Secretary of State

Staff Presentation
FY 2015 Revised and FY 2016 Recommended
April 14, 2015

Program Overview

• Administration
• Corporations
• State Archives
• Elections and Civics
• State Library
• Office of Public Information
• Records Center
### Summary by Source

<table>
<thead>
<tr>
<th></th>
<th>FY 2015 Enacted</th>
<th>FY 2015 Revised</th>
<th>FY 2016 Governor</th>
<th>FY 2016 Change to Enacted</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenues</td>
<td>$7,337,203</td>
<td>$7,296,007</td>
<td>$6,936,530</td>
<td>($400,673)</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>-</td>
<td>34,123</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Restricted Receipts</td>
<td>529,752</td>
<td>541,262</td>
<td>599,108</td>
<td>69,356</td>
</tr>
<tr>
<td>Other Funds</td>
<td>500,000</td>
<td>63,754</td>
<td>436,246</td>
<td>(63,754)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,366,955</strong></td>
<td><strong>$7,935,146</strong></td>
<td><strong>$7,971,884</strong></td>
<td><strong>($395,071)</strong></td>
</tr>
</tbody>
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### Summary by Category

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</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$5,420,287</td>
<td>$5,253,517</td>
<td>$5,680,095</td>
<td>$259,808</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>292,200</td>
<td>301,750</td>
<td>330,000</td>
<td>37,800</td>
</tr>
<tr>
<td>Operations</td>
<td>1,903,856</td>
<td>2,077,878</td>
<td>1,288,931</td>
<td>(614,925)</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>615,001</td>
<td>166,390</td>
<td>537,247</td>
<td>(77,754)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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Budget Issues

• Personnel
• Voter Rolls
• Election Expenses
• State Archives
• Charter Encasement
• Information Technology

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 2016 Request</td>
<td>57.0</td>
<td>-</td>
</tr>
<tr>
<td>FY 2016 Governor</td>
<td>57.0</td>
<td>-</td>
</tr>
<tr>
<td>FY 2014 Average Filled</td>
<td>55.0</td>
<td>(2.0)</td>
</tr>
<tr>
<td>Filled as of April 4</td>
<td>52.0</td>
<td>(5.0)</td>
</tr>
</tbody>
</table>
Operating Budget Request

- Office originally submitted operating request in October 2014
- Revisions submitted in February 2015
  - Reflect new Secretary of State’s priorities
- Governor’s recommendation reflects many of the proposals included in the revisions

Target Budget

- Budget Office provided general revenue target of $6.4 million
  - Current service adjustments of $0.4 million
  - 7.5% reduction of $0.5 million
  - Office’s original request $8,597 below target
- Governor recommends $0.5 million above target
Personnel

- FY 2015 Revised - $5.3 million
  - $0.2 million less than enacted
  - Additional transitional turnover, statewide medical benefit savings and other adjustments
- FY 2016 - $5.7 million
  - $0.3 million more than enacted
  - Fully funds anticipated staffing costs

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>

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

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<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>
Voter Rolls

- Electronic Registration Information Center (ERIC)
  - Formed in 2012 with assistance from Pew
  - Provides members states with info. on:
    - Voters who have moved in state or out of state
    - Voters who have passed away
    - Duplicate registrations
    - Potential voters eligible but not yet registered

Voter Rolls

- ERIC’s membership: 11 states and DC
  - Current membership does not include Florida or the other 10 most populous states
  - Governor recommends requested funding:
    - FY 2015: $35,000 for one-time membership fee and pro-rated annual dues to ERIC
    - FY 2016: $100,000 for annual dues, and mailings to eligible voters not yet registered and voters moved out of state
Election Expenses

- FY 2015 Revised - $1.4 million
  - $0.1 million more than enacted, $2,579 less than requested
    - On-year expenses including referenda costs
- FY 2016 - $0.3 million
  - $0.9 million less than enacted, $7,235 more than requested
    - Off-year expenses including printing costs

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 for public records
- Historical Records Trust Fund receipts
  - Fees collected by cities and towns for various land transactions and for probate filings
State Archives

- Governor recommends $0.7 million from all funds in both years
  - $0.1 million more than requested
- General revenues of $155,076 for FY 2015 and $69,266 for FY 2016
  - Reflects there are not enough restricted receipts to cover budgeted expenses

STATE ARCHIVES

<table>
<thead>
<tr>
<th>Historical Records Trust Fund Receipts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2008</td>
</tr>
<tr>
<td>FY 2009</td>
</tr>
<tr>
<td>FY 2010</td>
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<tr>
<td>FY 2011</td>
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<tr>
<td>FY 2012</td>
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<tr>
<td>FY 2013</td>
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<tr>
<td>FY 2014</td>
</tr>
<tr>
<td>FY 2015 Projected</td>
</tr>
<tr>
<td>FY 2016 Projected</td>
</tr>
</tbody>
</table>
Information Technology

- Governor recommends funding for:
  - Lobby Tracker Module consistent with enacted budget and Office’s request
    - $24,000 each in FY 2015 and FY 2016
  - Improvements to eGov/Information Technology Division consistent with Office’s request
  - Maintenance & repairs of computer equipment

Information Technology

- State Agency Rules & Regs. project
  - $100,000 included in enacted budget, but not recommended
  - Office does not plan to move forward with project
  - In-house project instead in eGov/Information Technology Division
State House Visitor’s Center and Gift Shop

- Opened in December 2013
- Staffed by Rhode Island senior citizens
- 2012 law created a restricted receipt account
  - Funded by merchandise sales
  - Receipts used to replenish merchandise
- Governor recommends $15,000 for both FY 2015 and FY 2016
  - Consistent with enacted budget and request

Rhode Island Charter Encasement

- Enacted budget includes $0.5 million for charter encasement in FY 2015
  - Replace encasement and HVAC & cooling systems protecting the charter
- Governor recommends RICAP funds of $63,754 for FY 2015 and $436,246 for FY 2016
  - Revised project schedule
  - Governor adds $23,000 from gen. rev. to insure charter during transport
Secretary of State

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