

## Office of the Vermont Secretary of State Fiscal Year 2017 Proposed Budget



James C. Condos  
Secretary of State

## Our Mission Statement:

Democracy that delivers! We are problem solvers.

The Secretary of State office's five divisions promote public trust and enable good government by:

- Protecting, preserving, providing and promoting Vermont public records through **Vermont State Archives and Records Administration (VSARA)**.
- Preserving the integrity of campaigns, voter registration, and elections through the **Elections Division**.
- Providing the business community and public with easy access to information about business registration and doing business in Vermont through the **Corporations Division**.
- Protecting the public through streamlined, focused regulation of licensed professionals to prevent unethical, incompetent or unprofessional practitioners through the **Office of Professional Regulation (OPR)**.
- Promoting and strengthening positive state-local interactions by providing information, assistance, and educational materials related to municipal and open government laws through **Municipal Programs**.



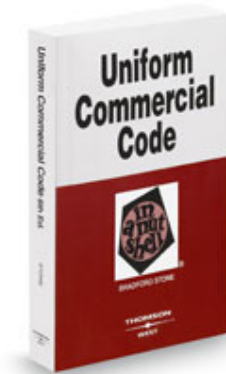
## •Office of Professional Regulation

- Protects the public through the effective regulation of 46 professions and approximately 60,000 licensees
- Investigates and prosecutes complaints 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 \$5.93 million annual revenue



- **State Archives & Records Administration**

- Custodian of state archives since 1782
- Advise and guide public agencies (state & local) in records and information management
- Secure record center for inactive agency records
- Increased use of records center for active files
- Promote sound records management by public agencies
- Promote and enhance access to state records



- **Elections & Campaign Finance**

- Oversight of 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 protecting individuals seeking 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

Fiscal Year	# of State Temporaries	# 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
2015*	3	0	3

*\*2015 includes one intern who works 3 hrs. weekly*

Overtime	Hours	Amount
FY12	1771	51,978
FY13	1707	49,315
FY14	1756	51,711
FY15	1780	51,950

## Elections Applications Suite Implementation Update

As of December 2015, the Elections Division completed 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 was 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 statewide voter registration checklist;
- Absentee ballot tracking;
- Election management;
- Campaign finance reporting (went live in FY2014);
- Lobbyist disclosure (went live in FY2015)



This past summer, Elections Division staff held a series (8) of statewide trainings, 100% funded by HAVA, on the new system. The trainings were attended by 246 Town Clerks, along with many of their assistants. Reactions to the system during training and since implementation were uniformly positive.



Vermont Secretary of State  
JIM CONDOS



ELECTIONS

ABOUT US

VOTERS

CANDIDATES

PARTIES

TOWN CLERKS & ELECTION WORKERS

TOWN MEETING & LOCAL ELECTIONS

ELECTION LAW

ELECTION RESULTS

CAMPAIGN FINANCE

LOBBYING

FORMS & PUBLICATIONS

FREQUENTLY ASKED QUESTIONS

CONTACT US

CONTACT INFORMATION

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Vermont Online Voter Registration

Submit a Voter Register Application to your town or city clerk today using our new online voter registration tool. More>>

MOST POPULAR QUESTIONS

- » How do I register to vote?
- » Where is my polling place?
- » What time do the polls open and close?
- » Where can I find forms for campaign finance filings?
- » Where can I view filed campaign finance reports?
- » Where can I find an Elections Calendar?
- » Where can I find forms for lobbying registration and disclosures?
- » Where can I view filed lobbyist disclosures?
- » How do I become a candidate?
- » How do I become a candidate for local office?
- » Where can I find election results for the General Election?

SEARCH OUR DATABASES

Select... Go

DOWNLOAD FORMS

Select... Go

CANDIDATES

Find information on becoming a candidate and complying with election law.

More

TOWN CLERKS

Find information for town clerks and other election officials on the conduct of elections.

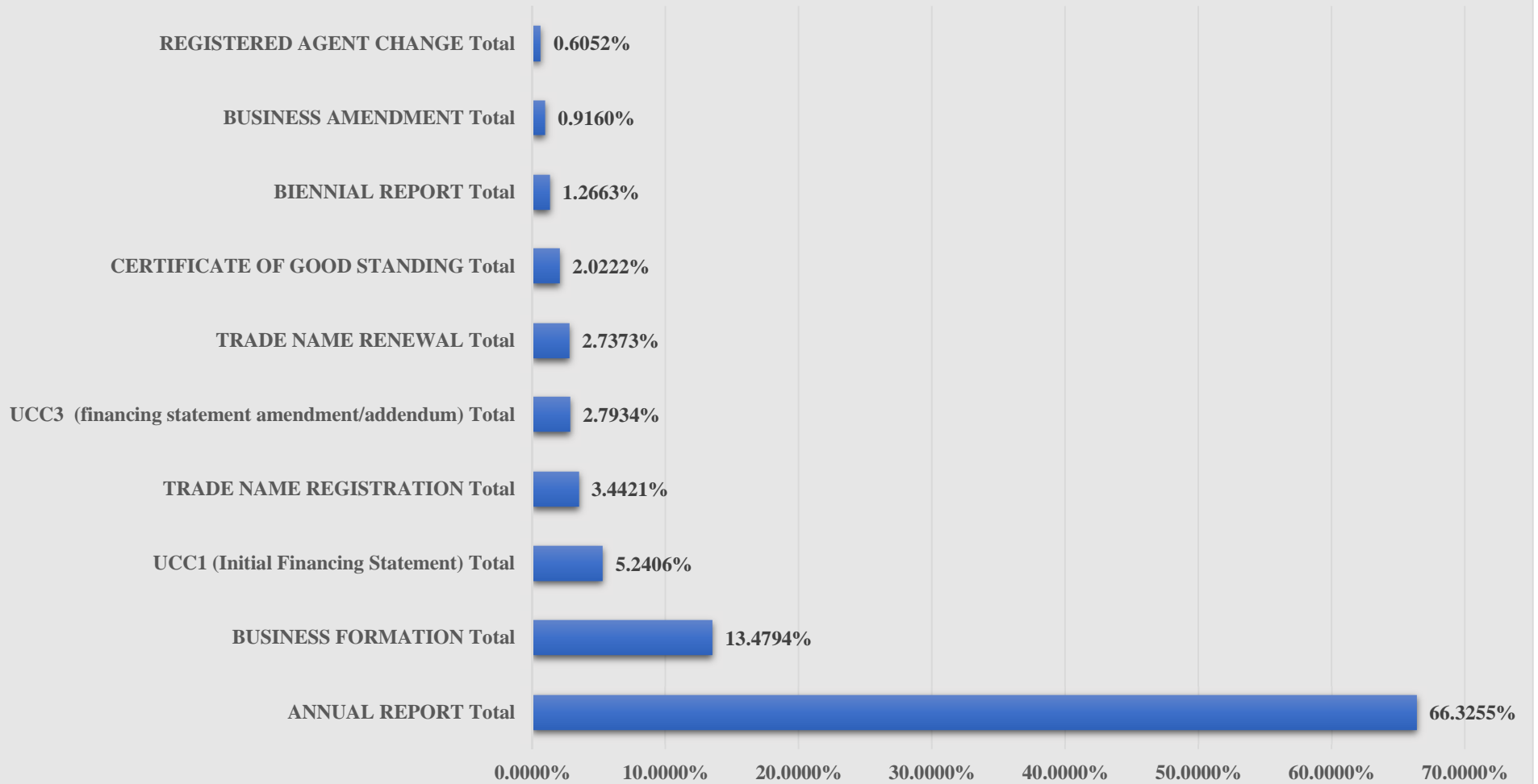
More

VOTERS

LOBBYISTS



## Fiscal Year 2015 Corporations/Business Services Top 10 Revenue Generators



## SoS FY17 Key Budget Issues

### **1) Elections IT Project - 70% Federal (HAVA) & 30% SOS Services Fund split:**

Implementation costs spread throughout FY17. Carrying payment of \$106,547 for elections suite from FY16 to FY17 as part of FY16 savings contingency plan.

### **2) Corporations IT Project - 100% SoS Service Fund:**

- Implementation began in FY13 – costs spread out through FY17, costs peak in FY17 and then decrease becoming maintenance/service/hosting.
- **Upgrades in FY17:**
  - Automate 88,000 Corps payment transactions, currently payments flow directly to accounts, the resulting transaction postings do not. This will eliminate a very manual labor intensive process.
  - Digitizing of corporations records allowing online access, convenience and eliminate paper record requests as well as paper storage space.

## SoS FY17 Key Budget Issues Continued

### 3) **VSARA Forklift – 100% SOS Services Fund:**

- Replaced one of three antique (literally!) forklifts in FY15.
- Replace another in FY17 @ \$29,000.00
- Next replacement estimated to be in 10 years

### 4) **VSARA – 100% SOS Services Fund:**

- Anticipated movement of three existing positions from the State Library Division within the Department of Libraries (DOL) to achieve efficiencies of scale, by consolidating public records and related reference and technical services under the VSARA.
- Removes charge to General Fund and we propose paying from our existing fees.

### 5) **All three funds – agency wide cost -\$18,953:**

- Rack Consumption Charge – National Life (1 foot wide by 12 feet tall space where our servers are stored).

### 6) **OPR – 100% OPR Fund:**

- \$750,000 for Next Generation Licensing Platform (placeholder).
- Actual costs are a work in progress as we are still in the proposal stage.

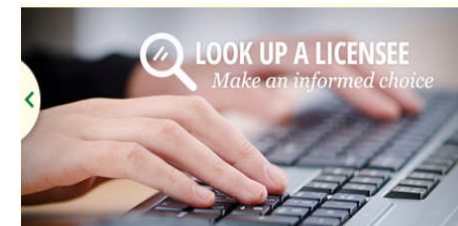
## Next Generation Licensing Platform

### OPR is in process of re-engineering its operations including:

- organizational model,
- associated business processes, and
- supporting technologies

### To achieve the following key business objectives:

- On-boarding new professions easily and efficiently;
- On-boarding new professions with a high degree of quality and consistency;
- Providing regulated professionals with self-service access to all required information;
- Providing profession boards with self-service access to all required information;
- Providing self-service functions for licensees; and
- Ability to create, extend, and maintain all of OPR's required capabilities using state-of-the-art business modelling.



FY17 Department Request - Secretary of State	SecState Fund 21928	(OPR) Regulatory Fee Fund 21150	VSARA Public Records 21595	IDT	Federal	TOTAL
<b>FY2016 As Passed</b>	4,260,397	4,722,300	12,000	75,000	932,402	10,002,099
<b>FY2016 Labor and Operations Savings</b>	(159,517)	0	0	0	0	(159,517)
<b>FY2016 Budget after Labor &amp; Operation Savings</b>	4,100,880	4,722,300	12,000	75,000	932,402	9,842,582
<b>FY17 Changes</b>						
<b>Personal Services:</b>						
Salary & Fringe Benefit Increases	260,000	218,486			6,597	485,083
Per Diem and Other Personal Services increases		26,500				26,500
Contracted & 3rd Party Services - IT Systems Maintenance and Upgrades (Corps System, Elections, OPR NGLP, IT Security, Web 2.0)	206,996	901,923			722,968	1,831,887
<b>Operating Expenses:</b>						
WC/DIV/DHR/Single Audit Chargebacks - 505200, 505010, 516000,516010,516671,516685,519006, 523620, Other purchased services	18,258	20,498			3,983	42,739
Equipment	(22,771)	(25,564)			(4,968)	(53,302)
IT/Telecom Services and Equipment	4,404	4,944			961	10,309
Travel	5,361	6,019			1,170	12,549
Supplies	738	828			161	1,727
Rental Other	2,075	2,329			453	4,857
Rental Property - Other than FFS - OPR Office Space, Civics Storage Rental	200	10,500			0	10,700
Property and Maintenance	(9,271)	(10,408)			(2,023)	(21,702)
Bank Service Charges	50,827	36,806			0	87,633
<b>FY17 Changes</b>	<b>516,817</b>	<b>1,192,861</b>	<b>0</b>	<b>0</b>	<b>729,302</b>	<b>2,438,980</b>
<b>FY17 Gov Recommended</b>	<b>4,617,697</b>	<b>5,915,161</b>	<b>12,000</b>	<b>75,000</b>	<b>1,661,704</b>	<b>12,281,562</b>
<b>FY17 Subtotal of Legislative Changes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FY17 As Passed - Dept ID 2230010000</b>	<b>4,617,697</b>	<b>5,915,161</b>	<b>12,000</b>	<b>75,000</b>	<b>1,661,704</b>	<b>12,281,562</b>

**FISCAL YEAR 2017 DEPARTMENT PROFILE**

<b>DEPARTMENT:</b>						
Name and brief narrative description of program (not to exceed 2 sentences for each)	Spec F \$\$	Fed F \$\$	All other funds \$\$	Total funds \$\$	Authorized positions	
<b>VERMONT STATE ARCHIVES &amp; RECORDS ADMINISTRATION</b>						
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 2015 expenditures	1,494,527	0	12,000	1,506,527	17
	FY 2016 estimated expenditures	1,701,369	0	12,000	1,713,369	17
	FY 2017 budget request	1,882,000	0	12,000	1,894,000	15
<b>PROFESSIONAL REGULATION</b>						
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 2015 expenditures	4,272,036		75,000	4,347,036	37
	FY 2016 estimated expenditures	4,722,300		75,000	4,797,300	37
	FY 2017 budget request	5,915,161		75,000	5,990,161	33
<b>CORPORATIONS</b>						
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 2015 expenditures	753,478			753,478	6
	FY 2016 estimated expenditures	1,018,595			1,018,595	6
	FY 2017 budget request	1,000,399			1,000,399	4.5
<b>ELECTIONS &amp; CAMPAIGN FINANCE</b>						
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 2015 expenditures	682,108	1,588,780		2,270,888	7
	FY 2016 estimated expenditures	852,008	930,844		1,782,852	7
	FY 2017 budget request	703,454	1,510,876		2,214,330	5
<b>MUNICIPAL &amp; CIVICS EDUCATION</b>						
This program provides advice and assistance to municipal officials and promotes civics education.	FY 2015 expenditures	22,616			22,616	0.5
	FY 2016 estimated expenditures	12,375			12,375	0.5
	FY 2017 budget request	26,705			26,705	0.5
<b>SAFE AT HOME</b>						
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 2015 expenditures	27,064			27,064	0.5
	FY 2016 estimated expenditures	28,403			28,403	0.5
	FY 2017 budget request	32,219			32,219	0.5
<b>APA</b>						
Places legal notices of administrative rulemaking. Bills rulemaking agency for advertising costs.	FY 2015 expenditures	142,454			142,454	0
	FY 2016 estimated expenditures	131,000			131,000	0
	FY 2017 budget request	145,000			145,000	0
Secretary of State, Deputy Secretary of State, General Counsel, Executive Assistant and Division of Administrative Services (Information Technology, Human Resources, Finance, Contracting, Business Office, Purchasing, Facilities, COOP, Temporary Officiant Registrations, Reception and switchboard)	Breaking out separately starting in FY17. FY15 & FY16 Administration Staff #'s were spread out amongst other divisions	827,920	150,828		978,748	11.5
	<b>Total Department</b>					
	FY 2015 expenditures	7,394,284	1,588,780	87,000	9,070,064	68
	FY 2016 estimated expenditures	8,466,050	930,844	87,000	9,483,894	68
	FY 2017 budget request	10,532,858	1,661,704	87,000	12,281,562	70

## Results Based Program Budgets

- Secretary of State Division Performance Measures developed.
- Details of program development provided in separate file to committee.