

2008-09 Spending Plan	Agency Name State of NY Northeastern Queens Nature and Historical Preserve Commission - Agency Code 21810
	Agency Head Bernard Haber, Chairperson

A. Overview of Proposed Plan

A.1 Overall Approach

The agency's mission is to regulate publicly owned lands and wetlands in Northeast Queens County. Currently, the agency regulates 1,900 acres and 10 miles of shorefront.

Savings will be achieved mainly through mandatory non-personal service spending reductions. Administrative costs are minimal, since the agency does not have outstanding contracts or overtime, and has minimal travel costs. All expenditures are monitored by the Executive Director.

A.2 Achievement of Savings on a Recurring Basis

The agency plans to maintain its current staffing, which consists of one and a half positions. All non-personal service (NPS) expenses must be approved by the Agency Head. Recurring NPS savings will be achieved in all NPS categories where possible. Initiatives will include the cancellation of publication subscriptions, yielding over \$200 in recurring savings. Travel and other additional NPS spending will be restricted and evaluated to ensure only critical spending occurs.

A.3 Protecting Key Priorities

The reductions will not impact Northeastern Queens' key priorities of regulating publicly owned lands and wetlands in Northeast Queens County.

A.4 Treatment of New Initiatives

The 2008-09 Enacted Budget contains no new initiatives for the agency.

B. Summary of General Fund Financial Impacts

GENERAL FUND -- SAVINGS SUMMARY			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	N/A	N/A	N/A
Personal Service	NA	0	0
Non-personal Service	NA	4,000	4,000
Total State Operations	4,000	4,000	4,000

Capital	N/A	N/A	N/A
TOTAL	4,000	4,000	4,000

GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	N/A	N/A	N/A
Personal Service	68,000	83,000	22.1%
Non-personal Service	29,000	36,000	24.1%
Total State Operations	97,000	119,000	22.7%
Capital	N/A	N/A	N/A
TOTAL	97,000	119,000	22.7%

C. Identification of Proposed General Fund Actions

	2008-09 Cash	2009-10 Cash	2010-11 Cash
GENERAL FUND			
Local Assistance			
1. N/A	N/A	N/A	N/A
State Operations			
2. NPS - Decreased spending achieved through mandated reductions and efficiencies.	4,000	4,000	4,000
Capital Projects			
3. N/A			

D. Summary of Impact on Other Funds

OTHER FUNDS -- SAVINGS SUMMARY			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	N/A	N/A	N/A
Personal Service	N/A	N/A	N/A
Non-personal Service	N/A	N/A	N/A
Total State Operations			
Capital			
TOTAL	N/A	N/A	N/A

OTHER FUNDS -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	N/A	N/A	N/A
Personal Service	N/A	N/A	N/A
Non-personal Service	N/A	N/A	N/A
Total State Operations			
Capital	N/A	N/A	N/A
TOTAL	N/A	N/A	N/A

E. Identification of Proposed Other Fund Actions

	2008-09 Cash	2009-10 Cash	2010-11 Cash
OTHER FUNDS (Note the fund/s affected by each proposal, in parentheses at the end of each entry)			
Local Assistance			
1. N/A	N/A	N/A	N/A
State Operations			
2. N/A	N/A	N/A	N/A
Capital Projects			

	2008-09 Cash	2009-10 Cash	2010-11 Cash
12. N/A	N/A	N/A	N/A

F. Plan to Manage the Workforce

F.1 Overall Approach

The agency consists of 1.5 FTEs. The current FTE level will be maintained. No changes in staff are anticipated. The agency's seven Commissioners are non-salaried.

F.2 Plan for Refill of Vacant Positions (both current and anticipated vacancies)

Northeastern Queens has no current or anticipated vacancies.

Workforce Impact -- All Funds	
a. Initial Target:	1.5
b. Current Fills PP# 3 or 4	1.5
c. Recurring impact of proposed actions (see Parts C & E)	0
d. Recurring impact of vacancy-refilling plan (see F.2)	0
e. Total FTEs March 31, 2009 (line b minus line c, plus/minus line d)	1.5
f. Change from Initial 2008-09 Target (line a minus line e)	0

G. Monthly Projections: All Funds Workforce; General Fund State Operations/Local/Capital

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
A. Workforce - All Funds													
Est FTEs Month-end	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
B. State Operations													
Personal Service													
1st PP	3,192	3,193	3,193	3,193	3,193	3,193	3,193	3,193	3,193	3,192	3,192	3,192	38,312
2nd PP	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	3,192	38,304
3rd PP (if applies)	3,192	0	0	0	0	0	3,192	0	0	0	0	0	6,384
Subtotal PS	9,576	6,385	6,385	6,385	6,385	6,385	9,577	6,385	6,385	6,384	6,384	6,384	83,000
NPS	1,000	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	5,000	5,000	4,000	36,000
Total Disbursements -- State Ops	10,576	6,385	9,385	9,385	9,385	9,385	12,577	9,385	9,385	11,384	11,384	10,384	119,000
C. Local Assistance													
Program x	0	0	0	0	0	0	0	0	0	0	0	0	0
Program y	0	0	0	0	0	0	0	0	0	0	0	0	0
Program z	0	0	0	0	0	0	0	0	0	0	0	0	0
All other local assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Disbursements - Local	0	0	0	0	0	0	0	0	0	0	0	0	0
D. Capital Projects													
Program/project aa	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project bb	0	0	0	0	0	0	0	0	0	0	0	0	0
Program/project cc	0	0	0	0	0	0	0	0	0	0	0	0	0
All other Capital Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Disbursements - Capital	0	0	0	0	0	0	0	0	0	0	0	0	0

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H. Assumptions Underlying the Proposed Plan

The Commission assumes that 2008-09 spending will reflect historical spending patterns and that PS and NPS costs will not substantially increase over the course of the 2008-09 fiscal year.

I. Management of Risks Inherent in the Plan

Due to the size of the agency and the limited scope of the plan, no risks or threats have been identified.

J. Additional Savings Opportunities for 2008-09

The agency is currently investigating more affordable, all-inclusive plans that combine internet, telephone, and fax service. The agency also plans to reduce travel expenses as much as possible (the 2008-09 budget only contains \$400 for travel expenses).

The biggest expense incurred by the agency is oil to heat the building. During fiscal year 2007-08, this expense was over \$9,500 (approximately \$800 per month). The Agency Director plans to contact alternative suppliers in order to find a less expensive source, which could result in additional savings each month (the agency is billed on a monthly basis for this expense).

K. Potential Future Savings Opportunities/Operational Improvements (indicate if statutory change is required)

Same as 'Additional Savings Opportunities for 2008-09'.