



# Louisiana Senate Finance Committee



## FY19 Executive Budget

**04-139 – Department of State**

April 2018

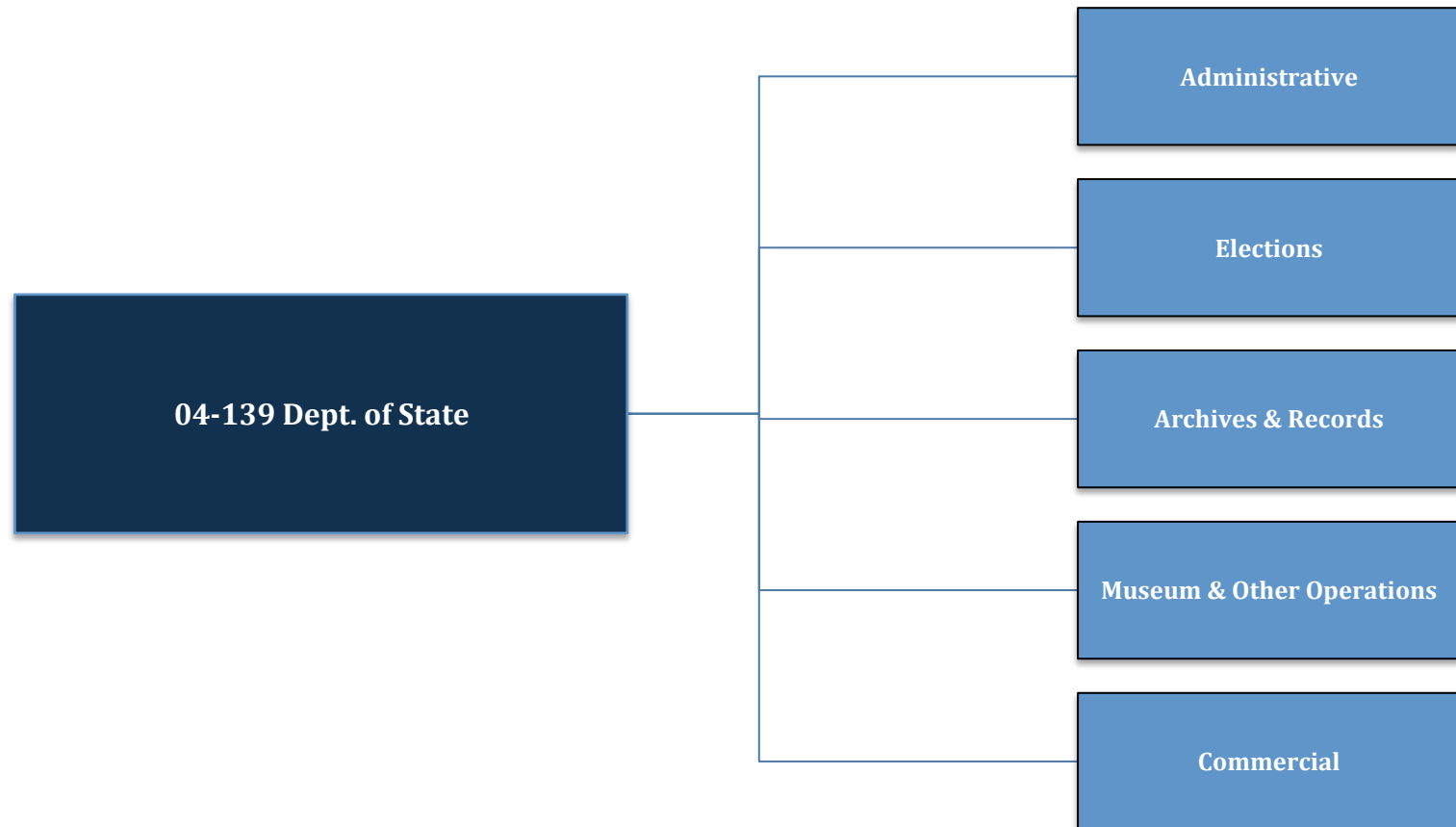
*Sen. John A. Alario, President*  
*Sen. Eric LaFleur, Chairman*



# FY19 Executive Budget

## Schedule 04-139 — Department of State

Departmental mission — The Department of State serves as the official keeper of the Great Seal of the State of Louisiana and the chief election officer and the archivist of the state, by preparing and certifying ballots for all elections, promulgating all election returns, and administering the election laws, including those relating to voter registration and custody of voting machines. The department countersigns and keeps an official registry of all commissions and is responsible for administering the state's corporation and trademark laws, as well as administering the Geaux Biz program, which gives current and potential business owners a single place to go for all the necessary licensing information to operate within the state.





# Department of State

## FY17, FY18, and FY19 Comparison

### Total Funding — All Means of Finance

Total Funding	FY17 Actual	FY18 Enacted	FY18 EOB as of 12-1-17	FY19 Recommended	Difference FY18 EOB HB1 vs. FY19 Recommended
Administrative	\$ 10,769,291	\$ 11,588,788	\$ 11,663,665	\$ 11,661,827	\$ (1,838)
Elections	\$ 52,104,469	\$ 52,633,279	\$ 52,992,121	\$ 56,249,093	\$ 3,256,972
Archives & Records	\$ 3,445,570	\$ 3,907,581	\$ 3,974,564	\$ 3,948,197	\$ (26,367)
Museum & Other Operations	\$ 2,795,015	\$ 3,277,665	\$ 3,217,865	\$ 3,026,190	\$ (191,675)
Commercial	\$ 8,595,685	\$ 8,874,683	\$ 9,045,749	\$ 9,160,998	\$ 115,249
<b>TOTAL</b>	<b>\$ 77,710,030</b>	<b>\$ 80,281,996</b>	<b>\$ 80,893,964</b>	<b>\$ 84,046,305</b>	<b>\$ 3,152,341</b>
Total Authorized FTEs	313	313	314	311	(3)

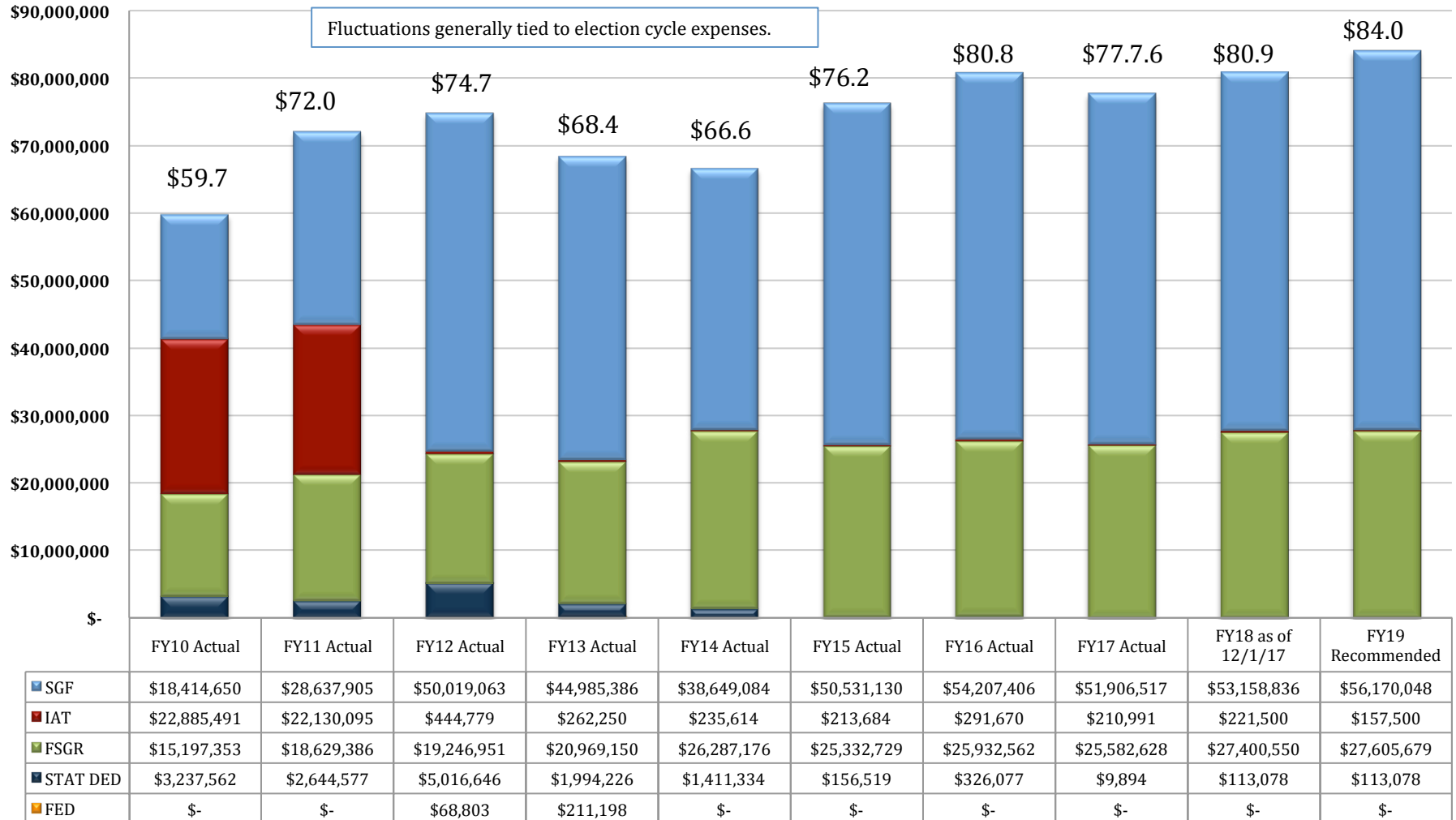


# Department of State

## Changes in Funding since FY10

### Total Budget by Fiscal Year and Means of Finance (in \$ millions)

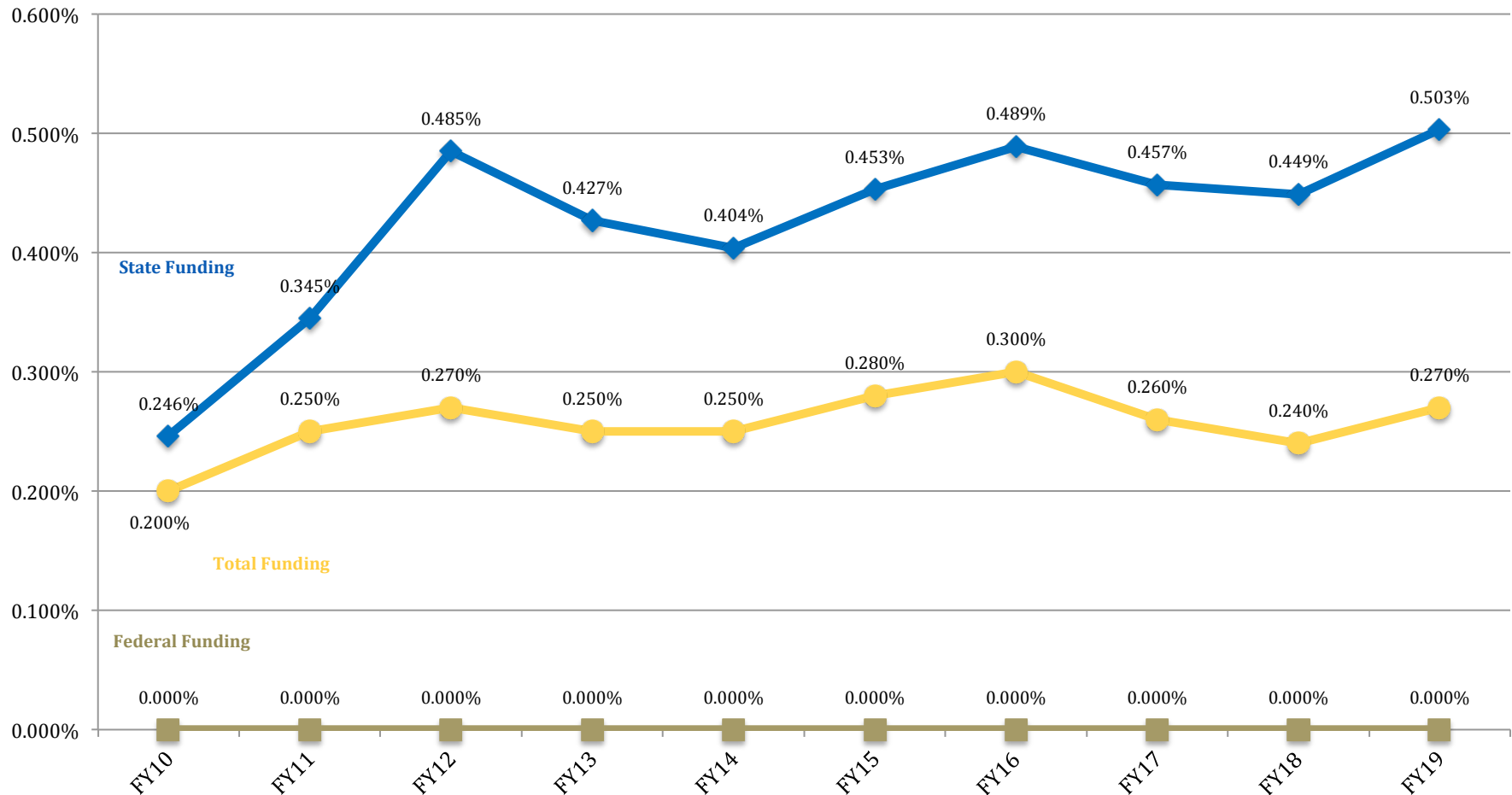
Change from FY10 to FY19 is +34%.





# Secretary of State Changes in Funding since FY10

Secretary of State's Budget as a Portion of the Total State Budget

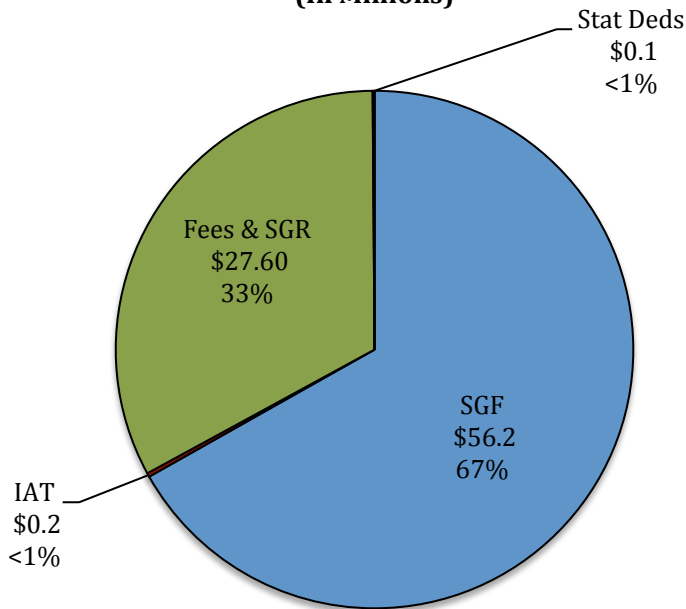




# Department of State

## FY19 Recommended Means of Finance

**FY19 Recommended  
Total Means of Finance  
(In Millions)**



Total \$84.1 m.

### Non-SGF Sources of Funding:

The primary source of non-SGF funding is **Fees and Self-generated Revenues**.

This includes (1) a \$75 filing fee relative to domestic corporations; (2) a \$125 filing fee relative to foreign corporations; (3) a \$30 filing fee for annual reports relative to domestic and foreign corporations, (4) charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing certified copies of any requested documents.

The department also receives reimbursements from municipalities and other local governing authorities that call elections.



# Department of State Dedicated Funds

## FY17, FY18, and FY19

Dedicated Funds	Source of Funding	FY17 Actual	FY18 EOB	FY19 Recommended
Shreveport Riverfront Convention Center & Independence Stadium Fund	State hotel/motel occupancy taxes	\$9,894	\$113,078	\$113,078
<b>TOTALS</b>		<b>\$9,894</b>	<b>\$113,078</b>	<b>\$113,078</b>



# Department of State Expenditures

## FY17, FY18, and FY19

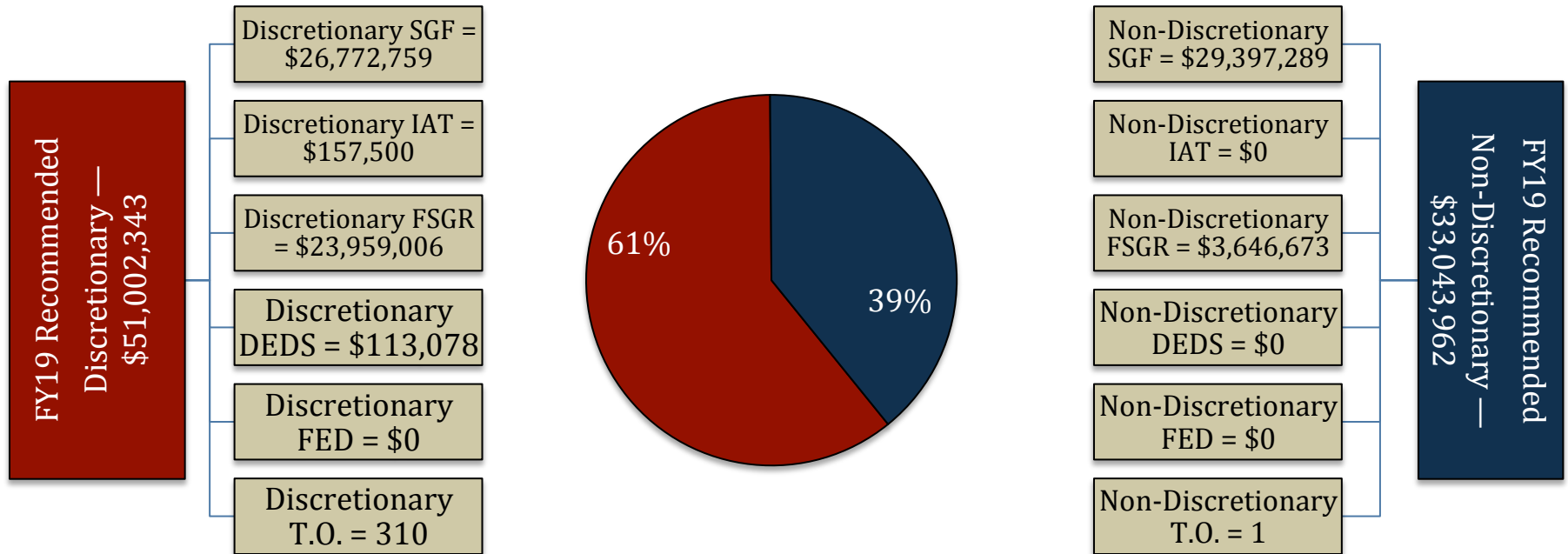
Expenditure Category	FY17 Actual	FY18 EOB	FY19 Recommended	Percent Change FY18 EOB vs. FY19 Recommended
<b>Personal Services:</b>	<b>\$26,407,214</b>	<b>\$27,335,194</b>	<b>\$27,825,572</b>	<b>1.8</b>
Salaries	\$16,871,500	\$17,064,257	\$17,566,257	2.9
Other Compensation	\$424,418	\$517,694	\$517,694	-
Related Benefits	\$9,111,296	\$9,753,243	\$9,741,621	(0.1)
<b>Operating Expenses:</b>	<b>\$9,806,903</b>	<b>\$11,777,928</b>	<b>\$11,807,365</b>	<b>0.2</b>
Travel	\$159,134	\$157,345	\$157,345	-
Operating Services	\$8,878,878	\$10,759,285	\$10,788,722	0.3
Supplies	\$768,891	\$861,298	\$861,298	-
<b>Other Charges:</b>	<b>\$41,484,165</b>	<b>\$39,930,842</b>	<b>\$42,070,368</b>	<b>5.4</b>
Other Charges	\$37,409,091	\$36,801,279	\$39,092,589	6.2
Debt Service	\$747,015	\$0	\$0	-
Interagency Transfers	\$3,328,059	\$3,129,563	\$2,977,779	(4.9)
<b>Acquisitions &amp; Major Repairs:</b>	<b>\$11,748</b>	<b>\$1,850,000</b>	<b>\$2,343,000</b>	<b>26.6</b>
Acquisitions	\$11,748	\$1,850,000	\$2,314,500	25.1
Major Repairs	\$0	\$0	\$28,500	-
<b>Total Expenditures</b>	<b>\$77,710,030</b>	<b>\$80,893,964</b>	<b>\$84,046,305</b>	<b>3.9</b>





# Department of State

## FY19 Discretionary/Non-Discretionary Comparison



Total Discretionary Funding by Office		
Administrative	\$10,703,120	21%
Elections	\$24,163,838	47%
Archives & Records	\$3,948,197	8%
Museum & Other Operations	\$3,026,190	6%
Commercial	\$9,160,998	18%
<b>Total Discretionary</b>	<b>\$ 51,002,343</b>	<b>100%</b>

Total Non-Discretionary Funding by Type		
Constitutional Requirements	\$ 17,427,048	53%
Constitutional Subject to Legislative Discretion	\$ 13,982,419	42%
Unavoidable Obligations	\$ 1,634,495	5%
<b>Total Non-Discretionary</b>	<b>\$ 33,043,962</b>	<b>100%</b>

*Constitutional Requirements-Administration of election laws.*

*Constitutional Subject to Legislative Discretion-Administration of election laws and salaries of Registrars of Voters and their assistants.*

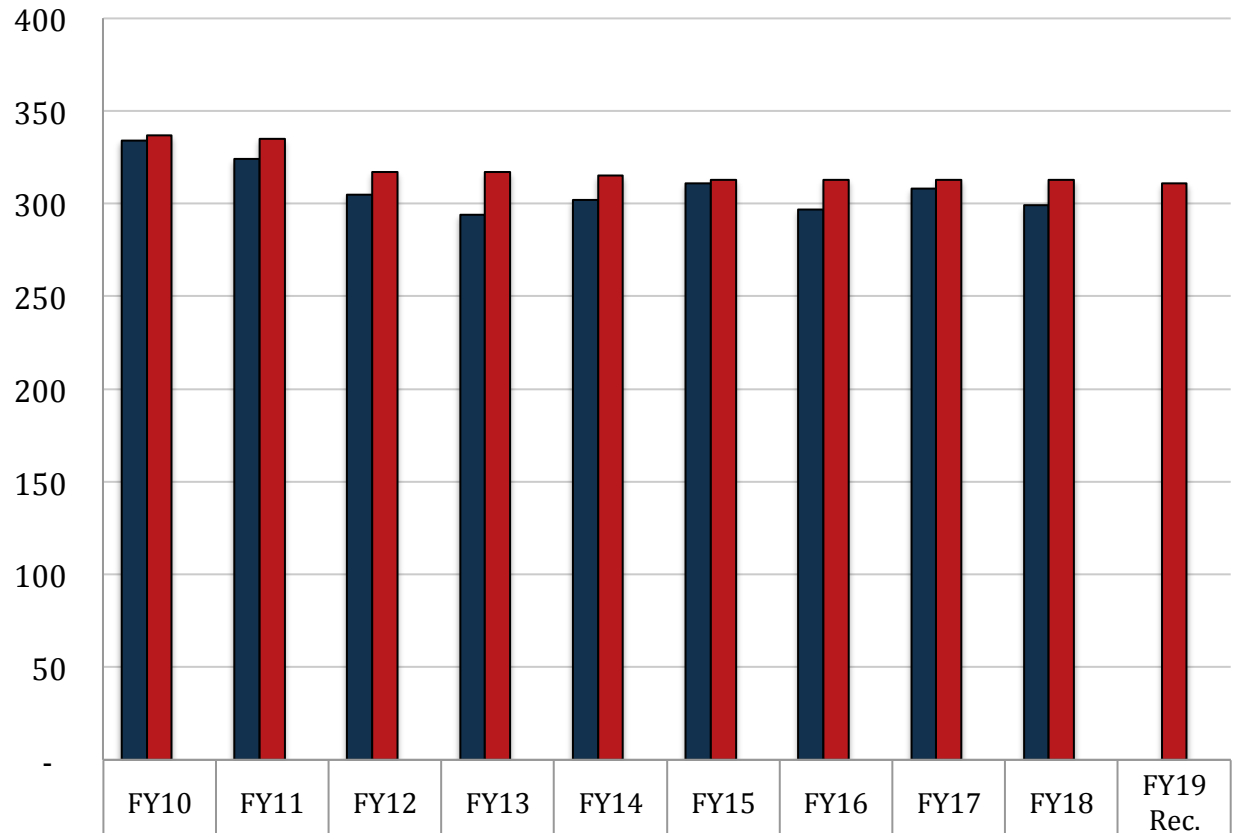
*Unavoidable Obligations = Retirees Group Insurance; Legislative Auditor fees.*



# Department of State

## FTEs, Authorized Positions, and Other Charges Positions

Total FY19  
Recommended  
Authorized  
Positions of 311 are  
0.93% of Total State  
FY19 Recommended  
Authorized  
Positions of 33,301.



	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19 Rec.
■ Total FTEs (as of July 1 of each fiscal year)	334	324	305	294	302	311	297	308	299	-
■ Total Authorized Positions (Enacted)	337	335	317	317	315	313	313	313	313	311
■ Authorized Other Charges Positions	-	-	-	-	-	-	-	-	-	-

**Notes:**  
 Data for Total FTEs uses the first weekly employment report published by State Civil Service in July at the start of the named fiscal year.  
 Data for Total Authorized Positions uses fiscal year enacted levels, except for FY18 Recommended.  
 Data for Other Charges Positions are reflected in the Executive Budget per Act 377 of the 2013 Regular Legislative Session (beginning in FY15).



# Department of State

## FY19 Recommended Total Authorized Positions by Agency

*Museum & Other Operations - Includes administration, operation, and maintenance of museums under the authority of the Secretary of State.*

Museum & Other  
Operations  
27  
9%

Archives & Records  
32  
10%

*Archives & Records - Includes 20 positions that work to collect, preserve & maintain Louisiana records. The remaining positions administer and support the records management program for the state.*

Elections  
126  
41%

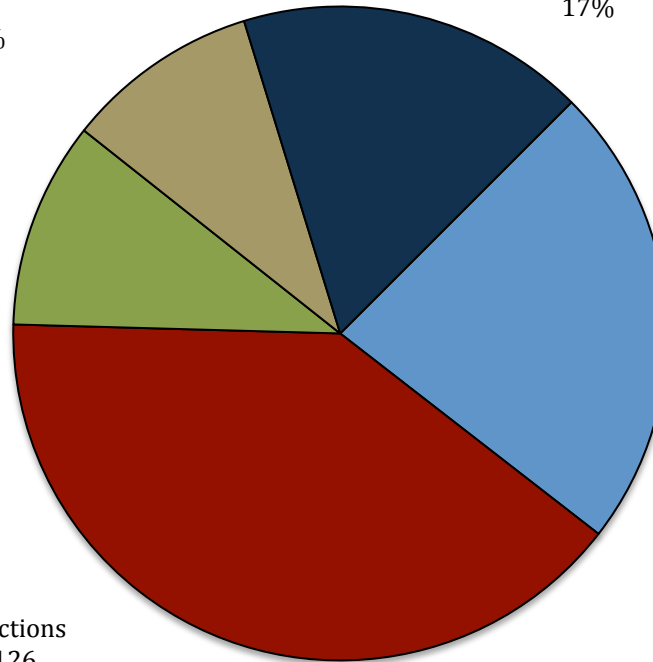
*Elections - The majority, 105 positions, support election operations through maintenance and programming of voting machines and election field operations.*

Commercial  
54  
17%

*Commercial - Includes 49 positions that serve the business community in timely and efficient services in business licensing.*

Administrative  
72  
23%

*Administrative - Includes 27 positions for accounting, HR, and purchasing. Also includes 26 positions for IT support for the entire department.*



Dept. of State	
Administrative	72
Elections	126
Archives & Records	32
Museum & Other Operations	27
Commercial	54



# Department of State

## Total Statewide Adjustments for FY19

04A\_DOS  
Secretary of State  
ADJUSTMENTS TO EXISTING OPERATING BUDGET  
Recommended

GEN. FUND	I.A.T.	SELF-GEN.	STAT. DED.	I.E.B.	FEDERAL	TOTAL	T.O.	DESCRIPTION
\$53,158,836	\$221,500	\$27,400,550	\$113,078	\$0	\$0	\$80,893,964	314	Existing Oper Budget as of 12/01/17
<b>A. STATEWIDE STANDARDS</b>								
\$95,475	\$0	\$107,098	\$0	\$0	\$0	\$202,573	0	2% General Increase Annualization Classified
\$5,010	\$0	\$3,191	\$0	\$0	\$0	\$8,201	0	2% General Increase Annualization Unclassified
\$8,990	\$0	\$17,450	\$0	\$0	\$0	\$26,440	0	Structural Annualization Classified
\$256,883	\$0	\$281,411	\$0	\$0	\$0	\$538,294	0	Market Rate Classified
\$42,092	\$0	\$42,327	\$0	\$0	\$0	\$84,419	0	Civil Service Training Series
\$25,620	\$0	(\$52,161)	\$0	\$0	\$0	(\$26,541)	0	Related Benefits Base Adjustment
\$134	\$0	\$167	\$0	\$0	\$0	\$301	0	Retirement Rate Adjustment
\$278,671	\$0	\$16,752	\$0	\$0	\$0	\$295,423	0	Salary Base Adjustment
(\$240,594)	\$0	(\$153,570)	\$0	\$0	\$0	(\$394,164)	0	Attrition Adjustment
(\$244,568)	\$0	\$0	\$0	\$0	\$0	(\$244,568)	(3)	Personnel Reductions
\$0	\$0	\$343,000	\$0	\$0	\$0	\$343,000	0	Acquisitions & Major Repairs
(\$1,500,000)	\$0	(\$350,000)	\$0	\$0	\$0	(\$1,850,000)	0	Non-Recurring Acquisitions & Major Repairs
(\$294,748)	\$0	(\$310,191)	\$0	\$0	\$0	(\$604,939)	0	Non-recurring Carryforwards
(\$211,526)	\$0	\$59,624	\$0	\$0	\$0	(\$151,902)	0	Risk Management
\$0	\$0	\$5,275	\$0	\$0	\$0	\$5,275	0	Legislative Auditor Fees
\$87	\$0	\$0	\$0	\$0	\$0	\$87	0	Capitol Park Security
\$0	\$0	(\$1,751)	\$0	\$0	\$0	(\$1,751)	0	UPS Fees
\$0	\$0	(\$11,947)	\$0	\$0	\$0	(\$11,947)	0	Civil Service Fees
\$0	\$0	\$1,556	\$0	\$0	\$0	\$1,556	0	State Treasury Fees
\$0	\$0	\$26,560	\$0	\$0	\$0	\$26,560	0	Office of Technology Services (OTS)



# Department of State

## Total Statewide Adjustments for FY19

\$0	\$0	(\$19,662)	\$0	\$0	\$0	(\$19,662)	0	Office of State Procurement
\$3,000,000	(\$64,000)	\$200,000	\$0	\$0	\$0	\$3,136,000	0	TOTAL OTHER ADJUSTMENTS ADJUSTMENT
\$1,789,686	\$0	\$0	\$0	\$0	\$0	\$1,789,686	0	TOTAL WORKLOAD ADJUSTMENT
\$56,170,048	\$157,500	\$27,605,679	\$113,078	\$0	\$0	\$84,046,305	311	Total Budget
\$3,011,212	(\$64,000)	\$205,129	\$0	\$0	\$0	\$3,152,341	(3)	Total Adjustments



# Department of State

## Significant Increases for FY19

Increase	Source	T.O.	Agency	Description
\$3,000,000	State General Fund	0	Elections	Increase in State General Fund for new voting equipment and voting software to replace early voting and election day equipment statewide.
\$1,600,000	State General Fund	0	Elections	Increase in State General Fund to provide for general election expenses.
\$200,000	State General Fund	0	Elections	Increase in State General Fund to provide for an additional 6 Registrar of Voter positions due to parish growth in St. Landry, East Baton Rouge, Lafayette, and St. Martin parishes.



## Department of State Significant Decreases for FY19

Decrease	Source	T.O.	Agency	Description
NA	NA	0	Dept. of State	There are no significant decreases to note for this department.

## Significant Means of Financing Substitutions for FY19

MOF Swap	Source	T.O.	Agency	Description
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# Department of State FY19 Recommended

## **Major Initiatives:**

### **Elections:**

- The total estimated cost of election expenses, including ballot printing, in FY19 is \$17.3 million.
- There is an Open Primary/Congressional, Open General/Congressional, and a Municipal Primary/General Election in FY19.





# Department of State Contract Renewals in FY19

## **Contracts to be Renewed/Approved in FY18 or FY19:**

### **Voting System Contract**

- This contract is for election equipment upgrades and replacement.
- This will be awarded through an RFP Process.
- JLCB will be asked to approve a 5-year contract.

### **Re-bid of the Elections, Corporations, and SOS Programming Contracts**

- This contract manages updates and maintenance to software systems
- This will be awarded through an RFP Process.
- JLCB will be asked to approve a 5-year contract.