

Administration (ADM)

Consequences of Not Funding this Program

The Administration Program would not be able to fulfill its statutory responsibilities if the program was not funded.

Statutory Basis	Mandatory vs. Discretionary	MOE/Match Rqt.	Priority Level
Specific K.S.A. 45-106-107; 77-430; 77-415-436; 75-430; 45-401-45-414; 45-408; 75-438; 75-444	Mandatory	No	1

Program Goals

- A. Document Retention Updates to ensure records are accurately and appropriately filed and to improve record modernization and maintenance.
- B. Reduce reliance on storing physical documents within the publications division and transitioning to a digital storage solution.
- C. Establish online ordering and payment portal on the officials agency website for individuals to order publications, Kansas flags, complete filings, pay fees, and more.
- D. Modernize delivery of official state publications to accommodate shifts in consumer preferences for digital publications.
- E. Produce a full set of Kansas Administrative Rules & Regulations in FY2022.
- F. Migration off the AS400 operating system by FY 2023.

Program History

The Administration Program consists of four divisions: administration, communications and policy, legal services and information technology. Not funding this program would mean critical functions of the agency would be inoperable including, payroll; financial transactions; official publications including the Kansas Register, Kansas Administrative Rules and Regulations, and the Session Laws of Kansas; legal review and retention schedules; IT operations and AS 400 migration.

The Administration Division provides operating services for the entire agency and is led by the Deputy Assistant Secretary for Administration. This Division is responsible for overseeing human resources, payroll, financial transactions, fiscal and office management and emergency response policies and training.

The Communications and Policy Division is led by the Deputy Assistant Secretary for Communications and Policy. This Division is responsible for all public affairs, press inquiries, policy matters, official agency website content, and official publications including the Kansas Register, Kansas Administrative Rules and Regulations, and the Session Laws of Kansas.

The Legal Services Division is led by the General Counsel. This Division is responsible for overseeing office litigation, providing legal counsel to the Secretary and staff regarding office-related matters, reviewing and responding to all KORA requests, and maintaining all contracts and official documents.

The Information Technology (IT) Division is led by the IT Director. This Division is responsible for developing and maintaining security and recovery plans for the agency network and data, developing and maintaining software applications, assessing and installing upgrades to the servers and workstations when appropriate, providing expert technical support to both employees and customers, developing technical relationships with both public and private partners, and identifying possible cost-savings.

Performance Measures

Outcome Measures	Goal	FY 2019	FY 2020	FY 2021	3- yr. Avg.	FY 2022	FY 2023
1. Document Retention Update	A			90%	90%	100%	
2. Digital Records Retention	B					20%	50%
3. Online Store	C			20%	20%	30%	65%
4. Digital Publications	D			25%	25%	40%	70%
5. Kansas Administrative Rules & Regulations Full-Set Publication	E			80%	80%	100%	
6. Agency system upgrade	F			20%	20%	65%	95%

Funding

Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
State General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-SGF State Funds	-	-	\$ 2,435,026	\$ 2,411,021	\$ 2,664,781	\$ 2,668,511
Federal Funds	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 2,435,026	\$ 2,411,021	\$ 2,664,781	\$ 2,668,511

Business Services (BS)

Consequences of Not Funding this Program

The Business Services Division would not be able to fulfill its statutory requirement to file business formation and related business filings if the program was not funded.

Statutory Basis	Mandatory vs. Discretionary	MOE/Match Rgt.	Priority Level
Specific K.S.A. 17-7903, K.S.A. 17-7904, K.S.A. 17-7905, K.S.A. 17-7906	Mandatory	No	1

Program Goals

A. In accordance with the agency mission, the Business Services Division has a goal to streamline all filing documents. At the beginning of 2019, the Division maintained 96 filing documents for various business filings. Many of these filing documents are similar in nature and can be combined to make it easier for customers to identify the filing they need to complete. The agency's document filing improvement project has a goal to reduce the number of filing documents by 30% by the end of FY 2021. Currently, the number of filing documents has been reduced by 23%. This measure is extended to FY 2022.

B. The agency has a goal to increase customer use of the existing online business services filing system. Currently, most annual reports can be filed online. In FY 2019, 74% of annual reports were filed online. In general, online filing has increased from year to year. The agency has a goal to increase online filing to 80% by the end of FY 2022. In FY 2021, the agency met its FY 22 goal of 80% of annual reports filed online. Therefore, the agency is revising this goal to further increase online annual report filings to 85% in FY 23.

C. The agency has a goal to increase customer use of the existing online business services filing system. Currently, most business formation documents can be filed online. In FY 2019, 73% of business formation documents were filed online. In general, online filing has increased from year to year. The agency has a goal to increase online filing to 80% by the end of FY 2022. For FY 2021, the agency exceeded its goal of 78% of business formation documents filed online by the end of FY 21. Therefore, the agency is revising this goal to further increase online formation filings to 83% in FY 23.

D. In FY 2020, approximately 25% of business entity filings could be filed online. The agency is developing and plans to implement a new business entity filing system that will enable additional filings to be submitted online. The agency has a goal of achieving any necessary legislative, regulatory, and internal policy adjustments to enable at least 80% of filings to be able to be submitted online by the end of FY 2023 with additional filings to be added as the new system is fully implemented.

Program History

The Business Services Division is primarily responsible for administering Kansas business entities filings and the Uniform Commercial Code (UCC) and places a high value on delivering outstanding customer service. Business Services files formation and amendment documents for corporations, limited liability companies, limited partnerships, cooperatives, banks and other entities. The Division also maintains records on active, forfeited, withdrawn, merged, canceled, and dissolved business entities. In FY 2021, the number of annual reports processed exceeded 238,000.*

Other documents filed by the Business Services division include notary applications, cemetery audits, service agents, warehouse bonds, and health care card suppliers. Business Services administers the Uniform Commercial Code by filing financing statements, amendments and terminations, performing searches and issuing copies to the public. The program currently has over 326,000 active UCC filings on record. In FY 2021, over 94% of nearly 96,000 annual UCC transactions were filed electronically.

Performance Measures

Outcome Measures	Goal	FY 2019	FY 2020	FY 2021	3- yr. Avg.	FY 2022	FY 2023
1. Document filing improvement	A	NA	45%	89%	67%	100%	NA
2. Percentage of annual online filings: Annual Reports	B	74%	74%	81%	76%	83%	85%
3. Percentage of annual online filings: Business Formation	C	73%	76%	79%	76%	81%	83%
4. Online filing availability	D	NA	25%	32%	29%	40%	80%

Funding

Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
State General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-SGF State Funds	-	-	\$ 784,959	\$ 916,808	\$ 833,928	\$ 838,369
Federal Funds	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 784,959	\$ 916,808	\$ 833,928	\$ 838,369

Elections (ELM)

Consequences of Not Funding this Program

The Elections Division would not be able to fulfill its statutory requirements if the program was not funded.

<u>Statutory Basis</u>	<u>Mandatory vs. Discretionary</u>	<u>MOE/Match Rqt.</u>	<u>Priority Level</u>
Specific K.S.A. 25-2504; K.S.A. 25-124	Mandatory	No	1

Program Goals

A. Increase electronic filings of statement of substantial interests [SSI] forms. Current law does not require individuals to file SSI's electronically. Filing SSIs electronically streamlines the process and allows for efficient public access of these documents.

B. Increase electronic filing of campaign finance reports for state officeholders and candidates for state office. Current law only requires candidates for state-wide office to file electronically. Electronic filing of campaign finance reduces the amount of time and resources needed to provide services to the public and modernizes the process.

C.

Program History

The Elections Division is primarily responsible for overseeing national and state elections, candidate filings for national and state offices, and assisting local election officers administer elections. The Division is also responsible for lobbyist registrations, issuing lobbying badges, providing public access to all state campaign finance documents and public disclosure documents, implementing federal legislation pertaining to election administration, selling and distributing Kansas Statutes Annotated, Kansas Session Laws, Kansas Administrative Rules & Regulations, and selling Kansas flags. The Division also serves as a repository for statements of substantial interest for state officers and certain state employees. The Division places a high importance on excellent customer service and ensuring the proper administration and integrity of elections.

Performance Measures

<i>Outcome Measures</i>	<i>Goal</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>3- yr. Avg.</i>	<i>FY 2022</i>	<i>FY 2023</i>
1. SSI Electronic Filings	A			90%	90%	95%	100%
2. Electronic filing of campaign finance reports	B			40%	40%	55%	75%

Funding

<i>Funding Source</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>
State General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-SGF State Funds	-	-	\$ 414,373	\$480,838	\$520,681	\$521,302
Federal Funds	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 414,373	\$480,838	\$520,681	\$521,302

Help America Vote Act (HAVA)

Consequences of Not Funding this Program

Functions of the HAVA program are essential to the administration of elections by the State of Kansas. The HAVA program would not be able to fulfill its requirements if the program was not funded.

Statutory Basis	Mandatory vs. Discretionary	MOE/Match Rqt.	Priority Level
Specific P.L. 107-252; K.S.A. 25-2504; K.S.A. 25-124	Mandatory	Yes	1

Note: A one time state match is occasionally required for new HAVA grant funds, but not ongoing. The state has secured the matches required for all current HAVA Funds.

Program Goals

- A. The agency has a goal to purchase cyber security services within the HAVA program for counties statewide. The state, in coordination with a private vendor, worked with counties to enhance existing security profiles and network security.
- B. The agency has a goal to ensure the security of voting equipment across the state within the HAVA program. The agency has a goal to work with counties to ensure paper trail ballots for voting equipment in the state.
- C. The agency has a goal to continue its coordination with the National Guard and Department of Homeland Security to provide virtual statewide security training to all county election officials
- D. The agency has a new goal to implement a new training program for all 105 county election officers specifically for the administration of elections.

Program History

The Help America Vote Act (HAVA) Program is administered by the Elections Division. The Help American Vote Act [HAVA] of 2002 created new mandatory minimum standards for states to follow in the several key areas of election administration. These areas included provisional voting, providing voting information to the public, updating and upgrading voting equipment, creating a statewide list of registered voters, creating a process to file administrative complaints, and developing voter identification procedures. Since 2002, the Program has accomplished the following objectives:

- Designed, purchased, developed and installed a statewide computerized voter registration and election management database that is the system of records for all 105 counties;
- Negotiated contracts with voting equipment manufacturers and oversaw the purchase of more than 2,000 voting machines to enable counties to provide at least one ADA-compliant voting machine per polling place to allow voters with disabilities, including visual impairment, to vote secret and unassisted ballots;
- Received and administered more than \$29 million in federal funds

States received federal funds for use in paying the costs of complying with HAVA and each state is audited by the U.S. Election Assistance Commission, Office of the Inspector General. The Kansas audit took place beginning January 31, 2011. A final audit report was filed by the Inspector General with the federal Election Assistance Commission in August 2011. In FY 2016, a new statewide voter registration and election management system was procured. The current contract ends January 18, 2026. Per federal law, the state must have a centralized voter registration system. The program continues to focus on post-implementation responsibilities including management, oversight and upgrades.

Performance Measures

Outcome Measures	Goal	FY 2019	FY 2020	FY 2021	3-yr. Avg.	FY 2022	FY 2023
1. Cyber-security for counties	A			50%	50%	100%	
2. Voting equipment updates	B			99%	99%	100%	
3. Virtual security training	C			98%	98%	100%	
4. Local election official certification program	D			0%		25%	50%

Funding

Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
State General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-SGF State Funds	-	-	-	-	-	-
Federal Funds	-	-	1,989,514	7,174,917	1,963,713	1,610,628
Total	\$ -	\$ -	\$ 1,989,514	\$ 7,174,917	\$ 1,963,713	\$ 1,610,628