

Secretary of State

FY 2014 Revised
FY 2015 Recommended
Staff Presentation
March 5, 2014

Program Overview

- Administration
- Corporations
- State Archives
- Elections and Civics
- State Library
- Office of Public Information
- Records Center

Summary by Source

	FY 2014 Enacted	FY 2014 Revised	FY 2015 Governor	Change to Enacted
General Revenues	\$6,497,833	\$6,477,569	\$7,337,203	\$839,370
Federal Funds	-	50,163	-	-
Restricted Receipts	454,931	519,844	529,752	74,821
Total	\$6,952,764	\$7,047,576	\$7,866,955	\$914,191

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Summary by Category

	FY 2014 Enacted	FY 2014 Revised	FY 2015 Governor	Change to Enacted
Salaries & Benefits	\$5,345,507	\$5,366,639	\$5,420,287	\$74,780
Contracted Services	142,425	150,200	292,200	149,775
Operations	1,216,720	1,280,125	1,903,856	687,136
Grants	135,611	135,611	135,611	-
Capital	112,501	115,001	115,001	2,500
Total	\$6,952,764	\$7,047,576	\$7,866,955	\$914,191

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Budget Issues

- Personnel
- Election Expenses
- State Archives
- Lobby Tracker Module
- State Agency Rules and Regulations
- Transition Expenses

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Salaries and Benefits

Full-Time Equivalent Positions

Full-Time Positions	FTEs	Change to Enacted
Enacted Authorized	57.0	-
FY 2015 Request	57.0	-
FY 2015 Governor	57.0	-
FY 2013 Average Filled	54.5	(2.5)
Filled as of February 22	55.0	(2.0)

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Target Budget

- Budget Office provided general revenue target of \$6.9 million
 - Current service adjustments of \$0.8 million
 - 7% reduction of \$0.4 million
- Request \$0.6 million above target
 - Office did not submit a constrained budget request
 - Governor recommends \$0.5 million above target

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Personnel

- FY 2014 Revised - \$5.0 million
 - \$22,125 more than enacted
 - Currently two vacancies
 - Director of Elections, Executive Admin. Assistant
 - Recommendation assumes holding Director of Elections vacant through end of current Secretary of State's term
 - Duties currently being performed by Chief of Staff

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Personnel

- FY 2015 - \$5.1 million
 - \$0.1 million less than requested
 - Assumes additional turnover savings with transition to a new Secretary of State
 - Statewide medical benefits savings and other adjustments
 - 57.0 FTEs, but funds only about 56

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Secretary of State's and Board of Elections' Role in Elections

- Secretary of State's Elections & Civics Division and Board of Elections are charged with different responsibilities
 - Complementary tasks, many of which are mandated by Rhode Island General Laws

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Secretary of State's and Board of Elections' Role in Elections

Secretary of State	Board of Elections
<ul style="list-style-type: none"> • Provides municipalities with forms for candidates • Certifies federal and state candidates for ballot placement • Prepares state and local referenda • Describes and explains state referenda in Voter Handbook 	<ul style="list-style-type: none"> • Supervises all elections • Instructs and certifies all election officials assigned to polls • Trains poll workers • Prepares and distributes poll worker guides and related materials

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Secretary of State's and Board of Elections' Role in Elections

Secretary of State	Board of Elections
<ul style="list-style-type: none"> • Publishes guides for candidates, election officials, and voters • Provides ballot information and polling place locations on website • Prepares and prints ballots • Maintains central voter registration system 	<ul style="list-style-type: none"> • Prepares and delivers voting machines and supplies to polling places • Conducts recounts • Certifies election results to Secretary of State • Conducts voter registration drives

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Election Expenses

- FY 2014 Revised - \$0.7 million
 - \$50,163 more than enacted
 - Online Ballot Marking Tool
 - Federal grant from Department of Defense
 - Upgrade security of UOCAVA ballot access tool
 - Supplement current ballot downloading program for overseas voters

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Election Expenses

- FY 2015 - \$1.1 million
 - \$0.5 million more than enacted
 - Cyclical
 - \$5,500 less than requested

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Election Expenses

- Referenda Costs
 - Referenda are possible every two years, when a general election is held
 - Governor recommends \$135,000 from general revenues
 - Expenses include printing, postage, and legal services
 - Office spent \$134,355 in FY 2013

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State Archives

- Comprehensive archives and records management services for all public records of the State
- Local government records program
 - Provides advisory and technical services to municipal governments regarding public records

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State Archives

- Funded primarily by Historical Records Trust Fund
 - Restricted receipt account
 - Fees collected by cities and towns for various land transactions and for probate filings

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State Archives

- Governor recommends \$0.6 million from all funds in both years
 - \$1,607 less than requested for FY 2014 and \$1,665 more for FY 2015
- General revenues of \$71,141 for FY 2014 and \$69,266 for FY 2015
 - Reflects there are not enough restricted receipts to cover budgeted expenses

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State Archives

Historical Records Trust Fund Receipts:

<i>FY 2007 Actual</i>	<i>\$277,171</i>
<i>FY 2008 Actual</i>	<i>\$407,961</i>
<i>FY 2009 Actual</i>	<i>\$441,365</i>
<i>FY 2010 Actual</i>	<i>\$445,765</i>
<i>FY 2011 Actual</i>	<i>\$451,586</i>
<i>FY 2012 Actual</i>	<i>\$428,160</i>
<i>FY 2013 Actual</i>	<i>\$501,399</i>
<i>FY 2014 Projected</i>	<i>\$481,277</i>
<i>FY 2015 Projected</i>	<i>\$505,328</i>

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State Agency Rules & Regulations

- Secretary of State responsible for maintaining rules and regulations filed by state agencies, boards, and commissions
- \$0.1 million from general revenues to modify existing program for posting rules and regs.
 - Consistent with the Office's request
 - Funds will be used to design, write, and implement new program and convert existing data

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Lobby Tracker Module

- RIGL requires lobbyists to register with Secretary of State
 - Office maintains this info. as public record
 - Current tracking system utilizes unsupported database and outdated programming
- \$12,000 in FY 2014 and \$24,000 in FY 2015 for Lobby Tracker Module
 - Track compensation for lobbyists, expenses, and contributions

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RI Government Owner's Manual

- Printed in odd-numbered years as required by RIGL 22-3-12
 - No funding in enacted budget
- Governor recommends \$14,045
 - Consistent with the Office's request

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State House Tours

- College student volunteers lead tours
- Johnson & Wales coordinates schedules and training
- Governor recommends enacted level of \$12,750 for a contract with Johnson & Wales to coordinate State House Tours
- Office spent an average of \$12,211 annually from FY 2007 to FY 2013

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State House Visitor's Center and Gift Shop

- Opened in December 2013
- Staffed by unpaid interns from Johnson & Wales
- 2012 law created a restricted receipt account
 - Funded by merchandise sales
 - Receipts used to replenish merchandise

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State House Visitor's Center and Gift Shop

- \$5,000 in enacted budget
- \$13,431 for FY 2014 and \$15,000 for FY 2015
 - Based on anticipated purchases

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Transition Expenses

- RIGL 36-1-2.1 requires that all new general officers receive adequate funds for the transition
- Governor recommends \$25,000 for transition to new Secretary of State
- Current Secretary of State term limited

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Quick Start Program

- Online master application where applicants can enter business and contact information just once
 - Information will be automatically entered on all forms the applicant needs to submit
- Application is up and running
- Two state agencies still in non-compliance
 - Lack of integration between systems leads to user having to leave the Quick Start web site

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