

DEPARTMENT OF STATE

MISSION

The Department of State's mission is to coordinate programs with and provide services to local governments and businesses. The Department protects the public's safety by managing arson, 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 18 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 813 positions for 1999-2000.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

Approximately 32 percent of the Department's operations and local aid programs are funded from fees and other income, 52 percent are funded with Federal grants, and State tax dollars from the General Fund support the remaining 16 percent. The Executive Budget recommends funding of \$98.2 million for the Department of State; \$81.6 million in Federal funding and fee revenues, and \$16.6 million in General Fund support.

Major recommendations include:

- Expedited filing and retrieval services in the Bureau of Corporations to assure New York's business community rapid access to and dissemination of financial information.
- Funding of \$1.4 million to implement legislation authorizing the adoption of model fire prevention, building and energy codes.
- Implementing the 1998 Hearing Aid Dispenser Act requiring the licensing of audiologists.
- Funding of \$5 million for a Revitalization Projects and Infrastructure Renewal (RePAIR) program to assist cities with demolishing and clearing abandoned buildings and vacated industrial and commercial structures.

PROGRAM HIGHLIGHTS

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

- The Local Government and Community Service Program includes the Office of Fire Prevention and Control which works with paid and volunteer fire companies on arson investigations and the handling of hazardous material, and the Division of Code Enforcement and Administration which administers New York's building and energy code. In addition to these activities, staff provide ombudsman services to citizens, offer planning and management services to local governments through its Office for 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 Commission and Community Services Block Grants.

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- 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 license of 13 occupations; and 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 budget contains funds for the Lake George Park Commission, the State Ethics Commission, the State Athletic Commission, the Commission on Uniform State Laws, and the Tug Hill Commission.

ALL FUNDS APPROPRIATIONS

Category	Available 1998-99	Appropriations Recommended 1999-00	Change	Reappropriations Recommended 1999-00
State Operations	\$41,701,600	\$43,487,800	+ \$1,786,200	\$8,040,800
Aid To Localities	62,405,808	53,400,000	-9,005,808	50,067,100
Capital Projects	1,055,000	1,317,000	+ 262,000	1,008,000
Total	<u>\$105,162,408</u>	<u>\$98,204,800</u>	<u>-\$6,957,608</u>	<u>\$59,115,900</u>

ALL FUND TYPES LEVELS OF EMPLOYMENT BY PROGRAM ANNUAL SALARIED POSITIONS

Program	Available 1998-99	1999-00 Recommended Average Fill Level			Change
		Personal Service (Regular)	Maintenance Undistributed	Total Recommended 1999-00	
Administration					
General Fund	46	46	46
Local Government and Community Services					
General Fund	44	44	44
Special Revenue Funds — Federal	75	75	75
Special Revenue Funds — Other	28	16	16	-12
Fiduciary Funds	2	2	2
State Ethics Commission					
General Fund	21	21	21
Licensing Services					
General Fund	17	17	17
Special Revenue Funds — Other	418	412	412	-6
Lake George Park Commission					
Special Revenue Funds — Other	10	10	10
Tug Hill Commission					
General Fund	16	16	16
Clean Water/Clean Air Administration Program					
Capital Project Funds	6	6	6
Subtotal, Direct Funded Programs	<u>683</u>	<u>665</u>	<u>. . . .</u>	<u>665</u>	<u>-18</u>
Suballocations:					
General Fund	4			4
Special Revenue Funds — Federal	3			3
Special Revenue Funds — Other	118			137	+ 19
Capital Project Funds	4			4
Total	<u>812</u>			<u>813</u>	<u>+ 1</u>

**STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE
APPROPRIATIONS**

<u>Fund Type</u>	<u>Available 1998-99</u>	<u>Recommended 1999-00</u>	<u>Change</u>
General Fund	\$10,000,800	\$9,923,500	-\$77,300
Special Revenue Funds — Federal	6,100,000	6,215,000	+ 115,000
Special Revenue Funds — Other	25,600,800	27,349,300	+ 1,748,500
Total	<u>\$41,701,600</u>	<u>\$43,487,800</u>	<u>+ \$1,786,200</u>
Adjustments:			
Transfer(s) From			
Budget, Division of the			
General Fund	-80,600		
Transfer(s) To			
Insurance Department			
Special Revenue Funds — Other	+ 1,575,800		
Appropriated 1998-99	<u>\$43,196,800</u>		

**STATE OPERATIONS
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS**

<u>Program</u>	<u>Available 1998-99</u>	<u>Recommended 1999-00</u>	<u>Change</u>
Administration			
General Fund	\$4,316,000	\$4,298,000	-\$18,000
Local Government and Community Services			
General Fund	2,812,300	2,717,900	-94,400
Special Revenue Funds — Federal	6,100,000	6,215,000	+ 115,000
Special Revenue Funds — Other	1,131,800	2,606,800	+ 1,475,000
State Ethics Commission			
General Fund	1,434,300	1,460,000	+ 25,700
Licensing Services			
General Fund	673,400	641,300	-32,100
Special Revenue Funds — Other	23,483,100	23,775,900	+ 292,800
Lake George Park Commission			
Special Revenue Funds — Other	973,300	954,000	-19,300
Tug Hill Commission			
General Fund	764,800	806,300	+ 41,500
Special Revenue Funds — Other	12,600	12,600
Total	<u>\$41,701,600</u>	<u>\$43,487,800</u>	<u>+ \$1,786,200</u>

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STATE OPERATIONS — GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 1999-00 RECOMMENDED

Program	Total Personal Service		Personal Service Regular (Annual Salaried)		Temporary Service (Nonannual Salaried)	
	Amount	Change	Amount	Change	Amount	Change
Administration	\$2,766,600	-\$26,600	\$2,757,400	-\$26,600	\$2,900
Local Government and Community Services	2,173,300	-94,400	2,153,100	-94,400	20,200
State Ethics Commission	1,167,600	+ 25,700	1,135,700	+ 25,700	21,000
Licensing Services	547,600	-32,100	547,600	-32,100
Tug Hill Commission	699,200	+ 41,500	699,200	+ 41,500
Total	\$7,354,300	-\$85,900	\$7,293,000	-\$85,900	\$44,100

Program	Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change
Administration	\$6,300
Local Government and Community Services
State Ethics Commission	10,900
Licensing Services
Tug Hill Commission
Total	\$17,200

STATE OPERATIONS — GENERAL FUND SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED APPROPRIATIONS AND CHANGES 1999-00 RECOMMENDED

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration	\$1,531,400	+ \$8,600	\$171,000
Local Government and Community Services	544,600	14,700
State Ethics Commission	292,400	26,100
Licensing Services	93,700	10,400
Tug Hill Commission	107,100	7,700
Total	\$2,569,200	+ \$8,600	\$229,900

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration	\$37,600	\$1,229,900
Local Government and Community Services	160,300	368,600
State Ethics Commission	44,000	186,500
Licensing Services	1,100	78,700
Tug Hill Commission	17,900	79,400
Total	\$260,900	\$1,943,100

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Administration	\$3,700	\$89,200	+ \$8,600
Local Government and Community Services	1,000
State Ethics Commission	35,800
Licensing Services	3,500
Tug Hill Commission	2,100
Total	\$46,100	\$89,200	+ \$8,600

**STATE OPERATIONS — OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
1999-00 RECOMMENDED**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Local Government and Community				
Services	\$8,821,800	+ \$1,590,000	\$3,915,700	+ \$79,500
Licensing Services	23,775,900	+ 292,800	13,927,900	-113,200
Lake George Park Commission	954,000	-19,300	483,500	-14,400
Tug Hill Commission	12,600
Total	<u>\$33,564,300</u>	<u>+ \$1,863,500</u>	<u>\$18,327,100</u>	<u>-\$48,100</u>

Program	Nonpersonal Service		Maintenance	Undistributed
	Amount	Change		
Local Government and Community				
Services	\$3,315,500	+ \$69,900	\$1,590,600	+ \$1,440,600
Licensing Services	9,848,000	+ 406,000
Lake George Park Commission	470,500	-4,900
Tug Hill Commission	12,600
Total	<u>\$13,646,600</u>	<u>+ \$471,000</u>	<u>\$1,590,600</u>	<u>+ \$1,440,600</u>

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

Fund Type	Available 1998-99	Recommended 1999-00	Change
General Fund	\$14,065,808	\$5,350,000	-\$8,715,808
Special Revenue Funds — Federal	43,040,000	45,150,000	+ 2,110,000
Special Revenue Funds — Other	300,000	300,000
Fiduciary Funds	5,000,000	2,600,000	-2,400,000
Total	\$62,405,808	<u>\$53,400,000</u>	<u>-\$9,005,808</u>
Adjustments:			
Transfer(s) From			
Local Government Assistance			
General Fund	-350,000		
Appropriated 1998-99	<u>\$62,055,808</u>		

**AID TO LOCALITIES
ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM
APPROPRIATIONS**

Program	Available 1998-99	Recommended 1999-00	Change
Local Government and Community Services			
General Fund	\$3,713,420	\$5,350,000	+ \$1,636,580
Special Revenue Funds — Federal	43,040,000	45,150,000	+ 2,110,000
Fiduciary Funds	5,000,000	2,600,000	-2,400,000
Licensing Services			
Special Revenue Funds — Other	300,000	300,000
Legislative Initiatives			
General Fund	10,352,388	-10,352,388
Total	<u>\$62,405,808</u>	<u>\$53,400,000</u>	<u>-\$9,005,808</u>

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CAPITAL PROJECTS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS

<u>Comprehensive Construction Programs</u>	<u>Available 1998-99</u>	<u>Recommended 1999-00</u>	<u>Change</u>	<u>Reappropriations 1999-00</u>
Office of Fire Prevention and Control Capital Projects Fund	\$549,000	\$729,000	+ \$180,000	\$750,000
Clean Water, Clean Air Implementation Clean Water Clean Air Implementation Fund	348,000	348,000
Design and Construction Supervision Capital Projects Fund	158,000	240,000	+ 82,000	258,000
Total	<u>\$1,055,000</u>	<u>\$1,317,000</u>	<u>+ \$262,000</u>	<u>\$1,008,000</u>