

# THE COUNCIL OF THE CITY OF NEW YORK

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Speaker of the Council

Hon. Elizabeth Crowley  
Chair, Committee on Fire and Criminal Justice Services



## **Report on the Fiscal 2017 Preliminary Budget and the Fiscal 2016 Preliminary Mayor's Management Report New York City Emergency Management March 10, 2016**

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## New York City Emergency Management Overview

NYC Emergency Management (NYCEM or Agency) coordinates and supports multiagency responses. NYCEM regularly monitors emergency conditions and other potential incidents that affect public health and safety in the City, including severe weather, natural hazards and disasters, power outages, transportation incidents, labor disruptions, aviation disasters and acts of terrorism. NYCEM educates residents and businesses about the need for emergency preparedness; develops and updates emergency response plans for the City and makes recommendations to agencies and the Administration about the City's emergency response capabilities; supports the efforts of government agencies and private and not-for-profit entities in emergency planning, interagency training and exercises and business continuity planning and manages the City's Emergency Operations Center, which includes the 24/7/365 Watch Command and Emergency Management response program. As the City's primary liaison with the U.S. Department of Homeland Security for consequence management, Emergency Management oversees the City's compliance with federal preparedness and emergency response requirements.

This report provides a review of NYCEM's Preliminary Budget for Fiscal 2017. In the section below, the Fiscal 2017 Budget is presented in a chart which details the NYCEM's in the Financial Summary chart which provides an overview of the NYCEM's budget by unit of appropriation, funding source, headcount, and provides analysis of significant initiatives included in the November and Preliminary Financial Plans. The summary is followed by a review of relevant sections of the Preliminary Mayor's Management Report (PMMR) for Fiscal 2016.

## Financial Summary

The NYCEM's budget consists of two units of appropriation (UA). They are U/A - 001 (PS) and U/A - 002 (OTPS). The following table, "NYCEM Financial Summary", provides an overview of the NYCEM's actual expenditures for Fiscal 2014 and Fiscal 2015, the Adopted Budget for Fiscal 2016, and planned expenditures for Fiscal 2016 and Fiscal 2017 as proposed in the Fiscal 2017 Preliminary Plan.

<b>NYCEM Financial Summary</b> <i>Dollars in Thousands</i>						
	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>	<b>Preliminary Plan</b>		<b>*Difference 2016 - 2017</b>
				<b>2016</b>	<b>2017</b>	
<b>Spending</b>						
Personal Services	\$10,069	\$11,601	\$6,247	\$21,365	\$5,272	(\$975)
Other Than Personal Services	24,483	23,437	9,781	31,464	15,993	6,213
<b>TOTAL</b>	<b>\$34,552</b>	<b>\$35,038</b>	<b>\$16,027</b>	<b>\$52,829</b>	<b>\$21,265</b>	<b>\$5,238</b>
<b>Funding</b>						
City Funds			\$13,761	\$21,340	\$20,403	\$6,642
Federal - Other			2,266	29,529	862	(1,404)
Intra City			0	663	0	0
Other Categorical			0	301	0	0
State			0	996	0	0
<b>TOTAL</b>	<b>\$34,552</b>	<b>\$35,038</b>	<b>\$16,027</b>	<b>\$52,829</b>	<b>\$21,265</b>	<b>\$5,238</b>
<b>Budgeted Headcount</b>						
Full-Time Positions - Civilian	118	150	56	203	50	(6)
<b>TOTAL</b>	<b>118</b>	<b>150</b>	<b>56</b>	<b>203</b>	<b>50</b>	<b>(6)</b>

*\*The difference of Fiscal 2016 Adopted Budget compared to Fiscal 2017 Preliminary Budget.*

The City's Preliminary Fiscal 2017 Budget is \$82.1 billion, \$3.6 billion more than the Fiscal 2016 Adopted Budget of \$78.5 billion. In addition, the budget reflects the Administration's priority of ensuring the Commission is fully funded and staffed as positions added by the City Council at adoption have now been baselined.

The NYCEM's Fiscal 2017 Preliminary Budget totals \$21.3 million (including City and non-City funds); this represents less than one percent of the City's total Budget. The NYCEM's Fiscal 2017 Preliminary Budget is \$5.2 million more than the Fiscal 2016 Adopted Budget of \$16 million. However when compared to NYCEM's current budget in Fiscal 2016 of \$52.8 million, the Fiscal 2017 Preliminary Budget is \$31.6 million less. The 60 percent decrease is due to recognition of grants in the November Plan for Fiscal 2016 only since adoption of the Fiscal 2016 budget; the Financial Plan updates have introduced several changes to NYCEM's Fiscal 2016 and 2017 budgets. For Fiscal 2016 these include new needs of \$8 million and other adjustments of \$29.2 million. For Fiscal 2017 these include new needs of \$9.9 million, offset by other adjustments of \$1.7 million.

A number of federal grants NYCEM typically receives are not reflected in the NYCEM's Fiscal 2017 Preliminary Budget and account for the large decline between the current budget and the proposed Fiscal 2017 budget. Federal funds are not baselined, but are modified into the Agency's budget on a year-by-year basis as grants are awarded. The exact number of grants the Agency's receives in Fiscal 2017 will not be known until after grant requests are approved and awarded. As of the Fiscal 2017 Preliminary Budget, for Fiscal

2016 NYCEM has recognized approximately \$22 million from the Urban Areas Security Initiative (UASI) funded by the Federal Emergency Management Agency (FEMA). The UASI program is one of the primary grants NYCEM receives and funds address the unique risk-driven and capabilities-based planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas.

Similarly, NYCEM's annual headcount also experiences changes. The Financial Summary chart on the previous page shows NYCEM with a Fiscal 2016 Adopted headcount of 56, increasing to 203 positions in Fiscal 2016 as of the Fiscal 2017 Preliminary Plan. This is in part because a large portion of the reflection of NYCEM's headcount is grant-funded and thus changes with NYCEM's grant funding during the course of the fiscal year. As January 2016, 46 employees were funded by City dollars and 123 employees at the NYCEM were funded with grant funding.

## Financial Plan Changes

- **New York City Emergency Management Position.** The Fiscal 2017 Preliminary Plan includes \$36,917 in Fiscal 2016 and \$78,168 in Fiscal 2017 for one position to support NYCEM's tabletop exercises. Tabletop exercises are simulated emergency situations that involve multiple agencies, including the New York City Police Department and the New York City Fire Department. Recently NYCEM has increased the amount and frequency of its tabletop exercises and the new hire will assist with the exercises as well as write an after-action report. The after-action report will ensure that lessons learned from the tabletop exercises will be captured and shared internally and amongst participating departments.
- **Personal Services Adjustments.** The Fiscal 2017 Preliminary Plan includes \$43,608 in Fiscal 2016 and \$83,811 in Fiscal 2017 and in the outyears to reflect a cost of living adjustment for 19 City-funded employees.
- **Emergency Meals and Supplies.** The November 2015 Plan included one-time funding of \$205,000 in Fiscal 2016 for reimbursement costs related to NYCEM's readiness to deploy NYCEM's stockpile of ready to eat meals during a potential weather emergency.
- **Telecommunications.** The November Plan included one-time funding of \$1.4 million for telecommunication costs in Fiscal 2016. The Agency's telecommunications was funded by Federal grants, but now the Agency's telecommunications will be paid by the Department of Information, Technology, and Telecommunications (DOITT) using City tax-levy dollars. NYCEM expects funding to be baselined in the future.
- **Warehouse Lease.** The November Plan included funding of \$6.4 million in Fiscal 2016 and approximately \$10 million in the outyears for its warehouse lease. NYCEM currently rents a warehouse in Queens that is used to stockpile trucks and sandbags, and other equipment. As property values rise in the area around the warehouse, the landlord is expected to raise the rent of the warehouse. The increase in funding represents the estimate by the Office of Management and Budget (OMB) and the Department of Citywide Administrative Services (DCAS) on the increased cost of

rent for the warehouse. OMB and DCAS are currently working with the landlord on a new lease.

- Citywide Savings.** The NYCEM Fiscal 2017 Preliminary Plan recognized one budget action associated with New York City's Citywide Savings program. NYCEM recognized a savings of \$500,000 related to a survey associated with the Disabilities, Access, and Functional Needs Survey. The NYCEM is currently undertaking mandated work as result of a lawsuit and costs have been lower than anticipated because, during the survey process, NYCEM narrowed its scope and focused on fewer sites, thus reducing survey costs. However, it should be noted that this savings is expected to have no impact on the response to the lawsuit. NYCEM anticipates completing this survey in June of 2016. The saving recognized in Fiscal 2016 represents three percent of the Agency's Fiscal 2016 budget.

## Contract Budget

NYCEM Fiscal 2017 Preliminary Contract Budget				
<i>Dollars in Thousands</i>				
Category	Fiscal 2016 Adopted	Number of Contracts	Fiscal 2017 Preliminary	Number of Contracts
Contractual Services General	\$5	1	\$5	1
Maintenance & Repair of Motor Vehicle Equipment	20	1	0	1
Office Equipment Maintenance	37	1	37	1
Data Processing Equipment	40	1	43	1
Printing Contracts	20	1	20	1
Cleaning Services	20	1	20	1
Transportation Expenditures	1	1	1	1
Professional Services: Computer Services	10	1	96	1
Professional Services: Other	7,131	1	3,834	1
<b>TOTAL</b>	<b>\$7,283</b>	<b>9</b>	<b>\$4,055</b>	<b>9</b>

The City's Contract Budget, as proposed, totals \$13.17 billion in Fiscal 2017, a decrease of \$76 million or one half of one percent when compared to the Fiscal 2016 Adopted Budget of \$13.24 billion. The professional services contract of \$3.8 million supports NYCEM's OTPS needs.

## Fiscal 2016 PMMR Performance Measures

The Fiscal 2016 PMMR outlines the responsibilities and goals of the NYCEM. According to the Fiscal 2016 PMMR, NYCEM ensures that City government is prepared for emergencies and prepares New York City residents and private sector entities for emergencies.

NYCEM has the following five service goals listed in the Fiscal 2016 PMMR:

1. Efficiently coordinate emergency response and recovery;
2. Ensure that training, drills and exercises are conducted regularly;
3. Increase emergency preparedness and awareness among City residents, the private sector and not-for-profit organizations;
4. Increase disaster volunteerism through the Community Emergency Response Team (CERT) program and Citizen Corps Council; and
5. Collect and disseminate timely information.

The chart below from the PMMR provides performance indicators for Fiscal 2013 to 2015, target data for Fiscal 2016 to Fiscal 2017, and four-month actual data for Fiscal 2015 and Fiscal 2016.

NYCEM Performance Indicators	Actual			Target		4-Month Actual	
	FY13	FY14	FY15	FY16	FY17	FY15	FY16
Incidents	3,443	3,702	4,091	*	*	1,206	1,433
Field responses	674	810	938	*	*	258	297
Incidents monitored from Watch Command	2,769	2,892	3,153	*	*	948	1,136
Interagency meetings held during field responses	578	290	291	*	*	132	126
Emergency Operations Center activations	6	8	7	*	*	1	5
Full-scale and functional exercises/drills	1	3	4	4	4	2	3
Tabletop exercises and simulations	23	19	19	18	18	9	12
Participation in drills coordinated by other agencies or organizations	29	35	44	*	*	10	13
Participants at instructor-led emergency management training sessions	1,596	2,555	2,783	2,000	2,000	713	668
Total participants at emergency preparedness education sessions	35,921	34,599	74,571	75,000	75,000	19,396	35,023
Ready New York webpage views	NA	NA	15,443	*	*	NA	13,846
Subscribers to Corpnet System	1,545	1,590	1,610	*	*	1,670	1,620
Community Emergency Response Team (CERT) volunteer hours	25,913	11,704	16,299	*	*	4,772	7,448
CERT members trained	347	297	264	*	*	60	0
Notify NYC messages issued	1,189	1,190	1,390	*	*	405	529
Average time from incident to issuing of Notify NYC message (minutes:seconds)	NA	7:58	8:00	7:00	7:00	9:00	7:00
Subscribers to Notify NYC, CorpNet, Advance Warning System, and Citizen Corps Newsletter	182,895	237,740	310,072	*	*	249,679	343,628
Letters responded to in 14 days (%)	99%	100%	100%	*	*	100%	100%
E-mails responded to in 14 days (%)	95%	95%	97%	*	*	96%	99%

- During the first four months of Fiscal 2016, NYCEM was actively involved in 1,433 incidents that necessitated interagency coordination, a 19 percent increase compared to the same period in Fiscal 2015. Of these incidents, approximately 1,136 were monitored from Watch Command. Watch Command is where NYCEM can monitor emergencies and communications from a central location.
- After graduating from the ten-week program, Community Emergency Response Team (CERT) members support their communities by assisting with emergency education and response. During the first four months of Fiscal 2016 volunteers donated 7,448 hours of service this period, a 56 percent increase compared to the same period of Fiscal 2015. NYCEM started a new cycle of training for new CERT volunteers on October 8, 2015. In the first four months of Fiscal 2016, Notify NYC issued 529 messages, an increase of 31 percent or 124 when compared to the same reporting period in Fiscal 2015. In the first four months of Fiscal 2016, no CERT members were trained when compared to the same reporting period in Fiscal 2015. However, according to NYCEM, it should be noted that the number of CERT members trained is only reported when a CERT member has completed a class, thus this number is only counted two to three times a year.



## Appendix A: Budget Actions in the November and the Preliminary Plans

<i>Dollars in Thousands</i>	FY 2016			FY 2017		
	City	Non-City	Total	City	Non-City	Total
<b>NYCEM Budget as of the Adopted 2016 Budget</b>	<b>\$13,761</b>	<b>\$2,265</b>	<b>\$16,026</b>	<b>\$10,516</b>	<b>\$2,513</b>	<b>\$13,029</b>
<b>New Needs</b>						
Emergency Meals and Supplies	\$205	\$0	\$205	\$0	\$0	\$0
Telecommunications	1,350	0	\$1,350	0	0	0
Warehouse Lease	6,449	0	\$6,449	9,731	0	9,731
New York City Emergency Management Personnel	37	0	\$37	78	0	78
Personal Services Adjustments	44	0	44	84	0	84
<b>Subtotal, New Needs</b>	<b>\$8,085</b>	<b>\$0</b>	<b>\$8,085</b>	<b>\$9,893</b>	<b>\$0</b>	<b>\$9,893</b>
<b>Other Adjustments</b>						
13 UASI 2400	\$0	(\$65)	(\$65)		\$0	\$0
13 UASI 2401		(133)	(133)			0
13 UASI 2403		0	0			0
13UASI 2402		(130)	(130)			0
13 UASI 2407		70	70			0
13 UASI 2408		5	5			0
13 UASI 2409		61	61			0
15CERTFD		(52)	(52)			0
15CERTFD5		(24)	(24)			0
15CERTJUN		(11)	(11)			0
15EMPGCAR4		653	653			0
16FR11UASI		(72)	(72)			0
16ROLL14EMPG		189	189			0
16ROLL2084		3	3			0
16ROLL2108		24	24			0
16ROLL2401		3	3			0
16SOLOMON		56	56			0
2082UP16		0	0			0
2300ROLL		(1)	(1)			0
2600ROLL		(7)	(7)			0
Aligns 13UASI funding		(446)	(446)			0
Aligns BC2451		(392)	(392)			0
Aligns EMPG Funding		(1,651)	(1,651)		(1,651)	(1,651)
Aligns UASI funding		951	951			0
BC 2300 DOWN MOD for FY16		(32)	(32)			0
BC 2300 DOWN MOD FY16		(32)	(32)			0
BC 2300 MOD FY16		224	224			0
BC 26000 UP MOD FY16		1,159	1,159			0
Budget Modification		215	215			0
City Service Corps (OEM)	(11)		(11)	(7)		(7)
Completes BC2088 roll		554	554			0
Completes BC2409 roll		285	285			0
Completes roll		3	3			0
Completes roll 2407 tp 16		141	141			0
Completes roll 2408 to 16		148	148			0
Completes roll 2411 to 16		25	25			0
Completes roll of 2402 to 16		131	131			0
Completes roll of 2406 to 16		320	320			0
Completes roll of 2401 to 16		447	447			0
Completes roll of 3016 in 16		18	18			0

<i>Dollars in Thousands</i>	FY 2016			FY 2017		
	City	Non-City	Total	City	Non-City	Total
Completes roll of 3022		\$395	\$395			\$0
Completes roll of BC2062		996	996			0
Completes roll of BC21061		44	44			0
Completes roll of BC2400 to 16		227	227			0
Completes roll of HZMT in 16		235	235			0
Funds 14 UASI in 16		1,871	1,871			0
Funds 14 UASI in FY16		17,396	17,396			0
Funds in CTP in FY16		107	107			0
FY16 CITYHALL SPL		87	87			0
Intra City-OEM/NYPD for JOC		51	51			0
Intra City with OEM for JOC 2		526	526			0
Member Item Reallocation	5		5			0
PS14EMPGGB		265	265			0
Rev DUP MOD 2600 MOD FY16		(555)	(555)			0
Roll2086A		15	15			0
ROLL2087A		30	30			0
ROLL2088A		0	0			0
ROLLPCPG5		505	505			0
ROLLRCPG9		(40)	(40)			0
Rolls 2401 to FY16		430	430			0
Rolls back funding in BC2450		(1)	(1)			0
Rolls BC2406 back to 15		(15)	(15)			0
Target16		13	13			0
TD HC for 1630221		(1)	(1)			0
Up HC for 1630221		1	1			0
15EMPGFY16		3,081	3,081			0
15USARFund		1,182	1,182			0
2300FRNGE16		(9)	(9)			0
2300PSDownMod		(84)	(84)			0
Aligns UASI per Budget		(232)	(232)			0
Budget Modification	64	64				0
Disabilities, Access, and Functional Needs Survey Savings	(500)		(500)			0
<b>Subtotal, Other Adjustments</b>	<b>(\$506)</b>	<b>\$29,223</b>	<b>\$28,717</b>	<b>(\$7)</b>	<b>(\$1,651)</b>	<b>(\$1,658)</b>
<b>TOTAL, All Changes</b>	<b>\$7,578</b>	<b>\$29,223</b>	<b>\$36,802</b>	<b>\$9,886</b>	<b>(\$1,651)</b>	<b>\$8,235</b>
<b>NYCEM Budget as of the Preliminary 2017 Budget</b>	<b>\$21,339</b>	<b>\$31,488</b>	<b>\$52,829</b>	<b>\$20,402</b>	<b>\$862</b>	<b>\$21,265</b>

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