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

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

### Summary by Category

<table>
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<tr>
<th>Category</th>
<th>FY 2014 Enacted</th>
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<th>FY 2015 Governor</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$5,345,507</td>
<td>$5,366,639</td>
<td>$5,420,287</td>
<td>$74,780</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>142,425</td>
<td>150,200</td>
<td>292,200</td>
<td>149,775</td>
</tr>
<tr>
<td>Operations</td>
<td>1,216,720</td>
<td>1,280,125</td>
<td>1,903,856</td>
<td>687,136</td>
</tr>
<tr>
<td>Grants</td>
<td>135,611</td>
<td>135,611</td>
<td>135,611</td>
<td>-</td>
</tr>
<tr>
<td>Capital</td>
<td>112,501</td>
<td>115,001</td>
<td>115,001</td>
<td>2,500</td>
</tr>
<tr>
<td>Total</td>
<td>$6,952,764</td>
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Budget Issues

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

Salaries and Benefits
Full-Time Equivalent Positions

<table>
<thead>
<tr>
<th>Full-Time Positions</th>
<th>FTEs</th>
<th>Change to Enacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enacted Authorized</td>
<td>57.0</td>
<td>-</td>
</tr>
<tr>
<td>FY 2015 Request</td>
<td>57.0</td>
<td>-</td>
</tr>
<tr>
<td>FY 2015 Governor</td>
<td>57.0</td>
<td>-</td>
</tr>
<tr>
<td>FY 2013 Average Filled</td>
<td>54.5</td>
<td>(2.5)</td>
</tr>
<tr>
<td>Filled as of February 22</td>
<td>55.0</td>
<td>(2.0)</td>
</tr>
</tbody>
</table>
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

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
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

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
### Secretary of State’s and Board of Elections’ Role in Elections

<table>
<thead>
<tr>
<th>Secretary of State</th>
<th>Board of Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provides municipalities with forms for candidates</td>
<td>• Supervises all elections</td>
</tr>
<tr>
<td>• Certifies federal and state candidates for ballot placement</td>
<td>• Instructs and certifies all election officials assigned to polls</td>
</tr>
<tr>
<td>• Prepares state and local referenda</td>
<td>• Trains poll workers</td>
</tr>
<tr>
<td>• Describes and explains state referenda in Voter Handbook</td>
<td>• Prepares and distributes poll worker guides and related materials</td>
</tr>
</tbody>
</table>

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<thead>
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<th>Secretary of State</th>
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</tr>
</thead>
<tbody>
<tr>
<td>• Publishes guides for candidates, election officials, and voters</td>
<td>• Prepares and delivers voting machines and supplies to polling places</td>
</tr>
<tr>
<td>• Provides ballot information and polling place locations on website</td>
<td>• Conducts recounts</td>
</tr>
<tr>
<td>• Prepares and prints ballots</td>
<td>• Certifies election results to Secretary of State</td>
</tr>
<tr>
<td>• Maintains central voter registration system</td>
<td>• Conducts voter registration drives</td>
</tr>
</tbody>
</table>
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

Election Expenses

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

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
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

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
State Archives

**Historical Records Trust Fund Receipts:**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Actual or Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2007</td>
<td>$277,171</td>
</tr>
<tr>
<td>FY 2008</td>
<td>$407,961</td>
</tr>
<tr>
<td>FY 2009</td>
<td>$441,365</td>
</tr>
<tr>
<td>FY 2010</td>
<td>$445,765</td>
</tr>
<tr>
<td>FY 2011</td>
<td>$451,586</td>
</tr>
<tr>
<td>FY 2012</td>
<td>$428,160</td>
</tr>
<tr>
<td>FY 2013</td>
<td>$501,399</td>
</tr>
<tr>
<td>FY 2014</td>
<td>$481,277</td>
</tr>
<tr>
<td>FY 2015</td>
<td>$505,328</td>
</tr>
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</table>

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
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

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
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

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
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

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
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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