

State of Rhode Island and Providence Plantations

# Budget



## Fiscal Year 2016

Volume I – General Government and Quasi-Public Agencies

Gina M. Raimondo, Governor

# Agency

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## Department Of State

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### Agency Mission

The objective of the Office of the Secretary of State is to effectively administer all activities of the Office prescribed by the Rhode Island Constitution and state law. To make it easier to vote and improve public access to government at all levels by collecting and distributing information as widely as possible and making information available electronically. To create jobs and promote economic development by offering programs and services that make it easier for business to grow.

### Agency Description

The Office of the Secretary of State was established under the Rhode Island Constitution as one of the five general offices subject to voter election. As the custodian of state records, the Office has a vital role in providing the public with basic information about the workings of state government. The Office consists of six divisions and one internal service fund.

### Statutory History

Article IV, paragraph 4 of the Rhode Island State Constitution, and R.I.G.L. 42-8 establish the Secretary of State and address areas concerning elections, legislative records, archives, and distribution and exchange of documents; Title 17 Chapters 14, 15 and 22 also refer to elections; Title 19 Chapter 1 refers to corporations; Title 29 establishes the state library and the Legislative Reference Bureau; Title 29 Chapter 1 also refers to the distribution of documents.

# Budget

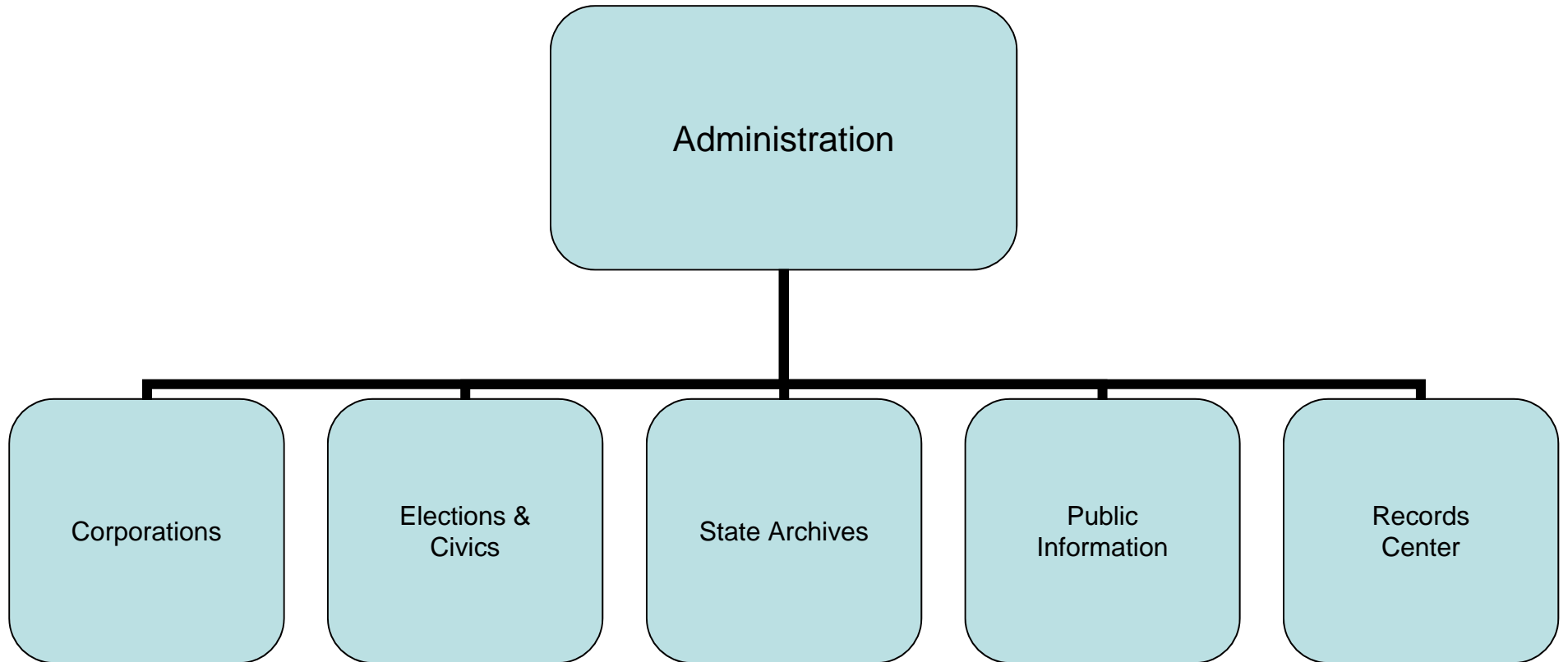
## Department Of State

	FY 2013 Audited	FY 2014 Audited	FY 2015 Enacted	FY 2015 Revised	FY 2016 Recommend
<b>Expenditures By Program</b>					
Administration	1,995,449	2,197,843	2,205,748	2,264,550	2,553,390
Corporations	2,074,434	2,139,634	2,278,601	2,242,682	2,302,691
State Archives	590,173	546,484	584,018	681,338	653,374
Elections and Civics	1,686,642	768,952	1,636,292	1,629,858	1,017,899
State Library	598,440	519,444	521,178	543,537	536,744
Office of Public Information	368,703	496,156	1,141,118	573,181	907,786
<i>Internal Services</i>	<i>[854,869]</i>	<i>[870,625]</i>	<i>[882,436]</i>	<i>[874,022]</i>	<i>[813,687]</i>
<b>Total Expenditures</b>	<b>\$7,313,841</b>	<b>\$6,668,513</b>	<b>\$8,366,955</b>	<b>\$7,935,146</b>	<b>\$7,971,884</b>
<b>Expenditures By Object</b>					
Personnel	5,219,821	5,333,698	5,712,487	5,555,267	6,010,095
Operating Supplies and Expenses	1,831,199	1,060,999	2,403,856	2,077,878	1,288,931
Assistance and Grants	135,299	134,635	135,611	135,611	135,611
<b>Subtotal: Operating Expenditures</b>	<b>7,186,319</b>	<b>6,529,332</b>	<b>8,251,954</b>	<b>7,768,756</b>	<b>7,434,637</b>
Capital Purchases and Equipment	127,522	139,181	115,001	166,390	537,247
<b>Total Expenditures</b>	<b>\$7,313,841</b>	<b>\$6,668,513</b>	<b>\$8,366,955</b>	<b>\$7,935,146</b>	<b>\$7,971,884</b>
<b>Expenditures By Funds</b>					
General Revenue	6,810,969	6,196,251	7,337,203	7,296,007	6,936,530
Federal Funds	2,541	16,040	-	34,123	-
Restricted Receipts	500,331	456,222	529,752	541,262	599,108
Operating Transfers from Other Funds	-	-	500,000	63,754	436,246
<b>Total Expenditures</b>	<b>\$7,313,841</b>	<b>\$6,668,513</b>	<b>\$8,366,955</b>	<b>\$7,935,146</b>	<b>\$7,971,884</b>
<b>FTE Authorization</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>

# The Agency

Office of the Secretary of State

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# The Program

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## Department Of State Administration

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### **Program Mission**

To provide administrative support for the efficient and secure operation of the Office of the Secretary of State.

### **Program Description**

The Administration Program provides support functions for the Office of the Secretary of State. The program has six functions, with the responsibilities of each described below.

Personnel maintains personnel records and provides administrative support for payroll and personnel matters.

Fiscal Management monitors accounts payable and accounts receivable for the department and prepares the budget for the Office of the Secretary of State.

E-government and Information Technology develops and implements model e-government solutions to collect and distribute information to the public and provides support for the department's computer systems for the Office.

Constituent Affairs collects and distributes information to the public and coordinates responses to inquiries from the public.

Communications communicates the programs and services offered to Rhode Islanders and serves as the liaison with the media.

Policy and Legislative Affairs researches, plans and develops innovative policy initiatives that serve as models for the country and develops legislation for passage that moves those policy initiatives forward.

### **Statutory History**

The Office of the Secretary of State was established by the Rhode Island Constitution as one of the five general offices subject to voter election. R.I.G.L. 42-8 established the Department of State under the Secretary of State. The Secretary of State is also responsible for the duties contained in R.I.G.L. 22-3-14 and 36-1-4.

# Personnel

## Department Of State Agency Summary

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
Unclassified		57.0	3,750,815	57.0	3,791,066
<b>Subtotal</b>		<b>57.0</b>	<b>\$3,750,815</b>	<b>57.0</b>	<b>\$3,791,066</b>
Turnover		-	(\$198,192)	-	(\$71,430)
<b>Subtotal</b>		<b>-</b>	<b>(\$198,192)</b>	<b>-</b>	<b>(\$71,430)</b>
<b>Total Salaries</b>		<b>57.0</b>	<b>\$3,552,623</b>	<b>57.0</b>	<b>\$3,719,636</b>
<b>Benefits</b>					
Payroll Accrual			19,970		20,858
FICA			269,517		282,410
Retiree Health			242,507		226,155
Health Benefits			631,698		774,986
Retirement			860,613		911,668
<b>Subtotal</b>			<b>\$2,024,305</b>		<b>\$2,216,077</b>
<b>Total Salaries and Benefits</b>		<b>57.0</b>	<b>\$5,576,928</b>	<b>57.0</b>	<b>\$5,935,713</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$97,841</b>		<b>\$104,135</b>
<b>Statewide Benefit Assessment</b>			<b>\$151,214</b>		<b>\$158,396</b>
<b>Payroll Costs</b>		<b>57.0</b>	<b>\$5,728,142</b>	<b>57.0</b>	<b>\$6,094,109</b>
<b>Purchased Services</b>					
Information Technology			195,000		246,000
University and College Services			12,750		15,000
Legal Services			95,000		70,000
Training and Educational Services			135		135
<b>Subtotal</b>			<b>\$302,885</b>		<b>\$331,135</b>
<b>Total Personnel</b>		<b>57.0</b>	<b>\$6,031,027</b>	<b>57.0</b>	<b>\$6,425,244</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		49.0	\$5,137,668	49.0	\$5,591,289
Restricted Receipts		4.0	\$417,599	4.0	\$418,806
Other Funds		4.0	\$475,760	4.0	\$415,149
<b>Total All Funds</b>		<b>57.0</b>	<b>\$6,031,027</b>	<b>57.0</b>	<b>\$6,425,244</b>

# The Budget

## Department Of State Administration

	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Administration	971,149	1,078,497	1,142,902	1,289,099	1,293,871
Personnel and Finance	476,725	481,648	476,148	347,479	435,228
Information Technology	547,575	637,698	586,698	627,972	824,291
<b>Total Expenditures</b>	<b>\$1,995,449</b>	<b>\$2,197,843</b>	<b>\$2,205,748</b>	<b>\$2,264,550</b>	<b>\$2,553,390</b>
<b>Expenditures By Object</b>					
Personnel	1,818,536	2,006,998	2,020,690	2,052,885	2,309,920
Operating Supplies and Expenses	130,506	143,583	138,682	177,654	211,094
Assistance and Grants	664	-	976	976	976
<b>Subtotal: Operating Expenditures</b>	<b>1,949,706</b>	<b>2,150,581</b>	<b>2,160,348</b>	<b>2,231,515</b>	<b>2,521,990</b>
Capital Purchases and Equipment	45,743	47,262	45,400	33,035	31,400
<b>Total Expenditures</b>	<b>\$1,995,449</b>	<b>\$2,197,843</b>	<b>\$2,205,748</b>	<b>\$2,264,550</b>	<b>\$2,553,390</b>
<b>Expenditures By Funds</b>					
General Revenue	1,995,449	2,197,843	2,205,748	2,264,550	2,553,390
<b>Total Expenditures</b>	<b>\$1,995,449</b>	<b>\$2,197,843</b>	<b>\$2,205,748</b>	<b>\$2,264,550</b>	<b>\$2,553,390</b>

# Personnel

## Department Of State Administration

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
COMMUNICATIONS DIRECTOR/SENIOR ADVISOR	08646A	1.0	148,097	1.0	126,951
DEPUTY SOS/CHIEF OF STAFF	08646A	1.0	124,951	1.0	124,951
SECRETARY OF STATE	00531F	1.0	108,808	1.0	117,637
DEPUTY SOS/DIRECTOR OF ADMINISTRATION	08646A	1.0	89,667	1.0	128,295
COMMUNITY RELATIONS & ADVANCE	08627A	1.0	86,403	1.0	57,177
EXECUTIVE ASSISTANT COMMUNICATION & CHIEF INNOVATION OFFICER	08633A 08640A	1.0 1.0	84,673 78,984	1.0 1.0	88,213 98,340
DIRECTOR OF FINANCE AND PERSONNEL	08638A	1.0	77,782	1.0	88,798
SENIOR PROGRAMMER	08633A	1.0	70,466	1.0	73,043
ADMINISTRATIVE ASSISTANT	05325A	2.0	129,105	2.0	131,686
SENIOR GRAPHICS DESIGNER (SECRETARY OF COMPUTER PROGRAMMER (SECRETARY OF STATE)	05326A 08625A	1.0 1.0	62,739 60,126	1.0 1.0	62,739 67,885
PROJECT MANAGER	08624A	1.0	55,862	1.0	55,862
LEGISLATIVE AFFAIRS	08636A	1.0	51,977	1.0	81,048
EXECUTIVE ASSISTANT	08624A	1.0	50,992	1.0	51,064
VISITOR CENTER MANAGER	05319A	1.0	38,566	1.0	38,566
COMMUNICATIONS ASSISTANT	08613A	1.0	35,756	1.0	36,539
ADMINISTRATIVE ASSISTANT	08619A	-	-	-	38,566
<b>Subtotal</b>		<b>18.0</b>	<b>\$1,354,954</b>	<b>18.0</b>	<b>\$1,467,360</b>
Turnover		-	(40,028)	-	(29,145)
<b>Subtotal</b>		-	<b>(\$40,028)</b>	-	<b>(\$29,145)</b>
<b>Total Salaries</b>		<b>18.0</b>	<b>\$1,314,926</b>	<b>18.0</b>	<b>\$1,438,215</b>
<b>Benefits</b>					
Payroll Accrual			7,394		8,073
FICA			98,332		108,798
Retiree Health			93,086		90,712
Health Benefits			170,759		256,753
Retirement			312,362		346,042
<b>Subtotal</b>			<b>\$681,933</b>		<b>\$810,378</b>
<b>Total Salaries and Benefits</b>		<b>18.0</b>	<b>\$1,996,859</b>	<b>18.0</b>	<b>\$2,248,593</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$110,937</b>		<b>\$124,922</b>
<b>Statewide Benefit Assessment</b>			<b>\$56,026</b>		<b>\$61,327</b>
<b>Payroll Costs</b>		<b>18.0</b>	<b>\$2,052,885</b>	<b>18.0</b>	<b>\$2,309,920</b>
<b>Total Personnel</b>		<b>18.0</b>	<b>\$2,052,885</b>	<b>18.0</b>	<b>\$2,309,920</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		18.0	\$2,052,885	18.0	\$2,309,920
<b>Total All Funds</b>		<b>18.0</b>	<b>\$2,052,885</b>	<b>18.0</b>	<b>\$2,309,920</b>



# The Program

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## Department Of State Corporations

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### **Program Mission**

To serve as the official agent and record keeper on behalf of the State of Rhode Island for all official corporate filings, UCC filings, and Notary/Trademark applications and to provide requested information concerning the data from the program.

### **Program Description**

Corporations maintains filings for active and inactive Rhode Island and foreign business corporations, nonprofit corporations, limited partnerships and limited liability companies. Corporate information is maintained in a computer database.

Online access is provided to the following public databases: Corporate Database, New Entities Listing, Rejected Documents Look-Up, Corporate Card Catalog Look-Up, UCC Search, Trademark/Service Mark Database, Notary Public Look-Up, Verify an Issued Certificate, and Verify an Issued Apostille. Business and UCC filers can file electronically.

Additionally, the Corporations Division encompasses six (6) service sections: Business Filings, Uniform Commercial Code, Trademark & Service Mark, Notary Public, Certification/Authentication and the First Stop Business Information Center.

### **Statutory History**

The functions of the Division of Business Services are outlined in Chapters 1, 1.2 – 16 of Title 7 Corporations & Partnerships; Chapter 6-2 Registration and Protection of Trademarks; Chapter 6A-9 Secured Transactions; Chapter 42-30 Notaries and Justice of the Peace; and Chapter 11-50 Games of Chance, and Chapter 42-132 Business Fast-Start Office.

# The Budget

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## Department Of State Corporations

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Corporations	1,791,089	1,954,596	2,018,136	2,083,534	2,141,239
First Stop Business Inf.	283,345	185,038	260,465	159,148	161,452
<b>Total Expenditures</b>	<b>\$2,074,434</b>	<b>\$2,139,634</b>	<b>\$2,278,601</b>	<b>\$2,242,682</b>	<b>\$2,302,691</b>
<b>Expenditures By Object</b>					
Personnel	1,686,183	1,736,448	1,890,475	1,844,720	1,900,793
Operating Supplies and Expenses	365,298	382,932	378,826	388,662	392,598
<b>Subtotal: Operating Expenditures</b>	<b>2,051,481</b>	<b>2,119,380</b>	<b>2,269,301</b>	<b>2,233,382</b>	<b>2,293,391</b>
Capital Purchases and Equipment	22,953	20,254	9,300	9,300	9,300
<b>Total Expenditures</b>	<b>\$2,074,434</b>	<b>\$2,139,634</b>	<b>\$2,278,601</b>	<b>\$2,242,682</b>	<b>\$2,302,691</b>
<b>Expenditures By Funds</b>					
General Revenue	2,074,434	2,139,634	2,278,601	2,242,682	2,302,691
<b>Total Expenditures</b>	<b>\$2,074,434</b>	<b>\$2,139,634</b>	<b>\$2,278,601</b>	<b>\$2,242,682</b>	<b>\$2,302,691</b>

# Personnel

## Department Of State Corporations

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08635A	1.0	98,071	1.0	100,033
RESEARCH AIDE	08610A	1.0	35,084	1.0	35,084
ADMINISTRATIVE ASST (SECRETARY OF STATE)	05326A	1.0	71,702	1.0	73,136
ADMINISTRATIVE ASSISTANT	05322A	1.0	53,382	1.0	54,450
ADMINISTRATIVE ASSISTANT	05319A	7.0	359,404	7.0	366,593
ADMINISTRATIVE ASSISTANT	05316A	11.0	532,335	11.0	494,974
INTERN	00274H	-	12,000	-	12,000
<b>Subtotal</b>		<b>22.0</b>	<b>\$1,161,978</b>	<b>22.0</b>	<b>\$1,136,270</b>
Turnover		-	(50,507)	-	(21,627)
<b>Subtotal</b>		<b>-</b>	<b>(\$50,507)</b>	<b>-</b>	<b>(\$21,627)</b>
<b>Total Salaries</b>		<b>22.0</b>	<b>\$1,111,471</b>	<b>22.0</b>	<b>\$1,114,643</b>
<b>Benefits</b>					
Payroll Accrual			6,246		6,245
FICA			85,026		85,269
Retiree Health			74,212		66,158
Health Benefits			245,385		271,792
Retirement			275,103		279,272
<b>Subtotal</b>			<b>\$685,972</b>		<b>\$708,736</b>
<b>Total Salaries and Benefits</b>		<b>22.0</b>	<b>\$1,797,443</b>	<b>22.0</b>	<b>\$1,823,379</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$81,702</b>		<b>\$82,881</b>
<b>Statewide Benefit Assessment</b>			<b>\$47,277</b>		<b>\$47,414</b>
<b>Payroll Costs</b>		<b>22.0</b>	<b>\$1,844,720</b>	<b>22.0</b>	<b>\$1,870,793</b>
<b>Purchased Services</b>					
Legal Services			-		30,000
<b>Subtotal</b>			<b>-</b>		<b>\$30,000</b>
<b>Total Personnel</b>		<b>22.0</b>	<b>\$1,844,720</b>	<b>22.0</b>	<b>\$1,900,793</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		22.0	\$1,844,720	22.0	\$1,900,793
<b>Total All Funds</b>		<b>22.0</b>	<b>\$1,844,720</b>	<b>22.0</b>	<b>\$1,900,793</b>

# The Program

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## Department Of State State Archives

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### **Program Mission**

To provide comprehensive archives and records management services for all public records in the State; to provide information on the preservation of historical records; and to provide information from and access to the State government archives.

### **Program Description**

The State Archives is the Division of the Department of State charged with preserving and maintaining the permanent records of state government. The "State Archives and Historical Records Act" created the State Archives as the "official custodian and trustee for the state of all public records of permanent historical, legal or other value". The collection of historical records, dating from 1638 to the present, is available to the public for research. Archives staff provides reference assistance to researchers at the Archives facility, and by mail, phone, and e-mail. Publications, guides and finding aids to the collections are available onsite and through the Internet, as well as an online catalog. The State Archives also features exhibits and displays that are free and open to the public in addition to online virtual exhibits.

The Division operates the Local Government Records Program, which was established in 1992 with federal grant funding from the National Historical Publications and Records Commission. The program was designed to provide advisory and technical services relating to records and archives for local governments in the state. The 1993 Session of the General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program and for the Division. The program provides records management advice, assistance and consultation to all departments of municipal government, as well as developing records control schedules that govern the retention and disposition of municipal records. The program actively works with Town and City Clerks to better preserve and administer the historical records in their care. Workshops and talks are provided to municipal personnel about records management functions and archival records administration and preservation. In conjunction with the Public Records Administration, the program also publishes guidelines and regulations about records and records issues.

### **Statutory History**

The authority of the State Archives is granted from Rhode Island General Law sections 42-8.1, 38-1 and 38-3. Functions of the State Archives are also outlined in Public Law 1989, Chapter 341, Public Law 1992, Chapter 241, Public Law 1993, Chapters 385 & 417, and Public Law 2007, Chapter 73, Article 36.

# The Budget

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## Department Of State State Archives

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Operations	590,173	546,484	584,018	681,338	653,374
<b>Total Expenditures</b>	<b>\$590,173</b>	<b>\$546,484</b>	<b>\$584,018</b>	<b>\$681,338</b>	<b>\$653,374</b>
<b>Expenditures By Object</b>					
Personnel	347,154	347,481	352,330	417,599	418,806
Operating Supplies and Expenses	240,738	194,635	227,638	259,689	230,518
<b>Subtotal: Operating Expenditures</b>	<b>587,892</b>	<b>542,116</b>	<b>579,968</b>	<b>677,288</b>	<b>649,324</b>
Capital Purchases and Equipment	2,281	4,368	4,050	4,050	4,050
<b>Total Expenditures</b>	<b>\$590,173</b>	<b>\$546,484</b>	<b>\$584,018</b>	<b>\$681,338</b>	<b>\$653,374</b>
<b>Expenditures By Funds</b>					
General Revenue	89,842	101,102	69,266	155,076	69,266
Restricted Receipts	500,331	445,382	514,752	526,262	584,108
<b>Total Expenditures</b>	<b>\$590,173</b>	<b>\$546,484</b>	<b>\$584,018</b>	<b>\$681,338</b>	<b>\$653,374</b>

# Personnel

## Department Of State State Archives

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR OF ARCHIVES & RECORDS	08634A	1.0	94,691	1.0	96,585
SENIOR MONITORING AND EVALUATION	05325A	1.0	65,987	1.0	67,306
SENIOR INFORMATION AND PUBLIC RELATION	05324A	1.0	63,264	1.0	64,529
ADMINISTRATIVE AIDE	05315A	1.0	41,819	1.0	42,656
<b>Subtotal</b>		<b>4.0</b>	<b>\$265,761</b>	<b>4.0</b>	<b>\$271,076</b>
Turnover		-	-	-	(5,315)
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$5,315)</b>
<b>Total Salaries</b>		<b>4.0</b>	<b>\$265,761</b>	<b>4.0</b>	<b>\$265,761</b>
<b>Benefits</b>					
Payroll Accrual			1,510		1,505
FICA			20,331		20,331
Retiree Health			17,939		15,945
Health Benefits			35,181		37,562
Retirement			65,450		66,275
<b>Subtotal</b>			<b>\$140,411</b>		<b>\$141,618</b>
<b>Total Salaries and Benefits</b>		<b>4.0</b>	<b>\$406,172</b>	<b>4.0</b>	<b>\$407,379</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$101,543</b>		<b>\$101,845</b>
<b>Statewide Benefit Assessment</b>			<b>\$11,427</b>		<b>\$11,427</b>
<b>Payroll Costs</b>		<b>4.0</b>	<b>\$417,599</b>	<b>4.0</b>	<b>\$418,806</b>
<b>Total Personnel</b>		<b>4.0</b>	<b>\$417,599</b>	<b>4.0</b>	<b>\$418,806</b>
<b>Distribution By Source Of Funds</b>					
Restricted Receipts		4.0	\$417,599	4.0	\$418,806
<b>Total All Funds</b>		<b>4.0</b>	<b>\$417,599</b>	<b>4.0</b>	<b>\$418,806</b>

# The Program

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## Department Of State Elections and Civics

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### **Program Mission**

To provide efficient election services and preparation of all elections-federal, statewide and municipal-as required by statute. To provide an accurate and timely statewide central voter registration system (CVRS) as mandated by HAVA and to make improvements to the CVRS to allow for a more efficient and accurate electoral process. To continue to provide concise, accurate, and timely information to the voters of Rhode Island in the form of a ballot and voter information booklet with respect to referenda.

### **Program Description**

The Elections and Civics program is responsible for the preparation of both statewide and municipal elections. This preparation includes providing municipalities with necessary forms for candidate declarations, endorsements, nomination signatures, and candidate certification.

The Elections and Civics Division has the responsibility of certifying all federal and state candidates for ballot placement, and for receiving and maintaining files for local candidates ballot placement as certified by local canvassing authorities. Accordingly, Elections and Civics sets the ballot layout and prepares and provides all sample ballots and voting machine ballots as mandated by law. The preparation and printing of all sample ballots and related forms and applications are also the responsibility of Elections and Civics, as well the processing of mail ballots applications and the actual mailing of ballots.

Elections and Civics is also responsible for maintaining the new statewide central voter registration system (CVRS) as mandated under the federal Help America Vote Act (HAVA) that contains all voter information and related data. The CVRS is a real-time system that is accessed and updated by all 39 cities and towns. Elections and Civics is responsible for the training of all local users and the maintenance and support of the CVRS application and related applications as well as all related hardware provided to the cities and towns. Elections and Civics also has the responsibility of preparing and distributing the Voter Handbook prior to each general election at which public questions are to be submitted to the voters.

The Elections and Civics division provides necessary voter assistance and education, including the publication of numerous guides for candidates, election officials, and voters. In addition to providing hard copy material, Elections and Civics provides ballot information, polling place locations, and copies of all publications on the World Wide Web.

### **Statutory History**

The Elections and Civics Division operates under Title 17 of the R.I.G.L

# The Budget

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## Department Of State Elections and Civics

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Operations	1,686,642	768,952	1,636,292	1,629,858	1,017,899
<b>Total Expenditures</b>	<b>\$1,686,642</b>	<b>\$768,952</b>	<b>\$1,636,292</b>	<b>\$1,629,858</b>	<b>\$1,017,899</b>
<b>Expenditures By Object</b>					
Personnel	604,072	431,598	506,673	426,670	586,403
Operating Supplies and Expenses	1,032,080	275,816	1,077,538	1,151,107	379,415
<b>Subtotal: Operating Expenditures</b>	<b>1,636,152</b>	<b>707,414</b>	<b>1,584,211</b>	<b>1,577,777</b>	<b>965,818</b>
Capital Purchases and Equipment	50,490	61,538	52,081	52,081	52,081
<b>Total Expenditures</b>	<b>\$1,686,642</b>	<b>\$768,952</b>	<b>\$1,636,292</b>	<b>\$1,629,858</b>	<b>\$1,017,899</b>
<b>Expenditures By Funds</b>					
General Revenue	1,684,101	752,912	1,636,292	1,595,735	1,017,899
Federal Funds	2,541	16,040	-	34,123	-
<b>Total Expenditures</b>	<b>\$1,686,642</b>	<b>\$768,952</b>	<b>\$1,636,292</b>	<b>\$1,629,858</b>	<b>\$1,017,899</b>



# Personnel

## Department Of State Elections and Civics

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
PROJECT MANAGER (SECRETARY OF STATE)	08632A	1.0	88,030	1.0	89,790
DIRECTOR OF ELECTIONS AND CIVICS	08636A	1.0	80,953	1.0	82,572
ADMINISTRATIVE ASSISTANT	08615A	1.0	37,333	1.0	38,300
INTERN	00274H	-	12,000	-	12,000
<b>Subtotal</b>		<b>3.0</b>	<b>\$218,316</b>	<b>3.0</b>	<b>\$222,662</b>
Turnover		-	(75,492)	-	(1,760)
<b>Subtotal</b>		<b>-</b>	<b>(\$75,492)</b>	<b>-</b>	<b>(\$1,760)</b>
<b>Total Salaries</b>		<b>3.0</b>	<b>\$142,824</b>	<b>3.0</b>	<b>\$220,902</b>
<b>Benefits</b>					
Payroll Accrual			743		1,183
FICA			10,926		15,981
Retiree Health			8,831		12,534
Health Benefits			25,883		50,805
Retirement			31,838		51,015
<b>Subtotal</b>			<b>\$78,221</b>		<b>\$131,518</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$221,045</b>	<b>3.0</b>	<b>\$352,420</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$73,682</b>		<b>\$117,473</b>
<b>Statewide Benefit Assessment</b>			<b>\$5,625</b>		<b>\$8,983</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$226,670</b>	<b>3.0</b>	<b>\$361,403</b>
<b>Purchased Services</b>					
Information Technology			155,000		215,000
Legal Services			45,000		10,000
<b>Subtotal</b>			<b>\$200,000</b>		<b>\$225,000</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$426,670</b>	<b>3.0</b>	<b>\$586,403</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		3.0	\$426,670	3.0	\$586,403
<b>Total All Funds</b>		<b>3.0</b>	<b>\$426,670</b>	<b>3.0</b>	<b>\$586,403</b>

# The Program

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Department Of State  
State Library

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## **Program Mission**

To effectively operate and maintain the library facilities in the State House and to provide timely reference and research services to the public.

## **Program Description**

The State Library is responsible for providing reference and research services in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history. This division operates and maintains the Legislative Reference Bureau that provides information on state laws and legislation. The State Library performs original cataloging for all state publications and maintains an online catalog of its holdings. The State Library is also a Federal Government Publications Depository and serves as the State Publications Clearinghouse, providing copies of state documents to facilities throughout Rhode Island. The Library is open to the public.

## **Statutory History**

The State Library was established by a resolution of the General Assembly in 1852. Statutory authority is granted in R.I.G.L. 29-1. The authority to act as a clearinghouse for state publications is established in R.I.G.L. 29-7.

# The Budget

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## Department Of State State Library

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Operations	598,440	519,444	521,178	543,537	536,744
<b>Total Expenditures</b>	<b>\$598,440</b>	<b>\$519,444</b>	<b>\$521,178</b>	<b>\$543,537</b>	<b>\$536,744</b>
<b>Expenditures By Object</b>					
Personnel	425,999	344,340	347,411	353,421	356,611
Operating Supplies and Expenses	34,730	38,419	36,612	52,961	42,978
Assistance and Grants	134,635	134,635	134,635	134,635	134,635
<b>Subtotal: Operating Expenditures</b>	<b>595,364</b>	<b>517,394</b>	<b>518,658</b>	<b>541,017</b>	<b>534,224</b>
Capital Purchases and Equipment	3,076	2,050	2,520	2,520	2,520
<b>Total Expenditures</b>	<b>\$598,440</b>	<b>\$519,444</b>	<b>\$521,178</b>	<b>\$543,537</b>	<b>\$536,744</b>
<b>Expenditures By Funds</b>					
General Revenue	598,440	519,444	521,178	543,537	536,744
<b>Total Expenditures</b>	<b>\$598,440</b>	<b>\$519,444</b>	<b>\$521,178</b>	<b>\$543,537</b>	<b>\$536,744</b>

# Personnel

## Department Of State State Library

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR OF STATE LIBRARY SERVICES (SEC OF	08632A	1.0	89,943	1.0	91,742
ADMINISTRATIVE ASSISTANT	05325A	2.0	129,105	2.0	131,686
<b>Subtotal</b>		<b>3.0</b>	<b>\$219,048</b>	<b>3.0</b>	<b>\$223,428</b>
Turnover		-	-	-	(4,380)
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$4,380)</b>
<b>Total Salaries</b>		<b>3.0</b>	<b>\$219,048</b>	<b>3.0</b>	<b>\$219,048</b>
<b>Benefits</b>					
Payroll Accrual			1,244		1,241
FICA			16,758		16,758
Retiree Health			14,785		13,143
Health Benefits			38,599		42,755
Retirement			53,568		54,247
<b>Subtotal</b>			<b>\$124,954</b>		<b>\$128,144</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$344,002</b>	<b>3.0</b>	<b>\$347,192</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$114,667</b>		<b>\$115,731</b>
<b>Statewide Benefit Assessment</b>			<b>\$9,419</b>		<b>\$9,419</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$353,421</b>	<b>3.0</b>	<b>\$356,611</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$353,421</b>	<b>3.0</b>	<b>\$356,611</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		3.0	\$353,421	3.0	\$356,611
<b>Total All Funds</b>		<b>3.0</b>	<b>\$353,421</b>	<b>3.0</b>	<b>\$356,611</b>

# The Program

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## Department Of State Record Center

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### **Program Mission**

The program provides cost-effective delivery of goods and services to other state programs.

### **Program Description**

There are services needed by state operated programs and activities which are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the cost of delivery of the services. The operations of these programs are shown for display purposes only, since the costs are reflected in the budget of the user agency both on an actual and budget basis.

The Internal Service Program operated by the Secretary of State is the Public Records Administration program, which is charged with overseeing records management functions within state government. The program provides central storage for non-permanent inactive government records and serves all state agencies. Inactive records are those records that agencies no longer require immediate access to, but that are not yet eligible for disposal because of administrative, fiscal, or legal requirements. Public Records Administration personnel provide records management advice, assistance, and consultation to all state agencies. They also work with agencies to develop records retention and disposition schedules, enabling timely disposal or retention as permanent records of the state. Comprehensive records management services encompass all records, regardless of format or media. Workshops are provided to state agency personnel on records management topics. In addition, the program promulgates regulations and publishes guidelines about records and records management functions. The program also oversees Administrative Records functions.

### **Statutory History**

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotating funds in any state department or agency. The authority of the Public Records Administration program is granted by R.I.G.L. 38-1 and R.I.G.L. 38-3. The authority of Administrative Records function is granted by R.I.G.L. 42-35.

# The Budget

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## Department Of State Record Center

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Operations	854,869	870,625	882,436	874,022	813,687
Internal Services	<i>[854,869]</i>	<i>[870,625]</i>	<i>[882,436]</i>	<i>[874,022]</i>	<i>[813,687]</i>
<b>Total Expenditures</b>	<b>\$854,869</b>	<b>\$870,625</b>	<b>\$882,436</b>	<b>\$874,022</b>	<b>\$813,687</b>
<b>Expenditures By Object</b>					
Personnel	463,437	478,164	486,870	475,760	415,149
Operating Supplies and Expenses	390,274	390,245	395,566	398,262	398,538
<b>Subtotal: Operating Expenditures</b>	<b>853,711</b>	<b>868,409</b>	<b>882,436</b>	<b>874,022</b>	<b>813,687</b>
Capital Purchases and Equipment	1,158	2,216	-	-	-
<b>Total Expenditures</b>	<b>\$854,869</b>	<b>\$870,625</b>	<b>\$882,436</b>	<b>\$874,022</b>	<b>\$813,687</b>
<b>Expenditures By Funds</b>					
Other Funds	854,869	870,625	882,436	874,022	813,687
<b>Total Expenditures</b>	<b>\$854,869</b>	<b>\$870,625</b>	<b>\$882,436</b>	<b>\$874,022</b>	<b>\$813,687</b>

# Personnel

## Department Of State Record Center

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
COLLECTIONS SUPERVISOR CLERK	05327A	1.0	68,438	1.0	69,806
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	05328A	1.0	67,918	1.0	69,276
SUPERVISING CLERK	08826A	-	69,691	-	-
ADMINISTRATIVE ASSISTANT	05325A	1.0	57,380	1.0	58,527
ADMINISTRATIVE SECRETARY	05317A	1.0	51,736	1.0	52,754
<b>Subtotal</b>		<b>4.0</b>	<b>\$315,163</b>	<b>4.0</b>	<b>\$250,363</b>
Turnover		-	(32,165)	-	(4,891)
<b>Subtotal</b>		<b>-</b>	<b>(\$32,165)</b>	<b>-</b>	<b>(\$4,891)</b>
<b>Total Salaries</b>		<b>4.0</b>	<b>\$282,998</b>	<b>4.0</b>	<b>\$245,472</b>
<b>Benefits</b>					
Payroll Accrual			1,608		1,390
FICA			21,651		18,780
Retiree Health			19,102		14,728
Health Benefits			66,760		60,896
Retirement			70,337		62,193
<b>Subtotal</b>			<b>\$179,458</b>		<b>\$157,987</b>
<b>Total Salaries and Benefits</b>		<b>4.0</b>	<b>\$462,456</b>	<b>4.0</b>	<b>\$403,459</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$115,614</b>		<b>\$100,865</b>
<b>Statewide Benefit Assessment</b>			<b>\$12,169</b>		<b>\$10,555</b>
<b>Payroll Costs</b>		<b>4.0</b>	<b>\$474,625</b>	<b>4.0</b>	<b>\$414,014</b>
<b>Purchased Services</b>					
Information Technology			1,000		1,000
Training and Educational Services			135		135
<b>Subtotal</b>			<b>\$1,135</b>		<b>\$1,135</b>
<b>Total Personnel</b>		<b>4.0</b>	<b>\$475,760</b>	<b>4.0</b>	<b>\$415,149</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		4.0	\$475,760	4.0	\$415,149
<b>Total All Funds</b>		<b>4.0</b>	<b>\$475,760</b>	<b>4.0</b>	<b>\$415,149</b>

# The Program

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## Department Of State Office of Public Information

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### **Program Mission**

To effectively disseminate vital government information to the public and to make the most of expanding technologies to enhance public access and awareness of the activities of state government.

### **Program Description**

The Office of Public Information is designed to serve as a resource for the citizens of Rhode Island regarding the activities of state government. It gives members of the public the basic information they need to play a more active role in the decision-making process. This information is published in a variety of reports, which are available to the public free of charge. The material can also be accessed through the Internet, where the Secretary of State has an "On-Line Office" on the World Wide Web at <http://www.state.ri.us>. Functions carried out by the Office of Public Information include:

Compiling information and maintaining a database on all legislation introduced in the General Assembly, including title, sponsor information, description, committee assignment, committee and floor actions.

Compiling information and maintaining a database on all legislative hearings, including time and place of the meeting and lists of bills being considered.

Publishing the daily Legislative Meetings Report and the weekly Legislative Report which provides this information to the public.

Maintaining a list of lobbyists and overseeing the enforcement of the state's lobbying law. Under the Administrative Procedures Act, the office is responsible for compiling the rules and regulations promulgated by each state agency.

Operating and maintaining a clearinghouse for information related to all public meetings in the State of Rhode Island relative to the Open Meetings Law.

Operating and maintaining the Documents and Distribution Office to provide delivery of printed state legislation, General Assembly journals and other state publications.

### **Statutory History**

Article IV, paragraph 4 of the Rhode State Constitution, and R.I.G.L. 42-8 establish the Office of Secretary of State and the Secretary's role as the custodian of state records, charged with the collections, retention, and dissemination of these records for the citizens of the State of Rhode Island.



# The Budget

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## Department Of State Office of Public Information

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Operations	368,703	496,156	1,141,118	573,181	907,786
<b>Total Expenditures</b>	<b>\$368,703</b>	<b>\$496,156</b>	<b>\$1,141,118</b>	<b>\$573,181</b>	<b>\$907,786</b>
<b>Expenditures By Object</b>					
Personnel	337,877	466,833	594,908	459,972	437,562
Operating Supplies and Expenses	27,847	25,614	544,560	47,805	32,328
<b>Subtotal: Operating Expenditures</b>	<b>365,724</b>	<b>492,447</b>	<b>1,139,468</b>	<b>507,777</b>	<b>469,890</b>
Capital Purchases and Equipment	2,979	3,709	1,650	65,404	437,896
<b>Total Expenditures</b>	<b>\$368,703</b>	<b>\$496,156</b>	<b>\$1,141,118</b>	<b>\$573,181</b>	<b>\$907,786</b>
<b>Expenditures By Funds</b>					
General Revenue	368,703	485,316	626,118	494,427	456,540
Restricted Receipts	-	10,840	15,000	15,000	15,000
Operating Transfers from Other Funds	-	-	500,000	63,754	436,246
<b>Total Expenditures</b>	<b>\$368,703</b>	<b>\$496,156</b>	<b>\$1,141,118</b>	<b>\$573,181</b>	<b>\$907,786</b>

# Personnel

## Department Of State Office of Public Information

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR OF PROGRAMMING	08632A	1.0	91,857	1.0	93,694
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	08630A	1.0	74,391	1.0	75,879
ADMINISTRATIVE ASSISTANT	05320A	1.0	49,347	1.0	50,334
<b>Subtotal</b>		<b>3.0</b>	<b>\$215,595</b>	<b>3.0</b>	<b>\$219,907</b>
Turnover		-	-	-	(4,312)
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$4,312)</b>
<b>Total Salaries</b>		<b>3.0</b>	<b>\$215,595</b>	<b>3.0</b>	<b>\$215,595</b>
<b>Benefits</b>					
Payroll Accrual			1,225		1,221
FICA			16,493		16,493
Retiree Health			14,552		12,935
Health Benefits			49,131		54,423
Retirement			51,955		52,624
<b>Subtotal</b>			<b>\$133,356</b>		<b>\$137,696</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$348,951</b>	<b>3.0</b>	<b>\$353,291</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$116,317</b>		<b>\$117,764</b>
<b>Statewide Benefit Assessment</b>			<b>\$9,271</b>		<b>\$9,271</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$358,222</b>	<b>3.0</b>	<b>\$362,562</b>
<b>Purchased Services</b>					
Information Technology			39,000		30,000
University and College Services			12,750		15,000
Legal Services			50,000		30,000
<b>Subtotal</b>			<b>\$101,750</b>		<b>\$75,000</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$459,972</b>	<b>3.0</b>	<b>\$437,562</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		3.0	\$459,972	3.0	\$437,562
<b>Total All Funds</b>		<b>3.0</b>	<b>\$459,972</b>	<b>3.0</b>	<b>\$437,562</b>