

Secretary of State

House Fiscal Staff Presentation

FY 2019 Revised and FY 2020 Recommended

FY 2020 - FY 2024 Capital Recommendation

March 26, 2019

Program Overview

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

Summary by Source

	FY 2019 Enacted	FY 2019 Revised	FY 2020 Governor	Chg. to Enacted
General Revenues	\$9,875,734	\$9,800,081	\$9,233,255	\$(642,479)
Federal Funds	1,983,770	1,983,770	1,016,230	(967,540)
Restricted Receipts	440,658	469,712	451,672	11,014
Other Funds	-	-	-	-
Total	\$12,300,162	\$12,253,563	\$10,701,157	\$(1,599,005)

Summary by Category

	FY 2019 Enacted	FY 2019 Revised	FY 2020 Governor	Chg. to Enacted
Salaries & Benefits	\$6,422,027	\$6,124,795	\$6,019,043	\$(402,984)
Contracted Services	1,210,252	1,417,112	1,472,245	261,993
Operations	4,378,133	4,418,288	2,908,119	(1,470,014)
Assistance & Grants	243,000	243,000	143,000	(100,000)
Capital	46,750	35,368	143,750	97,000
Operating Transfers	-	15,000	15,000	15,000
Total	\$12,300,162	\$12,253,563	\$10,701,157	\$(1,599,005)

Centralized Services

- 2017 Assembly authorized establishment of internal service funds for centralized services
 - Information technology, capital asset management & maintenance, & human resources
- Costs previously budgeted in DOA
 - 2018 Assembly included costs in user agency budgets
 - Final FY 2018 & FY 2019 budget

Centralized Services

	FY 2019 Enacted	FY 2019 Revised	Chg. to Enacted	FY 2020	Chg. to Enacted
IT – GR	\$21,354	\$63,991	\$42,637	\$63,991	\$42,637
IT – All Funds	\$21,354	\$72,611	\$51,257	\$72,611	\$51,257

- There appears to be some disconnect with amounts showing as spent and budget expectation
 - Charges to non-general revenue sources are not occurring

Statewide Savings Initiatives

- Governor distributes statewide general revenue savings enacted for FY 2019 in the Department of Administration
 - Prompt Payment - \$0.4 million
 - Vendors voluntarily offer a discount if payments are received within an agreed upon date
 - Contracts - \$3.0 million
 - Effort to reduce costs of certain commodities
 - Food, maintenance, office equipment, telecommunications
 - Insurance - \$0.5 million
 - Reductions in policies for property & crime

Statewide Savings Initiatives

Initiative	FY 2019 Revised	FY 2020
Prompt Payment	\$(4,993)	\$(4,993)
Contract	(61,490)	(54,476)
Insurance	(5,923)	(6,823)
Total	\$(72,406)	\$(66,292)

- Non general revenue savings are not reflected

Target Budget

- Budget Office provided general revenue target of \$8.8 million
 - Current service adjustments of \$0.7 million
 - 5.0 % reduction of \$0.3 million
- No constrained request submitted
- Recommendation is \$0.4 million above target

Budget Issues

- Staffing
- Help America Vote Act Grant
- Election Expenses
- RI Government Owner's Manual
- Cybersecurity
- Regulatory Reform Initiative
- eGov Initiative
- Other Initiatives
- State Archives
- State House Programs
- Capital Project

Staffing

Full-Time Equivalent Positions

Full-Time Positions	FTEs	Chg. To Enacted
Enacted Authorized	59.0	-
FY 2019 Gov. Rev.	59.0	-
FY 2020 Request	59.0	-
FY 2020 Governor	59.0	-
FY 2020 Funded FTE	51.1	(7.9)
Filled as of March 16	55.0	(4.0)
FY 2018 Average Filled	56.2	(2.8)

Staffing

FY 2020 Governor Recommendation		
	SOS	Statewide
Gross Salaries (in millions)	\$4.4	\$1,249.1
Turnover (in millions)	(0.7)	(42.9)
Turnover %	13.4%	3.4%
Turnover FTE	7.9	529.0
FY 2020 FTE recommended	59.0	15,413.1
Funded FTE	51.1	14,884.1
Filled as of March 16	55.0	14,123.6
Funded but not filled	(3.9)	760.5

Staffing

- Gov. FY 2020 - \$6.0 million
 - \$0.4 million less than enacted
 - Understates current staffing costs
 - Appears to offset increases requested and recommended elsewhere in budget
 - Includes \$50,134 for statewide benefit savings
- Gov. FY 2019 Revised - \$6.1 million
 - \$0.3 million less than enacted
 - Statewide benefit savings - \$45,188
 - Turnover savings

Role in Elections

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

Role in Elections

Board of Elections	Secretary of State
<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	<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

Role in Elections

Board of Elections	Secretary of State
<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	<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

Election Expenses

- Help America Vote Act Election Security
 - Received for FY 2019, \$3.0 million in total from federal funds
 - Funding supports
 - Update of the CVRS, cybersecurity, e-poll books, mail ballot equipment, risk-limiting audits
 - FY 2019 Revised – enacted amount, \$2.0 million
 - FY 2020 - \$1.0 million, balance on the grant

Election Expenses

- Postage
 - Enacted budget included funding to provide return postage for all mail ballots
 - FY 2020 - \$50,000, \$70,000 less than enacted
 - FY 2019 Revised - \$80,000, \$40,000 less
- Referenda Expenses
 - Includes printing of referenda pamphlets, legal counsel, and translator expenses
 - FY 2019 Revised - \$80,000, \$10,000 less
 - No election in FY 2020 and funding is removed

Election Expenses

- Other Elections & Civics Division Operating Expenses
 - FY 2020 - \$1.6 million, \$0.5 million less
 - Lowers funding to reflect only the presidential primary in April 2020
 - Printing, advertising, etc.
 - FY 2019 Revised - \$0.1 million less
 - Mostly a result of lower than expected printing costs

Cybersecurity

- Assess security of the Central Voter Registration System
- Complete general database updates to address security concerns
- FY 2020 - \$0.4 million
 - \$0.3 million more than enacted
- FY 2019 Revised - \$0.3 million
 - \$0.2 million more than enacted

Regulatory Reform Initiative

- FY 2019 Revised - \$0.2 million more than enacted for contractors, total \$221,592
 - Enacted budget includes only \$23,180
 - Funding allows one contractor to be retained until January and one for the entirety of the fiscal year
- No funding in FY 2020

eGov Initiative

- Multiple IT projects
 - Redesigning the Open Meeting Interface
 - Restructuring the Business Services Database
- FY 2020 - \$0.5 million
 - \$0.1 million more than enacted
 - Replace server hardware and retain a contractor for the year
- FY 2019 Revised
 - \$0.1 million less than enacted

Other Initiatives

- Scanning Project
 - \$0.1 million over FY 2019 and FY 2020 to continue to digitize records housed in the Business Services division
 - Enacted budget contains \$42,490
 - Reflects an extended timeline for the project
- Business Assistant Wizard
 - FY 2019 Revised - \$32,000, enacted budget contains \$12,000 to complete upgrades
 - Additional funding to advertise new wizard
 - FY 2020 – no funding recommended

State Archives

- \$0.2 million in both FY 2019 revised and FY 2020 for operations of the Archives
 - \$0.1 million split from both restricted receipts and general revenues
 - FY 2020 - \$29,131 more than enacted
 - FY 2019 Revised - \$15,719 more than enacted
 - Upgrades to computers and digital scanner

State House Programs

- Tour Program
 - \$30,000 in both FY 2019 revised and FY 2020
 - \$5,000 more than enacted
 - Increase allows hosting exhibitions at the State Library
- Visitor's Center
 - Enacted level of \$25,000 for both items in both FY 2019 revised and FY 2020
 - Funds the Visitor's Center & Gift Shop

Grants

- Rhode Island Historical Society
 - \$125,000 from general revenues pursuant to R.I.G.L. 29-2-1
- Newport Historical Society
 - \$18,000 from general revenues pursuant to R.I.G.L. 29-2-2

Capital Project

- Request includes RICAP for relocation of State Archives to a permanent building
 - FY 2020 - \$5.0 million
 - To begin construction
 - Governor recommends \$0.1 million from RICAP in FY 2022 to commence site development
 - No other funding included in five-year plan
- Total estimated cost w/ completed site selection study - \$52.6 million

Reporting Requirements

Title	Author	Schedule	R.I.G.L.	Status
Uniform Commercial Code Secured Transactions Filing Office Report	Secretary of State	Annual, March 1	6A-9-527	In compliance
Disaster Preparedness Plan for the Rhode Island State Archives	State Archivist	Annual, No Date	42-8.1-5	In compliance

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