Dutchess County
2015 Adopted Executive Summary

Transforming County Government

Smaller. Smarter. More Effective.

Marcus J. Molinaro
County Executive

2015
Adopted Executive Budget

County Executive
Marcus J. Molinaro

William FX O'Neil, Deputy County Executive
Michael Ellison, Assistant County Executive
Colleen Pillus, Communications Director

BUDGET OFFICE

Valerie J. Sommerville, Budget Director
Jessica White, Senior Research Analyst
Rachel Kashimer, Research Analyst
Tiffanie Massey, Budget Assistant

2015

DUTCHESS COUNTY DEPARTMENT HEADS AND ELECTED OFFICIALS

Erik Haight
Marco Caviglia
Election Commissioners
Board of Elections

Valerie J. Sommerville
Budget Director

Carolyn Morris
Clerk of the Legislature

James Coughlan
Comptroller

James Fedorchak
County Attorney

Bradford H. Kendall
County Clerk

William V. Grady
District Attorney

Dana Smith
Commissioner
Emergency Response

Heidi Seelbach
Commissioner
Finance

Kari Reiber, MD
Acting Commissioner
Health Department

Kenneth M. Glatt, Ph.D., ABPP
Commissioner
Department of Mental Hygiene

Timothy E. Mahler
Commissioner
OCIS

Steven J. Rector
Commissioner
Human Resources

Eoin Wrafter
Acting Commissioner
Planning & Development

Mary Ellen Still
Director
Probation & Community Corrections

Tom Angell
Public Defender

Noel Knille, AIA, ASLA
Commissioner
Department of Public Works

Mary Kaye Dolan
Director
Office for the Aging

Adrian H. Anderson
Sheriff

Robert B. Allers
Commissioner
Department of Community & Family Services and Youth

William C. Johnson
Administrator
STOP DWI/Traffic Safety

2014 - 2015

MEMBERS OF THE DUTCHESS COUNTY LEGISLATURE

Robert G. Rolison, *Chairman*

District 1: ***Ellen Nesbitt***
Town of Poughkeepsie

District 2: ***Don Sagliano***
Towns of Pleasant Valley/Poughkeepsie

District 3: ***Dale Borchert***
Town of LaGrange

District 4: ***Sue Serino***
Town of Hyde Park

District 5: ***Kenneth Roman***
Town of Poughkeepsie

District 6: ***Angela E. Flesland***
Town of Poughkeepsie

District 7: ***Richard Perkins***
Towns of Hyde Park/Poughkeepsie

District 8: ***Robert G. Rolison***
City/Town of Poughkeepsie

District 9: ***Gwen Johnson***
City of Poughkeepsie

District 10: ***Barbara Jeter-Jackson***
City of Poughkeepsie

District 11: ***Joel Tyner***
Towns of Clinton/Rhinebeck

District 12: ***Robert A. Weiss***
Town of East Fishkill

District 13: ***Donna Bolner***
Towns of East Fishkill/LaGrange/Wappinger

District 14: ***Francena I. Amparo***
Town of Wappinger

District 15: ***Joseph Incoronato***
Town of Wappinger

District 16: ***Alison E. MacAvery***
Town of Fishkill/City of Beacon

District 17: ***James J. Miccio***
Town/Village of Fishkill

District 18: ***April Marie Farley***
City of Beacon/Town of Fishkill

District 19: ***A. Gregg Pulver***
Towns of Milan/North East/Pine Plains/Stanford

District 20: ***Michaela J. Strawinski***
Town of Red Hook

District 21: ***Margaret J. Horton***
Town of East Fishkill

District 22: ***Gerald E. Hutchings***
Towns of Beekman/Union Vale

District 23: ***John M. Thomes***
Towns of Beekman/East Fishkill/Pawling

District 24: ***Alan V. Surman***
Towns of Dover/Union Vale

District 25: ***Michael Kelsey***
Towns of Amenia/Pleasant Valley/Washington

Distinguished Budget PRESENTATION Award

Presented to

County of Dutchess

New York

For the Fiscal Year Beginning

January 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Dutchess County, New York for the first time for its Annual Budget for the fiscal year beginning January 1, 2014.

In order to receive this award, Dutchess County was required to publish a budget document that meets program criteria as a policy document, operations guide, financial plan, and communications device.

Although the award is valid for the fiscal year in which it is awarded, we believe the 2015 budget document continues to successfully meet program requirements, and has been submitted to GFOA to determine its eligibility for another award.

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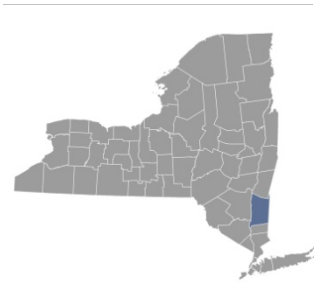
Dutchess County at a Glance

History

Established in 1683 as one of New York's original twelve counties, Dutchess has played a pivotal role in American History. The County was home to the Continental Army's Fishkill Supply Depot and the second state capital at Poughkeepsie during and after the Revolutionary War, which hosted New York's debates on the Federal Constitution in June and July 1788. Throughout the 19th century, industry boomed in Dutchess with labor provided by continued immigration from Europe. Brick yards and textile mills thrived in Beacon and Poughkeepise, while the Livingstons and Roosevelts managed lucrative shipping trades and farmed their huge estates along the Hudson River waterfront. Bolstering trade, Dutchess County became a major railroad transportation hub connecting New York City to Albany, Canada, and New England. These rail links fueled new manufacturing industries and expanded agricultural enterprises, including a thriving dairy industry that provided the Union Army's primary supply of condensed milk during the Civil War. In the twentieth century, the County rose to prominence as the birthplace of President Franklin Delano Roosevelt and as a test site for many of his New Deal projects. Following the Second World War, Dutchess joined the frontline of the computer age as the headquarters of IBM. The County remains the lynchpin of the Hudson Valley corridor today and is home to a thriving variety of commercial, agricultural, and cultural endeavors that honor Dutchess County's deep historical roots.

Location



Dutchess County is 802 square miles in the heart of the Hudson Valley, midway between New York City and Albany, New York State's capital. The western border includes 30 miles of Hudson River shoreline with Connecticut forming the eastern border. The character of the area is predominantly suburban and rural with two cities on the Hudson River.

Government

Dutchess County's charter government was approved by the voters in 1967. The charter separates the government into two branches: executive and legislative.

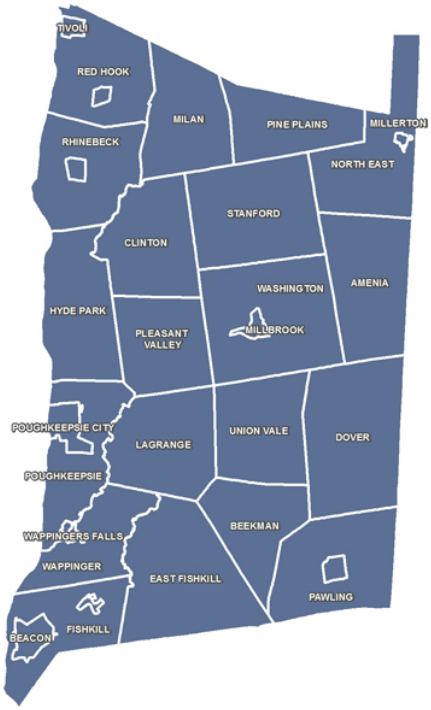
The executive branch is headed by the County Executive, who is elected on a County-wide basis to serve a four-year term. The County Executive is the chief executive officer and chief budgetary officer of the County and is responsible for preparing and submitting the annual operating budget to the County Legislature for approval. The Executive has veto power over nearly all legislative enactments, though his veto can be overridden by a two-thirds majority vote of the Legislature.

The executive branch consists of all administrative departments. Department heads are appointed by the Executive, most are subject to confirmation by the Legislature.

The legislative branch consists of 25 legislators elected from single member districts for two-year terms. The 25 members represent 25 districts, meeting on the second Monday of each month. The legislature has the power to levy taxes, adopt the County budget, make appropriations, and adopt local laws subject to approval by the County Executive. It has standing committees and boards with citizen participation.

Other County-wide elected officials include the County Clerk, County Comptroller, District Attorney, and Sheriff.

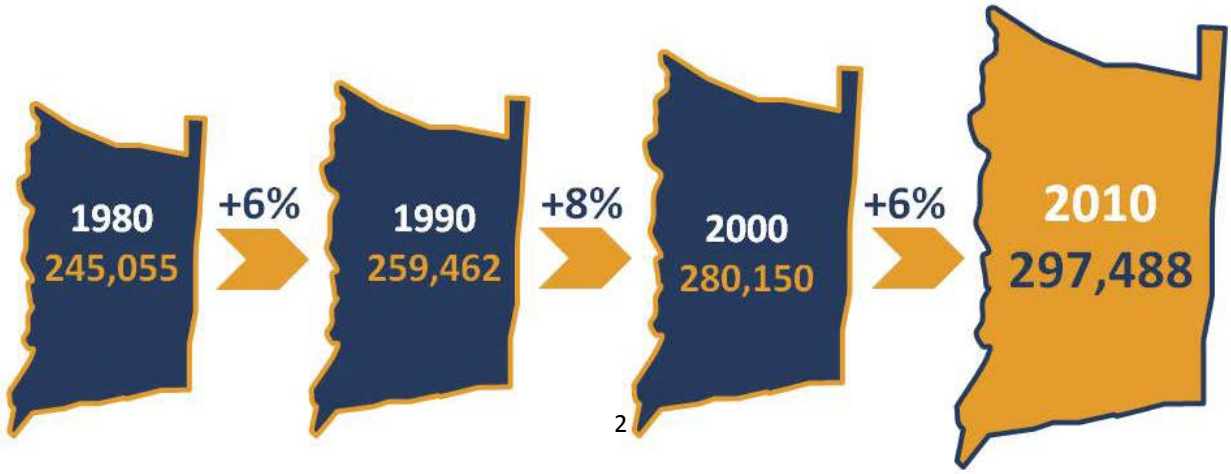
Municipalities within Dutchess County



There are 2 cities, 20 towns and 8 villages within Dutchess County.

- Town of Amenia
- Town of Beekman
- Town of Clinton
- Town of Dover
- Town of East Fishkill
- Town of Fishkill
- Village of Fishkill
- Town of Hyde Park
- Town of LaGrange
- Town of Milan
- Town of North East
- Village of Millerton
- Town of Pawling
- Village of Pawling
- Town of Pine Plains
- Town of Pleasant Valley
- Town of Poughkeepsie
- Town of Red Hook
- Village of Red Hook
- Village of Tivoli
- Town of Rhinebeck
- Village of Rhinebeck
- Town of Stanford
- Village of Union Vale
- Town of Wappinger
- Village of Wappingers Falls
- Town of Washington
- Village of Millbrook
- City of Poughkeepsie
- City of Beacon

Population

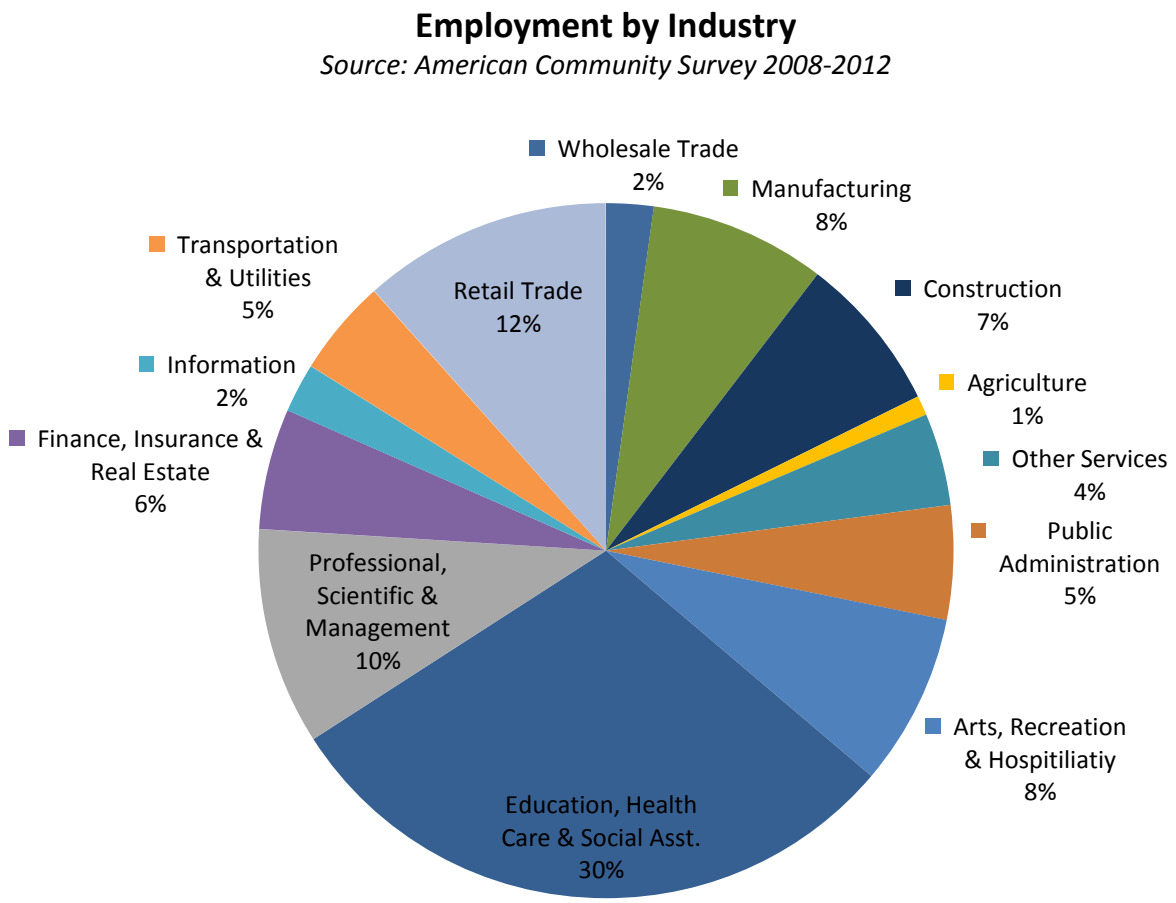


Dutchess County has a population of 297,488 according to the 2010 United States Census. Following a boom in the 90s that resulted in an 8-percent population increase, Dutchess has experienced moderate growth and remains just below 300,000 residents. The population and land area by municipality is reflected in the following chart according to the 2010 Census.

Municipality	Population	Land Area (Square Miles)
Amenia	4,436	43.67
Beekman	14,621	30.71
Clinton	4,312	38.82
Dover	8,699	56.29
East Fishkill	29,029	57.57
Fishkill	20,878	31.24
Village of Fishkill	2,171	0.83
Hyde Park	21,571	39.79
LaGrange	15,730	40.30
Milan	2,370	36.55
North East	2,073	43.04
Village of Millerton	958	0.60
Pawling	6,116	43.28
Village of Pawling	2,347	1.97
Pine Plains	2,473	31.13
Pleasant Valley	9,672	33.13
Poughkeepsie	44,090	30.89
Red Hook	8,240	37.04
Village of Red Hook	1,961	1.07
Village of Tivoli	1,118	1.55
Rhinebeck	4,891	38.06
Village of Rhinebeck	2,657	1.53
Stanford	3,823	50.09
Union Vale	4,877	37.33
Wappinger	22,468	27.75
Village of Wappingers Falls	5,522	1.19
Washington	3,289	56.88
Village of Millbrook	1,452	1.93
Total Towns & Villages	251,844	814.23
City of Beacon	14,599	4.86
City of Poughkeepsie	31,045	5.70
Total Cities	45,644	10.56
Total Dutchess County	297,488	824.77

Local Economy

The Dutchess County economy is dynamic and vibrant, consisting of a variety of industries. The chart below indicates the prominence of various industries in Dutchess County.

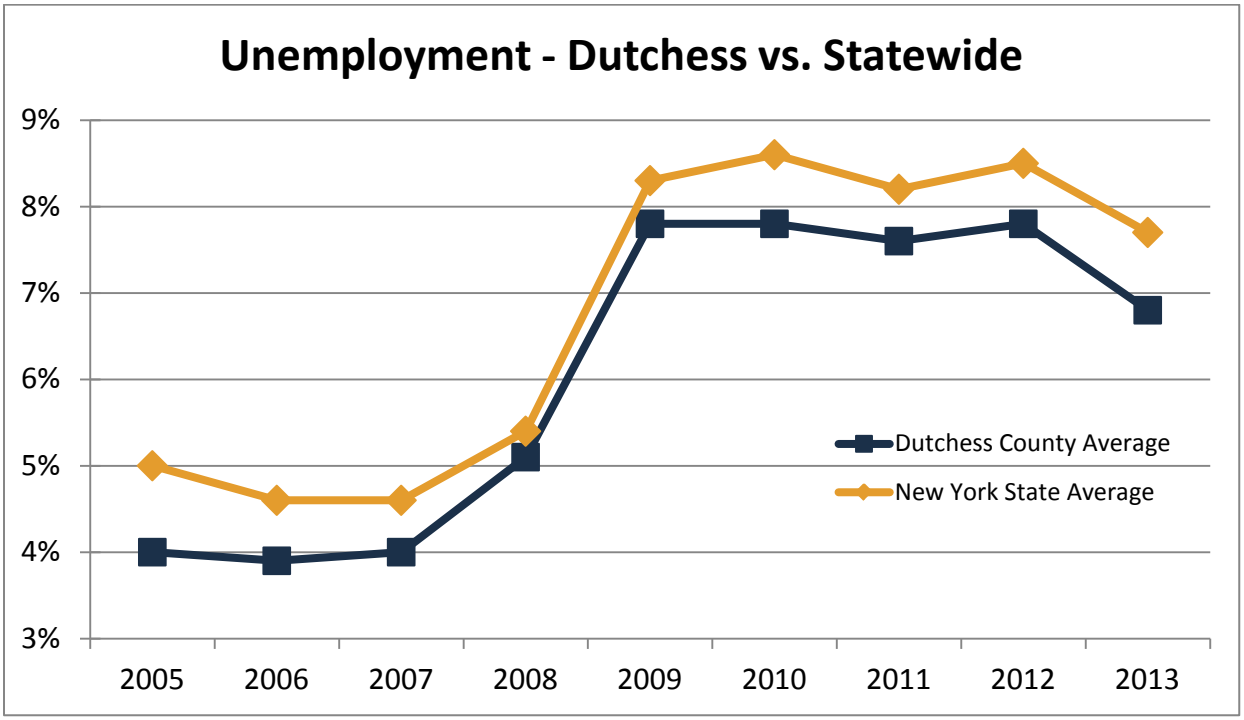


Dutchess County's economy is fueled by businesses of all sizes. The following list of major employers in Dutchess County provided by the Dutchess County Economic Development Corporation, demonstrates the area's highly skilled workforce and the regional emphasis on technology, higher education, and physical as well as mental health.

- Anderson Center for Autism
- Arlington Central School District
- Astor Home For Children
- Bard College
- Central Hudson Gas & Electric
- Culinary Institute of America
- Downstate Correctional
- Dutchess BOCES
- Dutchess Community College
- Fishkill Correctional
- GAP, Inc.
- Green Haven Correctional
- Health Quest
- Hudson Valley
- Federal Credit Union
- IBM Corporation
- Marist College
- NYS Dept of Transportation

- MidHudson Regional Hospital
- Taconic Developmental Services
- Vassar College
- Wappinger School District

These economic engines have helped to maintain Dutchess County's high employment levels, with 135,000 residents employed in 2013 according to the New York State Department of Labor. The historic unemployment rate County-wide consistently trends below the average Statewide, as seen below.



**Source: New York State Department of Labor*

The 2012 American Community Survey estimated that Dutchess County is home to more than 107,700 households. The estimated median household income is $71,508 and the median individual earnings were estimated to be $34,562.

Bond Rating

Dutchess County Government continues to demonstrate very strong credit worthiness, as confirmed by a rating upgrade from Standard and Poor's (S&P) Rating Services to a AA+ bond rating in October 2014. This AA+ rating is an upgrade from the previous Aa2 rating in November 2013 by Moody's Investors services and indicates the County demonstrates a very strong capacity to meet financial commitments. Standard & Poors noted several strengths that led to the AA+ rating including the County's strong budgetary performance and fiscal management, low debt burden, increased fund balance and strong cash levels. With total indebtedness of $107.2 million, Dutchess County is at only 4.96% of our $2.2 billion constitutional debt limit. According to S&P, only 1 of the rated New York State (NYS) counties has rated higher. Standard & Poor's review and rating provides an important measure of the county's fiscal condition and how we compare to other county governments nationwide. The following table indicates S&P Financial Service Rating of New York State Counties as of September 2014.

S&P	
Rating	**Number of Counties***
AAA	1
AA+	**2**
AA	6
AA-	8
A+	8
A	3
A-	1
BBB+	0
BBB	0
BBB-	1

*Note: S&P rates 30 of 57 New York State Counties.

Culture, Recreation, and Higher Learning

Cultural resources flourish throughout Dutchess County, enriching and enhancing the community. From the iconic Bardavon 1869 Opera House, to Dia: Beacon, the Cunneen-Hackett Arts Center, and the Rhinebeck Performing Arts Center, art and entertainment venues abound.

Historical landmarks are a ubiquitous part of the Dutchess County landscape. Countless visitors enjoy historic sites such as the Home of Franklin D. Roosevelt, the Locust Grove Estate, the Mount Beacon Incline Railway, the Old Rhinebeck Aerodrome Museum, and the Vanderbilt Estate.

A variety of County parks including Bowdoin Park, Quite Cove Riverfront Park, Dutchess Stadium (Home to the Hudson Valley Renegades), Wilcox Memorial Park, the Harlem Valley Rail Trail, and the Dutchess Rail Trail, provide ideal recreational outlets for visitors and residents. The natural resources and beauty of the area is available for all residents and guests to enjoy through a network of over 70 trail systems totaling 300 miles. Many municipal and state parks dot the river front, perhaps the most noteworthy of which is the Walkway over the Hudson State Historic Park in Poughkeepsie which is now connected to the Dutchess Rail Trail. The Walkway has attracted some two million visitors from all 50 states and at least 42 countries since its opening in 2009.

Dutchess County is home to several esteemed institutions of higher learning including Dutchess Community College, Marist College, Vassar College, Bard College, and the Culinary Institute of America. The campuses of these schools create cultural hubs spurring economic development and vibrancy throughout the County.

Overview

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Mission, Vision, and Strategic Planning

Mission Statement

The mission of Dutchess County Government is to provide quality, responsive services to residents, businesses, and visitors in a fiscally responsible manner while striving to preserve our heritage, promote economic development and enhance the quality of life for current and future generations.

Vision

We envision a county that capitalizes on its history, its geography, and its diverse economy to create a broad range of opportunities for its residents in how they live, work, and play.

We envision a robust economy with a skilled workforce that attracts employers who seize opportunities presented by the County's unique advantages and provide jobs that create prosperity.

We envision a sustainable system of community health, public safety, assistance for our youth, families, seniors, and veterans, parks and recreation, and infrastructure, in which development and growth complement our natural resources and environment.

We envision a model community governed in an open and ethical manner, where great ideas are replicated and brought to scale, public input is sought, and municipalities and community partners work collaboratively with the County to attain shared goals.

Core Principles

The below four key principles serve as the basis for all administrative budgetary allocation decisions and policies to affect the County's mission and vision:

- Focus- County government cannot be all things to all people, so we must prioritize, set aside personal or political agendas, confront challenges because we lead with less- delivering a smaller, smarter, and more successful government.
- Inclusion- The administration will engage stakeholders in decision making by empowering residents and other business, community and elected leaders to participate in a robust and civil discourse in order to mold consensus. Importantly, the administration will listen. Good ideas and great volunteers will always be embraced. We will seek to redefine democracy, and earn the trust and maintain the confidence of those who call our county home.
- Logic- Do what makes sense. A practical approach to problem solving will save time, energy, and resources. The administration will conduct the necessary analysis, outline the viable options, establish expected outcomes, and make decisions supported by facts.

- Fairness- Compassion and civility in discourse is no weakness. The administration must be concerned with the individual while acting for the good of the whole community.

Overall, the administration will consider the economic benefit or impact of every decision and how those decisions when applied, affect our shared quality of life, and the attainment of our vision.

Strategic Planning & Building the Budget

County Executive Marcus J. Molinaro took office January 1, 2012, bringing to county government a host of ideas to transform the way government functions. During his Oath of Office Address, County Executive Molinaro posed two important questions:

Who are we as a people? And how do we hope to live?

The answers to these questions begin to define how this administration seeks to confront the many challenges facing Dutchess County in these difficult economic times.

The single most critical responsibility of the County Executive is the preparation and oversight of the county's annual operating budget. Responsible fiscal stewardship in a democracy requires clearly defined measurable expectations, thorough communication, continued education, and ongoing stakeholder involvement.

Dutchess County's most important asset is our people: the families, young people, seniors, veterans, business owners, and farmers volunteers who call Dutchess home. It is vitally important we listen to each other and provide opportunities to identify needs, establish goals, and set priorities. We want a community engaged in a civil, robust dialogue answering the questions that confront us, and offering ideas and input so we have shared investment in the results of our decision making.

The annual decision making process begins in January, the executive team meets to develop a strategic plan to move forward the priorities for the new year. Meetings are held with Department Heads to review the prior year goals and outcomes as well as finalize the new year goals and action plans outlined in the adopted budget.

The adopted budget identifies the annual appropriations necessary to achieve the department's expectations for service delivery and planned performance outcomes in the next fiscal year; in short, it defines the resources for accomplishing the County's established goals. This document is approved by the County Legislature and serves as the annual fiscal plan for the County. Throughout the year, the executive team and department heads are monitoring the budget and accomplishment of established goals while planning for the following year. In essence, the budget is the annual strategic plan for Dutchess County and it is carefully crafted and closely monitored to ensure adherence.

In July and August, the planning process begins in earnest for the following year. A strategy is designed and goals are established then presented to the County Legislature in the form of the Tentative Executive Budget. The Legislature will review, make changes, and approve the budget as the Adopted County Budget. Once the budget takes effect in January, the executive team starts the process again.

Throughout the year, the Budget Office and Executive's Office continue to monitor and make adjustments to the plan.

Strategic Goals

The budget document, as discussed above, reflects the annual implementation of the strategic plan of Dutchess County, and is developed within the context of the mission statement, vision, and following countywide strategic goals:

Goal 1: Exemplary Stewardship of the Public Trust and Resources
Utilize core decision making principles to ensure the resources of county government are well protected and used efficiently to accomplish the mission and vision for Dutchess County.

Goal 2: Provide the Highest Possible Quality of Service
Balance the fiscal challenges with the need to provide an excellent level of vital services to residents.

Goal 3: Enhance and Maintain Exceptional Quality of Life in Dutchess County
Provide essential services, resources, and infrastructure needed to make Dutchess County a wonderful place to live, work and play.

Goal 4: Promote Public Safety and Well-being
Ensure that the committed efforts of the public safety partners continue to maintain and improve the safety and security of the people of Dutchess County.

Goal 5: Foster a Vibrant Economic Environment
Promote economic opportunity for all, by creating a business-friendly economic climate that produces stable and diverse economic resources.

Budget Overview

Approach to Budgeting

The procedures outlining the required preparation, submission and adoption of the County budget are stipulated in Article 29 of the County's Administrative Code. In addition to specific Administrative Code requirements, the County provides information to help the public and community stakeholders better understand the mission, goals and policies of the County within the context of an operational and financial plan. The Budget, including the line item detail, executive summary, "Budget in Brief," authorized positions, and capital program, is designed with the following goals in mind:

Define Policy- Provide a defined executive direction and general goals for the community including any significant policy initiatives or changes;

Financial Plan- Provide information regarding the history of expenditures and revenues as well as current year funds, where the money is coming from, and what it will pay for. The budget also includes a five year plan for capital expenditures and provides related debt information and data;

Operations Guide- Provide direction for management to develop priorities and plans through the use of goals and objectives to establish performance expectations; and

Communications- Provide a platform for communication to the public on the activities, policies and financial plan for county government in the coming year.

These goals are met through the production of all budget materials released collectively as the Executive's Tentative Budget.

Budget Documents

The Executive's Tentative Budget is comprised of three main components:

1. Tentative Executive Summary- includes the "Budget in Brief", County Overview, Budget Summaries, and activity, policy, and goal sections for each major cost area: General Government Support, Education, Safety, Health, Transportation, Economic Assistance, Culture & Recreation, Community Services, Debt Service, as well as a Supplemental Budget Information section containing personnel information.

2. Tentative Budget- includes the line item detail of each department broken down to the lowest level of sub-department. A summary of authorized position titles, Full-Time Equivalent (FTE) count and salary information is included before each department or sub-department. The budget also provides two previous years of actual information as well as the current year adopted budget, modified budget, percentage of appropriations

spent / revenue realized year-to-date, and the year-to-date expenses spent or revenue received. The budget year cycle includes three levels: "*original*" which is the departmental request for the budget year; "*recommended*" which is the Executive's recommendation; and "*approved*" which reflects the Legislature's adopted budget. The Tentative Budget only includes the original and recommended levels. The Adopted budget includes the approved level. Comments are provided in the budget where greater explanation is necessary.

3. Capital Improvement Program- a five year plan of capital projects necessary to maintain and improve the County's assets and infrastructure. This plan provides schedules that detail the County's current balances on previously authorized projects, a history of indebtedness levels as well as a history of debt service paid. It also provides a table of debt authorized and not yet issued as well as projected debt service associated with the proposed projects. Any funding sources are detailed as an offset to the project costs.

Once the budget is adopted by the Legislature, the Tentative Budget is updated and is the Adopted Budget for the new fiscal year. Additionally, the Tentative Executive Summary is also updated with adopted information and becomes the Adopted Executive Summary. The Capital Improvement Program is presented with any attached amendments.

Budget Document Format

The Tentative / Adopted Executive Summary-

The first section in the Tentative Executive Summary is the **Budget in Brief**. The Budget in Brief identifies key fiscal challenges for the County and how the County will deal with those challenges in the coming budget year. It also identifies the County Executive's priorities, initiatives and policies, where the money comes from and where the money goes. It serves as a budget overview for residents that is easy to read and understand.

The second section is **Dutchess at a Glance**. This section provides an introduction to Dutchess County, including information about population, land area, local economic data, history, and more.

The second section is the **Overview** which includes our approach to budgeting, a detailed description of the Budget documents and format, timeline of the budget process, and ways to access the budget. It provides an outline explaining the basis of budgeting, maintenance and monitoring of the budget, and organizational and financial structure of the County.

The third section is the **Fiscal Summaries** section. This section helps the user better understand the concepts of revenue and appropriations and details major areas of each, highlighting current trends and how projections are formulated. It also provides fiscal data and summaries to better understand the county's annual budget.

The fourth through twelfth sections provide detail on the major budget areas including: General Government Support, Education, Safety, Health, Transportation, Economic Assistance & Opportunity, Culture & Recreation, Community Services, and Debt Service. These sections highlight the following aspects of each department within the major budget area:

- **Functions**
  - The function section provides an overview of each department.
- **Goals, objectives and indicators**
  - This table provides the department's mission statement and key goals as well as the related performance indicators.
- **Key Budgetary Issues**
  - Highlights any budgetary issues which pertain to the department.
- **2014 Accomplishments & 2015 Initiatives**
  - Highlights key program accomplishments in the department as well as any significant plans for 2015.
- **Fiscal Summary & Graphs**
  - Provides a Net to County analysis as well as a visual graphic representation of the department's finances.
- **Budget Summary**
  - Each Budget Summary is divided into categories of Appropriations and Revenue which can be cross-referenced to the more detailed Tentative Budget.
- **Organizational Structure**
  - Organization charts reflect organizational structure and departmental functions rather than staff assignments.
- **Table of Organization**
  - Tables of organization are provided which list titles, job groups and numbers of positions in a tabular format.

The thirteenth section provides supplemental **Personnel Information** including a history of Full-Time Equivalent (FTE) positions by budget area. Also included are positions added, position restructuring (reclassified or reallocated), positions deleted in the budget year, and salary schedules.

The final section is a **Glossary** of budget terms.

The Tentative / Adopted Budget-

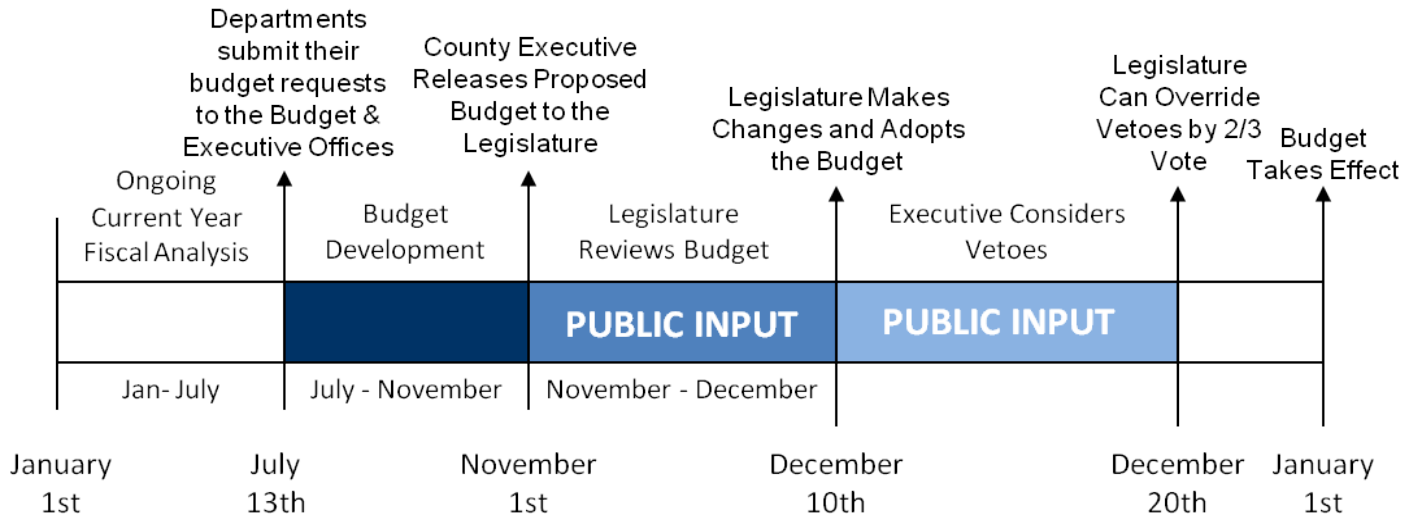
The first section in the line item budget is a Fiscal Summary Section which provides summary information regarding appropriations and revenues. The line item detail of the budget is grouped into the ten major cost areas: General Government Support, Education, Safety, Health, Transportation, Economic Assistance & Opportunity, Culture & Recreation, Community Services, Employee Benefits, and Debt Service. The Tentative Budget also includes supplementary information, such as salary schedules for employees and the Real Property Exemption Impact Report as required by NYS Real Property Tax Law, Section 495. The last section is an index which provides a guide for looking up detailed information.

The Capital Improvement Plan-

The first section is the *Introduction* which provides an overview of the capital planning process, information about debt service, impacts of the plan on the operating budget, and key highlights of the

program. The S*ummary* section provides a five year overview of projects by cost area detailing the total cost and county cost for the 2015 plan year. The third section, *Projects*, provides a detailed explanation of each project in the plan. The final section, titled *Finances,* includes each project over the five years including anticipated funding sources associated with each project. It also includes a listing of all open capital projects and balances, capital expenditure trends and outlays, graphs representing total indebtedness and debt service, a list of debt authorized but unissued, and the debt service associated with the five year capital plan projects.

Budget Timeline



January – July

- January 1st County fiscal year begins
- Tax bills sent to taxpayers
- Budget Office reviews State Budget impacts
- Budget Office monitors revenue and expense trends as well as economic indicators
- Unaudited financial statements submitted to State Comptroller and the County Legislature
- 1st Quarter & 2nd Quarter department reports are analyzed
- Current year fiscal update presented to the Legislature
- Budget Office trains departments in budget development

July – November

- Departments submit operating budget requests
- County Executive Office and Budget Office meet with departments to review operating requests
- Audited financial statements submitted to the State Comptroller and the County Legislature
- County Executive Office and Budget Office develop policy and prepare recommendations for the Tentative Budget

- Ongoing communications with Legislature regarding budget development
- Town hall forums and other community outreach events

November – December

- By November 1st County Executive submits the Tentative Budget to the County Legislature
- Public Hearing Notice given five days before hearing- with hearing held no later than December 5th
- The County Legislature may strike or reduce items from the budget and add or increase items
- Property Tax Levy Cap Calculation submitted to the Office of the State Comptroller prior to budget adoption by Legislature
- The County Legislature returns the Adopted Budget to the Executive with all Legislative changes by December 10th
- The County Executive may line item veto any change and return it to the Legislature by December 15th
- The County Legislature has until December 20th to override any vetoes with a 2/3 vote of the Legislature

Budget Access

All budget documents are available on the County's website at www.dutchessny.gov. All of the budget documents are also available for reference at the Adriance Memorial Library, 93 Market Street, Poughkeepsie, NY 12603.

To control costs, the Budget Office prints a limited number of budgets. Special requests for additional copies of the budget must be submitted in writing to:

Dutchess County Budget Office
22 Market Street- 6th Floor
Poughkeepsie, NY 12601

Maintenance of the Budget and Monitoring

Throughout the year the Budget Office and Executive Office monitor the budget, track changes in key indicators, variations in revenue and key appropriation areas, State and Federal Aid impacts, approve budget transfers and prepare budget adjustments for approval by the Legislature.

- Monitoring the Budget- Departments submit to the Budget Office a quarterly analysis of appropriations and revenues for their department, vacancy savings projections, and report any other issues impacting their operating and capital budgets, programs, or policies. The Budget Office reviews this analysis in the context of the County's full fiscal picture and makes adjustments as necessary.

The Executive's Office closely monitors travel and training costs as well as purchasing throughout the year.

Department Heads also submit to the Executive's Office quarterly performance monitoring reports, outlining the status of specific strategic goals for both the administration of the department and the programs and policies as established at the beginning of the year. These updates include an action plan to accomplish the goal in the stated timeframe.

- Tracking Changes- The Budget Office tracks sales tax, mortgage tax, housing trends, utility costs and usage, unemployment, consumer price index, hotel and motel tax, off track betting revenue, and other key revenues and economic indicators. The State and Federal budgets, both on different fiscal years, are analyzed for specific county impact.

- Budget Transfers- Throughout the year, line item budget adjustments or modifications may be required within each functional area or unit of the adopted budget. When changes are made, the new changed budget is referred to as either the amended budget or the modified budget. Appropriation transfers can be made between classification of expenditures (ie: equipment, supplies, operation, personnel costs, etc.) and within or among each unit of the county. If a transfer is necessary between county functional areas or units, any unencumbered appropriation may be transferred with the approval of the County Legislature. However, at no time can an amount be transferred from debt service or from any other amount required by law to be appropriated.

- Budget Adjustments- If, during any fiscal year, there are available for appropriation revenues received from sources not anticipated in the budget for that year, or revenues received from anticipated sources but in excess of the budget estimates, the County Legislature may make supplemental appropriations for the year not to exceed, such additional revenues. To meet a public emergency affecting life, health or property, the County Legislature may make emergency appropriations. To the extent that there are no available unappropriated revenues to meet such appropriations, the County Legislature may adopt a resolution by 2/3 vote to appropriate all or any part of the appropriations in the general contingency fund for general county purposes.

  If at any time during the fiscal year, it appears that the revenues available will be insufficient to meet the amounts appropriated, the County Executive shall report to the County Legislature without delay the estimated amount of the deficit, remedial action taken by him, and his recommendations as to further action. The County Legislature shall take such action as it deems necessary to prevent any deficit. For that purpose it may, by resolution, reduce one or more appropriations; but no appropriation for debt service may be reduced, and no appropriation may be reduced by more than the unencumbered balance or below any amount required by law. The Legislature may also authorize borrowing temporarily pursuant to applicable law in an amount not greater than the projected deficit.

Financial Policies

County-wide Financial Policy

The County recognizes the importance of formalized financial policies to direct fiscally sound decision making. The following policies and goals provide a financial framework to support the long-term goals and mission of Dutchess County.

- To annually develop and maintain a balanced operating budget in which total appropriations are equal to total revenues. This goal shall be achieved through prudent financial planning, forecasting, and budgetary oversight and control.
- Avoid practices that balance current expenditures at the expense of future revenues.
- Seek out and maintain diversified revenue sources. When possible, rely on revenue that is sustainable and predictable, thus not impacted by changes in economic conditions.
- Effectively manage cash flow to adequately meet daily spending needs, while maximizing interest revenue on the investment of county cash balances.

Debt Issuance and Management Policy

- Debt or long-term borrowing will be issued for the purpose of financing capital projects, and will not be used to finance current operations or normal maintenance.
- Debt service costs paid through the General Fund are not to exceed 10% of total General Fund revenue.
- Total general obligation debt as of December 31, 2013 shall not exceed the statutory limit of $2.2 billion of the five-year average full valuation of taxable property in the County as required by the Local Finance Law.
- Debt issued will be repaid in a period not to exceed the expected useful life of the improvement or equipment financed by the borrowing.
- When possible, debt is to be issued on an annual basis dependent on cash flow requirements.
- The County shall seek to maintain the highest possible credit rating to minimize the cost of borrowing.
- Types of debt issued include, but are not limited to: General Obligation Bonds, Bond Anticipation Notes, Installment Purchase Agreements, Special Obligation Bonds, Certificates of Participation, and Revenue Bonds.

Fund Balance Management Policy

Fund Balance reflects the County's reserve which can be used to address the needs of Dutchess County Government in the event of unanticipated and unavoidable occurrences which would adversely affect the financial condition of the County, jeopardizing the continuation of necessary or mandated public services.

The New York Office of the State Comptroller details the following Fund Balance Classifications:

Nonspendable – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations or other governments; or through constitutional provisions or enabling legislation.

Committed – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint.

Assigned – consists of amounts that are subject to a purpose constraint imposed by a formal action of the governments; such as through constitutional provisions or enabling legislation.

Unassigned – represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting in overspending for specific purposes for which amounts had been restricted, committed, or assigned.

These classifications indicate the extent to which the County is bound to honor constraints on the specific purposes for which resources in a fund can be spent.

- The County will strive to maintain an undesignated general fund balance of 5-10% of net general fund revenue as a means of maintaining financial stability.
- To the extent that general fund undesignated fund balance exceeds 10%, funds will be used to provide property tax relief through offsetting current year operating expenses, or to pay down or avoid indebtedness.

Capital Planning Strategies

- The County will review and adopt a five year Capital Improvement Program on an annual basis to reflect the changing needs and priorities of the County.
- The Capital Improvement Program shall strive to respond to mandates or opportunities to promote greater efficiency, while controlling debt service costs and the impact on the County's operating budget.

- When possible, capital expenditures will be funded through pay-as-you-go programs and alternative financing mechanisms, such as State and Federal funds.

For more information about Capital Planning, see the Dutchess County 2015 Capital Improvement Program.

Investment Policy

- County funds will be managed with fiscal responsibility and diligence. The primary objectives of investment activities, in priority order, shall be: safety of principal, liquidity, and yield.
- Pursuant to the County Charter and Administrative Code, the responsibility for administration of the investment program is delegated to the Commissioner of Finance through the County Executive.
- It is the policy of Dutchess County Government to diversify its deposits and investments by financial institution, by investment type, and by maturity scheduling.

Multi-Year Financial Planning

The Dutchess County economy is vibrant and ever changing. Long term financial planning must account for the complexity of the economic factors that impact forecasts for County revenues and expenditures in the coming years. The following multi-year financial goals drive decision making and fiscal policy.

- Maintain fund balance at the recommended 5-10% of total budget. Strong fund balance reserves help to protect against future unexpected exposures and promote a favorable credit rating which allows the County to benefit from low interest rates.

- Control the cost of government in Dutchess County. When possible, partner with local municipalities to identify areas where shared services can be employed to improve efficiency and thereby reduce the total cost to the taxpayer. The Municipal Consolidation and Shared Services Grant Program provides financial incentives to improve collaboration between county and local governments through consolidation of services, regional service delivery, and elimination of duplicative layers of government ultimately producing smaller, smarter government that yields savings for taxpayers.

- Reduce dependence on economically sensitive revenue sources. Protect and stabilize County revenues by driving down reliance on sources of revenue that are most severally impacted by economic downturns.

- Maximize utilization of State and Federal funding opportunities.

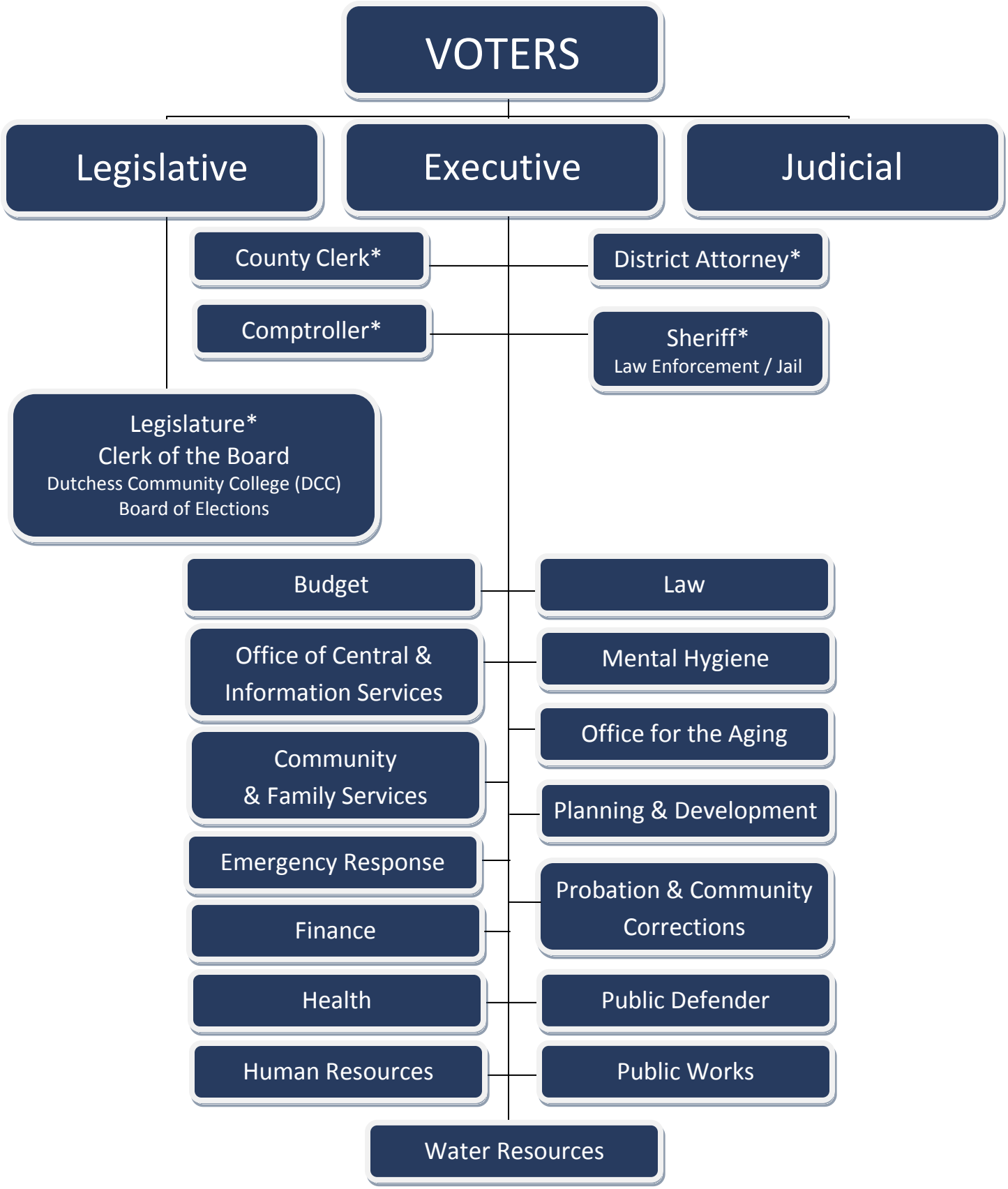
- Continue to advocate for comprehensive State mandate relief. Actively support mandate reform to produce greater local autonomy from the State to more efficiently manage the county's finances and save taxpayer money.

- Negotiate labor agreements that are both fair to union employees and fair to taxpayers. Recognize that employees are County government's most vital resource through fair and equitable compensation.

- Constantly seek out and elimination duplicative services to improve efficiency and service delivery within county government.

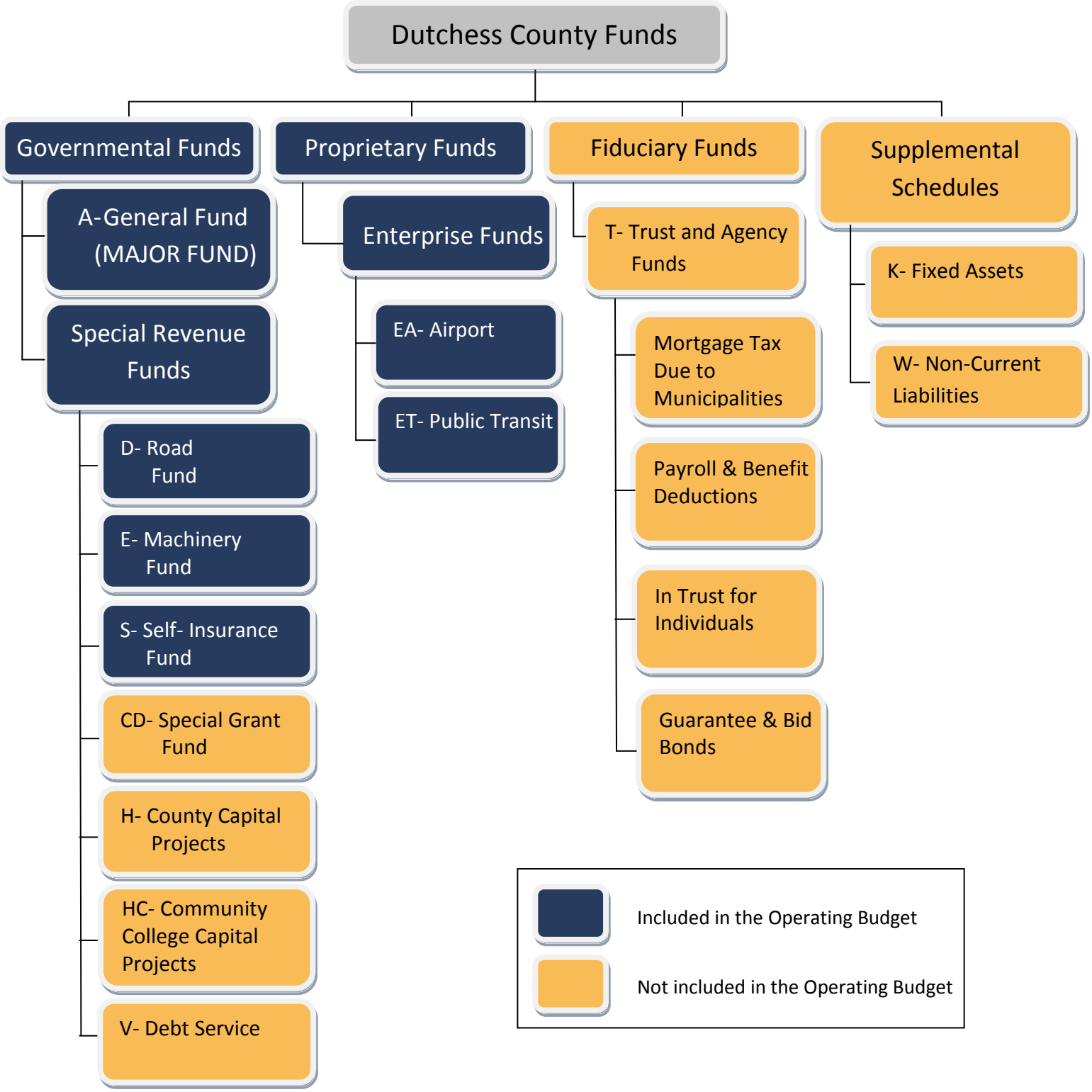
- Minimize the reliance on one-year or non-recurring revenue to balance the budget.

Organization



*Independently Elected Official

Fund Structure



Basis of Budgeting

The Dutchess County budget is in accordance with Generally Accepted Accounting Principles (GAAP) using the modified accrual basis of accounting as are our annual financial statements. Under the modified accrual basis, revenues are recognized when measurable and available to pay current

obligations, and expenditures are recognized when the related obligation is incurred. For enhanced budgetary control, the Dutchess County Budget is administered using encumbrance accounting. An encumbrance account does not represent a GAAP expenditure and is only a commitment to expend resources.

Fund Structure

The County Budget and accounting system are organized in and function on a "fund basis", the fiscal and accounting breakdown required in governmental accounting. The operations of each fund are separately budgeted and maintained throughout the year. The New York State Office of State Comptroller defines the funds as follows:

Governmental Funds:

A- General Fund is the principal operating fund and includes all operations not required to be reported in a separate fund.

D- Road Fund is required by Highway Law §114 and accounts for salaries and expenditures of the County Highway and Engineering Division including their administrative offices, maintenance of county roads and bridges, snow removal, plus construction and reconstruction of county roads not funded through the capital fund.

E- Road Machinery Fund is required by Highway Law § 133 and accounts for purchases, repairs, and maintenance of highway machinery, tools and equipment; for construction, purchase and maintenance of buildings for the storage and repair of highway machinery and equipment; and for the purchase of materials and supplies to provide an adequate central stockpile for highway, snow removal, and bridge purposes.

S- Self Insurance Fund accounts for insurance coverage when the governing body has decided to have a self insurance program on an actuarial basis.

CD- Special Grant Fund accounts for Federal and State grants for Community Development Block Grants, the Workforce Investment Act, and other fully funded programs.

H & HC- Capital Project Funds account for the financial resources to be used for the acquisition or construction of capital facilities, other than those financed by enterprise funds, and equipment purchases financed in whole or in part from the proceeds of obligations. An individual capital projects fund is established for each authorized project and for fiscal periods that correspond to the lives of the projects.

V- Debt Service Fund accounts for the accumulation of resources for the payment of principal and interest on long-term debt. Debt Service Funds are not required unless segregation of resources is legally mandated. This includes:

- Proceeds from the sale of property on which debt is outstanding;
- State and Federal Aid received for a project on which debt is outstanding;
- Interest earned on the proceeds of long-term debt which were not budgeted as a source of financing for the project;

- Unexpended proceeds of long-term debt; and
- Resources for a "Reserve for Payment on Bond Indebtedness" established pursuant to General Municipal Law § 6-h.

Proprietary Funds:

EA & ET- Enterprise Funds are used to account for activities for which a fee is charged to external users for goods or services. Activities are required to be reported as an enterprise fund if any one of the following criteria are met:

- Where laws and regulations require that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges rather than with taxes of similar revenues; and/or
- The pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

Fiduciary Funds:

T- Trust and Agency Funds account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds. They also account for funds that are required to be held for members and beneficiaries of defined pension or other employee benefit plans. Additionally, they account for all other trust arrangements under which principal and income benefit individuals, private organizations or other governments.

The County operating budget includes the A, D, E, EA, ET, and S funds only.

Supplemental Schedule K- Accounts for capital assets of a government not accounted for through enterprise or trust in agency funds.

Supplemental Schedule W- Accounts for the unmatured general long-term debt and liabilities of a government which is not recorded as a liability in another fund.

Fiscal Summaries

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Fiscal Summaries

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2015 Adopted Budget Summary

	2013 Actual	2014 Adopted	2014 Modified[1]	2015 Adopted	Amount Change[2]	% of Change[2]
Appropriations						
Salaries & Wages	$106,018,360	$107,437,387	$107,466,644	$108,837,394	1,370,750	1.3%
Pension	21,284,828	22,030,527	22,047,894	19,964,011	(2,083,883)	-9.5%
Worker's Compensation	3,077,397	3,399,034	3,399,034	2,413,626	(985,408)	-29.0%
Health Insurance	25,373,617	26,485,243	26,545,369	27,409,070	863,701	3.3%
Other Employee Benefits	9,904,912	10,490,083	10,620,899	10,604,730	(16,169)	-0.2%
Total Personal Services:	**$165,659,114**	**$169,842,274**	**$170,079,840**	**$169,228,831**	**($851,009)**	**-0.5%**
Equipment	684,422	410,244	852,660	549,870	(302,790)	-35.5%
Supplies	3,257,329	3,696,468	4,531,950	4,500,546	(31,404)	-0.7%
Gas / Utilities	3,805,976	4,259,578	4,300,843	5,023,594	722,751	16.8%
Insurance	987,724	1,620,150	1,656,578	1,738,910	82,332	5.0%
Contracted Services[3]	52,477,344	87,627,073	87,662,018	84,291,731	(3,370,287)	-3.8%
Mandated Programs	127,556,186	129,317,054	130,291,545	132,709,754	2,418,209	1.9%
Contingency	0	1,500,000	0	1,500,000	1,500,000	
Resale	1,038,820	924,800	1,065,970	991,500	(74,470)	-7.0%
Debt Service	18,381,315	18,223,818	18,223,818	19,195,589	971,771	5.3%
Operations	11,528,420	14,451,176	15,298,331	14,177,064	(1,121,267)	-7.3%
Other	7,693,244	7,464,526	8,536,058	7,841,446	(694,612)	-8.1%
Total OTPS:	**$227,410,780**	**$269,494,887**	**$272,419,771**	**$272,520,004**	**$100,233**	**0.0%**
Total Appropriations:	**$393,069,894**	**$439,337,161**	**$442,499,611**	**$441,748,835**	**($750,776)**	**-0.2%**
Revenue						
Property Tax Levy (Net)	104,622,277	106,974,160	106,974,160	106,646,818	(327,342)	-0.3%
Sales Tax[3]	141,428,124	182,240,361	182,240,361	174,375,000	(7,865,361)	-4.3%
State	66,296,759	65,751,778	66,838,013	71,756,395	4,918,382	7.4%
Federal	41,319,478	33,044,978	33,162,026	34,986,586	1,824,560	5.5%
Other	55,412,442	49,325,884	50,540,929	49,109,036	(1,431,893)	-2.8%
Approp. of Fund Balance[4]	0	2,000,000	2,744,122	4,875,000	2,130,878	77.7%
Total Revenue:	**$409,079,080**	**$439,337,161**	**$442,499,611**	**$441,748,835**	**($750,776)**	**-0.2%**

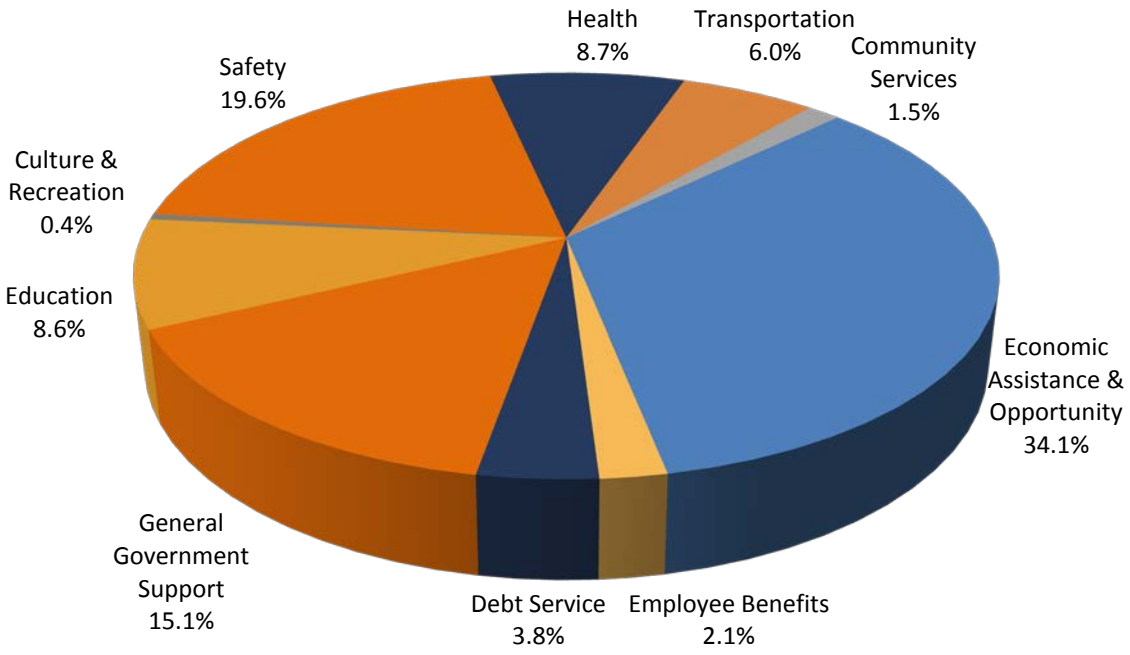
[1] *As of January 7, 2015.*

[2] *2015 Adopted vs. 2014 Modified.*

[3] *In 2014, for the first time, General Gov't support includes the distribution of sales tax to municipalities.*

[4] *An appropriation of fund balance is used to balance the budget and although actual revenues are never realized, fund balance is reconciled in the annual financial statements.*

2015 Adopted Appropriations



Appropriations:	2012 Actual	2013 Actual	2014 Adopted	2014 Modified[2]	2015 Adopted
General Government Support[1]	$36,394,503	$35,533,259	$68,104,503	$68,104,609	$66,699,684
Education	35,063,161	34,155,382	36,507,978	37,336,707	38,203,654
Safety	84,483,163	84,003,629	89,037,153	89,448,577	86,706,825
Health	41,519,847	37,140,366	37,596,682	38,581,687	38,442,610
Transportation	25,936,178	25,475,654	26,010,697	26,829,881	26,627,843
Economic Assistance & Opportunity	143,478,675	144,899,828	148,323,451	148,423,396	150,529,240
Culture & Recreation	1,718,732	1,760,794	1,861,037	1,871,220	1,960,297
Community Services	8,904,152	5,548,950	6,113,677	6,439,370	6,537,703
Employee Benefits	8,916,515	8,747,753	10,009,460	9,691,641	9,312,373
Debt Service	15,123,597	15,804,279	15,772,523	15,772,523	16,728,606
Total Appropriations	**$401,538,523**	**$393,069,894**	**$439,337,161**	**$442,499,611**	**$441,748,835**

[1] In 2014, for the first time, General Government Support includes the distribution of sales tax to municipalities.
[2] As of January 7, 2015.

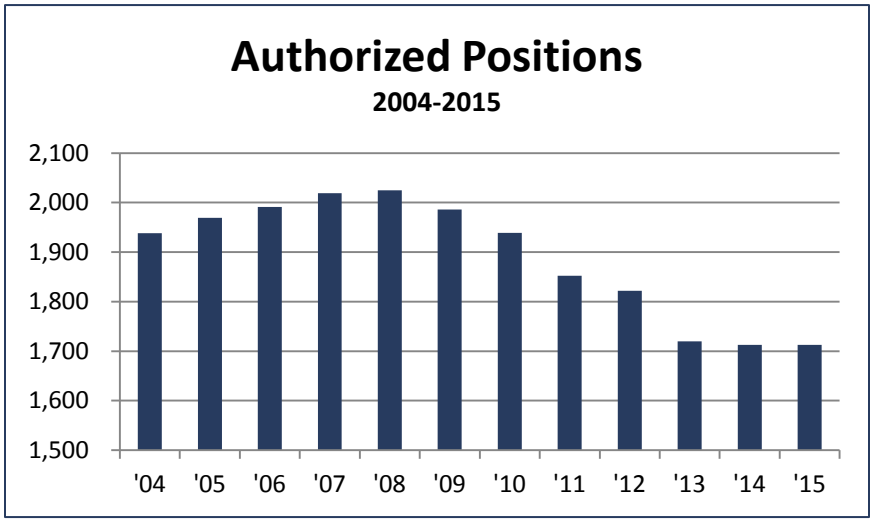
Overview

Dutchess County's 2015 spending plan totals $441.7 million, a decrease of $.8 million compared to the 2014 modified budget, demonstrating our priority to control spending, restructure, and transform county government. Significant areas of expenditure and transformation are outlined below along with explanation of policy efforts to indentify efficiencies and reduce costs.

Workforce Costs

Workforce costs for 2015, including salaries and fringe benefits for all county employees, are 0.5% lower compared to the 2014 modified budget. This includes the deletion of 7 full-time equivalent (FTE) positions and the addition of 7 FTEs for targeted key program areas, mostly funded by new revenue. Most significant however, is the continued restructuring underway with an additional 28 positions reclassified in the 2015 budget to better accommodate the changing structure of County Government. While some positions involve an increase to grade and responsibilities, others reflect a decrease in grade to accommodate the necessary work level required as the County continues to transform to a new structure that is smaller, smarter and more effective. These changes represent a net savings of nearly $194,000.

Over the past few years, County government has implemented significant consolidation and restructuring with the elimination of 312 positions over six years. In 2013 alone, County Government saved approximately $2.5 million through consolidation and restructuring for nearly $14 million in savings projected over five years. In 2012, 78 employees took advantage of a Workforce Adjustment Incentive to voluntarily leave County service saving taxpayers $4.3 million in 2013 with a projected $24 million in savings over five years. Through these efforts, County Government has been able to streamline and identify areas for increased efficiencies. With the smallest workforce in over 30 years, and increasing workloads, County Government is truly finding ways to be more efficient and effective.



The budget includes step increments and longevities for unionized employees as well as longevities for eligible management and confidential employees. There are no cost of living increases included in the budget for any of our employee groups. Fringe benefits for 2015 are decreasing by $2.2 million due

primarily to a reduction in state pension rates for next year from an annual average rate of 20.2% to 18.3% for the April 1, 2015 to March 31, 2016 state fiscal year. The decrease in rate, along with the significant workforce reductions over the past two years, has created a savings of $2.0 million compared to the 2014 adopted budget. Additionally, workers compensation plan savings total nearly $1 million in 2015. These savings were partially offset by increases in employee and retiree health and dental insurance of $1 million.

Mandates

In Dutchess County, 70% of net county costs are required to pay for mandated programs and services. The remaining 30% is earmarked for "optional spending" including crucial government functions such as health and mental health services, Sheriff's road patrols, road repair, snow removal, public transportation and public safety E-911 dispatch.

Mandates continue to dominate our 2015 budget including a net to county cost of $42.6 million for Medicaid, $14 million for Foster Care, $3.7 million for Safety Net, $11 million for the Preschool Special Education and Early Intervention Programs, and over $38.4 million for the Jail.

While the state implemented a property tax cap for all local governments in 2011 including a commitment to mandate relief, there has been little immediate, significant mandate relief to help local governments stay within that cap without dismantling crucial "optional" services. Looking forward, with the ability to impact only 30% of costs, the County must have mandate reform and greater local autonomy from the State if we are going to be able to efficiently manage our finances and save taxpayer money. Where we can try to find efficiencies in mandated programs we are, but without state assistance the cost to run County Government will grow.

Included with the 2015 Tentative Budget were a number or resolutions which were adopted by the Legislature. These included requests of the State Legislature and Governor to immediately repeal the Metropolitan Transportation Authority (MTA) payroll tax, MTA vehicle registration and license fees, and 18-A fees. These costs are burdensome to the Dutchess County residents and businesses making it difficult for many to live and work here. Also, we request our federal and state representatives join us in the fight against the Federal Energy Regulatory Commission (FERC) unilateral decision to impose a new capacity zone for the Hudson Valley region and force energy customers to pay additional costs for their energy.

Justice & Transition Center

The long standing inmate housing out problem in Dutchess County continues to burden the County as the "new normal" includes more inmates housed in other county's jails than in our own Dutchess

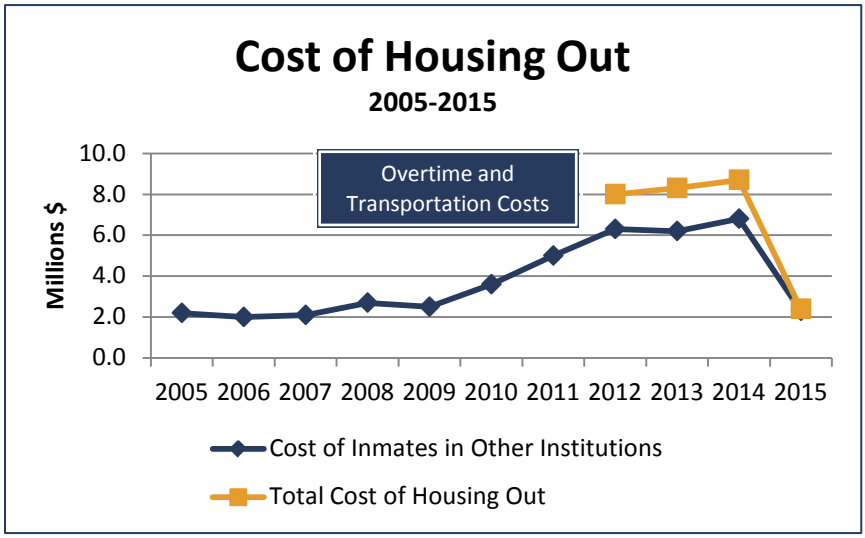
County Jail on any given day. The impacts of housing out are significant including costs in excess of $8 million annually; nightmarish logistical and liability problems for jail administrators in scheduling 200-275 individuals for transport and placement on a daily basis; hindering the ability for courts, prosecuting and defense attorneys, and criminal justice entities responsible to evaluate, support, and supervise persons remanded to the Dutchess County criminal justice system. Additionally, it creates a moral injustice to those incarcerated by making it very difficult for them to have the contact and support of their loved ones, attorneys and our robust Alternative to Incarceration (ATI) programs. A multi-phased process has begun to correct this unacceptable situation.

Needs Assessment and Validation

At the request of County Executive Molinaro, the Criminal Justice Council (CJC) published a *Needs Assessment* of the Dutchess County criminal justice system, recommending a two-pronged approach for creating additional jail capacity while enhancing and expanding our nationally recognized array of ATIs. This assessment was validated by industry experts Ricci Greene Associates who recommended the County proceed with a Project Definition Initiative moving forward on both approaches. They also agreed with the CJC that temporary housing at the North Hamilton Street Jail location could provide an interim solution which would yield monetary benefits and provide the systemic changes required to analyze the necessary jail capacity.

Temporary PODs

In 2014, the Dutchess County Legislature approved a capital project to install temporary housing near the current jail which will allow for the housing of an additional 200 inmates in Dutchess County. Dutchess County Department of Public Works (DPW) has contracted with Proteus Corporation to provide modular housing units which will be installed in late 2014 with occupation expected in early 2015. DPW has also contracted with local engineers to prepare the site utility connections for the modular units when they are delivered. This new housing configuration will save approximately $1 million per year during the 3-4 year expected use of the PODs. By bringing inmates back and housing them locally, the system will be impacted, likely reducing length of stay and the total number of inmate days, saving further costs and providing a better picture of the jail capacity needs.



A Comprehensive Vision

Our goal, long-term, is not only to increase jail capacity, but also to consider programs to compliment current ATI activity. Mixed use strategies including park space, retail structures and program space will all further convert the Hamilton Street property. This approach will allow us to build not just a jail but the new Dutchess County Justice and Transition Center (DCJTC).

Partners Selected

The County issued a Request for Expression of Interest (RFEI) to seek a partner for site development at Hamilton Street. The submittal received included a diverse team of various specialists in engineering and architecture, urban planning and development, environmental services, jail construction and schematic design. The group will be lead by Ricci Greene Associates under the project leadership of the Commissioner of Public Works. We also issued a Request for Proposal (RFP) for a consultant to prepare programming strategies for the special population needs of our county inmates. Kevin Warwick was chosen to provide expertise and direction for our inmate needs as we transition to the new environment with PODs and then into the DCJTC. His input will assist in identifying what evidence based programs we can implement to address special populations and what facilities or programs can have the biggest impact and therefore are deemed reasonable for inclusion in the DCJTC.

Community Outreach and Transparency

Attempting to include the community and ensure an inclusive, transparent process, several committee/workgroups have been established. An internal steering group led by the Deputy County Executive will work with Project Leader and DPW Commissioner Noel Knille to review all project activity and expense, making recommendations to the County Executive and keeping him informed and up-to-date on the project. An External Advisory Group comprised of community leaders, business executives and subject matter experts will meet monthly to be briefed on project status and provide community feedback and suggestions to ensure the project is meeting its comprehensive goals and widespread impact. A Special Populations Workgroup will meet as well, working with our consultant to create the necessary strategies and design direction as we move forward. A Legislative Action Committee has also been created to provide input from their respective constituencies and receive periodic updates on project status and activity.

The public will be kept informed as many of these meetings will be open to the public and special public hearing sessions will be held. In addition, meeting minutes, reports, presentations and updates will be made available on the CJC website, and email addresses made available for public comments and inquiries. Social media will be employed to allow for interaction as well. The County is committed to an open and transparent process and will endeavor to provide information and opportunity for feedback when appropriate.

Timeline- Major Milestones

October 2014	Kickoff Project Definition Phase with Ricci Greene
November 2014	Programming Strategy for 2015 Jail facility with PODs
January 2015	Vision, mission and goals established for new facility
April 2015	Project Definition Study with Special Population Workgroup input for design considerations
October 2015	Preliminary Jail design options
December 2015	Schematic Design for new Jail, Special Population Final Report on Programming Strategy for jail and campus and RFP creation for jail architect

Summary

This project is very complex and will require extreme diligence and meticulous attention to detail in order to reach the efficient and cost effective solution we believe is possible. Oversight costs can be reduced by lowering the correction officer to inmate ratio which is afforded through new facility design. Additionally, debt service for a new facility will likely be equal to or less than the current housing out expense and therefore we envision this project to have a very positive impact on the overall Jail budget. More importantly, a new Justice and Transition Center approach will enhance our ability to better address the rehabilitation of inmates with a positive effect on recidivism.

The County Jail is a state mandate. As with all such requirements, we continuously and diligently focus on finding ways to decrease the financial impact while increasing the effectiveness of our efforts. The DCJTC Project is an excellent example of our success in this regard.

Moving Dutchess Forward: Economic Development

Economic Benefit Strategy for the Dutchess County Airport

Dutchess County Airport (DCA) is a key asset and transportation resource with significant economic benefit for Dutchess County and the entire Hudson Valley Region. Located in Dutchess County and approximately 60 miles north of New York City, we are within the busiest airspace in the country. DCA has a total of approximately 90,000 aircraft operations annually. These operations encompass a variety of flight training, recreational flying and private jet activity. DCA is one of two general aviation airports in upstate New York with an Air Traffic Control Tower. Our longest runway is 5,001 feet and DCA is home to 117 based aircraft.

The DCA produces nearly $44 million dollars in annual economic benefit. In addition to sales tax generated from sales at the airport and the leases on county owned properties, a

regional airport is viewed as a major positive force in attracting new business to an area. DCA is governed by a Federal Aviation Regulation Part 139 certification which allows larger aircraft to operate at the airport.

Dutchess County Government operates the DCA as an Enterprise Fund and a division of the Department of Public Works. An 11 member Citizen Airport Advisory Group meets quarterly and provides input regarding operational issues and development initiatives. Historically, the DCA has required significant taxpayer subsidy. We have reduced this subsidy by $350K, a 44% decrease since 2011. We will continue to strive to eliminate the entire operating deficit at the airport by establishing a public-private partnership with airport industry experts to maximize the use of our valuable aviation asset.

Stephen Baldwin and Associates, LLC (SBA) is an airport management-consulting firm specializing in the evaluation of the efficiency and effectiveness of management and policy oversight of airports, having provided services to more than 80 airports throughout the country SBA was engaged previously to conduct an operational assessment of the airport and now to conduct a search for a Fixed Based Operator (FBO). The FBO will be a key component in achieving the County goals of 1) drive down the county cost of the airport in an effort for it to become as financially self-sustaining as possible; 2) to assure at all times the DCA has first-class services; and 3) to position the Airport as both a transportation and economic development resource for the region. The FBO, or potentially multiple FBOs, will help operate the airport providing aeronautical services such as fueling, hangar service, tie-down service, parking, aircraft rental, aircraft maintenance, flight instruction, etc. We have identified locations on the airport property that can be used for various types of development. The FBO will be able to represent the County with their industry contacts to bring in aeronautical and non-aeronautical entities to use DCA for their base of operation.

Identified in the SBA operational and financial assessment, the major need for development at the airport is access to water. The Dutchess County Water and Wastewater Agency (WWA) has proposed a project to link the airport to the Central Dutchess Water Pipeline that runs close to the airport property. WWA has secured a CFA grant for part of the funding for the project. Additional funding sources have also emerged. Working in parallel with the FBO selection, we believe the water requirement will be in place to assist attracting potential developers in the next 12 to 18 months pending legislative approval.

Tourism

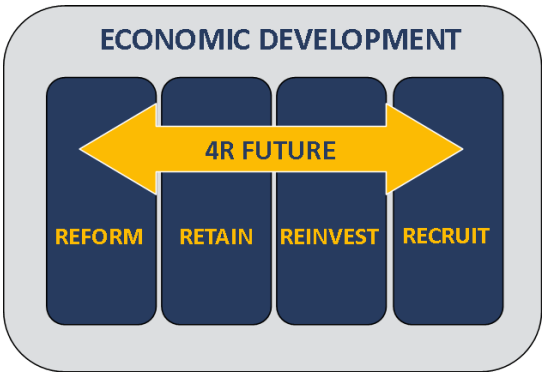
Tourism in Dutchess County is a half a billion dollar industry and the 2015 budget invests an additional $350,000 totaling over $1 million in tourism promotion and agri-business development. Drawing more people to Dutchess County as a destination, provides a positive return on our investment with greater demand for goods and services, continued economic growth for our local businesses, and increased sales tax.

4RFUTURE

In 2012, the Department of Planning and Development established the "4RFuture" guiding principles as a foundation for the County's future economic development initiatives. These principles guided the Department to "Reform" County Government as it relates to its response to businesses, and the delivery of programs and services; to "Retain" businesses in the County; to "Reinvest" in our infrastructure and downtown commercial districts; and to "Recruit" new jobs and investment in the County.

REFORM—While all county departments recognize the importance of attracting investment and creating jobs in our community, and respond accordingly to the needs of the business community, the Department plays a key role in coordinating the County Government's response and implementing reforms such as the Consolidated and Expedited Permitting and Review Program. Additionally, in an effort to reform the way the County's internal and external economic development apparatus responds and performs, the reform movement led to the development of a new aggressive Economic Development Strategy (EDS) for the County and the formation of an Alliance among the primary economic and business development organizations in the County. As part of the EDS, the Department completed, in cooperation with Marist College, an economy assessment and analysis, and formulated new programs to advance economic development in the County.

Additionally, the Department of Planning and Development will be restructured to better assist municipalities and developers by cutting red tape and speeding the development process. The Department of Planning and Development's mission is to maintain and enhance the quality of life for Dutchess County residents. To better do this, as part of the continued transformation of County Government, the Department will develop new partnerships with municipal officials and take a more proactive approach to foster smart growth and economic development in our communities.



As part of the implementation of the County's EDS, the Department of Planning and Development has restructured its staffing in order to be better positioned to collaborate with local communities to identify and prepare properties for economic development. Depending on the community there are several opportunities for assistance from the Department of Planning and Development.

- Review of municipal Comprehensive Plans to ensure they clearly identify sites and what type of economic development should occur there.
- Review zoning laws/regulations to ensure the Comprehensive Plans can be implemented.
- Collaboration on the development of environmental reviews and Generic Environmental Impact Statements (GEIS) to make property more desirable and reduce approval time.
- Guidance and technical assistance with Business Improvement District implementation.

In order to achieve this, the Department of Planning and Development has made two changes to the Department as part of the 2015 Budget.

1. A Senior Planner devoted to environmental planning that will be able to complete environmental analyses, environmental impact statements (EIS & GEIS) and assessments as well as prepare State Environmental Quality Review Act (SEQRA) documentation. In addition to the work done for the Department, this position will also assist the Department of Public Works (DPW) and municipalities in any environmental review work they may need; and
2. Funds allocated for consultants to provide legal review and guidance on zoning and land use issues.

The Department achieves these changes through reclassification of certain positions so there are no additions to the workforce.

RETAIN—The first new program is the Business Retention and Expansion Program (BRE). This new program was developed by the Department and incorporated into a new contract with Dutchess County Economic Development Corporation (DCEDC). In implementing the program, DCEDC is contracted to establish a BRE Taskforce to perform a risk analysis on a new comprehensive geocoded database of businesses in the County. The risk analysis will be used to triage businesses, and the Taskforce, consisting of members of the economic and business development organizations in the County, will use the analysis to assist those businesses most in need. The process would be ongoing, with annual review of the Taskforce's activities and results to ensure that the programs and services for businesses in our community remain effective and produce measurable outcomes.

REINVEST—Reinvesting in our infrastructure and our downtowns is a main component in the County's EDS and it is critical to the overall economic success of our County. In an effort to revitalize the City of Poughkeepsie, our County Seat, Dutchess County has led two important initiatives. (1) The first initiative, the Waterfront Redevelopment Strategy, was led by the County, in partnership with Scenic Hudson, the Walkway Over the Hudson, Metro North and the City of Poughkeepsie, for the City of Poughkeepsie. This project focuses on three goals:

- build a continuous Greenway Trail along the riverfront;
- knit together surrounding City plans and projects; and
- create a high-quality waterfront park and regional destination center between Main Street, the Railroad Station, and the Walkway Elevator.

The Strategy also includes a proposal to complete zoning on the Waterfront and establish the Waterfront Transit-Oriented Development District. If adopted, the Strategy will connect the City's other initiatives and be rolled into the City's Main Street Economic Development Plan. (2) The second initiative implemented this year, an important opportunity for all downtowns and commercial districts looking for help with their revitalization efforts, was Central Hudson's Main Street Revitalization Grant Program. This $1 million program was established for Central Hudson's service territory at the request of Dutchess County during New York State Public Service Commission proceedings on the merger between Central

Hudson and Fortis, Inc. The EDS called for the investment in infrastructure in the County as a means to create jobs and attract private investment.

The County's EDS also identified lack of site-specific infrastructure as a chief impediment to private investment and job creation in the County. Therefore, the 2015 budget includes a $1 million capital commitment for the *Partnership for Manageable Growth* program with a new focus on infrastructure investment. These funds will allow Dutchess County to assist municipalities to develop necessary infrastructure in their commercial corridors or to connect sites to municipal systems critical to business development.

RECRUIT—As part of the new Business Attraction Program, Dutchess County has contracted with DCEDC to maintain an inventory of our available commercial and industrial space. Much of the 2.7 million square feet that have been inventoried has been vacant for years, so the County has also contracted with DCEDC to complete a repurposing analysis to find the best use for these sites. Included in the 2015 Budget is $250,000 for target marketing of these properties in Dutchess County with the goal of attracting jobs and investment.

Continued Realignment

Continuing the realignment of County Government, the Division of Public Transportation will move to the Department of Public Works. This will consolidate the three areas of transportation – roads, airport, and public transportation – under one department, better facilitating multimodal planning and operations. In future years DPW will explore operations, such as vehicle maintenance, for potential efficiencies.

Agency Partner Grant Program

The County Executive established the Community Development Advisory Committee (CDAC) in 2013 which recommends the distribution of Community Development Block Grant funds and the Agency Partner Grant Program (APGP) awards. The APGP was implemented to replace the "routine" funding many non-profits had historically received in the county budget through individual line items. The program provides the ability to respond to evolving community needs through a competitive process designed to produce better outcomes and allocate scarce resources more effectively.

Going into the 2015 budget and looking to build on the success of the APGP, the County Executive has asked the CDAC and the Department of Planning and Development to reevaluate and update the needs funded by the APGP. The reevaluation and update of the needs will occur before the launch of the 2015-16 APGP so that unmet community needs can be addressed. To accomplish this there is a proposed modest increase in the APGP line by 11% to $780,000. The additional funds will go a long way

to making sure our non-profit providers can continue to fund outcome driven initiatives that better our communities.

Municipal Consolidation & Shared Services

Dutchess County created the Municipal Consolidation & Shared Services Grant Program (MCSSGP) in 2013 to incentivize municipal projects that consolidate services, produce shared services, evaluate municipal consolidation opportunities and implementation possibilities, establish the regional delivery of services, and/or offer other efficiency improvements.

Eligible activities include proposals from municipal governments for:

- consolidation of services;
- shared services;
- regional delivery of services;
- planning and/or implementation of municipal consolidation; and
- other efficiency improvements.

The result must be a smaller, smarter government service that yields savings for taxpayers. The program is competitive and voluntary with the intent to spur innovation and identify best practices developed by and for local government agencies. The overall goal is to support local government efforts to reduce the property tax levy within all jurisdictions. Applications are reviewed and funding recommendations are made to the County Executive by the CDAC.

The 2013 MCSSGP was funded at $1 million with the Legislature adding an additional $1 million. The 2014 adopted budget restored the MCSSGP to its original $1 million yet the Program included a new top priority – the outright dissolution of a division, layer or jurisdiction of government.

The 2014 MCSSGP projects that received funding were announced at the Shared Services Summit held between the County and municipal leaders on October 15th. Eight projects were funded for 2014, some of which are:

- an evaluation of consolidating police services in the Town of Fishkill, Village of Fishkill and the City of Beacon;
- an evaluation of consolidating Hyde Park Fire and Water District with Staatsburg Fire District;
- implementation of shared highway equipment between the towns of Milan, Rhinebeck, North East and Amenia;
- continued implementation upgrades of the Tri-Municipal Wastewater Treatment Plant that services the towns of Wappinger and Poughkeepsie as well as the Village of Wappingers Falls; and
- evaluation of the potential transfer of the Village of Tivoli's water and wastewater systems to the Dutchess County Water and Wastewater Authority.

The 2015 Adopted Budget allocates $1 million for the MCSSGP. Dutchess County will need to highlight the success it has achieved with MCSSGP as the state looks for initiatives regarding shared services and municipal consolidation in order to meet the criteria necessary for our residents to receive a real property tax rebate check.

The 2015 Adopted Budget enables Dutchess County taxpayers to get a property tax rebate check. To qualify homeowners must be eligible for STAR and live in a county that stays under the property tax cap and implements a Government Efficiency Plan (GEP). The 2015 Adopted Budget does more than stays under the tax cap – it reduces the property tax levy, cutting taxes! Further, since 2012, Dutchess County has embarked on an aggressive campaign to not only shrink the size of County Government but to also collaborate and consolidate services and programs with its municipal partners. The county GEP will highlight the shared services initiatives Dutchess County has been doing since 2012 and achieve the required savings of 1% of the collective – all local entities included in a particular plan – property tax levy ensuring our taxpayers will get a tax rebate check.

Mental Health & Public Health Merger

With the changes beginning to take shape across the country due to the Patient Protection and Affordability Care Act, and with the rollout of managed care for Medicaid in New York State nearing its final stages, there is a new paradigm taking shape with the integration of public health and behavioral health services. Separate service delivery models are being challenged with the emerging need to adopt a more comprehensive care and treatment approach. Leveraging existing resources through integration can provide for a more holistic health and behavioral health care system focused on prevention, early intervention and access to treatment that fits within this changing paradigm.

With this paradigm shift, the county engaged the Center for Governmental Research, Inc. (CGR) to perform an in-depth analysis of the two departments to determine the feasibility and impact of a Department of Health (DOH) and Department of Mental Hygiene (DMH) merger. Earlier this year the comprehensive study was completed and recommends merging DOH and DMH. We believe, as do our community health and mental health providers, that a full merger of those departments will best serve the interests of the County in view of the changing landscape of healthcare, nationally and in New York State.

The transition to one combined department will take time and thoughtful planning. We are committed to a smooth transition to one single department that provides quality public health and behavioral health services to our community in the most efficient and effective manner.

Our goal is to merge DMH and DOH under a single Commissioner by late 2015. A comprehensive nationwide search will be undertaken to find the right individual who has the necessary credentials and is knowledgeable in the areas of behavioral, physical and public health. Importantly, strong leadership skills that give priority and emphasis to all three disciplines will be essential.

The merger offers several benefits, including improved coordination of services, greater collaboration and information sharing, integration of education and training, expanded public outreach, diagnosis and referral on behalf of the other, better monitoring of in-house and contractor performance and improved administrative efficiencies. Initial measures have been taken to consolidate administrative functions such as IT services and billing. Efforts to integrate programming between the departments are underway to prevent suicide and prescription drug and opiate abuse. We have begun a comprehensive nationwide search for a commissioner, with appointment planned for late 2015.

Over the next 12 to 15 months as the process unfolds, shared service opportunities will be identified as the two departments continue to work together. Department leaders will address the need to foster collaboration, including regular workgroup meetings between and among divisions and individual staff members with shared or related functions. As the transition moves forward, some functions will be realigned and relocated to provide greater efficiency and better use of space and resources.

Resource Recovery Agency & Solid Waste Management

In his first State of the County address, County Executive Molinaro committed to eliminating the net deficit funding we had with the Resource Recovery Agency (RRA) and ensuring the waste-to-energy plant would be run more like a business. In the past, the County has been required to pay a Net Service Fee (NSF) to the RRA for many years with some reaching as high as $6 million. The NSF is the difference between the revenues received by the RRA and the expenses paid out. In the 2015 budget, there is no appropriation for a NSF.

The County was able to impact the RRA business model over the last few years by instituting the Solid Waste Management Division (SWMD) in the Department of Planning and Development to focus efforts on improving our recycling rate. The planning unit responsibility for the County Local Solid Waste Management Plan (LSWMP) was moved from the RRA to the SWMD. The position of Deputy Commissioner for Solid Waste Management was created and an experienced planner Lindsay Carrille was appointed. We saw immediate success in the creation and then the approval of the LSWMP by both the Legislature and the DEC. The LSWMP calls for increased recycling. We identified what is currently being recycled, set reasonable annual goals and have seen significant progress. Focus continues in 2015 with awareness and educational programs planned in schools, businesses and community agencies and a compliance officer is on staff to assist with recycling and solid waste handling enforcement.

Operationally, the RRA has been a real asset to Dutchess County. Since coming on line in the early 1980's, all county landfills have been closed. Emissions from the plant are thoroughly scrubbed and well

within the stringent EPA standards. In addition, a by-product of the process is the creation of electricity which is redirected back into the grid providing annual revenues approaching $3 million. RRA also extracts ferrous metals for recycling, from the waste residue in the waste-to-energy, process and this too provides additional revenues. The RRA is now primarily focused on how to make the waste-to-energy process both efficient and cost effective.

In 2014, the 30 year old contract with Covanta, the previous plant operator, came to the end of term. The County Executive's Office, County Legislature leadership, the RRA Board and RRA management formed a collaborative effort to ensure that the new plant operator agreement with Wheelabrator, Inc. would provide the necessary economic consideration to eliminate current and future NSFs.

2015 Adopted Budget
Appropriations by Budget Area

General Gov't Support	2013 Actual	2014 Modified[1]	2015 Adopted	% Change
Courts	$ 2,255,937	$ 1,952,618	$ 1,962,618	0.5
Board of Elections	2,098,336	2,428,462	2,352,113	(3.1)
Central & Information Srvcs	6,557,968	6,829,479	7,111,695	4.1
Comptroller	1,328,980	1,414,474	1,306,992	(7.6)
County Clerk	4,224,605	4,507,504	4,497,978	(0.2)
County Executive	1,156,432	1,238,307	1,230,183	(0.7)
County Legislature	1,308,591	1,307,842	1,301,382	(0.5)
Finance	3,842,984	4,185,542	4,157,687	(0.7)
County Attorney	1,397,104	1,443,562	1,466,803	1.6
Human Resources	1,725,965	5,239,362	6,341,403	21.0
DPW- Buildings & Admin	5,323,215	5,988,255	5,737,621	(4.2)
Contingency / Vacancy[2]	0	(1,000,000)	(100,000)	(90.0)
Contrib. to Enterprise Funds	2,868,758	2,725,816	2,624,262	(3.7)
Interfund Transfer	1,300,000	1,790,736	250,000	(86.0)
Transfer to Capital Proj. Fund	36,875	154,650	0	0.0
Sales Tax to Municipalities[3]	107,509	27,898,000	26,458,947	(5.2)
Total	**$ 35,533,259**	**$ 68,104,609**	**$ 66,699,684**	**(2.1)**
Education				
Handicapped Parking Program	3,300	$ 3,710	$ 3,300	(11.1)
Dutchess Community College	15,075,507	15,207,410	15,142,692	(0.4)
Pre-School Special Ed Ages 3-5	16,246,394	17,217,210	18,109,298	5.2
Early Intervention Ages 0-3	2,830,181	4,908,377	4,948,364	0.8
Total	**$ 34,155,382**	**$ 37,336,707**	**$ 38,203,654**	**2.3**
Safety				
District Attorney	$ 5,638,429	$ 5,905,431	$ 5,912,060	0.1
Emergency Response	5,638,727	6,438,214	5,722,280	(11.1)
Probation	13,521,585	13,935,673	13,915,766	(0.1)
Public Defender	4,089,167	4,770,650	4,929,089	3.3
Sheriff/Jail	53,466,268	56,387,113	54,279,152	(3.7)
Traffic Safety/ STOP DWI	715,348	846,171	668,153	(21.0)
Juvenile Detention	841,285	1,100,000	1,215,000	10.5
Criminal Justice Council	92,820	65,325	65,325	0.0
Total	**$ 84,003,629**	**$ 89,448,577**	**$ 86,706,825**	**(3.1)**

[1] As of January 7, 2015.

[2] 2015 Contingency includes $1,500,000 for General Contingency and ($1,600,000) for County-wide Vacancy Factor.

[3] In 2014, for the first time, General Gov't Support includes the distribution of sales tax to municipalities.

2015 Adopted Budget
Appropriations by Budget Area

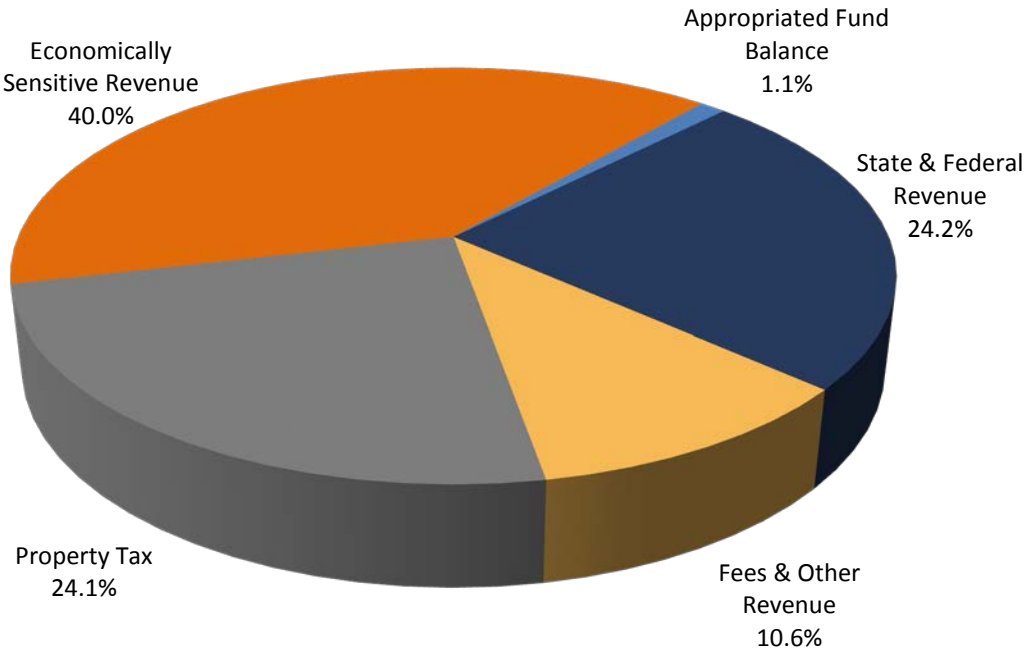
Health	2013 Actual	2014 Modified[1]	2015 Adopted	% Change
Health	$ 12,281,237	$ 12,285,298	$ 12,199,999	(0.7)
Mental Hygiene	24,859,129	26,296,389	26,242,611	(0.2)
Total	**$ 37,140,366**	**$ 38,581,687**	**$ 38,442,610**	**(0.4)**
Transportation				
Public Transportation	6,988,680	7,318,983	7,513,810	2.7
DPW- Highway, Engineering & Auto	12,849,192	13,924,817	13,627,507	(2.1)
DPW- Airport	2,918,087	2,823,105	2,699,145	(4.4)
MTA	2,719,695	2,762,976	2,787,381	0.9
Total	**$ 25,475,654**	**$ 26,829,881**	**$ 26,627,843**	**(0.8)**
Economic Assistance & Opportunity				
Office for the Aging	$ 5,624,561	$ 5,728,460	$ 5,966,527	4.2
Department of Community & Family Services	$ 139,275,267	$ 142,694,936	$ 144,562,713	1.3
Total	**$ 144,899,828**	**$ 148,423,396**	**$ 150,529,240**	**1.4**
Culture & Recreation				
History	$ 75,296	$ 97,432	$ 98,234	0.8
DPW- Parks	1,685,498	1,773,788	1,862,063	5.0
Total	**$ 1,760,794**	**$ 1,871,220**	**$ 1,960,297**	**4.8**
Community Services				
Planning & Development	5,226,575	6,086,995	6,150,328	1.0
Water & Wastewater	87,375	87,375	97,375	11.4
Natural Resources	235,000	265,000	290,000	9.4
Total	**$ 5,548,950**	**$ 6,439,370**	**$ 6,537,703**	**1.5**
Employee Benefits				
Fringe Benefits[2]	8,747,753	9,691,641	9,312,373	(3.9)
Total	**$ 8,747,753**	**$ 9,691,641**	**$ 9,312,373**	**(3.9)**
Debt Service				
Debt Service[2]	$ 15,804,279	$ 15,772,523	$ 16,728,606	6.1
Total	**$ 15,804,279**	**$ 15,772,523**	**$ 16,728,606**	**6.1**

	2013 Actual	2014 Modified[1]	2015 Adopted	% Change
Grand Total:	**$ 393,069,894**	**$ 442,499,611**	**$ 441,748,835**	**(0.2)**

[1] As of January 7, 2015.

[2] Does not Include Enterprise Funds.

2015 Adopted Revenue



Revenues:	2012 Actual*	2013 Actual*	2014 Adopted	2014 Modified[3]	2015 Adopted
Property Tax (Net)	$101,085,415	$104,622,277	$106,974,160	$106,974,160	$106,646,818
Sales Tax[2]	135,520,228	141,428,124	182,240,361	182,240,361	174,375,000
Hotel Surcharge	2,025,448	2,050,443	2,110,000	2,110,000	2,110,000
Appropriated Fund Balance[1]	0	0	2,000,000	2,744,122	4,875,000
State Revenue	62,750,129	66,296,759	65,751,778	66,838,013	71,756,395
Federal Revenue	37,572,577	41,319,478	33,044,978	33,162,026	34,986,586
All Other	56,263,530	53,361,999	47,215,884	48,430,929	46,999,036
Total Revenues	**$395,217,327**	**$409,079,080**	**$439,337,161**	**$442,499,611**	**$441,748,835**

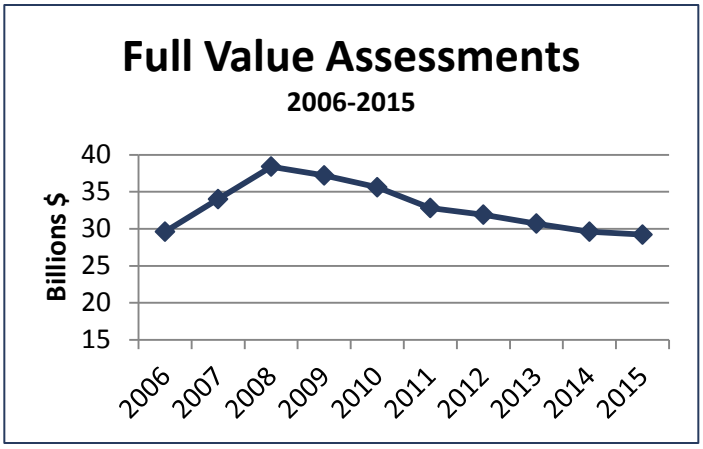
[1] Note: An appropriation of fund balance is used to balance the budget and although actual revenues are never realized, fund balance is reconciled in the annual financial statements.

[2] 2012 and 2013 reflects net sales tax revenue; beginning in 2014, the budget reflects gross sales tax revenue.

[3] As of January 7, 2015

Property Tax

There is currently a property tax levy cap set by the State at 2% or the rate of inflation whichever is lower. For 2015, the State has set that cap at 1.56% based on inflation. The County cannot exceed the cap without two thirds majority approval of the County Legislature. Dutchess County has experienced a significant decline in the tax base over the past several years. Again this year, the County's tax base continues to decline – 24% or $9.2 billion since 2008, from $38.4 billion to $29.2 billion- as a result of a downturn in the residential and commercial construction market, overall decline in home values as well as the reassessment activity over the past few years at the municipal level. The rate of decline between 2014 and 2015 (1.2%) is less than the prior year decline of (3.5%). The trend of decline has become less severe, an indication that recessionary conditions may be stabilizing.



The property tax cap as established by Chapter 97 of the Laws of 2011, applies to all local governments in New York State, and is calculated annually subject to exclusions and adjustments. The Office of the State Comptroller prescribes the calculation of the tax levy limit, including the allowable levy growth factor and the permissible exclusions and adjustments. The Dutchess County total property tax levy limit for 2015 is $110,765,430. The total property tax levy limit includes multiple components, as seen in the table below.

2015 Final Property Tax Cap Calculation	
2015 Property Tax Levy Limit	114,197,936
WWA Benefit Assessments	(2,832,614)
Chargebacks for Assessment Roll Printing	(168,576)
Chargebacks for Erroneous Assessments	(76,359)
Chargebacks for Erroneous Assessments(Special Districts)	(109,788)
2015 County Property Tax Levy Cap:	111,010,598
2014 Adopted Levy (Gross):	107,939,386
Allowable Increase within Tax Cap	$ 3,071,212
Percentage Allowable:	2.85%

The 2015 Tentative Budget not only stays under the allowable state tax cap, it decreases the tax levy by .3% to $107,646,818, over $3 million below the cap and the largest tax cut in over a decade. This coupled with the County's successful Municipal Consolidation and Shared Services Grant Program

(MCSSGP) will enable STAR eligible property taxpayers the ability to receive a rebate check for 1.56% of their county property tax. The rebate checks plus the tax levy reduction equate to a **tax cut of almost 2%**.

The second requirement of the state's tax freeze program is for governments to develop a Government Efficiency Plan (GEP) that will demonstrate savings through shared services and consolidations. Since 2012, Dutchess County has embarked on an aggressive campaign to not only to shrink the size of County Government, but to also collaborate and consolidate services and programs with its municipal partners.

The County offers a number of shared service opportunities for local governments as well as the successful Municipal Consolidation and Shared Services Grant Program (MCSSGP) that allows municipalities to compete for dollars to evaluate and implement larger collaboration and consolidation projects. The 2015-16 MCSSG program adds a new priority – the outright dissolution of a division, layer or jurisdiction of government. Earlier this month, the County brought together over 100 local and state officials at its first Shared Services Summit as part of this ongoing effort.

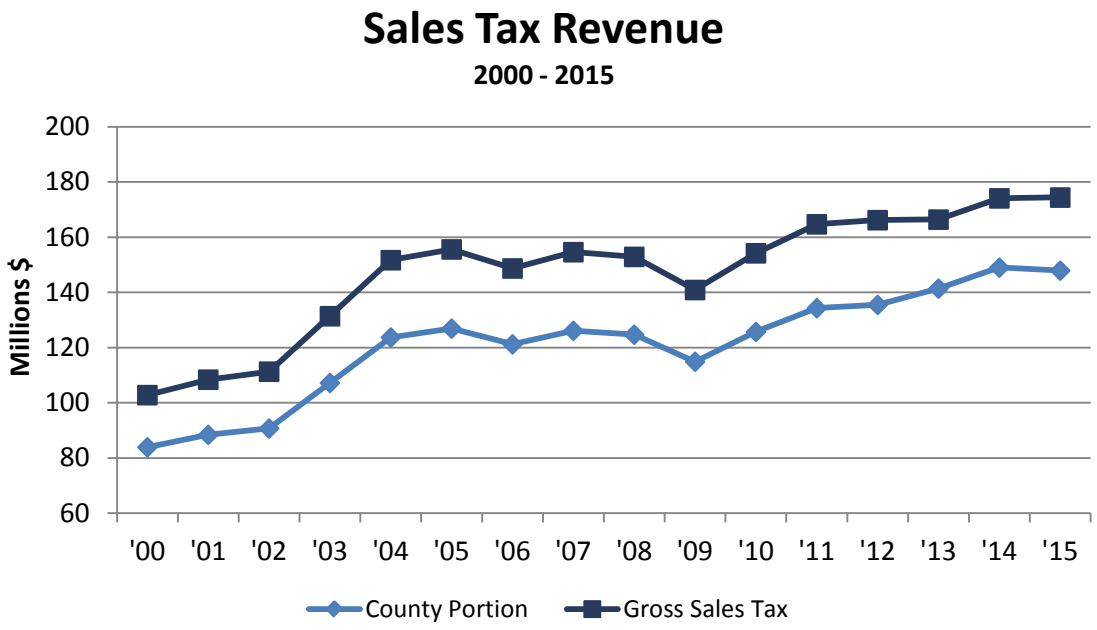
Economically Sensitive Revenue

Certain revenues decline, sometimes significantly, due to economic conditions, causing other taxes or fees to be increased, or optional programs / services to be cut in order to balance the budget. Forecasting future revenues in these areas requires close monitoring and analysis of key economic indicators such as unemployment, consumer price index, home sales, foreclosure rates, and Department of Community and Family Services caseloads and client count. These revenues – Sales Tax and Hotel Surcharge – are described in detail below.

Sales Tax

The Sales Tax rate in Dutchess is 8.125% of which 3.75% goes to the County, 4% goes to the State and .375% goes to the MTA. State approval is required to increase the sales tax rate and to keep the current rate as well. In 2003, an additional ¾ of 1% went into effect causing a significant revenue increase in 2003 and 2004. In 2006, the County Legislature voted to exempt sales tax on clothing and footwear purchases under $110. This exemption was repealed effective March 1st 2010, resulting in significant gains in sales tax revenue that year. Twenty-seven payments are received annually from New York State and are tracked closely to project year end revenue. Beginning March 1st 2014 the sales tax exemption on residential energy sources was repealed. However the County Executive and Legislature worked aggressively to obtain state aid to offset the need for the tax and with their success the exemption was reinstituted effective June 1st 2014. The reduction in projected sales tax revenue is reflected in the chart below. This loss in revenue is only partially offset by the $5.25 million provided by the state to address critical, unique needs related to the growth in mental health populations and the increasing need for reentry programs in Dutchess County for the 2014-2015 state fiscal year.

The County, as required by law, has a contract with the City of Poughkeepsie and City of Beacon to distribute sales tax, as the cities have relinquished their right to charge separate city sales tax. In 2013 the sales tax contract was renegotiated by the County Executive, adopted by the County Legislature and approved by the State Comptroller's Office to change the sharing formula. The new agreement guarantees the distribution of $25 million to municipalities and provides for the distribution of 18.5% of any growth in sales tax from the 2012 base year distributed to the cities and towns based on population. Villages receiving a portion of the town's allocation determined by the percentage of full valuation of real property in the village within the town as compared to the full valuation of real property in the entire town. The following chart displays historic sales tax trends.



Careful reviews of historic trends along with analysis of economic indicators and conditions that impact sales tax receipts are used to forecast anticipated sales tax revenue. Factors such as household debt service ratio as a percent of disposable income, building permits, gas prices, and other regional labor market trends contribute to the economic state of the county and are used as helpful indicators in predicting economically sensitive revenue. These projections are closely monitored throughout the year and are finalized during the budget process.

The projection for 2015 sales tax is based on projected growth from 2013 to 2014 and growth between 2014 and 2015. To determine pure economic growth, the additional revenue that was received in 2014 from the sales tax on residential energy sources must be excluded. Any growth in the gross sales tax receipts between the 2012 base year and 2014 actual receipts will be shared with municipalities at a rate of 18.5% according to the sales tax contract.

2015 Gross Sales Tax Projection		
2013 Base Year		**$ 166,428,125**
2014 Total Projected Growth	**7,664,811**	
Minus Repeal of Residential Energy Exemption	**(2,369,188)**	
2014 Projected Growth		**5,295,623**
2015 Projected Growth		**2,651,252**
Total 2015 Gross Sales Tax Projection		**$174,375,000**

The **2014 Sales Tax projections** are based on the following assumptions:

National Economy

- National economic growth continues with GDP increasing an estimated 2% over the average for 2013.
- Economic drivers, such as rising motor vehicle sales, and business equipment, exports and non-residential construction, are expected to strengthen in 2014.
- Consumer spending will grow approximately 3% in the 2nd half of 2014.
- Inflation will continue to slide in the second half of 2014, dropping below a 1% annualized rate from 2.6% in the first half of the year.

Dutchess County Economy

- The regional economy should continue to grow at a modest pace through the remainder of 2014.
- The housing sector will continue to see growth through the end of the year.
- Unemployment is expected to continue to decline to lower levels than the 2013 average rate of 6.8%; unemployment for September 2014 is 5.1%.

The **2015 Sales Tax projections** are based on the following assumptions:

National Economy

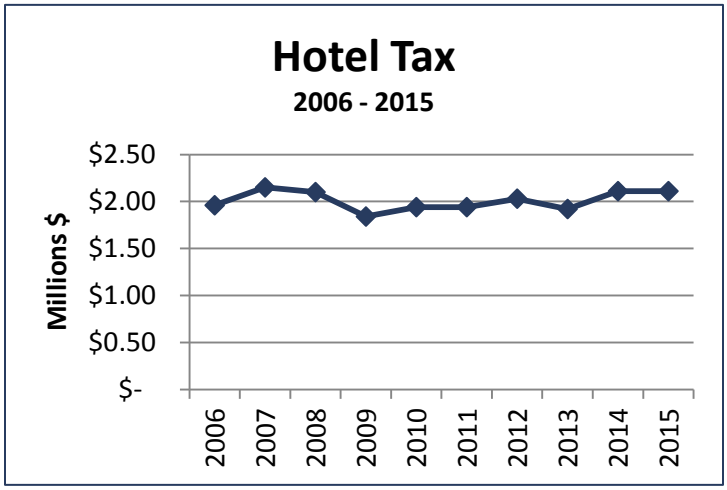
- National Economy expands at a modest pace with GDP increasing by 3% in 2015.
- The main drivers of economic growth in 2015 will be continued growth in tourism, rising motor vehicles sales, improving housing market, increasing output and lower unemployment.
- Consumer spending is expected to grow at a rate of 3% in 2015.
- Inflation should remain stable in the coming year.

Dutchess County Economy

- Dutchess area employment should increase between 0.5% or 1,200 jobs and 1.0% or 2,500 jobs in 2015, with the average rate of unemployment for 2015 projected to remain under 6%.
- Recovery in the regional housing sector will continue with foreclosures expected to decline.
- Economic drivers in the local economy should grow in the coming year including business and professional services, health care, construction, leisure and hospitality, and retail trade.

Hotel Surcharge

Hotel Tax revenue has experienced modest fluctuations year-to-year, remaining fairly stable over time. This surcharge provides vital revenue that is reinvested in economic development and tourism. Tourism is a vibrant and essential sector of the Dutchess County economy that has remained resilient despite the economic downturn. Following the trend, the 2015 budget assumes that the tourism, leisure and hospitality sector will remain steady in the coming year.

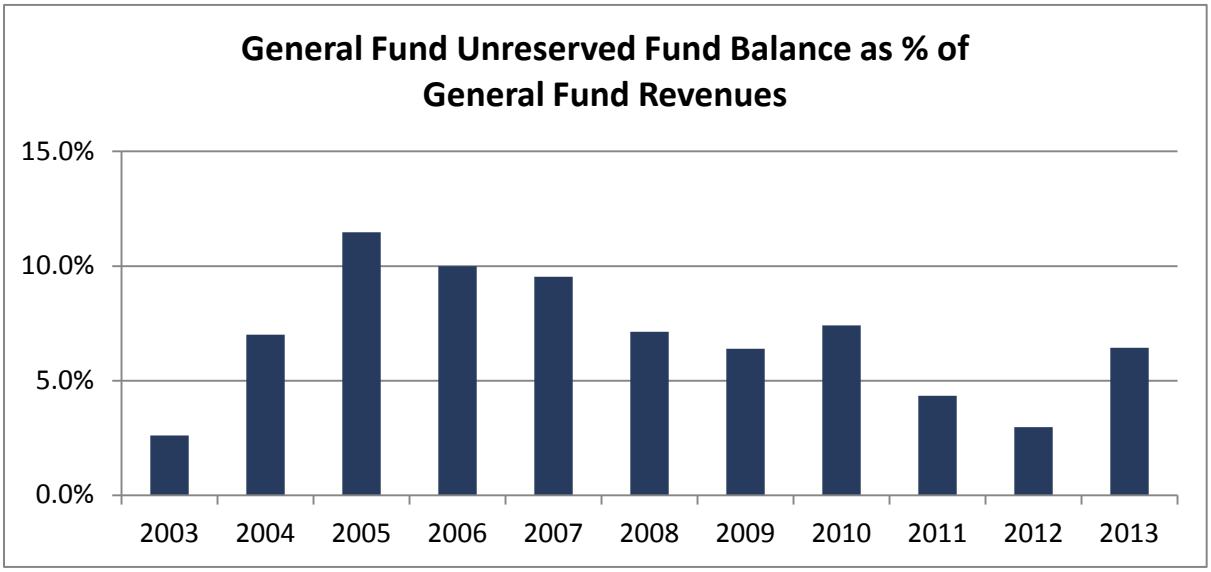


Appropriated Fund Balance

Fund balance refers to the difference between a fund's assets and liabilities. The County's fund balance acts much like a "rainy day fund" where excess revenue and unspent appropriations return to at year end. Fund balance can be appropriated as a source of revenue to offset tax increases and to avoid reductions in programs and services. Fund balance is reported in accordance with GASB 54, which established the following five classifications of fund balance: Non-Spendable, Restricted, Committed, Assigned, and Unassigned.

Financial institutions and bond rating agencies recommend that a county's fund balance minimally be 5-10% of the county budget. For Dutchess this means the county's fund balance should be between $22 million and $44 million.

The historic annual general fund balance as a percentage of the county budget is displayed in the charts below. Our audited general fund balance for 2013 was $26.4 million.



	General Fund Revenues (in millions)	Unreserved General Fund Balance (in millions)	General Fund Balance As a % of Revenues
2003	$290.7	$7.6	2.61%
2004	$327.9	$23.0	7.01%
2005	$365.4	$41.9	11.47%
2006	$340.3	$34.0	9.99%
2007	$389.4	$37.1	9.53%
2008	$395.0	$28.2	7.14%
2009	$383.5	$24.5	6.39%
2010	$403.5	$29.9	7.41%
2011	$416.9	$18.1	4.34%
2012	$411.4	$12.1	2.94%
2013	$411.2	$26.4	6.44%

Fund balances for the remaining county funds are summarized in the table below, which details reserves and appropriations of all fund balances.

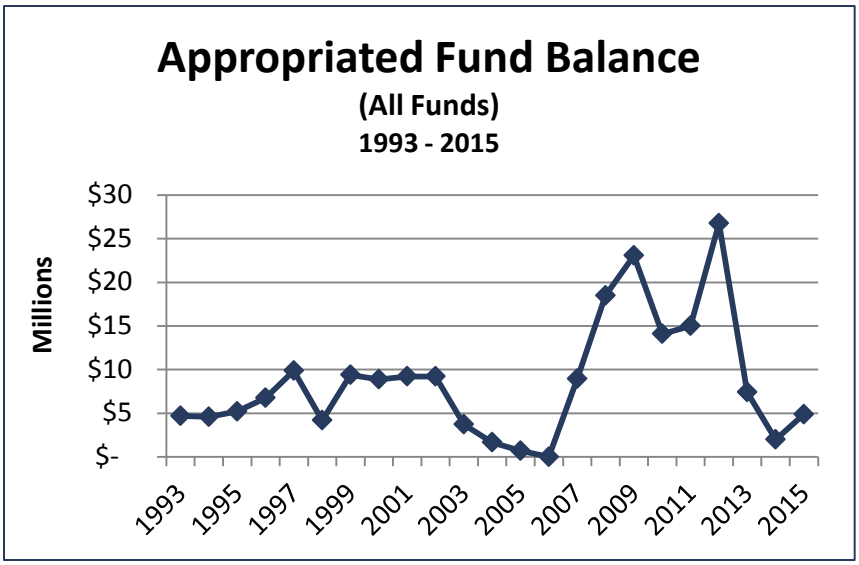
Summary of Fund Balances for All Funds 2013 - 2015

Fund Balance

Fund Name	Unreserved 12/31/2013	Appropriated 2014 Budget	Available 1/1/2014	Add'l Approps as of 12/2014	Estimated 12/31/2014	Appropriated 2015 Budget
General	$ 26,356,540	$ 0	$ 26,356,540	$ 744,122	$ 25,612,418	$4,225,000
Community Development	88,952	-	88,952		88,952	
Road	1,439,277	600,000	839,277		839,277	100,000
Machinery	520,191		520,191		520,191	150,000
Enterprise Airport	(445,562)	-	(445,562)		(445,562)	
Enterprise Transportation	4,378361	400,000	3,978,361		3,978,361	400,000
Capital Projects	18,950,881		18,950,881		18,950,881	
Self Insurance - Workers Comp	2,650,629	1,000,000	1,650,629		1,650,629	
Total	**$ 53,939,269**	**$ 2,000,000**	**$ 51,939,269**	**$ 423,205**	**$ 51,195,147**	**$ 4,875,000**

Historically, fund balance has been used to offset county costs as seen in the chart below.

After several years of large appropriations of general fund balance, including an appropriation of nearly $24.5 million in the 2012 budget, the general fund balance had declined significantly. For the first time since 2006, the 2014 adopted budget included no appropriation of general fund balance, with only modest appropriations from the Road Fund (D), Public Transportation Fund (ET), and the Worker's Compensation Fund (S) demonstrating our commitment to replenishment and protection of the fund balance. This effort proved successful with the 2013 final audited fund balance at $26.4 million. This amount reflects slightly more than 5% of the 2015 budget. The 2015 budget continues to protect fund balances and applies only a modest appropriation of fund balance from the General fund (A), Road fund (D), Machinery fund (E) and Public Transportation fund (ET).

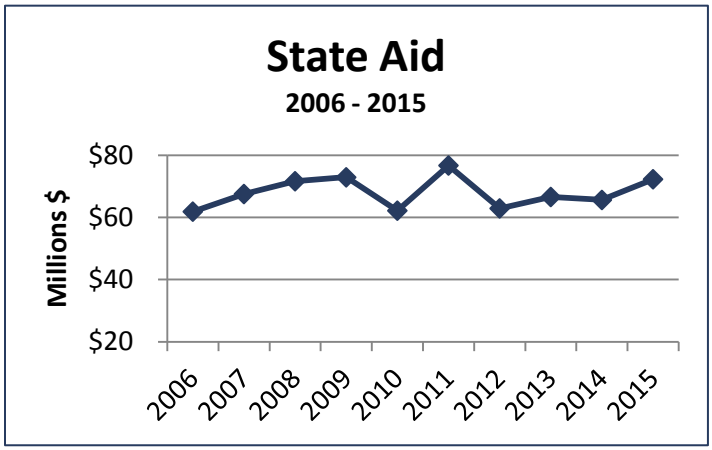


Fund Balance Applied	
Fund	**Amount**
General Fund- A	4,225,000
Road Fund- D	100,000
Machinery- E	150,000
Public Transportation Fund- ET	400,000
Total	**4,875,000**

The 2015 appropriation of $4.2 million of general fund balance leaves our fund balance at 5% of the total 2015 budget. This demonstrates our continued efforts to protect fund balance to maintain fiscal stability. We must continue to be vigilant in maintaining and rebuilding reserves to weather the impact of unanticipated expenses including increased costs for state mandates, unsettled union contracts, rising energy costs, utilities, and changes in economically sensitive revenue streams.

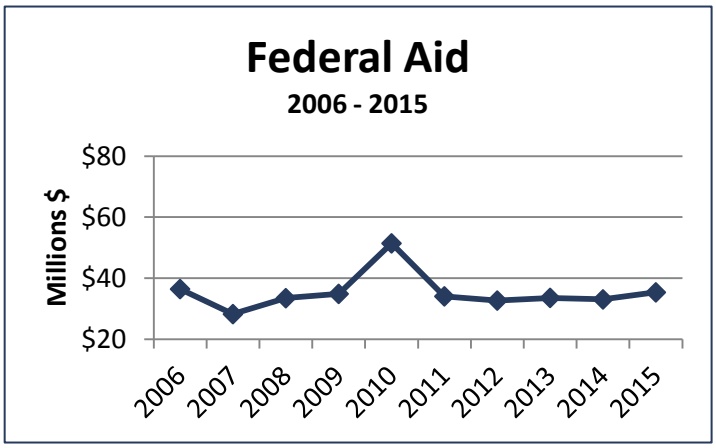
State & Federal Revenue

State and federal revenue and grants partially offset the cost of mandated services and programs. When this revenue is cut, other taxes or fees must be increased or optional programs and services must be cut in order to balance the budget. State aid is largely expense driven and includes regular state aid reimbursement as well as grant funds. Fiscal challenges at the state level have impacted state aid, causing reductions in revenue in recent years.



State and federal mandates consume 70% of the Dutchess County budget and it is imperative state and federal representatives provide mandate relief and pledge no new mandates. At the very least, the state must provide $5.25 million in recurring state aid used by Dutchess County to offset the need for higher taxes or program and service reductions as a result of the state closing multiple state mental and behavioral health facilities impacting Ducthess County services and programming.

A portion of the $5.25 million committed to Dutchess County will be received in 2014 to offset the loss in projected sales tax revenue and fund vital programming. The remainder of the funding as well as the continuation of these funding streams is included in the 2015 budget.



Various adjustments caused by temporary stimulus funding made available through the Federal American Recovery and Reinvestment Act of 2009, created anomalies in federal and state aid in recent years. This funding has expired.

Fees

These revenue streams support the cost of providing the associated service or program. Increasing fees, fines, permits and licensing is not a significant source of revenue. Fees and fines are evaluated annually and adjusted when deemed appropriate. Some fee schedules are set or limited by law, while others must remain competitive and reasonable for taxpayers. For the 2015 budget, several user fees, including park programming fees and airport fees have been adjusted to help offset the cost of providing those valuable services.

2015 Adopted Budget
Summary by Fund

Fund	Total Appropriations	LESS Non-Property Tax Revenues[1]	LESS Appropriated Fund Balance	Balance of Appropriations to be Levied
General	$ 416,187,756	$ 316,529,681	$ 4,225,000	$ 95,433,075
Road	10,756,728	1,865,900	100,000	$ 8,790,828
Machinery	2,593,665	20,750	150,000	$ 2,422,915
Airport	2,699,145	2,699,145		$ -
Public Transportation	7,513,810	7,113,810	400,000	$ -
Self-Insurance	1,997,731	1,997,731		$ -
Total	**$ 441,748,835**	**$ 330,227,017**	**$ 4,875,000**	**$ 106,646,818**

Provision for Uncollected Taxes	800,000
Provision for Tax Refunds	200,000
Total Property Tax Levy	**$ 107,646,818**

[1] Includes General Fund Contributions to Airport and Public Transportation Funds.

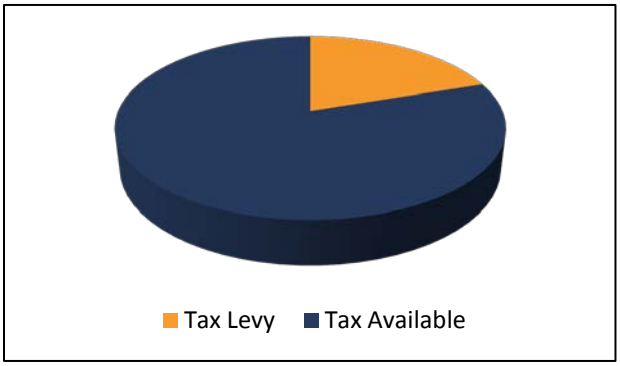
2015 Adopted Budget
Property Tax Levy & Rate

Item Descriptions	2012	2013	2014	2015
Appropriations	$ 411,356,384	$409,222,737	$439,337,161	$441,748,835
Non-Property Tax Revenue	(281,813,820)	(296,915,497)	(330,363,001)	(330,227,017)
Approp. Fund Balance & Reserves	(26,756,178)	(7,419,500)	(2,000,000)	(4,875,000)
Provision for Uncollected Taxes	800,000	800,000	800,000	800,000
Provision for Tax Refunds	200,000	200,000	200,000	200,000
Property Tax Levy	**$ 103,786,386**	**$ 105,887,740**	**$ 107,974,160**	**$ 107,646,818**
True Value Assessments	$ 31,895,759,238	$ 30,654,407,679	$ 29,575,302,089	$ 29,224,529,259
Property Tax Rate/$1,000	$3.25	$3.45	$3.65	$3.68

The direct comparison of this year's rate to last year's rate is invalid as a means to estimate the change in an individual property's tax bill.

Constitutional Tax Margin

The Constitutional Tax Limit of the County is determined in accordance with Section 10 of Article VIII of the State Constitution. This limits the amount counties may raise in real estate taxes in any given fiscal year, exclusive of debt service, to 1.5% of the five-year average full value of taxable real estate to the County.



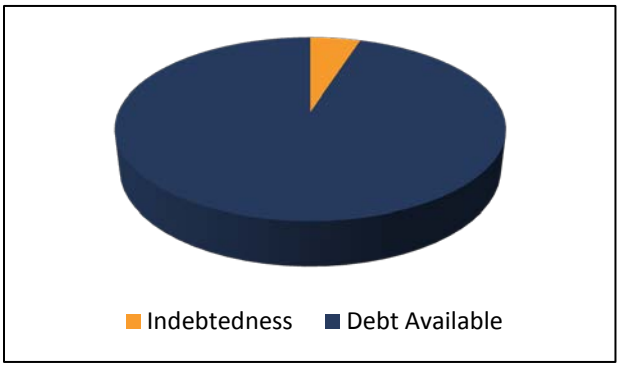
2015

Total Taxing Power	$ 462,477,574	
Tax Levy*	$ 89,172,951	19.28%
Tax Margin Available	$373,304,623	80.72%

*Tax Levy includes adjustments for omitted taxes, Real Estate Taxes and Charge backs. It also excludes debt service for capital projects.

Constitutional Debt Limit

The Debt Limit of the County is computed in accordance with the provisions of Article VII of the State Constitution and Title 9 of Article 2 of the Local Finance Law. These provisions limit the amount of debt, which can be incurred to 7% of the five-year average full value of taxable real property.



2015

Debt Limit	$2,158,228,678	
Total Indebtedness	$ 107,168,842	4.97%
Debt Limit Available	$2,051,059,836	96.03%

Capital Projects & Debt Service

Overview

Like most governments, Dutchess County utilizes borrowing to finance capital expenditures, such as, road and bridge projects, equipment acquisition, building construction and renovations, and other authorized activity. Capital projects are typically multi-year projects financed by the issuance of debt which is repaid with interest over the useful life of the project or capital asset. The County's operating budget includes annual re-payment of principal and payment of interest through "debt service." Whenever possible, the County also pursues federal, state and other funding opportunities to help pay for capital improvement costs.

There are many advantages to this method of financing capital expenditures. Borrowing, typically through issuance of bonds, helps to create a more stable expenditure pattern that does not fluctuate severely as projects are undertaken. Borrowing also enables the County to complete capital projects that would be unattainable through a strictly pay-as-you-go financing basis. Furthermore, this policy enables the cost of these capital assets to be borne by the present and future taxpayers receiving the benefit of the capital assets.

The uses and terms of debt are largely regulated by New York State and Local Finance Law. According to the County charter, the authorization to issue bonds requires adoption of a bond resolution approved by at least two-thirds of the County Legislative body. These resolutions delegate the power to the Chief Fiscal Officer, the Commissioner of Finance, to authorize and sell bond anticipation notes in anticipation of the issuance and sale of bonds authorized, including renewals of such notes. The decision to issue bonds is evaluated annually based on cash needs of each project and projected county cash flow. The County is assisted by bond counsel and financial advisors which play a key role in the issuance, regarding the structure, timing, official statement and legal requirements as well as the application to the rating agency. For more information regarding debt service policy, refer to the Budget Overview – Financial Policies section of this document.

Ongoing Projects

Dutchess County utilizes the annual Capital Improvement Program as a means to maintain and improve county infrastructure. The following represent ongoing projects that are necessary on a routine basis to maintain county infrastructure, many of which have been proposed as part of the Capital Improvement Program for 2015.

- Energy Efficiency Improvements at Various County Facilities
- Roof Replacement Program
- HVAC Piping & Infrastructure Replacement Program
- Highway & Bridge Improvement & Reconstruction
- Highway Construction Vehicles

- Airport Maintenance and Obstruction Removal
- Dutchess Community College Infrastructure Improvements
- Open Space & Farmland Protection
- County Vehicle Replacement Program

These programs and projects are undertaken to respond to mandates or opportunities to promote greater efficiency and protect county assets.

Planned Capital Expenditures in 2015

Along with the routine ongoing capital projects listed above which occur on an annual basis, there are a number of necessary non-recurring capital projects for 2015 that are adopted as part of the five year capital plan. The following projects have been proposed as part of the Capital Improvement Program for 2015, but are not included in the 2015 operating Debt Service.

Non-Recurring Capital Projects for 2015		
Department	**Project**	**Estimated County Cost ($000)**
Central & Information Services	Computer and Server Infrastructure Refresh	$615.0
Public Transit	Security Fencing at Public Transit Facility	$25.0
DPW – Airport	Replace Electrical Building	$31.0
DPW – Buildings	DC Justice and Transition Center final Design & Construction	TBD
DPW – Buildings	Security Upgrades at 50 Market Street	$400.0
DPW – Buildings	Elevator Upgrades at Various Facilities	$1,125.0
DPW – Buildings	Emergency Response Equipment Garage Expansion	$350.0
DPW – Buildings	22 Market Street COB Parking Lot Redesign	TBD
DPW – Buildings	Dept. of Mental Hygiene Renovations	TBD
DPW – Parks	Security Camera Installations in Parks	$60.0
	Total	**$2,606.0**

For detailed information regarding these projects, including project descriptions and total project costs, please refer to the 2015 Capital Improvement Program.

Impacts on Operating Costs

Capital projects and the Capital Improvement Program impact the budget in a number of ways. When debt is issued for a particular project, those costs increase the total debt service cost included in the

ensuing year's operating budget. The 2015 Debt Service Obligation by Fund is detailed in the table below and includes projected borrowing that is scheduled to occur in 2014.

2015 Debt Service Summary by Fund			
Fund	**Serial Bond Principal**	**Serial Bond Interest**	**Debt Service Totals**
General Fund	13,772 ,734	3,172,187	16,944,921
Community College	1,393,928	290,180	1,684,108
Airport	283,314	67,894	351,209
Public Transportation	168,865	46,485	215,350
Total	**15,618,841**	**3,576,746**	**19,195,588**

The below table indicates the projected 2015 debt service by department, including the borrowing that is scheduled to occur in 2014.

2015 Debt Service Summary by Department			
Department	**Serial Bond Principal**	**Serial Bond Interest**	**Debt Service Totals**
Community & Family Services	$46,000	$1,012	$47,012
Community College	$1,393,928	$290,180	$1,684,108
DPW Airport	$86,314	$67,894	$351,208
DPW Buildings	$4,201,252	$944,481	$5,145,732
DPW Highway & Engineering	$5,086,885	$1,188,006	$6,274,861
DPW Parks	$878,527	$359,265	$1,237,792
Emergency Response	$695,282	$277,713	$972,995
Jail	$1,715,982	$116,094	$1,832,076
Public Transportation	$168,865	$46,485	$215,350
Office of Central and Information Systems	$625,745	$117,827	$743,572
Planning & Development	$464,943	$146,563	$611,506
Probation & Community Correction	$45,149	$14,549	$59,698
Sheriff	$13,000	$6,677	$19,677
Total	**$15,618,842**	**$3,576,746**	**$19,195,588**

Dutchess County strives to minimize frequency of borrowing and to utilize a pay-as-you-go project financing method when possible. The fiscal impact of each project is carefully reviewed to determine if and when borrowing becomes necessary to finance the project.

Many of the on-going capital projects such as roof replacements and energy efficiency improvements at County facilities minimize departmental operating expenses by reducing utility and maintenance costs. These adjustments are included in the calculation of the annual operating budget during the budget process and are included in the analysis and decision-making process for individual capital projects.

General Government Support

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General Government Support

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Courts

Functions

The Judicial branch includes all courts and the Commissioner of Jurors. The Supreme and County Courts fall within a judicial district statewide. Dutchess County falls within the Ninth Judicial District. The Supreme and County Courts of Dutchess County are courts of unlimited original jurisdiction. There are two judges in the County Court who preside over criminal matters, eight judges assigned to the Supreme Court and two Referees who hear civil cases. There are three judges, two support magistrates and one Court Attorney Referee in the Family Court.

The Surrogate's Court was created in 1778 by New York State. The Surrogate is elected for a ten year term, handles all estate matters, wills and has general supervision of property left by deceased persons.

The Commissioner of Jurors is appointed for a four-year term, and maintains the central jury system for the County, providing trial and grand jurors for courts serving the County.

KEY BUDGETARY ISSUES:

In October, the County Legislature authorized an additional $275,000 to pay for projected assigned counsel costs through the end of the year, increasing the 2014 Family Court assigned counsel budget from $1.06 million to $1.33 million. This increase is due in part to an increase in the number of hours worked by 18B attorneys on those cases in 2014.

The 2015 Adopted budget includes continued funding for the Public Defender's Family Court Unit to reduce Family Court assigned counsel costs. Staff and administrative costs for this unit are covered 100% by NYS Indigent Legal Services (ILSF) grant funding.

In addition to the anticipated cost savings, improvement in the quality of representation is significant because the assigned counsel plan in Family court cannot meet several standards set by the New York State Bar Association in regard to providing state mandated representation. This in-house plan will meet those standards.

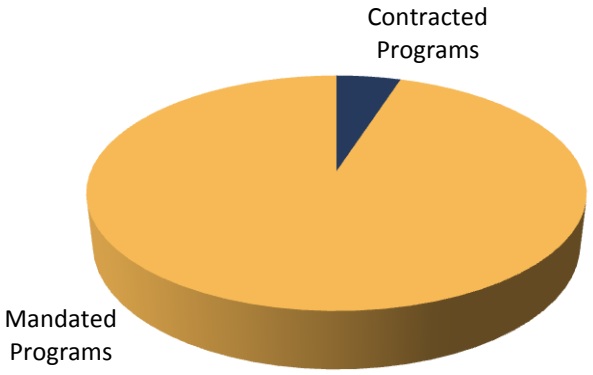
It should be noted that 34 counties in New York State, including Ulster and Columbia, use their Public Defender's Office to provide Family court indigent legal representation.

Courts Fiscal Summary

Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	1,952,618	$	1,962,618	1%
Revenues	$	232,825	$	-	
County Cost	$	1,719,793	$	1,962,618	14%

2015 Adopted Appropriations



Board of Elections

Functions

Under New York State Election Law, responsibilities are delegated to the Board of Elections of each county to oversee the compliance of all laws and regulations as it pertains to the following duties: registration and maintenance of voter registration submissions; being sole custodian of enrollment lists and maps of election districts; certification of election results and polling places; appointment, training, supervision and payment of election inspectors; taking delivery of and processing petitions filed for candidates to public office and referendums comprised within Dutchess County; preparation of ballots specific to each election district; maintenance, preparation, storage and transportation of voting machines; processing of absentee ballot materials including military and federal voters; ensuring information is readily available including information provided on the organizations website as well as information regarding campaign finance and data included in the state-wide voter database; responding to FOIL requests and general inquiries from public officials and the general public regarding all of the above-listed functions.

Board of Elections

Mission Statement

To ensure all eligible residents of Dutchess County has an opportunity to register and vote in elections.

Goal: To promote citizen confidence in the democratic process and enhance voter participation in elections.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Voter Registration - Includes Local, Central Mail & NVRA	8,694	9,500	10,000	500	5.3%
Cancellations	9,692	5,673	8,000	2,327	41.0%
Movers - within County	9,186	10,000	10,000	-	0.0%
Mail Check Mandated	170,173	164,876	170,000	5,124	3.1%
Election Inspectors	1,600	1,600	1,600	-	0.0%
Custodians / VMTS	8	8	8	-	0.0%
Voting Machines Owned	257	257	257	-	0.0%
Inspector & Custodian Classes	45	45	45	-	0.0%
Polling Sites	103	103	103	-	0.0%
Polling Sites handicap accessible	103	103	103	-	0.0%
Digitization Images from new registrations	8,694	9,500	10,000	500	5.3%
Voting Machines Tests	1,628	1,628	1,628	-	0.0%

Goal: Provide absentee materials including applications and ballots to those who request absentee status.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Absentee Primary:					
Applications	172	150	175	25	16.7%
Ballots Mailed and Retro	396	300	400	100	33.3%
Absentee General:					
Applications	1,512	1,500	1,500	-	0.0%
Ballots Mailed and Retro	3,147	3,200	3,200	-	0.0%
Affadavit Ballots	379	375	375	-	0.0%
Military & Special Federal	149	150	150	-	0.0%

Goal: Provide requested information to interested candidates, groups and organizations.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Petitions Filed & Caucus	1,056	50	1,200	1,150	2300.0%
Campaign Filers Forms	42	42	42	-	0.0%

Board of Elections

Goal:	To conduct voter education and outreach to area high schools				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Youth Voter Registration	975	1,000	1,000	-	0.0%
Schools served	9	9	9	-	0.0%

Goal:	Provide new voter registration forms to all community groups in a timely manner.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Post Offices	3,500	3,500	3,500	-	0.0%
Schools	1,300	1,300	1,300	-	0.0%
Town Halls	2,100	2,100	2,100	-	0.0%
Community Groups	3,000	3,000	3,000	-	0.0%
Mailed Registrations processed	6,006	5,300	7,300	2,000	37.7%

KEY BUDGETARY ISSUES:

Overall, the 2015 adopted budget represents an increase in expenses from 2014 largely due to the type of elections they will administer in the upcoming year.

Temporary Employees & Election Inspectors

Local election years are typically more labor intensive due to the increased number of unique contests, candidates, ballot formats, and poll sites required. As a result, there will be increases in the use of temporary help positions, Commercial Printing, and Advertising-Legal.

Voting Machine Maintenance/Equipment Replacement

Another immediate change is the sizeable number of voting machines, which are a combination of electronics, firmware, and mechanically moving parts, will no longer be under warranty. While Board of Elections has concluded that it will be less expensive to forego software and hardware maintenance agreements for the machines, and instead have staff internally trained to address many machine problems while having only the most complex issues corrected by vendor service calls, there will still be an associated new expense for the less costly alternative.

In addition, other aging equipment will need to be upgraded. Board of Elections crucial voter registration database hardware will require replacement. This step is recommended by both OCIS and the software vendor.

2014 Accomplishments

Board of Elections (BOE) was able to completely and successfully administer this year's Federal Primary.

BOE invested extensively in training both new and veteran staff on all hardware and software applications. This included those involving NTS Data Services, Dominion Training for their technicians, the Election Management Software System, and Asset Management.

Policy enactments and changes were made this year of significant importance. These included security for computer access to information kept in data bases, limitation of the number of voters an agent may carry for absentee voters which is designed to reduce or eliminate the possibility of fraud, and an updated nepotism policy.

BOE has secured the cooperation of both Vassar and Marist colleges to enhance the accuracy of the voter database by systematic removal of student names who have graduated and are no longer of active status.

Public transparency was increased by the new weekly and open Commissioners' Meetings.

In 2014, BOE continued to provide election programming and voting machines to schools and villages.
New poll sites were visited as well as existing sites for accessibility inspections and retrofitting of poll sites.

In 2014, the BOE continued to fulfill the terms of our agreement with the New York Attorney General's Office by implementing a Language Access Program specifically tailored for Dutchess County Voters of Puerto Rican heritage with limited English proficiency.

2015 Initiatives

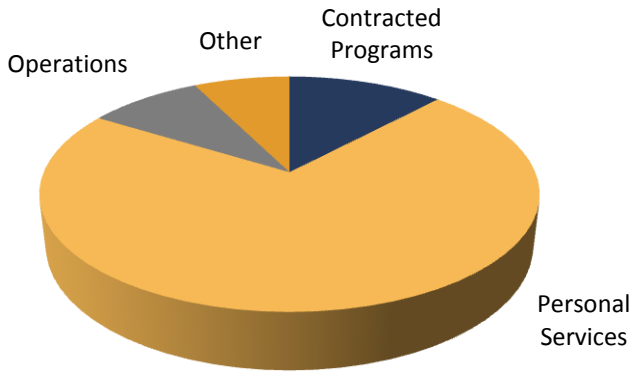
In 2015, the BOE will be administering two local elections: the 2015 Primary Election and the 2015 General Election. Their goal is to ensure the integrity of the election process while conforming to new voter requirements that have been mandated by the New York State's Attorney General's Office and the New York State Board of Elections.

Board of Elections Fiscal Summary

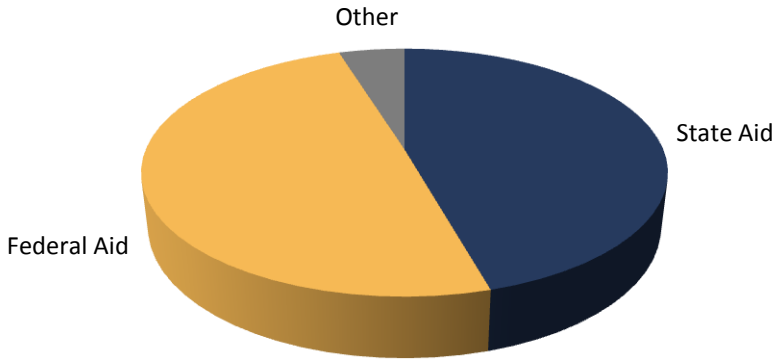
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	2,428,462	$	2,352,113	-3%
Revenues	$	254,841	$	105,955	-58%
County Cost	$	2,173,621	$	2,246,158	3%

2015 Adopted Appropriations



2015 Adopted Revenue

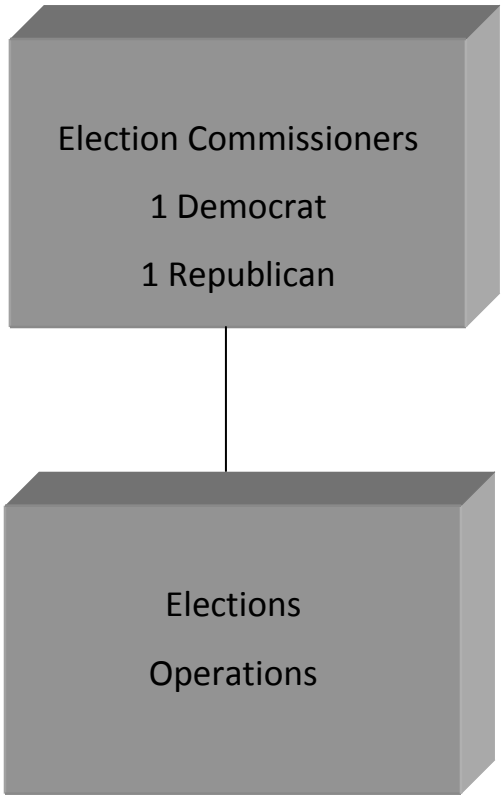


Board of Elections

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	1,209,809	1,284,413	1,284,413	1,277,107	(7,306)	-0.57%
Employee Benefits	436,163	489,580	492,080	409,846	(82,234)	-16.71%
Personal Services	1,645,972	1,773,993	1,776,493	1,686,953	(89,540)	-5.04%
Employee Travel, Train & Educ	8,516	14,735	27,285	19,238	(8,047)	-29.49%
Equipment (Non-Depreciable)	0	0	0	2,000		
Equipment	0	0	0	2,000		
Communication	876	1,200	1,200	1,200	-	0.00%
Supplies	13,934	32,500	32,500	59,948	27,448	84.46%
Utilities	8,902	9,187	12,087	14,831	2,744	22.70%
Interdepartmental Services	57,905	77,955	77,955	77,544	(411)	-0.53%
Interdepartmental Programs & Srv	57,905	77,955	77,955	77,544	(411)	-0.53%
Contracted Services	174,211	294,566	279,116	282,814	3,698	1.32%
Operations	188,022	221,826	221,826	207,585	(14,241)	-6.42%
Total	2,098,336	2,425,962	2,428,462	2,352,113	(76,349)	-3.14%
OTPS	452,364	651,969	651,969	665,160	13,191	2.02%
Departmental Income	367	1,000	1,000	2,500	1,500	150.00%
Intergovernmental Charges	5,589	0	0	2,618	2,618	
Sale of Prop and Comp for Loss	247	0	0	0	-	
Misc. Local Sources	23,761	0	0	0	-	
State Aid	0	48,313	48,313	48,313	-	0.00%
Federal Aid	0	205,528	205,528	52,524	(153,004)	-74.44%
Total	29,964	254,841	254,841	105,955	(148,886)	-58.42%
Net to County	2,068,372	2,171,121	2,173,621	2,246,158	72,537	3.34%

Board of Elections Organizational Structure



Position Title	Pay Grade	# of Positions
Board of Elections:		
Elections Commissioner	MG	2
Deputy Elections Commissioner	F	2
Elections Administrator	F	2
Elections Specialist	F	2
Machine Coordinator	F	2
Senior Elections Specialist	F	6
Total:		16

Comptroller

Functions

- Functions as chief accounting and auditing officer of the county. As a county wide elected official, the Comptroller is directly accountable to the taxpayers and voters of Dutchess County. Consequently the Comptroller's Office is not an agency of the Executive or the Legislature, but rather of the people.

- Chairs the Audit Committee which provides oversight of annual audit and all regulations, policy, and procedures affecting the accounting and financial procedures of Dutchess County.

- Audits county departments and outside agencies funded by the county. Reports audit results to County Executive and Legislature and recommends action to strengthen internal controls, curb expenses, enhance revenues and protect the taxpayers' interests. Audits and approves all payments for capital contracts and contracts with outside agencies and contractors. (Senior Auditors and Auditors)

- Seeks out and reports financial irregularities and misuse of county funds and reports all such activity to responsible officials.

- Performs all processing and record keeping responsibilities including pre-audit of claims, certification of availability of funds, encumbrance of funds, and preparation of payment. Audits and approves all payments to vendors. (Principal Accounting Clerk, Accounting Clerks, Office Assistant)

- Provides for all processing and record keeping required by federal, state, and local law for encumbrance, payment, and recording of financial transactions.

- Sees that all applicable federal, state, and local laws are adhered to in the handling of county funds and in their application to providing services to the general public.

- Prepares and submits to the County Executive, annually and on such date and on such forms as the County Executive shall prescribe, the information required by the County Executive in the preparation of the tentative county budget.

- Jointly with District Attorney, supports prosecution of persons charged with illegal activity related to county funded programs.

- Jointly with the Executive branch, plans and implements accounting changes instituted by Government Accounting Standards Board, the New York State Comptroller's Office, and any other standards, laws or regulations that may apply. Also works with the Executive branch to update the County's Financial Management System.

- Provides consultation and assistance to all county departments and outside agencies relative to financial record keeping, reporting, and internal controls.

Comptroller

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Mission Statement

The Comptroller's Office audits and approves all payments made by Dutchess County. The Office also audits County departments and agencies receiving County funds, providing recommendations to strengthen internal controls, enhance revenues and ensure the effective use of taxpayer dollars.

Goal: Audit and approve payments for purchases, contracts, capital projects, employee reimbursements and daily Community and Family Services payments. Approves and processes purchases from County Storeroom through inventory journals.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Invoice Transactions	23,986	26,000	26,000	-	0.0%
Capital & Contract Invoices Processed (included in line 1)	6,604	6,800	6,800	-	0.0%
P-Card Transactions Audited	3,823	4,000	4,000	-	0.0%
Employee Reimbursement Transactions	4,540	5,000	5,000	-	0.0%
DCFS Warrant Payments - Audit	973	1,000	1,000	-	0.0%
Inventory Journals	115	175	175	-	0.0%

Goal: Audits and certifies all payrolls for all County Departments, the Legislature, Dutchess County Public Transit and temporary election workers.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
County Payrolls Audited - 35 Departments, plus adjustment memos	910	910	910	-	0.0%
Legislator Payrolls Audited	12	12	12	-	0.0%
Public Transit Payrolls Audited	52	52	52	-	0.0%
Election Worker Payment Review	1,125	1,450	1,450	-	0.0%

Goal: Reviews County contracts including capital projects for terms and payments provisions. Review and approve Purchase Orders and Vouchers in accordance with General Municipal Law and Federal, State and County Statutes.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Contracts Received & Processed	1,138	1,300	1,300	-	0.0%
Purchase Orders / Vouchers	2,196	2,300	2,300	-	0.0%

Goal: Audits county departments and agencies receiving county funds. Provide recommendations to strengthen internal controls, best practices, enhance revenues and ensure effective use of taxpayer dollars.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Audits Completed	9	12	13	1	8.3%
Contract Agencies	5	5	6	1	20.0%
County Departments/ Entities	4	7	7	-	0.0%
Contracts Reviewed	71	70	70	-	0.0%
Grants Reviewed	3	10	10	-	0.0%
Capital Projects Reviewed	3	7	7	-	0.0%
Special Reports	1	1	1	-	0.0%

Goal: Indirect Cost Allocation Report supports a revenue claim for Department of Community and Family Services to Federal government.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
A87 Costs	$2,731,302	$3,326,298	$2,639,191	-$687,107	-20.7%

Key Budgetary Issues

The 2015 Adopted budget is dominated by necessary personnel costs and fees for required consultants. This budget request also includes funding to continue the professional training required of audit organizations and minimum staff to meet the requirements of the office.

2014 Accomplishments

The Comptroller's Office completed eleven audits, one special report, one internal review, and had 3 additional audits in process by the end of 2014.

The Comptroller's Office incorporated review of financial statements, CHAR 500 and IRS 990 filings into agency audits. Their internal controls standard is the Committee of Sponsoring Organizations (COSO) framework. The COSO framework is a best practice that provides guidance on internal controls, fraud, and financial reporting. They will continue the practice of our audits to consistently address all aspects of internal control as defined by COSO along with addressing best business practices.

In addition, the Comptroller's Office uses special reports to address the fiscal state of various aspects of the County. These reports, often initiated by Legislative request, serve to assist County Government in keeping track of projects, spending, and agency/departmental oversight.

It is anticipated that upgrades of LOGOS and the roll-out of the contracts module will provide deeper functionality and improve effective tracking, monitoring, and oversight of contract payments. The paperless transaction initiative for LOGOS has been completed with all departments fully implemented.

The Comptroller's Office continues post-audit activities of daily transactions, a critical responsibility. They continued to develop new methods for analyzing and reviewing purchase orders, vouchers, warrants and payments, with an emphasis on high-impact contracts, capital projects, and day-to-day expenditures.

They are continuing to look at cost-effective training methods including web-based training and audio conferences.

The Comptroller's Office provided support for the audit of the 2013 Dutchess County Financial Statements. They supported and completed the A-87 Indirect Cost Allocation Report to support additional federal claiming by the County.

2015 Initiatives

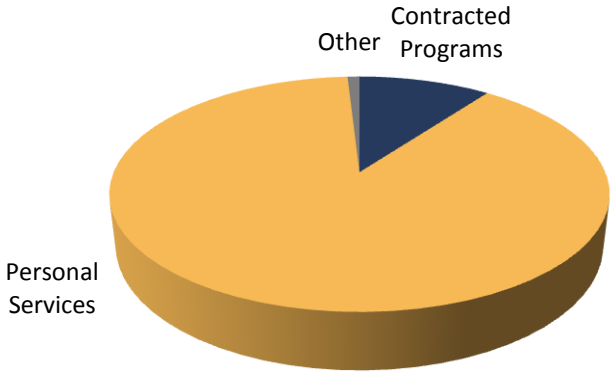
The Comptroller's Office will continue to enhance post audit activities, refine and enhance FMS processes, and support the new contract module as it is implemented. They will continue to follow-up on agency and department audits, and prioritize their audit efforts on high-dollar/high-risk payment contracts, projects, expenditures and revenues.

Comptroller Fiscal Summary

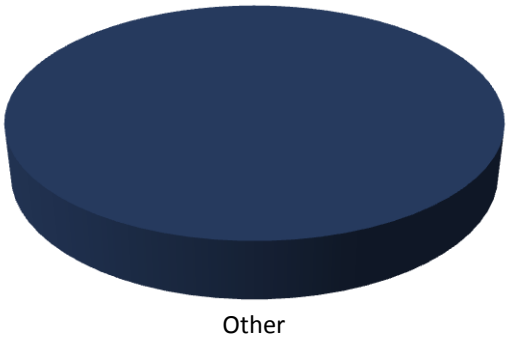
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	1,414,474	$	1,306,992	-8%
Revenues	$	12,500	$	12,500	0%
County Cost	$	1,401,974	$	1,294,492	-8%

2015 Adopted Appropriations



2015 Adopted Revenue



Comptroller

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	784,034	878,871	878,871	783,181	(95,690)	-10.89%
Employee Benefits	388,013	428,093	389,471	378,416	(11,055)	-2.84%
Personal Services	1,172,046	1,306,964	1,268,342	1,161,597	(106,745)	-8.42%
Employee Travel, Train & Educ	659	5,010	4,565	5,010	445	9.75%
Supplies	1,962	2,835	3,280	2,835	(445)	-13.57%
Interdepartmental Services	5,076	4,782	4,782	4,045	(737)	-15.41%
Interdepartmental Prog & Srv	5,076	4,782	4,782	4,045	(737)	-15.41%
Contracted Services	149,238	133,355	133,355	133,355	-	0.00%
Operations	0	150	150	150	-	0.00%
Total	1,328,980	1,453,096	1,414,474	1,306,992	(107,482)	-7.60%
OTPS	156,934	146,132	146,132	145,395	(737)	-0.50%
Departmental Income	10,000	12,500	12,500	12,500	-	0.00%
Misc. Local Sources	6,609	0	0	0	-	
Total	16,609	12,500	12,500	12,500	-	0.00%
Net to County Cost	1,312,371	1,440,596	1,401,974	1,294,492	(107,482)	-7.67%

Comptroller Organizational Structure

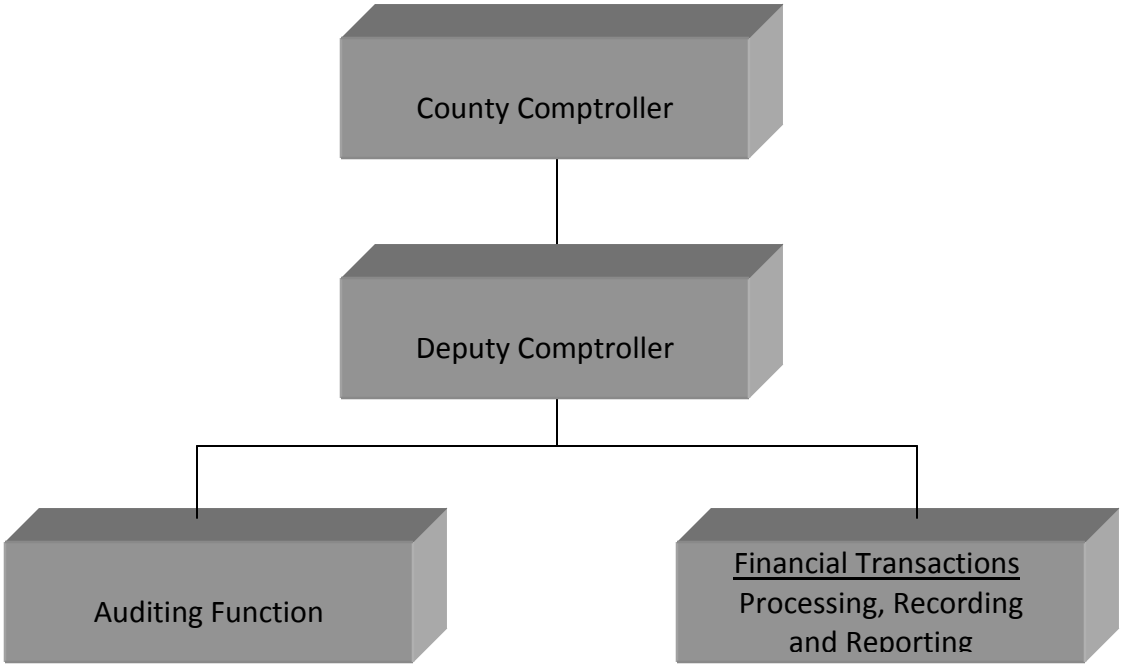


Table of Organization

Position Title	Pay Grade	# of Positions
Comptroller:		
Comptroller	E	1
Deputy Comptroller	MG	1
Senior Auditor	17	2
Auditor	16	3
Junior Auditor	13	2
Accounting Clerk	9	2
Office Assistant 55	6	1
Total:		12

Office of Central and Information Services

Functions

The primary goals of the Office of Central and Information Services (OCIS) are as follows:

Division of Computer Services

- Use automation to help the county meet its strategic objectives, improve workflow and increase operational efficiencies and provide cost savings;
- To maintain the current application portfolio at present service levels while implementing additional information processing services;
- To provide the client community with an expeditious method for meeting their mandated responsibilities;
- To improve data access and availability to enable County departments, businesses and the public to accomplish their jobs in a more efficient and effective manner;
- To provide technical expertise concerning application software utilization, software selection, computer equipment and telecommunications implementation, and new technologies;
- To develop an Intranet web-based application portfolio to improve the effectiveness of County employees and decrease the elapsed time to provide service;
- To provide fast fiber optic telecommunications across County government departments;
- To provide Internet applications and e-government services for the public;
- To expand and improve the Wide Area Network including both data and voice services;
- To implement state of the art technologies such as GIS, imaging, mobile computer, and Enterprise Content Management (ECM);
- To streamline and improve computer system installations and maintenance through the implementation of cost saving technologies such as: Thin Client workstations, virtualized servers and consolidated disk storage;
- To improve communications and collaboration between County departments and external agencies through the County-wide E-mail system, Internet services, and work flow applications; and
- To provide efficient Telephone Services to County Departments.

Division of Central Services

The division of Central Services provides shared services coordination, central purchasing, contract administration, duplicating and printing, mail service, inventory control, central billing, U.S. and interoffice mail deliveries, supply delivery, and office supplies:

- Purchasing coordinates the procurement of goods and services for the County by implementation and maintenance of a system in full accordance with requirements set forth in General Municipal Law, Sections 103 and 104B, and local County Law. Each request to purchase is evaluated to determine the appropriate means for acquisition at the best price available.

- Coordination of various projects, such as, the copier centralization, and equipment evaluation as well as several other cost saving programs are part of the day to day responsibilities of the Central Services division. New centralized programs to reduce costs are continually under review for implementation.

- In addition to serving all County Departments, the Division of Central Services also serves qualified outside agencies, and local Municipalities, such as, Towns, Villages, Fire Districts, etc. The Division assists in the continued development and enhancement of county wide purchasing cooperatives among participating municipalities and other shared services to further reduce costs for all agencies involved.

Office of Central and Information Services

Mission Statement

OCIS primary mission is to provide services to county agencies in support of their efforts and develop on-line services to the public. As part of this, perhaps the most important role is to head up the County's e-Government development effort that provides internet-based systems for use by the public, businesses and other government agencies. OCIS also serves other county agencies assisting them in providing their functions more easily and at a reduced cost.

Goal: Expand and improve web services to the public, municipalities and businesses. One of the best indicators of success are the number of web pages served during a given period.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
County Web-site average monthly pages	728,000	830,000	850,000	20,000	2.4%
ParcelAccess and GeoAccess average monthly pages *	550,000	560,000	570,000	10,000	1.8%

Goal: Improve and expand services for County departments.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Help Desk Calls for Service	3,110	3,200	3,250	50	1.6%
Computer Applications maintained for County Departments	94	105	113	8	7.6%
County Active Directory Network Clients	1,975	2,000	2,000	-	0.0%
County Wide Email Maintained (# Clients)	1,426	1,450	1,450	-	0.0%
Internet Service (# Clients)	794	800	806	6	0.8%

Goal: Maintain and improve County Wide Area Network (WAN) and Server Environment.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Fiber Optic Connections (# Sites)	12	12	12	-	0.0%
Cable/DSL Connections (# Sites)	22	25	27	2	8.0%
County Servers maintained	148	180	190	10	5.6%

Goal: Ensure that microcomputer equipment is up-to-date to help County staff efficiencies.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Install New and Replacement Workstations	50	150	200	50	33.3%

Goal: Expand GIS services and usage.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
GIS Data Layers developed/ maintained	156	156	156	-	0.0%

Office of Central and Information Services

Goal:	To provide a system with a cost effective and efficient procurement program.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Purchase Orders Issued	971	1,000	1,000	-	0.0%
P-Card Transactions	3,823	3,750	4,200	450	12.0%
Dollar Value of PO's ($M)	$13.6	$10.0	$10.0	$0.0	0.0%
# of RFP's	N/A	35	35	-	0.0%
Goal:	To provide a cost effective, efficient and reliable telephone program.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Installations	1,250	35	35	-	0.0%
Maintenance	223	454	454	-	0.0%
Program	1,340	926	926	-	0.0%
Goal:	To provide a cost effective and efficient method of mail delivery.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# Pre-Sort Pieces	236,000	199,100	204,000	4,900	2.5%
# Full Rate Pieces	220,400	242,500	248,000	5,500	2.3%
Total Mail Pieces	456,400	441,500	452,000	10,500	2.4%
Total Postage $	$283,100	$300,000	$320,500	$20,500	6.8%
Pre-Sort Savings $	$10,000	$14,500	$14,500	-	0.0%
Goal:	To provide cost effective purchasing and efficient delivery of office supplies.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Requisitions Processed	1,495	1,800	1,900	100	5.6%
$ Value at Cost	$202,293	$200,000	$220,000	$20,000	10.0%
Revenue	$3,031	$3,500	$3,600	$100	2.9%
Goal:	To provide a cost effective and efficient method of printing.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Impressions	5,714,266	6,500,000	6,500,000	-	0.0%
# of Masters Used	1,219	1,600	1,600	-	0.0%
# of Requisitions	1,837	1,200	1,200	-	0.0%

KEY BUDGETARY ISSUES:

The consolidation of Computer Information Services and Central Services into the new OCIS continues to be a great success. Aside from more than $300,000 in annual savings, the integrated divisions have added efficiencies to our operations and services.

Division of Computer Services

The 2015 OCIS adopted budget continues our ongoing effort to provide the proper support for the County's computer infrastructure and critical services while keeping appropriations as lean as possible. To

achieve this balance, it's necessary to increase appropriations across both divisions by 3.5%.

The only new initiative in the proposed operating budget relates to a needed Infrastructure hardware/software refresh. This is to replace key computer center hardware and software components that are more than 9 years old.

Division of Central Services

Because of the expected retirement of our Telcom System Administrator in the later part of 2015 the request includes the trade-in of the vacant Telecom Tech position for a Telecom Systems Administrator "Trainee" position.

2014 Accomplishments

Below are some key 2014 OCIS Services accomplishments:

Division of Computer Services

- As part of the County Executive's Shared Services initiative, DutchessDelivery has been offered to all municipalities at a much reduced cost. We've implemented this service for: Beacon, V/Millbrook and V/Pawling.

- Developed new state-of-the-art website for the City of Beacon. A number of other municipalities have shown interest in an OCIS developed website.

- Implemented NYS Court Electronic Filings (NYSCEF) System for County Clerk.

- Fall 2014 completion expected for two major applications to support the County Clerk operations.
    - Cash Receipts system that will allow acceptance of credit card payments at the public counters and Records Room.
    - Document Management system that replaces an old system that could no longer be supported.

- Work on the Enterprise Content Management (ECM) projects have continued to progress. The following projects are complete or expected to be completed by the end of 2014:
    - County Legislative documents and workflow
    - Citizens Inquiry Tracking application
    - Medical Examiner integration with new Case Facts system
    - Records Center Study
    - Public Portal "pilot"
    - Integration with LOGOS Financial System

- Developed a DA Subpoena Request application that will be used by local police agencies.

- Ongoing Enhancements to Criminal Justice applications and planned reporting for Criminal Justice Council.

- Implemented OCIS-developed Multiplex Report Viewer which allows County departments to run custom reports from various applications.

- OCIS has been involved in various County Building moves and projects including:
    - Child Advocacy Relocation
    - Jail POD Project
    - Mass Transit Network and Phone Upgrade

- Completed building a new DMH Server infrastructure at OCIS; this replaced the old servers that were previously housed at DMH. This provides a more secure and stable environment.

- OCIS continued to enhance the County's Network and related services including phased workstation replacement, upgrade to blade server center, replacement of some key servers and network switches and our ongoing work on Disaster Recovery.

- The Center for Digital Government and the National Association of Counties (NACo) has recognized Dutchess County Government with the #2 ranking as the most digitally-advanced county government in the United States in the 250,000-499,000 population category in the 2014 Digital Counties Survey. Dutchess has ranked in the nation's top ten for the last 11 years.

- OCIS continues to be part of FAST to streamline operations and reduce costs.

Division of Central Services

- Shared Services
    - Met with municipalities and political subdivisions to discuss shared IT and other services.
    - Instituted a new procedure for informing local municipalities, and qualified outside agencies about important Shared Services information, such as, contract piggyback opportunities, cooperative bid possibilities, surplus equipment availability, vehicle/equipment auctions, etc.
    - Expanded current County courier delivery routes to include more municipalities allowing them to take advantage of the Counties Storeroom and Print Shop while improving efficiency.
    - Designed an improved Storeroom Catalog that is updated monthly and available online for local municipalities, and qualified outside agencies, as well as, County Departments.
    - Encouraged email orders on an updated Storeroom Requisition form that is available online for local municipalities, and qualified outside agencies simplifying the ordering process while increasing order tracking capabilities.

- Surplus Sales
    - Coordinated a vehicle and large equipment auction that encouraged local municipalities, and qualified outside agencies to include their vehicles and equipment.
    - Coordinated four surplus equipment and furniture auctions.
    - Recycled over 400 pieces of furniture and equipment to both County departments, local municipalities, and qualified outside agencies through the Surplus Equipment Program.
    - Sold excess/obsolete telephone equipment.
    - Provided online access for viewing the County's available surplus equipment to County Departments, local municipalities, and qualified outside agencies.

- Streamlined the evaluation process for RFP's while providing improved guidance and instruction to County Departments.

- Transitioned County smart phones from Blackberry service to standardized smart phones technology thereby avoiding the costs associated with the required purchase of new Blackberry servers, licensing and software upgrades.

- Completed the standardization of soap and paper towel dispensers for County restrooms and kitchens to simplify the ordering of Green products/supplies.

- The Division of Central Services has become the centralized collection point for County electronic-waste to promote proper disposal.

- Cross-trained Mailroom and Central Services personnel on Storeroom operations for increased efficiency.

- Capitalized on the USPS 1¢ discount for each piece of metered mail reducing the County's overall mail expenses.

- Trained County departments to promote mail efficiency and increase presort/bulk mail savings.

- Implemented the transport of boxes (in limited quantities) to and from the Records Retention Center by County couriers to promote County efficiency.

- Integrated a new Print Shop Storefront enhancing compatibility and efficiency while providing a more user friendly website for customers.

- Cross-trained Central Services personnel on the new Print Shop Storefront software to increase efficiency.

2015 Initiatives

Below are key initiatives and activities for the Computer Services and Central Services Divisions:

Division of Computer Services

Below are examples of how technologies will be used in 2015 to assist the County in its goals.

- Continue our Enterprise Content Management (ECM) projects. Work in 2015 will likely involve:
    - Human Resources Records
    - DPW and Health Permits and Inspections
    - Public Portal

- Further enhancements to the County website including implementation of new departmental home pages to better promote county services.

- Continue to expand OCIS IT Shared Services to municipalities including websites for interested municipalities.

- Enhance and streamline the County Clerk's operation through the implementation of Corporate Electronic Filings.

- Complete a KRONOS Payroll Time study to determine the viability of expanding electronic time clocks to DMH/DOH and possibly county-wide.

- Continue our Study of Public Transit automation and computer information to improve its operations.

- Continue our expansion of Electronic Payments. As part of this, various candidate projects will be assessed.

- Implement Unified Communications Systems (UCS) as part of expansion of the IP Phone System. This is likely to include integration of email and voice mail as well as a "pilot" project for video conferencing.

- The Computer Services division will continue to be part of a Data Workgroup to help assist the Criminal Justice Council (CJC) with its data/reporting needs for planning and evaluation.

- Continue to further automate our Disaster Recovery process which involves mirroring our computer environment at the IBM Business Continuity and Resiliency Center.

- Implementation of the Infrastructure Refresh project. This is to replace key Computer Center hardware and related software that is currently more than 9 years old.

- Replacement of up to 200 PC workstations to meet our 5 ½ year refresh schedule.

Division of Central Services

- During the course of the year Central Services will successfully execute over 100 quotes, bids and RFP's providing significant savings to the County. Central Services will look to provide new levels of procurement savings through:
    - Streamlining processes
    - Combining bids and quotes across all departments
    - Shared Services
        - Cooperative bidding and piggy-backing opportunities with local municipalities and agencies
        - Continue to promote shared IT and other services
    - Local Businesses
        - Prepare and distribute a new brochure on how to do business with Dutchess County
        - Create an online vendor registry for local businesses

- Review County Procurement Policies to determine opportunities for greater participation by local businesses.

- Create a P-Card online training system.

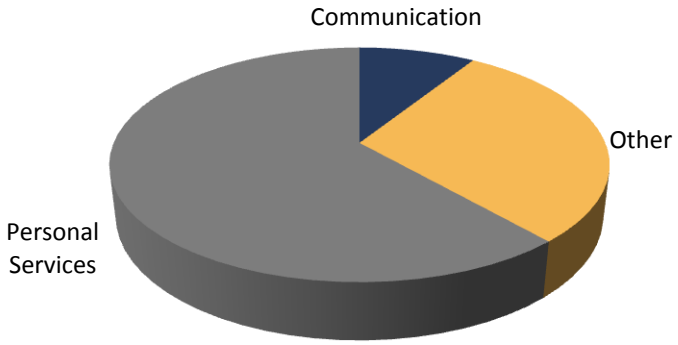
- Create an intranet database system to track surplus furniture and equipment.
- Train County departments regarding asset tracking and each department's responsibilities.

Office of Central and Information Services
Fiscal Summary

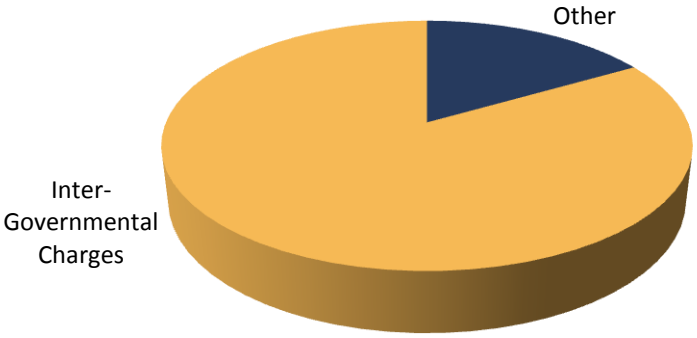
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	6,829,479	$	7,111,695	4%
Revenues	$	391,892	$	421,024	7%
County Cost	$	6,437,587	$	6,690,671	4%

2015 Adopted Appropriations



2015 Adopted Revenue

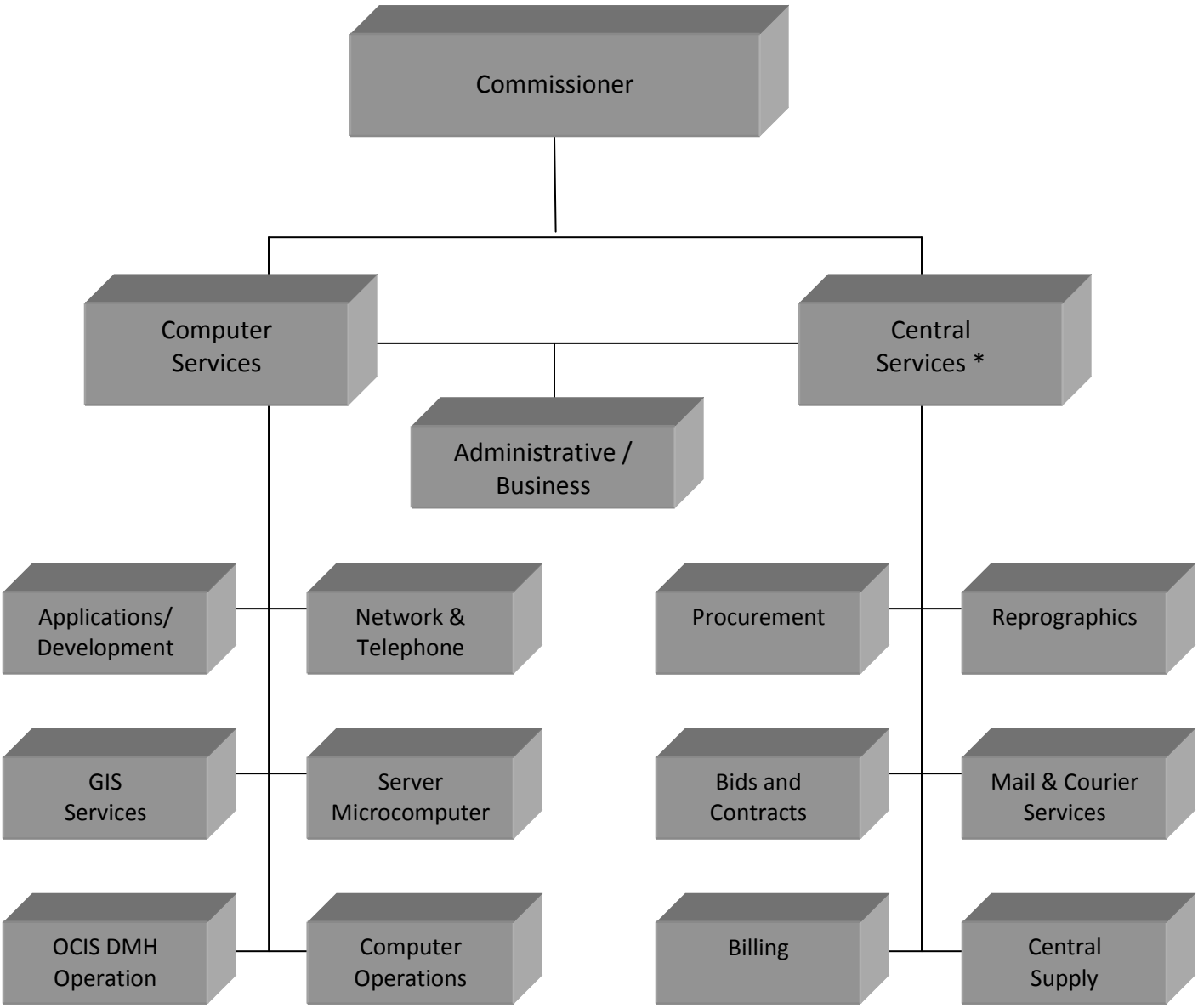


Office of Central and Information Services

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	4,212,370	4,300,652	4,300,652	4,478,903	178,251	4.14%
Employee Benefits	1,936,248	1,992,679	2,016,727	2,000,100	(16,627)	-0.82%
Personal Services	6,148,618	6,293,331	6,317,379	6,479,003	161,624	2.56%
Employee Travel, Train & Educ	13,936	27,284	27,284	49,719	22,435	82.23%
Equipment (Non-Depreciable)	24,003	37,000	36,500	37,000	500	1.37%
Equipment (Depreciable)	35,389	48,000	85,000	113,000	28,000	32.94%
Equipment	59,393	85,000	121,500	150,000	28,500	23.46%
Communication	611,326	606,139	606,139	639,592	33,453	5.52%
Supplies	239,942	282,484	264,604	332,284	67,680	25.58%
Interdepartmental Services	(1,855,095)	(1,967,061)	(1,967,061)	(2,104,523)	(137,462)	6.99%
Interdepartmental Prog & Srv	(1,855,095)	(1,967,061)	(1,967,061)	(2,104,523)	(137,462)	6.99%
Contracted Services	35,446	37,000	48,000	47,000	(1,000)	-2.08%
Operations	1,304,403	1,441,254	1,411,634	1,518,620	106,986	7.58%
Total	6,557,968	6,805,431	6,829,479	7,111,695	282,216	4.13%
OTPS	409,351	512,100	512,100	632,692	120,592	23.55%
Departmental Income	27,887	33,000	33,000	45,000	12,000	36.36%
Intergovernmental Charges	289,624	334,892	334,892	350,724	15,832	4.73%
Use of Money and Property	26,203	23,000	23,000	23,000	-	0.00%
Sale of Prop and Comp for Loss	3,784	500	500	2,200	1,700	340.00%
Misc. Local Sources	194,383	500	500	100	(400)	-80.00%
Total	541,881	391,892	391,892	421,024	29,132	7.43%
Net to County Cost	6,016,087	6,413,539	6,437,587	6,690,671	253,084	3.93%

OCIS Organizational Structure



*Director of Central Services to have direct line to the Count Executive for “Procurement” policy issues.

Table of Organization

Position Title	Pay Grade	# of Positions
Division of Information Services		
Commissioner of Central & Info Services	MJ	1
Deputy Commissioner Central & Info Systems	MH	1
Applications Manager	MG	1
Infrastructure Manager	MG	1
GIS Project Leader	MF	1
Project Leader	MF	4
Project Leader - Webmaster	MF	1
Confidential Administrative Assistant	CI	1
Senior Systems Network Administrator	20	1
Microcomputer Services Supervisor	19	1
Program & Operations Supervisor (MH)	19	1
Systems Analyst	19	7
Systems Analyst (GIS)	19	1
Systems Network Administrator	19	1
Microcomputer / Network Support Specialist	17	7
Programmer / Analyst	17	6
Programmer / Analyst (GIS)	17	1
Programmer / Analyst (MH)	17	1
Web Designer Analyst	17	1
Supervisor of Computer Operations	16	1
GIS Analyst	15	1
Users Services Administrator	14	1
Users Services Liaison	12	1
Total:		43
OCIS - CS Admin		
Director of Central Services	MG	1
Purchasing Agent	16	1
Contract Specialist	13	1
Buyer	12	1
Principal Program Assistant	12	1
Senior Program Assistant	10	2
Total for Administration		7
OCIS - Telecomm		
Telecom Systems Administrator	17	1
Telecom Systems Admin Trainee	15	1
Total for Telecomm		2

Table of Organization

Position Title	Pay Grade	# of Positions
OCIS - Stores		
Principal Program Assistant	12	1
Total for Stores		1
OCIS - Print / Mail - Printing		
Reproduction Supervisor	13	1
Offset Printer	10	3
Total for Print / Mail - Printing		4
OCIS - Print / Mail - Mail		
Senior Program Assistant	10	1
Courier	6	3
Total for Print / Mail - Mail		4
Department Total		60

County Clerk

Functions

The Office of the County Clerk is the oldest governmental office in Dutchess County, established in 1715 as Clerk of the Court and keeper of the County Records. Over time, other varied responsibilities have been assigned to the County Clerk's office. Currently the responsibilities are divided as follows: Legal Division, Department of Motor Vehicles, Records Management, and functional oversight and support for the Department of History.

Legal Division

The Legal Division is constitutionally charged to index and file the court records of the County as well as all records relating to the title of lands within the County. Originally maintained as paper records, since 1989 all land records are stored electronically. Since 2012, in partnership with the Office of Central and Information Services, the Clerk's office has made more than 1,300,000 images available to the public through the internet for viewing and purchase.

As Clerk of the Court, the office files all civil and criminal cases in the County. Beginning on February 18, 2014, we partnered with NYSCEF to accept civil filings electronically.

Additional responsibilities include:

- For Veterans- File military discharge papers, issue Veteran's Peddler's Permits, and administer the "Return the Favor" program.
- For Citizens- Act as agent for the Department of Homeland Security for passport services and administer the Oath of Admission to new citizens at bi-monthly ceremonies.
- For Businesses- As Chief Notary of the County, maintain the registry of notaries. Also issue assumed name certificates as well as corporate filings.
- For Government- Record Oaths of Offices for County and municipal office holders. Collect and distribute taxes and fees for multiple entities.

The Receiving Section of the Clerk's Office is located on the first floor of the County Office building and the Records Room is on the second floor.

Department of Motor Vehicles

Dutchess County is one of 52 counties across New York State where the Clerk's Office, acting as the agent for the Commissioner, provides the services offered by the NYS Department of Motor Vehicles. Services are provided at the County Office Building, as well as in Wappingers Falls and Beacon, on all weekdays. Service is provided in Millbrook on Monday, Wednesday and Friday and in Pawling on Tuesday and Thursday.

Records Management

Since 2012, the County Clerk has served as the Records Management Officer of Dutchess County. Long term record storage is located at 170 Washington Street where more than 47,000 boxes house document collections of every department of county government as well as historical documents. The Records Center also provides documents to departments upon request and re-files those documents upon return.

Department of History

The County Historian is appointed by the County Executive and confirmed by the Legislature. In 2012, through a joint initiative of the County Clerk and the County Executive, the Historian position was filled on a full time basis for the first time since the 1980's. The Clerk's office provides administrative support and budgetary oversight to the Office of the Historian. More information on the functions and duties of the Historian may be found in the Department of History section of this document.

County Clerk

Mission Statement

Legal Division - To accurately record and index land records, court records and other public records in accordance with the duties of the County Clerk's Office as set forth in the NYS Constitution. The County Clerk's Office delivers personal service, processes passport applications and arranges for Naturalization ceremonies for our newest citizens on behalf of the Federal Government.

Department of Motor Vehicles - To help customers successfully navigate the sometimes complex state regulations pertaining to non-driver identification cards, drivers' licenses and registrations.

Records Management Division - To accurately inventory, store and record all non-current and archival records for all County Departments and agencies.

In all divisions, the County Clerk's Office is committed to the delivery of accurate information the first time in order to facilitate successful transactions and satisfied customers.

Goal:	To continue to be the receiver and custodian of all land records, the collector of mortgage and deed transfer taxes and receiver of court documents. The Legal Division will also continue to process passport applications, assist in setting up new businesses and conduct naturalization cermonies for new American citizens.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Legal Division recordings and transactions	105,175	104,000	104,000	-	0.0%

Goal:	To deliver personal service at a reasonable cost while generating revenue for the county. In 2012, the County Clerk's Office will continue to encourage our residents to "Renew Local First" in order to keep tax dollars in the county.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
DMV Transactions	270,645	260,000	260,000	-	0.0%

Goal:	To provide a cost effective and efficient method of records retention.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Records Management :					
Requests for records	6,500	6,900	7,200	300	4.3%
Records added	2,133	2,000	500	(1,500)	-75.0%
Records destroyed	562	1,000	2,000	1,000	100.0%

KEY BUDGETARY ISSUES:

County Clerk- Legal Division

The 2015 Adopted Budget continues the re-structuring and re-alignment initiated in 2014. All Registry Clerk (Grade 8) positions on the second floor have been reclassified as Receiving Registry Clerk positions (Grade 9) to more accurately reflect the evolution of their duties and responsibilities. This change will also allow for the more efficient allocation of staff between first and second floor tasks based on changing work flow. As a result we are proposing to eliminate one registry clerk position for a net savings after reclassification.

The inception of voluntary electronic filing (e-filing) of civil court cases on February 18th, 2014 has also reduced the need for physical case files allowing us to reduce our office supply request. The conversion of e-filing from voluntary to mandatory requires NYS Legislative approval which is expected in the first half of 2015. When that occurs we will be able to further reduce office supplies.

Department of Motor Vehicles

2015 revenues for DMV will continue to be negatively affected by a 3 year "trough" in license renewals created when NYS went from a 5 year license to an 8 year license in 2004. For example in FY 2012 NYSDMV estimated Dutchess County renewals at 38,350 generating $314,000 in revenue. The projection for 2015 is 6,800 renewals generating $55,900 in revenue. Renewals begin to rebound in 2016 and return to 2012 levels in 2017. Significantly, while this is a substantial reduction in revenue, it does not correlate to a similar reduction in workload as license renewals are a very quick transaction.

2014 Accomplishments

County Clerk - Legal Division

On February 18th, 2014, Dutchess County commenced the e-filing of civil cases through the NYS Court Electronic Filing System (NYSCEF). This streamlines the court process, eliminating the need to transfer paper from the filer to the clerk to the court and back again, as well as allowing access to the courts on 24/7 basis from anywhere with an internet connection.

The Records Room physical layout has also been re-configured for the first time in decades, aligning staff, records and workflow more efficiently.

OCIS has also developed a new financial and document management system that integrates functionality and allows customers to pay with credit cards. This, along with a new electronic payments system for copies, serves to increase customer satisfaction.

Department of Motor Vehicles

Q-Matic, the queuing system that controls customer service in Poughkeepsie and Wappingers Falls, was upgraded for the first time since the original installations in 2004. This was necessary as the prior version was no longer supported by the manufacturer.

Records Management

OCIS has begun integration of the Electronic Content Management system with the records management system. This will reduce and potentially eliminate a need for future expansion of the physical storage capacity at 170 Washington St.

2015 Initiatives

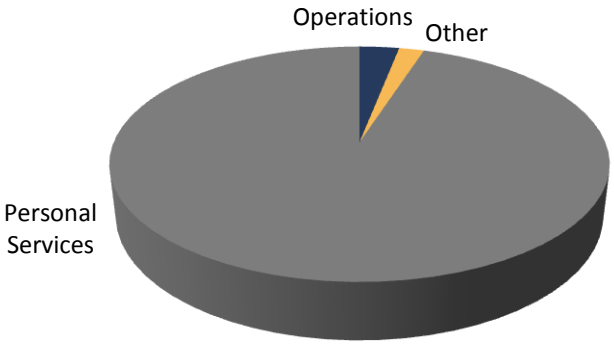
In 2015, the County Clerk expects to offer the electronic recording (E-recording) of land records to customers. This will reduce postage costs as well as processing costs. They will also continue to integrate ECM into records management as well as continue the indexing and digitization of early court records.

County Clerk Fiscal Summary

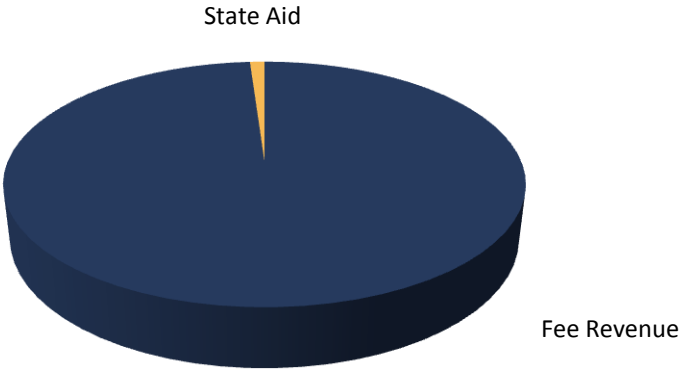
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	4,507,504	$	4,497,978	0%
Revenues	$	5,862,982	$	5,019,682	-14%
County Cost	$	(1,355,478)	$	(521,704)	-62%

2015 Adopted Appropriations



2015 Adopted Revenue



County Clerk

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	2,612,810	2,716,682	2,716,682	2,701,447	(15,235)	-0.56%
Employee Benefits	1,446,243	1,524,248	1,536,633	1,571,375	34,742	2.26%
Personal Services	4,059,053	4,240,930	4,253,315	4,272,822	19,507	0.46%
Employee Travel, Train & Educ	6,451	7,525	7,975	7,275	(700)	-8.78%
Equipment (Depreciable)	0	28,900	18,768	0	(18,768)	-100.00%
Equipment	0	28,900	18,768	0	(18,768)	-100.00%
Communication	1,808	1,980	1,980	1,980	-	0.00%
Supplies	29,930	50,540	48,040	45,290	(2,750)	-5.72%
Utilities	4,376	4,883	4,883	5,425	542	11.10%
Interdepartmental Services	(17,151)	(8,648)	(8,098)	(31,684)	(23,586)	291.26%
Interdepartmental Progr & Serv	(17,151)	(8,648)	(8,098)	(31,684)	(23,586)	291.26%
Contracted Services	7,463	4,850	40,626	58,700	18,074	44.49%
Operations	132,675	134,159	140,015	138,170	(1,845)	-1.32%
Total	4,224,605	4,465,119	4,507,504	4,497,978	(9,526)	-0.21%
OTPS	165,552	224,189	254,189	225,156	(29,033)	-11.42%
Departmental Income	5,425,277	5,829,287	5,829,287	4,961,832	(867,455)	-14.88%
Use of Money and Property	196	195	195	0	(195)	-100.00%
Sale of Prop and Comp for Loss	3,424	3,500	3,500	4,000	500	14.29%
Misc. Local Sources	39,587	0	0	0	-	
State Aid	0	0	30,000	53,850	23,850	79.50%
Total	5,468,484	5,832,982	5,862,982	5,019,682	(843,300)	-14.38%
Net County Cost	(1,243,879)	(1,367,863)	(1,355,478)	(521,704)	833,774	-61.51%

County Clerk Organizational Structure

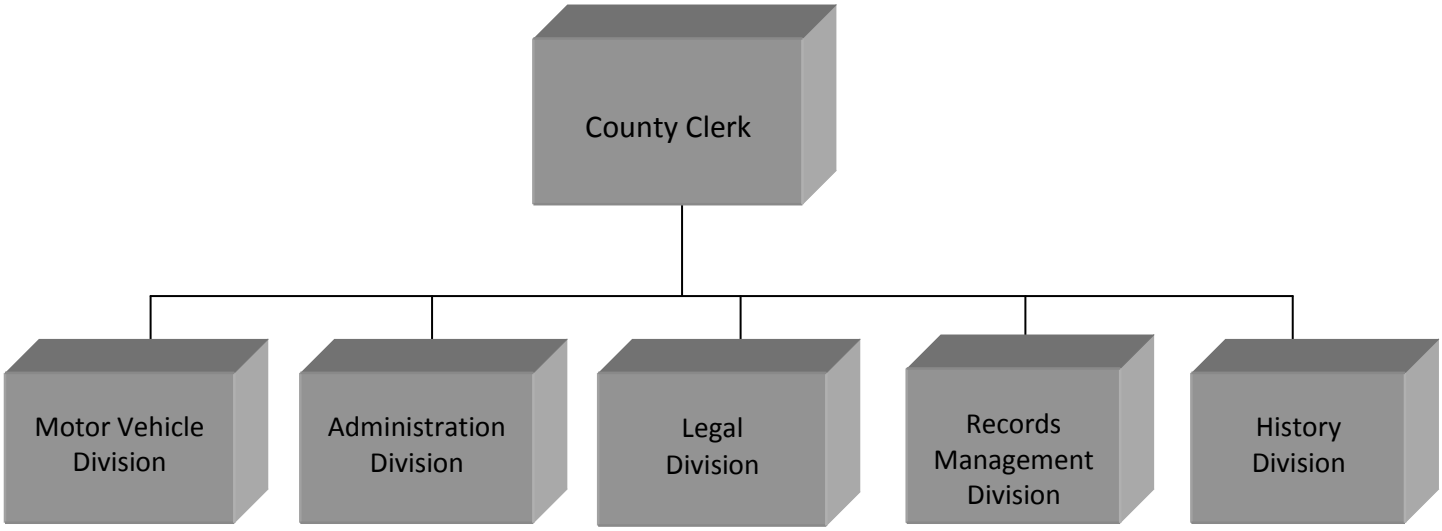


Table of Organization

Position Title	Pay Grade	# of Positions
County Clerk Administration:		
County Clerk	E	1
Deputy County Clerk	ME	2
Confidential Administrative Assistant	CI	1
Courier	6	1
Total:		5
County Clerk DMV:		
Supervising MV Clerk	13	6
Principal Motor Vehicle Clerk	11	8
Motor Vehicle Clerk	9	15
Total:		29
County Clerk Legal:		
Supervising Registry Clerk	13	2
Principal Registry Clerk	11	6
Receiving Registry Clerk	9	15
Total:		23
Records Management:		
Principal Program Assistant	12	1
Clerk (55)	4	1
Total:		2
Department Total:		59

County Executive

Functions

The County Executive is the chief executive officer of the County, serves a term of four years, and exercises all of the executive powers and duties conferred or imposed by law or Charter including the following:

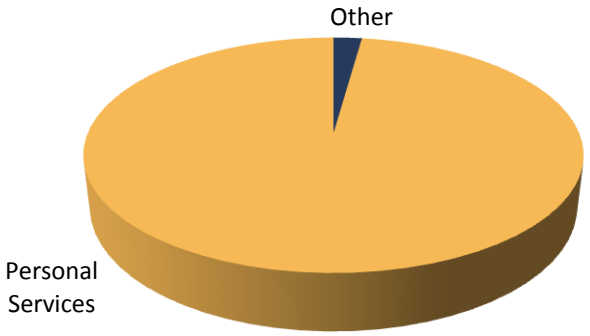
- Appoints department heads and appointive executive officers of the County Government, subject to confirmation by the County Legislature;
- Supervises, directs and controls the administration of all departments;
- Supervises and directs the internal structure and organization of every department of the executive branch of the County Government, including the appointment and dismissal of employees;
- Appoints, supervises and terminates all executive committees, commissions and boards to assist him in the exercise of his executive functions and in the planning, formulation and administration of executive policies and programs;
- Is the chief budgetary officer of the County;
- Approves or disapproves proposed local laws, ordinances, legalizing acts, or resolutions; and
- Makes, signs, and implements all contracts on behalf of the County.

County Executive & Budget Office Fiscal Summary

Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	1,238,307	$	1,230,183	-1%
Revenues	$	-	$	-	
County Cost	$	1,238,307	$	1,230,183	-1%

2015 Adopted Appropriations



County Executive & Budget Office

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	786,541	815,571	815,071	828,050	12,979	1.59%
Employee Benefits	350,481	385,020	395,993	375,214	(20,779)	-5.25%
Personal Services	1,137,022	1,200,591	1,211,064	1,203,264	(7,800)	-0.64%
Employee Travel, Train & Educ	1,120	7,375	6,080	6,790	710	11.68%
Supplies	2,987	3,300	3,700	3,700	-	0.00%
Interdepartmental Services	13,402	14,512	14,512	14,512	-	0.00%
Interdepartmental Prog & Srv	13,402	14,512	14,512	14,512	-	0.00%
Contracted Services	0	170	562	170	(392)	-69.75%
Operations	1,901	1,386	2,389	1,747	(642)	-26.87%
Total	1,156,432	1,227,334	1,238,307	1,230,183	(8,124)	-0.66%
OTPS	19,409	26,743	27,243	26,919	(324)	-1.19%
Misc. Local Sources	18,908	0	0	0	-	
Total	18,908	0	0	0	-	
Net to County Cost	1,137,524	1,227,334	1,238,307	1,230,183	(8,124)	-0.66%

County Executive Organizational Structure

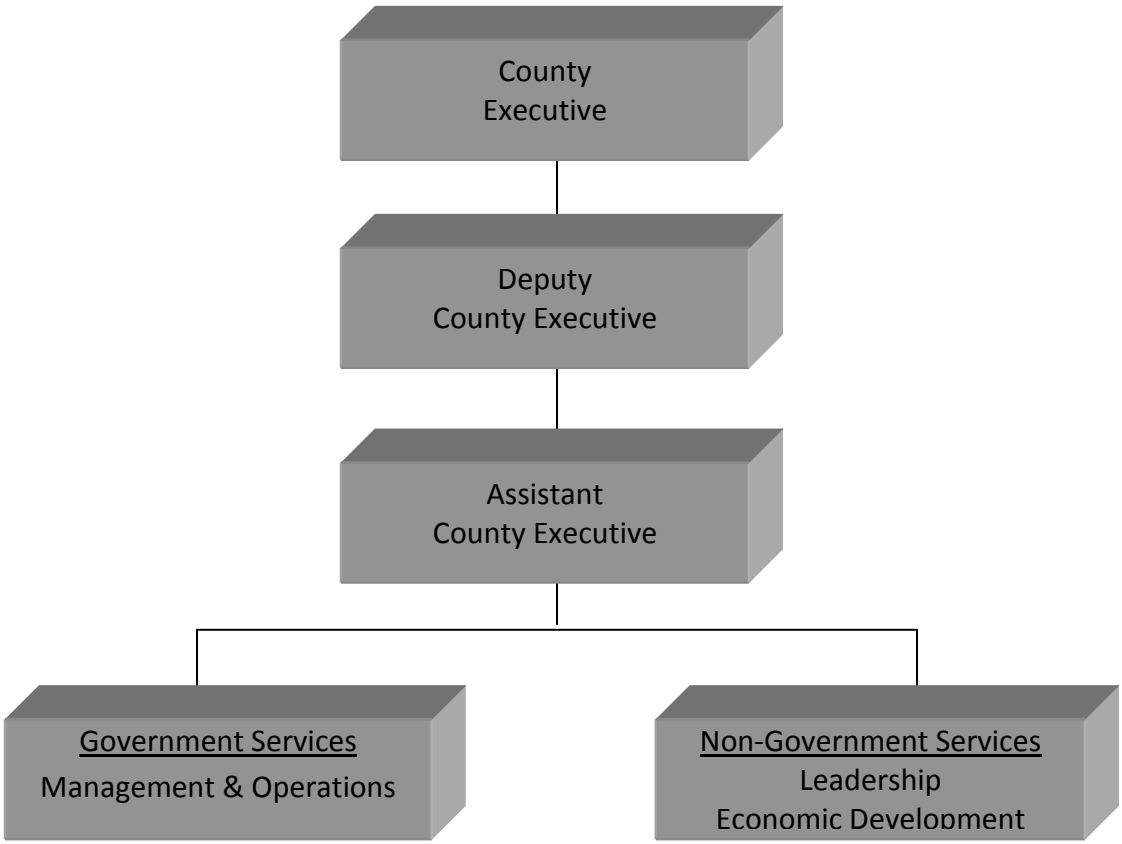


Table of Organization

Position Title	Pay Grade	# of Positions
County Executive:		
County Executive	E	1
Deputy County Executive	MJ	1
Assistant County Executive	MI	1
Communications Director	MF	1
Executive Secretary	MC	1
Total:		5

Budget Office

Functions

The Budget Office serves the County Executive and his administration on all budgetary issues and is responsible for the preparation and oversight of the annual operating budget and capital budget. The Budget Office is also responsible for monitoring expenditures and revenues throughout the year to ensure compliance with the budget, analyzing the impact of New York State and Federal legislation on the county's fiscal plan and assisting the County Executive's Office and departments with special projects.

Dutchess County is required by Administrative Code to submit the County Executive's Tentative Budget, including both the operating budget and the capital budget for the ensuing fiscal year, to the Legislature by November 1st. A final budget must be adopted by the Legislature for the next fiscal year by December 21st.

The Budget Director serves as a voting member of the New York State Association of Counties Budget & Finance Committee, is a member of the Government Finance Officers Association (GFOA) and serves as a voting member on the County's Audit Committee.

2014 Accomplishments

- Received the GFOA Distinguished Budget Award, the highest form of recognition in governmental budgeting;
- Worked with the Dutchess County Justice & Transitions Center Project (DCJTCP) steering committee to develop the bond resolution and presentation for the implementation of temporary inmate housing PODS;
- As Project leader for the DMH/DOH Merger Transition Team, worked with the Center for Governmental Research (CGR) and the two departments to facilitate the consolidation of the fiscal functions;
- Worked with the Health Insurance Advisory Team and the County's health insurance broker to facilitate services transitioned to the broker, including flexible spending claims administration, COBRA billing, retiree health insurance billing and introduction of a new Employee Assistance Program;
- Co-presented the Budget Foundations Workshop at the GFOA annual conference and served as MC at the May Downstate (North) Spring GFOA seminar;
- Continued to meet quarterly with the Fiscal Management Cabinet, including fiscal managers from all departments;
- Continued to meet as needed with the Fiscal Accountability & Strategy Team (FAST), along with team members including the Comptroller's Office, Finance, OCIS, Human Resources and Central Services;
- Provided a presentation on state mandates for the Chamber of Commerce Legislative Action Committee;

- Conducted Annual Budget Training for all departments, and assisted departments with the development of 2015 budget requests;
- Conducted a quarterly report training for departments to analyze finances quarterly;
- Worked with the Capital Improvement Plan Committee to develop and adopt a tentative 2015-2019 Capital Improvement Plan;
- Involved in RFP review teams for: the Dutchess County Justice & Transitions Center Project (DCJTCP) auditing and accounting services, DPW on-call auditing and accounting services, and Health Insurance Benefits Consulting;
- Worked with Criminal Justice Council sub-committee members to develop analysis on current Jail housing out costs as well as costing out various options;
- Participated in meetings with the Health & Human Services Cabinet and the external Health & Human Services Advisory Council;
- Worked with the County Executive's Office and OCIS, to develop the online Dutchess Dialogue to provide county residents with the opportunity to hear about issues, share their comments and ask questions;
- Budget Office staff, working with OCIS, continue to update the County Government Dashboard to provide current economic, demographic and fiscal data and information to the public;

2015 Initiatives

- Continue to serve as Project Leader for the DMH/DOH Merger Transition Team, including participation in the recruitment process for the new DMH/DOH Commissioner;
- Continue participation in the DCJTCP Steering Committee, and provide research and analysis for the project as needed;
- Continue participation on the Health Insurance Advisory Team, including working with the County's health insurance broker to evaluate cost effective health insurance options and compliance with the Federal Affordable Care Act;
- Continue Fiscal Cabinet initiative in 2015 with expanded interaction and collaboration with county department fiscal managers and meet as needed with the Fiscal Accountability & Strategy Team (FAST);
- Work with the County Executive's Office and departments to develop the government efficiency/shared services plan required for the property tax rebate to be paid in year two of the State's property tax freeze plan. The County's plan is due to the State Division of Budget by June 1, 2015;
- Work with the County Executive's Office on future restructuring and consolidation initiatives, as well as other cost reduction measures and special projects; and
- Ongoing development of the online Dutchess Dialogue and Dashboard.

Budget Office Organizational Structure

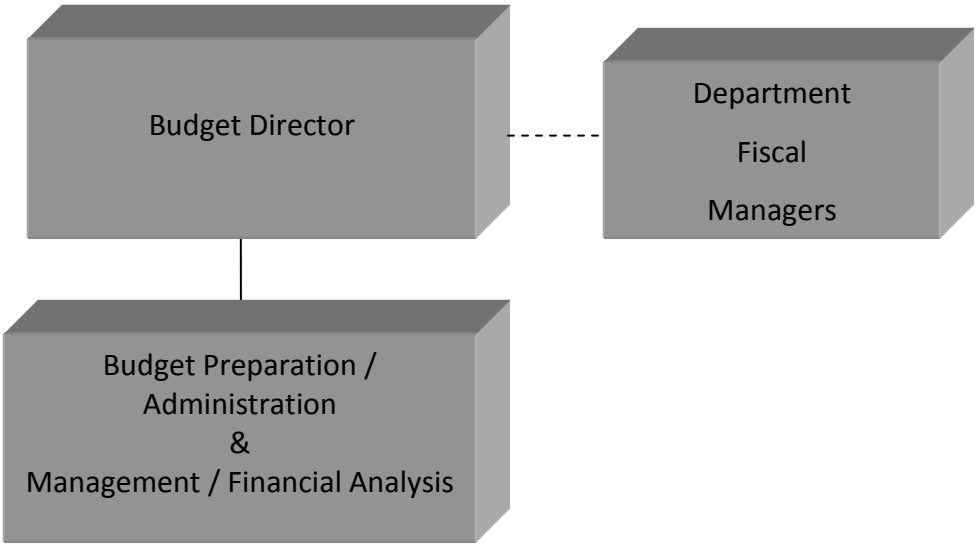


Table of Organization

Position Title	Pay Grade	# of Positions
Budget Office		
Budget Director	MI	1
Senior Research Analyst	MF	1
Research Analyst	ME	1
Budget Assistant	CH	1
Total:		4

County Legislature & Clerk

Functions

The County Legislature is the policy-making and appropriating body of County Government. It is comprised of 25 part-time Legislators elected from separate districts throughout the County. It has standing committees composed of its members, as well as advisory committees and boards with citizen participation.

In addition to the 25 Legislators, the Legislature employs:

- One full-time Clerk, Deputy Clerk and one Legislative Stenographer;
- One part-time Legislative Attorney; and
- The Chairman has a staff of one full-time Assistant.

The Clerk of the Legislature and the staff serve as the administrative arm of the County Legislature and are the official link to all other departments in the County and the constituency at large.

The Office of the Chairman includes the Assistant to the Chairman who serves at the pleasure of the Chairman and performs duties and assignments as directed.

The Legislative Attorney advises the Legislature in its deliberations, renders opinions, prepares legal acts, and attends committee meetings and legislative sessions to give legal advice to all Legislators.

County Legislature and Clerk

Mission Statement

The County Legislature is the policy-making and appropriating body of County Government. It is comprised of 25 part-time legislatures who are elected from separate districts throughout the County. It has standing committees composed of its members, as well as advisory committees and boards with citizen participation. The Clerk of the Legislature and the staff serve as the administrative arm of the County Legislature and are the official link to all other departments in the County and the constituency at large.

Goal: Represent the concerns and interests of the people of Dutchess County, and to protect the health and safety of all its constituents.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Meetings of Legislature (requiring minutes)	98	120	120	-	0.0%
Resolutions, Bonds & Local Laws Processed	394	400	400	-	0.0%
Expense Reimbursement & Vouchers Processed	138	200	200	-	0.0%
Correspondence Prepared	16,500	16,500	16,500	-	0.0%
Agendas Prepared	55	90	90	-	0.0%
Open Meetings Law - Meeting Notice	158	150	150	-	0.0%
Photocopies Prepared	222,343	250,000	250,000	-	0.0%
Rules (Prepared In-House)	50	50	50	-	0.0%
Web Pages Updated	130	130	130	-	0.0%
Index - Resolutions and Local Laws - Entries	1,970	2,100	2,100	-	0.0%

2014 Accomplishments

During 2014 the staff of the Legislature worked with OCIS and other County departments as one of the "Pilot" departments to implement OnBase, an Electronic Content Management program. This program will allow County departments, as well as the public to be able to search and retrieve county documents allowing for ever increasing transparency.

- During 2014 the staff of the Legislature worked with OCIS as a "Pilot" department to implement OnBase, an electronic content management program. This program will allow County departments, as well as the public, to be able to search and retrieve county documents allowing for ever increasing transparency.

- Held a Tick Task Force Educational Forum and heard from expert panelists.

- In advance and preparation of the 2015 County Budget, the Legislature's Budget, Finance, and Personnel Committee began evaluating county programs and service operations.

- Held a Child Exploitation Forum that covered strategies for increasing awareness and understanding among professionals and the public.

- Robert Rolison, Chairman of the Dutchess County Legislature and Chairman of the Hudson Valley Regional Council, hosted a forum to promote dialogue and cooperation among government officials and domestic violence service providers to improve the delivery of services to domestic violence victims.

2015 Initiatives

- Hosting a mock legislative session for local high school students in conjunction with the County Executive. The mock session of the Legislature will include an overview of County Government and the Rules of the Legislature before students are separated into committees to introduce, discuss, and advance legislation. After committee work concludes, the student "Legislators" will be called into session and have the opportunity to consider the legislation before them.

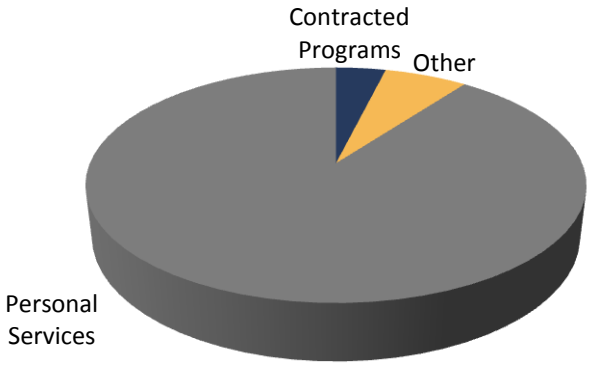
- The Dutchess County Legislature's Veteran's Affairs Committee will take oversight responsibility for the maintenance and expenditures of the Dutchess County War Memorial.

County Legislature & Clerk Fiscal Summary

Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	1,307,842	$	1,301,382	0%
Revenues	$	-	$	-	
County Cost	$	1,307,842	$	1,301,382	0%

2015 Adopted Appropriations



County Legislature & Clerk

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	753,441	745,154	745,344	746,604	1,260	0.17%
Employee Benefits	462,331	461,797	427,696	421,346	(6,350)	-1.48%
Personal Services	1,215,772	1,206,951	1,173,040	1,167,950	(5,090)	-0.43%
Employee Travel, Train & Educ	28,085	35,000	35,414	34,270	(1,144)	-3.23%
Equipment (Non-Depreciable)	0	1,500	1,500	0	(1,500)	-100.00%
Equipment	0	1,500	1,500	0	(1,500)	-100.00%
Supplies	7,421	8,100	8,100	7,200	(900)	-11.11%
Interdepartmental Services	13,666	14,892	14,892	13,862	(1,030)	-6.92%
Interdepartmental Prog & Srv	13,666	14,892	14,892	13,862	(1,030)	-6.92%
Contracted Services	22,848	50,000	49,196	50,000	804	1.63%
Operations	20,799	25,500	25,700	28,100	2,400	9.34%
Total	1,308,591	1,341,943	1,307,842	1,301,382	(6,460)	-0.49%
OTPS	92,819	134,992	134,802	133,432	(1,370)	-1.02%
Sale of Prop and Comp for Loss	1	0	0	0	-	
Misc. Local Sources	66,980	0	0	0	-	
Total	66,981	0	0	0	-	
Net to County Cost	1,241,611	1,341,943	1,307,842	1,301,382	(6,460)	-0.49%

County Legislature & Clerk

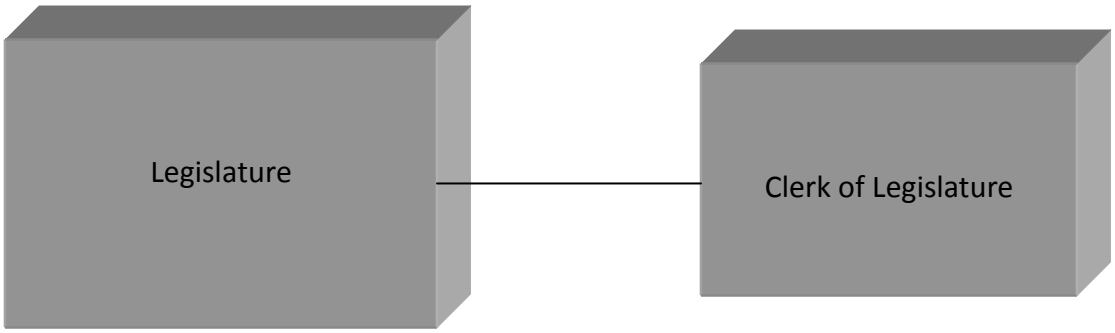


Table of Organization

Position Title	Pay Grade	# of Positions
County Legislature:		
Chair	E	1
Majority Leader	E	1
Minority Leader	E	1
Majority Whip	E	1
Minority Whip	E	1
Legislator	E	20
Legislative Attorney- PT	MH	1
Assistant to the Chairman	ME	1
Total:		27
Clerk of the Legislature:		
Clerk of Legislature	MG	1
Deputy Clerk of the Legislature	MD	1
Senior Legislative Steno	CG	1
Total:		3
Department Total:		30

Finance

Functions

The Commissioner of Finance is the Chief Fiscal Officer of the County, encompasses the role of Treasurer, and is charged with the responsibility of receipt and disbursement of County Funds. The Commissioner of Finance is also responsible for enforcement of real property taxes levied for county, town, school district and village purposes. All state and federal aid monies, fees collected by departments and other cash payments receivable by the County are deposited with the Commissioner of Finance, who, in turn, is responsible for investing funds which are not immediately needed for payment of goods and services provided to County government.

The Commissioner of Finance is responsible for obtaining borrowing on behalf of the County to finance operating and capital programs and the issuance of Official Statements as required. All financial records are maintained in accordance with the rules established by the Comptroller of the State of New York and generally accepted accounting standards as prescribed by the Governmental Accounting Standards Board. County financial records are audited by an independent accounting firm. The Commissioner of Finance issues an annual and a quarterly financial report to the County Executive and Legislature detailing the status of the County's finances.

Other duties assigned to this department include custodian of Court and Trust Funds and processing student charge backs. The Commissioner is a member of the Computer Services Advisory Committee, Lease Negotiation Team, Capital Projects Committee, and various other special projects.

As of 2011, the Real Property Tax Service Agency (RPT) is a separate division within the Department of Finance. This division is overseen by the Deputy Commissioner of Finance/Director of Real Property Tax Services.

PROGRAM/ACTIVITY/AGENCY DESCRIPTIONS

General Administration
The Commissioner of Finance and support staff administers the overall Department of Finance operations.

Accounting & Cash Management
The accounting and cash management functions include those treasury functions associated with the Chief Fiscal Officer of the County. Such responsibilities include receipt, disbursement, investment of funds, debt management, maintenance of accounting records and preparation of financial statements.

Payroll
The payroll function includes payroll preparation and disbursement for county operations, including maintenance of payroll records, reporting and remittance of related payroll taxes and deductions for various federal, state and other agencies.

Delinquent Tax Collection and Enforcement
The tax enforcement function encompasses those responsibilities set forth in Real Property Tax Law governing the collection of delinquent real property taxes. The Commissioner of Finance is charged with

the duty of enforcing collection of all delinquent county, town, school and village taxes within the county except those parcels located within the cities of Beacon and Poughkeepsie. The enforcement process includes acquisition of property through an In-Rem foreclosure action and subsequent sale at public auction. The department also is charged with collection and enforcement of Hotel taxes.

Real Property Tax Service Agency (RPT)

Functions:

The majority of the functions of the Real Property Tax Service Agency are mandated by Article 15A of the Real Property Tax Law. One of the Division's primary functions is the production and maintenance of tax maps. The maps were created to assist local assessors by identifying the size, location and configuration of parcels within their jurisdiction. Since their development in 1971, these maps have proven to be invaluable in a variety of applications and have transitioned from hand-drawn paper to digital format. These digital parcel lines and other assessment related parcel level data are essential to the basic functionality of the County's Geographic Information System (GIS). The digital parcel lines are freely available on the internet.

The agency works closely with local assessors and offers a wide variety of information and services related to assessment administration. RPT provide training programs for assessors and the local Board of Assessment Review in each municipality, assist in the preparation and distribution of assessment rolls and tax rolls, enter initial property sale information in the Real Property System, and maintain escrow account information for tax billing purposes. The Agency acts as a liaison between the state and local government on property tax administration and compliance with The State Board Rules and Real Property Tax Law.

RPT works closely with the Office of Central and Information Services in the production of assessment and tax rolls and bills, and associated documents. The agency also works with OCIS in ensuring that the County maintains compliance with all of the provisions of Article 15-C of Real Property Tax Law.

Under Article 5, Title III of Real Property Tax Law the Agency investigates and makes recommendations to school districts, cities, villages and the county legislature concerning the correction of clerical errors on tax rolls.

- Work in conjunction with the Commissioner of Finance and County Attorney in the disposition of tax delinquent property.

- Provides data and assistance to other County agencies as needed, including Budget, Planning, Health, Public Works, the Water and Wastewater Authority, and the Farmland Protection Board, and to the 15 school districts in the County.

- The Dutchess County charter directs the Agency to apportion the county tax levy and prepare tax rates for the County, towns, and special districts.

- Provides the adjusted Town to Village ratios of County Taxable Assessed Value for use in the sales tax distribution.

- RPT provides fee services for full copies of tax maps, tax map extracts, IMAGIS prints, aerial photography products, standard or custom GIS layer maps, and property sales and assessment data reports.

- RPT maintains addressing for Emergency Response functions.

Objectives:

Using GIS technology, provide mapping services and integrated local assessment information to local government, to the County and to the general public.

Advise, counsel, and promote technological or legislative changes that will result in improved real property tax administration, and will promote local and county-wide assessment equity.

Assist local government, assessors, and the County in finding solutions to legal and administrative problems within the scope of laws related to real property assessment and taxation.

Provide property owners, municipalities, contract agencies and the County with available information on assessment and property tax issues through meetings, educational seminars and the County website.

Actively participate in statewide initiatives to improve real property tax administration through the State Office of Real Property Tax Services, County Director's Association, NYS Assessor's Association, and the Real Property Tax Administration Committee (RPTAC).

Finance

Mission Statement

Finance is responsible for the administration of all financial affairs of the County. All financial records are maintained in accordance with rules of the State Comptroller's Office and generally accepted accounting standards with detailed annual and quarterly financial reports issued to County Executive and Legislature. Finance is responsible for enforcement of real property tax levies by the County, municipalities, school districts and special districts. The mission of Finance is to successfully meet all mandates and county charter directives relative to our role in Real Property Tax Administration to provide local assessors with resources needed to carry out the assessment function and to allow the public access to information that may help them to understand the system of property tax and assessment.

Finance

Goal: The timely and efficient administration of court and trust funds, student charge backs, mortgage tax distribution and union contracts.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Court & Trust Funds ($M)	$0.3	$0.5	$0.4	-$0.1	-20.0%
Student Charge Backs ($M)	$2.6	$2.6	$2.7	$0.1	3.8%
Mortgage Tax ($M)	$6.1	$6.0	$6.0	$0.0	0.0%
Union Contracts	3	3	3	-	0.0%

Goal: Responsibilities include receipt, disbursement, and investment of all state and federal aid, and other cash payments; debt management, maintenance preparation of accounting /financial statements; and timely payroll preparation.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Funds ($M)	$640.8	$643.5	$657.2	$13.7	2.1%
# of Funds	12	12	12	-	0.0%
# of Financial Transactions	101,399	107,000	109,000	2,000	1.9%
# of Bank Accounts	100	100	100	-	0.0%
# of Checks Issued Manually	15	15	42	27	180.0%
# of other Checks Issued	52,000	50,000	50,000	-	0.0%
# of Payroll Checks	51,508	50,000	50,000	-	0.0%
Payroll Checks ($M)	$135.0	$135.0	$135.0	$0.0	0.0%
# of Third Party Checks	3,135	2,578	2,578	-	0.0%

Goal: Collection of delinquent real property taxes and enforcement of County, town, school and village taxes with the exception of the cities of Beacon and Poughkeepsie, which could result in sale at public auction. We are also charged with collection and enforcement of Hotel Occupancy Tax.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Delinquent Accounts	12,808	13,000	13,000	-	0.0%
Delinquent Lists of Accts (Nov 1)	2,476	2,450	2,450	-	0.0%
Mailings	20,173	22,000	22,000	-	0.0%
Legal Ads Prior to Filing Delinquent List	2,610	2,500	2,500	-	0.0%
# Hotels / Motels	105	96	98	2	2.1%
Bed Tax Collected ($M)	$1.9	$1.9	$1.9	$0.0	0.0%
# of Requisitions Processed	2,001	2,025	2,025	-	0.0%

Finance

Real Property Tax

Mission Statement

RPT's mission is to successfully meet all mandates and county charter directives relative to our role in Real Property Tax Administration, to provide local assessors with resources needed to carry out the assessment function, and to allow the public access to information that will help them to better understand the system of property assessment and taxation.

Goal: Provide newly appointed or elected assessors with an overview of the job responsibilties and information relating to tools and resourses available for successful assessment administration; Boards of Assessment Review with an overview of their mission and with resources to make informed decisions regarding assessment challenges; assessors and staff with ongoing education and daily guidance regarding the correct and most productive use of RPS; support for local efforts relative to reassessment activity and our role in maintaining file integrity during the process; General assistance regarding RPTL and assessment related issues to both the assessment community and the public.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
New Assessor Orientation	2	1	2	1	100.0%
Board of Assessment Review Training	25	25	25	-	0.0%
RPIS Training	22	22	22	-	0.0%
Revaluation Program - Training/ Support to Towns:					
New	-	1	-	(1)	100.0%
Sustaining	14	14	14	-	0.0%
Research & Assistance - Assessors	1,157	1,200	1,200	-	0.0%
Research & Assistance - Public	389	375	350	(25)	-6.7%

Goal: Investigate facts relative to applications for corrections of errors to the tax roll and provide recommendations to the taxing jurisdictions. As per DC Charter, accurately compute all county, town and special district tax rates. Post omitted taxes, ag payments and water and sewer relevies to the tax rolls.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Tax Rate Computations	382	375	380	5	1.3%
Correction of Errors/ Refunds	98	100	125	25	25.0%
Omitted Taxes/ AG Payments	213	200	200	-	0.0%
Water Sewer Re-Levies	7,851	7,500	7,500	-	0.0%

Goal: Fulfill requests for complete or partial download of assessment roll database or specific field extraction; and the maintenance of bank codes.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
RPIS Data Reports					
Sales - Paper	118	30	85	55	183.3%
- Digital	59	10	60	50	500.0%
Non-Sales	91	15	87	72	480.0%
Information and Assistance Requests - Public	6,159	5,000	6,000	1,000	20.0%
Mortgage Invest Institution	38,031	36,000	38,000	2,000	5.6%

Finance

Real Property Tax (continued)

Goal:	Examine deeds, maps and transfer reports as provided by the County Clerk;maintain tax maps and ownership records according to information contained in those records and supply to local assessors. Maintain digital tax maps and addresses for County E911 and GIS inclusion.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Deeds Received	5,914	5,500	6,000	500	9.1%
Property Transfers	6,440	6,000	6,500	500	8.3%
Parcel Splits and Merges	158	175	175	-	0.0%
Tax Map Line Corrections	80	130	125	(5)	-3.8%
Filed Maps Received	103	110	100	(10)	-9.1%
Map Certifications	82	70	80	10	14.3%
Extract Maps	19	25	15	(10)	-40.0%
GIS Map Edits	178	200	225	25	12.5%
MSAG Edits	34	25	25	-	0.0%
Addressing Edits	1,743	300	400	100	33.3%
Non-Addressing Edits	2,290	4,500	3,000	(1,500)	-33.3%

Goal:	Execute in-house searches, in preparation for the sale of delinquent tax properties.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Title Searches	1,229	1,500	1,500	-	0.0%

Goal:	Fulfill requests for complete or partial download of GIS parcel level data, specialty maps, tax map extracts, current aerial photos for government agencies, special districts and general public.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
GIS Data					
Sales	18	20	20	-	0.0%
Non-Sales	12	10	10	-	0.0%
Screen Prints from Imagis	55	50	50	-	0.0%
GIS Maps					
Sales - Paper	51	60	50	(10)	-16.7%
- Digital	-	1	15	14	1400.0%
Non-Sales - Paper	231	270	250	(20)	-7.4%
- Digital	50	20	50	30	150.0%
GIS Aerial Maps					
Sales - Paper	62	85	80	(5)	-5.9%
- Digital	10	10	10	-	0.0%
Non-Sales - Paper	2	5	5	-	0.0%
- Digital	-	1	-	(1)	-100.0%

KEY BUDGETARY ISSUES:

2014:

- Hotel and Occupancy Tax second quarter year to date results project the budgeted amounts for 2014 will be reached. The revenue for the first two quarters of 2014 are running about the same as the 1st two quarters of 2013.

- **Off Track Betting** has advised us to budget little if any revenues in the future unless there is legislation passed by NYS to exempt OTB revenues from NYS mandates. We have used a very conservative figure based on 2014 actual revenues collected.

- The community college chargeback appropriations for the first two quarters of 2014 are trending slightly lower than budgeted. If this trend continues the total appropriations for 2014 may come in less than budget.

2015:

- The estimates for the 2014 NYS Retirement payment is calculated from the formula and information provided to the County by the New York State Retirement System. The amount projected for 2015 is slightly lower than 2014 budget.

- Finance continually works with our banks and their representatives to pursue services which reduce the risk of check fraud as well as all banking safeguards regarding Cyber attacks to online banking. Interest received on the deposits is very low for 2014, with no sign of significant change in 2015.

- **Sales Tax** receipts for 2014 are up for the first two quarters of the year compared to the first two quarters of 2013. This does not include the additional $2.33M generated from the residential energy tax. Sales tax economic growth is projected to increase in 2014 and the 2015 budgeted figure includes a modest economic growth estimate of 1.5% compared to the 2014 year end projection.

2014 Accomplishments

The Annual Update Documents (AUD) was submitted to the Office of the State Comptroller May 1, 2014. The audited financials were completed by the September 30, 2014 due date. The Financial Statements reflect all GASB Pronouncements and Standards applicable to 2014.

Finance attends conferences and meetings sponsored by NYS County Treasurer and Finance Officers Association (NYSAC and GFOA) to receive updated information on the items effecting County finances. Finance also works directly with Federal, State and local authorities.

The County is now offering taxpayers the ability to pay their delinquent property taxes with credit card payments in person in the Finance office. This alternative payment method has been offered to assist those having difficulty paying their taxes.

Finance has been working closely with several departments to improve workflow and reporting procedures. We have been working with the Risk Management department to provide accounting guidance regarding the new workers compensation third party administrator payments and refunds, as well as newly implemented changes in the administration of the Flexible Spending accounts. This past year Finance worked with Department of Community and Family Services to implement a new method of

tracking their claims and cash receipt information and will continue these efforts throughout 2015. Finance assisted DPW as they expanded the Kronos Payroll system throughout the entire Department of Public Works.

Finance continues to work with the DC Comptroller's office to implement ACH payments to County vendors. This is the desired method of payment as it saves time and money and expedites payments to vendors.

2015 Initiatives

Finance will realign two Title Searchers who currently report to the Real Property Tax Division to report to the Tax Collection Supervisor in the Finance Department. The Title Searchers primary duties involve title searches for properties that the Delinquent Tax Division of the Finance Department is in the process of taking title to through the In-Rem process. This is a more appropriate alignment of duties because the Delinquent Tax Division uses and relies on the information provided by the Title Searchers. This will also improve the flow of information and help to resolve issues in a more timely manner.

Finance will continue to implement new GASB pronouncements as they are required. They will continue working with our outside auditors to improve accounting practices and implement recommended and required changes to our financial reports.

Finance will continue working closely with all departments to improve workflow and reporting procedures as needed and/or requested. Efforts will be placed on automating more of the banking procedures and reviewing the internal processes in each division of Finance. Procedures are being reviewed and written as they come across each item throughout the year. Cross training and communication will also be a priority throughout the upcoming year.

Real Property Tax Service Agency

KEY BUDGETARY ISSUES

The Real Property Information System Trainee will have completed her 2-year traineeship at the end of the year, and will be upgraded from a Grade 12 to a Grade 14.

Only a modest revenue decline is anticipated, in contrast to the sharp declines the agency had experienced in recent years. Revenues are a very small part of the budget, and will not increase unless the real estate market rebounds.

2014 Accomplishments

Negotiated with assessors to reduce assessments on some parcels for which the County pays taxes.

Assessment and tax rolls have been published on the internet for over four years. Real Property Tax has continued their program of providing tax and assessment rolls on-line. They discontinued the printing of tax and assessment rolls for in-office use in the middle of 2013. This is the first year where they will have printed no rolls for in-office use.

They assisted the Town of Pine Plains' implementation of their first reassessment in 30 years.

The Agency has completed all mandated programs as described in Article 5, Title 3, Article 15-A, Title 1, Article 15-C, and sections 316, 503, and 953 of the Real Property Tax Law, and completed all local programs and duties assigned by the county charter. This includes orientations for three new assessors, and Board of Assessment Review training for 25 BOAR members.

Working with OCIS, Real Property Tax has implemented several software updates revolving around the State's changes in the STAR exemption, and have continued to assist the assessors in understanding and implementing those changes.

In addition to implementing the new Alternative Veterans' Exemption for six school districts, they provided estimates for the potential impact of this exemption for five additional school districts.

Where Real Property Tax once had six program assistants, they continue to maintain their programs with only four. They provide telephone and front counter support for customers, as well as perform tasks in furtherance of tax enforcement functions, in addition to 911 addressing tasks.

The division maintains three databases in addition to the GIS layers: The Real Property System, E-Card, and the 911 address database. Since each of these databases is dependent on changes in property ownership, keeping them synchronized is an ongoing process.

In 2014 they began to provide the adjusted Town to Village ratios of County Taxable Assessed Value for use in the sales tax distribution.

2015 Initiatives

Real Property Tax anticipates implementing the provisions of RPTL Article 4, Title 5, "Assessment Ceilings for Local Public Utility Mass Real Property," which will take effect for assessment and tax rolls in 2015, which was passed by the State Legislature in 2014.

The Department plans to maintain the satisfactory completion of all mandated duties, local programs and duties assigned by the County charter, and continue to seek, develop and implement more efficient ways to do so. The Department will continue to offer educational opportunities for local assessors and encourage the adoption and implementation of assessment standards as approved by the State Board of Real Property Tax Services.

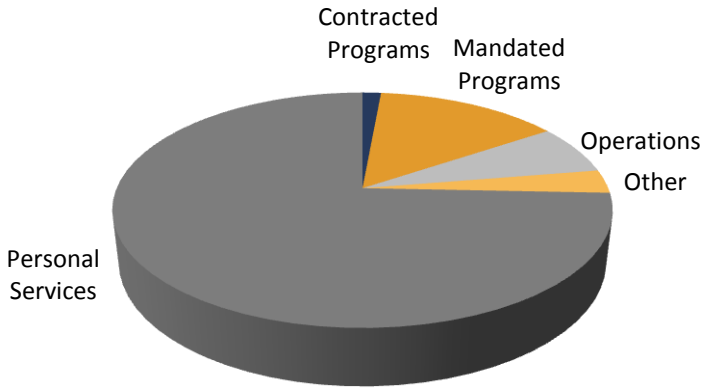
Finance will realign two Title Searchers who currently report to the Real Property Tax Division to report to the Tax Collection Supervisor in the Finance Department. The Title Searchers primary duties involve title searches for properties that the Delinquent Tax Division of the Finance Department is in the process of taking title to through the In-Rem process. This is a more appropriate alignment of duties because the Delinquent Tax Division uses and relies on the information provided by the Title Searchers. This will also improve the flow of information and help to resolve issues in a more timely manner.

Finance Fiscal Summary

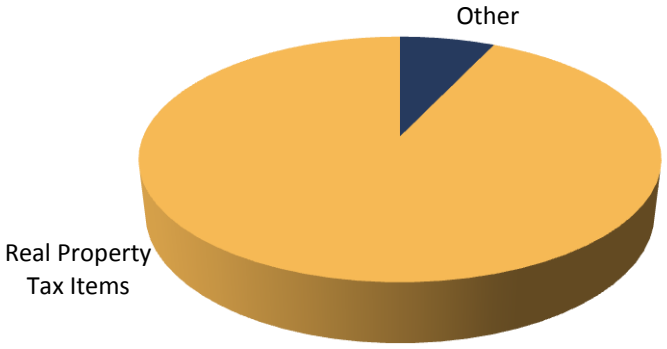
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	4,185,542	$	4,157,687	-1%
Revenues	$	7,994,450	$	7,384,250	-8%
County Cost	$	(3,808,908)	$	(3,226,563)	-15%

2015 Adopted Appropriations



2015 Adopted Revenue



Finance

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	2,038,408	2,060,463	2,060,463	2,077,334	16,871	0.82%
Employee Benefits	999,512	1,015,079	1,021,126	1,014,236	(6,890)	-0.67%
Personal Services	3,037,920	3,075,542	3,081,589	3,091,570	9,981	0.32%
Employee Travel, Train & Educ	63,408	98,950	99,510	99,540	30	0.03%
Supplies	11,376	13,500	15,800	13,500	(2,300)	-14.56%
Interdepartmental Services	21,427	22,450	21,940	20,711	(1,229)	-5.60%
Interdepartmental Prog & Srv	21,427	22,450	21,940	20,711	(1,229)	-5.60%
Contracted Services	25,444	69,000	104,500	59,500	(45,000)	-43.06%
Mandated Programs	541,428	584,563	584,563	590,166	5,603	0.96%
Operations	141,980	257,490	277,640	282,700	5,060	1.82%
Total	3,842,984	4,121,495	4,185,542	4,157,687	(27,855)	-0.67%
OTPS	805,064	1,045,953	1,103,953	1,066,117	(37,836)	-3.43%
Real Property Tax Items	6,974,384	6,526,000	6,526,000	6,865,000	339,000	5.19%
Departmental Income	315,828	317,500	317,500	341,000	23,500	7.40%
Intergovernmental Charges	29,254	29,000	29,000	30,000	1,000	3.45%
Use of Money and Property	112,900	71,950	71,950	110,250	38,300	53.23%
Fines and Forfeitures	17,036	16,000	16,000	16,000	-	0.00%
Sale of Prop and Comp for Loss	1,025,482	0	0	0	-	
Misc. Local Sources	689,958	34,000	34,000	22,000	(12,000)	-35.29%
State Aid	48,141	0	0	0	-	
Interfund Transfers	1,000,000	1,000,000	1,000,000	0	(1,000,000)	-100.00%
Total	10,212,983	7,994,450	7,994,450	7,384,250	(610,200)	-7.63%
Net County Cost	(6,369,999)	(3,872,955)	(3,808,908)	(3,226,563)	582,345	-15.29%

Finance Organizational Structure

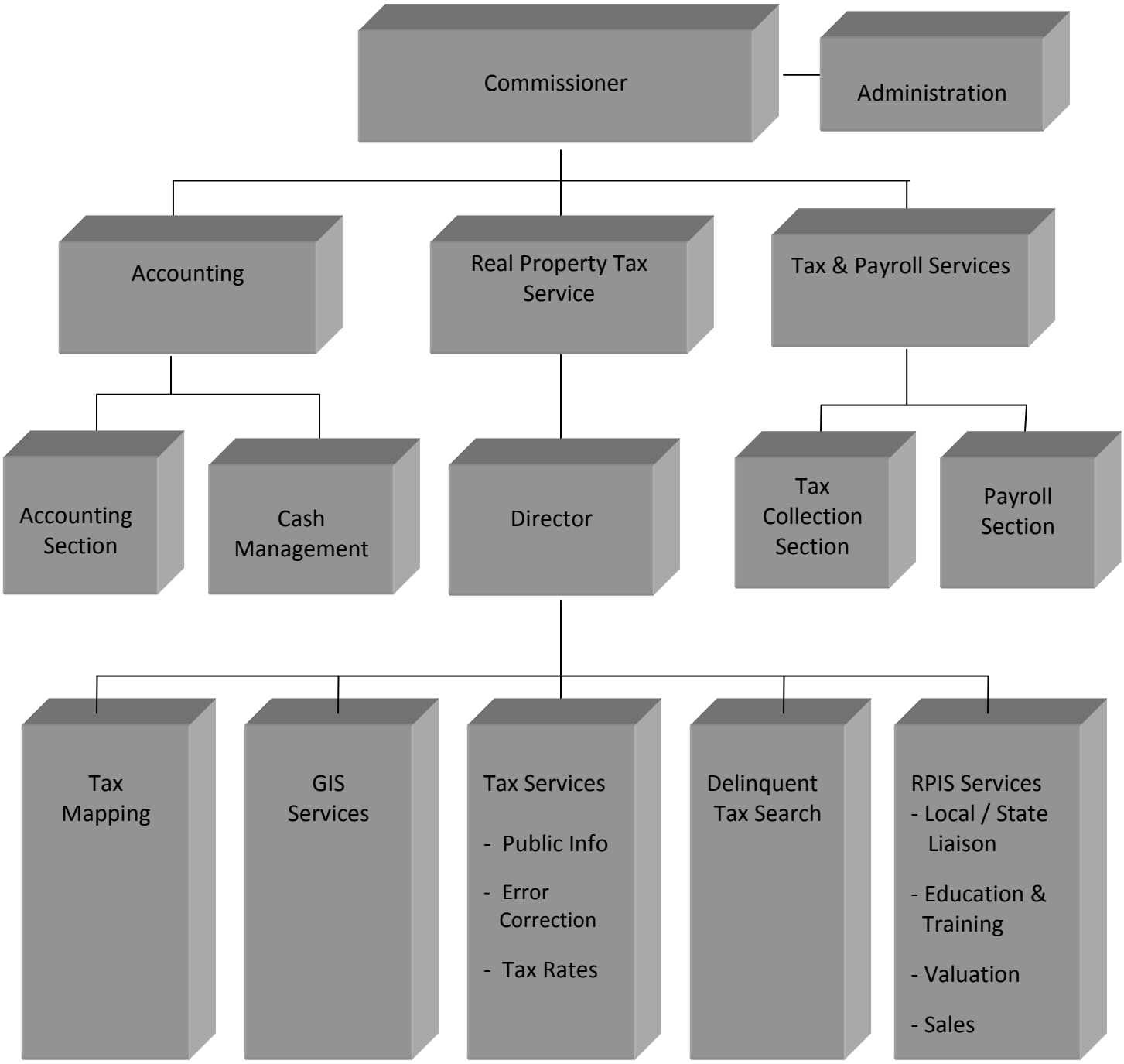


Table of Organization

Position Title	Pay Grade	# of Positions
Finance:		
Commissioner of Finance	MI	1
1st Deputy Commissioner of Finance	MG	1
2nd Deputy Commissioner of Finance	MG	1
Confidential Administrative Assistant	CI	1
Payroll Supervisor	CI	1
Senior Accountant	17	2
Accountant	16	5
Tax Collection Supervisor	14	1
Principal Accounting Clerk	12	2
Payroll Clerk	11	4
Program Assistant	8	2
Total:		21
Real Property Tax Division:		
Deputy Commissioner of Finance / Director of Real Property Tax Services	MG	1
Supervisor of Tax Services	MC	1
GIS Project Coordinator	16	1
RPIS Specialist	16	1
Senior Tax Map Technician	13	1
Principal Program Assistant	12	1
Tax Map Technician	12	2
Title Searcher	12	2
Program Assistant	8	4
Total		14
Department Total:		35

Department of Law

Functions

The County Attorney is the sole legal advisor for the Executive Branch of County Government.
The Department of Law either directs or actively participates in the following matters:

Family Court Petitions, Motions and Hearings:
Adult Protection
Child Abuse/Neglect
Foster Care
Severance of Parental Rights
Prosecution of Support Collection Cases
Persons In Need of Supervision (PINS)
Juvenile Delinquency (JD)
Extensions of Placement
Drug Court
Probation Violations

Supreme Court:
Article 78 (Review of Administrative Decisions)
and Declaratory Judgment Actions
Election Law
Guardianship
Enforcement of administrative determinations
Assisted Outpatient Treatment (AOT)
Supervise civil lawsuits against County
Appeals

Freedom of Information Law (FOIL)
Counsel & Appeals

Legal research and opinions

Contracts, agreements, leases:
Review of scope of Services
Preparation of Contract
Negotiation
Review of Insurance
Amendments and Extensions
Obtaining Approvals

Claims/litigation

Resolutions/local laws

Public hearings on behalf of Co. Executive

Federal/state grants review

Personnel/employee relations

Disciplinary actions

Labor contract negotiations

In addition to being the sole legal advisor for the Executive Branch of County Government, the Department of Law provides assistance to Dutchess Community College with regard to personnel issues and joint projects with County government; the Dutchess County Resource Recovery Agency with regard to licensing applications and operational efficiencies; the Dutchess County Water and Wastewater Authority with regard to its zones of assessment; and to various not for profit agencies which conduct business with the County of Dutchess.

Other activities conducted by the Department of Law: eminent domain proceedings, highway/right-of-way takings, tax refunds, Health Department legal proceedings, and the Federal Urban County Program, as well as civil litigation in actions against the County challenging bid awards on county projects, In Rem tax

enforcement proceedings, Medicaid fair hearings and pursuit of tax claims in Bankruptcy Court, ongoing activity in the acquisition of open space and trail rights throughout the county.

A Legal Unit comprised of a Bureau Chief and five Senior Assistant County Attorneys is assigned by the County Attorney to the Department of Community and Family Services (DCFS). This unit provides legal advice to the various social service divisions and represents the Department of Community and Family Services in Family Court cases and in related matters in other court and legal forums; handles cases involving adult protection, child abuse and/or neglect, foster care and severance of parental rights; and prosecutes support collection cases.

Department of Law

Mission Statement

County Attorney is the sole legal advisor for the County and its units (except for the Legislature).

Goal: County Attorney, Department of Community and Family Services Legal Unit, provides legal advice to the various divisions and represents Social Services in Family Court cases and in related matters in other courts and legal forums; handles cases involving adult protection, child abuse and/or neglect, foster care and severance of parental rights and prosecutes support collection cases.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Child Support & Paternity (IV D)	4,464	4,700	5,000	300	6.4%
Total Child Support Collections Cases	11,373	12,000	12,050	50	0.4%
Assigned Counsel Cases (111G)	163	144	160	16	11.1%
Adult Protective Service Cases	22	15	20	5	33.3%
Special Investigation Unit Cases - County Resource Recovery	68	70	72	5	7.1%
Abuse, Neglect, Terminations - Child Welfare	646	730	750	20	2.7%
Permanency Hearings/ Child Welfare	282	500	525	25	5.0%
Interstate Child Support Cases (UIFSA)	133	135	140	5	3.7%
Child Protective Services Reports / Fair Hearings	68	76	80	4	5.3%

Goal: County Attorney prosecutes Juvenile Delinquent and Persons In Need of Supervision cases in Family Court; appears for extensions and violations and handles referred drug court cases.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Juvenile Delinquent (JD) Files Opened	71	75	75	-	0.0%
JD Active Files	209	220	220	-	0.0%
JD Petitions Filed	64	75	75	-	0.0%
Person In Need of Supervision (PINS) Files Opened	40	65	65	-	0.0%
PINS Active Files	98	110	110	-	0.0%
PINS Petitions Filed	48	65	65	-	0.0%
Extension/ Violations Filed	90	90	90	-	0.0%

Department of Law

Goal:	County Attorney processes all county contracts, amendments and extensions; reviews related scopes of service and insurance; handles leases; claims and litigation for and against County; prepares local laws and resolutions for submission to County Legislature; provides legal support to all county departments.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
New Contract Files Opened	339	800	800	-	0.0%
New Contracts Processed	650	550	550	-	0.0%
Total Contracts with Extensions/ Amendments & Leases Processed	600	600	600	-	0.0%
Resolutions Processed	268	230	230	-	0.0%
Litigation - Torts	100	100	100	-	0.0%
Other Litigation	290	290	290	-	0.0%
Administrative Hearings	45	45	45	-	0.0%
Enforcement Proceedings of Agency Determinations	40	40	40	-	0.0%
Real Property Matters	300	300	300	-	0.0%

2014 Accomplishments

The County Attorney's Office has:

- Completed the transformation of contract files from traditional paper files to paperless files as part of the Electronic Content Management Program (ECM). This accomplishment has provided for greater efficiency in the drafting and renewal of redundant contracts, a reduction in the consumption of paper, and, from a practical standpoint, a better utilization of storage space.

- Accomplished the first phase of the utilization of a master contract for the consolidation of redundant contracts by placing all of our rental agreements with NYCOMCO under a single contract.

- Implemented efficiency in the prosecution of juvenile delinquency and persons in need of supervision matters in Family Court through the consolidation of the Assistant County Attorneys assigned to these matters so as to create a working team approach.

- Strengthened the language of our vendor contracts to provide for tighter audit procedures, prohibitions of the use of county moneys unless specifically identified in the scope of services of the contract, the retention of contract support documents and the maximum indemnification of the County in those agreements where the County is a funding source, only, and not a service provider.

- Assisted the Department of Public Works regarding the acquisition of over 100 real property easements for the Noxon Road Rehabilitation Project.

- Assisted the Deputy Commissioner of Solid Waste Management in the drafting of the Solid Waste Materials Management Plan and Licensing Rules and Regulations concerning the management of solid waste in Dutchess County.

- Negotiated the successful acquisition of the Taylor Manufacturing property adjacent to the Dutchess County Jail in order to provide for additional space needed for any anticipated expansion/reconstruction of the Dutchess County Jail.

- Drafted and filed an Amicus Curiae Brief in support of Central Hudson Gas and Electric and the New York Public Service Authority with regard to the amended rules and regulations concerning energy costs in the Hudson Valley as adopted by the Federal Energy Regulatory Commission.

- Drafted and submitted Local Laws and Resolutions for legislative consideration as requested and approved by the County Executive;

- Represented the County and its units in administrative hearings, enforcement proceedings and litigation both for and against the County;

- Participated in Medicaid Fair Hearings;

- Presented community informative presentations; and

- Provided legal services to all County units in matters of counsel and litigation

Department of Community & Family Services (DCFS) Legal Unit:

Dutchess County Family Court has been a pioneer in many innovative court programs. The Department of Law already has the following visionary programs involving the Legal Unit of DCFS:

1. Intensive Review Court for Substance Abusers
2. Permanency Hearing Part with Court Attorney Referee
3. Domestic Violence Part for Art. 10 Abuse and Neglect cases
4. Regularly scheduled pre-trial conferences and discovery

As part of our County involvement as a model court , DCFS Legal is active in the Dutchess County Court Improvement Project for Abused and Neglected Children. We are members of the Stakeholder group and have served on the subcommittee for Systemic Issues.

DCFS with the Legal unit continues to participate in collaborative systems.

- Thursday morning CPS review of cases with Attorney
- Friday morning court case conferences with Attorney/s
- Biweekly foster care case review with foster care unit and legal unit
- Biweekly Child Advocacy Center meetings
- Child Advocacy Center with concomitant interaction amongst the DA Office, Police, CPS, County Attorney Office, Mental Health, Probation, Victim Services and Medical Services
- In house training

The division also participates in collecting donations to DCFS food pantry and donation collection for Heifer Project.

2015 Initiatives

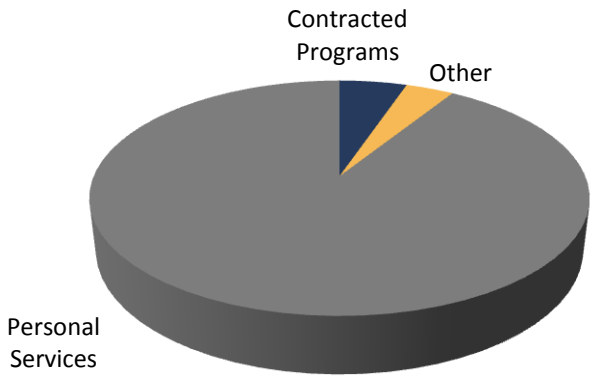
Continue to provide legal services to the Executive Branch of County Government in an efficient and effective manner.

Department of Law Fiscal Summary

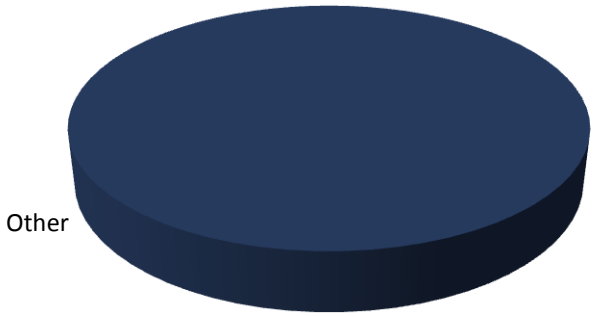
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	1,443,562	$	1,466,803	2%
Revenues	$	5,000	$	4,000	-20%
County Cost	$	1,438,562	$	1,462,803	2%

2015 Adopted Appropriations



2015 Adopted Revenue



Department of Law

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	1,489,412	1,515,509	1,515,509	1,527,743	12,234	0.81%
Employee Benefits	720,801	731,821	749,268	755,575	6,307	0.84%
Personal Services	2,210,213	2,247,330	2,264,777	2,283,318	18,541	0.82%
Employee Travel, Train & Educ	21,595	19,553	23,653	21,553	(2,100)	-8.88%
Supplies	2,532	3,000	3,000	3,000	-	0.00%
Interdepartmental Services	(901,883)	(949,793)	(949,793)	(947,723)	2,070	-0.22%
Interdepartmental Prog & Srv	(901,883)	(949,793)	(949,793)	(947,723)	2,070	-0.22%
Contracted Services	55,293	85,600	77,660	76,600	(1,060)	-1.36%
Mandated Programs	5,000	5,315	13,215	15,315	2,100	15.89%
Operations	4,353	15,110	11,050	14,740	3,690	33.39%
Total	1,397,104	1,426,115	1,443,562	1,466,803	23,241	1.61%
OTPS	(813,109)	(821,215)	(821,215)	(816,515)	4,700	-0.57%
Departmental Income	916	0	0	0		
Intergovernmental Charges	1,329	2,500	2,500	2,000	(500)	-20.00%
Misc. Local Sources	41,664	2,500	2,500	2,000	(500)	-20.00%
Total	43,910	5,000	5,000	4,000	(1,000)	-20.00%
Net to County Cost	1,353,194	1,421,115	1,438,562	1,462,803	24,241	0

Department of Law Organizational Structure

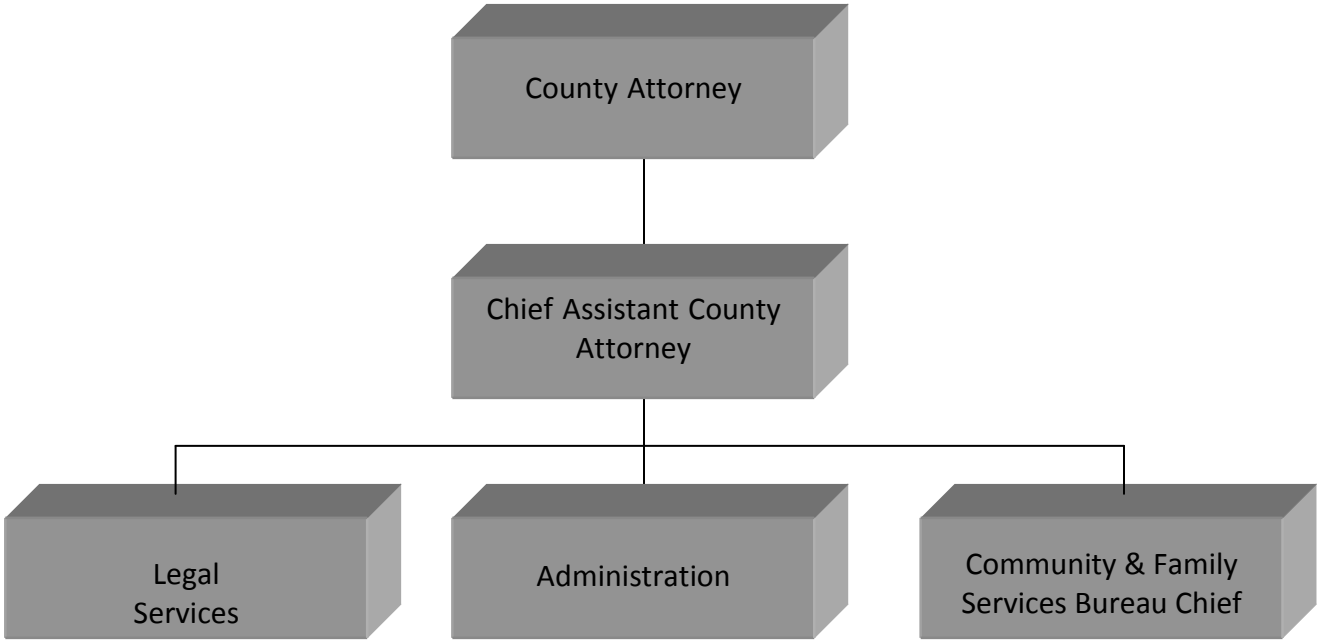


Table of Organization

Position Title	Pay Grade	# of Positions
Law:		
County Attorney	MJ	1
Chief Assistant County Attorney	MH	1
Bureau Chief (DCFS)	MH	1
Senior Assistant County Attorney (DCFS)	MG	5
Senior Assistant County Attorney	MG	5
Confidential Secretary- County Attorney	MC	1
Legal Secretary- EA	CH	1
Legal Secretary	CE	3
Total:		18

Department of Human Resources

Functions

The Commissioner of Human Resources acts as the Civil Service Officer (local civil service commission) for the County of Dutchess as defined by Section 15 of Civil Service Law. This includes the responsibility for administering Civil Service Law for the County, and all of the towns, villages, cities, school districts and special districts located within the geographic boundaries of Dutchess County. The Department is responsible for prescribing, amending and enforcing rules for the classified civil service. Human Resources maintains an official roster record for each classified civil service employee in the County (over 9,000 employees), which contains a detailed employment history from appointment until separation from service. In addition, Human Resources uses these records to certify the payrolls of each of our 69 civil divisions annually to ensure that all positions have been filled in conformance with laws and rules, roster records are up to date, and employees are being paid appropriately according to Civil Service standards. Additional areas of responsibility are examination, recruitment, administration, application review, establishment and certification of eligible lists. Human Resources also maintains class specifications for all positions in the competitive, noncompetitive and labor jurisdictional classes, which includes defining the job duties, knowledge skills and abilities for the position, as well as setting the minimum qualifications. In carrying out these civil service functions, the Department provides technical advice and guidance to appointing authorities, municipal officials, employees, union representatives and the public on civil service law, rules and procedures.

The Commissioner is assigned by the County Executive the responsibility for administering labor relations for County bargaining units. This includes participation in collective bargaining negotiations, maintaining the official record of those negotiations, overseeing formal Labor Management Committees and other special committees and implementing and administering the collective bargaining agreements. Other employee relations functions include assisting with budget preparation, processing changes to LOGOS HR/Payroll system, updating the County Policy and Procedure Manual, coordinating employee orientations, monitoring the employee appraisal program and researching and recommending allocation changes for county positions.

The Equal Employment Opportunity Program for the County is currently overseen by the EEO Officer under the direction of the Human Resources Department. This includes expanding diversity in recruitment and advertising for vacant positions and scheduled major civil service examinations; recruitment campaigns at colleges, school districts and community-based organizations; conducting exit interviews and making policy or staffing recommendations as a result; monitoring the County's employment practices and ensuring compliance with state and federal regulations on EEO/AA; providing staff training on special EEO concerns; investigating complaints of alleged discrimination and work place violence incidents by County employees; teaching test-taking skills for selected examinations; and conducting training programs for County employees (e.g., effective interviewing). In 2014 this position has been expanded to include a Human Rights Officer component to assist persons in the Dutchess County community with Human Rights violation concerns to connect with the appropriate organization to help in addressing their complaints.

PROGRAM/ACTIVITY DESCRIPTIONS

Personnel/Civil Service Administration

Includes the Senior Staff of the Department. In addition to setting the strategic goals and overall leadership to the Department, responsible for classifying all County and municipal positions in the classified civil service; maintaining class specifications; assist other units with more complex aspects of Civil Service Law and Rules; advise department and civil division representatives on Civil Service Law and Rules; personnel policies and procedures; contract interpretation; participate on committees; conduct allocation studies for County Departments; participate in negotiations, contract administration, special projects; labor management committees; and monitor the employee appraisal program.

Employee Relations

Responsible for processing payroll changes; maintain all Civil Service and personnel records and files for County and Community College employees; maintain the LOGOS HR Personnel/Position Records; conducts new employee orientations; provides support to professional and technical staff of department in almost all areas; and special projects.

Examinations

The examination process includes, but is not limited to, the ordering of examinations from the New York State Department of Civil Service; survey agencies regarding job relatedness for each examination held; review examination scopes for appropriateness to exam scheduled; prepare and disseminate exam announcements; review applications; collect and account for examination processing fees; schedule and monitor civil service examinations; score decentralized exams; conduct and score the computer based Information Technology examinations; prepare and certify eligible lists; authorize and monitor provisional/temporary appointments; and review medical examinations and administer physical fitness tests for Deputy Sheriff, Police Officer, Firefighter and Correction Officer titles. This unit is responsible for the overall direction of general recruitments and summer/intern program. Monitors the reception area; provide phone coverage and assistance to the general public; also provide assistance to the general public with use of the web-based on-line application process. While this unit is responsible for the exam process, all other units in the department provide assistance with various aspects of this function.

Transactions

Responsible for processing changes and maintaining all Civil Service roster records for 67 civil divisions (not including the County or the Community College); monitor vacancy control; review applications; certify payrolls; advise and assist agencies with civil service obligations; orienting new municipal officials to Civil Service Law and Rules; authorize and monitor temporary appointments; and provide verification of Civil Service employment for NYS Retirement System.

EEO/Human Rights Officer

Responsible for promoting diversity, Equal Opportunity/Affirmative Action/Sexual Harassment/ Workplace Violence complaint investigations, EEO training, EEO/AA program, general orientations, exit interviews, and county-wide employee training program, as well as receiving Human Rights complaint referrals from the general public and assisting those individuals with finding the proper oversight agency to facilitate their claim resolution.

Risk Management

The Division of Risk Management is responsible for the oversight of employee benefits (health, dental, optical, vision, life, unemployment and disability insurance), workplace safety, workers' compensation, 207c benefits and property casualty and liability insurance for Dutchess County, several component agencies and local municipalities. The Division establishes and reviews insurance requirements for approximately 1,500 County contracts, leases and special events.

The Division manages Dutchess County's Self Insured Workers' Compensation Plan which includes 15 other municipal members. Oversight includes managing the Third Party Administrator (TPA) outcomes, reviewing claim reports and follow-up, holding regular claim reviews involving department heads, staff training on workers compensation reporting, and recommending and implementing safety/policy initiatives.

Benefits/insurance management includes overseeing the TPA's and insurance carriers to ensure that the employee benefits, property and casualty insurance and safety programs are administered in accordance with the vendor contractual agreements and in compliance with county, state and federal laws, the County's collective bargaining agreements as well as the best practices in the industry.

The safety staff works within the county and municipal partners to prevent injury especially in high exposure areas, such as the Highway, Jail and Sheriff's departments. There is also a focus on facility inspections, regularly scheduled employee trainings on defensive driving and occupational safety and health, workplace accident investigation, ergonomic evaluation and air quality monitoring.

Human Resources

Mission Statement

Provide a full range of human resource management services for Dutchess County departments and employees and to administer the New York State Civil Service Law for the County and all municipalities within the County including towns, villages, cities, special districts, school districts and Dutchess Community College.

Goal: Provide personnel and civil service administration direction and information, ensure and support others in meeting legal requirements, ensure employees are treated fairly, and ensure related records are maintained accurately.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Tuition Reimbursements					
CSEA Members	2	5	5	-	0.0%
Management & Confidential	4	3	3	-	0.0%
Payrolls Certified / Reviewed	66	74	74	-	0.0%
County Personnel/ Payroll/ Roster Changes	47,131	45,000	45,000	-	0.0%
Non-County Personnel/ Payroll Changes	62,400	68,500	68,500	-	0.0%
Grievances/ Stipulations/ Arbitrations	22	16	16	-	0.0%
New Hires	140	130	130	-	0.0%
Position Classifications					
County	20	38	36	(2)	-5.3%
Municipalities	125	100	100	-	0.0%
Layoff Status Records:					
Depts / Agencies	19	15	10	(5)	-33.3%
Titles	27	20	15	(5)	-25.0%
Employees	151	100	80	(20)	-20.0%

Goal: Improve knowledge, skills and capabilities of employees and local municipal officials through relevant and appropriate training. Provide training in civil service and general personnel administration to local municipality officials and staff; and provide select training in civil service, test preparation and test taking skills.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Orientations - General	140	130	130	-	0.0%
HR Training Participants					
Sexual Harrassment Training	56	98	90	(8)	-8.2%
Workplace Violence Training	1,652	1,500	1,550	50	3.3%

Human Resources (continued)

Goal:	Conduct effective and efficient civil service examination and recruitment program; ensure civil service requirements are met and ensure employment rights and protections are provided to all.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Applications Processed	5,634	3,850	3,200	(650)	-16.9%
Exam Participants	3,656	2,775	2,000	(775)	-27.9%
Exams Given *	120	100	85	(15)	-15.0%
Lists Established	89	80	75	(5)	-6.3%
Certifications	349	300	250	(50)	-16.7%
Agility Performance Exam	152	150	150	-	0.0%
Summer Intern (# Positions)	38	43	40	(3)	-7.0%
Summer Intern Applications	210	135	150	15	11.1%

* No large exams scheduled in 2015

Goal:	Ensure all citizens have equal access to County Government jobs; ensure all employees will be treated in a fair and non-discriminatory manner; ensure employees may work in a safe work environment and are afforded an impartial mechanism to have concerns addressed; and ensure qualifying employees will be afforded fair and equal treatment in access and promotional opportunities.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Exit Interviews	31	49	40	(9)	-18.4%
Human Rights/ Discrimination/ Workplace Violence	25	40	40	-	0.0%

Division of Risk Management

Goal:	Training County employees on safe work practices to eliminate and/or minimize injuries.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Safety & Health Training **	812	2,000	800	(1,200)	-60.0%
Defensive Driving Course	372	484	430	(54)	-11.2%

** OSHA required GHS training for all employees in 2014

Goal:	Provide cost effective Workers' Compensation coverage to the County and participants in the Workers' Compensation Plan.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Workers' Compensation Claims	184	190	175	(15)	-7.9%
Municipalities in Workers' Compensation	11	15	18	3	20.0%
Claim reviews & stewardship meeting	2	3	5	2	66.7%
WC TPA's Medical Savings on claims	$ 300,260	$ 714,620	$ 1,000,000	285,380	39.9%
WC claims reported within 3 days	59.0%	53.5%	80.0%	0.27	49.5%
WC claims reported electronically	96.6%	94.5%	100.0%	0.06	5.8%

Human Resources (continued)

Division of Risk Management

Goal:	To Attempt to prevent accidents by inspections of work sites, conduction safety meetings and reviewing claims.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Worksite Inspections	583	120	140	20	16.7%
Facility Inspections	138	153	160	7	4.6%
Accident & Safety Complaint Investigations	31	20	20	-	0.0%

Goal:	To provide cost effective health, dental and optical insurance to County, DCC, RRA and WWA employees, as well as health insurance to retirees.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Health Insurance Enrollment	2,440	2,450	2,450	-	0.0%
Dental Insurance Enrollment	1,890	1,892	1,892	-	0.0%
Optical Insurance Enrollment	1,743	1,745	1,745	-	0.0%

KEY BUDGETARY ISSUES:

The 2015 Adopted Budget for the Department of Human Resources includes no new major initiatives that will require significant additional funding.

The focus of the Department of Human Resources in 2015 is to fully integrate the Risk Management Division with the Human Resources Department for more effective communication, process redesign, and utilization of existing resources toward meeting the Department's goals, as well as prepare for succession planning. The relocation of Risk and process redesign will involve a re-evaluation of all existing procedures, development of new and updated policies (previously updated in 1993), greater back-up capabilities, the breakdown of silos, and a more efficient service delivery model for our staff and the community.

Additionally, the Department is collaborating with our vendors to transform and modernize the health insurance, workers compensation and property and casualty insurance programs in order to attain best practice models to lower the overall cost of insurance coverage and claims while maintaining quality. The budgeted property, casualty, health and liability insurance are expected to rise 5% going into 2015.

2014 Accomplishments

Human Resources and Civil Service

- Maintained the provisional rate of competitive class employees below 3% - achieving a rate of 1.9%, below the historical State-wide average range of 2.5 – 3.0%.

- Administered major Civil Service examinations for public safety positions, including Deputy Sheriff and Police Officer. These examinations typically result in the greatest interest and participation in examinations, and involve major efforts in planning, coordinating and administering.

- Implemented major software update to LOGOS HR Management System. Additionally, continued implementation and utilization of the Automated Personnel Memo system so that all County departments are fully accessible and functional by the end of the year.

- Continued enhancements to Examinations, Recruitment and Application Management Systems and on-line examination fee credit card payment processes.

- Transitioned the following private institutions: Red Hook, Staatsburg and Grinnell Public Library systems into the Civil Service Jurisdiction.

- Presented resolution to the NYS Civil Service Commission to update the Rules for the Classified Service of Dutchess County.

- Eliminated a FT position through retirement attrition.

- Redesigned the annual Affirmative Action Report for easier use and understanding of content.

- Redesigned and updated the Department website for content and structure.

Benefits and Risk Management

- Entered into a contract with new health insurance broker in April 2014 facilitating the review of current health insurance coverage to identify cost savings and/or enhancements that can be implemented as well as transitioning administration of certain process for increased efficiency and compliance.
    - Services transitioned to broker:
        - Flexible spending claims administration for County employees in program as of July, 2014. Program enhancements include a debit card that can be used to obtain reimbursements, a mobile app for recording and transmitting receipts, and a website to log in and view their account status and activity.
        - COBRA billing by Fall 2014.
        - Retiree health insurance billing by October 2014. New program offers a monthly automatic debit which we anticipate will provide convenience and efficiency.
        - Advise County on measures needed to be taken for compliance with the Affordable Care Act.
        - Introduction of new Employee Assistance Program with component dedicated exclusively to public safety employees.

- Improved administration of Workers' Compensation Plan continued with a 56% reduction in open claims and a claims liability reduction of $2M since onboarding new TPA in 2013. Strong emphasis was placed on developing consistency and quality in the claims management process, with claim reviews involving department heads, staff training, implementation of modified duty and an anti-fraud initiative.

- Conducted comprehensive review and adjustment to County's insurance limits and coverage details to meet best practices and the current needs of the County based on updated coverage gap analysis and loss projection report.

- Improving the oversight of liability claims between Risk, the TPA and Department of Law resulted in the implementation of a tort committee for claim reviews. Access was also obtained to liability claims TPA's electronic claims system for claim oversight and reporting purposes.

- In conjunction with the Department of Law and Office of Information Systems, successfully transitioned to electronic document management for County contracts. Established and reviewed insurance requirements for approximately 1,500 County contracts, agreements, leases and special events which included training to conduct preliminary review of vendor compliance with insurance requirements.

- Upgraded content of procurement documents and issued request for proposals (RFP's) that resulted in new awards for health insurance broker, liability claims TPA and property and casualty broker.

- Safety staff trained County employees on the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The GHS includes criteria for the classification of health, physical and environmental hazards, as well as specifying what information should be included on labels of hazardous chemicals as well as safety data sheets.

- Successful college internship experience for student from Dutchess Community College Finance program.

2015 Initiatives

Human Resources and Civil Service

- In coordination with OCIS, develop and implement an Enterprise Content Management/Document Management System for Personnel Records and file keeping.

- Implement second phase of the Workplace Violence Prevention and Response program training to all County employees. Compliance requires all hazard and risk assessments and analyses, and the development and implementation of specialized training unique to specific departments, certain classes of employees and specific work environments.

- Finalize review, document and update County summer/intern program and implement recommendations to expand for maximum permissible and cost-effective utilization.

- Continue with the classification and allocation review of selected County positions.

- Negotiate labor contracts/collective bargaining agreements for CSEA, DCDSPBA, DCSEA and DCSA/NYSUT County unions (if not settled prior).

- Expand available options and opportunities to automate department operations and create internet/web-based services for County departments, local agencies, employees and the general public.

- Develop and update policies and procedures for Dutchess County Personnel Administration.

- Review and update the Rules for the Classified Service of Dutchess County.

- Redesign and automate the Exit Interview tool and data sharing process.

- Redesign and modernize Employee Review Process.

- Assist in merging departments of Health and Mental Hygiene and recruit for new Commissioner.

Benefits and Risk Management

- Explore opportunities to modernization employee benefit offerings that balance benefit to our employees, compliance with the Affordable Care Act and financial responsibility.

- Engage all stakeholders: employees, elected officials, the legislature, union leadership and retirees in potential decisions concerning health insurance transition.

- Hold quarterly claim reviews with liability claims TPA and enhance oversight of vendor's claims system to monitor claim handling and better determine risk exposure.

- Fully implement workers' compensation modified duty program (light duty/return to work).

- Continue review of County's insurance limits and coverage details to ensure best practices are used to meet the needs of the County.

- Evaluate potential for auto fleet intelligence GPS monitoring system. Standardize auto accident reporting and management.

- Re-evaluation of the training programs related to Defensive Driving and BOSH trainings to maximize alternate training opportunities while continuing to meet the needs of County and Workers' Compensation Plan members.

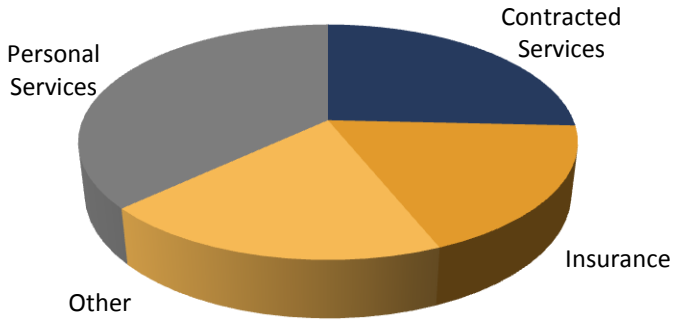
- Update and implement an updated Safety Manual for the county including: updated policies and procedures, an emergency action plan; use of electronic device and seatbelt while driving; respiratory protection program and a hearing conservation program.

Department of Human Resources Fiscal Summary

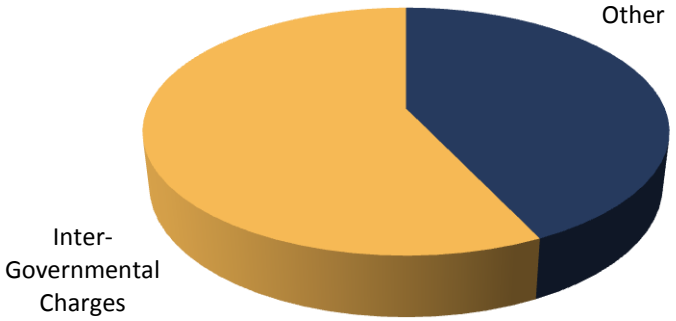
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	5,239,362	$	6,341,403	21%
Revenues	$	1,827,913	$	2,361,631	29%
County Cost	$	3,411,449	$	3,979,772	17%

2015 Adopted Appropriations



2015 Adopted Revenue



Department of Human Resources

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	1,524,032	1,559,083	1,559,033	1,468,763	(90,270)	-5.79%
Employee Benefits	721,003	755,323	748,092	870,483	122,391	16.36%
Personal Services	2,245,035	2,314,406	2,307,125	2,339,246	32,121	1.39%
Employee Travel, Train & Educ	9,947	22,880	20,201	22,945	2,744	13.58%
Supplies	5,714	9,500	10,225	9,236	(989)	-9.67%
Interdepartmental Srvcs	(3,054,545)	(3,373,000)	(3,371,899)	(2,587,497)	784,402	-23.26%
Interdepartmental Prog & Srvcs	(3,054,545)	(3,373,000)	(3,371,899)	(2,587,497)	784,402	-23.26%
Insurance	656,986	918,500	954,928	1,150,293	195,365	20.46%
Contracted Services	823,329	1,308,450	1,392,452	1,631,630	239,178	17.18%
Mandated Programs	368,451	400,500	400,500	400,500	-	0.00%
Operations	671,047	3,483,524	3,525,830	3,375,050	(150,780)	-4.28%
Total	1,725,965	5,084,760	5,239,362	6,341,403	1,102,041	21.03%
OTPS	(519,070)	2,770,354	2,932,237	4,002,157	1,069,920	36.49%
Departmental Income	110,252	111,660	111,660	63,900	(47,760)	-42.77%
Intergovernmental Charges	567,765	954,420	996,253	1,347,731	351,478	35.28%
Use of Money and Property	13,099	0	0	0	-	
Sale of Prop and Comp for Loss	204	0	0	0	-	
Misc. Local Sources	431,445	420,000	420,000	650,000	230,000	54.76%
Interfund Transfers	350,000	300,000	300,000	300,000	-	0.00%
Total	1,472,765	1,786,080	1,827,913	2,361,631	533,718	29.20%
Net to County Cost	253,200	3,298,680	3,411,449	3,979,772	568,323	16.66%

Department of Human Resources Organizational Structure

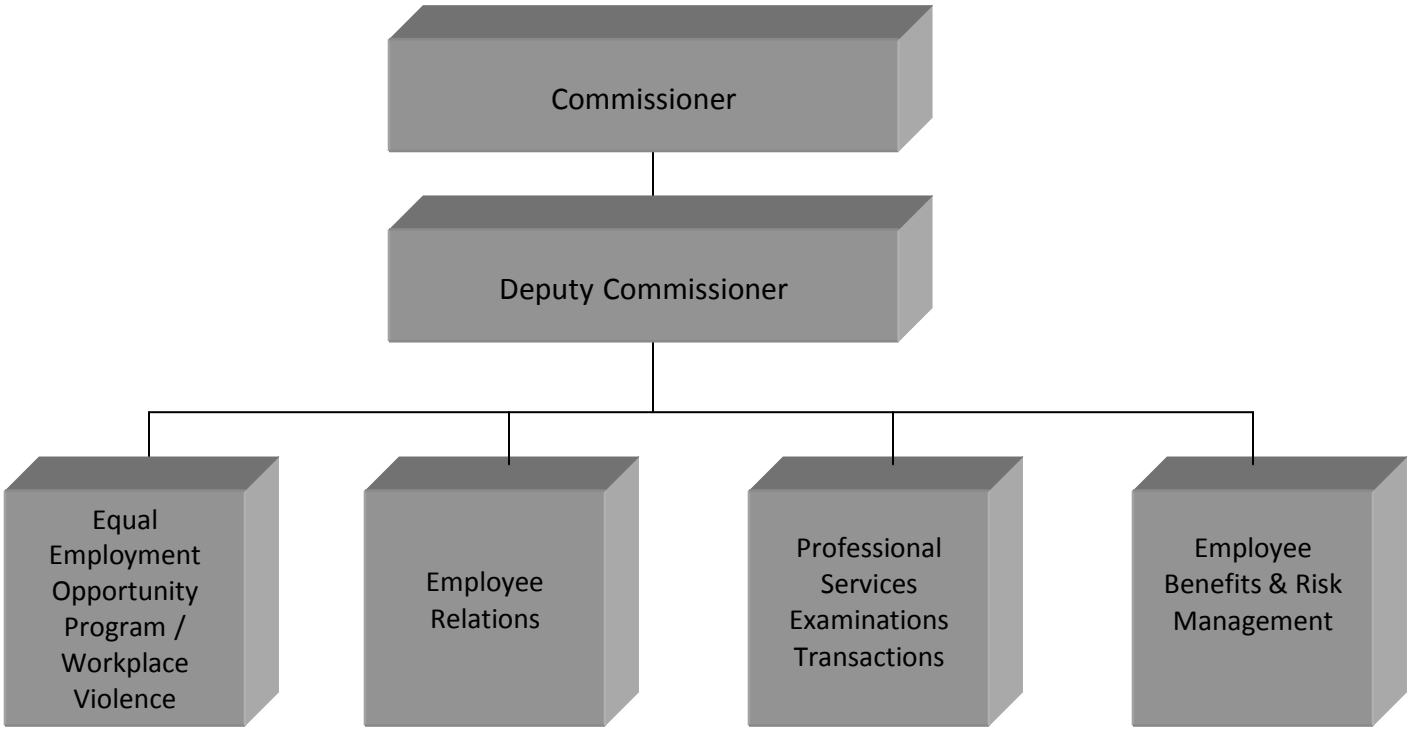


Table of Organization

Position Title	Pay Grade	# of Positions
Human Resources		
Commissioner of Human Resources	MI	1
Deputy Commissioner of Human Resources	MG	1
EEO Officer	ME	1
Senior Human Resources Associate	ME	3
Human Resources Associate	MD	3
Confidential Administrative Assistant	CI	1
Senior Human Resources Assistant	CH	2
Human Resources Assistant	CE	6
Receptionist	6	1
Total:		19
Benefits and Risk Management		
Director of Risk Management	MG	1
Safety Coordinator	15	1
Safety Specialist	13	1
Principal Program Assistant	12	1
Total:		4
Department Total:		23

Department of Public Works Administration & Building Management (Operations and Maintenance)

Functions

The Department of Public Works has the responsibility for the administration, construction, maintenance, supervision, repair, alteration, and care of all buildings, highways, bridges, parking lots, county parks, and any other Public Works' facilities considered within the county jurisdiction. The Department is also responsible for the supervision of the design and construction of all capital projects in the county five-year Capital Improvement Program. There are other units within the Department of Public Works, however for presentation purposes, Administration and Building Management are part of the General Government Support section.

Administration

Provides overall guidance and department management, oversees expenditures and capital projects management, and establishes the goals and objectives of the Public Works Department.

Buildings Management

Responsible for the operation and maintenance of 186 County owned or leased buildings totaling approximately 1.2 million square feet. The major objective of this Division is to insure the safety and comfort of all county employees and residents visiting the County's facilities. A full range of services is provided or administered to achieve this goal including overseeing design, construction, administration, building maintenance, security services, off-street parking, and operation of the county-owned facilities.

Capital projects planning and coordination, new construction, renovation and historic preservation, and lease negotiations for county facilities are initiated, organized and managed by this Division.

Department of Public Works Administration and Building Management

Mission Statement

The Department of Public Works has the responsibility for the administration, construction, maintenance, supervision, repair, alteration, and care of all buildings, parking lots, and any other Public Works' facilities considered within the county jurisdiction. The department is also responsible for the supervision of the design and construction of all capital projects in the county five-year Capital Improvement Program.

Goal: To provide a safe building environment for the public and employees who conduct business and work in our facilities.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Work Orders Completed	4,041	5,200	5,400	200	3.8%
# Clients in Public Parking	48,670	53,000	60,000	7,000	13.2%

KEY BUDGETARY ISSUES:

The Buildings Division projects revenue will increase from the 2014 budget. Due to rental revenue moved from the Department of Mental Hygiene to the Buildings Division, per the Comptroller's audit.

The budget includes anticipated higher medical expenses, projected increase in electric costs due to a higher than anticipated forecasted cost, and a modest increase in anticipated natural gas costs.

The budget reflects the anticipated purchase of 503 Haight Avenue which results in a substantial decrease in the real property/lease line.

Reduction in refuse removal expenses primarily due to increase recycling rates, reduces departmental expenditures for all county facilities.

2014 Accomplishments

- Finalize energy efficiency improvements at 47 Cannon St. (Chiller), 10 Market St. (Make-Up Air Unit) and the Beacon Center (Rooftop HVAC Units);
- Dutchess Stadium Improvements – Astroturf field, Front entry sign, Clubhouse A/C replacements, dugout flooring, roof repairs, etc;
- Completion of the new AMAG card access system which replaced the aging Casi-Rusco system;
- Emergency Response AMAG card access system to replace the aging Casi-Rusco system;
- Bid for electric supply earlier this year completed, bids rejected due to cost. DPW to re-bid in late August;

- Water meters changed out in all downtown Poughkeepsie owned County buildings, no cost to the County;
- Finalize NYS DEC underground fuel storage compliance;
- Completion of the County Clerk's COB-2 Record Room office reconfiguration;
- Beacon Center DMV workstation alterations completed;
- Roofing/chimney work completed at the Rhinebeck Highway Outpost;
- Mitigation and reconstruction of the Highway building (626 Dutchess Tpk.) due to the 23 January sprinkler break;
- Finalize the Security Access/Camera contract. Fire Security and Sound (FS&S) will replace the current vendor Unlimited Technology (UTI);
- Finalize the Janitorial contract with NYSID;
- 170 Washington St. roof replacement;
- Purchase of 503 Haight Avenue;
- County wide hazmat/infrastructure survey and budget report;
- Energy efficiency improvements at various buildings;
- Completion of temporary Jail pods;
- LOOP interior improvements and fuel tank replacement, finalize swing space for garage relocation;
- Public Defenders renovation regarding floor carpeting and ceiling improvements;
- Auto Service Center operational interior improvements;
- Completion of COB-6 floor countertop/office reconfigurations; and
- 230 North Road asbestos abatement and re-construction (Multi-Purpose room and Cafeteria).

2015 Initiatives

- D.C. Justice and Transition Center Final Design and Construction;
- Security Upgrades at 50 Market St.;
- Elevator Upgrades – 10 Market, 22 Market, 60 Market, 27 High and 236 Main St.;

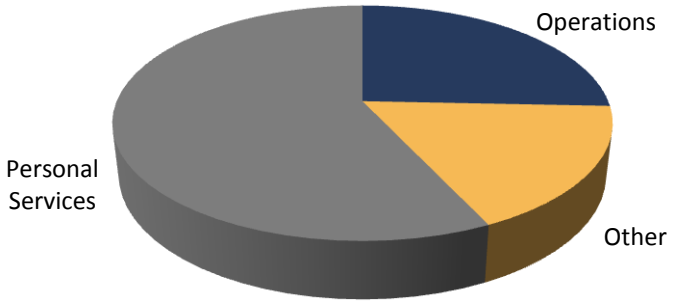
- Emergency Response Equipment Garage Expansion;
- 22 Market St - COB Parking Lot Redesign and Construction;
- Emergency Response Master Plan Updates;
- Mental Hygiene- 230 North Road Renovations;
- HVAC Piping & Infrastructure Replacement Program at Various Buildings (based on Hazmat & Infrastructure Survey 2014); and
- Roof Replacement Program at Various County Buildings.

Department Public Works Administration & Building Management Fiscal Summary

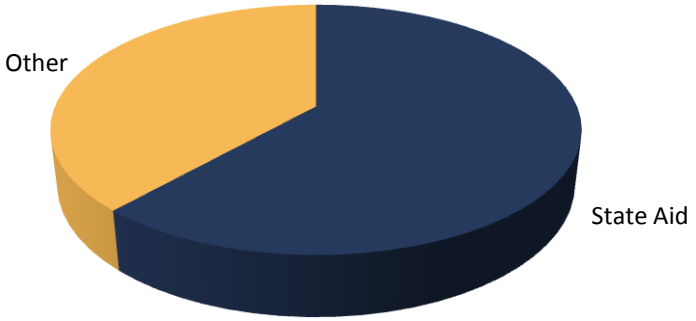
Budget Summary

	2014 Modified	2015 Adopted	% Change
Appropriations	$ 5,988,255	$ 5,737,621	-4%
Revenues	$ 489,999	$ 708,758	45%
County Cost	$ 5,498,256	$ 5,028,863	-9%

2015 Adpopted Appropriations



2015 Adopted Revenue



Department of Public Works
Administration & Buildings Management
Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	2,010,785	2,150,035	2,150,035	2,153,777	3,742	0.17%
Employee Benefits	1,093,426	1,092,475	1,122,426	1,117,142	(5,284)	-0.47%
Personal Services	3,104,211	3,242,510	3,272,461	3,270,919	(1,542)	-0.05%
Employee Travel, Train & Educ	2,748	5,635	6,335	4,115	(2,220)	-35.04%
Equipment (Non-Depreciable)	2,158	0	2,360	0	(2,360)	-100.00%
Equipment (Depreciable)	0	5,500	5,500	1,525	(3,975)	-72.27%
Equipment	2,158	5,500	7,860	1,525	(6,335)	-80.60%
Supplies	203,447	365,160	283,050	339,434	56,384	19.92%
Utilities	860,674	790,701	890,701	1,041,921	151,220	16.98%
Interdepartmental Services	(460,817)	(319,294)	(319,294)	(456,543)	(137,249)	42.99%
Interdepartmental Prog & Srv	(460,817)	(319,294)	(319,294)	(456,543)	(137,249)	42.99%
Contracted Services	70,493	62,000	125,859	64,250	(61,609)	-48.95%
Operations	1,540,302	1,612,093	1,721,283	1,472,000	(249,283)	-14.48%
Total	5,323,215	5,764,305	5,988,255	5,737,621	(250,634)	-4.19%
OTPS	2,219,004	2,521,795	2,715,794	2,466,702	(249,092)	-9.17%
Departmental Income	3,000	3,000	52,999	3,000	(49,999)	-94.34%
Use of Money and Property	0	0	0	266,558	266,558	
Fines and Forfeitures	7,598	2,000	2,000	2,000	-	0.00%
Sale of Prop and Comp for Loss	(1,951)	0	0	200	200	
Misc. Local Sources	198,469	0	0	0	-	
State Aid	372,683	435,000	435,000	437,000	2,000	0.46%
Total	579,799	440,000	489,999	708,758	218,759	44.64%
Net County Cost	4,743,416	5,324,305	5,498,256	5,028,863	(469,393)	-8.54%

Department of Public Works- Administration & Buildings Management
Organizational Structure

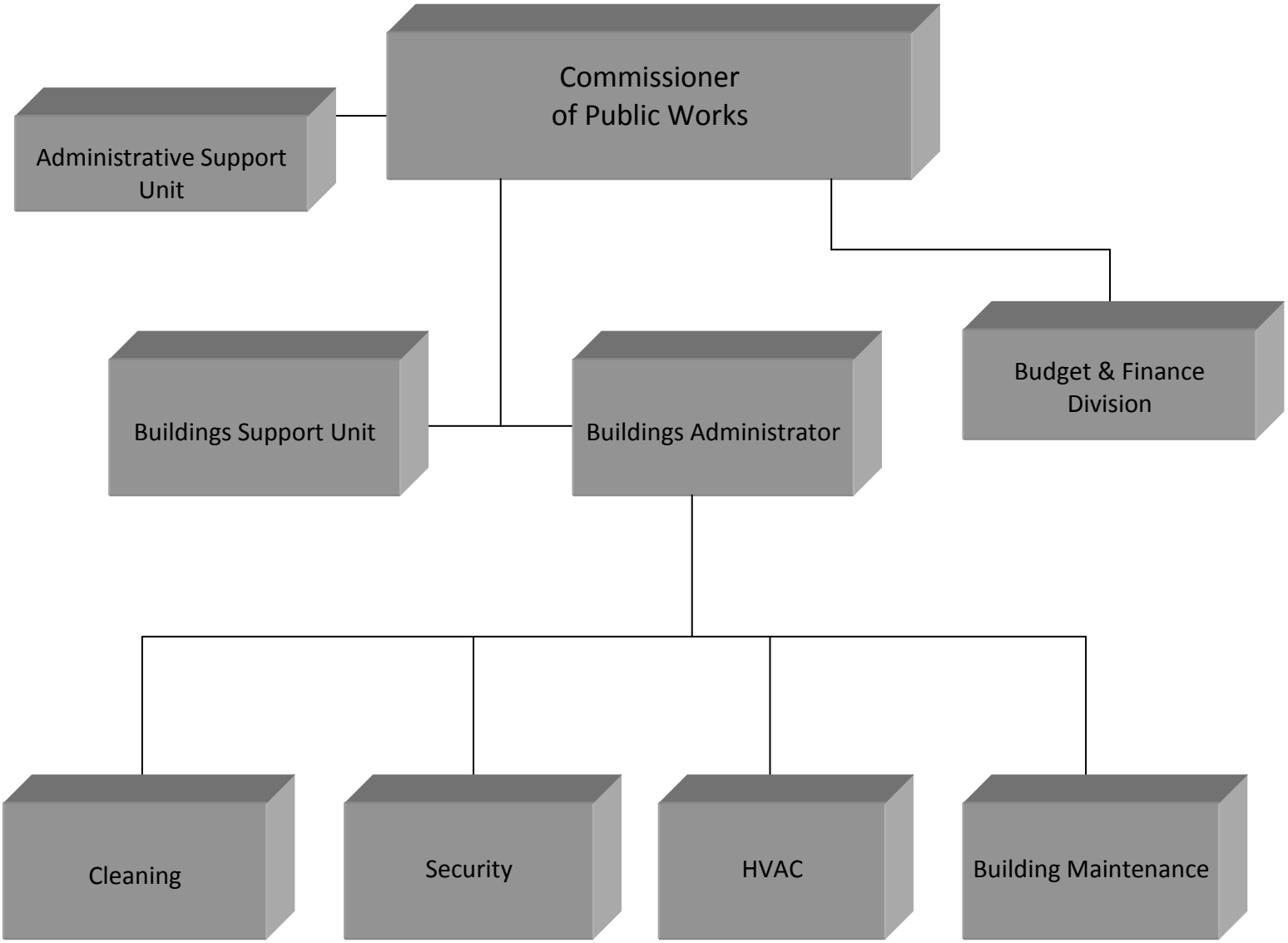


Table of Organization

Position Title	Pay Grade	# of Positions
DPW Administration:		
Commissioner of Public Works	MJ	1
Confidential Administrative Assistant	CI	1
Total:		2
DPW Buildings Division:		
Buildings Administrator	MF	1
Mechanical Engineer	19	1
Heating and Ventilation Supervisor	17	1
Senior Planner	17	1
Building Maintenance Supervisor	16	1
Heating and Ventilation Technician	16	1
Electrician II	15	1
Senior Carpenter	14	1
Senior Plumber	14	1
Building Maintenance Mechanic III	13	2
Building Maintenance Mechanic III (HV)	13	2
Contract Specialist	13	1
Electrician I	13	1
Building Maintenance Mechanic II (HV)	12	1
Painter II	12	1
Principal Accounting Clerk	12	1
Building Maintenance Mechanic II	11	1
Painter I	11	1
Building Maintenance Mechanic I	10	1
Building Maintenance Mechanic I (HV)	10	1
Secretary	10	1
Accounting Clerk	9	1
Building Maintenance Mechanic I	8	2
Security Guard - Hourly	4-8	0.6
Parking Lot Attendant	4	1
Security Guard	4	4
Cleaner	3	5
Total:		36.6
Total for Public Works Administration and Buildings:		38.6

Contingency & Vacancy Factor

Contingency & Vacancy Factor *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	0	(1,000,000)	(1,000,000)	(1,600,000)	(600,000)	60.00%
Personal Services	0	(1,000,000)	(1,000,000)	(1,600,000)	(600,000)	60.00%
Contingency	0	1,500,000	0	1,500,000	1,500,000	
Total	0	500,000	(1,000,000)	(100,000)	900,000	-90.00%
OTPS	0	1,500,000	0	1,500,000	1,500,000	
Net to County Cost	0	500,000	(1,000,000)	(100,000)	900,000	-90.00%

KEY BUDGETARY ISSUES:

- Vacancy factor is budgeted at ($1.6) million. In the past 6 years, County government's workforce has decreased by a total of (312) FTE positions; however, due to careful management projected vacancy factor has been over realized in the past few years, warranting the modest increase.
- General Contingency is budgeted at $1.5 million.

Contribution to Enterprise Funds

Contribution to Enterprise Funds *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Other	2,868,758	2,663,325	2,725,816	2,624,262	(101,554)	-3.73%
Total	2,868,758	2,663,325	2,725,816	2,624,262	(101,554)	-3.73%
OTPS	2,868,758	2,663,325	2,725,816	2,624,262	(101,554)	-3.73%

DPW Airport (EA Fund) and DPW Public Transit (ET Fund) operate as Enterprise funds. The difference between revenues and expenses in each fund is offset by a contribution from the General Fund known as the County subsidy.

- EA Fund Contribution is budgeted at $443,897.
- ET Fund Contribution is budgeted at $2,180,365. The 2015 budget also includes $400,000 from ET fund balance to reduce the county subsidy.

Interfund Transfers

Interfund Transfers *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Other	1,300,000	1,250,000	1,790,736	250,000	(1,540,736)	-86.04%
Total	1,300,000	1,250,000	1,790,736	250,000	(1,540,736)	-86.04%
OTPS	1,300,000	1,250,000	1,790,736	250,000	(1,540,736)	-86.04%
Net to County Cost	1,300,000	1,250,000	1,790,736	250,000	(1,540,736)	-86.04%

The interfund transfer reflects the necessary transfer between funds for the Self Insured Workers Compensation Fund. In 2015, this area includes the interfund transfer of $250,000 from the S fund to the General Fund (A) to reimburse Risk Management for salary and benefits for employees who administer Workers' Compensation and related safety programs.

Property Taxes

Functions

The 2015 property tax levy of $107,646,818 stays within the state imposed property tax cap and reflects the largest property tax levy decrease in over a decade.

Property Taxes *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Real Property Taxes	104,622,277	107,974,160	107,974,160	107,646,818	(327,342)	-0.30%
Intrafund Transfer	0	(1,000,000)	(1,000,000)	(1,000,000)	-	0.00%
Total	104,622,277	106,974,160	106,974,160	106,646,818	(327,342)	-0.31%
Net to County Cost	(104,622,277)	(106,974,160)	(106,974,160)	(106,646,818)	(327,342)	0.31%

Real Property Taxes include:

- $96,433,075 – General Fund
- $8,790,828 – Road Fund (D)
- $2,422,915 – Machinery Fund (E)
- ($200,000) – Provision for Uncollected Taxes
- ($800,000) – Provision for Tax Refunds

Appropriated Fund Balance

Appropriated Fund Balance *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Interfund Transfers	0	2,000,000	2,549,158	4,875,000	2,325,842	91.24%
Total	0	2,000,000	2,549,158	4,875,000	2,325,842	91.24%
Net to County Cost		2,000,000	2,549,158	4,875,000	2,325,842	91.24%

KEY BUDGETARY ISSUES:

The 2015 proposed budget includes the following modest appropriation of fund balance, demonstrating our goal to protect and rebuild fund balance.

- General Fund (A) $4,225,000
- Road Fund (D) $100,000
- Road Machinery fund (E) $150,000
- Public Transit Fund (ET) $400,000

Total $4,875,000

Shared Revenue

Functions

The Shared Revenue section of the budget includes: Sales Tax, Off-Track Betting, Hotel Tax and Pilot Payments.

Shared Revenue *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Contracted Services	107,509	27,898,000	27,898,000	26,458,947	(1,439,053)	-5.16%
Total	107,509	27,898,000	27,898,000	26,458,947	(1,439,053)	-5.16%
OTPS	107,509	27,898,000	27,898,000	26,458,947	(1,439,053)	-5.16%
Real Property Tax Items	1,739,837	1,736,259	1,736,259	1,755,771	19,512	1.12%
Non Property Tax Items	143,720,212	184,705,361	184,705,361	176,627,000	(8,078,361)	-4.37%
Use of Money and Property	5,477	0	0	0	-	
Total	145,465,525	186,441,620	186,441,620	178,382,771	(8,058,849)	-4.32%
Net to County Cost	(145,358,017)	(158,543,620)	(158,543,620)	(151,923,824)	6,619,796	-4.18%

KEY BUDGETARY ISSUES:

Sales Tax

The projection for 2015 Sales tax is based on projected growth from 2013 to 2014 and growth between 2014 and 2015. To determine pure economic growth, the additional revenue that was received in 2014 from the sales tax on residential energy sources must be excluded. Any growth in the gross sales tax receipts between the 2012 base year and 2014 actual receipts will be shared with municipalities at a rate of 18.5% according to the sales tax contract.

2013 Base Year		**$ 166,428,125**
2014 Total Projected Growth	**7,664,811**	
Minus Repeal of Residential Energy Exemption	**(2,369,188)**	
2014 Projected Growth		**5,295,623**
2015 Projected Growth		**2,651,252**
Total 2015 Gross Sales Tax Projection		**$174,375,000**

Hotel Tax

The County's 4% hotel tax is estimated to generate approximately $2.1 million in revenue in 2015 which is flat with the 2014 projection.

Fringe Benefits

Functions

The majority of Fringe Benefits are allocated to the individual departments, including:

- Retirement
- Social Security
- Long-term Disability
- Health Insurance
- Optical Insurance
- Dental Insurance
- Life Insurance & Accidental Death & Dismemberment

The "Fringe Benefits" area of the budget includes funding for:

- Workers' Compensation
- Employee Fitness Program
- Unemployment Insurance

This area also includes funding for retirement and social security costs for temporary help, overtime and shift differential expenditures, and fringe benefit amounts to cover changes in staff and changes in health insurance coverage which occur throughout the year, along with the County's share of retiree health insurance.

Pension costs paid to the State Retirement System in 2015 are projected to decrease $2 million due to fewer employees and a slight reduction in pension rates from an average of 20.2% to 18.3% as a percent of earnings.

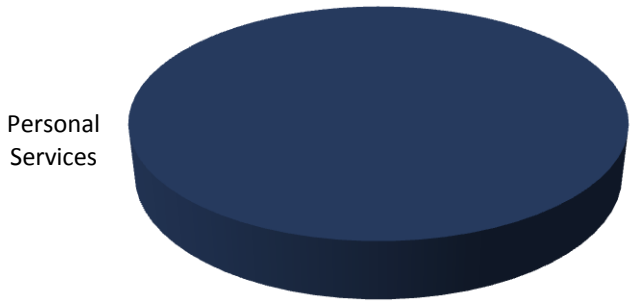
Health insurance costs are projected to increase by $823,000 million in 2015. The County's health insurance broker is currently reviewing our current health insurance plans, in order to provide recommendations for more cost efficient options.

Fringe Benefits Fiscal Summary

Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	9,691,641	$	9,312,373	-4%
Revenues	$	-	$	-	
County Cost	$	9,691,641	$	9,312,373	-4%

2015 Adopted Appropriations



Fringe Benefits

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Employee Benefits	8,747,753	10,009,460	9,691,641	9,312,373	(379,268)	-3.91%
Personal Services	8,747,753	10,009,460	9,691,641	9,312,373	(379,268)	-3.91%
Total	8,747,753	10,009,460	9,691,641	9,312,373	(379,268)	-3.91%
OTPS	0	0	0	0		
Misc. Local Sources	367,667	0	0	0	-	
Total	367,667	0	0	0	-	
Net County Cost	8,380,086	10,009,460	9,691,641	9,312,373	(379,268)	-3.91%

Education

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Education

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Handicapped Parking Education Program

Functions

The Dutchess County Traffic Safety Board was charged with creating a Handicapped Parking Education Program, in response to Chapter 497 of the New York State Law of 1999 which requires every county to establish a separate handicapped parking and education program.

The purpose of this program is to provide education to increase the awareness of handicapped parking laws. The implementation of this plan is dependent upon revenue generated from a mandatory thirty-dollar handicapped parking fine surcharge. The program will use these funds for activities such as public service announcements, public education and awareness campaigns, distribution of literature and other activities with such purpose.

Dutchess County is committed to enhancing awareness relative to handicapped parking issues and enforcement of the laws pertaining to parking for individuals with disabilities.

The objective of this program is to be creative in finding ways to advocate for individuals with disabilities by making law enforcement agencies and the public conscious of the laws and penalties for violations.

The role of the Dutchess County Traffic Safety Board will be to educate the public to increase sensitivity and to deter potential violators from breaking the law. The primary responsibility will be to disseminate/share educational materials.

Handicapped Parking Education Program

Mission Statement

Purpose of the program is to provide education and advocacy to both the public and municipal authorities to increase awareness and sensitivity to handicapped parking laws as well as deter potential violators.

Goal:	Enhance Municipal / Public Officials / Law Enforcement awareness, implementation and enforcement of established disability parking laws.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Educational Materials Distributed	800	800	800	-	0.0%
Incorporate handicapped parking awareness/sensitivity training curriculum into Police Academy training - new recruits (# of classes)	1	1	1	-	0.0%

Goal:	Assist with development of strategies to enhance the public's awareness and sensitivity of handicapped parking issues and the penalties for violators.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Issuance of PSA's / Press Releases	1	1	1	-	0.0%
Coordinate with local advocacy group to conduct awareness presentations and assist with development of media campaign, PI&E materials	-	-	1	1	100.0%
Media Campaign/ # radio spots	99	99	99	-	0.0%
Public outreach through displays	6	8	8	-	0.0%

2014 Accomplishments

The operational plan and related programming for the Handicapped Parking Education Program is on target with the budget plan. Program activities and expenditures are limited due to diminished fine revenues.

2015 Initiatives

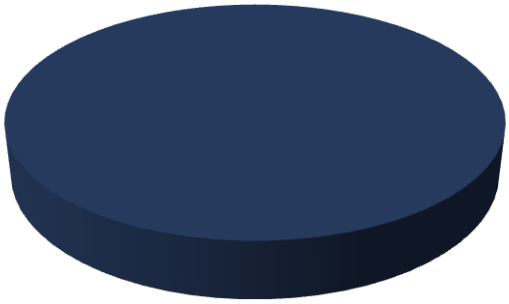
There are no new initiatives identified in the 2015 budget plan for the Handicapped Parking Education Program; however presentations and public service announcements / press releases are planned. The department will reconnect with Taconic Resources for Independence of Dutchess County to partner in promotion and development of media/awareness activities.

Handicapped Parking Education Program
Fiscal Summary

Budget Summary

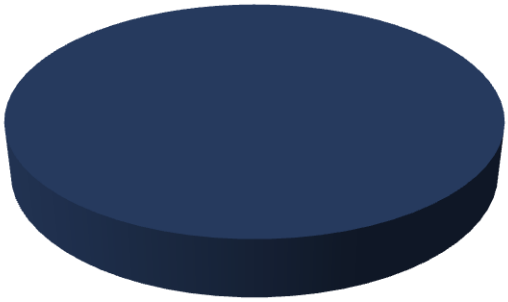
		2014 Modified		2015 Adopted	% Change
Appropriations	$	3,710	$	3,300	-11%
Revenues	$	2,000	$	1,500	-25%
County Cost	$	1,710	$	1,800	100%

2015 Adopted Appropriations



Operations

2015 Adopted Revenue



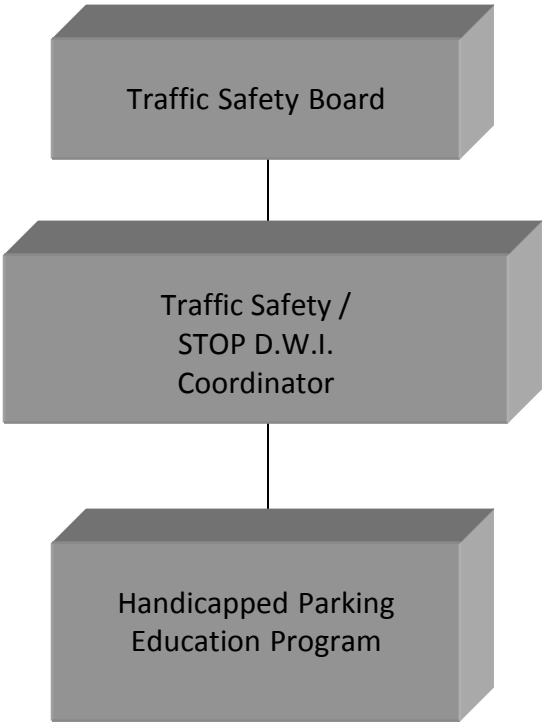
Fines

Handicapped Parking Education Program

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Supplies	0	60	60	0	(60)	-100.00%
Interdepartmental Services	0	350	350	0	(350)	-100.00%
Interdepartmental Prog & Srvs	0	350	350	0	(350)	-100.00%
Operations	3,300	3,300	3,300	3,300	-	0.00%
Total	3,300	3,710	3,710	3,300	(410)	-11.05%
OTPS	3,300	3,710	3,710	3,300	(410)	-11.05%
Fines and Forfeitures	2,043	2,000	2,000	1,500	(500)	-25.00%
Total	2,043	2,000	2,000	1,500	(500)	-25.00%
Net County Cost	1,258	1,710	1,710	1,800	90	5.26%

Handicapped Parking Education Program Organizational Structure



Dutchess Community College

Functions

Dutchess Community College (the "College"), a unit of the State University of New York (SUNY), first offered classes in 1958. The College offers 58 programs of study leading to associate in science, associate in arts, and associate in applied science degrees, as well as career certificates.

Financing for community colleges is provided for under Art. 126, §6304 of the New York State Education Law. Capital costs for the College are shared by Dutchess County and the State of New York; operating costs are financed by student tuition and fees, State Aid and contributions from Dutchess County. The College is a component unit of Dutchess County and is discretely presented.

Under Art. 126, §6305 New York State Education Law, community colleges may admit non-county residents, including those from out of state. For students from outside the county but within New York State, the community colleges may charge to and collect an allocable portion of the operating costs and capital costs of such college from each county which has issued a certificate of residence to the non-resident student. The chief fiscal officer of Dutchess County is notified by the Chancellor of SUNY as to the approved annual operation and capital charge-back rate for each community college. The amounts payable to the community college are general county charges.

The amounts payable to the community colleges are general county charges and include:

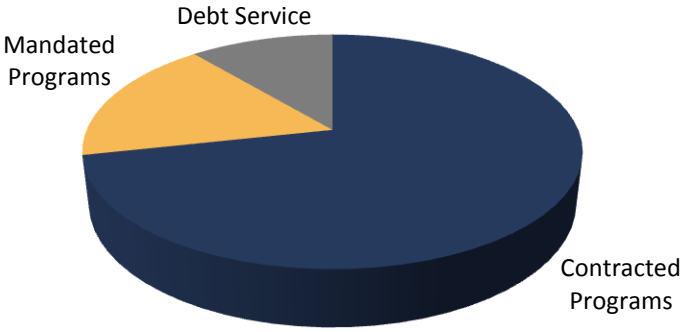
Operating Assistance:	$10,837,898
Community College Chargebacks:	2,620,686
Debt Service:	1,684,108
	$15,142,692

Dutchess Community College Fiscal Summary

Budget Summary

	2014 Modified	2015 Adopted	% Change
Appropriations	$ 15,207,410	$ 15,142,692	0%
Revenues	$ -	$ -	
County Cost	$ 15,207,410	$ 15,142,692	0%

2015 Adopted Appropriations



Dutchess Community College *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Tentative	$ Change	% Change
Contracted Services	10,837,898	10,837,898	10,837,898	10,837,898	-	0.00%
Mandated Programs	2,579,569	2,750,000	2,692,000	2,620,686	(71,314)	-2.65%
Debt Service	1,658,040	1,677,512	1,677,512	1,684,108	6,596	0.39%
Total	15,075,507	15,265,410	15,207,410	15,142,692	(64,718)	-0.43%
OTPS	15,075,507	15,265,410	15,207,410	15,142,692	(64,718)	-0.43%
Misc Local Sources	0	0	0	0	-	
Total	0	0	0	0	-	
Net County Cost	15,075,507	15,265,410	15,207,410	15,142,692	(64,718)	-0.43%

KEY BUDGETARY ISSUES:

The 2015 budget allocates $10.8 million as its sponsor share to the college.

Debt service paid by County Government for the Community College is $1,684,108 for 2015.

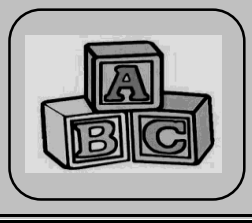
Tuition costs for Dutchess County residents attending community colleges outside Dutchess County are projected at $2.6 million for 2015.

Early Intervention & Pre-School Special Education

Functions

The Division provides oversight of the Early Intervention Program and the Preschool Special Education Programs (located in the Education section of the budget). These programs work with families, medical providers, specialists and/or school districts to assure the earliest identification of eligible children, to ensure that each child receives the necessary individual assistance to maximize growth and development, and to get them ready to enter the school system. Families with infants and toddlers ages 0-3 who have certain special needs established by NYS criteria receive Early Intervention Program services, while the Preschool Special Education Program targets children 3 to 5 years of age.

Early Intervention & Pre-School Special Education



Mission Statement

The Early Intervention (ages 0-3) and Preschool Special Education (ages 3-5) programs mission is to identify and evaluate children who may have a developmental delay/disability, and if the children meet NYS eligibility standards, to provide services to remediate them.

Goal & Objectives:	Appropriately identify and evaluate young children who may have a developmental delay or disability.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# children ages 0-3 referred for evaluation	750	700	700	-	0.0%
# children ages 0-3 found eligible	518	360	360	-	0.0%
# children ages 3-5 referred for evaluation	774	670	670	-	0.0%
# children ages 3-5 found eligible	697	610	610	-	0.0%

Goal & Objectives:	Provide therapeutic services to eligible children to enhance their developmental status.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
percent of children ages 0-3 who received services within 30 days of authorization	90%	90%	90%	-	0.0%
# children ages 3-5 with a developmental delay who received services	1,218	1,220	1,220	-	0.0%

KEY BUDGETARY ISSUES:

2014 Accomplishments

The Early Intervention and Preschool Special Education programs continue to work with our service providers to offer the highest quality service and have successfully complied with ever changing State regulations while efficiently maintaining service for over 2,000 children.

Early Intervention reforms which were enacted in the 2012-2013 State budget, changed the administrative and fiscal roles of municipalities, and we continue to work with NYS Bureau of Early Intervention to address systemic issues and give support to the providers and families. The Department continues to be responsible for: accepting/managing referrals to the EIP (Child Find), designating Initial Service Coordinators (Public Health Nurses assigned to EIP) and Early Intervention Official Designees, and reviewing multi-disciplinary evaluations, as well as eligibility determinations.

Preschool Special Education participated in 3 successful preschool program audits by NY State Education Department (SED). The program also began working with Department of Public Works to provide fueling for preschool transportation with better controls and auditing of fuel.

Our monitoring efforts continue to result in significant savings and have improved the quality of services rendered. Some of our monitoring activities include:

- Increased screening at the point of referral
- Monthly review of Medicaid exclusion list
- Review of quarterly outcome reports from every provider
- 100% desk auditing of session notes as compared to the authorized Individual and Family Service Plan (IFSP) for Early Intervention and Individualized Education Plan (IEP) for Preschool Special Education.
- Six month review of all IFSPs, and annual review of IEP's
- Site visits to ensure quality services and compliance with regulations.

2015 Initiatives

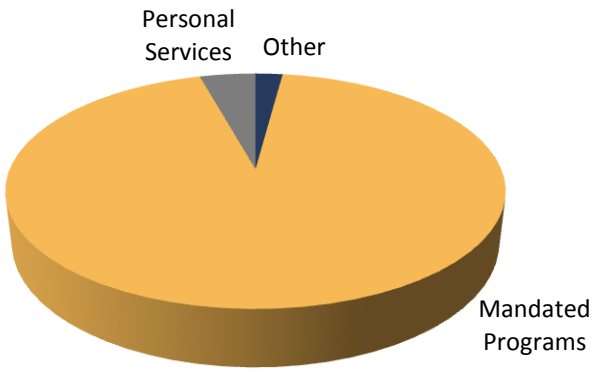
The Division will continue to identify eligible children, to ensure that they receive the necessary individualized service in the most appropriate and cost effective way. One of the main initiatives this year will be to improve the transition process from EI to Preschool Special Education to ensure the most appropriate plan is developed for each child. The Department will continue to attend CPSE meetings and will continue its tradition of bringing together the chairpersons of the Committee on Preschool Special Education (CPSE) bi-annually; organizing quarterly meetings of the Early Intervention On-going Service Coordinators and Providers to increase networking and problem solving for the benefit of the children and families we serve; and arranging co-meetings to aide in better coordination of services.

Early Intervention & Pre-School Special Education Fiscal Summary

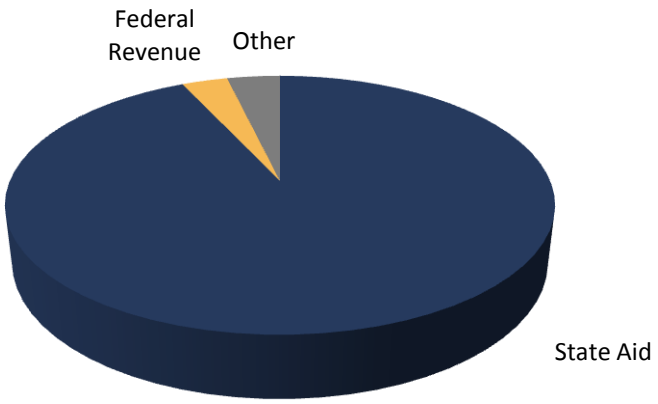
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	22,125,587	$	23,057,662	4%
Revenues	$	12,271,592	$	11,953,201	-3%
County Cost	$	9,853,995	$	11,104,461	13%

2015 Adopted Appropriations



2015 Adopted Revenue



Early Intervention & Pre-School Special Education

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	627,118	655,692	655,502	672,344	16,842	2.57%
Employee Benefits	299,948	327,827	341,892	322,389	(19,503)	-5.70%
Personal Services	927,067	983,519	997,394	994,733	(2,661)	-0.27%
Employee Travel, Train, & Educ	8,832	10,030	9,477	10,600	1,123	11.85%
Communication	1,082	1,372	1,372	1,375	3	0.22%
Supplies	3,686	4,000	7,721	4,850	(2,871)	-37.18%
Interdepartmental Services	14,022	12,395	211,131	362,550	151,419	71.72%
Interdepartmental Prog & Srv	14,022	12,395	211,131	362,550	151,419	71.72%
Contracted Services	9,949	4,900	4,900	5,400	500	10.20%
Mandated Programs	18,007,861	20,125,000	20,795,662	21,580,000	784,338	3.77%
Operations	104,078	97,642	97,930	98,154	224	0.23%
Total	19,076,576	21,238,858	22,125,587	23,057,662	932,075	4.21%
OTPS	18,149,509	20,255,339	21,128,193	22,062,929	934,736	4.42%
Departmental Income	277,466	445,000	445,000	445,000	-	0.00%
Sale of Prop and Comp for Loss	(39,166)	48,000	48,000	0	(48,000)	-100.00%
Misc. Local Sources	271,469	0	0	0	-	
State Aid	9,512,963	11,094,415	11,407,416	11,125,000	(282,416)	-2.48%
Federal Aid	979,198	371,176	371,176	383,201	12,025	3.24%
Total	11,001,930	11,958,591	12,271,592	11,953,201	(318,391)	-2.59%
Net to County Cost	8,074,646	9,280,267	9,853,995	11,104,461	1,250,466	12.69%

Early Intervention & Pre-School Special Education Organizational Structure

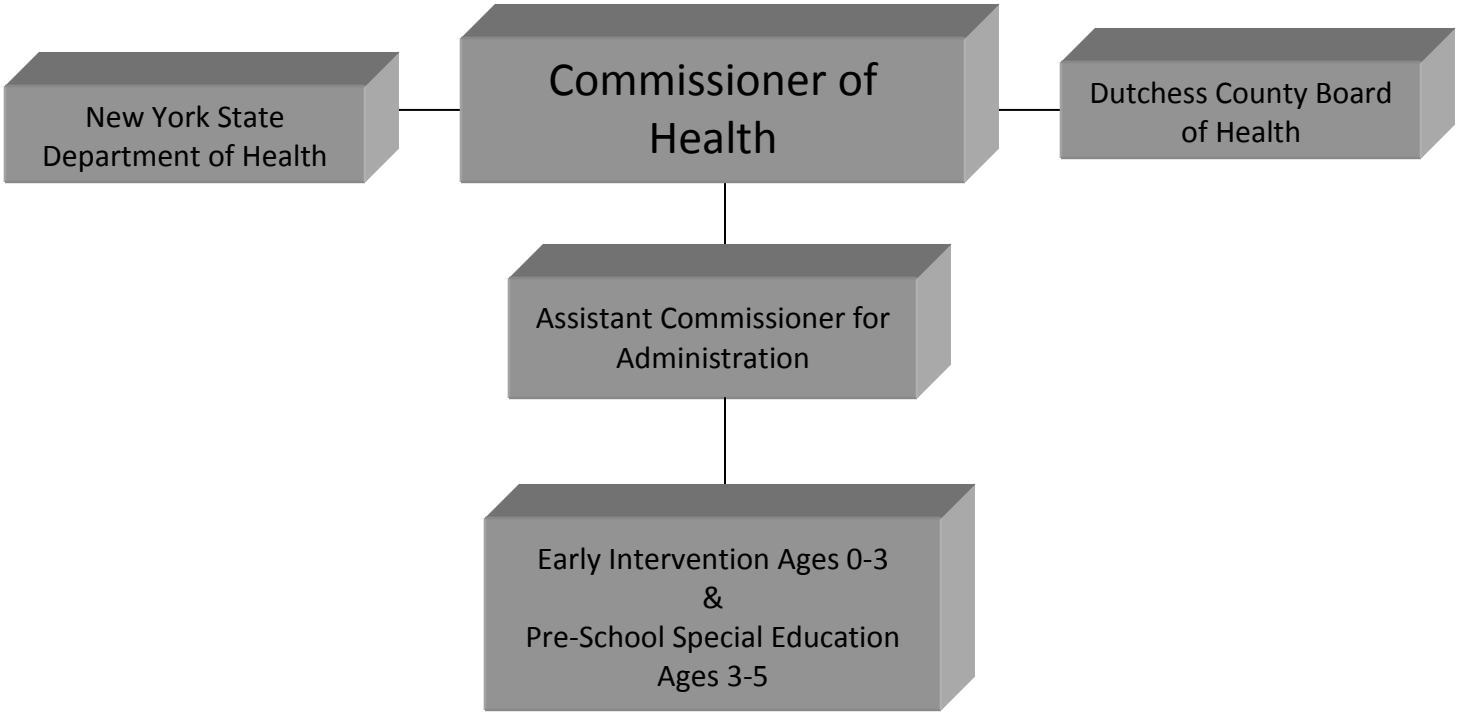


Table of Organization

Position Title	Pay Grade	# of Positions
Early Intervention & Pre-School Special Education Program:		
Coordinator Special Needs	19	1
Assistant Coordinator Special Needs	17	1
Public Health Nurse	15	4
Principal Accounting Clerk	12	1
Senior Program Assistant	10	1
Accounting Clerk	9	2
Program Assistant	8	1
Case Manager Aide	7	1
Total:		12

Safety

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District Attorney

Functions

The District Attorney prosecutes, or otherwise disposes of, all crimes committed in the County of Dutchess, including State institutions and correctional facilities for the People of the State of New York. These crimes include both felonies and misdemeanors.

The District Attorney is an independently-elected official. The District Attorney's Office, by law, is not a law enforcement agency. The District Attorney and Assistant District Attorneys are the only attorneys allowed to be present when a criminal case is presented to the Grand Jury for its consideration.

Grand Jury

Before a crime can be prosecuted in the County Court of Dutchess County as a felony, the Grand Jury must review the facts of the case to determine if there is reasonable cause to believe the defendant has committed such crime.

The Grand Jury is composed of 23 people. A quorum of 16 is necessary to transact business and an affirmative vote of 12 is necessary in order to return an indictment.

The Grand Jury is staffed by two grand jury stenographers whose responsibility it is to take and transcribe all proceedings conducted before that body, as well as oversee the responsibility of running the grand jury on a day-to-day basis.

DWI

The general purpose of the special DWI prosecutors, of which there are three, is to devote their time to the prosecution of DWI cases, both misdemeanor and felony, arising in Dutchess County. For the past four years these prosecutors have handled the prosecution of approximately 1,500 cases per year.

Drug Task Force

The function of the Dutchess County Drug Task Force is to conduct drug investigations on a County-wide basis. The unit is comprised of manpower supplied by the Dutchess County Sheriff's Office, City of Poughkeepsie Police Department, the Town of Poughkeepsie Police Department, and the City of Beacon.

The Task Force conducts their drug investigations as an autonomous unit but, when necessary, interacts with all other police departments in Dutchess County as well as the Drug Enforcement Administration, Federal Bureau of Investigation and other law enforcement agencies investigating drug activities which may affect Dutchess County.

The objective of the Drug Task Force, through the use of undercover surveillance, undercover agents, search warrants, wiretaps and other investigative resources is to help eliminate the sale and possession of illegal drugs in Dutchess County.

Domestic Violence

The District Attorney's Office oversees a Domestic Abuse Response Team (DART) in conjunction with Family Services and Grace Smith House as contracted and administered by the Department of Community & Family Services.

District Attorney

Mission Statement

The District Attorney's Office is committed to insuring the offenders are held accountable for their criminal conduct. The office is also assuring that the voices of the victims are heard and that their experiences with the criminal justice system are as safe and convenient as possible.

Goal: **To prosecute crimes by way of insuring that offenders are held accountable for their criminal conduct within permissible legal standards.**

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Prosectutions (excluding investigations) - Cases	8,064	8,150	8,550	400	4.9%
Prosectutions (excluding investigations) - Charges	$ 19,096	$ 18,500	$ 19,425	$ 925	5.0%
Special Prosecutions (STOP DWI) - Cases	1,240	1,288	1,352	64	5.0%
Special Prosecutions (STOP DWI) - Charges	$ 5,315	$ 5,270	$ 5,534	$ 264	5.0%
Domestic Violence Related Crimes - Cases	1,059	1,036	1,088	52	5.0%
Domestic Violence Related Crimes - Charges	$ 2,307	$ 1,974	$ 2,073	$ 99	5.0%
County Court Felony Prosecutions - Cases	466	506	531	25	4.9%
Investigations - Cases	245	274	288	14	5.1%
Total Prosecutions - Cases	8,309	8,424	8,845	421	5.0%
Total Prosecutions - Charges	$ 19,097	$ 18,502	$ 19,427	$ 925	5.0%

KEY BUDGETARY ISSUES:

2014 Accomplishments & 2015 Initiatives

During 2014, and continuing into 2015, the Office of the District Attorney has enhanced the quality of prosecutorial services and at the same time addressed the underlying causes of crime by:

- Continuing, within the structure of the Special Victim's Bureau, to emphasize the prosecution of cases involving Domestic Violence, child and elder abuse, as well as facilitating the necessary support for the victims of these crimes with human care services;

- Continuing a comprehensive Sex Offender Monitoring Program, together with Dutchess County law enforcement agencies;

- Continuing to aggressively prosecute drug dealers and those who commit violent crime with special emphasis as a result of obtaining State grant monies, placed on gang-related violent crime and chronic offenders who commit crimes with guns;

- Aggressively prosecuting DWI offenders while at the same time initiating programs with support agencies to aggressively address the problem of under-age drinking and the serious legal and health consequences associated with such conduct;

- The 2015 budget includes funding for a new Legal Secretary position which is offset by the elimination of a vacant Investigator position, and temporary help funding for program assistant coverage; and

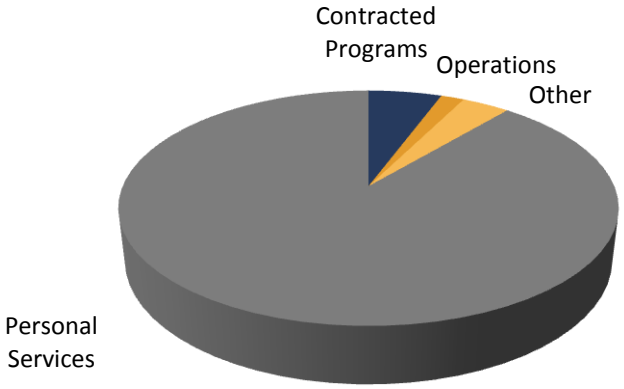
- Addressing the problem of recidivism by joining with judges, defense attorneys, alcohol and drug rehabilitative agencies, and mental health experts to more efficiently deal with the unique challenges associated with those non-violent offenders who have drug addiction, alcohol dependency or mental health issues that led to their committing crimes.

District Attorney Fiscal Summary

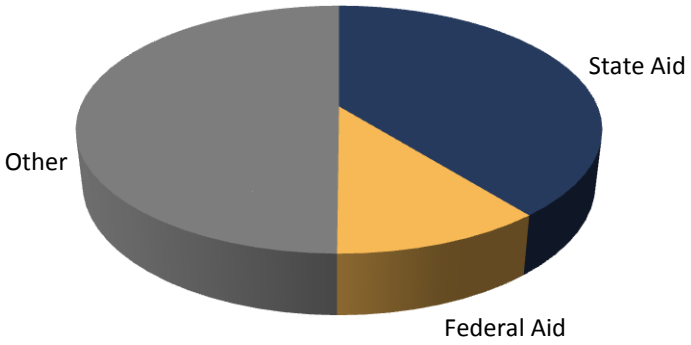
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	5,905,431	$	5,912,060	0%
Revenues	$	476,265	$	641,960	35%
County Cost	$	5,429,166	$	5,270,100	-3%

2015 Adopted Appropriations



2015 Adopted Revenue



District Attorney
Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	3,505,779	3,669,130	3,669,130	3,639,669	(29,461)	-0.80%
Employee Benefits	1,516,556	1,587,783	1,618,800	1,611,894	(6,906)	-0.43%
Personal Services	5,022,334	5,256,913	5,287,930	5,251,563	(36,367)	-0.69%
Employee Travel, Train & Educ	74,645	76,650	84,375	76,650	(7,725)	-9.16%
Equipment (Non-Depreciable)	20,335	0	0	0	-	
Equipment (Depreciable)	40,868	0	8,698	0	(8,698)	-100.00%
Equipment	61,202	0	8,698	0	(8,698)	-100.00%
Supplies	47,084	38,275	50,491	37,895	(12,596)	-24.95%
Interdepartmental Services	90,638	91,748	102,212	104,496	2,284	2.23%
Interdepartmental Prog & Srv	90,638	91,748	102,212	104,496	2,284	2.23%
Contracted Services	251,298	260,100	257,950	335,100	77,150	29.91%
Operations	91,227	103,739	113,775	106,356	(7,419)	-6.52%
Total	5,638,429	5,827,425	5,905,431	5,912,060	6,629	0.11%
OTPS	616,094	570,512	617,501	660,497	42,996	6.96%
Departmental Income	222,009	180,246	180,246	316,372	136,126	75.52%
Fines and Forfeitures	23,118	0	11,036	0	(11,036)	-100.00%
Sale of Prop and Comp for Loss	3,347	0	0	0	-	
Misc. Local Sources	145,985	4,000	4,000	4,000	-	0.00%
State Aid	238,268	210,987	210,987	251,592	40,605	19.25%
Federal Aid	92,677	69,996	69,996	69,996	-	0.00%
Total	725,405	465,229	476,265	641,960	165,695	34.79%
Net to County Cost	4,913,024	5,362,196	5,429,166	5,270,100	(159,066)	-2.93%

District Attorney Organizational Structure

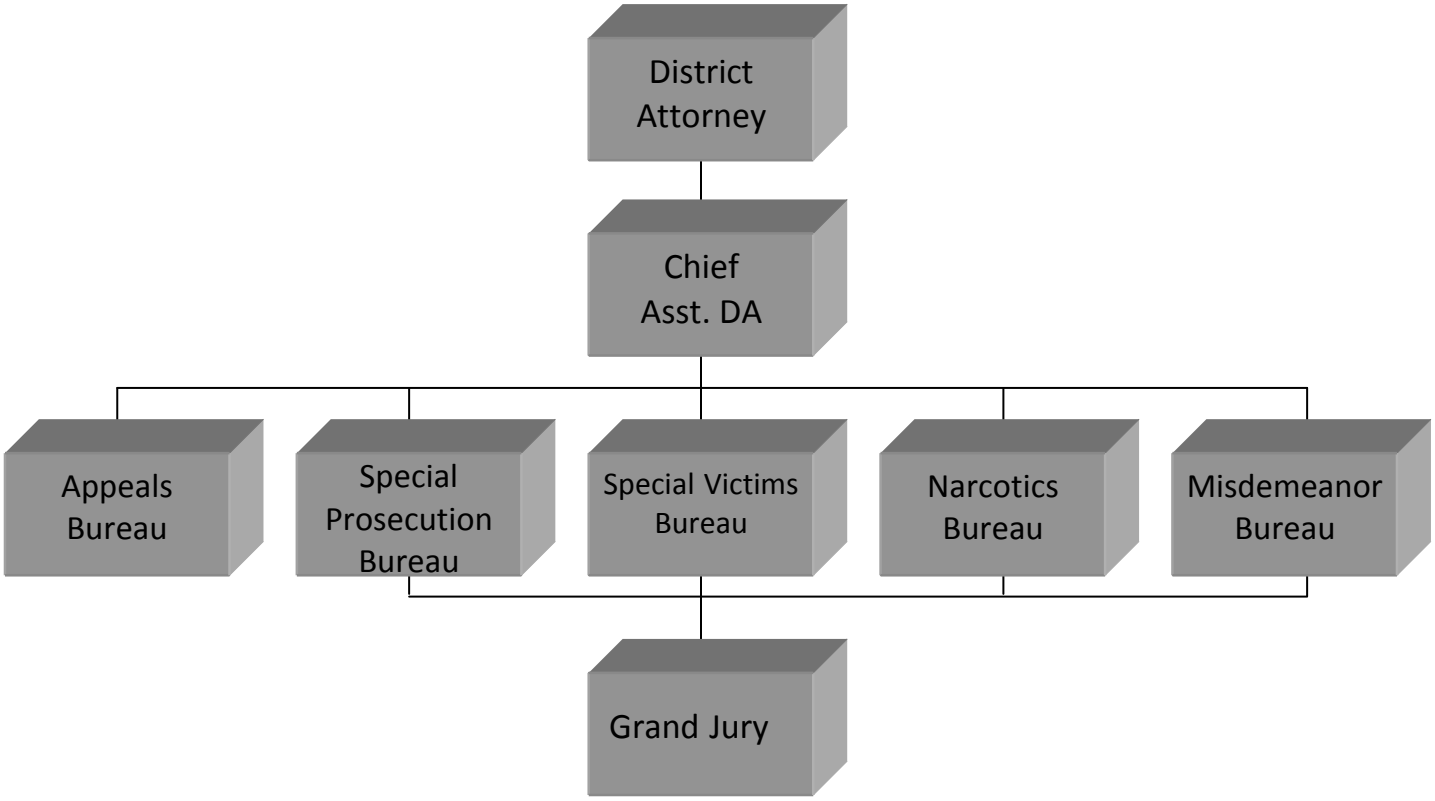


Table of Organization

Position Title	Pay Grade	# of Positions
District Attorney:		
District Attorney	E	1
District Attorney- Chief Assistant	MI	1
Bureau Chief	MH	4
Senior Assistant DA	MG	11
Senior Assistant DA (Child Abuse)	MG	1
Chief Investigator- DA	ME	1
Secretary to DA	MC	1
Law Enforcement Coordinator	17	1
Principle Accounting Clerk	12	1
Legal Secretary	11	6
Program Assistant	8	2
Receptionist	6	1
Total:		31

Table of Organization

Position Title	Pay Grade	# of Positions
DA STOP DWI:		
Senior Assistant DA	MG	3
Legal Secretary	11	1
Total:		4
District Attorney- Grand Jury:		
Grand Jury Reporter	16	2
Total:		2
Drug Task Force:		
Senior Assistant DA	MG	1
Legal Secetary	11	1
Total:		2
Domestic Violence Project:		
Bureau Chief	MH	1
Senior Assistant DA	MG	3
Assistant District Attorney	ME	1
Domestic Violence Outreach Worker	12	2
Legal Secretary	11	1
Total:		8
Department Total:		49

Emergency Response

Functions

The Department of Emergency Response is made up of five divisions.

- Administration
- Dispatch / Communication Systems
- Fire Coordination and Mutual Aid Operations
- Emergency Management
- Emergency Medical Services

The Administration oversees the day to day financial, inventory and human resources operations of the Department.

The Dispatch / Communication Systems division administers and manages the County-wide Enhanced 9-1-1 System. The 9-1-1 Dispatch Center provides emergency dispatch to 37 Fire Districts, five Ambulance Services, and 13 Police Agencies within Dutchess County. This enhanced 9-1-1 system is an integrated system utilizing the latest telecommunication technology. Police agencies are dispatched using the "Closest Car Concept". The "Closest Car Concept" allows the law enforcement officer closest to the emergency to respond. The county-wide 9-1-1 system allows for all the emergency service agencies to communicate with each other in emergency situations. With a central dispatch operation, resources can be deployed more quickly allowing for a coordinated response.

The 9-1-1 Dispatchers are all trained to provide "Emergency Medical Dispatch" (EMD) service. The EMD service allows the caller to be given instructions over the telephone by a dispatcher to aid the victim until medical help arrives.

The Communications Systems oversees the radio/microwave communications network serving Dutchess County. The system is maintained and upgraded to insure the safety of personnel in the field, and provide swift and accurate exchange of information most vital during emergency incidents through the 9-1-1 Communications Center. This communications system provides necessary contact between all County Fire Departments, Rescue Squads, Police Agencies, area hospital emergency departments and neighboring county 9-1-1 Dispatch Centers.

A critical part of the Enhanced 9-1-1 System is the Address Database Management System. This data must be frequently updated to ensure that individual addresses, streets and mapping is accurate for Dispatchers to direct emergency apparatus and police as efficiently as possible. Coordinated efforts must be maintained with the U.S. Postal Service, Telephone Companies, County's Real Property Tax Services, Computer Assisted Dispatch System (CADS) Geo files and local municipality's assessors.

The Fire Coordinator serves as the Regional Fire Administrator for the State of New York. He is responsible for overseeing the operation of the Dutchess County Fire Mutual Aid Plan, as well as the County's participation in the New York State Fire Mutual Aid Plan. The County's volunteer staff of Deputy Fire Coordinators assist the Fire Coordinator with field tasks as well as assist the local Fire Chiefs at major fires and emergencies. The Fire

Coordinator also oversees the County Fire Training Center which provides training opportunities to the approximately 1,400 volunteer fire, 290 EMS, and 200 law enforcement personnel in Dutchess County. The Fire Training Facility is operated by the County offering a variety of fire, rescue, EMS and police courses and simulation exercises. This facility must be maintained in a safe operational condition at all times. New York State Instructors, Dutchess County Fire Instructors and Fire Department instructors offer over 40 different NYS fire training courses, plus seminars and special training opportunities.

The primary function of the Emergency Management Office is to develop and maintain a comprehensive emergency management capability in cooperation with other governmental agencies and the private sector. The Emergency Management Coordinator also provides assistance to local municipalities on prevention and mitigation of natural and man-made disasters. The Emergency Management Office is responsible for reviewing the local Emergency Management Plans including those of schools and nursing homes and maintains an Emergency Operations Center (EOC) in a state of readiness. The EOC serves as the central location for representatives of all emergency service agencies, county departments and support groups (i.e. Central Hudson, Verizon, etc.) to meet and coordinate responses to an emergency situation. The Department of Emergency Response is designated as the coordination point for the Dutchess County Local Emergency Planning Committee (LEPC). This requires the collection and maintenance of all LEPC SARA Title III records and files for distribution to requesting agencies and the public. The activities and demands of the Chemical Emergency Response System within Dutchess County, requires this office to fulfill its coordinating responsibilities in response to the Dutchess County Chemical Emergency Master Plan.

The EMS Coordinator serves the needs of EMS agencies and the Dutchess County Health Department. This full-time position is a shared position between the Department of Emergency Response and the Department of Health. The EMS Coordinator serves as the liaison between the County's Departments of Emergency Response and Health and the local career and volunteer rescue squads, the commercial EMS providers and Hospital Emergency Rooms. The EMS Coordinator also ensures the Health Department's Bio-Terrorism Plan is compatible with the Comprehensive Emergency Management Plan, which is an "all hazards plan". The Health Department maintains a level of training to ensure a rapid response if the plan is activated. The Volunteer Medical Reserve Corps with its Medical Reserve Corps Coordinator will be supervised by this position to ensure additional resources if needed at local disasters.

The duties and functions of the Department of Emergency Response fall under four state offices. Three of these fall under the Department of Homeland Security and Emergency Services (DHSES). These are the New York State Office of Emergency Management(NYSOEM), the New York State Office of Fire Prevention and Control (OFPC), and the Office of Interoperability and Emergency Communications (OIEC). The fourth is the Bureau of Emergency Medical Services (BEMS) through the New York State Department of Health.

Through NYSOEM the department receives federal funds for the programs from the Federal Emergency Management Agency (FEMA). This program follows the federal model, which is adopted nationwide and is the Integrated Emergency Management System (IEMS) which is FEMA's implementation of the Comprehensive Emergency Management concept. The capabilities are contained in several functional elements that are common to emergencies across the full spectrum, while at the same time reorganizing elements unique to specific types of emergencies. The New York State OFPC provides consultation and direct service such as training, HazMat assistance, and field support at large incidents. This component provides a greater resource to assist local communities. The BEMS provides training, regulatory assistance, and compliance for EMS agencies. The OIEC provides grant funding and sets regulatory standards for the 911 Communications Center.

This department provides the coordination of activity among various Fire and EMS resources in the County. The Commissioner, Deputy Commissioner, Coordinators, and Deputy Coordinators assist incident commanders and municipal leaders at significant emergencies and assist them in responding to and recovering from significant disasters. The department provides a Fire Police Response Team, a Fire Prevention Task Force, a Hazardous Materials Response Team, a Fire Investigation Team, a Critical Incident Response Team, and the MRC is coordinated through the department. Deputy Coordinators are assigned to lead the HazMat and Fire Investigation Team. All of the Deputy Coordinators are volunteer staff who are provided with additional training, protective equipment and communication tools. Additional insurance and approved expense reimbursement is also provided to Deputy Coordinators and special team members. Volunteer resources are being strained due to lower numbers and increasing demands from the public. This causes a greater demand of the services provided via Emergency Response.

Emergency Response

Mission Statement

To assist the Emergency First Responders of Dutchess County and local municipalities to prepare and respond to natural and man-made emergencies in their communities.

Goal:	To provide a Training Center/ instruction for all first responders.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Incidents	8,100	8,600	9,000	400	4.7%

Goal:	To efficiently and effectively answer E-911 calls and dispatch the appropriate personnel.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Total Calls Received	230,049	235,000	237,000	2,000	0.9%
Total Incidents Dispatched	117,673	120,000	125,000	5,000	4.2%

Goal:	Have specialized teams ready and able to respond to emergency incidents and / or events.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Haz Mat calls	9	14	16	2	14.3%
Critical Incident Responses	9	9	9	-	0.0%
Fire Investigations	41	55	57	2	3.6%
Medical Reserve Corp. recruits	397	430	450	20	4.7%
Fire Police Responses	4	4	4	-	0.0%

Goal:	Provide Outreach Training Sessions to the public.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
County Fire Courses (# of students)	5,150	5,300	5,500	200	3.8%

KEY BUDGETARY ISSUES:

The 2014 budget continues to include funding to allow the Department to meet the "Core Missions". Among these are:

- Enhanced 9-1-1 Emergency Communication System
- Fire and EMS Coordination and Mutual Aid Operations
- Emergency Operations Center
- Equipped and functioning Training Facility for the County's various Emergency Responders

The yearly *Accomplishments* and *Initiatives* revolved around the above Missions, as well as providing the Emergency Responders with additional assistance and support through their:

- Critical Incident Response Team
- Fire Police Response Team
- Hazardous Materials Response Team

2014 Accomplishments

- In April, Emergency Response appointed a new Emergency Manager who, through community, municipal, and partner outreach is increasing our effectiveness and role in Dutchess County.

- Emergency Response is currently conducting surveys of local municipalities. With this information, the department will be able to focus training and outreach to meet the needs of the community.

- Emergency Response has recently established a presence on social media via Facebook and Twitter. Since its inception, Emergency Response has become a reliable resource of valuable emergency information to followers. The department will continue to develop this resource and explore/enhance other ways to communicate rapidly with the public and partner agencies.

- The Deputy County Executive, Emergency Manager, and Emergency Response Coordinator obtained certification in Emergency Management from the New York State Division of Homeland Security and Emergency Services.

- The Department is completing a series of training and exercises in support of the Emergency Operation Center (EOC). These entirely grant funded programs have provided in-depth education for EOC responders. By providing multiple training and exercise opportunities Emergency Response will significantly increase the number of trained individuals who can work in the EOC. This will improve the capabilities of county government to meet the needs of the community in times of crisis.

- Our Emergency Medical Services (EMS) Division had several significant achievements as well. In 2013 and 2014, utilizing Homeland Security funding provided a series of training sessions for Fire and EMS response personnel. A Nationally recognized educator provided training on Mass Casualty Incident (MCI) Management. It is imperative first responders respond appropriately and this program provided this critically important training.

- In cooperation with the Department of Health, Emergency Response enhanced our Alternate Care Site (ACS) Plan. In the 1st and 2nd Quarter of 2014 they conducted training and exercise programs tailored to the ACS. This culminated in a full scale exercise where they opened and operated the ACS on the campus of Vassar College.

- The Fire Rescue Division coordinated over 2,100 hours of Fire training in the County. This division now ranks 6th in the entire state in number of training hours utilized. This has been achieved through greater coordination between Dutchess County and NYS Office of Fire Prevention and Control Instructors and the leadership of both entities.

- Nearly 200 new firefighters completed the Firefighter I class. This is an improvement of years past. In addition, over 5,100 student units (visits) were taught to Fire Service personnel on our campus.

- The 911 Communications Center initiated several projects as it relates to the Computer Aided Dispatch(CAD) system which included working with multiple agencies to simplify response assignments and a complete upgrade of the CAD software. Both of these initiatives will simplify and improve first responder response in Dutchess County.

- The Communications Division installed two new radio consoles in our backup facility. In cooperation with OCIS, Emergency Response utilized new technology to link into our radio network. This has increased their communications in the facility and now it is truly a backup. This project was entirely grant funded.

2015 Initiatives

- Continue to enhance Emergency Response relationships with local municipalities in regards to Emergency Management. This will be achieved through training and regularly scheduled communications.

- Utilizing grant funding Emergency Response will initiate a Public Safety/Public Service Radio Communications Assessment. This assessment will allow Emergency Response to identify the needs of all the participating entities, set a path for future communications, and realize long-term cost savings for all involved.

- Develop and submit to FEMA for approval of a Regional Hazards Mitigation Plan. This grant funded project will involve almost every municipality in Dutchess County. Once adopted by FEMA it will allow participants to be eligible for mitigation funding.

- The Fire Rescue Division will develop a long-term, cost effective solution to their burn building. This highly utilized facility requires routine and costly maintenance. The Fire Rescue Division will develop ways to extend the life of the building while minimizing ongoing costs.

- The EMS Division will continue to educate the first responders on Mass Casualty Incident Management and continue to secure additional equipment to assist first response agencies in meeting this need. This is a national priority and these efforts are grant funded.

- The Emergency Management Division (EMD) will establish a Training and Exercise Workgroup. This group led by the department will incorporate all of our partner agencies. EMD will identify training and exercise needs and set a multiyear calendar for these efforts. This will allow Emergency Response to more efficiently identify, apply for, and utilize grant funding.

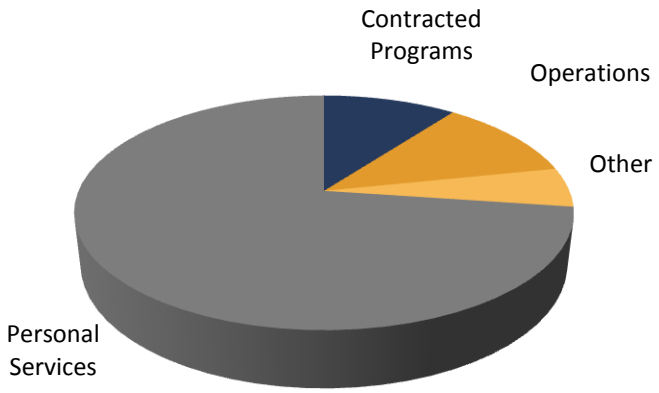
- The Department of Emergency Response is restructuring titles to align more directly with the County Charter requirements and to provide greater clarification of the organizational structure.

Emergency Response Fiscal Summary

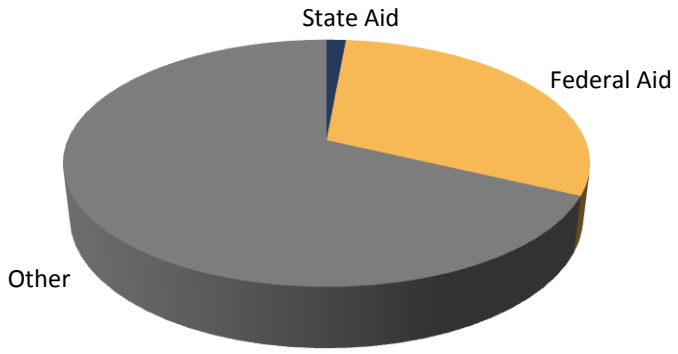
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	6,438,214	$	5,722,280	-11%
Revenues	$	2,531,049	$	1,840,520	-27%
County Cost	$	3,907,165	$	3,881,760	-1%

2015 Adopted Appropriations



2015 Adopted Revenue



Emergency Response

Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	2,899,265	2,880,308	2,899,584	2,867,046	(32,538)	-1.12%
Employee Benefits	1,351,434	1,328,623	1,344,085	1,299,936	(44,149)	-3.28%
Personal Services	4,250,699	4,208,931	4,243,669	4,166,982	(76,687)	-1.81%
Employee Travel, Train & Educ	18,356	22,778	24,911	36,843	11,932	47.90%
Equipment (Non-Depreciable)	64,480	3,550	77,860	3,550	(74,310)	-95.44%
Equipment (Depreciable)	287,142	0	133,121	6,500	(126,621)	-95.12%
Equipment	351,621	3,550	210,981	10,050	(200,931)	-95.24%
Communication	117,707	114,113	120,913	113,516	(7,397)	-6.12%
Supplies	49,384	28,580	244,441	32,464	(211,977)	-86.72%
Utilities	67,381	59,160	69,960	77,472	7,512	10.74%
Interdepartmental Services	34,159	39,418	39,418	40,390	972	2.47%
Interdepartmental Prog & Srv	34,159	39,418	39,418	40,390	972	2.47%
Contracted Services	141,744	1,307,144	636,963	590,092	(46,871)	-7.36%
Operations	607,676	625,471	846,958	654,471	(192,487)	-22.73%
Total	5,638,727	6,409,145	6,438,214	5,722,280	(715,934)	-11.12%
OTPS	1,388,028	2,200,214	2,194,545	1,555,298	(639,247)	-29.13%
Non Property Tax Items	1,249,328	1,225,000	1,225,000	1,250,000	25,000	2.04%
Departmental Income	0	0	10,107	0	(10,107)	-100.00%
Sale of Prop and Comp for Loss	2,096	150	150	150	-	0.00%
Misc. Local Sources	44,436	0	0	0	-	
State Aid	12,030	63,892	63,892	26,142	(37,750)	-59.08%
Federal Aid	630,181	1,228,400	1,231,900	564,228	(667,672)	-54.20%
Total	1,938,071	2,517,442	2,531,049	1,840,520	(690,529)	-27.28%
Net County Cost	3,700,656	3,891,703	3,907,165	3,881,760	(25,405)	-0.65%

Emergency Response Organizational Structure

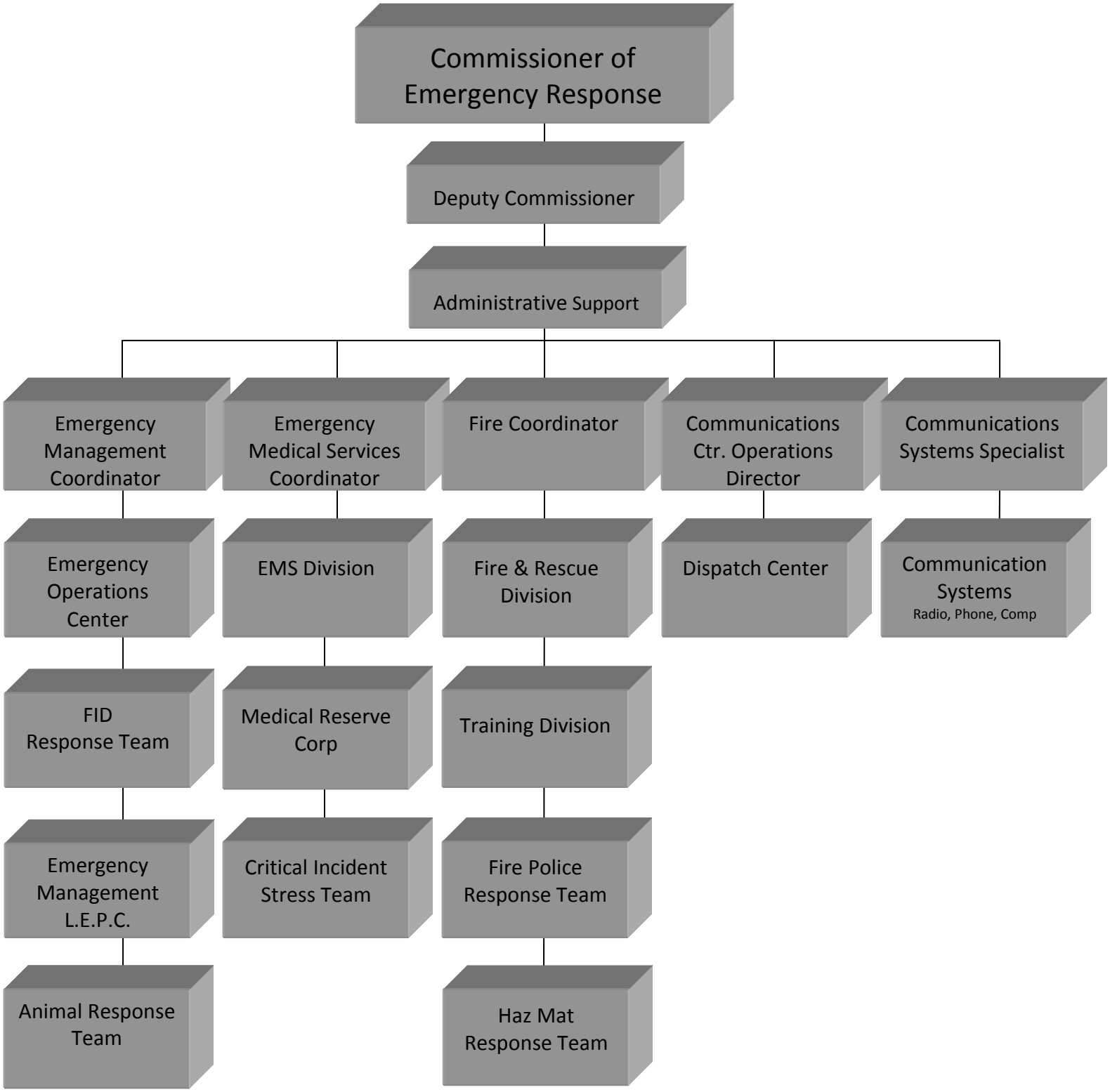


Table of Organization

Position Title	Pay Grade	# of Positions
Emergency Response:		
Commissioner of Emergency Response	MG	1
Deputy Commissioner of Emergency Response	ME	1
Emergency Management Coordinator	17	1
Fire Coordinator	17	1
Building Maintenance Mechanic III	13	1
Fire Instructor (PT)	13	1.35
Total:		6.35
Public Safety Communications System:		
Business Manager	CL	1
Communications Systems Specialist	17	1
Dispatch Center Operations Director	17	1
Senior Public Safety Dispatcher	15	5
Public Safety Dispatcher II	14	4
Public Safety Dispatcher I (Hourly)	13-8	1.17
Public Safety Dispatcher I	13	24
Public Safety Dispatcher (TR)	12	4
Senior Program Assistant	10	1
Program Assistant	8	1
Total:		43.17
Department Total:		49.52

Functions

The major goals of this agency include the protection of persons and property by the application of cost effective community based correctional interventions and assisting victims of crime. A variety of interventions are utilized to prevent recidivism by juvenile delinquents and adult offenders and to alleviate family dysfunction.

Preliminary Procedures for the Family Court

This function, usually called intake, is a process in which Probation staff work with individuals and families whose problems may come under the jurisdiction of the Family Court. This function ranges from answering questions to the complex assessment and adjustment procedures outlined in Dutchess County's PINS Plan. The process is comprised of four basic steps (sift, screen, refer, adjust) and involves working closely with a wide variety of community resources. Both PINS (Persons in Need of Supervision) and Juvenile Delinquency cases are screened and adjusted in this process.

Cases deemed unsuitable or ineligible for diversion services may be forwarded to Family Court. These cases may be returned to Probation for "formal" supervision. A juvenile pretrial release program was created in 2009 to provide the Family Court with alternatives to detention/placement.

Investigation

The investigation function responds to the need, usually mandated by law, for information by all criminal courts, the Family Court and Supreme Court in Dutchess County as well as any other court outside Dutchess County when the defendant or one of the litigants resides herein. Staff interviews the defendant or respondents, verifies the data received, checks sources for additional data, contacts and assists victims, frequently visits the home of the defendant or litigants and submits a written report to the Court with an evaluation and a recommendation for judicial action. Enhanced investigations on sex offenders are a mandate.

Pretrial Release (Release on Recognizance/Supervision)

This is a twofold function-investigation and monitoring of un-sentenced adult defendants is available to all remanding courts in the county. Each day, all new un-sentenced inmates are interviewed in the field prior to arraignment or at the Dutchess County Jail. Using a validated risk assessment tool, the Probation Officer recommends to the Judge whether or not the defendant should be released on a pretrial supervision program. If released into a pretrial program by the court, probation officers monitor the defendant until disposition of the case.

Supervision

This is the most widely known function of the agency. Its activities include using "best practice" intervention strategies to target criminal thinking and behavior so as to prevent further unlawful behavior. Probation Officers must facilitate compliance with court orders. Program objectives include preparing the probationer (and family) for independent, law abiding living through the identification, utilization and creation of community resources to fulfill probationers' program needs; providing restitution to victims and community service are also high priority activities. In all areas, Probation Officers rely on chemical and breath testing for

illegal substances and alcohol. Special interventions are designed and used to maximize effectiveness with certain offender populations, i.e. Intensive Supervision Program, DWI program, the Domestic Violence Program, the Intensive Treatment Alternative Program, the Sex Offender Program, and the Juvenile Electronic Monitoring Program.

The agency puts a high priority on jail population management. A range of alternatives and interventions have been developed to address the issue of jail overcrowding. Using a graduated alternatives model, the department applies cost effective interventions designed to meet both offenders' needs and promote community safety.

- The Day Reporting Center, known as Community Transition Center (CTC) provides educational, vocational, and life skills programs;

- The Community Residence, a 38 bed facility, is a highly structured alternative to incarceration for individuals attending the Intensive Treatment Alternative Program (ITAP) or awaiting a bed in an inpatient treatment program; and

- Electronic Monitoring allows individuals to remain in the community under intensive supervision.

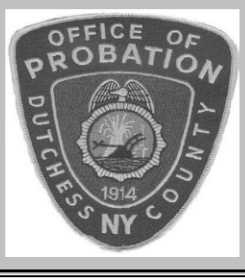
The agency is also focused on placement prevention for juveniles as reflected in mandatory PINS Diversion, J-RISC and Functional Family Therapy. The Department is assisted in its work by community volunteers and student interns.

In addition to "Probation" work, the agency provides research and support to the Criminal Justice Council. New laws have provided stricter rules and guidelines for the supervision of sex offenders. New legislation mandating the installation of an ignition interlock device for all offenders convicted of misdemeanor or felony DWI's will have a significant impact as well.

The agency provides pretrial screening and supervision to the Drug Court, the Integrated Domestic Violence Court and the felony Drug/Diversion Court. The agency is also a member of the Family Court Drug Treatment Team, which focuses on parents with substance abuse problems. In 2002, the agency began a major initiative to obtain risk/assessment tools for all functions. This enables staff to assess for risk, needs, and protective factors and to ensure progress towards goals. It also provides outcome data for both case management and research purposes. All functions now use actuarial tools for assessment and case management.

The above services and programs are all expressions of the agency's four main functions: Family Court Intake, Pretrial, Investigation, and Supervision.

Probation & Community Corrections



Mission Statement

The Mission of the Dutchess County Office of Probation and Community Corrections is to protect the community through intervention in the lives of those under supervision by facilitating compliance with court orders and serving as a catalyst for positive change. We operate in collaboration with our criminal justice partners and the community. We provide services to courts, help strengthen families and give victims a voice in the justice system. We provide leadership and services in a cost effective community based setting.

Goal: Assess risks and needs using actuarial assessments. Apply effective supervision practices to reduce unnecessary detention and placement and promote public safety by reducing recidivism and promoting positive outcomes. *Indicator:* 75% of cases will close successfully and not result in placement. *Outcome:* 96% of mandated preventive cases did not require placement. *Strategy:* Continue evidence based practices.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Family Court Diversion/ Supervision cases received	711	715	715	-	0.0%

Goal: Provide a timely and accurate legal and social report to courts in Dutchess County. *Indicator:* All investigations will contain mandated information and risk assessment. *Outcome:* All cases met standards. *Strategy:* Monitor through quality assurance.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Investigations received (Juvenile and Adult)	1,681	1,700	1,700	-	0.0%

Goal: Provide pretrial release investigations and recommendations to courts and supervise individuals released to pretrial programs for compliance with court orders. *Indicator:* 75% of cases will close successfully. *Outcome:* 76% of cases were successfully closed. *Strategy:* Continue evidence based pretrial practices.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Pretrial Investigations Completed	2,591	2,600	2,600	-	0.0%
Pretrial Cases Received	949	1,000	1,000	-	0.0%

Goal: Supervise adults sentenced to probation according to criminogenic risks and needs in order to promote public safety and reduce recidivism. *Indicator:* 80% of cases will not be re-arrested for a felony within 1 year of completing probation. [1] *Outcome:* 91% of probationers were not arrested for a felony within 1 year. *Strategy:* Continue to apply evidence based practices. [1]-Based on 2011 data.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Probation Supervision Cases Received (Adult)	1,051	1,100	1,100	-	0.0%

Probation & Community Corrections

Goal:	Collect the maximum amount of restitution possible as ordered by the courts in order to make victims whole. Note: Collections depend on amount ordered by the court.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Restitution Collected	$375,661	$400,000	$400,000	-	0.0%
Fees Collected	$134,480	$150,000	$150,000	-	0.0%

KEY BUDGETARY ISSUES:

The department has been following new supervision rules that were implemented in mid-2013. The new supervision rules require more contacts with higher risk probationers as determined by an actuarial assessment. The rules are founded on sound evidence-based principles, but are more labor intensive. In addition, there have been modifications to "Leandra's Law" that expands the potential supervision population and makes it more difficult for defendants to avoid installing the ignition interlock device. These changes increase our need for overtime to perform enhanced duties, accomplish the required community contacts and to make these contacts during "non-traditional" days and hours.

Potential changes to the juvenile justice system may impact the department, but the extent of the impact is unknown at this time as various models for dealing with 16 and 17 year olds, currently in the adult system, have been proposed.

Evidence-based programming will continue to be provided both through the department and through contract agencies. As inmates return to the jail, there will be efforts made to partner with correctional staff to ensure a seamless transition from incarceration back to the community.

2014 Accomplishments

- The "Leandra's Law' county plan was amended for compliance with new legislation and submitted to the state;
- In partnership with Project More, opened a Women's Center for female defendants/probationers in need of various support services;
- Received a technical assistance grant for gender-responsive pretrial strategies from the Center for Effective Public Policy/National Resource Center on Justice Involved Women;
- The Proxy risk instrument has continued to be used for pretrial screening as well as at the investigation stage. This instrument is useful for individual case decision making as well as for research purposes;
- The J-RISC program, which incorporates a nationally recognized blue print program, Functional Family Therapy, entered its seventh year. This is a grant funded project used to prevent unnecessary detention and placement. Staff trained in this model offer the program to higher-risk youth and families;

- In partnership with other agencies, implemented the new Detention Risk Assessment Instrument (DRAI) required by state legislation. This evidence-based instrument will be used to assist Family Court in making detention decisions for youth;

- As the lead agency in the county, coordinated various activities on the regional Juvenile Justice Team;

- Offered cognitive behavioral groups, an evidence-based initiative, such as Ready, Set, Work to probationers; and

- Established CE Check-in, a web based program that allows probationers to communicate with probation officers using technology.

2015 Initiatives

- Continuation of the above programs and projects;

- Continue to explore ways to implement evidence-based practices through collaborative work with the Criminal Justice Council;

- Continue to work with the NYS Office of Probation and Correctional Alternatives to identify and access data needed for planning, research and operational purposes; and

- Work with the Criminal Justice Council in research and planning efforts.

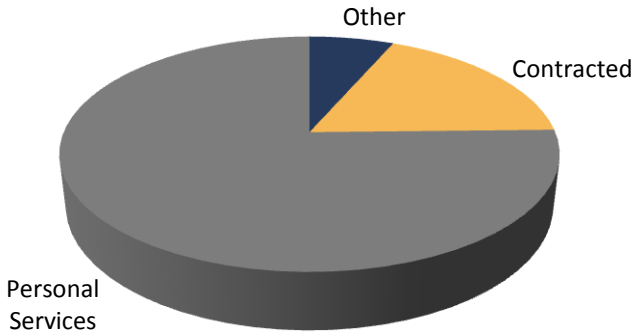
- Work with Special Population Workgroup to identify evidence based programming for inclusion in jail based service programs.

Probation & Community Corrections Fiscal Summary

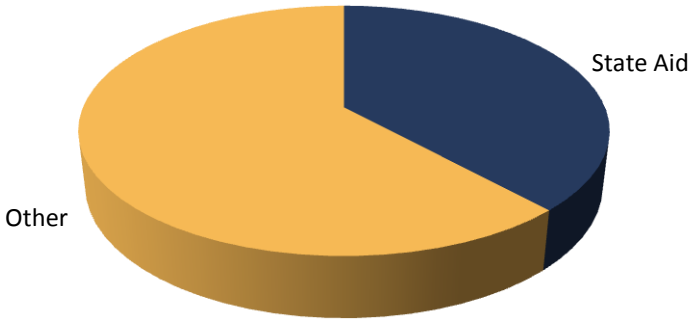
Budget Summary

	2014 Modified	2015 Adopted	% Change
Appropriations	$ 13,935,673	$ 13,915,766	0%
Revenues	$ 3,948,517	$ 4,368,858	11%
County Cost	$ 9,987,156	$ 9,546,908	-4%

2015 Adopted Appropriations



2015 Adopted Revenue



Probation & Community Corrections

Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	7,176,794	7,196,879	7,288,985	7,147,352	(141,633)	-1.94%
Employee Benefits	3,360,665	3,405,959	3,429,279	3,337,301	(91,978)	-2.68%
Personal Services	10,537,459	10,602,838	10,718,264	10,484,653	(233,611)	-2.18%
Employee Travel, Train & Educ	28,791	32,375	32,375	34,875	2,500	7.72%
Equipment (Non-Depreciable)	0	4,900	3,192	3,300	108	3.38%
Equipment (Depreciable)	0	11,000	12,400	0	(12,400)	-100.00%
Equipment	0	15,900	15,592	3,300	(12,292)	-78.84%
Communication	15,874	16,064	16,064	16,064	-	0.00%
Supplies	32,054	63,275	57,083	55,015	(2,068)	-3.62%
Interdepartmental Programs	117,774	143,311	143,311	108,162	(35,149)	-24.53%
Interdepartmental Services	441,715	450,270	450,270	472,901	22,631	5.03%
Interdepartmental Prog & Srv	559,489	593,581	593,581	581,063	(12,518)	-2.11%
Contracted Services	2,218,305	2,325,543	2,354,937	2,522,064	167,127	7.10%
Operations	129,613	136,677	147,777	218,732	70,955	48.01%
Total	13,521,585	13,786,253	13,935,673	13,915,766	(19,907)	-0.14%
OTPS	2,984,126	3,183,415	3,217,409	3,431,113	213,704	6.64%
Departmental Income	2,125,648	2,173,804	2,299,904	2,702,060	402,156	17.49%
Sale of Prop and Comp for Loss.	4,671	0	0	0	-	
Misc. Local Sources	260,345	0	0	0	-	
State Aid	1,638,675	1,648,613	1,648,613	1,666,798	18,185	1.10%
Federal Aid	1,565	0	0	0	-	
Total	4,030,905	3,822,417	3,948,517	4,368,858	420,341	10.65%
Net to County Cost	9,490,681	9,963,836	9,987,156	9,546,908	(440,248)	-4.41%

Probation & Community Corrections Organizational Structure

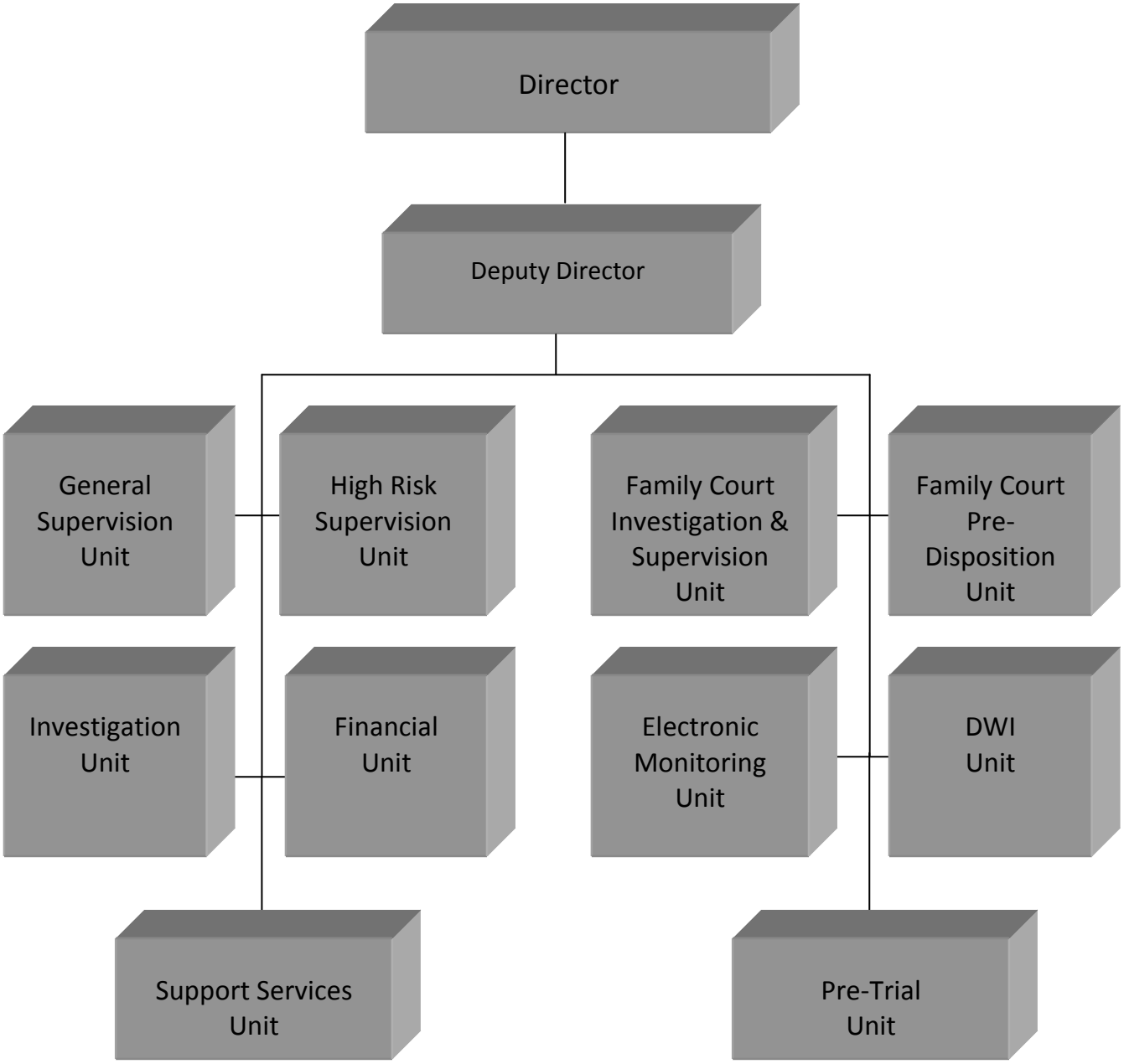


Table of Organization

Position Title	Pay Grade	# of Positions
Probation & Community Corrections:		
Director Probation & Community Correction	MI	1
Deputy Director Probation & Comm Corr	MG	1
Director of Budget & Finance	ME	1
Confidential Administrative Assistant	CI	1
Probation Unit Administrator	18	8
Probation Officer II	16	13
Probation Officer II- ATI	16	2
Probation Officer II- PINS	16	1
Probation Officer I	15	52
Probation Officer I (55)	15	1
Probation Officer I- DWI	15	1
Probation Officer I- PINS	15	1
Probation Officer I- Sp Spk	15	3
Support Services Assistant	12	1
Probation Intake Worker	11	2
Senior Program Assistant	10	1
Program Assistant - EA	10	1
Accounting Clerk	9	2
Program Assistant	8	5
Senior Office Assistant	8	1
Case Manager Aide	7	5
Office Assistant	6	4
Receptionist	6	3
Total:		111

Public Defender

Functions

The Public Defender represents persons accused of a crime or any offense by which the person may be subject to a jail sentence and the said person cannot afford to retain private legal counsel. The United States Constitution and the New York State Constitution as well as New York State Law mandate the right to legal counsel in criminal proceedings. The right to counsel has also been extended to ancillary proceedings such as extradition proceedings, probation violation proceedings, sex offender classification proceedings as well as other types of proceedings. The duties of the Dutchess County Public Defender are directed and authorized by County Law.

The Public Defender Office is charged with competently representing those who qualify for its services at every stage of the legal proceedings. Bail reductions are frequently sought and when granted, the cost of housing an incarcerated person is reduced.

The Public Defender provides around the clock arraignment services in the following jurisdictions: County Court, City of Poughkeepsie, City of Beacon, Town of Hyde Park, Town of Poughkeepsie, Town of Pleasant Valley, Town of LaGrange, Town of Wappinger, Village of Wappingers Falls, Town of Fishkill and Town of East Fishkill.

In 2012, the Public Defender commenced the provision of legal representation to adults in Family Court. Public Defender continues to handle, among other matters, family offense, neglect, abuse, custody and child support matters. The Public Defender now provides this in all parts of the Family Court.

The Public Defender Office also handles appeals to the Appellate Term of the Supreme Court, the Appellate Division and to the New York State Court of Appeals. The New York State Court of Appeals is the highest Court in the state.

The Dutchess County Public Defender Office services all the Town and Village Justice Courts, City Courts and County Courts in Dutchess County. Dutchess County has twenty (20) towns and eight (8) villages. In cases where conflicts occur the courts have a duty to assign private counsel.

The Public Defender provides representation in Ulster County to criminal defendants and adult litigants that the Ulster County Public Defender is conflicted from doing so.

Public Defender

Mission Statement

The Dutchess County Public Defender's Office provides zealous legal representation to indigent criminal defendants

Dutchess County Criminal Court Unit

Goal: To provide quality legal representation.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Acquired Caseload	6,539	6,212	6,250	38	0.6%
Dispositions	6,505	6,036	6,250	214	3.5%
Hearings	673	630	650	20	3.2%
Trials	62	76	80	4	5.3%
Rejected / Non-Indigent Applications	63	75	75	-	0.0%

Goal: Dutchess County will come into compliance with 18-B of the County Law in order to qualify for additional reimbursement from New York State.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Conflict Cases/Assigned Counsel	584	496	500	4	0.8%

Goal: Increase client involvement in A.T.I. Programs

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Judicial Diversion	59	30	30	-	0.0%
Drug Court	6	10	10	-	0.0%

Public Defender

Mission Statement

The Dutchess County Public Defender's Office provides zealous legal representation to indigent adult litigants in Family Court.

Dutchess County Family Court Unit

Goal: Family Court staff will provide quality legal representation

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Acquired Caseload	961	1,660	2,000	340	20.5%
Dispositions	671	1,366	1,800	434	31.8%
Hearings	276	279	400	121	43.4%
Trials	46	260	300	40	15.4%

Goal: Family Court staff will assist adults incarcereated for failure t pay child support and seek their release from jail and/or minimize their length of stay in jail.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Clients Assisted with Child Support Proceedings	282	318	350	32	100.0%

KEY BUDGETARY ISSUES:

New York State's funding for indigent legal representation continues to evolve, with additional funds becoming available through a grant application process rather than a reimbursement formula. Dutchess County has responded to this change and at the states direction, now provides legal representation to indigent adults in Family Court. The Public Defender's office plans to apply for additional grants and use them to further enhance the quality of indigent legal services in Dutchess County.

2014 Accomplishments

- Competently and professionally expect to represent over 7,500 people;
- Successfully expanded the Family Court unit;
- Implemented the counsel at first appearance program; and
- Obtained grant funding to hire an additional criminal justice intake specialist.

2015 Initiatives

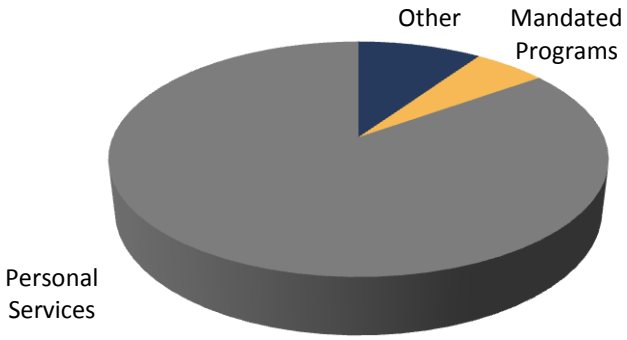
- Monitor the counsel at arraignment programs and expand to other jurisdictions should resources become available. The Public Defender's office will support an application from another county for a regional attorney who specializes in immigration law;
- Continue to provide of services to adult litigants in Family Court;
- Come into compliance with Article 18-B of the County Law and any other standards promulgated by the Office of Indigent Legal Service; and
- Explore expansion of the conflict defender shared service program with Ulster County.

Public Defender Fiscal Summary

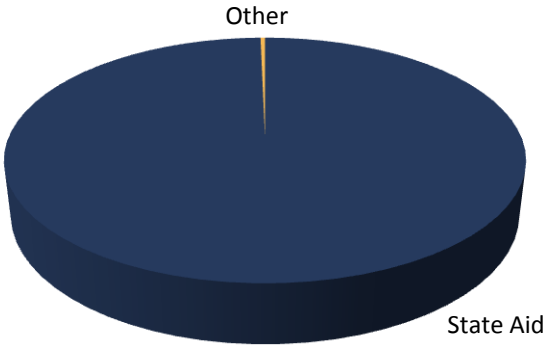
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	4,770,650	$	4,929,089	3%
Revenues	$	1,291,436	$	1,197,442	-7%
County Cost	$	3,479,214	$	3,731,647	7%

2015 Adopted Appropriations



2015 Adopted Revenue



Public Defender

Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	2,377,046	2,636,821	2,770,313	2,833,596	63,283	2.28%
Employee Benefits	1,126,089	1,314,470	1,306,520	1,348,454	41,934	3.21%
Personal Services	3,503,135	3,951,291	4,076,833	4,182,050	105,217	2.58%
Employee Travel, Training, & Educatior	48,318	64,000	62,619	61,000	(1,619)	-2.59%
Equipment (Non-Depreciable)	0	670	620	0	(620)	-100.00%
Supplies	14,738	24,180	18,602	14,200	(4,402)	-23.66%
Interdepartmental Services (Service by	17,973	23,729	36,069	82,791	46,722	129.54%
Interdepartmental Programs & Service	17,973	23,729	36,069	82,791	46,722	129.54%
Contracted Services	192,098	432,415	228,843	259,326	30,483	13.32%
Mandated Programs	293,698	275,000	273,641	275,000	1,359	0.50%
Operations	19,208	25,482	73,423	54,722	(18,701)	-25.47%
Total	4,089,167	4,796,767	4,770,650	4,929,089	158,439	3.32%
OTPS	586,032	845,476	693,817	747,039	53,222	7.67%
Sale of Prop and Comp for loss	1,095	0	0	0	-	
Misc. Local Sources	116,994	4,000	4,000	4,000	-	0.00%
State Aid	619,042	1,287,436	1,287,436	1,197,442	(89,994)	-6.99%
Total	737,131	1,291,436	1,291,436	1,201,442	(89,994)	-6.97%
Net to County Cost	3,352,036	3,505,331	3,479,214	3,727,647	248,433	7.14%

Public Defender Organizational Structure

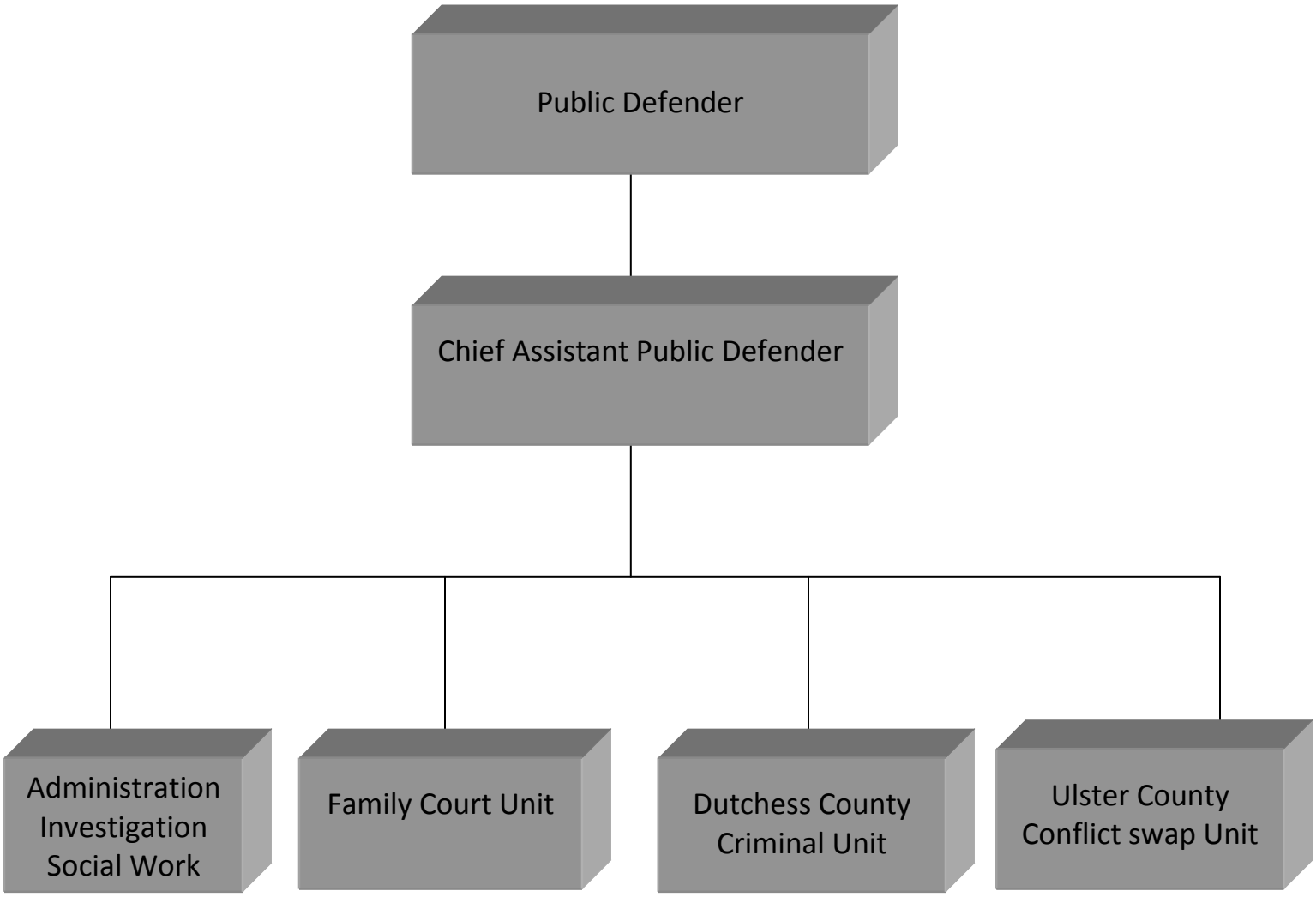


Table of Organization

Position Title	Pay Grade	# of Positions
Public Defender:		
Public Defender	MI	1
Chief Assistant Public Defender	MH	1
Senior Assistant Public Defender	MG	13
Chief Investigator- Public Defender	ME	1
Legal Administrative Assistant	MC	1
Alternatives to Incarceration (ATI) Worker	17	2
Senior Accountant	17	1
Investigator- Public Defender	16	2
Criminal Justice Intake Spec.	11	2
Legal Secretary	11	5
Program Assistant	8	1
Office Assistant	6	1
Receptionist	6	1
Total		32
Family Court Unit:		
Senior Assistant Public Defender	MG	3
Assistant Public Defender	ME	2
Legal Secretary	11	2
Total		7
Conflict Defender SWAP Program:		
Senior Assistant Public Defender	MG	1
Total		1
Arraignment Defense:		
Arraignment Attorney	ME	2
Total		2
Department Total		42

Sheriff & Jail

Functions

The Sheriff is an independently elected official, elected by the people he protects and serves. The Sheriff carries out his duties through Deputies who are required to live in the county in which they serve. The Sheriff is the first line of defense to protect citizens of his County from predators, attack and disaster, manmade or natural. The Sheriff is the Chief Law Enforcement Officer of the County and works with federal and state agencies on matters that affect his county and will support police departments within his jurisdiction.

The core missions of the Sheriff's Office include law enforcement, judicial enforcement (service of civil process) and corrections (county jail), among other priority tasks:

Law Enforcement
Carried out by way of a uniformed patrol force, detective bureau, juvenile aid bureau, records and training department, civilian business staff, communications support and specialized response units.

Judicial Enforcement
The enforcement of any judgments handed down by a court. Typically these matters are carried out through civil process such as the service of summons, levy's, evictions, financial executions, garnishments and seizures. These judicial orders are carried out by uniformed and plain clothes Deputies appointed by the Sheriff.

Corrections
The Jail is run by a Corrections Lt Colonel appointed by the Sheriff. The Jail maintains in a safe and secure manner any person sentenced to incarceration for up to one year and also houses any inmate awaiting transfer to state prison. The Sheriff also insures safe and secure transport of every inmate to court appointments to any jurisdiction in the county.

Other Units
Additionally, the Sheriff maintains specialized units made up of regular law enforcement deputies and detectives. These members support the Sheriff's mission or other agencies that request support from the Sheriff. These units can operate special equipment like motorcycles, ATV's, boats, and bicycles. Special operations can include police canines, underwater search and recovery, crash and crime scene investigation, emergency services unit (special weapons and tactics), crimes against children, computer crimes and recording or storing any type of image.

Another major function that the Sheriff provides to the County is the maintenance of all records generated and the issuance of pistol permits within the County. Records are maintained and provided to the public. Pistol permits are applied for and issued after background investigations.

All aspects of the Sheriff's Office are maintained and monitored through strict auditing of a New York State accreditation program.

Sheriff & Jail

Mission Statement

It is the mission of the Dutchess County Sheriffs Office to be a champion of Public Safety and Law Enforcement throughout Dutchess County. To maintain a safe and crime free environment to the community at large. To enforce laws and provide security through a staff of well trained and well equipped personnel that are prepared to respond to the ever increasing calls for police services and emergencies.

Goal: Increase response and investigations by availability in communities and visible presence to residents. This proactive approach will hopefully curtail further incidences of crime.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Complaints (Investigations/ Response)	39,558	41,367	40,400	(967)	-2.3%

Goal: Increased visibility on the roads and highways of Dutchess County to discourage traffic infractions before they occur. Continued proactive law enforcement increased response, investigation and arrests. Increased Civil actions due to economic hardships.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Traffic Summonses issued	2,611	2,400	2,500	100	4.2%
Total Arrests	1,691	2,100	1,850	(250)	-11.9%
# of Civil Actions	4,173	4,600	4,800	200	4.3%

Goal: Continued proactive law enforcement efforts resulting in the recovery of more stolen property and the deterrent of more crime.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Property Stolen	$ 1,292,405	$ 900,000	$ 1,000,000	$ 100,000	11.1%
Property Recovered	$ 135,559	$ 80,000	$ 80,000	$ -	0.0%

Goal: Maintain a system of transport that is safe, efficient and effective.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Inmates Housed Out (inmate days)	72,233	78,804	27,375	(51,429)	-65.3%
Average Daily Population	454	455	452	(3)	-0.7%

Sheriff

KEY BUDGETARY ISSUES:

2014 Accomplishments

- The FY13 Division of Homeland Security and Emergency Services Grant in the amount of $112,500 was awarded to the Sheriff's Office and appropriated for spending in 2014. The department obtained a Variable Message Sign Board, License Plate Reader, ATV Utility Trailer, Enclosed Utility Trailer, Personal Protective Equipment, as well as, an additional year of maintenance for the Radio Infrastructure with these funds. All these items are 100% reimbursable, with no cost to the county.

- The Sheriff's Office continues to handle the security at Dutchess Stadium through a contractual agreement that provides offsetting revenue.

- With the addition of the new laptop lease, the department also replaced 20 Tracs Scanners in the cars for ticket writing.

- DCSO was once again awarded a $2,500 John T. Sloper Grant from the Community Foundations of the Hudson Valley. With these funds the office purchased safety vests for the Marine Patrol at no cost to the County.

- Through the NY Office of the Attorney General Community Overdose Prevention Program, the department was awarded up to $9,000 as reimbursement for up to 150 Naloxone kits (whichever is less). Members have been trained and kits have been procured by the Dutchess County Health Department.

2015 Initiatives

- Continuation of the SRO Program to ensure the safety of the student and educators of Dutchess County.

- The FY14 Division of Homeland Security and Emergency Services Grant in the amount of $122,500 is included in the 2015 Budget. These funds will be used to purchase Safety and Surveillance equipment, radio encryption, a kennel for a DHSES previously purchased canine, and additional year maintenance for the radio infrastructure.

- Install Multiplexer ROIP equipment and lines to replace Verizon radio lines. The Sheriff's Office is presently paying $12,000 annually for Verizon Radio lines. The ROIP system will pay for itself in a year. It is more reliable and will cause less of an issue with the existing radio and phone lines. E911 is currently using a ROIP system.

- An additional Deputy Sheriff position is included in the budget to provide additional security to the DCFS/County Office Complex making the total members assigned 2 Deputies and 1 Supervisor.

- Work in conjunction with the Corrections Division in the expansion of the Law Enforcement Center and research construction and/or renovation/upgrade or expansion of Headquarters.

- The Sheriff's Office will continue to monitor their Overtime spending and cut costs when possible.
- Expenses are limited to essential purchases for day-to-day operations, as well as, officer and public safety.
- Priority will be given to trainings that enhance officer and public safety.
- DCSO will continue to strive to secure whatever grant funding is available to further enhance law enforcement by providing modern tools and technology.

Jail

KEY BUDGETARY ISSUES:

2014 Accomplishments

- As in prior years, the Dutchess County Jail failed to meet the housing needs of its offender population. Although the jail has a bed capacity for 292 inmates, the average daily population thru September was 468 with a one day high of 523 inmates. The lack of beds for these offenders is the prevailing factor that affects the safety, security and efficient operations of the Jail. Dutchess County Correction Officers are continually transporting these inmates to and from other facilities and at times has had encounters with road hazards, animals, severe weather conditions, and even vehicle malfunctions. Even with all of these encounters there has not been a single incident of injury to staff, inmates or other motorists.

- In 2014, the Jail Administration created a Medical Step Down Unit to meet the needs of inmates who required less than constant supervision. The overall benefit of this new initiative was to reduce overtime. In the first six months of 2014, the constant supervision hours were reduced by nearly 60% compared to 2013. This initiative is estimated to produce over $600,000 in savings in 2014.

2015 Initiatives

Temporary Housing Units (PODS):

In July of 2014, the New York State Commission of Correction approved a plan and design for temporary housing units at the Dutchess county Jail complex. The plan and design was created through the efforts of many Dutchess County agencies, Proteus on Demand, Labella Associates, Morris Associates, and technical assistance by the New York State Commission of Correction. Construction on this project is scheduled to begin in September 2014 with 200 inmates returning to Dutchess County in early 2015. There are some staffing and logistical issues to be resolved, but at the same time, we will be able to create an operational savings estimated at $1 million per year during the life of the project.

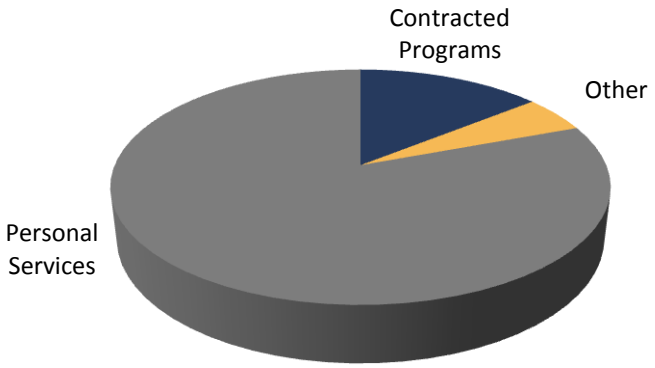
The return of inmates to Dutchess County should also produce a decrease in the average length of stay because of the reduction in logistical efforts required to house inmates in jails in other parts of the state. In addition, housed locally, the county can provide programming which should help reduce recidivism.

Sheriff & Jail Fiscal Summary

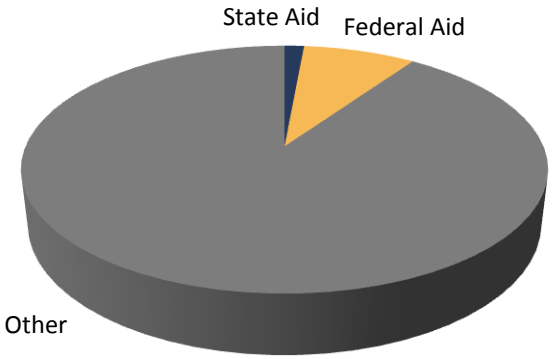
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	56,387,113	$	54,279,152	-4%
Revenues	$	2,785,260	$	3,144,444	13%
County Cost	$	53,601,853	$	51,134,708	-5%

2015 Adopted Appropriations



2015 Adopted Revenue



Sheriff & Jail

Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	28,650,753	29,415,652	29,369,567	31,216,695	1,847,128	6.29%
Employee Benefits	12,939,433	13,535,855	13,735,237	12,568,799	(1,166,438)	-8.49%
Personal Services	41,590,186	42,951,507	43,104,804	43,785,494	680,690	1.58%
Employee Travel, Train & Educ	87,900	94,150	92,593	87,779	(4,814)	-5.20%
Equipment (Non-Depreciable)	47,073	33,264	56,216	25,900	(30,316)	-53.93%
Equipment (Depreciable)	43,481	27,190	142,411	26,000	(116,411)	-81.74%
Equipment	90,553	60,454	198,627	51,900	(146,727)	-73.87%
Communication	54,833	64,485	65,281	67,250	1,969	3.02%
Supplies	572,350	631,929	633,374	714,977	81,603	12.88%
Utilities	443,116	508,473	514,429	719,870	205,441	39.94%
Interdepartmental Services	94,746	111,964	114,464	116,938	2,474	2.16%
Interdepartmental Prog & Srv	94,746	111,964	114,464	116,938	2,474	2.16%
Insurance	5,000	0	0	0	-	
Contracted Services	9,772,128	10,957,449	10,814,627	7,737,913	(3,076,714)	-28.45%
Operations	751,247	920,712	848,914	997,031	148,117	17.45%
Debt Service	4,208	0	0	0	-	
Total	53,466,269	56,301,123	56,387,113	54,279,152	(2,107,961)	-3.74%
OTPS	11,876,082	13,349,616	13,282,309	10,493,658	(2,788,651)	-21.00%
Departmental Income	2,412,602	2,138,287	2,140,787	2,336,804	196,017	9.16%
Intergovernmental Charges	3,419	3,000	3,000	3,250	250	8.33%
Use of Money and Property	156,090	160,000	160,000	260,000	100,000	62.50%
Licenses and Permits	33,557	28,000	28,000	30,000	2,000	7.14%
Sale of Prop and Comp for Loss	0	0	0	0	-	
Misc. Local Sources	259,406	205,000	205,000	210,000	5,000	2.44%
State Aid	114,213	0	0	0	-	
Federal Aid	113,139	50,000	50,000	45,000	(5,000)	-10.00%
Total	391,277	162,265	198,473	259,390	60,917	30.69%
Net to County Cost	3,483,702	2,746,552	2,785,260	3,144,444	359,184	12.90%

Sheriff Organizational Structure

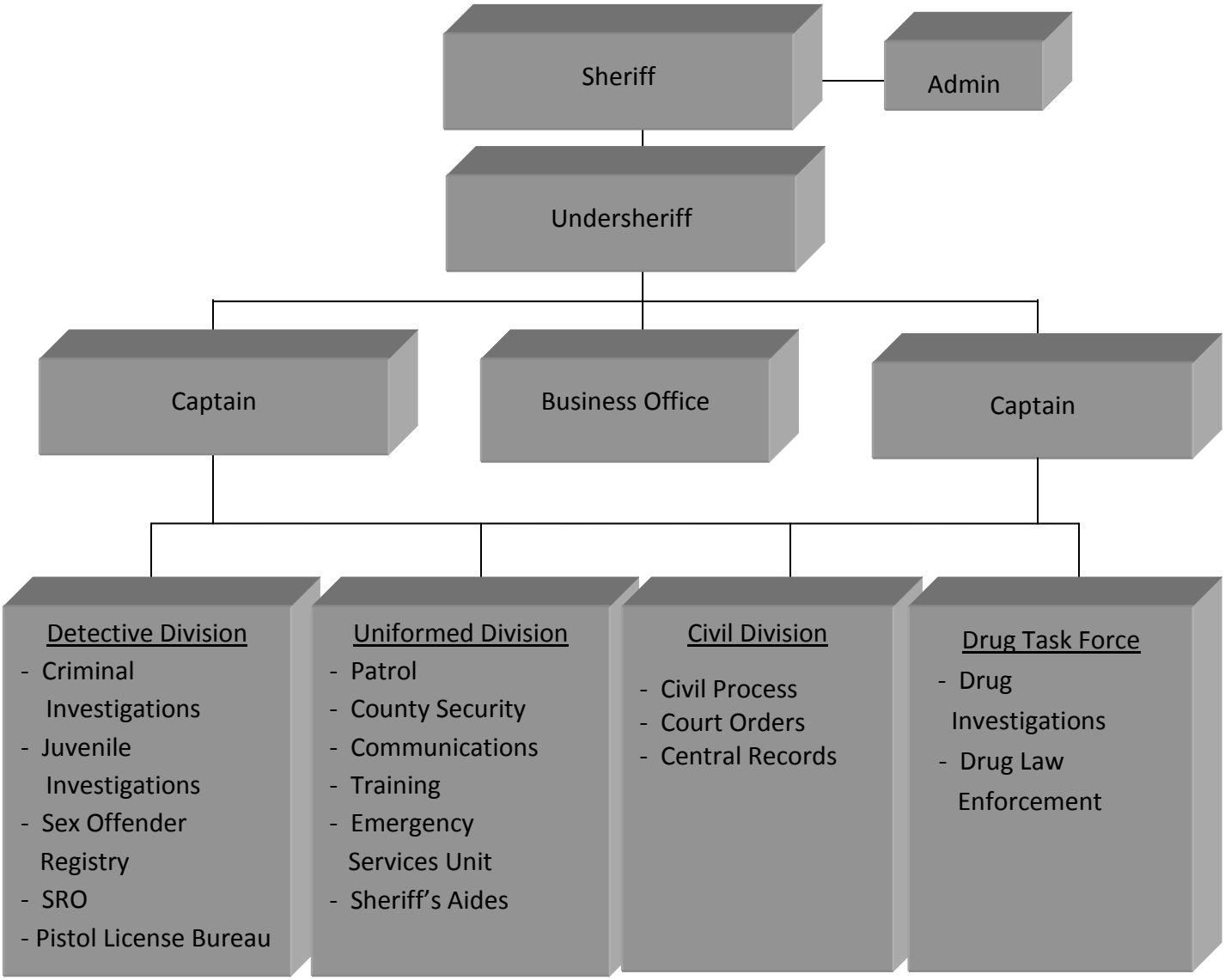


Table of Organization

Position Title	Pay Grade	# of Positions
Sheriff:		
Sheriff	E	1
Undersheriff	MH	1
Deputy Sheriff Captain	MF	2
Confidential Secretary to the Sheriff	MA	1
Deputy Sheriff Lieutenant	SQ	4
Deputy Sheriff Lieutenant (DD)	SQ	1
Deputy Sheriff Sergeant	SP	9
Deputy Sheriff Sergeant (DD)	SP	2
Deputy Sheriff	SN	69
Deputy Sheriff (DD)	SN	16
Business Manager (SH)	NN	1
Sheriff Aide	NK	8
Senior Program Assistant (SH)	NJ	4
Accounting Clerk (SH)	NI	2
Program Assistant (SH)	NH	2
Senior Office Assistant (SH)	NH	1
Head Cleaner (SH)	NF	1
Office Assistant (SH)	NF	1
Clerk (SH)	ND	1
Total:		127

Jail Organizational Structure

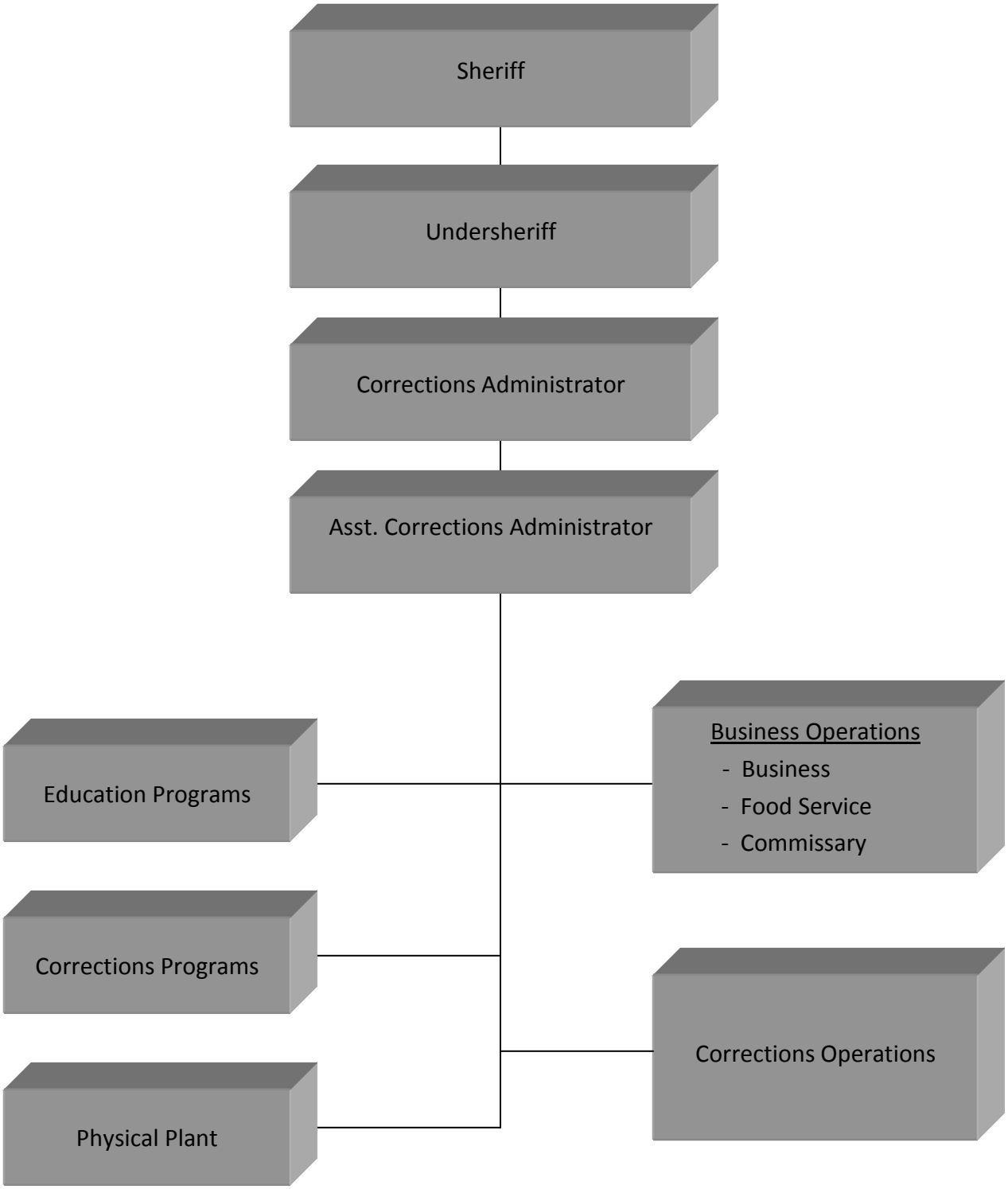


Table of Organization

Position Title	Pay Grade	# of Positions
Jail:		
Correction Lieutenant Colonel	MG	1
Correction Major	MF	1
Correction Captain	ME	1
Director of Business and Finance	ME	1
Transition Counselor	NQ	1
Buildings Maintenance Supervisor (CF)	NP	1
Heating & Ventilation Technician (SH)	NN	1
Electrician I (SH)	NM	1
Carpenter (SH)	NM	1
Building Maintenance Mechanic III (SH)	NM	2
Principal Program Assistant (SH)	NL	1
Administrative Assistant (SH)	NL	1
Accounting Clerk (SH)-EA	NK	1
Senior Program Assistant (SH)	NJ	1
Accounting Clerk (SH)	NI	1
Office Assistant (SH)	NF	1
Correction Lieutenant	JP	5
Correction Sergeant	JO	18
Correction Officer	JM	190
Correction Officer	JL	17
Chaplain- PT		3
Total:		250
Total Sheriff & Jail:		379

Traffic Safety & STOP DWI

Functions

Traffic Safety

The Traffic Safety Board is a coalition of law enforcement, education, health and service agencies and individuals committed to ensuring that our streets, sidewalks and residents remain safe and secure. The major activities of the Traffic Safety Board include:

- Educate the public about safe driving, bicycling and walking habits. Programs focus on aggressive driving, the special needs of older/mature drivers, proper bicycle and pedestrian behaviors relating to injury prevention, school bus safety, and motorcycle safety awareness.

- Distribute educational information and safety equipment (e.g. bicycle helmets, child safety seats) to County residents in support of on-going education/awareness programs.

- Support local law enforcement efforts to increase compliance with state safety belt laws and reduce the number of crashes related to aggressive driving behaviors and excessive speed as part of the statewide Police Traffic Services (PTS) grant project.

- Educate public about aggressive driving issues in Dutchess County by highlighting enforcement efforts, targeted behaviors and individual driver responsibility.

- Support the efforts of local law enforcement agencies, community groups and schools in Bicycle Safety Rodeos and helmet safety presentations to raise awareness and reduce bicycle crashes and related injuries throughout the County.

- Coordinate Child Passenger Safety seat check events/activities/training(s) countywide through support of the Dutchess County Child Passenger Safety Coalition.

- Manage the organization and dissemination of traffic and crash statistics/data from law enforcement agencies throughout the county.

STOP D.W.I.

The STOP-DWI Program is funded from the fines collected from individuals who have been found guilty of Driving While Intoxicated violations within Dutchess County. Programs are administered internally in the Departments of the Sheriff, District Attorney, and Probation and externally through contracts with Lexington Center for Recovery, The Council on Addiction Prevention and Education of Dutchess County, and with various municipal police departments. The STOP-DWI Program also supports educational programs and special projects to deter drinking and driving by providing information to the general public and community groups to reduce the prevalence of related crashes and injuries.

Traffic Safety / STOP D.W.I.

Mission Statement

To support effective Traffic Safety and Injury Prevention Programming that targets reductions in the numbers of injuries, fatalities, and related economic issues for all Dutchess County roadway users. Additionally Traffic Safety / Stop DWI aims to deter alcohol / drug impaired driving through enhanced enforcement, prosecution, rehabilitation, and education services.

TRAFFIC SAFETY

Goal: Educating the public about safe driving, bicycling and walking habits. Programming focused on aggressive driving, the special needs of mature/older drivers, and proper bicycling and pedestrian behaviors.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Training Programs:					
Number of Training Programs (Includes Helmet/Older Driver/Motorcycle)	2	6	6	-	0%
Number of Participants	50	200	200	-	0%
Community Events/Displays	15	10	10	-	0%
Bicycle Safety Rodeos:					
Number of Rodeos	9	8	8	-	0%
Number of Participants	230	190	190	-	0%
# of Education Materials Distributed	40,000	40,000	30,000	(10,000)	-33.3%
Child Passenger Safety Training Programs:					
Number of Training Programs	5	3	5	2	66.7%
Number of Participants	72	50	70	20	40.0%

Goal: Provide training opportunities in proper child passenger safety seat instillations and seat check events throughout the county in an effort to improve the safety of your youngest residents.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Child Passenger Safety Checks:					
Number of Events	3	3	3	-	0%
Number of Participants	65	75	75	-	0%
Number of Child Safety Seats Distributed	365	345	325	(20)	-6.2%

Goal: Manage the organization and dissemination of traffic and crash statistics from police agencies throughout the county.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Number of Crash Records Processed	3,000	3,000	3,000	-	0.0%
Number of Information Requests (Government and Public)	10	20	20	-	0.0%

Traffic Safety / STOP D.W.I.

TRAFFIC SAFETY (continued)

Goal:	Support of local law enforcement agencies to reduce the number of crashes related to aggressive driving and excessive speed. Also support local law enforcement to reduce the number of injuries and fatalities related to lack of seat belt usage. BUNY is a high visibility compliance program.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Local Law Enforcement Participation (Number of Agencies)					
STEP - Aggressive Driving Enforcement	11	10	10	-	0.0%
BUNY - Occupant Restraint Compliance Enforcement	9	10	10	-	0.0%
Number of Seat Belt Violation Citations Issued (during funded patrols)	399	400	400	-	0.0%
Aggressive Driving Citations Issued	1,555	1,600	1,600	-	0.0%

STOP DWI

Goal:	Reduce the rate of alcohol and other drug-related injuries and fatalities through the support of these program components: enforcement, prosecution, probation, rehabilitation, public information and education.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Number of STOP supported arrests					
Overtime Patrols	272	280	285	5	1.8%
Sobriety Checkpoints	21	25	30	5	20.0%
Number of Sobriety Checkpoints Funded	6	8	8	-	0%
Number of Alcohol Related Crashes*	180	175	170	(5)	-2.9%
Number of Alcohol Related Fatalities*	6	5	4	(1)	-20.0%
Number of Information Requests	120	120	125	5	4.2%

2014 Accomplishments

The operational plans, grant activity and related programming for both the Traffic Safety and STOP-DWI Programs are on target with the budget plan.

In an ongoing effort to combat impaired driving and the growing prescription drug abuse epidemic, the STOP-DWI Program established four permanent drug collection sites in law enforcement agencies throughout the County facilitating the safe disposal of unused/expired medications.

2015 Initiatives

In past years, the authorized positions for STOP-DWI were accounted for in Planning and Development and monies were transferred from the Planning Department to the STOP-DWI Program. Planning and Development will continue to oversee the STOP-DWI Program. However, for greater efficiency and to claim direct benefit for STOP-DWI, the authorized positions will now be directly charged to the STOP-DWI Program.

The 2015 budget plan for Traffic Safety (A3310) includes participation in three grant programs.

Although reduced, STOP-DWI (A3315) programming in 2015 includes continued appropriations in three program areas funded in 2014; there are no new initiatives/programs in this budget cycle.

Continued Programming

DC Community Corrections/ Probation Enhanced Supervision Project:
The DC Probation-Community Corrections project supports limited overtime for probation officers to affect enhanced supervision (after hour home/work visits) on high risk offenders in an effort to increase surveillance and compliance with court orders.

Drug Recognition Expert (DRE) Call Out Reimbursement Initiative:
Funding in the 2015 budget will again facilitate the utilization of DREs with a countywide call out procedure. The STOP program has established policy/procedures where reimbursement will be provided to the respective law enforcement agency if a DRE was called to assist with drug recognition based on established protocol.

Support of the Annual Regional (Mid-Hudson) STOP-DWI Conference:
Dutchess STOP-DWI will support/sponsor, Enforcement/Prosecution, the 32nd annual Regional STOP DWI conference with the other counties, 8 in the region. DC STOP-DWI will support law enforcement officers or Assistant District Attorneys (ADAs) and other community partners by extending the opportunity to attend the conference and related training workshops at no cost to their respective departments.

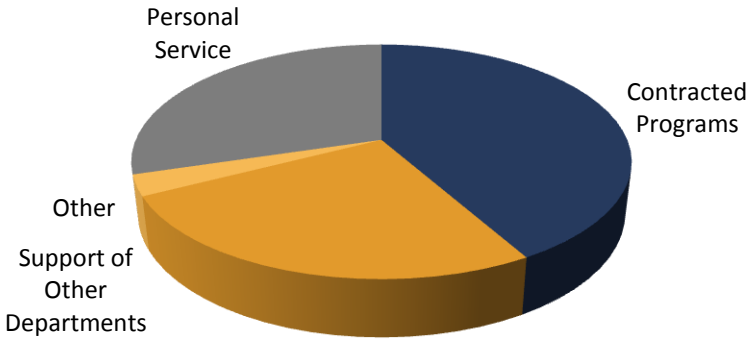
Crack Down Enforcement Grant:
As part of a NYS STOP-DWI Foundation grant project through the NYS Governor's Traffic Safety Committee, the Dutchess County STOP-DWI Program has submitted an application totaling $128,700 to administer a "Crackdown Enforcement Grant" for the 2014-2015 federal fiscal-cycle (October, 1st 2014 to September 30th 2015). This will provide funding to participating law enforcement agencies for their cooperative involvement to revitalize and enhance the visibility of the STOP-DWI Program through coordinated impaired driving enforcement targeting identified statewide crackdown periods. These details shall include local, county, and state agencies.

Traffic Safety & STOP DWI Fiscal Summary

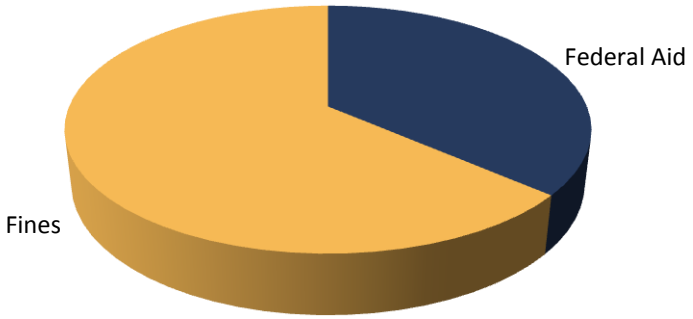
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	846,171	$	668,153	-21%
Revenues	$	831,302	$	651,985	-22%
County Cost	$	14,869	$	16,168	9%

2015 Adopted Appropriations



2015 Adopted Revenue



Traffic Safety & STOP DWI

Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	20,764	19,765	19,765	135,782	116,017	586.98%
Employee Benefits	10,374	10,481	10,537	62,483	51,946	492.99%
Personal Services	31,138	30,246	30,302	198,265	167,963	554.30%
Employee Travel, Train & Educ	7,013	11,250	11,640	11,170	(470)	-4.04%
Supplies	5,221	8,040	7,990	7,320	(670)	-8.39%
Interdepartmental Programs	212,117	187,085	203,585	168,200	(35,385)	-17.38%
Interdepartmental Services	172,245	171,519	171,559	3,279	(168,280)	-98.09%
Interdepartmental Prog & Srv	384,362	358,604	375,144	171,479	(203,665)	-54.29%
Contracted Services	285,817	371,675	418,195	279,149	(139,046)	-33.25%
Operations	1,797	1,300	2,900	770	(2,130)	-73.45%
Total	715,348	781,115	846,171	668,153	(178,018)	-21.04%
OTPS	684,210	750,869	815,869	469,888	(345,981)	-42.41%
Fines and Forfeitures	449,239	458,617	458,617	415,132	(43,485)	-9.48%
Sale of Prop and Comp for Loss	0	15	15	15	-	0.00%
Misc. Local Sources	10,388	0	0	0	-	
Federal Aid	218,071	307,670	372,670	236,838	(135,832)	-36.45%
Total	677,698	766,302	831,302	651,985	(179,317)	-21.57%
Net County Cost	37,650	14,813	14,869	16,168	1,299	8.74%

Traffic Safety & STOP DWI Organizational Structure

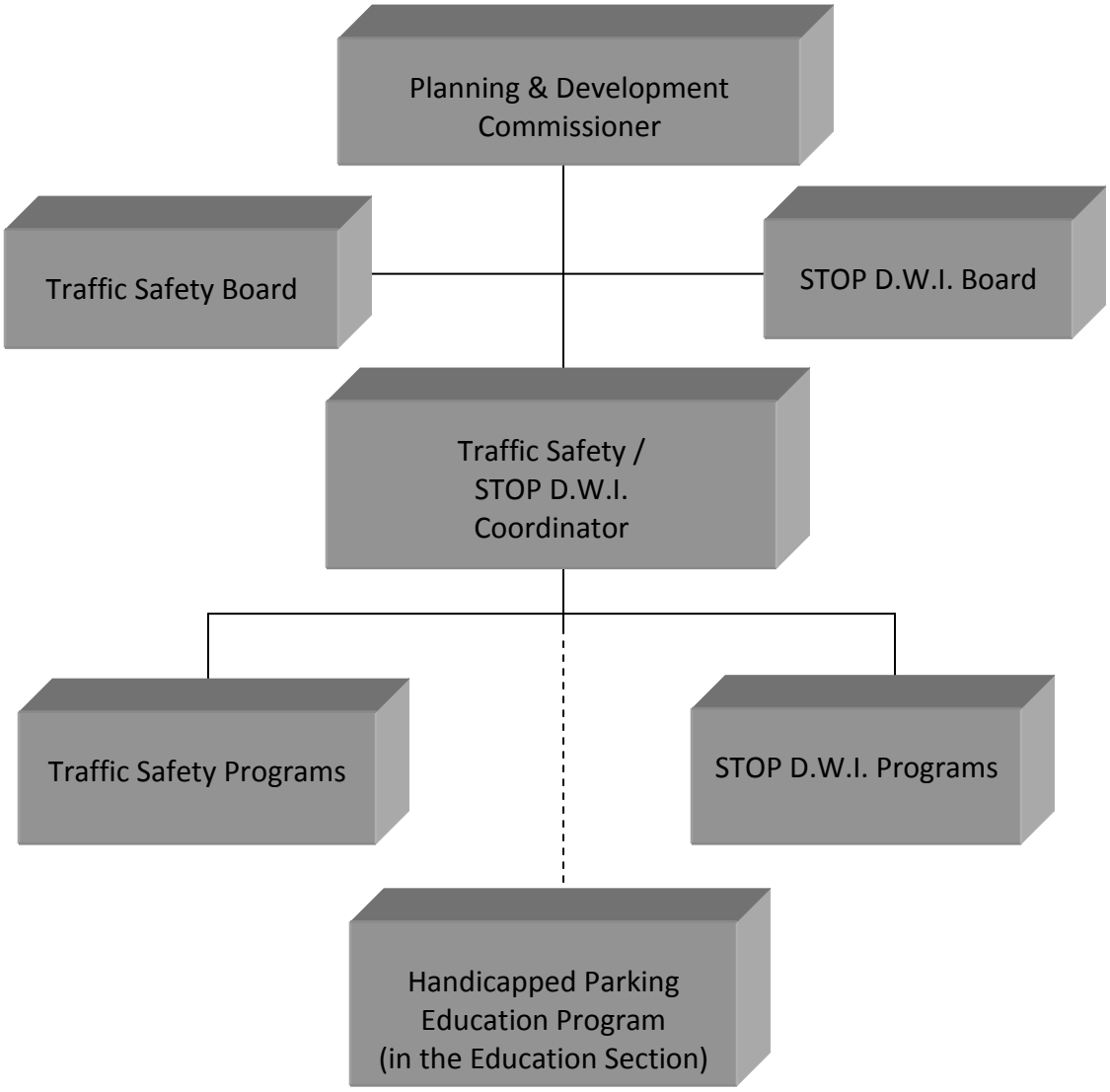


Table of Organization

Position Title	Pay Grade	# of Positions
Traffic Safety:		
STOP-DWI Traffic Safety Administrator	15	0.25
Program Assistant PT	8	0.5
Total:		0.75
STOP-DWI:		
STOP-DWI Traffic Safety Administrator	15	1
Principal Program Assistant	12	0.75
Total:		1.75

Juvenile Detention

Functions

Detention regulations are part of the Family Court Juvenile Act #304 and Social Services Law #462(2). Social Services' Law mandates the local Department of Community & Family Services pay temporary juvenile detention until a Family Court ruling can be made.

The Juvenile Detention division provides temporary housing for juvenile delinquents, whether it is in the City of Poughkeepsie hold-over facility or in a non-secure detention facility, depending on the juvenile's offense. The temporary placement remains until the Family Court makes a decision on the case. Transportation is also required and is provided by the Dutchess County Sheriff's Department to transport the juveniles to and from these placements to court appearances as ordered by Family Court.

Juvenile Detention

Mission Statement

To ensure that youth and families are provided with a safe environment and that community safety is enhanced.

Goal:	Provide secure facilities to house youth who have been charged with serious crimes while they are awaiting court disposition and provide secure transportation for detained youth to and from court appearances.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Sheriff's transports to and from detention facilities	216	216	216	-	0.0%
# of youth housed in secure detention (unduplicated)	18	18	18	-	0.0%

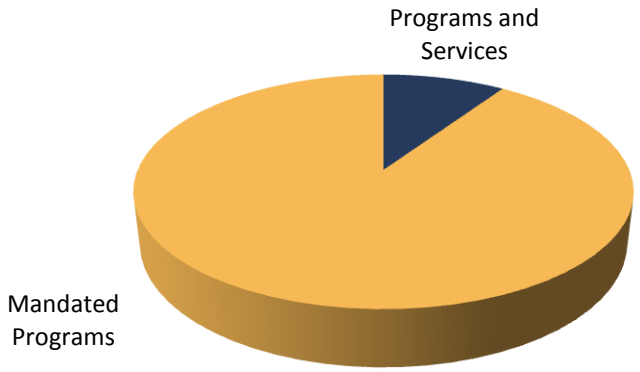
Goal:	Provide non-secure facilities to house youth who are charged with less serious crime, and who are deemed at risk of not appearing in court, to ensure that they appear in court.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of youth housed in non-secure detention (unduplicated)	86	90	90	-	0.0%
# of non-secure care days	2,882	3,000	3,100	100	3.3%

Juvenile Detention Fiscal Summary

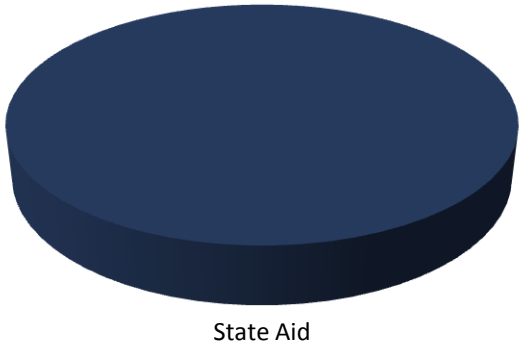
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	1,100,000	$	1,215,000	10%
Revenues	$	524,299	$	595,350	14%
County Cost	$	575,701	$	619,650	8%

2015 Adopted Appropriations



2015 Adopted Revenue

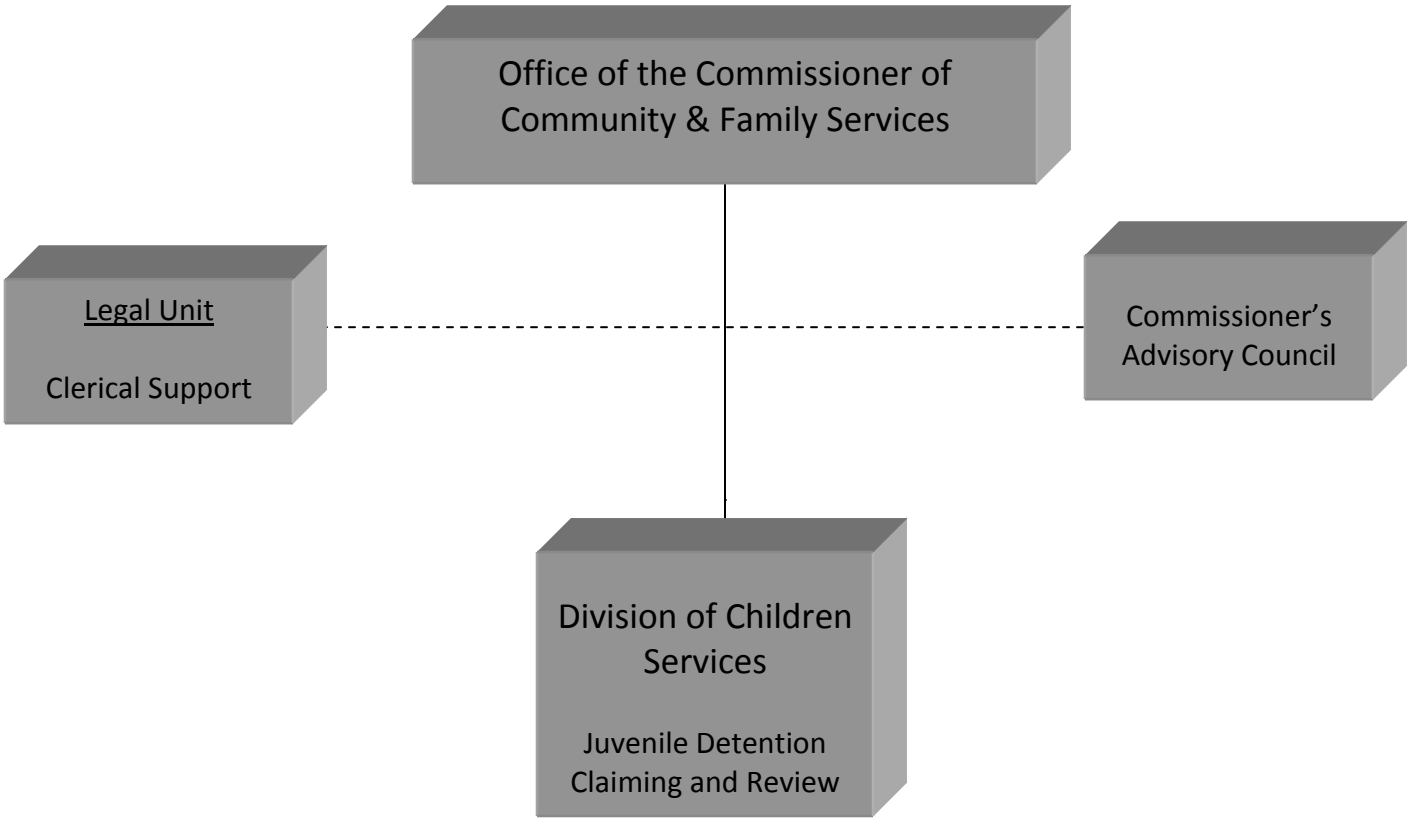


Juvenile Detention

Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Interdepart Prog	77,128	120,000	120,000	115,000	(5,000)	-4%
Interdepart Prog & Srv	77,128	120,000	120,000	115,000	(5,000)	-4%
Mandated Programs	764,158	950,000	980,000	1,100,000	120,000	12%
Total	841,285	1,070,000	1,100,000	1,215,000	115,000	10%
OTPS	841,285	1,070,000	1,100,000	1,215,000	115,000	10%
State Aid	475,028	524,299	524,299	595,350	71,051	14%
Total	475,028	524,299	524,299	595,350	71,051	14%
Net to County Cost	366,257	545,701	575,701	619,650	43,949	8%

Juvenile Detention Organizational Structure



Criminal Justice Council

Functions

The Criminal Justice Council (CJC) was established by local law in 1993. The criminal justice council worked hard to increase the capacity of the Alternatives to Incarceration (ATI) programs including Intensive Treatment Alternatives Program (ITAP), Transitional Housing, and Electronic Monitoring. As outlined in the local law, the CJC advises the County Government and may assist in the development of ways to relieve jail overcrowding, improve case processing and dispositions, and encourage and monitor ATIs. However, the CJC does not oversee the internal operation of any agency. Specific duties include, but are not limited to:

- Promote cooperation among criminal justice stakeholders;
- Establish committees or special task groups to advance the goals of the criminal justice system;
- Develop and recommend policies, as appropriate, to achieve improved management of the criminal justice system;
- Act as a planning group for relief of jail overcrowding;
- Research, develop and recommend new programs or initiatives based on evidence based practices;
- Review and comment on program initiatives;
- Advise and assist with the development and administration of the Criminal Justice Management Information Systems;
- Provide statistical analysis and evaluation of data to enhance the criminal justice system's effectiveness;
- Measure the criminal justice system's effectiveness through evaluation of internal processes and outcomes;
- Communicate findings to involved agencies and the public;
- Determine and recommend priorities for resource allocation;
- Identify funding and service opportunities among non-government entities to advance effectiveness of the criminal justice system;
- Develop and recommend its annual budget to the lead county department;
- Approve the County's ATI Service Plan; and
- Convene meetings and workshops to further the goals of the Council.

Criminal Justice Council

Mission Statement

Vision Statement - The vision of the Criminal Justice Council is a fair, and effective Criminal Justice System.

Mission Statement - The Criminal Justice Council engages in a collaborate process of information sharing to maximize resources resulting in an enhanced Criminal Justice process. This work is done through utilizing research based practices to ensure community safety, through the promotion and support of intervention for at risk youth and adults; addressing victims' needs; and reduction of recidivism.

Goal: Promote cooperation and collaboration among criminal justice stakeholders.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Council Members	32	36	36	-	0.0%
Full Council Meetings	6	6	6	-	0.0%
Executive Committee Meetings	12	12	11	(1)	-8.3%

KEY BUDGETARY ISSUES:

The Criminal Justice Council, with the assistance of its consultant, will continue to review and evaluate the criminal justice system and to promote efficiencies that will alleviate jail population stresses at the jail and reduce recidivism through effective jail programming, ATIs and pretrial programs.

2014 Accomplishments

- Selected RicciGreene Associates to review the Needs Assessment prepared by the Council;
- On May 28, 2013, RicciGreene Associates presented their findings at a Committee of the Whole meeting of the Legislature. The report validated the findings and recommendations contained in the Council's Needs Assessment;
- Council members participated in an informational session held at Marist College for the implementation of a technical assistance grant to promote gender-responsive strategies in pretrial release services;
- An application to the New York State Division of Criminal Justice Services to continue the re-entry project was approved. The Re-Entry Committee of the Criminal Justice Council provides oversight to the re-entry project. The goals of the project were met;
- Approved the Alternatives to Incarceration Update Plan that is an annual state requirement;
- With the Council's approval, the Public Defender's Office applied for and received funds to provide counsel at arraignment; and
- The Council created a workgroup to assist the consultant hired to analyze special inmate populations.

2015 Initiatives

- Oversee the work of the Re-Entry Committee if funding is received to continue the project;

- Continue planning and research initiatives with data furnished by the consultant in order to promote efficiencies and best practices in the criminal justice system;

- Through its internal workgroup, the Council will provide assistance with planning/research for the analysis of special inmate populations; and

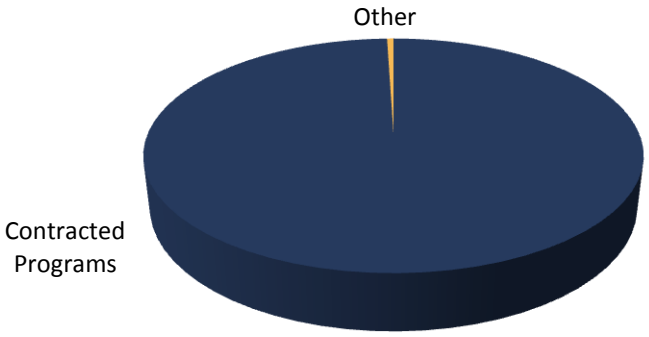
- Continue research to address the population in the jail, ATIs and transitional needs.

Criminal Justice Council Fiscal Summary

Budget Summary

	2014 Modified	2015 Adopted	% Change
Appropriations	$ 65,325	$ 65,325	0%
Revenues	$ -	$ -	
County Cost	$ 65,325	$ 65,325	0%

2015 Adopted Appropriations

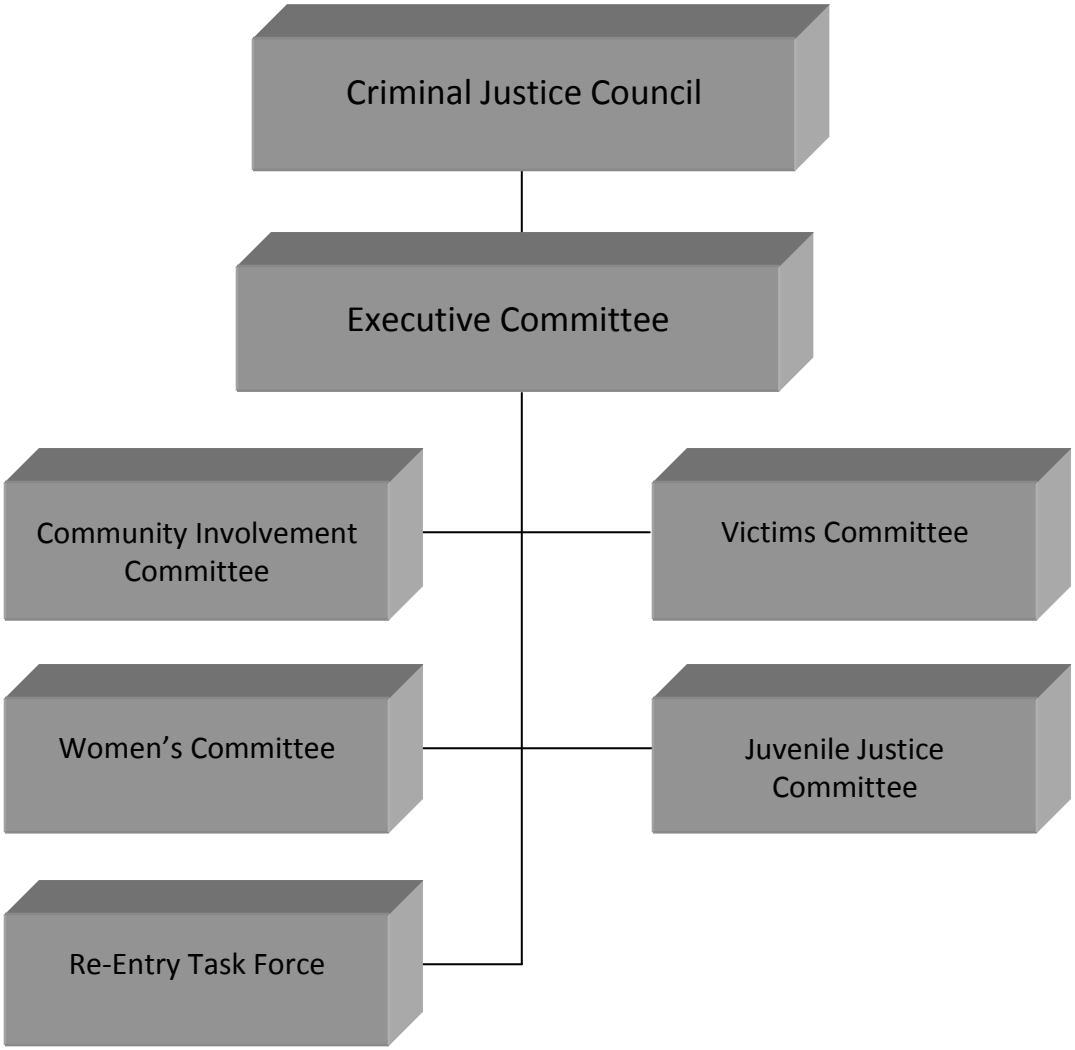


Criminal Justice Council

Budget Summary

Classification	2013 Expense	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Supplies	260	250	250	250	-	0.00%
Interdepartmental Services	66	75	75	75	-	0.00%
Interdepartmental Prog & Srv	66	75	75	75	-	0.00%
Contracted Services	92,494	65,000	65,000	65,000	-	0.00%
Total	92,820	65,325	65,325	65,325	-	0.00%
OTPS	92,820	65,325	65,325	65,325	-	0.00%
Misc. Local Source	100	0	0	0		
State Aid	50,000	0	0	0	-	
Total	50,100	0	0	0	-	
Net to County Cost	42,720	65,325	65,325	65,325	-	0.00%

Criminal Justice Council Organizational Structure



Health

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Department of Health

Functions

The medical care system treats patients one at a time, but public health protects the entire community from the everyday health threats to the exceptional emergencies. The Department of Health works tirelessly to prevent disease outbreaks, to make sure the tap water we drink, and the restaurant food we eat are all safe, and to help create conditions in the community that make it easier for people to make healthier individual choices. The Department is ready to respond to any health emergency—be it bioterrorism, SARS, West Nile Virus, Pandemic Flu, or an environmental hazard.

The Dutchess County Department of Health (DCDOH) is a diverse group of experienced individuals and motivated professionals whose Mission is to assess, protect and promote the health of our communities and our environment through the fulfillment of the core functions of public health: assessment, assurance and policy development. Interventions are based on what has been proven to work, promoting best practices known to improve health.

The practice of public health is best described by the following ten essential services aligned with the three core functions of public health (i.e. assessment, policy development, and assurance).

Assessment

1. Monitor health status to identify community health problems
2. Diagnose and investigate health problems and hazards in the community

Policy Development

3. Inform, educate and empower people about health issues
4. Mobilize community partnerships to identify and solve health problems
5. Develop policies and plans that support individual and community health efforts

Assurance

6. Enforce laws and regulations that protect health and ensure safety
7. Link people to needed personal health services and assure the provision of services when otherwise unavailable
8. Assure a competent public and personal health workforce
9. Evaluate the effectiveness, accessibility and quality of personal and population-based health services
10. Conduct research for new insights and innovative solutions to health problems.

The role of local health departments is changing across the nation, requiring augmented capacity and infrastructure. Local health departments must have the capacity to: generate locally important and timely data, analyze and interpret data as quickly and accurately as possible, establish interventions based on timely and geographically insightful data, and use their resources efficiently through community oriented collaborations.

The Department, established in 1958, currently has offices located throughout the county - in Poughkeepsie, Millbrook, and Beacon. It is licensed by the New York State Department of Health as an Article 28 Diagnosis and Treatment Center, and is also a Licensed Home Care Services Agency (LHCSA).

PROGRAMS & ACTIVITIES

The following summarizes the functions of each Division within the Department and the expected activities for the coming year:

Administrative & Fiscal Division

The Division is responsible for the day to day management of the fiscal and administrative operations of the department. It provides timely and accurate accounting for revenues and expenditures, billing, contract management, personnel and grant administration. It is also responsible for facility/building maintenance, as well as personnel management.

Children with Special Needs Division (EI and Preschool)

The Division provides oversight of the Early Intervention Program and the Preschool Special Education Programs (located in the Education section of the budget). These programs work with families, medical providers, specialists and/or school districts to assure the earliest identification of eligible children, to ensure that each child receives the necessary individual assistance to maximize growth and development, and to get them ready to enter the school system. Families with infants and toddlers ages 0-3 who have certain special needs established by NYS criteria receive Early Intervention Program services, while the Preschool Special Education Program targets children 3 to 5 years of age.

Medical Examiner's Office (MEO)

The MEO is mandated by law to investigate any sudden, unexpected, violent or suspicious death within the County, and to perform postmortem examinations in order to determine cause and manner of death; forensic expertise is also provided to surviving victims of violence and abuse. The MEO serves law enforcement, public health and safety, the New York Organ Donor Network, State and County agencies, and all County residents. The MEO also administers the SAFE program, providing forensic examination for victims of sexual assaults.

Public Health Planning and Education (HP&E) Division

The mission of the HP&E Division is to disseminate to the community continuous, accurate, timely and meaningful information designed to reduce health risks and promote better health, and to provide the DCDOH workforce with reliable access to high quality information resources when and where decisions are made.

HP&E is responsible for the planning, development, implementation, and evaluation of the long and short-term goals of the Department. As part of its activities, it engages in ongoing integrated county-wide community assessment processes to examine the local health and human service system. The results of these assessments feed the Department's strategic planning process and the development and implementation of the state mandated Community Health Improvement Plan (CHIP).

The Division focuses on partnerships with the local medical community, educational institutions and social agencies. The Division conducts educational programs to increase awareness of public health issues, and supports local collaborative efforts such as the Heart Safe Communities and the Comprehensive Cancer Control Consortium. Staff coordinates media and public outreach efforts and develops the department's emergency communication plan, which describes the communication infrastructure, planning and response protocols during an emergency.

Additionally, the Division is responsible for the administration of the management of the Emergency Preparedness grant. The assigned staff acts as liaison between the Departments of Health and Emergency Response, local volunteer rescue squads and hospital emergency rooms, and ensures that the Department of Health's Emergency Preparedness plan is compatible with the Comprehensive Emergency Management Plan, embracing an "all hazards" approach. The EMS Coordinator is also responsible for the Department's Strategic National Stock Pile (SNS). The Volunteer Medical Reserve Corps with its Medical Reserve Corps Coordinator ensures additional resource is available when needed. MRC volunteers are regularly trained to be ready to assist when needed.

Public Health Nursing (PHN) Division

The Public Health Nursing Division provides home visiting and case management services to pregnant and parenting families to ensure they are engaged in primary and preventive health services. Public Health Nurses conduct health education and counseling on infant care and positive parenting skills to reduce childhood abuse and neglect; promote injury prevention including safe sleep and prevention of shaken baby syndrome; provide domestic violence screening, identification and referral services; offer preconception counseling and family planning education, as well as post partum depression screening and referral services.

Additional preventive health services include the Childhood Lead Poisoning Prevention Program, and the Newborn Metabolic and Hearing Screening Program.

The Division is responsible for direct support for the Department's public health preparedness program and the administration of the Children with Special Health Care Needs Grant and Physically Handicapped Children Program which provides education, outreach, referral services and reimbursement to families with special needs children.

Communicable Disease Control (CDC) Division

The Communicable Disease Control Division offers services for the prevention and control of communicable disease including Tuberculosis, Arthropod Diseases including Lyme, and Sexually Transmitted Diseases (STD). Programs include the HIV/AIDS Prevention and Control and Partner Notification Program, the Tuberculosis Control Program, and related screening and treatment clinics for STDs. In addition, the Division handles the immunization program offering Childhood and Adult Immunization Clinics including Perinatal Hepatitis B, International Travel Immunization Clinics, Influenza and Pneumococcal Immunization Clinics, and Rabies Post Exposure. The Division is on the front-line for prevention and control of communicable diseases and disease outbreak investigations and is integral to the department's public health preparedness program.

The Division also on occasion conducts research trials for vaccines and has participated in several focused-trials of community interest such as Gardasil and Influenza vaccines.

Weights & Measures (W&M) Division

The Division of Weights & Measures is responsible for ensuring commercial products are marketed fairly and competitively. The Division's responsibilities include: inspection of all scales and measuring devices in commercial establishments to ensure accuracy; testing of petroleum products for quality (octane, ethanol content and Clean Air Act Requirements); inspection of retail price scanner accuracy; weights of all commodities; and precious metal licensing. In addition, the Division assumes the responsibility for enforcing the Department of Energy Conservation regulations as it pertains to gasoline storage at retail pas stations.

Inspection procedures are carried out in accordance with the NYS Agriculture and Markets law. The National Bureau of Standards Codes and Specifications forms the basis for the major portion of the NYS laws.

Environmental Health Services (ENV) Division

Environmental Health activities include regulatory services carried out in accordance with the provisions of the Sanitary Code and the State Public Health Law. The Division permits and inspects food service facilities, tobacco retailers, children's camps, hotels, motels, campsites, parks, temporary residences, mobile home parks, public functions, swimming pools, bathing beaches, migrant labor camps, daycares and nursery schools.

The Engineering section is responsible for the review and approval of plans for sewage collection, treatment and disposal systems, realty subdivisions, bathing beaches, residential and commercial sewage disposal systems, individual and public water supplies. Inspection activities include sewage collection, treatment and disposal systems, public water supplies and bottled and bulk water. Educational activities include the teaching of courses for the certification of water treatment plant operators.

Environmental health staff also arrange for pre-construction conferences and inspection of individual water supplies and sewage disposal systems for conformance to approved plans. The Division investigates complaints regarding food-borne illnesses, rental dwellings, sewage failures, vermin infestations, and offensive materials; and reports of animal bites and human contact with suspect rabid animals.

The Radiation Services and Environmental Health Assessment Program conducts investigations and provides technical assistance regarding radon, radiation and chemical emergency response plans, occupational health, hazardous and medical waste disposal sites, indoor air quality, environmental lead assessments and potential exposure to chemicals and hazardous substances.

Division of Veterans Services (VS)

The Functions and objectives of this Division are to promote the interests and welfare of our veterans, their dependents and survivors. The Division aims to enhance their quality of life through counseling, claims assistance, education, and advocacy in obtaining federal, state and local benefits which may be available to them. Services provided by the Division also include assistance in burial and survivor benefits, and filing of Discharge with County Clerk, applying for the F.A.V.O.R. Discount Card, replacing Military Records (Discharge Papers) and assistance in upgrading for correction of military discharges, application for Medals (NYS & Federal), as well as referrals to other benefit agencies.

In depth counseling and follow-up service on all claims for benefits is available to all veterans and their dependents/survivors.

The Veterans Service Agency staff is available to meet with veterans at the Eastern Dutchess and Beacon Government Center by appointment and Pine Plains VA Clinic making services more accessible to veterans throughout the County.

Department of Health

Mission Statement

To assess, protect and promote the health of our communities and our environment.

Medical Examiner

Goal: The medical examiner is mandated, in the interests of justice, public health and public safety, to investigate sudden, suspicious and violent deaths within his/her jurisdiction and to evaluate, and document injuries in live victims of abuse. Objective: To respond to and investigate all reportable deaths, in order to determine which cases fall under the jurisdiction of the medical examiner. Act as an expert witness in criminal and civil cases involving deaths due to violence and live victims of violence and abuse; and investigate unresolved old cases.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Total Caseload	873	840	840	-	0.0%
Death Scene Visits	358	380	340	(40)	-10.5%
Autopsies	247	225	225	-	0.0%
External Examinations / Certifications	132	130	175	45	34.6%
Court Testimony	15	15	15	-	0.0%
Consultations/ Live Victims and Old Cases	19	25	20	(5)	-20.0%

Public Health Nursing: Health Guidance and Immunization Clinics

Goal: Link people to needed personal health services and assure the provision of services when otherwise unavailable. Objectives: Promote the health of mothers, infants and children through home visits to ensure engagement in primary care and preventive health services and to provide health guidance as needed. Provide immunization to the public, in particular to high risk individuals.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Health guidance visits	1,101	1,142	1,256	114	10.0%
# of individuals who received influenza vaccines at DCDOH clinics	160	400	375	(25)	-6.3%
# of children ages 0-18 who were immunized at DCDOH clinics	274	285	285	-	0.0%

Communicable Disease Control Clinics

Goal: Prevent and control infectious disease in Dutchess County through timely investigation of reportable communicable disease and prompt response. Objectives: Provision of free and confidential diagnosis and treatment at the TB, HIV and STD clinics.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Clinic Visits (TB, HIV, STD)	11,611	3,200	3,200	-	0.0%

Department of Health

Tuberculosis Control Program

Goal:	Prevent, control and reduce incidents and health effects of Tuberculosis (TB). Objectives: Provide outreach, education, screening testing and treatment (clinics) for persons infected and affected by TB. Ensure early identification of TB cases and prompt investigation of potential contacts in the community setting.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
TB - Total number of cases	7	4	6	2	50.0%
TB - Total number of individuals screened	571	600	625	25	4.2%

Environmental Health: Community Sanitation Services

Goal:	To protect the health and well-being of Dutchess County residents and others receiving services through the administration and enforcement of environmental health regulations and services. Objectives: Inspect permitted facilities and investigate complaints.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Inspections of camps and recreational facilities	883	900	900	-	0.0%
Inspections of temporary residences (Hotels / Motels)	271	220	220	-	0.0%

Rabies Program

Goal:	Prevent, control and reduce the health effects of rabies: humans, animals, etc. Objectives: To decrease the number of humans receiving post-exposure treatment in Dutchess County by increasing the number of pets (dogs, cats, domestic ferrets) vaccinated at rabies clinics sponsored by DCDOH and by DCDOH community partners.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Total # of contacts that received post exposure treatment	43	40	40	-	0.0%
# Pets vaccinated- DCDOH 3 Clinics	631	690	690	-	0.0%

Arthropod-borne Disease Program

Goal:	Prevent and reduce the risk of human disease that is attributed to arthropod vectors. Objectives: To maintain accurate, ongoing surveillance activities and epidemiological status of reportable conditions caused by the arthropod vectors (primarily ticks and mosquitoes). Develop and implement prevention education for residents. Update healthcare providers on emergent arthropod-borne disease issues, advising on approved treatments and understanding current laboratory tools used for diagnosis. *Note - for ECLRS, this is sentinel surveillance and that for total of confirmed & probable cases, this represents investigation of only 20% Lyme Lab reports.*				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Total number of lab reports (ECLRS) to include all arthropod diseases	6,213	5,986	6,000	14	0.2%
Total number of confirmed and probable cases based on NYSDOH data	334	330	330	-	0.0%

Department of Health

Weights & Measures Division

Goal:	Inspections of all retail gasoline pumps and scales used in commercial transactions to ensure that the correct amounts are received by the consumer. Gasoline samples are tested for chemical content to ensure that it is within specifications.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Weights & Measuring Devices Inspected	4,814	4,406	4,406	-	0.0%
Gasoline Samples Tested	324	321	324	3	0.9%
Goal:	Protect consumers through the enforcement of local and state laws designed to maintain equity in retail transactions.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Inspection of item pricing	33	-	-	-	0.0%
Inspection of scanner accuracy	20	60	60	-	0.0%

Division of Veteran Services

Goal:	Provide outreach and education to veterans and families regarding services and entitlements available from federal, state and local governments.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Total Services Rendered	21,704	22,000	22,000	-	0.0%
Education/ Vocational Rehab	659	650	650	-	0.0%
Pension	1,551	1,500	1,500	-	0.0%
Burial / Insurance	1,445	1,500	1,500	-	0.0%
Compensation	2,273	2,200	2,200	-	0.0%
Discharge Papers/ Medals/ Military Records	2,126	2,000	2,000	-	0.0%
Blind Annuity	170	200	200	-	0.0%
Loan	398	400	400	-	0.0%
Medical	1,133	1,000	1,000	-	0.0%

2014 Accomplishments:

The Department maintained the basic programs required to assure the fulfillment of its core mission. Highlights for the year include implementing a drinking water quality webpage and launching our Community Health Improvement Plan.

Changes in Article VI of the New State Public Health Law were introduced effective January 1, 2014 and included the addition of Chronic Disease Prevention and Public Health Emergency Preparedness and Response as core services. To ensure our ability to implement these changes, the Department reassigned staff within the divisions of Public Health Nursing and Communicable Disease, incorporating all Chronic Disease activities within the Public Health Nursing Division and moving the immunization program under the CDC.

Service Highlights

Emergency Preparedness

The Department of Heath worked in collaboration with The Emergency Response Department to strengthen our ability to respond to natural and/or manmade disasters. Most noticeable was the completion of a full scale exercise to test Dutchess County's ability to activate and support an alternate care site in the event local

healthcare resources are overwhelmed. Additionally, the Department was notified that it was designated to be part of the City Readiness Initiative (CRI), a federally funded program designed to enhance preparedness in the nation's largest cities and metropolitan statistical areas. Consequently, additional deliverables and mandates will be expected in the coming year.

Clinical Services

The incidence of Chlamydia, particularly among the adolescent population has generated both national and local concern. There were 860 cases reported in Dutchess County in 2013, compared to 439 cases in 2004. To increase HIV STD screening diagnosis and treatment for adolescents age 13 to 21, the Department initiated a multi-faceted education campaign to private providers along with the provision of free HIV/STD screening tools.

Dutchess County participated with the New York State Department of Health Million Hearts State Learning Collaborative. The project involved self-measured blood pressure monitoring accompanied by clinical support, and the use of Health Information Technology to identify undiagnosed persons with high blood pressure. Our Public Health Nurses collaborated with Hudson River Health Center in Beacon. The project involved the dispensing of home blood pressure monitors to patients who are diagnosed with hypertension. Additionally, the Department developed an education program that is offered to those enrolled in the project.

Environmental Services

The Department of Health continues to provide technical assistance to the three jurisdictions that passed a local private well testing law, and also updated their webpage to bring all of the water information into one location, making it easier for the public to look for information about testing of water supplies. The easy-to-navigate webpage outlines who is responsible for specific water supplies and where residents can get additional data to be an informed water consumer.

Additionally, the Department issued a report summarizing the significant decline in methyl tertiary butyl ether (MTBE) levels in Dutchess County public water supplies over the past decade. MTBE was used as a gasoline blending component until it was banned in New York State in 2004. The downward trend in MTBE levels illustrates the positive impact of New York State drinking water regulations and DCDOH monitoring efforts, as well as improvements in gasoline regulations.

In 2014, The Department of Health responded to several rabies exposure incidences including several rabid cows and foxes. Rabies is a serious illness and can be fatal. In Dutchess County, nearly 50 individuals undergo rabies post-exposure treatment annually, many of these due to contact with animals that were not captured and therefore not tested. Capturing and testing the animal ensures that those who were exposed to rabies will receive lifesaving treatment, and eliminates unnecessary treatment of individuals who were not exposed.

Community Health Improvement Plan

In 2014, the Department released the county's first ever comprehensive Community Health Improvement Plan (CHIP) which delineates the goals, strategies and objectives for the identified priority health areas: Childhood and Adult Obesity; Access to Preventive Healthcare and Improving the Management of Chronic Disease; Tick and Insect-Related Diseases; and Substance Abuse. County Executive, Marcus Molinaro and Health Commissioner, Dr. Kari Reiber were joined by State Health Commissioner, Dr. Nirav R. Shah, and members representing the health, business, education, and non-profit sectors as they signed the "Declaration of Wellness," a public-private commitment to improve the health of Dutchess County residents.

Several of the CHIP activities have been launched, including outreach to the medical community; staff training; worksite wellness initiatives; Lyme disease awareness campaign; a community forum on prescription overdose; and Law Enforcement training on the use of Narcan to name a few.

2015 Initiatives:

Organizational Structure – DOH/DMH Merger

As the county goes through the merger process, the department of health will be looking for any opportunities for greater integration and synergies. The Department plans to continue the integration of administrative and fiscal functions such as the billing services, along with the utilization of the DMH Cerner system for its clinical services.

Services

Community Health Improvement Plan

The Department will continue to promote the CHIP engaging community partners to address the four priority areas: obesity; chronic diseases, arthropod borne diseases and substance abuse. Activities include issuing regular newsletters to keep up to date on activities implemented by the Department as well as community partners, and share resources as needed to achieve the goals and objectives. The Department intends to offer a resource directory and technical assistance to community members who wish to get involved and sign on to the Declaration of Wellness.

SBIRT in clinics

As indicated in the Community Health Improvement Plan, the Department plans on implementing SBIRT (Screening, Brief Intervention and Referral to Treatment) in the HIV/STD clinics. SBIRT is an evidence based model used to identify, reduce, and prevent problematic alcohol and substance use in a variety of healthcare settings. Beyond connecting the individuals with substance abuse dependence to treatment and health services, SBIRT is an early intervention which can reduce risky alcohol and drug use before it leads to more severe consequences.

Emergency Preparedness

With the designation of Dutchess County as a jurisdiction within the Centers for Disease Control & Prevention's City Readiness Initiative (CRI), our Public Health Emergency preparedness activities will undergo an Operational Readiness Review, as well as several trainings such as a Medical Countermeasure Material Management Distribution and Dispensing training and a number of drills. The upcoming Readiness Review is focused on how the County's plans are translated into drills, exercises and real world events. The County will be required to produce After Action Reports and plan updates.

Regional efforts including DSRIP and PHIP

New York State has allocated funds to several population health programs, including the Delivery System Reform Incentive Payment initiative (DSRIP) under Medicaid reform, the Population Health Improvement Program funded in the state's 2014-2015 budget, and the State Health Innovation Plan. Regional contractors are sought to provide a neutral forum for identifying, sharing and disseminating best practices and strategies to reduce health disparities in various regions. These programs call for the support of local Public Health Departments.

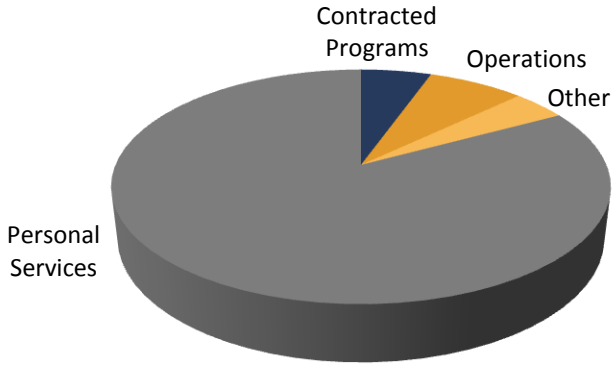
The Department intends to actively participate in these efforts and collaborate with the selected contractors for the Hudson Valley Region. For example, completing a community needs assessment is a requirement for Performing Provider Systems applying for DSRIP funds. The department's Community Health Assessment will be an essential tool in this effort.

Department of Health Fiscal Summary

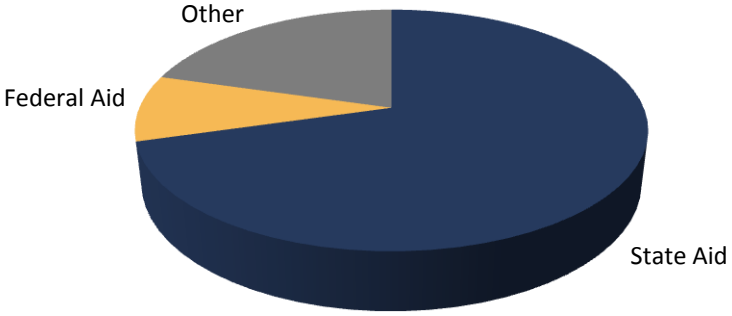
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	12,285,298	$	12,199,999	-1%
Revenues	$	4,527,431	$	4,864,016	7%
County Cost	$	7,757,867	$	7,335,983	-5%

2015 Adopted Appropriations



2015 Adopted Revenue



Health Department

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	6,851,892	6,844,026	6,784,654	6,863,026	78,372	1.16%
Employee Benefits	3,363,878	3,375,585	3,408,331	3,251,122	(157,209)	-4.61%
Personal Services	10,215,770	10,219,611	10,192,985	10,114,148	(78,837)	-0.77%
Employee Travel, Train & Educ	96,257	89,796	96,538	88,749	(7,789)	-8.07%
Equipment (Non-Depreciable)	15,457	0	3,692	7,200	3,508	95.02%
Equipment	15,457	0	3,692	7,200	3,508	95.02%
Communication	23,306	25,658	27,893	28,195	302	1.08%
Supplies	65,906	94,456	112,569	119,978	7,409	6.58%
Utilities	25,522	22,610	22,610	2,000	(20,610)	-91.15%
Interdepartmental Services	266,669	238,254	244,200	248,265	4,065	1.66%
Interdepartmental Prog & Srv	266,669	238,254	244,200	248,265	4,065	1.66%
Contracted Services	756,352	629,612	627,240	665,531	38,291	6.10%
Mandated Programs	5,143	16,000	16,348	16,000	(348)	-2.13%
Operations	810,854	853,796	941,223	909,933	(31,290)	-3.32%
Total	12,281,236	12,189,793	12,285,298	12,199,999	(85,299)	-0.69%
OTPS	2,065,466	1,970,182	2,092,313	2,085,851	(6,462)	-0.31%
Departmental Income	185,988	444,181	444,181	290,363	(153,818)	-34.63%
Intergovernmental Charges	7,500	12,500	12,500	15,000	2,500	20.00%
Licenses and Permits	584,329	622,308	622,308	628,600	6,292	1.01%
Fines and Forfeitures	232,257	156,401	156,401	65,000	(91,401)	-58.44%
Sale of Prop and Comp for Loss	2,969	0	0	0	-	
Misc. Local Sources	191,696	0	0	0	-	
State Aid	3,575,749	2,845,501	2,903,358	3,432,415	529,057	18.22%
Federal Aid	603,565	381,343	388,683	432,638	43,955	11.31%
Total	5,384,053	4,462,234	4,527,431	4,864,016	336,585	7.43%
Net to County Cost	6,897,183	7,727,559	7,757,867	7,335,983	(421,884)	-5.44%

Department of Health

New York State Department of Health

Commissioner of Health

Dutchess County Board of Health

Assistant Commissioner for Administration

Division of Weights & Measures

- Gasoline Quality Program
- Inspection of gas pumps and scales
- Precious Metal License

Division of Veteran Services

- Assistance in filing claims
- Assistance in applying for benefits
- Burial benefits
- Survivor benefits

Health Planning & Education Division

Community Health Improvement Plan

Health Planning
- -Epidemiology
- -Needs Assessment
- -Health Status Monitoring
- Program Evaluation

Emergency Preparedness Planning and Medical Reserve Corps

Health Education
- -Diabetes
- -Obesity/Nutrition
- -Hand Washing
- -Injury Prevention
- -Access to Care

Communication – Public & Media Relations

Administrative Division

Administrative Unit:
- Personnel & Payroll
- Administrative Hearings
- Foil and HIPAA compliance
- Facility Management
- Contract Administration

Fiscal Unit
- Budgeting
- Purchasing
- Cash Receipts/Payments
- Billing
- Fiscal Reporting

Children with Special Needs Division

- Early Intervention Program
- Preschool Special Education Program

Public Health Nursing Division

Preventative Services
- Infant child health assessment
- Home visiting/Health guidance
- Newborn Screening
- Lead Poisoning Prevention
- Physically Handicapped Children
- Chronic Disease Prevention

Emergency Preparedness
- Point of Distribution (POD)
- PAD Program, including CPR / AED for County

Communicable Disease Control Division

- Immunizations
- Perinatal HEP B
- Rabies post exposure Tx
- STD/HIV & TB clinics
- Testing & Counseling
- Partner Notification Program
- Arthropod-borne surveillance
- Outbreak Control
- Infectious Disease control

Division of Environmental Health Services

Public Health Engineering
- -Plan Reviews
- -Public Water Supply

Health Protection
- -Occupational
- -Radiological
- -Toxicological
- -Lead

Community Sanitation
- -Restaurants
- -Hotels / Motels
- -Children's Camps
- -Campgrounds Resorts
- -Child Day Care
- -Pools / Beaches
- -Mobile Home Parks
- -Housing / Nuisance Complaints
- -Fair Grounds / Public Functions
- -On-site Sewage Disposal
- -Rabies Control
- -Individual Water Supply

Tobacco Education & Enforcement

Medical Examiner Office

- Post Mortem Examination
- Death Investigation
- Organ Donation
- Clinical Forensic Services
- Sexual Assault Forensic Examination (SAFE)

Table of Organization

Position Title	Pay Grade	# of Positions
Medical Examiners:		
Chief Medical Examiner Forensic Path	F	1
Deputy Medical Examiner	F	1
Chief Medical Investigator (Forensic)	17	1
Supervising Public Health Nurse	17	1
Principal Program Assistant	12	1
Mortuary Technician	11	1
Total:		6
Health Dept Administration:		
Health Commissioner	MJ	1
Assistant Commissioner	MH	1
Director of Budget & Finance	ME	1
Confidential Administrative Assistant	CI	1
Accountant	16	1
Administrative Assistant	12	1
Principal Program Assistant	12	2
Senior Program Assistant	10	1
Accounting Clerk	9	3
Program Assistant	8	1
Total:		13
Health Department Information Planning & Education:		
Emergency Preparedness Bioterrorism Coordinator	19	1
Assistant Coordinator Emergency Medical Services	17	1
Epidemiologist	17	1
Public Health Nutrition Coordinator- EA	17	1
Biostatistician	16	1
Senior Public Health Education Coordinator	16	1
Public Health Education Coordinator	15	1
Public Health Education Coordinator - Hourly	15	0.75
Medical Reserve Corps Coordinator	14	1
GIS Technician	12	1
Total:		9.75
Weights & Measures		
Director of Weights & Measures B	15	1
Consumer Services Inspectioner I	12	2
Secretary	10	1
Total:		4
Veterans Services		
Director of Veterans Affairs	MD	1
Veterans Counselor	12	2
Secretary	10	1
Total:		4

Table of Organization

Position Title	Pay Grade	# of Positions
Health Department Environmental Health:		
Director of Environmental Health Services	MG	1
Supervising Public Health Engineer	20	1
Associate Public Health Sanitarian	19	2
Senior Public Health Engineer	19	5
Senior Public Health Sanitarian	17	4
Public Health Engineer	17	2
Public Health Sanitarian	14	13
Public Health Engineer Technician	13	6
Administrative Assistant	12	1
Program Assistant	8	4
Senior Office Assistant	8	2
Office Assistant	6	2
Receptionist	6	1
Total:		44
Health Department Public Health Nursing:		
Director of Public Health Nursing	MG	1
Supervising Public Health Nurse	19	1
Public Health Nurse	17	1
Supervising Public Health Nurse	17	1
Public Health Nurse	15	3
Principal Program Assistant	12	1
Program Assistant	8	1
Senior Office Assistant	8	1
Case Manager Aide	7	1
Total:		11
Health Department Communicable Disease:		
Nurse Practitioner	21	1
Director Communicable Disease Control	19	1
Supervising Public Health Nurse	17	1
Senior Public Health Advisor	16	1
Public Health Advisor	15	3
Public Health Nurse	15	1
Program Assistant	8	3
Senior Office Assistant	8	1
Case Manager Aide	7	2
Total:		14
Department Total:		105.75

Department of Mental Hygiene

Functions

The Department of Mental Hygiene (DMH), in its statutory role as the Local Governmental Unit, is responsible for the planning, oversight, development, and provision of comprehensive community-based prevention, treatment, and rehabilitation services and programs for people who are emotionally disturbed, mentally ill, intellectually/developmentally disabled and/or chemically dependent. These services are provided directly by DMH, the state, MidHudson Regional Hospital of Westchester County (MHRH) and by local not-for-profit agencies under contract with DMH.

PROGRAM/ACTIVITY DESCRIPTIONS

Administration

The Cost Center, Central Administration, in addition to the Commissioner's Office, includes the Division of Administrative Operations, the Office of Quality Improvement and the Office of Psychiatric Coordination. Its functions are to organize, finance and facilitate the delivery of services, to insure continuous quality improvement, to coordinate psychiatric services, and to provide the organizational structure which allows the Department to operate as an integrated system.

Division of Clinical Services

The Division consists of all outpatient mental health, chemical dependency and intellectual/developmental disability services provided by or overseen by DMH. Those clinical programs directly operated by DMH are as follows:

- Partial Hospital Program
- Intensive Treatment Alternative Program
- Jail-Based Mental Hygiene Program

The Partial Hospitalization Program provides services five days a week for patients 18 years of age and over who require daily structured treatment. The program functions both as an alternative to full-time psychiatric hospitalization for those who have supportive living arrangements and as a step-down for those patients discharged from a psychiatric inpatient unit.

The Intensive Treatment Alternatives Program (ITAP) provides day rehabilitation for chemically dependent persons who require more intensive care than can be provided in a clinic, serves as an alternative-to-incarceration and provides chemical dependency evaluation and case management support to chemically dependent Public Assistance recipients, probationers, and others served by the criminal justice system.

In cooperation with the Dutchess County Jail and Correctional Medical Care, Inc., the Jail-Based Mental Hygiene Program identifies and counsels inmates in need of mental health and/or chemical dependency treatment within the Jail and/or upon release there from.

Contracted Services

In 2015, contracted services under the Division's auspices and oversight are provided by Abilities First, Inc.; Astor Services for Children & Families; ARC; Dutchess County Council on Addiction Prevention & Education, Inc.; Gateway Community Industries, Inc.; Hudson River Housing; Hudson Valley Mental Health, Inc.; Lexington Center for Recovery, Inc.; Mental Health America of Dutchess County, Inc.; Mid-Hudson Addiction Recovery Centers; MHRH; Occupations, Inc.; PEOPLe, Inc.; Rehabilitation Support Services, Inc.; and Taconic Resources for Independence, Inc.

Office of Community Services

This Office of Community Services provides services in the community to individuals, families and groups who are in acute distress. The programs are all operated by DMH and are as follows:

- HELPLINE
- Mobile Crisis Intervention Team
- Trauma Team

HELPLINE provides telephone and texting counseling, crisis intervention, information and referral and operates 24 hours a day.

The Mobile Crisis Intervention Team is dispatched by HELPLINE, is available seven days a week, interfaces with police and other county agencies and intervenes with children and adults countywide.

The Trauma Team consists of seasoned clinical administrators who have the flexibility and experience to respond to an unexpected death (i.e. suicide), serious accident, hostage situation, or any other personal or public event that is likely to result in emotional distress or trauma to victims, family members or witnesses.

Department of Mental Hygiene

Mission Statement

The Department of Mental Hygiene is the unit of county government that plans for, develops, oversees, and provides, in conjunction with allied agencies, a comprehensive and integrated array of services and programs to meet the mental hygiene needs of the Dutchess County citizens throughout their lives. In carrying out this mission, the Department strives to ensure that the resulting public mental hygiene system is responsive, accessible, affordable, cost-effective, patient-centered, recovery-oriented and dedicated to continuous quality improvement.

DIVISION OF CLINICAL SERVICES

MENTAL HEALTH SERVICES

HELPLINE

Goal:	To provide telephone counseling, crisis intervention, information and referral services, 24 hours a day, 7 days a week.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Identified (unduplicated)	6,220	6,000	6,000	-	0.0%
Volume of Service	23,285	21,440	21,440	-	0.0%

Mobile Crisis Intervention Team[1]

Goal:	To provide short-term interventions stabilization for individuals in acute psychological distress in an effort to avoid emergency department visits and/or psychiatric hospitalization.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	1,093	1,115	1,115	-	0.0%
Volume of Service	8,716	8,500	8,500	-	0.0%

Partial Hospitalization

Goal:	A five day a week intensive treatment program to stabilize individuals in an effort to prevent psychiatric hospitalizations or to gradually phase individuals back into the community after a psychiatric hospitalization.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	415	390	390	-	0.0%
Volume of Service	4,547	4,085	4,085	-	0.0%

HVMH Outpatient Clinic Services

Goal:	To provide adults with clinic treatment to enhance their mental health, quality of life and independence.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	3,772	3,830	3,830	-	0.0%
Volume of Service	37,231	35,680	35,680	-	0.0%

Occupations, Inc. Personalized Recovery Oriented Services (PROS)

Goal:	To provide adults with PROS treatment services to enhance their mental health, quality of life and independence.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	601	590	590	-	0.0%
Volume of Service	96,712	87,425	87,425	-	0.0%

Department of Mental Hygiene

Case Management (ICM, SCM, BCM and Generic CM Services) & MHA Beacon PROS

Goal: To provide linking and coordinating services that assist mentally ill individuals to live as independently as possible, through accessing treatment services, housing supports, medical supports and vocational support.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	4,290	6,870	6,870	-	0.0%
Volume of Service	24,521	16,060	16,060	-	0.0%

Children's Services

Goal: To provide children and their families with clinic treatment, day treatment, home-based crisis intervention, case management and partial hospitalization services to enhance their mental health, functionality at home and school, and quality of life.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	2,826	2,590	2,590	-	0.0%
Volume of Service	55,733	52,350	52,350	-	0.0%

Mental Health Services Total

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	19,217	21,385	21,385	-	0.0%
Volume of Service	250,745	225,540	225,540	-	0.0%

CHEMICAL DEPENDENCY SERVICES

Outpatient Clinic Services

Goal: To provide adults/adolescents and their families with treatment to promote recovery from chemical dependence/addiction and improve their quality of life.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	41	55	55	-	0.0%
Volume of Service	485	725	725	-	0.0%

Outpatient Rehabilitation Services (ITAP)

Goal: To provide chemically dependent adults with a highly structured, intensive, five day per week program with the goal of developing and maintaining a program of recovery.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	129	125	125	-	0.0%
Volume of Service	11,919	11,600	11,600	-	0.0%

Methadone Services

Goal: To offer methadone maintenance and treatment to individuals addicted to heroin and certain prescription drugs.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	298	335	335	-	0.0%
Volume of Service	43,396	39,845	39,845	-	0.0%

Lexington Center for Recovery, Inc. Outpatient Clinic Services

Goal: To provide adults/adolescents and their families with treatment to promote recovery from chemical dependence/addiction and improve their quality of life.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	1,310	1,115	1,115	-	0.0%
Volume of Service	42,120	39,960	39,960	-	0.0%

Department of Mental Hygiene

Chemical Dependency Crisis Center

Goal:	To offer 24 hour medically monitored withdrawal services for persons who are intoxicated by alcohol and/or other substances.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	422	390	390	-	0.0%
Volume of Service	4,085	4,165	4,165	-	0.0%

Chemical Dependency Services Total

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	2,200	2,020	2,020	-	0.0%
Volume of Service	102,005	96,295	96,295	-	0.0%

COORDINATED SERVICES

Forensic Services

Goal:	To provide a comprehensive chemical dependency/mental health/criminal justice assessment with appropriate behavioral healthcare treatment recommendations to the courts as an alternative to incarceration.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	493	440	440	-	0.0%
Volume of Service	493	440	440	-	0.0%

Jail-Based Behavioral Health Services

Goal:	To provide mental health/chemical dependency services to individuals incarcerated in the DC Jail and link these individuals to appropriate behavioral healthcare services upon their release into the community.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	277	175	175	-	0.0%
Volume of Service	4,519	4,825	4,825	-	0.0%

Case Management, Vocational, and Assessment Services

Goal:	To provide planning, linking, monitoring and advocacy to individuals to assist in engaging them in treatment and remaining in treatment with the goal of reducing the Medicaid cost for CD Treatment.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	1,485	1,420	1,420	-	0.0%
Volume of Service	2,647	1,670	1,670	-	0.0%

Court Evaluations

Goal:	To assist the Dutchess County criminal justice system by providing the courts with pre-trial psychiatric evaluations of defendant's competency to understand at trial the charges brought against them and their ability to participate in their own defense.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	80	55	55	-	0.0%
Volume of Service	195	130	130	-	0.0%

Psychiatric Emergency Department

Goal:	To evaluate individuals in acute psychological distress for medication and possible hospitalization.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	5,114	6,050	6,050	-	0.0%
Volume of Service	5,114	6,050	6,050	-	0.0%

Department of Mental Hygiene

Inpatient

Goal: To provide psychiatric inpatient treatment for individuals suffering from acute mental illness who require supervision 24 hours a day and cannot be maintained in the community.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	1,032	880	880	-	0.0%
Volume of Service	14,289	14,215	14,215	-	0.0%

Crisis Residence (RPC Crisis Residence)

Goal: To provide short-term respite and stabilization for individuals in acute psychological distress in an effort to avoid hospitalization.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	238	225	225	-	0.0%
Volume of Service	4,112	3,590	3,590	-	0.0%

Coordinated Services Total

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	8,719	9,245	9,245	-	0.0%
Volume of Service	31,369	30,920	30,920	-	0.0%

Developmental Disabilities Services

Habilitation, Training, and Vocational Services

Goal: To enhance the finctionality and quality of life of people who are developmentally disabled and their families residing in Dutchess County.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	864	830	830	-	0.0%
Volume of Service	126,976	121,955	121,955	-	0.0%

Developmental Disabilities Services Total

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	864	830	830	-	0.0%
Volume of Service	126,976	121,955	121,955	-	0.0%

DC/DMH TOTAL

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Persons Served	31,000	33,480	33,480	-	0.0%
Volume of Service	511,095	474,710	474,710	-	0.0%

[1] MCIT is one of the Diversion Programs – effective second quarter 2012. An additional 4778 collateral recipients were seen in 2013.

KEY BUDGETARY ISSUES:

2014 Accomplishments

- Initiated a comprehensive county-wide Prevention Program aimed at reducing the incidence of mental illness and chemical dependence among children, youth and adults with an emphasis on education, early identification of high risk individuals and referral to treatment of those persons in need.
- Held four public forums during March, April and May in preparation for the submission to the State of DMH's Mental Hygiene Services Plan for 2015.
- Partnered with the National Crisis Text Line and on 1/2/14, implemented Dutchess TEXTS as another means of communicating with DMH's 24-hour HELPLINE.
- In cooperation with Ulster County, developed and launched a suicide prevention mobile app for iPhone, iPad and Android smartphones and tablets.
- Revised DMH's Policy & Procedure Manual to reflect changes in structure, organization and functions, resulting from the Department's 2012 and 2013 strategic outsourcing.
- To date, the Trauma Team was activated over 15 times. The Team responded to and provided intervention services to more than 50 college students and faculty due to student deaths and spent over 25 hours on campus.
- Prepared preliminary closeouts for 2013 for each contract agency and have proceeded to collect monies due back to the County.
- Purchased and implemented the Doctors Homepage module of Cerner Behavioral Health for the Partial Hospital Program and the Intensive Treatment Alternatives Program, allowing staff to record medications, lab results and other physical health information in DMH's Electronic Health Record (EHR) and allowing licensed prescribers to write prescriptions electronically and have them sent to the patients' pharmacy of choice.
- Implemented a single-stream recycling program at the Mental Health Center.
- Two public forums on drug abuse awareness and prevention in conjunction with the County Executive, Legislature, Health & Human Services Cabinet, Department of Health, law enforcement, and the Council on Addiction, Prevention and Education (CAPE).

2015 Initiatives:

- Maintain the Department's statutory role as the Local Governmental Unit as spelled out in Article 41 of the NYS Mental Hygiene Law, overseeing, monitoring, planning and contracting for publicly funded services for mentally ill, chemically dependent and/or developmentally disabled persons in Dutchess County.
- Continue the Department's county-wide comprehensive Prevention Program to reduce the incidence of mental illness and chemical dependence among children, youth and adults.

- The following clinical services continue to be provided directly by DMH:

  ITAP (Intensive Treatment Alternatives Program)
  A day rehabilitation program for recovering persons, which, as an alternative to incarceration, has become a vital component in the County's criminal justice system

  The Diversion Program, which includes:
  - HELPLINE- Providing crisis counseling, information and referral by phone and by text 24 hours a day
  - Mobile Crisis Intervention Team- Integrate three Astor staff into DMH's Mobile Team, expanding coverage and providing services to children, youth and adults 7 days a week
  - 5-day Partial Hospital Program (PHP)
    An alternative to or point of re-entry from inpatient psychiatric care

  Jail-Based Mental Hygiene Services
  - Providing motivational counseling and referral five days a week in the County's jail

- Implement Vivitrol protocols for opiate using persons about to be released from the Dutchess County Jail and/or receiving treatment in ITAP.

- Dispatch Trauma Team, as needed; to help individuals, families and agencies process unexpected / crisis events.

- Work with the DMH/DOH Merger Transition Team and the Center for Governmental Research to merge DMH with the Department of Health over the next 12 to 16 months.

- To partner with Westchester Medical Center and/or Montefiore Hospital to implement the Delivery Service Reform Incentive Payment (DSRIP) program in Dutchess County.

- Decrease the number of Dutchess County residents requiring psychiatric inpatient care.

- Once the anticipated move of Abilities First, Inc. out of the Mental Health Center occurs, move ITAP from rental space to 230 North Road and renovate and reallocate space, as needed.

- Working with the Office of Central & Information Services to encrypt DMH's emails to better secure their content.

- Implement Cerner Behavioral Health's Ultra-Sensitive Exchange program which will allow DMH's licensed prescribers to prescribe controlled substances electronically, transmit patient Continuity of Care Documents electronically to other health providers and to provide patients with access to some of their electronic health records via a patient portal.

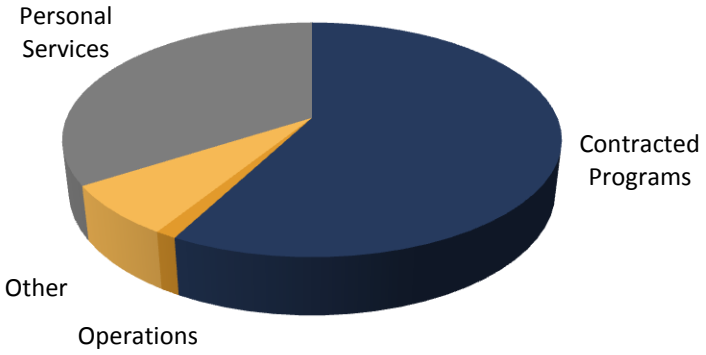
- Continue to hold public forums on drug abuse awareness and prevention as well as work with the Health & Human Services Cabinet to foster better collaboration in the county's response to the drug addiction epidemic in our communities.

Department of Mental Hygiene Fiscal Summary

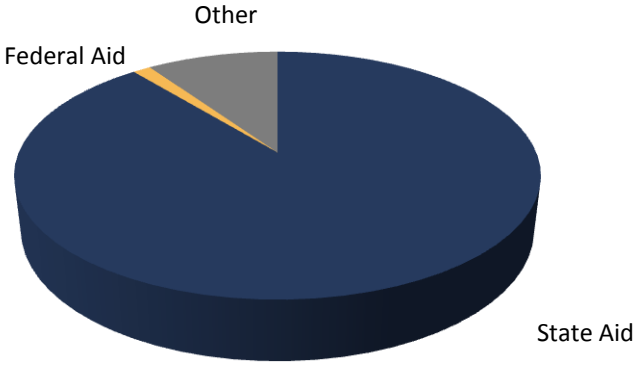
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	26,296,389	$	26,242,611	0%
Revenues	$	16,583,567	$	20,213,345	22%
County Cost	$	9,712,822	$	6,029,266	-38%

2015 Adopted Appropriations



2015 Adopted Revenue



Department of Mental Hygiene

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	6,507,025	6,220,578	6,223,728	6,257,208	33,480	0.54%
Employee Benefits	3,121,479	2,885,600	2,975,088	2,691,501	(283,587)	-9.53%
Personal Services	9,628,504	9,106,178	9,198,816	8,948,709	(250,107)	-2.72%
Employee Travel, Train & Educ	16,638	184,757	125,789	79,585	(46,204)	-36.73%
Equipment (Non-Depreciable)	41,688	18,700	19,060	40,000	20,940	109.86%
Equipment (Depreciable)	0	10,000	36,000	65,000	29,000	80.56%
Equipment	41,688	28,700	55,060	105,000	49,940	90.70%
Communication	30,753	27,892	30,306	31,294	988	3.26%
Supplies	150,197	190,294	247,081	218,143	(28,938)	-11.71%
Interdepartmental Services	405,429	391,878	396,193	504,384	108,191	27.31%
Interdepartmental Prog & Srv	405,429	391,878	396,193	504,384	108,191	27.31%
Insurance	25,300	116,440	116,440	97,890	(18,550)	-15.93%
Contracted Services	13,468,686	14,321,832	14,906,102	15,150,094	243,992	1.64%
Mandated Programs	815,661	697,000	897,000	800,000	(97,000)	-10.81%
Operations	276,272	341,918	323,602	307,512	(16,090)	-4.97%
Total	24,859,130	25,406,889	26,296,389	26,242,611	(53,778)	-0.20%
OTPS	15,230,625	16,300,711	17,097,573	17,293,902	196,329	1.15%
Departmental Income	(316,888)	1,910,606	1,910,606	1,952,239	41,633	2.18%
Use of Money and Property	237,123	228,775	228,775	0	(228,775)	-100.00%
Sale of Property & Compensation	1,181	0	0	0	-	
Misc. Local Sources	847,513	3,500	3,500	1,250	(2,250)	-64.29%
State Aid	13,597,322	13,384,427	13,984,439	17,994,387	4,009,948	28.67%
Federal Aid	265,469	456,247	456,247	265,469	(190,778)	-41.81%
Total	14,631,721	15,983,555	16,583,567	20,213,345	3,629,778	21.89%
Net to County Cost	10,227,409	9,423,334	9,712,822	6,029,266	(3,683,556)	-37.92%

Department of Mental Hygiene

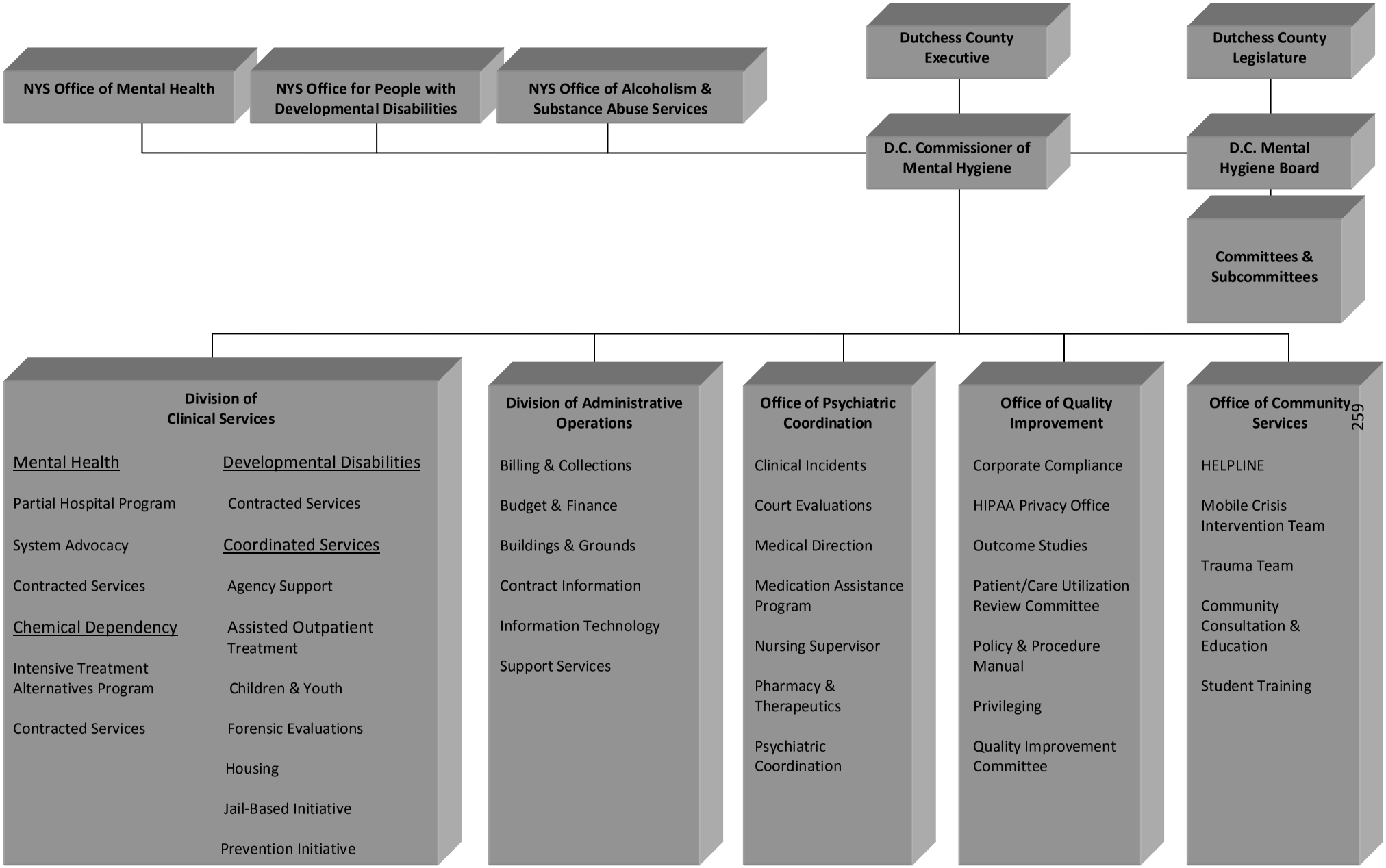


Table of Organization

Position Title	Pay Grade	# of Positions
Central Administration:		
Commissioner of Mental Hygiene	MJ	1
Clinical Division Chief	MH	1
Chief Division of Administrative Operations	MG	1
Director of Consultation and Education	MG	1
Director of Research and Evaluation	MF	1
Director of Budget and Finance-E	ME	1
Support Services Manager	MC	1
Supervising Psych / Medical Director	F	1
Confidential Administrative Assistant	CI	1
Support Services Assistant	CH	3
Secretary	CD	1
Clinical Unit Administrator	21	0.8
Nursing Supervisor	17	0.2
Accountant	16	1
Research Assistant	15	2
Billing Manager	14	1
Community Mental Health Nurse	14	0.5
Principal Accounting Clerk	12	2
Principal Program Assistant	12	1
Senior Program Assistant	10	1
Receptionist	6	1
Office Assistant	6	2
Total:		25.5
Partial Hospitalization:		
Nurse Practitioner - Hourly	21	0.3
Psychologist II	20	1
Psychologist I	19	1
Nursing Supervisor	17	0.8
Social Worker III	17	2
Chemical Dependency Counselor	14	1
Community Mental Health Aide	12	1
Principal Accounting Clerk	12	1
Activity Therapy Aide	6	1
Office Assistant	6	2
Total:		11.1
MR & DD		
Clinical Unit Administrator	21	0.2
Total:		0.2

Table of Organization

Position Title	Pay Grade	# of Positions
HELPLINE:		
Clinical Unit Administrator	21	1
Supervising Social Worker	18	1
Social Worker III	17	1
Community Mental Health Counselor- PT-E	16	0.42
Community Mental Health Nurse- Hrly	14	0.74
Community Mental Health Aide (Spanish Spk)	12	1
Total:		5.16
Diversion Program		
Supervising Social Worker	18	2
Community Mental Health Counselor	15	1
Social Worker I	15	1
Community Mental Health Nurse	14	2
Community Mental Health Aide	12	3
Office Assistant	6	1
Total:		10
Coordinated Services		
Clinical Unit Administrator	21	1
Psychologist III	21	1
Supervising Social Worker	18	3
Social Worker III	17	2
Social Worker I - EA	16	1
Social Worker I	15	2
Chemical Dependency Counselor	14	3
Program Principal Assistant	12	1
Senior Program Assistant	10	1
Activity Therapy Aide	6	1
Office Assistant	6	1
Total:		17
Alcohol Addiction Control		
Clinical Unit Administrator	21	1
Nurse Practitioner - Hourly	21	0.3
Psychologist II	20	2
Social Worker III	17	3
Chemical Dependency Counselor	14	2
Community Mental Health Nurse	14	1.5
Office Assistant	6	2
Total:		11.8
Department Total:		80.76

Transportation

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Transportation

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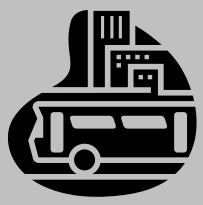
Public Works - Public Transit

Functions

The Department of Public Transit provides public transportation service to Dutchess County through two modes of service: 1) fixed route service (known as Dutchess County Public Transit and RailLink), and 2) demand response service (known as Dial-A-Ride, Flex, and ADA Complementary Paratransit) for participating municipalities in Dutchess County. The primary objective is to provide Dutchess County with a safe, efficient, accessible, and reliable public transportation system. Management, operations, and maintenance staff is provided through a private management contract with First Transit. The Dutchess County Transit Administrator oversees the management company as the County representative. The current fleet consists of nine (9) heavy duty diesel buses, thirty-four (34) medium duty diesel buses, two (2) heavy duty hybrid electric buses, and two (2) medium duty hybrid electric buses.

The County will continue to use federal capital funds (5307) to cover the cost of eligible preventive maintenance, project administration, and operating assistance. Preventive maintenance and project administration are reimbursable at 80% federal, 10% state, and 10% local. Operating assistance is reimbursable at 50% federal and 50% local.

Public Works - Public Transit



Mission Statement

The primary mission of the Division of Public Transit (LOOP) is to provide Dutchess County with a safe, efficient, accessible and reliable public transportation system.

Goal: Provide safe, efficient bus transportation for the general public.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Number of Fixed Route Passengers (includes RailLink)	455,911	455,097	455,097	-	0.0%
Fixed Route Farebox Revenue	$ 700,469	$ 673,244	$ 674,000	$ 756	0.1%
Number of Dial-A-Ride Passengers	13,947	13,888	13,888	-	0.0%
Dial-A-Ride Farebox Revenue	$ 18,726	$ 19,000	$ 19,000	$ -	0.0%
Number of Flex and Flex Plus Service Passengers	5,336	784	784	-	0.0%
Flex Service Farebox Revenue	$ 23,299	$ 4,215	$ 4,215	$ -	0.0%
Number of ADA Complemenentary Paratransit Service Passengers	*	3,831	3,831	-	0.0%
ADA Complemenentary Paratransit Service Farebox Revenue	*	$ 20,240	$ 20,240	$ -	0.0%

Goal: Generate income for the transportation system by selling advertising on and in buses.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Advertising Revenue	$ -	$ 2,500	$ 5,000	$ 2,500	100.0%

*Previously combined in Flex

KEY BUDGETARY ISSUES:

No new vehicles will be ordered in 2015.

Municipalities are expected to continue the number of days they offer Dial-A-Ride to their residents in 2015. The cost for Dial-A-Ride in 2015 includes a modest increase of $10 per day to help offset the County's cost.

The existing collective bargaining agreement between Transit Management of Dutchess County (First Transit) and Teamsters Local 445 ends on December 31, 2014. A new agreement will need to be negotiated.

Public Transit intends to purchase new scheduling software in early 2015. This purchase is contingent upon acquiring a grant.

Continuing the realignment of County Government, the Division of Public Transportation will move to the Department of Public Works. This will consolidate the three areas of transportation – roads, airport, and public

transportation – under one department, better facilitating multimodal planning and operations. In the future years DPW will explore operations, such as vehicle maintenance, for potential efficiencies. In past years, Public Transit was overseen by Planning & Development.

2014 Accomplishments:

- Bus Stop Amenities
  - Bus stop shelters and signs have been distributed to several municipalities in the County
  - Bike racks have been distributed to participating municipalities for installation

- Advertising Program
  - Wambach Communications is managing the advertising programs
  - External frames for advertising are on the new buses delivered in 2014
  - External advertising has been installed

- Capital Project Management/Oversight
  - Fuel Relocation/Facility Improvements (DPW). The fuel relocation project is ongoing
    - Project Design is complete and bids for construction went out in July 2014

- A new phone system and new computers were installed and paid for with 100% New York State funds.

- Branding
  - A new bus graphic eliminates the LOOP and features the county colors with a "wave"

- Bus Schedules
  - The bus scheduling continues to be analyzed and adjusted to meet the changing traffic conditions and customer needs
    - Any schedule changes are made with the assumption that expense must be negligible

- Dutchess County Public Transit expects to carry over 455,000 passengers in 2014.

- TRIM units installed in the fareboxes in 2013 were activated in 2014 facilitating changes in the form of a debit card for passengers who do not have exact change
  - Passengers may use those cards toward future trips
  - The software installed with the TRIM units will facilitate data collection and reconciliation

2015 Initiatives:

- Implementation of new and/or improved scheduling software in early 2015.

- Data reconciliation will continue with a focus on integrating all forms of data in a format that will facilitate accurate and efficient federal, state and local reporting in a more automated fashion.

- The fuel relocation/facility rehabilitation project will conclude in 2015. It will include renovation of the fueling system, garage floors, sidewalk remediation, painting, and other site renovations. This project was funded with 80% federal, 10% state, and 10% local County funds.

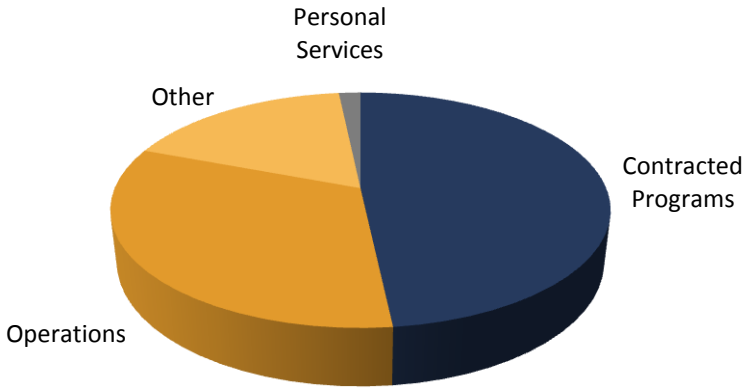
- New Freedoms funds (Section 5317) will continue to be used to support a mobility manager and Dial-A-Ride in the northeast area of Dutchess County.

Public Works - Public Transit Fiscal Summary

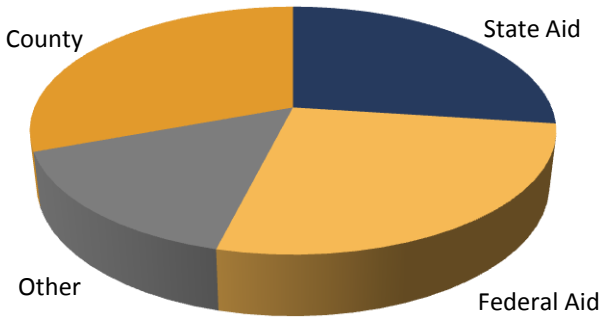
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	7,318,983	$	7,513,810	3%
Revenues	$	6,918,983	$	7,113,810	3%
County Cost	$	400,000	$	400,000	

2015 Adopted Appropriations



2015 Adopted Revenue



Public Works - Public Transit

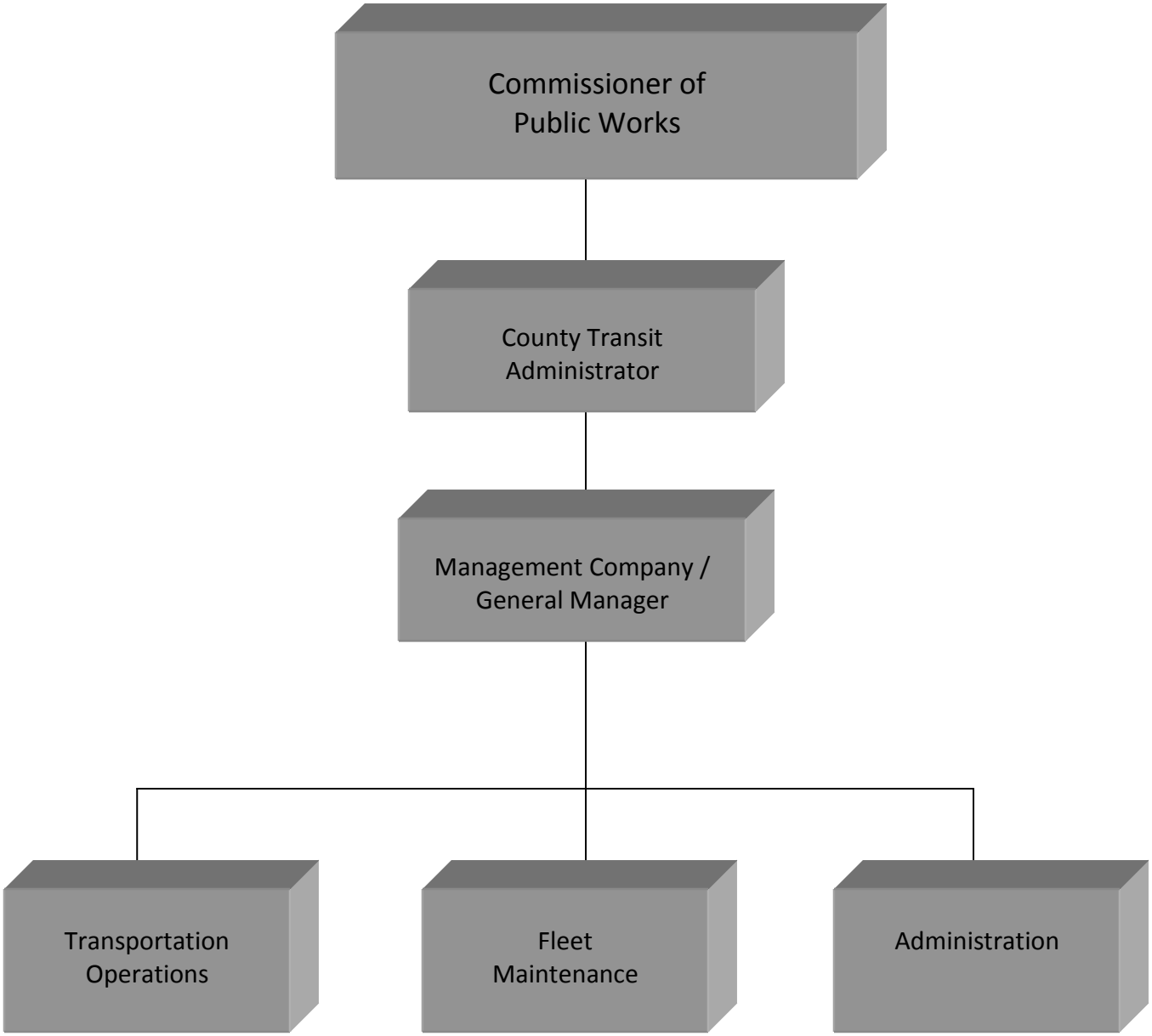
Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	81,536	81,537	81,537	81,537	-	0.00%
Employee Benefits	42,969	43,999	44,049	43,770	(279)	-0.63%
Personal Services	124,505	125,536	125,586	125,307	(279)	-0.22%
Employee Travel, Train & Educ	1,835	2,350	3,375	2,775	(600)	-17.78%
Equipment (Non-Depreciable)	4,551	0	6,632	0	(6,632)	-100.00%
Equipment (Depreciable)	35,063	0	12,504	0	(12,504)	-100.00%
Equipment	39,614	0	19,136	0	(19,136)	-100.00%
Communication	16,957	16,250	16,253	18,300	2,047	12.59%
Supplies	857,141	870,975	814,877	797,175	(17,702)	-2.17%
Utilities	65,568	72,000	82,000	77,000	(5,000)	-6.10%
Interdepartmental Services	131,264	101,705	121,705	114,247	(7,458)	-6.13%
Interdepartmental Prog & Srv	131,264	101,705	121,705	114,247	(7,458)	-6.13%
Insurance	37,000	95,080	95,080	48,770	(46,310)	-48.71%
Contracted Services	3,203,200	3,425,728	3,443,995	3,627,408	183,413	5.33%
Operations	2,242,535	2,323,272	2,329,057	2,437,477	108,420	4.66%
Debt Service	219,058	217,919	217,919	215,351	(2,568)	-1.18%
Other	50,000	50,000	50,000	50,000	-	0.00%
Total	6,988,680	7,300,815	7,318,983	7,513,810	194,827	2.66%
OTPS	6,864,174	7,175,279	7,193,397	7,388,503	195,106	2.71%
Departmental Income	1,042,781	1,036,170	1,036,170	1,058,395	22,225	2.14%
Use of Money and Property	1,719	2,600	2,600	2,600	-	0.00%
Sale of Property & Compensation	(73,482)	39,350	39,350	37,200	(2,150)	-5.46%
Misc. Local Sources	107,916	500	500	275	(225)	-45.00%
Interfund Revenues	3,893	4,000	4,000	0	(4,000)	-100.00%
State Aid	2,012,659	1,777,928	1,796,096	1,926,873	130,777	7.28%
Federal Aid	2,156,973	1,855,396	1,855,396	1,908,102	52,706	2.84%
Interfund Transfers*	2,383,983	2,184,871	2,184,871	2,180,365	(4,506)	-0.21%
Total	7,636,442	6,900,815	6,918,983	7,113,810	194,827	2.82%
Net to County Cost**	(647,762)	400,000	400,000	400,000	-	0.00%

*Interfund Transfer includes the contribution from the General Fund.

**Both the 2014 and 2015 budgets include an appropriation of ET Fund Balance of $400,000.

Public Works - Public Transit Organizational Structure



Position Title	Pay Grade	# of Positions
Public Transit:		
County Transit Administrator	MF	1
Total		1

Public Works- Highway & Engineering

Functions

HIGHWAY & ENGINEERING

The Division of Highway Construction and Maintenance (HCM) is responsible for overseeing numerous programs to maintain the County's 395 miles of roads, 153 bridges,186 large drainage structures and 23+ miles of rail trails. This Division has a pavement maintenance and rehabilitation program that includes resurfacing, reconstruction, special surface treatments and crack sealing. Roadside maintenance includes repair and replacement of pipe, guide rail and signs. Other maintenance work includes shoulder and drainage ditch cleaning, tree and brush clearing, grass cutting and bridge/culvert repair and replacement. The Highway Division is responsible to maintain our 200 pieces of construction equipment (trucks, tractors, excavators, etc) and is also responsible to manage the Auto Service Center where the County's automotive fleet is maintained.

Six highway facilities are used to conduct snow and ice control and repair maintenance work on county roads and bridges. The Division also provides accounting services for Highway Division, Engineering Division, maintenance in lieu of rent (MLR) for Buildings Division, Auto Center, $5M - $10M of capital expenditures and provides payroll services for all divisions in the Department of Public Works.

The HCM Division is responsible for the operation of ten refueling sites throughout Dutchess County. The HCM Division tracks usage of gasoline, diesel and E-Z Pass.

The Engineering Division oversees the design, construction and inspection of all county highway and bridge capital improvement projects; inspection of county drainage structures; monitoring and repairing the condition of county bridges which are inspected by NYSDOT; issues permits for all work within the county right-of-way; and performs all required subdivision and SEQRA reviews. Engineering is also responsible for: all traffic related projects and public requests concerning traffic, roads, and bridges; assures dam safety and storm water pollution prevention compliance; and performs land acquisition associated with all improvement projects.

The Division is responsible for the administration and implementation of the Locally Administered Federal Aid Program. This program enables the construction of county roads and bridge projects at a net cost to the county of 5 - 20% of the total project cost. Engineering is responsible for supervision of the design and construction of all Highway and Bridge Improvement/Construction projects included in the county five-year Capital Improvement Program.

AUTO CENTER

The Auto Service Center repairs and maintains the County automotive fleet and services the fleets of various interrelated municipal agencies as well. The Auto Center maintains vehicles for 21 County Departments, as well as services for five County related agencies, one municipality and one fire district. These services include maintenance and repair, purchase and registration of new vehicles, performing state inspections, responding to road calls, providing fuel, and disposing of surplus equipment. All vehicles leased by the County are coordinated through the Auto Center.

The goal is to keep all vehicles operating at peak efficiency with the lowest possible cost. The primary tool in this effort is a program of preventive maintenance and inspections at scheduled intervals to maximize safe, reliable and cost effective operation during the vehicle's life span.

The program provides a method for early detection of actual and potential mechanical problems. This prevents costly breakdowns and excessive downtime. In addition, well maintained vehicles enable the County to realize optimum value when disposed of in the annual auction.

The Auto Center coordinates with other DPW Divisions in plowing County parking lots, a vital service for both the public and county employees.

The Auto Center manages a vehicle pool which is available county wide. This provides temporary use vehicles for County personnel when transportation is not available through their unit.

The Auto Center schedules and coordinates the County's annual sale of surplus equipment, which they do in collaboration with the OCIS Division of Central Services. This provides an outlet for disposing of old and obsolete equipment while generating maximum revenue at minimal cost. As a service to local communities other municipalities and outside agencies can include items in the auction. Dutchess County receives a commission on each such sale.

Public Works - Highway / Engineering

Mission Statement

The Department of Public Works has the responsibility for the administration, construction, maintenance, supervision, repair, alteration, and care of all highways and bridges. The department is also responsible for the supervision of the design and construction of all highway and bridge improvement / construction projects.

Goal:	Maintain safety-related highway appurtenances and traffic control devices, maintain highway free from snow/ice, and study accident locations to develop safer facilities.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Guide Rail Restoration (Feet)	2,000	4,100	4,000	(100)	-2.4%
Snow & Ice Control (Miles)	10,000	20,000	10,200	(9,800)	-49.0%
# of Traffic Signals installed	1	-	-	-	0.0%
# of Traffic Studies	8	10	10	-	0.0%
Auto Accidents investigated	8	8	6	(2)	-25.0%
Vegetation Control (Miles)	2,400	2,400	2,400	-	0.0%
Tree Maintenance	400	400	450	50	12.5%
Speed Limit Requests	2	6	5	(1)	-16.7%
Litter Control (Miles)	200	200	200	-	0.0%

Goal:	Replace or repair bridges and large culverts to insure public safety and maximize return on public funds invested.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Bridge & Culvert Reconstruction Sites	5	12	15	3	25.0%
Bridge Maintenance Sites	20	25	25	-	0.0%
Culvert Inspections	103	110	110	-	0.0%
Bridge Flags Responded To	37	20	20	-	0.0%

Goal:	Upgrade, replace and install new traffic signs and delineation devices to enhance safety and ease of use on the County highway system.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Traffic Signs installed	100	100	100	-	0.0%
Sign Maintenance	1,400	1,400	1,400	-	0.0%
Information Requested	20	20	20	-	0.0%

Goal:	Provide superior level of service to the public when reviewing plans and issuing/ closing permits for permitted work within the County highway right-of-way.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# Permits closed out	135	146	140	(6)	-4.1%
# Permits issued	195	159	150	(9)	-5.7%
Major Subdivisions reviewed **	8	4	4	-	0.0%
Minor Subdivisions reviewed **	12	8	8	-	0.0%

** Including site-plan reviews

Public Works - Highway / Engineering					
Goal:	Maintain, upgrade and extend the life of pavement surface, drainage systems, and highway equipment to maximize the investment of public funds appropriated for transportation infrastructure.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Pavement & Highway Surface Trtmt (Miles)	40	4	4	-	0.0%
Highway Shoulders Restorations (C.L. miles)	18	20	20	-	0.0%
Pavement Permanent Resurfacing	18	20	20	-	0.0%
Pavement Surface Maintenance Locations	210	230	230	-	0.0%
Drainage Constr. Reconstruction & Alter. (ft)	1,400	1,500	1,600	100	6.7%
Highway Equip & Machinery Units	196	200	200	-	0.0%
Goal:	Maintain, upgrade and extend the life of pavement markings to enhance public safety and maximize the investment of public funds.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Centerline (miles of 4" stripe)	629	454	454	-	0.0%
Edgelines (miles of 4" stripe)	644	454	454	-	0.0%
Special Markings (Locations)	79	40	40	-	0.0%
Goal:	To provide a cost effective and efficient service/maintenance of the County fleet.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Gasoline Dispensed (gallons)	269,000	350,500	384,000	33,500	9.6%
Work Orders Processed	1,425	1,450	1,450	-	0.0%

Public Works - Engineering

KEY BUDGETARY ISSUES:

2014 Accomplishments

- Maintained the division's excellent safety record;
- Began re-organization of Highway Work Permits program;
- Maintained transportation infrastructure and provided necessary public services while reducing costs by providing increased efficiency;
- Completed final design and right-of-way acquisition for the reconstruction of CR 21 (Noxon Road) from NYS Route 55 to CR 49 (Titusville Road) in LaGrange and the CR 49 at CR 21 intersection;
- Continued design work for the ongoing guide rail replacement program;
- Continued advancement of approximately 11 federally funded highway, bridge and trail design projects;

- Began final design development for CR 41 culvert flooding improvement;
- Advanced compliance program for State and Federally mandated Municipal Separate Storm Sewer System (MS4) Permit;
- Completed design of Bridge PV-15 replacement, CR 72 (North Avenue) near Sherow Road in Pleasant Valley;
- Performed required field inspections, designs, reviews, and reporting for compliance with MS4 Stormwater mandate;
- Began preliminary design of Bridge PO-15X (CR 28 over Wappinger Creek) in Poughkeepsie;
- Began preliminary design of Bridge S-37 (CR 19 over Wappinger Creek) in Stanford;
- Solicited bids for replacement of superstructure and stream restoration for Bridge PO-17X and Bridge L-43, CR 43 (DeGarmo Road) over Wappinger Creek;
- Replaced culvert N-20 under CR 64 (McGhee Hill Road) in North East with a new concrete pipe;
- Replaced culvert PA-03 under CR 68 (North Quaker Hill Road) in Pawling with a new concrete box culvert;
- Repaired culvert H-27 under CR 40A (St. Andrews Road) in Hyde Park;
- Began construction of county-wide bridge painting contract;
- Repaired bridge C-23 under CR 12 (Schultzville Road) in Clinton;
- Responded to approximately 25 NYSDOT bridge inspection flags, approximately half of which require structural design work for repair;
- Reconstructed one failed retaining wall on CR 36 (Red Schoolhouse Road) in Fishkill;
- Completed traffic safety study on Sleight Quarry Road (CR 19) between NYS 9G and White Schoolhouse Road;
- Completed annual pavement marking contract;
- Completed annual pavement condition rating; and
- Completed preliminary design and environmental analysis for the Harlem Valley Rail Trail Phase IV. Continued with detail design.

2015 Initiatives

- Advance final design for Phase IV of the Harlem Valley Rail Trail in Millerton and North East;
- Complete construction of Bridge PO-17X and Bridge L-43, Degarmo Road over Wappinger Creek;
- Complete construction of flood mitigation and safety project on CR 41 (Crum Elbow Road) in Hyde Park;
- Begin construction of Bridge D-32, Ridge Road over Cooperstown Brook, Town of Dover;
- Begin construction of CR 21 (Noxon Road) from NYS 55 to CR 49 (Titusville Road);
- Complete construction of Bridge PV-15, CR 72 (North Avenue) over tributary to Wappinger Creek, Town of Pleasant Valley;
- Reconstruct two retaining walls on CR 50 (Mount Ross Road) in Milan;

- Continue advancement of all locally and federally funded bridge, highway and trail design projects;
- Work with appropriate County departments moving toward paperless operations;
- Complete required bridge inspection for county-maintained bridges not inspected by State;
- Continue guiderail replacement program;
- Perform State mandated retro reflectivity inspections of County road signs;
- Implement new highway work permit program; and
- Issue updated Permit Policy Manual.

Public Works - Highway

2014 Accomplishments

- Completed over 16 miles of asphalt overlays utilizing the DPW crews and contracted services;
- Lee Boy – paved wheel tracks on 10 miles of road;
- Replaced or repaired 4,000 feet of guiderail;
- Replaced 25 road crossing drainage culverts;
- Responded to 76 drainage complaints;
- Repaired approximately 30 catch basins;
- Removed over 300 dead trees along the highway system;
- Made and installed signage for the county highway system and WRS Dutchess Rail Trail, Health Department, Parks Division and other county agencies;
- Plowed 300 miles of county highways, 53 snow/ ice events, and 150 applications with 32 trucks;
- Assisted other DPW Divisions with work at Dutchess Stadium, Wilcox, Bowdoin, Quiet Cove parks; as well as other locations; and
- Changed sign installations to save 20% per sign post.

2015 Initiatives

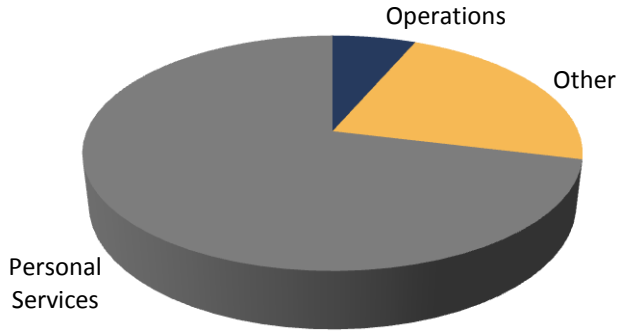
- Continue to deliver essential highway maintenance services in the most efficient manner;
- Continue to upgrade, maintain and repair the county's inventory of trucks and equipment;
- Continue to increase the number of alternate fuel vehicles in the County fleet;
- Explore the possibility of switching one tank at the Auto Center to E-85;
- Upgrade the Auto Center's 30-year old underground vehicle lifts and install electrically operated above-ground lifts; and
- Added a line in the budget for contracting of tree service to help the tree removal program.

Public Works- Highway & Engineering Fiscal Summary

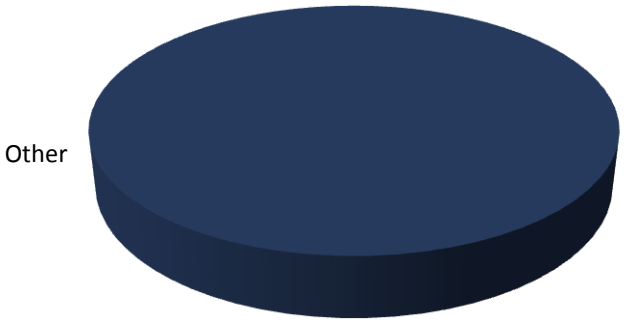
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	13,924,817	$	13,627,507	-2%
Revenues	$	2,691,806	$	2,150,400	-20%
County Cost	$	11,233,011	$	11,477,107	2%

2015 Adopted Appropriations



2015 Adopted Revenue



Public Works- Highway & Engineering

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	6,437,323	6,514,171	6,458,271	6,296,308	(161,963)	-2.51%
Employee Benefits	3,559,478	3,524,022	3,545,283	3,405,901	(139,382)	-3.93%
Personal Services	9,996,801	10,038,193	10,003,554	9,702,209	(301,345)	-3.01%
Employee Travel, Train & Educ	4,316	7,367	5,809	7,365	1,556	26.79%
Equipment (Non-Depreciable)	4,942	10,700	8,000	15,000	7,000	87.50%
Equipment (Depreciable)	6,392	0	0	0	-	
Equipment	11,334	10,700	8,000	15,000	7,000	87.50%
Communication	5,872	5,900	7,840	5,950	(1,890)	-24.11%
Supplies	2,457,595	2,933,076	3,465,377	3,856,955	391,578	11.30%
Utilities	88,465	86,425	103,961	102,230	(1,731)	-1.67%
Interdepartmental Services	(678,503)	(772,326)	(809,779)	(1,115,411)	(305,632)	37.74%
Interdepartmental Prog & Srv	(678,503)	(772,326)	(809,779)	(1,115,411)	(305,632)	37.74%
Insurance	78,189	173,600	173,600	136,910	(36,690)	-21.13%
Contracted Services	19,986	48,120	47,870	35,840	(12,030)	-25.13%
Operations	865,138	869,527	918,585	880,459	(38,126)	-4.15%
Total	12,849,193	13,400,582	13,924,817	13,627,507	(297,310)	-2.14%
OTPS	2,852,392	3,362,389	3,921,263	3,925,298	4,035	0.10%
Departmental Income	1,930,349	1,915,000	1,915,000	1,915,000	-	0.00%
Use of Money and Property	64,653	55,500	55,500	60,000	4,500	8.11%
Licenses and Permits	44,253	30,000	30,000	31,000	1,000	3.33%
Fines and Forfeitures	1,950	2,100	2,100	1,500	(600)	-28.57%
Sale of Property & Compensation	131,472	148,470	148,470	142,900	(5,570)	-3.75%
Misc. Local Sources	228,309	0	0	0	-	
Federal Aid	227,922	0	0	0	-	
Interfund Transfers	0	0	540,736	0		0.00%
Total	2,628,908	2,151,070	2,691,806	2,150,400	(541,406)	-20.11%
Net to County Cost	10,220,285	11,249,512	11,233,011	11,477,107	244,096	2.17%

Public Works- Highway & Engineering Organizational Structure

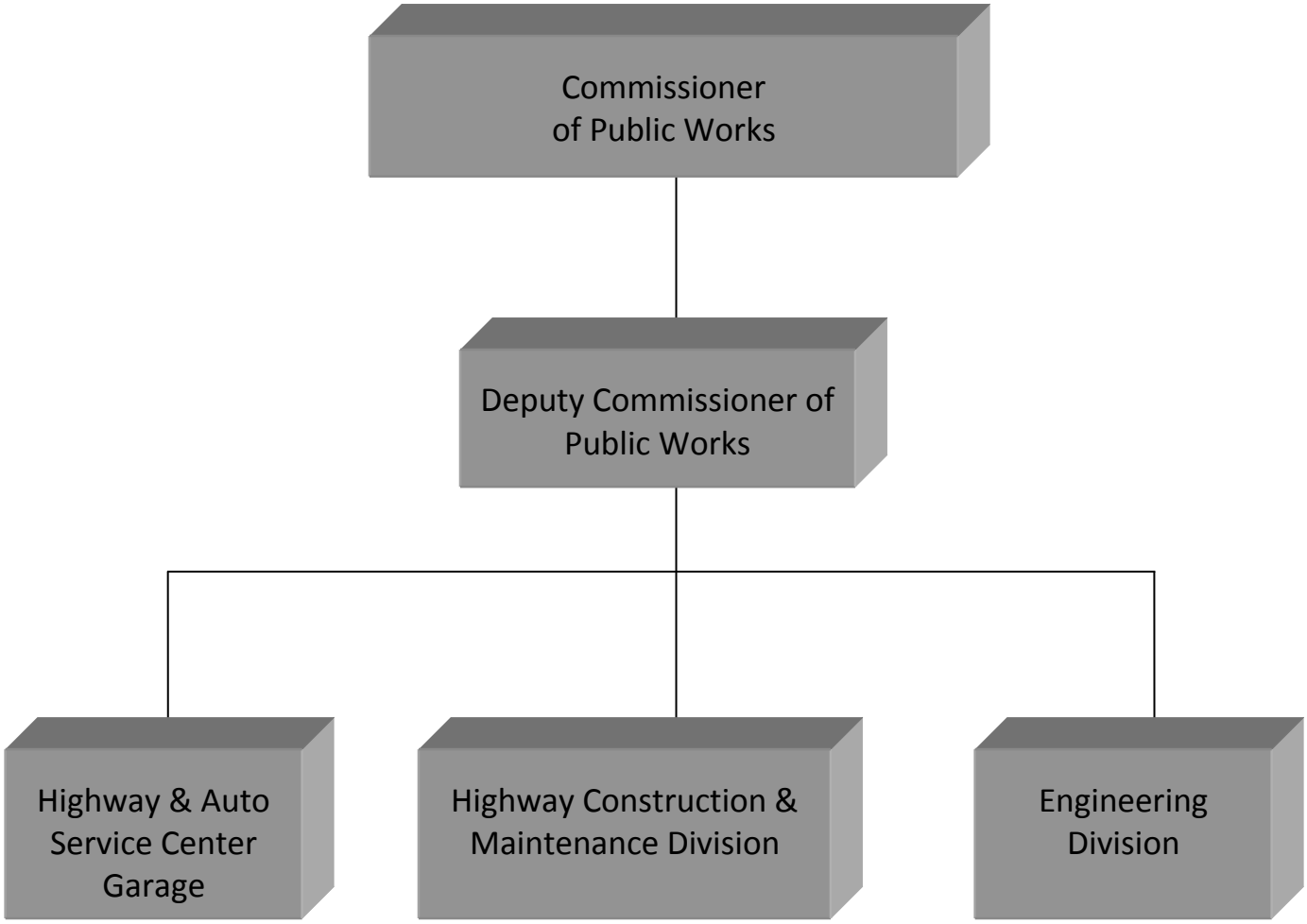


Table of Organization

Position Title	Pay Grade	# of Positions
DPW Engineering Division:		
Assistant Civil Engineer II Design	19	3
Traffic Engineer	18	1
Assistant Civil Engineer I	17	2
Junior Civil Engineer	15	4
Senior Engineering Aide- E	14	1
Senior Engineering Aide	12	2
Administrative Assistant	12	1
Total:		14
DPW Highway Administration:		
Deputy Commissioner of Public Works	MI	1
Director Highway Construction & Maint	MG	1
Director of Budget & Finance	ME	1
Secretary	CD	1
Contract Specialist	13	1
Principal Account Clerk	12	1
Principal Program Assistant	12	1
Senior Program Assistant	10	1
Total:		8
DPW Highway Construction & Maintenance:		
Maintenance Superintendent	16	2
Road Maintenance Supervisor	14	1
Tree Maintenance Supervisor	14	1
Construction Equipment Operator II	13	2
Labor Supervisor	13	7
Construction Equipment Operator II	12	10
Construction Equipment Operator II Mechanic	12	1
Tree Climber	12	1
Assistant Tree Climber	11	1
Construction Equipment Operator I	11	13
Motor Equipment Operator	10	11
Road Maintainer	10	1
Tree Trimmer	10	2
Road Maintainer	9	5
Laborer	8	4
Total:		62

Table of Organization

Position Title	Pay Grade	# of Positions
DPW Maintenance Bridges:		
Bridge Maintenance Supervisor	14	1
Bridge Maintainer	10	4
Total:		5
DPW Road Machinery-Administration:		
Garage Superintendent	16	1
Equipment Mechanic Supervisor II	15	1
Construction Equipment Mechanic II	14	4
Construction Equipment Welder II	14	1
Stockroom Supervisor	14	1
Construction Equipment Operator II / Inst	13	1
Construction Equipment Operator II	12	1
Construction Equipment Operator II/ Mech	12	1
Stockroom Assistant	11	1
Signmaker	10	1
Total:		13
DPW Road Machinery- Buildings:		
Senior Communications Clerk- E	11	1
Total:		1
DPW Highway Automotive Service Center:		
Auto Service Center Supervisor	15	1
Senior Auto Mechanic	14	1
Auto Mechanic	13	3
Auto Parts Specialist	13	1
Tire Mechanic	11	1
Accounting Clerk	9	1
Auto Mechanic Helper	9	1
Construction Equipment Mechanic Aide	9	1
Total:		10
Total of Highway and Engineering		113

Public Works- Airport

Functions

The Dutchess County Airport, located seven miles south of the City of Poughkeepsie in the Town of Wappinger, provides corporate and general airport transportation services. Federal and State grants are aggressively pursued for all eligible projects identified in the Airport Master Plan.

The Division's focus has been on safety, security, taxiway enhancements to provide access to parcels available for future development, obstruction removal, environmental compliance, and wildlife hazard management. The Division continues its excellence in facility care and upkeep through innovation, application of available technology, and bench marking industry leadership.

The Aviation Division markets the facility and services through its website, regional and national advertising, and through a cultivated partnership with the Dutchess County Economic Development Corporation.

The Legislature's Airport Advisory Committee, a citizen advisory group, provides input on operational issues and development initiatives.

The Airport's Security Advisory Committee, an FAA required group, provides input on security initiatives and organizational considerations.

A Wildlife Hazard working group, an FAA required group, has been established to provide input specific to wildlife hazards on airport property.

Public Works - Dutchess County Airport

Mission Statement

Dutchess County Airport strives to be the Hudson Valley's first choice for business and personal air transportation, providing an engine for economic growth, while maintaining operational safety, outstanding service, and a safe environment for aircraft owners, operators, our neighbors, and the flying public.

Goal: Our goal is to preserve numbers of operations and cultivate modest increases in fuel sales.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Landings and Take-offs	85,006	86,000	87,000	1,000	1.2%
Fuel (Gallons) 100LL	81,177	89,000	90,000	1,000	1.1%
Fuel (Gallons) Jet A	150,566	100,000	100,000	-	0.0%

KEY BUDGETARY ISSUES:

In 2014, an independent operational and financial assessment was completed by airport industry experts Steven Baldwin Associates, LLC. Their final report recommended several initiatives as necessary for the airport to achieve self-sufficiency and best serve the County as a transportation and economic development resource. The County is already moving forward with two of the most critical recommendations: the RFP process for a privately operated Fixed-Based Operation (FBO) to replace Dutchess Aviation and efforts to bring water and sewer infrastructure to the airport are underway. The County was awarded a $750,000 economic development grant through the Mid Hudson Economic Development Council and other funding opportunities are being actively pursued.

2014 Accomplishments

FAA/NYSDOT Grants

- Completion of Taxiway Kilo; and
- Awarded grant for construction of rehabilitation of Taxiway Bravo, Stub A & C.

Local

- Installed new operations fuel farm with Fuel Management System in 2014;
- Successful airport open house to raise awareness of Dutchess County Airport with local community;
- Complete repaint of all airfield markings; and
- Evaluated costs/benefits of public versus private management of Dutchess County Airport.

2015 Initiatives

Local

- Attend conventions to increase marketing of facility.

- The County will continue efforts to implement a privately operated FBO at the airport, and bring water and sewer infrastructure to the site. Moving forward, the County will develop an airport-focused marketing plan, market existing vacant airport property and real estate/land parcels, engage current valuable tenants to ensure continued tenancy at the airport and continue operations of the facility with the goal of smoothly transitioning to a private FBO without disruption of critical aviation services.
- The County will research and consider partnering with Solar City to build a Solar Energy array on Airport property to provide an alternative energy source for part of Dutchess County's electric requirements.

FAA/NYSDOT grants

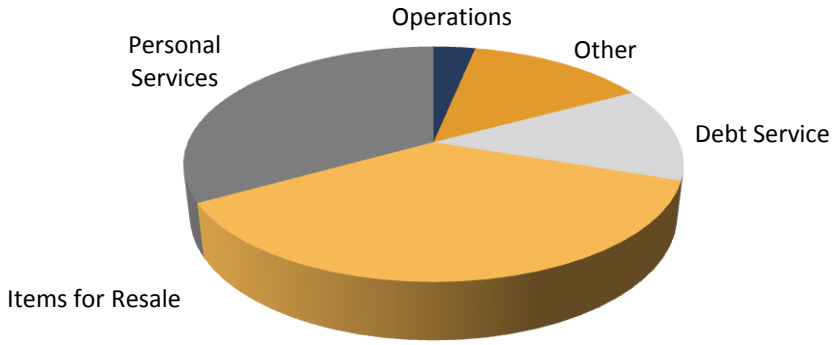
- Realign Taxiway "A" construction; and
- Replace electrical building construction.

Public Works- Airport Fiscal Summary

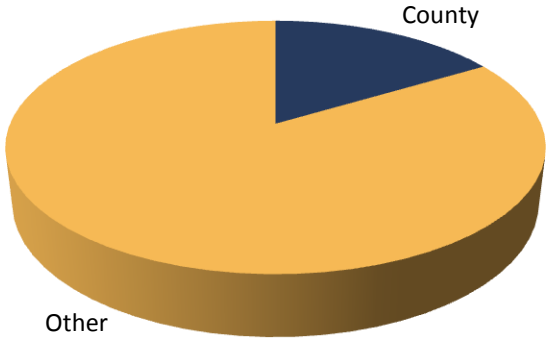
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	2,823,105	$	2,699,145	-4%
Revenues	$	2,823,105	$	2,699,145	-4%
County Cost	$	-	$	-	

2015 Adopted Appropriations



2015 Adopted Revenue



Public Works Airport

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	564,559	539,203	536,543	566,595	30,052	5.60%
Employee Benefits	345,391	340,049	340,279	327,004	(13,275)	-3.90%
Personal Services	909,950	879,252	876,822	893,599	16,777	1.91%
Employee Travel, Train & Educ	7,182	7,600	6,549	10,200	3,651	55.75%
Communication	6,462	7,000	6,007	6,000	(7)	-0.12%
Supplies	52,499	59,200	59,125	61,405	2,280	3.86%
Utilities	89,182	68,000	119,694	104,845	(14,849)	-12.41%
Interdepartmental Services	66,527	66,382	87,913	77,642	(10,271)	-11.68%
Interdepartmental Prog & Srv	66,527	66,382	87,913	77,642	(10,271)	-11.68%
Insurance	25,592	32,600	32,600	31,697	(903)	-2.77%
Contracted Services	86,036	10,750	78,317	83,750	5,433	6.94%
Operations	74,107	68,876	68,244	87,298	19,054	27.92%
Debt Service	561,731	421,864	421,864	351,209	(70,655)	-16.75%
Items for Resale	1,038,820	924,800	1,065,970	991,500	(74,470)	-6.99%
Total	2,918,087	2,546,324	2,823,105	2,699,145	(123,960)	-4.39%
OTPS	2,008,137	1,667,072	1,946,283	1,805,546	(140,737)	-7.23%
Departmental Income	1,991,990	1,922,420	2,136,710	2,122,113	(14,597)	-0.68%
Use of Money and Property	128,684	143,250	143,250	132,035	(11,215)	-7.83%
Sale of Property & Compensation	5,835	0	0	1,000	1,000	
Misc. Local Sources	23,793	2,200	2,200	100	(2,100)	-95.45%
Interfund Transfers*	552,385	478,454	540,945	443,897	(97,048)	-17.94%
Total	2,702,687	2,546,324	2,823,105	2,699,145	(123,960)	-4.39%
Net to County Cost	215,400	-	-	-	-	

*Interfund transfer includes the contribution from the General Fund.

Public Works- Airport Organizational Structure

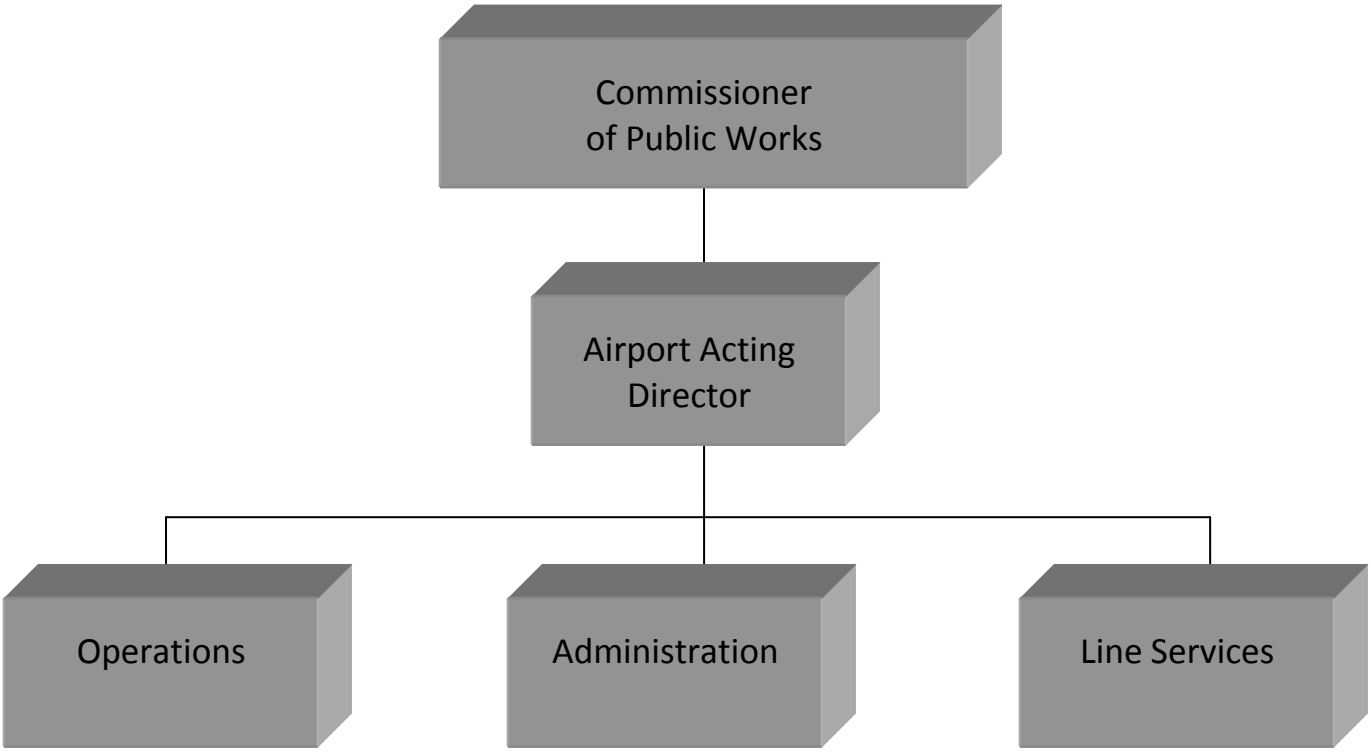


Table of Organization

Position Title	Pay Grade	# of Positions
DPW Airport Division:		
Airport Director	MF	1
Airport Maintenance Supervisor	15	1
Line Service Supervisor	13	1
Airport Maintenance Mechanic II	12	1
Airport Maintenance Mechanic I	10	4
Accounting Clerk	9	2
Line Service Attendant	9	2
Total:		12

Metropolitan Transit Authority

Functions

Pursuant to Section 1277 of the Public Authorities Law of the State of New York, the operation, maintenance and use of passenger stations shall be public purposes of the City of New York and the counties within the district. The Metropolitan Transit Authority (MTA) determines and certifies to the County of Dutchess, the cost for Metro-North Commuter Railroad, a subsidiary corporation of the MTA, of operation, maintenance and use of Metro-North Commuter Railroad passenger stations located in the County of Dutchess, including the buildings appurtenances, platforms, lands and approaches adjacent of incidental thereto.

Each year, the change in the Consumer Price Index (C.P.I.) for Wage and Clerical Workers for the New York, Northeastern-New Jersey Standard Metropolitan Statistical Area for the twelve-month period being billed is applied against the prior year's billed amount to arrive at the current year's bill.

The amount is certified to the County on or before June 1st and law requires that payment be made to MTA by September 1st.

§1270-a Metropolitan Transit Authority special assistance fund:

Pursuant to Section 1270-a of the Public Authorities Law of the State of New York, the statute requires that certain "mass transportation operating assistance" payments be made by the MTA to Dutchess County from MTA's Mortgage Recording Tax (MRT-2) receipts. Dutchess will receive no less than $1.5 million annually in quarterly installments.

In addition to the minimum mass transportation operating assistance payment, the statute also provides for an "escalator payment" based on the total MRT-1 and MRT-2 receipts attributable to Dutchess that exceeds the receipts received in 1989. The escalator payment due to the County is based on a specific formula.

MRT-1: collected at the rate of .25 of 1% of the debt secured by certain real estate mortgages. Effective June 1, 2005, the rate was increased from 25¢ per $100 of recorded mortgage to 30¢ per $100 of recorded mortgage. The County does not receive any portion of the increase.

MRT-2: .25% of 1% of certain mortgages secured by real estate improved or to be improved by structures containing one to six dwelling units in the MTA's service areas.

Metropolitan Commuter Transportation Mobility Tax (MCTMT)

New York State Department of Taxation and Finance, Chapter 25 of the Laws of 2010 added Article 23 to the Tax Law which establishes the metropolitan commuter transportation mobility tax mandate. This tax will be administered by the New York State Tax Department and the proceeds from this tax will be distributed to the Metropolitan Transit Authority.

Effective March 1, 2010, the MCTMT is imposed at a rate of .34% of an employer's payroll for all covered employees for each calendar quarter. An amendment to the MCTMT was enacted April 1, 2013 however the County was unaffected by the change.

2014 Accomplishments

The County's payment for MTA Station Railroad Station Maintenance is 2014 was $2,368,897 or $13,803 below the budgeted amount of $2,382,700.

The MTA Station Railroad Station Maintenance payment is due each year on September 1. The payment is computed by taking the amount paid in the prior year and increasing that amount by the amount of the increase in CPI. In 2014 the CPI increased by 1.26% resulting in a $29,478 increase in the payment from the prior year.

Metropolitan Commuter Transportation Mobility Tax at a rate of .34% of an employer's payroll was imposed on employers March 1, 2010 and continues to be an annual State mandated cost burden to the county. This tax imposes an annual cost of approximately $377,000 and from its inception through 2013; Dutchess County has paid $1.24M.

2015 Initiatives

The trend continues into the 2015 budget as commuter costs rise and there is uncertainty with the mortgage recording tax and new home sales. The Transportation Aid revenue is budgeted at $1,850,903 for 2015. This is formula driven based on Mortgage Recording Tax data provided by the County Clerk's Office for 2014 year-to-date.

The MTA Station Maintenance which the County pays to the MTA each September 1st is being budgeted higher than the 2014 amount based on the CPI increase for NYS. The County budgeted $2,407,105 for 2015 based on an anticipated 1.61% increase in the CPI from April 1, 2014 to March 31, 2015.

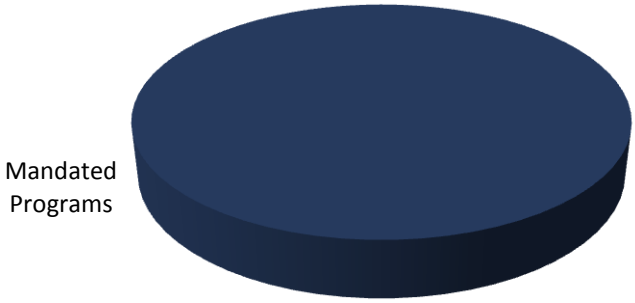
The mandated Metropolitan Commuter Transportation Mobility Tax will be budgeted at a rate of .34% of Dutchess County's wages for a total of $370,166. The MTA Mobility Tax is estimated higher than 2014 based on the modified budget of 2014. This amount will cover all 2015 wages including step increases and longevities.

Metropolitan Transit Authority Fiscal Summary

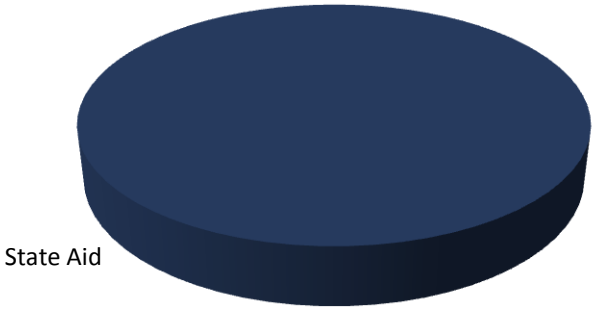
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	2,762,976	$	2,787,381	1%
Revenues	$	1,988,406	$	1,850,903	-7%
County Cost	$	774,570	$	936,478	21%

2015 Adopted Appropriations



2015 Adopted Revenue



Metropolitan Transit Authority

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Mandated Programs	2,719,695	2,762,976	2,762,976	2,787,381	24,405	0.88%
Total	2,719,695	2,762,976	2,762,976	2,787,381	24,405	0.88%
OTPS	2,719,695	2,762,976	2,762,976	2,787,381	24,405	0.88%
State Aid	2,198,169	1,988,406	1,988,406	1,850,903	(137,503)	-6.92%
Total	2,198,169	1,988,406	1,988,406	1,850,903	(137,503)	-6.92%
Net County Cost	521,526	774,570	774,570	936,478	161,908	-20.90%

Economic Assistance & Opportunity

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Office for the Aging

Functions

It is the mission of the Office for the Aging (OFA) (including Dutchess NY Connects) to plan, coordinate and provide an array of community based services to the elderly, their caregivers and persons who require assistance in the long term care system, in an effort to promote independence, dignity and quality of life. The Director of the Office for the Aging is responsible for overall leadership and supervision in the Department, including preparing and administering the state approved Annual Implementation Plan, working with the Office for the Aging Advisory Board and the Dutchess County Long Term Care Council.

OFA provides, either directly or via contract with community agencies, businesses and professionals, the following services: home care, case management and assessment, social adult day care, personal emergency response systems, respite, transportation, home delivered meals, congregate meals, nutrition education and counseling, senior friendship centers, case assistance, information, outreach, referral, energy assistance, housing information, recreation, education, health insurance education, outreach and counseling, in-home contact and support, health promotion and exercise programs, mental fitness classes, legal services, caregiver workshops and support, minor home modifications, and services to grandparents raising grandchildren. Through Dutchess NY Connects, OFA also serves as a single point of entry to the long term care system and is considered by the federal and state governments to be the Aging and Disability Resource Center (ADRC) for Dutchess County.

In addition to providing and funding services for the elderly and their caregivers, another primary function of the Office for the Aging is to play a major role in planning and coordination of services to the elderly and identifying service needs. These functions are carried out through ongoing efforts of the Aging Advisory Board and its Long Term Care Council as well as involvement with such entities as the Retired and Senior Volunteer Program, the Caregiver Services Coalition, Home Care Association, the Elder Abuse Coalition, the Intergenerational Committee, the Care Transitions Coalition and others. OFA maintains close relationships with the other county human services departments. Examples of this include participation in the Dutchess County Health and Human Services Cabinet, Department of Community and Family Services Commissioner's Advisory Board, Department of Mental Hygiene Prevention Council and the Mental Health and Chemical Dependency Subcommittees, the Department of Health Integrated Community Health Assessment Group, and the Planning Department Division of Public Transit Dial A Ride Advisory Board. Further, representatives from the other Health and Human Services departments are represented on the Office for the Aging Advisory Board and Long Term Care Council.

As in the past, the Office for the Aging will continue to rely on the assistance of volunteers in carrying out services to the elderly. Over 300 volunteers are involved in many activities such as delivering meals to the homebound, providing insurance counseling, conducting exercise and mental fitness classes, and issuing senior identification cards. Additionally, the department partners with a number of agencies that also utilize volunteers in carrying out services such as transportation, in home contact and support, the Retired and Senior Volunteer Program (RSVP), and the long term care ombudsman program.

OFA's Dutchess NY Connects provides a consumer-centered entry point for information about long term care and linkages to services that assist individuals of all ages with long term care needs. Dutchess NY Connects is available to serve individuals who need long term care, their caregivers and those planning for

future long term care needs, whether it is anticipated that public or private sources of payment will be used. Dutchess NY Connects is also a resource for long term care professionals and others who provide long term care services to the elderly, their caregivers, and people with physical disabilities of all ages.

Dutchess NY Connects provides the required case management and authorization for the Medicaid funded in home services to those of all ages not receiving such services through Managed Care or Managed Long Term Care as well as non-Medicaid in-home services funded jointly by New York State and Dutchess County. Specific functions include information, referral and intake; assessment; determination of service needs; where necessary, medical eligibility for specific levels and types of care; and case management and arrangements for service provision.

Goals:

- To assist older adults to be as independent as possible for as long as possible through advocacy as well as the provision of services and access to them;
- To shift the balance of the long term care system from institutional services to less costly and less restrictive community-based alternatives through effective assistance and control at the point of entry for those of all ages;
- To recognize, support and supplement the informal support system in order to contain expenditures effectively and to enhance the quality of care;
- To develop mechanisms to identify populations in need and to target services to those populations; and
- To provide consumer choice in services.

Office for the Aging

Mission Statement

The Office For The Aging/DUTCHESS NY Connects plans, coordinates and provides an array of community based services to the elderly and persons who require assistance in the long term care system, in an effort to promote independence, dignity and quality of life.
Through its distinctive role of committed advocate and community partner, the agency strives to ensure clients' needs will continue to be met now and in the future.

Office for the Aging and Dutchess NY Connects

Goal:	To provide services designed to promote proper or improved nutrition in a group or in-home setting.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Home Delivered Meals	97,685	98,000	98,000	-	0.0%
Congregate Meals	37,714	36,500	36,500	-	0.0%
Nutrition Counseling (Hours)	139	130	130	-	0.0%
Nutrition Education (Presentations / Publications)	29,583	29,000	29,000	-	0.0%

Goal:	To provide/arrange for services to disabled, chronically ill, or elderly clients to enable them to remain at home in the community or in other appropriate settings.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Home Care Hours (non-medicaid)	38,152	30,000	30,000	-	0.0%
In-Home Contact & Support (hours)	2,864	2,500	2,500	-	0.0%
Care at Home Cases	5	3	3	-	0.0%
In-Home Services for Elderly Program (clients)	471	350	350	-	0.0%
Long-Term Home Health Care Program Cases	86	81	40	(41)	-50.6%
Nursing and Case Management Field Visits (non nutrition or case assist.)	3,330	2,647	2,200	(447)	-16.9%
Case Management hours	14,613	13,360	12,000	(1,360)	-10.2%
Medicaid Personal Care Cases	256	244	75	(169)	-69.3%
Adult Foster Care Cases	55	50	50	-	0.0%
Assisted Living Cases	174	184	184	-	0.0%
Consumer Directed Cases (Medicaid)	86	88	40	(48)	-54.5%
Consumer Directed Cases (non-Medicaid)	4	2	2	-	0.0%
Case Assist Cases (NY Connects)	86	80	75	(5)	-6.3%
Discharge Planning Hours	163	143	140	(3)	-2.1%
Patient Review Instruments Done	68	62	60	(2)	-3.2%

Goal:	To provide legal assistance, counseling and representation to seniors and to advocate on behalf of long term care facility residents.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Legal Assistance (Hours)	667	650	650	-	0.0%

Office for the Aging

Goal:	To provide transportation services to senior citizens in order to foster access to health, shopping, social and recreational services.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Transportation # of Trips (non Medicaid)	25,850	26,000	26,000	-	0.0%

Goal:	To provide information and case assistance to seniors, caregivers and others in the long term care system on accessing benefits and services.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Info & Case Assistance contacts (Aging)	40,838	41,000	41,000	-	0.0%
Outreach	1,291	1,200	1,200	-	0.0%
Single Visit Assessments	76	50	50	-	0.0%
Intakes / Screenings (NY Connects)	4,177	4,200	4,200	-	0.0%
ID Cards Issued	119	100	100	-	0.0%

Goal:	To provide services to foster good physical and mental health as well as recreation and educational opportunities.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Health Promotion Events (classes, presentations, distributions per person)	86,622	86,000	86,000	-	0.0%
Recreation & Education	1,591	1,600	1,600	-	0.0%

Goal:	To provide supportive services to caregivers to help sustain efforts to provide care, including support groups, workshops, counseling, and respite.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Caregiver Services	1,328	1,300	1,300	-	0.0%
Grandparent Caregiver Respite (clients)	7	7	7	-	0.0%
Overnight Respite (days)	24	24	24	-	0.0%
Minor Home Modifications	4	8	8	-	0.0%
Social Model Adult Day Care (hours, non-medicaid)	1,332	1,000	1,500	500	50.0%

Goal:	To provide services to enable vulnerable citizens to summon help in an emergency.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Personal Emergency Response Units (clients, non-medicaid)	389	300	300	-	0.0%

Goal:	To provide services to access regular benefits such as HEAP, WRAP and to provide energy education.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Energy Assistance	1,595	1,400	1,400	-	0.0%

Goal:	To assist citizens in making valuable use of free time through civic engagement and to provide services to senior citizens without the expense of additional employees.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Office for the Aging Volunteer Hours	41,534	40,000	40,000	-	0.0%
Number of Office for the Aging Volunteers	324	320	320	-	0.0%

KEY BUDGETARY ISSUES:

The 2015 key budgetary issues for the Office for the Aging involve working to meet the core needs of senior citizens, caregivers and those in the long term care system while maintaining thorough oversight and accountability given uncertainty surrounding policy and funding decisions beyond the County's control. Despite reductions in staff and funding, combined with increased demand and administrative requirements from funding sources, OFA has been able to continue to provide a high quality and high level of service.

- The County's senior population (60 years and older) grew 28% between 2000 and the 2010 Census.
- The 2013 federal sequester has led to an ongoing projected revenue loss of approximately $37,000 impacting the areas of transportation, legal services, health promotion and nutrition.
- There have been dramatic increases in OFA/NY Connects Intakes and requests for information and referral in recent years.
- The state's Medicaid Redesign for community based long term care will greatly impact the department with many Medicaid functions being transferred to Managed Long Term Care. The state's timetable for this is to have it completed by the end of 2014. Because of the expected transition and the desire to minimize or avoid potential layoffs, 2 vacant nursing positions and 1 vacant case manager position have been filled and part-time employees are being utilized.
- The transition to Managed Long Term Care (MLTC) is also projected to impact contract meals revenue. OFA provided other Long Term Home Health Care Programs with meals which no longer exist. It is not known whether the MLTC entities will eventually contract with the OFA for the provision of meals, and if so, what level of service will be required.
- At the same time as the above is being implemented, the department has been notified it will receive federal funding for the Balancing Incentive Program as a result of the Affordable Care Act. The funding is intended to expand the NY Connects Intake operations. The challenge with this program is the timing of the funding, the lack of specific direction for planning purposes, and the sustainability of the services created beyond the program year end of September 30, 2015.
- Changes in Medicaid Administration and implementation of the Affordable Care Act will alter the way in which OFA assists clients with Medicaid applications and in the area of insurance counseling. An increase in requests for insurance counseling is expected.

2014 Accomplishments

- Over 13,000 unduplicated clients and caregivers provided with services ranging from information and assistance to case management, nutrition services, transportation, home care, respite, health promotion, and legal services;
- Restructured/downsized nutrition unit in order to reduce county share of budget;
- Achieved superior outcomes and levels of client satisfaction in transportation, case management, in-home, intake, legal, nutrition services, senior exercise, and mental fitness programs;
- Updated online Long Term Care Resource Directory;

- Needs assessment surveys completed of senior citizens, caregivers and key informants;

- Program staff completed systems integrated training which included enhanced dementia capability, knowledge of chronic disease self management, care transitions, and coordinated benefits screening; and

- Conducted prescription drug take back program at senior picnics in July and August.

2015 Initiatives

- Maintain services to the growing population of seniors, frail elderly and caregivers in Dutchess County;

- Develop and implement further outreach to clients and the senior community related to prescription drug abuse;

- Complete four year needs assessment process by tabulating and analyzing surveys, completing and distributing report;

- Implement the Balancing Incentive Program (BIP); and

- Work though the transition to Managed Long Term Care.

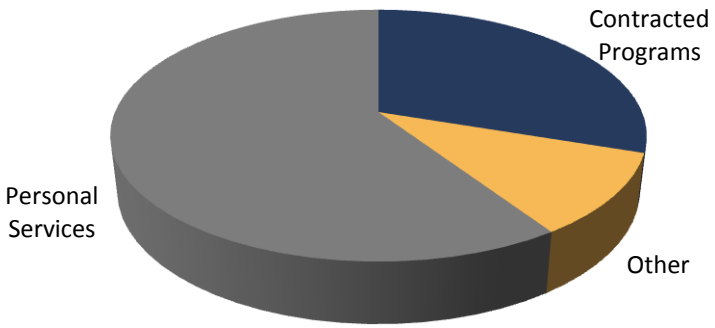
- Continue senior picnics and continue drug take back program.

Office for the Aging Fiscal Summary

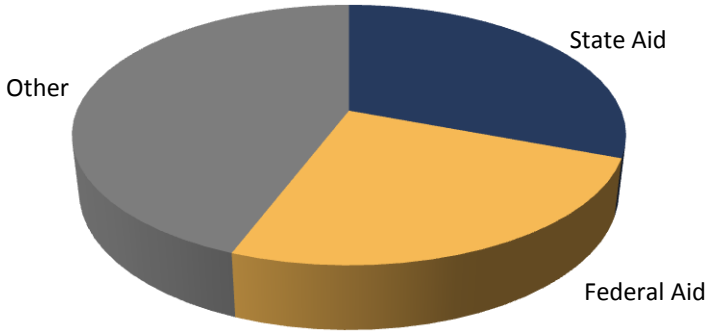
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	5,728,460	$	5,966,527	4%
Revenues	$	4,756,484	$	5,083,385	7%
County Cost	$	971,976	$	883,142	-9%

2015 Adopted Appropriations



2015 Adopted Revenue



Office for the Aging

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	2,462,380	2,463,145	2,463,145	2,419,718	(43,427)	-1.76%
Employee Benefits	1,104,493	1,163,024	1,191,278	1,121,174	(70,104)	-5.88%
Personal Services	3,566,873	3,626,169	3,654,423	3,540,892	(113,531)	-3.11%
Employee Travel, Train & Educ	8,901	10,900	16,225	11,150	(5,075)	-31.28%
Equipment (Non-Depreciable)	0	2,000	2,840	0	(2,840)	-100.00%
Equipment	0	2,000	2,840	0	(2,840)	-100.00%
Communication	1,479	1,800	1,800	1,700	(100)	-5.56%
Supplies	108,818	113,525	116,686	124,035	7,349	6.30%
Interdepartmental Programs	3,893	10,000	6,675	0	(6,675)	-100.00%
Interdepartmental Services	354,546	382,541	384,996	394,069	9,073	2.36%
Interdepartmental Prog & Svc	358,439	392,541	391,671	394,069	2,398	0.61%
Contracted Services	1,501,616	1,458,607	1,451,151	1,798,307	347,156	23.92%
Operations	78,435	94,664	93,664	96,374	2,710	2.89%
Total	5,624,561	5,700,206	5,728,460	5,966,527	238,067	4.16%
OTPS	2,057,688	2,074,037	2,074,037	2,425,635	351,598	16.95%
Departmental Income	2,427,534	2,358,141	2,358,141	2,205,239	(152,902)	-6.48%
Intergovernmental Charges	2,500	2,500	2,500	2,500	-	0.00%
Sale of Prop and Comp for Loss	1,700	0	0	0	-	
Misc. Local Sources	75,637	30,000	30,000	40,000	10,000	33.33%
State Aid	1,588,831	1,461,700	1,461,700	1,563,700	102,000	6.98%
Federal Aid	892,925	904,143	904,143	1,271,946	367,803	40.68%
Total	4,989,126	4,756,484	4,756,484	5,083,385	326,901	6.87%
Net to County Cost	635,434	943,722	971,976	883,142	(88,834)	-9.14%

Office for the Aging Organizational Structure

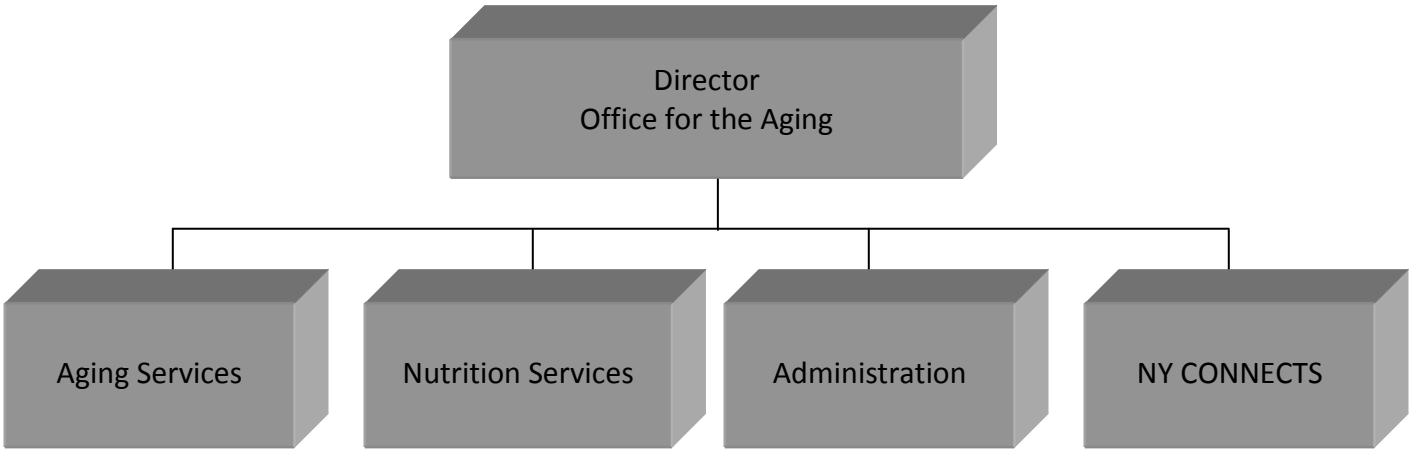


Table of Organization

Position Title	Pay Grade	# of Positions
Office for the Aging		
Director Aging Services	MG	1
Secretary	CD	1
Aging Information Services Specialist	15	1
Nutrition Services Coordinator	15	1
Business Manager	14	1
Outreach Coordinator	12	1
HEAP Examiner	11	1
Senior Program Assistant	10	1
Site Manager- Hourly	9-8	4.54
Accounting Clerk	9	1
Accounting Clerk Hourly	9	0.97
Community Services Worker	9	4
Bus Driver- Hourly	7-8	5.83
Office Assistant	6	1
Receptionist	6	1
Aging Services Aide	3	1
Aging Services Aide- Hourly	3-8	0.65
Total:		27.99

Table of Organization

Position Title	Pay Grade	# of Positions
Dutchess NY Connects		
Supervising Public Health Nurse	17	1
Case Supervisor	16	1
Public Health Nurse	15	6
Public Health Nurse- Hourly	15	0.55
Case Manager II	14	1
Case Manager I	12	7
Principal Program Assistant	12	1
Community Service Worker	9	1
Senior Office Assistant	8	1
Office Assistant	6	1
Office Assistant- Hourly	6	1.44
Total:		21.99
Department Total		49.98

Department of Community and Family Services

Functions

The Department of Community and Family Services (DCFS) is responsible for the administration of the New York State Social Services Law in Dutchess County. The Department administers the federal and/or state assistance programs of Family Assistance, Safety Net Assistance, Emergency Aid to Families, Emergency Aid to Adults, Day Care, Home Energy Assistance, Indigent Burial, Medicaid, Food Stamps, and Youth Services.

As an approved child caring agency, the Department is responsible for the care of children surrendered by their parents or ordered to its custody by Family Court. The Department has sole responsibility for investigating reports of child abuse or neglect and for providing services for children found to be abused.

The Department must secure child support through the Dutchess County Family Court for all assistance recipients and private citizens entitled to these payments.

DCFS has primary responsibility for the protection of adults who cannot care for themselves and have no help available or who are victimized by others.

The mission of the Department is to provide fiscal and support services necessary to sustain dependent and disabled persons and to assist each recipient in achieving the greatest degree of independence.

Central Administration
This Division includes the management staff that provides leadership for the department, specialty staff who perform duties for all divisions, and support staff who performs functions for more than one division.

Children Services
This Division has two units: the Children's Services Unit and the Child Protection Unit.

The Children's Services Unit provides services to children who are placed in care through voluntary surrender by parents, court order by Family Court, or removal of a child from his or her home for abuse or neglect. Services provided include foster care, institutional care, adoption, non-secure detention, adoption subsidies and preventive care. Preventive care is case management services provided for children and parents to enable the child to remain or return to his or her parents and prevent foster care.

The Child Protective Unit investigates all allegations of child abuse and neglect. All allegations are recorded by a Central State Registry and the investigation must be started within 24 hours of the report.

Temporary Assistance
This Division has two units, the Intake Unit and the Employment Unit.

The Intake Unit administers the cash assistance programs of Family Assistance, Safety Net Assistance, Emergency Aid to Families, and Emergency Aid to Adults. Administrative tasks include reviewing and verifying information on an application, determining eligibility and amount of assistance, referring applicants to other programs, explaining the rights and responsibilities of the assistance program, re-

certifying open cases periodically to check for any changes, and adjusting or stopping grants based on changes in the client's situation or income.

A Day Care Unit determines eligibility for day care for those not receiving Family Assistance.

The Employment Unit works with recipients to become self-supporting by developing and implementing employment plans. All applicants and recipients are finger imaged to insure that benefits are not being received in another district.

Medical Assistance

This Division administers the Medicaid program. Administrative tasks include reviewing and verifying information on an application, determining eligibility and type of Medicaid coverage, referring applicants to other programs, explaining the rights and responsibilities of the Medicaid program, re-certifying open cases periodically to check for any changes, and adjusting or stopping coverage based on changes in the clients situation or income. As applicants for home care or nursing home care sometimes have substantial resources, investigation and analysis of these resources is a major task in this Division. A unit coordinates the Medicaid Managed Care program, the pre-natal enrollment process, the child immunization, and lead screening program.

Child Support Enforcement Unit

This Division has three priorities: paternity establishment, monetary and medical support establishment, and the enforcement of support orders. Tasks include assistance in locating absent parents; preparation of paternity, support, medical and violation petitions for Family Court; and the monitoring of support payments. Support information is entered into the statewide Child Support Management System.

This Division also administers the Income Tax Diversion Program whereby claims are filed against tax refunds for unpaid child support. Other collection tools used are the DMV license suspension, property execution, warrants, and orders of commitment.

Food Stamp

This Division administers the Food Stamp Program and the Home Energy Assistance Program (HEAP). Administrative tasks include reviewing application, determining eligibility, referring applicants to other programs, explaining rights and responsibilities, re-certifying open cases periodically to check for changes, and adjusting or stopping benefits based on changes.

Computer Services

All of the programs have an associated computer system. This unit coordinates implementation and operation of the systems and administers the local area network. Another unit provides the data entry function for the Food Stamp, Temporary Assistance, Medicaid, and Services divisions into Welfare Management System.

Adult Services

This Division provides casework and case management services to adults and families but not to children in the department's custody. A major responsibility of this Division is providing Adult Protective Services. These services are provided to any adult in the community who is incapable of managing his or her affairs, has nobody available to assist him or her, or is being victimized. Services provided can range from getting an interested party to help, arranging for home care or institutionalizing the individual. A second major responsibility is to coordinate placements of homeless individuals and families and to help recipient's secure

adequate housing. This unit is also responsible for providing services to adult SSI recipients in the County. These services can range from being protective payee of their benefit to providing referral services.

Special Investigations

This unit investigates suspicions of clients fraudulently receiving benefits. Referrals come from the public, workers, other agencies, or from computer matches. When fraud is found, appropriate action is taken and either confessions of judgment are obtained or referrals are made to the district attorney. This unit prepares temporary assistance and food stamp cases for presentation at administrative disqualification hearings. Front End Detection System (FEDS) workers perform investigation of certain applicants prior to case opening.

A resource unit is located in this Division. Resource tasks include filing and collecting on liens, mortgages and assignments of proceed. The resource unit oversees collection of repayments of overpayments and collection of retroactive SSI benefits. Burials are handled by this unit including obtaining repayments from life insurance policies, burial funds, or personal assets.

Accounting

This Division audits all authorizations for benefits and sends out benefit checks, payments and vouchers to recipients, landlords, utility companies, fuel dealers, foster parents, day care centers and children's institutions. This unit records all third party health insurance to reduce Medicaid payments and handles all claims for Federal and State reimbursement. Accounting will also coordinate Medicaid transportation services with the new 24 hour call center provider.

Division of Youth Services

The Division provides program planning, contract management, program monitoring and evaluation, integration and coordination of youth services and opportunities for youth leadership in Dutchess County. The Youth Services Division partners with the Department of Probation & Community Corrections, along with several other county departments and community organizations, as the Integrated County Planning (ICP) Workgroup to develop a comprehensive and consistent master plan called the Child & Family Services Plan. This Plan is submitted to the New York State Office of Children & Family Services (OCFS) per their requirements. The Youth Services Division continues to provide technical assistance to municipalities, nonprofit agencies, and other youth services providers. The Division promotes the nationally recognized Search Institute's Developmental Assets curriculum to institutionalize youth development principles with the County.

The Director of Youth Services is responsible for the administration of OCFS funding as defined in state regulations concerning Youth Development/Delinquency Prevention, Special Delinquency Prevention Programs, and Runaway Homeless Act funds. In 2012, DCFS served 22,997 youths in 31 programs with 87% of the programs achieving 100% of their projected outcomes. This Division also has specific statutory obligations for the County's planning and monitoring of the runaway and homeless youth programs.

The youth and adult members of the Dutchess County Youth Board and Coordinating Council act as advisors to the Division Director, Commissioner, and the County Executive. The members set the funding priorities based on the on-going needs assessment activities, monitor funded programs and recommend to the County Executive the OCFS allocations to fulfill the outcomes and goals of the Child and Family Services Plan.

The Youth Services Division, through its Youth Services Unit, will continue to provide counseling services targeting TANF eligible pre-diversion and low risk PINS/JD youth as well as services to youth and families referred through this department, schools, Office of Probation, and other community based organizations. Workshops on specific areas are provided to targeted groups.

The Youth Council, coordinated by the division, is a high school leadership program for youth incorporating community service projects, presentations on selected topics and leadership skills training.

Department of Community & Family Services

Mission Statement

To meet the needs of the County's dependent population, as provided by social services law, in a courteous, fair and efficient manner with the aim of restoring each beneficiary to maximum independence. To ensure that children and youth are raised with economic resources to meet their basic needs. To improve families' functioning so they can provide a safe, stable, and nurturing environment for children. To ensure that adults in the community are protected from harm.

Children's Services

Goal: Strengthen family support and ensure that children who are removed from their birth families will be ensured stability, continuity and an environment that supports all aspects of their development.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
# of Children in Care (per month)	246	275	275	-	0.0%
# of Abuse/Neglect Investigations (per year)	2,893	3,000	3,000	-	0.0%

Child Support Enforcement

Goal: Children and youth will receive adequate financial support from absent parents.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
$ Amount Child Support Collected (Millions)	$30.8	$30.1	$30.1	-	0.0%

Adult Services

Goal: Utilize multi-disciplinary community resources to improve assessments and to develop service plans which reduce risk and protect adults.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Adult Protective Intakes (per year)	614	615	615	-	0.0%
Open Cases (avg/month)	270	273	273	-	0.0%

Temporary Assistance for Needy Families

Goal: Provide timely financial assistance to eligible individuals and ensure that they are provided with access to services that ensure skills or functioning so that they may achieve self sufficiency.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Applications Processed	9,059	8,800	8,800	-	0.0%
Average Monthly Caseload	1,306	1,286	1,286	-	0.0%

Medicaid

Goal: Provide timely assistance to medically indigent individuals to ensure that they receive access to services.

Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Applications Processed	11,023	7,000	5,000	(2,000)	-28.6%
Average Monthly Caseload	23,028	23,523	25,000	1,477	6.3%

Department of Community & Family Services

Food Stamps					
Goal:	Provide timely assistance to eligible individuals and ensure they receive services that improve the conditions in which they live.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Average Monthly $ Amount of Food Stamps Issued	$3,522,334	$3,321,091	$3,400,000	$78,909	2.4%
# Food Stamp Applications	9,213	9,213	9,300	87	0.9%
Average Monthly Caseload	13,095	13,141	13,500	359	2.7%

Special Investigations					
Goal:	Ensure that assistance payments are made only on behalf of eligible recipients and that erroneous payments are recovered promptly.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
$ Amount of Fraud Discovered	$236,462	$200,000	$200,000	-	0.0%
$ Amount of Recoveries Received	$2,184,449	$1,800,000	$1,800,000	-	0.0%

Division of Youth Services					
Goal:	Assist communities and agencies to carry out their responsibilities to provide important				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Fiscal Claims	126	126	150	24	19.0%
Municipalities and Private Agency Grants	32	28	28	-	0.0%
Goal:	Improve positive decision-making skills, increase social competencies, and ensure a healthy				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Short-Term Youth Counseling	131	150	150	-	0.0%
Goal:	Provide prevention/intervention services to at risk youth in order to divert them from				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Referrals for Low Risk YASI (PINS)	2	-	-	-	0.0%
Referalls for Low Risk YASI (JD)	7	-	-	-	0.0%
Runaway / Diverted Youth Served	1,115	860	860	-	0.0%

KEY BUDGETARY ISSUES:

- Medicaid payment and administration numbers still unknown;
- The costs for State Training Schools are yet to be billed. The current rate is only an estimate;
- Institution and Foster Care payments have shown a large spike;
- Continued increase in certain case loads; and
- The New York State Medicaid plan is to take over all Modified Adjusted Gross Income (MAGI) applications and undercare by September 2014. This date has been pushed back many times so the Department will have to prepare for a takeover as well as a new takeover date (later than September 2014).

2014 Accomplishments

- Training ongoing for Runaway and Homeless School Liaison;
- Youth forum on *Navigating the Digital Age*; *Using Technology Safely and Wisely*, contracted for November 2014;
- Two interns funded by the State for YSU and Child Welfare;
- Repurposed Youth Board, now the Youth Board and Coordinating Council;
- Successful Employee Appreciation Day;
- Successful Foster Parent Picnic;
- Successful iPad trial;
- Successful completion of Financial and Computer Workshop for Youth;
- Stage one of IRS safeguards in Child Support Enforcement Unit completed; and
- New enhanced worker training contract with Empire College which allows more staff to attend classes toward BA or MA/MSW degree at no county cost.

2015 Initiatives

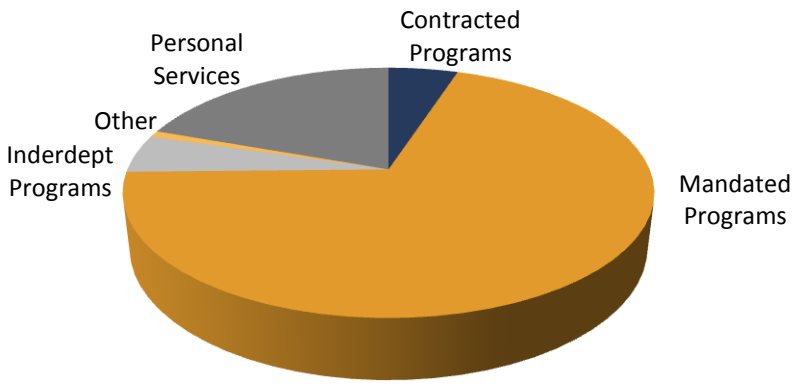
- Stage two of iPad enhancements;
- Stage four of cubicle replacements;
- New program for chronically homeless;
- Employee Appreciation Event;
- Foster Parent picnic;
- Train new Budget Director;
- Augmenting worker training with Empire College which allows more staff to attend classes toward BA or MA/MSW degree at no county cost; and
- Stage two of IRS safeguards in Child Support Enforcement Unit.

Community & Family Services Fiscal Summary

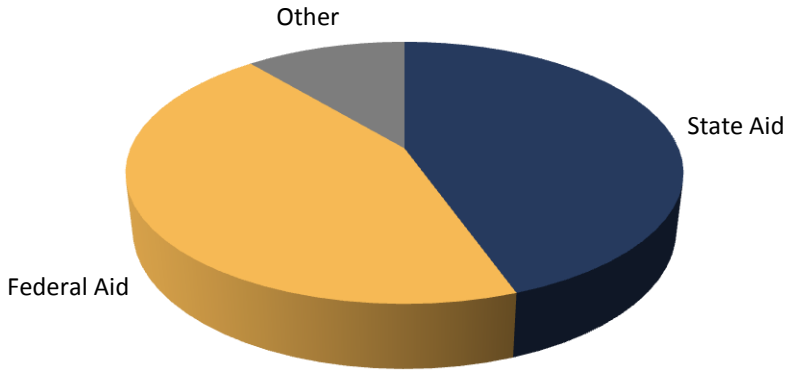
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	142,694,936	$	144,562,713	1%
Revenues	$	62,405,400	$	65,204,474	4%
County Cost	$	80,289,536	$	79,358,239	-1%

2015 Adopted Appropriations



2015 Adopted Revenue



Department of Community and Family Services

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	17,812,191	18,537,061	18,483,061	18,743,038	259,977	1.41%
Employee Benefits	9,014,528	9,424,362	9,447,709	9,549,656	101,947	1.08%
Personal Services	26,826,719	27,961,423	27,930,770	28,292,694	361,924	1.30%
Employee Travel, Train & Educ	217,991	275,799	200,503	238,450	37,947	18.93%
Equipment (Non-Depreciable)	0	0	3,200	56,400	53,200	1662.50%
Equipment (Depreciable)	0	155,000	155,000	144,995	(10,005)	-6.45%
Equipment	0	155,000	158,200	201,395	43,195	27.30%
Communication	14,056	14,056	14,056	14,056	-	0.00%
Supplies	203,151	204,200	188,366	217,975	29,609	15.72%
Utilities	109,192	146,380	136,380	146,660	10,280	7.54%
Interdepartmental Programs	4,472,812	4,464,893	4,541,485	5,174,035	632,550	13.93%
Interdepartmental Services	1,772,582	1,838,923	1,908,923	1,934,111	25,188	1.32%
Interdepartmental Prog & Srv	6,245,394	6,303,816	6,450,408	7,108,146	657,738	10.20%
Insurance	159,656	283,930	283,930	273,350	(10,580)	-3.73%
Contracted Services	6,204,435	8,023,409	8,144,151	7,314,193	(829,958)	-10.19%
Mandated Programs	99,242,313	99,160,682	99,010,622	100,659,688	1,649,066	1.67%
Operations	52,359	94,550	177,550	96,106	(81,444)	-45.87%
Total	139,275,267	142,623,245	142,694,936	144,562,713	1,867,777	1.31%
OTPS	112,448,548	114,661,822	114,764,166	116,270,019	1,505,853	1.31%
Departmental Income	7,304,416	7,077,253	7,077,253	7,211,690	134,437	1.90%
Use of Money and Property	2,501	1,800	1,800	1,400	(400)	-22.22%
Sale of Property & Compensation	17,374	17,500	17,500	12,500	(5,000)	-28.57%
Misc. Local Sources	1,501,345	14,500	14,500	18,000	3,500	24.14%
State Aid	29,759,390	28,660,536	28,717,533	29,041,630	324,097	1.13%
Federal Aid	34,207,651	26,576,814	26,576,814	28,919,254	2,342,440	8.81%
Total	72,792,677	62,348,403	62,405,400	65,204,474	2,799,074	4.49%
Net to County Cost	66,482,590	80,274,842	80,289,536	79,358,239	(931,297)	-1.16%

Department of Community and Family Services

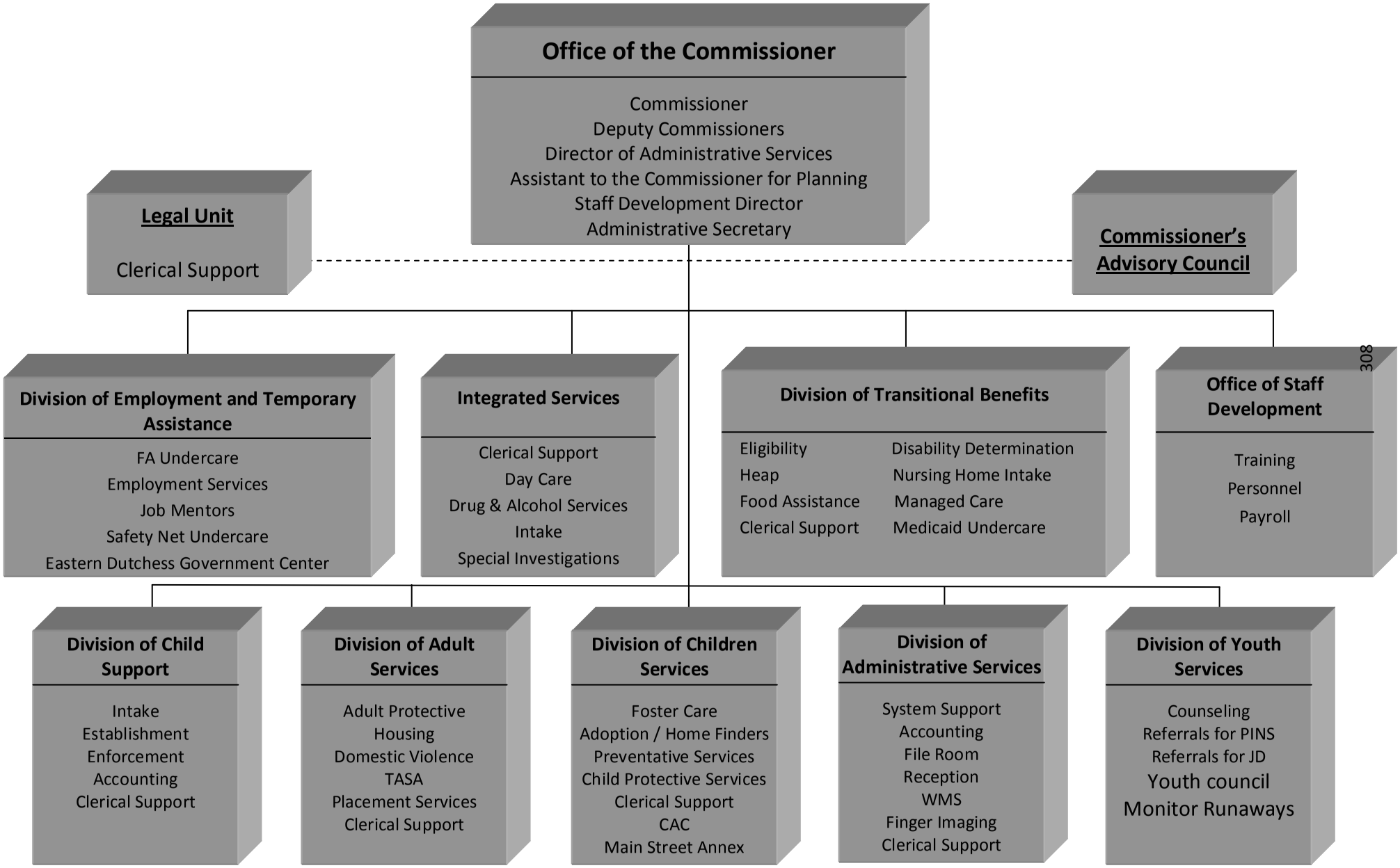


Table of Organization

Position Title	Pay Grade	# of Positions
Community & Family Services		
Commissioner of Community & Family Services	MJ	1
Deputy Commissioner of Comm & Family Svcs	MH	2
Director Administrative Services	MG	1
Director of Services	MG	1
Director of Budget & Finance	ME	1
Research Analyst	ME	1
Staff Development Director	ME	1
Confidential Administrative Assistant	CI	1
Staff Development Assistant	CE	1
Microcomputer Systems Administrator	19	1
Assistant to Commissioner P/P&E	18	1
Director of Services	18	1
Case Supervisor II	17	1
Microcomp / Network Support Specialist	17	2
Social Welfare Manager II	17	4
Accounting Supervisor II	16	2
Assistant Social Welfare Manager II	16	2
Supervisor of Special Investigations	16	1
Case Supervisor	16	14
Social Welfare Manager I	15	16
Accounting Supervisor I	14	1
Administrative Services Coordinator	14	1
Case Manager II	14	29
Case Manager II (CPS)	14	39
Case Manager II (CPS) INTERN	14	2
Microcomputer Word Proc Supp Asst	14	2
WMS Program Assistant	14	1
Building Maintenance Mechanic III	13	1
Resource Consultant	13	1
Social Welfare Specialist	13	18
Case Manager I	12	21
Computer Operator	12	1
Principal Accounting Clerk	12	2
Principal Program Assistant	12	5
Legal Secretary	11	2
Social Welfare Worker II	11	70
Supervising Office Assistant - EA	11	1
Social Welfare Worker I	10	11
Senior Program Assistant	10	1

Table of Organization

Position Title	Pay Grade	# of Positions
Community & Family Services (continued)		
Supervising Office Assistant	10	5
Accounting Clerk	9	21
Program Assistant	8	13
Senior Office Assistant	8	6
Case Manager Aide	7	8
Case Manager Aide - SP SPK	7	1
Clerk-EA	6	1
Office Assistant	6	19
Office Assistant (55)	6	5
Receptionist	6	4
Receptionist - SP SPK	6	1
Clerk-EA	5	1
Clerk	4	7
Total:		356
DCFS - Youth Admin		
Director Youth Services	17	1
Senior Office Assistant	8	1
Total:		2
DCFS - Youth Services Unit		
Senior Youth Worker	14	1
Youth Worker	12	2
Total:		3
Department Total:		361

Culture & Recreation

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Department of History

Functions

The Dutchess County Historian's primary responsibility is to research and preserve county history and to promote the public's understanding of the County's past and how it impacts us today. Responsibilities include conducting research and designing exhibits, developing and conducting records management projects to preserve and increase access to the county archives, and collaborating with Dutchess County Tourism and historical associations throughout the County to support heritage tourism initiatives. The Historian provides leadership for municipal historians within Dutchess and serves as a resource for the general public on county history and programming initiatives. Other responsibilities of the County Historian include writing grant proposals and acting as a liaison with state and federal partners in the cultural sector. The Historian is appointed by the County Executive subject to confirmation by the County Legislature and the Department of History comes under the purview of the County Clerk's Office.

Department of History

Mission Statement

To research and preserve Dutchess County History, and to promote better understanding of its significance for residents and visitors to the county today.

2014 Accomplishments

- Applied for $54,750 in State Archives funding through the Local Government Records Management Improvement Fund (LGRMIF) to continue digital imaging of the Ancient Documents Collection;

- Successfully administered 2013 LGRMIF Grant, which digitally imaged the first 12,000 pages of the Ancient Documents Collection;

- Supervised one records management intern from Vassar College and one regular department volunteer in the continuing Ancient Documents Indexing Project;

- Applied for and secured a $5,000 Heritage Development Grant from the Hudson River Valley National Heritage Area for funding exhibit design and promotion training for county historical societies and sites (which do not receive this type of training in contrast to our state and federal sites);

- Organized and conducted the Dutchess Heritage Days History Fair and Civil War Weekend—recruited three Civil War Reenactment organizations and nine county historical societies/sites to participate, handled event logistics and promotion, interfaced with officials at host site (Town of Union Vale, Tymor Park), managed event as sole onsite staff, and conducted post-event clean-up and review;

- Organized and conducted Dutchess Heritage Days Lecture series featuring three speakers on the theme of "Peoples of Dutchess County," commemorating the 300th anniversary of the county's first census. Conducted all event logistics and promotion and raised funds to cover lecture series expenses.

- Developed a closer working relationship with the Dutchess County Historical Society;

- Scheduled and conducted four quarterly meetings of all Dutchess History organizations, (municipal historians and historical societies, state and federal historic sites, preservation groups, genealogical groups), at venues across Dutchess County;

- Completed "Dutchess Passport" Heritage Tourism publication;

- Established closer ties to the New York State Path Through History Program, insuring greater support for Dutchess County sites within this statewide heritage tourism program;

- Designed exhibit for Pocket Park site on Market Street, Poughkeepsie, detailing the Nelson House's history;

- Lectured at sites throughout the county on local history and represented county government at events within and outside of the county;

- Invited to join the regional Path Through History Workgroup and the Hudson River Valley National Heritage Area Steering Committee as government historian representative;

- Assisted with planning and managing celebrations for the Town of Fishkill Historian's 50th year in office; and

- Advised county history organizations on a variety of issues ranging from state and national register nominations to planning heritage tourism events.

2015 Initiatives

- Implement an interactive calendar on department website to showcase all heritage tourism events on-going in the county;

- Continue seeking grants to underwrite costs of records management and research projects, including LGRMIF grant and Heritage Development Grant;

- Continue internship/volunteer program and develop closer ties with area colleges and universities;

- Continue research, writing, and lecturing on county history;

- Continue improving connections with Path Through History and the Hudson Valley National Heritage Area;

- Develop annual training workshops for historical societies and other County History organizations with grant funding, beginning in 2015 with workshops on exhibit design and promotion;

- Create a Dutchess County Path Through History Steering Committee to focus the county history community on producing more programs and exhibits as heritage tourism products. For example, developing themed driving itineraries highlighting specific arcs of county history (the American Revolution, the Gilded Age, etc);

- Continue Ancient Document Indexing Project, work with OCIS to upload and display Ancient Document scans and indexing through the ECM, and develop outreach programs employing the Ancient Documents;

- Continue providing coordination and support services to the county history community (including quarterly meetings) and acting as a reference point for the general public;

- Undertake research and exhibit projects at the direction of the County Executive and the County Clerk; and

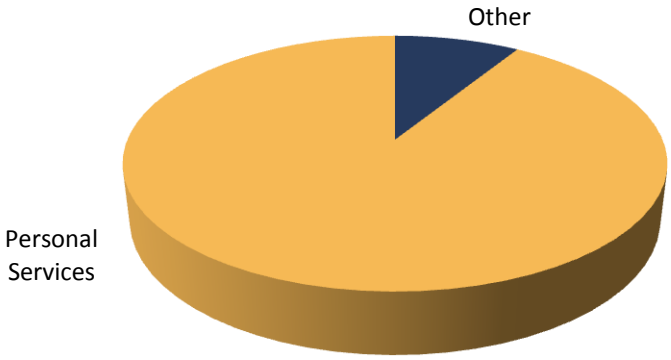
- Collaborate with the Dutchess County Historical Society and other history organizations to continue programming formerly conducted under the Dutchess Heritage Days umbrella.

Department of History Fiscal Summary

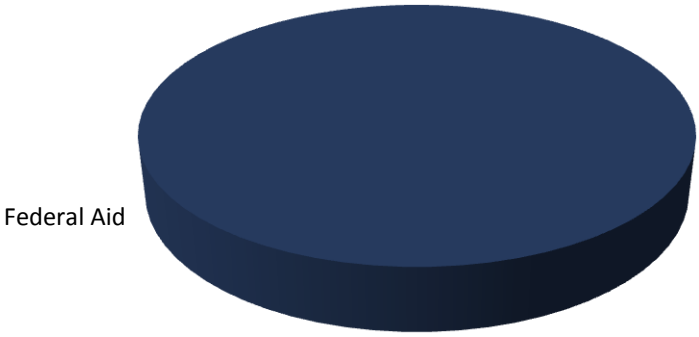
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	97,432	$	98,234	1%
Revenues	$	15,000	$	5,000	100%
County Cost	$	82,432	$	93,234	13%

2015 Adopted Appropriations



2015 Adopted Revenue



Department of History

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	53,868	53,868	53,868	61,868	8,000	14.85%
Employee Benefits	19,936	19,986	24,142	27,626	3,484	14.43%
Personal Services	73,804	73,854	78,010	89,494	11,484	14.72%
Employee Travel, Train & Educ	809	3,030	3,030	2,670	(360)	-11.88%
Supplies	385	7,650	7,650	650	(7,000)	-91.50%
Interdepartmental Services	298	742	742	420	(322)	-43.40%
Interdepartmental Prog & Srv	298	742	742	420	(322)	-43.40%
Contracted Services	0	3,000	8,000	5,000	(3,000)	-37.50%
Total	75,296	88,276	97,432	98,234	802	0.82%
OTPS	1,492	14,422	19,422	8,740	(10,682)	-55.00%
Misc. Local Sources	0	10,000	10,000	0	(10,000)	-100.00%
Federal Aid	0	0	5,000	5,000	-	0.00%
Total	0	10,000	15,000	5,000	(10,000)	-66.67%
Net to County Cost	75,296	78,276	82,432	93,234	10,802	13.10%

Department of History Organizational Structure

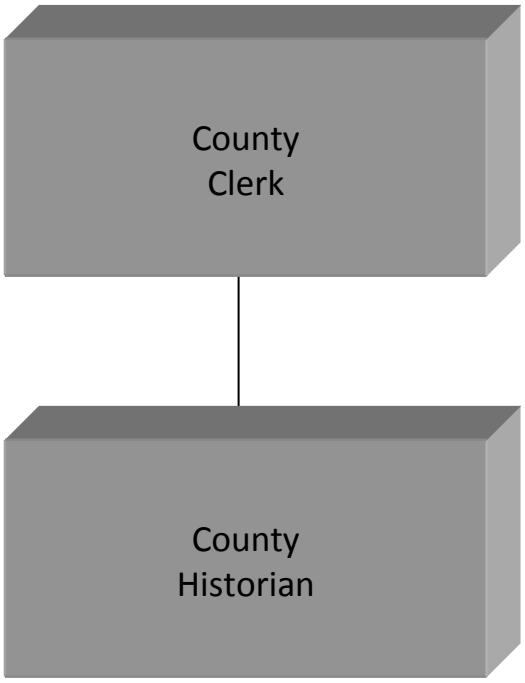


Table of Organization

Position Title	Pay Grade	# of Positions
History:		
Historian	MC	1
Total:		1

Public Works- Parks

Functions

The Parks Division, within the Department of Public Works, enhances the quality of life for county residents by operating six active facilities:

- Bowdoin Park, a 301 acre park in the southwest part of the County;
- Wilcox Park, which contains over 600 acres in the north central part of the County;
- Quiet Cove Riverfront Park in the Town of Poughkeepsie, 27 acres featuring a 2 acre riverfront parcel with restrooms, a non-motorized boat launching site and renovated Navy Barracks house with a waterfront deck featuring stunning views of the majestic Hudson River, Mid-Hudson and Walkway over the Hudson bridges;
- William R. Steinhaus Dutchess Rail Trail – is a 13.4 mile long rail trail located in the heart of Dutchess County, from Hopewell Junction in the Town of East Fishkill to the Walkway over the Hudson connection in the City of Poughkeepsie. Thousands of users visit this facility daily including many out-of-towners who contribute to the local economy by spending money while visiting this county asset;
- Harlem Valley Rail Trail which currently is open from the train station in Wassaic to the Village of Millerton and stretches 10 miles; and
- Dutchess Stadium built in 1994, the home of the Hudson Valley Renegades as well as many other community events is celebrating its 21st year in the Hudson Valley and the Renegades won the New York Penn League Championship in 2012.

A wide variety of activities are conducted at these facilities including swimming, boating, picnicking, hiking, biking, skating, camping, miniature golf, pavilions, playgrounds, basketball, volleyball and athletic fields. Additional programs/activities include educational programs, school programs, the operation of nature/hiking trails, an education center, and special seasonal programs including the Maple Syrup program, Summer Day Camps and many others.

Public Works - Parks

Mission Statement

The Dutchess County DPW Parks Division enhances the quality of life for county residents by providing opportunities for active and passive recreation in the natural scenic beauty of our facilities.

Goal:	Keep parks maintained and increase visitation and use.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Wilcox Visitors	16,000	18,000	22,000	4,000	22.2%
Wilcox Revenue	$52,764	$56,000	$60,000	$4,000	7.1%
Bowdoin Visitors	90,000	95,000	100,000	5,000	5.3%
Bowdoin Revenues	$135,000	$140,000	$148,000	$8,000	5.7%

Goal:	Increase miles of rail trail parks.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Harlem Valley Rail Trail Length (miles)	10.5	10.5	10.5	-	0.0%
Dutchess Rail Trail Length	10.4	13.4	13.4	-	0.0%

KEY BUDGETARY ISSUES:

2014 Accomplishments

In 2014, County Parks continues its significant system-wide availability of the recreational opportunities offered to its residents.

In March and April, the Bowdoin Park Naturalist assisted by Parks maintenance staff held Maple Syrup presentations to demonstrate how maple syrup is made using modern and Native American methods. The event attracted many local school groups. An open house pancake breakfast was held in May and attracted a hundred people.

The newest Pavilion in the Parks' system located at the top of the hill overlooking the Band Shell in Bowdoin Park, with breathtaking views of the Hudson River, was fully completed by Parks staff with a major assist from DPW-Buildings staff, and has been fully rented during 2014. This pavilion has a kitchen, inside room, restrooms, indoor seating for 72 guests and outdoor seating for 85 guests.

The extensive trail network in Bowdoin Park has expanded and the ball fields, existing pavilions, Maple Knoll Lodge and Cabins, all saw increased usage. Mapleknoll Lodge is rented practically every weekend of the year. The Pavilions at Bowdoin Park are fully rented for weekends from May to Columbus Day Weekend. The Park Naturalist is running a very successful summer day camp at the park that was almost completely full again for the 2014 season.

Bowdoin hosted the Dutchess County SPCA event in October, "Paws in the Park," a pet walk and display featuring hundreds of pets and their owners who annually enjoy a day in the park in October.

This fall, the series of High School cross-country meets held on the acclaimed Bowdoin Park cross-country course will culminate in the annual State Cross-Country Federation Championship on November 15th. This year on November 29th, the Bowdoin Park course will again host one of only nine regional meets that will qualify teams for Nike's National Cross-Country Team Championship to be held in Seattle this December. This is quite an honor and it has become an annual event at the park.

Wilcox Park users were offered an expanded season this year, with the park being kept open seven days a week from April through December. To keep the park open and continue to have swimming facilities fully staffed, a nominal admission to the park for County residents was instituted in 2010. In addition, the swimming lake is closed two days a week.

Quiet Cove Riverfront Park enjoyed its 4th season of operation with added public restrooms, a new waterfront Deck and additional parking. Scenic viewpoint sitting areas and a beautiful small pond were developed on the trails as destination points for visitors. The Park is open from April through October seasonally.

The open 10.5 miles of the Harlem Valley Rail Trail again saw heavy usage in 2014. The design of the project to construct the final 8.25 mile segment, which will complete the portion of the trail in Dutchess County and link up with existing 3.5 mile trail segment in the Copake Falls Area of the Taconic State Park, continues to evolve. This year, extensive environmental studies needed to construct the next phase of the trail through the significant wetlands located in the northern panhandle area of the Town of North East were conducted and are still under review by the DEC.

The Parks Division continues to see heavy use of the WRSDRT, which is now completed. Rave reviews by all who have used it continue to pour in from local residents and visitors who have been enticed to visit the newest recreation attraction located in their own backyard.

In 2007, County Parks took major steps toward incorporating Dutchess Stadium into the parks system. Parks staff has tried to handle the upkeep of the stadium landscaping and regular maintenance and with a major assist from the Building and Highway Divisions. They have handled planned and unplanned maintenance of the Stadium Facility, as called for in the County's operating agreement with the Hudson Valley Renegades. Major concerts are always a big ticket in the Hudson Valley. The annual K-Fest held on June 8th was a complete sellout. The Hudson Valley Renegades expressed their thanks for the support of Dutchess County residents.

Some capital improvements in the parks have been made with recent expansions to enhance accessibility and increase enjoyment of the facilities.

- The newest pavilion at Bowdoin Park (pavilion 5) is open year-round. It is one of the largest Pavilions in the parks' system and features a kitchen, restrooms and outdoor seating for 85, indoor seating for 72, Central A/C and heat, has breathtaking views of the park and Hudson River. A new playground and water spray feature are now open at Bowdoin Park;

- Maple Knoll Lodge had all windows replaced with double-pane, low E glass and added a layer of spray insulation to the entire Ceiling. These improvements will not only make residents more comfortable but will save on heating costs in the winter and cooling costs in the summer;

- Wilcox Park patrons are enjoying the new full size basketball court;

- Quiet Cove Riverfront Park is planned to have major shoreline restoration and a new bulkhead constructed soon and could be ready for the spring of 2015;

- The Harlem Valley Rail Trail was opened in 1996 when the 4.5 mile trail segment from Amenia to Coleman Station Road was constructed and opened to the general public. The second 3.5 mile section, from Coleman Station Road to Millerton, was opened in 2000. The third 2.5 mile section of the trail, from Amenia to the Wassiac Train Station was completed and opened to the public in 2005. A $3.4 million dollar federal grant was obtained to facilitate construction of the final section of the trail from Millerton north to Columbia County to connect with the existing trail in the Copake Falls Area of the Taconic State Park. Plans are under review from the DEC to implement this final section of the trail;

- The WRSDRT has given the majority of Dutchess County's population access to a significant recreational amenity within minutes of their homes. This Rail Trail runs through the very heart of Dutchess County. The trail follows the path of the Central Dutchess Utility Corridor Waterlines, which was constructed by the County. This extraordinary undertaking has involved the conversion of over 13 miles of the abandoned Maybrook Rail Line of the Penn Central Railroad to a paved bikeway/walkway with appropriate access in the City of Poughkeepsie and the Towns of Poughkeepsie, LaGrange, Wappinger, and East Fishkill and links to the Walkway over the Hudson, which connects to the Hudson Valley Rail Trail in Ulster County; and

- Dutchess Stadium will continue to be home of the Hudson Valley Renegades with the current 10 year agreement that extends to 2016. A new synthetic turf playing field has been installed in time for the 2014 season. A new Electronic digital sign for Route 9D has been installed as well, which will give the county a window to the public to communicate about programs, special events and other county activities.

2015 Initiatives

Renovations of the facilities at Quiet Cove Riverfront Park have continued to make this park a popular destination in summer of 2014. The Parks Division plans to continue to develop the property and make improvements within this gem of a park over the next few years to realize the full potential of this site. The next project at Quiet Cove is Shoreline restoration which is currently being designed and should be completed by the opening of the park in the spring of 2015.

At Bowdoin Park, the new pavilion 5, which sits atop the hill overlooking the Hudson River, is open and fully rented in 2014. A temporary ice rink was installed adjacent to Pavilion 5 and sledding was allowed this past winter.

The basement in the Bowdoin Park Administration building will be converted into a workshop for the Maintenance staff. The Ellessdie Chapel needs to be repaired, scraped, primed and re-painted to give it a facelift for the 2015 season. Several other buildings in the Parks' inventory are overdue for minor repairs, painting/staining and they will all be addressed in the spring of 2015.

The planned expansion of the Harlem Valley Rail Trail is on hold pending review from Department of Environmental Conservation (DEC) of the design of the new segment. A variety of innovative techniques are being considered to deal with the extensive wetlands as well as the nesting area of Bog Turtles found along this segment.

Ongoing maintenance and repair needs will continue to be addressed at the Dutchess Stadium in 2014-2015.

At Wilcox Park, one new storage buildings are slated to be built in the spring of 2015, using funds from H.0434. A replacement garage to house park vehicles and a large storage building will help the Park's maintenance staff keep vehicles and equipment in good repair and condition.

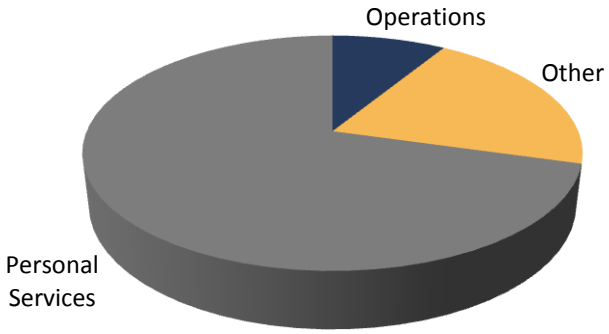
Also at Wilcox Park, implementation of a Forestry Management Program will help to make the park ecologically healthy by removing old growth trees and allowing for new growth. This program will also generate substantial additional revenue for the County.

Public Works- Parks Fiscal Summary

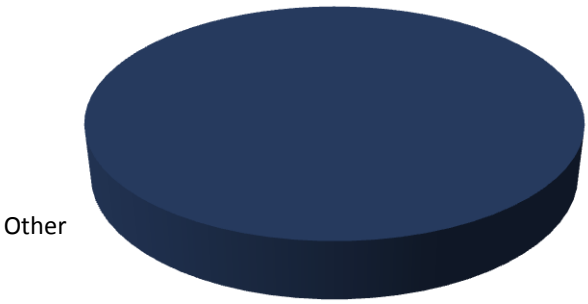
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	1,773,788	$	1,862,063	5%
Revenues	$	530,225	$	533,610	1%
County Cost	$	1,243,563	$	1,328,453	7%

2015 Adopted Appropriations



2015 Adopted Revenue



Public Works- Parks

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	849,176	893,715	893,515	902,698	9,183	1.03%
Employee Benefits	387,021	413,397	414,424	412,232	(2,192)	-0.53%
Personal Services	1,236,197	1,307,112	1,307,939	1,314,930	6,991	0.53%
Employee Travel, Train & Educ	509	700	865	700	(165)	-19.08%
Equipment (Non-Depreciable)	0	2,500	12,286	0	(12,286)	-100.00%
Equipment (Depreciable)	0	5,500	0	0	-	
Equipment	0	8,000	12,286	0	(12,286)	-100.00%
Communication	9,437	9,450	9,518	9,450	(68)	-0.71%
Supplies	100,466	87,790	94,897	100,850	5,953	6.27%
Utilities	47,748	49,353	59,523	42,572	(16,951)	-28.48%
Interdepartmental Services	7,493	9,153	7,473	8,294	821	10.99%
Interdepartmental Prog & Srv	7,493	9,153	7,473	8,294	821	10.99%
Contracted Services	1,840	5,000	8,250	5,000	(3,250)	-39.39%
Operations	147,807	162,203	139,037	163,952	24,915	17.92%
Debt Service	134,000	134,000	134,000	216,315	82,315	61.43%
Total	1,685,498	1,772,761	1,773,788	1,862,063	88,275	4.98%
OTPS	449,301	465,649	465,849	547,133	81,284	17.45%
Departmental Income	205,750	201,500	201,500	212,560	11,060	5.49%
Use of Money and Property	250,063	280,225	280,225	260,300	(19,925)	-7.11%
Sale of Prop and Comp for Loss	17,718	13,000	13,000	25,000	12,000	92.31%
Misc. Local Sources	32,424	35,500	35,500	35,750	250	0.70%
Total	505,955	530,225	530,225	533,610	3,385	0.64%
Net to County Cost	1,179,543	1,242,536	1,243,563	1,328,453	84,890	6.83%

Public Works- Parks Organizational Structure

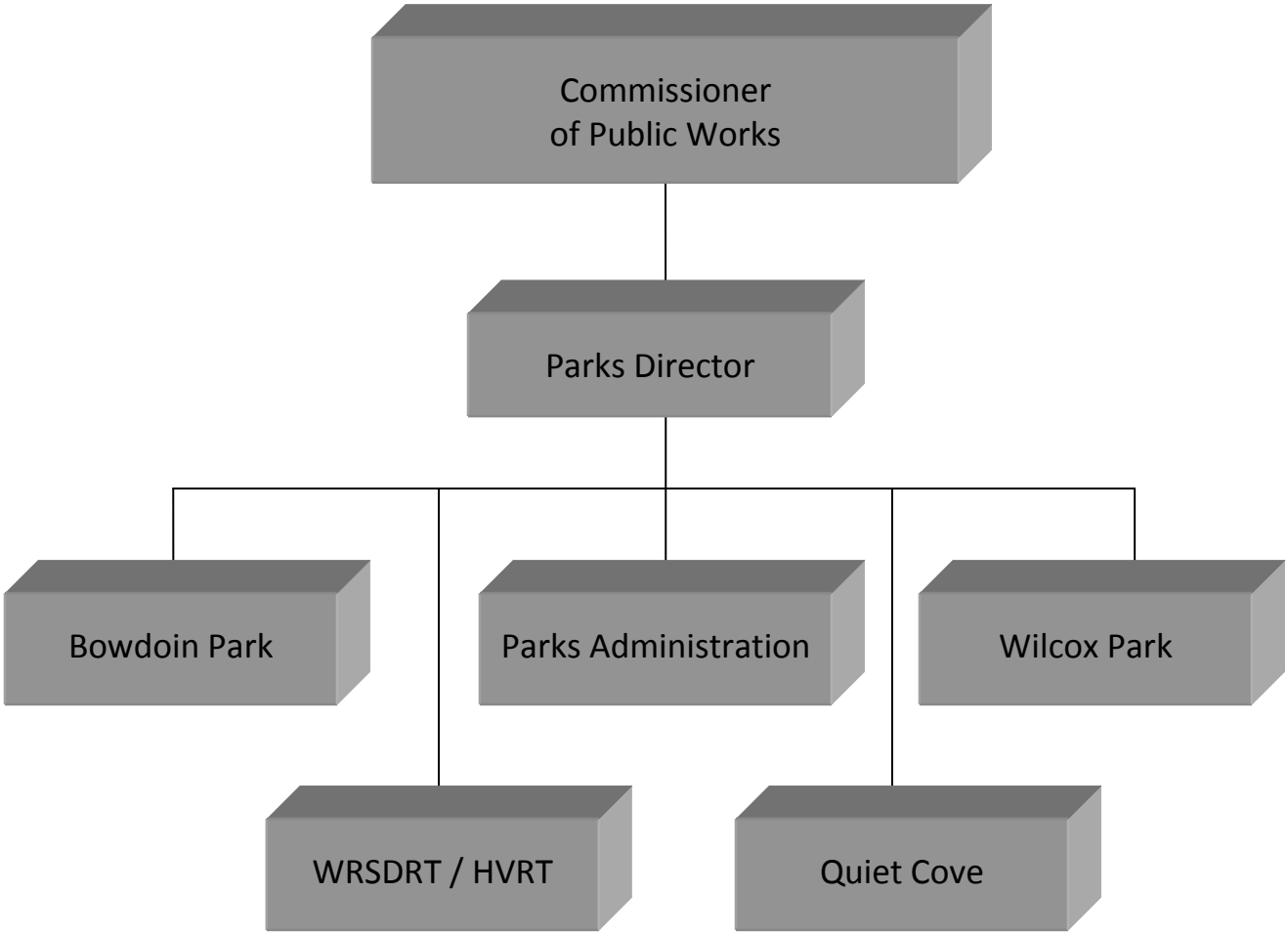


Table of Organization

Position Title	Pay Grade	# of Positions
DPW Parks:		
Parks Director	MF	1
Park Manager	14	2
Senior Park Maintenance Mechanic	12	2
Park Maintenance Mechanic	11	6
Park Naturalist	11	1
Waterfront Director- Hourly	10-8	0.5
Secretary	10	1
Life Guard	6-8	3
Office Assistant	6	1
Park Attendant	6	1
Total:		18.5

Community Services

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Planning & Development

Functions

The Department of Planning and Development is responsible for comprehensive County-wide planning, Greenway program implementation, Open Space preservation, review of local zoning referrals, planning assistance to local governments, economic development coordination and planning, community development, housing and prevention of homelessness, comprehensive transportation planning and capital program, public information, citizen participation and comprehensive mapping and geographic information systems (GIS) data.

County planning includes the collection, analysis, evaluation and dissemination of data, preparation of plans and development of implementation programs pertaining to open space and farmland protection, affordable housing, long-range economic development, environmental reviews, historic preservation, land-use management, water resource management and assistance to local communities in land-use planning, skills training and plan implementation.

The Department provides technical assistance to municipalities in the County on a range of issues, including downtown revitalization, water resource management, and Greenway implementation. Also the Department assists the Department of Health with “healthy communities” bicycle/pedestrian activities.

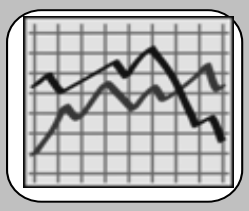
The Department helps maintain and enhance the County's quality of life and economic climate through problem identification, examination of alternatives to these problems and selection of the most beneficial courses of action.

Significant projects and programs include:

- Implementation of *Greenway Connections* in cooperation with Hudson River Valley Greenway Council;
- Coordination of the County's Partnership for Manageable Growth Open Space and Farmland Protection Matching Grant Program to protect farmland and significant open space areas and partner in development of infrastructure critical to economic development;
- Administration of the Federal Community Development Block Grant program and related housing programs;
- Management of the Poughkeepsie-Dutchess County Transportation Council activities, including comprehensive transportation planning and capital program;
- Administration of the County’s Agricultural District Program, working closely with, the Agriculture and Farmland Protection Board, Division of Real Property Tax, Cornell Cooperative Extension, and the Soil and Water Conservation District;
- Creation and management of GIS-based maps and databases;
- Coordination of Census and other significant socio-economic data; and
- Administration of the Agency Partners Grant and Municipal Consolidation and Shared Services Grant Program.

The Department also provides administrative oversight and support to the Traffic Safety and STOP-DWI programs, the Criminal Justice Council, Solid Waste Management and several community agencies, which provide a wide range of programs for the County's residents, businesses, and visitors.

Planning & Development



Mission Statement

The Department of Planning and Development helps maintain and enhance the County's quality of life. The Department is responsible for countywide planning, coordination of economic development activities, planning assistance to local governments, and comprehensive mapping and geographic information systems (GIS) data and Solid Waste Management.

Community Investment Programs

Goal:	Administer the federal Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Shelter Plus Care (S+C), Agency Partner Grant, and Municipal Shared Services Grant programs. Also provide general technical assistance to municipalities on community development and housing issues.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
CDBG Municipal Projects Completed	8	10	9	(1)	-10.0%
CDBG Public Service Projects Completed	7	6	6	-	0.0%
Housing Units Created	88	97	118	21	21.6%
Owner-Occupied Rehabilitation Projects Completed	1	20	10	(10)	-50.0%
Housing Units Supported by Rental Assistance	208	60	64	4	6.7%
Agency Partner Contracts Awarded	18	18	15	(3)	-16.7%
Municipal Grants Awarded	15	10	10	-	0.0%

Planning and Community Design

Goal:	Review local development proposals (239 Reviews) as mandated by state law; provide lead planner assistance to communities and prepare comprehensive county-wide planning.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Community Assistance Hours	4,284	3,200	3,500	300	9.4%
Information Requests	607	650	625	(25)	-3.8%
Referrals Completed	439	385	385	-	0.0%
% completed within 21 days	87%	90%	90%	0%	0.0%

Open Space - Partnership for Manageable Growth

Goal:	Preservation of farmland and significant open space through the Partnership for Manageable Growth matching grant program.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Projects Completed	-	-	-	-	0.0%
Acres Under Easement (cumulative)	3,242	3,330	3,330	-	0.0%

Planning & Development

Dutchess County Planning Federation					
Goal:	To provide education and information to members and the public regarding regional, urban, rural, and local land use planning so sound planning and zoning will lead to the orderly growth and development of our communities.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Plan On It Newsletters	10	10	10	-	0.0%
Training Programs	7	8	8	-	0.0%
Training Participants	488	600	500	(100)	-16.7%

Transportation Planning (MPO)					
Goal:	Support comprehensive County-wide, metropolitan transportation planning program through the Poughkeepsie Dutchess County Transportation Council (PDCTC).				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Traffic Counts (#)	276	275	275	-	0.0%

Solid Waste Management					
Goal:	The Division of Solid Waste Management of the Dutchess County Department of Planning and Development is responsible for the formulation and implementation of programs for the collection and disposal of solid waste generated within the County.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Annual Municipal Solid Waste to Waste-to-Energy (WTE) Facility (in tons)	153,986	145,000	145,000	-	0.0%
Annual Municipal Solid Waste Recycling Volumes (in tons)	93,897	94,000	95,000	1,000	1.1%
WTE Net Electric Generation (in Megawatt hours)	33,607	35,000	48,445	13,445	38.4%
Annual WTE Metals Recycled (in tons)	6,213	6,500	6,500	-	0.0%
Household Hazardous Waste to RRA events (pounds)	252,368	200,000	200,000	-	0.0%
Solid Waste Enforcement citations	20	10	20	10	100.0%
New Licensed haulers	3	4	4	-	0.0%
Number of Information Requests	415	170	200	30	17.6%
Recycling complaint forms received	1	4	5	1	25.0%

KEY BUDGETARY ISSUES:

- Even with staffing reductions the cost of administering the community development programs still exceed the annual administrative income by $60,000. This is mostly a function of decreases in federal grants. This balance is currently funded from prior years' unexpended administrative funds. The department currently has sufficient resources to fund this balance for five years, but this period will decrease as staff costs increase.

- There is no Net Service Fee (NSF) for the RRA in 2015 as a result of the collaborative effort between County Government and the agency's management, enabling a new more productive operator agreement as well as a public-private partnership with the county's major solid waste hauler.

2014 Accomplishments:

County Planning

- Produced seven Greenway Guides, which were approved by the state Greenway Council and made available for adoption by Greenway Compact municipalities.

- Incorporated the Centers and Greenspaces initiative into an interactive web-based planning tool on the department website with mapping layers and model case studies at the county, town and village scales.

- Completed the final pending project under the Partnership for Manageable Growth (PMG), providing partial funding for the City of Beacon's acquisition of the 88.5-acre Hiddenbrooke property. The Dutchess County Planning Board reviewed the implementation of the PMG Open Space and Farmland Protection Matching Grant Program, and worked with Water and Wastewater Authority to implement the infrastructure component of the PMG program.

- Worked with partner agencies, including Cornell Cooperative Extension of Dutchess County (CCEDC) and Soil and Water Conservation District (SWCD), to draft a new Dutchess County Agricultural and Farmland Protection Plan with funds provided by the NYS Department of Agriculture and Markets and Dutchess County.

- Forwarded a Solarize program proposal to the County Executive and Legislature for consideration. The program would employ an innovative outreach/marketing and volume purchase pricing model to spur a large increase in the amount of installed residential solar power.

- Provided graphics support to other departments and agencies, such as revising bus schedules and producing the sign designs for the Veterans' Memorial Mile.

Municipal Planning Support

- Completed the Poughkeepsie Waterfront Redevelopment Strategy and drafted a zoning amendment for the Waterfront Transit-Oriented Development district.

- Assisted the Dutchess County Planning Federation to organize eight Short Courses for Planning and Zoning, providing the training hours mandated for municipal board members by NYS law.

- Published 10 issues of the DC Planning Federation e-newsletter Plan On It, covering topics related to planning and zoning.

- Reviewed approximately 400 development proposals and their potential impacts under the mandated GML 239 l & m review process, and the State Environmental Quality Review Act.

- Revised procedures to reduce time and paperwork by exempting certain categories of actions from GML 239 review that have little or no countywide impacts.

- Prepared 12 alternative plans that represent Greenway principles at the request of municipalities or in response to site plan proposals.

- Responded to 650 information requests from municipalities and residents, and provided lead planner and community assistance to each municipality.

- Regularly updated website to improve public access to data from the Census Bureau/American Community Survey.

Community Development and Housing

- CDBG Program
    - Awarded funds to seven municipal projects and six public services projects totaling $1,007,220 under the 2014 application cycle.
    - Completed 12 municipal projects and seven public service projects totaling $1,664,570.
    - Conducted outreach, individual meetings and technical assistance to encourage a wider variety of CDBG applications for 2014.
    - Made several changes to CDBG implementation including updated procurement policies, clarifying payment process for professional services, payroll submission process, municipal payment of contractor, and recapture statement.
    - Implemented new HUD low and moderate income census data.
    - Expanded monitoring of selected public services agencies to include more comprehensive program review, not just compliance with HUD and County regulations.

- HOME Program
    - Awarded funds to 111 housing units through four projects totaling $643,628.
    - Completed construction or rehabilitation of 94 housing units in four developments totaling $1.6 million. Highlights:
        - Highridge Gardens - 74-unit affordable rental development for veterans and frail elderly in the City of Poughkeepsie
        - Rehabilitation of three deteriorated townhomes into nine apartments, including five affordable units in the City of Poughkeepsie.
    - Monitored and inspected all existing HOME assisted units.

- Increased Section 3 outreach in CDBG and HOME Programs.

- Continuum of Care
    - Participated in annual Point-in-Time Homeless Count including updating and distributing forms, as well as conducting outreach and training.
    - Coordinated submission of 2013 Continuum of Care (CoC) application.
    - Increased coordinated Dutchess County CoC activities as part of HUD CoC Planning grant including oversight of goals and activities specifically:
        - Expansion of units in CoC rental assistance programs and maximize expenditure rates with a goal of 95% expenditure rate;
        - Completed comprehensive program review;
        - Developed coordinated assessment tool including housing database;
        - Coordinated transfer of HMIS system to new administrator, and secured HMIS access for County at no cost to permit higher level data analysis.

- Analysis of Impediments
    - Developed implementation plan for Analysis of Impediments to Fair Housing Choice
    - Continued Planning Federation Housing Series with newsletter series on Successful Aging in Place and a short course on Accessory Apartments.

- Staff Development – Implemented bi-monthly staff performance reviews.

Transportation Planning

Supported work of the Poughkeepsie Dutchess County Transportation Council (PDCTC), the designated Metropolitan Planning Organization (MPO) for Dutchess County:

- Completed the Federal Certification of the MPO program by FHWA and FTA, where the MPO received six individual commendations and no corrective actions.

- Completed an update to the Coordinated Public Transit-Human Services Transportation Plan to better identify service gaps with elderly and disabled transportation services

- Completed a new Bicycle-Pedestrian Plan, Walk Bike Dutchess, to improve walking and bicycling conditions in the County.

- Completed a Sidewalk Inventory and Improvement Plan for the Pine Plains Town Center.

- Completed the Beacon Main Street Parking Study.

- Completed the 2014 pavement condition monitoring program for local federal-aid roads.

- Completed the 2014 traffic count program, collecting volume, vehicle classification, and speed data at 275 locations in the County.

- Updated the PDCTC's FFY 2014-2018 Transportation Improvement Program (TIP) and TIP Viewer application.

- Issued a call for projects for the FTA Section 5310 program and prioritized proposals for funding.

- Sub-allocated FFY 2013 and 2014 FTA Section 5307 and 5339 funds for Dutchess County Designated Recipients.

Geographic Information Systems

- Supported Planning Department initiatives with GIS analysis and mapping in collaborative efforts to disseminate information about the County's agriculture industry.

- Supported community pedestrian planning activities with assistance with sidewalk studies and pedestrian plans.

- Supported Planning Department efforts to disseminate information about Greenway guides and the Centers and Greenspaces Plan to the public.

- Supported Department efforts to guide municipal planning efforts with a wide variety of land use and natural resource mapping.

- Supported coordinated water resource planning through the Water Resources Programs Committee.

Economic Development

- Completed an office, industrial, commercial, land and retail space inventory repurposing analysis in cooperation with Dutchess County Economic Development Corporation's (DCEDC) External Marketing Council (EMC).

- Completed a comprehensive database of businesses in Dutchess County.

- Secured $500,000 in Main Street Revitalization grant program.

- Secured $750,000 to bring water to the Dutchess County Airport and Airport Drive.

- Hosted a CFA workshop, and helped secure the second highest number of CFAs in the region.

- Completed an Economic Development Strategy (EDS) for the County.

- Completed a Shared Services Agreement with the Dutchess County Economic Development Alliance members.

- Completed a co-location Agreement with the Dutchess County Economic Development Alliance members.

- Served as a managing member of the City of Poughkeepsie Waterfront Revitalization Strategy.

- Hosted an Economic Summit.

Solid Waste

Implemented the County's 10-year Local Solid Waste Management Plan, Rethinking Waste

- Completed or began implementation of 70 of the 87 tasks listed in the 2012-2022 Dutchess County Local Solid Waste Management Plan.

- Submitted the NYS DEC required 2013 Annual Report Form – Planning Unit Recycling Report.

- A 2013 Division of Solid Waste Management Summary was published outlining 2013 accomplishments and providing the 2013 Dutchess County recycling rate figures.

- Two submissions for a Solid Waste Disposal License were received, and one License issued.

- Awarded 25 public space recycling bins for use in County Parks by the Dr Pepper Snapple/ Keep America Beautiful Public Bin Grant Program.

- Coordinated Earth Day celebration with a Market Street complex clean-up event.

- Coordinated compost bin and rain barrel sale event, co-hosted with Ulster County.

- Published eNewsletter on hazardous wastes titled, Reduce Pollution in Our Streams and Waterbodies.

- Coordinated Legislative adoption of the updated Dutchess County Solid Waste Materials Management and Licensing Rules and Regulations which provide for comprehensive hauler licensing and enhanced unlicensed haulers penalties and recycling compliance enforcement.

- Developed a Greenway Guide on Recycling and Waste Collection.

- Made presentations on solid waste and recycling at a Planning Federation Short Course, Poughkeepsie Galleria Merchants Meeting, and to the LaGrange Environmental Action Forum.

- Attended six Hudson Valley Regional Council Solid Waste Committee regional meetings.

- Continued single stream promotion in Dutchess County Government buildings for additional refuse disposal cost savings.

- 40 unlicensed haulers identified, 170 information requests answered, and four recycling complaints responded to.

- Continually updated website providing recycling and solid waste information, including a link to a ReCommunity single stream recycling video.

- Recycling brochures distributed to all 30 municipalities, numerous residents and several businesses.

- Promoted the Dutchess County Resource Recovery Agency eight Household Hazardous Waste collection events, including interviews with Time Warner Cablevision and press releases. Over 200,000 pounds of hazardous waste and electronics collected.

- Award of contract was given to Wheelabrator Dutchess, LLC for the operation and maintenance of the Dutchess County Resource Recovery Agency Waste-to-Energy facility. The operation, under a new Service Agreement, began July 1, 2014.

2015 Initiatives:

In past years, the authorized positions for STOP-DWI were accounted for in Planning and Development and monies were transferred from the Planning Department to the STOP-DWI Program. Planning and Development will continue to oversee the STOP-DWI Program. However, for greater efficiency and to claim direct benefit for STOP-DWI, the authorized positions will now be directly charged to the STOP-DWI Program.

In past years, Public Transit was overseen by Planning & Development. For greater efficiency Public Transit is now a Division of the Department of Public Works.

As part of the implementation of the County's Economic Development Strategy, the Department of Planning and Development has restructured its staffing in order to be better positioned to collaborate with local

communities to identify and prepare properties for economic development. Depending on the community there are several opportunities for assistance from the Department of Planning and Development.

- Review of municipal Comprehensive Plans to ensure that the plan clearly identifies where and what type of economic development should occur at the identified sites.
- Review Comprehensive Plans and zoning laws/regulations to ensure the Comprehensive Plans can be implemented while offering assistance in identifying necessary changes.
- Collaboration on the development of environmental reviews and Generic Environmental Impact Statements (GEIS) to make property more desirable to developers and reduce approval time.
- Guidance and technical assistance with Business Improvement District (BID) implementation.

In order to achieve this, the Department of Planning and Development has made two changes to the Department as part of the 2015 Budget.

1. A Senior Planner devoted to environmental planning that will be able to complete environmental analyses, environmental impact statements (EIS & GEIS) and assessments as well as prepare State Environmental Quality Review Act (SEQRA) documentation. In addition to the work done for the Department, this position will also assist the Department of Public Works (DPW) and municipalities in any environmental review work they may need; and
2. Funds allocated for consultants to provide legal review and guidance on zoning and land use issues.

The Department achieves these changes with no additions to the workforce. Due to retirements in 2015, the position of Community Development Design Coordinator is reclassified as Senior Planner – Environment and a Senior Planner is reclassified as a Junior Planner.

The 2015 budget also includes a proposed modest increase in the Agency Partnership Grant Program (APGP) line by 11% to $780,000. The additional funds will go a long way to making sure our non-profit providers can continue to fund outcome driven initiatives that better our communities.

County Planning

- Encourage the adoption of the seven new Greenway Guides by Greenway Compact municipalities and work on additional new guides.

- Promote Centers and Greenspaces community planning and continue to upgrade the website with additional case studies.

- Complete revision of Partnership for Manageable Growth (PMG) Guidelines and Criteria to clarify Open Space and Farmland Protection Matching Grant goals and implement Water and Wastewater Infrastructure component of PMG program.

- Complete new Agricultural and Farmland Protection Plan, submit Plan to Dutchess County Legislature for adoption and to NYS Department of Agriculture and Markets for final approval.

- Begin eight-year review and analysis of County's Agricultural Districts as required by NYS Department of Agriculture and Markets.

Municipal Planning Support

- Work with the City of Poughkeepsie and NYSDOS to help update its Local Waterfront Revitalization Program and prepare a Generic Environmental Impact Statement for key development parcels, consistent with the recommendations in the Waterfront Redevelopment Strategy.

- Assist the City of Beacon in preparing a new zoning district with illustrative plans for the waterfront area around the Train Station.

- Assist the Dutchess County Planning Federation to organize eight Short Courses for Planning and Zoning, providing the training hours mandated for municipal board members by NYS law.

- Publish 10 issues of the DC Planning Federation e-newsletter Plan On It, covering topics related to planning and zoning.

- Review development proposals and the potential impacts in its mandated GML 239 l & m review process and the State Environmental Quality Review Act, and complete the legal agreements with local municipalities to reduce time and paperwork by exempting certain referral categories of actions that have little or no countywide impacts.

- Respond to information requests from municipalities and residents, and provide lead planner and community assistance to each municipality.

- Update website to make improve public access to data from the Census Bureau/American Community Survey.

Community Development and Housing

- Streamline CDBG, HOME and CoC implementation with new/revised checklists forms and development of resources on website.

- Increase production of DC Senior Rehabilitation Program.

- Re-qualify both CDBG and HOME Consortiums.

- Implement 2015 Analysis of Impediments activities including at least one housing related newsletter and Planning Federation workshop.

- Implement CoC activities with a focus on accomplishing HUD goals. Use HMIS data to create higher level analysis of homeless populations in Dutchess County to help inform future policy development.

Transportation Planning

Support work of the Poughkeepsie Dutchess County Transportation Council (PDCTC), the designated Metropolitan Planning Organization (MPO) for Dutchess County:

- Implement recommendations from the 2013 FHWA and FTA MPO certification review.

- Approve new bylaws for the MPO, including an update to voting membership.

- Complete a new long-range metropolitan transportation plan, to include a progress report on performance measures in Moving Dutchess.

- Ensure that the MPO is in compliance with the federal requirements identified in the new MAP-21 metropolitan transportation planning rulemaking.

- Complete the Upper Route 9G Corridor Management Plan.

- Complete a redesign concept for the Pine Plains Town Center.

- Complete a Safety Assessment for one or more high crash locations in the County (possibly Main Street in the City of Poughkeepsie).

- Complete a possible Sidewalk Inventory and Improvement Plan for the Village of Pawling.

- Develop a County Complete Streets Law (this would be one of the products of the Complete Streets Committee).

- Complete the 2015 pavement condition monitoring program for local federal-aid roads.

- Complete the 2015 traffic count program, collecting volume, vehicle classification, and speed data at approximately 275 locations in the County.

- Update the PDCTC's FFY 2014-2018 Transportation Improvement Program (TIP).

Geographic Information Systems

- Support Planning Department initiatives with GIS analysis and mapping in collaborative efforts to disseminate information about the County's agriculture industry.

- Support community pedestrian planning activities with assistance with sidewalk studies and pedestrian plans.

- Support Planning Department efforts to disseminate information about Greenway guides and the Centers and Greenspaces Plan to the public.

- Support Department efforts to guide municipal planning efforts with a wide variety of land use and natural resource mapping.

- Support coordinated water resource planning through the Water Resources Programs Committee.

- Support other County Departments with GIS and mapping for special projects of the Departments of Health, Emergency Response, and Public Works, and improving the efficiency of County government.

Economic Development

- Implement a municipal open space/commercial corridor infrastructure program.

- Host a county-wide tri-state area broker tour.

- Complete a marketing plan for Dutchess County.

Solid Waste

Implementation of the County's ten-year Local Solid Waste Management Plan, Rethinking Waste:

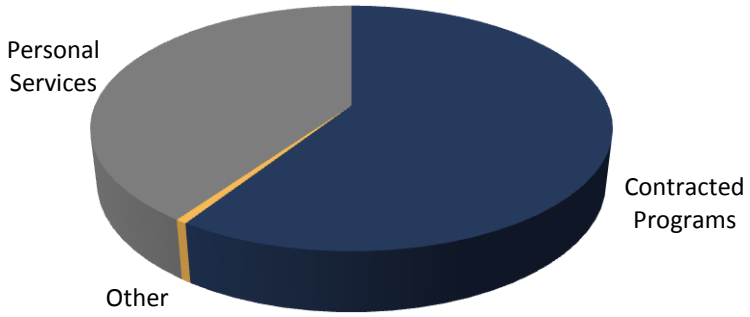
- Complete or begin implementation of the remaining tasks listed in Rethinking Waste.
- Submit NYS DEC required 2014 Annual Report Form – Planning Unit Recycling Report.
- Publish 2014 Division of Solid Waste Management Summary outlining 2014 accomplishments and providing 2014 recycling rate figures.
- Submit biennial NYS DEC Compliance Report.
- Submit progress report to Keep America Beautiful with recycling data for the public space recycling bins which were awarded to Dutchess County for use in Bowdoin and Wilcox Parks.
- Identify unlicensed haulers and non-compliance with recycling, and issue civil penalties.
- Coordinate Legislative adoption of updated Local Law's concerning solid waste and mandatory source separation.
- License new solid waste haulers.
- Identify additional sources of recycling data for Dutchess County.
- Give solid waste and recycling presentations to schools, institutions and businesses.
- Identify and promote additional yard waste and food scrap composting opportunities.
- Identify and initiate a food scraps diversion program for one business or institution.
- Publish eNewsletter's concerning solid waste.
- Hold an Earth Day event to promote recycling.
- Provide recycling promotion through presentations, media and printed materials.
- Promote the RRA Hazardous Household Waste collection events.
- Meet with the Hudson Valley Regional Council Solid Waste Committee to discuss regional solid waste issues and initiatives.

Planning & Development Fiscal Summary

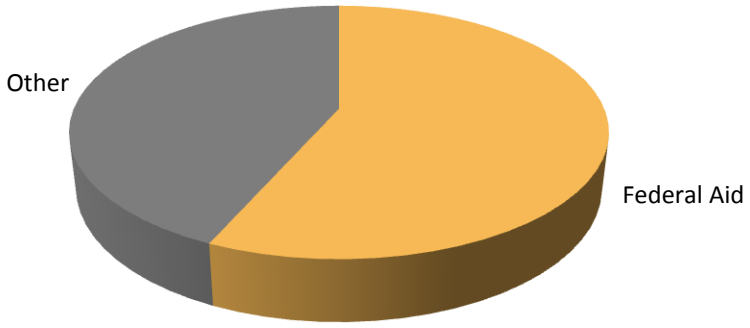
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	6,086,995	$	6,150,328	1%
Revenues	$	1,041,678	$	1,090,978	5%
County Cost	$	5,045,317	$	5,059,350	0%

2015 Adopted Appropriations



2015 Adopted Revenue



Planning & Development

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Salaries and Wages	1,719,249	1,789,403	1,789,403	1,690,005	(99,398)	-5.55%
Employee Benefits	775,108	818,290	845,110	784,089	(61,021)	-7.22%
Personal Services	2,494,357	2,607,693	2,634,513	2,474,094	(160,419)	-6.09%
Employee Travel, Train & Educ	9,760	18,388	19,757	15,590	(4,167)	-21.09%
Equipment (Non-Depreciable)	3,551	5,040	9,920	2,500	(7,420)	-74.80%
Euipment (Depreciable)	7,850	0	0	0		
Equipment	11,401	5,040	9,920	2,500	(7,420)	-74.80%
Communications	0	50	50	0	(50)	-100.00%
Supplies	12,999	8,200	17,626	8,750	(8,876)	-50.36%
Interdepartmental Services	(166,312)	(169,549)	(168,074)	(2,886)	165,188	-98.28%
Interdepartmental Prog & Srv	(166,312)	(169,549)	(168,074)	(2,886)	165,188	-98.28%
Contracted Services	1,609,462	2,768,300	2,750,703	3,639,100	888,397	32.30%
Operations	1,254,909	523,180	822,500	13,180	(809,320)	-98.40%
Total	5,226,575	5,761,302	6,086,995	6,150,328	63,333	1.04%
OTPS	2,732,218	3,153,609	3,452,482	3,676,234	223,752	6.48%
Departmental Income	31,029	16,500	16,500	34,000	17,500	106.06%
Intergovernmental Charges	373,324	449,478	449,478	436,978	(12,500)	-2.78%
Fines and Forfeitures	0	2,000	2,000	2,000	-	0.00%
Misc. Local Sources	40,257	0	0	0	-	
State Aid	12,500	37,500	47,700	0	(47,700)	-100.00%
Federal Aid	652,005	526,000	526,000	618,000	92,000	17.49%
Total	1,109,116	1,031,478	1,041,678	1,090,978	49,300	4.73%
Net County Cost	4,117,459	4,729,824	5,045,317	5,059,350	14,033	0.28%

Planning & Development Organizational Structure

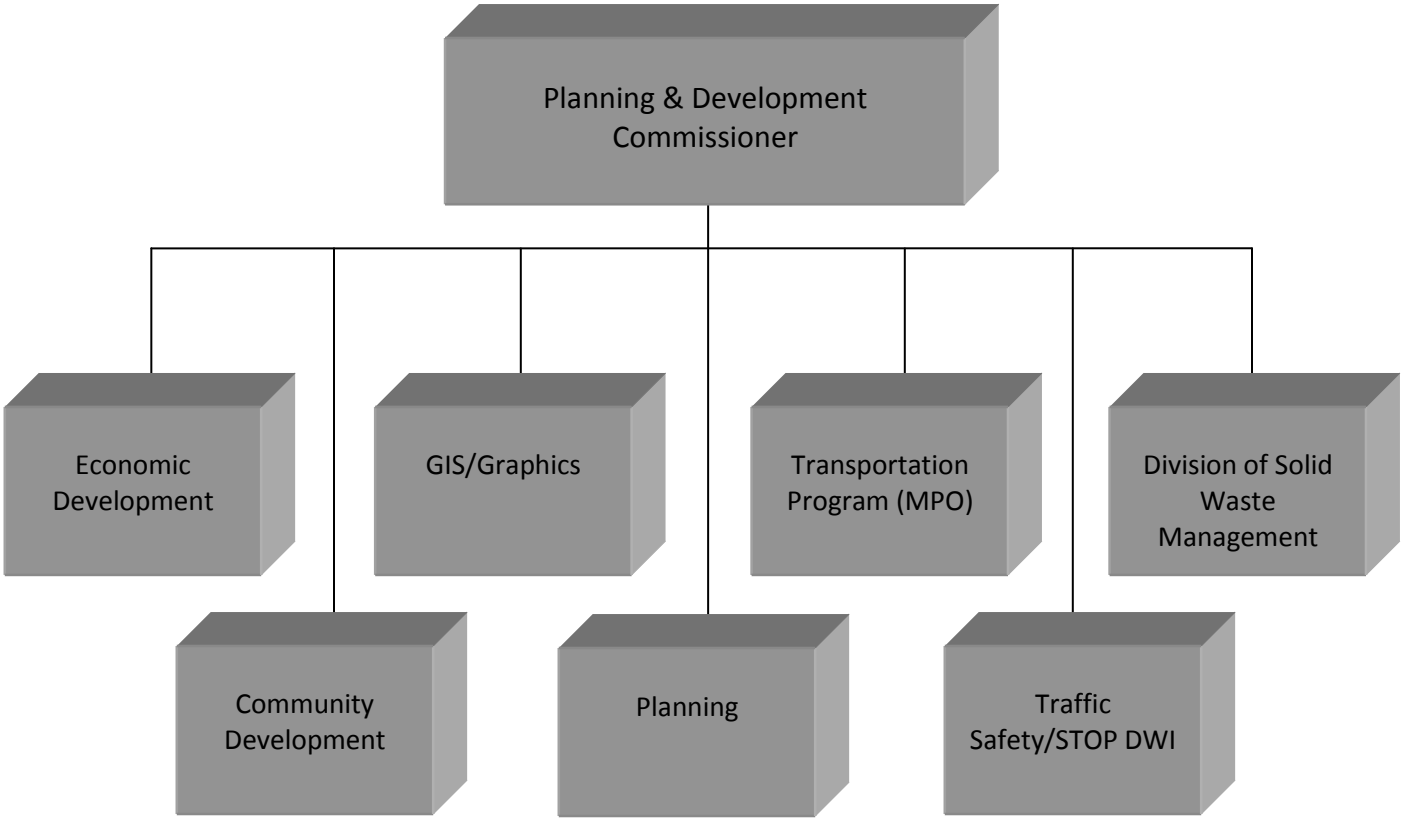


Table of Organization

Position Title	Pay Grade	# of Positions
Planning & Development:		
Commissioner Planning & Development	MI	1
Deputy Commissioner Strategic & Economic	MH	1
Deputy Commissioner Planning & Development	MG	1
Confidential Administrative Assistant	CI	1
Transportation Program Administrator	19	1
Community Development Administrator	18	1
Senior GIS Project Coordinator	17	1
Senior Planner	17	3
Senior Planner - Environment	17	1
Graphic Designer	16	1
Community Invest Program Specialist	15	1
Planner	15	1
Rehab Specialist	14	1
Jr Planner	13	1
GIS Technician	12	1
Principal Program Assistant	12	2
Accounting Clerk	9	1
Program Assistant	8	1
Total:		21
Planning & Development: Div of Solid Waste		
Deputy Comm of Solid Waste Management	MG	1
Solid Waste Compliance Inspector	14	1
Senior Program Assistant	10	1
Total:		3
Department Total:		24

Division of Water Resources

Functions

The goal of the Division of Water Resources is to promote sound water resource management and the availability of economical, sustainable water supply and wastewater treatment services throughout the County. The provision of water and wastewater services has been recognized as a critical element in implementing the County Master Plan and in creating opportunities for economic development. In response to this recognition, the Dutchess County Water and Wastewater Authority was formed by the County and State Legislatures in 1992. Since 1995, in cooperation with the County and local municipalities, the Authority has assumed ownership of fourteen water and sewer systems. As the Authority has grown and matured, the relationship between the Authority and the Division of Water Resources has evolved and the division of responsibilities clarified.

The Authority's core function has become the operation and management of utility systems, and management of new infrastructure projects, both financed by system operational revenues and capital project financing.

The Division of Water Resources functions include; regional and community water and wastewater planning, preliminary evaluation and development of potential Authority water and wastewater projects; efforts to "sell" County reserved capacity in the Central Dutchess Water Transmission Line; representation of Dutchess County in local, regional and statewide forums related to water and wastewater management, and water resource protection. These functions are carried out through a combination of staff resources and funding to acquire necessary legal and technical consulting assistance. In addition, the Division of Water Resources continues to act as a bridge between the Authority and the County, providing a conduit for both policy coordination and funding assistance.

Regional and Community Water and Wastewater Planning – Specific objectives include providing technical and financial assistance to community efforts to plan for future water and wastewater system service areas and to evaluate the financial feasibility of specific infrastructure development projects.

County Representation in Local, Regional and Statewide Forums – Specific objectives include insuring that Dutchess County's interests are represented in local, regional and statewide forums relating to water and wastewater issues, and bringing back to the County information on innovative and successful programs being carried out in other areas.

Preliminary Project Evaluation and Development – Specific objectives include insuring that potential new Authority water and wastewater infrastructure projects are closely coordinated and aligned with County-wide economic development, land-use planning and environmental projection goals and objectives, and providing funding support for preliminary project development phases that occur prior to capital project dollars or customer revenues being available for project implementation.

Authority Operations – To provide affordable, sustainable water and wastewater services, within service areas that promote County economic development and land-use goals, through the ownership and operation of water and wastewater systems.

Division of Water Resources

Mission Statement

The goal of the Division of Water Resources is to promote sound water resource management and the availability of economical, sustainable water supply and wastewater treatment services throughout the County.

Goal:	To provide technical and financial assistance to community efforts to plan for future water and wastewater system service areas and to evaluate the financial feasibility of specific infrastructure development projects.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Communities assisted	4	3	3	-	0.0%
Community assistance contracts administered	1	1	1	-	0.0%

Goal:	To evaluate potential new water/wastewater infrastructure projects for consistency with County goals, and provide preliminary project development support.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Contracts administered	9	9	9	-	0.0%
Projects evaluated	18	18	13	(5)	-27.8%
Projects to be implemented by Authority	-	7	9	2	28.6%
Projects terminated	3	1	1	-	0.0%
Projects ongoing	15	10	3	(7)	-70.0%

Goal:	To sell surplus County "reserved" capacity in the Central Dutchess Water Transmission Line.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Projects evaluated	4	2	2	-	0.0%
Potential capacity required (gallons/day)	112,500	30,000	30,000	-	0.0%
Water sale contracts executed	-	-	1	1	100.0%

Goal:	To provide affordable, sustainable water and wastewater services through the Authority's ownership and operation of water and wastewater systems.				
Indicators:	2013 Actual	2014 Estimate	2015 Plan	Change	% Change
Systems Owned	14	19	23	4	21.1%
Customer accounts served	4,165	4,550	5,378	828	18.2%
Annual operating revenues	$5,076,260	$5,355,375	$6,070,000	$714,625	13.3%
Value of capital projects managed	$9,900,000	$11,100,000	$14,000,000	$2,900,000	26.1%

KEY BUDGETARY ISSUES:

Revenue Estimates

Rental Payment – Division of Water Resources will maintain at the 2014 level of $10,000 the Authority's rent payment to the County for space occupied at 27 High Street.

Refund of Prior Year's Expenses (Repayment of Net Service Fee) – In 2011 a new revenue line was added to reflect the repayment of the "County Advance," through County Water District benefit assessment revenues, as provided by the Service Agreement between the County of Dutchess for and on behalf of the Dutchess County Water District and the Dutchess County Water and Wastewater Authority (11th Restatement May 1, 2012.) The 2015 Repayment is estimated at $105,088, based on the 2014 Repayment amount. This estimate will be revised as needed when the tentative assessment roll is prepared in September, and will be finalized in December when the Final Assessment Roll is completed.

Appropriation Request

For 2015 the Authority is requesting appropriations for only two line items; Professional Services Consultants and Service Fees.

Professional Services – We are requesting funding for Authority Staff Support of $85,000, a $10,000 increase

County Service Fee Payment

The Water and Wastewater Authority does not have taxing power. The County levies taxes on properties within certain County water and sewer districts on behalf of the Authority. These amounts are paid by the County to the Authority as Service Fees, pursuant to several County-Authority Service Agreements. The amounts levied by the County are not revenues of the County. There is no net impact on the County's operating budget. The Service Fees are used by the Authority to pay debt service on Authority bonds issued to finance the purchase, construction and/or improvement of water and sewer infrastructure for the benefit of properties within the County districts. The amount of the 2015 levy is expected to be approximately $2.8 million.

2014 Accomplishments

- Successfully managed and operated fourteen water and sewer systems, providing services to over 4,160 customers. With the exception of the Shore Haven Water System, all systems were in compliance with all relevant federal, state and local regulations. All are on track to close out 2014 within the adopted system budget parameters.

- As a result of the installation of a chloramination disinfection system for the Shore Haven Water System as an interim means of controlling Disinfection By-Products levels the water system has remained in compliance with DBP drinking water standards.

- Will award construction contracts and begin construction on distribution system improvements and water treatment improvements for the Shore Haven Water System.

- Completed construction of the $0.3 million Valley Dale Sewer Collection System Improvement Project to reduce inflow and infiltration into the sewer system.

- Completed the design and permitting of an extensive rehabilitation of the Valley Dale wastewater treatment plant to replace aging infrastructure and improve plant efficiency. Construction will commence in 2015.

- Completed the design and permitting of an extensive rehabilitation of the Chelsea Cove wastewater treatment plant to replace aging infrastructure and improve plant efficiency. Construction will commence in 2015.

- Will close on reduced-interest financing from the NYS Clean Water State Revolving Fund program for capital improvements for the Valley Dale and Chelsea Cove sewer systems. At the same time, outstanding bonds from 2007 were refinanced, achieving an 8% reduction in debt service expenses for Valley Dale and a 13% decrease for Chelsea Cove.

- Completed the design and permitting of a pipe replacement project for the Staatsburg Water System to replace aging pipe, known to be leaking, beneath NYS Route 9 in the Town of Hyde Park. Construction is expected to be completed in 2014.

- Continued to work with Dutchess County Department of Public Works to assess the feasibility of, and identify funding sources for, the extension of water service from the Central Dutchess Water Transmission Line to the Dutchess County Airport.

- Utilizing grant funding from the NYS Department of State's Local Government Efficiency Grant Program, assisted the Town of Hyde Park in obtaining engineering consulting services to complete an evaluation of the eight Town-owned water and sewer districts, which serve a total of 1,200 customers. Reorganization Study Reports, to assess the potential transfer of ownership of the water and sewer systems to the Authority will be completed in 2015.

- Continued to assist the Town and Village of Red Hook in improving coordination between the two water systems, including assessment of options to provide water service to a proposed 70 unit residential development on the Hoffman Farm property in the Town of Red Hook, and began negotiations for Authority ownership of the project's proposed sewer system.

- Continued work with the Red Hook Fairways Homeowner's Association, Inc to transfer ownership of the Fairways Sewer System, in order to provide service to 36 customers in the Town of Red Hook, NY. Dependent on the Homeowner's Association's decision to proceed, will complete acquisition of the Fairways at Red Hook Sewer System.

- In response to a request from the Village of Tivoli, began the process of evaluating the potential transfer to the Authority of the Village's water and sewer systems. Assisted the Village in preparing an application for grant funding through the County Municipal Consolidation and Shared Services Grant program to complete the evaluation.

- Maintained full compliance with the requirements of the Public Authority Accountability Act.

2015 Initiatives

- Management and operation of Authority water and sewer systems will be maintained.

- Construction of water quality treatment improvements and distribution system improvements for the Shore Haven Water System will be completed.

- Construction of the Valley Dale Sewer Wastewater Treatment Plant Improvements will be completed.

- Construction of the Chelsea Cove Sewer Wastewater Treatment Plant Improvements will be completed.

- Will finalize all deliverables pursuant to Local Government Efficiency Grant and, dependent on the Town Board decisions, will transfer ownership of up to eight Town-owned water and sewer systems to the Authority.

- Dependent upon available funding, will continue to work with the County Department of Public Works to extend water service from the Central Dutchess Water Transmission Line to the Dutchess County Airport.

- Will complete the evaluation of the transfer to the Authority of the Village of Tivoli water and sewer systems and, dependent upon the determination of the Village Board, will commence the process to transfer ownership.

- Dependent upon the project sponsor's decision to proceed, will complete all steps required to provide water and sewer services to the proposed Hoffman Farm Project in the Town of Red Hook.

- Efforts will continue to develop economically viable central sewer projects for the Hyde Park commercial corridor and Village of Red Hook.

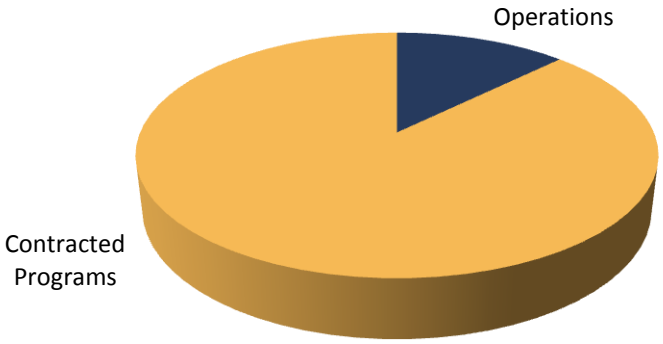
- Efforts will continue to work with municipalities, private owners and new project sponsors to identify opportunities for Authority acquisition and expansion of water and sewer infrastructure.

Division of Water Resources Fiscal Summary

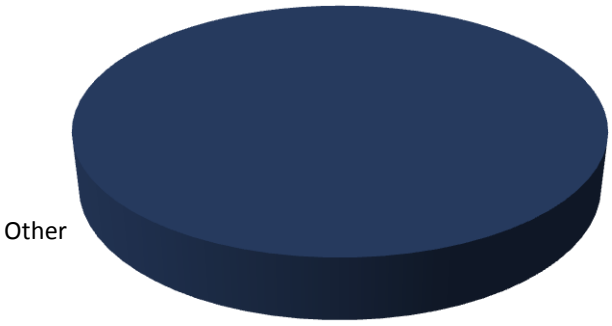
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	87,375	$	97,375	11%
Revenues	$	117,549	$	85,120	-28%
County Cost	$	(30,174)	$	12,255	-141%

2015 Adopted Appropriations



2015 Adopted Revenue

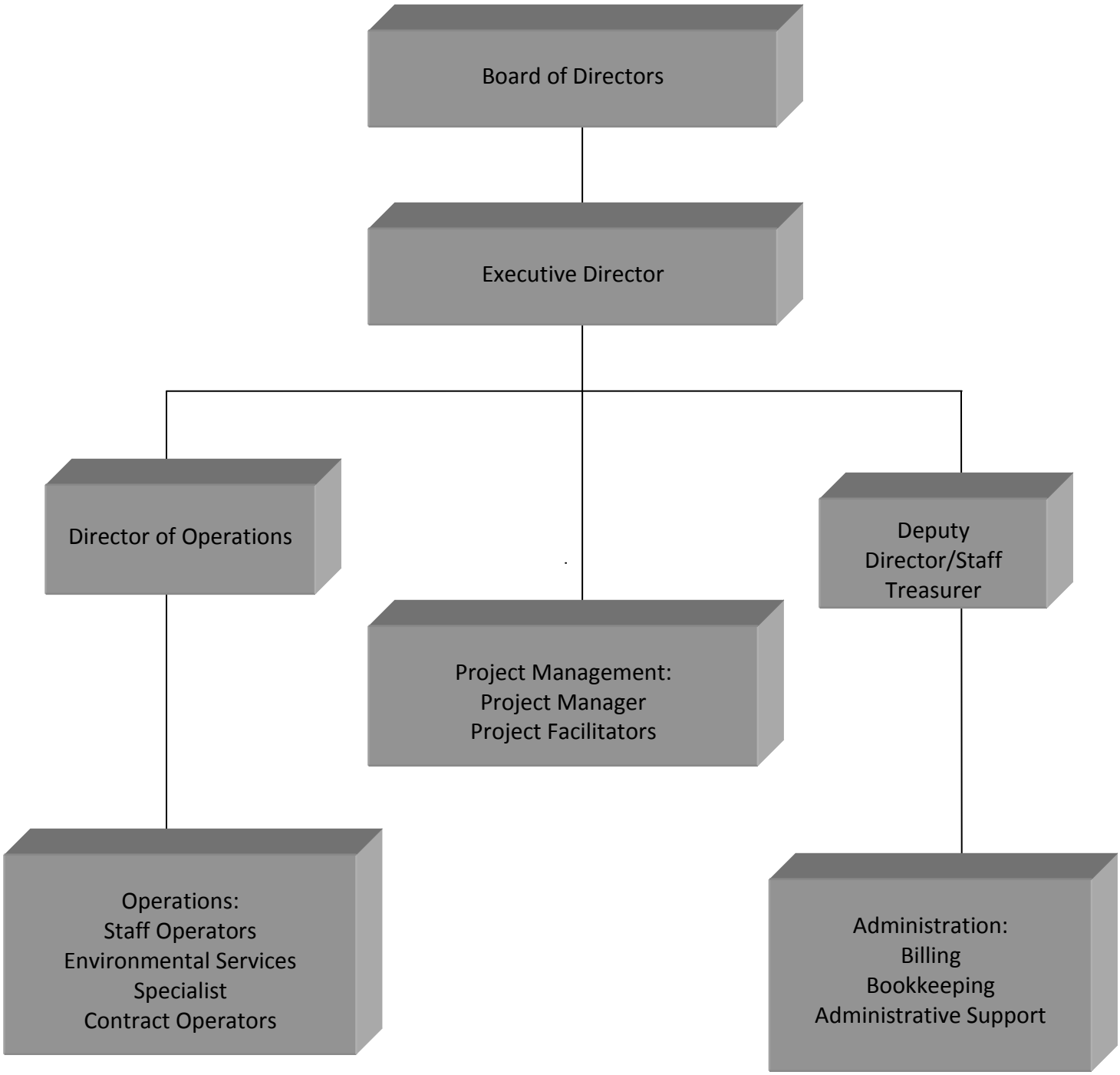


Division of Water Resources

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Contracted Services	75,000	75,000	75,000	85,000	10,000	13.33%
Operations	12,375	12,375	12,375	12,375	-	0.00%
Total	87,375	87,375	87,375	97,375	10,000	11.44%
OTPS	87,375	87,375	87,375	97,375	10,000	11.44%
Use of Money and Property	10,000	10,000	10,000	10,000	-	0.00%
Misc. Local Sources	116,341	107,549	107,549	75,120	(32,429)	-30.15%
Total	126,341	117,549	117,549	85,120	(32,429)	-27.59%
Net County Cost	(38,966)	(30,174)	(30,174)	12,255	42,429	-140.61%

Division of Water Resources Organizational Structure



Natural Resources

Functions

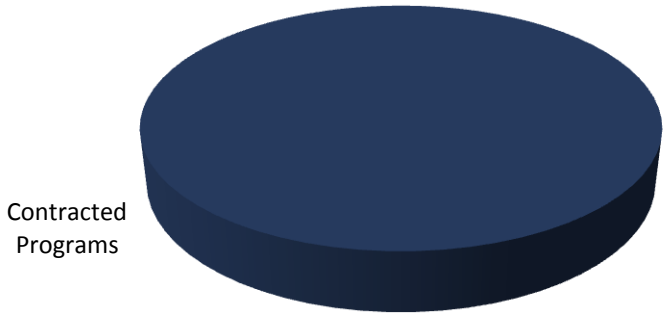
The area entitled “Natural Resources” in the Community Services section of the budget represents the Dutchess County Soil and Water Conservation District.

Natural Resources Fiscal Summary

Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	265,000	$	290,000	9%
Revenues	$	-	$	-	
County Cost	$	265,000	$	290,000	9%

2015 Adopted Appropriations



Natural Resource

Budget Summary

Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Contracted Services	235,000	265,000	265,000	290,000	25,000	9.43%
Total	235,000	265,000	265,000	290,000	25,000	9.43%
OTPS	235,000	265,000	265,000	290,000	25,000	9.43%
Net County Cost	235,000	265,000	265,000	290,000	25,000	9.43%

Debt Service

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Debt Service

Functions

Major capital improvement projects such as the construction/reconstruction of buildings, road construction, etc., must be financed through the issuance of bonds. These obligations are paid over a period of time, which varies according to the Local Finance Law. Payments are made for principal and interest cost incurred.

The County also finances capital project costs through the issuance of one-year notes. These are Bond Anticipation Notes, which can be renewed, annually, for up to a period of five years or converted to bonds or retired in their entirety. Dutchess County Government continues to demonstrate very strong credit worthiness, as confirmed by a rating upgrade from Standard and Poor's (S&P) Rating Services to a AA+ bond rating in October 2014. This AA+ rating is an upgrade from the previous Aa2 rating in November 2013 by Moody's Investors services and indicates the County demonstrates a very strong capacity to meet financial commitments. Standard & Poors noted several strengths that led to the AA+ rating including the County's strong budgetary performance and fiscal management, low debt burden, increased fund balance and strong cash levels. With total indebtedness of $107.2 million, Dutchess County is at only 4.96% of our $2.2 billion constitutional debt limit.

As of January 1, 1990 municipal governments became subject to SEC regulations requiring full disclosure for debt issues of $1 million or more. This requires preliminary official statements prior to bids being received and updated statements at closing date of issue. This requirement has resulted in increased issuance costs to the County.

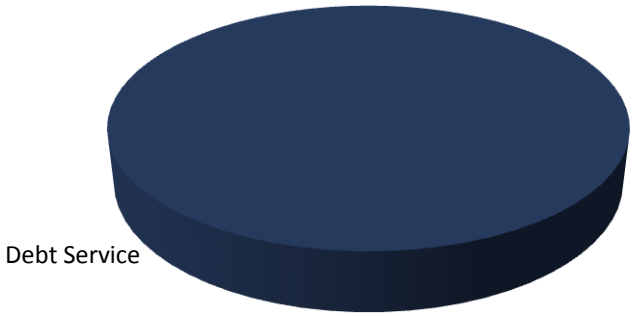
This section does not include debt service for Enterprise Funds or Dutchess Community College, which are budgeted in those respective areas.

Debt Service Fiscal Summary

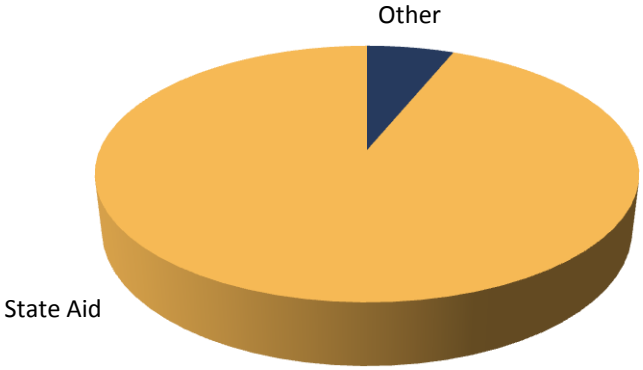
Budget Summary

		2014 Modified		2015 Adopted	% Change
Appropriations	$	15,772,523	$	16,728,606	6%
Revenues	$	50,000	$	533,000	966%
County Cost	$	15,722,523	$	16,195,606	3%

2015 Adopted Appropriations



2015 Adopted Revenue



Debt Service *Budget Summary*						
Classification	2013 Actual	2014 Adopted	2014 Modified	2015 Adopted	$ Change	% Change
Debt Service	15,804,279	15,772,523	15,772,523	16,728,606	956,083	6.06%
Total	15,804,279	15,772,523	15,772,523	16,728,606	956,083	6.06%
OTPS	15,804,279	15,772,523	15,772,523	16,728,606	956,083	6.06%
Intergovernmental Charges	0	0	0	0	-	
Use of Money and Property	39,784	50,000	50,000	33,000	(17,000)	-34.00%
Misc. Local Sources	942,591	0	0	0	-	
State Aid	0	0	0	500,000	500,000	
Interfund Transfers	889,578	0	0	0	-	
Total	1,871,953	50,000	50,000	533,000	483,000	966.00%
Net County Cost	13,932,325	15,722,523	15,722,523	16,195,606	473,083	3.01%

KEY BUDGETARY ISSUES:

The Commissioner of Finance is currently working with the County's financial advisors on an $22 million bond issue to be completed this year. The bond proceeds will be used to fund Capital Projects previously authorized by the Legislature. The principal and interest for this borrowing is included in the 2015 proposed budget. The 2015 budget includes a $500,000 commitment from New York State capital funds to offset the cost of our jail pods.

Glossary

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Glossary of Budget Terms

Account Code: An expenditure classification based upon types or categories of spending, such as positions, office supplies, or various types of interdepartmental expenses.

Accrual Basis of Accounting: Transactions are recorded to a fiscal year when the event takes place, without regard for when the cash is actually received. Revenues are recorded in the periods in which the revenue-generating activities are performed. Expenses are recorded when goods and services are received. In Dutchess County, all funds are reported on the modified accrual basis of accounting.

Appropriation: An authorization made by the legislative body, which allows officials to incur obligations for specific purposes and to expend public funds. Appropriations are typically limited in amount and granted for a one-year period.

Assessed Valuation: The estimated value of real estate or other property by a government as a basis for levying taxes.

Asset: Property owned by the County, have a monetary value that must be accounted for.

Audit: The collection and review of appropriate records to assess the accuracy of financial statements and the fairness and efficiency with which management carries out its responsibilities.

Authorized Positions: Positions that are formally approved by the legislative body for a given period.

Balanced Budget: A budget in which estimated revenues, including any appropriated fund balance, is equal to estimated expenditures or appropriations.

Bond: A written promise to pay a specified sum of money on a specified date in the future with a specified interest rate. Repayment of principle and interest payments are detailed in a debt schedule and are budgeted as debt service. Bonds are primarily used to fund large capital projects, such as building improvement, bridges, equipment and vehicle replacement and other large projects benefiting multiple future fiscal years. Bond authorization must be approved by two thirds of the governing legislative body.

Bond Rating: A system of rating securities for the purpose of indicating the relative creditworthiness. A bond rating is performed by an independent rating service. Dutchess County's Aa1 rating is higher than 83% of Moody's rated counties in New York State. The ranking indicates that obligations are judged to be of high quality and are subject to very low credit risk.

Budget: A comprehensive plan of financial operation which allocates available revenues and projects expenditure requirements for a given time period. Dutchess County develops a budget for a single fiscal year, which is approved by the legislative body and the County Executive on an annual basis.

Budget Amendment: The legal process used to revise a budget appropriation or revenue. Authorized by legislative approval, modifications to the adopted budget specify each line item impacted.

Budget Message: The Budget in Brief serves as the official budget message as referred to in section 29.05 (c) of the Administrative code. It accompanies the proposed budget and articulates priorities and issues for the upcoming year. The Budget in Brief explains and highlights the most important aspects of the budget and the views and recommendations of the County Executive.

Budget Transfer: Modifications to the operating budget, which involve the transfer of appropriations or revenues within and between organizational units and accounts, but not between funds.

Budgetary Control: The control or management of a government in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and estimated revenues.

Capital Expenditure: The spending for the acquisition, improvement or addition to a fixed asset that has a useful life of more than one year.

Capital Improvement Plan (CIP): A plan of proposed capital expenditures to be incurred each year over a period of five future years. The plan details each capital project, the time period in which the project will occur, the amount to be expended and the means of financings those expenditures.

Capital Improvements: Improvements to land, buildings or other physical assets. Capital improvements typically include buildings, roads, or park improvements, and equipment and vehicle replacements.

Cash Basis of Accounting: A basis of accounting where transactions are recognized only when cash is received or disbursed.

Constitutional Tax Margin: The maximum legal property tax rate (or levy) at which a municipality may levy a tax. The 2014 Tax Levy in Dutchess County is only 18% of the total tax authority available.

Constitutional Debt Limit: The maximum legal amount of debt that can be incurred by the county. The 2014 outstanding obligations of Dutchess County are only 4.0% of the total debt authority available.

Contingency: A budgetary reserve set aside for unforeseen expenditures that occur during the fiscal year. An appropriation from contingency requires a two third vote of the Legislature.

Debt Service: The payment of principal and interest on borrowed funds, according to a predetermined payment schedule.

Deficit: The excess of liabilities over assets or the excess of expenses over revenues during a given accounting period or on an accumulated basis.

Defease: A method by which an outstanding bond issue can be made void, both legally and financially. Although a defeasance is generally the outcome of a refunding transaction, a defeasance can also be accomplished with cash rather than the issuance of any bonds.

Department: An organizational unit used to provide and deliver specific governmental service or closely related services. A department may be composed of sub-departments or divisions.

Depreciation: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. The portion of the cost of a capital asset, which is charged as an expense during a particular period.

Dutchess County Legislature: The County Legislature is the policy-making and appropriating body of County Government. It is presently comprised of 25 part-time Legislators, who are elected from separate districts throughout the County.

Encumbrance: The commitment of appropriated funds to purchase an item or service. Encumbering funds sets aside or commits funding for future expenditure.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The Dutchess County Airport and Public Transportation department operate as enterprise funds.

Estimated Revenue: The amount of revenue projected or forecasted to be collected during the current or future fiscal years. Estimated revenue becomes budgeted revenue when approved as part of the annual budget process by the County Legislature.

Expenditure: Charges incurred by an organization for the rendering of services, or delivery or production of goods.

Fiscal Restraint: The practice of restraining growth in expenditures to remain within revenue forecasts.

Fiscal Year (FY): A twelve month period designated as the operations year for an organization, also called the budget year. For the County, the fiscal year is January 1 through December 31. The New York State fiscal year is April 1 to March 31. The Federal fiscal year is October 1 to September 30.

Forecast: Re-evaluation of revenue and expenditure projections for a given fiscal period based on updated economic data and trends, providing actual revenues, expenditures, and performance for the current fiscal year to date, plus a projection for the remainder of the fiscal year.

Full Value: Full value is equivalent to market value**.** The market value of all property in the county, after exemptions, as indicated on the assessment rolls.

Full Value Tax Rate: The tax rate (per $1,000 of value) that would be applied if all property were assessed at market value.

Fund: An independent fiscal and accounting entity that accounts for revenues and expenditures, segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance: The difference of a fund's total assets versus its total liabilities.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards for financial accounting and recording, as established by the Governmental Accounting Standards Board (GASB). Dutchess County prepares and reports its financial statements in accordance with GAAP.

General Fund (A): The County's primary operating fund, which accounts for most of the County's financial resources. General Fund revenues include property tax, county portion of sales taxes, State and Federal aid, licenses and permits, fees for services, and other types of revenue. The General Fund also includes expenditures and financing for most of the basic operating services, such as public safety, finance, data processing, parks and recreation, and highway and engineering.

General Obligation Bonds: Bonds backed by the full faith and credit of government ensuring repayment. The Legislature must approve the bonding of all capital projects by a two-thirds vote.

Grant: Typically, these are contributions made to local governments from the state and federal government for a specified purpose.

Hotel Tax: A surcharge on services rendered at hotels and motels. Dutchess County currently has a 4% hotel tax.

Indirect Costs: Costs associated with, but not directly attributable to, the operation of a department. These costs are usually incurred by departments in the support of other operating departments, such as Human Resources, County Attorney, Finance, OCIS, etc.

Interdepartmental Service Charges: A cost billed to one County department by another County department for the provision of direct and measurable services, such as printing, facilities management, computer and technical support, etc.. These represent an appropriation in the County user department's budget and a negative appropriation in the County provider department's budget.

Interdepartmental Program Changes: A cost billed to one County department for a service provided to the public on behalf of another County department. These represent an appropriation in the County user department's budget and a revenue in the Department's budget providing the program.

Interest: The price paid for the use of money, or the return on investment obtained from investing cash.

Long Term Debt: Debt with a maturity date of more than one year after the date of issuance.

Mandate: Any responsibility, action or procedure that is imposed by one sphere of government on another through legislative, executive, or judicial action as a direct order.

Mission Statement: A clear, concise statement of purpose for the entire County or department. The mission focuses on the broad, yet distinct, results the County or department will achieve for its customers.

Modified Budget: The adopted financial plan as changed by budget amendments and budget transfers between account codes throughout the year.

Modified Accrual Basis of Accounting: Under the modified accrual basis, revenues are recognized when measurable and available to pay current obligations, and expenditures are recognized when the related obligation is incurred. Dutchess County uses the modified accrual basis for all funds.

Operating Budget: Plans of current expenditures and proposed means of paying for them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Outcome: Qualitative consequences associated with a program or service, such as the number of mental health hospitalizations prevented, or the percentage of juveniles not reconvicted within 12 months.

Post Employment Benefits: (Retirement benefits) Benefits that extend past the period of employment and are provided as part of the total compensation offered to qualified employees including health benefits for retirees.

Principal: The par value or face value of a bond, note, or other fixed amount security, payable on stated dates of maturity.

Property Tax: Countywide taxes levied on all real property according to the property's assessed valuation and tax rate.

Reimbursements: Repayments of amounts spent on behalf of another party.

Request for Proposals (RFP): A document prepared by the County to request offers for the provision of goods or services. An RFP is used when a competitive sealed bidding process is not practical or advantageous and price is only one of several evaluation factors to be weighted by the County in awarding the bid.

Restricted Fund Balance: consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations or other governments; or through constitutional provisions or enabling legislation.

Revenue: Income that a government receives that can be used to fund expenditures. Revenue sources include property tax, sales tax, fees and fine, receipts from other governments, interest income, state and federal grants, and more.

Revenue Estimate: A prediction of how much revenue will be earned from a specific revenue source for a specified period of time.

Sales Tax: A surcharge applied to retail sales of certain tangible personal property and services. The Sales Tax rate in Dutchess is 8.125% of which 3.75% goes to the county, 4% goes to the State and .375% goes to the MTA.

Self-Insurance Fund: The County's Self-Insured Workers' Compensation Plan is administered by the County with claims managed by an experienced third-party administrator. Wage

replacement and medical claims as well as related expenses are paid from a self-insurance fund up to the limit of an excess workers' compensation insurance policy.

Serial Bond: A written promise to repay a specified amount of money (principal face value) at a specified date in time (maturity date), with periodic interest paid at a specified percentage of the principal (interest rate).

Tax Base: The aggregated value of taxed items. The base of the county's real property tax is the market value of all real estate in Dutchess County.

Tax Levy: The total amount of money that the county will collect in property taxes.

Tax Rate: The amount of tax levied for each $1,000 of assessed value.

Tax Roll: The certification of assessed/taxable values prepared by the Assessor and presented to the taxing authority each year. The list of all of the properties and how much they are required to pay.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

Unassigned Fund Balance: Represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting in overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Useful Life: The estimated period of probable usefulness of an asset, by which the depreciation schedule can be determined. The useful life also establishes the maximum period of time available, by law to repay indebtedness.

User Fees: The direct payment of a fee by a party benefiting from a public service, such as the rental of park pavilion.