

To continue our support of Emergency Medical Services agencies throughout Broome County through the provision of high-quality original and refresher education leading to certification and recertification at the CFR, EMT and AEMT levels, including collaborative programs with Broome Community College, Binghamton University, UIHS Hospitals, and Lourdes Hospital. These programs will function as readily-accessible source for training those individuals who are already members/employees of volunteer and career EMS agencies, as well as a means for attracting additional individuals to the field and, thus, to these agencies.

To continue to foster the retention of experienced EMS personnel in Broome County through the provision and both "traditional" (classroom and testing-based) means of EMS provider recertification, as well as Continuing Medical Education (CME)- based pathways. This includes not only the provision of dedicated "CME core content" courses, but also the provision of access to all of our courses to those who seek CME opportunities for recertification purposes.

#### **2013 BUDGET HIGHLIGHTS**

The EMS Division is adjusting to state-mandated changes that will increase the length of certain of its courses, resulting in increased instructor costs. This increase is mostly offset by shifting funds from the account used to fund material costs in support of these same courses.



## 20040003 EMERGENCY MEDICAL TRAINING

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Emergency Medical Svcs Coord	22 Admin	1	1	1	1
Keyboard Specialist	8 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>PART TIME</u>					
Emergency Medical Svcs Officer	11 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL POSITIONS</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 20000000 Emergency Services  
DIV 04 EMS - Emergency Medical Training

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000112 STUDENT TUITION, PT DAY	0	68,575	62,423	67,778	67,778
5000193 SALE OF TRAINING BOOKS	0	2,250	84	3,250	3,250
0000002 Departmental Income Totals	0	70,825	62,507	71,028	71,028
0000008 State Aid					
5000823 VOLUNTEER TRAINING	0	107,250	24,740	107,250	107,250
0000008 State Aid Totals	0	107,250	24,740	107,250	107,250
Rev Total for Div 2004	0	178,075	87,247	178,278	178,278
0000010 Personal Service					
6001000 SALARIES FULL-TIME	0	91,400	55,071	92,323	92,323
6001001 SALARIES PART-TIME	0	17,625	10,162	17,625	17,625
0000010 Personal Service Totals	0	109,025	65,233	109,948	109,948
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	0	100	0	100	100
6004012 OFFICE SUPPLIES	0	3,000	1,914	3,000	3,000
6004045 TRAINING AND EDUCATIONAL SUPPL	0	16,300	2,479	12,500	12,500
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	200	0	200	200
6004100 POSTAGE AND FREIGHT	0	100	92	100	100
6004105 DUES AND MEMBERSHIPS	0	40	0	40	40
6004136 OPERATIONAL EQUIPMENT REPAIRS	0	200	0	200	200
6004160 MILEAGE AND PARKING-LOCAL	0	255	0	167	167
6004161 TRAVEL HOTEL AND MEALS	0	600	0	520	520
6004162 EDUCATION AND TRAINING	0	450	65	450	450
6004570 INSTRUCTOR SERVICES	0	69,634	34,110	71,982	71,982
0000040 Contractual Expenditures Totals	0	90,879	38,660	89,259	89,259
0000041 Chargeback Expenses					
6004614 OTHER CHARGEBACK EXPENSES	0	1,900	0	528	528
6004615 GASOLINE CHARGEBACK	0	2,400	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010	General Operating				
DEPT 20000000	Emergency Services				
DIV 04	EMS - Emergency Medical Training				
		2011	2012	2012	2013
		Actuals	Budget	YTD Actuals	Budget
Account				As of 09/06/12	Budget Recommended
<hr/>					
0000041 Chargeback Expenses Totals		0	4,300	0	528
<hr/>					
0000080 Employee Benefits					
6008001 STATE RETIREMENT	0	19,624	11,897	23,591	23,591
6008002 SOCIAL SECURITY	0	8,340	4,682	8,492	8,492
6008004 WORKERS COMPENSATION	0	1,346	0	1,346	1,346
6008006 LIFE INSURANCE	0	57	38	57	57
6008007 HEALTH INSURANCE	0	32,240	19,701	31,674	31,674
6008009 RETIREE HEALTH INSURANCE	0	16,888	10,235	16,120	16,120
6008010 DISABILITY INSURANCE	0	258	159	258	258
0000080 Employee Benefits Totals	0	78,753	46,712	81,538	81,538
<hr/>					
Exp Total for Div 2004	0	282,957	150,605	281,273	281,273
<hr/>					
Total for Div 2004	0	-104,882	-63,358	-102,995	-102,995
<hr/>					
Total for Dept 20000000	-3,207,393	-3,395,031	-2,279,371	-3,559,333	-3,559,333

# PROBATION

PROBATION DIRECTOR

DEPUTY DIRECTOR

## CRIMINAL DIVISION

- Criminal Investigations
- Criminal Probation Supervision
  - Interim Supervision
  - Specialized DWI Caseload
  - Specialized Sex Offender Caseload
  - Specialized Domestic Violence Caseload
  - Specialized DSS Fraud Caseload
  - Specialized Youthful Offender Caseload
- New York Statewide Police Information Network (NYSPIN) & e-Justice & Integrated Probation Registrant System (IPRS)
- Transfer In/Out of Probation Cases & fingerprinting
- Electronic Monitoring
- Sex Offender Registry
- DNA Collection
- Drug and Alcohol Testing
- Coordination with Forensic Unit of Mental Health
- Drug, Domestic Violence, Family Treatment, and Mental Health Courts
- Associated Computer Systems, ie, Probation Tracking System, Correctional Offender Management Profiling & Alternative Sanctions (COMPAS)

## GRANTS

- Pre-Trial Release Program (PTRP)
- Probation Eligible Diversion (PED)

## ADMINISTRATION

- Fiscal Management/ Budget
- Personnel
- Restitution Collection and Disbursement to Crime Victims
- DWI Fine Collection for Broome County Court
- DWI Supervision Fees
- Records Management

## PINS/JD DIVISION

- Court Ordered Investigations
- Family Court Supervision
  - Persons in Need of Supervision (PINS)
  - Juvenile Delinquents (JD's)
  - Support Cases & Family Offenses
- Comprehensive Assessments/ Reports
- Diversion Case Management
- Youth Assessment Screening Instrument (YASI)
- Probation Tracking System (PTS)
- Connections (DSS Case Management System-CONX)
- Pre-PINS Parent Orientation
- JD Diversion Victims Satisfaction
- JD Introduction to Supervision Groups
- Electronic Monitoring

## PROBATION

### MISSION STATEMENT

The Broome County Probation Department is dedicated to the protection of the community by reducing crime and delinquency, along with facilitating the rehabilitation of offenders of the law. This is accomplished through investigation, supervision, and diversion of cases that have violated laws of the Family Court Act, the Penal Law, Vehicle and Traffic Law and other laws of the State of New York. This department works closely with the courts, police agencies, treatment agencies, and other human service agencies in Broome County to rehabilitate offenders. The Probation Department has a primary obligation to the community to return offenders back to the courts when they do not abide by the court's sentence and conditions of probation.

### DESCRIPTION

The **Criminal Division** component supervises all adults (age 16 and above) placed on probation by the Criminal Courts of Broome County. This division provides pre-sentence/pre-plea investigations as ordered by the courts in Broome County, regardless of disposition. Investigations comprise a legal history, social history, victim impact, evaluative analysis and recommendation. The Criminal Division also provides Pre-Trial Release services as an alternative to incarceration, and thus decreases potential jail days.

Presently the department operates specialized caseloads for DWI's, sex offenders, domestic violence, youthful offenders, and DSS restitution collection. Probation supervision includes office reporting by the probationer, unannounced home visits by probation officers, and contact by the probation officer with collateral sources including, but not limited to, spouses, parents, employers, schools and treatment providers.

### 2013 OBJECTIVES

- To attempt to manage a criminal caseload with increasingly more serious offenders being placed on probation. The Probation population of 2010-2012 continues the trend towards more violent offenders being placed on probation. Many causes such as serious substance abuse, mental illness, and general aggressive tendencies make for a more volatile probationer.
- To manage non-funded New York State mandates. These include DNA specimen collection, Sex Offender Registry, and implementation of the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). Probation is also involved with Drug Court, Domestic Violence Court and Family Treatment Court. 2013 will see probation continuing as a participant in "Project Impact", for which no additional revenue is received.
- To continue to use and expand Electronic Monitoring as an alternative to costly incarceration for adults.
- To continue to work with the STOP-DWI Program in an attempt to change the behavior of the DWI offender.
- To continue to promote probation officer safety through offering an in-house two-day "Officer Safety and Survival Training" program to all new officers hired. This will be augmented with all officers using appropriate safety equipment provided by this department.

It is anticipated that the 2013 state aid reimbursement rate for eligible probation expenses will remain the same.

## 21010003 PROBATION

21010003 PROBATION

			As of 8/24/2012		
		2011	Current	2013	2013
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>					
Probation Director III	G Admin	1	1	1	1
Deputy Probation Director III	D Admin	1	1	1	1
Probation Supervisor	21 BAPA	3	3	3	3
Senior Probation Officer	19 CSEA	3	3	3	3
Probation Officer/Trainee	17/16 CSEA	18	18	18	18
Principal Account Clerk	13 CSEA	1	1	1	1
Secretary	13 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	4	4	4	4
Account Clerk	7 CSEA	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Full-Time Positions</b>		<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 21000000 Probation  
DIV 01 Probation-Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000208 RESTITUTION/REPARATION SURCHAR	12,869	15,200	9,830	15,900	15,900
5000333 OTHER DEPARTMENTAL CHARGEBACK	53,932	61,186	32,636	49,500	49,500
0000002 Departmental Income Totals	66,801	76,386	42,466	65,400	65,400
0000007 Misc Interfund Revenues					
5000581 UNUSED GRANT	445	0	0	0	0
0000007 Misc Interfund Revenues Totals	445	0	0	0	0
0000008 State Aid					
5000814 PROBATION SERVICES	500,729	376,092	217,266	432,321	432,321
5000824 RABIES	-14,103	0	0	0	0
0000008 State Aid Totals	486,626	376,092	217,266	432,321	432,321
0000009 Federal Aid					
5000905 WORKFORCE INVESTMENT ACT (WIA)	0	0	-6,041	0	0
0000009 Federal Aid Totals	0	0	-6,041	0	0
Rev Total for Div 2101	553,872	452,478	253,691	497,721	497,721
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,485,438	1,511,669	915,615	1,569,771	1,569,771
6001002 SALARIES TEMPORARY	16,629	17,002	10,862	17,512	17,512
0000010 Personal Service Totals	1,502,067	1,528,671	926,477	1,587,283	1,587,283
0000040 Contractual Expenditures					
6004012 OFFICE SUPPLIES	9,182	10,000	3,258	9,000	9,000
6004030 FOOD AND BEVERAGES	19	300	0	200	200
6004046 GAS OIL GREASE AND DIESEL FUEL	237	200	0	200	200
6004048 MISC OPERATIONAL SUPPLIES	6,973	14,075	4,344	10,195	10,195
6004055 COMPUTER SOFTWARE AND SUPPLIES	155	0	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 21000000 Probation  
DIV 01 Probation-Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004100 POSTAGE AND FREIGHT	23	138	-163	47	47
6004105 DUES AND MEMBERSHIPS	700	775	700	775	775
6004106 GENERAL OFFICE EXPENSES	10	800	0	800	800
6004111 BUILDING AND LAND RENTAL	150,830	0	0	0	0
6004113 WATER AND SEWAGE CHARGES	424	0	0	0	0
6004115 ELECTRIC CURRENT	12,428	0	0	0	0
6004136 OPERATIONAL EQUIPMENT REPAIRS	222	483	0	450	450
6004138 OTHER OPERATIONAL EXPENSES	241	285	0	175	175
6004146 SUBCONTRACTED PROGRAM EXPENSE	0	0	364	4,000	4,000
6004160 MILEAGE AND PARKING-LOCAL	6,276	11,088	3,956	11,088	11,088
6004161 TRAVEL HOTEL AND MEALS	4,919	5,836	0	5,136	5,136
6004162 EDUCATION AND TRAINING	722	1,880	47	1,820	1,820
6004169 DAY TRIP MEAL REIMBURSEMENT	126	992	50	645	645
6004196 COPYING MACHINE RENTALS	3,146	3,996	2,883	4,954	4,954
6004573 OTHER FEES FOR SERVICES	1,435	3,250	1,540	2,600	2,600
<b>0000040 Contractual Expenditures Totals</b>	<b>198,068</b>	<b>54,098</b>	<b>16,979</b>	<b>52,085</b>	<b>52,085</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	2,597	3,196	1,598	2,185	2,185
6004609 DATA PROCESSING CHARGEBACKS	111,836	99,765	57,624	81,785	81,785
6004610 PERSONAL SERVICES CHARGEBACKS	0	28,330	8	0	0
6004614 OTHER CHARGEBACK EXPENSES	278	1,350	0	207	207
6004615 GASOLINE CHARGEBACK	2,269	3,347	1,813	2,622	2,622
6004616 FLEET SERVICE CHARGEBACK	0	5,344	6,680	5,218	5,218
6004617 DUPLICATING/PRINTING CHARGEBAC	3,409	2,500	1,156	1,380	1,380
6004618 OFFICE SUPPLIES CHARGEBACK	4,080	6,100	3,885	4,658	4,658
<b>0000041 Chargeback Expenses Totals</b>	<b>124,469</b>	<b>149,932</b>	<b>72,764</b>	<b>98,055</b>	<b>98,055</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	648	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>648</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	5	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 21000000 Probation  
DIV 01 Probation-Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008001 STATE RETIREMENT	206,732	271,693	169,713	334,165	334,165
6008002 SOCIAL SECURITY	108,803	115,466	66,746	120,299	120,299
6008004 WORKERS COMPENSATION	14,086	15,482	7,919	10,293	10,293
6008006 LIFE INSURANCE	610	640	407	627	627
6008007 HEALTH INSURANCE	353,472	401,170	215,071	345,629	345,629
6008009 RETIREE HEALTH INSURANCE	282,884	292,018	218,592	360,138	360,138
6008010 DISABILITY INSURANCE	3,275	3,741	2,094	3,483	3,483
6008011 UNEMPLOYMENT INSURANCE	2,431	0	8,481	0	0
<b>0000080 Employee Benefits Totals</b>	<b>972,293</b>	<b>1,100,210</b>	<b>689,023</b>	<b>1,174,634</b>	<b>1,174,634</b>
<b>0000090 Transfers</b>					
6009002 TRANSFER TO GRANT FUND	109,636	126,401	126,401	139,852	139,852
<b>0000090 Transfers Totals</b>	<b>109,636</b>	<b>126,401</b>	<b>126,401</b>	<b>139,852</b>	<b>139,852</b>
<b>Exp Total for Div 2101</b>	<b>2,907,186</b>	<b>2,959,312</b>	<b>1,831,644</b>	<b>3,051,909</b>	<b>3,051,909</b>
<b>Total for Div 2101</b>	<b>-2,353,314</b>	<b>-2,506,834</b>	<b>-1,577,953</b>	<b>-2,554,188</b>	<b>-2,554,188</b>

## **PROBATION-PINS/JD**

### **MISSION STATEMENT**

The Broome County Probation Department is dedicated to the protection of the community by reducing crime and delinquency, along with facilitating the rehabilitation of offenders of the law. This is accomplished through investigation, supervision, and diversion of cases that have violated laws of the Family Court Act, the Penal Law, and other laws of the State of New York. This department works closely with the courts, police agencies, treatment agencies, schools, and other human service agencies in Broome County to rehabilitate juveniles. The Probation Department has a primary obligation to the community to return juveniles back to the court when they do not abide by the court's orders.

### **DESCRIPTION**

The **PINS Unit (Persons In Need of Supervision) of the Juvenile Services Division** provides intake services for individuals seeking to file complaints against those juveniles who are up to the age of 18 and exhibiting behavior difficulties. Probation has been designated the "lead agency" on all PINS complaints. Probation is working very closely with Social Services, Youth Bureau, and County Attorney to develop the 2013 PINS plan. It is the goal of services to divert youth from Family Court, avoid costly detention and institutional placements. The PINS Unit will continue to do court ordered pre-dispositional investigations and court ordered supervision. The unit also provides adoption, custody, and visitation investigations for Family Court.

The **JD Unit (Juvenile Delinquent) of Juvenile Services** provides intake services for all Juvenile Delinquency (JD) cases referred by police to the department. The process begins by arranging an Appearance Ticket interview with the youth, who can range from 7 to

16 years of age. Appropriate cases are supervised through a voluntary diversion program, in an attempt to resolve the complaint without the intervention of Family Court. The unit conducts predispositional investigations and supervises adjudicated JD and other Family Court cases.

### **2013 OBJECTIVES**

- To continue to provide quality services to the PINS/JD caseload. 2011 saw 560 cases opened for services and 2012's projected figure is 572. We are finding that with the change in law, PINS cases remain with us for a longer period than in prior years.
- To continue to provide mandated and voluntary services for suitable youth ages 7 – 16, and up to 18 years old for PINS.
- To continue to use DAASP (Detention Alternative After School Program) for PINS and JDs.
- To continue to work with other County human service departments in the Juvenile Justice Task Force. Probation will collaborate with these agencies to develop a cost effective plan to implement the revision of Section 735 of the Family Court Act. Community services will be developed and/or enhanced with the ultimate goal to reduce costly placements by timely interventions at the community level.

### **2013 BUDGET HIGHLIGHTS**

- The entire 2013 PINS/JD budget is expected to be reimbursed through the Broome County Social Services Funding stream at 100%.
- 2013 Recommended budget included the unfunding of one Probation Supervisor and three Probation Officer positions and the consolidation of JD and PINS into one division

## 21020003 PROBATION/PINS

21020003 PROBATION OFFICERS

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of</u> <u>8/24/2012</u> <u>Current</u> <u>Authorized</u>	<u>2013</u> <u>Requested</u>	<u>2013</u> <u>Recommended</u>
<u>FULL TIME</u>					
Probation Supervisor *	21 BAPA	2	2	2	2
Senior Probation Officer	19 CSEA	3	3	3	3
Probation Officer/Trainee **	17/16 CSEA	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>
<b>Total Full-Time Positions</b>		<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

\* One position unfunded in 2013 Recommended

\*\* Three positions unfunded in 2013 Recommended

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010	General Operating					
DEPT 21000000	Probation					
DIV 02	Probation-JD/PINS					
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended	
0000002 Departmental Income						
5000313 CHARGEBACKS - D S S	1,132,762	1,205,412	594,332	1,289,718	1,027,190	
0000002 Departmental Income Totals	1,132,762	1,205,412	594,332	1,289,718	1,027,190	
Rev Total for Div 2102	1,132,762	1,205,412	594,332	1,289,718	1,027,190	
0000010 Personal Service						
6001000 SALARIES FULL-TIME	768,789	805,026	432,695	796,701	616,455	
0000010 Personal Service Totals	768,789	805,026	432,695	796,701	616,455	
0000040 Contractual Expenditures						
6004022 FUEL AND HEATING SUPPLIES	5,053	0	0	0	0	
6004048 MISC OPERATIONAL SUPPLIES	0	1,800	1,470	1,000	1,000	
6004111 BUILDING AND LAND RENTAL	18,805	0	0	0	0	
6004115 ELECTRIC CURRENT	2,263	0	0	0	0	
6004160 MILEAGE AND PARKING-LOCAL	3,239	7,630	1,652	8,772	8,772	
6004161 TRAVEL HOTEL AND MEALS	0	5,424	0	5,136	5,136	
6004162 EDUCATION AND TRAINING	0	1,120	0	1,120	1,120	
6004169 DAY TRIP MEAL REIMBURSEMENT	0	512	0	0	0	
6004573 OTHER FEES FOR SERVICES	400	1,690	394	1,400	1,400	
0000040 Contractual Expenditures Totals	29,760	18,176	3,516	17,428	17,428	
0000041 Chargeback Expenses						
6004602 INSURANCE PREMIUM CHARGEBACK	0	0	0	981	981	
6004606 TELEPHONE BILLING ACCOUNT	0	0	0	4,151	4,151	
6004609 DATA PROCESSING CHARGEBACKS	0	0	0	36,744	36,744	
6004614 OTHER CHARGEBACK EXPENSES	193	1,000	0	93	93	
6004615 GASOLINE CHARGEBACK	0	0	0	1,178	1,178	
6004616 FLEET SERVICE CHARGEBACK	0	0	0	2,344	2,344	
6004617 DUPLICATING/PRINTING CHARGEBAC	0	0	0	620	620	
6004618 OFFICE SUPPLIES CHARGEBACK	0	0	0	2,092	2,092	
0000041 Chargeback Expenses Totals	193	1,000	0	48,203	48,203	

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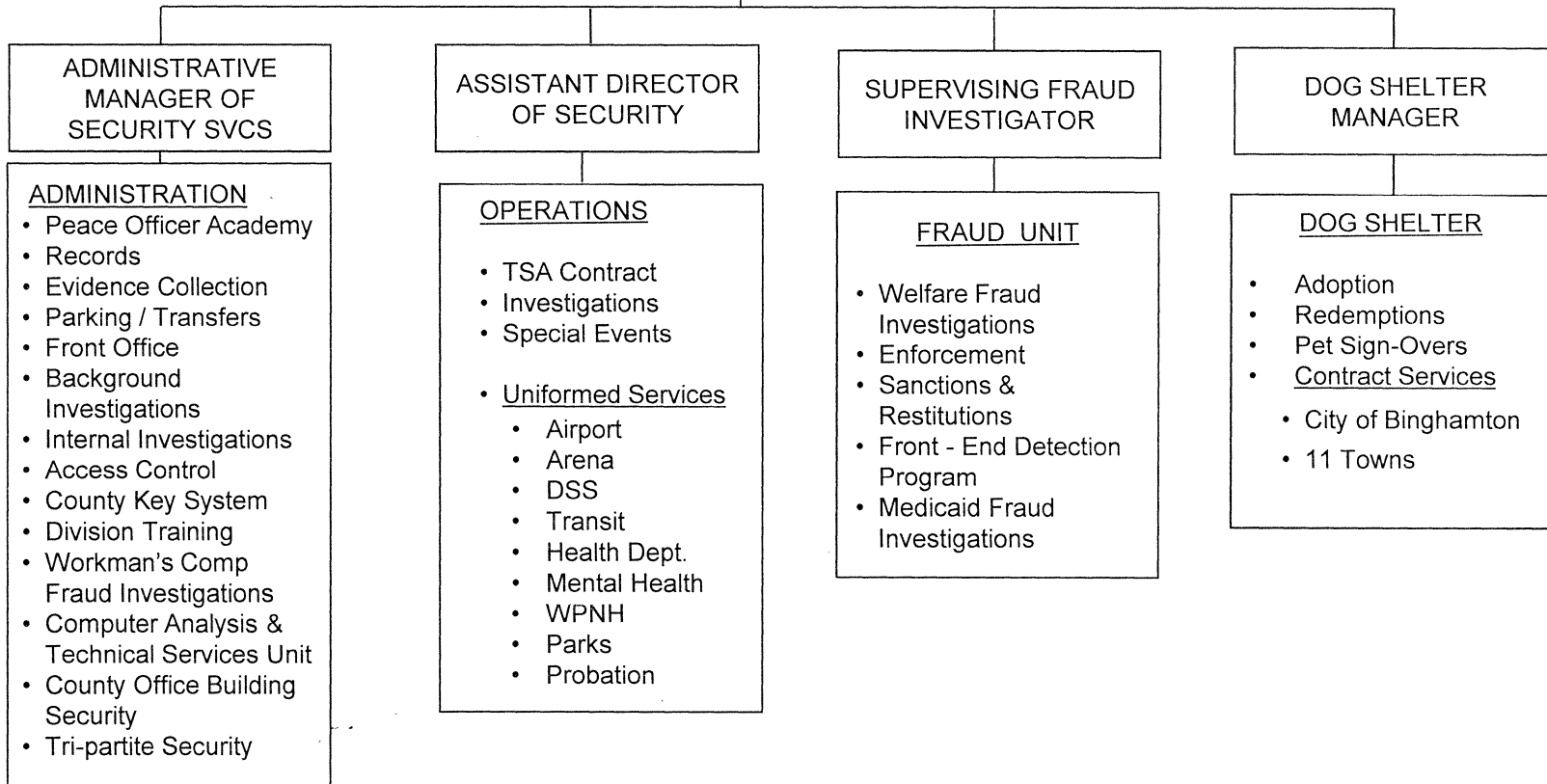
BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010	General Operating				
DEPT 21000000	Probation				
DIV 02	Probation-JD/PINS				
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits					
6008001 STATE RETIREMENT	112,892	144,904	82,270	169,299	130,998
6008002 SOCIAL SECURITY	56,089	61,582	31,521	60,948	47,159
6008004 WORKERS COMPENSATION	3,263	3,870	968	4,624	4,624
6008006 LIFE INSURANCE	301	304	178	307	231
6008007 HEALTH INSURANCE	146,325	155,864	88,214	164,062	115,368
6008009 RETIREE HEALTH INSURANCE	13,379	12,878	12,766	26,340	45,305
6008010 DISABILITY INSURANCE	1,771	1,808	999	1,806	1,419
0000080 Employee Benefits Totals	334,020	381,210	216,916	427,386	345,104
Exp Total for Div 2102	1,132,762	1,205,412	653,127	1,289,718	1,027,190
Total for Div 2102	0	0	-58,795	0	0
Total for Dept 21000000	-2,353,314	-2,506,834	-1,636,748	-2,554,188	-2,554,188

# SECURITY SERVICES

COMMISSIONER OF PUBLIC WORKS

DIRECTOR OF  
SECURITY SERVICES



## **PUBLIC WORKS**

### **Security**

#### **MISSION STATEMENT**

Maintain a safe and orderly atmosphere upon County properties and elsewhere by rendering assistance, encouraging compliance, and providing enforcement as necessary. Protect the County facilities and assets from damage and loss. Provide services as required, which are best provided by a security organization, to enhance governmental operations and reduce liability. Provide specific functions as may be required.

#### **DESCRIPTION**

The Division consists of five units, which are responsible for unique and separate services. Administrative Services include maintenance and operation of the County ID Card System, Pre-Employment Screening Project, Access Control System, parking lots, evidence retention, lost & found property, Workers' Compensation fraud investigations, security records, and equipment and training. Security Operations include Uniformed Security Services at County facilities such as the Departments of Social Services, Health, Mental Health, Airport, Arena, Forum, Parks, Office Building, Landfill, Willow Point Nursing Home, and BCC. The Case Integrity Unit conducts welfare fraud and internal investigations for the Department of Social Services. The Front Street Shelter provides contracted dog shelter services for eleven towns and the City of Binghamton.

#### **2013 OBJECTIVES**

- Continue shared services efforts in the CATS lab and continue to pursue funding avenues.
- Medicaid Fraud-continue efforts to pursue recipient fraud in conjunction with the provider fraud project.
- Continue workplace violence training for all County employees.
- Continue administrative and enforcement of taxi cab regulations.

#### **2013 BUDGET HIGHLIGHTS**

- Continue efforts to reduce un-anticipated overtime costs within the division.
- Maintain security efforts at GHJB and Intermodal facilities.
- Evaluate deployment of personnel at facilities and special events for prioritized service.

22000203 PUBLIC WORKS/Security  
22000103

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of Security	F Admin	1	1	1	1
Assistant Director of Security	23 Admin	1	1	1	1
Administrative Manager of Security Services	23 Admin	1	1	0	0
Supervising Fraud Investigator *	23 BAPA	1	1	1	1
Security Supervisor	18 BAPA	7	7	6	6
Dog Shelter Manager	17 BAPA	1	1	1	1
Sr Security Svcs Investigator	20 CSEA	2	2	1	1
Security Services Investigator	17 CSEA	6	6	6	6
Senior Social Services Examiner	13 CSEA	1	1	1	1
Assistant Dog Shelter Manager	12 CSEA	1	1	0	0
Security Officer II **	12 CSEA	20	20	19	19
Senior Kennel Person	9 CSEA	0	0	1	1
Keyboard Specialist	8 CSEA	2	2	1	1
Kennel Person	7 CSEA	2	2	1	1
Security Officer I	7 CSEA	<u>3</u>	<u>3</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>49</b>	<b>49</b>	<b>41</b>	<b>41</b>
<b><u>PART TIME</u></b>					
Security Officer II	12 CSEA	1	1	0	0
Account Clerk Typist	7 CSEA	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
<b>Total Part-Time Positions</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>51</b>	<b>51</b>	<b>41</b>	<b>41</b>

\* One position unfunded in 2013

\*\* Two positions unfunded in 2013



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 22000000 Security

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000179 CHARGES FOR SERVICES	1,119	0	0	0	0
5000187 REIMBURSEMENT - ANIMAL SHELTER	243,884	243,884	134,268	247,542	247,542
5000197 PARKING OPER CONCESSIONS	225	0	0	0	0
5000217 EVENTS - BASEMENT PARKING	16,493	0	7,175	9,000	9,000
5000226 SHELTER REVENUE	0	65,000	0	65,000	65,000
5000230 SECURITY SERVICES - OUTSIDE US	14,050	14,882	15,960	148,814	148,814
5000242 TAXI CAB INSPECTIONS	5,100	3,500	2,585	4,000	4,000
5000308 SECURITY SERVICES	1,991,445	2,151,485	864,353	2,031,210	2,031,210
5000333 OTHER DEPARTMENTAL CHARGEBACK	0	0	0	11,419	11,419
5000338 VEHICLE USAGE CHGBK REVENUE	6,062	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	3,583	0	0	0	0
5000426 MISCELLANEOUS	0	0	-45	0	0
5000431 MISCELLANEOUS	278	6,500	0	6,500	6,500
0000002 Departmental Income Total	2,282,239	2,485,251	1,024,296	2,523,485	2,523,485
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	363	100	179	100	100
5000463 PARKING LOT	11,070	900	7,065	9,900	9,900
5000464 PARKING PLAZA	71,090	29,845	39,445	58,000	58,000
0000003 Use of Money Total	82,523	30,845	46,689	68,000	68,000
0000004 Licenses and Permits					
5000482 TAXI CAB LICENSES	55,710	38,500	38,010	55,500	55,500
0000004 Licenses and Permits Total	55,710	38,500	38,010	55,500	55,500
0000007 Misc Interfund Revenues					
5000533 UNCLASSIFIED REVENUES	24,474	30,000	32,722	30,000	30,000
5000534 TRANSFER FROM INSURANCE RESERV	3,356	0	283	0	0
5000561 TRANSFER FROM RESERVE FUND	6,222	0	0	0	0
0000007 Misc Interfund Revenues Total	34,052	30,000	33,005	30,000	30,000
0000008 State Aid					
5000800 TEMPORARY COURT OFFICERS	54,513	0	0	0	0
0000008 State Aid Total	54,513	0	0	0	0

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 22000000 Security

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000009 Federal Aid					
5000907 PUBLIC SAFETY GRANTS - FEDERAL	129,073	164,400	0	80,000	80,000
0000009 Federal Aid Total	129,073	164,400	0	80,000	80,000
Rev Totals for Dept 22000000	2,638,110	2,748,996	1,142,000	2,756,985	2,756,985
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,734,948	1,864,857	1,019,723	1,672,336	1,672,336
6001001 SALARIES PART-TIME	16,249	31,950	9,034	0	0
6001002 SALARIES TEMPORARY	482,594	549,780	265,446	676,235	676,235
6001003 SALARIES OVERTIME	98,229	38,972	64,836	88,972	88,972
6001004 SALARIES SHIFT DIFFERENTIAL	13,427	15,000	7,865	16,800	16,800
6001008 STAND-BY PAY	7,745	5,773	5,160	5,773	5,773
6001009 OTHER PERSONNEL SERVICES	4,370	8,500	0	0	0
0000010 Personal Service Totals	2,357,562	2,514,832	1,372,064	2,460,116	2,460,116
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	1,163	1,050	304	1,050	1,050
6004012 OFFICE SUPPLIES	6,287	8,614	3,898	8,614	8,614
6004021 BLDG MAINTENANCE SUPPLIES	526	500	361	500	500
6004022 FUEL AND HEATING SUPPLIES	8,307	15,000	4,276	10,000	10,000
6004023 BLDG AND GROUNDS SUPPLIES	1,479	5,500	1,451	5,000	5,000
6004030 FOOD AND BEVERAGES	500	814	500	814	814
6004032 HSLD LAUNDRY & CLEANING SUPPLI	112	350	0	350	350
6004040 MOTOR EQUIPMENT SUPPLIES	339	0	0	0	0
6004041 PHOTOGRAPHIC SUPPLIES	970	1,000	553	1,000	1,000
6004046 GAS OIL GREASE AND DIESEL FUEL	57	0	0	0	0
6004048 MISC OPERATIONAL SUPPLIES	31,040	44,974	13,999	33,974	33,974
6004050 ANIMAL FOOD	1,763	2,000	1,197	2,000	2,000
6004052 UNIFORMS	10,516	26,362	3,634	15,362	15,362
6004054 SAFETY SUPPLIES	263	2,400	602	2,400	2,400
6004055 COMPUTER SOFTWARE AND SUPPLIES	2,038	14,021	687	8,500	8,500
6004056 COMPUTER EQUIPMENT(NON CAPITAL	1,200	0	0	0	0
6004100 POSTAGE AND FREIGHT	13	50	19	50	50
6004105 DUES AND MEMBERSHIPS	135	1,000	135	1,000	1,000

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 22000000 Security

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004106 GENERAL OFFICE EXPENSES	60	250	60	250	250
6004113 WATER AND SEWAGE CHARGES	1,786	5,500	1,450	3,000	3,000
6004115 ELECTRIC CURRENT	4,447	7,000	2,832	6,000	6,000
6004117 BUILDING AND GROUNDS EXPENSES	5,431	4,400	2,336	2,400	2,400
6004137 ADVERTISING AND PROMOTION EXPE	0	100	0	100	100
6004138 OTHER OPERATIONAL EXPENSES	19,733	12,600	4,205	12,600	12,600
6004161 TRAVEL HOTEL AND MEALS	2,952	2,900	11	2,900	2,900
6004162 EDUCATION AND TRAINING	425	1,600	-250	1,600	1,600
6004164 NON-EMPLOYEE TRAVEL HOTEL & ME	0	500	0	500	500
6004192 SOFTWARE MAINTENANCE	1,814	695	2,314	4,000	4,000
6004196 COPYING MACHINE RENTALS	2,589	2,670	1,733	2,670	2,670
6004200 PROPERTY LOSS	3,106	0	283	0	0
6004203 INSURANCE CLAIMS	250	0	0	0	0
6004402 LAB SERVICES	8,225	0	5,415	0	0
6004568 VETERINARIAN SERVICES	13,375	16,000	12,197	20,000	20,000
6004595 TRANSFER TO RESERVE	0	0	0	6,570	6,570
<b>0000040 Contractual Expenditures Totals</b>	<b>130,901</b>	<b>177,850</b>	<b>64,202</b>	<b>153,204</b>	<b>153,204</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	17,036	18,043	9,022	8,934	8,934
6004604 DPW SECURITY CHARGEBACKS	0	0	-53,762	0	0
6004606 TELEPHONE BILLING ACCOUNT	0	1,032	0	1,792	1,792
6004609 DATA PROCESSING CHARGEBACKS	3,754	3,423	1,712	2,834	2,834
6004610 PERSONAL SERVICES CHARGEBACKS	0	0	0	11,419	11,419
6004614 OTHER CHARGEBACK EXPENSES	1,296	100	9	50	50
6004615 GASOLINE CHARGEBACK	37,644	42,020	19,289	48,000	48,000
6004616 FLEET SERVICE CHARGEBACK	0	24,498	26,720	35,919	35,919
6004617 DUPLICATING/PRINTING CHARGEBAC	231	300	280	300	300
6004618 OFFICE SUPPLIES CHARGEBACK	1,310	1,500	724	1,500	1,500
6004619 BUILDING SERVICE CHARGEBACK	2,693	4,500	1,327	5,000	5,000
6004626 TRANSPORTATION SERVICES CHARGE	0	21,750	0	28,013	28,013
<b>0000041 Chargeback Expenses Totals</b>	<b>63,964</b>	<b>117,166</b>	<b>5,321</b>	<b>143,761</b>	<b>143,761</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	269,262	338,500	206,686	354,692	354,692
6008002 SOCIAL SECURITY	176,631	192,177	101,555	187,637	187,637
6008004 WORKERS COMPENSATION	15,605	20,526	10,263	20,149	20,149
6008006 LIFE INSURANCE	815	893	511	749	749
6008007 HEALTH INSURANCE	369,382	404,825	206,566	316,554	316,554
6008009 RETIREE HEALTH INSURANCE	53,841	92,987	66,338	120,429	120,429
6008010 DISABILITY INSURANCE	4,032	4,386	2,389	3,869	3,869

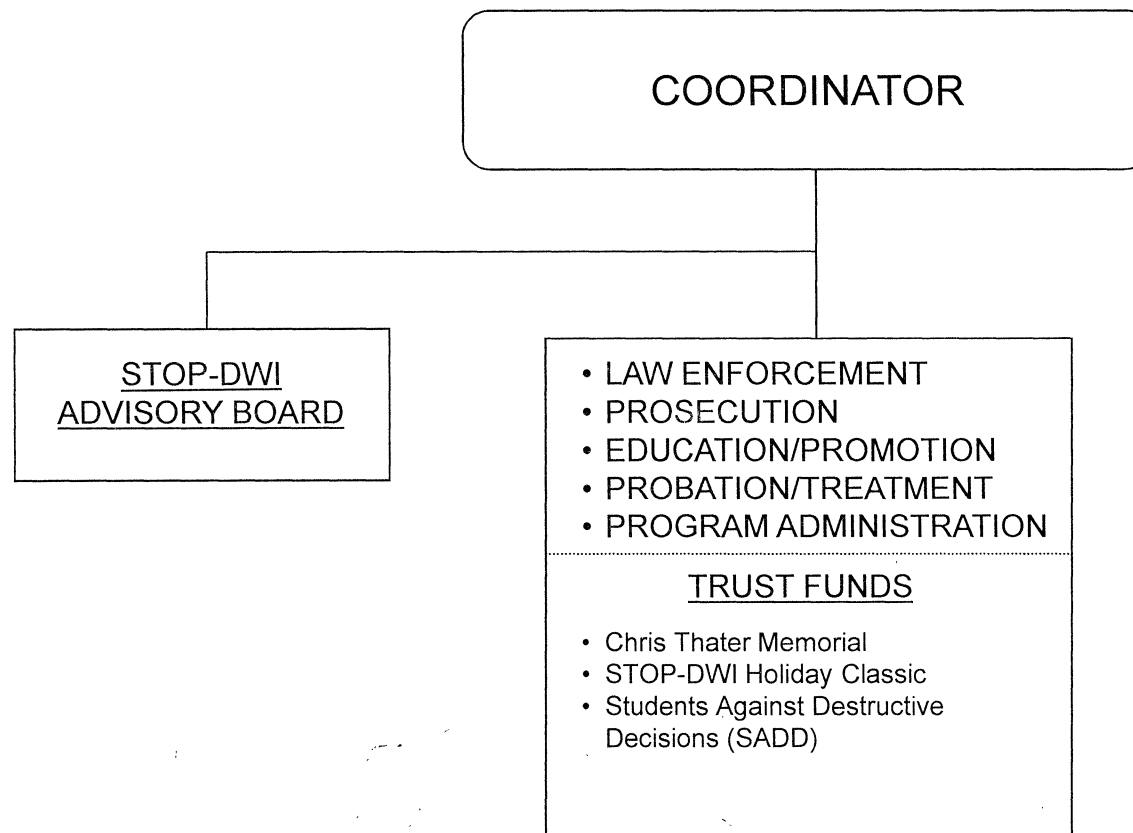
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 22000000 Security

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008011 UNEMPLOYMENT INSURANCE	43,189	0	488	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	0	0	1,048	1,048
0000080 Employee Benefits Totals	932,757	1,054,294	594,796	1,005,127	1,005,127
Exp Totals for Dept 22000000	3,485,184	3,864,142	2,036,383	3,762,208	3,762,208
Total for Dept 22000000	-847,074	-1,115,146	-894,383	-1,005,223	-1,005,223

# STOP - DWI



## **STOP-DWI**

### **MISSION STATEMENT**

To develop and coordinate a comprehensive DWI counter-measure program to deter the incidence of impaired driving and the occurrence of alcohol/drug related traffic injuries and fatalities.

### **DESCRIPTION**

STOP-DWI stands for “Special Traffic Options Program for Driving While Intoxicated”. The STOP-DWI Program was enacted by the State Legislature in 1981 for the purposes of empowering county governments to coordinate local efforts to reduce the incidence of impaired driving within the context of a comprehensive and financially self-sustaining highway safety program.

Pursuant to Article 31 Section 1197 of the New York State Vehicle and Traffic Law and 15 NYCRR Part 172 of the Commissioner’s Rules and Regulations, the Broome County STOP-DWI Program develops and coordinates a comprehensive DWI countermeasures program – that places a priority on general deterrence – the prevention of impaired driving through a high visibility enforcement and prosecution effort. To that end, STOP-DWI funds extra police patrols that are dedicated to DWI enforcement. STOP-DWI also provides specialized breath testing equipment and video cameras to police agencies as well. The District Attorney’s office receives funds for an additional prosecutor to specialize in DWI cases. STOP-DWI also funds a position with the Broome County Probation Department to deal with recidivist DWI offenders.

In addition, STOP-DWI funds a large print and electronic media campaign in order to heighten public awareness about the dangers of

impaired driving and to promote the enforcement and prosecution efforts.

STOP-DWI also sponsors numerous training seminars for prosecutors, police, educators, and treatment professionals who deal with various aspects of the drunk driving issues. STOP-DWI works with area middle and high schools and conducts numerous community outreach programs. The STOP-DWI Program also sponsors a high school basketball tournament, a high school girls softball tournament, a bicycle race, and a 5K Run using the popularity of sports to further promote its STOP-DWI and healthy lifestyles message.

STOP-DWI operates under 15 NYCRR Part 172 of the Commissioners Rules and Regulations which limits funding to only enhancement programs, which reduce the incidence of drunk driving. Broome County’s STOP-DWI Program is supported entirely by the fines paid by people convicted of driving while intoxicated and DWI Probation supervision fees.

### **2013 OBJECTIVES**

#### **Enforcement and Adjudication Component:**

- Continue the high visibility STOP-DWI Task Force Program involving specially marked patrol vehicles and overtime patrols that are dedicated to DWI enforcement.
- Continue the videotape program in which DWI offenders are videotaped at the scene of arrest and at police stations.
- Purchase specialized breath testing equipment and supplies for DWI enforcement.
- Support specialized crash investigation and reconstruction efforts among Broome County’s law enforcement agencies.

- Support the Drug Recognition Expert (DRE) Program with area police agencies.
- Continue the STOP-DWI Prosecution Program with the Broome County District Attorney's Office.
- Continue the STOP-DWI Probation Program with the Broome County Probation Department.
- Continue funding an in-house random drug testing program for DWI Probationers.

#### **Education and Public Awareness Component:**

- Continue specialized education programs for enforcement, prosecution, education, and treatment professionals who deal with various aspects of the impaired driving issues.
- Continue to offer TIPS Alcohol Server Training Program to on-premise (bars, taverns) and off-premise (caterers) establishments and to work with licensed establishments on the prevention of impaired driving.
- Conduct community outreach via public speaking engagements, presenting booths at health fairs and trade shows and by making available videos, displays, and printed materials to schools and other organizations.
- Continue to support education and public awareness activities in area middle schools and high schools.
- Conduct a comprehensive electronic and print advertising campaign to promote awareness about the DWI issue.
- Conduct special projects/events such as the STOP-DWI Holiday Classic, STOP-DWI Tournament of Champions and the Chris Thater Memorial to further promote the STOP-DWI and healthy lifestyles message to youth and the community.

#### **Administrative/Evaluation Component:**

- Work with the STOP-DWI Advisory Board, local officials and public and private community organizations to develop and coordinate a comprehensive DWI countermeasure program.
- Monitor and evaluate traffic accident, arrest, and conviction data to assess the effectiveness of Broome County's STOP-DWI effort.
- Coordinate local efforts to implement the Ignition Interlock Device (IID) requirements of Leandra's Law.
- Seek private/corporate sponsorship to help finance education and promotional efforts.

#### **2013 BUDGET HIGHLIGHTS**

- Application of DWI fine revenues to cover FY2013 program expenses at no cost to local taxpayers.
- Application of DWI Probation Supervision Fees to fund STOP-DWI's Probation programming.
- Application of STOP-DWI fund balance to help finance FY2013 budget.
- Maintaining a comprehensive DWI countermeasures program with declining DWI fine revenues due to the implementation of Leandra's Law.
- Providing financial assistance to county and local law enforcement for the purchase of specialized equipment and overtime patrols.

24010003 STOP DWI

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
STOP DWI Coordinator	22 Admin	1	1	1	1
Secretary	13 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 24000000 STOP DWI

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000426 MISCELLANEOUS	75	0	0	0	0
0000002 Departmental Income Total	75	0	0	0	0
0000005 Fines and Forfeitures					
5000491 STOP DWI FINES	318,047	355,000	187,309	320,000	320,000
5000492 DWI SUPERVISION FEES	49,923	42,000	31,986	43,000	43,000
0000005 Fines and Forfeitures Total	367,970	397,000	219,295	363,000	363,000
0000007 Misc Interfund Revenues					
5000561 TRANSFER FROM RESERVE FUND	11,000	9,152	9,152	14,500	14,500
0000007 Misc Interfund Revenues Total	11,000	9,152	9,152	14,500	14,500
Rev Totals for Dept 24000000	379,045	406,152	228,447	377,500	377,500
0000010 Personal Service					
6001000 SALARIES FULL-TIME	65,533	96,567	34,248	92,148	92,148
6001002 SALARIES TEMPORARY	18,157	0	29,169	0	0
0000010 Personal Service Totals	83,690	96,567	63,417	92,148	92,148
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	1,179	750	298	500	500
6004012 OFFICE SUPPLIES	1,807	4,000	571	2,000	2,000
6004048 MISC OPERATIONAL SUPPLIES	951	3,000	713	3,000	3,000
6004055 COMPUTER SOFTWARE AND SUPPLIES	155	0	0	0	0
6004056 COMPUTER EQUIPMENT (NON CAPITAL)	850	0	0	0	0
6004100 POSTAGE AND FREIGHT	34	500	104	500	500
6004105 DUES AND MEMBERSHIPS	1,043	1,200	1,106	955	955
6004106 GENERAL OFFICE EXPENSES	0	0	30	30	30
6004131 PHOTOGRAPHIC EXPENSES	0	500	199	200	200
6004136 OPERATIONAL EQUIPMENT REPAIRS	0	500	0	500	500
6004137 ADVERTISING AND PROMOTION EXPE	60,423	50,000	36,803	45,626	45,626
6004146 SUBCONTRACTED PROGRAM EXPENSE	66,780	76,000	14,839	68,000	68,000

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 24000000 STOP DWI

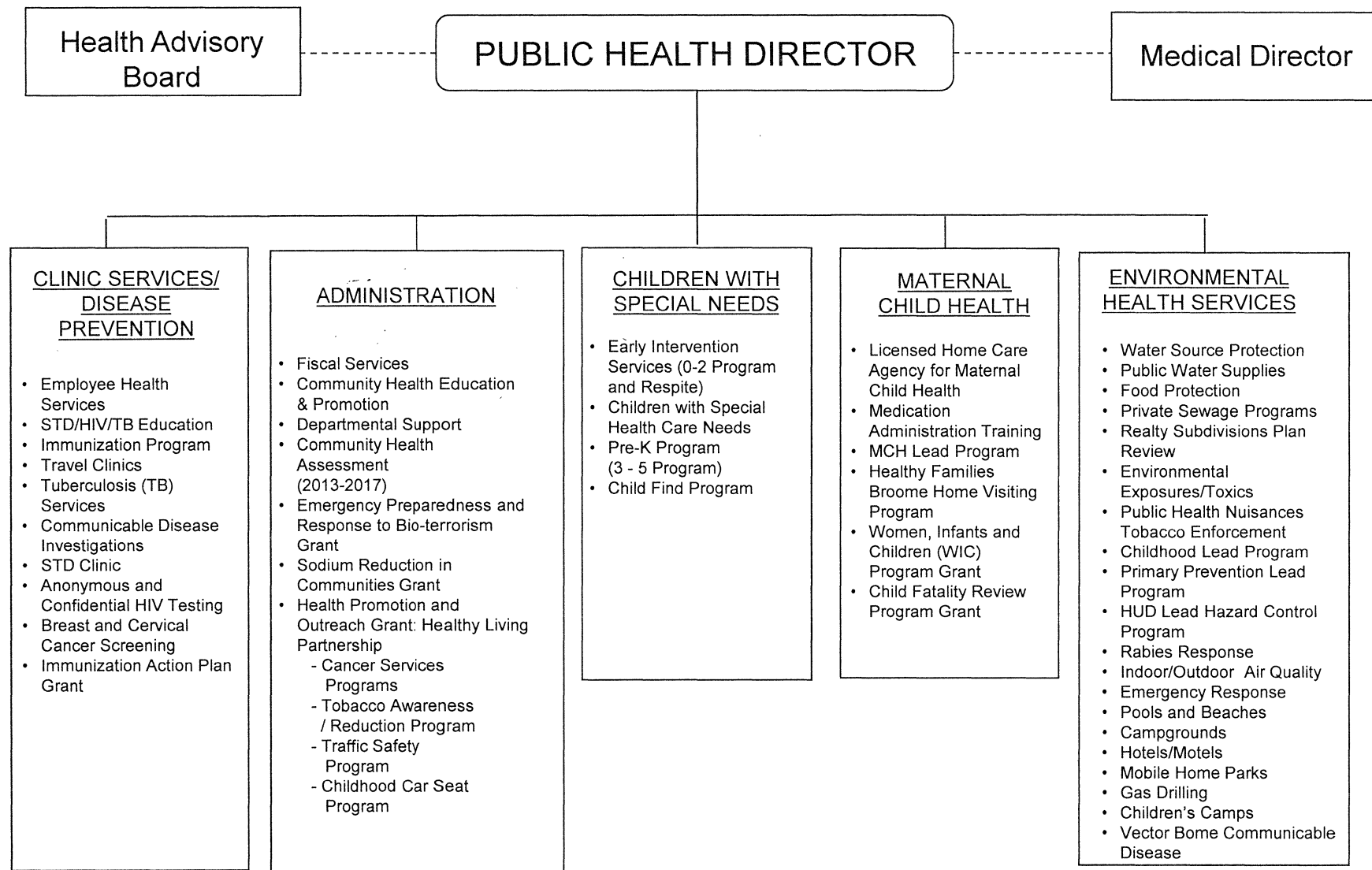
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004160 MILEAGE AND PARKING-LOCAL	127	250	572	250	250
6004161 TRAVEL HOTEL AND MEALS	370	250	489	250	250
6004162 EDUCATION AND TRAINING	200	1,000	579	500	500
6004164 NON-EMPLOYEE TRAVEL HOTEL & ME	0	1,000	0	500	500
6004165 ADVISORY BD/TRUSTEES EXPENSES	99	500	180	250	250
6004166 NON-EMPLOYEE EDUCATION AND TRN	569	1,000	240	1,000	1,000
6004196 COPYING MACHINE RENTALS	345	0	722	1,445	1,445
<b>0000040 Contractual Expenditures Totals</b>	<b>134,932</b>	<b>140,450</b>	<b>57,445</b>	<b>125,506</b>	<b>125,506</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	94	100	119	107	107
6004610 PERSONAL SERVICES CHARGEBACKS	94,688	109,000	47,358	104,000	104,000
<b>0000041 Chargeback Expenses Totals</b>	<b>94,782</b>	<b>109,100</b>	<b>47,477</b>	<b>104,107</b>	<b>104,107</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	11,969	17,382	11,898	19,581	19,581
6008002 SOCIAL SECURITY	6,098	7,387	4,590	7,049	7,049
6008004 WORKERS COMPENSATION	1,018	1,450	712	544	544
6008006 LIFE INSURANCE	35	38	29	38	38
6008007 HEALTH INSURANCE	16,324	27,394	14,504	22,428	22,428
6008009 RETIREE HEALTH INSURANCE	5,686	6,255	3,791	5,970	5,970
6008010 DISABILITY INSURANCE	129	129	82	129	129
6008011 UNEMPLOYMENT INSURANCE	0	0	11,968	0	0
<b>0000080 Employee Benefits Totals</b>	<b>41,259</b>	<b>60,035</b>	<b>47,574</b>	<b>55,739</b>	<b>55,739</b>
<b>Exp Totals for Dept 24000000</b>	<b>354,663</b>	<b>406,152</b>	<b>215,913</b>	<b>377,500</b>	<b>377,500</b>
<b>Total for Dept 24000000</b>	<b>24,382</b>	<b>0</b>	<b>12,534</b>	<b>0</b>	<b>0</b>

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## HEALTH

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# HEALTH



## HEALTH

### Administration

#### MISSION STATEMENT

Administration exists to establish and maintain the necessary infrastructure to assure the quality and consistency of public health services provided to the community in a cost-effective manner. The department strives to reduce inefficiencies, provide economies, and ensure compliance with regulations, accreditation standards and laws established by governing bodies. Administration serves as a “hub” between external recipients and internal recipients of services.

#### **Public Health Standards:**

Investigate health problems and environmental public health hazards to protect the community

- Conduct timely investigations of health problems and environmental public health hazards.
- Contain/mitigate health problems and environmental public health hazards.
- Analyze public health data to identify trends in health problems, environmental public health hazards, and social and economic factors that affect the public’s health.
- Maintain a plan with policies and procedures for urgent and non-urgent communications.

Inform and educate about public health issues and functions

- Provide health education and health promotion policies, programs, processes, and interventions to support prevention and wellness.
- Provide information on public health issues and public health functions through multiple methods to a variety of audiences.

Develop public health policies and plans

- Serve as a primary and expert resource for establishing and maintaining public health policies, practices, and capacity.

- Develop and implement a health department organizational strategic plan.
- Conduct a comprehensive planning process resulting in a Community Health Improvement Plan.
- Maintain an All Hazards Emergency Operations Plan

Enforce public health laws.

- Review existing laws and work with governing entities and elected/appointed officials to update as needed.
- Educate individuals and organizations on the meaning, purpose, compliance, and benefit of public health laws and how to comply.
- Conduct and monitor public health enforcement activities and coordinate notification of violations among appropriate agencies.

Evaluate and continuously improve processes, programs and interventions.

- Use a performance management system to improve organizational practice, processes, programs, and interventions
- Develop and implement quality improvement processes integrated into organizational practice, programs, processes and interventions.

Maintain administrative and management capacity

- Develop and maintain an operational infrastructure to support the performance of public health functions.
- Establish effective financial management systems

Maintain capacity to engage the public health governing entity.

- Maintain current operational definitions and statements of the public health roles, responsibilities, and authorities.
- Provide information to the governing entity regarding public health and the official responsibilities of the health department and of the governing entity.
- Encourage the governing entity’s engagement in the public health department’s overall obligations and responsibilities.

## **DESCRIPTION OF SERVICES**

The Administration Division is composed of three units: fiscal, departmental support, and administration.

- The fiscal unit is responsible for all facets of the Health Department's finances. Under the direction of the Fiscal Services Administrator, the fiscal staff provide payroll and personnel processing, accounts payable and receivable, cash management, statistical and financial analysis, billing, claiming and grants management. In addition, the unit prepares complex financial and statistical reports, (including cost reports), state aid applications, and various reports for the Health Department programs. Staff provides information and guidance on fiscal matters to the other divisions. Accountants act as liaisons to agency and non-agency staff regarding fiscal and program operations, departmental budget requests, and grant programs. The Fiscal Services Administrator coordinates the budget process fiscal procedures, and personnel activities for the entire Health Department.
- Departmental support assigned staff members are responsible for maintaining a clean and safe physical environment for the clients/visitors. Expenses support the infrastructure of the Health Department including telecommunications, service contracts, and information technology.
- Plans, directs, and administers all public health programs and services according to applicable laws and regulations as described in the Broome County Charter, Public Health Law and federal regulations.
- Serve as a primary and expert resource for establishing and maintaining Public Health policies, practices and capacity.
- Conducts public health surveillance, investigates public health issues, and evaluates public health interventions targeting chronic disease prevention and control, emerging infectious disease outbreaks, toxic exposures, environmental health problems, injuries, unintentional child fatalities, injuries or deaths due to motor vehicle, pedestrian and bicycle crashes, communicable

diseases, maternal child health morbidity, and tobacco control and preventive cancer services.

- Exercises, tests, refines and implements the Countywide Health Emergency Operations Plan for terrorist threats/incidents, communicable disease outbreaks, and disasters.
- Provides education to medical community to ensure timely identification and diagnosis of symptoms resulting from a biological, chemical, or radiological all hazards event.
- Directs the 2010-2013 Community Health Assessment and Community Health Improvement Plan process and functions as a community liaison in the process.
- Develops and assures compliance with the Municipal Public Health Services Plan and participates in evaluating, planning, and monitoring the health status of the County and its residents.
- Provides direct supervision and direction of departmental community health education and promotion activities. Coordinates and administers health education and health promotion activities in collaboration with other community agencies stakeholders, residents and elected officials.
- Provides direct supervision and direction to the fiscal and departmental support staff.

## **2013 OBJECTIVES**

- Engage in meaningful research of community health status, measured by jurisdictional mortality, incidence, or prevalence. Assess County characteristics such as poverty, health disparities, and health literacy to determine health behaviors, adverse health events, and populations at risk.
- Coordinate stakeholders from all sectors to participate in the Community Health Improvement Plan.
- Develop a well-trained and competent workforce through assessing training needs and collaborative planning with institutions of higher learning to maintain the technological tools of the public health infrastructure that are necessary to support all essential public health services.

- Increase awareness of chronic disease prevention through evidence-based health promotion and education activities and strategies that encourage lifestyle changes and engages community members where they live, learn, work, play, and pray.
- Build the capacity of community organizations to provide health information and programming as part of “doing business” offering cost-effective programs that impact health outcomes and are easy to replicate.
- Collaborate with institutions of higher learning to bring in expertise in planning and evaluation, epidemiologic studies, data collection, and management.

### **2013 BUDGET HIGHLIGHTS**

- Maintain health education activities to provide for coordination of efforts to prevent diseases and encourage healthy lifestyles by building the capacity of community organizations and by seeking insurance reimbursement where appropriate.
- Improved community health assessment and surveillance activities through coordination with other community agencies.
- Continued maximization of grant funding to support operating budget as the focus of public health shifts from direct services provision to surveillance, assurance, and policy development.
- Prioritization of expenses to reflect identified staff needs for education and technology, while focusing on equitable salary levels for recruiting and retaining staff.



## 25010004 HEALTH/Administration

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of Public Health	I Admin	1	1	1	1
Fiscal Services Administrator (40)	24 Admin	1	1	1	1
Supervising Public Health Educator *	21 BAPA	1	1	1	1
Senior Accountant	18 BAPA	1	1	1	1
Accountant (County)	16 CSEA	1	1	0	0
Principal Account Clerk	13 CSEA	1	1	2	2
Secretary	13 CSEA	1	1	1	1
Senior Account Clerk	9 CSEA	2	2	2	2
Senior Custodial Worker (40)	9 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b><u>PART TIME</u></b>					
Secretary	13 CSEA	0	1	1	1
Account Clerk	7 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL POSITIONS</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

\* Position is being charged to a grant in the current budget year

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 01 Health-Administration

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000118 FEES FOR SERVICES	63,553	61,535	0	50,697	50,697
5000331 CHARGEBACK TO GRANTS	58,857	55,216	31,242	123,852	123,852
5000333 OTHER DEPARTMENTAL CHARGEBACK	951	0	43	0	0
5000335 COPIER CHARGEBEACK	910	1,032	1,342	1,032	1,032
5000339 FRINGE BENEFIT CHGBK REVENUE	22,021	0	0	0	0
5000426 MISCELLANEOUS	1	0	10	0	0
0000002 Departmental Income Totals	146,293	117,783	32,637	175,581	175,581
0000003 Use of Money					
5000470 VENDING MACHINE	1,010	1,000	711	1,000	1,000
0000003 Use of Money Totals	1,010	1,000	711	1,000	1,000
0000006 Sale of Prop and Comp for Loss					
5000518 SALE OF EQUIPMENT	176	0	0	0	0
0000006 Sale of Prop and Comp for Loss Totals	176	0	0	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	485	0	54	0	0
5000568 APPROPRIATED FUND BALANCE	0	-235	0	0	0
0000007 Misc Interfund Revenues Totals	485	-235	54	0	0
0000008 State Aid					
5000808 OTHER STATE AID	18,476	26,102	0	24,842	24,842
5000821 PUBLIC HEALTH WORK	607,968	629,372	927,347	490,377	490,377
0000008 State Aid Totals	626,444	655,474	927,347	515,219	515,219
Rev Total for Div 2501	774,408	774,022	960,749	691,800	691,800
0000010 Personal Service					
6001000 SALARIES FULL-TIME	470,417	421,011	264,131	479,880	479,880

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 01 Health-Administration

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6001001 SALARIES PART-TIME	18,556	39,253	25,153	40,626	40,626
6001002 SALARIES TEMPORARY	40,844	29,306	15,646	25,141	25,141
6001003 SALARIES OVERTIME	-7,094	1,239	3,801	2,058	2,058
<b>0000010 Personal Service Totals</b>	<b>522,723</b>	<b>490,809</b>	<b>308,731</b>	<b>547,705</b>	<b>547,705</b>
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	920	1,277	454	1,343	1,343
6004012 OFFICE SUPPLIES	1,486	8,500	2,257	5,500	5,500
6004022 FUEL AND HEATING SUPPLIES	13,557	20,000	9,466	20,000	20,000
6004023 BLDG AND GROUNDS SUPPLIES	5,705	5,000	1,902	5,000	5,000
6004040 MOTOR EQUIPMENT SUPPLIES	171	0	0	0	0
6004046 GAS OIL GREASE AND DIESEL FUEL	296	500	172	500	500
6004055 COMPUTER SOFTWARE AND SUPPLIES	2,354	600	0	600	600
6004056 COMPUTER EQUIPMENT(NON CAPITAL	2,343	3,200	0	3,200	3,200
6004100 POSTAGE AND FREIGHT	1,054	1,220	628	1,054	1,054
6004105 DUES AND MEMBERSHIPS	7,040	3,754	250	3,891	3,891
6004106 GENERAL OFFICE EXPENSES	1,858	800	1,178	539	539
6004111 BUILDING AND LAND RENTAL	108,139	482,198	278,944	489,448	489,448
6004113 WATER AND SEWAGE CHARGES	1,886	2,300	1,189	2,240	2,240
6004115 ELECTRIC CURRENT	36,969	53,000	27,699	45,000	45,000
6004117 BUILDING AND GROUNDS EXPENSES	5,749	8,458	5,139	7,044	7,044
6004138 OTHER OPERATIONAL EXPENSES	1,127	75	274	0	0
6004146 SUBCONTRACTED PROGRAM EXPENSE	32,248	0	273	0	0
6004147 OTHER PROGRAM EXPENSE	-524	0	0	0	0
6004160 MILEAGE AND PARKING-LOCAL	47	162	0	162	162
6004161 TRAVEL HOTEL AND MEALS	134	1,884	-24	1,884	1,884
6004162 EDUCATION AND TRAINING	71	1,699	92	1,699	1,699
6004165 ADVISORY BD/TRUSTEES EXPENSES	105	300	39	300	300
6004168 OTHER PERSONAL EXPENSES	88	30	0	118	118
6004169 DAY TRIP MEAL REIMBURSEMENT	16	0	0	0	0
6004195 HARDWARE RENTAL	1,112	0	2,594	3,141	3,141
6004196 COPYING MACHINE RENTALS	0	2,862	1,101	2,500	2,500
6004406 MEDICAL AND HOSPITAL SERVICES	0	0	61	0	0
6004413 OTHER HEALTH AND MEDICAL SERVI	84,197	85,000	21,712	86,112	86,112
6004500 ACCTG AND COST ALLOCATION SERV	1,000	1,500	1,500	1,500	1,500
6004505 CONTRACTED DATA PROCESSING SER	-220	0	480	0	0
6004588 INTEREST AND PENALTIES	1	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>308,929</b>	<b>684,319</b>	<b>357,380</b>	<b>682,775</b>	<b>682,775</b>
<b>0000041 Chargeback Expenses</b>					
6004601 INDIRECT COSTS	428,397	441,213	0	411,665	411,665

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 01 Health-Administration

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004602 INSURANCE PREMIUM CHARGEBACK	1,195	1,145	573	1,311	1,311
6004604 DPW SECURITY CHARGEBACKS	105,894	107,523	53,762	108,206	108,206
6004605 COUNTY ATTORNEY CHARGEBACKS	38,181	55,204	20,237	41,836	41,836
6004606 TELEPHONE BILLING ACCOUNT	12,527	5,591	4,145	9,267	9,267
6004609 DATA PROCESSING CHARGEBACKS	83,088	68,815	28,664	57,403	57,403
6004610 PERSONAL SERVICES CHARGEBACKS	53,182	72,973	39,387	76,754	76,754
6004614 OTHER CHARGEBACK EXPENSES	102,661	118,478	55,840	105,390	105,390
6004615 GASOLINE CHARGEBACK	641	1,574	404	629	629
6004616 FLEET SERVICE CHARGEBACK	65	1,723	6,643	850	850
6004617 DUPLICATING/PRINTING CHARGEBAC	1,412	3,275	2,731	2,065	2,065
6004618 OFFICE SUPPLIES CHARGEBACK	1,636	2,000	772	2,000	2,000
6004619 BUILDING SERVICE CHARGEBACK	1,084	4,400	1,306	5,000	5,000
<b>0000041 Chargeback Expenses Totals</b>	<b>829,963</b>	<b>883,914</b>	<b>214,464</b>	<b>822,376</b>	<b>822,376</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	173,312	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>173,312</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	206,988	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>206,988</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	80,946	81,280	51,957	107,754	107,754
6008002 SOCIAL SECURITY	42,342	37,548	22,502	41,900	41,900
6008004 WORKERS COMPENSATION	7,410	7,406	3,599	10,972	10,972
6008006 LIFE INSURANCE	257	228	155	247	247
6008007 HEALTH INSURANCE	121,603	113,429	68,294	123,378	123,378
6008009 RETIREE HEALTH INSURANCE	202,956	238,895	139,940	228,397	228,397
6008010 DISABILITY INSURANCE	1,283	1,200	697	1,097	1,097
6008011 UNEMPLOYMENT INSURANCE	9,064	0	0	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	2,846	2,475	0	0
<b>0000080 Employee Benefits Totals</b>	<b>465,861</b>	<b>482,832</b>	<b>289,619</b>	<b>513,745</b>	<b>513,745</b>
<b>Exp Total for Div 2501</b>	<b>2,507,776</b>	<b>2,541,874</b>	<b>1,170,194</b>	<b>2,566,601</b>	<b>2,566,601</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 25000000   Health  
DIV 01          Health-Administration

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Total for Div 2501	-1,733,368	-1,767,852	-209,445	-1,874,801	-1,874,801

## **HEALTH**

### **Environmental Health**

#### **MISSION STATEMENT**

To promote public health and prevent communicable disease, chronic conditions and injury by providing technical assistance to the regulated community and education to the public in various program areas including, but not limited to, food service, water and air quality, rabies control, lead poisoning prevention, swimming pool inspections and hotel/motel fire safety inspections. The Division is charged with the enforcement of the New York State Sanitary Code, the Broome County Sanitary Code and certain parts of the Public Health Law.

#### **DESCRIPTION OF SERVICES**

The Division of Environmental Health conducts: routine inspections of 1,725 regulated facilities such as pools, camps, temporary residences and restaurants; responds to complaints of public health nuisances; provides rabies control; enforces the Clean Indoor Air Act and the Adolescent Tobacco Use Prevention Act; reviews plans for public water and private sewage disposal systems; coordinates lead poisoning prevention efforts; conducts communicable disease outbreak investigations; educates facility operators with training courses and the general public with presentations and media releases. The Division of Environmental Health also responds to emergencies and participates in other departmental emergency planning initiatives.

#### **2013 Objectives:**

- Continue to monitor and reduce public health hazards found during inspections within program areas, along with increased education and enforcement actions.
- Implement new program policies and procedures to maintain accountability and efficiency.

- Modify the Broome County Sanitary Code fee schedule to come in line with the permit fees of similar counties as well as to become more equitable between permitted facilities within program areas.
- Modify Environmental Health staff roles to meet the increasing demands with limited staff and funding.
- Prioritize program objectives to those of high risk. Cut or limit non-mandated programs to meet budget constraints.
- Modify inspection protocols to increase program efficiency and minimize excessive travel.
- Increase transparency to public by placing inspection reports online.
- Increase educational awareness of Environmental Health issues via free in-house and on-line training courses, smart phone applications and media.

#### **2013 Budget Highlights:**

- Continue to pursue grants to decrease Net to County support.
- Decrease contractual costs, travel costs and staff time by humanely euthanizing rabies specimens in-house following NYS Department of Health and Broome County Risk and Insurance approved protocol.
- Minimize unnecessary and costly human post-exposure prophylaxis by providing health care specialists the tools necessary to make sound judgments when providing treatment.
- Increased the number of food inspections by modifying staff roles and program policies.

## 25050004 HEALTH/Environmental Health

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of Environmental Health Services	C Admin	1	1	1	1
Senior Public Health Engineer	28 BAPA	1	1	1	1
Groundwater Management Specialist	23 BAPA	1	1	1	1
Public Health Engineer	23 BAPA	1	1	1	1
Senior Public Health Sanitarian	20 BAPA	2	2	2	2
Public Health Sanitarian	17 CSEA	2	2	2	2
Public Health Technician	14 CSEA	2	2	2	2
Secretary	13 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 05 Health-Environmental Health

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000118 FEES FOR SERVICES	243,366	249,077	177,759	216,670	216,670
5000119 PUBLIC HEALTH FINES	15,750	13,000	17,250	10,000	10,000
5000331 CHARGEBACK TO GRANTS	18,390	28,853	35,796	57,292	57,292
5000333 OTHER DEPARTMENTAL CHARGEBACK	1,270	1,411	0	0	0
0000002 Departmental Income Totals	278,776	292,341	230,805	283,962	283,962
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	10	0	237	0	0
5000534 TRANSFER FROM INSURANCE RESERV	89	0	0	0	0
0000007 Misc Interfund Revenues Totals	99	0	237	0	0
0000008 State Aid					
5000821 PUBLIC HEALTH WORK	160,871	275,400	43,930	271,875	271,875
5000824 RABIES	16,737	21,198	4,743	22,349	22,349
0000008 State Aid Totals	177,608	296,598	48,673	294,224	294,224
Rev Total for Div 2505	456,483	588,939	279,715	578,186	578,186
0000010 Personal Service					
6001000 SALARIES FULL-TIME	612,014	645,216	399,914	665,204	665,204
6001001 SALARIES PART-TIME	3,911	0	0	0	0
6001002 SALARIES TEMPORARY	4,949	30,402	135	0	0
0000010 Personal Service Totals	620,874	675,618	400,049	665,204	665,204
0000020 Equipment and Capital Outlay					
6002706 COMMUNICATIONS EQUIPMENT	0	0	547	0	0
0000020 Equipment and Capital Outlay Totals	0	0	547	0	0
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	128	130	433	530	530



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 05 Health-Environmental Health

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004012 OFFICE SUPPLIES	-89	3,000	584	3,000	3,000
6004056 COMPUTER EQUIPMENT (NON CAPITAL	0	2,400	0	2,400	2,400
6004061 ENVIRONMENTAL HEALTH SUPPLIES	2,025	360	463	1,426	1,426
6004062 MEDICAL LAB & CLINIC SUPPLIES	3,789	4,900	6,016	8,305	8,305
6004100 POSTAGE AND FREIGHT	979	4,800	477	1,486	1,486
6004105 DUES AND MEMBERSHIPS	15	15	0	15	15
6004106 GENERAL OFFICE EXPENSES	2,428	2,750	1,939	3,170	3,170
6004111 BUILDING AND LAND RENTAL	0	0	3,500	0	0
6004137 ADVERTISING AND PROMOTION EXPE	341	0	13	100	100
6004138 OTHER OPERATIONAL EXPENSES	0	75	0	75	75
6004160 MILEAGE AND PARKING-LOCAL	281	2,775	156	1,000	1,000
6004161 TRAVEL HOTEL AND MEALS	644	592	0	792	792
6004162 EDUCATION AND TRAINING	397	0	0	0	0
6004196 COPYING MACHINE RENTALS	652	0	0	0	0
6004200 PROPERTY LOSS	89	0	0	0	0
6004402 LAB SERVICES	2,661	6,000	1,016	4,000	4,000
6004413 OTHER HEALTH AND MEDICAL SERVI	11,465	17,198	7,887	9,976	9,976
6004568 VETERINARIAN SERVICES	2,009	2,205	1,763	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>27,814</b>	<b>47,200</b>	<b>24,247</b>	<b>36,275</b>	<b>36,275</b>
<b>0000041 Chargeback Expenses</b>					
6004605 COUNTY ATTORNEY CHARGEBACKS	7,478	7,796	6,049	21,736	21,736
6004606 TELEPHONE BILLING ACCOUNT	5,407	5,809	521	2,906	2,906
6004609 DATA PROCESSING CHARGEBACKS	21,701	17,514	11,760	19,151	19,151
6004614 OTHER CHARGEBACK EXPENSES	3,259	2,635	1,223	1,205	1,205
6004615 GASOLINE CHARGEBACK	3,946	4,592	1,102	5,789	5,789
6004616 FLEET SERVICE CHARGEBACK	0	5,020	2,322	7,816	7,816
6004617 DUPLICATING/PRINTING CHARGEBAC	316	218	32	316	316
6004618 OFFICE SUPPLIES CHARGEBACK	3,334	4,113	2,042	3,334	3,334
6004627 SINGLE AUDIT CHARGEBACK	0	0	-30	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>45,441</b>	<b>47,697</b>	<b>25,021</b>	<b>62,253</b>	<b>62,253</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	88,678	121,611	74,936	141,356	141,356
6008002 SOCIAL SECURITY	46,168	51,685	29,596	50,887	50,887
6008004 WORKERS COMPENSATION	7,788	8,752	5,049	10,972	10,972
6008006 LIFE INSURANCE	229	228	154	228	228
6008007 HEALTH INSURANCE	84,379	89,620	64,945	103,787	103,787
6008009 RETIREE HEALTH INSURANCE	101,982	112,182	66,360	97,036	97,036
6008010 DISABILITY INSURANCE	771	774	491	774	774
6008013 HEALTH INS - RETIRE INCENTIVE	0	0	669	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 25000000    Health  
DIV 05          Health-Environmental Health

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits Totals	329,995	384,852	242,200	405,040	405,040
Exp Total for Div 2505	1,024,124	1,155,367	692,064	1,168,772	1,168,772
Total for Div 2505	-567,641	-566,428	-412,349	-590,586	-590,586

## **HEALTH**

### **Clinics & Disease Control**

#### **MISSION STATEMENT**

The Broome County Health Department Clinic Services Division focuses on prevention of the transmission of infection and communicable diseases through the coordination of community resources, surveillance, health education, consultation, and direct care based on community need.

#### **DESCRIPTION OF SERVICES**

The Clinic Division provides specialized clinic services in an outpatient care setting. The primary site is located at 225 Front Street and immunization and outreach services are provided at several locations throughout the County. The division is comprised of six basic program areas: Communicable Disease, Employee Health, HIV Testing, Immunization, Sexually Transmitted Diseases, and Tuberculosis. The Clinic Division currently manages three grants which enable the department to provide additional HIV testing, both anonymous and confidential, outreach and education on HIV counseling, testing, referral, and partner notification. The Immunization Action Plan grant is designed to increase immunization rates through surveillance and education of local health care providers as well as outreach to homeless shelters and the County corrections facility to improve Hepatitis A and B and Influenza immunization rates.

#### **2013 OBJECTIVES**

- Through a coordinated effort, continue to participate in and collaborate with community agencies in a community-wide emergency preparedness response plan including development and implementation of regional stockpile distribution and mass immunization/prophylaxis clinics.

- The community will continue to be served by a system to monitor infectious diseases by subgroup.
- Prevent and minimize vaccine-preventable diseases by providing education, surveillance, and direct service as needed.
- Reduce the transmission of sexually transmitted diseases by providing education, surveillance, and direct services as needed.
- Evaluate for tuberculosis infection and reduce transmission by providing targeted testing, education, surveillance, and direct service to populations at risk.
- Optimize the health and wellbeing of County employees and volunteer firefighters through the provision of comprehensive risk assessment, education, immunizations, and referrals.
- Expand communicable disease surveillance to include school absenteeism for disease trending.
- Optimize visits to influenza vaccine clinics by offering clinics early in the season and charging a fee consistent with that of community providers.
- Expand adult immunization rates for tetanus, diphtheria, pertussis, human papilloma virus and pneumococcal disease.
- Continue and expand community presentations on sexually transmitted infections, HIV, bloodborne pathogens and other infectious diseases to high school, adult education and college students, health and social service professionals, and County employees.

#### **2013 BUDGET HIGHLIGHTS**

- Continue to contract with the Broome County Correctional Facility to offer STD and HIV testing and education, and Hepatitis, HPV and Influenza vaccines.
- Continue to expand revenue collection by establishing and revising contracts with third party payers.
- Maximize grant revenues to support the operating budget.
- Revise Medicaid billing procedures to accommodate new methodologies.
- Maintain internal controls and a quality assurance plan that meets

Corporate Compliance regulations for Medicaid billing.

- Use standardized tools for evaluating quality of care, medical necessity and appropriateness of procedures.
- Strengthen internal controls to prevent pended or denied claims and overpayments.
- Provide full participation in the preparation and application for National Public Health Accreditation.
- Establish contracts with Broome County volunteer fire departments to perform NFPA 1582 periodic physical exams.

## 25020004 HEALTH/Clinics &amp; Disease Control

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of Clinic Services	C Admin	1	1	1	1
Quality Improvements Nurse	20 BAPA	1	1	1	1
Nurse Practitioner	27 CSEA	1	1	1	1
Public Health Nurse	17 CSEA	4	4	4	4
HIV Program Representative	14 CSEA	1	1	1	1
Senior Registered Professional Nurse	14 CSEA	1	1	1	1
Secretary	13 CSEA	1	1	1	1
Senior Medical Assistant	13 CSEA	1	1	1	1
Senior Account Clerk Typist	9 CSEA	1	1	1	1
Patient Accounts Representative	8 CSEA	2	2	2	2
Clerk*	6 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b><u>PART TIME</u></b>					
Clinical Laboratory Director	NA	1	1	1	1
Medical Dir/STD/HIV Clinic	NA	1	1	1	1
Medical Director TB	NA	1	1	1	1
Medical Director - Employee Health Services	NA	1	1	1	1
Nurse Practitioner	27 CSEA	1	1	1	1
Public Health Nurse	17 CSEA	1	1	1	1
Registered Professional Nurse	14 CSEA	1	0	0	0
Receptionist Typist	6 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>TOTAL POSITIONS</b>		<b>23</b>	<b>22</b>	<b>22</b>	<b>22</b>

\* One position unfunded in 2013

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 02 Health-Clinic & Disease Control

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000118 FEES FOR SERVICES	103,304	129,642	40,621	70,871	70,871
5000311 WORKERS COMP PHYSICALS	13,422	10,806	8,146	16,159	16,159
5000325 MISC ADMIN AND OTHER INCOME	10	0	0	0	0
5000331 CHARGEBACK TO GRANTS	66,361	87,196	41,235	79,089	79,089
5000333 OTHER DEPARTMENTAL CHARGEBACK	35,135	25,423	18,747	21,836	21,836
5000431 MISCELLANEOUS	5,133	0	382	25,500	25,500
5000432 BAD DEBT AND CHARITY CARE	114,774	196,254	29,736	324,877	324,877
0000002 Departmental Income Totals	338,139	449,321	138,867	538,332	538,332
0000008 State Aid					
5000821 PUBLIC HEALTH WORK	525,850	478,721	46,370	483,265	483,265
0000008 State Aid Totals	525,850	478,721	46,370	483,265	483,265
Rev Total for Div 2502	863,989	928,042	185,237	1,021,597	1,021,597
0000010 Personal Service					
6001000 SALARIES FULL-TIME	693,274	712,929	425,345	707,740	707,740
6001001 SALARIES PART-TIME	60,844	76,553	40,210	75,811	75,811
6001002 SALARIES TEMPORARY	70,307	58,732	36,943	56,192	56,192
6001003 SALARIES OVERTIME	6,554	0	0	0	0
6001004 SALARIES SHIFT DIFFERENTIAL	384	624	106	624	624
0000010 Personal Service Totals	831,363	848,838	502,604	840,367	840,367
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	808	745	301	990	990
6004012 OFFICE SUPPLIES	6,898	5,838	1,808	7,461	7,461
6004045 TRAINING AND EDUCATIONAL SUPPL	212	500	261	500	500
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	976	0	646	646
6004056 COMPUTER EQUIPMENT (NON CAPITAL	1,307	885	4,797	792	792
6004062 MEDICAL LAB & CLINIC SUPPLIES	84,022	89,538	57,408	88,678	88,678
6004063 PRESCRIPTION DRUGS	6,679	6,839	3,253	6,687	6,687
6004100 POSTAGE AND FREIGHT	735	2,920	513	770	770
6004105 DUES AND MEMBERSHIPS	60	25	25	25	25
6004106 GENERAL OFFICE EXPENSES	229	265	206	159	159

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 02 Health-Clinic & Disease Control

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004123 MEDICAL HOSPITAL AND LAB EXPEN	592	1,980	415	1,980	1,980
6004136 OPERATIONAL EQUIPMENT REPAIRS	579	2,200	488	2,200	2,200
6004137 ADVERTISING AND PROMOTION EXPE	20	0	0	0	0
6004138 OTHER OPERATIONAL EXPENSES	408	300	309	400	400
6004146 SUBCONTRACTED PROGRAM EXPENSE	99,438	100,000	38,354	100,000	100,000
6004160 MILEAGE AND PARKING-LOCAL	1,255	3,200	601	1,500	1,500
6004161 TRAVEL HOTEL AND MEALS	13	443	-13	461	461
6004162 EDUCATION AND TRAINING	737	1,000	793	1,000	1,000
6004165 ADVISORY BD/TRUSTEES EXPENSES	0	300	0	0	0
6004169 DAY TRIP MEAL REIMBURSEMENT	48	0	0	0	0
6004192 SOFTWARE MAINTENANCE	0	20,435	27,322	18,470	18,470
6004196 COPYING MACHINE RENTALS	1,296	3,603	2,278	3,240	3,240
6004402 LAB SERVICES	5,702	19,700	7,596	17,200	17,200
6004406 MEDICAL AND HOSPITAL SERVICES	0	680	0	680	680
6004413 OTHER HEALTH AND MEDICAL SERVI	117	450	20	450	450
6004593 OTHER GOVERNMENTS PAYMENTS	3,694	5,000	3,189	5,000	5,000
<b>0000040 Contractual Expenditures Totals</b>	<b>214,849</b>	<b>267,822</b>	<b>149,924</b>	<b>259,289</b>	<b>259,289</b>
<b>0000041 Chargeback Expenses</b>					
6004606 TELEPHONE BILLING ACCOUNT	10,848	9,719	1,894	6,772	6,772
6004609 DATA PROCESSING CHARGEBACKS	69,051	43,002	20,775	43,511	43,511
6004614 OTHER CHARGEBACK EXPENSES	1,096	1,266	796	886	886
6004615 GASOLINE CHARGEBACK	326	213	92	402	402
6004616 FLEET SERVICE CHARGEBACK	0	232	120	543	543
6004617 DUPLICATING/PRINTING CHARGEBAC	2,109	1,435	539	2,109	2,109
6004618 OFFICE SUPPLIES CHARGEBACK	1,556	1,566	718	1,556	1,556
6004627 SINGLE AUDIT CHARGEBACK	7,145	6,700	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>92,131</b>	<b>64,133</b>	<b>24,934</b>	<b>55,779</b>	<b>55,779</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	2,096	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>2,096</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	211	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>211</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 25000000      Health  
DIV 02      Health-Clinic & Disease Control

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits					
6008001 STATE RETIREMENT	105,707	141,162	84,612	165,244	165,244
6008002 SOCIAL SECURITY	60,338	64,936	36,581	64,288	64,288
6008004 WORKERS COMPENSATION	10,178	11,445	6,092	14,107	14,107
6008006 LIFE INSURANCE	316	380	203	345	345
6008007 HEALTH INSURANCE	194,248	196,560	113,250	182,157	182,157
6008009 RETIREE HEALTH INSURANCE	122,160	186,552	108,234	168,108	168,108
6008010 DISABILITY INSURANCE	1,873	2,064	1,125	1,819	1,819
6008013 HEALTH INS - RETIRE INCENTIVE	0	6,231	5,419	0	0
0000080 Employee Benefits Totals	494,820	609,330	355,516	596,068	596,068
Exp Total for Div 2502	1,635,470	1,790,123	1,032,978	1,751,503	1,751,503
Total for Div 2502	-771,481	-862,081	-847,741	-729,906	-729,906



**HEALTH****Emergency Medical Training****MISSION STATEMENT**

To develop and administer a comprehensive program of education, coordination, and operational assistance to Emergency Medical Services agencies in Broome County, in order to assure a cohesive and effective EMS system throughout Broome County.

**DESCRIPTION OF SERVICES**

See Office of Emergency Services

**2013 OBJECTIVES**

See Office of Emergency Services

**2013 BUDGET HIGHLIGHTS**

The Emergency Medical Training division's budget was moved from the Health Department to the Office of Emergency Services in 2012.

25040004 HEALTH/Emergency Medical Training

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
EMS Coordinator	22 Admin	1	0	0	0
Keyboard Specialist	8 CSEA	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>PART TIME</u></b>					
EMS Officer	11 CSEA	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

Positions moved to OES as of 01/01/2012

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010	General Operating					
DEPT 25000000	Health					
DIV 04	Health-Emergency Medical Training					
		2011	2012	2012	2013	2013
		Actuals	Budget	YTD Actuals	Budget	Budget
				As of 09/06/12	Requested	Recommended
Account						
0000002 Departmental Income						
5000112 STUDENT TUITION, PT DAY	56,132	0	0	0	0	0
5000193 SALE OF TRAINING BOOKS	672	0	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	690	0	0	0	0	0
0000002 Departmental Income Totals	57,494	0	0	0	0	0
0000008 State Aid						
5000821 PUBLIC HEALTH WORK	14,842	0	0	0	0	0
5000823 VOLUNTEER TRAINING	106,610	0	0	0	0	0
0000008 State Aid Totals	121,452	0	0	0	0	0
Rev Total for Div 2504	178,946	0	0	0	0	0
0000010 Personal Service						
6001000 SALARIES FULL-TIME	88,699	0	0	0	0	0
6001001 SALARIES PART-TIME	16,231	0	0	0	0	0
6001003 SALARIES OVERTIME	-2,011	0	0	0	0	0
0000010 Personal Service Totals	102,919	0	0	0	0	0
0000040 Contractual Expenditures						
6004012 OFFICE SUPPLIES	3,061	0	-615	0	0	0
6004045 TRAINING AND EDUCATIONAL SUPPL	8,199	0	0	0	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	190	0	0	0	0	0
6004056 COMPUTER EQUIPMENT(NON CAPITAL	2,808	0	0	0	0	0
6004100 POSTAGE AND FREIGHT	88	0	0	0	0	0
6004161 TRAVEL HOTEL AND MEALS	120	0	0	0	0	0
6004162 EDUCATION AND TRAINING	255	0	0	0	0	0
6004570 INSTRUCTOR SERVICES	74,471	0	0	0	0	0
0000040 Contractual Expenditures Totals	89,202	0	-615	0	0	0
0000041 Chargeback Expenses						
6004614 OTHER CHARGEBACK EXPENSES	524	0	0	0	0	0
6004615 GASOLINE CHARGEBACK	540	0	0	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 04 Health-Emergency Medical Training

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses Totals	1,064	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	14,850	0	0	0	0
6008002 SOCIAL SECURITY	7,615	0	0	0	0
6008004 WORKERS COMPENSATION	1,326	0	0	0	0
6008006 LIFE INSURANCE	58	0	0	0	0
6008007 HEALTH INSURANCE	30,701	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	15,352	0	0	0	0
6008010 DISABILITY INSURANCE	196	0	0	0	0
0000080 Employee Benefits Totals	70,098	0	0	0	0
Exp Total for Div 2504	263,283	0	-615	0	0
Total for Div 2504	-84,337	0	615	0	0

## **HEALTH**

### **Maternal Child Health and Development**

#### **MISSION STATEMENT**

To promote through identification, assessment, education, and service provision, the growth and development of children with special needs and their families. Also, to improve the health of women, infants and children through health teaching, health counseling, and the early identification of real and potential health problems.

#### **DESCRIPTION OF SERVICES**

Public Health Nurses provide maternal child home visiting services. Through the Licensed Home Care Services Agency (LHCSA), home visits are made to prenatal, postpartum, and pediatric clients. The nurses provide skilled nursing assessments, discuss concerns and answer questions about health care, child care, child growth and development. Nurses also visit parents who have just lost a child to provide bereavement education and support the family through the grieving process. Other areas of expertise include: bereavement, lactation consultation, child growth and development, home safety, psychosocial assessment, community referrals for substance abuse, domestic violence, mental health, and ongoing parent education.

The Healthy Families Broome Program is part of a statewide initiative, Healthy Families New York. This program is a comprehensive prevention program that focuses on the safety of children while supporting families. Two nurses trained by Prevent Child Abuse New York serve as Family Assessment Workers. The nurses offer eligible expectant families a home visit. During the home visit, the nurse completes an in-depth psychosocial assessment with the expectant parents to assess their strengths, needs, and challenges. The nurse provides referrals to community agencies and eligibility is determined for the long term home visiting program.

Certified Medication Administration Training (MAT) is available for child care providers to educate them on appropriate medication administration techniques utilizing the curriculum developed by SUNY Training Strategies Group.

Early Intervention Program Service Coordinators work closely with families of children with developmental delays and/or diagnosed conditions with a high probability of delay, to identify the families' concerns and priorities for their children. The Early Intervention Program is a federally mandated statewide program offering therapeutic and support services for infants and children up to three years of age with special needs and their families.

The Child Find component of Early Intervention Program focuses on ensuring at-risk children: (a) are engaged in primary health care; (b) will receive appropriate developmental surveillance and screening from a primary care provider; (c) are referred to Early Intervention for a multi-disciplinary evaluation when indicated; and (d) have health insurance coverage.

From Early Intervention, a child may transition into the Preschool Program for children aged three to five with suspected or confirmed delays, which will affect learning. Resources, including special education and parent education, are available to assist parents of preschool children with disabilities to help them prepare their children for the transition to school (kindergarten). Participation in quality learning experiences is important for all children in order to achieve high educational standards. Allowing children with and without disabilities opportunities to learn together, whenever possible, is desirable and of benefit to all children.

The Broome County Health Department was awarded funding to initiate a Child Fatality Review Team (CFRT) co-chaired with the Broome County Coroner. Building upon the local Family Violence Prevention Council partnerships, the Health Department along with key stakeholders, local DSS/Mental Health Commissioner, Forensic

Pathologist, County Attorney, District Attorney, Sheriff, State Police, Medical Director, Pediatric Neonatologist and Emergency Medical Services, meet monthly to review unexpected unexplained child deaths. This team has discussed 28 child abuse fatality cases since 2009 and has developed a formal process to identify system-based impediments to child health and safety that will ultimately reduce the number of child deaths. Some interventions targeted at preventing child deaths have been recommended and implemented by the Family Violence Prevention Council., Mothers and Babies Perinatal Network, Broome County Health Department Maternal Child Health Division, and the Sheriff's Department.

The Children with Special Health Care Needs (CSHCN) Program assists families in ascertaining community resources. It also provides outreach throughout the community to increase awareness of resources available.

### **2013 OBJECTIVES**

- Reduce fetal, infant and child death by early identification of problems, developing and implementing interventions and providing community education.
- Increase the number of children screened for lead poisoning at age one and two through provision of information to parents in collaboration with Environmental Health staff.
- Eliminate childhood lead poisoning through primary prevention, early identification, and continued services to children with elevated blood levels.
- Maximize use of preventive health services through education and collaboration with local health care providers, the Clinic Division, Department of Social Services, schools, NYS Department of Health, and child care providers.
- Offer Kempe assessment to expectant and new families to assess their strengths and challenges. Offer families information regarding local community resources and connect eligible families to Healthy Families Broome home visiting program.
- Continue to review and update Quality Assurance Corporate Compliance Plan in the division to ensure program integrity, accuracy, appropriate authorization of service and quality of care.
- Maternal Child Health / Licensed Home Care Services Agency
  - o Increase the number of prenatal visits to ensure early and continuous comprehensive prenatal care to reduce infant mortality, decrease low-birth-weight babies, and increase positive birth outcomes.
  - o Increase the number of evaluation visits to postpartum/newborn clients to minimize environmental hazards to reproduction/growth/development through evaluation of home settings, health habits and nutrition status.
  - o Continue to provide training in medication administration to child care providers.
  - o Ensure appropriate newborn bloodspot screening, follow-up testing, and referral to services.
- Increasing need for services in both the Early Intervention Program and the Preschool Education Program demands assurance of adequate capacity of needed services for infants and children identified as having developmental and/or learning delays and/or being at risk for developmental delays.
- NYS Department of Health is restructuring the billing component of the Early Intervention Program, slated to begin in 2013. Broome County Early Intervention Program will work to successfully accommodate these changes when they become known.
- NYS Department of Health is also planning to restructure the methodology for reimbursement of service coordination activities. Broome County Early Intervention Program will work to successfully accommodate these changes when they become known.
- Continue to strive for state performance standards in the Early Intervention Program.
- Continue conservative fiscal management of the Children with Special Health Care Needs programs while meeting State and Federal regulations.

- Utilize the preschool software program intended for billing Medicaid to efficiently capture data that will be useful in completing reports to assist in better program management.
- Implement procedures which will promote both efficient use of providers' time as well as maximizing desired results for families.
- Increasing requirements of children with disabilities and developmental delays will continue to challenge the department to find resources to adequately meet their needs.

### **2013 BUDGET HIGHLIGHTS**

- Continue to identify vulnerable families and implement areas of collaboration with Department of Social Services and other human service providers to prevent child abuse/neglect.
- Continue to pursue contracts with managed care organizations to maximize resources by billing for licensed home care agency services.
- Continue to develop better infrastructure to supplement operating budget costs with third party insurance revenue, state aid and grant funding.
- Continue to assist families in ascertaining community resources to meet their health care needs, through referrals and linkages with community agencies.
- Use local data to expand resources and motivate action toward elimination of lead poisoning in collaboration with the Environmental Health Division and more community agencies.
- Continued transition into NYEIS, the new Early Intervention Program software from the NYS Department of Health. Approximately 65-80% of children enrolled in Broome County's Early Intervention and Child Find Programs are in the NYEIS system. The State Department of Health plans to complete work on system reports, which will allow for greater trending and forecasting at the local level.
- Expected introduction of State Fiscal Agent for the Early Intervention Program will change the mechanism for payment and reimbursement in the Early Intervention Program. At the point of this budget preparation, details are as yet unknown.
- Expected change in the methodology for reimbursement of Service Coordination activities is still unknown.

## 25060004 HEALTH/Maternal Child Health and Development

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Public Health Nurse	17 CSEA	3	3	3	3
Preschool Special Education Program Coord.	17 CSEA	1	1	1	1
Early Intervention Service Coordinator*	16 CSEA	6	6	6	6
Secretary*	13 CSEA	1	1	1	1
Health Information Technician	11 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b><u>PART TIME</u></b>					
Director of Children w/Spec. Needs Program	C Admin	1	1	1	1
Dir of Maternal Child Health & Development	C Admin	1	1	1	1
Supervising Public Health Nurse	20 BAPA	1	1	1	1
Children w/Spec. Needs Program Supervisor	20 BAPA	1	1	1	1
Public Health Nurse	17 CSEA	2	2	2	2
Secretary	13 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	1	1	1	1
Health Program Specialist	8 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>TOTAL POSITIONS</b>		<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
* One position unfunded in 2013					
Decreased Supervising Public Health Nurse from					
a .2 FTE to a .1 FTE					



REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010	General Operating					
DEPT 25000000	Health					
DIV 06	Health-Maternal Child Health & Dev					
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended	
0000002 Departmental Income						
5000112 STUDENT TUITION, PT DAY	3,650	3,350	570	3,350	3,350	
5000118 FEES FOR SERVICES	1,569,738	1,844,607	388,215	1,501,882	1,501,882	
5000331 CHARGEBACK TO GRANTS	67,079	37,112	16,386	0	0	
5000333 OTHER DEPARTMENTAL CHARGEBACK	252,264	298,027	110,589	252,397	252,397	
5000335 COPIER CHARGEBEACK	1,512	440	1,637	1,273	1,273	
5000426 MISCELLANEOUS	405	0	40	0	0	
0000002 Departmental Income Totals	1,894,648	2,183,536	517,437	1,758,902	1,758,902	
0000003 Use of Money						
5000451 INTEREST AND EARNINGS	609	0	42	0	0	
0000003 Use of Money Totals	609	0	42	0	0	
0000007 Misc Interfund Revenues						
5000530 REFUNDS OF PRIOR YEARS EXPENDI	135,679	0	0	0	0	
5000568 APPROPRIATED FUND BALANCE	0	-150	0	0	0	
0000007 Misc Interfund Revenues Totals	135,679	-150	0	0	0	
0000008 State Aid						
5000808 OTHER STATE AID	284,372	368,653	172,332	344,379	344,379	
5000811 EDUCATION-HANDICAPPED CHILDREN	2,870,252	3,473,030	2,246,484	3,905,840	3,905,840	
5000821 PUBLIC HEALTH WORK	122,395	135,953	75,655	153,985	153,985	
0000008 State Aid Totals	3,277,019	3,977,636	2,494,471	4,404,204	4,404,204	
Rev Total for Div 2506	5,307,955	6,161,022	3,011,950	6,163,106	6,163,106	
0000010 Personal Service						
6001000 SALARIES FULL-TIME	478,095	524,411	282,421	501,061	501,061	
6001001 SALARIES PART-TIME	257,498	260,760	174,207	257,438	257,438	
6001002 SALARIES TEMPORARY	7,318	24,292	19,619	71,545	71,545	
6001003 SALARIES OVERTIME	566	1,977	120	2,038	2,038	
0000010 Personal Service Totals	743,477	811,440	476,367	832,082	832,082	

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 25000000 Health  
DIV 06 Health-Maternal Child Health & Dev

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	0	110	30	110	110
6004012 OFFICE SUPPLIES	2,168	3,000	1,950	3,000	3,000
6004045 TRAINING AND EDUCATIONAL SUPPL	893	1,500	48	1,500	1,500
6004055 COMPUTER SOFTWARE AND SUPPLIES	29,394	30,000	0	30,655	30,655
6004060 NURSING SUPPLIES	894	1,000	0	1,400	1,400
6004062 MEDICAL LAB & CLINIC SUPPLIES	23	0	0	0	0
6004100 POSTAGE AND FREIGHT	108	300	66	110	110
6004105 DUES AND MEMBERSHIPS	160	210	0	160	160
6004106 GENERAL OFFICE EXPENSES	150	3,096	1,070	3,920	3,920
6004136 OPERATIONAL EQUIPMENT REPAIRS	35	0	0	0	0
6004146 SUBCONTRACTED PROGRAM EXPENSE	-899,035	902,458	647,198	993,286	993,286
6004149 CASE ADMINISTRATION	24,716	30,000	8,201	25,000	25,000
6004160 MILEAGE AND PARKING-LOCAL	11,653	19,534	8,130	16,465	16,465
6004161 TRAVEL HOTEL AND MEALS	-84	0	5	0	0
6004162 EDUCATION AND TRAINING	170	350	85	335	335
6004164 NON-EMPLOYEE TRAVEL HOTEL & ME	10,598	18,150	7,882	14,804	14,804
6004192 SOFTWARE MAINTENANCE	0	0	0	9,945	9,945
6004196 COPYING MACHINE RENTALS	3,622	0	1,091	0	0
6004405 REHAB AND THERAPY SERVICES	2,817,690	3,138,115	1,599,546	2,929,745	2,929,745
6004406 MEDICAL AND HOSPITAL SERVICES	325	0	0	0	0
6004413 OTHER HEALTH AND MEDICAL SERVI	396,235	432,486	168,056	431,784	431,784
6004571 EDUCATION OF HANDICAPPED CHILD	3,452,804	3,656,547	1,767,454	3,750,702	3,750,702
6004573 OTHER FEES FOR SERVICES	1,736	14,171	205	26,936	26,936
6004574 CLASSROOM AIDES	305,806	367,262	53,471	352,940	352,940
<b>0000040 Contractual Expenditures Totals</b>	<b>7,958,131</b>	<b>8,618,289</b>	<b>4,264,488</b>	<b>8,592,797</b>	<b>8,592,797</b>
<b>0000041 Chargeback Expenses</b>					
6004606 TELEPHONE BILLING ACCOUNT	12,522	12,018	2,297	6,985	6,985
6004609 DATA PROCESSING CHARGEBACKS	66,008	57,282	29,528	56,607	56,607
6004614 OTHER CHARGEBACK EXPENSES	894	1,446	380	800	800
6004615 GASOLINE CHARGEBACK	403	502	292	544	544
6004616 FLEET SERVICE CHARGEBACK	0	529	380	736	736
6004617 DUPLICATING/PRINTING CHARGEBAC	4,112	5,107	3,384	4,112	4,112
6004618 OFFICE SUPPLIES CHARGEBACK	5,285	6,269	3,007	5,285	5,285
<b>0000041 Chargeback Expenses Totals</b>	<b>89,224</b>	<b>83,153</b>	<b>39,268</b>	<b>75,069</b>	<b>75,069</b>
<b>0000060 Principal on Indebtedness</b>					
6006008 PRINCIPAL ON CAPITAL LEASE	1,210	0	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010	General Operating				
DEPT 25000000	Health				
DIV 06	Health-Maternal Child Health & Dev				
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness Totals	1,210	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	15	0	0	0	0
0000070 Interest on Indebtedness Totals	15	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	112,021	146,060	86,024	168,057	168,057
6008002 SOCIAL SECURITY	55,136	62,076	34,188	63,654	63,654
6008004 WORKERS COMPENSATION	9,616	12,118	5,777	12,539	12,539
6008006 LIFE INSURANCE	318	404	210	343	343
6008007 HEALTH INSURANCE	209,616	248,482	123,900	203,604	203,604
6008009 RETIREE HEALTH INSURANCE	66,160	79,031	50,930	86,182	86,182
6008010 DISABILITY INSURANCE	1,759	2,225	1,192	2,049	2,049
0000080 Employee Benefits Totals	454,626	550,396	302,221	536,428	536,428
Exp Total for Div 2506	9,246,683	10,063,278	5,082,344	10,036,376	10,036,376
Total for Div 2506	-3,938,728	-3,902,256	-2,070,394	-3,873,270	-3,873,270
Total for Dept 25000000	-7,095,555	-7,098,617	-3,539,314	-7,068,563	-7,068,563

# MENTAL HEALTH

COMMISSIONER

DEPUTY COMMISSIONER

CONTRACT AGENCIES

Mental Health Quality Assurance & Accountability Project

## MENTAL HEALTH

- Mental Health Association
  - Advocacy
  - SHIP & Project Uplift
  - Rural Client Coordinator
  - Compeer & Compeer Youth Mentoring
  - Beacon & Sunrise Wellness Center
  - Peer Educators
  - CCSI FOCUS
  - Multicultural Initiative
- Catholic Charities
  - Advocacy
  - ACT Team
  - ICM/SCM/Aging Out ICM
  - CCSI/Parent Partners
  - 4 Seasons
  - Portfolio's Café
  - Job Club
  - Community Respite (Crisis Sitters)
  - Adult SPOE/Children SPOA
  - MICA Peer Counselor
  - CORE/Transportation
  - Residential
- Family & Children's Society
  - School Based Initiative
  - In Home MH Services
- Children's Home of Wyoming Conference
  - Family Support Services
- Community Options of New York
  - Supported Work
- Our Lady of Lourdes Hospital
  - Mental Health Juvenile Justice

## DEVELOPMENTAL DISABILITIES

- ACHIEVE (ARC)
  - Workshop
  - Summer Camp

## ALCOHOLISM / SUBSTANCE ABUSE

- Addiction Center of Broome County
  - Outpatient
  - Rehabilitation
  - Dual Recovery
- Fairview Recovery Services
  - Crisis Center
  - Supportive Living
  - Fairview Halfway House
  - Merrick Halfway House
  - Shelter Plus Care
  - Vocational Rehabilitation
  - MICA Network
- Lourdes Hospital Preventive Services
  - Student Assistance Program
  - Methamphetamine Prevention & Awareness Demonstration Project

## OTHER

- STAP
  - Re entry
- YWCA
  - Shelter Plus Care

COMMUNITY MENTAL HEALTH

## MENTAL HEALTH CENTER

- Adult Clinic
- Forensic Unit

## GRANTS

- Mental Health Case Management
- Mentally Ill Chemical Abuse (MICA)
- VIP
- Drug Free Community Services (KYDS)
- Forensic Transitional Mgmt Services
- CDSU
- Families First
- C&F Outreach & Testing
- Mental Health Admin Support

## **MENTAL HEALTH**

### **Mental Health Clinic (Includes the Adult Clinic and the Forensic Unit)**

#### **MISSION STATEMENT**

To plan, organize, and oversee a comprehensive continuum of care for consumers of public mental hygiene services in Broome County. This continuum of care will provide for the health and safety of Broome County citizens.

#### **VISION**

*Planning:* Broome County Mental Health Department will engage in a participatory planning process to develop mental hygiene services in Broome County. The planning process will include government officials, providers, community representatives, and recipients or their families.

*Accountability:* The department will assure that state and/or local oversight mechanisms are in place to assure that services are delivered in a responsible, efficient manner.

*Coordination:* The department will assure that all mental hygiene service providers in Broome County will coordinate and collaborate for the delivery of services that are responsive to the needs of recipients, including culturally diverse populations.

*County Operations:* The department's primary role is to facilitate and oversee the continuum of care for consumers of mental hygiene services in Broome County. The department will only provide direct services as the provider of last resort.

Over the last decade the role of this department has shifted. Historically, the department was a service provider only. We now have a significant role in contract management for services provided for us by not-for profit agencies.

#### **DESCRIPTION**

The Mental Health Commissioner/Local Government Unit (LGU) is responsible for planning, developing, coordinating and evaluating all local services for the three disabilities encompassed by Mental Hygiene (OMH, OPWDD, & OASAS). This requires interaction on the state level with three separate agencies: Office of Mental Health (OMH), Office of People With Developmental Disabilities (OPWDD), and the Office of Alcoholism and Substance Abuse Services (OASAS). Funding from these agencies, the County, and other sources are managed to enable the Mental Health Department and other agencies to provide necessary services. Interaction, coordination and collaboration are also required with diverse public and private organizations that receive contracts, funding and/or provide services in the Broome County community.

The Mental Health Center provides a variety of County operated direct services for the individuals who suffer from mental illness. Client Fee Revenue, Federal, State and County funding allow the provision of mental health services to those individuals.

The licensed programs of the Mental Health Department will provide an estimated 18,105 face-to-face contacts during 2013.

Approximately 85%-90% of all recipients of services at the Mental Health Center receive Medicaid or pay for services on a sliding scale fee. The remainder of recipients who have third party coverage seek specialized services within the department.

Demands for services offered by the department have shifted primarily because of the growth of services in the not-for-profit and state sector. Community Mental Health programs respond to priority referrals within 1-5 days in an effort to maintain people in the community and reduce unnecessary hospitalizations.

**The Adult Clinic** provides mental health services to residents who are at least 18 years of age and have a diagnosed mental illness. Services include assessment and treatment planning; individual, group and family therapy; crisis intervention; medication and case management. An interdisciplinary team consisting of psychiatrists, clinical psychologists, psychiatric social workers, psychiatric nurses and paraprofessionals provide these services.

**The Court Liaison Unit** (formally the Forensic Unit) performs court-ordered mental health evaluations as required under NYS Mental Hygiene Law. The staff also works with seriously mentally ill individuals released from correctional facilities to transition to appropriate community services.

## **2013 OBJECTIVES**

- Maintain productivity levels while implementing technology and automation.
- Focus on the safety of those clients we serve and the employees serving them, as well as the safety of County residents.
- Focus on achieving measurable improvements by implementing continuous quality enhancements.

## **2013 BUDGET HIGHLIGHTS**

Despite an annual increase of 2.81% in Salaries and a 3.79% increase in Fringe Benefits, the Department of Mental Health was able to recognize a 0% increase in County Support.

The Department of Mental Health is making the following recommendations in 2013:

- (1) Elimination of a full-time Psychiatrist position, a full-time Clinical Social Worker position and a part-time Clinical Social Worker position.
- (2) Conversion of a Nurse Practitioner position and a Psychiatrist position from full-time to part-time.
- (3) Consolidation of floors which will yield a net savings in 2013 of \$75,425 in rent and utility expense.

## 26000004 MENTAL HEALTH/Clinic

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	As of 8/24/2012 Current	<u>2013 Requested</u>	<u>2013 Recommended</u>
			<u>Authorized FULL TIME</u>		
Commissioner of Comm. Mental Health Svcs *	I Admin	1	1	1	1
Deputy Commissioner of Comm. Mental Hlth Svcs	G Admin	1	1	1	1
Staff Psychiatrist	NA	2	1	0	0
Staff Psychologist	29 BAPA	1	1	1	1
Mental Health Clinical Services Director	24 BAPA	1	1	1	1
Mental Health Program Coordinator	23 BAPA	1	1	1	1
Management Associate	18 BAPA	1	1	1	1
Office Manager	16 BAPA	1	1	1	1
Health Information Administrator	14 BAPA	1	1	1	1
Nurse Practitioner	27 CSEA	3	3	2	2
Clinical Social Worker	21 CSEA	9	8	7	7
Intensive Case Manager	18 CSEA	1	1	1	1
Secretary	13 CSEA	2	1	1	1
Data Entry Machine Operator	8 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	3	3	3	3
Account Clerk	7 CSEA	1	1	1	1
Clerk	6 CSEA	3	3	3	3
Receptionist Typist	6 CSEA	1	1	1	1
<b>Total Full-Time Positions</b>		<b>34</b>	<b>31</b>	<b>28</b>	<b>28</b>
<b><u>PART TIME</u></b>					
Staff Psychiatrist	NA	6	7	7	7
Nurse Practitioner	27 CSEA	1	1	2	2
Clinical Social Worker	21 CSEA	4	3	2	2
Keyboard Specialist	8 CSEA	1	1	1	1
Clerk	6 CSEA	3	3	3	3
Custodial Worker	6 CSEA	2	0	0	0
<b>Total Part-Time Positions</b>		<b>17</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>TOTAL POSITIONS</b>		<b>51</b>	<b>46</b>	<b>43</b>	<b>43</b>

\* Position is a shared position and shared funding with Department of Social Services

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 26000000 Mental Health

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000120 MENTAL HEALTH FEES	1,727,844	2,925,383	925,641	2,495,394	2,495,394
5000333 OTHER DEPARTMENTAL CHARGEBACK	196,272	203,158	95,830	199,622	199,622
5000339 FRINGE BENEFIT CHGBK REVENUE	1,458	0	0	0	0
5000426 MISCELLANEOUS	10,534	28,414	7,131	39,866	39,866
0000002 Departmental Income Total	1,936,108	3,156,955	1,028,602	2,734,882	2,734,882
0000007 Misc Interfund Revenues					
5000581 UNUSED GRANT	2,962	0	0	0	0
0000007 Misc Interfund Revenues Total	2,962	0	0	0	0
0000008 State Aid					
5000827 MENTAL HEALTH ADMINISTRATION	131,623	83,544	39,557	79,039	79,039
0000008 State Aid Total	131,623	83,544	39,557	79,039	79,039
0000009 Federal Aid					
5000916 FEDERAL AID - MENTAL HEALTH CL	230,237	159,212	0	163,717	163,717
0000009 Federal Aid Total	230,237	159,212	0	163,717	163,717
Rev Totals for Dept 26000000	2,300,930	3,399,711	1,068,159	2,977,638	2,977,638
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,697,900	1,835,436	957,561	1,441,147	1,441,147
6001001 SALARIES PART-TIME	382,958	382,150	236,878	489,237	489,237
6001002 SALARIES TEMPORARY	2,817	930	0	930	930
6001003 SALARIES OVERTIME	1,792	1,000	0	1,000	1,000
6001004 SALARIES SHIFT DIFFERENTIAL	936	2,028	494	936	936
6001009 OTHER PERSONNEL SERVICES	3,189	3,480	0	3,480	3,480
0000010 Personal Service Totals	2,089,592	2,225,024	1,194,933	1,936,730	1,936,730
0000040 Contractual Expenditures					



REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 26000000 Mental Health

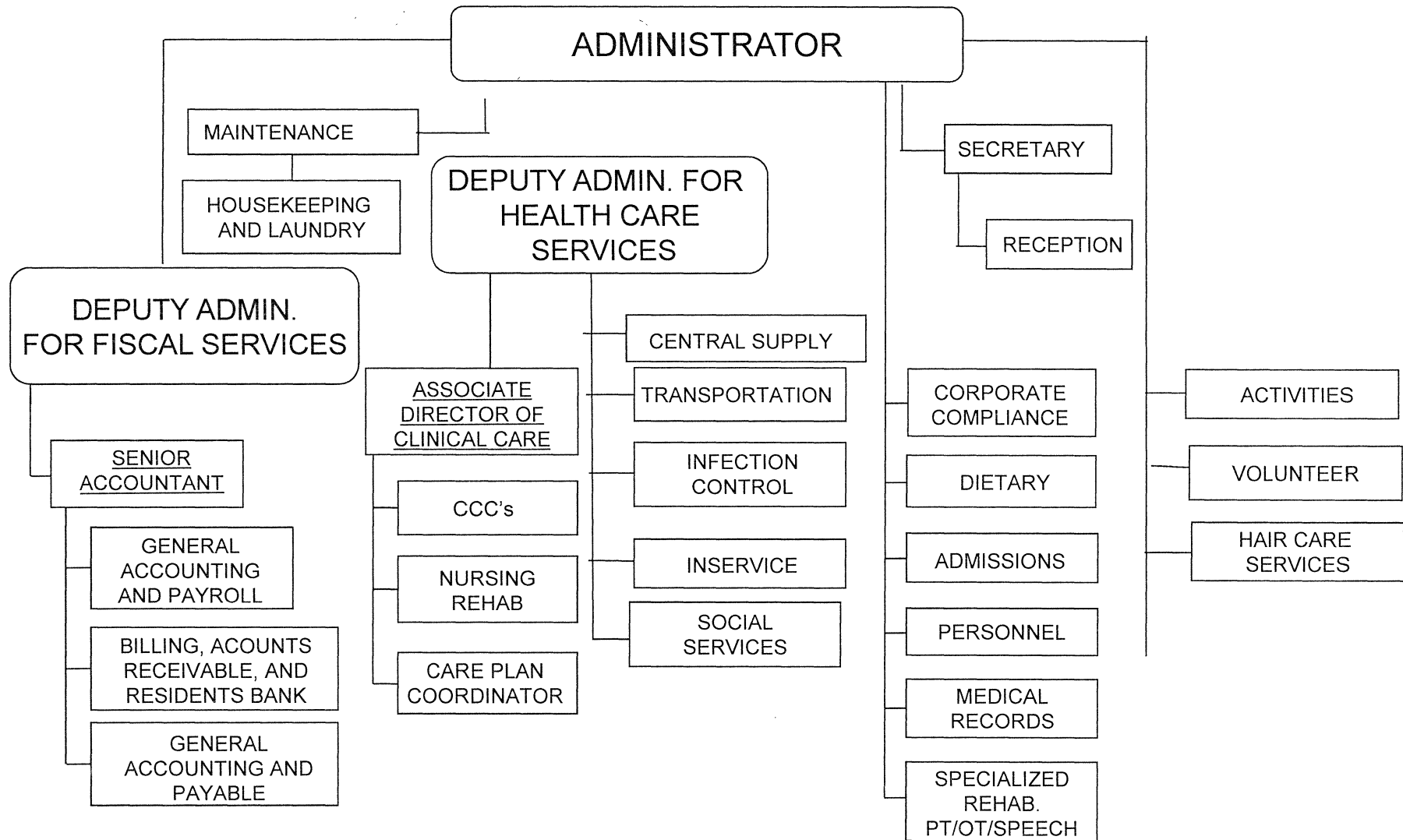
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004010 BOOKS AND SUBSCRIPTIONS	125	1,500	0	1,500	1,500
6004012 OFFICE SUPPLIES	9,752	17,850	5,078	17,850	17,850
6004021 BLDG MAINTENANCE SUPPLIES	0	1,000	408	1,000	1,000
6004022 FUEL AND HEATING SUPPLIES	9,023	26,898	3,142	9,023	9,023
6004023 BLDG AND GROUNDS SUPPLIES	2,788	4,000	2,425	4,000	4,000
6004030 FOOD AND BEVERAGES	119	250	14	250	250
6004046 GAS OIL GREASE AND DIESEL FUEL	0	150	0	150	150
6004048 MISC OPERATIONAL SUPPLIES	0	1,000	220	1,000	1,000
6004056 COMPUTER EQUIPMENT(NON CAPITAL	0	5,000	0	5,000	5,000
6004062 MEDICAL LAB & CLINIC SUPPLIES	334	250	67	250	250
6004100 POSTAGE AND FREIGHT	10	250	106	250	250
6004105 DUES AND MEMBERSHIPS	5,467	5,992	5,451	6,315	6,315
6004106 GENERAL OFFICE EXPENSES	2,877	4,000	1,196	4,000	4,000
6004111 BUILDING AND LAND RENTAL	0	204,750	153,563	136,500	136,500
6004115 ELECTRIC CURRENT	32,945	47,250	20,791	38,798	38,798
6004117 BUILDING AND GROUNDS EXPENSES	11,777	12,000	7,827	12,000	12,000
6004137 ADVERTISING AND PROMOTION EXPE	82	3,000	0	3,000	3,000
6004138 OTHER OPERATIONAL EXPENSES	33	150	280	150	150
6004160 MILEAGE AND PARKING-LOCAL	0	325	0	325	325
6004161 TRAVEL HOTEL AND MEALS	60	2,365	210	2,365	2,365
6004162 EDUCATION AND TRAINING	0	2,500	0	2,500	2,500
6004165 ADVISORY BD/TRUSTEES EXPENSES	487	1,080	233	1,080	1,080
6004169 DAY TRIP MEAL REIMBURSEMENT	53	0	0	0	0
6004196 COPYING MACHINE RENTALS	4,290	8,658	5,772	8,658	8,658
6004573 OTHER FEES FOR SERVICES	71,031	85,144	38,458	52,470	52,470
<b>0000040 Contractual Expenditures Totals</b>	<b>151,253</b>	<b>435,362</b>	<b>245,241</b>	<b>308,434</b>	<b>308,434</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	1,113	108	54	108	108
6004604 DPW SECURITY CHARGEBACKS	55,653	91,950	18,979	95,377	95,377
6004605 COUNTY ATTORNEY CHARGEBACKS	21,514	30,625	1,430	30,625	30,625
6004606 TELEPHONE BILLING ACCOUNT	23,217	28,278	15,207	14,868	14,868
6004609 DATA PROCESSING CHARGEBACKS	123,057	115,248	57,617	97,896	97,896
6004610 PERSONAL SERVICES CHARGEBACKS	6,283	6,283	3,142	6,446	6,446
6004614 OTHER CHARGEBACK EXPENSES	1,137	621	268	1,000	1,000
6004615 GASOLINE CHARGEBACK	115	937	127	1,000	1,000
6004616 FLEET SERVICE CHARGEBACK	0	1,336	1,336	1,890	1,890
6004617 DUPLICATING/PRINTING CHARGEBAC	3,714	7,616	901	6,000	6,000
6004618 OFFICE SUPPLIES CHARGEBACK	3,104	8,000	1,812	6,000	6,000
6004619 BUILDING SERVICE CHARGEBACK	0	8,000	0	21,001	21,001
6004627 SINGLE AUDIT CHARGEBACK	5,897	6,326	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>244,804</b>	<b>305,328</b>	<b>100,873</b>	<b>282,211</b>	<b>282,211</b>

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 26000000 Mental Health

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	24,936	0	0	0	0
0000060 Principal on Indebtedness Totals	24,936	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	210,430	0	0	0	0
0000070 Interest on Indebtedness Totals	210,430	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	281,985	366,001	210,601	384,370	384,370
6008002 SOCIAL SECURITY	152,601	165,902	87,642	148,070	148,070
6008004 WORKERS COMPENSATION	41,728	51,657	21,581	46,996	46,996
6008006 LIFE INSURANCE	676	703	419	665	665
6008007 HEALTH INSURANCE	307,065	317,515	191,591	307,308	307,308
6008009 RETIREE HEALTH INSURANCE	219,280	250,964	154,822	247,213	247,213
6008010 DISABILITY INSURANCE	3,409	3,354	1,959	3,096	3,096
6008011 UNEMPLOYMENT INSURANCE	17,436	0	0	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	2,845	1,806	3,730	3,730
0000080 Employee Benefits Totals	1,024,180	1,158,941	670,421	1,141,448	1,141,448
0000090 Transfers					
6009002 TRANSFER TO GRANT FUND	373,625	351,688	179,305	350,928	350,928
0000090 Transfers Totals	373,625	351,688	179,305	350,928	350,928
Exp Totals for Dept 26000000	4,118,820	4,476,343	2,390,773	4,019,751	4,019,751
Total for Dept 26000000	-1,817,890	-1,076,632	-1,322,614	-1,042,113	-1,042,113

# WILLOW POINT NURSING HOME



## **WILLOW POINT NURSING HOME**

### **MISSION STATEMENT**

It is the mission of the Willow Point Nursing Home to serve those frail, elderly, and disabled individuals who live in Broome County and are in need of long-term, skilled care and/or short term rehabilitation. This includes a comprehensive, interdisciplinary approach to care planning with emphasis on quality of life and preservation of both dignity and independence for residents.

Staff members are committed to meeting the physical, emotional, social, and spiritual needs of the residents.

### **DESCRIPTION**

Willow Point Nursing Home is a long-term care facility owned and operated by Broome County Government. The facility is situated on 7½ acres, with three large, interconnected buildings, currently licensed for 300 resident beds. The Commission on Health Care Facilities in the 21<sup>st</sup> Century, a.k.a. the Berger Commission, recommended, and then mandated that Willow Point Nursing Home construct a new facility. As plans for a new facility continue to develop, the New York State Department of Health (NYSDOH) informed the Nursing Home that it had to work toward reducing its certified bed capacity to the 300 level immediately. A plan to reduce Willow Point's bed complement by 10 beds every six months until the 300 level is reached was accepted by the NYSDOH. Subsequent to acceptance of the plan, the NYSDOH furnished operating certificates which have WPNH decertifying 20 beds on July 1<sup>st</sup> of each year, except for 2011 which requires closing 30 beds. On July 1, 2009, Willow Point reduced its beds by 20 to a certified level of 353 beds. On July 1, 2010, Willow Point reduced its bed complement to 333 beds. On July 1, 2011, the bed complement will be reduced to 303 beds. On July 1, 2012, the final three beds were closed reducing the bed complement to the Berger Commission Recommended 300 beds.

### **2013 OBJECTIVES**

The Budget reflects revenues driven by the case mix index. Each nursing unit is staffed based on the ratio of CNAs to residents; the master-staffing plan is continually adjusted to reflect resident acuity levels.

### **2013 BUDGET HIGHLIGHTS**

The facility continues to adapt to changes in the revenue streams, especially Medicare and Medicaid.

The Center for Medicare and Medicaid Services (CMS) has recalibrated the Service Intensity Weights (SIW) to put more emphasis in certain Resource Utilization Groups (RUG) on Nursing services and less on Therapy services. The results of the recalibration and the resulting RUG prices were published in August 2010. The RUG prices are being revised for 2012-2013. The Medicare rate for 2013 assumes an increased intensity in the provision of Therapy services resulting from operating the program six days a week. The Medicaid rate transitioned to the 'Statewide Pricing' methodology in 2012, which continues in 2013. Medicaid rates are now adjusted January 1<sup>st</sup> and July 1<sup>st</sup> of each year. Rates are adjusted January 1<sup>st</sup> and July 1<sup>st</sup> to capture changes in case mix. Other factors that affect the rate are the wage index, trend factor and peer group comparisons.

## WILLOW POINT NURSING HOME

### Administration and General

#### MISSION STATEMENT

The Administrative Office implements policies of the nursing home to ensure that the appropriate level of programming, daily operational decisions, and management of resources are utilized in accordance with Broome County policy, as well as state and federal regulatory mandates governing the operation of the Home. The office of Administration oversees, monitors, and evaluates the quality of care delivered to residents, with a distinct emphasis on maintaining the highest practicable physical, mental, and psychosocial well-being of each resident.

#### DESCRIPTION

The **WPNH Administrative** team directs the daily operation of the facility. The team plans, develops, and implements projects to enhance residents' quality of life, provide the highest possible level of care in the facility; and searches for the most efficient and effective methods to meet these goals.

**Fiscal Services** is responsible for all facets of the nursing home's finances. Under the direction of the Deputy Nursing Home Administrator for Fiscal Services, the fiscal staff provides payroll, accounts payable and receivable, cash receipts, statistical and financial analysis, resident banking services, computer processing, compiles annual financial statements, the gatekeeper of the annual budget, and submits mandated Medicaid and Medicare cost reports.

The **Medical Director** is responsible for implementation of resident medical care policies, medical care in the facility, and works with the **Health Information Management Department. Health Information Management, in conjunction with the Medical Director,** coordinates physician services, assure documentation

compliance and appropriate physician visits, analyzes and audits medical records for appropriateness and timeliness, verify licensure and credentials for the medical staff, compile and analyze closed records, fulfill requests for record copies, code diagnoses according to ICD-9 coding, updates resident demographic data, participates on long term care medical records committees, and coordinates the annual medical staff meeting.

**Barber and Beautician** services are provided through contract at a minimal cost to residents. A barbershop/beauty parlor is maintained on the premises at no cost to Broome County.

The **Volunteer Coordinator** recruits, screens, and orients volunteers; then assigns them on the basis of interest and ability. Over 100 volunteers provide a variety of services to the facility. Volunteers conduct and assist with religious services, as well as social events. They provide musical entertainment, friendly visits, pet visitation, gardening, and shopping. Volunteers also help manage and staff the gift shop.

#### 2013 OBJECTIVES

- To continue to provide high quality resident care.
- To continue to comply with state and federal regulatory requirements, including adapting to a new survey process scheduled to be implemented in 2012.

#### 2013 BUDGET HIGHLIGHTS

- Concurrent planning and monitoring decreases in Willow Point's certified bed capacity and the construction of a new 300 bed nursing home as recommended and then mandated by the Commission on Health Care Facilities in the 21<sup>st</sup> Century (Berger Commission).

27 010104 **WILLOW POINT NURSING HOME/Administration & General**

010304

010504

010604

010504			As of		
010604			8/24/2012		
		2011	Current	2013	2013
		Actuals	Authorized	Requested	Recommended
<u>Title of Position</u>	<u>Grade/Unit</u>				
<u>FULL TIME</u>					
Nursing Home Administrator	O Admin	1	1	1	1
Deputy NH Administrator-Fiscal Services	F Admin	1	1	1	1
Personnel Coordinator (40)	14 ADMIN	1	1	1	1
Personnel Clerk	9 ADMIN	1	1	1	1
Nursing Home Compliance Officer	20 BAPA	0	0	1	1
Senior Accountant (40)	18 BAPA	1	1	1	1
Fiscal Manager (40)	17 BAPA	1	1	1	1
Health Information Administrator (40)	14 BAPA	1	1	1	1
Accountant (County)	16 CSEA	2	2	2	2
Admission Coordinator	16 CSEA	1	1	0	0
RPN NH - Admissions	14 CSEA	1	1	1	1
Secretary (40)	13 CSEA	1	1	1	1
Health Information Technician	11 CSEA	2	2	2	2
Senior Account Clerk	9 CSEA	3	3	3	3
Billing Specialist	9 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	1	1	1	1
Account Clerk Typist	7 CSEA	1	1	1	1
Account Clerk	7 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<u>PART TIME</u>					
Coordinator of Volunteer Services	16 BAPA	1	1	1	1
Account Clerk Typist	7 CSEA	2	2	2	2
Clerk	6 CSEA	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Part-Time Positions</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>TOTAL POSITIONS</b>		<b>28</b>	<b>28</b>	<b>28</b>	<b>28</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 01 Willow Point-Admin & General

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000105 XEROX MACHINE	226	1,000	245	300	300
5000125 MEDICARE PART B	293,840	418,000	56,687	418,000	418,000
5000179 CHARGES FOR SERVICES	176,288	0	162,606	0	0
5000210 SNF MEDICARE	2,514,738	3,819,729	1,220,557	4,644,456	4,644,456
5000212 SNF PRIVATE	3,054,336	3,081,578	1,926,474	2,743,938	2,743,938
5000218 SNF NAMI-PATIENT SHARE	2,882,774	2,355,236	1,674,494	2,432,485	2,432,485
5000232 CONTRACTUAL ALLOWANCE	-143,746	0	191,933	0	0
5000238 COMMERCIAL INSURANCE	449,466	400,966	131,038	128,420	128,420
5000426 MISCELLANEOUS	182,470	223,874	236,832	345,236	345,236
5000431 MISCELLANEOUS	2	0	0	0	0
<b>0000002 Departmental Income Totals</b>	<b>9,410,394</b>	<b>10,300,383</b>	<b>5,600,866</b>	<b>10,712,835</b>	<b>10,712,835</b>
<b>0000003 Use of Money</b>					
5000451 INTEREST AND EARNINGS	3,807	2,000	2,598	1,700	1,700
5000460 RENTAL OF REAL PROPERTY INDIVI	35,064	0	95,744	133,999	133,999
5000470 VENDING MACHINE	7,385	8,106	5,073	7,990	7,990
<b>0000003 Use of Money Totals</b>	<b>46,256</b>	<b>10,106</b>	<b>103,415</b>	<b>143,689</b>	<b>143,689</b>
<b>0000007 Misc Interfund Revenues</b>					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	0	0	0	120,000	120,000
5000533 UNCLASSIFIED REVENUES	0	0	22	0	0
5000534 TRANSFER FROM INSURANCE RESERV	20,000	0	265	0	0
5000570 EARNINGS ON TEMPORARY INVESTME	3,884	0	0	0	0
<b>0000007 Misc Interfund Revenues Totals</b>	<b>23,884</b>	<b>0</b>	<b>287</b>	<b>120,000</b>	<b>120,000</b>
<b>0000009 Federal Aid</b>					
5000949 SNF MEDICAID - FEDERAL	12,451,282	13,097,146	7,695,190	13,834,002	13,834,002
<b>0000009 Federal Aid Totals</b>	<b>12,451,282</b>	<b>13,097,146</b>	<b>7,695,190</b>	<b>13,834,002</b>	<b>13,834,002</b>
<b>Rev Total for Div 2701</b>	<b>21,931,816</b>	<b>23,407,635</b>	<b>13,399,758</b>	<b>24,810,526</b>	<b>24,810,526</b>

0000010 Personal Service

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 01 Willow Point-Admin & General

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6001000 SALARIES FULL-TIME	936,173	920,504	490,571	931,512	931,512
6001001 SALARIES PART-TIME	97,943	104,879	63,017	108,580	108,580
6001003 SALARIES OVERTIME	2,412	16,779	4,486	16,501	16,501
6001011 DISCRETIONARY SALARY SAVINGS	0	0	0	-256,372	-256,372
6001012 HOLIDAY OVERTIME PAY	558	2,978	312	2,067	2,067
<b>0000010 Personal Service Totals</b>	<b>1,037,086</b>	<b>1,045,140</b>	<b>558,386</b>	<b>802,288</b>	<b>802,288</b>
 0000020 Equipment and Capital Outlay					
6002400 OFFICE MACHINES	0	0	0	100	100
6002401 OFFICE FURNITURE	0	0	0	400	400
6002503 COMPUTER EQUIPMENT	0	13,373	110	13,246	13,246
<b>0000020 Equipment and Capital Outlay Totals</b>	<b>0</b>	<b>13,373</b>	<b>110</b>	<b>13,746</b>	<b>13,746</b>
 0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	870	885	610	910	910
6004012 OFFICE SUPPLIES	8,941	10,685	4,786	10,585	10,585
6004048 MISC OPERATIONAL SUPPLIES	1,660	1,600	332	5,546	5,546
6004053 RECREATIONAL AND ACTIVITY SUPP	336	450	72	400	400
6004055 COMPUTER SOFTWARE AND SUPPLIES	1,255	2,760	794	725	725
6004100 POSTAGE AND FREIGHT	123	175	68	169	169
6004101 TELEPHONE	786	1,275	427	4,094	4,094
6004105 DUES AND MEMBERSHIPS	30,069	30,755	27,030	27,555	27,555
6004106 GENERAL OFFICE EXPENSES	13,150	13,903	11,599	15,165	15,165
6004126 RECREATIONAL AND ACTIVITY EXPE	2,620	2,400	1,798	2,200	2,200
6004137 ADVERTISING AND PROMOTION EXPE	3,108	8,900	3,150	9,150	9,150
6004160 MILEAGE AND PARKING-LOCAL	0	20	0	20	20
6004161 TRAVEL HOTEL AND MEALS	1,058	2,600	432	2,600	2,600
6004162 EDUCATION AND TRAINING	2,533	3,350	617	2,700	2,700
6004168 OTHER PERSONAL EXPENSES	436	335	0	335	335
6004195 HARDWARE RENTAL	0	14,700	11,025	14,700	14,700
6004196 COPYING MACHINE RENTALS	8,448	9,342	5,296	7,572	7,572
6004200 PROPERTY LOSS	0	0	265	0	0
6004203 INSURANCE CLAIMS	20,000	0	0	0	0
6004255 CONTRACTED SERVICES	0	0	20,160	0	0
6004411 PHYSICIAN SERVICES	73,428	73,431	48,952	73,431	73,431
6004500 ACCTG AND COST ALLOCATION SERV	0	1,500	1,500	1,500	1,500
6004504 OTHER FINANCIAL SERVICES	491	20,000	5,190	125,000	125,000
6004537 INVESTIGATIONS EXPENSES	4,875	8,460	3,604	8,460	8,460
6004573 OTHER FEES FOR SERVICES	14,288	25,500	15,680	21,500	21,500
6004580 BAD DEBT EXPENSE	502,570	0	0	0	0
6004588 INTEREST AND PENALTIES	128,543	0	0	0	0



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 01 Willow Point-Admin & General

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004592 STATE REVENUE REFUND	1,348,196	1,555,019	686,161	1,555,019	1,555,019
6004594 LOSS ON DISPOSITION OF ASSETS	494	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>2,168,278</b>	<b>1,788,045</b>	<b>849,548</b>	<b>1,889,336</b>	<b>1,889,336</b>
<b>0000041 Chargeback Expenses</b>					
6004601 INDIRECT COSTS	686,126	844,858	0	785,858	785,858
6004602 INSURANCE PREMIUM CHARGEBACK	39,215	50,086	25,043	72,686	72,686
6004606 TELEPHONE BILLING ACCOUNT	51,407	56,145	18,840	49,839	49,839
6004609 DATA PROCESSING CHARGEBACKS	286,276	290,519	0	283,083	283,083
6004610 PERSONAL SERVICES CHARGEBACKS	25,636	26,730	13,536	28,707	28,707
6004614 OTHER CHARGEBACK EXPENSES	11,646	13,023	8,654	11,300	11,300
6004617 DUPLICATING/PRINTING CHARGEBAC	8,459	15,000	5,170	10,000	10,000
6004618 OFFICE SUPPLIES CHARGEBACK	6,323	8,000	3,293	7,000	7,000
6004625 FOOD SERVICE CHARGEBACKS	44	0	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>1,115,132</b>	<b>1,304,361</b>	<b>74,536</b>	<b>1,248,473</b>	<b>1,248,473</b>
<b>0000042 Depreciation</b>					
6004801 DEPRECIATION - BUILDINGS	49,012	0	0	0	0
6004802 DEPRECIATION - BLDG IMPROVEMEN	339,042	0	0	0	0
6004803 DEPRECIATION - IMPROV O/T BLDG	4,563	0	0	0	0
6004804 DEPRECIATION - MOTOR VEHICLES	7,989	0	0	0	0
6004805 DEPRECIATION - MACHINERY & EQU	198,649	0	0	0	0
<b>0000042 Depreciation Totals</b>	<b>599,255</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	143,865	188,115	118,174	222,201	222,201
6008002 SOCIAL SECURITY	72,314	78,282	39,755	80,990	80,990
6008004 WORKERS COMPENSATION	11,589	11,958	4,593	9,650	9,650
6008005 WORKERS COMP LT LIABILITY	359,701	0	0	0	0
6008006 LIFE INSURANCE	479	475	316	475	475
6008007 HEALTH INSURANCE	261,044	286,410	177,445	294,528	294,528
6008008 OPEB - HEALTH INSURANCE	1,491,102	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	91,235	100,291	60,480	95,762	95,762
6008010 DISABILITY INSURANCE	2,192	2,193	1,337	2,193	2,193
6008011 UNEMPLOYMENT INSURANCE	3,264	0	0	0	0
<b>0000080 Employee Benefits Totals</b>	<b>2,436,785</b>	<b>667,724</b>	<b>402,100</b>	<b>705,799</b>	<b>705,799</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 01 Willow Point-Admin & General

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Exp Total for Div 2701	7,356,536	4,818,643	1,884,680	4,659,642	4,659,642
Total for Div 2701	14,575,280	18,588,992	11,515,078	20,150,884	20,150,884

## WILLOW POINT NURSING HOME

### Nursing

#### MISSION STATEMENT

The mission of the Nursing division is to provide the highest quality of nursing care while recognizing the resident and families as integral components of the care process. We strive to rehabilitate and maintain all residents at their highest practicable level of functioning in a therapeutic and safe environment.

#### DESCRIPTION

**The Nursing Unit**, headed by the Deputy Nursing Home Administrator for Health Services, provides leadership in resident care supervised by Clinical Care Coordinators (nurse managers). The professional nursing staff, in conjunction with the attending physician, develops and implements plans of care for each resident. Staff duties include administering medications, treatments, maintaining infection control, monitoring and documentation relating to the care of residents, and as mandated by state and federal regulations.

The Nursing unit employs Certified Nursing Assistants whose duties include observation and personal care of residents. Nursing Assistants maintain daily records which provide medical staff with necessary information about the progress of the residents. Certified Nursing Assistants are certified through New York State, which involves completing a State approved 100-hour course; and obtaining a passing grade on both an oral and written exam. Additionally 6 hours of mandatory inservice continuing education every six (6) months is required to maintain licensing status for all Certified Nursing Assistants.

**Hospice**-Willow Point Nursing Home works with the Hospice Program currently contracted with Lourdes Hospital, and provides specialized and individualized care to those residents with terminal illness.

**The Inservice Unit** is responsible for the orientation and continued

educational programs for all employees. Various community resources and consultants are used for presentation of programs.

**The Alzheimer's/Dementia Unit** provides specialized care to those residents with dementia who are experiencing memory loss, impairment of functional abilities and other cognitive skills. The goal is to maintain each resident at the highest practicable level of functioning for the longest period of time possible.

**Infection Control Unit** monitors all departments for infection control compliance. The department provides an ongoing employee health program, administers the resident and staff flu vaccine, administers resident pneumococcal vaccine, and administers the resident, staff, and volunteer Mantoux testing program. The department also reviews the Occupational Exposure Control Program and monitors compliance, oversees the administration of Hepatitis B vaccination program and assists with employee education regarding Infection Control issues, as well as maintains documentation compliance.

**The Subacute/Short-Term Rehabilitation Unit** is intended to address residents acutely impacted by a clinical event. Whether the need for services is for extensive nursing services or for rehabilitation services provided by physical, occupational, speech language, or clinical staff, comprehensive care to ensure a positive outcome is provided to all participants. It is our express ambition to manage this unit in accordance with these guidelines to ensure that every resident of the Subacute Unit receives full attention and support throughout the recovery period.

#### 2013 OBJECTIVES

- Implement RUGS IV program with goal of increasing revenue
- Recognize the impact and implementation of the QIS survey; utilize clinical pathways. Prepare facility for Quality Indicator survey. Strive for a deficiency free survey.

- Develop strategies to empower employees to become more responsible, improve productivity, and ultimately, to improve overall organizational performance.
- Provide quality care to meet the needs of the resident population within budget guidelines
- Continue to standardize and implement documentation protocols.
- Continue to develop staff education programs to improve overall clinical performance, and delivery of quality care to residents.

### **2013 BUDGET HIGHLIGHTS**

- Grow the in-house “Evercare Program”
- Expand the implementation of the resource CareTracker program

27 060104 WILLOW POINT NURSING HOME/Nursing  
 060204  
 060304

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy NH Administrator-for Health Services	F Admin	1	1	1	1
MDS Coordinator	18 BAPA	1	1	1	1
Associate Director of Clinical Care	20 BAPA	1	1	1	1
Clinical Care Coordinator II / I	18/17 BAPA	7	6	6	6
Supervising Nurse II / I	16/15 BAPA	3	3	3	3
Senior RPN	16 CSEA	1	1	1	1
Charge Nurse RPN/Sr LPN	15/11 CSEA	23	21	19	19
Senior LPN	11 CSEA	43	43	43	43
Registered Professional Nurse	14 CSEA				
RPN (WPNH)/LPN	14/10 CSEA				
Licensed Practical Nurse	10 CSEA	1	1	1	1
Program Assistant	10 CSEA	1	1	1	1
Stores Clerk	10 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	1	1	1	1
Senior Clerk	8 CSEA	1	1	1	1
Certified Nursing Assistant/Nursing Assistant Trainee	6 CSEA	130	127	127	127
Clerk	6 CSEA	<u>7</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Full-Time Positions</b>		<b>221</b>	<b>212</b>	<b>210</b>	<b>210</b>
<b><u>PART TIME</u></b>					
Supervising Nurse I / II	16 BAPA	2	2	2	2
Registered Professional Nurse(NH)	14 CSEA	21	19	19	19
RPN (WPNH)/LPN	14/10 CSEA				
Licensed Practical Nurse	10 CSEA				
Certified Nursing Assistant/Nursing Assistant Trainee	6 CSEA	<u>55</u>	<u>41</u>	<u>41</u>	<u>41</u>
<b>Total Part-Time Positions</b>		<b>78</b>	<b>62</b>	<b>62</b>	<b>62</b>
<b>TOTAL POSITIONS</b>		<b>299</b>	<b>274</b>	<b>272</b>	<b>272</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 06 Willow Point-Nursing

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	15	0	5	0	0
0000003 Use of Money Totals	15	0	5	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	8,828	0	4,228	0	0
5000531 GIFTS AND DONATIONS	7	0	0	0	0
0000007 Misc Interfund Revenues Totals	8,835	0	4,228	0	0
0000008 State Aid					
5000808 OTHER STATE AID	2,760	4,000	680	3,600	3,600
0000008 State Aid Totals	2,760	4,000	680	3,600	3,600
Rev Total for Div 2706	11,610	4,000	4,913	3,600	3,600
0000010 Personal Service					
6001000 SALARIES FULL-TIME	6,411,660	7,223,325	3,444,517	7,263,651	7,263,651
6001001 SALARIES PART-TIME	753,561	958,756	414,083	977,515	977,515
6001002 SALARIES TEMPORARY	51,532	58,694	48,855	0	0
6001003 SALARIES OVERTIME	908,275	13,591	606,687	14,385	14,385
6001004 SALARIES SHIFT DIFFERENTIAL	0	32,782	0	32,782	32,782
6001008 STAND-BY PAY	10,761	10,920	8,585	10,920	10,920
6001009 OTHER PERSONNEL SERVICES	39,136	48,400	36,311	48,400	48,400
6001012 HOLIDAY OVERTIME PAY	62,597	67,638	26,897	67,590	67,590
0000010 Personal Service Totals	8,237,522	8,414,106	4,585,935	8,415,243	8,415,243
0000020 Equipment and Capital Outlay					
6002401 OFFICE FURNITURE	0	0	205	0	0
6002505 HOSPITAL MEDICAL AND LAB EQUIP	0	8,610	11,402	18,350	18,350
6002703 OTHER INSTITUTIONAL EQUIPMENT	0	0	0	4,000	4,000
0000020 Equipment and Capital Outlay Totals	0	8,610	11,607	22,350	22,350

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 06 Willow Point-Nursing

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	236	245	308	345	345
6004012 OFFICE SUPPLIES	4,386	3,150	1,412	3,000	3,000
6004045 TRAINING AND EDUCATIONAL SUPPL	1,153	860	1,008	1,050	1,050
6004048 MISC OPERATIONAL SUPPLIES	8,365	7,880	6,629	8,080	8,080
6004055 COMPUTER SOFTWARE AND SUPPLIES	3,730	2,885	2,877	5,500	5,500
6004062 MEDICAL LAB & CLINIC SUPPLIES	262,415	314,117	139,998	287,842	287,842
6004100 POSTAGE AND FREIGHT	295	875	162	875	875
6004106 GENERAL OFFICE EXPENSES	18,865	19,099	16,616	22,870	22,870
6004123 MEDICAL HOSPITAL AND LAB EXPEN	2,210	5,700	2,049	4,000	4,000
6004143 TRANSPORTATION SERVICES	70	400	0	200	200
6004161 TRAVEL HOTEL AND MEALS	0	1,000	0	1,000	1,000
6004162 EDUCATION AND TRAINING	3,312	2,500	158	2,500	2,500
6004168 OTHER PERSONAL EXPENSES	2,920	4,000	2,240	3,600	3,600
6004169 DAY TRIP MEAL REIMBURSEMENT	24	75	0	75	75
6004191 OUTSIDE RENTALS-MACHINERY	23,282	29,580	13,047	5,220	5,220
6004196 COPYING MACHINE RENTALS	6,539	9,684	4,633	8,547	8,547
6004594 LOSS ON DISPOSITION OF ASSETS	9,062	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>346,864</b>	<b>402,050</b>	<b>191,137</b>	<b>354,704</b>	<b>354,704</b>
<b>0000070 Interest on Indebtedness</b>					
6007005 INTEREST ON CAPITAL LEASE	308	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>308</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	1,132,442	1,514,531	879,043	1,809,781	1,809,781
6008002 SOCIAL SECURITY	599,715	643,699	332,355	643,643	643,643
6008004 WORKERS COMPENSATION	403,990	415,871	213,201	452,841	452,841
6008006 LIFE INSURANCE	4,352	5,130	2,767	5,111	5,111
6008007 HEALTH INSURANCE	1,915,167	2,385,515	1,118,122	2,249,071	2,249,071
6008009 RETIREE HEALTH INSURANCE	1,014,212	1,101,640	700,620	1,125,658	1,125,658
6008010 DISABILITY INSURANCE	25,234	33,024	14,331	32,766	32,766
6008011 UNEMPLOYMENT INSURANCE	116,286	0	32,542	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	99,221	0	5,593	0	0
<b>0000080 Employee Benefits Totals</b>	<b>5,310,619</b>	<b>6,099,410</b>	<b>3,298,574</b>	<b>6,318,871</b>	<b>6,318,871</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 06 Willow Point-Nursing

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Exp Total for Div 2706	13,895,313	14,924,176	8,087,253	15,111,168	15,111,168
Total for Div 2706	-13,883,703	-14,920,176	-8,082,340	-15,107,568	-15,107,568



## **WILLOW POINT NURSING HOME**

### **Dietary**

#### **MISSION STATEMENT**

The Dietary Division provides food service that meets the daily nutritional needs of residents and ensures that special dietary needs are recognized. Food is served in a manner that is nutritious, appetizing, visually pleasing and of sufficient variety to ensure resident satisfaction and maintain acceptable parameters of nutritional status. Consideration is given to food habits, preferences, ethnic groups, activities and holidays.

#### **DESCRIPTION**

Under the direction of the Central Food and Nutrition Services, the dietary division provides food and beverage for the residents of the facility. Hot food is ordered from the Central Food Nutrition Facility while all cold food is prepared onsite. A liberalized diet is utilized for those residents with stable medical conditions as recommended by the Academy of Nutrition and Dietetics. Diet adjustments are made for those residents requiring further restrictions due to specific disease states.

#### **2013 OBJECTIVES**

- Continue to develop and provide staff education to improve cost control measures and provide quality nutritional services.
- Continue to maintain sanitation standards and temperature controls by adhering to existing quality assurance standards.
- Develop strategies for empowering employees in order to encourage responsibility, improve productivity, and ultimately improve overall organizational performance.
- Implement a change in the food delivery system that will improve food quality and service, while reducing the financial burden of the current food delivery system.

#### **2013 BUDGET HIGHLIGHTS**

- Provide quality nutritional services to meet the specialized needs of the resident population within budget guidelines.

27 050104 WILLOW POINT NURSING HOME/Dietary

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Food Service Manager	14 BAPA	1	1	1	1
Dietetic Technician	11 CSEA	4	3	3	3
Assistant Food Service Manager	10 CSEA	1	1	1	1
Stores Clerk	10 CSEA	1	1	1	1
Senior Food Service Helper	9 CSEA	4	4	4	4
Clerk	6 CSEA	1	1	1	1
Food Service Helper	5 CSEA	<u>13</u>	<u>12</u>	<u>12</u>	<u>12</u>
<b>Total Full-Time Positions</b>		<b>25</b>	<b>23</b>	<b>23</b>	<b>23</b>
<b><u>PART TIME</u></b>					
Food Service Helper	5 CSEA	<u>21</u>	<u>20</u>	<u>20</u>	<u>20</u>
<b>Total Part-Time Positions</b>		<b>21</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>TOTAL POSITIONS</b>		<b>46</b>	<b>43</b>	<b>43</b>	<b>43</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 05 Willow Point-Dietary

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000427 CAFETERIA FEES	1,233	1,616	773	1,204	1,204
0000002 Departmental Income Totals	1,233	1,616	773	1,204	1,204
0000007 Misc Interfund Revenues					
5000565 TRANSFER FROM INTERNAL SERVICE	53,565	0	0	0	0
0000007 Misc Interfund Revenues Totals	53,565	0	0	0	0
Rev Total for Div 2705	54,798	1,616	773	1,204	1,204
0000010 Personal Service					
6001000 SALARIES FULL-TIME	759,436	724,571	376,483	750,757	750,757
6001001 SALARIES PART-TIME	254,694	224,020	190,265	231,495	231,495
6001002 SALARIES TEMPORARY	0	0	3,356	0	0
6001003 SALARIES OVERTIME	13,647	29,614	25,160	31,343	31,343
6001004 SALARIES SHIFT DIFFERENTIAL	0	4,421	0	4,421	4,421
6001009 OTHER PERSONNEL SERVICES	5,983	6,950	5,183	6,650	6,650
6001012 HOLIDAY OVERTIME PAY	8,634	13,137	4,130	14,091	14,091
0000010 Personal Service Totals	1,042,394	1,002,713	604,577	1,038,757	1,038,757
0000020 Equipment and Capital Outlay					
6002700 KITCHEN AND DINING ROOM EQUIPM	0	4,800	898	14,800	14,800
0000020 Equipment and Capital Outlay Totals	0	4,800	898	14,800	14,800
0000040 Contractual Expenditures					
6004012 OFFICE SUPPLIES	2,238	2,520	2,357	2,350	2,350
6004030 FOOD AND BEVERAGES	13,191	2,000	546	1,000	1,000
6004031 KITCHEN AND DINING ROOM SUPPLI	11,087	6,000	1,213	5,000	5,000
6004045 TRAINING AND EDUCATIONAL SUPPL	355	0	110	0	0
6004054 SAFETY SUPPLIES	3,722	3,800	2,162	3,800	3,800
6004055 COMPUTER SOFTWARE AND SUPPLIES	1,710	1,710	1,710	1,710	1,710
6004106 GENERAL OFFICE EXPENSES	288	1,000	953	1,050	1,050
6004162 EDUCATION AND TRAINING	340	800	480	800	800

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 05 Willow Point-Dietary

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004196 COPYING MACHINE RENTALS	1,200	3,384	2,256	3,384	3,384
6004594 LOSS ON DISPOSITION OF ASSETS	702	0	0	0	0
0000040 Contractual Expenditures Totals	34,833	21,214	11,787	19,094	19,094
0000041 Chargeback Expenses					
6004625 FOOD SERVICE CHARGEBACKS	1,617,865	1,619,140	570,032	1,685,388	1,685,388
0000041 Chargeback Expenses Totals	1,617,865	1,619,140	570,032	1,685,388	1,685,388
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	656	0	0	0	0
0000070 Interest on Indebtedness Totals	656	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	136,463	180,487	104,360	403,039	403,039
6008002 SOCIAL SECURITY	75,801	76,709	44,638	79,469	79,469
6008004 WORKERS COMPENSATION	15,002	15,299	7,643	16,205	16,205
6008006 LIFE INSURANCE	634	646	387	608	608
6008007 HEALTH INSURANCE	237,958	255,797	129,670	210,862	210,862
6008009 RETIREE HEALTH INSURANCE	58,685	66,891	61,002	103,229	103,229
6008010 DISABILITY INSURANCE	4,114	4,257	2,344	3,999	3,999
6008011 UNEMPLOYMENT INSURANCE	4,002	0	0	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	40,000	0	3,612	0	0
0000080 Employee Benefits Totals	572,659	600,086	353,656	817,411	817,411
Exp Total for Div 2705	3,268,407	3,247,953	1,540,950	3,575,450	3,575,450
Total for Div 2705	-3,213,609	-3,246,337	-1,540,177	-3,574,246	-3,574,246

## **WILLOW POINT NURSING HOME**

### **Cleanliness and Safety**

#### **MISSION STATEMENT**

The Housekeeping and Laundry Unit is responsible for maintaining a hygienically safe and sanitary environment for the residents of the facility.

The Maintenance Unit is responsible for providing general and preventive maintenance for the physical plant, equipment and grounds.

#### **DESCRIPTION**

The Housekeeping Unit is charged with the responsibility of providing a safe and sanitary environment for residents and staff of the facility. The duties include all the basic cleaning functions.

The Maintenance Unit has the responsibility of providing general and preventive maintenance for all equipment, buildings and grounds, which are the property of Broome County.

The Laundry Unit launders residents' clothing, facility draperies, and miscellaneous resident care items. Laundry also controls the contracted linen supply.

#### **2013 OBJECTIVES**

- Continue to improve the quality of housekeeping services and expand cost containment measures.

#### **2013 BUDGET HIGHLIGHTS**

- Continue routine maintenance and renovations of the facilities.

27 030204 WILLOW POINT NURSING HOME/Cleanliness & Safety

030304

030404

030404

		As of 8/24/2012			
		2011	Current	2013	2013
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Actuals</u>	<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>					
Housekeeping Supervisor	14 BAPA	1	1	1	1
Assistant Housekeeping Supervisor	11 CSEA	1	1	1	1
Maintenance Mechanic	10 CSEA	4	4	4	4
Custodial Worker	6 CSEA	26	25	25	25
Laundry Worker	6 CSEA	3	3	3	3
Clerk	6 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>36</b>	<b>35</b>	<b>35</b>	<b>35</b>
<u>PART TIME</u>					
Custodial Worker	6 CSEA	5	5	5	5
Laundry Worker	6 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>TOTAL POSITIONS</b>		<b>42</b>	<b>41</b>	<b>41</b>	<b>41</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 03 Willow Point-Cleanliness/Safety

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000339 FRINGE BENEFIT CHGBK REVENUE	91	0	0	0	0
0000002 Departmental Income Totals	91	0	0	0	0
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	1	0	0	0	0
0000003 Use of Money Totals	1	0	0	0	0
0000006 Sale of Prop and Comp for Loss					
5000510 SALE OF SCRAP & EXCESS MATERIA	1,798	2,285	937	0	0
0000006 Sale of Prop and Comp for Loss Totals	1,798	2,285	937	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	15	0	0	0	0
5000531 GIFTS AND DONATIONS	12	0	0	0	0
5000534 TRANSFER FROM INSURANCE RESERV	13,042	0	0	0	0
0000007 Misc Interfund Revenues Totals	13,069	0	0	0	0
Rev Total for Div 2703	14,959	2,285	937	0	0
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,002,835	1,069,552	547,340	1,076,894	1,076,894
6001001 SALARIES PART-TIME	75,066	68,119	29,672	67,949	67,949
6001003 SALARIES OVERTIME	8,397	29,641	6,946	31,003	31,003
6001008 STAND-BY PAY	7,260	7,320	4,480	7,280	7,280
6001009 OTHER PERSONNEL SERVICES	6,734	6,600	6,317	6,600	6,600
6001012 HOLIDAY OVERTIME PAY	8,376	9,428	3,575	9,855	9,855
0000010 Personal Service Totals	1,108,668	1,190,660	598,330	1,199,581	1,199,581
0000020 Equipment and Capital Outlay					
6002600 MAINTENANCE EQUIPMENT	0	650	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 03 Willow Point-Cleanliness/Safety

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6002604 BUILDING AND GROUNDS EQUIPMENT	0	750	725	0	0
6002700 KITCHEN AND DINING ROOM EQUIPM	0	8,250	8,123	10,500	10,500
6002701 LAUNDRY AND CLEANING EQUIPMENT	0	0	0	9,375	9,375
<b>0000020 Equipment and Capital Outlay Totals</b>	<b>0</b>	<b>9,650</b>	<b>8,848</b>	<b>19,875</b>	<b>19,875</b>
<b>0000040 Contractual Expenditures</b>					
6004012 OFFICE SUPPLIES	536	200	0	200	200
6004021 BLDG MAINTENANCE SUPPLIES	31,884	42,900	12,638	42,900	42,900
6004022 FUEL AND HEATING SUPPLIES	163,336	195,000	73,230	180,000	180,000
6004023 BLDG AND GROUNDS SUPPLIES	39,558	50,600	25,972	50,600	50,600
6004032 HSLD LAUNDRY & CLEANING SUPPLI	25,106	40,750	19,150	41,750	41,750
6004040 MOTOR EQUIPMENT SUPPLIES	200	0	0	0	0
6004048 MISC OPERATIONAL SUPPLIES	7,091	6,620	4,895	8,320	8,320
6004054 SAFETY SUPPLIES	1,309	1,200	386	1,640	1,640
6004061 ENVIRONMENTAL HEALTH SUPPLIES	189,256	169,000	131,117	190,000	190,000
6004062 MEDICAL LAB & CLINIC SUPPLIES	18,854	19,750	16,108	2,000	2,000
6004106 GENERAL OFFICE EXPENSES	0	100	0	50	50
6004112 BLDG GROUNDS AND EQUIP REPAIR	30,785	37,150	23,933	39,100	39,100
6004113 WATER AND SEWAGE CHARGES	57,406	60,000	47,077	60,000	60,000
6004115 ELECTRIC CURRENT	242,181	279,250	148,855	265,000	265,000
6004116 TAXES	3,458	3,600	3,461	3,600	3,600
6004117 BUILDING AND GROUNDS EXPENSES	62,539	81,010	42,942	73,863	73,863
6004121 LAUNDRY AND DRY CLEANING EXPEN	273,928	245,000	170,053	280,000	280,000
6004123 MEDICAL HOSPITAL AND LAB EXPEN	12,230	7,750	3,829	8,750	8,750
6004130 MOTOR EQUIP REPAIRS AND MAINT	500	0	0	0	0
6004138 OTHER OPERATIONAL EXPENSES	185	0	0	0	0
6004191 OUTSIDE RENTALS-MACHINERY	900	1,500	525	1,000	1,000
6004192 SOFTWARE MAINTENANCE	0	0	500	0	0
6004196 COPYING MACHINE RENTALS	1,398	1,398	932	1,398	1,398
6004200 PROPERTY LOSS	9,934	0	0	0	0
6004203 INSURANCE CLAIMS	3,108	0	0	0	0
6004594 LOSS ON DISPOSITION OF ASSETS	1,354	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>1,177,036</b>	<b>1,242,778</b>	<b>725,603</b>	<b>1,250,171</b>	<b>1,250,171</b>
<b>0000041 Chargeback Expenses</b>					
6004614 OTHER CHARGEBACK EXPENSES	3,181	4,500	1,159	4,500	4,500
6004615 GASOLINE CHARGEBACK	2,848	5,695	1,300	4,400	4,400
6004616 FLEET SERVICE CHARGEBACK	0	8,016	5,344	7,562	7,562
6004619 BUILDING SERVICE CHARGEBACK	4,289	119,056	26,368	140,000	140,000
<b>0000041 Chargeback Expenses Totals</b>	<b>10,318</b>	<b>137,267</b>	<b>34,171</b>	<b>156,462</b>	<b>156,462</b>



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 03 Willow Point-Cleanliness/Safety

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits					
6008001 STATE RETIREMENT	153,740	214,319	119,024	245,236	245,236
6008002 SOCIAL SECURITY	80,369	91,081	42,517	94,021	94,021
6008004 WORKERS COMPENSATION	28,611	30,727	10,655	22,603	22,603
6008006 LIFE INSURANCE	677	703	437	703	703
6008007 HEALTH INSURANCE	338,724	342,276	216,341	381,045	381,045
6008009 RETIREE HEALTH INSURANCE	180,749	196,378	124,536	193,879	193,879
6008010 DISABILITY INSURANCE	4,401	4,644	2,548	4,644	4,644
6008011 UNEMPLOYMENT INSURANCE	1,464	0	0	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	20,000	0	669	0	0
0000080 Employee Benefits Totals	808,735	880,128	516,727	942,131	942,131
Exp Total for Div 2703	3,104,757	3,460,483	1,883,679	3,568,220	3,568,220
Total for Div 2703	-3,089,798	-3,458,198	-1,882,742	-3,568,220	-3,568,220

## **WILLOW POINT NURSING HOME**

### **Social Programs**

#### **MISSION STATEMENT**

The Social Services and Recreation Departments will continue to meet the social, emotional, personal, and recreational needs of residents from point of entry to the time of discharge.

#### **DESCRIPTION**

The responsibility of the Social Services Department is to assist residents, families with the admissions process, assist residents in making adjustments to living in a residential health care environment. Social Services offers information, support, counsel, and a complete explanation of resident rights and responsibilities and Willow Point Nursing Home policies. Social Services assesses residents social and emotional needs and provides/coordinates all services while residing at Willow Point and at discharge from Willow Point. Social Services has strong involvement in resident/family conferences (case conference) with the interdisciplinary team members to discuss resident care plan and to answer family concerns.

The **Recreation Department** provides an ongoing program of activities designed to meet the interests and the physical, mental and psychosocial well-being of each resident. These programs for residents include large and small groups and 1:1 activities incorporating all ages, interests and abilities.

#### **2013 OBJECTIVES**

- Work with Admissions personnel to develop a marketing strategy to increase community awareness of Willow Point Nursing Home services.
- Enhance recreation programming to increase the quantity and quality of 1:1 and independent activities for bedridden and room-bound residents. Increase the quality of assessment and care planning for activity interventions and appropriate follow through by the interdisciplinary team. Participate in the interdisciplinary approach to total management of residents; especially those who are in need of increased stimuli and are at risk for falls, elopement, or having behavioral issues or psychosocial needs.

#### **2013 BUDGET HIGHLIGHTS**

- Continued development of facility social work programs/groups for residents, families, and staff by the Social Services Department.

27 070104 **WILLOW POINT NURSING HOME/Social Programs**  
 27 070304

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of NH Social Services (40)	21 BAPA	1	1	0	0
Director Therapeutic Recreational Services	15 BAPA	1	1	1	1
Social Work Assistant	14 CSEA	4	4	4	4
Assistant Director of Activities	9 CSEA	1	1	1	1
Leisure Time Activities Leader	7 CSEA	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
<b>Total Full-Time Positions</b>		<b>13</b>	<b>13</b>	<b>12</b>	<b>12</b>
<b><u>PART TIME</u></b>					
Social Work Assistant	14 CSEA	1	0	0	0
Clerk	6 CSEA	2	2	1	1
Unit Aide	NA	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
<b>Total Part-Time Positions</b>		<b>10</b>	<b>9</b>	<b>8</b>	<b>8</b>
<b>TOTAL POSITIONS</b>		<b>23</b>	<b>22</b>	<b>20</b>	<b>20</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 07 Willow Point-Social Programs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000109 CABLE TV	11,015	10,341	6,105	9,495	9,495
0000002 Departmental Income Totals	11,015	10,341	6,105	9,495	9,495
0000007 Misc Interfund Revenues					
5000531 GIFTS AND DONATIONS	12	0	0	0	0
0000007 Misc Interfund Revenues Totals	12	0	0	0	0
Rev Total for Div 2707	11,027	10,341	6,105	9,495	9,495
0000010 Personal Service					
6001000 SALARIES FULL-TIME	480,842	495,228	261,853	435,479	435,479
6001001 SALARIES PART-TIME	98,359	77,310	49,978	66,595	66,595
6001002 SALARIES TEMPORARY	41,197	28,304	71,436	72,222	72,222
6001003 SALARIES OVERTIME	2,359	3,985	1,417	4,024	4,024
6001004 SALARIES SHIFT DIFFERENTIAL	0	144	0	144	144
6001008 STAND-BY PAY	30	0	0	0	0
6001012 HOLIDAY OVERTIME PAY	1,171	461	582	487	487
0000010 Personal Service Totals	623,958	605,432	385,266	578,951	578,951
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	75	150	0	150	150
6004012 OFFICE SUPPLIES	885	825	197	750	750
6004030 FOOD AND BEVERAGES	1,515	1,300	725	1,500	1,500
6004053 RECREATIONAL AND ACTIVITY SUPP	1,829	1,711	1,274	1,850	1,850
6004055 COMPUTER SOFTWARE AND SUPPLIES	200	250	110	175	175
6004105 DUES AND MEMBERSHIPS	80	245	56	260	260
6004125 RELIGIOUS EXPENSES	3,000	3,000	2,000	3,000	3,000
6004126 RECREATIONAL AND ACTIVITY EXPE	15,124	16,917	10,400	15,438	15,438
6004131 PHOTOGRAPHIC EXPENSES	0	90	0	50	50
6004138 OTHER OPERATIONAL EXPENSES	401	400	415	400	400
6004143 TRANSPORTATION SERVICES	1,007	1,000	386	1,050	1,050
6004161 TRAVEL HOTEL AND MEALS	0	100	0	100	100
6004162 EDUCATION AND TRAINING	984	1,525	239	1,325	1,325
6004169 DAY TRIP MEAL REIMBURSEMENT	32	50	0	35	35

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 07 Willow Point-Social Programs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004191 OUTSIDE RENTALS-MACHINERY	23	50	101	50	50
6004573 OTHER FEES FOR SERVICES	4,400	5,000	2,717	25,000	25,000
6004594 LOSS ON DISPOSITION OF ASSETS	114	0	0	0	0
0000040 Contractual Expenditures Totals	29,669	32,613	18,620	51,133	51,133
0000041 Chargeback Expenses					
6004625 FOOD SERVICE CHARGEBACKS	5	50	0	50	50
0000041 Chargeback Expenses Totals	5	50	0	50	50
0000080 Employee Benefits					
6008001 STATE RETIREMENT	78,664	103,885	64,694	101,182	101,182
6008002 SOCIAL SECURITY	45,569	46,315	28,065	44,292	44,292
6008004 WORKERS COMPENSATION	7,278	7,511	4,117	8,728	8,728
6008006 LIFE INSURANCE	288	342	177	285	285
6008007 HEALTH INSURANCE	123,715	129,504	81,832	129,167	129,167
6008009 RETIREE HEALTH INSURANCE	75,886	83,374	50,076	79,630	79,630
6008010 DISABILITY INSURANCE	1,675	1,558	955	1,548	1,548
6008011 UNEMPLOYMENT INSURANCE	2,067	0	11,373	0	0
0000080 Employee Benefits Totals	335,142	372,489	241,289	364,832	364,832
Exp Total for Div 2707	988,774	1,010,584	645,175	994,966	994,966
Total for Div 2707	-977,747	-1,000,243	-639,070	-985,471	-985,471

## WILLOW POINT NURSING HOME

### Ancillaries

#### MISSION STATEMENT

Ancillary Programs provide an array of required rehabilitation services and programs designed to address issues of pain and debility, striving to maintain optimal functional levels.

#### DESCRIPTION

The **Physical Therapy** Department provides evaluations and treatments that are designed to restore and maintain the physical functions that have been lost or impaired, such as the ability to walk or stand. Techniques used include gait and balance training, manual skills and therapeutic exercise. The Department also addresses the causes of pain, wound issues, and community re-entry concerns.

The **Occupational Therapy** Department provides treatment and training programs designed to restore and maintain residents' ability to function independently. These abilities include activities of daily living, self-care retraining, eye-hand coordination, strength and walk tolerance, range of motion, cognitive processing and home skills. Treatments include the use of assistive and adaptive devices, orthotic and prosthetic devices, positioning, sensory stimulation, reality orientation, visual perceptual training, and therapeutic activities and exercises, activities of daily living/self-care retraining, and cognitive processing activities..

The (contracted) **Speech and Language Pathologist** performs evaluations of hearing and speech disorders; as well as addresses concerns with swallowing dysfunction and diet management. Therapy may be recommended to improve communication of speech and language or to provide an alternative means of communication. Inservices are provided by a licensed audiologist or licensed speech-language pathologist.

The facility contracts with a **Pharmacy** that provides all necessary medications for each resident on a unit dose basis. Services also cover a monthly review by a Pharmacist for policy review, resident drug review, survey of stock drugs, and handling of controlled medications.

A part-time **Dentist** is under contract to provide dental care to the residents and inservice to the staff. A full dental office is maintained at Willow Point.

#### 2013 OBJECTIVES

- Continue to proactively address the needs of the resident population to support maximum functional recovery.
- Operate efficiently within budget allowance to meet equipment needs.
- Operate effectively within the most current requirements of third party payors.
- Maintain productivity of line clinicians at 75% or better.

#### 2013 BUDGET HIGHLIGHTS

- Acclimate new clinician to full operational standards.
- Provide therapy services up to 6X/week addressing rehabilitative needs more comprehensively.

27 020304 WILLOW POINT NURSING HOME/Ancillaries  
020504

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	As of	<u>2013 Requested</u>	<u>2013 Recommended</u>
			8/24/2012 Current Authorized		
<u>FULL TIME</u>					
Director of Rehabilitation Services	28 BAPA	1	1	0	0
Physical Therapist	25 CSEA	1	1	0	0
Occupational Therapist	24 CSEA	1	1	0	0
Occupational Therapy Assistant (COTA)	16 CSEA	1	1	0	0
Physical Therapy Assistant	13 CSEA	4	4	0	0
Physical Therapy Aide	7 CSEA	<u>3</u>	<u>3</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 02 Willow Point-Ancillaries

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	492,888	527,183	295,919	0	0
6001003 SALARIES OVERTIME	17,900	7,658	7,838	0	0
6001009 OTHER PERSONNEL SERVICES	1,917	2,000	1,900	0	0
6001012 HOLIDAY OVERTIME PAY	930	0	785	0	0
<b>0000010 Personal Service Totals</b>	<b>513,635</b>	<b>536,841</b>	<b>306,442</b>	<b>0</b>	<b>0</b>
<b>0000020 Equipment and Capital Outlay</b>					
6002505 HOSPITAL MEDICAL AND LAB EQUIP	0	8,000	6,179	0	0
<b>0000020 Equipment and Capital Outlay Totals</b>	<b>0</b>	<b>8,000</b>	<b>6,179</b>	<b>0</b>	<b>0</b>
<b>0000040 Contractual Expenditures</b>					
6004012 OFFICE SUPPLIES	418	250	118	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	82	100	0	0	0
6004062 MEDICAL LAB & CLINIC SUPPLIES	63,480	39,725	35,176	45,000	45,000
6004064 UNIT DOSAGE SNF	460,985	490,000	155,649	400,000	400,000
6004105 DUES AND MEMBERSHIPS	0	200	200	200	200
6004106 GENERAL OFFICE EXPENSES	2,270	3,133	63	0	0
6004123 MEDICAL HOSPITAL AND LAB EXPEN	1,249	600	0	0	0
6004162 EDUCATION AND TRAINING	0	250	0	0	0
6004191 OUTSIDE RENTALS-MACHINERY	11,537	5,000	1,995	5,000	5,000
6004196 COPYING MACHINE RENTALS	0	0	618	1,482	1,482
6004402 LAB SERVICES	35,893	44,000	16,733	30,000	30,000
6004405 REHAB AND THERAPY SERVICES	67,575	51,000	32,766	875,931	875,931
6004411 PHYSICIAN SERVICES	64,117	65,200	42,128	63,200	63,200
6004413 OTHER HEALTH AND MEDICAL SERVI	364	3,000	552	0	0
6004573 OTHER FEES FOR SERVICES	21,468	59,750	25,410	52,000	52,000
6004594 LOSS ON DISPOSITION OF ASSETS	7,557	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>736,995</b>	<b>762,208</b>	<b>311,408</b>	<b>1,472,813</b>	<b>1,472,813</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	71,851	96,632	61,176	0	0
6008002 SOCIAL SECURITY	37,069	41,071	21,787	0	0
6008004 WORKERS COMPENSATION	4,176	4,310	2,632	0	0
6008006 LIFE INSURANCE	202	209	137	0	0
6008007 HEALTH INSURANCE	114,563	129,308	75,152	0	0
6008009 RETIREE HEALTH INSURANCE	57,424	63,369	33,731	53,542	53,542



REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050      WPNH Operating  
DEPT 27000000   Willow Point  
DIV 02          Willow Point-Ancillaries

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008010 DISABILITY INSURANCE	1,173	1,290	796	0	0
6008011 UNEMPLOYMENT INSURANCE	508	0	0	0	0
0000080 Employee Benefits Totals	286,966	336,189	195,411	53,542	53,542
Exp Total for Div 2702	1,537,596	1,643,238	819,440	1,526,355	1,526,355
Total for Div 2702	-1,537,596	-1,643,238	-819,440	-1,526,355	-1,526,355

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050 WPNH Operating  
DEPT 27000000 Willow Point  
DIV 04 Willow Point-Debt Svc

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000007 Misc Interfund Revenues					
5000532 PREMIUM & ACCRUED INT ON OBLIG	694	0	720	0	0
0000007 Misc Interfund Revenues Totals	694	0	720	0	0
0000009 Federal Aid					
5000952 ARRA DEBT REIMBURSEMENT	12,014	12,014	6,007	12,014	12,014
0000009 Federal Aid Totals	12,014	12,014	6,007	12,014	12,014
Rev Total for Div 2704	12,708	12,014	6,727	12,014	12,014
0000040 Contractual Expenditures					
6004502 BOND AND NOTE ISSUE EXPENSE	215	0	0	0	0
6004504 OTHER FINANCIAL SERVICES	1,583	1,406	722	1,328	1,328
0000040 Contractual Expenditures Totals	1,798	1,406	722	1,328	1,328
0000060 Principal on Indebtedness					
6006000 PRINCIPAL ON SERIAL BONDS	0	223,007	0	228,610	228,610
6006001 PRINCIPAL ON BANS	0	44,180	0	44,180	44,180
0000060 Principal on Indebtedness Totals	0	267,187	0	272,790	272,790
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	108,175	102,815	33,972	94,261	94,261
6007001 INTEREST ON BANS	1,784	2,771	987	2,651	2,651
0000070 Interest on Indebtedness Totals	109,959	105,586	34,959	96,912	96,912
Exp Total for Div 2704	111,757	374,179	35,681	371,030	371,030
Total for Div 2704	-99,049	-362,165	-28,954	-359,016	-359,016

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 2050	WPNH Operating				
DEPT 27000000	Willow Point				
DIV 09	Willow Point-Intergovt Transfers				
		2011	2012	2012	2013
		Actuals	Budget	YTD Actuals As of 09/06/12	Budget Requested
					2013 Budget Recommended
Account					
0000007 Misc Interfund Revenues					
5000567 IGT REVENUE		7,810,466	6,059,477	4,570,657	5,000,000
0000007 Misc Interfund Revenues Totals		7,810,466	6,059,477	4,570,657	5,000,000
Rev Total for Div 2709		7,810,466	6,059,477	4,570,657	5,000,000
Total for Div 2709		7,810,466	6,059,477	4,570,657	5,000,000

FUND 2050	WPNH Operating
DEPT 27000000	Willow Point
DIV 09	Willow Point-Intergovt Transfers

2012	201
YTD Actuals	Budg
As of 09/06/12	Reque

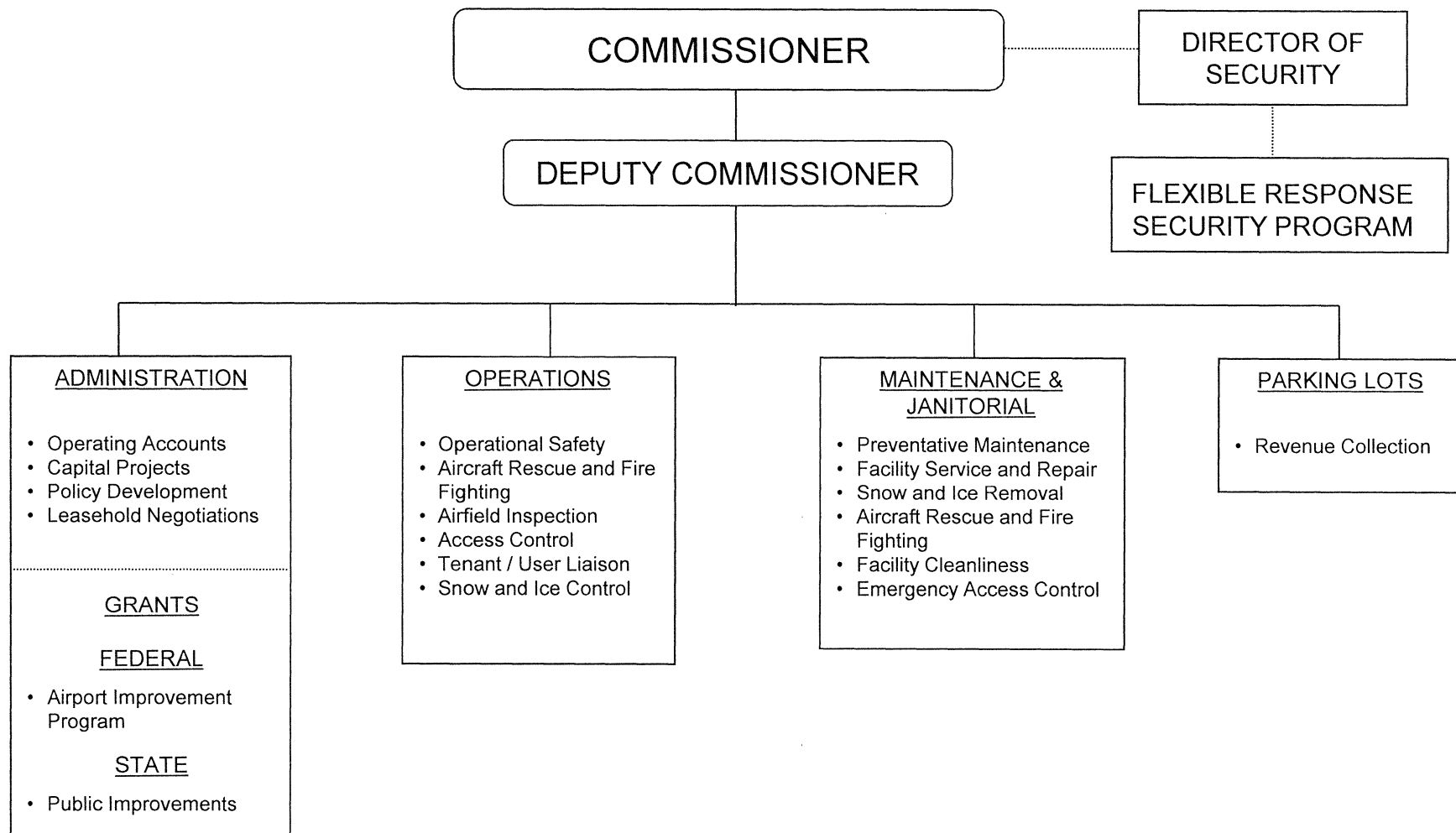
Total for Dept	27000000	-415,756	18,112	3,093,012	30,008	30,008
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## TRANSPORTATION

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>
Aviation	280
Highways	
County Roads	288
Road Machinery	297
Public Transportation (Transit)	302

# AVIATION



## **AVIATION**

### **MISSION STATEMENT**

We are committed to being your airport of choice by creating the ultimate airport customer experience.

BGM strives to be a regional economic partner dedicated to providing exceptional value to our customers and the community through convenient transportation services and modern facilities that consistently exceed expectations.

### **DESCRIPTION**

The operation of the airport is provided for in Article X of the Broome County Charter. The airport is regulated by the Federal Aviation Administration and the Transportation Security Administration under Title 14 of the code of Federal Regulations, as well as various other state and federal authorities involving safety, environmental, and funding concerns.

The Department maintains two intersecting runways, twelve taxiways, three aircraft aprons, and all required lighting/signage. The department also maintains; a 74,000 square foot passenger terminal, three large aircraft hangars, 15 T-hangars, a 7,500 square foot aircraft/rescue/fire-fighting facility, a 24,000 square foot maintenance building, and a 70,000 gallon fuel farm. Additionally the Department is responsible for the roadway serving the facility, water /sewer services, and a total of 900 parking spaces in the public, car rental, and employee parking lots.

Three (3) airlines (Delta Connection, United Express, and US Airways Express) currently provide service at the airport and their activities are complimented by FAA Air Traffic and Facilities Office, a Transportation Security Administration Office, a Civil Air Patrol office, United States Customs and Border Patrol Office, three (3) car

rental agencies, a restaurant, ground transportation services, National Weather Service Office, and First Air - a provider of general/business aviation services.

### **2013 OBJECTIVES**

- To meet and maintain our high standards of providing a safe, secure and efficient air transportation facility;
- Continue our program that is focused on preparing designated airport property for aeronautical and non-aeronautical business development. We shall also aggressively pursue new airport tenants to ensure long term airport budget stability and affordable operating rates for the airport users;
- To maintain and build upon the current level of commercial air service and passenger traffic through air service/airport marketing campaigns to ensure that the services provided at our facility meet the needs of the community and promote the use of the Greater Binghamton Airport;
- Secure long-term tenant for our currently vacant Hangar 1 building
- Focus on non-traditional sources of revenue, land development, natural gas expansion, non-airline tenants

### **2013 BUDGET HIGHLIGHTS**

- Funding of appropriations for airport marketing and air service development activities with an emphasis on new air service through SCASD grant
- Increase in parking rates in line with inflation levels, last increase in 2009
- Achieve personnel efficiencies through job class reclassification.
- Continuation of the US Customs program through the support of the Industrial Development Agency



## 28010005 AVIATION

28010005 AVIATION

		2012	As of		
			8/24/2012		
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>Requested</u>	<u>Current</u>	<u>2013</u>	<u>2013</u>
			<u>Authorized</u>	<u>Requested</u>	<u>Recommended</u>
<u>FULL TIME</u>					
Commissioner of Aviation	H Admin	1	1	1	1
Deputy Commissioner of Aviation	E Admin	1	1	1	1
Airport Operations Supervisor	20 BAPA	1	1	0	0
Senior Accountant	18 BAPA	1	1	1	1
Senior Operations Specialist	18 CSEA	0	0	1	1
Airport Maintenance Supervisor	16 BAPA	1	1	1	1
Airport Parking Manager	9 BAPA	1	1	1	1
Airport Operations Specialist/Trainee	15/14 CSEA	5	5	4	4
Airport Equipment Mechanic	14 CSEA	1	1	1	1
Secretary (40)	13 CSEA	1	1	0	0
Airport Maintenance Mechanic	11 CSEA	5	5	5	5
Keyboard Specialist	8 CSEA	0	0	1	1
Airport Custodial Worker	7 CSEA	<u>3</u>	<u>3</u>	<u>4</u>	<u>4</u>
<b>Total Full-Time Positions</b>		<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<u>PART TIME</u>					
Account Clerk	7 CSEA	1	1	1	1
Airport Parking Attendant	6 CSEA	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Part-Time Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>TOTAL POSITIONS</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2010 Aviation Operating  
DEPT 28000000 Aviation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000126 FARES & FEES	142,341	154,000	59,059	154,000	154,000
5000129 RENTAL CAR CONCESSION FEES	459,070	440,000	303,018	460,000	460,000
5000133 ADVERTISING FEES	35,293	35,000	21,512	34,000	34,000
5000136 SPACE RENTAL-AIRLINES	956,588	985,600	637,714	985,600	985,600
5000137 SPACE RENTAL-OTHER	200,518	207,178	132,805	208,342	208,342
5000139 MISC TERMINAL AREA INCOME	4,378	4,380	2,189	4,400	4,400
5000140 LANDING FEES - SIGNATORY	270,845	289,590	149,945	292,530	292,530
5000141 LANDING FEES - NON-SIGNATORY	26,035	33,000	11,630	26,000	26,000
5000142 FUEL FLOWAGE FEE	24,418	26,000	12,920	25,500	25,500
5000144 HANGAR RENTAL	328,503	216,987	176,336	218,815	218,815
5000145 HANGAR TAX REIMBURSEMENT	72,676	73,941	19,981	68,423	68,423
5000146 AIRCRAFT T-HANGAR RENTAL	24,150	31,500	14,700	43,200	43,200
5000147 FREIGHT BLDG RENTAL	2,500	600	0	0	0
5000149 SERVICE CTR/STORAGE/WASH RACK	24,203	25,180	16,553	30,000	30,000
5000195 FACILITY RENTALS	4,920	5,100	3,400	5,100	5,100
5000196 GROUND RENTALS	29,066	29,938	20,072	30,686	30,686
5000197 PARKING OPER CONCESSIONS	915,586	965,250	599,038	1,080,000	1,080,000
5000201 MISC ADMIN AND OTHER INCOME	722	2,000	826	2,000	2,000
5000337 EQUIP USAGE CHGBK REVENUE	996	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	169	0	0	0	0
5000400 DEPRECIATION CHARGEBACK	4,185,961	0	0	0	0
5000428 OTHER CHARGES	10,991	53,400	52,946	2,400	2,400
5000431 MISCELLANEOUS	15,380	0	0	0	0
<b>0000002 Departmental Income Total</b>	<b>7,735,309</b>	<b>3,578,644</b>	<b>2,234,644</b>	<b>3,670,996</b>	<b>3,670,996</b>
<b>0000003 Use of Money</b>					
5000451 INTEREST AND EARNINGS	1,406	1,000	1,234	650	650
5000460 RENTAL OF REAL PROPERTY INDIVI	40,178	40,178	34,912	38,394	38,394
5000470 VENDING MACHINE	2,942	2,925	1,751	2,900	2,900
<b>0000003 Use of Money Total</b>	<b>44,526</b>	<b>44,103</b>	<b>37,897</b>	<b>41,944</b>	<b>41,944</b>
<b>0000006 Sale of Prop and Comp for Loss</b>					
5000518 SALE OF EQUIPMENT	2,522	0	0	0	0
<b>0000006 Sale of Prop and Comp for Loss Total</b>	<b>2,522</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000007 Misc Interfund Revenues</b>					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	0	0	172	0	0
5000532 PREMIUM & ACCRUED INT ON OBLIG	791	0	3,435	0	0

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2010      Aviation Operating  
DEPT 28000000 Aviation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
5000534 TRANSFER FROM INSURANCE RESERV	87,467	0	732	0	0
5000537 PASSENGER FACILITIES CHARGES	407,218	15,900	0	16,400	16,400
5000539 CONSOLIDATED FACILITIES CHARGE	119,662	26,053	20,426	26,060	26,060
5000570 EARNINGS ON TEMPORARY INVESTME	10,476	0	0	0	0
5000580 UNUSED CAPITAL FUND	0	316,224	0	316,298	316,298
5000600 CAPITAL CONTRIBUTIONS	7,096,269	0	0	0	0
<b>0000007 Misc Interfund Revenues Total</b>	<b>7,721,883</b>	<b>358,177</b>	<b>24,765</b>	<b>358,758</b>	<b>358,758</b>
<b>0000009 Federal Aid</b>					
5000952 ARRA DEBT REIMBURSEMENT	30,423	30,423	8,776	30,423	30,423
<b>0000009 Federal Aid Total</b>	<b>30,423</b>	<b>30,423</b>	<b>8,776</b>	<b>30,423</b>	<b>30,423</b>
<b>Rev Totals for Dept 28000000</b>	<b>15,534,663</b>	<b>4,011,347</b>	<b>2,306,082</b>	<b>4,102,121</b>	<b>4,102,121</b>
<b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	979,996	982,323	484,663	942,400	942,400
6001001 SALARIES PART-TIME	60,330	64,697	38,516	65,531	65,531
6001002 SALARIES TEMPORARY	33,913	37,935	49,755	35,000	35,000
6001003 SALARIES OVERTIME	100,965	115,241	63,439	115,068	115,068
6001004 SALARIES SHIFT DIFFERENTIAL	6,502	6,600	4,109	6,600	6,600
6001008 STAND-BY PAY	17,064	18,340	7,871	18,340	18,340
6001010 SALARY ADJUSTMENTS	7,497	0	0	0	0
<b>0000010 Personal Service Totals</b>	<b>1,206,267</b>	<b>1,225,136</b>	<b>648,353</b>	<b>1,182,939</b>	<b>1,182,939</b>
<b>0000040 Contractual Expenditures</b>					
6004002 MAT & SUPPLIES-PAINT	366	0	0	0	0
6004005 SNOW REMOVAL MATERIALS & SUPPL	87,582	108,000	17,907	106,000	106,000
6004010 BOOKS AND SUBSCRIPTIONS	5,060	2,100	5,132	5,700	5,700
6004011 DUPLICATING AND PRINTING RM SU	0	0	237	0	0
6004012 OFFICE SUPPLIES	2,767	3,700	1,766	1,500	1,500
6004021 BLDG MAINTENANCE SUPPLIES	46,308	31,900	9,841	23,588	23,588
6004022 FUEL AND HEATING SUPPLIES	155,259	231,239	91,049	225,750	225,750
6004023 BLDG AND GROUNDS SUPPLIES	23,969	26,050	35,759	23,300	23,300
6004030 FOOD AND BEVERAGES	489	1,000	187	300	300
6004040 MOTOR EQUIPMENT SUPPLIES	22,488	26,000	22,708	26,000	26,000

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2010 Aviation Operating  
DEPT 28000000 Aviation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004045 TRAINING AND EDUCATIONAL SUPPL	0	0	540	0	0
6004046 GAS OIL GREASE AND DIESEL FUEL	72,348	75,000	26,441	72,000	72,000
6004047 TIRES AND TUBES	12,859	2,000	0	2,000	2,000
6004048 MISC OPERATIONAL SUPPLIES	24,644	10,400	12,337	15,400	15,400
6004052 UNIFORMS	5,473	5,700	3,951	5,900	5,900
6004054 SAFETY SUPPLIES	200	500	191	500	500
6004055 COMPUTER SOFTWARE AND SUPPLIES	1,593	2,000	120	7,000	7,000
6004056 COMPUTER EQUIPMENT(NON CAPITAL	342	0	0	0	0
6004100 POSTAGE AND FREIGHT	760	600	1,241	600	600
6004101 TELEPHONE	941	1,200	744	1,200	1,200
6004105 DUES AND MEMBERSHIPS	2,526	2,700	2,270	2,725	2,725
6004111 BUILDING AND LAND RENTAL	130,866	130,866	87,244	130,866	130,866
6004112 BLDG GROUNDS AND EQUIP REPAIR	25,946	23,800	14,672	23,500	23,500
6004113 WATER AND SEWAGE CHARGES	33,995	37,856	29,797	39,000	39,000
6004114 HEATING AND AIR COND PLANT EXP	10,055	5,175	4,567	5,175	5,175
6004115 ELECTRIC CURRENT	256,313	282,507	154,855	283,507	283,507
6004116 TAXES	103,823	105,630	28,545	97,747	97,747
6004117 BUILDING AND GROUNDS EXPENSES	26,499	35,394	13,342	32,001	32,001
6004130 MOTOR EQUIP REPAIRS AND MAINT	2,632	2,500	15	3,000	3,000
6004136 OPERATIONAL EQUIPMENT REPAIRS	5,580	5,000	4,766	7,500	7,500
6004137 ADVERTISING AND PROMOTION EXPE	77,211	80,000	47,192	80,000	80,000
6004138 OTHER OPERATIONAL EXPENSES	68,639	20,550	31,869	27,044	27,044
6004146 SUBCONTRACTED PROGRAM EXPENSE	136,733	133,500	97,961	133,500	133,500
6004147 OTHER PROGRAM EXPENSE	5,388	20,200	0	20,200	20,200
6004160 MILEAGE AND PARKING-LOCAL	402	300	189	350	350
6004161 TRAVEL HOTEL AND MEALS	0	6,000	5,432	6,000	6,000
6004162 EDUCATION AND TRAINING	2,879	8,500	9,256	8,500	8,500
6004165 ADVISORY BD/TRUSTEES EXPENSES	1,752	1,500	945	1,500	1,500
6004169 DAY TRIP MEAL REIMBURSEMENT	54	0	0	0	0
6004191 OUTSIDE RENTALS-MACHINERY	1,074	0	0	0	0
6004196 COPYING MACHINE RENTALS	648	2,220	1,682	2,220	2,220
6004200 PROPERTY LOSS	86,847	0	0	0	0
6004203 INSURANCE CLAIMS	621	0	732	0	0
6004502 BOND AND NOTE ISSUE EXPENSE	131	0	0	0	0
6004504 OTHER FINANCIAL SERVICES	18,574	19,004	11,777	20,362	20,362
6004573 OTHER FEES FOR SERVICES	1,850	0	0	0	0
6004580 BAD DEBT EXPENSE	350	0	0	0	0
6004594 LOSS ON DISPOSITION OF ASSETS	671,038	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>2,135,874</b>	<b>1,450,591</b>	<b>777,259</b>	<b>1,441,435</b>	<b>1,441,435</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	98,087	84,750	42,375	111,021	111,021
6004604 DPW SECURITY CHARGEBACKS	81,933	85,580	42,790	91,962	91,962

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2010 Aviation Operating  
DEPT 28000000 Aviation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004614 OTHER CHARGEBACK EXPENSES	965	690	0	795	795
6004619 BUILDING SERVICE CHARGEBACK	0	35,000	0	35,000	35,000
<b>0000041 Chargeback Expenses Totals</b>	<b>180,985</b>	<b>206,020</b>	<b>85,165</b>	<b>238,778</b>	<b>238,778</b>
<b>0000042 Depreciation</b>					
6004801 DEPRECIATION - BUILDINGS	1,223,812	0	0	0	0
6004803 DEPRECIATION - IMPROV O/T BLDG	3,223,381	0	2,672,189	0	0
6004804 DEPRECIATION - MOTOR VEHICLES	258,411	0	0	0	0
6004805 DEPRECIATION - MACHINERY & EQU	28,980	0	0	0	0
<b>0000042 Depreciation Totals</b>	<b>4,734,584</b>	<b>0</b>	<b>2,672,189</b>	<b>0</b>	<b>0</b>
<b>0000060 Principal on Indebtedness</b>					
6006000 PRINCIPAL ON SERIAL BONDS	0	254,942	0	264,562	264,562
6006001 PRINCIPAL ON BANS	0	31,666	0	47,667	47,667
6006007 PRINCIPAL ON COMPONENT UNIT LO	0	16,576	16,576	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>0</b>	<b>303,184</b>	<b>16,576</b>	<b>312,229</b>	<b>312,229</b>
<b>0000070 Interest on Indebtedness</b>					
6007000 INTEREST ON SERIAL BONDS	78,365	185,468	54,082	175,305	175,305
6007001 INTEREST ON BANS	0	5,957	2,132	12,651	12,651
6007005 INTEREST ON CAPITAL LEASE	548	0	0	0	0
6007007 INTEREST ON ON COMPONENT UNIT	1,187	246	249	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>80,100</b>	<b>191,671</b>	<b>56,463</b>	<b>187,956</b>	<b>187,956</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	167,363	215,170	131,735	251,375	251,375
6008002 SOCIAL SECURITY	86,365	93,723	46,975	90,495	90,495
6008004 WORKERS COMPENSATION	22,390	19,498	9,749	18,663	18,663
6008005 WORKERS COMP LT LIABILITY	4,912	0	0	0	0
6008006 LIFE INSURANCE	440	460	298	456	456
6008007 HEALTH INSURANCE	223,735	236,165	140,425	233,362	233,362
6008008 OPEB - HEALTH INSURANCE	121,483	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	133,227	143,382	97,684	142,111	142,111
6008010 DISABILITY INSURANCE	2,267	2,322	1,415	2,322	2,322
6008011 UNEMPLOYMENT INSURANCE	4,916	0	2,565	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	20,000	0	1,787	0	0

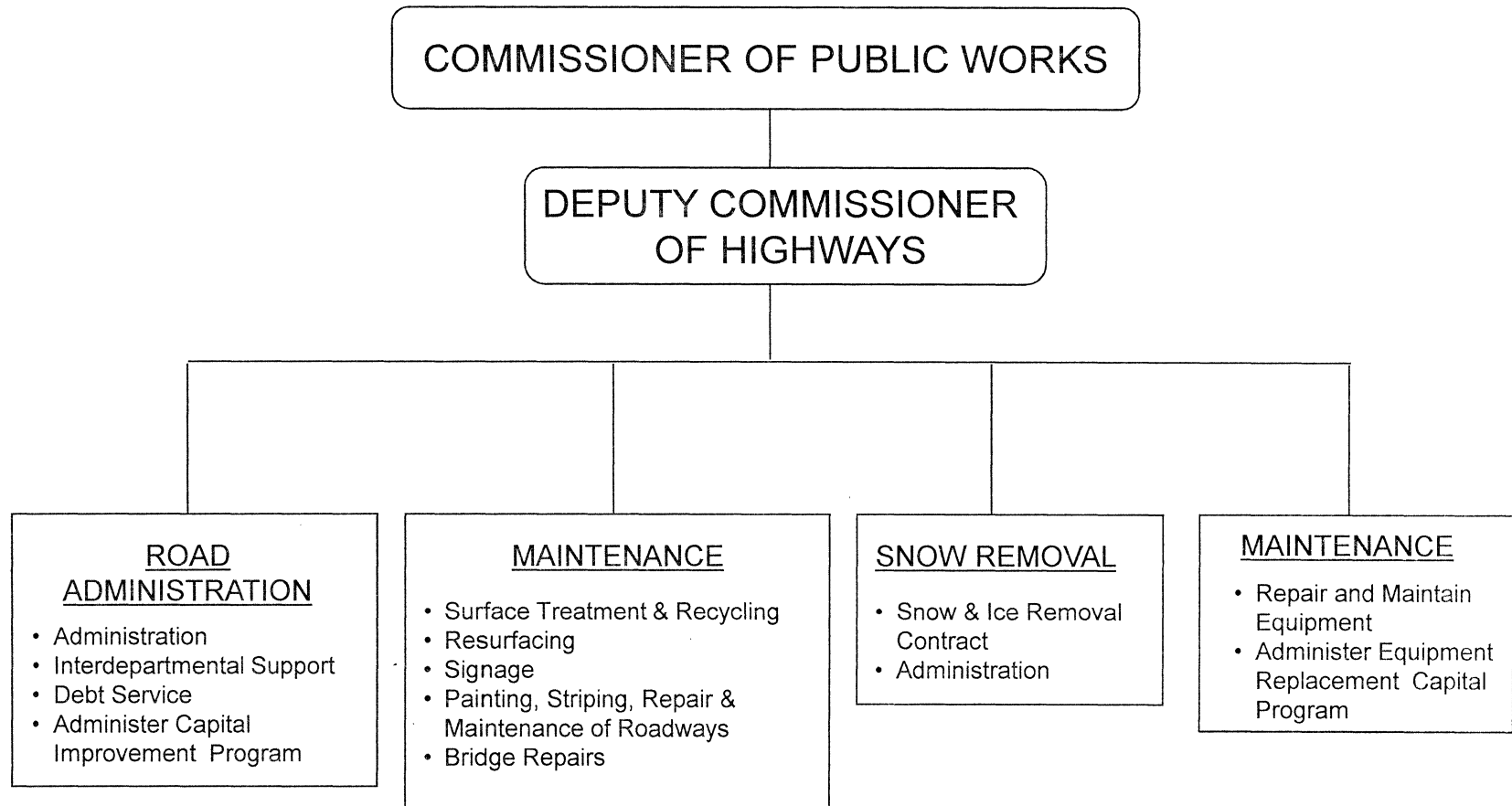
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2010 Aviation Operating  
DEPT 28000000 Aviation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits Totals	787,098	710,720	432,633	738,784	738,784
Exp Totals for Dept 28000000	9,124,908	4,087,322	4,688,638	4,102,121	4,102,121
Total for Dept 28000000	6,409,755	-75,975	-2,382,556	0	0

# HIGHWAYS



## **PUBLIC WORKS**

### **Highways/County Roads**

#### **MISSION STATEMENT**

To provide a highway road system to move people and goods throughout the County, in a cost effective, efficient and professional manner, to enhance community growth, economic well-being and quality of life.

#### **DESCRIPTION**

Responsible for the maintenance and up-keep of 343.24 centerline miles of roads. The Highway Division is also responsible for maintaining 105 bridges with spans of twenty (20) feet or more, 130 culverts with diameters ranging from five (5) to twenty (20) feet and 3,500 culverts with diameters of five (5) feet or less. This involves the inspection and evaluation of County roads and bridges, and planning, reconstruction, repair, and maintenance projects.

The Highway Division is responsible for the administration, operation and maintenance of highway bridge and capital projects; this includes road widening and straightening, resurfacing and patching of existing County roads to ensure that maintenance is at required standards and safety levels. Emphasis is also placed on snow and ice control. In case of natural disasters, the division also assists other local municipalities with specialized equipment and expertise.

Revenues attributed to the operation of County Highway Division County Road fund are derived primarily from the sale of supplies such as road signs, sand/salt mix to other local governments, and highway work permit fees for work completed by utility companies and others in highway right-of-way. State Aid revenues fund the highway operating and capital aid under the State Consolidated Local Highway

Assistance Program (CHIPS). An interfund transfer from the general fund is received to balance the Highway Division County Road Fund.

#### **2013 OBJECTIVES**

- Continue to develop and implement an annual highway maintenance program that will ensure preservation of the existing system at an acceptable level of service and standard of construction and extend the useful life of the existing system.
- In-house design/construction/reconstruction of County highways, as required, utilizing County forces, to conform to acceptable standards of service and construction in accordance with American Association of State Highway and Transportation Officials (AASHTO) Geometric Design and NYSDOT Standard Specifications.
- Rehabilitation of guiderail system to NYSDOT Standards, 40,000 feet of various Broome County roads.
- Preserve the load capacity of County bridges and improve/replace unsafe or inadequate structures in accordance with American Association of State Highway and Transportation Officials (AASHTO) Geometric Design and NYSDOT Geometric Design Policy for Bridges.
- Rehabilitate and stabilize approximately two hundred (200) miles of highway shoulders annually.
- Resurface and/or provide surface treatment, truing, leveling and resurfacing to County highways as required, per industry standard and Broome County ten year policy. Approximately thirty five miles.
- Provide effective 24 hour a day snow and ice control for County roads during the winter season and maintain contracts with various towns for snowplowing and ice control per NYS 24 hour bare road policy.
- Develop a bridge cleaning and maintenance program for County bridges.
- Ensure that legible pavement markings are provided along County highways per the Manual of Uniform Traffic Control Devices.



- Ensure clear sight lines by cutting grass, trees and brush along approximately 700 miles of County right-of-way in accordance with Section 102 of NYS Highway Law.
- Review requests and issue permits for work within right-of-ways by utilities and contractors. This amounts to approximately 80 permits annually.

29010205 PUBLIC WORKS/Highways/County Roads

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy Commissioner of Public Works/Highway	F Admin	1	1	1	1
Management Associate*	AFSCME	1	1	1	1
Assistant General Highway Supervisor	AFSCME	2	2	2	2
Highway Crew Supervisor	AFSCME	5	5	5	5
Paint Crew Supervisor - DPW	AFSCME	1	1	1	1
Painter - DPW	AFSCME	2	2	2	2
Public Works Office Assistant	AFSCME	2	2	2	2
Carpenter	AFSCME	1	1	1	1
Assistant Carpenter	AFSCME	1	1	1	1
Laborer **	AFSCME	5	5	5	5
Motor Equipment Operator III	AFSCME	10	10	10	10
Motor Equipment Operator II	AFSCME	18	18	18	18
Motor Equipment Operator I ***	AFSCME	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>
<b>Total Full-Time Positions</b>		<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>61</b>	<b>61</b>	<b>61</b>	<b>61</b>

\* One position unfunded in 2013

\*\* Three positions unfunded in 2013

\*\*\* One position unfunded in 2013

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 29000000 Highway  
DIV 01      Highway-County Roads

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	0	0	3,864	0	0
0000007 Misc Interfund Revenues Totals	0	0	3,864	0	0
Rev Total for Div 2901	0	0	3,864	0	0
Total for Div 2901	0	0	3,864	0	0
Total for Dept 29000000	0	0	3,864	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3120 County Road Operating  
DEPT 29000000 Highway  
DIV 01 Highway-County Roads

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000191 B C COUNTRY FARES	-1,457	0	0	0	0
5000214 ROADWAY USE FEES	4,547	20,000	19,619	40,000	40,000
5000333 OTHER DEPARTMENTAL CHARGEBACK	23,256	46,205	6,909	18,000	18,000
5000339 FRINGE BENEFIT CHGBK REVENUE	80,856	0	0	0	0
5000429 SALE OF SUPPLIES TO OTHER GOVT	10,974	8,000	0	8,000	8,000
<b>0000002 Departmental Income Totals</b>	<b>118,176</b>	<b>74,205</b>	<b>26,528</b>	<b>66,000</b>	<b>66,000</b>
<b>0000003 Use of Money</b>					
5000451 INTEREST AND EARNINGS	6,541	4,000	9,975	2,900	2,900
5000462 RENTAL OF EQUIPMENT OTHER GOVT	9,360	10,000	1,213	10,000	10,000
<b>0000003 Use of Money Totals</b>	<b>15,901</b>	<b>14,000</b>	<b>11,188</b>	<b>12,900</b>	<b>12,900</b>
<b>0000006 Sale of Prop and Comp for Loss</b>					
5000512 MINOR SALES OTHER	5,382	0	0	0	0
5000516 MINOR SALES - PUBLIC WORKS	0	10,000	0	15,000	15,000
<b>0000006 Sale of Prop and Comp for Loss Totals</b>	<b>5,382</b>	<b>10,000</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>
<b>0000007 Misc Interfund Revenues</b>					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	1,978	0	939	0	0
5000532 PREMIUM & ACCRUED INT ON OBLIG	59,866	0	28,277	0	0
5000533 UNCLASSIFIED REVENUES	7,119	0	0	0	0
5000534 TRANSFER FROM INSURANCE RESERV	31,103	291	4,014	0	0
5000537 PASSENGER FACILITIES CHARGES	1,154	0	0	0	0
5000562 TRANSFER FROM GENERAL FUND	7,204,694	6,886,003	6,886,003	7,271,647	7,271,647
5000570 EARNINGS ON TEMPORARY INVESTME	70,295	25,000	0	25,000	25,000
5000580 UNUSED CAPITAL FUND	0	0	8,089,683	0	0
5000592 PROCEEDS OF REFUNDING DEBT	3,659,767	0	0	0	0
<b>0000007 Misc Interfund Revenues Totals</b>	<b>11,035,976</b>	<b>6,911,294</b>	<b>15,008,916</b>	<b>7,296,647</b>	<b>7,296,647</b>
<b>0000008 State Aid</b>					
5000846 CONSOLIDATED HIGHWAY AID	2,164,244	2,145,546	85,776	2,145,546	2,145,546
5000890 SOEM REVENUE	17,382	0	0	0	0
<b>0000008 State Aid Totals</b>	<b>2,181,626</b>	<b>2,145,546</b>	<b>85,776</b>	<b>2,145,546</b>	<b>2,145,546</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3120 County Road Operating  
DEPT 29000000 Highway  
DIV 01 Highway-County Roads

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000009 Federal Aid</b>					
5000922 OTHER FEDERAL AID	17,908	0	0	0	0
5000952 ARRA DEBT REIMBURSEMENT	137,321	137,320	68,660	137,320	137,320
5000990 FEMA REVENUE	104,291	0	2,600	0	0
<b>0000009 Federal Aid Totals</b>	<b>259,520</b>	<b>137,320</b>	<b>71,260</b>	<b>137,320</b>	<b>137,320</b>
 <b>Rev Total for Div 2901</b>	 <b>13,616,581</b>	 <b>9,292,365</b>	 <b>15,203,668</b>	 <b>9,673,413</b>	 <b>9,673,413</b>
 <b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	2,568,240	2,601,033	1,559,415	2,716,792	2,716,792
6001002 SALARIES TEMPORARY	0	0	8,232	0	0
6001003 SALARIES OVERTIME	0	175,000	66,322	150,000	150,000
6001004 SALARIES SHIFT DIFFERENTIAL	9,924	10,000	6,485	10,000	10,000
6001006 OUT OF TITLE PAY	17,412	13,000	10,707	13,000	13,000
6001009 OTHER PERSONNEL SERVICES	13,163	12,825	12,638	12,825	12,825
6001010 SALARY ADJUSTMENTS	-53,797	0	0	0	0
<b>0000010 Personal Service Totals</b>	<b>2,554,942</b>	<b>2,811,858</b>	<b>1,663,799</b>	<b>2,902,617</b>	<b>2,902,617</b>
 <b>0000040 Contractual Expenditures</b>					
6004000 MAT & SUPPLIES-SURFACE TREAT	492,767	350,000	308,424	350,000	350,000
6004001 MAT & SUPPLIES-SIGNS & POSTS	17,921	15,000	14,987	15,000	15,000
6004002 MAT & SUPPLIES-PAINT	73,773	70,000	65,832	70,000	70,000
6004003 MAT & SUPPLIES-GUIDE RAILS	0	30,000	28,037	30,000	30,000
6004004 MATERIAL & SUPPLIES-OTHER	75,509	90,000	62,040	80,000	80,000
6004005 SNOW REMOVAL MATERIALS & SUPPL	522,763	431,896	317,753	351,896	351,896
6004010 BOOKS AND SUBSCRIPTIONS	166	0	0	0	0
6004012 OFFICE SUPPLIES	1,871	1,350	1,317	1,350	1,350
6004022 FUEL AND HEATING SUPPLIES	35,005	55,000	27,418	40,000	40,000
6004040 MOTOR EQUIPMENT SUPPLIES	5,135	0	0	0	0
6004046 GAS OIL GREASE AND DIESEL FUEL	82,067	18,121	7,127	0	0
6004052 UNIFORMS	3,046	2,500	0	2,500	2,500
6004054 SAFETY SUPPLIES	6,318	8,000	4,051	7,000	7,000
6004055 COMPUTER SOFTWARE AND SUPPLIES	27	500	0	500	500
6004105 DUES AND MEMBERSHIPS	0	0	250	0	0
6004106 GENERAL OFFICE EXPENSES	1,524	0	0	0	0
6004113 WATER AND SEWAGE CHARGES	1,991	2,000	2,309	2,000	2,000
6004115 ELECTRIC CURRENT	34,292	48,000	28,036	40,000	40,000

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3120 County Road Operating  
DEPT 29000000 Highway  
DIV 01 Highway-County Roads

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004116 TAXES	184	400	198	400	400
6004117 BUILDING AND GROUNDS EXPENSES	4,142	4,500	1,597	4,500	4,500
6004138 OTHER OPERATIONAL EXPENSES	26,424	18,320	8,430	18,320	18,320
6004161 TRAVEL HOTEL AND MEALS	240	0	0	0	0
6004162 EDUCATION AND TRAINING	425	0	0	0	0
6004191 OUTSIDE RENTALS-MACHINERY	76,842	44,457	26,010	119,457	119,457
6004196 COPYING MACHINE RENTALS	1,377	2,000	1,744	2,000	2,000
6004203 INSURANCE CLAIMS	31,103	291	4,014	0	0
6004413 OTHER HEALTH AND MEDICAL SERVI	0	1,661	0	1,661	1,661
6004502 BOND AND NOTE ISSUE EXPENSE	24,281	0	0	0	0
6004504 OTHER FINANCIAL SERVICES	28,199	16,065	8,251	15,173	15,173
<b>0000040 Contractual Expenditures Totals</b>	<b>1,547,392</b>	<b>1,210,061</b>	<b>917,825</b>	<b>1,151,757</b>	<b>1,151,757</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	25,420	24,998	12,494	38,435	38,435
6004619 BUILDING SERVICE CHARGEBACK	1,606	0	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>27,026</b>	<b>24,998</b>	<b>12,494</b>	<b>38,435</b>	<b>38,435</b>
<b>0000060 Principal on Indebtedness</b>					
6006000 PRINCIPAL ON SERIAL BONDS	1,845,223	1,818,185	1,818,185	1,926,548	1,926,548
6006001 PRINCIPAL ON BANS	0	205,833	205,833	439,560	439,560
<b>0000060 Principal on Indebtedness Totals</b>	<b>1,845,223</b>	<b>2,024,018</b>	<b>2,024,018</b>	<b>2,366,108</b>	<b>2,366,108</b>
<b>0000070 Interest on Indebtedness</b>					
6007000 INTEREST ON SERIAL BONDS	1,224,406	1,016,294	580,961	945,963	945,963
6007001 INTEREST ON BANS	0	42,325	42,325	104,135	104,135
<b>0000070 Interest on Indebtedness Totals</b>	<b>1,224,406</b>	<b>1,058,619</b>	<b>623,286</b>	<b>1,050,098</b>	<b>1,050,098</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	409,615	499,687	306,144	597,342	597,342
6008002 SOCIAL SECURITY	212,720	212,367	120,445	214,975	214,975
6008004 WORKERS COMPENSATION	93,346	97,340	48,670	94,130	94,130
6008006 LIFE INSURANCE	1,099	1,083	709	1,075	1,075
6008007 HEALTH INSURANCE	631,184	650,168	383,785	603,260	603,260
6008009 RETIREE HEALTH INSURANCE	647,938	720,287	410,851	653,616	653,616
6008011 UNEMPLOYMENT INSURANCE	2,489	0	516	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3120 County Road Operating  
DEPT 29000000 Highway  
DIV 01 Highway-County Roads

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits Totals	1,998,391	2,180,932	1,271,120	2,164,398	2,164,398
0000090 Transfers					
6009001 TRANSFER TO CAPITAL FUND	5,979	0	0	0	0
6009010 PAYMENT TO REFUND DEBT ESCROW	3,518,349	0	0	0	0
0000090 Transfers Totals	3,524,328	0	0	0	0
Exp Total for Div 2901	12,721,708	9,310,486	6,512,542	9,673,413	9,673,413
Total for Div 2901	894,873	-18,121	8,691,126	0	0
Total for Dept 29000000	894,873	-18,121	8,691,126	0	0

30020105 PUBLIC WORKS/Highways/Road Machinery

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Equipment Service Supervisor	AFSCME	1	1	1	1
Stores Clerk	AFSCME	2	2	2	2
Equipment Mechanic - III	AFSCME	6	6	6	6
Equipment Mechanic - II	AFSCME	2	2	2	2
Equipment Mechanic - I *	AFSCME	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total Full-Time Positions</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>

\* One position unfunded in 2013



REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3160 Road Machinery Operating  
DEPT 30000000 Road Machinery  
DIV 02 Highway-Road Machinery

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000189 OTHER LOCAL GOVERNMENTS	1,506	4,000	0	4,000	4,000
5000337 EQUIP USAGE CHGBK REVENUE	473,589	0	0	0	0
0000002 Departmental Income Totals	475,095	4,000	0	4,000	4,000
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	3,863	3,000	2,248	1,700	1,700
0000003 Use of Money Totals	3,863	3,000	2,248	1,700	1,700
0000006 Sale of Prop and Comp for Loss					
5000518 SALE OF EQUIPMENT	0	10,000	0	10,000	10,000
0000006 Sale of Prop and Comp for Loss Totals	0	10,000	0	10,000	10,000
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	8	0	0	0	0
5000532 PREMIUM & ACCRUED INT ON OBLIG	8,368	0	5,387	0	0
5000533 UNCLASSIFIED REVENUES	0	0	829	0	0
5000562 TRANSFER FROM GENERAL FUND	1,733,002	2,232,598	2,232,598	2,326,969	2,326,969
5000570 EARNINGS ON TEMPORARY INVESTME	1,333	0	0	0	0
5000580 UNUSED CAPITAL FUND	0	0	3,525	0	0
5000592 PROCEEDS OF REFUNDING DEBT	510,471	0	0	0	0
0000007 Misc Interfund Revenues Totals	2,253,182	2,232,598	2,242,339	2,326,969	2,326,969
0000008 State Aid					
5000890 SOEM REVENUE	18,274	0	0	0	0
0000008 State Aid Totals	18,274	0	0	0	0
0000009 Federal Aid					
5000952 ARRA DEBT REIMBURSEMENT	20,352	20,351	10,176	20,351	20,351
5000990 FEMA REVENUE	109,644	0	0	0	0
0000009 Federal Aid Totals	129,996	20,351	10,176	20,351	20,351

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3160 Road Machinery Operating  
DEPT 30000000 Road Machinery  
DIV 02 Highway-Road Machinery

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Rev Total for Div 3002	2,880,410	2,269,949	2,254,763	2,363,020	2,363,020
 0000010 Personal Service :					
6001000 SALARIES FULL-TIME	548,445	581,454	362,839	601,432	601,432
6001003 SALARIES OVERTIME	43,244	20,000	12,809	20,000	20,000
6001004 SALARIES SHIFT DIFFERENTIAL	2,840	2,400	1,920	2,400	2,400
6001006 OUT OF TITLE PAY	740	2,000	1,147	1,500	1,500
6001009 OTHER PERSONNEL SERVICES	2,475	2,600	2,700	2,700	2,700
6001010 SALARY ADJUSTMENTS	-8,109	0	0	0	0
0000010 Personal Service Totals	589,635	608,454	381,415	628,032	628,032
 0000040 Contractual Expenditures					
6004006 GARAGE & SHOP OPERATIONAL SUPP	18,239	17,600	9,196	17,600	17,600
6004012 OFFICE SUPPLIES	1,218	1,144	1,873	1,144	1,144
6004021 BLDG MAINTENANCE SUPPLIES	5,238	6,040	3,324	6,040	6,040
6004023 BLDG AND GROUNDS SUPPLIES	191	0	101	0	0
6004040 MOTOR EQUIPMENT SUPPLIES	235,074	250,000	135,906	250,000	250,000
6004046 GAS OIL GREASE AND DIESEL FUEL	388,131	400,000	305,784	400,000	400,000
6004047 TIRES AND TUBES	19,781	22,880	16,051	22,880	22,880
6004048 MISC OPERATIONAL SUPPLIES	0	1,000	478	0	0
6004054 SAFETY SUPPLIES	2,426	2,376	931	2,376	2,376
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	1,000	428	1,000	1,000
6004100 POSTAGE AND FREIGHT	79	88	9	88	88
6004106 GENERAL OFFICE EXPENSES	800	0	0	0	0
6004117 BUILDING AND GROUNDS EXPENSES	5,797	10,000	265	10,000	10,000
6004130 MOTOR EQUIP REPAIRS AND MAINT	24,076	25,000	5,047	25,000	25,000
6004133 UNIFORM AND CLOTHING ALLOWANCE	2,540	2,432	2,260	2,432	2,432
6004138 OTHER OPERATIONAL EXPENSES	7,161	8,800	4,469	8,800	8,800
6004161 TRAVEL HOTEL AND MEALS	306	0	0	0	0
6004196 COPYING MACHINE RENTALS	980	1,200	609	1,200	1,200
6004502 BOND AND NOTE ISSUE EXPENSE	3,387	0	0	0	0
6004504 OTHER FINANCIAL SERVICES	4,081	2,381	1,223	2,249	2,249
0000040 Contractual Expenditures Totals	719,505	751,941	487,954	750,809	750,809
 0000041 Chargeback Expenses					
6004619 BUILDING SERVICE CHARGEBACK	1,607	0	0	0	0
0000041 Chargeback Expenses Totals	1,607	0	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3160 Road Machinery Operating  
DEPT 30000000 Road Machinery  
DIV 02 Highway-Road Machinery

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness					
6006000 PRINCIPAL ON SERIAL BONDS	309,678	312,719	312,719	331,023	331,023
6006001 PRINCIPAL ON BANS	0	33,333	33,333	90,713	90,713
0000060 Principal on Indebtedness Totals	309,678	346,052	346,052	421,736	421,736
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	192,093	161,018	91,223	148,822	148,822
6007001 INTEREST ON BANS	0	6,271	6,270	19,839	19,839
0000070 Interest on Indebtedness Totals	192,093	167,289	97,493	168,661	168,661
0000080 Employee Benefits					
6008001 STATE RETIREMENT	85,897	109,556	71,205	133,403	133,403
6008002 SOCIAL SECURITY	44,316	46,565	28,097	48,025	48,025
6008004 WORKERS COMPENSATION	27,882	29,076	14,538	28,117	28,117
6008006 LIFE INSURANCE	222	228	152	230	230
6008007 HEALTH INSURANCE	100,198	106,167	64,505	104,527	104,527
6008009 RETIREE HEALTH INSURANCE	96,238	104,621	49,821	79,480	79,480
0000080 Employee Benefits Totals	354,753	396,213	228,318	393,782	393,782
0000090 Transfers					
6009010 PAYMENT TO REFUND DEBT ESCROW	490,746	0	0	0	0
0000090 Transfers Totals	490,746	0	0	0	0
Exp Total for Div 3002	2,658,017	2,269,949	1,541,232	2,363,020	2,363,020
Total for Div 3002	222,393	0	713,531	0	0

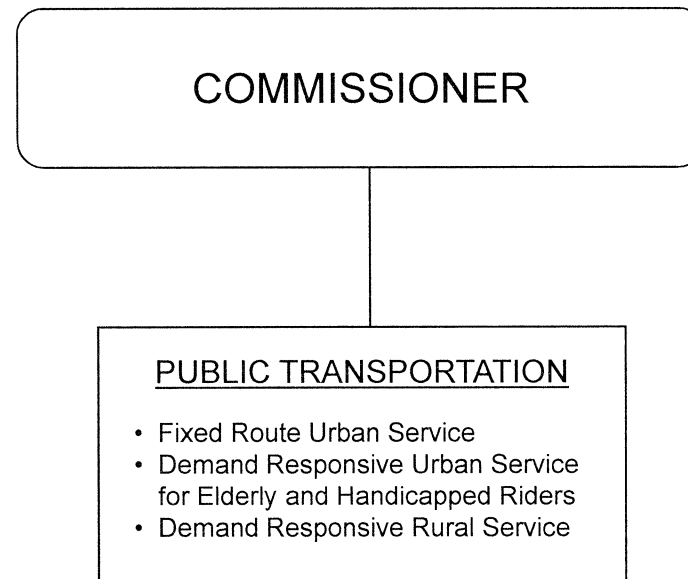
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 3160 Road Machinery Operating  
DEPT 30000000 Road Machinery  
DIV 02 Highway-Road Machinery

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
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Total for Dept 30000000	222,393	0	713,531	0	0

# PUBLIC TRANSPORTATION



## **PUBLIC TRANSPORTATION**

### **MISSION STATEMENT**

To provide safe, clean, reliable, and affordable public transportation to the community in the most effective and cost efficient manner.

### **DESCRIPTION**

In 1968, Broome County assumed the ownership and operation of transit service from the Triple Cities Traction Corporation and authorized the Department of Public Transportation (BC Transit) by County Charter, Article X of the Broome County Charter.

The Department of Public Transportation operates our community's fixed route and specialized public transportation services. By operating the Department of Public Transportation as an Enterprise Fund, the department generates most of the annual funding requirements through ridership revenues and state/federal funding sources. Accordingly, the department only relies on a minimum of financial support from Broome County as required by federal guidelines.

Transit's main facilities are located on Old Mill Road in the Town of Vestal. The Department operates a network of 19 fixed routes built around a central transfer point, The Greater Binghamton Transportation Center, in downtown Binghamton. The fixed route service operates seven days a week with extended hours into the evening and requires 38 buses at peak hours. BC Transit maintains a fleet of 43 wheelchair accessible transit coach buses for this service, providing over 2 million rides annually.

Under contract with Serafini Transportation Corp., the department also provides BC Lift and OFA mini bus transportation to disabled and elderly customers in the community's urbanized area. These services utilize 10 fourteen seat vehicles and provide over 78,000 rides per year. The Department of Public Transportation also provides a non-

scheduled rural transportation service, BC Country, which utilizes 8 fourteen seat vehicles and provides for over 30,000 rides per year.

### **2013 OBJECTIVES**

- To provide services that meet the needs of our riders while faced with increasing costs and static funding.
- To maintain the highest standards for safe and efficient operation
- To implement and sustain improved bus maintenance performance

### **2013 BUDGET HIGHLIGHTS**

- Partial restoration of fixed route service: including increased frequency from hourly service to 40 minute service on the #7 Clinton St., #40 Chenango St., Shopper Special and #23 Riverside Dr.; As a result all routes that start at and/or terminate at the Greater Binghamton Transportation Center will meet every 40 minutes, starting at 6:30 a.m. until 6:00 p.m. Monday through Friday. This will increase the number of trips for each route and restore convenience back into the fixed route system.
- Fixed route cash fare increase
- Implement a discounted "limited ride" pass program
- Add one (1) full-time coach operator

31010105 PUBLIC TRANSPORTATION (Transit)

			As of 8/24/2012		
<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Commissioner of Transportation	G Admin	1	1	1	1
Director of Transit Operations	23 Admin	1	1	1	1
Director of Transit Maintenance	23 Admin	1	1	1	1
Director of Transit Administration	23 Admin	1	1	1	1
Public Transportation Analyst*	22 Admin	1	1	1	1
Transit Supervisor	18 BAPA	3	3	3	3
Transit Mechanic Supervisor	17 CSEA	2	2	2	2
Principal Account Clerk	13 CSEA	1	1	1	1
Secretary	13 CSEA	1	0	0	0
Senior Dispatcher	12 CSEA	1	1	1	1
Dispatcher	10 CSEA	3	2	2	2
Senior Account Clerk	9 CSEA	2	1	1	1
Transit Route Clerk	9 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	1	1	1	1
Account Clerk Typist	7 CSEA	1	1	1	1
Stores Clerk**	ATU	1	1	1	1
Coach Operator	ATU	45	37	38	38
Senior Transit Mechanic	ATU	10	10	10	10
Transit Mechanic	ATU	1	1	1	1
Transit Mechanic Helper	ATU	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
Total Full-Time Positions		81	70	71	71
<u>PART TIME</u>					
Custodial Worker	6 CSEA	1	1	1	1
Coach Operator	ATU	15	14	14	14
Passenger Van Operator	ATU	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Total Part-Time Positions		26	25	25	25
TOTAL POSITIONS		107	95	96	96

\* One position unfunded in the current budget year

\*\* One position unfunded in the current budget year

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2040 Transit Operating  
DEPT 31000000 Public Transportation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000118 FEES FOR SERVICES	855	0	0	0	0
5000126 FARES & FEES	1,325,425	1,495,000	903,357	1,681,725	1,681,725
5000128 ADVERTISING REVENUES	145,045	130,000	70,584	150,000	150,000
5000137 SPACE RENTAL-OTHER	107,785	120,160	64,403	161,035	161,035
5000190 B C LIFT AND FARES	122,248	125,100	71,015	125,500	125,500
5000191 B C COUNTRY FARES	43,890	55,000	27,873	62,800	62,800
5000333 OTHER DEPARTMENTAL CHARGEBACK	23,944	30,000	13,927	31,780	31,780
5000338 VEHICLE USAGE CHGBK REVENUE	19,562	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	5,258	0	0	0	0
5000400 DEPRECIATION CHARGEBACK	1,989,529	0	0	0	0
5000420 SUNY - OCC. CONTRACT	382,500	387,600	90,000	500,000	500,000
5000421 BINGHAMTON SD CONTRACT	207,502	229,500	164,480	242,000	242,000
5000426 MISCELLANEOUS	7,089	0	115,214	0	0
5000428 OTHER CHARGES	739,778	600,000	310,778	1,150,000	1,150,000
5000440 CHARGEBACK OF SERVICES PROVIDE	175,205	175,000	45,773	185,000	185,000
<b>0000002 Departmental Income Total</b>	<b>5,295,615</b>	<b>3,347,360</b>	<b>1,877,404</b>	<b>4,289,840</b>	<b>4,289,840</b>
<b>0000003 Use of Money</b>					
5000451 INTEREST AND EARNINGS	660	1,000	613	300	300
5000470 VENDING MACHINE	12,985	1,000	8,232	10,000	10,000
<b>0000003 Use of Money Total</b>	<b>13,645</b>	<b>2,000</b>	<b>8,845</b>	<b>10,300</b>	<b>10,300</b>
<b>0000006 Sale of Prop and Comp for Loss</b>					
5000510 SALE OF SCRAP & EXCESS MATERIA	1,526	5,000	28,016	5,000	5,000
<b>0000006 Sale of Prop and Comp for Loss Total</b>	<b>1,526</b>	<b>5,000</b>	<b>28,016</b>	<b>5,000</b>	<b>5,000</b>
<b>0000007 Misc Interfund Revenues</b>					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	299	0	127	0	0
5000532 PREMIUM & ACCRUED INT ON OBLIG	354	0	2,593	0	0
5000534 TRANSFER FROM INSURANCE RESERV	172,131	12,635	49,333	0	0
5000562 TRANSFER FROM GENERAL FUND	1,054,913	1,066,113	1,066,113	1,359,999	1,359,999
5000563 TRANSFER FROM CAPITAL FUND	178,287	0	0	0	0
5000570 EARNINGS ON TEMPORARY INVESTME	11,110	0	0	0	0
5000600 CAPITAL CONTRIBUTIONS	190,754	0	0	0	0
<b>0000007 Misc Interfund Revenues Total</b>	<b>1,607,848</b>	<b>1,078,748</b>	<b>1,118,166</b>	<b>1,359,999</b>	<b>1,359,999</b>



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2040 Transit Operating  
DEPT 31000000 Public Transportation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000008 State Aid					
5000804 MASS TRANSIT	330,274	384,000	142,384	324,290	324,290
5000805 MASS TRANSIT SUPPLEMENTAL	3,115,901	3,456,887	1,516,560	2,997,810	2,997,810
0000008 State Aid Total	3,446,175	3,840,887	1,658,944	3,322,100	3,322,100
0000009 Federal Aid					
5000902 MASS TRANSIT	2,956,791	2,960,000	16,500	3,146,809	3,146,809
5000903 SECTION 18	76,100	76,100	0	78,000	78,000
5000952 ARRA DEBT REIMBURSEMENT	22,363	22,362	6,451	22,362	22,362
0000009 Federal Aid Total	3,055,254	3,058,462	22,951	3,247,171	3,247,171
Rev Totals for Dept 31000000	13,420,063	11,332,457	4,714,326	12,234,410	12,234,410
0000010 Personal Service					
6001000 SALARIES FULL-TIME	3,512,319	3,354,854	1,503,751	3,501,684	3,501,684
6001001 SALARIES PART-TIME	832,071	370,210	515,648	552,360	552,360
6001002 SALARIES TEMPORARY	109,402	19,990	76,709	21,136	21,136
6001003 SALARIES OVERTIME	78,437	86,508	39,790	42,840	42,840
6001004 SALARIES SHIFT DIFFERENTIAL	19,342	17,650	7,820	12,220	12,220
6001010 SALARY ADJUSTMENTS	116,005	0	0	0	0
0000010 Personal Service Totals	4,667,576	3,849,212	2,143,718	4,130,240	4,130,240
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	185	190	0	190	190
6004011 DUPLICATING AND PRINTING RM SU	41	1,190	620	1,190	1,190
6004012 OFFICE SUPPLIES	1,142	3,010	5,065	3,010	3,010
6004020 DPW BLDG SERVICE SUPPLIES	0	490	0	490	490
6004021 BLDG MAINTENANCE SUPPLIES	1,408	990	7,702	1,490	1,490
6004022 FUEL AND HEATING SUPPLIES	118,106	81,600	64,530	76,600	76,600
6004023 BLDG AND GROUNDS SUPPLIES	17,210	15,010	11,061	14,010	14,010
6004040 MOTOR EQUIPMENT SUPPLIES	420,655	577,500	362,340	537,500	537,500
6004041 PHOTOGRAPHIC SUPPLIES	154	190	0	190	190
6004045 TRAINING AND EDUCATIONAL SUPPL	0	190	99	190	190
6004046 GAS OIL GREASE AND DIESEL FUEL	1,291,930	1,500,536	883,921	1,710,740	1,710,740
6004047 TIRES AND TUBES	75,571	90,000	36,180	90,000	90,000

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2040 Transit Operating  
DEPT 31000000 Public Transportation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004048 MISC OPERATIONAL SUPPLIES	74,234	33,000	60,277	73,000	73,000
6004052 UNIFORMS	13,508	14,990	7,547	14,990	14,990
6004054 SAFETY SUPPLIES	18,217	2,990	2,795	2,990	2,990
6004055 COMPUTER SOFTWARE AND SUPPLIES	399	990	1,614	990	990
6004056 COMPUTER EQUIPMENT(NON CAPITAL	3,732	3,000	5,330	3,000	3,000
6004100 POSTAGE AND FREIGHT	268	800	70	800	800
6004105 DUES AND MEMBERSHIPS	4,605	2,600	488	2,600	2,600
6004106 GENERAL OFFICE EXPENSES	273	500	0	500	500
6004112 BLDG GROUNDS AND EQUIP REPAIR	5,222	12,500	3,877	12,500	12,500
6004113 WATER AND SEWAGE CHARGES	17,677	11,400	6,288	11,400	11,400
6004115 ELECTRIC CURRENT	83,471	91,445	53,700	115,015	115,015
6004116 TAXES	397	610	0	665	665
6004117 BUILDING AND GROUNDS EXPENSES	20,621	13,180	21,853	14,000	14,000
6004121 LAUNDRY AND DRY CLEANING EXPEN	2,160	2,900	1,616	2,900	2,900
6004130 MOTOR EQUIP REPAIRS AND MAINT	35,511	50,000	15,262	164,800	164,800
6004132 ENGINEERING EXPENSES	219	0	0	0	0
6004133 UNIFORM AND CLOTHING ALLOWANCE	0	0	80	0	0
6004136 OPERATIONAL EQUIPMENT REPAIRS	90	900	90	900	900
6004137 ADVERTISING AND PROMOTION EXPE	0	1,000	0	1,000	1,000
6004138 OTHER OPERATIONAL EXPENSES	37,114	15,100	16,493	15,100	15,100
6004144 DIAL-A-BUS-HANDICAPPED	870,907	925,000	528,853	902,000	902,000
6004160 MILEAGE AND PARKING-LOCAL	134	25	246	25	25
6004161 TRAVEL HOTEL AND MEALS	177	1,900	632	1,900	1,900
6004162 EDUCATION AND TRAINING	1,011	1,490	0	1,490	1,490
6004169 DAY TRIP MEAL REIMBURSEMENT	60	200	0	200	200
6004192 SOFTWARE MAINTENANCE	11,825	60,090	0	42,000	42,000
6004196 COPYING MACHINE RENTALS	1,717	1,700	1,193	2,200	2,200
6004200 PROPERTY LOSS	33,153	5,051	5,511	0	0
6004203 INSURANCE CLAIMS	138,621	7,584	45,224	0	0
6004400 MEDICAL AND PHYSICAL EXAMS	4,565	3,000	4,387	3,000	3,000
6004502 BOND AND NOTE ISSUE EXPENSE	7	0	0	0	0
6004504 OTHER FINANCIAL SERVICES	2,733	2,617	775	2,471	2,471
6004594 LOSS ON DISPOSITION OF ASSETS	127,373	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>3,436,403</b>	<b>3,537,458</b>	<b>2,155,719</b>	<b>3,828,036</b>	<b>3,828,036</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	331,636	324,590	162,295	374,418	374,418
6004604 DPW SECURITY CHARGEBACKS	128,994	134,436	67,218	129,501	129,501
6004614 OTHER CHARGEBACK EXPENSES	0	1,900	0	1,900	1,900
6004619 BUILDING SERVICE CHARGEBACK	69,548	102,128	51,992	105,000	105,000
<b>0000041 Chargeback Expenses Totals</b>	<b>530,178</b>	<b>563,054</b>	<b>281,505</b>	<b>610,819</b>	<b>610,819</b>

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2040 Transit Operating  
DEPT 31000000 Public Transportation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000042 Depreciation					
6004801 DEPRECIATION - BUILDINGS	538,657	0	0	0	0
6004803 DEPRECIATION - IMPROV O/T BLDG	24,300	0	0	0	0
6004804 DEPRECIATION - MOTOR VEHICLES	1,537,119	0	0	0	0
6004805 DEPRECIATION - MACHINERY & EQU	129,529	0	0	0	0
0000042 Depreciation Totals	2,229,605	0	0	0	0
0000060 Principal on Indebtedness					
6006000 PRINCIPAL ON SERIAL BONDS	0	141,666	0	147,778	147,778
6006001 PRINCIPAL ON BANS	0	16,902	0	26,527	26,527
0000060 Principal on Indebtedness Totals	0	158,568	0	174,305	174,305
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	34,920	125,812	37,198	120,058	120,058
6007001 INTEREST ON BANS	0	5,299	3,520	9,550	9,550
0000070 Interest on Indebtedness Totals	34,920	131,111	40,718	129,608	129,608
0000080 Employee Benefits					
6008001 STATE RETIREMENT	629,627	649,118	489,813	843,040	843,040
6008002 SOCIAL SECURITY	338,430	286,457	155,499	315,963	315,963
6008004 WORKERS COMPENSATION	426,512	434,743	217,372	455,715	455,715
6008005 WORKERS COMP LT LIABILITY	35,399	0	0	0	0
6008006 LIFE INSURANCE	1,851	1,805	1,182	1,824	1,824
6008007 HEALTH INSURANCE	756,051	740,773	470,539	777,984	777,984
6008008 OPEB - HEALTH INSURANCE	431,689	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	621,589	678,868	415,823	665,586	665,586
6008010 DISABILITY INSURANCE	1,650	1,290	802	1,290	1,290
6008011 UNEMPLOYMENT INSURANCE	1,945	0	3,949	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	80,000	0	2,669	0	0
0000080 Employee Benefits Totals	3,324,743	2,793,054	1,757,648	3,061,402	3,061,402
0000090 Transfers					
6009002 TRANSFER TO GRANT FUND	300,000	300,000	300,000	300,000	300,000
0000090 Transfers Totals	300,000	300,000	300,000	300,000	300,000

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2040 Transit Operating  
DEPT 31000000 Public Transportation

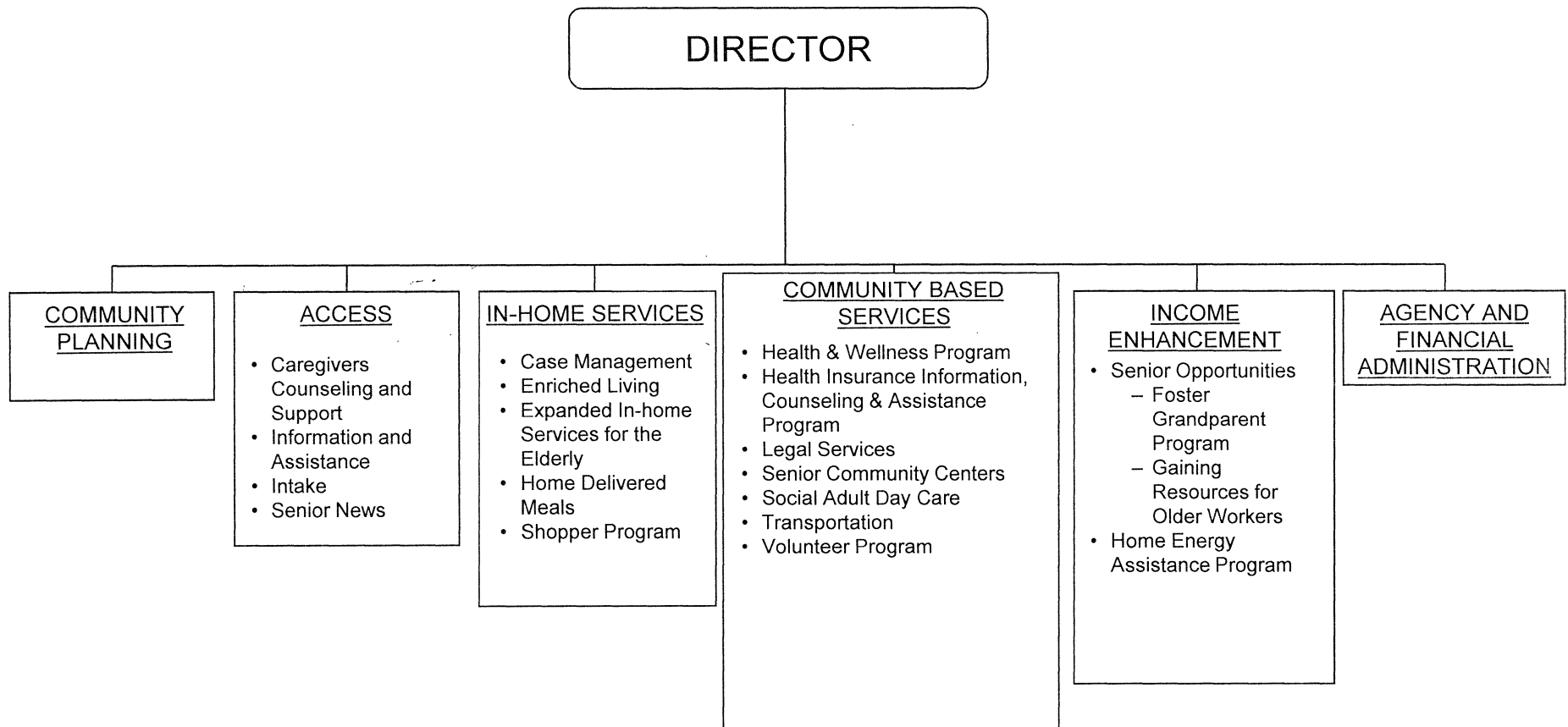
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Exp Totals for Dept 31000000	14,523,425	11,332,457	6,679,308	12,234,410	12,234,410
Total for Dept 31000000	-1,103,362	0	-1,964,982	0	0

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## **ECONOMIC ASSISTANCE AND OPPORTUNITY**

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>
Office for Aging	312
Community Alternative Systems Agency (CASA)	317
Social Services	
Central Administration	323
Administrative Services	331
Support Services	335
Certification	341
Services	346
Social Service Programs	350
Veterans Services	355

# AGING (OFA)



## OFFICE FOR AGING

### MISSION STATEMENT

To improve and enrich the quality of life for all older persons residing in Broome County by promoting the dignity and independence of the older person and ensuring comprehensive and coordinated services are readily available while fostering public awareness of the value and contribution of older persons to the community.

### DESCRIPTION

The Broome County Office for Aging is one of 59 Area Agencies on Aging in New York State. The agency is dedicated to being a focal point for information, advocacy, and coordination of aging services. Services are provided directly by the agency and through contracts with 18 community organizations. Through several locations and programs, the Office for Aging annually provides services to 23% of the senior citizen population of the County.

Office for Aging services fall into four main categories:

#### **1. Access**

Caregiver Counseling and Support, Information and Assistance, Intake, and *Senior News* monthly newsletter.

#### **2. In-home Services**

Case Management, Enriched Living, Expanded In-home Services for the Elderly, Home Delivered Meals, Mental Health Services, and Shopper Program.

#### **3. Community Based Services**

Health and Wellness Programs, Health Insurance Information, Counseling and Assistance Program, Home Repair Program,

Legal Services, Senior Community Centers, Social Adult Day Care, Transportation, Volunteer Program and WRAP.

#### **4. Benefit Programs**

Senior Opportunities - GROW and Foster Grandparent Program and Energy Assistance (HEAP).

### 2013 OBJECTIVES

- To adjust services based on available funding and service requests.
- To serve as a leader in coordinating community efforts to define and prioritize needs and plan services to meet those needs of the growing elderly population in Broome County.
- To improve our education and outreach efforts to assure we are reaching those who are most in need of service, including those who are frail, low income, minority, isolated, and those who are caregivers of the elderly.

### 2013 BUDGET HIGHLIGHTS

- The budget reflects expenditures at the 2012 level. We identified \$214,066 in expense increases that were not in our control that had to be absorbed to reach our department's budget objective of a zero dollar increase. We were able to cut \$93,652 of this amount through revenue increases and scrutinizing expenses. These cuts will not directly impact services to Broome's senior population. The remaining \$120,414 in expense cuts that we made will impact seniors and cut services that we provide. These cuts are shown as reductions on Form #9. Specifically, we have cut a caseworker position, eliminated the home repair and in-home counseling programs and cut hours in legal services and personal care.



## 34010006 AGING, OFFICE FOR THE (OFA)

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 4/30/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Director of OFA	F Admin	1	1	1	1
Fiscal Services Administrator	24 Admin	1	1	1	1
Aging Services Program Coordinator	20 BAPA	1	0	0	0
Caseworker	16 CSEA	1	1	1	1
Secretary	13 CSEA	1	0	0	0
Aging Services Representative	11 CSEA	1	0	0	0
Senior Account Clerk	9 CSEA	1	0	0	0
Keyboard Specialist	8 CSEA	1	1	1	1
Account Clerk	7 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>9</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b><u>PART TIME</u></b>					
Leisure Time Activities Leader	7 CSEA	1	1	1	1
Senior Account Clerk	9 CSEA	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>TOTAL POSITIONS</b>		<b>10</b>	<b>7</b>	<b>7</b>	<b>7</b>

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 34000000 Office for Aging

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000106 MORTGAGE TAX	1,013,098	1,100,000	582,494	1,125,000	1,125,000
5000324 OFA CHARGEBACKS 1-3	107,395	70,803	45,249	62,300	62,300
5000339 FRINGE BENEFIT CHGBK REVENUE	267	0	0	0	0
<b>0000002 Departmental Income Total</b>	<b>1,120,760</b>	<b>1,170,803</b>	<b>627,743</b>	<b>1,187,300</b>	<b>1,187,300</b>
 <b>Rev Totals for Dept 34000000</b>	 <b>1,120,760</b>	 <b>1,170,803</b>	 <b>627,743</b>	 <b>1,187,300</b>	 <b>1,187,300</b>
 <b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	287,975	246,407	140,771	237,639	237,639
6001001 SALARIES PART-TIME	48,735	39,620	25,734	40,897	40,897
6001002 SALARIES TEMPORARY	0	30,000	18,713	0	0
<b>0000010 Personal Service Totals</b>	<b>336,710</b>	<b>316,027</b>	<b>185,218</b>	<b>278,536</b>	<b>278,536</b>
 <b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	235	177	0	186	186
6004012 OFFICE SUPPLIES	2,735	3,799	1,302	3,489	3,489
6004021 BLDG MAINTENANCE SUPPLIES	0	150	0	150	150
6004022 FUEL AND HEATING SUPPLIES	19,288	20,400	8,824	19,050	19,050
6004023 BLDG AND GROUNDS SUPPLIES	103	500	350	450	450
6004048 MISC OPERATIONAL SUPPLIES	885	1,210	554	1,210	1,210
6004100 POSTAGE AND FREIGHT	34	100	9	75	75
6004101 TELEPHONE	3,933	3,985	2,636	3,985	3,985
6004105 DUES AND MEMBERSHIPS	693	675	675	675	675
6004106 GENERAL OFFICE EXPENSES	624	788	654	654	654
6004112 BLDG GROUNDS AND EQUIP REPAIR	29	0	29	0	0
6004113 WATER AND SEWAGE CHARGES	1,377	1,800	928	1,600	1,600
6004115 ELECTRIC CURRENT	26,423	34,200	15,299	29,450	29,450
6004117 BUILDING AND GROUNDS EXPENSES	27,379	27,381	16,549	28,731	28,731
6004137 ADVERTISING AND PROMOTION EXPE	0	125	0	100	100
6004138 OTHER OPERATIONAL EXPENSES	1,010	1,139	809	1,168	1,168
6004160 MILEAGE AND PARKING-LOCAL	191	510	0	510	510
6004165 ADVISORY BD/TRUSTEES EXPENSES	220	250	28	225	225
6004166 NON-EMPLOYEE EDUCATION AND TRN	0	0	92	0	0
6004196 COPYING MACHINE RENTALS	780	3,008	1,875	3,008	3,008
<b>0000040 Contractual Expenditures Totals</b>	<b>85,939</b>	<b>100,197</b>	<b>50,613</b>	<b>94,716</b>	<b>94,716</b>

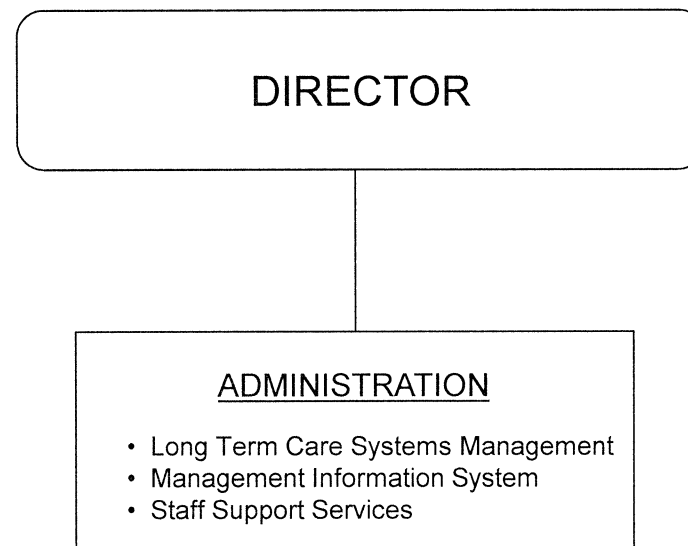
REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 34000000 Office for Aging

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	2,610	2,406	1,565	4,065	4,065
0000041 Chargeback Expenses Totals	2,610	2,406	1,565	4,065	4,065
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	1,330	0	0	0	0
0000060 Principal on Indebtedness Totals	1,330	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	698	0	0	0	0
0000070 Interest on Indebtedness Totals	698	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	26,420	48,055	29,919	55,008	55,008
6008002 SOCIAL SECURITY	24,604	24,176	13,228	21,308	21,308
6008004 WORKERS COMPENSATION	3,166	3,313	1,677	3,340	3,340
6008006 LIFE INSURANCE	152	154	99	134	134
6008007 HEALTH INSURANCE	55,740	54,091	40,900	68,012	68,012
6008009 RETIREE HEALTH INSURANCE	227,384	275,182	177,729	320,020	320,020
6008010 DISABILITY INSURANCE	632	645	330	645	645
6008013 HEALTH INS - RETIRE INCENTIVE	0	5,062	6,804	14,617	14,617
0000080 Employee Benefits Totals	338,098	410,678	270,686	483,084	483,084
0000090 Transfers					
6009002 TRANSFER TO GRANT FUND	918,020	804,237	804,237	789,641	789,641
0000090 Transfers Totals	918,020	804,237	804,237	789,641	789,641
Exp Totals for Dept 34000000	1,683,405	1,633,545	1,312,319	1,650,042	1,650,042
Total for Dept 34000000	-562,645	-462,742	-684,576	-462,742	-462,742

# COMMUNITY ALTERNATIVE SYSTEMS AGENCY (CASA)



## **COMMUNITY ALTERNATIVE SYSTEMS AGENCY (CASA)**

### **MISSION STATEMENT**

CASA serves as a central access point for providing long term care needs assessments for chronically impaired individuals and their families in order to promote maximum independence in a fiscally responsible manner by utilizing all applicable community resources. CASA nurses and case managers provide comprehensive assessment of individuals of all ages regardless of income, care planning and case management services based on client condition and need, with respect and consideration for the personal wishes of clients and their families. CASA assists individuals to live as independently as possible. CASA informs the consumer and their families of available resources and coordinates an individualized plan of care, in partnership with the consumer, their family and the provider community to help meet their needs.

As a central access point for long term care needs, CASA seeks to provide:

- Improved quality of life for the chronically impaired and their informal supports based on informed choices of all community resources.
- Efficient, cost-effective long term care system that advocates for individual's independence while recognizing constraints and avoiding unjustified or duplication of expenditures or services.
- Effective and cooperative coordination among service providers to meet the needs and challenges of serving people with chronic conditions and disabilities by recognizing the value and benefits of each type of service and their contribution to the quality of consumer care.

Limits of Authority: Casa authorizes payment for Medicaid personal care and long term care programs in regard to the following programs.

ALP (Assisted Living Program), AMDC (Adult Medical Day Care), Care at Home 1 & 2 (CAH) program for children, Consumer Directed Personal Assistance Program (CDPAP), FHE (Family Homes for the Elderly), LTHHCP (Long Term Home Health Care Programs) Nursing Home Respite, PERS (Personal Emergency Response System), PCA (Personal Care Aide), Private Duty Nursing Program (PDN), SA (Shared Aide), and CASA is directly responsible for approximately \$10,000,000 in Medicaid community care expenditures. Additionally Casa develops an individualized client budget to maintain cost of service for the LTHHCP under the DOH (Department of Health) guidelines. Casa completes a PRI and Screen (DOH paperwork) for NHP (Nursing Home Placement) which determines the reimbursement rate.

### **DESCRIPTION OF SERVICES**

CASA assumes all responsibilities pursuant to NYS Social Services Regulation 18 NYCRR 505.14 (Personal Care Services - Scope and Procedures), except that Social Services retains authority to monitor CASA's performance. CASA assumes responsibility, in conjunction with the relevant provider agencies, for the coordination and implementation of the Long Term Home Health Care Program in Broome County, in conformance with guidelines and limitations set under Department of Social Services regulations. CASA, as the central entry point into the long-term care system, provides case management, assessment, care planning, and evaluation of long-term care needs of the elderly and chronically ill of all ages, encouraging families to remain involved in their care, and seeking placement at the appropriate level of community resource. CASA was first established in 1983 by Resolution No. 65 and is designed to contain the growth in Medicaid expenditures for long-term care.

CASA's primary focus is on assessing clients of all ages to ensure appropriate utilization of long-term care services.

## **2013 OBJECTIVES**

- To maintain our leadership position as one of the most efficient cost effective counties in NYS when it comes to Medicaid home care; especially when compared to similar sized counties.

-

## **2013 BUDGET HIGHLIGHTS**

- CASA operations have a significant impact on containing the rate of growth in Medicaid home care expenditures to which CASA authorizes payment.
- CASA staff authorizes approximately \$10 million dollars of Medicaid home care related services annually.
- CASA has become fully grant funded under the Medicaid Cap Grant and will no longer be in the operating budget.

## 32010006 COMMUNITY ALTERNATIVE SYSTEMS AGENCY (CASA)

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
CASA Director	25 Admin	1	0	0	0
Clinical Nurse Specialist	20 BAPA	1	0	0	0
Management Associate	18 BAPA	1	0	0	0
Assistant Supervising Public Health Nurse	19 CSEA	1	0	0	0
Public Health Nurse	17 CSEA	10	0	0	0
Senior Registered Professional Nurse	16 CSEA	6	0	0	0
Caseworker/Trainee	16/14 CSEA	1	0	0	0
Secretary	13 CSEA	1	0	0	0
Keyboard Specialist	8 CSEA	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>PART TIME</u></b>					
Caseworker/Trainee	16/14 CSEA	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Part-Time Positions</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 32000000 CASA

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000215 HOME HEALTH CARE FEES	3,100	0	0	0	0
5000316 CHARGEBACK - D S S	1,906,141	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	792	0	0	0	0
<b>0000002 Departmental Income Total</b>	<b>1,910,033</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rev Totals for Dept 32000000</b>	<b>1,910,033</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	967,683	0	0	0	0
6001001 SALARIES PART-TIME	24,495	0	0	0	0
6001002 SALARIES TEMPORARY	23,326	0	0	0	0
<b>0000010 Personal Service Totals</b>	<b>1,015,504</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	231	0	0	0	0
6004012 OFFICE SUPPLIES	5,125	0	0	0	0
6004056 COMPUTER EQUIPMENT(NON CAPITAL	3,469	0	0	0	0
6004060 NURSING SUPPLIES	124	0	0	0	0
6004100 POSTAGE AND FREIGHT	6	0	0	0	0
6004105 DUES AND MEMBERSHIPS	100	0	0	0	0
6004106 GENERAL OFFICE EXPENSES	224	0	0	0	0
6004137 ADVERTISING AND PROMOTION EXPE	25	0	0	0	0
6004160 MILEAGE AND PARKING-LOCAL	19,090	0	0	0	0
6004162 EDUCATION AND TRAINING	1,471	0	0	0	0
6004196 COPYING MACHINE RENTALS	2,316	0	0	0	0
6004505 CONTRACTED DATA PROCESSING SER	16,989	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>49,170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000041 Chargeback Expenses</b>					
6004601 INDIRECT COSTS	104,739	0	0	0	0
6004602 INSURANCE PREMIUM CHARGEBACK	310	0	0	0	0
6004605 COUNTY ATTORNEY CHARGEBACKS	5,309	0	0	0	0
6004606 TELEPHONE BILLING ACCOUNT	8,752	0	0	0	0
6004609 DATA PROCESSING CHARGEBACKS	86,498	0	0	0	0



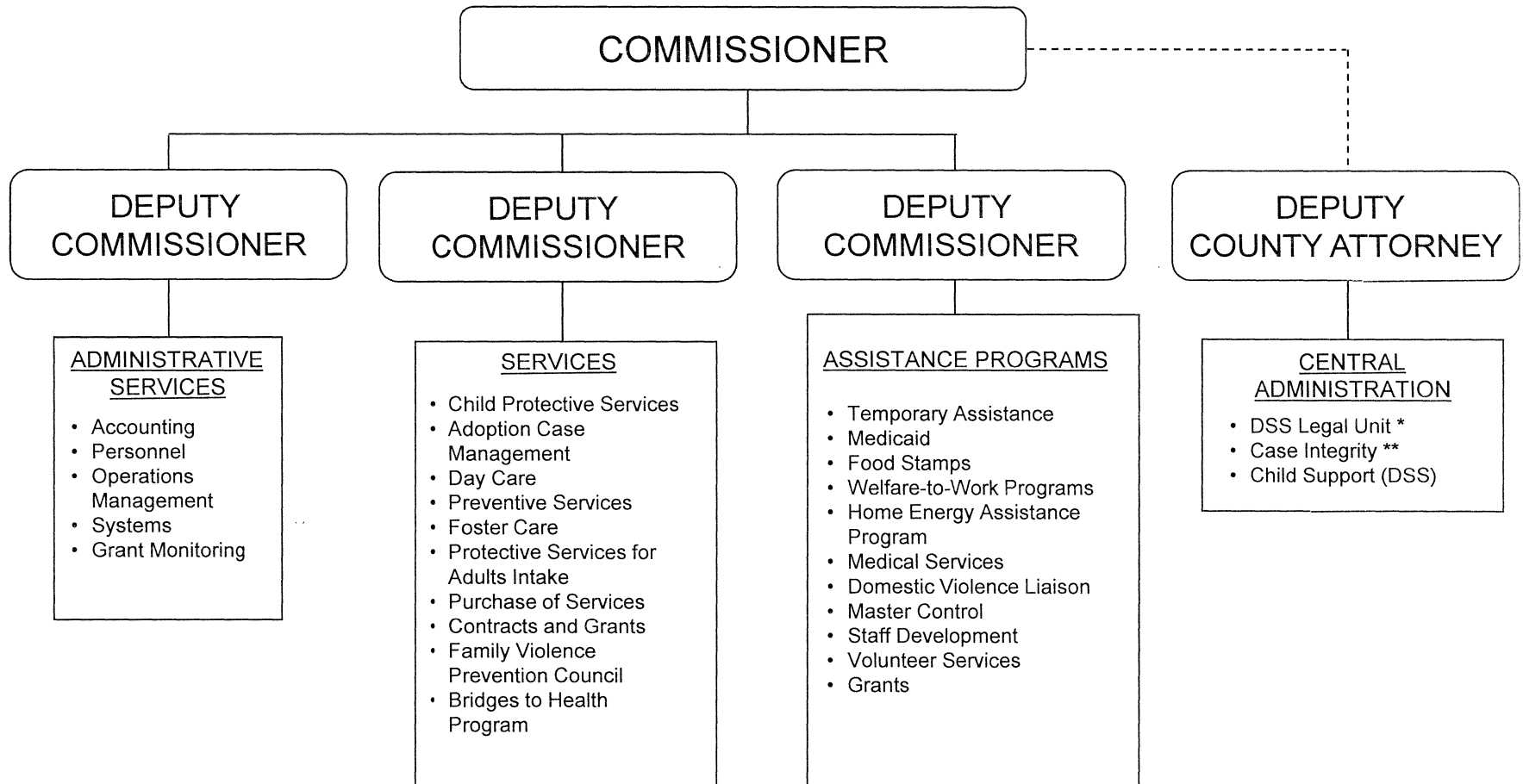
REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 32000000 CASA

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004614 OTHER CHARGEBACK EXPENSES	669	0	0	0	0
6004617 DUPLICATING/PRINTING CHARGEBAC	7,169	0	0	0	0
6004618 OFFICE SUPPLIES CHARGEBACK	5,293	0	0	0	0
6004621 BUILDING AND LAND RENTAL CHARG	34,230	0	0	0	0
0000041 Chargeback Expenses Totals	252,969	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	147,325	0	0	0	0
6008002 SOCIAL SECURITY	73,524	0	0	0	0
6008004 WORKERS COMPENSATION	7,631	0	0	0	0
6008006 LIFE INSURANCE	461	0	0	0	0
6008007 HEALTH INSURANCE	255,282	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	98,483	0	0	0	0
6008010 DISABILITY INSURANCE	2,785	0	0	0	0
0000080 Employee Benefits Totals	585,491	0	0	0	0
Exp Totals for Dept 32000000	1,903,134	0	0	0	0
Total for Dept 32000000	6,899	0	0	0	0

# SOCIAL SERVICES



\* In Law Department Budget

\*\* In Department of Public Works/Security

**SOCIAL SERVICES – 35**  
**Central Administration – 35020006**

**MISSION STATEMENT**

**Staff Development**

The Staff Development, Planning and Volunteer Services Unit are committed to improving the organization through its employees and to provide services and resources that enable the organization to realize its goals. This division is results-oriented and focuses on continuous improvement in training, planning, and volunteer services.

**Family Violence Prevention Council**

The mission of the Family Violence Prevention Council is to reduce the incidence and severity of family violence in Broome County including child abuse and neglect, domestic violence and elder abuse, by developing and implementing a comprehensive, coordinated community program for preventing, as well as identifying, assessing, and treating all forms of family violence.

**Operations**

The Operations Unit is committed to providing quality service and support to the staff and customers of the organization. This unit focuses on continuous improvement in safety and environmental concerns for the organization.

**DESCRIPTION**

**Staff Development**

The Staff Development and Planning Unit are located in Suite 203 on the 2<sup>nd</sup> floor of the Main Street office and serve all employees of the department. The development and maintenance of the department's educational program is a major function of the unit. In addition, to the specific duties performed by the unit related to training, planning, and

volunteer services, the unit is considered the lead office for major initiatives such as process reengineering, grant writing, organizational communication, and team facilitation.

**Family Violence Prevention Council**

The Family Violence Prevention Council office and staff are located in the lower level of the Thomas P. Hoke Human Services Building. There are approximately 40 members of the council and an additional group of volunteers that are members to the ten standing committees of the council. Members of the council serve a three year term and the council meets at least six times per year. Committees convene at least six times per year as well.

**Operations**

The Operations Office is located on the 2<sup>nd</sup> floor of the Main Street office and serves all employees of the department. Operations include janitorial, maintenance, and courier and mail service, as well as scheduling and maintenance of the agency fleet for staff use in local and out of County travel. Operations tracks and maximizes fleet operations and monitors conditions for safety, security, and cleanliness. In addition, facility projects are coordinated with the landlord, DPW, and vendors.

**2013 OBJECTIVES**

**Staff Development**

**Training**

- Provide mandatory training programs to 100% of all new employees.
- Maintain educational opportunities for employees through Broome Community College and Binghamton University.

- Provide optimum uses of electronic communication options throughout the training curriculum.

#### **Volunteer Services**

- Increase the current level of volunteer service to the department by 3%.

#### **Family Violence Prevention Council**

The council has five functions:

#### **INTERAGENCY COORDINATION AND MANGEMENT OF CASES:**

To provide interagency coordination to maximize institutional responses to family violence by encouraging and / or developing mechanisms to facilitate sharing of information among agencies and coordinating the management of cases.

#### **PROGRAM DEVELOPMENT:**

To encourage and support the coordinated development of programs and services to provide prompt professional crisis intervention, treatment and prevention services for family violence, the County will review and assess community needs and develop and implement a plan to address those needs.

#### **TRAINING OF PROFESSIONALS:**

To facilitate early intervention in instances of suspected family violence by: supporting and/or providing training for all professionals to increase their skills in identification/assessment, reporting/referral procedures and appropriate responses.

#### **COMMUNITY EDUCATION:**

To facilitate the expansion, development and implementation of education and public information programs designed to inform the community of critical family violence issues, heighten community

awareness of resources available to prevent and treat family violence, promote community support for actions directed toward preventing and responding to family violence.

#### **ADVOCACY:**

To affect the formulation of local, state, and federal policy and legislation relating to all aspects of family violence including funding for programs.

The work of the ten committees focuses on these functions.

#### **Operations**

- Continue to maximize the high level of fleet usage.
- Continue to purge and destroy old documents and make space for high-density filing systems.

#### **2013 BUDGET HIGHLIGHTS**

#### **Staff Development**

- None.

#### **Family Violence Prevention Council**

- Projects of the Family Violence Prevention Council are funded by donations from the community.

#### **Operations**

- None.

## 35 35020006 SOCIAL SERVICES/Central Administration

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Commissioner of Social Services*	J Admin	1	1	1	1
Staff Development Director	19 BAPA	1	1	1	1
Family Violence Prevention Coordinator	20 CSEA	1	1	1	1
Staff Development Specialist	17 CSEA	1	1	1	1
Secretary	13 CSEA	1	1	1	1
Social Services Operations Coordinator	13 CSEA	1	1	1	1
Senior Social Services Examiner	13 CSEA	1	1	1	1
Courier	9 CSEA	1	1	1	1
Keyboard Specialist	8 CSEA	1	1	1	1
Custodial Worker	AFSCME	1	1	1	1
<b>Total Full-Time Positions</b>		<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b><u>PART TIME</u></b>					
Keyboard Specialist	8 CSEA	1	1	1	1
<b>Total Part-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL POSITIONS</b>		<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

\* Position is a shared position and shared funding with Mental Health Department

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 02 Soc Svcs-Central Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000152 REPAYMENTS OF TANF	1,083,960	1,387,212	850,313	1,427,239	1,427,239
5000239 CSE PLACEMENTS	171,676	176,333	161,532	177,216	177,216
5000331 CHARGEBACK TO GRANTS	179,407	231,469	96,958	269,118	269,118
5000333 OTHER DEPARTMENTAL CHARGEBACK	7,716	6,283	3,142	6,446	6,446
5000426 MISCELLANEOUS	4,159	5,908	1,493	3,439	3,439
0000002 Departmental Income Totals	1,446,918	1,807,205	1,113,438	1,883,458	1,883,458
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	37,802	25,527	13,602	49,735	49,735
5000471 COMMISSIONS	5,443	6,499	2,849	4,892	4,892
0000003 Use of Money Totals	43,245	32,026	16,451	54,627	54,627
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	1,770	0	0	0	0
5000533 UNCLASSIFIED REVENUES	20,042	16,700	12,138	14,198	14,198
5000534 TRANSFER FROM INSURANCE RESERV	4,513	1,331	2,653	0	0
0000007 Misc Interfund Revenues Totals	26,325	18,031	14,791	14,198	14,198
0000008 State Aid					
5000855 SOCIAL SERVICES ADMINISTRATION	4,913,986	5,941,922	2,593,379	6,012,936	6,012,936
0000008 State Aid Totals	4,913,986	5,941,922	2,593,379	6,012,936	6,012,936
0000009 Federal Aid					
5000923 MEDICAL ASSISTANCE	0	0	22,960	0	0
5000925 SOCIAL SERVICES ADMINISTRATION	9,872,489	9,368,647	6,520,285	10,194,109	10,194,109
5000926 A 87 FEDERAL REVENUE	406,970	417,997	243,454	417,981	417,981
5000927 FOSTER CARE (ADC)	6,726	0	0	0	0
0000009 Federal Aid Totals	10,286,185	9,786,644	6,786,699	10,612,090	10,612,090
Rev Total for Div 3502	16,716,659	17,585,828	10,524,758	18,577,309	18,577,309

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 35000000    Social Services  
DIV 02          Soc Svcs-Central Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000010 Personal Service					
6001000 SALARIES FULL-TIME	464,062	477,781	293,588	485,232	485,232
6001001 SALARIES PART-TIME	16,218	16,746	8,432	12,307	12,307
6001009 OTHER PERSONNEL SERVICES	275	275	275	275	275
0000010 Personal Service Totals	480,555	494,802	302,295	497,814	497,814
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	920	1,600	581	1,600	1,600
6004012 OFFICE SUPPLIES	4,278	12,000	1,760	12,000	12,000
6004020 DPW BLDG SERVICE SUPPLIES	0	600	0	600	600
6004022 FUEL AND HEATING SUPPLIES	24,561	40,400	15,625	30,892	30,892
6004023 BLDG AND GROUNDS SUPPLIES	16,716	17,153	6,026	17,153	17,153
6004045 TRAINING AND EDUCATIONAL SUPPL	1,347	1,500	1,481	1,500	1,500
6004046 GAS OIL GREASE AND DIESEL FUEL	1,869	5,500	1,479	5,500	5,500
6004048 MISC OPERATIONAL SUPPLIES	0	0	566	0	0
6004054 SAFETY SUPPLIES	140	360	0	360	360
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	9,290	0	9,290	9,290
6004100 POSTAGE AND FREIGHT	7,216	7,250	58	7,250	7,250
6004101 TELEPHONE	193	565	228	565	565
6004105 DUES AND MEMBERSHIPS	5,353	5,400	1,260	5,562	5,562
6004106 GENERAL OFFICE EXPENSES	2,713	5,000	1,923	5,000	5,000
6004111 BUILDING AND LAND RENTAL	729,478	743,959	557,969	759,345	759,345
6004115 ELECTRIC CURRENT	117,386	161,099	86,458	144,854	144,854
6004117 BUILDING AND GROUNDS EXPENSES	29,574	25,564	8,352	25,927	25,927
6004137 ADVERTISING AND PROMOTION EXPE	8	1,000	0	1,000	1,000
6004138 OTHER OPERATIONAL EXPENSES	307	1,000	2,001	1,000	1,000
6004160 MILEAGE AND PARKING-LOCAL	4	210	7	210	210
6004161 TRAVEL HOTEL AND MEALS	735	1,300	463	1,300	1,300
6004162 EDUCATION AND TRAINING	701	1,200	0	1,200	1,200
6004164 NON-EMPLOYEE TRAVEL HOTEL & ME	2,664	3,042	507	3,132	3,132
6004165 ADVISORY BD/TRUSTEES EXPENSES	1,069	1,900	635	1,900	1,900
6004168 OTHER PERSONAL EXPENSES	60	120	60	120	120
6004169 DAY TRIP MEAL REIMBURSEMENT	0	300	0	300	300
6004192 SOFTWARE MAINTENANCE	21,137	21,708	21,724	22,279	22,279
6004195 HARDWARE RENTAL	3,335	3,600	2,224	3,600	3,600
6004196 COPYING MACHINE RENTALS	11,179	19,778	13,319	21,098	21,098
6004200 PROPERTY LOSS	4,513	1,331	1,331	0	0
6004203 INSURANCE CLAIMS	0	0	1,321	0	0
6004500 ACCTG AND COST ALLOCATION SERV	7,000	7,000	7,000	7,000	7,000
6004505 CONTRACTED DATA PROCESSING SER	0	1,500	0	0	0
6004573 OTHER FEES FOR SERVICES	36,500	67,692	16,248	67,692	67,692
6005003 DISCOVERY CENTER	5,500	5,335	0	5,500	5,152
6005016 BROOME CO COOP EXT ASSN	308,501	299,246	224,435	299,246	288,947

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 02 Soc Svcs-Central Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6005019 ACCORD DISPUTE RESOLUTION CENT	4,800	4,656	2,328	1,000	1,000
0000040 Contractual Expenditures Totals	1,349,757	1,479,158	977,369	1,464,975	1,454,328
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	26,314	18,993	9,497	20,658	20,658
6004604 DPW SECURITY CHARGEBACKS	1,046,484	1,114,047	465,444	1,232,242	1,232,242
6004605 COUNTY ATTORNEY CHARGEBACKS	1,041,871	1,182,773	473,341	1,166,633	1,166,633
6004606 TELEPHONE BILLING ACCOUNT	16,777	20,752	7,240	15,171	15,171
6004609 DATA PROCESSING CHARGEBACKS	346,926	368,416	184,208	354,947	354,947
6004614 OTHER CHARGEBACK EXPENSES	4,156	6,300	3,287	2,377	2,377
6004615 GASOLINE CHARGEBACK	55,038	65,123	28,842	76,000	76,000
6004616 FLEET SERVICE CHARGEBACK	0	37,408	38,744	51,043	51,043
6004617 DUPLICATING/PRINTING CHARGEBAC	31,531	41,232	18,279	36,234	36,234
6004618 OFFICE SUPPLIES CHARGEBACK	78,202	125,190	49,163	102,892	102,892
6004619 BUILDING SERVICE CHARGEBACK	60,709	69,648	33,630	70,000	70,000
6004626 TRANSPORTATION SERVICES CHARGE	0	32,669	0	53,863	53,863
6004627 SINGLE AUDIT CHARGEBACK	29,073	37,740	0	0	0
0000041 Chargeback Expenses Totals	2,737,081	3,120,291	1,311,675	3,182,060	3,182,060
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	5,843	0	0	0	0
0000060 Principal on Indebtedness Totals	5,843	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	3,109	0	0	0	0
0000070 Interest on Indebtedness Totals	3,109	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	69,618	89,014	56,300	105,726	105,726
6008002 SOCIAL SECURITY	35,036	37,830	21,912	38,062	38,062
6008004 WORKERS COMPENSATION	3,756	5,407	1,860	5,683	5,683
6008006 LIFE INSURANCE	207	209	133	209	209
6008007 HEALTH INSURANCE	96,255	103,989	65,432	114,518	114,518
6008009 RETIREE HEALTH INSURANCE	82,641	92,484	51,226	81,692	81,692
6008010 DISABILITY INSURANCE	1,032	1,032	615	1,032	1,032
0000080 Employee Benefits Totals	288,545	329,965	197,478	346,922	346,922



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 35000000   Social Services  
DIV 02          Soc Svcs-Central Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Exp Total for Div 3502	4,864,890	5,424,216	2,788,817	5,491,771	5,481,124
Total for Div 3502	11,851,769	12,161,612	7,735,941	13,085,538	13,096,185

**SOCIAL SERVICES - 35**  
**Administrative Services - 35010006**

**MISSION STATEMENT**

The Administrative Services Unit of the Department of Social Services ensures the department's compliance with fiscal and operation policies dictated by the federal and state governments regarding claims, and revenue. It is this department's goal to assist our County government in understanding and pursuing the most advantageous use of our welfare funding.

**DESCRIPTION**

Administrative Services is responsible for a variety of functions. Included are: budget preparation, fiscal planning, accounting, security, operations management, resources, third party health insurance, and personnel as provided for in Article XVII (1) (a) of the New York State Constitution, and various sections, Title 18 of the New York State Code Rules and Regulations.

**2013 OBJECTIVES**

- Prepare a budget that will meet the needs of our clients and be financially sound.
- Provide timely and accurate payments to clients and to providers on behalf of our clients in all program areas.
- Prepare monthly claims for state and federal reimbursement of program and administrative expenditures.
- To assist external auditors in their audit of department records.
- Maintain individual personnel files for all employees which includes: personnel data records (PDR), leave of absences and

disability forms, bi-weekly payroll, and computerized sick and vacation records for more accurate and efficient record keeping.

**2013 BUDGET HIGHLIGHTS**

- Ongoing reengineering effort to focus on efficiencies and cost reductions.
- Continue department wide imaging program to increase efficiencies and reduce dependence on paper files.
- Fiscal measurement reporting has been rolled out and will continue to be reviewed on a monthly basis.
- Continue documenting, updating, and flow charting all financial processes to enhance departmental controls and to optimize process efficiencies.

## 35 35010006 SOCIAL SERVICES/Administrative Services

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy Comm. of Social Services/Admin. Services	G Admin	1	1	1	1
Accounting Supervisor Grade A	21 BAPA	1	1	1	1
Senior Accountant	18 BAPA	1	1	1	1
Accountant (County)	16 CSEA	1	1	1	1
Resource Consultant	14 CSEA	1	1	1	1
Computer Operator	13 CSEA	1	1	1	1
Principal Account Clerk	13 CSEA	4	4	4	4
Secretary	13 CSEA	1	1	1	1
Senior Account Clerk	9 CSEA	5	5	5	5
Keyboard Specialist	8 CSEA	2	2	2	2
Senior Clerk	8 CSEA	3	3	3	3
Account Clerk	7 CSEA	1	1	1	1
Clerk	6 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 01 Soc Svcs-Admin Svcs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000151 REPAYMENT OF MEDICAL ASSISTANC	26,309	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	325	0	0	0	0
0000002 Departmental Income Totals	26,634	0	0	0	0
0000008 State Aid					
5000855 SOCIAL SERVICES ADMINISTRATION	-34,268	0	0	0	0
0000008 State Aid Totals	-34,268	0	0	0	0
Rev Total for Div 3501	-7,634	0	0	0	0
0000010 Personal Service					
6001000 SALARIES FULL-TIME	757,068	850,109	490,672	850,866	850,866
6001003 SALARIES OVERTIME	293	3,090	1,055	3,090	3,090
0000010 Personal Service Totals	757,361	853,199	491,727	853,956	853,956
0000040 Contractual Expenditures					
6004012 OFFICE SUPPLIES	6,231	7,638	2,998	7,638	7,638
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	700	0	700	700
6004106 GENERAL OFFICE EXPENSES	0	200	0	200	200
6004161 TRAVEL HOTEL AND MEALS	0	2,750	3,107	2,750	2,750
6004162 EDUCATION AND TRAINING	0	975	462	975	975
6004169 DAY TRIP MEAL REIMBURSEMENT	16	250	0	250	250
0000040 Contractual Expenditures Totals	6,247	12,513	6,567	12,513	12,513
0000041 Chargeback Expenses					
6004606 TELEPHONE BILLING ACCOUNT	9,715	11,171	4,562	11,640	11,640
0000041 Chargeback Expenses Totals	9,715	11,171	4,562	11,640	11,640
0000080 Employee Benefits					
6008001 STATE RETIREMENT	107,845	153,572	88,802	181,461	181,461

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 35000000   Social Services  
DIV 01          Soc Svcs-Admin Svcs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008002 SOCIAL SECURITY	55,221	65,290	35,708	65,325	65,325
6008004 WORKERS COMPENSATION	6,850	9,323	3,207	9,871	9,871
6008006 LIFE INSURANCE	384	437	270	437	437
6008007 HEALTH INSURANCE	187,218	223,850	109,474	192,479	192,479
6008009 RETIREE HEALTH INSURANCE	237,737	241,965	122,011	212,517	212,517
6008010 DISABILITY INSURANCE	2,177	2,709	1,395	2,580	2,580
6008011 UNEMPLOYMENT INSURANCE	79	0	10,116	0	0
0000080 Employee Benefits Totals	597,511	697,146	370,983	664,670	664,670
Exp Total for Div 3501	1,370,834	1,574,029	873,839	1,542,779	1,542,779
Total for Div 3501	-1,378,468	-1,574,029	-873,839	-1,542,779	-1,542,779

**SOCIAL SERVICES - 35**  
**Support Services - 35060006**

**MISSION STATEMENT**

**Master Control**

To provide vital, diversified service to all divisions in the department.

**Child Support Enforcement Unit (CSEU)/Support Collection Unit (SCU)**

The Child Support Enforcement Unit (CSEU) and the Support Collection Unit (SCU) are responsible for establishing and enforcing support orders against legally responsible relatives, and on behalf of public assistance applicants/recipients, as well as for non-applicant/recipient individuals who make application for child support services. These units are also responsible for establishment of paternity for all children born out of wedlock for these applicants as well, as necessary. The CSEU also has a responsibility to secure a court order for third party health insurance on behalf of all children in receipt of public assistance and Medicaid only benefits. Additionally, the SCU has primary responsibility to collect, monitor, and enforce all support as ordered made payable through it by any court of competent jurisdiction.

**Medical Services**

Within the scope of the Medicaid program provide access to appropriate, quality health care services for the Medicaid recipient by directing recipients to health and education services, identify trends and needs in the community health care system, work collaboratively with community providers to develop programs and health services, maximize all payer sources as well as federally supported categories of medical assistance.

**Welfare Management System (WMS)**

The Welfare Management System (WMS) Division administers local Department of Social Services electronic data processing and Administrative systems. This division also coordinates the interface between the WMS, the Medicaid Management Information System (MMIS), the Electronic Medicaid Eligibility Verification System (EMEVS), the Electronic Benefit Issuance Control Subsystem (EBICS), the Client Notice System (CNS), and in the mechanism for issuance of the Common Benefit Identification Card (CBIC).

Additionally, the division maintains the overall responsibility for all Electronic Data Processing (EDP) procedures that affect the department, including maximizing the efficiency of the department by designing and implementing personal computer applications. Electronic Benefit Transfer (EBT) Electronic procedure that allows recipients the ability to redeem benefits directly from authorized vendors and ATM machines. The Welfare Management System is authorized under Title 18, Part 655.1, Chapter 2 subchapter g, of the New York State Social Services Law.

**DESCRIPTION**

**Master Control**

This unit prepares public assistance, non-public assistance food stamps, and Medicaid applications for eligibility appointments for incoming clients, assigning case numbers, and entering each one into the master control database. Master control prepares statistical reports, orders and distributes state and local forms and provides County agencies with client identification numbers and Medicaid eligibility dates. This unit is responsible for checking obituaries and issues notices to various divisions within the department. Master Control is responsible for the agency telephone switchboard and is the records custodian for all active, ancillary, and closed public assistance, non-public assistance food stamps, and Medicaid cases. The unit also houses two scanning stations and is responsible for scanning all

temporary assistance openings and denials, all front end Medicaid denials, welfare to work paperwork, temporary assistance recertification and miscellaneous paperwork from TA undercare. The Master Control staff is also responsible for the finger imaging of all applicants for the assistance programs, and the issuing of benefit cards for expedited food stamps and public assistance applicants.

### **Child Support Enforcement Unit (CSEU)/Support Collection Unit (SCU)**

CSEU: location of non-custodial parents (NCP), financial investigation of NCP, health insurance investigation, non-support and/or paternity petition preparation and filing, arrange (County provided) legal representation as necessary and appropriate, assistance with identifying and obtaining any and all supportive information or documentation, preparation of any and all other documentation as necessary, monitor and maintain case, update and re-investigate as needed. SCU: Receive order of support from various courts, create and maintain support account, collect and disburse support payments, prepare and file non-payment violation petitions. Submits accounts for eligible enforcement processes, including but not limited to income execution for immediate wage withholding, federal and NYS Tax Intercept, property execution, and revocation of driving privileges.

## **2013 OBJECTIVES**

### **Master Control**

- Provide ongoing records management for Social Services case documents.
- Provide support services for Temporary Assistance, Medical Assistance, and Non-Public Assistance Food Stamp case preparation and department-wide telephone support.
- Continue inputting case numbers and corresponding information into the Master Control database.

- Continue scanning Temporary Assistance and Food Stamp cases as they close and/or are denied to aid in our space problem.
- Continue to provide excellent customer service to all.
- Continue to finger image applicants according to the AFIS plan of operation.

### **Child Support Enforcement Unit (CSEU)/Support Collection Unit (SCU)**

- To continue to meet or exceed federal and New York State mandated performances measures through intensive review of cases identified by NYS's Department of Child Support Enforcement. Review of over 2,000 cases will result in additional petition filings for paternity and support, in addition to securing court orders for third party health insurance. Approval of overtime funding will assist in case review. Securing orders for child support and third party health insurance are a potential cost avoidance for Broome County.

### **Medical Services**

- Maintain operations of the Mandatory Medicaid Managed Care Program that allows for increased access to primary care services for the TANF, Safety Net, and SSI populations.
- Implement NYS Medicaid Redesign Team Projects aimed at reforming the system and reducing costs, including Managed Care Benefit Expansion and State Takeover of Administration of the Medicaid program.
- Continue the operations of the Managed Care Enrollment Team to provide information to clients about Mandatory Managed Care and Family Health Plus benefits, plan options and provider networks so clients are able to make an informed choice and avoid auto assignments into managed care plans.
- Process eligibility for the Medicaid for Pregnant Women Program and Family Planning Benefit Program recipients.

**Welfare Management System (WMS)**

- Continue implementation of various applications including Connections (Build 18) and voice recognition software.
- Develop applications for the Viking.
- Implement records imaging solution for the department.
- Continue Human Services Enterprise Network (HSEN) Development to fully integrate the state and local systems.
- Continue development of reports using the Sidney on SQL Server and COGNOS Impromptu.
- Process all applications and authorizations in data entry within a 24 to 36 hour timeframe.

**2013 BUDGET HIGHLIGHTS****Master Control**

- Provide case file management support for 12,000 Assistance Program applicants.
- Scan, index, commit, and quality control assurance for 175,000 documents per month.

**Child Support Enforcement Unit (CSEU)/Support Collection Unit (SCU)**

- To increase the unit's Paternity Establishment Percentage (PEP) from 94.07% to 95.00%. The minimum federal performance standard for this category is 90.00%.
- Continue to increase the unit's Support Enforcement Performance (SEP) to meet or exceed the minimum federal performance standard of 80%. Broome is currently at 89.82% as of December 31, 2011.

**Medical Services**

- By December 31, 2013 targeted enrollment for Broome's Medicaid Managed Care Program: 27,000 mandatory enrollees, pending plan capacity.
- By December 31, 2013 targeted enrollment for Family Health Plus: 3,500.
- Maintain health plan auto-assignments rate below 20% of total enrollment.
- Determine presumptive eligibility for 1,000 Medicaid for Pregnant Women Program recipients: 85% of the eligibility determinations will be conducted in the first trimester of pregnancy.

**Welfare Management System (WMS)**

- Provide 18,069 authorizations per month.
- Perform 361,380 transactions per month.



## 35 35060006 SOCIAL SERVICES/Support Services

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Welfare Management Systems Coordinator	20 BAPA	1	1	1	1
Coordinator of Child Support Enforcement	20 BAPA	1	1	1	1
Supervising Support Investigator	17 BAPA	1	1	1	1
Support Collection Supervisor	17 BAPA	1	1	1	1
Coordinator of Volunteer Services	16 BAPA	1	1	1	1
Senior Support Investigator	16 CSEA	1	1	1	1
Assistant Support Collection Supervisor	13 CSEA	1	1	1	1
Family Courts Liaison	12 CSEA	2	2	2	2
Social Services Examiner	11 CSEA	1	1	1	1
Support Investigator	11 CSEA	10	10	10	10
Child Support Specialist	9 CSEA	5	5	5	5
Senior Account Clerk	9 CSEA	2	2	2	2
Data Entry Machine Operator	8 CSEA	5	5	5	5
Keyboard Specialist	8 CSEA	3	3	3	3
Senior Clerk	8 CSEA	1	1	1	1
Account Clerk	7 CSEA	3	3	3	3
Telephone Operator	7 CSEA	1	1	1	1
Clerk	6 CSEA	1	1	1	1
<b>Total Full-Time Positions</b>		<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>
<b><u>PART TIME</u></b>					
Systems Analyst	24 BAPA	1	1	1	1
<b>Total Part-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL POSITIONS</b>		<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 06 Soc Svcs-Support Svcs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000333 OTHER DEPARTMENTAL CHARGEBACK	-2,216	0	0	0	0
0000002 Departmental Income Totals	-2,216	0	0	0	0
Rev Total for Div 3506	-2,216	0	0	0	0
0000010 Personal Service					
6001000 SALARIES FULL-TIME	1,369,670	1,407,532	819,002	1,472,068	1,472,068
6001001 SALARIES PART-TIME	46,386	47,753	29,680	49,161	49,161
6001003 SALARIES OVERTIME	23,713	23,165	11,787	24,500	24,500
0000010 Personal Service Totals	1,439,769	1,478,450	860,469	1,545,729	1,545,729
0000040 Contractual Expenditures					
6004012 OFFICE SUPPLIES	30,230	31,251	16,297	31,251	31,251
6004055 COMPUTER SOFTWARE AND SUPPLIES	24,295	24,929	8,314	24,929	24,929
6004100 POSTAGE AND FREIGHT	1,570	1,125	1,080	1,125	1,125
6004106 GENERAL OFFICE EXPENSES	3,180	3,392	1,597	3,442	3,442
6004161 TRAVEL HOTEL AND MEALS	843	1,800	1,379	1,800	1,800
6004162 EDUCATION AND TRAINING	288	650	154	650	650
6004168 OTHER PERSONAL EXPENSES	0	150	5	150	150
6004169 DAY TRIP MEAL REIMBURSEMENT	0	200	0	200	200
6004196 COPYING MACHINE RENTALS	2,348	6,910	4,095	5,760	5,760
6004402 LAB SERVICES	20,482	24,000	11,058	24,000	24,000
6004573 OTHER FEES FOR SERVICES	16,126	18,000	9,947	18,915	18,915
0000040 Contractual Expenditures Totals	99,362	112,407	53,926	112,222	112,222
0000041 Chargeback Expenses					
6004606 TELEPHONE BILLING ACCOUNT	14,881	18,223	6,850	21,245	21,245
6004614 OTHER CHARGEBACK EXPENSES	-2,216	0	0	0	0
0000041 Chargeback Expenses Totals	12,665	18,223	6,850	21,245	21,245
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	3,377	0	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 06 Soc Svcs-Support Svcs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness Totals	3,377	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	694	0	0	0	0
0000070 Interest on Indebtedness Totals	694	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	206,591	261,601	159,392	328,465	328,465
6008002 SOCIAL SECURITY	103,475	113,097	62,602	118,243	118,243
6008004 WORKERS COMPENSATION	11,308	16,667	5,558	17,645	17,645
6008006 LIFE INSURANCE	778	798	494	798	798
6008007 HEALTH INSURANCE	355,519	377,463	217,190	378,606	378,606
6008009 RETIREE HEALTH INSURANCE	142,759	130,251	102,033	169,185	169,185
6008010 DISABILITY INSURANCE	4,324	4,644	2,626	4,644	4,644
6008013 HEALTH INS - RETIRE INCENTIVE	0	5,107	4,262	0	0
0000080 Employee Benefits Totals	824,754	909,628	554,157	1,017,586	1,017,586
Exp Total for Div 3506	2,380,621	2,518,708	1,475,402	2,696,782	2,696,782
Total for Div 3506	-2,382,837	-2,518,708	-1,475,402	-2,696,782	-2,696,782

## **SOCIAL SERVICES - 35**

### **Certification – 35030006**

**(Includes Public Assistance, Medical Assistance, Food Stamps, Welfare to Work and Child Assistance Program)**

### **MISSION STATEMENT**

#### **Temporary Assistance**

To determine initial and continuing eligibility for cash grant programs, including emergency assistance, within statutory time limits and ensuring program integrity; to utilize diversion such as one time cash assistance or referral to other programs/benefits. To enable recipients to achieve self-sufficiency by utilizing aggressive case management with the assistance of the Welfare to Work unit. Temporary assistance is administered under the authority of the New York State Social Services Law and Title 18 of the New York Code of Rules and Regulations.

#### **Medical Assistance**

To determine initial and continuing eligibility for medical assistance, within statutory time limits, responsively and accurately to facilitate self-sufficiency; to utilize third party health insurance and Medicare benefits; to maximize federal reimbursement through the utilization of federal categories; to involve eligible Medicaid recipients in managed care. Medical assistance is administered under the authority of the New York State Health Department Law and Title 18 of the New York Code of Rules and Regulations.

#### **Food Stamps**

To determine initial and continuing eligibility for food stamps, within statutory time limits, responsively and accurately; to refer appropriate food stamp recipients to the Welfare to Work unit for participation in employment programs to facilitate self-sufficiency; to increase

participation in the program in line with New York State directives; to comply with additional NYS program initiatives such as e-filing, and other facilitated application services; to comply with current program requirements of Electronic Benefit Transfer and Home Energy Assistance Program (HEAP). Food stamps are administered under the authority of the New York State Social Services Law, Title 18 of the New York Code of Rules and Regulations, and Title 7 of the United States Code of Rules and Regulations.

#### **Welfare to Work**

To enable applicants and recipients of public assistance and food stamps to achieve their maximum level of self-support through the provision of the services, training, education, and supportive services needed to help them overcome barriers to employment and meet the mandates of federal welfare reform legislation. Programs include work experience, job search, job development and on the job training. The departments' welfare to work program also includes the Food Stamp Employment and Training Program.

### **2013 OBJECTIVES**

For all assistance programs areas: To make a renewed effort to establish the most efficient business processes to ensure our expanding caseload is well served at our current staffing levels.

#### **Temporary Assistance**

- Reduce the need for temporary assistance by assisting applicants in achieving self-sufficiency through diversion.
- Ensure assessment and participation of clients in work programs through integration with the Welfare to Work unit.
- Ensure Temporary Assistance applicants are provided benefits in a professional, efficient manner within prescribed timeframes.

### **Medical Assistance**

- Defray costs by maximizing other health care alternatives such as third party insurance, managed care, Medicare, and community clinics.
- Continue the “application assistance” model to enhance access to public health insurance programs.
- Continue public relations campaign with community providers.
- Phase-in the community Medicaid renewal process via the State Enrollment Center.
- Implement task based case processing to expedite case processing and improve access to public health insurance programs.

### **Food Stamps**

- Increase client participation in the program as mandated by New York State directives including the Working Families Initiative and utilization of the “my benefits” state website.
- Maintain program integrity and statutory timeframes for case determination.
- Ensure compliance with all applicable regulatory requirements.

### **Welfare to Work**

- Continually monitor processes and work activities to ensure efforts assist the agency in meeting participation rates mandated by state and federal legislation.
- Promote and implement policies that will immediately engage all employable applicants in work activities that will lead to the elimination or reduction in their need for Public Assistance and/or Food Stamps.
- Interface Welfare to Work and other assistance program staff and community agencies to coordinate Welfare to Work activities.

## **2013 BUDGET HIGHLIGHTS**

### **Temporary Assistance**

- Require 100% of employable applicants to participate in welfare to work activities within 5 days of application.
- Divert 15% of new applicants to other resources to eliminate the need for Temporary Assistance.
- Continue to refer 100% of new applicants to the FEDS/EVR process.

### **Medical Assistance**

- Refer 100% of eligible Medicaid recipients to managed care programs.
- Make initial determinations for chronic care Medicaid within the state statutory time frame of 90 days from application.
- Make initial determinations for community Medicaid within the state statutory time frame of 45 days from application date.

### **Food Stamps**

- Maintain determinations for Food Stamps within the NYS statutory time limit of 30 days from application date.
- Review and process 100% of Food Stamp applications eligible for expedited service within 5 business days.
- Bring error rate to state acceptable standards through enhanced quality control and staff training.

### **Welfare to Work**

- Engage 50% of the TANF recipients in employment or work activities
- Enable 600 recipients to secure employment
- Outreach to local employers and educate them on transitional services available to low income households
- Secure SSI/SSD for 150 disabled TANF and Safety Net recipients.

35 35030006 SOCIAL SERVICES/Certification

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy Commissioner of Social Services	E Admin	1	1	1	1
Head Social Services Examiner	21 BAPA	1	1	1	1
Senior Employment Coordinator	21 BAPA	1	1	1	1
Employment Coordinator	18 BAPA	1	1	1	1
Office Manager	16 BAPA	1	1	1	1
Case Supervisor Grade B	20 CSEA	1	1	1	1
Senior Caseworker	18 CSEA	2	2	2	2
Principal Social Services Examiner	17 CSEA	6	6	6	6
Caseworker/Trainee	16/14 CSEA	10	10	10	10
Job Developer	16 CSEA	1	1	1	1
Secretary	13 CSEA	1	1	1	1
Senior Social Services Examiner	13 CSEA	16	16	16	16
Social Services Examiner	11 CSEA	28	28	28	28
Keyboard Specialist	8 CSEA	5	5	5	5
Clerk	6 CSEA	2	2	2	2
<b>Total Full-Time Positions</b>		<b>77</b>	<b>77</b>	<b>77</b>	<b>77</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>77</b>	<b>77</b>	<b>77</b>	<b>77</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 35000000    Social Services  
DIV 03          Soc Svcs-Certification

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000339 FRINGE BENEFIT CHGBK REVENUE	2,170	0	0	0	0
0000002 Departmental Income Totals	2,170	0	0	0	0
Rev Total for Div 3503	2,170	0	0	0	0
0000010 Personal Service					
6001000 SALARIES FULL-TIME	2,995,728	3,067,077	1,839,649	3,142,661	3,142,661
6001003 SALARIES OVERTIME	0	3,000	0	3,000	3,000
0000010 Personal Service Totals	2,995,728	3,070,077	1,839,649	3,145,661	3,145,661
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	135	135	134	135	135
6004012 OFFICE SUPPLIES	8,205	16,700	4,743	16,700	16,700
6004023 BLDG AND GROUNDS SUPPLIES	352	517	158	388	388
6004106 GENERAL OFFICE EXPENSES	5,108	6,846	5,436	6,846	6,846
6004111 BUILDING AND LAND RENTAL	-1,278	73,384	67,997	67,991	67,991
6004117 BUILDING AND GROUNDS EXPENSES	12,320	9,552	218	15,187	15,187
6004138 OTHER OPERATIONAL EXPENSES	26	22	16	22	22
6004161 TRAVEL HOTEL AND MEALS	108	500	73	500	500
6004162 EDUCATION AND TRAINING	0	150	0	150	150
6004169 DAY TRIP MEAL REIMBURSEMENT	71	150	24	150	150
0000040 Contractual Expenditures Totals	25,047	107,956	78,799	108,069	108,069
0000041 Chargeback Expenses					
6004604 DPW SECURITY CHARGEBACKS	9,358	17,214	7,598	15,605	15,605
6004606 TELEPHONE BILLING ACCOUNT	37,947	44,167	17,074	41,581	41,581
6004617 DUPLICATING/PRINTING CHARGEBAC	235	0	0	0	0
6004619 BUILDING SERVICE CHARGEBACK	5,562	8,022	3,398	8,279	8,279
0000041 Chargeback Expenses Totals	53,102	69,403	28,070	65,465	65,465
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	2,648	0	0	0	0

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 03 Soc Svcs-Certification

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness Totals	2,648	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	52,948	0	0	0	0
0000070 Interest on Indebtedness Totals	52,948	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	429,360	552,612	342,476	668,443	668,443
6008002 SOCIAL SECURITY	220,917	234,856	135,516	240,631	240,631
6008004 WORKERS COMPENSATION	24,684	34,463	11,541	36,519	36,519
6008006 LIFE INSURANCE	1,431	1,463	937	1,463	1,463
6008007 HEALTH INSURANCE	596,541	645,720	360,555	603,916	603,916
6008009 RETIREE HEALTH INSURANCE	394,141	415,949	296,113	518,174	518,174
6008010 DISABILITY INSURANCE	8,956	9,417	5,407	9,288	9,288
6008011 UNEMPLOYMENT INSURANCE	15,306	0	2,506	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	7,004	7,379	0	0
0000080 Employee Benefits Totals	1,691,336	1,901,484	1,162,430	2,078,434	2,078,434
Exp Total for Div 3503	4,820,809	5,148,920	3,108,948	5,397,629	5,397,629
Total for Div 3503	-4,818,639	-5,148,920	-3,108,948	-5,397,629	-5,397,629



**SOCIAL SERVICES - 35****Services – 35050006****MISSION STATEMENT**

The Services Division provides support, counseling, case management, and case planning to children, adults, and families whose health and safety are at risk due to abuse, neglect, maltreatment, or dysfunction.

**DESCRIPTION**

Whenever possible, services are provided to prevent out of home placement. If placement out of the home is required, the lowest level of care, that is appropriate, is sought for the shortest duration possible. Services are provided in accordance with federal and state mandates, laws, and regulations. Service includes the following areas: child protective services, adult protective services, foster care, day care, adoption, preventive, home-finding, and auxiliary services.

**2013 OBJECTIVES**

- Investigate all reports of child abuse and neglect.
- Reduce residential placements and detention placements.
- Provide supportive and rehabilitative services to families whose health and safety is at risk and to reduce the likelihood of out of home placement and hard to place individuals.
- Promote permanency for all children in care.
- Provide affordable quality child care to low income families.
- Provide services to victims of domestic violence.
- Implement performance improvement plans for child welfare outcomes and Title IV-E determinations.
- Continue to implement computer systems in child welfare and day care.

**2013 BUDGET HIGHLIGHTS**

- Decrease care days.
- Decrease detention days.
- Continue successful Preventive Program.
- Investigate 3,800 reports of child abuse and neglect.
- Investigate 600 reports of adult abuse and neglect.
- Provide services to 3,000 cases per month.
- Provide purchase of services to 400 cases per month.
- Free 35 children for adoption.
- Place 40 children for adoption.
- Provide day care to 1200 children per month.
- Reduce residential placement by 9-18 children.

35 35050006 **SOCIAL SERVICES/Services**

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Deputy Comm. of Social Services	E Admin	1	1	1	1
Case Supervisor Grade A	23 BAPA	2	2	2	2
Office Manager	16 BAPA	1	1	1	1
Case Supervisor Grade B	20 CSEA	11	11	11	11
Senior Caseworker	18 CSEA	20	20	20	20
Principal Social Services Examiner	17 CSEA	1	1	1	1
Caseworker/Trainee	16/14 CSEA	58	57	57	57
Secretary	13 CSEA	2	2	2	2
Social Services Examiner	11 CSEA	1	1	1	1
Senior Account Clerk	9 CSEA	2	2	2	2
Community Service Worker	8 CSEA	6	6	6	6
Keyboard Specialist	8 CSEA	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>
<b>Total Full-Time Positions</b>		<b>111</b>	<b>109</b>	<b>109</b>	<b>109</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>111</b>	<b>109</b>	<b>109</b>	<b>109</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 05 Soc Svcs- Svcs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	4,675,224	4,781,689	2,817,658	4,907,639	4,907,639
6001002 SALARIES TEMPORARY	11,334	35,000	1,364	35,000	35,000
6001003 SALARIES OVERTIME	109,365	100,000	79,927	100,000	100,000
6001008 STAND-BY PAY	14,665	14,820	8,635	14,820	14,820
<b>0000010 Personal Service Totals</b>	<b>4,810,588</b>	<b>4,931,509</b>	<b>2,907,584</b>	<b>5,057,459</b>	<b>5,057,459</b>
<b>0000040 Contractual Expenditures</b>					
6004012 OFFICE SUPPLIES	9,884	12,550	3,946	12,550	12,550
6004040 MOTOR EQUIPMENT SUPPLIES	0	500	0	500	500
6004041 PHOTOGRAPHIC SUPPLIES	214	1,400	0	1,400	1,400
6004048 MISC OPERATIONAL SUPPLIES	0	500	0	500	500
6004055 COMPUTER SOFTWARE AND SUPPLIES	150	0	0	0	0
6004056 COMPUTER EQUIPMENT (NON CAPITAL)	2,485	2,500	0	2,500	2,500
6004102 TELEPHONE EQUIPMENT	2,265	4,529	1,667	4,529	4,529
6004106 GENERAL OFFICE EXPENSES	138	0	0	0	0
6004137 ADVERTISING AND PROMOTION EXPE	51	300	0	0	0
6004147 OTHER PROGRAM EXPENSE	1,365	0	0	0	0
6004160 MILEAGE AND PARKING-LOCAL	7,402	25,000	6,028	20,000	20,000
6004161 TRAVEL HOTEL AND MEALS	1,031	9,000	3,005	9,000	9,000
6004162 EDUCATION AND TRAINING	325	3,800	475	3,800	3,800
6004164 NON-EMPLOYEE TRAVEL HOTEL & ME	315	1,000	62	1,000	1,000
6004169 DAY TRIP MEAL REIMBURSEMENT	933	2,500	938	2,500	2,500
6004400 MEDICAL AND PHYSICAL EXAMS	19,526	30,400	12,274	25,000	25,000
6004413 OTHER HEALTH AND MEDICAL SERVI	0	500	0	500	500
6004538 LEGAL CHARGES AND FEES	3,366	5,000	1,844	5,000	5,000
<b>0000040 Contractual Expenditures Totals</b>	<b>49,450</b>	<b>99,479</b>	<b>30,239</b>	<b>88,779</b>	<b>88,779</b>
<b>0000041 Chargeback Expenses</b>					
6004606 TELEPHONE BILLING ACCOUNT	54,884	64,144	23,888	60,999	60,999
<b>0000041 Chargeback Expenses Totals</b>	<b>54,884</b>	<b>64,144</b>	<b>23,888</b>	<b>60,999</b>	<b>60,999</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	694,853	887,659	538,405	1,074,703	1,074,703
6008002 SOCIAL SECURITY	349,640	377,256	210,984	386,880	386,880
6008004 WORKERS COMPENSATION	38,695	56,207	18,539	58,244	58,244
6008006 LIFE INSURANCE	2,049	2,071	1,322	2,071	2,071

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 05 Soc Svcs- Svcs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008007 HEALTH INSURANCE	1,089,397	1,154,867	679,953	1,128,896	1,128,896
6008009 RETIREE HEALTH INSURANCE	576,382	624,186	444,523	739,521	739,521
6008010 DISABILITY INSURANCE	13,033	13,545	7,804	13,545	13,545
6008011 UNEMPLOYMENT INSURANCE	10,426	0	810	0	0
6008013 HEALTH INS - RETIRE INCENTIVE	0	15,640	8,080	0	0
0000080 Employee Benefits Totals	2,774,475	3,131,431	1,910,420	3,403,860	3,403,860
Exp Total for Div 3505	7,689,397	8,226,563	4,872,131	8,611,097	8,611,097
Total for Div 3505	-7,689,397	-8,226,563	-4,872,131	-8,611,097	-8,611,097

**SOCIAL SERVICES – 35****Social Services Programs – 35070006****MISSION STATEMENT**

To promote self-sufficiency and assure the protection of vulnerable individuals. We strive to have an organization, which values the needs of the customers, the contributions of the staff, and the participation of the community. This vision shall be achieved through a culture, which encourages continuous improvement.

**2013 OBJECTIVES**

- Provide supportive transitional services, such as childcare, transportation, medical assistance and other benefits that enable recipients to increase and sustain their ability to maintain employment and become self-sufficient.
- Educate and enroll recipients in managed care.
- Reduce the local cost of assistance payments through aggressive procurement of alternative benefits and enhanced FEDS programs.
- Aggressively work with TANF recipients to ensure progress toward self-sufficiency during the 5-year limitation.
- Reduce care days in foster care with emphasis on reducing residential and detention placements.

**2013 BUDGET HIGHLIGHTS**

- POS contractual lines kept to a minimal COLA increase.
- Continued funding of CHPS Preventive Program.
- Reduced funding of the SHINE program to divert/reduce residential placement of JD/PINS children.
- Increase to SAP to treat juvenile offenders.

- Seek alternative and reduced cost methods of operating programs.

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 04 Soc Svcs-Intergov Transfers

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000040 Contractual Expenditures					
6004305 MMIS MEDICAL ASSISTANCE	3,000,000	2,500,000	1,755,589	2,500,000	2,500,000
0000040 Contractual Expenditures Totals	3,000,000	2,500,000	1,755,589	2,500,000	2,500,000
Exp Total for Div 3504	3,000,000	2,500,000	1,755,589	2,500,000	2,500,000
Total for Div 3504	-3,000,000	-2,500,000	-1,755,589	-2,500,000	-2,500,000

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 07 Soc Svcs-Social Svcs Programs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000152 REPAYMENTS OF TANF	63,838	75,782	43,912	74,404	74,404
5000154 REPAYMENTS OF AID-CHILD CARE	752,511	374,968	164,473	348,686	348,686
5000156 REPAYMENTS OF SAFETY NET	1,098,726	1,248,991	827,700	1,330,430	1,330,430
5000157 REPAYMENTS OF ADULTS	1,330	1,001	1,079	785	785
5000158 REPAYMENTS OF BURIALS	40,276	52,791	25,588	46,351	46,351
5000243 REPAYMENTS OF AID-JD/PINS	219,054	191,904	120,349	180,305	180,305
5000244 REPAYMENTS OF VA BURIALS	0	13,040	0	10,898	10,898
5000336 VA BURIALS CHARGEBACK	99,611	142,332	33,470	112,989	112,989
5000433 LITIGATION RECOVERY	117,755	0	180,679	0	0
<b>0000002 Departmental Income Totals</b>	<b>2,393,101</b>	<b>2,100,809</b>	<b>1,397,250</b>	<b>2,104,848</b>	<b>2,104,848</b>
<b>0000007 Misc Interfund Revenues</b>					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	34,894	14,958	5,450	17,504	17,504
5000543 PRIOR YEAR REFUNDS - TANF	8,012	14,957	8,690	17,503	17,503
5000544 PRIOR YEAR REFUNDS - SN	20,283	14,957	15,817	17,502	17,502
5000568 APPROPRIATED FUND BALANCE	0	-11,691	0	0	0
<b>0000007 Misc Interfund Revenues Totals</b>	<b>63,189</b>	<b>33,181</b>	<b>29,957</b>	<b>52,509</b>	<b>52,509</b>
<b>0000008 State Aid</b>					
5000854 TANF	1,684,105	0	26,678	0	0
5000855 SOCIAL SERVICES ADMINISTRATION	46,952	273,633	106,595	271,299	271,299
5000857 CHILD CARE SCHOOL DISTRICTS	187,487	134,893	169,060	179,166	179,166
5000858 CHILD CARE/FOSTER CARE (ADC)	4,910,119	5,113,507	3,187,084	4,959,507	4,959,507
5000859 JUVENILE DELINQUENT	426,285	870,145	227,483	956,457	956,457
5000861 SAFETY NET	3,242,218	3,602,368	1,755,191	3,423,188	3,423,188
5000862 EMERGENCY AID TO ADULTS	99,806	101,999	53,969	102,108	102,108
5000863 BURIALS	71,132	48,285	28,971	52,200	52,200
5000881 TANF DAY CARE	989,483	749,914	287,320	626,266	626,266
5000882 JD/PINS HOMES/INSTITUTIONS-ADC	878,474	1,013,615	755,843	939,691	939,691
5000884 POS	1,343	1,785,708	318,176	1,751,073	1,588,306
5000885 VA BURIALS	0	16,182	4,437	13,311	13,311
<b>0000008 State Aid Totals</b>	<b>12,537,404</b>	<b>13,710,249</b>	<b>6,920,807</b>	<b>13,274,266</b>	<b>13,111,499</b>
<b>0000009 Federal Aid</b>					
5000924 TANF	11,533,606	11,946,046	6,653,651	12,458,576	12,458,576
5000925 SOCIAL SERVICES ADMINISTRATION	235,405	106,302	150,931	68,630	68,630
5000927 FOSTER CARE (ADC)	4,239,399	4,799,139	2,677,628	4,746,722	4,746,722
5000928 SAFETY NET	236,785	310,224	126,216	246,672	246,672

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 07 Soc Svcs-Social Svcs Programs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
5000929 SERVICES FOR RECIPIENTS	540,941	844,505	1,293,881	878,214	878,214
5000951 FEDERAL AID-HEALTH OTHER	1,797,445	0	0	0	0
5000953 EAF TANF	-3,611,888	0	-124,670	0	0
5000954 EAF JD/PINS	2,471,357	2,009,993	1,368,693	2,415,962	2,415,962
5000955 EAF POS	5,826,574	959,126	127,930	844,843	844,843
5000956 JD/PINS HOMES/INSTITUTIONS-ADC	1,037,999	1,032,442	625,344	1,156,934	1,156,934
0000009 Federal Aid Totals	24,307,623	22,007,777	12,899,604	22,816,553	22,816,553
Rev Total for Div 3507	39,301,317	37,852,016	21,247,618	38,248,176	38,085,409
0000040 Contractual Expenditures					
6004300 PURCHASE OF SERVICES	1,388,957	1,409,503	741,003	1,289,066	1,289,066
6004302 TANF DAY CARE	1,318,864	1,268,448	728,737	1,144,800	1,144,800
6004305 MMIS MEDICAL ASSISTANCE	35,159,848	38,462,543	26,555,018	39,172,289	39,172,289
6004306 SECURE DETENTION	246,153	448,700	235,770	440,000	440,000
6004308 TANF	11,372,781	11,744,328	7,698,942	12,255,480	12,255,480
6004309 EAF/TANF	239,576	277,500	128,493	277,500	277,500
6004311 INST PLACEMENT SCHOOL DISTRICT	638,812	560,000	554,527	650,000	650,000
6004312 FOSTER CARE HOMES/INSTITUTE-CW	1,767,588	2,169,560	1,181,227	1,767,600	1,767,600
6004313 FOSTER CARE HOMES/INSTITUTE-AD	9,455,845	9,828,623	6,905,589	9,715,420	9,715,420
6004314 FOSTER CARE NS DET (HASKINS)	748,248	642,400	481,800	668,096	668,096
6004315 FOSTER CARE NS DET OUT/COUNTY	95,515	77,468	34,913	72,750	72,750
6004316 JD/PINS INSTITUTIONS-ADC	1,920,171	2,094,400	1,432,766	2,335,710	2,335,710
6004317 JD CARE IN INSTITUTIONS	148,213	119,661	121,214	158,384	158,384
6004318 STATE TRAINING SCHOOLS	284,556	1,528,382	0	740,000	740,000
6004319 SAFETY NET	12,696,916	14,020,800	8,058,356	13,381,200	13,381,200
6004320 EMERGENCY AID FOR ADULTS	202,292	205,000	132,961	205,000	205,000
6004321 BURIALS	554,725	511,895	350,132	508,800	508,800
6004326 EAF/POS	1,390,310	1,434,879	755,170	1,289,066	1,289,066
6004327 EAF/FOSTER CARE	2,889,250	3,124,137	1,756,637	2,881,550	2,881,550
6004328 EAF/JD/PINS	3,313,950	3,333,422	2,097,534	3,371,396	3,371,396
6004330 VA BURIALS	51,177	171,554	45,879	126,276	126,276
6004573 OTHER FEES FOR SERVICES	390,732	693,631	345,999	925,444	925,444
0000040 Contractual Expenditures Totals	86,274,479	94,126,834	60,342,667	93,375,827	93,375,827
0000041 Chargeback Expenses					
6004610 PERSONAL SERVICES CHARGEBACKS	1,757,341	1,877,245	897,546	1,983,694	1,721,166



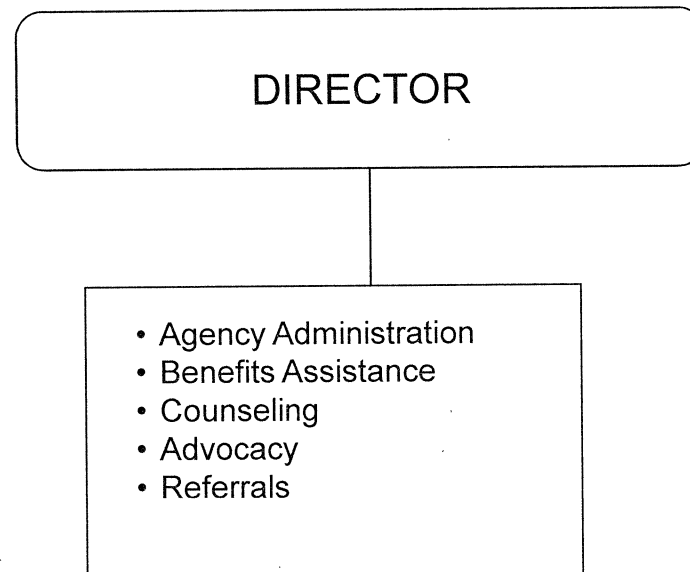
REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 35000000 Social Services  
DIV 07 Soc Svcs-Social Svcs Programs

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004614 OTHER CHARGEBACK EXPENSES	156,220	180,000	131,580	180,000	180,000
0000041 Chargeback Expenses Totals	1,913,561	2,057,245	1,029,126	2,163,694	1,901,166
Exp Total for Div 3507	88,188,040	96,184,079	61,371,793	95,539,521	95,276,993
Total for Div 3507	-48,886,723	-58,332,063	-40,124,175	-57,291,345	-57,191,584
Total for Dept 35000000	-56,304,295	-66,138,671	-44,474,143	-64,954,094	-64,843,686

# VETERANS SERVICES



## **VETERANS SERVICES**

### **MISSION STATEMENT**

To provide counseling and assistance to veterans and their dependents by making them aware of federal, state and local benefits and to assist preparing, presenting and aid in the prosecution of claims governed by laws under the Department of Veterans Affairs.

### **DESCRIPTION**

The Veterans Service Agency renders a wide variety of services to an estimated 14,230 veterans and their families, of all wars and conflicts, as well as peacetime service. Service is also extended to active duty servicemen/women and their families. Professional assistance and advice is given in the filing of applications for benefits under existing federal, state, and local laws and regulations. It is also a primary function of the office to familiarize veterans and their families of the Department of Veteran's Affairs benefits available to them.

The Veterans Service Agency assists veterans and their families in applying for such benefits as service connected compensation, nonservice connected pensions, widow benefits, referrals for VA Healthcare services, certification of documents, replacement of Separation of Military Service papers, re-employment rights, conversion of government insurance, waiver of insurance, Veterans Affairs home loan applications, tax exemption, insurance benefits, headstones or markers, burial benefits, memorial flags, military funerals, and death gratuity pay.

### **2013 OBJECTIVES**

- Coordinate all veterans groups, service organizations in Broome County and County departments to maximize service to veterans and minimize duplication of efforts.

- Review nursing home cases to ensure that veterans and widows are receiving accurate pensions and attendance allowance.

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- Review Military Service eligibility for indigent burials of honorably discharged veterans, as well as family members who have died without sufficient means to afford funeral expenses.
- Ensure all honorably discharged veterans' graves have adequate flag holders, flags and headstones for those without markers.
- Maintain professional counseling and make appropriate referrals for veteran's healthcare and mental health evaluations.
- Maintain education in veterans' benefits and a good veterans' benefits library to better assist veterans in applying for, maintaining, and appealing adverse decisions regarding benefits.
- Continue striving to expand services by conducting home visits to veterans and dependents whose disabilities inhibit their ability to leave their home, and counseling veterans at the local outreach center.

### **2013 BUDGET HIGHLIGHTS**

- In providing advocacy services and representation in the development and presentation of claims before the Department of Veterans Affairs, the Veterans Service Agency has played a pivotal role in improving the economic well being of veterans and their dependents residing in Broome County. According to statistics released by the Office of Policy, Planning, and Preparedness of the Department of Veterans Affairs, total expenditures in fiscal year 2011 was \$29,344,000 in compensation and pension payments made to Broome County veterans and dependents. This is accomplished by aggressive representation and advocacy services provided to Broome County's estimated 14,000 veterans.

- The Compensation and Pension category includes expenditures for the following programs: Disability for service-connected injuries; dependency and indemnity compensation for spouses due to veterans' service-connected deaths; pension for non-service connected disabilities; burial benefits; and other benefits to veterans and their survivors.
- In addition, in our continual effort to provide enhanced services to our veterans, this office continues to provide support to the Disabled American Veterans Transportation Service. The DAV transport is composed of volunteer drivers operating a shuttle service from veteran's homes to the Binghamton VA Outpatient Clinic and the Syracuse VA Medical Center. The vehicles, fuel, and maintenance are provided by the Syracuse VA Medical Center.

## 36000006 VETERANS SERVICES

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Veterans Director	24 Admin	1	1	1	1
Keyboard Specialist	8 CSEA	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 36000000 Veterans Services

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000224 TRANSFER TAX	375,128	375,000	165,982	375,000	375,000
0000002 Departmental Income Total	375,128	375,000	165,982	375,000	375,000
0000007 Misc Interfund Revenues					
5000561 TRANSFER FROM RESERVE FUND	0	100,000	100,000	210,456	210,456
0000007 Misc Interfund Revenues Total	0	100,000	100,000	210,456	210,456
0000008 State Aid					
5000867 VETERANS SERVICE AGENCIES	0	12,982	12,982	12,982	12,982
5000872 BURIALS	6,264	14,616	0	0	0
0000008 State Aid Total	6,264	27,598	12,982	12,982	12,982
Rev Totals for Dept 36000000	381,392	502,598	278,964	598,438	598,438
0000010 Personal Service					
6001000 SALARIES FULL-TIME	57,981	83,201	53,197	87,944	87,944
6001002 SALARIES TEMPORARY	11,531	10,056	6,978	10,056	10,056
0000010 Personal Service Totals	69,512	93,257	60,175	98,000	98,000
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	274	400	70	400	400
6004012 OFFICE SUPPLIES	988	1,000	0	500	500
6004048 MISC OPERATIONAL SUPPLIES	862	0	0	0	0
6004105 DUES AND MEMBERSHIPS	120	100	0	100	100
6004106 GENERAL OFFICE EXPENSES	365	1,500	410	1,000	1,000
6004146 SUBCONTRACTED PROGRAM EXPENSE	0	0	0	200,000	200,000
6004147 OTHER PROGRAM EXPENSE	10,752	15,000	11,453	15,000	15,000
6004160 MILEAGE AND PARKING-LOCAL	4	50	0	50	50
6004161 TRAVEL HOTEL AND MEALS	196	0	116	1,000	1,000
6004162 EDUCATION AND TRAINING	175	0	0	0	0
6004321 BURIALS	81,464	0	0	0	0

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 36000000 Veterans Services

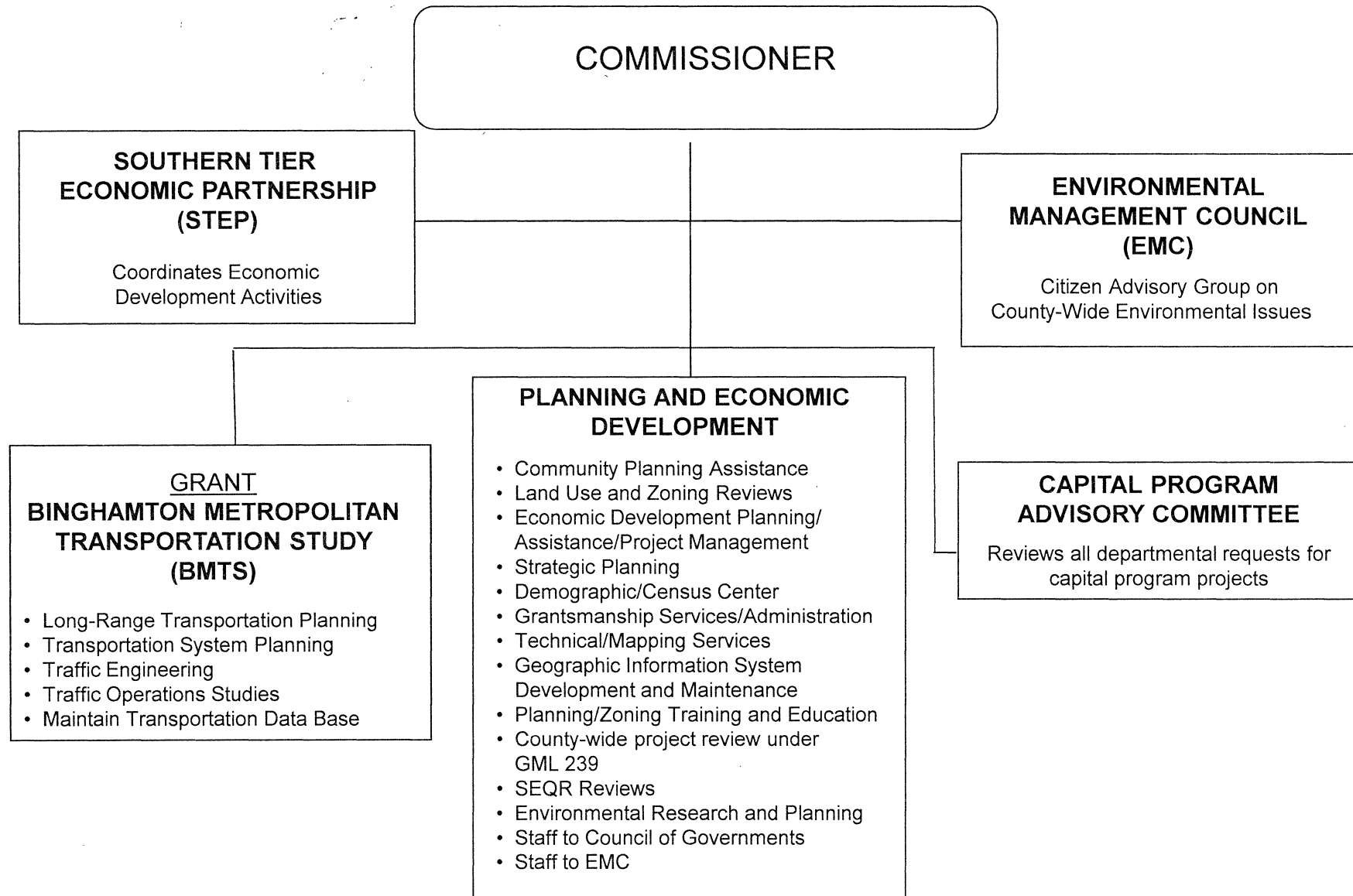
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000040 Contractual Expenditures Totals	95,200	18,050	12,049	218,050	218,050
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	128	165	165	123	123
6004621 BUILDING AND LAND RENTAL CHARG	14,450	14,450	0	14,450	14,450
6004630 VA BURIALS CHARGEBACK	99,611	142,332	33,470	112,989	112,989
0000041 Chargeback Expenses Totals	114,189	156,947	33,635	127,562	127,562
0000080 Employee Benefits					
6008001 STATE RETIREMENT	10,078	15,138	11,302	18,688	18,688
6008002 SOCIAL SECURITY	5,242	7,205	4,504	6,728	6,728
6008004 WORKERS COMPENSATION	739	558	279	571	571
6008006 LIFE INSURANCE	19	38	26	38	38
6008007 HEALTH INSURANCE	5,623	17,180	7,105	11,604	11,604
6008009 RETIREE HEALTH INSURANCE	16,256	17,881	10,837	17,068	17,068
6008010 DISABILITY INSURANCE	0	129	79	129	129
6008011 UNEMPLOYMENT INSURANCE	6,885	0	0	0	0
0000080 Employee Benefits Totals	44,842	58,129	34,132	54,826	54,826
0000090 Transfers					
6009002 TRANSFER TO GRANT FUND	0	100,000	100,000	100,000	100,000
0000090 Transfers Totals	0	100,000	100,000	100,000	100,000
Exp Totals for Dept 36000000	323,743	426,383	239,991	598,438	598,438
Total for Dept 36000000	57,649	76,215	38,973	0	0

## HOME AND COMMUNITY SERVICES

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>
Planning and Economic Development	362
Solid Waste Management	368



# PLANNING & ECONOMIC DEVELOPMENT



## **PLANNING & ECONOMIC DEVELOPMENT**

### **MISSION STATEMENT**

To enhance the sound and orderly economic, physical and environmental development of Broome County and its constituent municipalities. Provide technical planning and environmental services and assistance to the County Executive, County Legislature and municipal jurisdictions and by implementing projects and programs designed to improve the economy, environment and physical infrastructure of the County.

### **DESCRIPTION**

The Department of Planning and Economic Development extends professional services to Broome County Government, its departments and municipalities as well as to other public and private entities. Its three Divisions, the Division of Planning & Economic Development, Environmental Management Council and Binghamton Metropolitan Transportation Study, provide assistance in land-use planning, zoning, grantsmanship, economic development, transportation planning, environmental studies and recommendations, 239 Reviews, community assistance, GIS Mapping and research and infrastructure development. Advisory guidance is provided by the Southern Tier Economic Partnership, Environmental Management Council and BMTS Advisory Committee.

### **2013 OBJECTIVES**

- Closely collaborate with economic development entities in the region to continue implementation of a coordinated approach to economic development.
- Effectively manage the Hotel-Motel fund to maximize its impact by leveraging the fund with other resources

- Coordinate the County's response to natural gas exploration and extraction with an emphasis on mitigating impacts and maximizing the economic gain
- Aggressively pursue state, federal and other grant funding to meet County goals and objectives.
- Work with municipal officials to coordinate 239 reviews, zoning and subdivision reviews.
- Administer the expanded Susquehanna Heritage Area program to protect and preserve our cultural resources
- Conduct training and workshops for municipal officials.
- Continue to expand the County's GIS capabilities
- Collaborate with local municipalities to carry out the Local Waterfront Revitalization Plan
- Complete a Broome County Open Space Plan
- Complete a FEMA mandated update to the Multi-Jurisdictional Hazard Mitigation Plan
- Continued implementation of federally mandated Stormwater Management Plan
- Initiate Step III of the Brandywine Corridor BOA.
- Complete Step III of the Endicott Johnson Industrial Spine BOA.
- Oversee construction and start-up of Southern Tier Regional Farmer's Market
- Assist with construction of Airport Corridor sewer line
- Continue to coordinate the Flood Task Force, administer flood related grant programs, and evaluate and implement new and better flood mitigation strategies.

### **2013 BUDGET HIGHLIGHTS**

- Continue the effective collaboration with the Broome County Industrial Development Agency for economic development services
- Initiate the second inter-municipal agreement for GIS Services with the City of Binghamton

## 37000007 PLANNING &amp; ECONOMIC DEVELOPMENT

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	As of	<u>2013 Requested</u>	<u>2013 Recommended</u>
			8/24/2012 Current <u>Authorized</u>		
<u>FULL TIME</u>					
Comm. Of Planning & Economic Development	H Admin	1	1	1	1
GIS Administrator	24 BAPA	1	1	1	1
Chief Planner	23 BAPA	1	1	1	1
Senior Planner	21 CSEA	2	2	2	2
Senior Environmental Planner *	21 CSEA	1	1	1	1
Sr. Account Clerk	9 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total Full-Time Positions		7	7	7	7
<u>PART TIME</u>					
Total Part-Time Positions		0	0	0	0
TOTAL POSITIONS		7	7	7	7

\* One position unfunded in 2013

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 37000000 Planning and Econ Development

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000176 RENTAL CONTRACTS	11,880	15,840	7,920	15,840	15,840
5000179 CHARGES FOR SERVICES	3,960	0	0	0	0
5000189 OTHER LOCAL GOVERNMENTS	0	4,000	0	4,000	4,000
5000339 FRINGE BENEFIT CHGBK REVENUE	415	0	0	0	0
0000002 Departmental Income Total	16,255	19,840	7,920	19,840	19,840
0000006 Sale of Prop and Comp for Loss					
5000513 MINOR SALES - PLANNING	24,061	20,000	1,728	10,000	10,000
0000006 Sale of Prop and Comp for Loss Total	24,061	20,000	1,728	10,000	10,000
Rev Totals for Dept 37000000	40,316	39,840	9,648	29,840	29,840
0000010 Personal Service					
6001000 SALARIES FULL-TIME	341,181	346,415	217,859	358,489	358,489
6001003 SALARIES OVERTIME	1,620	0	0	0	0
0000010 Personal Service Totals	342,801	346,415	217,859	358,489	358,489
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	786	1,500	999	1,500	1,500
6004012 OFFICE SUPPLIES	1,258	4,750	769	1,500	1,500
6004042 ENGINEERING SUPPLIES	795	0	0	0	0
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	3,100	0	1,000	1,000
6004100 POSTAGE AND FREIGHT	104	800	81	800	800
6004105 DUES AND MEMBERSHIPS	1,265	12,900	11,220	12,400	12,400
6004106 GENERAL OFFICE EXPENSES	1,705	2,300	670	2,300	2,300
6004111 BUILDING AND LAND RENTAL	20,262	0	0	0	0
6004137 ADVERTISING AND PROMOTION EXPE	3,234	500	824	500	500
6004138 OTHER OPERATIONAL EXPENSES	661	2,000	30	2,000	2,000
6004160 MILEAGE AND PARKING-LOCAL	0	500	0	100	100
6004161 TRAVEL HOTEL AND MEALS	0	500	22	500	500
6004162 EDUCATION AND TRAINING	100	1,500	266	1,500	1,500
6004169 DAY TRIP MEAL REIMBURSEMENT	0	700	9	700	700
6004196 COPYING MACHINE RENTALS	1,387	3,800	849	3,800	3,800
6004255 CONTRACTED SERVICES	57,895	131,000	59,880	136,000	136,000

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 37000000 Planning and Econ Development

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004573 OTHER FEES FOR SERVICES	4,512	0	0	0	0
0000040 Contractual Expenditures Totals	93,964	165,850	75,619	164,600	164,600
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	1,905	1,995	998	1,397	1,397
6004615 GASOLINE CHARGEBACK	350	717	226	800	800
6004616 FLEET SERVICE CHARGEBACK	0	1,336	668	1,890	1,890
0000041 Chargeback Expenses Totals	2,255	4,048	1,892	4,087	4,087
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	15,049	0	0	0	0
0000060 Principal on Indebtedness Totals	15,049	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	7,971	0	0	0	0
0000070 Interest on Indebtedness Totals	7,971	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	43,898	62,355	41,374	76,179	76,179
6008002 SOCIAL SECURITY	25,352	26,501	16,247	27,425	27,425
6008004 WORKERS COMPENSATION	4,950	6,562	334	5,072	5,072
6008006 LIFE INSURANCE	115	115	77	114	114
6008007 HEALTH INSURANCE	53,136	55,862	24,435	53,569	53,569
6008009 RETIREE HEALTH INSURANCE	21,941	24,136	24,863	40,004	40,004
6008010 DISABILITY INSURANCE	387	387	246	387	387
6008011 UNEMPLOYMENT INSURANCE	14,574	0	0	0	0
0000080 Employee Benefits Totals	164,353	175,918	107,576	202,750	202,750
0000090 Transfers					
6009002 TRANSFER TO GRANT FUND	50,000	50,000	50,000	55,000	55,000
0000090 Transfers Totals	50,000	50,000	50,000	55,000	55,000

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 37000000 Planning and Econ Development

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
Exp Totals for Dept 37000000	676,393	742,231	452,946	784,926	784,926
Total for Dept 37000000	-636,077	-702,391	-443,298	-755,086	-755,086

# SOLID WASTE MANAGEMENT

COMMISSIONER OF PUBLIC WORKS

DEPUTY COMMISSIONER OF DPW – SOLID WASTE MANAGEMENT

## RECYCLING

- County-wide Recycling Program:
  - Broome Recycling Contract
  - Curbside & Drop-off sites
  - Education & Outreach
  - Technical Assistance
  - Market Research
  - Pilot Projects
- Hazardous Waste Program:
  - HW Hauler Contract
  - Facility Operations
  - Residential Program
  - Commercial/Institutional Program
  - Site Health/Safety
  - Education & Outreach
  - Battery Drop-off
- Medical Waste Program
- Grant Applications

## GRANTS

- Municipal Waste Reduction & Recycling Coordinator
- EPF Recycling Equipment
- Household Hazardous Waste (HHW) State Assistance Program

## ADMINISTRATION

- Fiscal Management
- Engineering Oversight
- Planning and Development
- Landfill Design/Permitting
- Host Community Benefits
- Buffer Property Management
- Resource Recovery Liaison
- Local Law Implementation
- Grant Management
- Legal Counsel

## LANDFILLING

- Operations:
  - Landfilling & Daily Cover
  - Scale Revenues & Billing
  - Hauler/Customer Service
  - Hauler Permitting/Assistance
  - Recycling and Composting
  - Pallet/Mulch Processing
  - Leachate Hauling
  - Residential Drop-off Service
  - Groundwater Monitoring
  - Equipment, Building & Ground Maintenance
  - Bird Mitigation, Illegal Dumping, Nuisance Control
  - Contract Administration
- Leachate Treatment Facility
- Landfill Gas Management & Electrical Generation
- Landfill Closure/Remediation
- Implementation of Grant Programs

## GRANTS

- Title 3 Grant (Colesville Landfill)
- (EQBA) Colesville Landfill Closure
- (EQBA) Grants

## **SOLID WASTE MANAGEMENT – 23 (Fund 206)**

### **MISSION STATEMENT**

To provide the community with an integrated program for managing solid waste in an economically sound and environmentally safe manner.

### **DESCRIPTION**

Since its inception in 1989, the Division of Solid Waste Management has been responsible for the evolution of the system of financing the County's solid waste operations, from a property tax-supported service with tipping fees covering only a modest portion of the program costs, to a full-fledged "enterprise fund" where the cost of current operations are financed through user fees.

Within the framework of ongoing changes to State and Federal regulations governing the solid waste industry, the Division of Solid Waste Management has effectively contained costs, remaining economically competitive while still remaining in compliance.

The landfill is operated in an efficient manner that focuses on maximum compaction of the waste, which results in the most effective use of airspace. With respect to recycling goals mandated by New York State in the Solid Waste Management Act of 1988, Broome County has already exceeded the State recycling goal.

A solid waste management system is critical to Broome County's infrastructure in order to support public health, safety and welfare interests in the County and to preserve the County's present and future economic development potential. Safe, environmentally sound and stable solid waste disposal is not only critical to the residents of this County; it is essential to commercial and industrial entities that would do business in our community.

The Division of Solid Waste Management oversees:

- Implementation of the comprehensive Broome County Solid Waste Management System.
- The County's material recovery programs including reduction, reuse, recycling, and composting.
- The operations and maintenance of the County's sanitary landfill and solid waste disposal facilities which serve the entire County and are located at the intersection of the towns of Barker, Maine and Nanticoke.
- The implementation and management of all charges and/or user fees imposed by the County Legislature for solid waste disposal or handling.
- The coordination of all engineering services for the County's Solid Waste Management operations.
- The procurement, evaluation, and selection for the Legislature's consideration such firms as necessary to provide professional services in connection with the County's solid waste management programs.
- Public education and outreach to all County residents and businesses.
- A Materials Recovery Facility (MRF) located in the City of Binghamton, 19 Emma Street and operated by WM/Recycle America
- Operate and maintain a permanent household hazardous waste (HHW) facility to provide proper disposal of hazardous waste and end of use electronics from residence and Conditionally Exempt Small Quantity Generators (CESQG).



**2013 OBJECTIVES**

- Continue to administer the solid waste management system for our community.
- Manage gas and leachate collection efficiently and effectively.
- Maximize the generation of electricity from the collection of additional landfill gas.
- To minimize the release of greenhouse gases and participate in federal “cap and trade” programs to the extent feasible.
- Increase the leaf and yard waste-composting program at the landfill and investigate food waste composting opportunities.
- Continue efficient management of the Hazardous Waste Facility and Leachate Treatment Facility.
- Continue management of the Countywide-recycling program.
- Continue improvement of the Division’s comprehensive health and safety programs.
- Continue to maximize compaction techniques in the landfill in order to make the most efficient use of airspace.
- Match revenue with expense.
- Operate our leachate treatment facility as efficiently as possible and evaluate alternative opportunities for leachate management and disposal.
- Continue the investigation of Alternative Daily Cover options.
- Investigate future grant opportunities

38010007  
38040007  
38050007

**SOLID WASTE MANAGEMENT**

Title of Position	Grade/Unit	2011 Actuals	As of	2013 Requested	2013 Recommended
			8/24/2012 Current Authorized		
Full Time					
Deputy Commissioner of PW - Solid Waste Management	F Admin	1	1	1	1
Materials Recovery Manager	21 CSEA	1	1	1	1
Solid Waste Management Specialist	21 CSEA	1	1	1	1
Solid & Hazardous Waste Facility Tech.	19 CSEA	1	1	1	1
Secretary	13 CSEA	1	1	0	0
Keyboard Specialist	9 CSEA	0	0	1	1
Sanitary Landfill Supervisor	AFSCME	1	1	1	1
Equipment Mechanic III	AFSCME	1	1	1	1
Laborer	AFSCME	3	3	3	3
Landfill Clerk	AFSCME	3	3	3	3
Motor Equipment Operator III *	AFSCME	8	8	8	8
Motor Equipment Operator II	AFSCME	1	1	1	1
Total Full-Time Positions		22	22	22	22
Part Time					
Total Part-Time Positions		0	0	0	0
TOTAL POSITIONS		22	22	22	22

\* One position unfunded in 2013

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2020      SWM Operating  
DEPT 38000000 Solid Waste Management

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000165 MISCELLANEOUS	-23,905	0	0	0	0
5000189 OTHER LOCAL GOVERNMENTS	24,327	35,000	9,161	35,000	35,000
5000223 TIPPING FEES	10,179,777	7,844,025	3,642,324	8,428,515	8,428,515
5000225 DISPOSAL FEES	36,989	31,000	20,439	41,250	41,250
5000333 OTHER DEPARTMENTAL CHARGEBACK	0	29,300	0	29,900	29,900
5000337 EQUIP USAGE CHGBK REVENUE	682,740	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	79,353	0	0	0	0
5000400 DEPRECIATION CHARGEBACK	41,269	0	0	0	0
5000426 MISCELLANEOUS	0	15,000	20,616	43,500	43,500
5000431 MISCELLANEOUS	0	56,795	39,747	96,930	96,930
5000440 CHARGEBACK OF SERVICES PROVIDE	12,629	9,500	10,170	9,800	9,800
0000002 Departmental Income Total	11,033,179	8,020,620	3,742,457	8,684,895	8,684,895
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	38,487	60,000	8,583	40,000	40,000
0000003 Use of Money Total	38,487	60,000	8,583	40,000	40,000
0000004 Licenses and Permits					
5000481 PERMITS	22,387	28,955	26,063	29,235	29,235
0000004 Licenses and Permits Total	22,387	28,955	26,063	29,235	29,235
0000006 Sale of Prop and Comp for Loss					
5000510 SALE OF SCRAP & EXCESS MATERIA	68,619	58,000	72,945	66,500	66,500
0000006 Sale of Prop and Comp for Loss Total	68,619	58,000	72,945	66,500	66,500
0000007 Misc Interfund Revenues					
5000532 PREMIUM & ACCRUED INT ON OBLIG	27,668	0	36,002	0	0
5000570 EARNINGS ON TEMPORARY INVESTME	23,091	0	0	0	0
5000600 CAPITAL CONTRIBUTIONS	1,663,248	0	0	0	0
0000007 Misc Interfund Revenues Total	1,714,007	0	36,002	0	0
0000008 State Aid					
5000808 OTHER STATE AID	76,157	318,794	0	143,485	143,485

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2020 SWM Operating  
DEPT 38000000 Solid Waste Management

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000008 State Aid Total	76,157	318,794	0	143,485	143,485
0000009 Federal Aid					
5000952 ARRA DEBT REIMBURSEMENT	60,617	60,616	17,486	60,616	60,616
0000009 Federal Aid Total	60,617	60,616	17,486	60,616	60,616
Rev Totals for Dept 38000000	13,013,453	8,546,985	3,903,536	9,024,731	9,024,731
0000010 Personal Service					
6001000 SALARIES FULL-TIME	743,453	983,417	523,284	993,369	993,369
6001002 SALARIES TEMPORARY	149,534	189,671	89,076	115,004	115,004
6001003 SALARIES OVERTIME	61,302	64,297	19,731	45,016	45,016
6001004 SALARIES SHIFT DIFFERENTIAL	18	330	483	1,045	1,045
6001006 OUT OF TITLE PAY	12,957	11,686	8,025	14,203	14,203
6001009 OTHER PERSONNEL SERVICES	3,025	3,500	2,850	3,500	3,500
6001010 SALARY ADJUSTMENTS	28,905	0	0	0	0
0000010 Personal Service Totals	999,194	1,252,901	643,449	1,172,137	1,172,137
0000020 Equipment and Capital Outlay					
6002303 CONSTRUCTION MOTOR EQUIPMENT	0	300,000	0	250,000	250,000
0000020 Equipment and Capital Outlay Totals	0	300,000	0	250,000	250,000
0000040 Contractual Expenditures					
6004000 MAT & SUPPLIES-SURFACE TREAT	55,849	33,000	3,558	58,000	58,000
6004001 MAT & SUPPLIES-SIGNS & POSTS	0	1,000	0	1,000	1,000
6004010 BOOKS AND SUBSCRIPTIONS	410	734	506	1,134	1,134
6004011 DUPLICATING AND PRINTING RM SU	1,075	2,000	1,148	1,500	1,500
6004012 OFFICE SUPPLIES	3,501	4,300	1,388	5,214	5,214
6004021 BLDG MAINTENANCE SUPPLIES	5,674	6,000	1,220	6,000	6,000
6004022 FUEL AND HEATING SUPPLIES	28,169	22,000	12,447	30,030	30,030
6004023 BLDG AND GROUNDS SUPPLIES	1,325	2,600	585	2,600	2,600
6004030 FOOD AND BEVERAGES	117	300	20	300	300
6004040 MOTOR EQUIPMENT SUPPLIES	133,580	175,000	71,860	200,000	200,000
6004041 PHOTOGRAPHIC SUPPLIES	0	200	0	100	100

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2020 SWM Operating

DEPT 38000000 Solid Waste Management

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004045 TRAINING AND EDUCATIONAL SUPPL	0	1,600	0	1,600	1,600
6004046 GAS OIL GREASE AND DIESEL FUEL	327,392	344,000	169,890	348,000	348,000
6004047 TIRES AND TUBES	27,057	31,700	1,275	36,500	36,500
6004048 MISC OPERATIONAL SUPPLIES	48,062	88,900	70,505	102,530	102,530
6004049 LEACHATE SUPPLIES	23,094	41,000	10,330	31,000	31,000
6004052 UNIFORMS	0	2,800	0	2,800	2,800
6004054 SAFETY SUPPLIES	7,380	8,150	1,048	8,800	8,800
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	200	0	2,000	2,000
6004100 POSTAGE AND FREIGHT	995	650	720	1,150	1,150
6004105 DUES AND MEMBERSHIPS	1,214	1,584	1,122	1,225	1,225
6004106 GENERAL OFFICE EXPENSES	90	105	90	105	105
6004112 BLDG GROUNDS AND EQUIP REPAIR	4,756	9,000	1,600	7,500	7,500
6004113 WATER AND SEWAGE CHARGES	14,806	25,300	13,593	20,000	20,000
6004115 ELECTRIC CURRENT	23,879	33,150	12,686	28,300	28,300
6004117 BUILDING AND GROUNDS EXPENSES	9,215	4,000	4,084	11,000	11,000
6004121 LAUNDRY AND DRY CLEANING EXPEN	3,267	3,350	2,184	3,300	3,300
6004130 MOTOR EQUIP REPAIRS AND MAINT	7,537	32,000	2,281	57,000	57,000
6004132 ENGINEERING EXPENSES	3,122	0	0	0	0
6004135 LONG TERM MAINT & CLOSURE COST	797,369	0	0	0	0
6004136 OPERATIONAL EQUIPMENT REPAIRS	1,495	10,000	0	5,000	5,000
6004137 ADVERTISING AND PROMOTION EXPE	19,446	21,100	6,326	21,000	21,000
6004138 OTHER OPERATIONAL EXPENSES	83,062	151,500	73,988	187,700	187,700
6004140 MRF PROCESSING EXPENSES	385,471	239,470	113,447	0	0
6004146 SUBCONTRACTED PROGRAM EXPENSE	824,520	589,517	244,226	609,266	609,266
6004147 OTHER PROGRAM EXPENSE	60,325	73,200	41,067	70,800	70,800
6004160 MILEAGE AND PARKING-LOCAL	43	1,025	103	225	225
6004161 TRAVEL HOTEL AND MEALS	1,395	3,900	1,300	3,900	3,900
6004162 EDUCATION AND TRAINING	1,575	4,835	2,456	5,500	5,500
6004168 OTHER PERSONAL EXPENSES	300	300	300	300	300
6004191 OUTSIDE RENTALS-MACHINERY	0	180,000	0	180,000	180,000
6004196 COPYING MACHINE RENTALS	1,767	3,159	1,985	1,707	1,707
6004200 PROPERTY LOSS	0	500	0	500	500
6004255 CONTRACTED SERVICES	919	4,305	4,158	4,400	4,400
6004400 MEDICAL AND PHYSICAL EXAMS	0	2,000	0	0	0
6004502 BOND AND NOTE ISSUE EXPENSE	8,814	3,500	0	9,000	9,000
6004504 OTHER FINANCIAL SERVICES	12,160	7,092	2,101	6,698	6,698
6004572 ENGINEERING AND ARCHITECTURAL	17,613	30,000	12,242	0	0
6004573 OTHER FEES FOR SERVICES	0	2,000	0	0	0
6004580 BAD DEBT EXPENSE	930	0	0	0	0
6004593 OTHER GOVERNMENTS PAYMENTS	781,136	810,570	426,047	852,108	852,108
0000040 Contractual Expenditures Totals	3,729,906	3,012,596	1,313,886	2,926,792	2,926,792

0000041 Chargeback Expenses

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2020 SWM Operating  
DEPT 38000000 Solid Waste Management

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004601 INDIRECT COSTS	159,781	390,000	0	331,000	331,000
6004602 INSURANCE PREMIUM CHARGEBACK	14,347	12,071	6,036	15,203	15,203
6004604 DPW SECURITY CHARGEBACKS	76,605	78,836	39,418	4,200	4,200
6004605 COUNTY ATTORNEY CHARGEBACKS	43,138	58,450	13,484	53,900	53,900
6004606 TELEPHONE BILLING ACCOUNT	9,831	9,940	2,706	11,234	11,234
6004609 DATA PROCESSING CHARGEBACKS	28,117	36,954	18,477	35,111	35,111
6004614 OTHER CHARGEBACK EXPENSES	435	32,845	420	1,035	1,035
6004615 GASOLINE CHARGEBACK	2,659	0	669	3,480	3,480
6004616 FLEET SERVICE CHARGEBACK	0	0	0	1,890	1,890
6004617 DUPLICATING/PRINTING CHARGEBAC	1,472	2,000	571	3,000	3,000
6004618 OFFICE SUPPLIES CHARGEBACK	2,397	3,500	1,332	4,500	4,500
6004619 BUILDING SERVICE CHARGEBACK	17,026	10,000	4,977	10,000	10,000
<b>0000041 Chargeback Expenses Totals</b>	<b>355,808</b>	<b>634,596</b>	<b>88,090</b>	<b>474,553</b>	<b>474,553</b>
<b>0000042 Depreciation</b>					
6004801 DEPRECIATION - BUILDINGS	19,739	0	0	0	0
6004803 DEPRECIATION - IMPROV O/T BLDG	3,129,360	0	0	0	0
6004804 DEPRECIATION - MOTOR VEHICLES	262,645	0	0	0	0
6004805 DEPRECIATION - MACHINERY & EQU	126,886	0	0	0	0
<b>0000042 Depreciation Totals</b>	<b>3,538,630</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000060 Principal on Indebtedness</b>					
6006000 PRINCIPAL ON SERIAL BONDS	0	2,257,495	0	2,306,820	2,306,820
6006001 PRINCIPAL ON BANS	0	417,841	0	411,556	411,556
<b>0000060 Principal on Indebtedness Totals</b>	<b>0</b>	<b>2,675,336</b>	<b>0</b>	<b>2,718,376</b>	<b>2,718,376</b>
<b>0000070 Interest on Indebtedness</b>					
6007000 INTEREST ON SERIAL BONDS	553,778	751,007	288,299	668,751	668,751
6007001 INTEREST ON BANS	2,818	116,911	41,845	132,584	132,584
6007005 INTEREST ON CAPITAL LEASE	72,223	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>628,819</b>	<b>867,918</b>	<b>330,144</b>	<b>801,335</b>	<b>801,335</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	162,817	204,012	134,622	240,148	240,148
6008002 SOCIAL SECURITY	88,049	85,383	46,284	90,507	90,507
6008004 WORKERS COMPENSATION	64,794	62,114	31,057	62,250	62,250
6008005 WORKERS COMP LT LIABILITY	15,659	0	0	0	0

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 2020      SWM Operating

DEPT 38000000 Solid Waste Management

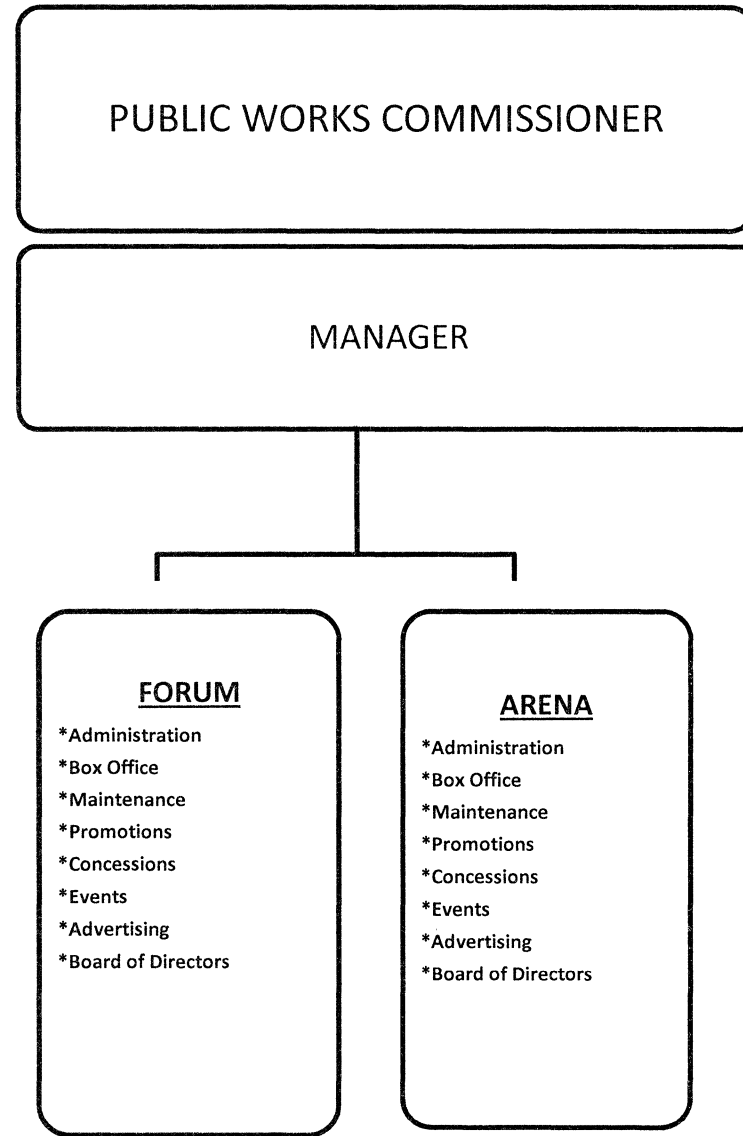
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6008006 LIFE INSURANCE	442	437	294	418	418
6008007 HEALTH INSURANCE	254,620	261,100	162,346	249,695	249,695
6008008 OPEB - HEALTH INSURANCE	151,695	0	0	0	0
6008009 RETIREE HEALTH INSURANCE	53,590	57,950	44,148	74,047	74,047
6008010 DISABILITY INSURANCE	517	516	328	645	645
0000080 Employee Benefits Totals	792,183	671,512	419,079	717,710	717,710
Exp Totals for Dept 38000000	10,044,540	9,414,859	2,794,648	9,060,903	9,060,903
Total for Dept 38000000	2,968,913	-867,874	1,108,888	-36,172	-36,172

## **CULTURE AND RECREATION**

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>
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Parks & Recreation	
Administration	396
Recreation	402
Parks	406
County Library	410
Youth Bureau	417



## VETERANS MEMORIAL ARENA



## **PARKS & RECREATION**

### **Veterans' Arena**

#### **MISSION STATEMENT**

To provide diversified entertainment to the community and surrounding areas at the maximum possible safety, efficiency and revenue.

#### **DESCRIPTION**

The Department of Parks and Recreation is a regional based parks and recreation system serving a population of roughly 185,000 people. The system consists of twenty-three watersheds, 14 park locations totaling over 4000 acres, one eighteen hole golf course, three beaches, a campground, a performing arts theater, a 6910 seat arena, cross-country skiing, swimming, one ice rink, boating, professional hockey, and many other leisure activities. The Arena is accounted for under the special revenue fund.

Located conveniently in downtown Binghamton, home of the AHL Binghamton Senators, and the STOP DWI Holiday Classic, the Broome County Veterans Memorial Arena continues to bring quality entertainment to Binghamton, NY. Aside from professional and scholastic sports, the Arena is also host to an array of other events, including concerts, family shows, ice shows, and trade shows. With its versatile seating of 4,910 permanent seats and 2,000 portable seats the arena truly is the area's premier multi-purpose venue.

#### **2013 OBJECTIVES/HIGHLIGHTS**

- Continue our partnership with the American Hockey League Binghamton Senators.
- Continue with a concessionaire to manage concession operation.
- Increase the number of concerts.
- Increase the number of multi-show family events.

- Continue to provide a facility for community/scholastic events.
- Capital improvement request to reflect our need for additional professional equipment/facilities for a more diversified use of the facility.
- Upgrade and improve the facility using the \$2,000,000 grant provided by the New York State Senate.

## 39010008 PARKS &amp; RECREATION/Veterans' Arena

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Arena Manager	E Admin	1	1	1	1
Assistant Arena Manager	16 CSEA	1	1	1	1
Secretary*	13 CSEA	1	1	1	1
Box Office Manager	19 BAPA	1	1	1	1
Assistant Box Office Manager	11 BAPA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<u>PART TIME</u>					
Custodial Worker**	6 CSEA	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total Part-Time Positions</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>TOTAL POSITIONS</b>		<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

\* One position unfunded in 2013

\*\* Two positions unfunded in 2013

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3110 Arena Operating  
DEPT 39000000 Arena

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000177 RENTALS & FEES	397,385	426,000	216,350	400,000	400,000
5000178 CONCESSIONS	70,622	93,000	82,106	93,000	93,000
5000179 CHARGES FOR SERVICES	2,595	5,000	10,830	7,500	7,500
5000180 CHARGES FOR EVENT STAFF	37,854	37,000	30,403	37,000	37,000
5000240 FACILITY USER FEE	77,175	150,000	56,308	0	0
0000002 Departmental Income Total	585,631	711,000	395,997	537,500	537,500
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	1,511	800	632	750	750
5000471 COMMISSIONS	57,896	30,000	49,093	90,000	90,000
5000472 ADVERTISING	20,000	25,000	0	15,000	15,000
0000003 Use of Money Total	79,407	55,800	49,725	105,750	105,750
0000006 Sale of Prop and Comp for Loss					
5000518 SALE OF EQUIPMENT	61	0	0	0	0
0000006 Sale of Prop and Comp for Loss Total	61	0	0	0	0
0000007 Misc Interfund Revenues					
5000532 PREMIUM & ACCRUED INT ON OBLIG	171	0	2,444	0	0
5000533 UNCLASSIFIED REVENUES	0	0	572	0	0
5000562 TRANSFER FROM GENERAL FUND	936,099	703,151	703,151	828,279	828,279
5000570 EARNINGS ON TEMPORARY INVESTME	1,036	0	0	0	0
5000580 UNUSED CAPITAL FUND	0	0	14,896	0	0
0000007 Misc Interfund Revenues Total	937,306	703,151	721,063	828,279	828,279
0000009 Federal Aid					
5000952 ARRA DEBT REIMBURSEMENT	11,352	11,352	5,676	11,352	11,352
0000009 Federal Aid Total	11,352	11,352	5,676	11,352	11,352
Rev Totals for Dept 39000000	1,613,757	1,481,303	1,172,461	1,482,881	1,482,881

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3110 Arena Operating  
DEPT 39000000 Arena

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	248,035	212,690	141,046	213,946	213,946
6001001 SALARIES PART-TIME	91,011	53,045	28,846	54,868	54,868
6001002 SALARIES TEMPORARY	138,824	132,652	84,543	143,032	143,032
6001003 SALARIES OVERTIME	5,962	3,000	1,558	3,000	3,000
6001004 SALARIES SHIFT DIFFERENTIAL	2,044	2,000	949	2,000	2,000
6001009 OTHER PERSONNEL SERVICES	400	845	200	845	845
6001010 SALARY ADJUSTMENTS	3,340	0	0	0	0
<b>0000010 Personal Service Totals</b>	<b>489,616</b>	<b>404,232</b>	<b>257,142</b>	<b>417,691</b>	<b>417,691</b>
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	449	500	489	500	500
6004012 OFFICE SUPPLIES	1,119	1,000	816	1,250	1,250
6004021 BLDG MAINTENANCE SUPPLIES	20,451	16,267	14,899	16,500	16,500
6004022 FUEL AND HEATING SUPPLIES	155,092	143,277	60,163	130,000	130,000
6004023 BLDG AND GROUNDS SUPPLIES	17,913	22,253	6,383	20,000	20,000
6004040 MOTOR EQUIPMENT SUPPLIES	145	1,200	413	1,000	1,000
6004046 GAS OIL GREASE AND DIESEL FUEL	36	100	0	100	100
6004048 MISC OPERATIONAL SUPPLIES	334	500	129	500	500
6004054 SAFETY SUPPLIES	0	200	0	200	200
6004055 COMPUTER SOFTWARE AND SUPPLIES	0	500	0	500	500
6004100 POSTAGE AND FREIGHT	92	200	0	200	200
6004105 DUES AND MEMBERSHIPS	405	400	445	450	450
6004106 GENERAL OFFICE EXPENSES	79	0	0	0	0
6004112 BLDG GROUNDS AND EQUIP REPAIR	3,241	5,000	465	4,000	4,000
6004113 WATER AND SEWAGE CHARGES	36,992	25,000	27,621	37,500	37,500
6004114 HEATING AND AIR COND PLANT EXP	77,819	75,000	71,333	78,000	78,000
6004115 ELECTRIC CURRENT	253,601	400,000	297,969	400,000	400,000
6004117 BUILDING AND GROUNDS EXPENSES	39,706	40,274	22,293	40,274	40,274
6004130 MOTOR EQUIP REPAIRS AND MAINT	0	2,000	0	1,000	1,000
6004133 UNIFORM AND CLOTHING ALLOWANCE	1,384	1,500	205	1,500	1,500
6004137 ADVERTISING AND PROMOTION EXPE	8,414	3,000	5,436	5,000	5,000
6004138 OTHER OPERATIONAL EXPENSES	104	0	0	0	0
6004196 COPYING MACHINE RENTALS	1,457	1,600	908	1,500	1,500
6004504 OTHER FINANCIAL SERVICES	1,402	1,329	682	1,255	1,255
<b>0000040 Contractual Expenditures Totals</b>	<b>620,235</b>	<b>741,100</b>	<b>510,649</b>	<b>741,229</b>	<b>741,229</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	12,717	15,033	7,517	16,657	16,657
6004615 GASOLINE CHARGEBACK	395	1,200	510	1,840	1,840

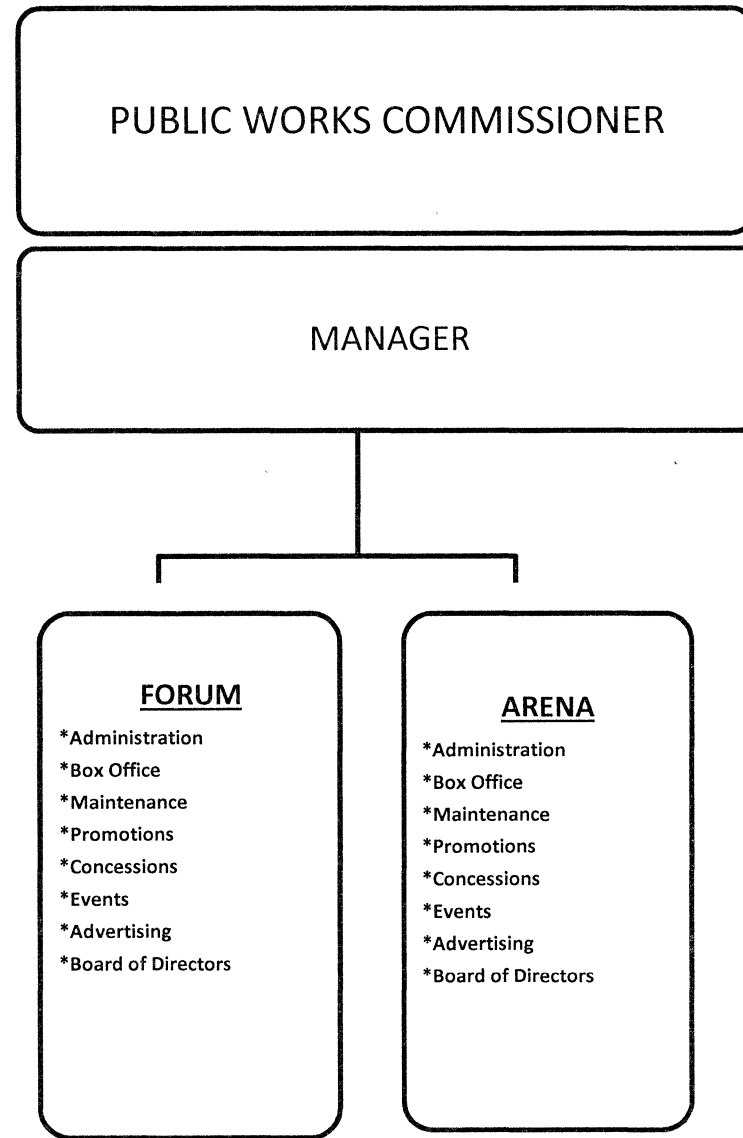
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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3110 Arena Operating  
DEPT 39000000 Arena

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000041 Chargeback Expenses Totals	13,112	16,233	8,027	18,497	18,497
0000060 Principal on Indebtedness					
6006000 PRINCIPAL ON SERIAL BONDS	164,810	75,200	75,200	68,461	68,461
6006001 PRINCIPAL ON BANS	0	25,956	25,956	25,956	25,956
6006008 PRINCIPAL ON CAPITAL LEASE	128,154	0	0	0	0
0000060 Principal on Indebtedness Totals	292,964	101,156	101,156	94,417	94,417
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	67,298	62,534	32,019	59,661	59,661
6007001 INTEREST ON BANS	0	326	326	326	326
6007005 INTEREST ON CAPITAL LEASE	60,606	0	0	0	0
0000070 Interest on Indebtedness Totals	127,904	62,860	32,345	59,987	59,987
0000080 Employee Benefits					
6008001 STATE RETIREMENT	54,373	47,832	34,049	62,328	62,328
6008002 SOCIAL SECURITY	35,573	30,477	19,207	21,358	21,358
6008004 WORKERS COMPENSATION	3,952	3,644	1,822	3,213	3,213
6008006 LIFE INSURANCE	174	114	80	114	114
6008007 HEALTH INSURANCE	62,784	50,551	23,958	34,141	34,141
6008009 RETIREE HEALTH INSURANCE	7,239	23,511	17,386	29,390	29,390
6008010 DISABILITY INSURANCE	751	387	246	516	516
6008011 UNEMPLOYMENT INSURANCE	6,204	0	7,822	0	0
0000080 Employee Benefits Totals	171,050	156,516	104,570	151,060	151,060
Exp Totals for Dept 39000000	1,714,881	1,482,097	1,013,889	1,482,881	1,482,881
Total for Dept 39000000	-101,124	-794	158,572	0	0

## FORUM (PERFORMING ARTS THEATRE)



## **PARKS & RECREATION**

### **Forum (Performing Arts Theater)**

#### **MISSION STATEMENT**

To provide diversified arts entertainment to Broome County and surrounding areas at the maximum safety, efficiency, and revenue. Also to provide a facility for local arts groups to perform.

#### **DESCRIPTION**

The Historically Registered Forum Theatre is home to the Binghamton Philharmonic, Tri-Cities Opera, Broadway Theatre League, and various dance groups. Located in Historic Downtown Binghamton this restored vaudeville house provides an intimate setting for these Broome County Arts Groups as well as other touring concerts and family shows. Built in 1919 and a seating capacity of 1,527 the Forum Theatre still remains as a central cultural facility for the region.

#### **2013 OBJECTIVES**

- Maintain a first class arts theater
- Continue to market the Forum for various shows/concerts
- Increase usage in the summer months
- Complete yearly facility inspection
- Address equipment repairs and replacement as per DPW Buildings and Grounds
- Identify needed upgrades and improvements to the facility and develop a plan to complete the projects

## **PARKS & RECREATION**

### **Administration**

#### **MISSION STATEMENT**

The Administrative Division of the Parks and Recreation Department provides the support services for the entire department as well as interfacing with the County Executive, Legislature, Law Department and the community. It also provides for flood and erosion control to the County's watershed areas.

#### **DESCRIPTION**

Article XI provides for a Department of Parks and Recreation, including the Veterans' Arena and Forum. It is a regionally based parks and recreation system serving a population of roughly 185,000 people. This park system consists of: Nathaniel Cole (317 acres) on County Route 63 in the Town of Colesville; Dorchester (1142 acres) in the Town of Triangle; Finch Hollow in the Town of Maine (12 acres); Greenwood (415 acres) on County Route 320 in the Town of Nanticoke; Grippen and Roundtop (46 acres) and En-Joie Golf Course in the Village of Endicott; Hawkins Pond (307 acres) in the Town of Windsor; and Otsiningo (150 acres) in the Town of Dickinson. This system also includes an eighteen hole golf course, three beaches, a campground, a performing arts theater, a 6910 seat arena, cross-country skiing, swimming, boating, professional hockey, and many other leisure activities. Annually, over two million people use this system.

The department is also responsible for Aqua-Terra (466 undeveloped acres) in the Town of Binghamton and in the Town of Dickinson both the BAGSAI Complex (softball fields) and the Community Garden Plots.

Parks and Recreation also operates and maintains twenty-three flood control structures. These include watersheds on Brandywine Creek; Brixius Creek; Deposit Watersheds (3 sites); Finch Hollow Creek (2); Little Choconut Creek (6); Nanticoke Creek (9) and Patterson Creek.



**2013 OBJECTIVES**

- Continue to provide quality facilities to the residents of Broome County.
- Maintain present level of service to the residents of Broome County.
- Continue to maintain the County's 23 watersheds for the health and safety of all Broome County residents.

**2013 BUDGET HIGHLIGHTS**

- Maintain present level of service.
- Continue to look for new revenue streams to offset our 2013 net County support.
- Continue to maintain watersheds in-house.
- Continue to administer the following grant:
  - NYS Snowmobile Trail Maintenance

42010008 PARKS & RECREATION/Forum (Performing Arts Theatre)

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Maintenance Worker	7 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 42000000 Forum

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000177 RENTALS & FEES	82,513	76,000	39,148	76,000	76,000
5000178 CONCESSIONS	11,772	10,000	-6,292	10,000	10,000
5000179 CHARGES FOR SERVICES	3,174	4,000	1,825	4,000	4,000
5000180 CHARGES FOR EVENT STAFF	9,579	7,000	5,869	7,000	7,000
5000240 FACILITY USER FEE	77,399	85,000	28,318	0	0
0000002 Departmental Income Total	184,437	182,000	68,868	97,000	97,000
Rev Totals for Dept 42000000	184,437	182,000	68,868	97,000	97,000
0000010 Personal Service					
6001000 SALARIES FULL-TIME	37,668	38,904	23,772	40,032	40,032
6001003 SALARIES OVERTIME	2,963	1,000	1,174	2,000	2,000
6001004 SALARIES SHIFT DIFFERENTIAL	53	120	10	120	120
6001009 OTHER PERSONNEL SERVICES	200	200	200	200	200
0000010 Personal Service Totals	40,884	40,224	25,156	42,352	42,352
0000040 Contractual Expenditures					
6004012 OFFICE SUPPLIES	14	500	31	500	500
6004021 BLDG MAINTENANCE SUPPLIES	326	4,000	449	4,000	4,000
6004022 FUEL AND HEATING SUPPLIES	34,645	40,000	11,657	35,000	35,000
6004023 BLDG AND GROUNDS SUPPLIES	6,492	4,000	2,185	5,000	5,000
6004030 FOOD AND BEVERAGES	21	0	0	0	0
6004048 MISC OPERATIONAL SUPPLIES	1,184	500	0	500	500
6004056 COMPUTER EQUIPMENT(NON CAPITAL	832	0	0	0	0
6004100 POSTAGE AND FREIGHT	103	0	0	0	0
6004110 DPW BUILDING SERVICE EXPENSES	3,240	0	0	0	0
6004112 BLDG GROUNDS AND EQUIP REPAIR	0	6,000	2,818	5,000	5,000
6004113 WATER AND SEWAGE CHARGES	2,577	2,500	1,784	2,500	2,500
6004114 HEATING AND AIR COND PLANT EXP	5,519	2,500	2,820	2,500	2,500
6004115 ELECTRIC CURRENT	21,506	42,000	20,564	35,000	35,000
6004117 BUILDING AND GROUNDS EXPENSES	7,697	4,000	4,418	5,000	5,000
6004133 UNIFORM AND CLOTHING ALLOWANCE	0	160	0	160	160
6004138 OTHER OPERATIONAL EXPENSES	50	500	0	500	500
6004162 EDUCATION AND TRAINING	40	0	0	0	0
6004196 COPYING MACHINE RENTALS	468	420	245	420	420

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 42000000 Forum

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000040 Contractual Expenditures Totals	84,714	107,080	46,971	96,080	96,080
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	21,468	21,898	10,949	8,550	8,550
0000041 Chargeback Expenses Totals	21,468	21,898	10,949	8,550	8,550
0000080 Employee Benefits					
6008001 STATE RETIREMENT	5,929	7,003	4,688	8,507	8,507
6008002 SOCIAL SECURITY	2,920	2,976	1,791	3,062	3,062
6008006 LIFE INSURANCE	19	19	13	19	19
6008007 HEALTH INSURANCE	15,387	16,120	9,807	15,930	15,930
6008010 DISABILITY INSURANCE	129	129	81	129	129
0000080 Employee Benefits Totals	24,384	26,247	16,380	27,647	27,647
0000090 Transfers					
6009001 TRANSFER TO CAPITAL FUND	7,018	0	0	0	0
0000090 Transfers Totals	7,018	0	0	0	0
Exp Totals for Dept 42000000	178,468	195,449	99,456	174,629	174,629
Total for Dept 42000000	5,969	-13,449	-30,588	-77,629	-77,629

## EN-JOIE GOLF COURSE

PUBLIC WORKS COMMISSIONER

MANAGER

EN-JOIE

- \*Dick's Sporting Goods Open
- \*Regular Golf
- \*Driving Range
- \*Miniature Golf
- \*Restaurant
- \*Tournaments
- \*Advisory Board

## **EN-JOIE GOLF COURSE**

### **MISSION STATEMENT**

The En-Joie Golf Club is in business to provide its members and patrons with a very high quality golfing experience.

### **DESCRIPTION**

En-Joie Golf Club is a championship golf course nestled along the Susquehanna River in Endicott. En-Joie has been the focal point of golf in the Southern Tier and has a storied history within the golf community.

The golf course features over 50 sand bunkers, numerous water hazards, bent grass greens and narrow tree-lined fairways that are sure to challenge any golfer. The facility includes a practice driving range, large putting green, full-service snack bar and grill room, men's and women's locker rooms, and a professionally run golf shop.

En-Joie offers annual membership and is also open to the public. The golf course is open from early-April through late-November.

### **2013 OBJECTIVES**

- Providing an extremely relaxing and enjoyable environment for the game of golf.
- Promoting the game of golf.
- Providing superior customer service to all members and guests.
- Providing innovative and technically sound golf instruction.
- Offering new and appealing merchandise to the public.
- Maintaining the best conditioned and manicured championship golf course in the County.
- Hosting charity, corporate, and municipal outings.
- Continually improving goodwill and faith within the surrounding community.

## 41010008 PARKS &amp; RECREATION/En-Joie Golf Course

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Director of Golf	NA	1	1	1	1
Superintendent of Golf	NA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3140 EnJoie Operating  
DEPT 41000000 En Joie Golf Course

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000234 DRIVING RANGE FEES	26,997	35,000	20,277	35,000	35,000
5000235 GREENS FEES	271,228	375,500	125,440	375,500	375,500
5000236 ANNUAL MEMBERSHIP	220,579	225,000	54,832	230,000	230,000
5000237 GOLF CART RENTALS	114,201	157,000	20,355	160,000	160,000
5000238 COMMERCIAL INSURANCE	700	0	0	0	0
5000337 EQUIP USAGE CHGBK REVENUE	106,691	0	0	0	0
5000339 FRINGE BENEFIT CHGBK REVENUE	8,419	0	0	0	0
5000426 MISCELLANEOUS	4,596	8,000	4,419	5,000	5,000
5000434 MERCHANDISE SALES	30,656	33,000	11,950	32,000	32,000
<b>0000002 Departmental Income Total</b>	<b>784,067</b>	<b>833,500</b>	<b>237,273</b>	<b>837,500</b>	<b>837,500</b>
<b>0000003 Use of Money</b>					
5000451 INTEREST AND EARNINGS	224	100	42	0	0
5000465 TOURNAMENT RENTALS	103,500	104,000	1,036	105,000	105,000
5000467 RESTAURANT RENTAL	20,000	23,000	5,000	23,000	23,000
<b>0000003 Use of Money Total</b>	<b>123,724</b>	<b>127,100</b>	<b>6,078</b>	<b>128,000</b>	<b>128,000</b>
<b>0000007 Misc Interfund Revenues</b>					
5000532 PREMIUM & ACCRUED INT ON OBLIG	15	0	0	0	0
5000534 TRANSFER FROM INSURANCE RESERV	9,551	0	0	0	0
5000568 APPROPRIATED FUND BALANCE	90,000	0	0	0	0
<b>0000007 Misc Interfund Revenues Total</b>	<b>99,566</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000009 Federal Aid</b>					
5000952 ARRA DEBT REIMBURSEMENT	1,020	1,019	510	1,019	1,019
<b>0000009 Federal Aid Total</b>	<b>1,020</b>	<b>1,019</b>	<b>510</b>	<b>1,019</b>	<b>1,019</b>
<b>Rev Totals for Dept 41000000</b>	<b>1,008,377</b>	<b>961,619</b>	<b>243,861</b>	<b>966,519</b>	<b>966,519</b>
<b>0000010 Personal Service</b>					
6001000 SALARIES FULL-TIME	131,619	132,810	79,368	124,944	124,944
6001002 SALARIES TEMPORARY	236,028	269,000	178,618	275,000	275,000



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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3140 EnJoie Operating  
DEPT 41000000 En Joie Golf Course

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6001010 SALARY ADJUSTMENTS	447	0	0	0	0
0000010 Personal Service Totals	368,094	401,810	257,986	399,944	399,944
<b>0000040 Contractual Expenditures</b>					
6004012 OFFICE SUPPLIES	502	500	407	500	500
6004021 BLDG MAINTENANCE SUPPLIES	740	3,000	0	2,500	2,500
6004022 FUEL AND HEATING SUPPLIES	8,639	8,000	2,384	9,000	9,000
6004023 BLDG AND GROUNDS SUPPLIES	68,715	90,000	59,968	90,000	90,000
6004040 MOTOR EQUIPMENT SUPPLIES	12,174	14,000	13,564	14,000	14,000
6004046 GAS OIL GREASE AND DIESEL FUEL	21,973	16,000	14,160	20,000	20,000
6004047 TIRES AND TUBES	575	1,000	745	1,000	1,000
6004048 MISC OPERATIONAL SUPPLIES	6,869	8,000	5,852	8,000	8,000
6004053 RECREATIONAL AND ACTIVITY SUPP	22,461	22,000	15,501	22,000	22,000
6004054 SAFETY SUPPLIES	641	500	110	500	500
6004056 COMPUTER EQUIPMENT (NON CAPITAL	650	0	0	0	0
6004100 POSTAGE AND FREIGHT	0	100	0	100	100
6004101 TELEPHONE	16	25	7	25	25
6004104 TELEPHONE LONG DISTANCE	6	25	0	25	25
6004105 DUES AND MEMBERSHIPS	2,026	2,000	1,946	2,100	2,100
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,172	8,000	1,030	4,000	4,000
6004113 WATER AND SEWAGE CHARGES	14,172	18,000	9,860	18,000	18,000
6004115 ELECTRIC CURRENT	36,687	34,000	20,898	38,000	38,000
6004117 BUILDING AND GROUNDS EXPENSES	10,933	9,000	4,452	9,000	9,000
6004130 MOTOR EQUIP REPAIRS AND MAINT	2,626	0	0	2,000	2,000
6004137 ADVERTISING AND PROMOTION EXPE	10,659	15,000	2,504	15,000	15,000
6004138 OTHER OPERATIONAL EXPENSES	2,688	3,000	1,062	3,000	3,000
6004190 COUNTY RENTALS-MACHINERY	129,735	115,000	108,843	115,000	115,000
6004192 SOFTWARE MAINTENANCE	1,400	1,400	1,400	1,400	1,400
6004203 INSURANCE CLAIMS	9,551	0	0	0	0
6004504 OTHER FINANCIAL SERVICES	8,578	7,620	2,059	8,613	8,613
0000040 Contractual Expenditures Totals	375,188	376,170	266,752	383,763	383,763
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	21,435	11,065	5,533	13,744	13,744
6004609 DATA PROCESSING CHARGEBACKS	7,510	7,031	3,627	8,000	8,000
6004614 OTHER CHARGEBACK EXPENSES	34	100	0	50	50
6004617 DUPLICATING/PRINTING CHARGEBAC	21	100	13	100	100
6004618 OFFICE SUPPLIES CHARGEBACK	5	50	0	25	25
6004619 BUILDING SERVICE CHARGEBACK	0	8,300	503	8,000	8,000
0000041 Chargeback Expenses Totals	29,005	26,646	9,676	29,919	29,919

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3140 EnJoie Operating  
DEPT 41000000 En Joie Golf Course

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness					
6006000 PRINCIPAL ON SERIAL BONDS	6,139	5,900	5,900	6,151	6,151
0000060 Principal on Indebtedness Totals	6,139	5,900	5,900	6,151	6,151
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	5,811	5,601	2,859	5,360	5,360
0000070 Interest on Indebtedness Totals	5,811	5,601	2,859	5,360	5,360
0000080 Employee Benefits					
6008001 STATE RETIREMENT	21,347	23,674	16,288	26,551	26,551
6008002 SOCIAL SECURITY	32,155	30,639	19,429	30,596	30,596
6008004 WORKERS COMPENSATION	3,496	3,745	1,873	3,793	3,793
6008007 HEALTH INSURANCE	27,935	29,339	17,888	28,653	28,653
6008011 UNEMPLOYMENT INSURANCE	21,179	32,000	23,254	30,000	30,000
0000080 Employee Benefits Totals	106,112	119,397	78,732	119,593	119,593
Exp Totals for Dept 41000000	890,349	935,524	621,905	944,730	944,730
Total for Dept 41000000	118,028	26,095	-378,044	21,789	21,789

# PARKS & RECREATION

PUBLIC WORKS  
COMMISSIONER

DIRECTOR

## ADMIN

- \*Adminstration
- \*Facility Reservations
- \*Watershed Mgt.
- \*Special Events
- \*Policy Procedure
- \*Security

## PARKS

- \*Maintenance
- \*Landscaping
- \*Plant Operations
- \*Special Events
- \*General Operations

## RECREATION

- \*Outdoor Recreation
- \*Aquatics
- \*Boating
- \*Winter/Summer Sports
- \*Food Concession
- \*Campgrounds
- \*Seasonal Employees

## GRANTS

- \*Snowmobile Trail Maintenance
- \*OCFS

## YOUTH BUREAU

- \*Agency Monitoring/Coordination
- \*Program Assistance
- \*Youth Advocacy
- \*Child/Family Services Plan
- \*Integrated County Planning

## GRANTS

- \*Runaway/ Homeless Youth
- \*YDDP
- \*SDP

## **PARKS & RECREATION**

### **Administration**

#### **MISSION STATEMENT**

The Administrative Division of the Parks and Recreation Department provides the support services for the entire department as well as interfacing with the County Executive, Legislature, Law Department and the community. It also provides for flood and erosion control to the County's watershed areas.

#### **DESCRIPTION**

Article XI provides for a Department of Parks and Recreation, including the Veterans' Arena and Forum. It is a regionally based parks and recreation system serving a population of roughly 185,000 people. This park system consists of: Nathaniel Cole (317 acres) on County Route 63 in the Town of Colesville; Dorchester (1142 acres) in the Town of Triangle; Finch Hollow in the Town of Maine (12 acres); Greenwood (415 acres) on County Route 320 in the Town of Nanticoke; Grippen and Roundtop (46 acres) and En-Joie Golf Course in the Village of Endicott; Hawkins Pond (307 acres) in the Town of Windsor; and Otsiningo (150 acres) in the Town of Dickinson. This system also includes an eighteen hole golf course, three beaches, a campground, a performing arts theater, a 6910 seat arena, cross-country skiing, swimming, boating, professional hockey, and many other leisure activities. Annually, over two million people use this system.

The department is also responsible for Aqua-Terra (466 undeveloped acres) in the Town of Binghamton and in the Town of Dickinson both the BAGSAI Complex (softball fields) and the Community Garden Plots.

Parks and Recreation also operates and maintains twenty-three flood control structures. These include watersheds on Brandywine Creek;

Brixius Creek; Deposit Watersheds (3 sites); Finch Hollow Creek (2); Little Choconut Creek (6); Nanticoke Creek (9) and Patterson Creek.

#### **2013 OBJECTIVES**

- Continue to provide quality facilities to the residents of Broome County.
- Maintain present level of service to the residents of Broome County.
- Continue to maintain the County's 23 watersheds for the health and safety of all Broome County residents.

#### **2013 BUDGET HIGHLIGHTS**

- Maintain present level of service.
- Continue to look for new revenue streams to offset our 2013 net County support.
- Continue to maintain watersheds in-house.
- Continue to administer the following grant:
  - NYS Snowmobile Trail Maintenance

## 43010008 PARKS &amp; RECREATION/Administration

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Commissioner of Parks & Recreation	G Admin	1	1	1	0
Deputy Commissioner of Parks & Recreation	E Admin	1	1	1	0
Director of Youth & Park Services ***	B Admin	0	0	0	1
Secretary	13 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>

\*\*\* Youth Bureau and Parks consolidated in 2013

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 43000000 Parks and Recreation  
DIV 01 Parks & Rec-Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000137 SPACE RENTAL-OTHER	94	0	0	0	0
5000165 MISCELLANEOUS	4,886	5,080	2,592	5,000	5,000
5000167 CONTACT STATION	280	0	0	0	0
5000196 GROUND RENTALS	3,222	5,000	4,329	5,000	5,000
5000333 OTHER DEPARTMENTAL CHARGEBACK	2,975	0	0	0	0
5000440 CHARGEBACK OF SERVICES PROVIDE	12	0	0	0	0
0000002 Departmental Income Totals	11,469	10,080	6,921	10,000	10,000
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	0	0	9	0	0
0000003 Use of Money Totals	0	0	9	0	0
0000006 Sale of Prop and Comp for Loss					
5000518 SALE OF EQUIPMENT	0	4,000	0	4,000	4,000
0000006 Sale of Prop and Comp for Loss Totals	0	4,000	0	4,000	4,000
0000007 Misc Interfund Revenues					
5000534 TRANSFER FROM INSURANCE RESERV	2,051	0	157	0	0
0000007 Misc Interfund Revenues Totals	2,051	0	157	0	0
0000008 State Aid					
5000873 YOUTH BUREAU	0	0	0	0	28,847
5000874 PARKS - YOUTH PROGRAMS	796	19,000	16,422	14,000	0
5000875 YOUTH SERVICE PROGRAMS	0	0	0	0	128,612
0000008 State Aid Totals	796	19,000	16,422	14,000	157,459
Rev Total for Div 4301	14,316	33,080	23,509	28,000	171,459
0000010 Personal Service					
6001000 SALARIES FULL-TIME	112,065	114,708	69,602	111,659	104,536

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 43000000 Parks and Recreation  
DIV 01 Parks & Rec-Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6001002 SALARIES TEMPORARY	0	0	0	0	11,387
<b>0000010 Personal Service Totals</b>	<b>112,065</b>	<b>114,708</b>	<b>69,602</b>	<b>111,659</b>	<b>115,923</b>
<b>0000040 Contractual Expenditures</b>					
6004010 BOOKS AND SUBSCRIPTIONS	174	400	123	400	400
6004012 OFFICE SUPPLIES	1,181	1,800	455	1,800	2,050
6004023 BLDG AND GROUNDS SUPPLIES	29	0	0	0	0
6004030 FOOD AND BEVERAGES	0	0	0	0	25
6004048 MISC OPERATIONAL SUPPLIES	48	50	0	50	50
6004100 POSTAGE AND FREIGHT	21	25	16	25	25
6004105 DUES AND MEMBERSHIPS	0	0	0	0	602
6004106 GENERAL OFFICE EXPENSES	335	500	150	500	500
6004112 BLDG GROUNDS AND EQUIP REPAIR	772	0	0	0	0
6004131 PHOTOGRAPHIC EXPENSES	0	50	0	50	50
6004137 ADVERTISING AND PROMOTION EXPE	200	200	200	200	200
6004138 OTHER OPERATIONAL EXPENSES	837	0	417	0	0
6004141 YOUTH SERVICE PROGRAMS	0	0	0	0	114,612
6004160 MILEAGE AND PARKING-LOCAL	0	0	0	0	400
6004161 TRAVEL HOTEL AND MEALS	0	0	0	0	250
6004162 EDUCATION AND TRAINING	100	0	25	0	0
6004165 ADVISORY BD/TRUSTEES EXPENSES	0	0	0	0	150
6004196 COPYING MACHINE RENTALS	869	0	0	0	0
6004203 INSURANCE CLAIMS	2,051	0	0	0	0
<b>0000040 Contractual Expenditures Totals</b>	<b>6,617</b>	<b>3,025</b>	<b>1,386</b>	<b>3,025</b>	<b>119,314</b>
<b>0000041 Chargeback Expenses</b>					
6004602 INSURANCE PREMIUM CHARGEBACK	15,050	15,481	7,741	17,685	17,708
6004610 PERSONAL SERVICES CHARGEBACKS	0	0	0	0	3,847
<b>0000041 Chargeback Expenses Totals</b>	<b>15,050</b>	<b>15,481</b>	<b>7,741</b>	<b>17,685</b>	<b>21,555</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	16,590	20,647	14,687	23,621	22,108
6008002 SOCIAL SECURITY	8,071	8,775	4,972	8,504	8,830
6008004 WORKERS COMPENSATION	64,911	55,745	27,873	45,906	46,207
6008006 LIFE INSURANCE	38	38	26	38	38
6008007 HEALTH INSURANCE	30,701	32,240	19,714	31,674	28,840
6008009 RETIREE HEALTH INSURANCE	52,647	57,913	35,098	55,280	80,567
6008010 DISABILITY INSURANCE	129	129	82	129	129

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 43000000 Parks and Recreation  
DIV 01 Parks & Rec-Admin

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits Totals	173,087	175,487	102,452	165,152	186,719
Exp Total for Div 4301	306,819	308,701	181,181	297,521	443,511
Total for Div 4301	-292,503	-275,621	-157,672	-269,521	-272,052



## **PARKS & RECREATION**

### **Recreation**

#### **MISSION STATEMENT**

To provide a safe and varied recreational experience that is family oriented yet can meet the needs of youth, senior citizens, and the disabled on a regional basis.

#### **DESCRIPTION**

Article XI provides for a Department of Parks and Recreation, including the Veterans' Arena and Forum. It is a regionally based parks and recreation system serving a population of roughly 185,000 people. This park system consists of: Nathaniel Cole (317 acres) on County Route 63 in the Town of Colesville; Dorchester (1142 acres) in the Town of Triangle; Finch Hollow in the Town of Maine (12 acres); Greenwood (415 acres) on County Route 320 in the Town of Nanticoke; Grippen and Roundtop (46 acres) and En-Joie Golf Course in the Village of Endicott; Hawkins Pond (307 acres) in the Town of Windsor; and Otsiningo (150 acres) in the Town of Dickinson. This system also includes an eighteen hole golf course, three beaches, a campground, a performing arts theater, a 6910 seat arena, cross-country skiing, swimming, boating, professional hockey, and many other leisure activities. Annually, over two million people use this system.

The department is also responsible for Aqua-Terra (466 undeveloped acres) in the Town of Binghamton and in the Town of Dickinson both the BAGSAI Complex (softball fields) and the Community Garden Plots.

Parks and Recreation also operates and maintains twenty-three flood control structures. These include watersheds on Brandywine Creek; Brixius Creek; Deposit Watersheds (3 sites); Finch Hollow Creek (2); Little Choconut Creek (6); Nanticoke Creek (9); and Patterson Creek.

#### **2013 OBJECTIVES**

- Maintain 2012 levels of advertising for department
- Continued efforts working with YMCA on aquatics programming and staffing
- Conduct the following special events:
  - o Crappie Derby
  - o Relay for Life and other fundraising walks and runs
  - o American Powerboat Racing Championship
  - o Collegiate and High School Rowing Championships
  - o Spiedie Fest/Balloon Rally
  - o Hometown Holiday Festival of Lights
  - o Broome County Parks Triathlon
- Continue to develop partnerships in the community with groups such as: Whitney Point Youth Association, CYO, Harpursville Youth, YMCA, Town of Chenango Parks Department, Otsiningo Farmers Market and Grippen Park BMX.

#### **2013 BUDGET HIGHLIGHTS**

- Search for new partnerships for additional special events throughout the community
- Maintain or reduce present level of net County support
- Continue to install playground structures at our facilities
- Develop new marketing avenues and leisure entertainment activities for families

43020008 PARKS & RECREATION/Recreation

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<u>FULL TIME</u>					
Director of Nature Interpretation	15 BAPA	1	1	1	1
Naturalist	14 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>PART TIME</u>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 43000000   Parks and Recreation  
DIV 02          Parks & Rec-Recreation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000165 MISCELLANEOUS	1,127	5,000	5,283	3,000	3,000
5000168 FOOD CONCESSION	37,214	53,000	35,605	50,000	50,000
5000169 BOAT CONCESSION	28,829	38,000	33,458	38,000	38,000
5000170 CAMPING	31,486	46,260	32,953	46,260	46,260
5000171 SHELTER RENTAL	37,613	42,000	42,770	42,000	42,000
5000172 SKI CONCESSION	7,246	8,000	0	8,000	8,000
5000184 YOUTH SUMMER SKILLS PROGRAMS	0	8,000	0	8,000	8,000
5000202 SWIMMING LESSONS	0	150	0	50	50
5000207 UNIFORM SALES	35	0	30	0	0
5000331 CHARGEBACK TO GRANTS	100	0	0	0	0
0000002 Departmental Income Totals	143,650	200,410	150,099	195,310	195,310
0000007 Misc Interfund Revenues					
5000534 TRANSFER FROM INSURANCE RESERV	329	0	0	0	0
0000007 Misc Interfund Revenues Totals	329	0	0	0	0
Rev Total for Div 4302	143,979	200,410	150,099	195,310	195,310
0000010 Personal Service					
6001000 SALARIES FULL-TIME	94,292	97,212	59,920	100,244	100,244
6001002 SALARIES TEMPORARY	182,627	187,000	153,065	187,000	187,000
6001003 SALARIES OVERTIME	4,869	4,000	6,448	4,000	4,000
6001009 OTHER PERSONNEL SERVICES	900	3,400	550	1,000	1,000
0000010 Personal Service Totals	282,688	291,612	219,983	292,244	292,244
0000040 Contractual Expenditures					
6004030 FOOD AND BEVERAGES	12,024	23,000	10,451	15,000	15,000
6004048 MISC OPERATIONAL SUPPLIES	3,938	5,000	2,128	5,000	5,000
6004053 RECREATIONAL AND ACTIVITY SUPP	2,792	6,375	4,051	4,375	4,375
6004126 RECREATIONAL AND ACTIVITY EXPE	21	500	0	500	500
6004147 OTHER PROGRAM EXPENSE	425	0	0	0	0
6004203 INSURANCE CLAIMS	202	0	0	0	0
0000040 Contractual Expenditures Totals	19,402	34,875	16,630	24,875	24,875

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 43000000 Parks and Recreation  
DIV 02 Parks & Rec-Recreation

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000080 Employee Benefits					
6008001 STATE RETIREMENT	16,340	17,534	14,075	21,259	21,259
6008002 SOCIAL SECURITY	20,772	22,308	16,279	21,959	21,959
6008006 LIFE INSURANCE	38	38	26	38	38
6008007 HEALTH INSURANCE	30,701	32,050	19,714	31,486	31,486
6008010 DISABILITY INSURANCE	129	129	82	129	129
6008011 UNEMPLOYMENT INSURANCE	-49	0	0	0	0
0000080 Employee Benefits Totals	67,931	72,059	50,176	74,871	74,871
0000090 Transfers					
6009001 TRANSFER TO CAPITAL FUND	13,907	0	0	0	0
0000090 Transfers Totals	13,907	0	0	0	0
Exp Total for Div 4302	383,928	398,546	286,789	391,990	391,990
Total for Div 4302	-239,949	-198,136	-136,690	-196,680	-196,680

## **PARKS & RECREATION**

### **Parks**

#### **MISSION STATEMENT**

To provide the skilled support services that maintain the various buildings and grounds in the Parks & Recreation Department using the most efficient and cost effective methods available while providing for the safety and health of the patron.

#### **DESCRIPTION**

Article XI provides for a Department of Parks and Recreation, including the Veterans' Arena and Forum. It is a regionally based parks and recreation system serving a population of roughly 185,000 people. This park system consists of: Nathaniel Cole (317 acres) on County Route 63 in the Town of Colesville; Dorchester (1142 acres) in the Town of Triangle; Finch Hollow in the Town of Maine (12 acres); Greenwood (415 acres) on County Route 320 in the Town of Nanticoke; Grippen and Roundtop (46 acres) and En-Joie Golf course in the Village of Endicott; Hawkins Pond (307 acres) in the Town of Windsor; and Otsiningo (150 acres) in the Town of Dickinson. This system also includes an eighteen hole golf course, three beaches, a campground, a performing arts theater, a 6910 seat arena, cross-country skiing, swimming, boating, professional hockey, and many other leisure activities. Annually, over two million people use this system.

The department is also responsible for Aqua-Terra (466 undeveloped acres) in the Town of Binghamton and in the Town of Dickinson both the BAGSAI Complex (softball fields) and the Community Garden Plots. Parks and Recreation also operates and maintains twenty-three flood control structures. These include watersheds on Brandywine Creek; Brixius Creek; Deposit Watersheds (3 sites); Finch Hollow Creek (2); Little Choconut Creek (6); Nanticoke Creek (9); and Patterson Creek.

#### **2013 OBJECTIVES**

- Continue to raise the visibility of the department through: promotional literature, public service announcements, participation by department personnel in public forums relevant to our mission, outreach to, and cooperation with, current and potential parks user groups, and whatever other cost-effective means are at our disposal.
- Facilitate maintenance of facilities through regular park inspections and consultation with Risk Manager
- Maintain 23 watersheds for the health and safety of Broome County residents
- Maintain roadway improvement program
- Continue development and implementation of capital projects
- Continue to enhance efficiency and promote cost-savings by forming partnerships with recreation groups, local municipalities and other County departments
- Maintain a comprehensive schedule of special events, ranging from established events such as the Spiedie Fest and Balloon Rally to new ones such as the Broome County Parks Triathlon.
- Work in cooperation with the Otsiningo Farmers Market to construct and operate a year-round indoor market.

#### **2013 BUDGET HIGHLIGHTS**

- Purchase necessary equipment
- Maintain park system with present levels of funding
- Continue allocating resources for maintenance of the Arena/Forum
- Capital improvement request for parks construction projects, surface rehabilitation and equipment replacement, and repairs and renovations
- Consolidation of Youth Bureau and Parks Department; Creating Director of Youth and Park Services and abolishing Deputy Commissioner

43030008 PARKS & RECREATION/Parks

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Assistant Recreation Facility Manager	16 CSEA	1	1	1	1
Park Operations Manager*	AFSCME	1	1	1	0
Park Manager	AFSCME	2	2	2	2
Assistant Park Manager	AFSCME	3	3	3	3
Construction Worker*	AFSCME	3	3	3	0
Park Equipment Maintenance Mechanic	AFSCME	1	1	1	1
Park Technician	AFSCME	5	5	5	5
Senior Park Technician	AFSCME	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total Full-Time Positions</b>		<b>19</b>	<b>19</b>	<b>19</b>	<b>15</b>
<b><u>PART TIME</u></b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>19</b>	<b>19</b>	<b>19</b>	<b>15</b>

\* Positions moved to DPW-Buildings & Grounds budget in 2013

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010      General Operating  
DEPT 43000000   Parks and Recreation  
DIV 03          Parks & Rec-Parks

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000002 Departmental Income					
5000339 FRINGE BENEFIT CHGBK REVENUE	12,434	0	0	0	0
0000002 Departmental Income Totals	12,434	0	0	0	0
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	1,249	0	865	0	0
5000534 TRANSFER FROM INSURANCE RESERV	5,141	0	0	0	0
0000007 Misc Interfund Revenues Totals	6,390	0	865	0	0
Rev Total for Div 4303	18,824	0	865	0	0
0000010 Personal Service					
6001000 SALARIES FULL-TIME	857,060	887,587	546,646	911,067	714,917
6001002 SALARIES TEMPORARY	60,262	68,500	56,362	68,500	68,500
6001003 SALARIES OVERTIME	9,101	28,500	26,809	28,500	28,500
6001004 SALARIES SHIFT DIFFERENTIAL	1,767	2,000	775	2,000	2,000
6001009 OTHER PERSONNEL SERVICES	7,175	8,500	2,703	8,500	8,500
0000010 Personal Service Totals	935,365	995,087	633,295	1,018,567	822,417
0000040 Contractual Expenditures					
6004021 BLDG MAINTENANCE SUPPLIES	30,546	44,700	24,779	45,000	45,000
6004022 FUEL AND HEATING SUPPLIES	24,812	20,072	9,959	23,572	23,572
6004023 BLDG AND GROUNDS SUPPLIES	30,443	30,000	18,232	30,000	30,000
6004030 FOOD AND BEVERAGES	1,047	0	0	0	0
6004040 MOTOR EQUIPMENT SUPPLIES	23,083	35,222	16,194	30,000	30,000
6004046 GAS OIL GREASE AND DIESEL FUEL	17,407	20,000	10,321	20,000	20,000
6004047 TIRES AND TUBES	3,408	5,788	2,788	5,000	5,000
6004048 MISC OPERATIONAL SUPPLIES	3,840	5,000	3,875	5,000	5,000
6004053 RECREATIONAL AND ACTIVITY SUPP	29	1,000	0	1,000	1,000
6004056 COMPUTER EQUIPMENT(NON CAPITAL	912	0	0	0	0
6004106 GENERAL OFFICE EXPENSES	113	0	0	0	0
6004112 BLDG GROUNDS AND EQUIP REPAIR	1,516	100	-202	500	500
6004113 WATER AND SEWAGE CHARGES	5,658	7,000	3,256	7,800	7,800
6004114 HEATING AND AIR COND PLANT EXP	140	0	0	0	0
6004115 ELECTRIC CURRENT	36,312	35,000	21,688	37,000	37,000

REPORT:BP033

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT AND DIVISION

FUND 1010 General Operating  
DEPT 43000000 Parks and Recreation  
DIV 03 Parks & Rec-Parks

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004117 BUILDING AND GROUNDS EXPENSES	31,221	23,000	27,740	23,000	23,000
6004130 MOTOR EQUIP REPAIRS AND MAINT	0	1,000	0	1,000	1,000
6004133 UNIFORM AND CLOTHING ALLOWANCE	1,806	4,000	1,709	2,000	2,000
6004138 OTHER OPERATIONAL EXPENSES	61	3,500	743	2,500	2,500
6004162 EDUCATION AND TRAINING	20	0	50	0	0
6004196 COPYING MACHINE RENTALS	290	0	35	0	0
6004200 PROPERTY LOSS	5,141	0	0	0	0
0000040 Contractual Expenditures Totals	217,805	235,382	141,167	233,372	233,372
0000041 Chargeback Expenses					
6004614 OTHER CHARGEBACK EXPENSES	4,117	0	1,759	0	0
6004615 GASOLINE CHARGEBACK	24,502	29,406	11,478	38,400	38,400
6004626 TRANSPORTATION SERVICES CHARGE	0	11,792	0	0	0
0000041 Chargeback Expenses Totals	28,619	41,198	13,237	38,400	38,400
0000080 Employee Benefits					
6008001 STATE RETIREMENT	132,348	159,730	108,982	193,251	151,590
6008002 SOCIAL SECURITY	71,746	73,207	45,952	77,794	62,795
6008006 LIFE INSURANCE	363	366	242	365	289
6008007 HEALTH INSURANCE	219,310	227,644	130,238	201,516	149,941
6008009 RETIREE HEALTH INSURANCE	230,967	253,963	153,463	242,466	242,466
6008010 DISABILITY INSURANCE	129	258	82	129	129
0000080 Employee Benefits Totals	654,863	715,168	438,959	715,521	607,210
Exp Total for Div 4303	1,836,652	1,986,835	1,226,658	2,005,860	1,701,399
Total for Div 4303	-1,817,828	-1,986,835	-1,225,793	-2,005,860	-1,701,399
Total for Dept 43000000	-2,350,280	-2,460,592	-1,520,155	-2,472,061	-2,170,131



# LIBRARY

BOARD

DIRECTOR

## COUNTY LIBRARY

- Information Services
- Circulation Services
- Youth Services
- Administration
- Local History & Genealogy

## **COUNTY LIBRARY**

### **MISSION STATEMENT**

To provide materials and services to ensure community residents meet their personal, educational, professional and recreational information needs.

### **DESCRIPTION**

The Library provides information for economic development within the community. Materials in various formats are provided to assist individuals and businesses in effectively responding to the changing marketplace. Special attention is devoted to currency of small business materials.

The Library serves as the gateway to reading and early literacy for children and young adults. Consideration is given to stimulating interest and appreciation of reading through programming and collection development.

The Library is the source of free recreational reading and life long learning for community residents. Emphasis is placed on providing a broad range of current fiction, non-fiction, and informational support in a variety of formats for all ages and reading levels. Programming classes and collection development tools are employed to meet the needs of this diverse community.

The Library houses a unique group of local history and genealogy materials, joining collections of the Library, Broome County Historical Society, Broome County Historian and City of Binghamton Historian. This allows researchers access to a wide range of materials on the history of the local Broome County area and family histories.

The Library is comprised of two defined service areas. As part of County government, the Library serves the citizens residing within the

political jurisdiction of Broome County. According to the 2010 U.S. census, this encompasses a geographical area of 707 square miles and a population of 200,600 from ages newborn to over 100. In addition, since Broome County also serves as the Central Library for the Four County Library System, its service area effectively includes the residents of Chenango, Delaware and Otsego Counties, an additional 3,343 square miles and 161,132 residents.

To meet the needs of this diverse patron base, the Library features the following service areas:

### **Information Services**

- Broad based one-on-one or group research assistance
- Accommodation of all ages and reading levels
- Extensive research collection
- Magazine collection
- Electronic online resources
- Business files/research tools
- Approachable and knowledgeable staff
- Clear signage
- Adequate phone lines
- Accessible shelving
- Adequate casual seating
- Classes and workshops for adults covering a variety of interests, including basic computer classes

**Youth Services**

- Variety of materials and formats
- Multiple copies of popular titles
- Youth-friendly staff
- Easy accessibility
- Ample and inviting space
- Variety of early literacy classes and programs for ages 0-14
- Summer reading series to enhance school instruction throughout the year

**Popular Materials**

- Current and popular materials in a variety of formats
- Sufficient multiple copies to meet demand
- Monthly Community Book Club featuring library materials
- Reader's advisory service
- Browsing encouraged
- Attractive monthly displays of materials

**Local History & Genealogy Center**

- Cooperative materials collection
- Extensive primary source documents, photographic, digital and archival materials
- Regional focus for genealogical and migration materials
- Educational programs for local groups and schools
- Periodical collection dealing with genealogy and history
- Digitization projects for rare and archival materials
- Indexing and abstracting of original materials for online database
- Microfilm copies of local newspapers, and census documents

**2013 OBJECTIVES**

- Continue to provide valuable research assistance, encourage reading in the community, materials searching support and youth literacy services to Broome County and the Four County Region

- Continue to provide quality services to the 41 libraries in the Four County Library System as well as the Central Library
- Educate the public in the variety of electronic resources available in the Library
- Update Library collection for currency and relevancy
- Continue to maximize use of the Ahearn Business Resource Center
- Increase the Library's visibility within the community through programming, outreach and partnering
- Automate the local history index to an online database and add to Library database and website
- Continue creating the platform for a digitization project for the 170,000 obituary file collection
- Continue providing workshops and educational programs for school service groups, i.e. Books and Babies grant project

**2013 BUDGET HIGHLIGHTS**

- Reduced staffing by 1 full-time position to implement cost saving measures
- Continued resource sharing with the 41 libraries in the Four County Library System
- Contained controllable costs at 2011 levels
- Formed a partnership with Literacy Volunteers of Broome/Tioga Counties to drop the illiteracy rate in Broome County
- Energy saving measures dropped electric consumption by 15%

40000008 LIBRARY/County Library

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2012 Requested</u>	<u>2013 Recommended</u>
<b><u>FULL TIME</u></b>					
Library Director III	F Admin	1	1	1	1
Librarian III	20 CSEA	1	1	1	1
Librarian II	18 CSEA	2	2	2	2
Librarian I*	16 CSEA	3	3	3	3
Library Assistant	13 CSEA	1	1	1	1
Principal Library Clerk	12 CSEA	2	1	1	1
Senior Account Clerk	9 CSEA	1	1	1	1
Senior Library Clerk	8 CSEA	3	3	3	3
Library Clerk**	6 CSEA	7	7	7	7
Page	5 CSEA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Full-Time Positions</b>		<b>22</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b><u>PART TIME</u></b>					
Computer Hardware Tech	16 CSEA	1	1	1	1
Custodial Worker ***	6 CSEA	3	4	4	4
Library Clerk	6 CSEA	6	5	5	5
County Historian	NA	1	1	1	1
Deputy County Historian	NA	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total Part-Time Positions</b>		<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>TOTAL POSITIONS</b>		<b>34</b>	<b>33</b>	<b>33</b>	<b>33</b>

\* One position unfunded for the current budget year

\*\* Two position unfunded for the current budget year

\*\*\* One position unfunded for the current budget year

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3150 Library Operating  
DEPT 40000000 County Library

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
<b>0000002 Departmental Income</b>					
5000100 LIBRARY COPY FEES	9,222	6,000	7,252	6,000	6,000
5000177 RENTALS & FEES	6,765	4,000	6,039	10,000	10,000
5000189 OTHER LOCAL GOVERNMENTS	662,109	662,109	0	849,688	849,688
5000312 RENTAL CHARGEBACKS	15,000	15,000	15,000	15,000	15,000
5000426 MISCELLANEOUS	54,185	40,000	34,707	40,000	40,000
5000431 MISCELLANEOUS	8,322	0	0	0	0
<b>0000002 Departmental Income Total</b>	<b>755,603</b>	<b>727,109</b>	<b>62,998</b>	<b>920,688</b>	<b>920,688</b>
<b>0000003 Use of Money</b>					
5000451 INTEREST AND EARNINGS	5,169	2,000	1,507	1,000	1,000
5000470 VENDING MACHINE	3,237	3,000	1,401	3,000	3,000
5000471 COMMISSIONS	1,021	1,500	876	1,000	1,000
<b>0000003 Use of Money Total</b>	<b>9,427</b>	<b>6,500</b>	<b>3,784</b>	<b>5,000</b>	<b>5,000</b>
<b>0000007 Misc Interfund Revenues</b>					
5000531 GIFTS AND DONATIONS	3,920	1,500	1,606	2,800	2,800
5000532 PREMIUM & ACCRUED INT ON OBLIG	11	0	0	0	0
5000562 TRANSFER FROM GENERAL FUND	818,056	1,352,849	1,352,849	1,274,533	1,274,533
5000570 EARNINGS ON TEMPORARY INVESTME	31	0	0	1,000	1,000
5000580 UNUSED CAPITAL FUND	507	0	11,155	0	0
<b>0000007 Misc Interfund Revenues Total</b>	<b>822,525</b>	<b>1,354,349</b>	<b>1,365,610</b>	<b>1,278,333</b>	<b>1,278,333</b>
<b>0000008 State Aid</b>					
5000808 OTHER STATE AID	79,740	54,000	5,159	10,000	10,000
<b>0000008 State Aid Total</b>	<b>79,740</b>	<b>54,000</b>	<b>5,159</b>	<b>10,000</b>	<b>10,000</b>
<b>0000009 Federal Aid</b>					
5000952 ARRA DEBT REIMBURSEMENT	702	702	351	702	702
<b>0000009 Federal Aid Total</b>	<b>702</b>	<b>702</b>	<b>351</b>	<b>702</b>	<b>702</b>
<b>Rev Totals for Dept 40000000</b>	<b>1,667,997</b>	<b>2,142,660</b>	<b>1,437,902</b>	<b>2,214,723</b>	<b>2,214,723</b>

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3150 Library Operating  
DEPT 40000000 County Library

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000010 Personal Service					
6001000 SALARIES FULL-TIME	722,840	726,207	447,179	711,599	711,599
6001001 SALARIES PART-TIME	97,007	131,893	65,605	120,228	120,228
6001002 SALARIES TEMPORARY	3,079	0	0	0	0
6001010 SALARY ADJUSTMENTS	82,411	0	0	0	0
0000010 Personal Service Totals	905,337	858,100	512,784	831,827	831,827
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	848	1,500	149	1,500	1,500
6004012 OFFICE SUPPLIES	15,816	30,570	10,722	22,000	22,000
6004021 BLDG MAINTENANCE SUPPLIES	1,538	2,500	1,091	1,800	1,800
6004022 FUEL AND HEATING SUPPLIES	16,087	33,331	10,124	33,000	33,000
6004023 BLDG AND GROUNDS SUPPLIES	4,013	7,000	3,055	5,000	5,000
6004030 FOOD AND BEVERAGES	19	50	540	50	50
6004055 COMPUTER SOFTWARE AND SUPPLIES	51,834	70,062	45,696	75,062	75,062
6004056 COMPUTER EQUIPMENT(NON CAPITAL	17,680	0	10,417	0	0
6004070 BOOKS ADULT SERVICES	64,606	72,012	42,291	57,012	57,012
6004071 JUVENILE BOOKS	34,630	69,316	27,753	49,316	49,316
6004073 SUBSCRIPTIONS	10,949	15,502	10,593	13,000	13,000
6004074 AUDIOVISUAL MATERIALS	32,242	34,000	19,857	34,000	34,000
6004075 ELECTRONIC ACCESS MATERIALS	17,357	11,900	10,375	11,900	11,900
6004076 LOCAL HISTORY	506	250	0	250	250
6004100 POSTAGE AND FREIGHT	1,357	4,000	588	2,300	2,300
6004105 DUES AND MEMBERSHIPS	2,187	2,624	1,397	2,745	2,745
6004106 GENERAL OFFICE EXPENSES	7,894	12,120	5,535	5,535	5,535
6004112 BLDG GROUNDS AND EQUIP REPAIR	2,200	2,000	7,173	2,000	2,000
6004113 WATER AND SEWAGE CHARGES	2,214	3,700	1,462	2,250	2,250
6004115 ELECTRIC CURRENT	61,117	97,680	43,122	80,000	80,000
6004117 BUILDING AND GROUNDS EXPENSES	9,026	18,412	4,206	12,000	12,000
6004136 OPERATIONAL EQUIPMENT REPAIRS	0	500	439	500	500
6004137 ADVERTISING AND PROMOTION EXPE	237	0	133	0	0
6004138 OTHER OPERATIONAL EXPENSES	1,441	1,320	701	0	0
6004161 TRAVEL HOTEL AND MEALS	0	200	0	0	0
6004162 EDUCATION AND TRAINING	288	600	160	300	300
6004165 ADVISORY BD/TRUSTEES EXPENSES	275	450	175	175	175
6004196 COPYING MACHINE RENTALS	4,369	7,200	3,151	6,000	6,000
6004504 OTHER FINANCIAL SERVICES	87	83	42	78	78
6004573 OTHER FEES FOR SERVICES	9,642	19,494	7,500	12,010	12,010
0000040 Contractual Expenditures Totals	370,459	518,376	268,447	429,783	429,783
0000041 Chargeback Expenses					

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 3150 Library Operating  
DEPT 40000000 County Library

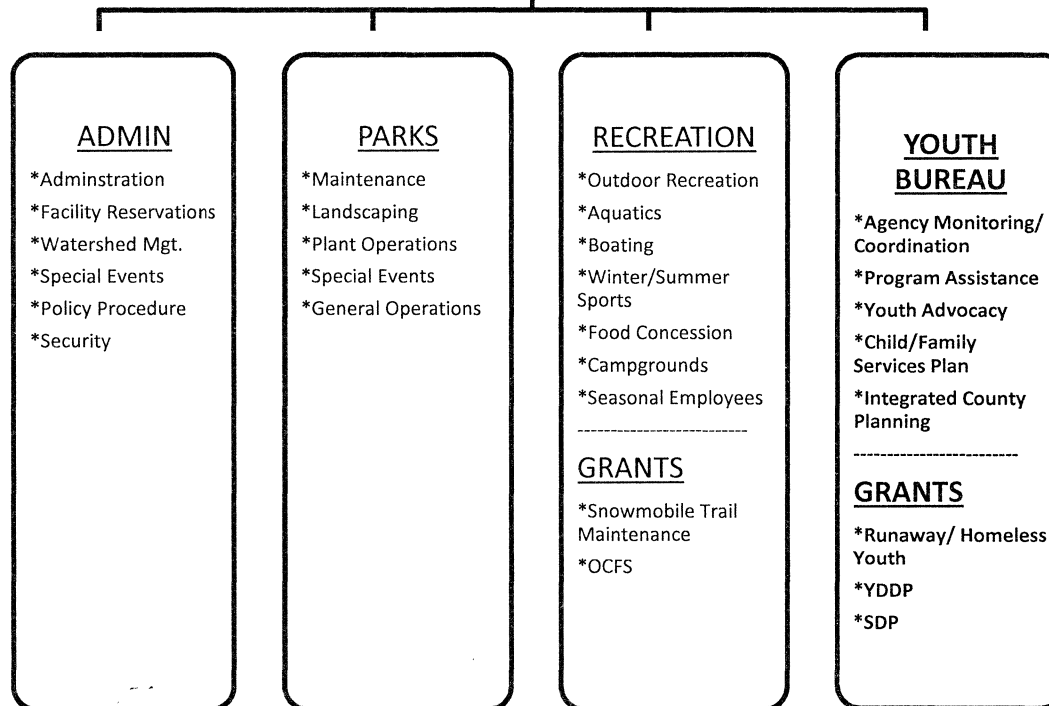
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004602 INSURANCE PREMIUM CHARGEBACK	4,984	9,494	4,747	9,996	9,996
6004604 DPW SECURITY CHARGEBACKS	106,166	94,776	47,388	95,455	95,455
6004606 TELEPHONE BILLING ACCOUNT	12,075	13,256	8,878	14,490	14,490
6004609 DATA PROCESSING CHARGEBACKS	84,516	78,057	0	54,698	54,698
6004614 OTHER CHARGEBACK EXPENSES	0	175	0	25	25
6004617 DUPLICATING/PRINTING CHARGEBAC	650	2,000	67	500	500
6004618 OFFICE SUPPLIES CHARGEBACK	3,100	4,400	1,823	3,500	3,500
6004619 BUILDING SERVICE CHARGEBACK	11,578	10,000	9,747	10,000	10,000
<b>0000041 Chargeback Expenses Totals</b>	<b>223,069</b>	<b>212,158</b>	<b>72,650</b>	<b>188,664</b>	<b>188,664</b>
<b>0000060 Principal on Indebtedness</b>					
6006000 PRINCIPAL ON SERIAL BONDS	7,312	7,280	7,280	7,592	7,592
6006001 PRINCIPAL ON BANS	0	0	0	4,341	4,341
6006008 PRINCIPAL ON CAPITAL LEASE	2,190	0	0	0	0
<b>0000060 Principal on Indebtedness Totals</b>	<b>9,502</b>	<b>7,280</b>	<b>7,280</b>	<b>11,933</b>	<b>11,933</b>
<b>0000070 Interest on Indebtedness</b>					
6007000 INTEREST ON SERIAL BONDS	4,893	4,630	2,386	4,630	4,630
6007005 INTEREST ON CAPITAL LEASE	870	0	0	0	0
<b>0000070 Interest on Indebtedness Totals</b>	<b>5,763</b>	<b>4,630</b>	<b>2,386</b>	<b>4,630</b>	<b>4,630</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	112,736	140,327	91,186	174,577	174,577
6008002 SOCIAL SECURITY	59,547	65,645	37,179	63,635	63,635
6008004 WORKERS COMPENSATION	12,267	8,829	4,415	8,309	8,309
6008006 LIFE INSURANCE	358	361	226	342	342
6008007 HEALTH INSURANCE	226,970	248,909	140,297	236,661	236,661
6008009 RETIREE HEALTH INSURANCE	238,616	268,045	159,873	254,362	254,362
6008010 DISABILITY INSURANCE	129	0	82	0	0
6008012 EMPLOYEE TUITION REIMBURSEMENT	0	10,000	57	10,000	10,000
<b>0000080 Employee Benefits Totals</b>	<b>650,623</b>	<b>742,116</b>	<b>433,315</b>	<b>747,886</b>	<b>747,886</b>
<b>Exp Totals for Dept 40000000</b>	<b>2,164,753</b>	<b>2,342,660</b>	<b>1,296,862</b>	<b>2,214,723</b>	<b>2,214,723</b>
<b>Total for Dept 40000000</b>	<b>-496,756</b>	<b>-200,000</b>	<b>141,040</b>	<b>0</b>	<b>0</b>

# PARKS & RECREATION

## YOUTH BUREAU

PUBLIC WORKS  
COMMISSIONER

DIRECTOR





## **YOUTH BUREAU**

### **MISSION STATEMENT**

The Broome County Youth Bureau's mission is to promote and encourage the development of a comprehensive system of services to youth and their families through planning, funding, coordination, evaluation and advocacy.

### **DESCRIPTION**

The Broome County Youth Bureau was established by a resolution adopted by the Broome County Legislature on July 6, 1971. The Youth Bureau is responsible for distributing Office of Children & Family Services funds to local agencies that provide services for youth in accordance with the Broome County Child & Family Services Plan. Local agencies apply to the County (Youth Bureau) for funds. Applications are evaluated by the Youth Bureau Advisory Board and approved by the County Legislature and County Executive. The Youth Bureau then applies to the NYS Office of Children and Family Services and/or other sources for program funding and enters into contracts with the agencies. The Youth Bureau also leads the efforts in planning for services for youth throughout Broome County.

### **2013 OBJECTIVES**

- Strengthen and streamline our Request for Proposal process.
- Continue working with the Department of Social Services to strengthen the continuum of services and activities for children, youth and families identified in our Child and Family Services Plan.
- Continue to lead the effort to define goals, gather data and develop a comprehensive continuum for runaway and

- homeless youth, including the implementation of a program for runaway/homeless youth under age 21.
- Continue to monitor and evaluate all residential services provided for runaway and homeless youth under age of 21.
- Educate the community regarding youth issues, needs and problems and advocate for the adoption of strong legislation to better serve our youth.
- Continue to act as lead entity in planning efforts for youth in Broome County including the assessment of local youth needs and the development of strategies to address those needs.
- Reevaluate the funding priorities to better match the needs of the youth of Broome County.
- Provide assistance to youth serving agencies through training, expert advice and coordination.

### **2013 BUDGET HIGHLIGHTS**

- Continue to maintain Youth Services Program costs to state aid support level.
- Consolidation of Youth Bureau and Parks Recreation services

44010008 Youth Bureau

<u>Title of Position</u>	<u>Grade/Unit</u>	<u>2011 Actuals</u>	<u>As of 8/24/2012 Current Authorized</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
<b>FULL TIME</b>					
Executive Director Youth Bureau *	A- Admin II	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
<b>Total Full-Time Positions</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>PART TIME</b>					
<b>Total Part-Time Positions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POSITIONS</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 44000000 Youth Bureau

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000008 State Aid					
5000873 YOUTH BUREAU	0	37,717	0	28,847	0
5000875 YOUTH SERVICE PROGRAMS	0	145,365	0	128,612	0
0000008 State Aid Total	0	183,082	0	157,459	0
Rev Totals for Dept 44000000	0	183,082	0	157,459	0
0000010 Personal Service					
6001000 SALARIES FULL-TIME	53,051	51,642	31,764	50,000	0
0000010 Personal Service Totals	53,051	51,642	31,764	50,000	0
0000040 Contractual Expenditures					
6004010 BOOKS AND SUBSCRIPTIONS	0	25	0	0	0
6004012 OFFICE SUPPLIES	297	450	0	250	0
6004030 FOOD AND BEVERAGES	13	50	0	25	0
6004105 DUES AND MEMBERSHIPS	602	602	602	602	0
6004141 YOUTH SERVICE PROGRAMS	0	145,365	0	114,612	0
6004160 MILEAGE AND PARKING-LOCAL	0	250	189	400	0
6004161 TRAVEL HOTEL AND MEALS	198	450	0	250	0
6004162 EDUCATION AND TRAINING	0	300	0	0	0
6004165 ADVISORY BD/TRUSTEES EXPENSES	0	150	0	150	0
6004169 DAY TRIP MEAL REIMBURSEMENT	0	25	0	0	0
6004196 COPYING MACHINE RENTALS	780	0	0	0	0
0000040 Contractual Expenditures Totals	1,890	147,667	791	116,289	0
0000041 Chargeback Expenses					
6004602 INSURANCE PREMIUM CHARGEBACK	2	2	2	23	0
6004610 PERSONAL SERVICES CHARGEBACKS	0	0	0	3,847	0
6004614 OTHER CHARGEBACK EXPENSES	0	0	0	14,000	0
0000041 Chargeback Expenses Totals	2	2	2	17,870	0
0000060 Principal on Indebtedness					
6006008 PRINCIPAL ON CAPITAL LEASE	1,236	0	0	0	0

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 44000000 Youth Bureau

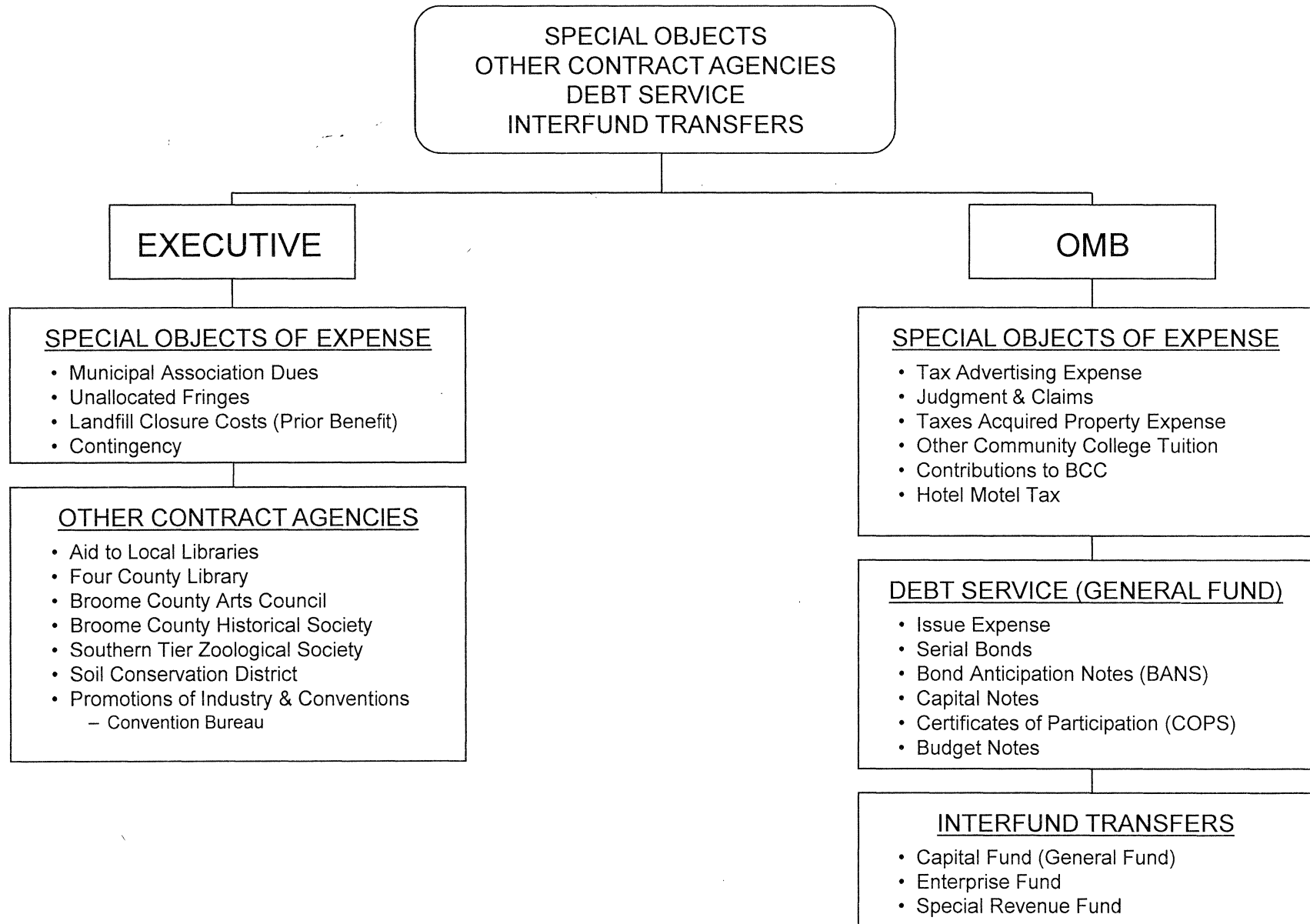
Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000060 Principal on Indebtedness Totals	1,236	0	0	0	0
0000070 Interest on Indebtedness					
6007005 INTEREST ON CAPITAL LEASE	180	0	0	0	0
0000070 Interest on Indebtedness Totals	180	0	0	0	0
0000080 Employee Benefits					
6008001 STATE RETIREMENT	7,197	9,296	4,845	10,625	0
6008002 SOCIAL SECURITY	4,035	3,951	2,292	3,825	0
6008004 WORKERS COMPENSATION	788	359	180	301	0
6008006 LIFE INSURANCE	18	19	13	19	0
6008007 HEALTH INSURANCE	971	4,896	6,221	12,909	0
6008009 RETIREE HEALTH INSURANCE	6,364	6,966	4,071	6,322	0
0000080 Employee Benefits Totals	19,373	25,487	17,622	34,001	0
Exp Totals for Dept 44000000	75,732	224,798	50,179	218,160	0
Total for Dept 44000000	-75,732	-41,716	-50,179	-60,701	0

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## UNALLOCATED ITEMS

<b><u>DEPARTMENT/DIVISION</u></b>	<b><u>PAGE</u></b>
Special Objects of Expense/Contract Agencies	424
Debt Service	431
Interfund Transfers	434

# UNALLOCATED ITEMS



## UNALLOCATED ITEMS

### Introduction

**Unallocated Items** present the miscellaneous expenditure and revenue items, which are not appropriately presented elsewhere in a specific department. This section of the budget contains three components designated as departments for accounting convenience, but without such recognition in the Charter. The three components are: **Special Objects of Expense; Debt Service; and Interfund Transfers.**

## SPECIAL OBJECTS OF EXPENSE

### Introduction

This unit contains the most varied of the expenditure and revenue items arranged by function or program.

### Appropriations

#### **General Government**

The administration of property taxes requires several expenditure accounts. **Tax Advertising and Expenses** are the advertising and other legal expenses incurred in enforcing property tax collection. **Tax Acquired Property Expenses** are expenses incurred in the maintenance of property acquired by the County for non-payment of taxes.

**Judgments and Claims** are payments for judgments against the County.

**Municipal Association Dues** are for the County's membership in the New York State Association of Counties and any other County wide

memberships. Additional memberships specific to a particular department are shown in each department. Cost of membership is generally based upon population.

The **Contingent Account** is established according to Article VI, Section 604, B, (2) and operated according to Section 609 of the Administrative Code. It is the County Executive's estimate of unexpected expenditures, which may arise during the year.

#### **Education**

**Other Community College Tuition** is Broome County's **mandated** share of the costs of Broome's citizens attending another New York community college. This amount serves as the sponsor share required to match state aid and tuition to finance local community colleges.

**Contributions to Broome Community College (BCC)** is the County's share of operating costs for the budget year. Although presented as a contractual expenditure, this is essentially an interfund transfer of resources required to balance the Community College fund. Because the Community College's fiscal year is the same as its academic year, the County Legislature adopts BCC's budget during the summer and commits the County to appropriate the local sponsor's share in the upcoming budget year. The Community College's capital and debt service requirements are also presented in this section of the budget (see **Debt Service** and **Interfund Transfers** below).

#### **Public Safety**

**Justices and Constables** record the **mandated** quarterly payment of court costs incurred by town courts operating outside of normal



County Court hours. This account is administered by the Law Department. The payments are made to the state as reimbursement.

### **Undistributed**

Certain employee fringe benefit calculations are aggregated upon a Countywide or fund level in **Unallocated Employee Benefits** instead of a departmental basis. **Unemployment** and **State Retirement** are unallocated costs as are the costs for **Health Insurance** and Medicare for retired employees whose department may no longer exist (i.e., Courts or Chenango Bridge Nursing Home).

The amount in **Salary and Fringe Benefit accounts** represents the cost of implementing salary and fringe benefit adjustments not included in department budgets. These accounts are also used to balance requested and/or base budgets with recommended and adopted increases.

### **Revenue**

There is a recovery of **Charges for Tax Advertising** from the sale of property acquired for tax purposes.

## **Other Contract Agencies**

### **Introduction**

Section 224 of County Law permits counties to support the services of specified types of non-profit organizations; corporations, associations, and agencies provided the services are rendered within the supporting County.

### **Economic Assistance & Opportunity**

The **Convention Bureau** is a unit of the Broome County Chamber of Commerce. It is responsible for attracting meetings, conferences, trade shows and visitors to our community. The staff attends selected trade shows, participates in information centers, conducts sales blitzes, and produces a variety of promotional material on Broome County. The County's support for this bureau is offset by the collection of a hotel/motel tax.

### **Culture & Recreation**

The **Aid to Local Libraries** compensates municipally funded libraries in Broome County for the added expense of non-resident use. This expense funds non-resident taxpayer supported expense of operating local libraries.

The **Four County Library System (FCLS)** utilizes Broome County funds to defray the cost of bookmobile service to thirteen communities, nursing homes and correctional facilities, most of which do not have ready access to public library service. FCLS pays the other costs of this program from its own funds. The funds also provide delivery service to each of the public libraries in Broome, enabling them to share their resources more efficiently, thereby providing better service.

The **Broome County Arts Council** is a private non-profit service organization, which raises money from local contributors and awards 90% of those funds as grants to local non-profit arts and cultural institutions, organizations and individual artists in Broome County. Other service include public advocacy for the arts, grants seminars, board trainings, arts promotion for economic development, educations and community building; public clearinghouse for events, grant and artist opportunities and referrals.

### **The Southern Tier Zoological Society, Inc. (Ross Park Zoo)**

Provides a wide variety of animals, horticulture exhibits, an outreach program via a Zoo-mobile, guided and non-guided tours, picnic facilities, a free carousel and leases space to the Discovery Center. Annually, it reaches school children via on-site programs, participates in endangered species programs, and a variety of special events. Opened in 1875, it is the only facility of it's kind within seventy miles and the nation's fifth oldest.

### **Home & Community**

The **Broome County Soil and Water Conservation District** provides two services. The District's main goal is to provide technical information relative to the land occupiers of the County, including farmers, residents, public landholder, etc. Technical information is available on a one-on-one basis, including information on soils, drainage, water storage, critical area seeding, tree planting for forestry purposes, fish stocking and land management techniques to reduce erosion. Special efforts encourage the use of no-till and minimum tillage techniques. The District specializes in application of critical and recreational area hydro seeding, especially on public properties. Other ongoing programs include a yearly tree seedling sale, reforestation tree planting, and fish stocking (both for private and public waters). When stream protection is completed for County or towns, all costs are charged to the municipality involved.

The **Broome County Historical Society** provides research of local history and genealogy center at the Broome County Public Library and the Roberson Museum. Using publications, exhibition and educational programs to collect, preserve and interpret the history of Broome County.

The **Roberson Museum and Science Center** provides exhibitions and education to the community regarding our cultural heritage and various other programs.

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 90000000 Special Objects

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000001 Tax Items					
5000011 HOTEL/MOTEL OCCUPANCY TAX	1,131,035	1,020,000	533,354	1,140,000	1,140,000
5000012 OCC TAX ECO DEV	698,193	680,000	355,569	760,000	760,000
0000001 Tax Items Total	1,829,228	1,700,000	888,923	1,900,000	1,900,000
0000002 Departmental Income					
5000103 CHGS FOR TAX ADV/REDEMPTION EX	14,420	17,000	581	17,000	17,000
5000165 MISCELLANEOUS	141,795	0	0	0	0
0000002 Departmental Income Total	156,215	17,000	581	17,000	17,000
0000007 Misc Interfund Revenues					
5000530 REFUNDS OF PRIOR YEARS EXPENDI	-25	0	2,030	0	0
0000007 Misc Interfund Revenues Total	-25	0	2,030	0	0
Rev Totals for Dept 90000000	1,985,418	1,717,000	891,534	1,917,000	1,917,000
0000010 Personal Service					
6001000 SALARIES FULL-TIME	0	-97,000	0	0	0
6001011 DISCRETIONARY SALARY SAVINGS	0	-2,661,416	0	-2,580,366	-2,580,366
0000010 Personal Service Totals	0	-2,758,416	0	-2,580,366	-2,580,366
0000040 Contractual Expenditures					
6004137 ADVERTISING AND PROMOTION EXPE	11,357	10,000	238	10,000	10,000
6004160 MILEAGE AND PARKING-LOCAL	59	0	0	0	0
6004161 TRAVEL HOTEL AND MEALS	140	0	0	0	0
6004182 OTHER COMM COLLEGES TUITION	713,156	850,000	353,459	750,000	750,000
6004183 CONTRIBUTION TO BROOME COMM CO	6,791,937	6,791,937	6,791,937	6,791,937	6,791,937
6004500 ACCTG AND COST ALLOCATION SERV	6,500	4,500	4,500	4,500	4,500
6004502 BOND AND NOTE ISSUE EXPENSE	2,745	0	0	0	0
6004535 JUSTICES AND CONSTABLE FEES	6,780	10,000	3,650	10,000	10,000
6004581 CONTINGENT FUND	0	100,000	0	228,316	228,316
6004582 JUDGEMENTS AND CLAIMS	0	2,000	0	2,000	2,000
6004585 TAX ADVERTISING AND EXPENSE	0	17,000	0	15,000	15,000

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 90000000 Special Objects

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6004586 MUNICIPAL ASSN DUES	27,000	27,000	23,310	27,000	27,000
6005000 BROOME COUNTY ARTS COUNCIL	90,000	87,300	65,475	87,300	84,296
6005015 BROOME COUNTY HISTORICAL SOCIE	20,000	19,400	9,700	19,400	18,732
6005017 SOIL CONSERVATION SERVICE	50,000	73,500	55,125	73,500	70,970
6005022 CONVENTION BUREAU	334,688	324,647	243,485	230,499	222,566
6005023 FOUR COUNTY LIBRARY SYSTEM	20,000	19,400	0	19,400	18,732
6005024 AID TO LOCAL LIBRARIES	150,000	159,500	106,571	159,500	154,010
6005025 SO TIER ZOOLOGICAL SOC	295,313	286,454	214,841	286,454	276,595
6005026 MARKETING/ECONOMIC DEVELOPMENT	313,751	342,000	114,524	350,000	350,000
6005035 BROWNFIELD REMEDIATION MUNICIPI	242,881	204,720	8,088	410,000	410,000
<b>0000040 Contractual Expenditures Totals</b>	<b>9,076,307</b>	<b>9,329,358</b>	<b>7,994,903</b>	<b>9,474,806</b>	<b>9,444,654</b>
<b>0000041 Chargeback Expenses</b>					
6004614 OTHER CHARGEBACK EXPENSES	350	0	0	0	0
6004616 FLEET SERVICE CHARGEBACK	0	-141,289	0	0	0
<b>0000041 Chargeback Expenses Totals</b>	<b>350</b>	<b>-141,289</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>0000080 Employee Benefits</b>					
6008001 STATE RETIREMENT	0	544,350	0	-665,945	-665,945
6008002 SOCIAL SECURITY	0	-7,421	0	0	0
6008007 HEALTH INSURANCE	0	-1,320,178	0	0	0
6008009 RETIREE HEALTH INSURANCE	150,062	0	93,518	111,104	111,104
6008011 UNEMPLOYMENT INSURANCE	0	50,000	0	50,000	50,000
6008013 HEALTH INS - RETIRE INCENTIVE	0	49,506	669	0	0
<b>0000080 Employee Benefits Totals</b>	<b>150,062</b>	<b>-683,743</b>	<b>94,187</b>	<b>-504,841</b>	<b>-504,841</b>
<b>0000090 Transfers</b>					
6009002 TRANSFER TO GRANT FUND	39,650	0	0	0	0
<b>0000090 Transfers Totals</b>	<b>39,650</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Exp Totals for Dept 90000000</b>	<b>9,266,369</b>	<b>5,745,910</b>	<b>8,089,090</b>	<b>6,389,599</b>	<b>6,359,447</b>
<b>Total for Dept 90000000</b>	<b>-7,280,951</b>	<b>-4,028,910</b>	<b>-7,197,556</b>	<b>-4,472,599</b>	<b>-4,442,447</b>

## **Debt Service (General Fund Only)**

### **Introduction**

This unit presents the repayment of principal and interest costs incurred by the General Fund. It also includes debt service for the community college. Debt service related to projects undertaken for the New York State Courts System is a County responsibility and included here.

**Bond and Note Issue Expenses** for issuing debt for the entire County are presented here. These costs are for legal advice (commonly referred to as bond counsel), financial advice and the advertising and printing costs of the debt instruments.

A detailed description of **Principal and Interest** as well as the various debt instruments (**Serial Bond, Bond Anticipation Note**, etc.) is supplied in the Supplementary section fo the budget. It should be noted that these costs are backed by the full faith and credit of the County. **Other Financial Fees** are MBBA costs associated with the 2010 borrowing and **ARRA Debt Reimbursement** is federal aid that is associated with the same issuance.

Additionally, transactions involving the financing of the Public Safety Facility Project through **Certificates of Participation (COP's)** is for in this budget. In 2012, the COPS were refinanced for substantial savings as general obligation bonds.

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 91000000 Debt Service (General Fund)

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000003 Use of Money					
5000451 INTEREST AND EARNINGS	11	0	0	0	0
0000003 Use of Money Total	11	0	0	0	0
0000007 Misc Interfund Revenues					
5000532 PREMIUM & ACCRUED INT ON OBLIG	111,619	0	32,536	0	0
5000566 TRANSFER OF COPS RESERVE	207,698	207,005	0	0	0
5000570 EARNINGS ON TEMPORARY INVESTME	40,769	50,000	0	50,000	50,000
5000592 PROCEEDS OF REFUNDING DEBT	6,928,776	0	0	0	0
0000007 Misc Interfund Revenues Total	7,288,862	257,005	32,536	50,000	50,000
0000009 Federal Aid					
5000952 ARRA DEBT REIMBURSEMENT	145,940	145,939	72,950	145,939	145,939
0000009 Federal Aid Total	145,940	145,939	72,950	145,939	145,939
Rev Totals for Dept 91000000	7,434,813	402,944	105,486	195,939	195,939
0000040 Contractual Expenditures					
6004502 BOND AND NOTE ISSUE EXPENSE	93,351	80,000	33,943	80,000	80,000
6004504 OTHER FINANCIAL SERVICES	39,305	17,073	8,769	16,125	16,125
6004588 INTEREST AND PENALTIES	968	0	0	0	0
0000040 Contractual Expenditures Totals	133,624	97,073	42,712	96,125	96,125
0000060 Principal on Indebtedness					
6006000 PRINCIPAL ON SERIAL BONDS	1,709,417	2,160,175	2,160,155	2,318,558	2,318,558
6006001 PRINCIPAL ON BANS	0	240,887	240,887	740,723	740,723
0000060 Principal on Indebtedness Totals	1,709,417	2,401,062	2,401,042	3,059,281	3,059,281
0000070 Interest on Indebtedness					
6007000 INTEREST ON SERIAL BONDS	1,273,718	1,149,860	700,347	1,066,104	1,066,104
6007001 INTEREST ON BANS	0	25,800	25,799	198,727	198,727

REPORT:BP032

BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 91000000 Debt Service (General Fund)

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
6007006 INTEREST ON COPS	847,613	847,613	0	0	0
6007008 INTEREST ON TANS	395,556	400,000	0	0	0
6007009 INTEREST ON RANS	0	0	0	175,000	175,000
0000070 Interest on Indebtedness Totals	2,516,887	2,423,273	726,146	1,439,831	1,439,831
0000090 Transfers					
6009010 PAYMENT TO REFUND DEBT ESCROW	6,661,037	0	0	0	0
0000090 Transfers Totals	6,661,037	0	0	0	0
Exp Totals for Dept 91000000	11,020,965	4,921,408	3,169,900	4,595,237	4,595,237
Total for Dept 91000000	-3,586,152	-4,518,464	-3,064,414	-4,399,298	-4,399,298



## **Interfund Transfers (General Fund Only)**

### **Introduction**

This unit presents the resources to be moved from the General Fund to support operations in other funds or to fund the General Fund's capital projects. The interfund transfer is the mechanism that allocates general revenues to the various capital, special and proprietary subfunds. Certain end of the accounting period adjustments may also occur in these accounts.

All government operating funds must balance – revenues must equal expenditures. If a transfer or contribution from the General Fund is required to balance an operating subfund, it is listed as required tax support in **Schedules 1 and 2 – the summary by Funds**.

The reader should note that these transfers are not used when calculating the total size of the County's operating budget. The transfer is both an appropriation to the General Fund and a revenue required by another subfund needed to support its total spending needs. Because it has a doubling effect on both appropriations and revenue, common practice removes such internal transfers.

Unlike the operating subfunds, the transfer required by the community college is presented as a contractual appropriation (an obligation incurred when the community college's budget is adopted during the previous summer). It is presented under **Special Objects of Expense** as a contractual expense item. This "transfer" is counted as part of the County's operating budget because the college's total operating costs are not included in the operating budget due to the different fiscal periods.

Presented in this section of the budget, are Transfers to Capital for projects sponsored by the General Fund departments and by Broome Community College. These amounts will appear under account code 6009004 **Transfer to Capital**. The details of the transfer is required for the Capital fund are listed by department in the **Capital Budget** and in the **Capital Program**. The required amounts are appropriated in the proper fund. (No down payment is required on capital projects per State Law).

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BROOME COUNTY GOVERNMENT  
REVENUE AND APPROPRIATION SUMMARY  
BY DEPARTMENT

FUND 1010 General Operating  
DEPT 92000000 Interfund Transfers

Account	2011 Actuals	2012 Budget	2012 YTD Actuals As of 09/06/12	2013 Budget Requested	2013 Budget Recommended
0000007 Misc Interfund Revenues					
5000580 UNUSED CAPITAL FUND	41,156	0	642,594	0	0
0000007 Misc Interfund Revenues Total	41,156	0	642,594	0	0
Rev Totals for Dept 92000000	41,156	0	642,594	0	0
0000090 Transfers					
6009003 TRANSFER TO ENTERPRISE FUND	1,054,913	1,066,113	1,066,113	1,359,999	1,359,999
6009004 CONTB TO COMM COLLEGE	615,300	0	0	0	0
6009006 TRNSFERS TO SPECIAL REVENUE FU	10,691,851	11,174,601	11,174,601	11,701,428	11,701,428
0000090 Transfers Totals	12,362,064	12,240,714	12,240,714	13,061,427	13,061,427
Exp Totals for Dept 92000000	12,362,064	12,240,714	12,240,714	13,061,427	13,061,427
Total for Dept 92000000	-12,320,908	-12,240,714	-11,598,120	-13,061,427	-13,061,427

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## CAPITAL BUDGET

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## **CAPITAL BUDGET**

## 2013 Recommended Capital Program

Project Title and Description	Estimated Project Cost	Funding Sources				Bond Authority	Annual Added To Taxes	YPU	LFL Sect 11	Percent Increase Taxes	
		Federal	State	County	Fees/Other						
AVIATION											
RUNWAY 16 THRESHOLD RELOCATION -DESIGN & RA The relocation of the threshold (landing area) for runway 16 will allow additional 200' of runway for take off and landing. In order to accommodate this relocation navigational aids and facilities associated with the primary runway, Runway 16-34 will be replaced and repositioned. The project will also improve the approach to R/W 16 by eliminating the current offset localizer approach, and lowering the threshold crossing height. Design & RA BO # 1845	\$800,000	\$720,000	\$40,000	\$0	\$40,000	\$800,000	\$0	30	15	0.0000 %	
WEST APRON REHAB CONSTRUCTION This project will include construction work associated with the rehabilitation of the pavement found on the airport's primary parking apron for business and charter aircraft. It will include milling of existing asphalt, full depth repair of problem areas, placement of sub-base and top coat paving. Pavement markings and lighting will also be addressed. BO # 1589	\$2,477,520	\$2,229,768	\$123,876	\$0	\$123,876	\$2,477,520	\$0	30	15	0.0000 %	
AVIATION 2013 Total		\$3,277,520	\$2,949,768	\$163,876	\$0	\$163,876	\$3,277,520	\$0			0.0000 %
BCC											
SIDEWALKS, ROADWAYS, AND OTHER PARKING LOTS Restore, rebuild and resurface badly deteriorated, aging sidewalks, roadways, parking lots, curbing, pedestrian circulation and safety. Address traffic bottleneck and pave roadway behind the Ice Center BO # 1840	\$500,000	\$0	\$250,000	\$250,000	\$0	\$500,000	\$29,308	10	20(b)	0.0432 %	
BCC 2013 Total		\$500,000	\$0	\$250,000	\$250,000	\$0	\$500,000	\$29,308			0.0432 %

*"Property Tax" is calculated with the YPU and Bond amount. This does not include any portion of a project that is supported by fees.*

## 2013 Recommended Capital Program

Project Title and Description	Estimated Project Cost	Funding Sources				Bond Authority	Annual Added To Taxes	YPU	LFL Sect 11	Percent Increase Taxes	
		Federal	State	County	Fees/Other						
CENTRAL FOODS											
Purchase 2 new vans Trucks being replaced: 1999 Cube truck needs new lift gate with numerous break downs, don't need truck as large & gets about 10 miles/gal. 2002 Dodge van with 133,030 miles costly repairs. New vans will be more fuel efficient. Vans are used to deliver food to outlying senior centers for OFA. OFA purchased last 2 vans with grant monies but are unable to get grant monies this year. BO # 1842	\$40,000	\$0	\$0	\$40,000	\$0	\$40,000	\$14,141	3	77	0.0208 %	
Replacement of Boiler The boiler is used to heat various equipment used during the preparation of food. The concern is that the tubes would blow out again requiring replacment. The new boiler will be an engery efficient model. If the boiler is not replaced and requires repair this would impact food for patient, inmates and seniors at WP, PSF and OFA/MOW. The cost is \$28,500 for the boiler and we anticipate an additional \$10,000 in labor costs. BO # 1843	\$38,500	\$0	\$0	\$38,500	\$0	\$38,500	\$4,513	10	13	0.0066 %	
CENTRAL FOODS 2013 Total	\$78,500	\$0	\$0	\$78,500	\$0	\$78,500	\$18,655			0.0275 %	
DPW - ENGINEERING											
SITE 2E - PRELIM UPGRADE & ROW ACQUISITION Preliminary planning/engineering/design and right-of-way acquisition necessary for Watershed Site 2E to comply with Federal and State regulations as mandated by Federal and State regulations. N/A BO # 1751	\$200,000	\$0	\$0	\$200,000	\$0	\$200,000	\$43,671	5	62	0.0643 %	
WATERSHED ANNUAL MAINTENANCE Annual Maintenance to address sediment and other safety issues. On a primary basis utilize in-house staff and equipment when possible. N/A BO # 989	\$75,000	\$0	\$0	\$75,000	\$0	\$75,000	\$8,792	10	3	0.0129 %	
DPW - ENGINEERING 2013 Total	\$275,000	\$0	\$0	\$275,000	\$0	\$275,000	\$52,463			0.0773 %	

*"Property Tax" is calculated with the YPU and Bond amount. This does not include any portion of a project that is supported by fees.*

## 2013 Recommended Capital Program

Project Title and Description	Estimated Project Cost	Funding Sources				Bond Authority	Annual Added To Taxes	YPU	LFL Sect 11	Percent Increase Taxes	
		Federal	State	County	Fees/Other						
DPW - ENGINEERING B&G											
COUNTY BUILDING RENOVATIONS	\$150,000	\$0	\$0	\$150,000	\$0	\$150,000	\$17,585	10	35	0.0259 %	
Purchase materials and supplies for unanticipated repairs/modifications to County building due to unforeseen situations of code compliance, office renovations, structural features and material failures.											
BO # 1965											
DPW - ENGINEERING B&G 2013 Total	\$150,000	\$0	\$0	\$150,000	\$0	\$150,000	\$17,585			0.0259 %	
DPW - FLEET MANAGEMENT											
DPW FLEET REPLACEMENT	\$160,000	\$37,512	\$20,120	\$102,368	\$0	\$160,000	\$36,190	3	77	0.0533 %	
Replace vehicles including but not limited to cars, light trucks and vans.											
BO # 999											
DPW - FLEET MANAGEMENT 2013 Total	\$160,000	\$37,512	\$20,120	\$102,368	\$0	\$160,000	\$36,190			0.0533 %	
DPW - HIGHWAYS											
HIGHWAY RECONSTRUCTION/REHABILITATION	\$2,250,000	\$0	\$0	\$2,250,000	\$0	\$2,250,000	\$188,475	15	20c	0.2776 %	
Reconstruct/Rehab County highways as needed based on pavement condition, sufficiency and priority. THIS ENABLES THE DIVISION TO GET THE LEVELS OF CHIPS FUNDING AVAILABLE TO THE COUNTY T											
BO # 1001											
DPW - HIGHWAYS 2013 Total	\$2,250,000	\$0	\$0	\$2,250,000	\$0	\$2,250,000	\$188,475			0.2776 %	

*"Property Tax" is calculated with the YPU and Bond amount. This does not include any portion of a project that is supported by fees.*



## 2013 Recommended Capital Program

Project Title and Description	Estimated Project Cost	Funding Sources				Bond Authority	Annual Added To Taxes	YPU	LFL Sect 11	Percent Increase Taxes
		Federal	State	County	Fees/Other					
DPW - HIGHWAYS/ENGINEERING/BRIDGES										
KILLAWOG RIVER RD BRIDGE (BIN 3349440) REPLACEMENT Construction phase for replacement of Killawog River Road Over Big Brook Bridge (BIN 3349440) a - Based on NYSDOT Biennial inspections and bridge ratings BO # 1477	\$1,300,000	\$0	\$0	\$1,300,000	\$0	\$1,300,000	\$152,400	10	10	0.2244 %
RIVER RD BRIDGE (BIN 3350020) REPLACEMENT DESIGN Design phase for superstructure replacement of River Road Over NYS&W RR (BIN 3350020) based on NYSDOT Biennial inspections and bridge rating. Project has approved Federal and State Aid reimbursement funding for contruction only in 2015. County to fund entire design cost. BO # 1767	\$300,000	\$0	\$0	\$300,000	\$0	\$300,000	\$35,169	10	62 (b)	0.0518 %
UNANTICIPATED BRIDGE/CULVERT REPAIRS Repair and/or replacement of County bridges and culverts to address structural and/or safety flags resulting from NYSDOT biennial inspection of bridges and County DPW inspection of culverts with 5 foot and over span.. BO # 1005	\$300,000	\$0	\$0	\$300,000	\$0	\$300,000	\$35,169	10	10	0.0518 %
DPW - HIGHWAYS/ENGINEERING/BRIDGES 2013 Total	\$1,900,000	\$0	\$0	\$1,900,000	\$0	\$1,900,000	\$222,738			0.3280 %
DPW - HIGHWAYS/ROAD MACHINERY										
HIGHWAY EQUIPMENT REPLACEMENT Replace road maintenance and snow removal equipment as necessary. BO # 1006	\$820,000	\$0	\$0	\$820,000	\$0	\$820,000	\$96,129	10	28	0.1416 %
DPW - HIGHWAYS/ROAD MACHINERY 2013 Total	\$820,000	\$0	\$0	\$820,000	\$0	\$820,000	\$96,129			0.1416 %

*"Property Tax" is calculated with the YPU and Bond amount. This does not include any portion of a project that is supported by fees.*

## 2013 Recommended Capital Program

Project Title and Description	Estimated Project Cost	Funding Sources				Bond Authority	Annual Added To Taxes	YPU	LFL Sect 11	Percent Increase Taxes	
		Federal	State	County	Fees/Other						
INFORMATION TECHNOLOGY											
COMPUTER EQUIPMENT REPLACEMENT/UPDATE TECHNOLOGY Replacement of outdated equipment including PCs, servers, communications equipment, firewalls and printers. Replace and update any applications that are not meeting the current needs of the end users. Train end users as well as staff in newer technologies. Implement newer technologies that allow the County to be more efficient and support shared services. BO # 1038	\$700,000	\$0	\$0	\$700,000	\$0	\$700,000	\$152,848	5	32	0.2251 %	
INFORMATION TECHNOLOGY 2013 Total		\$700,000	\$0	\$0	\$700,000	\$0	\$700,000	\$152,848			0.2251 %
PARKS & RECREATION/ARENA											
ARENA IMPROVEMENTS PROJECT This project is to include but not limited to replacing hockey dasher boards and glass; purchase of football/soccer/lacrosse field to enable professionals in these sports to call arena home; upgrade scoreboard. Project to be 100% funded by State. BO # 1875	\$800,000	\$0	\$800,000	\$0	\$0	\$800,000	\$0	15	35	0.0000 %	
ARENA NORTH STEPS CONSTRUCTION Construction for the replacement of north concrete steps (window wall and outer) to arena concourse. The county has had steps evaluated, and they are in the need of replacement. BO # 1876	\$450,000	\$0	\$0	\$450,000	\$0	\$450,000	\$37,695	15	12 (a) (2)	0.0555 %	
ARENA SEATING Complete seat for seat replacement of all fixed and removable seating throughout entire arena to include architectural services and installation. This project will be funded 100% by state funding. BO # 1015	\$1,200,000	\$0	\$1,200,000	\$0	\$0	\$1,200,000	\$0	15	35	0.0000 %	
PARKS & RECREATION/ARENA 2013 Total		\$2,450,000	\$0	\$2,000,000	\$450,000	\$0	\$2,450,000	\$37,695			0.0555 %

*“Property Tax” is calculated with the YPU and Bond amount. This does not include any portion of a project that is supported by fees.*

## 2013 Recommended Capital Program

Project Title and Description	Estimated Project Cost	Funding Sources				Bond Authority	Annual Added To Taxes	YPU	LFL Sect 11	Percent Increase Taxes	
		Federal	State	County	Fees/Other						
PUBLIC TRANSPORTATION (Transit)											
TRANSIT COACH REPLACEMENT This project will involve the replacement of 7 transit coaches which have reached the end of their twelve year useful life. Contingent upon BC Transit being awarded a State of Good Repair Grant that has been applied for. We will know sometime in July of August if we have gotten the funding. BO # 1968	\$2,800,000	\$2,240,000	\$280,000	\$280,000	\$0	\$2,800,000	\$61,139	5	29	0.0900 %	
PUBLIC TRANSPORTATION (Transit) 2013 Total											
	\$2,800,000	\$2,240,000	\$280,000	\$280,000	\$0	\$2,800,000	\$61,139			0.0900 %	
SHERIFF-ROAD PATROL											
VEHICLE REPLACEMENT Replacement of Sheriff's road patrol and other police vehicles. BO # 1964	\$190,000	\$0	\$0	\$190,000	\$0	\$190,000	\$67,171	3	77	0.0989 %	
SHERIFF-ROAD PATROL 2013 Total											
	\$190,000	\$0	\$0	\$190,000	\$0	\$190,000	\$67,171			0.0989 %	
SOLID WASTE MANAGEMENT											
EXCAVATION OF SECTION IV, CELL III Project is preparation for excavation the expansion into the next planned cell. This is a precatuationalry measure in case issues such as weather or difficultly with rock are uncovered. BO # 1973	\$1,500,000	\$0	\$0	\$0	\$1,500,000	\$1,500,000	\$0	25	6	0.0000 %	
FINAL PLANS & BID DOCUMENTS FOR SEC. IV, CELL III Final plans are required to detemine final elevations for excavation and cell layout. Bid documents are required for advertisement. BO # 1975	\$200,000	\$0	\$0	\$0	\$200,000	\$200,000	\$0	25	6	0.0000 %	
SOLID WASTE MANAGEMENT 2013 Total											
	\$1,700,000	\$0	\$0	\$0	\$1,700,000	\$1,700,000	\$0			0.0000 %	

*"Property Tax" is calculated with the YPU and Bond amount. This does not include any portion of a project that is supported by fees.*

## 2013 Recommended Capital Program

Project Title and Description	Estimated Project Cost	Funding Sources				Bond Authority	Annual Added To Taxes	YPU	LFL Sect 11	Percent Increase Taxes
		Federal	State	County	Fees/Other					
WPNH										
BETTERMENTS & IMPROVEMENTS For activities such as, but not necessarily limited to, Infrastructure Improvements, Replacement of Medical & Resident Care Equipment as needed. BO # 1898	\$120,000	\$0	\$0	\$120,000	\$0	\$120,000	\$26,203	5	35	0.0386 %
SPRINKLER SYSTEM Governmental mandate to have building completely sprinklered by 2013. Plus necessary upgrades needed to Heating/Cooling System. BO # 1901	\$1,300,000	\$0	\$0	\$1,300,000	\$0	\$1,300,000	\$152,400	10	56	0.2244 %
WPNH 2013 Total	\$1,420,000	\$0	\$0	\$1,420,000	\$0	\$1,420,000	\$178,602			0.2630 %
2013 CAPITAL PROGRAM GRAND TOTAL	\$18,671,020	\$5,227,280	\$2,713,996	\$8,865,868	\$1,863,876	\$18,671,020	\$1,158,997			1.7068 %

*“Property Tax” is calculated with the YPU and Bond amount. This does not include any portion of a project that is supported by fees.*

## **SUMMARY OF DEBT**

## Schedule A

**SUMMARY OF DEBT**  
as of December 31, 2012

	<b>Bond Anticipation Notes</b>	<b>Serial Bonds</b>	<b>Total Debt</b>	<b>Percent of Total</b>
General Fund				
Community College	\$ 4,511,094	\$ 4,925,604	\$ 9,436,698	8.03%
All Other General Fund	15,621,808	20,031,810	35,653,618	30.36%
Total General Fund	20,132,902	24,957,414	45,090,316	38.40%
Aviation	843,334	3,586,185	4,429,519	3.77%
Central Foods	78,646	512,174	590,820	0.50%
County Road	6,942,291	21,256,891	28,199,182	24.01%
En-Joie Golf Course	-	105,515	105,515	0.10%
Fleet Management	240,000	659,183	899,183	0.77%
Library	-	90,911	90,911	0.08%
Road Machinery	1,322,559	3,388,585	4,711,144	4.01%
Solid Waste	8,838,912	17,344,431	26,183,343	22.29%
Transit	636,636	2,386,735	3,023,371	2.57%
Veterans' Arena	600,000	1,174,475	1,774,475	1.51%
Willow Point Nursing Facility	176,720	2,178,301	2,355,021	2.01%
Total Fund	19,679,098	52,683,386	72,362,484	61.60%
<b>Total</b>	<b>\$ 39,812,000</b>	<b>\$ 77,640,800</b>	<b>\$ 117,452,800</b>	<b>100.00%</b>

## Schedule B

## HISTORY OF DEBT SERVICE

	2009 Actual Payments	2010 Actual Payments	2011 Actual Payments	2012 Budget Adopted	2013 Budget Recommended
General Fund					
Community College	\$ 647,243	\$ 623,130	\$ 656,442	665,929	968,904
All Other General Fund	3,830,854	4,414,542	2,673,232	3,758,405	3,355,207
Total General Fund	<u>4,478,097</u>	<u>5,037,672</u>	<u>3,329,674</u>	<u>4,424,334</u>	<u>4,324,111</u>
Arena	291,013	428,230	152,808	164,016	197,122
* Aviation	193,531	298,031	453,769	478,033	500,182
* Central Food and Nutrition Services	113,862	109,938	65,999	72,886	82,862
County Road	3,110,477	2,790,409	2,870,640	3,082,637	3,415,542
En-Joie Golf Course	13,439	12,354	11,950	11,501	11,511
* Fleet Management	221,401	153,711	119,402	118,782	170,806
Library	38,440	40,844	12,204	11,910	11,933
Road Machinery	394,111	383,064	478,939	513,341	590,396
* Solid Waste	3,104,839	3,327,963	2,979,757	3,543,254	3,519,710
* Transit	585,495	784,339	277,206	289,679	303,912
* Willow Point Nursing Facility	402,018	457,731	330,063	372,773	369,702
<b>Total</b>	<b><u>\$ 12,946,723</u></b>	<b><u>\$ 13,824,286</u></b>	<b><u>\$ 11,082,411</u></b>	<b><u>\$ 13,083,146</u></b>	<b><u>13,497,789</u></b>

\* In the Proprietary funds principal charges, included here for comparison, reduce liabilities and are not an expense.

## Schedule C

## Serial Bonds

Summary of Serial Bond Issues General Fund	2013 Principal Beginning Balance	Principal Payment	Interest Payments		2013 Principal Ending Balance
			First	Second	
Community College	\$ 4,925,604	\$ 476,175	\$ 104,532	\$ 96,333	\$ 4,449,429
All Other General Fund	20,031,810	1,842,383	449,119	416,120	18,189,427
Total General Fund	24,957,414	2,318,558	553,651	512,453	22,638,856
Aviation	3,586,185	264,562	90,242	85,062	3,321,623
Central Food and Nutrition Services	512,174	39,466	12,813	12,041	472,708
County Road	21,256,891	1,926,548	490,338	454,962	19,330,343
En-Joie Golf Course	105,515	6,151	2,742	2,618	99,364
Fleet Management	659,183	92,231	14,361	12,614	566,952
Library	90,911	7,592	2,244	2,096	83,319
Road Machinery	3,388,585	331,023	77,467	71,355	3,057,562
Solid Waste Management	17,344,431	2,306,820	354,624	314,127	15,037,611
Transit	2,386,735	147,778	61,496	58,561	2,238,957
Veterans' Arena	1,174,475	68,461	30,515	29,146	1,106,014
Willow Point Nursing Facility	2,178,301	228,610	49,248	45,013	1,949,691
<b>Total</b>	<b>\$ 77,640,800</b>	<b>\$ 7,737,800</b>	<b>\$ 1,739,741</b>	<b>\$ 1,600,048</b>	<b>\$ 69,903,000</b>
Total 2013 Serial Bond Principal Payment	\$ 7,737,800				
Total 2013 Serial Bond Interest Payment	3,339,789				
2013 Serial Bonds Grand Total	\$ 11,077,589				



**Serial Bonds**

**1997 Issue (Matures 2016)**

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Solid Waste	\$ 5,800	\$ 2,800	\$ 157	\$ 81	\$ 3,000
Leachate Treatment Facilities	5,800	2,800	157	81	3,000
Total Solid Waste					
<b>Total 1997 Issue</b>	<b>\$ 5,800</b>	<b>\$ 2,800</b>	<b>\$ 157</b>	<b>\$ 81</b>	<b>\$ 3,000</b>

# Serial Bonds

## 2004 Issue (Matures 2016)

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Solid Waste					
Nanticoke Landfill	\$ 212,845	\$ 71,963	\$ 4,441	\$ 3,007	\$ 140,882
Install Leachate Storage	56,542	56,542	1,180	-	-
Nanticoke Improvements	281,707	74,019	5,878	4,433	207,688
Compost Station	36,805	9,348	768	586	27,457
Total Solid Waste	587,899	211,872	12,267	8,026	376,027
Aviation					
Runway Extension 16-34	32,101	8,128	670	512	23,973
Total Aviation	32,101	8,128	670	512	23,973
<b>Total 2004 Issue</b>	<b>\$ 620,000</b>	<b>\$ 220,000</b>	<b>\$ 12,937</b>	<b>\$ 8,538</b>	<b>\$ 400,000</b>

## Serial Bonds

## 2005 Issue (Matures 2017)

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
General Fund					
Community College					
Student Activities/Athletic Facility	\$ 168,960	\$ 31,051	\$ 3,300	\$ 2,718	\$ 137,909
Roof Replacement Phase I	159,221	29,261	3,110	2,561	129,960
Original Boiler Replacement Phase I	101,415	18,638	1,981	1,631	82,777
Total Community College	429,596	78,950	8,391	6,910	350,646
All Other General Fund					
COB Elevator Controls Upgrade	64,164	11,792	1,253	1,032	52,372
COB Fire Alarm System Replacement	101,435	18,641	1,981	1,632	82,794
Communications Van Replacement	21,787	4,004	426	350	17,783
Parks Equipment Replacement	72,088	13,248	1,408	1,160	58,840
Federal EPA Oil Spill Plan Compliance	68,294	12,551	1,334	1,098	55,743
County Buildings Renovations	109,757	20,171	2,144	1,765	89,586
Microwave System Replacement	273,172	50,202	5,335	4,394	222,970
Computer Equipment Replacement Phase IV	185,367	34,066	3,620	2,982	151,302
Watershed Reconstruction Repair	36,585	6,723	714	588	29,862
County Buildings Renovations	121,953	22,412	2,382	1,962	99,541
COB - Parking Area Repairs - Design Phase	85,367	15,688	1,667	1,373	69,679
Systematic Roof Replacement At County Facilities	292,684	53,788	5,716	4,708	238,896
Vehicle Locator System	170,733	31,376	3,334	2,746	139,357
Computer Equipment Replacement & Update Technology	373,174	68,580	7,288	6,002	304,594
Grippen Ice Rink Rehabilitation	48,781	8,965	953	785	39,816
Parks Equipment Replacement	90,245	16,585	1,762	1,452	73,661
Parks Playground Equipment and Shelters	73,172	13,447	1,429	1,177	59,725
Parks Surface Rehabilitation	82,926	15,240	1,620	1,334	67,686
Emergency Surveillance Equipment Improvements	24,990	4,593	488	402	20,397
Electronic Document Mgt. System - DSS	116,927	21,488	2,284	1,881	95,439
County Buildings Renovations Equipment	29,268	5,379	572	471	23,889
Western Broome Senior Citizen Center	57,562	10,578	1,124	926	46,984
Total Other General Fund	2,500,434	459,517	48,834	40,220	2,040,917
Total General Fund	2,930,030	538,467	57,225	47,130	2,391,563

**Serial Bonds**

**2005 Issue (Matures 2017) Continued**

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
County Road					
Old Vestal Road Improvement	10,525	1,934	205	169	8,591
Bridge Reconstruction/Rehabilitation	94,947	17,449	1,854	1,527	77,498
Highway Recon./Rehab. Caldwell Hill Rd.	151,433	27,830	2,958	2,436	123,603
Road Reconstruction/Rehabilitation	134,148	24,653	2,620	2,158	109,495
Highway Reconstruction	878,544	161,455	17,158	14,131	717,089
Hooper Rd. Bridge Reconstruction	439,027	80,682	8,574	7,062	358,345
Lester Ave. Bridge Reconstruction	535,264	98,369	10,454	8,610	436,895
Highway Reconstruction	487,809	89,647	9,527	7,846	398,162
Airport Rd. Bridge Reconstruction	243,905	44,824	4,764	3,923	199,081
Bevier St. Bridge Recon. - Design	243,905	44,824	4,764	3,923	199,081
Bridge Repair and Culvert Replacement/Recon.	121,953	22,412	2,382	1,962	99,541
Colesville Rd./South St. Bridge Replace./Rehab. - Design	48,781	8,965	953	785	39,816
Total County Roads	3,390,241	623,044	66,213	54,532	2,767,197
Road Machinery					
Highway Equipment Replacement	24,502	4,503	479	394	19,999
Highway Equipment Replacement	191,495	35,192	3,740	3,080	156,303
Highway Equipment Replacement	109,270	20,081	2,134	1,758	89,189
Highway Equipment Replacement	447,320	82,207	8,736	7,195	365,113
Total Road Machinery	772,587	141,983	15,089	12,427	630,604
Library					
DYNIX Upgrade	18,278	3,359	357	294	14,919
Total Library	18,278	3,359	357	294	14,919
Transit					
Electronic Fare Box Replacement	63,416	11,654	1,239	1,020	51,762
Total Transit	63,416	11,654	1,239	1,020	51,762

## Serial Bonds

## 2005 Issue (Matures 2017) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Willow Point					
Parking Lot Construction	5,506	1,012	107	89	4,494
Fire Alarm System	234,148	43,030	4,573	3,766	191,118
Replacement of Chillers and Cooling Towers	76,831	14,120	1,501	1,236	62,711
Generator Replacement	58,537	10,758	1,143	942	47,779
Bathing/Toileting Suite Renovations	121,953	22,412	2,382	1,962	99,541
Nurses Stations Renovations	73,172	13,447	1,429	1,177	59,725
WPNH Med Room Renovation	73,172	13,447	1,429	1,177	59,725
Total Willow Point	643,319	118,226	12,564	10,349	525,093
Solid Waste					
Landfill Gas Recovery Facility	307,802	56,566	6,012	4,951	251,236
Landfill Public Water Supply	1,215,789	223,433	23,745	19,556	992,356
Landfill Public Sewer System	45,090	8,287	881	725	36,803
Landfill Construction	1,445,353	265,620	28,228	23,248	1,179,733
Partial Landfill Closure	966,342	177,590	18,873	15,543	788,752
Landfill Equipment Replacement	78,050	14,344	1,524	1,255	63,706
Gas Recovery	121,954	22,412	2,382	1,962	99,542
Landfill Property Acquisition	127,346	23,403	2,487	2,048	103,943
Total Solid Waste	4,307,726	791,655	84,132	69,288	3,516,071
Aviation					
Airport Utility Enhancement	138,286	25,414	2,701	2,224	112,872
Airport Utility Enhancement Project, Phase II	171,491	31,515	3,349	2,758	139,976
Runway 16/34 Rehabilitation - Design	2,058	378	40	33	1,680
Runway 16/34 Rehabilitation - Construction	62,197	11,430	1,215	1,000	50,767
Total Aviation	374,032	68,737	7,305	6,015	305,295
Fleet Management					
Fleet Replacement	97,562	17,929	1,905	1,569	79,633
Fleet Replacement	331,223	60,871	6,469	5,328	270,352
Total Fleet Management	428,785	78,800	8,374	6,897	349,985
Central Foods					
Renovations For Structural Improvements	76,586	14,075	1,496	1,232	62,511
Total Central Foods	76,586	14,075	1,496	1,232	62,511
<b>Total 2005 Issue</b>	<b>\$ 13,005,000</b>	<b>\$ 2,390,000</b>	<b>\$ 253,994</b>	<b>\$ 209,183</b>	<b>\$ 10,615,000</b>

**Serial Bonds**

**2010 Tax Exempt Issue (Matures 2021)**

	<u>2013 Beginning Balance</u>	<u>Principal Payment</u>	<u>Interest Payments First</u>	<u>Interest Payments Second</u>	<u>2013 Ending Balance</u>
General Fund					
Community College					
Technology Initiative	\$ 21,205	\$ 2,252	\$ 495	\$ 450	\$ 18,953
Update Master Plan	3,497	371	82	74	3,126
Wales Building Renovation	67,042	7,120	1,565	1,422	59,922
Original Boiler Replacement Phase II	244,852	26,004	5,715	5,195	218,848
Feasibility Study	14,227	1,511	332	302	12,716
Energy Management Improvements	58,897	6,255	1,375	1,250	52,642
Roof Replacement - Phase II	292,590	31,074	6,829	6,208	261,516
West Gym Bleachers	73,978	7,857	1,727	1,570	66,121
Roadway & Lot Upgrades	36,277	3,853	847	770	32,424
Roof Replacement III	137,048	14,555	3,199	2,908	122,493
Science Building	141,581	15,036	3,305	3,004	126,545
Alms Building Demo & Site Restoration	127,090	13,497	2,966	2,696	113,593
Direct Digital Control	94,842	10,073	2,214	2,012	84,769
Natural Gas Piping Replacement	118,553	12,591	2,767	2,515	105,962
Total Community College	<u>1,431,679</u>	<u>152,049</u>	<u>33,418</u>	<u>30,376</u>	<u>1,279,630</u>

## Serial Bonds

## 2010 Tax Exempt Issue (Matures 2021) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
All Other General Fund					
COB - Parking Area Repairs - Design Phase	61,895	6,573	1,445	1,313	55,322
Grippen Ice Rink Rehabilitation	140,555	14,927	3,281	2,982	125,628
Watershed Annual Maintenance	21,340	2,266	498	453	19,074
County Buildings Renovations	56,906	6,044	1,328	1,207	50,862
County Office Building Carpet	1,051	112	25	22	939
Public Safety Facility	28,399	3,016	663	603	25,383
Systematic Roof Replacement At County	104,328	11,080	2,435	2,214	93,248
Electronic Voting Machines	28,664	3,044	669	608	25,620
Fire Radio System Replacement Phase I	142,264	15,109	3,321	3,018	127,155
Regional Public Safety Training Facility	20,548	2,182	480	436	18,366
Parks Equipment Replacement	25,607	2,719	598	543	22,888
Parks Surface Rehabilitation	9,453	1,004	221	201	8,449
Forum Repairs/Renovations	8,535	906	199	181	7,629
Equipment Replacement (FEMA 06/06 Flood)	314,562	33,408	7,342	6,674	281,154
Parks Equipment Replacement (FEMA 06/06 Flood)	992	105	23	21	887
Watershed Annual Maintenance	27,109	2,879	633	575	24,230
County Buildings Renovations	36,145	3,839	844	767	32,306
County Office Building - Parking Area	2,170,474	230,512	50,661	46,051	1,939,962
Petroleum Storage Reg. Compliance	22,763	2,417	531	483	20,346
Public Safety Facility Repairs/Renovations	20,052	2,130	468	425	17,922
Computer Equipment Replacement & Update Technology	75,875	8,058	1,771	1,610	67,817
Voice Mail System Replacement - Unified	17,800	1,890	415	378	15,910
Parks Equipment Replacement	6,639	705	155	141	5,934
Black Creek Security Update At Jail	56,551	6,006	1,320	1,200	50,545
Watershed Regulatory Compliance Part 1	37,937	4,029	885	805	33,908
County Buildings Renovations	42,680	4,533	996	906	38,147
Petroleum Bulk Storage	14,227	1,511	332	302	12,716
Public Safety Facility Repairs/Renovations	21,340	2,266	498	453	19,074
Systematic Roof Replacement At County	41,097	4,365	959	872	36,732
Network Switches & PC Replacement	229,046	24,325	5,346	4,860	204,721
Parks Equipment Replacement	21,340	2,266	498	453	19,074
Portable Radio Replacement	11,354	1,206	265	241	10,148
Replace Financial, HR/Payroll Systems (Software)	528,425	56,120	12,334	11,212	472,305
Replace Financial, HR/Payroll Systems (Hardware)	75,875	8,058	1,771	1,610	67,817
Parks Upgrade	22,130	2,350	517	470	19,780
ERP System Phase II	1,557,791	165,443	36,361	33,052	1,392,348
Replace Oil-Water Separator at Fleet	29,875	3,173	697	634	26,702
External Building Repairs - Front Street Dog Shelter	21,340	2,266	498	453	19,074

**Serial Bonds**

**2010 Tax Exempt Issue (Matures 2021) Continued**

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Parks Facilities Repairs & Renovations	15,174	1,611	354	322	13,563
Sheriff's Vehicle Replacement	63,228	6,715	1,476	1,342	56,513
Security at GHJB	28,832	3,062	673	612	25,770
Employee Timekeeper System/Scheduler	78,245	8,310	1,826	1,660	69,935
System Upgrades and Network Management	170,718	18,131	3,985	3,622	152,587
Tape Library and Computer Equipment	36,040	3,828	841	765	32,212
Hazardous Materials Response Vehicle	71,132	7,554	1,660	1,509	63,578
Vehicle Replacement	94,842	10,073	2,214	2,012	84,769
Forum Repairs/Renovations	42,680	4,533	996	906	38,147
Forum Seating	118,553	12,591	2,767	2,515	105,962
Parks Surface Rehabilitation	35,566	3,777	830	755	31,789
Parks Facilities Repairs and Renovations	23,710	2,518	553	503	21,192
Parks Vehicle Replacement	23,710	2,518	553	503	21,192
Total Other General Fund	6,855,394	728,063	160,011	145,455	6,127,331
Total General Fund	8,287,073	880,112	193,429	175,831	7,406,961
County Road					
Highway Reconstruction	53,440	5,676	1,247	1,134	47,764
Colesville Rd./South St. Bridge Replace./Rehab.-Design	15,035	1,597	351	319	13,438
Highway Reconstruction	695,514	73,866	16,234	14,757	621,648
Bevier St. Bridge Reconstruction	551,162	58,535	12,865	11,694	492,627
South Street Bridge	98,162	10,425	2,291	2,083	87,737
Bridge Reconstruction	106,424	11,303	2,484	2,258	95,121
Road Reconstruction (FEMA - 06/06 Flood)	29,063	3,087	678	617	25,976
Bridge Reconstruction (FEMA - 11/06 Flood)	193,954	20,599	4,527	4,115	173,355
Highway Reconstruction/Repair	628,145	66,711	14,662	13,327	561,434
Repair Highway Culverts & Bridges	180,729	19,194	4,218	3,835	161,535
Highway Fire Alarm Suppression System	10,027	1,065	234	213	8,962
Highway Reconstruction/Rehabilitation	716,935	76,141	16,734	15,211	640,794
Colesville Rd. Bridge Replacement	444,468	47,204	10,374	9,430	397,264
Unanticipated Bridge Repairs	106,698	11,332	2,490	2,264	95,366
2nd Street, Deposit, Drainage	287,690	30,554	6,715	6,104	257,136
Highway Reconstruction/Rehabilitation	965,258	102,514	22,530	20,480	862,744
Nanticoke Drive Bridge Reconstruction	252,518	26,818	5,894	5,358	225,700
Highway Building Renovations	18,968	2,014	443	402	16,954
Vestal-Endicott Bridge Painting	1,246,056	132,335	29,084	26,438	1,113,721
Unanticipated Bridge/Culvert Repairs	142,264	15,109	3,321	3,018	127,155
Highway Reconstruction/Rehabilitation	1,055,125	112,058	24,628	22,387	943,067
Total County Roads	7,797,635	828,137	182,004	165,444	6,969,498



## Serial Bonds

## 2010 Tax Exempt Issue (Matures 2021) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Road Machinery					
Highway Equipment Replacement	97,676	10,374	2,280	2,072	87,302
Highway Equipment Replacement	132,780	14,102	3,099	2,817	118,678
Highway Equipment Replacement	376,051	39,938	8,777	7,979	336,113
Highway Vehicles Replacement	72,555	7,706	1,694	1,539	64,849
Highway Equipment Replacement	476,585	50,615	11,124	10,112	425,970
Total Road Machinery	1,155,647	122,735	26,974	24,519	1,032,912
Library					
Computer Replacement - Public - Phase I	4,647	494	108	99	4,153
Computer Replacement - Staff - Phase I	1,660	176	39	35	1,484
Computer Replacement - Staff - Phase II	2,263	240	53	48	2,023
Parking Lot Surface Treatment	3,129	332	73	66	2,797
Replacement of Decker Room Carpet	4,836	514	113	103	4,322
Security Cameras	1,059	112	25	22	947
Library Improvements & Renovations	22,269	2,365	520	472	19,904
Total Library	39,863	4,233	931	845	35,630
Veterans' Arena					
Arena Primary Electric Repairs	21,340	2,266	498	453	19,074
Arena Repairs/Renovations	9,485	1,007	221	201	8,478
Arena Repairs/Renovations	22,763	2,418	531	483	20,345
Arena Window Replacement - Wall At North End	200,763	21,322	4,686	4,260	179,441
Arena Repairs/Renovations	28,453	3,022	664	604	25,431
Arena Roof Systems Repair/Resurfacing	56,906	6,044	1,328	1,207	50,862
Arena Spotlights	8,535	906	199	181	7,629
Arena (Safety) Improvements	189,684	20,145	4,427	4,025	169,539
Arena Bathroom Renovations for ADA	35,566	3,777	830	755	31,789
Arena Repairs/Renovations	71,131	7,554	1,660	1,509	63,577
Total Veterans' Arena	644,626	68,461	15,048	13,678	576,165
En-Joie Golf Course					
Golf Course Reconstruction	57,914	6,151	1,352	1,229	51,763
Total En-Joie Golf Course	57,914	6,151	1,352	1,229	51,763

# Serial Bonds

## 2010 Tax Exempt Issue (Matures 2021) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Transit					
Intermodal Transit Terminal	952,642	101,174	22,236	20,212	851,468
5 - 24 Passenger Buses	250,823	26,638	5,855	5,322	224,185
Transit Building Renovations	66,390	7,051	1,550	1,409	59,339
Total Transit	1,269,855	134,863	29,641	26,943	1,134,992
Willow Point					
WPNH Room Renovations	137,680	14,622	3,214	2,921	123,058
New 380 Bed Facility	246,591	26,189	5,756	5,232	220,402
New Electrical Beds	33,985	3,609	793	721	30,376
WPNH Resident Contained Smoking Area	28,453	3,022	664	604	25,431
HVAC Repairs	47,421	5,036	1,107	1,006	42,385
Kiosk Stations	22,763	2,418	531	483	20,345
Resident Furniture & Room Care Equipment	11,381	1,209	266	241	10,172
WPNH Renovations And Repairs	55,482	5,892	1,295	1,177	49,590
HVAC Replacement/Repairs	53,349	5,666	1,245	1,132	47,683
Therapy Module - Software & Hardware	10,217	1,085	238	217	9,132
WPNH Building Improvements	34,902	3,707	815	741	31,195
Total Willow Point	682,224	72,455	15,924	14,475	609,769
Solid Waste					
Landfill Construction	34,782	3,694	812	738	31,088
Leachate Treatment Plant Outfall	502,969	53,417	11,740	10,672	449,552
SEIS Options For Section IV Access	43,558	4,626	1,017	924	38,932
Colesville Landfill Remediation (Part 2)	100,913	10,717	2,355	2,141	90,196
Colesville Landfill Remediation (Part 2)	45,524	4,835	1,063	966	40,689
Design Section III Closure	120,925	12,843	2,823	2,566	108,082
Landfill Rain Cap Section IV	90,101	9,569	2,103	1,912	80,532
Scale House Road And Facility	883,460	93,826	20,621	18,744	789,634
Solid Waste Management Plan Update	71,132	7,554	1,660	1,509	63,578
Landfill Road Reconstruction	1,106,496	117,514	25,827	23,477	988,982
Colesville Landfill Remediation (Part 2)	96,028	10,198	2,241	2,037	85,830
Construction of Section II & III Closure	227,622	24,174	5,313	4,829	203,448
Colesville Landfill Remediation	118,553	12,591	2,767	2,515	105,962
Total Solid Waste	3,442,063	365,558	80,342	73,030	3,076,505

## Serial Bonds

## 2010 Tax Exempt Issue (Matures 2021) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Aviation					
Airport Parking Lot Rehabilitation	406,655	43,188	9,492	8,628	363,467
Airport Corporate Hangar Improvements	211,278	22,438	4,931	4,483	188,840
Terminal Building Rehab.	42,680	4,533	996	906	38,147
Snow Removal Equipment	7,083	752	165	150	6,331
Terminal Building Improvements	170,718	18,131	3,985	3,622	152,587
T-Hangar Improvements	355,661	37,772	8,302	7,546	317,889
North Apron Rehabilitation Phase I	237,107	25,182	5,534	5,031	211,925
Main Apron Rehabilitation-Reconstruction	296,383	31,477	6,918	6,288	264,906
Total Aviation	1,727,565	183,473	40,323	36,654	1,544,092
Fleet Management					
Fleet Replacement	31,615	3,358	738	671	28,257
Fleet Replacement	94,842	10,073	2,214	2,012	84,769
Total Fleet Management	126,457	13,431	2,952	2,683	113,026
Central Foods					
Central Foods Building Renovations	201,852	21,437	4,711	4,283	180,415
Reconstruction of Central Foods	37,226	3,954	869	790	33,272
Total Central Foods	239,078	25,391	5,580	5,073	213,687
<b>Total 2010 Tax Exempt Issue</b>	<b>\$ 25,470,000</b>	<b>\$ 2,705,000</b>	<b>\$ 594,500</b>	<b>\$ 540,404</b>	<b>\$ 22,765,000</b>

**Serial Bonds**

**2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025)**

	<u>2013 Beginning Balance</u>	<u>Principal Payment</u>	<u>Interest Payments First</u>	<u>Second</u>	<u>2013 Ending Balance</u>
General Fund					
Community College					
Technology Initiative	\$ 14,533	\$ -	\$ 424	\$ 424	\$ 14,533
Update Master Plan	2,396	-	70	70	2,396
Wales Building Renovation	45,945	-	1,341	1,341	45,945
Original Boiler Replacement Phase II	167,801	-	4,899	4,899	167,801
Feasibility Study	9,749	-	285	285	9,749
Energy Management Improvements	40,363	-	1,178	1,178	40,363
Roof Replacement - Phase II	200,516	-	5,854	5,854	200,516
West Gym Bleachers	50,697	-	1,480	1,480	50,697
Roadway & Lot Upgrades	24,861	-	726	726	24,861
Roof Replacement III	93,921	-	2,742	2,742	93,921
Science Building	97,028	-	2,833	2,833	97,028
Alms Building Demo & Site Restoration	87,097	-	2,543	2,543	87,097
Direct Digital Control	64,998	-	1,898	1,898	64,998
Natural Gas Piping Replacement	81,247	-	2,372	2,372	81,247
Total Community College	<u>981,152</u>	<u>-</u>	<u>28,645</u>	<u>28,645</u>	<u>981,152</u>

## Serial Bonds

## 2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
All Other General Fund					
COB - Parking Area Repairs - Design Phase	42,417	-	1,238	1,238	42,417
Grippen Ice Rink Rehabilitation	96,324	-	2,812	2,812	96,324
Watershed Annual Maintenance	14,624	-	427	427	14,624
County Buildings Renovations	38,998	-	1,139	1,139	38,998
County Office Building Carpet	720	-	21	21	720
Public Safety Facility	19,462	-	568	568	19,462
Systematic Roof Replacement At County	71,497	-	2,087	2,087	71,497
Electronic Voting Machines	19,644	-	573	573	19,644
Fire Radio System Replacement Phase I	97,496	-	2,846	2,846	97,496
Regional Public Safety Training Facility	14,082	-	411	411	14,082
Parks Equipment Replacement	17,549	-	512	512	17,549
Parks Surface Rehabilitation	6,478	-	189	189	6,478
Forum Repairs/Renovations	5,850	-	171	171	5,850
Equipment Replacement (FEMA 06/06 Flood)	215,574	-	6,294	6,294	215,574
Parks Equipment Replacement (FEMA 06/06 Flood)	680	-	20	20	680
Watershed Annual Maintenance	18,578	-	542	542	18,578
County Buildings Renovations	24,771	-	723	723	24,771
County Office Building - Parking Area	1,487,461	-	43,425	43,425	1,487,461
Petroleum Storage Reg. Compliance	15,599	-	455	455	15,599
Public Safety Facility Repairs/Renovations	13,742	-	401	401	13,742
Computer Equipment Replacement & Update Technology	51,997	-	1,518	1,518	51,997
Voice Mail System Replacement - Unified	12,198	-	356	356	12,198
Parks Equipment Replacement	4,550	-	133	133	4,550
Black Creek Security Update At Jail	38,755	-	1,131	1,131	38,755
Watershed Regulatory Compliance Part 1	25,999	-	759	759	25,999
County Buildings Renovations	29,249	-	854	854	29,249
Petroleum Bulk Storage	9,749	-	285	285	9,749
Public Safety Facility Repairs/Renovations	14,624	-	427	427	14,624
Systematic Roof Replacement At County	28,167	-	822	822	28,167
Network Switches & PC Replacement	156,968	-	4,583	4,583	156,968
Parks Equipment Replacement	14,624	-	427	427	14,624
Portable Radio Replacement	7,782	-	227	227	7,782
Replace Financial, HR/Payroll Systems (Software)	362,139	-	10,572	10,572	362,139
Replace Financial, HR/Payroll Systems (Hardware)	51,997	-	1,518	1,518	51,997
Parks Upgrade	15,166	-	443	443	15,166
ERP System Phase II	1,067,579	-	31,167	31,167	1,067,579
Replace Oil-Water Separator at Fleet	20,474	-	598	598	20,474
External Building Repairs - Front Street Dog Shelter	14,624	-	427	427	14,624

**Serial Bonds**

**2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued**

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Parks Facilities Repairs & Renovations	10,400	-	304	304	10,400
Sheriff's Vehicle Replacement	43,331	-	1,265	1,265	43,331
Security at GHJB	19,760	-	577	577	19,760
Employee Timekeeper System/Scheduler	53,622	-	1,565	1,565	53,622
System Upgrades and Network Management	116,995	-	3,416	3,416	116,995
Tape Library and Computer Equipment	24,699	-	721	721	24,699
Hazardous Materials Response Vehicle	48,748	-	1,423	1,423	48,748
Vehicle Replacement	64,998	-	1,898	1,898	64,998
Forum Repairs/Renovations	29,249	-	854	854	29,249
Forum Seating	81,246	-	2,372	2,372	81,246
Parks Surface Rehabilitation	24,374	-	712	712	24,374
Parks Facilities Repairs and Renovations	16,249	-	474	474	16,249
Parks Vehicle Replacement	16,249	-	474	474	16,249
Total Other General Fund	4,698,107	-	137,156	137,156	4,698,107
Total General Fund	5,679,259	-	165,801	165,801	5,679,259
County Road					
Highway Reconstruction	36,623	-	1,069	1,069	36,623
Colesville Rd./South St. Bridge Replace./Rehab.-Design	10,304	-	301	301	10,304
Highway Reconstruction	476,647	-	13,915	13,915	476,647
Bevier St. Bridge Reconstruction	377,720	-	11,027	11,027	377,720
South Street Bridge	67,272	-	1,964	1,964	67,272
Bridge Reconstruction	72,935	-	2,129	2,129	72,935
Road Reconstruction (FEMA - 06/06 Flood)	19,918	-	581	581	19,918
Bridge Reconstruction (FEMA - 11/06 Flood)	132,919	-	3,880	3,880	132,919
Highway Reconstruction/Repair	430,478	-	12,567	12,567	430,478
Repair Highway Culverts & Bridges	123,856	-	3,616	3,616	123,856
Highway Fire Alarm Suppression System	6,872	-	201	201	6,872
Highway Reconstruction/Rehabilitation	491,327	-	14,344	14,344	491,327
Colesville Rd. Bridge Replacement	304,601	-	8,893	8,893	304,601
Unanticipated Bridge Repairs	73,122	-	2,135	2,135	73,122
2nd Street, Deposit, Drainage	197,159	-	5,756	5,756	197,159
Highway Reconstruction/Rehabilitation	661,507	-	19,312	19,312	661,507
Nanticoke Drive Bridge Reconstruction	173,055	-	5,052	5,052	173,055
Highway Building Renovations	12,999	-	380	380	12,999
Vestal-Endicott Bridge Painting	853,943	-	24,930	24,930	853,943
Unanticipated Bridge/Culvert Repairs	97,496	-	2,846	2,846	97,496
Highway Reconstruction/Rehabilitation	723,094	-	21,110	21,110	723,094
Total County Roads	5,343,847	-	156,008	156,008	5,343,847

## Serial Bonds

## 2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Road Machinery					
Highway Equipment Replacement	66,938	-	1,954	1,954	66,938
Highway Equipment Replacement	90,996	-	2,657	2,657	90,996
Highway Equipment Replacement	257,714	-	7,524	7,524	257,714
Highway Vehicles Replacement	49,723	-	1,452	1,452	49,723
Highway Equipment Replacement	326,612	-	9,535	9,535	326,612
Total Road Machinery	791,983	-	23,122	23,122	791,983
Library					
Computer Replacement - Public - Phase I	3,185	-	93	93	3,185
Computer Replacement - Staff - Phase I	1,137	-	33	33	1,137
Computer Replacement - Staff - Phase II	1,552	-	45	45	1,552
Parking Lot Surface Treatment	2,145	-	63	63	2,145
Replacement of Decker Room Carpet	3,315	-	97	97	3,315
Security Cameras	726	-	21	21	726
Library Improvements & Renovations	15,262	-	446	446	15,262
Total Library	27,322	-	798	798	27,322
Veterans' Arena					
Arena Primary Electric Repairs	14,624	-	427	427	14,624
Arena Repairs/Renovations	6,500	-	190	190	6,500
Arena Repairs/Renovations	15,599	-	455	455	15,599
Arena Window Replacement - Wall At North End	137,586	-	4,017	4,017	137,586
Arena Repairs/Renovations	19,499	-	569	569	19,499
Arena Roof Systems Repair/Resurfacing	38,998	-	1,139	1,139	38,998
Arena Spotlights	5,850	-	171	171	5,850
Arena (Safety) Improvements	129,994	-	3,795	3,795	129,994
Arena Bathroom Renovations for ADA	24,374	-	712	712	24,374
Arena Repairs/Renovations	48,748	-	1,423	1,423	48,748
Total Veterans' Arena	441,772	-	12,898	12,898	441,772
En-Joie Golf Course					
Golf Course Reconstruction	39,688	-	1,159	1,159	39,688
Total En-Joie Golf Course	39,688	-	1,159	1,159	39,688

**Serial Bonds**

**2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued**

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Transit					
Intermodal Transit Terminal	652,859	-	19,060	19,060	652,859
5 - 24 Passenger Buses	171,894	-	5,018	5,018	171,894
Transit Building Renovations	45,498	-	1,328	1,328	45,498
Total Transit	870,251	-	25,406	25,406	870,251
Willow Point					
WPNH Room Renovations	94,355	-	2,755	2,755	94,355
New 380 Bed Facility	168,993	-	4,934	4,934	168,993
New Electrical Beds	23,291	-	680	680	23,291
WPNH Resident Contained Smoking Area	19,499	-	569	569	19,499
HVAC Repairs	32,499	-	949	949	32,499
Kiosk Stations	15,599	-	455	455	15,599
Resident Furniture & Room Care Equipment	7,800	-	228	228	7,800
WPNH Renovations And Repairs	38,023	-	1,110	1,110	38,023
HVAC Replacement/Repairs	36,560	-	1,067	1,067	36,560
Therapy Module - Software & Hardware	7,001	-	204	204	7,001
WPNH Building Improvements	23,919	-	698	698	23,919
Total Willow Point	467,539	-	13,649	13,649	467,539
Solid Waste					
Landfill Construction	23,837	-	696	696	23,837
Leachate Treatment Plant Outfall	344,693	-	10,063	10,063	344,693
SEIS Options For Section IV Access	29,851	-	871	871	29,851
Colesville Landfill Remediation (Part 2)	69,157	-	2,019	2,019	69,157
Colesville Landfill Remediation (Part 2)	31,199	-	911	911	31,199
Design Section III Closure	82,871	-	2,419	2,419	82,871
Landfill Rain Cap Section IV	61,747	-	1,803	1,803	61,747
Scale House Road And Facility	605,449	-	17,676	17,676	605,449
Solid Waste Management Plan Update	48,748	-	1,423	1,423	48,748
Landfill Road Reconstruction	758,301	-	22,138	22,138	758,301
Colesville Landfill Remediation (Part 2)	65,810	-	1,921	1,921	65,810
Construction of Section II & III Closure	155,994	-	4,554	4,554	155,994
Colesville Landfill Remediation	81,246	-	2,372	2,372	81,246
Total Solid Waste	2,358,903	-	68,866	68,866	2,358,903



## Serial Bonds

## 2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Aviation					
Airport Parking Lot Rehabilitation	278,687	-	8,136	8,136	278,687
Airport Corporate Hangar Improvements	144,793	-	4,227	4,227	144,793
Terminal Building Rehab.	29,249	-	854	854	29,249
Snow Removal Equipment	4,855	-	142	142	4,855
Terminal Building Improvements	116,995	-	3,416	3,416	116,995
T-Hangar Improvements	243,740	-	7,116	7,116	243,740
North Apron Rehabilitation Phase I	162,493	-	4,744	4,744	162,493
Main Apron Rehabilitation-Reconstruction	203,116	-	5,930	5,930	203,116
Total Aviation	1,183,928	-	34,565	34,565	1,183,928
Fleet Management					
Fleet Replacement	21,665	-	633	633	21,665
Fleet Replacement	64,998	-	1,898	1,898	64,998
Total Fleet Management	86,663	-	2,531	2,531	86,663
Central Foods					
Central Foods Building Renovations	138,334	-	4,039	4,039	138,334
Reconstruction of Central Foods	25,511	-	745	745	25,511
Total Central Foods	163,845	-	4,784	4,784	163,845
<b>Total 2010 Federally Taxable Issue - BABs</b>	<b>\$ 17,455,000</b>	<b>\$ -</b>	<b>\$ 509,587</b>	<b>\$ 509,587</b>	<b>\$ 17,455,000</b>

# Serial Bonds

## 2010 Federally Taxable Issue - Recovery Zone Economic Development Bonds (RZEDBs) (Matures 2025)

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
General Fund					
Community College					
Technology Initiative	\$ 2,897	\$ -	\$ 85	\$ 85	\$ 2,897
Update Master Plan	478	-	14	14	478
Wales Building Renovation	9,160	-	267	267	9,160
Original Boiler Replacement Phase II	33,455	-	977	977	33,455
Feasibility Study	1,944	-	57	57	1,944
Energy Management Improvements	8,047	-	235	235	8,047
Roof Replacement - Phase II	39,977	-	1,167	1,167	39,977
West Gym Bleachers	10,108	-	295	295	10,108
Roadway & Lot Upgrades	4,957	-	145	145	4,957
Roof Replacement III	18,725	-	547	547	18,725
Science Building	19,344	-	565	565	19,344
Alms Building Demo & Site Restoration	17,364	-	507	507	17,364
Direct Digital Control	12,958	-	378	378	12,958
Natural Gas Piping Replacement	16,198	-	473	473	16,198
Total Community College	195,612	-	5,712	5,712	195,612

## Serial Bonds

## 2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
All Other General Fund					
COB - Parking Area Repairs - Design Phase	8,457	-	247	247	8,457
Grippen Ice Rink Rehabilitation	19,204	-	561	561	19,204
Watershed Annual Maintenance	2,916	-	85	85	2,916
County Buildings Renovations	7,775	-	227	227	7,775
County Office Building Carpet	144	-	4	4	144
Public Safety Facility	3,881	-	113	113	3,881
Systematic Roof Replacement At County	14,254	-	416	416	14,254
Electronic Voting Machines	3,916	-	114	114	3,916
Fire Radio System Replacement Phase I	19,438	-	567	567	19,438
Regional Public Safety Training Facility	2,808	-	82	82	2,808
Parks Equipment Replacement	3,499	-	102	102	3,499
Parks Surface Rehabilitation	1,292	-	38	38	1,292
Forum Repairs/Renovations	1,166	-	34	34	1,166
Equipment Replacement (FEMA 06/06 Flood)	42,979	-	1,255	1,255	42,979
Parks Equipment Replacement (FEMA 06/06 Flood)	136	-	4	4	136
Watershed Annual Maintenance	3,704	-	108	108	3,704
County Buildings Renovations	4,939	-	144	144	4,939
County Office Building - Parking Area	296,555	-	8,658	8,658	296,555
Petroleum Storage Reg. Compliance	3,110	-	91	91	3,110
Public Safety Facility Repairs/Renovations	2,740	-	80	80	2,740
Computer Equipment Replacement & Update Technology	10,367	-	303	303	10,367
Voice Mail System Replacement - Unified	2,432	-	71	71	2,432
Parks Equipment Replacement	907	-	26	26	907
Black Creek Security Update At Jail	7,727	-	226	226	7,727
Watershed Regulatory Compliance Part 1	5,183	-	151	151	5,183
County Buildings Renovations	5,831	-	170	170	5,831
Petroleum Bulk Storage	1,944	-	57	57	1,944
Public Safety Facility Repairs/Renovations	2,916	-	85	85	2,916
Systematic Roof Replacement At County	5,615	-	164	164	5,615
Network Switches & PC Replacement	31,295	-	914	914	31,295
Parks Equipment Replacement	2,916	-	85	85	2,916
Portable Radio Replacement	1,551	-	45	45	1,551
Replace Financial, HR/Payroll Systems (Software)	72,199	-	2,108	2,108	72,199
Replace Financial, HR/Payroll Systems (Hardware)	10,367	-	303	303	10,367
Parks Upgrade	3,024	-	88	88	3,024
ERP System Phase II	212,843	-	6,214	6,214	212,843
Replace Oil-Water Separator at Fleet	4,082	-	119	119	4,082
External Building Repairs - Front Street Dog Shelter	2,916	-	85	85	2,916

**Serial Bonds**

**2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued**

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Parks Facilities Repairs & Renovations	2,073	-	61	61	2,073
Sheriff's Vehicle Replacement	8,639	-	252	252	8,639
Security at GHJB	3,939	-	115	115	3,939
Employee Timekeeper System/Scheduler	10,691	-	312	312	10,691
System Upgrades and Network Management	23,325	-	681	681	23,325
Tape Library and Computer Equipment	4,924	-	144	144	4,924
Hazardous Materials Response Vehicle	9,719	-	284	284	9,719
Vehicle Replacement	12,958	-	378	378	12,958
Forum Repairs/Renovations	5,831	-	170	170	5,831
Forum Seating	16,198	-	473	473	16,198
Parks Surface Rehabilitation	4,859	-	142	142	4,859
Parks Facilities Repairs and Renovations	3,240	-	95	95	3,240
Parks Vehicle Replacement	3,240	-	95	95	3,240
Total Other General Fund	936,664	-	27,346	27,346	936,664
Total General Fund	1,132,276	-	33,058	33,058	1,132,276
County Road					
Highway Reconstruction	7,302	-	213	213	7,302
Colesville Rd./South St. Bridge Replace./Rehab.-Design	2,054	-	60	60	2,054
Highway Reconstruction	95,029	-	2,774	2,774	95,029
Bevier St. Bridge Reconstruction	75,306	-	2,199	2,199	75,306
South Street Bridge	13,412	-	392	392	13,412
Bridge Reconstruction	14,541	-	425	425	14,541
Road Reconstruction (FEMA - 06/06 Flood)	3,971	-	116	116	3,971
Bridge Reconstruction (FEMA - 11/06 Flood)	26,500	-	774	774	26,500
Highway Reconstruction/Repair	85,824	-	2,506	2,506	85,824
Repair Highway Culverts & Bridges	24,693	-	721	721	24,693
Highway Fire Alarm Suppression System	1,370	-	40	40	1,370
Highway Reconstruction/Rehabilitation	97,956	-	2,860	2,860	97,956
Colesville Rd. Bridge Replacement	60,728	-	1,773	1,773	60,728
Unanticipated Bridge Repairs	14,578	-	426	426	14,578
2nd Street, Deposit, Drainage	39,307	-	1,148	1,148	39,307
Highway Reconstruction/Rehabilitation	131,885	-	3,850	3,850	131,885
Nanticoke Drive Bridge Reconstruction	34,502	-	1,007	1,007	34,502
Highway Building Renovations	2,592	-	76	76	2,592
Vestal-Endicott Bridge Painting	170,250	-	4,970	4,970	170,250
Unanticipated Bridge/Culvert Repairs	19,438	-	567	567	19,438
Highway Reconstruction/Rehabilitation	144,163	-	4,209	4,209	144,163
Total County Roads	1,065,401	-	31,106	31,106	1,065,401

## Serial Bonds

## 2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Road Machinery					
Highway Equipment Replacement	13,346	-	390	390	13,346
Highway Equipment Replacement	18,142	-	530	530	18,142
Highway Equipment Replacement	51,380	-	1,500	1,500	51,380
Highway Vehicles Replacement	9,913	-	289	289	9,913
Highway Equipment Replacement	65,116	-	1,901	1,901	65,116
Total Road Machinery	157,897	-	4,610	4,610	157,897
Library					
Computer Replacement - Public - Phase I	635	-	19	19	635
Computer Replacement - Staff - Phase I	227	-	7	7	227
Computer Replacement - Staff - Phase II	309	-	9	9	309
Parking Lot Surface Treatment	428	-	12	12	428
Replacement of Decker Room Carpet	661	-	19	19	661
Security Cameras	145	-	4	4	145
Library Improvements & Renovations	3,043	-	89	89	3,043
Total Library	5,448	-	159	159	5,448
Veterans' Arena					
Arena Primary Electric Repairs	2,916	-	85	85	2,916
Arena Repairs/Renovations	1,296	-	38	38	1,296
Arena Repairs/Renovations	3,110	-	91	91	3,110
Arena Window Replacement - Wall At North End	27,431	-	801	801	27,431
Arena Repairs/Renovations	3,888	-	113	113	3,888
Arena Roof Systems Repair/Resurfacing	7,775	-	227	227	7,775
Arena Spotlights	1,166	-	34	34	1,166
Arena (Safety) Improvements	25,917	-	757	757	25,917
Arena Bathroom Renovations for ADA	4,859	-	142	142	4,859
Arena Repairs/Renovations	9,719	-	284	284	9,719
Total Veterans' Arena	88,077	-	2,572	2,572	88,077
En-Joie Golf Course					
Golf Course Reconstruction	7,913	-	231	231	7,913
Total En-Joie Golf Course	7,913	-	231	231	7,913

# Serial Bonds

## 2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Transit					
Intermodal Transit Terminal	130,161	-	3,800	3,800	130,161
5 - 24 Passenger Buses	34,270	-	1,000	1,000	34,270
Transit Building Renovations	9,071	-	265	265	9,071
Total Transit	173,502	-	5,065	5,065	173,502
Willow Point					
WPNH Room Renovations	18,811	-	549	549	18,811
New 380 Bed Facility	33,692	-	984	984	33,692
New Electrical Beds	4,643	-	136	136	4,643
WPNH Resident Contained Smoking Area	3,888	-	113	113	3,888
HVAC Repairs	6,479	-	189	189	6,479
Kiosk Stations	3,110	-	91	91	3,110
Resident Furniture & Room Care Equipment	1,555	-	45	45	1,555
WPNH Renovations And Repairs	7,581	-	221	221	7,581
HVAC Replacement/Repairs	7,289	-	213	213	7,289
Therapy Module - Software & Hardware	1,396	-	41	41	1,396
WPNH Building Improvements	4,769	-	139	139	4,769
Total Willow Point	93,213	-	2,721	2,721	93,213
Solid Waste					
Landfill Construction	4,752	-	139	139	4,752
Leachate Treatment Plant Outfall	68,721	-	2,006	2,006	68,721
SEIS Options For Section IV Access	5,951	-	174	174	5,951
Colesville Landfill Remediation (Part 2)	13,788	-	403	403	13,788
Colesville Landfill Remediation (Part 2)	6,220	-	182	182	6,220
Design Section III Closure	16,522	-	482	482	16,522
Landfill Rain Cap Section IV	12,311	-	359	359	12,311
Scale House Road And Facility	120,708	-	3,524	3,524	120,708
Solid Waste Management Plan Update	9,719	-	284	284	9,719
Landfill Road Reconstruction	151,182	-	4,414	4,414	151,182
Colesville Landfill Remediation (Part 2)	13,120	-	383	383	13,120
Construction of Section II & III Closure	31,100	-	908	908	31,100
Colesville Landfill Remediation	16,198	-	473	473	16,198
Total Solid Waste	470,292	-	13,731	13,731	470,292

## Serial Bonds

## 2010 Federally Taxable Issue - Build America Bonds (BABs) (Matures 2025) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Aviation					
Airport Parking Lot Rehabilitation	55,562	-	1,622	1,622	55,562
Airport Corporate Hangar Improvements	28,867	-	843	843	28,867
Terminal Building Rehab.	5,831	-	170	170	5,831
Snow Removal Equipment	968	-	28	28	968
Terminal Building Improvements	23,325	-	681	681	23,325
T-Hangar Improvements	48,594	-	1,419	1,419	48,594
North Apron Rehabilitation Phase I	32,396	-	946	946	32,396
Main Apron Rehabilitation-Reconstruction	40,495	-	1,182	1,182	40,495
Total Aviation	236,038	-	6,891	6,891	236,038
Fleet Management					
Fleet Replacement	4,320	-	126	126	4,320
Fleet Replacement	12,958	-	378	378	12,958
Total Fleet Management	17,278	-	504	504	17,278
Central Foods					
Central Foods Building Renovations	27,579	-	805	805	27,579
Reconstruction of Central Foods	5,086	-	148	148	5,086
Total Central Foods	32,665	-	953	953	32,665
<b>Total 2010 Federally Taxable Issue - RZEDBs</b>	<b>\$ 3,480,000</b>	<b>\$ -</b>	<b>\$ 101,601</b>	<b>\$ 101,601</b>	<b>\$ 3,480,000</b>

**Serial Bonds**

**2011 Issue (Matures 2016)**

	2012 Beginning Balance	Principal Payment	Interest Payments		2012 Ending Balance
			First	Second	
Solid Waste					
Leachate Treatment Facilities	\$ 850,689	\$ 201,569	\$ 14,404	\$ 14,404	\$ 649,120
House Hazardous Waste/Maintenance Facility	116,003	27,487	1,964	1,964	88,516
Landfill Gas Recovery Facility	42,436	10,055	719	719	32,381
Leachate Storage Tank Design	123,736	29,319	2,095	2,095	94,417
Landfill Buffer Purchase	112,136	26,570	1,899	1,899	85,566
Total Solid Waste	1,245,000	295,000	21,081	21,081	950,000
<b>Total 2011 Issue</b>	<b>\$ 1,245,000</b>	<b>\$ 295,000</b>	<b>\$ 21,081</b>	<b>\$ 21,081</b>	<b>\$ 950,000</b>



## Serial Bonds

## 2011 Issue (Matures 2019)

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
General Fund					
Community College					
Student Activities/Athletic Facility	\$ 1,887,565	\$ 245,176	\$ 28,370	\$ 24,692	\$ 1,642,389
All Other General Fund					
Public Safety Facility	222,116	28,851	3,338	2,906	193,265
GHJB Reno/Construct Annex	3,503,554	455,077	52,658	45,832	3,048,477
Reconstruct Gov't Plaza Deck	473,650	61,522	7,119	6,196	412,128
Network Upgrade & Equipment Replace.	55,282	7,181	831	723	48,101
DMV Building Acquisition	85,472	11,102	1,285	1,118	74,370
COB Elevator Upgrade	92,797	12,053	1,395	1,214	80,744
COB Fire Alarm System Replacement	139,196	18,080	2,092	1,821	121,116
Forum Roof System Replacement	469,144	60,937	7,051	6,137	408,207
Total Other General Fund	5,041,211	654,803	75,769	65,947	4,386,408
Total General Fund	6,928,776	899,979	104,139	90,639	6,028,797
County Road					
Highway Reconstruction/Rehabilitation	910	118	14	12	792
Highway Reconstruction/Rehabilitation	69,793	9,065	1,049	913	60,728
Bridge Cleaning & Painting	46,846	6,085	704	613	40,761
Bridge Reconstruction/Rehabilitation	167,603	21,770	2,519	2,192	145,833
Highway Reconstruction	138,659	18,010	2,084	1,814	120,649
Highway Reconstruction/Rehabilitation	740,731	96,214	11,133	9,690	644,517
Highway Reconstruction/Rehabilitation	824,867	107,142	12,398	10,790	717,725
Federal Bridge Aid Program	742,383	96,428	11,158	9,711	645,955
Highway Reconstruction/Rehabilitation	927,975	120,535	13,947	12,139	807,440
Total County Roads	3,659,767	475,367	55,006	47,874	3,184,400
Road Machinery					
Highway Maintenance Facility	185,168	24,051	2,783	2,422	161,117
Highway Equipment Replacement	76,778	9,973	1,154	1,004	66,805
Highway Equipment Replacement	248,525	32,281	3,735	3,251	216,244
Total Road Machinery	510,471	66,305	7,672	6,677	444,166

# Serial Bonds

## 2011 Issue (Matures 2019) Continued

	2013 Beginning Balance	Principal Payment	Interest Payments		2013 Ending Balance
			First	Second	
Transit					
Transit Coach Replacement	9,711	1,261	146	127	8,450
Total Transit	9,711	1,261	146	127	8,450
Willow Point					
Parking Lot Construction	196,462	25,519	2,953	2,570	170,943
Resident Lift Program Equipment	41,242	5,357	620	540	35,885
WPNH Building Feasibility Study	54,302	7,053	816	710	47,249
Total Willow Point	292,006	37,929	4,389	3,820	254,077
Solid Waste					
Leachate Treatment Facility	23,779	3,089	357	311	20,690
Landfill Gas Recovery System	81,314	10,562	1,222	1,064	70,752
Leachate Storage Tank Design	11,616	1,509	175	152	10,107
Landfill Water Supply	3,010,397	391,020	45,246	39,380	2,619,377
Landfill Public Sewer System	244,883	31,808	3,681	3,203	213,075
Salt/Sand Storage Facility	67,522	8,770	1,015	883	58,752
Landfill Equipment	507,707	65,946	7,631	6,642	441,761
Landfill New Construction	979,530	127,231	14,722	12,814	852,299
Total Solid Waste	4,926,748	639,935	74,049	64,449	4,286,813
Aviation					
Airport Utility Enhancement	32,521	4,224	489	425	28,297
Total Aviation	32,521	4,224	489	425	28,297
<b>Total 2011 Issue</b>	<b>\$ 16,360,000</b>	<b>\$ 2,125,000</b>	<b>\$ 245,890</b>	<b>\$ 214,011</b>	<b>\$ 14,235,000</b>

## Schedule D

## Bond Anticipation Notes

Issue Date 5/09/12

Maturity Date 5/9/13

	<b>Amount Outstanding</b>
All Other General Fund	
11 Virtual Desktop/Server Replacement & Licensing	\$ 396,000
12 Computer Equipment Replacement/Update	449,000
10 Watershed Regulatory Compliance	201,600
10 Courthouse Air Handler Replacement	246,015
10 Systematic Roof Replacement at County	92,158
10 Upgrade Access Control System at Courthouse	200,000
11 Watershed Annual Maintenance	67,500
11 Courthouse Steps	90,000
11 Spill Prevention/Petroleum Bulk Storage	225,000
12 Watershed Annual Maintenance	75,000
12 Watershed Regulatory Compliance	225,000
12 COB Lighting Retrofit	80,000
12 County Buildings Renovations	250,000
12 Systematic Roof Replacement - County Buildings	100,000
12 Body Armor Vests	96,202
12 Vehicle Replacement	160,000
11 Forum Repairs/Renovations	210,000
11 Otsiningo Bathroom	93,333
11 Parks Facilities Repairs & Renovations	70,000
12 Parks Facilities Repairs & Renovations	75,000
12 Parks Surface Rehabilitation	75,000
12 COPS Advance Refunding	12,145,000
Total All Other General Fund	<u>15,621,808</u>
Community College (BCC)	
09 Science Building	3,038,548
11 Hazardous Materials	190,046
11 Wales Building Upgrades	957,500
12 Electrical Infrastructure	55,000
12 HVAC Upgrades/Replacement	120,000
12 Roofs Replacement IV	125,000
12 Water & Sewer Renovations/Upgrades	25,000
Total Community College	<u>4,511,094</u>
<b>Total General Fund</b>	<b><u>\$ 20,132,902</u></b>
Veteran's Arena	
12 Arena Repairs/Renovations	\$ 150,000
12 Repair/Replace Arena HVAC Equipment	450,000
<b>Total Veteran's Arena</b>	<b><u>\$ 600,000</u></b>
Road Machinery	
10 Highway Equipment Replacement	\$ 31,524
11 Highway Equipment Replacement	466,035
12 Highway Equipment Replacement	825,000
<b>Total Road Machinery</b>	<b><u>\$ 1,322,559</u></b>
Transit	
06 Intermodal Transit Terminal	\$ 636,636

	<b>Amount Outstanding</b>
Solid Waste	
08 Scale House Road And Facility	\$ 66,000
08 Landfill Road Reconstruction	142,000
09 Construction of Section II & III Closure	1,451,965
10 Landfill Equipment	315,000
10 Design/Construction Review for Section IV Cells II & I	950,000
11 Colesville Landfill Remediation	528,000
11 Construction Section IV Cell II	4,885,947
12 Design & Construction Review Section IV Cells III & IV	150,000
12 Landfill Groundwater Remediation Feasibility Study	350,000
<b>Total Solid Waste</b>	<b><u>\$ 8,838,912</u></b>
Aviation	
10 Hangar Improvements	\$ 186,667
11 Runway 34 Safety Area Improvements	256,667
12 Rental Car Service Facility Replacement	400,000
<b>Total Aviation</b>	<b><u>\$ 843,334</u></b>
County Road	
09 Nanticoke Drive Bridge Reconstruction	\$ 512,102
10 Highway Reconstruction/Rehabilitation	47,884
10 Flood Reconstruction	427,500
11 Highway Reconstruction/Rehabilitation	2,076,667
11 Killawog Rd & Oregon Hill Rd Bridges	543,138
11 Unanticipated Bridge/Culvert Repairs	285,000
11 West Hill Rd Bridge Rehabilitation/Scour	285,000
12 Airport Road Reconstruction - Design	60,000
12 Highway Reconstruction/Rehabilitation	2,225,000
12 East Windsor Rd. Bridge	30,000
12 Hooper Rd. Bridge Replacement - Design	150,000
12 Unanticipated Bridge/Culvert Repairs	300,000
<b>Total County Road</b>	<b><u>\$ 6,942,291</u></b>
Willow Point Nursing Home	
10 Replacement Equipment/Furnishings	
11 Betterments & Improvements	\$ 99,920
<b>Total Willow Point Nursing Home</b>	<b><u>\$ 76,800</u></b>
Fleet Management	
12 DPW - Fleet Replacement	\$ 240,000
<b>Total Fleet Management</b>	<b><u>\$ 240,000</u></b>
Central Foods	
06 Central Foods Building Renovations	\$ 32,646
07 Reconstruction of Central Foods	46,000
<b>Total Central Foods</b>	<b><u>\$ 78,646</u></b>

**Schedule E**

**Bond Anticipation Notes/Capital Notes Payment Schedule**

Project Title	Fund	Department	Total BAN 5/9/2012	Principal Paydown 5/9/2013	Interest Due 5/9/2013
General	1010	91000099	3,476,808	516,525	131,060
General BCC	1010	91000099	4,511,094	224,198	67,666
Total General			7,987,902	740,723	198,725
Arena	3110	39020008	600,000	60,000	9,000
County Road	3120	29010505	6,942,291	439,559	104,134
Road Machinery	3160	30020305	1,322,559	90,713	19,838
Aviation	2010	28040005	843,334	47,666	12,650
Solid Waste	2020	38020007	8,838,912	411,555	132,584
Transit	2040	31010505	636,636	26,527	9,550
Willow Point NH	2050	27040004	176,720	44,180	2,651
Central Foods	2060	02020001	78,646	17,362	1,180
Fleet Management	2070	09020001	240,000	48,000	3,600
Grand Total BANs & Capital Notes			27,667,000	1,926,285	493,913

Note: If using this schedule for budget purposes, you must round up when determining the interest appropriation.

## Schedule F

**Statement of  
Authorized and Unborrowed Debt  
For Open Capital Projects**

<b>Serial Bonds</b>	<b>Resolution</b>	<b>Debt Authorized</b>	<b>Debt Unborrowed</b>
<b>Arena/Forum</b>			
Arena Repairs/Renovations	10-35	150,000	5,613
Forum Repairs/Renovations	10-592	1,000,000	775,000
<b>Aviation</b>			
Airport Utility Enhancement Project, Phase II	03-179	850,000	467,000
Hangar Improvements	10-35	375,000	175,000
Runway Safety Area Improvements Design	10-322	1,000,000	277,178
Runway 16 Threshold Relocation - Design	10-592	550,000	550,000
Runway 34 Safety Area Improvements	10-592 & 11-384	11,049,025	2,889,853
Snow Removal Equipment Replacement	11-549	500,000	500,000
West Apron Rehab-Design	11-549	200,000	200,000
<b>Broome Community College</b>			
Roof Replacement III	08-744	600,000	237,796
Science Building	08-744 & 11-543	23,000,000	16,686,575
Direct Digital Control	10-35	465,000	265,000
Hazardous Materials	10-592	515,000	317,184
Wales Building Upgrades	10-592	3,000,000	2,042,500
Electrical Infrastructure	11-549	500,000	445,000
HVAC Upgrades/Replacement	11-549	700,000	580,000
Roofs Replacement IV	11-549	250,000	125,000
Water & Sewer Renovations/Upgrades	11-549	500,000	475,000
<b>County Road</b>			
Nanticoke Drive Bridge Rehabilitation	08-744	1,100,000	57,826
Killawog Rd. & Oregon Rd. Bridges	10-592	600,000	51,862
Airport Road Reconstruction - Design	11-549	500,000	440,000
East Windsor Rd. Bridge	11-549	500,000	470,000
Hooper Rd. Bridge Replacement - Design	11-549	300,000	150,000
<b>Elections</b>			
Electronic Voting Machines	05-742	2,161,000	642,781
<b>Information Technology</b>			
Computer Equipment Replacement/Update	11-549	650,000	201,000

**Statement of  
Authorized and Unborrowed Debt  
For Open Capital Projects**

<b>Serial Bonds</b>	<b>Resolution</b>	<b>Debt Authorized</b>	<b>Debt Unborrowed</b>
PW-Buildings & Grounds			
County Office Building - Parking Area	07-06	4,600,000	171,286
PW-Engineering			
Upgrade Watershed Dam 23 (Savin-2)	07-816	1,000,000	750,000
Watershed Regulatory Compliance	10-35	225,000	1,000
PW-Fleet			
Fleet Replacement	10-35	200,000	5,062
Public Transportation			
Intermodal Transit Terminal	05-742, 10-37, and 10-321	4,981,000	149,604
5 - 24 Passenger Buses	08-744	700,000	50,869
Road Machinery			
Vehicle Replacement	09-316	153,000	5,726
Sheriff			
Body Armor Vests	11-549	97,400	1,198
Solid Waste			
Leachate Treatment Plant Outfall	05-742	3,080,000	1,894,692
Colesville Landfill Remediation	11-549	550,000	550,000
Design & Construction Review Section IV Cells III & IV	11-549	1,000,000	850,000
Landfill Equipment	11-549	355,000	355,000
Willow Point Nursing Home			
New 380 Bed Facility	05-742	55,933,113	55,349,555
<b>Total</b>		<b>\$ 123,889,538</b>	<b>\$ 89,161,160</b>

\* Pending legislative approval.

## Schedule G

**Authorized Capital Projects**  
Open as of August 7, 2012

	<u>CIP Year*</u>	<u>Total Appropriations</u>	<u>Available Appropriations</u>
<b>Arena/Forum</b>			
Arena Primary Electric Replacement	2006	75,000	49,890
Arena Repairs/Renovations	2008	100,000	43,695
Arena Repairs/Renovations	2010	150,000	100,000
Forum Repairs/Renovations	2011	1,000,000	775,000
Arena Repairs/Renovations	2012	150,000	150,000
Repair/Replace Arena HVAC Equipment	2012	450,000	23,650
		<u>1,925,000</u>	<u>1,142,235</u>
<b>Aviation</b>			
Utility Enhancement, Phase II	2003	850,000	494,614
Terminal Building Rehabilitation	2009	360,000	206,611
T-Hanger Improvements	2009	750,000	700,000
North Apron Rehabilitation - Phase I	2009	500,000	448,500
Hangar Improvements	2010	375,000	288,835
Runway Safety Area Improvements Design	2010	1,000,000	277,178
SRE Building Improvements	2010	150,000	19,529
Runway 16 Threshold Relocation - Design	2011	550,000	550,000
Runway 34 Safety Area Improvements	2011	11,000,000	227,838
Snow Removal Equipment - Plow	2011	495,338	495,338
Rental Car Service Facility Replacement	2012	400,000	400,000
Snow Removal Equipment Replacement	2012	500,000	500,000
West Apron Rehab-Design	2012	200,000	200,000
North Apron Rehabilitation - Phase I	2012	625,000	625,000
Airport Master Plan - Phase III	2012	35,000	13,520
ADA Passenger Boarding Bridge	2012	60,000	2,900
Employee Protective Equipment	2012	40,000	17,010
		<u>17,890,338</u>	<u>5,466,873</u>

## Schedule G

## Authorized Capital Projects

Open as of August 7, 2012

	<u>CIP Year*</u>	<u>Total Appropriations</u>	<u>Available Appropriations</u>
Broome Community College			
Roof Replacement - BCC	2002	408,000	1,065
Original Boiler Replacement Phase I	2005	415,800	4,251
Original Boiler Replacement Phase II	2007	540,000	1,869
Feasibility Study	2007	50,000	49,949
Energy Management Improvements	2008	207,000	207,000
Roof Replacement	2008	621,000	1,272
West Gym Bleachers	2008	260,000	54,708
Roadway and Lot Upgrades	2009	85,000	85,000
Roof Replacement III	2009	600,000	356,658
Science Building	2009	23,000,000	6,589,537
Direct Digital Control	2010	465,000	465,000
Hazardous Materials	2011	515,000	321,942
Wales Building Upgrades	2011	3,000,000	2,985,240
Electrical Infrastructure	2012	500,000	500,000
HVAC Upgrades/Replacement	2012	700,000	575,064
Roofs Replacement IV	2012	250,000	219,093
Water & Sewer Renovations/Upgrades	2012	500,000	500,000
BCC Flood Recovery & Improvements	2012	1,227,223	1,139,417
		<u>33,344,023</u>	<u>14,057,065</u>
Central Food and Nutrition Services			
Building Renovations	2006	774,160	87,457
Building Reconstruction	2007	150,000	27,349
		<u>924,160</u>	<u>114,806</u>
DPW-Fleet			
Fleet Replacement	2009	200,000	201
Elections			
Electronic Voting Machines	2006	2,161,000	643,842
		<u>2,161,000</u>	<u>643,842</u>
Emergency Services			
State Road Radio Tower	2004	65,000	63,619
Vehicle Locator System	2005	350,000	109,910
Fire Radio System replacement Phase I	2006	500,000	348,666
		<u>915,000</u>	<u>522,195</u>



## Schedule G

## Authorized Capital Projects

Open as of August 7, 2012

	<u>CIP Year*</u>	<u>Total Appropriations</u>	<u>Available Appropriations</u>
Information Technology			
Update Comp. Tech. & Replace Equipment	2002	550,000	46,259
Network Switches & PC Replacement	2008	805,000	830
Replace Financial, HR/Payroll Systems (Hardware)	2008	200,000	2,814
Financial Systems Replacement	2009	3,520,000	229,454
Employee Timekeeper System/Scheduler	2010	165,000	165,000
Tape Library and Computer Equipment	2010	76,000	89
Virtual Desktop/Server Replacements & Licenses	2011	495,000	250,025
Computer Equipment Replacement/Update	2012	650,000	378,944
		<u>6,461,000</u>	<u>1,073,415</u>
Highway			
Vehicle Replacement	2009	153,000	27,771
		<u>153,000</u>	<u>27,771</u>
Highways/Bridges			
Colesville Rd./South St. Bridge Replacement/Rehab. - Design	2005	400,000	41,119
East Windsor Road Bridges/Rogers Road	2006	600,000	600,000
Nanticoke Drive Bridge Rehabilitation	2009, 2010a	1,630,372	1,265,749
Unanticipated Bridge/Culvert Repairs	2010	300,000	122,825
Killawog Rd & Oregon Hill Rd Bridges	2011	600,000	106,642
Unanticipated Bridge/Culvert Repairs	2011	300,000	107,280
West Hill Rd Bridge Rehabilitation/Scouring	2011	300,000	251,633
East Windsor Rd. Bridge	2012	500,000	500,000
Hooper Rd. Bridge Replacement - Design	2012	300,000	300,000
Unanticipated Bridge/Culvert Repairs	2012	300,000	246,872
		<u>5,230,372</u>	<u>3,542,120</u>
Highways/Roads			
Hooper Road Turning Lane and Signal	2009	450,000	3,631
Highway Reconstruction/Rehabilitation	2009, 2009a	2,350,000	2,538
Highway Reconstruction/Rehabilitation	2011	2,225,000	15,482
Airport Road Reconstruction - Design	2012	500,000	500,000
Highway Reconstruction/Rehabilitation	2012	2,225,000	1,684,613
		<u>7,750,000</u>	<u>2,206,264</u>

Schedule G

Authorized Capital Projects

Open as of August 7, 2012

	<u>CIP Year*</u>	<u>Total Appropriations</u>	<u>Available Appropriations</u>
<b>Parks &amp; Recreation</b>			
Equipment Replacement	2008	75,000	7,095
Surface Rehabilitation	2010	75,000	49,261
Park Facilities Repairs and Renovations	2010	50,000	8,074
Otsiningo Bathroom	2011	100,000	15,585
Parks Facilities Repairs & Renovations	2011	75,000	75,000
Parks Facilities Repairs & Renovations	2012	75,000	75,000
Parks Surface Rehabilitation	2012	75,000	75,000
		<u>525,000</u>	<u>305,015</u>
<b>Public Transportation</b>			
Intermodal Transit Terminal	2006, 2009a, 2010a	14,106,000	194,759
Support Vehicle Replacement	2008	160,000	16,399
5 - 24 Passenger Buses	2008	700,000	52,550
Transit Maintenance/Storage Facilities Renovations	2008	375,000	41,283
Building Renovations	2008	175,000	1,101
		<u>15,516,000</u>	<u>306,092</u>
<b>Public Works</b>			
Courthouse Asbestos Abatement-3rd fl	1997	557,000	23,309
COB - Parking Area Repairs - Design Phase	2004	456,000	455,706
County Office Building - Parking Area	2007	4,600,000	4,546,012
Petroleum Bulk Storage Reg Compliance	2007	100,000	68,188
Upgrade Watershed Dam 23 (Savin-2)	2008	1,000,000	1,000,000
County Buildings Renovations	2008	150,000	3,150
Petroleum Bulk Storage	2008	250,000	172,740
Upgrade of Court Access Control System	2010	200,000	49,055
Watershed Annual Maintenance	2011	75,000	75,000
Courthouse Steps	2011	100,000	60,801
Spill Prevention/Petroleum Bulk Storage	2011	250,000	250,000
Watershed Annual Maintenance	2012	75,000	75,000
Watershed Regulatory Compliance	2012	225,000	178,624
COB Lighting Retrofit	2012	80,000	80,000
County Buildings Renovations	2012	250,000	151,852
Systematic Roof Replacement - County Buildings	2012	100,000	44,953
		<u>8,468,000</u>	<u>7,234,390</u>
<b>Road Machinery</b>			
Highway Equipment Replacement	2012	825,000	63,713
		<u>825,000</u>	<u>63,713</u>
<b>Social Services</b>			
Electronic Document Management System	2005	470,000	73,164

## Schedule G

**Authorized Capital Projects**  
Open as of August 7, 2012

	<u>CIP Year*</u>	<u>Total Appropriations</u>	<u>Available Appropriations</u>
<b>Solid Waste</b>			
Landfill Public Sewer System	2000	3,537,700	3,007,214
Leachate Treatment Plant Outfall	2006	3,080,000	2,873,911
Construction of Section II & III Closure	2009, 2011a	2,500,000	462,562
Design/Construction Review - Section IV, Cells II & III	2010	1,000,000	36,050
Colesville Landfill Remediation	2011	550,000	380,449
Construction Section IV Cell II	2011	5,500,000	1,936,520
Colesville Landfill Remediation	2012	550,000	550,000
Design & Construction Review Section IV Cells III & IV	2012	1,000,000	1,000,000
Landfill Equipment	2012	355,000	355,000
Landfill Groundwater Remediation Feasibility Study	2012	350,000	289,200
		<u>18,422,700</u>	<u>10,890,906</u>
<b>Willow Point Nursing Facility</b>			
05 WPNH Med Room Renovation	2005	150,000	131,914
New 380 Bed Facility	2006	55,933,113	55,619,046
HVAC Replacement/Repairs	2009	125,000	89,040
Building Improvements	2009	92,000	12,431
Replacement of Equipment/Furnishings	2010	124,900	8,948
Betterments & Improvements	2011	96,000	43,534
		<u>56,521,013</u>	<u>55,904,913</u>

\* "a" signifies a budget amendment.

1 - As of 8/31/11 the project had \$12,670.53 in outstanding encumbrances. Encumbrances are a reduction to available appropriations.

2 - As of 8/31/11 the project had \$3,000 in outstanding encumbrances. Encumbrances are a reduction to available appropriations.

## Schedule H

### DEBT STATEMENT SUMMARY

Summary of Indebtedness, Debt Limit and Net Debt - Contracting Margin, as of 10/01/12.

Five-Year Average Full Valuation		\$ 8,627,275,850
Debt Limit - 7% thereof		603,909,310
Bonds	31,235,800	
MBBA Bonds	46,405,000	
Bond Anticipation Notes	39,812,000	
Total Net Indebtedness Subject to Debt Limit		117,452,800
Net Debt-Contracting Margin		<u>\$ 486,456,510</u>
The percent of debt contracting power exhausted is		<u>19.45%</u>

## Schedule 1

**Community College Debt Liability and Payment History**  
**By Year, Issue and Project**

	January 1 Begin Liab Prin Bal	Pay Date Principal Payment	Pay Date 1st Int Pay	Pay Date 2nd Int Pay	December 31 End Liab Prin Bal
<b>2012</b>					
2002 Issue (Matures 2019)		03/01	03/01	09/01	
Student Activities/Athletic Facility	\$ 217,915	\$ 217,915	\$ 4,358	\$ -	\$ -
Total 2002 Issue	217,915	217,915	4,358	-	-
2005 Issue (Matures 2017)		04/15	04/15	10/15	
Student Activities/Athletic Facility	\$ 198,712	\$ 29,752	\$ 3,858	\$ 3,300	168,960
Roof Replacement Phase I	187,257	28,037	3,635	3,110	159,220
Original Boiler Replacement Phase I	119,274	17,858	2,316	1,981	101,416
Total 2005 Issue	505,243	75,647	9,809	8,391	429,596
2010 Issue (Matures 2021)		04/15	04/15	10/15	
Technology Initiative	\$ 23,365	\$ 2,160	\$ 538	\$ 495	21,205
Update Master Plan	3,853	356	89	82	3,497
Wales Building Renovation	73,872	6,830	1,701	1,565	67,042
Original Boiler Replacement Phase II	269,799	24,947	6,214	5,715	244,852
Feasibility Study	15,676	1,449	361	332	14,227
Energy Management Improvements	64,898	6,001	1,495	1,375	58,897
Roof Replacement Phase II	322,400	29,810	7,426	6,829	292,590
West Gym Bleachers	81,515	7,537	1,877	1,727	73,978
Roadway and Lot Upgrades	39,973	3,696	921	847	36,277
Roof Replacement III	151,011	13,963	3,478	3,199	137,048
Science Building	156,006	14,425	3,593	3,305	141,581
09 Alms Building Demo & Site Restoration	140,038	12,948	3,225	2,966	127,090
10 Direct Digital Control	104,505	9,663	2,407	2,214	94,842
10 Natural Gas Piping Replacement	130,632	12,079	3,009	2,767	118,553
Total 2010 Issue	1,577,543	145,864	36,334	33,418	1,431,679

## Schedule 1

Community College Debt Liability and Payment History  
By Year, Issue and Project

	January 1 Begin Liab Prin Bal	Pay Date Principal Payment	Pay Date 1st Int Pay	Pay Date 2nd Int Pay	December 31 End Liab Prin Bal
<b>2012 Continued</b>					
2010 Issue (Matures 2025)		04/15	04/15	10/15	
Technology Initiative	\$ 17,429	\$ -	\$ 509	\$ 509	17,429
Update Master Plan	2,874	-	84	84	2,874
Wales Building Renovation	55,105	-	1,609	1,609	55,105
Original Boiler Replacement Phase II	201,256	-	5,876	5,876	201,256
Feasibility Study	11,693	-	341	341	11,693
Energy Management Improvements	48,411	-	1,413	1,413	48,411
Roof Replacement Phase II	240,493	-	7,021	7,021	240,493
West Gym Bleachers	60,805	-	1,775	1,775	60,805
Roadway and Lot Upgrades	29,818	-	871	871	29,818
Roof Replacement III	112,646	-	3,289	3,289	112,646
Science Building	116,372	-	3,397	3,397	116,372
09 Alms Building Demo & Site Restoration	104,461	-	3,050	3,050	104,461
10 Direct Digital Control	77,956	-	2,276	2,276	77,956
10 Natural Gas Piping Replacement	97,445	-	2,845	2,845	97,445
Total 2010 Issue	1,176,764	-	34,356	34,356	1,176,764
2011 Refunding Issue (Matures 2019)		02/15	02/15	08/15	
Student Activities/Athletic Facility	\$ 1,887,565	\$ -	\$ 28,370	\$ 28,370	1,887,565
Total 2011 Issue	1,887,565	-	28,370	28,370	1,887,565
<b>Total Serial Bonds</b>	<b>\$ 5,365,030</b>	<b>\$ 439,426</b>	<b>\$ 113,227</b>	<b>\$ 104,535</b>	<b>\$ 4,925,604</b>
05/11 Bond Anticipation Note (Matures 05/12)		05/10	05/10		
Hazardous Materials	\$ 77,700	\$ 7,770 *	\$ 974		69,930
<b>Total Bond Anticipation Notes</b>	<b>\$ 77,700</b>	<b>\$ 7,770 *</b>	<b>\$ 974</b>	<b>\$ -</b>	<b>\$ 69,930</b>
<b>Total Serial Bonds and Bond Anticipation Notes</b>	<b>\$ 5,442,730</b>	<b>\$ 447,196</b>	<b>\$ 114,201</b>	<b>\$ 104,535</b>	<b>\$ 4,995,534</b>

\* Principal payment is comprised of budgeted principal payments, plus unbudgeted paydowns, plus remaining BAN proceeds reissued as serial bonds.

## Schedule 1

**Community College Debt Liability and Payment History**  
**By Year, Issue and Project**

	January 1 Begin Liab Prin Bal	Pay Date Principal Payment	Pay Date 1st Int Pay	Pay Date 2nd Int Pay	December 31 End Liab Prin Bal
<b>2013</b>					
2005 Issue (Matures 2017)		04/15	04/15	10/15	
Student Activities/Athletic Facility	\$ 168,960	\$ 31,051	\$ 3,300	\$ 2,718	\$ 137,909
Roof Replacement Phase I	159,220	29,261	3,110	2,561	129,959
Original Boiler Replacement Phase I	101,416	18,638	1,981	1,631	82,778
Total 2005 Issue	429,596	78,950	8,391	6,910	350,646
2010 Issue (Matures 2021)		04/15	04/15	10/15	
Technology Initiative	\$ 21,205	\$ 2,252	\$ 495	\$ 450	\$ 18,953
Update Master Plan	3,497	371	82	74	3,126
Wales Building Renovation	67,042	7,120	1,565	1,422	59,922
Original Boiler Replacement Phase II	244,852	26,004	5,715	5,195	218,848
Feasibility Study	14,227	1,511	332	302	12,716
Energy Management Improvements	58,897	6,255	1,375	1,250	52,642
Roof Replacement Phase II	292,590	31,074	6,829	6,208	261,516
West Gym Bleachers	73,978	7,857	1,727	1,570	66,121
Roadway and Lot Upgrades	36,277	3,853	847	770	32,424
Roof Replacement III	137,048	14,555	3,199	2,908	122,493
Science Building	141,581	15,036	3,305	3,004	126,545
09 Alms Building Demo & Site Restoration	127,090	13,497	2,966	2,696	113,593
10 Direct Digital Control	94,842	10,073	2,214	2,012	84,769
10 Natural Gas Piping Replacement	118,553	12,591	2,767	2,515	105,963
Total 2010 Issue	1,431,679	152,049	33,418	30,376	1,279,630

## Schedule 1

**Community College Debt Liability and Payment History**  
**By Year, Issue and Project**

	January 1 Begin Liab Prin Bal	Pay Date Principal Payment	Pay Date 1st Int Pay	Pay Date 2nd Int Pay	December 31 End Liab Prin Bal
<b>2013 Continued</b>					
2010 Issue (Matures 2025)		04/15	04/15	10/15	
Technology Initiative	\$ 17,429	\$ -	\$ 509	\$ 509	\$ 17,429
Update Master Plan	2,874	-	84	84	2,874
Wales Building Renovation	55,105	-	1,609	1,609	55,105
Original Boiler Replacement Phase II	201,256	-	5,876	5,876	201,256
Feasibility Study	11,693	-	341	341	11,693
Energy Management Improvements	48,411	-	1,413	1,413	48,411
Roof Replacement Phase II	240,493	-	7,021	7,021	240,493
West Gym Bleachers	60,805	-	1,775	1,775	60,805
Roadway and Lot Upgrades	29,818	-	871	871	29,818
Roof Replacement III	112,646	-	3,289	3,289	112,646
Science Building	116,372	-	3,397	3,397	116,372
09 Alms Building Demo & Site Restoration	104,461	-	3,050	3,050	104,461
10 Direct Digital Control	77,956	-	2,276	2,276	77,956
10 Natural Gas Piping Replacement	97,445	-	2,845	2,845	97,445
Total 2010 Issue	1,176,764	-	34,356	34,356	1,176,764
2011 Refunding Issue (Matures 2019)		02/15	02/15	08/15	
Student Activities/Athletic Facility	\$ 1,887,565	\$ 245,176	\$ 28,370	\$ 24,692	\$ 1,642,389
Total 2011 Issue	1,887,565	245,176	28,370	24,692	1,642,389
<b>Total Serial Bonds</b>	<b>\$ 4,925,604</b>	<b>\$ 476,175</b>	<b>\$ 104,535</b>	<b>\$ 96,334</b>	<b>\$ 4,449,429</b>
05/12 Bond Anticipation Note (Matures 05/13)		05/9	05/9		
Science Building	\$ 3,038,548	\$ 138,116	\$ 45,578		\$ 2,900,432
Hazardous Materials	190,046	21,116	2,851		168,930
Wales Building Upgrades	957,500	38,300	14,363		919,200
Electrical Infrastructure	55,000	5,500	825		49,500
HVAC Upgrades/Replacement	120,000	12,000	1,800		108,000
Roofs Replacement IV	125,000	8,333	1,875		116,667
Water & Sewer Renovations/Upgrades	25,000	833	375		24,167
Total Bond Anticipation Notes	\$ 4,511,094	\$ 224,198 *	\$ 67,667	\$ -	\$ 4,286,896
<b>Total Serial Bonds and Bond Anticipation Notes</b>	<b>\$ 9,436,698</b>	<b>\$ 700,373</b>	<b>\$ 172,202</b>	<b>\$ 96,334</b>	<b>\$ 8,736,325</b>

\* Principal payment is comprised of budgeted principal payments, plus unbudgeted paydowns, plus remaining BAN proceeds reissued as serial bonds.



## Schedule 2

**Community College Debt Liability and Payment Schedule  
By Fiscal Year, Issue and Project**

BCC Fiscal Year: September 1 - August 31

	September 1 Begin Liab Prin Bal	Pay Date 1st Int Pay	Pay Date Principal Payment	Pay Date 2nd Int Pay	August 31 End Liab Prin Bal
<b>2011-2012</b>					
		09/01	03/01	03/01	
2002 Issue (Matures 2019)					
Student Activities/Athletic Facility	\$ 217,915	\$ 4,358	\$ 217,915	\$ 4,358	\$ -
Total 2002 Issue	217,915	4,358	217,915	4,358	-
		10/15	04/15	04/15	
2005 Issue (Matures 2017)					
Student Activities/Athletic Facility	\$ 198,712	\$ 3,858	\$ 29,752	\$ 3,858	\$ 168,960
Roof Replacement Phase I	187,257	3,635	28,037	3,635	159,220
Original Boiler Replacement Phase I	119,274	2,316	17,858	2,316	101,416
Total 2005 Issue	505,243	9,809	75,647	9,809	429,596
		10/15	04/15	04/15	
2010 Issue (Matures 2021)					
Technology Initiative	\$ 23,365	\$ 538	\$ 2,160	\$ 538	\$ 21,205
Update Master Plan	3,853	89	356	89	3,497
Wales Building Renovation	73,872	1,701	6,830	1,701	67,042
Original Boiler Replacement Phase II	269,799	6,214	24,947	6,214	244,852
Feasibility Study	15,676	361	1,449	361	14,227
Energy Management Improvements	64,898	1,495	6,001	1,495	58,897
Roof Replacement Phase II	322,400	7,426	29,810	7,426	292,590
West Gym Bleachers	81,515	1,877	7,537	1,877	73,978
Roadway and Lot Upgrades	39,973	921	3,696	921	36,277
Roof Replacement III	151,011	3,478	13,963	3,478	137,048
Science Building	156,006	3,593	14,425	3,593	141,581
09 Alms Building Demo & Site Restoration	140,038	3,225	12,948	3,225	127,090
10 Direct Digital Control	104,505	2,407	9,663	2,407	94,842
10 Natural Gas Piping Replacement	130,632	3,009	12,079	3,009	118,553
Total 2010 Issue	1,577,543	36,334	145,864	36,334	1,431,679

Schedule 2

Community College Debt Liability and Payment Schedule  
By Fiscal Year, Issue and Project

BCC Fiscal Year: September 1 - August 31

	September 1 Begin Liab Prin Bal	Pay Date 1st Int Pay	Pay Date Principal Payment	Pay Date 2nd Int Pay	August 31 End Liab Prin Bal
<b>2011-2012 Continued</b>					
2010 Issue (Matures 2025)					
Technology Initiative	\$ 17,429	\$ 509	\$ -	\$ 509	\$ 17,429
Update Master Plan	2,874	84	-	84	2,874
Wales Building Renovation	55,105	1,609	-	1,609	55,105
Original Boiler Replacement Phase II	201,256	5,876	-	5,876	201,256
Feasibility Study	11,693	341	-	341	11,693
Energy Management Improvements	48,411	1,413	-	1,413	48,411
Roof Replacement Phase II	240,493	7,021	-	7,021	240,493
West Gym Bleachers	60,805	1,775	-	1,775	60,805
Roadway and Lot Upgrades	29,818	871	-	871	29,818
Roof Replacement III	112,646	3,289	-	3,289	112,646
Science Building	116,372	3,397	-	3,397	116,372
09 Alms Building Demo & Site Restoration	104,461	3,050	-	3,050	104,461
10 Direct Digital Control	77,956	2,276	-	2,276	77,956
10 Natural Gas Piping Replacement	97,445	2,845	-	2,845	97,446
Total 2010 Issue	1,176,764	34,356	-	34,356	1,176,764
		02/15	02/15	08/15	
2011 Refunding Issue (Matures 2019)					
Student Activities/Athletic Facility	\$ 1,887,565	\$ 28,370	\$ -	\$ 28,370	\$ 1,887,565
Total 2011 Issue	1,887,565	28,370	-	28,370	1,887,565
<b>Total Serial Bonds</b>	<b>\$ 5,365,030</b>	<b>\$ 113,227</b>	<b>\$ 439,426</b>	<b>\$ 113,227</b>	<b>\$ 4,925,604</b>
05/11 Bond Anticipation Note (Matures 05/12) *			05/10	05/10	
Hazardous Materials	\$ 77,700		\$ 7,770	\$ 974	\$ 69,930
<b>Total Bond Anticipation Notes</b>	<b>\$ 77,700</b>		<b>\$ 7,770</b>	<b>\$ 974</b>	<b>\$ 69,930</b>
<b>Total Serial Bonds and Bond Anticipation Notes</b>	<b>\$ 5,442,730</b>	<b>\$ 113,227</b>	<b>\$ 447,196</b>	<b>\$ 114,201</b>	<b>\$ 4,995,534</b>

\*May 2011 BAN amounts represent current short-term borrowing.  
There is no estimate made of additional need for borrowing, for these or other projects.

## Schedule 2

**Community College Debt Liability and Payment Schedule  
By Fiscal Year, Issue and Project**

BCC Fiscal Year: September 1 - August 31

	September 1 Begin Liab Prin Bal	Pay Date 1st Int Pay	Pay Date Principal Payment	Pay Date 2nd Int Pay	August 31 End Liab Prin Bal
<b>2012-2013</b>					
		10/15	04/15	04/15	
2005 Issue (Matures 2017)					
Student Activities/Athletic Facility	\$ 168,960	\$ 3,300	\$ 31,051	\$ 3,300	\$ 137,909
Roof Replacement Phase I	159,220	3,110	29,261	3,110	129,959
Original Boiler Replacement Phase I	101,416	1,981	18,638	1,981	82,778
Total 2005 Issue	429,596	8,391	78,950	8,391	350,646
		10/15	04/15	04/15	
2010 Issue (Matures 2021)					
Technology Initiative	\$ 21,205	\$ 495	\$ 2,252	\$ 495	\$ 18,953
Update Master Plan	3,497	82	371	82	3,126
Wales Building Renovation	67,042	1,565	7,120	1,565	59,922
Original Boiler Replacement Phase II	244,852	5,715	26,004	5,715	218,848
Feasibility Study	14,227	332	1,511	332	12,716
Energy Management Improvements	58,897	1,375	6,255	1,375	52,642
Roof Replacement Phase II	292,590	6,829	31,074	6,829	261,516
West Gym Bleachers	73,978	1,727	7,857	1,727	66,121
Roadway and Lot Upgrades	36,277	847	3,853	847	32,424
Roof Replacement III	137,048	3,199	14,555	3,199	122,493
Science Building	141,581	3,305	15,036	3,305	126,545
09 Alms Building Demo & Site Restoration	127,090	2,966	13,497	2,966	113,593
10 Direct Digital Control	94,842	2,214	10,073	2,214	84,769
10 Natural Gas Piping Replacement	118,553	2,767	12,591	2,767	105,962
Total 2010 Issue	1,431,679	33,418	152,049	33,418	1,279,630

## Schedule 2

Community College Debt Liability and Payment Schedule  
By Fiscal Year, Issue and Project

BCC Fiscal Year: September 1 - August 31

	September 1 Begin Liab Prin Bal	Pay Date 1st Int Pay	Pay Date Principal Payment	Pay Date 2nd Int Pay	August 31 End Liab Prin Bal
<b>2012-2013 Continued</b>					
2010 Issue (Matures 2025)					
Technology Initiative	\$ 17,429	\$ 509	\$ -	\$ 509	\$ 17,429
Update Master Plan	2,874	84	-	84	2,874
Wales Building Renovation	55,105	1,609	-	1,609	55,105
Original Boiler Replacement Phase II	201,256	5,876	-	5,876	201,256
Feasibility Study	11,693	341	-	341	11,693
Energy Management Improvements	48,411	1,413	-	1,413	48,411
Roof Replacement Phase II	240,493	7,021	-	7,021	240,493
West Gym Bleachers	60,805	1,775	-	1,775	60,805
Roadway and Lot Upgrades	29,818	871	-	871	29,818
Roof Replacement III	112,646	3,289	-	3,289	112,646
Science Building	116,372	3,397	-	3,397	116,372
09 Alms Building Demo & Site Restoration	104,461	3,050	-	3,050	104,461
10 Direct Digital Control	77,956	2,276	-	2,276	77,956
10 Natural Gas Piping Replacement	97,445	2,845	-	2,845	97,446
Total 2010 Issue	1,176,764	34,356	-	34,356	1,176,764
		02/15	02/15	08/15	
2011 Refunding Issue (Matures 2019)					
Student Activities/Athletic Facility	\$ 1,887,565	\$ 28,370	\$ 245,176	\$ 24,692	\$ 1,642,389
Total 2011 Issue	1,887,565	28,370	245,176	24,692	1,642,389
<b>Total Serial Bonds</b>	<b>\$ 4,925,604</b>	<b>\$ 104,535</b>	<b>\$ 476,175</b>	<b>\$ 100,857</b>	<b>\$ 4,449,429</b>
05/12 Bond Anticipation Note (Matures 05/13) *			05/09	05/09	
Science Building	\$ 3,038,548		\$ 138,116	\$ 45,578	\$ 2,900,432
Hazardous Materials	190,046		21,116	2,851	168,930
Wales Building Upgrades	957,500		38,300	14,363	919,200
Electrical Infrastructure	55,000		5,500	825	49,500
HVAC Upgrades/Replacement	120,000		12,000	1,800	108,000
Roofs Replacement IV	125,000		8,333	1,875	116,667
Water & Sewer Renovations/Upgrades	25,000		833	375	24,167
Total Bond Anticipation Notes	\$ 4,511,094	\$ -	\$ 224,198	\$ 67,667	\$ 4,286,896
<b>Total Serial Bonds and Bond Anticipation Notes</b>	<b>\$ 9,436,698</b>	<b>\$ 104,535</b>	<b>\$ 700,373</b>	<b>\$ 168,525</b>	<b>\$ 8,736,325</b>

\*May 2012 BAN amounts represent current short-term borrowing.  
There is no estimate made of additional need for borrowing, for these or other projects.

## Schedule 3

**Statement of Community College  
Authorized and Unborrowed Debt**

For Community College projects open as of July 31, 2012

**Serial Bonds and Bond Anticipation Notes**

	Authorizing Resolution	Total Debt Authorized	Debt Unborrowed
Roof Replacement III	08-744	600,000	237,796
Science Building	08-744 & 11-543	23,000,000	16,686,575
Direct Digital Control	10-35	465,000	265,000
Hazardous Materials	10-592	515,000	317,184
Wales Building Upgrades	10-592	3,000,000	2,042,500
Electrical Infrastructure	11-549	500,000	445,000
HVAC Upgrades/Replacement	11-549	700,000	580,000
Roofs Replacement IV	11-549	250,000	125,000
Water & Sewer Renovations/Upgrades	11-549	500,000	475,000
		<b>\$29,530,000</b>	<b>\$21,174,055</b>

**Schedule 4****Community College Authorized Capital Projects**

Open as of August 7, 2012

	<b>CIP Year</b>	<b>Total Appropriations</b>	<b>Available Appropriations as of 08/31/11</b>
Roof Replacement - BCC	2002	408,000	1,065
Original Boiler Replacement Phase I	2005	415,800	4,251
Original Boiler Replacement Phase II	2007	540,000	1,869
Feasibility Study	2007	50,000	49,949
Energy Management Improvements	2008	207,000	207,000
Roof Replacement	2008	621,000	1,272
West Gym Bleachers	2008	260,000	54,708
Roadway and Lot Upgrades	2009	85,000	85,000
Roof Replacement III	2009	600,000	356,658
Science Building	2009	23,000,000	6,589,537
Direct Digital Control	2010	465,000	465,000
Hazardous Materials	2011	515,000	321,942
Wales Building Upgrades	2011	3,000,000	2,985,240
Electrical Infrastructure	2012	500,000	500,000
HVAC Upgrades/Replacement	2012	700,000	575,064
Roofs Replacement IV	2012	250,000	219,093
Water & Sewer Renovations/Upgrades	2012	500,000	500,000
BCC Flood Recovery & Improvements	2012	1,227,223	1,139,417
<b>Total</b>		<b>\$ 33,344,023</b>	<b>\$ 14,057,065</b>

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## SUPPLEMENTARY INFORMATION

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## **PERSONNEL CHANGES**

## 2013 RECOMMENDED PERSONNEL CHANGES

#	Department	Department Account	#	Title	Grade/ Union	Action	Reason	Savings
1	Aviation	28010005	6001000	1 Airport Operations Supervisor	20 BAPA	Downgrade to Sr. Operations Specialist (18 CSEA)	Create Savings / Efficiency	11,000
2	Aviation	28010005	6001000	1 Secretary (40)	13 CSEA	Downgrade to Keyboard Specialist (8 CSEA)	Create Savings / Efficiency	10,000
3	County Clerk/Records Center	04030001	6001000	1 Records Management Officer (40)	18 Admin	Change from Regular to Temporary	Efficiency	
4	DPW / Buildings & Grounds	15020101	6001000	3 Construction Worker	AFSCME	Move from Parks & Rec. / Parks	Efficiency	
5	DPW / Buildings & Grounds	15020101	6001000	1 Park Operations Manager	AFSCME	Move from Parks & Rec. / Parks	Efficiency	
6	DPW / Highways/County Roads	29010205	6001000	1 Motor Equipment Operator I	AFSCME	Unfund	Create Savings	71,589
7	DPW-Security	22000103	6001000	1 Administrative Mgr. of Sec. Services	23 Admin	Unfund to Abolish	Efficiency	
8	DPW-Security	22000103	6001000	1 Kennel Person	7 CSEA	Unfund to Abolish	Efficiency	
9	DPW-Security	22000103	6001000	1 Keyboard Specialist	8 CSEA	Unfund to Abolish	Efficiency	
10	DPW-Security	22000103	6001000	2 Security Officer I	7 CSEA	Abolish	Create Savings	45,935
11	DPW-Security	22000103	6001000	1 Security Officer II	12 CSEA	Abolish	Create Savings	52,400
12	DPW-Security	22000103	6001000	1 Security Services Investigator	17 CSEA	Refund	Restore Service	
13	DPW-Security	22000103	6001000	1 Security Supervisor	18 BAPA	Abolish	Create Savings	82,063
14	DPW-Security	22000103	6001000	1 Sr. Security Svcs. Investigator	20 CSEA	Abolish	Create Savings	60,851
15	DPW-Security	22000103	6001000	1 Supervising Fraud Investigator	23 BAPA	Unfund	Create Savings	85,323
16	DPW-Security	22000103	6001001	1 Account Clerk Typist (Part-Time)	7 CSEA	Abolish	Create Savings	17,746
17	DPW-Security	22000103	6001001	1 Security Officer II (Part-Time)	12 CSEA	Abolish	Create Savings	26,643
18	Information Technology	10020001	6001000	1 Information Security Analyst	22 BAPA	Create	Efficiency/Security	
19	Information Technology	10010001	6001000	1 Offset Dup. Machine Operator (40)	11 CSEA	Downgrade to PT	Efficiency	46,029
20	Library	40000008	6001000	1 Library Clerk	6 CSEA	Unfund	Create Savings	43,605
21	Library	40000008	6001001	1 Custodial Worker	6 CSEA	Unfund	Create Savings	21,679
22	Mental Health	26000004	6001000	1 Clinical Social Worker	21 CSEA	Abolish	Create Savings	84,123
23	Mental Health	26000004	6001000	1 Nurse Practitioner	27 CSEA	Downgraded to PT	Create Savings	63,954
24	Mental Health	26000004	6001000	1 Staff Psychiatrist	NA	Abolish	Create Savings	186,877
25	Mental Health	26000004	6001001	1 Clinical Social Worker (Part-Time)	21 CSEA	Abolish	Create Savings	19,247
26	OMB	45010001	6001000	1 Data Machine Entry Operator (40)	8 CSEA	Abolish	Create Savings	60,770
27	OMB	45010001	6001000	1 Financial Analyst (40)	19 CSEA	Create	Efficiency	
28	Parks & Rec. / Administration	43010008	6001000	1 Commissioner of Parks & Recreation	G Admin	Unfund to Abolish	Efficiency	
29	Parks & Rec. / Administration	43010008	6001000	1 Deputy Comm. of Parks & Recreation	E Admin	Downgrade to Director of Youth & Park Services (Grade B)	Create Savings / Efficiency	25,187
30	Parks & Rec. / Administration	43010008	6001000	1 Director of Youth & Park Services	B Admin	Create	Create Savings	12,015
31	Parks & Rec. / Parks	43030008	6001000	3 Construction Worker	AFSCME	Move to DPW-Buildings & Grounds	Efficiency	
32	Parks & Rec. / Parks	43030008	6001000	1 Park Operations Manager	AFSCME	Move to DPW-Buildings & Grounds	Efficiency	
33	Personnel	13000001	6001000	1 Senior Personnel Associate	18 Admin	Unfund	Create Savings	62,896
34	Probation/PINS	21020003	6001000	3 Probation Officer/Trainee	17/16 CSEA	Unfund	Create Savings	182,553
35	Probation/PINS	21020003	6001000	1 Probation Supervisor	21 BAPA	Unfund	Create Savings	98,940

## 2013 RECOMMENDED PERSONNEL CHANGES

#	Department	Department Account	#	Title	Grade/ Union	Action	Reason	Savings
36	Public Transportation	31010105	6001000	1 Coach Operator	ATU	Create	Restore Service	
37	Purchasing	16000001	6001000	1 Purchasing Agent	20 BAPA	Abolish	Create Savings	85,669
38	Purchasing	16000001	6001000	1 Senior Buyer	15 BAPA	Upgrade to Senior Buyer (17 BAPA)	Efficiency	
39	Sheriff / Law Enforcement	23020303	6001000	1 Deputy Sheriff	AFSCME	Unfund	Create Savings	69,190
40	Sheriff / Law Enforcement	23020403	6001000	1 Stenographic Specialist	8 CSEA	Downgrade to Account Clerk (7 CSEA)	Create Savings	1,543
41	Solid Waste Management	38010007	6001000	1 Secretary	13 CSEA	Downgrade to Keyboard Specialist (9 CSEA)	Create Savings	8,258
42	WPNH / Admin. & General	27010104	6001000	1 Admission Coordinator	16 CSEA	Upgrade to Nursing Home Compliance Officer (20 BAPA)	Efficiency / Compliance	
43	WPNH / Ancillaries	27020504	6001000	1 Director of Rehabilitation Services	28 BAPA	Abolish	Create Savings	135,275
44	WPNH / Ancillaries	27020304	6001000	1 Occupational Therapist	24 CSEA	Abolish	Create Savings	112,785
45	WPNH / Ancillaries	27020304	6001000	1 Occupational Therapy Assistant (COTA)	16 CSEA	Abolish	Create Savings	62,858
46	WPNH / Ancillaries	27020504	6001000	1 Physical Therapist	25 CSEA	Abolish	Create Savings	90,827
47	WPNH / Ancillaries	27020304	6001000	3 Physical Therapy Aide	7 CSEA	Abolish	Create Savings	119,096
48	WPNH / Ancillaries	27020504	6001000	4 Physical Therapy Assistant	13 CSEA	Abolish	Create Savings	251,257
49	WPNH / Nursing	27060304	6001000	2 Charge Nurse RPN/Sr. LPN	15/11 CSEA	Abolish	Create Savings	137,120
50	WPNH / Social Programs	27070304	6001000	1 Director of NH Social Services (40)	21 BAPA	Abolish	Create Savings	103,102
51	WPNH / Social Programs	27070304	6001001	1 Clerk (Part-Time)	6 CSEA	Abolish	Create Savings	16,018
52	Youth Bureau	44010008	6001000	1 Executive Director Youth Bureau	A Admin	Abolish	Consolidate with Parks	77,378

## **PERSONNEL SUMMARY**

## 2013 PERSONNEL SERVICES SUMMARY

	2011 ACTUALS		CURRENT THRU August 24, 2012		2013 REQUESTED		2013 RECOMMENDED	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
<b>GENERAL FUND</b>								
LEGISLATURE	4	0	4	0	4	0	4	0
EXECUTIVE	7	0	7	0	7	0	7	0
COUNTY CLERK	28	8	27	7	26	7	26	7
DISTRICT ATTORNEY	29	0	29	0	29	0	29	0
AUDIT AND CONTROL	9	1	9	1	9	1	9	1
CORONERS	0	4	0	4	0	4	0	4
ELECTIONS	6	2	6	2	6	2	6	2
OFFICE OF MANAGEMENT & BUDGET	0	0	14	0	14	0	14	0
FINANCE	0	0	0	0	0	0	0	0
INFORMATION TECHNOLOGY	32	2	32	1	31	2	31	2
LAW (COUNTY ATTORNEY)	22	0	22	0	22	0	22	0
PERSONNEL	11	1	11	1	11	1	11	1
PUBLIC DEFENDER	21	0	21	0	21	0	21	0
PUBLIC WORKS (INCLUDING SECURITY)	103	10	101	10	93	2	97	2
PURCHASING	4	0	4	0	3	0	3	0
REAL PROPERTY TAX SERVICES	10	0	10	0	10	0	10	0
SHERIFF	233	2	233	2	233	2	233	2
EMERGENCY SERVICES	49	1	49	1	49	1	49	1
PROBATION	50	0	50	0	50	0	50	0
STOP DWI	2	0	2	0	2	0	2	0
HEALTH	53	19	51	17	51	17	51	17
MENTAL HEALTH	34	17	31	15	28	15	28	15
AGING, OFFICE FOR THE (OFA)	9	1	5	2	5	2	5	2
COMMUNITY ALTERNATIVE SYS. AGENCY (CASA)	26	1	0	0	0	0	0	0
SOCIAL SERVICES	262	2	260	2	260	2	260	2
VETERANS' SERVICES	1	0	2	0	2	0	2	0
PLANNING & ECONOMIC DEVELOPMENT	7	0	7	0	7	0	7	0
PARKS & RECREATION	25	0	25	0	25	0	20	0
YOUTH BUREAU	1	0	1	0	1	0	0	0
<b>GENERAL FUND TOTAL</b>	<b>1,038</b>	<b>71</b>	<b>1,013</b>	<b>65</b>	<b>999</b>	<b>58</b>	<b>997</b>	<b>58</b>

**2013 PERSONNEL SERVICES SUMMARY**

	2011 ACTUALS		CURRENT THRU August 24, 2012		2013 REQUESTED		2013 RECOMMENDED	
	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART TIME
<b>ENTERPRISE FUND</b>								
AVIATION	21	3	21	3	21	3	21	3
PUBLIC TRANSPORTATION (TRANSIT)	81	26	70	25	71	25	71	25
SOLID WASTE MANAGEMENT	22	0	22	0	22	0	22	0
WILLOW POINT NURSING HOME	327	122	315	104	301	103	301	103
<b>ENTERPRISE FUND TOTAL</b>	<b>451</b>	<b>151</b>	<b>428</b>	<b>132</b>	<b>415</b>	<b>131</b>	<b>415</b>	<b>131</b>
<b>INTERNAL SERVICES FUND</b>								
CENTRAL FOOD & NUTRITION SERVICES	23	20	22	20	22	20	22	20
PUBLIC WORKS/FLEET MANAGEMENT	4	0	4	0	4	0	4	0
RISK & INSURANCE	6	0	6	0	6	0	6	0
<b>INTERNAL SERVICES FUND TOTAL</b>	<b>33</b>	<b>20</b>	<b>32</b>	<b>20</b>	<b>32</b>	<b>20</b>	<b>32</b>	<b>20</b>
<b>SPECIAL REVENUE FUND</b>								
LIBRARY	22	12	21	12	21	12	21	12
PUBLIC WORKS/HIGHWAYS	74	0	74	0	74	0	74	0
PARKS & RECREATION/VETERAN'S ARENA	5	4	5	4	5	4	5	4
PARKS & RECREATION/EN-JOIE GOLF COURSE	2	0	2	0	2	0	2	0
<b>SPECIAL REVENUE FUND TOTAL</b>	<b>103</b>	<b>16</b>	<b>102</b>	<b>16</b>	<b>102</b>	<b>16</b>	<b>102</b>	<b>16</b>
	<b>1,625</b>	<b>258</b>	<b>1,575</b>	<b>233</b>	<b>1,548</b>	<b>225</b>	<b>1,546</b>	<b>225</b>
<b>TOTAL HEAD COUNT</b>	<b>1,883</b>		<b>1,808</b>		<b>1,773</b>		<b>1,771</b>	

## FINANCIAL SUMMARIES

Report : BP060

Type : EXPENSE

Budget Yr: 2013

## Broome County Government

### Appropriation by Character

<u>Character</u>	<u>Character Title</u>	2011	2012	2012	2013	2013
		<u>Actuals</u>	<u>Budget</u>	<u>Actuals as of</u>	<u>Budget</u>	<u>Budget</u>
				9/7/2012	<u>Requested</u>	<u>Recommended</u>
0000010	Personal Service	81,340,097	78,869,246	47,858,887	79,041,085	78,785,103
0000020	Equipment and Capital Outlay	69,115	344,433	28,189	328,565	328,565
0000040	Contractual Expenditures	189,740,669	201,162,376	126,939,393	203,708,734	203,667,935
0000041	Chargeback Expenses	14,284,538	16,209,262	5,402,505	16,553,146	16,276,618
0000042	Depreciation	11,368,153	0	2,672,189	0	0
0000060	Principal on Indebtedness	4,875,853	8,424,137	4,900,831	9,634,385	9,634,385
0000070	Interest on Indebtedness	5,553,822	5,075,832	1,963,792	4,000,988	4,000,988
0000080	Employee Benefits	47,921,453	48,593,837	29,797,657	51,294,549	51,197,538
0000090	Transfers	25,137,115	14,192,697	14,019,995	15,016,186	15,016,186
		<b>380,290,815</b>	<b>372,871,820</b>	<b>233,583,438</b>	<b>379,577,638</b>	<b>378,907,318</b>



Report : BP160

Type : REVENUE

Budget Yr: 2013

## Broome County Government

506

## Revenue by Character

<u>Character</u>	<u>Character Title</u>	2011	2012	2012	2013	2013
		<u>Actuals</u>	<u>Budget</u>	<u>Actuals as of</u>	<u>Budget</u>	<u>Budget</u>
				9/6/2012	<u>Requested</u>	<u>Recommended</u>
0000001	Tax Items	150,515,171	152,100,776	120,521,414	7,250,000	153,593,240
0000002	Departmental Income	114,351,499	108,462,451	57,047,583	112,021,069	111,808,541
0000003	Use of Money	654,662	476,080	391,974	705,210	705,210
0000004	Licenses and Permits	102,637	87,455	83,034	104,735	104,735
0000005	Fines and Forfeitures	378,251	451,300	247,938	429,500	429,500
0000006	Sale of Prop and Comp for Loss	174,055	176,904	137,499	176,295	176,295
0000007	Misc Interfund Revenues	44,478,265	22,579,540	27,302,733	22,198,216	22,198,216
0000008	State Aid	30,048,549	33,548,678	15,864,288	32,395,785	32,219,018
0000009	Federal Aid	52,751,978	49,726,417	28,102,395	51,935,909	51,935,909
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		393,455,067	367,609,601	249,698,858	227,216,719	373,170,664

Report ID: BCBP064  
Budget Yr: 2013

Broome County Government  
APPROPRIATION SUMMARY BY DEPARTMENT

DEPARTMENT	DEPARTMENT TITLE	2011 ACTUALS	2012 BUDGET	2012 YTD ACTUALS AS OF 09/06/2012	2013 BUDGET REQUESTED	2013 BUDGET RECOMMENDED
01	Audit and Control	3,942,330	3,235,993	2,098,461	3,237,880	3,237,880
02	Central Foods	4,665,432	4,601,024	2,597,168	4,748,902	4,748,902
03	Coroners	373,613	344,622	195,413	370,259	370,259
04	County Clerk	2,136,247	2,269,676	1,354,316	2,234,409	2,234,409
05	County Executive	736,109	739,148	466,314	743,985	743,985
06	District Attorney	2,620,419	2,812,483	1,776,557	2,918,386	2,918,386
07	Elections	1,016,798	1,334,703	897,455	1,114,429	1,103,664
09	Fleet Management	1,082,203	1,221,598	577,962	1,351,836	1,351,836
10	Information Technology	5,027,112	5,255,856	3,195,983	5,557,640	5,557,640
11	Law	2,194,272	2,297,601	1,259,173	2,234,906	2,234,906
12	Legislative	720,225	750,838	456,297	708,136	708,136
13	Personnel	826,537	880,705	508,188	826,613	826,613
14	Public Defender	1,903,946	2,091,904	1,189,238	2,027,762	2,027,762
15	Public Works	6,579,823	7,070,453	3,941,803	7,034,816	7,317,747
16	Purchasing	297,369	270,669	166,472	228,931	228,931
17	Real Property Tax Services	957,819	979,881	571,617	1,007,748	1,007,748
18	Risk and Insurance	49,094,748	50,898,206	31,391,532	53,225,988	53,225,988
20	Emergency Services	4,002,114	4,449,837	2,811,532	4,579,725	4,579,725
21	Probation	4,039,948	4,165,619	2,485,666	4,341,627	4,079,099
22	Security	3,485,184	3,864,142	2,036,383	3,762,208	3,762,208
23	Sheriff	29,894,451	30,612,098	18,651,070	32,366,628	32,366,628
24	STOP DWI	354,663	406,152	215,913	377,500	377,500
25	Health	14,677,336	15,550,642	7,976,965	15,523,252	15,523,252
26	Mental Health	4,118,820	4,476,343	2,390,773	4,019,751	4,019,751
27	Willow Point	30,263,140	29,479,256	14,896,858	29,806,831	29,806,831
28	Aviation	9,115,084	4,087,322	4,688,638	4,102,121	4,102,121
29	Highway	12,721,708	9,310,486	6,512,542	9,673,413	9,673,413
30	Road Machinery	2,656,808	2,269,949	1,541,232	2,363,020	2,363,020
31	Public Transportation	14,450,075	11,332,457	6,679,308	12,234,410	12,234,410
32	CASA	1,903,134	0	0	0	0
34	Office for Aging	1,683,405	1,633,545	1,312,319	1,650,042	1,650,042
35	Social Services	112,314,591	121,576,515	76,246,519	121,779,579	121,506,404
36	Veterans Services	323,743	426,383	239,991	598,438	598,438
37	Planning and Econ Development	629,855	742,231	452,946	784,926	784,926
38	Solid Waste Management	8,246,032	9,414,859	2,794,648	9,060,903	9,060,903
39	Arena	1,708,201	1,482,097	1,013,889	1,482,881	1,482,881
40	County Library	2,164,753	2,342,660	1,296,862	2,214,723	2,214,723
41	En Joie Golf Course	889,455	935,524	621,905	944,730	944,730
42	Forum	178,468	195,449	99,456	174,629	174,629
43	Parks and Recreation	2,527,399	2,694,082	1,694,628	2,695,371	2,536,900
44	Youth Bureau	75,732	224,798	50,179	218,160	0
45	Office of Management & Budget	1,047,806	1,235,982	729,563	1,203,881	1,203,881
90	Special Objects	9,260,879	5,745,910	8,089,090	6,389,599	6,359,447
91	Debt Service (General Fund)	11,020,965	4,921,408	3,169,900	4,595,237	4,595,237
92	Interfund Transfers	12,362,064	12,240,714	12,240,714	13,061,427	13,061,427
		380,290,815	372,871,820	233,583,438	379,577,638	378,907,318

Broome County Government  
REVENUE SUMMARY BY DEPARTMENT

Report ID: BCBP164  
Budget Yr: 2013

DEPARTMENT	DEPARTMENT TITLE	2011 ACTUALS	2012 BUDGET	2012 YTD ACTUALS AS OF 09/06/2012	2013 BUDGET REQUESTED	2013 BUDGET RECOMMENDED
01	Audit and Control	883,646	955,766	689,332	555,000	555,000
02	Central Foods	4,356,264	4,726,152	1,298,970	4,942,087	4,942,087
04	County Clerk	3,946,920	4,198,258	2,445,197	4,272,560	4,272,560
05	County Executive	1,633,043	2,266,376	0	2,070,010	2,070,010
06	District Attorney	139,157	465,365	181,662	412,421	412,421
07	Elections	300,105	536,500	525,271	345,769	395,769
09	Fleet Management	598,361	891,331	606,514	1,424,453	1,424,453
10	Information Technology	2,415,360	2,510,832	982,427	2,417,672	2,417,672
11	Law	1,280,763	1,469,348	553,184	1,458,458	1,458,458
12	Legislative	1,351	1,000	1,509	1,200	1,200
13	Personnel	88,116	94,022	5,683	83,327	83,327
14	Public Defender	20,402	20,000	9,929	22,200	22,200
15	Public Works	1,158,079	1,224,530	325,769	1,196,521	1,196,521
16	Purchasing	5,870	1,500	1,275	1,500	1,500
17	Real Property Tax Services	1,534,791	1,820,266	1,658,295	1,770,500	1,770,500
18	Risk and Insurance	47,021,689	47,929,892	28,366,539	49,639,715	49,639,715
20	Emergency Services	794,721	1,054,806	532,161	1,020,392	1,020,392
21	Probation	1,686,634	1,658,785	848,918	1,787,439	1,524,911
22	Security	2,638,150	2,748,996	1,142,000	2,756,985	2,756,985
23	Sheriff	2,095,657	1,455,156	985,670	1,233,255	1,233,255
24	STOP DWI	379,045	406,152	228,447	377,500	377,500
25	Health	7,581,781	8,452,025	4,437,651	8,454,689	8,454,689
26	Mental Health	2,300,930	3,399,711	1,068,159	2,977,638	2,977,638
27	Willow Point	29,847,384	29,497,368	17,989,870	29,836,839	29,836,839
28	Aviation	15,534,663	4,011,347	2,306,082	4,102,121	4,102,121
29	Highway	13,616,581	9,292,365	15,207,532	9,673,413	9,673,413
30	Road Machinery	2,880,410	2,269,949	2,254,763	2,363,020	2,363,020
31	Public Transportation	13,419,383	11,333,859	4,715,728	12,234,410	12,234,410
32	CASA	1,910,033	0	0	0	0
34	Office for Aging	1,120,760	1,170,803	627,743	1,187,300	1,187,300
35	Social Services	56,010,296	55,437,844	31,772,376	56,825,485	56,662,718
36	Veterans Services	381,392	502,598	278,964	598,438	598,438
37	Planning and Econ Development	40,316	39,840	9,648	29,840	29,840
38	Solid Waste Management	13,013,453	8,546,985	3,903,536	9,024,731	9,024,731
39	Arena	1,613,757	1,481,303	1,172,461	1,482,881	1,482,881
40	County Library	1,667,997	2,142,660	1,437,902	2,214,723	2,214,723
41	En Joie Golf Course	1,008,377	961,619	243,861	966,519	966,519
42	Forum	184,437	182,000	68,868	97,000	97,000
43	Parks and Recreation	178,389	233,490	174,473	223,310	366,769
44	Youth Bureau	0	183,082	0	157,459	0
45	Office of Management & Budget	148,705,202	149,915,776	119,000,575	4,865,000	151,208,240
90	Special Objects	1,985,418	1,717,000	891,534	1,917,000	1,917,000
91	Debt Service (General Fund)	7,434,813	402,944	105,486	195,939	195,939
92	Interfund Transfers	41,156	0	642,594	0	0
94	Agency	15	0	300	0	0
		393,455,067	367,609,601	249,698,858	227,216,719	373,170,664

Report : BP042  
 Type : EXPENSE  
 Budget Yr: 2013

## Broome County Government

### Appropriation by Subfund

<u>Subfund</u>	<u>Subfund Title</u>	<u>2011 Actuals</u>	<u>2012 Budget</u>	<u>2012 Actuals as of 9/7/2012</u>	<u>2013 Requested</u>	<u>2013 Recommended</u>
1010	General Operating	243,229,008	245,495,547	158,970,059	248,367,880	247,697,560
2010	Aviation Operating	9,115,084	4,087,322	4,688,638	4,102,121	4,102,121
2020	SWM Operating	8,246,032	9,414,859	2,794,648	9,060,903	9,060,903
2040	Transit Operating	14,450,075	11,332,457	6,679,308	12,234,410	12,234,410
2050	WPNH Operating	30,263,140	29,479,256	14,896,858	29,806,831	29,806,831
2060	Central Kitchen Operating	4,665,432	4,600,864	2,597,008	4,748,902	4,748,902
2070	Fleet Operating	1,086,371	1,222,593	578,957	1,351,836	1,351,836
2080	Health Insurance Operating	40,101,847	44,920,873	28,560,804	47,219,928	47,219,928
2090	Self Insurance Operating	5,672,512	2,425,080	677,197	2,354,572	2,354,572
2100	Workers Comp Operating	3,320,389	3,552,253	2,153,531	3,651,488	3,651,488
3110	Arena Operating	1,708,201	1,482,097	1,013,889	1,482,881	1,482,881
3120	County Road Operating	12,720,499	9,310,486	6,512,542	9,673,413	9,673,413
3140	EnJoie Operating	889,455	935,524	621,905	944,730	944,730
3150	Library Operating	2,164,753	2,342,660	1,296,862	2,214,723	2,214,723
3160	Road Machinery Operating	2,658,017	2,269,949	1,541,232	2,363,020	2,363,020
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		380,290,815	372,871,820	233,583,438	379,577,638	378,907,318

Report : BP142

Type : REVENUE

Budget Yr: 2013

## Broome County Government

## Revenue by Subfund

<u>Subfund</u>	<u>Subfund Title</u>	2011 <u>Actuals</u>	2012 <u>Budget</u>	2012 <u>Actuals as of</u> 9/6/2012	2013 <u>Requested</u>	2013 <u>Recommended</u>
1010	General Operating	249,027,226	244,525,338	170,199,531	99,311,807	245,265,752
2010	Aviation Operating	15,534,023	4,011,347	2,306,082	4,102,121	4,102,121
2020	SWM Operating	13,013,453	8,546,985	3,903,536	9,024,731	9,024,731
2040	Transit Operating	13,420,861	11,332,457	4,714,326	12,234,410	12,234,410
2050	WPNH Operating	29,847,384	29,497,368	17,989,870	29,836,839	29,836,839
2060	Central Kitchen Operating	4,218,414	4,725,992	1,298,810	4,942,087	4,942,087
2070	Fleet Operating	583,625	892,326	607,509	1,424,453	1,424,453
2080	Health Insurance Operating	41,937,058	41,952,559	25,498,612	43,633,655	43,633,655
2090	Self Insurance Operating	1,732,408	2,425,080	766,541	2,354,572	2,354,572
2100	Workers Comp Operating	3,352,223	3,552,253	2,101,386	3,651,488	3,651,488
3110	Arena Operating	1,613,757	1,481,303	1,172,461	1,482,881	1,482,881
3120	County Road Operating	13,616,581	9,292,365	15,203,668	9,673,413	9,673,413
3140	EnJoie Operating	1,009,647	961,619	243,861	966,519	966,519
3150	Library Operating	1,667,997	2,142,660	1,437,902	2,214,723	2,214,723
3160	Road Machinery Operating	2,880,410	2,269,949	2,254,763	2,363,020	2,363,020
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		393,455,067	367,609,601	249,698,858	227,216,719	373,170,664

Report ID: BCBP070  
 Budget Yr: 2013

Broome County Government  
 APPROPRIATION SUMMARY BY FUNCTION

FUNCTION	FUNCTION TITLE	2011 ACTUALS	2012 BUDGET	2012 YTD ACTUALS AS OF 09/06/2012	2013 BUDGET REQUESTED	2013 BUDGET RECOMMENDED
00000001	General Government Function	85,077,869	88,081,246	53,273,312	90,822,669	91,094,835
00000002	Education Function	16,751,776	17,705,215	12,227,740	17,578,313	17,578,313
00000003	Public Safety Function	41,783,140	43,507,848	26,204,214	45,437,688	45,175,160
00000004	Health Function	39,812,613	39,442,963	20,182,252	39,313,458	39,313,458
00000005	Transportation Function	38,943,675	27,000,214	19,421,720	28,372,964	28,372,964
00000006	Economic Assistance and Opp	117,305,989	124,720,117	78,293,174	125,244,212	124,963,104
00000007	Home and Community Svcs	8,925,887	10,230,590	3,302,719	9,919,329	9,916,799
00000008	Culture and Community Services	8,119,321	8,446,664	5,173,506	8,302,548	7,906,228
00000099	Unallocated Function	23,570,545	13,736,963	15,504,801	14,586,457	14,586,457
		380,290,815	372,871,820	233,583,438	379,577,638	378,907,318

Report ID: BCBP170  
Budget Yr: 2013

Broome County Government  
REVENUE SUMMARY BY FUNCTION

FUNCTION	FUNCTION TITLE	2011 ACTUALS	2012 BUDGET	2012 YTD ACTUALS AS OF 09/06/2012	2013 BUDGET REQUESTED	2013 BUDGET RECOMMENDED
00000001	General Government Function	214,049,445	218,988,914	156,616,146	75,440,393	221,833,633
00000002	Education Function	5,307,955	6,161,022	3,011,950	6,163,106	6,163,106
00000003	Public Safety Function	7,594,207	7,323,895	3,737,196	7,175,571	6,913,043
00000004	Health Function	34,422,140	35,188,082	20,483,730	35,106,060	35,106,060
00000005	Transportation Function	45,451,037	26,907,520	24,484,105	28,372,964	28,372,964
00000006	Economic Assistance and Opp	60,607,610	58,186,245	33,249,003	59,806,223	59,643,456
00000007	Home and Community Svcs	13,053,769	8,586,825	3,913,184	9,054,571	9,054,571
00000008	Culture and Community Services	4,652,957	5,184,154	3,097,565	5,141,892	5,127,892
00000099	Unallocated Function	8,315,947	1,082,944	1,105,979	955,939	955,939
		393,455,067	367,609,601	249,698,858	227,216,719	373,170,664

## **HISTORICAL TAX LEVY**



## HISTORICAL TAX LEVY / RATES

YEAR	COUNTY TAX LEVY	COUNTY TAXABLE ASSESSED VALUE	FULL VALUE	TAX RATE PER 1000	FULL VALUE TAX RATE
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1983	14,383,543	496,064,929	2,977,959,026	28.995283	4.83000
1984	15,750,734	500,500,135	2,999,108,269	31.469990	5.25181
1985	16,741,000	507,362,527	3,111,190,865	32.996130	5.38090
1986	19,422,860	512,121,910	3,318,704,840	37.926243	5.85254
1987	22,103,593	525,258,814	3,523,940,038	42.081337	6.27241
1988	28,879,709	539,735,218	3,893,090,676	53.507177	7.41820
1989	30,317,677	554,862,377	4,209,937,950	54.639994	7.20145
1990	43,712,596	563,482,065	4,889,787,284	77.575843	8.93957
1991	43,755,573	566,072,704	5,521,813,003	77.300000	7.92413
1992	40,791,901	560,602,191	5,834,987,050	72.760000	6.99092
1993	40,791,901	561,953,086	7,174,960,391	72.589513	5.68531
1994	39,650,691	3,822,490,093	7,153,261,011	10.373000	5.54302
1995	43,576,188	3,778,396,235	6,728,670,219	11.532985	6.47620
1996	42,602,336	3,755,912,650	6,673,999,187	11.342739	6.38333
1997	41,140,835	3,693,525,069	6,625,071,798	11.138637	6.20987
1998	38,865,664	3,620,216,875	6,518,537,857	10.735728	5.96233
1999	37,745,365	3,604,640,914	5,739,871,863	10.582773	6.57599
2000	37,182,608	3,517,335,943	5,744,826,235	10.571242	6.47236
2001	36,777,199	3,519,624,466	5,928,970,906	10.449183	6.20296
2002	36,709,717	3,549,699,395	6,120,595,205	10.341641	5.99774
2003	46,764,650	3,578,389,676	6,623,303,776	13.068630	7.06062
2004	51,282,493	3,590,168,635	6,589,906,744	14.284146	7.78198
2005	51,263,059	3,619,869,899	6,881,481,919	14.161575	7.44942
2006	53,277,881	3,601,928,784	6,998,440,377	14.791487	7.61282
2007	55,301,343	3,623,898,760	7,388,569,323	15.260179	7.48472
2008	58,326,387	3,642,795,622	8,363,852,580	16.011435	6.81912
2009	60,340,186	3,676,914,823	9,256,213,918	16.410548	6.51888
2010	64,331,918	5,474,666,923	9,997,585,274	11.750837	6.43475
2011	67,918,995	5,485,197,941	10,001,025,665	12.382232	6.79120
2012	67,906,109	5,511,599,459	9,732,723,098	12.320581	6.97709
2013	67,906,109	5,553,242,360	9,371,298,924	12.228191	7.24618

## **PROPERTY TAX LEVY BY MUNICIPALITY**

## 2013 RECOMMENDED TAX LEVY BY MUNICIPALITY

MUNICIPALITY	2012 Equal RATE	COUNTY TAXABLE ADJUSTED DISTRIBUTED	2013 FULL VALUE	FULL VALUE AS PERCENT	COUNTY LEVY	COUNTY TAXABLE	2013 TAX RATE PER \$1000
CITY OF BINGHAMTON	85.00	1,223,279,079	\$1,439,151,858	15.357016%	\$10,428,352	1,223,164,579	<b>\$8.525715</b>
TOWN OF BARKER	100.00	139,636,161	\$139,636,161	1.490041%	\$1,011,829	139,625,611	<b>\$7.246729</b>
TOWN OF BINGHAMTON	66.90	219,450,742	\$328,028,015	3.500347%	\$2,376,950	219,444,842	<b>\$10.831651</b>
TOWN OF CHENANGO	66.25	486,287,780	\$734,019,291	7.832631%	\$5,318,835	486,253,380	<b>\$10.938402</b>
TOWN OF COLESVILLE	7.95	18,789,485	\$236,345,723	2.522017%	\$1,712,603	18,756,335	<b>\$91.307977</b>
TOWN OF CONKLIN	65.50	170,114,912	\$259,717,423	2.771413%	\$1,881,959	170,104,972	<b>\$11.063516</b>
TOWN OF DICKINSON	65.00	150,530,254	\$231,585,006	2.471216%	\$1,678,106	150,509,804	<b>\$11.149480</b>
TOWN OF FENTON	67.50	194,944,109	\$288,806,087	3.081815%	\$2,092,741	194,933,259	<b>\$10.735680</b>
TOWN OF KIRKWOOD	79.50	267,907,358	\$336,990,387	3.595984%	\$2,441,893	267,896,934	<b>\$9.115046</b>
TOWN OF LISLE	59.00	69,436,660	\$117,689,254	1.255848%	\$852,797	69,423,860	<b>\$12.283918</b>
TOWN OF MAINE	70.00	160,126,124	\$228,751,606	2.440981%	\$1,657,575	160,101,424	<b>\$10.353281</b>
TOWN OF NANTICOKE	59.00	40,593,810	\$68,803,068	0.734189%	\$498,559	40,590,810	<b>\$12.282559</b>
TOWN OF SANFORD	66.00	146,910,990	\$222,592,409	2.375257%	\$1,612,944	146,888,366	<b>\$10.980747</b>
TOWN OF TRIANGLE	63.00	75,096,523	\$119,200,830	1.271978%	\$863,751	75,096,523	<b>\$11.501877</b>
TOWN OF UNION	4.85	118,540,344	\$2,444,130,804	26.081025%	\$17,710,609	117,395,314	<b>\$150.862998</b>
TOWN OF VESTAL	100.00	1,833,336,652	\$1,833,336,652	19.563314%	\$13,284,686	1,833,314,152	<b>\$7.246268</b>
TOWN OF WINDSOR	70.00	239,760,045	\$342,514,350	3.654929%	\$2,481,920	239,742,195	<b>\$10.352454</b>
2013 TOTALS	59.43%	\$5,554,741,028	\$9,371,298,924	100.000000%	\$67,906,109	\$5,553,242,360	<b>\$12.228191</b>

## **PROPERTY TAX EXEMPTION SUMMARY**

Broome County Property Tax Exemption Summary						
Equalized Total Assessed Value						
2013						
Exemption		Total Equalized	Payment in	Exemption		Total Equalized
Code	Exemption Name	Value of Exemptions	Lieu of Taxes	Code	Exemption Name	Value of Exemptions
12100	NYS-GENERALLY	905,859,344	725,000	32301	NYS LAND TAXABLE FOR SCHOOL ONLY	649,370
13100	CO-GENERALLY	154,265,903		41001	VETERANS EXEMPTION INCR/DECR IN	18,012,269
13230	CO O/S LIMITS-SPECIFIED USES	18,941		41101	VETS EX BASED ON ELIGIBLE FUNDS	23,672,192
13350	CITY-GENERALLY	96,672,766		41112	VET PRO RATA: FUL VALUE ASSMT	69,944
13440	CITY O/S-LIMITS - SEWER OR WATER	87,199,600		41121	ALT VET EX-WAR PERIOD-NON-COMBAT	49,159,176
13500	TOWN-GENERALLY	60,933,781		41122	ALT VET EX-WAR PERIOD-NON-COMBAT	774,591
13510	TOWN-CEMETERY LAND	107,555		41131	ALT VET EX-WAR PERIOD-COMBAT	65,889,293
13650	VG-GENERALLY	42,967,937		41132	ALT VET EX-WAR PERIOD-COMBAT	1,320,343
13740	VG O/S LIMITS - SEWER OR WATER	1,030,145		41141	ALT VET EX-WAR PERIOD-DISABILITY	15,332,116
13800	SCHOOL DISTRICT	456,221,765		41142	ALT VET EX WAR PERIOD-DISABILITY	98,201
13850	BOCES	21,469,819		41151	COLD WAR VETERANS (10%)	327,808
13870	SPEC DIST USED FOR PURPOSES ESTAB	2,972,818		41152	COLD WAR VETERANS (10%)	251,728
13890	PUBLIC AUTHORITY - LOCAL	221,059		41171	COLD WAR VETERANS (DISABLED)	87,750
14100	USA-GENERALLY	5,262,585		41172	COLD WAR VETERANS (DISABLED)	20,000
14110	USA-SPECIFIED USES	21,632,859		41300	PARAPALEGIC VETS	1,403,236
17650	FACILITIES DEVELOPMENT CORP	673,200		41400	CLERGY	779,822
18020	MUNICIPAL INDUSTRIAL DEV AGENCY	207,008,197		41700	AGRICULTURAL BUILDING	1,633,444
18060	URBAN REN: OWNER-MUN U R AGENCY	482,353		41720	AGRICULTURAL DISTRICT	11,446,839
18080	MUN HSNG AUTH-FEDERAL/MUN AIDED	21,226,353		41730	AGRIC LAND-INDIV NOT IN AG DIST	2,286,132
21600	RES OF CLERGY-RELIG CORP OWNER	6,278,389		41800	PERSONS AGE 65 OR OVER	53,084,306
25110	NONPROF CORP-RELIG(CONST PROT)	354,302,050		41801	PERSONS AGE 65 OR OVER	15,368,248
25120	NONPROF CORP-EDUCL(CONST PROT)	22,954,122		41802	PERSONS AGE 65 OR OVER	74,173,337
25130	NONPROF CORP-CHAR(CONST PROT)	17,998,796		41805	PERSONS AGE 65 OR OVER	8,605,012
25210	NONPROF COPR-HOSPITAL	173,662,809		41822	LIVING QUARTERS FOR PARENTS AND GRAND	158,815
25220	NONPROF CORP-CEMETERY	206		41930	DISABILITIES AND LIMITED INCOMES	1,911,261
25230	NONPROF CORP-MORAL/MENTAL IMP	7,784,328		41931	DISABILITIES AND LIMITED INCOMES	605,980
25300	NONPROF CORP-SPECIFIED USES	151,613,745		41932	DISABILITIES AND LIMITED INCOMES	6,192,410
25400	FRATERNAL ORGANIZATION	386,895		41935	DISABILITIES AND LIMITED INCOMES	444,145
25600	NONPROFIT HEALTH MAINTENANCE ORG	4,388,763		42100	SILOS,MANURE STORAGE TANKS	306,900
26050	AGRICULTURAL SOCIETY	3,553,367		42120	TEMPORARY GREENHOUSES	257,336
26100	VETERANS ORGANIZATION	8,509,613		44210	HOME IMPROVEMENTS	692,763
26250	HISTORICAL SOCIET	191,801		47450	FOREST/REF LAND-FISHER ACT	21,151
26400	INC VOLUNTEER FIRE CO OR DEPT	19,755,663	47460	FOREST LAND CERTD AFTER 8/74	6,537,448	
27200	RAILROAD-WHOLLY EXEMPT	634	47610	BUSINESS INVESTMENT PROPERTY POST 8/5	90,909	
27350	PRIVATELY OWNED CEMETERY LAND	23,098,485	47670	PROPERTY IMPRVMT IN EMPIRE ZONE	43,430,892	
28111	NOT-FOR-PROFIT HOUSING COMPANY	540,000	47671	PROPERTY IMPRVMT IN EMPIRE ZONE	70,588	
28550	NOT-FOR-PROFIT HOUS CO-SR CITS CTR	1,468,041	47900	FAIR POLLUTION CONTROL FACILITY	24,913,008	
29150	OPERA HOUSE	1,017,442	49500	SOLOR OR WIND ENERGY SYSTEM	27,809	
29300	HOSP CORP FOR BENEFIT OF CITY	51,256,791	50000	SYSTEM CODE	143,382,760	
32252	NYS OWNED REFORESTATION LAND	6,323,867				
				Total Exemptions Exclusive of System Exemptions:		3,371,419,359
				Total System Exemptions:		143,382,760
				Total:		3,514,802,119
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						

## **CONSOLIDATED COUNTY FEES**

## 2013 Veteran's Memorial Arena

### RENTAL RATES

#### January - May & October - December

Flat Rate/Day	\$ 3,500	per day
Multi-day rental	Monday - Thursday	
Day 1	\$ 2,500	
Day 2	\$ 2,000	
Day 3 +	\$ 1,500	additional per day
	Friday - Sunday	
Day 1	\$ 3,500	
Day 2	\$ 3,000	
Day 3 +	\$ 2,500	
Move-in/ Rehearsal	\$ 2,000	per day
Concourse only	\$ 1,700	per day

#### June - September

Flat Rate/Day	\$ 3,000	per day
Multi-day rental	Monday - Thursday	
Day 1	\$ 2,000	
Day 2	\$ 1,500	
Day 3 +	\$ 1,000	additional per day
	Friday - Sunday	
Day 1	\$ 2,500	
Day 2	\$ 2,000	
Day 3 +	\$ 1,500	
Move-in/ Rehearsal	\$ 1,500	per day
Concourse only	\$ 1,500	per day

### Ticketed Events (concert) 1 Day Event

Attendance		
0 - 3,500	\$ 4,000	rent + expenses
3,501 - 4,000	\$ 5,000	rent + expenses
4,001 - 4,500	\$ 6,000	rent + expenses
4,501 +	\$ 7,000	rent + expenses

### Box Office Usage

Box Office Usage	\$ 850	
Day of show sellers	\$ 100	(per day)
Ticket Master charges		
Box Office	\$ 0.08	(per ticket)
Remotes	\$ 0.15	(per ticket)
Phone	3.25%	**
BO Window	4%	**
Group Sales	10%	(plus expenses)

### User Fees

Internet	\$125.00
Exhibitor Elec. Drops	\$35.00/day/drop
Head Usher	\$12.50 per hour, super.
Ushers	\$10.00 per hour
Legal Fee	\$100.00
House Spotlights	\$125.00 each
House Forklift	\$150.00 per day
Tables	\$5.00 each
Pipe & Drape	\$3.00 per linear foot
Pyrotechnics Permit	\$150.00 per show
Phone Lines	\$50.00 per line
Steet Permit	\$10.00
Ice Time Rental	\$175.00 per hour

### VIDEO SYSTEM:

Usage Fee	\$385.00
Director	\$57.00 per hr
Camera Operator	\$57.00 per hr
Graphics Coordinator	\$57.00 per hr
Instant Replay Operator	\$57.00 per hr
Audio	\$57.00 per hr
Producer	\$81.00
Record Fee	\$50.00 ( 2 copies)
Additional copies	\$10.00 each

### Contractual Expenses

Local I.A.T.S.E. #54	Building setups
	Show move-in/move-out
	Show setup
	Performances
Police	\$25 per hour, per officer
Medical/Ambulance	\$150 per hour
T-shirt security	\$18 per hour per officer
Concessions	American Vending, John Palmiter

\*\* Subject to automatic increases equal to increases in the inter-bank rates

## 2013 Broome County Forum

### Rental Rates

One day show	\$ 1,500.00
2 day show	\$ 1,300.00
3 day show	\$ 1,000.00
More than 3 day show	\$ 1,000.00 (additional per day)
2 shows in a day	\$ 700.00 additional
Rehearsal day	\$ 200.00 (5 hours)
	\$ 75.00 (per hour over)

Any organization renting the Forum Theatre for 10 or more performances will have the fee for second show of day waived

### Reduced Weekday (Monday through Thursday)

One day show	\$ 1,500.00
2 day show	\$ 1,000.00
3 day show	\$ 700.00
More than 3 day show	\$ 700.00 (additional per day)

### User Fees

Spotlights	\$ 125.00 Each, per show Lycian 1279
Internet	\$125.00 per day
Phone Lines	\$50.00 per line, per day
Tables	\$5.00 per table, per event
Pipe & Drape	\$3.00 per linear foot
Contract/Legal Fee	\$100.00

### Box Office Fees

Box Office Usage	\$ 300.00 (per run max)
Day of show sellers	\$ 75.00 (per seller)

### Contractual Expenses

Local I.A.T.S.E. #54	Building setups show move-in/move out show setup performances
Police	\$ 25.00 per hour
T-Shirt Security	\$ 18.00 (per hour)
Concessions	Food Consultants Inc. American Food & Vending John Palmiter
Event Staff	\$ 10.00 (per hour)
Event Staff Supervisor	\$ 12.50 (per hour)

### Non-Profit Rates

First show of day	\$ 1,000.00
Second show of day	\$ 500.00

All other fees apply



### 2013 Parks and Recreation Fees

<b>Camping</b>		<b>Greenwood</b>
	<b>\$18.00</b>	Non-electric
	<b>\$22.00</b>	Electric
	\$ 5.00	Reservation Fee (1 time per site/per stay)
	<b>\$1,800</b>	<b>Seasonal Rate (Memorial Day-Labor Day), Limit 5 sites/season</b>
<b>Shelters</b>		
	<b>\$25.00</b>	Weekdays
	<b>\$80.00</b>	Weekends/Holidays
<b>Boat Rentals</b>		
		<b>Deposit      Per Hour      Per day</b>
Canoes, Rowboats	\$ 10.00	\$ 5.00    \$ 20.00
Paddleboats, Kayaks	\$ 10.00	\$ 8.00    N/A
Sailboats	\$ 25.00	\$ 8.00    \$ 30.00
Senior Citizen Rowboats	\$ 5.00	\$ 3.00    \$ 10.00
(62 yrs +, Mon-Fri, no holidays)		
<b>Sailing Lessons</b>		
	\$ 50.00	Per lesson (includes ARC registration fee)
<b>Cross Country Skiing</b>		
	\$ 5.00	Rental per hour (skis & snowshoes)
	\$ 5.00	Trail fee per day (non-renters)
	\$ 35.00	Season pass

## En-Joie Golf Fee 2013

### **Membership**

Adult Membership	\$1,475
Husband and Wife	\$2,125
Seniors – over 62	\$1,325
Seniors: Husband/Wife over 62	\$1,875
Intermediate (19-24)	\$875
Junior (under 18)	\$575

### **Daily Fee**

Adult	Monday thru Thursday	\$35.00
Adult	Monday thru Thursday w/cart	\$49.00
Senior	Monday thru Thursday	\$31.00
Senior	Monday thru Thursday w/cart	\$45.00
Junior	Monday thru Thursday	\$26.00
Junior	Monday thru Thursday w/cart	\$40.00
Twilight Rate	Monday-Friday after 4:00 pm	\$40.00

### **Weekend**

Adult	Friday with cart	\$56.00
Adult	Sat, Sun & Holiday with cart	\$62.00
Senior	Friday with cart	\$52.00
Senior	Sat, Sun & Holiday with cart	\$58.00
Junior	Friday with cart*	\$44.00
Junior	Sat, Sun & Holiday with cart*	\$48.00
Twilight Rate	Sat, Sun & Holidays after 3:00 pm	\$44.00
	*Drivers License Required	

### **Miscellaneous**

Cart per person – daily	\$14.00
Tee Time may be made seven (7) days in advance.	
Riding carts mandatory Friday, Saturday, Sunday and Holidays until <b>1:00 pm</b> .	

### **Frequent Play Cards 8 (eight) rounds**

<b>Weekdays *cart NOT included</b>	\$240.00
<b>Weekends</b>	\$420.00
<b>Seniors - Weekends</b>	\$395.00
<b>Seniors - Weekdays *cart NOT included</b>	\$215.00
Locker Fee	\$50.00
Club Storage	\$50.00
Handicaps	\$25.00

**Pre-paid discount Cart Cards will be made available to Members at a reduced rate!**  
**9 hole rates available**

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**2013 OFFICE OF MANAGEMENT & BUDGET - TAX COLLECTION FEES**


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**Town & County Unpaid Taxes**


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**Property Taxes-Town and County**

	<b>Description</b>	<b>Fee</b>
February 1 and later	Interest	1% per month
April	Handling Charge	\$1.00 each tax parcel unpaid at town collector
April	Late Charge	5% of original tax unpaid at town collector
August	Advertising Fee	\$7.00 each tax parcel published as unpaid
November	Title Search Fee	\$150 each tax parcel researched for foreclosure
November	Redemption Fee	\$1 each parcel filed as in the foreclosure action

**Property Taxes-Town and County-School Tax Relevy portion**

Relevy Fee	7% of original tax and school district late fee
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**Property Taxes-Town and County-Village Tax Relevy portion**

Relevy Fee	7% of original tax and school district late fee
Handling Charge	\$1.00 each tax parcel unpaid at village collector

<b>Tax Search Certificates</b>	<b>\$20.00</b>
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## 2013 County Clerk Fee Schedule

### · BUSINESS CERTIFICATES PARTNERSHIP OR INDIVIDUAL

Form	\$1.00
File certificate	\$25.00
File amended certificate	\$25.00
File discontinuance no fee	
Certify a prepared copy	\$5.20

### · CERTIFICATION OF DOCUMENT

Other than cover by special law	\$5.20
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### · CIVIL ACTION

Issuance of index number	\$210.00
Request for judicial intervention	\$95.00
Note of Issue	\$30.00
Jury demand	\$65.00
Notice of Appeal	\$65.00
Dissolution of Marriage Certificate	\$5.00
Separation Agreements	\$5.00
Motion/cross motion/Order to show cause	\$45.00
Stipulation of settlement or voluntary discontinuance	\$35.00
Certificate of Divorce	\$5.00

### · JUDGMENTS/EXECUTIONS

Docket and enter, taxing costs	\$45.00
Satisfaction of judgment no fee	
Transcript of judgment:	
Filing	\$10.00
Issue a transcript	\$5.00
Certificate of:	

Disposition, cancellation or Assignment	
To issue or file	\$5.00
Exemplified Judgment	\$15.00

### OTHER REAL ESTATE TAXES

#### MORTGAGE TAX

1% of the amount of the mortgage

If a bank, credit union, or lending agency is involved, they pay 1/4% and the borrower pays 3/4%

#### TRANSFER TAX

The rate is \$5 per \$1,000

### · REAL ESTATE

Leases, Easements, Power of Attorney	
Release of lien of estate tax:	
Record	\$45.00
Plus 5.00/per printed side of each page	
Plus 50 cents per notation	
Transfer Tax Affidavit (TP584)	
One original One copy	\$10.00
Real Property Transfer Report (RP5217)	
Residential	\$125.00
All others	\$250.00
Small Claims assessment review	\$30.00
Miscellaneous filing	\$5.00

### · LIENS

Attachment (notice of) –	
File and record	\$20.00
Cancel no fee	
Building and Loan Agreement	
File original or amendment	\$25.00
Discharge no fee	
Common Charge Lien, filing	\$5.00
Crime Victim Lien no fee	
State Tax Lien no fee	
Federal Tax Lien	\$40.00
Hospital Lien no fee	
Lis Pendens	\$45.00
Plus .50 per notation	
Mechanics Lien	
Filing	\$15.00
Discharge no fee	
Affidavit of service	\$5.00
Notice of Lending Filing	\$15.00

### · MORTGAGES

Record (including recording page)	\$45.00
Plus 5.00/per page	
Plus .50/per notation	
Assignment (including recording page)	\$45.00
Plus 5.00/per page	
Plus .50/per notation	
Plus \$3.50 each additional mortgage	
Consolidation extension, modification	
Subordination, corrections, etc.	\$45.00
Plus 5.00/per page - .50 per notation	
Affidavits filed with mortgage	\$5.00
Discharge (Including recording page)	\$45.00
Plus 5.00/per page - .50/per notation	
Plus \$13.50/each additional mortgage	
Release part of mortgaged premises (Including recording page)	\$45.00
Plus 5.00/per page - .50/per notation	
Estoppel Certificate (Including recording page)	\$45.00
Plus 5.00/per page - .50/per notation	

### · SEARCHES

Each two year period	\$5.00
Per name/Per category	
Ex. Deed, mortgage, DBA	

### · PASSPORTS \$75.00

Photos 7.00 – photo service available @ Clerk's Office	\$7.00
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### · FAX DOCUMENTS

Per page 1.00	\$1.00
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### · COPIES

Of recorded and filed documents	To file no fee
.65/page. Minimum of 1.30	
To prepare and certify a copy	
1.25/page. Minimum of 5.00	
Maps	\$5.00
Certified copies are additional	\$5.20

### · UCC UNIFORM COMMERCIAL CODE

UCC-1 Original Financing Statement with Addendum	\$40.00
UCC-3 Amendment – Continue, Assign or Terminate	
with Addendum	\$40.00
UCC-11	
Written search request	\$25.00
Copies/per document	\$5.00

### · WAGE ASSIGNMENTS

Filing	\$5.00
Satisfaction no fee	
Satisfaction or cancel no fee	
Notice of lending, filing	\$15.00
Public welfare lien no fee	
Surety Bond	\$5.00

### · NOTARY PUBLIC

File Certificate of Appointment	\$60.00
File Certificate of official character	\$5.00
Issue Certificate of appointment	\$5.00
Certificate authenticating notary	\$3.00

### SURVEY MAPS

Filing	\$10.00
Requirements: Linen or Mylar original	
8 ½ x 11 minimum	
34 x 44 maximum	
Subdivision maps with five or more lots require health department seal.	
Copies	\$5.00
Certified Copy Additional	\$5.20

### OTHER

Remote Access Fee Per Annum	\$250/month
Credit Card Fees + Internet fee	\$1.90
Oath of Office	No fee
Oath for Commissioner of Deeds	\$1.00

### 2013 Common Department of Motor Vehicles Fees

Civil Penalty Fees* (AKA - Insurance Lapse)		Registration Fees for Passenger Vehicles (On and after September 1, 2009)						Registration Fees for Commercial Vehicles*			
		Weight of Vehicle (lbs.)	2-year Fee	Weight of Vehicle (lbs.)	2-year Fee	Weight of Vehicle (lbs.)	2-year Fee	Weight of Vehicle (lbs.)	2-year Fee	Weight of Vehicle (lbs.)	2-year Fee
First 30 days	\$8 per day	0000 - 1650	\$26.00	3551 - 3650	\$59.00	5551 - 5650	\$107.50	000 - 500	\$7.00	9,001 - 9,500	\$ 137.00
31 - 60 days	\$10/day + \$240	1651 - 1750	\$27.50	3651 - 3750	\$61.50	5651 - 5750	\$110.00	501 - 1,000	\$14.50	9,501 - 10,000	\$ 144.00
61 - 90 days	\$12/day + \$540	1751 - 1850	\$29.00	3751 - 3850	\$64.00	5751 - 5850	\$112.50	1,001 - 1,500	\$21.50	10,001 - 10,500	\$ 151.00
		1851 - 1950	\$31.00	3851 - 3950	\$66.50	5851 - 5950	\$115.00	1,501 - 2,000	\$29.00	10,501 - 11,000	\$ 158.50
<b>License/Permit/ID Fees*</b>		1951 - 2050	\$32.50	3951 - 4050	\$69.00	5951 - 6050	\$117.00	2,001 - 2,500	\$36.00	11,001 - 11,500	\$ 165.50
Original Licenses/Permits Fees*	\$64.25/\$120.00	2051 - 2150	\$34.00	4051 - 4150	\$71.00	6051 - 6150	\$119.50	2,501 - 3,000	\$43.00	11,501 - 12,000	\$ 173.00
License Renewal (CDL)**	\$164.50	2151 - 2250	\$35.50	4151 - 4250	\$73.50	6151 - 6250	\$122.00	3,001 - 3,500	\$50.50	12,001 - 12,500	\$ 180.00
License Renewal (Class D, DJ)**	\$64.50	2251 - 2350	\$37.50	4251 - 4350	\$76.00	6251 - 6350	\$124.50	3,501 - 4,000	\$57.50	12,501 - 13,000	\$ 187.00
License Renewal (Class A, B or C)**	\$164.50/\$180.50	2351 - 2450	\$39.00	4351 - 4450	\$78.50	6351 - 6450	\$127.00	4,001 - 4,500	\$65.00	13,001 - 13,500	\$ 194.50
License Renewal (Class E)**	\$112.50/\$128.50	2451 - 2550	\$40.50	4451 - 4550	\$81.00	6451 - 6550	\$129.50	4,501 - 5,000	\$72.00	13,501 - 14,000	\$ 201.50
License Renewal (Class EM)	\$120.50	2551 - 2650	\$42.00	4551 - 4650	\$83.50	6551 - 6650	\$131.50	5,001 - 5,500	\$79.00	14,001 - 14,500	\$ 209.00
License Renewal (Class M, MJ, DM or DJMJ)*	\$72.50/\$88.50	2651 - 2750	\$43.50	4651 - 4750	\$85.50	6651 - 6750	\$134.00	5,501 - 6,000	\$86.50	14,501 - 15,000	\$ 216.00
Non Driver ID (4 year/8 year)	\$9/\$13	2751 - 2850	\$45.50	4751 - 4850	\$88.00	6751 - 6850	\$136.50	6,001 - 6,500	\$93.50	15,001 - 15,500	\$ 223.00
Non Driver ID (10 yr-62 or older or SSI Recip.)	\$6.50	2851 - 2950	\$47.00	4851 - 4950	\$90.50	6851 - 6950	\$139.00	6,501 - 7,000	\$101.00	15,501 - 16,000	\$ 230.50
		2951 - 3050	\$48.50	4951 - 5050	\$93.00	6951 or more	\$140.00	7,001 - 7,500	\$108.00	16,001 - 16,500	\$ 237.50
<b>Other</b>		3051 - 3150	\$50.00	5051 - 5150	\$95.50			7,501 - 8,000	\$115.00	16,501 - 17,000	\$ 245.00
In-Transit Permit Fees	\$12.50	3151 - 3250	\$52.00	5151 - 5250	\$98.00			8,001 - 8,500	\$122.50	17,001 - 17,500	\$ 252.00
Plate (General)	\$25.00	3251 - 3350	\$53.50	5251 - 5350	\$100.50			8,501 - 9,000	\$129.50	17,501 - 18,000	\$ 259.00
Registration (Boats - based on size)	\$22.50/\$93.75	3351 - 3450	\$55.00	5351 - 5450	\$102.50						
Registration (ATV)***	\$12.50	3451 - 3550	\$56.50	5451 - 5550	\$105.00						
Registration (Snowmobile)***	\$100.00										
Registration (Trailer)	Based on weight										
Title	\$50.00										
Plate Surrender (Co. Fee)	\$1										

\* Based on gross weight (Annual = \$3.60/500 lbs)

\*Fees based on gross weight (Annual = \$.81/100 lbs)

\*See [www.NYS DMV.com](http://www.NYS DMV.com) public website for more details.

\*\*If also Class DM, e.g., add \$8 to renewal fee

\*\*\*Fees vary based on membership in trail organizations

<u>Vehicle Use Taxes for Passenger Vehicles</u>
<u>for All Original Registrations and Renewals</u>
Broome - For passenger vehicles that weight 3500 lbs
\$10 for two years (\$5/year)
For passenger vehicles that weigh 3501 or more
\$20 for two years (\$10/year)

<u>Vehicle Use Taxes for Commercial Vehicles</u>
<u>for All Original Registrations and Renewals</u>
Broome - \$20 for two years (\$10/year)

**Broome County Health Department  
Environmental Health Services Division  
2013 Fee Schedule**

<b><u>PERMITS</u></b>	<b>Fee</b>	<b><u>PLAN REVIEW</u></b>	<b>Fee</b>
<b>FOOD SERVICE</b>			
High Risk Food	\$ 300.00	Food Service	\$ 50.00
High Risk Food (Seasonal)	\$ 150.00	Pools/Beaches	\$ 250.00
Medium Risk Food	\$ 200.00	Spa	\$ 200.00
Medium Risk Food (Seasonal)	\$ 100.00	Hotels/Motels/Per Room	\$ 15.00
Low Risk Food	\$ 100.00	Traver Trailer Camp/Per Site	\$ 10.00
Low Risk Food (Seasonal)	\$ 50.00	Mobile Home Parks/Per Site	\$ 25.00
Temporary Food	\$ 50.00		
<b>POOLS/BEACHES</b>		Children's Camps	\$ 400.00
Bathers 100	\$ 155.00	Individual Sewage Systems	
Bathers more than 100	\$ 309.00	New Construction	\$ 50.00
		Existing Construction	\$ 190.00
<b>HOTELS/MOTELS</b>		Commercial Engineering Plan	\$ 75.00
Base Fee	\$ 203.00	Mass Gatherings	\$ 26,000.00
Room Fee (20 or more)	\$ 15.00		
<b>MOBILE HOME PARKS (Base Fee)</b>		<b>LAND DEVELOPMENT/Per SITE</b>	
Sites: 1 - 20	\$ 215.00	Private Water/Private Sewer	\$ 40.00
Sites: 21 - 40	\$ 285.00	Private Sewer/Public Water	\$ 30.00
Sites: 41 - 75	\$ 835.00	Private Water/Public Sewer	\$ 20.00
Sites 76 and above	\$ 1,075.00	Proposed Public Water/Sewer	\$ 15.00
		Existing Public Water/Sewer	\$ 12.50
<b>PRIVATE WATER (Surcharge)</b>		<b>COMMUNITY WATER</b>	
Sites: 41-75	\$ 60.00	New Source	\$ 500.00
Sites 76 and above	\$ 120.00	Distribution	\$ 250.00
<b>PRIVATE SEWAGE (Surcharge)</b>			
Sites 41-75	\$ 60.00	<b>MISCELLANEOUS</b>	
Sites 76 and above	\$ 120.00	Record Search/Per Page	\$ 0.25
<b>TRAVEL TRAILER</b>		Environmental Record Search	\$ 150.00
Base Fee	\$ 60.00		
Per Site	\$ 1.00		
<b>CHILDREN'S CAMPS</b>	\$ 100.00		

**Maternal Child Health and Development Division  
2013 Fee Schedule**

	<b>Fee</b>
Medication Administration Training	
Classroom Full Day Training	\$ 100.00
Independent Study	\$ 70.00
Licensed Home Care Services Agency	
Prenatal Home visit	\$ 80.00
Postpartum/Newborn Home visit	\$ 80.00
Health Guidance/Lead	\$ 80.00
Pediatric Home visit	\$ 80.00

**Clinic Division  
2013 Fee Schedule**

<b>Service</b>	<b>Fee</b>
Initial Pre-Employment Physical Examination	\$ 110.00
TB MD Initial Visit	\$ 110.00
STD Screen	\$ 110.00
Initial Pre-Employment Physical Examination Section 72)	\$ 80.00
Travel Immunization Visit	\$ 80.00 (+ vaccine cost)
TB Repeat MD Visit	\$ 50.00
EKG Evaluation	\$ 50.00
HIV Post-Test Counseling - Positive or Reactive	\$ 50.00
Group Travel (groups of ten or more)	\$ 50.00
Limited Visit	\$ 50.00
TB Medication Refills (Nurse/Directly Observed Therapy)	\$ 35.00
Brief Nurse Visit	\$ 35.00
Education and Counseling	\$ 35.00
HIV Counseling	\$ 35.00
HIV Rapid Test	\$ 35.00
Lead Screening	\$ 25.00
Health Assessment (Employee Health)	\$ 25.00
Vaccine Administration	
Single Dose (VFC)	\$ 17.00
Multiple Dose (VFC)	\$ 25.00
Single Dose ( Non VFC)	\$ 22.00
Multiple dose (Non VFC)	\$ 33.00
Mass Flu	\$ 13.63
Mass Pneumonia	\$ 25.65

**Clinic Division**  
**2013 Fee Schedule (Continued)**

<b>Service</b>	<b>Fee</b>
Dental Services	
Fluoride Varnish	\$ 30.00
<b>Additional Charges (if not part of physical exam)</b>	
Urinalysis Micro	\$ 10.00
Urinalysis Macro	\$ 5.00
Vision Screen	\$ 10.00
Hearing Screen	\$ 15.00
Pulmonary Function Test with Interpretation	\$ 50.00
Mantoux Test	\$ 10.00
Mantoux Assessment	\$ 10.00
Flu Vaccine	\$ 11.37
MMR	\$ 51.00
Tetanus	\$ 22.00
Tdap	\$ 37.00
Pneumovac	\$ 49.73
Hepatitis A	\$ 28.00
Hepatitis B	\$ 35.00
Hepatitis A&B	\$ 54.00
Varicella	\$ 88.00
Meningococcal Vaccine	\$ 116.00
Travel	
Meningococcal Vaccine	\$ 116.00
Typhoid Vaccine	\$ 57.00
Yellow Fever Vaccine	\$ 90.00
Hepatitis A	\$ 28.00
Polio	\$ 28.00
Rabies	\$ 195.00
Venipuncture	\$ 10.00
<b>NYS Cancer Services Program</b>	
Assessment, Education and CBE	\$ 36.39
Assessment, Education & Pelvic Exam with Pap Test	\$ 36.39

Sliding fee scale for all patients, except travel and out-of-county, which are full fee. Rates are based on Medicare Physician Fee Schedule.

Vaccines that are not state supplied are charged at full cost of vaccine and may be subject to change.

Vaccine and administration rates are determined based on actual costs, Medicare and provider rates and may be subject to change.

Laboratory costs are based on contracted services and laboratory costs may change with contract renewals.

Cancer Services Program fees are what the program pays the provider - the patient is not charged.



### 2013 Landfill Tip Fee Breakdown

Tipping Fees		\$40 per ton
Asbestos (A)	\$ 100.00	\$4 minimum residents
Asbestos Bulk (AB)	\$ 60.00	\$4 minimum commercial
Auto Fluff (AF)	\$ 15.00	\$10 minimum Freon Units
Incinerator Ash (ASH)	\$ 15.00	No individual fee, by wgt.
Residential Aggregates (AG)	\$ 45.00	
Animal Waste (AW)	\$ 100.00	
Compost Bing (BIN)	\$ 45.00	
Construction & Demo Debris ©	\$ 40.00	
AG / AS Construction (CA) (non-Fri)	\$ 40.00	
Contaminated Debris (CD)	\$ 40.00	
Contaminated Soil (CS)	\$ 27.00	
Contaminated Soil Bury (CSB)	\$ 27.00	
Contaminated Commercial Garbage (CX)	\$ 40.00	
Ditch Dirt (DD)	\$ -	
Flood Debris (FD)	\$ -	
Glass Aggregate #1 (GL1)	\$ 2.00	
Glass Aggregate #2 (GL2)	\$ 4.00	
Municipal Cleanup Construction (MCC)	\$ 40.00	
Municipal Cleanup Garbage (MCX)	\$ 40.00	
Municipal Cleanup Tires (MCT)	\$ 155.00	
Municipal Cleanup Individual Tire (MCT1)	\$ 2.50	
Pallets (P)	\$ 45.00	
Recycling Toter 32 Gallon (RBIN)	\$ 14.00	
Grit/Sludge (S)	\$ 40.00	
Stabilized Sludge/Grit (SG)	\$ 37.50	
Tree Stumps (ST)	\$ 40.00	
Tires (T)	\$ 155.00	
Car Tire (T1)	\$ 2.50	
Truck Tire (T2)	\$ -	
Safety Vest (V)	\$ 5.00	
Commercial Garbage (X)	\$ 40.00	
Leaf & Yard Waste (Y)	\$ 20.00	

**BROOME COUNTY MENTAL HEALTH DEPARTMENT**  
**2013 SELF-PAY SLIDING SCALE**

<u>HOUSEHOLD</u> <u>GROSS INCOME</u>	<u>FAMILY</u> <u>SIZE</u> <u>1</u>	<u>FAMILY</u> <u>SIZE</u> <u>2</u>	<u>FAMILY</u> <u>SIZE</u> <u>3</u>	<u>FAMILY</u> <u>SIZE</u> <u>4</u>	<u>FAMILY</u> <u>SIZE</u> <u>5</u>	<u>FAIMLY</u> <u>SIZE</u> <u>6</u>	<u>FAMILY</u> <u>SIZE</u> <u>7+</u>
Medicaid Eligible	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Under \$8,000	\$5	\$5	\$5	\$5	\$5	\$5	\$5
8,000 - 9,999	\$10	\$5	\$5	\$5	\$5	\$5	\$5
10,000 - 11,999	\$15	\$10	\$5	\$5	\$5	\$5	\$5
12,000 - 13,999	\$20	\$15	\$10	\$5	\$5	\$5	\$5
14,000 - 15,999	\$25	\$20	\$15	\$10	\$5	\$5	\$5
16,000 - 17,999	\$30	\$25	\$20	\$15	\$10	\$5	\$5
18,000 - 19,999	\$35	\$30	\$25	\$20	\$15	\$10	\$5
20,000 - 21,999	\$40	\$35	\$30	\$25	\$20	\$15	\$10
22,000 - 23,999	\$50	\$40	\$35	\$30	\$25	\$20	\$15
24,000 - 25,999	\$60	\$50	\$40	\$35	\$30	\$25	\$20
26,000 - 27,999	\$70	\$60	\$50	\$40	\$35	\$30	\$25
28,000 - 29,999	\$80	\$70	\$60	\$50	\$40	\$35	\$30
30,000 - 34,999	\$90	\$80	\$70	\$60	\$50	\$40	\$35
35,000 - 39,999	\$100	\$90	\$80	\$70	\$60	\$50	\$40
40,000 - 44,999	\$110	\$100	\$90	\$80	\$70	\$60	\$50
45,000 - 49,999	\$120	\$110	\$100	\$90	\$80	\$70	\$60
50,000 - 54,999	\$130	\$120	\$110	\$100	\$90	\$80	\$70
55,000 - 64,999	\$140	\$130	\$120	\$110	\$100	\$90	\$80
65,000 - 69,999	\$150	\$140	\$130	\$120	\$110	\$100	\$90
70,000 and Over	\$165	\$150	\$140	\$130	\$120	\$110	\$100

## Broome County Office for Aging

### 2013 Fees & Suggested Contributions Update

	Current 2012 Fee	Proposed 2013 Fee	2012 Suggested Contribution	2013 Proposed Suggested Contribution	Comments
Congregate Meals	n/a	n/a	\$3.00	\$3.00	Meals served at senior centers
Home Delivered Meals	n/a	n/a	\$3.00	\$3.00	Meals on Wheels - raised 1/01/10
LTHHC Home Delivered Meals	\$5.35	\$5.35	n/a	n/a	Meals on Wheels -LTHHC clients
LTHHC Congregate Meals	\$5.41	\$5.41	n/a	n/a	Meals served at senior centers-LTHHC
Adult Day Care	n/a	n/a	\$18.00	\$18.00	One day of service
Adult Day Care - Private Pay	\$42.00	\$42.00	n/a	n/a	One day of service
Adult Day Care - LTHHC	\$42.00	\$42.00	n/a	n/a	One day of service
Transportation	n/a	n/a	\$1.25/one way ride	\$1.25/one way ride*	Raised to current level 1/01/10
EISEP (Contribution)	n/a	n/a	\$2.25-\$6.00 /hour	\$2.25-\$6.00 /hour	one hour of personal care service
EISEP (Cost share)	Varies by client's income		n/a	n/a	one hour of personal care service
Senior News Ads	Varies by ad size/#	No change planned	n/a	n/a	Business advertisements
Sr. News Sub./Misc	n/a	n/a	\$9.00 annually	\$9.00 annually	12 monthly issues of "Senior News"
Respite	n/a	n/a	\$13-\$48/day	\$13-\$48/day	4 hours of caregiver respite service

These fees and suggested contributions are ALL subject to change based on actual allocations that we receive from our grantors.

## BROOME COUNTY GIS & MAPPING

### Fee Schedule for Services and Data

#### Prints

	<u>A Size</u>	<u>B Size</u>	<u>C Size</u>	<u>D Size</u>	<u>E Size</u>	<u>Custom</u>
-Existing Map Project/PDF or Single Historic Photo Tile:	\$0.50	\$1.00	\$2.00	\$4.00	\$8.00	\$2.00/foot
-Tax Parcel Sheet Map (or portion):	\$3.00	\$3.50	\$4.00	< - - \$5.00 - - >		NA

Existing map projects, photo tiles, and tax parcel sheet maps already exist in digital format and require no alteration, just printing.

A = 8.5" x 11" | B = 11" x 17" | C = 17" x 22" | D = 22" x 34" | E = 34" x 44" | Custom = anything over 44" (E size)

#### Copies

	<u>8.5" x 11" / 14"</u>	<u>11" x 17"</u>	<u>Large</u>
-Existing Paper Maps or Documents:	\$0.25	\$0.50	\$5.00

Large copies made using the Engineering copier; actual sizes vary.

#### New Map Projects

-Under One Half (1/2) Hour: \$6.00      -Over One Half (1/2) Hour: \$20.00 per hour

New map projects generally include the following: adding GIS layers and/or imagery, labeling of features, selection and/or categorization of features by attributes or location, layout setup (map extent, title, north arrow, scale bar, scale, etc.), exporting to PDF and so on. Fee does not include prints. ANY alterations to an existing map project will be considered a new map project for fee purposes.

#### Data Manipulation

-Joining, Geocoding, or Creation of X Y data from tabular data: \$5.00  
 -Other manipulation not listed above: \$20.00 per hour, minimum of \$5.00

Source data can include most existing County or user-supplied data in digital format. Preferred formats include Txt, Excel, or DBF. User-supplied data must be formatted properly and will not be reformatted or cleaned up by Broome County. Output data provided in ESRI shapefile and/or tabular format. A list of un-joined or non-geocoded records can be provided to the user at no additional cost if requested. Fee is for data manipulation and resulting digital data only; map projects and prints supplied at the rates above (additional fees will apply if joining to County GIS data that has an associated fee in this schedule; ex: parcels).

### GIS Data, Imagery, & Other Data

No fee for GIS data except:

**-Parcels:**

All County Parcels with Attributes:	\$2,500.00	Yearly updates:	\$500.00
All County Parcels Boundaries Only:	\$250.00	Yearly updates:	\$50.00
Individual Parcels (user-defined selection): \$0.03 per parcel record, minimum \$10.00			

-DEMs or any DEM-derived product (contours, slope, etc.): \$100.00

**-Aerial Photos (1937, 1944, 1965, 1973, 1981, 1989, 1999):**

All Images for a Single Year: \$500.00 (georeferenced OR non-georeferenced) | Individual Image: \$5.00 (non-georeferenced)

**-Subsurface Rights and Leases Database\*:**

Initial Purchase: \$5,000.00      Monthly Updates: \$500.00 per calendar year

\*A license agreement is required for this database. Monthly 'Updates' are provided by re-supplying the entire database to the user; the County will not extract data from the database. The initial purchase of the database includes monthly updates for that calendar year, if any. The fee for subsequent updates is based on the calendar year the most recent update was purchased or if none, the calendar year of the initial purchase. Ex: Initial database purchased in 2010. Updates requested in 2013. The fee for updates would be \$500 x 3 calendar years = \$1,500.

DATA ARE PROVIDED "AS IS" WITHOUT ANY SUPPORT WHATSOEVER AND WITHOUT WARRANTY AS TO THEIR PERFORMANCE, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE DATA IS ASSUMED BY USER. BROOME COUNTY SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, COMPENSATORY OR CONSEQUENTIAL DAMAGES OR ANY THIRD PARTY CLAIMS WHICH MAY RESULT FROM THE USE OF THE DATA, EVEN IF BROOME COUNTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE.

### Government Fees

-Prints or Copies: no charge for up to 5 copies or prints of a particular map or document. Over 5 copies or prints, one half (1/2) the fee will be charged.

-Tax Map prints: one quarter (1/4) the fee charged. PDF files provided at no cost. Map updates provided to local Assessors at no cost per State law.

-New Map Projects: no charge for projects taking up to 2 hours to complete. Fees for projects requiring more than 2 hours will be determined on a case by case basis.

-GIS Data & Imagery ONLY: no charge.

### Educational (Student) Fees

-No charge for GIS data. One half (1/2) charge for all else.

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IMPORTANT NOTE REGARDING GIS MAPS & DATA

-Any new digital products or files produced in accordance with this fee schedule constitute the creation of a new public record per NYS FOIL. Therefore they, and any associated data used in their creation (including user-supplied data), are subject to release. This release can occur without the prior notification or consent of the original requestor. Per FOIL, the County is not obligated to create new records and therefore not all requests may be honored.

## 2013 Broome County Sheriff's Office

<u>Description</u>	<u>Fees</u>
Records Money	.25 per page for accident reports
Other Public Safety Income	
5th Avoidable Alarm	\$25.00
6th and up	\$50.00
Sheriff ID Fees	\$10.00
Pistol Permits	\$10.00 (County's portion per Penal Law)
State Readies	\$40.00 per day
Other Local Governments	\$85.00 base rate per day inmate house
	\$250.00 Medical per day inmate house
	\$150.00 Special housing per day
US Marshall Jail Facility	\$97.26 per day

<b>Sheriff Fees</b>		<b>MILEAGE CHART</b>	
INCOME EXECUTION - 1ST STAGE	\$50.00	AIRPORT	\$17.00
		CASTLE CREEK	\$14.00
INCOME EXECUTION - 2ND STAGE	\$50.00	CENTER VILLAGE	\$26.00
INCOME EXECUTION - 2ND STAGE ONLY	\$50.00	CHENANGO BRIDGE	\$8.50
PROPERTY EXECUTION LEVY	\$90.00*	CHENANGO FORKS	\$16.00
PROPERTY EXECUTION / SALE - DEPOSIT	\$350.00	CITY OF BINGHAMTON	\$6.00
PROPERTY EXECUTION REAL PROPERTY DEPOSIT	\$550.00	COLESVILLE ROAD	\$16.50
		CONKLIN	\$12.00
POSTINGS OF NOTICE OF SALE	\$15.00*	CONKLIN FORKS	\$14.00
SUMMONS (WITH COMPLAINT, NOTICE & PETITION)	\$15.00*	CORBETTSVILLE	\$16.50
INFORMATION SUBPOENA	\$45.00*	DAMASCUS	\$29.00
SUBPOENA (DUCES TECUM)	\$15.00*	DEPOSIT	\$34.00
CITATION	\$15.00*	EAST MAINE	\$20.00
3 DAY NOTICE OR 30 DAY NOTICE TO TENANT	\$22.00*	ENDICOTT	\$12.00
SHOW CAUSE ORDER	\$45.00*	ENDWELL	\$9.50
NOTICE OF MOTION	\$45.00*	GLEN AUBREY	\$23.50
WRIT OF HABEAS CORPUS (CONTEMPT ORDER)	\$45.00*	GLENDALE	\$14.00
ORDER/WARRANT OF ARREST	\$65.00*	HARPURSVILLE	\$24.50
ANY OTHER MANDATE ORDERS	\$45.00*	HAWLEYTON	\$12.00
ORDER OF SEIZURE	\$90.00*	JOHNSON CITY	\$7.00
ADDITIONAL DEFENDANT SERVED	\$40.00	KATTELVILLE ROAD	\$13.00
WITH SUMMONS AND COMPLAINT	\$15.00	KILLAWOG	\$30.50
EACH ADDITIONAL SERVICE	\$15.00	KIRKWOOD	\$13.00
ORDER OF ATTACHMENT	\$85.00*	LISLE	\$28.00
ADDITIONAL LEVY	\$40.00		
WITH SUMMONS AND COMPLAINT	\$15.00		
EACH ADDITIONAL SERVICE	\$15.00		
NOTICE OF APPEAL	\$30.00*		
NOTICE OF PETITION/PETITION TO RECOVER	\$47.00*		
ADDITIONAL TENANT	\$15.00		
WARRANT OF EVICTION	\$112.00*		
ADDITIONAL TENANT	\$30.00		

\*Additional Fee for serving incarcerated individual \$5.00

## 2013 Audit & Control - Weights & Measures

1.	<u>Scales</u>	Fee	6.	<u>Vehicles</u>	Fee
(I)	Up to and including 15 kg (33 lb) capacity:		(I)	Metering systems 300 L/min (79 gpm) or less	\$ 100
(a)	for each of the first five scales per establishment	\$ 20		<i>"Re-seal" - adopted by the Broome County Legislature 11/20/03</i>	\$ 25
(b)	for each scale per establishment after the first five	\$ 10	(II)	Metering systems over 300 L/min (79 gpm)	\$ 120
(II)	Over 15 kg (33 lb) and including 300 kg (661 lb) capacity	\$ 40	(III)	Compartment calibration:	
(III)	Over 300 kg (661 lb) and including 1,500 kg (3,307 lb) capacity	\$ 100	(a)	Up to and including 3,000 L (793 gal) capacity	\$ 40
(IV)	Over 1,500 kg (3,307 lb) and including 7,000 kg (15,432 lb) capacity	\$ 140	(b)	Over 3,000 L (793 gal) and including 6,000 L (1,585 gal) capacity	\$ 80
(V)	Over 7,000 kg (15,432 lb) and including 23,000 kg (50,706 lb) capacity	\$ 160	(c)	Over 6,000 L (1,585 gal) and including 12,000 L (3,170 gal) capac	\$ 120
(VI)	Over 23,000 kg (50,706 lb) capacity	\$ 200	(d)	Over 12,000 L (3,170 gal) capacity	\$ 240
(VII)	Tank, batch and crane scales	\$ 200	7.	<u>Stationary petroleum metering systems</u>	
2.	<u>Weights - field standard (Class F)</u>		(I)	Up to 400 L/min (106 gpm)	\$ 100
(I)	Up to and including 3 kg (7 lb)	\$ 8	(II)	Over 400 L/min (106 gpm) and including 2,000 L/min (528 gpm)	\$ 120
(II)	Over 3 kg (7 lb) and including 30 kg (66 lb)	\$ 16	(III)	Over 2,000 L/min (528 gpm) and including 4,000 L/min (1,057 gpn	\$ 140
(III)	Over 30 kg (66 lb) and including 300 kg (661 lb)	\$ 32	(IV)	Over 4,000 L/min (1,057 gpm)	\$ 160
(IV)	Over 300 kg (661 lb) and including 1,200 kg (2,646 lb)	\$ 60	8.	<u>Bulk milk tanks</u>	
3.	<u>Linear field measures</u>		(I)	Up to 3,000 L (793 gal) capacity	\$ 40
(I)	Up to 1 m (39 in)	\$ 4	(II)	Over 3,000 L (793 gal) and including 6,000 L (1,585 gal) capacity	\$ 80
(II)	Over 1 m (39 in) and including 16 m (52 ft)	\$ 8	(III)	Over 6,000 L (1,585 gal) and including 12,000 L (3,170 gal) capac	\$ 120
(III)	Over 16 m (52 ft) and including 31 m (102 ft)	\$ 12	(IV)	Over 12,000 L (3,170 gal) capacity	\$ 240
(IV)	Over 31 m (102 ft)	\$ 20	9.	<u>Timing devices</u>	
(V)	Fabric measuring devices	\$ 20	(I)	All commercially used devices where time is a basis for charge except for:	\$ 4
(VI)	Wire and cordage measuring devices	\$ 40	(II)	Devices owned or operated by governmental agencies	N/C
4.	<u>Liquid measures and devices</u>		10.	<u>Taxi meters</u>	
(I)	Liquid measures 20 L (5 gal) or less	\$ 8	(I)	Any taxi meter used to calculate the value of a measured ride	\$ 40
(II)	Liquid pump (hand-operated) 20 L (5 gal) or less	\$ 20			
5.	<u>Petroleum dispensing and measuring devices</u>				
(I)	Single dispensing pump	\$ 20			
(II)	Dual dispensing pump	\$ 40			
(III)	Blend dispensing pump	\$ 40			
(IV)	Grease and oil pump	\$ 8			



## 2013 Broome County Fee Schedule

<b><u>GREATER BINGHAMTON AIRPORT</u></b> <u>Short Term Parking Rates</u> First Fifteen Minutes                      Free 16 Minutes through 60 Minutes        \$     1.00 Second - Fifth Hour                        \$     2.00 per hour Maximum Daily                                \$    10.00 per day Maximum Weekly                              \$    60.00 per week  <u>Long Term Rates</u> First & Second Hour                        \$     1.00 per hour After Three Hours                            \$     2.00 per hour Maximum Daily                                \$     8.00 per day Maximum Weekly                              \$    48.00 per week		<b><u>FRONT STREET DOG SHELTER</u></b>  <b>Adoption Fee</b> \$226.00  <b>Redemption Fees:</b> First Impoundment                        \$46 first 24 hours \$6 each additional or part of 24 hours day 2 & 3 \$12 day 4 + Second Impoundment                       \$58 first 24 hours \$6 each additional or part of 24 hours day 2 & 3 \$12 day 4 + Third Impoundment                        \$69 first 24 hours \$6 each additional or part of 24 hours day 2 & 3 \$12 day 4 +  <b>Emergency Boarding</b> \$23/day for single dog                      Max 30 days \$20/day for multiple dogs                      Max 30 days  <b>Prearranged Boarding</b> \$23/day for single dog + \$2 for food if not provided by owner  \$20/day for multiple dogs + \$2/dog for food if not provided by owner  <b>Bath Fee</b> \$18  <b>Accepting Unwanted Dogs:</b> Owners outside Broome County            \$30/ adoptable dog Dog adopted from other shelter            \$30/ adoptable dog  <b>Owner Requested Euthanasia</b> \$40/per dog  <b>Vaccination Fee</b> \$46/redeemed or unredeemed			
<b><u>WILLOW POINT NURSING HOME</u></b> Semi-private Room Daily Rate            \$ 280.00 Plus: NYS Assessment (6%)                \$ 16.80 Total    \$ 296.80  Private Room Daily Rate                    \$ 290.00 Plus: NYS Assessment (6%)                \$ 17.40 Total    \$ 307.40  Cable Television (per month)              \$     5.00  Guest Meals: Regular    \$     3.50 Holiday    \$     6.50  Hair Care Price List: Haircut - Man's                                \$     6.75 Haircut - Woman's                            \$     9.25 Shampoo & Set                                 \$     9.50 Permanent                                      \$    25.00 Conditioner                                      \$     2.00 Tint or Six Week Color                       \$    19.00 Six Week Rinse                                 \$    10.00 Shampoo                                         \$     3.50 Color Rinse                                      \$     1.25		<b><u>SECURITY</u></b>  <b>Taxicab Fees</b> Business License                              \$250.00    Annual Driver's License                                New App.        \$ 120.00    Renewal        \$ 60.00 Re-issuing        \$ 25.00    Replace        \$ 25.00 Vehicle License                                Non-hybrid     \$ 300.00    Hybrid        \$ 100.00                      Annual Transfer    \$ 25.00    Replace        \$ 25.00 Vehicle Inspection                            Inspection       \$ 25.00    Re-inspect     \$ 25.00 Replacement        \$ 25.00			

## 2013 Broome County Fee Schedule

### Civil Service Exams

Open-competitive	\$	15.00
Promotional	\$	7.50
Uniformed OC	\$	25.00
Uniformed Prom	\$	12.50

\*Unemployed DSS recipients who are primarily responsible for their household may receive waivers

### Legislature

Directory of County, Town and Village Officials	First, free. \$3.00 each additional
Freedom of Information Request	\$25/page
FOI CD	\$2.00
FOI Photograph (Polaroid)	\$2.00
FOI Digital Photograph (Standard Paper)	\$0.28
FOI Digital Photograph (photographic paper)	\$0.50
Budget Book (hard copy)	\$20.00
Budget Book (CD)	\$2.00
Capital Improvement Program	\$3.50

### Real Property

Small Maps	\$	3.00
Large Maps	\$	5.00
Planametric Map:		
Small Maps	\$	3.00
Large Maps	\$	5.00
Full County Maps-Disk	\$	500.00
Title Search Fee	\$	150.00
Tax Installment Certification	\$	10.00
Full Sheet Ariel Maps	\$	20.00
Tax Receipt (pick up)	\$	1.00
Tax Receipt (mail or fax)	\$	2.00
Copies	\$	0.25

### Real Property Tax Bill Processing Charges

Maintenance	\$	0.85
Paper	\$	0.06
Folding	\$	0.05
Stuffing	\$	0.07
Sealing	\$	0.07
Printing	\$	0.09
Additional Insert	\$	0.07

### 911 Emergency Services

Wireline phones	\$35/month
Wireless phones	\$30/month

### Public Transportation (Bus Fees)

Peak	\$	2.00
Transfers		Free
Seniors and Disabled (Off Peak)	\$	1.00
10 Ride Pass	\$	19.00
20 Ride Pass	\$	37.00
30 Ride Pass	\$	53.00
BC Country	\$	3.00
BC Country Seniors & Disabled	\$	2.00
BC Lift	\$	2.50

### Public Defender

Court Ordered Revenue	
Misdemeanors	\$60/hour
Felonies	\$75/hour
Parole Matters	\$75/hour

### Broome County Library

#### Overdues

Adult materials	.10/day/item
Print	.10/day/item
CDs	.10/day/item
Books on tape	.10/day/item
Interlibrary loan (ILL)	\$.50/day/item
VC/DVD	\$2.00/day/item
Children's materials	.10/day/item
Print	.10/day/item
CDs	\$.10/day/item
VC/DVD	\$2.00/day/item

#### Maximum fines

Hardcover books and AV	\$10.00
VC/DVD	\$20.00
Paperbacks and periodicals	\$5.00
Youth Services hardcover books	\$5.00
Interlibrary loan (ILL)	No Limit
Repair for recirculation	Varies
Processing fees	\$10.00
Lost card	\$3.00
Returned check fee	\$20.00
Photocopies (public machines)	.25/copy
Microfilm Prints	.25/copy
Computer paper (for public computers)	.15/sheet

#### Room Rental (May include additional charges)

Broome County Government	Free
City of Binghamton	Free
Profit Corporations half day	various*
Profit Corporations full day	various*
Non-Profit Groups half day	various*
Non-Profit Groups full day	various*

\*depending on size of rented room

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# Broome County 2013 Recommended Budget Year to Year Property Tax Support Comparison

Department	2012 Local Support	2013 Local Support	Increase (Decrease)
Audit & Control	2,280,227	2,682,880	402,653
Aviation	-	-	-
CASA			NA
Central Foods			NA
County Clerk	(1,928,582)	(2,038,151)	(109,569)
County Executive - Exp	739,148	743,985	4,837
County Exec - Rev	(2,266,376)	(2,070,010)	196,366
District Attorney	2,347,313	2,505,965	158,652
DPW Admin/Eng	1,232,355	1,214,396	(17,959)
DPW Arena	703,151	828,279	125,128
DPW B&G	4,612,278	4,906,830	294,552
DPW/Fleet			NA
DPW Forum	13,449	77,629	64,180
DPW Highway	9,118,601	9,598,616	480,015
DPW Solid Waste			NA
DPW-En-Joie			NA
DPW-Parks	2,459,207	2,170,131	(289,076)
DPW-Security Serv	1,111,676	1,005,223	(106,453)
DSS	65,184,671	64,843,686	(340,985)
DSS Legal Support			NA
Elections	796,638	707,895	(88,743)
Emergency Services	3,395,031	3,559,333	164,302
Health	7,098,232	7,068,563	(29,669)
Information Technology	2,747,524	3,139,968	392,444

Department	2012 Local Support	2013 Local Support	Increase (Decrease)
Law/Coroners	1,172,875	1,146,707	(26,168)
Legislature	749,138	706,936	(42,202)
Library	1,352,849	1,274,533	(78,316)
Mental Health	1,076,632	1,042,113	(34,519)
OFA	462,742	462,742	-
OMB	(81,473,685)	(82,798,250)	(1,324,565)
Personnel	786,683	743,286	(43,397)
Planning	702,391	755,086	52,695
Probation	2,503,930	2,554,188	50,258
Public Defender	2,071,904	2,005,562	(66,342)
Purchasing	269,169	227,431	(41,738)
Real Property	(840,419)	(762,752)	77,667
Risk-Health			NA
Risk-Liab			NA
Risk-Workers Comp			NA
Sheriff	29,148,369	31,133,373	1,985,004
Stop DWI			NA
Transit	1,066,113	1,359,999	293,886
Unallocated Items	4,028,910	4,442,447	413,537
Debt Service	4,518,464	4,399,298	(119,166)
Veterans	(76,215)	-	76,215
WPNH	-	-	-
Youth Bureau	41,716	-	(41,716)
General Fund Balance		(2,431,808)	(2,431,808)

Total Property Tax Levy	67,206,109	67,206,109	-
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