



Background Briefing

DEPARTMENT OF STATE

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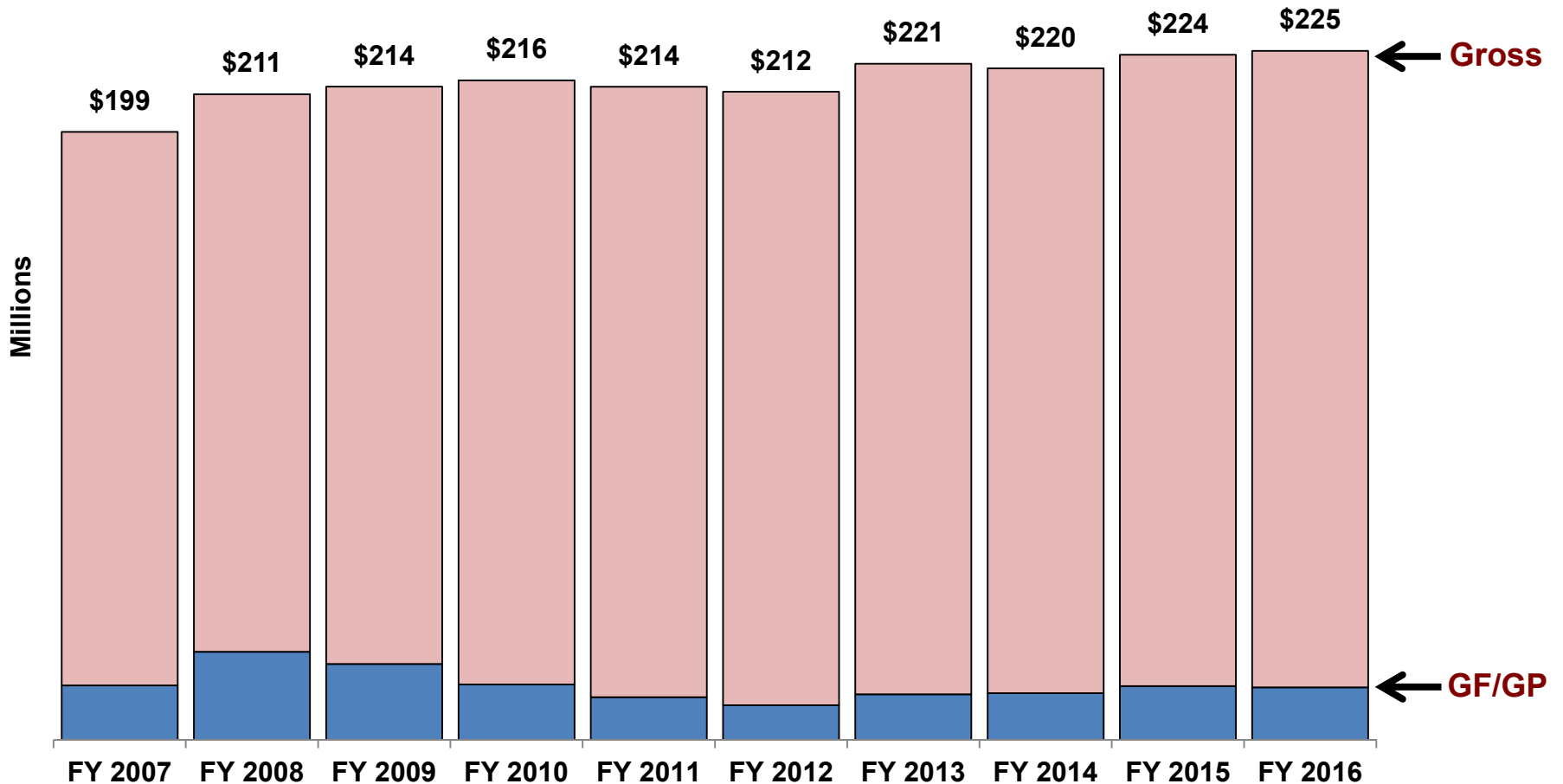
December 2015

Department of State

- Implements policies of the Secretary of State, an elected official who serves a four-year term of office
- Administers programs in four major areas:
 - **Motor vehicle transactions:**
Drivers' licenses, titles and registrations for motor vehicles, watercraft, and recreational vehicles
 - **Traffic safety:**
Driving tests, license suspensions
 - **Consumer protection:**
Inspection, licensing, and regulation of automobile dealers and repair facilities
 - **Elections:**
Regulation and administration of the state's electoral process, training of local election officials, and campaign finance monitoring

Department of State: Gross Appropriations

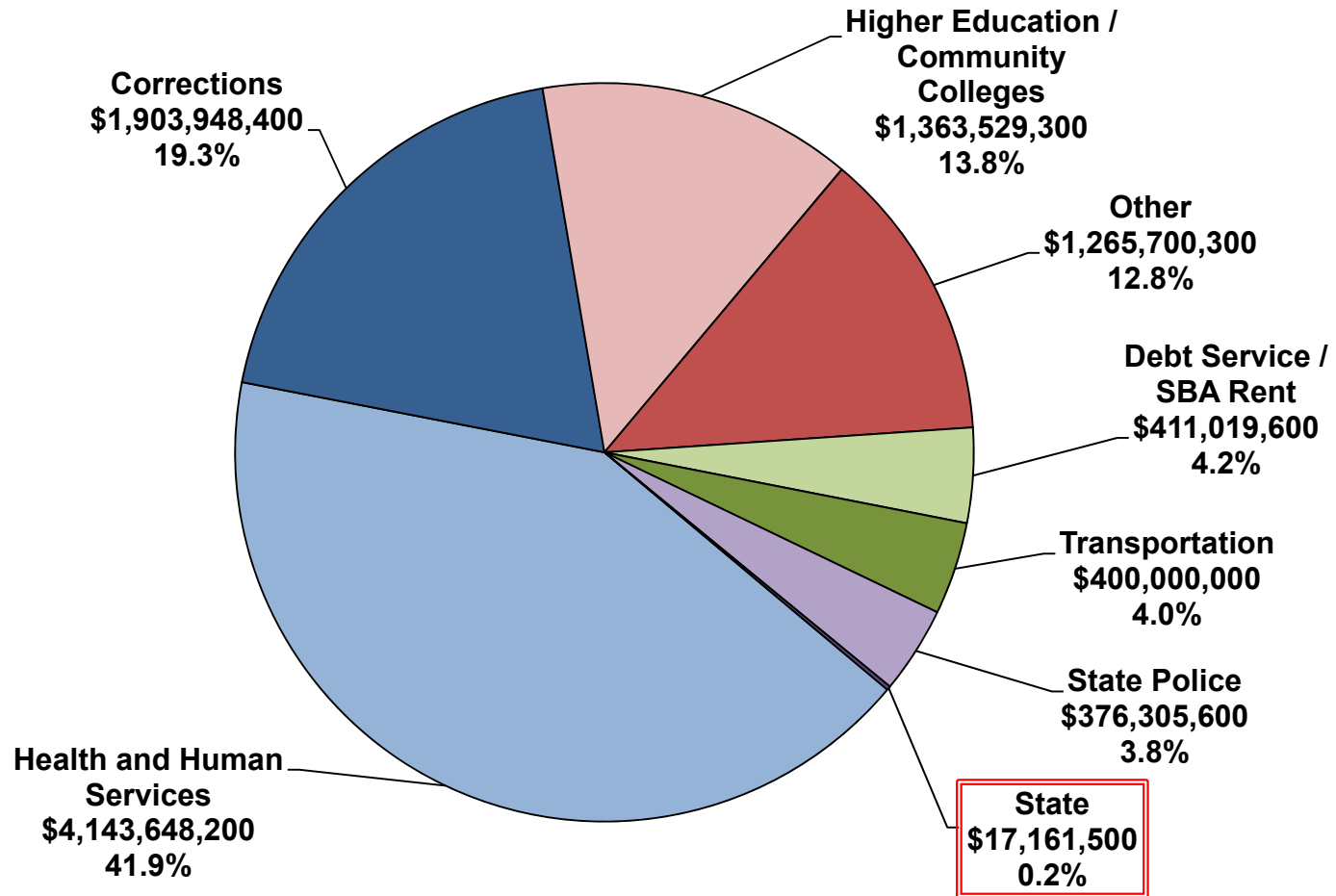
Spending increases primarily due to technology enhancements; decreases due to budget reductions. The Department of State General Fund appropriations have steadily been replaced with restricted fund appropriations since **FY 2008**.



Department of State Share of State GF/GP

State makes up 0.2% of the total state GF/GP budget

FY 2015-16 GF/GP Total = \$9,881,312,900

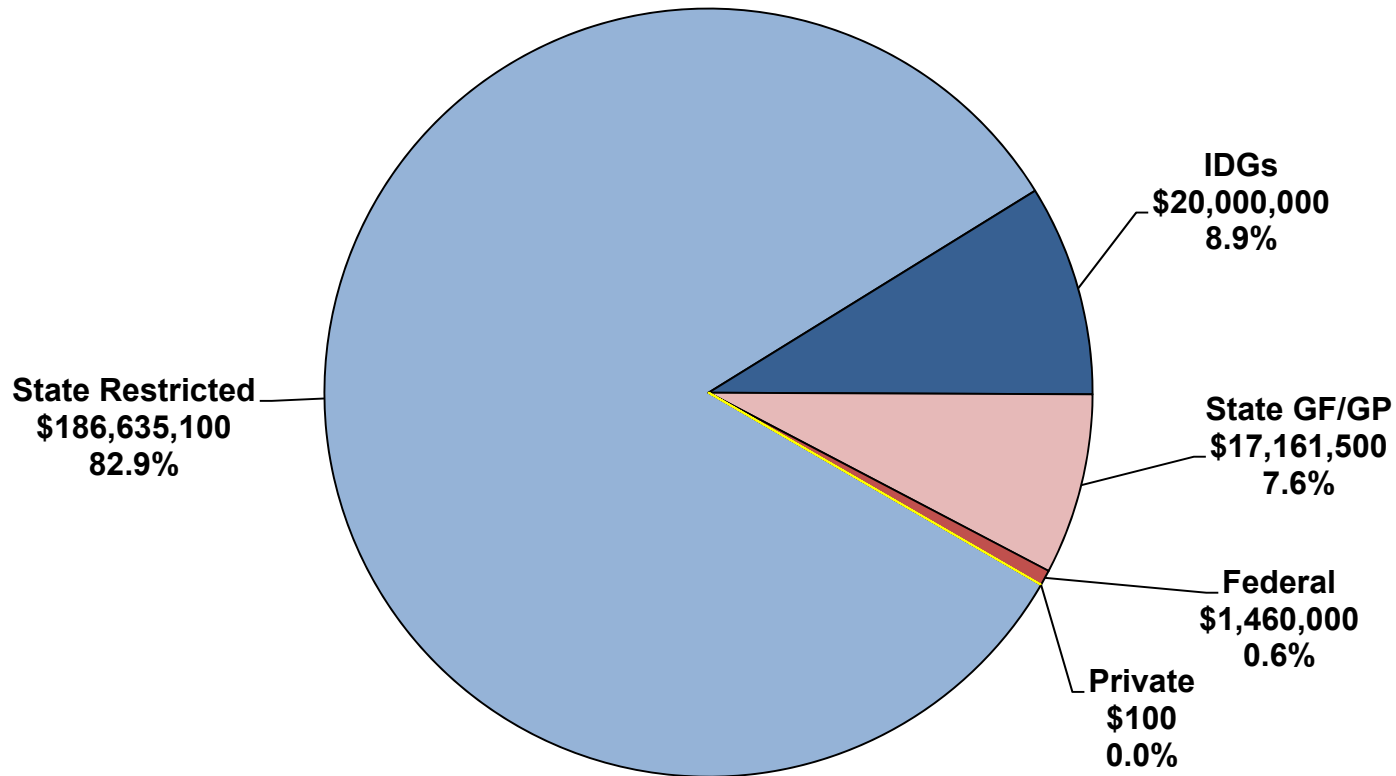


SOURCES OF FUNDING

Department of State Budget

FY 2015-16 Department of State Budget = \$225,256,700

State restricted funds, mostly transaction fee revenue, make up 83% of the budget.



APPROPRIATION AREAS

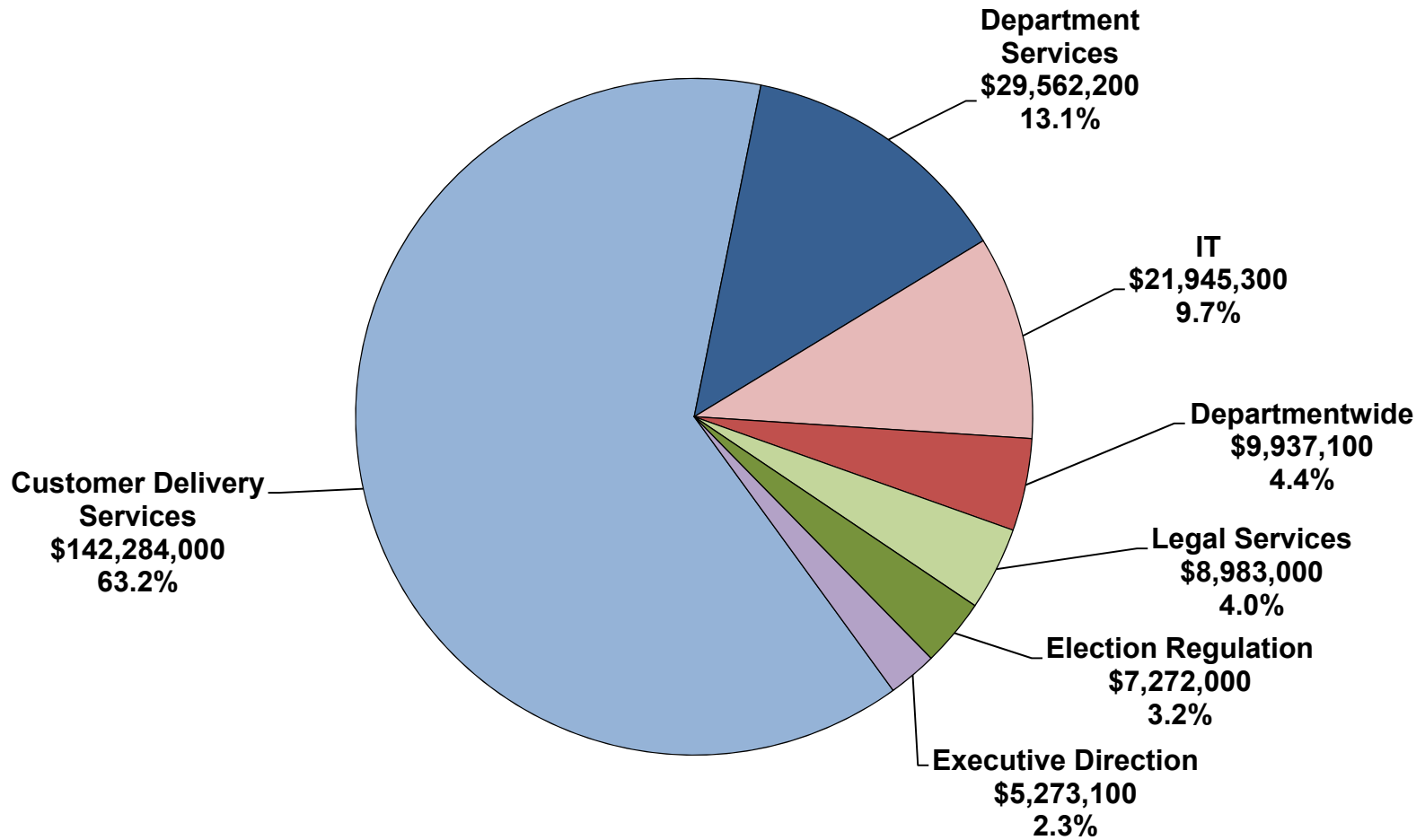
Department of State Appropriations

The Department of State budget is allocated into the following major spending areas:

- Executive Direction
- Department Services
- Legal Services
- Customer Delivery Services
- Election Regulation
- Departmentwide Appropriations
- Information Technology (IT)

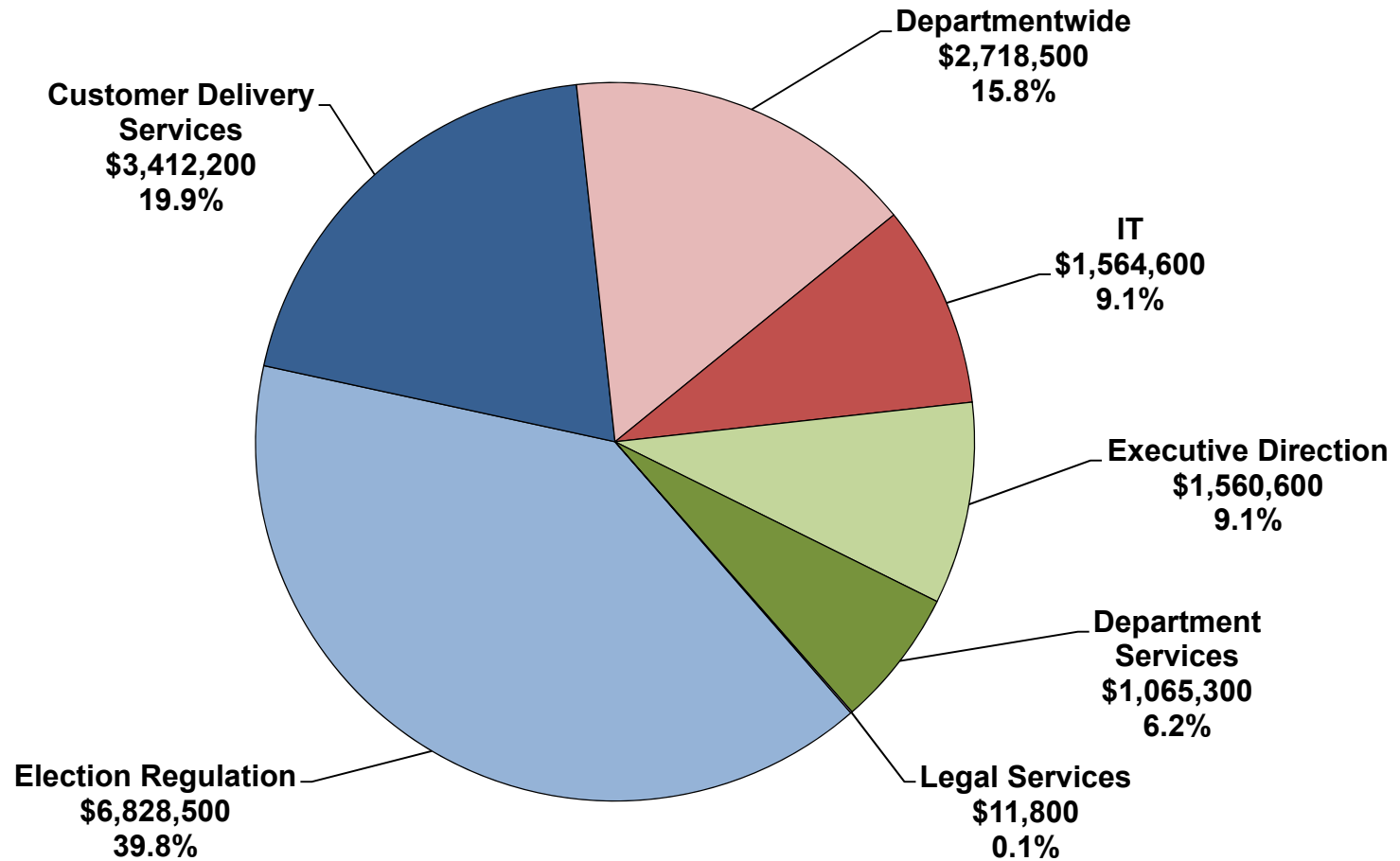
Department of State Gross Appropriations

FY 2015-16 Department of State Gross Total = \$225,256,700



Department of State GF/GP Appropriations

FY 2015-16 GF/GP Total = \$17,161,500



MAJOR BUDGET TOPICS

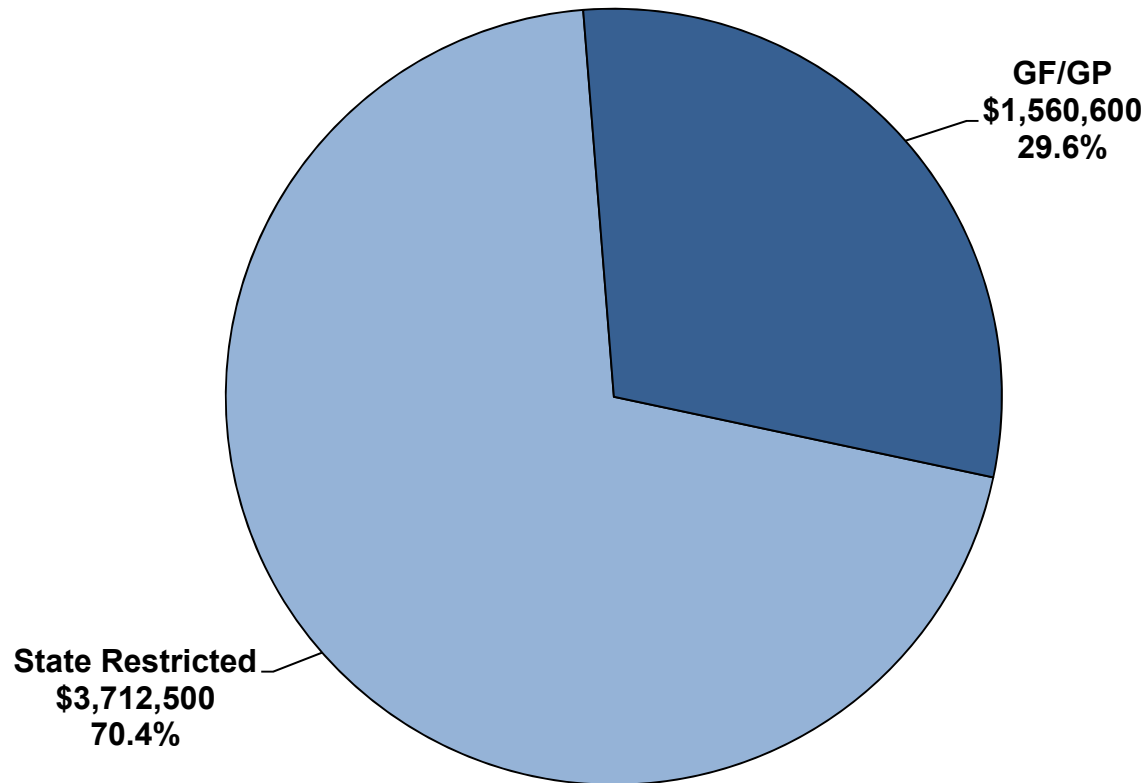
Executive Direction

- Executive staff oversee Department administration including policy formulation and review, program direction, monitoring program execution, and administrative decision-making.

- Supports activities of:
 - Secretary of State
 - Office of Policy Initiatives
 - Office of Communications
 - Office of the Chief Operating Officer
 - Office of Community Affairs
 - Office of Government Affairs
 - Children’s Protection Registry

Executive Direction Appropriations by Revenue Source

FY 2015-16 Total = \$5,273,100



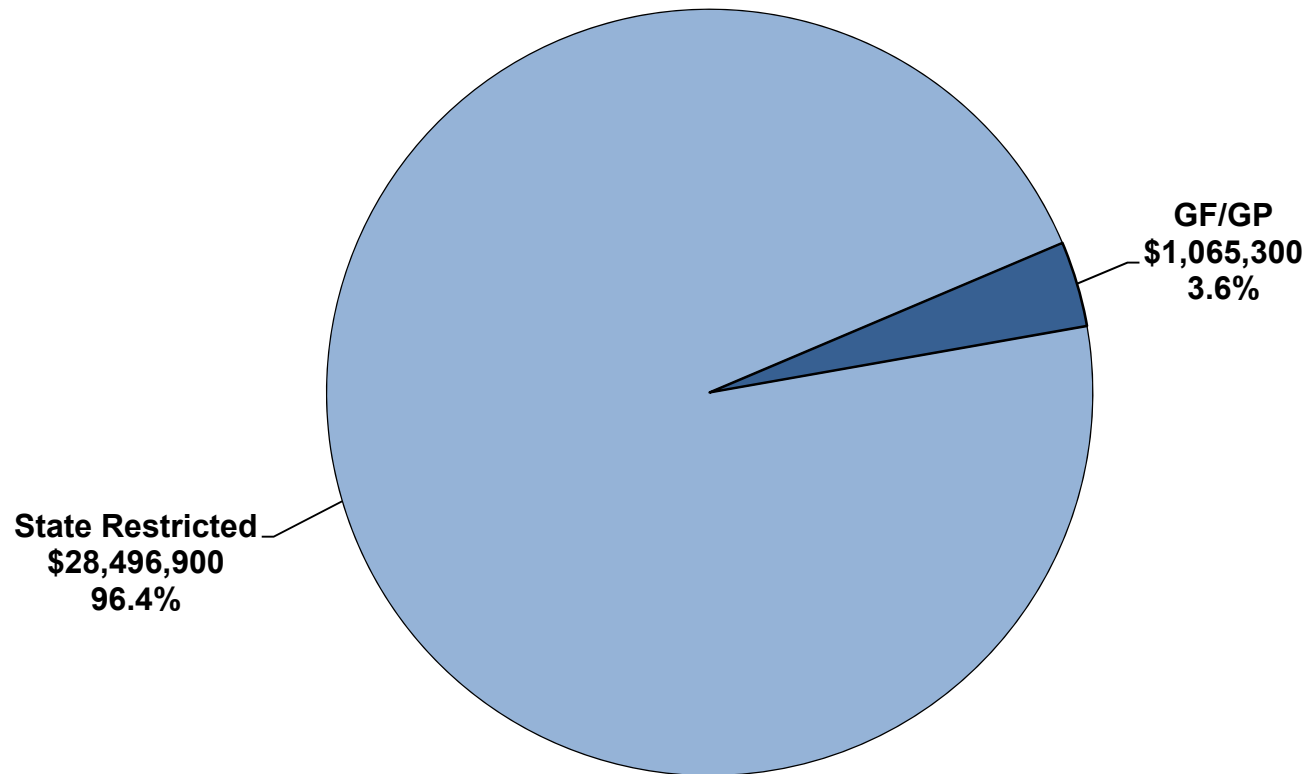
Department Services

- Administrative divisions perform daily operations within the Department of State.

- These include:
 - Financial Services
 - Occupancy Services
 - Purchasing Services
 - Human Resources Services
 - Information Security

Department Services Appropriations by Revenue Source

FY 2015-16 Total = \$29,562,200

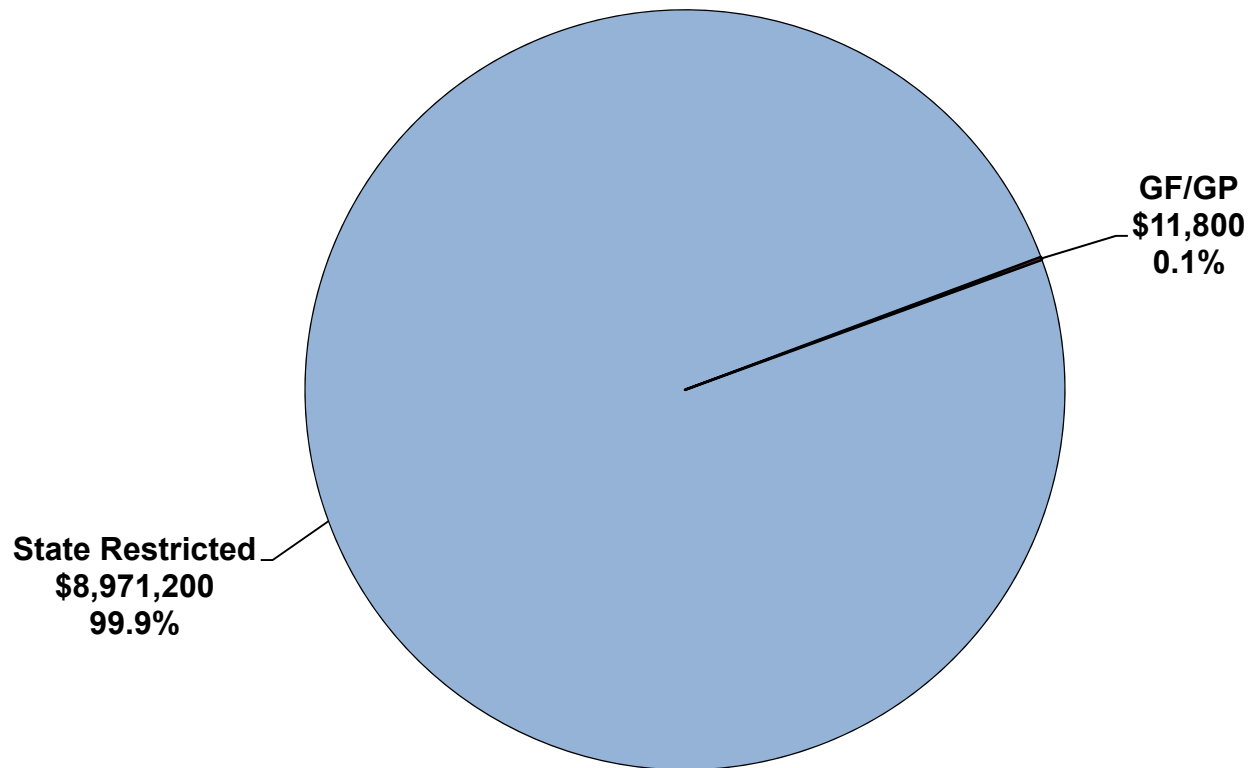


Legal Services

- Legal Services Administration:
 - Conducts regulatory appeal hearings
 - Acts as liaisons on legal matters with Attorney General's office, county prosecutors, and all affected customers
 - Provides advice and counsel to Department to ensure compliance with administrative procedures

Legal Services Appropriations by Revenue Source

FY 2015-16 Total = \$8,983,000



Customer Delivery Services

- **Branch Operations**
 - Operates Secretary of State branch offices that issue drivers' licenses, process automobile and recreation vehicle titles and registrations, offer voter registration services, conduct traffic safety programs.

- **Bureau of Driver and Vehicle Programs**
 - Processes requests for driver and vehicle records; maintains/stores driver and vehicle records; maintains violation, suspension, and restriction records; maintains records of financing statements used to protect a security interest in collateral.

- **Motorcycle Safety Education Administration**
 - Administers motorcycle safety education program and oversight of motorcycle safety courses.

Customer Delivery Services

- **Office of Customer Service**
 - Processes mailed applications for computer-prepared registrations and driver licenses, issues commercial vehicle registrations, receives and maintains Uniform Commercial Code filings.

- **Organ Donor Program**
 - Collects and transfers organ donation information from driver license and personal identification card applicants to third parties, produces promotional materials to explain and encourage organ donation.

- **License Plates**
 - Oversees manufacturing and issuing of license plates, including standard plates, personalized plates, fundraising plates, special organization plates, historical vehicle plates, and veteran/military service plates.

Fund-Raising License Plates

- **Motorists pay \$35 in addition to the annual registration fee:**
 - \$10 for administration (plate production/distribution)
 - \$25 donated to the sponsoring cause
 - Annual renewal is \$10 (donated to the sponsoring cause)

- **Special Cause License Plates:**

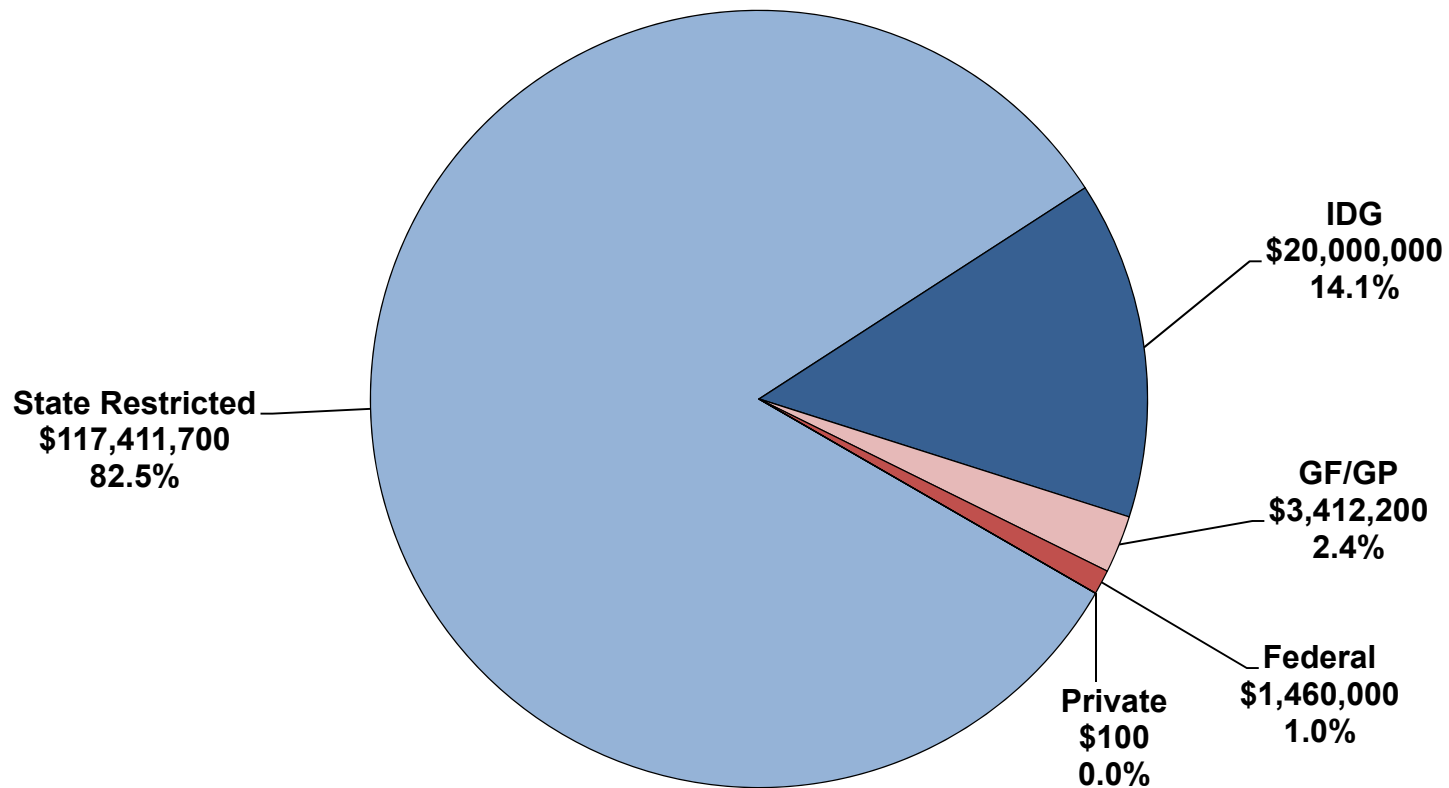
Agricultural Heritage	Children's Trust Fund
Boy Scouts of America	Donate Life
Lighthouse Preservation	Veterans Memorial Fund
Water Quality Fund	Wildlife Habitat Preservation
Patriotic	Olympic Education Center
Ducks Unlimited	Support Michigan Veterans
Breast Cancer Awareness	

- **University License Plates:**

Central Michigan University	Eastern Michigan University
Ferris State University	Grand Valley State University
Lake Superior State University	Michigan State University
Michigan Technological University	Northern Michigan University
Oakland University	Saginaw Valley State University
University of Michigan	University of Michigan - Dearborn
University of Michigan - Flint	Wayne State University
Western Michigan University	

Customer Delivery Services Appropriations by Revenue Source

FY 2015-16 Total = \$142,284,000



Election Regulation

- **Bureau of Elections**
 - Enforces Michigan election statutes, election law, and Campaign Finance Act
 - Provides training to local election officials and staff support to Board of State Canvassers
 - Reviews campaign statements, register lobbyists/lobbyist agents, maintain lobbying expenditure reports

- **Qualified Voter File**
 - Maintains statewide voter registration database to prevent record duplication
 - Places qualified voters in their correct city or township of residence
 - Tracks voter jurisdiction moves

- **County Clerk Education and Training**
 - Training on election processes and workers, and notary responsibilities for clerks and their staff

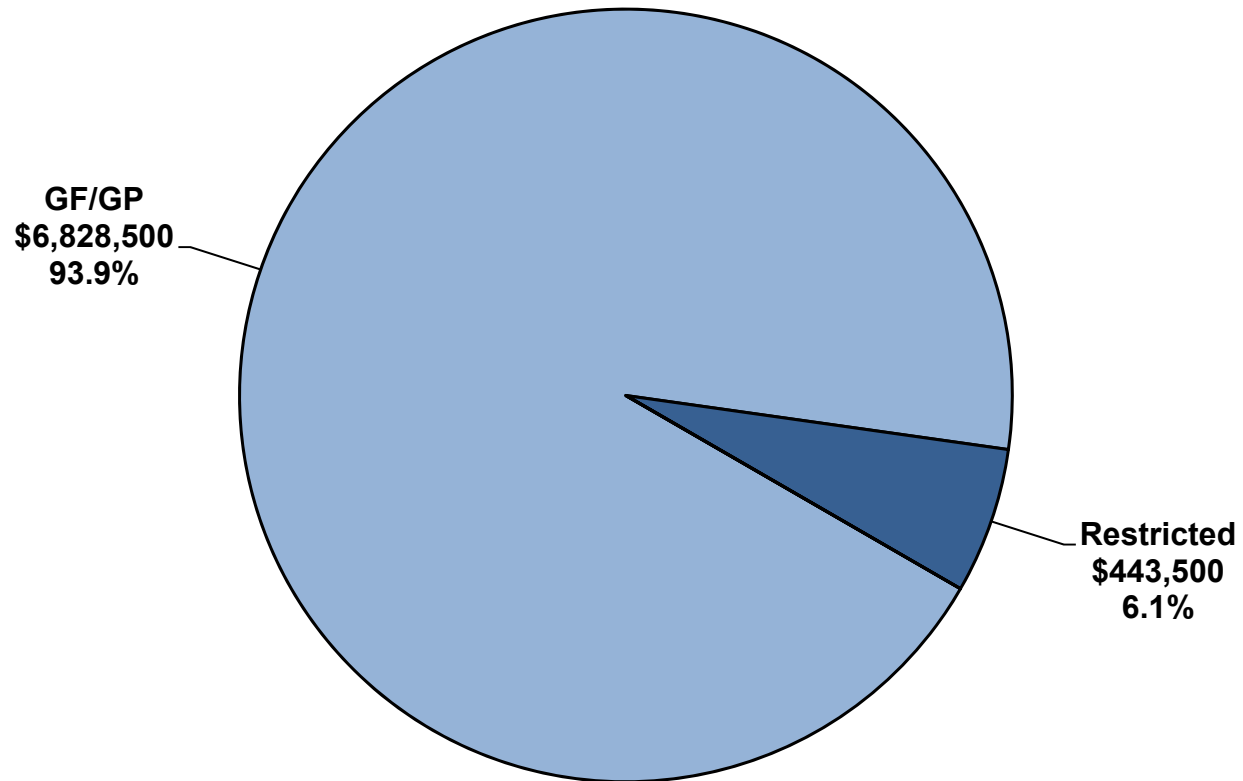
Election Regulation

- **Help America Vote Act**
 - Federal funds to improve election administration and replace outdated voting equipment statewide

- **Office of the Great Seal**
 - Keeps the state's official Great Seal and affix it to all official documents
 - Appoints all notary publics
 - Processes gubernatorial extraditions and warrants
 - Serves as repository for official municipal incorporations and boundary changes, executive orders and appointments, officials' oaths of office, deeds to state-owned lands, public acts and administrative rules

Election Regulation by Revenue Source

FY 2015-16 Total = \$7,272,000



Departmentwide Appropriations

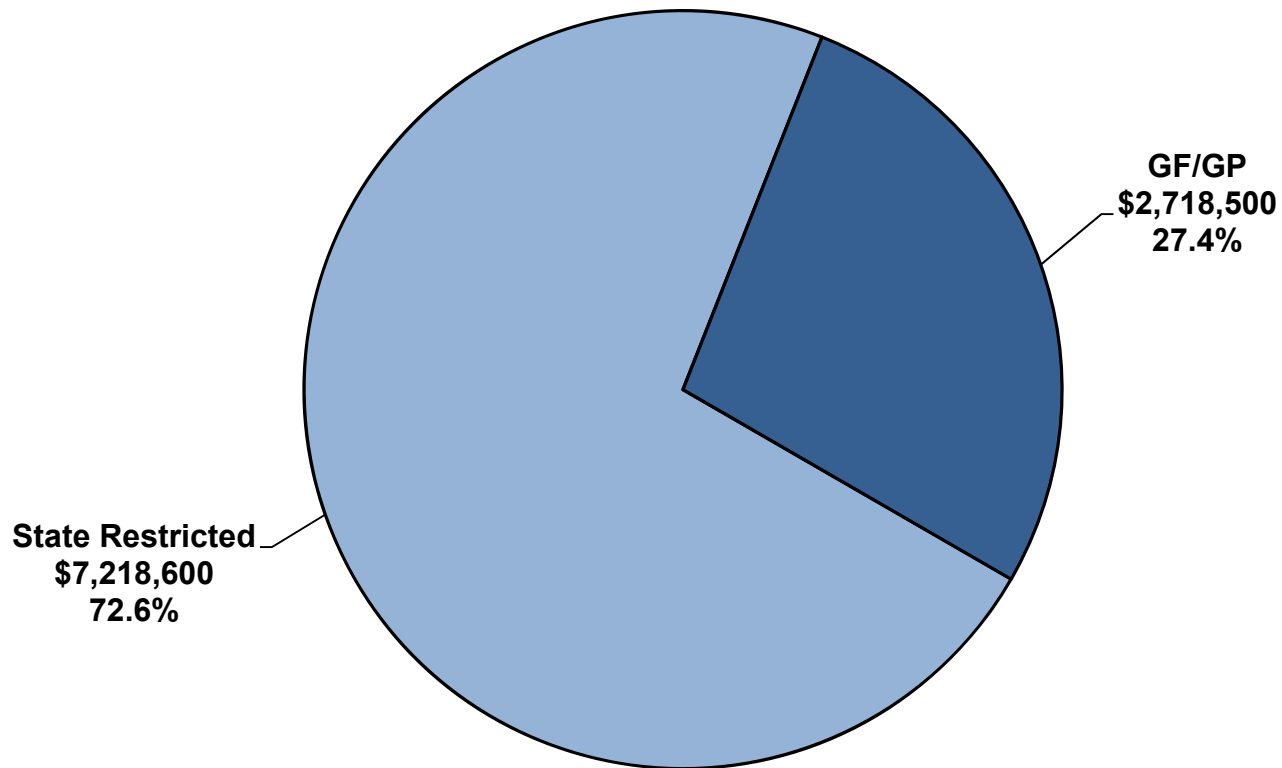
- Rent and property management costs

- Department occupies administrative office space in:
 - Capitol Complex
 - Detroit (Cadillac Place)
 - State Secondary Complex near Lansing
 - Branch office space statewide

- Payment of worker's compensation premiums

Departmentwide Appropriations by Revenue Source

FY 2015-16 Total = \$9,937,100

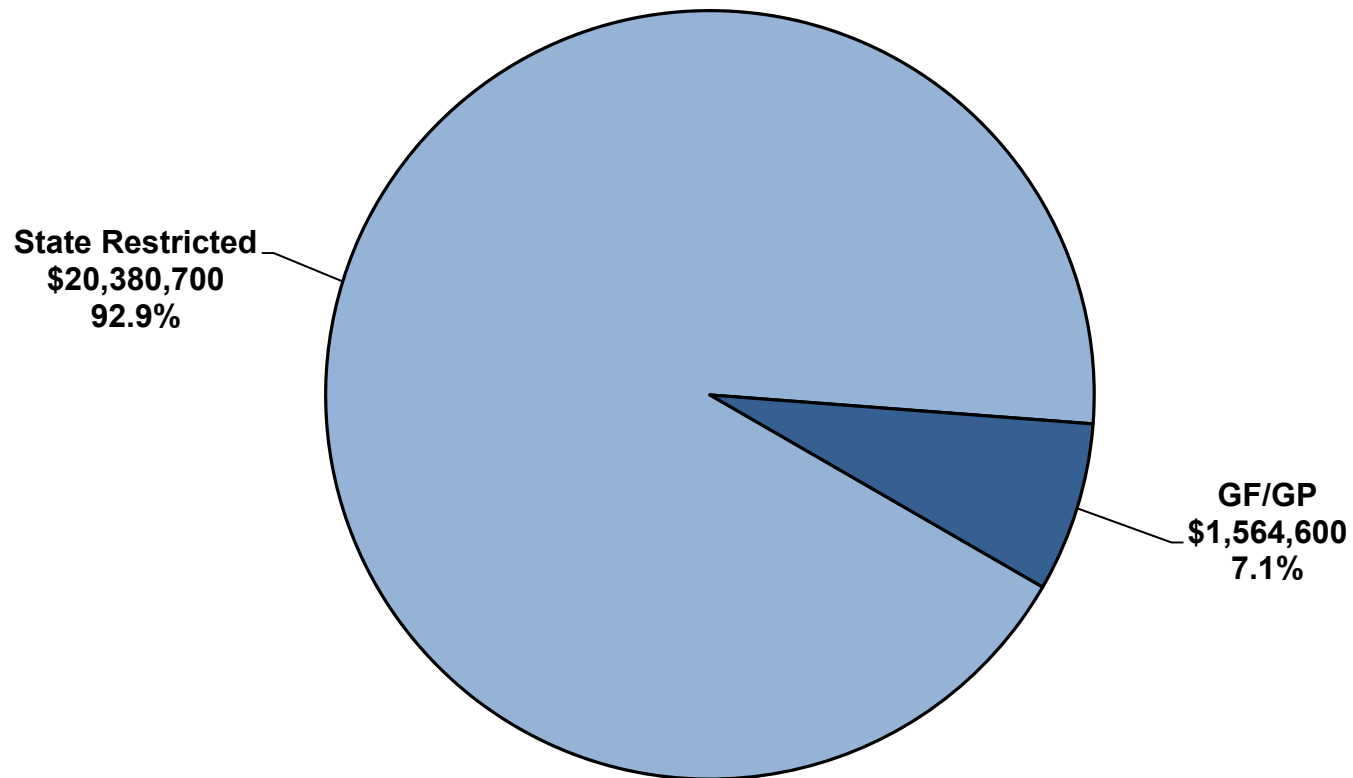


Information Technology (IT)

- Covers costs of IT-related services and projects, which support Department activities
- Administered by Department of Technology, Management and Budget (DTMB)

IT Appropriations by Revenue Source

FY 2015-16 Total = \$21,945,300



**For more information about the
Department of State budget, contact:**

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