

**2008-09
Spending
Plan**

Agency Name: Hudson River Valley Greenway Communities Council and the Greenway Heritage Conservancy HRV, Inc.

Agency Head: Mark Castiglione, Acting Executive Director

A. Overview of Proposed Plan

A.1 Overall Approach

This financial management plan outlines an effective strategy to reduce spending in order to contribute to the Governor’s efforts to maintain New York’s financial strength. In addition to mandatory spending reductions in both personal service [PS] and non-personal service [NPS], the plan outlines additional economies resulting from the implementation of newly revised policies and procedures.

A.2 Achievement of Savings on a Recurring Basis

New and revised policies and procedures ensure cost savings occur from year to year. New policies focusing on reducing vehicle miles traveled and reducing the use of personal vehicles for travel will result in sustainable cost savings over time. We will evaluate spending in each category to ensure we are maximizing savings and only spending what is necessary. Future NPS spending will be reviewed very closely and approved when needed to advance the mission of the agency.

Over the past year, the agency has recovered \$112,691 in grant funds so that the funds can be redirected to our member communities. This year the Greenway launched a comprehensive MS Access grants database, which enables the recovery and redirection process to continue in the future. The database allows more efficient monitoring of our obligated funds. The database is now searched on a monthly basis for grants expiring within the next calendar month.

A.3 Protecting Key Priorities

The Greenway will continue to advance its mission to facilitate the development of a regional strategy for preserving the Hudson River Valley’s scenic, natural, historic, cultural and recreational resources. To that end, it is critical that we be permitted to fill staff vacancies that occur within the reduced PS budget. These staffing actions are necessary to provide the high level of service that our communities and partners expect.

A.4 Treatment of New Initiatives

New initiatives will receive a hard look to determine if they are “mission critical.” The mission of the Greenway requires the agency to work with a diverse group of partners. The Greenway sponsors events and training programs with other organizations. Any investment the Greenway makes for these programs leverages funding from partner organizations.

B. Summary of General Fund Financial Impacts

Greenway Communities Council:

GENERAL FUND -- SAVINGS SUMMARY			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	-4,000	-4,000	-4,000
Personal Service	-11,000	-16,000	-16,000
Non-personal Service	-2,000	3,000	3,000
Total State Operations (PS&NPS)	-13,000	-13,000	-13,000
Capital	0	0	0
TOTAL	-17,000	-17,000	-17,000

GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	2007-08 Actual	Revised Projection 08-09	Percent Change
Local Assistance	204,000	200,000*	-2%
Personal Service	331,000	324,000	-2%
Non-personal Service	73,000	72,000	-1%
Total State Operations (PS&NPS)	404,000	396,000**	-2%
Capital	0	0	0
TOTAL	608,000	596,000	-2%

*The revised projection for 08-09 of \$200,000 reflects the 2% across the board reduction for local assistance.

**The revised projection for 08-09 of \$396,000 (rounded up) is 3.35% below the original projection of \$409,000.

Greenway Heritage Conservancy:

GENERAL FUND -- SAVINGS SUMMARY			
	Required Reduction	2008-09 Savings	2009-10 Savings
Local Assistance	N/A		
Personal Service	-7,000	-7,000	-7,000
Non-personal Service	-2,000	-2,000	-2,000

Total State Operations (PS&NPS)	-9,000	-9,000	-9,000
Capital	0	0	0
TOTAL	-9,000	248,000	248,000

GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS			
	<u>2007-08 Actual</u>	<u>Revised Projection 08-09</u>	<u>Percent Change</u>
Local Assistance			
Personal Service	204,300	198,000	-3.1%
Non-personal Service	51,700	50,000	-3.3%
Total State Operations (PS&NPS)	256,000	248,000	-3.1%
Capital	0	0	0
TOTAL	256,000	248,000*	-3.1%

*The revised projection for 08-09 of \$248,000 (rounded down) is 3.35% below the original projection of \$257,000.

**C. Identification of Proposed General Fund Actions
Greenway Communities Council:**

	<u>2008-09 Cash</u>	<u>2009-10 Cash</u>	<u>2010-11 Cash</u>
GENERAL FUND			
Local Assistance			
We will achieve savings of \$4,000 by reducing the number of grants we award throughout the fiscal year.	-4,000	-4,000	-4,000
State Operations			
We will achieve savings of \$13K by cutting NPS spending. It is critical to our agency's mission to continue to hire employees but still maintain our PS amount of \$324K. We will reduce NPS spending by eliminating all non essential travel, and the purchasing of all non essential supplies and materials and equipment.	-13,000	-13,000	-13,000
Capital Projects – N/A			

C. Identification of Proposed General Fund Actions

Greenway Heritage Conservancy:

	2008-09 Cash	2009-10 Cash	2010-11 Cash
GENERAL FUND			
Local Assistance	N/A	N/A	N/A
State Operations			
We will achieve savings of \$9K by reducing NPS spending and eliminating all non essential travel, and the purchasing of all non essential supplies and materials and equipment.	-9,000	-9,000	-9,000
Capital Projects – N/A			

F. Plan to Manage the Workforce

F.1 Overall Approach

With a budget reduction to the PS allocation, the Greenway Council plans to work with the remaining appropriated funding to fill open positions for Executive Director, Deputy Director for Planning and Trails and Planner. The Greenway Conservancy is currently fully staffed and no changes are expected in FTEs.

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

Historically, the Greenway Council has employed five (5) FTEs and one (1) intern. As of close of business May 9, 2008, the Greenway Council included only two (2) FTEs, an Administrative Assistant and a Senior Planner/Acting Executive Director. By default we have met the required reduction but it is critical to the mission of the agency to fill at least 2 of the vacant positions. Ideally we would like to hire an additional 3 employees to bring our initial target for the Council to 5 FTE's. Currently the Greenway Conservancy has 4 FTEs and no changes or adjustments are needed.

Greenway Communities Council

Workforce Impact -- All Funds	
a. Initial Target:	5
b. Current Fills PP# 3 or 4	3
c. Recurring impact of proposed actions (see Parts C & E)	0
d. Recurring impact of vacancy-refilling plan (see F.2)	2
e. Total FTEs March 31, 2009 (line b minus line c, plus/minus line d)	5
f. Change from Initial 2008-09 Target (line a minus line e)	0

Greenway Heritage Conservancy

Workforce Impact -- All Funds	
a. Initial Target:	4
b. Current Fills PP# 3 or 4	4
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)	4
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

Greenway Council	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
A. Workforce - All Funds													
Est FTEs Month-end	3	3	3	4	4	4	4	5	5	5	5	5	
B. State Operations													
Personal Service													
1st PP	6,324	6,532	6,532	12,204	12,204	12,204	12,204	15,350	15,350	15,350	15,350	15,350	144,954
2nd PP	6,325	6,532	6,532	12,204	12,204	12,204	12,204	15,350	15,350	15,350	15,350	15,355	144,960
3rd PP (if applies)	6,532	0	0	0	0	0	12,204	0	0	15,350	0	0	34,086
Subtotal PS	19,181	13,064	13,064	24,408	24,408	24,408	36,612	30,700	30,700	46,050	30,700	30,705	324,000
NPS	2,697	2,697	2,697	7,101	7,101	7,101	7,101	7,101	7,101	7,101	7,101	7,101	72,000
Total Disbursements - State Ops	21,878	15,761	15,761	31,509	31,509	31,509	43,713	37,801	37,801	53,151	37,801	37,806	396,000
C. Local Assistance													
Program x	17,500	17,000	17,000	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	200,000
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
assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Disbursements - Local	17,500	17,000	17,000	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	16,500	200,000
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
Projects	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital	0	0	0	0	0	0	0	0	0	0	0	0	0

Greenway Conservancy	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
A. Workforce - All Funds													
Est FTEs Month-end	4	4	4	4	4	4	4	4	4	4	4	4	4
B. State Operations													
Personal Service													
1st PP	6,180	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	90,583
2nd PP	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,673	7,668	92,071
3rd PP (if applies)	0	0	7,673	0	0	0	0	0	7,673	0	0	0	15,346
Subtotal PS	13,853	15,346	23,019	15,346	15,346	15,346	15,346	15,346	23,019	15,346	15,346	15,341	198,000
NPS	3,846	3,846	5,770	3,846	3,846	3,846	3,846	3,846	5,770	3,846	3,846	3,846	50,000
Total Disbursements -- State Ops													
	17,699	19,192	28,789	19,192	19,192	19,192	19,192	19,192	28,789	19,192	19,192	19,187	248,000
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

H. Assumptions Underlying the Proposed Plan

The plan assumes expanded eligibility of Washington County communities for Greenway programs and services; increased participation of newly eligible communities in Saratoga County; and increased participation throughout the rest of the legislatively defined Greenway area. Based on the trend of the past three years, it is estimated that an additional 30 communities will be eligible for agency grants and technical assistance over the course of this budget forecast. As a result, the total number of communities participating in the program will increase to 280.

By participating in the Greenway Compact program, communities make a more formal commitment to the Greenway and to regional planning. Communities pass local laws incorporating a regional Greenway Compact plan into their local zoning and subdivision regulations. Compacts are developed at the County level but implemented over time at the local level through amendments to local comprehensive plans, zoning ordinances and subdivision regulations. To incentivize this regional planning framework, the Greenway provides grants (typically in excess of \$10,000) to communities working to implement the Compact. The agency recently adopted a new County Compact strategy making an additional 10 communities eligible for that program. It is also anticipated that another County Compact plan will be completed within the term of this budget forecast making an additional 25 communities eligible to receive grants under the Compact program. Over the course of this budget forecast, 35 additional communities are estimated to become eligible for the Compact program in addition to the 52 currently participating.

I. Management of Risks Inherent in the Plan

No risks have been identified

J. Additional Savings Opportunities for 2008-09

No additional savings opportunities have been identified.

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

With the deployment of the agency's Grants Database, it will be much easier to track and monitor grants. In addition to the regular grant administration responsibilities, regular and formal communication to communities with outstanding grant funding has been incorporated within our quarterly granting process. This proposal will allow us to more effectively redirect unspent local assistance funds.

Additional:

Reviewing and approving NPS Spending:

Supplies and Materials:

- Supplies not available from the Capitol Mail Room are purchased according to the internal controls guidelines established by the agency. Pursuant to Executive Order 134, Jan Patane is responsible for ordering environmentally preferred products.
- The agency maintains a corporate account to purchase office items not available through the mail room. Purchase requests are made to the designated purchasing agent. Expenses are reconciled monthly and sent to the Division of Budget.
- The agency will no longer purchase newspapers, thereby saving an additional \$78 dollars per month.

Travel:

- Mission critical travel is approved by the Executive Director.
- Vehicle formerly assigned to the Executive Director exclusively, will become the "fleet" vehicle for the agency. This vehicle will be used by staff in order to reduce travel reimbursements associated with personal vehicle use for mission critical travel. When feasible and cost effective, public transportation or rail will be considered a primary choice for travel.

In July, the agency will be exchanging its current 15/19 MPG vehicle for a more fuel efficient hybrid that is rated at 27/26 MPG, which will reduce gas purchase costs.