

# Louisiana Senate Finance Committee



### FY21 Proposed Budget

04-139 - Department of State

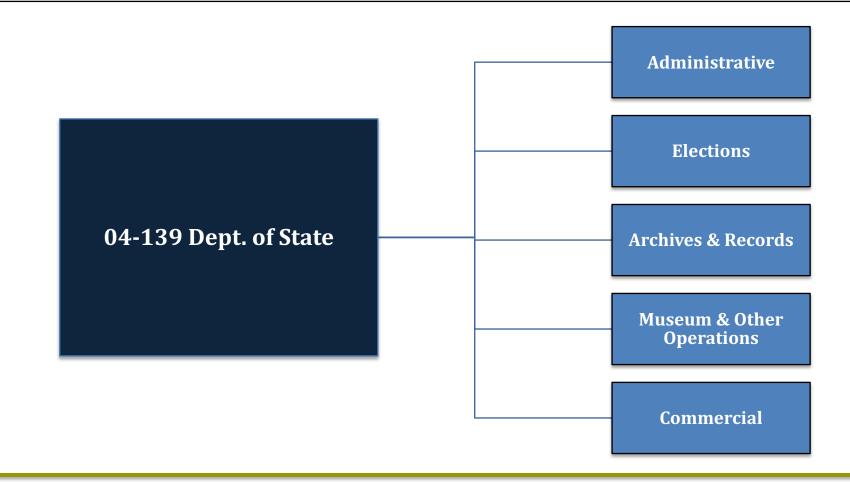
June 2020

Senator Patrick Page Cortez, President Senator Bodi White, Chairman



## FY21 Proposed 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, 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.





# Secretary of State FY21 Proposed Means of Finance by Agency

Agency	Program Description
Administrative	Provides the department with the leadership and management necessary to meet its objectives while performing the constitutional and statutory responsibilities of the Secretary of State and the Department of State.
Elections	Ensures the integrity of the electoral and election management process for Louisiana voters, citizens, and other interested parties in Louisiana and the United States. Encourages public participation in the election process by educating current and potential voters about the elections process through effective outreach programs.
Archives and Records	Ensures the government and the public continued access to essential information created by the state through a viable and responsive records management program and a comprehensive preservation effort, making the archival materials acquired and maintained by the program readily available for researchers and educational programs.
Museum and Other Operations	Presents exhibits, education, and other programs to the public that emphasize the political, social, and economic influences, personalities, institutions, and events that have shaped the landscape of Louisiana's colorful history and culture and its place in the world. To further this mission, the Museums Program will acquire, refurbish, and preserve artifacts and other historical relics representative of the state's past and attract exhibits of interest to the communities they serve.
Commercial	Provides for business, financial, and legal communities timely and efficient service in the certification and registration of documents relating to securing and retaining business entities and assets; the processing of legal services documents and communications of business licensing information as required by law and to make such information concerning these business entities available to the public.

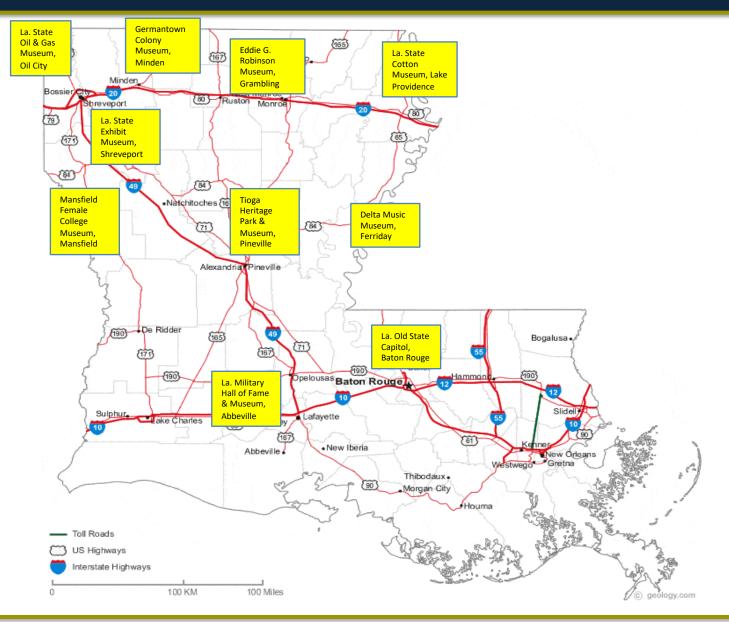


Department of State Elections in 2020

		2020 Elec	tions	
	Presidential Preference Primary/Municipal Primary	Municipal General	Open Primary/Presidential/ Congressional	Open General/Congressional
Date of Election	July 11	August 15	November 3	December 5
Early Voting Begins	06/20/2020	07/25/2020	10/20/2020	11/20/2020
Early Voting Ends	07/04/2020	08/08/2020	10/27/2020	11/28/2020



## Department of State State Museums





## Department of State FY19, FY20, and FY21 Comparison

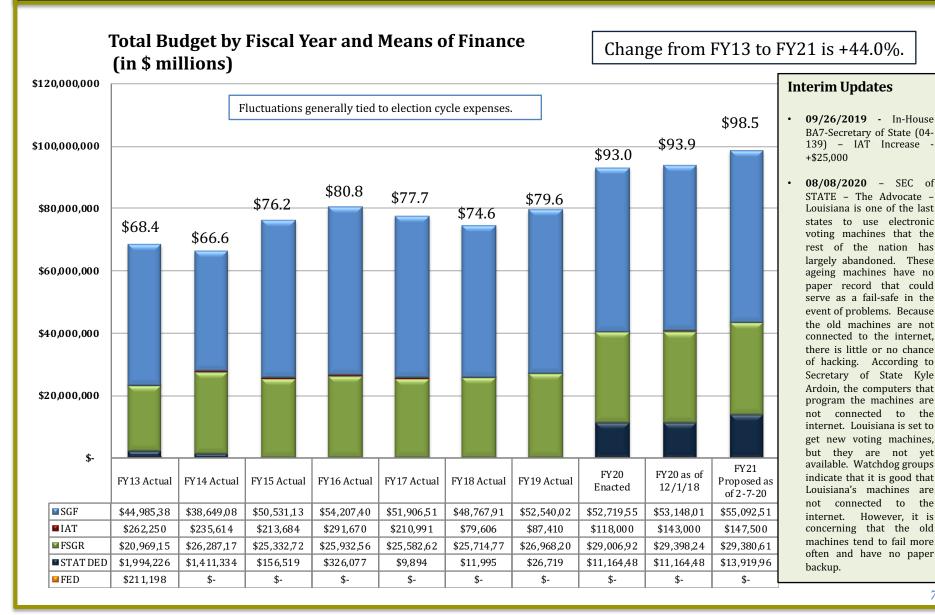
#### Total Funding — All Means of Finance

Total Funding	FY19 Actual	FY20 Enacted	FY20 EOB as of 12-1-19		FY21 Proposed		Dij	ference FY20 EOB HB1 vs. FY21Proposed
Administrative	\$ 11,349,072	\$ 12,119,548	\$	12,282,788	\$	12,136,928	\$	(145,860)
Elections	\$ 52,816,277	\$ 63,993,530	\$	64,421,990	\$	69,175,869	\$	4,753,879
Archives & Records	\$ 3,639,572	\$ 4,356,155	\$	4,356,155	\$	4,678,914	\$	322,759
Museum & Other								
Operations	\$ 2,742,628	\$ 2,921,082	\$	2,946,082	\$	2,869,022	\$	(77,060)
Commercial	\$ 9,074,816	\$ 9,618,647	\$	9,846,734	\$	9,679,863	\$	(166,871)
TOTAL	\$ 79,622,365	\$ 93,008,962	\$	93,853,749	\$	98,540,596	\$	4,686,847
Total Authorized FTEs	311	311		311		311		-

	FY21 Proposed Means of Financing by Agency											
Total MOF by Agency for FY21	SGF	IAT	FSGR	Stat Deds	Federal	Total						
Administrative	\$277,206	\$0	\$11,859,722	\$0	\$0	\$12,136,928						
Elections	\$52,144,329	\$0	\$3,224,655	\$13,806,885	\$0	\$69,175,869						
Archives and Records	\$0	\$147,500	\$4,531,414	\$0	\$0	\$4,678,914						
Museum and Other Operations	\$2,670,982	\$0	\$84,962	\$113,078	\$0	\$2,869,022						
Commercial	\$0	\$0	\$9,679,863	\$0	\$0	\$9,679,863						
Department of State	\$55,092,517	\$147,500	\$29,380,616	\$13,919,963	\$0	\$98,540,596						

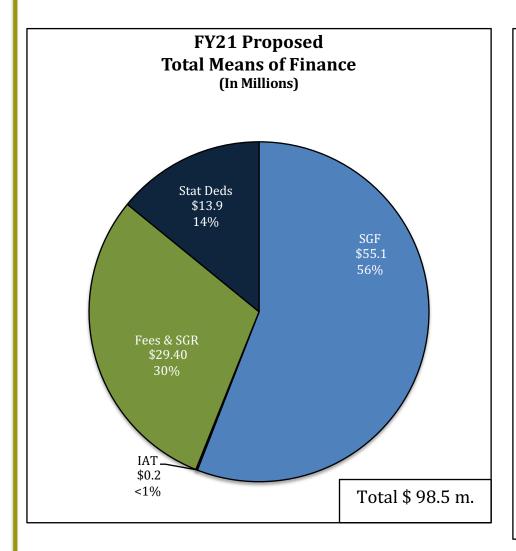


## **Department of State Changes in Funding since FY13**





# Department of State FY20 Proposed Means of Finance



### **Non-SGF Sources of Funding:**

#### **Fees and Self-generated Revenues**

(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.

#### **Statutory Dedications**

The Shreveport Riverfront Convention Center & Independence Stadium Fund (S), the Voting Technology Fund (S) and the Election Administration Account (S).



## Department of State Dedicated Funds FY19, FY20, and FY21

Dedicated Funds	Source of Funding	FY19 Actual	FY20 EOB	FY21 Proposed
Shreveport Riverfront Convention Center & Independence Stadium Fund	State hotel/motel occupancy taxes	\$26,719	\$113,078	\$113,078
Voting Technology Fund	State General Fund	\$0	\$5,161,921	\$1,319,566
Election Administration Account	Federal	\$0	\$5,889,487	\$12,487,319
TOTALS		\$26,719	\$11,164,486	\$13,919,963



## Dept. of State Categorical Expenditures FY19, FY20, and FY21

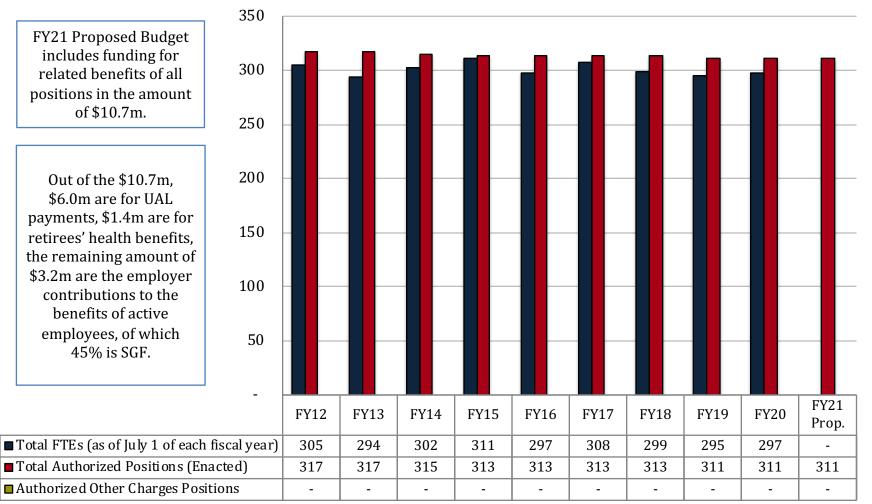
			FY	21	Difference
Expenditure Category	FY19 Actual	FY20 EOB (as of 12-01-19)	Proposed Budget	Category as Percent of Total	Difference FY20 to FY21
Personal Services:	\$26,969,363	\$28,715,038	\$29,397,037	29.83%	\$681,999
Salaries	\$16,876,555	\$17,871,086	\$18,213,453	18.48%	\$342,367
Other Compensation	\$441,574	\$455,694	\$455,694	0.46%	\$0
Related Benefits	\$9,651,234	\$10,388,258	\$10,727,890	10.89%	\$339,632
Operating Expenses:	\$10,891,411	\$12,136,218	\$12,106,615	12.29%	(\$29,603)
Travel	\$185,448	\$155,845	\$155,845	0.16%	\$0
Operating Services	\$9,975,979	\$11,124,829	\$11,129,472	11.29%	\$4,643
Supplies	\$729,984	\$855,544	\$821,298	0.83%	(\$34,246)
Professional Services	\$38,097,171	\$49,350,105	\$40,797,845	41.40%	(\$8,552,260)
Other Charges:	\$2,878,341	\$3,051,888	\$3,060,420	3.11%	\$8,532
Other Charges	\$0	\$0	\$0	0.00%	\$0
				0.0070	÷ •
Debt Service	\$0	\$0	\$0	0.00%	\$0
Debt Service Interagency Transfers	\$0 \$2,878,341	\$0 \$3,051,888	\$0 \$3,060,420		
		· .		0.00%	\$0
Interagency Transfers		· .		0.00%	\$0
Interagency Transfers Acquisitions &	\$2,878,341	\$3,051,888	\$3,060,420	0.00% 3.11%	\$0 \$8,532
Interagency Transfers Acquisitions & Major Repairs:	\$2,878,341 <b>\$786,079</b>	\$3,051,888 <b>\$600,500</b>	\$3,060,420 <b>\$13,178,679</b>	0.00% 3.11% <b>13.37%</b>	\$0 \$8,532 \$12,578,179



### FTEs, Authorized Positions, and Other Charges Positions

FY21 Proposed Budget includes funding for related benefits of all positions in the amount of \$10.7m.

Out of the \$10.7m, \$6.0m are for UAL payments, \$1.4m are for retirees' health benefits. the remaining amount of \$3.2m are the employer contributions to the benefits of active employees, of which 45% is SGF.



#### 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 FY21 Proposed.

Data for Other Charges Positions are reflected in the Executive Budget per Act 377 of the 2013 Regular Legislative Session (beginning in FY15).



## FY21 Proposed Budget Schedule 04-139 — Staff Demographic Data

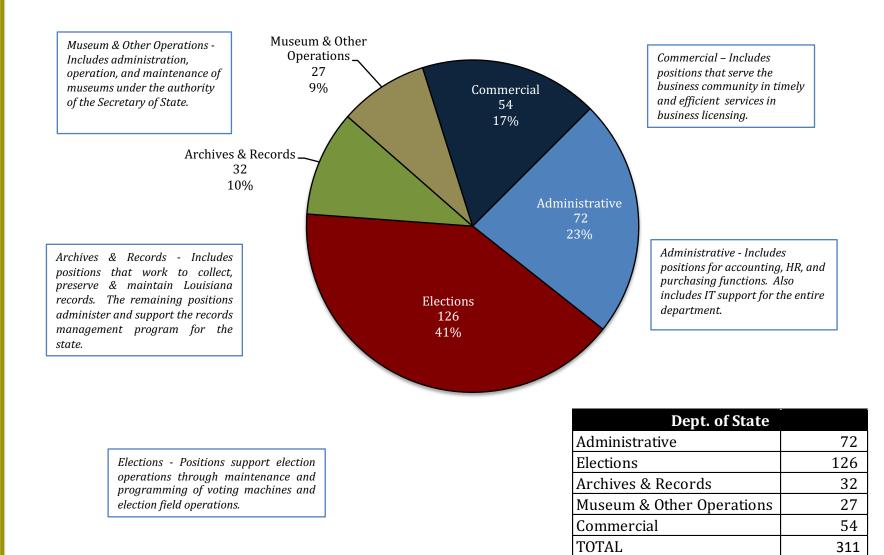
The following table shows a breakdown of departmental staff by demographic data.

Gender	
Female	167
Male	136
Race	
Black	57
White	238
Other	8
Retirement Eligible	
Within 1 Year	68



### Department of State

### FY21 Proposed Total Authorized Positions by Agency





# Significant Budget Adjustments Proposed for FY21

State General Fund (Direct)	Interagency Transfers	Fees and Self-generated Revenues	Statutory Dedications	Federal Funds	Total	T.O.	Adjustment
\$53,148,015	\$143,000	\$29,398,248	\$11,164,486	\$0	\$93,853,749	311	FY20 Existing Operating Budget as of 12-1-19
\$267,941	\$0	\$300,096	\$0	\$0	\$568,037	0	Market Rate Classified
\$37,027	\$0	\$57,703	\$0	\$0	\$94,730	0	Civil Service Training Series
\$90,818	\$0	\$167,872	\$0	\$0	\$258,690	0	Related Benefits Base Adjustment
(\$14,986)	\$0	(\$72,658)	\$0	\$0	(\$87,644)	0	Retirement Rate Adjustment
\$29,403	\$0	\$29,939	\$0	\$0	\$59,342	0	Group Insurance Rate Adjustment for Active Employees
\$16,350	\$0	\$25,500	\$0	\$0	\$41,850	0	Group Insurance Rate Adjustment for Retirees
(\$46,237)	\$0	\$167,831	\$0	\$0	\$121,594	0	Salary Base Adjustment
(\$208,704)	\$0	(\$165,896)	\$0	\$0	(\$374,600)	0	Attrition Adjustment
\$0	\$0	\$0	\$0	\$0	\$0	0	Personnel Reductions
\$0	\$0	\$191,360	\$0	\$0	\$191,360	0	Acquisitions & Major Repairs
\$0	\$0	(\$600,500)	\$0	\$0	(\$600,500)	0	Nonrecurring Acquisitions & Major Repairs
(\$428,460)	\$0	(\$391,327)	\$0	\$0	(\$819,787)	0	Nonrecurring Carryforwards
(\$13,916)	\$0	\$0	\$0	\$0	(\$13,916)	0	Risk Management
\$0	\$0	\$5,276	\$0	\$0	\$5,276	0	Legislative Auditor Fees
\$0	\$0	\$0	\$0	\$0	\$0	0	Capitol Park Security
\$0	\$0	(\$670)	\$0	\$0	(\$670)	0	USPS Fees
\$0	\$0	\$8,914	\$0	\$0	\$8,914	0	Civil Service Fees
\$0	\$0	\$297	\$0	\$0	\$297	0	State Treasury Fees
\$0	\$0	\$8,035	\$0	\$0	\$8,035	0	Office of Technology Services (OTS)
\$0	\$0	\$596	\$0	\$0	\$596	0	Office of State Procurement
(\$270,764)	\$0	(\$267,632)	\$0	\$0	(\$538,396)	0	Total Statewide Adjustments
\$2,681,921	\$0	\$0	(\$2,681,921)	\$0	\$0	0	TOTAL MEANS OF FINANCING SUB ADJUSTMENT
\$0	(\$25,000)	\$0	(\$1,160,434)	\$0	(\$1,185,434)	0	TOTAL NON-RECURRING OTHER ADJUSTMENT
\$0	\$0	\$0	\$6,597,832	\$0	\$6,597,832	0	TOTAL NEW AND EXPANDED ADJUSTMENT
(\$67,780)	\$29,500	\$250,000	\$0	\$0	\$211,720	0	TOTAL OTHER ADJUSTMENTS ADJUSTMENT
(\$398,875)	\$0	\$0	\$0	\$0	(\$398,875)	0	TOTAL WORKLOAD ADJUSTMENT
\$55,092,517	\$147,500	\$29,380,616	\$13,919,963	\$0	\$98,540,596	311	Total FY21 Proposed Budget
\$1,944,502	\$4,500	(\$17,632)	\$2,755,477	\$0	\$4,686,847	0	Total Adjustments (Statewide and Agency-Specific)
							14



#### **Means of Financing Substitutions**

State General Fund (Direct)	Interagency	Fees and Self-generated Revenues	Statutory Dedications	Federal Funds	Total	T.O.	Adjustment
\$2,681,921	\$0	\$0	(\$2,681,921)	\$0	\$0	0	ELECTIONS -Means of finance substitution replacing the Voting Technology Fund for general operating expenses with State General Fund.
\$2,681,921	\$0	\$0	(\$2,681,921)	\$0	\$0	0	Total MOF Substitutions

#### New and Expanded Adjustments

State General Fund (Direct)	Inforgoncy	Fees and Self-generated Revenues	Statutory Dedications	Federal Funds	Total	T.O.	Adjustment
\$0	\$0	\$0	\$6,597,832	\$0	\$6,597,832		ELECTIONS -This request is to continue the acquisition of a new electronic voting system for the state of Louisiana. Also, funding is to provide for the purchase of commercial off the shelf equipment or products such as software, firmware, devices, or components, that are necessary for the overall operation or storage and may be incorporated into a new voting system with no manufacturer or application specific modifications. FY21 will be the first full year of implementation of the new voting system. Funding will be from the 2020 federal allocation of the HAVA Fund and matched with state funds in the Voting Technology Fund.
\$0	\$0	\$0	\$6,597,832	\$0	\$6,597,832		Total New and Expanded



#### Non-Recurring Other Adjustments **State General** Fees and Interagency Statutory T.O. Fund Self-generated **Federal Funds** Total Adjustment Transfers Dedications (Direct) Revenues ELECTIONS -Reducing the Voting Technology Fund that funded the initial renting of equipment in order to prepare for \$0 0 the implementation of the new voting system in fiscal year 2021. \$0 \$0 \$0 (\$1,160,434) (\$1,160,434) MUSEUM -Non-recurring one-time funding of Interagency Transfers from the sales tax dedication from the Shreveport Riverfront and Convention Center and Independence Stadium Fund for the Louisiana State Exhibit \$0 (\$25,000) \$0 \$0 \$0 (\$25,000) 0 Museum and the Louisiana State Oil and Gas Museum. 0 Total Non-Recurring Other Adjustments \$0 (\$25.000) \$0 (\$1,160,434) \$0 (\$1,185,434)

#### **Other Adjustments**

State General Fund (Direct)	Interagency Transfers	Fees and Self-generated Revenues	Statutory Dedications	Federal Funds	Total	T.O.	Adjustment
\$0	\$29,500	\$0	\$0	\$0	\$29,500	0	ARCHIVES -This adjustment is for an increase in Interagency contracts for imaging and preservation services.
\$0	\$0	\$250,000	\$0	\$0	\$250,000	0	ARCHIVES -This request increases funding for the second phase of the digital repository. The Secretary of State is building an Electronic Records Management System which would automate paper-based records management, build a house for digitally born records, and begin the phase out of microfilm production. \$500,000 is in the base for this endeavor.
(\$67,780) <b>(\$67,780)</b>	\$0 <b>\$29,500</b>	\$0 <b>\$250,000</b>	\$0 <b>\$0</b>	\$0 <b>\$0</b>	(\$67,780) \$211,720		MUSEUM -Reduction to the Museum Program impacting Operational Services and supplies. Total Other Adjustments



#### Workload Adjustments

State General Fund (Direct)	Interagency Transfers	Fees and Self-generated Revenues	Statutory Dedications	Federal Funds	Total	T.O.	Adjustment
\$566,551		\$0	\$0	\$0	\$566,551		ELECTIONS -Provides for Registrar of Voters (ROV) market adjustments, Step increase, CERA certification and corresponding benefits.
(\$965,426)	\$0		\$0	\$0	(\$965,426)		ELECTIONS -The total estimated cost of election expenses including ballot printing is \$18.3 million. Current year is budgeted at \$19.3 million. There will be Presidential and Congressional Primary/General elections, and Municipal Primary/General elections.
(\$398,875)		\$0	\$0 \$0	\$0 \$0	(\$398,875)		Total Workload Adjustments



# Department of State Significant Points of Interest for FY21

- (\$965,426) This adjustment reduces state general fund for election expenses. For FY20, election expenses are expected to be \$19.3 million. The estimated cost for FY21 is \$18.3 million.
- \$566,551 This additional funding provides for Registrar of Voters market adjustments, Step Increase, CERA certification, and corresponding benefits.
- \$6,597,832 This additional funding provides for continued acquisition of the new electronic voting system. Funding comes from the federal Help America Vote Act (HAVA) Fund and state matching funds out of the Voting Technology Fund.
- (\$1,160,434) Funding for rental of voting equipment is eliminated to continue progress toward purchase of a new voting system.
- \$2,681,921 This means of financing substitution reduces \$2,681,921 out of the Voting Technology Fund and replaces it with the same amount of state general fund for operating expenses.



### Secretary of State Enacted Appropriation vs. Actual Expenditure Analysis — FY17 to FY19

The following charts show Enacted vs. Actual budget comparisons for the specified fiscal years. Rarely are these totals exactly the same. The differences can be attributed to a number of reasons: revenue that was not collected, and therefore, expenditures that could not be made; unanticipated revenue shortfalls that may require a supplemental appropriation; expenditure authority that was anticipated to be needed but the expense never materialized; etc.

Secretary of State	FY17 Enacted	FY17 Actual	FY17 Difference	
State General Fund	\$52,661,485	\$51,906,517	(\$754,968)	
Interagency Transfers	\$325,000	\$210,991	(\$114,009)	
Fees and Self-generated Revenues	\$26,104,125	\$25,582,628	(\$521,497)	
Statutory Dedications	\$514,078	\$9,894	(\$504,184)	
Federal	\$0	\$0	\$0	
TOTAL	\$79,604,688	\$77,710,030	(\$1,894,658)	

Secretary of State	FY18 Enacted	FY18 Actual	FY18 Difference	
State General Fund	\$52,859,794	\$48,767,910	(\$4,091,884)	
Interagency Transfers	\$221,500	\$79,606	(\$141,894)	
Fees and Self-generated Revenues	\$27,087,624	\$25,714,779	(\$1,372,845)	
Statutory Dedications	\$113,078	\$11,995	(\$101,083)	
Federal	\$0		\$0	
TOTAL	\$80,281,996	\$74,574,290	(\$5,707,706)	

Secretary of State	FY19 Enacted		FY19 Actual		FY19 Difference	
State General Fund	\$	55,505,580	\$	52,540,029	(\$2,965,551)	
Interagency Transfers	\$	227,500	\$	87,410	(\$140,090)	
Fees and Self-generated Revenues	\$	27,605,679	\$	26,968,207	(\$637,472)	
Statutory Dedications	\$	6,002,565	\$	26,719	(\$5,975,846)	
Federal	\$	-	\$	-	\$0	
TOTAL	\$	89,341,324	\$	79,622,365	(\$9,718,959)	

Note 1 – Negative Difference numbers show excess budget authority or less revenue than anticipated.

Note 2 — Cells highlighted in yellow mean more funding was needed or that a funding source was underbudgeted.

In any given year, the Department of State may experience budget changes. The budgeted amounts may change due to supplemental adjustments, receipt of new grants, changes in estimates of the Revenue Estimating Conference, lower elections expenses, or other unanticipated factors.



# Impact from COVID-19

#### DEPARTMENT OF STATE RESPONSE TO THE SENATE COMMITTEE ON FINANCE:

- Our agency is not only tasked with providing a safe environment for our employees, but also for the public conducting business within our office and for the citizens across the state exercising their right to vote.
  - The SOS has been purchasing PPE and putting measures in place to ensure our employees are safe when they are able to return to
    work. The museums and archive research areas, as well as the Commercial lobby, have been closed to the public. However, items such
    as annual reports and business filings are continuing to be processed as well as payments being collected via the telephone or
    electronically via the GeauxBiz portal. All essential personnel are either working remotely from home or exercising social distancing
    while in the office.
- We are projecting a deficit in Elections Self Generated Revenues of \$1.2M. We do not anticipate a negative impact on our budget due to the two

   spring elections being moved to FY 21. Normally in the spring elections, local municipalities usually have items on the ballot. Those
   municipalities pay a pro-rata share of the expense to hold those elections. Since the elections were moved to FY 21, the municipalities did not
   have the municipal primary and general elections, and thus we will not receive payment from those municipalities in FY 20.
  - The spring 2020 elections, originally planned for April and May, have been delayed and rescheduled for July and August. On April 27, 2020, the legislature approved an emergency plan for this election cycle. That emergency plan is attached to this email. The measures within the emergency plan will provide the voting public a safe environment to cast their ballot via absentee vote by mail, on early voting days, or on Election Day as well as providing for the safety of the individuals working the election.
  - Many of the safety measures in the emergency plan, which include the purchase of PPE, acquisitions, additional advertising, etc., were not budgeted for in FY 20. However, the agency was allotted \$6,212,616 in CARES Act Funds to provide for these unexpected COVID-19 related expenses necessary for the July/August elections as well as the fall 2020 election cycle. Increasing our statutory dedications budget authority in FY 20 to account for the CARES Act Funds will give us the budget authority to start preparing for the 2020 federal election cycle. A 20% state match of \$1,242,523 on the CARES Act Funds is required of us by March 27, 2022.
  - Due to the fluid nature of the situation, we are unsure exactly how much will be spent of the CARES Funds for FY 20. The SOS will need statutory dedications budget authority in FY 21 for the unspent CARES amount from FY 20. Also, the agency will need an additional \$7,523,000 in State General Fund budget authority in FY 21 for the two (2) elections that were moved from FY 20 to FY 21 (July and August). An additional amount for pandemic related expenses for the fall elections will be needed, but is not known at this time.
- Additionally, the SOS will need \$428,750 in additional IAT budget authority in FY 21 in the Other Charges category to be able to receive and spend grant funds from GOHSEP relating to cybersecurity and physical protective measures. The grant has not been awarded yet, therefore the amount available to SOS may be greater.



## Department of State House Amendments to HB 105

House Amendments to HB105								
HB 105	State General Fund	Interagency Transfers	Fees and Self- generated Revenues	Statutory Dedications	Federal	TOTAL		
Original	\$55,092,517	\$147,500	\$29,380,616	\$13,919,963	\$0	\$98,540,596		
Appropriations Amendments:	State General Fund	Interagency Transfers	Fees and Self- generated Revenues	Statutory Dedications	Federal	TOTAL		
Museum & Other Operations - Reduces funding to Museum and Other Operations for expenses.	(\$58,049)	\$0	\$0	\$0	\$0	(\$58,049)		
ReEngrossed	\$55,034,468	\$147,500	\$29,380,616	\$13,919,963	\$0	\$98,482,547		
Difference HB105 Original to HB105 ReEngrossed	(\$58,049)	\$0	\$0	\$0	\$0	(\$58,049)		

Note: Dollar totals of the ReEngrossed HB105 for the 2020 Regular Session are the same as the totals in HB1 Original for the First Extraordinary Session of 2020.