

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, and 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 **\$158.4 million All Funds** (\$22.9 million General Fund; \$135.5 million Other Funds) for the Department of State. This is a net decrease of **\$31 million All Funds** from the 2008-09 budget. This net change results from the elimination of \$31.4 million in nonrecurring program additions and \$2.4 million in state operations spending, offset by a new \$2.8 million capital appropriation for the Brownfield Opportunity Areas Program. The Executive Budget recommends a staffing level of **860 FTEs** for the Department of State, a **decrease of 47** from the 2008-09 budget. This decrease primarily reflects the impact of the statewide hiring freeze, implemented by the Executive in July of 2008.

Additionally, the Executive Budget recommends an Article VII proposal to increase examination fees for sixteen disciplines licensed and regulated by the Department.

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

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- planning activities in the New York City/Catskill watershed; administer the Hudson River Valley Greenway program, coordinate New York's coastal resources and waterfront revitalization activities; serve as the lead agency involved in providing technical assistance and administering grants for the Brownfield Opportunity Areas Program 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 Commission on Uniform State Laws, the State Athletic Commission, the Committee on Open Government, and the Tug Hill Commission.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2008-09	Appropriations Recommended 2009-10	Change	Reappropriations Recommended 2009-10
State Operations	82,576,000	80,143,000	(2,433,000)	24,866,000
Aid To Localities	106,946,396	75,526,700	(31,419,696)	116,337,800
Capital Projects	0	2,750,000	2,750,000	7,556,000
Total	189,522,396	158,419,700	(31,102,696)	148,759,800

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

Program	Full-Time Equivalent Positions (FTE)		
	2008-09 Estimated FTEs 03/31/09	2009-10 Estimated FTEs 03/31/10	FTE Change
Administration			
General Fund	58	58	0
Lake George Park Commission			
Special Revenue Funds - Other	9	9	0
Law Revision Commission			
General Fund	3	0	(3)
Licensing Services			
Special Revenue Funds - Other	423	403	(20)
Local Government and Community Services			
General Fund	133	109	(24)
Special Revenue Funds - Federal	58	58	0
Special Revenue Funds - Other	205	205	0
Tug Hill Commission			
General Fund	18	18	0
Total	907	860	(47)

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

<u>Fund Type</u>	<u>Available 2008-09</u>	<u>Recommended 2009-10</u>	<u>Change</u>
General Fund	24,155,000	22,923,000	(1,232,000)
Special Revenue Funds - Federal	11,402,000	11,335,000	(67,000)
Special Revenue Funds - Other	47,019,000	45,885,000	(1,134,000)
Total	<u>82,576,000</u>	<u>80,143,000</u>	<u>(2,433,000)</u>
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(1,018,000)		
Special Revenue Funds - Federal	(488,000)		
Special Revenue Funds - Other	(3,304,000)		
State, Department of			
General Fund	(439,000)		
Special Revenue Funds - Federal	(555,000)		
Special Revenue Funds - Other	(994,000)		
Transfer(s) To			
State, Department of			
General Fund	965,000		
Special Revenue Funds - Federal	67,000		
Special Revenue Funds - Other	956,000		
Appropriated 2008-09	<u>77,766,000</u>		

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

<u>Program</u>	<u>Available 2008-09</u>	<u>Recommended 2009-10</u>	<u>Change</u>
Administration			
General Fund	11,258,000	11,258,000	0
Lake George Park Commission			
Special Revenue Funds - Other	1,639,000	1,509,000	(130,000)
Law Revision Commission			
General Fund	168,000	0	(168,000)
Licensing Services			
Special Revenue Funds - Other	41,727,000	41,112,000	(615,000)
Local Government and Community Services			
General Fund	11,056,000	10,292,000	(764,000)
Special Revenue Funds - Federal	11,402,000	11,335,000	(67,000)
Special Revenue Funds - Other	3,600,000	3,231,000	(369,000)
Tug Hill Commission			
General Fund	1,513,000	1,213,000	(300,000)
Special Revenue Funds - Other	53,000	33,000	(20,000)
Uniform State Laws, NY Commission on			
General Fund	160,000	160,000	0
Total	<u>82,576,000</u>	<u>80,143,000</u>	<u>(2,433,000)</u>

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**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2009-10 RECOMMENDED
(dollars)**

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Administration	5,434,000	0	5,387,000	0
Law Revision Commission	0	(158,000)	0	(158,000)
Local Government and Community Services	8,643,000	(764,000)	8,604,000	(764,000)
Tug Hill Commission	1,103,000	0	1,103,000	0
Total	15,180,000	(922,000)	15,094,000	(922,000)

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
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	75,000	0	11,000	0

**STATE OPERATIONS - GENERAL AND OFFSET FUNDS
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2009-10 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Administration	5,824,000	0	646,000	0
Law Revision Commission	0	(10,000)	0	(2,000)
Local Government and Community Services	1,649,000	0	78,500	0
Tug Hill Commission	110,000	(300,000)	13,000	0
Uniform State Laws, NY Commission on	160,000	0	0	0
Total	7,743,000	(310,000)	737,500	(2,000)

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Administration	58,500	0	4,405,500	0
Law Revision Commission	0	0	0	0
Local Government and Community Services	140,300	0	1,047,100	0
Tug Hill Commission	8,000	0	87,000	(300,000)
Uniform State Laws, NY Commission on	0	0	160,000	0
Total	206,800	0	5,699,600	(300,000)

Program	Equipment	
	Amount	Change
Administration	714,000	0
Law Revision Commission	0	(8,000)
Local Government and Community Services	383,100	0
Tug Hill Commission	2,000	0
Uniform State Laws, NY Commission on	0	0
Total	1,099,100	(8,000)

**STATE OPERATIONS - OTHER THAN GENERAL FUND AND OFFSET FUNDS
SUMMARY OF APPROPRIATIONS AND CHANGES
2009-10 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Lake George Park Commission	1,509,000	(130,000)	624,000	(85,000)
Licensing Services	41,112,000	(615,000)	20,081,000	(615,000)
Local Government and Community Services	14,566,000	(436,000)	5,458,000	(102,000)
Tug Hill Commission	33,000	(20,000)	0	0
Total	57,220,000	(1,201,000)	26,163,000	(802,000)

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Lake George Park Commission	885,000	(45,000)	0	0
Licensing Services	21,031,000	0	0	0
Local Government and Community Services	8,508,000	(334,000)	600,000	0
Tug Hill Commission	33,000	(20,000)	0	0
Total	30,457,000	(399,000)	600,000	0

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

Fund Type	Available 2008-09	Recommended 2009-10	Change
General Fund	30,439,696	0	(30,439,696)
Special Revenue Funds - Federal	61,400,000	61,400,000	0
Special Revenue Funds - Other	15,106,700	14,126,700	(980,000)
Total	106,946,396	75,526,700	(31,419,696)

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

Program	Available 2008-09	Recommended 2009-10	Change
Licensing Services			
Special Revenue Funds - Other	539,000	539,000	0
Local Government and Community Services			
General Fund	5,961,396	0	(5,961,396)
Special Revenue Funds - Federal	61,400,000	61,400,000	0
Special Revenue Funds - Other	14,567,700	13,587,700	(980,000)
Community Projects			
General Fund	24,478,300	0	(24,478,300)
Total	106,946,396	75,526,700	(31,419,696)

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

Comprehensive Construction Program	Available 2008-09	Recommended 2009-10	Change	Reappropriations 2009-10
Local Government and Community Services				
Capital Projects Fund - Authority Bonds	0	0	0	7,006,000
Office of Fire Prevention				
Capital Projects Fund	0	0	0	550,000
Solid and Hazardous Waste Management				
Hazardous Waste Remedial Fund - Oversight & Assessment	0	2,750,000	2,750,000	0
Total	0	2,750,000	2,750,000	7,556,000