

**Representative Cameron Henry**  
Chairman



**Representative Franklin Foil**  
Vice Chairman

# **FY18-19 Executive Budget Review**

## **Secretary of State**

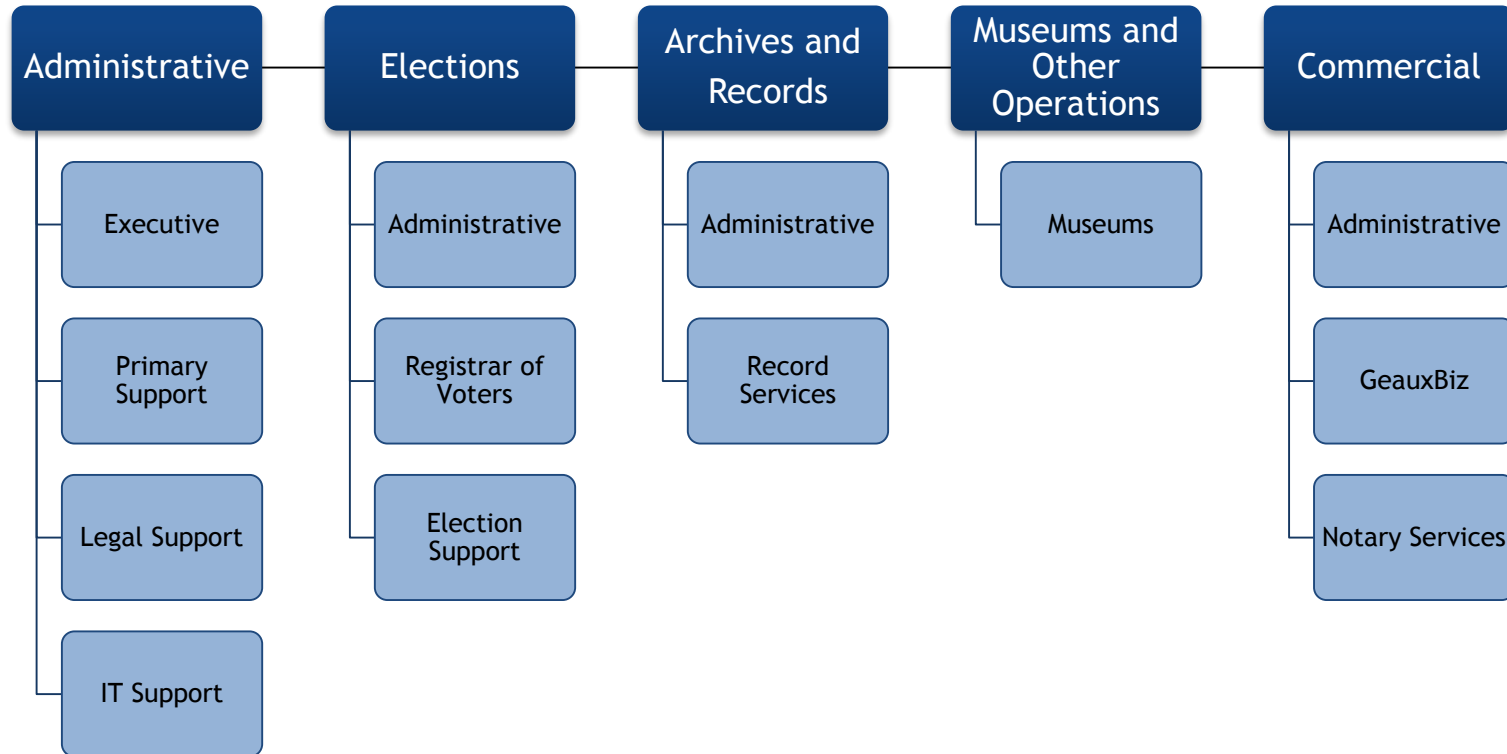
**House Committee on Appropriations**  
by the House Fiscal Division

March 20, 2018

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# DEPARTMENT ORGANIZATION



# DEPARTMENT FUNCTIONS

## Chief Election Officer

Prepares and certifies ballots for all elections, disseminating election returns, administering election laws, overseeing voter registration, and custody of the voting machines.

## Museums

Responsible for the operation of twelve state museums located across the state, including the Old State Capital in Baton Rouge and the Louisiana State Exhibit Museum in Shreveport.

## Business and Notary Registration

Maintains the official registration of all Notarial Commissions and administers the GeauxBiz program which gives current and potential business owners a single place to go for all the necessary licensing information to operate within the state.

## Archiving

Operates the State Centralized Micrographics Unit, the State Records Center and the State Records Management Program while serving as the official archives of the state and publishing all laws enacted by the state.

# ADMINISTRATIVE

## Executive Services

- The leadership and management function ensures the duties and responsibilities of the department are carried out in an effective and efficient manner.
- Includes the Secretary, his executive staff, public information, and publication staff.

## Primary Support Services

- Responsible for providing support to the department, including accounting, purchasing, and human resources.

## Legal Support Services

- The Legal Division reviews and approves all ballot provisions, home rule charter propositions, recall elections, and constitutional amendments. This division also drafts and reviews contracts.
- The Commission Division authenticates the signatures on various certificates, as well as provides advice and interpretation of multiple statutes.

## Information Technology Support Services

- Assists with planning and implementing the information technology hardware and software that the department uses.



# ELECTIONS

## Administrative Services

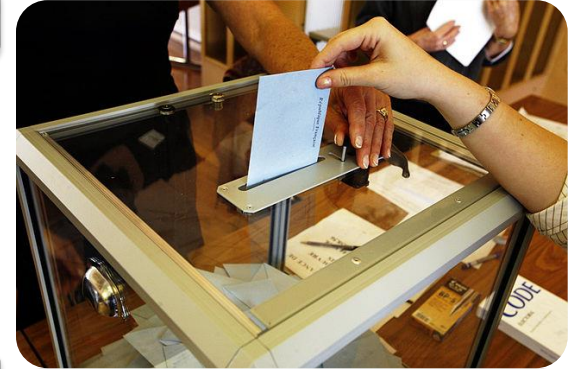
- Responsible for processing and qualifying candidates for state offices, and preparing ballots for elections.
- Directs, assists, and prescribes rules and regulations that are applied by each registrar of voter in the state.
- Encourages qualified Louisiana citizens to register to vote by providing educational programs for school-aged children and adults.
- Investigates reports of voter fraud.

## Registrar of Voters

- Responsible for the payment of the state's share of salaries of the Registrar of Voters and their employees, and the prorated portion of the annual canvass costs. The canvass examines the validity of the addresses of record for the registered voters in Louisiana.
- The Registrar of Voters are also responsible for registering voters in the state, as well as updating registration data.

## Election Support Services

- Responsible for the day-to-day maintenance and repair of the voting machines, and emergency repair on the day of elections.



# ARCHIVES AND RECORDS

## Administrative Services

- Identifies, collects, preserves, maintains, and makes available the records and artifacts of Louisiana's history at the Louisiana State Archives Building.
  - Over 2.2 million genealogical records are available online.

## Record Services

- Provides the services, information, and facilities necessary to promote and support the State's governmental records.
- Provides storage for business records and for state agencies.

*Louisiana State Archives  
Baton Rouge, LA*



# MUSEUMS AND OTHER OPERATIONS

## Museum Services

- Responsible for presenting exhibits, education, and other programs to the public that emphasize the political, social, and economic influences, personalities, institutions, and events that are part of Louisiana's history and culture.
  - Acquires, refurbishes, and preserves artifacts and other historical relics.
- 
- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| ▪ Delta Music Museum                  | ▪ LA State Oil and Gas Museum       |
| ▪ Eddie G. Robinson Museum            | ▪ Mansfield Female College Museum   |
| ▪ Germantown Colony Museum            | ▪ Old Arsenal Museum *              |
| ▪ LA Military Museum ^                | ▪ Old State Capitol                 |
| ▪ LA Military Hall of Fame and Museum | ▪ Shreveport Water Works Museum ^   |
| ▪ LA State Cotton Museum °            | ▪ Spring Street Historical Museum ^ |
| ▪ LA State Exhibit Museum             | ▪ Tioga Heritage Park & Museum *    |

*Old State Capitol  
Baton Rouge, LA*



\* Closed  
^ Returned to Locals  
° Reimbursed by Local entities



# COMMERCIAL

## Administrative Services

- Provides services for business licensing, as well as collects fees and tracks annual reporting for businesses operating in Louisiana.
- Serves as the processing agent for the state on foreign filings and corporate filings.
- Serves as the processing agent for foreign insurance companies and out-of-state motorists involved in suits resulting from automobile accidents in Louisiana.
- Responsible for the Uniform Commercial Code (UCC) notification system.

## GeauxBiz

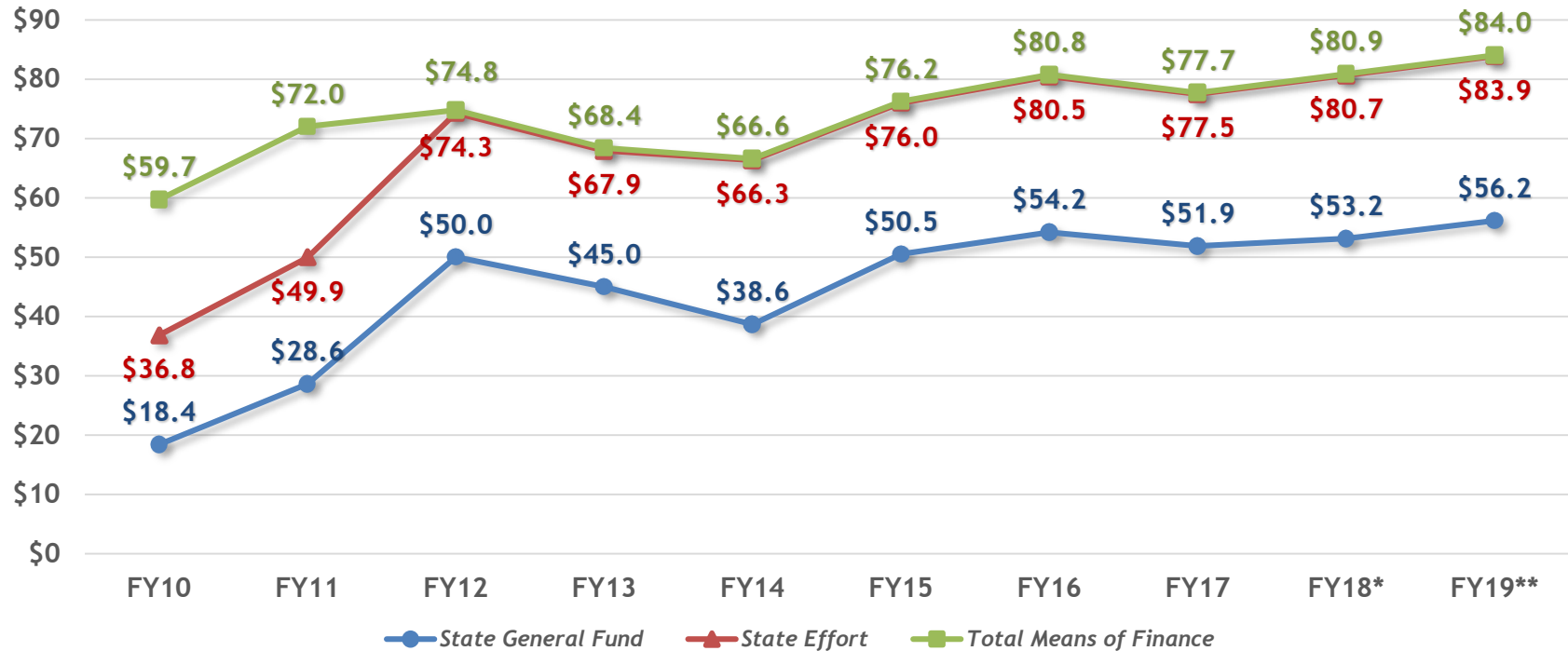
- Implemented in FY12.
- GeauxBiz is a 'one-stop shop' for launching a new business in the state of Louisiana. This software and database package is where business can register with the required departments, including the Secretary of State, Louisiana Workforce Commission, and the Department of Revenue.
- Prepares a customized business license checklist tailored to any specific business license need.

## Notary Services

- Maintains a database on the notary publics registered in the state.
- Processes applications for the state notary exam.



# BUDGET HISTORY (IN MILLIONS)



Source: Executive Budget Supporting Documents

\*Existing Operating Budget as of 12/1/17

\*\*Executive Budget Recommendation

# MAJOR SOURCES OF REVENUE

## Interagency Transfers \$157,500

The department's Interagency Transfers are payments from other state and local agencies for the microfilm services that the department provides. The largest amounts come from the following:

- Department of Transportation and Development
- Eastern LA Mental Health System
- LA State Board of Nursing
- St. Charles Parish Finance Department

## Self-generated Revenue \$27.6 Million

The department's Fees and Self-generated Revenue comes from fees for several services the department provides. Fees are made up largely by the following:

- Annual Reports
- Limited Liability Corporations (LLC's)
- Election Expenses - Cost Recovery
- Uniform Commercial Code

## Statutory Dedications \$113,078

There is one Statutory Dedication budgeted within the department:

- Shreveport Riverfront Convention Center & Independence Stadium Fund

# FUNDING OVERVIEW

Means of Financing	FY 16-17 Prior Year Actual Expenditures	FY 17-18 Existing Operating Budget	FY 18-19 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
State General Fund	\$51,906,517	\$53,158,836	\$56,170,048	\$3,011,212	5.7%
Interagency Transfers	\$210,991	\$221,500	\$157,500	(\$64,000)	(28.9%)
Fees and Self-Gen Rev	\$25,582,628	\$27,400,550	\$27,605,679	\$205,129	0.7%
Statutory Dedications	\$9,894	\$113,078	\$113,078	\$0	0.0%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
<b>Total Means of Finance</b>	<b>\$77,710,030</b>	<b>\$80,893,964</b>	<b>\$84,046,305</b>	<b>\$3,152,341</b>	<b>3.9%</b>



## \$205,129 Fees & Self-Gen Rev

Expected increase in fees related to business filings.



## \$64,000 Interagency Transfers

Archives Division- reduction in microfilm services contracts from various state and local agencies.



## \$3M State General Fund

Elections Division- to continue the purchase of new voting system equipment outlined in Phase 2 of the plan. Increase in 6 Registrar Of Voters positions. Increased election expenses.

# SIGNIFICANT FUNDING CHANGES

AMOUNT	MOF	DESCRIPTION
(\$1,500,000)	SGF	Non-recurring funds in acquisitions for Phase I of the voting machine upgrades.
(\$64,000)	IAT	Archives budget decrease due to a reduction in microfilm services contracts.
\$3,000,000	SGF	Increases funding for the Elections Program to continue the purchase of new voting system equipment for Phase II.
\$1,623,436	SGF	Increases funding for elections. The total estimated cost of election expenses for FY 19 is \$17.3 million. There are Open Primary/Congressional, Open General/Congressional, Municipal Primary and Municipal General elections scheduled.
\$166,250	SGF	Adds six Registrar of Voter (ROV) positions due to additional parish growth in St. Landry, East Baton Rouge, Lafayette and St. Martin and a new voter registration office in Sulphur. Statute regulates the number of positions a Registrar's office may have according to the population of the parish.
\$200,000	SGR	Increases the Commercial Online Registration Application contract to ensure proper security controls are implemented.

# EXPENDITURE CHANGE OVERVIEW

Expenditure	FY 16-17 Prior Year Actual Expenditures	FY 17-18 Existing Operating Budget	FY 18-19 Executive Budget Recommendation	\$ Change from Existing	% Change from Existing
Salaries	\$16,871,500	\$17,064,257	\$17,566,257	\$502,000	2.9%
Other Compensation	\$424,418	\$517,694	\$517,694	\$0	0.0%
Related Benefits	\$9,111,296	\$9,753,243	\$9,741,621	(\$11,622)	(0.1%)
Travel	\$159,134	\$157,345	\$157,345	\$0	0.0%
Operating Services	\$8,878,878	\$10,759,285	\$10,788,722	\$29,437	0.3%
Supplies	\$768,891	\$861,298	\$861,298	\$0	0.0%
Professional Services	\$0	\$0	\$0	\$0	0.0%
Other Charges	\$41,484,165	\$39,930,842	\$42,070,368	\$2,139,526	5.4%
Acq/Major Repairs	\$11,748	\$1,850,000	\$2,343,000	\$493,000	26.6%
<b>Total Expenditures</b>	<b>\$77,710,030</b>	<b>\$80,893,964</b>	<b>\$84,046,305</b>	<b>\$3,152,341</b>	<b>3.9%</b>
Authorized Positions	313	314	311	(3)	(1.0%)

# SIGNIFICANT EXPENDITURE CHANGES

## Salaries \$502,000

- Annualization of Civil Service market rate adjustments.

## Operating Services \$29,437

- Building Rental

## Other Charges \$2.1 Million

- Election expenses for field operations administration, voting machines, poll commissioners and ballot printing.
- Six new Registrars of Voters in parishes with population growth.

## Acquisitions and Major Repairs \$493,000

- Implementation of Phase 2 of the voting machine upgrades, to complete the upgrade of all voting machines used at early voting sites.

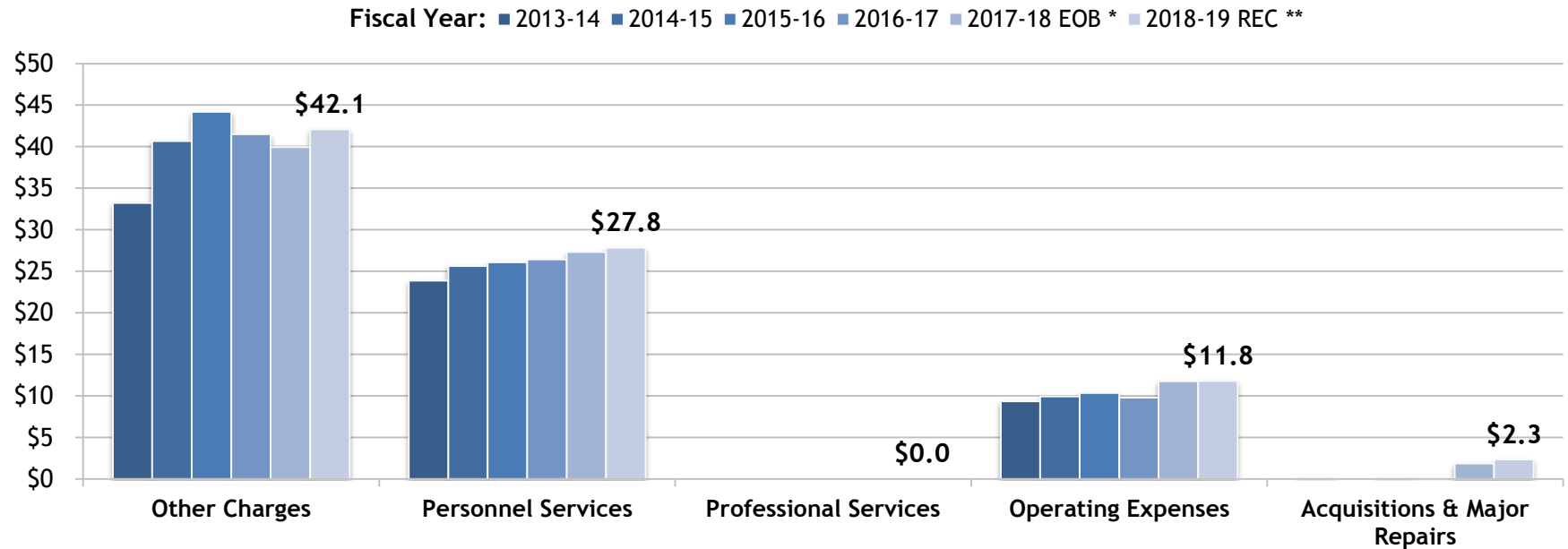
# OTHER CHARGES

AMOUNT	DESCRIPTION
\$20,611,654	Election expenses including Administrative and field operations administration, voting machines, poll commissioners, ballot printing, etc.
\$13,982,419	Registrar of Voters- state portion
\$2,206,530	GeauxBiz Portal
\$900,000	Commercial Additional On-Line Filings and Improvements
\$575,000	Information Technology ongoing costs for Elections and Commercial Support
\$527,658	Commercial Miscellaneous Operating Expenses
\$126,250	Archives Building Improvements
\$113,078	Shreveport Riverfront Convention Center and Stadium Funds for the Louisiana State Exhibit Museum and Shreveport Water Works Museum
\$50,000	Contractual Services
\$2,977,779	Various Interagency Transfers such as Office of Telecommunications Management, Legislative Auditor, Risk Management, etc.
<b>\$42,070,368</b>	<b>Total Other Charges</b>

Source: Executive Budget Supporting Documents



# EXPENDITURE HISTORY



Source: Executive Budget Supporting Documents

\*Existing Operating Budget as of 12/1/17

\*\* Executive Budget Recommendation

# DISCRETIONARY/NON-DISCRETIONARY FUNDING

**TOTAL BUDGET**  
**\$84 Million**

**\$157,500 IAT  
Double Count**

**\$83.9  
Million  
Remaining**

**Self Generated  
Revenue  
\$27.6 Million**

**Statutory  
Dedications  
\$113,078**

**Federal Funds  
\$0**

**State General Fund  
\$56.1 Million**

**Non Discretionary  
\$29.4 Million**

**Elections- Operations  
\$14.5 Million**

**Elections- Registrar of Voters  
\$14.0 Million**

**Elections- Retiree Group  
Insurance  
\$849,000**

**Discretionary  
\$26.7 Million**

**Administrative  
\$277,206**

**Elections  
\$23.7 Million**

**Museum and Other  
Operations  
\$2.8 Million**

# PERSONNEL INFORMATION

## Personnel/Budget Ratio

\$18.1M Salaries and Other  
Comp.

+ \$9.7M Related Benefits

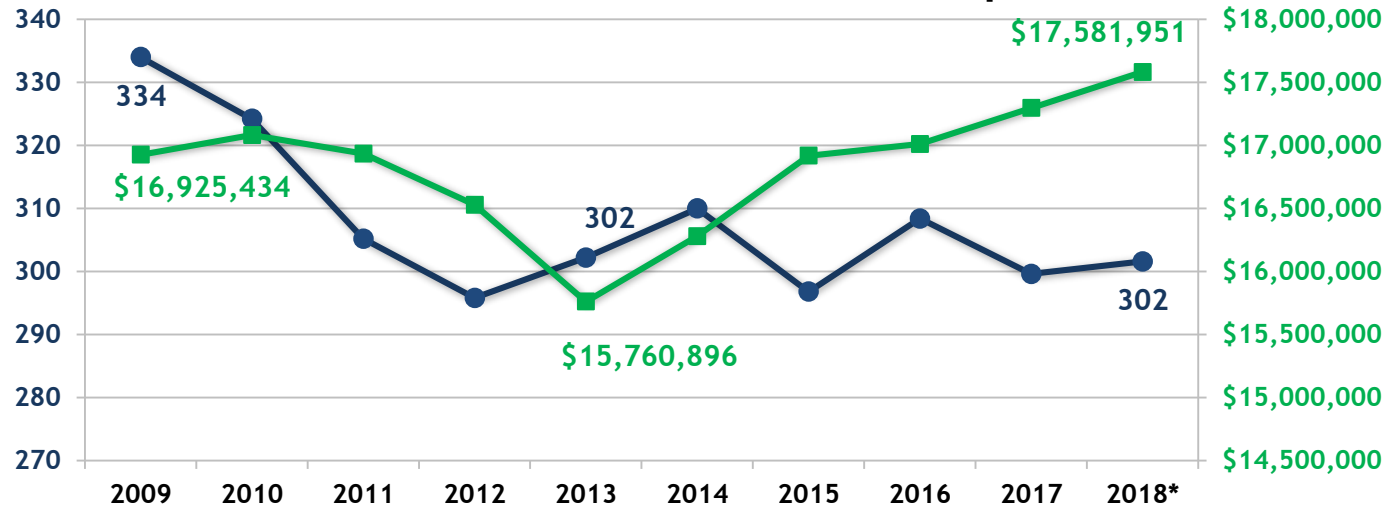
= \$27.8M Total Personnel  
Services

**66% of budget  
expenditures  
(excluding Other Charges)**

## Authorized Positions

- 311 (293 classified and 18 unclassified)
- Secretary of State had 14 vacancies as of 12/25/2017.
- Executive Budget recommends eliminating 3 vacant positions.
- 0 Other Charges Positions

## 10 Year FTE Positions/Salaries Expended

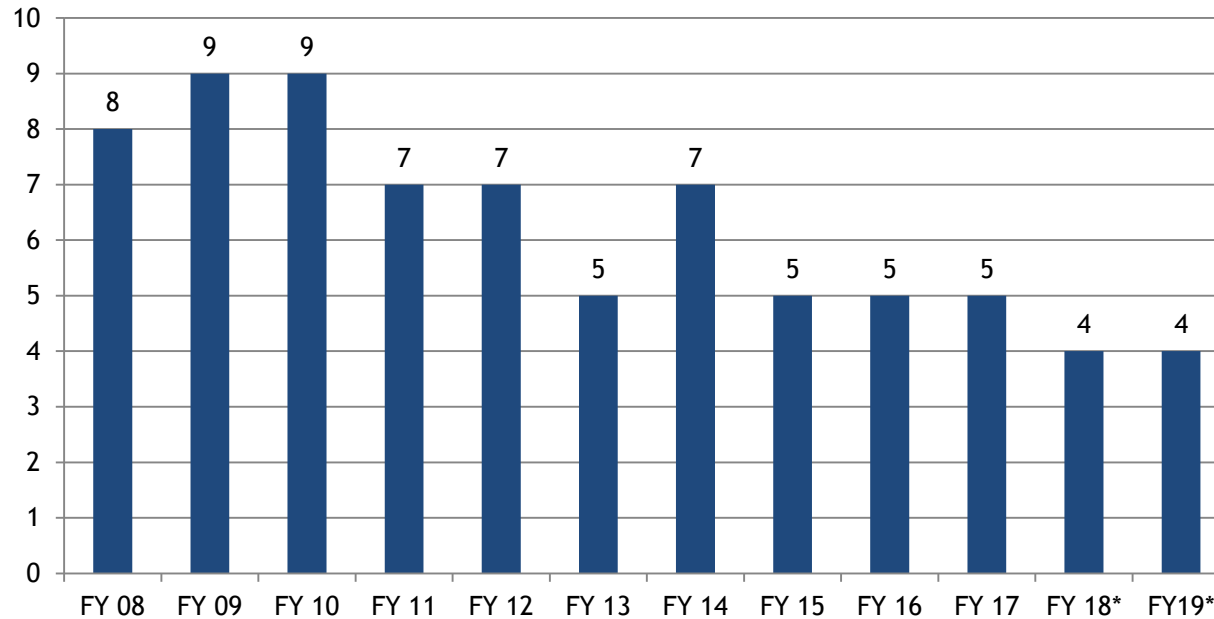


Source: Data from the Dept. of Civil Service and the Executive Budget Supporting Documents

\*Existing Operating Budget as of 12/1/17

# ELECTIONS

## Number of State-Wide and Local Elections



Source: Executive Budget Supporting Documents

\*Includes scheduled elections.

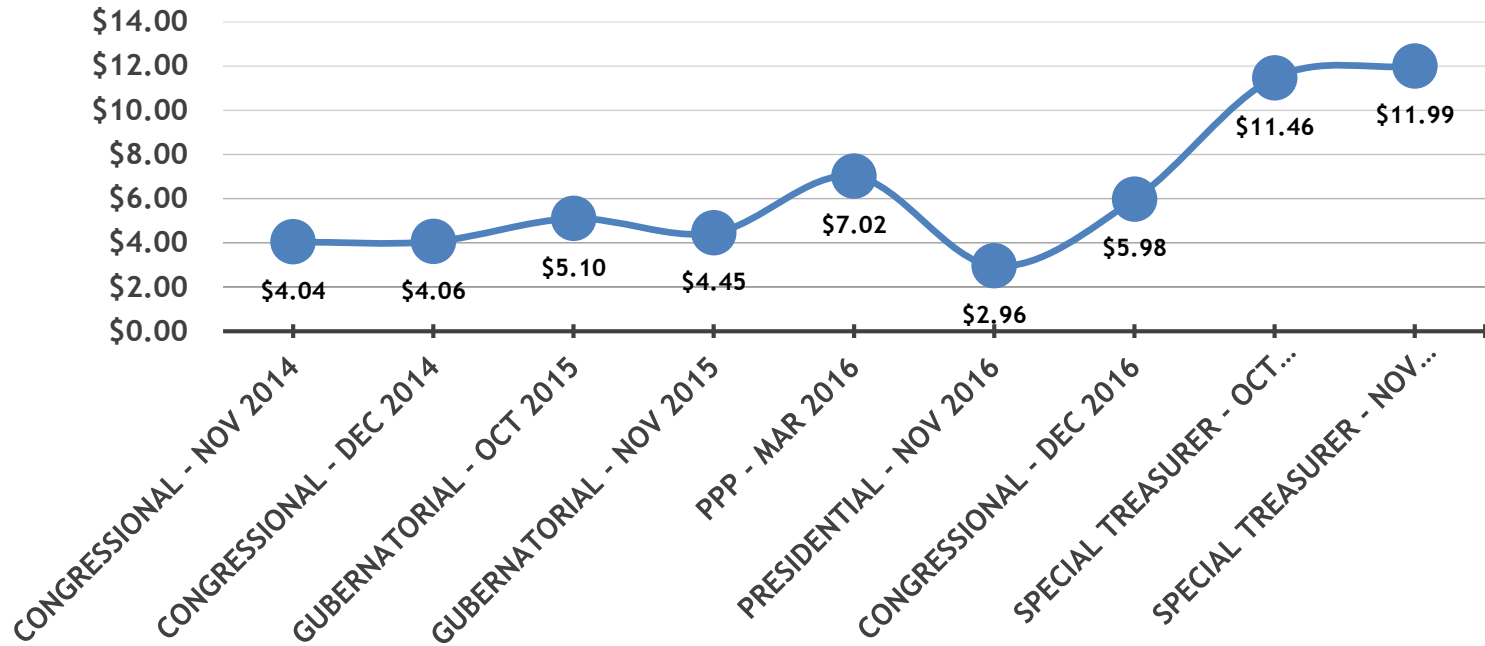
# STATE-WIDE ELECTION COSTS

Election Date	Election Type	Cost	Number of Voters	Percent Voted*	Cost/Vote
<b>FY 15</b>					
11/4/2014	Open Primary/Congressional	\$6,114,714	1,512,572	51.52%	\$4.04
12/6/2014	Open General/Congressional	\$5,223,579	1,285,606	43.64%	\$4.06
<b>FY 16</b>					
10/24/2015	Gubernatorial Primary	\$5,789,667	1,134,729	39.20%	\$5.10
11/21/2015	Gubernatorial General	\$5,191,478	1,165,800	40.19%	\$4.45
3/5/2016	Presidential Preference	\$4,491,293	639,722	27.93%	\$7.02
<b>FY 17</b>					
11/8/2016	Open Primary/Presidential/Congressional	\$6,066,275	2,049,532	67.79%	\$2.96
12/10/2016	Open General/Congressional	\$5,337,471	893,262	29.46%	\$5.98
<b>FY 18</b>					
10/14/2017	Open Primary/State Treasurer	\$4,864,970	424,497	14.27%	\$11.46
11/18/2017	Open General/State Treasurer	\$4,631,146	386,152	12.98%	\$11.99

Source: Louisiana Secretary of State

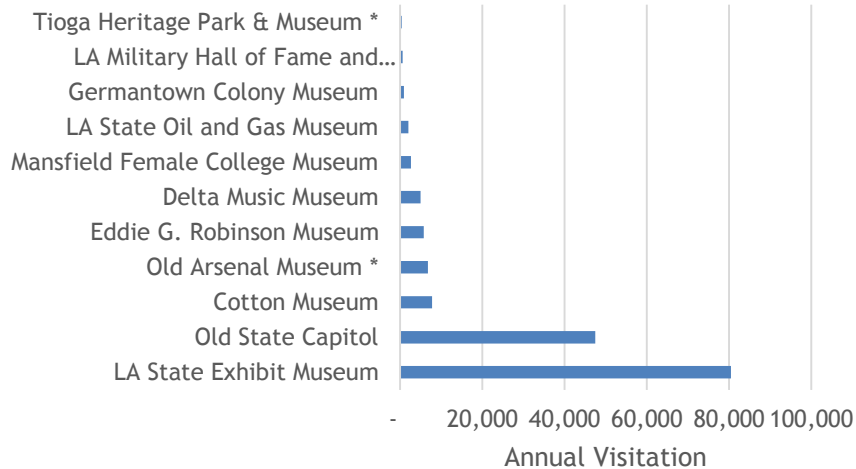
\* Percentage of registered voters that voted on election day, absentee or early voted

# STATEWIDE ELECTION COST PER VOTE

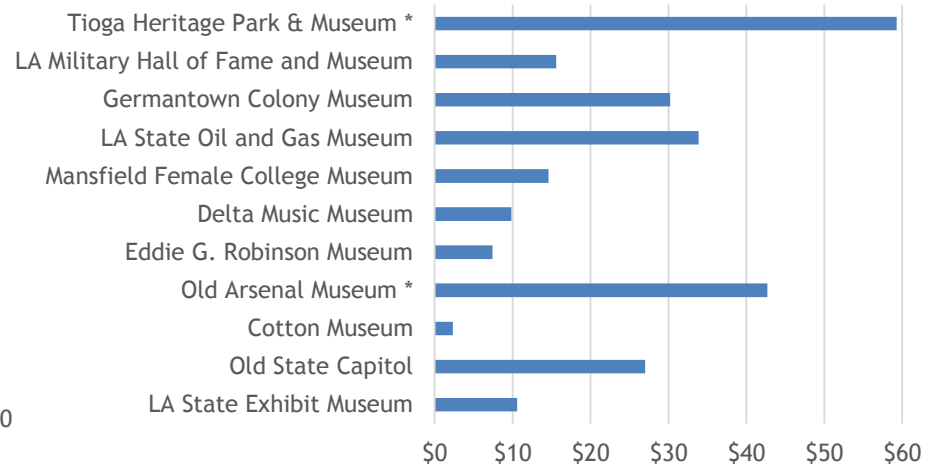


# MUSEUMS

Visitation in FY 17



Cost per Visitor in FY 17



Source: Executive Budget Supporting Documents

\* Closed in FY17

# MUSEUMS

Museum	FY17 Total Cost	Cost per Visitor	FY 17 Visitation
LA State Exhibit Museum	\$852,385	\$11	80,489
Old State Capitol	\$1,282,263	\$27	47,447
Cotton Museum **	\$18,103	\$2	7,763
Old Arsenal Museum *	\$84,590	\$43	6,779
Eddie G. Robinson Museum	\$43,005	\$7	5,770
Delta Music Museum	\$48,508	\$10	4,926
Mansfield Female College	\$38,097	\$15	2,606
LA State Oil and Gas Museum	\$67,788	\$34	2,001
Germantown Colony Museum	\$27,111	\$30	897
LA Military Hall of Fame and Museum	\$9,700	\$16	622
Tioga Heritage Park and Museum *	\$22,949	\$59	387

Source: Executive Budget Supporting Documents




\* Closed in FY17

\*\* Expenses reimbursed by local government



# DEPARTMENT CONTACTS



SECRETARY OF STATE				
		Tom Schedler	Secretary	(225) 922-2880
		Kyle Ardoin	First Assistant to the Secretary	(225) 922-2880
		Joe Salter	Undersecretary	(225) 922-2880