

# **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 20 regional offices across the State and operates the Academy of Fire Science in Montour Falls, Schuyler County.

## **BUDGET HIGHLIGHTS**

The Executive Budget recommends **\$157.6 million All Funds (\$22.6 million General Fund; \$135 million Other Funds)** for the Department of State. This is a net decrease of **\$17.5 million All Funds** from the 2007-08 budget. This net change results from the elimination of \$19.4 million in nonrecurring program additions offset by continued growth in the Business and Licensing Program, appropriations for the New York State Commission on Uniform State Laws and the Law Revision Commission, and the elimination of funding for the State Ethics Commission which was merged into the Commission on Public Integrity in accordance with Chapter 14 of the Laws of 2007, as well as other adjustments.

The Executive Budget recommends a staffing level of **927 FTEs** for the Department of State, an **increase of 15** from the 2007-08 budget. This net change primarily reflects a decrease in staff resulting from the merger of the State Ethics Commission into the Commission on Public Integrity offset by new hires for Indigent Defense, the Law Revision Commission and licensing enforcement.

Major budget actions include:

- **Licensing Enforcement:** The addition of 19 new FTEs, at a cost of \$1.4 million, to increase compliance with new and existing business licensing requirements on a statewide basis.
- **Indigent Defense:** \$3 million to fund a new program to assess and oversee the efficacy of indigent legal defense across the State. The program will collect and analyze data, provide training, and implement various initiatives to ensure that the rights of indigent defendants are adequately protected and represented in the State's legal system. Additionally, this program would provide \$1 million to fund civil legal service grants through a competitive bidding process. Funding for this program includes the hiring of 15 additional FTE's

**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 Department’s Federal grant programs, including the Appalachian Regional Commission. 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 maintains all certificates on file for businesses and corporations; administers qualifying examinations and licensing of 26 occupations; and prepares the State Register and other publications.
- 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 Law Revision Commission, the Commission on Uniform State Laws, the State Athletic Commission, the Committee on Open Government, and the Tug Hill Commission.

**ALL FUNDS  
APPROPRIATIONS  
(dollars)**

<b>Category</b>	<b>Available 2007-08</b>	<b>Appropriations Recommended 2008-09</b>	<b>Change</b>	<b>Reappropriations Recommended 2008-09</b>
State Operations	73,738,000	80,766,000	7,028,000	37,652,400
Aid To Localities	101,298,490	76,815,000	(24,483,490)	123,778,000
Capital Projects	0	0	0	39,304,000
<b>Total</b>	<b>175,036,490</b>	<b>157,581,000</b>	<b>(17,455,490)</b>	<b>200,734,400</b>

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

<b>Program</b>	<b>Full-Time Equivalent Positions (FTE)</b>		
	<b>2007-08</b>	<b>2008-09</b>	<b>FTE Change</b>
	<b>Estimated FTEs 03/31/08</b>	<b>Estimated FTEs 03/31/09</b>	
Administration			
General Fund	63	63	0
Lake George Park Commission			
Special Revenue Funds - Other	9	9	0
Law Revision Commission			
General Fund	0	3	3
Licensing Services			
Special Revenue Funds - Other	403	423	20
Local Government and Community Services			
General Fund	133	133	0
Special Revenue Funds - Federal	58	58	0
Special Revenue Funds - Other	205	220	15
Tug Hill Commission			
General Fund	18	18	0
Total	<u>889</u>	<u>927</u>	<u>38</u>

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

<b>Fund Type</b>	<b>Available 2007-08</b>	<b>Recommended 2008-09</b>	<b>Change</b>
General Fund	20,828,000	22,611,000	1,783,000
Special Revenue Funds - Federal	11,402,000	11,402,000	0
Special Revenue Funds - Other	41,508,000	46,753,000	5,245,000
Total	<u>73,738,000</u>	<u>80,766,000</u>	<u>7,028,000</u>
Adjustments:			
Transfer(s) From			
Special Pay Bill			
Special Revenue Funds - Other	(12,000)		
Transfer(s) To			
Public Integrity, Commission on			
General Fund	2,245,000		
Appropriated 2007-08	<u>75,971,000</u>		

# STATE

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

<u>Program</u>	<u>Available 2007-08</u>	<u>Recommended 2008-09</u>	<u>Change</u>
Administration			
General Fund	9,126,000	10,646,000	1,520,000
Special Revenue Funds - Other	12,000	0	(12,000)
Lake George Park Commission			
Special Revenue Funds - Other	1,594,000	1,594,000	0
Law Revision Commission			
General Fund	0	158,000	158,000
Licensing Services			
Special Revenue Funds - Other	36,653,000	38,675,000	2,022,000
Local Government and Community Services			
General Fund	9,591,000	10,216,000	625,000
Special Revenue Funds - Federal	11,402,000	11,402,000	0
Special Revenue Funds - Other	3,196,000	6,431,000	3,235,000
Northway Travel Safety Program			
General Fund	1,000,000	0	(1,000,000)
Tug Hill Commission			
General Fund	1,111,000	1,431,000	320,000
Special Revenue Funds - Other	53,000	53,000	0
Uniform State Laws, NY Commission on			
General Fund	0	160,000	160,000
Total	<u>73,738,000</u>	<u>80,766,000</u>	<u>7,028,000</u>

## STATE OPERATIONS - GENERAL AND OFFSET FUNDS SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2008-09 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	5,079,000	603,000	5,032,000	603,000
Law Revision Commission	148,000	148,000	148,000	148,000
Local Government and Community Services	8,567,000	625,000	8,528,000	625,000
Tug Hill Commission	1,021,000	20,000	1,021,000	20,000
Total	<u>14,815,000</u>	<u>1,396,000</u>	<u>14,729,000</u>	<u>1,396,000</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	41,000	0	6,000	0
Law Revision Commission	0	0	0	0
Local Government and Community Services	34,000	0	5,000	0
Tug Hill Commission	0	0	0	0
Total	<u>75,000</u>	<u>0</u>	<u>11,000</u>	<u>0</u>

**STATE OPERATIONS - GENERAL AND OFFSET FUNDS**  
**SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED**  
**APPROPRIATIONS AND CHANGES**  
**2008-09 RECOMMENDED**  
(dollars)

<b>Program</b>	<b>Total</b>		<b>Supplies and Materials</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Administration	5,567,000	917,000	646,000	0
Law Revision Commission	10,000	10,000	2,000	2,000
Local Government and Community Services	1,649,000	0	78,500	0
Northway Travel Safety Program	0	(1,000,000)	0	0
Tug Hill Commission	410,000	300,000	13,000	0
Uniform State Laws, NY Commission on	160,000	160,000	0	0
<b>Total</b>	<b>7,796,000</b>	<b>387,000</b>	<b>739,500</b>	<b>2,000</b>

<b>Program</b>	<b>Travel</b>		<b>Contractual Services</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Administration	58,500	0	4,148,500	917,000
Law Revision Commission	0	0	0	0
Local Government and Community Services	140,300	0	1,047,100	0
Northway Travel Safety Program	0	0	0	0
Tug Hill Commission	8,000	0	387,000	300,000
Uniform State Laws, NY Commission on	0	0	160,000	160,000
<b>Total</b>	<b>206,800</b>	<b>0</b>	<b>5,742,600</b>	<b>1,377,000</b>

<b>Program</b>	<b>Equipment</b>		<b>Maintenance Undistributed</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Administration	714,000	0	0	0
Law Revision Commission	8,000	8,000	0	0
Local Government and Community Services	383,100	0	0	0
Northway Travel Safety Program	0	0	0	(1,000,000)
Tug Hill Commission	2,000	0	0	0
Uniform State Laws, NY Commission on	0	0	0	0
<b>Total</b>	<b>1,107,100</b>	<b>8,000</b>	<b>0</b>	<b>(1,000,000)</b>

**STATE OPERATIONS - OTHER THAN GENERAL FUND AND OFFSET FUNDS**  
**SUMMARY OF APPROPRIATIONS AND CHANGES**  
**2008-09 RECOMMENDED**  
(dollars)

<b>Program</b>	<b>Total</b>		<b>Personal Service</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Administration	0	(12,000)	0	(8,000)
Lake George Park Commission	1,594,000	0	664,000	0
Licensing Services	38,675,000	2,022,000	18,991,000	820,000
Local Government and Community Services	17,833,000	3,235,000	6,354,000	1,050,000
Tug Hill Commission	53,000	0	0	0
<b>Total</b>	<b>58,155,000</b>	<b>5,245,000</b>	<b>26,009,000</b>	<b>1,862,000</b>

<b>Program</b>	<b>Nonpersonal Service</b>		<b>Maintenance Undistributed</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Administration	0	(4,000)	0	0
Lake George Park Commission	930,000	0	0	0
Licensing Services	19,684,000	1,202,000	0	0
Local Government and Community Services	10,879,000	2,185,000	600,000	0
Tug Hill Commission	53,000	0	0	0
<b>Total</b>	<b>31,546,000</b>	<b>3,383,000</b>	<b>600,000</b>	<b>0</b>

**STATE**

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

<u>Fund Type</u>	<u>Available 2007-08</u>	<u>Recommended 2008-09</u>	<u>Change</u>
General Fund	25,248,490	0	(25,248,490)
Special Revenue Funds - Federal	61,400,000	61,400,000	0
Special Revenue Funds - Other	14,650,000	15,415,000	765,000
Total	<u>101,298,490</u>	<u>76,815,000</u>	<u>(24,483,490)</u>

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

<u>Program</u>	<u>Available 2007-08</u>	<u>Recommended 2008-09</u>	<u>Change</u>
Licensing Services			
Special Revenue Funds - Other	550,000	550,000	0
Local Government and Community Services			
General Fund	5,817,911	0	(5,817,911)
Special Revenue Funds - Federal	61,400,000	61,400,000	0
Special Revenue Funds - Other	14,100,000	14,865,000	765,000
Community Projects			
General Fund	19,430,579	0	(19,430,579)
Total	<u>101,298,490</u>	<u>76,815,000</u>	<u>(24,483,490)</u>

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

<u>Comprehensive Construction Program</u>	<u>Available 2007-08</u>	<u>Recommended 2008-09</u>	<u>Change</u>	<u>Reappropriations 2008-09</u>
Local Government and Community Services				
Capital Projects Fund - Authority Bonds	0	0	0	38,177,000
Office of Fire Prevention				
Capital Projects Fund	0	0	0	1,127,000
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>39,304,000</u>