

2008-09 Spending Plan	State Emergency Management Office
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A. Overview of Proposed Plan

A.1 Overall Approach

The Agency reviewed all funds and the essential program activities they support. Based on this evaluation, the Agency identified several areas where potential cost reductions could occur. This effort includes both personal services and non-personal-service requirements. Along with this, the Agency assessed the impact of potential reductions on both State Headquarters and Field Office operations. During the fiscal year SEMO intends to achieve the spending plan requirements by reducing daily operational costs and also generating recurring savings in its communications operations. Throughout FY 2008-09, SEMO will regularly review key operational activities to determine the effectiveness of the spending plan.

A.2 Achievement of Savings on a Recurring Basis

The Agency thoroughly reviewed all program activities to identify areas that will generate a savings on a recurring basis. To achieve these savings SEMO will: reduce the single software license purchasing by establishing site specific, “universal” licenses which cover all employees within a facility; eliminate OFT charges for Bridge 3 (Metropolitan Network) and Capnet Charges and replace these activities with VOIP, and reduce phone charges through the consolidation of charges shifted to NYAlert.

A.3 Protecting Key Priorities

During this process, SEMO identified those key activities that need to remain unchanged - - namely, the State’s Readiness, Response, and Recovery capabilities must remain intact. To achieve this SEMO will undertake initiatives that sustain these essential public safety requirements. SEMO will continue to deliver NYAlert. Simultaneously, SEMO will achieve savings by utilizing its technological innovations to deliver on-going programs. As an example, SEMO will deliver certain basic Emergency Management programs using video conference technology. This will reduce travel, overtime, and meeting/training room rental costs. Along with this, SEMO, where possible, will provide the supporting materials for these activities electronically. This will reduce the printing and shipping costs. These types of reduction efforts will allow SEMO to continue to focus its resources on a work plan which will continue to strengthen the State’s Readiness, Response, and Recovery posture. Expenditures impacting the effectiveness of this plan must receive approval at the Senior Management level. SEMO Executive Staff will review its cost reduction efforts monthly to evaluate the effectiveness of its plan. Based on this review, if necessary, SEMO will adjust this plan and implement appropriate actions.

A.4 Treatment of New Initiatives

As mentioned above SEMO will continue to focus its efforts on the delivery of NYAlert to the public, governmental entities, and educational institutions. SEMO will aggressively maximize the technology NYAlert provides. As part of these technological efforts SEMO will provide significant savings to State agencies, SUNY, and CUNY. First, several agencies will house their backup-servers at the State EOC. This secured IT environment will save a projected \$1million. Also, this year, NYAlert will save SUNY approximately \$1million and CUNY \$750 thousand and alerting and systems cost. This initiative not only increases the State's Emergency Management capability, it will also generate significant savings to those entities choosing to utilize the system.

B. Summary of General Fund Financial Impacts


GENERAL FUND -- SAVINGS SUMMARY			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	(734)	(734)	N/A
Personal Service	(92)	(92)	(92)
Non-personal Service	(125)	(125)	(125)
Total State Operations	(217)	(217)	(217)
Capital	N/A	N/A	N/A
TOTAL	(951)	(951)	(217)

GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	52,100	58,000	9
Personal Service	1,752	2,648	66
Non-personal Service	4,817	3,604	(25)
Total State Operations	6,569	6,252	(5)
Capital	N/A	N/A	N/A
TOTAL	58,669	64,252	4

C. Identification of Proposed General Fund Actions

	2008-09 Cash	2009-10 Cash	2010-11 Cash
GENERAL FUND			
Local Assistance			
1. Re-estimate of disaster assistance payments	(734)	0	0
State Operations			
2. Controlling the fill of vacancies & minimizing overtime	(92)	(92)	(92)
3. Software License consolidation	(93)	(93)	(93)
4. Eliminate OFT charges	(25)	(25)	(25)
5. Travel, rental charges, printing, shipping	(7)	(7)	(7)

D. Summary of Impact on Other Funds

OTHER FUNDS -- SAVINGS SUMMARY			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	(33)	0	0
Personal Service	(20)	(20)	(20)
Non-personal Service	(272)	(272)	(272)
Total State Operations	(292)	(292)	(292)
			
TOTAL	(325)	(292)	(292)

OTHER FUNDS -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	2007-08 Actual	Revised Projection	Percent Change
Local Assistance	1,650	1,617	(2)
Personal Service	989	1,070	9
Non-personal Service	524	4,048	130
Total State Operations	1,513	5,118	139
Capital	N/A	N/A	N/A
TOTAL	3,163	6,735	137

E. Identification of Proposed Other Fund Actions

	2008-09 Cash	2009-10 Cash	2010-11 Cash
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OTHER FUNDS (Note the fund/s affected by each proposal, in parentheses at the end of each entry)

State Operations

1. Controlling the fill of vacancies & minimizing overtime	(20)	(20)	(20)
2. IT Network – Hardware & Software Maintenance	(239)	(239)	(239)

F. Plan to Manage the Workforce

F.1 Overall Approach

SEMO thoroughly evaluated the effects of eliminating or not filling to the current authorized FTE level. This review clearly indicated that based on program requirements, priorities, and the mandate to provide public safety, the Agency determined the need to proceed to fill its current FTE level. SEMO will continue to examine each vacancy and ensure that each fill has been determined to be critical to public safety. In addition the agency will minimize the amount of non-emergency overtime.

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

During the third and fourth quarters of the fiscal year, SEMO plans on filling (as close as possible) to its authorized FTE level. The delay in filling these positions will adequately provide the required projected savings during FY 2008-09. Positions will only be filled to the extent that savings in personnel services can be projected as recurring in future budget years.

Workforce Impact -- All Funds	
a. Initial Target:	125
b. Current Fills PP# 3 or 4	110
c. Recurring impact of proposed actions (see Parts C & E)	0
d. Recurring impact of vacancy-refilling plan (see F.2)	15
e. Total FTEs March 31, 2009 (line b minus line c, plus/minus line d)	125
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	26	26	27	27	27	27	32	32	32	32	32	32	
B. State Operations													
Personal Service													
1st PP	39	61	85	86	88	86	126	125	124	129	135	134	1,218
2nd PP	67	60	84	85	87	86	126	124	123	128	134	134	1,238
3rd PP (if applies)	66	0	0	0	0	0	126	0	0	0	0	0	192
Subtotal PS	172	121	169	171	175	172	378	249	247	257	269	268	2,648
NPS	0	125	262	275	342	258	301	396	352	385	525	383	3,604
Total Disbursements -- State Ops	172	246	431	446	517	430	679	645	599	642	794	651	6,252
C. Local Assistance													
Public Assistance	1,600	1,700	2,000	4,500	6,600	6,400	5,000	4,800	6,500	4,600	7,000	4,100	54,800
Hazard Mitigation	110	270	300	220	300	230	320	290	260	200	300	400	3,200
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	1,710	1,970	2,300	4,720	6,900	6,630	5,320	5,090	6,760	4,800	7,300	4,500	58,000
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

H. Assumptions Underlying the Proposed Plan

This plan will support the legal and programmatic requirements mandates. Also, after reviewing all options, both program and financial, SEMO can continue to provide for the essential demands of public safety. The plan, as provided, will demand strict oversight of all PS and NPS activities by the SEMO Executive and Senior Staff.

I. Management of Risks Inherent in the Plan

The plan does not provide for a sustained operation in support of an emergency or disaster. As always, SEMO will immediately respond to all incidents that require State support. SEMO will take all appropriate actions to obtain the necessary resources to Respond to and Recover from any incident.

J. Additional Savings Opportunities for 2008-09

As SEMO institutes its technological enhancements and associated cost savings measures, the potential for additional savings may exist. The Executive review process will assist in identifying these potential additional savings.

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

Throughout the fiscal year, SEMO will identify potential sources for additional funding. This will include evaluating the ability to collect fees for NYAlert services. This will allow the State to continue to reduce its investment and operational costs.