

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 870 positions for 2006-07.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

Approximately 38 percent of the Department's operations and local aid programs are funded from fees and other income, 50 percent from Federal grants, and 12 percent from State tax dollars from the General Fund. The Executive Budget recommends funding of over \$142.9 million for the Department of State: \$70.6 million in Federal funding and fee revenues, and \$17 million in General Fund support. The Department has achieved savings for SFY 2006-07 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 legislation enacted in 2005, the Department will administer the Manufactured Housing Advancement Act of 2005. The Department of State will also continue to provide grants to assist municipalities in achieving local government efficiencies and improvements through the provision of Shared Municipal Services Incentive (SMSI) grants. Additionally, the SFY 2006-07 Executive Budget provides \$5 million in Environmental Protection Fund moneys to finance Quality Communities (QC) program grants and \$1 million to renovate the infrastructure and complete construction of the training simulator and arson investigation buildings at the State Fire Training Academy in Montour Falls.

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

STATE

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 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 2005-06	Appropriations Recommended 2006-07	Change	Reappropriations Recommended 2006-07
State Operations	64,068,000	68,130,000	4,062,000	21,641,000
Aid To Localities	82,950,911	73,850,000	(9,100,911)	118,676,600
Capital Projects	1,600,000	1,000,000	(600,000)	88,171,000
Total	148,618,911	142,980,000	(5,638,911)	228,488,600

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

Full-Time Equivalent Positions (FTE)

Program	2005-06 Estimated FTEs 03/31/06	2006-07 Estimated FTEs 03/31/07	FTE Change
Administration			
General Fund	63	63	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	107	112	5
Special Revenue Funds - Federal	58	58	0
Special Revenue Funds - Other	194	194	0
State Ethics Commission			
General Fund	20	20	0
Tug Hill Commission			
General Fund	18	18	0
Total	865	870	5

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

Fund Type	Available 2005-06	Recommended 2006-07	Change
General Fund	14,078,000	17,030,000	2,952,000
Special Revenue Funds - Federal	11,436,000	11,402,000	(34,000)
Special Revenue Funds - Other	38,554,000	39,698,000	1,144,000
Total	<u>64,068,000</u>	<u>68,130,000</u>	<u>4,062,000</u>

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

Program	Available 2005-06	Recommended 2006-07	Change
Administration			
General Fund	5,627,000	7,722,000	2,095,000
Lake George Park Commission			
Special Revenue Funds - Other	1,593,000	1,614,000	21,000
Licensing Services			
Special Revenue Funds - Other	34,593,000	35,703,000	1,110,000
Local Government and Community Services			
General Fund	5,684,000	6,330,000	646,000
Special Revenue Funds - Federal	11,436,000	11,402,000	(34,000)
Special Revenue Funds - Other	2,315,000	2,328,000	13,000
State Ethics Commission			
General Fund	1,741,000	1,910,000	169,000
Tug Hill Commission			
General Fund	1,026,000	1,068,000	42,000
Special Revenue Funds - Other	53,000	53,000	0
Total	<u>64,068,000</u>	<u>68,130,000</u>	<u>4,062,000</u>

**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2006-07 RECOMMENDED
(dollars)**

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration	4,122,000	458,000	4,061,000	458,000
Local Government and Community Services	4,680,000	295,000	4,568,000	295,000
State Ethics Commission	1,340,000	50,000	1,340,000	50,000
Tug Hill Commission	958,000	36,000	950,000	36,000
Total	<u>11,100,000</u>	<u>839,000</u>	<u>10,919,000</u>	<u>839,000</u>

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change	Amount	Change
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>

STATE

**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2006-07 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration	3,600,000	1,637,000	403,000	0
Local Government and Community Services	1,650,000	351,000	61,000	0
State Ethics Commission	570,000	119,000	40,000	0
Tug Hill Commission	110,000	6,000	13,000	0
Total	5,930,000	2,113,000	517,000	0

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration	60,000	0	3,030,000	1,637,000
Local Government and Community Services	67,000	0	595,000	351,000
State Ethics Commission	20,000	0	499,000	119,000
Tug Hill Commission	8,000	0	87,000	6,000
Total	155,000	0	4,211,000	2,113,000

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

**STATE OPERATIONS - OTHER THAN GENERAL FUND AND OFFSET FUNDS
SUMMARY OF APPROPRIATIONS AND CHANGES
2006-07 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Lake George Park Commission	1,614,000	21,000	664,000	25,000
Licensing Services	35,703,000	1,110,000	17,579,000	776,000
Local Government and Community Services	13,730,000	(21,000)	4,622,000	17,000
Tug Hill Commission	53,000	0	0	0
Total	51,100,000	1,110,000	22,865,000	818,000

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Lake George Park Commission	950,000	(4,000)	0	0
Licensing Services	17,849,000	334,000	275,000	0
Local Government and Community Services	7,558,000	(38,000)	1,550,000	0
Tug Hill Commission	53,000	0	0	0
Total	26,410,000	292,000	1,825,000	0

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

Fund Type	Available 2005-06	Recommended 2006-07	Change
General Fund	4,600,911	0	(4,600,911)
Special Revenue Funds - Federal	63,700,000	59,200,000	(4,500,000)
Special Revenue Funds - Other	14,650,000	14,650,000	0
Total	82,950,911	73,850,000	(9,100,911)

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

Program	Available 2005-06	Recommended 2006-07	Change
Licensing Services			
Special Revenue Funds - Other	550,000	550,000	0
Local Government and Community Services			
General Fund	4,600,911	0	(4,600,911)
Special Revenue Funds - Federal	63,700,000	59,200,000	(4,500,000)
Special Revenue Funds - Other	14,100,000	14,100,000	0
Total	<u>82,950,911</u>	<u>73,850,000</u>	<u>(9,100,911)</u>

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

Comprehensive Construction Program	Available 2005-06	Recommended 2006-07	Change	Reappropriations 2006-07
Local Government and Community Services				
Capital Projects Fund - Authority Bonds	0	0	0	86,571,000
Office of Fire Prevention				
Capital Projects Fund	1,600,000	1,000,000	(600,000)	1,600,000
Total	<u>1,600,000</u>	<u>1,000,000</u>	<u>(600,000)</u>	<u>88,171,000</u>