

Secretary of State

House Fiscal Staff Presentation

FY 2018 Revised and FY 2019 Recommended

FY 2019 - FY 2023 Capital Recommendation

March 27, 2018

Program Overview

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

Summary by Source

	FY 2018 Enacted	FY 2018 Revised	FY 2019 Governor	Chg. to Enacted
General Revenues	\$8,911,319	\$8,958,301	\$9,861,104	\$949,785
Federal Funds	-	22,859	-	-
Restricted Receipts	439,478	436,666	440,658	1,180
Other Funds	-	107,546	-	-
Total	\$9,350,797	\$9,525,372	\$10,301,762	\$950,965

Summary by Category

General Revenues	FY 2018 Enacted	FY 2018 Revised	FY 2019 Governor	Change to Enacted
Salaries & Benefits	\$6,247,510	\$6,110,776	\$6,407,397	\$159,887
Contracted Services	438,698	688,307	385,252	(53,446)
Operations	2,481,388	2,455,093	3,319,363	837,975
Assistance & Grants	143,976	143,000	143,000	(976)
Capital	39,225	128,196	46,750	7,525
Total	\$9,350,797	\$9,525,372	\$10,301,762	\$950,965

Undistributed Savings

- FY 2018 enacted budget includes \$25.0 million of statewide savings
 - Undistributed in DOA's budget
- Governor's revised budget has proposals that total \$25.0 million
 - Not all repeat in FY 2019
- Secretary of State
 - No savings attributed to agency

Centralized Services

- 2017 Assembly authorized establishment of internal service funds for centralized services
 - Information technology, capital asset management & maintenance, & HR
- Costs previously budgeted in DOA
 - Methodology on distribution needs review
 - Long term impacts and transparency concerns

Centralized Services

- Governor's budget allocates costs to user agencies

General Revenues	FY 2018	FY 2019
Information Technology	\$21,191	\$21,354

Summary by Source Excluding Internal Service Funds

	FY 2018 Enacted	FY 2018 Revised	FY 2019 Governor	Chg. to Enacted
General Revenues	\$8,911,319	\$8,937,110	\$9,839,750	\$928,431
Federal Funds	-	22,859	-	-
Restricted Receipts	439,478	436,666	440,658	1,180
Other Funds	-	107,546	-	-
Total	\$9,350,797	\$9,504,181	\$10,280,408	\$929,611

Target Budget

- Budget Office provided general revenue target of \$8.5 million
 - Current service adjustments of \$0.5 million
 - 10.0 % reduction of \$0.8 million
- No constrained request submitted
- Recommendation is \$0.5 million above target, excluding centralized services

Budget Issues

- Staffing
- Election Expenses
- RI Government Owner's Manual
- Cybersecurity
- Regulatory Reform Initiative
- eGov Initiative
- Scanning Project
- Business Assistant Wizard
- State Archives
- Microfilm and Declaration Preservation
- State House Programs
- Capital Project

Staffing

Full-Time Equivalent Positions

Full-Time Positions	FTEs	Chg. To Enacted
Enacted Authorized	59.0	-
FY 2018 Gov. Rev.	59.0	-
FY 2019 Request	59.0	-
FY 2019 Governor	59.0	-
FY 2019 Funded FTE	59.0	-
Filled as of March 17	56.0	(3.0)
FY 2017 Average Filled	55.7	(3.3)

Staffing

FY 2019 Governor Recommendation		
	SOS	Statewide
Gross Salaries (in millions)	\$4.1	\$1,117.1
Turnover (in millions)	-	(42.9)
Turnover %	-	3.8%
Turnover FTE	-	592.0
FY 2019 FTE recommended	59.0	15,426.5
Funded FTE	59.0	14,834.5
Filled as of March 17	56.0	13,875.0
Funded but not filled	3.0	945.3

Staffing

- Gov. FY 2019 - \$6.4 million
 - \$0.2 million more than enacted
 - Current services
 - Position shift from general revenues to restricted receipts/records center fund
 - Overstates cost of interns by \$36,000
- Gov. FY 2018 Revised - \$6.1 million
 - \$0.1 million less than enacted
 - Turnover and aforementioned cost shift

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 – FY 2019

Item	Gov. Recommended
Prepaid Mail Ballots	\$120,000
Election Expenses	706,448
Referenda Expenses	90,000
Other Operating Expenses	1,465,214
Total	\$2,381,662

Election Expenses – FY 2019

- Prepaid Mail Ballots - \$0.1 million
 - Would provide return postage for all mail ballots
 - Currently, only those in the military, living overseas, or incapacitated are provided prepaid return envelopes
 - Last election:
 - Of 24,761 mail ballots paid to go out, return postage was paid for 5,748
 - Approximately 20,000 additional ballots would be prepaid

Election Expenses – FY 2019

- Election Expenses - \$0.7 million
 - Temporary workers, advertising, printing
 - \$37,129 more than last election
- Referenda Expenses - \$0.1 million
 - Includes printing of referenda pamphlets, legal counsel, and translator expenses
 - \$11,151 more than last election

Election Expenses – FY 2019

- Other Elections & Civics Division Operating Expenses - \$1.5 million
 - \$17,341 more than enacted
 - \$20,000 more for legal services in line with FY 2017 expenditures
 - \$2,659 reduction to all other expenses
 - \$0.4 million less than FY 2017
 - Result of one-time purchase of electronic poll books

RI Government Owner's Manual

- FY 2019 - \$16,000
 - Mandated by Rhode Island General Law, Section 22-3-12
 - Printed in odd-numbered years
 - \$629 less than FY 2017 expenditures

Cybersecurity

- \$120,000 over FY 2018 and FY 2019
 - Testing carried out and completed before November 2018
 - Paid over two years
 - Assess the security of the Central Voter Registration System

Regulatory Reform Initiative

- \$0.4 million over FY 2018 and FY 2019 for contractors
 - \$0.2 million more than enacted
 - Contractors hired late in FY 2017 and cost less than estimated
 - Funding retains contractors through July 2018
 - Code of Regulations expected to go live during FY 2018

eGov Initiative

- \$0.6 million over FY 2018 and FY 2019 for IT expenditures
 - FY 2018 Revised and FY 2019 - \$0.3 million each
 - Enacted budget contains \$0.4 million
 - Agency indicates this funds multiple projects such as:
 - Redesigning the Open Meeting Interface
 - Restructuring the Business Services Database

Scanning Project

- \$78,740 over FY 2018 and FY 2019 to digitize records housed in the Business Services division
 - Enacted budget contains \$50,000
 - FY 2018 revised - \$35,800; FY 2019 - \$42,940
 - \$28,740 more than original estimation
 - Reflects an extended timeline for the project

Business Assistant Wizard

- \$12,000 in both FY 2018 and FY 2019 to redesign current business start-up portal
 - Response to recommendation from the Office of Internal Audit
 - Find a better way to track funding with the system
 - Recommendation submitted November 2017

State Archives

- \$0.2 million in both FY 2018 and FY 2019 for operations of the Archives
 - FY 2018 Revised - \$17,372 less than enacted
 - FY 2019 - \$28,270 less than enacted
 - Reflects shift of rent expenditures to Records Center Fund
 - Offset by items on next slide

Microfilm and Declaration Preservation

- Microfilm Machines
 - \$15,000 over FY 2018 and FY 2019 for purchase of three machines
 - Cost split between restricted receipts and Records Center Fund
- Declaration of Independence Preservation
 - \$30,000 over both years for the conservation and emergency stabilization of the state's original copy of the Declaration of Independence

State House Programs

- Tour Program and Visitor's Center
 - Enacted level of \$25,000 for both items in both FY 2018 and FY 2019
 - Total of \$50,000 in each year
 - Funds the tour program for the State House as well as 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 2018 Revised - \$0.1 million
 - For site selection study
 - FY 2019 - \$5.0 million
 - To begin construction
 - Governor does not recommend funding beyond the site selection study for FY 2018
- Total Cost: site selection study estimates \$52.4 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	Not 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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