

APPROPRIATION LINE ITEM AND BOILERPLATE HISTORY

**DEPARTMENT OF STATE
PART 1: LINE ITEM DETAIL**
**2016 PA 268
Article VIII
FY 2016-17
Initial**

Sec. 106 (1) APPROPRIATION SUMMARY

1. <u>Unclassified full-time equated (FTE) positions</u> - Positions that are exempted from the classified State civil service pursuant to Article XI, Section 5 of the Michigan Constitution. These positions include elected officials, heads of principal departments, a limited number of policy-making positions in departments, members of boards and commissions, employees of State institutions of higher education, employees of the Judiciary, and employees of the Legislature.	6.0
2. <u>Classified FTE positions</u> - All positions in State service unless exempted by Article XI, Section 5 of the Michigan Constitution. One FTE position equals 2,088 hours.	1,587.0
3. <u>GROSS APPROPRIATION</u> - Total appropriations	\$248,015,600
4. <u>Interdepartmental grants</u> - Funds that are also appropriated in other budgets. These funds are categorized as IDGs in the department that spends the funds and are therefore subtracted from the Gross Appropriation to avoid double counting total statewide appropriations.	20,000,000
5. <u>ADJUSTED GROSS APPROPRIATION</u> - Gross appropriations less IDGs.	228,015,600
6. <u>Federal revenue</u> - Funding allocated to the State by the Federal government.	1,460,000
7. <u>Local revenue</u> - Funds paid by local units of government that support State services and programs.	0
8. <u>Private revenue</u> - Available appropriated funds from private sources, including funding from non-governmental agencies.	100
9. <u>State restricted revenue</u> - Revenue earmarked for a specific purpose by the State Constitution, statute, or appropriation bill. Restricted revenue also includes general fund/special purpose funds, such as fee revenue used to support licensing programs.	204,445,900
10. <u>State general fund/general purpose</u> - Revenue that has no constitutional or statutory restrictions on how it is used. Approximately 90% of the general fund/general purpose (GF/GP) revenue is derived from the income, single business, insurance, sales, and use taxes.	22,109,600
11. <u>Payments to locals</u> - State appropriations from GF/GP or State restricted revenues that will be allocated to local units of government.	1,211,300

Sec. 106 (2) EXECUTIVE DIRECTION

1. <u>Secretary of state</u>	\$112,500
Unclassified FTE positions	1.0

The salary of the Secretary of State is set by the State Officers Compensation Commission due to amendments to the State Constitution approved by the voters

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on August 6, 2002. This line contains only the salary of the Secretary of State, costs for fringe benefits are included in the Executive Direction - Operations line item.

2. Unclassified positions \$628,800

Unclassified FTE positions 5.0

The positions funded through this line include: the Director of External Affairs, the Director of Constituent Relations, the Director of Public Affairs, and two liaisons in the Southeast Michigan Office. This line funds salaries only.

3. Operations \$4,567,200

Classified FTE positions 30.0

This line supports the executive staff of the Department of State, including the Office of Government Affairs, the Office of Communications, and the Executive Offices in Lansing, Southeast Michigan, and Grand Rapids. Fringe benefit costs for unclassified employees are also funded through this line.

Unit Gross Appropriation **\$5,308,500**

State restricted revenue 3,729,000

State general fund/general purpose 1,579,500

Sec.106 (3) DEPARTMENT SERVICES

1. Operations \$25,315,100

Classified FTE positions 117.0

This line supports components of department operations, including Department Services Administration, the Bureau of Administrative Services, the Bureau of Business Integration, and the Bureau of Organizational Services and the Bureau of Information Security. This Bureau includes the Internal Security Division and the Investigations Division. It also serves as the State's liaison to the National Crime Information Center for reporting auto-related crimes.

In FY 2016-17 funding (\$4.7 million) and FTEs (39.0) for legal services were transferred to the Legal Services unit.

Unit Gross Appropriation **\$25,315,100**

State restricted revenue 24,732,700

State general fund/general purpose 582,400

Sec. 106 (4) LEGAL SERVICES

1. Operations \$14,501,500

Classified FTE positions 83.0

This line funds the Administrative Hearings section of the Department. The program conducts hearings for drivers who are aggrieved by final decisions of the Department to restrict, suspend, revoke or place other terms and conditions on a license. Petitioners may appeal actions imposed by the agency, implied consent suspensions, or sanctions imposed as a function of law. The largest appeal population includes habitual alcohol offenders. These hearings are due process hearings required by law. Administrative staff also assist in the defense of appeals

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to circuit courts seeking to overturn restrictions, suspensions, or revocations taken by Department field analysts and appeal hearing officers. Each year the Department schedules approximately 14,000 hearings and processes approximately 1,700 driver license restoration appeals to circuit court. In FY 2016-17 funding of \$4.7 million and 39.0 FTEs related to legal services were transferred from the Department Services unit along with \$5.2 million and 5.0 FTEs from the Customer Delivery Services unit.

Unit Gross Appropriation	\$14,501,500
State restricted revenue	14,017,200
State general fund/general purpose	484,300

Sec. 106 (5) CUSTOMER DELIVERY SERVICES

1. <u>Branch operations</u>	\$85,709,100
Classified FTE positions	922.0

The most visible function of the Department of State is the operation of branch offices. Branch offices statewide provide vehicle title and registration, driver assessment, and voter registration services. The Department is making more services available through alternative methods, including mail, fax, telephone, and the Internet. Of the customer transactions processed by the Department in FY 2013-14, 74.0% were handled in branch offices, 11.0% were received in the mail, 12.0% were received via the Internet, and 3.0% of transactions were handled via kiosks located throughout the State.

2. <u>Central operations</u>	\$50,115,300
Classified FTE positions	388.0

This line supports a number of record-keeping activities of the Department including processing requests for driver and vehicle records, maintaining records of financing statements, responsibilities pursuant to the Uniform Commercial Code, the administration of branch operations, administration of the central records program, and customer transactions that are not performed by the branch offices. The line also contains the Bureau of Regulator Services which includes the Driver Assessment and Appeal Division, the Business Licensing and Regulation Division, and the Program Operations Division. The Bureau of Regulatory Services enforces the Motor Vehicle Service and Repair Act, which regulates the auto repair industry. The Act established reporting requirements for auto body shops, provided for facility inspections by State inspectors, and instituted a record keeping system for salvage vehicle parts and major repairs. The Act also provides for penalties for violations of the statute.

The line item was created in FY 2005-06 and reorganized in FY 2011-12 to reflect the organizational structure of the Department.

In FY 2016-17 funding (\$1.2 million) and FTEs (5.0) for legal services were transferred to the Legal Services unit. Additionally, \$1.9 million and 14.0 FTEs were transferred in from the Commemorative Licenses Plates line item along with \$750,000 and 3.0 FTES from the Specialty License Plates line item.

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3.	<u>Commemorative license plates</u>	\$0
	Classified FTE positions	0.0
	<p>The commemorative license plate is the Great Lakes Splendor or “bridge plate”, which has a picture of the Mackinac Bridge and the sun. A \$5 service fee is required to purchase this plate. A savings may be realized by the State when a driver purchases a commemorative license plate instead of using the State-provided white and blue plate.</p> <p>In FY 2016-17 all funding and FTEs for this line item were transferred to the Central Operations line item within this unit (see above).</p>	
4.	<u>Credit and debit assessment service fees</u>	\$6,000,000
	<p>This item was formerly funded through boilerplate language. Beginning with the FY 2010-11 budget, this fee became a line item funded by the fees charged by branch offices to persons using credit or debit cards to pay for their transactions. The fees charged to customers are then used to pay the fees charged to the State by banks and credit card companies for the use of these cards.</p>	
5.	<u>Specialty license plates</u>	\$0
	Classified FTE positions	0.0
	<p>The initial fee for a Specialty or University License Plate is \$35, in addition to the annual registration fee. Of the \$35 fee, \$10 is for administrative costs and the remaining \$25 is a donation to the sponsoring cause. For renewals, a \$10 donation to the sponsoring cause is required in addition to the annual registration fee.</p> <p>The specialty license plates are fundraising license plates to raise money for Michigan's 15 state-supported universities, and eight causes: agricultural heritage, Boy Scouts of America, children, Donate Life, lighthouses, veterans, water quality, and wildlife habitat, and a patriotic plate which benefits the American Red Cross and the Salvation Army.</p> <p>In FY 2016-17 all funding and FTEs for this line item were transferred to the Central Operations line item within this unit (see above).</p>	
6.	<u>Organ donor program</u>	\$129,100
	<p>Language section 812 specifies that this funding is to be used to produce a pamphlet regarding organ donations. The publication is distributed with driver license and personal identification cards. The funds may be used also for printing and for postage costs for a reply form included in the pamphlet. In FY 2013-14 nearly 400,000 names were added to the State's organ donor registry bringing the total to 1.8 million registrants.</p>	

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| 7. | <u>Motorcycle Safety Education Administration</u> | \$335,500 |
| | Classified FTE positions | 2.0 |

Section 257.811a of the Michigan Vehicle Code requires the Department of State to establish and administer Michigan’s Motorcycle Safety Education Program. This line item funds the administrative costs of the Program including third party testing. The Program provides grants to local units of government that provide training to riders that are required by law to complete a motorcycle safety course to be eligible to receive a motorcycle endorsement on their driver’s license.

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| 8. | <u>Motorcycle Safety Education Grants</u> | \$1,800,000 |
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This program was previously funded in the Department of Education. Public Act 103 of 2003 amended the Michigan Vehicle Code to transfer the responsibility for the establishment and administration of the Motorcycle Safety Program from the State Board of Education to the Secretary of State. The Program allocates grants to colleges or universities, intermediate school districts, law enforcement agencies, or other governmental agencies that provide motorcycle safety courses pursuant to MCL 257.811a. Entities that receive grants under the Motorcycle Safety Program may not charge applicants more than a \$25 course fee. Private providers of safety courses are not subject to the \$25 limit.

Unit Gross Appropriation	\$144,089,000
Interdepartmental grants	20,000,000
Federal revenue	1,460,000
Private revenue	100
State restricted revenue	119,221,700
State general fund/general purpose	3,407,200

Sec. 106 (6) ELECTION REGULATION

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| 1. | <u>Election administration and services</u> | \$7,169,100 |
| | Classified FTE positions | 45.0 |

The Bureau of Election carries out the responsibilities of the Secretary of State as the election official of the State. The Bureau administers and enforces Michigan’s election statutes, including the Michigan Election Law and the Campaign Finance Act. The Board of State Canvassers is housed within this Bureau. This bureau also houses the Office of the Great Seal. This office maintains the sole official Seal of the State of Michigan. Responsibilities include accepting certain documents for filing from local and State governmental agencies and certifying their authenticity, commissioning notaries public, and issuing certificates of authority and apostilles (certificates of notarization authenticity) for documents going to other countries.

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| 2. | <u>County clerk education and training fund</u> | \$100,000 |
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Section 17 of Public Act 238 of 2003 authorizes the Department of State to award grants for the purpose of providing education and training programs for county clerks and their staffs including, but not limited to, notary responsibilities, election worker training, and election processes.

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3. Fees to local units \$109,800

County clerks receive 16 cents from the State for each voter registration application they receive and then forward it to a city or township clerk in the jurisdiction where an applicant resides. Distributions from this line are greater in years of a general or federal election, since more people register to vote for those elections.

Unit Gross Appropriation	\$7,378,900
State restricted revenue	443,500
State general fund/general purpose	6,935,400

Sec. 106 (7) DEPARTMENTWIDE APPROPRIATIONS

1. Building occupancy charges/rent \$9,792,000

This line supports the building occupancy and rent costs for the Department. Facilities occupied by the Department include branch offices statewide, executive office space in the Capital area and Detroit, record storage at the Secondary Complex, and other office space in the General Office Building.

2. Workers' compensation \$254,400

This line support workers' compensation costs incurred by the Department.

Unit Gross Appropriation	\$10,046,400
State restricted revenue	7,513,700
State general fund/general purpose	2,532,700

Sec. 106 (8) INFORMATION TECHNOLOGY

1. Information technology services and projects \$36,376,200

Executive Order 2001-3 created the new Department of Information Technology (DIT). 101.0 FTEs were transferred to the new department from the Department of State. Executive Order 2009-55 combined DIT with the Department of Management and Budget to form the now Department of Technology, Management, and Budget (DTMB). The funding is appropriated in the originating department and received in DTMB as an interdepartmental grant from user charges.

Most of the funding in this line was previously included in a data processing line item in the Department Services unit. The information technology activities of the Department included the maintenance of all driver, vehicle, registration, title, and election records, as well as, all data processing and system support functions. The Department conducts electronic transmittal of data to a number of governmental agencies, including the Commercial Driver Licensing Network and the Federal Selective Service. Inquiries and record look ups are requested of the Department by law enforcement officers, local units of government, insurance companies, banking and credit institutions, and other State departments and agencies.

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In FY 2016-17 the Look-Up fee was increased from \$8 per record requested to \$11 per record requested. This resulted in an estimated \$14.1 million in additional restricted revenue for FY 2016-17.

Unit Gross Appropriation	\$36,376,200
State restricted revenue	34,788,100
State general fund/general purpose	1,588,100

Sec. 106 (9) ONE-TIME BASIS ONLY APPROPRIATIONS

1. <u>Election administration and services</u>	\$5,000,000
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This line item was added in FY 2016-17 to provide one-time funding for the purchase of new voting equipment across all local jurisdictions. Replacement of all voting equipment is expected to be complete by the 2018 general election with a total estimated cost of \$55.0 to \$60.0 million. The department has in reserve \$25 million in Federal funds remaining from the original Help America Vote Act funding from 2006-2009 that can be used for this purpose. Additionally, the Legislature has so far appropriated a total of \$10.0 million in funding (including this one-time \$5.0 million) leaving approximately \$20.0 to \$25.0 million additional funding needed for the replacements.

Unit Gross Appropriation	\$5,000,000
State general fund/general purpose.	\$5,000,000

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Section Number	Description and History
701	<p><u>Contingency Fund Appropriations.</u> Provides that a limited amount of Federal, State Restricted, local, and private revenues that come in during the year, such as a new Federal grant, can be appropriated upon approval of a contingency fund transfer to a line item by the Appropriations Committees of both houses of the Legislature. Contingency fund transfers are limited to the following revenue amounts: \$2,000,000 Federal, \$7,500,000 State Restricted, \$50,000 local, and \$100,000 private.</p> <p>Background: Contingency fund language was re-inserted in FY 2007-08.</p>
703	<p><u>Commercial Look-Up Fee.</u> Authorizes the sale of certain records for \$11.00 per record sold as limited by the Michigan Vehicle Code. Revenue received is credited to the Transportation Administration Collection Fund.</p> <p>Background: MCL 257.208b(1) requires the Legislature to set the lookup fee annually, which is done in this section. It generates approximately \$35.0 million annually, of which \$800,000 is due to list sales. The fee was increased from \$6.55 to \$7.00 in FY 2003-04 and from \$7.00 to \$8.00 in FY 2013-14 . Prior to FY 2005-06, revenue remaining at the end of the fiscal year lapsed to the State General Fund. In FY 2016-17 the fee was increased from \$8.00 to \$11.00 per record requested with an estimated increase in revenue totaling \$14.1 million for FY 2016-17.</p>
704	<p><u>Manufacture of License Plates.</u> Authorizes the Secretary of State to enter into agreements with the Department of Corrections for the manufacture of license plates 15 months before registration year.</p> <p>Background: Processing and manufacturing license plates requires a period of time longer than one fiscal year. The State cannot usually obligate resources from future fiscal year appropriations. This section allows the Department to wait until the next fiscal year to commit the funds and pay the contract.</p>
705	<p><u>Departmental Publications.</u> (1) Authorizes the Department of State to accept gifts, donations, contributions and grants for the purpose of underwriting costs of the departmental publication authorized by the Motor Vehicle Code. Allows private or public funding sources to receive recognition in the publication and provide traffic safety messages in the publication. (2) The Department may sell and accept advertising for placement in the publication. (3) Provides for deposit in the Department’s publication fund. Appropriates funds upon receipt and (4) provides for carry forward. (5) Requires annual report regarding receipts and expenditures. (6) The Department may provide free copies and may sell publications or manuals with the receipts credited to the Publications Fund.</p> <p>Background: This section was included in the mid 1990's in an effort to offset some of the Department’s substantial printing costs by raising private funds. It allows the Department to collect and expend funds that are not included in line items.</p>
707	<p><u>Motor Vehicle Code.</u> Appropriates funds for the publication of the Motor Vehicle Code. Provides for expenditure of funds when received. Funds shall not lapse to the General Fund.</p> <p>Background: Revenue from this section depends on how frequently the Department publishes and sells copies of the Vehicle Code. Approximately \$100,000 in revenue is generated in the years this publication is made available.</p>

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Section Number	Description and History
708	<p><u>Traffic Accident Records Program.</u> Requires the Department of State to use available balances at the end of the fiscal year to pay \$332,000 to the Department of State Police for the traffic accident records program.</p> <p>Background: The Department of State is billed by the State Police for reimbursement related to this program. The payment was increased in FY 2008-09 from \$331,400 to \$332,000.</p>
709	<p><u>Cash Shortages.</u> Authorizes the Department to restrict funds from miscellaneous revenue to cover cash shortages created from normal branch office operations. Maximum of \$50,000 of miscellaneous revenue.</p> <p>Background: The Department records approximately \$30,000 per year in cash shortages. The Department is trying to move more services away from the branches and towards the Internet, mail, telephone or self-service stations similar to a cash register-type system for processing at a branch terminal.</p>
710	<p><u>Commemorative/Specialty Plates.</u> Provides for and limits expenditures from commemorative and specialty license plate fee revenue to administration of the program. Funds not used for program administration remain in the Transportation Administration Collection Fund.</p> <p>Background: Revenue to cover administrative costs is generated from a service charge for the plate transaction. The Transportation Administration Collection Fund was created by 2003 PA 152. The Fund consists of service fees formerly deposited in the Michigan Transportation Fund. Commemorative and replacement plates generated \$2.9 million in FY 2014-15.</p>
711	<p><u>Collector and Fundraising Plates.</u> Provides for distribution of revenue from the fundraising plates to the sponsoring university, or the sponsoring public or private agency</p> <p>Background: This section allows the Department to collect and distribute the donations made to the respective university or agency plate programs.</p>
712	<p><u>Automotive Repair Facilities Training Video.</u> Provides that Department of State may produce and sell a training video designed to inform registered automotive repair facilities of their obligations under Michigan law. Revenue received from the sale of the video is deposited in the Auto Repair Facility Fee Account.</p> <p>Background: This section provides the authority to collect revenue from the sale of the training video. The Department has moved to a DVD format. The Department costs are \$4.00 per DVD. It provides one free copy to all newly licensed facilities and has no revenue from sales of the DVD. Approximately 1,100 DVD's are distributed each year.</p>
713	<p><u>Organ Donor Public Information Program.</u> Provides that the Department of State may develop and administer a public information campaign concerning the Michigan Organ Donor Program. Authorizes solicitation of private or public funds for the program. Provides for carry forward of funds. Provides for the production of an informational pamphlet and return postage costs for the organ donor program. Authorizes the Department to receive and expend funds from the Organ and Tissue Donation Education Fund in addition to amounts appropriated in Part 1.</p> <p>Background: This section allows the Department to solicit private funds for the public information campaign to partially offset the cost of the campaign. The Department creates the Michigan donor list for the Gift of Life organization. The pamphlets are included in mailings regarding driver license and personal identification card renewals.</p>

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Section Number	Description and History
714	<p><u>Branch Office Closings.</u> Requires at least 180 days prior to the announcement of Secretary of State branch office closings or consolidations, or at least 60 days prior to relocations, that the department of state inform members of the senate and house of representatives standing committees on appropriations and legislators who represent affected areas regarding the details of the proposal. The information provided shall be in written form and include all analysis done regarding criteria for changes in the location of branch offices, including but not limited to branch transactions, revenue, and the impact on citizens of the affected area. The notice shall also include detailed estimates of costs and savings that will result from the overall changes made to the branch office structure. Also includes costs for new leased facilities and expansions or current leased space. However, if the consolidation of a branch office is with another branch office located within the same local unit of government or if the relocation of a branch office is within the same local unit of government, then the notification described above is not required.</p> <p>Background: This section was first included in FY 2002-03. Three branch offices were closed in FY 2001-02 in order to meet appropriation reductions. The language was added in reaction to these closings. The section originally required the Department to consult with the Senate and House General Government Appropriation Subcommittees regarding the closing or consolidation of any branch offices. The language was modified in FY 2004-05 as a result of the Department of State's April 26, 2004, Branch Optimization Plan. In FY 2013-14, language was added regarding the consolidation or relocation of branch offices within the same local units of government.</p>
715	<p><u>Credit Card Service Assessments.</u> Provides that any service assessment collected by the Department of State from the user of a credit or debit card is appropriated to the Department of State for expenses related to that service. Limits charge by the Department of State to not more than the costs billable to the Department for service assessments. Provides for carry forward of funds.</p> <p>Background: This section was first included in an FY 2002-03 Supplemental Appropriation Bill (2003 PA 39). Language amended in FY 2010-11 by deleting the automatic appropriation language since it is now a line item in the bill.</p>
716b	<p><u>Business Application Modernization Project Report.</u> Requires a report of the total funds expended for the business application modernization project, start dates, costs, and penalties paid to the state by the contract provider.</p> <p>Background: First included in FY 2010-11. All funding for the project ended with the FY 2009-10 budget year due to the end of the funding cycle. This report is being required to ensure proper expenditure of remaining work project funds.</p>
717	<p><u>Gifts and Donations.</u> Allows the Department to accept non-monetary gifts, donations or contributions from private or public sources to support licensing, regulatory, or safety departmental functions.</p> <p>Background: First included in FY 2007-08. Language was added to ensure that any gifts or donations made to the Secretary of State are restricted for use to fund legitimate departmental functions.</p>

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718	<p><u>Buena Vista Branch Office.</u> Requires the department to maintain a full service branch office in Buena Vista Township.</p> <p>Background: First included in FY 2007-08. Language was added as a result of the Secretary of State's closing of several branch offices in 2007 to ensure that a branch office remains open in Buena Vista Township.</p>
721	<p><u>ATM Commission Fees.</u> Allows the Department to collect a commission fee from companies providing ATM machines in branch offices. The fees received shall be deposited in the TACF.</p> <p>Background: First included in FY 2010-11.</p>
722	<p><u>Legacy System Replacements.</u> Requires the Department to modernize and expand its entire computer system and remove existing programs from the legacy mainframes. A spending plan report also is due to the Legislature, the fiscal agencies, and the State Budget Office by January 1.</p> <p>Background: First included in FY 2016-17 to ensure the upgrade of the system and a new mainframe system.</p>
723	<p><u>Voting Machine Replacements.</u> Language directs the Department to use the additional funding added in Part 1 for replacement of voting equipment across local jurisdictions.</p> <p>Background: First included in FY 2016-17 to ensure the \$5.0 million appropriated as one-time funding is used to replace voting equipment.</p>
725	<p><u>Legacy Costs.</u> This language lists the authorized amount of the appropriations in Part 1 that may be used for legacy costs as well as an estimate of the amount of pension-related legacy costs. For FY 2016-17 pension-related legacy costs are estimated at \$17,673,400 and retiree health care legacy costs are estimated at \$14,200,700.</p> <p>Background: This section was added in FY 2014-15.</p>