

**Department of State
Secretary of State
Bullet Points for HCR 25
August 11, 2016**

Administrative Program

Public Information:

- Repeal the law requiring SOS to print a list of inactive voters in every parish newspaper of record prior to a federal election. La. R.S. 18:193(F) The inactive voter list is printed every 2 years. The average cost of the four prints in the past eight years is \$215,673, with the amount as high as \$401,684 in FY 2008 and as low as \$124,898 in FY 2016. It would be more fiscally prudent to print an ad in every parish newspaper of record that notifies interested parties of where the inactive voter list can be accessed.
- Review printed publications such as Roster of Public Officials, Secretary of State Report, Code of Ethics, and Lawrason Act to determine if an online resource that is downloadable would be more sensible. The Secretary of State Report and Code of Ethics are printed in-house, making their cost difficult to quantify. However, the Roster of Public Officials is printed every four years using Moran Printing and cost \$13,709 in FY 2013. The Code of Ethics is printed annually using Moran Printing and cost \$6,013 in FY 2014. Offering downloadable versions of these publications would reduce printing costs.

Fleet:

- Recent budget constraints have restricted efforts to replace vehicles in a timely manner. The resulting aging fleet has led to greater than normal maintenance and repair costs. With no foreseeable budget relief in sight, SOS has worked to keep these costs down, while working with the reality that repair will only likely, increase. Recently, SOS has contracted with the Department of Agriculture and Forestry to provide major repairs to vehicles, potentially resulting in a significant savings to the department. SOS will be in a better position to quantify this saving after at least six months of this practice.
- Aged vehicles will be replaced with lighter and more fuel efficient models purchased from Federal Property Assistance. Doing so has resulted in an approximate savings of 50% in initial procurement cost. Where applicable, the option to lease vehicles from the Department of Agriculture and Forestry will also be considered.

Human Resources:

- Request that Civil Service reinstate delegated allocation authority to agencies to create, affirm and change job title assignments for agency positions, both permanent TO positions and part time, temporary positions. Civil Service added staff in FY 2016 that resulted in increased IAT fees of \$31,174 paid to the agency. SOS would like to be given the authority to create, affirm and change positions in agency-specific job titles, such as election program specialists, commercial specialists, archives specialists, and election machine mechanics, as well as all classified WAE positions. This would allow the human resource division to handle personnel actions for the operational functions of the agency in a more practical, efficient and effective manner. It may also result in a corresponding decrease in IAT fees paid to Civil Service.

Elections Program

- Repeal the law authorizing registrars to get paid overtime during early voting. La. R.S. 18:1400.8 The four year average of overtime salary paid to registrars is \$544,706, with the amount as high as \$665,861 in FY 2016 and as low as \$439,400 in FY 2014. Additionally, SOS is required to pay retirement on this overtime. Eliminating this requirement will result in significant savings to the state.
- Discontinue printing sample ballots for the Presidential election. La. R.S. 18:18(8)(a) During the 2012 Presidential election, the cost of printing sample ballots was \$98,589. Cost savings would result if members of the media are referred to digital files, and voters are referred to the department's website and mobile site.
- Limit the paper, toner, photoconductors and labels purchased for registrars after the Presidential election. The four year average cost of ROV supplies is \$30,891, with the amount as high as \$39,680 in FY 2013 (presidential election year) and as low as \$27,101 in FY 2014. La. R.S. 18:132(A)

Museum Program

- Continue efforts to reduce the museum footprint. SOS continues to partner with local communities to find solutions that help fill the budget gap over time. Options include transferring museums back to local municipalities and/or nonprofits where feasible, and reducing operating hours at the museums that remain under the jurisdiction of the Secretary of State's Office when necessary.

In addition to the above, there are several mandates that were implemented by the previous administration that have created very challenging and oftentimes difficult situations that have resulted in increased costs. Examples are as follows:

- Review mandate to use the Office of State Printing for all print jobs. SOS would like to discontinue this practice if a quote for lower price/higher quality can be obtained from a different vendor.
- Review mandate to use Short's Travel for airline bookings. Staff has discovered that sometimes a cheaper flight can be found by dealing directly with the airline. This also eliminates the need to pay travel agent fees.
- Review mandate that requires the rental of a vehicle when traveling over 99 miles per round trip. This can result in the agency paying more for the rental than what would have been spent by reimbursing actual miles at the state rate. Also, not all areas of the state have Enterprise rental locations within the traveler's domicile. This forces the employee to use their personal vehicle and limits reimbursement to 99 miles.