

**Office of the Secretary of State
Fiscal Year 2016 Proposed Budget**



James C. Condos
Secretary of State

- **Our Mission**

Use our constitutional and statutory authority to:

- protect public health and safety,
- protect the integrity of the State's electoral process,
- facilitate commerce in Vermont,
- protect public access to government and its records, encourage civic participation, and
- foster an understanding of, and an enthusiasm for, our democratic form of government



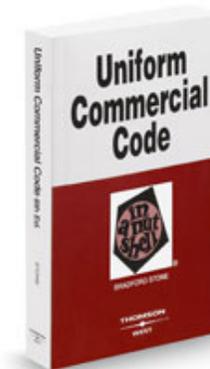
•Office of Professional Regulation

- Protects the public through the effective regulation of 46 professions and approximately 60,000 licensees
- Investigates and prosecutes cases of unlicensed or unprofessional conduct
- Assures that licensing standards are current and promote safe & effective practice



•Corporations and Business Registration

- Business registration
- Filing office for secured transactions under UCC
- Accomplishes an average of 88,000 unique transactions per year
- Collects \$5 million annual revenue



- **State Archives & Records Administration**

- Custodian of state archives since 1782
- Advise and guide public agencies in records and information management
- Secure record center for inactive agency records
- Promote sound records management by public agencies
- Promote and enhance access to state records



- **Elections & Campaign Finance**

- Conducts state and federal elections in concert with local election officials
- Promotes voter registration and participation
- Administers campaign finance and lobbyist disclosure laws



•Safe at Home

- Serves greater than 100 individuals attempting to escape from actual or threatened domestic violence, sexual assault and stalking
- Address confidentiality program provides client with a substitute mailing address for use when creating records with local and state agencies



•Municipal and Civics Education

- Provides training and advice to local officials
- Publishes training guides and *Opinions*
- Promotes civics education and civic participation by citizens of all ages



Secretary of State Temporary Positions

Calendar Year	# of State Temps	# of Kelly Temps	Total
2009	7	21	28
2010	7	9	16
2011	14	5	19
2012	12	3	15
2013	6	4	10
2014	4	3	7

Overtime	Hours	Amount
FY12	1771	51,978.00
FY13	680	18,055.00
FY14	844	24,892.00

Elections Applications Suite Implementation Update

In February 2014, the Elections Division initiated a complete implementation of an integrated elections software suite to ensure transparent and secure elections data for Vermont citizens. This software is critical to meeting state and federal election criteria.

The project is funded with 70% Help America to Vote Act (HAVA) (Federal) funds and 30% from the SOS special Fund.

The application systems included are:

- Vermont's voter registration checklist;
- Absentee ballot tracking;
- Election management;
- Campaign finance reporting (gone live in FY2014); and
- Lobbyist disclosure (gone live in FY2015)



Complete implementation on schedule for June 30, 2015.



CORPORATIONS

PROFESSIONAL REGULATION

ARCHIVES & RECORDS

ELECTIONS

MUNICIPAL

SECRETARY'S DESK



LOBBYING INFORMATION SYSTEM

Search filings, register & report activity

▶ **CLICK HERE**

Vermont Lobbying Information System

The Lobbying Information System is your location to register an entity, file reports, and search all information filed by lobbyists, their employers, and lobbying firms. More >>



HOW CAN WE HELP?

HOW DO I...

- » Get appointed as a Notary Public?
- » Start or register a business?
- » File an annual/biennial report?
- » Search for an existing business?
- » File or search for a UCC lien?
- » Perform a marriage in Vermont?
- » Obtain a license for my business?
- » Register to vote?
- » File a professional complaint?
- » Get a copy of a birth certificate?
- » Learn about municipal government?
- » Sign up for the Safe at Home program?

SEARCH OUR DATABASES

- » Business Search
- » UCC Debtor Search
- » Online Professional Licensing
- » Election Results
- » Lobbying Information — Current Biennium
- » Lobbying Information — Prior Biennium
- » Campaign Finance Information — 2015-2016
- » Archival Records
- » Notary Public Names
- » Index to Vermont State Papers
- » Secretary's Opinions Newsletters

CALENDAR

JAN 31	Federal Candidates- FEC Reports Due
FEB 1	Clerks- Checklist must be posted
FEB 1	Clerks- Last day to hold first public hearing on charter amendments
FEB 1	Clerks- Last day to post election warning and notice
FEB 1	REMINDER: December FYE Annual Reports NOW DUE

Full Calendar

SoS IT Security Assessment

In FY15 the SOS initiated the first IT Security Assessment within Vermont State Government.

The cost of the assessment is \$392,584 (all payments to be made in FY15). The SoS was very pleased to select NuHarbor Consulting (Vermont-based) & Core Security Group (Boston) utilizing the State of Vermont standard bid process. The assessment will be finalized soon. We will review the recommendations and prioritize by risk level.

Expense Allocation:

OPR Fund	= 41.65%
SoS special Fund	= 40.36%
HAVA (Federal)	= 17.99%



At the conclusion of the assessment, the office will have created, and will continue to improve upon security management competency.

SoS FY16 Key Budget Issues

- 1) **Elections IT Project:** FY16 largest SoS Services Fund payment = \$382,000.
- 2) **Corporations IT Project** – initiated in FY13, largest payments through FY17. FY16 SoS Services Fund Payment = \$242,016.
- 3) **IT Security Assessment Maintenance** - estimated @ 32,000.
- 4) Cost of living adjustments, step increases and 17.99% benefit increase.
- 5) **APA Rulemaking** – the SoS is required to advertise all State agency rulemaking. These charges are offset by revenues (charged to the appropriate department), however, increase in advertising costs of \$43,743 from FY15.
- 6) **BGS Print & Postal Middlesex Facility Renovation/Refit (Capital Bill Item for \$660,000)** – VSARA square footage to be reduced which equates to an \$18,000.00 savings for SoS in our FY16 Budget. We are carrying until BGS correctly moves the expense to their budget.

SoS FY16 Key Budget Issues Continued

8) OPR Assistant Director position - added to the FY16 Budget and to Appropriation Bill.

The OPR Director currently has:

- 10 direct reports
- 32 employees total
- that are focused on:
 - *investigations;
 - *prosecutions;
 - *legal counsel;
 - *case management; and
 - *licensing administration for 46 professions and 60,000 licensees, including administrative support for 20 licensing boards.

9) OPR Business/Policy/Research Analyst (BA)- Convert PG 19 temporary to permanent in FY16 budget. Three more professions will be added to OPR. The BA is currently providing business and data analysis, and para legal support. Additional duties include process mapping for streamlining, efficiencies, and system improvements.

FY16 Department Request - Secretary of State

	SecState Fund 21928	(OPR) Regulatory Fee Fund 21150	VSARA Public Records 21595	IDT	Federal	TOTAL
FY 2015 Budget as Passed	3,766,169	4,117,762	12,000	75,000	2,310,200	10,281,131
FY 2015 Rescissions	(150,647)	0	0	0	0	(150,647)
FY 2015 Budget after Rescissions	3,615,522	4,117,762	12,000	75,000	2,310,200	10,130,484
FY16 Changes						
Personal Services:						
Salary & Fringe Benefit Increases	349,894	390,544			(113,074)	627,364
Per Diem and Other Personal Services increases	(15,328)	(99,500)			(32,032)	(146,860)
Contracted & 3rd Party Services - IT Systems Maintenance and Upgrades (Corps System, OPR - Elicense, Elections - New Platform)	178,948	218,595			(1,167,309)	(769,766)
						0
						0
Operating Expenses:						0
BGS/FFS/WC/DII/DHR/Single Audit Chargebacks - 505200, 505010, 516000,516010,516671,516685,519006, 523620	40,611	7,569			(29,588)	18,592
Equipment	16,745	(7,872)			79,888	88,761
IT/Telecom Services and Equipment	(16,598)	5,664			(37,917)	(48,851)
Travel	(13,278)	28,828			(2,510)	13,040
Supplies	28,602	19,423			(19,380)	28,645
Other Purchased Services	46,078	14,003			(35,091)	24,990
Rental Other	300	6,242			(142)	6,400
Rental Property - Other than FFS - OPR Office Space, Civics Storage Rental	200	10,500			0	10,700
Property and Maintenance	(10,299)	3,542			(643)	(7,400)
Bank Service Charges	39,000	7,000				46,000
Grants Out					(20,000)	(20,000)
						0
FY16 Changes	644,875	604,538	0	0	(1,377,798)	(128,385)
FY16 Gov Recommended	4,260,397	4,722,300	12,000	75,000	932,402	10,002,099
FY16 Subtotal of Legislative Changes	0	0	0	0	0	0
FY16 As Passed - Dept ID 2230010000	4,260,397	4,722,300	12,000	75,000	932,402	10,002,099

- We were not provided with a target for the FY16 SoS Budget. Our FY16 Budget reflects an increase of \$644,875 above the FY15 Budget with rescission for the SoS Special Fund, and \$604,538 above the OPR FY15 Budget (no rescission) for the OPR Fund.

DEPARTMENT PROGRAM PROFILE

DEPARTMENT:

Name and brief narrative description of program (not to exceed 2 sentences for each)	GF \$\$	Spec F \$\$	Fed F \$\$	All other funds \$\$	Total funds \$\$	Authorized positions	Amounts granted out
VERMONT STATE ARCHIVES & RECORDS ADMINISTRATION							
This division advises and guides public agencies in records and information management; appraises and schedules public records so they are preserved only as long as they have a legal or administrative value; preserves and enhances access to the State government's archival records; and operates a secure record center for non-permanent and inactive agency records.							
FY 2014 expenditures	30,685	1,691,751	32,471		1,754,907	17	
FY 2015 estimated expenditures		1,794,304	7,065		1,801,369	17	
FY 2016 budget request		2,017,148	0		2,017,148	17	
PROFESSIONAL REGULATION							
The Office of Professional Regulation protects the public from unethical, incompetent or otherwise unprofessional behavior by licensed practitioners in the professions and occupations that are regulated through the Office; to protect the public from practitioners in these fields who are unauthorized to practice; and to ensure equity in licensing, regulation and discipline by fairly and responsibly administering the rules and statutes pertaining to these professions and occupations.							
FY 2014 expenditures		4,271,596		75,000	4,346,596	37	
FY 2015 estimated expenditures		4,117,762		75,000	4,192,762	37	
FY 2016 budget request		4,722,300		75,000	4,797,300	37	
CORPORATIONS							
This division administers state law with respect to the registration and maintenance of foreign and domestic corporations, partnerships, limited liability companies, and sole proprietorships doing business in Vermont. Furthermore, the division acts as the State repository for trademarks and trade names registrations, and Uniform Commercial Code liens and related filings.							
FY 2014 expenditures		1,327,128			1,327,128	6	
FY 2015 estimated expenditures		865,183			865,183	6	
FY 2016 budget request		1,018,595			1,018,595	6	
ELECTIONS & CAMPAIGN FINANCE							
This division provides administration and support for the orderly conduct of elections, administers the campaign finance and lobbyist disclosure laws, and provides public education to encourage the participation of all citizens of voting age in the Vermont elections process.							
FY 2014 expenditures		524,533	1,597,204		2,121,737	7	46,097
FY 2015 estimated expenditures		772,917	2,303,135		3,076,052	7	20,000
FY 2016 budget request		1,028,940	932,402		1,961,342	7	
MUNICIPAL & CIVICS EDUCATION							
This program provides advice and assistance to municipal officials and promotes civics education.							
FY 2014 expenditures		57,185			57,185	0.5	
FY 2015 estimated expenditures		50,588			50,588	0.5	
FY 2016 budget request		14,954			14,954	0.5	
SAFE AT HOME							
This address confidentiality program helps victims of domestic violence, sexual assault, and stalking by providing a substitute address to be used when creating or updating records with state or local government agencies.							
FY 2014 expenditures		33,779			33,779	0.5	
FY 2015 estimated expenditures		30,875			30,875	0.5	
FY 2016 budget request		34,249			34,249	0.5	
APA							
Places legal notices of administrative rulemaking. Bills rulemaking agency for advertising costs.							
FY 2014 expenditures		143,277			143,277	0	
FY 2015 estimated expenditures		113,655			113,655	0	
FY 2016 budget request		158,511			158,511	0	
Total Department							
FY 2014 expenditures	30,685	8,049,249	1,629,675	75,000	9,784,609	68	46,097
FY 2015 estimated expenditures	0	7,745,284	2,310,200	75,000	10,130,484	68	20,000
FY 2016 budget request	0	8,994,697	932,402	75,000	10,002,099	68	0

Results Based Program Budgets

- Secretary of State Division Performance Measures developed.
- Details of each program development provided in separate file to committee.
- Once Corporations has fully completed system implementation - data analytics will be available in FY17.
- Elections System implementation will provide further data analytics by FY17.