

DEPARTMENT OF STATE

MISSION

Established in 1788, the Department of State (DOS) is the oldest State agency. Historically serving as the State's general recording officer and custodian of the State's "Great Seal", the Department's mission has grown to include a broad range of activities that coordinate programs with, and provide services to, local governments and businesses. The Department protects the public's safety by managing arson investigation, fire prevention, building and energy code programs; assists the public by providing ombudsman services; administers programs for community development and local government service activities; and supports businesses through various licensing and registration activities.

ORGANIZATION AND STAFFING

The Department is headed by the Secretary of State, who is appointed by the Governor and confirmed by the Senate. The Department's central office is located in Albany. It also has 20 regional offices across the State and operates the Academy of Fire Science in Montour Falls, Schuyler County. The Department of State will have a workforce of 883 positions for 2002-03.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

Approximately 29 percent of the Department's operations and local aid programs are funded from fees and other income, 60 percent from Federal grants, and 11 percent from State tax dollars from the General Fund. The Executive Budget recommends funding of \$139.4 million for the Department of State: \$124.1 million in Federal funding and fee revenues, and \$15.3 million in General Fund support.

Major recommendations include:

- Continued support for Department-wide technology improvements to provide enhanced internet access and online applications to better serve the State's business customers and ease the filing of Financial Disclosure Statements.
- New funding for fire safety inspections and training programs at public and independent colleges and universities.

PROGRAM HIGHLIGHTS

The responsibilities of the Department of State are carried out through three programs:

- The Local Government and Community Services Program consists of several functions, including the Office of Fire Prevention and Control (OFPC), which works with both paid and volunteer firefighters by providing training, technical support and assistance with arson investigations. OFPC trains and equips an urban search and rescue team based in the Capital Region, which joined with the Fire Department of New York in rescue efforts at the World Trade Center disaster site. OFPC also includes the Division of Code Enforcement and Administration, which administers New York's building and energy code. In addition to these activities, Local Government and Community Services program staff provide ombudsman services to citizens; offer planning and management services to local governments through the Division of Local Government; support land use planning activities in the New York City/Catskill watershed; coordinate New York's coastal resources and waterfront revitalization activities; provide low interest loans to fire and ambulance companies through the Emergency Services Revolving Loan Program; and administer the Department's Federal grant programs, including the Appalachian Regional

STATE

Commission and the State Rural Development Council. The federally funded Division of Community Services provides a means for achieving economic self-sufficiency through programs designed to improve opportunities for its low-income participants.

- The Business and Licensing Services Program provides information on credit and debt for individuals, businesses and corporations; tracks all certificates of incorporation; administers qualifying examinations and licensing of 23 occupations; and prepares the State Register and other publications. This program also oversees the operation of almost 1,900 cemeteries.
- The Administration Program provides the basic executive direction, fiscal, personnel and electronic data processing activities that support the Department's operations.

Additionally, the Department's appropriations contain funds for the Lake George Park Commission, the State Ethics Commission, the State Athletic Commission, the Committee on Open Government, and the Tug Hill Commission.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2001-02	Appropriations Recommended 2002-03	Change	Reappropriations Recommended 2002-03
State Operations	53,297,800	63,240,000	9,942,200	21,866,000
Aid To Localities	57,450,000	76,200,000	18,750,000	68,933,000
Capital Projects	0	0	0	0
Total	110,747,800	139,440,000	28,692,200	90,799,000

ALL FUND TYPES PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM FILLED ANNUAL SALARIED POSITIONS

Full-Time Equivalent Positions (FTE)

Program	2001-02 Estimated FTEs 03/31/02	2002-03 Estimated FTEs 03/31/03	FTE Change
Administration			
General Fund	48	48	0
Lake George Park Commission			
Special Revenue Funds - Other	11	11	0
Licensing Services			
Special Revenue Funds - Other	450	450	0
Local Government and Community Services			
General Fund	56	74	18
Special Revenue Funds - Federal	76	76	0
Special Revenue Funds - Other	166	176	10
Capital Projects Funds - Other	10	10	0
State Ethics Commission			
General Fund	21	21	0
Tug Hill Commission			
General Fund	17	17	0
Total	855	883	28

STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE APPROPRIATIONS (dollars)

Fund Type	Available 2001-02	Recommended 2002-03	Change
General Fund	13,597,000	15,294,000	1,697,000
Special Revenue Funds - Federal	7,034,400	10,945,000	3,910,600
Special Revenue Funds - Other	32,566,400	36,801,000	4,234,600
Fiduciary Funds	100,000	200,000	100,000
Total	53,297,800	63,240,000	9,942,200

**STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)**

Program	Available 2001-02	Recommended 2002-03	Change
Administration			
General Fund	4,888,500	5,507,000	618,500
Lake George Park Commission			
Special Revenue Funds - Other	1,048,800	1,470,000	421,200
Licensing Services			
Special Revenue Funds - Other	29,253,500	33,781,000	4,527,500
Local Government and Community Services			
General Fund	5,995,600	6,890,000	894,400
Special Revenue Funds - Federal	7,034,400	10,945,000	3,910,600
Special Revenue Funds - Other	2,251,500	1,517,000	(734,500)
Fiduciary Funds	100,000	200,000	100,000
State Ethics Commission			
General Fund	1,789,900	1,939,000	149,100
Tug Hill Commission			
General Fund	923,000	958,000	35,000
Special Revenue Funds - Other	12,600	33,000	20,400
Total	<u>53,297,800</u>	<u>63,240,000</u>	<u>9,942,200</u>

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2002-03 RECOMMENDED
(dollars)**

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration	3,819,000	402,700	3,767,000	401,400
Local Government and Community Services	3,324,000	107,600	3,292,000	106,000
State Ethics Commission	1,315,000	83,600	1,315,000	83,900
Tug Hill Commission	857,000	61,100	849,000	60,500
Total	<u>9,315,000</u>	<u>655,000</u>	<u>9,223,000</u>	<u>651,800</u>

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change	Amount	Change
Administration	45,000	1,800	7,000	(500)
Local Government and Community Services	32,000	1,600	0	0
State Ethics Commission	0	0	0	(300)
Tug Hill Commission	8,000	600	0	0
Total	<u>85,000</u>	<u>4,000</u>	<u>7,000</u>	<u>(800)</u>

STATE

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2002-03 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration	1,688,000	215,800	170,000	0
Local Government and Community Services	3,566,000	786,800	45,000	300
State Ethics Commission	624,000	65,500	20,000	(100)
Tug Hill Commission	101,000	(26,100)	12,000	(700)
Total	5,979,000	1,042,000	247,000	(500)

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration	60,000	0	1,354,000	215,500
Local Government and Community Services	70,000	200	306,000	400
State Ethics Commission	20,000	(100)	448,000	65,500
Tug Hill Commission	7,000	(900)	80,000	(24,400)
Total	157,000	(800)	2,188,000	257,000

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Administration	104,000	300	0	0
Local Government and Community Services	359,000	(100)	2,786,000	786,000
State Ethics Commission	136,000	200	0	0
Tug Hill Commission	2,000	(100)	0	0
Total	601,000	300	2,786,000	786,000

**STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
2002-03 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Lake George Park Commission	1,470,000	421,200	614,000	71,400
Licensing Services	33,781,000	4,527,500	18,751,000	2,589,800
Local Government and Community Services	12,662,000	3,276,100	4,575,000	(184,800)
Tug Hill Commission	33,000	20,400	0	0
Total	47,946,000	8,245,200	23,940,000	2,476,400

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Lake George Park Commission	856,000	349,800	0	0
Licensing Services	15,030,000	1,937,700	0	0
Local Government and Community Services	7,137,000	2,760,900	950,000	700,000
Tug Hill Commission	33,000	20,400	0	0
Total	23,056,000	5,068,800	950,000	700,000

**AID TO LOCALITIES
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE
APPROPRIATIONS
(dollars)**

Fund Type	Available 2001-02	Recommended 2002-03	Change
Special Revenue Funds - Federal	55,250,000	72,500,000	17,250,000
Special Revenue Funds - Other	300,000	300,000	0
Fiduciary Funds	1,900,000	3,400,000	1,500,000
Total	<u>57,450,000</u>	<u>76,200,000</u>	<u>18,750,000</u>

Adjustments:

Recommended Deficiency	
State, Department of	
Special Revenue Funds - Federal	(4,500,000)
Appropriated 2001-02	<u>52,950,000</u>

**AID TO LOCALITIES
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)**

Program	Available 2001-02	Recommended 2002-03	Change
Licensing Services			
Special Revenue Funds - Other	300,000	300,000	0
Local Government and Community Services			
Special Revenue Funds - Federal	55,250,000	72,500,000	17,250,000
Fiduciary Funds	1,900,000	3,400,000	1,500,000
Total	<u>57,450,000</u>	<u>76,200,000</u>	<u>18,750,000</u>