

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 806 positions for 2004-05.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

Approximately 35 percent of the Department's operations and local aid programs are funded from fees and other income, 54 percent from Federal grants, and 11 percent from State tax dollars from the General Fund. The Executive Budget recommends funding of nearly \$138.5 million for the Department of State: \$123.5 million in Federal funding and fee revenues, and \$15 million in General Fund support. The Department has achieved savings for SFY 2004-05 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. Grant funding is also continued for downtown revitalization projects as part of the Governor's Quality Communities Program.

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 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; and administer the Department's Federal grant programs, including the Appalachian Regional Commission and the State Rural Development Council. The

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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 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 2003-04	Appropriations Recommended 2004-05	Change	Reappropriations Recommended 2004-05
State Operations	59,748,000	59,214,000	(534,000)	17,094,000
Aid To Localities	82,591,000	79,275,000	(3,316,000)	96,220,000
Capital Projects	100,000,000	0	(100,000,000)	100,000,000
Total	242,339,000	138,489,000	(103,850,000)	213,314,000

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

Full-Time Equivalent Positions (FTE)

Program	2003-04 Estimated FTEs 03/31/04	2004-05 Estimated FTEs 03/31/05	FTE Change
Administration			
General Fund	47	47	0
Lake George Park Commission			
Special Revenue Funds - Other	9	9	0
Licensing Services			
Special Revenue Funds - Other	370	382	12
Local Government and Community Services			
General Fund	105	98	(7)
Special Revenue Funds - Federal	58	58	0
Special Revenue Funds - Other	178	176	(2)
State Ethics Commission			
General Fund	19	19	0
Tug Hill Commission			
General Fund	17	17	0
Total	803	806	3

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

Fund Type	Available 2003-04	Recommended 2004-05	Change
General Fund	14,307,000	14,003,000	(304,000)
Special Revenue Funds - Federal	10,980,000	10,980,000	0
Special Revenue Funds - Other	34,461,000	34,231,000	(230,000)
Total	59,748,000	59,214,000	(534,000)

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

Program	Available 2003-04	Recommended 2004-05	Change
Administration			
General Fund	5,448,000	5,353,000	(95,000)
Lake George Park Commission			
Special Revenue Funds - Other	1,397,000	1,465,000	68,000
Licensing Services			
Special Revenue Funds - Other	31,299,000	30,401,000	(898,000)
Local Government and Community Services			
General Fund	6,318,000	5,948,000	(370,000)
Special Revenue Funds - Federal	10,980,000	10,980,000	0
Special Revenue Funds - Other	1,712,000	2,312,000	600,000
State Ethics Commission			
General Fund	1,591,000	1,736,000	145,000
Tug Hill Commission			
General Fund	950,000	966,000	16,000
Special Revenue Funds - Other	53,000	53,000	0
Total	<u>59,748,000</u>	<u>59,214,000</u>	<u>(534,000)</u>

**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2004-05 RECOMMENDED
(dollars)**

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration	3,436,000	(337,000)	3,375,000	(340,000)
Local Government and Community Services	4,419,000	(320,000)	4,307,000	(330,000)
State Ethics Commission	1,210,000	73,000	1,210,000	73,000
Tug Hill Commission	865,000	16,000	857,000	16,000
Total	<u>9,930,000</u>	<u>(568,000)</u>	<u>9,749,000</u>	<u>(581,000)</u>

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change	Amount	Change
Administration	60,000	15,000	1,000	(12,000)
Local Government and Community Services	112,000	10,000	0	0
State Ethics Commission	0	0	0	0
Tug Hill Commission	8,000	0	0	0
Total	<u>180,000</u>	<u>25,000</u>	<u>1,000</u>	<u>(12,000)</u>

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**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2004-05 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration	1,917,000	242,000	392,000	222,000
Local Government and Community Services	1,529,000	(50,000)	72,000	0
State Ethics Commission	526,000	72,000	40,000	0
Tug Hill Commission	101,000	0	12,000	0
Total	4,073,000	264,000	516,000	222,000

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration	60,000	0	1,361,000	20,000
Local Government and Community Services	79,000	9,000	288,000	3,000
State Ethics Commission	20,000	0	455,000	212,000
Tug Hill Commission	7,000	0	80,000	0
Total	166,000	9,000	2,184,000	235,000

Program	Equipment	
	Amount	Change
Administration	104,000	0
Local Government and Community Services	1,090,000	(62,000)
State Ethics Commission	11,000	(140,000)
Tug Hill Commission	2,000	0
Total	1,207,000	(202,000)

**STATE OPERATIONS - OTHER THAN GENERAL FUND AND OFFSET FUNDS
SUMMARY OF APPROPRIATIONS AND CHANGES
2004-05 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Lake George Park Commission	1,465,000	68,000	578,000	0
Licensing Services	30,401,000	(898,000)	15,650,000	(862,000)
Local Government and Community Services	13,292,000	600,000	4,597,000	0
Tug Hill Commission	53,000	0	0	0
Total	45,211,000	(230,000)	20,825,000	(862,000)

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Lake George Park Commission	887,000	68,000	0	0
Licensing Services	14,476,000	(311,000)	275,000	275,000
Local Government and Community Services	7,145,000	0	1,550,000	600,000
Tug Hill Commission	53,000	0	0	0
Total	22,561,000	(243,000)	1,825,000	875,000

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

Fund Type	Available 2003-04	Recommended 2004-05	Change
General Fund	4,491,000	1,000,000	(3,491,000)
Special Revenue Funds - Federal	63,700,000	63,700,000	0
Special Revenue Funds - Other	14,400,000	14,575,000	175,000
Total	82,591,000	79,275,000	(3,316,000)

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

Program	Available 2003-04	Recommended 2004-05	Change
Licensing Services			
Special Revenue Funds - Other	300,000	475,000	175,000
Local Government and Community Services			
General Fund	4,491,000	1,000,000	(3,491,000)
Special Revenue Funds - Federal	63,700,000	63,700,000	0
Special Revenue Funds - Other	14,100,000	14,100,000	0
Total	<u>82,591,000</u>	<u>79,275,000</u>	<u>(3,316,000)</u>

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

Comprehensive Construction Program	Available 2003-04	Recommended 2004-05	Change	Reappropriations 2004-05
Local Government and Community Services				
Capital Projects Fund - Authority Bonds	100,000,000	0	(100,000,000)	100,000,000
Total	<u>100,000,000</u>	<u>0</u>	<u>(100,000,000)</u>	<u>100,000,000</u>