



MEMORANDUM

TO: All Department Heads

FROM: Kevin M. Byrne
County Executive

CC: James Burpoe
Deputy County Executive

DATE: November 14, 2023

RE: **Annual Reports 2023**

A handwritten signature in black ink, appearing to be "KB", is written over the "FROM" and "CC" fields of the memorandum.

First, I would like to extend my sincere thanks to all departments for the conclusion of a great first year for this administration. I am excited to share all that we have accomplished, as well as what to expect for 2024 in my State of the County Address.

Please let this serve as my formal request for your department's Annual Report for 2023, for use in my State of the County Address in 2024, pursuant to §7.09 of the Putnam County Charter.

Purpose and Guidelines

In an effort to produce a comprehensive picture of Putnam County government for the Legislature, and County residents this administration is looking to create a unified, organized, and concise document compiling all of the departments' reports. We appreciate your cooperation in following the guidelines and format outlined below.

- The goal is for all departments to follow the same format.
- The report should be as concise as possible, while adequately summarizing the information requested below.

(Note on page limits: We do understand that certain departments have more information to present than others, so we will not be providing a formal page limit. However, we request that you include the requested information in as a condensed manner as you are able.)

- Your report should be professional and polished. It is a reflection of your department, this administration, and the County government as a whole. (As you may recall, the report will be distributed to all Legislators and will be available to the public on our website.)
- Please submit two (2) hard copies and one (1) electronic copy of your report to my office no later than **January 19, 2024**. Please email electronic copies in Word format (vs. scanned PDF) to:
Deputy County Executive, Jim Burpoe (James.Burpoe@putnamcountyny.gov),
Confidential Secretary, Lisa Ranghelli (Lisa.Ranghelli@putnamcountyny.gov), and
Chief of Staff, Matt Covucci (Matthew.Covucci@putnamcountyny.gov).
- Should you have any questions, please do not hesitate to contact the County Executive's Office.

Format and Headings

- Please use the 12-point Arial font throughout the body of your report.
- You are encouraged to use bullet points, and/or subheadings in each section of your report, depending on the information that you are presenting.
- Lengthy narratives are discouraged; the goal is a summary.
- Photographs or graphics are allowed imbedded in the text, but the primary focus should be *a text summary* for each of the items below.
- Should you wish to include charts, illustrations, publications, separate documents, etcetera please attach these separately, and reference as an attachment in your report. Whenever possible, *the use of a hyperlink is preferred* over the provision of a physical document.
- Any specific references to outside sources should be cited appropriately (in APA format).
- You do not need to put your report on your department's letterhead.
- Please utilize the following format in the creation of your report:

Department

Department Head Name, Title

Department Address

Phone Number

Main Email address (if applicable)

I. Description of Department

For larger departments, and/or departments with multiple divisions and/or programs, you may include additional subheadings in this section to account for those divisions and/or programs.

II. Services Provided

For departments with multiple categories of services provided, you may include additional headings in this section to account for these services.

III. Mission Statement

IV. Population Served

V. Significant Events & Accomplishments in 2023

- *Recently completed projects/programs*
- *New projects/programs*
- *Points of pride (noteworthy departmental accomplishments/successes)*
- *Notable savings realized.*
- *Matters of known interest to the County Executive's Office*
- *Examples of thinking differently, to make Putnam more affordable, accessible, and accountable.*

VI. Staffing

Any changes to current staffing assignments and/or new staff.

VII. Sources of Revenue

- *Current trends in the cost of service*
- *New, unfunded mandates*

VIII. Goals for 2024

- *Upcoming projects/programs and initiatives for the next fiscal year.*
- *Matters of known interest to the County Executive's Office*
- *Examples of thinking differently, to make Putnam more affordable, accessible, and accountable.*