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**AGENCY OVERVIEW****108 Secretary of State****Date:** 12/23/2014**Time:** 11:36:35

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**Statutory Authority**

ND Constitution Article V, Section 12; North Dakota Century Code Title 10 and Title 16.1; North Dakota Century Code Chapters 15.02, 35-01, 35-05, 35-17, 35-21, 35-29, 35-30, 35-31, 41-09, 43-07, 44-06, 45-10, 45-10.1, 45-11, 45-22, 45-23, 47-22, 47-25, 50-22, 53-01, 54-05.1, 54-09, 54-16, and 55-01.

**Agency Description**

The agency is the office of record for certain legal documents generated by the executive and legislative branches of state government; the office of record for public records and notices including various business entities; and it performs a wide range of licensing, regulatory, registration, and administrative functions within five operating units. The agency performs these functions in accordance with the requirements of the state's constitution and laws.

**Agency Mission Statement**

To serve the people of the State of North Dakota and its guests; execute with integrity the duties required by the North Dakota Constitution and the North Dakota Century Code; collect and preserve the records of the State as defined by the law; act as an ambassador for the State of North Dakota, its people, and its way of life. This mission will be dispatched effectively, efficiently, expeditiously, courteously, and with financial responsibility.

**Agency Performance Measures**

Although it does not have a formal written program, the agency's management team and unit leads have access to various processes for tracking productivity, effectiveness, efficiency, quality of customer service, and compliance with laws. It is anticipated the statistical tracking of information will be improved with the agency's migration to a new database and document processing platform, for which funding was approved in previous bienniums and for which additional funding will be requested for the 2015-17 biennium.

**Major Accomplishments**

1. Enhanced agency website, which received approximately 524,000 hits over a 12 month period ending June 30, 2014 on its various pages and sections.
2. Enhanced 24/7 live business records search on agency website which displays data about business entities filed with the agency.
3. Enhanced website for access to annual reports filed by businesses allowing them to complete reports on-line and then print, sign, and mail the reports to the agency.
4. Continued the software development to enable migration of the agency's database from AS/400 platform created in 1988-92 to a new operating platform. This will allow for on-line filing of many documents and reports which will be very beneficial in the future.
5. Continued the mandated migration of the Central Indexing System (CIS) from the state's mainframe. This will greatly enhance the agency's CIS, which is connected to the state's 53 counties and provides a centralized depository for various lien documents.
6. Continued to enhance the agency's Election Management System (EMS) and Election Administration System (EAS), which provide new and expanded election information on the agency's website about elections, candidates, campaign contributions, voter precinct finder, polling location details and the reporting of election night returns. In addition, it assists in the administration of petition review, poll worker tracking, voting statistics reporting, and early and absentee voting. A specific feature already mentioned was launched in October 2008 that allows the voter to find his or her voting precinct through the use of a house number and zip code.
7. Launched the Central Voter File for use by the counties to track absentee ballots, allow for the efficient management of early voting precincts, and to expedite the voting process on election day.

**Future Critical Issues**

In the statistical data section of the program narrative, the data reveals that since 1995-97 and through the 2011-13 biennium, the agency's revenue has steadily increased. The 2011-13 biennium revenue increased 36.6 percent from the previous biennium. The increased revenue is directly related to the increase in the number of registrations, filings, and increased demand for the services provided by the agency. In order to respond to this increased demand, the agency is substantially dependent on the use of information technology (e.g. software, hardware, Internet, etc.), which it uses to provide the timely, accurate, and efficient services expected by the public, businesses, and customers of the agency.

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As was also documented in the statistical data section, the agency is processing 95,144 more documents per year than it did in 1995. Therefore, to provide services in a cost effective and efficient manner for the public, it is vitally important that the agency receive support for technology initiatives and additional FTEs to handle the increase in workload.

The agency is the first place stop and prime filer of a variety of business related information. In other words, business in North Dakota begins with the Secretary of State's office. Therefore, the agency has a key role in the state's e-government initiatives making it imperative the agency has adequate funding and support in order to implement the appropriate technology to meet these goals and provide services the public is requesting. It is critical to continue the migration of the two databases from their current environment to the new platform. The increase in services and productivity will be significant.

Having adequate FTEs and the ability to offer competitive salaries is a huge challenge. The agency needs to have competitive salaries to address compression issues in its employment structure to be competitive and to pay salaries appropriate for agency staff.

**REQUEST SUMMARY**108 Secretary of State  
Biennium: 2015-2017

Bill#: SB2002

Date: 12/23/2014

Time: 11:36:35

Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Budget Request
<b>By Major Program</b>					
Secretary of State Operations	8,382,785	8,458,025	(1,793,965)	6,664,060	5,283,707
Public Printing Leg Law Books	261,500	320,500	0	320,500	0
Federal Election Reform	2,263,735	5,143,115	(2,448,115)	2,695,000	0
<b>Total Major Program</b>	<b>10,908,020</b>	<b>13,921,640</b>	<b>(4,242,080)</b>	<b>9,679,560</b>	<b>5,283,707</b>
<b>By Line Item</b>					
Salaries and Wages	3,939,755	4,263,223	(290,458)	3,972,765	1,283,707
Accrued Leave Line	0	82,831	(82,831)	0	0
Operating Expenses	4,342,661	4,093,971	(1,410,676)	2,683,295	4,000,000
Capital Assets	0	10,000	(10,000)	0	0
Petition Review	22,369	8,000	0	8,000	0
Election Reform	2,263,735	5,143,115	(2,448,115)	2,695,000	0
Public Printing	261,500	320,500	0	320,500	0
Technology Carryover	78,000	0	0	0	0
<b>Total Line Items</b>	<b>10,908,020</b>	<b>13,921,640</b>	<b>(4,242,080)</b>	<b>9,679,560</b>	<b>5,283,707</b>
<b>By Funding Source</b>					
General Fund	8,019,624	7,997,884	(1,893,324)	6,104,560	5,283,707
Federal Funds	1,904,917	4,619,508	(3,119,508)	1,500,000	0
Special Funds	983,479	1,304,248	770,752	2,075,000	0
<b>Total Funding Source</b>	<b>10,908,020</b>	<b>13,921,640</b>	<b>(4,242,080)</b>	<b>9,679,560</b>	<b>5,283,707</b>
<b>Total FTE</b>	<b>28.00</b>	<b>31.00</b>	<b>(3.00)</b>	<b>28.00</b>	<b>10.00</b>

**REQUEST DETAIL**

108 Secretary of State

Biennium: 2015-2017

Bill#: SB2002

Date: 12/23/2014

Time: 11:36:35

Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Budget Request
<b>Salaries and Wages</b>					
Salaries - Permanent	2,314,685	2,545,561	57,555	2,603,116	655,200
Salaries - Other	0	0	0	0	9,500
Temporary Salaries	174,670	88,608	24,192	112,800	0
Overtime	413,076	339,029	230,599	569,628	250,000
Fringe Benefits	1,037,324	1,290,025	(93,450)	1,196,575	369,007
Reduction In Salary Budget	0	0	(509,354)	(509,354)	0
<b>Total</b>	<b>3,939,755</b>	<b>4,263,223</b>	<b>(290,458)</b>	<b>3,972,765</b>	<b>1,283,707</b>
<b>Salaries and Wages</b>					
General Fund	3,654,755	4,132,947	(365,458)	3,767,489	1,283,707
Federal Funds	0	0	0	0	0
Special Funds	285,000	130,276	75,000	205,276	0
<b>Total</b>	<b>3,939,755</b>	<b>4,263,223</b>	<b>(290,458)</b>	<b>3,972,765</b>	<b>1,283,707</b>
<b>Accrued Leave Line</b>					
Salaries - Permanent	0	82,831	(82,831)	0	0
<b>Total</b>	<b>0</b>	<b>82,831</b>	<b>(82,831)</b>	<b>0</b>	<b>0</b>
<b>Accrued Leave Line</b>					
General Fund	0	82,831	(82,831)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>82,831</b>	<b>(82,831)</b>	<b>0</b>	<b>0</b>
<b>Operating Expenses</b>					
Travel	50,910	63,900	0	63,900	0
Supplies - IT Software	3,609	7,000	0	7,000	0
Supply/Material-Professional	3,835	41,265	0	41,265	0
Miscellaneous Supplies	7,421	10,000	0	10,000	0
Office Supplies	64,169	57,500	0	57,500	0
Postage	217,643	173,000	0	173,000	0
Printing	151,197	137,000	0	137,000	0
IT Equip Under \$5,000	48,167	26,000	0	26,000	0
Other Equip Under \$5,000	0	2,000	0	2,000	0
Office Equip & Furn Supplies	11,326	47,000	0	47,000	0
Insurance	3,922	3,800	0	3,800	0
Repairs	14,266	21,000	0	21,000	0
IT - Data Processing	3,521,606	3,190,671	(1,410,676)	1,779,995	4,000,000

**REQUEST DETAIL**

108 Secretary of State

Biennium: 2015-2017

Bill#: SB2002

Date: 12/23/2014

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Budget Request
IT - Communications	78,938	81,600	0	81,600	0
IT Contractual Svcs and Rprs	0	50,000	0	50,000	0
Professional Development	16,128	20,000	0	20,000	0
Operating Fees and Services	102,177	122,585	0	122,585	0
Fees - Professional Services	47,147	39,650	0	39,650	0
Other Expenses	200	0	0	0	0
<b>Total</b>	<b>4,342,661</b>	<b>4,093,971</b>	<b>(1,410,676)</b>	<b>2,683,295</b>	<b>4,000,000</b>
<b>Operating Expenses</b>					
General Fund	4,002,660	3,443,606	(1,435,035)	2,008,571	4,000,000
Federal Funds	0	0	0	0	0
Special Funds	340,001	650,365	24,359	674,724	0
<b>Total</b>	<b>4,342,661</b>	<b>4,093,971</b>	<b>(1,410,676)</b>	<b>2,683,295</b>	<b>4,000,000</b>
<b>Capital Assets</b>					
Equipment Over \$5000	0	10,000	(10,000)	0	0
<b>Total</b>	<b>0</b>	<b>10,000</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>
<b>Capital Assets</b>					
General Fund	0	10,000	(10,000)	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>10,000</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>
<b>Petition Review</b>					
Temporary Salaries	1,152	0	0	0	0
Overtime	5,726	0	0	0	0
Fringe Benefits	526	0	0	0	0
Office Supplies	229	0	0	0	0
Postage	8,761	5,935	0	5,935	0
Printing	3,025	1,000	0	1,000	0
IT - Data Processing	350	0	0	0	0
Fees - Professional Services	2,600	1,065	0	1,065	0
<b>Total</b>	<b>22,369</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>
<b>Petition Review</b>					
General Fund	22,369	8,000	0	8,000	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0

**REQUEST DETAIL**

108 Secretary of State

Biennium: 2015-2017

Bill#: SB2002

Date: 12/23/2014

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Budget Request
<b>Total</b>	<b>22,369</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>
<b>Election Reform</b>					
Salaries - Permanent	51,505	97,000	(5,800)	91,200	0
Overtime	1,271	2,500	(2,500)	0	0
Fringe Benefits	23,228	45,275	(3,119)	42,156	0
Travel	10,866	22,012	0	22,012	0
Office Supplies	293	151	0	151	0
Office Equip & Furn Supplies	714	1,399	0	1,399	0
Rentals/Leases - Bldg/Land	738	1,550	0	1,550	0
IT - Data Processing	265,598	500,400	0	500,400	0
IT - Communications	1,327	2,500	0	2,500	0
IT Contractual Svcs and Rprs	31,526	3,825,500	(2,441,868)	1,383,632	0
Professional Development	494	0	0	0	0
Operating Fees and Services	1,879	3,545	(3,545)	0	0
Fees - Professional Services	353,884	641,283	8,717	650,000	0
Grants, Benefits & Claims	1,520,412	0	0	0	0
<b>Total</b>	<b>2,263,735</b>	<b>5,143,115</b>	<b>(2,448,115)</b>	<b>2,695,000</b>	<b>0</b>
<b>Election Reform</b>					
General Fund	340	0	0	0	0
Federal Funds	1,904,917	4,619,508	(3,119,508)	1,500,000	0
Special Funds	358,478	523,607	671,393	1,195,000	0
<b>Total</b>	<b>2,263,735</b>	<b>5,143,115</b>	<b>(2,448,115)</b>	<b>2,695,000</b>	<b>0</b>
<b>Public Printing</b>					
Supply/Material-Professional	249,469	125,089	0	125,089	0
Office Supplies	0	90	0	90	0
Postage	933	1,145	0	1,145	0
Printing	4,168	5,120	0	5,120	0
Other Equip Under \$5,000	0	160,805	0	160,805	0
Office Equip & Furn Supplies	6,930	28,251	0	28,251	0
<b>Total</b>	<b>261,500</b>	<b>320,500</b>	<b>0</b>	<b>320,500</b>	<b>0</b>
<b>Public Printing</b>					
General Fund	261,500	320,500	0	320,500	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>261,500</b>	<b>320,500</b>	<b>0</b>	<b>320,500</b>	<b>0</b>

**REQUEST DETAIL**

108 Secretary of State  
Biennium: 2015-2017

Bill#: SB2002

Date: 12/23/2014

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Description	Expenditures 2011-2013 Biennium	Present Budget 2013-2015	Budget Request Change	Requested Budget 2015-2017 Biennium	Optional Budget Request
<b>Technology Carryover</b>					
IT - Data Processing	78,000	0	0	0	0
<b>Total</b>	<b>78,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Technology Carryover</b>					
General Fund	78,000	0	0	0	0
Federal Funds	0	0	0	0	0
Special Funds	0	0	0	0	0
<b>Total</b>	<b>78,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Funding Sources</b>					
General Fund	8,019,624	7,997,884	(1,893,324)	6,104,560	5,283,707
Federal Funds	1,904,917	4,619,508	(3,119,508)	1,500,000	0
Special Funds	983,479	1,304,248	770,752	2,075,000	0
<b>Total Funding Sources</b>	<b>10,908,020</b>	<b>13,921,640</b>	<b>(4,242,080)</b>	<b>9,679,560</b>	<b>5,283,707</b>

**CHANGE PACKAGE SUMMARY**

108 Secretary of State  
Biennium: 2015-2017

Bill#: SB2002

Date: 12/23/2014

Time: 11:36:35

Description	Priority	FTE	General Fund	Federal Funds	Special Funds	Total Funds
<b>Base Budget Changes</b>						
<b>One Time Budget Changes</b>						
A-E 1 Remove Funding for 3 FTE positions		0.00	(283,754)	0	0	(283,754)
A-E 3 Remove Multipurpose Copier		0.00	(10,000)	0	0	(10,000)
A-E 4 Remove Funding for Technology Carryover		0.00	(1,351,035)	0	0	(1,351,035)
A-E 5 Remove IT Hosting Charges		0.00	(84,000)	0	0	(84,000)
A-E 6 Remove Overtime Funding		0.00	(225,600)	0	0	(225,600)
<b>Total One Time Budget Changes</b>		<b>0.00</b>	<b>(1,954,389)</b>	<b>0</b>	<b>0</b>	<b>(1,954,389)</b>
<b>Ongoing Budget Changes</b>						
A-A 7 Adjustments to align budget request with remaini		0.00	0	(3,108,089)	671,393	(2,436,696)
A-A 8 Base Budget changes to special fund		0.00	0	0	99,359	99,359
Base Payroll Change		(3.00)	61,065	(11,419)	0	49,646
<b>Total Ongoing Budget Changes</b>		<b>(3.00)</b>	<b>61,065</b>	<b>(3,119,508)</b>	<b>770,752</b>	<b>(2,287,691)</b>
<b>Total Base Budget Changes</b>		<b>(3.00)</b>	<b>(1,893,324)</b>	<b>(3,119,508)</b>	<b>770,752</b>	<b>(4,242,080)</b>
<b>Optional Budget Changes</b>						
<b>One Time Optional Changes</b>						
A-D 11 Secretary of State Technology Project	1	0.00	4,000,000	0	0	4,000,000
A-D 9 Leave Payouts	3	0.00	9,500	0	0	9,500
<b>Total One Time Optional Changes</b>		<b>0.00</b>	<b>4,009,500</b>	<b>0</b>	<b>0</b>	<b>4,009,500</b>
<b>Ongoing Optional Changes</b>						
A-C 2 Add Funding for 3 FTE Positions	1	3.00	310,451	0	0	310,451
A-C 12 Add Funding for 6 Additional FTEs	2	6.00	574,777	0	0	574,777
A-C 13 Add funding for 1 FTE - Office Trainer	3	1.00	138,979	0	0	138,979
A-C 14 Overtime Funding	4	0.00	250,000	0	0	250,000
<b>Total Ongoing Optional Changes</b>		<b>10.00</b>	<b>1,274,207</b>	<b>0</b>	<b>0</b>	<b>1,274,207</b>
<b>Total Optional Budget Changes</b>		<b>10.00</b>	<b>5,283,707</b>	<b>0</b>	<b>0</b>	<b>5,283,707</b>

**BUDGET CHANGES NARRATIVE**

108 Secretary of State

Bill#: SB2002

Date: 12/23/2014

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<b>Change Group:</b> A	<b>Change Type:</b> A	<b>Change No:</b> 7	<b>Priority:</b>
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Adjustments to align budget request with remaining federal funds

This change package reflects adjustments to reflect the projected 15-17 election costs for HAVA. Also, these changes will more accurately reflect the amount of federal funds remaining for HAVA.

<b>Change Group:</b> A	<b>Change Type:</b> A	<b>Change No:</b> 8	<b>Priority:</b>
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Base Budget changes to special fund

Changes to the special fund budget to align with income coming into the office.

Added funding to cover additional overtime costs associated with increased office workload and project.

Added funding for additional operating costs to cover day to day business needs.

<b>Change Group:</b> A	<b>Change Type:</b> C	<b>Change No:</b> 2	<b>Priority:</b> 1
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Add Funding for 3 FTE Positions

This change package is to add back in the 3 FTEs provided to the Secretary of State in 11/13 and to request to permanently continue funding these 3 FTEs.

<b>Change Group:</b> A	<b>Change Type:</b> C	<b>Change No:</b> 12	<b>Priority:</b> 2
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Add Funding for 6 Additional FTEs

*Under North Dakota law, business in North Dakota begins with the Secretary of State's office. Until a business is first registered with the Secretary of State, it is unable to obtain a permit or license from any other state agency. Therefore, it is essential that business registrations are processed in a timely manner to expedite the state's economic activity.*

*From July 2011 to July 2014, the number of active business registrations on file with the agency increased by 27,619 from 109,807 to 137,426, an increase of 25%. In some categories, such as limited liability companies, the increase was 178% and the number of contractor licenses issued by the agency doubled.*

*All indicators are that this increased level of activity will continue into the foreseeable future. The increased activity is also reflected in the revenue generated by the agency for the state's general fund. In the 2011-2013 biennium, the revenue generated by the agency for the general fund was approximately \$11.7 million. The agency's expenditures were approximately \$7.7 million, which resulted in a "profit" of \$4 million for the state's general fund.*

*Because of the unprecedented demand for services during the past three years, the turnaround time to process important legal business registration documents and issue contractor licenses is much longer than the "normal" two-week or less standard that the agency has had for many years and for which it has been known. At times, the processing turnaround has varied from four to five week, and briefly as high as six weeks.*

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*The six FTE positions will be utilized to set up a new unit within the Secretary of State office. The unit will provide overall administrative support for the agency. Currently, the agency is fulfilling the need for this support by employing up to six temporary FTEs who do not have the necessary training and stability as would a regular FTE. The new operational unit will provide support to all areas within the Secretary of State office including administrative duties along with assisting in the processing and filing of documents.*

*The addition of these FTEs is essential for providing turnaround services in a timely manner to assist in the state's economic growth. Since business in North Dakota begins with the Secretary of State's office, it is critical that the first step is completed as quickly as possible because all else follows.*

*We request that the six FTEs be authorized only for the biennium beginning July 1, 2015 and ending June 30, 2017. The Secretary of State's office will reevaluate the continued need for the six FTE positions when submitting its budget request for the 2017-2019 biennium.*

<b>Change Group:</b> A	<b>Change Type:</b> C	<b>Change No:</b> 13	<b>Priority:</b> 3
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Add funding for 1 FTE - Office Trainer

In addition to the request for six new FTE positions, the agency is requesting an additional FTE position, which would focus on training current and new employees. Currently, experienced employees perform the duties of both processing documents and training new employees. However, because of the intricacies involved in filing legal business documents, it takes time to train personnel to become knowledgeable with the requirements of state law. Having one FTE focused on training employees will allow current experienced employees to process documents more efficiently as they will be able to focus on that task while the trainer focuses on training new employees sufficiently. This will increase the productivity of the agency and reduce the turnaround time for processing documents. The trainer FTE position will also be able to cross-train employees in the office, which would be beneficial when accommodating for employee absences and assisting other office units during peak filing periods. In addition, the agency is currently in the process of replacing the AS/400 and mainframe systems, which are used for business registrations/licensing and central indexing, respectively. Therefore, all staff, new and current, will need to be trained to use the new systems. Overall, the trainer position would increase the productivity of the agency by training employees in the same manner, cross-training and allowing other employees to focus on processing documents.

<b>Change Group:</b> A	<b>Change Type:</b> C	<b>Change No:</b> 14	<b>Priority:</b> 4
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Overtime Funding

This optional request is to increase the salary line budget for overtime. The agency's overtime costs have increased due to the development of the agency's software project and increased demand for agency services due to the state's increased economic growth.

<b>Change Group:</b> A	<b>Change Type:</b> D	<b>Change No:</b> 9	<b>Priority:</b> 3
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Leave Payouts

In the 2015-2017 biennium, the Secretary of State office may have long term agency employees retiring. This request is to cover the cost of annual and sick leave payouts upon their retirement.

<b>Change Group:</b> A	<b>Change Type:</b> D	<b>Change No:</b> 11	<b>Priority:</b> 1
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**BUDGET CHANGES NARRATIVE****108 Secretary of State****Bill#: SB2002****Date:** 12/23/2014**Time:** 11:36:35

## Secretary of State Technology Project

For the 2011-2013 biennium, the Secretary of State requested \$3.5 million to develop a software project with ITD. For the 2013-2015 biennium, the Secretary of State requested that the amount remaining from the previous biennium, approximately \$1.35 million, be allowed as a carryover. During the 2013-2015 biennium, the balance remaining was expended. Because the project is incomplete and the appropriated carryover funds are expended, ITD obtained a line of credit of \$950,000 from the Bank of North Dakota to allow work on the project to continue.

For the 2015-2017 biennium, the Secretary of State is requesting a \$4 million dollar appropriation to pay back the line of credit and provide funding to complete the software project.

<b>Change Group:</b> A	<b>Change Type:</b> E	<b>Change No:</b> 1	<b>Priority:</b>
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## Remove Funding for 3 FTE positions

This change package removes the 3 FTEs provided to Secretary of State in 11-13 per HB 1002. We are requesting these 3 FTEs be added back as part of the 15-17 budget.

<b>Change Group:</b> A	<b>Change Type:</b> E	<b>Change No:</b> 3	<b>Priority:</b>
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## Remove Multipurpose Copier

This change package is the removal of one time funding for the multipurpose copier.

<b>Change Group:</b> A	<b>Change Type:</b> E	<b>Change No:</b> 4	<b>Priority:</b>
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## Remove Funding for Technology Carryover

This change package is removal of the the one time funding for the technology carryover for the Secretary of State's computer project.

<b>Change Group:</b> A	<b>Change Type:</b> E	<b>Change No:</b> 5	<b>Priority:</b>
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## Remove IT Hosting Charges

This change package is for the removal of one time funding for increase in hosting costs.

<b>Change Group:</b> A	<b>Change Type:</b> E	<b>Change No:</b> 6	<b>Priority:</b>
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## Remove Overtime Funding

This change package is for the removal of one time funding for overtime.

<b>Change Group:</b> R	<b>Change Type:</b> A	<b>Change No:</b> 1	<b>Priority:</b>
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## Retain 3 FTE from Emergency Commission

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Provides funding to retain 3.00 FTE that were approved through the Emergency Commission during the 11-13 biennium and then were put in as one-time for the 13-15 biennium. The positions have been evaluated and it has been determined that they are continued to be needed.

<b>Change Group:</b> R	<b>Change Type:</b> A	<b>Change No:</b> 2	<b>Priority:</b>
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Approve 6 new FTE

<b>Change Group:</b> R	<b>Change Type:</b> A	<b>Change No:</b> 100	<b>Priority:</b>
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Executive Compensation Package Adjustment

Provides funding for recommended 2015-17 compensation adjustments.

<b>Change Group:</b> R	<b>Change Type:</b> B	<b>Change No:</b> 1	<b>Priority:</b>
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Technology Project

Provides funding to complete software project that was started in the 11-13 biennium.