

Representative Jerome Zeringue
Chairman



Representative Gary Carter
Vice Chairman

Fiscal Year 21-22 HB1 Budget Review

Department of State

House Committee on Appropriations
House Fiscal Division

April 8, 2021

Budget Analyst:
Jamie Tairov (225) 342-0474

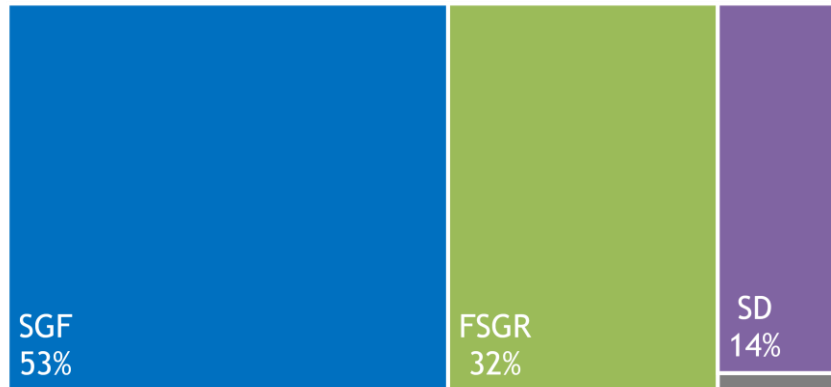
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FY22 BUDGET RECOMMENDATION

Total Budget = \$98,097,376

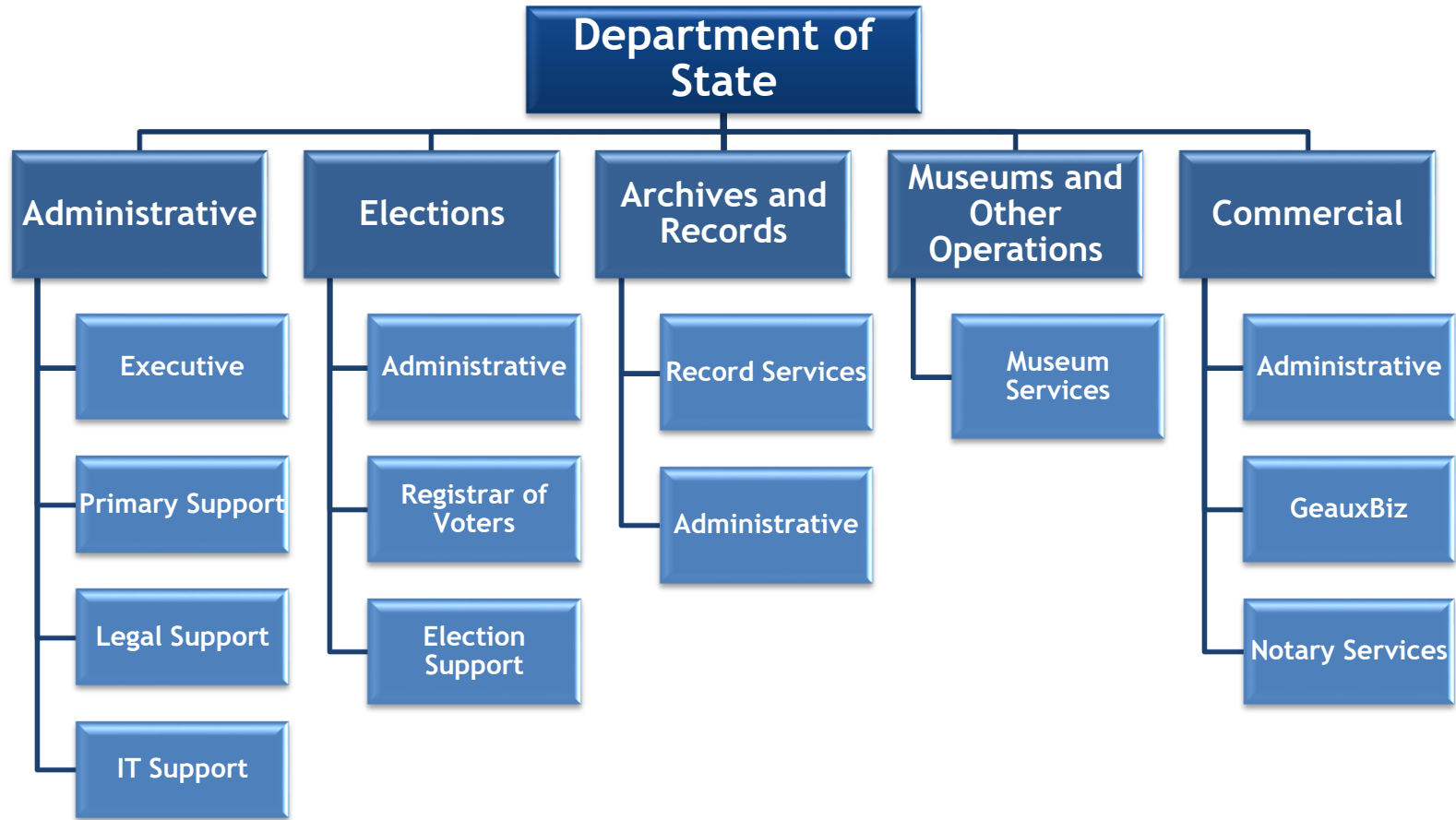
Means of Finance	
State General Fund	\$51,764,463
Interagency Transfers	\$694,500
Fees & Self-generated	\$31,688,714
Statutory Dedications	\$13,949,699
Federal	\$0
Total	\$98,097,376



Agency/Program Breakdown		
	Budget	Positions
Administrative	\$14,023,431	76
Elections	\$66,478,725	126
Archives and Records	\$4,748,331	32
Museum & Other Operations	\$3,034,186	27
Commercial	\$9,812,703	55
Total	\$98,097,376	316



DEPARTMENT ORGANIZATION



DEPARTMENT OVERVIEW

Administrative Program

Executive Services-

- Leadership and management function, includes the Secretary of State, executive staff, public information, and publication staff

Primary Support Services-

- Provides support to the department, including accounting, purchasing, and human resources

Legal Support Services-

- Legal Division reviews and approves all ballot provisions, home rule charter propositions, recall elections, and constitutional amendments; drafts and reviews contracts
- Commission Division authenticates signatures on certificates, provides advice and interpretation of multiple statutes

IT Support Services-

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

Elections Program

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 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, including election day emergency repair

DEPARTMENT OVERVIEW

Commercial Program

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
- Responsible for the Uniform Commercial Code (UCC) notification system

GeauxBiz

- Implemented in FY12.
- The GeauxBiz 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 notaries public registered in the state
- Processes applications for the state notary exam

Archives and Records Program

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

DEPARTMENT OVERVIEW

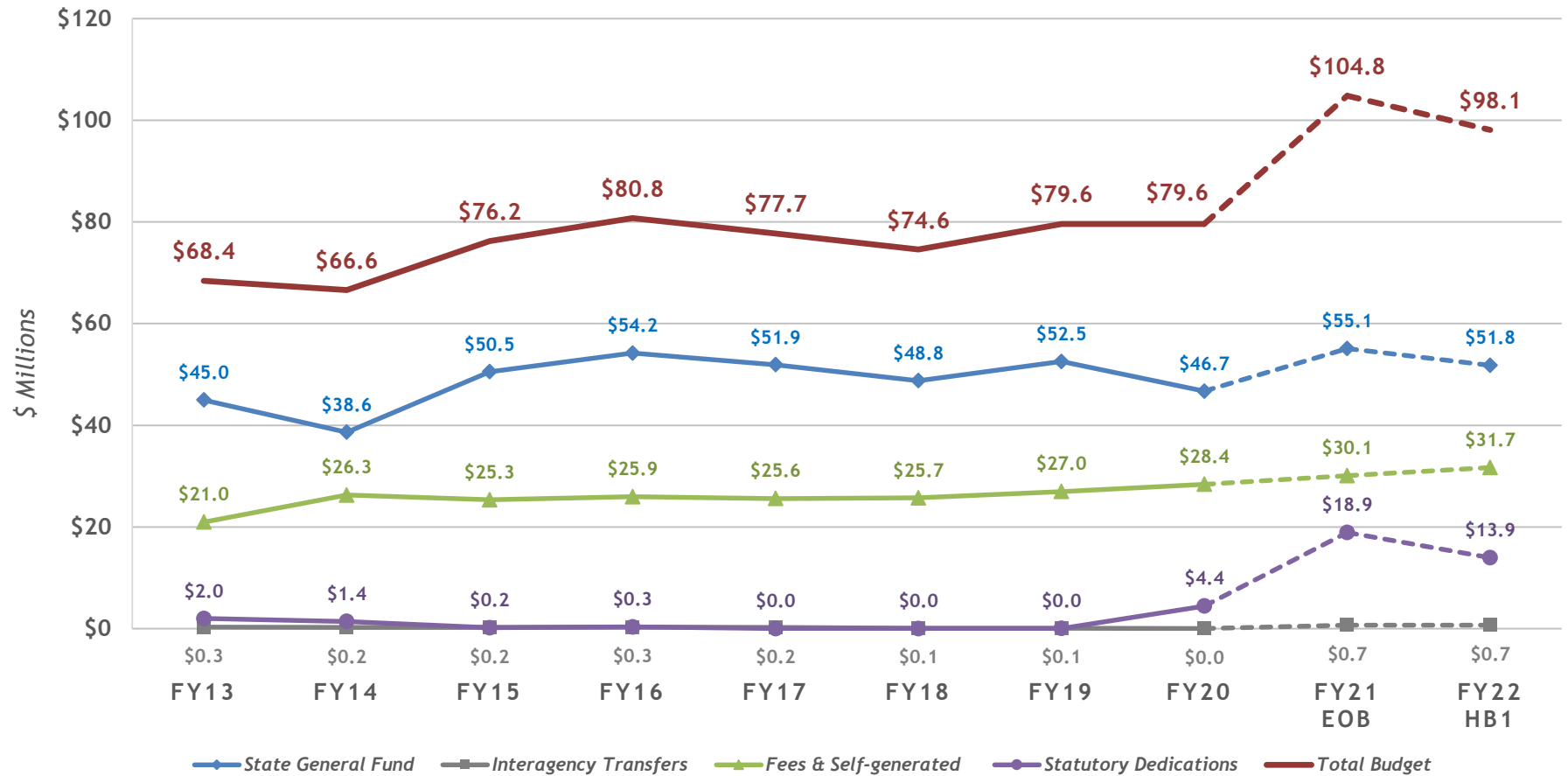
Museums and Other Operations Program

- 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 Exhibit Museum
Eddie G. Robinson Museum	LA State Oil & Gas Museum
Germantown Colony Museum	Mansfield Female College
LA Military Hall of Fame & Museum**	Museum
LA State Cotton Museum ^	Old State Capitol
	Tioga Heritage Park & Museum*

* Closed
** Returned to local control- Act 75 of 2020 R.S.
^ 100% Reimbursed by Local entities

HISTORICAL SPENDING



Source: Office of Planning and Budget - Budget Supporting Documents; and HB1 of the 2021 Regular Session

FY20 UNSPENT AUTHORITY

	End of Fiscal Year Budget	Actual Amount Spent	Unspent Budget Authority	Unspent Authority %	Unspent % by MOF
SGF	\$46,836,629	\$46,706,097	\$130,532	0.3%	1.0%
IAT	\$143,000	\$34,587	\$108,413	75.8%	0.8%
FSGR	\$28,919,279	\$28,398,920	\$520,359	1.8%	3.8%
Stat Ded	\$17,377,102	\$4,446,364	\$12,930,738	74.4%	94.5%
Federal	\$0	\$0	\$0	0.0%	0.0%
FY20 Total	\$93,276,010	\$79,585,968	\$13,690,042	14.7%	100.0%

Historical Total Unspent Authority for Comparison

	End of Fiscal Year Budget	Actual Amount Spent	Unspent Budget Authority	Unspent %
FY19 Total	\$86,507,246	\$79,622,365	\$6,884,881	8.0%
FY18 Total	\$77,876,540	\$74,574,290	\$3,302,250	4.2%
3 Year Avg.	\$85,886,599	\$77,927,541	\$7,959,058	9.3%

FY20 UNSPENT AUTHORITY

Did department collect all revenue budgeted?

	Final Budget (w/o FY21 carryfwd)	Actual Revenue Collections	Uncollected Revenue
SGF	\$46,836,629	\$46,920,863	\$84,234
IAT	\$143,000	\$34,587	(\$108,413)
FSGR	\$28,919,279	\$29,398,248	\$478,969
SD	\$17,377,102	\$4,463,141	(\$12,913,961)
FED	\$0	\$0	\$0
FY20 Total	\$93,276,010	\$80,816,839	(\$12,459,171)
FY19 Total	\$86,507,246	\$83,680,354	(\$2,826,892)
FY18 Total	\$77,876,540	\$80,487,775	\$2,611,235
3 Year Avg.	\$85,886,599	\$81,661,656	(\$4,224,943)

The department collected \$12 million less than the FY20 budget. The majority of excess budget authority over collections was in statutory dedications, primarily in the Help Louisiana Vote Fund. In FY 20 the two spring elections were postponed to FY 21 due to COVID-19, therefore SGF related to those elections was placed in the fund at the end of FY 20 to carryover into FY 21 for those expenditures.

Did department spend all collections?

	Actual Revenue Collections	Actual Expenditures	Unspent Revenue
SGF	\$46,920,863	\$46,706,097	(\$214,766)
IAT	\$34,587	\$34,587	\$0
FSGR	\$29,398,248	\$28,398,920	(\$999,328)
SD	\$4,463,141	\$4,446,364	(\$16,777)
FED	\$0	\$0	\$0
FY20 Total	\$80,816,839	\$79,585,968	(\$1,230,871)
FY19 Total	\$83,680,354	\$79,622,365	(\$4,057,989)
FY18 Total	\$80,487,775	\$74,574,290	(\$5,913,485)
3 Year Avg.	\$81,661,656	\$77,927,541	(\$3,734,115)

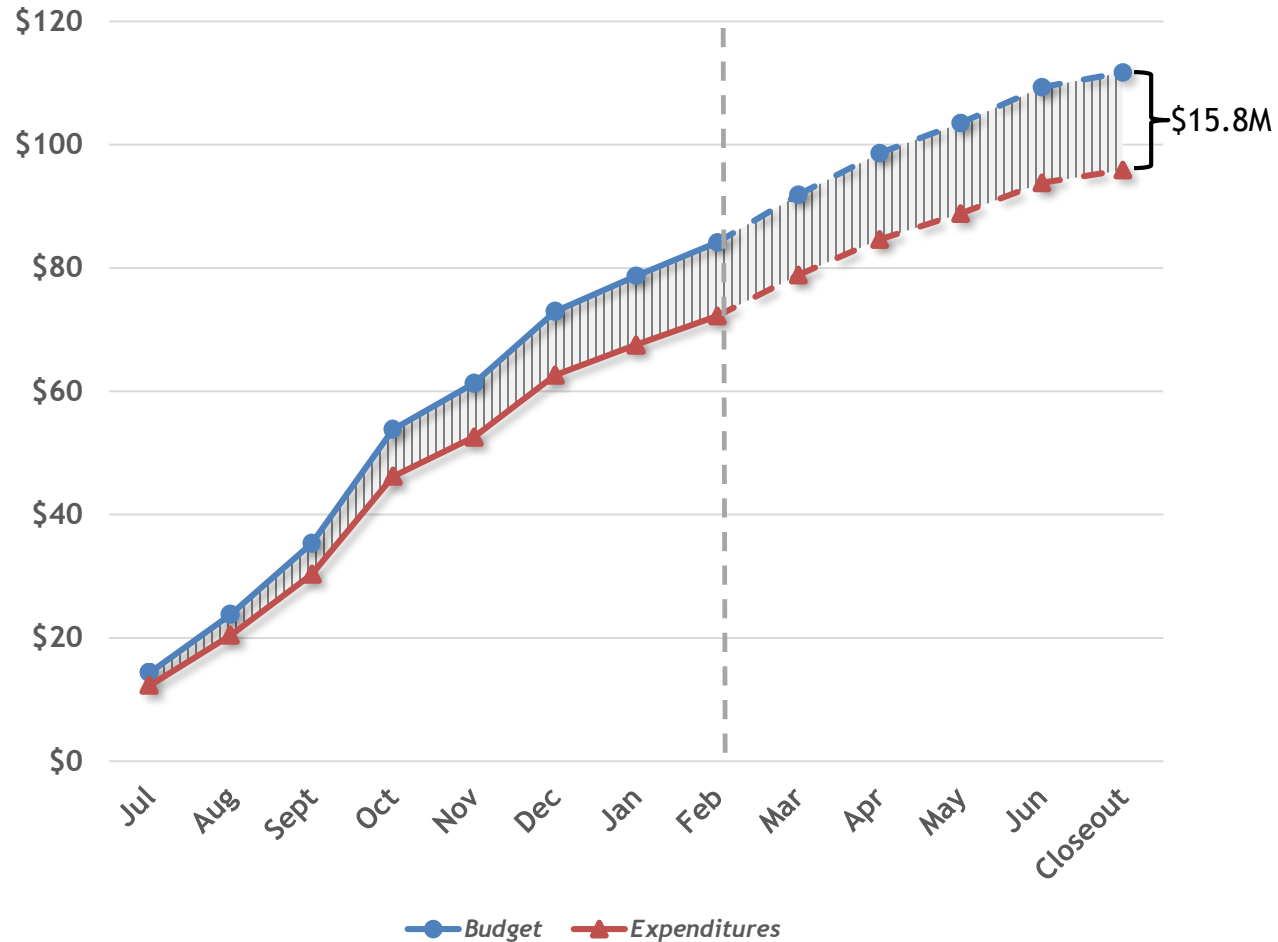
The department collected \$1.2 million more than was spent in fees and self-generated revenue in Administrative, Commercial, and Archives and Records Programs, which reverted to State General Fund at the end of the fiscal year.

FY21 CURRENT EXPENDITURE TREND

Approximately \$95.9 million (85.8%) from all means of finance could be spent based on actual spending patterns through February and projections through the remainder of the fiscal year. This would leave \$15.8 million or 14.2% of the department's total budget authority unspent.

The department's budget contains \$12.5 million in federal funds in the Help Louisiana Vote Fund and \$1.3 million as state matching funds in the Voting Technology Fund that can only be spent on the purchase of election equipment once a contract has been finalized, which will not be completed in FY 21. There is also \$530K in IAT from GOHSEP for a cybersecurity grant that will not begin in FY 21.

In FY20, the department spent 85.3% of its total budget comparing its end of year budget and actual expenditures while factoring out funding carried over into FY21.



FY22 SOURCES OF FUNDING

Interagency Transfers \$694,500

- 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:
 - Board of Regents
 - City of Lake Charles
 - Department of Children & Family Services
 - Eastern LA Mental Health System
 - LA State Board of Nursing
 - St. Charles Parish Finance Department
- Grant from GOHSEP for cybersecurity efforts

Self-generated Revenue \$31.7 M

- **\$3.5 Million**
Election expense- local government cost recovery
- **\$28.1 Million**
Business filings- annual reports, domestic corporations, foreign corporations, registrations for trademarks or partnerships, providing certificates of good standing, providing copies and certified copies of any requested documents
- **\$85,522**
Rental for events and weddings from the Old State Capital and other museums

FY22 STATUTORY DEDICATIONS

Fund Name	FY22 HB1	Funding Source	Use
Help Louisiana Vote Fund Election Administration	\$12,512,099	<p>Act 142 of 2003 established this fund for purposes of improving Louisiana's elections in accordance with the Help America Vote Act of 2002 (HAVA).</p> <p>The sources of money deposited into the fund shall be any federal monies received by the state pursuant to HAVA, any subsequent federal funding related to elections, and any monies appropriated to the fund</p>	Improving election administration, acquisition of equipment and voting system technologies, nondiscriminatory election technology and administration
Voting Technology Fund	\$1,324,522	Fees for the sale of precinct maps and rental of election equipment, and any other monies appropriated	General operating purposes and the acquisition and maintenance of voting machine technology, including hardware and software, voting equipment and supplies, voter outreach, voter improvement, and early voting
Shreveport Riverfront Convention Center & Independence Stadium Fund	\$113,078	Hotel/Motel Tax	Funds are for use at the La. State Exhibit Museum in Shreveport

Source: Office of Planning and Budget - Budget Supporting Documents; HB1 of the 2021 Regular Session

FY22 FUNDING COMPARISON

Means of Finance	FY20 Actual Expenditures	FY21 Existing Operating Budget 12/1/20	FY22 HB1 Budget	Change from Existing Operating Budget to HB1		Change from Actual Expenditures to HB1	
SGF	\$46,706,097	\$55,118,702	\$51,764,463	(\$3,354,239)	(6.1%)	\$5,058,366	10.8%
IAT	\$34,587	\$702,500	\$694,500	(\$8,000)	(1.1%)	\$659,913	1,908.0%
FSGR	\$28,398,920	\$30,112,036	\$31,688,714	\$1,576,678	5.2%	\$3,289,794	11.6%
Stat Ded	\$4,446,364	\$18,886,815	\$13,949,699	(\$4,937,116)	(26.1%)	\$9,503,335	213.7%
Federal	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Total	\$79,585,968	\$104,820,053	\$98,097,376	(\$6,722,677)	(6.4%)	\$18,511,408	23.3%

SIGNIFICANT FUNDING CHANGES

Compared to the FY21 Existing Operating Budget

(\$3.4 M) - State General Fund

\$370,110	Net increase in statewide standards, which includes personal services, Risk Management, Office of Technology Services, and non-recurring carryforwards.
(\$4.3 M)	Aligns projected election expenditures with anticipated need in FY 22. Total cost for FY 22 is estimated at \$13.9 M, whereas, election costs are budgeted in FY 21 at \$18.2 Million. There will be an Open Primary/General and Municipal Primary/General elections scheduled in FY 22.
\$615,281	Additional funding for Registrar of Voters (ROV) market rate adjustments, step increases, and certifications.

\$1.6 M - Fees and Self-generated Revenue

\$1.6 M	Adjustment aligns budget with past collections.
\$75,000	Increase associated with greater electronic check processing fees being charged by banks.

(\$4.9 M) - Statutory Dedications

(\$4.9 M)	Removes funding in the Help Louisiana Vote Fund for Federal CARES Act funding received for COVID-19 related election expenditures.
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FEDERAL RELIEF FUNDING

COVID-19 (\$6.2 M in CARES Act Funds from the United States Elections Assistance Commission)

Used only for pandemic related expenses in the 2020 federal election cycles, including the Presidential Preference Primary in July and the Presidential election in November. A 20% state match was required to receive the funds. PPE and sanitizer for election workers were provided by GOHSEP and allowed to be used as the state match.

\$1. M

Used in FY 20 for the purchase of high-speed scanners due to the increase in use of absentee ballots due to the changes in emergency election procedures

\$4.9 M

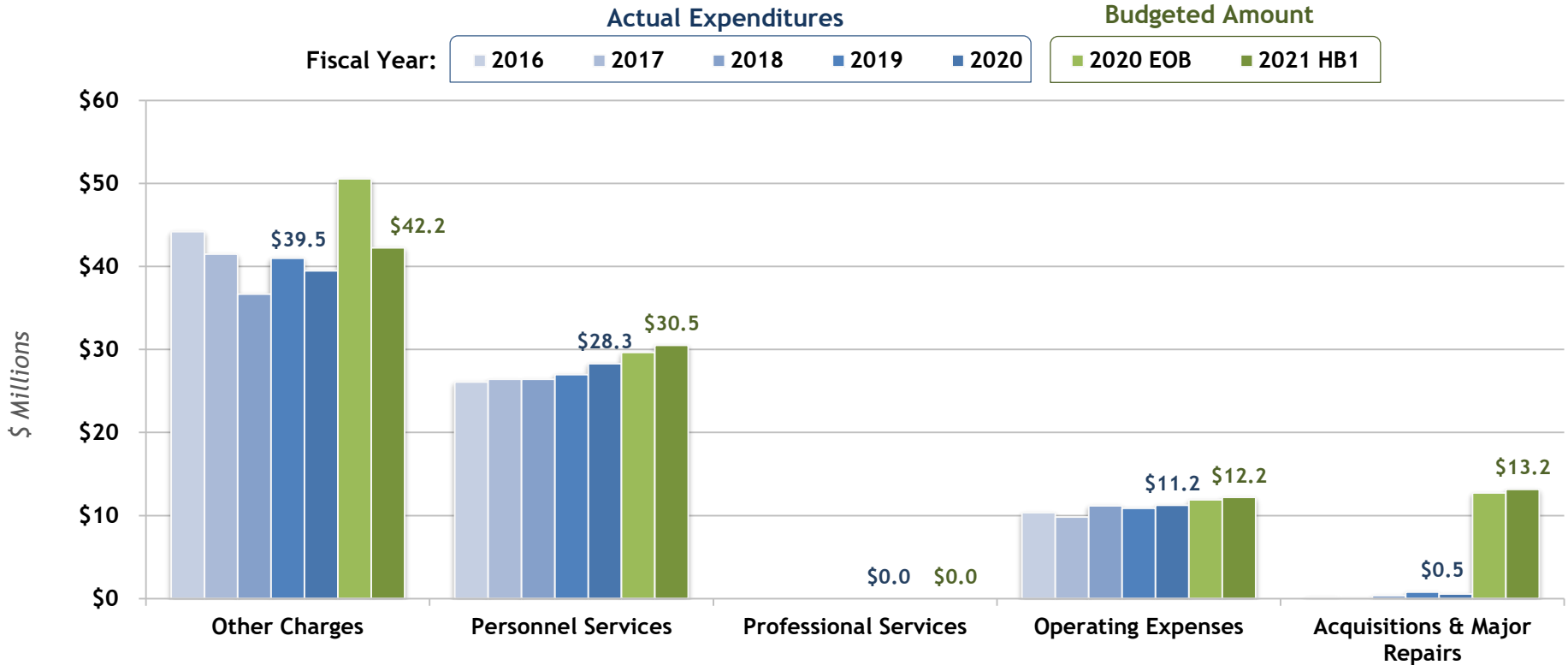
Used in FY 21 for hazard pay for election workers and to implement the emergency election procedures

Hurricane - expenditures anticipated to be reimbursed by FEMA

\$155,757

Department is seeking reimbursement for \$141,680 in expenditures incurred in FY 21 related to moving precincts affected by Hurricane Laura and \$14,077 in travel expenditures. The Department expects to receive between 75-90% of the reimbursement depending on how the work is classified by FEMA. No further hurricane related expenditures are expected for the Spring 2021 elections or for any elections in FY 22.

EXPENDITURE HISTORY



Source: Office of Planning and Budget - Executive and Proposed Budget Supporting Documents

FY22 EXPENDITURE COMPARISON

Expenditure Category	FY20 Actual Expenditures	FY21 Existing Operating Budget 12/1/20	FY22 HB1 Budget	Change from Existing Operating Budget to HB1		Change from Actual Expenditures to HB1	
Salaries	\$17,421,975	\$18,360,193	\$18,795,251	\$435,058	2.4%	\$1,373,276	7.9%
Other Compensation	\$443,213	\$455,694	\$455,694	\$0	0.0%	\$12,481	2.8%
Related Benefits	\$10,441,078	\$10,811,618	\$11,246,474	\$434,856	4.0%	\$805,396	7.7%
Travel	\$153,181	\$155,845	\$199,845	\$44,000	28.2%	\$46,664	30.5%
Operating Services	\$10,322,576	\$10,932,191	\$11,184,422	\$252,231	2.3%	\$861,846	8.3%
Supplies	\$773,382	\$821,298	\$821,298	\$0	0.0%	\$47,916	6.2%
Professional Services	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
Other Charges/IAT	\$39,485,065	\$50,564,753	\$42,235,860	(\$8,328,893)	(16.5%)	\$2,750,795	7.0%
Acq/Major Repairs	\$545,498	\$12,718,461	\$13,158,532	\$440,071	3.5%	\$12,613,034	2,312.2%
Total	\$79,585,968	\$104,820,053	\$98,097,376	(\$6,722,677)	(6.4%)	\$18,511,408	23.3%

Source: Office of Planning and Budget - Budget Supporting Documents and HB1 of the 2021 Regular Session

SIGNIFICANT EXPENDITURE CHANGES

Compared to the FY21 Existing Operating Budget

\$870 K - Personnel Services

\$346,536	Addition of 3 T.O. for IT, including one help desk employee for users of the ROV Virtual Desktop Infrastructure, one system administrator, and one security specialist for cybersecurity.
\$523,378	Net increase in statewide standards for personnel services such as market rate and related benefits adjustments.

\$252 K - Operating Services

\$252,231	Increase for technology related projects, including extension of the Virtual Desktop Infrastructure (VDI) to the Registrar of Voters (ROV) offices, moving from local data storage to cloud storage, new routers to secure VPN over a cellular network, and cybersecurity improvements.
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(\$8.3 M) - Other Charges/IAT

(\$4.9 M)	Removes funding from the federal CARES Act for COVID-19 related expenditures during the 2020 federal election cycle. This funding expired on December 31, 2020.
(\$4.3 M)	Aligns projected election expenses with anticipated FY22 need. The total estimated cost of election expenses including ballot printing is \$13.9 million. Current year is budgeted at \$18.2 M. There will be an Open Primary/General elections, and Municipal Primary/General elections.
\$342,000	Cybersecurity improvements to elections IT infrastructure.
\$615,281	Provides for Registrar of Voters market rate adjustments, step increases, Certified Elections Registration Administrator (CERA) certifications, and corresponding benefits.

OTHER CHARGES DETAIL

Other Charges

Amount	Description
\$17,404,105	Election Expenses: Administrative, and Field Operations, voting machines, poll commissioners, ballot printing, etc.
\$15,957,831	Registrar of Voters
\$2,206,530	Geaux Biz One Stop Portal
\$917,000	Ongoing IT costs for elections and commercial support
\$900,000	Commercial Online filings
\$750,000	Digital Repository
\$527,658	Commerical miscellaneous operating expenses
\$166,249	Archives Building Improvements
\$113,078	Shreveport Riverfront Convention Center and Stadium Funds for the Louisiana State Exhibit Museum & Louisiana State Oil and Gas Museum
\$50,000	Contractual Services
\$38,992,451	Total Other Charges

Interagency Transfers

Amount	Description
\$978,794	Office of Risk Management (ORM)
\$953,107	Office of Telecommunications Management (OTM) fees
\$625,000	State Mail- Postage
\$304,308	Office of Technology Services (OTS)
\$146,105	Civil Service and CPTP Fees
\$78,797	Office of State Procurement (OSP)
\$63,687	Division of Administration-State Printing Fees
\$45,223	Legislative Auditor Fees
\$35,851	Uniform Payroll System (UPS)Fees
\$12,537	State Treasurer Fees
\$3,243,409	Total Interagency Transfers

DISCRETIONARY EXPENSES

**Total Budget
\$98.1 Million**

State General Fund
\$51.8 Million

Interagency
Transfers
\$694,500

Self-generated
Revenue
\$31.7 Million

Statutory
Dedications
\$13.9 Million

Federal Funds
\$0

Non-discretionary
\$33.1 M

Retirement Systems UAL
\$2.7 M

Elections
\$13.9 M

Retiree's Group Insurance
\$1.0 M

Discretionary
\$18.6 M

Administrative
\$277,206

Elections
\$16 M

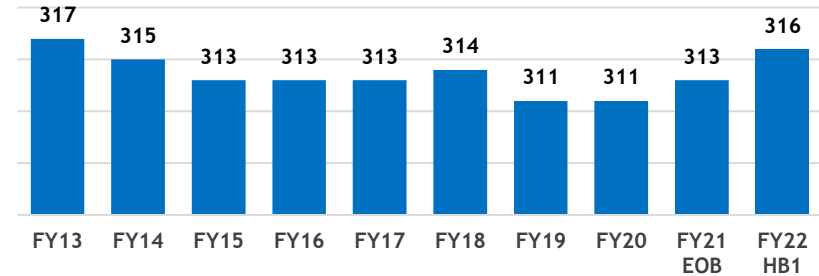
Museum and Other Operations
\$2.4 M

PERSONNEL INFORMATION

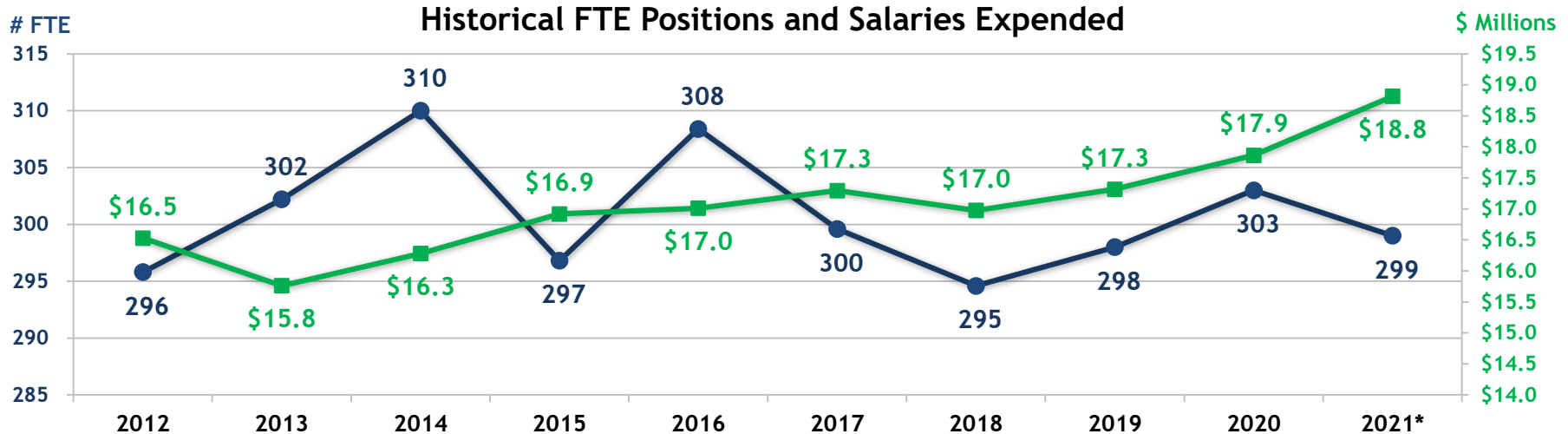
FY 2022 Recommended Positions

316	Total Authorized T.O. Positions (299 Classified, 17 Unclassified)
0	Authorized Other Charges Positions
0	Non-T.O. FTE Positions
16	Vacant Positions (February 1, 2021)

Historical Authorized T.O. Positions



Source: Office of Planning and Budget - Budget Supporting Documents

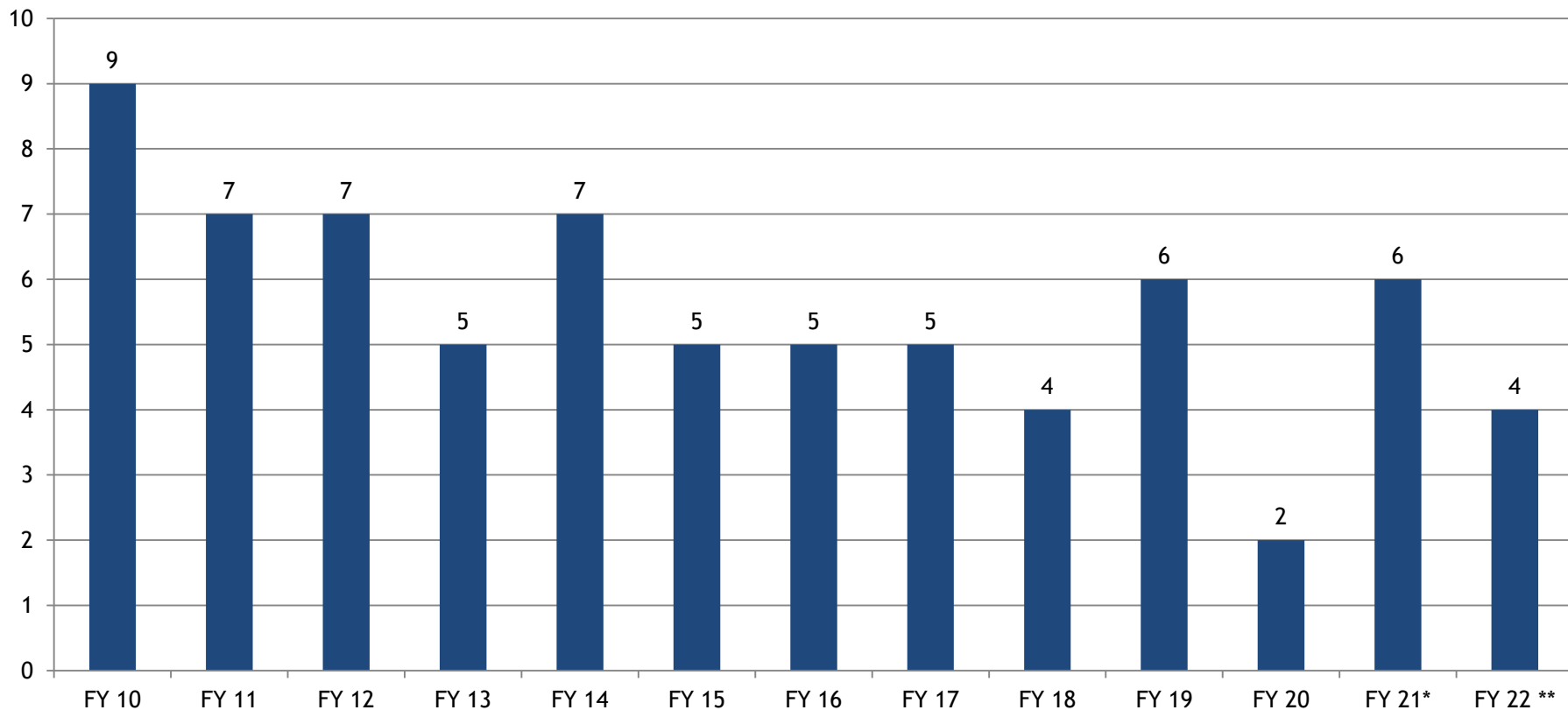


Source: Dept. of Civil Service and Budget Supporting Documents

*Existing Operating Budget 12/1/20

ELECTIONS

Number of Elections



*Includes scheduled elections

**Includes future elections

Source: Budget Supporting Documents and Louisiana Secretary of State

STATE-WIDE ELECTION COSTS

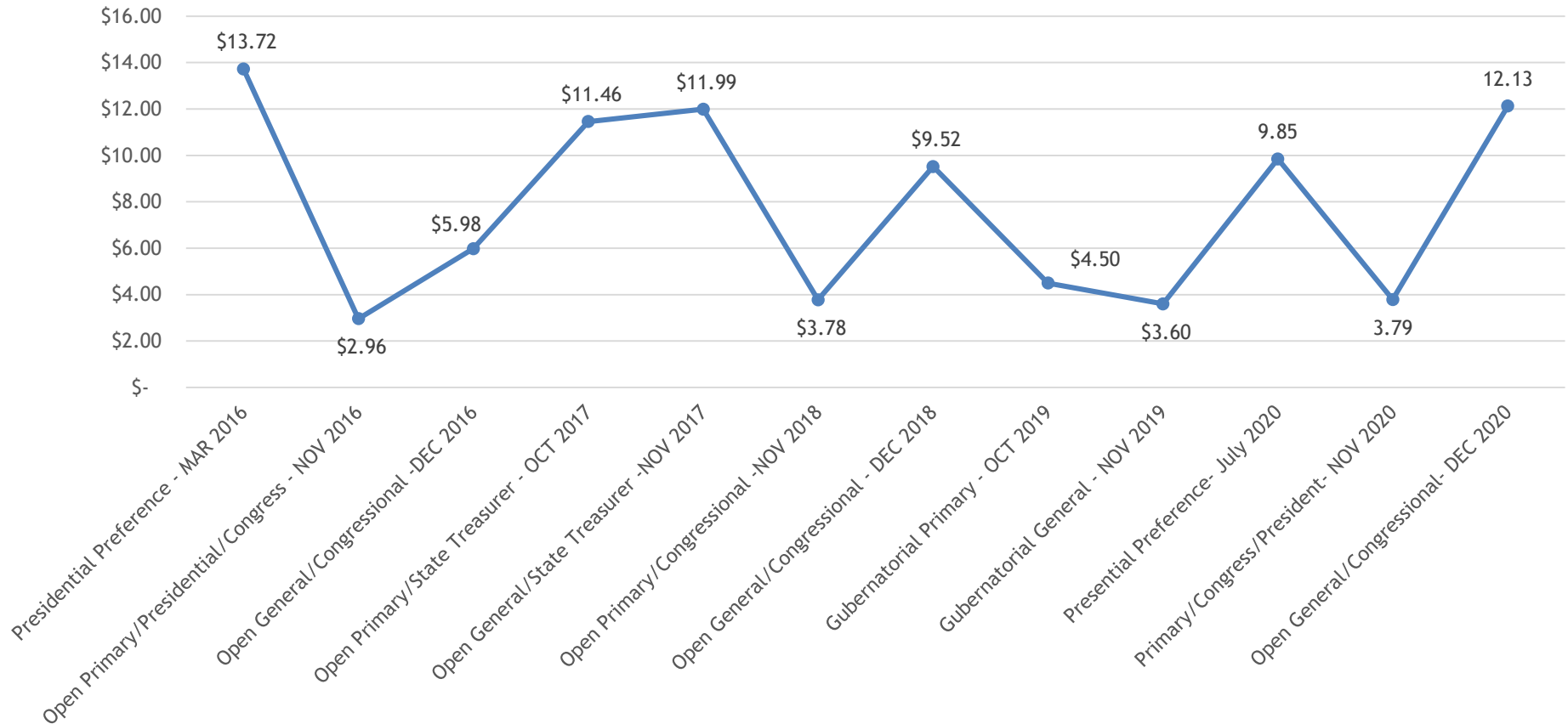
Fiscal Year	Election Date	Election Type	Cost	Number of Voters	Percent Voted*	Cost/Vote
FY 16	10/24/2015	Gubernatorial Primary	\$5,789,667	1,134,729	39.2%	\$5.10
	11/21/2015	Gubernatorial General	\$5,191,478	1,165,800	40.2%	\$4.45
	3/5/2016	Presidential Preference	\$4,491,293	327,296	24.5%	\$13.72
FY 17	11/8/2016	Open Primary/Presidential/Congressional	\$6,066,275	2,049,532	67.8%	\$2.96
	12/10/2016	Open General/Congressional	\$5,337,471	893,262	29.5%	\$5.98
FY 18	10/14/2017	Open Primary/State Treasurer	\$4,864,970	424,497	14.3%	\$11.46
	11/18/2017	Open General/State Treasurer	\$4,631,146	386,152	13.0%	\$11.99
FY 19	11/6/2018	Open Primary/Congressional	\$5,742,532	1,519,405	50.8%	\$3.78
	12/8/2018	Open General/Congressional	\$5,050,895	530,463	17.7%	\$9.52
FY 20	10/12/2019	Gubernatorial Primary	\$6,126,549	1,359,967	45.9%	\$4.50
	11/16/2019	Gubernatorial General	\$5,461,348	1,518,718	51.1%	\$3.60
FY 21	7/11/2020	Presidential Preference	\$5,158,127	523,416	21.05%	\$9.85
	11/3/2020	Open Primary/Presidential/Congressional	\$8,225,006	2,169,401	70.14%	\$3.79
	12/5/2020	Open General/Congressional	\$6,401,691	527,821	16.99%	\$12.13

Source: Louisiana Secretary of State

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

STATEWIDE ELECTION COST PER VOTE

STATEWIDE ELECTIONS COST PER VOTE



Source: Louisiana Secretary of State

MUSEUMS

Museum	FY 16 Total Cost	FY 17 Total Cost	FY 18 Total Cost	FY 19 Total Cost	FY 20 Cost per Visitor	FY 20 Visitation	FY 20 Total Cost
LA State Exhibit Museum	\$854,762	\$852,379	\$916,194	\$895,106	\$12.49	67,377	\$841,538.73
Old State Capitol	\$1,320,618	\$1,282,492	\$1,320,591	\$1,342,420	\$40.70	35,955	\$1,463,368.50
Cotton Museum **	\$65,870	\$18,088	\$20,071	\$361	\$0	4,083	\$0.00
Old Arsenal Museum	\$71,247	\$84,586	Closed	Closed	Museum no longer operated by SOS		
Eddie G. Robinson Museum	\$59,264	\$42,987	\$47,246	\$39,995	\$4.14	4,653	\$19,263
Delta Music Museum	\$28,183	\$48,521	\$48,934	\$42,941	\$8.37	4,482	\$37,514
Mansfield Female College	\$31,405	\$38,100	\$26,875	\$27,516	\$8.16	3,237	\$26,413
LA State Oil and Gas Museum	\$65,021	\$67,794	\$57,493	\$57,430	\$43.48	1,084	\$47,132
Germantown Colony Museum	\$41,876	\$27,107	\$32,367	\$22,659	\$32.33	644	\$20,820
LA Military Hall of Fame and Museum	\$19,674	\$9,697	\$4,427	\$0	Returned to Local Entity via Act 75 of the 2020 R.S.		
Tioga Heritage Park and Museum	\$32,476	\$22,949	Closed	Closed	Closed in 2019 due to structural issues		
Total	\$2,590,396	\$2,494,700	\$2,474,198	\$1,534,217	\$18.71 (avg)	116,862	\$2,456,052

Source: Budget Supporting Documents; Louisiana Secretary of State

** Expenses reimbursed by local entity

DEPARTMENT CONTACTS



Kyle Ardoin
Secretary
225.922.2880



Nancy Landry
First Assistant to the Secretary
225.922.2880



Joe Salter
Chief of Staff
225.922.2880



Shanda Jones
Undersecretary
225.922.2880
