

State of Rhode Island and Providence Plantations

# Budget



## Fiscal Year 2017

Volume I – General Government and Quasi-Public Agencies

Gina M. Raimondo, Governor

# Agency

---

## Department Of State

---

### 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 engage and empower all Rhode Islanders by making government more accessible and transparent, encouraging civic pride, enhancing commerce, and ensuring that elections are fair, fast and accurate.

### 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.

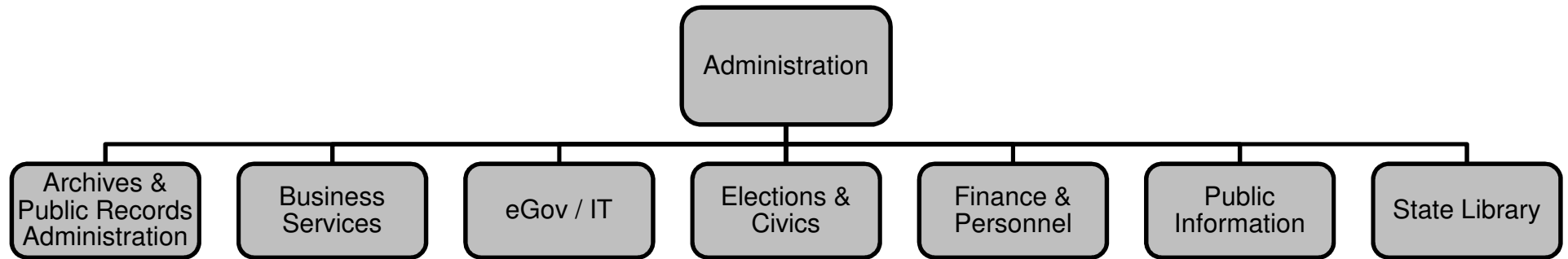
# Budget

## Department Of State

	FY 2014 Audited	FY 2015 Audited	FY 2016 Enacted	FY 2016 Revised	FY 2017 Recommend
<b>Expenditures By Program</b>					
Administration	2,197,843	2,282,219	2,553,390	2,576,437	3,539,219
Corporations	2,139,634	2,070,630	2,302,691	2,214,793	2,192,627
State Archives	546,484	625,384	653,374	575,551	750,240
Elections and Civics	768,952	1,628,706	1,017,899	892,316	3,182,103
State Library	519,444	535,336	551,744	555,903	560,784
Office of Public Information	496,156	549,228	907,786	949,433	524,232
<i>Internal Services</i>	<i>[870,625]</i>	<i>[817,194]</i>	<i>[813,687]</i>	<i>[896,250]</i>	<i>[907,177]</i>
<b>Total Expenditures</b>	<b>\$6,668,513</b>	<b>\$7,691,503</b>	<b>\$7,986,884</b>	<b>\$7,764,433</b>	<b>\$10,749,205</b>
<b>Expenditures By Object</b>					
Personnel	5,333,698	5,365,883	6,010,095	5,824,397	6,775,826
Operating Supplies and Expenses	1,060,999	2,106,765	1,288,931	1,285,695	3,676,173
Assistance and Grants	134,635	134,635	150,611	150,611	150,611
<b>Subtotal: Operating Expenditures</b>	<b>6,529,332</b>	<b>7,607,283</b>	<b>7,449,637</b>	<b>7,260,703</b>	<b>10,602,610</b>
Capital Purchases and Equipment	139,181	84,220	537,247	503,730	146,595
<b>Total Expenditures</b>	<b>\$6,668,513</b>	<b>\$7,691,503</b>	<b>\$7,986,884</b>	<b>\$7,764,433</b>	<b>\$10,749,205</b>
<b>Expenditures By Funds</b>					
General Revenue	6,196,251	7,164,977	6,951,530	6,747,368	10,092,686
Federal Funds	16,040	11,264	-	22,859	-
Restricted Receipts	456,222	478,183	599,108	531,285	556,519
Operating Transfers from Other Funds	-	37,079	436,246	462,921	100,000
<b>Total Expenditures</b>	<b>\$6,668,513</b>	<b>\$7,691,503</b>	<b>\$7,986,884</b>	<b>\$7,764,433</b>	<b>\$10,749,205</b>
<b>FTE Authorization</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>59.0</b>

# The Agency

Office of the Secretary of State



# Personnel

## Department Of State Agency Summary

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
Classified		-	-	-	-
Unclassified		57.0	3,855,992	59.0	3,969,393
<b>Subtotal</b>		<b>57.0</b>	<b>\$3,855,992</b>	<b>59.0</b>	<b>\$3,969,393</b>
Temporary and Seasonal		-	36,000	-	36,000
Turnover		-	(\$182,728)	-	(\$50,907)
<b>Subtotal</b>		<b>-</b>	<b>(\$146,728)</b>	<b>-</b>	<b>(\$14,907)</b>
<b>Total Salaries</b>		<b>57.0</b>	<b>\$3,709,264</b>	<b>59.0</b>	<b>\$3,954,486</b>
<b>Benefits</b>					
Payroll Accrual			20,784		22,417
Holiday			-		7,000
FICA			280,812		299,502
Retiree Health			223,781		238,929
Health Benefits			657,085		742,465
Retirement			933,215		1,064,669
<b>Subtotal</b>			<b>\$2,115,677</b>		<b>\$2,374,982</b>
<b>Total Salaries and Benefits</b>		<b>57.0</b>	<b>\$5,824,941</b>	<b>59.0</b>	<b>\$6,329,468</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$101,560</b>		<b>\$106,669</b>
<b>Statewide Benefit Assessment</b>			<b>\$168,573</b>		<b>\$186,122</b>
<b>Payroll Costs</b>		<b>57.0</b>	<b>\$5,993,514</b>	<b>59.0</b>	<b>\$6,515,590</b>
<b>Purchased Services</b>					
Training and Educational Services			135		135
Legal Services			82,000		96,000
Other Contracts			1,300		1,700
Information Technology			244,300		669,607
University and College Services			15,000		15,000
<b>Subtotal</b>			<b>\$342,735</b>		<b>\$782,442</b>
<b>Total Personnel</b>		<b>57.0</b>	<b>\$6,336,249</b>	<b>59.0</b>	<b>\$7,298,032</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		49.0	\$5,485,523	50.6	\$6,401,011
Restricted Receipts		3.2	\$338,874	3.6	\$374,815
Other Funds		4.8	\$511,852	4.8	\$522,206
<b>Total All Funds</b>		<b>57.0</b>	<b>\$6,336,249</b>	<b>59.0</b>	<b>\$7,298,032</b>

# The Program

---

## Department Of State Administration

---

### **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 administrative support for the Secretary of State and the Department of State as a whole. The program supports the Secretary and the Department in the following functional areas: Finance & Personnel, eGovernment and Information Technology (eGov/IT), Communications, Community Relations, and Policy & Legislative Affairs.

Finance & Personnel monitors accounts payable and accounts receivable for the Department and prepares the budget for the Secretary of State; Finance & Personnel also maintains personnel records and provides administrative support for payroll and personnel matters.

eGov/IT develops and implements model e-government solutions to collect and distribute information to the public and provides support for the Department's computer systems.

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

Community Relations coordinates outreach activities to increase public awareness of the mission and activities of the Department, and to ensure that the Secretary of State consistently reaches various communities within the State of Rhode Island

Policy & Legislative Affairs researches, plans and develops innovative policy initiatives for the Department of State and develops legislation for passage that moves those policy initiatives forward.

### **Statutory History**

Article IX, § 12 of the Constitution of Rhode Island and Providence Plantations establishes the powers and duties of the Secretary of State, who heads the Department of State. Section 42-8-1 of the Rhode Island General Laws further prescribes the duties of the Secretary of State and the Department.

# The Budget

## Department Of State Administration

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
<b>Expenditures By Subprogram</b>					
Administration	1,078,497	1,309,833	1,293,871	1,313,347	1,472,431
Personnel and Finance	481,648	367,898	435,228	423,505	423,315
Information Technology	637,698	604,488	824,291	839,585	1,643,473
<b>Total Expenditures</b>	<b>\$2,197,843</b>	<b>\$2,282,219</b>	<b>\$2,553,390</b>	<b>\$2,576,437</b>	<b>\$3,539,219</b>
<b>Expenditures By Object</b>					
Personnel	2,006,998	2,043,066	2,309,920	2,338,460	2,902,084
Operating Supplies and Expenses	143,583	187,126	211,094	224,725	614,697
Assistance and Grants	-	-	976	976	976
<b>Subtotal: Operating Expenditures</b>	<b>2,150,581</b>	<b>2,230,192</b>	<b>2,521,990</b>	<b>2,564,161</b>	<b>3,517,757</b>
Capital Purchases and Equipment	47,262	52,027	31,400	12,276	21,462
<b>Total Expenditures</b>	<b>\$2,197,843</b>	<b>\$2,282,219</b>	<b>\$2,553,390</b>	<b>\$2,576,437</b>	<b>\$3,539,219</b>
<b>Expenditures By Funds</b>					
General Revenue	2,197,843	2,282,219	2,553,390	2,576,437	3,539,219
<b>Total Expenditures</b>	<b>\$2,197,843</b>	<b>\$2,282,219</b>	<b>\$2,553,390</b>	<b>\$2,576,437</b>	<b>\$3,539,219</b>

# Personnel

## Department Of State Administration

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DEPUTY SOS/DIRECTOR OF ADMINISTRATION	08646A	1.0	132,407	1.0	138,108
COMMUNICATIONS DIRECTOR/SENIOR ADVISOR	08646A	1.0	130,840	1.0	136,305
DEPUTY SOS/CHIEF OF STAFF	08646A	1.0	130,840	1.0	136,305
SECRETARY OF STATE	00531F	1.0	119,356	1.0	119,990
CHIEF INNOVATION OFFICER	08640A	1.0	116,793	1.0	117,412
EXECUTIVE ASSISTANT COMM AND PUB INFO	08636A	1.0	89,861	1.0	93,728
DIRECTOR OF FINANCE AND PERSONNEL	08638A	1.0	87,845	1.0	92,840
LEGISLATIVE AFFAIRS	08636A	1.0	84,784	1.0	89,723
SENIOR APPLICATION DEVELOPER	08633A	1.0	81,403	1.0	81,403
SENIOR NETWORK ENGINEER	08637A	1.0	81,403	1.0	81,403
ADMINISTRATIVE ASSISTANT	05325A	2.0	131,517	2.0	132,216
SENIOR GRAPHICS DESIGNER (SOS)	05326A	1.0	63,915	1.0	64,255
COMMUNITY RELATIONS & ADVANACE	08627A	1.0	58,833	1.0	61,289
EDUCATION AND PUBLIC PROGRAMS	08625A	1.0	52,923	1.0	54,757
EXECUTIVE ASSISTANT	08624A	1.0	52,386	1.0	54,409
JUNIOR APPLICATION DEVELOPER	08618A <sup>1</sup>	1.0	41,995	2.0	83,097
VISITOR CENTER ADMINISTRATOR	08616A <sup>2</sup>	1.0	39,920	0.6	24,457
CONTENT & SOCIAL MEDIA SPECIALIST	08613A	1.0	37,947	1.0	38,628
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05316A	-	-	-	-
<b>Subtotal</b>		<b>19.0</b>	<b>\$1,534,968</b>	<b>19.6</b>	<b>\$1,600,325</b>
Temporary and Seasonal		-	24,000	-	24,000
Turnover		-	(75,137)	-	(23,387)
<b>Subtotal</b>		<b>-</b>	<b>(\$51,137)</b>	<b>-</b>	<b>\$613</b>
<b>Total Salaries</b>		<b>19.0</b>	<b>\$1,483,831</b>	<b>19.6</b>	<b>\$1,600,938</b>
<b>Benefits</b>					
Payroll Accrual			8,275		9,050
FICA			111,242		118,913
Retiree Health			92,165		99,142
Health Benefits			213,598		255,889
Retirement			362,186		417,941
<b>Subtotal</b>			<b>\$787,466</b>		<b>\$900,935</b>
<b>Total Salaries and Benefits</b>		<b>19.0</b>	<b>\$2,271,297</b>	<b>19.6</b>	<b>\$2,501,873</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$118,279</b>		<b>\$126,422</b>
<b>Statewide Benefit Assessment</b>			<b>\$67,163</b>		<b>\$74,904</b>
<b>Payroll Costs</b>		<b>19.0</b>	<b>\$2,338,460</b>	<b>19.6</b>	<b>\$2,576,777</b>



# Personnel

## Department Of State Administration

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Information Technology			-		325,307
<b>Subtotal</b>			-		<b>\$325,307</b>
<b>Total Personnel</b>		<b>19.0</b>	<b>\$2,338,460</b>	<b>19.6</b>	<b>\$2,902,084</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		19.0	\$2,338,460	19.6	\$2,902,084
<b>Total All Funds</b>		<b>19.0</b>	<b>\$2,338,460</b>	<b>19.6</b>	<b>\$2,902,084</b>

1 1.0 additional FTE for state regulatory reform initiative

2 Allocate portion of FTE to restricted receipts

# The Program

---

## Department Of State Corporations

---

### **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

## Department Of State Corporations

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
<b>Expenditures By Subprogram</b>					
Corporations	1,954,596	1,919,587	2,141,239	2,036,475	2,006,846
First Stop Business Inf.	185,038	151,043	161,452	178,318	185,781
<b>Total Expenditures</b>	<b>\$2,139,634</b>	<b>\$2,070,630</b>	<b>\$2,302,691</b>	<b>\$2,214,793</b>	<b>\$2,192,627</b>
<b>Expenditures By Object</b>					
Personnel	1,736,448	1,685,746	1,900,793	1,861,958	1,890,231
Operating Supplies and Expenses	382,932	375,333	392,598	343,639	293,200
<b>Subtotal: Operating Expenditures</b>	<b>2,119,380</b>	<b>2,061,079</b>	<b>2,293,391</b>	<b>2,205,597</b>	<b>2,183,431</b>
Capital Purchases and Equipment	20,254	9,551	9,300	9,196	9,196
<b>Total Expenditures</b>	<b>\$2,139,634</b>	<b>\$2,070,630</b>	<b>\$2,302,691</b>	<b>\$2,214,793</b>	<b>\$2,192,627</b>
<b>Expenditures By Funds</b>					
General Revenue	2,139,634	2,070,630	2,302,691	2,214,793	2,192,627
<b>Total Expenditures</b>	<b>\$2,139,634</b>	<b>\$2,070,630</b>	<b>\$2,302,691</b>	<b>\$2,214,793</b>	<b>\$2,192,627</b>

# Personnel

## Department Of State Corporations

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	08635A	1.0	100,033	1.0	100,564
ADMINISTRATIVE ASST (SECRETARY OF STATE)	05326A	1.0	73,046	1.0	73,434
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05319A	7.0	420,089	7.0	369,096
ADMINISTRATIVE ASSISTANT	05322A	1.0	54,371	1.0	54,660
ADMINISTRATIVE SECRETARY	05318A	1.0	51,249	1.0	51,521
ADMINISTRATIVE ASSISTANT	05323A	1.0	48,310	1.0	50,702
ADMINISTRATIVE ASSISTANT (SECRETARY OF	05316A	8.0	342,384	8.0	353,892
RESEARCH AIDE	08610A	1.0	34,998	1.0	35,759
<b>Subtotal</b>		<b>21.0</b>	<b>\$1,124,480</b>	<b>21.0</b>	<b>\$1,089,628</b>
Temporary and Seasonal		-	12,000	-	12,000
Turnover		-	(35,431)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$23,431)</b>	<b>-</b>	<b>\$12,000</b>
<b>Total Salaries</b>		<b>21.0</b>	<b>\$1,101,049</b>	<b>21.0</b>	<b>\$1,101,628</b>
<b>Benefits</b>					
Payroll Accrual			6,180		6,264
FICA			84,230		84,278
Retiree Health			65,017		65,049
Health Benefits			238,510		244,203
Retirement			286,877		307,055
<b>Subtotal</b>			<b>\$680,814</b>		<b>\$706,849</b>
<b>Total Salaries and Benefits</b>		<b>21.0</b>	<b>\$1,781,863</b>	<b>21.0</b>	<b>\$1,808,477</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$84,279</b>		<b>\$85,547</b>
<b>Statewide Benefit Assessment</b>			<b>\$50,095</b>		<b>\$51,754</b>
<b>Payroll Costs</b>		<b>21.0</b>	<b>\$1,831,958</b>	<b>21.0</b>	<b>\$1,860,231</b>
<b>Purchased Services</b>					
Legal Services			30,000		30,000
<b>Subtotal</b>			<b>\$30,000</b>		<b>\$30,000</b>
<b>Total Personnel</b>		<b>21.0</b>	<b>\$1,861,958</b>	<b>21.0</b>	<b>\$1,890,231</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		21.0	\$1,861,958	21.0	\$1,890,231
<b>Total All Funds</b>		<b>21.0</b>	<b>\$1,861,958</b>	<b>21.0</b>	<b>\$1,890,231</b>

# The Program

---

## Department Of State State Archives

---

### **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

---

## Department Of State State Archives

---

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
<b>Expenditures By Subprogram</b>					
Operations	546,484	625,384	653,374	575,551	750,240
<b>Total Expenditures</b>	<b>\$546,484</b>	<b>\$625,384</b>	<b>\$653,374</b>	<b>\$575,551</b>	<b>\$750,240</b>
<b>Expenditures By Object</b>					
Personnel	347,481	386,861	418,806	338,874	394,737
Operating Supplies and Expenses	194,635	238,523	230,518	232,627	251,453
<b>Subtotal: Operating Expenditures</b>	<b>542,116</b>	<b>625,384</b>	<b>649,324</b>	<b>571,501</b>	<b>646,190</b>
Capital Purchases and Equipment	4,368	-	4,050	4,050	104,050
<b>Total Expenditures</b>	<b>\$546,484</b>	<b>\$625,384</b>	<b>\$653,374</b>	<b>\$575,551</b>	<b>\$750,240</b>
<b>Expenditures By Funds</b>					
General Revenue	101,102	155,076	69,266	69,266	133,721
Restricted Receipts	445,382	470,308	584,108	506,285	516,519
Operating Transfers from Other Funds	-	-	-	-	100,000
<b>Total Expenditures</b>	<b>\$546,484</b>	<b>\$625,384</b>	<b>\$653,374</b>	<b>\$575,551</b>	<b>\$750,240</b>

# Personnel

## Department Of State State Archives

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR OF ARCHIVES & RECORDS	08634A	0.5	48,292	0.5	48,548
ADMINISTRATIVE ASSISTANT	05325A	1.0	67,220	1.0	67,578
SENIOR INFORMATION AND PUBLIC RELATION	05324A	1.0	64,443	1.0	64,785
ADMINISTRATIVE AIDE	05315A	0.7	31,933	0.7	32,102
COPY EDITOR	08626A <sup>3</sup>	-	-	1.0	55,040
<b>Subtotal</b>		<b>3.2</b>	<b>\$211,888</b>	<b>4.2</b>	<b>\$268,053</b>
Turnover		-	-	-	(27,520)
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$27,520)</b>
<b>Total Salaries</b>		<b>3.2</b>	<b>\$211,888</b>	<b>4.2</b>	<b>\$240,533</b>
<b>Benefits</b>					
Payroll Accrual			1,202		1,382
FICA			16,209		18,402
Retiree Health			12,650		14,360
Health Benefits			31,366		41,322
Retirement			55,812		67,313
<b>Subtotal</b>			<b>\$117,239</b>		<b>\$142,779</b>
<b>Total Salaries and Benefits</b>		<b>3.2</b>	<b>\$329,127</b>	<b>4.2</b>	<b>\$383,312</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$102,852</b>		<b>\$91,265</b>
<b>Statewide Benefit Assessment</b>			<b>\$9,747</b>		<b>\$11,425</b>
<b>Payroll Costs</b>		<b>3.2</b>	<b>\$338,874</b>	<b>4.2</b>	<b>\$394,737</b>
<b>Total Personnel</b>		<b>3.2</b>	<b>\$338,874</b>	<b>4.2</b>	<b>\$394,737</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		-	-	1.0	\$49,305
Restricted Receipts		3.2	\$338,874	3.2	\$345,432
<b>Total All Funds</b>		<b>3.2</b>	<b>\$338,874</b>	<b>4.2</b>	<b>\$394,737</b>

<sup>3</sup> 1.0 additional FTE for state regulatory reform initiative

# The Program

---

## Department Of State Elections and Civics

---

### **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 & Civics Division performs the functions of the Secretary of State as enumerated in Title 17 of the Rhode Island General Laws. Accordingly, the Elections & Civics Division is responsible for the preparation of federal, state and local elections. The Division:

- \* provides necessary forms for candidate declarations, endorsements, nomination signatures, and candidate certification;
- \* certifies all federal and state candidates for ballot placement, and receives and maintains files for local candidate ballot placement as certified by local boards of canvassers;
- \* designs ballot layout, and prepares and provides sample and polling place ballots for all federal, state and municipal elections as mandated by law;
- \* prepares and sends mail ballots via postal service; and
- \* prepares and distributes the Voter Information Handbook, and provides other voter assistance and education, including through the publication of numerous guides for candidates, election officials, and voters.

The Elections & Civics Division maintains the statewide central voter registration system (CVRS). As mandated under the federal Help America Vote Act, CVRS contains all voter information and related data. The Elections & Civics Division trains local users of CVRS, a real-time system application that all 39 municipalities access and update on a daily basis.

The Elections & Civics Division is also responsible for developing specifications for the purchase of voting equipment and related voting system services, as authorized by Section 17-19-3 of the Rhode Island General Laws.

### **Statutory History**

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



# The Budget

---

## Department Of State Elections and Civics

---

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
<b>Expenditures By Subprogram</b>					
Operations	768,952	1,628,706	1,017,899	892,316	3,182,103
<b>Total Expenditures</b>	<b>\$768,952</b>	<b>\$1,628,706</b>	<b>\$1,017,899</b>	<b>\$892,316</b>	<b>\$3,182,103</b>
<b>Expenditures By Object</b>					
Personnel	431,598	452,886	586,403	509,703	769,150
Operating Supplies and Expenses	275,816	1,163,478	379,415	373,377	2,404,717
<b>Subtotal: Operating Expenditures</b>	<b>707,414</b>	<b>1,616,364</b>	<b>965,818</b>	<b>883,080</b>	<b>3,173,867</b>
Capital Purchases and Equipment	61,538	12,342	52,081	9,236	8,236
<b>Total Expenditures</b>	<b>\$768,952</b>	<b>\$1,628,706</b>	<b>\$1,017,899</b>	<b>\$892,316</b>	<b>\$3,182,103</b>
<b>Expenditures By Funds</b>					
General Revenue	752,912	1,617,442	1,017,899	869,457	3,182,103
Federal Funds	16,040	11,264	-	22,859	-
<b>Total Expenditures</b>	<b>\$768,952</b>	<b>\$1,628,706</b>	<b>\$1,017,899</b>	<b>\$892,316</b>	<b>\$3,182,103</b>

# Personnel

## Department Of State Elections and Civics

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ACCOUNTANT	00020A	-	-	-	-
<b>Subtotal</b>		-	-	-	-
<b>Unclassified</b>					
DIRECTOR OF ELECTIONS & CIVICS	08637A	1.0	89,035	1.0	92,849
DEPUTY DIRECTOR OF ELECTIONS	08632A	2.0	143,560	2.0	146,185
<b>Subtotal</b>		<b>3.0</b>	<b>\$232,595</b>	<b>3.0</b>	<b>\$239,034</b>
Turnover		-	(72,160)	-	-
<b>Subtotal</b>		-	<b>(\$72,160)</b>	-	-
<b>Total Salaries</b>		<b>3.0</b>	<b>\$160,435</b>	<b>3.0</b>	<b>\$239,034</b>
<b>Benefits</b>					
Payroll Accrual			860		1,376
Holiday			-		7,000
FICA			11,596		18,822
Retiree Health			9,049		14,270
Health Benefits			17,977		34,473
Retirement			37,352		62,961
<b>Subtotal</b>			<b>\$76,834</b>		<b>\$138,902</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$237,269</b>	<b>3.0</b>	<b>\$377,936</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$79,090</b>		<b>\$125,979</b>
<b>Statewide Benefit Assessment</b>			<b>\$6,974</b>		<b>\$11,354</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$244,243</b>	<b>3.0</b>	<b>\$389,290</b>
<b>Purchased Services</b>					
Information Technology			243,300		343,300
Legal Services			22,000		36,000
Other Contracts			160		560
<b>Subtotal</b>			<b>\$265,460</b>		<b>\$379,860</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$509,703</b>	<b>3.0</b>	<b>\$769,150</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		3.0	\$509,703	3.0	\$769,150
<b>Total All Funds</b>		<b>3.0</b>	<b>\$509,703</b>	<b>3.0</b>	<b>\$769,150</b>

# The Program

---

## Department Of State State Library

---

### **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 authority to administer the historical society grants is established in R.I.G.L. 29-2.

# The Budget

---

## Department Of State State Library

---

	<b>2014 Audited</b>	<b>2015 Audited</b>	<b>2016 Enacted</b>	<b>2016 Revised</b>	<b>2017 Recommend</b>
<b>Expenditures By Subprogram</b>					
Operations	519,444	535,336	551,744	555,903	560,784
<b>Total Expenditures</b>	<b>\$519,444</b>	<b>\$535,336</b>	<b>\$551,744</b>	<b>\$555,903</b>	<b>\$560,784</b>
<b>Expenditures By Object</b>					
Personnel	344,340	358,679	356,611	361,768	369,064
Operating Supplies and Expenses	38,419	39,972	42,978	40,049	40,034
Assistance and Grants	134,635	134,635	149,635	149,635	149,635
<b>Subtotal: Operating Expenditures</b>	<b>517,394</b>	<b>533,286</b>	<b>549,224</b>	<b>551,452</b>	<b>558,733</b>
Capital Purchases and Equipment	2,050	2,050	2,520	4,451	2,051
<b>Total Expenditures</b>	<b>\$519,444</b>	<b>\$535,336</b>	<b>\$551,744</b>	<b>\$555,903</b>	<b>\$560,784</b>
<b>Expenditures By Funds</b>					
General Revenue	519,444	535,336	551,744	555,903	560,784
<b>Total Expenditures</b>	<b>\$519,444</b>	<b>\$535,336</b>	<b>\$551,744</b>	<b>\$555,903</b>	<b>\$560,784</b>

# Personnel

## Department Of State State Library

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR OF STATE LIBRARY SERVICES (SEC OF	08632A	1.0	91,743	1.0	92,230
ADMINISTRATIVE ASSISTANT	05325A	2.0	131,517	2.0	132,216
<b>Subtotal</b>		<b>3.0</b>	<b>\$223,260</b>	<b>3.0</b>	<b>\$224,446</b>
<b>Total Salaries</b>		<b>3.0</b>	<b>\$223,260</b>	<b>3.0</b>	<b>\$224,446</b>
<b>Benefits</b>					
Payroll Accrual			1,267		1,290
FICA			17,079		17,171
Retiree Health			13,329		13,399
Health Benefits			40,174		41,494
Retirement			56,389		60,603
<b>Subtotal</b>			<b>\$128,238</b>		<b>\$133,957</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$351,498</b>	<b>3.0</b>	<b>\$358,403</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$117,166</b>		<b>\$119,468</b>
<b>Statewide Benefit Assessment</b>			<b>\$10,270</b>		<b>\$10,661</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$361,768</b>	<b>3.0</b>	<b>\$369,064</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$361,768</b>	<b>3.0</b>	<b>\$369,064</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		3.0	\$361,768	3.0	\$369,064
<b>Total All Funds</b>		<b>3.0</b>	<b>\$361,768</b>	<b>3.0</b>	<b>\$369,064</b>

# The Program

---

## Department Of State Record Center

---

### **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

---

## Department Of State Record Center

---

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
<b>Expenditures By Subprogram</b>					
Operations	870,625	817,194	813,687	896,250	907,177
Internal Services	<i>[870,625]</i>	<i>[817,194]</i>	<i>[813,687]</i>	<i>[896,250]</i>	<i>[907,177]</i>
<b>Total Expenditures</b>	<b>\$870,625</b>	<b>\$817,194</b>	<b>\$813,687</b>	<b>\$896,250</b>	<b>\$907,177</b>
<b>Expenditures By Object</b>					
Personnel	478,164	432,244	415,149	511,852	522,206
Operating Supplies and Expenses	390,245	383,429	398,538	384,398	384,971
<b>Subtotal: Operating Expenditures</b>	<b>868,409</b>	<b>815,673</b>	<b>813,687</b>	<b>896,250</b>	<b>907,177</b>
Capital Purchases and Equipment	2,216	1,521	-	-	-
<b>Total Expenditures</b>	<b>\$870,625</b>	<b>\$817,194</b>	<b>\$813,687</b>	<b>\$896,250</b>	<b>\$907,177</b>
<b>Expenditures By Funds</b>					
Other Funds	870,625	817,194	813,687	896,250	907,177
<b>Total Expenditures</b>	<b>\$870,625</b>	<b>\$817,194</b>	<b>\$813,687</b>	<b>\$896,250</b>	<b>\$907,177</b>

# Personnel

## Department Of State Record Center

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR OF ARCHIVES & RECORDS	08634A	0.5	48,292	0.5	48,548
COLLECTIONS SUPERVISOR CLERK	05327A	1.0	69,724	1.0	70,094
PRINCIPAL PLANNING AND PROGRAMMING	05328A	1.0	69,197	1.0	69,565
ADMINISTRATIVE ASSISTANT	05325A	1.0	58,452	1.0	58,762
ADMINISTRATIVE SECRETARY	05317A	1.0	52,663	1.0	52,938
ADMINISTRATIVE AIDE	05315A	0.3	10,645	0.3	10,701
<b>Subtotal</b>		<b>4.8</b>	<b>\$308,973</b>	<b>4.8</b>	<b>\$310,608</b>
<b>Total Salaries</b>		<b>4.8</b>	<b>\$308,973</b>	<b>4.8</b>	<b>\$310,608</b>
<b>Benefits</b>					
Payroll Accrual			1,753		1,785
FICA			23,638		23,762
Retiree Health			18,447		18,543
Health Benefits			63,256		65,375
Retirement			80,198		86,005
<b>Subtotal</b>			<b>\$187,292</b>		<b>\$195,470</b>
<b>Total Salaries and Benefits</b>		<b>4.8</b>	<b>\$496,265</b>	<b>4.8</b>	<b>\$506,078</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$103,389</b>		<b>\$105,433</b>
<b>Statewide Benefit Assessment</b>			<b>\$14,212</b>		<b>\$14,753</b>
<b>Payroll Costs</b>		<b>4.8</b>	<b>\$510,477</b>	<b>4.8</b>	<b>\$520,831</b>
<b>Purchased Services</b>					
Information Technology			1,000		1,000
Other Contracts			240		240
Training and Educational Services			135		135
<b>Subtotal</b>			<b>\$1,375</b>		<b>\$1,375</b>
<b>Total Personnel</b>		<b>4.8</b>	<b>\$511,852</b>	<b>4.8</b>	<b>\$522,206</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		4.8	\$511,852	4.8	\$522,206
<b>Total All Funds</b>		<b>4.8</b>	<b>\$511,852</b>	<b>4.8</b>	<b>\$522,206</b>



# The Program

---

## Department Of State Office of Public Information

---

### **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 available in a variety of methods, including in person and online.

Functions carried out by the Office of Public Information include:

Maintain a list of lobbyists, their clients and financial activities as it relates to lobbying and overseeing the enforcement of the state's lobbying laws for the legislative and executive branches of government. RIGL §22-10 and §42-139.

Operate and maintain a clearinghouse for information related to all public meetings in the State of Rhode Island and its Municipalities as relative to the Open Meetings Laws. RIGL §42-46.

Maintain and certify all Public Laws, Resolutions and Local Acts. RIGL §42-8-3, §42-8-8.

Compile and publish on a biennial basis, the Rhode Island State Owner's Manual, and maintain an online listing that is updated on a regular basis. RIGL §22-3-12.

Oversee and facilitate all State House tours.

Process all State boards and commissions appointments, laws and appointing authorities on a searchable website. RIGL §36-1-4.

Train members of the general public to navigate their way through various state government websites through public computers and wireless internet maintained by our office.

Maintenance of electronic database of all legislation introduced in the General Assembly, including committee and floor action.

### **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

---

## Department Of State Office of Public Information

---

	2014 Audited	2015 Audited	2016 Enacted	2016 Revised	2017 Recommend
<b>Expenditures By Subprogram</b>					
Operations	496,156	549,228	907,786	949,433	524,232
<b>Total Expenditures</b>	<b>\$496,156</b>	<b>\$549,228</b>	<b>\$907,786</b>	<b>\$949,433</b>	<b>\$524,232</b>
<b>Expenditures By Object</b>					
Personnel	466,833	438,645	437,562	413,634	450,560
Operating Supplies and Expenses	25,614	102,333	32,328	71,278	72,072
<b>Subtotal: Operating Expenditures</b>	<b>492,447</b>	<b>540,978</b>	<b>469,890</b>	<b>484,912</b>	<b>522,632</b>
Capital Purchases and Equipment	3,709	8,250	437,896	464,521	1,600
<b>Total Expenditures</b>	<b>\$496,156</b>	<b>\$549,228</b>	<b>\$907,786</b>	<b>\$949,433</b>	<b>\$524,232</b>
<b>Expenditures By Funds</b>					
General Revenue	485,316	504,274	456,540	461,512	484,232
Restricted Receipts	10,840	7,875	15,000	25,000	40,000
Operating Transfers from Other Funds	-	37,079	436,246	462,921	-
<b>Total Expenditures</b>	<b>\$496,156</b>	<b>\$549,228</b>	<b>\$907,786</b>	<b>\$949,433</b>	<b>\$524,232</b>

# Personnel

## Department Of State Office of Public Information

	Grade	FY 2016		FY 2017	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
DIRECTOR OF PROGRAMMING	08632A	1.0	93,694	1.0	94,192
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	08630A	1.0	75,879	1.0	76,282
ADMINISTRATIVE ASSISTANT	05320A	1.0	50,255	1.0	50,521
VISITOR CENTER ADMINISTRATOR	08616A <sup>4</sup>	-	-	0.4	16,304
<b>Subtotal</b>		<b>3.0</b>	<b>\$219,828</b>	<b>3.4</b>	<b>\$237,299</b>
<b>Total Salaries</b>		<b>3.0</b>	<b>\$219,828</b>	<b>3.4</b>	<b>\$237,299</b>
<b>Benefits</b>					
Payroll Accrual			1,247		1,270
FICA			16,818		18,154
Retiree Health			13,124		14,166
Health Benefits			52,204		59,709
Retirement			54,401		62,791
<b>Subtotal</b>			<b>\$137,794</b>		<b>\$156,090</b>
<b>Total Salaries and Benefits</b>		<b>3.0</b>	<b>\$357,622</b>	<b>3.4</b>	<b>\$393,389</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$119,207</b>		<b>\$115,703</b>
<b>Statewide Benefit Assessment</b>			<b>\$10,112</b>		<b>\$11,271</b>
<b>Payroll Costs</b>		<b>3.0</b>	<b>\$367,734</b>	<b>3.4</b>	<b>\$404,660</b>
<b>Purchased Services</b>					
University and College Services			15,000		15,000
Legal Services			30,000		30,000
Other Contracts			900		900
<b>Subtotal</b>			<b>\$45,900</b>		<b>\$45,900</b>
<b>Total Personnel</b>		<b>3.0</b>	<b>\$413,634</b>	<b>3.4</b>	<b>\$450,560</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		3.0	\$413,634	3.0	\$421,177
Restricted Receipts		-	-	0.4	\$29,383
<b>Total All Funds</b>		<b>3.0</b>	<b>\$413,634</b>	<b>3.4</b>	<b>\$450,560</b>

<sup>4</sup> Allocate portion of FTE to restricted receipts