

Office of the Secretary of State

Fiscal Year 2011 Budget

The Citizens of the South Dakota continue to be the primary focus of every aspect of the Secretary of State's Office. Whether filing documents to form a new corporation, entering lien filings for bankers, processing certificates for Apostilles, Notaries Public or Trademarks, issuing Concealed Weapons Permits or overseeing the election processes throughout the state, serving every Citizen in the most efficient manner possible is the goal our office strives to accomplish every day.

The Secretary of State's Office has not increased the number of Non-Federal funded FTEs for the past twenty years. In FY 2000, the Non-Federal funded FTEs were reduced to 14.3, where it remains. In FY 2004, one Federal funded FTE was added for the Help America Vote Act Coordinator. This one Federal funded FTE remains. Over the past two years the number of federally mandated programs, reports regarding the election processes and requirements tracking has increased. To respond to the increase in federal requirements and to ensure the election processes are addressed, an increase of 0.3 Federal funded FTEs is being requested. To offset the increase in the Federal Personnel Services expenses, the Federal Grants and Subsidies expenses have been reduced by an equal amount. Additionally, it is requested that the General Personnel Services expenses be reduced by \$10,702.

For the FY 2011 Operating Budget it is necessary for the Secretary of State to request increases in four areas. The expansion in Contractual Services is in response to the increase in processing charges from the Bureau of Information and Telecommunications for mainframe and network usage costs and the increase in central services charges from the Bureau of Administration for office rent, storage rent, maintenance and repairs. The expansion in Supplies and Materials is due to the additional expenses required for printing the expanded 2011 Legislative Manual (Blue Book) as required by statute and increased charges for Microfilm Supplies and Materials from the Bureau of Administration for records management services.

The Secretary of State's Office is focusing concerted efforts to develop and implement technology to continue the migration from our current paper based systems to automated, web-based programs to meet the goals and provide the services the public is requesting. The Annual Report Online Filing Program and the Business Services Imaging Project are examples of development that will dramatically address our office's ability to respond to continual increases in workload. Both of these projects are currently in the design and development phase. Additional development is underway to expand the Central Election Reporting System to provide the military and overseas voters electronic absentee ballots, as well as expanding the Voter Information Portal to provide the date absentee ballot applications and ballots are received and sent. Further technology requirements are being developed to expand availability of other filings, to include Trademarks and Lobbyists Expense Reports, for the online access to the public.

CICS - CPU Production Cost Analysis

