

DEPARTMENT OF STATE

MISSION

Established in 1788, the Department of State (DOS) is the State's oldest 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 public safety by managing arson investigation, fire prevention, building and energy code programs; 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 19 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 853 positions for 2005-06.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

Approximately 37 percent of the Department's operations and local aid programs are funded from fees and other income, 52 percent from Federal grants, and 11 percent from State tax dollars from the General Fund. The Executive Budget recommends funding of over \$144 million for the Department of State: \$128.3 million in Federal funding and fee revenues, and \$15.7 million in General Fund support. The Department has achieved savings for SFY 2005-06 through personnel controls and implementation of various management efficiencies.

The Department will continue recent technology improvements to provide enhanced internet access and online applications to better serve the State's business customers and ease the filing of documents. Pursuant to a local assistance appropriation contained in the SFY 2005-06 Executive Budget, the Department of State will administer grants to assist municipalities in achieving local government efficiencies and improvements through the provision of Shared Municipal Services Incentive (SMSI) grants. Additionally, the SFY 2005-06 Executive Budget provides \$5 million in Environmental Protection Fund moneys to finance Quality Communities (QC) program grants, resulting in a \$4 million increase in QC funding over SFY 2004-05.

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, and conducts fire safety inspections of colleges and state-owned buildings. OFPC trains and equips an urban search and rescue team based in the Capital Region. OFPC also provides low interest loans to fire and ambulance companies through the Emergency Services Revolving Loan Program. The Division of Code Enforcement and Administration manages New York's building and energy codes. In addition to these activities, Local Government and Community Services program staff provide 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; and administer the

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Department's Federal grant programs, including the Appalachian Regional 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 26 occupations; and prepares the State Register and other publications. This unit also oversees the operation of almost 1,900 not-for-profit cemeteries.
- The Administration Program provides the basic executive direction, fiscal, personnel, legal 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 2004-05	Appropriations Recommended 2005-06	Change	Reappropriations Recommended 2005-06
State Operations	60,797,100	64,068,000	3,270,900	23,005,000
Aid To Localities	79,275,000	78,350,000	(925,000)	92,680,000
Capital Projects	0	1,600,000	1,600,000	100,000,000
Total	140,072,100	144,018,000	3,945,900	215,685,000

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

Full-Time Equivalent Positions (FTE)

Program	2004-05 Estimated FTEs 03/31/05	2005-06 Estimated FTEs 03/31/06	FTE Change
Administration			
General Fund	60	60	0
Lake George Park Commission			
Special Revenue Funds - Other	9	9	0
Licensing Services			
Special Revenue Funds - Other	396	396	0
Local Government and Community Services			
General Fund	98	103	5
Special Revenue Funds - Federal	58	58	0
Special Revenue Funds - Other	189	189	0
State Ethics Commission			
General Fund	20	20	0
Tug Hill Commission			
General Fund	17	18	1
Total	847	853	6

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

<u>Fund Type</u>	<u>Available 2004-05</u>	<u>Recommended 2005-06</u>	<u>Change</u>
General Fund	14,413,000	14,078,000	(335,000)
Special Revenue Funds - Federal	11,163,000	11,436,000	273,000
Special Revenue Funds - Other	35,221,100	38,554,000	3,332,900
Total	<u>60,797,100</u>	<u>64,068,000</u>	<u>3,270,900</u>

Adjustments:

Transfer(s) From

Special Pay Bill			
General Fund	(410,000)		
Special Revenue Funds - Federal	(183,000)		
Special Revenue Funds - Other	(990,100)		
Appropriated 2004-05	<u>59,214,000</u>		

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

<u>Program</u>	<u>Available 2004-05</u>	<u>Recommended 2005-06</u>	<u>Change</u>
Administration			
General Fund	5,353,000	5,627,000	274,000
Lake George Park Commission			
Special Revenue Funds - Other	1,496,100	1,593,000	96,900
Licensing Services			
Special Revenue Funds - Other	31,353,000	34,593,000	3,240,000
Local Government and Community Services			
General Fund	6,358,000	5,684,000	(674,000)
Special Revenue Funds - Federal	11,163,000	11,436,000	273,000
Special Revenue Funds - Other	2,319,000	2,315,000	(4,000)
State Ethics Commission			
General Fund	1,736,000	1,741,000	5,000
Tug Hill Commission			
General Fund	966,000	1,026,000	60,000
Special Revenue Funds - Other	53,000	53,000	0
Total	<u>60,797,100</u>	<u>64,068,000</u>	<u>3,270,900</u>

**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2005-06 RECOMMENDED
(dollars)**

<u>Program</u>	<u>Total</u>		<u>Personal Service Regular (Annual Salaried)</u>	
	<u>Amount</u>	<u>Change</u>	<u>Amount</u>	<u>Change</u>
Administration	3,664,000	228,000	3,603,000	228,000
Local Government and Community Services	4,385,000	(444,000)	4,273,000	(444,000)
State Ethics Commission	1,290,000	80,000	1,290,000	80,000
Tug Hill Commission	922,000	57,000	914,000	57,000
Total	<u>10,261,000</u>	<u>(79,000)</u>	<u>10,080,000</u>	<u>(79,000)</u>

<u>Program</u>	<u>Temporary Service (Nonannual Salaried)</u>		<u>Holiday/Overtime Pay (Annual Salaried)</u>	
	<u>Amount</u>	<u>Change</u>	<u>Amount</u>	<u>Change</u>
Administration	60,000	0	1,000	0
Local Government and Community Services	112,000	0	0	0
State Ethics Commission	0	0	0	0
Tug Hill Commission	8,000	0	0	0
Total	<u>180,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>

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**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2005-06 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration	1,963,000	46,000	403,000	11,000
Local Government and Community Services	1,299,000	(230,000)	61,000	(11,000)
State Ethics Commission	451,000	(75,000)	40,000	0
Tug Hill Commission	104,000	3,000	13,000	1,000
Total	3,817,000	(256,000)	517,000	1,000

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration	60,000	0	1,393,000	32,000
Local Government and Community Services	67,000	(12,000)	244,000	(44,000)
State Ethics Commission	20,000	0	380,000	(75,000)
Tug Hill Commission	8,000	1,000	81,000	1,000
Total	155,000	(11,000)	2,098,000	(86,000)

Program	Equipment	
	Amount	Change
Administration	107,000	3,000
Local Government and Community Services	927,000	(163,000)
State Ethics Commission	11,000	0
Tug Hill Commission	2,000	0
Total	1,047,000	(160,000)

**STATE OPERATIONS - OTHER THAN GENERAL FUND AND OFFSET FUNDS
SUMMARY OF APPROPRIATIONS AND CHANGES
2005-06 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Lake George Park Commission	1,593,000	96,900	639,000	39,700
Licensing Services	34,593,000	3,240,000	16,803,000	498,000
Local Government and Community Services	13,751,000	269,000	4,605,000	(118,000)
Tug Hill Commission	53,000	0	0	0
Total	49,990,000	3,605,900	22,047,000	419,700

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Lake George Park Commission	954,000	57,200	0	0
Licensing Services	17,515,000	2,742,000	275,000	0
Local Government and Community Services	7,596,000	394,000	1,550,000	(7,000)
Tug Hill Commission	53,000	0	0	0
Total	26,118,000	3,193,200	1,825,000	(7,000)

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

Fund Type	Available 2004-05	Recommended 2005-06	Change
General Fund	1,000,000	0	(1,000,000)
Special Revenue Funds - Federal	63,700,000	63,700,000	0
Special Revenue Funds - Other	14,575,000	14,650,000	75,000
Total	79,275,000	78,350,000	(925,000)

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

Program	Available 2004-05	Recommended 2005-06	Change
Licensing Services			
Special Revenue Funds - Other	475,000	550,000	75,000
Local Government and Community Services			
General Fund	1,000,000	0	(1,000,000)
Special Revenue Funds - Federal	63,700,000	63,700,000	0
Special Revenue Funds - Other	14,100,000	14,100,000	0
Total	<u>79,275,000</u>	<u>78,350,000</u>	<u>(925,000)</u>

**CAPITAL PROJECTS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS
(dollars)**

Comprehensive Construction Program	Available 2004-05	Recommended 2005-06	Change	Reappropriations 2005-06
Local Government and Community Services				
Capital Projects Fund - Authority Bonds	0	0	0	100,000,000
Office of Fire Prevention				
Capital Projects Fund	0	1,600,000	1,600,000	0
Total	<u>0</u>	<u>1,600,000</u>	<u>1,600,000</u>	<u>100,000,000</u>