



2013 ADMINISTRATION DIVISION ANNUAL REPORT

The Administrative Services Division is responsible for all fiscal management, contract administration, personnel management, physical plant management and office support. Division staff are involved in the preparation of purchase orders and vouchers, fiscal record keeping, determination of availability of funds for the Agency's division programs, payroll and computerization of fiscal records. Staff are also responsible for media relations, community relations and outreach.

Fiscal Management

The Administrative Services Division implemented Governor Cuomo's FY 2013-14 budget as enacted. The Agency met all directives issued by the NYS Division on Budget and provided appropriate funding to maintain the Agency headquarters and staffing. The Agency transitioned many of its fiscal operations in January, 2013 to the newly formed Business Service Center (BSC).

Information Services

Staff assisted the new Information Technology Services Center (ITS) in implementing Governor Cuomo's directive to reorganize state information technology services to reduce cost through shared services. The Agency transitioned its in-house information technology specialist to the Information Technology Services Center in November, 2013. The Agency interacts with ITS on a daily basis regarding its information technology needs and resources. With ITS, the Agency has begun the planning process for transition in the 2014 year to Office 365.

Green Thumb Program

The Agency continued to support the Green Thumb Program with two employees. They employees assist the Agency with its records management processes and maintenance.

Public Affairs

2013 marked the 40th Anniversary of the Adirondack Park Private Land Use and Development Plan. The Agency commemorated the event with a presentation from distinguished individuals who were involved with the formation of the Adirondack Park Agency and the early years of its implementation. The Panel included: Andrew Halloran - first Counsel of the Local Government Review Board, Richard Persico - APA Executive Director (1973-1978), Daniel Smith - Private Attorney and Chair of the Task Force on the Adirondack Park (1984), Richard Hoffman - APA Community Planner/Staff Attorney (1981-1992) and NYS DOS Designee (1998-2008).

The Agency's Chair, Executive Director and Public Information Officer (PIO) continued to actively engage the media to ensure Agency decisions are accurately portrayed. The PIO responded to 354 media inquiries and issued 33 press releases. The PIO conducted 15 outreach events to international delegations, local officials, college students, special interest groups and the general public.

The PIO served as Hearing Officer for one variance hearing and eight state land public hearings. In addition, the PIO managed the webcasting of all Agency Board meetings and administered the Agency's Facebook and Twitter accounts.

The PIO represented the Agency at all State Agency PIO meetings and the monthly meetings of the Local Government Review Board. The PIO drafted and published the 2012 Annual Report.

Action, Coordination, and Efficiency (ACE)

The ACE Team operates as an inter-divisional work team within the Agency and coordinates work activities with the Executive Director and Agency Managers. The team is comprised of staff from the Legal Division: John Burth, Enforcement; Doug Miller, Jurisdictional Office; Ariel Diggory Lynch, Regulatory Programs and Shaun LaLonde, RASS. During 2013 Suzanne McSherry also assisted from Regulatory Programs.

The ACE group focuses on overlapping work responsibilities between programs within the Agency to determine the best way to address a given landowner's situation and improve overall efficiency. The following is a summary of instances involving certain types of overlaps that were tracked in 2013. In addition, the ACE group worked on or provided assistance implementing certain Agency-wide initiatives. Areas of combined work activities and accomplishments include the following:

Jurisdictional Office & Regulatory Programs Division

The ACE Team is tracking how many Jurisdictional Inquiry Forms (JIFs) are Jurisdictional Minor Projects and then tracking them through the pre-application and permitting process. The Agency began this program in April of 2011.

In 2013, the Agency received 53 JIFs that turned out to be Jurisdictional Minor Projects, or an average of 4.4 each month. In each case, the Agency sent the landowner a JIF Supplement Form, rather than a full application, and opened a pre-application file with an assigned Environmental Program Specialist available to answer questions.

Of those 53, the Agency received 26 JIF Supplement Form responses (or applications) for a return rate of 49 percent.

Of those 26 applications, the Agency issued 13 permits (including 1 General Permit), 5 non-jurisdictional determinations, and have 6 applications that remain incomplete. Two applications resulted in potential violations, which were transferred to the enforcement division. One of these has been resolved through issuance of a settlement agreement with the landowner.

Of the 13 Permits issued, 8 applications arrived complete and only 5 of them required a Notice of Incomplete Permit Application.

The Agency expanded this program in 2013 to include permit amendment requests that arrive in the form of a jurisdictional inquiry. The jurisdictional office responded to 5 requests for permit amendments in 2013. In each of these cases, the Agency sent the landowner a cover letter explaining the permit jurisdiction and a checklist of materials required to process the amendment request.

From the 5 amendment requests received in this way, the Agency issued 2 amendments and 1 non-jurisdictional determination. The Agency has not received the necessary additional information for the remaining 2 amendments.

Enforcement Program & Jurisdictional Office

In 2013, the Agency coordinated when a potential violation was found through review of a JIF by referring the JIF to enforcement to address the violation and answer the initial

jurisdictional question. There were 20 enforcement cases opened based on referrals from JIFs in all of 2013. Of those 20 enforcement cases, 18 cases have been resolved and 19 of the JIFs have been answered.

Regulatory Programs Division & Enforcement Program

With the current Master Action Database (MAD), the Agency is unable to track the number of times we wrap-in violations found through review of permit applications. The Agency hopes to be able to track these occurrences with MAD 2.0.

During 2013, the Agency coordinated when resolution of an enforcement case required an after-the-fact permit. There were 3 after-the-fact permits issued in 2013 and no after-the-fact applications under review at the end of 2013.

Resource Analysis and Scientific Services (RASS)

The RASS division reviews materials for every Agency division, often including a site visit. See the RASS report for more details.

RASS continued to coordinate with JIF staff on inquiries requiring field visits. In 2013, a total of 18 JIF site visits were conducted by engineering staff. This combined approach is more efficient for the Agency and the landowner since it often results in design modifications that avoid the need for a variance (e.g., retaining walls), while at the same time resulting in greater protection of the Park's resources at a lower cost to the Agency and the landowner. Engineering staff conducted a total of 126 site visits in 2013, which included JIF's, pre-applications, permit applications and enforcement cases.

2013 Agency-wide Efficiency Initiatives Completed

- memo describing the procedure for handling a project which becomes non-jurisdictional during the course of its review
- revised Minor Project Permit Application
- Agency policy on e-mail and groupwise
- Legal guidance memos
- began use of shared folders for the review of draft documents
- began organization of Server Shortcuts/the X-drive to remove duplicate and out-of-date documents