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| 2008-09 Spending Plan | Agency Name Tug Hill Commission |
| | Agency Head John K. Bartow, Jr., Executive Director |

A. Overview of Proposed Plan

A.1 Overall Approach

The Tug Hill Commission is a small agency with a demonstrated history of frugality, as its annual budget appropriation is essentially a basic operating budget. The Commission has no capital projects, no local assistance budget, and no major procurements. Its program centers on professional technical assistance delivery to small municipalities in a 2,100 square-mile region covering portions of four counties. Typically, personal services make up 85% to 90% of the Commission's total budget, leaving only 10% of the budget (non-personal services) in which we might seek to achieve reductions without personnel reductions.

Our \$110,000 NPS appropriation allows little room for discretion. Nearly one-third of our NPS budget is for full-year obligations. The bulk of the remainder is for necessary operating expenses such as postage, supplies, travel, and telephone.

A.2 Achievement of Savings on a Recurring Basis

PERSONAL SERVICES

The Commission has had minimal staff turnover and anticipates no vacancies in the near future. Half of its staff (9 out of 18) are presently at job rate. Therefore, any growth in personal services over the next several years will largely be related to the general salary (cost of living) increase.

NON-PERSONAL SERVICES

Eliminate internship – The Commission relies on a summer intern to assist in the continuing maintenance and development of our Geographic Information System (GIS) while also providing assistance in providing GIS support for key projects. With only one GIS specialist on staff—whose mapping assistance is important to all three program areas (planning, community development, and natural resources), these internships have been a key help in meeting the growing demand from our communities for GIS support.

Reduce number of Commission meetings by two – Nominal savings could be realized by reducing the number of Commission meetings from nine to seven. Each meeting is held at a different location in the region, which increases the opportunity for local officials in different parts of the region to attend a Commission meeting and thereby increases interaction between the Commission and the public that it serves. Commissioners serve on a voluntary basis and receive no compensation.

Eliminate all live webcasting of Commission meetings – Given our limited budget, the Commission has found the most cost-effective method for complying with webcasting requirements is to record our meetings and post those recordings to a webservice. Many of the rural towns and village halls used for Commission meetings do not have the necessary high-speed broadband access necessary to do a live webcasting anyway. The cost to post each recording to the web is \$150. However, in 2007-2008, we did pay an additional \$200 to do one live webcast of the meeting held in Watertown, where high-speed access is available. For 2008-2009, we intended to do a live broadcast of two meetings, but will instead post a recording of those meetings as we do the others.

Reduce Travel – In-region and in-state travel is essential to effective program delivery as the personal delivery of professional technical assistance is key to the Commission's success. However, we believe that the elimination of out-of-state travel and judiciousness in all other travel can yield some savings.

Reduce printing expense – Reduce annual printing expense from \$5,800 to \$4,000 annually, however, this could result in less communication with our constituency and a reduction of the dissemination of key program information.

Reduce computer hardware/software expenses – The Commission's budget for computer hardware and software provides for the maintenance of required software licenses and necessary hardware/software upgrades to maintain compatibility between staff computers and to ensure reliability of the system. Elimination of optional hardware/software purchases could produce some savings.

A.3 Protecting Key Priorities

The Commission's priorities include:

- Maintaining staff capacity and capability to provide technical assistance that improves local government efficiencies while helping to preserve the region's environment and economy;
- Maintaining technical capacity to access information resources, deliver GIS mapping services, and communicate with field-based circuit riders;

A.4 Treatment of New Initiatives

The Commission makes it a practice to pursue no new initiatives without corresponding special revenue or reimbursements to cover the costs of those initiatives. The Commission generally supports innovative regional initiatives by facilitating partnerships in which stakeholders pool their resources and/or obtain federal grants, private foundation grants, or state grants to support those initiatives.

B. Summary of General Fund Financial Impacts

| GENERAL FUND -- SAVINGS SUMMARY | | | |
|--|-----------------------|--------------------|--------------------|
| | Required Reduction | 2008-09 Savings | 2009-10 Savings |
| Local Assistance | N/A | | |
| Personal Service | | | |
| Non-personal Service | (\$11,800) | (\$11,800) | (\$11,800) |
| Total State Operations | (\$11,800) | (\$11,800) | (\$11,800) |
| Capital | N/A | | |
| TOTAL | (\$11,800) | (\$11,800) | (\$11,800) |

| GENERAL FUND -- YEAR-TO-YEAR CHANGE, AFTER SAVINGS | | | |
|---|-------------------|-----------------------|-------------------|
| | 2007-08 Actual | Revised Projection | Percent Change |
| Local Assistance | N/A | | |
| Personal Service | \$996,257 | \$1,018,000 | 2.2% |
| Non-personal Service | \$109,898 | \$368,000 | 237.6% |
| Total State Operations | \$1,106,155 | \$1,386,000 | 25.2% |
| Capital | N/A | | |
| TOTAL | \$1,106,155 | \$1,386,000 | 25.2% |

**Cash estimates include required savings from the 3.35% State Operations Across the Board Cuts and revisions to state operations disbursements.*

C. Identification of Proposed General Fund Actions

| | 2008-09 Cash | 2009-10 Cash | 2010-11 Cash |
|--------------------------------------|-----------------|-----------------|-----------------|
| GENERAL FUND | | | |
| Local Assistance | | | |
| Not Applicable | | | |
| State Operations | | | |
| 1. Eliminate internship | (\$5,000) | (\$5,000) | (\$5,000) |
| 2. Eliminate 2 Commission Meetings | (\$1,100) | (\$1,100) | (\$1,100) |
| 3. Replace 2 Live Webcasts | (\$400) | (\$400) | (\$400) |
| 4. Reduce Travel | (\$2,000) | (\$2,000) | (\$2,000) |
| 5. Reduce Printing | (\$1,800) | (\$1,800) | (\$1,800) |
| 6. Reduce Hardware/Software Expenses | (\$1,500) | (\$1,500) | (\$1,500) |
| Capital Projects | | | |
| Not Applicable | | | |

D. Summary of Impact on Other Funds – Special Revenue Other (339DQ)

| OTHER FUNDS -- SAVINGS SUMMARY | | | |
|---------------------------------------|-----------------------|--------------------|--------------------|
| | Required Reduction | 2008-09 Savings | 2009-10 Savings |
| Local Assistance | N/A | | |
| Personal Service | | | |
| Non-personal Service | (\$8,000) | (\$8,000) | (\$8,000) |
| Total State Operations | (\$8,000) | (\$8,000) | (\$8,000) |
| Capital | | | |
| TOTAL | (\$8,000) | (\$8,000) | (\$8,000) |

| 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 | | | |
| Non-personal Service | \$40,158 | \$45,000 | 12% |
| Total State Operations | \$40,158 | \$45,000 | 12% |
| Capital | N/A | N/A | N/A |
| TOTAL | \$40,158 | \$45,000 | 12% |

**Cash estimates include required savings from the 3.35% State Operations Across the Board Cuts and revisions to state operations disbursements.*

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. Not Applicable | | | |
| State Operations | | | |
| 2. Anticipate adequate resources to meet target | | | |
| 3. Manage disbursements throughout fiscal year | (\$8,000) | (\$8,000) | (\$8,000) |
| 4. | | | |
| 5. | | | |
| Capital Projects | | | |
| 6. Not Applicable | | | |

F. Plan to Manage the Workforce

F.1 Overall Approach

The Commission will remain at 18 FTEs for the duration of the fiscal year. We do not anticipate any attrition through the planning period. Nine of 18 staff are at job rate, with two of those staff reaching job rate in FY2008-2009. We anticipate one additional staff reaching job rate in FY2010-2011, with another reaching job rate in FY2011-2012. Together, these factors will continue to slow the rate of growth in personal service expenses, which will be attributed primarily to general salary increases as the number of scheduled performance advances declines.

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

The Commission has no vacancies or anticipated vacancies for which it must plan to refill.

| Workforce Impact -- All Funds | |
|---|----|
| a. Initial Target: x,xxx [for reference] | 18 |
| b. Current Fills PP# 3 or 4 | 18 |
| 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) | 18 |
| 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 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 | 18 |
| B. State Operations | | | | | | | | | | | | | |
| Personal Service | | | | | | | | | | | | | |
| 1st PP | 7909.88 | 40847.78 | 41455.38 | 45555.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 467411.46 |
| 2nd PP | 39549.42 | 40847.78 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 41455.38 | 494951 |
| 3rd PP (if applies) | 40847.78 | 0 | 0 | 0 | 0 | 0 | 41455.38 | 0 | 0 | 0 | 0 | 0 | 82303.16 |
| Subtotal PS | 88307.08 | 81695.56 | 82910.76 | 87010.76 | 82910.76 | 82910.76 | 124366.14 | 82910.76 | 82910.76 | 82910.76 | 82910.76 | 82910.76 | 1044665.62 |
| NPS | 8800 | 23700 | 6000 | 4950 | 7500 | 6800 | 6500 | 8250 | 7300 | 14300 | 16100 | 33000 | 143200 |
| Total Disbursements -- State Ops | 97107.08 | 105395.56 | 88910.76 | 91960.76 | 90410.76 | 89710.76 | 130866.14 | 91160.76 | 90210.76 | 97210.76 | 99010.76 | 115910.76 | 1187865.62 |
| 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 |

(double-click to enter table)

H. Assumptions Underlying the Proposed Plan

The basic assumption underlying the proposed plan is to freeze FTEs at current levels throughout the planning period and reduce NPS expenditures. It should be noted that FTEs at the Commission have been stable at 18 since 2004 and that NPS has been level despite inflationary costs of travel which represents approximately 15% of our NPS budget.

I. Management of Risks Inherent in the Plan

There is an outstanding resolution to an age discrimination case, originally filed with the Division of Human Rights in 1995. The Administrative Law Judge recommended in the Commission's favor twice, though that recommendation was overturned by the then Commissioner in 2007. The Commission filed an appeal with the State Appellate Court, which was heard in March 2008. A final ruling is due by the end of June 2008. The ruling could go either way, but if the Commission loses the ruling, there is the risk of that our spending plan could be impacted by a payout of up to \$300,000.

J. Additional Savings Opportunities for 2008-09

The Commission proposes reducing merit awards from \$5,100 to \$4,100 for a **one-time additional savings of \$1,000**. We feel it is important for staff morale to reward extra effort and outstanding performance. This action offers some savings while retaining the ability to still provide meaningful recognition.

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

Due to its location in Watertown, the Commission must pay \$195/month (\$2,340/yr) to the Office for Technology for a secure dial-up connection into the payroll system for payroll administration.

The Department of Transportation, Region 6, is located in the same building and they have a secure T-1 connection into the payroll system. When the above connections were required a few years ago, we approached the regional DOT office about sharing their connection rather than establishing our own, which would provide some modest cost savings. Although the regional office in Watertown was comfortable with this suggestion, the Albany office would not approve this measure. They cited security concerns, even though such a connection could be shared without jeopardizing either agency's security.